



Attachment I. Pre-App (PA 19-08) Conference Summaries



Pre-Application Conference Notes

PA 19-08, February 28, 2019

Proposed Project: Addition of general purpose travel lane on I-205 in each direction, and a new northbound auxiliary lane between the OR 99E and OR 213 interchanges, modification of OR 99E interchange ramps and seismic upgrades to the Abernethy Bridge over Main Street.

General Information:

- Location: ODOT Right-of-Way
Clackamas County Map 2-2E-29CB, Tax Lots 300 and 500
- Please note the City limits of Oregon City extend to the midpoint of the river

Review Process:

This application is a [Type III process](#) including Natural Resource Overlay District Review, Site Plan and Design Review, Geologic Hazards Review, Floodplain Review and Willamette Greenway Overlay Review. The applicant has **180 days** from the date of submittal to have a complete application.

Upon a complete application submittal, the applicant is entitled to a decision from the city for a decision of approval, approval with conditions or denial within **120 days** of deeming the application complete, by state law.

Type III decisions require a minimum of one public hearing before the Planning Commission and involve the greatest amount of discretion and evaluation of subjective approval standards, yet are not required to be heard by the City Commission except upon appeal.

Jon Storm Park Master Plan and Prior Reviews

Jon Storm Park has an approved master plan (Planning File MC 04-01), which was built out in three phases under Planning files SP 05-05, WR 05-09, SP 07-01 and WR 07-04. Because the development allowed by the Master Plan has been built out, the master plan is no longer in effect in accordance with [OCMC 17.65.050.D](#).

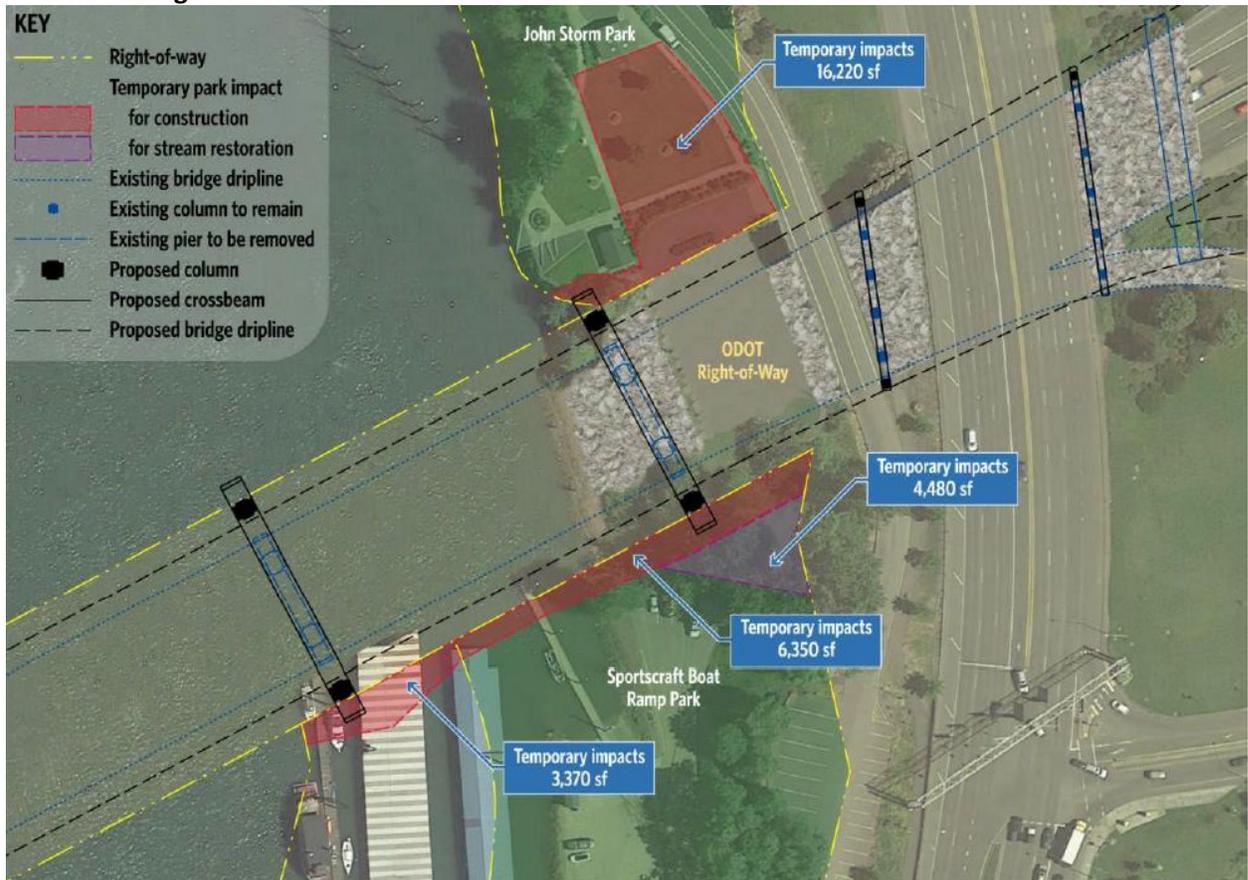
17.65.050.D

Duration of General Development Plan. A general development plan shall involve a planning period of at least five years and up to twenty years. An approved general development plan shall remain in effect until development allowed by the plan has been completed through the detailed development plan process, the plan is amended or superseded, or the plan expires under its stated expiration date.

Application Timing and Expiration

The pre-application conference is valid for six months, but the Community Development Director may extend it to one year. If no application is filed within one year from the date of the meeting, an additional pre-application conference must be held. If within two years of the date of the notice of decision, a building permit associated with the development has not been issued, the land use approval expires, unless a one-year extension is filed and approved prior to the application expiration.

Site Plan and Design Review



- Under the current code, site plan and design review is required for work in the right-of-way (retaining walls, removal of landscaping, expansion of roadways, etc.). The City is currently reviewing code amendments, which specify that the site plan and design review process does not apply to activities occurring within the right-of-way, except communication facilities. The earliest that the proposed code amendments are likely to be effective is June, 2019. Please note that the code is subject to change as the code amendments go through the public hearing process.
- Site Plan and Design Review is required for development within the Institutional and Mixed Use Downtown zoning district, including alterations to the bridge, fencing and walls.
- Based on the pre-application conference submittal, the extent of site alterations to Jon Storm Park is unclear. The application should identify all proposed modifications, including permanent and temporary loss of parking, proposed new parking, new or removal of landscaping, lighting, staging areas, fences, retaining walls, demolition of structures, etc.
- The applicable design standards are limited. Applicable criteria include building materials, lighting, retaining walls, etc.
- Note that fencing or retaining walls shall comply with the height requirements in OCMC 17.54.100 and chain-link fencing is a prohibited material, except for temporary purposes during construction.

