

**AGENDA****PLANNING COMMISSION**

February 6, 2025

5:30 p.m.

City Hall Council Chambers  
313 Court Street, The Dalles, Oregon

Via Zoom<https://us06web.zoom.us/j/82327794645?pwd=c1d2UGhUb1BoVithR0tFUzZzcWtXQT09>Meeting ID: **823 2779 4645** Passcode: **001537**

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1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. ELECTION OF OFFICERS
6. APPROVAL OF MINUTES
  - A. October 3, 2024: Planning Commission and City Council Joint Work Session
  - B. December 5, 2024
7. PUBLIC COMMENT – During this portion of the meeting, anyone may speak on any subject that does not later appear on the agenda. Five minutes per person will be allowed.
8. QUASI-JUDICIAL PUBLIC HEARING

CUP 213-25, City of The Dalles  
Applicant is requesting approval to demolish two structures (320 SF and 480 SF) and construct one structure of 4,800 SF. The new structure will consolidate the City's Maintenance Division operations and provide storage for The Dalles Wasco County

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**CITY OF THE DALLES**

"By working together, we will provide services that enhance the vitality of The Dalles."

Library and Friends of The Dalles Library Book Barn. This project is a Government Public Facility and will require a Community Facilities Overlay (CFO).

9. RESOLUTION

Resolution PC 625-25: Approval of CUP 213-25, City of The Dalles

10. STAFF COMMENTS / PROJECT UPDATES

11. COMMISSIONER COMMENTS / QUESTIONS

12. ADJOURNMENT

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Meeting conducted in a room in compliance with ADA standards.

Prepared by/  
Paula Webb, Secretary  
Community Development Department

**MINUTES**

**PLANNING COMMISSION and CITY COUNCIL**  
**JOINT WORK SESSION**  
October 3, 2024  
5:30 p.m.

City Hall Council Chambers  
313 Court Street, The Dalles, Oregon 97058  
Via Zoom / Livestream via City Website

**PRESIDING:** Cody Cornett, Chair

**COMMISSIONERS PRESENT:** Addie Case, John Grant, Maria Peña, Carrie Pipinich, Mark Poppoff, Nik Portela

**COMMISSIONERS ABSENT:**

**COUNCIL PRESENT:** Darcy Long, Tim McGlothlin, Scott Randall

**COUNCIL ABSENT:** Dan Richardson, Rod Runyon, Rich Mays

**STAFF PRESENT:** Director Joshua Chandler, City Manager Matthew Klebes, City Attorney Jonathan Kara, City Engineer Dale McCabe, Secretary Paula Webb

**CALL TO ORDER**

The meeting was called to order by Chair Cornett at 5:34 p.m.

**PLEDGE OF ALLEGIANCE**

Chair Cornett led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

It was moved by Grant and seconded by McGlothlin to approve the agenda as submitted. The motion carried 10/0; Case, Cornett, Grant, Long, McGlothlin, Peña, Pipinich, Poppoff, Portela, and Randall voting in favor, none opposed.

**APPROVAL OF MINUTES**

It was moved by Portela and seconded by Case to approve the minutes of July 18, 2024 as submitted. The motion carried 7/0; Case, Grant, Long, McGlothlin, Poppoff, Portela, and Randall voting in favor, none opposed, Cornett, Peña, and Pipinich abstained.

**PUBLIC COMMENT**

None.

Chair Cornett introduced new Planning Commissioner, Carrie Pipinich.

**DISCUSSION ITEM**

Director Chandler presented the staff report.

Director Chandler introduced Alex Joyce and Lydia Ness of Cascadia Partners. Ms. Ness provided updates, input from the Advisory Committee meeting, and feedback from the community. She noted the bulk of the meeting would be discussion on the draft report. Slides are included in Attachment 1.

Commissioner Peña asked about “PCUN” [Pinos y Campesinos Unidos del Noroeste]. Director Chandler replied the organization was recommended by the Navigation Center, and is working with the Gloria Center. PCUN works with migrant workers, trying to touch on the agricultural side of housing, as well as providing services to the Latinx community.

Commissioner Peña suggested meeting people that work with local migrants and orchard workers for local input. Ms. Ness suggested meeting with Commissioner Peña for additional contacts.

Councilor Long inquired about the survey methodology and data collection process, referencing her experience with Survey Monkey. She noted that 70% of respondents were homeowners and questioned the demographic representation. Long emphasized that younger individuals are less likely to pursue homeownership, even on smaller lots, and tend to seek alternative housing options. She highlighted the projected increase in the younger population alongside a decline in the older population, and asked whether the survey accounted for this shift or included data on renters, particularly younger renters.

Ms. Ness explained that the survey included a series of demographic questions, such as age, household income, and race or ethnicity, allowing for cross-referencing with respondents who identified as renters. She noted that the data could be analyzed to determine the age ranges or other characteristics of renters. While she had not reviewed this specific aspect recently, her previous review indicated that survey participation was fairly evenly distributed across age groups. Ness acknowledged that focusing solely on renters would result in a smaller sample size, possibly around 30 individuals, which could limit the analysis.

Director Chandler inquired about the flexibility of adjusting the timeline for implementing actions, such as pre-approved plans. He asked whether it would be acceptable to postpone an action to a later date, such as next year or the year after, while still meeting the requirement to



provide progress reports to the state. Chandler sought clarification on whether the same flexibility applied to delaying actions, provided that justification was submitted to the state.

Ms. Ness responded that the City is required to provide a midpoint progress report to demonstrate its efforts in meeting the planned actions. This report allows the City to acknowledge if it is unable to implement a specific action and to propose an alternative. Additionally, the City can update the timeline, indicating, for example, that a strategy originally planned for implementation by year four may now be expected to occur by year seven. This adjustment is acceptable as long as the report provides an accurate update on the status of the various actions.

Director Chandler inquired whether initiating the process to establish an urban renewal area, even if it ultimately does not result in adoption at the hearing stage, could still be considered a fulfillment of the effort. He emphasized that such an undertaking could be contentious due to its impact on numerous taxing districts. Chandler asked if reaching the point of an adoption hearing, despite the proposal not being adopted, would demonstrate that the City had fully committed to the process.

Ms. Ness responded affirmatively, stating that the title of the action specifies "explore the city creating an urban renewal area" to reflect the understanding that final implementation is not solely within the City's control. She explained that demonstrating the exploration and effort to implement the strategy, even if it does not result in the creation of a district, fulfills the intent of the action. This approach acknowledges the steps taken and the effort made, even if the outcome differs from the initial goal.

Director Chandler encouraged further input, noting that even if it was not discussed during the current session, any ideas or initiatives that could facilitate implementation in the first or second years would be welcomed. He emphasized that adoption is anticipated in January, allowing time for additional feedback. Chandler invited participants to share any recommendations or suggestions via email.

Commissioner Grant inquired whether the document presented was a collection of various ideas still under exploration or a condensed draft plan intended to address each specific item listed.

Mr. Joyce clarified that several strategies and actions outlined in the draft involve specific steps mandated by state law or standard practice. These processes allow the City to calibrate and customize the details of each tool within the timeframe allotted. He emphasized that the Housing Production Strategy is not intended to memorialize those particulars but rather serves as a commitment to explore and implement these actions as part of the City's housing initiatives. The strategy acts as a menu of options the City agrees to address in some capacity, even if that capacity is limited to exploration and completing required steps.

Ms. Ness explained the Multi-Unit Property Tax Exemption (MUPTE) program, recommending it as a replacement for the city's existing Vertical Housing Tax Zone, which is set to sunset in 2026. MUPTE is a state-enabled program that offers a 10-year partial exemption on property taxes for qualifying projects. The City would have the flexibility to design and adopt the program, setting criteria such as the geography where the exemption applies, project requirements (e.g., affordable housing or accessible units), and the process for approval,

including fees for third-party reviews. The City could also cap the number of projects approved each year to ensure a more intentional rollout.

Commissioner Grant asked whether an additional section would need to be added to Title 10 of The Dalles Municipal Code in order to establish specific standards for approving the MUPTE program.

Director Chandler explained that the program would exist outside of the Code, though it could be referenced within it. He compared it to the City's current Vertical Housing Tax Zone, which is separate from the Code. He noted the Vertical Housing Tax program, which the City implemented in 2014, has very specific requirements and has only supported one project since then. The new goal with the MUPTE program is to offer more flexibility and encourage significantly more development. He also mentioned that the Vertical Housing Tax program is expected to phase out by 2026, and communities are being encouraged to adopt MUPTE as a replacement.

City Manager Klebes raised two points. First, he questioned whether the slides should present the MUPTE program as something the City will adopt, or if they should reflect a more tentative approach, such as exploring or attempting adoption. He noted one critical component of the program – requiring agreement from 50% of the taxing districts – was not mentioned in the summary slide. This, he suggested, is a crucial part of the process and should be included to provide a more accurate picture of the challenges and uncertainties involved in adoption.

Ms. Ness responded the language could be adjusted to reflect the City's level of commitment. She explained that while adopting the MUPTE program is a goal the City should pursue, it may be more appropriate to use the term "explore adopting" to reflect the uncertainty around gaining approval from the taxing jurisdictions, as their agreement is outside the City's control. She clarified that if the taxing districts reject the MUPTE program, the City can still demonstrate it made every effort to adopt it, even if the outcome was unsuccessful.

Mr. Joyce added the point raised was interesting and could be confusing for some. He explained that achieving the 51% approval for the MUPTE program typically requires just one additional larger taxing entity, such as the county or the school district, to participate alongside the City. While the threshold of 51% may seem high, in practice, it usually only involves convincing one other entity to join in, rather than multiple conversations with various smaller taxing districts.

Ms. Ness explained the City could explore implementing a construction excise tax (CET) on both residential and non-residential construction. This tax would be applied to the permit valuation of new construction or additions to existing structures, with a cap of 1% for residential construction. For non-residential construction, such as commercial or industrial projects, there is no cap, and the City could set a tax rate of up to 1.5%. The City could also consider taxing commercial and industrial construction to connect employment investment with housing development.

Ms. Ness mentioned that the City of Hood River and Hood River County have adopted a CET, taxing both residential and non-residential construction at 1%, with a reduced rate of 0.75% for manufactured housing in the county. Exemptions or partial exemptions could apply for

affordable housing, accessory dwelling units, or nonprofit-operated facilities, allowing flexibility in how the program is implemented.

Director Chandler raised a concern about basing the construction excise tax (CET) on the total valuation of residential projects. He acknowledged that the tax is intended to support affordable housing development but expressed concern that adding an additional tax to residential construction could create another barrier. He noted that while the goal is to support housing development, the tax might inadvertently make building housing more expensive, thus becoming a "double-edged sword."

Ms. Ness acknowledged Director Chandler's concern, explaining that the construction excise tax program does indeed have that "double-edged sword" effect. She clarified that the City could choose not to tax residential permits or could selectively apply the tax to specific types of housing, such as single-family homes or multi-unit developments. She emphasized that the program allows for flexibility in determining which types of construction are taxed or exempted.

Director Chandler shared his perspective, noting that in Hood River, the construction excise tax is applied in an area where homes are being built in the \$800,000 to \$1.2 million range. He acknowledged that while this development meets a need, there may be an opportunity to apply the tax differently for higher-end projects compared to more affordable ones, such as those involving manufactured homes or units priced below \$300,000. He suggested considering not taxing at certain price points to avoid placing an additional burden on more affordable developments.

Ms. Ness explained that the City's exploration of a construction excise tax could include flexibility, allowing the City to assess if the program is the right fit. The City could also gather insights from other jurisdictions, like Hood River, to evaluate the impact on development. If implemented, the funds collected through the CET would be distributed as follows:

- **Residential Developments:** 15% of the funds would go to Oregon Housing and Community Services for down payment assistance programs. The remaining funds could be allocated for City or County affordable housing programs or incentives, with 50% directed toward developer incentives. The City could use these funds for fee waivers, system development charge (SDC) waivers, or pre-development assistance. Additionally, up to 4% could be reserved for administrative costs.
- **Non-Residential Developments:** 50% of the funds would go to local housing programs, with the remaining 50% being unrestricted, allowing for greater flexibility. These funds could be used for infrastructure improvements that prioritize housing development.

Ms. Ness provided an example from Hood River, where a 2000-square-foot house with a 440-square-foot garage would generate \$2,600 in CET revenue. Hood River has raised over \$400,000 through their CET program, which supports affordable housing programs and incentives.

Chair Cornett clarified that the CET applies to both commercial and residential developments. He also emphasized that the calculated valuation refers to the assessed value of the construction

project, not the market value or the sale price of the property. The tax would be based on the assessed value, which is the value used for taxation purposes, rather than the market value or potential sale price.

Ms. Ness replied, "That's my understanding."

Chair Cornett asked how many residential building permits were submitted in 2023.

Director Chandler replied that there have been 12 residential building permits submitted this year. Last year, in 2023, the number was somewhere around 30 to 35, with the exact figures available in the report. He also noted these numbers are much lower than those of the City of Hood River, as previously discussed in conversations.

Chair Cornett asked if the construction excise tax would actually work in the City, given the lower volume of new construction. He expressed concern that imposing such taxes could potentially hinder development and put the City at a disadvantage, particularly when trying to attract builders. He also questioned if formally exploring these ideas meant more than just the current discussion, implying that it would require formal sessions with the City Council, Planning Commission, or other work groups.

Ms. Ness replied that it would be a bit more than just the current discussion.

Director Chandler added that a lot of the current work is planning for the future. While the City may be at 35 housing units now, the hope is to double that. He noted that The Dalles is twice the size of Hood River, yet Hood River is producing twice as many houses. He expressed confusion over these statistics, pointing out that land and housing are typically cheaper in The Dalles, so it raises the question of what barriers exist here that don't in other areas. The goal, he emphasized, is to increase housing production over the next eight years.

Mr. Joyce added that while the numbers from individual tools may not be enough to solve all of The Dalles' housing issues, when combined as a package, they can make a significant difference. He emphasized that the pace of a housing market can be slow until it suddenly accelerates. While annual numbers might be lower than Hood River's, the long-term impact can be substantial, especially when compounded over 10 to 15 years.

He also mentioned that the City can be selective in applying the construction excise tax, focusing it only on commercial and industrial development if needed, or extending it to residential development as well. The key is to calibrate the tax to avoid discouraging development while still supporting affordable housing. The goal is to strike a balance that addresses the need for affordable housing without negatively impacting the market.

Commissioner Grant raised a concern based on earlier discussions comparing the housing availability in Wasco County, The Dalles, and Hood River. He noted that Wasco County and The Dalles were on par with the statewide average for housing availability, while Hood River faced more significant housing challenges. He questioned whether the implementation of a construction excise tax in Hood River in 2017 led to any growth being stunted, as they had to build housing regardless. He also expressed concerns about how introducing such a tax in The Dalles could be counterproductive, especially when the goal is to bring jobs to the area to support a growing population and new housing.

Ms. Ness responded that she couldn't answer the first question regarding how the construction excise tax in Hood River might have impacted development or stunted growth, but suggested that the City and County could provide insights on how the tax affected housing production.

Commissioner Grant asked what years were captured in the graph with the availability of homes.

Ms. Ness clarified that the graph she referred to analyzed a 10-year period, likely between 2014 and 2024, and focused on housing vacancy rates in The Dalles, Hood River, the state, and the county. She explained that the data looked at trends and shifts in housing vacancy over that period.

In response to Commissioner Grant's second question about the potential disincentive for new commercial or industrial development due to the construction excise tax, Ms. Ness acknowledged that it could indeed have an impact. She emphasized the flexibility of the tax, pointing out that the City could choose a lower rate (e.g., 0.5% instead of 1%) to minimize any potential negative effects on development. Additionally, she suggested that the City could connect with other jurisdictions that have implemented the tax to better understand its impact on employment and development.

Mr. Joyce added that one key aspect of the process is the ability to calibrate the tax to ensure it remains market feasible. He emphasized the importance of not setting the tax rate too high, as it could discourage other investments in the local economy. By fine-tuning the tax, communities can generate modest local funds that are crucial in leveraging much larger state or federal funds for affordable housing projects. Local matching funds, often required for state and federal affordable housing funding, are usually relatively small but play a critical role in securing the larger sums needed for such projects. Having a mechanism like the construction excise tax allows communities to build up these "gap funds" over time, which can be pivotal in unlocking significant external funding.

Ms. Ness mentioned that the City of Newport conducted an analysis to explore the potential impact of implementing a construction excise tax. She suggested that this could be a valuable approach for The Dalles as well, if the tax is included in the report. The analysis would involve conducting a market assessment to better understand how the tax would impact development and to determine what tax rate would be market feasible, ensuring that it doesn't discourage new development, such as commercial buildings. This type of study could help guide the decision-making process for implementing such a program.

Commissioner Pipinich asked if the 15% of funds collected through the construction excise tax, which is allocated to the Oregon Housing and Community Services (OHCS) program, is prioritized for return to the communities that implemented the tax, or if the funds are distributed more broadly across the state.

Ms. Ness replied that it was a great question, but she was not certain of the answer. She offered to follow up on it.

Ms. Ness asked the group for feedback on how the City can best implement the actions in the draft report. She posed several questions for consideration:

1. How can the City best implement these actions? She encouraged the group to consider how different housing types or populations might be impacted and how the actions could meet various needs.
2. What questions or comments do the group members have to feel comfortable including these actions in the final version of the report?
3. Are there any insights on how these actions can be most effectively used, or are there any other questions or comments about the action list?

She emphasized that the group did not need to answer all of the questions and could also ask questions themselves. She invited any concerns about the actions or questions regarding their inclusion in the final draft.

Chair Cornett raised a question about Action 2.2, which relates to maximum density. He mentioned that three years ago, the City changed its zoning ordinances, significantly reducing the minimum lot size and modifying how density and units are calculated on specific lots. He asked if there is a need to revisit those changes or if further adjustments are necessary, noting that they had spent considerable time on this issue in the past.

Ms. Ness explained that, as the team evaluated the maximum densities in The Dalles' zoning areas, particularly for smaller, infill sites, it was found that reaching the maximum density can still be challenging. Even with the adjustments made to reduce the minimum lot size, the density maximums may still present barriers to developing certain types of housing, particularly on infill sites. She clarified that the City's previous density work aimed to resolve inconsistencies within the zoning ordinances, but maximum density limits could still act as a hindrance to development.

Director Chandler elaborated that in 2022, the City made significant changes to its zoning ordinances regarding density. The previous code had two different standards for density that did not align, which led to confusion. The update aimed to resolve this by making the density calculations based on the minimum lot size in each zone, resulting in clearer regulations. For example, the previous density range was 10 to 25 units per acre in high-density zones, but after the change, the number rose to approximately 29 units per acre. While this increase helped clarify the density regulations, Director Chandler emphasized that it would still be worth exploring further, especially regarding the feasibility of even higher density, though 29 units per acre is already considered a strong standard for a City of this size.

Ms. Ness emphasized that if any of the actions in the strategy feel uncomfortable or inappropriate for inclusion in the final report, they do not have to be included. She explained that one of the reasons for considering increased density, especially near downtown areas, is to allow for more units in smaller spaces. While there are still other standards in place (like setbacks and height limitations), increasing density could help accommodate smaller, more affordable units within the same physical space. She encouraged the group to reach out with any further questions or feedback after reflecting on the information discussed, and assured them that they could revisit the inclusion of any specific actions.

Commissioner Grant expressed that while he liked many of the ideas presented, he was not in favor of including Action 4.1, which involves the construction excise tax. He suggested this might be something the City Council could explore later, but questioned whether it should be something the group felt obligated to include in the current strategy.

