



SCAPPOOSE *Oregon*

MONDAY, MARCH 1, 2021
REVIEW OF THE GRABHORN PARK AD HOC COMMITTEE, 6:00 PM
CITY COUNCIL MEETING AGENDA
Regular meeting 7:00 p.m.

ITEM AGENDA TOPIC

Action

Call to Order

Pledge of Allegiance

Roll Call

Approval of the Agenda

Public Comments Due to COVID19 the City of Scappoose will be accepting public comments by email or you may call in. Please contact City Recorder Susan Reeves at sreeves@cityofscappoose.org or by phone at 503-543-7146, for more information. All written public comments will need to be received no later than 5:00 pm on the day of the meeting. We appreciate your understanding with this matter. Thank you!

1. Consent Agenda ~ February 16, 2021 Work Session minutes and February 16, 2021 City Council meeting minutes

Old Business

2. Ordinance No. 896: An Ordinance Amending Scappoose Municipal Code Title 12, Adding Chapter 12.24 Street Renaming **2nd Reading/Approval**
Staff: City Planner Laurie Oliver Joseph and Program Analyst Intern Isaac Butman

New Business

3. 2021-2022 Council Goals **Approval**
Staff: Interim City Manager Alexandra Rains
4. Resolution No. 21-02: A Resolution Approving the Establishment of a Temporary Permit to Allow Outdoor Seating/Displays for Businesses Affected by the COVID-19 Emergency **Approval**
Staff: City Planner Laurie Oliver Joseph
5. Pool Cost Public Outreach Campaign
Staff: Interim City Manager Alexandra Rains, Program Analyst Huell White, and Program Analyst Intern Isaac Butman

Announcements ~ information only

6. Calendar

City Manager, Police Chief, Councilors, and Mayor

Adjournment **PLEASE NOTE: IF YOU WOULD LIKE TO SPEAK WITH CITY STAFF ABOUT A PARTICULAR AGENDA ITEM, PLEASE CALL CITY RECORDER SUSAN REEVES 503-543-7146, EXT. 224, NO LATER THAN 3:00 P.M. ON MONDAY, MARCH 1, 2021**

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

TUESDAY, FEBRUARY 16, 2021
WORK SESSION ~ DOWNTOWN OVERLAY &
50 YEAR PLAN SCOPE OF WORK, 6:00PM

Mayor Burge called the work session to order at 6:00 p.m.

Present: Mayor Scott Burge, Council President Megan Greisen, Councilor Joel Haugen, Councilor Josh Poling, Councilor Brandon Lesowske, Councilor Pete McHugh, Councilor Tyler Miller, Interim City Manager Alexandra Rains, City Recorder Susan Reeves, City Planner Laurie Oliver Joseph, Program Analyst Huell White, Program Analyst Intern Isaac Butman, and Legal Counsel Peter Watts.

Remote: Public Works Director Dave Sukau.

City Planner Laurie Oliver Joseph explained there was a request to do a work session on the downtown overlay. She put some materials together for Council. Her plan was just to kind of go over the history of the downtown overlay code and then she'll point out some highlights from the code language itself, unless there are specific questions. She explained, the downtown overlay code language was adopted in 1999, it actually was the result of a project that was done, a joint project by ODOT and the Department of Land Conservation and Development, call a quick response project. She explained that project was completed in 1998 and according to the document it said that the aim of the project was to determine how the City could appropriately design and integrate a park and town center into the community in a way that would directly influence its future growth. She explained at the time that was the vision. She did attach the illustrative master plan that was created as a part of that project.

She explained one interesting thing to note is that the park, Veterans Park, actually was not a City Park at that time, it wasn't developed until 2004. Heritage Park was called a park, she doesn't think it had very many amenities at all. She explained if you look at that last page of the document you can see where Veterans Park was planned to go. She stated actually, interestingly enough, you can see the street does connect all the way through to EJ Smith, it has always been planned to do that. She thought that was interesting. She explained on page three, straight from the code, this is what it says for the purpose ~ the purpose of the downtown overlay is to: encourage the preservation, improvement and renewal of the existing business district of the City, maintaining a center of commercial and civic activity for the community; encourage pedestrian traffic; encourage higher density residential development in support of commerce; require design features that reduce conflicts with vehicular traffic flow; and, to improve the general appearance, safety and convenience of the downtown area by requiring greater attention to the design of buildings, parking, landscaping, lighting and traffic circulation.

She explained since the initial adoption of this code language in 1999 there have been a total of 4 amendments made. She explained in the packet there's a table with a brief summary of changes that were made. Most significantly, she would say, is the last one in 2018, when staff made some amendments as part of the housing needs analysis adoption amendments. With the exception of the housekeeping amendment in 2012, the proposed changes were either a result of further studies being done or were based on actual feedback from developers who were using this code

to build (most notably Brian Rosenthal) and or staff suggestions of things we could see that weren't working right. She explained each of the proposed amendments gathered public input via open houses, technical advisory committee meetings, and/or council work sessions prior to being adopted. She stated there's a history of the code consistently being revised as needed to correct any deficiencies that are known.

She explained the downtown overlay code is in conformance with existing master plans. She explained for instance, the 2016 transportation system plan, there is a special street cross section design that applies just to Northwest and SW 1st Street, as well as another special cross section from Highway 30 on E Columbia from Highway 30 to the West Lane/SE 4th Street intersection. She stated again this is in conformance with the recommendations that came about as a result of this 1998 quick response project. She explained mainly these special cross sections require streetscape amenities such as pedestrian bulb-outs at the corners, decorative pedestrian scale streetlights and then street trees that are incorporated into tree wells in the sidewalk, so you get a wider sidewalk and then also the urban renewal plan. She explained when the City was developing that plan there was a suggestion that a design framework plan also being developed to guide the projects that would be included in that plan and so the consultant did get a copy of this project and then there are three different projects that were included on the project list for funding in the urban renewal plan. She has those listed here and again it's essentially that enhanced streetscape that she had mentioned previously for those special street cross sections.

She explained we really haven't seen Northwest or Southwest 1st Street redevelop with these design guidelines in place yet, it's a matter of it just eventually kicking off. She explained the framework is there and the code language is there for it to occur. She stated, however, it hasn't quite happened yet. She explained we do have a 36-unit apartment complex just West of the Inroads Credit Union, but it's taken a while for them to get going, but they did pick up their grading permit recently. She explained we are hoping that is in construction here shortly, but once that kicks off, we're hoping that kind of starts to redevelop that street a little bit because they will be putting in the decorative streetlights and redoing the sidewalks and everything up to our standards.

She wanted to point out next, on page 5, she has included the downtown overlay chapter of code language. She explained the main thing with the downtown overlay is that the dimensional requirements of the base zone do not apply, so essentially when she is looking at an application for development of a downtown overlay property, then she just refers to this chapter for the setbacks or minimum lot sizes, maximum height of buildings, etc. She explained it all defaults to this chapter instead. She explained there are smaller lot size requirements, smaller setbacks, there's a reduced maximum height in the downtown overlay, and again, that's because we're trying to encourage a pedestrian scale feel from the street. She explained there are different requirements for parking lots, so the parking lot needs to be to the side or rear of buildings because we want those buildings up front by the sidewalk. She explained there are different landscaping requirements in parking lots, which she prefers. She wishes all parking lots followed this code. She stated that's definitely a change she would like to eventually make to the development code.

Council President Greisen asked if she could elaborate on that a little bit more?

City Planner Laurie Oliver Joseph replied, for instance, for parking lots not in the downtown overlay, she doesn't have a way to enforce things like plantings in the center medians, there's no

requirement for that so the only thing she can enforce is that there is a parking buffer essentially. She explained if you have parking stalls adjacent or abutting a public road then they have to provide a 5-foot buffer area and it describes what's required. She explained internal to parking lots though, she can't make them plant anything unless they're just proposing it on their own. Whereas, in the downtown overlay, landscaping around and within surface parking areas shall equal 10% of the total parking area, landscaping shall be installed within planting bays and in any other area where parking stalls, circulation, driveways, etc., would not be precluded by the landscaping. She stated if she could just have that language in the standard parking chapter that would be great.

She explained the building heights are lower in the downtown overlay than they would be in just any general area of the City for commercial buildings. She explained there is a requirement for architectural character being provided for commercial and residential buildings. She referenced page 13 of the staff report, there is a list of nine different architectural features and residential structures have to use at least two of those particular items and then for commercial buildings there are additional requirements that they have to meet as far as the ground floor buildings, how much of the building has to have windows, etc. She explained landscaping also is different in the downtown overlay, there's no screening or buffering required. She explained in the downtown overlay because there is a desire for it to be more dense, that kind of goes by the wayside and that's not something that applies in the downtown overlay. She explained there's also the ability to provide the pedestrian scale lighting and hanging floral baskets in lieu of street trees, if it makes more sense, maybe along the business frontage. She explained there's a very prescribed street tree spacing as opposed to in other areas of the City it's strictly mature height and width of the tree and then that dictates the spacing. She explained on page 15 of the staff report you'll see the map of the downtown overlay, the hatched area, those are the properties that are within the downtown overlay. She explained on page 16 it just shows the quick response project illustrative masterplan. She explained this looks a lot like the design framework that ZGF put together for the urban renewal plan, it's the enhanced street scape. This is what it would look like if everything were redeveloped according to our code, basically.

Mayor Burge had talked about mandating color because it seems like a building should be one color, with one color trim.

Councilor McHugh stated it seems to him there should be a way if we as a City think we should have retail in the bottom, we can require that. He knows the codes don't have that in there, so we can't require that right now. He also thinks that a 36-unit apartment should have a recreation room or an exercise room to go with the apartment. He just thinks that makes it more desirable for people to move in.

City Planner Laurie Oliver Joseph replied for apartments each unit has to provide a 48 square foot balcony and then depending on the number of bedrooms there's also a requirement for 200 square feet of outdoor common recreation space, and that's per unit. She explained it has to be usable space, but we don't say it has to be a gym or whatever, it could literally just be grassy area on the property so long as it is usable. She explained, for the 36-unit apartments they have plenty of outdoor space because it backs to the creek, and they can't use that for development obviously. They have their parking lot back there, but they can't have structures or anything, but they did opt to put in a half-court basketball court and that was just something they wanted. She explained so they have to provide some open space, but again, where it is located on the site is pretty general. She stated that is something that we could tune up she thinks, in the future.

Mayor Burge asked to follow up on Councilor McHugh's question, can we in the downtown overlay require commercial zone to have retail/commercial on the first floor?

City Planner Laurie Oliver Joseph replied we could, and it has been a topic of discussion in the past and it had to do with the cost of building mixed use buildings and then the uncertainty for the developer of having that space rented when they know residential is going to be occupied. She stated it is kind of a hard sell for them to agree to put in mixed use. She stated if they don't have a choice, then she supposes they'll either do it or they just won't build here.

Councilor McHugh stated he knows a lot of places require it but we're not as big as those other places, so I do understand that. He stated it would seem to him that there might be options to put part of the lower level as a retail, it doesn't have to be the whole lower floor.

City Planner Laurie Oliver Joseph replied it wouldn't have to be, even under our code.

Council President Greisen stated, undoubtedly all those amenities are important, but she thinks we have a population in our City that just doesn't have a choice they need somewhere to live and by choosing to live in Scappoose they might be forfeiting having those amenities because the price is cheaper than going to other places. She stated as much as it would be great to force a developer to do that, she'd rather people have somewhere to live. She stated it is so needed out here and it is a hard balance.

City Planner Laurie Oliver Joseph replied it is a hard balance. She thinks what happened when we had the discussion previously in 2017- 2018 about this mixed-use requirement is we decided to go away from that in favor of just offering an incentive instead. She explained the maximum height in the downtown overlay, previously, was no higher than 35 feet. We changed the code to say if they provide mixed use, then they could go up to 45 feet. She explained it gave them incentive to do it, but it didn't make them do it.

Legal Counsel Peter Watts stated one of the issues with developers financing these is banks don't look at adjacent jurisdictions. He stated this was an issue with Milwaukee. He explained banks look at rents inside the city and so one of the challenges is, until you have a new project that trues up the rental prices, because a lot of cities have older rental properties renting for less money, until you get that first one that establishes that there's a market demand for those sort of apartment rates, then it's really hard to get financing and your interest rate on that financing is going to be high. So that's why although you know you might look at a developer and say, we're going to go to 45 feet so you could technically perhaps have a four-story apartment, because there are no comps in the city of that type of apartment or with the type of rents that apartment would need to generate, then financing the first project is a real challenge. He explained if the first project happens, then all the rest are able to then easily obtain financing.

Councilor Haugen stated he wonders if an incentive to have some kind of exercise facility once you meet the threshold in numbers, from the social value of that, encouraging exercise and combating obesity and so forth is a structural problem in our Country everywhere, and so he thinks it is really an important thing to look at. He thinks we should continue this discussion not necessarily tonight, but to look at ways we could encourage apartment complexes to have exercise facilities for the clientele, regardless of whether or not there's an encumbrance on the financing.

Mayor Burge stated if we have these areas that are in the downtown overlay and in the urban renewal area, and we've already put our goals in about downtown upgrades, I think that it's an opportunity for us to use both where we could actually have more say on some of these properties. Maybe not all the properties, but like the inner core properties, maybe inner part of 1st Street, they need to have that first-floor retail. He talked about meeting up with the Mayor of Redmond and they talked about the different businesses that had received urban renewal dollars and it is really creating their downtown to be more vibrant than it used to be.

Councilor Lesowske stated, he feels like there's always a balance here between creating a vision of our community but also not creating barriers for development. He asked City Planner Laurie Oliver Joseph, in her experience, does she feel that the overlay hinders development for the City of Scappoose?

City Planner Laurie Oliver Joseph replied she thinks in the past perhaps it has, and she thinks those are the things that have been worked on throughout the years and that was in response to Brian Rosenthal who has built several buildings, and just based on his feedback some things which were changed. I know in the six years I've been here, if a developer can get a piece of property in the downtown overlay, then that is to their advantage because they can build at a denser scale and so that pencils for them. She explained she doesn't think the way it's currently written that it is hindering anything.

Mayor Burge stated in his historical perspective on it, a lot of the houses along NW 1st are still owned by the same people or people have just bought the house and they weren't developers and are just looking for a home, so they haven't really turned over. He explained his biggest concern is protecting some of those spaces from just turning into apartments because once they become apartments, they will always be apartments. Recognizing that we need apartments, but we also need this area for the future, we need to encourage it to be this downtown core or else we're not going to have a downtown, we're going to have a mishmash of apartments.

Council President Greisen talked about sending out an encouragement letter to businesses in the downtown overlay, just informational, stating they are not required to do any of these things now, but this is the current code language and new developments are required to meet this code. Just like an informational piece, you know, you might notice that new developments coming in might look a little different because of the code language.

