



**GLADSTONE PLANNING COMMISSION AGENDA
GLADSTONE CITY HALL, 525 PORTLAND AVENUE, GLADSTONE**

Tuesday, August 20, 2019

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 June 18, 2019 Meeting Minutes (no meeting in July)

REGULAR AGENDA

2. Monthly Planning Report – June and July 2019
3. Discussion of Request for a Route Change/Bus Stop for New Civic Center building at 18505 Portland Avenue: Tom Mills – Tri-Met
4. **Public Hearing:** File Z0311-19-D. Design Review for conversion of an existing 1,699 sq. ft. residential structure to a mixed use building with one (1) apartment unit, two (2) office spaces and one (1) leasable commercial space. No additions to the existing structure are proposed, only internal and external remodeling and site improvements including landscaping. Darrell Mackay.

BUSINES FROM AUDIENCE - 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

INFORMATION ONLY: Update on changes to Extension Compliance (time limits) in the Gladstone Municipal Code

ADJOURN



CONSENT AGENDA

GLADSTONE PLANNING COMMISSION MINUTES of June 18, 2019

Meeting was called to order at approximately 6:30 P.M.

ROLL CALL:

Chair Randy Rowlette, Commissioner Andriel Langston, Commissioner Natalie Smith, Commissioner Les Poole, Commissioner Patrick Smith

ABSENT:

Commissioner Malachi de AElfweald, Commissioner Libby Wentz

STAFF:

Tami Bannick, City Recorder; Lizbeth Dance, Planner; David Doughman, City Attorney; Mike Funk, Fire Marshal; Councilor Mersereau

CONSENT AGENDA:

1. Approval of May 21, 2019 Meeting Minutes

Commissioner Patrick Smith asked Ms. Bannick if she had followed up on the item he asked about at the last meeting – this will be discussed in agenda item #4.

Commissioner Patrick Smith made a motion to approve the Consent Agenda. Motion was seconded by Commissioner Poole. Motion passed unanimously.

REGULAR AGENDA:

2. Monthly Planning Report – May 2019

Ms. Dance went over the report. The customer service contacts were standard. Phone calls went up again. There were no new building permits, no new pre-apps. There were four administrative decisions. The plans for Dick Hannah Nissan addition were approved at the last meeting and the appeal period closes on June 19th. There has been no action on Carz Planet. She will check on their completion timeline.

Commissioner Natalie Smith made a motion to approve the monthly planning report for May 2019. Motion was seconded by Commissioner Langston. Motion passed unanimously.

3. Public Hearing: File Z0239-19-E – Expansion of the existing 1,600 sq. ft. legally non-conforming Children’s Golf Course Clubhouse building, 19825 River Road, to include a 2,600 sq. ft. structural addition, landscaping and drainage improvements, and other minor site improvements. No change to the hours or intensity of the business operation is proposed. Marti Loeb, owner; Jamie Huffman, Orangewall Studios, applicant:

Chair Rowlette opened the public hearing and went over the procedures/rules for public hearings. He said that a decision may be made by the Commission at the close of the public hearing or the matter may be continued to a time/date certain. Any party may request a continuance of this hearing or may request the record remain open for seven days. If the matter is continued to a date certain this will be the only notice of that date received. The Commission’s decision will be final unless appealed to the City Council.

He asked if any members of the Commission wished to disclose any ex parte contacts, bias, or conflicts of interest – none did. He asked if members had visited this site. Commissioners Langston

has visited the site. Commissioner Natalie Smith has visited the site. Chair Rowlette has visited the site. Commissioner Poole has visited the site. Commissioner Patrick Smith has visited the site. Chair Rowlette asked if any members of the audience wished to challenge the jurisdiction of the Commission to hear this matter – none did. He asked if any members of the audience wished to challenge any Planning Commission member’s ability to participate – none did.

Ms. Dance went over the staff report. There is an addendum to also add a storage facility that is approximately 960 sq. ft., which will be used as a temporary office space during construction and then used as a storage facility after completion. Public notice was sent out as required by code. Some comments were received from Water Environmental Services, Public Works, and the Fire Department – all were incorporated in the staff recommendation as conditions of approval. There have been some concerns regarding parking at Meldrum Bar Park in association with the driving range area – this project is located further up on the property, adjacent to River Road. There will be 24 parking spaces provided, including 2 ADA spaces – the requirement is 18 spaces. Staff is recommending approval of the project.

APPLICANT TESTIMONY:

There was further discussion/clarification regarding parking spaces and issues with people from the apartment complex using parking spaces.

PUBLIC TESTIMONY:

None.

DISCUSSION:

Fire Marshal Funk said he has been working with Mr. Huffman and is satisfied with the resolution they have come to – his concerns have been resolved.

Commissioner Natalie Smith made a motion to close the public hearing. Motion was seconded by Commissioner Poole. Motion passed unanimously.

DISCUSSION:

Commissioner Poole said the design and constraints they are working with look like they are well thought out. His only concern is the color/aesthetics of the storage building – he wants the neighbors to be happy. He hopes that they won’t be hearing about parking issues in the future. Commissioner Natalie Smith asked if there was an estimated completion date – Ms. Dance did not know, however, the storage facility being used as a temporary office space is only allowed for 12 months.

Commissioner Patrick Smith made a motion to approve File Z0239-19-E. Motion was seconded by Commissioner Natalie Smith. (Commissioner Langston pointed out an error – in the summary the File says Z0239-19-D – Ms. Dance will correct that, as well as one in the decision that says “plat” instead of “plan”) Ms. Bannick took a roll call vote: Commissioner Langston – yes. Commissioner Natalie Smith – yes. Commissioner Poole – yes. Commissioners Patrick Smith – yes. Chair Rowlette – yes. Motion passed unanimously.

Chair Rowlette informed the applicant about the time limits/renewing process.

4. Continued Discussion of Possible Changes to Extension Compliance (time limits) in the Gladstone Municipal Code:

Ms. Bannick said that based on the last meeting on May 21st, she did a brief review of codes from the cities of Oregon City, West Linn, and Milwaukie and added excerpts from those (in red/yellow).

She added the language that the extension must be submitted 90 days prior to expiration, as they discussed at the last meeting. Commissioner Poole feels that it makes more sense to extend the timeline to two years. Chair Poole clarified that they would like the time limit to be two years (instead of one) and that it may be renewed by the City Administrator or designee (if there are no changes) to make it easier to get things done. Mr. Doughman asked if the Commission wanted to take a similar approach with all of the changes made in red, or just in design review. The Commission felt it should be across the board to make everything consistent. There was discussion regarding issues with extensions not being processed before they expired. Ms. Betz is aware of the proposed changes. There was discussion regarding extensions when there are changes being made – it was agreed that those would have to come before the Planning Commission for approval. Mr. Doughman and Ms. Dance will work on the draft for City Council. There was further discussion regarding various scenarios. Ms. Dance said if they are going to change the time limit to two years throughout, there is one section, “Final Plat”, where the two year timeline is a bit different so changing it to two years might not make sense – she recommends keeping that at one year. The Commissioners agreed.

DISCUSSION – COMPREHENSIVE PLAN:

Councilor Mersereau said he has concerns regarding the Comprehensive Plan. The City seems to take a “kick the can down the road” approach. He feels that a comprehensive plan is the basis of everything: How do you want to run the city? How do the citizens want us to run the city? He said the last estimate he heard was that it will take two years and \$200,000 to get it done. What will we gain and do we even want to do this? His belief is that we still want to do it, that it is an important thing, but he hates to go through and rebuild the City and come up with a comprehensive plan after the fact. The most recent comprehensive plan is from 1979, with updates made in 1987. The “goals, objectives, policies and implementation” was last updated in October of 2006.

Commissioner Patrick Smith said that House Bill 2001 is supposedly going to redo zoning for cities over 10,000 people – it looks like it is going to pass through the legislature. That could have a huge effect on a comprehensive plan away from the industrial parts. He asked what the first step would be. Commissioner Natalie Smith feels it is imperative to have a current comprehensive plan. Commissioner Poole said we have to have a comprehensive plan. He said there are some things that could be done without the whole plan being done.

The Planning Commission agreed that they need to do something and that this will be a huge undertaking. Mr. Doughman said the first thing they need to do is decide as a community how much they want to get in there and tinker with it. He said they could have the City Council appoint a small committee that might include a paid person/land use consultant/facilitator to go through it within a timeframe and come back with a recommendation such as start over, look at specific sections, etc.

Commissioner Poole said part of what they would be doing is cautiously inviting development and helping steer it in the right way. He said we have an expectation for population growth – we need to act. He suggested having another joint meeting in the future. Councilor Mersereau said he is hoping to have a joint work session in July to discuss this issue.

