



**GLADSTONE PLANNING COMMISSION REGULAR AGENDA
GLADSTONE CIVIC CENTER, 18505 PORTLAND AVENUE
Tuesday, April 16, 2024 – 6:30 p.m.**

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84321973175?pwd=xCUzWs9sKnh5dy39W0OBstOGzs9zpQ.yNIEnZNKX9EGymaP>

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Or One tap mobile :

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If members of the public would like to comment on an agenda item (either virtually or in person) please email your comments to bannick@ci.gladstone.or.us prior to 12:00 p.m. (noon) on April 16, 2024. Individuals attending in person may submit a speaker card to the City Recorder prior to the beginning of the meeting. Comments are limited to three (3) minutes.

The Planning Commission will also have *Business from the Audience* at the end of the meeting. To speak during this time, (either virtually or in person) please email bannick@ci.gladstone.or.us prior to 12:00 p.m. (noon) on April 16, 2024 with your name, topic of discussion, and city of residence. Individuals attending in person may submit a speaker card to the City Recorder prior to the beginning of the meeting. Comments are limited to three (3) minutes.

6:30 P.M. CALL TO ORDER

ROLL CALL

FLAG SALUTE

CONSENT AGENDA

All items listed below are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a commission member or person in the audience requests specific items be removed from the Consent Agenda for discussion prior to the time the commission votes on the motion to adopt the Consent Agenda.

1. Approval of March 19, 2024 Meeting Minutes

REGULAR AGENDA

2. Monthly Planning Report – March 2024
3. **PUBLIC HEARING:** DR-24-01, Expansion of Existing ICSB Building which includes addition of a new 1,500 sq. ft. second story on the existing building and addition of a new 3,900 sq. ft. 2-story building attached to rear of existing building. Removal of home at 420 W Arlington to add parking and landscaping. 430 W. Arlington, Tong Wu/ICSB – owner; Metro Planning, Inc. – Architect.

BUSINESS FROM THE PUBLIC - Visitors: This is an opportunity for members of the audience to bring to the Commission's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others and must fill out a speaker card available in the back of the room prior to making a comment.

BUSINESS FROM THE PLANNING COMMISSION

ADJOURN

Upcoming Meeting Dates:

- April 23, 2024 – 5:30 pm – Planning Commission / City Council Work Session
- May 21, 2024 – 6:30 pm – Planning Commission meeting

MEETING ACCESSIBILITY SERVICES AND AMERICANS WITH DISABILITIES ACT (ADA) NOTICE

The Civic Center is ADA accessible. Hearing devices may be requested from the City Recorder at least 48 hours prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder at bannick@ci.gladstone.or.us. Staff will do their best to respond in a timely manner and to accommodate requests.

April

CONSENT AGENDA



**PLANNING
COMMISSION
MEETING MINUTES**

**WILL BE
DISTRIBUTED**

**AT THE
MEETING**

April

REGULAR AGENDA





City of Gladstone Monthly Planning Report March 2024

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR-TO-DATE TOTALS
Customer Service Counter Contacts	0	0	0										0
Customer phone/email Contacts	47	28	22										97
Building Permits with Land Use Review	15	8	7										30
Code Compliance Review	0	0	1										1
Pre-application Conferences	1	2	0										3
Administrative Decisions	0	0	1										1

PLANNING COMMISSION ACTIONS/DECISIONS

- Lake Oswego/Tigard River Water Intake Backup Power Generator Dock Design Review- Approved with Conditions (including one condition added regarding noise and exhaust)

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- Home Occupation Code Language Update- Approved with enlargement of public notice area from 100 feet to 200 feet.

PRE-APPLICATION CONFERENCES

- None in March

ADMINISTRATIVE PERMITS

- A-frame sign at 685 Portland Ave.

BUILDING PERMITS WITH LAND USE REVIEW

Date	Address	Permit #	Description
03/01/24	220 E. Hereford St.	B0181724	Avamere Rehabilitation of Clackamas- Repairs from laundry room fire in existing building footprint.
03/14/24			Second review. No development code concerns.
03/01/24	435 W. Clarendon St.	B0001024	Middle Housing. Conversion of existing single-household residential to triplex. Standards met.
03/06/24	1085 Portland Ave.	B0515823	Conversion of an office building to a coffee roasting and retail store for Happy Rock Coffee. Standards met.
03/06/24	735 E. Clarendon St.	B0292924	Tenant improvement for office space completion in existing commercial building. Standards met.
03/14/24	128 E. Dartmouth St.	B0218324	Sidewalk improvements in the right-of-way associated with the new library. No development code concerns.
03/14/24	17727 Scott Ln.	B0265624	New rear deck. Standards met.

FUTURE ITEMS/PROPERTY UPDATES

Date	Topic
04-16-24	Planning Commission public hearing: ICSB Expansion Design Review (continued by request of applicant)
04-23-24	Joint City Council/Planning Commission Work Session- Parking Reform Options based on Climate-Friendly and Equitable Development Rules

April

REGULAR AGENDA





Agenda Item No. 3

PC Meeting Date: 02/20/2024

STAFF REPORT: DESIGN REVIEW

Application No.:	DR-24-01
Owner/Applicant:	Owner: Tong Wu (ICSB) Applicant: Jed Truett(Metro Planning, Inc.)
Project Location:	420 and 430 W. Arlington St., Gladstone OR, 97027; 22E19DD 08200 and 08300
Project Description:	Expansion of the existing ICSB building. Expansion includes the addition of a new 1,500 SF second story on the existing building and addition of a new 3,900 SF, 2-story building attached to the rear of the existing building. Removal of the home at 420 W. Arlington St. to add parking and landscaping.

SUMMARY OF STAFF RECOMMENDATION

The planning staff recommend approval of the Design Review application DR-24-01 and recommend the following findings and standard conditions in support of approval, as well as 7 special conditions: (1) Business hours; (2) Equipment setbacks; (3) Revised site plan; (4) Screening details; (5) Photometric plan; (6) Bicycle parking and (7) Public and private improvements.

The site is located at 420 and 430 W. Arlington Street, Tax Lot IDs 22E19DD 08200 and 08300. The lots are each 5,000 square feet in size for a total of 0.23 acres in the C-2 (Community Commercial) zoning district. The purpose of the Design Review is to expand the existing building on 430 W. Arlington Street. The existing home on 420 W. Arlington Street will be removed to accommodate new parking and landscaping to support the commercial use at 430 W. Arlington Street. The existing commercial building will be expanded by adding a second story totaling 1,500 square feet in size. In addition, the building will be expanded by adding a 2-story addition to the rear totaling 3,900 square feet in size.

As proposed and conditioned, Planning Staff found the application consistent with all applicable standards from Title 17 of the Gladstone Municipal Code (GMC). Therefore, staff recommend that the Planning Commission approve this Design Review application with the standard conditions and 7 special conditions of approval. The standard of review for the proposed project is the City of Gladstone's Municipal Code Zoning and Development Title 17.

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REQUEST FOR COMMENTS

Sent to: Property owners and residents within two hundred fifty (250) feet of the subject property, City of Gladstone Public Works, Police and Engineering as well as ODOT, Clackamas Fire, Water Environment Services (WES), Oak Lodge, and Gladstone Disposal.

Responses Received: The proposal was reviewed by Gladstone Public Works and Engineering who provided comments dated March 7, 2024 regarding public utilities and streets, which have been incorporated into this report. WES provided comments on February 7, 2024 regarding erosion control which have been incorporated into this report. No comments were received from the public, Oak Lodge, Clackamas Fire District on behalf of Gladstone fire or ODOT.

STANDARD CONDITIONS

- 1. Expiration. This approval shall remain valid for two years following the date of approval per 17.80.100. If the approved use has not commenced by that date, this approval shall expire unless a time extension is granted pursuant to GMC 17.66.015(4).**
- 2. Interpretation. Any questions of intent or interpretation of any condition will be resolved by the Planning Director for the City of Gladstone.**

3. **Assignment.** The permit may be assigned to any qualified person, provided assignee files with the City Planning Department an affidavit accepting all terms and conditions of the permit.
4. **Terms and Conditions Run with the Land.** These terms and conditions shall be perpetual, and it is the intention of the Commission and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.
5. **Construction Plans.** Plans detailing the installation of public and private utilities, site grading, and other public and private improvements shall be submitted to the City of Gladstone Public Works Department for review and approval. The design, location, and planned installation of all street and sidewalks, natural gas, power, street lighting, telephone, cable television, storm water, water, and sanitary sewer provisions are subject to approval by the appropriate agency/utility service provider. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon. The Construction Plan submittal shall include (3) paper sets of plans, a pdf copy, an Engineer's Estimate for the public improvements, and a storm drainage report. For permits issued through Clackamas County, the applicant shall submit plans and documents directly to the Clackamas County Building Department.
6. **Pre-Construction Conference.** Once grading/construction plans are ready to be approved by the City of Gladstone, a Pre-Construction Conference with final sign-off on the Construction Plans is required per GMC 17.40.030. Plan review fees, System Development Charges and performance bonding may be required of the applicant prior to scheduling the pre-construction conference.
7. **Building Permits.** The applicant shall obtain required building permits from Clackamas County. The applicant shall comply with requirements of the permits.
8. **Erosion Control.** The applicant shall obtain an Erosion Control permit issued through Clackamas County Water Environment Services for 800 sq. ft. or more of ground disturbance.
9. **Signage.** All signs shall meet the provisions of Subsection 17.52 of the GMC. Sign designs were not included with the submittal package. If existing signage is to be replaced with signage in the future, or signage is to be added, a sign permit shall be filed separately at the time it is needed.
10. **ADA Access.** This approval is subject to the development complying with the provisions of the Americans with Disabilities Act (ADA) per GMC 17.50.020 (6)(f), including provisions for curb ramps, circulation within the site, and appropriate grades to the public entrances of the buildings.
11. **As-Built Submittals.** Prior to the approval of the Certificate of Occupancy, the applicant shall provide the City Public Works Department with copies of the as-built submittals per GMC 17.60.020(7).
12. **Stormwater Certification.** Prior to approval of the Certificate of Occupancy, the applicant shall provide the City Public Works Department with a recorded copy of the Storm Drainage Facilities Maintenance Agreement, including O&M Plan for the private stormwater pump(s), recorded copies of any required easements on approved City of Gladstone forms, a signed certification from the design engineer indicating that the surface water systems have been inspected and installed

per the approved plans and that the systems are functioning as designed, and a maintenance bond in the amount of ten (10) percent of the cost of the public improvements.

SPECIAL CONDITIONS OF APPROVAL

1. **Business hours.** The use shall not operate between the hours of 12:00am and 5:00am.
2. **Equipment setbacks.** All equipment such as central air conditioning, heat pumps and similar shall be setback a minimum of 10 feet from the abutting residential zoning district to the north.
3. **Revised site plan.** Prior to issuance of building permits, submit a revised site plan to Gladstone Planning Department which includes:
 - 5' wide landscaped strip (exclusive of curb) separating the parking area curb from the adjacent property to the east. This will result in either a reduction of the depth of parking spaces from 17' to 16'6" or a reduction of the width of the drive aisle from 24' to 23'6"
 - 10' wide landscaped strip (exclusive of curb) separating the parking area from the right-of-way
 - 15' wide spacing between loading area and abutting residential properties in the rear of the property
4. **Screening details.** Prior to building permit approval, submit details to the Gladstone Planning Department that demonstrate compliance with GMC 17.44.020(3)(d) and (e) regarding mechanical equipment and refuse storage area screening.
5. **Photometric plan.** Prior to building permit approval, submit a photometrics plan to the Gladstone Planning Department for the parking area in accordance with GMC 17.44.020(5)-(6).
6. **Bicycle parking.** Prior to building permit issuance, submit a revised site plan to the Gladstone Planning Department identifying the bicycle parking rack within 30 feet of the main entrance.
7. **Public and private improvements.** Prior to building permit approval, the applicant shall submit plans detailing the installation of public and private utilities and infrastructure, as detailed in the Public Works Comments dated March 7, 2023 in compliance with the Provisions of GMC 17.50.030 and 17.50.040.

NOTES

1. **System Development Charges (SDCs).** SDCs may be required due to the increased use of the property. The project shall provide all relevant information needed to calculate the SDCs to the Public Works Director.
2. **Building Permits.** Clackamas County Building Department will provide structural, mechanical, grading, and review of Fire & Life Safety, Plumbing, and Electrical Permits for this project.
3. **Right of Way Permits.** Prior to initiating work within the right of way, a permit from the Gladstone Public Works Department and ODOT are required as applicable.

FINDINGS

Zoning Code Review & Findings

Below are applicable citations/review criteria from GMC Chapter 17 and findings in response to the criteria. Unless discussed below, the applicant has met the requirements of the applicable review criteria fully, and/or the Code's criteria are not applicable to this proposal and therefore do not warrant discussion. Where conditions are necessary for the proposal to meet the provisions of GMC Chapter 17, the provisions are included beneath the findings for the applicable section. Subsections of specific criteria not applicable to the proposal are omitted from this report and indicated with a triple asterisk (***)

Chapter 17.18 C-2 – COMMUNITY COMMERCIAL DISTRICT

17.18.020 Uses allowed outright.

In a C-2 zoning district, the following uses and their accessory uses are allowed outright:

- (1) Retail trade establishment, except when listed as a conditional use.*
- (2) Business, governmental or professional office.*
- (3) Medical clinic.*
- (5) Personal and business service establishments such as a barbershop, tailoring shop, printing shop, laundry or dry cleaning, sales agency, or photography studio, except as listed as a conditional use.*

Finding: The proposed use includes retail trade, a business office, a medical (veterinary) clinic and a personal and business service establishment. The proposal does not include a conditional use. In the C-2 zone, a conditional use permit is required if a use will operate between 12:00am and 5:00am. The applicant has not indicated that this use will operate between these hours and has not applied for a conditional use. The approval of this design review shall include the special condition that the use does not operate between the hours of 12:00am and 5:00am. This criterion is met.

Condition: The use shall not operate between the hours of 12:00 am and 5:00 am.

17.18.050 Limitations on use.

The following screening standards shall apply:

All business activities, including service, repair, processing, storage and merchandise display, shall be conducted wholly within an enclosed building except for the following:

- (1) Outdoor play areas accessory to a community service facility;*
- (2) Display of merchandise along the outside of the walls of a building provided such display does not extend more than three feet from the walls and does not obstruct required pedestrian or bicycle access, emergency access or off-street parking areas; and*
- (3) The following limitations apply to developments along Portland Avenue****
- (4) The use of portable storage containers as defined in GMC Chapter [5.22](#).*

Finding: The proposed use will be conducted wholly within the enclosed building. This property is not along Portland Avenue. No portable storage containers are proposed. These standards are met.

17.18.060 Dimensional standards.

Except as provided in GMC Chapter [17.38](#) (Planned Unit Development), Chapter [17.72](#) (Variances), and Chapter [17.76](#) (Exceptions), the following dimensional standards shall apply in a C-2 zoning district:

(1) Setbacks.

(a) Nonresidential uses and mixed-use development: No minimum setback requirements; a maximum setback of five feet shall be maintained along Portland Avenue frontages.

(b) Residential uses: Five feet maximum front setback; 15 feet minimum rear setback.

Finding: The use is nonresidential and not along Portland Avenue and therefore there are no minimum required setbacks.

(2) Off-Street Parking. The boundary of any area developed or intended for off-street surface parking shall be located a minimum of five feet from all property lines. An exception to the minimum setback standard for off-street parking shall be made for existing parking when the use complies with GMC Section [17.18.070](#) (Off-street parking standards).

Finding: The proposed off-street surface parking is identified as separated from the northern property line by a 5' landscaping buffer and from the eastern property line by a 4'6" landscaping buffer and 6" curb for a total of 5 feet. This standard is met.

(3) Building Height. The maximum building height shall be 35 feet or three stories.

(a) Vertical projections such as chimneys, spires, domes, elevator shaft housings, towers, aerials, flagpoles and similar objects not used for human occupancy are exempt from the maximum building height standard.

Finding: The proposed building height of 27'10" will not exceed the 35' maximum. Vertical projections are not proposed. This standard is met.

(4) Equipment Setbacks. There shall be no minimum setback requirements for central air conditioners, heat pumps and similar equipment except when a lot line abuts a residential zoning district, in which case the minimum setback requirement from the lot line abutting the residential zoning district shall be 10 feet.

Finding: The submitted plans do not indicate central air conditioners, heat pumps or similar equipment. Compliance with this standard is met with a condition that all equipment be setback a minimum of 10 feet from the abutting residential zoning district to the north. This standard is met as conditioned.

Condition: All equipment such as central air conditioning, heat pumps and similar shall be setback a minimum of 10 feet from the abutting residential zoning district to the north.

(5) Minimum Lot Area.

(a) Attached residential dwellings, townhouses, and cottage cluster uses shall comply with the minimum lot area requirements for the R-5 zoning district.

(b) Multi-household dwellings shall comply with the minimum lot area requirements for the MR zoning district.

Finding: The minimum lot area standard is not applicable to this non-residential development.

(6) Fences and Walls. *The following standards shall apply to fences and walls of all types whether open, solid, wood, metal, masonry or other material:*

(a) *When located between the front lot line and the front building line, fences and walls shall not exceed three feet in height.*

(b) *Fences and walls not subject to subsection (6)(a) of this section shall not exceed six feet in height.*

(c) *An exception may be granted to the maximum fence or wall height standards pursuant to review of an application for conditional use; alteration, expansion or change of use of a nonconforming use; or design review and when an exception is found necessary to provide adequate screening for the use.*

(d) *Fences and walls shall comply with GMC Chapter [17.54](#) (Clear Vision).*

Finding: Existing 6' high fencing in the rear of this site meets this standard. Fences are not proposed between the front lot line and the front building line. This standard is met.