Mayor Burge stated we can offer them grants because we can use urban renewal money to do that and that would be doing what it's supposed to do.

City Planner Laurie Oliver Joseph replied she thinks that was the intent and that is a project in the plan, so that eventually once we have that money coming in, we could offer some sort of storefront improvement grant money.

Councilor Poling stated he feels the biggest challenge in the downtown overlay is going to be parking capacity that's available within each of the blocks, with availability there for commercial space and obviously having the right number of spaces for what businesses we want to bring in. He stated he really doesn't know how we even look at that as we look at the possibility of where those would even fit.

City Planner Laurie Oliver Joseph replied to get at that, it has been discussed before and there is a section in here that allows for reduced parking. She explained it is on page 11 of the staff report, it states “for any structure meeting the applicability provisions of site development review or conditional use, the Planning Commission may grant reduced off street parking standards within the following parameters”. She explained it will list certain sections, in one section it is 100% reduction in capacity because we have small blocks, because of existing historic buildings, etc. She explained that applies to a very particular area and then there's up to a 25% reduction for other areas. She explained we did add that reduced off street parking requirements do not apply to mixed use or multifamily buildings because there was a concern then that you would have pretty much everyone parking on the street. She stated that's probably something to look at again. She stated the other thing that she really wants to look at is doing some sort of a parking study downtown to see where there might be an opportunity to have a public parking lot. She thinks that that would be fantastic, and again, that's one of the things that's in the 50-year plan scope of work.

City Planner Laurie Oliver Joseph went over the 50 Year Plan Scope of Work. She explained we have a standard RFP draft that that this will go into, but she wanted to bring Council the scope of work specifically to look at to make sure that Council feels that this is capturing what we want to be looking at, knowing however, that as we get going on this process there would be opportunities still to make any amendments to the scope of work. She explained starting out, she thinks to kick it off we would have a visioning process with the community, the stakeholders, with council and that's going to kind of determine what the overall look and feel of the City should be moving forward. She has included looking at potential locations for a future community center, schools, municipal offices, parks, and downtown public parking. She stated this could also touch on the aesthetics, and do you want to have different standards for colors in the downtown area or architectural requirements. She stated it doesn't have to be that list, it could be additional items to look at. She explained, then development of a Citywide communications and outreach strategy and this is to keep the general public informed of each step of this process.

She would also want the consultant to develop a web page on the City's website with details about the ongoing project and then also opportunities for citizens to provide input at key points in the process. She explained we had something like this set up actually when we went through the transportation system plan updates and there was an interactive map and people could comment on the areas of the city that had known issues or deficiencies. She stated that's something she would be very interested in seeing them set up and manage for us. She talked about the update to the housing needs analysis and buildable lands inventory, she has the planning horizon listed there and then completion of a new economic opportunity's analysis. She explained these two plans need to be looking at the same planning horizon, that's why we need to update both. She explained this is something that Peter suggested we add #5, review of the current UGB lands to determine if any areas are unlikely to urbanize due to topography slope and or other factors. If there are areas that we don't expect to have developed, then we could look at a UGB swap process. She explained that's definitely going to be worth our time to do. She stated establishment of urban reserves to meet the projected land needs for a 50-year planning horizon if it's warranted. She stated within that, then we would want to see a report that discusses the infrastructure needed to support potential land that's included in the urban reserves and then

updates to the comprehensive plan map and policy's, as well as the zoning map, as applicable to support the establishment of urban reserves or the UGB swap. She stated maybe there's certain lands that are currently in the UGB, or are in the city, that perhaps should be rezoned for a different use. She explained under #7 "review and update the city's comprehensive plan policies and the Scappoose Development Code", she would like specifically to update the Scappoose Development Code regulations to reflect natural resource protection and climate change. She would like to have each of our sensitive land's chapters, which she's listed, updated in response to climate change and natural resource protection. She knows Councilor Lesowske asked about a tree canopy study and she wasn't sure if that would fall within this or that was something that would be a standalone project that would sort of feed into this eventually, but she could add it here.

Councilor Lesowske stated his suggestion would be within this 50-year plan. If we were to look at our current inventory and looking 50 years out and how that would mitigate climate change by having a larger canopy within the City. He thinks that they would support each other very well.

City Planner Laurie Oliver Joseph stated she did feel like it would fall under this, but it's probably worth spelling out just so that they know that it is something we're looking for. She explained the updates to the Scappoose Development Code She went over the chapters that she knows she would like to have updated ~ downtown overlay chapter, site development review, conditional use, off street parking and loading and then the landscaping, screening and fencing. She stated this would be reflective of the outcome of the visioning process of what the community wants the City to look and feel like further down the road.

Mayor Burge stated he doesn't know how you do this, but is there any way to do future visioning? He stated if we are looking at a 50-year plan shouldn't we be kind of at least looking at how future technologies may impact a wide range of things. He stated we should be kind of thinking about how technology is going to change the way cities run and operate.

Councilor Lesowske stated, like how do you incorporate innovation.

City Planner Laurie Olive Joseph replied she can add that as maybe a kind of stand-alone report, a road map for what we can be considering or adjusting as we go.

Mayor Burge replied especially in codes we are looking to change, maybe we don't need as much downtown parking because maybe we need more places for cars to pull over to drop their passengers off and then the car can move on, versus parking. He stated even today there's that changing environment.

Councilor Lesowske stated I find that this proposal is very valuable and allows for all of the work that we've been discussing over the last I don't know how many years, in trying to actually have a vision of what Scappoose will look like and have a vehicle to get there. I think that's the major step that we need to take and so I'm excited to see what the RFP produces and is able to deliver, so thank you for this work.

Councilor Haugen stated, Laurie referenced the climate change piece, and he thinks we really would be remiss if we didn't have a strong hydrological modeling component that looks at NOAA's sea level change projections right now. He stated having that incorporated into a 50-year plan will be invaluable on all different levels.

Councilor Haugen thanked Laurie for bringing this to Council.

Adjournment

Mayor Burge adjourned the work session at 7:00 p.m.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

TUESDAY, FEBRUARY 16, 2021
CITY COUNCIL MEETING
Regular meeting 7:00 p.m.

Call to Order

Mayor Burge called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call

| | | | |
|------------------|-------------------|----------------------|---|
| Scott Burge | Mayor | Alexandra Rains | Interim City Manager |
| Megan Greisen | Council President | Susan Reeves | City Recorder |
| Joel Haugen | Councilor | Laurie Oliver Joseph | City Planner (left at 8:08pm) |
| Josh Poling | Councilor | Huell White | Program Analyst (left at 8:24pm) |
| Brandon Lesowske | Councilor | Isaac Butman | Program Analyst Intern (left at 8:24pm) |
| Pete McHugh | Councilor | | |
| Tyler Miller | Councilor | | |

Legal Counsel Peter Watts

Press: none

Remote: Public Works Director Dave Sukau, Columbia County Public Health Director Mike Paul, Marisa Jacobs, and Paul Fidrych (joined 7:30 pm).

Excused: Police Chief Norm Miller

Approval of the Agenda

Mayor Burge added to the agenda approving of a temporary parking layout for OHSU on a small parcel of property for their employees to park in.

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

Public Comments

There were no public comments received.

Consent Agenda ~ January 19, 2021 City Council meeting minutes, February 1, 2021 Work Session minutes, February 1, 2021 City Council meeting minutes, February 6, 2021 Council Goal Setting Session, and appointments to the Park and Rec Committee

Mayor Burge explained he is going to appoint Paul Fidrych and Mary Hindal to the two full time positions and Andrew LaFrenz and Elizabeth Church as the alternate members on the Park and Recreation Committee.

Councilor Haugen moved, and Councilor Poling seconded the motion to approve the Consent Agenda ~ January 19, 2021 City Council meeting minutes, February 1, 2021 Work Session minutes, February 1, 2021 City Council meeting minutes, February 6, 2021 Council Goal Setting Session, and appointments Paul Fidrych and Mary Hindal to the two full time positions and Andrew LaFrenz and Elizabeth Church as the alternate members on the Park and Recreation Committee. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Old Business

Ord. No. 895: Adoption of Wastewater Collections Master Plan

Public Works Director Dave Sukau explained before Council tonight is the second reading of the proposed Ord. No. 895, which is the Adoption of Wastewater Collections Master Plan. He explained staff is recommending Council adopt the ordinance as presented.

Mayor Burge read the ordinance for a second time ~ Ord. No. 895: Adoption of Wastewater Collections Master Plan.

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

New Business

Ordinance No. 896: An Ordinance Amending Scappoose Municipal Code Title 12, Adding Chapter 12.24 Street Renaming

Program Analyst Intern Isaac Butman went over the staff report. He explained the City has no existing language or criteria in the Scappoose Municipal Code (SMC) pertaining to street renaming. Staff reviewed the renaming procedures of other cities and drafted a new chapter of code language to be included in Title 12 of the SMC to address the subject and presented their report at a joint City Council and Planning Commission Work Session. City Council directed Staff to make changes to proposed Chapter 12.24 and bring the language back to Council for adoption. Title 12 of the SMC addresses streets, sidewalks, and public places, however, street renaming is not addressed, and no other part of the SMC provides guidance for the renaming of streets. The naming of new streets is covered in Chapter 17.154 of the Development Code. No changes to the Development Code are recommended at this time. Proposed changes would only pertain to the renaming of an *existing* street. Staff brought a draft of Chapter 12.24 to a joint work session of City Council and Planning Commission for review. At that work session a number of changes were requested. A new draft incorporating those changes has been attached as Exhibit A in the packet.

Program Analyst Intern Isaac Butman explained the changes to the code language include:

- Adding a mechanism for Council to waive fees associated with street renaming. See 12.24.010, Section H.
- Increasing the number of years a person must have been deceased in order to have their name considered as a street name, from one (1) year to five (5) years. See 12.24.020, Section F, Subsection 1.
- Broadening the language relating to verifiability of application materials and the types of replications of awards and certificates accepted. See 12.24.010 Section B, Subsection 8; 12.24.010 Section B, Subsection 8, clause iv.
- Clarifying the language relating to the assessment of fees, and the timing of when fees are due. See 12.24.010 Section C (all) and 12.24.010, Section J.
- Other minor textual edits that do not change the intent of the language.

As requested by Council, Staff has also addressed the fees associated with street renaming. An explanation of the proposed fees can be found in Exhibit B in the packet. Recommended fees include:

- Application fee: \$2,680.
- Re-signage fee: $\$284.24 + (\# \text{ signs} \times \$172.60)$

Program Analyst Intern Isaac Butman explained the application fee would be due when the street renaming application is submitted. The re-signage fee would be calculated once the application has been deemed complete, but before the Planning Commission hearing, so that all parties are aware of the total costs involved. The re-signage fee would be based on the actual number of signs that need to be replaced. The re-signage fee would not be due until after City Council adopts an ordinance approving the street name change, but prior to the post-decision noticing being sent out. That way, staff can ensure that the cost of materials and staff time to replace the signs has been received before the official noticing is sent out to begin the name change. Fiscal impacts from street renaming would be offset by the recommended fees since the fees were designed/calculated to recover the actual cost to process an application. Staff recommends that Council adopt Ordinance 896, as presented.

Mayor Burge opened the public hearing at 7:09 p.m.

Marisa Jacobs talked about K in the proposed ordinance, where it has the Postal Service and the Fire District, can we just clarify the Police Department and just keep emergency services organizations.

Mayor Burge asked if there were any other comments, seeing none he closed the public hearing at 7:12 p.m.

Mayor Burge stated he thinks because the Police Department is part of the City that is why it isn't listed there.

Legal Counsel Peter Watts replied under the emergency service organizations that would include the County Sheriff and 911 Special District. He explained this is just so if people were being dispatched, they would have notice and everything would be updated. He stated so those would all be covered.

Councilor McHugh stated he is not really in favor of this, he thinks if we leave it the way it is then we are going to be ahead of the game because we are not going to have to jump through all these hoops, we can keep it simple.

Councilor Haugen stated he doesn't think we are going to have a stampede of applications for street name changes but having said that, he thinks there is value in having a flexible structure in place. He stated he is in favor.

Interim City Manager Rains stated this code establishes criteria by which to judge a request, whereas the State code doesn't do that, so it would be much more subjective and simply up to Council, whereas this gives you a little more a criteria to lean on when you are making that decision.

Council President Greisen moved, and Councilor Lesowske seconded the motion that Council adopt Ordinance 896, amending Scappoose Municipal Code Title 12, adding Chapter 12.24 - Street Renaming.

Mayor Burge read the ordinance for the first time ~ Ordinance No. 896: An Ordinance Amending Scappoose Municipal Code Title 12, Adding Chapter 12.24 Street Renaming

OHSU Parking Request

City Planner Laurie Oliver Joseph explained she was contacted last week by Robin McIntyre, who is County Counsel for Columbia County, and she was assisting OHSU in trying to find a solution to their parking dilemma. OHSU is trying to run a COVID vaccination clinic on the weekends and they are really looking for some overflow parking for their employees, specifically, not for the people coming to be vaccinated, and OHSU had identified the gravel lot just south of the OHSU building and the owner, George Hafeman, was open to the idea of the temporary use. She explained, so the request is, can they use the lot in a temporary fashion outside of our normal permitting process. She explained the closest thing we could do is a temporary use permit, but it is only good for 90 consecutive days in any one calendar year, it is not renewable, and this isn't going to meet their need because they are looking for six months or more.

Mike Paul, Columbia County Public Health Director, thanked Council for adding this to the agenda.

Councilor Haugen moved, and Councilor Poling seconded the motion to permit OHSU to have temporary parking on this site so long as the COVID-19 is in effect and they are providing vaccinations.

Councilor Poling stated he lives nearby, and he see the extra parking is needed.

Councilor Lesowske asked about the maintenance, if needed, of the parking.

City Planner Oliver Joseph replied the County Road Department has stated that they can bring gravel in if they need to and that they will be maintaining and keeping an eye on any gravel that gets spread on the roads.

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

WORK SESSIONS

Strategic Policy Considerations for Parks

Interim City Manager Rains explained we are bringing this back for discussion. She explained these Strategic Policy Considerations for Parks are something that we have been talking about on and off in consideration for the Grabhorn parcel and just parks in general in the City. She stated the first thing she would point out is the first topic was grant timing, now based on the feedback we have already received from Council on the Grabhorn process, it does seem that there was interest in preserving the opportunity to go after the grant in 2022. She stated she would say in some respects this question has been answered, we are progressing with the ad hoc committee in a way that would keep that option available to you. She stated the other thing she would point out is during the Council Goal Setting Session there was some talk on the pool and looking at getting some additional costs especially for operations, maintenance, and construction and to look at that and really assess the feasibility. She stated there might still be additional discussion on that point, but there was some direction given by Council on that topic. She explained we haven't talked much about the comprehensive park master plan update, but it is something we thought we'd also bring to your attention.

