



**MONDAY, DECEMBER 16, 2019
CITY COUNCIL MEETING AGENDA**

Regular meeting 6:00 p.m. ~ Please note start time

**Scappoose Council Chambers
33568 East Columbia Avenue**

<u>ITEM AGENDA TOPIC</u>	<u>Action</u>
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comments	
1. Consent Agenda ~ November 18, 2019 City Council meeting minutes	
2. PCC Update ~ Andrew Lattanner, OMIC Training Director	
<u>Old Business</u>	
3. Ordinance No. 887: An Ordinance to Amend Chapter 9 ~ Section 9.16.040 and 9.16.050 Staff: Chief Norm Miller	Second Reading/Approval
<u>New Business</u>	
4. Res 19-21: Abstract Results of the Nov. 5, 2019 Election Staff: City Manager Michael Sykes	Approval
5. Crown Zellerbach and Miller Road Intersection Staff: City Engineer Chris Negelspach Chief Norm Miller, Public Works Director Dave Sukau and Utility Supervisor Doug Nassimbene	Approval
<u>Work Session</u>	
6. Department Action Plan Accomplishments for Goals 1 - 4 Staff: City Manager Michael Sykes	
Announcements ~ information only	
7. Calendar City Manager, Police Chief, Councilors, and Mayor	
Adjournment	

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Reeves at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938

MONDAY, NOVEMBER 18, 2019
CITY COUNCIL MEETING AGENDA
Regular meeting 6:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue

Call to Order

Mayor Burge called the City Council meeting to order at 6:00 p.m.

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Michael Sykes	City Manager
Patrick Kessi	Council President	Norm Miller	Police Chief
Megan Greisen	Councilor	Susan Reeves	City Recorder
Joel Haugen	Councilor	Alexandra Rains	Assistant to City Manager
Josh Poling	Councilor	Laurie Oliver	City Planner
Brandon Lesowske	Councilor	Huell White	Program Analyst (in audience)
Pete McHugh	Councilor		

Legal Counsel Peter Watts

Press: Anna Del Savio ~ Columbia County Spotlight

Approval of the Agenda

Councilor Haugen moved, and Council President Kessi seconded the motion to approve the agenda. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

Public Comments

There were no public comments.

Consent Agenda ~ November 4, 2019 City Council meeting minutes

Council President Kessi moved, and Councilor Haugen seconded the motion to approve the Consent Agenda Consent Agenda ~ November 4, 2019 City Council meeting minutes. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

Old Business

Ordinance No. 886: An Ordinance Making Certain Determinations and Findings Relating to and Approving the Scappoose Urban Renewal Plan and Directing that Notice of Approval be Published

1. City Planner Laurie Oliver explained as you know a public hearing was held by Council on October 21. The public hearing was closed, as was the record and a motion was made to approve Ordinance No. 886 with one small edit. Amendments to the project list can be found below:

C. OTHER TRANSPORTATION

1. Transportation Studies:

West Columbia Avenue. Conduct a transportation study to determine the feasibility of converting West Columbia Avenue to two way traffic, including signal modification at US 30/Columbia Avenue. To address concerns about potential loss of parking to adjacent businesses, this study will be completed at the same time as the Parking Study listed below.

City Planner Laurie Oliver explained since the record is closed no new testimony or evidence can be accepted without reopening the public hearing and re-noticing of all effected taxing districts, as well as the citizens of the City, but on November 5 the City did receive a request from the Fire District for a new ladder truck. She explained the Fire District was informed that the record was closed but that we would anticipate that Council, acting as the Urban Renewal Agency, would consider hearing a request from them at a future Agency meeting to work on some type of inclusion of a project for them. She explained it is our legal counsels' position that a fire truck would not be in line with ORS 457, which governs Urban Renewal and so while funds couldn't necessarily be used for a truck there might be some other options for them. She explained staff did not provide any assurances to the Fire District that a plan amendment would be made to accommodate specific requests, but it is our opinion that the Agency would consider a request. She explained since funds will not be available to spend on anything for five to ten years on anything really notable, staff does recommend that Council approve the Plan on second reading tonight and then perhaps reach out and request that the Fire District work with them.

Councilor Greisen asked was there a connection made by the Fire District with the ladder truck and the lack of funds they would be receiving because of the Urban Renewal or because of the development that is expected.

City Planner Laurie Oliver replied, they made the connection that Urban Renewal would hopefully spur additional economic development and that they would want the fire truck to meet that additional need.

Assistant to City Manager Alexandra Rains stated the problem with the fire truck itself is that Urban Renewal dollars are supposed to only be used within the district, and obviously that truck would go out of the district. She explained we have communicated that to them and hope that they would come to an Agency meeting and that the Agency can consider a minor amendment at a future date.

City Planner Laurie Oliver explained a minor amendment is pretty much any requested amendment, with the exception of increasing maximum indebtedness and adding acreage to the plan. She explained this would not require a bunch of noticing to make that minor amendment, it would just be a majority vote of the Agency.

Mayor Burge read the title for the second time ~ Ordinance No. 886: An Ordinance Making Certain Determinations and Findings Relating to and Approving the Scappoose Urban Renewal Plan and Directing that Notice of Approval be Published.

Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

New Business

Ordinance No. 887: An Ordinance Amending the Scappoose Municipal Code Title 9, Chapter 9.16

Chief Miller explained City Council had a work session regarding playing ball in the streets and he and Legal Counsel took Council's comments and looked over the code and came up with what is before Council this evening.

Legal Counsel Peter Watts stated he thinks we have a much stronger product because Chief Miller did a good job of articulating his concerns and we talked through some real-world examples of how this might work. He explained what we tried to do is to make it broad. He explained we tried to make it as flexible as possible while still making sure any violation is binding, as far as the enforcement side, so the Officers can use their judgement.

Chief Miller explained staff recommends Council adopt the amendment to Scappoose Municipal Code 9.16.040 as presented.

Mayor Burge opened the public hearing at 6:09 pm and closed it due to no one wanting to speak on this matter.

Councilor Haugen moved and Councilor Greisen seconded the motion that Council adopt Ordinance No. 887, an Ordinance amending the Scappoose Municipal Code Chapter 9.16.040 Obstructing Streets and Sidewalks as presented.

Mayor Burge read the title for the first time ~ Ordinance No. 887: An Ordinance Amending the Scappoose Municipal Code Title 9, Chapter 9.16.

IGA with Columbia County Use of Deadly Physical Force Planning Authority

Chief Miller explained in 2007 Senate Bill 111 was passed and required the creation of local, comprehensive protocols to address the use of deadly physical force by Law Enforcement during the performance of their duties. Columbia County has previously developed and continues to promote an effective and comprehensive approach to these extremely important circumstances.

The use of deadly physical force by law enforcement personnel is a matter of critical concern both to the public and to the law enforcement community. The purpose of this Plan is not to set the standards for the use of such force, or to be a substitute for agency policy regarding use of force, but rather to provide a framework for a consistent response to an officer's use of deadly physical force that treats the law enforcement officer fairly, and promotes public confidence in the criminal justice system. A copy of this agreement is provided as Exhibit A in the packet. The duration of this arrangement would be indefinite, it would renew automatically on the effective date until terminated by either the City or the County. Staff recommends City Council authorize the City Manager to execute the Deadly Physical Force Plan Intergovernmental Agreement between the City of Scappoose and Columbia County Law Enforcement.

Councilor Lesowske asked Chief Miller why would they differentiate from County to County?

Chief Miller replied it doesn't really differentiate, there just may be some different components because a County may not have a major crime team, like we do, and they would have to outsource another County to come in to do that. He explained you want to be transparent with that.

Councilor Haugen moved, and Councilor Poling seconded the motion that Council authorize the City Manager to execute the Deadly Physical Force Plan Intergovernmental Agreement between the City of Scappoose and Columbia County Law Enforcement Agencies as presented. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

IGA for Columbia County Major Crimes Team

Chief Miller explained in the event that a Major Crime happens within Columbia County, law enforcement needs to have all resources available to assist in the event. The Scappoose Police Department (SPD) last entered into this agreement in 2013 and it's in need of an update due to changes to existing laws and administrative turn over throughout Columbia County. The Sheriff, District Attorney and Police Chiefs of Columbia County reviewed and made minor changes to the agreement prior to its presentation to Council this evening. A copy of this agreement is provided as Exhibit A. The duration of this arrangement would be indefinite, it would renew automatically on the effective date until terminated by either the City or the County. Staff recommends City Council authorize the City Manager to execute the Columbia County Major Crimes Team Intergovernmental Agreement between the City of Scappoose and Columbia County Law Enforcement.

Councilor Greisen moved, and Councilor Lesowske seconded the motion that Council authorize the City Manager to execute the Columbia County Major Crimes Team Intergovernmental Agreement between the City of Scappoose and Columbia County Law Enforcement Agencies as presented. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

IGA with Columbia County for Law Enforcement Services

Chief Miller explained in order to increase public safety and code enforcement, the Scappoose Police Department (SPD) would like to provide law enforcement services, as customarily rendered within City limits, at two City owned properties located in unincorporated Columbia County, Chapman Landing and a portion of the CZ Trail, as well as the Warren Elementary School. To achieve this goal, staff drafted an intergovernmental agreement that, when executed by Columbia County, would provide the legal authority necessary for the SPD to provide said services. This agreement, a copy of which is provided as Exhibit A, would not eliminate the County's requirement to continue patrolling these areas, it would only add the services to be provided by the SPD. The duration of this arrangement would be indefinite, it would renew automatically on the effective date until terminated by either the City or the County. Staff recommends City Council authorize the City Manager to execute the Intergovernmental Agreement between the City of Scappoose and Columbia County for Law Enforcement Services as presented.

Council President Kessi asked if Columbia County has approved this yet?

Legal Counsel Peter Watts explained the County Council indicated to him that they were going to take this up on November 27 and they anticipated that it would be voted on that day. He explained why the City is requesting this intergovernmental agreement.

Council President Kessi asked if there was any reason why we would want out of this agreement?

Legal Counsel Peter Watts replied if we were to annex this property into the City then this agreement by its nature would be void.

Mayor Burge stated, remember, the Warren School is also in this agreement.

Council President Kessi moved, and Councilor Poling seconded the motion that Council authorize the City Manager to execute the Intergovernmental Agreement between the City of Scappoose and Columbia County for Law Enforcement Services as presented. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

Housing Strategy Implementation Contract

City Planner Laurie Oliver went over the staff report. She explained on July 15, 2019, the City Council adopted Resolution 19-13, which adopted the Housing Strategy Implementation Plan. The plan included a list of potential affordability tools that could be implemented. Since then, staff has completed an informal procurement process to solicit three quotes from consultants qualified to implement the tools identified in the plan. Staff released a request for quote (RFQ) on October 15, 2019 for the Housing Strategy Implementation project to ECONorthwest, PNW

Economics, and Angelo Planning. On November 4, 2019 (the due date for the submittal of quotes), the City received the following quote: 1) ECONorthwest - \$25,159

City Planner Laurie Oliver explained after review, staff recommends that the City enter into a contractual agreement with ECONorthwest to complete the implementation of the plan. Based on the criteria stated in the RFQ, staff feels this consultant will meet the needs of the City because of ECONorthwest's familiarity with Scappoose's housing market, the City's fiscal situation, the local economy, and local housing providers. Furthermore, the consultant team includes individuals with advanced degrees in economics, planning, and public policy. ECONorthwest has recently completed several similar housing implementation plans, including analysis of incentives, tax abatement strategies, and establishment of program criteria. The Planning Department budgeted \$25,000 to complete this project in FY 19-20. The quote came in slightly higher at \$25,159. Staff spoke with ECONorthwest via phone on November 5, 2019 and a verbal agreement for \$25,000 was reached, pending specific negotiations on scope and timeline which would take place once Council has approved entering into a contract with this firm. Staff recommends Council approve the expenditure of funds up to \$25,000 to complete the Housing Strategy Implementation project and authorize the City Manager or designee to negotiate on behalf of the City and execute a contract with ECONorthwest.