17.18.070 Off-street parking standards.

(1) *Where one commercial use allowed outright is substituted for another in an existing building and the building is not expanded by more than 10 percent of the floor area used for commercial purposes on January 1, 1980, no more off-street parking shall be required than was possessed by the previous commercial use. Where successive expansions of a building are proposed, the total area of all expansions shall not exceed the 10 percent standard.*

(2) *Off-street parking spaces shall be provided in accordance with the provisions of GMC Chapter [17.48](#), except that the following standards shall apply in lieu of the corresponding standard in GMC Chapter [17.48](#):*

(a) *Residential: The maximum shall be one space per dwelling unit.*

(b) *Office, retail, bank, or eating and drinking establishment: The minimum shall be one space per 600 square feet.*

(3) *If a community service facility or civic use allowed outright is substituted for another community service facility or civic use on the same property, whether in the same building(s) or a new building(s) and the total lot coverage is not expanded by more than 10 percent of the lot coverage of the prior building(s) on the property, no more off-street parking shall be required than was possessed by the previous facility or use.*

(4) *When an existing residence in the C-2 zoning district along Portland Avenue is converted to commercial or mixed-use development, additional off-street parking shall not be required, subject to the following standards:*

(a) *The new commercial use shall not exceed a "B" occupancy rating as described in the Oregon Structural Specialty Code or its successor and shall be identified in GMC Section [17.18.020](#)(2), (5) or (8);*

(b) *Signs shall be on building and indirectly illuminated;*

(c) *The use shall generate low traffic volumes and require minimal off-street parking; and*

(d) *Structures and landscaping shall retain a residential appearance.*

(5) *Required Parking Reduction. Multi-household development may reduce the total minimum number of required parking spaces by up to 20 percent if affordable housing is provided as follows:*

(a) *"Affordable housing" is defined as housing that is affordable to those earning 60 percent of the area median income (AMI, established by the U.S. Department of Housing and Urban Development).*

(b) *The development must be located within one-quarter mile, measured radially in a straight line, from a transit stop.*

(c) *At least 30 percent of the total number of dwelling units meet the eligibility requirements for*

affordable housing for a period of at least 30 years.

(6) On-street parking spaces may count towards the minimum number of required parking spaces when 50 percent or more of the parking spaces adjoin the property.

(7) Off-street parking areas shall not be located between the building and street or within required setbacks.

Finding: Subsections (1) through (6) has to do with the required amount of off-street parking. However, the city may not apply a minimum parking mandate to this property as it is within ½-mile of McLoughlin Blvd (See [OAR 660-012-0440](#)). When parking is provided by an applicant, it must meet the city's design and dimensional standards, such as subsection (7). The proposed off-street parking area is not located between the building and the street or within required setbacks. This standard is met.

17.18.080 Exceptions in case of large-scale development.

The standards and requirements of the regulations of this section may be modified by the Planning Commission in the case of a plan and program for a planned unit development, or a large-scale shopping center, providing the modifications are not detrimental to the public health, safety and welfare and providing the Planning Commission determines there is provision for adequate public spaces and improvements for the circulation, recreation, light, air and service needs of the developed tract and its relation to adjacent areas and for such covenants or other legal provisions as will assure conformity to and achievement of the plan.

Finding: The proposed building expansion is not a large-scale development and therefore this standard is not applicable.

Chapter 17.80 DESIGN REVIEW

17.80.021 Applicability.

*(1) This chapter shall apply to new structures; additions to existing structures; site development, such as grading, parking lot construction or commercial/industrial use of an undeveloped property; change of use; and major remodeling, with the following exceptions:****

Finding: The proposal is to add approximately 5,400 square feet to the existing commercial building in addition to parking and landscaping. The application requires design review. This standard is met.

17.80.061 Submittal requirements.

(1) An application for design review shall include a minimum of twelve (12) copies of the following plans drawn to scale. A project summary shall accompany the application when necessary to describe special circumstances such as a request for a minor exception pursuant to GMC Section 17.80.090 (minor exceptions).

Finding: The applicant provided the application materials, including the narrative, site plan, landscaping plan and Architectural Plan. Copies needed to thoroughly assess the criteria used for evaluation were also provided. This standard is met.

17.80.090 Minor Exceptions.

(1) Authority. In conjunction with the design review plan approval, the Planning Commission may grant minor exceptions from the following requirements:

- (a) Dimensional standards for yards required in the primary district;**
 - (b) Dimensional standards for off-street parking as required in GMC Chapter 17.48 (Off-Street Parking and Loading);**
 - (c) Minimum and maximum number of off-street parking spaces required in GMC Chapter 17.48 (Off-Street Parking and Loading).**
- (2) Limitations. No minor exceptions shall be greater than twenty-five percent (25%) of the requirement from which the exception is requested. Requests greater than twenty-five percent (25%) shall be subject to variance procedures. *****

Finding: While not specifically requested by the applicant, the applicant's proposal will need a minor exception to the dimensional standards for off-street parking spaces as required in GMC Chapter 17.48. The proposal includes 6 parking spaces: 5 parking spaces that are 8'6" wide and 17' deep and one ADA-accessible space that is 9'6" wide and 17' deep. The standards in GMC 17.48.040(2) require a minimum of 50% of the parking spaces to be 9'6" wide by 18' deep and allow up to 50% to be compact, with a minimum width of 8'6" and a minimum depth of 16'. Minimum aisle width for regular or compact spaces is 24', which the proposal indicates for 5 of the parking spaces (the width of the drive aisle is reduced at the rear of the 6th parking space down to 20'). In addition, GMC 17.48.040(2) requires that the curb containing the parking area be setback a minimum of five feet from the property line (the applicant's submittal shows the curb at 4'6" from the property line with the area between the curb and property line landscaped).

The site plan must be modified to increase the width of the landscaping strip separating the parking area from the neighboring property to the east to 5' (from the proposed 4'6"). The minor exceptions granted by this subsection do not include landscaping. GMC 17.46.020(2)(b) requires a landscaped strip a minimum of 5' in width separating a parking area from an adjacent property.

Therefore, the parking spaces would all need to be 16'6" deep, or the drive aisle reduced from 24' to 23'6", to accommodate a full 5' of landscaping, a 6" curb, parking and drive aisle without impacting the location of the building, pedestrian walkways or planter areas.

The reduction of the width of 3 parking spaces from 9'6" to 8'6" (10.5% reduction) and depth from 18' to 16'6" (8.3% reduction) would meet the maximum 25% exception permitted by this code standard.

Similarly, the reduction of the required drive aisle width from 24' to 23'6" (2.1% reduction) would meet the maximum permitted minor exception. In addition, the reduced drive aisle width adjacent to the rear of the 6th parking space, from 24' to 20' (16.7% reduction) or 19'6" (18.9% reduction) would meet the maximum permitted minor exception.

Finally, the portion of the drive aisle designated for "loading area" is within 5 feet of the residential zone to the rear. GMC 17.46.040(3)(d) states, "Loading facilities shall be located at least 20 feet from residential property." Staff recommends the Planning Commission approve a 5 foot (25%) minor exception to this requirement and the site plan be revised to include a 15 foot distance between the loading area and the adjacent residential property.

Granting a minor exception to either the parking lot depth of 3 parking spaces (because the other 3 may be compact and would meet standards as proposed) or to the drive aisle width would have minimum impact on the vehicular circulation of this site. Similarly, the reduction of the required 20 foot spacing to

15 feet between residential properties and loading facilities would have minimal impacts due to the limited amount of loading utilized by this business. The limited number of overall parking spaces and the small percentage of exception needed to develop the site would meet the minor exception standards applicable to design review applications. This standard is met as conditioned.

Condition: Prior to issuance of building permits, submit a revised site plan to Gladstone Planning Department which includes a 5 foot wide landscaped strip separating the parking area curb from the adjacent property to the east. This will result in either a reduction of the depth of parking spaces from 17' to 16'6" or a reduction of the width of the drive aisle from 24' to 23'6". In addition, revise the site plan to increase the space between the loading area and the abutting residential zoning to 15' in the rear of the property.

17.80.100 Compliance.

(1) Approval of design review shall expire if construction has not begun within two years of the date of the final decision. Upon request and in accordance with GMC Section 17.66.015(4)(a), the two-year period may be renewed once by the City Administrator or designee for not more than one year.

(2) Prior to issuance of a final certificate of occupancy, the development site shall be checked by the City Administrator or designee to insure compliance with the approved design review plans. Approval of a final certificate of occupancy shall not be granted until all conditions of design review approval are met.

(3) Any departure from the approved design review plans may be cause for revocation of the building permit or denial of a final certificate of occupancy. Any changes in the approved design review plans shall be submitted to the City Administrator or designee for review and approval prior to execution. Changes to the substance of an approval or the substance of conditions of approval shall require the submittal of a new design review application.

Finding: This is informational only. The applicant has two years to begin construction from the date of the city's approval.

DIVISION IV. DEVELOPMENT STANDARDS

Chapter 17.42 GENERAL PROVISIONS

17.42.020 Use of public right-of-way. Use of public right-of-way for the sale, display or storage of goods and off-street parking is prohibited on interior side of curbs, however, this requirement may be waived upon City Council approval.

Finding: The proposal does not include sale, display or storage of goods or off-street parking in the public right-of-way. This standard is met.

17.42.030 Improvements. Improvements installed by a developer, either as a requirement or at his or her option, shall conform to the standards of this title, GMC Chapter 12.02 (street excavation requirements) and to any supplemental design and construction specifications adopted by the city for such improvements. Improvements shall be installed in accordance with the following procedure:

(1) Improvement work shall not begin until plans have been checked for adequacy and approved by the city.

(a) To the extent necessary for evaluation of the proposal, the plans may be required before land use

approval is issued.

(b) Plans shall be prepared in accordance with the requirements of the city.

(2) Improvement work shall not begin until the city has been notified, and if work has been discontinued for any reason, it shall not be resumed until the city has been notified.

(3) Improvements shall be constructed under the inspection and to the satisfaction of the city.

(a) The city may require changes in typical sections and details in the public interest if unusual conditions arise during construction to warrant the change.

Finding: Improvements to the site will conform to the standards of this title. Compliance of street and utility improvements is discussed and conditioned, if necessary, in Chapters 17.50, 17.56, 17.58 and 17.60. This standard is met.

Chapter 17.44 BUILDING SITING AND DESIGN

17.44.020 General standards. Building siting and design standards are as follows:

(1) Siting. Where there are no conflicts with other design standards or requirements in this Title, site buildings to maximize solar access where practical, using such techniques as:

(a) Maximizing east-west street length so that principal building façades will face south;

(b) Orienting buildings within twenty degrees of true south as well as maximizing their south-facing dimension;

(c) Placing higher buildings on the north portion of the site, while protecting solar access for adjacent sites;

(d) Placing major yard spaces on south side of buildings.

Finding: The existing commercial building is oriented within 20 degrees of true south with large front windows. The building is on the northwestern portion of the site with no major yard spaces. This standard is met.

(2) Energy Efficient Design. Where there are no conflicts with other design standards or requirements in this Title, design buildings that are conducive to energy efficiency and conservation, using techniques including, but not limited to, those listed below which are most appropriate to the development:

(a) Concentrate window areas on the south side (within twenty degrees of true south) of buildings where there is good southern exposure, and provide overhangs, balconies, or other shading devices to prevent excessive summer heat gains;

(b) Use architectural features, shapes or buildings, fences, natural landforms, berms and vegetation to catch and direct summer breezes for natural cooling and minimize effects of winter winds;

(c) Provide skylights or clerestory windows to provide natural lighting and/or solar heating of interior spaces.

Finding: The existing building has windows on the south-facing elevation with a trellised screen over the clerestory windows to provide natural lighting and solar heating as well as shading in the hotter months. This standard is met.

(3) Compatibility. Arrange structures and use areas to be compatible with adjacent developments and surrounding land uses, considering the following design and siting techniques:

- (a) Locate and design structures to protect scenic views or vistas from adjacent properties and public thoroughfares. Setbacks, building height and bulk should be considered;**
- (b) Design structures to provide visual order and avoid monotony in layout and design;**
- (c) Orient major service activity areas (e.g., loading and delivery areas) of the proposed project away from existing residences;**
- (d) Provide opaque enclosures and gates for all refuse storage areas;**
- (e) Screen mechanical equipment, except solar collection apparatus, from view or place such equipment in locations where it will not be viewed by the public. Screening shall be accomplished by the use of a sight-obscuring fence or hedge, a landscaped earth berm, building placement or other design techniques;**
- (f) Buffering and/or screening shall be used to mitigate adverse visual impacts, dust, noise and pollution, and to provide for compatibility between dissimilar adjoining uses. Special consideration will be given to the buffering, screening and siting of commercial and industrial uses to ensure that noise and odors are not detectable to normal sensory perception on adjacent residential properties. All development shall comply with GMC Chapter 8.12 (noise control).**

Finding: The proposal is to add a second story and a rear 2-story expansion to the existing commercial building. In order to expand the existing building to the size needed by the business, and in meeting the dimensional standards of this zone, this is the size and location (orientation) on the site that provides the most orderly development of the site. Details of the refuse storage enclosure and gate as well as mechanical equipment screening are not provided but can be conditioned. The use is not currently generating dust, noise or pollution or providing adverse visual effects and therefore this expansion of the use is not anticipated to do so. The development shall comply with GMC Chapter 8.12 (noise control) at all times, as it is applicable to all areas of the city.

Condition: Prior to building permit approval, submit details to the Gladstone Planning Department that demonstrate compliance with GMC 17.44.020(3)(d) and (e) regarding mechanical equipment and refuse storage area screening.

- (4) Building Materials. Buildings shall be constructed using high-image exterior materials and finishes such as masonry, architecturally treated tilt-up concrete, glass, wood or stucco. Buildings shall not be constructed with metal siding material, except as approved by the design review committee for specific high-image materials, except for:**
 - (a) Canopies, awnings, screening for roof-mounted fixtures, or other architectural features:**
 - (b) Utility equipment cabinets:**
 - (c) Structures no greater than two hundred (200) square feet in floor area and ten (10) feet in height: and,**
 - (d) Buildings, the portions of buildings, that are not visible from a road or adjacent property.**

Finding: The proposed building expansion will use the same materials, finishes and colors as the existing building. Metal siding material is not proposed. This standard is met as proposed.

- (5) Lighting. Adequate exterior lighting shall be provided to protect public safety and shall be deflected so as not to shine on a lot in a residential district.**

- (6) On-site Lighting. All on-site lighting shall be designed, located, shielded, or deflected so as not to shine into off-site structures or impair the vision of the driver of any vehicle. When required,**

engineered site lighting plans shall be developed consistent with Illuminating Engineering Standards (IES) including, but not limited to, average maintained illumination and maximum to minimum ratios. A master plan for on-site lighting shall include the design, height, and location of all proposed exterior lights, including:

- (a) Parking and loading area lighting;**
- (b) Pedestrian walkway lighting;**
- (c) Internal access road lighting;**
- (d) Lighting of public entrances into buildings;**
- (e) Flood lights illuminating buildings or significant natural features.**

Finding: The submitted elevations show that additional lighting on the building addition will be added matching existing lighting on the eastern elevation. Pedestrian walkways and public entrances are lit by this on-building lighting. Parking area lighting is not indicated but can be conditioned. This standard is met as conditioned.

Condition: Prior to building permit approval, submit a photometrics plan for the parking area in accordance with GMC 17.44.020(5)-(6).

(7) Equipment and Facilities. All utility lines shall be placed underground. All roof-mounted fixtures and utility cabinets or similar equipment which must be installed above ground shall be visually screened from public view.

Finding: The submitted site plan shows all new utility lines placed underground. The narrative and site plan do not indicate roof-mounted fixtures and utility cabinets or similar equipment. Screening of mechanical equipment was conditioned previously. This standard is met.

(8) Trash Disposal and Recycling Collection. In addition to the preceding standards, new construction requiring full site plan review shall incorporate functional and adequate space for on-site storage and efficient collection of mixed solid waste and source separated recyclables prior to pick-up and removal by haulers.

(a) Minimum storage area for trash and recyclables shall be established by one of the following methods: minimum standards method or franchise hauler review method.

- (A) Franchise Hauler Review Method. The applicant shall submit plans for storage and collection of solid waste and recyclables that are acceptable to the city's franchise solid waste hauler; acceptance may be indicated on the site plan and/or by separate attachment; or**
- (B) (B) Minimum Standards Method. The applicant shall submit plans for storage of solid waste and recyclables in accordance with the following:**
 - (i) Multi-family complexes containing ten (10) or fewer dwelling units shall provide a minimum fifty (50) square feet; developments containing more than ten (10) residential units shall provide an additional five (5) square feet per dwelling unit above ten (10).**
 - (ii) Nonresidential developments shall provide a minimum storage area of ten (10) square feet plus:**
 - (aa) office – 4 square feet /1,000 square feet gross floor area (GFA)**
 - (bb) retail – 10 square feet /1,000 square feet GFA**
 - (cc) wholesale/warehouse/manufacturing – 6 square feet /1,000 square feet GFA**
 - (dd) educational & institutional – 4 square feet / 1,000 square feet GFA**

(ee) Other – 4 square feet /1,000 square feet GFA

Finding: The submitted site plan shows a 195.5 square foot solid waste and recyclable enclosure easily accessed via the parking area. The addition to the site is approximately 5,400 square feet. The existing building is approximately 2,000 square feet. The total office/other use is 7,400 square feet, requiring an enclosure of approximately 40 square feet. If the entire site were retail, the required enclosure size would be approximately 84 square feet. Therefore, the size of the enclosure is adequate for the proposed use. This standard is met.

