

CLATSOP COUNTY

Community Development
Planning Division
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Southwest Coastal Design Review / Citizen Advisory Committee Work Session

Date: Wednesday, October 16, 2013

Time: 6:00 pm

Location: Arch Cape Fire Hall, 79729 Highway 101, Arch Cape, Oregon

1. CALL WORK SESSION TO ORDER (Chair Lundy) (6:00 p.m.)
2. ROLL CALL (Staff) (6:00 – 6:02 p.m.)
3. WORK SESSION WITH STAFF (6:02 – 8:00 p.m.):
 - a. Roles and Responsibilities (County Counsel Chris Crean and Community Development Director Hiller West) (6:02 – 7:00 p.m.) (Attachment 1)
 - b. Urban Renewal District (County Manager Scott Somers and Community Development Director Hiller West) (7:00 – 7:30 p.m.)
 - c. Arch Cape Short Term Rental Ordinance Survey Questions (Senior Planner Jennifer Bunch and Planner Julia Decker) (7:30 – 7:50 p.m.) (Attachment 2)
 - d. Committee Member Terms (Planner Julia Decker) (7:50 – 8:00 p.m.) (Attachment 3)
4. ADJOURN (8:00 p.m.)

The agenda and staff reports are available for review at www.co.clatsop.or.us. Click on Land Use Planning, then click on the Arch Cape link and scroll down to Design Review Hearings. The agenda packet is a PDF document.

NOTE TO MEMBERS: Please contact Community Development (503-325-8611) if you cannot attend the meeting.

ACCESSIBILITY: This meeting location is handicapped-accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting. Please let us know at 503-325-8611, Community Development Department – Land Use Planning Division, if you will need any special accommodations to participate in this meeting.

Attachment 1

Section 4.100. ARCH CAPE RURAL COMMUNITY OVERLAY DISTRICT (/RCO).

Section 4.101. Purpose.

This section provides for the comprehensive review of proposed developments within the Arch Cape Rural Community Overlay District. The intent of the overlay is to ensure development occurs in a manner that preserves scenic views and promotes attractive development within the boundaries of the rural community. In addition the Arch Cape Rural Community Overlay District outlines procedures and criteria for developments that require variances or are of a non-conforming nature.

Section 4.102. Types of Review.

All development which is situated within the /RCO District Boundary that falls under the thresholds in this section shall be subject to the Criteria for Design Review Evaluation, Section 4.103 and Article 2, Procedures for Land Use Applications.

- (1) The following types of projects shall require review according to the Type II procedure, Section 2.020. For purposes of these types of Major projects, review by the Design Review Advisory Committee as described in Section 4.108, is required.
 - (A) Any new residential development proposing to construct a dwelling as described in Section 1.030 (Dwelling Types).
 - (B) Any new commercial development proposing to construct structures devoted to a commercial use.
 - (C) Any new commercial development creating additional cumulative square footage.
 - (D) Any new residential development creating additional cumulative square footage.
 - (E) Accessory buildings in residential zones.
 - (F) Accessory buildings associated with commercial developments and containing no residential units.
 - (G) Development and Construction of public or private roads.
 - (H) Any Change in Use, Variance Request, Conditional Use Permit, or Other Use Requiring Review through Type II, III, or IV procedures with exception of those described in 4.109(2).
- (2) The following types of projects shall require design review according to the Type II Procedure, Section 2.020. For purposes of these types of Minor projects, review by the Design Review Advisory Committee as described in Section 4.108, is not required.
 - (A) Any project that requires a building permit and does not result in the expansion of the exterior dimensions and/or footprint.
 - (B) If the Community Development Director determines that a development may significantly impact adjoining properties with respect to location, bulk, compatibility, views, preservation of existing landscape, or other applicable criteria identified in Section 4.103, the application will be forwarded to the Design Review Advisory Committee for review.

Section 4.103. Criteria for Design Review Evaluation.

In addition to the requirements of the Comprehensive Plan, other applicable sections of this Ordinance and other County Ordinances, the following minimum criteria will be considered in evaluating design review applications:

