



## **December 11, 2024**

**Regular Meeting | 7:00 p.m.**

Troutdale Police Community Center – Kellogg Room  
234 SW Kendall Ct, Troutdale, OR 97060

### **Participation**

Citizen comments and public testimony may be provided in person, via Zoom, or in writing at the meeting. Written comments must be submitted at least 24 hours before the scheduled meeting start time by email to [comdev@troutdaleoregon.gov](mailto:comdev@troutdaleoregon.gov) and clearly state that it is intended as a general Citizen Comment for this meeting. Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

The public may attend the meeting in person or via Zoom using the link below. Full Zoom details, including call-in information, are available [online here](#).

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting to the City of Troutdale ([comdev@troutdaleoregon.gov](mailto:comdev@troutdaleoregon.gov) or 503-665-5175).

### **Agenda**

1. Commissioners and Staff Present – Roll Call
2. Public Comment on Non-Agenda Items
3. Review and Approval of Oct 9, Oct 30, and Nov 13, 2024, Minutes
4. Presentation
  - a. [Downtown Parking Study Presentation](#)
5. New Business
  - a. Marijuana Code Update Workplan
  - b. [Climate Friendly Equitable Communities \(CFEC\) Update](#)
6. Communications
  - a. Staff
  - b. Commissioners
7. Adjournment

**Next Meeting: Wednesday, January 8, 2025, at 7:00 p.m.**



## Meeting Minutes

**October 9, 2024 | Regular Meeting**

Troutdale Police Community Center – Kellogg Room  
234 SW Kendall Ct, Troutdale, OR 97060

This meeting was recorded and can be viewed online at:  
<https://www.youtube.com/@troutdaleoregon>

### 1. Call to Order, Roll Call, & Pledge of Allegiance

Chair Staffenson called the meeting to order at 7:00 p.m.

**Commissioners Present:** Chair Staffenson, Vice Chair Prickett, Commissioner Allen, Andrews, Leamy, Wilcox

**Commissioners Absent:** Commissioner Minkoff

**City Staff Present:** Erika Palmer, Community Development Director and Nik Ramstad Assistant Planning.

### 2. Public Comment on Non-Agenda Items

None

### 3. Review and Approval of Aug and September Minutes

#### a. Aug 14, 2024, Regular Meeting

Correction: Motion to adjourn was from Allen and seconded by Minkoff

#### b. Sept 11, 2024 Regular Meeting

Correction: Page 6, correct full highway name, East Historic Columbia River Highway, and “row” should be capitalized.

*Motion: Vice Chair Prickett moved to adopt the Aug 14 meeting minutes as amended. Commissioner Allen seconded. Motion Passed 6:0*

*Motion: Vice Chair Prickett moved to adopt the Sept 11 meeting minutes as amended. Commissioner Andrews seconded. Motion Passed 6:0*

#### 4. Public Hearings

Chair Staffenson read a description of the public hearing process.

a. **Land Use Application: LU-0014-2024 1360 SW 257<sup>th</sup> Dr.**

##### Opening of Hearing

Chair Staffenson opened the hearing for case file LU-0014-2024 1360 SW 257<sup>th</sup> Dr., which is seeking three variances for a multi-family dwelling land use application. This is a quasi-judicial Type III application, and the PC will be the deciding body.

- Commissioner Allen revealed for the record that he knows the applicant personally. There was no challenge to that fact.
- Chair Staffenson revealed for the record that he knows the applicant as a previous Pastor at the church where Chair is currently an Elder. There was no challenge to that fact.

##### Staff Report

Nik Ramstad, Assistant Planner, presented the staff report. The Applicant is seeking Site Development Review and Variance approval for a new multi-family housing development at 1360 SW 257<sup>th</sup> Dr. The proposed project includes 15 dwelling units and 45 off street parking spaces. The applicant is requesting three variances. The first variance is to reduce the northern side yard setback by 25%. The second variance is to reduce the eastern rear yard setback by 50%. The third variance is to reduce the size of the private outdoor space required for upper-level units by 30%.

A pre-application meeting was held for this application (PRE-0005-2023) on August 17, 2023. The applicant submitted their application on May 23, 2024, and it was deemed complete June 24, 2024. The Notice of Public Hearing was sent out to all property owners within 500 feet of the subject property.

If approved, the application will proceed through the permit process. If denied, the applicant may resubmit and restart the review process.