Commissioner Pipinich expressed that including the construction excise tax in the strategy, with a timeline of seven to eight years, would provide flexibility. This would allow the City to assess how the market looks at that time and decide if it's worth exploring further. She emphasized that while the language could remain flexible, keeping it on the agenda as a potential consideration would serve as a reminder of a possible tool for the future.

Chair Cornett agreed with the idea of exploring the construction excise tax, emphasizing that the exploration process would allow the City to assess whether it works or not. He noted that any exploration should be accompanied by quantitative studies to help make an informed decision about its viability.

Ms. Ness clarified that one of the steps in implementing the action could involve hiring a third-party consultant to assess the feasibility of the construction excise tax. This would provide valuable information to help the City determine whether it's the right time to adopt the tax or if it is not feasible for the community. She emphasized that exploring the idea doesn't commit the City to adopting it, and if others felt uncomfortable, the action could be reevaluated for inclusion in the final list.

Commissioner Portela asked if, along with exploring the feasibility of the construction excise tax, the City could also explore other opportunities to fund low-income housing. He questioned whether there might be alternative ways to support low-income housing programs without relying on taxing new construction.

Mr. Joyce replied that it makes sense, and while there are limited ways for local jurisdictions to generate additional revenue for affordable housing, there are a few options. One alternative to the construction excise tax is urban renewal areas, where taxes are captured in a specific district, like a downtown area, and recycled within that area for purposes such as affordable housing. He noted that while the CET is an additional tax, urban renewal serves as a tool to capture and direct funding toward affordable housing within a specific area.

Commissioner Portela suggested that, when including the information on the construction excise tax, it would be helpful to include a comparison of projected new construction. This comparison would show how much could potentially be dedicated toward low-income housing with the tax versus what the City could miss out on if the tax is not implemented.

Mr. Joyce replied that the kind of analysis Commissioner Portela suggested – comparing the potential funding for low-income housing with and without the construction excise tax – would be included in the recommended next steps for that action.

City Manager Klebes commented on the work plan, emphasizing that every action requires staff time and resources. He noted that while the City may have multiple plans in progress, including the housing production strategies report, there are many action items across various departments, which can accumulate to a significant workload. He reminded the Planning Commission and City Council that these efforts require volunteer time and staff work. Klebes suggested that the

City Council's facilitated goal-setting session on November 15 would help prioritize these actions, ensuring they are aligned with available resources.

Ms. Ness clarified the final draft of the report is projected to be ready by December 15. However, she noted that the Planning Commission and City Council can still evaluate and refine the list during the work session on November 15. There will be an additional month after that meeting to finalize the draft report.

Director Chandler asked about the acceptable number of actions that should remain on the list, noting that there are 19 actions in total, which represents a lot of work. He inquired about what would be considered acceptable to drop from the list while still meeting state requirements.

Ms. Ness explained there is not a set number of actions required for the housing production strategy to be in compliance. While there's no "sweet spot," the key is ensuring the strategies meet various housing needs, such as type, tenure, and specific populations. If too many actions are removed, it could risk not addressing those needs, but it is up to each local jurisdiction to balance capacity and interest. She also noted it is possible to include actions in the report that were considered but not finalized, such as the construction excise tax, and reference them for future consideration.

Commissioner Pipinich emphasized the importance of aligning the housing strategy with the City's realistic capacity, especially as the Planning Department ramps back up. She suggested prioritizing items that the City can make tangible progress on, considering both capacity and the ability to engage with populations that face challenges accessing housing. She highlighted the need for inclusion of these populations in the housing working group. Additionally, she recommended that the pre-approved plans action be considered for earlier implementation as a relatively straightforward tool that could have a meaningful impact. She also advocated for advancing the land banking action, stressing the importance of securing land for affordable housing before prices increase further, citing the example of Hood River's rising land costs.

Commissioner Pipinich clarified that she does not expect an immediate response, but would appreciate it if City staff could review and refine the implementation timeline and priorities based on realistic capacity.

City Manager Klebes commented that years one and two of the proposed plan are heavy in terms of workload, while years five through eight are lighter. He suggested that, if pressed, he might consider moving one or two actions from years one and two into years three and four, and similarly shifting some actions from years three and four to years five and six. However, he noted that this would be a complicated task to do at this moment.

Ms. Ness replied the proposed timeline is a draft and additional feedback is welcome. She emphasized the importance of refining the timeline to reflect the City's realistic capacity. While adjusting timelines might shift some actions, it does not mean that other strategies, such as infrastructure prioritization, would not be worked on in the interim. The timeline serves as a guideline, and flexibility is possible.

Director Chandler shared that the team will work over the next few weeks and months to refine the details, acknowledging that many of the items may already be in progress or have complex components. He expressed support for the pre-approved plans, which he has been interested in



for years. He mentioned having previously discussed this with DLCD [Department of Land Conservation and Development] but the conversation had not gained traction at the time. Director Chandler noted that other communities in Oregon have pre-built plans, such as for garages or ADUs, and that there is interest in expanding this to include duplex and triplex plans. He expressed personal support for advancing the pre-approved plans, while being mindful of available bandwidth.

Chair Cornett suggested moving the maximum density action to years five or six of the implementation timeline. He noted the community has recently gone through the process of addressing density, and it would be more appropriate to revisit it after observing how the current changes play out in the community. He felt that the work done on it was thorough and that an organic timeline to revisit it in five or six years would be ideal.

Commissioner Pipinich raised a question about the accuracy of the rental cost information in the plan, noting that the median rent of less than \$1,000 seemed surprising. She asked if the data source for this information was prescribed for this type of plan, as she recalled that the housing authority had conducted a deep dive study a few years ago, which might have provided different results.

Ms. Ness replied the data was pulled from the American Community Survey data that produces different data points, that includes median rent.

Commissioner Pipinich added that the Housing Authority conducted a HUD-approved process a few years ago due to the poor quality of data for the area. She suggested that using this more accurate data could better reflect the reality on the ground and highlight the housing cost burdens within the community, providing a clearer picture of the actual needs.

Ms. Ness responded that they could definitely reference the data compiled by the Housing Authority as well.

Ms. Ness concluded by noting the final draft of the housing production strategy will be completed by December 15, with the City Council set to adopt it in early January 2025. She emphasized the report will still be refined based on feedback from the Planning Commission and other City staff. She encouraged the group to email Director Chandler or herself with any further questions or comments to ensure the report is something everyone feels good about and is willing to support.

### **STAFF COMMENTS / PROJECT UPDATES**

Director Chandler shared two key topics coming up in November for the Planning Commission. The first is related to new FEMA requirements, called "Pick Ems," which require the City to choose a strategy by December 1. These include options such as implementing a model ordinance or requiring individual permit studies for properties. FEMA's updates to floodplain maps, which have been delayed, complicate the situation further. The City is working to digest the information and will present it to the Planning Commission in November and City Council shortly thereafter. The second topic is an Urban Renewal matter, which involves increasing the Urban Renewal Agency's maximum indebtedness. This will require Planning Commission input to ensure the change aligns with the Comprehensive Plan.

**COMMISSIONER COMMENTS / QUESTIONS**

None.

**ADJOURNMENT**

Chair Cornett adjourned the meeting at 7:16 p.m.

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Submitted by/  
Paula Webb, Secretary  
Community Development Department


SIGNED: \_\_\_\_\_

Cody Cornett, Chair

ATTEST: \_\_\_\_\_

Paula Webb, Secretary  
Community Development Department



DRAFT



## City of The Dalles Housing Production Strategy

Planning Commission and City Council Work Session #3

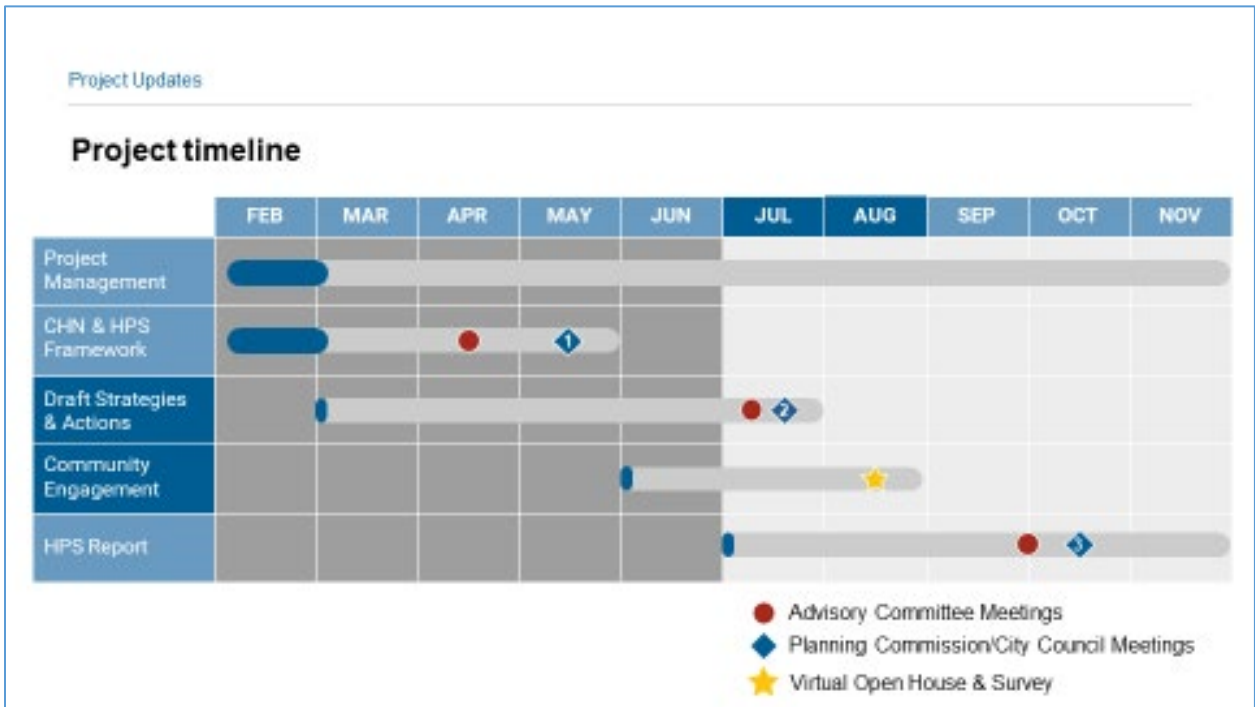
October 3, 2024



### AGENDA

1	Project Updates	What feedback have we heard from community engagement?	15 min
2	Draft Housing Production Strategy + Discussion	Review the draft report + specific actions	70 min
4	Next Steps	Project next steps	5 min

# Project Updates



Project Updates

### **This is the third opportunity to provide input on housing strategies**

We will discuss and solicit potential housing production strategies and actions in three phases:

**May 2:**

- Discuss the **landscape** of housing needs, strategies, and actions
- Share examples of strategy types
- Broadly discuss your interests, priorities, and concerns

**July 18:**

- Review and discuss a **refined** set of draft strategies and actions
- Share how the refined list is informed by what we hear from you today, feedback from City staff, and community input

**Today:**

- **Review** the draft HPS report
- Identify and discuss remaining questions

Project Updates

### **Planning Commission and City Council Feedback from Work Session #2**

- PC/CC generally **supportive of the actions presented**
- Several PC/CC members are interested in **including plexes and cottage clusters** in pre-approved building plans
- Concerns around **administrative burden** of MUPTE program
- Interested in actions that support **affordable home ownership** opportunities
- Supportive of **inventorying land** beyond the current list held by the City

Project Updates

**Key Takeaways from the Advisory Committee meeting #3**

- AC is supportive of the draft report and strategies
- The **Housing Authority** highlighted they have a community land trust, which could be a great opportunity for The Dalles to partner for strategies like Land Banking
- The **Mid-Columbia Economic Development District** organization attended the AC meeting and offered ways they can support and partner with the City on various strategies
- The AC recommended looking to **other jurisdictions** and how they've implemented various programs and incentives that the City is considering for lessons learned and guidance

**Community Engagement  
Feedback**

Community Engagement Feedback

### Multiple Engagement Activities have and continue to be held

- Interviews with priority populations and organizations that serve priority populations
  - MCACC and MCACC's Lived Experience Working Group
  - Mid-Columbia Health Council
  - Nch'i Wana Housing
  - Bridges to Change
  - Pineros y Campesinos Unidos del Noroeste (PCUN)
- Virtual Open House and Survey
- Community Open House held on September 18

Community Engagement Feedback


### Key Takeaways from Community Open House

- Need **affordable rental and ownership housing**
- Need higher density housing near **transit options and grocery stores, other goods and services**
- Housing that is **accessible**- elevators, entries without stairs, and single-story homes
- Especially supportive of **cottage cluster housing** for multi-generational housing, affordable home ownership opportunity, and accessible housing
- Priority for housing development in **West The Dalles**
- Emphasis on housing development with **supportive services** is important for people coming out of homelessness

Community Engagement Feedback

### Virtual Open House and Survey

- Survey closes on **October 4**
- **107 responses** to the survey as of today



City of The Dalles Housing Production Strategy  
VIRTUAL OPEN HOUSE

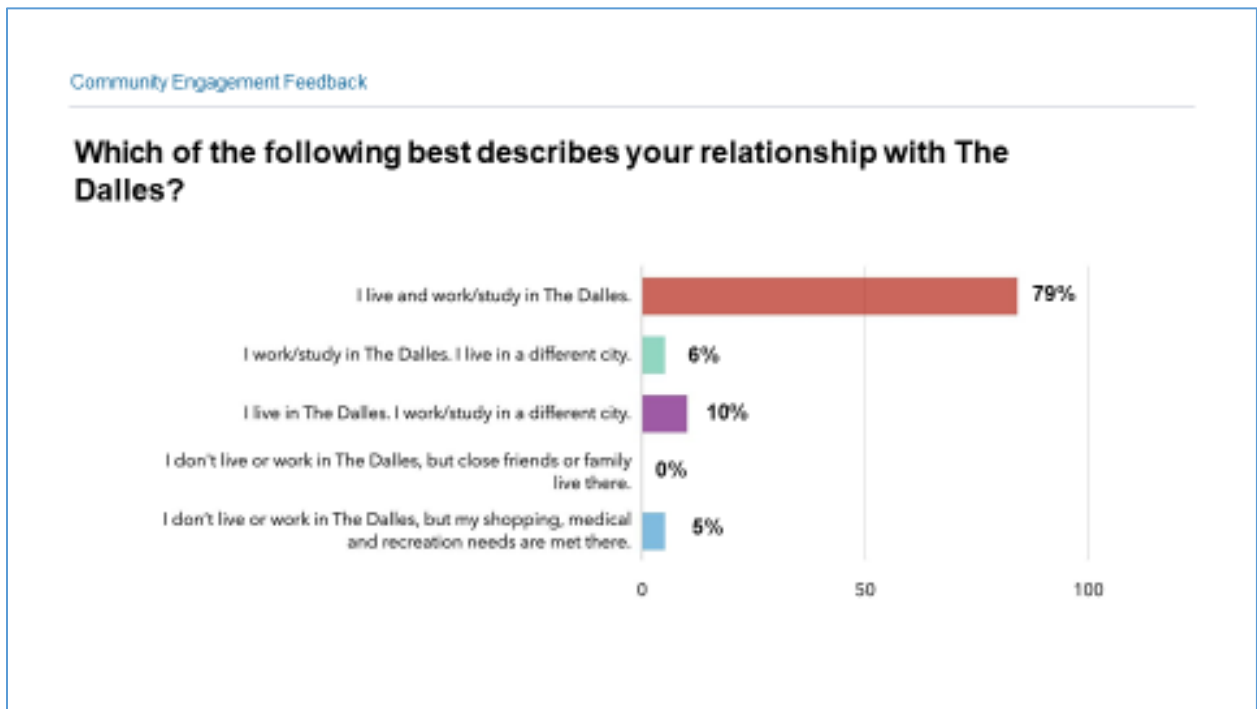
WELCOME TO THE VIRTUAL OPEN HOUSE AND SURVEY

Thank you for joining the Virtual Open House for the City of The Dalles Housing Production Strategy (HPS). The City would benefit from your input and responses to HPS. This document will establish a set of goals for the City to use in planning to support housing development. The HPS is a mandatory requirement.

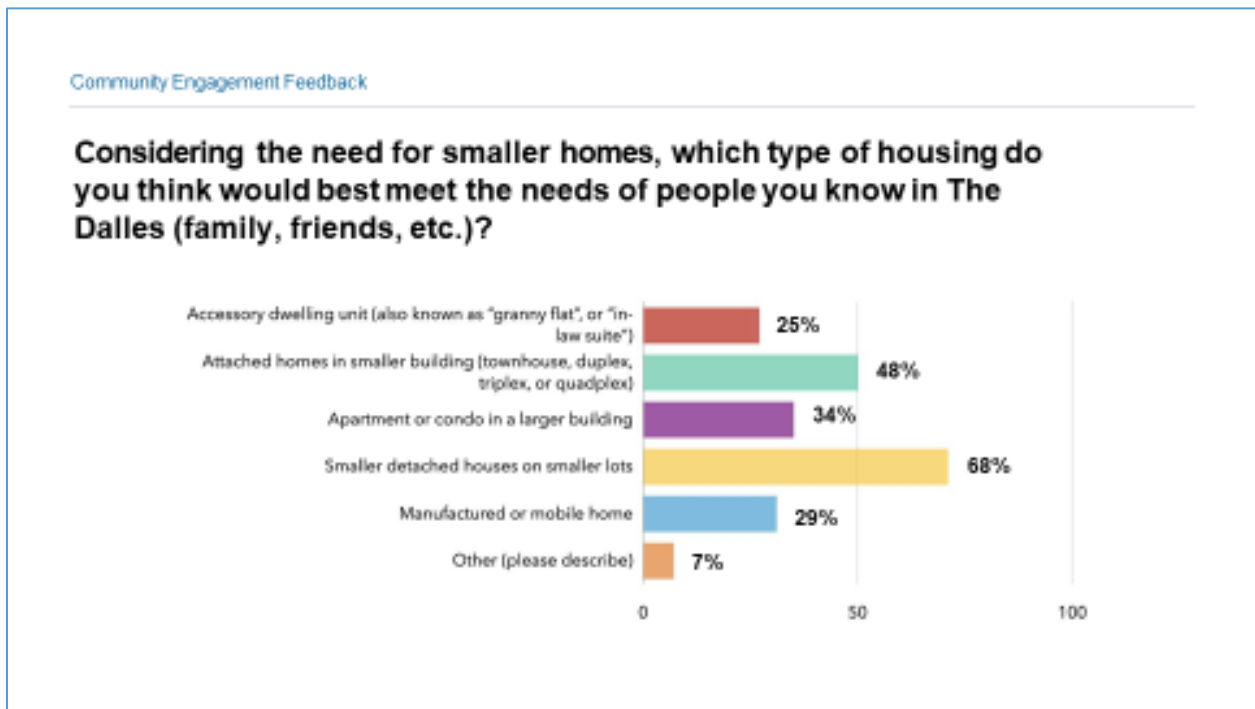
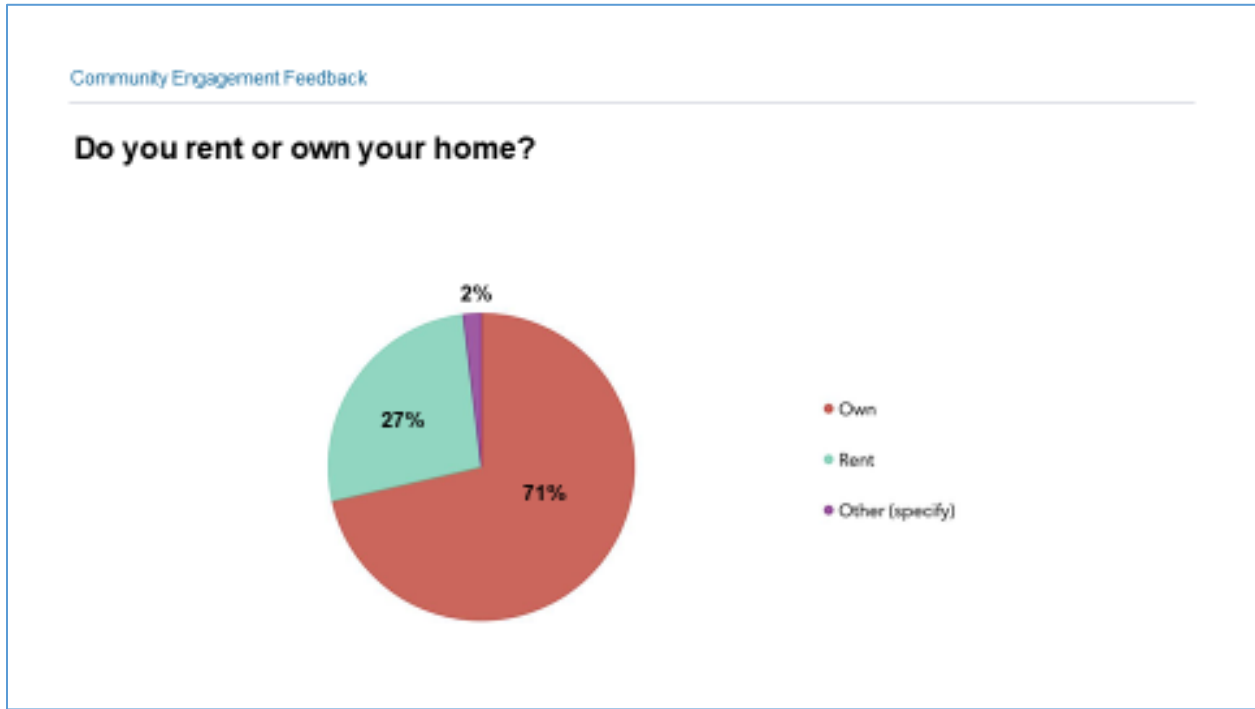
This website presents information about what is included in an HPS, the housing needs of the Dalles, and asks for the City to consider to address those needs. Below you will find instructions for navigating the site.