Council President Kessi asked if there was any grant money available for this?

City Planner Laurie Oliver replied there may be some money available. She explained because we were so strapped last time she kind of wanted to approach this with our funding so that we have more control over schedule so she can look into seeing if there are any grant window openings, however we would be under the same time constraints.

Councilor Poling moved, and Councilor Haugen seconded the motion to move Council authorize the City Manager to initiate the Housing Strategy Implementation project and execute a contract with ECONorthwest for a total amount not to exceed \$25,000. Motion passed (7-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

Discussion on cancelling the December 2, 2019 City Council meeting

City Manager Sykes explained there is nothing for the December 2 Council agenda.

Mayor Burge stated the December 2 City Council meeting is canceled.

Calendar

Mayor Burge went over the calendar.

City Manager, Police Chief, Councilors, and Mayor

City Manager Sykes explained this is the first meeting we have had since the election and the fuel tax passed. He explained the revenues will be very significant in our ability to address issues that are on the top of the list, which is addressing the sidewalks and streets. He wanted to thank Huell for helping us do the research and lay out a lot of the work that was done on the fuel tax. He explained it really was a team effort, with some of the Councilors knocking on doors. He thanked Council for all their leadership on that. He explained on December 16 we will be reviewing our Goals and accomplishments from the past year. He stated we also invited PCC to come to the next meeting and give an update. He explained staff has met with Columbia County and talked about rezoning Chapman Landing. He explained Council has a copy of his report.

Chief Miller explained December 14 is Doughnut Day, at Scappoose Middle School, starting at about 6:00 a.m. until they run out of doughnuts. He wanted to thank Peter and Alex for all their help on the different things he has been working on throughout the month.

Council President Kessi explained he met with a group of community members and talked about the City and they all thought the City was doing a really good job. He thanked Council for really getting behind the fuel tax and getting that to pass. He stated that is going to be good for the community and working towards getting the safe sidewalks to schools.

Councilor Greisen thanked Huell for all his work on the fuel tax. She stated she is proud of our citizens for believing in Council in handling their concerns and taking some action. She is looking forward to getting some safe routes to schools and fixing roads.

Councilor Haugen stated in regard to the fuel tax the Park & Rec Committee, in their entirety, was very active. He thanked the Park & Rec Committee. He explained he went to the CZ Trail meeting and they are moving ahead and getting the kiosk and mile markers installed fairly soon.

Councilor Lesowske wished everyone a Happy Thanksgiving.

Councilor McHugh thanked Councilor Haugen and JJ for Duehren for all their work on the fuel tax.

Councilor Haugen would like to acknowledge JJ.

Mayor Burge would like the Traffic Safety Committee to look at 3rd and Columbia in regard to how jammed up it gets with the amount of parking on both sides.

Patty Conroy wanted to talk about the Peace Candle and the important role that it could play, not just for Scappoose, but for our State and Country right now. She thinks peace is an option and peace is what we need to be talking about and we need to explore all the different options.

Council thanked Patty.

City Manager Sykes explained we have been working with the owner regarding getting an agreement for the candle.

Adjournment

Mayor Burge adjourned the Council meeting at 6:48 p.m.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

DRAFT

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted:	December 11, 2019
Agenda Date Requested:	December 16, 2019
To:	Scappoose City Council
From:	Norm Miller, Chief of Police
Subject:	Amendment to Scappoose Municipal Code 9.16.040 Obstructing City Streets and Sidewalks, Unnecessary Noise, Removing 9.16.050, Playing ball games on streets

TYPE OF ACTION REQUESTED:

☐ Resolution

☒ Ordinance

☐ Formal Action

☐ Report Only

ANALYSIS: Scappoose Municipal Code Chapters 9.16.040 Obstructing Streets and Sidewalks and 9.16.050 Playing Ball Games on Streets were reviewed in a work session with City Council on September 16, 2019. After reviewing Council's remarks and conferring with the City Attorney Peter Watts, staff is proposing new language be added and existing language be removed from SMC 9.16.040. The proposed changes are outlined below in Exhibit A:

EXHIBIT A

(Language to be omitted is ~~struck through~~, language additions are **underlined in bold**)

9.16.040 Obstructing streets and sidewalks.

A. It is unlawful for any person to place or deposit upon any street or sidewalk any article which ~~tends to prevent~~s, interrupts, or obstructs the travel or free passage of, pedestrian and or vehicular traffic. ~~Or to stand upon any sidewalk or street crossing so as to prevent interrupt, or obstruct travel or free passage over the same by public or for~~

Request for Council Action

Any outdoor recreational activities that impede traffic, or create an unsafe condition are prohibited, unless expressly permitted by the City Manager, Police Chief or their designee. Any person who fails or refuses to disperse or move on when directed to do so by any peace officer **is guilty of violating this Code Section.**

B. Any violation of Section shall be a violation. (Ord. 521 8(a), 1986)

~~9.16.50 Playing ball games on streets. A. It is unlawful for any person or persons to play baseball, football or any other kind of ball game on the city streets.~~

~~B. A violation of this section shall be a violation (Ord. 521 8 (b), 1986)~~

FISCAL IMPACT: None.

RECOMMENDATION: Staff recommends Council adopt the amendment to Scappoose Municipal Code 9.16.040 as presented.

SUGGESTED MOTION: N/A, second reading of the ordinance.

ORDINANCE NO. 887

**AN ORDINANCE AMENDING THE SCAPPOOSE MUNICIPAL CODE TITLE 9,
CHAPTER 9.16 (OFFENSES RELATING TO PROPERTY)**

WHEREAS, the City wishes to resolve ambiguities in its current Code; and

WHEREAS, the City wishes to clarify that active outdoor recreational activities that don't involve a ball, but impact traffic are also covered by this Code Section;

**NOW THEREFORE, THE COUNCIL OF THE CITY OF SCAPPOOSE ORDAINS AS
FOLLOWS:**

Section 1. Chapter 9.16 of the Scappoose Municipal Code is hereby amended as indicated in Exhibit A, attached hereto and hereby incorporated by reference.

Section 2. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 3. This ordinance is effective 30 days after passage.

PASSED AND ADOPTED by the City Council this ____ day of December, 2019, and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

First Reading: November 18, 2019

Second Reading:

Attest:

Susan M. Reeves, MMC, City Recorder

EXHIBIT A

(Language to be omitted is ~~strikethrough~~, language additions are **underlined in bold**)

9.16.040 Obstructing streets and sidewalks.

A. It is unlawful for any person to place or deposit upon any street or sidewalk any article which ~~tends to prevents~~, interrupts, or obstructs the travel or free passage of, pedestrian and ~~or~~ vehicular traffic. ~~Or to stand upon any sidewalk or street crossing so as to prevent interrupt, or obstruct travel or free passage over the same by public or for~~ **Any outdoor recreational activities that impede traffic, or create an unsafe condition are prohibited, unless expressly permitted by the City Manager, Police Chief or their designee.** Any person who fails or refuses to disperse or move on when directed to do so by any peace officer **is guilty of violating this Code Section.**

B. Any violation of this Section shall be a violation. (Ord. 521 8(a), 1986)

~~9.16.50 Playing ball games on streets. A. It is unlawful for any person or persons to play baseball, football or any other kind of ball game on the city streets.~~

~~B. A violation of this section shall be a violation (Ord. 521 8 (b), 1986)~~

RESOLUTION NO. 19-21

**A RESOLUTION PROCLAIMING CERTAIN PROPERTY ANNEXED TO THE CITY
OF SCAPPOOSE**

WHEREAS, Measure No. 5-275, proposing 3 cent fuel tax for repairs, traffic safety projects to the City of Scappoose ("City"), was submitted to voters in the City at the November 5, 2019 special election; and

WHEREAS, according to the abstract provided by the Columbia County Elections Officer and attached hereto as Exhibit A, the measure was approved by a majority of the City Electors voting on the question in the election; and

NOW, THEREFORE, the City Council of the City of Scappoose proclaims as follows:

As of 12:01 a.m. on January 1, 2020, motor vehicle fuel tax is imposed on every fuel dealer operating within the corporate limits of Scappoose. The City of Scappoose motor vehicle fuel tax imposed shall be paid monthly to the city.

PASSED AND ADOPTED by the City Council and signed by me, and the City Recorder in authentication of its passage this ___ day of December, 2019.

Scott Burge, Mayor

ATTEST:

Susan M. Reeves, MMC, City Recorder

NUMBERED KEY CANVASS
Run Date: 11/20/19 03:33 PM

Columbia County, Oregon
Special Election
November 5, 2019

Final Results
Certified

5-275 3 cent fuel tax for repairs, traffic safety projects

City of Scappoose

(VOTE FOR) 1

	VOTES	PERCENT
1 = Yes	1,053	52.91
2 = No	937	47.09
3 = OVER VOTES	0	
4 = UNDER VOTES	4	

Number	Precinct Name	1	2	3	4
0031	31 City of Scappoose	177	175	0	0
0032	32 City of Scappoose	553	526	0	1
0034	34 City of Scappoose	323	236	0	3

I hereby certify that the votes recorded on this report
correctly summarize the tally of votes cast at the
November 5, 2019 Special Election.

Dated this 21st day of November 2019.



Don Clack
Columbia County Elections Supervisor

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: December 11, 2019

Agenda Date Requested: December 16, 2019

To: Scappoose City Council

From: Chris Negelspach, City Engineer
Dave Sukau, Public Works Director

Subject: CZ Road and Miller Road Intersection

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

PROJECT BACKGROUND INFORMATION:

Approximately two years ago, the Scappoose Planning Commission approved the Columbia Airpark East Industrial Subdivision and Sensitive Lands Development Permit-Wetlands on property described as Columbia County Assessor Map #3106-00-00200, 3106-00-00504, and 3107-00-00103 to create 17 lots, over four phases. The approval was accompanied by, and subject to, many conditions of approval that addressed both utility and transportation improvements, see Attachment A.

As of today, December 16, 2019, Phases 1 and 2 of the Project are nearing completion and include, but are not limited to, utilities such as water, sewer and storm, a new municipal well and sewer pump station, a new parking facility for the CZ Trail known as Trtek Trailhead and a portion of the Crown Zellerbach Road extension that includes a connection to Miller Road, which traverses the existing CZ Trail. The connection of the CZ Road Extension and Miller Road requires that the developer provide a marked pedestrian crossing on Miller Road at the CZ Trail with appropriate traffic control signage to ensure the safety of trail users, see Attachment B. The type of pedestrian crossing and traffic control signage was designed in accordance with the recommendations of the project engineer, the project's Traffic Analysis and applicable Manual for Uniform Traffic Control Devices (MUTCD) and the Federal Highway Administration's (FHA) recommendation for High-Visibility Crosswalk Marking Style,

Manual for Uniform Traffic Control Devices (MUTCD) and the Federal Highway Administration's (FHA) recommendation for High-Visibility Crosswalk Marking Style, resulting in changes to the approved plans to add continental striping for the CZ trail at Miller, see [Attachment C](#). The CZ Road extension to the end of Phase 2 is not complete and open to the public, and the connection to Miller Road in particular, is not required to be opened until Phase 3 of the Project. However, the developer has completed the improvements so that the CZ Road and Miller Road connection may be utilized. This was done to prevent further disruption and closures of the trail during subsequent phases of the project.

ANALYSIS:

Staff discussed the proposed connection between the CZ Road extension and Miller Road at the completion of Phase 2, with specific focus on the approved signing and striping plans in the construction documents. A primary point of debate was the placement and number of stop signs being proposed for vehicles that would cross over the CZ Trail either headed north or south.