Program Analyst Huell White explained he thinks this is supposed to be a conversation that happens adjacent to the Grabhorn conceptual park development and that process getting kicked off again. He explained the final plan for the Grabhorn property will need to be added to the Parks Master Plan – either through an amendment *or* through a more comprehensive update, the latter of which Staff believes should happen in the next one to two years. Benefits of a comprehensive update include: a holistic evaluation of community-wide recreation needs, prioritization of park projects in a capital improvement plan, and reassessment of capital project and equipment costs. He explained the City's Pool Fund was utilized to purchase the Grabhorn Property. Given the restrictive nature of the funds, the City is currently obligated to construct a pool at the site. There has been discussion in the community as to the long-term feasibility of constructing and operating a public pool. Continued operation of a pool would be a costly endeavor – regardless of the pool facility's design. A stable and predictable revenue source would need to be implemented to ensure the medium and long-term viability of a major public investment like a pool facility. Lastly, donations that date back to the 1970's that were earmarked for a public pool are currently being held by the City – these funds are insufficient to construct or operate a pool.

Councilor McHugh talked about the City being obligated to construct a pool and asked can we get out of that?

Legal Counsel Peter Watts replied yes, you can amend your code.

Councilor Lesowske would like any information that has been done regarding a pool operation and maintenance shared.

Program Analyst Intern Isaac Butman explained when he did his research, he looked at about six to eight different municipalities that are about the same size as Scappoose that operate pools ranging from temporary outdoor during the summer for a couple of months to permanent indoor facilities and every single one of those pools operates at a significant deficit of somewhere in the range of a half of a million dollars or more a year. He stated the only place that breaks even is St. Helens because they have their own taxing district for the pool and even then, if you remove that money, they still operate at a deficit just from the receipts from entries, parties, and selling swimsuits, etc. He explained the majority of the cost is in the personnel because you have to have a certain amount of lifeguards on duty.

Councilor Lesowske stated, as stewards of our revenues, he feels very hesitate to agree that we would go in debt year over year to be able to have an asset like a pool, which he understands is a very valuable asset for a variety of different users. He would love to see a non-profit or private industry come in and offer up something like a community center, but every time we talk about a pool, to him, it has to make sense financially for us to pursue something like that. He appreciates staff for providing this information to Council.

Legal Counsel Peter Watts stated an indoor facility is a significant financial undertaking that would absolutely require either a dedicated source of funds or a special district who could then establish their own tax rate later.

Mayor Burge stated what we should do is say, this is how much it is going to cost to build a pool and for the residents of the City of Scappoose, because we don't have a parks district, this is what your tax would have to be to build that pool. Also, we would have to have an operational levy and that tax would be permanent, that way, people can see exactly what it would cost them.

Councilor Haugen stated let's do an amendment to the code and just suspend this and say, ad hoc committee, don't even worry about the pool and maybe that is the practical thing to do.

Councilor Poling stated he agrees, we need to get the question of the pool out in the open and done. He would say we would need to get the cost information out to the public first, just let them know what the costs would be.

Interim City Manager Rains asked if there was a certain amount of time that Council would want the information out to the public before staff would bring an amendment to Council?

Legal Counsel Peter Watts stated in the past, when people talked about priorities, one that has been identified is a pool. He thinks it would be certainly in the City's best interest to make sure that there was a lot of opportunity for comments. He thinks really tightening down on those monetary numbers so that people can understand the cost to construct a pool, the ongoing costs

of the pool, etc., is important. He explained he has never seen a pool in Oregon that hasn't lost a substantial amount of money.

Mayor Burge would like to see this information out for 30 days.

Council President Greisen stated she would like to see the information in a couple of the newsletters.

Councilor Miller stated he is for 60 days, and that is really pushing it out there a lot.

Interim City Manager Rains explained you are looking at, just timing wise as far as the ad hoc committee is concerned, you are looking at them being fairly far into their process by the time we get to this. She stated she doesn't know if there is a feasible way for the ad hoc committee to not look at this unless Council feels pretty confident on how they want to move forward on this.

Mayor Burge replied he thinks you would want to continue the two paths.

Councilor Poling stated he would suggest if it were not too difficult, to do a survey of some kind to get feedback from the community.

Mayor Burge stated he thinks the biggest piece of information is going to be letting the people inside the City limits of Scappoose know, how much the per \$1,000 rate would be for an outdoor pool or an indoor pool be, plus the operation levy on top of that, so people have what we believe the numbers of what the cost to them would be.

Council President Greisen asked, can we also make it clear that it is known that Council ultimately can make the decision, because this is how the process is taking place and we as Council are seeking the community's feedback and comments because it is important to Council that they are being transparent with the information because it is such a controversial issue over the last several decades, but that ultimately this is how it can play out and Council can make the decision.

Legal Counsel Peter Watts replied we can frame it that way.

Councilor Miller stated as far as the survey question goes, his concern is just the clarity of the language and that goes back to what Peter was saying. He stated the question of if you want a pool or not is completely different than "would you support a tax rate for the pool". He thinks it needs to be very clear that the question is, are you in support of a tax levy at this range of rate. He just wants to make sure that we are really clear on what we are asking.

Interim City Manager Rains replied this is a similar approach to what we did with the fuel tax, so we are pretty familiar with how to frame that and we will definitely keep that in mind.

Councilor Lesowske stated we already have information about people's feelings in regard to a pool when we did the original Grabhorn survey and he would love to see that information pulled out and presented based on the demographics.

Mayor Burge asked Interim City Manager Rains if that is enough direction?

Interim City Manager Rains replied yes, but she will briefly go over her list. She explained we are going to essentially do a public information campaign, we want to get this into the newsletter at least a couple of times, we want to put together a simple survey, we want to make sure we are showing the actual cost, deficits, feasibility, what it would take to operate, what this could look like in terms of their tax bill per \$1,000 rate, any kind of operating levy on top of that, and being careful to frame it and the question of, "is this something you really want to pay for", because this is what it could cost you. She stated in terms of bringing things back to Council, you would like to see the pool comments that were included in the Grabhorn survey. She stated in terms of the survey itself, we will start working to craft that and put together all of the information needed, and we can start putting together information for the newsletters. She asked Council, is any of that something you want us to bring back to you first, or would you like us to just push forward as quickly as possible?

Mayor Burge replied he thinks just send us the information in an email.

Councilor Miller asked about a timeline so that sets expectations.

Mayor Burge stated a timeline would be nice.

Interim City Manager Rains replied at the next meeting we could bring back the Grabhorn survey results, a timeline, and some other general information.

Council President Greisen wants to make sure the information has both an indoor pool and an outdoor pool.

Park Development Best Practices

Interim City Manager Alexandra Rains explained staff was asked to bring this information back.

Program Analyst Intern Isaac Butman went over the staff report. He explained at the January 19th City Council meeting, Council directed Staff to research best practices for parks planning. This report will address best practices as they apply to park planning activities. A summary of each resource is attached as Exhibit A, in the staff report. Staff's research found that best practices, as they relate to parks, generally fall into two categories: (1) the development process; and (2) the engineering and design of park amenities (signage; place-making; look, feel, and consistency of benches, light poles, etc.; physical design of paths, trails, and amenities; etc.). Additionally, the research indicated that there is no guide that dictates which amenities and/or features belong in a park, or where they belong in a park. Similarly, no guidance could be found that indicates which amenities and/or features are best suited to a particular community. Rather, such decisions should be informed by the local context. While the resources did not indicate best

practices as to the inclusion or exclusion of certain amenities or features, best practices relating to the planning and development process are based on the following concepts:

- Each park property is unique
- Every community has its own set of needs and wants
- Development of any particular park depends on context
- Park development can be viewed through different lenses, including:
 - o Physical constraints
 - o Available Funding
 - o Natural infrastructure/processes
 - o Esthetics
 - o Function
 - o Environmental and conservation concerns
 - o Cost-effectiveness
 - o Equity/Equality
 - o Park purpose
 - o Land use requirements

Program Analyst Intern Isaac Butman explained the research also indicated that the park planning process is informed by planning models. These models are typified by:

- Determining goals and objectives, creating a planning framework, and engaging with the community.
- Measuring community needs, initiating community participation in the planning process, and developing a plan that addresses and/or further defines the goals, objectives, and community needs, and is sensitive to the unique context.
- Preparing recommendations based on the above points, developing an implementation plan, and adopting the plan.

Program Analyst Intern Isaac Butman explained the Grabhorn Park Ad Hoc Committee has been tasked with assisting City Council by proposing final recommendations on the future park. In terms of the design elements that the Ad Hoc Committee will be considering, there is some useful general guidance from the research that is relevant. Best practices as they apply to the Ad Hoc Committee's mission could consist of:

- Ensuring that the Committee approaches the review and revision of the design elements through a variety of lenses.
- Allowing the unique context of the Grabhorn property and the community to impact the Committee's final recommendations.

Councilor Haugen stated he went through all of the links that Isaac researched, and he did an outstanding job.

Council President Greisen stated she seconds Councilor Haugen's sentiments, Isaac did phenomenal work, very detailed. She stated she feels we are in a really good place.

Council thanked Isaac for his work.

Calendar

Mayor Burge went over the calendar.

City Manager, Councilors, and Mayor

Interim City Manager Rains stated she is sure Council is probably well aware of this, but the County has been moved from the Extreme category to High Risk. She thanked Dave and the Public Works Crews for all of their hard work this weekend plowing the roads. She explained to Council you will see in front of you that there is some information just recapping what was done this weekend. She thanked Huell and Isaac for all of their work on the Grabhorn project.

Councilor Miller thanked City staff and said great job, as usual.

Councilor McHugh stated he would like to second what Dave and his crew has done; they have done a really nice job on the roads and he appreciates what they have done. He explained the Centennial Committee has a title of Scappoose 100 1921-2021 and a slogan ~ Proud Past *Bright Future and that will fit into the logo contest.

Council President Greisen thanked Dave and the Public Works Crew, as well as our emergency services providers, that worked tirelessly this weekend to respond to calls and to make sure that our residents were safe.

Councilor Haugen talked about the book that Ed Trtek did and stated it is awesome.

Councilor Poling thanked Dave and staff, they have done a phenomenal job.

Councilor Lesowske thanked Dave and his staff, he knows those were some early mornings and they did a great job. He thanked all City staff for all of their efforts.

Mayor Burge thanked Dave for all the work. He talked about calling a special meeting for next week.

Public Works Director Sukau thanked Council for their kind words about their efforts. He stated the biggest gratification is all the people giving them a thumbs up, waves, and thank you's as they drive by. He stated he knows there are a few driveways that had some snow piled up and they apologize for that.

Mayor Burge went into Executive Session at 8:24 p.m.

Executive Session ~ ORS 192.660 (2) (a) Employment of Manager or Attorney

Present: Mayor Burge, Council President Greisen, Councilor Haugen, Councilor Poling, Councilor Lesowske, Councilor McHugh, Councilor Miller, Interim City Manager Rains, City Recorder Reeves, and Legal Counsel Watts.

Open Session

Mayor Burge stated we are back in regular session and asked for a motion.

Councilor Miller moved, and Councilor Poling seconded the motion to authorize Mayor Burge to sign a contract beginning March 1, 2021 ending at that term or when a new city manager takes office. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Adjournment

Mayor Burge adjourned the meeting at 8:29 p.m.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

City of Scappoose

City Council Staff Report

2.

Date Submitted: February 23, 2021

Agenda Date Requested: March 1, 2021

To: City Council

From: Laurie Oliver Joseph, AICP, CFM - Planning
Department Supervisor
Isaac Butman, MPA - Program Analyst Intern

Subject: Proposed new chapter of Municipal Code,
Chapter 12.24 - Street Renaming

TYPE OF ACTION REQUESTED:

☐ Resolution ☒ Ordinance

☐ Formal Action ☐ Report Only

ISSUE:

The City has no existing language or criteria in the Scappoose Municipal Code (SMC) pertaining to street renaming. Staff reviewed the renaming procedures of other cities and drafted a new chapter of code language to be included in Title 12 of the SMC to address the subject and presented their report at a joint City Council and Planning Commission Work Session. City Council directed Staff to make changes to proposed Chapter 12.24 and bring the language back to Council for adoption.

ANALYSIS:

Title 12 of the SMC addresses streets, sidewalks, and public places, however, street renaming is not addressed, and no other part of the SMC provides guidance for the renaming of streets. The naming of *new* streets is covered in Chapter 17.154 of the Development Code. No changes to the Development Code are recommended at this time. Proposed changes would only pertain to the renaming of an *existing* street.

Staff brought a draft of Chapter 12.24 to a joint work session of City Council and Planning Commission for review. At that work session a number of changes were requested. A new draft incorporating those changes has been attached as **Exhibit A**.

Changes to the code language include:

- Adding a mechanism for Council to waive fees associated with street renaming. See 12.24.010, Section H.
- Increasing the number of year's a person must have been deceased in order to have their name considered as a street name, from one (1) year to five (5) years. See 12.24.020, Section F, Subsection 1.
- Broadening the language relating to verifiability of application materials and the types of replications of awards and certificates accepted. See 12.24.010 Section

B, Subsection 8; 12.24.010 Section B, Subsection 8, clause iv.

- Clarifying the language relating to the assessment of fees, and the timing of when fees are due. See 12.24.010 Section C (all) and 12.24.010, Section J.
- Other minor textual edits that do not change the intent of the language.

As requested by Council, Staff has also addressed the fees associated with street renaming. An explanation of the proposed fees can be found in **Exhibit B**. Recommended fees include:

- Application fee: \$2,680.
- Re-signage fee: \$284.24 + (# signs X \$172.60)

The application fee would be due when the street renaming application is submitted. The re-signage fee would be calculated once the application has been deemed complete, but before the Planning Commission hearing, so that all parties are aware of the total costs involved. The re-signage fee would be based on the actual number of signs that need to be replaced. The re-signage fee would not be due until after City Council adopts an ordinance approving the street name change, but prior to the post-decision noticing being sent out. That way, staff can ensure that the cost of materials and staff time to replace the signs has been received before the official noticing is sent out to begin the name change.

City Council held a public hearing on February 16, 2021 regarding this request, read the ordinance for the first time, and made a motion to approve Ordinance 896, as presented.

FISCAL IMPACT:

Fiscal impacts from street renaming would be offset by the recommended fees since the fees were designed/calculated to recover the actual cost to process an application.

OPTIONS:

1. Adopt Ordinance 896, as presented.
2. Adopt Ordinance 896, with amendments
3. Take no action

RECOMMENDATION: Staff recommends that Council adopt Ordinance 896, as presented.