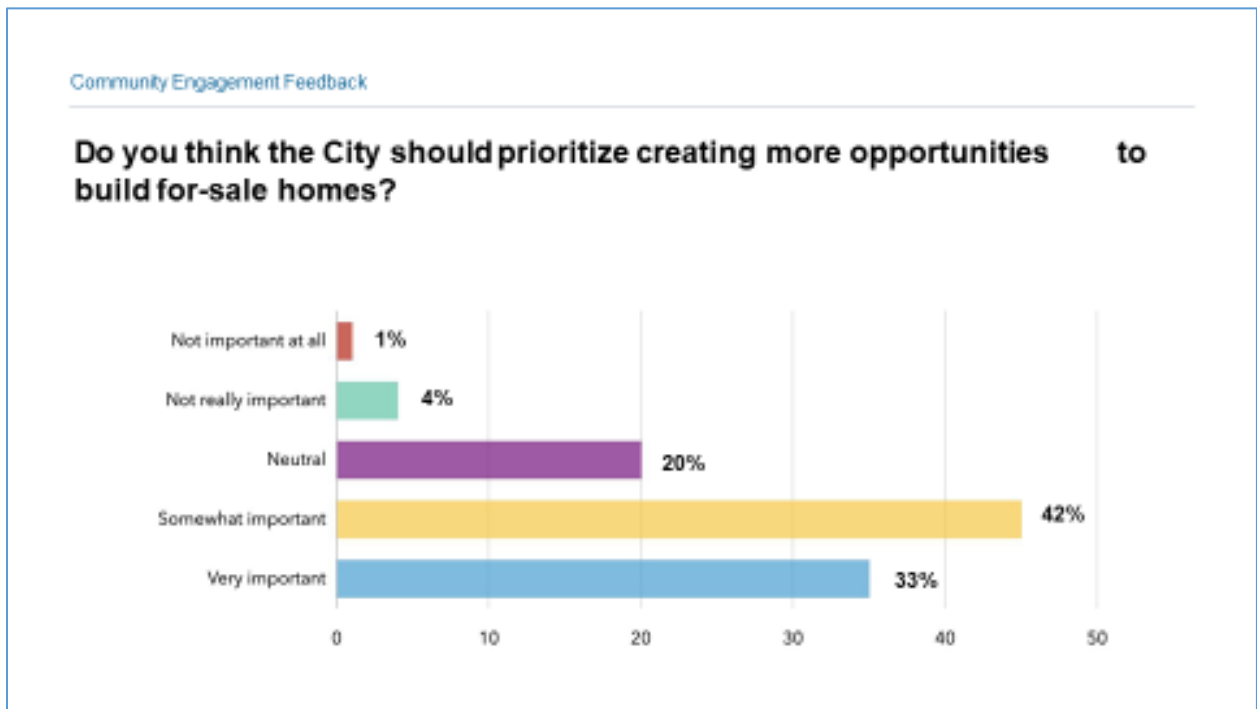
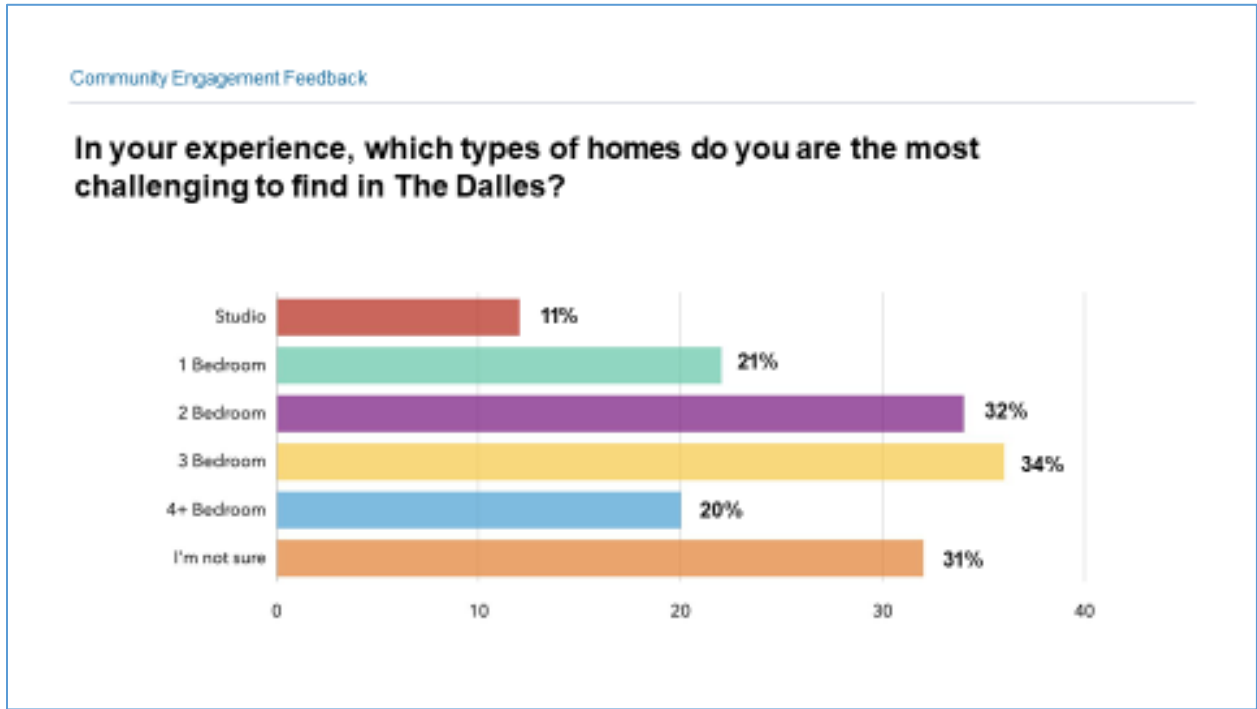
The Virtual Open House and survey will remain open and hosted until midnight on October 4 at midnight.

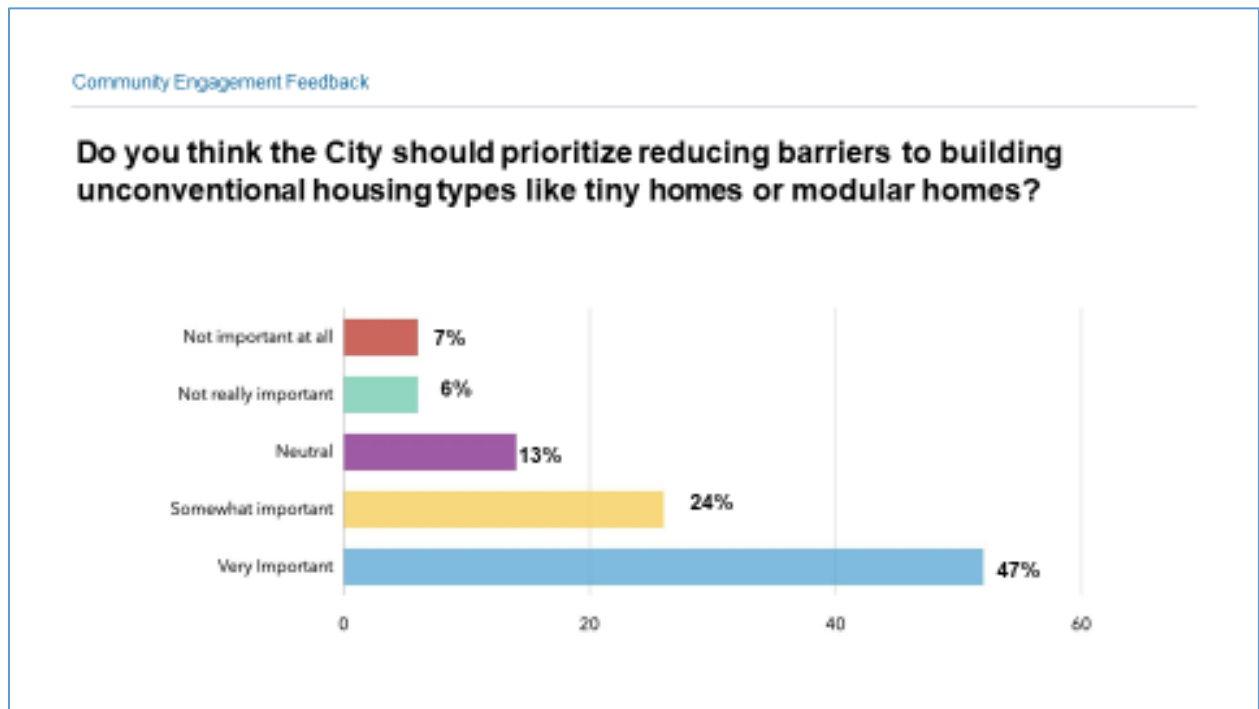
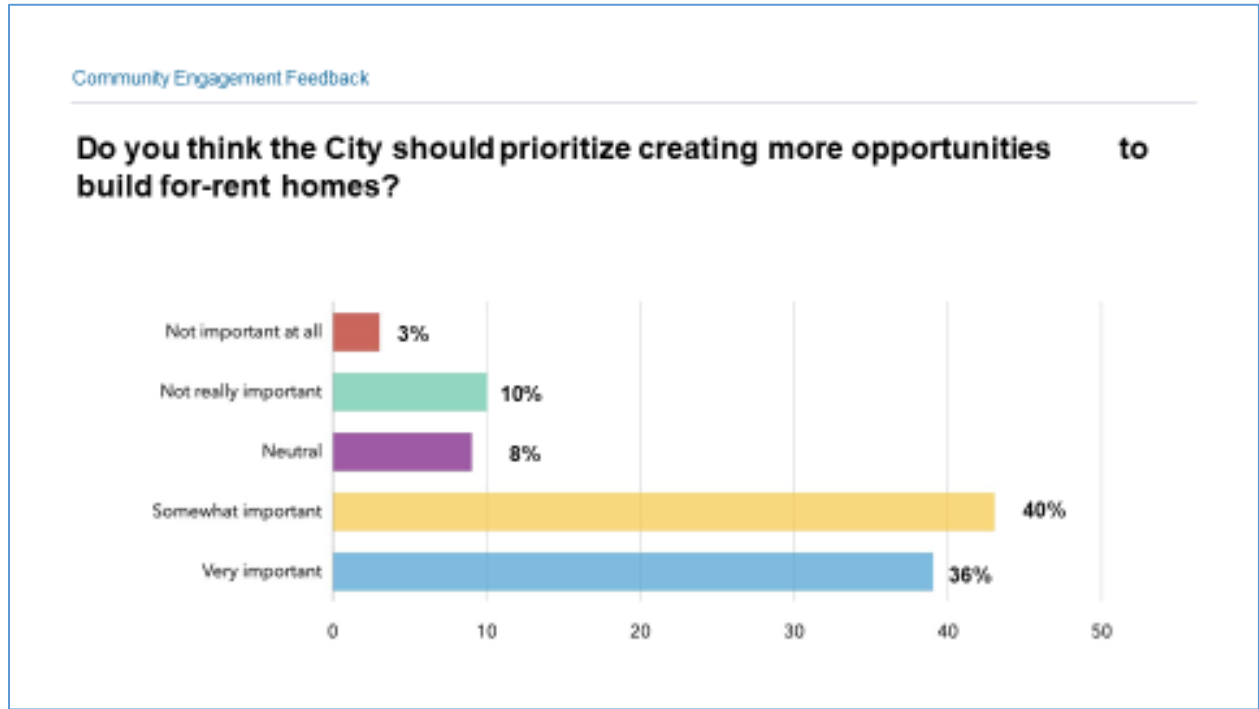
[TAKE THE SURVEY](#)

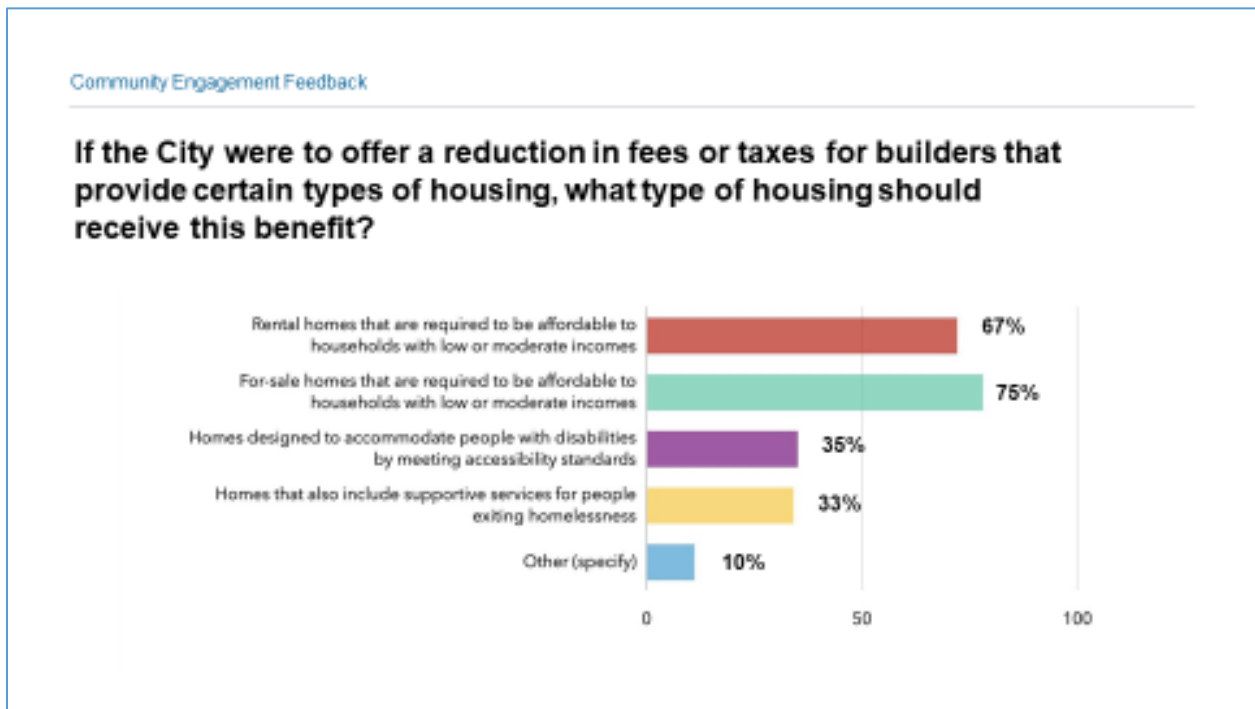
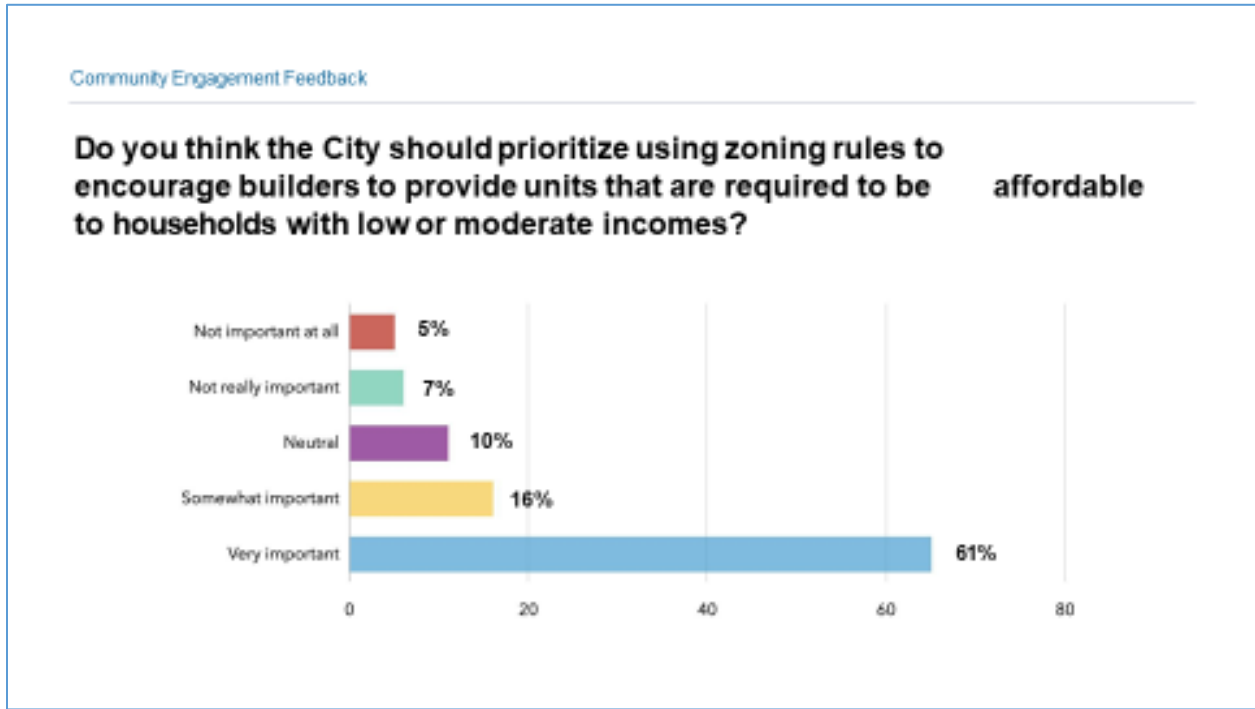


