



Land of Cheese, Trees, and Ocean Breeze

August 29, 2024

House on the Hill LLC
3650 SE Johnson Creek Blvd.
Portland, OR 97222

Dennis & Chris Pastega, Trustees
P.O. Box 94
Oceanside, OR 97134

RE: Incomplete application for a Conditional Use request #851-24-000472-PLNG

To Whom It May Concern:

In reviewing the above-listed Conditional Use Application, the application has been deemed incomplete. The Department requests the following documentation and evidence be submitted to address the Conditional Use Criteria outlined in Section 6.040 of the Tillamook County Land Use Ordinance (TCLUO) and applicable supplemental standards of the TCLUO. The requested information as outlined below is also requested in-part to clarify responses to the criteria and applicable requirements provided in the application:

- TCLUO Section 6.040 Conditional Use Criteria #2, #3, #4 and #6
 - Evidence that the criteria identified above are met. Specifically with criterion #2, demonstration that the proposal is consistent with the goals and policies of the Comprehensive Plan. While the farm and forest goal elements do not apply to this request due to the location of the project, there are several goal elements that contain policies relevant to the area proposed for development.
 - Demonstration that the site is suitable for the proposed development as required by criterion #3. It is understood the proposal is to be sited on a former hotel property site; however, this is a new proposal, is new development and will be reviewed accordingly. The proposal includes construction of new buildings, retaining walls, new parking areas and anticipates new infrastructure design and layout. Given the site is to be entirely re-developed, the application lacks analysis. This criterion does not consider the location of the Oceanfront Setback Line in relation to the areas proposed for development, does not address traffic volumes and adequate area for transportation maneuverability. Discussion of topography and natural features is also absent and has no reference to the Geologic Hazard Assessment that should demonstrate the site is suitable for the proposed development, including installation and construction of new infrastructure, parking area improvements and construction of structures.
 - The application lacks sufficient evidence and documentation to demonstrate the proposal will not alter the character of the surrounding area in a manner which substantially limits, impairs or prevents the use of surrounding properties for the permitted uses listed in the underlying zone. While it is understood that the proposal is for a new hotel development on a property previously developed with a hotel, the application must demonstrate compliance with criterion #4.

- Additionally, there is no documentation confirming adequate facilities and services exist the area as required to meet criterion #6. Specifically, documentation from water, sewer and fire districts is missing from the application. Please also see email comments from Tillamook County Public Works Director Chris Laity regarding his review of the traffic impact study enclosed with this letter.
- A signed and completed Type 1 application and payment of \$735 is required for review of the Geologic Hazard Assessment.
- The submitted Geologic Hazard Assessment (Geologic Hazard Report) appears to be a supplemental report to an initial report completed by the Geoprofessional. Additionally, the Geologic Hazard Assessment submitted with the application has not been fully prepared in accordance with the requirements outlined in TCLUO Section 4.130: Development Requirements for Geologic Hazard Areas. The submitted report does not confirm the site is suitable for development (see criterion #3 comments). The submitted report does not fully address the requirements outlined in Section 4.130(6)(b) through (e).
- The application fails to adequately address the standards and requirements of the Planned Development Overlay (PD) Zone outlined in TCLUO Section 3.520. Specifically, justification for a height limit increase to 35-feet for structures as well as adequate information to address the standards part of the preliminary development plan. To confirm, the proposed development is a commercial development within a residential zone. Economic and supporting data is missing from the application. Additionally, there is lack of evidence in the record for staff to be able to reasonably provide a determination of subsection (3)(b) of the PD Overlay Zone. Information that will help with this determination includes a comprehensive Geologic Hazard Assessment, a comprehensive traffic impact study, facility and service provider comments on the proposed planned development from fire, water and sewer districts as well as any commentary or input from the Oregon Parks and Recreation Department given the proximity of the development to natural and scenic resources.
- The application does not demonstrate the standards of TCLUO Section 4.030: Off-Street Parking and Off-Street Loading Requirements are met. Specifically, drainage and stormwater details are absent from the proposal to demonstrate (6) has been met. The Geologic Hazard Assessment is also missing this information.
- The Tillamook County Planning Commission will also determine whether the proposed guest amenities are ancillary and accessory in nature. Applicant may want to consider providing additional information and propose findings that demonstrate these uses are accessory and ancillary in nature to the hotel development proposal.
- Please review the site plan submitted with the application. The building numbering may need to be amended to reflect Building #1, Building #2 and Building #3.

