



CITY OF GRESHAM
Urban Design & Planning
1333 NW Eastman Parkway
Gresham, Oregon 97030-3825

**STAFF REPORT - DESIGN REVIEW E
FINDINGS AND RECOMMENDATION**

HEARING DATE: October 4, 2017, 6:30 pm

REPORT DATE: September 27, 2017

TO: Design Commission

FROM: Joshua Williams, AICP, Senior Planner

FILE NUMBER: DRE/VR2/TR/LL 17-26000203

APPLICANT: Stephanie Knebel, WoodSpring Hotels

REPRESENTATIVE: Danielle Pruett, KPFF Consulting Engineers

LOCATION: 18000 NE Sandy Blvd., Portland, OR 97230

PARCEL DESCRIPTION: R943301140/1N3E30AA-00200,
R943300830/1N3E30AA-00300,
R943301690/1N3E30AA-00600

PROPOSAL: Type III Design Review E for the construction of a 122-guestroom, four-story hotel with Type II Tree Removal, Minor Variance, Lot Line Adjustment and associated site improvements

RECOMMENDATION: **APPROVAL WITH CONDITIONS of the Type III Design Review, Minor Variance to the allowed maximum height, Type II Tree Removal for 11 regulated trees, and a Lot Line Adjustment**

EXHIBITS: A. Vicinity Map
B. Application Package

I. FINDINGS OF FACT

- A. LOCATION:** The subject property of 2.44 acres is comprised of three existing parcels, the largest of which is addressed 18000 NE Sandy Blvd. Access to the site is provided on the north via NE Sandy Boulevard and to the south via a private driveway that connects to NE 181st Avenue.
- B. ZONING:** The subject property is designated Moderate Commercial (MC). A hotel use is a permitted use in the MC district.
- C. PROPOSAL:** Development of a 122-guestroom, four-story hotel with 122 parking spaces in a surface parking lot, 11 bicycle spaces and associated site improvements. The development will include a lot line adjustment to reconfigure the three lots into two and will involve the demolition of the existing single-family home on the north portion of the site and the removal of 11 regulated trees. A minor variance is requested to permit a maximum height of 46 feet - 11 inches at the pitch of the building's roof, exceeding the height limit of 45 feet by 23 inches or 4.2 percent.
- D. SITE DESCRIPTION:** The 106,178 square-foot site is located on the southwest side of the intersection of NE Sandy Boulevard and NE 181st Avenue, approximately 185 feet west of the intersection. The site includes approximately 315 feet of frontage on NE Sandy Boulevard. To the south, the site is bordered by a private driveway identified by signage as 3000 Block. The relatively flat site is occupied by a single-family residence with the majority of the property used for agricultural purposes. Vehicular access to the site is proposed via an existing curb cut located off of the private driveway. There are no environmental overlay districts on the site; however, the site is located in a Historic and Cultural Landmarks Overlay District.
- E. SURROUNDING LAND USES:** This finding is based on the application submitted, City zoning maps, and City GIS information on land uses. The lot to the west (which also encompasses the private driveway access to NE 181st Avenue on the south side of the site) is within the General Industrial (GI) land use district and is developed with a commercial office building housing US Bank Bancorp. To the south, across the private driveway, properties are zoned MC and are currently vacant. One of the lots has been approved for development as a Courtyard Marriott Hotel. The properties to the east are developed with commercial uses (the Hampton Inn Hotel, a drive-thru coffee cart, and a construction business). Properties to the north, across NE Sandy Boulevard, are in the MC and GI land use districts and are developed with a single-family residence and an office/manufacturing use, respectively.
- F. PUBLIC NOTICE AND COMMENTS:** The City of Gresham Development Planning Division sent notices of the proposal to surrounding property owners of record (as shown on the most recent property tax assessment roll) and residents within 300 feet of the subject property. No written public comments were received.

Various agencies were sent notices; their comments and recommendations are attached to and made a part of this review and recommendation.

Public and neighborhood association comments can be submitted at any time up until the hearing date or at the hearing on October 4, 2017.

- G. APPLICATION ACCEPTANCE DATE:** The application for design review was submitted on June 12, 2017. The application was subsequently deemed incomplete on July 10, 2017. The application was submitted for completeness review for a second time on July 31, 2017 and deemed complete on August 16, 2017.

II. APPLICATION PROCESS FINDINGS

7.0003 - Design Review Applications. This section lists the types of Design Review levels as well as the applicability of each. In this particular case, the applicable Design Review is a Type E (DRE) as the subject project includes 20,000 square feet of new floor area and is proposing to use the discretionary review track. The development permit application is being processed as a Type III Design Review.

The applicant has chosen to follow the discretionary process. For all criteria, the application must:

- Meet the guideline, intent statement and relevant principles; or
- Meet the guideline by complying with the relevant clear and objective design standard; or
- Receive approval from the Design Commission for a waiver of the guideline.

Compliance with Section 7.0600 Corridor Design District - Commercial Design Guidelines and Standards is proposed by meeting the relevant clear and objective standards for all guidelines except for the following discretionary items which will meet the guideline, relevant principles and intent:

7.0603(A) - Site Design

- 7.0603(A)(2)(c)(2) and 7.0603(A)(2)(d)(2) - Primary Internal Drives
- 7.0603(A)(8)(c)(7) and 7.0603(A)(8)(d)(7) - Sidewalk Locations

7.0603(B) - Building Design

- 7.0603(B)(1)(c)(6) and 7.0603(B)(1)(d)(6) - Commercial First Floor Heights
- 7.0603(B)(2)(c)(7) and 7.0603(B)(2)(d)(7) - Building Entry Transparency
- 7.0603(B)(4)(c)(3) and 7.0603(B)(4)(d)(3) - Entry Transparency
- 7.0603(B)(4)(c)(4) and 7.0603(B)(4)(d)(4) - Street-Facing Facades Transparency
- 7.0603(C)(1)(c)(3) and 7.0603(C)(1)(d)(3) - Water & Energy Usage Reduction Strategies

This Report will describe how the proposal will meet the Code sections as a summary overview with reference to the applicant's narrative. The Report will also address how

the proposal is meeting the guidelines and/or where a condition of approval can be required to bring the proposal into compliance.

This standard is met.

11.0101 - Development Permit Required. A development permit is being pursued in accordance with the Gresham Development Code standards and requirements. This Staff Report and the October 4, 2017 Design Commission public hearing represents the review of the proposed development as it relates to the Gresham Development Code standards and requirements for development.

This standard is met.

11.0203 - 11.0204 - Classification of Applications by Procedure and Review Authorities, Table 11.0204. Table 11.0204 shows proposal types and process information. The DRE Design Review is a Type III review, the Minor Variance is a Type II Review, the Tree Removal is a Type II review, and the Property Line Adjustment is a Type I review. As these applications are being processed collectively, per Section 11.0203(B)(2), they are processed under the highest numbered procedure. This application requires both a pre-application conference and an early neighborhood meeting.

This standard is met.

11.0500 and 11.0900 - Type III Quasi-Judicial Procedures. This proposal is subject to the Type III procedure because it includes a request for a Type E Design Review. Under this Type III procedure, a pre-application conference (per Section 11.0700) was held February 15, 2017; a neighborhood meeting (per Section 11.0800) was held May 3, 2017; and verification of the neighborhood meeting and its mailed notice is provided as part of the development permit application.

An Optional Design Commission Consult was held on April 5, 2017. A written summary of design advice from the Design Commission was provided to the applicant following the meeting.

The application for design review was submitted on June 12, 2017 and deemed complete on August 16, 2017. The determination of completeness occurred within 180 days of the submittal of the initial application.

Copies of the complete application were transmitted to each affected agency and City department for review and comment on August 17, 2017. Per Section 11.0502(E), a public notice of this proposal was mailed to owners of property and residents within 300 feet of the site as well as to representatives of effected neighborhood associations (Wilkes East and North Gresham) on September 13, 2017. The notice was also posted onsite September 11, 2017. No written responses to the public notice were received prior to the preparation of this Staff Report. Comments received in the interim, if any, will be submitted at the public hearing on October 4, 2017.

This standard is met.

III. FINDINGS

The Manager adopts the findings in the application submittal material as found in Exhibits A and B and the supporting evidence relied on therein except to the extent inconsistent with the findings below. The Manager makes the following findings regarding this application file.

