



**CITY OF TROUTDALE  
PLANNING COMMISSION STAFF REPORT  
TYPE III MAJOR CONDITIONAL USE MODIFICATION  
FILE NO. 13-060 BASECAMP FITNESS**

**APPLICANT/OWNER:** Shane Conrad, Basecamp Fitness, applicant  
Chad H. Rheingold, CPM, VP, Wyse Investment Services Co., owner

**STAFF:** Elizabeth A. McCallum, Senior Planner 

**STAFF REPORT DATE:** January 10, 2014

**REQUEST:** Major Conditional Use modification to expand an existing conditional use approval for a commercial sports facility from 4,300 square feet to 10,307 square feet through tenant improvements within an industrial flex-space building at the I-84 Corporate Center

**LOCATION:** 892 and 902 NW Corporate Drive

**TAX MAP & TAX LOT:** 1N3E26A-01303, I-84 Corporate Center Subdivision portion of Lot 4

**TAX LOT SIZE:** 1.92 acres for combined Lots 3 and 4 of the I-84 Corporate Center Subdivision

**PLAN DESIGNATION:** Industrial (I)

**ZONING DISTRICT:** Light Industrial (LI)

**APPLICABLE STANDARDS:**

*Troutdale Development Code:* 3.160 Light Industrial Zoning District; 6.300 Conditional Use; 9.000 Off-Street Parking and Loading; and 10.000 Signs  
*City of Troutdale Comprehensive Land Use Plan (Comp Plan)*  
*City of Troutdale Construction Standards for Public Works Facilities*  
*Multnomah County Road Rules*  
*Building and Fire Codes*

**PRIOR LAND USE APPROVALS:**

CU 07-051 Spotlight Cheer, a Commercial Sports Facility  
SDR modification 99-007  
Subdivision Lot Consolidations 98-104  
Zone Change 97-116

**ATTACHMENTS:**

1. Comments from City Building Official
2. Comments from City's Chief Engineer
3. Comments from Deputy Fire Marshal

**SUMMARY:**

A conditional use for a commercial sports facility was approved by the Planning Commission in 2007 to operate within 4,300 square feet of industrial flex space addressed at 892 NW Corporate Drive. The applicant wants to expand the use into 6,007 square feet of adjoining industrial flex space next door at 906 NW Corporate Drive.

**PROCEDURE:**

Expansion of a conditional use beyond ten percent of the existing floor area requires the Planning Commission's approval under the Type III quasi-judicial public hearing procedure.

A written notice of the public hearing was mailed to property owners within 250 feet of the subject site and a request for comment circulated to City departments and affected agencies on December 13, 2013.

As of January 8, 2014, comments were received from the following:

City of Troutdale Engineering Associate II (attachment 1)

City of Troutdale Building Official (attachment 2)

Deputy Fire Marshal, Gresham Fire and Emergency Services (attachment 3)

**ANALYSIS:**

No new external site improvements are proposed with this application. Interior remodeling (tenant improvements) are evaluated by the Building Official and Public Works with building permits (conditions 1 and 3).

The scope of the analysis before the Planning Commission is compliance with the criteria for Conditional Uses as required under Troutdale Development Code (TDC):

*TDC 6.395 Changes and Modifications [to Conditional Uses] part B. Major Changes. Any change to an approved conditional use that does not qualify as a minor change shall be considered a major change. Major changes shall be processed as a new application and shall be made in accordance with the procedures specified in this chapter.*

This modification does not qualify as a minor change because the change increases the floor area used for the original conditional use by more than ten percent. The existing floor area is 4,300 square feet. The expansion area requested is 6,007 square feet—a 72 percent increase in floor area. Therefore, the conditional use criteria of TDC 6.340 apply and the Planning Commission may approve the expansion as proposed, approve it with modifications, or deny the expansion after the Type III hearing.

The applicant submitted evidence to be relied upon substantiating that all requirements of this code (TDC 6.300 Conditional Use) relative to the proposed use are satisfied and demonstrate that the proposed use also satisfies the following criteria of TDC 6.340.

**CRITERION A. THE USE IS LISTED AS A CONDITIONAL USE IN THE UNDERLYING DISTRICT, OR APPROVED BY THE PLANNING COMMISSION FOR CONSIDERATION AS A CONDITIONAL USE.**

While the applicant does not show or explain the specific improvements and/or equipment to be added in the expansion area it was determined from the information provided that the use is called a gym by the applicant and as such, it is most similar to a commercial sports complex, which is a conditional use in the Light Industrial zoning district.

*TDC 3.163 Conditional Uses. The following uses and their accessory uses are permitted as conditional uses within a LI district:*

*H. Commercial sports complexes including, but not limited to, health clubs, tennis courts, aquatic centers, skating rinks, and similar facilities.*

This use, as explained by the applicant, provides *professional certifications in outdoor leadership / wilderness medicine / and other first responder and wilderness guide recognized professional certifications*. The site will be used to [facilitate] *group learning and social training for life, and physical health*. [and to] *provide valuable training focused on assisting*

*first responders in advanced rescue techniques, and outdoor enthusiasts training in protecting our local natural resources.*

The applicant also explains that the facility is for physical fitness training (including adaptive sports), leadership training, and constructive time use for “after school” activities.

**CRITERION B. THE CHARACTERISTICS OF THE SITE ARE SUITABLE FOR THE PROPOSED USE CONSIDERING SIZE, SHAPE, LOCATION, TOPOGRAPHY, EXISTENCE OF IMPROVEMENTS, AND NATURAL FEATURES.**

The characteristics of this site are suitable for this sports and training use as the site is already fully improved with the building, off-street parking, and landscaping: only tenant improvements are necessary. Building improvements will be evaluated for compliance with applicable building and fire codes under the building permit for the tenant improvements that is required (condition number 1).

Tenant improvements may include changes to wall-mounted signage or new wall mounted signage. However, the application did not include details for any additional wall signs. As such, if the applicant desires new or more wall signage, a Type I sign permit from the Planning Division will be required prior to installing the new signage (condition number 4).

**CRITERION C. THE PROPOSED USE OF THE SITE IS TIMELY, CONSIDERING THE ADEQUACY OF TRANSPORTATION SYSTEMS, PUBLIC FACILITIES, AND SERVICES EXISTING OR PLANNED FOR THE AREA AFFECTED BY THE USE.**

The adequacy of the existing off-site parking lot is the main concern under criterion C. The applicant states that the use *will focus on hosting class times with specific enrollment, rotated on an hourly basis. And due to the nature of our activities our class sizes will primarily consist of 30 students or less depending on the type of skill, or training to be conducted.* There will be *around six educators* at the facility.

The specific off-street parking space ratios for sports clubs and recreation facilities, such as Basecamp Fitness is established in the TDC Chapter 9 and is not based upon the class times, number of students or educators but the square footage of the building.

*TDC 9.020 Commercial Off-Street Parking Space Requirements. The minimum and maximum off-street parking space requirements are as follows:*

<i>Type of Use</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Sports club/recreation facilities, including health club, gymnasium, skating rink, or dance hall</i>	<i>4.3 spaces per 1,000 square feet of gross floor area</i>	<i>6.5 spaces per 1,000 square feet of gross floor area</i>

The expansion will result in a total of 10,307 square feet for the gymnasium-type use. According to the standard, at least 45 parking spaces must be available. The applicant states that there are 99 undesignated parking spaces available for the building on Tax Lot 1306 and 40 parking spaces will be allotted to them. To meet the standard of the Code, however, at least 45 off-street parking spaces be available to this use (condition number 5).

Increase in Trip generation

Because traffic to and from this site uses NW Marine Drive, a County Road, which merges into the I-84 Frontage Road couplet system, Multnomah County Transportation and ODOT were invited to comment on this expansion. As of January 8, 2014, no comments were received from those agencies.

**CRITERION D. THE PROPOSED USE WILL NOT ALTER THE CHARACTER OF THE SURROUNDING AREA IN A MANNER WHICH SUBSTANTIALLY LIMITS, IMPAIRS, OR PRECLUDES THE USE OF SURROUNDING PROPERTIES FOR THE PRIMARY USES LISTED IN THE UNDERLYING DISTRICT.**

**CRITERION E. THE PROPOSED USE WILL PROVIDE ADEQUATE OPEN SPACE, LANDSCAPING, AND AESTHETIC DESIGN TO MITIGATE ANY POSSIBLE ADVERSE EFFECT ON SURROUNDING PROPERTIES AND USES.**

**CRITERION F. THE PROPOSED USE WILL NOT RESULT IN USE OF THE LAND FOR ANY PURPOSE WHICH MAY CREATE, OR CAUSE TO BE CREATED, ANY PUBLIC NUISANCE INCLUDING, BUT NOT LIMITED TO, AIR, LAND, OR WATER DEGRADATION, NOISE, GLARE, HEAT, VIBRATION, OR OTHER CONSIDERATIONS WHICH MAY BE INJURIOUS TO PUBLIC HEALTH, SAFETY, AND WELFARE.**

Staff has combined evaluation of criteria D, E and F due to their similarity:

*The applicant states that the market for general manufacturing flex space will drive whether approval of the sports complex will preclude the development of surrounding properties for the underlying uses in the LI and GI zoning districts.*

The property manager gave written authorization to the applicant to apply for the conditional use and with that permission it can be concluded that the other permitted uses are still able to locate in this industrial park without limitation.

There are no known adverse effects on surrounding properties arising from the authorization of the expansion of a commercial sports use in this building. The requested conditional use does not require new construction, only interior tenant improvements in the existing structure. The use does not create environmental impacts that might be more typical of primary or secondary industrial manufacturing processes.

Embodied in criteria D, E and F, are standards that pertain to fire, life and safety and water quality.

For fire, life and safety, the tenant improvements must be constructed in accordance with applicable building codes (condition numbers 1 and 2). The Building Official (attachment 1) and Deputy Fire Marshal (attachment 3) comments are the basis for those conditions.

As part of the City's effort to protect water quality, the City seeks to limit the amount of fats, oils and greases sent to the Water Pollution Control Facility. If the tenant improvements will include uses, such as a kitchen, a grease trap may be required to comply with building codes and the City of Troutdale *Construction Standards for Public Use Facilities* (condition number 3). This condition is based upon the comments from the City's Engineering Associate II (attachment 2).

**CRITERION G. THE PROPOSAL SATISFIES THE GOALS AND POLICIES OF THE COMPREHENSIVE LAND USE PLAN WHICH APPLY TO THE PROPOSED USE, AS WELL AS THE PURPOSES OF THIS SECTION AND APPLICABLE PROVISIONS OF THIS CODE.**

Based upon the nature of this conditional use request, of the specific Goals and Policies of the Comprehensive Land Use Plan identified by the applicant that apply are those of Goal 2 Land Use, Goal 9 Economy and Goal 12 Transportation. In addition, Goal 1 Citizen Involvement applies. Goal 8 Recreation Needs was mentioned by the applicant, but the policies of Goal 8 do not require a developer to provide recreational needs in Troutdale.

Goal 1 Citizen Involvement

The following Goal 1 policies apply:

1. *Inform the citizens of Troutdale of land use changes affecting their neighborhoods. The City shall continue to involve citizens in all phases of the planning process via the Citizen Advisory Committee, special task forces, and other appropriate means.*
2. *Keep the public informed of land development proposals occurring in their neighborhoods.*
3. *Attempt to balance the costs of providing public information with the public's right-to-know.*

These policies are met through the public notification of the hearing and the public hearing process.

### Goal 2 Land Use

The site is in the industrial planning area on land zoned Light Industrial. Within the industrial planning area, non-industrial uses are not encouraged except for those, not including housing, which serve the needs of the area's work force. While this commercial sports use is not specific to the area's work force, it is listed as a conditional use in the Light Industrial zoning district and as such, may be considered by the Planning Commission.

### Goal 12 Transportation

Based upon the language of the Goal 12 policies, they are most applicable to new construction.

Tenant improvements and change of uses might create additional traffic impacts (trips to and from a site) that logically are evaluated with this conditional use modification.

Access to the site is via NW Corporate Drive, a city street, which connects to NW Marine Drive, a County street, which connects to the I-84 couplet, Frontage Road. Comments have not been received from Multnomah County Transportation nor ODOT in time for inclusion in this staff report.

Off-street parking is already available for this use. As previously explained on page 4 of the staff report, a condition that at least 45 parking spaces be available for this use is recommended based upon the minimum off-street parking ratio adopted in the Troutdale Development Code.

### **CRITERION H. OWNERS OF PROPERTY WITHIN 250 FEET OF THE BOUNDARY OF THE SUBJECT PROPERTY HAVE BEEN NOTIFIED OF THE HEARING.**

As explained on page 2 of this staff report under Procedure, property owners within 250 feet of the boundary of the subject property were notified of this public hearing. No property owners submitted written comments as of the writing of this staff report.

### **RECOMMENDATION:**

Staff recommends approval of a conditional use to expand an existing commercial sports facility by up to 6,007 square feet for a total square footage of 10,307 square feet within an industrial flex space building in the Light Industrial zoning district addressed at 892 and 902 NW Corporate Drive, subject to compliance with conditions of approval.