Parking Lot:

17.52.020 – Number of automobile spaces required

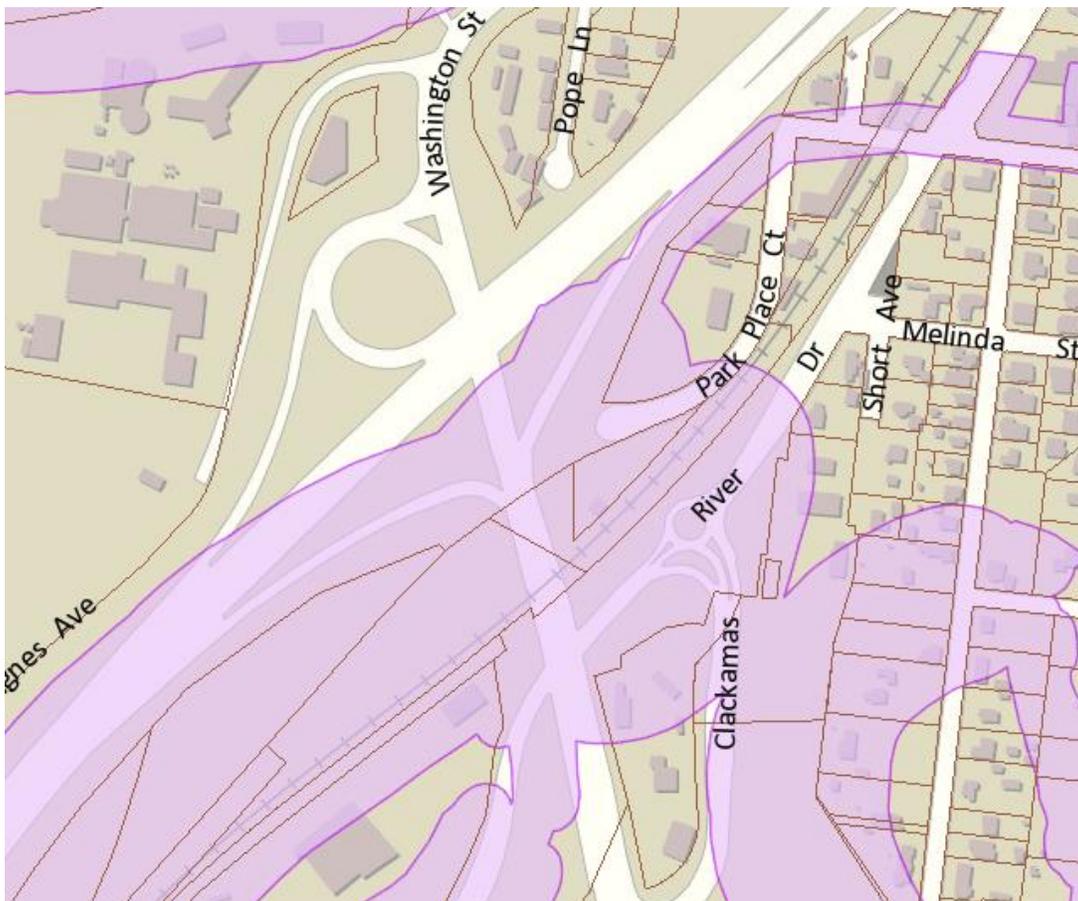
A. The number of parking spaces shall comply with the minimum and maximum standards listed in Table 17.52.020. The parking requirements are based on spaces per one thousand square feet net leasable area unless otherwise stated.

Use	Minimum	Maximum
Sports Club, Recreational Facilities	Case Specific	5.40

- The Oregon City Municipal Code does not identify minimum parking requirements for recreational facilities, or minimum/maximum parking requirements for parks. The application should include minimum/maximum parking requirements from other jurisdictions for review by the Community Development Director, in order to demonstrate that the park does not exceed maximum parking allowed.
- The application should identify all proposed and existing uses (Sportcraft Landing, park, etc.) and include a parking calculation for all uses demonstrating that the proposal complies with minimum and maximum parking stall requirements.
- Compliance with dimensional standards for automobile parking areas could not be confirmed. Dimensional standards for automobile parking can be found in [OCMC 17.52.030](#).
- All areas in a parking lot not used for parking, maneuvering, or circulation shall be landscaped. Parking lot landscaping standards can be found in [OCMC 17.52.060](#), and require perimeter parking lot landscaping, parking area/building buffer landscaping, and interior parking lot landscaping.
- No more than eight contiguous parking spaces shall be created without providing an interior parking lot landscaping strip between them.
- Parking areas shall be located behind buildings, below buildings or on one or both sides of buildings. The proposed parking lot appears to not comply with this standard and would require a variance. Please refer to the variance section of these notes.
- Please note, the parking lot appears to encroach into the Mixed Use Downtown zone. Parks and parking lots not in conjunction with a primary use require a conditional use permit in the Mixed Use Downtown District. If the parking lot associated with the park is proposed within the MUD District, the application should include an explanation about whether or not the parking lot constitutes an expansion of the park within the MUD District.