GENERAL

4.0415 - Moderate Commercial (MC). Staff concurs with the applicant's summary of compliance with the district standards as stated in the "Item Response - Narrative Items" except as follows.

Table 4.0430(G-H) - Minimum and Maximum Setbacks. The project does not include any public street frontages as access is provided via private driveway. The lot lines for the site will be considered side yards; therefore, no minimum nor maximum setbacks are required pursuant to Table 4.0430.

The standard is met.

Table 4.0430(I) - Maximum Height. The land use district has a maximum building height of 45 feet. The proposed building will have a maximum height of 46 feet, 11 inches at the highest point of its roof - a 4.2 percent increase above allowed height. In order to achieve the additional height a Type II Minor Variance is requested by the applicant per Section 10.1500.

The standard is met through the approval of the Type II Minor Variance.

Table 4.0430(M) - Buffers and Screening. The project, a commercial use, abuts an industrial use to the west (information services) and commercial development to the east (a hotel and construction business). Buffering and screening, pursuant to Table 9.0111(A), is not required between commercial and other commercial or industrial uses.

This standard is not applicable.

5.0300 - Historic and Cultural Landmarks Overlay District. The project is located within the Historic and Cultural Landmarks Overlay District. Pursuant to Section 5.0324 - Discovery of Archaeological Objects and Sites North of Interstate 84, special provisions apply to development activities when archaeological sites or objects are discovered.

This standard is met with Conditions of Approval #34a - #34j.

6.0000 - Land Divisions. The applicant is proposing a property line adjustment of Lot 0200, 0300 and 0600 to create two lots

The proposal meets the submittal requirements of Section 11.0900 and no new lots are being created. The proposal, therefore, complies with the criteria stated in Section 6.0100 and 3.0100 - Definition of Lot Line Adjustment/Consolidation.

Conditions of approval requiring recordation of the final map with the County prior to issuance of the building permit are included as part of this approval.

This standard is met with Conditions of Approval #6 - #8.

7.0212 - Standards for New Solid Waste and Recycling Collection Areas. Staff concurs with the applicant's submitted plans with the following additional agency comments (Department of Environmental Services):

- Garbage and recycling enclosure meets the standards. The 10-foot gate clearance is the minimum allowed. If there is the ability to install posts in front of concrete block and widen the gate, it will reduce the risk of damage to the enclosure. The forks on a front-load garbage truck are 8 feet wide.

This standard is met.

7.0220(A), 7.0221 and 7.0222 - Landscaping, Installation and Irrigation. Staff concurs with the applicant's findings as stated in the narrative except as follows:

- Landscaping must be installed prior to occupancy or a funding mechanism (such as bonding) must be provided. A condition of approval will be provided to insure installation occurs by occupancy or an appropriate funding mechanism is provided at 110 percent of the value of plant materials and labor as determined by the Manager.

These standards are met with Condition of Approval #37.

7.0223 - Maintenance Responsibility. Site improvements including landscaping, paving, striping, and signage must be properly maintained and landscaping replaced if it becomes dead or damaged.

For landscaping, the City has developed a maintenance agreement that the applicant shall be required to sign and record prior to issuance of the building permit.

This standard is met with Condition of Approval #5.

9.0200 - Clear Vision Area. Per the narrative, the applicant is voluntarily providing a clear vision area at the driveway entry. Clear vision areas are not required where a private driveway intersects with a private drive or easement and will not be required as part of the project.

The standard is not applicable.

9.0500 - Grading and Drainage and Stormwater Quality Control Requirements. These standards apply and are addressed by the agency comments (Development Engineering and Development Transportation Planning) provided later in this Report.

These standards are met with Conditions of Approval #9 - #17.

9.1032 - Tree Protection During Development. Staff concurs with the applicant’s narrative that there are no City designated “significant” trees onsite. However, the project will include the maintenance of one regulated tree on the east side of the property, adjacent to the property line. A tree protection plan has been provided as part of the applicant’s submitted plans; see Sheet C6.2, Detail 8.

This standard is met.

10.1510 - Type II Minor Variance Provisions. The applicant is seeking a Type II Minor Variance from height limitations, which provides a maximum height of 45 feet in the MC land use district per Table 4.0430(I). At its tallest point, the building will have a height of 46 feet, 11 inches or 23 inches above the maximum height (a 4.2 percent increase in allowed height).

This variance request complies with the criteria of Section 10.1510.

- The land use district permits a height up to 45 feet with projections allowed, per Section 9.0900 for rooftops, including elevator equipment and stair enclosures (on flat roofs) and for heating, ventilation, and air conditioning equipment enclosures.
- The additional height is requested for a portion of the roof to accommodate the placement of the elevator equipment inside the roof structure while maintaining the overall form of a pitched roof, consistent with the overall design of the building’s roof structure (providing a slope of 4:12). The roof’s additional height will correspond to the center building module and will step down on either side of the center module where the building will meet the height requirements. At either end of the building’s long façade, stair enclosures will be located in “turret” elements which shall extend approximately 14 inches above the height limit.
- The height of the building at 46 feet, 11 inches, inclusive of all mechanical equipment, stair enclosures, and elevator equipment, will be shorter than the hotel project recently approved to the south of the site, which includes a height of 45 feet to the top of the parapet but at various locations across the roof includes the following: an additional 9.6 feet of height for the building stair enclosure; an additional 3 to 4 feet of height for mechanical screening; and an additional 5 feet for the elevator mechanical equipment.
- The change in rooftop elevation according to building module will further support the Corridor Design District standard requiring a change in roof form, which includes a change in roof height.

Staff concurs with the applicant’s findings that this variance complies with the criteria found in Section 10.1510.

The standard is met.

A5.000 - Public Facilities. The majority of the public facilities standards apply and are specifically addressed by the agency comments (Development Engineering and Development Transportation Planning) provided later in this Report.

These standards are met by Conditions of Approval #2 - #4 and #9 - #17.

DESIGN REVIEW

7.0600 - Corridor Design District Commercial Design Guidelines and Standards. Applicants can choose to meet the design criteria of Section 7.0600 by either meeting the design guidelines through the discretionary process or by meeting the standards through the clear and objective process. The applicant in this case has chosen to follow the discretionary process. Staff accepts the applicant's findings except as follows. For all criteria, the applicant must show compliance with the design guideline or the corresponding design standard. Alternatively, the Design Commission can choose to waive a guideline to achieve the flexibility necessary to support a particularly creative proposal.

The findings which follow will describe how the proposal has either:

- Met the design guideline by meeting the corresponding design standard as described in the applicant's narrative;
- Met the design guideline by meeting the corresponding design standard with a condition of approval;
- Met the guideline, the intent and the principles in a specified fashion;
- Not met the guideline but is requesting a waiver of the guideline for a particularly creative proposal; or
- Not met the guideline and cannot do so through a condition of approval.

The Manager adopts the findings in the application submittal material as found in Exhibits A and B and the supporting evidence relied on therein except to the extent inconsistent with the findings below, with the exception that this Report will also describe how the proposal will meet the standards that are proposed to be met through the discretionary review process. The Manager makes the following findings regarding this application file.

7.0603(A) - Site Design.

7.0603(A)(1)(c)(4) and 7.0603 (A)(1)(d)(4) - Vehicular and Pedestrian Connections. Staff concurs that the project will provide adequate vehicular and pedestrian connections through the site's parking lot to the future development to the north. Due to a grade change and existing retaining wall, a connection to the Hampton Inn property to the east is infeasible at this time and would result in limited utility to either property as it would reduce the number of parking stalls on the Hampton Inn property and would reduce the amount of landscaping and water detention area on the project site. A

condition of approval requiring a cross access easement to the property to the north shall be required and shall take effect when the adjacent property to the north is developed.

Staff recommends that the Design Commission find the standard is met with Condition of Approval #4.

