



CITY OF HOOD RIVER

PLANNING DEPARTMENT

211 2nd Street, Hood River, OR 97031 Phone: 541-387-5210

STAFF REPORT CONDITIONAL USE

Application submitted: February 26, 2018
Application complete: April 20, 2018
120-day deadline: August 18, 2018

June 11, 2018

To: City of Hood River Planning Commission
From: Dustin Nilsen, Director of Planning
RE: File No. 2018-12 – Conditional Use Permit for the redevelopment of the Springhouse Cellars Winery and Tasting Room into a community center and independent school (Wildwood Academy).

I. BACKGROUND INFORMATION:

- A. **REQUEST:** Conditional Use Permit for the redevelopment of the Springhouse Winery and tasting room into a community center, event space, and independent school, including phased parking lot and associated site modifications, interior and minor exterior redevelopments of the existing building and associated outdoor event space commonly known as “The Ruins”, which will remain as part of the use mix. (See Attachment A for applicant’s narrative and description)
- B. **APPLICANT:** Carrington Barrs
- C. **OWNER:** James Matthisen, 13 RR LLC and Ron Kaufman for Mt. Hood Railroad Company
- D. **PROPERTY LOCATION:** 13 Railroad Avenue Hood River, Oregon 97031. Legal Description: 3N10E25DC Tax Lots #7800 and 7100. (See Location Map, Attachment “B”)
- E. **ZONING:** The property is zoned General Commercial (C-2), the existing park lot is zone (LI) Limited Industrial.
- F. **PROPERTY SIZE:** Site Development Size is approximately .77 acres.
- G. **SURROUNDING ZONING & LAND USES:**
 - North: LI, Limited Industrial. Mt. Hood Rail Road.
 - South: C-2, Retail- Big Winds Hood River
 - East: LI, Limited Industrial. Mt. Hood Rail Road.
 - West: C-2, Yasui Building, Mixed Retail
- H. **APPLICABLE HOOD RIVER MUNICIPAL CODE (HRMC) CRITERIA:**
 - 1. HRMC 17.09.040 – Quasi-Judicial Actions
 - 2. HRMC 17.03.050 – General Commercial (C-2) Zone, 17.03.060 – Limited Industrial (LI) Zone
 - 3. HRMC 17.04 – Supplementary Provisions
 - 4. HRMC 17.06 – Conditional Uses
 - 5. HRMC 17.16 – Site Plan Review
 - 6. HRMC 17.17 – Landscaping and Development Standards
 - 7. HRMC 17.20 – Transportation Circulation and Access Management

- I. **AGENCY COMMENTS:** Affected agencies were notified of this request. The following comments were submitted in response to the notice prior to the public hearing:
1. Leonard Damian, Fire Department – 5/18/18, comments attached
 2. Stoner Bell, City Engineer – 6/11/18, comments attached
 3. ODOT - 5/24/18, email attached
- J. **ADJACENT PROPERTY OWNER COMMENTS:** Property owners within 250 feet of the subject parcel were notified of this request. No comments were submitted by neighboring property owners in response to the notice prior to issuance of the staff report.
- K. **HISTORY**
1. Application submitted February 26, 2018
 2. Neighborhood Meeting Held March 22nd, 2018
 3. Application deemed incomplete March 29th, 2018
 4. Additional application materials submitted April 20th, 2018
 5. Application deemed complete April 20th, 2018
 6. Notice of Planning Commission hearing mailed May 8th, 2018
 7. Agency referrals mailed and e-mailed May 15th, 2018
 8. Planning Commission hearing scheduled June 18, 2018
- L. **ATTACHMENTS:**
- Attachment “A” – Application, Project Plans, and Narrative
 - Attachment “B” – Location Map
 - Attachment “C” – Leonard Damian, Fire Chief comments, 5/18/18
 - Attachment “D” – ODOT comments, 6/6/18
 - Attachment “E” – Stoner Bell, City Engineer comments, 6/4/18

II. FINDINGS OF FACT

A. HRMC 17.03.050 GENERAL COMMERCIAL (C-2) ZONE:

B. Permitted Uses. Except for C-2 Zoned land within the Waterfront Area, the following uses are generally allowed in the C-2 Zone subject to Site Plan Review:

1. Commercial uses
2. Industrial uses incidental and essential to an on-site commercial use
3. Change of use
4. Parking lots of four (4) or more spaces, new or expanded, and or the equivalent of paving equal to four (4) or more parking spaces
5. Multi-family dwellings for residential use, with a minimum density of 11 units/net acre.
6. Group residential, if fifteen (15) or more persons
7. Transportation facilities pursuant to 17.20.050(B)
8. Professional Office and Office Uses.
9. Hostels

FINDINGS:

As described in the applicant’s narrative ,the proposal is to convert the existing Springhouse building located at 13 Railroad Street from a winery, tasting room, and associated storage facility to a Community Center that will include an event center commonly known as “The Ruins”, the addition of an independent school, a

movement studio, an art room, a pottery studio, music rooms, as well as a small amount of storage and common areas.

With the exception of the school, staff finds that the above uses are consistent with the definition of commercial uses and considered permitted subject to a site plan review in accordance with 17.03.050. Previous findings and conditions of approval associated with Site Plan Review 2012-08, which authorized the approval of the special event space are included as part of these conditional use findings and conditions of approval. The independent school use is discussed in the following section and approval criteria are addressed in the staff report below.

- 2. Conditional Uses:** Except for C-2 Zoned land within the Waterfront Area, which are specifically addressed in Subsection D, the following uses are generally allowed with a conditional use permit in the C-2 Zone:
1. Residential development, excluding multi-family, subject to the following: a) shall be reviewed through the Planned Unit Development (PUD) process; b) PUD common open space criterion is not applicable; and c) shall achieve a minimum of 11 units/net acre.
 2. Residential development a minimum of 11 units/acre in conjunction with commercial uses on the same lot or parcel.
 3. Hospitals, sanitariums, rest homes, nursing or convalescent home
 4. Schools and day care facilities
 5. Public parks, playgrounds, and related facilities
 6. Utility or pumping substations
 7. Churches
 8. Commercial Uses on parcels of more than 1.5 acres.
 9. Public facilities and uses.

FINDINGS: As indicated in the above section, the applicant proposes an independent school, which under the C-2 zoning designation, would require a conditional use approval. Conditional Use Criteria are discussed under HRMC Section 17.06 within this report. Subject to conditions of approval and compliance with the applicable criteria, the use may be permitted within the C-2 zone.

From the applicant's narrative, "*Wildwood Academy anticipates about 30 to 35 students initially with a max of 48 in the current plan. Wildwood Events will have extremely varied attendees/occupants depending on the event scheduled. Minimum events of small parties of 12 or so, maximum events would include a large wedding (160 occupant max) or a hosted music event (350 occupant max)*".

- 3. Site Development Requirements:** Minimum Lot Area: None. Minimum Frontage: Fifty (50) feet on a dedicated public street.

FINDINGS: The site will remain in its same configuration as previously approved and developed, no new parcels are proposed, there are no proposed building expansions, no new configuration of the site, nor changes to the access or access configuration onto 1st Street; as such, the minimum lot size and minimum frontage standards are not applicable.

- 4. Setback Requirements:** There is no minimum lot are area for the site, which is 35,150 square feet, and the minimum setback requirements are as follows: Front – not required. Side and rear – Not required except in the case where the structure is adjacent to a residential zone, in which case a three (3) foot

setback is required for structures up to two (2) stories, and increased one (1) foot for each additional story above two stories.

FINDINGS: The existing structure will remain in its current location, which includes zero lot line setbacks along the front and side of the property. The rear setback exceeds 32 linear feet at all points, but since the subject property is not adjacent to a residential zone, there is no required side or rear setback and the project remain in compliance with the code section.

5. Maximum building height: Thirty-five (35) feet for residential uses; forty-five (45) feet for commercial uses or mixed commercial-residential uses.

FINDINGS: The existing building is approximately 30 feet in height including its existing parapet and complies with the height requirements of the C-2 zone.

6. Parking Regulations:

1. One (1) off-street parking space shall be provided on the building site, or adjacent to the site for each employee. In addition, adequate off-street parking shall be provided on or adjacent to the building site to meet the needs of anticipated clientele.
2. In no case shall there be less than two (2) off-street parking spaces.
5. All parking areas and driveways shall be hard surfaced prior to occupancy, under the following circumstances:
 - a. New construction
 - b. Change of use
 - c. New parking area
7. Bicycle parking as required by 17.20.040.

FINDINGS: Typically, when a change of use is proposed, parking for sites and uses are reviewed against current standards. The applicant proposes a new school and community center to operate along with the event space currently located on site.

In the General Commercial (C-2) zone, commercial uses require one parking space on or adjacent to the site for each employee. In addition, adequate parking for anticipated clientele is required on or adjacent to the site. The subject site is located outside the Central Business District, therefore the fee in-lieu of parking outlined in Chapter 17.24 is not an eligible option for the applicant and owner.

The subject property includes an existing surface parking lot with 6 standard parking spaces and one accessible space. As part of the proposal the applicant has included the development of one additional accessible space and 25 additional standard spaces, adjacent to the site, which shall be leased to Wildwood. These spaces are discussed in the applicant narrative and included in its site plan A0.5 below. In its narrative the applicant indicates there will be “35 spaces for exclusive use and shared use” from the entire Rail parking lot. Additional arrangements with the Railroad in regards to special vent parking and proposed metering are included as part of the narrative.

From the Original 2012 Staff Report approving the event space

Each employee is required to have a parking space as well as what is needed by the business. As stated in this application there will be one to two employees plus customers. Based on the application six parking spaces will be required with this change of use. Since this original approval, the applicant has found over the past four years that the tasting room averages 10 cars per day, Fri-Sunday, over the course of the year,

with an average of 4 cars per day, average during the weekdays. Therefore, the parking provision for the tasting room is still adequate.

The addition of event will add from between 100-150 people after 7:00 p.m. which usually includes 2-4 people per car. Springhouse has secured a "Floating Private Land Lease Agreement" from the Mt. Hood Railroad Company, Inc and Chateau Plateau Enterprises, LLC, DBA Springhouse Cellar for special events. For approximately 53+ parking spaces until October, 2014 ("at which time it is expected that the terms will reevaluated and the lease be renewed").

Finding; Based on the typical event size of 100-150, this application meets the parking requirement, however, will be conditioned on a maintaining a lease for at least the 53 parking spaces. If the leased is revoked or reduced in size, the applicant will work with the City Planning Department to determine if the events continue or are reduced in size. [see recital as a condition of approval]

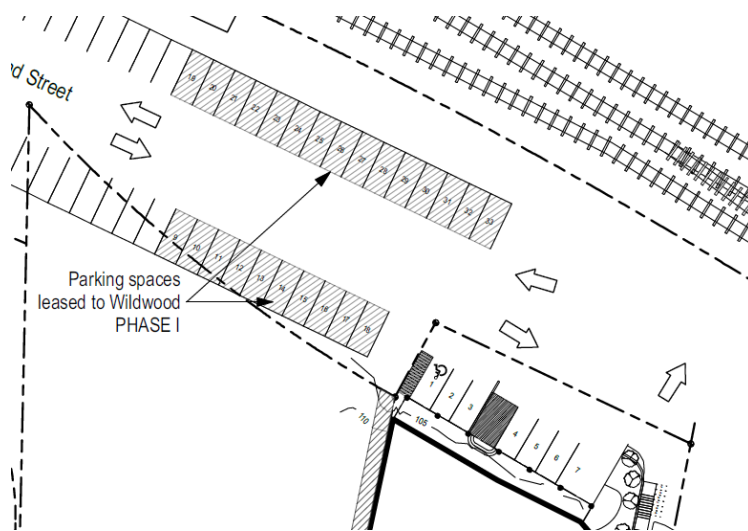
CONCLUSION: as proposed and conditioned this application meets the criteria.

From the Current Narrative

We anticipate Wildwood Academy having **2 full-time instructors with 2 or 3 part-time (a few hours per week) specialists**. The school will operate during typical Hood River County middle school hours and days. Peak traffic times for the school will be during drop off (between 7:45 and 8:30 am) and pickup (between 3:15 and 3:45). School will actually start at 8:25am, however our early drop off option for parents that need to be at work by 8:00am will help to spread this peak drop off time out. Similarly, our after school activities and classes in the basement (Wildwood Down Under) will help to spread out the peak pickup times. Further, our multiple site access points (State street sidewalk and Railroad Street), our proximity to Hood River neighborhoods and the excellent walk ability of downtown Hood River will all help to mitigate these peak times and allow and encourage kids to walk, bike, and/or carpool to and from school. For an alternate, more academic view, please see our attached Traffic Analysis Letter (Exhibit 'A').

Wildwood Events will employ (1) full-time General Manager and up to 4 part-time employees depending on the needs of a particular event. Peak times will mostly be in the evenings and weekends. Small events will continue year round, typically in the evenings. These would include private parties, hosted events, and activities put on by the school. Small events anticipate 10 to 30 vehicles. Medium sized events, like fundraisers, farmer's markets, craft fairs, etc., will continue and typically span a longer periods of time often with vehicles coming and going throughout. Medium events anticipate 30 to 100 vehicles). Large events are very seasonal and will take place during the summer months mainly. These will include weddings on Saturdays and Sundays and music events on Tuesdays and Fridays primarily. These large events will continue to be coordinated with the Railroad to ensure that there is enough parking available and that they do not conflict with scheduled Railroad events (typically only around the winter holidays, where there is no impact or conflict). Large events can have up to 160 vehicles, which can be fully accommodated within the Railroad parking facility.