There was some question as to whether a three-way stop should be required as opposed to the current configuration depicted in [Attachment B](#). After further research, including a discussion with the City's legal counsel, Staff discovered that since the configuration in [Attachment B](#) follows established guidelines (MUTCD, FHA), should the City opt to change the intersection, even if its perceived that the change will increase safety, it would increase the City's legal liability should an accident occur. This is because the City would not have established sufficient "warrants" based on MUTCD guidelines, see [Attachment E](#), to support the additional signage and no specific study indicating that, in fact, the intersection would be safer.

Furthermore, there are studies that suggest that the over-signing/signaling of intersections can have a detrimental affect on pedestrian safety as it creates a false sense of security and encourages pedestrians to cross the street with less caution (as pointed out in the FHA study, [Attachment D](#)). For these reasons, Staff concluded that, should the connection be opened during Phase 2 of the project, the recommendation would be to open it with the traffic control plan as proposed by the project engineer as outlined in [Attachment B](#).

Staff also considered whether or not opening the connection early had any merit in general and was able to identify some compelling reasons to consider. First, opening the connection would create an important access for first responders, particularly in the event of an accident or vehicle breaking down as the road is not wide enough for a vehicle to pass a stranded vehicle due to the landscape median. Additionally, opening the connection would provide observable data to complete an updated Traffic Impact Study (TIS), prior to the completion of Phase 3 or 4 improvements. This information could identify safety improvements, as required by MUTCD based on actual use, verses use based on predicted traffic volumes and provide recommendations for additional stop signs, pedestrian safety devices or both.

OPTIONS FOR COUNCIL CONSIDERATION:

1) Allow the connection between the CZ Road and Miller Road Connection during Phase 2 and install pedestrian and traffic signage per the engineer's recommendations per the TIS which follow MUTCD Guidelines and applicable Federal Highway Administration standards. The intersection can be re-analyzed in the near future during Phases 3 and/or 4 of the Project based on observable data and add additional improvements as "warranted" by the MUTCD and Federal guidance documents.

Fiscal Impact: Cost born by developer to install pedestrian crossing and signage per the approved plans.

2) Keep the CZ Road and Miller Road Connection closed with Type 3 barricades until the completion of Phase 3 of the project.

Fiscal Impact: Cost born by developer to install barricades.

**SCAPPOOSE**
Oregon

Notice of Land Use Decision

Date: October 13, 2017
To: Applicant, Property Owner, Interested Persons
From: Laurie Oliver, City Planner
Subject: Docket # SB1-17, SLDP1-17

The City of Scappoose Planning Commission has approved Subdivision Tentative Plan SB1-17 (Columbia Airpark East Industrial Subdivision) and Sensitive Lands Development Permit-Wetlands (SLDP1-17), on property described as Columbia County Assessor Map # 3106-00-00200, 3106-00-00504, and 3107-00-00103 to create 17 lots, over four phases. On October 12, 2017 the Planning Commission adopted the findings contained in the revised staff report dated October 12, 2017 and approved the application subject to the conditions of approval outlined below. Copies of the application and staff report are available for review upon request.

All notices required by Scappoose Municipal Code Chapter 17.162 and 17.164 have been met for this application, and the application was considered in regard to all applicable approval criteria found within Chapters 17.69 (PUA – Public Use Airport); 17.74 (AE – Airport Employment Overlay Zones); 17.85 (Sensitive Lands- Wetlands); 17.88 (AO – Airport Safety and Compatibility Overlay); 17.104 (Street Trees); 17.150 (Land Division – Subdivision); 17.154 (Street and Utility Improvement Standards); 17.162 (Procedures for Decision Making--Quasi-Judicial), and 17.164 (Procedures for Decision Making—Limited Land Use).

The approval of SB1-17, SLDP1-17 by the Planning Commission is final. An affected person with legal standing may appeal this decision. The approval by the Planning Commission may be appealed by filing a written notice of appeal complying with Scappoose Municipal Code 17.162 & 17.164 before 5:00 p.m. on **Monday, October 30, 2017**. Appeal forms are available at the Community Development Center, 52610 NE 1st Street, Scappoose, OR 97056. Appeals of Planning Commission decisions are subject to an accompanying \$500 fee.

General Information

Request: Approval of an application to subdivide approximately 334 acres into 16 lots in the Public Use Airport (PUA), and East Airport Employment (EAE) Overlay zoning districts and one lot in the Public Lands-Recreation (PL-R) zoning district (SB1-17). The applicant also requests a Sensitive Lands Development Permit (SLDP1-17) to allow for the alteration of a wetland for road purposes.

Location: The site is located east and south of the Scappoose Industrial Airpark, on property described as Columbia County Assessor Map # 3106-00-00200, 3106-00-00504, and 3107-00-00103.

Applicant: Airpark Development, LLC

Owner: Airpark Development, LLC

Zoning: Public Use Airport (PUA), with East Airport Employment (EAE) Overlay and Public Lands-Recreation (PL-R)

Conditions of Approval

GENERAL

1. This approval authorizes the subdivision of Columbia County Assessor Map Numbers 3107-00-00103, 3106-00-00200, and 3106-00-00504 in four phases to create 17 lots. Approval of a Tentative Plat shall expire twelve (12) months after the date of the notice of decision. In no case shall the actual construction time period for any phase be greater than two years without submitting a final plat for each completed phase, and in no case shall the total time for construction of the phased development exceed five years.
2. The Improvements Required for Each Phase Shall Be As Follows, and shall be installed and approved prior to final plat approval for that Phase:

PHASE 1 IMPROVEMENTS

UTILITY INFRASTRUCTURE:

Water:

- A. The applicant shall design and construct one approximate 0.335 MGD (~233 GPM) public potable water well and construct a raw water mainline, pump house and applicable appurtenances at a location within the Phase I area to be determined by the City. The mainline shall connect to the City water treatment facility at Miller Road. The raw water mainline shall be sized appropriately to accommodate flow from a future well to utilize available treatment capacity at the Miller Road treatment facility. The applicant shall provide the necessary non-exclusive water well utility and access easements, as required.
- B. The applicant shall install a new public water mainline in the eastern extension of Crown Zellerbach Road right of way from the Crown Zellerbach and West Lane Road intersection to the subdivision Phase I northern boundary. The pipe shall be sized according to the current Water Master Plan or as specified to meet the fire and domestic flow requirements for buildout of all future phases.
- C. The applicant shall install a raw water mainline within the eastern extension of Crown Zellerbach Road to serve a future municipal well, beginning from the SE corner of Columbia County Assessor Map Number 3107-00-00104 to the Miller Road Treatment plant property.

Sewer:

- A. The applicant shall design and construct a public sewer lift station to convey sewer flows identified in the Preliminary Sanitary and Sewer Report, **Exhibit 13** and as shown on preliminary plans, **Exhibit 3**, Sheet P2.0, with sufficient capacity to serve the basin areas of future upstream Phases. The applicant shall provide the necessary pump station, sewer, utility and access easements, as required.
- B. The applicant shall replace the existing 18" sewer trunk line located in E. Columbia Avenue between Bird Road and the City Sewer Treatment Facility with a 30" sewer trunk line. This may include any necessary and appropriate improvements at the existing heads works.
- C. The applicant shall install a new sewer mainline in the eastern extension of Crown Zellerbach Road right of way from the Crown Zellerbach and West Lane

Road intersection to the subdivision Phase I northern boundary. The pipe shall be sized according to current Waste Water Master Plan or as specified to meet the flow requirements for full buildout of the applicable sewer basin areas and future phases.

Storm:

- A. The applicant shall construct the Lot 12 pond and overflow culvert under Crown Zellerbach Road and outfall as required to convey the design flows.
- B. The applicant shall construct the regional storm facility at the southeast corner of the subdivision to serve the proposed Phase I and Phase II improvements as required by Public Works Design Standards and demonstrate compliance with all applicable County, State and Federal agency requirements.

TRANSPORTATION IMPROVEMENTS:

Transportation Improvements:

- A. The applicant shall design and construct the new eastern leg of Crown Zellerbach Road, beginning at the Crown Zellerbach and West Lane Road intersection to the subdivision Phase I northern boundary, as shown in the cross section detail A-A, C-C and E-E on **Sheet P2.1 of Exhibit 3D**. The section is an alternative cross-section to City of Scappoose three-lane collector standard to incorporate the planned extension of the Crown-Zellerbach Road. The cross-section shall include a minimum of; two lanes (12-feet wide), one center turn lane (14-feet wide), sidewalk (5-feet wide) and curb-tight planter (5.5-feet wide) on north side of street, multi-use path (12-feet wide) and curb-tight planter (5.5 feet wide) on south side of street, drainage, curbs and 8-ft public utility easements.
The applicant shall provide for the acquisition or dedication to the City of Scappoose the necessary right of way needed from abutting property owners, including the necessary construction, slope and 8-ft public utility easements, and shall reconstruct the west, north, and south legs of the intersection, as needed, to be approved by the City of Scappoose Engineer.
- B. The applicant shall design and construct a minimum 12-ft wide pedestrian/bicycle shared use path to connect North Road and Bird Road to the Crown Zellerbach Trail. The connection shall provide fire vehicle access to the Crown Zellerbach pedestrian trail at Bird Road and fire vehicle access to the new eastern extension of Crown Zellerbach at Miller Road. The applicant shall work with the City and Fire Department to identify an acceptable design and access control.
- C. The applicant shall design and construct a paved and striped trailhead parking lot, in a location generally as shown on **Exhibit 3E, Sheet P2.2**, to include 20 standard stalls, 2 ADA stalls, 2 ADA compatible restrooms, landscaping, and lighting. The applicant shall provide fire vehicle access from the parking lot to the Crown Zellerbach Trail. The applicant shall work with the Fire Department to identify an acceptable design and access control. All parking areas shall conform to the standards of Chapter 17.106 - Off Street Parking and Loading requirements.
- D. The applicant shall reconstruct a driveway entrance to Tax Lot 2200, moving the driveway entrance from Crown Zellerbach Road to West Lane Road, meeting the access spacing requirements outlined in section 5.0070 of the PWDS.

PHASE 2 IMPROVEMENTS

UTILITY INFRASTRUCTURE:

Water:

- A. The applicant shall install a water mainline within the eastern extension of Crown Zellerbach Road right of way beginning at the northern boundary of Phase 1, up to the northern boundary of Phase 2. The pipe shall be sized according to the current Water Master Plan, or as specified to meet the fire and domestic flow requirements for buildout of all future phases.

Sewer:

- A. The applicant shall design and construct a public sewer lift station to convey sewer flows identified in the Preliminary Sanitary and Sewer Report, **Exhibit 13** and as shown on preliminary plans, **Exhibit 3, Sheet P2.0**, with sufficient capacity to serve the basin areas of future upstream Phases. The applicant shall provide the necessary pump station, sewer, utility and access easements, as required.
- B. The applicant shall install a sewer mainline within the eastern extension of Crown Zellerbach Road right of way beginning at the northern boundary of Phase 1, up to the northern boundary of Phase 2. The pipe shall be sized according to the current Waste Water Master Plan or as specified to meet the flow requirements for full buildout of the applicable sewer basin areas and future phases.

Storm:

- A. To be completed in Phase I.

TRANSPORTATION IMPROVEMENTS:

Transportation Improvements:

- A. The applicant shall design and construct the new eastern extension of Crown Zellerbach Road from the northern boundary of Phase 2 to the northern boundary of Phase 3, as shown in the cross section detail A-A on **Sheet P2.1 of Exhibit 3D**.
- B. The applicant shall design and construct internal cul-de-sac and Street A as shown in the cross section detail B-B on **Sheet P2.1 of Exhibit 3D**. The cul-de-sac shall be designed to meet the requirements of the Fire Department and proposed industrial users.

PHASE 3 IMPROVEMENTS

UTILITY INFRASTRUCTURE:

Water:

- A. The applicant shall install a water mainline within the eastern extension of Crown Zellerbach Road right of way beginning at the northern boundary of Phase 2, up to the northern boundary of Phase 3. The pipe shall be sized according to the current Water Master Plan, or as specified to meet the fire and domestic flow requirements for buildout of all future phases.