Commissioner Allen asked if the applicant is required to put in more electric vehicle parking spaces. Staff clarified that only conduit is required for 40% of parking spaces provided.

Commissioner Allen stated that the pet area may disturb neighbors to the east and if there could be a taller fence. Assistant Planner, Ramstad stated the Commission could consider a higher fence as a condition.

Commissioner Andrews asked if the applicant was providing more open space than what is required, and planning stated that they were providing more than what is required by the development code.

Commissioner Allen stated that he does not agree with the new state parking minimums, but the applicant has provided more parking than probably necessary.

Commissioner Prickett asked if the applicant could plant different tree species that would grow quicker to provide a buffer between properties. Assistant Planner, Ramstad stated that this could be something that the Commission could consider.

Chair Staffenson asked about the new supplemental information that the applicant submitted.

Community Development Director Palmer stated that the applicant did submit an updated site plan. The updated site plan reduces the variance request. The updated site plan was emailed to all commissioners, but due to time constraints it has not been properly analyzed by planning staff to ensure that it meets all code requirements. Therefore, staff recommends hearing from the applicant this evening and public testimony on this matter and Planning Commission should consider continuing the hearing to a date certain in order for staff to analyze the site plan and revise the findings of facts and conditions of approval. This also allows for the updated site plan to be posted to the project online and additional public input.

Staff recommends denial of LU-0014-2024 and to adopt the findings for non compliance with TDC 8.150(B)(5)(c) and TDC 6.135 (D), There are eight conditions of approval from City of Troutdale Public Works Dept and one each from Multnomah County Transportation and Mid County Lighting.

Commissioner Allen asked if the applicant needed these variances with the new middle housing rules. Chair Staffenson stated that the applicant still needs the variances for this application. Chair Staffenson stated that Climate Friendly Equitable Communities rules (CFEC) rules would allow the applicant to install the minimum for this development which is eight parking spaces. Developments like this can cause parking to overflow into neighborhoods if there isn't enough parking. We want something that works for the community. Assistant Planner, Ramstad stated that the applicant is proposing the maximum density of 15 units for site. The applicant can't come back with a proposal for an increase in housing units.

### Applicant Testimony

The applicant, Tracey Brown from Sandy, OR is working with property owner, Mike Halstead, who he says, “knows that he must provide adequate parking”. Applicant asked if there is a way to work on the non-compliance concern that staff recommends for denial of the application? Would PC be able to make conditions to the plan? Part of the challenge for this site is that the parking over-flow is a long way away, someone may have to walk several blocks away. Ground floor units will be accessible with an open-air staircase. Ground units will essentially have two parking spaces – a garage space and space in front of the garage.

### Public Testimony

#### Proponents

No proponents in the audience.

#### Opponents

Travis Perala 1520 SW 257<sup>th</sup> has been there 37 years and is concerned the value of his property will get lower if a variance is given for this project. The pet area will directly disturb the pets who already live in that back area. All the neighbors have been there a long time, and they feel “this is getting pushed down our throats.” Traffic is another issue of concern. If this project will be rentals, they will certainly lower property values. Will this be a Section 8 property? Can the parking be less so that there wouldn’t be a need for special variances? We feel very strongly about the variances, and we don’t want to be crowded.

#### Neutral Parties

Mark Rector 1455 SW Wright Place questions what will happen to the waterline easement on his property.

Staff responded by reading page 34 of the Staff Report; PW (public works) conditions of approval #4. “the applicant shall abandon the existing water service to the site as directed by and in collaboration with City forces.” Staff suggests that PW will need to be consulted. Mark should connect with Nik for more information.

Mark also asked about the new proposed plan. Director Palmer gave Mark a copy of the new proposed plan and shared that it will be put on our website tomorrow. The east side parking spaces will be moved back towards the west. It would be a 5’ variance, which means a total of 15’ from property line.

#### Applicant Clarification / Rebuttal

Applicant decided to wait for rebuttal at the next hearing date.

### Motion

Chair Staffenson motioned to continue LU-0014-2024 public hearing to a date certain of October 30, 2024. Commissioner Andrews seconded. Motion passed. 6:0

## 5. Staff Communications

Director Palmer invited PC to the groundbreaking of the Sandy River Trail at 1:30 and the ribbon cutting/grand opening of the Ch'ak Ch'ak project at 2:00 with Metro and Port staff. TCAB will meet next Thursday and HLC will meet later this month. Main Street on Halsey concept plan went to Council last night and they accepted the resolution. The next PC meeting will be a 'special' session on Oct 30<sup>th</sup> for the continuance of the public hearing (LU-0014-2024) and to review, discuss, and make a recommendation on the development code amendment package.