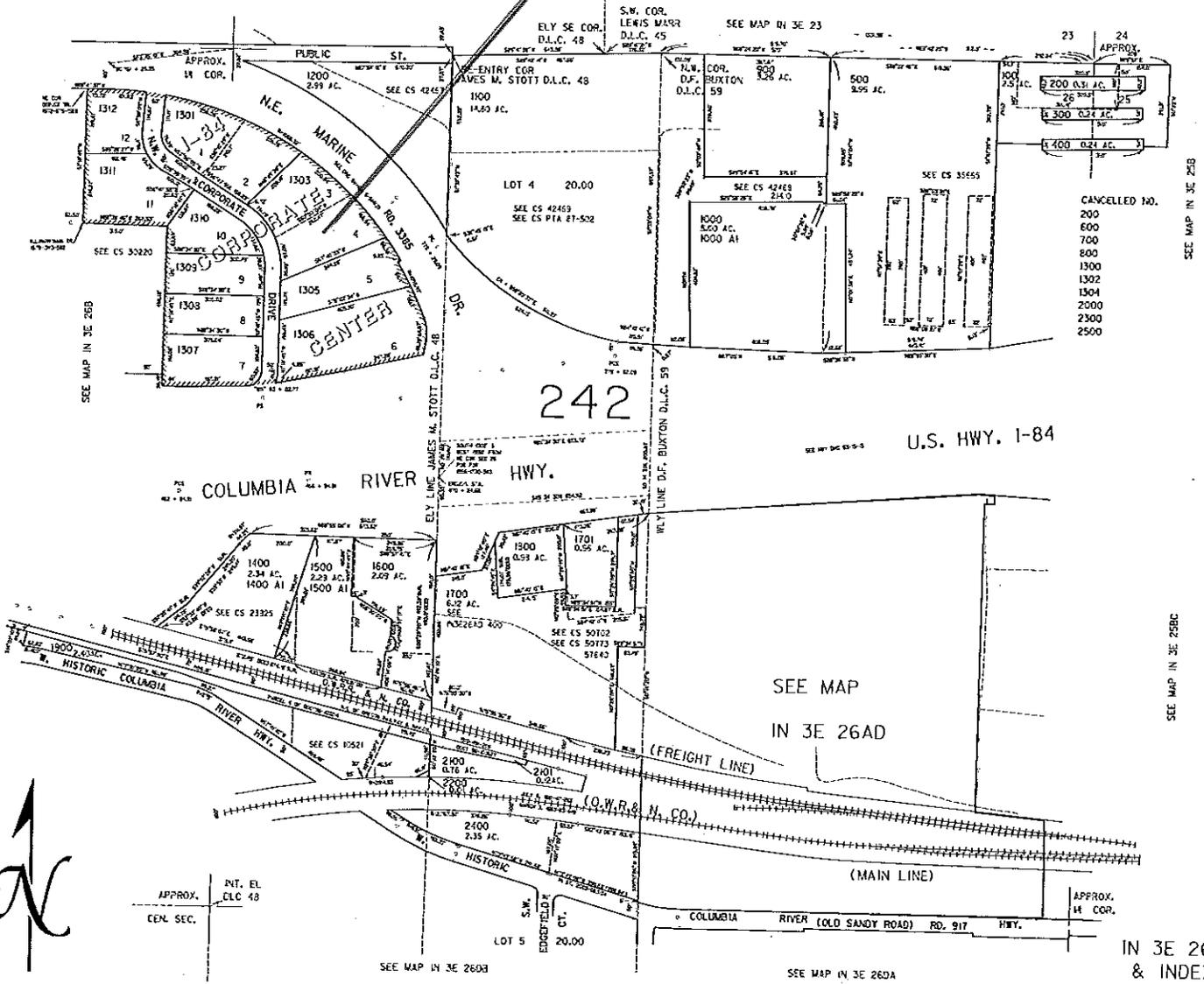
A draft Findings of Fact and Final Order with conditions has been prepared for the Planning Commission's consideration.

**CU 13-060 CONDITIONAL USE MAJOR CHANGE REQUEST**  
**BASECAMP FITNESS**  
**EXPANDING AREA OF CU APPROVAL 07-051 ISSUED for SPOTLIGHT CHEER**  
**892 & 906 NW CORPORATE DRIVE**

THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY

NE 1/4 SEC. 26 T. 1N. R. 3E. W. 1M.  
MULTNOMAH COUNTY  
1" = 200'

IN 3E 26A  
& INDEX  
TROUTDALE

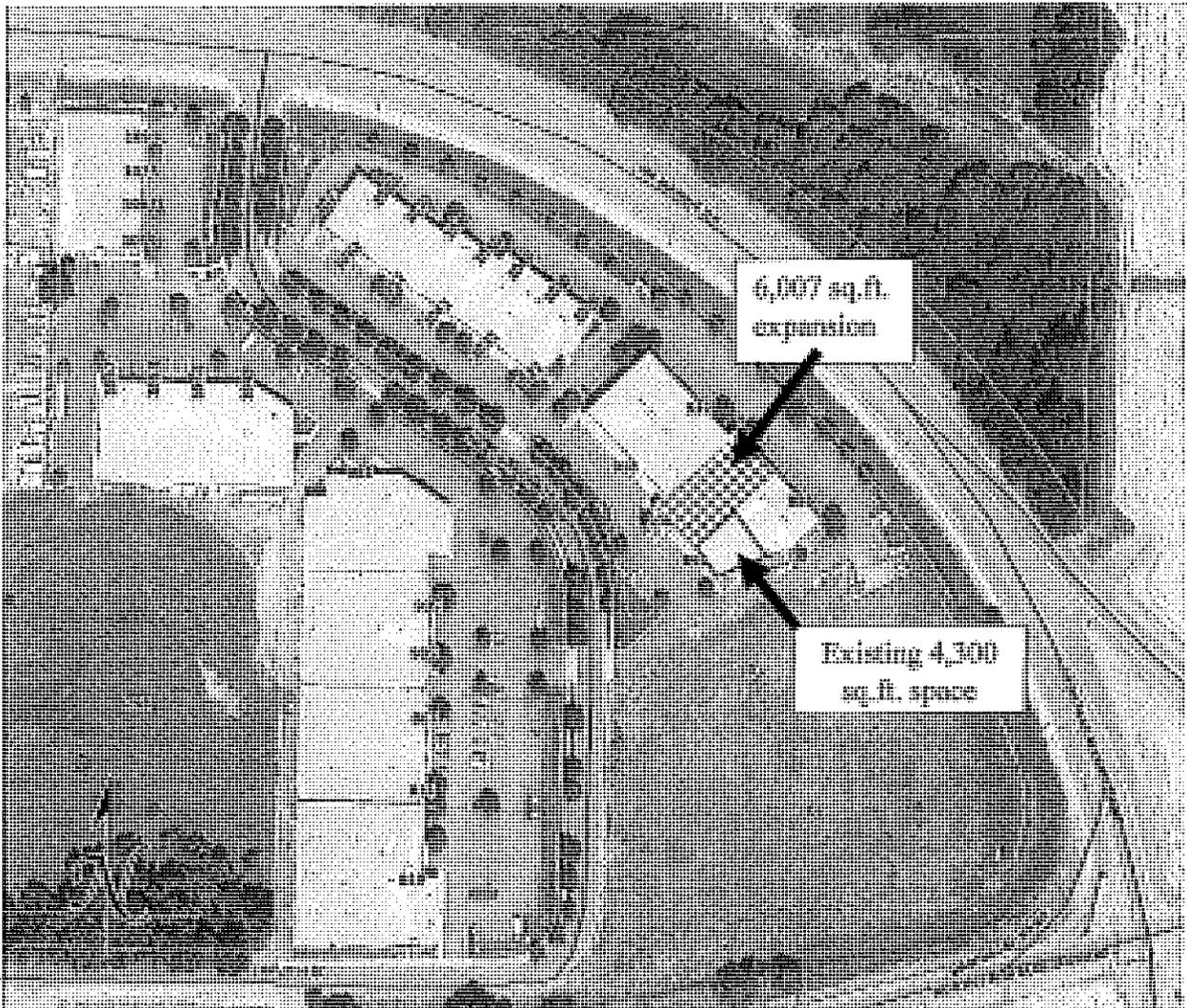


SEE MAP IN 3E 26B

SEE MAP IN 3E 26D

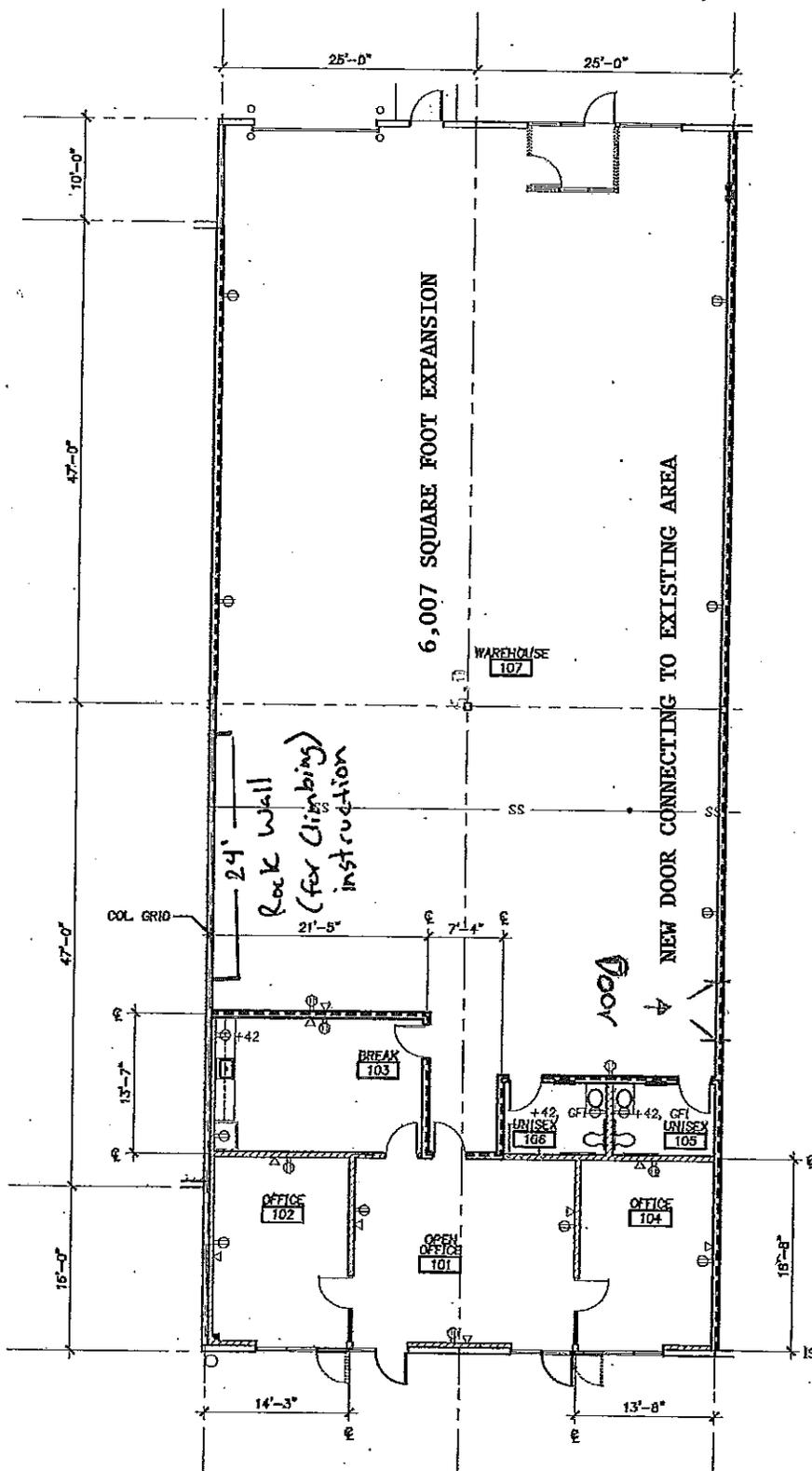
IN 3E 26A  
& INDEX  
TROUTDALE

CU 13-060 CONDITIONAL USE MAJOR CHANGE REQUEST  
BASECAMP FITNESS  
EXPANDING AREA OF CU APPROVAL 07-051 ISSUED for *SPOTLIGHT CHEER*  
892 & 906 NW CORPORATE DRIVE





Basecamp Fitness LLC  
 FACILITY SITE PLAN  
 BUILDING B DETAIL



1 FLOOR PLAN  
 A2.1 1/8"=1'-0"

**BUILDING DEPARTMENT  
CITY OF TROUTDALE**

**ATTACHMENT 1  
STAFF REPORT  
FILE 13-060**

18 December 2013

**MEMORANDUM FOR PLANNING DIVISION**

**FROM:** Stephen Winstead  
Building Official

**SUBJECT:** Building Department Comments to Planning Application 13-060  
Basecamp Fitness Conditional Use Modifications

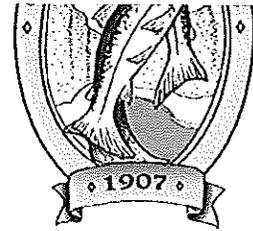
**References:** (a) Submittal Package from Planning Department  
(b) Oregon Structural Specialty Code

1. In accordance with reference (a) the work that is proposed between the two existing buildings will need to be in compliance with reference (b).
2. By building in between the structures the total building area increases unless fire walls are constructed. When submitting for a building permit the design professional shall provide a code summary for all the buildings connected in accordance with Section 107.1 of reference (b).
3. By building in between the structures the existing building components must be designed to resist lateral movement contributed by the new building area in accordance with Section 3403.3 of reference (b).

Stephen Winstead  
Building Official  
City of Troutdale

copy to Craig Ward  
City Manager

**Date:** December 18, 2013  
**To:** Elizabeth McCallum, Senior Planner  
**CC:** File  
David Schaffer, Water & Streets Superintendent  
Mike Sorensen, Wastewater Superintendent  
Travis Hultin, Chief Engineer  
Amy Pepper, Civil Engineer  
**From:** John J. Bushard, Engineering Associate II  
**RE:** **Type III Major Conditional Use Modification Review**  
**Basecamp Fitness (File No. 13-060)**



The Public Works Department has reviewed the Type III Major Conditional Use Modification submittal for Basecamp Fitness. My comments are divided into two categories: general comments and proposed conditions. General comments are informational points to guide the applicant in the proper planning of public works infrastructure for this project, to alert the applicant to possible extraordinary issues and/or to provide the basis for findings. Proposed conditions are requirements that Public Works recommends be formally imposed on the developer in the final order. Note that references to the "City Standards" herein refer to the *Construction Standards for Public Works Facilities*.

#### **General Comments/Findings**

1. Any and all utility and transportation plans submitted with this application have been reviewed for the purpose of determining the feasibility of providing utility and transportation facilities for the project. This land use approval does not constitute final approval of details, including but not limited to alignments, materials and points of access, connection or discharge, that are depicted or suggested in the application. The applicant is required to submit detailed construction drawings for this project. The City of Troutdale will review construction plans, in detail, when they are submitted and approve, reject or require modifications to the plans or drawings based upon conformance with City standards, the Troutdale Development Code and the professional engineering judgment of the Chief Engineer.
2. System Development Charges will be assessed at the time building permits are submitted for the tenant improvements.
3. If a grease trap is required by the Building Department, an Operations and Maintenance Plan will be required prior to issuance of the Certificate of Occupancy.
4. It is the opinion of the Public Works Department that the proposed conditional use can be developed in accordance with the requirements of the Troutdale Development Code (as it pertains to Public Works requirements) and City Standards and can be approved.

Troutdale File #'s 13-060

Basecamp Fitness

FROM: Shawn Durham ([Shawn.Durham@GreshamOregon.gov](mailto:Shawn.Durham@GreshamOregon.gov))

DATE: 12/24/13

FIRE COMMENTS:

***NOTE: Limited information at this time.***

1. The use of this building for a gym may be a change of occupancy and may require building permits. Verify with the City of Troutdale permit center. This may require additional fire code requirements. **OFC 105**
2. Prior to the Fire Inspection, a permanent 6" address placard will be required on the building per Gresham Fire Addressing Policy. The 6" address will also be required on the back door(s). **OFC 505 & 1401**
3. No Parking Fire Lane signage or curb marking will be required. Fire access roads 20' – 26' wide require the marking on both sides. Indicate on the building permit plans. I can email you our policy. **OFC D 103.6**
4. Depending on the occupancy and occupant load, fire sprinklers and a fire alarm system may be required. **OFC 903 & 907**

NOTE: This is not all-inclusive.