Mr. Doughman said that House Bill 2001 basically says if you’re over 10,000 people you can’t prohibit certain types of housing in certain zones. If it passes no city will have a say in regard to affordable housing.

BUSINESS FROM THE COMMISSION:

Chair Rowlette:

Update on Civic Center Tri-Met bus stop request: Tri-Met’s response was that they would have to change their whole bus route and have to put in sidewalks on Glen Echo, etc. He said they could go down Portland Avenue and turn around in the High School’s parking lot, have the bus stop in that area, and then go straight down Portland Avenue and back onto Abernethy. Ms. Bannick said a representative from Tri-Met will be attending the July 16th Planning Commission meeting.

Commissioner Poole:

He wanted to remind everyone that they will be closing the pedestrian bridge soon.

Ms. Bannick said she has been in contact with the League of Oregon Cities regarding land use training – it looks like they are going to be sponsoring some training during the day on Tuesday, August 20th from 9:00 a.m. – 4:00 p.m. at the Gladstone Senior Center. She will follow up with the Planning Commission when she has more information.

ADJOURN:

Meeting adjourned at approximately 8:19 P.M.

Minutes approved by the Planning Commission this _____ day of _____, 2019.

Randy Rowlette, Chair



REGULAR AGENDA



City of Gladstone Monthly Report | JUNE 2019

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/Planning Actions	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	YEAR TOTALS
Customer Service Counter Contacts	8	4	5	10	6	17	58
Customer phone contacts	48	42	35	45	52	73	295
Building Permits Issued	0	1	1	1	0	4	7
Pre-application conferences	3	1	0	1	0	0	5
Administrative Decisions	0	0	1	3	4	2	10

PLANNING COMMISSION ACTIONS/DECISIONS

- APPROVAL OF Z0239-19-E; CHILDREN'S COURSE CLUBHOUSE EXPANSION

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- NONE

PRE-APPLICATION CONFERENCES

- NONE

ADMINISTRATIVE PERMITS

- Z0268-19; Sign permit
- Z0129-19; Sign permit

BUILDING PERMITS

JUNE

Date	Address	Building Permit #	Description
6/25/19	18505 Portland Ave	B0146419	City Civic Center
6/17/19	415 Portland Ave	B0306819	Tenant Improvements

5/16/19	735 E Clarendon	B0468118	Clarendon Business Development
6/18/19	19400 Mcloughlin	B0305119	Sign Replacement

FUTURE ITEMS/PROPERTY UPDATES

Location	Topic	Contact
18085 se Webster Ridge Rd.	Proposed project evolving- current proposal includes amenities for existing apartment complex only. Will still require Comp Plan/Zone change; (Design Review and Conditional Use Permit to follow at a subsequent hearing	Cascadia Planning



City of Gladstone Monthly Report | JULY 2019

PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/Planning Actions	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	YEAR TOTALS
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Pre-application conferences	3	1	0	1	0	0	0	5
Administrative Decisions	0	0	1	3	4	2	0	10

PLANNING COMMISSION ACTIONS/DECISIONS

- NONE

CITY COUNCIL LAND USE ACTIONS/DECISIONS

- NONE

PRE-APPLICATION CONFERENCES

- NONE

ADMINISTRATIVE PERMITS

- NONE

BUILDING PERMITS

JULY

Date	Address	Building Permit #	Description
7/11/19	285 Ipswich	B0356019	Convert detached garage to workshop

7/11/19	16711 SE Valley View Rd	B0353519	Cellular Tower Upgrades
7/11/19	16711 SE Valley View Rd	B0353419	Cellular Tower Upgrades

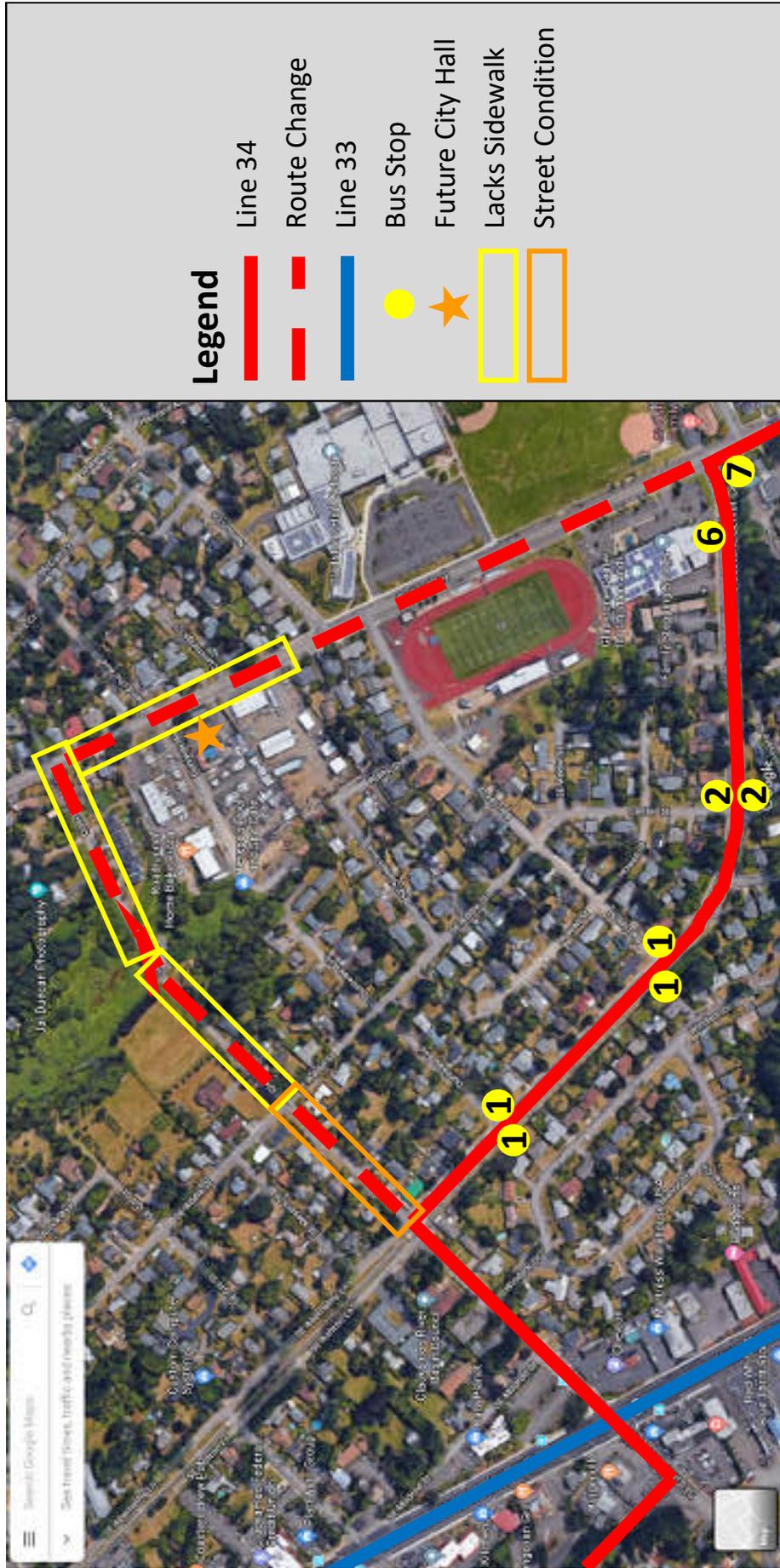
FUTURE ITEMS/PROPERTY UPDATES

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REGULAR AGENDA

Line 34-Linwood/River Rd. Route Change Proposal



Line 34-Linwood/River Rd. Route Change Proposal

Existing Condition

SE Abernethy

- 21 weekday ons/offers
- 4 monthly lift deployments

SE Portland/Dartmouth (City Hall)

- 48 weekday ons/offers at City Hall
- 34 monthly lift deployments at City

3 - 2

Pros

- Higher ridership to City Hall than on SE Abernethy
- Few impacted customers – most existing riders can use new route
- More lift deployments

Cons

- Lacking sidewalk on Glen Echo and Portland – not ADA accessible
- Less development on Glen Echo
- Poor pavement condition on Glen Echo between Abernethy & Addie



REGULAR AGENDA



Agenda Item No. 4

Filed: 7/9/19
PC Meeting Date: 8/20/19

STAFF REPORT: DESIGN REVIEW

Application No.: Design Review Z0311-19-D

Applicant: Todd Iselin, Iselin Architects

Project Location: 540 Portland Ave, Gladstone, OR 97027
Tax Lot 22E20CB06300

Project Description: Design Review for conversion of an existing 1,699 sq. ft. residential structure to a mixed use building with one (1) apartment unit, two (2) office spaces, and one (1) leasable commercial space. No additions to the existing structure are proposed, only internal and external remodeling and site improvements, including landscaping.

