

To: Planning Commission

From: Mary Phillips, Senior City Planner
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Memo Date: May 29, 2020

Meeting Date: June 8, 2020

Subject: Discussion of Draft Code for Phase One of the Development Code and Process Updates (DCPU) Project

Exhibits: A. Draft Council Bill

Attachments:

1. Draft Table 4.0130: Development Requirements For Residential Land Use Districts
2. Draft Table 4.0230 Commercial Land Use District Standards
3. Draft Section 5.0300 Historic and Cultural Landmarks Overlay District
4. Draft Section 7.0003 Design Review Categories
5. Draft Section 7.0100 Corridor Design District Design Guidelines and Standards
6. Draft Section 7.0500 Rockwood Design District Design Guidelines and Standards
7. Draft Section 9.1000 Tree Regulations
8. Draft Section 10.0100 Accessory Dwellings
9. Draft Updates to Table 11.0204 Land Use Applications and Review Authorities

This work session provides an opportunity for staff and members of the Planning Commission to discuss the Draft Code for Phase One of the Development Code and Process Updates (DCPU) Project.

PROJECT DESCRIPTION

The Development Code and Process Updates Project

The DCPU project is a multi-year program to identify and implement Development Code (Code) and development review process changes to make Gresham’s Code easier to understand, more efficient to navigate, and more responsive to today’s evolving development climate. The project will focus on restructuring and reformatting the design district standards and guidelines, utilization of graphics rather than text for Code clarity and consistency, targeted policy updates, and development review process improvements that support high quality projects and clear, predictable reviews. DCPU efforts are divided into several phases and project tasks as outlined in the schedule below.

Background

DCPU efforts to-date include performance of a code audit identifying issues and opportunities for improvement within the Development Code, an extension of the existing Innovative Housing Ordinance, and drafting of targeted administrative, policy-neutral code updates and improvements to streamline multi-family residential and commercial development in the city's corridors (Phase One). Future work is anticipated to include: refining the design guidelines and standards for design districts city-wide for ease of use and policy clarity, updating specific code sections that have been historically difficult to use, reorganizing and reformatting the full code for clarity and ease of use, and updating housing policies to allow for development of additional middle housing types.

Development Code and Process Updates (DCPU) Project Schedule

Project/Task	2019	2020	2021	2022
Primary Project Components/Code Updates				
Phase 1: Time sensitive/priority/policy-neutral updates (including Corridor Design District, Rockwood Design District, Tree Code, and Historic Resources section reorganizations)				
	■	■	■	
Phase 2: Design districts and design guidelines and standards, Tree Code policy updates				
		■	■	
Phase 3: Code reorganization, reformatting, and remaining policy updates				
			■	■
Innovative Housing Ordinance Extension (complete)				
	■			
Middle Housing Policy Update				
		■	■	
Development Review Process Improvements				
	Ongoing			

DCPU PHASE ONE

The updates proposed as part of DCPU Phase One focus on Code updates that are time sensitive, high priority, and policy neutral. The intent of this phase is to get small and high impact updates done up front, with minimal policy alterations.

Summary of Comprehensive Plan Changes

Changes are proposed to Volume II (Policies) and Volume III (Development Code) of the Comprehensive Plan. The following table provides an overview and description of the proposed Comprehensive Plan updates. The full text of the draft code revisions can be found in the attachments.

VOLUME I - Policies

Location/Section	Description of Proposed Updates
10.316 City of Gresham's Historic Resources	The Ambleside House (2415 SE Ambleside) was demolished per application MIS 17-26000117 but has not been delisted yet. It will be removed from the Landmarks List as part of this update.

VOLUME II - Development Code

Location/Section	Description of Proposed Updates
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General Updates for Clarity and Ease of Use

Simple updates throughout the Development Code are proposed as “clean-up” edits in order to improve its usability.

<i>Throughout Development Code</i>	<p>These edits primarily include policy neutral changes which:</p> <ul style="list-style-type: none"> • Clarify code language • Update formatting for ease of use (consistent table formats, bulleted lists rather than long paragraphs, etc.) • Consolidate redundancies • Modify code language to be clear and objective where required by State law • Correct code references and fix minor text errors
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Codification of Existing Policies and Procedures

The Urban Design and Planning Department utilizes a series of Policy and Procedure documents, signed by the Director, as a means of clarifying development code standards until the Code can be updated. The following policy documents are proposed to be codified:

<i>Section 4.0132(E) and Section 6.0014</i>	<p><i>Left Over Parcels and Pleasant Valley and Spring Water</i></p> <p>This policy outlines the conditions for allowance of the division of land to accommodate left-over parcels, which are capable of future development but are not one of the phases of a phased subdivision, in the annexed areas of Pleasant Valley and Springwater. This policy will be combined with the existing Section 4.0132(E) policies for leftover parcels in LDR-5, LDR-7, TR and TLDR districts and moved to Article 6 Land Divisions, Section 6.0014.</p>
<i>Section 4.1475</i>	<p><i>Shared Driveways in Pleasant Valley</i></p> <p>This policy outlines that shared driveways for single-family detached homes in Pleasant Valley per GCDC Section 4.1476(B) are not required and clarifies the intent of the neighborhood design guideline.</p>
<i>Table 7.0003</i>	<p><i>Design Review Levels for Facade Changes</i></p> <p>This policy clarifies that changes to buildings exceeding one story or 160 feet in length are reviewed under the Type I Design Review A (DR-A) procedure when changes are limited to exterior materials that meet the clear and objective standards for primary, secondary, and accent materials.</p>

	<p><i>Design Review for Outdoor Dining</i> This policy clarifies that outdoor areas, such as dining areas, that are associated with an approved use in a building where the outdoor dining area does not exceed 1,000 square feet, shall be reviewed using a DR-A.</p>
Section 9.0822	<p><i>Downtown Gravel Parking Lots</i> This policy clarifies that compacted gravel parking lots may be used in conjunction with conversion of a single-family detached structure from residential to commercial use in the Downtown Plan Districts and in the Rockwood Town Center District under certain circumstances.</p>
Table 10.1420	<p><i>Temporary Kitchens for Residential Facilities</i> This policy permits application for a temporary kitchen facility to feed existing residents of residential care facilities or elderly housing in low-density or multi-family residential districts under a Type I Temporary Use Permit.</p>
Section 11.0203(B)	<p><i>Concurrent Review for Single Family Attached Residential</i> This policy removes the requirement that single family attached dwellings must do concurrent (combined) review for design review and land division. The update allows greater flexibility for residential development.</p>
Section A6.050(I)	<p><i>Scoreboard Sign Heights</i> This policy clarifies that the maximum height for an exempted “scoreboard” sign under GCDC Section A6.050(I) is 18 feet, when the sign is not located in a single-family residential district.</p>

Historic Resources

Recent changes to State law necessitate updates to the City’s historic preservation regulations. Attachment 3 is the draft updated Section 5.0300.

Section 5.0300	<ul style="list-style-type: none"> • <i>Reorganization:</i> The section will be reorganized to simplify code navigation and increase its ease of use. A few subsections will be removed and/or consolidated to reduce redundancy. • <i>Language Clarifications:</i> Proposed Code updates include several minor, policy neutral language edits for content clarity, as well as renamed section titles which more clearly reflect section contents. • <i>Resource Delisting:</i> The Ambleside House (2415 SE Ambleside) was demolished in 2018 per application MIS 17-26000117, but has not been delisted yet. It will be removed from the Landmarks List as part of this update. • <i>Changes to Comply with State Law:</i> Several State policy changes have occurred over the last few years which require updates to the Section 5.0300 policies. The main updates are summarized as follows: <ul style="list-style-type: none"> ○ <i>Designation procedures:</i> Updates to State law mean resources which get listed on the National Register can no longer be automatically listed on a local list. The Code will be updated so that National Register resources will be automatically <u>eligible</u> to be listed (rather than automatically listed) on the City of Gresham Historic and Cultural Landmarks List as a Class 1 Landmark,
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which can be done under a Type I procedure with consent of the owner.

- *Delisting*: Updates to State law clearly outline the only conditions under which a resource can be removed from a local list, delisting cannot be allowed for a reason not outlined in the law. The Code will be updated to reflect these conditions for delisting, and the appropriate review procedures for each condition added/updated.
- *Review Procedures*: There are different review requirements and procedures for National Register Resources, City of Gresham Class 1 Landmarks, Class 2 Landmarks, and Landmark Objects. All review procedures will be updated and new ones added to reflect existing Code requirements and updates to State policies. The updated procedures for each of the different resource designation categories are listed and summarized as follows:
 - *National Register only*: These resources require a Type III review for demolition or relocation. State policies provide a list of review considerations for demolition applications, which have been included in the draft updated procedures for National Register resources.
 - *Both National Register and Class 1 Landmark*: These resources require Type III review for demolition, relocation, and exterior alterations. Updates to the review criteria for these resources reflect those provided in State policies and the existing review procedures and criteria.
 - *Class 1 Landmark*: These resources require Type III review for demolition, relocation, and exterior alteration.
 - *Class 2 Landmark*: These resources require Type III review for demolition.
 - *Landmark Object*: These resources require Type III review for demolition, relocation, and exterior alteration.