Wildwood Down Under will have up to 7 contract employees, however it is unlikely that all 7 educational spaces will be used simultaneously. There will certainly be opportunities for community classes to be happening during school hours, but we anticipate that the peak hours of operation will be from after school from about 3:30 until 6:30. Many kids will simply stay after school to attend these classes and activities. We anticipate 5 to 10 vehicles at any one time being parked for these activities, as most classes will be geared towards middle school children and will be drop off and/or pick up mainly.



Based on the above and in order to comply with the previously approved parking requirement, **a condition of approval is recommended that the applicant maintain leased parking in perpetuity or supply the city evidence and means by which the parking demand generated by the space is accommodated in compliance with Code.**

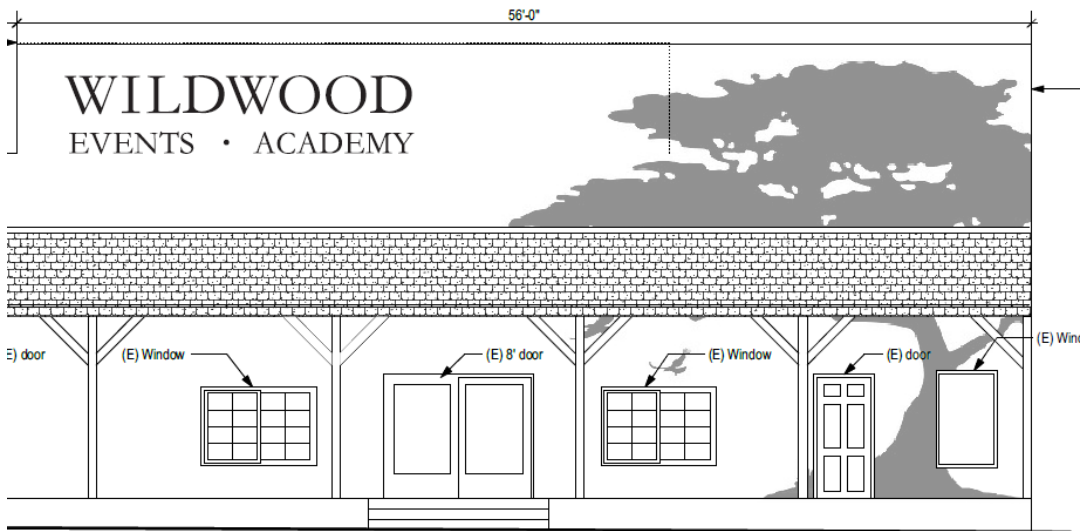
Further, as provided in the original approval, If the leased is revoked or reduced in size, the applicant will work with the City Planning Department to determine if the events continue or are reduced in size. The total 53 space allocation should be memorialized in the findings and conditions as evidence that the proposed parking demands and requirements are satisfied.

7. **Lighting:** Artificial lighting shall be subdued and shall not shine, cause glare, or be unnecessarily bright on surrounding properties. Both interior and exterior lighting shall take into consideration the viewshed and shall be dimmed as much as possible after closing without compromising safety and security. Flood lights on poles higher than fifteen (15) feet shall not be permitted.

FINDINGS: The applicant submitted a response to staff comments that no new lighting was proposed as part of the proposal. To ensure the lighting standards are met, **a condition of approval is recommended that all existing and proposed exterior or interior lighting on the site shall not shine, cause glare or be unnecessarily bright on surrounding properties. Flood lights on poles higher than fifteen (15) feet are not permitted. Any existing non-conforming lighting on the site shall be brought into conformance with current city standards.** As proposed and conditioned, the proposal is consistent with these requirements.

8. **Signs:** All signs shall comply with the requirements of the sign code, Title 18.

FINDINGS: In its proposal the applicant indicated the location of the new wall signage. *A 'tree' wall mural will be painted on the building and the lettering above the roof line will either be painted or mounted flat against the parapet wall.* In order to ensure compliance with the sign standards of HRMC Title 18, **a condition of approval alerts the property owner that sign permits shall be obtained from the City of Hood River prior to installation of any new signs on the site.** As conditioned, the proposal is consistent with these requirements.



9. **Landscaping:** All landscaping shall comply with the requirements of HRMC 17.17.

FINDINGS: Landscaping is addressed below in HRMC 17.17.

10. **Manufacturing.** Manufacture or assembly of goods is a permitted use, provided such manufacturing or assembly is within or contiguous to a permitted commercial use.

FINDINGS: No manufacturing activities are proposed on the subject property. As such, these standards are not applicable.

11. **Commercial buildings between 25,000 square feet and 50,000 square feet.**

FINDINGS: No new buildings are proposed. As such, these standards are not applicable.

B. HRMC 17.03.060 Light Industrial Zone (LI):

B. Permitted Uses. The following uses are permitted in the LI Zone subject to Site Plan Review:

1. Light Industrial Uses including the following when accessory and essential to the permitted light industrial use: office uses, wholesale sales, marketing, training and outside storage.
2. Industrial Office uses up to 25,000 square feet of gross floor area.
3. Sales and display of products provided: (i) sales are limited those accessory and essential to the permitted use; and (ii) the total area devoted to sale and display of such products shall not exceed 2,500 square feet or 25% of the gross floor area within the building, whichever is less, except for LI uses in the Central Business District where the sales and display of products can be greater than 2,500 square feet or 25% of the gross floor area as long as the use remains incidental to the onsite light industrial use.
4. Parking lots of four (4) or more spaces, new or expanded, and or the equivalent of paving equal to four (4) or more parking spaces
5. Transportation facilities pursuant to 17.20.050(B)
6. Change of use

FINDINGS: Portions of the access drive and parking lot for the site occur through an adjacent property zoned L-I. Subject to site plan approval and criteria found within the report, parking lots are permitted in the zone.

C. HRMC 17.04 - SUPPLEMENTARY PROVISIONS

17.04.040 General Exceptions to Building Height Limitation. Vertical projections such as chimneys, spires, domes, towers, aerials, flagpoles, and similar objects not used for human occupancy are not subject to the building height limitations of this title.

FINDING: The existing structure, including its parapet, do not extend beyond the 35-foot height requirement and therefore the structure complies with the height limits of the C-2 zone.

17.04.130 General Requirements for Parking Lots. A parking lot, whether an accessory or principal use, intended for the parking of four (4) or more automobiles or trucks shall comply with the following stipulations:

1. Areas used for standing or maneuvering of vehicles shall have hard surfaces maintained adequately for all-weather use and be so designed as to avoid flow of water across sidewalks.
2. Access aisles shall be of sufficient width for all vehicular turning and maneuvering.
3. Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access, and provide the maximum safety of pedestrians and vehicular traffic on the site.
4. Service drives for parking lots shall have a minimum vision clearance area formed by the intersection of the driveway center line, the street right-of-way line, and a straight line joining said lines through points fifteen (15) feet from their intersection. Exceptions may be granted by the Building Official with the provision of safety devices.
5. Landscaping shall be in conformance with the landscape standards in this title. Duplexes are excluded from this requirement.

FINDINGS: There is an existing parking lot that is shared by the Mt. Hood Railroad and the subject property. It includes the existing driveway access onto 1st Street. The applicant proposes to utilize the existing access point for the parking lot and has provided information that grants perpetual easements for cross access with the neighboring property. The project narrative site plan provides a two-phase parking lot upgrade that will first incorporate 25 spaces on the Rail Property (Phase 1) and a second phase where the entire railroad parking lot will be metered for hourly use by public and Wildwood Visitors.

The existing asphalt parking lot layout includes a double loaded aisle of 90-degree parking stalls along the western side of the lot that includes approximately 63 spaces, as measured from the eastern limits of the Mt. Hood Rail station. The access aisle width ranges between approximately twenty (20) feet at the entrance and approximately 40 feet in front of the Springhouse building. A gravel surfaced overflow area is located on the north and west of the site that is unstriped and includes approximately .85 acres in area.

As proposed, the parking lot meets the hard-surface requirement where it is currently developed. The overflow area is not included as part of the redevelopment, does not meet the hard surface requirement, and is not intended to be used as part of the conditional use nor intended to be developed (although it is estimated that another 100 spaces may be developed in this area). The elevation of the parking lot is lower

than the 1st Street Elevation, thus it does not appear that surface lot drainage will flow across sidewalks. Vision clearance and landscaping are discussed in chapters 17.20 and 17.17 respectively.

HRMC 17.04.130(2) requires access aisles be designed with sufficient width for all vehicular turning and maneuvering. HRMC 17.04.130(3) requires service drives be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access, and provide the maximum safety of pedestrians and vehicular access on the site. As designed, the entrance of the site has the smallest access aisle at approximately 20 feet in width.

To ensure consistency with HRMC 17.04.130 (2) and (3), a condition of approval is recommended that the applicant satisfy all requirements of Hood River Fire and provide the necessary turn arounds and maintain an unobstructed access width of no less than 20 feet from 1st Street.

D. HRMC 17.06 – CONDITIONAL USES

17.06.005 Purpose. A conditional use permit is a mechanism by which the city may require specific conditions of development or of the use of land to ensure that designated uses or activities are compatible with other lawful uses in the same zone and in the vicinity of the subject property.

FINDINGS: With the exception of the adjacent parking area and joint access with the Mt. Hood Railroad, the subject site is located in the C-2 zone, a general commercial district outside the Central Business District. Properties to the south are developed above the site and building grade and are primarily retail, office, and restaurant uses. Properties to the north are dedicated to the use of the railroad and other infrastructure uses. A Traffic Assessment Letter was submitted to evaluate the anticipated traffic impacts associated with the proposed use. Based on these factors, impacts to neighboring lawful uses are expected to be negligible. However, conditions of approval are recommended where necessary to ensure the proposed project is compatible with other lawful uses in the C-2 zoning district and in the vicinity of the subject property.

17.06.010 Applicable Procedures. The City shall process conditional use applications in accordance with *Review Procedures* (Chapter 17.09) and the following:

1. Pre-application Conference: Prior to submittal of a conditional use permit, application, the applicant or applicant's representative shall attend a pre-application conference.
2. Application: An applicant may submit an application for a conditional use permit at any time after completion of a required pre-application conference. The applicant shall submit a complete application as specified in application and plan requirements section of this chapter.
3. Quasi-Judicial Conditional Use: Applications shall be processed as a Quasi-Judicial application as set forth in the Quasi-Judicial Actions provisions (Section 17.09.040).
4. Changes: Changes to an approved or pre-existing conditional use that does not increase the density or impact of the use may be approved by the Planning Director. Changes that the Planning Director determines will increase the density or impact of the use shall be referred to the Planning Commission for a public hearing in accordance with the provisions of this chapter. Prior to review, a plan showing the desired changes must be submitted to the Planning Department.
5. Change in Use: As used in this chapter, change in use shall include, at a minimum, expansion of the use, expansion or alteration of the structure or developed area, change in the functional nature of the use, and/or change in the type of use.

FINDINGS: In 2012, the special event use was approved via site plan approval 2012-08. Pursuant to HRMC 17.09.040(C), a pre-application conference was required at the discretion of the Planning Director. The

applicant attended a pre-application conference for the development proposal on January 24th, 2018. The application was submitted February 26th, 2018 and deemed incomplete. The applicant submitted revisions to the original proposal and additional information on April 20th, 2018 and the application was deemed complete. The application is being processed in accordance with the Quasi-Judicial procedures of HRMC 17.09.040.

17.06.030 Approval Criteria: A conditional use shall be granted if the Planning Commission finds that the proposed use conforms, or can be made to conform through conditions, with the following approval criteria. For purposes of this chapter, the surrounding area includes all property within the applicable notice area for a use. In addition, any property beyond the notice area may be included in the surrounding area if the hearing authority finds that it may be adversely impacted by the proposed use.

FINDINGS: The burden of proof is upon the applicant to demonstrate compliance with applicable criteria. This provision does not require the hearing body to create conditions of approval that significantly alter the proposal in order to make a finding of conformance.

1. Conditional uses are subject to Site Plan Review Decision Criteria:

FINDINGS: The Site Plan Review Decision Criteria are addressed below in HRMC 17.16.040.

- 2. Impact: The location, size, design, and operating characteristics of the proposed use shall be made reasonably compatible with, and have minimal adverse impact on, the lawful development of abutting properties and the surrounding area, with consideration given to:**
- a. Any harmful effects on desirable neighborhood characteristics and livability.**
 - b. Bicycle and pedestrian circulation, access, and safety.**

FINDINGS: This criterion requires reasonable compatibility between the proposed use and the lawful development of abutting properties and the surrounding area. This criterion also requires that the proposed uses have a minimal adverse impact on the lawful development of abutting properties and of the surrounding area.

“Reasonably compatible” means that the location, size, design and operating characteristics of the proposed use will function harmoniously.

“Minimal adverse impact” does not require the absence of any adverse impact but does require that, to the extent that any adverse impact is identified, it is minimized. Minimization may be achieved through the imposition of conditions of approval. An “adverse impact” is an undesirable effect arising out of the location, size, design, and operating characteristics of the proposed use.