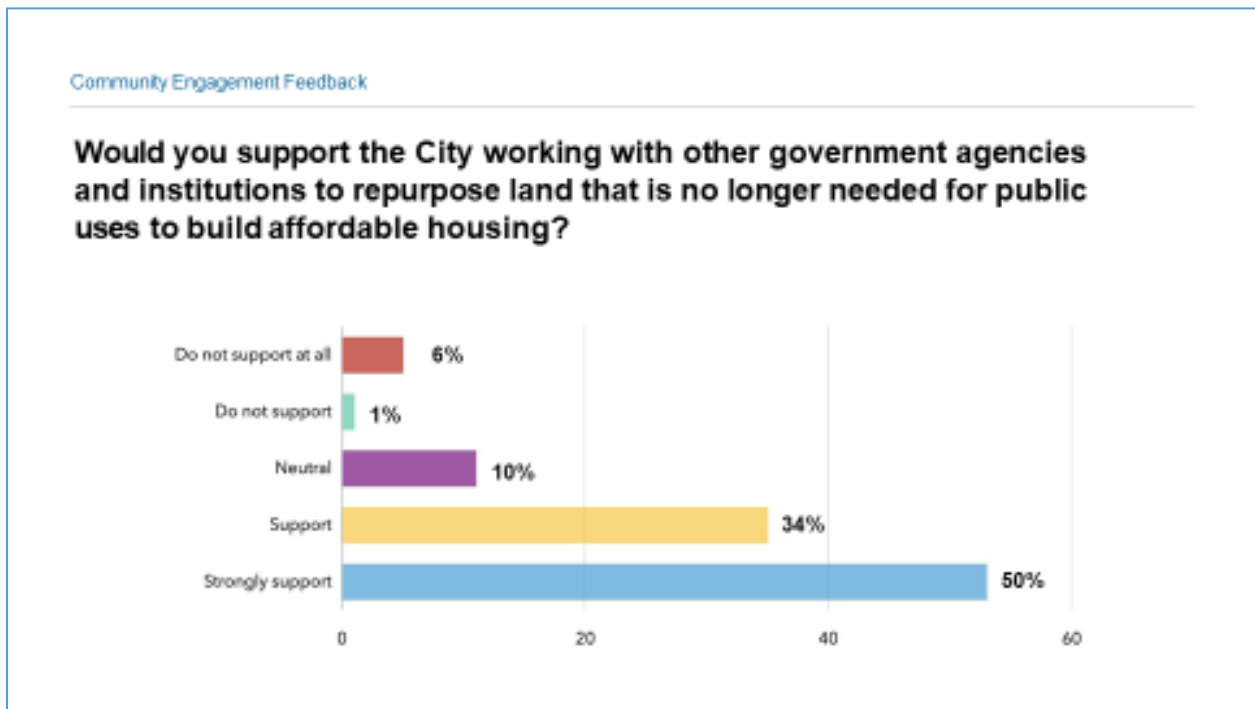
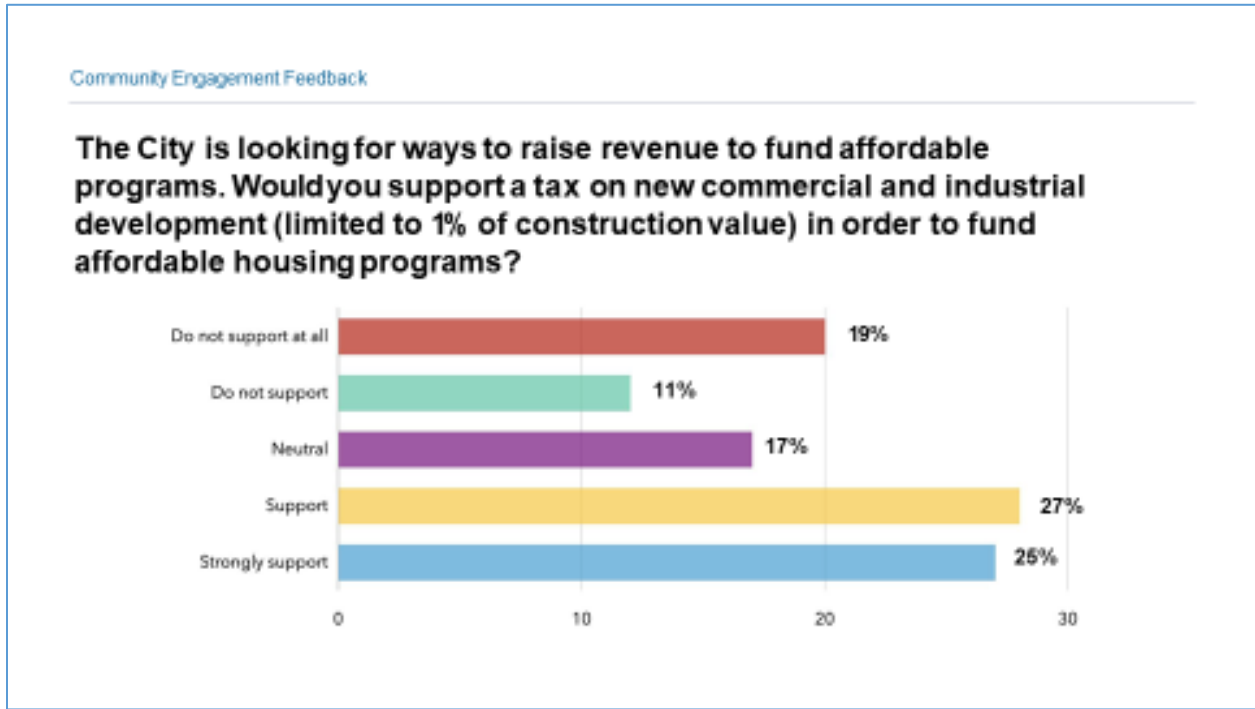












## Draft Housing Production Strategy + Discussion

### Five Categories of Housing Strategies: The City's toolbox and the tools inside



### HPS Actions by Implementation Timeline and Action Impact

Action Group	Action Title	Implementation Years				Action Impact
		1-2	3-4	5-6	7-8	
Partnership Actions	Action 1.1: Housing Working Group					High
	Action 1.2: Pre-Approved Plans					High
	Action 1.3: Technical Assistance					Low
Regulatory Actions	Action 2.1: Middle Housing					High
	Action 2.2: Maximum Density					High
	Action 2.3: Zoning Incentives					Medium
	Action 2.4: Alternative Housing Types					Medium
	Action 2.5: Mixed-Use Development					Medium
	Action 2.6: Adaptive Reuse					Medium
Incentive Actions	Action 3.1: Tax Exemption Incentive					High
	Action 3.2: Scaling SDCs					Medium
	Action 3.3: SDC Deferral					Low
Investment Actions	Action 4.1: Tax on New Construction					High
	Action 4.2: Urban Renewal Areas					High
	Action 4.3: Downtown Plan					Medium
	Action 4.4: Infrastructure Prioritization					Medium
Land Based Actions	Action 5.1: Inventory and Assess Land					Medium
	Action 5.2: Land Agreements					Medium
	Action 5.3: Land Banking					High

# Key Actions for Discussion

3.1

**Adopt Multi Unit Property Tax Exemption (MUPTE) to incentivize needed housing**

Design and adopt a Multi Unit Property Tax Exemption to replace Vertical Housing Tax Zone, specifically considering tax exemptions to offset creation of workforce and multi-family units.

**Action Overview**

- 10-year **partial exemption** on property taxes
- Each project must be **approved by City Council**
- Though the state enables the programs, the city can shape the program to achieve its goals by:
  - Setting the **geography** of where the exemption is available
  - Defining application **process and fees**
  - **Defining** program requirements and **criteria** used to approve projects
  - Setting **program caps**

Examples of Oregon cities that offer MUPTE:

- Bend
- Coos Bay
- Cottage Grove
- Fairview
- Florence
- Medford
- Newport
- Springfield
- Tualatin

4.1

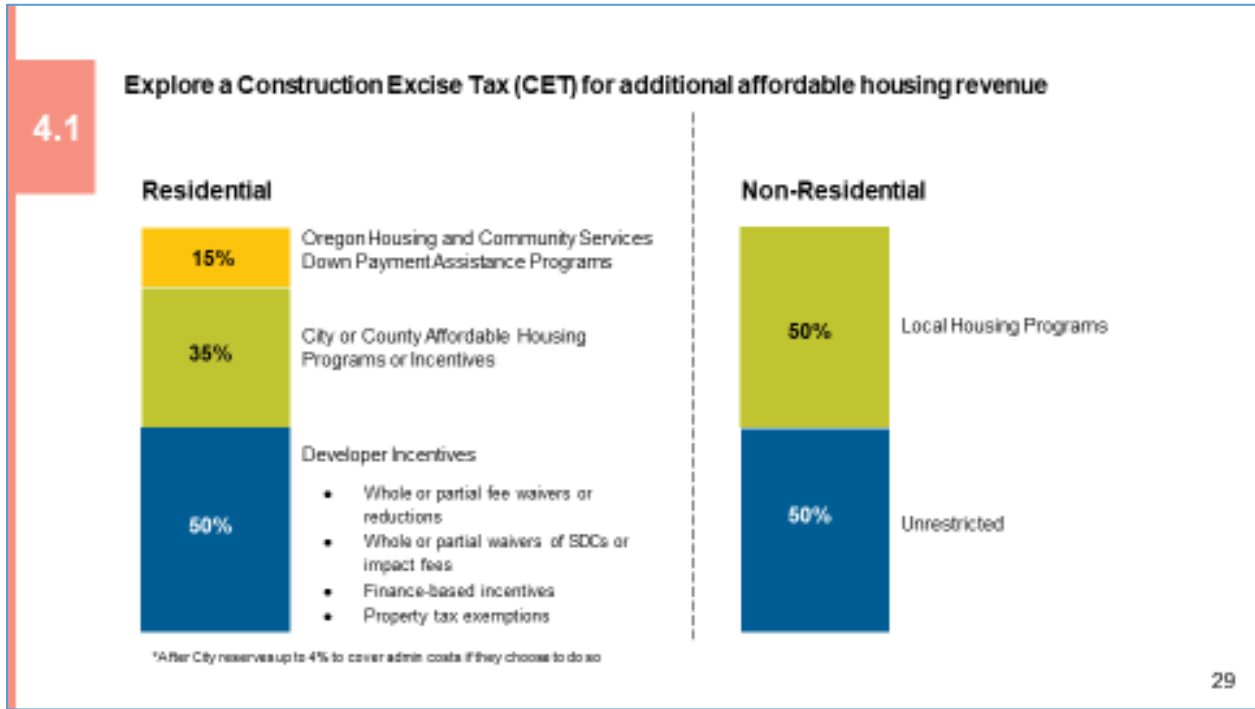
**Explore a Construction Excise Tax (CET) for additional affordable housing revenue**

Explore establishing a CET applied to both residential and commercial or industrial construction to establish an additional revenue source for affordable housing.

**Action Overview**

- CET can **only tax up to 1% of the permit valuation** for residential construction permits. This includes developing a new structure or addition that results in additional square footage
- The City may also tax the permit value of commercial and industrial taxes, and there is **no cap on the rate** for commercial and industrial tax.
- The **City of Hood River and Hood River County** have adopted a CET in 2017 on residential and non-residential construction. They both have a **tax rate of 1%** on residential and non-residential construction, except Hood River County only applies a 0.75% tax on manufactured housing.
  - There are **exemptions or partial exemptions** to this tax, such as affordable housing developments, accessory dwelling units, or some non-profit operated facilities.





**4.1 Explore a Construction Excise Tax (CET) for additional affordable housing revenue**

**HOOD RIVER COUNTY ESTIMATED FEE SUMMARY** Effective 1/2020

Estimate for new dwelling on vacant ground in Hood River County (includes City of Hood River)  
**BASED ON LIVING AREA OF 2,000 S.F. & GARAGE OF 440 S.F. - fees vary w/ building size**  
 Calculated valuation = \$286,172.00

PERMITS		Plan Review	Permit/ Inspection	State Surcharge	Amount Due
HRC Planning Dept.	HRC Land Use Review	\$ * 280.00	N/A	N/A	\$ 280.00
	Cascade Locks Land Use Review	\$ * 100.00	N/A	N/A	\$ 100.00
<small>* Stated fee is for land use review for a building permit only. Does not include any prior administrative action that may be required such as in-burn or forest zones.</small>					
HRC Building Dept.	Structural Permit - (for bldg size/type)	\$ 1,928.95	\$ 1,253.82	\$ 231.43	\$ 3,414.24
	Mechanical Permit* *Varies based on equip. installed	\$ 0.00	\$ 52.50	\$ 6.30	\$ 58.80
	New Address Fee				\$ 30.00
	Electrical Permit				\$ 220.00
	Plumbing Permit *Varies based on number of bathrooms installed				\$ 383.00
SYSTEM DEVELOPMENT CHARGES					Amount Due
Construction Excise Tax (Schools)					\$ 2,800.00
Construction Excise Tax (Affordable Housing)					\$ 2,661.72
Transportation System Development Charge					\$ 1,605.00
Parks Department System Development Charge					\$ 5054.00
Cascade Locks Public Works / Parks System Development Charges ** (Water, sewer and Parks SDC included)					\$ 5,193.00

For context, Hood River generated just over \$400,000

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5.3

**Engage in land banking with partner organizations**

Acquire and hold key sites for future use for housing development, known as land banking.

**Action Overview**

- **Land banking can be executed by** the City, an Urban Renewal agency, a newly created land bank authority, or in partnership with a non-profit community land trust.
- It is recommended as the **third step in the land-based actions** to utilize land identified in the site inventory that is either owned by the City or a partner.
- It will require **funding and administrative capacity** for transferring ownership, maintenance and site preparation.
- The City will need to **partner with other organizations** to execute land banking and to ensure the land is developed in a manner that meets key housing needs.

**Discussion Questions for HPS Actions**

- What additional **guidance** do you have for the City about how to **best implement** these actions?
- What **questions or comments** do you have to feel comfortable including these actions in the HPS?
- Are there other **insights** on how these actions and tools can be used **most effectively**?
- Any other **questions or comments** to the actions list?

### HPS Actions by Implementation Timeline and Action Impact

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Draft Housing Production Strategy

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### Achieving Fair and Equitable Housing

This section is required as part of state statute and will be finalized in the final HPS. It aims to identify how the actions proposed in the HPS will address specific populations and housing types.

This section will include:

- Location of Housing - How the city is striving to meet statewide greenhouse gas emission reduction goals
- Fair Housing - How the city is affirmatively furthering fair housing for all state and federal protected classes
- Housing Choice – How the city is facilitating access to housing choice for communities of color, low- income communities, people with disabilities, and other state and federal protected classes.
- Affordable Homeownership and Affordable Rental Housing – How the city is supporting and creating opportunities to encourage the production of affordable rental housing and the opportunity for wealth creation via homeownership.
- Gentrification, Displacement, and Housing Stability – How the city is increasing housing stability for residents and mitigating the impacts of gentrification, as well as the economic and physical displacement of existing residents resulting from investment or redevelopment.

Draft Housing Production Strategy

## Achieving Fair and Equitable Housing

This section is required as part of state statute and will be finalized in the final HPS. It aims to identify how the actions proposed in the HPS will address specific populations and housing types.

This section will include:

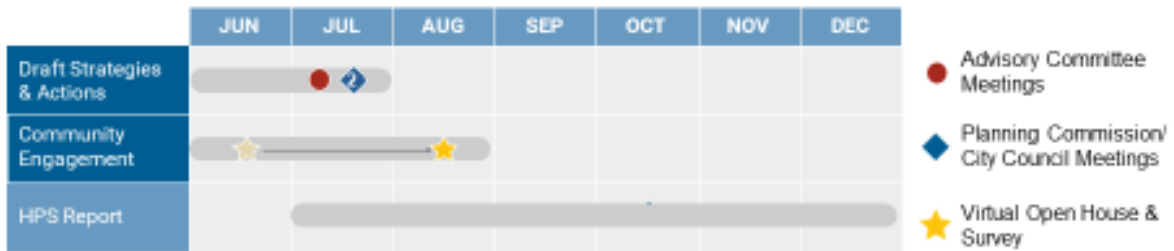
- Assessment of benefits and burdens for each action on for populations that have been negatively impacted historically by housing policies and actions ("marginalized populations"), including:
  - low-income communities
  - communities of color
  - people with disabilities
  - other state and federal protected classes

Next Steps

Next Steps

**Project Next Steps**

- **Final draft** of the HPS will be completed by **December 15**
- **City Council adoption hearing** will be held in **January 2025**



**MINUTES**

**PLANNING COMMISSION MEETING**

December 5, 2024

5:30 p.m.

City Hall Council Chambers  
313 Court Street, The Dalles, Oregon 97058  
Via Zoom / Livestream via City Website

**PRESIDING:** Cody Cornett, Chair

**COMMISSIONERS PRESENT:** Addie Case, John Grant, Carrie Pipinich and Mark Poppoff

**COMMISSIONERS ABSENT:** Maria Peña and Nik Portela

**STAFF PRESENT:** Director Joshua Chandler, City Attorney Jonathan Kara,  
Senior Planner Sandy Freund, Secretary Paula Webb

**CALL TO ORDER**

The meeting was called to order by Chair Cornett at 5:36 p.m.

**PLEDGE OF ALLEGIANCE**

Chair Cornett led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

It was moved by Grant and seconded by Pipinich to approve the agenda as submitted. The motion carried 5/0; Case, Cornett, Grant, Pipinich, and Poppoff voting in favor, none opposed, Peña and Portela absent.

**APPROVAL OF MINUTES**

It was moved by Case and seconded by Cornett to approve the minutes of August 15, 2024 as submitted. The motion carried 4/0; Case, Cornett, Grant, and Poppoff voting in favor, none opposed, Pipinich abstained, Peña and Portela absent.

It was moved by Pipinich and seconded by Cornett to approve the minutes of November 7, 2024 as submitted.

Commissioner Case abstained from the vote stating she was absent from the November 7, 2024 meeting.

It was moved by Cornett and seconded by Popoff to reapprove the minutes of November 7, 2024 as amended. The motion carried 4/0; Cornett, Grant, Pipinich, and Poppoff voting in favor, none opposed, Case abstained, Peña and Portela absent.

### **PUBLIC COMMENT**

#### *Richard Wolfe, The Dalles*

Mr. Wolfe asked why, when he Googled The Dalles Planning Department, it comes up as the Community Development Department. Director Chandler replied the Community Development Department is effectively an umbrella department that oversees planning, historic preservation, economic development and urban renewal. Many cities have a Community Development Department, but the specific structure varies by jurisdiction.

Mr. Wolfe expressed concern with a retaining wall at the intersection of W. 3<sup>rd</sup> and W. 4<sup>th</sup> Streets, stating the wall is compromised. He asked how to correct the problem. Staff determined the wall is on private property. Director Chandler replied that unless the retaining wall is on a City right-of-way, the wall would effectively be the responsibility of the property owner.