## 6. Commissioner Comments

Commissioner Allen – appreciates Commission Wilcox's research and quick points

Commissioner Andrews – nothing

Vice Chair Prickett – please vote. It's not a privilege, it's a right.

Commissioner Minkoff – absent

Commissioner Wilcox- inquired about the number of campaign signs on a property – what does the development code say? Director clarified that it is the “number” of signs that count and not the content of the sign.

Chair Staffenson – This year, signs have been a big concern. The PC may address this issue/concern again. Temp signs should not be on public property and in the ROW (which includes the sidewalk strip). Thanks for everyone's work on the public hearing.

## 7. Adjournment

***Motion: Vice Chair Prickett moved to adjourn the meeting, and Commissioner Allen seconded. Motion passed. 6:0***



## Meeting Minutes

**October 30, 2024 | Special Meeting**

Troutdale Police Community Center – Kellogg Room  
234 SW Kendall Ct, Troutdale, OR 97060

This meeting was recorded and can be viewed online at:

<https://www.youtube.com/@troutdaleoregon>

### 1. Call to Order, Roll Call, & Pledge of Allegiance

Chair Staffenson called the meeting to order at 7:00 p.m.

**Commissioners Present:** Chair Staffenson, Vice Chair Prickett, Commissioner Allen, Andrews, Leamy, Minkoff and Wilcox

**Commissioners Absent:** None

**City Staff Present:** Erika Palmer, Community Development Director and Dakota Meyer, Associate Planner.

### 2. Public Comment on Non-Agenda Items

None

### 3. *Review and Approval of October 9, 2024 Minutes*

*Approval was held for time enough to incorporate feedback from Wilcox*

### 4. Public Hearings

Chair Staffenson read a description of the public hearing process.

- a. Land Use Application: LU-0014-2024 1360 SW 257<sup>th</sup> Dr. – Continuance Proposal: The Applicant is seeking Site Development Review and Variance approval for a new multi-family housing development at 1360 SW 257th Dr. The proposed project includes 15 dwelling units and 45 off street parking spaces. The applicant is requesting three variances. The first variance is to reduce the northern side yard setback by 25%. The second variance is to

reduce the eastern rear yard setback by 50%. The third variance is to reduce the size of the private outdoor space required for upper-level units by 30%.

Erika Palmer, Community Development Director updated PC that the applicant is requesting a further continuance to a date certain of November 13<sup>th</sup> during the regular PC meeting because there wasn't time for Staff to perform an analysis on the applicant's submitted revised site plan.

Motion: Commissioner Andrews moved to honor the request for continuance to Nov 13, 2024 and Vice Chair Prickett seconded. Motion Passed 7:0.

#### b. Public Hearings

##### Land Use Application 75-16

Proposal: The purpose of this omnibus is to bring clarity and uniformity to the current development code while correcting scriveners' errors from previous code amendments.

Associate Planner, Dakota Meyer referred to the 75-16 Staff Report Packet to go over specific proposed amendment change. PC provided comment/discussion on many of the changes.

Staff recommends approval of the amendments to City Council.

Public Testimony: Adrian Koester asked a procedural question, "is there any intent to seek input from the CAC?" Staff replied that in the past we hadn't asked but they have been informed of the changes through Staff Communications. Having CAC contribute early in the process could be an opportunity in the future.

Prickett made a motion to close the public hearing and Minkoff seconded it. Motion Passed 7:0.

Wilcox does not recommend the omnibus to City Council without changing the Parking chapter.

Minkoff made a motion to recommend LU-75-16 as amended to City Council Prickett seconded. Motion Passed 6:1.

#### 5. Staff Communications

Director Palmer says council will hear LU-75-16 on November 12 and the URA Board will be reviewing their updated RFQ.

#### 6. Commissioner Comments

Chair Staffenson – obey the speed signs once Stark Street bridge opens in a couple of months.

7. Adjournment - *Motion: Vice Chair Prickett moved to adjourn the meeting, and Commissioner Mikoff seconded. Motion passed. 7:0.*



## Meeting Minutes

**November 13, 2024 | Regular Meeting**

Troutdale Police Community Center – Kellogg Room  
234 SW Kendall Ct, Troutdale, OR 97060

This meeting was recorded and can be viewed online at:  
<https://www.youtube.com/@troutdaleoregon>

### 1. Call to Order, Roll Call, & Pledge of Allegiance

Chair Staffenson called the meeting to order at 7:00 p.m.