SUGGESTED MOTION: N/A (second reading of the ordinance)

ATTACHED:

- Ordinance 896
 - Exhibit A – Proposed Municipal Code Chapter 12.24 – Street Renaming
- Exhibit B: Explanation of proposed street renaming fees (not part of the ordinance – for informational purposes only)
- Exhibit C: Red-lined version of the edits to proposed Municipal Code Chapter 12.24 – Street Renaming (not part of the ordinance – for informational purposes only)

ORDINANCE NO. 896

AN ORDINANCE AMENDING SCAPPOOSE MUNICIPAL CODE TITLE 12, ADDING CHAPTER 12.24 STREET RENAMING

WHEREAS, there is no Municipal Code guidance for the renaming of existing streets in Scappoose; and

WHEREAS, the City has recognized a need to include language in the Scappoose Municipal Code to guide the City and its citizens on the topic of street renaming; and

WHEREAS, the City Council held a work session to discuss the proposed code language and directed staff to draft final code language establishing criteria by which to evaluate street renaming requests; now therefore,

THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Section 1. Chapter 12.24 Street Renaming, attached hereto as Exhibit A, is hereby added to the Scappoose Municipal Code.

Section 2. This ordinance shall take effect 30 days after passage.

Section 3. 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.

PASSED AND ADOPTED by the City Council this ____ day of March 2021, and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

First Reading: February 16, 2021

Second Reading: March 1, 2021

Attest: _____
Susan M. Reeves, MMC, City Recorder

Chapter 12.24

Street Renaming

Sections:

- 12.24.010 Renaming existing public and private streets.
- 12.24.020 Street renaming approval criteria and standards.

12.24.010 Renaming existing public and private streets.

- A. The renaming of a public or private street shall be made in accordance with ORS 227.120 and this section of the Scappoose Municipal Code.
- B. Application. An application to rename an existing public or private street shall include:
 - 1. Name of street proposed to be changed;
 - 2. Reason for request;
 - 3. No fewer than two suggested new names that meet the street naming criteria set forth in Section 12.24.020;
 - 4. A written, dated, and signed statement from the Scappoose Rural Fire Protection District (hereinafter "District") stating that the District does not object to the proposed name change based on a safety concern;
 - 5. A map containing the location of the street, including the beginning and ending address numbers, and the names of all cross streets. The map must be drawn to scale and a scale and north arrow must be included;
 - 6. List of the names, addresses and zip codes of each property owner and each resident of all property abutting the street, and the tax lot number for each property abutting the street;
 - 7. Payment of the application fee;
 - 8. When an applicant proposes renaming the street after a person, the following additional materials must be provided, all information must be verifiable:
 - i. A death certificate or print out of a newspaper article showing the deceased's date of death.
 - ii. At least one paragraph explaining how the deceased made a significant, positive contribution to the United States of America and/or the local community.
 - iii. A complete biography of the individual including awards, certificates, achievements, or honors received by the individual along with accompanying dates, and a list or description of contributions to the national and/or local community. The biography should also include a list of all public service, governmental, educational and/or social service or volunteer positions held and the approximate dates of each position.
 - iv. Photocopies, photos, official copies, or other verifiable replications or certifications of any awards, certificates, achievements, or honors received by the deceased.
 - v. Receipts, bank statements or donor thank you letters showing the amount of the deceased's financial contribution to local 501(c)(3)'s

- and/or governmental entities, if applicable. Donations of property must include the property address.
- vi. Make a good-faith effort to obtain a letter of concurrence to the proposed street renaming from the honoree's surviving spouse, children, or parents, in that order. The City shall accept registered mail receipts and copies of all letters as evidence of compliance with this provision.
- C. Application Acceptance. Prior to conveyance to the Planning Commission, applications will be reviewed for completeness by the City Manager or their designee. Applications will be accepted only if they are complete, all fees have been paid, and the application appears to comply with all requirements in Section 12.24.010, Subsection B.
 - 1. Once an application has been deemed complete, and prior to the first Planning Commission meeting, applicants will be notified of the signage fee as calculated by the Public Works Department.
 - D. Referral to Planning Commission. Applications to rename an existing public or private street that have been accepted under Section 12.24.010, Subsection C shall be referred to the Planning Commission. A proposal to rename an existing public or private street shall be recommended to the City Council if, in the judgement of the Planning Commission, there is a strong public need for the change, and such renaming is in the best interest of the City and a six mile area surrounding the city.
 - E. City Council Hearing. After receiving the recommendation of the Planning Commission, the Council shall hold a public hearing on the proposal.
 - F. Notice. Notice of the hearing shall be published once in a newspaper of general circulation in the City no later than two weeks prior to the date the hearing is to be held. Notice shall also be given by mail to all property owners and residents abutting the street no later than two weeks prior to the date the hearing is to be held.
 - G. Criteria. The renaming of an existing public or private street may be granted by the Council if:
 - 1. The proposed name complies with the street naming standards set forth in Section 12.24.020, and
 - 2. The renaming is in the best interest of the City and the six-mile area around the City.
 - H. Fee-waiver. Council may, on its own motion, waive the application fee for recognized neighborhood planning organizations or non-profit organizations when the proposed new street name is that of a prominent citizen of Scappoose, or other prominent person, meeting the Honorary Criteria in Section 12.24.020, Subsection F.
 - I. Decision. After the hearing, the Council may enact an ordinance accepting the renaming of the public or private street, or adopt a resolution rejecting the renaming.
 - J. Signage Fee. Payment of the signage fee by the applicant is due within one week of the ordinance being passed. Post-decision notices, Section 12.24.020, Subsection K, will not be sent until payment of the signage fee has occurred; and re-signing of the street by the Scappoose Public Works Department will not happen until payment of the signage fee has been received.
 - K. Post-decision notice. A certified copy of the ordinance renaming the public or private street shall be mailed to all property owners and residents along the street and filed with

the county clerk, the county assessor, the county surveyor, the United States Postal Service, the Fire District, emergency service organizations, and any other governmental agency or utility whose property, services or facilities may be affected by the decision. The county surveyor must mark the name change in red ink on all affected plats and tracings.

1. Potentially affected agencies include:
 - i. Columbia County Land Development Services
 - ii. Columbia County Road Department
 - iii. Oregon Department of Transportation (ODOT)
 - iv. Scappoose School District
 - v. Scappoose Drainage Improvement Company

12.24.020 Street renaming approval criteria and standards.

- A. Street Definition. For the purposes of this section, the word “street” shall refer to a public or private way that is created to provide ingress or egress for persons to one or more lots, parcels, areas, or tracts.
- B. General Criteria. The following general criteria shall apply to the renaming of any street.
 1. A street name change application brought by the public is only allowed on streets that start and terminate within the City’s urban growth boundary.
 2. A street name change shall apply to the entirety of an existing street. Renaming only a portion of a street is not permitted. A cul-de-sac at the end of a street may not be given a name separate from the street.
 3. A street name shall not duplicate a street name already in use within the City’s urban growth boundary unless the two streets have already become connected or it is reasonably likely that the two streets will be connected at some future time, as determined by City Staff.
 4. A street name shall not sound like another street name within the City’s urban growth boundary such that the new name could cause confusion between the two streets.
 5. A street name shall not be a name that is deliberately misspelled, a pun, a frivolous association with another word, a neologism, profane or slang.
 6. A street name shall not contain punctuation or be longer than 20 characters.
 7. A street name shall not be approved if the Fire District opposes the name change pursuant to a safety concern.
 8. No street name shall be changed that is of historic significance or that is significant in its own right, without a showing of a compelling public need for the name change.
 9. No street name shall be changed that was previously named after an individual unless the Council decides that society no longer views the individual’s contribution as positive.
 10. All street name changes must be in the best interest of the City and the six-mile area surrounding the City.
- C. Numerical Criteria. The following numerical criteria shall apply to the renaming of any street.

1. No street shall contain numbers in its name unless the street name is ordinal in nature.
 2. No street shall be changed to an ordinal number unless it directly connects or is immediately parallel to another ordinally numbered street.
 3. Whenever there is a direct connection, the ordinal number of the new street shall match the ordinal number of the existing street. Whenever there is not a direct connection, the ordinal number of the new street shall follow consecutively from the ordinal number of the immediately parallel street.
- D. Directional Criteria. The following directional criteria shall apply to the renaming of any street.
1. All directional indicators must be abbreviated as N, NE, E, SE, S, SW, W, or NW. Directional words may only be written out when they are attached to another word.
 2. Directional indicators must be placed at the beginning of the street name.
 3. Directional indicators must correspond to the correct addressing district.
 4. The city is divided into the following addressing districts for the purpose of addressing.
 - i. North District (N): All of the city north of Columbia Ave.
 - ii. South District (S): All of the city south of Columbia Ave.
 - iii. East District (E): All of the city east of US30.
 - iv. West District (W): All of the city west of US30.
- E. Type Criteria. The following type criteria shall apply to the renaming of any street.
1. All street names must include a road type.
 2. Valid road types are Aly, Ave, Blvd, Cir, Ct, Dr, Hwy, Ln, Lp, Pkwy, Pl, Rd, St, Ter and Way. Trail is not an acceptable road type.
 3. The following criteria apply to road types
 - i. Place, way and lane may only be given to a street that is 1,000 ft or less in length.
 - ii. An alley must have only one lane for traffic traveling in both directions. The majority of buildings alongside an alley must be at least two stories tall.
 - iii. A boulevard must have a central divider at least 10ft in width.
 - iv. A circle must start and end at the same intersection and have no exterior cross streets. A circle shall have no more than one interior cross street.
 - v. A court must have five or more pieces of property, including flag lots, abutting the street at a location other than the end of the street. Four or fewer abutting properties must keep the name of the main street. Property at the end of the street must keep the name of the main street.
 - vi. A drive must be generally meandering.
 - vii. A highway must be designated as such by the state.
 - viii. A loop must intersect the same street at two separate locations and have no exterior cross streets. A loop shall have no more than one interior cross street.
 - ix. A parkway must abut a linear park.

- x. A terrace must have a significant part that follows the top of sloped terrain
- 4. Street names shall not include parts that sound like a road type unless that part is the actual road type.
- F. Honorary Criteria. The following criteria shall apply when naming a street after a person.
 - 1. The person must have been deceased for at least five years prior to the date that the street name change application was submitted to the City.
 - 2. The person must have received prominence as a result of their significant, positive contribution to the United States of America and/or the local community.
 - 3. The following factors may be considered in determining an individual's contribution to the United States of America and/or the local community.
 - i. The total dollar amount and number of contributions made by an individual to the City, including donations of land.
 - ii. The number of years that the individual worked or volunteered to better society or the community. These years may include but are not limited to the number of years that the individual spent in full time employment in a public service, governmental, educational, social service and/or volunteer position.
 - iii. Awards and certificates bestowed upon the individual recognizing their achievements, character, or integrity.

Street Renaming Fee Analysis

There are three sets of fees currently considered for inclusion in the total fees related to street renaming:

1. Planning administrative fees.
2. Public Works administrative fees.
3. Public Works re-signage fees.

Each set of fees can be found below with explanatory statements and recommended payment times.

Initial application fee, to be submitted with the Street Renaming Application:

Planning Administrative Fee: \$2,395

Public Works Administrative Fee: \$285

Total application fee: **\$2,680**

Re-signage fee (collected after approval of ordinance):

Total re-signage fee = \$248.24 + (# signs X \$172.60)

The re-signage fee will be based on the actual number of signs needing to be replaced, as determined by the Public Works Department.

Planning Administrative Fees

Planning administrative fees are based on the billable rate for “Planning services manager research fee” found in the current fee resolution, Resolution 20-16. This rate is \$95/hour.

The City Planner estimated fees is as follows:

1. Application acceptance and review: **2 hours** (includes time to reach out to applicant for missing info)
2. Referral to PC, including noticing abutting property owners and newspaper: This will vary based on the # of people who require notice, but I’m estimating an average time of **2 hours** (includes time to draft the notice, stuff envelopes, email notice to newspaper, and stamp/mail notices to residents abutting street)
3. Present application to Planning Commission: **3 hours** (since I have to stay after regular hours, and I expect the meeting would take up to one hour)
4. 1st City Council meeting noticing abutting property owners and newspaper: This will vary based on the # of people who require notice, but I’m estimating an average time of **2 hours** (includes time to draft the notice, stuff envelopes, email notice to newspaper, and stamp/mail notices to residents)
5. 2nd City Council meeting noticing abutting property owners and newspaper: (This only applies if Council chooses to adopt an ordinance to change the street name). This will vary based on the # of people who require notice, but I’m estimating an average time of **2 hours** (includes time to draft the notice, stuff envelopes, email notice to newspaper, and stamp/mail notices to residents)
6. 1st Presentation to Council: **3 hours** (since I have to stay after regular hours, and I expect the meeting would take up to one hour). If Council chooses to adopt ordinance for approval of street name change, then:
7. 2nd Presentation to Council: **3 hours** (since I have to stay after regular hours, and I expect the meeting would take up to one hour)
8. Post decision noticing (if approved): **3 hours** (including verification of affected agencies, time to draft the notice, stuff envelopes, and stamp/mail to residents and all affected agencies)

Total Time = 20 Hours.

Total Cost: **20 Hours at \$95/hour = \$1,900**

Materials cost recovery: Additional cost recovery for noticing costs (paper, printing, postage, required advertising in newspaper) is also recommended by the City Planner.

- Estimated amounts are .55 cents for each notice (including cost of paper, printing and postage) + \$110 per legal ad (this is the ballpark cost for each ad we are required to place in the newspaper prior to a public hearing at Planning Commission/City Council). Therefore, for 100 notices, the cost would be $.55 \times 100 = \$55$ + \$110 per legal ad = **\$165/noticing action.**
- Each street renaming request requires up to 3 hearings (initial Planning Commission hearing, and possibly two more if Council approves and an ordinance is adopted), thus **\$165 x 3 = \$495 for noticing costs/street renaming request (if approved)**

Total for Planning Fees:

Planning Services: \$1,900

Noticing Costs: \$495

Total Planning Fees: \$1,900 + \$495 = \$2,395

The City Planner indicated that this fee should be paid at the time an application for street renaming is accepted as these costs will be generated during the renaming process from the time the City accepts an application.

Public Works Administrative Fees

Public Works administrative fees are based on the billable rate for "Planning services manager research fee" found in the current fee resolution at the request of the Public Works Director. This is the lowest hourly rate currently in the fee schedule. This rate is \$95/hour.

The Public Works Director indicated that three hours of administrative work would initially be required for each street renaming undertaking. Because the re-signage costs will be generated by the public works administrative work, the Public Works Director requested that this fee be assessed at the same time as the Planning Administrative Fees.