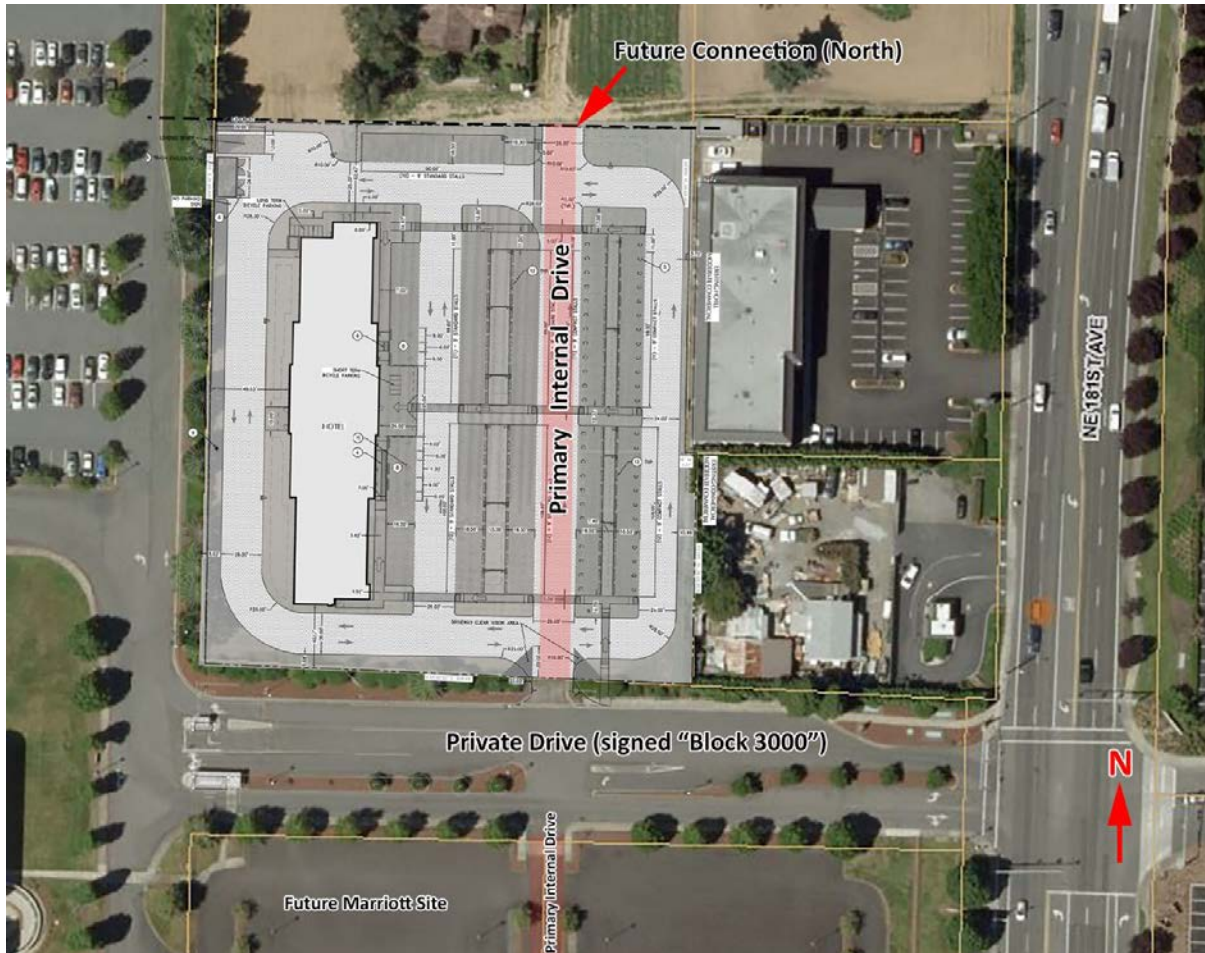


Image 1: Proposed Primary Internal Drive (oriented north-south) and the existing Private Drive (oriented east-west) with a future connection to development to the north.

7.0603(A)(1)(c)(8) and 7.0603 (A)(1)(d)(8) - Connections to Surrounding Properties and Neighborhoods.

In order to facilitate pedestrian connections between the project and the adjacent property to the south, a pedestrian walkway across the private driveway (identified by signage as 3000 Block) from the corner of the project’s driveway and the private drive to the sidewalk on the opposite side of the private driveway (to the south) would be desirable. As the private drive is owned and maintained by another entity, US Bank Bancorp, the pedestrian walkway cannot be required as a condition of approval. However, staff recommends as a condition of approval that the applicant contact the owner of the private drive to propose installation of a pedestrian walkway across the full width of the private drive, composed of a hard surface, slip resistant, and

contrasting material. If the private drive owner is amenable, a plan shall be provided as part of the applicant's building permit submittal.

This guideline and standard are met with Condition of Approval #35.

7.0603(A)(2)(c)(2) and 7.0603 (A)(2)(d)(2) - Primary Internal Drives.

ISSUE: The applicant must either:

- Meet the 7.0603(A)(2)(d)(2) standard; or
- Meet the 7.0603(A)(2)(c)(2) guideline; or
- The Design Commission may waive this guideline to achieve the flexibility necessary to support a particularly creative proposal.

STANDARD: This standard requires a proposal with a required primary internal drive to develop the internal drive with the following standards: a 24-foot two-way drive lane; a sidewalk no less than 6 feet in width; and an amenity zone no less than 6 feet in width provided on each side of the drive.

PROPOSAL: Section 7.0603(A)(1)(d)(9) requires, per the standard, developments with more than 100 off-street surface parking stalls to utilize a system of primary internal drives that divides the site into rectangular or square blocks.

The primary internal drive will run north-south through the project parking lot, aligning with the primary drive to the south and providing a connection to future development to the north. The primary internal drive will have a width of 26 feet and will be bordered on either side by a row of standard and compact parking stalls with landscaping planters providing separation between parking rows. In addition to the required pedestrian walkways provided in the parking area, a pedestrian walkway will be provided from the property line (connecting to the sidewalk along the private driveway) to the hotel's entry and then connecting north adjacent to the future connection to the north. A sidewalk running parallel to the primary internal drive is not proposed.

GUIDELINE: *Primary internal drives shall replicate the character of a public street, creating a pedestrian-oriented environment and accommodating pedestrians, vehicular traffic and parking. Primary internal drives shall incorporate amenities appropriate for commercial streets, including street trees, landscaping, pedestrian-level lighting and other features.*

RECOMMENDATION: The intent of the guideline is to provide accommodation to pedestrian and vehicular access and to improve the appearance of the development. The applicant is proposing a pedestrian walkway that will not run parallel to the primary internal drive. The applicant has worked with staff to identify potential scenarios to provide a sidewalk abutting the primary internal drive. Due to the placement of the primary internal drive (designed to align with the primary internal drive to the south) and parking requirements for the hotel, inclusion of a north-south sidewalk directly adjacent to the internal drive, plus

required landscaping, may impede efficient circulation through the site; this results in potentially requiring a double loaded, narrow one-way drive aisle along the east side of the site with sharply angled compact stalls. In an alternative scenario, the primary drive would need to shift several feet to the west, reducing parking stall depths of the standard stalls (however, stall width would still be met with bumper overhangs into the landscape planter area) and allowing placement of the sidewalk adjacent to the drive aisle with compact stalls along the site's east side.

While not ideal, the pedestrian connection through the site will provide a more circuitous route between the hotel's entries and points north and south, ultimately connecting with the sidewalk on the private drive and providing a connection to future development on the lot to the north.

Staff recommends that the Design Commission waive the guideline.

7.0603(A)(8)(c)(7) and 7.0603(A)(8)(d)(7) - Sidewalk Locations.

ISSUE: The applicant must either:

- Meet the 7.0603(A)(8)(d)(7) standard; or
- Meet the 7.0603(A)(8)(c)(7) guideline; or
- The Design Commission may waive this guideline to achieve the flexibility necessary to support a particularly creative proposal.

STANDARD: This section requires sidewalks to be present on all street frontages and primary internal drives as described in Section 7.0603(A)(2)(d) unless deviation is permitted by the Manager or Design Commission.

PROPOSAL: As noted in the discretionary request for 7.0603(A)(2)(c)(2) and 7.0603(A)(2)(d)(2) - Primary Internal Drives, the primary internal drive will have a width of 26 feet and will be bordered on either side by a row of standard and compact parking stalls with landscaping planters providing separation between parking rows. A pedestrian walkway will be provided from the property line (connecting to the sidewalk along the private driveway) to the hotel's entry and then connecting north adjacent to the future connection to the north. A sidewalk running parallel to the primary internal drive is not proposed.