17.44.024 Nonresidential design standards.

New nonresidential buildings, with the exception of buildings housing institutional, warehouse or manufacturing uses, shall be subject to the following design standards:

(1) Ground Floor Windows. Ground floor windows shall be required on walls fronting a public street and shall comply with the following standards:

(a) The windows shall cover at least fifty percent (50%) of the length and twenty-five percent of the ground level wall area. Ground level wall areas include all exterior wall areas up to nine feet (9') above the finished grade. The bottom of required windows shall be no more than four feet (4') above the adjacent exterior finished grade.

(b) Required windows shall be windows that allow views into work areas or lobbies, pedestrian entrances or display windows set into the wall. Display cases attached to the outside wall shall not qualify.

(2) Distinct Ground Floor. The ground level of primary buildings shall be visually distinct from upper floors. This separation shall be provided by one of the following mechanisms:

(a) A cornice above ground level;

(b) An arcade;

(c) Change in material or texture or architectural design; or

(d) A row of clerestory windows on the building's street-facing elevation.

Finding: The ground floor windows and distinct ground floor of this building are existing and meet this standard.

Chapter 17.46 LANDSCAPING

Chapter 17.46 of the GMC regulates landscaping standards applicable to all development that is subject to design review.

17.46.020 Standards. Landscaping requirements shall be as follows:

(1) Minimum Requirement. A minimum of 15 percent of the lot area shall be landscaped, except when a greater percentage is required elsewhere in this title.

Finding: The site is 10,000 square feet, requiring a minimum of 1,500 square feet of landscaping. The proposed site plan includes approximately 1,670 square feet of landscaping, exceeding this standard. This standard is met.

(2) Parking and Loading Areas. The following landscape requirements shall apply to off-street parking and loading areas:

(a) An off-street parking and loading area providing 10 or more parking spaces shall be improved with defined landscaped areas totaling no less than ten square feet per parking space;

- (b) A parking or loading area shall be separated from any lot line adjacent to a street by a landscaped strip at least 10 feet in width, and any other lot line by a landscaped strip at least five feet in width;**
- (c) A landscaped strip separating a parking or loading area from a street shall contain:**
 - (A) Street trees spaced as appropriate to the species, not to exceed 25 feet apart, on the average,**
 - (B) Low shrubs not to reach a height greater than three feet spaced no more than five feet apart, on the average, and**
 - (C) Vegetative ground cover;**
- (d) If a fence or wall is required or proposed, it shall be located behind required landscaped strips where such strips are adjacent to a street;**
- (e) In parking areas three acres and larger intended for use by the general public, pedestrian walkways shall be raised or separated from parking, parking aisles, and travel lanes by a raised curb, concrete bumpers, bollards, landscaping, or other physical barrier. If a raised pathway is used, curb ramps shall be provided in accordance with the Americans with Disabilities Act Accessibility Guidelines.**

Finding: The site proposes six off-street parking spaces. The parking is separated from the street by a 9'6" landscaped strip. This should be widened to 10" per this standard. If necessary, the solid waste and recycling enclosure may be reduced in size to accommodate this 6" width. While not required, any provided parking must meet the city's design standards. The parking is separated from the lot to the east by a 4'6" landscaped strip and a 6" curb. Landscaping sheet LA-1 identifies the appropriate tree and shrubs in the landscaping strip separating the parking from the street. Fences are not proposed in the landscaped strip adjacent to the street and the parking area is under 3 acres in size.

Condition: Prior to building permit approval, submit a revised site plan to the Gladstone Planning Department that demonstrates a minimum 10-foot-wide landscaped strip containing the materials listed in GMC 17.48.020(2)(c) in accordance with GMC 17.46.020(2)(b).

- (3) Irrigation. Provision shall be made for watering planting areas where such care is required.**
- (4) Maintenance Required. Landscaping shall be continuously maintained.**
- (5) Plant Species. The general characteristics of tree species shall be considered when planting under overhead utility lines or near sidewalks or curbs to assure that damage will not result when maturity is reached.**
- (6) Grading. The natural form of the site shall be preserved insofar as practicable unless berming or contouring of land is required.**
- (7) Public Rights-of-Way. Land within the public road right-of-way, not developed as sidewalks or driveways, shall be landscaped and maintained by the abutting property owners. Landscaping will be of the variety that would not create a road hazard or impair sight distance.**
- (8) Street Trees. Street tree planting may be required of any development and, if planted, shall be according to city requirements and of a species compatible with the width of the planting strip, and nearby street tree species.**
- (9) Exceptions. The following exceptions apply to properties with frontage on McLoughlin Blvd.:**

- (a) The use of sod along McLoughlin Blvd. shall be encouraged in landscape plans for development of McLoughlin Blvd.;*
- (b) The use of sod along McLoughlin Blvd. may be allowed in lieu of required street trees;*
- (c) The 10-foot-wide landscape strip along McLoughlin Blvd. may be allowed in the right-of-way if applicant agrees to relocate the 10-foot strip whenever the right-of-way is improved. This strip may be included in total landscape area calculations.*

(10) Nonconforming Uses and Nonconforming Development. Additions or alterations to nonconforming uses and nonconforming development on a commercial or industrial site which does not comply with the landscaping requirements of this title must provide landscaping in a scale with the modification, as follows:

- (a) Major remodeling, or structural additions of less than 1,000 square feet, require at least an additional three percent landscaping, up to the minimum landscaping requirements for new development in the district.*
- (b) Structural additions of 1,000 to 1,999 square feet are required to landscape at least an additional five percent of the developed site area, up to the minimum landscaping requirements for new development in the district.*
- (c) Structural additions of 2,000 to 4,999 square feet are required to landscape at least an additional 10 percent of the developed site area, up to the minimum landscaping requirements for new development in the district.*
- (d) Structural additions of 5,000 square feet or more are required to meet the current minimum landscape requirements for new development.*
- (e) Where successive structural additions occur the landscape requirement shall accumulate until total conformance is reached.*

Finding: Irrigation details are provided on Plan Sheet LA-1. Landscape maintenance has been done on the site by the property owner and manager and this will continue after the expansion. The plant species, street trees and grading are appropriate for the site. There is no land within the public right-of-way that is undeveloped, nor is this site adjacent to McLoughlin Blvd. A landscaping exception is not required. This standard is met.

Chapter 17.48 OFF-STREET PARKING AND LOADING

17.48.030 Standards for developments subject to design review.

At the time of construction, enlargement, or change of use of any structure or development subject to GMC Chapter 17.80 (Design Review), except as provided in the C-2 district, off-street parking spaces shall be provided as follows unless greater requirements are otherwise established under this title***

Finding: Oregon Administrative Rule 660-012-0440(3) states,

- “(3) Cities and counties may not enforce parking mandates for developments on a lot or parcel that includes lands within one-half mile of frequent transit corridors, including:
 - (a) Priority transit corridors designated under OAR 660-012-0710;
 - (b) Corridors with bus service arriving with a scheduled frequency of at least four times an hour during peak service; and
 - (c) Corridors with the most frequent transit route or routes in the community if the scheduled frequency is at least once per hour during peak service.

This site is within one-half mile of McLoughlin Blvd., a corridor with bus service arriving with a scheduled frequency of at least four times an hour during peak service. For this reason, the city may not mandate parking on this site. However, because the developer has elected to provide parking, it must meet city standards. This has previously been addressed and conditioned with a minor exception in GMC 17.80.090 and is discussed in further detail below.

17.48.040 Design requirements for permanent off-street parking and loading.

All structures and developments subject to design review shall provide permanent off-street parking and loading as follows:

(1) Parking and Loading:

(a) Parking and loading areas shall be paved with asphalt and/or concrete meeting city standards, maintained adequately for all weather use and so drained as to avoid flow of water across public sidewalks;

(b) Off-street parking and loading areas shall be screened from abutting properties located in a residential zoning district unless such abutting properties are developed with nonresidential uses. Required screening shall be accomplished by building placement, a landscaped earth berm or a sight-obscuring fence or hedge. Required screening shall be a minimum of six feet high and shall not conflict with GMC Chapter [17.54](#) (clear vision).

(c) Areas for standing and maneuvering vehicles, other than for the off-street parking and storage of truck tractors and/or semitrailers, shall be paved with an asphalt and/or concrete surface meeting city standards. The parking of truck tractors and/or semitrailers in off-street parking areas used exclusively for the parking and/or storage of said vehicles may be allowed utilizing a durable and dustless surface other than an asphalt and/or concrete surface. Such surface must be graded, compacted and surfaced in such a manner that it will adequately support these vehicles, including trailer standing gear, will not produce dust, will not produce tracking of mud or other materials onto adjoining streets or properties, and otherwise complies with other applicable provisions of this code.

Finding: All parking and loading areas are proposed as asphalt and/or concrete meeting city standards. The existing fencing in the rear of the site screens off-street parking from abutting residential property. Parking of truck tractors and/or semitrailers is not anticipated on a regular basis.

(2) Parking:

(a) Required parking spaces shall be located not further than 200 feet from the building or use they are required to serve, measured in a straight line from the building;

(b) Required parking shall be provided in the same zoning district or a different zoning district of a more intensive use;

(c) In no case shall required parking for a commercial or industrial use be provided in a residential district, except for approved conditional uses;

(d) Groups of more than four parking spaces shall be permanently marked and so located and served by driveways that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley;

(e) Parking spaces along the outer boundaries of a parking lot shall be contained by a curb at least four inches high and setback a minimum of five feet from the property line. A bumper rail may be substituted for a curb;

(f) Off-street parking and loading areas, including parking spaces and access aisles, shall meet or exceed the minimum dimensional standards identified in Tables 2 and 3 and Figure 1 (of this chapter).

Access aisles shall be of sufficient width for all vehicular turning and maneuvering;

(g) Up to 50 percent of required parking spaces may be provided for compact cars;

(h) Parking areas shall be designed, to the maximum extent practicable, to avoid large, uninterrupted rows of parking spaces.

(3) Loading:

(a) A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school having a capacity greater than 25 students;

(b) Buildings or structures to be built or substantially altered which receive and distribute material or merchandise by truck shall provide and maintain off-street loading berths in sufficient numbers and size to adequately handle the needs of the particular use. If loading space has been provided in connection with an existing use or is added to an existing use, the loading space shall not be eliminated if elimination would result in less space than is required to adequately handle the needs of the particular use;

(c) Off-street parking areas used to fulfill the requirements of this section shall not be used for loading and unloading operations except during periods of the day when not required to take care of parking needs;

(d) Loading facilities shall be located at least 20 feet from residential property. Loading spaces shall be located on the site and directly accessible to the main structure.

17.48.040 Table			
STANDARD PARKING DIMENSIONS IN FEET			
Parking Angle	Stall Width	Stall Depth	Aisle Width
45°	9.5'	18.0'	14.0'
60°	9.5'	18.0'	16.0'
90°	9.5'	18.0'	24.0'

17.48.040 Table			
COMPACT PARKING DIMENSIONS IN FEET			
Parking Angle	Stall Width	Stall Depth	Aisle Width
45°	8.5'	16.0'	14.0'
60°	8.5'	16.0'	16.0'
90°	8.5'	16.0'	24.0'

Finding: The six proposed off-street parking spaces are on the same property as the use, are contained by a curb and do not cause backing onto a public street. The dimensions of the parking spaces and aisle, as well as the loading area distance to the abutting residential zoning, have been previously discussed and conditioned. These standards are met.

(e) Exceptions and Adjustments. *Loading areas within a street right-of-way in areas zoned mixed-use commercial in the C-2 zoning district may be approved when all of the following conditions are met:*

(A) Loading areas must be signed to limit the duration of the activity, which may not exceed one hour for each loading operation.

(B) Proposed loading areas must support a use that requires infrequent loading activity. Infrequent loading activity is defined as less than three operations that occur daily between 5:00 a.m. and 12:00 a.m., or all operations that occur between 12:00 a.m. and 5:00 a.m. at a location that is not adjacent to a residential zone.

(C) The proposed loading area:

(i) Does not unreasonably obstruct traffic;

(ii) Will be limited to one loading activity at a time;

(iii) Notwithstanding Portland Avenue, does not obstruct a primary emergency response route; and

(iv) Is acceptable to the applicable roadway authority.

Finding: The applicant did not provide details on the amount/type of loading on the site. Loading within the street right-of-way may be an option if the applicant meets the above criteria. This standard is not applicable as the applicant did not propose to use right-of-way loading areas.

17.48.050 Bicycle parking standards.

(1) General Provisions.

(a) Applicability. Standards for bicycle parking apply to full-site design review of new construction for multi-family residential (four units and larger) and new commercial/industrial developments. The Planning Commission may grant exemptions to bicycle parking requirements in connection with temporary uses or uses that are not likely to generate the need for bicycle parking.

(b) Types of Spaces. Bicycle parking facilities shall be provided in terms of short-term bicycle parking and long-term bicycle parking. Short-term bicycle parking is intended to encourage customers and other visitors to use bicycles by providing a convenient and readily accessible place to park bicycles. Long-term bicycle parking provides a weather-protected place to park bicycles for employees, students, residents, commuters, and others who generally stay at a site for at least several hours.

(c) Minimum Number of Spaces. All developments required to comply with this section shall provide a minimum five percent bicycle parking spaces based on the city's required minimum number of automobile parking spaces. In addition, the following applies:

(A) All development shall have a minimum two short-term bicycle parking spaces; and

(B) If more than seven bicycle parking spaces are required, at least 50 percent of the spaces shall be provided as long-term bicycle parking.

(C) Notwithstanding subsection (1)(a)(A) of this section, 100 percent of all bicycle parking spaces for multi-family development of four units and more shall be provided as long-term bicycle parking.

(2) Location and Design.

(a) Short-Term Bicycle Parking. Short-term bicycle parking facilities are lockers or racks that meet the standards of this section and that are located inside a building, or located outside within 30 feet of the main entrance to the building or at least as close as the nearest vehicle parking space, whichever is closer;

(b) Long-Term Bicycle Parking. Long-term bicycle parking includes:

(A) Racks, storage rooms, or lockers in areas that are secure or monitored (e.g., visible to employees or customers or monitored by security).

(B) Covered outside bicycle parking spaces that meet the requirements of subsection (2)(g) of this section and are located within 100 feet of an entrance to the building;

(c) Signs. If the bicycle parking is not visible from the street or main building entrance, then a sign conforming to the city's standards for on-site traffic control, GMC Section [17.52.060\(1\)](#), shall be posted indicating the location of the parking facilities;

(d) Rack Type and Dimensions.

- (A) Bicycle racks must hold bicycles securely by the frame and be securely anchored;**
- (B) Bicycle racks must accommodate:**
 - (i) Locking the frame and one wheel to the rack with a high-security U-shaped shackle lock, or approved substitute; or**
 - (ii) Locking the frame and both wheels to the rack with a chain or cable not longer than six feet;**
- (C) The Planning Commission may approve alternate bicycle racks provided they are convenient and secure;**
- (e) Bicycle parking spaces must be at least six feet long and two feet wide. An aisle five feet wide for bicycle maneuvering must be provided;**
- (f) Areas set aside for required bicycle parking must be clearly marked and reserved for bicycle parking only;**
- (g) Covered Parking (Weather Protection).**
 - (A) When required, covered bicycle parking shall be provided in one of the following ways: inside buildings, under roof overhangs or awnings, in bicycle lockers, or within or under other structures.**
 - (B) Where required covered bicycle parking is not proposed to be located within a building or locker, the cover must be permanent and designed to protect the bicycle from rainfall and provide seven-foot minimum overhead clearance.**
 - (C) Where required bicycle parking is provided in lockers, the lockers shall be securely anchored.**

Finding: A short-term bicycle parking rack for 2 spaces is provided on the site plan to the east of the vet clinic (see sheet C2.0, detail L). The details of the bicycle parking rack are provided on sheet C2.0. The design of the bicycle rack meets standards; however, the location is not within 30 feet of the main entrance and is shown in the middle of a pedestrian pathway. This standard may be met as conditioned.

Condition: Prior to building permit issuance, submit a revised site plan to the Gladstone Planning Department identifying the bicycle parking rack within 30 feet of the main entrance.

17.48.060 Car pool and van pool parking.

New industrial, institutional and office developments requiring full site design review, including government offices, with 50 or more employee parking spaces, shall designate at least 10 percent of the parking spaces for car pool or van pool parking. The car pool/van pool spaces shall be clearly marked "reserved – car pool/van pool only."

Finding: This standard is not applicable to this development.

Chapter 17.50 VEHICULAR AND PEDESTRIAN CIRCULATION

17.50.010 Applicability. Vehicular and pedestrian circulation standards shall apply to all land divisions and to all development that is subject to design review.

Finding: The provisions of Chapter 17.50 apply to this design review application.