Mr. Wolfe stated the retaining wall is a traffic barrier that has five compromised locations. There is a 10-foot drop off. The wall adjoins Parks & Recreation property and a sidewalk, which is a City property. Are both entities responsible?

City Attorney Kara responded, "I can't picture it in my mind, so I'll provide general counsel to the Commission. To answer your question, Mr. Wolfe, generally speaking – without a map in front of me or being on-site – if something is on a person's property, it is that person's responsibility. Fences are typically a civil matter. These situations are highly fact-dependent, and there is no simple, one-size-fits-all answer.

If the question is whether the government, including the City, enforces structural codes on private property, the City does not. That responsibility typically falls under state building codes, which are enforced through Wasco County."

#### *Chuck Gomez, 221 E. 2<sup>nd</sup> Street, The Dalles*

Mr. Gomez shared concerns regarding the Basalt Commons project, stating the approved variance alters the original plan. The Planning Commission recommended the project based on the urgent need for rental housing, particularly two-bedroom apartments. However, the variance significantly reduced the number of two-bedroom units in favor of one-bedroom and studio apartments.

Another concern was the increase in building height from three stories to 65 feet. Despite this expansion, parking requirements were reduced. Not long ago, the Planning Commission denied a request for a mixed-use building near Ace Hardware due to insufficient parking. Yet, Basalt Commons, with 130 units, does not even provide 130 parking spaces.

Mr. Gomez stated the Planning Commission's recommendation was based on an initial parking study indicating 900 downtown spaces. However, the final survey revealed that 300 of these are used daily by downtown workers, and the remaining spots turn over an average of 5.66 times per day. Additionally, the Federal Street Plaza project will remove approximately 20 more spaces.

These factors were not fully considered when approving the variance for increased building size and reduced parking. Mr. Gomez believed it would benefit the community to reevaluate the variance approval.

Director Chandler responded, believing some of the information presented may have been misconstrued. He offered to discuss this with Mr. Gomez, stating some of these numbers were surprising.

Director Chandler continued, stating this was not a variance approval, and there was never any consideration to decrease parking or eliminate two-bedroom units. He invited Mr. Gomez to stop by the Community Development Department with any additional information. Director Chandler will review the application with Mr. Gomez to ensure he has the correct details.

### **DISCUSSION ITEM**

#### **2024/2025 Review and Outlook**

Director Chandler presented the staff report.

Commissioner Grant asked if there was data on the percentage decrease in housing units across Oregon and how that compares to The Dalles.

Director Chandler replied he did not have data on the drop in housing units for Oregon as a whole – he did not make that comparison. There has been a decline, and some communities have not experienced as significant a decrease as The Dalles.

Chair Cornett asked where the additional subdivisions were located. Director Chandler replied a 14-unit subdivision on Columbia View Drive, a 29-unit subdivision is proposed behind the hospital, and six lots are proposed off E. 9<sup>th</sup> Street, near Quinton Street.

Commissioner Poppoff asked whether the new floodplain maps account for the Union and 1<sup>st</sup> Street underpass as a potential relief channel for future flooding on Mill Creek. He noted that during the last flood, the underpass did not exist, causing water to back up behind the highway and the old levee. He suggested that if a similar flood occurred today, much of the water would likely flow through the underpass, potentially reducing flooding along 1st Street.

Director Chandler acknowledged the significant change in our downtown since 1984. The underpass does allow some water to flow out of the area, but the primary issue remains the backup at the Mill Creek tunnel, which is the main cause of flooding. The City's Public Works Department is currently working with the U.S. Army Corps of Engineers to secure funding for a study on upsizing or modifying those pipes to improve water flow during flood events.

Chair Cornett asked how much of the City is located in the FEMA floodplain area.

Director Chandler explained, we estimate that approximately 300 properties will be affected, though that number is an overestimate. Currently, under the 1984 maps, about 120 properties are included in the floodplain. Once the new maps are adopted, approximately 120 additional properties will be added.

The total count we arrived at was 299, which includes properties currently in the floodplain, those being added, and those being removed. We combine these numbers because, as part of the



update process, we are required to issue a Ballot Measure 56 notification to every affected property owner. Since the map update is happening alongside our code update, we want to ensure that all impacted property owners are aware of these changes.

Commissioner Grant requested an update on staffing.

Director Chandler responded, we are nearly fully staffed. He then introduced our new Senior Planner, Sandy Freund. She has extensive experience in Oregon land use and has already been a great addition to our team.

Senior Planner Freund will be working with Director Chandler on long-range planning while also bringing her expertise in current planning. She will also oversee the Historic Landmarks Commission.

**ADJOURNMENT**

Chair Cornett adjourned the meeting at 6:36 p.m.

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Submitted by/  
Paula Webb, Secretary  
Community Development Department

SIGNED: \_\_\_\_\_

Cody Cornett, Chair

ATTEST: \_\_\_\_\_

Paula Webb, Secretary  
Community Development Department



## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125  
COMMUNITY DEVELOPMENT DEPARTMENT

### STAFF REPORT CUP 213-25

**Applicant:** City of The Dalles  
**Procedure Type:** Quasi-Judicial  
**Hearing Date:** February 6, 2025  
**Property Owner:** City of The Dalles  
**Assessor's Map:** Township 1 North, 13 East, Section 3 CB  
**Tax Lot:** 800  
**Address:** 722 Court Street  
**Zoning District:** "RH" High Density Residential  
**Overlay:** "NC" Neighborhood Center  
**Prepared By:** Joshua Chandler, Community Development Director

**REQUEST:** Applicant is requesting approval to demolish two structures (320 SF and 480 SF) and construct one structure of 4,800 SF. The new structure will consolidate the City's Maintenance Division operations and provide storage for The Dalles Wasco County Library and Friends of The Dalles Library Book Barn. This project is a Government Public Facility and will require a Community Facilities Overlay (CFO).

**NOTIFICATION:** Property owners within 300 feet, City Departments and Franchise Utilities.

**COMMENTS RECEIVED:** No comments received as of the date of this report.

#### REVIEW CRITERIA:

#### *City of The Dalles Municipal Code, Title 10 Land Use and Development*

##### *Section 10.3.010.040 Applications*

##### *A. Acceptance*

**FINDING #1:** Applicant submitted a pre-application (Site Team) request on September 4, 2024; the meeting was held on September 12, 2024. Following the Site Team meeting, the City provided the applicant meeting notes on October 4, 2024. Applicant submitted the application and materials for Conditional Use Permit (CUP) No. 213-25 on January 13, 2025. **Criterion met.**

*B. Completeness*

**FINDING #2:** The application was deemed complete on January 21, 2025. **Criterion met.**

***Section 10.3.020.050 Quasi-Judicial Actions***

*A. Decision Types.*

**FINDING #3:** Pursuant to The Dalles Municipal Code (TDMC), CUP applications are processed as Quasi-Judicial Actions. **Criterion met.**

*B. Staff Report.*

**FINDING #4:** This document serves as the staff report. **Criterion met.**

*C. Public Hearings.*

**FINDING #5:** The public hearing is scheduled for February 6, 2025, which is within 16 days from the date the application was deemed complete. **Criterion met.**

*D. Notice of Hearing.*

**FINDING #6:** A notice of public hearing was sent to property owners within 300', as well as affected city departments, agencies and utilities on January 24, 2025, for consideration of a February 6, 2025 Planning Commission meeting. **Criterion met.**

***Section 10.3.050.030 Applications***

*A. Applications.*

**FINDING #7:** Digital copies of all required plans have been submitted. Staff determined no paper copies are required at this time. **Criterion met.**

*B. Review.*

**FINDING #8:** See Finding #3. Staff will include as a Condition of Approval that all final plans, consistent with all conditions of approval, be approved by the Community Development Director and the City Engineer prior to issuance of a building permit. **Criterion met with conditions.**

***Section 10.3.050.040 Review Criteria***

*A. Permitted Conditional Use. The proposed use is conditionally permitted in the zone district where it is proposed to be located.*

**FINDING #9:** Pursuant to TDMC 10.5.020.030, Community Facilities sites are conditionally permitted in the High Density Residential (RH) zone and must comply with the provisions of Article 5.100. Staff concluded that the proposed structure qualifies as a Government Public Facility, as its primary purpose is to centralize the City's Maintenance Division operations and provide storage for The Dalles-Wasco County Library and the Friends of The Dalles Library Book Barn. Additionally, per Article 5.100, libraries, museums, and cultural exhibits are only allowed within an established CFO. However, the current Library grounds are zoned RH with a Neighborhood Center (NC) overlay, which does not permit such uses. This CUP action not only enables the development of a new structure for government public facility purposes on the Library

grounds but also brings the Library property into compliance by establishing the appropriate overlay zone. **Criterion met.**

*B. Standards. The proposed use conforms to all applicable standards of the zone district where the use is proposed to be located. The proposed use will also be consistent with the purposes of this Title, and any other statutes, ordinances, or policies that may be applicable.*

**FINDING #10:** All applicable standards of TDMC are addressed within this staff report. **Criterion met.**

*A. Impact. The proposed structure(s) and use(s) shall be designed and operated in such a way as to meet the standards of this Article. Impacts caused by the construction of the conditional use shall not be considered regarding a decision on the validation of the application.*

- 1. Noise impacts across the property line shall not exceed 60 decibels. Noise related to traffic impacts shall not be included in this determination. Nothing in this Article shall modify other noise ordinance standards as adopted by the City.*

**FINDING #11:** As previously stated, the proposed facility will function as the City's Facilities Department shop and storage site, with the largest equipment being that of a bobcat (i.e. compact excavator) and occasional use of a table or chop saw. Applicant states that the equipment to be used on-site will be conducted indoors with doors closed and proper ventilation systems in place to contain and mitigate noise impacts. Any nuisance concerns that may arise with this development will be addressed on a complaint basis. **Criterion met.**

- 2. Lighting impacts across the property line shall not exceed 0.5 foot-candles (a foot-candle is the amount of light falling upon a 1-square-foot surface which is 1 foot away from a 1-candlepower light source.)*

**FINDING #12:** Applicant states that new exterior lighting will be limited to motion-activated or similar lights designed to illuminate only the immediate area around the building. Given the presence of existing PUD floodlights installed on-site to service this location and the adjacent parking lot, Applicant anticipates minimal need for additional lighting. As required per TDMC 10.3.030.040(F), lighting shall not directly illuminate adjoining properties. Lighting sources in the parking area shall be shielded and arranged so as not to produce glare in any public right-of-way (ROW). Maximum illumination at the property line may not exceed an average horizontal foot-candle of 0.3 for non-cut-off lights and 1.0 for cut-off lights. Staff will include these lighting requirements as conditions of approval. **Criterion met with conditions.**

- 3. Dust and other particulate matter shall be confined to the subject property.*

**FINDING #13:** The proposed facility will primarily function as a storage site for the City's Maintenance Division, Library, and Book Barn, with occasional on-site activities such as repairs, painting, carpentry, loading/unloading, vehicle maintenance, and cleaning. Since the majority of this work will occur indoors, dust or particulate emissions are not anticipated to affect surrounding properties or public ROW. Any

nuisance concerns that may arise with this development will be addressed on a complaint basis. **Criterion met.**

4. *The following odors shall be completely confined to subject property:*
  - a. *Industrial and/or chemical grade chemicals, solvents, paints, cleaners, and similar substances;*
  - b. *Fuels; and*
  - c. *Fertilizers, manure, or other animal waste products, other than for landscape installation and maintenance.*

**FINDING #14:** Applicant states that activities such as painting, carpentry, and related maintenance work will occur entirely within the building, using appropriate ventilation systems to contain and manage any odors. These activities will be limited to basic maintenance and repair, with no commercial or industrial operations taking place. Given these measures, odors from paints, solvents, or similar substances are anticipated to be fully confined to the subject property. Any nuisance concerns that may arise with this development will be addressed on a complaint basis. **Criterion met.**

5. *Vibrations shall not be felt across the property line.*

**FINDING #15:** Applicant has indicated that the intended uses of the facility will not generate vibrations that could be felt across property lines or impact surrounding properties and public ROW. Any nuisance concerns that may arise with this development will be addressed on a complaint basis. **Criterion met.**

6. *The transportation system is capable, or can be made capable, of supporting the additional transportation impacts generated by the use. Evaluation factors shall include, but are limited to:*
  - a. *Street designation and capacities;*
  - b. *On-street parking impacts;*
  - c. *Bicycle safety and connectivity;*
  - d. *Pedestrian safety and connectivity; and*

**FINDING #16:** The proposed facility will be located on the upper parking lot of the Library property with an existing 59 spaces, accessed via two established drive approaches on East 7<sup>th</sup> Place. This parking lot currently serves Library and City staff, Library patrons, and the general public. The proposed use will formalize operations already occurring on an unimproved portion of the property for the City's Maintenance Division and Library storage. As no significant increase in traffic or additional transportation impacts is anticipated, the existing transportation system is capable of supporting the proposed use without negatively affecting street capacity, parking, or pedestrian and bicycle connectivity or safety. **Criterion met.**

7. *In areas designated as Historic Districts, proposed development and redevelopment shall first require review and approval of the Historic Landmarks Commission in accordance with the procedures of Chapter 11.12 - Historic Resources.*

**FINDING #17:** The proposed use is not located in a historic district. **Criterion not applicable.**

***Article 5.020 High Density Residential District***

***Section 10.5.020.030 Conditional Uses***

*A. Community facilities sites, subject to the provisions of Article 5.100: Community Facilities Overlay District.*

**FINDING #18:** See Finding #9. **Criterion met.**

***Section 10.5.020.070 Design Standards***

**FINDING #19:** The proposed project meets the exterior elevation design standards of the applicable zoning code by incorporating various architectural elements that enhance visual interest and avoid large uninterrupted surfaces. The south-facing elevation, which fronts East 7<sup>th</sup> Place, features three man-doors, four roll-up garage doors, and three vinyl windows positioned above the man-doors. The east and west elevations, each 50 feet wide, include two vinyl windows on each side, while the north elevation incorporates six vinyl windows despite its limited visibility and location facing a cliff. The building design also includes wainscoting in a contrasting color to the main walls, complementing the adjacent Library's aesthetic. These features collectively provide sufficient horizontal and vertical articulation, ensuring compliance with TDMC 10.5.020.070. **Criterion met.**

***Article 5.100 CFO Community Faculty Overlay District***

***Section 5.100.020 Allowed Uses***

*D. Government Public Facilities*

**FINDING #20:** See Finding #9. **Criterion met.**

***Section 10.5.100.050 Development Standards***

**FINDING #21:** Pursuant to TDMC 10.5.100.050, developments within a CFO have no minimum requirements for lot size, width, or depth. Additionally, setbacks do not apply to this project since the property is an interior, non-corner lot. Building height within a CFO is generally governed by the underlying zoning regulations (RH). However, structures within 100 feet of a residential zone may not exceed 40 feet in height. Since the RH zone does not impose height limits for non-residential developments, the 40-foot standard applies. The project narrative confirms that the proposed structure will have a maximum height of 22 feet, complying with TDMC 10.5.100.050. Other development standards, including parking, landscaping, and access management, will be addressed in subsequent findings. **Criterion met.**

***Section 10.5.100.060 Master Plans***

*A. General.*

**FINDING #22:** Applicant provided a narrative and detailed plans of the proposed development. **Criterion met.**

## ***Article 6.010 Landscaping Standards***

### ***10.6.010.050 Screening***

**FINDING #23:** As shown on the site plan, an existing 6-foot-tall fence is located along the eastern property line of the parking lot, providing screening between the lot and the neighboring property to the east (311 East 7<sup>th</sup> Place). Applicant proposes installing a new chain-link fence with slats around the trash dumpster on the western edge of the upper parking lot. Further standards related to the trash enclosure will be addressed in subsequent findings. **Criterion met with conditions.**

### ***Section 10.6.010.070 Required Landscaping by Zone***

*Zone CFO: Site Requirement: Subject to underlying zone requirements, unless reduced or expanded by the Commission through the conditional use review process.*

**FINDING #24:** Pursuant to TDMC 10.6.010.070, landscaping within a CFO is governed by the requirements of the underlying zone, unless modified by the Planning Commission during the CUP review process. Since the RH zone does not impose specific landscaping requirements for non-residential developments, aside from parking lot landscaping and screening, no additional landscaping is required for this proposal. Applicant plans to preserve existing trees around the parking lot while adding new shrubbery, such as Juniper Blue Star and Rhododendron indicum, depending on availability. A total of 1,490 square feet of landscaping will be re-landscaped, covering the east and west sides of the parking lot, two center medians, and the frontage along East 7<sup>th</sup> Place. Additional landscaping standards for the parking lot will be discussed in subsequent findings.

**Criterion met.**

## ***Article 6.050 Access Management***

**FINDING #25:** The proposed structure will be accessed through the existing upper parking lot of the subject property by two existing drive approaches fronting on East 7<sup>th</sup> Place. Pursuant to TDMC 10.6.050.030 (I), permitted access connections which are in place as of the date of adoption of this Title that do not conform to the standards in this Article shall be designated nonconforming, and shall be brought into compliance when multiple events occur on a site, including a change of use occurring on a specific site(s) which requires review (i.e. CUP). As addressed in subsequent findings, the existing driveways are spaced approximately 100' from each other; therefore in compliance with the separation standards of TDMC 10.6.050.040. Staff determined the existing driveways comply with the access management standards of Article 6.050, but are required to be brought into current standards, further described in subsequent findings.

**Criterion met.**

## ***Article 6.060 Driveway and Entrance Standards***

**FINDING #26:** See Finding #25. Applicant proposes to remove and reinstall the two existing driveways along East 7<sup>th</sup> Place to meet City and ADA standards, each with a width of 24 feet. Both driveways will be located more than 5 feet from any property line. Pursuant to TDMC 10.6.060.020 (B), properties with more than 100 feet of frontage are allowed two driveways, each with a maximum width of 24 feet. As a condition of approval, both driveways must be constructed to City standards and receive the

appropriate permits approved by the City's Community Development and Public Works Departments before the work can be completed. **Criterion met with conditions.**

***Section 10.7.020.100 Stormwater Pretreatment***

**FINDING #27:** Pursuant to TDMC 10.7.020.100, all parking areas which are designed to accommodate 25 or more vehicles shall be required to install an oil/water separator to treat stormwater capture before discharging to the stormwater system. Applicant is proposing to install a catch basin and oil water separator within the existing parking lot to control runoff generated from the new development. As a condition of approval, Applicant is required to establish an annual oil/water separator maintenance agreement with the City's Public Works Department. **Criterion met with conditions.**

***Section 10.7.030.020 Location, Surfacing, Striping and Curb Cuts***

**FINDING #28:** The current driving surface of the upper parking lot has deteriorated due to years of use and repeated crack sealing treatments. In accordance with TDMC 10.7.010.010, off-street parking and loading areas must be properly maintained in compliance with Chapter 10.7 and other City ordinances by the property owner for each building, structure, or use that is established, constructed, or modified. As a condition of approval, the Applicant will be required to resurface the upper parking lot to ensure that areas used for vehicle parking and maneuvering are surfaced with materials approved by the City Engineer. Additionally, all parking spaces in both the upper and lower parking lots of the property must be striped/restriped. These requirements are included as conditions of approval. **Criterion met with conditions.**

***Section 10.7.030.040 Landscaping Requirements***

*B. Landscaping/Screening Along a Public Right-of-Way.*

**FINDING #29:** Applicant is proposing to re-landscape the existing ROW landscaping buffer along the East 7<sup>th</sup> Place frontage (540 square feet) with new shrubbery, including Juniper Blue Star and Rhododendron indicum (depending on availability). Pursuant to TDMC 10.7.030.040, shrubs used for screening parking lot areas must be planted in containers of at least 1 gallon to reach a height of 30 inches within 12 months. All landscaping shall be maintained and irrigated to ensure survival of plant materials. These requirements are included as condition of approval. **Criterion met with conditions.**

*C. Interior Parking Lot Landscaping.*

**FINDING #30:** Pursuant to TDMC 10.7.030.030 (C), parking areas must have at least one tree for every 10 parking spaces. The existing parking lots contain 72 parking spaces and currently feature seven trees. No additional trees are proposed to be added with this project. **Criterion met.**

***Section 10.7.030.050 Accessible Parking***

**FINDING #31:** Pursuant to TDMC 10.7.030.050(A), parking areas with 51 to 75 spaces must provide three ADA-accessible parking spaces, located nearest to an accessible building entry. Following a site inspection, staff confirmed that the property currently has only one ADA-accessible parking space. As a condition of approval, the Applicant must install two additional ADA parking spaces in the lower lot, ensuring that at least one is van-accessible. Additionally, each ADA space must be marked with the accessible



parking symbol and include a sign placed in front of the space. **Criterion met with conditions.**

***Section 10.7.030.110 Refuse Collection***

**FINDING #32:** As previously mentioned, Applicant proposes to install a 6-foot chain-link fence with slats around the refuse collection area on the western edge of the upper parking lot. Pursuant to TDMC 10.7.030.110, "refuse collection areas shall be screened by a solid wall, fence, evergreen hedge, or a combination of these methods to shield the refuse storage area from streets, accessways, and adjacent properties." Additionally, TDMC 10.6.010.050(D) states that a chain-link fence with slats qualifies as acceptable screening only if a landscape buffer is provided outside the fence. This buffer must reach an average height of 50% of the fence height within one year of planting.

