

AGENDA**PLANNING COMMISSION**

December 4, 2025

5:30 p.m.

City Hall Council Chambers

313 Court Street, The Dalles, Oregon

Via Zoom<https://us06web.zoom.us/j/82327794645?pwd=c1d2UGhUb1BoVithR0tFUzcmcWtXQT09>Meeting ID: **823 2779 4645** Passcode: **001537**

Dial: 1-669-900-6833 or 1-253-215-8782

Upon request, the City will make a good faith effort to provide an interpreter for the deaf or hard of hearing at regular meetings if given 48 hours' notice. To make a request, please contact the City Clerk and provide your full name, sign language preference, and any other relevant information.

Contact the City Clerk at (541) 296-5481 ext. 1119, or amell@ci.the-dalles.or.us.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. October 23, 2025 Planning Commission Special Meeting
6. PUBLIC COMMENT – During this portion of the meeting, anyone may speak on any subject that does not later appear on the agenda. Five minutes per person will be allowed.
7. DISCUSSION ITEM
 - A. 2025/2026 Review and Outlook
8. STAFF COMMENTS / PROJECT UPDATES
9. COMMISSIONER COMMENTS / QUESTIONS

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."

10. ADJOURNMENT

Meeting conducted in a room in compliance with ADA standards.

Prepared by/
Crystal Sayre, Administrative Assistant
Community Development Department

MINUTES

PLANNING COMMISSION MEETING

October 23, 2025

5:30 p.m.

City Hall Council Chambers
313 Court Street, The Dalles, Oregon 97058
Via Zoom / Livestream via City Website

PRESIDING: Cody Cornett, Chair

COMMISSIONERS PRESENT: Carrie Pipinich, Steve Light, Melissa Alvarado

COMMISSIONERS ABSENT: Maria Peña, Nik Portela, John Grant

STAFF PRESENT: Director Joshua Chandler, City Attorney Jonathan Kara,
City Clerk Amie Ell, Administrative Assistant Crystal Sayre

CALL TO ORDER

The meeting was called to order by Chair Cornett at 5:31 p.m.

PLEDGE OF ALLEGIANCE

Chair Cornett led the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Pipinich and seconded by Light to approve the agenda as submitted. The motion carried 4/0; Pipinich, Light, Alvarado, and Cornett voting in favor, none opposed, Peña, Portela and Grant absent.

APPROVAL OF MINUTES

A. June 5, 2025 Regular Planning Commission Meeting

It was moved by Light and seconded by Pipinich to approve the minutes of June 5, 2025 as submitted. The motion carried 3/0; Pipinich, Light, and Cornett voting in favor, none opposed, Peña, Portela and Grant absent. Alvarado abstained under Section I.J (4) of the Planning Commission bylaws because she did not attend the June 5, 2025 meeting.

B. August 21, 2025 Planning Commission and City Council Joint Work Session

It was moved by Pipinich and seconded by Light to approve the minutes of August 21, 2025 as submitted. The motion carried 3/0; Pipinich, Light, and Cornett voting in favor, none opposed, Peña, Portela and Grant absent. Alvarado abstained under Section I.J (4) of the Planning Commission bylaws because she did not attend the August 21, 2025 meeting.

City Attorney Kara clarified that approval by a quorum was valid even if a member had not attended those meetings, as long as the majority of those present voted in favor.

PUBLIC COMMENT

None.

PRESENTATION

A. Robert’s Rules of Order; Amie Ell, City Clerk

City Clerk Amie Ell provided a presentation, Attachment 1, on Robert’s Rules of Order to ensure Commission meetings followed consistent parliamentary procedures.

She explained that the purpose of the rules was to maintain structure, fairness, and efficiency during deliberations and to provide a clear public record. Ell reviewed the importance of recognition by the Chair before speaking, maintaining focus on agenda topics, and stating motions clearly beginning with “I move...” She noted that the Chair should restate motions and outcomes for the record to avoid ambiguity.

Commissioners discussed how these practices applied in local meetings. Chair Cornett asked if laminated copies of the procedural “cheat sheet” could be kept at the dais for quick reference. Ell agreed and offered to provide laminated copies for all boards and commissions.

Commissioners thanked Ell for the presentation and agreed that adopting consistent motion language would improve recordkeeping and transparency.

DISCUSSION ITEM

A. Fall 2025 TDMC Updates and Hearings Officer Implementation

Director Chandler gave a presentation, Attachment 2, regarding upcoming Title 10 and Title 11 amendments, along with procedural updates related to implementing a Hearings Officer system. He explained that the City was combining multiple updates—some stemming from State housing mandates and others from local efficiency efforts—to be processed as a single amendment package in early 2026.

Title 10 Code Amendments

1. Residential Care Facilities

Chandler explained that staff proposed allowing residential care facilities in all residential zones, aligning with recent State law definitions. This change would ensure consistency

across zoning districts and prevent unnecessary barriers to housing that provides supportive care.

Commissioners expressed general support for the update. Commissioner Pipinich commented that extending this allowance was consistent with statewide policy promoting inclusive residential options, and that the change would likely have minimal neighborhood impact.

2. Adjustments and Variances

Chandler reviewed Senate Bill 1537, which requires cities to allow minor “mandatory adjustments” for qualifying housing projects—such as a 10% setback reduction or modest height increase—without a full land use review. He proposed creating a tiered adjustment system (ministerial, administrative, and quasi-judicial) for clarity and consistency.

Commissioner Pipinich asked whether these changes would make it harder for developers to request larger adjustments. Chandler clarified that the new provisions would actually *add* flexibility by allowing small adjustments to be handled at the staff level, while still preserving the existing process for larger or discretionary variances.

Commissioners agreed that the clarification would improve efficiency and reduce unnecessary hearings.

3. Affordable Housing in Commercial Zones

Chandler outlined changes to codify the provisions of Senate Bill 8, which allow affordable housing developments on commercial lands if certain criteria are met. He cited the Chenoweth Loop project as an example of how the City had already applied these State-mandated rules.

Chair Cornett asked who determined compliance with affordability covenants. Chandler explained that developers work directly with the State to record and enforce those covenants, keeping the City’s role limited to land use approval. Commissioners expressed support for the amendment, recognizing that it formalizes practices the City is already required to follow.

4. Downtown Parking Exemptions (CBC-2 Zone)

Chandler proposed amending the language for the Central Business Commercial (CBC-2) zone from “may be exempt” to “shall be exempt” from off-street parking requirements. He explained that this clarification aligns with historic downtown development patterns and supports the City’s urban renewal and revitalization goals.