Sewer:

- A. The applicant shall design and construct a sewer lift station as needed to serve Phase 3 as identified in the Preliminary Sanitary and Sewer Report, **Exhibit 13**, with sufficient capacity to

serve the upstream basin areas. The applicant shall provide the necessary pump station, sewer, utility and access easements, as required.

- B. The applicant shall install a sewer mainline within the eastern extension of Crown Zellerbach Road right of way beginning at the northern boundary of Phase 2, up to the northern boundary of Phase 3. The pipe shall be sized according to the current Waste Water Master Plan or as specified to meet the flow requirements for full buildout of the applicable sewer basin areas and future phases.

Storm:

- A. The applicant shall construct the regional storm facility, in the County, adjacent to Road B to serve the proposed Phase 3 and Phase 4 improvements, as required by Public Works Design Standards and demonstrate compliance with all applicable County, State and Federal agency requirements.

TRANSPORTATION IMPROVEMENTS:

Transportation Improvements:

- A. The applicant shall design and construct the new eastern extension of Crown Zellerbach Road from the northern boundary of Phase 2 to the northern boundary of Phase 3, as shown in the cross section detail A-A on **Sheet P2.1 of Exhibit 3D**.
- B. The applicant shall design and construct the internal cul-de-sac and Street B as shown in the cross section detail B-B on **Sheet P2.1 of Exhibit 3D**. The cul-de-sac shall be designed to meet the requirements of the Fire Department and proposed industrial users.
- C. The applicant shall pay a proportional share towards a transportation corridor study of Dike Road and Johnson's Landing Road that are anticipated to attract development traffic avoiding congested conditions on US 30. The objective of the corridor study will be to evaluate this alternative travel route and identify any operational or safety deficiencies that may require improvements and upgrades to adequately accommodate the expected growth in traffic volumes. The applicant shall work with the Columbia County Road Department to determine the cost of the study.
- D. The applicant shall design and construct a northbound right turn lane at the West Lane Road/Crown Zellerbach Road intersection. The applicant shall pay for the full construction of the intersection improvements. The applicant shall provide for the acquisition or dedication to the City of Scappoose any necessary right of way from the abutting property owner(s), including any slope, construction or public utility easements, as required.
- E. The applicant shall construct a westbound right turn lane and northbound acceleration lane at the Highway 30/West Lane Road intersection. The applicant shall pay for the full construction of the intersection improvements. The design shall be reviewed and approved by Columbia County and ODOT Region 2 Engineering prior to construction. Projects within the ODOT right of way require approval from the State Traffic Engineer and are not guaranteed. As such, the applicant shall work with ODOT, as required, to identify and construct the mitigation measures based on the TIS recommendations at the time of development.
- F. The applicant shall pay a proportionate share towards a traffic signal at the Highway 30/West Lane Road intersection. Based on the Scappoose Transportation System Plan Project I1 cost estimate of \$1,000,000, the applicant's 14% proportionate share is estimated to be \$140,000. A detailed engineer's cost estimate will be used to determine the cost of the improvements, and the proportional share shall be based on that. The City and ODOT will monitor the intersection in the future to determine the appropriate timing for the construction of the improvements based

on traffic signal warrants and safety considerations. Any projects on the highway will require approval from the State Traffic Engineer and are not guaranteed.

- G. The applicant shall be required to coordinate with the roadway authority of Miller Road to determine if a full connection is required, and if the connection is required, the applicant shall design and construct a full connection at Miller Road to an alternative collector road standard as determined to be most appropriate, and shall install traffic calming improvements that will lessen the impact to neighborhoods in the area. The applicant shall pay a proportionate share towards the required improvements, as determined by a detailed engineer's estimate. The design shall be reviewed and approved by Columbia County and the City of Scappoose Engineer.

PHASE 4 IMPROVEMENTS

UTILITY INFRASTRUCTURE:

Water:

- A. The applicant shall install a water mainline within the eastern extension of Crown Zellerbach Road right of way beginning at the northern boundary of Phase 3, up to the northern boundary of Phase 4, looping the water line, per the Water Master Plan and as required to meet fire flow and domestic requirements.

Sewer:

- A. The applicant shall design and construct a sewer lift station to serve Phase 4, as identified in the Preliminary Sanitary and Sewer Report, **Exhibit 13**, with sufficient capacity to serve the upstream basin areas, as needed. The applicant shall provide the necessary pump station, sewer, utility and access easements, as required.
- B. The applicant shall install a sewer mainline within the eastern extension of Crown Zellerbach Road right of way beginning at the northern boundary of Phase 3, up to the northern boundary of Phase 4. The pipe shall be sized according to the current Waste Water Master Plan, or as specified to meet the flow requirements for full buildout of the applicable sewer basin areas.

Storm:

- A. The applicant shall construct a public storm system meeting the requirements of the Public Works Design standards and connect to the regional storm facility constructed to serve the Phase 3 and Phase 4 improvements.

TRANSPORTATION IMPROVEMENTS:

Transportation Improvements:

- A. The applicant shall design and construct the new eastern extension of Crown Zellerbach Road from the northern boundary of Phase 3 to the northern boundary of Phase 4, connecting to Moore Road, as shown in the cross section detail A-A on **Sheet P2.1 of Exhibit 3D**.
- B. The applicant shall design and construct the internal cul-de-sac and Street C as shown in the cross section detail B-B on **Sheet P2.1 of Exhibit 3D**. The cul-de-sac shall be designed to meet the requirements of the Fire Department and proposed industrial users.
- C. The applicant shall pay a proportionate share towards a second westbound left turn lane at the Highway 30/Crown Zellerbach Road intersection. Based on the Scappoose Transportation System Plan Project I6 cost estimate of \$645,000, the applicant's 14% proportionate share is estimated to be \$90,300. A detailed engineer's cost estimate will be used to determine the cost of the

improvements, and the proportional share shall be based on that. The City and ODOT will monitor the intersection in the future to determine the appropriate timing for the construction of the improvements based on peak hour traffic operations. Any projects on the highway will require approval from the State Traffic Engineer and are not guaranteed.

- D. A traffic signal shall be installed at the West Lane Road/Crown Zellerbach Road intersection, with dedicated left turn lanes for the eastbound and westbound approaches. The applicant shall pay for the full construction of the intersection improvements. The design shall be approved by the City of Scappoose Engineering. The applicant shall provide for the acquisition or dedication to the City of Scappoose any necessary right of way from the abutting property owner(s), including any slope, construction or public utility easements, as required.
- E. The applicant shall pay a proportionate share towards a traffic signal at the East Columbia Avenue/4th Street/West Lane Road intersection. Based on the \$332,000 cost estimate, the applicant's 55% proportionate share is estimated to be \$182,600. A detailed engineer's cost estimate will be used to determine the cost of the improvements, and the proportional share shall be based on that. The design shall be reviewed and approved by Columbia County and the City of Scappoose Engineer. The applicant shall provide for the acquisition or dedication to the City of Scappoose any necessary right of way from the abutting property owner(s), including any slope, construction or public utility easements, as required.
- F. A westbound left turn lane shall be installed at the West Lane Road/Honeyman Road intersection. The applicant shall pay for the full construction of the intersection improvements. The design shall be reviewed and approved by Columbia County and the City of Scappoose Engineer. The applicant shall provide for the acquisition or dedication to the City of Scappoose any necessary right of way from the abutting property owner(s), including any slope, construction or public utility easements, as required.
- G. Moore Road, from Honeyman Road to the project site, shall be reconstructed to meet City of Scappoose standards for a two-lane collector roadway without parking (see TSP Figure 13a). The applicant shall pay for the full construction cost of these improvements. The streets shall include two lanes of pavement (one in each direction), bike lanes, sidewalks, planter, drainage, curbs and utility easements within a 60-foot right-of-way. The design shall be reviewed and approved by Columbia County and the City of Scappoose Engineer.

PUBLIC UTILITIES/INFRASTRUCTURE

- 3. That all streets, utilities, and other public infrastructure improvements shall be in accordance with the City of Scappoose Public Works Design Standards.
- 4. That all underground utilities shall be scheduled to be constructed in conjunction with or prior to each phase to ensure provision of public facilities prior to building occupancy, and that the development and occupancy of any phase shall not be dependent on the use of temporary public facilities. A temporary public facility is an interim facility not constructed to the applicable city or district standard.
- 5. That prior to approval of final subdivision construction plans, detailed storm drainage, sanitary sewage collection, and water distribution plans, which incorporate the requirements of the City of Scappoose Municipal Code and the Public Works Design Standards and Standard Specifications shall

be submitted to, and approved by, the City Engineer. Following construction and paving, the existing sanitary sewer manholes and lines shall be vacuum tested in accordance with the Public Works Design Standards. Water lines shall be tested in accordance with the AWWA and the City of Scappoose Public Works Design Standards. In addition, the following shall occur:

- a. Obtain NPDES permit from the Department of Environmental Quality prior to any earthwork. A copy of the approved NPDES permit shall be submitted to the City Engineer prior to approval of the subdivision design for construction.
 - b. Provide stormwater quality treatment meeting the requirements of the City of Scappoose Public Works Design Standards.
 - c. Provide 15-foot storm drain easements as required for the proposed outfall pipes.
 - d. Provide public stormwater easements for any stormwater facilities managing runoff from the public right-of-way.
 - e. Provide calculations demonstrating that the capacity of the downstream systems will not be exceeded by the additional stormwater generated by the subdivision improvements.
 - f. Provide calculations demonstrating that the stormwater management facilities within City Limits will drain quickly enough to prevent long-term water impoundment that would become a bird attractant.
 - g. Obtain approval by the City Engineer for all stormwater treatment systems.
 - h. Provide erosion control measures meeting the requirements of the City of Scappoose Public Works Design Standards, Section 2.0051.
 - i. Construct water mains as shown on the preliminary plans to serve the subdivision. Install a blow-off after 8" valves at the ends of the water lines in accordance with the Public Works Design Standards.
 - j. Provide computations to the City Engineer and Fire Chief demonstrating adequate domestic and fire flow for each phase of the subdivision.
 - k. Provide sanitary sewers and pump stations meeting the requirements of the City of Scappoose Public Works Design Standards and Oregon Department of Environmental Quality regulations. Install sanitary sewers as shown on the preliminary plans.
 - l. Meet City of Scappoose Public Works Standards for all construction in the public right-of-way.
 - m. The Developer will also need to work with the Scappoose Drainage Improvement Company consultants, West Consulting, regarding recommendations outlined in their September 8, 2017 memo.
 - n. Stormwater facilities constructed to treat the onsite improvements will be required to record a Stormwater Easement and Maintenance Covenant with the City. Since some of the proposed stormwater management facilities would be located outside City Limits, the Conditions of Approval require the applicant to obtain permits from Columbia County prior to construction.
6. That easements and maintenance agreements as may be required by the City Engineer for the provision, extension, and maintenance of utilities shall be submitted to the City Engineer for review and approval prior to filing of the Final Plat for each Phase. All public utilities that run across private property shall be within an exclusive public easement, which shall be a minimum of 15 feet wide, but in all cases shall be wide enough to allow construction and/or maintenance work to proceed within the easement limits. Combined utility easements shall only be allowed with the consent of the City Engineer, and only when they are of sufficient width to allow work on any utility contained within the easement to be conducted within the easement limits. All required easements, including those for natural gas, cable, electric, and telephone shall be shown on the face of the Final Plat. All required

public utilities shall be installed or a performance bond provided prior to the final approval of the plat for recording.

7. That all public utility services shall be extended to and through the property to points where a future extension may reasonably be expected prior to the issuance of building permits for any lot (Public Works Design Standards Sections 3.0010 & 4.0010).
8. That eight-foot wide Public Utility and Street Tree easements shall be located along the frontage of the existing and proposed street rights-of-way, and be recorded as such on the Final Plat.