GUIDELINE: *Pedestrian circulation routes shall include sidewalks as well as dedicated routes through parking areas, which ensure safe, convenient and pleasant passage.*

RECOMMENDATION: The project will provide pedestrian connections through the site, connecting the sidewalk along the private drive to the hotel's entries and providing a connection to the future development to the north. A north-south sidewalk along the primary internal drive is not being proposed due to the space requirements for onsite vehicular circulation and landscaping. Proposed walkways will provide safe, convenient and pleasant passage from the hotel

entries through the parking lot to the lot to the north and to the private drive to the south, which ultimately connects to NE 181st Avenue.

Staff recommends that the Design Commission find that the guideline is met.

7.0603(B) - Building Design.

7.0603(B)(1)(c)(6) and 7.0603(B)(1)(d)(6) - Commercial First Floor Heights.

ISSUE: The applicant must either:

- Meet the 7.0603(B)(1)(d)(6) standard; or
- Meet the 7.0603(B)(1)(c)(6) guideline; or
- The Design Commission may waive this guideline to achieve the flexibility necessary to support a particularly creative proposal.

STANDARD: Commercial and Institutional ground-floor heights shall be a minimum of 12 feet from the top of floor to the lowest structural elements of the ceiling.

PROPOSAL: The first floor of the building, as measured from floor to the lowest structural element of the ceiling, will have an approximate height of 8 feet. In order to create the appearance of a taller first floor, the applicant is proposing to establish a building base of 16 feet in height using a “teal brown” integral-colored brick proposed to wrap around the building with a soldier course transition to a different brick or cement board lap siding above 16 feet.

GUIDELINE: *Commercial and institutional spaces shall have adequate first-floor heights to provide a sufficient base to signal the existence of commercial or institutional space on the ground floor and provide a comfortable, leasable retail, service or working environment with environment with opportunities for light to enter the space from the street and sidewalk.*

RECOMMENDATION: At the Design Commission consult (April 5, 2017), the Commission recommended exterior treatments to the building to create the appearance of the taller height, specifically with recommendations for a change in materials and the use of belly bands to help meet the guideline intent. The proposed use of materials, color, and soldier courses on the building’s façade will satisfy the guideline requirement, creating an appearance of a more pronounced and significant ground floor.

Staff recommends that the Design Commission find the guideline is met.

7.0603(B)(2)(c)(7) and 7.0603(B)(2)(d)(7) - Building Entry Transparency & 7.0603(B)(4)(c)(3) and 7.0603(B)(4)(d)(3) - Entry Transparency.

ISSUE: The applicant must either:

- Meet the 7.0603(B)(2)(d)(7) and 7.0603(B)(4)(d)(3) standard; or

- Meet the 7.0603(B)(2)(c)(7) and 7.0603(B)(4)(c)(3) guideline; or
- The Design Commission may waive this guideline to achieve the flexibility necessary to support a particularly creative proposal.

STANDARD: Section 7.0603(B)(2)(d)(7) states that buildings greater than 30,000 square feet [in floor area] shall have increased levels of glazing and transparency as required in Section 7.0603(B)(4). The standard for buildings greater than 30,000 square feet in Section 7.0603(B)(4)(d)(3) states that buildings shall have an enhanced entry transparency zone, utilizing clear glass for 60 percent of the full height of the entry façade attributed to the ground floor space. Entry façade area is measured as 30 feet on each side of the entry door.

PROPOSAL: The proposal for the entry (as measured 30 feet on either side of the entry door) will provide approximately 233 square feet of glazing or 47.5 percent of the entry façade area.

GUIDELINE: 7.0603(B)(2)(c)(7) - *Buildings shall have high levels of transparency concentrated around building entries.*

7.0603 (B)(4)(c)(3) - *Buildings shall have high levels of transparency concentrated around active spaces, such as building entries.*

RECOMMENDATION: The applicant has noted that this unique development, a hotel located off of a private driveway and with no street frontage, is dissimilar from the typical retail/office commercial-type of use that include greater transparency along a street edge as promoted by the design guidelines. The inclusion of the greatest level of glazing and transparency is directly abutting the hotel's entry, around the lobby area. Outside of that area on the first floor are guest rooms, which for privacy reasons have limited glazing facing the parking lot.

The applicant has responded to the Design Commission's advice from the Optional Design Commission Consult to increase glazing around the entry by adding floor to ceiling windows and expanding the area of glazing to encompass a significant amount of the building façade directly abutting the lobby entry doors. Given the siting (not on a public street frontage) and the use (a hotel with ground floor guest rooms), the applicant has chosen to pursue discretionary review for this standard.

Staff recommends that the Design Commission find the guideline is met.

7.0603(B)(4)(c)(4) and 7.0603(B)(4)(d)(4) - Street-Facing Facades Transparency.

ISSUE: The applicant must either:

- Meet the 7.0603(B)(4)(d)(4) standard; or
- Meet the 7.0603(B)(4)(c)(4) guideline; or
- The Design Commission may waive this guideline to achieve the flexibility necessary to support a particularly creative proposal.

STANDARD: Outside the enhanced entry transparency zone, buildings shall have a pedestrian level transparency zone with windows utilizing clear glass between the heights of 2 and 12 feet for no less than 20 percent of facades facing public streets and facades with customer entries.

PROPOSAL: Outside of the 60-foot enhanced entry transparency zone the building will be providing glazing for approximately 9 percent of the ground floor façade. Transparency at ground level outside the entry corresponds to the hotel's guestrooms.

GUIDELINE: *Building's shall include transparency at the pedestrian level on facades which face the street and those with customer entries.*

RECOMMENDATION: As noted previously, the unique commercial use (a hotel) has placed guest rooms at the ground level. The applicant has expressed that the need for guest privacy has influenced the design of the ground floor glazing strategy - limiting visual intrusion and protecting guest privacy. However, the reduced glazing has created larger areas of blank walls on the building façade than is typical for most commercial projects in the Design District.

In order to reduce the blank wall sections on the ground floor adjacent to the primary entry, staff recommends a condition of approval that would place taller, evergreen shrubs (recommended shrub: Medora Juniper/*Juniperus Scopularum* 'Medora') planted at a height of 5 feet to be spaced between the ground floor windows in the planter strip shown on the submitted landscape plan, Sheet L1.0. The taller shrubs would be in addition to the dwarf laurel shrubs shown on the plan; however, the quantity of dwarf laurels may need to be reduced to accommodate the taller shrubs. An alternative to the Medora Juniper may be recommended by the applicant, but the intent for providing taller shrubs to screen the blank walls between windows, in combination with the shorter shrubs below the windows, shall be met.

Staff recommends that the Design Commission find the guideline is met with Condition of Approval #36a.

7.0603(C)(1) - Sustainable Site and Building Design.

7.0603(C)(1)(c)(3) and 7.0603(C)(1)(d)(3) - Water & Energy Usage Reduction Strategies.

ISSUE: The applicant must either:

- Meet the 7.0603(C)(1)(d)(3) standard; or
- Meet the 7.0603(C)(1)(c)(3) guideline; or
- The Design Commission may waive this guideline to achieve the flexibility necessary to support a particularly creative proposal.

STANDARD: Buildings larger than 30,000 square feet shall comply with two requirements provided in the section. Options for water and energy usage reduction strategies include the following:

- a. A vegetated roof surface comprising a minimum of 30 percent of the roof area;
- b. Solar energy panels comprising an area equivalent to 20 percent of the roof area or more;
- c. A system that collects rainwater from a minimum of 50 percent of the total roof area for reuse (e.g., site irrigation or gray water reuse);
- d. Skylights or other day lighting system which illuminates 75 percent of the building floor area, with skylights occupying a minimum of 3 percent of the roof area with spacing between skylights not greater than 1.4 times the ceiling height;
- e. Provide an onsite alternative fuel refueling station (such as an electric, bio-diesel, or natural gas refueling station, etc.). An electric fueling station must be within sight of a functional building entry;
- f. Source sustainable and local building materials from within 500 miles of the development site for no less than 20 percent of the total construction materials;
- g. Preserve no less than 50 percent of existing regulated trees onsite with a minimum of four. Regulated trees must be healthy as determined by a consulting arborist, a qualified arborist or a registered consulting arborist;
- h. Preserve all Habitat Conservation Area (HCA) onsite with a minimum 0.25 acre.