Design Review Categories

Section 7.0003 and Table 7.0003

Section 7.0003 and Table 7.0003 are used to determine what level of design review applies to a proposed project. The table is proposed to be reformatted to simplify its use and referencing. Policy language updates are also proposed which clarify requirements, fix errors, correct omissions from previous code updates, remove redundancies, and simplify the review classifications per existing review procedures. Attachment 4 is the draft updated Section 7.0003.

Corridor Design District Guidelines and Standards

Section 7.0100 (Multi-Family Design Guidelines and Standards) and Section 7.0600 (Corridor Design District Commercial

The regulations in Section 7.0103 Multi-Family Design Guidelines and Standards and Section 7.0603 Corridor Design District Commercial Design Guidelines and Standards are proposed to be combined to provide a single set of design guidelines and standards for development in the Corridor Design District. The combined guidelines and standards are formatted and organized similarly to the recently created design guidelines and standards for the Civic Neighborhood Plan District.

Design Guidelines and Standards)

Language edits are proposed to create simpler, more accessible code language, reduce repetition, and focus on quality urban design. Proposed language modifications include:

- *Consolidation of Complementary Standards:* Complementary standards are grouped together.
- *Clarification of Standards:* Language modifications clarify policy intent.
- *Reconciliation of Conflicting Standards:* Conflicting standards are adjusted to reconcile differences.
- *Elimination of Repetition of Standards:* Repeated standards and those also found elsewhere in the Code are removed.
- *Simplification of Standards:* Standards identified to provide minimal or no benefit to the built environment or that were not clear and objective (measurable standards) are removed.

These proposed updates are intended to make the review process for developments in the Corridor Design District more efficient for both applicants and staff, while promoting high-quality development along the City’s corridors.

Attachment 5 is the proposed draft update of Section 7.0100.

Rockwood Design District Design Guidelines and Standards

Section 7.0500 (Rockwood Design District Design Guidelines and Standards)

The existing regulations in Section 7.0500 will be reorganized and reformatted to match the layout and organization of the Section 4.01200 Civic Neighborhood Plan District Design Guidelines and Standards and the proposed Section 7.0100 Corridor Design District Design Guidelines and Standards (see above). No policy alterations are proposed at this time, this is a reorganization and reformat only. Any policy issues will be considered as part of Phase Two of the DCPU project. Minor text edits proposed include the following:

- Typo corrections
- Reference updates
- Minor, policy-neutral, text edits to ensure guidelines and standards correlate one-to-one

Attachment 6 is the proposed draft update of Section 7.0500.

Tree Code Reorganization

Section 9.1000

- *Reorganization.* The section will be reorganized to simplify code navigation and increase its ease of use.
- *Policy Restoration.* A code provision allowing for design modifications for tree protection was inadvertently left out in the last tree code update and will be restored.

Tree policy issues and questions that arise from what we learn post-reorganization will be addressed in a later project phase. Attachment 7 is the proposed draft update of Section 9.1000.

Accessory Dwelling Unit (ADU) Code

- Section 10.0100*
- *Reorganization.* The section will be reorganized to simplify code navigation and increase its ease of use.
 - *Parking Policy Update.* The existing parking requirement for accessory dwelling units (ADUs) will be removed to comply with recent updates to State law (from House Bill 2001).
- Attachment 8 is the proposed draft update of Section 10.0100.

Neighborhood Meeting Requirements

Section 11.0800 The recommended changes to the Development Code based on work sessions with the Planning Commission and the Coalition of Gresham Neighborhood Associations are included as part of the phase one updates.

PUBLIC INVOLVEMENT

Project outreach activities have included meetings with the Coalition of Gresham Neighborhood Associations, Urban Forestry Subcommittee, Historic Resources Subcommittee, Design Commission, and Planning Commission. A draft code public open house was held on March 4, 2020, which had 7 attendees. The open house was publicized through the City’s social media sites, on the City calendar, through the City’s monthly “Neighborhood Connections” e-newsletter, and in an email sent out to an interested parties list, Neighborhood Association Presidents and Land Use Chairs, The Coalition of Gresham Neighborhood Associations board members, and to all applicants for Design Review Level E projects submitted in the last two years. The project website also includes a Phase One project summary and access to the draft code documents.

NEXT STEPS

A draft timeline for adoption of the Phase One updates is outlined below.

Schedule

- Feb.19, 2020: Design Commission draft code
- Mar. 4, 2020: Public Open House
- June 3, 2020: Design Commission draft code - Rockwood reorganization
- June 8, 2020: Planning Commission draft code
- July 27, 2020*: Planning Commission public hearing
- TBD: City Council - public hearing

*Date tentative