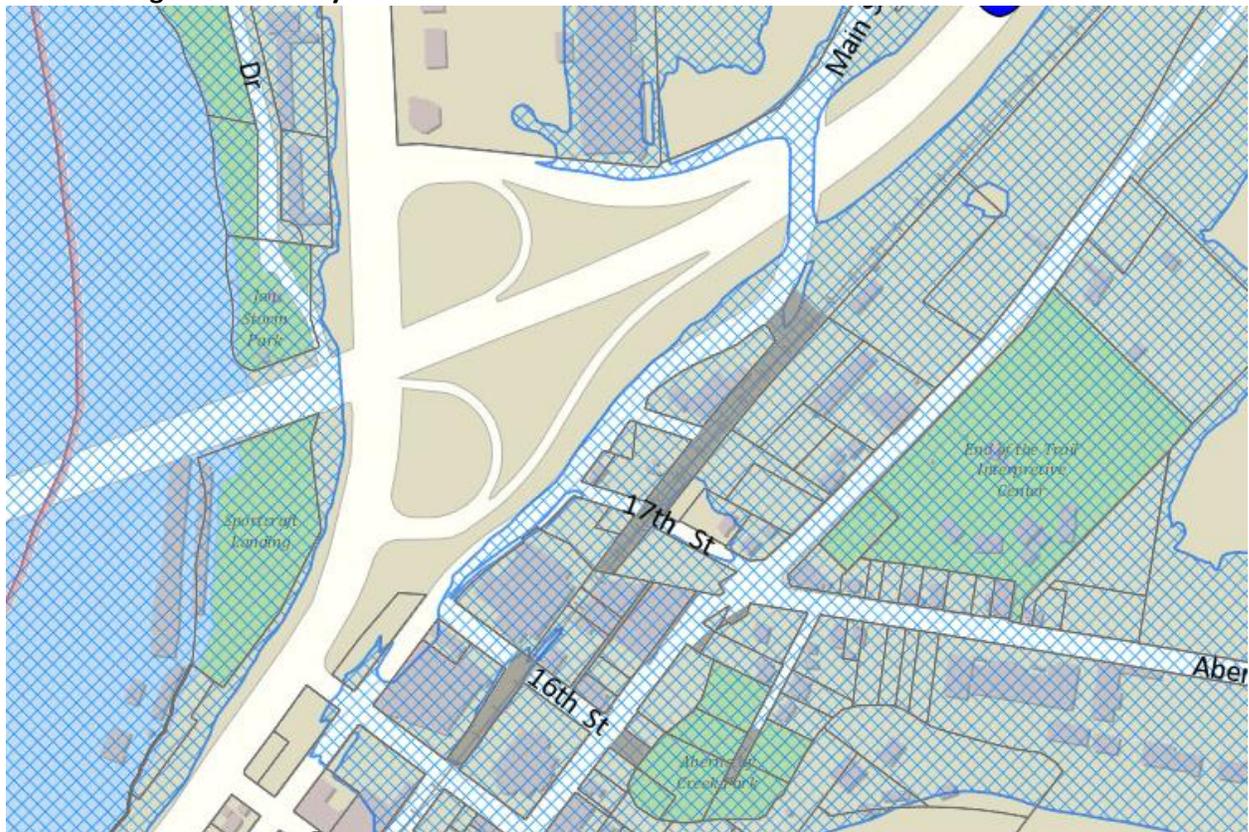
Natural Resources Overlay District:



- The Oregon City Municipal Code protects degradation of water features enforcing a vegetated corridor consisting of native plantings adjacent to protected features to improve water quality and functions. A study is required to determine where the vegetated corridor is located onsite, the location of the development within the NROD boundary and associated mitigation.
- The City’s jurisdiction is within the vegetated corridor surrounding the protected features, however, activities within wetlands, streams or other protected water features are regulated by the Department of State Lands (DSL) and the Army Corps of Engineers. Permit applications or other review with these agencies may be required. The City has provided notice to DSL of the proposed development and will forward any comments received to the applicant.
- The City regulates both temporary and permanent disturbances within the NROD, including new structures, grading and fill, staging areas.
- [OCMC 17.04.1465](#) defines vegetated corridor as the area of setback between the top of bank of a protected water feature and the delineated edge of the water quality resource area as defined in Table 17.49-1 of this chapter.
- [OCMC 17.04.1300](#) defines top of bank as bankfull stage.
- [OCMC 17.04.125](#) defines bankfull stage as the stage or elevation of a stream at which water overflows the natural banks of streams or other waters of the state. The bankfull stage or flow may be approximated using either the two-year recurrence interval flood elevation or one foot measured vertically above the ordinary mean high water line.
- The width of the vegetated corridor was identified as 200 feet under prior NROD reviews associated with the Jon Storm Park Master Plan (Planning Files WR 05-09 and WR 07-04)
- The following uses are exempt from NROD review in accordance with [OCMC 17.49.080](#):
 - Routine repair and maintenance of existing structures, roadways, driveways and utilities
 - Replacement, additions, alterations and rehabilitation of existing structures, roadways, utilities, etc., where the ground level impervious surface area is not increased.
- Uses or activities not specifically exempt pursuant with [OCMC 17.49.080](#), a Type II or III NROD application prepared by a qualified professional delineating the natural features and identifying the width of the vegetated corridor must be submitted with the land use application
 - A construction management plan prepared in accordance with [OCMC Section 17.49.220](#)
 - Mitigation is required for temporary construction and permanent disturbance at a 2:1 ratio for the associated vegetated corridor. Mitigation is generally required at the location of the disturbance area, though the code allows for alternative locations.
 - A mitigation plan for all permanent and temporary disturbance prepared by a qualified professional in accordance with [OCMC 17.49.180](#).
 - A 5-year financial guarantee and monitoring is required.
- New roadways, bridges/creek crossings, utilities or alterations to such facilities are uses allowed under prescribed conditions subject to [OCMC 17.49.100](#) through [17.49.190](#)
- The following alterations and additions to existing development are permitted subject to the following standards:
 - Alterations or additions that cumulatively total up to a maximum of 500 SF of additional disturbance area shall be processed as a Type II permit. The new disturbance area shall not encroach closer than one-half of the distance of the regulated NROD buffer.
 - Alterations or additions that cumulatively exceed five hundred square feet of additional disturbance area or which propose encroachment closer than one-half of the distance of the regulated NROD buffer shall be processed as a Type III permit pursuant to [Section 17.49.200](#), Adjustment from Standards.
 - Mitigation is required subject to [OCMC 17.49.180](#) or [17.49.190](#)
- In accordance with [17.49.150](#), the following standards apply to public rights-of-way and private roads within the NROD, including roads, bridges/stream crossings, driveways and pedestrian paths with impervious surfaces:

- Stream crossings shall be limited to the minimum number and width necessary to ensure safe and convenient pedestrian, bicycle and vehicle connectivity, and shall cross the stream at an angle as close to perpendicular to the stream channel as practicable. Bridges shall be used instead of culverts wherever practicable.
- Where the right-of-way or private road crosses a stream the crossing shall be by bridge or bottomless culvert
- No fill or excavation shall occur within the ordinary high water mark of a stream without the approval of the Division of State Lands and/or the US Army Corps of Engineers
- If the Oregon Department of State Lands has jurisdiction over any work that requires excavation or fill in wetland, required permits or authorization shall be obtained from DSL prior to release of a grading permit
- Any work that will take place within the banks of a stream shall be conducted between June 1 and August 31, or shall be approved by the Oregon Department of Fish and Wildlife
- Mitigation is required pursuant to [OCMC 17.49.180](#) or [17.49.190](#)
- A construction management plan meeting the following must be submitted with the land use application:
 - Location of site access and egress that construction equipment will use
 - Equipment and material staging and stockpile areas
 - Erosion control measures that conform to the City of Oregon City erosion control standards
 - Measures to protect trees and other vegetation located outside the disturbance area

Flood Management Overlay District



- The Flood Management Overlay District protects/limits floodplain development.
- Based on the 1996 flood, the base flood elevation is 50.7' in this area.
- The subject site is located within the 1996 flood inundation area and the FEMA 100-year floodplain, therefore, compliance with Chapter 17.42 of the Oregon City Municipal Code is required.
- Balanced cut and fill is required for new construction within the floodplain.