Chair Cornett asked whether developers could still provide parking voluntarily. Chandler confirmed that parking could be included behind or under buildings but would no longer be required.

Commissioner Light supported the change, noting that most existing downtown buildings already lacked on-site parking and that strict parking minimums hindered reuse and redevelopment. Commissioners agreed the update would encourage adaptive reuse of

downtown properties and reduce barriers to investment.

5. Public Notice Radius

Chandler proposed increasing public notice for administrative applications (e.g., partitions and subdivisions) from 100 to 200 feet to enhance transparency.

Chair Cornett expressed concern that expanding the radius would generate additional cost and staff workload without meaningfully improving public participation. He noted that most public comments received are outside the scope of decision criteria and that broader notice might give residents the false impression they could influence objective standards.

Commissioner Light shared similar concerns, noting that a 200-foot radius could include residents not directly affected by certain downtown or commercial projects.

Commissioner Pipinich added that expanding notice might appear more transparent but could also frustrate residents if they learn that decisions are limited to code compliance.

Commissioner Alvarado agreed, commenting that while broader notice seems positive in principle, it could create more confusion than value.

City Attorney Kara provided context, explaining that doubling the radius would roughly quadruple the notice area, increasing the number of parcels notified from 5–6 to 20–25 on average. He noted that State law requires only a 100-foot minimum and that 100 feet is consistent with many Oregon cities.

After discussion, the Commission reached consensus to retain the 100-foot radius and instead explore improved online posting of pending applications as a more effective transparency measure.

6. Definitions and General Code Maintenance

Chandler discussed several cleanup items, including new definitions for “kitchen”, to clarify what constitutes a separate dwelling unit. The definition would align with a recent Director’s interpretation specifying that a combination of cooking and plumbing facilities determines a kitchen’s presence.

Chair Cornett asked whether the definition required a specific number of appliances or fixtures. Chandler confirmed that the definition identifies a kitchen when multiple elements—such as a cooking appliance, sink, and refrigerator—are installed together.

Chandler noted the removal of outdated Bed and Breakfast provisions and reaffirmed that Short-Term Rentals (STRs) now operate under Title 8. He also provided an overview of the recent STR code amendments adopted over the past year, in response to Cornett’s request.

Chandler explained that the City Council established a cap limiting STRs to 1% of the total housing units identified in the Housing Needs Analysis, resulting in a maximum of 72 units; the City currently has approximately 50 active STRs. He noted that Council also sought to address clustering, particularly in neighborhoods such as the Sosis Park area, by prohibiting new STRs in residential zones within 300 feet of an existing STR, while commercial zones require a 100-foot separation. Existing STRs located in clustered areas

were designated legal nonconforming and may continue operating. Chandler added that noticing requirements have also expanded under the updated standards, and STR applications now require notification to properties within a 500-foot radius.

Chair Cornett asked whether the 300-foot buffer applies to accessory dwelling units (ADUs). Chandler confirmed it does, and also noted that there's never been a residency requirement. City Attorney Kara added that, in the past, residency requirements have been used in Hood River, but due to litigation, it has been changed

Commissioners agreed that the updated STR provisions strike a fair balance between maintaining neighborhood character and supporting local tourism.

7. Street Standards and SIC Classification

Chandler explained that staff intended to replace outdated street width tables with current standards from the 2017 Transportation System Plan (TSP) and introduce Standard Industrial Classification (SIC) codes to categorize unlisted uses. Commissioners agreed this would improve internal consistency and reduce confusion for applicants.

8. Fencing Standards and Laydown Yards

Chandler explained that the proposed code amendment would allow six-foot fencing in school front yards to enhance student safety while maintaining necessary driveway visibility. Under current residential zoning standards, front-yard fences may not exceed four feet within the required front setback (e.g., 15 feet in the Low Density Residential zone). A local school recently inquired about installing a six-foot perimeter fence using FEMA safety-grant funding, which highlighted the limitations of the existing standard. He noted that several schools in The Dalles already have six-foot fences in front-yard areas, creating historical precedent. The amendment would bring older school sites into compliance and better support modern safety expectations for school campuses. Chandler emphasized that student safety is the primary rationale for the change.

Chandler also outlined a proposal to begin charging a permit fee for all fences over four feet in height. Presently, fences between four and six feet require a permit, but no fee is charged. Fence permits are among the most common permit requests and require significant staff time to coordinate accurate information with property owners. The proposed fee would be similar to the City's minor building permit fee (approximately \$40, subject to upcoming citywide fee updates).

Chandler described a companion amendment concerning lay-down yards, defined as temporary staging areas used to store equipment, materials, and job trailers during construction. Currently, lay-down yards are permitted only in the Commercial/Light Industrial and Industrial zones. He explained that upcoming large-scale projects and current development demands indicate a need to allow these temporary areas in additional non-residential zones, while continuing to prohibit them in residential districts. The amendment would expand allowable locations while ensuring compatibility with surrounding land uses.

Commissioner Light asked whether City parking lots downtown would serve as laydown yards during major projects. Chandler confirmed that the Tony site and adjacent City lots would support the Federal Street Plaza and First Street projects. No other City parking lots will be used for laydown yards, and modifications to the First Street parking lots will maintain limited vehicle circulation during the First Street closure.

Hearings Officer Implementation

Chandler reviewed the proposal to establish a contracted Hearings Officer to oversee quasi-judicial land use cases and appeals, effective April 2026. Legislative matters would remain with the Planning Commission and City Council.

Commissioners discussed whether the Hearings Officer's decision should be final or appealable to the Council. Chair Cornett supported having City Council as the appellate body, emphasizing that the process should allow one local level of appeal before reaching the Land Use Board of Appeals (LUBA).

Commissioner Pipinich asked whether there was a standard practice statewide. Chandler responded that some jurisdictions allow direct appeals to LUBA, but some—like Wasco County—retain Council review.

City Attorney Kara advised that Council would likely expect to retain final decision-making authority. Commissioners concurred that appeals should proceed first to Council, then to LUBA.

Chair Cornett requested that Hearings Officer decisions and packets continue to be distributed to Commissioners, and Chandler agreed to provide regular staff updates summarizing those actions.