17.50.020 Vehicular and pedestrian circulation generally.

Vehicular and pedestrian circulation facilities, including walkways, provisions for the handicapped, interior drives and parking as provided under GMC Chapter 17.48 (off-street parking and loading), shall be designated as follows:

- (1) Impervious Surface.** Provide for least amount of impervious surface necessary to adequately serve the type and intensity of proposed land uses within developments as well as providing adequate access for service vehicles.
- (2) Traffic Separation.** Provide when feasible, a separation of motor vehicular, bicycle and pedestrian traffic.
- (3) Curbs and Sidewalks.** Provide curbs, associated drainage, and sidewalks within the right-of-way or easement for public roads and streets.
- (4) Traffic Volume Expansion.** Provision shall be made to accommodate any increased volume of traffic resulting from the development consistent with GMC Section 17.50.050. If streets adjacent to or serving the site are inadequate, widening, dedication of property for future widening, or other street improvements may be required. The development shall be designed to minimize traffic volume increases on minor streets and underdeveloped streets.
- (5) Handicapped Needs.** Provide for the special needs of the handicapped such as wheelchair ramps and Braille signs.
- (6) Pedestrian Circulation Standards.** An on-site pedestrian circulation system shall be provided for new nonresidential and multi-family developments and for new buildings added to existing nonresidential and multi-family developments. The system may include sidewalks as part of the public rights-of-way, walkways, and multi-use paths. (Walkways only provide for pedestrian circulation; multi-use pathways accommodate pedestrians and bicycles.) The system shall comply with the following standards:
- (a)** The system shall connect all adjacent streets to the main entrances of nonresidential buildings and to unit and/or building entrances of multi-family developments;
- (b)** The system shall connect all buildings and other areas of the site, such as parking areas, bicycle parking, recreational areas, common outdoor areas and any pedestrian amenities;
- (c)** The system shall be hard-surfaced and constructed in accordance with the public works standards. For nonresidential development, the walkways shall be a minimum of six feet wide. For multi-family residential development, walkways shall be a minimum of five feet wide;
- (d)** The system and off-street parking and loading areas shall be designed to avoid, to the maximum extent possible, the system's crossing off-street parking and loading areas. Where the system crosses driveways or off-street parking and loading areas, the system shall be clearly identifiable through the use of elevation changes, speed bumps, a different paving material or other similar method. Striping shall not fulfill this requirement;
- (e)** Where the system is parallel and adjacent to an auto travel lane, the system shall be a raised path or be separated from the auto travel lane by a raised curb, bollards, landscaping or other physical barrier. If a raised path is used, the ends of the raised portions shall be equipped with curb ramps;
- (f)** The system shall comply with the Americans with Disabilities Act (ADA);
- (g)** Walkways or multi-use paths shall be provided at or near midblock where the block length exceeds the length required by GMC Section 17.64.020. Multi-use paths shall also be provided where cul-de-sacs or dead-end streets are planned, to connect the ends of the streets together, to other streets, and/or to other developments, as applicable. Multi-use paths used to comply with these standards shall conform to all of the following criteria:
- (A)** Multi-use paths are required to be no less than 10 feet wide and located within a 20-foot-wide right-of-way or easement that allows access for emergency vehicles.
- (B)** The city may require landscaping within the pathway easement/right-of-way for screening and the privacy of adjoining properties.
- (C)** The Planning Commission may determine, based upon facts in the record, that a walkway or

multi- use pathway is impracticable due to: physical or topographic conditions (e.g., freeways, railroads, extremely steep slopes, sensitive lands, and similar physical constraints); buildings or other existing development on adjacent properties that physically prevent a connection now or in the future, considering the potential for redevelopment; and sites where the provisions of recorded leases, easements, covenants, restrictions, or other agreements recorded as of the effective date of this code prohibit the pathway connection.

Finding: Sheet A4.0 shows a grade-separated pedestrian pathway connecting all doors to the building to the public sidewalk and to the parking area. The pedestrian pathway is designed to meet ADA standards, to provide separation between pedestrians and automobiles and to avoid crossing the drive aisle (the pathway runs parallel to the drive aisle). This standard is met.

(7) Proposed new industrial, institutional, multi-family retail and office developments requiring full site design review that are adjacent to or incorporate transit streets shall provide transit improvements at any existing or planned transit stop located along the site's frontage consistent with the transit operator's adopted long-range plan.***

Finding: There is no existing or planned transit stop along the site's frontage. Therefore, this standard is not applicable.

17.50.030 Streets and roads generally.

(1) The location, width and grade of streets shall be considered in their relation to existing and planned streets, to the topographical conditions, to public convenience and safety, and to the proposed use of land to be served by the streets. The street system shall assure an adequate traffic or circulation system with intersection angles, grades, tangents and curves appropriate for the traffic to be carried considering the terrain. Where location is now shown in a development plan, the arrangement of streets shall either:

- (a) Provide for the continuation or appropriate projection of existing principal streets in surrounding areas; or
- (b) Conform to a plan for the neighborhood approved or adopted by the Planning Commission to meet

a particular situation where topographical or other conditions make continuance or conformance to existing streets impractical.

(2) For new residential and mixed-use development on vacant land of five acres or more in the R-5, R-7.2, MR and C-2 zoning districts, street connections and access ways shall be provided as follows:

- (a) Full street connections shall be provided at intervals that are consistent with the adopted transportation system plan for the identified street classification, except where prevented by topography, barriers such as railroads or freeways, or environmental constraints such as major streams and rivers;
- (b) Access ways for pedestrians, bicycles or emergency vehicles shall be provided on public easements or right-of-way where full street connections are not possible, with spacing between full streets or access way connections of not more than 330 feet, except where prevented by topography, barriers such as railroads or freeways, or environmental constraints such as major streams and rivers;
- (c) A variance to street spacing standards may be granted pursuant to GMC Chapter 17.72 if resources are present that are mapped on the Natural Resources Map, where street spacing can be

achieved at a minimum of 800 feet and no greater than 1,200 feet. Where habitat quality or the length of the crossing required prevents a full street connection, an exception to the street spacing standards may be granted, pursuant to GMC Chapter 17.72.

17.50.040 Street and road standards.

The design and improvement of streets within a development and streets adjacent but only partially within the development shall comply with improvement specifications adopted pursuant to GMC Section 17.42.030 and with the following standards:

(1) Right-of-Way and Roadway Widths.

(a) Minimum right-of-way and roadway widths shall conform to the standards found in Table 16 of the Gladstone transportation system plan, consistent with a street's functional classification.

(b) The street cross-sections found in the Gladstone transportation system plan may be modified to accommodate alternative stormwater management methods subject to the approval of the Public Works Supervisor. The Public Works Supervisor may require modification of the typical cross section to accommodate alternative stormwater management methods when associated with development proposals. Such modifications may be applied as conditions of development approval.

(2) Alignment. All streets other than minor streets or cul-de-sacs, as far as practical, shall be in alignment with existing streets by continuations of the center lines thereof. The staggering of street alignments resulting in T intersections shall, wherever practical, leave a minimum distance of two hundred feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 100 feet.

(3) Future Extension of Streets. Where necessary to give access to or permit a satisfactory future subdivision of adjoining land, streets shall be extended to the boundary of the subdivision. The point where the streets temporarily end shall conform to the standards below:

(a) Extended streets or street stubs to adjoining properties are not considered to be cul-de-sacs since they are intended to continue as through streets when the adjoining property is developed.

(b) A barricade (e.g., fence, bollards, boulders, or similar vehicle barrier) shall be constructed at the end of the street by the subdivider and shall not be removed until authorized by the city or other applicable agency with jurisdiction over the street.

(c) Temporary turnarounds (e.g., hammerhead or bulb-shaped configuration) shall be constructed for stub streets over 150 feet in length.

(d) Temporary turnarounds shall be formed as an easement and will not affect building setback lines. The removal of a temporary turnaround shall occur when the street is extended and shall be paid for

by the person extending the street. Reserve strips (street plugs) may be required to preserve the objectives of street extensions.

(e) In the case of dead-end stub streets that will connect to streets on adjacent sites in the future, notification that the street is planned for future extension shall be posted on the stub street until the street is extended and shall inform the public that the dead-end street may be extended in the future.

(4) Reserve Strips. Reserve strips or street plugs controlling the access to streets will not be approved unless necessary for the protection of the public welfare or of substantial property rights and in these cases they may be required. The control and disposal of the land composing such strips shall be placed within the jurisdiction of the city under conditions approved by the Planning Commission.

(5) Intersection Angles. Streets shall be laid out to intersect at angles as near to right angles as practical, except where topography requires lesser angles, but in no case less than 60° unless a

special intersection design is approved. Streets shall have at least 50 feet of tangent adjacent to intersections unless topography requires lesser distances. Intersections which are not at right angles shall have minimum corner radii of 15 feet along right-of-way lines which form acute angles. Right-of-way lines at intersections with arterial streets shall have minimum curb radii of not less than 35 feet. Other street intersections shall have curb radii of not less than 20 feet. All radii shall maintain a uniform width between the roadway and the right-of-way lines. Ordinarily, the intersection of more than two streets at any one time will not be allowed.

(6) Existing Streets. Whenever existing streets adjacent to or within a tract are of inadequate widths, additional right-of-way shall be provided at the time of development.

(7) Cul-de-sacs and Hammerheads. The use of cul-de-sac designs and closed-end street systems shall be limited to situations where topography, existing development, barriers such as railroads or freeways, or environmental constraints such as major streams and rivers prevent full street extensions. If cul-de-sacs are used, they shall be as short as possible and shall have maximum lengths of 200 feet except where topography, existing development, barriers such as railroads or freeways, or environmental constraints such as major streams and rivers prevent full street extensions. Closed-end street systems shall serve no more than 25 single-family dwellings and terminate with adequate vehicle turnaround.

(8) Street Names. No street names shall be used which will duplicate or be confused with the names of existing streets. Street names and numbers shall conform to the established pattern in or near the city and shall be subject to the approval of the Planning Commission.

(9) Grades and Curves. Grades shall not exceed 10 percent on major or minor arterials, 15 percent on connector streets, or twenty percent on any other street unless specifically approved. In fault areas, finished street grades shall have a minimum slope of 0.5 percent. Center line radii of curves shall not be less than 300 feet on major arterials, 200 feet on minor arterials, or 100 feet on other streets. On arterials there shall be a tangent of not less than 100 feet between reversed curves.

(10) Marginal Access Streets. Where a land division abuts or contains an existing or proposed arterial street, the Planning Commission may require marginal access streets, reverse frontage lots with suitable depth, screen planting contained in a nonaccess reservation along the rear or side property line, or such other treatment as may be necessary for adequate protection of residential properties and for separation of through and local traffic.

(11) Alleys. Alleys may be provided in commercial and industrial districts unless other permanent provisions for access to off-street parking and loading facilities are made as approved by the Planning Commission. While alley intersections and sharp changes in alignment shall be avoided, the corners of necessary alley intersections shall have radii of not less than 10 feet.

(12) Private Streets. Private streets may serve development where a finding can be made that such streets are of adequate width, alignment, grade and restricted length to afford the same degree of public safety as public streets and that extension of the public street system is impractical due to lot size or shape, topography, the location of existing structures to be retained or other similar circumstances and where no more than six dwelling units will take access from the private streets. In no case shall a private street be less than 20 feet in width. Greater width may be required where necessary to provide for public safety, accommodate traffic volume, or provide for underground utilities. A street maintenance agreement, acceptable to the city and duly recorded, shall be required.

(13) Painting of Curbs and Sidewalks. Except where required for safety purposes or for the identification of house numbers, painting of curbs and sidewalks is prohibited. All such painting must be approved by the city.

(14) Curbs and Driveways. Curb cuts and driveway installations shall be installed, according to city standards.

(15) Sidewalks. Sidewalks shall be installed on both sides of a public street and at any special pedestrian way within a development. The Planning Commission may approve a development with sidewalks on one side only of a local street if special site conditions exist or if alternative pedestrian routes are available, or if the proposed sidewalk is not likely to become part of a complete pedestrian route in the foreseeable future.

(16) Bicycle and Pedestrian Routes. Bicycle/pedestrian routes shall be required when consistent with Map 5 of the comprehensive plan and when necessary to provide a system of interconnecting walkways and safe, convenient access to a transit stop for a school, park, church, day care center, library, commercial center, community center or similar facility. Separate bicycle/pedestrian ways not located in a street right-of-way shall include a 10-foot wide paved surface within a 12-foot wide right-of-way, unless conditions warrant otherwise and shall be illuminated as required in GMC Section 17.44.020(6).

(17) Street Signs. Street name signs shall be installed at all street intersections. Specifications for signs shall be submitted and approved prior to their erection.

(18) Street Lights. Street lights shall be installed and shall be served from an underground source of supply.

(19) Storm Sewers. Catch basins shall be installed and connected to drainage tile leading to storm sewers or drainage ways.

(20) Monuments. Upon completion of street improvements, monuments shall be reestablished and protected in monument boxes at every street intersection and all points of curvature and points of tangency of street center lines. Elevation bench marks shall be established at each street intersection monument with elevations to U.S. Geological Survey datum. All lot corners will be marked by a metal rod.

Finding: The Public Works Comments dated March 7, 2024 identify the following regarding public streets and right-of-way:

1. Street Lighting. A street light is located on the south side of Arlington Street across from the project. This existing street light will provide adequate public street lighting along the frontage of the site. No public street lighting analysis or additional lighting is required.
2. Sidewalks and ADA. The submitted plans show the existing driveway approach being removed and a new driveway approach and sidewalk installed along the frontage of the site and other existing sidewalk having to be removed for new storm drain piping. It is suggested that the existing sidewalk be replaced between the new driveway approach and the eastern property line. New sidewalks and driveways shall be installed to conform to current City of Gladstone and ADA PROWAG standards. The new sidewalk shall measure 5 feet minimum in width and shall have a scoring pattern conforming to the Gladstone Public Works Design Standards.
3. Streets. The proposed development shall address all street improvement requirements of the Gladstone Public Works Design Standards. New street improvements shall be constructed as follows:
 - The curbing along Arlington St. shall be replaced within the limits of the new driveway approach.
 - The applicant or the applicant's representative shall meet with the City Public Works inspector at the site during construction to determine whether any surfacing improvements will be required within Arlington Street.
 - The new driveway curb cut shall be constructed to commercial approach standards. A maximum width of 36 feet (measured from top of wing to top of wing) is permitted.

- It is the applicants responsibility to relocate mailboxes, signage, and utilities that may interfere with new right-of-way improvements.
- Prior to any work in the right-of-way, a City Right-of-Way Permit will be required from Public Works.

4. Sidewalks and ADA. Sidewalks along Portland Avenue and Duniway Avenue shall be installed to conform to current City of Gladstone and ADA PROWAG standards. New sidewalks shall be constructed as follows:

- The project shall install curb ramps at the curb return from Portland Avenue to Duniway Avenue that comply with ADA PROWAG standards. The existing utility pole at the intersection may have to be moved to accommodate the new improvements. If the existing utility pole can not be moved, or the applicant chooses not to move the pole, the existing curb ramp on the Civic Center side of the street may have to be reconstructed for the intersection to conform to PROWAG standards.
- The sidewalk on Portland Avenue shall match the width of the sidewalk to the north, with a 5-foot minimum width. The sidewalk shall be placed curb tight, like the sidewalk to the north.
- The sidewalk on Duniway Avenue shall be 6-feet in width and curb-tight, matching the width and the location of the sidewalk to the west. Where the sidewalk swings around objects, the width of the sidewalk shall not be reduced.
- New sidewalks shall have a scoring pattern conforming to City of Gladstone Public Works Standards.

5. Easements.

- Backflow prevention vaults shall be completely contained within a public water easement.
- A public utility easement 8 feet in width shall be granted along Arlington Street. Where existing or approved structures reduce the width available, a reduced width is acceptable.
- Easements shall be prepared using an approved City of Gladstone easement form. A copy of the recorded easements shall be provided to City of Gladstone Public Works prior to a punchlist walk by the Public Works Department.

Condition: Prior to building permit approval, the applicant shall submit plans detailing the installation of public and private utilities and infrastructure, as detailed in the Public Works Comments dated 10.10.23 in compliance with the Provisions of GMC 17.50.030 and 17.50.040.

17.50.050 Traffic impact analysis (TIA).

Finding: The proposal does not meet the city’s threshold for requirement of a Traffic Impact Analysis and, as such, this standard is not applicable to the proposal.

Chapter 17.52 SIGNS

Finding: Sign designs for the replacement of the current signs, or any additional signage, was not included in the application. This standard is not applicable to the proposal and all future signs will be required to obtain a sign permit meeting the provisions of GMC 17.52.

Chapter 17.54 CLEAR VISION

17.54.020 Clear vision area.

(1) Obstruction Prohibited. On property at any corner formed by the intersection of two streets, or a street and a railroad,**

Finding: This site is not located at a corner formed by the intersection of two streets or the intersection of a street and a railroad and as such, the clear vision provisions are not applicable.

Chapter 17.56 DRAINAGE

17.56.020 Standards.

Adequate provisions shall be made to ensure proper drainage of surface waters, to preserve natural flow of watercourses and springs and to prevent soil erosion and flooding of neighboring properties or streets. Such provisions shall include but not be limited to the following:

(1) Generally. All development shall be planned, designed, constructed and maintained to:

(a) Protect and preserve existing drainage channels to the maximum practicable extent;

(b) Protect development from flood hazards;

(c) Provide a system by which water within the development will be controlled and managed without causing damage or harm to the natural environment, or to property or persons within the drainage basin;

(d) Assure that waters drained from new or redevelopment sites are substantially free of pollutants, including sedimentary materials, through the use of stormwater treatment facilities as referenced herein and appropriate erosion and sediment control practices;

(e) Assure that runoff drained from new and redevelopment sites is managed in accordance with criteria outlined in the City of Gladstone Stormwater Treatment and Detention Standards as to not cause erosion to any greater extent than would occur in the absence of development;

(f) Avoid placement of surface detention or retention facilities in road rights of way.

(2) Watercourses. Where culverts cannot provide sufficient capacity without significant environmental degradation, the city may require the watercourse to be bridged or spanned.

(3) Easements. In the event that a development or any part thereof is traversed by any watercourse, channel, stream or creek, gulch or other natural drainage channel, adequate easements for storm drainage purposes shall be provided to the city. This does not imply maintenance by the city.

(4) Obstructions. Channel obstructions are not allowed, except as approved for the creation of a detention or retention facility. Fences with swing gates may be utilized.

(5) Surface Drainage and the Storm Sewer System.