Dimensional Standards of Underlying Zoning District

- Height limits of the underlying zone are applicable to the bridge support columns
 - Maximum building height within the Institutional District: Within 100 feet of any district boundary, not to exceed 35 feet; elsewhere, not to exceed 70 feet
 - Maximum building height: 75 feet
 - The height standards apply to buildings, and based on the definitions of building and structure, the bridge supports would be subject to height requirements.
 - [OCMC 17.04.154](#) defines building as structure
 - [OCMC 17.04.1215](#) defines structure as anything constructed or erected that requires location on the ground or attached to something having location on the ground.
- Bridge supports are also subject to compliance with setbacks, however, setbacks are measured to a lot line, therefore, setbacks would not apply in the right-of-way.
 - [OCMC 17.04.1110](#) defines setbacks as the minimum distance by which the footprint of all buildings or structures shall be separated from a lot line.
- If setback or height requirements are not met, a Type III Planning Commission Variance is required. Please refer to the variance section of these notes.

Willamette River Greenway

- The subject site is located within the Willamette River Greenway Overlay District. The purpose of the Willamette River Greenway Overlay District is to protect, conserve, enhance, and maintain the natural scenic, historical, agricultural, economic and recreation qualities of land along the Willamette River, while maintaining the integrity of the Willamette River by minimizing erosion, promoting bank stability and maintaining and enhancing water quality and fish and wildlife habitats.
- Compliance with [OCMC 17.48](#) is required. The application must include code responses to applicable sections of Chapter 17.48.

Geologic Hazards Overlay

- Please refer to the Development Services Division's notes
- Tim Pfeiffer is the City's Geotechnical Consultant. The applicant's Geotechnical Engineer may contact Tim at tjp@foundationengr.com or 503-643-1541.

Variance

- A Type III Planning Commission Variance application would be required for the location of parking in front of the building and may be required if additional Site Plan and Design Review standards are not met.
- Please address the approval criteria as they relate to the proposal and the requirement being varied.
 - That the variance from the requirements is not likely to cause substantial damage to adjacent properties by reducing light, air, safe access, or other desirable or necessary qualities;
 - That the request is the minimum variance that would alleviate the hardship;
 - Granting the variance will equal or exceed the regulation to be modified;
 - Any impacts resulting from the adjustment are mitigated;
 - No practical alternatives have been identified which would accomplish the same purpose and not require a variance.
 - That the variance conforms to the [comprehensive plan](#) and the intent of the ordinance being varied.

Tree Protection/Mitigation and Street Trees

Tree removal during the land development process is subject to compliance with tree protection and mitigation standards.

- Street trees are subject to [OCMC Chapter 12.08](#)
- A street tree plan demonstrating compliance with [OCMC 12.08](#) is required
- The applicant’s submittal should identify species and size of all trees onsite greater than 6” DBH.
- Tree removal is subject to [OCMC Chapter 17.41](#).
- Tree removal within the Natural Resource Overlay District is subject to [OCMC 17.49](#) and mitigation standards in [OCMC 17.49.180](#).
- Tree protection , removal and mitigation standards can be found in [OCMC Section 17.41.130](#)
- A mitigation plan prepared by a qualified professional (certified arborist, horticulturalist or forester or other environmental professional) is required in accordance with [OCMC Chapter 17.41](#)

Other notes:

- A neighborhood association meeting is required for full Site Plan and Design Review or Planning Commission Variance applications. The proposed development is within the Two Rivers Neighborhood Association.

Neighborhood Association: Two Rivers NA
Chair: Bryon Boyce, bryony@birdlink.net
Secretary: Margie Hughes, margiehughes1@aol.com
CIC Primary Representative: Bryon Boyce, bryony@birdlink.net
Meetings: Held the fourth Wednesday of January, April, July and October
Location: Rivershore Bar & Grill, 1900 Clackamette Drive, Oregon City, OR
Meeting Time: 7:00 PM

- Please include the Citizen Involvement Committee Chair, Amy Willhite, in any Neighborhood Association meeting requests, notifications or correspondence. Amy can be reached at awillhit@yahoo.com.
- [OCMC 17.50.055](#) requires submittal of the meeting sign-in sheet, a summary of issues discussed, and a letter from the neighborhood association indicating that a meeting was held.
- Your application was transmitted to the State Historic Preservation Office (SHPO) and affected tribes for review. Comments received will be provided to the applicant.

Code Amendments:

The City is proposing Housing and Development Code Amendments which may affect your proposal. The application is subject to the code that is in place on the date that the land use application is submitted. Depending on the date of submittal, the applicant may contact staff for an updated code criteria template. The earliest that the proposed code amendments are likely to be effective is June, 2019. Please note that the code is subject to change as the code amendments go through the public hearing process.

For details on the proposed code amendments, please visit the following site:
<https://www.oregoncity.org/planning/housing-and-other-development-and-zoning-code-amendments>

Planning Review and Application Fees:

The anticipated Planning applications and fees include:

- Site Plan and Design Review

Construction Cost	Application Fee
Less than \$500,000	\$2,156 plus 0.007 x project cost
\$500,000 to \$3,000,000	\$3,591 plus 0.005 x project cost
Over \$3,000,000	\$12,215 plus 0.003 x project cost
Maximum fee	\$57,296

- Natural Resource Overlay District Review
 - Type II/III for Non-Single-Family: \$2,114
- Flood Management Overlay District Review: No fee*
- Willamette River Greenway Type II: No fee*
- Willamette River Greenway Type III: \$1,649
- Planning Commission Variance: \$2,693 per application
- Geologic Hazards Overlay District: See Development Services Notes
- Mailing Labels: \$17 – or provided by applicant
- Minor Pre-Application Fee: \$594

An additional minor pre-application conference is required if the application is being submitted under the new code, if the proposal changes, or if the scope of work includes additional activities not discussed in the first pre-application meeting.