Please read and complete the enclosed acknowledgement form and indicate whether or not you intend to provide more information to complete the application or that you consider the application complete. Please return the form to Department of Community Development by the date indicated on the form. An incomplete application cannot receive an extension of time. If no response is received by the 181st day, from application submittal, this request will be deemed null and void. If you have any questions regarding these issues, please call us at 503-842-3408.

Sincerely,
Tillamook County Department of Community Development



Sarah Absher, CFM, Director

Encl: Incomplete Application Response Form
Email from TCPW Director Chris Laity dated August 27, 2024 Re: TIS

Date: August 29, 2024

RE: Incomplete application for Administrative Review request #851-24-000472-PLNG

To Whom It May Concern:

As indicated in the attached correspondence, your application has been deemed to be **incomplete**.

Please acknowledge, in writing, your intent to provide the material required to complete the application, as identified in the attached correspondence.

Tillamook County Department of Community Development
Attn: Sarah Absher, CFM, Director
1510 B Third Street
Tillamook, OR 97141

If you indicate your intent to complete the application, you will have 180 days from the date the application was originally submitted (**August 2, 2024**) to submit the required material. If you fail to submit the material within 180 days, your application will be deemed void. The case file regarding the application will then be closed.

If you do not return this acknowledgment, by the above date, such action will be considered to be a refusal to complete the application under the meaning accorded in ORS 215.428. Your application will then be processed based upon the information you have previously submitted. Note that failure to submit sufficient evidence or material to demonstrate compliance with the applicable criteria is grounds for denial of the application.

ACKNOWLEDGMENT

- I intend to provide the additional material identified in the attached correspondence from the Department of Community Development.
- I refuse to provide the additional material identified in the attached correspondence from the Department of Community Development.

Signed and Acknowledged (Applicant)

Date

Sarah Absher

From: Chris Laity
Sent: Tuesday, August 27, 2024 8:43 AM
To: Lynn Tone; Sarah Absher
Cc: Brian Olle
Subject: RE: House on the Hill: TIS comments.

Sarah,

The TIS is well written, but I disagree with the findings that adequate parking is provided.

Executive Summary 1 states that the project is for a boutique 24-room hotel.

Executive Summary 9 states that the average parking demand is 22 parking spaces. The average parking demand should not be used at this location as there are no on-street overflow parking spaces.

Observations across Tillamook County strongly suggests that facilities like this will see full occupancy during the summer months. Assuming one vehicle per room, the site should accommodate a minimum 24 parking spaces for guests.

Trip Generation, page 8 of 20, states that 8-10 employees maximum are expected to be onsite during the weekends operating in shifts. The report does not go on to state how many employees would be working in shifts and subsequently what the parking demand would be. Assuming two employees work from 12-8am, this leaves a total of 8 employees that need parking. The report should be modified to reflect the parking needs of each shift and how parking is managed during shift change.

I further disagree with the Parking Analysis, page 19 of 20, for the same reasons. I do not have a copy of ITE's Parking Generation Manual reference for Table 5, Saturday Parking Generation. I would like to see this manual's definition of Average Parking Demand vs. Average Rate. With 24 hotel Rooms and a listed Average Parking Demand of 1.33, the result would be 32 parking spaces. ***Does DCD have a copy of this manual?***

24 guest parking spaces + 8 employee parking spaces + 1 delivery truck parking space (if needed), suggests the appropriate number of parking spaces should be 33 at a minimum as opposed to the 29 parking spaces listed in Executive Summary 9. More parking spaces would be needed if a room needs more than one parking space.

The TIS and/or the project plans, and/or guest amenities should be amended to resolve these concerns.

Chris Laity, P.E. | Director
TILLAMOOK COUNTY | Public Works
Phone (503) 842-3419
Chris.Laity@tillamookcounty.gov