Planning Commission Structure and Bylaws

Chandler outlined proposed amendments to Title 11 and Commission bylaws to reflect the Hearings Officer transition. The changes included:

- Reducing Planning Commission meetings to one per month (first Thursday) beginning January 2026
- Holding Hearings Officer meetings, as needed, on the third Thursday
- Revising the attendance policy to define nonperformance as two consecutive unexcused absences or three per year

Commissioners supported the adjustments. Chair Cornett commented that meeting once per month would align with expected workloads under the new structure. Commissioner Pipinich agreed that the attendance language was fair and encouraged accountability while accommodating occasional scheduling conflicts.

STAFF COMMENTS / PROJECT UPDATES

Chenowith Loop Project

Director Chandler reported that the Chenowith Loop affordable housing development received approval and successfully completed the land use process without any appeals. The development team is preparing to submit building permit applications, potentially as early as December. Staff

noted that, despite current challenges in the development financing market, the project has secured full funding, which is a significant milestone and will allow the project to move forward.

First Street Project

Chandler provided an update on the First Street Project, noting that it has finally gone out to bid after many years of planning and discussion. Staff thanked all parties who contributed during the final push to complete the necessary steps. The project was recently presented to the Historic Landmarks Commission, City Council, and the Urban Renewal Agency Board.

Chandler described First Street as the historic commercial corridor of The Dalles, originally serving as the primary waterfront and economic center in the late 1800s before activity shifted to Second Street. The area experienced multiple fires and flooding events and was never fully rebuilt but later became the center of The Dalles’ Chinese community. The recently completed First Street parking lot improvements are located within this historically significant area, specifically the block between Court Street and Washington Street.

Chandler explained that the broader project area from Union Street to Laughlin Street contains four documented archaeological sites. As a result, coordination with the State Historic Preservation Office (SHPO) has been extensive, involving multiple permits and considerable research. Staff noted that the project is complex but moving forward, with bids due in mid-November and anticipated groundbreaking in early 2026.

ADJOURNMENT

There being no further business, Chair Cornett adjourned the meeting at 7:01 p.m.

Submitted by/
Crystal Sayre, Administrative Assistant
Community Development Department

SIGNED: _____
Cody Cornett, Chair

ATTEST: _____
Crystal Sayre, Administrative Assistant
Community Development Department

Attachment 1

ROBERTS RULES OF ORDER

BASIC COMMITTEE OVERVIEW



Attachment 1

WHY USE ROBERT'S RULES OF ORDER?

Grounded in integrity, equality, and respect, Robert's Rules have remained relevant for nearly 150 years.

-  Provide a structured approach for more efficient meetings and help keep discussions on track.
-  Facilitate effective communication and decision-making during Committee or Commission meetings
-  Promote fairness by giving everyone a voice and the space to be heard.

Attachment 1

ELECTION OF CHAIR & SECRETARY

CHAIR

Facilitates the meeting, maintains order, recognizes speakers, and ensures adherence to the agenda.

SECRETARY

Signs approved minutes



- Any member may nominate a candidate.
- Nominations do not require a second.

Attachment 1

SPEAKING PROCEDURES

RECOGNIZING SPEAKERS



Members should wait to be acknowledged by the Chair before speaking.

FOLLOWING PROCEDURE



- Speak only when recognized.
- No interruptions or speaking over others.
- Stay on topic per the agenda.

STAFF PRESENTATIONS



- Staff presents first.
- Committee members ask questions when recognized by the Chair.

Attachment 1

Motions are made for committee actions, including approval of the agenda, minutes, and approving the recommended budget.

MAKING
A
MOTION

- 1** Member makes a clearly worded motion to take action.
 - “I move...”
 - All motions are recorded in the minutes
- 2** Motion must be seconded.
 - “I second the motion...”
 - A second allows discussion to occur; it does not signify approval
 - A motion without a second does not move forward
- 3** Chairperson restates the motion.
 - “It has been moved by... and seconded by... that...”
 - Provides any needed clarity
- 4** Discussion / Debate occurs
 - Maker of the motion begins the discussion and Chairperson facilitates discussion
 - Amendments may be offered - return to step 1 to amend a motion: “I move to amend the motion by...”
- 5** Chairperson closes discussion and states the question / asks for vote
 - “The question is on the adoption of the motion that...”
 - Motion repeated word for word
- 6** Chairperson provides voting directions
 - “Those in favor of the motion say aye”;
 - “Those opposed, say no”
- 7** Chairperson announces the result of the vote
 - “The ayes have it, and the motion is adopted”
 - “The noes have it, and the motion is lost”
 - Recorded in the minutes

Attachment 1

COMMON
MISTAKES
TO AVOID

Speaking Without Recognition: Always be acknowledged by the Chair before speaking.

Unclear Motion Phrasing: Clearly state motions using proper language.

Skipping Motion Seconding: Motions need a second before discussion can proceed.

Irrelevant Discussions: Stay on-topic and avoid straying into unrelated matters.

Improper Voting: Ensure clarity on what is being voted on and confirm results.





City of The Dalles Planning Commission

LAND USE CODE AMENDMENTS & HEARINGS OFFICER
IMPLEMENTATION: DISCUSSION

THURSDAY, OCTOBER 23, 2025 | 5:30 PM

Meeting Purpose

- **Purpose:** Discussion meeting before formal adoption
- **Goal:** Collect feedback on key code and procedural changes
- **Focus:** Substantive discussion, not formatting or minor edits

Agenda / Discussion Framework

- **(A)** Title 10 Code Amendments
- **(B)** Hearings Officer Implementation
- **(C)** Planning Commission Structure & Procedural Updates
- Next Steps

Title 10 Code Amendments

- Housing & Land Use Standards
- Procedures & Administrative Revisions
- Code Maintenance / Internal Consistency
- Fencing Standards
- Laydown Yards

Title 10 Code Amendments

Housing & Land Use Standards

- **Residential Care Facilities** — allow facilities in the RL zone; align definitions and processes for care facilities with state law
- **Adjustments** — add ministerial process for mandatory adjustments (SB 1537); clarify criteria and processes
- **Affordable Housing Provisions** — add affordable housing to non-residential zones per state law; create TDMC section specific to uses
- **Downtown Parking Exemptions** — clarify exemptions of parking with the downtown CBC-2 Subdistrict

Title 10 Code Amendments

Procedural & Administrative Revisions

- **Hearings Officer framework integration** – replaces Planning Commission responsibilities with Hearings Officer system
- **Updated procedures and noticing** – administrative updates to application and appeal procedures; expands public notice radius for administrative actions from 100' to 200'