PROPOSAL: The applicant's narrative states that they are "currently evaluating incentives offered through the Energy Trust. Several incentives are already included in our new construction projects, such as: low flow showerheads, bath faucets, and kitchen sink faucets. LED light bulbs, energy efficient ice machines and refrigerators are also a part of a typical project."

GUIDELINE: *Developments shall utilize strategies that reduce water and energy usage attributed to site and building development, building use, and the transportation of building users while not detracting from good site and building design. Healthy and sustainable communities shall be created that incorporate "best practices" such as LEED for Neighborhood Development to conserve natural resources and reduce carbon emissions.*

RECOMMENDATION: The project has not identified inclusion of any of the options provided in the standard. Of the options provided in the standard, items (b), (c), (e), and (f) would appear to be the most feasible given the non-applicability of some of the standards and the use of a pitched roof on the hotel.

In order to meet the standard, staff recommends a condition of approval requiring the applicant to meet option (e) - providing an onsite alternative refueling station (such as an electric charging station) which will occupy one of the parking stalls closest to the building and shall be signed as an electric vehicle charging station. The second option to be provided is option (f) - sourcing sustainable and local building materials from within 500 miles of the development site for no less than 20 percent of the total construction materials.

Staff recommends that the Design Commission find the standard is met with Condition of Approval #36b.

III. RESPONSE TO PUBLIC NOTICE

No responses to the public notice were received as of the date of this Staff Report.

IV. AGENCY COMMENTS

ADDRESSING COMMENTS

FROM: Carrie Osborn, Planning Technician II

DATE: August 31, 2017

The site is currently addressed 18000 NE Sandy Blvd., Portland OR 97230. Based on the applicant's submittal and the demo of the existing dwelling on the property, this site will need to be readdressed. The address will be available after the applicant receives approval for a development permit application and submits for building permits. Addresses will be assigned in accordance with the City of Gresham Street Naming and Property Numbering Guidelines of Gresham Development Code Appendix 13.

RECYCLING & SOLID WASTE

FROM: Shannon Martin, Recycling & Solid Waste Program Manager

DATE: August 23, 2017

The garbage and recycling enclosure meets the standards. The minimum allowed gate clearance is 10 feet. If there is the ability to install posts in front of the concrete block and widen the gate, it will reduce the risk of damage to the enclosure. The forks on a front-load garbage truck are 8 feet wide.

TRANSPORTATION PLANNING COMMENTS

From: Jessica Snodgrass

Date: September 15, 2017

See Development Engineering Comments.

DEVELOPMENT ENGINEERING COMMENTS

From: Jessica Snodgrass

Date: September 18, 2017

The proposed project area is located on the south side of NE Sandy Boulevard west of NE 181st Avenue in the Moderate Commercial (MC) land use district. The project site currently consists of three tax lots: 1N3E30AA Tax Lots 00200, 00300, and 00600. The applicant proposes to consolidate these three lots into two lots with an east-west division between the properties and develop the southern portion of the 4.25-acre site into a four-story WoodSpring Extended Stay Hotel with 122 guestrooms.

The following comments are from Development Engineering and refer to the plans submitted by KPFF Consulting Engineers dated May 19, 2017.

A5.000: GENERAL

The applicant shall schedule and attend a pre-design meeting with Colin Stout, Development Engineering, at 503-618-2635 prior to further public facilities design work to discuss technical requirements, design and construction schedules, and to review processes.

With construction plan submittal, the applicant will provide an engineer's estimate of the cost of public improvements, enter into an agreement with the City of Gresham for plan review, administrative, inspection and material testing services, and pay deposits based on the estimate.

Approvable public facilities construction plans and a performance bond for 110 percent of the engineer's estimate shall be provided prior to issuance of the notice to proceed. Approved plans are valid for one year, and all public improvements must be completed within two years of the Notice to Proceed unless otherwise approved by the Manager.

Any project that includes construction of public facilities shall comply with City of Gresham survey standards. Plans shall reference a City of Gresham control point on the City's standard datum, NGVD 1929, 1947 adjustment. Coordinates must be based on Lambert State Plane Coordinate System, Oregon North Zone. Basis of bearing for all measurements must be taken from the City Control Network. Control Points can be found at www.GreshamOregon.gov/Maps/. Plans that reference Multnomah County or City of Portland control points are not approvable.

A5.100: SANITARY SEWER FACILITIES

Existing Facilities and Approved Point of Discharge

City records currently show an existing 8-inch diameter main in NE Sandy Boulevard and an existing 6-inch diameter lateral stubbed to the site. The existing 6-inch stub shall be the approved point of connection for the proposed development as illustrated in the preliminary plans. The applicant shall field verify the exact location of the stub prior to connection.

Existing Onsite Septic System

The septic system on Tax Lot 00200 for the existing house proposed to be demolished must be properly decommissioned with the proposed development as noted in the preliminary plans. City of Portland handles all onsite sanitary disposal system decommissioning permits for

properties located in Multnomah County. For more information on decommissioning the onsite sanitary disposal system, visit: www.PortlandOregon.gov/bds/38123.

9.0520, 9.0521, and A5.200: SURFACE WATER MANAGEMENT SYSTEMS

The site lies in the Columbia Slough drainage basin. The Columbia Slough has been designated as a “Water Quality Limited Stream” by the Department of Environmental Quality (DEQ). DEQ has parameters set on this stream, which include monitoring (303d). These parameters include monitoring for fecal coliform levels, high water temperatures, Phosphorus, PH, and introduction of suspended solids into the stream.

Per the Gresham Community Development Code (GCDC), onsite water quality treatment is required for the proposed development, and green development practices shall be utilized to the maximum extent practicable to treat runoff from the site prior to discharge to the public conveyance system. Given the proximity to the Columbia Slough, detention of runoff is only required if downstream conveyance does not have capacity to accept runoff from the proposed development.

Stormwater quality requirements are dictated per GCDC Sections 9.0520 and 9.0521 and the Stormwater Quality Manual (WQM).

Approved Point of Discharge and Waiver of Detention Requirements

The applicant proposes to extend a new private 12-inch storm line from the site to the existing public 30-inch storm line that crosses NE Sandy Boulevard from the US Bancorp property on the south side of NE Sandy Boulevard. The new 12-inch line will run across the US Bancorp property via a private easement to this point of connection to the public conveyance system. The public conveyance system currently drains to a bypass pipe beneath the swale system adjacent to the Union Pacific Railroad north of NE Sandy Boulevard and ultimately outfalls to the Columbia Slough.

A downstream analysis (dated July 21, 2017 for this public stormwater conveyance system was submitted as part of land use application DRD/TR 17-26000238 (Portland Portal Industrial Center). The submitted downstream analysis shows that this downstream public conveyance system has capacity to accept runoff from the entire drainage basin (including the proposed development site). The City deemed the downstream analysis acceptable in the staff report for land use file DRD/TR 17-26000238 issued on August 9, 2017. Consistent with the downstream analysis and staff report findings for land use file DRD/TR 17-26000238, detention of runoff is not required for the proposed development.

The proposed point of discharge and proposed conveyance on the adjacent lot to the west shown in the preliminary plan is acceptable provided that the applicant provides documentation to the City of the recorded, executed private utility easement granted from US Bancorp prior to construction plan approval.

US Bancorp Stormwater Reimbursement District Charge

US Bancorp created a reimbursement district when they constructed the stormwater conveyance system crossing NE Sandy Boulevard into which this development project proposes

to connect. The reimbursement charges that are currently due for Tax Lots 00200, 00300, and 00600 respectively are as follows: \$11,300.33, \$3,621.90, and \$1,195.23 for a total of \$16,117.46.

As only the southern 2.438 acres, or 57.35 percent, of this site are proposed to be developed at this time, the applicant may choose to reapportion (redistribute) the reimbursement district charge between the proposed two tracts prior to building permit issuance for the project. Based on the proposed lot configuration, the fee for the southern tract (Tract 2) will be \$9,242.68 plus the current \$202 reapportionment fee for a total of \$9,444.68. The reapportionment fee is subject to change pending the timing of the building permit application submittal for the proposed development on Tract 2. The northerly tract's (Tract 1) fee would be \$6,874.78 plus the reapportionment fee due at the time of building permit issuance for development of that tract.