SUMMARY OF STAFF RECCOMENDATION

The Planning Staff is recommending APPROVAL of the Design Review application Z0311-19-D and recommends adoption of the following findings and following conditions in support of approval: (1) Signage, (2) Community Commercial Zoning Uses, (3) Site Landscaping, (4) Public Works Approval, (5) ADA Access, (6) Trash, (7) Sanitary and Sewer, (8) Fire Department Approval, (9) Design Review Plans, (10) Endangered Species Act.

The subject .11 acre property is zoned Community Commercial (C2) and contains a 1,699 sq. ft. building that was, at certain times, historically used for commercial business operations, starting in the 1980's. According to the applicant, the subject property was used as a dentist's office until the 1990's when it was converted into a duplex. Since that point the subject structure has continuously been used for residential purposes. The proposed project would convert the existing duplex into a mixed use commercial and residential building with one (1) apartment unit, two (2) office spaces, and one (1) leasable commercial space. The applicant has explained that the owner is not yet sure what commercial/office tenants will occupy the available spaces within the converted building.

The subject site is located on the west side of Portland Avenue, across the street from the current City hall location at 525 Portland Ave. The subject stretch of Portland Ave is the City's commercial downtown core and is part of a long range planning effort intended to improve and re-invigorate businesses and public use on Portland ave. The proposed project would be in

keeping with the intent of the City's Downtown revitalization plan and would improve the aesthetics and functionality of the existing building.

The legal standard of review for the proposed project consists of applicable sections of the City of Gladstone's Municipal Code Title 17. The proposed mixed use building would be consistent with the outright permitted uses of the C2 zoning district and would be compatible with the uses in the surrounding area. As proposed and conditioned, Planning Staff finds this Design Review application consistent with all applicable standards from Title 17 of the Gladstone Municipal Code (GMC).

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EXHIBITS

- Exhibit 1. Location Map
Exhibit 2. Street View

APPENDIX: SUBSTANSIVE FILE DOCUMENTS

A. Application Materials

I. REQUEST FOR COMMENTS

Sent to: Property Owners within 250 ft., City of Gladstone, Public Works, Gladstone Fire, Gladstone PD, Engineering

Responses Received: None (Note: comments were provided by City staff in the pre-application meeting forum)

II. STANDARD CONDITIONS

1. **Expiration.** The design review and variance land use approval shall remain valid for one year following the date of approval. If use has not commenced by that date, this approval shall expire unless the Planning Commission pursuant to Section 17.80.100 of the GMC grants an extension prior to expiration of approval.
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. **Building Permits.** The applicant shall obtain required building permits from Clackamas County. The applicant shall comply with requirements of the permits.

III. SPECIAL CONDITIONS

1. **Signage.** All signs shall meet the provisions of Subsection 17.52 of the GMC and 17.18.070(2)(b)
2. **Community Commercial Zoning Uses.** The uses allowed in the proposed commercial and office spaces of the mixed use building will be limited to the uses allowed outright by Gladstone Municipal Code Section 17.18.020, unless a Conditional Use is approved authorizing any of the uses listed in Section 17.18.040.
3. **Site Landscaping.** PRIOR TO THE ISSUANCE OF ANY BUILDING PERMITS, the applicant shall submit a final landscape plan in substantial conformance with the submitted landscaping plan dated 6/25/19 prepared by Islelin Architects, for the review and written approval of the City. Said plan shall include the following:
 - c. A written commitment by the applicant that all required plantings included in the final landscaping plan shall be maintained in good growing condition, and whenever necessary, shall be replaced with new plant materials to ensure continued compliance with applicable landscape screening requirements.
4. **Public Works Approval.** PRIOR TO ISSUANCE OF ANY BUILDING PERMITS, Applicant shall receive approval in writing from the Gladstone Public Works Department indicating all requirements from that agency have been satisfied.
5. **ADA Access.** This approval is subject to the development complying with the provisions of the Americans with Disabilities Act (ADA), including provisions for curb ramps.

6. **Trash.** PRIOR TO ISSUANCE OF ANY BUILDING PERMITS, the applicant shall submit a letter to the city from the franchise hauler indicating approval of a plan for trash/recycling storage and collection. Alternatively, the applicant may submit calculations demonstrating compliance with the minimum standards method described in GMC Subsection 17.44.020(8). Trash/recycling enclosure to be fully enclosed and compatible with design of main building.
7. **Sanitary and Sewer.** The proposed development shall meet all sanitary and storm sewer requirements pursuant to WES and Chapter 17.56 of the GMC.
8. **Fire Department Approval.** PRIOR TO ISSUANCE OF ANY BUILDING PERMITS, Applicant shall receive approval in writing from the Gladstone Fire department indicating all requirements from that agency have been satisfied.
9. **Design Review Plans.** Any changes in the approved design review plans shall be submitted and approved prior to execution. Any departure from the approved design review may cause revocation of building permits or denial of the final certificate of occupancy.
10. **Endangered Species Act.** The approval of the application granted by this decision concerns only the applicable criteria for this decision. The decision does not include any conclusions by the county concerning whether the activities allowed will or will not come in conflict with the provisions of the federal Endangered Species Act (ESA). This decision should not be construed to or represented to authorize any activity that will conflict with or violate the ESA. It is the applicant, in coordination if necessary with the federal agencies responsibility for the administration and enforcement of the ESA, who must ensure that the approved activities are designed, constructed, operated and maintained in a manner that complies with the ESA.

IV. FINDINGS AND DECLARATIONS

The Planning Commission hereby finds and declares:

A. PROJECT LOCATION AND PROPOSED DEVELOPMENT

The subject .11 acre property, is zoned Community Commercial and has historically been developed and used for commercial business operations, starting in the 1980's. The subject site is located on the west side of Portland Avenue, directly adjacent to the Flying Gasoline Service station. The proposed Design Review application is for the conversion of the existing duplex to a mixed use building with commercial and office space. The front façade (north side) of the building will be improved with window and door upgrades. The proposed commercial space is being developed on a speculative basis, so actual hours of operation and number of employees may vary. It is anticipated that there will be fewer than 4 employees and 4-10 customers maximum at any time. No structural footprint additions are proposed, however, the exterior façade of the building and general site would be improved. Proposed on-site improvements include replacement and upgrade of 1,939 sq. ft. of landscaped area and installation of a new trash enclosure area.

The subject property is located within the Downtown Revitalization Plan area, however, since Ordinance 1486, which adopted goals from the Plan to the City's Comprehensive Plan, did not include

any implementing policies or changes to the City’s Zoning Title, there are no legal review standards from the subject plan that could be applied to the proposed project. Additionally, Ordinance 1486 only adopted the Downtown Revitalization Plan as a guidance document, as such it is not considered a legal standard of review for purposes of Design Review.

B. DESIGN REVIEW CONSISTENCY FINDINGS

Design Review

Chapter 17.80 of the GMC establishes the requirements for design review.

Pursuant to Subsection 17.80.021(1)(j), the proposed change of use is subject to design review since discretionary actions are required to determine that no additional parking is necessitated by the change from residential to mixed use.

Section 17.80.061 lists submittal requirements for Design Review. The subject application was deemed complete on July 19, 2019. As such, the application, as submitted, satisfies these requirements. *Section 17.80.100(1)* provides for approved design review to remain valid for one year. If construction has not begun by that time, the approval may be renewed once by the Planning Commission for not more than one year.

The C2 Zoning District

Chapter 17.18 of the GMC establishes basic requirements for the Community Commercial District.

17.18.020 Uses allowed outright.

(10) Mixed use development.

17.06.338 Mixed use development.

“Mixed use development” means development or buildings where land uses are mixed together. This can include residential and commercial, or office and retail. Uses may be mixed in one building “vertically” where there is one use on the ground floor and a different use above in one building, or “horizontally” where a variety of uses are next to each other in one building.

17.18.86 Dimensional Standards

(1) Setbacks. There shall be no minimum setback requirements, except a maximum setback of five feet (5’) shall be maintained along Portland Avenue frontages.

17.18.050 Limitations on Use

(5) The following limitations apply to developments along Portland Avenue:

(a) All development shall provide ground floor windows along Portland Avenue. Required window areas must be either windows that allow views into working areas or lobbies, pedestrian entrances or display windows. Required windows may have a sill no more than 4 feet above grade. Where interior floor levels prohibit such placement, the sill may be raised to allow it to be no more than 2 feet above the finished floor level, up to a maximum sill height of 6 feet above grade.