- [2019 Planning Fee Schedule](#)

* Please note the City will likely be adopting fees for these applications with upcoming code amendments.

Oregon City Municipal Code Criteria:

The following chapters of the Oregon City Municipal Code (OCMC) may be applicable to this proposal:

OCMC 12.04 - Streets, Sidewalks and Public Places

OCMC 12.08 - Public and Street Trees

OCMC 13.12 – Stormwater Management

OCMC 17.41- Tree Protection Standards

OCMC 17.42 – Flood Management Overlay District

OCMC 17.44 – Geologic Hazards Overlay District

OCMC 17.48 – Willamette River Greenway

OCMC 17.49 – Natural Resources Overlay District

OCMC 17.50 – Administrative Processes

OCMC 17.52 – Off-Street parking and Loading

OCMC 17.54.100 – Fences and Retaining Walls

OCMC 17.60 – Variances

OCMC 17.62 – Site Plan and Design Review

Planning Division

Diliana Vassileva, Assistant Planner with the Oregon City Planning Division reviewed your pre-application. Email dvassileva@orc.org / Phone 503.974.5501

Development Services Division

Sang Pau, Development Engineer with the Oregon City Development Services Division, reviewed your pre-application. Sang can be reached at 503-974-5503 or spau@orc.org.

Building Division:

Your application was transmitted to our Building Official. You may contact Mike Roberts, Building Official, at 503.496.1517 or mroberts@orc.org if you have any building related questions.

Clackamas County Fire:

Your application was transmitted to Mike Boumann, Lieutenant Deputy Fire Marshal of Clackamas County Fire District #1. No comments were returned regarding your application. You may contact Mr. Boumann at 503.742.2660 or at mike.boumann@ClackamasFire.com .

Pre-application conferences are required by Section 17.50.050 of the City Code, as follows:

A. Preapplication Conference. Prior to submitting an application for any form of permit, the applicant shall schedule and attend a preapplication conference with City staff to discuss the proposal. To schedule a

preapplication conference, the applicant shall contact the Planning Division, submit the required materials, and pay the appropriate conference fee. At a minimum, an applicant should submit a short narrative describing the proposal and a proposed site plan, drawn to a scale acceptable to the City, which identifies the proposed land uses, traffic circulation, and public rights-of-way and all other required plans. The purpose of the preapplication conference is to provide an opportunity for staff to provide the applicant with information on the likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal. The Planning Division shall provide the applicant(s) with the identity and contact persons for all affected neighborhood associations as well as a written summary of the preapplication conference. Notwithstanding any representations by City staff at a preapplication conference, staff is not authorized to waive any requirements of this code, and any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the City of any standard or requirement.

B. A preapplication conference shall be valid for a period of six months from the date it is held. If no application is filed within six months of the conference or meeting, the applicant must schedule and attend another conference before the City will accept a permit application. The community development director may waive the preapplication requirement if, in the Director's opinion, the development does not warrant this step. In no case shall a preapplication conference be valid for more than one year.

NOTICE TO APPLICANT: A property owner may apply for any permit they wish for their property. HOWEVER, THERE ARE NO GUARANTEES THAT ANY APPLICATION WILL BE APPROVED. No decisions are made until all reports and testimony have been submitted. This form will be kept by the Community Development Department. A copy will be given to the applicant. IF the applicant does not submit an application within six (6) months from the Pre-application Conference meeting date, a NEW Pre-Application Conference will be required.



DEVELOPMENT SERVICES PRE-APPLICATION MEETING NOTES

Planning Project Number: PA 19-08
Address: NA
Map Number(s): 2S-2E-29CB
Tax Lot(s): I-205 at 00300, 00500 (Jon Storm Park & Sportcraft Landing) to Main St
Project Name: I-205 Widening
Meeting Date: February 28, 2019
Reviewer(s): Sang Pau

General Comments

1. A complete land use application will typically include a preliminary stormwater report and preliminary construction plans showing all public improvements, including sewer, water, grading and erosion control, and stormwater facilities. The application should also include a narrative responding to all sections of the Oregon City Municipal Code (OCMC) applicable to the proposed development.
2. The City will issue a Staff Report in response to the contents of the application package provided by the applicant. Once a Staff Report is issued, staff strongly encourages a pre-design meeting with the project engineer to discuss plan requirements, conditions of approval, and process.
3. All applicable conditions of approval contained in the Staff Report must be addressed by providing the appropriate document (E.G. construction plans, reports, etc.) which must be reviewed and approved prior to issuance of building permits.
4. The contractor for the applicant will be required to attend a pre-construction meeting prior to any work beginning onsite.
5. All newly constructed public improvements shall be maintained for a two year period following their acceptance of construction with a 15% maintenance bond. Newly constructed public improvements consist of those improvements within existing right of way will be owned by the City. This bond is released at the end of the maintenance period.
6. An erosion control application and review must be completed prior to issuance of construction permit : <https://www.orcity.org/publicworks/erosion-control-0>

Streets

1. Portions of Clackamette Drive is within City Park owned property. The applicant proposes to utilize Clackamette Drive and the adjacent park near the south end of the road for staging construction.

The applicant proposes to realign Clackamette Drive to accommodate the placement of support columns for the I-205 overpass. The realigned and reconstructed portion of Clackamette Drive shall consist of two 12-foot-wide travel lanes with 6" curbs on each side of the roadway.