“Lawful development” modifies both “abutting properties” and the “surrounding area,” and refers to existing uses that comply with the current zoning ordinance and development standards.

At a minimum, the “surrounding area” is considered the notice area; in this case, the notice area includes all property within 250 hundred feet of the subject site. Whether an extension of the surrounding area should be made is determined by examining the area of impact of the proposed use based on its location, size, design, and operating characteristics. In some cases, the surrounding area may not extend beyond the notice area; in other cases, the surrounding area may encompass an entire neighborhood, or large portions of the City. In all cases, the surrounding area is defined geographically.

For the review of the Wildwood Conditional Use, staff considered the notice area for the surrounding area. Properties within 250 feet of the subject property are located within the Central Business District in downtown Hood River, Light Industrial Zone as part of the Mt Hood Parking Area, Infrastructure (no zones as part of Oregon Department of Transportation and Union Pacific Railroad Property, and as far south as C-2 and R-3 Zones that front Sherman Avenue. The area in closest proximity features a mix of heavy rail infrastructure, Big Winds Retail, office and restaurant on Front and First Streets, as well as residential uses above (and south) the State street parking lot that front Sherman Avenue. The surrounding area can generally be described as the eastern limits of the downtown commercial core of Hood River. The area includes surface parking lots, sidewalks, a minor arterial (Oak Street), an urban collector street (State Street), local streets (Front and 1st Streets), and two significant grade changes between Railroad and State and State and Sherman.

Location: As provided by the applicant, the following analysis provides a detailed analysis of adjacent land uses and the sites relation to each.

Direct neighbors surrounding the future Wildwood Community Center include the following:

- *Railroad Parking lots to the North, East, and Northwest. We have been in constant communication with Ron Kaufman, Railroad General Manager, about the impacts that Wildwood will have on the railroad. We believe that we have significantly improved this neighborly relationship and are happily partnering with the railroad on many parking lot improvements. We maintain an easement from the railroad for access. We have successfully negotiated an on-going parking lease and space-share relationship (addressed in more detail in a later section). We will contribute towards the design, permitting, and hopeful eventual addition of added safety and security measures surrounding the parking lots in the form of addition fencing along the railroad tracks, additional lighting, improved landscaping and maintenance, re-engineering of space planning, and potential metering.*
- *Big Winds to the West. We have also been in on-going communication with Steve Gates and Mark Ames, both owners of Big Winds, about the positive impacts Wildwood Community Center will have on their business. Big Winds is the easternmost retail business in the downtown Hood River area. They have commented that they routinely see tourists and potential customers stop walking East along Oak street close to Ground Coffee and where The Kayak Shed used to be, pause, look to see what else is to see, then turn around and head back West. By having another destination to the East, foot traffic will undoubtedly increase. The further encourage additional foot traffic by Big Winds, we are proposing to put a stairwell from State Street down to the back of the new Wildwood Community Center for easier pedestrian access. This would bring people right by Big Winds front door when walking to an evening event, a lesson of some sort, or the daily route to school.*
- *State Street, maintained by ODOT, to the South. We see no negative impact to State Street or the sidewalk that runs parallel to State Street on the North side. It is our hope that there will be slightly increased traffic along that sidewalk, as students and patrons will have the ability to walk directly from the Eastern end of downtown to Wildwood Community Center. There exists a city parking lot directly adjacent to this proposed sidewalk addition (as depicted on the included survey sheet) and another city lot diagonally across State Street to the southwest. These parking lots could be used for a fee by the hour or for free after 6:00pm. In telephone and email discussions with an ODOT representative, it was determined that a permit will not be required to make this perpendicular connection to the State Street sidewalk (see Exhibit 'E')*

In summary, the approval criteria mainly discuss impacts in a negative light and asks for a description of how this conditional use approval will negatively impact abutting properties. On the contrary, we feel that the addition of Wildwood Community Center will add value, positive pedestrian traffic, and increase good neighbor relations.

Size: The proposed community center will be located within an existing building that is 13,598 square feet. The size of the existing building will remain the same, with no additions proposed, other than some minor site modifications on the ground level related to parking and access to the site.

Design: The Wildwood Community Center will occupy existing space in the Springhouse Cellars Building. Exterior alterations proposed in conjunction with the Ruins, existing parking area, and signage rehabilitation were reviewed and discussed throughout the report. The limited site and development that result as part of the community center proposal have no impact on the overall architectural aesthetic of the structure and results in no adverse impact upon the architectural compatibility or continuity with other uses, as the site is stand alone and cannot be viewed in juxtaposition to any other development.

Operating characteristics: The applicant provided the following in its narrative:

The future Wildwood Community Center (currently Springhouse Cellars) is located in a relatively remote NE corner of the City of Hood River at the East end of Railroad Street and 50' or so below State Street to the North. There is very minimal pedestrian or vehicle activity around the existing building or site, except for that brought in by an event hosted within the Springhouse Cellars facility, from railroad employees and workers, or the occasional large railroad event (only about 15 per year). With the tasting room and winery in Springhouse Cellar being replaced by a school and community education/activity rooms, we anticipate a more consistent traffic pattern, as opposed to the existing seasonal and tourist driven traffic pattern. The event component of the building will operate very similar to the way it has been in the past few years. We expect no additional noise, pollutants, or other disruptions of any kind.

Wildwood Academy anticipates about 30 to 35 students initially with a max of 48 in the current plan. Wildwood Events will have extremely varied attendees/occupants depending on the event scheduled. Minimum events of small parties of 12 or so, maximum events would include a large wedding (160 occupant max) or a hosted music event (350 occupant max).

In summary, the Planning Commission must determine whether the proposed conversion of winery and tasting room to an independent school is reasonably compatible with, and will have minimal adverse impact on, the lawful development of abutting properties and the surrounding area.

If the Planning Commission determines that the size, design, and operating characteristics of the proposed use at the proposed location is reasonably compatible with uses in the surrounding area and can be expected to have minimal adverse impact on the surrounding area, the project is consistent with this criterion.

3. Nuisance: The use shall not generate significant off-site nuisance conditions including, but not limited to, noise, glare, odor, or vibrations.

FINDINGS: Nuisance conditions may be public nuisances or private nuisances. A nuisance is any act or omission that is detrimental to the health safety or welfare of the public at large, in the case of a public nuisance, or of specified individuals, in the case of a private nuisance.

“Significant” means noticeable to the affected person(s). The “off-site” area to be evaluated is the surrounding area as defined above.

The proposed development will be located within an existing commercial site and surrounded by development of the relative same intensity. The applicant states

“As discussed above, we anticipate no negative impacts or off-site nuisance conditions in any way, including, but not limited to, noise, glare, odor, or vibrations. We will not increase noise in any way from how the events are currently operated. We will be adding skylights to the roof of the building to increase natural light and ventilation, but these skylights will be well shaded from view by the existing trees, which we fully intend to preserve, thereby eliminating the concern of glare. We will decrease odors by eliminating the wine making business, which employ fermentation processes and generate organic byproducts that decompose and stink. There will be no vibrations generated from within the building or on the site.”

No nuisances are anticipated because the development is not expected to generate noise, glare, odor, vibrations, or other nuisances beyond typical levels in the surrounding area. As such, the proposal appears to be consistent with the nuisance criterion.

4. Plan Consistency: The proposal shall be consistent with the Comprehensive Plan and the requirements of the Zoning Ordinance.

FINDINGS: The Comprehensive Plan generally does not contain approval standards. Goals are defined by the Plan as “what is sought after;” policies are defined as “broad statements” that “provide direction;” and strategies set forth the “means for implementing the Plan.” The Plan specifically states that the land use standards which are contained in the Zoning Ordinance are the standards for development. In those cases where a provision is written in mandatory approval language, the language of the provision itself will be interpreted according to its intent and applied as an approval standard.

Consistency with the requirements of the Zoning Ordinance is achieved if affirmative findings can be made with respect to the applicable provisions of Title 17 of the Hood River Municipal Code.

This application is a conditional use which is also subject to the Site Plan Review criteria. The proposal is subject to the CUP criteria of this section of the report, as well as the Site Plan Review criteria below. If the proposal is found to be in compliance with all applicable criteria, the proposal will be consistent with the Comprehensive Plan and requirements of the Zoning Ordinance.

In its narrative the applicant included the following where it believes the Wildwood Community Center is consistent with the Hood River Comprehensive Plan:

Goal 2:

- *Maintain the quality of air, water, and land resources of the planning area.*
- *Conserve and protect resources.*
- *Diversity and improve the economy.*
- *Develop public facilities and services.*
- *Satisfy recreational needs.*

Goal 5:

- *To conserve historic and scenic resources.*
- *To establish trails, greenways and wildlife corridors that are interconnected.*
- *To encourage environmental awareness so that citizens will become stewards of our natural resources.*
- *Provide (or maintain) vegetation and woody debris that serve as habitat and nesting areas for a variety of aquatic animals, birds and mammals.*

Goal 8:

- *To satisfy the recreational needs of the citizens of the community and visitors to the area.*

Goal 9:

- *To diversify and improve the economy of the Hood River planning areas.*
- *To preserve and promote a livable community.*
- *To accommodate the need for expansion of new and existing businesses.*

Goal 13:

- *To conserve energy and encourage the use of renewable energy resources.*
- *Commercial development in clusters near residential areas and along arterials is encouraged.*
- *Multiple uses of public buildings shall be encouraged.*

Goal 14:

- *Preserve farm land and open space resources outside the UGB.*

6

- *Make more efficient use of local tax dollars and maximize energy savings in locating facilities and providing services within the Urban Growth Area.*
- *Preserve and enhance the livability of the area.*

5. Scale: The site must be physically capable of accommodating the proposed use, including any needed landscaping, parking, and other requirements. The building size, shape, and/or location may be changed if needed to assure the physical capability of the site.

FINDINGS: This criterion requires that the proposed use physically fits on the site as well as requiring the site to be able to handle the proposed use in terms of the natural characteristics of the site. All of the characteristics of the proposed use are considered, including any modifications resulting from conditions of approval. In addition, all of the requirements of Title 17 must be considered.

No expansion to the site, building, or development footprint are proposed. Exterior changes are primarily located on the ground level where The Ruins and special events occur and are characterized as “deferred maintenance”. Other modifications to the site include hardscape and landscape maintenance but should not impact the scale of the development and its relationship to the site. As addressed above in HRMC 17.03.050 and conditioned in the report, the parking requirement will be satisfied with onsite and adjacent parking. The structural requirements for interior improvements will be reviewed by the building department at the time a building permit is issued. If the Planning Commission determines that the surrounding area is an appropriate location for the Community Center, a finding can be made that the site is physically capable of accommodating the proposed use, subject to building code requirements.

6. Transportation: Adequate transportation facilities are available to serve the conditional use in terms of the function, capacity, and level of service identified in the Transportation systems Plan.

FINDINGS: As discussed below in HRMC 17.16.040, the proposed project is expected to generate a slight increase in morning traffic. The TAL found that the proposed middle school use, which will occupy approximately 4,000 sqft, would produce 23 peak AM Trips, 7 Peak hour PM trips and 85 weekday trips. In

addition, the TAL found that the proposed 3,459 sqft of community education space would produce 0 AM peak hour trips, 6 peak hour PM trips, and 70 daily trips. Additional transportation System Development Charges (SDCs) may be required at the time of building permit as discussed below. No changes to the site access are proposed and no additional parking area is proposed to that which already exists. Conditions are included to ensure consistency with access and parking standards. As conditioned, the proposed residential use complies with the Transportation criterion.

7. Landscaping: Landscaping shall be in conformance with the landscape regulations of this title.

FINDINGS: The landscaping standards of this title are detailed in HRMC 17.17. According to HRMC 17.17.010 (A), landscaping standards apply to all conditional uses. HRMC 17.17.040(7) requires a minimum of 15% of the gross site area to be landscaped for Conditional Uses (all other zones that are nonresidential).

Existing on-site landscaping is predominantly found on the south side of the building with small amounts of decorative hardscape and planter islands in the court yard and northern elevations. HRMC 17.17.010(B) states that for sites that do not conform to the landscape area, an equal percentage of the site must be made to comply with these standards as the percentage of building or parking lot expansion (e.g. if the building or parking lot area expands by twenty-five (25%), then twenty-five percent (25%) of the site must be brought up to the standards required in Chapter 17.17. Because no building or parking lot expansion is proposed, no additional landscaping is required.

At this time the applicant has indicated that of the 35,000 square foot site area, approximately 16,900 square feet (48%) remains landscaped. Therefore, the proposal meets the 15% required landscape coverage.

8. Performance Bonds: When needed to ensure performance of special conditions, bonds or other acceptable securities shall be required.

FINDINGS: This provision allows the City to require security for the performance of any condition needed or imposed to ensure compliance with the Zoning Ordinance of Comprehensive Plan. For example, if an applicant desires occupancy prior to completion of improvements, a performance bond may be submitted in order to ensure performance with required conditions. In this case, it does not appear performance bonds will be applicable.

9. Burden of Proof: The applicant shall bear the burden of showing how the proposed use does conform or can be made to conform through conditions.

FINDINGS: The applicant provided project plans and a project narrative (Attachments "A"). As described throughout this report, the application generally complies with applicable standards, however, it is the applicant's burden of proof to demonstrate compliance with requirements. As conditioned, the application complies with the Burden of Proof criterion.