(b) All buildings shall have their primary entrances face Portland Avenue. Primary entrance is defined as the principal entry through which people enter the building. A building may have more than one primary entry, as defined in the Uniform Building Code.

17.18.070 Off-street parking standards.

(2) 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.

Section 17.24.020 identifies uses permitted outright in the District, and includes Mixed Use development. The proposed building, as remodeled and upgraded, will meet the Code’s definition of Mixed Use Development in Section 17.06.338 included above. This criterion is met. In order to ensure that the future office and commercial uses remain in the scope of the allowable uses of the C2 district, **Special Condition No. 2** is recommended to limit future building occupants to only those uses allowed outright in the C2 zoning district.

The proposed buildings are consistent with the required dimensional standards for the C2 Zoning district. The C2 zoning district implements a max height of 35 ft. and the existing building is 19 ft. 6 inches tall. Additionally, the C2 zoning district allows for a zero front, side yard and rear yard setbacks, except when a property fronts Portland ave, in which case the building cannot be setback more than 5 ft. The existing building appears to be constructed right on the property line, abutting the public sidewalk. As such, the existing building meets all dimensional standards of the C2 district.

The proposed project will provide ground floor windows along Portland Ave frontage that allow views into pedestrian entrances and commercial/office spaces. The subject windows will not be more than 4 ft. above grade. Additionally, the primary building entrance will face Portland Ave to encourage and accommodate pedestrian traffic and downtown walkability. As such, the limitations of Section 17.18.050 are met.

The C2 zoning district also includes specific off street parking standards for development along Portland Ave. Specifically, when an existing residence along Portland Ave is converted to commercial or mixed use development, additional off street parking spaces 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

The applicant has confirmed with the County building department and submitted evidence in writing that the proposed mixed use building conversion will not exceed a “B” occupancy rating so that standard is met. No specific signs are proposed currently since the new business and office uses remain unknown, however, **Special Condition No. 1** is proposed to ensure that any future signs on site meet the requirements of standard (b) above.

In order to find that the proposed project was consistent with standard (c) regarding traffic generation, City staff required a trip generation analysis based on the maximum allowable uses of the types of commercial businesses allowed outright in the C2 zoning district. The results of the traffic generation analysis submitted by the applicant indicated relatively low volumes of traffic and fell far below the Municipal Code’s threshold of 25 p.m. peak hour trips or more on the local transportation system, which would require a full Traffic Impact Analysis per Code Section 17.50.050(2)(a). Furthermore, on-street parking in typically available along Portland Ave and Dartmouth that can easily absorb and accommodate the anticipated amount of traffic. As such, no traffic impacts are anticipated from the proposed project and, based on the submitted trip generation analysis, Planning staff have determined that the proposed project meets the criteria of (c) above.

The last standard required in order to waive parking requirements for the proposed conversion to mixed use, is that the structure and landscaping retain a residential appearance. As proposed, minimal changes would occur to the structure’s appearance and aesthetic. Specifically, the basic elements of the building frontage will be updated, however, the brick facade will remain and the roof line and other building features will be unaltered. Additionally, the proposed landscaping will be in keeping with a residential appearance of the property and will be an overall aesthetic improvement to the site. As such, Planning staff finds that the proposed development meets criteria (a) through (d) above and that no additional parking is required by the change of use.

Building Siting and Design

Section 17.44.020(1) requires buildings to maximize solar access where practical

Section 17.44.020(2) requires buildings to have energy efficient designs.

Section 17.44.020(3) of the GMC addresses compatibility in building design. This subsection encourages the arrangement of structures and use areas to be compatible with adjacent developments and surrounding land uses.

Section 17.44.020(4) of the GMC deals with building materials. That Section requires buildings be constructed using high-image exterior materials and finishes such as masonry, architecturally treated tilt-up concrete, glass, wood or stucco. Screening of roof-mounted equipment is also discussed in this section. Metal siding is only permitted to be used for buildings, or the portions of buildings, that are not visible from a road or adjacent property.

Section 17.44.020(5) of the GMC establishes lighting standards. 17.44.020(6) establishes illumination level standards. It requires all on-site lighting to be designed, located, shielded ore deflected so as not to shine into off-site structures or impair the vision of the driver of any vehicle.

Section 17.44.020(7) regarding equipment and facilities establishes that 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

Section 17.44.020(8) requires new construction subject to Design Review to 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.

Chapter 17.52 of the GMC establishes sign requirements.

Chapter 17.54 of the GMC establishes clear vision requirements.

The proposed building conversion would be compatible with the surrounding commercial uses along Portland Ave. The project does not involve construction of a new building and will retain the existing building footprint and height. The proposed façade upgrades meet the criteria of the City's Section 17.44 building and siting design standards.

Additionally, the building concentrates window areas on the south side (within twenty degrees of true south) where there is good southern exposure and will maintain the existing street trees near the entrance to prevent excessive summer heat gains, catch and direct summer breezes for natural cooling and minimize effects of winter winds. Furthermore, the building will be required to meet the energy codes of the Oregon Structural Specialty Code, which will be evaluated through the building permit process. As such, the proposed project meets the criteria of Section 17.44.020(2).

All proposed mechanical equipment is proposed to be screened from view and trash and refuse storage areas would be appropriately enclosed. The proposed project is not anticipated to result in any increase in ambient noise beyond what currently exists in the surrounding area. As such, the proposed project meets all of the criteria of Section 17.44.020(3).

The applicant's submitted plan set for the proposed project indicate that all building materials would meet the requirements of Section 17.44.020(4). The proposed exterior materials would consist of brick and stucco. As such, the proposed project meets all of the criteria of Section 17.44.020(4).

Regarding lighting, the applicant proposes 6 flush surface mounted LED downlight lights, primarily along the Portland Ave. frontage, as well as two bronze outdoor wall mounted LED lights on the side and rear of the building. Section 17.44.020(6) of the GMC establishes illumination level standards and

requires that 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. The proposed lighting plan indicates that all proposed lights will be shielded and downcast and avoid excessive off-site light spill. As such, the lighting standards of Section 17.44 are met.

Section 17.44.020(7) regarding equipment and facilities establishes that all utility lines shall be placed underground. No new utility boxes or facilities are proposed and the new HVAC unit would be located on the side of the building and screened from view along Portland Ave. As such, the standards of Section 17.44.020(7) are met.

Section 17.44.020(8) regarding trash disposal and recycling collection requires new construction to 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. The proposed plan proposes to construct new trash/recycling facilities, consistent with GMC requirements. The proposed new trash enclosure would be 432 sq. ft. and would meet the total required area of 96 sq. ft., dictated by Section 17.44.020(8)(b). Since the applicant has not identified the trash franchise hauler in their application, Planning staff is recommending **Special Condition No. 6** to require submittal of a letter to the city from the franchise hauler indicating approval of a plan for trash/recycling storage and collection.

Therefore, as proposed, the subject project meets all applicable criteria from the building and siting design standards of Chapter 17.44.

Landscaping

Chapter 17.46 of the GMC identifies landscaping standards and states that these standards are applicable to all developments subject to design review.

Subsection 17.46.020(3) requires that provisions for irrigating planting areas be made where needed.

Subsection 17.46.020(4) requires landscaping to be continuously maintained.

Subsection 17.46.020(1) requires a minimum of fifteen percent of the lot area be landscaped.

The proposed landscaping will result in approximately 39% coverage of the 5,000 sq. ft. lot, greatly exceeding the 15% landscape coverage requirement of Section 17.46.020(1). Additionally, the proposed landscaping plan incorporates new lawn areas and perimeter perineal plantings. **However, the proposed landscaping plan does not include a commitment for continuous landscape maintenance so Special Condition of Approval No. 3 is recommended to ensure compliance with Subsection 17.46.020(4).**

As such, as proposed and conditioned, the project is consistent with applicable sections of Section 17.46 of the City's Municipal Code.

Vehicular and Pedestrian Circulation

Chapter 17.50 of the GMC establishes the requirements for vehicular and pedestrian circulation.

Subsection 17.50.020(1) requires that provisions be made for the least amount of impervious surface necessary to adequately service the type and intensity of proposed land uses within developments as well as providing adequate access for service vehicles.

Subsection 17.50.020(3) requires curbs, associated drainage and sidewalks within the right-of-way or easement for public roads and streets.

Subsection 17.50.020(5) requires provisions to be made for the special needs of the handicapped.

Subsection 17.50.020(6) pertains to pedestrian access.

Subsection 17.50.020(7) deals with new development requiring full site design review that, when completed, generate an average daily traffic count of 1000 trips or greater. In such case, a transit stop shall be provided.