**Commissioners Present:** Chair (Staffenson), Allen, Leamy, Minkoff, Wilcox

**Commissioners Absent:** Vice Chair Prickett, Andrews,

**City Staff Present:** Erika Palmer, Community Development Director and Nik Ramstad, Assistant Planner.

### 2. Public Comment on Non-Agenda Items

None

### 3. Public Hearings

a. LU-0014-2024 VAR, SDR – Cherry Park East Apartments. This is a Type III quasi-judicial hearing. Mr. Staffenson read a description of the public hearing procedure.

Staff Report – The applicant has submitted a revised plan that includes a 20' parking set back as opposed to the original 10' parking set back which now complies with code and therefore doesn't require that variance. Another element to the revision is 2 less parking spaces to the project which totals 43 for the 15-unit property. Applicant continues to request that all initial and the 2 new variances be reviewed and approved.

### Applicant Testimony

Tracy Brown 17075 Fir Dr in Sandy, OR 97055. There was a reduction of parking to 43 spaces which is still within the CFEC standard. Tracy presented “Halstead Presentation” slides of the Cherry Park Apartments to help explain and build his case. “The two requested variances are warranted given site conditions and constraints, and their approval will result in a better and more functional development design”.

#### Public Testimony:

#### Opponents

**Kathy Jones** @ 1495 SW Wright PL in Troutdale referenced the recent Troutdale Champion article highlighting construction for enhanced ped crossing and bike lanes. Traffic on SW 257<sup>th</sup> is the most heavily traveled Multnomah road in Troutdale and around 3:30PM the south bound traffic backs up clear down the hill. “When we add crosswalks and bike lanes, it causes distractions for drivers.” Adding an apartment complex will make traffic conditions even worse. The main concern is the recreational area. She lives directly behind so resale opportunities could be limited if no one wants to by a home behind the party area. Is subletting allowed in the unit? Will smoking be allowed outside in designated areas? Who is responsible for issues that arise with rule breakers and noise?

**Travis Pearla** @ 1320 SW 257<sup>th</sup> wanted clarification on how his concerns apply to the Troutdale code. Also, for injurious harm, a non-bias realtor needs to make a statement on what the impact could be if the requested variances were approved. Will our property values drop? It makes sense to keep the chain fence which is a stronger wind-resistant fence than a wood fence. Why doesn't the applicant build less units on the north side to have a larger set back space?

**JoAnne Newland** @ 1460 SW 257 is very upset with this application. She has issue with any potential dog park and noise coming from the recreational area. Renters will cause fatal fires and extreme noise which is detrimental to the community.

#### Proponents

None

#### Neutral Parties

None

#### Applicant Clarification / Rebuttal

Tracy responded that Multnomah County granted access to 257<sup>th</sup> and that the best fence for the project is a 6' wood, good neighbor one to allow the wind to blow through.

#### Closure of Hearing

Leamy motioned to close the public hearing. Allen seconded. Motion passed. 5:0

### Planning Commission Deliberation

The applicant is maximizing the density of the lot size. Middle housing mandates do not apply to high density residential (HDR) zones. Current code for minimum density is 80%. Chair Staffenson thinks that the shape of the lot is not a hardship. He sees the benefit to the community in the ample parking the applicant is providing. Minkoff reiterated that the land is zoned for multi family use and has been for quite some time.

### **Public Hearing – Re-Opened**

#### **a. LU-0014-2024 VAR, SDR – Cherry Park East Apartments.**

Tracy Brown shared that the wood fence was proposed for consistency among adjacent properties and says the wood fence is easiest to maintain. Chair suggested changing the language that opens flexibility for other potential fence ideas neighbors may suggest.

### Motion

Leamy motioned to close the public hearing. Allen seconded. Motion passed. 5:0

### Planning Commission Deliberation

Wilcox brought forth two concerns that still linger for him, but staff and Chair were able to clarify the permit process and suggested correct wording of the conditions to alleviate issues.