10. Final Plans: If the conditional use is approved, detailed final plans shall be submitted which indicate conformance to the conditions. The final plans shall be subject to approval by the Planning Department.

FINDINGS: If the application is approved, the applicant will be responsible for submitting final building and site plans demonstrating compliance with all standards and conditions, for review and approval prior to obtaining building permits. As such, the application complies with the Final Plans criterion.

17.06.035 Appeals. Final decisions on conditional use permits may be appealed in accordance with the procedures in *Appeal Procedures* in HRMC 17.09.070.

FINDINGS: A notice of decision will be mailed to the applicants and affected parties detailing appeal procedures.

17.06.040 Time Limits on a Permit for a Conditional Use. A conditional use permit is valid for a period of two (2) years from the written notice of the final decision, or the decision on an appeal, whichever is later.

A single one (1) year extension may be granted by the director prior to the expiration date if the applicant can demonstrate that circumstances or conditions, not known or foreseeable at the time of original application, warrant an extension of the permit. The extension request must be received by the department no later than thirty (30) days prior to the expiration of the permit.

FINDINGS: The applicant intends to move forward with the project as soon as possible. In order to ensure compliance with these time limitations, **conditions of approval are recommended that this conditional use permit is valid for a period of two (2) years from the written notice of the final decision, or the decision on an appeal, whichever is later. A single one (1) year extension may be granted by the director prior to the expiration date if the applicants can demonstrate that circumstances or conditions, not known or foreseeable at the time of original application, warrant an extension of the permit. The extension request must be received by the department no later than thirty (30) days prior to the expiration of the permit.**

17.06.050 Limitation on Reapplication. No conditional use application shall be considered by the Planning Commission within a six (6) month period immediately following a previous denial of such request. An application may be denied without prejudice and a waiver of the six (6) month restriction granted. If conditions have changed to an extent that further consideration of an application is warranted, the hearing body, on its own motion, may consider new evidence and waive the six (6) month restriction.

FINDINGS: If this conditional use application is denied, the limitations on reapplication will be applied.

17.06.060 Revocation of a Conditional Use Permit

- A. Any conditional use permit shall be subject to denial or revocation by the Planning Commission if the application includes or included any false information, or if the conditions of approval have not been complied with or are not being maintained.
- B. In order to consider revocation of a conditional use permit, the Planning Commission shall hold a public hearing as prescribed under *Review Procedures* (Chapter 17.09) of this title in order for the holder of a conditional use permit to show cause why the permit should not be revoked.
- C. If the Planning Commission finds that the conditions of approval have not been complied with or are not being maintained, a reasonable time shall be given for making corrections. If corrections are not made, revocation of the conditional use permit shall become effective ten (10) days after the time specified.

- D. Reapplication for a conditional use which has been revoked cannot be made within one (1) year after the date of the Planning Commission's action, except that the Planning Commission may allow a new application to be considered if new evidence or a change in circumstances warrants it.
- E. Abandonment of the use for over twenty-four (24) consecutive months shall void the conditional use. A single one (1) year extension may be granted by the director prior to the expiration date if the applicant can demonstrate that circumstances or conditions, not known or foreseeable at the time of original application, warrant an extension of the permit. The extension request must be received by the department no later than thirty (30) days prior to the expiration of the permit. If part of the conditional use is still being utilized, an additional conditional use will need to be obtained in order for expansion of the use.

FINDINGS: An approved conditional use permit may be revoked in accordance with these provisions.

E. HRMC 17.16.040 - SITE PLAN REVIEW DECISION CRITERIA

- 1. Natural Features: Significant natural features shall be protected to the maximum extent feasible. Where existing natural or topographic features are present, they shall be used to enhance the development. The use of small streams in the landscaping design shall be encouraged rather than culvert and fill. Existing trees and large woody plants shall be left standing except where necessary for building placement, sun exposure, safety or other valid purpose. Vegetative buffers should be left along major street or highways, or to separate adjacent uses. The use should have minimal adverse impacts on the land and water quality. Possible impacts to consider may include; pollution, soil contamination, siltation, and habitat degradation or loss.**

FINDINGS: This criterion requires that the proposed use minimize adverse impacts to land and water quality. Land impacts can include aspects of land quality, but may also include other aspects of land that the Planning Commission considers relevant. Water quality impacts pertain to surface water runoff, natural watercourses, and stormwater.

There is an existing building and parking lot on the site, with minimal landscaping improvements. There are no significant natural features on the site. Because it appears no grading will occur and no new impervious surfaces will be added to the site, the proposed development will have no effect on water quality, soil contamination, or habitat loss. As such, the proposal complies with the Natural Features criterion.

- 2. Air Quality: The use shall have minimal or no adverse impact on air quality. Possible impacts to consider include smoke, heat, odors, dust, and pollution.**

FINDINGS: This criterion requires the proposed use to have no adverse or at most a minimal adverse impact on air quality. The possible impacts to consider relate to the operational characteristics of the use; smoke, heat, dust, and pollution are some of the impacts that may be considered.

No new impervious surfaces will be added to the site; therefore, the development will not increase heat generated on the site. Similarly, the school and community center uses are not expected to generate smoke, odors or dust different from other permitted uses in the C-2 zone. The volume of traffic that is anticipated to be generated by the development is shown to be similar to traffic generated by the winery, therefore it will not generate more pollution than other permitted uses in the C-2 Zone. As such, the proposed dwelling complies with the Air Quality criterion.

- 3. Grading: Any grading, contouring on-site surface drainage, and/or construction of on-site surface water storage facilities shall take place so that there is no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system. Graded areas shall be replanted as soon as possible after construction to prevent erosion. A construction erosion control plan shall be required.**

FINDINGS: This criterion requires that any grading; contouring, on-site surface drainage and construction of on-site surface water storage facilities must have no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system.

The applicant states that no significant grading or structural development is proposed outside impervious areas. As such, the proposed office is consistent with the Grading criterion.

- 4. Public Facilities: Adequate capacity of public facilities for water, sanitary sewers, storm drainage, fire protection, streets, and sidewalks shall be provided to the subject parcel. Development of on-site and off-site public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s). Underground utilities may be required. Connection to Oregon Department of Transportation (ODOT) stormwater facilities will require a permit from ODOT District 2C. On-site detention of treatment of stormwater may be required by ODOT.**

FINDINGS: This provision addresses public facilities in two ways. All public facilities must be developed consistently with the City's adopted capital facilities plan. There must be adequate capacity of water, sanitary sewer, storm drainage, fire protection, streets and sidewalks at and serving the subject parcel. To determine adequacy, the level of these public facilities must be evaluated in light of the proposed use for the parcel. Consideration is given to whether there is adequate existing service and if the proposed use will burden the existing service to the extent warranting an increase in capacity. "Capacity" refers to both the capability of the system to handle the proposed use and the level of service at which the facility currently operates and will operate after the proposed use is established. Conditions of approval requiring the applicant to increase the level of service or capacity may be imposed if necessary to make an affirmative finding with respect to these criteria. Alternatively, the decision-maker may require the applicant to contribute a proportionate sum to the improvement under HRMC Chapter 3.20.

Other types of on-site and off-site public facilities also must be included if necessary to serve the proposed use. "Public facilities" as used in this context has the meaning given to the term in HRMC 17.01.060 and includes that which is necessary for the public, health, safety, and welfare. The factors in HRMC Section 17.09.100 are helpful in evaluating what public facilities are necessary to serve the proposed use.

The proposed community center will replace the existing tasting room, winery, and commercial space. Existing water, sewer, streets and other public facilities serve the building. No new public facilities are proposed, and review comments from the Engineering and Public Works department generally indicated no additional services are needed to satisfy the development demands of the proposal.

Transportation Infrastructure (Streets and Sidewalks)

The subject property has one existing driveway access on 1st Street. No new access points are proposed. The City Engineer had the following comments regarding traffic impacts.

Off-Site Transportation Infrastructure

The development will generate traffic impacting 1st Street and Cascade Avenue directly and other streets and intersections in the vicinity as addressed in the applicant's Traffic Assessment Letter (TAL; Attachment "A.").

The project is located within the IAMP 63/64 boundary. However, the project lies outside of any of the 14 access management blocks. The IAMP identified 11 study intersections which are to be analyzed for impact on the intersections, if a proposed project generates 25 or more peak hour trips through the intersections.

Findings: The project is not within an access management block and will not create 25 or more peak hour trips through an IAMP Study Intersection. Therefore, no additional study is necessary because of the developments location within the IAMP or due to the estimated peak hour PM trips created by the proposed development.

Water

There is existing water service to the building. The City Engineering Department indicated that it did not believe additional service upgrades were required to the system unless building code requirements and occupancy changes would drive sprinkler service upgrades.

Conditions of approval are recommended that in order to meet infrastructure and service demands, requirements for adequate water, sewer, and storm water be provided and met.

Sewer

There is existing sewer service to the building. The City Engineering Department had no comments regarding the need for additional sewer.

Police and Fire Protection (Attachment "C")

City of Hood River police and fire protection serve the subject site. **A condition of approval is recommended that the applicant shall demonstrate compliance with the requirements of the Fire Chief prior to occupancy.**

General Engineering Comments.

1. **General:** These comments cover planning requirements for adequate public facilities and do not include engineering specifications or other more specific requirements of the City. Other engineering and code specifications may be applicable at the time of engineered plan review or building permit application.
2. **General:** The Oregon Department of Environmental Quality requires a National Pollutant Discharge Elimination System (NPDES) 1200 – C permit for all projects that disturb one acre or more. Contact the Bend regional DEQ office at 541-388-6146 for permit application forms and more information.
3. **General:** All utilities shall be placed underground including power, phone, cable television and other telecommunications lines.
4. **General:** A representative of the design engineer, referred to as the Resident Engineer, shall be on site nearly every day throughout the construction of public/ROW improvements in order to perform the duties of the Resident Engineer as described in the Engineering Standards.
5. **Demolition:** Demolition of existing structures on the site will require a COHR Demolition Permit. Contact the Building Department for an application and additional information.

As conditioned, the proposed development is consistent with this criterion.

5. Traffic and Circulation: The following traffic standards shall be applicable to all proposals.

- a. Traffic Impact Analysis: The applicant will be required to provide a Traffic Impact Analysis prepared by an Oregon licensed traffic engineer or a Transportation Assessment Letter pursuant to Section 17.20.060 unless waived by the City Engineer.

FINDINGS: The applicant submitted a Traffic Assessment Letter (Attachment "A") which is addressed below in HRMC 17.20.060.

6. Storage: All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.

FINDINGS: "Screened" does not mean that the storage and garbage collection areas must be blocked from view. "Screened" means they must be shielded from view and visually unobtrusive. "Appropriate fencing" means fencing that provides screening, such as a wood fence, or wood slats in a cyclone fence. No new outside storage is proposed.

From its narrative, the applicant indicates that "There will be no outdoor storage areas or garbage collection areas. Normal weekly garbage service to the building will be via a 90 gallon trash roll cart kept in the basement storage area and a 60 gallon recycle bin kept in the school copy room. Janitorial service will collect garbage throughout the building daily and transport to the appropriate roll cart. Roll carts will be put out for weekly pickup as scheduled by the local garbage service. Garbage generated by events held will be hauled off site by the appropriate caterer or food vendor".

Staff recommends that a condition of approval is included to memorialize outdoor storage and garbage collection commitments within the approval of the Conditional Use.

7. Equipment Storage: Design attention shall be given to the placement or storage of mechanical equipment so as to be screened from view and that an adequate sound buffer will be provided to meet at a minimum the requirements of the noise ordinance.

FINDINGS: "Screened" does not mean that the equipment must be blocked from view. "Screened" means that it must be shielded from view and visually unobtrusive. "Design attention" means that the method by which the equipment is shielded from view and rendered visually unobtrusive must use a variety of detail, form and siting. Design attention must be given to placement of the equipment or its storage, whichever is used to screen the equipment from view.

New rooftop mechanical equipment is not proposed on the structure. From the elevations included, the building includes an 11-foot parapet that provides some screening of existing equipment as viewed from the north. The grade change from Oak street would make any rooftop equipment visible, but significant tree buffer and building orientation screens the southern elevation and limits the visibility of existing rooftop equipment from southern properties and rights of way.

As a condition of approval, staff recommends that any new rooftop mechanical be screened from view through the use of parapets and mechanical screens that match the architectural styling or blend into the building.

- 8. Compatibility: The height, bulk, and scale of buildings shall be compatible with the site and buildings in the surrounding area. Use of materials should promote harmony with surrounding structures and sites.**

FINDINGS: This provision requires compatibility between the height, bulk, and scale of the buildings proposed with the site and with buildings in the surrounding area. The proposed conversion of winery and tasting room will occur in an existing commercial building. No additions to the building are proposed and no new buildings are proposed, thus the height, bulk and scale of the building will not change. As such, this standard is not applicable.

- 9. Design: Variety of detail, form, and siting should be used to provide visual interest. A single uninterrupted length of facade shall not exceed 100 feet. Buildings shall utilize at least three (3) of the following architectural elements to provide architectural variety: massing, offsets, materials, windows, canopies, pitched or terraced roof forms, or other architectural elements.**

FINDINGS: Detail, form and siting are reviewed to ensure visual interest. While the hearing body may create conditions of approval that will allow an affirmative finding to be made with respect to an approval criteria, the obligation to impose conditions, if any, does not extend to re-designing a project since the applicant has the burden of proving that the proposal meets all applicable criteria, or can meet the criteria with conditions.