Section 17.50.040, Streets and Roads Generally:

The proposed project is located with frontage along Portland Ave, a minor arterial road as identified on the City's Comprehensive Plan Map No. 5, Streets Map. Due to the low number of projected vehicle trips generated by the proposed project (4), a traffic impact analysis was not required. Two existing parking spaces on site are located along a gravel access drive, however, these will not be provided for use by the commercial or office tenants. As such, there is not an on-site parking lot area or parking spaces that would be proposed as part of the project and subject to Chapter 17.50.

The proposed project has limited the amount of impervious surfaces, where feasible, and has also included an on-site landscaping to reduce runoff. **Special Condition No. 4** will require the project to receive City Engineering and Public Works approval prior to issuance of any building permits to ensure that any additional City public works, engineering, and stormwater requirements are met. Existing sidewalks along Portland ave. already provide adequate pedestrian circulation and access to the building and ADA upgrades will be made to the building, as required by County Building Codes. As such, as proposed and conditioned, the project is consistent with applicable sections of Section 17.50 of the City's Municipal Code.

EXHIBITS

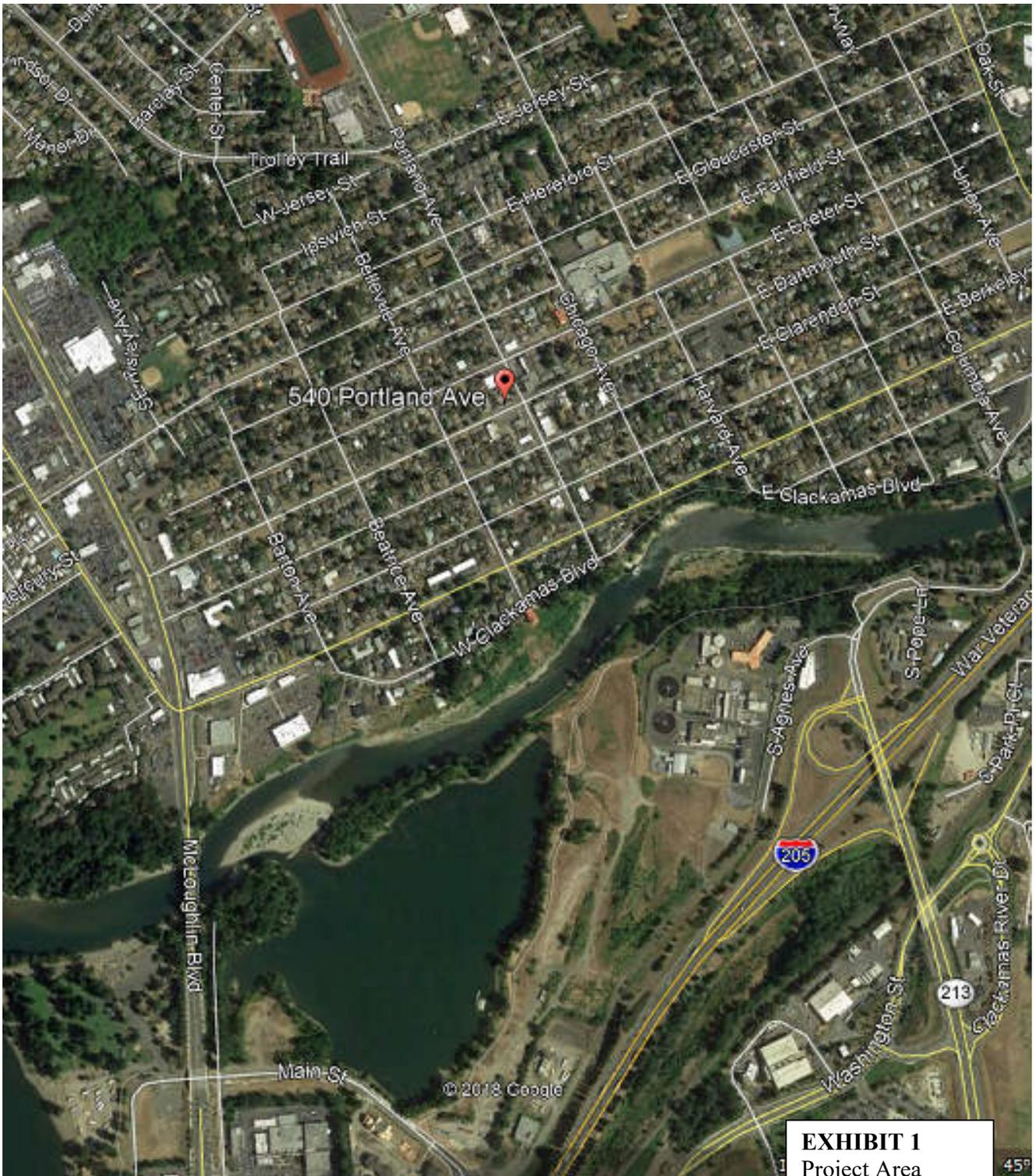




EXHIBIT 2
Street View
Z0311-19-DR



Building Codes Division
 Development Services Building
 150 Beaver Creek Road
 Oregon City, OR 97045
bldservice@clackamas.us | 503-742-4240

BUILDING CODES DIVISION REVISION TRANSMITTAL

Please complete this form when submitting information for plan review responses and other project revisions. This form, and the information it provides, helps the review process and allows us to track all the revisions related to your project.

TO: MELISSA AHPENS
 FROM: TODD ISELIN
 COMPANY: ISELIN ARCHITECTS
 PHONE: 503-656-1942
 E-MAIL: TODD@ISELINARCH.COM
 PERMIT #: Z0311-19-D
 SITE ADDRESS: 540 PORTLAND AVE
 PROJECT: _____
(Project name or subdivision name and lot number)

DATE RECEIVED:

 By: JK

ATTACHED ARE THE FOLLOWING ITEMS:

Copies:	Description:	Copies:	Description:
_____	Additional set(s) of plans.	<u>3</u>	Revisions: <u>REVISED SITE PLANS</u>
_____	Cross section(s) and details.	_____	Wall bracing and/or lateral analysis
_____	Floor/roof framing.	_____	Basement and retaining walls.
_____	Beam calculations.	_____	Engineer's calculations.
<u>X</u>	Other (explain): <u>LIGHTING CUT SHEETS, TRAFFIC MEMO, GNC 17.18.0 TO MEMO</u>		

Briefly describe the revisions or additional information being submitted:
SITE PLAN REVISED TO SHOW LIGHTING AND GARBAGE



Gladstone planning services are provided by Clackamas County. Submit all land use applications and correspondence to: Clackamas County Planning Division, 150 Beaver Creek Road, Oregon City, OR 97045
Phone: 503-742-4519 Fax: 503-742-4550 E-Mail: mahrens@clackamas.us

NOTICE OF INCOMPLETE APPLICATION

ORIGINAL DATE SUBMITTED: July 9th, 2019
FILE NUMBER: Z0311-19-D
PROPERTY ADDRESS: 540 Portland Ave, Gladstone OR
APPLICATION TYPE: Design Review
STAFF CONTACT: Melissa Ahrens; mahrens@clackamas.co ; 503 742-4519
DATE OF THIS NOTICE: July 18, 2019
180 DAYS AFTER DATE SUBMITTED: January 5th, 2020
Date of **CERTIFIED MAILING:** July 18, 2019

MAILED TO : Todd Iselin, Iselin Architecture, 1307 7th St, Oregon City, OR 97045; Darrell MacKay, PO Box 816, Gladstone, OR 97027

MISSING INFORMATION REQUIRED FOR A COMPLETE APPLICATION:

1. Please provide a trip generation assessment prepared by a licensed engineer that documents the estimated vehicle trips generated by the proposed mixed use building. Since the submitted application does not specify what exact business will be occupying the commercial spaces of the building, please use the most intensive commercial use allowed on site per the C2 zoning (Ref. Code Section 17.18.020 Uses allowed outright.)

Section 17.80.061(2) of Gladstone's Municipal Code (Submittal Requirements) requires "a transportation impact analysis if deemed necessary by the City Administrator or designee to assess the impacts of the proposed development." City staff relies on Section 17.50.050 for determining Traffic Impact Analysis (TIA) applicability, which stipulates that a TIA is required if a project exceeds a specific trip generation amount. As such, if your trip generation assessment exceeds the threshold in the specified Code section, please be aware that you will be required to submit a TIA.

2. Please identify on the site plan and provide details for any proposed site lighting (include type);
3. Please identify on the site plan and detail service areas for trash disposal, recycling, and loading/delivery areas;

4. Per the submittal requirements in Section 17.90.060(2)(e) of the Code, please provide a consistency analysis with the criteria in Section 17.18.070(2)(a-d) that allow for waiving the off-street parking requirements of the Code.