### Motions

Allen motioned to approve the two variances for LU-0014-2024 as submitted. Leamy seconded. Motion passed. 5:0

Allen motioned to approve the two amended Conditions of Approval for LU-0014-2024 and Leamy seconded. Motion passed. 4:1

Allen motioned for approval of Finding of Fact Final Order and Decision for LU-0014-2024 and Leamy seconded. Motion passed. 4:1

## **4. Downtown Parking Study Presentation**

- a. due to an illness, the presentation will be given next month.

## **5. Staff Communications**

Next month update on CFECT, and parking study presentation. January session go over upcoming goals. Council will have second reading and adoption for the Development Code omni bus on Dec 10.

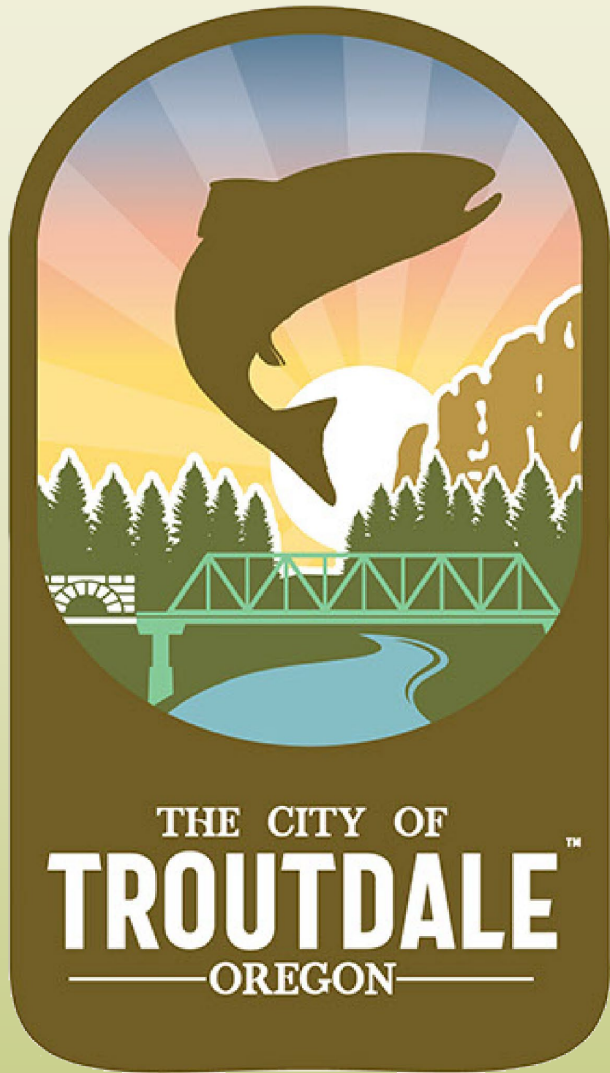
## 6. Commissioner Comments

Commissioner Wilcox- campaign signs were an issue this year. What are next steps with the marijuana ballot measure that failed? Staff responded that when the election is certified, we would modify code back to allow facilities as a conditional use permit with certain standards. The process will go through Council.

Chair Staffenson – Because Leamy is leaving for Council, the alternate will be joining PC in January.

## 7. Adjournment

*Motion: Allen moved to adjourn the meeting, and Minkoff seconded. Motion passed.  
5:0*