Title 10 Code Amendments

Code Maintenance / Internal Consistency

- **Updated definitions (e.g., care facilities, kitchen)** – ensures consistency with state law, updates terminology, and establishes clear definitions
- **Removes outdated BBV references** – eliminates defunct use type from permitted use lists; replaced by Short-Term Rental License program
- **Updated roadway classification** – replaces TDMC Street Standards Matrix with TSP Roadway Design Standards
- **Streamline uses / Adopt SIC language** – general cleanup of uses; adds sections for marijuana facilities and transitional housing; use of SIC codes to assess similar unlisted uses

Title 10 Code Amendments

Fencing Standards / Laydown Yards

- **Fencing at schools** – allows up to 6' fencing of school front yards to enhance student safety while maintaining driveway visibility and neighborhood design
- **Fence Permit fees** – introduces a permit requirement and fee for all fences over 4 feet in height; previously no fee was required
- **Laydown Yards** – expands Laydown Yards for project-specific construction use to all commercial and industrial zones; previously limited to CLI and I zones

Hearings Officer Implementation

- Builds on prior April 2025 discussions with Planning Commission & Council
- Independent, impartial land use attorney reviewing quasi-judicial applications and administrative appeals
- Legislative actions remain with Planning Commission & Council
- Modeled after other Oregon jurisdictions
- Phased rollout: November 2025 to April 2026

Hearings Officer Implementation

- Selection process pursuant to Local Contract Review Board Rules
- Implementation by April 2026
- Hearings remain open to the public with virtual options
- Planning Commission receives all packets & decisions

PC Structure & Procedural Updates

- Title 11, Comprehensive Plan, and Bylaws updates
- Planning Commission – 1x per month (1st Thursday); holidays move to following Thursday (Council action); new schedule effective January 8, 2026
- Establish Hearings Officer meetings on the 3rd Thursday
- Adjust attendance requirements and Bylaws to reflect new structure

Next Steps (*Tentative*)

- **November 24, 2025** – City Council: Title 11 amendments
- **December 18, 2025** – Planning Commission: Code amendment adoption
- **January 12, 2026** – City Council: Final code amendment adoption
- **February–March 2026** – Hearings Officer selection process
- **April 2026** – Hearings Officer implementation



City of The Dalles Planning Commission

LAND USE CODE AMENDMENTS & HEARINGS OFFICER
IMPLEMENTATION: DISCUSSION

THURSDAY, OCTOBER 23, 2025 | 5:30 PM



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

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

MEMORANDUM

Meeting Date: December 4, 2025

To: The Dalles Planning Commission

From: Joshua Chandler, Community Development Director

ISSUE: 2025/2026 Review and Outlook

Each year staff prepares a report summarizing building permit activity, multifamily land use approvals, residential land divisions, amendments to The Dalles Municipal Code (**TDMC**) and Comprehensive Plan, and major projects from the preceding calendar year. The purpose of this evening's meeting is to provide an overarching review of this activity and to gather Commission feedback as we prepare for the 2026 calendar year.

In April 2025, Community Development staff presented potential updates to modernize department operations. Two key options were discussed: reducing Planning Commission meetings from twice monthly to once monthly to improve efficiency while maintaining effective review, and introducing a Hearings Officer to handle certain land use actions, allowing the Commission to focus on broader policy matters. These concepts have since evolved into a two-phase effort to update department structure and procedures.

Phase 1 amends TDMC Title 11, Chapter 11.04, which governs Planning Commission operations, to improve efficiency, clarify administrative procedures, and ensure compliance with state law. Changes address attendance and quorum requirements, membership, quasi-judicial responsibilities, hearing procedures and ethics, and general housekeeping. Beginning January 2026, Commission meetings will be held on the first Thursday of each month, focusing on legislative items, study sessions, and work sessions, while Hearings Officer meetings are anticipated on the third Thursday, following adoption. This schedule replaces the first- and third-Thursday pattern. Meetings falling on holidays will move to the following Thursday. Phase 1 was adopted as General Ordinance 25-1422 on November 24, 2025, effective January 1, 2026; the adopted ordinance and a redline comparison of existing ordinance text are included as **Attachment A**.

Phase 2, scheduled for discussion at the December 18, 2025 Planning Commission meeting, will implement the Hearings Officer system and broader TDMC updates, including related revisions to the Comprehensive Plan and the Planning Commission Bylaws. Following adoption, the city will conduct a Hearings Officer selection process, with the goal of implementing the Hearings Officer in April 2026.

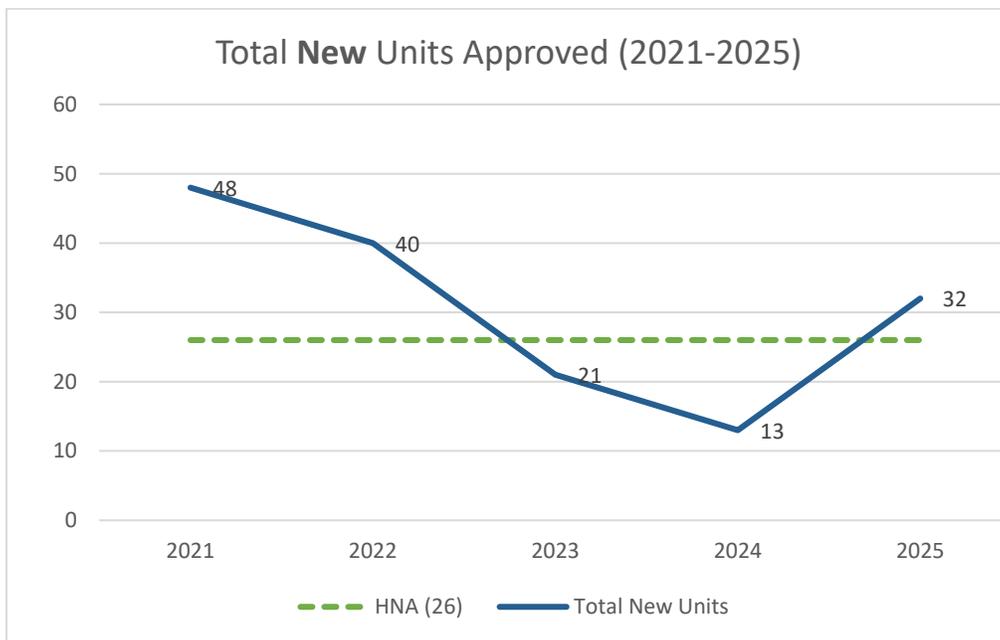
Residential Development Activity:

The following information includes new City building permit approvals, multifamily land use approvals, and residential land division approvals. Data excludes completed dwelling units, as Wasco County Building Codes oversees Certificates of Occupancy.