- (1) Relation of Structures to Site. The location, height, bulk, shape, and arrangement of structures shall be in scale and compatible with the surroundings.
- (2) Protection of views shall be preserved through the confines of this ordinance section 3.068.
- (3) Preservation of Landscape. The landscape shall be preserved in its natural state to the maximum extent possible by minimizing tree, vegetation and soils removal. Cut and fill construction methods are discouraged. Roads and driveways should follow slope contours in a manner that prevents erosion and rapid discharge into natural drainages. Disturbed areas shall be re-vegetated with native species.
- (4) Utility Service. All new service lines shall be placed underground.
- (5) Exterior lighting shall be of a "full cut-off" design. Glare shall be directed away from neighboring property or shielded in a manner not to cause offense (i.e. Full Cut-off Fixtures).
- (6) Buffering and Screening. In commercial zones, storage, loading, parking, service and similar accessory facilities shall be designed, located, buffered or screened to minimize adverse impacts on the site and neighboring properties.
- (7) Vehicle Circulation and Parking. The location of access points to the site, the interior circulation pattern and the arrangement of parking in commercially zoned areas shall be designed to maximize safety and convenience and to be compatible with proposed and adjacent buildings. The number of vehicular access points shall be minimized.
- (8) Signs. The size, location, design, material and lighting of all exterior signs shall not detract from the design of proposed or existing buildings, structures or landscaping and shall not obstruct scenic views from adjacent properties.
- (9) Surface Water Drainage. Special attention shall be given to proper surface water drainage from the site so that it will not adversely affect adjacent properties or the natural or public storm drainage system.
- (10) In addition to compliance with the criteria as determined by the hearing body and with the requirements of sections 1.040 and 1.050, the applicant must accept those conditions listed in Section 5.025 that the hearing body finds are appropriate to obtain compliance with the criteria. All permit criteria and conditions must be satisfied prior to final building approval and occupancy.

Section 4.104. Application Procedure.

The following procedure shall be followed when applying for design review approval:

- (1) Pre-application Conference. The applicant shall discuss the proposed development with the staff of the Clatsop County Department of Community Development in a pre-application conference pursuant to Section 2.045.
- (2) Following the pre-application conference, the applicant shall file with the Planning Director a design review plan, which shall include the following:
 - (A) The Site Plan shall indicate:
 - i. All adjacent structures within 100'.
 - ii. All existing trees 6" caliper or greater, indicating any tree to be removed.

- iii. Existing grades in contours of 1' vertical intervals.
- iv. Proposed final grading in contours of 1' vertical intervals.
- v. The finished site arrangement and landscape features (pedestrian walks, fences, walls, landscaping, etc.)
- vi. The location of entrances and exits and the direction of traffic flow into and out of off street parking and loading areas.
- vii. Utility lines and services and how they are being provided.
- viii. A drainage plan for storm water runoff and retention (bio-swales, drywells, retention ponds, etc.)

(B) Elevations of the structure(s) illustrating the relation to undisturbed average grade. Per Section 3.068 §7C, a licenses surveyor shall install a benchmark on or near the property to provide vertical control for the project. Proposed developments within two (2) feet of the building height limit will be required to have a licenses surveyor certify the building height, prior to requesting final building inspection. (**It is recommended that the contractor verify height at the framing stage prior to sheathing**)

If applicable, Site Section(s) showing how the proposed structure protects ocean and scenic views per 4.103 (2).

Section 4.105. Plan Evaluation Procedure.

The following procedure shall be followed in processing a design review plan:

- (1) Upon receipt of a design review application and plan, the Community Development Director will examine it to determine whether it is complete (and consistent with the requirements of this
- (2) Section). If found to be complete, the Community Development Director shall determine whether the application will require Minor or Major Review under Section 4.102(1-2)(Types of Review). If the request is considered a Major Review under Section 4.102(1)(Types of Review), the Director shall forward the application and plans to the Design Review Advisory Committee for its review and recommendation.
- (3) The Design Review Advisory Committee will review the application and plan at its first regularly scheduled meeting and shall make a written recommendation to the Planning Director within 21 days after receipt of the application.
- (4) The Community Development Director may approve the design plan, disapprove it or approve it with such modifications and conditions as may be required to make it consistent with the Comprehensive Plan, with the criteria listed in this Section and with other Sections of this Ordinance.
- (5) A decision on a design review plan shall include written conditions, if any, and findings and conclusions. The findings shall address the relationships between the plan and the policies and criteria listed in the Comprehensive Plan, this Section and other Sections of this Ordinance.
- (6) The Community Development Director's decision shall be mailed within seven (7) working days to the applicant and to owners of land entitled to notification. The same mail, when appropriate, shall include notice of the manner in which an appeal of the decision may be made.
- (7) Appeals. See Section 2.230 for appeal procedure.

Section 4.106. Modifications of Approved Design Review Plan.

Proposed changes shall be submitted in writing to the Community Development Director for approval. Minor changes requested by the applicant may be approved if such changes are consistent with the purposes and general character of the original approved application. All other modifications shall be processed in the same manner as the original application.

Section 4.107. Time Limit on Approval.

Site design approvals shall be void after one (1) year unless a building permit has been issued and substantial construction has taken place per the International Building Code. However, the County may, at the discretion of the Community Development Director, extend authorization for an additional year upon request, provided such request is submitted in writing not less than 10 days nor more than 30 days prior to expiration of the permit.

Section 4.108. Design Review Advisory Committee.