(a) Stormwater treatment and detention facilities shall be designed and installed in accordance with criteria outlined in the Gladstone Public Works Design Standards and the Gladstone Public Works Standard Construction Specifications.

(b) The street cross-sections found in the Gladstone transportation system plan may be modified to accommodate alternative stormwater management methods subject to the approval of the Public Works Supervisor. The Public Works Supervisor may require modification of the typical cross section to accommodate alternative stormwater management methods when associated with development proposals. Such modifications may be applied as conditions of development approval.

Finding: The subject property does not contain any known drainage ways, floodplains, or watercourses. The Public Works comments dated March 7, 2024 identify the following regarding storm drainage:

Storm Drainage. The proposed development shall meet all storm drainage design requirements pursuant to the Gladstone Public Works Design Standards.

- No storm drainage report was submitted for review. A storm drainage analysis, stamped and sealed by an engineer licensed to practice in the State of Oregon, shall be submitted to City of Gladstone Public Works for review and approval demonstrating how the proposed storm water improvements meet the requirements of the Gladstone Public Works Design Standards.
- The submitted plans indicate that the project will use a combination of pervious pavers and a rain garden to infiltrate stormwater onsite, with an overflow to Arlington Street through a weephole. No documentation was submitted to confirm what size storm event the infiltration system will accommodate.
- The proposed storm drainage system will include one catch basin in the parking lot that will have an outlet to exfiltration piping under the pervious pavers. This exfiltration piping connection to the catch basin will likely require an Underground Injection Control (UIC) Permit through Oregon Department of Environmental Quality (DEQ). The applicant shall submit proof of having a UIC Permit or communication from DEQ stating that a UIC Permit is not necessary, to the Public Works Department at the time of Construction Plan Submittal.
- For the proposed storm drainage system to be approved, solid water-tight wall or curbing would be required along the perimeter of the parking lot to a minimum elevation of six inches above the elevation of the back of sidewalk along Arlington Street. Therefore, in case of a pump failure in the catch basin or power outage, water in the parking lot could build up and flow across the sidewalk to Arlington Street without draining onto a neighboring parcel.
- An approvable alternate storm drainage design would be to move the rain garden adjacent to Arlington Street to reduce length of piping and to potentially lower the overflow elevation within the rain garden.
- A public storm drain main extension from Barton Street to the site is also an approvable alternate storm drainage system. The Gladstone Stormwater Standards for infiltration, water quality treatment, and detention would still have to be addressed with a public main extension, but the need for pumping would be eliminated.
- Storm drains installed within the Arlington Street right-of-way will be permitted through the City of Gladstone.
- All storm drainage improvements outside of the Arlington Street right-of-way will be private improvements that will be permitted through the Clackamas County Building Department. The County Building Department may have additional requirements for the proposed storm drainage and pumping system that are not indicated on the submitted plans.
- The Property Owner will be the sole responsible person for the liability, risk, ownership, operation, maintenance, replacement, and repair of the private pumping system. The applicant shall complete & record a Storm Water Facilities Maintenance Agreement for this project. The Maintenance Agreement shall include an O&M Plan for the private stormwater pump(s). The document shall be submitted to Gladstone Public Works for review, adjusted if necessary, and then recorded with Clackamas County. A copy of the recorded document shall be submitted to Gladstone Public Works prior to the Certificate of Occupancy being issued.

Condition. Prior to building permit approval, the applicant shall submit plans detailing the installation of public and private utilities and infrastructure, as detailed in the Public Works Comments dated March 7, 2024 in compliance with the Provisions of GMC 17.56.020.

Chapter 17.58 GRADING AND FILL

17.58.020 General provisions.

(1) Grading of Building Sites. *Grading and fill of building sites shall conform to Chapter 70 of the Uniform Building Code. The character of soil for fill and the characteristics of lots and parcels made usable by fill shall be suitable for the purpose intended. When deemed necessary, the building official may require geological studies to determine the suitability of the site.*

(2) U.B.C. Requirements. *The building official shall enforce Chapter 70 of the U.B.C. and shall require soils reports and/or engineering studies before issuing a building permit for fill, excavation, construction or related activities involving soils with restrictive features such as instability, wetness, flooding or other limitations.*

Finding: Any applicable Building permits and grading permits are required to ensure the requirements in the Uniform Building Code, or current predecessor, will be met through the building permit review process. In addition, Per an IGA between the City of Gladstone and Clackamas Water Environment Services (WES), WES is the delegated erosion control authority within the City's boundaries for all development and redevelopment applications. The proposed development shall be subject to WES Rules and Regulations, and Standards ("WES RR&S"), in accordance with the following adopted ordinances:

- a. Water Environment Services Rules and Regulations, July 2018, Ordinance No. 03-2018
- b. Stormwater Standards, Clackamas County Service District No. 1, July 1, 2013.

Per Stormwater Standards, Section 6.1, the owner or their agent, contractor, or employee shall properly install, operate and maintain both temporary and permanent Erosion Protection and Sediment Control (EPSC) practices to protect the environment during the useful life of the project. No visible or measurable erosion shall leave the property during development, construction, grading, filling, excavating, clearing, or other activity that accelerates erosion, as required by water quality standards set forth in OAR 340-41-445 thru 470.

An EPSC Permit shall be required for development activities that result in land disturbance of 800 sq ft or greater. Before the start of any grading or construction activities, the applicant shall submit a Permit application and erosion control site plans to WES for review and approval, and pay applicable permit fees (\$460 + \$80/acre over 1 acre). Prior to building permit sign off, EPSC measures shall be inspected by a WES erosion control inspector.

This standard will be met as conditioned.

Condition: The applicant shall obtain an Erosion Control permit issued through Clackamas County Water Environment Services for 800 sq. ft. or more of ground disturbance.

Chapter 17.60 UTILITIES

17.60.020 Standards.

Utility services and facilities shall be appropriate to the scale and type of development and consideration shall include, but not be limited to the following standards:

(1) Site Disturbance. *The location, design, installation and maintenance of all utility lines and facilities shall be carried out with minimum feasible disturbances of soil and site.*

(2) Electricity. Gas. Communications. *All development which has a need for electricity, gas and communications services shall install them pursuant to the requirements of the district or company servicing the development. Except where otherwise prohibited by the utility district or company, all such facilities shall be underground.*

(3) Underground Facilities. *The developer shall make necessary arrangements with utility companies or other persons or corporations affected for the installation of underground lines and facilities. Electrical lines and other wires, including but not limited to communication, street lighting and cable television, shall be placed underground.*

(4) Sanitary Sewers. *All development which has a need for sanitary sewers shall install the facilities.*

(5) Water Services. *All development which has a need for water service shall install water facilities and grant necessary easements pursuant to the requirements of the utility district serving the development. In addition, requirements for development shall include the following:*

(a) Water lines to serve residential developments shall be a minimum six inch (6") nominal diameter and water lines to service commercial and industrial developments shall be a minimum eight inch nominal diameter with valves and fire hydrants serving each building site in the development and connecting the development to city mains shall be installed. Prior to starting building construction, the design shall take into account provisions for extension beyond the development and to adequately grid the city system. Hydrant spacing to be based on accessible area served according to A.I.A. recommendations and as approved by the Fire Chief;

(b) If the city determines that a water line size greater than the required minimum in diameter is required to provide for future extension of the water system, the city will reimburse the developer the difference in cost of pipe and valves between that of the minimum diameter and the size stipulated by the city.

(6) Coordination with Street Surfacing. *All underground utilities, sanitary sewers and storm drains installed in streets by the developer or by any utility company shall be constructed prior to the surfacing of the streets. Stubs for service connections for underground utilities and sanitary sewers shall be placed to a length minimizing the necessity for disturbing the street improvements when service connections are made.*

(7) As-Built Submittals. *A map showing all public improvements, as built, shall be filed with the city engineer upon completion of the improvements.*

(8) Conditions for Refund to Developer.

(a) If required water mains or sewer facilities will without further construction other than individual laterals, directly serve properties outside the development, the city may enter into an agreement with the developer to require owners of the other benefiting properties to refund to the developer, a pro rata portion of the cost of the extension prior to allowing the benefiting property to connect thereto;

(b) Any such agreement shall contain a provision that the developer agrees to completely indemnify and hold harmless the city for any claim or injury or action arising from the city's administration of such agreement;

(c) The right to require such a refund shall not continue for more than 10 years after the date of installation of the extension;

(d) The amount to be refunded and the individual proration of the same shall be determined by the city and such determination shall be final.

Finding: The Public Works Comments dated March 7, 2024 identify the following regarding water and sanitary sewer:

1. Water. The proposed development shall meet all water system requirements pursuant to the requirements of the Gladstone Public Works Design Standards.
 - The water meter for the existing home at 420 W Arlington St. will fall in the driveway approach and the submitted plans call for the water meter to be removed and the service to

be abandoned. The applicant will be responsible for excavating the connection of the existing water service to the public water main so that the Public Works Department can abandon the existing service.

- The existing water meter for the ICSB building is a ¾" meter and the addition may require a larger water meter. Water meter sizing calculations based on a fixture count of plumbing fixtures within the building shall be submitted to the City at the time of plan review.
 - Due to the proposed veterinary clinic use, a Reduced Pressure Principle Backflow Prevention Assembly (RP) will be required.
2. Fire Water. If a fire sprinkler system is required by the Building Department, public fire system improvements shall be constructed pursuant to the requirements of the Gladstone Public Works Design Standards. If a fire system is required, a public water easement would be required around any portion of the back prevention vault that is on private property.
3. Sanitary Sewer. The proposed development shall meet all sanitary sewer requirements pursuant to the Gladstone Public Works Design Standards.
- The existing sanitary lateral for the ICSB building is new and is assumed to be in good condition. The condition of the existing sanitary sewer lateral shall be verified by video inspection and a copy of the inspection shall be submitted to the Public Works Department for review. If the existing sewer lateral is determined by the Public Works Department to be in poor condition, the sewer lateral shall be repaired or replaced to the current Gladstone Public Works Design Standards.
 - The sanitary sewer lateral for the existing home at 420 W Arlington St. shall be abandoned at the main by the applicant.

Condition. Prior to building permit approval, the applicant shall submit plans detailing the installation of public and private utilities and infrastructure, as detailed in the Public Works Comments dated March 7, 2024 in compliance with the Provisions of GMC 17.60.020.

As such, the Planning Staff are recommending the Planning Commission APPROVE the Design Review Application DR-24-01 as conditioned.

Pursuant to Section 17.92.020 of the Gladstone Municipal Code, the decision of the Planning Commission may be appealed to the City Council within 15 days of the mailing of the Planning Commission's written decision. In order to appeal a decision of the Planning Commission, a party must have appeared orally or in writing before the Planning Commission. The filing fee for the appeal is \$250.00. If no appeal is filed within 15 days, the decision of the Planning Commission shall be final.



Public Works Design Review Comments

03.07.2024

Project: ICSB Addition, 430 W Arlington St.

1. **Street Lighting.** A street light is located on the south side of Arlington Street across from the project. This existing street light will provide adequate public street lighting along the frontage of the site. No public street lighting analysis or additional lighting is required.
2. **Sidewalks and ADA.** The submitted plans show the existing driveway approach being removed and a new driveway approach and sidewalk installed along the frontage of the site and other existing sidewalk having to be removed for new storm drain piping. It is suggested that the existing sidewalk be replaced between the new driveway approach and the eastern property line. New sidewalks and driveways shall be installed to conform to current City of Gladstone and ADA PROWAG standards. The new sidewalk shall measure 5 feet minimum in width and shall have a scoring pattern conforming to the Gladstone Public Works Design Standards.
3. **Water.** The proposed development shall meet all water system requirements pursuant to the requirements of the Gladstone Public Works Design Standards.
 - The water meter for the existing home at 420 W Arlington St. will fall in the driveway approach and the submitted plans call for the water meter to be removed and the service to be abandoned. The applicant will be responsible for excavating the connection of the existing water service to the public water main so that the Public Works Department can abandon the existing service.
 - The existing water meter for the ICSB building is a ¾" meter and the addition may require a larger water meter. Water meter sizing calculations based on a fixture count of plumbing fixtures within the building shall be submitted to the City at the time of plan review.
 - Due to the proposed veterinary clinic use, a Reduced Pressure Principle Backflow Prevention Assembly (RP) will be required.
4. **Fire Water.** If a fire sprinkler system is required by the Building Department, public fire system improvements shall be constructed pursuant to the requirements of the Gladstone Public Works Design Standards. If a fire system is required, a public water easement would be required around any portion of the back prevention vault that is on private property.
5. **Sanitary Sewer.** The proposed development shall meet all sanitary sewer requirements pursuant to the Gladstone Public Works Design Standards.
 - The existing sanitary lateral for the ICSB building is new and is assumed to be in good condition. The condition of the existing sanitary sewer lateral shall be verified by video inspection and a copy of the inspection shall be submitted to the Public Works Department for review. If the existing sewer lateral is determined by the Public Works Department to be in poor condition, the sewer lateral shall be repaired or replaced to the current Gladstone Public Works Design Standards.
 - The sanitary sewer lateral for the existing home at 420 W Arlington St. shall be abandoned at the main by the applicant.
6. **Streets.** The proposed development shall address all street improvement requirements of the Gladstone Public Works Design Standards. New street improvements shall be constructed as follows:
 - The curbing along Arlington St. shall be replaced within the limits of the new driveway approach.

- The applicant or the applicant's representative shall meet with the City Public Works inspector at the site during construction to determine whether any surfacing improvements will be required within Arlington Street.
 - The new driveway curb cut shall be constructed to commercial approach standards. A maximum width of 36 feet (measured from top of wing to top of wing) is permitted.
 - It is the applicants responsibility to relocate mailboxes, signage, and utilities that may interfere with new right-of-way improvements.
 - Prior to any work in the right-of-way, a City Right-of-Way Permit will be required from Public Works.
7. **Storm Drainage.** The proposed development shall meet all storm drainage design requirements pursuant to the Gladstone Public Works Design Standards.
- No storm drainage report was submitted for review. A storm drainage analysis, stamped and sealed by an engineer licensed to practice in the State of Oregon, shall be submitted to City of Gladstone Public Works for review and approval demonstrating how the proposed storm water improvements meet the requirements of the Gladstone Public Works Design Standards.
 - The submitted plans indicate that the project will use a combination of pervious pavers and a rain garden to infiltrate stormwater onsite, with an overflow to Arlington Street through a weephole. No documentation was submitted to confirm what size storm event the infiltration system will accommodate.
 - The proposed storm drainage system will include one catch basin in the parking lot that will have an outlet to exfiltration piping under the pervious pavers. This exfiltration piping connection to the catch basin will likely require an Underground Injection Control (UIC) Permit through Oregon Department of Environmental Quality (DEQ). The applicant shall submit proof of having a UIC Permit or communication from DEQ stating that a UIC Permit is not necessary, to the Public Works Department at the time of Construction Plan Submittal.
 - For the proposed storm drainage system to be approved, solid water-tight wall or curbing would be required along the perimeter of the parking lot to a minimum elevation of six inches above the elevation of the back of sidewalk along Arlington Street. Therefore, in case of a pump failure in the catch basin or power outage, water in the parking lot could build up and flow across the sidewalk to Arlington Street without draining onto a neighboring parcel.
 - An approvable alternate storm drainage design would be to move the rain garden adjacent to Arlington Street to reduce length of piping and to potentially lower the overflow elevation within the rain garden.
 - A public storm drain main extension from Barton Street to the site is also an approvable alternate storm drainage system. The Gladstone Stormwater Standards for infiltration, water quality treatment, and detention would still have to be addressed with a public main extension, but the need for pumping would be eliminated.
 - Storm drains installed within the Arlington Street right-of-way will be permitted through the City of Gladstone.
 - All storm drainage improvements outside of the Arlington Street right-of-way will be private improvements that will be permitted through the Clackamas County Building Department. The County Building Department may have additional requirements for the proposed storm drainage and pumping system that are not indicated on the submitted plans.
 - The Property Owner will be the sole responsible person for the liability, risk, ownership, operation, maintenance, replacement, and repair of the private pumping system. The applicant shall complete & record a Storm Water Facilities Maintenance Agreement for this project. The Maintenance Agreement shall include an O&M Plan for the private stormwater pump(s). The document shall be submitted to Gladstone Public Works for review, adjusted if necessary, and then recorded with

Clackamas County. A copy of the recorded document shall be submitted to Gladstone Public Works prior to the Certificate of Occupancy being issued.

8. **Easements.**

- Backflow prevention vaults shall be completely contained within a public water easement.
- A public utility easement 8 feet in width shall be granted along Arlington Street. Where existing or approved structures reduce the width available, a reduced width is acceptable.
- Easements shall be prepared using an approved City of Gladstone easement form. A copy of the recorded easements shall be provided to City of Gladstone Public Works prior to a punchlist walk by the Public Works Department.

9. **Construction Plans Submittal.** Plans detailing the installation of public and private utilities, site grading, and other public and private improvements shall be submitted to the City of Gladstone Public Works Department for review and approval. The design, location, and planned installation of all street and sidewalks, natural gas, power, street lighting, telephone, cable television, storm water, water, and sanitary sewer provisions are subject to approval by the appropriate agency/utility service provider. Construction plans shall be designed and stamped by a Professional Engineer registered in the State of Oregon. The Construction Plan submittal shall include (3) paper sets of plans, a pdf copy, an Engineer's Estimate for the public improvements, and a storm drainage report. For permits issued through Clackamas County, the applicant shall submit plans and documents directly to the Clackamas County Building Department.

10. **Pre-Construction Conference.** Once grading/construction plans are ready to be approved by the City of Gladstone, a Pre-Construction Conference with final sign-off on the Construction Plans is required. Plan review fees, System Development Charge fees, and performance bonding may be required of the applicant prior to scheduling the pre-construction conference.