Building Permit Totals:

In 2025, a total of 34 new residential dwelling units were approved through 26 permits. This included 20 single-family homes, three duplexes (six units total), no accessory dwelling units (ADU), and two replacement units. Replacement units, which involve replacing demolished/destroyed housing or old manufactured homes, do not add to the City’s overall housing inventory. Subtracting these two replacement units, the net number of new dwelling units added in 2025 is 32.

A comparison of 2025 building permit approvals with those from 2021–2024 is provided below. The City’s 2023 Housing Needs Analysis (HNA), identifies a need for approximately 505 new dwelling units over the next 20 years, or an annual average of 26 units. In 2025, the City approved 32 new dwelling units, exceeding the HNA target and representing a 146.2% increase over the 13 units approved in 2024.



Multifamily Development Approvals:

In 2025, the City approved one land use application for a new multifamily housing development totaling 76 units, located at 816 Chenoweth Loop Road. Building permits have not yet been submitted. Notably, no multifamily developments (three or more units) have been constructed in the City since 2019, though one six-unit multifamily is currently under construction.

Residential Land Divisions:

Residential land division activity includes partitions, subdivisions, and Middle Housing Land Divisions (MHLD). “Lot” refers to land created through the subdivision process, while “parcel” refers to land created through partitions. When totaling new land units, the original property is excluded (for example, a six-unit development counts as five new units of land).

In 2025, the City approved two minor partitions (creating three additional parcels), two subdivisions (creating 56 additional lots), and the first MHLD application (creating five additional lots), totaling 64 new units of land. These figures do not reflect final plat recording or legal creation, as infrastructure improvements, construction, and recording timelines vary.

By comparison, 2024 approvals included two minor partitions (13 parcels) and one subdivision (13 lots), totaling 26 units of land.

Department Projects:

In addition to residential development activity, this review includes TDMC and Comprehensive Plan amendments, as well as major projects from the 2025 calendar year.

Completed Projects

- **Housing Production Strategy (Adoption):** The Housing Production Strategy (HPS) was adopted by City Council in January 2025 and accepted by the Department of Land Conservation and Development (DLCD) in June 2025. It outlines 19 strategies over eight years, with staff actively implementing initiatives as described below.
- **Downtown Parking Management Strategy Action Plan:** Initiated in spring 2024 and adopted in March 2025, this plan addresses emerging parking challenges related to recent developments downtown The Dalles. Led by Rick Williams Consulting, the process included a full parking inventory, data analysis, policy review, Advisory Committee guidance, and public engagement through an open house. The plan now guides long-term parking management, supporting continued downtown growth while maintaining accessibility and functionality.
- **FEMA Pre-Implementation Compliance Measures (PICM):** Updated flood control provisions were adopted in July 2025, ahead of FEMA’s July 31 PICM deadline, and took effect on August 1. The amendments implemented the Model Ordinance to ensure compliance with the National Flood Insurance Program and the Endangered Species Act, strengthening floodplain management standards. Only one application has been reviewed under the new regulations. Online resources are available to assist property owners and developers in understanding and complying with the updated standards.

Ongoing Projects

- **Land Use and Development Code Updates and Hearings Officer Implementation.** As part of the second phase of the department modernization effort, staff presented proposed TDMC amendments and the phased implementation of a Hearings Officer system at the October 23 Planning Commission meeting. These changes aim to improve code clarity, streamline review processes, and ensure compliance with state law, including updates to Planning Commission structure and procedures. The full package, including broader TDMC updates and associated Comprehensive Plan and bylaw revisions, is scheduled for consideration at the December 18, 2025 Planning Commission meeting.

- **Economic Opportunities Analysis:** Beginning in 2025, the City initiated an update to its Economic Opportunities Analysis (EOA) and Employment Buildable Lands Inventory (BLI), along with related amendments to Goal 9 of the Comprehensive Plan. The City last completed an EOA in 2006. While substantial work occurred in 2019–2020, including stakeholder engagement, the project was not completed. A joint session with the Planning Commission and City Council on August 21, 2025, provided direction on project scope and priorities. Following that session, materials were submitted to DLCD for informal review, which generated recommended revisions. Staff continues work on the update, with adoption tentatively scheduled for the first quarter of 2026.
- **Wasco County Flood Insurance Rate Maps Updates:** The adoption of new Wasco County Flood Insurance Rate Maps (FIRM), developed with FEMA's assistance, was initially planned for spring 2024. In late 2023, the initial 90-day public comment/appeal period concluded, and the feedback received prompted revisions to the draft maps. An additional 90-day comment/appeal period was anticipated for summer 2025; however, the federal government shutdown beginning October 1, 2025, has further delayed scheduling. No timeline has been identified at this time, but staff anticipates work will continue in the first half of 2026.
- **Downtown Projects:** Staff continue to provide support to the Urban Renewal Agency in advancing the decades-old First Street Streetscape project, with a tentative contract award scheduled for the December 8 Council meeting. The project reconstructs and stabilizes the downtown corridor between Union and Laughlin Streets, addressing structural deficiencies, safety hazards, and streetscape improvements while preserving historic elements. The scope includes full replacement of sidewalks, retaining walls, and associated streetscape features, as well as the integration of interpretive elements. Construction is expected to begin in early 2026.

Staff also continue to support the development of the Federal Street Plaza project, providing planning review, design input, and interdepartmental alignment. Both projects will proceed concurrently, necessitating precise sequencing to maintain operational efficiency and avoid conflicts.

- **Housing Production Strategy (Implementation):** Staff is actively advancing key HPS initiatives to support housing development and reduce barriers in The Dalles. Current efforts include evaluating public, underutilized, and distressed properties for potential housing opportunities and exploring programs such as a Multi-Unit Property Tax Exemption to incentivize the development of affordable, multi-unit, and accessible housing. Staff is also exploring the implementation of pre-approved dwelling plans to streamline permitting for a range of housing types, including ADUs, duplexes, and triplexes, reducing review time and increasing predictability for applicants. In parallel, early housing code amendments are being considered to expand middle housing options in residential zones, clarify standards for non-site-built homes, encourage residential development in commercial areas, and support adaptive reuse of existing structures. Staff anticipates early discussions on a number of these initiatives in the first half of 2026.