# Troutdale Transit Feasibility and Parking Study

**Planning Commission Meeting  
December 11, 2024**

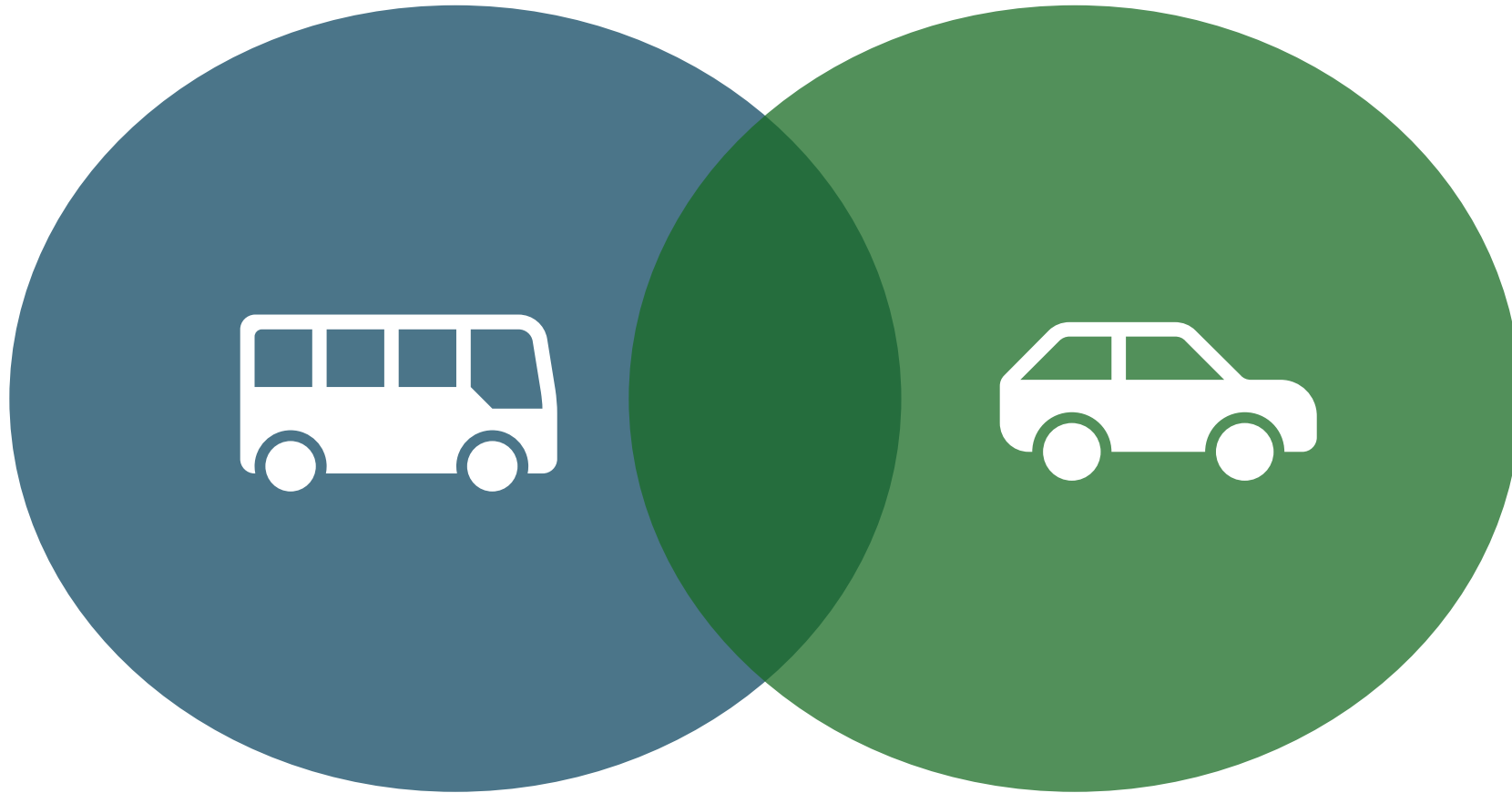
## Project Management Team

- Marlee Boxler
- Erika Palmer
  
- Corrie Parish
- Matt Bell
- Amy Griffiths

## Technical Advisory Committee

- Amy Schlappi, Columbia Area Transit (CAT)
- Beth Adair, Business owner
- Chris Damgen, Port of Portland
- David Spangler, OR State Parks
- Eve Nilender, Multnomah County
- John Leamy, Resident
- Jona Jacobsen, Troutdale Parks Dept.
- Karen Schaaf, Business Owner
- Layne Wyse, Metro
  
- Mollie King, Troutdale Recreation Manager
- Ryan and Emily Cafazzo, Business Owners
- Stephen Elgart, US Forest Service
- Tanney Staffenson, Planning Commission
- Terra Lingley, OR Dept. Transportation
- Travis Hultin, Troutdale Public Works Director

# Project Overview and Schedule



**TRANSIT FEASIBILITY STUDY**

**PARKING STUDY**

Troutdale Transit Feasibility and Parking Study



# Project Overview and Schedule

Spring 2024

Spring 2025



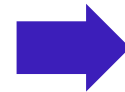
**Background Review**

- Parking Inventory
- Plans and Policies Review
- Case Studies
- Interviews
- **TAC #1**



**Existing Conditions and Opportunities Analysis**

- Parking Survey
- Public Survey
- Site Visit
- **TAC #2**
- **Public Involvement**



**Alternatives Development and Evaluation**

- Draft Parking Policies and Strategies
- Draft Shuttle Alternatives
- **TAC #3**
- **Public Involvement**