STREET SYSTEM

9. That the right-of-way width, paved width, and sidewalk width of all proposed streets shall comply with applicable standards in the Transportation System Plan and Public Works Design Standards. The applicant shall coordinate with Columbia County Rider to identify appropriate locations for bus stops and bus pull-outs.
10. That all street improvements shall meet City of Scappoose Public Works Design Standards, Section 5.0000. The design life of all streets shall be 50 years (Section 5.0023).
11. That the developer shall be responsible for the installation of all street lights, street name signs, stop signs, and any parking restriction signs or curb painting delineating parking restriction, per the requirements of the Scappoose Public Works Design Standards and Specifications.
12. That the applicant shall acquire the land, prepare legal descriptions, and dedicate by deed right-of-way for the portion of Crown Zellerbach Road outside the boundaries of the subdivision. Construction of this section of road shall be required as part of Phase 1 of the subdivision. The applicant shall also reconfigure a driveway entrance to Columbia County Assessor's Map No. 3212-AD-02200, moving the driveway entrance from Crown Zellerbach Road to West Lane Road, and shall develop a driveway reconfiguration that is consistent with the access spacing requirements outlined in section 5.0070 of the PWDS in order to provide pedestrian access from the parking area to the building currently utilizing the Crown Zellerbach trail for access.
13. The applicant shall petition the Council to pass a resolution allowing the City owned parcels to be dedicated as right of way, except those areas identified in the TSP as being necessary for intersection alignment at West Lane Road and Crown Zellerbach Road.
14. To address pedestrian circulation at a minimum, the applicant shall provide marked pedestrian crossings at the intersections of Roads A, B, C, Miller and adjacent to the proposed Crown Zellerbach trail parking lot. Additional crossings and methods to ensure safety, i.e., flashing push button pedestrian signal may be considered based on future traffic analysis.
15. The applicant shall prepare and record CC&R's for the subdivision ensuring that maintenance for the landscaping and irrigation of the center median will be provided by the applicant/future owners and will not be borne by the City. Alternatively, the applicant shall revise the center median design to not include landscaping and irrigation, as the City does not have staff to maintain it.

16. Due to the longevity of the project and potential changes in the patterns of traffic over the length of the project, the City Engineer and Public Works Director may require updated Traffic Impact Studies be submitted prior to final plat approval of Phase 2, Phase 3 and/or Phase 4, in order to determine if any operational or safety concerns are present. The City Engineer will determine the project study area, intersections for analysis, scenarios to be evaluated and any other pertinent information concerning the study. The applicant shall pay a proportionate share towards mitigation improvements identified by future Traffic Impact Studies.
17. As identified in the Traffic Impact Study prepared by Lancaster Engineering (Exhibit 9), since operation of the Johnson's Landing and Hwy 30 intersection does not meet Oregon Highway Plan targets under existing conditions, the applicant shall work with the City of Scappoose and ODOT to identify acceptable mitigation for this intersection, and that mitigation be constructed concurrent with any phase of development with sufficient impacts on operation for the improvement to be considered "roughly proportional" to the impacts of the development. The applicant shall pay a proportionate share towards any identified mitigation improvements for this intersection.
18. The applicant shall work with the Columbia County Road Department to identify their proportionate share of asphalt surface improvements to East Columbia Blvd., Dike Road and Johnson's Landing Road, as determined by their proportional impact.

FIRE AND LIFE SAFETY

19. That prior to Final Plat approval, the developer shall submit street names for the proposed local streets for the review and approval of the Scappoose Rural Fire District Chief, City Engineer, and 911 Center.
20. That the applicant shall adhere to the comments and findings in the letter provided by the Fire Marshall dated August 11, 2017, included as **Exhibit 18**.
21. That the applicant shall provide fire hydrants as required by the Scappoose Rural Fire Department:
 - Final fire hydrant placement shall be approved by the fire district. Fire hydrants shall meet the specifications identified in the Scappoose fire code guide, to include storz type fitting on the 5.5" port on the hydrant with all blue reflectors marking the hydrants on the street.

SENSITIVE LANDS ISSUES

22. That a minimum 25-foot buffer shall be maintained adjacent to all wetlands.
23. That prior to commencing any site improvements that disturb wetlands, the applicant shall provide documentation of the following to the City Engineer and City Planner:
 - Evidence of wetland fill-removal permits from the US Army Corps of Engineers (as applicable) and Oregon Department of State Lands
 - Evidence of 1200-C permit issuance from Oregon Department of Environmental Quality
 - Evidence of grading permit(s) from the City or Columbia County, as applicable.
 - Evidence of a Floodplain Development Permit by the County, as applicable.
24. That the applicant shall coordinate with Columbia County, Port of St. Helens, Oregon Department of Aviation, and Federal Aviation Administration regarding the location and size of the proposed wetland mitigation areas.

25. That the applicant shall prepare a wetland delineation and cultural resources study on Lot 17 prior to development of that Lot.

GEOTECHNICAL:

26. That the applicant shall provide a Geotechnical report in accordance with the Public Works Design Standards.

STREET TREES

27. That street trees shall be provided along all street frontages in the subdivision and along the portion of Crown Zellerbach Road outside subdivision boundaries.
28. That the applicant shall propose a different species of tree from the approved street tree list to replace the 37 Flowering Cherry-“Kwanzan” trees.
29. That prior to final plat approval for each Phase, the applicant shall be responsible for the installation of a street tree plan conforming to the requirements of Chapter 17.104 (Street Trees) of the Scappoose Development Code, or post security equal to 120 percent of the cost of installing the required street trees with the City. The amount and form of such security shall be as required by the City Planner. All street trees shall have a two-inch minimum caliper, exhibit size and growing characteristics appropriate for the particular planting strip, shall be installed with a root barrier to protect sidewalks, and be spaced as appropriate for the selected species and as may be required for the location of above ground utility vaults, transformers, light poles, and hydrants. In addition, street trees shall not be planted within 25 feet of street intersections or within 10 feet of hydrants. All street trees shall be of good quality and shall conform to American Standard for Nursery Stock (ANSI Z60.1). Street trees located under or within ten feet of overhead utility lines shall be less than twenty-five feet tall at maturity. The City Planner reserves the right to reject any plant material that does not meet this standard.

MISCELLANEOUS

30. That if the PM Peak Hour site trip trigger points are hit, as identified in the Phased Development Mitigations Analysis prepared by Lancaster Engineering (**Exhibit 10**), prior to the Phase in which the improvements are identified, the applicant shall design and construct the necessary improvements prior to building permit issuance for any subsequent development.
31. That the developer and engineer shall schedule a pre-design conference with the City Engineer, Public Works Director, and City Planner.
32. That the applicant shall coordinate with the airport sponsor prior to submitting construction plans to identify alternative design standards for streetlights and street trees within the RPZ.
33. That the applicant shall adhere to the conditions outlined in the Department of Aviation’s letter, dated August 16, 2017, included as **Exhibit 20**.
34. That the applicant shall coordinate with CC Rider prior to construction plan submittal to design bus pull outs at a minimum of every 1000’ in both directions, as site characteristics allow.

35. That subdivision plans shall be submitted to and approved by the City Engineer prior to the commencement of construction.
36. That the applicant shall adhere to the recommendations of the Cultural Resources Study included as Exhibit 7, and shall stop all activities if during construction any discolored soils, rocks, buried soil horizons, artifacts, cultural features, human remains, funerary objects, sacred objects, and/or items of cultural patrimony are found. The Oregon State Historic Preservation Office (SHPO) shall be promptly notified and work shall not resume until an investigation has been conducted and SHPO gives permission for work to continue.
37. That the applicant shall provide an engineering design report as required in City of Scappoose Public Works Design Standards, Section 1.2040.
38. That the applicant shall follow all requirements of the City of Scappoose Public Works Design Standards.
39. That the applicant shall submit final drawings meeting the requirements of the City of Scappoose Public Works Design Standards, Sections 1.2020 and 1.2032.
40. That the applicant shall provide an avigation easement to the airport sponsor (if required by the airport sponsor) and provide a copy of the easement to the City.
41. That the developer shall obtain a fill and grading permit from the City Engineer, including the installation of any necessary erosion control measures, per the standards set forth in the Scappoose Public Works Design Standards and Specifications. Erosion control measures shall be reviewed and approved by the City Engineer and the Oregon Department of Environmental Quality as part of an Erosion Control Plan. The applicant shall submit an acceptable Erosion Control Plan meeting DEQ requirements and City of Scappoose Public Works Design Standards, Section 2.0051.
42. That the developer shall enter into a construction permit agreement with the City of Scappoose for all public improvements. A performance bond of 110% of the Public Works Construction costs shall be provided prior to the commencement of work.
43. That all existing and proposed easements shall be illustrated on the Final Plat for each Phase.
44. That the Final Plat shall conform to the requirements of ORS Chapter 92 (Subdivisions and Partitions).
45. That the applicant shall furnish a full-size copy of each Final Subdivision Plat to the City of Scappoose after the Plat has been recorded with Columbia County.

Procedural Information

About this Decision. This land use decision is not a permit for development. Permits will be required prior to any work. Contact the City at (503) 543-7184 for information about permits.

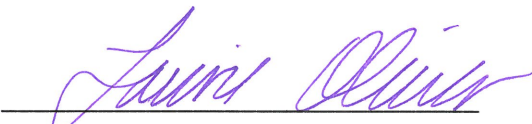
The application for this land use review was submitted on intake February 7, 2017 and was determined to be complete on August 8, 2017.

Land Use applications are reviewed under the regulations in effect at the time the application was submitted, provided that the application is complete at the time of submittal, or complete within 180 days. This application was reviewed against the Development Code in effect on February 7, 2017.

The City must issue a final decision on Land Use applications within 120 days of the application being deemed complete. The 120-day review period may be waived or extended at the request of the applicant.

Conditions of Approval. This approval is subject to a number of specific conditions, listed above. These conditions of approval run with the land, unless modified by future land use reviews. As used in the conditions, the term “applicant” includes the applicant for this land use review, any person undertaking development pursuant to this land use review, the proprietor of the use or development approved by this land use review, and the current owner and future owners of the property subject to this land use review.

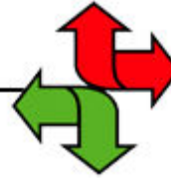
The file and all evidence on this case are available for your review by appointment. Please call (503) 543-7184 to schedule an appointment. Copies of all information in the file can be obtained for a fee equal to the cost for such services. You may find the City of Scappoose Municipal Code online at <http://www.ci.scappoose.or.us/>.