As a condition of approval to be completed prior to building permit issuance, the US Bancorp Stormwater reimbursement district charge shall be paid to the City of Gresham. The applicant may choose to either pay:

- The full \$16,117.46 due for the 4.25-acre project site (proposed Tracts 1 and 2); **OR**
- The reapportioned charge plus the reapportionment fee for the southerly tract (Tract 2).

Water Quality Treatment

The applicant has proposed numerous onsite filtration rain gardens and stormwater planter boxes, sized according to the 6 percent and 5 percent sizing factors specified in the City's Green Development Practices Manual, to provide onsite water quality treatment for the new impervious parking lot and roof areas prior to discharge. The current proposal for treatment meets City standards and will be acceptable.

Private Conveyance

All proposed private conveyance shall meet Uniform Plumbing Code (UPC) requirements. All applicable permits for the onsite private stormwater system must be obtained from the City prior to construction plan approval.

Private Stormwater Facilities

Private stormwater facilities are subject to periodic inspection by the City to ensure proper maintenance and performance. The property owner shall execute and record a maintenance agreement with the City to ensure the implementation of a maintenance plan for the proposed private stormwater facilities. Maintenance of private stormwater facilities shall be the responsibility of the owner. Maintenance requirements shall be specified in an approved maintenance plan at the time of issuance of the building permit and must include all elements of the system.

Final Drainage Report

A final drainage report as well as construction plans for the required water quality treatment facilities shall be submitted for review at the time of construction plan submittal. The final

drainage report shall contain calculations that show how the City's water quality standards will be met for the proposed development.

Erosion Prevention and Sediment Control Requirements

As the proposed land disturbance ultimately exceeds 1 acre, a NPDES 1200-C permit shall be obtained from the Oregon Department of Environmental Quality (DEQ) prior to grading permit issuance. Permit application and information is available through the DEQ website at: www.deq.state.or.us/wq/stormwater/constappl.htm. Applications are now processed directly through DEQ and not the City of Gresham.

A5.300: WATER FACILITIES

Approved Point of Connection

The site lies in the South Shore service level with a static pressure of 70 pounds per square inch (psi). The approved point of connection is the existing 24-inch water main in NE Sandy Boulevard. This water main is owned by the City of Portland Water Bureau but all public facilities including fire hydrants and service laterals are owned and operated by the City of Gresham. Portland Water Bureau's (PWB) main is available to serve City of Gresham customers through Intergovernmental Agreement 1228.

Service and Meter Requirements

The applicant's water service needs will be collected by Gresham Water Engineering and provided to PWB requesting water services. PWB will provide an estimate for a deposit to pay for the service taps, which will be performed by PWB. Water services will be installed by the City of Gresham per Public Standards. Gresham will collect the deposit from the customer and write a purchase order (PO) to PWB for the installation of the wet-taps. It is critical for the applicant to provide all flow and demand information (Domestic, Fire and Irrigation) as soon as possible to fast track our services to the property. City of Gresham Water will handle all coordination for all the needed services with the PWB. Gresham Development Engineering (DE) will be responsible for collecting all fees and charges (including SDCs) prior to City of Gresham Water issuing the PO to PWB.

The service line and meter sizes will need to be called out on the construction plans submitted for building permit review and sized based on the actual water fixture units for the proposed development. A [water meter sizing chart](#) must be submitted prior to construction plan approval to determine the required domestic and irrigation meter and service sizes for the proposed development.

An approved backflow assembly must be provided on the private side directly behind the domestic meter for property line protection as proposed in the preliminary plan. In addition, irrigation service can be teed off the private side of the domestic service with a second backflow assembly at that tee near the property line.

Fire Flow Requirements

There is an existing hydrant on the north side of NE Sandy Boulevard across from the development site with a maximum flow of 3,500 gpm at a residual pressure of 69 psi available to meet fire flow demand.

The applicant also proposes to install a new 6-inch diameter fire service with a double detector check valve assembly (DDCVA) in a vault at the property line to meet fire flow demands.

Fire flow requirements are determined by the Fire Department and not by Development Engineering. Only the Fire Marshal or the Building Official can reduce or increase these requirements.

Well Service for Existing House

Water service for the existing house onsite is currently served from a well. At the time of future development on the leftover parcel (Tract 1), the well system will need to be decommissioned per State of Oregon standards or, if the future developer would like to utilize the well for irrigation, the well system will need to be equipped with a reduced pressure (RP) backflow assembly at the property line.

9.0700, A5.400 and A5.500: STREETS, TRANSPORTATION

Access

Following the proposed lot consolidation, the proposed development site's frontage and access are proposed off the US Bancorp's private access road to NE 181st Avenue. This is acceptable to the City provided that the applicant provides documentation that a private access easement has been granted by US Bancorp for the proposed development's use.

Traffic Impact Analysis

A Traffic Impact Analysis (TIA) has been provided to the City of Gresham and the Oregon Department of Transportation (ODOT) to evaluate impacts at the 3000 Block intersection and both ramps for the I-84 Freeway. The study has shown that the proposed development will not have significant impacts to the system at these locations, and as such, no mitigation is warranted.

EASEMENTS AND OTHER

Easements

As mentioned in the Stormwater comments, a private utility easement must be granted across the US Bancorp property to allow for the proposed extension of private stormwater conveyance to connect to the public 30-inch stormwater main crossing NE Sandy Boulevard as proposed in the preliminary plan. In addition, a private utility easement must be granted across the proposed Tract 1 to allow private stormwater, water, and sanitary sewer utilities from the proposed development to connect to the public utilities in NE Sandy Boulevard and (for stormwater) to the proposed private conveyance on the US Bancorp property as proposed in the preliminary plan. Documentation that these private utility easements have been granted for the proposed development must be provided prior to building permit issuance.

The applicant must also provide documentation prior to building permit issuance that a private access easement has been granted by US Bancorp for the proposed development's use of the private access road to NE 181st Avenue at 3000 Block.

Underground Storage Tank (UST)

Per the environmental study prepared for the proposed development, there is an existing 600 gallon UST for heating oil on the property. Evidence that the existing UST for heating oil has been addressed per Oregon DEQ standards must be provided prior to building permit issuance.

CHARGES AND FEES

As the proposed development will be connecting to stormwater conveyance subject to the US Bancorp reimbursement district, the applicant will need to pay the appropriate reimbursement district fee prior to building permit issuance. For more details, please see the Stormwater comments and ***Condition of Approval #12***.

System Development Charges (SDCs) and connection fees for parks, transportation, stormwater, water and wastewater are due to the City of Gresham prior to building permit issuance.

For the required public improvements (transportation, stormwater, wastewater and water facilities), the developer shall enter into a contract to pay City staff for plan review and inspection services. A deposit will be paid based on the engineer's estimate, and these services will be paid for at actual rates.

CONCLUSION

Findings submitted under each proceeding code section are generally consistent with Section A5.000 of the Community Development Code and the Public Works Standards. Recommended conditions will ensure that the Community Development Code and the Public Works Standards are met and adequate public facilities to serve this development are constructed.

FIRE COMMENTS

FROM: Kyle Stuart, Gresham Fire (Kyle.Stuart@GreshamOregon.gov)

DATE: August 29, 2017

NOTE: Building permit plans shall include a separate "FIRE ACCESS AND WATER SUPPLY PLAN" indicating all of the following:

1. Provide fire flow per Oregon Fire Code Appendix B. The building is currently shown as approximately ***106,220 square feet***. If the building is of Type IIIB construction, the fire flow required is ***1,685 gpm at 20 psi*** with a 75 percent reduction for an NFPA 13 fire sprinkler system. ***OFC App B Table B105.1***.
2. Temporary addresses of 6 inches shall be provided at EACH construction entrance prior to ANY construction materials arriving on site. Prior to the building finals a 10-inch permanent address range placard will be required high on the building, facing the address street, per

Gresham Fire Addressing Policy. The policy can be emailed to the applicant upon request.
OFC 505 & 3310