Minor Exterior alterations to the ground floor are proposed to update the existing structure's windows and improve accessibility. As mentioned before the Ruins and existing Cloud-Newton Company/Hood River Canning Company building from 1914 will remain on site and shall not be expanded. The structures are not included on the Historic Registry of the City and staff notified the State Historic Preservation Office for any comments or concerns regarding structural improvements or design considerations that would be unsympathetic to the overall architecture of the now heavily modified structure.

- 10. Orientation: Buildings shall have their orientation toward the street rather than the parking area, whenever physically possible.**

FINDINGS: "Orientation towards the street" means that an entrance to the proposal or building faces toward the street. Usually, this is the street from which the property is accessed as opposed to a street on which the property simply has frontage.

Springhouse Cellars faces Railroad Street, which is actually a private driveway that serves a number of parcels. No changes to the building orientation area proposed and no new buildings are proposed. As such, this criterion is not applicable.

- 11. Parking: Parking areas shall be located behind building or on one or both sides, whenever physically possible.**

FINDINGS: Location of parking behind or beside a building allows orientation of the building toward the street and a more welcoming site for pedestrians.

There is an existing parking lot to the north of the building, that leads to the existing pedestrian entrance for retail/commercial spaces from "Railroad Street". Since there is no redevelopment proposed to the parking

lot or the structure itself that would change the layout, design, or orientation of the site and building, the standard is not applicable.

F. HRMC 17.17 - LANDSCAPING AND DEVELOPMENT STANDARDS

17.17.010 Scope

- A. Landscaping standards apply to all new multifamily, commercial, industrial uses, change of use, parking lots of four (4) spaces or more, public facilities and conditional uses.
- B. For sites that do not conform to these requirements, an equal percentage of the site must be made to comply with these standards as the percentage of building or parking lot expands, e.g. if the building or parking lot area is to expand by twenty-five percent (25%), then twenty-five percent (25%) of the site must be brought up to the standards required by this ordinance.

FINDINGS: A commercial-based conditional use is proposed; thus, the provisions of HRMC 17.17 are applicable. The existing landscaping is approximately 16,900 square feet, or approximately 48% of the site. Because no building or parking lot expansions are proposed, no additional landscaping is required. The applicant proposes to maintain the existing landscape beds at the main entrance and undertake deferred maintenance of the site. There are no tree removals indicated on the applicant's landscape plan included in "Attachment A and sheet L.1" and with the exception of a pedestrian path that will be connected to State Street, the site will retain the same area dedicated to landscaping as today.

17.17.020 Procedure

- A. A preliminary or conceptual landscaping plan shall be submitted to the planning Director at the time of application. The Planning Director shall review all landscaping plans for compliance with the provisions of this ordinance and notify the property owner of deficiencies in a submitted plan.
- B. A building permit shall not be issued until a final landscaping plan has been approved by the Planning Director.
- C. The required landscaping shall be in place prior to issuance of a certificate of occupancy.
- D. A property owner shall be responsible for the establishment and maintenance of landscaping. All required landscaped areas shall be maintained according to the approved landscaping plan.

FINDINGS: The Project Plans include a landscaping plan on sheet (L.1 Attachment "A"). **A condition of approval is recommended to alert the owner to the requirement that the owner is responsible for the establishment and maintenance of all landscaping.**

17.17.030 Contents of Landscaping Plan. A landscaping plan submitted to the Planning Director as required by this ordinance shall identify the placement and type of plant materials to provide an effective means for evaluating whether the chosen plant materials will:

- 1. Survive in the climate and soils of the proposed site; and
- 2. Satisfy the functional objectives of landscaping as detailed in this ordinance, including erosion control, screening, and shade, within a reasonable time.

FINDINGS: The proposed landscaping plan shows locations for existing plantings and a tree inventory. It does not specify the square footages of each planting area or planter box, however because the applicant is not required to provide additional landscaping, a final landscape plan will not be required.

17.17.040 General Landscaping Standards. The following landscaping standards shall apply:

1. The property owner shall be responsible for any future damage to a street, curb, or sidewalk caused by landscaping.
2. Landscaping shall be selected and located to deter sound, filter air contaminants, curtail erosion, contribute to living privacy, reduce the visual impacts of large buildings and paved areas, screen, and emphasize or separate outdoor spaces of different uses or character.
3. Landscaping in parking areas shall be planted in combination along the perimeter and in the interior of the lot and shall be designed to guide traffic movement and lessen the visual dominance of the lot.
4. Plants that minimize upkeep and maintenance shall be selected.
5. Plants shall complement or supplement surrounding natural vegetation and fit the climate.
6. Plants chosen shall be in scale with building development.
7. Minimum landscaping as a percent of gross site area shall be as follows:

<u>ZONE/USE</u>	<u>PERCENT</u>
Conditional Use (Non-Residential)	15%

8. Deciduous trees shall have straight trunks, be fully branched, have a minimum caliper of one and one-half (1½) inches and be adequately staked for planting.
9. Evergreen trees shall be a minimum of three (3) feet in height, fully branched and adequately staked for planting.
10. Shrubs shall be a minimum eighteen (18) inches in height and spaced not more than four (4) feet apart for planting.
11. Ground cover, defined as living material and not including bark chips or other mulch, shall be planted on a maximum eighteen (18) inches on center between plants and rows.
12. Watering systems shall be installed to assure landscaping success. If plantings fail to survive, it is the responsibility of the property owner to replace them.
13. Trees shall not be planted closer than twenty-five (25) feet from the curb line of intersections of streets or alleys, and not closer than ten (10) feet from private driveways (measured at the back edge of the sidewalk), fire hydrants, or utility poles.
14. Street trees shall not be planted closer than twenty (20) feet to light standards. Except for public safety, no new light standard location should be positioned closer than ten (10) feet to any existing street tree, and preferably, such locations will be at least twenty (20) feet distant.
15. Trees shall not be planted closer than two and one-half (2½) feet from the face of the curb except at intersections, where it should be five (5) feet from the curb in a curb return area.
16. Where there are overhead power lines, tree species that will not interfere with those lines shall be chosen.
17. Trees shall not be planted within two (2) feet of any permanent hard surface paving or walkway. Sidewalk cuts in concrete for trees shall be at least four (4) feet by four (4) feet; however, larger cuts are encouraged because they allow additional air and water into the root system and add to the health of the tree. Space between the tree and such hard surface may be covered by permeable non-permanent hard surfaces such as grates, bricks on sand, paver blocks, cobblestones, or ground cover.
18. Trees, as they grow, shall be pruned to their natural form to provide at least eight (8) feet of clearance above sidewalks and twelve (12) feet above street roadway surfaces.
19. Existing trees may be used as street trees if there will be no damage from the development which will kill or weaken the tree. Sidewalks of variable width and elevation may be utilized to save existing street trees, subject to approval by the City Engineer.
20. Vision clearance hazards shall be avoided. Refer to Diagram "A" – Vision Clearance, Section 17.09.040.

21. City or State right-of-way(s) cannot be used to satisfy the required landscaping requirement.
22. Landscaping in the Central Business district and the Heights Business District can include street amenities such as park benches and planter boxes.

FINDINGS: The landscaping plan indicates there are existing significant Maple and Oak trees which shall remain. If any trees are damaged during construction, the property owner will be responsible for replacement. **Conditions of approval are recommended to require the replacement of any trees damaged during construction and significant trees shown on the Sheet L.1 be preserved.**



17.17.050 City Entrances Landscaping and Development Standards. The following standards will be required for new commercial, multi-family, industrial uses, including change of use, and parking lots of four (4) spaces or more on properties within the designated entrances to the City of Hood River.

FINDINGS: The subject site is not located in a designated city entrance. As such, these standards are not applicable.

17.17.060 Violation. Failure to comply with the standards subsequent to issuance of the building permit for new construction shall constitute a violation of these regulations and be subject to the penalty and abatement proceedings in the *Severability – Penalties* chapter (Chapter 17.10).

FINDINGS: **A condition of approval will alert the applicant that failure to comply with the standards subsequent to issuance of the building permit for new construction constitutes a violation of these regulations and be subject to the penalty and abatement proceedings in the *Severability – Penalties* chapter (Chapter 17.10).**

G. HRMC 17.20 - TRANSPORTATION CIRCULATION & ACCESS MANAGEMENT

17.20.010 Applicability. This chapter implements the City's adopted Transportation System Plan and the requirements of the Transportation Planning Rule (OAR 660-12). The standards of this chapter are applicable to all proposed improvements to the public transportation system and to all development on the public transportation system.

FINDINGS: The existing public transportation system serves the proposed development. As such, the standards of this chapter are applicable.

17.20.020 Definitions. This section incorporated into Section 17.01.060 – Definitions.

FINDINGS: Interpretations of text in this section shall be consistent with the definitions in HRMC 17.01.060.

17.20.030 Access Management Standards. This section shall apply to all development on arterials and collectors within the City and UGA and to all properties that abut these roadways as part of site plan review process (Chapter 17.16). Within the Interchange Area Management Plan Overlay Zone's "Access Management Blocks," this section also applies to local streets and roads and abutting properties.

- A. **Site Plan Review Procedures.** All site plans are required to be submitted for review pursuant to the provisions of this title and shall show:
- a. Location of existing and proposed access point(s) on both sides of the road where applicable;
 - b. Distances to neighboring constructed access points, median openings (where applicable), traffic signals (where applicable), intersections, and other transportation features on both sides of the property;
 - c. Number and direction of lanes to be constructed on the driveway plus striping plans;
 - d. All planned transportation features (such as sidewalks, bikeways, auxiliary lanes, signals, etc.);
 - e. Parking and internal circulation plans including walkways and bikeways; and
 - f. A detailed description of any requested variance and the reason the variance is requested.

FINDINGS: The site is located within the Exit 63/64 Interchange Area Management Plan (IAMP) and it accesses a local street at 1st and Cascade. The site also abuts State Street which is classified as a collector street. The proposed site plan and application generally include the required site plan information. There is an existing access point onto 1st Street that is approximately 20 feet in width. Directional arrows are shown on the site plan to depict proposed internal vehicular circulation. Existing sidewalks abut the site on State and 1st Streets. Distances from the existing entrance is approximately 550 feet and indicated in the regional site plan.

- B. **Criteria.** All site plans shall comply with the following access criteria:
1. All proposed roads shall follow the natural topography and preserve natural features of the site as much as possible. Alignments shall be planned to minimize grading.
 2. Access shall be properly placed in relation to sight distance, driveway spacing, and other related considerations, including opportunities for joint and cross access.
 3. The road system shall provide adequate access to buildings for residents, visitors, deliveries, emergency vehicles, and garbage collection.
 4. An internal pedestrian system of sidewalks or paths shall provide connections to parking areas; entrances to the development; and open space, recreational, and other community facilities

associated with the development. Streets shall have sidewalks on both sides. Pedestrian linkages shall also be provided to the peripheral street system.

5. The access shall be consistent with the access management standards adopted in the Transportation System Plan.
6. Any application that involves access to the State Highway System shall be reviewed by the Oregon Department of Transportation for conformance with state access management standards.

FINDINGS: No new roads are proposed. Vehicular access will utilize an existing driveway entrance. As depicted on the site plan, the existing driveway serving the site is located within the intersection of 1st and Cascade. There are two driveways on the same side of the block as the subject driveway one approximately 10 feet north and 15 feet west and the other approximately 40 feet to the south. No changes to access spacing are proposed.

The applicant's Traffic Assessment Letter (TAL) includes discussion about sight distance from the driveway access, however the TAL does not reference the required site distance required for the access. The on page 5, the TAL states the site access point is 1st Street and Cascade Avenue. Cascade (in this area) and 1st Street are functionally classified as local streets. The TAL notes that 1st Street and Cascade Avenue are stop controlled and that no obstructions were noted on 1st Street or Cascade Avenue. Therefore, site distance is adequate.

With regard to access spacing, the City Engineer submitted the following comment (Attachment "E"):

Cascade (in this area) and 1st Street are functionally classified as local street. Per HRMC 13.28 and HR TSP Table 8, the minimum spacing between approaches and intersections or neighboring approaches is 22 feet. The existing configuration of driveways at the intersection of Cascade Avenue and 1st Street do not meet the minimum separation of 22 feet.

Findings: The Applicant shall request a variance from the standards to reduce the existing access spacing.

Conditions of approval are recommended to that the applicant request a distance space variance to the City Engineer per the requirements of HRMC 13.28.

C. Standards.

1. **Access Spacing:** Driveway accesses shall be separated from other driveways and street intersections in accordance with the standards and procedures of Chapter 13.28.

FINDINGS: As addressed above, the development will use an existing driveway for access to the site. No changes are proposed to existing access location. As discussed above, proposed conditions of approval address potential queuing and sight distance issues with the existing driveway location.