11. **As-Built Submittals and Stormwater Certification.** Prior to approval of the Certificate of Occupancy, the applicant shall provide the City with the following:

- As-built plans.
- A recorded copy of the Storm Drainage Facilities Maintenance Agreement, including O&M Plan for the private stormwater pump(s).
- Recorded copies of any required easements on approved City of Gladstone forms.
- A signed certification from the design engineer indicating that the surface water systems have been inspected and installed per the approved plans and that the systems are functioning as designed.
- A maintenance bond in the amount of ten (10) percent of the cost of the public improvements.



TO: **Heather Austin – 3J Consulting/City of Gladstone**
FROM: **Erik Bertram** / Water Environment Services (ebertram@clackamas.us, 503-936-3666)
DATE: February 7, 2024
SUBJECT: WES Conditions of Approval, DR 24-01

LOCATION: 420/430 W Arlington Street
TAX LOT: 22E19DD 08200 and 08300
WES LOG#:

Conditions of Approval:

1. Per an IGA between the City of Gladstone and Clackamas Water Environment Services (WES), WES is the delegated erosion control authority within the City’s boundaries for all development and redevelopment applications. The proposed development shall be subject to WES Rules and Regulations, and Standards (“WES RR&S”), in accordance with the following adopted ordinances:
 - a. Water Environment Services Rules and Regulations, July 2018, Ordinance No. 03-2018
 - b. Stormwater Standards, Clackamas County Service District No. 1, July 1, 2013.
2. Per Stormwater Standards, Section 6.1, the owner or their agent, contractor, or employee shall properly install, operate and maintain both temporary and permanent Erosion Protection and Sediment Control (EPSC) practices to protect the environment during the useful life of the project. No visible or measurable erosion shall leave the property during development, construction, grading, filling, excavating, clearing, or other activity that accelerates erosion, as required by water quality standards set forth in OAR 340-41-445 thru 470.
3. An EPSC Permit shall be required for development activities that result in land disturbance of 800 sq ft or greater. Before the start of any grading or construction activities, the applicant shall submit a Permit application and erosion control site plans to WES for review and approval, and pay applicable permit fees (\$460 + \$80/acre over 1 acre). Prior to building permit sign off, EPSC measures shall be inspected by a WES erosion control inspector.



NOTICE OF PUBLIC HEARING- FEBRUARY 20, 2024
GLADSTONE PLANNING COMMISSION
DR 24-01 ICSB Expansion Design Review

- DATE & TIME:** **02/20/24**. This item will not begin earlier than **6:30 p.m.** However, it may begin later depending on the length of preceding items.
- PLACE:** The public hearing will be conducted in person at Gladstone City Hall (18505 Portland Avenue | Gladstone, OR 97027), as well as virtually using the Zoom platform. The Zoom link to the public hearing and details on how to observe and testify online or by telephone will be available one week prior to the public hearing on our website: <https://www.ci.gladstone.or.us/bc-pc/page/planning-commission-meeting-83>
- LOCATION** 430 W. Arlington Street, Gladstone, OR 97027
Tax Lot 22E19DD 08200 and 8300
- DEVELOPMENT PROPOSAL:** Expansion of the existing ICSB building. Expansion includes the addition of a new 1,500 SF second story on the existing building and addition of a new 3,900 SF, 2-story building attached to the rear of the existing building. Removal of the home at 420 W. Arlington St. to add parking and landscaping.
- APPLICABLE REVIEW STANDARDS:** Gladstone Municipal Code (GMC) Chapters: 17.18 (C-2 Community Commercial Zone); 17.42 (General Provisions); 17.44 (Building Siting & Design); 17.46 (Landscaping); 17.48 (Off-Street Parking & Loading); 17.50 (Vehicular & Pedestrian Circulation); 17.56 (Drainage); 17.60 (Utilities); 17.80 (Design Review); 17.94 (Hearings); & 17.96 (Improvement Guarantees).

All interested parties are invited to “attend” the hearing online or by in person and may testify orally, if they so choose. Written testimony may be submitted by email, or regular mail.

Please include the permit file number on all correspondence and address written testimony to the staff contact who is handling this matter. Any correspondence received in advance of the meeting will be forwarded to the Planning Commission.

A copy of the application, all documents and evidence submitted by or on behalf of the applicant, and applicable criteria are available for inspection at no cost. In addition, a staff report on the application will be available for inspection at no cost at least seven days prior to the hearing. Hard copies of documents will be provided at a cost of 25 cents per page or you may view or obtain these materials:

1. By contacting Heather Austin, at 503.946.9365 x206 or heather.austin@3j-consulting.com; or
2. By requesting a copy of the application at City Hall located at 18505 Portland Avenue in Gladstone.

Please note that failure to raise an issue in a hearing, in person, or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

PROCEDURE FOR PUBLIC HEARING at Gladstone Planning Commission Meetings

1. Planning Commission Chair Opens the Public Hearing
2. Recitation of Procedure
 - a. Call for Challenges (Reports of Conflicts, Bias and/or Ex Parte Contact)
 - b. Responsibilities of Applicants, Testifying Individuals and Appellants
3. Presentation of Staff Report
4. Applicant Testimony
5. PUBLIC TESTIMONY
6. Applicant Rebuttal
7. Close Public Hearing
8. Planning Commission Discussion/Deliberation
9. Planning Commission Decision or Recommendation to City Council

TIPS FOR PROVIDING PUBLIC TESTIMONY at Gladstone Planning Commission Meetings

The Gladstone Planning Commission offers the following comments to aid you in ensuring that your testimony is most helpful.

1. Written materials are encouraged. If possible, submit them to staff seven (7) days before the meeting for mailing and review by the Commission prior to their meeting.
2. Petitions are encouraged in lieu of repetitious comments.
3. Merely repeating another's comments is not helpful; new or additional information is encouraged. However, if your testimony is identical to another, you may simply state that you agree with that person's testimony and you will be considered to have standing in the hearing.
4. A spokesperson for groups is frequently the best use of time.
5. Drawings or diagrams are still worth 1,000 words.
6. Staff are available prior to the meeting to discuss the proposal and answer your questions. You are encouraged to call or email Heather Austin, Gladstone Planning Consultant, at 503-946-9365 ext. 206 or heather.austin@3j-consulting.com.
7. Remember, time limits may be placed on public testimony at the hearing.



Please Note: Meeting Date Has Changed

NOTICE OF PUBLIC HEARING- MARCH 19, 2024
GLADSTONE PLANNING COMMISSION
DR 24-01 ICSB Expansion Design Review

- DATE & TIME:** **03/19/24**. This item will not begin earlier than **6:30 p.m.** However, it may begin later depending on the length of preceding items.
- PLACE:** The public hearing will be conducted in person at Gladstone City Hall (18505 Portland Avenue | Gladstone, OR 97027), as well as virtually using the Zoom platform. The Zoom link to the public hearing and details on how to observe and testify online or by telephone will be available one week prior to the public hearing on our website: <https://www.ci.gladstone.or.us/bc-pc/page/planning-commission-meeting-83>
- LOCATION:** 430 W. Arlington Street, Gladstone, OR 97027
Tax Lot 22E19DD 08200 and 8300
- PROPOSAL:** Expansion of the existing ICSB building. Expansion includes the addition of a new 1,500 SF second story on the existing building and addition of a new 3,900 SF, 2-story building attached to the rear of the existing building. Removal of the home at 420 W. Arlington St. to add parking and landscaping.
- APPLICABLE REVIEW STANDARDS:** Gladstone Municipal Code (GMC) Chapters: 17.18 (C-2 Community Commercial Zone); 17.42 (General Provisions); 17.44 (Building Siting & Design); 17.46 (Landscaping); 17.48 (Off-Street Parking & Loading); 17.50 (Vehicular & Pedestrian Circulation); 17.56 (Drainage); 17.60 (Utilities); 17.80 (Design Review); 17.94 (Hearings); & 17.96 (Improvement Guarantees).

All interested parties are invited to “attend” the hearing online or by in person and may testify orally, if they so choose. Written testimony may be submitted by email, or regular mail.

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 - a. Call for Challenges (Reports of Conflicts, Bias and/or Ex Parte Contact)
 - b. Responsibilities of Applicants, Testifying Individuals and Appellants
3. Presentation of Staff Report
4. Applicant Testimony
5. PUBLIC TESTIMONY
6. Applicant Rebuttal
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8. Planning Commission Discussion/Deliberation
9. Planning Commission Decision or Recommendation to City Council

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2. Petitions are encouraged in lieu of repetitious comments.
3. Merely repeating another's comments is not helpful; new or additional information is encouraged. However, if your testimony is identical to another, you may simply state that you agree with that person's testimony and you will be considered to have standing in the hearing.
4. A spokesperson for groups is frequently the best use of time.
5. Drawings or diagrams are still worth 1,000 words.
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7. Remember, time limits may be placed on public testimony at the hearing.



DESIGN REVIEW LAND USE APPLICATION

Gladstone planning services are provided by 3J Consulting.
 Submit all land use applications and correspondence to: City of Gladstone
 Attn: Heather Austin 18505 Portland Ave. Gladstone, OR 97027
 Email: heather.austin@3j-consulting.com or permit.review@3j-consulting.com
 Phone: 503-946-9365 x206

● FOR STAFF USE ONLY ●

File No: _____ Other Related Permit Applications: _____
 Pre-app: Staff _____ Date _____ Staff Member: _____
 Date Received _____ Fee _____ Zone: _____
 Hearing Date _____ Comp. Plan: _____

● APPLICANT INFORMATION ●

PLEASE TYPE OR PRINT IN BLACK INK ONLY

Contact Information: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Consultant <input type="checkbox"/> Other
Contact/Applicant's Name: <u>Tong Wu/ICSB</u>
Mailing Address: <u>430 W Arlington St</u> City/State/Zip: <u>Gladstone, OR 97027</u>
E-Mail: _____ Phone: _____
Contact Information: <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Consultant <input type="checkbox"/> Other
Contact/Applicant's Name: <u>Jed Truett/Metro Planning, Inc.</u>
Mailing Address: <u>846 A Street</u> City/State/Zip: <u>Springfield, OR 97477</u>
E-Mail: <u>jed@metroplanning.com</u> Phone: <u>541-302-9830</u>
Property Information
Site Address: <u>420/430 W Arlington Gladstone, OR 97027</u>
Total Land Area: <u>0.24 AC</u>
Legal Description: T _____ S, R _____ E/W/Q, Section _____ Tax Lot(s) _____ <small>22E19DD TL 8200/8300 (For property legal description, contact Planning at 503-742-4500)</small>
Adjacent Properties under Same Ownership: T _____ S, R _____ E/W/Q, Section _____ Tax Lot(s) _____
Project Description: addition to the rear of the existing commercial building at 430 West Arlington Street, removal of the existing home at 420 West Arlington Street, and addition of parking to the site.
Current Zoning: <u>C-2- Community Commercial</u> Existing Use of Site: <u>existing commercial</u>
Construction Cost: <u>\$600,000</u> Proposed Square Footage: <u>5,400 SF</u>

Method of Sewage Disposal: municipal sewer

Water Supply: municipal water

Commercial/Industrial/Institutional Development:

Number of employees/students/occupants: _____ Days of operation: M-F

Estimated hours of daily operation: 9:00 am - 5:00 pm

Is the property under enforcement action for a violation of the Gladstone Municipal Code?
 No Yes

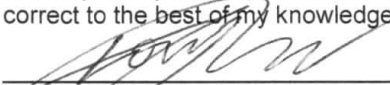
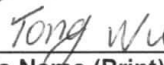

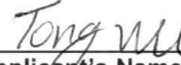
Other Persons (If Any) To Be Mailed Notices Regarding This Application:

Richard Barbis, AIA 12987 SW Starview Drive Tigard, OR 97224

Name	Address	Zip	Relationship
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Name	Address	Zip	Relationship
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I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

 <hr/> <p>Owner's Signature</p>  <hr/> <p>Owner's Name (Print)</p>	 <hr/> <p>Applicant's Signature</p>  <hr/> <p>Applicant's Name (Print)</p>
--	---

• SUPPLEMENTAL QUESTIONS •

Describe your proposed development. Identify the number of people associated with the use (employees, students, congregation members, clients, etc.); days and hours of operation; building materials, including type and color; and additional information about the buildings, vehicles, equipment, and square footage associated with the use:

(Please see attached written statment addressing all questions herein.)

Identify how your proposal meets the building siting and design standards pursuant to GMC Chapter 17.44.



LAND USE PLANNING AND CONSULTING SERVICES

846 A STREET
SPRINGFIELD, OREGON 97477
(541) 302-9830
WWW.METROPLANNING.COM

WRITTEN STATEMENT: ZPAC 0154-22 ICSB ADDITION TONG WU/LCSB

Written Statement

23-028_BARBIS

SUBMISSION NO.	WS 01
PLANNING APPLICATION:	ZPAC 0154-22
DOCUMENT DATE:	DECEMBER 18, 2023
PROPERTY OWNER:	TONG WU/LCSB 430 W ARLINGTON ST GLADSTONE, OR 97027
APPLICANT/PLANNER:	METRO PLANNING, INC. 846 A STREET SPRINGFIELD, OR 97477 CONTACT: C/O JED TRUETT, AICP JED@METROPLANNING.COM TEL (541) 302-9830
ARCHITECT:	RICHARD BARBIS, AIA 12987 SW STARVIEW DRIVE TIGARD, OR 97224
ENGINEER:	KEATING ENGINEERING 159 EAST 16 TH AVE EUGENE, OR 97401 TEL (541) 510-4050
SITE PROPERTY ADDRESS:	420 W Arlington Gladstone, OR 97027 (TL 8300) 430 W Arlington Gladstone, OR 97027 (TL 8200)
SUBJECT PROPERTY:	22E19DD TL 8200 (0.12 AC) 22E19DD TL 8300 (0.12 AC)
ZONING:	C-2 COMMUNITY COMMERCIAL

This written statement addresses applicant’s design review land use application¹ for ZPAC 0154-22 for site changes to accommodate an International Canine Semen Bank (ICSB) clinic.

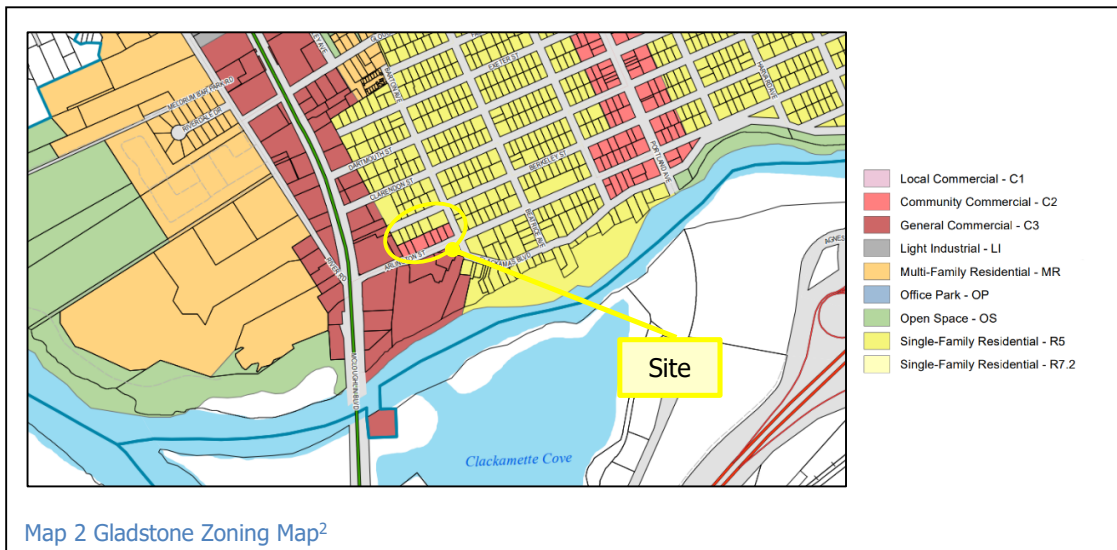
On January 19, 2023, a Pre-application Conference Meeting was held for this project (ZPAC 0154-22 ICSB). Comments from this meeting have been incorporated as plan set refinements.

Please see application questions and Gladstone Municipal Code (GMC) in ***bold italics*** and applicant response in plain text below and see a list of attachments on the last page.

¹ Attachment: Design Review Application

Background

Applicant proposes an addition to the rear of the existing commercial building at 430 West Arlington Street, removal of the existing home at 420 West Arlington Street, and addition of parking to the site.



The subject property is zoned C-2 | COMMUNITY COMMERCIAL. The site is bordered by R-5| SINGLE FAMILY RESIDENTIAL to the north and east and bordered by C-3 | GENERAL COMMERCIAL to the south and west.

² Reference:
https://www.ci.gladstone.or.us/sites/default/files/fileattachments/planning_commission/page/1251/2015_glad_zoning_map18x24.pdf

Response to DESIGN REVIEW LAND USE APPLICATION questions:

1. Describe your proposed development. Identify the number of people associated with the use (employees, students, congregation members, clients, etc.); days and hours of operation; building materials, including type and color; and additional information about the buildings, vehicles, equipment, and square footage associated with the use:

Response: Applicant proposes removal of existing structure at 420 West Arlington Street, addition to the mid and rear sections of existing structure at 430 West Arlington Street, and the addition of (7) on-site parking spaces to support the commercial operation of their International Canine Semen Bank (ICSB). Normal hours of operation are Monday through Friday, 9AM to 5PM with the possibility of infrequent after-hours and weekend visits by appointment only.

