

## Responses to Dustin's Completeness Review:

### **17.06.020 Application and Plan Requirements**

B. The plan or drawing accompanying the application shall include the following information:

2. Locations and heights of buildings and structures, both existing and proposed. Scaled elevation drawings and photographs shall be required.

(Incorporate callouts of overall height of parapet and ruins walls. Use a pict of the ruins walls for elevations to remain if that's helpful and add a sheet to the site plan package. Snap a couple Picts of the outside under new weather conditions. The previous in the packet are gray on gray and look very accurate to Feb weather and atmospheric conditions, but make it difficult discern site and architectural features for presentation and discussion).

**\*\* Please see sheets A0.2 & A2.1.**

3. Location and layout of parking and loading facilities, including bicycle parking required pursuant to 17.20.040.

(Refer to easement comments below regarding the offsite areas that fall under your easement and arrangements with the rail road regarding usage for access and parking. In short how many spaces does the RR provide, how many spaces do you need to accommodate the use proposed and under what assumptions do you use to arrive at that number) There were previous spaces shown on the southeast of the lot that no longer appear.

**\*\* Long term bike parking in basement lobby (A1.1), short term at the East end of the covered walkway and at the sand set pavers near 'The Ruins' and 'Down Under' entries (A0). We have a revised lease in the works with the Railroad that provides us approximately 25 exclusive spots and the rest of the parking lot and gravel area for overflow parking during larger events or as needed (Phase I). The Railroad is planning to move towards metered pay-by-the-hour parking for the entire lot, at which point our lease will become null and void and all spaces will be available to our customers at any time (Phase II). See added sheet A0.5 in the plan set for depiction. Further, we have the ability to add up to 12 spaces on our property to the East (shown in original pre-application drawings), and may still elect to do so, but having reached an agreement with the Railroad, we may not need to provide those additional permanent spaces and can leave that as 'natural space'.**

4. Location of points of entry and exit and internal circulation patterns for vehicular and non-vehicular traffic in compliance with the requirements of Chapter 17.20.

(same discussion as item 3 and the easement discussion that provides your exclusive access point to a ROW via vehicle, this updates includes modification to the site plan graphics for parking, aisle width, EMS, and Loading, distance from Front, and turn around areas.)

**\*\* See added page A0.5 of the plan set.**

5. Location of existing and proposed wall and fences and indication of their height and materials. (Follow item B2 as mentioned above).

**\*\* See added pages A0 & A2.1**

6. Proposed location and type of exterior lighting.  
(Include the location and height of wall and pole lights (include shielded lenses)

**\*\* Currently, no proposed changes to exterior lighting.**

7. Proposed location and size of exterior signs.  
( Note location on elevation subject to Title 18 HRMC)

**\*\* See revised page A2.1 in the plan set that shows proposed North Elevation update to signage. This '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. No other proposed changes at this time.**

8. Site specific landscaping, including percentage of total net area.  
(Indicate graphically where existing LS is to remain and translate Terra Survey to Architects plans, using a ground hatch to differentiate the areas, and use callouts for areas to be changed. Per the metrics. if impervious is going up, then landscape is going down.

**\*\* Please see sheet L1 for existing landscaping and sheet A0 for a potential landscape wall within the Ruins. If the wall in the Ruins gets built, there may be some small plantings of native materials (vine maples, sword ferns, rhododendron) at the top of the wall where the fresh dirt was disturbed. This is still in discussion, but will not be permanently irrigated or seen from anywhere except inside of the Ruins. Other than this most recent discussion, only deferred maintenance of removing dead and dying trees and shrubs is planned. Every effort will be made to retain trees and shrubs. Sand set pavers (pervious) are proposed to be added at Ruins and Down Under entries and a landscape path up to State Street is depicted on sheet A0..**

9. Location and species of trees greater than six (6) inches in diameter when measured four (4) feet above the ground, and an indication of which trees are to be removed.  
(Similar to above, they appear on the survey. Indicate which are to remain and which are removed as shown in the landscape plan, I suggest landscape plan supporting arch site plan for clarity. Adding a sheet will suffice.

**\*\* All trees located on Survey sheet and, as stated above, we will only remove trees, shrubs and limbs that need to be removed for safety and deferred maintenance.**

11. Natural drainage and other significant natural features.  
(or note none beyond the hillside)

**\*\* See Survey sheet. No significant changes to natural drainage or other natural features. We will be installing a landscaping pathway from the back door of the building up to State Street and pervious sand set pavers (sheet L1).**

13. Percentage of the lot covered by all proposed and remaining structures, to include asphalt concrete and Portland Cement Concrete.

(Expand site metrics on architectural sheet. I made a data block for your convenience and included it below. Please use it (or some similar form) on your site plan)

**\*\* See sheet A0 for requested information and data block.**

14. Locations and dimensions of all easements and nature of the easements.

Include a graphic of the easement and access to Front Street. Its dimensions somewhat described in Exhibit A of the survey in the metes and bounds included in the packet, but the graphic is necessary for the PC, neighbors, Engineering and Fire. You can revise the survey from Terra or graphic from Dominek (probably based on the terra survey) to show the access and parking area covered in your RR easement. The area has the high level overview but a greater level of detail (paved area, lot lines, curb cuts, parking spaces, entry gate if Ron is putting one up) is required to show the access route and parking that is available. Please put do a space inventory and demand requirement based on the use and Chapter 17. Please note additional comments from Fire and Engineering will come during the report and review regarding the access easement that they will want to ensure is in place to get to and from Front to your site.