As a condition of approval, the Applicant must either install a landscape buffer around the chain-link fence or replace the proposed design with screening that meets the referenced requirements. Furthermore, all refuse collection containers must be placed on concrete pads with positive surface drainage. Staff will include these requirements to ensure full compliance with TDMC 10.7.030.110 as conditions of approval. **Criterion met with conditions.**

***Section 10.7.030.120 Outdoor Lighting***

**FINDING #33:** See Finding #12. **Criterion met.**

***Article 7.040 Bicycle Parking Design Standards***

**FINDING #34:** As referenced in the application materials, the subject property currently has 12 bicycle parking spaces on racks located near the Library's front entrance, visible from inside the facility. Minimum bicycle parking requirements will be discussed in subsequent findings. **Criterion met.**

***Section 10.7.060.010 Minimum and Maximum Off-Street Parking Requirements***

- Library
  - *Minimum: 2.5 spaces/1,000 sq. ft. floor area | Maximum: 4 spaces/1,000 sq. ft. floor area | Bicycle: 1 space/1,000 sq. ft. floor area*
- Warehouses, freight distribution, and storage
  - *Minimum: 0.5 spaces/1,000 sq. ft. floor area up to 100,000 sq. ft. | Maximum: 1 space/1,000 sq. ft. up to 100,000 sq. ft. floor area 1,000 sq. ft. floor area | Bicycle: 0.1 space/1,000 sq. ft. floor area*

**FINDING #35:** Referring to the use types listed in Article 7.060, Staff determined the following bicycle parking requirements for the proposed development:

- Library (17,000 SF)
  - *Minimum: 42.5 | Maximum: 68 | Bicycle: 17*
- Warehouse (4,800 SF)
  - *Minimum: 2.4 | Maximum: 4.8 | Bicycle: 0.48*

- Total:
  - *Minimum:* 45 (rounded up from 44.9)
  - *Maximum:* 73 (rounded up from 72.8)
  - *Bicycle:* 17 (rounded down from 17.48)

As previously mentioned, the subject property currently has 72 parking spaces. The Applicant proposes removing six parking spaces directly in front of the new structure to enhance accessibility. Additionally, the lower parking lot may need to be reconfigured to accommodate two additional ADA spaces. With the current configuration, the subject property complies with the minimum/maximum parking requirements of TDMC Article 7.060.

As a condition of approval, the Applicant will be required to install at least five additional bicycle parking spaces to meet the requirements of TDMC 10.7.060.010. **Criterion met with conditions.**

***Section 10.10.040 Pedestrian Requirements***

**FINDING #36:** As previously mentioned, Applicant proposes to remove and reinstall the two existing driveways along East 7<sup>th</sup> Place to meet City and ADA standards. As a condition of approval, the drive approaches and associated sidewalk improvements must be completed before the facility becomes operational. **Criterion met with conditions.**

***Section 10.10.050 Bicycle Requirements***

**FINDING #37:** Pursuant to The Dalles Transportation System Functional Roadway Classification System, East 7<sup>th</sup> Place is classified as a local road; therefore, bicycle facilities are not required. **Criterion not applicable.**

***Section 10.10.060 Street Requirements***

**FINDING #38:** See Finding #36. **Criterion met with conditions.**

***10.10.080 Public Improvement Procedures***

**FINDING #39:** Prior to the installation of public facilities, a pre-construction meeting is required between the City’s Public Works Department staff and the Applicant. This requirement is included as a Condition of Approval. **Criterion met with conditions.**

***10.10.090 Final Inspection Procedure***

**FINDING #40:** Upon completion of ROW improvements, the City Engineer will conduct a final inspection of all improvements to ensure they meet City standards before the City formally accepts them for ownership, operation or maintenance. Applicant shall warranty all public improvements against any defects and workmanship provided for a period of one year from the date of the City’s final acceptance of the work. These requirements are included as conditions of approval. **Criterion met with conditions.**

***Section 10.10.100 Franchise Utility Installations***

*A. General*

**FINDING #41:** Applicant is required to coordinate all franchise utility requirements, timing of installation, and payment for services with the appropriate utility provider. This requirement is included as a condition of approval. **Criterion met with conditions.**

**RECOMMENDATION:** Based on the application materials and findings demonstrating compliance with the applicable criteria, **Staff recommends approval of Conditional Use Permit 213-25, subject to the following conditions of approval.** Any modifications to the approved plans other than those required by this decision will require a new land use application and approval.

**1. Conditions Required Prior to Final Plan Approval:**

- a. Final plan submission must meet all the requirements of The Dalles Municipal Code, Title 10 Land Use and Development, and all other applicable provisions of The Dalles Municipal Code.
- b. All final plans, consistent with all conditions of approval, shall be approved by the Community Development Director and the City Engineer prior to the issuance of a building permit.
- c. All construction/design plans for public infrastructure, improvements, or rights-of-way (ROW) shall be approved by the City Engineer.
- d. Applicant is required to coordinate any franchise utility requirements, timing of installation, and payment for services with the appropriate utility provider.
- e. Applicant must include refuse collection area landscaping buffer information on a revised site plan to ensure all landscaping requirements are addressed. Refuse collection area landscaping buffer may be waived if additional screening measures are used, so long as they comply with screening requirements of The Dalles Municipal Code.
- f. Applicant is required to include a revised site plan that details the total number of new, removed, or reconfigured parking spaces, including two new ADA parking spaces and accessways.

**2. Conditions Required Prior to Construction**

- a. A pre-construction meeting including the City Engineer and Construction Inspector is required prior to construction or site prep work. All public improvements shall first obtain design and construction approval from the City Engineer.

**3. Conditions Required During Construction**

- a. Shrubs used for screening must be planted in containers of at least 1 gallon and reach a height of 30 inches within 12 months.
- b. All refuse collection containers must be placed on concrete pads with positive surface drainage.
- c. All proposed franchise utilities are required to be installed in accordance with each utility provider.

- d. Applicant is required to resurface the upper parking lot to ensure that areas used for vehicle parking and maneuvering are surfaced with materials approved by the City Engineer.
- e. Applicant must install two additional ADA-compliant parking spaces in the lower lot, ensuring that at least one of the three required spaces is van-accessible.
- f. All ADA spaces must have the accessible parking symbol painted on the parking space as well as an accessible parking sign placed in front of the space.
- c. All parking spaces shall be striped and/or restriped.
- g. Applicant must install two new drive approaches on the upper lot and all associated sidewalk improvements to City and ADA standards.
- h. Applicant must install no less than five additional bicycle parking spaces near the front entry of the Library.
- i. Applicant is required to install an appropriate oil/water separator within the upper parking lot to control runoff generated from the new development.

**4. Conditions Required Prior to Use**

- a. Upon completion of ROW improvements, the City Engineer will conduct a final inspection of all improvements to ensure they meet City standards before the City formally accepts them for ownership, operation or maintenance.
- b. All proposed improvements included within the plan set must be installed.

**5. Ongoing Conditions**

- a. All lighting shall not directly illuminate adjoining properties. Lighting sources shall be shielded and arranged so as not to produce glare in any public ROW, with a maximum illumination at the property line not to exceed 0.5 foot-candles.
- b. All development must adhere to the approved site plan for this development.
- c. The proposed use and operation shall comply with all applicable local, state, and federal standards, and shall not create a nuisance due to odor, vibration, noise, dust, vector control, smoke or gas. Applicant shall prevent the collection of nuisance materials and debris from being windblown or migrating off site.
- d. All landscaping, buffering, and screening must be adequately maintained and irrigated to ensure the survival of plant materials. Landscaping must include no less than 40% of live plant material.
- e. Applicant shall warranty all public improvements against any defects and workmanship provided for a period of one year from the date of the City's final acceptance of the work.
- f. Applicant must establish an oil/water separator maintenance agreement with the City's Public Works Department.

**COMMISSION ALTERNATIVES:**

1. **Staff recommendation:** The Planning Commission move to adopt Resolution PC 625-25 approving Conditional Use Permit 213-25, with the proposed conditions of approval included with this report, based upon the findings of fact and conclusions of law set forth in the Agenda Staff Report.
2. If the Planning Commission desires to deny Conditional Use Permit 213-25, move to direct staff to prepare a resolution of denial. The Planning Commission shall identify the specific criteria concerning this decision.



**CITY of THE DALLES**  
313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481  
FAX (541) 296-6906

January 13, 2025

## **City of The Dalles Maintenance Building**

Conditional Use Permit Application Packet  
722 Court Street  
Map and Tax Lot No. 1N 13E 3CB 800

### **Applicant Contact Information:**

Mike Kasinger, Maintenance Supervisor  
City of The Dalles  
541-296-5481 x1170 | 541-340-0792  
[mkasinger@ci.the-dalles.or.us](mailto:mkasinger@ci.the-dalles.or.us)

**Property Owner:** City of The Dalles

**Project Description:** The project proposes the construction of a ±4,800-square-foot metal building on the northern portion of the upper parking lot at The Dalles Wasco County Library, located at 722 Court Street. Situated in the High-Density Residential Zoning District (RL) with a Neighborhood Center Overlay (NC), the new facility will consolidate the City’s Maintenance Division operations and provide storage for the library and Friends of The Dalles Library Book Barn.

The project includes the removal of two smaller, outdated buildings currently serving the same purpose insufficient for current needs. Additional site improvements include installing ADA-compliant access, resurfacing and striping the parking lot, adding new parking spaces, installing fencing, landscaping enhancements, and integrating an oil/water separator system. These upgrades aim to enhance functionality, accessibility, and site efficiency.

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**City of The Dalles**  
**Community Development Dept**  
313 Court Street  
The Dalles, OR 97058  
(541) 296-5481, ext. 1125  
www.thedalles.org

Application #: CUP 213-25  
Filing Fee: N/A  
Receipt #: N/A  
Deemed Complete: 1-21-25  
Ready to Issue: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

Received: 1-13-2025

## Conditional Use Permit Application

### Applicant

Name: City of The Dalles  
Address: 313 Court Street  
The Dalles, OR 97058  
Phone #: 541-340-0792  
Email: mkasinger@ci.the-dalles.or.us

### Legal Owner (if different than Applicant)

Name: Same  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

### Property Information

Address: 722 Court Street  
Zone: RH - High Density Residential  
City Limits:  Yes  No  
Geohazard Zone: n/a

Map and Tax Lot: 1N 13E 3 CB 800  
Overlay: NC - Neighborhood Center  
Size of Development: 2.35 ac  
Flood Designation: n/a

### Project Information

New Construction     Expansion/Alteration     Change of Use     Amend Approved Plan

Current Use of Property: Storage  
Proposed Use of Property: Storage for library, book barn and maintenance.

Briefly Explain the Project:

Remove two existing structures; site and construct one 50x96' storage/maintenance building.

Proposed Building(s) Footprint Size (ft<sup>2</sup>): 4,800 SF

Total Number of Parking Spaces Proposed: 72

Parking Lot Landscaping Proposed (ft<sup>2</sup>): 210 SF

Total Landscaping Proposed (ft<sup>2</sup>): 1,490 SF

Percentage of Irrigated Landscaping: 100

**Project Information (continued)**

**Economic Development Information**

Proposed Project is in the Enterprise Zone

*(for questions regarding Enterprise Zones, please contact the Assistant to the City Manager’s Office at (541) 296-5481, ext. 1150)*

Full Time Equivalent (FTE) jobs are currently provided: 3

FTE jobs are expected to be created by the proposed project: 0

***In addition to the requirements of Article 3.010: Application Procedures, this application must be accompanied by the information required in Article 3.050 Site Plan Review, contained in Title 10 Land Use and Development of the City of The Dalles Municipal Code.***

***Upon submission of this application, please provide the following material:***

- |  |                                   |
|--|-----------------------------------|
| <u>Site Team / Pre-Application:</u>            | Completed application             |
|  | Concept plan (PDF recommended)    |
|  | 50% application fee               |
| <u>Official Conditional Use Permit Review:</u> | Remainder of application fees     |
|  | Professional plans (PDF required) |

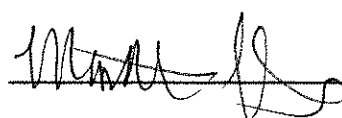
***Following an approved Site Plan Review determination, plans with all necessary changes must be submitted to City Staff for final review. Please provide the following number of copies for review:***

- 1 – PDF of final plans
- 1 – 11” x 17” set of final plans
- 2 – Full size sets of construction detail plans

***Following final plan review, please provide the following number of copies:***

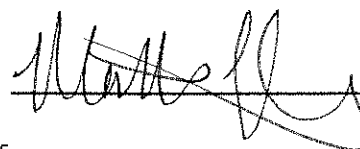
- 1 – PDF of final plans
- 2 – 11” x 17” sets of final plans
- 4 – Full size sets of construction detail plans

Signature of Applicant

  
\_\_\_\_\_

Date

Signature of Property Owner

  
\_\_\_\_\_

Date





**CITY of THE DALLES**  
313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481  
FAX (541) 296-6906

## **City of The Dalles Maintenance Building**

Conditional Use Permit Application Packet  
722 Court Street  
Map and Tax Lot No. 1N 13E 3CB 800

### **Project Narrative**

Currently, there are two buildings located at the upper parking lot at 722 Court Street. One is a small building measuring 16' x 20' which serves as the City of The Dalles' Facilities storage shed. The other measures 20' x 24' and serves as the Friends of the Library's "book barn". This project proposes to demolish and remove both of these structures and replace them with a new building with a 50' x 96' footprint and 22' height at the peak. The building will have one bathroom. The new building will consolidate the City's Maintenance Division operations and provide storage for the library and book barn.

This property is located in the High Density Residential Zone (RH) and as such the applicant is submitting a conditional use permit for this project. This project is a Government Public Facility and will require a Community Facilities Overlay (CFO). Included in this submission is a landscape plan, detailed construction design plans, parking information, physical and environmental constraints and other improvements related to the development.

### **Relevant Criteria**

#### **The Dalles Municipal Code Title 10 *Land Use and Development***

##### **Article 3.050 *Conditional Use Permits***

*A. Permitted Commercial Use.*

Response: The proposed use is classified as a Government Public Facility and listed a conditional use within the RH Zone with an approved CFO.

*B. Standards.*

Response: As mentioned in the following responses, the proposed use will be in full compliance with the applicable standards of the RH Zone and CFO Overlay. Additionally, it is consistent with the broader objectives and intent of this Title, as well as any other relevant statutes, ordinances, or policies, and will serve as a valuable asset to the City of The Dalles, The Dalles Wasco County Library, and Friends of The Dalles Library Book Barn.

C. *Impact.*

1. *Noise impacts across the property line shall not exceed 60 decibels. Noise related to traffic impacts shall not be included in this determination. Nothing in this Article shall modify other noise ordinance standards as adopted by the City.*

Response: The project will serve as the City's Facility Departments shop and storage facility. The largest piece of equipment this Department uses is a bobcat and the largest pieces of machinery to be used at this site will be a table or chop saw. These pieces of equipment will be used inside the facility with closed doors and proper ventilation mitigating and noise impacts.

2. *Lighting impacts across the property line shall not exceed 0.5 foot-candles (a foot-candle is the amount of light falling upon a 1-square-foot surface which is 1 foot away from a 1-candlepower light source.)*

Response: The exterior of the building will have motion or other lights to light the area immediately around the building. Currently, the PUD has several floodlights already in place for this location and the immediately adjacent parking lot, mitigating the need for additional lighting.

3. *Dust and other particulate matter shall be confined to the subject property.*

Response: The primary purpose of the new building is for consolidated storage of the City's Maintenance Division operations, library, and book barn. Incidental facility work including repairs, painting, carpentry, loading/unloading, vehicle maintenance, and cleaning/organizing will occur on-site as needed. The majority of this work will occur indoors. The proposed use is not anticipated to generate dust or other particulate matter which would impact surrounding properties or right-of-way.

4. *The following odors shall be completely confined to subject property:*

- a. *Industrial and/or chemical grade chemicals, solvents, paints, cleaners, and similar substances;*
- b. *Fuels; and*
- c. *Fertilizers, manure, or other animal waste products, other than for landscape installation and maintenance.*

Response: Painting, carpentry, etc., will all take place within the building confines with appropriate ventilation and will be at the level of basic maintenance and repair. No commercial or industrial uses will be conducted.

5. *Vibrations shall not be felt across the property line.*

Response: *The proposed uses will not generate any vibrations that would impact surrounding properties or right-of-way.*

6. *The transportation system is capable, or can be made capable, of supporting the additional transportation impacts generated by the use.*

Response: The new building is located on the same property as an existing City-owned parking lot with 64 spaces accessed by two existing drive

approaches on 7<sup>th</sup> Place. This parking lot is currently used mostly by Library staff and patrons, and open to the public. An unimproved portion of this property is currently being used for the City's Maintenance Division and Library storage. The proposed use does not intend on resulting in additional transportation impacts or traffic that may impact the existing transportation system.

7. *In areas designated as Historic Districts, proposed development and redevelopment shall first require review and approval of the Historic Landmarks Commission in accordance with the procedures of Chapter 11.12 - Historic Resources.*

Response: Not applicable. The property is not located within a designated historic district.

#### **Article 5.020 RH High Density Residential**

Response: Please see Pages 8-15 for building profile, including its height, length, width, design elements, floor plan, specifications, and foundation information. The building design includes several key features. The south-facing portion, that which faces 7<sup>th</sup> Place, will have three man-doors and four roll-up garage doors, along with three vinyl windows, each positioned above a man-door. The east and west sides of the building, each 50 feet wide, will have two vinyl windows on each side. The north side will have six vinyl windows, despite its limited visibility and its location facing a cliff. The building will also feature wainscoting along the bottom, which will be a different color from the main walls, with the paint colors closely matching those of the Library. Further details on the building profile, including its height, length, width, design elements, floor plan, specifications, and foundation information, can be found in Pages 8-15.