Laurie Oliver, City Planner

Mailed 10/13/2017

Manual on Uniform Traffic Control Devices (MUTCD)

[Back to Chapter 9B](#)

2009 Edition Part 9 Figure 9B-7. Examples of Signing and Markings for a Shared-Use Path Crossing

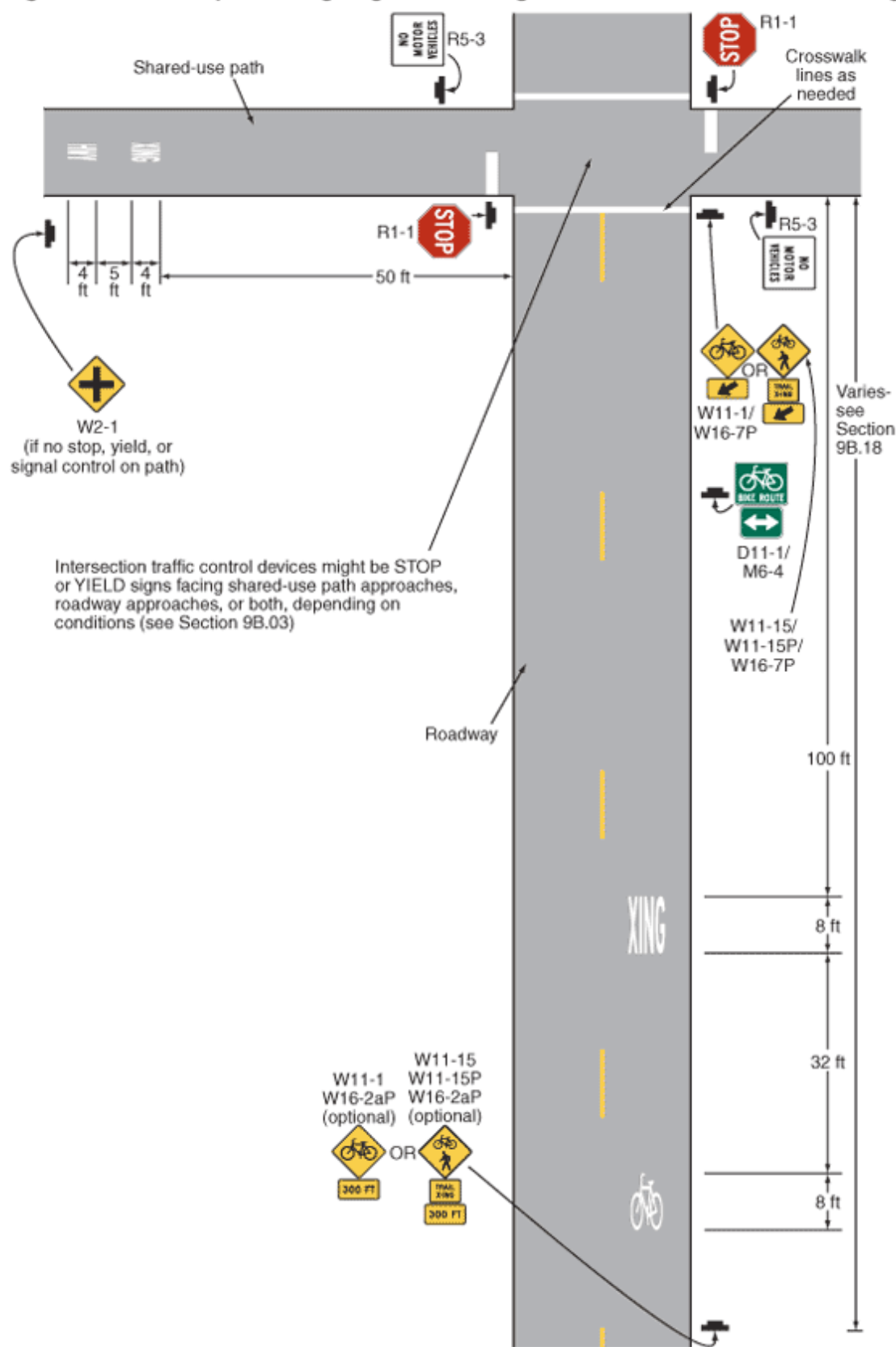
Figure 9B-7. Examples of Signing and Markings for a Shared-Use Path Crossing

Figure 9B-7. Examples of Signing and Markings for a Shared-Use Path Crossing

This figure illustrates an example of signing and markings for shared-use paths.

The figure shows an intersection of a vertical roadway and a horizontal shared-use path. The roadway is shown as composed of two lanes separated by a broken yellow line. A note states: "Intersection

traffic control devices might be STOP or YIELD signs facing shared-use path approaches, roadway approaches, or both, depending on conditions (see [Section 9B.03](#))."

At the bottom of the vertical roadway, facing northbound traffic, a sign assembly is shown to the right of the roadway. The assembly is shown as composed of a W11-1 bicycle symbol sign mounted above a W16-2aP plaque (marked optional) with the words "300 FT" OR an assembly composed of a W11-15 bicycle and pedestrian symbol sign mounted above a W11-15P plaque with the words "TRAIL X-ING" above a W16-2aP plaque (marked optional) with the words "300 FT." A note states that the distance from this sign assembly to the intersection with the path "Varies—see [Section 9B.18](#)." North of this sign assembly, a white symbol of a bicycle is shown marked on the northbound lane in advance of the word "XING" marked in white on the northbound lane. The heights of the bicycle symbol and the word "XING" are both shown as a dimension of 8 ft, and the distance between the symbol and the word is shown as a dimension of 32 ft. The topmost edge of the word "XING" is shown as a dimensioned distance of 100 ft in advance of the intersection with the path. Farther north and in advance of the intersection, a sign assembly is shown to the right of the roadway. It is shown as composed of a D11-1 Bike Route sign mounted above an M6-4 plaque with a two-direction horizontal arrow. Farther north, solid white lines are shown marked on each side of the roadway intersection with the path and parallel to the path. A note with an arrow pointing to one of these white lines states: "Crosswalk lines as needed." Facing northbound traffic on the roadway, a sign assembly is shown to the right of the roadway at the southeast corner of the intersection. The assembly is shown as composed of a W11-1 bicycle symbol sign mounted above a W16-7P plaque with a diagonal arrow pointing down and to the left OR an assembly composed of a W11-15 bicycle and pedestrian symbol sign mounted above a W11-15P plaque with the words "TRAIL X-ING" above a W16-7P plaque with a diagonal arrow pointing down and to the left.

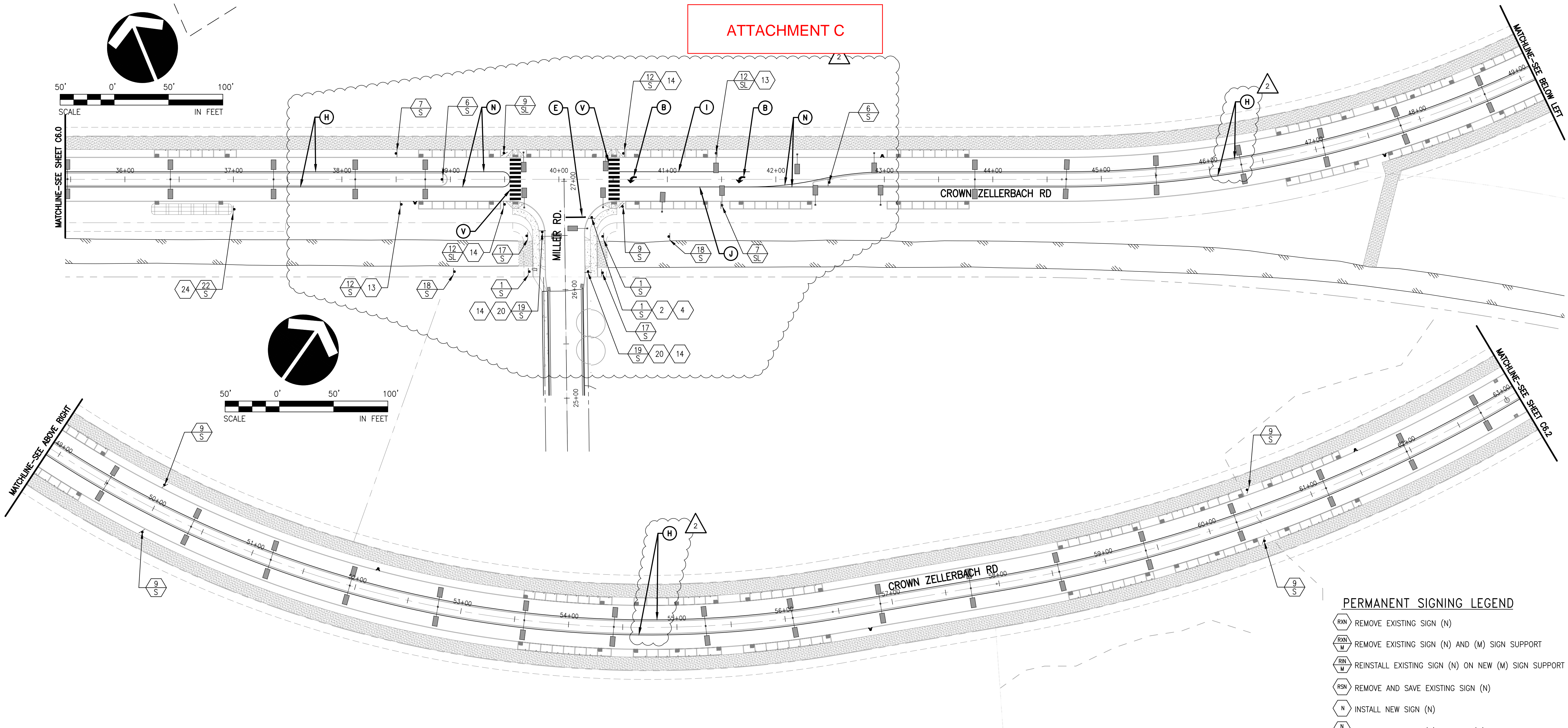
At the westernmost edge of the horizontal shared-use path in advance of the intersection, a W2-1 diamond-shaped yellow sign with a cross is shown to the right of the roadway facing eastbound path traffic and noted as "if no stop, yield, or sign control on path." Just beyond it, the word "HWY" in advance of the word "XING" are shown marked in white centered on the path pavement. Each word is shown as a dimension of 4 ft high with a dimension of 5 ft between the two words. The easternmost edge of the word "XING" is shown as a dimensioned distance of 50 ft in advance of the intersection with the vertical roadway. An R1-1 Stop sign is shown facing eastbound path traffic at the intersection with the roadway. Adjacent to the R1-1 Stop sign, a white stop line is shown extending across the right half of the shared-use path. Opposite the Stop sign and on the other side of the path facing westbound path traffic, an R5-3 sign is shown with the words "NO MOTOR VEHICLES" on three lines.

On the east part of the horizontal path in advance of the intersection, an R1-1 Stop sign is shown to the right side of the path, facing westbound path traffic. Adjacent to the Stop sign, a white stop line is shown extending across the right half of the path. On the other side of the path, just east of the intersection and facing eastbound path traffic, another R5-3 sign is shown with the words "NO MOTOR VEHICLES" on three lines.

[Back to Chapter 9B](#)

XREF LIST
Ltscale: 50
Resolved
C18628X230
C18628X600
C18628X001

ATTACHMENT C



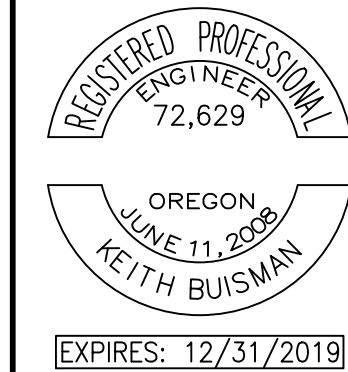
PERMANENT SIGNING LEGEND

- REMOVE EXISTING SIGN (N)
 - REMOVE EXISTING SIGN (N) AND (M) SIGN SUPPORT
 - REINSTALL EXISTING SIGN (N) ON NEW (M) SIGN SUPPORT
 - REMOVE AND SAVE EXISTING SIGN (N)
 - INSTALL NEW SIGN (N)
 - INSTALL NEW SIGN (N) ON NEW (M) SIGN SUPPORT
- N = SIGN NUMBER
M = MATERIAL
- MATERIALS:
S = 2 3/8" ROUND GALVANIZED STEEL POST PER DETAIL 531
SP = SIGNAL POLE STAINLESS STEEL CLAMP
SL = STAINLESS STEEL CLAMP ON STREET LIGHT
B = BARRICADE
- SIGNS SHOWN WITH BROKEN BORDERS ARE EXISTING.