2. Joint and Cross Access:

- a. Adjacent commercial or office properties classified as major traffic generators (e.g. shopping plazas, office parks), shall provide a cross access drive and pedestrian access to allow circulation between sites.
- b. A system of joint use driveways and cross access easements shall be established wherever feasible and shall incorporate the following:

- (1) A continuous service drive or cross access corridor extending the entire length of each block served to provide for driveway separation consistent with the access management classification system and standards.
 - (2) A design speed of ten (10) mph and a maximum width of twenty (20) feet to accommodate two-way travel aisles designated to accommodate automobiles, service vehicles, and loading vehicles;
 - (3) Stub-outs and other design features to make it visually obvious that the abutting properties may be tied in to provide cross-access via a service drive; and
 - (4) A unified access and circulation system plan for coordinated or shared parking areas is encouraged.
- c. Shared parking areas shall be permitted a reduction in required parking spaces if peak demands do not occur at the same time periods.
- d. Pursuant to this section, property owners shall
- (1) Record an easement allowing cross access to and from other properties served by the joint use driveways and cross access or service drive;
 - (2) Record an agreement that remaining access rights along the roadway will be dedicated to the City and pre-existing driveways will be closed and eliminated after construction of the joint-use driveway;
 - (3) Record a joint maintenance agreement defining maintenance responsibilities of property owners.
- e. The City may reduce required separation distance of access points where they prove impractical, provided all of the following requirements are met:
- (1) Joint access driveways and cross access easements are provided in accordance with this section.
 - (2) The site plan incorporates a unified access and circulation system in accordance with this section.
 - (3) The property owner enters into a written agreement with the city, which shall be recorded with respect to the subject property, agreeing that pre-existing connections on the site will be closed and eliminated after construction of each side of the joint use driveway; and
 - (4) The City Engineer may modify or waive the requirements of this section where the characteristics or layout of abutting properties would make a development of a unified or shared access and circulation system impractical.

FINDINGS: The site's exclusive access point is through the Mt. Hood Railroad. A perpetual, non-exclusive ingress and egress easement granted by Mt. Hood Railroad has been included with the purchase of the subject property. This easement is attached to the applicant's proposal, as backup documentation

3. Driveway Design: Driveways shall be designed pursuant to the requirements of Chapter 13.28.

FINDINGS: The subject parcel has an existing driveway access. The City Engineer submitted comments regarding the access design:

Assessment of Site Distance for Roads and Driveways

The on page 5, the TAL states the site access point is 1st Street and Cascade Avenue. Cascade (in this area) and 1st Street are functionally classified as a local streets. The TAL notes that 1st Street and Cascade Avenue are stop controlled and that no obstructions were noted on 1st Street or Cascade Avenue. Therefore, site distance is adequate.

Findings: Site distance is adequate.

Assessment of spacing for roads and driveways

Cascade (in this area) and 1st Street are functionally classified as local streets. Per HRMC 13.28 and HR TSP Table 8, the minimum spacing between approaches and intersections or neighboring approaches is 22 feet. The existing configuration of driveways at the intersection of Cascade Avenue and 1st Street do not meet the minimum separation of 22 feet.

Findings: As a condition of approval, the Applicant shall request a variance from the standards to reduce the existing access spacing.

4. Requirements for Phased Development Plans:

- a. In the interest of promoting unified access and circulation systems, development sites under the same ownership or consolidated for the purposes of development and comprised of more than one (1) building site shall be reviewed as single properties in relation to the access standards of this ordinance. The number of access points permitted shall be the minimum number necessary to provide reasonable access to these properties, not the maximum available for that frontage. All necessary easements, agreements, and stipulations shall be met. This shall also apply to phased development plans. The owner and all lessees within the affected area are responsible for compliance with the requirements of this ordinance and both may be cited for any violation.
- b. All access must be internalized using the shared circulation system of the principal development or retail center. Driveways shall be designed to avoid queuing across surrounding parking and driving aisles.

FINDINGS: The only phased development indicated on the permit comes in the form of a future private metered scenario on the Mt. Hood Railroad parking lot. Since the lot meter project would be under separate ownership, would be within a private pay-to-park lot, would not change the physical layout, nor the circulation patterns of the conditional use approval, staff finds the criteria is satisfied. **A condition of approval is suggested that if not executed within a two-year window nor extended, the metered phasing plan would sunset and a new site plan application would need to be submitted.**



5. **Nonconforming Access Features:** Legal access connections in place as of November 2001 that do not conform with the standards herein are considered nonconforming features and shall be brought into compliance with applicable standards pursuant to the requirements of 13.28.

FINDINGS: As addressed above, an existing driveway will be used for this proposal. No changes are proposed to existing access.

6. **Reverse Frontage:** Lots that front on more than one (1) street shall be required to locate motor vehicle accesses on the street with the lower functional classification.

FINDINGS: The site has frontage on State Street (via proposed walkway) with one access points on 1st Street (via easement down Railroad Avenue/Street (a private street and cross access driveway). Existing and exclusive vehicle access is located on 1st Street, the street with the lowest functional classification.

D. **Access within Interchange Area Management Plan (IAMP) Overlay Zone.**

In addition to the standards and requirements of the Transportation Circulation and Access Management section of this ordinance (Section 16.12 and Section 17.20), parcels wholly or partially within an adopted IAMP Overlay Zone are subject to the Access Management Plan in the applicable IAMP (Exit 62 or Exit 63/64). The following applies to land use and development applications for parcels within an adopted IAMP Overlay Zone that are subject to Chapter 17.16 Site Plan Review or Title 16 Subdivisions and that are shown as part of an “Access Management Block” subject to the recommendations of the Access Management Plan (see Figure 9, Access Management Blocks, in the Exit 62 IAMP and Figures 10 and 11, Access Management Blocks, in the Exit 63 and 64 IAMP).

FINDINGS: The subject property is located within the boundary of the Exit 63/64 IAMP Overlay Zone but not located within an Access Management Block. No expansion is proposed to the site access.

17.20.040 Bicycle Parking. All uses that are subject to Site Design Review shall provide bicycle parking, in conformance with the standards in Table 17.20-40-A, and subsections A-H, below.

- A. **Minimum Required Bicycle Parking Spaces.** Uses shall provide long- and short-term bicycle parking spaces, as designated in Table 17.20.40-A. Where two options are provided (*e.g.*, 2 spaces, or 1 per 8 bedrooms), the option resulting in more bicycle parking shall be used.

Table 17.20.40-A Minimum Requirements for Bicycle Parking Spaces

Use Categories	Specific Uses	Long-term Spaces (Covered or Enclosed)	Short-term Spaces (Near Building Entry)
Commercial Categories			
Retail Sales and Service	Community Center	2, or 1 per 12,000 sq. ft. of floor area so (2)	2, or 1 per 5,000 sq. ft. of floor area (3)
Institutional Categories			
Schools	Grades 6-12	2 per classroom, or per CU Review	4 per school, or per CU Review

Parks (active recreation areas only)		None	8, or per CU Review
Shown On Plan		4 Long Term on Sheet A1.1	6 Shown on sheet A.0 (7 Total Required and Conditioned)

- B. Exemptions. Section 17.20.040 does not apply to single-family and two-family housing (attached, detached, or manufactured housing) or home occupations.
- C. Location and Design. Bicycle parking should be no farther from the main building entrance than the distance to the closest vehicle space, or 50 feet, whichever is less. Long-term (*i.e.*, sheltered) bicycle parking should be incorporated whenever possible into building design. Short-term bicycle parking, when allowed within a public right-of-way, should be coordinated with the design of street furniture, as applicable. Racks shall allow frames and wheels to be locked. Shared facilities will be allowed.
- D. Visibility and Security. Bicycle parking for customers and visitors of a use shall be visible from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.
- E. Options for Storage. Long-term bicycle parking requirements for multiple family uses and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building, including beneath roof overhangs and awnings.
- F. Lighting. For security, bicycle parking shall be at least as well-lit as vehicle parking.
- G. Reserved Areas. Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
- H. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance areas (see Diagram “A” – 17.04.090).

FINDINGS: The Project Narrative and Site Plan (Attachment “A.0”) indicates a total of 4 long term and 6 short term bicycle parking spaces will be provided. The long-term spaces are within the main structure on the first floor of the building and short term are near the main entrance.

Tale 17.20.40 allows for the consideration of a conditional use to determine the number of spaces, if necessary, to satisfy the particular demands of a use. Previous site plan approvals for the Winery, Tasting Room, and Special Events space did not include additional demands for bicycle parking.

A condition of approval is recommended that the required bicycle parking is installed prior to occupancy of the main structure for the school and one additional short term space be added. As conditioned, the proposal is consistent with these requirements.

17.20.050 Standards for Transportation Improvements

FINDING: No transportation improvements are proposed or required, thus HRMC 17.20.050 is not applicable. Instead, the Site Plan Review standards in HRMC 17.16 are applicable as described above.

17.20.060 Traffic Impact Analysis

- A. Purpose. The purpose of this section of the code is to implement Section 660-012-0045(2)(e) of the State Transportation Planning Rule that requires the city to adopt a process to apply conditions to development proposals in order to protect and minimize adverse impacts to transportation facilities.

This section establishes the standards for when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Analysis (TIA) must be submitted with an application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; what must be in a TIA; and who is qualified to prepare the analysis.

- B. Typical Average Daily Trips and Peak Hour Trips. The latest edition of the *Trip Generation* manual, published by the Institute of Transportation Engineers (ITE) shall be used as standards by which to gauge average daily and peak hour (weekday and/or weekend) vehicle trips, unless a specific trip generation study that is approved by the City Engineer indicates an alternative trip generation rate is appropriate. A trip generation study may be used to determine trip generation for a specific land use which is not well represented in the ITE Trip Generation Manual and for which a similar facility is available to count.
- C. Applicability and Consultation. A Traffic Impact Analysis shall be required to be submitted to the city with a land use application when (1) a change in zoning or plan amendment is proposed or (2) a proposed development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis, field measurements, crash history, Institute of Transportation Engineers *Trip Generation*; and information and studies provided by the local reviewing jurisdiction and/or ODOT:
 - a. The proposed action is estimated to generate 250 Average Daily Trips (ADT) or more, or 25 or more weekday AM or PM peak hour trips (or as required by the City Engineer);
 - b. An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day
 - c. The location of the access driveway does not meet minimum intersection sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate, creating a safety hazard; or
 - d. The location of the access driveway does not meet the access spacing standard of the roadway on which the driveway is located; or
 - e. A change in internal traffic patterns that may cause safety problems, such as back up onto public streets or traffic crashes in the approach area.

The applicant shall consult with the City Engineer or his/her designee at the time of a pre-application conference (see Section 17.09.120 Pre-Application Conferences) about whether a TIA is required and, if required, the details of what must be included in the TIA.

- D. Traffic Assessment Letter. If a TIA is not required as determined by Section 17.20.060.C, the applicant shall submit a Transportation Assessment Letter (TAL) to the City indicating that TIA requirements do not apply to the proposed action. This letter shall present the trip generation estimates and distribution assumptions for the proposed action and verify that driveways and roadways accessing the site meet the sight distance, spacing, and roadway design standards of the agency with jurisdiction of those roadways. Other information or analysis may be required as determined by the City Engineer. The TAL shall be prepared by an Oregon Registered Professional Engineer who is qualified to perform traffic engineering analysis.

The requirement for a TAL may be waived if the City Engineer determines that the proposed action will not have a significant impact on existing traffic conditions.

- E. Traffic Impact Analysis Requirements.

1. Preparation. A Traffic Impact Analysis shall be prepared by an Oregon Registered Professional Engineer who is qualified to perform traffic engineering analysis and will be paid for by the applicant.
 2. Transportation Planning Rule Compliance. See Chapter 17.08.050 Transportation Planning Rule Compliance.
 3. Pre-application Conference. The applicant will meet with the City Engineer prior to submitting an application that requires a Traffic Impact Analysis. The City has the discretion to determine the required elements of the TIA and the level of analysis expected.
- F. Study Area. The following facilities shall be included in the study area for all Traffic Impact Analyses (unless modified by the City Engineer):
1. All site-access points and intersections (signalized and unsignalized) adjacent to the proposed site. If the proposed site fronts an arterial or collector street, the analysis shall address all intersections and driveways along the site frontage and within the access spacing distances extending out from the boundary of the site frontage.
 2. Roads through and adjacent to the site.
 3. All intersections that receive site-generated trips that comprise at least 10% or more of the total intersection volume.
 4. All intersections needed for signal progression analysis.
 5. In addition to these requirements, the City Engineer may determine any additional intersections or roadway links that may be adversely affected as a result of the proposed development.
 6. Those identified in the IAMP Overlay Zone (see Subsection I).
- G. When a Traffic Impact Analysis (TIA) is required, the TIA shall address the following minimum requirements:
1. The TIA was prepared by an Oregon Registered Professional Engineer; and
 2. If the proposed development shall cause one or more of the effects in Section 17.20.060(C), above, or other traffic hazard or negative impact to a transportation facility, the TIA shall include mitigation measures that are attributable and are proportional to those impacts, meet the City's adopted Level-of-Service standards, and are satisfactory to the City Engineer and ODOT, when applicable; and
 3. The proposed site design and traffic and circulation design and facilities, for all transportation modes, including any mitigation measures, are designed to:
 - a. Minimize the negative impacts on all applicable transportation facilities; and
 - b. Accommodate and encourage non-motor vehicular modes of transportation to the extent practicable; and
 - c. Make the most efficient use of land and public facilities as practicable; and
 - d. Provide the most direct, safe and convenient routes practicable between on-site destinations, and between on-site and off-site destinations; and
 - e. Otherwise comply with applicable requirements of the Hood River Municipal Code.
 4. If the proposed development will increase through traffic volumes on a residential local street by 20 or more vehicles during the weekday p.m. peak hour or 200 or more vehicles per day, the impacts on neighborhood livability shall be assessed and mitigation for negative impacts shall be identified. A negative impact to neighborhood livability will occur where:
 - a. residential local street volumes increase above 1,200 average daily trips; or
 - b. the existing 85th percentile speed on residential local streets exceed 28 miles per hour.