**CITY OF TROUTDALE  
PLANNING COMMISSION FINDINGS of  
FACT, FINAL ORDER and CONDITIONS  
TYPE III MAJOR CONDITIONAL USE  
MODIFICATION FILE NO. 13-060  
BASECAMP FITNESS**

**APPLICANT/OWNER:** Shane Conrad, Basecamp Fitness, applicant  
Chad H. Rheingold, CPM, VP, Wyse Investment Services Co., owner

**STAFF:** Elizabeth A. McCallum, Senior Planner

**STAFF REPORT DATE:** January 8, 2014

**REQUEST:** Major Conditional Use modification to expand an existing conditional use approval for a commercial sports facility from 4,300 square feet to 10,307 square feet through tenant improvements within an industrial flex-space building at the I-84 Corporate Center

**LOCATION:** 892 and 902 NW Corporate Drive

**TAX MAP & TAX LOT:** IN3E26A-01303, I-84 Corporate Center Subdivision portion of Lot 4

**TAX LOT SIZE:** 1.92 acres for combined Lots 3 and 4 of the I-84 Corporate Center Subdivision

**PLAN DESIGNATION:** Industrial (I)

**ZONING DISTRICT:** Light Industrial (LI)

**APPLICABLE STANDARDS:**

*Troutdale Development Code:* 3.160 Light Industrial Zoning District; 6.300 Conditional Use; 9.000 Off-Street Parking and Loading; and 10.000 Signs  
*City of Troutdale Comprehensive Land Use Plan (Comp Plan)*  
*City of Troutdale Construction Standards for Public Works Facilities*  
*Multnomah County Road Rules*

Building and Fire Codes

**PRIOR LAND USE APPROVALS:**

CU 07-051 Spotlight Cheer, a Commercial Sports Facility (Attachment A)  
SDR modification 99-007 (not attached)  
Subdivision Lot Consolidations 98-104(not attached)  
Zone Change 97-116 (not attached)

**FINDINGS OF FACT:**

The staff report dated January 10, 2014 in this matter is hereby adopted as the findings in this matter.

**ORDER:**

Based upon the foregoing findings of fact, the Troutdale Planning Commission hereby approves a Major Conditional Use modification to expand an existing conditional use approval for a commercial sports facility from 4,300 square feet to 10,307 square feet through tenant improvements within an industrial flex-space building at the I-84 Corporate Center subject to compliance with the following conditions of approval.

**CONDITIONS OF APPROVAL:**

1. Apply for building permits. Building improvements will be evaluated for compliance with applicable building under the building permit for the tenant improvements, including but not limited to the following or as otherwise determined by the Building Official:
  - a. In accordance with the submittal package, the work that is proposed between the two existing building will need to be in compliance with the Oregon Structural Specialty Code.
  - b. By building in between the structures the total building area increases unless fire walls are constructed. When submitting for a building permit the design professional shall provide a code summary for all the buildings connected in accordance with Section 107.1 of the Oregon Structural Specialty Code.
  - c. By building in between the structures, the existing building components must be designed to resist lateral movement contributed by the new building area in accordance with Section 3403.3 of the Oregon Structural Specialty Code.

2. Comply with applicable fire codes, including but not limited to the following or as otherwise determined by the Fire Marshal or Building Official:
  - a. The use of this building for a gym may be a change of occupancy and may require building permits. Verify with the City of Troutdale permit center. This may require additional fire code requirements. OFC 105
  - b. Prior to the Fire Inspection, a permanent 6" address placard will be required on the building per Gresham Fire Addressing Policy. The 6" address will also be required on the back door(s). OFC 505 & 1401
  - c. No Parking Fire Lane signage or curb marking will be required. Fire access roads 20' – 26' wide require the marking on both sides. Indicate on the building permit plans. I can email you our policy. OFC D 103.6
  - d. Depending on the occupancy and occupant load, fire sprinklers and a fire alarm system may be required. OFC 903 & 907.
3. Comply with applicable *Construction Standards for Public Works Facilities*, including but not limited to the following. Review of the detailed construction plans may require modifications to conform to City standards.
  - a. Pay applicable incremental System Development Charges. These will be assessed at the time building permits are submitted for the tenant improvements.
  - b. If a grease trap is required by the Building Department, an Operations and Maintenance Plan will be required prior to issuance of the Certificate of Occupancy.
4. This land use approval does not include any approval for new or modified outdoor signage. A Type I sign permit is required for any new outdoor signage or changes to existing outdoor signage.
5. To meet the off-street parking ratio standard of the Troutdale Development Code, the applicant's lease agreement shall provide that at least 45 off-street parking spaces be available to this use. A copy of the lease agreement shall be provided to the City Planning Division for the record.
6. This conditional use modification is valid for two years from the approval date unless building permits have been issued for the tenant improvements.

7. The conditional use shall continue to be operated in compliance with the prior conditional use approval for 892 NW Corporate Drive issued under CU approval 07-051 for Spotlight cheer and these conditions of approval (Attachment A).
  
8. This conditional use approval shall run with the tenant space specified in this approval until such a time as the use has been discontinued for a period of 365 consecutive days. If the use is discontinued for a period of 365 consecutive days, the conditional use approval is void and a re-use of this space as a commercial sports facility will require a new conditional use approval.

**APPROVED THIS 15th DAY OF JANUARY 2014**

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Taney Staffenson, Chair  
Troutdale Planning Commission

**DRAFT**



**CITY OF TROUTDALE  
PLANNING COMMISSION  
FINDINGS OF FACT AND FINAL ORDER  
SPOTLIGHT CHEER STUDIOS LLC  
CONDITIONAL USE  
*Change of Use from an Industrial Flex Space to a  
Commercial Sports Facility***

**FILE NO.** 07-051  
**OWNER:** Meier 1, LLC  
**APPLICANT:** Spotlight Cheer Studios LLC  
**HEARING DATE:** June 20, 2007  
**STAFF REPORT DATE:** June 13, 2007  
**STAFF:** Elizabeth A. McCallum, Senior Planner   
**LOCATION:** 892 NW Corporate Drive  
**TAX LOT & TAX MAP:** 1N3E 26A Tax Lot 1303  
**LEASED SPACE:** 4,300 square feet.  
**PLAN DESIGNATION:** Industrial  
**ZONING DISTRICT:** Light Industrial  
**OVERLAY ZONING:** Airport Landing Field Overlay District (ALF)

**APPLICABLE STANDARDS**

- Troutdale Development Code (TDC): TDC 3.163(H) Conditional uses in the Light Industrial Zoning District; Commercial Sports Complexes and similar facilities; TDC 6.300 Conditional Use; TDC 9.000 Off-Street Parking and Loading; TDC 10.000 Signs
- Troutdale Municipal Code (TMC)
- City of Troutdale *Construction Standards for Public Utilities*
- Multnomah County Transportation standards.

**FINDINGS OF FACT**

The staff report of June 13, 2007, is adopted as the Planning Commission's Findings in this matter and the following:

**ORDER:**

Based upon the foregoing, the Planning Commission approves a conditional use for a commercial sports facility known as Spotlight Cheer Studios LLC, within 4,300 square feet of Building B at the I-84 Corporate Park.

**CONDITIONS OF APPROVAL:**

1. A separate Type I Site and Design Review for sign permits will be required.
2. Comply with applicable Fire Codes, including but not limited to the following. The Fire Marshal has the authority to modify this condition as necessary to meet codes if other issues are discovered during the building permit review:
  - a. Submit a fire flow test and report with the building permit plans. If available fire flow is deficient, the following may be required: 1) an upgrade in type of construction and/or; 2) a fire barrier as per IBC Table 7504; 3) installation of fire sprinklers and/or; 4) an upgrade of the water mains or provide an on-site water supply to meet the required fire flow.
  - b. A fire hydrant must be located within 400 feet of the building if fire sprinklers are not provided.
  - c. The site plan submitted with the building permit application, shall show both existing and proposed fire protection systems, structure location on property, fire department access roads, location of fire hydrants, any access road gates, inside

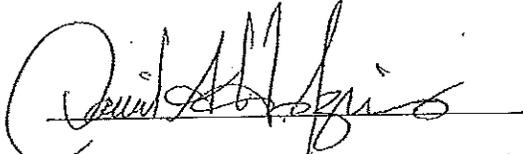
ATTACHMENT A FINDINGS OF FACT FILE 13-060

PAGE 3 of 11

Final Order, Spotlight Cheer Studies LLC CU File 07-051

- and outside fire apparatus turning radius, building code summary and other required items per the Oregon Fire and Building Codes.
- d. Fire access roads shall be constructed to support 75,000 pounds.
  - e. The address identification on the building shall be visible from the street and shall be a minimum of 6 inches in height and of contrasting color.
  - f. Exit doors hardware shall meet the requirements of the Oregon Fire and Building Codes. Based upon the assembly use (A), the exit doors may require panic hardware.
3. Comply with applicable building, mechanical, electrical and plumbing codes.
  4. Submit the SDC worksheet with the building permit application and pay any applicable SDC fees at the time building permits are issued for the tenant improvements.
  5. Submit a completed Industrial User's Wastewater Survey with the building permit application.
  6. Any other conditions or regulations required by Multnomah County, Gresham Fire and Emergency Services, or other state or federal agencies are hereby made a part of this decision.
  7. The approved Conditional Use shall expire and be void two (2) years from the date of this approval unless substantial tenant improvements have been completed for the commercial sports facility.

APPROVED THIS 20th DAY OF JUNE 2007



Daniel Haskins, Planning Commission Chair



**CITY OF TROUTDALE**  
**PLANNING COMMISSION STAFF REPORT**  
**TYPE III HEARING**  
*Spotlight Cheer Studios LLC Conditional Use*  
*Change of Use*  
*from an Industrial Flex Space*  
*to a Commercial Sports Facility*

**FILE NO.** 07-051  
**OWNER:** Meier 1, LLC  
**APPLICANT:** Spotlight Cheer Studios LLC  
**HEARING DATE:** June 20, 2007  
**STAFF REPORT DATE:** June 13, 2007  
**STAFF:** Elizabeth A. McCallum, Senior Planner  
**LOCATION:** 892 NW Corporate Drive  
**TAX LOT & TAX MAP:** 1N3E 26A Tax Lot 1303  
**LEASED SPACE:** 4,300 square feet.  
**PLAN DESIGNATION:** Industrial  
**ZONING DISTRICT:** Light Industrial  
**OVERLAY ZONING:** Airport Landing Field Overlay District (ALF)

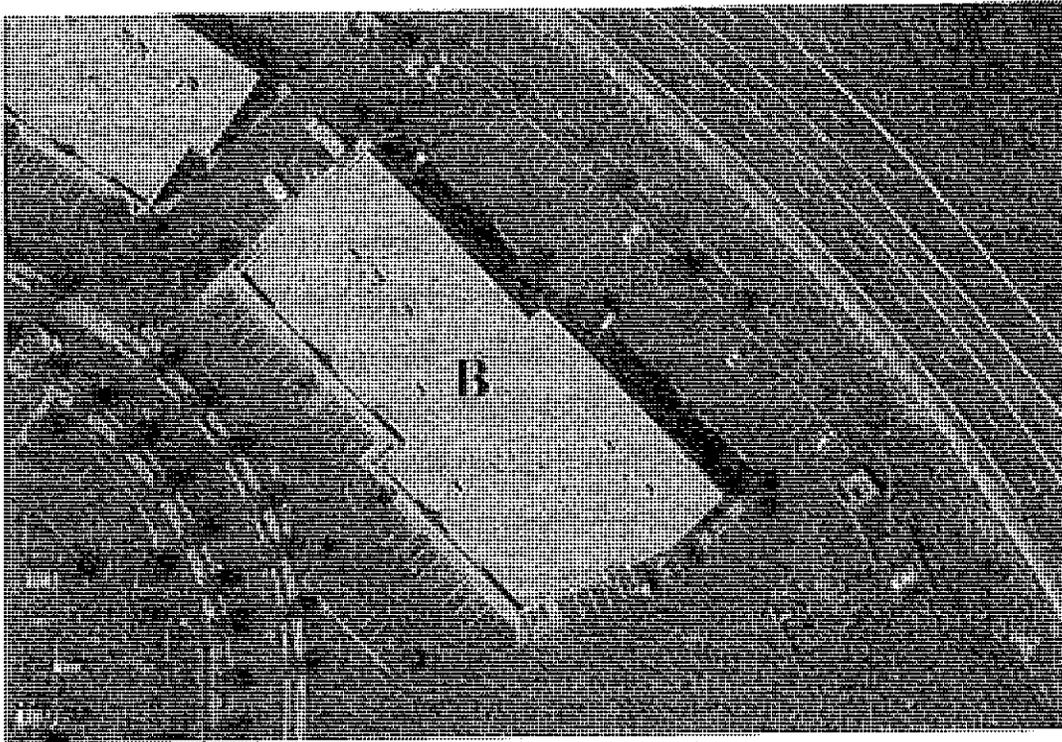
**APPLICABLE STANDARDS:**

- Troutdale Development Code (TDC); TDC 3.163(H) Conditional uses in the Light Industrial Zoning District: Commercial Sports Complexes and similar facilities; TDC 6.300 Conditional Use; TDC 9.000 Off-Street Parking and Loading; TDC 10.000 Signs
- Troutdale Municipal Code (TMC)
- City of Troutdale *Construction Standards for Public Utilities*
- Multnomah County Transportation standards.

**REQUEST**

Tenant improvement of an industrial flex building for a private sports training facility. The sport is cheerleading. The use will be a tenant improvement within a portion of Building B in the I-84 Corporate Center.

***I-84 CORPORATE PARK BUILDING B***



## PROCEDURE

Type III Conditional Use.

The building is preexisting and conforming to Light Industrial zoning district dimensional standards.

Interior remodeling does not require Site and Design Review, but the use requires evaluation of the Conditional Use (CU) criteria based upon the existing improvements and how they will be used by the proposed cheerleading school, including the existing off-street parking.

## NOTIFICATION

Notices were mailed on or before May 25, 2007, to property owners within 250 feet of the subject tax lot and to the Building Division and the Deputy Fire Marshal.

A notice of public hearing was published in the *Gresham Outlook* on June 9, 2007.

Comments were received from the following by June 12, 2007, and are incorporated into this staff report, and as applicable, into conditions of approval. Any comments received after June 12, 2007 will be provided at the hearing.