#### **Article 5.100 Community Facilities Overlay**

Response: This project is a Government Public Facility and will require a CFO.

#### **Chapter 10.6 General Regulations**

##### **Article 6.010 Landscaping Standards**

Response: Please see Page 7 for the landscape design which includes both existing and proposed features. Existing trees within and along the perimeter of the parking lot will remain undisturbed. New shrubbery, including Juniper Blue Star and Rhododendron indicum (depending on availability), will be added to the parking lot medians and along the frontage facing 7<sup>th</sup> Place. The project also involves re-landscaping a total of 1,490 square feet. This includes 740 square feet on the east and west sides of the existing parking lot, 210 square feet within two center medians, and 540 square feet along the frontage on 7<sup>th</sup> Place. Currently, seven trees are planted on the property, meeting the required ratio of one tree per ten parking spaces. Given the property's location in an RH zoning district with a CFO overlay, the additional shrubbery proposed for the parking lot and road frontage is considered sufficient for meeting landscaping requirements.

***Article 6.060 Driveway and Entrance Standards***

Response: Please see Page 7 for drive approach location and proposed type. There are two existing curb cuts to access the parking lot adjacent to the project. This project will include improving the two drive approaches which access the upper parking lot to current City/ADA standards.

***Chapter 10.7 Parking Standards***

Response: Please see Page 7 for overall site plan, including parking lot detail. The project is located within an existing City-owned parking lot with 64 spaces. Since the facility does not have workstations and equipment will be housed in the new building, minimal impact on parking is anticipated, and no new parking spaces will be provided. However, six parking spaces on the north side of the lot will be removed to provide access to the new building. The existing 17,000-square-foot Library requires 43 parking spaces, and the proposed 4,800-square-foot project requires 5 parking spaces, both of which are accommodated by the current lot, which includes one ADA space. A 12-slot bike rack is already in place for bike parking. A small section of new pavement will be added to connect the north side of the parking lot to the new building's access approach. This project will also include the installation of an oil/water separator within the existing parking to control runoff. Additionally, the existing dumpster will be screened from public view with a new chain-link fence with slats.

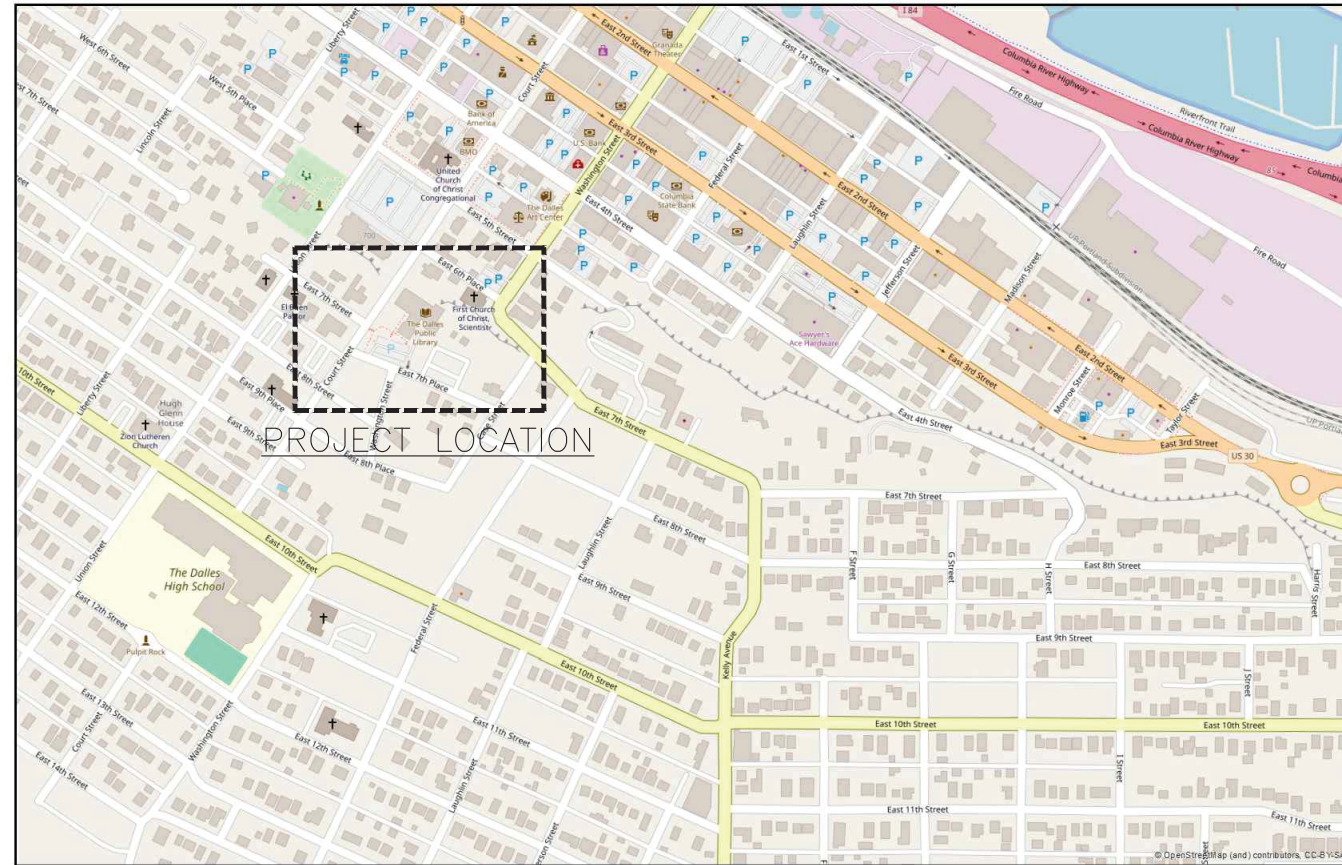
***Chapter 10.8 Physical and Environmental Constraints***

Response: Please see Page 7 for physical and utility attributes of the site. The proposed project site is not located within a floodplain. Sewer and stormwater will be managed through a new line running east to connect with the City's existing infrastructure on Case Street. Approximately 50 cubic yards or less of new fill will be needed to support and cover this line, which will be added by City staff. The new line and catch basin will be placed in a natural depression between the new building and the existing parking lot, as shown in Page 7. Utility locates have been requested, and the only utilities identified on the site are 110 power lines for the existing light poles and buildings. The project site is situated on a basalt bluff with minimal elevation changes, and only minor leveling will be required, with no material removal anticipated.

***Chapter 10.10 Improvements Required with Development***

Response: The proposed project includes several additional improvements. The curb cuts and ADA approaches will be re-done as part of the development. Since the building is set back from the local street and accessed through a parking lot, no new sidewalks will be required. Existing pedestrian access and a stairway to the Library are located on the west side of the parking lot. A traffic study is not necessary, as the project does not involve the creation of dwelling units nor will it generate more than 400 average daily motor trips.

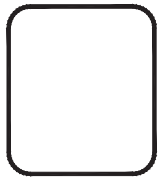
# CITY MAINTENANCE BUILDING



PROJECT NOTES

1. PROPOSED PROJECT IS TO REMOVE TWO EXISTING WOOD FRAMED STORAGE BUILDINGS AND REPLACE THEM WITH ONE STEEL FRAMED STORAGE BUILDING.
2. NO WORK WILL BE PERFORMED ON THE EXISTING LIBRARY BUILDING AND LOWER PARKING LOT.
3. NO FENCES AND GATES ARE PROPOSED.
4. NO CUT AND FILL ACTIVITIES ARE PROPOSED.
5. THERE IS A STEEP SLOPE LOCATED WEST OF THE UPPER PARKING LOT.
6. THERE IS A ROCK CLIFF NORTH OF THE PROPOSED BUILDING.
7. NO OUTDOOR STORAGE OR ACTIVITIES ARE PROPOSED.
8. MOTION FLOODLIGHTS ARE PROPOSED ON THE NORTH AND SOUTH WALLS OF THE PROPOSED BUILDING.
9. NO NEW CURB OPENINGS OR PEDESTRIAN ACCESS POINTS ARE PROPOSED WITH THIS PROJECT
10. EXISTING PLANTER AREAS IN UPPER PARKING LOT WILL BE LANDSCAPED WITH SHRUBS AND MULCH.
11. PARKING LOT CURRENTLY DRAINS TO THE NORTH WHERE IT WILL FLOW INTO NEW VEE-GUTTER. VEE-GUTTER WILL FLOW WEST TO PROPOSED CATCH BASIN. PROPOSED BUILDING WILL DRAIN TO THE SOUTH INTO SAME VEE-GUTTER.
12. THERE ARE NO PROPOSED SIGNS.
13. AREA NORTH OF PROPOSED BUILDING IS EXPOSED ROCK OUTCROPPINGS.
14. THERE ARE NO PROPOSED UNDERGROUND ACTIVITIES.
15. PROJECT WILL UTILIZE EXISTING TRASH STRUCTURE.

NO.	DATE	REVISIONS



**CITY OF THE DALLES**  
 PUBLIC WORKS DEPARTMENT  
 1215 West First Street  
 The Dalles, Oregon 97058  
 (541) 296-5401

A COVER SHEET FOR:  
**CITY MAINTENANCE BUILDING**  
 THE DALLES, OREGON

NAME	MHB
DATE	10-22-2024
SCALE	N.T.S.
CHECKED	
SHEET	
	<b>C0.1</b>
OF	SHEETS
JOB NO.	

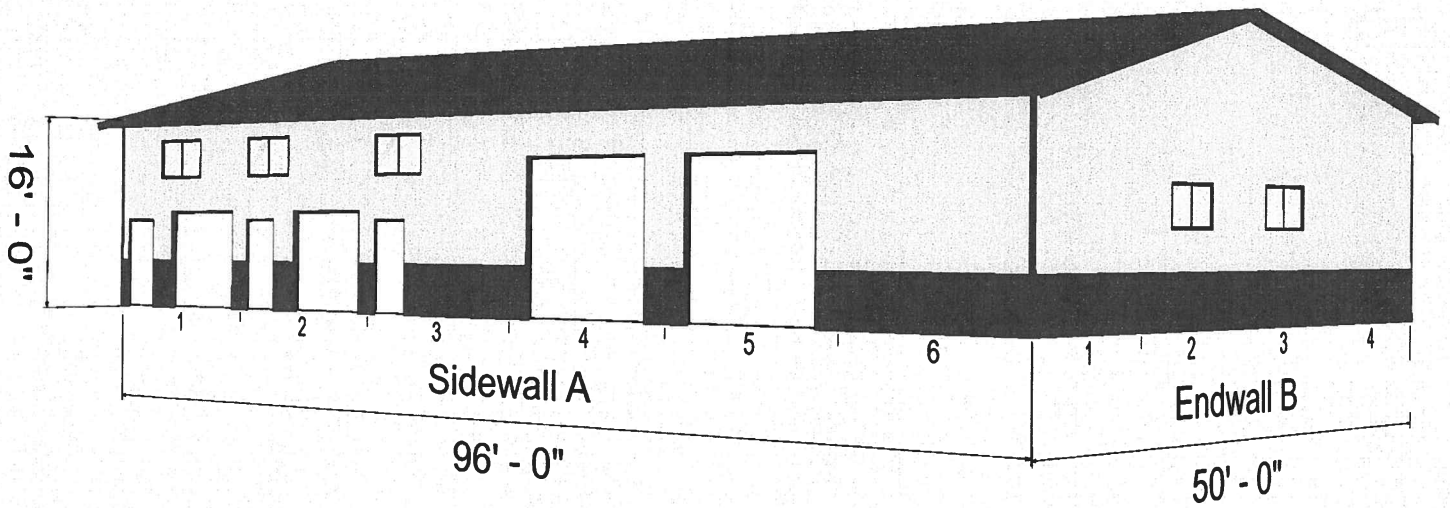






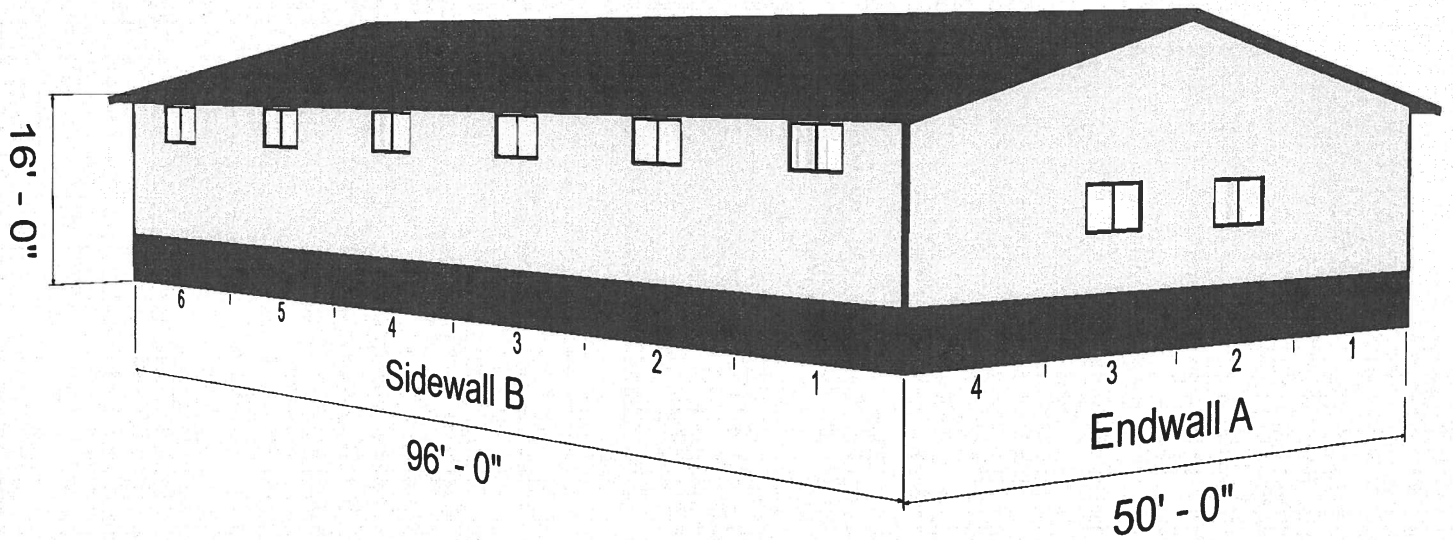
**Building created for:**  
**Mike Kasinger**  
**772 Court St**  
**The Dalles OR 97058**

**Produced by:**  
**Web Steel Buildings Northwest LLC**

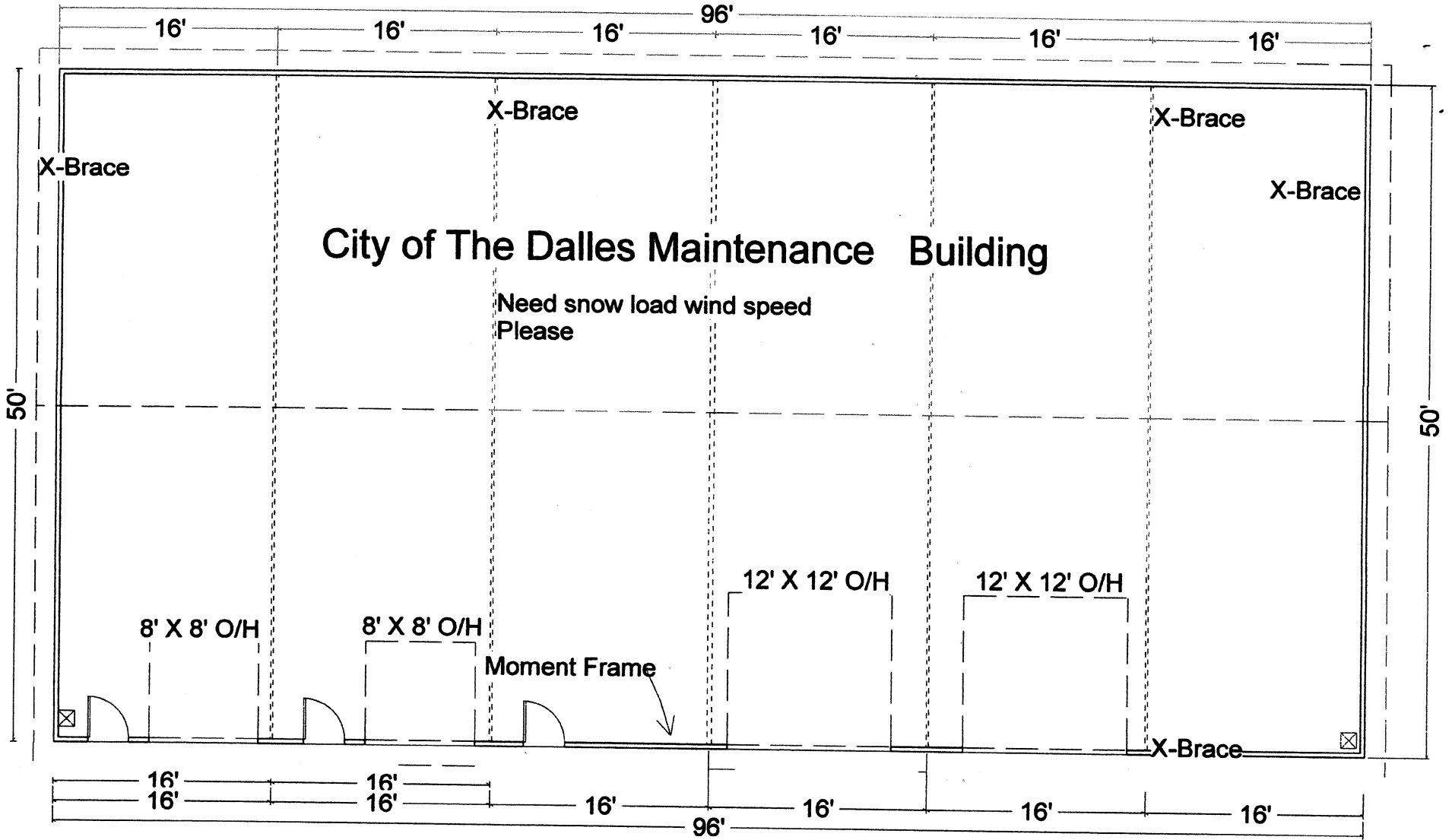


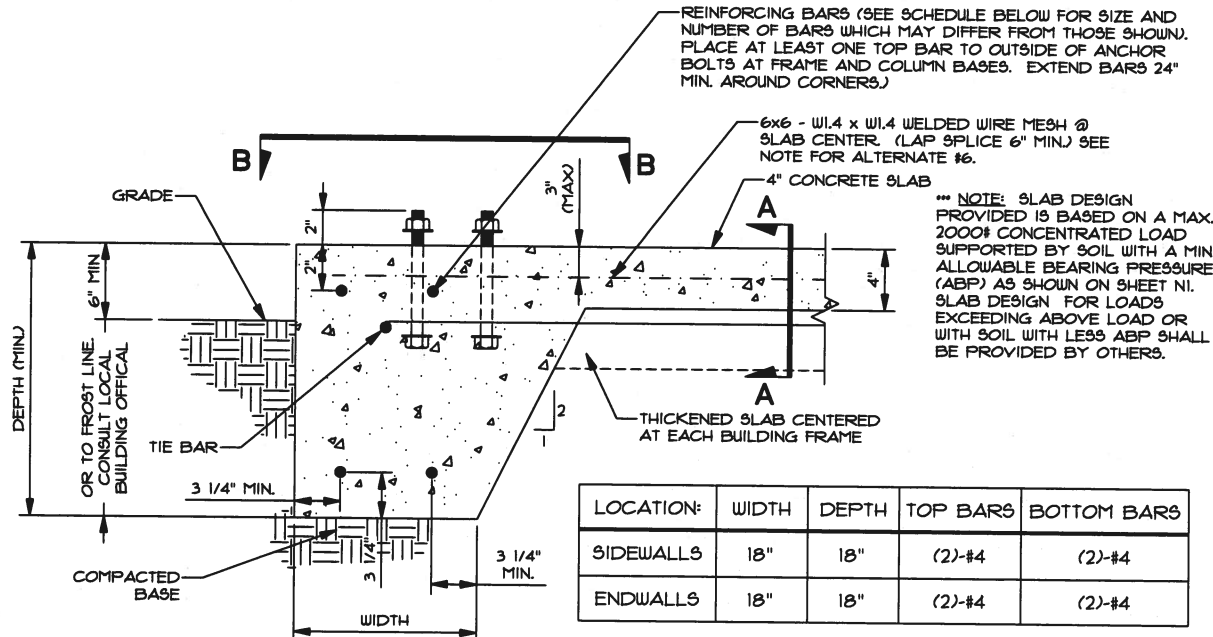
**Building created for:**  
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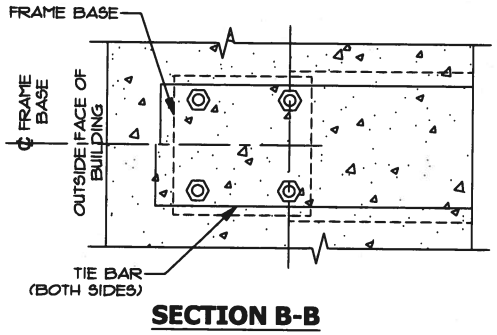