- H. Conditions of Approval. The city may deny, approve, or approve a development proposal with appropriate conditions needed to meet transportation operations and safety standards and provide the necessary right-of-way and improvements to develop the future planned transportation system. Factors that should be evaluated as part of land division and site development reviews, and which may result in conditions of approval, include:
1. Crossover or reciprocal easement agreements for all adjoining parcels to facilitate future access between parcels.
 2. Access for new developments that have proposed access points that do not meet the designated access spacing policy and/or have the ability to align with opposing access driveways.
 3. Right-of-way dedications for planned roadway improvements.
 4. Street improvements along site frontages that do not have improvements to current standards in place at the time of development.
 5. Construction or proportionate contribution toward roadway improvements necessary to address site generated traffic impacts, i.e. construction or modification of turns lanes or traffic signals.
- I. Traffic analysis within an IAMP Overlay Zone. All development applications located within an IAMP Overlay Zone that are subject to the provisions of Chapter 17.16 (Site Plan Review) or Chapter 16.08 (Land Divisions) may be required to prepare a Traffic Impact Analysis. City of Hood River Transportation System Plan policies call for the City, in coordination with Hood River County and ODOT, to monitor and evaluate vehicle trip generation impacts at Hood River interchanges and on street systems in interchange areas from development. This requirement will not preclude Oregon Department of Transportation, City of Hood River, or Hood River County from requiring analysis of IAMP study intersections under other conditions. Development approved under this article shall be subject to the following additional requirements.
1. The Traffic Impact Analysis must include an account of weekday p.m. peak hour site generated trips through IAMP study intersections. Intersections impacted by 25 or more weekday p.m. peak hour site generated trips, or weekend peak hour site generated trips, shall be analyzed for level of service and volume to capacity ratio during day of opening conditions.
 2. The City shall provide written notification to ODOT and Hood River County when an application concerning property in the IAMP Overlay Zone and subject to Site Plan Review or Title 16 is received. This notice shall include an invitation to ODOT and the County to participate in the City's pre-application conference with the applicant, pursuant to Section 17.09.120.
 3. The City shall not deem the land use application complete unless it includes a Traffic Impact Analysis prepared in accordance with the applicable requirements of Section 17.20.060.
 4. Pursuant to Section 17.09.030.F, ODOT shall have 14 calendar days from the date a completion notice is mailed to provide written comments to the City. If ODOT does not provide written comments during this 14-day period, the City staff report may be issued without consideration of ODOT comments.
 5. Monitoring Responsibilities. The details of monitoring responsibilities will be outlined in the adopted IAMP.

FINDINGS: A Traffic Impact Analysis was not required because no zone change is proposed; the project will generate fewer than 25 peak hour trips and fewer than 250 average daily trips; the development will not add more than 10 vehicles exceeding 20,000 pound gross vehicle weight per day; the existing sight distance can be mitigated; and safety problems are not anticipated. Instead, the applicant submitted a Transportation Assessment Letter (TAL) prepared by a professional engineer registered in Oregon and

generally in conformance with HRMC 17.20.060.D above. It addresses trip generation and distribution related to the proposed development.

As discussed elsewhere in this report, the City Engineer recommends conditions of approval regarding driveway separations.

As conditioned, the proposal is consistent with 17.20.060.

III. CONCLUSIONS:

The applicant submitted a written explanation of the request and how it addresses the required standards, which is included as Attachment A. Pursuant to HRMC 17.09.040(F.5), the applicant has the burden of proof to show how the application complies with the applicable criteria or can be made to comply through application of conditions of approval.

The proposal is generally consistent with the zoning ordinance and other applicable municipal code requirements; however, conditions of approval are recommended where necessary to ensure compliance with all applicable standards and criteria.

- IV. RECOMMENDATION:** Based on the above findings of fact drafted in this report, and if the Planning Commission makes a finding of compliance with the conditional use and site plan review criteria, **staff recommends approval** of the Conditional Use Permit subject to conditions of approval.

- V. **DRAFT CONDITIONS OF APPROVAL:** Based on the above Findings of Fact and Conclusions of Law, the preliminary floor plans and all representations and statements made by the applicant, **staff recommends approval** of the conditional use request convert existing winery and tasting room to a school and maintain the special events previously approved as part of Site Plan Review 2012-08, **subject to the following conditions:**

Planning Department

1. **The Conditional Use Permit for the Wildwood School is approved subject to compliance and commitments made within application materials, narrative, easements, and project description as submitted and amended by Carrington Barrs, dated April 20th, 2018, Ferguson and Associates, dated Feb 12th, 2018, Dominek Architecture , Conditional Use Application 13 Railroad Street, Sheet A0.5, Site Plan A.0, Basement Floor Plan A1.1, Elevations A2.1, and Landscape Plan L1 all dated April 13th, 2018.**
2. **All existing and proposed exterior or interior lighting on the site shall not shine, cause glare or be unnecessarily bright on surrounding properties. Flood lights on poles higher than fifteen (15) feet are not permitted. Any existing non-conforming lighting on the site shall be brought into conformance with current city standards.**
3. **All parking spaces shall be hard surfaced. Hard surfacing of parking areas and associated landscaping improvements shall be completed in association with each phase to meet the requirements of that phase.**
4. **Garbage service to the building will be kept in the basement storage area and garbage generated by events held will be hauled off site by the appropriate caterer or food vendor**
5. **All outdoor storage areas shall be screened through the use of vegetative materials or appropriate fencing, and any new fencing shall meet the standards of HRMC 17.04.050.**
6. **Prior to occupancy of the school the applicant shall demonstrate conformance with bicycle parking requirements of HRMC 17.20.040 by providing 7 short term bicycle spaces and 4 interior long-term spaces.**
7. **The owner shall be responsible for the preservation of trees, establishment, and maintenance of all landscaping in accordance with the approved landscaping plan.**
8. **Any trees damaged during construction shall be replaced and significant trees shown on the Sheet L.1 be preserved.**
8. **The applicant maintains leased parking in perpetuity or supply the city evidence and means by which the parking demand generated by the space is accommodated in compliance with the Zoning Code. The application will remain compliant with the conditions of approval for Site Plan Review of 2012-08, which originally permitted the Special Events use in conjunction with the Springhouse Cellars Winery and tasting Room.**

Based on the typical event size of 100-150, this application meets the parking requirement, however, will be conditioned on a maintaining a lease for at least the 53 parking spaces. If the leased is revoked or reduced in size, the applicant will work with the City Planning Department to determine if the events continue or are reduced in size

9. Any new rooftop mechanical be screened from view through the use of parapets and mechanical screens that match the architectural styling or blend into the building.
10. If not executed within a two-year window nor extended per HRMC, the metered phasing plan will sunset and a new site plan application would need to be submitted.

Public Works and Engineering Department

13. The Oregon Department of Environmental Quality requires a National Pollutant Discharge Elimination System (NPDES) 1200 – C permit for all projects that disturb one acre or more. Contact the Bend regional DEQ office at 541-388-6146 for permit application forms and more information.
14. Prior to any site work a Construction Site Permit is required. A pre-submittal meeting is recommended prior to the engineered design of any public facilities.
15. If new services are installed, the applicant shall maintain a minimum of 2 feet separation between water infrastructure and all other utilities in the right-of-way. Water meters must be located in a sidewalk and not in a driveway approach. There appears to be a water meter just west of the western-most driveway; the fate of that service should be described in the engineered plans.
16. Separate taps for domestic water service, fire service and irrigation service shall be required and in order to meet infrastructure and service demands, requirements for adequate water, sewer, and storm water be provided and met.
20. Prior to issuance of a building permit, the applicant shall submit a variance request to the City Engineer including specified features and dimensions including existing and proposed driveway locations, widths as well as distances to existing driveways and intersections, etc. per HRMC 17.20.030(A). All driveways on the site shall meet the requirements of Chapter 13.28 of the Hood River Municipal Code.
24. The applicant is required comply with the American with Disabilities Act.
28. If new utilities are installed, a representative of the design engineer, referred to as the Resident Engineer, shall be on site nearly every day throughout the construction of public/ROW improvements in order to perform the duties of the Resident Engineer as described in the Engineering Standards.
29. Any graded areas shall be replanted as soon as possible after construction to prevent erosion. A construction erosion control plan shall be provided in conformance with the city's engineering standards.
30. All utilities shall be placed underground including power, phone, cable television and other telecommunications lines (HRMC 17.16.040, Public Facilities and HRMC 12.05.010(E)).
31. Design and construction of public facilities must meet the requirements of the City of Hood River Engineering Standards. A copy of the Engineering Standards is available at the City Public Works office or on line at www.ci.hood-river.or.us.
32. All fees, bonds, and insurance must be provided as per the City of Hood River Engineering Standards.

- 33. Any System Development Charges (SDCs) shall be due prior to issuance of a building permit.**
- 34. All City sanitary and/or storm sewer pipes and appurtenances located outside of a dedicated public right of way must be located within a recorded easement on a form provided by the City. All easements must meet the requirements of the City Engineering Standards.**

City Fire Department

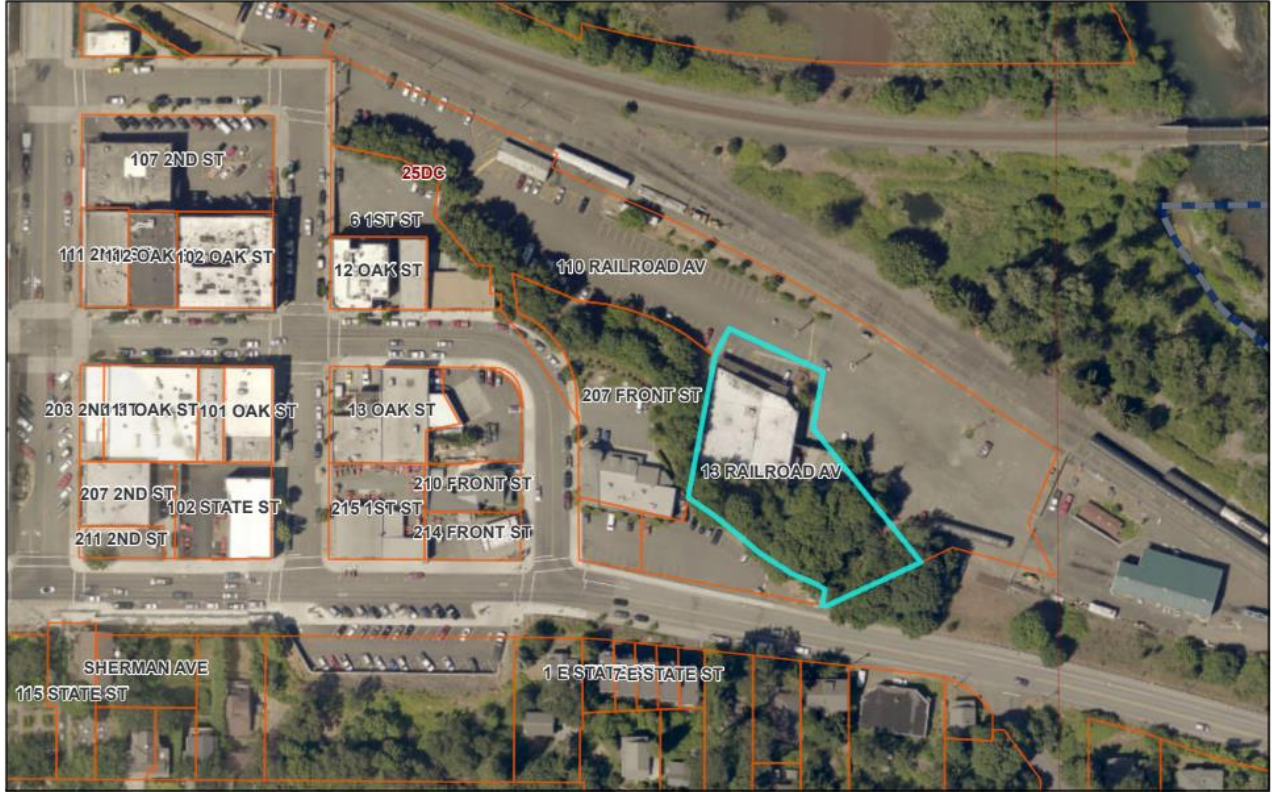
- 35. Prior to issuance of a building permit, evidence shall be submitted that there is an easement allowing emergency vehicle access to the subject property across the property known as Mt. Hood Rail or that the Fire Chief does not require this means of access.**
- 36. The applicant satisfy all requirements of Hood River Fire, maintain the necessary turn arounds and unobstructed access width of no less than 20 feet from 1st Street.**

