



**GLADSTONE PLANNING COMMISSION WORK SESSION and REGULAR AGENDA  
GLADSTONE CIVIC CENTER, 18505 PORTLAND AVENUE  
Tuesday, July 19, 2022 – 5:30 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/81127466851?pwd=eHdaQUZtaWpKdzZsZ04wN3RHhXZTZz09>

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Webinar ID: 811 2746 6851

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WORK SESSION: Please note the public is welcome to attend the Work Session in person, or on-line however, no public comment will be allowed.

REGULAR MEETING: 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](mailto:bannick@ci.gladstone.or.us) prior to 12:00 p.m. (noon) on July 19, 2022.

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](mailto:bannick@ci.gladstone.or.us) prior to 12:00 p.m. (noon) on July 19, 2022 with your name, topic of discussion and city of residence.

(Zoom participant speaking instructions will be emailed to persons who request to speak and posted on the city's website)

**5:30 P.M. CALL TO ORDER**  
ROLL CALL  
FLAG SALUTE

## WORK SESSION

1. File TXT-2022-02 – Proposed Amendments to the C-2 Zoning District and New Downtown Overlay Plan.

## ADJOURN

6:30 P.M. CALL TO ORDER

## 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.

2. Approval of May 17, 2022 Meeting Minutes (no June meeting minutes as meeting was canceled)

## REGULAR AGENDA

3. Monthly Planning Report – May and June 2022
4. **PUBLIC HEARING:** File Z0273-22-D, Construction of new walk up ATM machine at established office building adjacent to Walgreens. As proposed the development will include the ATM, ATM canopy with illuminated signage and light pole, 20140 McLoughlin Blvd, Joshua Hargrave.
5. Process for Reporting Code Violations

**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

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### 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 know 48 hours preceding the meeting by contacting the City Recorder at [bannick@ci.gladstone.or.us](mailto:bannick@ci.gladstone.or.us). Staff will do their best to respond in a timely manner and to accommodate requests.

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# **WORK SESSION**





# memo portland

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to **Jacque Betz, City of Gladstone, and John Southgate**

from **Jon Pheanis and Keegan Gulick, MIG**

re **Proposed Amendments to the C-2 Zoning District and New Downtown Overlay Zone**

date **06/14/2022**

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The Downtown Gladstone Revitalization Plan (The Downtown Plan) contains recommendations for amendments to Title 17 of the Gladstone Municipal Code to implement the City’s vision for the Portland Avenue corridor in the downtown core. This memo highlights major aspects of the proposed changes to the Municipal Code, including any differences between proposed changes and Downtown Plan recommendations. Attached to this memo are the Recommended Code Amendments from the Downtown Plan (Appendix B).

## **Overview of the Downtown Core Overlay**

The Downtown Revitalization Plan (adopted by City Council in 2017) recommends the creation of a new zoning overlay district in Gladstone’s downtown core to encourage development that is walkable, mixed-use, and higher density than the underlying C-2 zoning district. The Downtown Core Overlay Zone would also provide design standards to ensure that new development complements the creation of an attractive and walkable downtown.

The overlay zone would add an increased height allowance for buildings with a 15’ floor to ceiling height on the ground floor, a requirement for non-residential ground floor uses, maximum parking ratios but no or low minimum parking ratios, and site and building design standards. The overlay zone is intended for more downtown-specific uses than the C-2 district. In situations where there is a conflict between the C-2 zone and Downtown Core Overlay, the overlay zone would apply. The City of Gladstone Zoning Map would need to be amended to add the new Downtown Core Overlay Zoning District.

## **Overview of the C-2 Zone Amendments**

Included in the Downtown Plan are recommended amendments to the underlying C-2 zone. Mixed-use development and middle housing types would be added as permitted in the C-2 district where they are currently not allowed. Proposed changes also include amending dimensional standards such as a reduced minimum setback for residential uses.

Another amendment to the C-2 zone would be an allowance for a reduction in the minimum number of required parking spaces if a new development provides affordable housing and is in close proximity to a transit station. On-street parking spaces could also be counted towards the minimum number of required parking spaces if they are adjacent to the development. There are no suggested changes to the Zoning Map. Except for the changes listed below, these amendments are consistent with the recommendations of the Downtown Revitalization Plan.

### **Suggested Changes from Downtown Plan Recommendations**

The proposed amendments include four general refinements to Downtown Revitalization Plan recommendations.

- Allow for broader range of uses on the ground floor: The proposed amendments include allowing non-residential uses on the ground floor. The Downtown Revitalization Plan recommends that new development be required to have retail uses on the ground floor in the downtown overlay zone. However, by limiting the ground floor uses to only retail, some uses that would be appropriate for an activated downtown space would be excluded such as professional offices or a ground floor lobby/recreational space for residents of apartments. In addition, retail uses may not be feasible especially given market changes in demand for store-front retail.
- Permit a broader range of housing types in Downtown: In the Downtown Core Overlay zone, residential uses are only permitted as a part of a mixed-use development. The intent of this standard is to ensure that high density, mixed-use developments are located along Portland Avenue. Allowing lower density uses such as single-family or middle housing in the downtown core zoning district would be inconsistent with the goals of the downtown revitalization plan.
- Restrict future single-family residential development in Downtown: The Downtown Plan recommends that attached single-family and multi-family uses be allowed outright in the C-2 zone. Currently, residential uses require a conditional use in the C-2 zone. The C-2 zone is intended to accommodate higher intensity uses and serve a larger population than other zoning districts. Because the intent of the C-2 zone is to support higher density, allowing detached-single family uses to this zone would be inconsistent with the goals of increasing density in this area.
- Minimize presence of off-street parking: For buildings that face Portland Avenue, the amendments propose all required off-street parking within a building to be setback at least 20' behind the street facing building façade.

Since non-residential uses are proposed on the ground floor, this additional setback for parking areas within a building is intended to ensure that a use other than a parking garage is along the ground floor of a building along Portland Avenue.

### **Additional Potential Changes to the Downtown Plan**

There are three additional topics for consideration. The following are potential additional changes to zoning not included in the Downtown Plan.

- **Increase the maximum height allowance to four stories, not to exceed 50 feet.** The proposed Downtown Overlay zone would allow a maximum height of three stories, not to exceed 35 feet, with an increased height to 40 feet if the ground floor has a floor to ceiling height of at least 15 feet. To increase the financial feasibility of redevelopment in the downtown overlay district, it would be beneficial to increase the maximum height allowance to four stories, not to exceed 50 feet. The reason for this suggestion is because keeping the maximum height at 40 feet with a 15' floor to ceiling height may not provide sufficient incentive for redevelopment. Increasing the maximum height to 50 feet would be consistent with the goals and intent of the overlay district and lead to more redevelopment opportunity. Any new developments would still be required to abide by the building form and design standards required by the overlay zone.
- **Eliminate minimum parking requirements in the Downtown Overlay Zone.** There are a growing number of cities around Oregon (including North Bend, Madras, and LaGrande, to name a few) that have no minimum parking requirements in their downtowns. Gladstone's proposed Downtown Overlay Zone is intended to provide walkable and pedestrian friendly development in Gladstone's downtown core. Eliminating minimum parking requirements would be consistent with the goal of a less car-dependent, more pedestrian friendly downtown. Requiring parking creates a significant cost for any new development. By eliminating a minimum parking requirement, the cost of development would be reduced, which increases the feasibility of new development and implementing the vision of the Downtown Revitalization Plan. The City may want to link implementation of a zero parking standard with other parking management strategies such as increased parking enforcement and improved access to transit.
- **Extend the boundaries of the Downtown Overlay zone.** The overlay zone is proposed to be bound by W Exeter Street and W Arlington Street. Only parcels that have frontage on Portland Avenue would be within the

proposed overlay zone. The Downtown Revitalization Plan Study Area included a much wider range of properties. There are several commercial and multifamily structures within the study area that are not included in the proposed overlay zone. There is an opportunity to expand the overlay zone to the north or to the side streets, so the district encompasses more properties. This would create a more comprehensive overlay zone by including more properties than the immediate downtown core and provide more opportunities for redevelopment.

# **Downtown Revitalization Plan**

## **Gladstone, OR**

### **Appendix B**

#### **Recommended Code Amendments**

# Development Code Strategies

## Gladstone Downtown Revitalization Plan



### 1. Incentivize mixed use and community-oriented retail development in the downtown core.

STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
Establish a downtown core overlay zone	Development regulations apply uniformly across the C-2 zone.	<p><b>Establish a downtown core overlay zone to promote mixed use and community-oriented retail development.</b></p> <p>An overlay zone allows specific regulations to be modified for a small area to encourage or require specific development types. The C-2 zone covers a wide area with diverse types of development. The downtown core overlay would allow the City to encourage higher density mixed use development where market demand is highest and where it is most compatible with existing development – on properties fronting Portland Avenue between Exeter Street and Arlington Street. Further, the overlay zone can encourage retail storefront development to concentrate in a smaller area, contributing to a sense of place and marking the area as a destination for visitors.</p>
Require commercial uses on the ground floor in downtown core	Residential and commercial uses permitted throughout the C-2 zone. 17.18.020 17.18.040	<p><b>Require commercial uses on ground floor.</b></p> <p>The development code currently permits commercial and mixed use development outright and residential development as a conditional use. Residential uses on the ground floor do not contribute to an active, interesting streetscape as effectively as commercial uses. As the downtown core is intended to concentrate retail activity, residential development should not be permitted on the ground floor. Residential dwellings on the upper floors, as in mixed-use development, would continue to be permitted.</p>
Reduce off-street parking requirements in downtown core	<p><i>Commercial Uses</i> Retail, Bank, or Eating and Drinking Establishment: 1 space per 300 sq. ft. Office: 1 space per 370 sq. ft.</p> <p><i>Residential Uses</i> Multi-Family Residential: 1.5 spaces per unit 17.48.030, Table 1</p> <p>On-street parking spaces may count toward off-street parking requirement 17.48.030(1)(f)</p>	<p><b>Reduce off-street parking requirements.</b></p> <p>The opportunity site analyses found that current off-street parking requirements hinder the potential for higher density, mixed use development. Additionally, in some cases, the parking requirements may be prohibitive for single-story commercial development. The code currently permits new development to count on-street spaces toward off-street requirements, but this does not offset the requirements enough to enable higher density, mixed use development on most sites.</p> <p>At the same time, on-street parking in the area is generally underutilized, based on a parking utilization study from 2008 and anecdotal observation throughout this project. By reducing off-street parking requirements, the City will promote more efficient use of land and enable new development to be feasible on more sites. The following parking requirements are recommended for new development in the downtown core area:</p> <ul style="list-style-type: none"> <li>• Residential: 0.5 parking spaces per unit</li> <li>• Office, Retail, Bank, or Eating and Drinking Establishment: 1 space per 600 sq. ft.</li> </ul>

STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
		<p>On-street parking spaces along the frontage of a proposed development could still be counted toward the off-street parking requirements.</p> <p>These requirements are substantially lower than existing requirements, however, they are recommended in the context of other recommended strategies and for managing parking supply and demand in the area:</p> <ol style="list-style-type: none"> <li>1. First, the City is planning to site a public parking lot somewhere in the downtown core area in conjunction with the redevelopment of the City Hall and Library. This lot will accommodate longer-term users, such as employees of local businesses and visitors to the new City Hall and Library.</li> <li>2. Second, on-street parking on Portland Avenue is regulated to encourage shorter parking periods and more turnover. For example, the City may enforce a 90-minute or two-hour time limit.</li> <li>3. Third, the overlay zone limits these lowered requirements to properties fronting Portland Avenue in a four-block area, so that even if multiple new developments are constructed under the requirements, the overall impact on the utilization of on-street parking will be limited.</li> </ol>

2. Encourage attached single-family, multi-family, and mixed use development throughout the Portland Avenue corridor

STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
<p>Permit attached single-family, multi-family, and mixed use residential development outright in the C2 zone</p>	<p>Residential dwellings are a conditional use in C-2 zone. 17.18.040(2)</p>	<p><b>Permit attached single-family and multi-family residential uses outright.</b></p> <p>As noted above, commercial or mixed-use development may not be economically feasible on many sites throughout the C-2 zone, particularly lots that do not front Portland Avenue. Additionally, higher density residential development would bring more residents and a larger customer base for local businesses, improving the business climate on the street. However, a proposed residential development would currently need to apply for a conditional use application in the C-2 zone. A conditional use application delays the permitting process and creates uncertainty, possibly deterring development. Permitting residential uses outright would remove some uncertainty from the development process.</p> <p>Concerns about the impacts or design of multi-family residential development could still be addressed through the existing Design Review process. All commercial and multi-family development are currently required to go through Design Review to demonstrate compliance with the city’s design standards (see</p>

STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
		<p>17.80.021). Design Review includes a Planning Commission hearing.</p> <p>Concurrent to this change, the term “attached single-family” or “townhome” will need to be defined in the code. The term “single-family dwelling” is currently limited to detached housing. Alternatively, the definition of “multi-family dwelling” could be revised to include townhomes. Additionally, the code will need to establish whether attached single-family development is subject to Design Review, similar to multi-family development, or can be approved through an administrative decision, as is the current process for detached, single-family development and duplexes.</p>
	<p>Mixed use development permitted outright, but it is unclear if mixed-use that includes residential is permitted outright. 17.18.020(10)</p>	<p><b>Permit residential uses as part of mixed use development outright.</b> Mixed-use development is permitted outright; however, given that residential dwellings are a conditional use, it is unclear if mixed-use development that includes residential dwellings are permitted outright. To reduce uncertainty, clarify that all mixed-use development is permitted outright, including development that includes residential units.</p>
<p>Prohibit new single-family detached development in the C2 zone</p>	<p>Single-family residential dwellings are a conditional use in C-2 zone. 17.18.040(2)</p>	<p><b>Prohibit new single-family detached development.</b> The primary objective of the C-2 zone is to encourage commercial, mixed use, and multi-family residential development in the Portland Avenue corridor. As noted above, higher density residential development is important to the revitalization of the corridor because it expands the customer base for local businesses. New detached, single-family residential development in the C-2 zone would not increase overall density of the corridor, and thus not contribute to the district’s revitalization. Additionally, the C-2 zone is surrounded by a much larger area that is zoned R-5, a primarily single-family zone, so significant land capacity is available for single-family residential development. Preserving land in the C-2 zone for higher density residential, commercial, or mixed-use development is consistent with the revitalization goals of this plan.</p> <p>Renovation, replacement in the event of destruction, or expansion of an existing single-family dwelling would continue to be permitted under the City’s existing provisions for non-conforming uses. See 17.76.020(6) and (8).</p>
<p>Reduce off-street parking requirements in the C2 zone</p>	<p><i>Commercial Uses</i> Retail, Bank, or Eating and Drinking Establishment: 1 space per 300 sq. ft. Office: 1 space per 370 sq. ft.</p> <p><i>Residential Uses</i> Multi-Family Residential: 1.5 spaces per unit 17.48.030, Table 1</p>	<p><b>Reduce off-street parking requirements</b> As noted above, current off-street parking requirements reduce or eliminate the potential for some forms of higher density development. This can include single-family attached and multi-family developments, such as townhomes, duplexes, or small scale apartment buildings. The requirements recommended for the downtown core are intended to incentivize new development while employing other strategies to manage parking supply. Given that these parking management strategies (new public parking lot, time-limited parking) may not be appropriate for the</p>

STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
	<p>On-street parking spaces may count toward off-street parking requirement 17.48.030(1)(f)</p>	<p>entire C-2 zone, the off-street parking requirements outside the downtown core should be higher.</p> <p>The following minimum parking requirements are recommended for the C-2 zone, outside of the downtown core:</p> <ul style="list-style-type: none"> <li>• Residential: 1 space per dwelling unit</li> <li>• Office, Retail, Bank, or Eating and Drinking Establishment: 1 space per 600 sq. ft.</li> </ul> <p>These requirements will improve the potential for many types of higher density development while appropriately managing the utilization of on-street parking. Some of the highest density developments allowed under the C-2 zone may not be able to meet these requirements, but additional reductions may be approved through discretionary processes where appropriate.</p>
	<p>No parking requirement specific to live/work uses</p>	<p>To address growing demand for live/work development, a parking standard should be developed to specifically address this use. Under the current code, the parking requirement would be a combination of the residential and commercial use. However, the commercial space within the unit may be predominantly used by the residential occupant. Typical commercial parking requirements are based on accommodating spaces for both employees and visitors. The requirement should be calculated to include the residential unit, but the requirement for the commercial space should be reduced. The following standard is recommended:</p> <ul style="list-style-type: none"> <li>• Residential: 1 space per unit</li> <li>• Commercial: 1 space per 1,000 square feet</li> </ul>

STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
	<p>No reductions in parking requirements for affordable housing.</p>	<p><b>Reduce parking requirements if a development includes affordable housing.</b>                      Affordable housing for low-income or very low-income people continues to be a challenge across the Portland metro area. Given that lower income people are less likely to own a vehicle or own fewer vehicles per household, and that development in the C2 zone is near transit, a reduction in the minimum parking requirements for affordable housing units may be appropriate. For example, the requirement could be reduced from 1 space per unit to 0.5 spaces per unit. This ratio was found to enable 3-story mixed use development on a 10,000-square foot site, a common lot size in the corridor. Two additional elements of the policy would need further consideration:</p> <ul style="list-style-type: none"> <li>• Eligibility: Units could be defined as affordable if they are affordable to those earning 60% or 80% of the Area Median Income (AMI, established by the US Department of Housing and Urban Development).</li> <li>• Scope: The reduction could apply to every affordable unit that is provided, or could apply to the entire development if only a portion of the units are affordable. If applied to the whole development, a threshold would need to establish the share of units that must be affordable units for the reduction to take effect.</li> </ul>
<p>Modify development standards for residential uses to support wider range of development types</p>	<p>Setback requirements:</p> <ul style="list-style-type: none"> <li>• Front: 20'</li> <li>• Side: 5'</li> <li>• Rear: 15'</li> </ul> <p>17.12.050(2)</p>	<p><b>Reduce front setback requirement to 5'.</b>                      The current front setback requirement of 20' constrains potential for some housing types, including townhomes, duplexes, and small scale apartment buildings. In many cases, a more attractive and economical site layout is to place the building closer to the front lot line. This opens more space in the rear for parking and, if designed appropriately, creates street a frontage that engages the interest of pedestrians. Consider reducing the minimum front setback for residential uses to 5'. Concurrently, develop design standards specific to ground floor residential with a small front setback, as recommended below.</p>
	<p>Minimum landscaping standard:</p> <ul style="list-style-type: none"> <li>• 20% of lot area for multi-family (17.12.050(4))</li> <li>• 15% of lot area for all other development (17.46.020)</li> </ul>	<p><b>Reduce landscaping standards for C-2 zone.</b>                      The code currently requires at least 20% of the lot area be landscaped for all multi-family dwellings, or 15% for all other types of development. This standard may be prohibitive for higher density development, particularly in combination with off-street parking requirements and on smaller sites. Further, this degree of landscaping is not consistent with the vision of downtown Gladstone of a more urban, Main Street character.</p> <p>Many small towns exempt development in the downtown area from landscaping requirements in order to promote efficient use of land and a more urban character. To promote efficient use of land while maintaining compatibility with surrounding development, the landscaping standards for the C-2 zone can vary depending on if the property is fronting Portland Avenue, as follows:</p>

STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
		<ul style="list-style-type: none"> <li>• Development fronting Portland Avenue: No minimum landscaping requirement</li> <li>• All other development: 10% of site</li> </ul>
	Parking lot landscaping standards: <ul style="list-style-type: none"> <li>• 10' strip adjacent to street</li> <li>• 5' strip adjacent to parking on another lot</li> <li>• Minimum of 10 sq. ft. of landscaping per parking space (if over 10 spaces)</li> </ul> 17.46.020(2)	<p><b>Reduce parking lot landscaping requirements for C-2 zone.</b>                      Landscaping requirements within parking areas may be difficult to meet for many types of development. While landscaping is an effective way to soften the visual impact of parking lots, extensive landscaping may not be appropriate for the urban character of the Portland Avenue corridor. Consider the following amendments to the parking lot landscaping requirements within the C-2 zone:</p> <ul style="list-style-type: none"> <li>• Reduce landscape strip requirement to 5', whether adjacent to street or another parking area.</li> <li>• Exempt development in the C-2 zone from minimum overall parking lot landscaping standard.</li> </ul>
	Minimum lot area standard: 2,500 sq. ft. per dwelling unit 17.12.050(1)	<p><b>Reduce minimum lot area to 1,000 sq. ft. per dwelling unit for residential development and provide exemption for mixed-use development.</b>                      Existing minimum lot area standards are less prohibitive than off-street parking or landscaping requirements. However, in some cases, a proposed development may be able to meet the parking and landscaping standards yet not be permitted due to the minimum lot area standards. Given the emphasis on encouraging higher density development in the corridor, consider lowering the minimum lot area to 1,000 sq. ft. per dwelling unit. This allows for the possibility for developments of higher density, provided the development can satisfy parking standards and other design requirements.</p> <p>To encourage mixed-use development, provide an exemption from the residential density standard. Density is effectively limited for mixed-use development because it is limited to the upper floors, and through other regulations, including the height limit and off-street parking standards.</p>

3. Maintain and enhance standards that promote compatibility with existing development

STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
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STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
<p>Maintain existing height limit while allowing for variation in building design.</p>	<p>35' height limit (excludes projections) 17.18.060(3)</p>	<p><b>Maintain 35' height limit, but allow for heights up to 40' if the ground floor height is at least 15'.</b> The community expressed concern that new development over three stories would be incompatible with existing development. Most buildings in the study area are 1-2 stories. However, some buildings may be 3 stories tall yet exceed 35' because the ground floor is higher than the upper floors in order to create more attractive retail spaces. Ground floors that are at least 15' high create more inviting and visible retail spaces, consistent with the goals of this plan.</p>
	<p>Allowance for additional story above 35' if automatic sprinkler system is provided. 17.18.060(3)(a)</p>	<p><b>Eliminate height bonus for sprinkler system installation.</b> The current code allows for one additional story above the 35' height limit if an automatic sprinkler system is installed, pursuant to Section 506 of the Oregon Structural Specialty Code. This bonus is inconsistent with the community vision that the height of new development be three stories or less to be compatible with existing development. Additionally, regulations intended to address fire and life safety are more appropriately addressed through the building code.</p>
<p>Clarify and strengthen design standards</p>	<p>No design standards for ground floor residential.</p>	<p><b>Develop design standards specific to residential uses with a small front setback.</b> As recommended under strategy #2, the minimum front setback for residential uses should be reduced to permit a wider range of attached single-family and multi-family housing types. Design standards should be developed that promote pedestrian-oriented frontages where residential uses are close to the sidewalk, such as limiting garages to a percentage of total façade, limiting the number of driveways, requiring garages to be setback further than the main entrance, and requiring stoops, patios, porches, windows, and landscaping to create interesting street frontages.</p>
	<p>Drive-throughs permitted 17.18.050(1)</p>	<p><b>Prohibit drive-throughs in the C2 zone.</b> Drive-throughs promote vehicular use of the corridor, conflict with non-motorized uses, and do not fit with the desired character of Portland Avenue.</p>
	<p>Flat roofs not permitted for multi-family buildings 17.44.022(3)</p>	<p><b>Allow flat roofs with appropriate architectural treatments.</b> Flat roofs can look attractive be consistent with a traditional aesthetic. Consider allowing flat roofs if used with a cornice, parapet, ornamentation, or other treatments.</p>
	<p>Ground floor window standards:</p> <ul style="list-style-type: none"> <li>• 50% of length</li> <li>• 25% of wall area</li> </ul> <p>17.44.024(1)</p>	<p><b>Increase minimum ground floor window standards.</b> The code generally requires that windows make up 50% of the width and 25% of the area of the ground floor frontage. A higher minimum standard, such as 60% of the width of the ground floor frontage, may be more appropriate for a storefront commercial street such as Portland Avenue.</p>

STRATEGY	EXISTING CODE	RECOMMENDATION AND RATIONALE
	Location of primary entrance not required to be adjacent to sidewalk on Portland Avenue 17.18.050(5)(b)	<p><b>Specify primary entrance location should be adjacent to sidewalk on Portland Avenue.</b></p> <p>The existing code allows for the primary entrance to be setback from the street. To promote pedestrian-oriented design, the code should specify that the primary entrance should be adjacent to the sidewalk on Portland Avenue.</p>

## C-2—COMMUNITY COMMERCIAL DISTRICT

Sections:

17.18.010 Purpose.

17.18.020 Uses allowed outright.

~~17.18.030 Residential accessory uses.~~

17.18.040 Conditional uses **allowed**.

17.18.050 Limitations on use.

17.18.060 Dimensional standards.

17.18.070 Off-street parking standards.

17.18.080 Exceptions in case of large scale development.

### **17.18.010 Purpose.**

The purpose of a C-2 district is to implement the comprehensive plan ~~by: 1) and to providing~~ 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, ~~and; 2) allowing a range of housing types to encourage more housing in the city's core and promote a greater mixture of uses.~~

Statutory Reference: ORS Ch. 197, Ch. 227

History: Ord. 1131 §2, 1990.

### **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.
- (4) Financial institution.
- (5) Personal and business service establishments such as a barber shop, tailoring shop, printing shop, laundry or dry cleaning, sales agency, or photography studio, except as listed as a conditional use.
- (6) Eating or drinking establishment, including outdoor seating related to the primary use.
- (7) Hotel or motel.

(8) Small appliance repair including radio, television and electronics repair.

(9) Community service facility such as a fire station, library, community center, park, utility facility or meeting hall.

(10) Mixed-use development.

(11) Attached residential dwellings (duplex, triplex, quadplex).

(12) Townhouses.

(13) Cottage clusters.

(14) Multi-household residential dwellings.

(15) Accessory Dwelling Units (ADUs) in connection with a permitted residential use.

Statutory Reference: ORS Ch. 197, Ch. 227

History: Ord. 1131 §2, 1990; Ord. 1289 § 1, 2000; Ord. 1323 §1, 2002.

**~~17.18.030 Residential accessory uses.~~**

~~Accessory uses allowed in a residential zoning district shall be allowed in connection with single-family, two-family and multi-family dwellings in this zoning district. Such accessory use shall comply with the standards applicable to accessory uses allowed in the R-5 zoning district.~~

~~Statutory Reference: ORS Ch. 197, Ch. 227~~

~~History: Ord. 1131 §2, 1990; Ord. 1323 §1, 2002.~~

**17.18.040 Conditional uses ~~allowed.~~**

In a C-2 zoning district, the following uses and their accessory uses are allowed subject to GMC Chapter 17.70 (conditional uses):

~~(1) Automobile service station.~~

~~(2) Dwelling subject to GMC Subsections 17.12.050 (1) through (5) except that the minimum lot area for a two-family dwelling shall be five thousand square feet.~~

~~(3) Funeral home.~~

- (42) Small scale amusement or recreational facility such as a billiard or pool hall.
- (53) School and associated buildings, structures and facilities.
- (64) A use listed as a permitted outright use but not meeting the limitations of GMC Section 17.18.050 (limitations on use).
- (57) Planned unit development (PUD).
- (68) Foster homes.
- (97) Day care center.
- (108) Recreation vehicle park, subject to GMC Section 17.62.100 (recreation vehicle park).
- (119) Business activities conducted in conjunction with a use allowed outright under GMC Section 17.18.020 (uses allowed outright), not conducted wholly within an enclosed building and not specifically provided for under GMC Subsections 17.18.050(1) through (3).
- (1210) Uses operating between 12:00 a.m. and 5:00 a.m.

(11) Manufacturing of edible or drinkable products retailed on the same site, including the primary processing of raw materials (e.g., malt, milk, spices) that are ingredients in edible or drinkable products retailed on the same site, and also including the wholesale distribution of edible or drinkable products that are manufactured and retailed on the same site.

Statutory Reference: ORS Ch. 197, Ch. 227

History: Ord.1131 §2 (Part), 1990; Ord. 1198 §1(C), 1994; Ord. 1289 §1, 2000; Ord. 1323 §1, 2002; Ord. 1341, 2003.

#### **17.18.050 Limitations on use.**

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

- ~~(1) Drive-through windows accessory to a use allowed outright;~~
- (21) Outdoor play areas accessory to a community service facility;
- (32) Display of merchandise along the outside of the walls of a building provided such display does not extend more than three feet (3') from the walls and does not obstruct required pedestrian or bicycle access, emergency access or off-street parking areas; and
- ~~(43) Activities approved in conjunction with a conditional use allowed under GMC Section 17.18.040 (conditional uses allowed).~~
- (54) The following limitations apply to developments along Portland Avenue:

(a) All non-residential uses 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) Ground floor residential uses shall provide ground floor windows along Portland Avenue. Required window area must cover at least 25 percent of the ground level wall area of the portion of the building with residential dwelling units on the ground floor.

~~(b)~~ (c) 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.

~~(65)~~ The use of Portable Storage Containers as defined in Chapter 5.22.

Statutory Reference: ORS Ch. 197, Ch. 227

History: Ord. 1131 §2 (Part), 1990; Ord. 1323 §1, 2002; Ord. 1392 §6, 2008, Ord. 1404, 2008.

#### **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) Non-residential uses and mixed-use development: There shall be nNo minimum setback requirements, except a maximum setback of five feet (5') shall be maintained along Portland Avenue frontages.

(b) Residential uses: five feet (5') maximum front setback; 15 feet minimum rear setback.

(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 (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).

(3) Building Height. The maximum building height shall be ~~thirty-five feet (35 feet) or three stories. This restriction may be varied as follows:~~

~~(a) This restriction may be varied as follows: Maximum building height may be increased by one (1) story if the building is provided with an approved automatic sprinkler system throughout as provided in Section 506 of the Oregon Structural Specialty Code or its successor;~~

(b) 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;

~~(c) Maximum building height may be increased if the city fire department reports that it possesses sufficient fire-fighting capability to provide emergency response to a structure of the height proposed.~~

(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 ten feet (10').

~~(5) Density Minimum Lot Area. Residential density shall not exceed that allowed in the R-5 zoning district.~~

~~(a) Attached residential dwellings, townhouses, and cottage clusters 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.~~

~~(6) Hotels and Motels:~~

~~(a) The minimum lot area shall be five hundred (500) square feet per dwelling unit;~~

~~(b) The minimum frontage shall be one hundred feet (100').~~

(7) 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 (3') in height.

(b) Fences and walls not subject to Subsection (7)(a) of this Section shall not exceed six feet (6') 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).

Statutory Reference: ORS Ch. 197, Ch. 227

History: Ord. 1131 §2 (Part), 1990; Ord.1140 §1, 1991; Ord. 1323 §1, 2002, Ord. 1404, 2008.

[Ed. Note: The publication(s) referred to or incorporated by reference in this ordinance are available from the office of the City Recorder.]

**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) The minimum number of off-street parking spaces shall be provided in accordance with the provisions of Chapter 17.48 except for the following standards:

(a) Residential: 1 space per dwelling unit.

(b) Office, Retail, Bank, or Eating and Drinking Establishment: 1 space per 600 sq. ft.

(23) 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.

(34) 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% if affordable housing is provided as follows:

(a) Affordable housing is defined as housing that is affordable to those earning 60% of the Area Median Income (AMI, established by the US 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% of the total number of dwellings 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% or more of the parking space adjoins the property.

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

Statutory Reference: ORS Ch. 197, Ch. 227

History: Ord. 1131 §2 (Part), 1990; Ord. 1323 §1, 2002; Ord. 1503 §1, 2020.

**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.

Statutory Reference: ORS Ch. 197, Ch. 227

History: Ord. 1131 §2 (Part), 1990.

## DC Downtown Core Overlay Zone

Sections:

- XXXX Purpose.**
- XXXX Applicability.**
- XXXX Exceptions and non-conformances.**
- XXXX Objectives.**
- XXXX Uses allowed outright.**
- XXXX Conditional uses.**
- XXXX Site design and landscaping.**
- XXXX Building design.**
- XXXX Off-street parking standards.**

### **XXXX Purpose.**

The purpose of the Downtown Core Overlay Zone is to promote a walkable, mixed-use downtown main street along the four-block section of Portland Avenue from E Exeter Street to E Arlington Street. The overlay encourages higher density residential and mixed-use development where market demand is highest and where it is most compatible with existing development on properties facing Portland Avenue. Land use applications within the Downtown Core Overlay Zone must demonstrate substantial conformance with the standards and criteria below:

- (1) Enhance and protect the city's quality of life and community image through clearly articulated site and building design standards;
- (2) Protect and promote the city's economic vitality by encouraging high-quality development;
- (3) Establish a clear relationship between streets, pedestrian spaces, and buildings; and
- (4) Enhance and protect the security and health, safety, and welfare of the public.

### **XXXX Applicability.**

- (1) Zoning Districts. The provisions of this chapter apply to new development along the four-block section of Portland Avenue from E Exeter Street to E Arlington Street within the Community Commercial (C-2) Zoning District.
- (2) Conflicting Regulations. Where conflicts occur between this chapter and other municipal code regulations or ordinances, the Downtown Core Overlay Zone shall apply.

(3) The provisions of this chapter apply to the development of undeveloped sites, the redevelopment of previously developed sites, and/or new construction of any building or structure.

**XXXX Exceptions and non-conformances.**

(1) Routine Repairs and Maintenance. Routine repairs and maintenance are exempt from these standards.

(2) Additions or Expansion. Additions to or expansions of an existing building or structure are exempt from standards contained in this chapter that are specific to section XXXX Building Design, provided the addition or expansion is less than 800 square feet of gross floor area. If the addition or expansion consists of 801 square feet or more of gross floor area, then the standards contained in this chapter that are specific to section XXXX Building Design shall apply to the addition or expansion. Existing nonconforming portions of the building shall come into conformity as provided in Chapter XX. As part of the addition or expansion, and regardless of size, all other portions of the site (landscaping, off-street parking and loading, supplementary regulations and exceptions, and nonconformances, etc.) must comply with respective code requirements as applicable.

(3) Nonconformances. See Chapter XX for application of these standards in nonconforming situations.

**XXXX Uses allowed outright.**

In the Downtown Core Overlay Zone, the following uses and their accessory uses are allowed outright:

(1) Non-residential uses: All non-residential uses permitted in the underlying Community Commercial (C-2) Zoning District unless otherwise specified by this Section.

(2) Residential uses: For parcels along Portland Avenue, permitted in upper floor stories of multi-story development only. Ground floor dwelling units are permitted along side streets.

**XXXX Conditional uses.**

Uses permitted as conditional uses in the underlying Community Commercial (C-2) Zoning District shall be prohibited unless otherwise specified by this Section. The following uses are permitted as a conditional use in the Downtown Core Overlay Zone.

- (1) Funeral home
- (2) School
- (3) Small scale amusement or recreational facility such as a billiard or pool hall.
- (4) Planned Unit Development (PUD)

- (5) Foster homes
- (6) Day care centers
- (7) Manufacturing of edible or drinkable products retailed on the same site. Including the primary processing of raw materials (e.g., malt, milk, spices) that are ingredients in edible or drinkable products retailed on the same site, and also including the wholesale distribution of edible or drinkable products that are manufactured and retailed on the same site.

**XXXX Site design and landscaping.**

Intent. Create a sense of enclosure and human scale by orienting buildings to streets or public spaces and prioritize pedestrian circulation and walkable development.

(1) Building Orientation. The street facing building façade must extend along at least 50 percent of the lot's street frontage(s). If the lot has more than one street frontage, this requirement shall apply to all of the lot's street frontages. This required 50 percent building frontage must be at the back of a public sidewalk, public right-of-way, or adjacent to an area dedicated to the public. See Figure 1: Site Design and Landscaping.

(2) Primary Building Entrance.

(a) Corner Building. A primary entrance is required at the corner within 10 feet of right-of-way. Where a corner entrance is not practicable, a primary building entrance must be within 40 feet of the corner and adjacent to Portland Avenue. See Figure 1: Site Design and Landscaping.

(b) Interior Building. A primary entrance is required within 10 feet of public right-of-way and directly connected to a public sidewalk.

(3) Setbacks. No minimum setback requirements, a maximum setback of five feet (5') shall be maintained along Portland Avenue frontages.

(4) Driveways. Each property is allowed a maximum of one (1) driveway regardless of the number of street frontages. Corner lots shall be prohibited from having a driveway entrance along Portland Avenue except for instances where the driveway cannot be located at least twenty feet (20') from the intersection.