Upcoming Projects

- **West Side Renaissance Master Plan:** The West Side Renaissance Master Plan, funded through a Transportation and Growth Management (TGM) Grant with the Oregon Department of Transportation and DLCD, will develop an integrated land use and transportation strategy for

The Dalles' west side. The plan addresses fragmented streets, limited sidewalks and bike lanes, and constrained access to schools, housing, health services, and transit. Initial phasing will begin in early 2026.

- **Development Review Audit:** Staff is advancing a Development Review Audit, funded through a DLCD Housing Planning Assistance Grant in partnership with DLCD and the Housing Accountability and Production Office (**HAPO**). Set to begin in early 2026, the audit will streamline permitting, reduce complexity, and improve coordination across City departments and partner agencies. Key components include assessing workflows, updating review procedures, recommending targeted code and ordinance refinements, expanding ministerial pathways, and creating an implementation roadmap for staffing and technology needs. This work will also support Action 1.3 of the HPS, providing information and technical assistance to small developers. Collectively, these efforts aim to create a more predictable, efficient, and accessible development review process.

The code amendments and project initiatives outlined above reflect the significant work ahead for Community Development staff and the Commission in the coming year. Staff also continues to advance long-term updates to key development standards, which will require detailed analysis and public engagement. These efforts remain active components of the long-range work program. We welcome the Commissions' insights and discussion tonight as we continue shaping these efforts.

Thank you for your ongoing dedication and the expertise you contribute to advancing housing and development outcomes in The Dalles.

Attachments:

- **Attachment A** – General Ordinance 25-1422 / Redline Comparison, adopted November 24, 2025

GENERAL ORDINANCE NO. 25-1422

**AN ORDINANCE AMENDING CERTAIN PROVISIONS OF
THE DALLES MUNICIPAL CODE
CHAPTER 11.04 (PLANNING COMMISSION)**

WHEREAS, the 2020 City of The Dalles Charter (**Charter**) authorizes the City Council to create boards and commissions by ordinance and to exercise the City's powers;

WHEREAS, ORS Chapter 227 (*City Planning & Zoning*) authorizes cities to establish and maintain planning commissions and authorizes cities to prescribe by ordinance the powers, duties, qualifications, and procedures of such commissions;

WHEREAS, TDMC Chapter 11.04 (*Planning Commission*) currently sets forth the organization, powers, and duties of the City's Planning Commission (**Commission**);

WHEREAS, at its April 28, 2025, regular meeting, the Community Development Director led a City Council discussion on the potential impacts of reducing the Commission's regular meetings to once per month and establishing a City Hearings Officer to relieve the Commission of its responsibility for conducting the City's quasi-judicial land use and development hearings and to accordingly shift the Commission's role to instead focus on the City's land use and development policymaking;

WHEREAS, the City Council finds it advisable to consolidate the Commission's regular meetings to one regular meeting per month to improve predictability, workload planning, and public accessibility, with authority to hold noticed special meetings as needed, and to align attendance expectations with that schedule;

WHEREAS, the City Council finds it advisable to establish a Hearings Officer for the performance of the City's responsibility to conduct quasi-judicial land use and development hearings for their expertise and to lower the City's legal risk, improve City time savings and efficiency, maximize impartiality with respect to land use and development decision making, enhance transparency and public participation, and reduce Commission workload in alignment with the consolidation of the Commission's meetings as previously described;

WHEREAS, in January 2026, the City Council is slated to consider a General Ordinance amending TDMC Title 10 (*Land Use and Development*) to formally establish a Hearings Officer to conduct quasi-judicial land use and development hearings and assign the Commission a primarily legislative and advisory role; and

WHEREAS, in order to avoid future conflicts and duplicative directives as the City separately considers potential TDMC Title 10 amendments, the City Council finds it necessary to now update TDMC Chapter 11.04 to ensure the appointment, vacancy-filling, and removal procedures for Planning Commissioners are consistent with the Charter and ORS 227.030 and to clarify that the Commission's powers, duties, meeting procedures, conflicts-of-interest standards, and hearing procedures are consistent with TDMC Title 10, Oregon's Public Meetings Law

(ORS 192.610 to 192.705), and recent updates to the Oregon Government Ethics Law (ORS Chapter 244); and

WHEREAS, the City Council finds the amendments to TDMC Chapter 11.04 set forth in this Ordinance are necessary and appropriate to implement the City’s land use planning program efficiently, to clarify the respective roles of the Commission and the Hearings Officer, and to promote transparency and public confidence in the City’s land use decision-making process in support of the City’s interests and preservation and protection of the public health, safety, and welfare.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF THE DALLES ORDAINS AS FOLLOWS:

Section 1. A redline comparison copy of the amendments implemented by this Ordinance’s **Section 2** are attached to and made part of this Ordinance as its **Exhibit 1**.

Section 2. The Dalles Municipal Code – **Title 11 (Planning)**, **Chapter 11.04 (Planning Commission)** shall be revised to read:

Sections:

- 11.04.010. Reestablishment.**
- 11.04.020. Commission.**
- 11.04.030. Term of Office.**
- 11.04.040. Qualifications.**
- 11.04.050. Vacancy and Removal.**
- 11.04.060. Officers.**
- 11.04.070. Meetings.**
- 11.04.080. Powers and Duties.**
- 11.04.090. Hearings.**
- 11.04.100. Bylaws.**

CHAPTER 11.04
PLANNING COMMISSION

11.04.010. Reestablishment.

There is hereby reestablished a City Planning Commission for the City of The Dalles, Oregon.

11.04.020. Commission.

The Commission shall consist of seven Commissioners who are not officials or employees of the City. The Mayor, City Manager, and City Engineer or their designated representatives shall be entitled to sit with the Commission and take part in its discussions, but shall not have the right to vote.

11.04.030. Term of Office.

Commissioners shall be appointed by the Mayor, subject to confirmation by the City Council, for terms of four years from April 30 of the year of appointment, except that initial appointments of some Commissioners shall be for other specified terms in order to establish an approximately equal expiration of terms each year. Appointments may be made for Commissioners to serve on an interim basis until their regular terms begin.

11.04.040. Qualifications.

Commissioner qualifications shall be consistent with ORS 227.030(4) (as may be amended or superseded).