2. The applicant also proposes to realign the existing shared use path which runs along the east side of Clackamette Drive. The shared used path shall be at least 10 feet in width. A new parking area for Jon Storm Park is proposed on the east side of Clackamette Drive west of Mcloughlin Boulevard. An extension of the existing pedestrian or shared use path leading into this new parking area shall be provided. The applicant shall demonstrate how the existing shared use path from Sportscraft Landing may be extended north as a separate, or shared, pedestrian and bike path along Mcloughlin Boulevard which connects with the existing sidewalk and bike lane at Dunes Drive. The applicant shall demonstrate how this path can be aligned in such a way that it allows for the widening of Mcloughlin Boulevard to accommodate dual left turn lanes.
3. Main Street has right-of-way (ROW) that is, approximately, 60 to 70 feet in width and has 30 feet on the subject property side of the centerline. Existing improvements on the subject property side of the centerline of Main Street consist of approximately 18' of pavement (12' drive lane and 6' bike lane) and curb with some parts of the frontage having a 5-foot-wide sidewalk. The applicant may be required to improve the entire frontage of Main Street where construction is proposed. This includes areas which are adjacent to the proposed retaining wall improvements and under the I-205 overpass at Main Street. The improvements shall consist of a 6-foot-wide sidewalk with 4.5-foot-wide planter strip behind a 0.5' curb. Under the overpass, the width of the sidewalk may be reduced to 5 feet and placed curb-tight.
4. The applicant proposes to construct a retaining wall adjacent to Main Street. This retaining wall shall be terraced per the requirements of City code or the entirety of the retaining wall shall be located outside of City ROW.
5. Main Street has had surface treatment applied to it within the last 6 months. If construction activates cause damage to Main Street. The applicant shall provide surface treatment to the road.
6. Reduction to the standard improvements, ROW dedication and other deviations from the City's street design standards may be requested through the modification process outlined in section 12.04.007 of the Oregon City Municipal Code. Proposed modifications may require additional evidence and analysis for review.

Stormwater

1. The following are General Thresholds from the Stormwater and Grading Design Standard (Section 1.2.1), which can be found online at:
https://www.orcity.org/sites/default/files/fileattachments/public_works/page/4224/final_manual_0.pdf

- A. Development activities that result in 5,000 square feet of new or replaced impervious surface, cumulative over a 5-year period.
 - B. Development activities that will result in the **creation of more than 500 square feet of new impervious surface within a Natural Resource Overlay District (NROD)** (as defined by Oregon City Municipal Code [OCMC] 17.49), cumulative over a 5-year period.
 - C. Development activities that will **disturb 1,000 square feet of existing impervious surface within a Natural Resource Overlay District (NROD)** (as defined by Oregon City Municipal Code [OCMC] 17.49), cumulative over a 5-year period.
2. The project, as described in the Pre-Application submittal, appears to trigger all parts of the above General Thresholds. Projects within the General Thresholds are subject to the requirements of the City's Stormwater and Grading Design Standards.
 3. Where compliance with the Stormwater and Grading Design Standards is required, applicants must submit a completed Site Assessment and Planning Checklist (and other items as described in Section 9.1.1 of the Stormwater and Grading Design Standards) as part of the land use application review process. At a minimum the applicant should submit a preliminary stormwater report addressing the following items from Section 9.1.1 of the City's Stormwater and Grading Design Standards.
 - A. Stormwater management strategy
 - B. A site plan showing an adequately sized stormwater facility based on Stormwater Best Management Practices (BMP) Sizing Tool or sized using the Engineered Method (as defined by City's Stormwater and Grading Design Standards).
 - C. A geotechnical report or a Natural Resource Conservation Service (NRCS) soils report documenting onsite infiltration and soil conditions in support of a proposed stormwater management strategy.
 - D. Downstream analysis which extends to the distance where the project site contributes less than 15 percent of the cumulative tributary drainage area or 1,500 feet downstream of the approved point of discharge, whichever is greater, as required by Chapter 5 of the Stormwater and Grading Design Standards.
 4. The project is within the Abernethy drainage basin. ODOT owns several stormwater pipes which send storm water into the Willamette River.

Utilities

1. All utility conflicts shall be resolved with the City prior to approval of construction plans.

Other

1. The proposed development resides within the Natural Resource Overlay District (NROD); therefore, additional requirements from Planning shall be addressed.

2. Some areas of proposed construction reside within Geologic Hazard areas. If development of the area is determined to possibly not be detrimental to public safety or the adjacent properties, the applicant may apply for a Geologic Hazard review waiver. The fee for the City to process a Geologic Hazard Waiver is \$642 and an indemnity agreement must be recorded on the property removing the City from any future liability. If the project cannot meet the requirements of the waiver the applicant will be required to address Chapter 17.44 of the Oregon City Municipal Code (OCMC). The City's geotechnical consultant will review the development for compliance with Chapter 17.44 of the OCMC and review fees shall be borne by the developer.
3. The proposed development resides within a floodplain or floodway. The applicant shall demonstrate adherence to City Code section 17.42.160 - Flood management area standards.
4. All traffic control plans and proposed road closures and detours which increase use of City roads shall be approved by the City.
5. Pedestrian access to boat ramps and docks at City parks shall be maintained.

Supplemental Information:

- I. Documentation required before any construction plan review can begin by Public Works (which is after a land use decision has been made):
 - a. Complete Engineering Plans (Public Improvements, all stormwater facilities, site grading and erosion control)
 - b. Preliminary Cost Estimate for construction of Public Improvements, all stormwater facilities, site grading and erosion control.
 - c. Plan Review Fee (to be implemented through an Intergovernmental Agreement)
 - d. Complete Storm Water Report and Site Assessment and Planning Checklist
 - e. Geotechnical Report (if required)
- II. Documentation required before any construction plan can be deemed approved by Public Works (to be able to start construction or obtain a building permit):
 - a. Inspection Fee
 - b. Final Cost Estimate of Public Improvements
 - c. Approved Engineering Plan stamped and signed by an Oregon Professional Engineer
 - d. Approved Storm Water Report stamped and signed by an Oregon Professional Engineer
 - e. DEQ Permit
 - f. NPDES Permit
 - g. Fish and Wildlife Permit
 - h. Department of State Lands Permit
 - i. Developer/Engineer Agreement
 - j. Indemnity Agreement