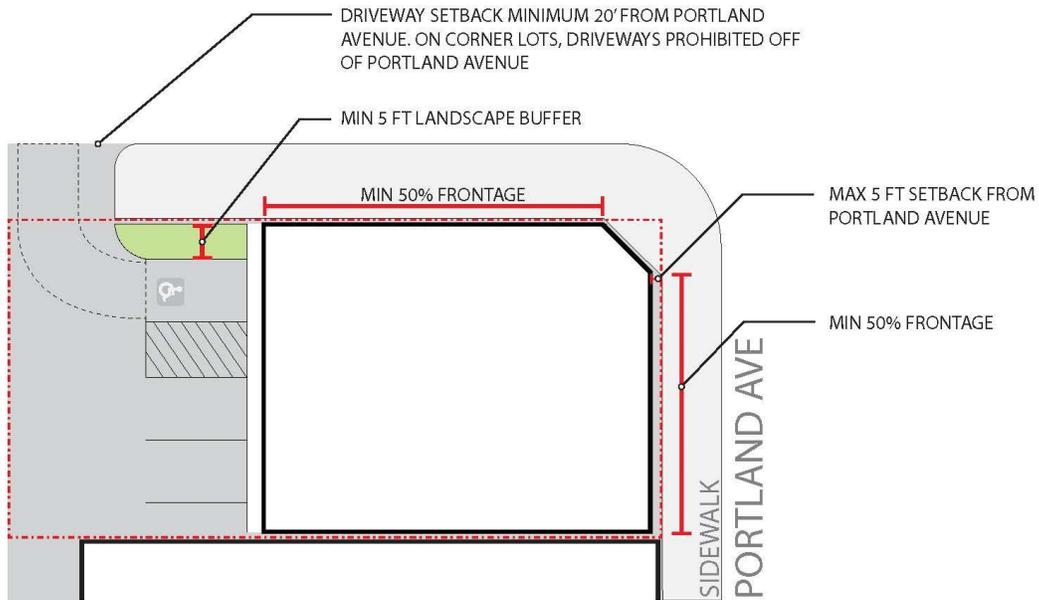
(5) Parking Areas. For buildings that face Portland Avenue, all required off-street parking within a building must be setback at least 20' behind the street facing building façade.

(6) Landscaping. Landscaping shall be provided in accordance with Chapter 17.46 except as follows:

(a) Parcels fronting Portland Avenue. No minimum landscaping requirement along Portland Avenue.

(b) Surface parking areas shall have a five foot (5') wide landscape buffer between the parking area and any adjacent public street. See Figure 1: Site Design and Landscaping.

FIGURE 1: SITE DESIGN AND LANDSCAPING



**XXXX Building design.**

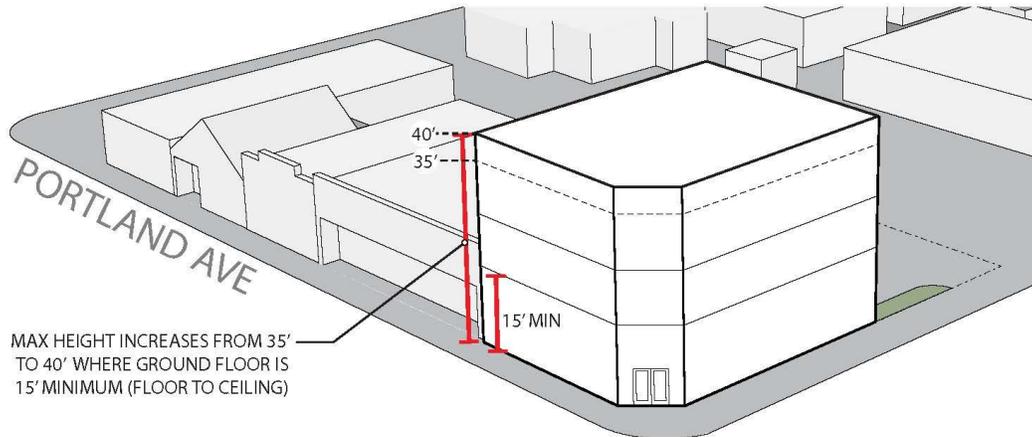
Intent. Articulate building facades to break up large volumes and promote human scale development.

(1) Building height. The maximum building height shall be three (3) stories, not to exceed 35 feet. See Figure 2: Building Design (Building Height). This restriction may be varied as follows:

(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;

(b) The maximum building height shall be increased to 40 feet if the minimum floor to ceiling height of the ground floor is 15 feet (measured from finished ground floor to bottom of joists or slab on next floor up). See Figure 2: Building Design (Building Height).

FIGURE 2: BUILDING DESIGN (BUILDING HEIGHT)



(3) Windows/Transparency.

(a) Windows are required for 60 percent of the ground floor façade along public street frontages and 40 percent on facades facing required parking areas. See Figure 3: Building Design (Transparency, Articulation & Building Form).

(b) Upper-floor window orientation must be vertical or have a width that is no greater than the width of the ground-floor window immediately below it. Upper-floor windows should follow the vertical lines of the lower-level piers and the horizontal definition of spandrels and any cornices.

(c) ATMs and Service Windows. ATMs and service windows must be visible from the public right-of-way for security and have a canopy, awning, or other weather protection shelter.

(d) Prohibited Windows. Highly tinted, opaque, or mirrored glass (except stained-glass windows) do not meet the intent of this section and are prohibited.

(4) Building articulation. Each facade of a primary building facing a street shall be articulated through recessing, projecting, banding, articulation of exterior materials, or change of materials, by incorporating patterns that are offset by a minimum depth (projecting or recessing) of at least 16 inches from one exterior wall surface to the other and the offset shall extend the length and height of its module. Articulation patterns shall repeat a minimum of every 20 feet for the entire length of the facade. This standard shall only apply to facades that exceed 40 feet in length.

(5) Pedestrian shelters.

(a) Pedestrian shelters or weather protection shall be provided over all adjacent public sidewalks so that 50 percent of the length of the building frontage and adjacent sidewalk has weather protection.

(b) Pedestrian shelters must match the width of storefronts or window openings and be integral to the overall composition of the building. Designs must address the location and function of the shelter, building codes, architectural compatibility, durability, and right-of-way constraints, if any.

(6) Building form.

(a) Where a wall of a proposed building is 10 feet taller or more than the adjacent building, the taller building must follow the horizontal lines of the shorter building along the ground floor, and reference elements or detailing of the shorter building(s) on its upper stories.

(b) Multi-story buildings must have designs that establish prominent horizontal lines and avoid blank walls. Examples of such horizontal lines include: the base below a series of storefront windows; an existing awning or canopy line, or belt course between building stories; and/or an existing cornice or parapet line.

(c) Corner building. Corner buildings must include at least a two-step hierarchy in the building height, with the tallest portion of the building at the corner, tapering down in height along each street frontage. Buildings must additionally include at least two of the following on building corners facing the public right-of-way:

(A) Bay windows

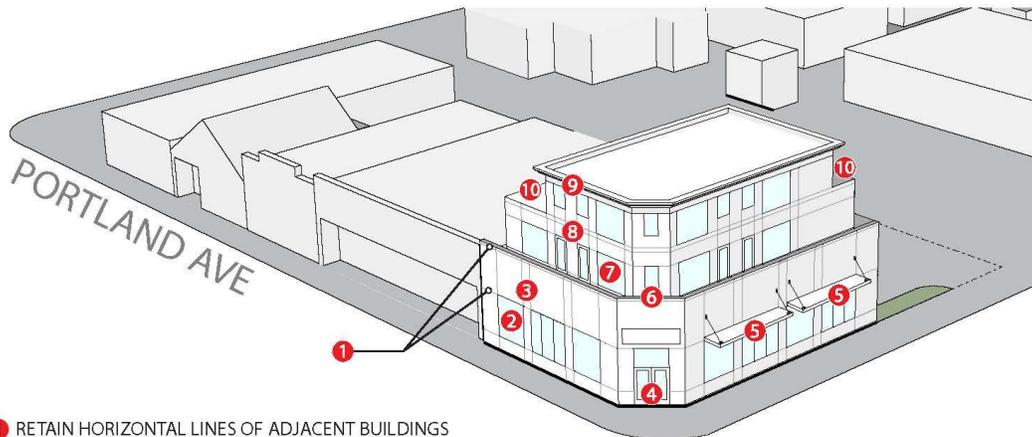
(B) Roof decks or balconies on upper stories

(C) Crowning features to a tower form such as wide cornices, projecting parapets.

(d) Buildings with flat roofs must have projecting cornices to create a prominent edge against the sky. Cornices must be made of a different material and color than the predominate siding of the building, except that brick siding may include matching brick cornices.

(e) Decks and Balconies. Decks and balconies on upper stories should be designed so that they do not significantly increase the apparent mass of the building. Mixed-use building facades adjacent to streets and pedestrian spaces should provide balconies of a sufficient depth that are integrated into the structure and fully functional.

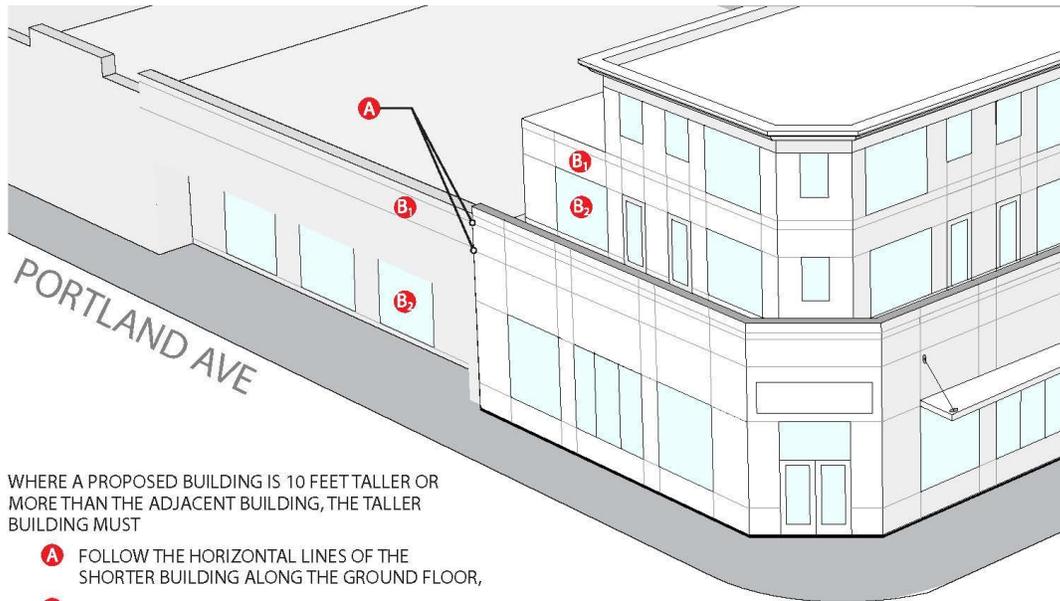
FIGURE 3: BUILDING DESIGN (TRANSPARENCY, ARTICULATION & FORM)



- 1 RETAIN HORIZONTAL LINES OF ADJACENT BUILDINGS ALONG GROUND FLOOR
- 2 60% WINDOWS ON NON-RESIDENTIAL GROUND FLOOR
- 3 ARTICULATION (RECESSING/PROJECTING, BANDING, ARTICULATION OF MATERIALS, CHANGE OF MATERIALS)
- 4 CORNER ENTRANCE
- 5 PEDESTRIAN SHELTERS
- 6 ROOF DECK/BALCONY INTEGRATED INTO STRUCTURE

- 7 UPPER-FLOOR WINDOWS NO WIDER THAN GROUND-FLOOR WINDOW BELOW, FOLLOW VERTICAL LINES OF LOWER-LEVEL PIERS
- 8 PROMINENT HORIZONTAL LINES
- 9 PROJECTING CORNICE
- 10 MINIMUM TWO-STEP HIERARCHY OF BUILDING HEIGHT TAPERING DOWN AWAY FROM CORNER

FIGURE 4: BUILDING FORM



WHERE A PROPOSED BUILDING IS 10 FEET TALLER OR MORE THAN THE ADJACENT BUILDING, THE TALLER BUILDING MUST

- A** FOLLOW THE HORIZONTAL LINES OF THE SHORTER BUILDING ALONG THE GROUND FLOOR,
- B** REFERENCE ELEMENTS OR DETAILING OF THE SHORTER BUILDING(S) ON ITS UPPER STORIES.

(6) Building materials.

(a) Exterior building materials must consist predominantly of unfinished wood, painted or natural-stained wood, fiber cement lap siding, stone, rusticated concrete block, or comparable cladding approved by the Planning Commission.

(b) For buildings three stories or more, elevations must incorporate changes in material that define a building's base, middle, and top and create visual interest and relief.

(7) Color.

(a) Muted and subtle earth tones or neutral colors, that are low-reflectance shades, are preferred as the primary colors of buildings. Natural wood finishes are encouraged. Alternative colors may be approved by the Planning Commission.

(b) Coordinated Color. Color schemes must be simple and coordinated over the entire building to establish a sense of overall composition. Color schemes must tie together signs, ornamentation, awnings, canopies and entrances.

(8) Screening Mechanical Equipment.

(a) Rooftop mechanical equipment shall be screened from the view of adjacent public streets and abutting properties by an extended parapet wall or other roof forms that are integrated with the architecture of the building.

(b) Ground level mechanical equipment shall be screened using vegetation screening or structural screens that are integrated with the materials and colors of the building.

(9) Accessibility. Accessibility must be consistent with Americans with Disabilities Act (ADA) standards and applicable building codes. Wheelchair ramp design must incorporate materials and detailing similar to the base of the building.

(10) Sustainability. Where possible, use materials indigenous to the region and/or manufactured or supplied locally and that have minimal adverse impacts to the environment.

**XXXX Off-street parking standards**

Off-street parking in the Downtown Core Overlay Zone shall be provided in accordance with the underlying zoning district except for the following standards:

(1) Minimum Parking Required:

(a) Residential Uses: 0.5 parking spaces per unit

(b) Office, Retail, Bank, or Eating and Drinking Establishment: 1 space per 600 sq. ft.

(c) Mixed-Use Development:

(A) Residential: 0.5 spaces per unit

(B) Commercial: 1 space per 600 square feet

(2) Off-street parking screening. Surface parking must be screened from the public right-of-way by one or a combination of the following:

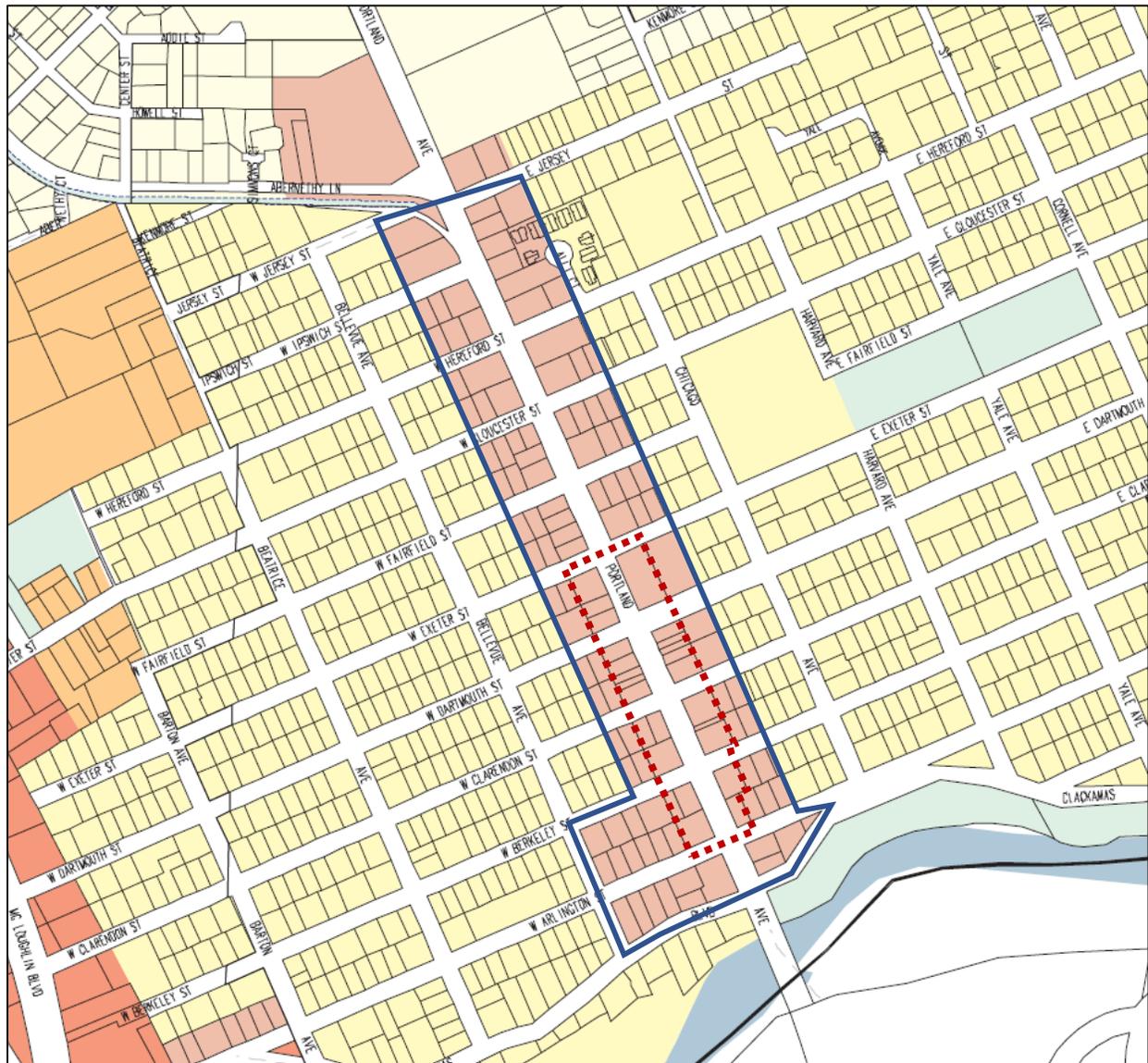
(a) Low walls made of concrete, masonry, or other similar material and not exceeding a maximum height of three feet.

(b) Raised planter walls planted with a minimum 80 percent evergreen shrubs not exceeding a total combined height of three feet.

(c) Landscape plantings consisting of trees, of which at least 80 percent are deciduous, and shrubs and groundcover materials, of which at least 80 percent are evergreen.

# City of Gladstone Downtown Revitalization Plan Zoning Code Update

## Proposed Downtown Overlay Zone and Potential Expansion Area



- ..... = Downtown Overlay District Boundary (proposed)
- = Potential Downtown Overlay District Expansion Area
- = Existing Community Commercial Zoning (C2 Zone)
- = Existing Single-Family Residential Zoning (R-5 Zone)





## **CONSENT AGENDA**



## GLADSTONE PLANNING COMMISSION MEETING MINUTES OF MAY 17, 2022

Meeting was called to order at approximately 6:30 P.M. (In Person and via Zoom)

### **ROLL CALL:**

Chair Natalie Smith, Commissioner Michael Milch, Commissioner Andrew Labonte, Commissioner Thomas Mersereau, Commissioner Jennifer Volbeda, Commissioner Andriel Langston, Commissioner Pat Smith

### **ABSENT:**

None

### **STAFF:**

Jacque Betz, City Administrator; Joy Fields, Senior Planner; Spencer Parsons, City Attorney; John Southgate, Consultant; Tami Bannick, City Recorder;

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### **OATH OF OFFICE – COMMISSIONER PATRICK SMITH:**

Ms. Bannick performed the oath of office for Commissioner Patrick Smith.