The Southwest Coastal Citizens Advisory Committee (CAC) shall serve as a Design Review Advisory Committee for Arch Cape and will review development proposals and make recommendations to the Community Development Director and Planning Commission concerning the design and scenic view aspects of proposed developments.

- (1) Meetings/ Records. The committee shall hold regular meetings on the first and third Wednesday of each month at the Arch Cape Fire Hall or designated sites. However, meetings may be canceled when there are no design review plans submitted for review by the Committee. The deliberations and proceedings of the committee shall be public. The Community Development Department shall keep minutes of the committee meetings and such minutes shall be public record.
- (2) The Design Review Advisory Committee shall submit their recommendations to the Community Development Director within seven (7) working days of their decision.

Attachment 2

Julia Decker

From: Catherine Donofrio <rncdonofrio@msn.com>
Sent: Friday, September 13, 2013 7:43 AM
To: Julia Decker
Subject: Short Term Rentals Survey Questions

Here are my suggestions:

1. As a home-owner, have you ever been negatively (or positively) impacted by a short term rental in your neighborhood?
2. Do you feel that short term rentals contribute to a sense of community in Arch Cape? If so, how?
3. Should short term rentals in Arch Cape be phased out or limited to a certain number?

Thanks,

Richard

Attachment 3

Southwest Coastal Citizens Advisory Committee

Richard F. Donofrio

Position:
Phone:
Term: 1st
Term Exp Date: 01/25/2014

Status: Member

Remarks:

Tod Lundy

Position:
Phone:
Term: 1st
Term Exp Date: 01/25/2014

Status: Member

Remarks:

Virginia Birkby

Position:
Phone:
Term: 1st
Term Exp Date: 01/25/2015

Status: Member

Remarks:

Daniel Seifer

Position:
Phone:
Term: 1st
Term Exp Date: 01/25/2015

Status: Member

Remarks:

Linda Eyerman

Position:
Phone:
Term: 1st
Term Exp Date: 01/25/2016

Status: Member

Remarks:

Michael Manzulli

Position:
Phone:
Term: 1st
Term Exp Date: 01/25/2016

Status: Member

Remarks:

Linda Lapp Murray

Position:
Phone:
Term:
Term Exp Date: 01/25/2017

Status: Member

Remarks:

Conclusion/Summary

Conclusion:

Approximately (11/373) 2.95% of the accounts in 2011 had RMV at or below AV. This increased to approximately (34/373) 9.12% of the accounts in 2012. With a forecast analysis of 5% reduction in RMV for 2013, the increase of RMV at or below AV is forecasted to be 15.8%
However overall RMV is still significantly above MAV, thus an estimate of 2.4% increase is reasonable.

Assessed Values	2012 -AV Freeze Values			Combined	
	10-07	10-19	10-16 (Carnahan)	All 3 codes	W/O 10-16
Total Real	103,083,219	4,540,953	24,204,889	131,829,061	107,624,172
Total Personal	60,610	0	0	60,610	60,610
Total Utility	363,300	0	31,100	394,400	363,300
Total Fish & Wild.	0	0	0	0	0
Total Nonprofit hom	0	0	0	0	0
Total AV for calc.	103,507,129	4,540,953	24,235,989	132,284,071	108,048,082

Total of Loss due to Urban Renewal - Excess Value per code, per district.

Excess Value for 20 year period.				Combined	
District	10-07	10-19	10-16 (Carnahan)	All 3 codes	W/O 10-16
School 10 L/O*	0	0	0	0	0
Clatsop Co. L/O	44,683	1,966	10,463	57,112	46,649
CB RFPD L/O	89,494	0	20,955	110,449	89,494
Clatsop Co.	979,076	43,070	229,249	1,251,395	1,022,146
Port of Astoria	80,175	3,527	18,773	102,474	83,702
Comm college	538,179	23,675	126,014	687,867	561,854
4H & Ext.svcs	34,087	1,499	7,981	43,568	35,587
NW Regional ESD	98,176	4,319	22,988	125,482	102,494
Road 1	649,504	28,572	152,080	830,156	678,076
School 10	2,815,370	123,849	659,213	3,598,433	2,939,219
CB RFPD**	331,487	0	77,617	409,104	331,487
Union Health	241,354	10,617	56,513	308,484	251,971
Clatsop Co. Law	459,281	20,204	107,540	587,025	479,485
Sunset Tranport	103,410	4,549	24,213	132,172	107,959
Arch Cape San.	756,744	33,289	177,190	967,224	790,034
	7,221,021	299,136	1,690,788	9,210,945	7,520,157

NOTE; School 10 local option is assumed to be \$0 due to wipe out from compression. There is heavy compression on the School rate for this area. This is an assumption that can vary.

NOTE: 10-19 does not have CB RFPD