### City and Agencies

City of Troutdale Public Works  
Building Division  
Police Chief  
Gresham Fire and Emergency Services  
Multnomah County Transportation.

### Neighboring Property Owners

None.

## ANALYSIS

**TDC 6.340 Conditional Use Approval Criteria.** The Planning Commission may approve an application, approve with modifications, or deny an application for a conditional use after a hearing. The applicant must submit evidence substantiating that all requirements of this code relative to the proposed use are satisfied and demonstrate that the proposed use also satisfies the following criteria:

The conditional use criteria are:

**TDC 6.340 A. THE USE IS LISTED AS A CONDITIONAL USE IN THE UNDERLYING DISTRICT, OR APPROVED BY THE PLANNING COMMISSION FOR CONSIDERATION AS A CONDITIONAL USE.**

The underlying zoning, is LI Light Industrial. A commercial sports complex or similar facility is listed as a conditional use:

**TDC 3.163 Conditional Uses. The following uses and their accessory uses are permitted as conditional uses within a LI district:**

**H. Commercial sports complexes including, but not limited to, health clubs, tennis courts, aquatic centers, skating rinks, and similar facilities.**

The cheerleading school is similar to the commercial sports uses listed. The Conditional Use Criterion is met.

**TDC 6.340 B. THE CHARACTERISTICS OF THE SITE ARE SUITABLE FOR THE PROPOSED USE CONSIDERING SIZE, SHAPE, LOCATION, TOPOGRAPHY, EXISTENCE OF IMPROVEMENTS, AND NATURAL FEATURES.**

The I-84 Corporate Park industrial subdivision's parking lot and access from Marine Drive makes it suitable for a use that results in many people at the site at one time.

Additional tenant improvements will be necessary, however, to comply with the building codes for the type of occupancy a cheerleading school requires.

**TDC 6.340 C. THE PROPOSED USE OF THE SITE IS TIMELY, CONSIDERING THE ADEQUACY OF TRANSPORTATION SYSTEMS, PUBLIC FACILITIES, AND SERVICES EXISTING OR PLANNED FOR THE AREA AFFECTED BY THE USE.**

No new public streets or public facilities are required with this use.

The off-street parking already constructed is adequate for the use.

**TDC 3.165 Additional Requirements. C. Off-street parking spaces shall be provided in accordance with the requirements of Chapter 9, Off-Street Parking and Loading, of this code.**

The existing parking lot for the industrial flex space was built based upon one parking space for an employee on the largest shift. The applicant states that there are 28 parking spaces available

for Building B. However, according to the site plan, there are over 99 parking spaces directly associated with Building B on Tax Lot 1303.

The Code has a specific parking ratio for sports clubs and gymnasiums, which is applicable to this use: 4.3 spaces per 1,000 square feet of gross floor area (TDC 9.020 Commercial Off-Street Parking Space Requirements). Since the parking ratio for a sports club / gymnasium is based upon square footage, it is not necessary to evaluate parking based upon staff or the number of clients. The leased space is 4,300 square feet. As such, only 19 parking spaces are required for the cheerleading school. This use leaves 80 other parking spaces to be used by the other tenants of Building B.

Building B houses a total of five tenant spaces: four other tenant spaces, three of which are occupied at this time: Amburn Construction (6 employees), Sunmark Seeds International (5 employees) and Hill-Ron (unknown number of employees). A 3,500 square foot space is currently vacant (unknown future number of employees) as is the 4,300 square foot Spotlight Cheer will lease. Since there are 80 other parking spaces for the use of these businesses, unless Hill-Ron and the other new tenant have a combined total of more than 69 employees, there are adequate parking spaces for this use.

#### Garbage Enclosure

Building B's garbage enclosure is located in the southeast corner of the lot. The standard is met.

#### Signage

No details for proposed signage was included in the Conditional Use application. As such, a separate Type I Site and Design Review for a sign permit will be required (condition number 1), based upon compliance with the sign standards of TDC 10.000.

**TDC 6.340 D. THE PROPOSED USE WILL NOT ALTER THE CHARACTER OF THE SURROUNDING AREA IN A MANNER WHICH SUBSTANTIALLY LIMITS, IMPAIRS, OR PRECLUDES THE USE OF SURROUNDING PROPERTIES FOR THE PRIMARY USES LISTED IN THE UNDERLYING DISTRICT.**

There are industrial and professional businesses in the I-84 Corporate Park. It is not anticipated that this use will alter the character of the industrial subdivision in such a way that the existing businesses would be impaired from conducting their businesses. The applicant has the permission of the property manager to request a Conditional Use from the City and it may be understood from that authorization that conflicts are not anticipated.

The criterion is met.

**TDC 6.340 E. THE PROPOSED USE WILL PROVIDE ADEQUATE OPEN SPACE, LANDSCAPING, AND AESTHETIC DESIGN TO MITIGATE ANY POSSIBLE ADVERSE EFFECT ON SURROUNDING PROPERTIES AND USES.**

The proposed use will not modify any of the existing improvements required when I-84 Corporate Park was constructed. The criterion is met.

**TDC 6.340 F. THE PROPOSED USE WILL NOT RESULT IN USE OF THE LAND FOR ANY PURPOSE WHICH MAY CREATE, OR CAUSE TO BE CREATED, ANY PUBLIC NUISANCE INCLUDING, BUT NOT LIMITED TO, AIR, LAND, OR WATER DEGRADATION, NOISE, GLARE, HEAT, VIBRATION, OR OTHER CONSIDERATIONS WHICH MAY BE INJURIOUS TO PUBLIC HEALTH, SAFETY, AND WELFARE.**

The cheerleading studio is not expected to cause any public nuisance or public health, safety or welfare issues.

This criterion is met.

**TDC 6.340 G. THE PROPOSAL SATISFIES THE GOALS AND POLICIES OF THE COMPREHENSIVE LAND USE PLAN WHICH APPLY TO THE PROPOSED USE, AS WELL AS THE PURPOSES OF THIS SECTION AND APPLICABLE PROVISIONS OF THIS CODE.**

The specific goals and policies of the City of Troutdale Comprehensive Land Use Plan that apply to the proposed conditional use are:

Goal 1 Citizen Involvement (see criterion H). The public has been notified of this requested land use action and has been given an opportunity to comment. The goal is met.

Goal 2 Land Use: The land is zoned for industrial uses. Because the list of conditional uses adopted in the LI zoning district includes commercial sports facilities, Goal 2 Land Use is satisfied if it meets the conditional use criteria.

Goal 9 Economy. The CU will use land that has been designated for industrial uses. The primary purpose of the LI zoning district is:

**TDC 3.161 Purpose. This district is intended for light, clean industries usually of a manufacturing or storage nature with little outdoor storage. These industries usually do not require rail access and have very little**

process visibility. They usually create little or no air or water pollution and have no nuisance factors such as bright yard lights, continuous noise or objectionable odors. Wholesale and limited retail sales are permitted. These uses may be located adjacent to residential or commercial uses with appropriate buffering.

This use has an economic benefit to Troutdale. This use is non-polluting, does not require rail access and involves no processing. According to the applicant, the use will provide training to 72 children the first year and has five "athletic" staff members.

Goal 9 is met.

#### Goal 11 Public Facilities and Services

Fire Codes: The tenant improvements must comply with applicable fire codes as administered by Gresham Fire & Emergency Services. Applicable fire codes are from the OFC. Fire flows must be tested and be adequate for the type of construction; a fire hydrant must be available within 400 feet of the building if the building is not sprinklered; fire protection systems are required; fire access is required; the address must meet fire codes; exit doors may require changes to the hardware (condition number 2).

Building Codes: The tenant improvements must comply with applicable building, plumbing, mechanical, and electrical codes (condition number 3).

System Development Charges (SDCs): Submit the SDC worksheet with the building permit application and pay any applicable SDC fees at the time building permits are issued for the tenant improvements (condition number 4).

Public Works has requested that the applicant complete and submit an Industrial User's Wastewater Survey (condition number 5) for this use.

Goal 11 policies can be met.

#### Goal 12 Transportation

The use requires no changes to the current public street infrastructure or access. The goal is met.

**TDC 6.340 H. OWNERS OF PROPERTY WITHIN 250 FEET OF THE BOUNDARY OF THE SUBJECT PROPERTY HAVE BEEN NOTIFIED OF THE HEARING.**

This criterion was met through the notification procedure as explained on page 3 of this report.

**RECOMMENDATION**

Staff recommends approval of the conditional use for the commercial cheerleader studio known as Spotlight Cheer Studios LLC occupying 4,300 square feet of Building B at the I-84 Corporate Park. A draft final order has been prepared with conditions.

**APPLICANT'S SUBMITTAL**

**To the CITY OF TROUTDALE  
FILE 13-060 BASECAMP FITNESS**

**TYPE III MAJOR CONDITIONAL USE  
MODIFICATION REQUEST**



# BASECAMP FITNESS

Basecamp Fitness LLC  
Business Phone (503)665-5674

Contact Information:  
Managing Member  
Shane Conrad  
53215 E Marmot Rd.  
Sandy, OR 97055  
Cell: 503:896.6014 Home: 503-583-5443

Managing Member  
Jarrod Evans  
906 NW Corporate Dr.  
Troutdale, OR 97060  
404-468-0741

**RECEIVED**

DEC 12 2013

City of Troutdale  
Community Development Dept.

Application for Type III Conditional Use Permit Subject Site: I-84 Corporate Center  
892 NW Corporate Drive Building B TAX MAP /TAX LOT: 1N3E26A 1306  
UNDERLYING ZONING DISTRICT: LI Light Industrial OVERLAY ZONING DISTRICT:  
ALF Airport Landing Field

Land Use Application turned in 11/17/13 Application Fee turned in 11/17/13

Airport Landing Field (ALF). The Subject site is within the imaginary air surface for the Troutdale Airport. The building is existing so unless any exterior changes are made, review by the FAA will not be required.

### **CONDITIONAL USE CRITERIA**

The use is listed as a conditional use in the underlying district, or approved by the Planning Commission for consideration as a conditional use.

### **COMPLIANCE TO CONDITIONAL USE CRITERIA A**

Basecamp LLC is listed as a conditional use in the underlying district for consideration as a conditional use. This can be observed within:

3.163 Conditional Uses. The following uses and their accessory uses are permitted as conditional uses within the GI and Light industrial district:

H. Commercial sports complexes including, but not limited to, health clubs, tennis courts, aquatic centers, skating rinks, and similar facilities.

<http://www.ci.troutdale.or.us/documents/developmentcode/07.pdf>

**we can also be seen as falling within:**

**\* Trade or commercial schools whose primary purpose is to provide training to meet industrial needs.**

As Basecamp Fitness is affiliated with the Wilderness Education Association and provides professional certifications in outdoor leadership / wilderness medicine / and other first responder and wilderness guide recognized professional certifications. It is a safe environment that, **facilitates group learning and social training for life, and physical health. This also provides valuable training focused on assisting first responders in advanced rescue techniques, and outdoor enthusiasts training in protecting our local natural resources.**

**\* Community service uses.**

We also can be seen as a community service that aids the youth of the community, pursuing physical fitness (including adaptive sports), leadership training, and constructive time use for "after school" activities. This can be deemed as community service or public good that aids other public agencies, such as the schools and police by keeping our elder kids "off the streets." This positive image of the developing citizens of Troutdale reflects upon the priorities and philosophies of the community at large bring pride through the state and national recognition of this adventure training center and its activities for this youth population ages 13-18 years. Our facility will also provide programming for

community members who need adaptive recreation.

#### **CONDITIONAL USE CRITERIA - B**

The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, existence of improvements, and natural features. Based on prior approval for Back-to Back Sports beginning at shell status; Basecamp Fitness LLC would be beginning much in the same accordance utilizing a substantially smaller space having less impact on the structure or surrounding environment.

#### **NARRATIVE ON BASECAMP FITNESS LLC ACTIVITY**

Basecamp Fitness LLC is a recreational sports facility that focuses in outdoor leadership training, outdoor technical skills training, risk mitigation techniques, rescue training, and youth programs. Until now our programming has taken place on location at the training site reducing the amount of citizens of Troutdale and surrounding communities who could participate in our programming. The proposed use will not alter the character of the surrounding area in a manner, which substantially limits, impairs, or precludes of surrounding properties and uses. The proposed use will provide adequate open space, landscaping, and aesthetic design to mitigate any possible adverse effect on surrounding properties and uses. Basecamp Fitness LLC currently occupies 4,300 square feet of space at 892 NW Corporate Drive that was previously approved for a conditional use for Spotlight Cheer (File 07-051). A copy of the approval is enclosed in our conditional use application. Basecamp Fitness LLC would be expanding within an existing building with current landscaping already provided and maintain within the complex. We will support current requirements of aesthetic design and not hinder any surrounding through our usage, as it is contained within the building. Our usage can be seen as a "clean use", not manufacturing any product, using any chemicals, or creation that has an off run or by-product. We would not be affecting or have impact upon the land or structure through our business usage. The proposed use will not resulting in exploit of the lands for any purpose which may create, or cause to be created, any public nuisance including, but not limited to air, land or water degradation, noise, glare, heat, vibration, or other considerations which may be injurious to public health, safety and welfare. Our activities or time of business is primarily from 4pm through 10pm. This would run in polar opposite of most all existing business. Any noise, traffic, and or potential for nuisance will be elevated by this timeframe. We run as a quiet gym for safety while climbing and providing vocal instruction - our athletes / students are trained to maintain focus within their activities requiring less discussion or group gathering noise. Music played during some of our sessions will not begin until 5pm and our site is located at the far end of the complex away from other business

activity and offices. We have submitted the drawings of the actual building dimensions along with the drawing of the proposed project. Appendix B & C.

**Existing parking** associated with tax Lot 1306. There are 99 parking spaces available for the building on tax Lot 1306.

Our gym will focus on hosting class times with specific enrollment, rotated on an hourly basis. Due to the nature of our activities our class sizes will primarily consist of 30 students or less depending on the type of skill, or training to be conducted. On average staffing needs will be around 6 educators providing instruction and conducting day to day business. We will have approximately 40 parking spaces allotted to us with our expansion. All 99 spaces however are unreserved and are available on a first come first served basis. None of the current tenants use the spaces after hours or on weekends, so typically there are ample parking spaces available during these times

#### **CONDITIONAL USE CRITERIA - C**

The proposed use of the site is timely, considering the adequacy of transportation systems, public facilities, and services existing or planned for the area affected by the use.

Some families will not be at the gym staying on-site and will use a car pooling system of drop-off and pick-up. During their students time of practice or instruction, it is likely that they will support the greater Troutdale area's commerce through having dinner or shopping.