Site Plan & Design Review Checklist

1. **A Completed Application Form with All Property Owner Signatures** (P)
2. **Narrative** (P/DS) *Template Provided*
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. **Site Plan and Design Review Construction Cost Form** (P)
4. **Site Plan** (P/DS)
A detailed site development plan showing:
 - Vicinity information showing streets and access points, pedestrian and bicycle pathways, transit stops and utility locations
 - The site size, dimensions, and zoning, including dimensions and gross area of each lot or parcel and tax lot and assessor map designations for the proposed site and adjoining properties
 - Contour lines at 2 foot intervals for grades 0-10%, and 5-foot intervals for grades over 10%
 - The location of natural hazard areas on and within 100 feet of the boundaries of the site, including areas within the following overlay districts:
 - Flood Management Overlay District
 - Geologic Hazards Overlay District
 - Flood Management Overlay
 - Historic Overlay District
 - The location of inventoried historic or cultural resources on and within 100 feet of the site
 - The location, dimensions, and setback distances of all existing permanent structures, improvements and utilities on or within twenty-five feet of the site, and the current or proposed uses of the structures
 - The location, dimensions, square footage, building orientation and setback distances of proposed structure, improvements and utilities, and the proposed uses of the structures by square footage
 - The location, dimension and names, as appropriate, of all existing and platted streets, other public ways, sidewalks, bike routes and bikeways, pedestrian/bicycle accessways and other pedestrian and bicycle ways, transit street and facilities, neighborhood activity centers, and easements on and within two hundred fifty feet of the boundaries of the site
 - The location, dimension and names, as appropriate, of all proposed streets, other public ways, sidewalks, bike routes and bikeways, pedestrian/bicycle accessways and other pedestrian and bicycle ways, transit streets and facilities, neighborhood activity centers, and easements on and within two hundred fifty feet of the boundaries of the site
 - All parking, circulation, loading and servicing areas, including the locations of all carpool, vanpool and bicycle parking spaces as required
 - Site access points for automobiles, pedestrians, bicycles and transit
 - On-site pedestrian and bicycle circulation
 - Outdoor common areas proposed as open space
 - Total impervious surface created (including buildings and hard ground surfaces)

5. ~~X~~ **Landscaping Plan (P)**
A landscaping plan prepared by a registered landscape architect, drawn to scale, showing the location and types of existing trees (six inches or greater in caliper measured four feet above ground level) and vegetation proposed to be removed and to be retained on the site, the location and design of landscaped areas, the varieties, sizes and spacings of trees and plant materials to be planted on the site, other pertinent landscape features, and irrigation systems required to maintain plant materials.
5. ~~X~~ **Tree Removal and Mitigation Plan (P)**
A tree removal and mitigation plan must include the setbacks, easements and the location and caliper of all trees as well as identification of the trees 6" DBH and greater prepared in accordance with OCMC 17.41. A plan shall also be submitted identifying the location, species and caliper of trees replanted onsite. The tree mitigation plan report shall be prepared by a certified arborist, horticulturalist or forester or other environmental professional with experience and academic credentials in forestry or arboriculture.
6. ~~X~~ **Street Tree Plan (P)**
A street tree plan, drawn to scale, identifying size and species of street trees, and location of trees, streetlights, and fire hydrants.
7. ~~X~~ **Exterior Lighting Plan (P)**
Photometric Plan drawn to scale, showing type, height, and area of illumination.
8. ~~X~~ **Architectural Drawings (P)**
Architectural drawings or sketches, drawn to scale and showing floor plans, elevations accurately reflected to grade, and exterior materials of all proposed structures and other improvements as they will appear on completion of construction.
9. ~~X~~ **Erosion and Sediment Control Plan (DS)**
In accordance with the requirements of Chapter 17.47 and the Public Works Erosion and Sediment Control Standards, and a drainage plan developed in accordance with city drainage master plan requirements, Chapter 13.12 and the Public Works Stormwater and Grading Design Standards. The drainage plan shall identify the location of drainage patterns and drainage courses on and within one hundred feet of the boundaries of the site. Where development is proposed within an identified hazard area, these plans shall reflect concerns identified in the hydrological/geological/geotechnical development impact statement.
10. ~~N/A~~ **Materials Board (P)**
A materials board, no longer in size than eight and one-half inches by fourteen inches clearly depicting all building materials with specifications as to type, color and texture of exterior materials of proposed structures.
11. ~~DS NOTES~~ **Preliminary Storm Calculations if Water Quality Detention is Required (DS)**
12. ~~X~~ **Neighborhood Association Meeting (P)**
 - A sign-in sheet of meeting attendees
 - A summary of issues discussed
 - A letter from the neighborhood association or CIC indicating that a neighborhood meeting was held.
 - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.
13. ~~X~~ **Pre-Application Conference Summary Sheet (P/DS)**

14. **Additional Information or Reports** (P/DS)
If Required in Pre-Application Conference.
15. **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)
16. **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels** (P)
The names and addresses of property owners within 300 feet of the site from a title company.
17. **Copies** (P)
Two (2) copies of all information, reports, and drawings (full-sized and 8.5" by 11") pertaining to this application.
18. **Electronic Version of All Application Materials** (P/DS)
19. **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

Incomplete applications will not be processed.



NATURAL RESOURCE OVERLAY DISTRICT

OCMC 17.49

APPLICATION CHECKLIST



The application will not be deemed complete without all of the requirements proceeding.

1. X **Complete Land Use Application Form**
List all applicable concurrent permit requests on the application form (e.g. Partition, Subdivision, Site Plan and Design Review)
2. X **Narrative** *Template provided*
A complete and detailed narrative description of the proposed development that describes existing site conditions, existing buildings, public facilities and services, presence of streams, creeks wetlands, steep slopes and other natural features.
3. X **Code Criteria** *Template provided*
A narrative explaining all aspects of the proposal in detail and addressing each of the criteria listed in Chapter 17.49, 17.50 and any other applicable section of the Oregon City Municipal Code.
4. X **Site Plans**
Site plans showing the following required items shall be part of the application:
 - X **A. For the entire subject property (NROD and non-NROD areas):**
 - The NROD district boundary. This may be scaled in relation to property lines from the NROD Map;
 - 100-year floodplain and floodway boundary (if determined by FEMA)
 - Creeks and other waterbodies.
 - Any wetlands, with the boundary of the wetland determined in a wetlands delineation report prepared by a professional wetland specialist and following the Oregon Division of State Lands wetlands delineation procedures
 - Topography shown by contour lines of two or one foot intervals for slopes less than fifteen percent and by ten-foot intervals for slopes fifteen percent or greater
 - Existing improvements such as structures or buildings, utility lines, fences, driveways, parking areas, etc.
 - Extent of the required Vegetated Corridor required by Table 17.49.110.
 - X **B. Within the NROD area of the subject property:**
 - The distribution outline of shrubs and ground covers, with a list of most abundant species.
 - Trees six inches or greater in diameter, identified by species. When trees are located in clusters they may be described by the approximate number of trees, the diameter range, and a listing of dominant species;
 - An outline of the disturbance area that identifies the vegetation that will be removed. All trees to be removed with a diameter of six inches or greater shall be specifically identified as to number, trunk diameters and species;
 - If grading will occur within the NROD, a grading plan showing the proposed alteration of the ground at two-foot vertical contours in areas of slopes less than fifteen percent and at five-foot vertical contours of slopes fifteen percent or greater.