General

- 37. Sign permits shall be obtained from the City of Hood River prior to installation of any new signs on the site.**
- 38. The applicant/property owner is responsible for knowledge of existing easements and property lines. This approval does not condone nor require interference with existing easements, covenants, deeds or restrictions of record which affect this or adjacent properties.**
- 39. Failure to comply with these conditions will nullify this permit. Failure to comply with the landscape standards subsequent to issuance of the building permit for new construction constitutes a violation of these regulations and be subject to the penalty and abatement proceedings in the Severability – Penalties chapter (Chapter 17.10).**

Attachment B Location Map

City of Hood River Planning Department Map



6/11/2018, 9:18:12 PM

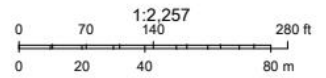
City Limits (Hood River)

QuarterQuarterGRID

Urban Growth Boundary

Street Info

Hood River SITUS Addresses



Dustin Nilsen
City of Hood River

Attachment C: Leonard Damian, Fire Chief Comments

CITY OF HOOD RIVER FIRE & EMERGENCY MEDICAL SERVICES 1785 Meyer Pkwy, Hood River, OR 97031 |

HoodRiverFire.com

May 17, 2018

Carrington Barrs

Wildwood Community Center

1767 12st Street, PMB 335

Hood River, OR 97031

Re: Wildwood Community Center – 13 Railroad Street, Hood River, OR

Tax Lot I.D: 3N10E25DC – Lots #7800 and #7100

Dear Mr. Barrs,

Thank you for the opportunity to review the proposed site plan surrounding the above named development project. These notes are provided in regards to the plans received May 15, 2018. There may be more or less requirements needed based upon the final project design, however, Hood River Fire & EMS recommends conformance with the following requirements of the Oregon Fire Code (OFC), 2014 edition:

GENERAL REQUIREMENTS:

1. **OPEN BURNING:** Open burning is prohibited in the City of Hood River. Combustible waste material, trash and rubbish shall not be burned. Accumulations of such material shall be removed from the site as often as necessary to minimize the hazards. (OFC 307)

FIRE APPARATUS ACCESS:

2. **FIRE APPARATUS ACCESS ROAD DISTANCE FROM BUILDINGS AND FACILITIES:** Access roads shall be within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. An approved turnaround is required if the remaining distance to an approved intersecting roadway, as measured along the fire apparatus access road, is greater than 150 feet. (OFC 503.1.1)

3. **DEAD END ROADS AND TURNAROUNDS:** Dead end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved turnaround. (OFC 503.2.5 & D103.1)

4. **FIRE APPARATUS ACCESS ROAD EXCEPTION FOR AUTOMATIC SPRINKLER PROTECTION:** When buildings are completely protected with an approved automatic fire sprinkler system, the requirements for fire apparatus access may be modified as approved by the Fire Marshal. (OFC 503.1.1)

5. **AERIAL FIRE APPARATUS ROADS:** Buildings with a vertical distance between the grade plane and the highest roof surface that exceeds 30 feet in height shall be provided with a fire apparatus access road constructed for use by aerial apparatus with an unobstructed driving surface width of not less than 26 feet. For the purposes of this section, the highest roof surface shall be determined by

Page 2 of 4

measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of the parapet walls, whichever is greater. Any portion of the building may be used for this measurement, provided that it is accessible to firefighters and is capable of supporting ground ladder placement. (OFC D105.1, D105.2)

6. **AERIAL APPARATUS OPERATIONS:** At least one of the required aerial access routes shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial access road is positioned shall be approved by the Fire

Marshal. Overhead utility and power lines shall not be located over the aerial access road or between the aerial access road and the building. (D105.3, D105.4)

7. FIRE APPARATUS ACCESS ROAD WIDTH AND VERTICAL CLEARANCE: Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants (OFC D103.1)) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1 & D103.1)

- Need to verify access is unobstructed of a width not less than 20 feet from 1st street to project.

8. NO PARKING SIGNS: Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, “No Parking” signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read “NO PARKING - FIRE LANE” and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)

9. NO PARKING: Parking on emergency access roads shall be as follows (OFC D103.6.1-2):

1. 20-26 feet road width – no parking on either side of roadway
2. 26-32 feet road width – parking is allowed on one side
3. Greater than 32 feet road width – parking is not restricted

10. PAINTED CURBS: Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked “NO PARKING FIRE LANE” at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background (or as approved). (OFC 503.3)

11. SURFACE AND LOAD CAPACITIES: Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Fire Code may be requested. (OFC 503.2.3)

12. TURNING RADIUS: The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3)

13. ACCESS ROAD GRADE: Fire apparatus access roadway grades shall not exceed 15%. Alternate methods and materials may be available at the discretion of the Fire Marshal (for grade exceeding 15%).

Page 3 of 4

14. AERIAL APPARATUS OPERATING GRADES: Portions of aerial apparatus roads that will be used for aerial operations shall be as flat as possible. Front to rear and side to side maximum slope shall not exceed 10%.

15. GATES: Gates securing fire apparatus roads shall comply with all of the following (OFC D103.5, and 503.6):

1. Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).
2. Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.
3. Electric gates shall be equipped with a means for operation by fire department personnel
4. Electric automatic gates shall comply with ASTM F 2200 and UL 325.

16. **ACCESS DURING CONSTRUCTION:** Approved fire apparatus access roadways shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. Temporary address signage shall also be provided during construction. (OFC 3309 and 3310.1)

17. **TRAFFIC CALMING DEVICES:** Shall be prohibited on fire access routes unless approved by the Fire Marshal. (OFC 503.4.1).

FIREFIGHTING WATER SUPPLIES:

18. **WATER SUPPLY DURING CONSTRUCTION:** Approved firefighting water supplies shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. (OFC 3312.1)

FIRE HYDRANTS:

19. **FIRE HYDRANTS – COMMERCIAL BUILDINGS:** Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. (OFC 507.5.1)

- This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.
- The number and distribution of fire hydrants required for commercial structure(s) is based on Table C105.1, following any fire-flow reductions allowed by section B105.3.1. Additional fire hydrants may be required due to spacing and/or section 507.5 of the Oregon Fire Code.

20. **PHYSICAL PROTECTION:** Where fire hydrants are subject to impact by a motor vehicle, guard posts, bollards or other approved means of protection shall be provided. (OFC 507.5.6 & OFC 312)

21. **CLEAR SPACE AROUND FIRE HYDRANTS:** A 3 foot clear space shall be provided around the circumference of fire hydrants. (OFC 507.5.5)

22. **FIRE DEPARTMENT CONNECTION (FDC) LOCATIONS:** FDCs shall be located within 100 feet of a fire hydrant (or as approved). Hydrants and FDC's shall be located on the same side of the fire apparatus access roadway or drive aisle, fully visible, and recognizable from the street or nearest point of the fire department vehicle access or as otherwise approved. (OFC 912.2.1 & NFPA 13)

- Fire department connections (FDCs) shall normally be located remotely and outside of the fall-line of the building when required. FDCs may be mounted on the building they serve, when approved.

Page 4 of 4

- FDCs shall be plumbed on the system side of the check valve when sprinklers are served by underground lines also serving private fire hydrants.

FIRE SAFETY DURING CONSTRUCTION:

23. **PORTABLE FIRE EXTINGUISHERS:** Structures under construction, alteration or demolition, shall be provided with not less than one approved portable fire extinguisher. (OFC 3315)

BUILDING ACCESS AND FIRE SERVICE FEATURES

24. **KNOX SYSTEM:** An entry system, padlock, or Knox key switch for gate access may be required. . Order via Knox at (<https://www.knoxbox.com/store/selectProduct.cfm?fdID=21496>) or call 800-552-5669 or contact Hood River Fire & EMS for assistance and instructions regarding installation and placement. (OFC 506.1)

25. **POSTING OF OCCUPANT LOAD:** Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted near the main exit. Posted signs provided by the Fire Marshal. (OFC 1004.3)

26. FIRE PROTECTION EQUIPMENT IDENTIFICATION: Rooms containing controls to fire suppression and detection equipment shall be identified as "Fire Control Room." Signage shall have letters with a minimum of 4 inches high with a minimum stroke width of 1/2 inch, and be plainly legible, and contrast with its background. (OFC 509.1)

27. PREMISES IDENTIFICATION: New and existing buildings shall have approved address numbers; building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1)

If you have questions or need further clarification, or would like to discuss any alternate methods and/or materials, please feel free to contact me at (541) 386-9458 or l.damian@hoodriverfire.com

Sincerely,

Leonard Damian

Fire Chief

Attachment "D" – ODOT Comments

Dustin,

Thanks for the information. Based on the following:

- Applicant's submitted Exhibit B (email from Loretta Kieffer, ODOT Access Management Coordinator, dated March 1, 2018), and
- Avi Tayar, Development Review Traffic Engineer, email, dated May 17, 2018, reiterating no comments regarding the TAL, and
- Carrie Martin, ODOT Crossing Specialist, email, dated May 23, 2018.

ODOT has no further comments on this application. The above reference materials are attached to this email. I recommend including these materials in the land use case file. If you have any questions or require any additional information, please let me know.

Thank you for the opportunity to review and comment! Cheers!

Josh

Joshua Brooking
Associate Planner
Oregon Department of Transportation
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joshua.c.brooking@odot.state.or.us

Please note, starting May 1st my schedule will change to Monday to Thursday, with Friday out of office.

Attachment E: Engineering Comments

To: Dustin Nilsen/Director of Planning/City of Hood River Planning Dept.
From: Stoner Bell/City Engineer/City of Hood River Engineering Dept.
Date: June 6, 2018
Subject: Wildwood Private Middle School Traffic Assessment Letter Review

TAL Completeness

HRMC 17.20.060 (D) requires the following element in a Traffic Assessment Letter

- 1) Trip generation and distribution assumptions
- 2) Assessment of site distance for roads and driveways
- 3) Assessment of spacing for roads and driveways
- 4) Confirmation that the jurisdiction's design standards have been met for the roads and driveways.

The submitted TAL contained portions of elements 1 and 2. Elements 3 and 4 were not addressed, therefore, the TAL was not complete per HRMC 17.20.060

Trip Generation and Distribution Assumptions.

Trip generation was determined using the 10th edition of the ITE Trip Generation Manual. The applicant calculated the net change in trips between the existing use of the facility and the new proposed use of the facility, but did not calculate the total trips that the development would produce. The TAL found that the proposed middle school use, which will occupy approximately 4,000 sqft, would produce 23 peak AM Trips, 7 Peak hour PM trips and 85 weekday trips. In addition, the TAL found that the proposed 3,459 sqft of community education space would produce 0 AM peak hour trips, 6 peak hour PM trips, and 70 daily trips. The TAL stated that these new trips would be offset by the elimination of the Winery and Winetasting room and the reduction of the Event Center space. The TAL calculated a reduction of 3 AM peak hour trips, 11 PM peak hour trips, and 69 daily trips due to the elimination of the Winery, and a reduction of 0 AM trips, 12 PM peak hour trips, and 117 daily trips due to the reduction of Event Center space.

Findings:

The TAL appears to correctly characterize the trips generated by the proposed changes as compared to the existing use. The net change results in less than 25 peak trips or 250 daily trips so the project does not warrant the need to produce a Traffic Impact Analysis. However, the TAL should calculate and present the total trips that will be developed by all uses of the competed development including the Event Center.

Assessment of Site Distance for Roads and Driveways

The on page 5, the TAL states the site access point is 1st Street and Cascade Avenue. Cascade (in this area) and 1st Street are functionally classified as a local streets. The TAL notes that 1st Street and Cascade Avenue are stop controlled and that no obstructions were noted on 1st Street or Cascade Avenue. Therefore, site distance is adequate.

Findings: Site distance is adequate.

Assessment of spacing for roads and driveways

Cascade (in this area) and 1st Street are functionally classified as a local streets. Per HRMC 13.28 and HR TSP Table 8, the minimum spacing between approaches and intersections or neighboring approaches is 22 feet.

The existing configuration of driveways at the intersection of Cascade Avenue and 1st Street do not meet the minimum separation of 22 feet.

Findings: The Applicant shall request a variance from the standards to reduce the existing access spacing.

Traffic Circulation and Access Management

The proposed development appears to have sufficient space to accommodate traffic circulation, delivery vehicles, and pedestrian access to the site.

Findings: Adequate circulation and access management exists.

City Street Design Standards

A private driveway accesses the site from the intersection of 1st Street and Cascade Avenue. Therefore, this access is not governed by City street standards.

Finding: City street design standards do not apply.

SDC and Traffic Signal Fees

It appears that five additional trips shall be added to the AM peak hour traffic at the signal 2nd and Oak. However, no study has shown that this intersection has met warrants based upon AM trips. Therefore, no proportionate share has been setup based upon peak hour AM Trips.

Findings:

A reduction in peak hour PM trips and weekday trips will result from the development. Therefore, it appears that the project will not trigger a proportionate share fee for the 2nd and Oak Street signalization project or additional SDC fees.

IAMP 63/64

The project is located within the IAMP 63/64 boundary. However, the project lies outside of any of the 14 access management blocks. The IAMP identified 11 study intersections which are to be analyzed for impact on the intersections, if a proposed project generates 25 or more peak hour trips through the intersections.

Findings: The project is not within an access management block and will not create 25 or more peak hour trips through an IAMP Study Intersection. Therefore, no additional study is necessary because of the development's location within the IAMP or due to the estimated peak hour PM trips created by the proposed development.