Public Works Administrative Hours = 3

Total Public Works Administrative Fees: 3 Hours at \$95/hour = \$285

Public Works Re-Signage Fees

Public Works Re-Signage Fees are based on a time and materials cost basis as follows (these fees are based on the current Public Works hourly rates and equipment operation costs):

Total re-signage fee:

Total re-signage fee = Base Fee + (number of signs X (sign cost per sign + sign install cost per sign))

Total re-signage fee = \$248.24 + (# signs X (\$86.68 + \$85.92))

Total re-signage fee = \$248.24 + (# signs X \$172.60)

Base fee cost:

Administrative = \$76.40

Travel time for retrieval of signs = \$121.84

Equipment time for the retrieval of signs = \$50.00

Base fee = \$76.40 + \$121.84 + \$50.00 = \$248.24

Sign cost (per sign):

\$86.68 per physical sign. Based on the actual sign cost for one sign on Crown Zellerbach Road.

Sign install cost (per sign):

Each sign costs one hour of install time at \$60.92, and one hour of equipment at \$25.00.

Total sign install cost per sign = \$60.92 + \$25.00 = \$85.92

12.24.010 Renaming existing public and private streets.

- A. The renaming of a public or private street shall be made in accordance with ORS 227.120 and this section of the Scappoose Municipal Code.
- B. Application. An application to rename an existing public or private street shall include:
 1. Name of street proposed to be changed;
 2. Reason for request;
 3. No fewer than two suggested new names that meet the street naming criteria set forth in **Section 12.24.020**;
 4. A written, dated, and signed statement from the Scappoose Rural Fire Protection District (hereinafter "District") stating that the District does not object to the proposed name change **based on a safety concern**;
 5. A map containing the location of the street, including the beginning and ending address numbers, and the names of all cross streets. The map must be drawn to scale and a scale and north arrow must be included;
 6. List of the names, addresses and zip codes of each property owner and each resident of all property abutting the street, and the tax lot number for each property abutting the street;
 7. A petition containing signatures of at least 51 percent of the residents and property owners abutting the street, stating that they agree that the street should be renamed, and that they consent to the suggested name change;
 8. Payment of the application fee; and
 9. When an applicant proposes renaming the street after a person, the following additional materials must be provided, **all information must be verifiable**:
 - i. A death certificate or print out of a newspaper article showing the deceased's date of death.
 - ii. At least one paragraph explaining how the deceased made a significant, positive contribution to the United States of America and/or the local community.
 - iii. A complete biography of the individual including awards, certificates, achievements, or honors received by the individual along with accompanying dates, and a list or description of contributions to the national and/or local community. The biography should also include a list of all public service, governmental, educational and/or social service or volunteer positions held and the approximate dates of each position.
 - iv. Photocopies, **photos, official copies, or other verifiable replications or certifications** of any awards, certificates, achievements, or honors received by the deceased.
 - v. Receipts, bank statements or donor thank you letters showing the amount of the deceased's financial contribution to local 501(c)(3)'s and/or governmental entities, if applicable. Donations of property must include the property address.
 - vi. Make a good-faith effort to obtain a letter of concurrence to the proposed street renaming from the honoree's surviving spouse, children,

or parents, in that order. The City shall accept registered mail receipts and copies of all letters as evidence of compliance with this provision.

- C. **Application Acceptance.** Prior to conveyance to the Planning Commission, applications will be reviewed for completeness by the City Manager or their designee. Applications will be accepted only if they are complete, all fees have been paid, and the application appears to comply with all requirements in ~~Title~~ **Section 12.24.010**, Subsection B.
 - 1. **Once an application has been deemed complete, and prior to the first Planning Commission meeting, applicants will be notified of the signage fee as calculated by the Public Works Department.**
- D. **Referral to Planning Commission.** Applications to rename an existing public or private street that have been accepted under ~~Title~~ **Section 12.24.010**, Subsection ~~BC, Clause vii,~~ shall be referred to the Planning Commission. A proposal to rename an existing public or private street shall be recommended to the City Council if, in the judgement of the Planning Commission, there is a strong public need for the change, and such renaming is in the best interest of the City and a six mile area surrounding the city.
- E. **City Council Hearing.** After receiving the recommendation of the Planning Commission, the Council shall hold a public hearing on the proposal.
- F. **Notice.** Notice of the hearing shall be published once in a newspaper of general circulation in the City no later than two weeks prior to the date the hearing is to be held. Notice shall also be given by mail to all property owners and residents abutting the street no later than two weeks prior to the date the hearing is to be held.
- G. **Criteria.** The renaming of an existing public or private street may be granted by the Council if:
 - 1. The proposed name complies with the street naming standards set forth in **Section 12.24.020**, and
 - 2. The renaming is in the best interest of the City and the six-mile area around the City.
- H. **Fee-waiver.** Council may, on its own motion, waive the application fee for recognized neighborhood planning organizations or non-profit organizations when the proposed new street name is that of a prominent citizen of Scappoose, or other prominent person, meeting the Honorary Criteria in **Section 12.24.020**, Subsection F.
- I. **Decision.** After the hearing, the Council may enact an ordinance accepting the renaming of the public or private street, or adopt a resolution rejecting the renaming.
- J. **Signage Fee.** **Payment of the signage fee by the applicant is due within one week of the ordinance being passed. Post-decision notices, Section 12.24.020, Subsection K, will not be sent until payment of the signage fee has occurred; and re-signing of the street by the Scappoose Public Works Department will not happen until payment of the signage fee has been received.**
- K. **Post-decision notice.** A certified copy of the ordinance renaming the public or private street shall be mailed to all property owners and residents along the street and filed with the county clerk, the county assessor, the county surveyor, the ~~postmaster~~ **United States Postal Service**, the Fire District, **emergency service organizations**, and any other governmental agency or utility whose property, services or facilities may be affected by

the decision. The county surveyor must mark the name change in red ink on all affected plats and tracings.

1. Potentially affected agencies include:
 - i. Columbia County Land Development Services
 - ii. Columbia County Road Department
 - iii. Oregon Department of Transportation (ODOT)
 - iv. Scappoose School District
 - v. Scappoose Drainage Improvement Company

12.24.020 Street renaming approval criteria and standards.

- A. Street Definition. For the purposes of this section, the word “street” shall refer to a public or private way that is created to provide ingress or egress for persons to one or more lots, parcels, areas, or tracts.
- B. General Criteria. The following general criteria shall apply to the renaming of any street.
 1. A street name change application brought by the public is only allowed on streets that start and terminate within the City’s urban growth boundary.
 2. A street name change shall apply to the entirety of an existing street. Renaming only a portion of a street is not permitted. A cul-de-sac at the end of a street may not be given a name separate from the street.
 3. A street name shall not duplicate a street name already in use within the City’s urban growth boundary unless the two streets have already become connected or it is reasonably likely that the two streets will be connected at some future time, as determined by City Staff.
 4. A street name shall not sound like another street name within the City’s urban growth boundary such that the new name could cause confusion between the two streets.
 5. A street name shall not be a name that is deliberately misspelled, a pun, a frivolous association with another word, a neologism, profane or slang.
 6. A street name shall not contain punctuation or be longer than 20 characters.
 7. A street name shall not be approved if the Fire District opposes the name change pursuant to a safety concern.
 8. No street name shall be changed that is of historic significance or that is significant in its own right, without a showing of a compelling public need for the name change.
 9. No street name shall be changed that was previously named after an individual unless the Council decides that society no longer views the individual’s contribution as positive.
 10. There must be a strong public need for the name change, and all street name changes must be in the best interest of the City and the six-mile area surrounding the City.
- C. Numerical Criteria. The following numerical criteria shall apply to the renaming of any street.
 1. No street shall contain numbers in its name unless the street name is ordinal in nature.

2. No street shall be changed to an ordinal number unless it directly connects or is immediately parallel to another ordinally numbered street.
 3. Whenever there is a direct connection, the ordinal number of the new street shall match the ordinal number of the existing street. Whenever there is not a direct connection, the ordinal number of the new street shall follow consecutively from the ordinal number of the immediately parallel street.
- D. Directional Criteria. The following directional criteria shall apply to the renaming of any street.
1. All directional indicators must be abbreviated as N, NE, E, SE, S, SW, W, or NW. Directional words may only be written out when they are attached to another word.
 2. Directional indicators must be placed at the beginning of the street name.
 3. Directional indicators must correspond to the correct addressing district.
 4. The city is divided into the following addressing districts for the purpose of addressing.
 - i. North District (N): All of the city north of Columbia Ave.
 - ii. South District (S): All of the city south of Columbia Ave.
 - iii. East District (E): All of the city east of US30.
 - iv. West District (W): All of the city west of US30.
- E. Type Criteria. The following type criteria shall apply to the renaming of any street.
1. All street names must include a road type.
 2. Valid road types are Aly, Ave, Blvd, Cir, Ct, Dr, Hwy, Ln, Lp, Pkwy, Pl, Rd, St, Ter and Way. Trail is not an acceptable road type.
 3. The following criteria apply to road types
 - i. Place, way and lane may only be given to a street that is 1,000 ft or less in length.
 - ii. An alley must have only one lane for traffic traveling in both directions. The majority of buildings alongside an alley must be at least two stories tall.
 - iii. A boulevard must have a central divider at least 10ft in width.
 - iv. A circle must start and end at the same intersection and have no exterior cross streets. A circle shall have no more than one interior cross street.
 - v. A court must have five or more pieces of property, including flag lots, abutting the street at a location other than the end of the street. Four or fewer abutting properties must keep the name of the main street. Property at the end of the street must keep the name of the main street.
 - vi. A drive must be generally meandering.
 - vii. A highway must be designated as such by the state.
 - viii. A loop must intersect the same street at two separate locations and have no exterior cross streets. A loop shall have no more than one interior cross street.
 - ix. A parkway must abut a linear park.
 - x. A terrace must have a significant part that follows the top of sloped terrain

4. Street names shall not include parts that sound like a road type unless that part is the actual road type.
- F. Honorary Criteria. The following criteria shall apply when naming a street after a person.
 1. The person must have been deceased for at least ~~one~~ **five (5)** years prior to the date that the street name change application was submitted to the City.
 2. The person must have received prominence as a result of their significant, positive contribution to the United States of America and/or the local community.
 3. The following factors may be considered in determining an individual's contribution to the United States of America and/or the local community.
 - i. The total dollar amount and number of contributions made by an individual to the City, including donations of land.
 - ii. The number of years that the individual worked or volunteered to better society or the community. These years may include but are not limited to the number of years that the individual spent in full time employment in a public service, governmental, educational, social service and/or volunteer position.
 - iii. Awards and certificates bestowed upon the individual recognizing their achievements, character, or integrity.

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| CITY OF SCAPPOOSE |
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Council Action & Status Report

Date Submitted: February 23, 2021

Agenda Date Requested: March 1, 2021

To: Scappoose City Council

From: Alexandra Rains, Interim City Manager

Subject: Adoption of 2021-2022 Council Goals

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

BACKGROUND: On Saturday, February 6th, 2021, City Council held a Goal Setting Session to develop Annual Goals for the 2021-2022 Fiscal Year. In advance of this meeting, City Staff provided Council with copies of the annual goal lists from the Parks and Recreation Committee, Economic Development Committee and City Staff, as well as the results of the Annual Town Meeting Survey. During the session, each Councilor was given the opportunity to propose new goals for the upcoming Fiscal Year and was then asked to help refine the combined list by voting for a maximum of six (6) goals. The refined list of new goals is included below.

Goals receiving two (2) or more votes. These have been added to the draft 2021-2022 Goal List:

- Sidewalk Plan
- Annual One-on-One meetings with neighboring local leaders – School District, County, Fire, Port, OMIC, Senior Center, 911 District
- Complete an Operational Needs Analysis for the Police Department
- Support Trail to Tillamook Project
- Community Pool – determine construction and operation and maintenance costs
- Identify Park Property on the East/South side of the City
- Continue Communication Outreach – focus on additional transparency and use of social media
- Design Downtown Revitalization Program

Goals receiving only one (1) vote. These have not been added to the list but are provided here for discussion, along with some applicable notes from Staff:

- Update security system for Water Treatment Plant
 - Currently underway in FY 20-21
- Work with 911 to assist with radio coverage issues
 - Could be addressed as part of the Annual One-on-One meetings with neighboring local leaders
- Invest more in the Senior Center (\$10K per year)
 - Could be addressed through the City's Community Enhancement Program
- Move marketing and branding to short term goal list
 - Could be completed after the development of a Downtown Revitalization Program as this process may help define the City's "brand"
- Purchase/Commission piece of art for the 100 year event
- Partner with local university to study tree canopy
 - Could be part/subtask of 50-Year Visioning Process
- Support for local restaurants, grants & information
- Re-review food cart ordinance
- Review Development Code
 - Review of several Development Code Chapters is included as part of the 50-Year Visioning Process
- Council to review chapters of SMC
- Alternative Financing for the City
- Increase support for the SBWC

ATTACHMENTS:

- Attachment A – Draft 2021-2022 Council Goals, Original Format (Format A)
 **This version reflects the same format and organization as past years and includes the approximate year each goal was added to the list
- Attachment B – Draft 2021-2022 Council Goals, Modified Format (Format B)
 **This version includes the same content, including the approximate year each goal was added, but has been re-organized. It features a section for both Ongoing Goals, those that Council intends to continue indefinitely, and Long Term Goals, those Council has identified for completion in future years
- Attachment C – Color coded version of the 2021-2022 Council Goals
 **This version highlights the formatting changes between versions A and B

OPTIONS AND MOTIONS FOR COUNCIL CONSIDERATION:

1. Approve the Council Goals as presented in either format A or B
 *I move to adopt the 2021-2022 Council Goals as presented in format ____.
2. Approve the Council Goals, in either format A or B, with modifications
 *I move to adopt the 2021-2022 Council Goals, in format ____, with the following modifications ...