### **CONSENT AGENDA:**

#### **1. Approval of April 19, 2022 Meeting Minutes**

Commissioner Langston said on page 1-3, fourth paragraph, it says Commissioner Langston asked about parking credit, then about clarifications regarding historical buildings – it was actually Commissioner Labonte who asked those questions. Ms. Bannick will make those corrections.

*Commissioner Milch made a motion to approve the Consent Agenda. Motion was seconded by Commissioner Langston. Ms. Bannick took a roll call vote: Commissioner Langston – yes. Commissioner Milch – yes. Commissioner Labonte – yes. Commissioner Pat Smith - yes. Commissioner Mersereau – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

### **REGULAR AGENDA:**

#### **2. MONTHLY PLANNING REPORT – APRIL 2022:**

Ms. Fields went over the report.

In April they had one member of the public come to the customer service counter, responded to 68 phone calls/emails, reviewed eleven building permits that required land use review, no pre-application conferences, and held one administrative action (sign permit for Hollywood Beverage).

#### **3. PUBLIC HEARING: FILE Z0024-22-D – WEBSTER RIDGE APARTMENTS – CONSTRUCTION OF 16 NEW PARKING GARAGES, 26 PARKING SPACES, AND 4,000 SQ. FT. OF LANDSCAPING WITH WALKING PATHS AND A PLAYGROUND – 18181 WEBSTER ROAD:**

Chair Smith opened the public hearing.

She asked the members of the Planning Commission if they needed to declare any conflicts of interest – there were none. She asked if there were any ex parte contacts and if they had visited the site. There were no ex parte contacts. Commissioner Volbeda has driven by the site.

Commissioner Milch has driven through the site. Commissioner Langston has been to the site. Commissioner Pat Smith has driven through the site. Commissioner Labonte has driven through the site. Commissioner Mersereau has driven through the site. Chair Smith has driven around the site.

Chair Smith said because this is the initial evidentiary hearing State law grants any party the right to request a continuance of this hearing or ask that the record remain open after the hearing is closed. If you do not raise specific issues at the final evidentiary hearing or by the close of the record or fail to provide statements or evidence to allow the local government or its designee to respond to the issue, you will not be able to appeal the decision to the Land Use Board of Appeals based on that particular issue. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government or its designee to respond to the issues precludes an action for damages in Circuit Court.

Ms. Fields went over the staff report (included in the packet). The application was over 400 pages. The site has no known environmental overlays. In 2020 they went through a rezone application and property line adjustment application for 1.04 acres that was previously zoned low density residential and owned by the church to the north. This is a design review for the proposed garages, additional parking, and playground. She went over the map - the location is just above the Gladstone Nature Park, to the west and north of the existing apartment parking area. When the apartments were built they met the required amount of 1.5 parking spaces per unit – they want to expand that. The code does not have a maximum number of spaces for multi-family residential parking. The entire parcel is now zoned multi-family residential (a total of approximately 5.12 acres). Public noticing was sent to the City departments, WES, Clackamas Fire, and property owners within 250 feet of the property. The parking garages are an allowed use outright in the zoning district. The property meets the dimensional standards. The setbacks are met with the proposed additional development, as well as the existing development. The lot area meets the size requirements. The building height is met. The minimum vegetation requirement is 20% - there is a suggested special condition of approval about landscaping to insure that the previous 20% requirement, as well as the current 20% is met with the proposed development. The applicant provided additional documents this morning – she went over those (updated landscaping plan to include screening, design of the wall, etc.). She went over the special conditions for approval. Commissioner Milch asked for clarification regarding special condition #3 – if there are plans for a similar design on the west-facing wall. Ms. Fields said that would be up to the Planning Commission. There are currently trees and an open space as a buffer between the garages and the low-density residential development - that wall was not included because of those trees. Commissioner Langston asked about the elevation of the garages in relation to the neighbors.

**APPLICANT TESTIMONY:**

Bob Sanders, Creations Northwest (property owner), said they do plan to plant additional trees. They will provide their lighting plans. They have met the ADA requirements. The sidewalk on the south side (around building #2) will be connected to the new parking area. He went over some issues that will be worked out with Public Works.

**PUBLIC TESTIMONY:**

Nels Rurey – lives at 1105 Stonewood Court, which looks onto the property. He asked if there will be anything in addition to the arborvitae on the north side of the development – Mr. Sanders said there will also be a fence. Mr. Rurey has a concern regarding the proposed recreational area – that area currently has poisonous weeds/hemlock on it that needs to be sprayed in order to get rid of it.

Staff recommends approval with the special conditions of approval.

*Commissioner Langston made a motion to close the public hearing. Motion was seconded by Commissioner Milch. Ms. Bannick took a role call vote: Commissioner Langston – yes. Commissioner Milch – yes. Commissioner Labonte – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

The Public Hearing was closed.

*Commissioner Milch made a motion to approve the design review application Z0024-22-D with the thirteen special conditions of approval provided by staff. Motion was seconded by Commissioner Mersereau. Ms. Bannick took a role call vote: Commissioner Langston – yes. Commissioner Milch – yes. Commissioner Labonte – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

**4. CONTINUED PUBLIC HEARING – FILE TXT-2022-01 – AMENDMENTS TO HOUSING IN CHAPTER 17 OF THE GLADSTONE MUNICIPAL CODE (GMC):**

The proposed amendments are intended to bring the code into compliance with House Bill (HB) 2001.

(Chair Smith neglected to open the public hearing.)

Jon Pheanis, Project Manager with MIG, the consultant team assisting the City. He gave a presentation regarding recommendations. He gave a recap of the last meeting – they are looking at growth needs by creating more opportunities for housing choice. They are updating various chapters of the zoning code specifically to take on this need for housing choice, as well as meeting recent State rules for middle housing. They have involved the community, stakeholders, Planning Commission, and City Council in this process. Their goal is to adopt the changes to the code by June 30<sup>th</sup>, 2022. He gave a recap of what was discussed at the last meeting and went over the comments received from DLCDC (included in the packet). He went over amendments that would be needed related to HB 4064/manufactured dwellings. He went over possible options/recommendations that were discussed at the last meeting.

Ms. Fields gave a presentation identifying more details and follow up items that were discussed at the last meeting – manufactured homes, sidewalks, and conditional uses.

Chair Smith asked if the setbacks would still apply to ADU's. Ms. Fields said currently there is a setback exception for accessory uses in the low-density residential zoning districts if they are 450 sq. ft. or less. The proposed amendments do not change that. So if it's an 800 sq. ft. ADU they would have to meet the setbacks. If they want to go smaller, then they could fall into that exception for the side or the rear, unless there's already a detached accessory structure using that exception. Commissioner Milch pointed out the difference between 82<sup>nd</sup> Avenue and 82<sup>nd</sup> Drive. He asked if sidewalks and pedestrian access are the same thing. Ms. Fields said not always – pedestrian access may be a raised platform, markings, etc.

Ms. Fields gave a presentation regarding options going forward. By June 30<sup>th</sup>, 2022 they have to make amendments to come into compliance with HB 2001. Primarily anywhere they allow a single-family home as an outright primary use they now have to allow middle housing as an outright primary use with just a building permit. However, that has some ramifications for the existing code.

She went over the requirements for sidewalks and possible options. There is not staff capacity in Public Works currently to manage a “fee in lieu of” program. Chair Smith asked which option would be closest to what other cities have. Ms. Fields said Clackamas County requires sidewalks - they have an exception if there’s not sidewalks within 200 feet and certain topographic issues are there - then there is a fee in lieu of option for single-family, duplex, and tri-plex. She believes that all the surrounding jurisdictions require sidewalks. Commissioner Pat Smith asked if these changes apply only to new construction or to conversions. Ms. Fields recommends that it only apply to new construction. Commissioner Milch asked if there is anything in the stormwater master plan that would identify areas where curbs to sidewalks would enhance the stormwater system or if that could be incorporated in an exception like this. Ms. Fields said she is not familiar with the stormwater master plan well enough to speak to that. Ms. Betz said that Public Works has reviewed the draft language.

Ms. Fields went over proposed amendments and options related to manufactured dwellings. Commissioner Milch and Ms. Fields went over the definition of manufactured dwelling. Ms. Fields said that sidewalks are not a requirement of HB 2001, but they would be impacted by the HB 2001 deadline of July 1<sup>st</sup>.

Commissioner Volbeda asked if they pursue the conditional use changes in the future what does that do now with the passing of HB 2001 with conditional use of single-family housing in the MR zone that automatically allows middle housing as it stands with no changes. Ms. Fields said HB 2001 does not require that we change our multi-family residential zoning district. Currently single-family housing is a conditional use of the MR zone. With HB 2001 we have to treat middle housing the same as we would a single-family. If you allow single-family homes outright as a permitted primary use, you would automatically have to allow middle housing.

There was further discussion regarding making a decision on sidewalks.

*Commissioner Langston made a motion to close the public hearing. Motion was seconded by Commissioner Mersereau. Ms. Bannick took a role call vote: Commissioner Langston – yes. Commissioner Milch – yes. Commissioner Labonte – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

**DISCUSSION:**

Everyone agreed to go with option B with the exceptions. Ms. Betz said if they want to carry this forward to City Council but need clarity on whether or not we should include language referencing the stormwater master plan, that would be a recommendation they could provide tonight. Everyone agreed. Commissioner Milch brought up the issue of accessory dwelling units that appears in both the R-5 and R-7.2 sections – he proposed that the minimum square footage be amended to 250 square feet rather than 400 square feet. He would also like language added to this same section with an exception for a basement conversion. He also wanted to discuss the language “an accessory dwelling unit shall not contain more than one bedroom” – he thinks a larger ADU could potentially have two bedrooms. Ms. Fields said we can’t require parking spaces for ADU’s. She isn’t sure why they would need a minimum size requirement. Commissioner Milch said there was discussion regarding “tiny homes” being used as ADU’s and that was where the minimum size came up.

*Commissioner Milch made a motion to amend the Gladstone Municipal Code, Chapters 17.10.030 and 17.12.030, Accessory Uses Allowed, (5) (b) to change the minimum square footage requirement to 220 square feet and add language that allows a basement conversion to be exempt from the maximum square footage, so long as no additional square footage is added by the conversion, and*

also amend (5) (c) to change one bedroom to two bedrooms. Motion was seconded by Commissioner Pat Smith. Ms. Bannick took a roll call vote: Commissioner Langston – yes. Commissioner Milch – yes. Commissioner Labonte – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.

Commissioner Milch made a motion that the Gladstone Planning Commission recommend that the City Council approve the draft amendments proposed for the Comprehensive Plan and Gladstone Municipal Code (GMC) as found in the Planning Commission packet and amended by the Planning Commission File TXT-2022-01. Motion was seconded by Commissioner Langston. Ms. Bannick took a roll call vote: Commissioner Langston – yes. Commissioner Milch – yes. Commissioner Labonte – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.

Commissioner Langston made a motion to recommend the City Council review sidewalk design standard as written in the packet, sidewalk option B, with the exceptions and also determine if stormwater master plan language be considered in that proposal. Motion was seconded by Commissioner Volbeda. Ms. Bannick took a roll call vote: Commissioner Langston – yes. Commissioner Milch – yes. Commissioner Labonte – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.

**BUSINESS FROM THE PUBLIC:**

None.

**BUSINESS FROM THE PLANNING COMMISSION:**

**Commissioner Milch:**

He spoke about the possibility of conflicts of interest in relation to legislative action that they take. All of the amendments they are making as a result of HB 2001 affect virtually all homeowners and even renters. Those who are homeowners could potentially benefit financially from being able to have the freedom to develop our property in ways they weren't able to do prior to this legislation. He said that every city will adopt language of this type and he hopes that with whatever benefits or negative impact it has on us economically that no one will come back and say they voted for this because you were going to do better or worse.

The City Attorney said in a legislative context the standard of conflicts of interest is much different than in the context of a quasi-judicial hearing, because when policy is being implemented there are always going to be certain beneficiaries of it.

**Chair Smith:**

She said the next meeting will be a work session. She asked if anyone wanted to make any additions to their 2022 work plan. No one did.

Ms. Betz said the Planning Commission has done an outstanding job on their work plan.

**ADJOURN:**

Commissioner Milch made a motion to adjourn the meeting. Motion was seconded by Commissioner Pat Smith. Ms. Bannick took a roll call vote: Commissioner Langston – yes. Commissioner Milch – yes. Commissioner Labonte – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.

Meeting adjourned at approximately 8:36 P.M.

Minutes approved by the Planning Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Natalie Smith, Chair



## **REGULAR AGENDA**





# City of Gladstone Monthly Planning Report June 2022

## PUBLIC CONTACTS/PLANNING ACTIONS

CUSTOMER CONTACT/ Planning Actions	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR TOTALS
Customer Service Counter Contacts	1	2	1	1	0	3							6
Customer phone/email Contacts	47	67	52	68	64	70							368
Building Permits with Land Use Review	4	4	6	11	1	4							26
Pre-application Conferences	1	0	0	0	0	0							1
Administrative Decisions	0	1	1	1	0	1							4

## PLANNING COMMISSION ACTIONS/DECISIONS

- Meeting Cancelled.

## CITY COUNCIL LAND USE ACTIONS/DECISIONS

- HB 2001 Housing Code Amendments - Approved

## PRE-APPLICATION CONFERENCES

- None

## ADMINISTRATIVE PERMITS

- Z0249-22 Property line Adjustment

## BUILDING PERMITS WITH LAND USE REVIEW

JUNE				
Date	Address	Building Permit #	Description	
06/02/2022	420 W ARLINGTON	B0611421	Extensive Remodel	
06/02/2022	18300 SCOTT CT	B0316522	Remodel	
06/02/2022	705 E FAIRFIELD ST	B0277422	New Garage	
6/8/2022	18000 Webster Rd	C0006222	Certificate of Occupancy – Z0071-20-C	

## FUTURE ITEMS/PROPERTY UPDATES

Date	Topic
6/21/22	Downtown Overlay District and C-2 Zoning amendments
7/21/22	Design Review for 20170 McLoughlin Blvd, Gladstone, OR 97027



## Agenda Item No. 4

PC Meeting Date: 07/19/22

### STAFF REPORT: DESIGN REVIEW

**Application No.:** Z0273-22-D;

**Applicant:** Joshua Hargrave, Powerhouse Retail Services

**Project Location:** 20140 McLoughlin BLVD; Tax Lot 22E20 01300

**Project Description:** Construction of new walk up ATM at established office building adjacent to Walgreens. As proposed, the development will include the ATM, ATM canopy with illuminated signage and light pole.

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### SUMMARY OF STAFF RECOMMENDATION

**The planning staff recommend approval of the Design Review application Z0273-22-D and recommend the following findings and following conditions in support of approval:**

(1) Landscaping; (2) Signage; (3) Lighting; (4) ADA Access; and (5) Bicycle Parking.

The subject property, is comprised of one tax lot (22E20 01300), that is approximately 0.68 acres in size. The property went through a Design Review approval process for a development that included enough parking to serve retail and a restaurant (Z0243-17-D). The site was then modified for the current use of the property that includes offices because the original development was “over parked” and the new use did not change the amount of parking needed and did not change the amount of landscaping that covered 15% of the site as approved through Z0243-17-D. Therefore, the property is currently going through the design review process because of the site development and change to the previously approved landscape plan.

As proposed and conditioned, Planning Staff found the application consistent with previous land use approvals and all applicable standards from Title 17 of the Gladstone Municipal Code (GMC). Therefore, staff recommend that the Planning Commission approved this Design Review application with 8 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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**EXHIBITS**

- Exhibit 1. Location Map
- Exhibit 2. Aerial Image
- Exhibit 3. Exterior Renderings
- Exhibit 4. Site Plan Figure 1
- Exhibit 5. Previously Approved Landscaping Plan

**APPENDIX: SUBSTANSIVE FILE DOCUMENTS**

- A. Application Materials (Narrative, Site Plan)**
- B. Comments Received (Public Works and Engineering),**

## **I. REQUEST FOR COMMENTS**

**Sent to:** Property owners within two hundred fifty (250) feet of the subject property, City of Gladstone, Public Works, Gladstone Fire, Gladstone PD, Engineering, Water Environment Services (WES), and Gladstone Disposal.

**Responses Received:** Gladstone Public Works and Engineering Departments had no comments. No comments were received from the public or other agencies.

## **II. 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 chapter 17.66.015(4) of the Gladstone Municipal Code.
- 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 OF APPROVAL**

- 1. LANDSCAPING.** Prior to planting, identification of the plant species will be provided to staff to ensure the species are not on the Gladstone Prohibited Plant List found in Ordinance 1333 and the applicant shall also verify that the 15% landscaping required by Z0243-17 is still being met, and will be maintained per 17.80.080.
- 2. 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 a sign permit shall be filed separately at the time it is needed.
- 3. LIGHTING.** The project shall submit to the Planning offices a photometric analysis and lighting plan, or a master plan for on-site lighting, that includes the design, height, extent, and location of all proposed exterior lights per 17.44.020 (6).
- 4. 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.

5. **BICYCLE PARKING.** The development must provide temporary bicycle parking with a minimum of two spaces.

#### IV. NOTES:

1. **SYSTEM DEVELOPMENT CHARGES (SDC'S).** SDC's may be required due to the change of use of the property. The project shall provide all relevant information needed to calculate the SDC's to the Public Works Director. SDC calculation methodology is located on the Public Works page of the City of Gladstone website.
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, the applicant will need a permit from the Gladstone Public Works Department.

#### V. FINDINGS

The City of Gladstone Planning Commission finds:

##### A. PROJECT LOCATION AND PROPOSED DEVELOPMENT

The subject property is comprised of tax lot 22E20 01300, that is approximately 0.68 acres in size located at 20140 McLoughlin Blvd. The site is on the east side of McLoughlin Blvd approximately 250 feet south of the intersection with Arlington St. The subject property is zoned C3 - General Commercial District. The proposed project would involve building a new ATM as an accessory structure to serve the existing commercial complex. The existing commercial uses were approved through Z0243-17-D and are an allowed use in the zoning district.

