



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125
COMMUNITY DEVELOPMENT DEPARTMENT

**NOTICE OF ADMINISTRATIVE DECISION
SPR 549-25**

Mary Fierros Bower, LRS Architects

DECISION DATE: July 25, 2025

APPLICANT: Mary Fierros Bower, LRS Architects

PROPERTY OWNER: Philip Zlatnik, NW Natural

REQUEST: Approval to site and construct an office building, attached warehouse, fleet vehicle storage, and support buildings, along with necessary site improvements, for a new NW Natural Resource Center.

LOCATION: The subject properties are located at **4290 and 4310 River Trail Way** and further described as 2N 13E 21 C tax lots 400 and 500.

COMPREHENSIVE PLAN AND ZONING DESIGNATIONS: I – Industrial District

AUTHORITY: City of The Dalles Municipal Code, Title 10 Land Use and Development

DECISION: Based on the findings of fact and conclusions in the staff report of **SPR 549-25**, the request by **Mary Fierros Bower, LRS Architects** is hereby **approved** with the following conditions:

1. Conditions Requiring Resolution Prior to Final Plan Approval:

- a. Final plan submission must meet all requirements of The Dalles Municipal Code, Title 10 Land Use and Development, and all other applicable provisions of The Dalles Municipal Code.
- b. A final detailed site plan, construction/design consistent with conditions of approval included within this staff report must be approved by the Director and the City Engineer before a building permit is issued.

- c. All drive approaches shall meet the design requirements specified by the Americans with Disabilities Act and be approved by the City Engineer. No approach/entrance shall be built closer than 5 feet to any property line.

2. Conditions Requiring Resolution Prior to Building Permit Approval:

- a. All construction/design plans for public infrastructure, improvements, or rights-of-way required with this development must be approved by the City Engineer, as applicable.
- b. Applicant shall be required to install an oil/water separator to treat stormwater capture before discharging to the stormwater system. The design and maintenance agreement for the oil/water separator shall be reviewed and approved by the City Engineer.
- c. Maintenance agreement for the oil/water separator shall remain on file with the Public Works Department of the City of The Dalles.
- d. Applicant shall be required to obtain a 1200-C Permit from DEQ if more than 1-acre of land is disturbed.
- e. Proposed fuel island shall require a permit with the State Fire Marshal's office.
- f. Applicant shall provide approval documentation from the Mid-Columbia Fire Marshall for gate Knox Box (or similar) for entry gate(s) to allow 24/7 emergency access to the site.
- g. All System Development Charges shall be paid.
- h. Plans submitted with the building permit shall be consistent with the approved Site Plan Review Application (SPR 549-25).
- i. Minor Partition (MIP 451-25) final plat shall be recorded with Wasco County.
- j. Floodplain development:
 - i. Applicant shall either submit for a Letter of Map Amendment (LOMA) to FEMA; or,
 - ii. Submit a completed Habitat Assessment, prepared by a qualified professional, demonstrating "no net-loss" from various functions of Chenoweth Creek and its floodplain prior to the issuance of building permit(s) for Phase 2.
- k. Applicant shall provide an adequate loading area. Said loading area shall be shown on the final construction plans at the time of building permit submittal.
- l. Any cut/fill over 50 cubic yards requires a Physical Constraints Permit. All cut/fill that exceeds 250 cubic yards (each lot) must provide an engineered site plan.

3. Conditions Required Prior to Construction:

- a. Prior to the installation of public facilities, a pre-construction meeting is required between the City and the applicant.

4. Conditions Required During Construction:

- a. All new bicycle racks must be designed and constructed per the requirements of TDMC 10.7.040.
- b. The subject development shall be reviewed for fire-life safety requirements to ensure safe and convenient vehicular access for emergency vehicles and any requirements of the fire department shall be illustrated on the final site plan.
- c. During construction, erosion control measures such as straw bales, sediment fences, etc., shall be incorporated into plans to control erosion from the site as needed.
- d. Per TDMC 10.7.030.110; "Refuse storage facilities shall be screened by a solid wall, fence, evergreen hedge, or a combination of these methods. Screening shall be designed to screen the refuse storage area from streets, accessways, and adjacent properties."

5. Conditions Required Prior to Occupancy:

- a. All bicycle racks must be installed.
- b. All vehicle maneuvering and parking shall be hard surfaced per City standards.
- c. All parking stalls shall be striped in accordance with TDMC.
- d. All site landscaping shall be installed, to include irrigation methods.
- e. All fencing and/or screening shall comply with TDMC 10.6.010.050. Screening is not permitted within vision clearance areas, as described in TDMC, Article 6.100.
- f. Applicant shall provide and maintain a clearly demarcated pedestrian path, a minimum of five (5) feet in width, connecting the staff parking area to the office building. The path may be either constructed or striped on existing pavement/asphalt, and must be continuously visible, accessible, and safe for pedestrian use. These walkways shall be constructed and maintained for pedestrian safety, and shall meet the requirements of the Oregon Americans with Disabilities Act (Oregon ADA), the State of Oregon Structural Specialty Code, and applicable provisions of the Oregon Revised Statutes.

6. Ongoing Conditions:

- a. All development must adhere to the approved site plan for this development.
- b. All landscaping shall be maintained to ensure plant survival.
- c. All proposed lighting shall not directly illuminate adjoining properties. Lighting sources on the new office building, ancillary structures, and overall site lighting shall be shielded and arranged to prevent glare onto any public ROW, with a maximum illumination at the property line not to exceed an average horizontal foot-candle of 0.3 for non-cut-off lights, and 1.0 for cut-off lights.
- d. Each use, activity, or operation within this district shall comply with all applicable local, state, and federal standards and shall not create a nuisance beyond the zone

district boundary because of odor, vibration, noise, dust, vector control, smoke or gas. Uses shall also prevent materials and debris that could collect and cause a nuisance to be windblown or migrate off-site.

Signed this 25th day of July, 2025 by



Joshua Chandler
Director
Community Development Department

TIME LIMITS: The period of approval is valid for the time period specified for the particular application type in City of The Dalles Municipal Code, Title 10 Land Use and Development. All conditions of approval shall be fulfilled within the time limit set forth in the approval thereof, or, if no specific time has been set forth, within a reasonable time. Failure to fulfill any of the conditions of approval within the time limits imposed can be considered grounds for revocation of approval by the Director.

Please Note! No guarantee of extension or subsequent approval either expressed or implied can be made by the City of The Dalles Community Development Department. Please take care in implementing your approved proposal in a timely manner.

APPEAL PROCESS: The Director's approval, approval with conditions, or denial is the City's final decision, and may be appealed to the Planning Commission if a completed Notice of Appeal is received by the Director no later than 5:00 p.m. on **August 4, 2025**. The following may file an appeal of administrative decisions:

1. Any party of record to the particular administrative action.
2. A person entitled to notice and to whom no notice was mailed. (A person to whom notice is mailed is deemed notified even if notice is not received.)
3. The Historic Landmarks Commission, the Planning Commission, or the City Council by majority vote.

A complete record of application for administrative action is available for review upon request during regular business hours, or copies can be ordered at a reasonable price, at the City of The Dalles Community Development Department. Notice of Appeal forms are also available at The Dalles Community Development Office. **The appeal process is regulated by Section 10.3.020.080: Appeal Procedures of The Dalles Municipal Code, Title 10 Land Use and Development.**