The proposal impacts two lots, both of which have a zoning designation of C2|Community Commercial. Proposed building materials meet city of Gladstone Municipal Code (GMC) requirements. Please see attached plans for detailed information including site layout, building layout, parking and associated square footage.

Summary information includes:

- New (2) Story Addition
- 2nd Floor Addition
- (5) Parking Spaces
- (1) Handicap Parking Space
- (1) Parallel Handicap Unloading Space
- (2) Loading Zones
- (5) Planter Areas (near building)
- Planter strips with trees surrounding the parking area
- (1) Rain Garden

2. Identify how your proposal meets the building siting and design standards pursuant to GMC Chapter 17.44.

17.44.020 General standards.

[...]

17.44.020 (1) Siting. Where there are no conflicts with other design standards or requirements in this Title, site buildings to maximize solar access where practical, using such techniques as:

- a) Maximizing east-west street length so that principal building façades will face south;**
- b) Orienting buildings within twenty degrees of true south as well as maximizing their south-facing dimension;**
- c) Placing higher buildings on the north portion of the site, while protecting solar access for adjacent sites;**
- d) Placing major yard spaces on south side of buildings.**

Response: Proposed additions aligned with existing structure that is perpendicular to East Alington Street, which runs east -west and orientates the structure to within twenty degrees of true south. As such it maximizes the south-facing dimension (17.44.020, (a) and (b)). The proposed second floor addition is proposed above the mid and

norther sections of the existing structure, placing higher sections to the north portion of the site, away from the street, while protecting solar access for adjacent properties (17.44.020, (c)).

17.44.020 (2) Energy Efficient Design. Where there are no conflicts with other design standards or requirements in this Title, design buildings that are conducive to energy efficiency and conservation, using techniques including, but not limited to, those listed below which are most appropriate to the development:

Response: Structure is conducive to energy efficiency and conservation with architectural features such as windows along the south and southeastern facing sides of the building. Please see attached landscaping plan³ which includes a general plant schedule and rain garden plant schedule and attached architectural plans which show windows and other architectural features that provide natural lighting and solar heating.

17.44.020 (3) Compatibility. Arrange structures and use areas to be compatible with adjacent developments and surrounding land uses, considering the following design and siting techniques:

Response: Although structure arrangement is limited by existing structure (as an addition to an existing structure) applicant proposes landscaping on the site perimeter, rain garden and a stepped structure to protect aesthetics of the neighborhood, provide visual order, and orient major service activities areas away from adjacent residents. Please see attached site plan⁴ and landscape plan (referenced below). Trash facilities, parking and entrances are buffered by proposed vegetation detailed in the landscape plan.

17.44.020 (4) Building Materials. Buildings shall be constructed using high-image exterior materials and finishes such as masonry, architecturally treated tilt-up concrete, glass, wood or stucco. Buildings shall not be constructed with metal siding material, except as approved by the design review committee for specific high-image materials, except for:

Response: Applicant proposes the use of approved building materials, i.e., high-image exterior materials and finishes. Please see building plans and material lists attached, referenced below.

17.44.020 (5) Lighting. Adequate exterior lighting shall be provided to protect public safety and shall be deflected so as not to shine on a lot in a residential district.

17.44.020 (6) On-site Lighting. All on-site lighting shall be designed, located, shielded, or deflected so as not to shine into off-site structures or impair the vision of the driver of any vehicle. When required, engineered site lighting plans shall be developed consistent with Illuminating Engineering Standards (IES) including, but not limited to, average maintained illumination and maximum to minimum ratios. A master plan for on-site lighting shall include the design, height, and location of all proposed exterior lights, including:

Response: Applicant proposes illumination of entrance on the front of the building (south side) and along walkways and in parking areas. Lighting detail will be provided with final building plans.

17.44.020 (7) Equipment and Facilities. All utility lines shall be placed underground. All roof-mounted fixtures and utility cabinets or similar equipment which must be installed above ground shall be visually screened from public view.

³ Attachment: Landscape Plan

⁴ Attachment: Site Plan

Response: Applicant proposes underground utility, where possible, and roof mounted fixtures and utility cabinets that are visually screened from the public. Please see site plans⁵ for piping detail.

17.44.020 (8) Trash Disposal and Recycling Collection. In addition to the preceding standards, new construction requiring full site plan review shall incorporate functional and adequate space for on-site storage and efficient collection of mixed solid waste and source separated recyclables prior to pick-up and removal by haulers.

Response: Applicant provides a designated space for trash that is in an area easily accessible by haulers, and well buffered by vegetation. Please see landscape plan for vegetation detail. Please see landscape⁶ plan for loading zone, parking zones, vegetated areas and rain garden in proximity to the trash area.

17.44.020 (9) Temporary Structures. All temporary structures:

Response: Applicant is not proposing temporary structures, so this section is not applicable.

3. Identify how your proposal meets the landscaping requirements pursuant to GMC Chapter 17.46.

17.46.020 Standards. Landscaping requirements shall be as follows:

(1) Minimum Requirement. A minimum of 15 percent of the lot area shall be landscaped, except when a greater percentage is required elsewhere in this title.

Response: Applicant proposes landscaping over 15% of the lot area. Please see planting areas, rain garden and vegetated area around the parking areas on the attached landscape plan, referenced below. Please note impervious pavers on the site plan⁷ as well.

17.46.020 (2) Parking and Loading Areas. The following landscape requirements shall apply to off-street parking and loading areas:

Response: Applicant proposes (7) off street parking areas (including handicap and handicap unloading areas) and a loading area with (2) 27 FT deep stalls. All these areas are separated and buffered by landscaping from adjacent lot lines. Please see attached landscape plan (referenced below) for detail regarding plant/tree botanical name, common name, size and spacing. Please irrigation system notes on landscape plan as well.

4. Identify how your proposal meets the off-street parking and loading standards pursuant to GMC Chapter 17.48

17.48.030 Standards for developments subject to design review.

At the time of construction, enlargement, or change of use of any structure or development subject to GMC Chapter 17.80 (Design Review), except as provided in the C-2 district, off-street parking spaces shall be provided as follows unless greater requirements are otherwise established under this title:

[...]

⁵ Attachment: Piping Detail Seet

⁶ Attachment: Landscape Plan

⁷ Attachment: Site Plan

17.18.060 Dimensional standards. (2) Off-Street Parking. The boundary of any area developed or intended for off-street parking shall be located a minimum of five feet (5') from all property lines. An exception to the minimum setback standard for off-street parking shall be made for existing parking when the use complies with GMC Section 17.18.070 (off-street parking standards).

[...]

Response: Applicant proposes a 5-foot planter between on-site parking and the east and north property lines, proposes an 18-foot by 18-foot rain garden in the northeast corner of the site, proposes a 10-foot plater between on-site parking and the south property line.

17.48.030 Table 1 MINIMUM AND MAXIMUM OFF-STREET PARKING REQUIREMENTS

USE	MINIMUM REQUIRED	ZONE A MAX. ALLOWED	ZONE B MAX. ALLOWED
e) Medical, Dental Clinic	1 space per 256 square feet	1 space per 204 square feet	1 space per 170 square feet

17.48.040 Design requirements for permanent off-street parking and loading.

All structures and developments subject to design review shall provide permanent off-street parking and loading as follows:

(1) Parking and Loading

[...]

OAR 660-012-0440 states, "Cities and counties may not enforce parking mandates for developments on a lot or parcel that includes lands within one-half mile of frequent transit corridors, including:*(b) Corridors with bus service arriving with a scheduled frequency of at least four times an hour during peak service;"**

[...]

Response: This site is within one-half mile of McLoughlin Blvd which is serviced with frequent transit and therefore there is no required minimum number of off-street parking spaces. As described above applicant proposes (5) Parking Spaces, (1) Handicap Parking Space , (1) Parallel Handicap Unloading Space and (2) Loading Zones.

17.48.040 Table STANDARD PARKING DIMENSIONS IN FEET				17.48.040 Table COMPACT PARKING DIMENSIONS IN FEET			
Parking Angle	Stall Width	Stall Depth	Aisle Width	Parking Angle	Stall Width	Stall Depth	Aisle Width
45°	9.5'	18.0'	14.0'	45°	8.5'	16.0'	14.0'
60°	9.5'	18.0'	16.0'	60°	8.5'	16.0'	16.0'
90°	9.5'	18.0'	24.0'	90°	8.5'	16.0'	24.0'

Figure 1- Gladstone Municipal Code:17.48.040 Table

Response: Proposed parking stalls meet standards. (5) meet minimum requirements for compact parking and (1) meet minimum handicap parking space dimensions and (1) space parallel to the handicap parking space is reserved for handicap equipment and person unloading.

5. Identify how your proposal meets the vehicular and pedestrian circulation standards pursuant to GMC Chapter 17.50.

Response: Proposal development does not create new public streets or public pedestrian infrastructure. Proposed use will not increase vehicular, pedestrian or bicycle traffic to and from the site. Applicant proposed use of existing public sidewalks and reduction from (2) to (1) access point. Applicant proposes restoration of street improvements (sidewalk, curb, gutter, etc.) where access point is removed.

6. If your proposal includes the installation or modification of a sign, identify the dimensions and explain how it meets the standards pursuant to GMC Chapter 17.52.

Response: Proposal does not include installation or modification of a sign; therefore, this is applicable.

7. Explain why the use is suitable for the proposed site, considering size, shape, location, topography, existence of improvements and natural features:

Response: Site suitability is excellent. The area is flat and well suited for the multi-story development. Both lots are currently developed, with a high percentage of non-pervious surface. As described above, proposed vegetated areas, trees, and rain garden will exceed city requirements and enhance the site, visually and functionally (for stormwater treatment). With proximity to residential areas, park areas and existing commercial areas, site location is good for this type of business.

8. Explain why the use will not alter the character of the surrounding area in a manner that substantially limits, impairs or precludes the use of surrounding properties for the primary uses listed in the underlying zoning district:

17.18.010 Purpose.

The purpose of a C-2 district is to implement the comprehensive plan and to provide for the establishment of a community shopping center serving most of the occasional retail and specialty shopping needs of area residents and thus service a much larger area and a much larger population than is served by the C-1, local commercial district.

Response: A clinic currently exists on the site, on lot 8200. The proposed additions to this building, removal of structure on lot 8300 and planting of vegetated areas will improve visual aesthetics, buffer surrounding residential properties and ease street parking by providing on-site parking. The proposal enhances an existing use and supports the intent of the underlying zoning district.

9. Provide additional information regarding clear vision, drainage, grading, utilities, or other items relevant to new construction or site development:

Response: Please see attached engineering plans⁸ that detail street alignment, drainage, piped utilities, and other items relevant to proposed development on the site.

⁸ Attachment: Site Plan Detail and Piping Detail Sheet

Attachment Cross Reference:

This table cross references attachment names found in page footers to files names found in the electronic submittal package.

Count	Reference	File Name (*.PDF)
aa	Written Statement	23-028_Barbis_WS_20231218
1	Design Review Application	23-028_Barbis_Application_Signed
2	Site Plan	23-028_Barbis_PlanPacket-SitePlan_SP1.2
3	Site Plan Detail	23-028_Barbis_PlanPacket-SitePlanDetail_A4.0
4	Existing Conditions Plan	23-028_Barbis_PlanPacket-ExistingCondition_ECP
5	Landscape Plan	23-028_Barbis_PlanPacket-Landscape_LA-1
6	Planting Detail	23-028_Barbis_PlanPacket-PlantDetail_LA-2
7	Piping Detail Seet	23-028_Barbis_PlanPacket-PipeDim_C2.0

Electronic Submittal packet has been posted to Google Drive at the address below.

Google Drive: https://drive.google.com/drive/folders/1c0wcjRyIAqyzxtzf9PeP8cbjICV_-Psp?usp=drive_link

For access rights please contact: brandt@metroplanning.com



**RICHARD BARBIS
ARCHITECT, LLC**
1020 WASHINGTON PLACE, PORTLAND, OREGON 97202
PHONE: (503) 750-2900

ICSB II: NEW BUILDING ADDITION
430 W. ARLINGTON ST., GLADSTONE, OREGON



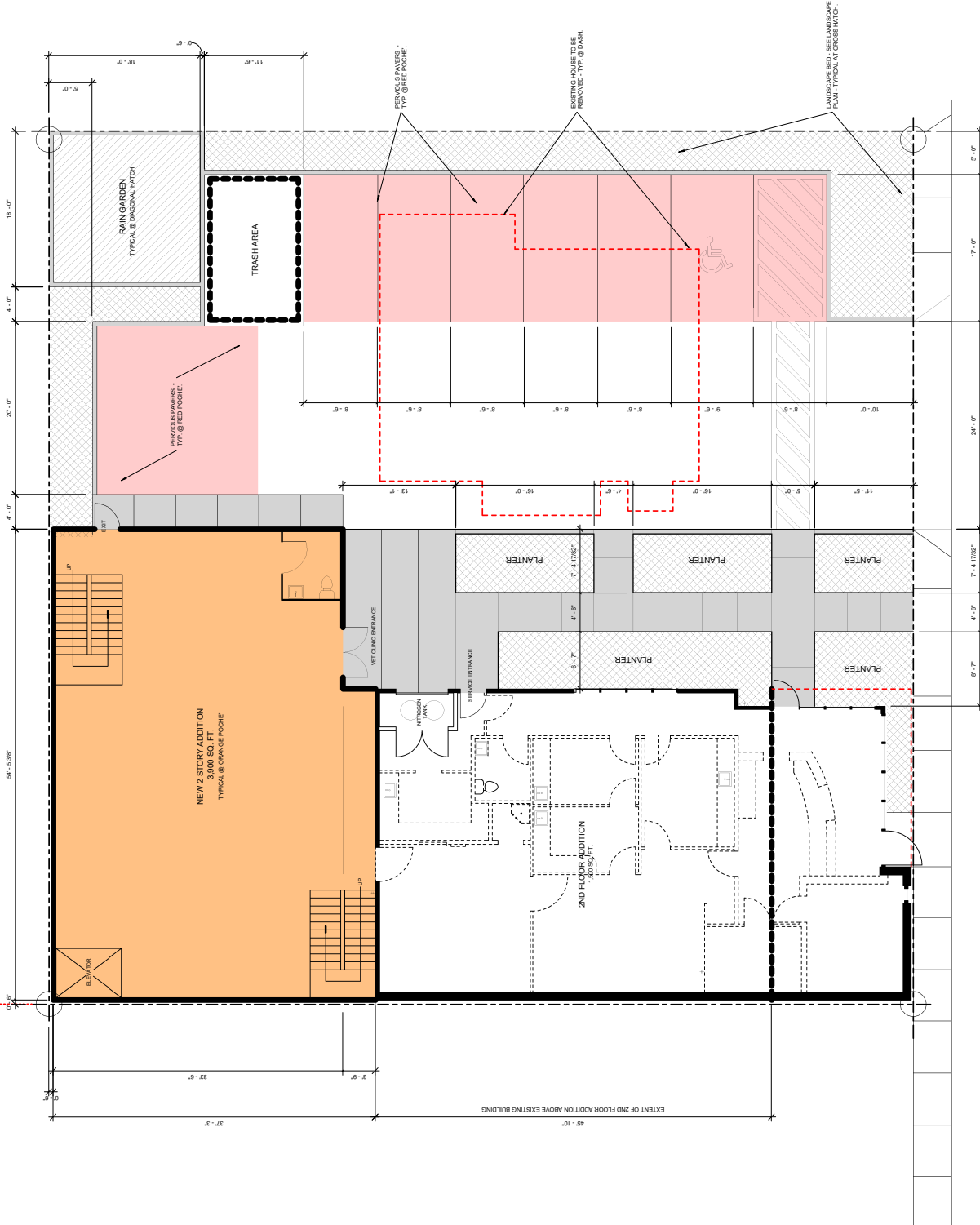
11.10.2023

REVISIONS DATE: _____

DELTA # _____

Proposed Site Plan

SP1.2



Site Plan II 1
3/16" = 1'-0"



RICHARD BARBIS
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1075 WASHINGTON PLACE, PORTLAND, OREGON 97227
PHONE: (503) 755-2999