##### B. C3 - GENERAL COMMERCIAL DISTRICT

###### ***17.20.020 Uses allowed outright.***

*In a C-3 zoning district, the following uses and their accessory uses are allowed outright. Outside or open storage shall be an allowed accessory use.*

*(1) Automobile service station, car wash or repair garage, body and fender paint shop, sales of new and used vehicles.*

*(2) Business, governmental or professional office.*

*(3) Community service facility such as a fire station, library, community center, park, utility facility, meeting hall or transit facility.*

*(4) Eating or drinking establishment.*

*(5) Financial institutions.*

*(6) Funeral home.*

- (7) *Hotel or motel.*
- (8) *Medical clinic.*
- (9) *Personal and business service establishment such as a barber shop, tailoring shop, printing shop, laundry and dry cleaning, sales agency or photography studio.*
- (10) *Recreation vehicles sales, services, rental.*
- (11) *Recycling center.*
- (12) *Retail trade.*
- (13) *Roller rink, bowling alley, motion picture theater or similar extensive commercial amusement or recreational facility.*
- (14) *School and associated buildings, structures and facilities.*
- (15) *Small appliance repair including radio, television and electronics repair.*
- (16) *Small parts wholesaling or retailing.*
- (17) *Veterinary clinic or small animal hospital, but not including a kennel or a cattery.*

**Finding:** The primary use of the land for commercial offices and the accessory use for a financial institution ATM as proposed in Z0273-22 are allowed outright in the C3 Zone. The current development contains 37 existing parking spaces and thus they must meet the setback standards found in 17.48.040. This land use application was submitted to meet the Design Review requirements for new construction, and site development per 17.80.021. This criterion is met.

**17.20.045 Screening.**

The following screening standards shall apply:

- (1) Off-street parking and loading areas and business activities, such as service, repair, processing, storage and merchandise display, that are conducted outside of a wholly enclosed building, shall be screened from abutting properties where such properties are in a residential zoning district and from abutting unimproved public street rights-of-way where property on the opposite side of the unimproved right-of-way is in a residential zoning district.
- (2) Business activities, such as service, repair, processing, storage and merchandise display, that are conducted outside of a wholly enclosed building, shall be screened from abutting properties where such properties are in a C-1 or C-2 zoning district and from abutting unimproved public street rights-of-way where property on the opposite side of the unimproved right-of-way is in a C-1 or C-2 zoning district.
- (3) Storage, with the exception of merchandise display, outside of a wholly enclosed building shall be screened from abutting improved public street rights-of-way. Off-street parking and loading areas for customer vehicles, employee vehicles and vehicles for sale are not required to be screened from improved public street rights-of-way. However, off-street parking and loading areas for other types of vehicle storage (e.g. towed vehicles, recreational vehicles being stored as a service) shall be screened from abutting improved public street rights-of-way.
- (4) Required screening shall be accomplished by building placement, a landscaped earth berm or a sight-obscuring fence or hedge.

(5) Required screening shall be reviewed pursuant to GMC Chapter 17.80 (design review). When design review is not required, screening shall be reviewed by the City Administrator or designee.

(6) Required screening shall be a minimum of six feet (6') high. With the exception of equipment and vehicles, stored merchandise and materials shall not exceed the height of required screening. Stored equipment and vehicles may exceed the height of the required screening provided such equipment and vehicles are not stacked on top of one another.

(7) Required screening shall be sited so that it does not conflict with GMC Chapter 17.54 (clear vision). In locations where perimeter landscaping adjacent to a street is required as a condition of land use approval, required screening shall be located behind such landscaping.

**Finding:** The development of an ATM in the C3 Zone does not include outside display of goods or merchandise. The proposal does not include storage of any materials either. The project site is located in an area where other commercial land surrounds the property. Across McLoughlin Blvd the property is also zoned C-3. Thus screening is not required. This criterion is met.

**17.20.050 Dimensional standards.**

*Except as provided in GMC Chapters 17.38 (planned unit development), Chapter 17.72 (variances) and Chapter 17.76 (exceptions), the following dimensional standards shall apply in a C-3 zoning district:*

*(1) Front Setbacks. There shall be no minimum front setback requirement except when a front lot line abuts a residential zoning district or abuts a street where property on the opposite side of the street is in a residential zoning district, in which cases the minimum front setback shall be twenty feet (20').*

*(2) Street Side Setbacks. There shall be no minimum street side setback requirement except when a street side lot line abuts a residential zoning district or abuts a street where property on the opposite side of the street is in a residential zoning district, in which cases the minimum street side setback shall be twenty feet (20').*

*(3) Side and Rear Setbacks. There shall be no minimum side or rear setback requirements.*

*(4) 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.*

*(5) Architectural Features. Architectural features such as cornices, eaves, gutters, chimneys and flues may project a maximum of two feet (2') into a required setback area.*

*(6) Building Height. The maximum building height shall be thirty-five feet (35'). This restriction may be varied as follows:*

*(a) Maximum building height may be increased by one (1) story if the building is provided with an approved automatic sprinkler system throughout as provided in Section 506 of the Oregon Structural Specialty Code or its successor; 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;*

*(b) Maximum building height may be increased if the city fire department reports that it possesses sufficient fire-fighting capability to provide emergency response to a structure of the height proposed.*

*(7) 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 ten feet (10').*

*(8) Hotels and Motels: N/A*

*(9) Portable Storage Container Setbacks. When a lot line abuts a residential district, a setback does not apply to Portable Storage Containers as defined in Chapter 5.22. N/A*

**Finding:** As proposed, the ATM development is on a property that is approximately 0.68 acres in size with existing commercial development and associated parking. There is no applicable minimum lot size or setbacks due to the surrounding parcels being zoned commercial. The existing 37 parking spots are set back from property lines and separated from adjacent neighbors by 5 feet of landscaping (per aerial images see exhibits). The equipment serving the ATM is setback from all lot lines by more than 10 feet. The ATM height is less than 13 feet. These criterion are met as conditioned.

## **C. DESIGN REVIEW FINDINGS PER CHAPTER 17.80**

### **17.80.010 Objectives.**

*The following objectives of the regulations in this chapter are as follows:*

- (1) To preserve the natural environment and protect and enhance the visual character of the city, and to ensure compliance with the goals, objectives and policies of the Gladstone Comprehensive Plan, zoning and subdivision ordinances.*
- (2) To encourage orderly development and to assure that structures, signs and other improvements are appropriately related to their site, and to surrounding sites and structures. Due regard shall be given to the aesthetic qualities of the terrain and landscaping, and proper attention given to exterior appearance of structures, signs, energy conservation and other improvements.*
- (3) To ensure significant site development will be compatible with land use on adjacent properties.*
- (4) To protect neighboring owners and users by assuring that reasonable provisions have been made for such matters as surface water drainage, the preservation of views, light, air and solar access and those effects on neighboring land uses.*

**Finding:** The site location has historically been a commercial office complex. The Gladstone Planning Commission approved the commercial development through Z0243-17 to enable the use of the property by the existing retail and professional office. The ATM a use or structure incidental and subordinate to the main use of the property and located on the same lot as the main use, therefore, it is considered an accessory use. The subordinate use of a small section of the existing

commercial development is compatible with the use on adjacent properties. The exterior aesthetic qualities, and lighting are reviewed further in the findings below. As conditioned these criterion are met.

**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*

**Finding:** The proposal is to construct new ATM structure including the necessary site development that is needed for the construction. This criterion 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 and elevations. Copies needed to thoroughly assess the criteria used for evaluation were also provided. This criterion 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:** The applicant is not requesting an exception. This is informational only. This criterion is not applicable as proposed.

**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 meet this criterion.

## **D. 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.*

***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:** The application received no comments from the Public Works and Engineering Departments. The City indicated to staff that a review the construction plans, improvements, and as-built plans were not required for the proposed accessory structure on private property with no impact to public roads or public utilities. These criterion are 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.*

**(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.*

**(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 proposed ATM is accessory to commercial buildings. Therefore, energy efficiency and solar access are not primary considerations for the use of the structures as an ATM. The proposed ATM is not a building that is designed for people to enter or inhabit. The compatibility of the ATM with the surrounding commercial buildings is primarily dependent on parking and traffic flow. Screening of the mechanical equipment is not proposed, but could be provided through landscaping

choices. There is no dissimilar adjoining uses that would be impacted by the visual impact of the ATM. These criterion related to Siting, Energy Efficient Design, and Compatibility are met.

**(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.*

**(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.*

**(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 ATM structure is designed to have metal siding. Therefore, the material must be approved by the Planning Commission. A lighting plan was not provided with the application. The utilities are proposed to be located underground. These criterion are met as conditioned.

**(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*

**Finding:** The applicant is not proposing to increase the number of parking units, or offices in the development. The accessory use of the site for ATM is not anticipated to increase the waste generated by the existing commercial uses. This criterion is not applicable.

## **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.*

**(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.*

**(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.*

**Finding:** Verification of the plant species proposed and maintenance of previous agreed upon landscaping required through Z0243-17-D and this application is required per special condition #1. The landscaping tree that is to be removed for the placement of the ATM is proposed to be moved to another location on the site. The ATM development site is not adjacent to a public street, or near the right of way. The existing landscaping along McLoughlin includes sod and shrubs. These criterion are met as conditioned.

## **CHAPTER 17.48 OFF-STREET PARKING AND LOADING**

*Chapter 17.48 of the GMC regulates off-street parking and loading for all development permits.*

### ***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:** The subject property is zoned General Commercial and is subject to a Design Review application per Chapter 17.80. However, the minimum number of parking spaces required to serve the existing commercial complex was approved through Z0243-17 and were constructed.

17.48.030 Table 1 identifies the required parking for the existing and propose use as: 1 space per 370 square feet of office space, 1 space per 300 square feet of bank space, and 1 space per 300 square feet of retail space. The existing commercial building is approximately 6,100 square feet, with T mobile retail store taking up 2185 square feet per B0036718, and the Dentist office taking up the remaining 3,921 square feet (per B0066418). Therefore, 10 -16 parking spaces were needed for the dentist office, 7 -13 parking spaces for the T-Mobile retail store, and 1 space is needed for the ATM. The site has approximately 37 parking spaces and thus the parking requirements are exceeded and no additional parking is needed for the bank ATM. The original design review application included a restaurant space that has a minimum of 11 and maximum parking requirement of 80 parking stalls, which is why the development site is “over parked” and did not need additional land use review when the use changed to be for professional offices and retail use. Therefore, previous land use approvals and these criterion are met.

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

#### ***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:** The subject property is currently developed with commercial building and parking. The proposal does not include any additional parking development. This criterion is met.

**(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.*

**Finding:** The subject property is zoned entirely C3 and is surrounded by C-3 zoned properties. No additional parking is being proposed for development with the ATM. The existing spaces on the outer boundaries of the parking lot are contained by curbs and separated from the property boundary by landscaping. The parking spaces are permanently marked and are within 200 feet of the commercial buildings. There is no proposed change to the drive aisle or parking spaces with this additional accessory use. These criterion are met.

**(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.*

*(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: N/A –C-3 Zoning District*

**Finding:** The subject site is located in the C-3 Zoning District and the proposed use is not a school. The ATM is not anticipated to receive and distribute material or merchandise by truck so loading and unloading are not a primary use of these parking spaces that will serve the existing commercial units, or ATM. These criterion are met.

**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;

**Finding:** The applicant is not required to provide off-street parking since the commercial buildings were built with the required minimum amount of parking approved through Z0243-17-D. Therefore, the bicycle parking requirement is limited to temporary bicycle parking with a minimum of two spaces. The

bike parking could be placed in an existing car parking space as long as it is visible from the drive aisle and the entrances to the commercial buildings. These criterion are met as conditioned.

## **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.*

### **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:** The applicant showed part of the on-site pedestrian circulation system, including the sidewalk between the handicapped parking space and the ATM. The sidewalks are existing and there are no plans to modify the existing pedestrian circulation on site. These criterion are 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:** The proposed use is related to a multi-family development. There is an existing transit stop on Webster Rd, approximately 160 feet to the south of the eastern property boundary. The design review application Z0024-22 does not require a full site design review since the majority of the site was reviewed and developed through Z0249-15 and this development does not proposed to incorporate transit streets. This criterion is not applicable.

## **CHAPTER 17.52 SIGNS**

Establishes sign requirements.

**Finding:** Sign designs for the replacement of the current sign, or any additional signage was not included in the application. This criterion is met with Special Condition #2.

**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, it is unlawful to install, set out or maintain, or to allow the installation, setting out or maintenance of any sign, fence, hedge, shrubbery, natural growth or other obstructions to the view higher than three feet above the level of the center of the adjacent intersection with that triangular area between the property line and a diagonal line joining points on the property lines at the distance from the intersection specified in this regulation. In the case of rounded corners, the triangular areas shall be between the lot lines extended in a straight line to a point of intersection and so measured, and a third side which is a line across the center of the lot joining the nonintersecting ends of the other two sides. The following measurements shall establish clear-vision areas:*

Right-of-Way (in feet)	Measurement Each Lot Line (in feet)
80'	20'
60'	30'
50' or less	40'

**(2) Exceptions.** Provisions set out in Subsection (1) of this section shall not apply to:

- (a) Public utility poles; trees trimmed (to the trunk) to a line at least eight feet (8') above the level of the intersection; provided, that the remaining limbs and foliage of the trees must be trimmed as to leave, at all seasons, a clear and unobstructed cross-view of the intersection; saplings, or plant species of open growth habits and not planted in the form of a hedge, which are so planted and trimmed as to leave at all seasons a clear and unobstructed cross-view of the intersection, supporting members of appurtenances to permanent buildings existing on the date when this ordinance in this Chapter becomes effective; official warning signs or signals; places where the contour of the ground is such that there can be no cross-visibility at the intersection; or to signs mounted ten or more feet above the ground and whose supports do not constitute an obstruction as described in Subsection (1) of the section.
- (d) At a driveway serving a parking lot with capacity of more than eight automobiles and at corners of an intersection of a street controlled by stop signs or a traffic signal if the street intersection or driveway has an unobstructed sight distance specified in a 2001 publication titled "A Policy on Geometric Design of Highways and Streets" prepared by the American Association of State Highway and Transportation Officials (AASHTO), summarized in the table below; however, the Planning Commission may approve a driveway location with less than minimum intersection sight distance if no other suitable location is available:

**Finding:** The property being developed is not located on the corner of two intersecting streets. The design of the ATM and site development is approximately 65 feet from the nearest street. The driveway

used to access the existing commercial development was approved through Z0243-17. This criterion is not applicable and is for informational purposes only.

## **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. Surface water drainage and treatment are not required for such a small amount of disturbance in an area that has already been developed. These criterion are met.

## 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:** The proposed use is an accessory use to the existing commercial development on the site. Any applicable Building permits and grading permits are required to ensure the requirements in the Uniform Building Code, or current predecessor, are met. As conditioned this criterion is met.

## 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.*

**Finding:** The City Public Works and Engineering Departments had no comments. The electrical, lighting, cable, communication and other utility connections will be installed following the requirements of the utility providers. These criterion are met as conditioned.

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

N/A

**(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 materials provided in the application do not include plans for water, storm sewer, parking lot surfacing, or utility easements since the disturbance required for developing an ATM is minimal and an ATM does not require water or sewer service. However, the electrical utilities shall meet the requirements as conditioned. These criterion are met as conditioned.

As such, the Planning Staff are recommending the Planning Commission APPROVE the Design Review Application No. Z0273-22-D.

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.

**EXHIBITS**

**SITE LOCATION**

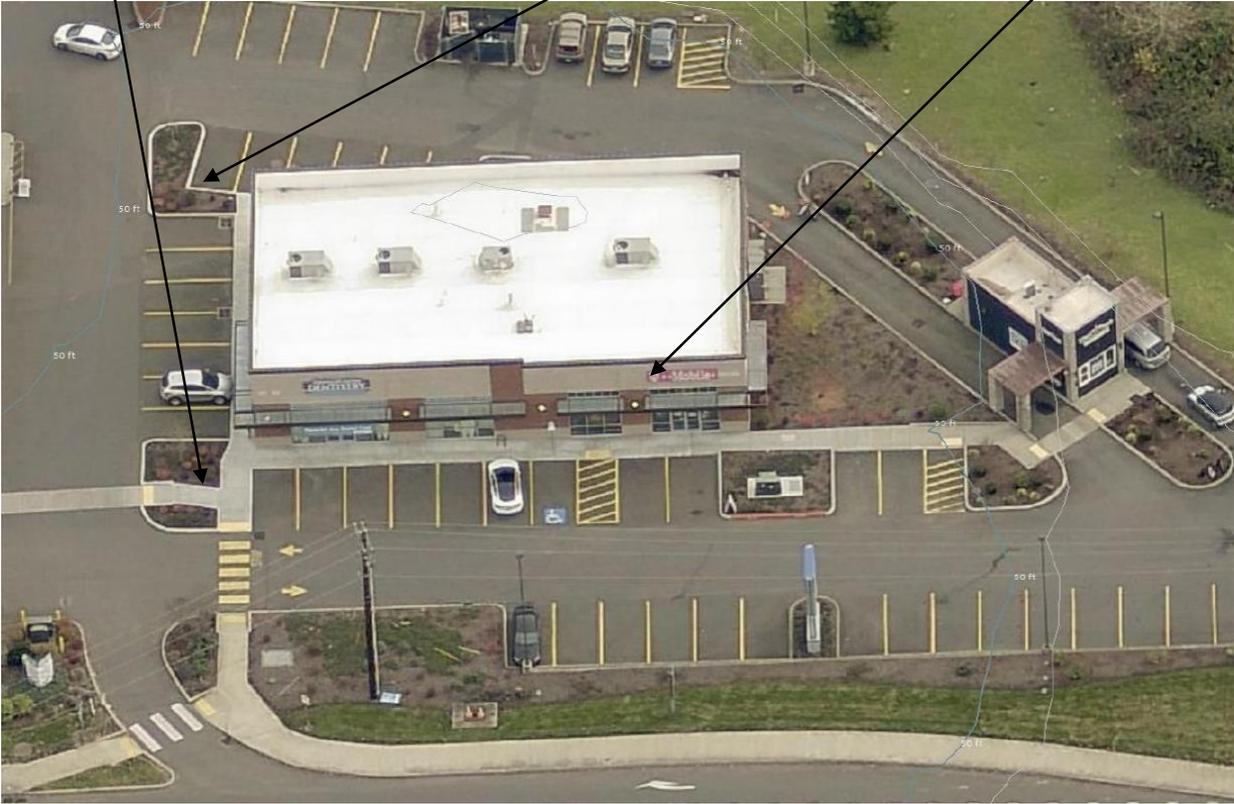


**EXHIBIT 1**  
Location Map  
Z0273-22-D

Proposed location for ATM.

Proposed location for Tree Transplant.