IMPORTANT

Your application will be deemed complete, if, within 180 days of the date the application was first submitted, the Planning Division receives one of the following:

1. **All of the missing information; or**
2. **Some of the missing information and written notice from you (the applicant) that no other information will be provided; or**
3. **Written notice from you (the applicant) that none of the missing information will be provided.**

If any one of these options is chosen within 180 days of the date of the initial submittal, approval or denial of your application will be subject to the relevant criteria in effect on the date the application was first submitted.

NOTICE

Your application will be considered Void if, on the 181st day after the date the application was first submitted, you have been mailed this notice and have not provided the information requested in Options 1 – 3 above. In this case, no further action will be taken on your application.

Applicant or authorized representative, please check one of the following and return this notice to: Clackamas County Planning Division; 150 Beaver Creek Road, Oregon City, Oregon, 97045

- I am submitting the required information (attached); or.
- I am submitting some of the information requested (attached) and no other information will be submitted; or
- I will not be submitting the requested information. Please accept the application as submitted for review and decision.


Signed _____

7/19/19
Date _____

Todd L. ISELIN
Print Name _____

DESCRIPTION

The HLB6 is a 6-inch ultra-thin LED lens downlight with remote driver / junction box suitable for new construction and remodel applications. Field selectable color temperature and high color rendering provide excellent color performance. Simplified installation in drywall or suspended ceilings eliminates recessed cans saving time and money. Installs from below the ceiling in as little as 2" plenum height, can be used in direct contact with insulation and is airtight. Use for general area lighting in low to medium height ceilings where energy savings, long life and economy are required.

Catalog #		Type	
Project		Date	
Comments			
Prepared by			

SPECIFICATION FEATURES

HOUSING

- Die cast aluminum mounting frame with integral flange provides passive thermal cooling achieving L70 at 50,000 hours in IC and non-IC applications
- High impact diffuse lens provides shielding to the light guide minimizing pixilation.

GASKET

- Closed cell gasket achieves restrictive airflow and wet location listing without additional gaskets or caulking

OPTICS

- Precision acrylic light guide organizes source flux into wide distribution with 1.32 spacing criteria, useful for general area illumination

LED ARRAY

- Plurality of mid power LED's provides a uniform source with high efficiency and long life
- Available in 90 CRI minimum, R9 greater than 50 and color accuracy within 4 SDCM providing color uniformity
- Field selectable color temperature, select 2700, 3000, 3500, 4000 or 5000 K CCT
- Meets ENERGY STAR® color angular uniformity requirements, deviation is less than 0.006 u' v'

REMOTE DRIVER / JUNCTION BOX

- Aluminum driver / junction box with captive hinged junction box cover
- Listed for (6) #12 AWG 90° C splice conductors, 2-in, 2-out plus (2) ground
- (2) ½" conduit pry-outs
- (2) Slide-N-Side™ non-metallic (NM) wire traps allowing wiring outside the box

- Accepts 14-2, 14-3, 12-2, 12-3 U.S. and 14-2, 14-3, 12-2 Canadian NM cable
- (3) 4-port push wire nuts with clear caps for quick and reliable mains voltage connections
- Integral keyhole mounting slots facilitate direct mounting to building structure or new construction mounting frame

DRIVER

- 120V 60 Hz constant current driver provides noise free operation
- Continuous, flicker-free dimming from 100% to 5% with select leading or trailing edge 120V phase cut dimmers
- Plenum rated inline electrical quick connect provides low voltage connection to fixture fitting

INSTALLATION

- Can be installed in 1/2" to 1-1/4" thick ceilings
- Cutout utilizes standard round hole saw sizes, cutout template provided
- Heat treated springs hold fixture fitting securely in the ceiling eliminating light leaks
- Housing is less than ½" thick and can span a 2" nominal framing member
- Can be removed from below the ceiling for service or replacement

OPTIONAL MOUNTING FRAME

- Pre-galvanized steel mounting frame locates fixture fittings during electrical rough in and provides cutout guidance for drywall contractor
- Provides tool-less attachment of remote driver / junction box

COMPLIANCE

- cULus certified type IC suitable for direct contact with air permeable insulation
- Not recommended for use in direct contact with spray foam insulation, reference NEMA LSD57-2013
- Wet location listed
- Airtight per ASTM-E283-04
- Suitable for use in clothes closets when installed in accordance with the NEC 410.16 spacing requirements
- EMI/RFI emissions per FCC 47CFR Part 15 consumer limits
- Contains no mercury or lead and RoHS compliant
- Photometric testing in accordance with IES LM-79-08
- Lumen maintenance projections in accordance with IES LM-80-08 and TM-21-11
- Can be used for State of California Title 24 high efficacy LED compliance under JA8, reference Modernized Appliance Efficiency Database System (MAEDBS) for 2016 JA8 High Efficacy Lighting
- ENERGY STAR® certified, reference "Certified Light Fixtures" database

WARRANTY

- Five year limited warranty, consult website for details. www.eaton.com/lighting/legal



HLB6

6-Inch Ultra-thin LED Lens Downlight with Remote Driver / Junction Box

Up to 1100 Lumens Field Selectable CCT



2700K • 3000K • 3500K
4000K • 5000K

ENERGY DATA	
Lumens	900 Series
Input Voltage	120V
Input Current	132 (mA)
Input Power	16.0 (W)
Efficiency	66 (LPW)
Inrush (A)	2.1 A @ 14mS
THD	≤ 20%
PF	≥ 0.90
T Ambient	-30° - +40°C
Sound Rating	≤ 20dba



Refer to ENERGY STAR® Certified Products List. Can be used to comply with California Title 24 High Efficacy requirements. Certified to California Appliance Efficiency Database under JA8.



141 8917 248744

FIXTURE TYPE 'B'

[Outdoor Lighting](#) / [Outdoor Security Lighting](#) / [Wall Packs](#)

Model # DAWN12-PC-3K-BZ Store SKU #1003939873



[Save to Favorites](#) [Print](#)

Electric
Outdoor Integrated LED Wall Pack Light with 1000 Lumens and Dusk-to-Dawn Photocell

[Write a Review](#) [Questions & Answers \(4\)](#)

Outdoor Wall Pack featuring Wall-mount installation
White light color emits good security lighting
Produces 1000 lumens with 100-watt equivalence

\$100* on your qualifying purchase.
[Home Depot Consumer Card](#)

PROTECT THIS.
Home Depot Protection Plan for \$6.00

1 +

Available at a Nearby Store Today

Check out your **Oregon City** store

Page 1 of 1

MEMO

Date: July 19, 2019

Project: Conversion of existing duplex into mixed use building with single dwelling unit and office/ small retail (B occupancy) use at 540 Portland Ave, Gladstone, OR (z0311-19-D)

To: Melissa Ahrens, Clackamas County Planner
mahrens@clackamas.co

Re: Consistency Analysis for Section 17.18.070 (2) a-d Off street parking

Melissa,

No additional off street parking is required for the proposed redevelopment based on the following analysis.

Gladstone Municipal Code section 17.18.070 (2) allows for existing residences in the C-2 Zone along Portland Ave to be converted to commercial or mixed use with no additional parking 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 and shall be identified in GMC Section 17.18.020;
The proposed redevelopment includes 2 small office spaces (B occupancy) and a 616 s.f. space fronting Portland Ave that the Owner would ideally like to be able to lease to a small retail or wholesale store. This is technically an M (mercantile) occupancy rather than a B occupancy, but these occupancies are almost identical as far as building code requirements under the Oregon Structural Specialty Code (OSSC). An A (Assembly) occupancy with less than 50 persons or under 750 square feet in area is allowed to be considered a B Occupancy per OSSC 303.1.2. The applicant is therefore requesting approval for the proposed land use with either an B or M occupancy for the proposed 616 s.f. space for the purpose of compliance with Section 17.18.070(2) of the GMC. The applicant is willing to limit the proposed use of the speculative lease space to a B occupancy for purposes of compliance if required by the City, but it will limit the potential users of the space and have no noticeable impact on traffic counts or number of occupants for the space either way. Any prospective tenant for the space will be required to be a use allowed under GMC Section 17.18.020.
- b. Signs shall be on building and indirectly illuminated;
No signage is proposed as part of this application since tenants have not yet been identified. It is anticipated that signage will be limited to the glass area on front windows since the existing building has no "sign band" area on the Portland Ave façade.

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

The actual users of this building have not been specifically identified, so assumptions have been made assuming the most intense use imaginable and desired by the Owner. These uses are reflected with the separate memo submitted showing an anticipated additional four (4) pm peak traffic trips. On-street parking is typically available along Portland Ave and Dartmouth that will accommodate the low traffic volumes generated by these small office and/ or retail spaces.

- d. Structures and landscaping shall retain a residential appearance.