3. Required fire hydrants and access road shall be installed and approved PRIOR to any combustible construction material arriving on site. **OFC 3312.1**
4. Without knowing the building construction types or sizes, a PUBLIC fire hydrant is required to be within 250 feet of the main entrance driveway. The furthest point on each building shall be no more than 400 feet from a hydrant. Private fire hydrants shall be installed along the entire length of the fire access road with spacing no more than 450 feet apart. Show on the building plans where the nearest existing and new hydrants are located. **OFC Appendix C and 507**
5. Each public or private fire hydrant used for fire flow for this property shall have a 5-inch **Storz** adapter with National Standard Threads installed on the 4½-inch fire hydrant outlet. The adapter shall be constructed of high-strength aluminum alloy, have a Teflon coating on the seat and threads, and use a rubber gasket and two (2) set screws to secure it in place. The adapter shall be provided with an aluminum alloy pressure cap. The cap shall be attached to the hydrant barrel or Storz adapter with a cable to prevent theft of the cap. Adapter shall be Harrington HPHA50-45NHWCAP or equal approved by Gresham Fire.
6. A fire hydrant shall be within 50 feet of the fire sprinkler system “FDC.” **OFC Appendix C 102.2 & NFPA 13E**
7. Fire hydrant locations shall be identified by the installation of reflective markers. The markers shall be BLUE. They shall be located adjacent and to the side of the centerline of the access road way on which the fire hydrant is located. In the case that there is no center line, assume a centerline and place the marker accordingly. **OFC 508.5.4**
8. All Fire Department access roads shall be drawn to scale and shown clearly on plans. The access roads shall be constructed and maintained prior to and during construction. The minimum width is required to be 26 feet due to the building height being over 30 feet. **OFC 503.2.1 & D103.1**
9. At least one of the required aerial fire access roads shall be located 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. This will be required to be approved by the fire code official. **OFC App D-105.3**
10. Required Fire Department access roads onsite shall be designed to support an apparatus weighing 75,000 lb. gross vehicle weight. Provide an engineer’s letter stating the access road meets those requirements at the time of building permit submittal. **OFC, Appendix D, Section D102.1**
11. The turning radius for all emergency apparatus roads shall be: 28 feet inside and 48 feet outside radius. **OFC 503.2.4**
12. No Parking Fire Lane signage or curb marking will be required. Fire access roads 20 feet to 26 feet wide require the marking on both sides. Indicate on the building permit plans. The policy can be emailed to the applicant upon request. **OFC D 103.6**

13. The building is required to be provided with fire sprinklers throughout. **OFC 903.2.9**
14. A fire alarm system is required. **OFC 907, 903.4**
15. This building may require an Emergency Responder Radio Coverage booster system. **OFC 510.1**
16. Due to the size of the building, a minimum of two access roads are required. Those access roads shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses. **OFC D 104**

IV. CONCLUSION

This development proposal is consistent with the applicable development procedures and standards or can reasonably be made to comply with the applicable standards and criteria through the imposition of conditions of approval. While the development proposal is generally consistent with the applicable development standards, conditions of approval are aimed at assuring the criteria are met when the applicant's narrative and plans do not provide enough information to assure each criterion is met.

V. RECOMMENDATION

Staff recommends APPROVAL WITH CONDITIONS of the Type III Design Review E for the construction of a four-story, 122-room hotel with a 122-space surface parking lot, with a Type II Tree Removal, Type II Minor Variance, a Type I Lot Line Adjustment, and associated site improvements.

If the Design Commission chooses to approve the proposal with conditions, the following **conditions of approval** are recommended.

Note that this recommendation for approval with conditions is based on the applicant's submitted narrative and plans and staff's analysis of the proposal based on Code compliance; any conditions are aimed at assuring the criteria are met when the applicant's narrative and plans do not provide enough information to assure each criterion is met. Consistency with the submitted plans is required. Where Code standards or guidelines could be met with conditions of approval, the finding "This standard or guideline is met by Condition of Approval ____" is made.

GENERAL CONDITIONS

1. This approval is valid for one year from the date of decision (the end of the appeal period). An application for a building permit must be submitted within one year of this decision (per Section 11.0105). An extension, as permitted under Section 11.0106, is possible. Any changes to the plans must comply with the Gresham Development Code, City of Gresham Public Works Standards, the Building Code and Uniform Fire Code. Changes to the plans that require a discretionary decision will be reviewed, at minimum, as a Type II procedure,

except changes that affect standards under Section 7.0603, which will be reviewed under a Type III procedure.

2. The applicant shall provide adequate public facilities and services including access, drainage, water and sanitary sewer, as applicable, per all applicable sections of Appendix 5 of the Community Development Code and Public Works Standards.
3. The applicant shall schedule and attend a pre-design meeting with Colin Stout, Development Engineering, at 503-618-2635 prior to further public facilities design work to discuss permit processes, technical requirements, design and construction schedules, and plan review processes.
4. The applicant shall enter into and record a cross access easement with the abutting property to the north at the time that property to the north is developed.

PRIOR TO ISSUANCE OF BUILDING PERMIT

5. The “owner” shall enter into and record a Landscape Maintenance Agreement as approved by the City. The specific requirements of the agreement are also found in subsections (a)-(d) of Section 7.0603(A)(7)(d)(2). The City will provide the Landscape Maintenance Agreement template upon request.
6. Submit to the City three copies of the final survey map along with legal descriptions for the adjusted lots. The final map shall comply with the approved preliminary plan and with the applicable requirements of ORS Chapters 92 and 209. Final map submittal shall occur at the City of Gresham Permit Center and include the appropriate fees, application, and copies.
7. After the City has approved the final map, the applicant shall file the approved final survey map with the Multnomah County Surveyor. Record with Multnomah County Deed Records the approved final map along with the deeds transferring ownership. Deliver a copy of the stamped approved final lot line adjustment map to Multnomah County Assessment and Taxation.
8. Provide to the City of Gresham Development Planning Division a copy of all newly recorded documents with book and page numbers.
9. The septic system for the existing home to be demolished on Tax Lot 00200 must be properly decommissioned per the City of Portland’s standards with the proposed development.
10. As the proposed land disturbance ultimately exceeds one (1) acre, a NPDES 1200-C permit shall be obtained from the Oregon Department of Environmental Quality (DEQ) prior to grading permit issuance.
11. A stormwater maintenance plan and agreement with the City shall be implemented for the proposed private stormwater facilities prior to issuance of the building permit.
12. Prior to building permit issuance, the US Bancorp stormwater reimbursement district charge shall be paid to the City of Gresham. The applicant may choose to satisfy the condition by either paying:

- The full \$16,117.46 due for the 4.25-acre project site (proposed Tracts 1 and 2); **OR**
 - The reapportioned charge, as approved by the City of Gresham, for the development proposed on solely the southerly tract (Tract 2).
13. The applicant must provide documentation prior to building permit issuance that a private stormwater utility easement has been granted for the private 12-inch diameter storm line proposed to run parallel to NE Sandy Boulevard on the US Bancorp property (17650 NE Sandy Boulevard) from the proposed development site to the public 30-inch diameter storm line crossing NE Sandy Boulevard, west of the proposed development site.
 14. The applicant must provide documentation prior to building permit issuance that a private utility easement has been granted on the proposed Tract 1 (currently on the west side of the existing Tax Lot 00200) to allow private stormwater, water, and sanitary sewer utility lines from the proposed development on Tract 2 to connect to the public utility systems in NE Sandy Boulevard and (in the case of stormwater) to the proposed private stormwater line on the US Bancorp property (17650 NE Sandy Boulevard).
 15. The applicant must provide documentation prior to building permit issuance that a private access easement has been granted by US Bancorp for the proposed development's use of the private access road/private drive to NE 181st Avenue at 3000 Block.
 16. Evidence that the existing onsite underground storage tank (UST) for heating oil has been addressed per Oregon DEQ standards must be provided prior to building permit issuance.