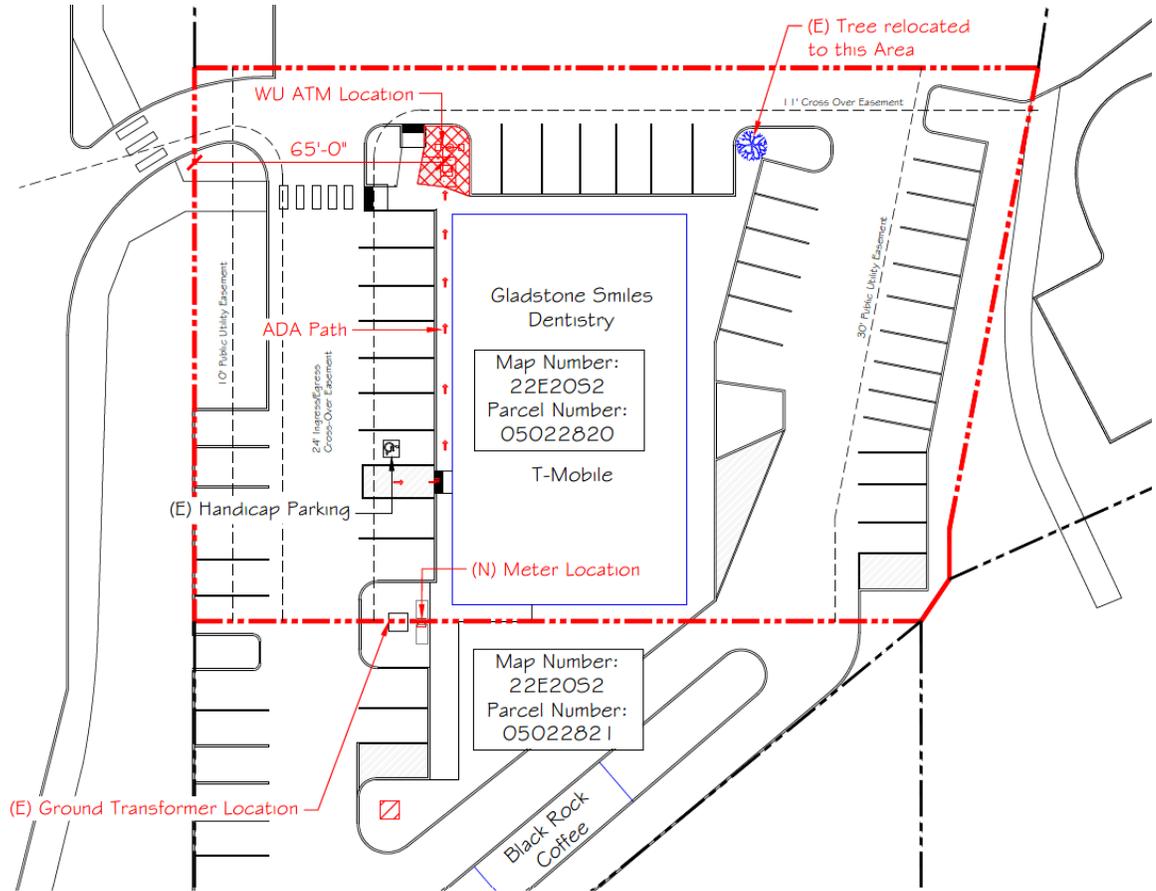
Existing Commercial units Z0243-17-D



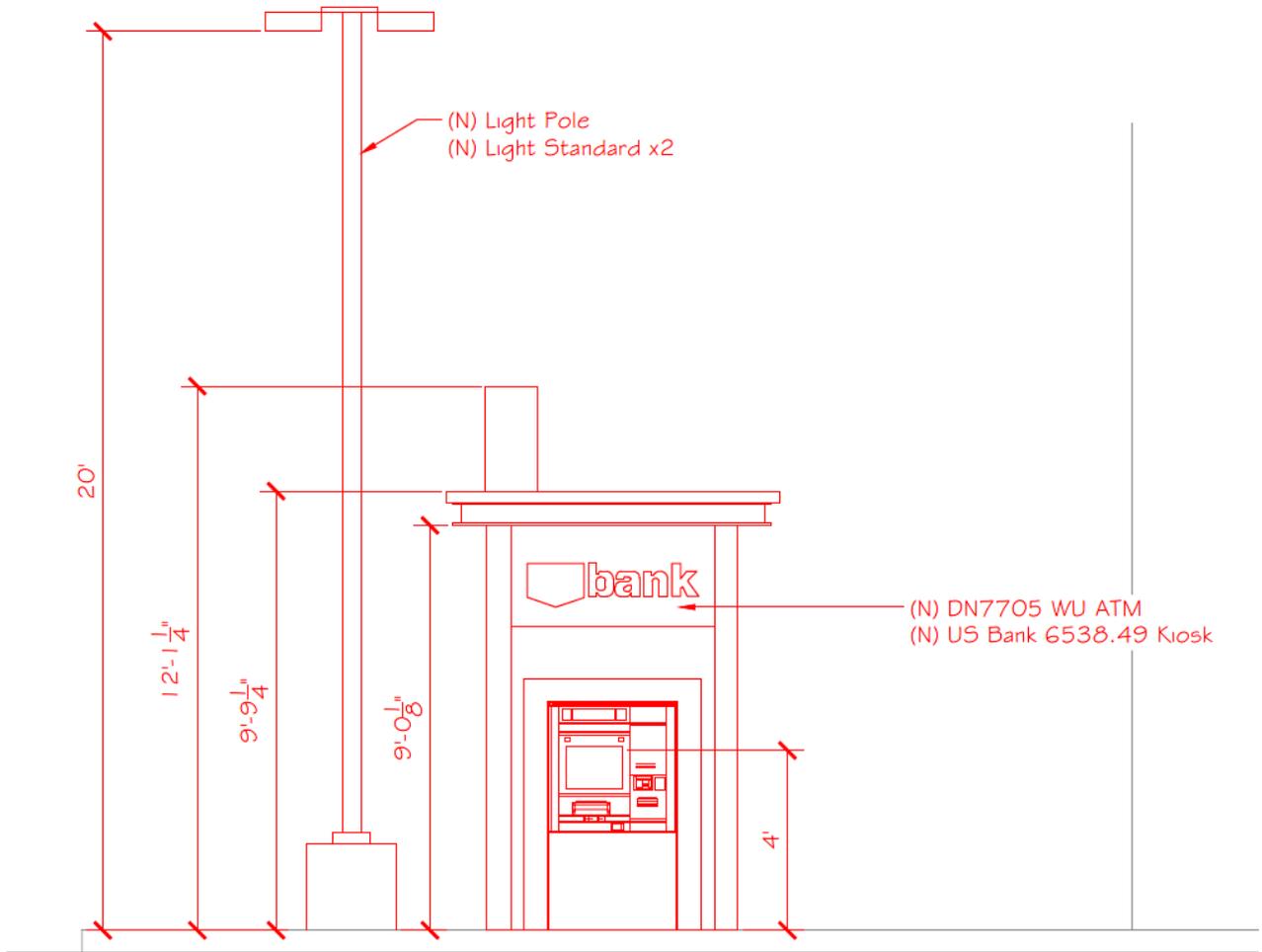
**EXHIBIT 2**  
Aerial  
Images  
Z0273-22-D

Site Plan

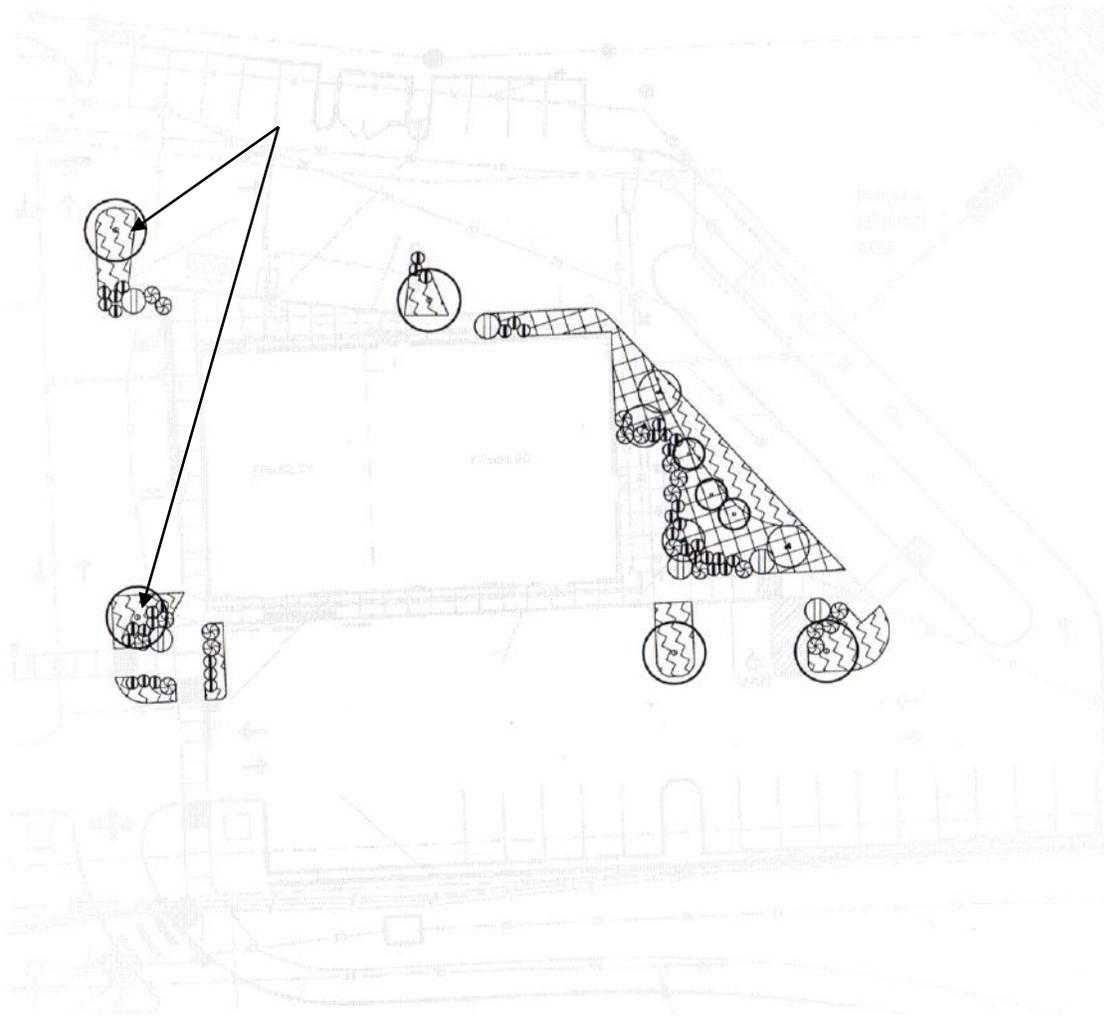
McLOUGHLIN BOULEVARD



**EXHIBIT 3**  
Site Plan  
Z0273-22-D



**EXHIBIT 4**  
 Exterior Renderings  
 Z0273-22-D



**EXHIBIT 5**  
Landscape Plan from  
Z0243-17-D 04/14/2017

Page 27 of 27



**NOTICE OF PUBLIC HEARING  
GLADSTONE PLANNING COMMISSION**

**DATE & TIME:** **July 19, 2022.** This item will not begin earlier than **6:30 p.m.** However, it may begin later depending on the length of preceding items.

**PLACE:** Per the Governor’s Executive Order 20-16 and House Bill 2560, regarding compliance with Oregon’s public meetings laws, the City of Gladstone is abiding by social distancing requirements during the coronavirus pandemic. This public hearing will be available in person and 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 after July 12th on our website: <https://www.ci.gladstone.or.us/bc-pc/page/planning-commission-meeting-75>.

**FILE NO:** Z0273-22

**LOCATION** Zoom and at 18505 Portland Avenue | Gladstone, OR 97027

**DEVELOPMENT PROPOSAL:** Construction of new walk up ATM at established office building adjacent to Walgreens. As proposed, the development will include the ATM, ATM canopy with illuminated signage and light pole.

**APPLICABLE REVIEW STANDARDS:** Chapter 17.20, 17.80, along with the DIVISION VII. Administrative Procedures, and the Division IV. Development Standards of Title 17 of the Gladstone Municipal Code.

All interested parties are invited to “attend” the hearing online or by telephone and will be provided with an opportunity to 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 \$1 for the first page and 10 cents for each additional page or you may view or obtain these materials:

1. By emailing or calling staff, Joy Fields, at 503-742-4510 or [jfields@clackamas.us](mailto:jfields@clackamas.us); or
2. Online at <https://acela.clackamas.us/citizenaccess/>. After selecting the “Planning” tab, enter the permit file number to search. Then scroll down and select “Attachments,” where you will find the submitted application. For further information, contact Joy Fields at 503-742-4510 or [jfields@clackamas.us](mailto:jfields@clackamas.us).

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: 503-742-4510 E-Mail: [jfields@clackamas.us](mailto:jfields@clackamas.us)

## ACCEPTANCE OF COMPLETE LAND USE APPLICATION

**ORIGINAL DATE RECEIVED:** June 1, 2022

**FILE NUMBER:** Z0273-22-D

**APPLICATION TYPE:** Design Review

**This application has been reviewed by staff and determined to be complete**

**on** June 23, 2022.

Joy Fields,  
Signature

Sr. Planner, Contract Planner for Gladstone  
Title

**120-DAY DEADLINE:** October 21, 2022

RECEIVED



Jun 1 2022

Clackamas County Planning & Zoning Division

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: 503-742-4510 E-Mail: jfields@clackamas.us

A completed application includes the LAND USE APPLICATION and the items identified in the appropriate SUPPLEMENTAL APPLICATION.

- Checkmarks and instructions: 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

Form fields for staff use: 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

SECTION I. APPLICANT/ PROPERTY OWNER

Applicant information form: NAME OF APPLICANT (Hargrave, Joshua), MAILING ADDRESS (812 S CROWLEY RD, CROWLEY, TX 76036), APPLICANT IS (LEGAL OWNER), NAME OF CONTACT PERON, MAILING ADDRESS OF CONTACT, PHONE NUMBERS OF: APPLICANT: WK 817-297-8575 HM, CONTACT PERSON: WK, HM, EMAIL OF APPLICANT: PERMITTING@POWERHOUSENOW.COM, SITE ADDRESS: 20140 McLoughlin Blvd. Gladstone, OR 97027, TOTAL LAND AREA, LEGAL DESCRIPTION, ADJACENT PROPERTIES UNDER SAME OWNERSHIP.

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

Table with 4 columns: NAME, ADDRESS, ZIP, RELATIONSHIP. Two rows for other persons.

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.

Signature of Marcus Duplessis, OWNER'S SIGNATURE, JRP Properties LLC, OWNER'S NAME (Print)

Signature of Joshua Hargrave, APPLICANT'S SIGNATURE, Joshua Hargrave, APPLICANT'S NAME (Print)

## Contacts

**Planning, Building and Development**

**Planning Staff Main Number: 503-742-4500**

**Joy Fields**, [JFields@clackamas.us](mailto:JFields@clackamas.us) or **503-742-4510** and **Lizbeth Dance**, [LDance@clackamas.us](mailto:LDance@clackamas.us)

**Gladstone Municipal Code:** <https://www.codepublishing.com/OR/Gladstone>

**GIS Mapping:** [https://maps.orcity.org/Html5Viewer\\_2\\_12\\_1/index.html?viewer=Gladstone.Gladstone](https://maps.orcity.org/Html5Viewer_2_12_1/index.html?viewer=Gladstone.Gladstone)

<p><b>City Hall</b>                      525 Portland Avenue, Gladstone, OR 97027                      Office Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.</p>	<p>Administrator, Jacque Betz <a href="mailto:betz@ci.gladstone.or.us">betz@ci.gladstone.or.us</a>                      Tami Bannick <a href="mailto:bannick@ci.gladstone.or.us">bannick@ci.gladstone.or.us</a>  <b>503-656-5225</b></p>
<p><b>Public Works Department</b>                      18595 Portland Avenue, Gladstone, OR 97027                      Hours: Monday – Friday, 8:00 a.m. to 3:30 p.m.:</p>	<p>Director, Jim Whynot: <a href="mailto:whynot@ci.gladstone.or.us">whynot@ci.gladstone.or.us</a>  <b>503-656-7957</b></p>
<p><b>Fire Department</b>                      555 Portland Avenue, Gladstone, OR 97027                      Business Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.</p>	<p>Chief, Mike Funk: <a href="mailto:funk@ci.gladstone.or.us">funk@ci.gladstone.or.us</a>  <b>503-557-2775</b></p>
<p><b>Clackamas County Building Codes Division</b>                      Building information: <a href="http://www.clackamas.us/building/">www.clackamas.us/building/</a></p>	<p><b>503-742-4240</b></p>
<p><b>Building Permit</b>    Inspection Line</p>	<p>503-742-4720</p>
<p><b>Building</b>            Permit Specialist</p>	<p>503-742-4240</p>
<p><b>Richard Carlson</b>    Structural Review</p>	<p><a href="mailto:richardcar@clackamas.us">richardcar@clackamas.us</a>    503-742-4769</p>
<p><b>Doug Rudisel</b>        Electrical Plan Review</p>	<p><a href="mailto:dougrud@clackamas.us">dougrud@clackamas.us</a>    503-742-4764</p>
<p><b>Wayne Seiffert</b>        Plumbing Inspector Supervisor</p>	<p><a href="mailto:waynesei@clackamas.us">waynesei@clackamas.us</a>    503-742-4777</p>
<p><b>Police Department</b>                      535 Portland Avenue, Gladstone, OR 97027                      Business Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.</p>	<p>Nuisance Concerns  <b>503-557-2763</b></p>
<p><b>CLACKAMAS COUNTY SURVEYOR</b>                      Surveys, Plats, Partitions and Public Land Corners: <a href="http://www.clackamas.us/surveyor/">www.clackamas.us/surveyor/</a></p>	<p><b>503-742-4475</b></p>



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: 503-742-4510 E-Mail: jfields@clackamas.us

### 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 \$785, maximum fee is \$36,835) to the Clackamas County Planning Division. Provide a statement giving the estimated cost of construction (labor and materials). Once your application is deemed complete, 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.