#### Public Transportation

There is no bus service at this site-the nearest bus stop is on south Frontage Road at Culpepper's. Because there is no bus service to the site, Tri-Met as asked for carpool parking designations. Pursuant TUC 9.165, carpooling and vanpool parking is required for all new industrial, commercial and community service developments with 50 or more employees. **We do not have over 50 employees at Basecamp Fitness.** The number of employees may not meet this threshold; however, under the Conditional Use criteria, carpooling may be required as a condition of approval to mitigate for the lack of public transportation to the site, under criteria C "The proposed use of the site is timely, considering the adequacy of transportation systems, public facilities, and services existing or planned for the area affected by the use." The number of carpool spaces to provide for employees should be 1 carpool space for every 10 employees on the largest shift, but at least 1. This is based upon the ratio established in '1DC 9.165(A). There are many carpool spaces available adjacent to our site. Please see site map.

TRANSPORTATION IMPACTS: In response to the conditional use criteria C that asks about adequate transportation systems, ODOT has stated that a traffic study was not required for this use when it was going to be in Building B at I-84 Corporate Center; Basecamp Fitness' lease will be in building "B".

The proposal satisfies the goals and policies of the comprehensive land use Plan

which applies to the proposed use, as well as, the purposes of this section and applicable provisions of this code

**CONDITIONAL USE CRITERIA - D**

The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.

**COMPLIANCE TO D**

This use will remove about 6,000 square feet of general industrial flex space. The market for general manufacturing flex space will drive whether approval of the sports complex will preclude the development of surrounding properties for the underlying uses in the LI and GI zoning district.

Development of the two vacant parcels south of this site was originally proposed to be a motel and a restaurant. They were not built and this site still could develop as a motel and restaurant or other use permitted in the LI zoning district. The sports facility would be compatible with the hotel/motel and restaurant and even an industrial use as employees at the industrial business may be able to use this recreational facility at lunch, before or after work for themselves and their families.

**CONDITIONAL USE CRITERIA - E**

The proposed use will provide adequate open space, landscaping, and aesthetic design to mitigate any possible adverse effect on surrounding properties and uses.

**COMPLIANCE TO E**

This is an existing building and there are no plans for exterior modifications or expansion of the parking lot, this criteria is not applicable.

**CONDITIONAL USE CRITERIA - F**

The proposed use will not result in use of the land for any purpose which may create, or cause to be created, any public nuisance including, but not limited to, air, land, or water degradation, noise, glare, heat, vibration, or other considerations which may be injurious to public health, safety, and welfare.

**COMPLIANCE TO F**

The sports complex is not likely to create any of these nuisances.

**CONDITIONAL USE CRITERIA - G**

The proposal satisfies the goals and policies of the Comprehensive Land Use Plan which apply to the proposed use, as well as the purposes of this section and applicable provisions of this code.

## **COMPLIANCE TO G**

Narrative Addressing Compliance of Basecamp Fitness with the Troutdale Comprehensive Land Use Plan goals and policies, as well as, the Troutdale Development Code regulations.

Site 906 NW Corporate Drive Building B is an existing building that shares a wall with 896 NW Corporate Drive for lease within a light industrial zoning in the city of Troutdale. The lease would be for a three to five year term. Basecamp Fitness LLC is leasing an additional 6,000 square feet to expand the existing 4,300 sf are currently leased.. We would not require any construction beyond installing a door between the two facilities, and non permanent fixtures (climbing wall) to allow us to facilitate outdoor technical skills training within the structure for usage to begin upon approval. There are no exterior changes to the existing building required by the potential tenet in application for the conditional use permit.

### **Goal 2: Land Use / Industrial Plan designation:**

The intent is to encourage development at appropriate locations in order to increase the level of employment, enhance the tax base, decrease service costs, and achieve a healthy, diverse, and stable local economy, which serve the needs of the area's work force. This site of business does not result in significant adverse impacts on residential or sensitive natural resource areas in the following area:

Areas with sites large enough to accommodate expansion of individual establishments or provide for several establishments within one contiguous area.

### **Goal 8: Recreational Needs:**

Pertains to publicly-owned facilities, but the principle of policy 6 may be applied: "Ensure that facilities are available to a wide range of user groups, including adults, disabled persons and senior citizens." The facility will offer an average amount of space for both active and passive recreation areas. With plans to develop a variety of recreational sports league and activities available to all citizens. Encouraging the joint use of the facility and local schools and businesses. Furthermore a focus will be placed on adaptive recreation providing much needed recreational opportunities for citizens with disabilities.

### **Goal 9: Economy:**

Addressing the removal of this building from the industrial employment base by using this space for a commercial facility will provide expanded opportunities in the future for Troutdale economy.

With the convenience of this location, the employees of the Troutdale Community, can all benefit from the use of this recreational facility. As an added bonus due to the fact that this use will provide training for individuals living within the

Portland Metro Area to explore and enjoy our local area's resources we project that our business will have a slight impact in our community through hotel stays, retail purchases, and eating at local restaurants. This will lead an effort for us to hire more outdoor leadership and tourism professionals. This works well with our relationship to Mt. Hood Community Colleges Wilderness Leadership and Experiential Degree Program as we currently employ 4 former MHCC Wilderness Leadership graduates.

At our current location we are limited in the amount of people we could hire to about 5. With the expansion we could grow to a workforce of 20 - 30 people.

The Portland-Troutdale Airport industrial complex provides employment for more than 200 people. Other major employers include the Reynolds School District, Mt. Hood Community College, Burns Bros., Inc., Flying J. Travel Plaza, and D & D Bennett, Inc.

By allowing us to expand this location, an opportunity for additional economic development can be created. Implementing policies such as this commercial facility will promote an adequate level of economic development and a diversified employment base within the City of Troutdale. At this time there is no other facility in the City of Troutdale that can provide the planned relationship to the people it will serve. With the amount of outdoor recreation opportunities located near and the above average expected growth in the "Leisure and Hospitality" sector of employment in the Troutdale area. We feel that our facility will bring people from all over the Portland Metro Area allowing for other businesses in Troutdale to be impacted economically through both the use of our facility, and the expanded emphasis on Troutdale's outdoor recreation opportunities.

**Goal 12: Transportation:**

® Policy 2: provide adequate off—street parking: see the discussion and reply under parking standards.

® Policy 4: Encourage the use of mass transit (NOT AVAILABLE AT THE SITE), bicycle racks must be provided at a ratio of 5% of the required parking. Bike racks must hold at least 7 bicycles. \*we would need to add bicycle racks to meet this requirement. We have no objection to doing this as we are big supporters of human powered transportation.

® Policy 5: Handicap accessible service / parking. The number of parking spaces required to be handicap accessible is specified in the Oregon Structural Specialty Code. The building inspector reviews plans for compliance with these codes.

**CONDITIONAL USE CRITERIA - H**

Owners of property within 250 feet of the boundary of the subject property have been notified of the hearing. [Adopted by Ord. 550, ef. 9/25/90]

**Conditional Use Criteria H.**

Property Owners within 250 ft of the boundary: Please refer to appendix A Fidelity National Title Company Map #1N3E26A Mailing labels to surrounding owners submitted with application \*\*\*coming after initial submittal.

**Appendix A Fidelity National title company tax lot ID information for I-84 Corporate Center Appendix B Site Plan for Basecamp Fitness LLC Appendix C General layout for Building B**

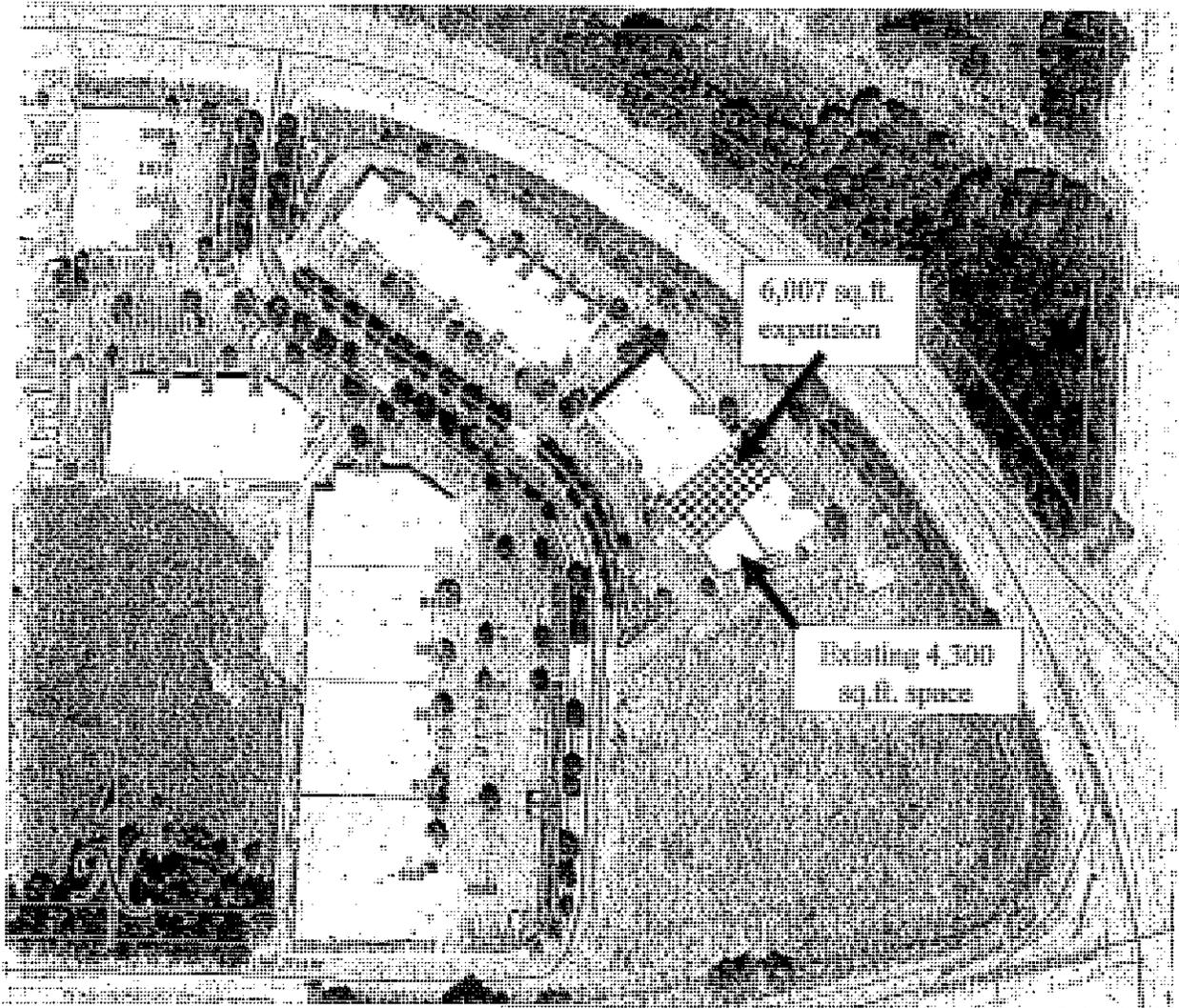
Please read below.

The building and parking were designed to handle a lot more office use than has ever been built out so beyond the 3.7 spaces per 1,000 sq ft that goes with your space there is a lot of unused and available spaces.

Our parking ratio is 3.7 spaces per 1,000 SF of space or about 16 spaces, plus you can park in front of your grade door, which gives you about 17 spaces. All the spaces are unreserved and are available on a first come bases. Only one of the current tenants use the spaces after hours or on weekend and so typically there are ample parking spaces available theses times.

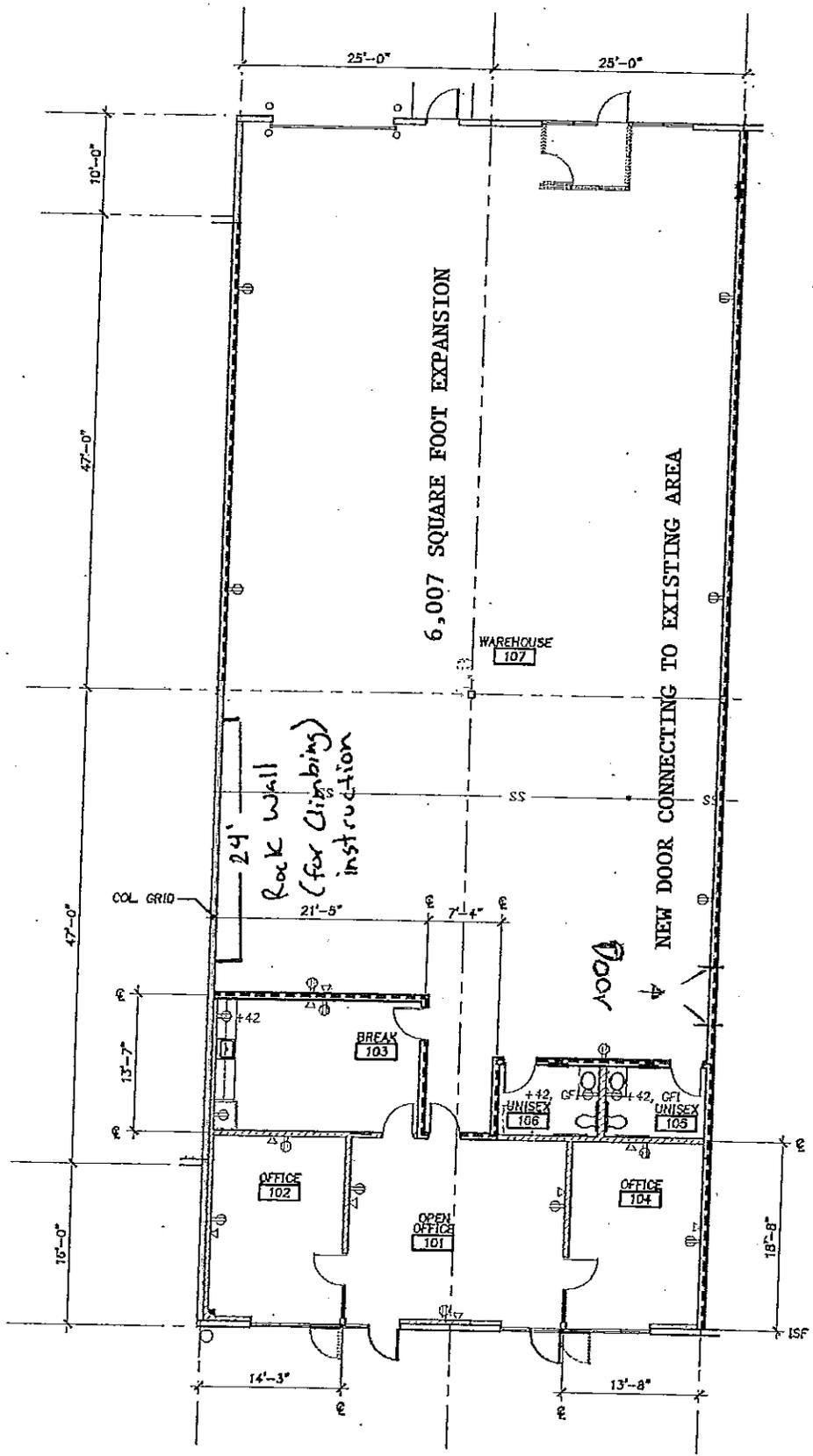
Let's talk and see if we can figure this out.