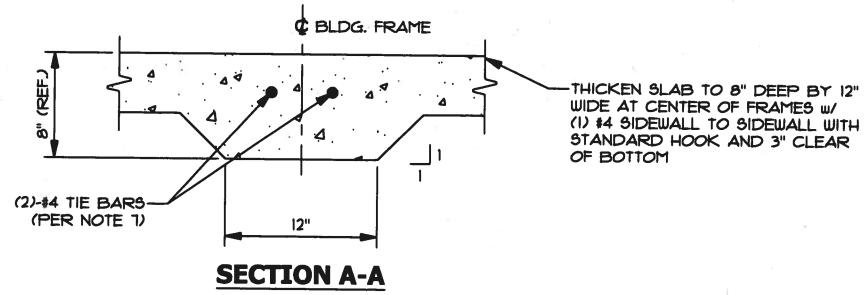


LOCATION:	WIDTH	DEPTH	TOP BARS	BOTTOM BARS
SIDEWALLS	18"	18"	(2)-#4	(2)-#4
ENDWALLS	18"	18"	(2)-#4	(2)-#4

1  
C2  
TYPICAL SLAB EDGE DETAIL  
1" = 1'-0"




**SECTION B-B**



**SECTION A-A**

**NOTES:**

1. FOUNDATION AND SLAB DESIGN IS BASED UPON 1500 PSF ALLOWABLE FOUNDATION PRESSURE.
2. MATERIAL SUPPORTING FOUNDATION SHALL BE A DRY GRANULAR WELL DRAINING MATERIAL.
3. GROUND LOCATIONS THAT DO NOT MEET MINIMUM DESIGN REQUIREMENTS SHALL BE REMOVED AND REPLACED WITH COMPACTED MATERIAL DESIGNED BY OTHERS, TO PROVIDE A UNIFORM SUBGRADE.
4. FOUNDATION DRAINAGE, DAMP PROOFING, AND CONCRETE FINISH ARE BY OTHERS.
5. CONTRACTOR TO PROVIDE SAW CUT JOINTS, AS RECOMMENDED BY LOCAL INDUSTRY ACI OR PCA STANDARDS, FOR SURFACE CRACK CONTROL. ENSURE SPECIFIED REINFORCING RUNS CONTINUOUSLY THROUGH ALL JOINTS. FILL JOINTS WITH SEMI-RIGID FILLER.
6. FIBROUS REINFORCING WITH A CURRENT ICC EVALUATION REPORT, MAY BE USED FOR SURFACE CRACK CONTROL. MANUFACTURER'S SPECIFICATIONS SHALL BE FOLLOWED.
7. THE BARS, IF SPECIFIED, SHALL RUN CONTINUOUSLY THE FULL WIDTH OF THE STRUCTURE AND TERMINATE AT EACH SIDEWALL FOUNDATION WITH A STANDARD HOOK AND 3" OF COVER.
8. SEE SHEET N1 GENERAL NOTES FOR ADDITIONAL INFORMATION.

DRAWN: NSC	DATE: 1/31/2024	JOB N°: V24-002
 <b>WEB STEEL</b> Buildings Northwest 37386 RUBEN LANE SANDY, OR. 97055 OFFICE: (503) 868-7211 FAX: (503) 868-9026		
FOUNDATION DETAILS		
SHEET <b>C2</b>		

Salesman: <b>R. Jarvis</b>		Quote #: <b>RJ24-</b>		Date: <b>1/16/2025</b>		1	
Job County: <b>0</b>		Business Name: <b>City Maintenance Building</b>		Page 13 of 16		2	
Customer: <b>Mike Kasinger</b>		Phone: <b>H:</b>		W: <b>541-340-0792</b>		3	
Address: <b>772 Court ST</b>		City: <b>The Dalles</b>		State: <b>OR</b> ZIP: <b>97058</b>		4	
Job Address: <b>0</b>		City: <b>0</b>		State: ZIP: <b>0</b>		5	
Truss Type*: <b>Vaulted Clearspan Truss</b>		Fax: <b>0</b>		E-Mail: <b>mkasinger@ci.the.dalles</b>		6	
Building Size:		Width: <b>50</b>		Length: <b>96</b>		Eave: <b>16</b>	
Roof Pitch: <b>3/12</b>		Snow Load: <b>25</b>		Wind Load: <b>110</b>		Soil PSF: <b>1500</b>	
Purlin Size: <b>2x10</b>		24" O/C		Square Feet: <b>4948</b>			
Girt Size: <b>2x6</b>		24" O/C		Square Feet: <b>5297</b>			
Bay Spacing:		# Of Bays: <b>1</b>					
Add Truss: <b>1</b>		Purpose: <b>Moment frame X Brace Front wall</b>		<b>1,197.00</b>		<b>\$1,197</b>	
Metal:		Roof: <b>29ga Taylor Tuff Rib</b>		29ga thru-fastener panels are included in the base cost shown on Line 8. 26ga panels require an upgrade cost.		<b>0.00</b>	
		Walls: <b>29ga Taylor Tuff Rib</b>				<b>0.00</b>	
Insulation:		Roof: <b>2" CCB WMP-50</b>		<b>0.60</b>		<b>\$2,969</b>	
		Walls:				<b>\$0</b>	
<b>Item</b>		<b>Quantity</b>		<b>Size</b>		<b>Description</b>	
Entry Doors		<b>3</b>		<b>3/0x6/8</b>		Series 94 Steel/Steel (1 each included)	
Overhead Doors		<b>2</b>		<b>12' X 12'</b>		Trimmed Opening	
		<b>2</b>		<b>8' X 8'</b>		Trimmed Opening	
		<b>13</b>		<b>5 X 3</b>		Low-E Vinyl Slider	
		<b>0</b>		<b>0</b>		Series 2400 Insulated w/Poly Backing	
Misc.		<b>0</b>		<b>4/o x 3/o</b>		Vinyl slider	
Eave & Rake Extensions are Optional		<b>192</b>		<b>Lin. Ft.</b>		18" Eave Extension	
		<b>100</b>		<b>Lin. Ft.</b>		18" Rake Extension	
		<b>292</b>		<b>Lin. Ft.</b>		Wainscot	
Engineering		<b>5</b>		<b>Hrs</b>		Standard Eng. Package w/Foundation Design	
Truss Up-grade**		# of trusses: <b>0</b>		Stress Fact: <b>0</b>		SPF: <b>1,197.00</b>	
Other: <b>Siding Weather Closure Kit</b>						<b>0.00</b>	
a) R.B material						<b>242.00</b>	
b) Shop material						<b>Included</b>	
c)						<b>\$18,893</b>	
d)						<b>\$1,637</b>	
e)						<b>\$0</b>	
f)						<b>\$0</b>	
g)						<b>\$0</b>	
*Factory assembled, pre-engineered ASTM A-36 steel truss with complete structural plan; stamped by state licensed engineer.						Sub-Total: <b>\$82,584</b>	
**Snow and or Wind Load, material up-grade to trusses						Freight: <b>\$925</b>	
						TOTAL FOB Sandy OR: <b>\$83,509</b>	
						TERMS: <b>20%</b> Plan Fee	
						<b>\$16,702</b>	
						Fabrication <b>40%</b>	
						<b>\$33,404</b>	
						At Delivery <b>40%</b> +/- Chge Orders	
						<b>\$33,404</b>	
<b>37396 Ruben Lane, Sandy, Oregon 97055 • 855-668-7211 • 503-668-37211 • www.wsbnw.com</b>						Total <b>\$83,509</b>	
						<b>43</b>	

tact Us



Feel free to give us a call with questions anytime: **1-855-668-7211 | 503-668-7211**

## Vaulted Clearspan Truss

### Wide Open Spaces

Looking for a building that offers maximum overhead clearance and wide open, column-free spaces? The Web Steel Building Northwest's Vaulted Clearspan Truss may be the solution you need.

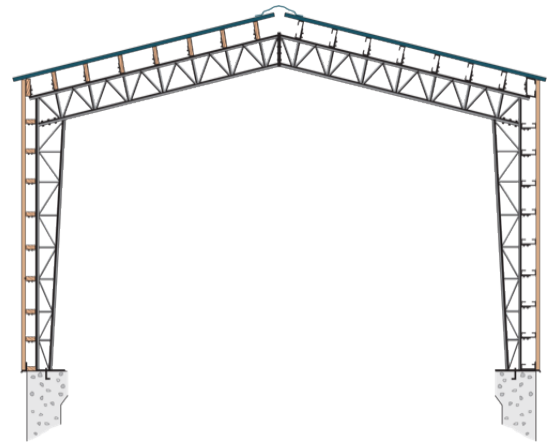
Engineered to distribute the weight and thrust of the roof downwards for increased stability and strength, the Vaulted Clearspan Truss eliminates the need for massive truss assemblies and beams required by load bearing walls in traditional wood construction. Our more efficient building system allows greater distances between frames and wider overhead doors in the sidewalls.

### High Strength, Low Maintenance

Steel is stronger than wood, dimensionally stable and non organic. In other words, it won't rot, warp, split, crack, creep, expand or contract with moisture content. Say good-bye to wood posts! With our Web Steel Building Northwest frames you'll never have to worry about termites or dry rot. All of this adds up to a more cost-effective and stable building over a long period of time. There is another long-term benefit with steel: It is a sustainable building material. Steel indefinitely maintains its strength and integrity, meaning it can be recycled again and again.

### Solid Choices

The size and type of girts (horizontal stud wall onto which siding is fastened), or purlins (onto which roofing is fastened), depends on the physical loads, current building codes, environment and purpose associated with your building. Wood girts and purlins are more economical and take advantage of conventional framing techniques for



### Custom-engineered structures ideally suited for:

- **Buildings 24'-80' wide**
- **Maximum headroom clearance**
- **Column-free interior spaces**
- **Virtually any type of door**
- **Extensive customization**
- **Airplane hangars, auto shops, warehouses, churches, fire stations, playground covers, RV**



doors, windows, insulation and interior walls. Optional steel girts and purlins will provide additional strength and resistance if you need to comply with rigid fire codes and insurance requirements. Talk with a Web Steel Buildings Northwest project manager to determine which option is best for you.

**Easy Assembly**

Web Steel Buildings Northwest buildings are precision designed and manufactured for quick and easy bolt-together assembly. They include complete comprehensive structural plans stamped by our licensed engineers, along with concrete foundation design and building calculations. This makes permit approval and communication with contractors easier. Your building will be engineered specifically for your site to the most recent International Building Code (IBC). Whether you decide to construct your own building or hire a contractor, you'll have the structural plans you need to apply for your permit. Next, you or your contractor provide the concrete foundation according to the foundation plan. Finally, your building package will ship direct from our Sandy, Oregon plant, with everything you need to construct your Web Steel Building Northwest building, from frames to fasteners.

**Popular Options Include** Additional entry doors • Awnings • Custom concrete foundation design • Custom roof pitch • Double glaze window • Eave lights • Extended eaves • Fire rated doors • Gable end vents • Loft/mezzanine • Oversized entry doors • Skylights • Soffits • Steel canister doors • Steel overhead doors • Steel slider doors • Vinyl windows

**storage, veterinary clinics, and wineries.**

• **Roof Pitch:** 2/12 • **Roof:** 29 gauge painted steel with trim • **Siding:** 29 gauge painted steel with trim - Both include a limited life-time warranty • **Insulation:** Condensation Control Blanket (CCB) with reinforced vapor barrier in roof • **Purlins:** (Roof) 2" X 8", #2 Doug Fir Lumber or better. Spaced 24" on center • **Girts:** (Walls) 2" X 6", #2 Doug Fir Lumber or better. Spaced 24" on center - Makes construction and interior finish easier • **Engineering:** Stamped and signed structural steel and concrete foundation plans • **Doors: Entry doors:** ( 1 ) 3' X 6'8" series 95 steel clad insulated door - **Large doors:** We feature Wayne-Dalton doors. Contact us for sizes and pricing • **Other:** Formed closure and eave trim - Complete matching trim package is included - Easy to follow construction manual written for the do-it yourselfer in mind - All pricing F.O.B. Sandy, Oregon (Weld inspection included)











## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

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(541) 296-5481 ext. 1125  
COMMUNITY DEVELOPMENT DEPARTMENT

### RESOLUTION PC 625-25

Approval of Conditional Use Permit Application **213-25, City of The Dalles**, for approval to demolish two structures (320 SF and 480 SF) and construct one structure of 4,800 SF. The new structure will consolidate the City's Maintenance Division operations and provide storage for The Dalles Wasco County Library and Friends of The Dalles Library Book Barn. This project is a Government Public Facility and will require a Community Facilities Overlay (CFO). Property is located at 722 Court Street and further described as 1N 13E 3 CB tax lot 800. Property is zoned RH – High Density Residential with a Neighborhood Center Overlay.

#### I. RECITALS:

- A. The Planning Commission of the City of The Dalles has on February 6, 2025 conducted a public hearing to consider the above request. A staff report was presented, stating the findings of fact, conclusions of law, and staff recommendation.
- B. Staff's report of Conditional Use Permit 213-25 and the minutes of the February 6, 2025 Planning Commission meeting, upon approval, provide the basis for this resolution and are incorporated herein by reference.

#### II. RESOLUTION:

Now, therefore, be it FOUND, DETERMINED, and RESOLVED by the Planning Commission of the City of The Dalles as follows:

In all respects as set forth in Recitals, Part "I" of this resolution, Conditional Use Permit 213-25 is hereby approved with the following conditions of approval:

##### 1. Conditions Required Prior to Final Plan Approval:

- a. Final plan submission must meet all the requirements of The Dalles Municipal Code, Title 10 Land Use and Development, and all other applicable provisions of The Dalles Municipal Code.
- b. All final plans, consistent with all conditions of approval, shall be approved by the Community Development Director and the City Engineer prior to the issuance of a building permit.
- c. All construction/design plans for public infrastructure, improvements, or rights-of-way (ROW) shall be approved by the City Engineer.
- d. Applicant is required to coordinate any franchise utility requirements, timing of installation, and payment for services with the appropriate utility provider.

- e. Applicant must include refuse collection area landscaping buffer information on a revised site plan to ensure all landscaping requirements are addressed. Refuse collection area landscaping buffer may be waived if additional screening measures are used, so long as they comply with screening requirements of The Dalles Municipal Code.
- f. Applicant is required to include a revised site plan that details the total number of new, removed, or reconfigured parking spaces, including two new ADA parking spaces and accessways.

## **2. Conditions Required Prior to Construction**

- a. A pre-construction meeting including the City Engineer and Construction Inspector is required prior to construction or site prep work. All public improvements shall first obtain design and construction approval from the City Engineer.

## **3. Conditions Required During Construction**

- a. Shrubs used for screening must be planted in containers of at least 1 gallon and reach a height of 30 inches within 12 months.
- b. All refuse collection containers must be placed on concrete pads with positive surface drainage.
- c. All proposed franchise utilities are required to be installed in accordance with each utility provider.
- d. Applicant is required to resurface the upper parking lot to ensure that areas used for vehicle parking and maneuvering are surfaced with materials approved by the City Engineer.
- e. Applicant must install two additional ADA-compliant parking spaces in the lower lot, ensuring that at least one of the three required spaces is van-accessible.
- f. All ADA spaces must have the accessible parking symbol painted on the parking space as well as an accessible parking sign placed in front of the space.
- c. All parking spaces shall be striped and/or restriped.
- g. Applicant must install two new drive approaches on the upper lot and all associated sidewalk improvements to City and ADA standards.
- h. Applicant must install no less than five additional bicycle parking spaces near the front entry of the Library.
- i. Applicant is required to install an appropriate oil/water separator within the upper parking lot to control runoff generated from the new development

## **4. Conditions Required Prior to Use**

- a. Upon completion of ROW improvements, the City Engineer will conduct a final inspection of all improvements to ensure they meet City standards before the City formally accepts them for ownership, operation or maintenance.
- b. All proposed improvements included within the plan set must be installed.



**5. Ongoing Conditions**

- a. All lighting shall not directly illuminate adjoining properties. Lighting sources shall be shielded and arranged so as not to produce glare in any public ROW, with a maximum illumination at the property line not to exceed 0.5 foot-candles.
- b. All development must adhere to the approved site plan for this development.
- c. The proposed use and operation shall comply with all applicable local, state, and federal standards, and shall not create a nuisance due to odor, vibration, noise, dust, vector control, smoke or gas. Applicant shall prevent the collection of nuisance materials and debris from being windblown or migrating off site.
- d. All landscaping, buffering, and screening must be adequately maintained and irrigated to ensure the survival of plant materials. Landscaping must include no less than 40% of live plant material.
- e. Applicant shall warranty all public improvements against any defects and workmanship provided for a period of one year from the date of the City’s final acceptance of the work.
- f. Applicant must establish oil/water separator maintenance agreement established with the City’s Public Works Department.

The Secretary of the Commission shall (a) certify to the adoption of the Resolution; (b) transmit a copy of the Resolution along with a stamped approved/denied site plan or plat to the applicant.

APPROVED AND ADOPTED THIS 6<sup>TH</sup> DAY OF FEBRUARY, 2025.

\_\_\_\_\_  
Cody Cornett, Chair  
Planning Commission

I, Joshua Chandler, Community Development Director for the City of The Dalles, hereby certify that the foregoing Resolution was adopted at the regular meeting of the City Planning Commission, held on the 6<sup>th</sup> day of February, 2025.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Joshua Chandler, Director  
Community Development Department  
City of The Dalles