### 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: 503-742-4510 E-Mail: jfields@clackamas.us

• 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

<b>Contact Information:</b>	<input type="checkbox"/> Owner	<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer	<input checked="" type="checkbox"/> Other
<b>Contact/Applicant's Name:</b> Joshua Hargrave/Powerhouse Retail Services				
<b>Mailing Address:</b> 812 S CROWLEY RD		<b>City/State/Zip:</b> CROWLEY, TX 76036		
<b>E-Mail:</b> PERMITTING@POWERHOUSENOW.COM		<b>Phone:</b> 817-297-8575		
<b>Contact Information:</b>	<input type="checkbox"/> Owner	<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer	<input type="checkbox"/> Other
<b>Contact/Applicant's Name:</b> _____				
<b>Mailing Address:</b> _____		<b>City/State/Zip:</b> _____		
<b>E-Mail:</b> _____		<b>Phone:</b> _____		

<b>Property Information</b>	<b>US Bank - Gladstone</b>
<b>Site Address:</b> 20140 McLoughlin Blvd. Gladstone, OR 97027	
<b>Total Land Area:</b> _____	
<b>Legal Description:</b> T _____ S, R _____ E/W/Q, Section _____ Tax Lot(s) _____ <i>(For property legal description, contact Planning at 503-742-4500)</i>	
<b>Adjacent Properties under Same Ownership:</b> T _____ S, R _____ E/W/Q, Section _____ Tax Lot(s) _____	
<b>Project Description:</b> <u>Demo for concrete island, install walk up ATM, ATM canopy with illuminated signage, and light pole.</u> _____ _____ _____ _____	
<b>Current Zoning:</b> _____	<b>Existing Use of Site:</b> _____
<b>Construction Cost:</b> \$50,000.00	<b>Proposed Square Footage:</b> _____

**Method of Sewage Disposal:** N/A

**Water Supply:** N/A

**Commercial/Industrial/Institutional Development:**  
 Number of employees/students/occupants: \_\_\_\_\_ Days of operation: \_\_\_\_\_  
 Estimated hours of daily operation: \_\_\_\_\_ am - \_\_\_\_\_ 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:**

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.

Marcus Duplessis  
BODED58C30F415  
 Owner's Signature  
 JRP Properties LLC  
 Owner's Name (Print)

Josh Hargrave  
 Applicant's Signature  
 Joshua Hargrave  
 Applicant's Name (Print)

• 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: \_\_\_\_\_  
~~Remote ATM with Canopy, material will be metal with internal electronics. See plans for colors.~~

Identify how your proposal meets the building siting and design standards pursuant to GMC Chapter 17.44.  
~~NA - remote ATM with Canopy~~

Identify how your proposal meets the landscaping requirements pursuant to GMC Chapter 17.46.  
~~No landscaping with in work area, remote ATM with Canopy~~

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

~~Existing ATM parking and regular parking in area, remote ATM.~~  
\_\_\_\_\_  
\_\_\_\_\_

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

~~Walk-up ATM, existing ADA and regular parking in area. Design has a 5' x 5' turn around for ADA, meeting ADA slopes.~~  
\_\_\_\_\_

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.

\_\_\_\_\_  
\_\_\_\_\_

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

~~The area for the ATM is larger than needed to meet ADA, area and size is what US bank is looking for in an ATM.~~  
\_\_\_\_\_

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:

~~existing area is mulch and not being used for any purpose~~  
\_\_\_\_\_  
\_\_\_\_\_

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

~~We will add a direction bore line from the meter pedestal to the ATM area, minimal utilities. current area is mulch, converting to concrete will not affect drainage or vision, no grading.~~  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets to answer questions if necessary)



















CLIENT:  
 PROJECT:

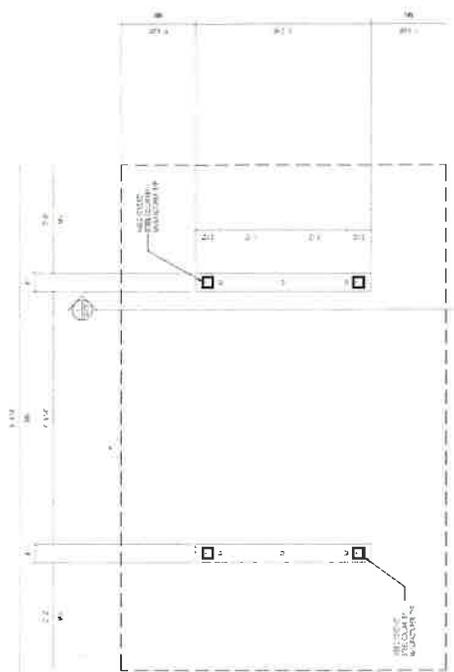
ATM CANOPY 6538.49 - GLADSTONE, OR  
 20140 MCLOUGHLIN BLVD  
 GLADSTONE, OR 97027

REVISIONS  
 NO. | DESCRIPTION | DATE

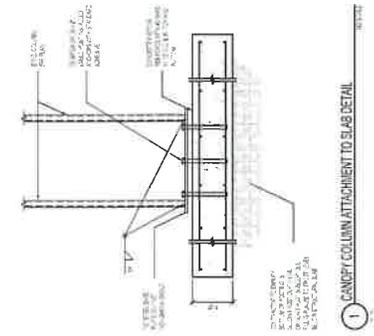
PROJECT INFO:  
 PROJECT NO.:  
 DATE:  
 SHEET NO.:

FOOTING AND  
 FOUNDATION  
 PLANS

SHEET NUMBER:  
**S-101**



**CANOPY COLUMN FOUNDATION PLAN**  
 A 1/4" = 1'-0"



**1 CANOPY COLUMN ATTACHMENT TO SLAB DETAIL**  
 1/4" = 1'-0"













**BHB STRUCTURAL**  
10101 NE 10th Ave, Suite 100  
Portland, OR 97220  
503.253.8888  
bhb@bhb-structural.com



**CLIENT:**  
STAMP

**PROJECT:**  
ATM CANOPY 6538.49 - GLADSTONE, OR  
GLADSTONE, OR 97027

**REVISIONS**

NO.	DESCRIPTION	DATE

**PROJECT INFO:**

PROJECT NO.	2021
DATE	12/22/2021
ENGINEER BY	J.P.
CHECKED BY	J.P.
DATE	12/22/2021

**PROJECT TITLE:**  
GENERAL STRUCTURAL NOTES

**SHEET NUMBER:**  
S-001

**GENERAL STRUCTURAL NOTES**

**FOUNDATION**

- Soils Investigation Report: None
- Assumed Soil bearing pressure: 1500 psf - Contractor shall verify at time of construction.
- Frost Protection: 12" minimum.
- Clear excavations of debris and loose soil prior to placing footings. All footings shall bear on undisturbed natural sub-grade or engineered compacted fill as noted in these drawings.

**EARTHWORK**

- Fill to be worked in the contractor shall verify that the soil conditions are adequate for 1,500 psf allowable soil bearing pressure. If needed, structural fill shall be provided beneath footings.
- Check for and remove all obstructions, including but not limited to, rocks, tree stumps, roots, boulders, and other materials that may impede proper construction. The building area shall be cleared of all vegetation, stumps and debris. Following stripping, all fill soils and any remaining loose natural soils shall be excavated to expose compacted natural soils.
- Proof roll the entire building pad area with normal compaction equipment to check for the presence of unsuitable fills, soft spots, or other undesirable materials or conditions. Remove sub-grade materials that are unsuitable and replace with compacted structural fill at 4.00 psf lean concrete.
- Compacted structural fill: All fill material shall be well-graded granular material with a maximum size less than 1.5 inches. The maximum dry density shall be determined by ASTM D 1557 for fill beneath footings and 90 percent for fill beneath floor slabs. All fill shall be tested. Compacted structural fill shall be placed in lifts not exceeding 9" in uncompacted thickness.
- Floor slab thicknesses shall be required by the plans and equipment to be a granular layer at least 4" thick, compacted to a minimum density of 95% of the maximum laboratory density as determined by ASTM D 1557.
- Consult the project specifications for further earthwork requirements.

**CONCRETE**

- Materials, unless noted otherwise:
  - Normal weight aggregates: ASTM C 33
  - Light weight aggregates: ASTM C 901
  - Long term air aggregates: 1.12% to 8%, 22% for multiple use aggregates (1" or 3/4") retained on each sieve below the top size and above the No. 100. The range for the No. 30 and No. 60 sieves shall be 8% - 15% retained in each. To avoid gradation the following shall occur:
    - When the percent retained on three adjacent sieves shall not fall below 8%.
    - When the percent retained on two adjacent sieves is less than 8%, the total retained on either of the two adjacent sieves shall be at least 19%. See ACI 308 Section 5.1.3.3 for more information.
  - Maximum Aggregate Size shall not be larger than:
    - 1 1/2" the depth of the slab
    - 1/3 the minimum clear spacing between bars
    - 3/4 the minimum clear spacing between bars
  - Reinforcing steel:
    - Deformed Bar Anchors (R6A)
    - Headed Stud Anchors (R5A)
    - Typical rods
    - ASTM A 618 Grade 60 (F<sub>y</sub> = 60 ksi) (Use Grade 40 (F<sub>y</sub> = 40 ksi) for field bent dowels with splices indicated reduced by 1/3.
    - ASTM A 108
    - ASTM A 198
    - ASTM F 1554, Grade 36, with ASTM A 663 heavy hex nuts and hardened washers (when used).
  - Admixtures:
    - Concrete admixtures shall comply with ASTM C 495 (when used).
    - Water-reducing admixture shall be added to meet concrete
    - Water-reducing admixture shall comply with ASTM C 494-C 494M, Type A (when used)
    - Retarding admixture shall comply with ASTM C 494-C 494M, Type B (when used)
    - Retarding admixture shall comply with ASTM C 494-C 494M, Type D (when used)
    - High-range, water-reducing admixture shall comply with ASTM C 494-C 494M, Type G (when used).
    - Water-reducing and retarding admixture shall comply with ASTM C 494-C 494M, Type G (when used).
    - Admixture manufacturer shall have ISO 9001 Quality Certification. To ensure compatibility all admixtures shall be tested and approved by the contractor.
    - Type I cement complying with ASTM C-150 shall be used for all concrete. Cement source shall remain the same for the entire job.
    - ASTM C 518, Class F, -25%, maximum cementitious content.
    - Provide air entraining as recommended by Table 19.3.3.1 of ACI 318-14. Concrete that extends above concrete shall have, at the point of delivery, a slump of 4". Determine the slump by ASTM C 143. Slump tolerance shall meet the requirements of ACI 117. When using high-range, water-reducing admixture or admixtures, the slump shall be tested at 2" below the maximum slump of concrete to be embedded in concrete.
  - Compressive strengths of concrete at 28 days shall be as follows
    - All Site Concrete with Reinforcement: 5,000 psi
    - Classification: F0, S1, W1, C2
    - All Site Concrete without Reinforcement: 4,500 psi
    - Classification: F0, S1, W1, C2
- Only one grade or type of concrete shall be poured on the site at any given time.
- The contractor shall be responsible for the design, detailing, care, placement and removal of all formwork.
- Supporting forms and shoring shall not be removed until structural members have acquired sufficient strength to safely support their own weight and any construction load to which they may be subjected. In no case, however, shall forms and shoring be removed in less than 24 hours after concrete placement.
- Reinforcement shall have the following concrete cover:
  - Cast-in-place concrete: Clear Cover 3"
  - Formed concrete exposed to earth or weather: 2"
  - #6 thru #18 bars: 1.12"
  - #8 and smaller bars: 1.12"

**GENERAL**

- The structural notes are intended to complement the project specifications. Specific notes and details in the drawings shall govern over the structural notes and typical details.
- Typical details and sections shall apply where specific details are not shown.
- The structural drawings are not to be taken as all dimensions, elevations, or notes. The contractor shall coordinate these items with the Architectural, Mechanical and Electrical drawings.
- The contractor shall verify all site conditions and dimensions. If actual conditions differ from those shown in the contract drawings, the contractor shall immediately notify the architect/engineer before proceeding with the fabrication or construction of any affected elements.
- Omissions or conflicts between the contract drawings and/or specifications shall be brought to the attention of the architect/engineer before proceeding with any work involved. In case of conflict, follow the most stringent requirement as directed by the architect/engineer at no additional cost to the owner.
- The contractor shall submit a written request to the architect/engineer before proceeding with any changes, such as omissions, penetrations, mechanical and electrical equipment, etc. Size and locations of mechanical and electrical equipment that differs from those shown on the contract drawings shall be reported to the architect/engineer.
- The contractor shall provide adequate shoring and bracing as required for the chosen method of erection. Shoring shall be designed and installed by the contractor. Review of shop drawings by BHB Consulting shall not relieve the contractor from the responsibility of completing the shoring process according to the contract documents. Fabrication shall not begin until shop drawings review process is complete. Shop drawings agreement prior to the shop drawings being reviewed.
- Only one method of shop drawings is permitted. Fabrication shall not begin until shop drawings are submitted and approved by BHB Consulting. Engineer shall not be responsible or liable for claims arising directly or indirectly from changes made without authorization by an authorized representative of BHB Consulting.

**BASIS OF DESIGN**

- Governing Code
  - Risk Category II
  - Rain Intensity  $i = 1.5$  in/hr
  - Roof Live Load 20 psf
  - Seismic Loads
    - Response Modification Factor,  $R = 1.25$
    - Seismic Design Category,  $D$
    - Site Specific Ground Motion
  - Mapped Spectral Acceleration
  $S_s = 0.844g$   
 $S_1 = 0.376g$
  - Soil Site Class D = 1.20
  - Soil Site Coefficients  $F_a = 1.32$   
 $F_v = 0.540 - W$
  - 5% Damped Design Spectral Response Acceleration
  $S_{ds} = 2.3 \cdot F_a \cdot S_s = 0.675g$   
 $R = 1.25$   
 $S_{d1} = 0.269g$   
 $C_s = 1.25$   
 $P = 1.3; P_e = 1.3$   
 $C_e = \sin^{-1}(L/R)$   
 $C_e = \sin^{-1}(L/RT)$
  - Wind Loads
    - Basic Wind Velocity (3 Second Gust) 98 mph
    - Exposure Category B
    - Internal Pressure Coefficient, GCPI 1.0
    - Topographic Factor, Kzt 1.0
    - Ground Elevation Factor, Ke 1.0
  - Analysis Procedure
    - Seismic-Force-Resisting System
    - Response Modification Coefficient
    - Seismic Design Category
    - Deflection Amplification Factor
    - Redundancy Factors
    - Fundamental Building Period
    - Seismic Response Coefficient
    - W
    - Basic Shear
    - Analysis Procedure
    - Equivalent Lateral Force (Static)
  - Wind Loads
    - Basic Wind Velocity (3 Second Gust)
    - Exposure Category B
    - Internal Pressure Coefficient, GCPI
    - Topographic Factor, Kzt
    - Ground Elevation Factor, Ke



**BHS STRUCTURAL**  
Sari Lakshmi Ch. Uthappa & Associates  
INCORPORATED  
INDIANAPOLIS, INDIANA 46204  
PHONE: 317.441.1111  
WWW.BHSSTRUCTURAL.COM



**CLIENT:**  
BHS STRUCTURAL  
Sari Lakshmi Ch. Uthappa & Associates  
INCORPORATED  
INDIANAPOLIS, INDIANA 46204  
PHONE: 317.441.1111  
WWW.BHSSTRUCTURAL.COM

**PROJECT:**  
ATM CANOPY 6538.49 - GLADSTONE, OR  
GLADSTONE, OR 97027

**REVISIONS**  
NO. DESCRIPTION DATE

**PROJECT INFO:**  
PROJECT No. 20021  
DATE 12.22.2022  
ENGINEERED BY J.P.  
CHECKED BY C.  
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BHS STRUCTURAL  
INDIANAPOLIS, INDIANA 46204  
PHONE: 317.441.1111  
WWW.BHSSTRUCTURAL.COM

**SHEET TITLE:**  
GENERAL  
STRUCTURAL  
NOTES

**SHEET NUMBER:**  
S-002

**GENERAL STRUCTURAL NOTES**

**LEGEND OF MARKS AND ABBREVIATIONS**

AB	ANCHOR BOLT(S)	K	KIPS = 1000 POUNDS
ALT	ALTERNATE	KF	KIPS PER SQUARE FOOT
APPX	APPROXIMATE	LB	POUNDS
ARCH	ARCHITECTURAL	LF	LINEAL FOOT
BLDG	BUILDING	MAN	MANHOLE
BM	BEAM	MCH	MECHANICAL
BTM	BOTTOM	MFR	MANUFACTURER
BTWN	BETWEEN	MISC	MISCELLANEOUS
C.C.	CENTER TO CENTER	MSC	NOT IN CONTRACT
COL	COLUMN	NTS	NOT TO SCALE
CONST	CONSTRUCTION	O.C.	ON CENTER
CTR	CENTER	O/S	OUTSIDE FACE
CH	CONCRETE WALL	OP	OPENING
DB	DECK BEARING	OPST	OPPOSITE
DBL	DOUBLE	PC	POWER-ACTUATED FASTENER
DIA	DIAMETER	PL	PLAIN CARBON STEEL PLATE
DIM	DIMENSION	PL	POUND PER LINEAL FOOT
DWS	DRAWING	PL	POUND PER SQUARE INCH
EA	EACH	PT	POINT
E.F.	EXPANDED	REF	REINFORCING
ELEC	ELECTRICAL	REQD	REQUIRED
ELEV	ELEVATION	RTU	ROOF TOP UNITS
EQ	EQUAL	SC4	STEEL BASE PLATE MARK
E.W.	EACH WAY	SC4	STEEL COLUMN MARK
EXT	EXTENSION	SI	STEEL CAP PLATE MARK
FC	FOUNDATION	SI	SPECIAL INSPECTION
FDN	FOUNDATION	SM	SMALL
F.F.	FINISHED FLOOR	SOO	SUPPERSED MECHANICAL
F5	5/8"	SP	SLAB ON-GRADE
F5*	FOOT	SR	SEISMIC RESISTING
FTS	THICKENED SLAB MARK	STAG	STAGGERED
GALV	GALVANIZED	STD	STANDARD
GSN	GENERAL STRUCTURAL NOTES	STR	STRUCTURAL
HORIZ	HORIZONTAL	STS	SELF TAPPING SCREWS
HT	HEIGHT	T&B	TEMPERATURE
ICC	INTERNATIONAL CODE COUNCIL	T&B	TEMPERATURE
IC	INTERNATIONAL BUILDING CODE	T&B	TEMPERATURE
IN	INCH	T&B	TEMPERATURE
INT	INTERIOR	T&B	TEMPERATURE
JT	JOINT	T&B	TEMPERATURE
JT	JOINT	T&B	TEMPERATURE