**Recommendations**

- Shuttle Feasibility Report
- Parking Management Plan



## TAC Role & Responsibilities

- Provide **meaningful feedback** and ground truth data findings in the development of the plan
- Participate in TAC Meetings and **review materials to serve as a sounding board** in the development of the parking and shuttle alternatives
- **Help spread the word** about outreach events
- **Serve as advocates** for the resulting final plan

# Transit Study

Troutdale Transit Feasibility and Parking Study



# Transit Feasibility Study – Work to Date



## Case Studies

- Ride the River, concessionaire operated -- Bend, OR
- Little Spokane Shuttle, City of Spokane Operated -- Spokane, WA
- Float the Boise, concessionaire operated – Boise, ID

# Initial Case Study Findings

- Provide a limited number of stops, focused on the most popular locations, to garner initial interest and provide competitive travel times.
- Ensure stops have appropriate supporting amenities.
- Explore opportunities to connect with micro transit.
- Keep a consistent schedule to establish familiarity and trust. Consider reservation systems and real time ETAs.
- Use the shuttle as an opportunity to educate about river safety and sustainable visitor management.
- Provide robust communication and marketing, with regular community engagement opportunities in equity focus communities.

# Interviews

- Travel Oregon
- ODOT
- Multnomah County
- TriMet
- Oregon Metro
- Oregon Parks & Recreation Department
- Troutdale Public Works
- Sugarpine Drive-In
- Cascades East Transit and Tumalo Creek Kayak and Canoe
- Gresham Fire & Emergency Services (Station 75 – Water Rescue), Corbett Fire, Multnomah County Sherriff

# Public Engagement

## • Survey

- Open July 30 – October 31
- Over 135 responses online or in-person

## • Topics

- What stops should a shuttle serve?
- What amenities should a shuttle have?
- What barriers are there to car-free access to Troutdale?



**WE WANT TO HEAR FROM YOU!**

Scan to open survey!

The City of Troutdale, in partnership with Travel Oregon, is evaluating the potential for future shuttle service that connects parks along the Sandy River to Downtown Troutdale and other local destinations. We would like to hear your perspective on what would make this shuttle service a success! Please scan this QR code - or visit the link below - to take our 5-minute survey.

Your responses will help to inform the development of this potential transit service. Thank you on behalf of the Economic Development & Tourism Division of the City of Troutdale!