CU 13-060 CONDITIONAL USE MAJOR CHANGE REQUEST  
BASECAMP FITNESS  
EXPANDING AREA OF CU APPROVAL 07-051 ISSUED for *SPOTLIGHT CHEER*  
892 & 906 NW CORPORATE DRIVE





Deseamp fitness LLC  
 FACILITY SITE PLAN  
 BUILDING B DETAIL



1 FLOOR PLAN  
 A2.1 1/8"=1'-0"



# CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

## NOTICE OF DECISION

June 22, 2007

### COMMUNITY DEVELOPMENT DEPARTMENT

Fax: (503) 667-0524

Planning Division  
(503) 674-7256

Building Division  
(503) 674-7229

Code Compliance  
Division  
(503) 674-7270

Parks & Facilities  
Division  
(503) 666-8303

Fax: (503) 665-3335

Stephanie Sumimoto  
570 SW 26<sup>th</sup> Street  
Troutdale, OR 97060

RE: Case File 07-051 – Spotlight Cheers Studio Conditional Use

Dear Ms. Sumimoto:

The Planning Commission met on June 20, 2007 and approved your request for a conditional use to establish a cheerleading studio at 892 NW Corporate Drive. Attached is a copy of the signed findings of fact and final order for file no. 07-051.

This decision may be appealed to the Troutdale City Council by SPM, July 2, 2007, pursuant to section 16.280 of the Troutdale Development Code (TDC). The notice of appeal must indicate the basis for the appeal pursuant to section 16.290 of the TDC. A filing fee of \$900.00 must be included with the notice of appeal. All affected parties have the right to file a notice of appeal prior to closing of the appeal period.

Sincerely,

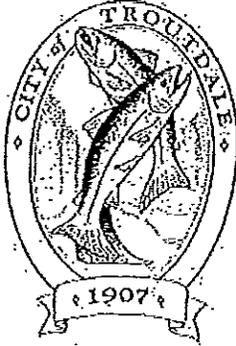
  
Elizabeth A. McCallum  
Senior Planner

c: Stacey Steinwandel  
Meier I LLC  
Building Department  
Gresham Fire Marshal  
Public Works Department

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**CITY OF TROUTDALE  
PLANNING COMMISSION  
FINDINGS OF FACT AND FINAL ORDER  
SPOTLIGHT CHEER STUDIOS LLC  
CONDITIONAL USE  
*Change of Use from an Industrial Flex Space to a  
Commercial Sports Facility***

**FILE NO.** 07-051  
**OWNER:** Meier 1, LLC  
**APPLICANT:** Spotlight Cheer Studios LLC  
**HEARING DATE:** June 20, 2007  
**STAFF REPORT DATE:** June 13, 2007  
**STAFF:** Elizabeth A. McCallum, Senior Planner *E. McCallum*  
**LOCATION:** 892 NW Corporate Drive  
**TAX LOT & TAX MAP:** 1N3E 26A Tax Lot 1303  
**LEASED SPACE:** 4,300 square feet.  
**PLAN DESIGNATION:** Industrial  
**ZONING DISTRICT:** Light Industrial  
**OVERLAY ZONING:** Airport Landing Field Overlay District (ALF)

## APPLICABLE STANDARDS

- Troutdale Development Code (TDC): TDC 3.163(H) Conditional uses in the Light Industrial Zoning District; Commercial Sports Complexes and similar facilities; TDC 6.300 Conditional Use; TDC 9.000 Off-Street Parking and Loading; TDC 10.000 Signs
- Troutdale Municipal Code (TMC)
- City of Troutdale *Construction Standards for Public Utilities*
- Multnomah County Transportation standards.

## FINDINGS OF FACT

The staff report of June 13, 2007, is adopted as the Planning Commission's Findings in this matter and the following:

## ORDER:

Based upon the foregoing, the Planning Commission approves a conditional use for a commercial sports facility known as Spotlight Cheer Studios LLC, within 4,300 square feet of Building B at the I-84 Corporate Park.

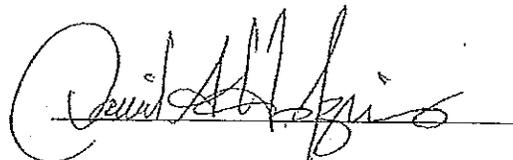
## CONDITIONS OF APPROVAL:

1. A separate Type I Site and Design Review for sign permits will be required.
2. Comply with applicable Fire Codes, including but not limited to the following. The Fire Marshal has the authority to modify this condition as necessary to meet codes if other issues are discovered during the building permit review:
  - a. Submit a fire flow test and report with the building permit plans. If available fire flow is deficient, the following may be required: 1) an upgrade in type of construction and/or; 2) a fire barrier as per IBC Table 7504; 3) installation of fire sprinklers and/or; 4) an upgrade of the water mains or provide an on-site water supply to meet the required fire flow.
  - b. A fire hydrant must be located within 400 feet of the building if fire sprinklers are not provided.
  - c. The site plan submitted with the building permit application, shall show both existing and proposed fire protection systems, structure location on property, fire department access roads, location of fire hydrants, any access road gates, inside

and outside fire apparatus turning radius, building code summary and other required items per the Oregon Fire and Building Codes.

- d. Fire access roads shall be constructed to support 75,000 pounds.
  - e. The address identification on the building shall be visible from the street and shall be a minimum of 6 inches in height and of contrasting color.
  - f. Exit doors hardware shall meet the requirements of the Oregon Fire and Building Codes. Based upon the assembly use (A), the exit doors may require panic hardware.
3. Comply with applicable building, mechanical, electrical and plumbing codes.
  4. Submit the SDC worksheet with the building permit application and pay any applicable SDC fees at the time building permits are issued for the tenant improvements.
  5. Submit a completed Industrial User's Wastewater Survey with the building permit application.
  6. Any other conditions or regulations required by Multnomah County, Gresham Fire and Emergency Services, or other state or federal agencies are hereby made a part of this decision.
  7. The approved Conditional Use shall expire and be void two (2) years from the date of this approval unless substantial tenant improvements have been completed for the commercial sports facility.

APPROVED THIS 20th DAY OF JUNE 2007



Daniel Haskins, Planning Commission Chair



**CITY OF TROUTDALE**  
**PLANNING COMMISSION STAFF REPORT**  
**TYPE III HEARING**  
*Spotlight Cheer Studios LLC Conditional Use*  
*Change of Use*  
*from an Industrial Flex Space*  
*to a Commercial Sports Facility*

**FILE NO.** 07-051  
**OWNER:** Meier 1, LLC  
**APPLICANT:** Spotlight Cheer Studios LLC  
**HEARING DATE:** June 20, 2007  
**STAFF REPORT DATE:** June 13, 2007  
**STAFF:** Elizabeth A. McCallum, Senior Planner  
**LOCATION:** 892 NW Corporate Drive  
**TAX LOT & TAX MAP:** IN3E 26A Tax Lot 1303  
**LEASED SPACE:** 4,300 square feet.  
**PLAN DESIGNATION:** Industrial  
**ZONING DISTRICT:** Light Industrial  
**OVERLAY ZONING:** Airport Landing Field Overlay District (ALF)

A handwritten signature in cursive script, appearing to read "E. McCallum", is written over the printed name of Elizabeth A. McCallum.

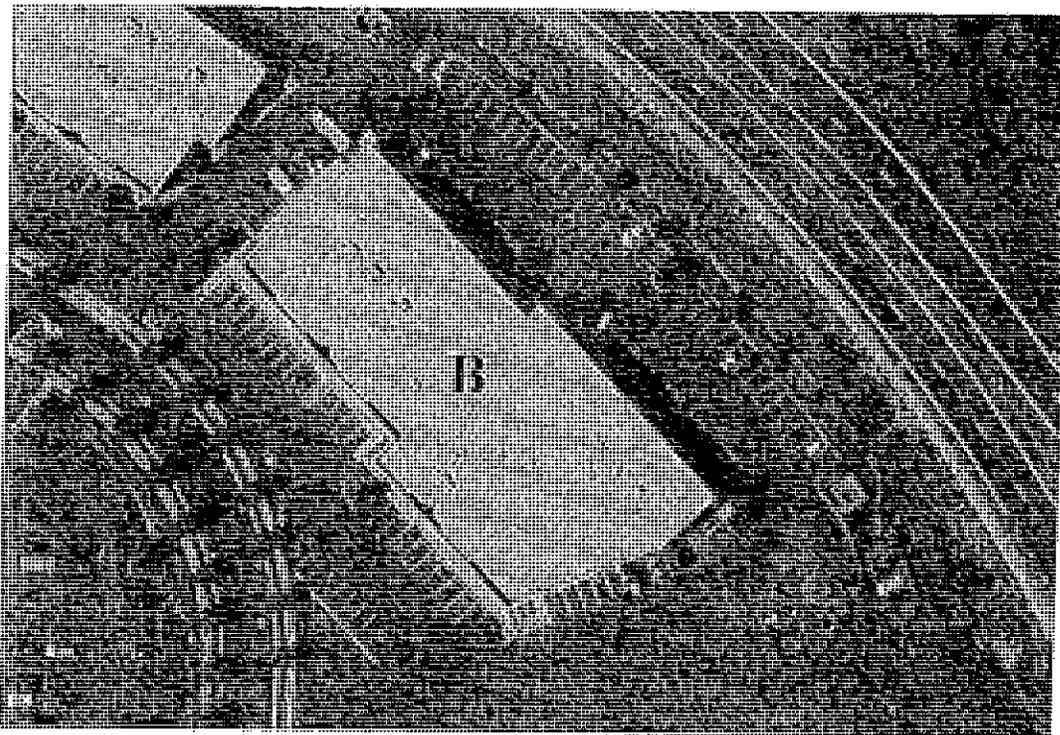
**APPLICABLE STANDARDS:**

- Troutdale Development Code (TDC): TDC 3.163(H) Conditional uses in the Light Industrial Zoning District: Commercial Sports Complexes and similar facilities; TDC 6.300 Conditional Use; TDC 9.000 Off-Street Parking and Loading; TDC 10.000 Signs
- Troutdale Municipal Code (TMC)
- City of Troutdale *Construction Standards for Public Utilities*
- Multnomah County Transportation standards.

**REQUEST**

Tenant improvement of an industrial flex building for a private sports training facility. The sport is cheerleading. The use will be a tenant improvement within a portion of Building B in the I-84 Corporate Center.

***I-84 CORPORATE PARK BUILDING B***



## PROCEDURE

Type III Conditional Use.

The building is preexisting and conforming to Light Industrial zoning district dimensional standards.

Interior remodeling does not require Site and Design Review, but the use requires evaluation of the Conditional Use (CU) criteria based upon the existing improvements and how they will be used by the proposed cheerleading school, including the existing off-street parking.

## NOTIFICATION

Notices were mailed on or before May 25, 2007, to property owners within 250 feet of the subject tax lot and to the Building Division and the Deputy Fire Marshal.

A notice of public hearing was published in the Gresham *Outlook* on June 9, 2007.

Comments were received from the following by June 12, 2007, and are incorporated into this staff report, and as applicable, into conditions of approval. Any comments received after June 12, 2007 will be provided at the hearing.

### City and Agencies

City of Troutdale Public Works  
Building Division  
Police Chief  
Gresham Fire and Emergency Services  
Multnomah County Transportation.

### Neighboring Property Owners

None.

## ANALYSIS

**TDC 6.340 Conditional Use Approval Criteria.** The Planning Commission may approve an application, approve with modifications, or deny an application for a conditional use after a hearing. The applicant must submit evidence substantiating that all requirements of this code relative to the proposed use are satisfied and demonstrate that the proposed use also satisfies the following criteria:

The conditional use criteria are:

**TDC 6.340 A. THE USE IS LISTED AS A CONDITIONAL USE IN THE UNDERLYING DISTRICT, OR APPROVED BY THE PLANNING COMMISSION FOR CONSIDERATION AS A CONDITIONAL USE.**

The underlying zoning, is LI Light Industrial. A commercial sports complex or similar facility is listed as a conditional use:

**TDC 3.163 Conditional Uses.** The following uses and their accessory uses are permitted as conditional uses within a LI district:

**H. Commercial sports complexes including, but not limited to, health clubs, tennis courts, aquatic centers, skating rinks, and similar facilities.**

The cheerleading school is similar to the commercial sports uses listed. The Conditional Use Criterion is met.

**TDC 6.340 B. THE CHARACTERISTICS OF THE SITE ARE SUITABLE FOR THE PROPOSED USE CONSIDERING SIZE, SHAPE, LOCATION, TOPOGRAPHY, EXISTENCE OF IMPROVEMENTS, AND NATURAL FEATURES.**

The I-84 Corporate Park industrial subdivision's parking lot and access from Marine Drive makes it suitable for a use that results in many people at the site at one time.

Additional tenant improvements will be necessary, however, to comply with the building codes for the type of occupancy a cheerleading school requires.

**TDC 6.340 C. THE PROPOSED USE OF THE SITE IS TIMELY, CONSIDERING THE ADEQUACY OF TRANSPORTATION SYSTEMS, PUBLIC FACILITIES, AND SERVICES EXISTING OR PLANNED FOR THE AREA AFFECTED BY THE USE.**

No new public streets or public facilities are required with this use.

The off-street parking already constructed is adequate for the use.

**TDC 3.165 Additional Requirements.** C. Off-street parking spaces shall be provided in accordance with the requirements of Chapter 9, Off-Street Parking and Loading, of this code.

The existing parking lot for the industrial flex space was built based upon one parking space for an employee on the largest shift. The applicant states that there are 28 parking spaces available

for Building B. However, according to the site plan, there are over 99 parking spaces directly associated with Building B on Tax Lot 1303.

The Code has a specific parking ratio for sports clubs and gymnasiums, which is applicable to this use: 4.3 spaces per 1,000 square feet of gross floor area (TDC 9.020 Commercial Off-Street Parking Space Requirements). Since the parking ratio for a sports club / gymnasium is based upon square footage, it is not necessary to evaluate parking based upon staff or the number of clients. The leased space is 4,300 square feet. As such, only 19 parking spaces are required for the cheerleading school. This use leaves 80 other parking spaces to be used by the other tenants of Building B.