ATTACHMENT A – ORIGINAL FORMAT

CITY OF SCAPPOOSE 2021-2022 COUNCIL GOALS

GOAL 1: Develop a Vibrant and Diverse Local Economy

Objectives:

- 1A. Continue to support OMIC's expansion (2017/18)
- 1B. Design Downtown Revitalization Program (2021/22)
- 1B. Coordination/One Stop Meetings (2017/18)
- 1C. Promote and support small local businesses (2018/19)
- 1D. Support and monitor development of the Columbia Commerce Center (2019/20)
- 1E. Revise Resolution 16-19 (Betterment Fund) (2020/21)
- 1F. Update City's Land Use code for EC and C zones to allow brewpubs, microbreweries, micro distilleries, and micro-wineries outright (2019/20)
- 1G. Work with partners to develop a robust economic development marketing (2019/20)
- 1H. Rename OMID – Scappoose Innovation District/Park (2020/21)
- 1I. Implement GAAP basis of accounting (2021/22)
- 1J. Create a marketing/branding program (ongoing, 2018/19)**
- 1K. Promote and support county-wide and local tourism (ongoing, 2018/19)**

GOAL 2: Enhance Community Livability

Objectives:

- 2A. Update Public Works Design Standards (2015/16)
- 2B. Update Rail Corridor Study (2018/19)
- 2C. Promote community events (Scappoose 100 Year Celebration & Signature event) (2018/19)
- 2D. Develop a Long-Term Comprehensive Community Vision (50-year plan) (2020/21)
- 2E. Continue communication outreach – focus on additional transparency and use of social media (2020/21)
- 2F. Sidewalk Plan (2021/22)
- 2G. Annual One-on-One Meetings with Neighboring Local Leaders – School District, County, Fire, Port, OMIC, Senior Center, 911 District (2021/22)
- 2H. Coordinate with County to explore alternate route to east side of airport (ongoing, 2017/18)**
- 2I. Support Senior Center (ongoing, 2018/19)**

GOAL 3: Keep Scappoose One of the Safest Communities in Oregon

Objectives:

- 3A. Continue community outreach by Police Department (2017/18)
- 3B. Maintain emergency response preparedness and update Emergency Operation Plan (2017/18)
- 3C. Provide School Resource Officer (dependent on Scappoose School District funding) (2017/18)
- 3D. Traffic enforcement plan (2017/18)
- 3E. Maintain sufficient staffing levels (2017/18)

- 3F. Continue Citizens Academy (2017/18)
- 3G. Complete Operational Needs Analysis (2021/22)

GOAL 4: Develop a Park/Rec System within a 10-minute walk from all neighborhoods

Objectives:

- 4A. Continue Friends of Scappoose Parks (2018/19)
- 4B. Support public art (2015/16)
- 4C. Peace Candle – protect and restore, update Welcome to Scappoose sign (2015/16)
- 4D. Develop the Grabhorn property Conceptual Plan (2021/22)
- 4E. Support Trail to Tillamook Project (2021/22)
- 4F. Community Pool – determine construction and operation & maintenance costs (2021/22)
- 4G. Identify Park Property on the East/South Side of Town (2020/21)
- 4H. Develop funding strategy for Parks (ongoing, 2018/19)**
- 4I. Explore possibility of community center (ongoing, 2017/18)**
- 4J. Explore development of 14-acre park east of airport (ongoing, 2018/19)**
- 4K. Veterans Park/Chief Concomly Park Bridge Feasibility Study (ongoing, 2019/20)**
- 4L. Develop Vista Property (ongoing, 2017/18)**
- 4M. Begin development of Chapman Landing (ongoing, 2015/16)**

GOAL 5: Address Aging Infrastructure

Objectives:

- 5A. Capacity upgrade – Wastewater treatment and collections, Phase 1 (DEQ Loan) (2019/20)
- 5B. Update Stormwater Master Plan (2019/20)
- 5C. Update Water, Wastewater, and Transportation SDCs/Fees (2015/16)
- 5D. IT upgrades (2021/22)
- 5D. Develop City Facility Master Plan (ongoing, 2017/18)**

ATTACHMENT B – MODIFIED FORMAT

CITY OF SCAPPOOSE 2021-2022 COUNCIL GOALS

GOAL 1: Develop a Vibrant and Diverse Local Economy

Objectives:

- 1A. Continue to support OMIC's expansion (2017/18)
- 1B. Design Downtown Revitalization Program (2021/22)
- 1D. Support and monitor development of the Columbia Commerce Center (2019/20)
- 1E. Revise Resolution 16-19 (Betterment Fund) (2020/21)
- 1F. Update City's Land Use code for EC and C zones to allow brewpubs, microbreweries, micro distilleries, and micro-wineries outright (2019/20)
- 1G. Work with partners to develop a robust economic development marketing (2019/20)
- 1H. Rename OMID – Scappoose Innovation District/Park (2020/21)
- 1I. Implement GAAP basis of accounting (2021/22)

GOAL 2: Enhance community livability

Objectives:

- 2A. Update Public Works Design Standards (2015/16)
- 2B. Update Rail Corridor Study (2018/19)
- 2C. Promote community events – Scappoose 100 Year Celebration & Signature event (2018/19)
- 2D. Develop a Long-Term Comprehensive Community Vision (50-year plan) (2020/21)
- 2F. Sidewalk Plan (2021/22)
- 2G. Annual One-on-One Meetings with Neighboring Local Leaders – School District, County, Fire, Port, OMIC, Senior Center, 911 District (2021/22)

GOAL 3: Keep Scappoose one of the safest communities in Oregon

Objective:

- 3A. Complete Operational Needs Analysis (2021/22)

GOAL 4: Develop a Park/Rec System within a 10-minute walk from all neighborhoods

Objectives:

- 4C. Peace Candle – protect and restore, update Welcome to Scappoose sign (2015/16)
- 4D. Develop the Grabhorn property Conceptual Plan (2021/22)
- 4E. Support Trail to Tillamook Project (2021/22)
- 4F. Community Pool – determine construction and operation and maintenance costs (2021/22)
- 4G. Identify Park Property on the East/South Side of the City (2021/22)

GOAL 5: Address Aging Infrastructure

Objectives:

- 5A. Capacity upgrade – Wastewater treatment and collections, Phase 1 (DEQ Loan) (2019/20)
- 5B. Update Stormwater Master Plan (2019/20)

- 5C. Update Water, Wastewater, and Transportation SDCs/Fees (2015/16)
- 5D. IT upgrades (2021/22)

GOAL 6: Ongoing (programs intended to continue indefinitely)

Develop a Vibrant and Diverse Local Economy:

- 6A. Coordination/One Stop Meetings (2017/18)
- 6B. Promote and support small local businesses (2018/19)
- 6C. Promote and support county-wide and local tourism (2018/19)

Enhance Community Livability:

- 6D. Continue communication outreach – focus on additional transparency and use of social media (2021/22)

- 6E. Support Senior Center (2018/19)

Keep Scappoose one of the safest communities in Oregon:

- 6F. Continue community outreach by Police Department (2017/18)
- 6G. Maintain emergency response preparedness and update Emergency Operation Plan (2017/18)
- 6H. Provide School Resource Officer (dependent on Scappoose School District funding) (2017/18)
- 6I. Traffic enforcement plan (2017/18)
- 6J. Maintain sufficient staffing levels (2017/18)
- 6K. Continue Citizens Academy (2017/18)

Develop a Park/Rec System within a 10-minute walk from all neighborhoods:

- 6L. Continue Friends of Scappoose Parks (2018/19)
- 6M. Support public art (2015/16)

GOAL 7: Long Term (projects identified for future years)

Develop a Vibrant and Diverse Local Economy:

- 7A. Create a marketing/branding program (2018/19)
- 7B. Coordinate with County to explore alternate route to east side of airport (2017/18)

Enhance Community Livability:

- 7C. Explore possibility of community center (2017/18)

Develop a Park/Rec System within a 10-minute walk from all neighborhoods:

- 7D. Develop funding strategy for Parks (2018/19)
- 7E. Explore possibility of community center (2017/18)
- 7F. Explore development of 14-acre park east of airport (2018/19)
- 7G. Veterans Park/Chief Concomly Park Bridge Feasibility Study (2019/20)
- 7H. Develop Vista Property (2017/18)
- 7I. Begin development of Chapman Landing (2015/16)

Address Aging Infrastructure:

- 7J. Develop City Facility Master Plan (2017/18)

**ATTACHMENT C – COLOR CODED VERSION, HIGHLIGHTS CHANGES BETWEEN
VERSIONS A & B**

CITY OF SCAPPOOSE 2021-2022 COUNCIL GOALS

GOAL 1: Develop a Vibrant and Diverse Local Economy

Objectives:

- 1A. Continue to support OMIC's expansion (2017/18)
- 1B. Design Downtown Revitalization Program (2020/21)
- 1B. Coordination/One Stop Meetings (2017/18)
- 1C. Promote and support small local businesses (2018/19)
- 1D. Support and monitor development of the Columbia Commerce Center (2019/20)
- 1E. Revise Resolution 16-19 (Betterment Fund) (2019/20)
- 1F. Update City's Land Use code for EC and C zones to allow brewpubs, microbreweries, micro distilleries, and micro-wineries outright (2019/20)
- 1G. Work with partners to develop a robust economic development marketing (2019/20)
- 1H. Rename OMID – Scappoose Innovation District/Park (2019/20)
- 1I. Implement GAAP basis of accounting (2020/21)
- 1J. Create a marketing/branding program (ongoing) 2018/19
- 1K. Promote and support county-wide and local tourism (ongoing) 2018/19

GOAL 2: Enhance community livability

Objectives:

- 2A. Update Public Works Design Standards (2015/16)
- 2B. Update Rail Corridor Study (2018/19)
- 2C. Promote community events (Scappoose 100 Year Celebration & Signature event) (2018/19)
- 2D. Develop a Long-Term Comprehensive Community Vision (50-year plan) (2019/20)
- 2E. Continue communication outreach – focus on additional transparency and use of social media (2020/21)
- 2F. Sidewalk Plan (2020/21)
- 2G. Annual One-on-One Meetings with Neighboring Local Leaders – School District, County, Fire, Port, OMIC, Senior Center, 911 District (2020/21)
- 2H. Coordinate with County to explore alternate route to east side of airport (ongoing) 2017/18
- 2I. Support Senior Center (ongoing) 2018/19

GOAL 3: Keep Scappoose one of the safest communities in Oregon

Objectives:

- 3A. Continue community outreach by Police Department (2017/18)
- 3B. Maintain emergency response preparedness and update Emergency Operation Plan (2017/18)
- 3C. Provide School Resource Officer (dependent on Scappoose School District funding) (2017/18)
- 3D. Traffic enforcement plan (2017/18)
- 3E. Maintain sufficient staffing levels (2017/18)

3F. Continue Citizens Academy (2017/18)

3G. Complete Operational Needs Analysis (2020/21)

GOAL 4: Develop a Park/Rec System within a 10-minute walk from all neighborhoods

Objectives:

4A. Continue Friends of Scappoose Parks (2018/19)

4B. Support public art (2015/16)

4C. Peace Candle – protect and restore, update Welcome to Scappoose sign (2015/16)

4D. Develop the Grabhorn property Conceptual Plan (2020/21)

4E. Support Trail to Tillamook Project (2020/21)

4F. Community Pool – determine construction and operation & maintenance costs (2020/21)

4G. Identify Park Property on the East/South Side of Town (2020/21)

4H. Develop funding strategy for Parks (ongoing) 2018/19

4I. Explore possibility of community center (ongoing) 2017/18

4J. Explore development of 14-acre park east of airport (ongoing) 2018/19

4K. Veterans Park/Chief Concomly Park Bridge Feasibility Study (ongoing) 2019/20

4L. Develop Vista Property (ongoing) 2017/18

4M. Begin development of Chapman Landing (ongoing) 2015/16

GOAL 5: Address Aging Infrastructure

Objectives:

5A. Capacity upgrade – Wastewater treatment and collections, Phase 1 (DEQ Loan) (2019/20)

5B. Update Stormwater Master Plan (2019/20)

5C. Update Water, Wastewater, and Transportation SDCs/Fees (2015/16)

5D. IT upgrades (2020/21)

5D. Develop City Facility Master Plan (ongoing) 2017/18

Ongoing (programs intended to continue indefinitely)

Long Term (projects identified for future years)

City of Scappoose

City Council Staff Report

4.

Date Submitted: February 23, 2021

Agenda Date Requested: March 1, 2021

To: City Council

From: Laurie Oliver Joseph, AICP, CFM - Planning
Department Supervisor
Isaac Butman, MPA - Program Analyst Intern

Subject: Proposed Temporary Outdoor Dining/Display
Permit to respond to Covid-19 pandemic

TYPE OF ACTION REQUESTED:

☒ Resolution

☐ Ordinance

☐ Formal Action

☐ Report Only

ISSUE:

The City was recently contacted by a local restaurant owner with a request to set up a temporary tented and heated outdoor seating area. Since outdoor seating is listed as a conditional use in the Scappoose Development Code and it would take time and money to process a conditional use application, staff considered what options were available to quickly respond to the restaurant owner's request.

ANALYSIS:

The State of Oregon has issued orders that restrict the seating at bars, restaurants and other eating establishments in an effort to reduce the spread of Covid-19. Currently, these businesses may allow seating indoors at a reduced capacity; however, based on the number of new Covid cases/risk level, that is subject to change when Columbia County is reviewed again by the Oregon Health Authority (occurs every two weeks).

City staff have reviewed the approach of other municipalities to allowing temporary outdoor seating areas with tents and, as a result, drafted the attached Temporary Outdoor Dining/Display Permit (**Exhibit 1**), modeled after Bend, Oregon's policy. The proposed permit would allow a business to have an outdoor tented area for either seating or display of merchandise so that proper space between patrons can be achieved and so that when indoor seating is not allowed based on the County's risk level, businesses can still operate and sell merchandise or food and drinks.

The Temporary Outdoor Dining/Display Permit is intended to be in effect as long as the City's emergency declaration related to Covid-19 is in force. When the emergency declaration has ended, the City would notify all businesses who have been issued the temporary permit letting them know that they have 5 days to return the outdoor tented area to its previous condition. City staff did not include the right of way as a permissible

location for the temporary tents as some cities have done. The reason for this is that unlike in some other cities, the City of Scappoose development code requires that adequate on-site parking be provided for each use/business, meaning that in most cases, there is ample space to set up a tented area within a privately owned lot rather than having to resort to using the street right of way. Businesses would then utilize on-street parking while the parking lot is temporarily being used for the tented seating area. In a situation where it did make sense to allow the use of the right of way for tents/outdoor seating because there is not adequate space on-site, an owner could apply directly to Council for use of the right of way, as specified in SMC 12.08 – Obstruction of Streets, Alleys and Public Places.

The Temporary Outdoor Dining/Display Permit has been coordinated between the Community Development Center, Public Works Department, Police Department, and the Fire District.

The Fire Code governs the requirements for temporary structures¹ including the types of tents that many restaurants have utilized during the Covid-19 pandemic to allow outdoor seating. For this reason, staff have included a check box whereby City staff can verify that the Fire District has issued their own permit and completed the required tent inspection prior to the City granting the Temporary Outdoor Dining/Display Permit.

FISCAL IMPACT:

The Temporary Outdoor Dining/Display Permit does not have a fee associated with it. The City would incur the cost of staff time to process the permit, which is an unknown amount at this time.

OPTIONS:

1. Adopt Resolution 21-02, as presented.
2. Adopt Resolution 21-02, with amendments
3. Take no action

RECOMMENDATION:

Staff recommends that Council adopt Resolution 21-02, as presented.

SUGGESTED MOTION: I move that Council adopt Resolution 21-02, establishing the Temporary Outdoor Dining/Display Permit, effective during the City's Covid-19 emergency declaration.

ATTACHED:

Resolution 21-02

- Exhibit 1 - Temporary Outdoor Dining/Display Permit

1. Temporary structures are referred to in Section 3103 – Temporary Structures, of the Oregon Structural Specialty Code; however, this section of code defaults to the fire code for enforcement/governance.