ICSB II: NEW BUILDING ADDITION
430 W. ARLINGTON ST., GLADSTONE, OREGON

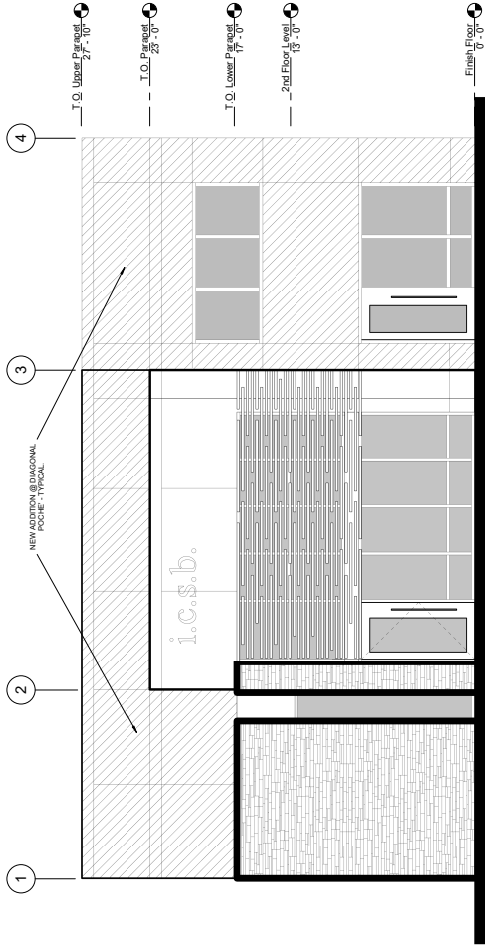


01.30.2024

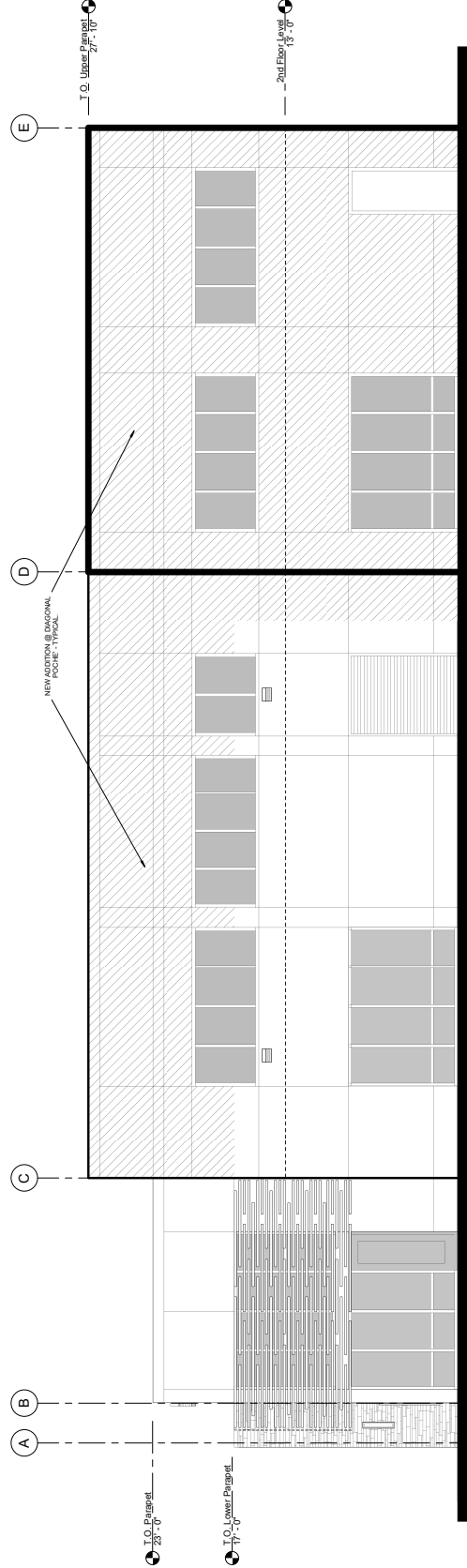
REVISIONS DATE:	DELTA #

Exterior Elevations

A2.0



SOUTH EXTERIOR ELEVATION 2
1/4" = 1'-0"



EAST EXTERIOR ELEVATION 1
1/4" = 1'-0"



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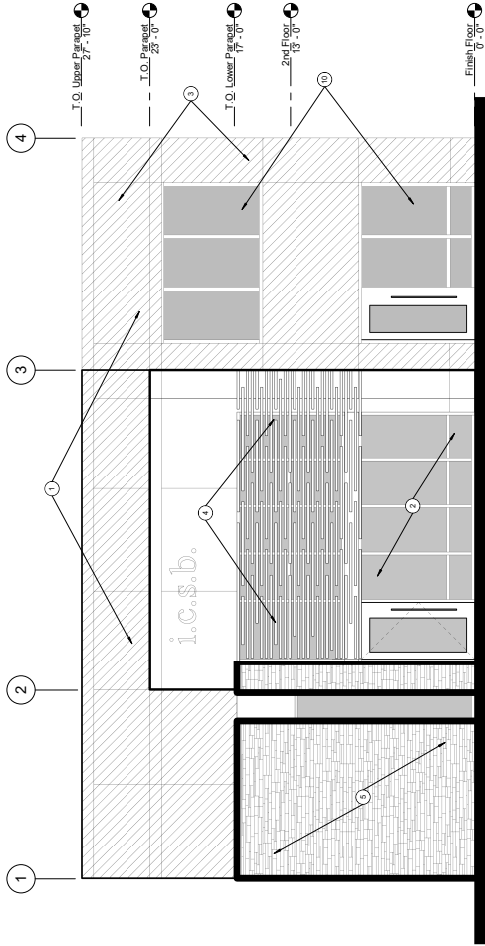


02.07.2024

REVISIONS DATE:	
DELTA #	

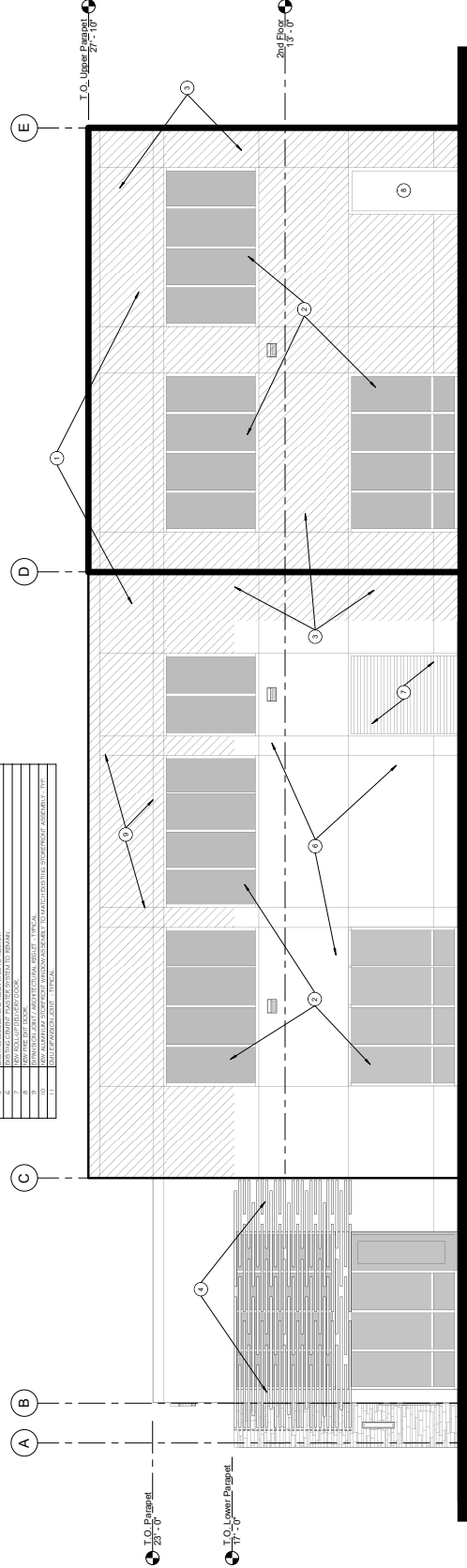
Exterior Elevations

A2.0



SOUTH EXTERIOR ELEVATION w/ ADDITION
1/4" = 1'-0"

SYMBOL #	DESCRIPTION
1	EXISTING WINDOW
2	NEW WINDOW
3	EXISTING WALL
4	NEW WALL
5	EXISTING DOOR
6	NEW DOOR
7	EXISTING SCREEN
8	NEW SCREEN
9	EXISTING FINISH
10	NEW FINISH
11	EXISTING ROOF
12	NEW ROOF



EAST EXTERIOR ELEVATION w/ ADDITION
1/4" = 1'-0"



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1025 WASHINGTON PLACE, PORTLAND, OREGON 97207
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ICSB II: NEW BUILDING ADDITION
430 W. ARLINGTON ST., GLADSTONE, OREGON

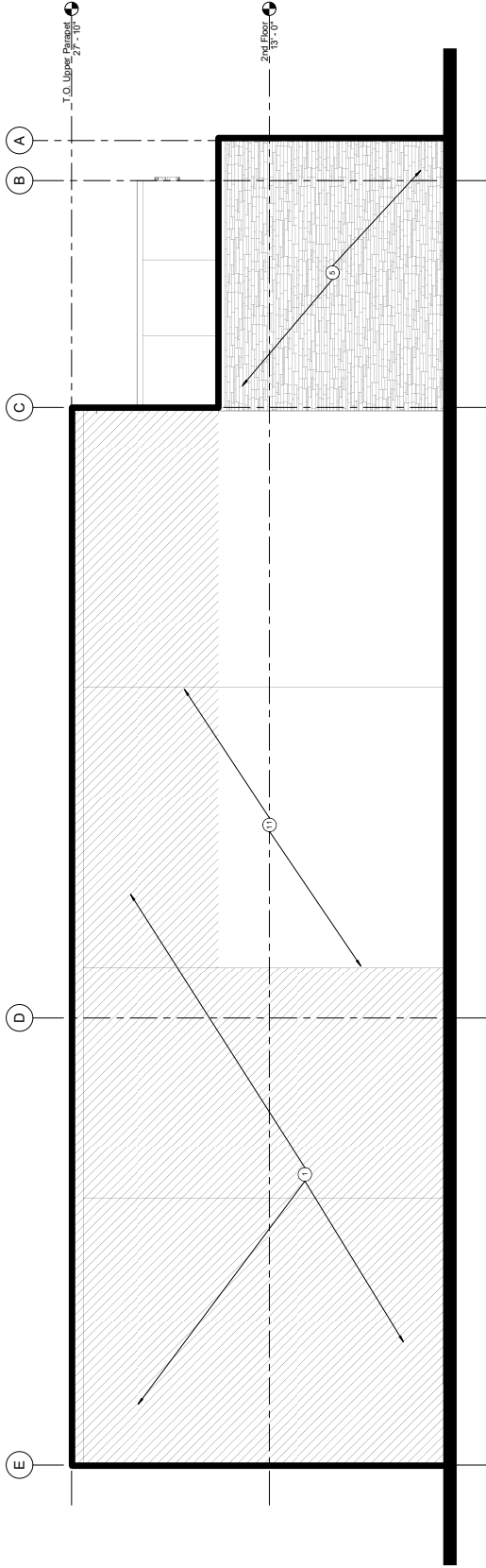


02.07.2024

REVISIONS DATE:	
DELTA #	

Exterior Elevations

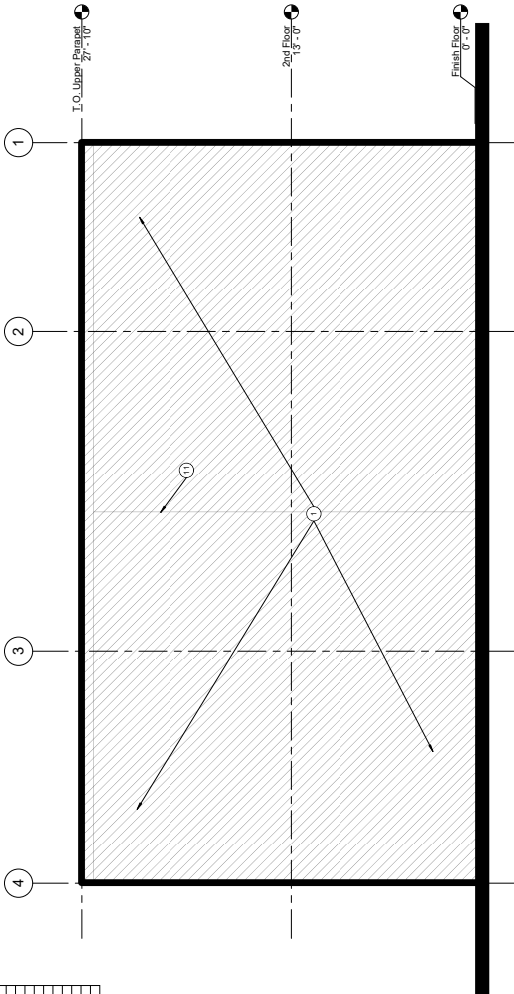
A2.1



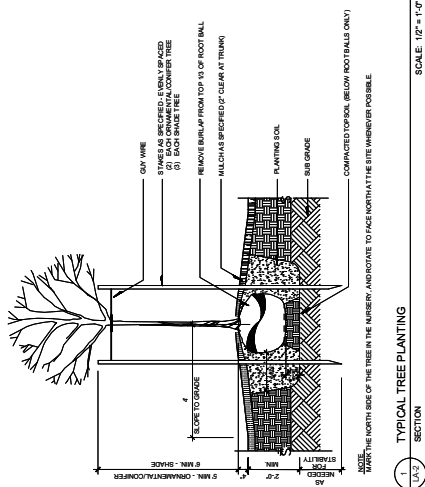
WEST EXTERIOR ELEVATION w/ ADDITION
1/4" = 1'-0" 1

REVISION #	DESCRIPTION
1	ADDED TO THE EXISTING ELEVATION.
2	ADDED ALL WALL AND CEILING FINISHES AND MATERIALS TO EXISTING ELEVATION.
3	ADDED THE EXTERIOR FINISHES TO THE EXISTING ELEVATION TO MATCH EXISTING.
4	ADDED THE EXTERIOR FINISHES TO THE EXISTING ELEVATION TO MATCH EXISTING.
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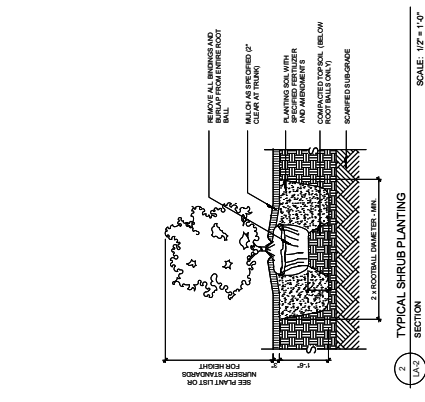
3 - 57



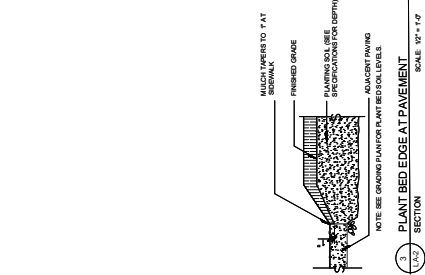
NORTH EXTERIOR ELEVATION w/ ADDITION
1/4" = 1'-0" 2



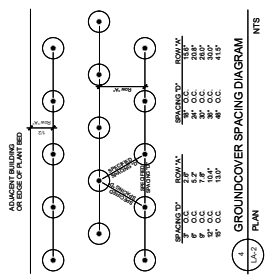
1. TYPICAL TREE PLANTING
 SCALE: 1/2" = 1'-0"



2. TYPICAL SHRUB PLANTING
 SCALE: 1/2" = 1'-0"



3. PLANT BED EDGE AT PAVEMENT
 SCALE: 1/2" = 1'-0"

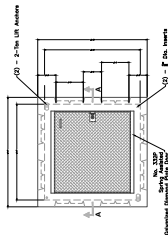


4. GROUND COVER SPACING DIAGRAM
 SCALE: 1/4" = 1'-0"

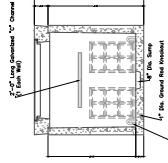
STANDARD NOTES FOR EROSION CONTROL PLANS

- a) All erosion, sediment and pollution control plan (ESPCP) measures shall be installed as per the detail drawings in the City of Gladstone Erosion Control Manual, 1990 SW 4th Ave, GLADSTONE, OR 97001.
- b) Temporary ESPCP measures shall be installed, inspected and approved by a City Inspector before starting ground disturbing activities.
- c) ESPCP measures shall not be removed until permanent landscaping has been installed and a final inspection has been requested and approved by a City Inspector.
- d) Inspections may be requested by telephoning the Inspection Request Number (303) 8237000 one day prior to the time of inspection.
- e) Approval of this ESPCP plan does not constitute an approval of the project, nor does it constitute an approval of any roads, pipes, restrictors, channels, retention facilities, utilities, etc).
- f) The implementation of this ESPCP and the construction, maintenance, replacement, and upgrading of these ESPCP facilities is the responsibility of the applicant/contractor until all is established.
- g) Stabilized construction embankments shall be installed at the beginning of construction and maintained for the duration of the project. Additional measures may be required to insure that all paved areas are kept clean for the duration of the project.
- h) The boundaries of the clearing limits (if required by the City) shall be clearly flagged in the field prior to construction. During construction, the clearing limits shall be maintained. The flagging shall be maintained by the applicant/contractor for the duration of construction.
- i) The ESPCP facilities shown on this plan must be constructed in conjunction with all clearing and grading activities, and in such a manner as to ensure that sediment and sediment laden water do not enter any drainage system, roadways, or violate applicable water standards.
- j) The ESPCP facilities shown on this plan are the minimum required for the project. The applicant/contractor shall be responsible for construction period, these ESPCP facilities shall be upgraded as needed for unexpected storm events and to ensure that sediment and sediment-laden water do not leave the site.
- k) The ESPCP facilities shall be inspected daily between October 1 and April 30 by the applicant/contractor, and maintained as shown. All inspections shall be noted in an inspection log which shall be made available to the City Inspector upon request.
- l) The ESPCP facilities on inactive sites shall be inspected and maintained a minimum of once a month or within 24 hours following a storm event.
- m) A sign with the City's Erosion Control Hotline number, project address, and permit number shall be posted at a location clearly visible from the right of way and maintained until project completion.

444-LA



PLAN VIEW



SECTION AA

FRONT VIEW



FRONT VIEW

REAR VIEW



REAR VIEW

444-LA
POWER / WATER / GAS
3 X 3 X 3

444-LA
10' x 10' x 3' (10' x 10' x 3')

444-LA
10' x 10' x 3' (10' x 10' x 3')

DATE OF LAST CHANGE: 06/18/18

NOTES

1. ALL WELDED CAST IRON PARTS SHALL BE FINISHED WITH AN ANTI-RUST COATING.

2. ALL WELDED STEEL PARTS SHALL BE FINISHED WITH AN ANTI-RUST COATING.

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SOLIDS INTERCEPTOR TOP ACCESS IN-LINE TRAP

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