**\*\* See sheet A0.5.**

15. Service areas for uses such as loading and delivery.  
(general callout on the site plan)

**\*\* No real service area for loading and delivery is needed for the school, community center, and event center. We will utilize our existing parking spots, as needed.**

16. Grading and drainage plan.

(Include any fixes proposed and or indicate direction of existing piping and overland based upon topo)

**\*\* No proposed changes other than minor required by landscape path up to State Street, the sand set pavers at Ruins and Down Under entries and associated ADA parking space. See page A0.**

17. Other site elements that will assist in evaluation of the proposed use.

(Describe the west side easement surfacing and accessibility, differentiate through the use of hatches paved, gravel, and landscaped areas to help differentiate ruins, from school structure from asphalt, from landscaped areas, hardscaped, gravel areas). Fill out the data block.

**\*\* See sheet A.O.**

18. A brief narrative on the nature of the activity shall accompany the site plan including the number of employees, the method of import and export, the hours of operation including peak times, and plans for future expansion

Maybe note the after hours times of operation, number of ruins events, and ancillary uses that will extend outside the school and peak event times (wedding, music open to the public) any limits can help provide sidebars to the use and help understand the magnitude. State the baseline of what occurs today and reflect the changes in what is proposed in the future to help develop a baseline and delta of the change in use. Springhouse numbers and event planning may be helpful here.

Also include in your narrative if the hood river farmers market will remain in the winter as part of the operation and discussion of use compatibility.

**\*\* See revision and additional requested information toward the end of the Background section of the submission packet (page 2 and 3).**

#### **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.

1. Conditional Uses: Conditional uses are subject to Site Plan Review Decision Criteria (Chapter 17.16) in addition to the following:  
(17.16 is reflected above)

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.

(Include the average and max size of events, hours of operation, traffic anticipated, ability to handle and support pedestrian traffic for number of kids, parents, drop off and pick up peak times generally occur at rush hour)

**\*\* See revision and additional requested information toward the end of the Background section of the submission packet (page 2 and 3).**

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

(Similar part of the criteria, include the number of events, noise (limits on hours of operation), trash collection, food and drink limits, cafeteria and waste?)

**\*\* See revision and additional requested information toward the end of the Background section of the submission packet (page 2 and 3), as well as response under the sub-heading *Nuisance* (pg 4) and *Storage* (pg 7).**

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

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.

(Current size and proposed square footage, **number of school occupants**, and number of attendees at special events estimated and max)

**\*\* See sheet A.0 for size and square footages, occupant numbers anticipated and maximums under Conditional Use Approval Criteria, sub heading *Impact*, second paragraph (added), middle of page 3.**

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 System Plan (TSP).

(63 less trips per day and 23 less at peak for a school when everyone shows up at the same time? This is unusual) Back to the idea that drop off and pick ups occur at peak traffic times. How do we queue cars on the lot, circulation in and out of the site, and accommodate mass exodus of children and parents? Please elaborate to the Planning Commission how this traffic plays out in reality as the use retains the special events and adds a school function in lieu of a winery tasting room.

**\*\* Please see sheet A0.5 for traffic flow plan. I appreciate that I am finally being asked to explain sometime as it would "play out in reality". Up to this point it seems like most of what I am doing is satisfying box checking, hiring expensive engineers to produce lengthy reports that site theoretical codes and charts, and jump through an obscene amount of hoops (with associated hoop-jumping fees) in an effort to continue and properly designate an event space that is loved by the community and create more community and educational space for enrichment and low impact enjoyment. That being said, students will be dropped off and picked up at either the front of the building (per sheet A0.5 traffic arrows and parking spaces), via the new sidewalk that enters the back of the building from State Street, or kids will bike and/or walk. We are talking about a maximum of 48 students total (anticipating closer to 30 or 35).**

We have ample drop off and pick up areas and location. The special events will continue very similarly to the way they have been over the past 5 years with minimal impact to the surrounding business except the Railroad, which has been addressed with an agreement and eventual parking meters in their giant parking lot that is virtually unused.

7. Landscaping: Landscaping shall be in conformance with the landscape regulations of this title. (see above. Elaborate on what is to be saved, removed, and enhanced)

**\*\* See sheet L1 and A0, as well as *Landscaping* sub-heading on page 6.**

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

(for any public improvements or items that may not be complete due to weather (IE don't landscape in July when its 100 degrees and the wind blows 25 MPH every day)

**\*\* OK. Good idea.**

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.

(See the list above and consider any conditions that you suggest to include to ensure that the use will comply, or set voluntary limits on times, number, etc)

**\*\* OK.**

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 City. (construction site development and building permits to come later)

**\*\* Agreed. In process already and we intend to have those submitted for review within the next 2 weeks.**

Once you have made the revisions please freshen up your electronic document sets and send just one paper version for my file.

Best,

DN

Dustin Nilsen, AICP  
Director of Planning  
City of Hood River