Based on the construction means, methods and materials this building was likely constructed around 1900 originally and has been modified and uses changed over time. It has been a duplex with a residential appearance for at least 30 years. Changes to the exterior will be limited to window and door replacement and minor relocations. No changes to the building form or envelope are being proposed. The structure will retain its current residential character. New Landscaping will be primarily at the rear of the building and will be residential in character with a lawn area and perimeter plantings..

MEMO

Date: July 19, 2019
Project: Conversion of existing duplex into mixed use building with single dwelling unit and office/ small retail (B occupancy) use at 540 Portland Ave, Gladstone, OR (z0311-19-D)
To: Melissa Ahrens, Clackamas County Planner
 mahrens@clackamas.co
Re: Traffic Impact Analysis waiver request

Melissa,

Gladstone Municipal Code section 17.50.050 requires a Traffic Impact Analysis be completed with a land use application if the proposal is expected to involve one or more of the following items:

- A. An amendment to the Gladstone Comprehensive Plan or Zoning Map.
- B. ODOT requires a TIA in conjunction with a requested approach road per permit.
- C. The proposal generates 25 p.m. peak hour trips or more on the local transportation system.
- D. The location of an existing or proposed access driveway does not meet minimum spacing or sight distance requirements.
- E. A change in internal traffic patterns that may cause safety problems, such as back up onto the highway or traffic crashes in the approach area.

No amendment to the Comprehensive Plan or Zoning Map is proposed with this development, the property doesn't abut an ODOT right of way and no change in internal traffic patterns are proposed with this small development, so items A,B, and E are not applicable. The existing driveway is 45' from the driveway to the west and approximately 50' from the intersection of Portland Ave and Dartmouth to the east. With the low volumes and low speed of traffic the existing driveway does not present a hazardous situation per Item B.

The proposed use will generate four (4) additional p.m. peak trips based on the ITE Manual based on the following analysis:

Single apartment unit	0.62/ DU	0.62 pm peak trips
Office use	1.49/ 1,000 s.f. x .534	0.8 pm peak trips
Variety Store	6.82/ 1,000 s.f. x .618	4.2 pm peak trips
Total		5.62 pm peak trips
Existing duplex	1/ DU	-2.0 pm peak trips
Net Increase		4 pm peak trips

No service or more intense retail use is proposed and will require an additional land use if proposed in the future.



**NOTICE OF PUBLIC HEARING
GLADSTONE PLANNING COMMISSION**

DATE & TIME: **August 20th, 2019.** This item will not begin earlier than **6:30 p.m.** However, it may begin later depending on the length of preceding items.

PLACE: Council Chambers of Gladstone City Hall, 525 Portland Ave., Gladstone, OR 97027

FILE NO: Design Review: **Z0311-19-D**

LOCATION 540 Portland Ave, Gladstone OR;
Tax Lot 22E20CB06300

DEVELOPMENT PROPOSAL: **Design Review for conversion of an existing 1,699 sq. ft. residential structure to a mixed use building with one (1) apartment unit, two (2) office spaces, and one (1) leasable commercial space. No additions to the existing structure are proposed, only internal and external remodeling and site improvements including landscaping.**

APPLICABLE REVIEW STANDARDS: Title 17 of the Gladstone Municipal Code, Chapter 17.18, 17.44, 17.46, 17.50, 17.80, 17.94

You may attend, offer testimony or seek information at the hearing. Any correspondence received in advance of the meeting will be forwarded to the Planning Commission.

The staff report relating to this application will be available for inspection seven (7) days prior to the hearing at the Clackamas County Planning Division, 150 Beaver Creek Road, Oregon City, OR 97045. Copies will be available for a reasonable cost. A copy of the application, all documents and evidence and applicable criteria are available for inspection at no cost and will be provided at reasonable cost. For further information, contact Melissa Ahrens at 503-742-4519.

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.



Gladstone planning services are provided by Clackamas County. Submit all land use applications and correspondence to: Clackamas County Planning Division, 150 Beavercreek Road, Oregon City, OR 97045
Phone: 503-742-4519 Fax: 503-742-4550 E-Mail: mahrens@clackamas.us

NOTICE OF INCOMPLETE APPLICATION

ORIGINAL DATE SUBMITTED: July 9th, 2019
FILE NUMBER: Z0311-19-D
PROPERTY ADDRESS: 540 Portland Ave, Gladstone OR
APPLICATION TYPE: Design Review
STAFF CONTACT: Melissa Ahrens; mahrens@clackamas.co ; 503 742-4519
DATE OF THIS NOTICE: July 18, 2019
180 DAYS AFTER DATE SUBMITTED: January 5th, 2020
Date of **CERTIFIED MAILING:** July 18, 2019

MAILED TO : Todd Iselin, Iselin Architecture, 1307 7th St, Oregon City, OR 97045; Darrell MacKay, PO Box 816, Gladstone, OR 97027

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2. Some of the missing information **and** written notice from you (the applicant) that no other information will be provided; or
3. Written notice from you (the applicant) that none of the missing information will be provided.

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- I am submitting the required information (attached); or
- I am submitting some of the information requested (attached) and no other information will be submitted; or
- I will not be submitting the requested information. Please accept the application as submitted for review and decision.

Signed

Date

Print Name



DESIGN REVIEW LAND USE APPLICATION

Gladstone planning services are provided by Clackamas County.
Submit all land use applications and correspondence to:
Clackamas County Planning Division, 150 Beaver Creek Road, Oregon City, OR 97045
Phone: 503-742-4519 E-Mail: mahrens@clackamas.us

A completed application includes the APPLICATION FOR A DESIGN REVIEW LAND USE APPLICATION and the items identified in the ATTACHMENT CHECKLIST below.

- ✓ Please answer all questions. If a question is not applicable to your project, indicate "N.A."
- ✓ Incomplete applications will not be accepted for filing.
- ✓ All exhibits must be legible.

• FOR STAFF USE ONLY •

File No: _____ Other Related Permit Applications: ZPAC0014-19 / Z0311-19-D
 Pre-app: Staff _____ Date _____ Staff Member: _____ ✓ # 901
 Date Received: 7/9/19 Fee 650.00 Zone: C-2
 Hearing Date: _____ Comp. Plan: _____

estimated project cost \$40,000 Design review fee \$1650.00

• APPLICANT INFORMATION •

PLEASE TYPE OR PRINT IN BLACK INK ONLY

SECTION I. APPLICANT/ PROPERTY OWNER

NAME OF APPLICANT MacKay Darrell
LAST FIRST
 MAILING ADDRESS PO Box 816 CITY Gladstone ST OR ZIP 97027
 APPLICANT IS: LEGAL OWNER CONTRACT BUYER OPTION BUYER AGENT
 NAME OF CONTACT PERON (if other than applicant) Todd Iselin, Iselin Architects PC
 MAILING ADDRESS OF CONTACT 1307 7th St, Oregon City, OR 97045
 PHONE NUMBERS OF: APPLICANT: WK 971.204.6647 HM _____ CONTACT PERSON: WK: 503.656.1942
 EMAIL OF APPLICANT: cycle.express@yahoo.com todd@iselinarch.com
 SITE ADDRESS: 540 Portland Ave, Gladstone, Or 97027 TOTAL LAND AREA: 5,000 S.F.
 LEGAL DESCRIPTION: T 22E R 20 SECTION CB TAX LOT(S) 06300
 ADJACENT PROPERTIES UNDER SAME OWNERSHIP: T 22E R 20 SECTION CB TAX LOT(S) 06400

OTHER PERSONS (IF ANY) TO BE MAILED NOTICES REGARDING THIS APPLICATION:

NAME	ADDRESS	ZIP	RELATIONSHIP
NAME	ADDRESS	ZIP	RELATIONSHIP

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.

OWNER'S SIGNATURE

Darrell Mac Kay
OWNER'S NAME (Print)

APPLICANT'S SIGNATURE

APPLICANT'S NAME (Print)



DESIGN REVIEW INFORMATION SHEET

WHAT IS DESIGN REVIEW?

Design review is required for all institutional, commercial, industrial and multifamily developments except as specifically exempted by Section 17.80.021 of the Gladstone Municipal Code (GMC). Design review provides a process for evaluating such elements as building design, landscaping, parking, street improvements and utilities.

WHAT IS NEEDED FOR APPROVAL?

All design review applications are discretionary and may be approved after evaluation according to criteria in the GMC. The city must make written findings to support the decision. The applicant is responsible for providing evidence to support a design review request, according to the following chapters of the GMC: Chapter 17.80, the chapter regulating the underlying zoning district of the subject property and the chapters of Division IV of Title 17.