11.04.050. Vacancy and Removal.

- A. Vacancy. Appointments to fill Commission vacancies shall be made by the Mayor, subject to confirmation by the City Council, for the unexpired term, consistent with ORS 227.030(3) (as may be amended or superseded).
- B. Removal. After notice and a public hearing, the Mayor may remove a Commissioner for misconduct or nonperformance of duty. The City Council may conduct the public hearing and make a recommendation to the Mayor. Any Commissioner who—without an excuse as approved by the Commission—is absent from two consecutive Commission meetings or is absent from three Commission meetings in any calendar year is rebuttably presumed to be in nonperformance of duty, and the Mayor shall declare that Commissioner's position vacant unless the Mayor finds otherwise following the hearing.

11.04.060. Officers.

- A. Election. At its first meeting of each year, the Commission shall elect a chair and vice-chair to serve one-year terms. The chair shall preside over Commission meetings. The vice-chair shall preside over Commission meetings upon the chair's absence.
- B. Secretary. The Community Development Director shall serve as the Commission's secretary and shall keep a record of Commission proceedings.

11.04.070. Meetings.

- A. Quorum. A majority of Commissioners shall constitute a quorum. A quorum is required to convene any meeting of the Commission, to deliberate toward a decision, and for all formal actions. Fewer than a quorum may attend informational briefings or trainings but shall not deliberate toward a decision.

B. Formal Action.

1. Votes. Decisions shall be rendered by those Commissioners present and the majority vote of such Commissioners present shall prevail. Voting *in absentia* or by proxy is not permitted. In cases of tie votes, decisions shall be deemed a denial of the motion before the Commission.
2. Procedure. When a matter is called for a vote, the presiding officer shall (before a vote is taken) state the question before the Commission in general terms and announce the decision of the Commission after such vote. Voting shall be by oral vote. All votes, whether positive, negative, or abstentions, shall be recorded in the minutes.

- C. Notice and Schedule. All Commission meetings shall be conducted pursuant to the provisions of the Oregon Public Meetings Law. The Commission shall meet regularly on the first Thursday of each month in the City Council Chambers in City Hall at 313 Court Street in The Dalles, Oregon. Meetings that fall on public holidays shall be held on the following Thursday. Meetings other than at regularly scheduled times may be scheduled at a prior meeting and so noted in the meeting minutes. Upon their own motion, the chair may (or, at the request of three Commissioners, shall), by giving notice to all Commissioners and consistent with the Oregon Public Meetings Law's notice requirements, call a previously unannounced special meeting of the Commission.

11.04.080. Powers and Duties.

- A. General. The Commission shall have the powers and duties which are now or may hereafter be assigned to it by the City Charter, this Chapter, other City Council ordinances or resolutions, the Comprehensive Plan, and the general laws of the State of Oregon.
- B. Role. Except as otherwise provided by the City Council (including through TDMC Title 10, which controls over this Chapter in the event of any conflict), the Commission has the powers and duties described in ORS 227.090 but functions primarily as a legislative and advisory body on land use and development matters, including Comprehensive Plan and TDMC Title 10 amendments.

11.04.090. Hearings.

- A. Conflicts of Interest. Commissioners shall comply with Oregon Government Ethics Law (ORS Chapter 244, as may be amended or superseded). Consistent with ORS 244.020, a Commissioner with an actual conflict of interest shall announce the nature of the conflict on the record and shall refrain from participating in the discussion, deliberation, or vote on the matter. Consistent with ORS 244.120, a Commissioner with a potential conflict of interest shall announce the nature of the conflict on the record but may participate. In the limited instances where quasi-judicial land use

matters are heard by the Commission, the ex parte contact rules in ORS 227.180 apply and communications between City staff and the Commission are not ex parte contacts for purposes of ORS 227.180(3).

B. Hearing Procedure. The Commission shall conduct legislative hearings and (when designated as the hearings body due to the unavailability of the hearings officer or as otherwise provided by TDMC Title 10) quasi-judicial land use hearings in accordance with TDMC Title 10, any procedures for hearings adopted by the City Council under ORS 227.170, and the requirements for local quasi-judicial land use hearings in ORS 197.797 (all as may be amended or superseded).

11.04.100. Bylaws.

The Commission may adopt bylaws governing its business that are not inconsistent with this Chapter.

Section 3. This Ordinance shall be effective January 1, 2026.

PASSED AND ADOPTED THIS 24TH DAY OF NOVEMBER, 2025,

| | | |
|------------|-------------|--|
| Voting Yes | Councilors: | <u>Randall, Richardson, McGlothlin, Bungon, Wang</u> |
| Voting No | Councilors: | <u>—</u> |
| Abstaining | Councilors: | <u>—</u> |
| Absent | Councilors: | <u>—</u> |

AND APPROVED BY THE MAYOR THIS 24TH DAY OF NOVEMBER, 2025.

Timothy McGlothlin
Timothy McGlothlin, Council President

ATTEST:

Annie Ell
Annie Ell, City Clerk

**Exhibit 1 to
General Ordinance No. 25-1422**

**CHAPTER 11.04
PLANNING COMMISSION**

11.04.010. Reestablishment.

There is hereby reestablished a City Planning Commission for the City of The Dalles, Oregon.

11.04.020. ~~Membership~~ Commission.

The Commission shall consist of seven ~~members~~Commissioners who are not officials or employees of the City. The Mayor, City Manager, and City Engineer or ~~his/her~~their designated representatives shall be entitled to sit with the Commission and take part in its discussions, but shall not have the right to vote.

11.04.030. Term of Office.

~~Members of the Planning Commission~~

Commissioners shall be appointed by the Mayor, subject to confirmation by the City Council, for ~~term~~terms of four years from April ~~30th~~30 of the year of appointment, except that initial appointments of some ~~members~~Commissioners shall be for other specified terms in order to establish an approximately equal expiration of terms each year. Appointments may be made for ~~the members of the Commission~~Commissioners to serve on an interim basis until their regular terms begin ~~on April 30, 1974.~~

11.04.040. Qualifications.

~~No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of business, trade or profession.~~

Commissioner qualifications shall be consistent with ORS 227.030(4) (as may be amended or superseded).

11.04.050. ~~Vacancies~~ Vacancy and Removal.

A. Vacancy. Appointments to fill Commission vacancies shall be ~~for the remainder of the unexpired term. A member may be removed~~made by the Mayor, subject to confirmation by the City Council, after for the unexpired term, consistent with ORS 227.030(3) (as may be amended or superseded).