Resolution No. 21-02

A RESOLUTION APPROVING THE ESTABLISHMENT OF A TEMPORARY PERMIT TO ALLOW OUTDOOR SEATING/DISPLAYS FOR BUSINESSES AFFECTED BY THE COVID-19 EMERGENCY

WHEREAS, the City of Scappoose received a request by a local restaurant owner to establish an outdoor tented seating area during the Covid-19 emergency; and

WHEREAS, the City's development code currently lists "outdoor dining" as a conditional use in the General Commercial and Expanded Commercial zones, but the City desires to respond immediately to the restaurant owner's request by establishment of a temporary permit program to allow the temporary use of outdoor seating areas with tents without going through the conditional use permit approval process to allow businesses to remain open while indoor seating is prohibited or limited by the Governor's orders; and

WHEREAS, on February 1, 2021 the Council, by motion, stayed enforcement of the required conditional use permit approval for outdoor dining areas while staff drafted a temporary permit to allow for this use while the City's Covid-19 emergency declaration is in force; and

WHEREAS, the City, as time allows, will draft an amendment to the development code to remove the requirement for conditional use permit approval for outdoor dining in recognition of this use being accessory to the drinking and eating establishment use, which is permitted outright in the General Commercial and Expanded Commercial zones.

NOW THEREFORE, BE IT RESOLVED:

Section 1: The Temporary Outdoor Dining/Display Permit, attached as **Exhibit 1**, is hereby established to permit businesses to operate in a safe capacity during the Covid-19 pandemic.

Section 2: The Temporary Outdoor Dining/Display Permit shall be in effect so long as the City's emergency declaration related to the Covid-19 pandemic is in force.

Section 3: This resolution is effective immediately upon passage.

PASSED AND ADOPTED by the City Council this ____ day of March 2021 and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M Reeves, MMC, City Recorder



TEMPORARY OUTDOOR DINING/DISPLAY PERMIT

The City of Scappoose has created temporary outdoor dining/display requirements to allow restaurants/ businesses to operate in outdoor areas on private property used by the business. The intent of this program is to allow for businesses to open or expand operations to allow greater physical distancing and safety for patrons while the City of Scappoose Emergency Declaration related to Covid is in effect. Businesses must submit this form to the City of Scappoose Community Development Center prior to commencing outdoor operations. There is no fee to submit this form.

Business name: _____

Address: _____

Contact Name (print): _____

Phone: _____

Email: _____

Requirements

- Outdoor areas established under this program can only be used for sit-down dining or customer pick-up and carry-out service or merchandise display and sales. They cannot be used for activities that would promote or result in conditions where individuals cannot maintain appropriate physical distancing.
- Outdoor areas established under this program must be on private property and not in the City right of way unless separate City Council permission is granted.
- Tables, displays, and tents must not block entrances, exits, fire lanes, hydrants, sprinkler connection points, drive aisles and back-up areas that continue to be used by vehicles or pedestrians, and must be located outside of required visual clearance areas (SMC 12.10).
- Tents must meet Section 3103 – Temporary Structures, of the Oregon Structural Specialty Code and must be weighted/secured to prevent them from moving from their intended position.
- Building and fire access requirements must be maintained.
- Applicant must contact the Fire Department and receive a permit and inspection of any proposed temporary tent prior to use.
- ADA routes and dedicated ADA parking must be maintained.

- Property Owner/Tenant is responsible for employee and customer compliance with all COVID-19 Reopening Guidance documents for the applicable Sector(s) provided by the Oregon Health Authority, the Governor, and local health officials.
- Property Owner/Tenant must continue to comply with all other city codes and regulations, including SMC 9.12.020 – Offenses Related to Noise.
- Property Owner/Tenant will take all reasonable efforts to avoid undue adverse impacts to adjacent properties from the temporary additional use.

Prohibited Uses

- Permanent structures
- Any other uses or conditions where individuals cannot maintain appropriate physical distancing

Right to Revoke

The City has the right to revoke this Agreement and all associated permissions for any violation of the requirements of the Agreement. The City may also revoke this Agreement if the City determines, in its sole discretion, that the Agreement and its associated permissions are inconsistent with changing circumstances, including but not limited to changes related to public health considerations, data, guidance, or requirements from federal, state, or county authorities, and changes in policy direction from the Scappoose City Council.

Permit Expiration

This permit will expire when the City of Scappoose Emergency Declaration related to Covid is no longer in effect. Once that has occurred, the City will notify all businesses who have been approved under this permit, at which point all temporary outdoor dining/display areas must be returned to their original condition within 5 days.

Contact for Assistance

Community Development Center

Phone: (503) 543-7184

Email: loliver@cityofscappoose.org

Applicant has received approval from the Scappoose Rural Fire District for use of all proposed tents:

☐ Yes ☐ No*

***(Fire District approval and inspection of all tents is required prior to City issuance of permit)**

Property Owner Authorization

As the owner(s) of the subject property, I (we) have read and agree to abide by these requirements. I (we) further agree to release the City of Scappoose from any liability, losses, claims, damages, settlement and attorney's fees of any kind from or in connection with the outdoor dining and/or uses, and to indemnify and defend the City as to liability for allowing the activity. Property Owner agrees to provide appropriate insurance for the outdoor use.

Signature:_____

Date:_____

Print Name:_____

Tenant/Business Owner Authorization

As the tenants (s) of the subject property, I (we) have read and agree to abide by these requirements. I (we) further agree to release the City of Scappoose from any liability, losses, claims, damages, settlement and attorney’s fees of any kind from or in connection with the outdoor dining and/or uses, and to indemnify and defend the City as to liability for allowing the activity. Property Owner agrees to provide appropriate insurance for the outdoor use.

Signature:_____

Date:_____

Print Name:_____

After signing this form please scan and email it to loliver@cityofscappoose.org, or mail this form to:

City of Scappoose, Attn. Planning Department
33568 E. Columbia Ave.
Scappoose, OR 97056

This completed form can also be returned to the drop box in the City Hall lobby.

| |
|--------------------------|
| CITY OF SCAPPOOSE |
|--------------------------|

Council Action & Status Report

Date Submitted: February 24, 2021

Agenda Date Requested: March 1, 2021

To: Scappoose City Council

From: Alex Rains, Interim City Manager
Huell White, Program Analyst
Isaac Butman, Program Analyst Intern

Subject: Pool Cost Public Outreach Campaign

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☐ Formal Action

☒ Report Only

ISSUE: At the February 16, 2021 City Council Meeting, Council directed City Staff to develop materials for a public outreach campaign to inform the public about the cost of constructing and operating a pool and measure their willingness to fund a pool with a new funding mechanism.

ANALYSIS:

Introduction

This report contains a background summary, a detailed explanation of the survey's development, explanation of the mathematical calculations and data sources used by staff, a tentative public outreach timeline, a brief overview of property tax compression, and a copy of the staff's prior research on public pool costs in Oregon.

Exhibit A – Draft survey
Exhibit B – Timeline
Exhibit C – Explanation of property tax compression
Exhibit D – Pool cost and levy calculations
Exhibit E – Staff research on pool costs in Oregon
Exhibit F – Pool-related survey data

City Council and the Scappoose Parks and Recreation Committee (SPRC) have both

discussed the topic of a community pool and the pool funds often over the past two years. More specifically, in early 2020 during SPRC's annual goal recommendation process, the Committee recommended that Council "explore the pool fund." During the Committee's 2021 goal session, SPRC recommended that Council adopt a goal to "educate the public about City Pool Funds and pool funding" for the upcoming fiscal year. City Council most recently began the discussion of the pool following the initial round of public engagement for the Grabhorn Property in November 2020 and the subsequent Pool Funds information campaign.

Survey Development

To gauge the public's interest in funding a pool facility's construction and operation, Council asked staff to develop a public survey, supporting summary information, and publication of all pool-related documents, research, and public comment on the City's Website and social media page. Council requested that this information be prepared for their consideration at the March 1, 2021 meeting with the intention that the public information campaign for the pool and pool fund could begin immediately thereafter, pending approval.

Staff has developed a draft survey informing the public of staff's best estimate and understanding of a pool's construction and operation costs, presenting two funding options, and asking for feedback about the public's level of support for new funding mechanisms.

First, the survey provides a half-page summary that states the purpose of the survey, an estimated range of pool construction costs, and an estimated annual operation and maintenance cost. Second, the summary conveys to the public that the responses received will help to inform Council's decision regarding whether or not to amend the pool fund ordinance (i.e., eliminating or continuing the City's Pool Fund). Lastly, the summary included with the survey indicates the amount of money in the City Pool Fund *and* the current balance of the private pool donations which will remain set aside regardless of Council's decision on the pool fund ordinance.

The demographic questions are intended to help the City better understand which parts of the community are participating in the survey and to help inform decisions made based on the results.

Questions 4 and 5 are both "yes/no" questions that ask whether respondents would support property tax increases to provide the funds necessary to construct and operate a pool. Question 4 asks respondents if they would support a bond levy for a \$1,000,000 outdoor pool and a \$500,000 per year operating levy. Question 5 asks respondents if they would support a bond levy for a \$10,000,000 indoor pool and a \$500,000 per year operating levy. Question 6 is an open-ended question where respondents can provide additional feedback.

The cost of an operating levy would be approximately \$0.69 per \$1,000 of assessed

property value. The cost of a bond for an outdoor pool costing \$1,000,000 to build would be \$0.14 per \$1,000 of assessed property value. The cost of a bond for an indoor pool costing \$10,000,000 to build would be \$1.34 per \$1,000 of assessed property value.

Voter approval of the hypothetical bond and operating levies would result in an approximate tax increase of \$249 per year for an outdoor pool, and \$609 per year for an indoor pool for a property with an assessed value of \$300,000.

Survey Distribution

Survey availability:

- Online via the City website and social media from March 4, 2021 through May 25, 2021.
- In paper form March 25, 2021 through May 25, 2021 through the City's April and May newsletter editions.¹

Survey advertisement:

- On Facebook through scheduled postings for the duration of the survey period.
- Through the newsletter during the duration of the survey period.
- On the website.

Pool Cost Research

The information attached as **Exhibit E** was first shared with Council in the November 16, 2020 Council packet. The research examines and compares six public pools in Oregon that are similar to the proposed pool at the Grabhorn Property or are in cities that are similar to Scappoose. Every pool examined operates at a deficit, regardless of whether the pool is indoor or outdoor, seasonal or year-round, whether they offer membership passes, and whether or not they offer additional programming.

Two exceptions that warrant explanation:

1. **Eisenschmidt Pool – Greater St. Helens Aquatic District.** On paper the Eisenschmidt Pool breaks even, but that is because the pool is the sole asset of the District and the only beneficiary of their permanent tax rate of \$0.23 per \$1,000 of assessed value.
 - Total operating cost for FY 18-19: \$679,412
 - Amount covered by property taxes: \$429,381
 - Amount covered by user fees, memberships, and concession sales: \$250,031
2. **Wilson Pool – Portland Parks and Recreation Bureau, City of Portland.** Wilson Pool appears to operate at a profit, albeit a small one. However, the expenses

¹ Utility bills and hard copy newsletters typically arrive in residents' mailboxes around the 25th of each month.

listed in their budget do not include heating or maintenance costs for the facility. When staff asked PP&R staff what the impact to their budget would be if they had to pay for heating and maintenance from the Wilson Pool budget, the answer was that they would be operating at a deficit. As an aside, the City of Portland voters passed an \$0.80 per \$1,000 of assessed value operating levy in 2020 “that will go towards community centers, swimming pools and recreational programs.”²

Some pools operate using Urban Renewal Funds – such as the public pools for the City of Carlton and City of Venetta. It is not a best practice or common practice to use Urban Renewal dollars in this manner and is not an approach recommended by the City’s Urban Renewal Consultant, Elaine Howard.

Next Steps

At this juncture, staff is seeking Council’s input and direction on the draft survey, the summary included in the survey, the tentative timeline, and the content of any of the information included in this report.

² “Voters pass Portland parks tax levy.” Meerah Powell, November 3, 2020. *Oregon Public Broadcasting*.

DRAFT SURVEY

The Scappoose City Council would like your feedback on how to fund the construction and operation of a pool in Scappoose. While all members of City Council would like to see a community pool, the reality is that the City cannot afford to build or operate such an expensive facility with current funding. Building a pool is estimated to cost between \$1,000,000 and \$10,000,000. Operating a public pool costs approximately \$500,000 a year, much more than comes in from revenues.

To build and operate a pool the City would need voter approval for property tax increases. City staff has worked with the County Assessor to understand how much in additional property taxes Scappoose residents would need to pay to make a pool a reality. Considering the cost to build and operate a pool, City Council wants your feedback on whether or not you are comfortable paying the additional property taxes needed to fund it.

City Council will use this information to decide if a pool will be built and what to do with the City of Scappoose funded Pool Fund of \$8,852.89 (sourced from General Fund dollars). The privately funded pool donations, totaling \$48,330.63, will remain set aside for an aquatics-related amenity, regardless of City Council's decision.

More information on the Pool Funds and Costs can be found at: *<insert QR-code and hyperlink here>*

This survey does not collect your personal information such as name, email address, or IP address. Your responses will remain anonymous.

1. Do you live within Scappoose city limits? **Y/N**
2. What is your age range? *<insert list from Annual Town Meeting survey>*
3. Do you have children under the age of 18? **Y/N**
4. To pay for bonds for a \$1,000,000 outdoor pool, you would pay additional property taxes of \$0.14 cents per \$1,000 of assessed value for construction, and \$0.69 per \$1,000 of assessed value for operation and maintenance. For a home with an assessed value of \$300,000, the annual property tax increase would be \$249. Would you be willing to pay approximately \$0.83 per \$1,000 of assessed value in additional property taxes to build and operate an outdoor pool? **Y/N**
5. To pay for bonds for a \$10,000,000 indoor pool, you would pay additional property taxes of \$1.34 per \$1,000 of assessed value for construction, and \$0.69 per \$1,000 of assessed value for operation and maintenance. For a home with an assessed value of \$300,000, the annual property tax increase would be \$609. Would you be willing to pay approximately \$2.03 per \$1,000 of assessed value in additional property taxes to build and operate an indoor pool? **Y/N**
6. Is there any other feedback that you would like to provide to the City Council?