WHAT ARE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on any application. A decision will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to the application as listed in the GMC. To address the necessary criteria, the information requested in the application form and required to be included on submitted plans should be as thorough as possible.

APPLICATION PROCESS

Design review applications are subject to the quasijudicial process and public notice. Public comments received from property owners, agencies, and other interested parties may affect the decision on the application. Special conditions may be attached to an approval. All design review applications are reviewed at a public hearing before the Gladstone Planning Commission. The Planning Commission's decision may be appealed to the City Council, where an additional public hearing will be held. The City Council's decision may be appealed to the Oregon Land Use Board of Appeals.

HOW DO I MAKE A DESIGN REVIEW APPLICATION?

- Complete a City of Gladstone Land Use Application- attached.
- Provide plans according to the requirements of Chapter 17.80.061 of the GMC.
- Submit the application form, plans and application fee of 0.384% of the construction cost (minimum fee is \$650, maximum fee is \$35,417) to the Clackamas County Planning Division. Provide a statement giving the estimated cost of construction (labor and materials). Submit a minimum of twelve copies of large plans or other items that cannot easily be reproduced by the Planning Division.
- Although not required, it is strongly suggested that you attend the Planning Commission and, if applicable, the City Council hearings to speak on behalf of your proposal.

SECTION II. PROPOSED DEVELOPMENT

1. Describe your proposed development. Include secondary improvements such as grading, septic tanks, water wells, roads, driveways, outbuildings, fences, etc. (Attach additional sheets as necessary.) 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, unless no new buildings or modifications of existing buildings are proposed; and buildings, vehicles, equipment and materials associated with the use:

Proposed development consists of converting front half (north side) back to commercial use

from residential use and remodeling existing duplex into single residential dwelling unit at rear of

building. Exterior alterations limited to minor door and window changes and eliminating windows

along west side wall where prohibited by building code. The commercial space is being developed

on a speculative basis, so actual hours of operation and number of employees may vary. It is anticipated

that there will be fewer than 4 employees and 4-10 customers maximum at any time.

2. Identify where in the GMC the use is listed as a conditional use in the underlying zoning district or explain why the use may be authorized pursuant to GMC Chapter 17.74 (authorization of similar uses).

17.18.020 allows mixed use buildings within the C-2 Community Commercial District along Portland Ave

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

Portland Ave is primarily a commercial corridor. The building was originally a commercial

building until the 1980's when it was converted to a residential duplex. Converting it back to

a commercial use facing Portland Ave is consistent with the City's plan for this street.

4. Explain why the use is timely, considering the adequacy of transportation systems, public facilities and services existing or planned for the area affected by the use.

Transit and on-street parking are adequate to serve the proposed small retail/ office use proposed.

Existing infrastructure (sewer, water, power, and gas) are all existing at the property. No change

in impervious area is proposed that would trigger additional stormwater measures.

5. 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.

The proposal does not include any building additions or alterations that will impact the character

or the site or surrounding area. Bringing the building up to current building code requirements will

also increase the safety to occupants and surrounding structures.

(Use additional sheets to answer questions if necessary)

SECTION III. DIMENSIONAL SPECIFICS

- 6. Project height: Maximum height of structure (ft.) 19'-6" (existing)
- 7. Gross floor area excluding parking (sq.ft.) 1,699 s.f. (existing)
- 8. Gross floor area including covered parking and accessory buildings (sq.ft.) 1,724 (existing including side porch)
- 9. Lot area (sq.ft. or acre) 5,000 s.f.

Lot Coverage	Existing (sq. ft.)	New Proposed (sq. ft.)	Total (sq. ft.)
Building	1,724 s.f.	0 s.f.	1,724 s.f.
Paved Area	1,286 s.f.***includes 1,220 s.f. gravel drive	51 s.f.	1,337 s.f.
Landscaped Area	1,990 s.f.	-51s.f.	1,939 s.f.
Unimproved Area			
TOTAL (should equal total lot area)			5,000 s.f.

- 10. Is any grading proposed?..... Yes No

If yes, complete the following:	
a. Amount of cut	Cu.yds.
b. Amount of fill	Cu.yds.

11. Parking:

- Is any existing parking being removed? Yes No
- If yes, how many spaces? _____

- 12. Does project include removal of trees or other vegetation? Yes No

If yes, indicate **number, type, and size** of trees _____

Or other **type and area** of vegetation _____

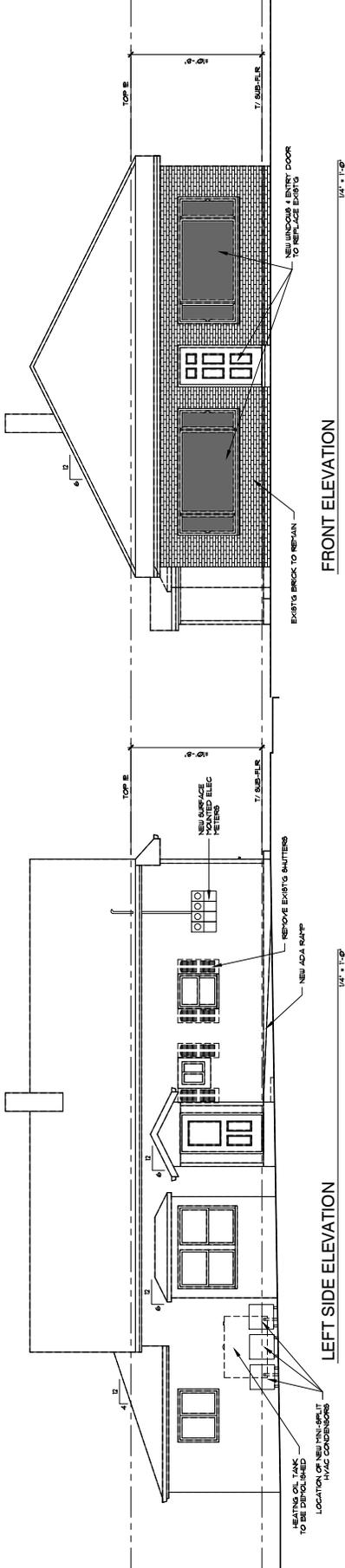
13. Present Use of Property

- a. Are there existing structures on property..... Yes No
- b. If yes, describe Existing structure proposed to be remodeled. Currently residential duplex
- c. Will any structures be demolished or removed? Yes No
- d. If yes, describe _____

SECTION IV. ATTACHMENT CHECKLIST

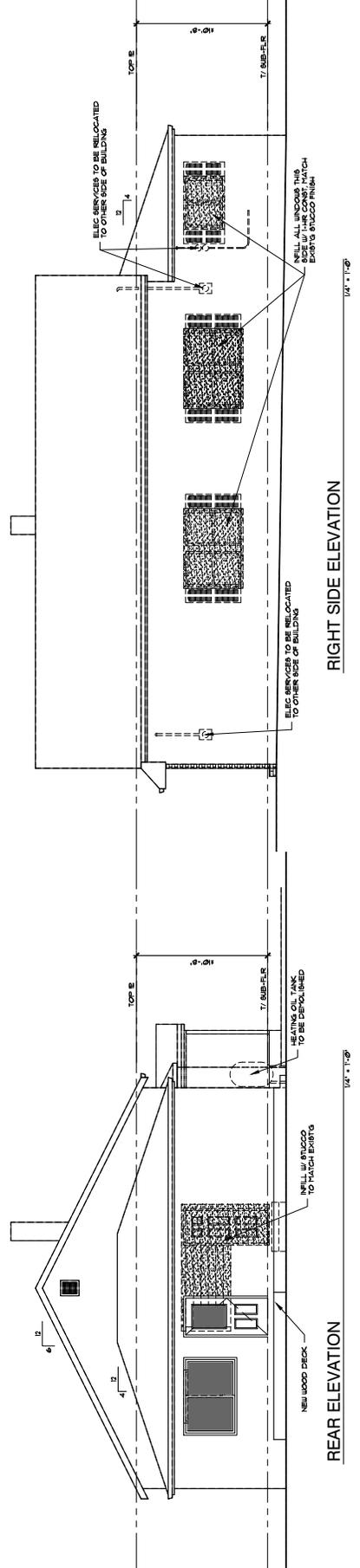
Please also include the items in the following **ATTACHMENT CHECKLIST**, which is provided for the convenience of applicants in gathering necessary application materials and is based on the requirements of **Municipal Code section 17.80.061**; (Please note additional filing requirements may be required depending on the proposed project.)

- Vicinity Map
- Site Plan Grading Plan
- Architectural Drawings
- Landscape Plan
- Sign Plan, if signs are proposed. **not part of this application**
- Application Filing fee
- Systems Development Charges with the City



FRONT ELEVATION

LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION

REAR ELEVATION