STRIPING LEGEND

- RIGHT TURN LANE MARKINGS - SEE DETAIL A, SHEET C6.3
- LEFT TURN LANE MARKINGS - SEE DETAIL B, SHEET C6.3
- CROSSWALK - SEE DETAIL C, SHEET C6.3
- STOP BAR - SEE DETAIL E, SHEET C6.3
- THRU AND TURN LANE MARKINGS - SEE DETAIL F, SHEET C6.3
- RAISED MEDIAN STRIPE - SEE DETAIL H, SHEET C6.3
- TURN LANE LINE - SEE DETAIL I, SHEET C6.3
- MEDIAN NOSE - SEE DETAIL J, SHEET C6.3
- MEDIAN STRIPE - SEE DETAIL N, SHEET C6.3
- EDGE LINE (WHITE) - SEE DETAIL O, SHEET C6.3
- CENTER LANE - SEE DETAIL P, SHEET C6.3
- STAGGERED CONTINENTAL CROSSWALK - SEE DETAIL V, SHEET C6.3

 TYPE "R" ROADWAY 30" X 30" PATH 18" X 18" R1-1 SIGN 1	 VARIES NE CROWN ZELLERBACH RD 2 SIDED, 4" TALL SIGN 2	 VARIES NE WEST LANE RD 2 SIDED, 4" TALL SIGN 3	 VARIES NE MILLER RD 2 SIDED, 4" TALL SIGN 4	 VARIES STREET A 2 SIDED, 4" TALL SIGN 5	 24" x 30" SIGN 6	 SPEED LIMIT 35 R2-1-35 SIGN 7
 CROWN ZELLERBACH TRAIL SIGN 8	 12" x 18" TOW AWAY ZONE *SIGN 9	 12" x 18" HERE TO CORNER *SIGN 10	 12" x 18" HERE TO CORNER *SIGN 11	 36" x 36" W11-2 SIGN 12	 30" x 18" AHEAD W16-9 SIGN 13	 24" x 12" W16-7P SIGN 14
 30" x 36" ONLY R3-5R SIGN 15	 30" x 36" CROWN ZELLERBACH TRAILHEAD PARKING SIGN 16	 24" x 24" NO MOTOR VEHICLES R5-3 SIGN 17	 18" x 18" W2-1 SIGN 18	 30" x 30" W11-15 SIGN 19	 24" x 18" TRAIL X-ING W11-15P SIGN 20	 30" x 30" W3-1 SIGN 21
 30" x 30" DEAD END W14-1 SIGN 22	 24" x 12" 500 FT W16-2AP SIGN 23	 30" x 12" 1 MILE W16-3AP SIGN 24	* PLACE "NO PARKING" SIGNS AT 45° ANGLE TO ROADWAY SEE SHEET C6.3 FOR PERMANENT SIGNING NOTES AND DETAILS. CONTRACTOR TO VERIFY STREET NAME SIGNS PRIOR TO ORDERING.			



AIRPARK DEVELOPMENT, LLC

PERMIT SUBMITTAL - OCTOBER 31, 2018
SCAPPOOSE INDUSTRIAL SUBDIVISION PHASES 1 & 2
SCAPPOOSE, OREGON
SCAPPOOSE SUBDIVISION-PHASES 1&2
SIGNING AND STRIPING PLAN
CROWN ZELLERBACH RD STA 35+50 TO 63+00



18628 C18628C600
Project No. Drawing No.
Sheet No. C6.1
© Otak, Inc. 2018

Additionally, a study of a high-visibility zebra crossing in Edinburgh, United Kingdom found that the installation of a high-visibility crosswalk resulted in pedestrians spending significantly less time waiting to cross the road, being less likely to wait in the center median, and walking more slowly across the road (11). The slower pace crossing the street would indicate that pedestrians felt more comfortable in the road when a crosswalk indicated the pedestrians' right to be in the roadway. Based on surveys of nearby residents, the researchers found that pedestrians felt much safer crossing the roadway after the markings were installed.

MUTCD Requirements

The 2009 *Manual on Uniform Traffic Control Devices* (MUTCD) states that marked crosswalks “provide guidance for pedestrians who are crossing roadways by defining and delineating paths on approaches to and within signalized intersections, and on approaches to other intersections where traffic stops (12).” Like the *Uniform Vehicle Code*, the MUTCD notes that the presence of markings at a non-intersection location legally establishes the crosswalk.

The MUTCD offers the following guidance on how to decide where to mark crosswalks:

“Crosswalk lines should not be used indiscriminately. An engineering study should be performed before a marked crosswalk is installed at a location away from a traffic control signal or an approach controlled by a STOP or YIELD sign. The engineering study should consider the number of lanes, the presence of a median, the distance from adjacent signalized intersections, the pedestrian volumes and delays, the average daily traffic (ADT), the posted or statutory speed limit or 85th-percentile speed, the geometry of the location, the possible consolidation of multiple crossing points, the availability of street lighting, and other appropriate factors.

New marked crosswalks alone, without other measures designed to reduce traffic speeds, shorten crossing distances, enhance motorist awareness of the crossing, and/or provide active warning of pedestrian presence, should not be installed across uncontrolled roadways where the speed limit exceeds 40 mph and either:

- a) The roadway has four or more lanes of travel without a raised median or pedestrian refuge island and an ADT of 12,000 vehicles per day or greater; or
- b) The roadway has four or more lanes of travel with a raised median or pedestrian refuge island and an ADT of 15,000 vehicles per day or greater” (12).

It should be noted that to be consistent with the findings of the FHWA crosswalk study (by Zegeer, et. al.), and the Traffic Control Devices Handbook (Chapter 13- Pedestrians), the above wording

Section 2B.06 STOP Sign Applications*Guidance:*

- 01 *At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).*
- 02 *The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:*
- A. *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
 - B. *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
 - C. *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

Support:

- 03 *The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.*

Section 2B.07 Multi-Way Stop Applications*Support:*

- 01 *Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.*
- 02 *The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.*

Guidance:

- 03 *The decision to install multi-way stop control should be based on an engineering study.*
- 04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*
- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
 - B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
 - C. *Minimum volumes:*
 - 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
 - 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
 - 3. *If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
 - D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Option:

- 05 *Other criteria that may be considered in an engineering study include:*
- A. *The need to control left-turn conflicts;*
 - B. *The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*
 - C. *Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and*
 - D. *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*

**CITY OF SCAPPOOSE
2019-2020 COUNCIL GOALS & OBJECTIVES**

6.

GOAL 1: Promote Economic Development Opportunities that create Local Jobs

Goal 1 Objectives:

1A. Support development of OMIC/PCC – Alex

Describe in detail accomplishment of the objective/project:

- OMIC/Charles T. Parker Way: the CTP Way Road project is complete and TFT's bond has been released. Remaining items to address are Easement & ROW dedications and a Stormwater Management Agreement
- OMIC/OMID: Staff is working with CCET to respond to business recruitment leads and develop marketing materials
- PCC: Staff is continuing to support the establishment of a PCC Campus in Scappoose

1B. Coordination/One Stop Meetings – Alex

Describe in detail accomplishment of the objective/project:

- The Coordination/One Stop Meetings are still ongoing, but the frequency has changed to once per month and increased from 1 to 2 hours in length
- The City has requested that CCET and Business Oregon share all recruitment leads

1C. Move Forward with an Urban Renewal District – Alex

Describe in detail accomplishment of the objective/project:

- All TAC meetings are complete, they met on December 13th, 2018, February 21st, 2019 and April 18th, 2019
- City Council reviewed the plan at critical points through out the process
- The Ordinance to establish the Urban Renewal Agency was passed on July 15th
- The first meeting of the Urban Renewal Agency took place on August 19th and they voted to forward the Urban Renewal Plan and Report on to the Columbia County Commissioners for a briefing on August 28th, to the Scappoose Planning Commission on September 12th and then finally back to City Council on October 21st for a public hearing and for a final vote on adoption on November 18th
- City Council voted to adopt the Urban Renewal Plan and Report on November 18th by a non-emergency ordinance that will take effect on December 18th 2019.

1D. Promote Community Events (100-year & Signature event) – Michael, Alex

Describe in detail accomplishment of the objective/project:

- The EDC's Events Sub-Committee led the planning efforts for reviving the Sauerkraut Festival in coordination with the Community Club and the City. The City invested \$5,000 in support of the event. The Festival was held on September 14th and was a great success. All parties involved would like to see this event continue in the future.
- Movies in the park completed its second year and remains popular with the Community
- The City continues to hold ATM's

1E. Promote and Support Small Local Businesses – Michael, Alex

Describe in detail accomplishment of the objective/project:

- City Council voted to establish an Urban Renewal District on November 18th. The Plan identifies a Storefront Improvement Grant/Loan Program as a project for funding
- Staff attended the annual Oregon Mainstreet Conference in Tillamook Oregon the first week of October, while attending the sessions the feedback received made it clear that the most successful Main Street Programs are those that are run as 501(c)(3)'s, separate from the City. This program can work well with Urban Renewal, if it were to be established in the Community, they could work in tandem, but it would be very difficult (and likely unsuccessful) if the City's already lean staff attempted to do both.
- The other items noted above are ongoing.

1F. RSIS Program – Alex

Describe in detail accomplishment of the objective/project:

- The project list has been completed
- The application has been turned into Business Oregon for review

1G. Support and Monitor Development of the East Airport Subdivision – Chris

Describe in detail accomplishment of the objective/project:

The developer is in the process of completing construction of the roadway for Phase I and II and sewer pump station in accordance with the land use approval and is currently completing the design for the new municipal well. The roadway work is scheduled to be completed by the end of the year with the sewer pump station to be completed in February and the new well to be completed in April.

1H. Local Industrial Recruiting/Marketing Brochure – Alex

Describe in detail accomplishment of the objective/project:

CCET has been absorbed with trying to figure out what OMID is and what it should do to market the area. We have had monthly meetings with the property owners and other key stakeholders to begin the process of developing a marketing plan which is a precursor to developing marketing material.

A lot of the information that would need to be included about specific sites is being collected and will be included in a brochure that will potentially highlight South Columbia County. The Port recently hired a new Marketing Manager who will be helpful in developing a marketing program for OMID and other property surrounding the airport.

1I. Revise Resolution 16-19 (betterment fund) – Michael, Alex

Describe in detail accomplishment of the objective/project:

All of the jurisdictions within the enterprise zone would need to sign off in order to change the formula and there is the potential that other jurisdictions would want a piece of the betterment fund.

The City has also been approached by Business Oregon representatives about an extended enterprise zone (10 years) and also the Strategic Investment Program which exempts investments of over \$25 million. Given the potentially negative affect both of these incentive programs could have on our URD we have been cool to exploring these programs. With the creation of the OMID (Oregon Manufacturing Innovation District) CCET and Business Oregon recruiters are looking at

other ways to incentivize companies to locate in the District. Giving away local property taxes seems to be very popular with them. We have made it clear that all of these programs would need to be considered and supported by the City Council. We anticipate the need for a work session early next year to examine the pro's and con's of these other programs. This work session would dovetail nicely into a more robust discussion about changing the betterment fund formula.

1J. Update City's Land Use code for EC and C zones to allow brewpubs, microbreweries, micro distilleries, and micro-wineries outright – Laurie

Describe in detail accomplishment of the objective/project:

Staff has conducted research on a small number of other jurisdictions' land use planning regulations for microbreweries, microwineries, and microdistilleries (hereinafter referred to as "micro-facilities"), as well as the American Planning Association's "Info Packet – Zoning for Micro-Alcohol Production" document. Staff learned that jurisdictions that have implemented land use regulations on micro-facilities tend to define them in terms of production volume. There are few examples of model development code language in Oregon that staff may draw on. Additionally, staff interviewed two code specialists at the City of Portland's Code Development Department (Bureau of Planning and Sustainability). BPS staff indicated that code language pertaining to micro-facilities may be written to encourage or discourage that particular use.

As time allows, staff will write draft code language and present it to Council during a work session to gain feedback, then will take the amendments through land use approval. Expected completion date is by end of fiscal year 2019-2020.