WITH BUILDING PERMIT

17. A final drainage report as well as construction plans for the required water quality treatment facilities shall be submitted for review at the time of construction plan submittal. The final drainage report shall contain calculations that show how the City's water quality standards will be met for the proposed development.
18. Provide fire flow per Oregon Fire Code Appendix B. The building is currently shown as approximately **106,220 square feet**. If the building is of Type IIIB construction, the fire flow required is **1,685 gpm at 20 psi** with a 75 percent reduction for an NFPA 13 fire sprinkler system. ***OFC App B Table B105.1.***
19. Temporary addresses of 6 inches shall be provided at EACH construction entrance prior to ANY construction materials arriving on site. Prior to the building finals a 10-inch permanent address range placard will be required high on the building, facing the address street, per Gresham Fire Addressing Policy. ***OFC 505 & 3310***
20. Required fire hydrants and access road shall be installed and approved PRIOR to any combustible construction material arriving on site. ***OFC 3312.1***
21. Without knowing the building construction types or sizes, a PUBLIC fire hydrant is required to be within 250 feet of the main entrance driveway. The furthest point on each building shall be no more than 400 feet from a hydrant. Private fire hydrants shall be installed along the entire length of the fire access road with spacing no more than 450 feet apart. Show on

the building plans where the nearest existing and new hydrants are located. **OFC Appendix C and 507**

22. Each public or private fire hydrant used for fire flow for this property shall have a 5-inch **Storz** adapter with National Standard Threads installed on the 4½-inch fire hydrant outlet. The adapter shall be constructed of high-strength aluminum alloy, have a Teflon coating on the seat and threads, and use a rubber gasket and two (2) set screws to secure it in place. The adapter shall be provided with an aluminum alloy pressure cap. The cap shall be attached to the hydrant barrel or Storz adapter with a cable to prevent theft of the cap. Adapter shall be Harrington HPHA50-45NHWCAP or equal approved by Gresham Fire.
23. A fire hydrant shall be within 50 feet of the fire sprinkler system “FDC.” **OFC Appendix C 102.2 & NFPA 13E**
24. Fire hydrant locations shall be identified by the installation of reflective markers. The markers shall be BLUE. They shall be located adjacent and to the side of the centerline of the access road way on which the fire hydrant is located. In the case that there is no center line, assume a centerline and place the marker accordingly. **OFC 508.5.4**
25. All Fire Department access roads shall be drawn to scale and shown clearly on plans. The access roads shall be constructed and maintained prior to and during construction. The minimum width is required to be 26 feet due to the building height being over 30 feet. **OFC 503.2.1 & D103.1**
26. At least one of the required aerial fire access roads shall be located 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. This will be required to be approved by the fire code official. **OFC App D-105.3**
27. Required Fire Department access roads onsite shall be designed to support an apparatus weighing 75,000 lb. gross vehicle weight. Provide an engineer’s letter stating the access road meets those requirements at the time of building permit submittal. **OFC, Appendix D, Section D102.1**
28. The turning radius for all emergency apparatus roads shall be: 28 feet inside and 48 feet outside radius. **OFC 503.2.4**
29. No Parking Fire Lane signage or curb marking will be required. Fire access roads 20 feet to 26 feet wide require the marking on both sides. Indicate on the building permit plans. **OFC D 103.6**
30. The building is required to be provided with fire sprinklers throughout. **OFC 903.2.9**
31. A fire alarm system is required. **OFC 907, 903.4**
32. This building may require an Emergency Responder Radio Coverage booster system. **OFC 510.1**
33. Due to the size of the building, a minimum of two access roads are required. Those access roads shall be placed a distance apart equal to not less than one half of the length of the

maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses. **OFC D 104**

34. The following provisions shall apply to development activities when archaeological sites or objects are discovered, and these notes shall be included on the Grading Plans submitted for permit:
- a. When an archaeological site or object is discovered during the course of any development activity, the property owner or his agent, employees, or contractors on the site shall notify the Manager immediately and development activity on the site shall be suspended.
 - b. Following receipt of notice of discovery of an archaeological site or object, the Manager shall order all development activity on the site to be halted for at least 10 days.
 - c. Within five days after being notified of discovery of an archaeological site or object, the Manager shall furnish written notice, describing the location of the site and the nature of the items discovered, to the following parties:
 - (1) Department of Land Conservation and Development
 - (2) State Historic Preservation Office
 - (3) The Grande Ronde and Siletz Indian Tribal Council
 - d. If no written response is received by the Manager from any of the parties listed in **Section 5.0324(C)** within 15 days after mailing notice of the discovery, the Manager shall permit the suspended development activity to resume in conformance with the development permit issued for the activity.
 - e. Based on responses received from the notice required by **Section 5.0324(C)**, the Manager may require that the owner retain the services of a qualified archaeologist to investigate the site and prepare a report concerning the nature and significance of the site and any objects discovered. Pending completion of this investigation and report, all development activity on the site shall be suspended, provided such suspension shall not exceed a period of 30 days from the date a qualified archaeologist is engaged to conduct the investigation and prepare the report. When required, an archaeologist's report shall include the following items:
 - (1) A description of the nature and significance of artifacts or other evidence of prehistoric activities discovered on the site, approximate boundaries of the archaeological site, and an analysis of the quality and quantity of the site and objects discovered.
 - (2) Recommendations as to whether the pending development activity should proceed as proposed, or proceed with limitations or modifications, or be discontinued.
 - f. If the Manager finds, based on evidence presented in the archaeologist's report, that the archaeological site lacks significance or that protection of the site is not

warranted based on ESEE analysis, the Manager shall permit the suspended development activity to resume in conformance with the development permits issued by the City and subject to conformance with applicable state statutes regarding archaeological sites and objects.

- g. If the Manager determines, based on evidence presented in the archaeologist's report, that the archaeological site is significant and that some degree of protection is warranted based on the ESEE analysis, the Manager shall make findings as to measures which may be required to reduce or eliminate adverse impacts to the archaeological site, and may require issuance of an amended development permit prior to the resumption of development activity on the site. Such measures may include any of the following alternatives:
 - (1) Redesigning the proposed development so it would avoid the archeological site
 - (2) Leaving the archaeological site in its natural condition
 - (3) Burial or other non-destructive covering of the archaeological site
- h. An application for an amended development permit which may be required under **Section 5.0324** shall be submitted and processed under the same procedure as for the development activity which was in progress at the time of discovery of the archeological site or object.
- i. When the Manager determines that an archaeological site is significant, pursuant to **Section 5.0324**, the Manager shall propose amendment of the Inventory of Historic and Cultural Landmarks and the Community Development Special Purpose District Map to include a description of the site and the ESEE analysis in the Inventory and to designate the site as a Historic and Cultural Landmarks special purpose district. Such proposal shall be processed as a Type IV procedure and pursuant to the provisions of **Section A4.002**.
- j. No provision of this section shall relieve an applicant or landowner of any relevant State or Federal statute or responsibility.

35. Site Plan: The applicant shall contact the owner of the private drive to propose installation of a pedestrian walkway across the full width of the private drive. A new 5-foot wide pedestrian walkway shall be composed of a hard surface, slip resistant, and contrasting material. If the private drive owner is amenable, a plan shall be provided as part of the applicant's permit submittal and the applicant shall be responsible for construction of the walkway. A copy of the written response to the proposal from the owner of the private drive shall be provided to Urban Design & Planning, or a receipt of the certified mailing shall be provided if no response is received after 15 days.

36. Building Design:

- a. On the side of the building facing the parking lot, the applicant shall provide tall, evergreen shrubs (recommended shrub: Medora Juniper/*Juniperus Scopularum* 'Medora') planted at a height of 5 feet to be spaced between the ground floor

windows in the planter strip. The taller shrubs shall be in addition to the dwarf laurel shrubs shown on the plan; however, the quantity of dwarf laurels may need to be reduced to accommodate the taller shrubs. An alternative to the Medora Juniper may be recommended by the applicant and approved at the discretion of the Manager.

- b. To address Section 7.0603(C)(1)(d)(3), the project shall include the following:
- Provide an onsite alternative refueling station (such as an electric charging station) which will occupy one of the parking stalls closest to the building and shall be signed and striped as an alternative refueling station; AND
 - Source sustainable and local building materials from within 500 miles of the development site for no less than 20 percent of the total construction materials. Provide written documentation as part of the building permit submittal that the materials to be used are in compliance with this standard.

Alternative means of complying with this standard, per Section 7.0603(C)(1)(d)(3)(a-h), may be proposed.

PRIOR TO OCCUPANCY

37. Installation of landscaping and irrigation system shall be provided prior to temporary building occupancy unless an appropriate financial guarantee (such as a cash deposit or surety bond) is provided at a 110 percent value to insure said installation. Installation of landscaping and irrigation system shall be provided prior to any final occupancy.

End of Staff Report

All exhibits and plans referenced in this Staff Report are filed and maintained with the City of Gresham Urban Design & Planning department and are available for review upon request.