**Survey link:**  
<https://www.surveymonkey.com/r/27DBWZS>

 THE CITY OF  
**TROUTDALE**  
 OREGON

# Public Engagement: Preliminary Themes

## Top Three Barriers to Car-free Travel

**Limited  
frequency of  
transit**

**Limited location  
of transit stops**

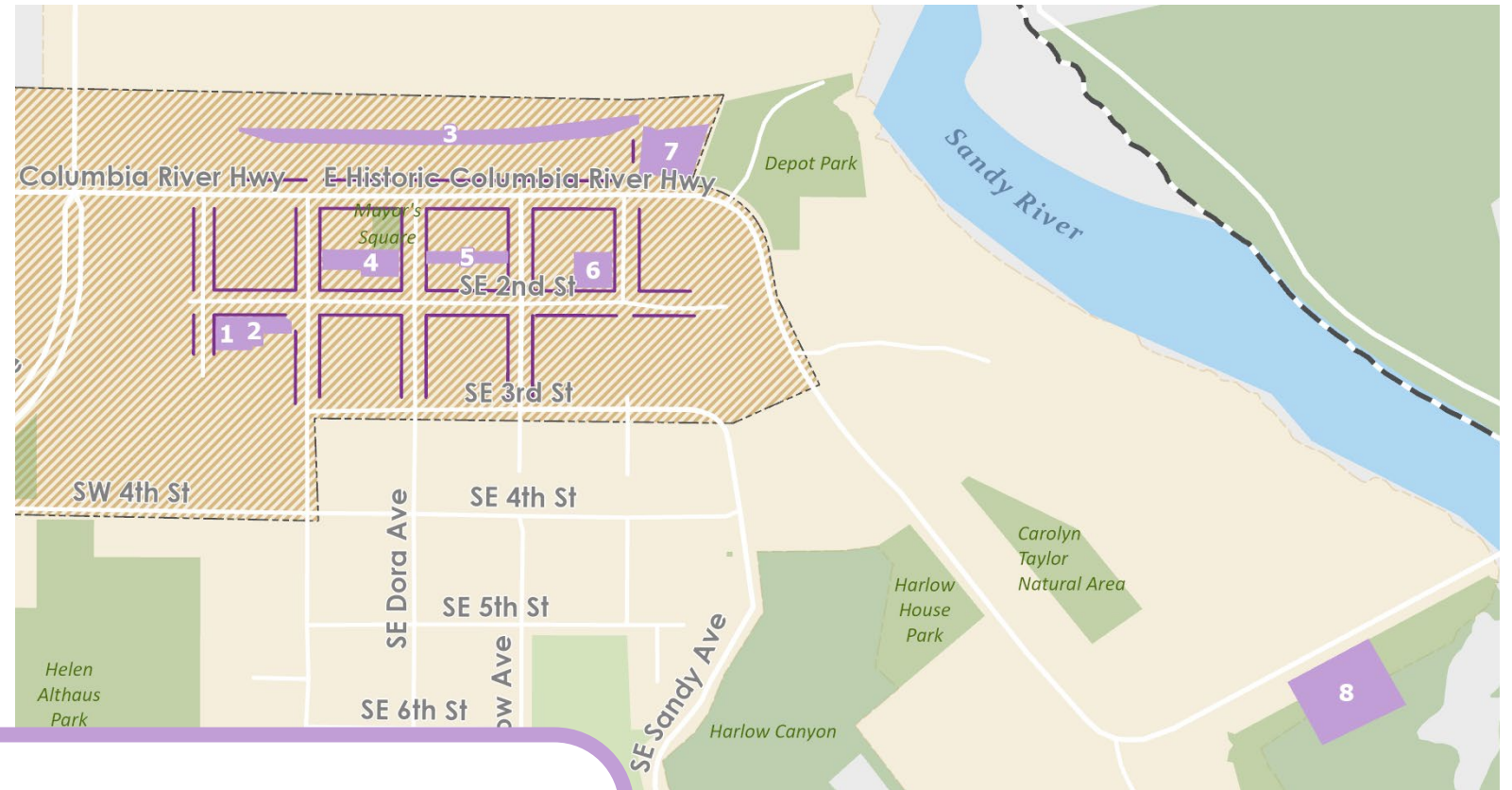
**Long amount of  
time needed to  
take transit**

# Parking Study

# Parking Study

## • Study Area

- On-street parking facilities
- Off-street parking lots



### Off-Street Parking Lots

1. Multnomah County Sherriff's Office and Troutdale Municipal Courtroom
2. City Conference Building
3. North Downtown Parking Lot
4. Mayor's Square Parking Lot
5. Discover Block Parking Lot
6. Old City Hall Parking Lot
7. Troutdale House and Depot City Park
8. Glenn Otto Community Park

## Parking Inventory: On-Street Parking

- **On-street parking is available on both sides of most streets in downtown Troutdale**
- **Approximately 1/3 of all on-street parking stalls have time limits**
  - All stalls on HCRH and some stalls on Kibling have 2-hour time limits
  - Some stalls on Dora and Harlow have 4-hour time limits
- **Approximately 2/3 of all on-street parking stalls have no limits or restrictions**
- **On-street parking includes ADA stalls and currently no loading zones**

$$\begin{array}{r}
 5 \\
 \text{specialty use} \\
 \text{parking stalls} \\
 + \\
 271 \\
 \text{general use} \\
 \text{parking stalls} \\
 = \\
 276 \\
 \text{on-street parking} \\
 \text{stalls}
 \end{array}$$

## Parking Inventory: Off-Street Parking

- **Off-street parking is available in several public and private surface parking lots**
- **Most off-street parking stalls have no time limits or restrictions**
  - Overnight parking is generally not allowed; however, permits are available from the City
- **Off-street parking includes ADA stalls, EV Charging, and Reserved**

**51**  
specialty use  
parking stalls  
+  
**344**  
general use  
parking stalls  
=  
**395**  
off-street parking  
stalls

# Parking Survey

- **Data Collection**

- Thursday, July 18, 2024
- Saturday, July 20, 2024
- 9:00 AM – 6:00 PM

- **Analysis**

- Occupancy
- Duration of Stay
- Turnover



# Next Steps

- TAC Meeting #3 – February 2025
  - Draft Parking Policies and Strategies
  - Draft Shuttle Alternatives

**For all meeting packet materials --  
<https://www.troutdaleoregon.gov/commdev/page/sandy-river-transit-feasibility-study>**



Troutdale Transit Feasibility and Parking Study



Questions?