GOAL 2: Promote Transportation Improvements that Enhance community livability

Goal 2 Objectives:

2A. Develop a Sidewalk Improvement program (PSU) – Chris & Dave

Describe in detail accomplishment of the objective/project:

- City Manager dedicated \$100,00.00 from the General Fund to the improvement of sidewalks
- Staff is working to develop a program to assist property owners with repair costs
- Staff will identify projects to create a 5 year CIP list
- City has successfully passed a \$0.03 per gallon Fuel Tax to help fund street and sidewalk repairs

2B. Update Public Works Design standards – Chris, Dave

Describe in detail accomplishment of the objective/project:

- The City is continuing work with Carollo to update the PWDS Sanitary Sewer, Section 3 (with the exception of the standard details). Carollo submitted a draft update for City review along with recently re-submitted draft update of Ch. 13 of the SMC. The City is currently reviewing the draft updates for approval.
- The City is currently working with Cardno to update the PWDS, Storm Drainage, Section 2 (including the standard details). Cardno submitted draft documents for our review in December 2018, which are currently in review by City staff. The cost of this work is being partially refunded through a non-point source grant from the DEQ for \$12,000 which is effective by extension through July 1, 2020 with all invoices due no later than August 15, 2020.
- The City will move forward to solicit proposals to update the PWDS, Streets, Section 5 (to

include update of the standard details).

- The City has not started on any updates for the PWDS, Water Section 4 of the standards but will pursue this later in the year as time and funding permits.

2C. Develop 5-year CIP, pavement management program – Dave

Describe in detail accomplishment of the objective/project:

- Update of the Public Works Design Standards is not complete yet due to limited Staff time and funding constraints
- Public Works has made great progress with “in house” pavements maintenance
- Public Works has created a good relationship with the Columbia County Public Works and is partnering with them in regards to crack sealing, striping and sweeping.
- Staff will be creating a 5 year CIP list during the 2019-20 Winter.

2D. Welcome to Scappoose Sign ~ south end of Scappoose on Highway 30 – Norm

Describe in detail accomplishment of the objective/project:

Still working to determine where ODOT will let us place a sign on the South end of town.

2E. Update Rail Corridor Study – Laurie, Chris

Describe in detail accomplishment of the objective/project:

The Port Commission endorsed the Selection Committee’s recommendation and selected WSP USA for the Columbia County Rail Safety and Mitigation Study. The Commission approved contracting for Phase 1. Phase 2 is included as an option, to align with the Technical Assistance grant we are hoping will largely fund Phase 2. The Port is working with the consultant on the contract now (Phase 1 is essentially the data and information collection and funded with our previously committed funds. The grant application is for Phase 2, the assessment and alternatives part of the project that will finish with our report).

The Port will be developing the stakeholder questionnaire, interviewing stakeholders, and accomplishing other information gathering activities over the next several weeks. The stakeholder questionnaire will be used to gather information and to help guide who WSP should be contacting directly for their limited number of one-on-one interviews. The Port will be asking for suggestions who WSP should interview directly in the coming weeks.

The plan is shaping up to hold the first site visit/kick off meeting in early January, more information will follow. There will be standalone public meetings, and the Port would like to coordinate additional public opportunities with Clatskanie, St Helens, and Scappoose, possibly the hour before City Council meetings. The Port will be reaching out directly to discuss and schedule these as we settle on agendas for these public opportunities.

2F. Pursue Transportation Funding (Gas Tax) – Huell, Alex, Dave, Chris, Michael, Laurie

Describe in detail accomplishment of the objective/project:

Measure 5-275 was passed by the electors of Scappoose with 52.91% of the votes cast in favor of the local fuel tax. Measure 5-275’s passage will implement Ordinance 883 on January 1, 2020. The ordinance creates Chapter 3.26 – Motor Vehicle Fuel Tax in the Scappoose Municipal Code. Staff has decided to administer the tax itself, rather than entering an agreement with the Oregon Department of Transportation’s Fuels Tax Group. The decision to administer the tax was driven by ODOT’s \$30,000 one-time initiation fee plus 0.3% monthly percentage of revenue.

2G. Joint City/County Road Projects/Maintenance – Dave

Describe in detail accomplishment of the objective/project:

- The City and County have begun meeting quarterly to discuss upcoming projects in the Scappoose area.
- The City has begun providing sweeping services to the County within City limits in trade for annual striping.
- The County is continuing to loan the City its crack sealing equipment in trade for the City providing equipment maintenance

2H. Streetscape Improvements – Alex

Describe in detail accomplishment of the objective/project:

- City Council established an Urban Renewal District on November 18th. The Plan identifies streetscape and intersection improvements as priority projects. Additionally, the Plan has prioritized funds for a Storefront Improvement Grant/Loan Program which would improve the general aesthetic of City Streets.

GOAL 3: Develop a Long-Term Comprehensive Community Vision

Goal 3 Objectives:

3A. Complete an Affordable Housing Plan – Laurie

Describe in detail accomplishment of the objective/project:

City Council adopted the Scappoose Housing Strategy Implementation Plan via Resolution 19-14 on July 15, 2019. This final report outlines potential funding sources and tax abatement strategies to increase the provision of more affordable housing in the City. As a next step, the City will be signing a contract with ECONW to move forward with implementation of the tools identified in the final plan adopted in July 2019. The expected completion date for implementation of the tools is July 2020.

3B. Update/Review Storm Water Fees – Chris, Dave

Describe in detail accomplishment of the objective/project:

Council approved the stormwater fee increase on June 17, 2019.

3C. 5-year budget forecast (3-5 years) – Jill

Describe in detail accomplishment of the objective/project:

- The City is actively working to update the remaining Master Plans
- The outline of the form has been developed

3D. Complete Urban Design Framework – Laurie, Alex

Describe in detail accomplishment of the objective/project:

ZGF completed the Urban Design Framework Plan to inform the project list for the Urban Renewal Plan. The Urban Renewal Plan was adopted via Ordinance 886 on November 18, 2019. This goal is complete.

GOAL 4: Keep Scappoose one of the 5 safest communities in Oregon

Goal 4 Objectives:

4A. Continue Community outreach by Police Department – Norm

Describe in detail accomplishment of the objective/project:

Each year we set out to make an impact in the community as police officers. We as a department strive to be the officers the public can speak to at any given time. This department has shined in its approach to community outreach as the numbers below illustrate.

1. Tip a Cop at Ixtapa raised \$4,200 towards the Special Olympics for Columbia Count.
2. National Night Out, we had over 500 people attended.
3. We gave away 2,000 doughnuts at the Scappoose Homecoming Football Game.
4. Suicide walk was a great event this year, more and more walker are coming to this event. We raised \$13,000 for Columbia County Mental Health (through the State of Oregon).
5. Halloween Night hot chocolate was our biggest year ever. We served over 400 cups of hot chocolate to kids and parents.

Overall, we raised over \$17,000 that has gone back into our community.

4B. Maintain Emergency Response preparedness – Norm

Describe in detail accomplishment of the objective/project:

We have been working with Columbia County Emergency Management through the year. Currently working on the COOP plan. Laurie and I completed the Mitigation Plan. It was turned into the Columbia County Emergency Management for review.

We are working very close with our schools. We are working to make an event easier to manage when schools are affected. One of the most important things was getting the kids back to their families. This can be very overwhelming. Troy and I along with school officials have been to the same training. We have also incorporated several tools.

1. I love U Guys Training through the Scappoose School District to include parents.
2. Reunification Kits in all schools to include the police department.

4C. Review and update Emergency Operation Plan – Norm

Describe in detail accomplishment of the objective/project:

We have been working with Columbia County Emergency Management through the year. Currently working on the COOP plan. Laurie and I completed the Mitigation Plan. It was turned into the Columbia County Emergency Management for review.

We are working very close with our schools. We are working to make an event easier to manage when schools are affected. One of the most important things was getting the kids back to their families. This can be very overwhelming. Troy and I along with school officials have been to the same training. We have also incorporated several tools.

1. I love U Guys Training through the Scappoose School District to include parents.
2. Reunification Kits in all schools to include the police department.

4D. Provide School Resource Officer – Norm

Describe in detail accomplishment of the objective/project:

Currently we have become a greater partner with the school which helps with the partnership in the community. The School has given money towards the SRO assignment in the amount of \$50,000. We have a contract with the school and the SRO is assigned to the schools on a fulltime basis. Below are just some of the school safety the SRO has been involved with during the current school year.

We are currently working towards a new contract with the Scappoose School District to continue the SRO in the schools.

- We have completed the “I Love You Guys” training and protocol for the High School and Middle School administrators and teachers. The training is currently being scheduled for all elementary schools and will take place soon. Also included in the training with this are the administration and all support staff such as janitors, cook, parents etc.
- The School District now has reunification kits that have been distributed to every school, the Scappoose District Office, and to the police department.

Otto Petersen School:

- **Completed,** Trees and shrubs have been removed or cut back at entrance to the school to allow better visibility to cars leaving the parking lot onto SE 3rd Street.
- School continues to practice fire drills and has participated in one (1) Lockdown drill so far this year. I attended this drill and it went very well for the first time doing a Lockdown drill.
- Troy and I routinely check exterior doors while at the school to make sure they are locked while school is in session.

Warren Elementary:

- **Completed,** I have met with the principal and am actively working on scheduling Lockdown drills for the school as part of an effort to have them occur routinely.

Middle School:

- **Completed,** three gates are currently being installed to better secure the perimeter of the school during a Lockout/Lockdown scenario. One gate is being installed at the bottom of the ramp to secure that area not allowing anyone to enter beyond the ramp area.
- **Completed,** another gate is being installed at the far west end of the breezeway leading to the field area. Having this gate used in conjunction with the previous gate mentioned will secure those classrooms/lunchroom areas in case of a lockout/lockdown.

- **Completed**, the last gate is being installed at the south end of the bus pickup area behind the school. Having this gate will not allow anyone past the parking area behind the gym. This has been a big issue so far this school year with people cutting across the school property while school is in session.

Troy is currently working with the High school on lockdown drills.

4E. Traffic enforcement plan – Norm

Describe in detail accomplishment of the objective/project:

This is an ongoing priority as traffic is at a high volume through the city and side streets on a daily basis.

We have the traffic safety committee who also makes recommendations to improve the traffic flow, pedestrians' passage and truck traffic.

Traffic crashes haven't been reduced.

We have 1 truck inspector.

We have been focusing on traffic around the schools, we have been enforcing the School Zones and traffic near the schools.

Unable to afford a traffic car and or staff to focus only on traffic.

We are moving forward with traffic saturation through the first part of the year. This will be done out of the overtime budget.

4F. Maintain sufficient staffing levels – Norm

Describe in detail accomplishment of the objective/project:

Currently, we are currently down 1 position. We have a written test open till December 17th, 2019. We switched to the National Testing program. This program is a nationwide advertising. They conduct all the tests then provide us with a ranking list. The last list had 42 applications. We were only getting 12 to 15 applications when we were doing the testing.

We were able to successfully negotiate a 5-year Union contract.

4G. Continue Citizens Academy – Norm

Describe in detail accomplishment of the objective/project:

We have had no interest in the academy. We are advertising for the winter months to try again to make this happen once a year. Most citizens are unable to commit to the one day a week for 10 weeks.

I have reviewed the program and may propose a 2-day class. This class would be 2 Saturdays spread over 2 months. I believe this would strike more interest since it would require a large commitment.

City continues to attend the Countywide quarterly meetings with other local governments in Columbia County. We also meet regularly with the Port of Columbia County and other key stakeholders throughout of number of different venues.

Councilor Megan Greisen and Police Chief Norm Miller have done an excellent job of working with the School District.

Goals Adopted by City Council March 4, 2019

CITY OF SCAPPOOSE

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31 New Year's Eve	1 City offices closed <i>Happy New Year!!</i>	2	3	4
5	6 City Council 6pm (please note start time)	7	8	9	10	11
12	13	14	15	16 EDC ~ noon Park & Rec Committee 6pm	17	18
19	20 City offices closed Martin Luther King Jr. Day	21 Work Session 6pm City Council 7pm	22	23 Planning Commission 7pm	24	25
26	27	28	29	30 Boards & Commission Appreciation Dinner	31	