**STRUCTURAL STEEL**

1. Metals:

  - a. Wide Flange Section: ASTM A992 (50 ksi)
  - b. All Thread Rods, Other Shapes & Plates: ASTM A36 (36 ksi)
  - c. Deformed Bar Anchors (DBA): ASTM A606 (50 ksi) Grade C or ASTM A1085 (50ksi)
  - d. Headed Stud Anchors (HSA): ASTM A108
  - e. Headed Stud Anchors (HSA): ASTM A108
  - f. Typical Joints: ASTM F1554, Grade 36, with ASTM A563 heavy hex nuts and ASTM F436 hardened washers, Grade A
  - g. Bolted Connections: ASTM F125 Grade A325 with ASTM A563 nuts and ASTM F436 hardened washers.
2. Fabrication and construction shall comply with the latest edition of the following Codes and Standards:

  - a. AISC Specification for the Design, Fabrication and Erection of Structural Steel for Buildings, with "Commentary".
  - b. AISC "Code of Standard Practice" excluding the following: Section 3.2, Section 4.4, Section 4.4.1, Section 4.4.2, Section 4.4.3, Section 4.4.4, Section 4.4.5, Section 4.4.6, Section 4.4.7, Section 4.4.8, Section 4.4.9, Section 4.4.10, Section 4.4.11, Section 4.4.12, Section 4.4.13, Section 4.4.14, Section 4.4.15, Section 4.4.16, Section 4.4.17, Section 4.4.18, Section 4.4.19, Section 4.4.20, Section 4.4.21, Section 4.4.22, Section 4.4.23, Section 4.4.24, Section 4.4.25, Section 4.4.26, Section 4.4.27, Section 4.4.28, Section 4.4.29, Section 4.4.30, Section 4.4.31, Section 4.4.32, Section 4.4.33, Section 4.4.34, Section 4.4.35, Section 4.4.36, Section 4.4.37, Section 4.4.38, Section 4.4.39, Section 4.4.40, Section 4.4.41, Section 4.4.42, Section 4.4.43, Section 4.4.44, Section 4.4.45, Section 4.4.46, Section 4.4.47, Section 4.4.48, Section 4.4.49, Section 4.4.50, Section 4.4.51, Section 4.4.52, Section 4.4.53, Section 4.4.54, Section 4.4.55, Section 4.4.56, Section 4.4.57, Section 4.4.58, Section 4.4.59, Section 4.4.60, Section 4.4.61, Section 4.4.62, Section 4.4.63, Section 4.4.64, Section 4.4.65, Section 4.4.66, Section 4.4.67, Section 4.4.68, Section 4.4.69, Section 4.4.70, Section 4.4.71, Section 4.4.72, Section 4.4.73, Section 4.4.74, Section 4.4.75, Section 4.4.76, Section 4.4.77, Section 4.4.78, Section 4.4.79, Section 4.4.80, Section 4.4.81, Section 4.4.82, Section 4.4.83, Section 4.4.84, Section 4.4.85, Section 4.4.86, Section 4.4.87, Section 4.4.88, Section 4.4.89, Section 4.4.90, Section 4.4.91, Section 4.4.92, Section 4.4.93, Section 4.4.94, Section 4.4.95, Section 4.4.96, Section 4.4.97, Section 4.4.98, Section 4.4.99, Section 4.4.100.
  - c. American Welding Society (AWS), Structural Welding Code (specific items do not apply when they conflict with the AISC requirements).
  - d. AISC "Seismic Provision for Structural Steel Buildings", ANSI/AISC 341
3. Welding:

  - a. Welds shall be made in accordance with the specifications for the applicable code. The contractor has the responsibility to coordinate with the fabricator to ensure proper fit-up and to provide the necessary information to the fabricator to ensure proper fit-up and to provide the necessary information to the fabricator to ensure proper fit-up.
  - b. Drawings must clearly distinguish between shop welds and field welds prior to any work being performed. Shop welds shall be indicated by a "W" and field welds shall be indicated by an "F". The contractor shall indicate the field welds that are excluded from their bids. It is the responsibility of the contractor to coordinate shop welding and field welding with the appropriate subcontractors.
  - c. All shop welding shall be performed by AWS certified welders. EPO XX may be used for welding steel to steel.
  - d. Use E-70XX (55 to 62 ksi) for all structural steel-to-steel connections.
  - e. All intersecting steel shapes which are not bolted shall be connected by a fillet weld all around, unless otherwise specified. The fillet weld shall be of the same size as the thinnest of the connected part.
  - f. All fillet welds shall be of the same size as the thinnest of the connected part.
  - g. All fillet welds shall be of the same size as the thinnest of the connected part.
  - h. Do not weld anchor bolts, including "lock" welds.
  - i. All fillet welds shall be of the same size as the thinnest of the connected part.
  - j. All fillet welds shall be of the same size as the thinnest of the connected part.
4. Bolted Connections:

  - a. Use bolts for steel to steel connections, as noted herein or as noted on the drawings. Bolts shall be used in connections for simple span framing and beam (or girder) to bearing plate connections. Tighten bolts to the specified torque.
  - b. Use hardened washers beneath the turned element of all bolts or nuts. Use hardened beveled washers to compensate for the lack of parallelism, where the outer face of the bolted parts has a slope greater than one in twenty with respect to the axis of the bolt. The beveled washers shall be of the same size as the bolt or nut.
  - c. Where a steel to steel beam connection is not shown, provide a standard AISC framed connection for end-hall the total uniform load capacity of the beam for the span and steel specified.
  - d. Bolts, nuts and washers shall not be reused.
5. Provide full-depth web-stiffener plates at each side of all beams at all bearing points. Stiffener plates shall be fabricated from the same material as the beam web and shall be welded both sides with fillet welds all around.

FLANGE WIDTH	STIFFENER THICKNESS	WELD SIZE
Less than 8.1/4"	1/4"	3/16"
8.1/4" to 12.1/2"	1/2"	5/16"
12.1/2" to 16.1/2"	3/8"	3/8"
16.1/2" to 20.3/4"	5/8"	5/8"



**CLIENT:**  
 BHB STRUCTURAL  
 541 Lake City, Utah Basis  
 801-467-1111  
 info@bhbstructural.com

**PROJECT:**  
 ATM CANOPY 6538.49 - GLADSTONE, OR  
 20140 MCLOUGHLIN BLVD  
 GLADSTONE, OR 97027

NO.	DESCRIPTION	DATE

**PROJECT INFO:**  
 PROJECT No. 20021  
 DATE 12/2/2022  
 ENGINEERED BY JF  
 CHECKED BY JF  
 COPYRIGHT © 2022  
 BHB STRUCTURAL  
 ENGINEERS, P.C.

**SHEET TITLE:**  
 SPECIAL INSPECTION NOTES

**SHEET NUMBER:**  
 S-003

**REQUIREMENTS FOR SPECIAL INSPECTION, MATERIAL TESTING, AND STRUCTURAL OBSERVATION**

**STATEMENT OF SPECIAL INSPECTION AND QUALITY ASSURANCE**

Special inspection and quality assurance (including structural testing), as required by section 1704 and 1705 of the 2019 OSCC, shall be performed by a qualified special inspector. The special inspector shall be independent of the contractor and shall not be employed by the contractor. The names and credentials of the special inspectors to be used shall be submitted to the Building Official for approval.

**Responsibilities of the Special Inspector**

The special inspector shall review all work items for the project (inspectors shall have been trained and certified in accordance with the approved construction plan, specification and 2019 OSCC. Testing and inspection reports shall be sent on a weekly basis to the architect. The special inspector shall be brought to the immediate attention of the contractor for correction, and if uncorrected, to the architect, engineer and building official. The special inspector shall submit a final report to the building official stating that the work complies with the approved construction plan, specifications and 2019 OSCC.

**Responsibilities of the Contractor**

The contractor shall submit a written statement of responsibility to the owner and the building official prior to the commencement of work in accordance with 2019 OSCC. The contractor shall cooperate with the required inspections contained herein. The contractor shall notify the designated special inspector that work is ready for inspection at least 24 hours before said inspection is required. The special inspector shall be brought to the immediate attention of the contractor for correction, and if uncorrected, to the architect, engineer and building official. Upon completion of fabrication, the approved fabricator shall submit a certificate of compliance for submission to the building official. The contractor shall be responsible for their own quality control including materials, fabrication, erection, etc.

**SOILS CONSTRUCTION INSPECTIONS**

ITEM FOR VERIFICATION & INSPECTION	INSPECTION FREQUENCY	COMMENTS
Site Preparation	CONTINUOUS	Verify that the site has been prepared in accordance with the approved construction plan, specification and 2019 OSCC. Verify that the site is free of debris, rocks, and other obstructions. Verify that the site is free of utility lines and other underground utilities. Verify that the site is free of any other obstructions. Verify that the site is free of any other obstructions.
Fill Material	PERIODIC	Verify that the fill material is of the type and quality specified in the approved construction plan, specification and 2019 OSCC. Verify that the fill material is placed in layers of not more than 2 feet. Verify that the fill material is compacted to the required density. Verify that the fill material is free of debris, rocks, and other obstructions. Verify that the fill material is free of any other obstructions.
Compaction	PERIODIC	Verify that the compaction is performed in accordance with the approved construction plan, specification and 2019 OSCC. Verify that the compaction is performed in layers of not more than 2 feet. Verify that the compaction is performed to the required density. Verify that the compaction is performed in the presence of the special inspector.
Spot Footing	PERIODIC	Verify that the spot footing is of the type and quality specified in the approved construction plan, specification and 2019 OSCC. Verify that the spot footing is placed in layers of not more than 2 feet. Verify that the spot footing is compacted to the required density. Verify that the spot footing is free of debris, rocks, and other obstructions. Verify that the spot footing is free of any other obstructions.
Mat Footing	PERIODIC	Verify that the mat footing is of the type and quality specified in the approved construction plan, specification and 2019 OSCC. Verify that the mat footing is placed in layers of not more than 2 feet. Verify that the mat footing is compacted to the required density. Verify that the mat footing is free of debris, rocks, and other obstructions. Verify that the mat footing is free of any other obstructions.

**CONCRETE CONSTRUCTION INSPECTIONS**

Concrete (2019 OSCC Section 1705.3, Table 1705.3, and Section 1705.12) The following concrete elements require special inspection:

ITEM FOR VERIFICATION & INSPECTION	INSPECTION FREQUENCY	COMMENTS
Formwork	CONTINUOUS	Verify that the formwork is of the type and quality specified in the approved construction plan, specification and 2019 OSCC. Verify that the formwork is braced and supported in accordance with the approved construction plan, specification and 2019 OSCC. Verify that the formwork is free of debris, rocks, and other obstructions. Verify that the formwork is free of any other obstructions.
Reinforcing steel	PERIODIC	Verify that the reinforcing steel is of the type and quality specified in the approved construction plan, specification and 2019 OSCC. Verify that the reinforcing steel is placed in accordance with the approved construction plan, specification and 2019 OSCC. Verify that the reinforcing steel is free of debris, rocks, and other obstructions. Verify that the reinforcing steel is free of any other obstructions.
Concrete placement	PERIODIC	Verify that the concrete is placed in accordance with the approved construction plan, specification and 2019 OSCC. Verify that the concrete is placed in layers of not more than 2 feet. Verify that the concrete is compacted to the required density. Verify that the concrete is free of debris, rocks, and other obstructions. Verify that the concrete is free of any other obstructions.
Embeds and inserts	PERIODIC	Verify that the embeds and inserts are of the type and quality specified in the approved construction plan, specification and 2019 OSCC. Verify that the embeds and inserts are placed in accordance with the approved construction plan, specification and 2019 OSCC. Verify that the embeds and inserts are free of debris, rocks, and other obstructions. Verify that the embeds and inserts are free of any other obstructions.

ITEM FOR VERIFICATION & INSPECTION	INSPECTION FREQUENCY	COMMENTS
Post-Installed Anchors and Reinforcing Bars	CONTINUOUS	Special inspection shall be performed per manufacturer's requirements and approved ICC-ES reports noted in POST-INSTALLED ANCHOR section of the approved construction plan, specification and 2019 OSCC. Verify that the anchors are installed in a horizontal, upwardly inclined or overhead orientation meant to resist sustained tension loads. Verify that the anchors are installed in accordance with the approved construction plan, specification and 2019 OSCC. Verify that the anchors are free of debris, rocks, and other obstructions. Verify that the anchors are free of any other obstructions.
Mechanical Anchors and Screw Anchors	PERIODIC	Special inspection shall be provided per manufacturer's requirements and approved ICC-ES reports noted in POST-INSTALLED ANCHOR section of the approved construction plan, specification and 2019 OSCC. Verify that the anchors are installed in accordance with the approved construction plan, specification and 2019 OSCC. Verify that the anchors are free of debris, rocks, and other obstructions. Verify that the anchors are free of any other obstructions.

**STRUCTURAL OBSERVATION PROGRAM**

If structural observations are required, they shall be done by the Engineer of Record or an approved subordinate at the stages of construction listed in the Construction Notification Phases section of these notes. At the conclusion of the project, the designated structural observer shall submit to the building official a written statement that the site visits have been performed in accordance with the approved construction plan, specification and 2019 OSCC. Knowledge has not been obtained (See OSCC 2019 1704.6).

STRUCTURAL OBSERVATION PROGRAM REQUIRED BY CODE	YES	NO	X
CONCRETE			
Footings, stem walls and piers			

**CONTRACTOR TO NOTIFY ENGINEER AT THE FOLLOWING CONSTRUCTION PHASES:**

CONCRETE	
Footings, stem walls and piers	

**DEFERRED SUBMITTALS**

For the purposes of this section, deferred submittals are defined as per section 107.3.4.1 of the OSCC 2019. Submittal documents for deferred submittal items shall be submitted to the engineer, architect and building official for their review for general conformance with the design of this building.

**DEFERRED STRUCTURAL SUBMITTALS FOR THIS PROJECT ARE**

None





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: 503-742-4500 E-Mail: [jfields@clackamas.us](mailto:jfields@clackamas.us)

### NOTICE OF INCOMPLETE APPLICATION

ORIGINAL DATE SUBMITTED: <u>June 1, 2022</u>
FILE NUMBER: <u>Z0273-22</u>
APPLICATION TYPE: <u>Design Review</u>
STAFF CONTACT: <u>Joy Fields, <a href="mailto:jfields@clackamas.us">jfields@clackamas.us</a></u>
DATE OF THIS NOTICE: <u>6/6/2022</u>

### IMPORTANT

Failure to respond completely to this request within 180 days of this mailing will be deemed a refusal to comply with this written request. At such time the city will treat the application as complete for purposes of ORS 227.178(2) and render a final decision on your application based on available information at the time.

MAILED TO APPLICANT: 6/6/2022 to Joshua Hargrave, 812 S Crowley Rd, Crowley TX 76036  
OWNER: JRP Properties LLC, [permitting@powerhousenow.com](mailto:permitting@powerhousenow.com)

MISSING INFORMATION REQUIRED FOR COMPLETE APPLICATION: \_\_\_\_\_

Site plan and landscaping plan, or a narrative that documents the total amount of landscaping on the site and total amount of parking on the site. The application indicates that landscaping (mulch and tree) that was required by Z0243-17-D will be removed. We need to know where it will be replaced to meet the 15 percent minimum required by Chapter 17.46 and if there is enough parking to meet Chapter 17.50 requirements after the landscaping requirement is met. Gladstone Municipal Code requirements for landscaping can be found here: <https://www.codepublishing.com/OR/Gladstone/#!/Gladstone17/Gladstone1746.html#17.46>

Applicant, please check one of the following and return this notice to the above address.

- Yes, I will be submitting the requested information within 1 calendar days or my application will be processed in its present state.
- No, I will not be submitting the requested information. Please accept the application as submitted.

Signature *Josh Hargrave* Date 6/21/22

# PROCESS FOR REPORTING CODE VIOLATIONS:

Go to: <https://www.ci.gladstone.or.us/police/page/gladstone-code-enforcement>

## Gladstone Code Enforcement

**Code Enforcement strives to maintain community safety and neighborhood livability through the use of various municipal codes.** The goal is to gain voluntary compliance through education and assistance. If voluntary compliance cannot be achieved, civil or criminal penalties may be imposed on the violator.

The City of Gladstone encourages all its citizens to be good neighbors by taking pride in keeping their properties and neighborhoods safe and well-maintained. Should you see a problem, you can report it using the code enforcement complaint form or by calling the code enforcement hotline.

**To report a City of Gladstone code violation**, including property maintenance, solid waste or parking violations,

- Call Code Enforcement at 503-557-2763 **OR**
- [File an online complaint](#)

If filing an online complaint below is fillable form:

## Code Compliance Complaint

Address of concern: \*

House number and Street Name (535 Portland Ave) or intersection (Portland Ave / Dartmouth St)

Additional Location Information:

If you don't have a exact address, please provide either the address closest to the property or cross street and description of the property.

Nature of complaint:

- Scattering Rubbish - GMC 8.04.020
- Junk Inoperable Vehicles on Private Property - GMC 8.04.030
- Solid Waste or Garbage - GMC 8.04.060(7)

- Abandoned Appliances - GMC 8.04.070
- Sidewalk Repair - GMC 8.04.100
- Overgrown Vegetation - GMC 8.04.141

Other Violation:

If you do not see the subject of your complaint listed, please give a detailed description of your concern.

Upload a Photo

Files must be less than **2 MB**.

Allowed file types: **gif jpg jpeg png**.

Upload a Photo

Files must be less than **2 MB**.

Allowed file types: **gif jpg jpeg png**.

*Please note that while your submitted photos may be useful to the investigating code compliance officer, they may not be admissible for any action that may result from the investigation. Additional photos taken by the officer may be required for that purpose.*

Your Name:

Your Phone:

Your Address:

Your Email:

Confidentiality

- Yes, I wish to keep my name confidential.

---

Note: The City of Gladstone may be required to release your name and/or information submitted in a complaint pursuant to Oregon public records laws and/or pursuant to court order. The submittal of the public service request is subject to public disclosure according to Oregon public records law. This means that anyone can request the release of documents containing your name and contact information. However, information revealing the identity of persons who are witnesses to crimes or who file complaints with investigative agencies can be withheld from disclosure if you believe the disclosure would endanger your life, physical safety or property. If we are unable to verify an address or violation we will contact you for further details. **If you do not leave a name and a way to contact you for clarification, we will be unable to follow up on your complaint. Inaccurate or incomplete information submitted will delay or prevent further processing.**

Please note: The violation must be visible from the public right of way; or you must indicate that you would like us to contact you for permission to view the site from your property. Thank you for your interest in supporting the livability of our neighborhoods. These complaints are addressed daily and a code enforcement officer will conduct an initial inspection within 3-5 working days. If this complaint is handled by another city department, we will forward your concern to the appropriate department.

Submit