Building B houses a total of five tenant spaces: four other tenant spaces, three of which are occupied at this time: Amburn Construction (6 employees), Sunmark Seeds International (5 employees) and Hill-Ron (unknown number of employees). A 3,500 square foot space is currently vacant (unknown future number of employees) as is the 4,300 square feet Spotlight Cheer will lease. Since there are 80 other parking spaces for the use of these businesses, unless Hill-Ron and the other new tenant have a combined total of more than 69 employees, there are adequate parking spaces for this use.

#### Garbage Enclosure

Building B's garbage enclosure is located in the southeast corner of the lot. The standard is met.

#### Signage

No details for proposed signage was included in the Conditional Use application. As such, a separate Type I Site and Design Review for a sign permit will be required (condition number 1), based upon compliance with the sign standards of TDC 10.000.

**TDC 6.340 D. THE PROPOSED USE WILL NOT ALTER THE CHARACTER OF THE SURROUNDING AREA IN A MANNER WHICH SUBSTANTIALLY LIMITS, IMPAIRS, OR PRECLUDES THE USE OF SURROUNDING PROPERTIES FOR THE PRIMARY USES LISTED IN THE UNDERLYING DISTRICT.**

There are industrial and professional businesses in the I-84 Corporate Park. It is not anticipated that this use will alter the character of the industrial subdivision in such a way that the existing businesses would be impaired from conducting their businesses. The applicant has the permission of the property manager to request a Conditional Use from the City and it may be understood from that authorization that conflicts are not anticipated.

The criterion is met.

**TDC 6.340 E. THE PROPOSED USE WILL PROVIDE ADEQUATE OPEN SPACE, LANDSCAPING, AND AESTHETIC DESIGN TO MITIGATE ANY POSSIBLE ADVERSE EFFECT ON SURROUNDING PROPERTIES AND USES.**

The proposed use will not modify any of the existing improvements required when I-84 Corporate Park was constructed. The criterion is met.

**TDC 6.340 F. THE PROPOSED USE WILL NOT RESULT IN USE OF THE LAND FOR ANY PURPOSE WHICH MAY CREATE, OR CAUSE TO BE CREATED, ANY PUBLIC NUISANCE INCLUDING, BUT NOT LIMITED TO, AIR, LAND, OR WATER DEGRADATION, NOISE, GLARE, HEAT, VIBRATION, OR OTHER CONSIDERATIONS WHICH MAY BE INJURIOUS TO PUBLIC HEALTH, SAFETY, AND WELFARE.**

The cheerleading studio is not expected to cause any public nuisance or public health, safety or welfare issues.

This criterion is met.

**TDC 6.340 G. THE PROPOSAL SATISFIES THE GOALS AND POLICIES OF THE COMPREHENSIVE LAND USE PLAN WHICH APPLY TO THE PROPOSED USE, AS WELL AS THE PURPOSES OF THIS SECTION AND APPLICABLE PROVISIONS OF THIS CODE.**

The specific goals and policies of the City of Troutdale Comprehensive Land Use Plan that apply to the proposed conditional use are:

Goal 1 Citizen Involvement (see criterion H). The public has been notified of this requested land use action and has been given an opportunity to comment. The goal is met.

Goal 2 Land Use: The land is zoned for industrial uses. Because the list of conditional uses adopted in the LI zoning district includes commercial sports facilities, Goal 2 Land Use is satisfied if it meets the conditional use criteria.

Goal 9 Economy. The CU will use land that has been designated for industrial uses. The primary purpose of the LI zoning district is:

**TDC 3.161 Purpose. This district is intended for light, clean industries usually of a manufacturing or storage nature with little outdoor storage. These industries usually do not require rail access and have very little**

**process visibility. They usually create little or no air or water pollution and have no nuisance factors such as bright yard lights, continuous noise or objectionable odors. Wholesale and limited retail sales are permitted. These uses may be located adjacent to residential or commercial uses with appropriate buffering.**

This use has an economic benefit to Troutdale. This use is non-polluting, does not require rail access and involves no processing. According to the applicant, the use will provides training to 72 children the first year and has five "athletic" staff members.

Goal 9 is met.

#### Goal 11 Public Facilities and Services

Fire Codes: The tenant improvements must comply with applicable fire codes as administered by Gresham Fire & Emergency Services. Applicable fire codes are from the OPC. Fire flows must be tested and be adequate for the type of construction; a fire hydrant must be available within 400 feet of the building if the building is not sprinklered; fire protection systems are required; fire access is required; the address must meet fire codes; exit doors may require changes to the hardware (condition number 2).

Building Codes: The tenant improvements must comply with applicable building, plumbing, mechanical, and electrical codes (condition number 3).

System Development Charges (SDCs). Submit the SDC worksheet with the building permit application and pay any applicable SDC fees at the time building permits are issued for the tenant improvements (condition number 4).

Public Works has requested that the applicant complete and submit an Industrial User's Wastewater Survey (condition number 5) for this use.

Goal 11 policies can be met.

#### Goal 12 Transportation

The use requires no changes to the current public street infrastructure or access. The goal is met.

**TDC 6.340 H. OWNERS OF PROPERTY WITHIN 250 FEET OF THE BOUNDARY OF THE SUBJECT PROPERTY HAVE BEEN NOTIFIED OF THE HEARING.**

This criterion was met through the notification procedure as explained on page 3 of this report.

## RECOMMENDATION

Staff recommends approval of the conditional use for the commercial cheerleader studio known as Spotlight Cheer Studios LLC occupying 4,300 square feet of Building B at the I-84 Corporate Park. A draft final order has been prepared with conditions.



**COMMUNITY DEVELOPMENT DEPARTMENT**  
 104 SE Kibling Avenue, Troutdale, OR 97060-2099  
 Phone (503) 665-5175 Fax (503) 667-0524

File No.: 07-051  
 Date Rec'd.: 5-18-07  
 Fee Paid: \$ 600.00  
 Receipt #: CD 3717

R-4/2060150

**LAND USE APPLICATION**

PROCEDURE TYPE (check one):  I  II  III  IV  
 PERMIT TYPE: Conditional Use Permit

Please print or type the information below

Project Name: Spotlight Cheer Studios LLC  
 Location or Address: 892 NW CORPORATE DRIVE  
 Tax Map and Tax Lot Numbers: IN3E26A-0303 R-  
 Zoning: LI Overlay Zoning: ALF Plan Designation: F  
 Site Acres: \_\_\_\_\_ Site Footage of the Lot: \_\_\_\_\_  
 Request: TENANT IMPROVEMENT FOR A SPORTS  
USE, TWO FULL TIME EMPLOYEES. THE  
USE IS CHEERLEADING INSTRUCTION.

NAME OF APPLICANT (If signed by Agent, owner's written authorization must be attached.)

Name: Stacey Rae Sturmann  
 Address: 1117 SE Vista View Dr.  
 City: Clackamas State: OR  
 Zip: 97086 Phone: 503-698-9137  
 Signature: Stacey Sturmann  
 Date: 5/18/07

NAME OF OWNER(S) (If more than one owner, attach a separate sheet.)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

contact -> Stephanie Sumimoto  
570 SW 26th St.  
Troutdale Oregon 97060  
Stephanie Sumimoto 5/18/07



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**104 SE Kibling Avenue, Troutdale, OR 97060-2099**  
**Phone (503) 665-5175 Fax (503) 667-0524**

File No.: 07-051  
 Date Rec'd.: 5-18-07  
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### LAND USE APPLICATION

PROCEDURE TYPE (check one):  I  II  III  IV  
 PERMIT TYPE: Conditional Use Permit

Please print or type the information below

Project Name: Spotlight Cheer Studios LLC  
 Location or Address: 898 NW CORPORATE DRIVE  
 Tax Map and Tax Lot Numbers: IN3E26A 1303 R-  
 Zoning: LI Overlay Zoning: ALF Plan Designation: F  
 Site Acres: \_\_\_\_\_ Site Footage of the Lot: \_\_\_\_\_  
 Request: TENANT IMPROVEMENT FOR A SPORTS USE, TWO FULL TIME EMPLOYEES. THE USE IS CHEERLEADING INSTRUCTION.

NAME OF APPLICANT (If signed by Agent, owner's written authorization must be attached.)

NAME OF OWNER(S) (If more than one owner, attach a separate sheet.)

Name: Stacey Rae Stumward  
 Address: 1117 SE Vista Street  
 City: Clackamas State: OR  
 Zip: 97086 Phone: 503-698-2437  
 Signature: Stacey Stumward  
 Date: 5/18/07

Name: Meier LLC  
 Address: 111 SW 5th Ave #1100  
 City: Portland State: OR  
 Zip: 97204 Phone: 503-244-0400  
 Signature: [Signature]  
 Date: 5/21/07

Contact -> Stephanie Sumimoto  
570 SW 26th St.  
Troutdale Oregon 97060  
Stephanie Sumimoto 5/18/07



Business phone 503-706-5236

Contact Information:  
**Head Administrator**

Stephanie Sumimoto  
570 SW 26<sup>th</sup>  
Troutdale, Or. 97060  
Cell 503-810-7672

**Program Director**

Stacey Steinwandel  
11171 SE Vista View Lane  
Clackamas, Or. 97086  
Home 503-698-8437  
Cell 503-701-9762

Application for Type III Conditional Use Permit  
Subject Site: **I-84 Corporate Center**  
892 NW Corporate Drive Building B  
TAX MAP /TAX LOT: 1N3E26A 1306  
UNDERLYING ZONING DISTRICT: LI Light Industrial  
OVERLAY ZONING DISTRICT: ALF Airport Landing Field

Land Use Application turned In 5/18/07  
Application Fee turned In 5/18/07

Airport Landing Field (ALF). The Subject site is within the imaginary air surface for the Troutdale Airport. The building is existing so unless any exterior changes are made, review by the FAA will not be required.

### **CONDITIONAL USE CRITERIA**

The use is listed as a conditional use in the underlying district, or approved by the Planning Commission for consideration as a conditional use.

#### **COMPLIANCE TO CONDITIONAL USE CRITERIA A**

Spotlight Cheer Studios is listed as a conditional use in the underlying district for consideration as a conditional use. This can be observed within:

3.163 Conditional Uses. The following uses and their accessory uses are permitted as conditional uses within the GI and Light Industrial district:

H. Commercial sports complexes including, but not limited to, health clubs, tennis courts, aquatic centers, skating rinks, and similar facilities.

<http://www.ci.troutdale.or.us/documents/developmentcode/03.pdf>

#### **We can also be seen as falling with in:**

\* Child care facilities, kindergartens, and similar facilities.

As the children taught are as young as 4,5,6 years of age in our mini and youth teams. It is a safe environment that, **facilitates group learning social training for life, and physical health that gives parents an ability to trust in while working the last part of the day.**

\* Community service uses.

We also can be seen as a community service that aids the youth of the community, pursuing physical fitness and constructive time use for "after school" activities. This can be deemed as community service or *public good* that aids other public agencies, such as the schools and police by keeping our elder kids "off the streets." This positive image of the developing citizens of Troutdale reflects upon the priorities and philosophies of the community at large bring pride through the state and national recognition of this gym and its activities for this youth population ages 5-18 years.

#### **CONDITIONAL USE CRITERIA - B**

The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, existence of improvements, and natural features. Based on prior approval for Back-to Back Sports beginning at shell status; Spotlight Cheer Studios would be beginning much in the same accordance utilizing a substantially smaller space having less impact on the structure or surrounding environment.

## **NARRATIVE ON SPOTLIGHT ACTIVITY**

Spotlight is a recreational sports facility that focuses in competitive training of cheerleaders' ages 5-18 years. This division is currently housed within American Elite gymnastics and hosts many families that are citizens of Troutdale and surrounding communities.

The proposed use will not alter the character of the surrounding area in a manner, which substantially limits, impairs, or precludes of surrounding properties and uses. The proposed use will provide adequate open space, landscaping, and aesthetic design to mitigate any possible adverse effect on surrounding properties and uses. Spotlight Cheer Studios would be moving within an existing building with current landscaping already provided and maintain within the complex. We will support current requirements of aesthetic design and not hinder any surrounding through our usage, as it is contain within the building. Our usage can be seen as a "clean use", not manufacturing any product, using any chemicals, or creation that has an off run or by-product. We would not be affecting or have impact upon the land or structure through our business usage.

The proposed use will not resulting in exploit of the lands for any purpose which may create, or cause to be created, any public nuisance including, but not limited to air, land or water degradation, noise, glare, heat, vibration, or other considerations which may be injurious to public health, safety and welfare. Our activities or time of business is primarily from 4pm through 10pm. This would run in polar opposite of most all existing business. Any noise, traffic, and or potential for nuisance will be elevated by this timeframe. We run as a quiet gym for safety while stunting and tumbling- our athletes are trained to maintain focus within their activities requiring less discussion or group gathering noise. Any music played for our routines will not begin until 5pm and our site is located at the far end of the complex away from other business activity and offices.

We have submitted the drawings of the actual building dimensions along with the drawing of the proposed project. Appendix B & C.

**Existing parking** associated with tax Lot 1306. There are 28 parking spaces available for the building on tax Lot 1306.

Our gym will host no more than seventy two children in its first year, rotated on a Mon/Weds/Sun or Tues/Thurs basis congruent to their ages and team. Our staff is composed of five current athletic members so no increase needs to be factored in.

### **CONDITIONAL USE CRITERIA - C**

The proposed use of the site is timely, considering the adequacy of transportation systems, public facilities, and services existing or planned for the area affected by the use.

Our families will not be at the gym staying on-site they are currently used to a carpooling system of drop-off and pick-up. During their child's time of practice, it is likely that they will support the greater Troutdale area's commerce through having dinner or shopping.

### Public Transportation

There is no bus service at this site-the nearest bus stop is on south Frontage Road at Culpepper's. Because there is no bus service to the site, Tri-Met as asked for carpool parking designations. Pursuant TUC 9.165, carpooling and vanpool parking is required for all new industrial, commercial and community service developments with 50 or more employees. **We do not have over 50 employees as Spotlight.** The number of employees may not meet this threshold; however, under the Conditional Use criteria,

carpooling may be required as a condition of approval to mitigate for the lack of public transportation to the site, under criteria C "The proposed use of the site is timely, considering the adequacy of transportation systems, public facilities, and services existing or planned for the area affected by the use." The number of carpool spaces to provide for employees should be 1 carpool space for every 10 employees on the largest shift, but at least 1. This is based upon the ratio established in '1DC 9.165(A). There are many carpool spaces available adjacent to our site. **Please see site map.**

**TRANSPORTATION IMPACTS:** In response to the conditional use criteria C that asks about adequate transportation systems, ODOT has stated that a traffic study was not required for this use when it was going to be in Building B at I-84 Corporate Center; **Spotlight's lease will be in building "B".**

The proposal satisfies the goals and policies of the comprehensive land use Plan which applies to the proposed use, as well as, the purposed of this section and applicable provisions of this code

#### **CONDITIONAL USE CRITERIA - D**

The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.