A-B. Removal. After notice and a public hearing, the Mayor may remove a Commissioner for misconduct or nonperformance of duty. ~~A member~~The City Council may conduct the public hearing and make a recommendation to the Mayor. Any

Commissioner who ~~—without an excuse as approved by the Commission—~~ is absent from ~~three~~two consecutive Commission meetings or is absent from ~~over 15% of the Commission's~~three Commission meetings in ~~one~~any calendar year, ~~without an excuse as approved by the Planning Commission,~~ is rebuttably presumed to be in nonperformance of duty, and the ~~City Council~~Mayor shall declare ~~that~~that Commissioner's position vacant unless ~~finding~~the Mayor finds otherwise following the hearing.

11.04.060. ~~Presiding Members~~ Officers.

- A. Election. At its first meeting of each year, the Commission shall elect a chair and vice-chair to serve one-year terms. The chair shall preside over Commission meetings. The vice-chair shall preside over Commission meetings upon the chair's absence.
- B. Secretary. The Planning Community Development Director shall serve as the Commission's secretary ~~to the Planning Commission~~ and shall keep a record of Commission proceedings.

11.04.070. Meetings.

A. Quorum. A majority of ~~the members of the Planning Commission~~Commissioners shall constitute a quorum. A quorum is required to convene any meeting of the Commission, to deliberate toward a decision, and for all formal actions. Fewer than a quorum may attend informational briefings or trainings but shall not deliberate toward a decision.

B. Formal Action.

1. Votes. Decisions shall be rendered by those Commissioners present and the majority vote of such Commissioners present shall prevail. Voting in absentia or by proxy is not permitted. In cases of tie votes, decisions shall be deemed a denial of the motion before the Commission.

2. Procedure. When a matter is called for a vote, the presiding officer shall (before a vote is taken) state the question before the Commission in general terms and announce the decision of the Commission after such vote. Voting shall be by oral vote. All votes, whether positive, negative, or abstentions, shall be recorded in the minutes.

~~A.C.~~ Notice and Schedule. All Commission meetings shall be conducted pursuant to the provisions of the Oregon Public Meetings Law. The Commission shall meet regularly on the first ~~and third~~ Thursday of every month. ~~in the City Council Chambers in City Hall at 313 Court Street in The Dalles, Oregon.~~ Meetings that fall on public holidays shall be held on the ~~preceding day. Meeting shall be open to the public following Thursday.~~ Meetings other than at regularly scheduled times may be scheduled at a prior meeting and so noted in the meeting minutes. ~~The chair upon his or her~~Upon their own motion, the chair may, ~~(or,~~ at the request of three ~~members of the~~

~~Commissioners, shall), by giving notice to members of the Commission all Commissioners and consistent with the Oregon Public Meetings Law's notice requirements, call a previously unannounced special meeting of the Commission for a time not earlier than 24 hours after the notice is given. Notice of previously unannounced meeting shall be delivered or telephoned to a newspaper published in the City and, to the extent feasible, provided to interested persons at least 24 hours prior to the meeting.~~

11.04.080. Powers and Duties.

~~A. General.~~ The Commission shall have the powers and duties which are now or may hereafter be assigned to it by ~~charter,~~ the City Charter, this Chapter, other City Council ordinances or resolutions of this City, the Comprehensive Plan, and the general laws of the State of Oregon.

~~A.B.~~ Role. Except as otherwise provided by the City Council (including through TDMC Title 10, which controls over this state Chapter in the event of any conflict), the Commission has the powers and duties described in ORS 227.090 but functions primarily as a legislative and advisory body on land use and development matters, including Comprehensive Plan and TDMC Title 10 amendments.

11.04.090. Hearings.

~~Unless~~

~~A. Conflicts of Interest.~~ Commissioners shall comply with Oregon Government Ethics Law (ORS Chapter 244, as may be amended or superseded). Consistent with ORS 244.020, a Commissioner with an actual conflict of interest shall announce the nature of the conflict on the record and shall refrain from participating in the discussion, deliberation, or vote on the matter. Consistent with ORS 244.120, a Commissioner with a potential conflict of interest shall announce the nature of the conflict on the record but may participate. In the limited instances where quasi-judicial land use matters are heard by the Commission, the ex parte contact rules in ORS 227.180 apply and communications between City staff and the Commission are not ex parte contacts for purposes of ORS 227.180(3).

~~A. Hearing Procedure.~~ otherwise provided by ordinance, hearings which the laws of the State of Oregon and the ordinances of the City require to be held on matters under state law and the zoning, subdivision, land use planning, land development and building code ordinances of the City shall be held by the Planning Commission.

~~B. A member of the Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his/her spouse, brother, sister, child, parent, father in law, mother in law; any business in which he or she is then serving or has served within the previous two years; or any business with which he or she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.~~ The Commission shall conduct legislative hearings and (when

designated as the hearings body due to the unavailability of the hearings officer or as otherwise provided by TDMC Title 10) quasi-judicial land use hearings in accordance with TDMC Title 10, any procedures for hearings adopted by the City Council under ORS 227.170, and the requirements for local quasi-judicial land use hearings in ORS 197.797 (all as may be amended or superseded).

~~B. Hearing Procedure. The Council shall adopt by resolution a procedure for the conduct of hearings.~~

~~11.04.100. Appeals Bylaws.~~

~~A party aggrieved by the action of the Planning Commission at any hearing provided for by this Title or the laws of the State of Oregon, or any person to whom notice of the hearing was sent as required by state law or the ordinances and resolution of the City, may appeal from such action to the City Council. An appeal to the Council from such action shall be taken by the party or person appealing within 30 days from the date that the written decision of the Planning Commission is filed with the City Clerk. The party or person appealing shall, within this 30-day period, file with the City Clerk a written notice of appeal stating the grounds of his or her appeal and whether or not he or she is appealing from the entire decision or a portion or portions thereof. The City Council, within 30 days from the date of the filing of the decision of the Planning Commission with the City Clerk, on its own motion may review any action taken by the Planning Commission under state law or any of the ordinances of the City. In accordance with rules adopted by the City Council therefor, the City Council shall hold a hearing on the action of the Planning Commission appealed from or reviewed as set forth in the transcript of the hearing, the written findings of the Planning Commission and the action taken by the Planning Commission with respect to the proposed use of land. The City Council may amend, rescind, or affirm the action of the Planning Commission.~~

~~11.04.110. Rules.~~

~~The Commission may adopt rulesbylaws governing its business. that are not inconsistent with this Chapter.~~