5. X **Construction Management Plan:**
- Location of site access and egress that construction equipment will use;
 - Equipment and material staging and stockpile areas;
 - Erosion control measures that conform to City of Oregon City erosion control standards;
 - Measures to protect trees and other vegetation located outside the disturbance area.
6. X **Mitigation Site Plan demonstrating compliance with Section 17.49.180 or 17.49.190, including:**
- Dams, weirs or other in-water features;
 - Distribution, species composition, and percent cover of ground covers to be planted or seeded;
 - Distribution, species composition, size, and spacing of shrubs to be planted;
 - Location, species and size of each tree to be planted;
 - Stormwater management features, including retention, infiltration, detention, discharges and outfalls;
 - Water bodies or wetlands to be created, including depth;
 - Water sources to be used for irrigation of plantings or for a water source for a proposed wetland.
7. X **Mitigation plan report**
- The mitigation plan report shall be prepared by an environmental professional with experience and academic credentials in one or more natural resource areas such as ecology, wildlife biology, botany, hydrology or forestry. The mitigation plan report shall, at a minimum, discuss:
- Written responses to OCMC 17.49.180 or 17.49.190
 - A description of the resources and functional values to be restored, created, or enhanced
 - Documentation of coordination with appropriate local, regional, state and federal agencies such as the Oregon Department of State Lands (DSL) and the United States Army Corps of Engineers (USACE);
 - Construction timetables;
 - Monitoring and Maintenance practices pursuant to Section 17.49.230 and a
 - Contingency plan for undertaking remedial actions that might be needed to correct unsuccessful mitigation actions during the first five years of the mitigation area establishment.
8. X **Pre-Application Conference Summary Sheet**
9. _____ **Additional Information or Reports (If Required in Pre-Application Conference)**
10. X **Sheet Summary of the Meeting with the Applicable Neighborhood Association**
11. X **A Current Preliminary Title Report for the Subject Property(ies)**
12. X **Mailing Labels for Owners Within 300 Feet of the Subject Site**
- The names and addresses of property owners within 300 feet of the site indicated on the most recent property tax rolls.
13. _____ **Copies**
- Twelve (12) copies of all information, reports, and drawings (full-sized and 8.5" by 11") pertaining to this application.
14. X **Electronic Version of All Application Materials**
15. X **All Required Application Fees**



Variance Checklist

1. **A Completed Application Form with All Property Owner Signatures (P)**
2. **Narrative (P/DS) *Template Provided***
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. **Site Plan Drawings (P)**
A scale-drawing of the property, displaying the dimensions and arrangements of the existing and proposed uses.
4. **Architectural Drawings (P)**
Building elevations and envelopes, if architectural work is proposed.
5. **For Planning Commission Variances: Neighborhood Association Meeting (P)**
 - A sign-in sheet of meeting attendees
 - A summary of issues discussed
 - A letter from the neighborhood association or CIC indicating that a neighborhood meeting was held.
 - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.
6. **Pre-Application Conference Summary Sheet (P/DS)**
7. **Additional Information or Reports (P/DS)**
If Required in Pre-Application Conference.
8. **A Current Preliminary Title Report or Trio for the Subject Property(ies) (P)**
9. **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels (P)**
The names and addresses of property owners within 300 feet of the site from a title company.
10. **Copies (P)**
Two (2) copies of all information, reports, and drawings (full-sized and 8.5" by 11") pertaining to this application.
11. **Electronic Version of All Application Materials (P/DS)**
12. **All Required Application Fees (P)**

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

Incomplete applications will not be processed.

From: Diliana Vassileva
To: [Snead, Carol V](#)
Cc: [Bauman, Brian S.](#); [Barksdale, Rachel](#)
Subject: RE: Pre-app
Date: Monday, August 12, 2019 2:10:53 PM
Attachments: [image002.jpg](#)
[image003.jpg](#)

Thanks, Carol. PA-19-08 is valid until February 28, 2020. If a land use application has not been submitted by then, a second pre-application conference will need to be scheduled.

Thanks,
Diliana

Email Signature Logo 	<p>Diliana Vassileva Assistant Planner Planning Division City of Oregon City PO Box 3040 698 Warner Parrott Road, Oregon City, Oregon 97045 Direct - 503.974.5501 Planning Division - 503.722.3789 Fax 503.722.3880</p>
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PUBLIC RECORDS LAW DISCLOSURE: This e-mail is subject to the State Retention Schedule and may be made available to the public.

From: Snead, Carol V <Carol.Snead@hdrinc.com>
Sent: Thursday, August 08, 2019 12:03 PM
To: Diliana Vassileva <dvassileva@orcity.org>
Cc: Bauman, Brian S. <Brian.Bauman@hdrinc.com>; Barksdale, Rachel <Rachel.Barksdale@hdrinc.com>
Subject: RE: Pre-app

Thanks for this information, Diliana.

To be clear, on behalf of the Applicant, we request a one-year extension. We recognize a second pre-app will be needed if we do not submit by February 28, 2020. Please acknowledge this extension via email for our records.

Many thanks,
Carol
[Carol Snead](#)
Environmental Project Manager

HDR
1050 SW 6th Avenue, Suite 1800
Portland OR 97204

D 503.423.3748 M 907.538.5425
carol.snead@hdrinc.com

hdrinc.com/follow-us

From: Diliana Vassileva [<mailto:dvassileva@orcity.org>]

Sent: Thursday, August 8, 2019 11:45 AM

To: Snead, Carol V <Carol.Snead@hdrinc.com>

Subject: Pre-app

Hi Carol,

I got your voicemail about the pre-app. There is no formal process and we can extend the validity of the pre-app to a year. However, if you exceed a year from the original pre-app you will need to schedule a second one.

Also, I confirmed with our director that the parks in MUD was inadvertently added to the permitted uses in the new code. The parking lot would still be considered a parking structure or lot not in conjunction with a primary use and would require a conditional use permit in the MUD zone.

Please let me know if you have any questions or if you need anything else from me.

Thanks,

Diliana

Email Signature Logo



Diliana Vassileva
Assistant Planner
Planning Division
City of Oregon City
PO Box 3040
698 Warner Parrott Road,
Oregon City, Oregon 97045
Direct - 503.974.5501
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