#### **COMPLIANCE TO D**

This use will remove about 4,300 square feet of general industrial flex space. The market for general manufacturing flex space will drive whether approval of the sports complex will preclude the development of surrounding properties for the underlying uses in the LI and GI zoning district.

Development of the two vacant parcels south of this site was originally proposed to be a motel and a restaurant. They were not built and this site still could develop as a motel and restaurant or other use permitted in the LI zoning district. The sports facility would be compatible with the hotel/motel and restaurant and even an Industrial use as employees at the industrial business may be able to use this recreational facility at lunch, before or after work for their children ages 5-18 years.

#### **CONDITIONAL USE CRITERIA - E**

The proposed use will provide adequate open space, landscaping, and aesthetic design to mitigate any possible adverse effect on surrounding properties and uses.

#### **COMPLIANCE TO E**

This is an existing building and there are no plans for exterior modifications or expansion of the parking lot, this criteria is not applicable.

#### **CONDITIONAL USE CRITERIA - F**

The proposed use will not result in use of the land for any purpose which may create, or cause to be created, any public nuisance including, but not limited to, air, land, or water degradation, noise, glare, heat, vibration, or other considerations which may be injurious to public health, safety, and welfare.

### **COMPLIANCE TO F**

The sports complex is not likely to create any of these nuisances.

### **CONDITIONAL USE CRITERIA - G**

The proposal satisfies the goals and policies of the Comprehensive Land Use Plan which apply to the proposed use, as well as the purposes of this section and applicable provisions of this code.

### **COMPLIANCE TO G**

Narrative Addressing Compliance of Spotlight Cheer Studios with the Troutdale Comprehensive Land Use Plan goals and policies, as well as, the Troutdale Development Code regulations.

Site 892 NW Corporate Drive Building B is an existing building for lease within a light industrial zoning in the city of Troutdale. The lease would be for a three to five year term. Spotlight Cheer Studios would be leasing 4,300sq ft of space. We would require only bathroom construction within the structure for usage to begin upon approval. There are no exterior changes to the existing building required by the potential tenet in application for the conditional use permit.

### **Goal 2: Land Use / Industrial Plan designation:**

The intent is to encourage development at appropriate locations in order to increase the level of employment, enhance the tax base, decrease service costs, and achieve a healthy, diverse, and stable local economy, which serve the needs of the area's work force. This site of business does not result in significant adverse impacts on residential or sensitive natural resource areas in the following area:

Areas with sites large enough to accommodate expansion of individual establishments or provide for several establishments within one contiguous area.

### **Goal 8: Recreational Needs:**

Pertains to publicly-owned facilities, but the principle of policy 6 may be applied: "Ensure that facilities are available to a wide range of user groups, including adults, disabled persons and senior citizens." The facility will offer an average amount of space for both active and passive recreation areas. With plans to develop a variety of recreational sports league and activities available to all citizens. Encouraging the joint use of the facility and local schools and businesses.

### **Goal 9: Economy:**

Addressing the removal of this building from the industrial employment base by using this space for a commercial facility will provide expanded opportunities in the future for Troutdale economy.

With the convenience of this location, the employees of the Troutdale Community, can all benefit from the use of this recreational facility. For example; the largest single employer in the area is the Reynolds Aluminum Plant, which employs 700-900 people. Though located outside the City limits, this plant has a major impact on Troutdale's economy. The Portland-Troutdale Airport industrial complex provides employment for more than 200 people. Other major employers include the Reynolds School District,

Burns Bros., Inc., Flying J. Travel Plaza, and D & D Bennett, Inc.

By allowing us to use this location, an opportunity for additional economic development can be created. Implementing policies such as this commercial facility will promote an adequate level of economic development and a diversified employment base within the City of Troutdale. At this time there is no other facility in the City of Troutdale that can provide the planned relationship to the people it will serve.

**Goal 12: Transportation:**

- ⓐ Policy 2: provide adequate off-street parking: see the discussion and reply under parking standards.
- ⓐ Policy 4: Encourage the use of mass transit (NOT AVAILABLE AT THE SITE), bicycle racks must be provided at a ratio of 5% of the required parking. Bike racks must hold at least 7 bicycles. Back-to-Back Indoor Sports will provide two additional bicycle racks on these lots.
- ⓐ Policy 5: Handicap accessible service / parking. The number of parking spaces required to be handicap accessible is specified in the Oregon Structural Specialty Code. The building inspector reviews plans for compliance with these codes.
- ⓐ Policy 8: The site is near the freeway interchange. ODOT has responded that there is little impact on the existing interchange, and policy 8 is answered with ODOT's comments.

**CONDITIONAL USE CRITERIA - H**

Owners of property within 250 feet of the boundary of the subject property have been notified of the hearing. [Adopted by Ord. 550, ef. 9/25/90]

Conditional Use Criteria H.

Property Owners within 250 ft of the boundary:

Please refer to appendix A Fidelity National Title Company Map #1N3E26A

Mailing labels to surrounding owners submitted with application \*\*\*coming after initial submittal.

**Appendix A**

**Fidelity National title company tax lot ID information for I-84 Corporate Center**

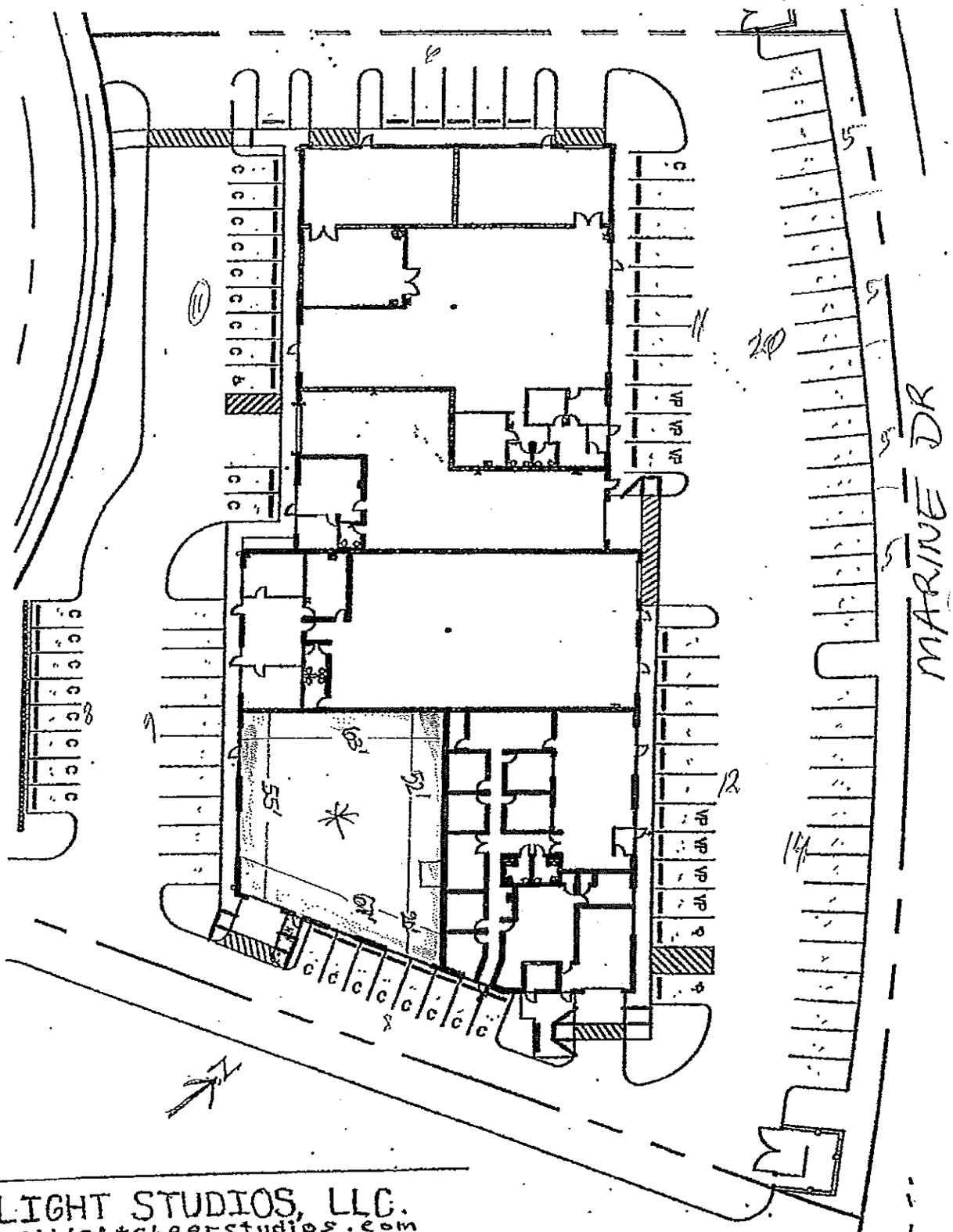
**Appendix B**

**Site Plan for Spotlight Cheer Studios**

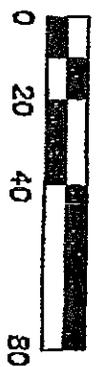
**Appendix C**

**General layout for Building B**

CITY FILE 07-051



**1-84 Corporate Center**  
 Building B

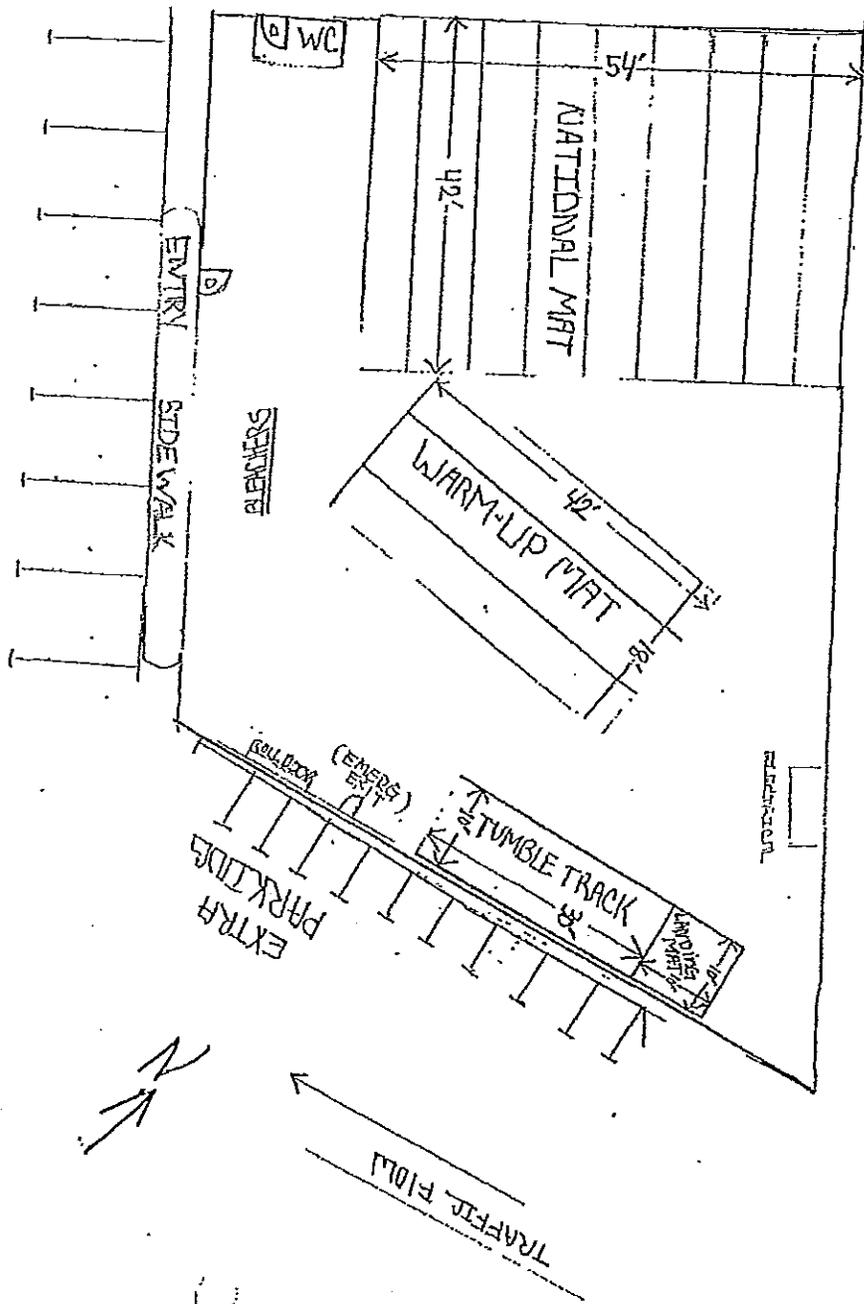


SPOTLIGHT STUDIOS, LLC.  
 www.spotlightcheerstudios.com

FACILITY SITE PLAN \* GENERAL BUILDING B LAYOUT

FACILITY SITE PLAN BUILDING B  
CITY FILE 07-061

SPOTLIGHT STUDIOS, LLC  
www.spotlightstudios.com



OPEN SPACE

RECEIVED  
6/7/07  
DEPARTMENT OF  
TIDALL  
BY DEVEL

Stacey and Stephanie:

Please read below. Scott also said that the building and parking were designed to handle a lot more office use than has ever been built out so beyond the 3.7 spaces per 1,000 sq ft that goes with your space there is a lot of unused and available spaces.

Thanks,

Jim Bourdin

Principal Broker/Partner

Real Estate Investment Group

2839 SW Second Avenue

Portland, Oregon 97201

Direct Line 503-222-2374

Fax 503-274-6510

-----Original Message-----

**From:** Scott MacLean [mailto:smaclean@nbsrealtors.com]

**Sent:** Thursday, May 31, 2007 10:12 AM

**To:** Jim Bourdin

**Cc:** sumimoto@comcast.net; toadlilly@comcast.net

**Subject:** RE: Spotlight Cheer Studio LLC

Jim,

Our parking ratio is 3.7 spaces per 1,000/SF of space or about 16 spaces, plus you can park in front of your grade door, which gives you about 17 spaces. All the spaces are unreserved and are available on a first come bases. None of the current tenants use the spaces after hours or on weekend and so typically there are ample parking spaces available theses times.

Let's talk and see if we can figure this out.

Thanks, Scott MacLean