TIMELINE

| Date | Task |
|----------|--|
| March 1 | <ul style="list-style-type: none"> City Council Work Session on draft survey and outreach materials. Include pool cost research data from 11/16/2020 Council packet. |
| March 4 | <ul style="list-style-type: none"> Prepare website update. Prepare Facebook page automatic posting schedule throughout survey period. |
| March 5 | <ul style="list-style-type: none"> April Newsletter submittal deadline. Online survey goes live. First scheduled Facebook page posting. |
| March 25 | <ul style="list-style-type: none"> April Newsletter arrives in utility customers' mailboxes. Paper survey included in newsletter, also to feature a QR-code that will link directly to the online survey. |
| April 5 | <ul style="list-style-type: none"> May Newsletter submittal deadline. |
| April 25 | <ul style="list-style-type: none"> May Newsletter arrives in utility customers' mailboxes. Second round of paper survey. |
| May 25 | <ul style="list-style-type: none"> Survey closes at 8:00 AM. |
| May 27 | <ul style="list-style-type: none"> Staff processes survey data. |
| June 1 | <ul style="list-style-type: none"> Staff deadline for staff report. |
| June 7 | <ul style="list-style-type: none"> City Council – GPAHC joint session (pending approval from Council) on survey results. |

If Council directs staff to proceed with drafting code amendment:

| | |
|----------|--|
| June | <ul style="list-style-type: none"> Staff drafts ordinance amendment. Legal counsel reviews draft. |
| July 19 | <ul style="list-style-type: none"> City Council first reading of ordinance amendment. City Council directs staff to make changes or updates, if necessary. |
| August 2 | <ul style="list-style-type: none"> City Council second reading and potential approval of ordinance amendment. |

PROPERTY TAX COMPRESSION

Introduction

During Staff's drafting of the survey, different funding mechanisms were examined for their feasibility in funding the construction and operation of a pool. Due to the cost of constructing *and* operating a pool the only financially feasible option to fund a pool is coupling a general obligation bond for construction with an operating levy.

While staff was working with the Columbia County Assessor to evaluate and calculate a possible tax rate to fund the operation of a pool it became apparent that an operating levy for a pool would push the total government tax rate close to the compression threshold.

What is Compression?

Property tax compression is a requirement of the Oregon Constitution, enacted by Measure 5, and amended by Measure 50, in the 1990's. Compression is a system by which a limit is imposed on the total property tax burden.

Current limits total \$15 per \$1,000 of Assessed Value (AV) on a property. \$5 is reserved for education purposes, and \$10 is reserved for government, which includes almost every other property tax funded agency (counties, cities, special districts). Bonds are not subject to compression. These limits are absolute. Once they are reached a complex balancing system is triggered which reduces tax rates in a prescribed pattern until the total government tax rate reaches \$10 per \$1,000 of AV

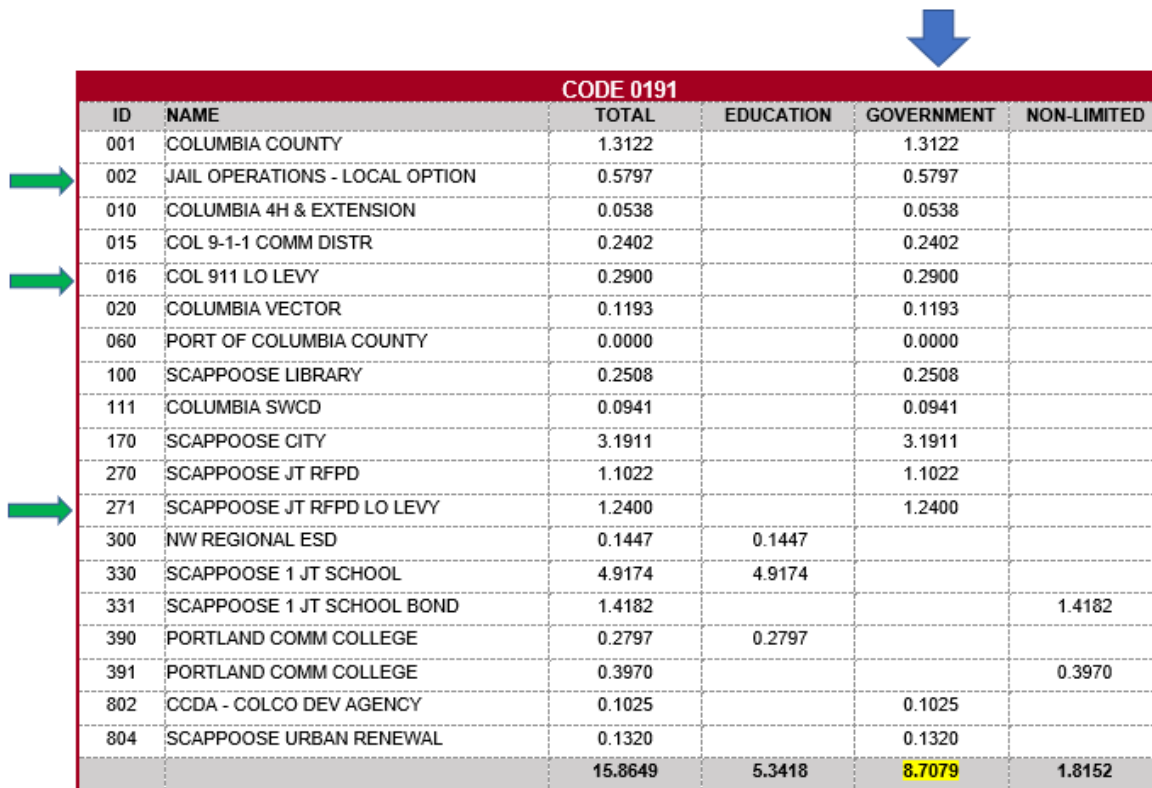
The order of rate reductions:

1. **Local Option Levies.** Local Option Levies are tax levies that are "optional," they are voter-approved tax rates for items such as the operation of Fire Districts, Libraries, and Jails. These rates are reduced until the limit of \$10 per \$1,000 is reached. If all local option levies are reduced to \$0 and the total rate *still* exceeds \$10, compression sets all local option levies to \$0 per \$1,000 and moves onto the next set of rates.
2. **Permanent Rates.** Permanent Rates are the standard set rate for each taxing district entity. These are entities like Columbia County, Scappoose City, and the Scappoose Library.

The table¹ below shows a tax code area that includes the City of Scappoose. This code area is in effect in part of our City today. The table shows the total and breakdown of the \$5 education

¹ Summary of Assessment and Tax Roll 2020-21, 2021, Columbia County, Oregon, at 6.

limited portion of the tax rate and the \$10 government limited portion of the tax rate.



| CODE 0191 | | | | | |
|-----------|--------------------------------|---------|-----------|------------|-------------|
| ID | NAME | TOTAL | EDUCATION | GOVERNMENT | NON-LIMITED |
| 001 | COLUMBIA COUNTY | 1.3122 | | 1.3122 | |
| 002 | JAIL OPERATIONS - LOCAL OPTION | 0.5797 | | 0.5797 | |
| 010 | COLUMBIA 4H & EXTENSION | 0.0538 | | 0.0538 | |
| 015 | COL 9-1-1 COMM DISTR | 0.2402 | | 0.2402 | |
| 016 | COL 911 LO LEVY | 0.2900 | | 0.2900 | |
| 020 | COLUMBIA VECTOR | 0.1193 | | 0.1193 | |
| 060 | PORT OF COLUMBIA COUNTY | 0.0000 | | 0.0000 | |
| 100 | SCAPPOOSE LIBRARY | 0.2508 | | 0.2508 | |
| 111 | COLUMBIA SWCD | 0.0941 | | 0.0941 | |
| 170 | SCAPPOOSE CITY | 3.1911 | | 3.1911 | |
| 270 | SCAPPOOSE JT RFPD | 1.1022 | | 1.1022 | |
| 271 | SCAPPOOSE JT RFPD LO LEVY | 1.2400 | | 1.2400 | |
| 300 | NW REGIONAL ESD | 0.1447 | 0.1447 | | |
| 330 | SCAPPOOSE 1 JT SCHOOL | 4.9174 | 4.9174 | | |
| 331 | SCAPPOOSE 1 JT SCHOOL BOND | 1.4182 | | | 1.4182 |
| 390 | PORTLAND COMM COLLEGE | 0.2797 | 0.2797 | | |
| 391 | PORTLAND COMM COLLEGE | 0.3970 | | | 0.3970 |
| 802 | CCDA - COLCO DEV AGENCY | 0.1025 | | 0.1025 | |
| 804 | SCAPPOOSE URBAN RENEWAL | 0.1320 | | 0.1320 | |
| | | 15.8649 | 5.3418 | 8.7079 | 1.8152 |

The column indicated by the blue arrow is the column where the hypothetical pool operating levy would be listed. The rows indicated by the green arrows are the Local Option Levies that are the first in line for compression. The total current government tax rate is shown in yellow.

Analysis

Staff calculations, informed by the Columbia County Assessor's office and Staff's research, indicate that pool operations will cost around \$500,000 per year, and based on a tax levy estimator provided by the Columbia County Assessor, this would raise the rate of property owners in Scappoose by approximately \$0.69 a year. The levy estimator works by applying hypothetical levy rates to the total assessed value of the taxing district (i.e. the City of Scappoose) – inclusive of residential, commercial, and industrial property.

Staff added the pool operation levy cost (\$0.69) to the current government rate (\$8.70) and noticed that the total amount of \$9.39 would approach the \$10.00 threshold by which compression would be triggered.

If the pool operation levy were in effect, any additional levy, or levy increase(s) totaling \$0.61 or greater would trigger compression. It is unlikely that property tax rates won't increase at

some point in the future, either because of the action of other taxing districts or the City itself. This fact increases the seriousness of the implications that the hypothetical pool operating levy could have both on our City and other taxing districts.

While the hypothetical pool levy on its own wouldn't cause compression, it would have serious consequences in the future, severely limiting the City's and other taxing districts' ability to raise funds for other purposes.

POOL COST AND LEVY CALCULATIONS

The costs for operating levies and construction bonds were calculated from a variety of sources but are based on the full set of knowledge referenced in this staff report including the pool cost research spreadsheet, conversations with the Columbia County Assessor's office, a Levy Estimator provided by the Columbia County Assessor, City Legal Counsel, and other research done by staff. Based on all these sources, the construction and operation and maintenance costs for pools, both indoor and outdoor, were estimated.

The construction estimate for an outdoor pool ranges from \$900,000 (estimated by 3J Consulting in the Grabhorn Conceptual Plan) to \$5,000,000 based on the Pool Costs Spreadsheet (Exhibit E) and City Legal Counsel's knowledge. For the purposes of this report and the draft survey, Staff used the estimate amount of \$1,000,000.

The construction estimate for an indoor pool ranges from \$5,000,000 to \$10,000,000 based on the Pool Cost Spreadsheet, City Legal Counsel's knowledge, and other Staff Research. However, the cost for an indoor pool could be as high as \$15,000,000. For the purposes of this staff report, Staff used the estimate amount of \$10,000,000.

The annual operation and maintenance cost for pools ranges from \$100,000 to \$700,000 based on the Pool Cost Spreadsheet and other staff research. Staff used the amount of \$500,000 for estimating pool operation and maintenance costs.

Levy and bond costs were estimated using the Levy Estimator provided by the Columbia County Assessor, and the total estimated taxpayer cost was estimated using a home with an assessed value of \$300,000.

Any pool would require both a construction bond and an operating levy as the City's General Fund is unable to support such an amenity. If a construction bond was approved by voters, but an operating levy was not, the City would have a difficult choice to make:

1. Locate approximately \$500,000 a year to operate the pool by cutting from the current budget; or,
2. Institute a monthly pool maintenance fee on utility bills; or,
3. Keep the newly built pool closed.

Operating Levy

An operating levy would be required to fund a pool every year. Operation and maintenance costs far exceed revenues from entrance fees, memberships, concession sales, and other fees charged in relation to use of pools. Without an operating levy, this would result in consistent annual budget deficits.

An operating levy raising \$500,000 per year would cost the tax payer an additional \$0.69 per

\$1,000 of assessed value. For a home with an assessed value of \$300,000, this would cost:

Total rate increase per year = (Assessed Value/\$1,000) * rate increase

Total rate increase per year = (\$300,000/\$1,000) * \$0.69

Total rate increase per year = (\$300) * \$0.69

Total rate increase per year for operation and maintenance = \$207

Construction Bonds

A construction bond would be required to build a pool. Pools are extremely expensive amenities, ranging from \$900,000 to \$10,000,000 to build. Few cities have the liquidity to pay for such an amenity like this out of pocket, and Scappoose certainly does not have these types of resources available, even with the inclusion of the privately donated pool funds and the current City Pool Fund (total of these two resources is \$57,183.52). Construction of a pool would need to be funded by a bond, which would be paid back over ten years with a tax rate increase.

Outdoor pool

A bond raising \$1,000,000 for an outdoor pool would cost the tax payer an additional \$0.14 per \$1,000 of assessed value.

Bond total = \$1,000,000

Bond plus interest (2%) total = \$1,020,000

Bond cost per year for ten years (divide by 10) = \$102,000

Using the Levy Estimator, it would cost around \$0.14 per \$1,000 of assessed value to raise \$102,000 per year.

For a home with an assessed value of \$300,000, this would cost:

Rate increase per year = (Assessed Value/\$1,000) * rate increase

Rate increase per year = (\$300,000/\$1,000) * \$0.14

Rate increase per year = (\$300) * \$0.14

Rate increase per year = \$42

Indoor pool

A bond raising \$10,000,000 for an indoor pool would cost the tax payer an additional \$1.34 per \$1,000 of assessed value.

Bond total = \$10,000,000

Bond plus interest (2%) total = \$10,200,000

Bond cost per year for ten years (divide by 10) = \$1,020,000

Using the Levy Estimator, it would cost around \$1.34 per \$1,000 of assessed value to raise \$1,020,000 per year.

For a home with an assessed value of \$300,000, this would cost:

Rate increase per year = (Assessed Value/\$1,000) * rate increase

Rate increase per year = (\$300,000/\$1,000) * \$1.34

Rate increase per year = (\$300) * \$1.34

Rate increase per year = \$402

Total cost to build and operate a pool

The total cost to both construct and operate a pool was generated by simply adding the numbers for operation and construction together to get the total tax rate increase.

Total Tax Rate Increase:

Outdoor Pool Rate Increase = Operating Levy + Bond

Outdoor Pool Rate Increase = \$0.69 + \$0.14

Outdoor Pool Rate Increase = \$0.83 per \$1,000 of assessed value

Outdoor Pool total additional tax for a home with an assessed value of \$300,000: (\$207 + \$42) = \$249 per year for ten years.

Indoor Pool Rate Increase = Operating Levy + Bond

Indoor Pool Rate Increase = \$0.69 + \$1.34

Indoor Pool Rate Increase = \$2.03 per \$1,000 of assessed value

Indoor Pool total additional tax for a home with an assessed value of \$300,000: (\$207 + \$402 = \$609 per year for ten years.

**Pool Cost Comparison Study
Fall 2020**

EXHIBIT E

| Table 1.0 Rev 1 | Albany Community Pool | Carlton Pool - Best comparison to the pool at the Proposed Park on the Grabhorn Property | Newport Aquatic Center | Portland - Wilson Pool | St. Helens - Eisenschmidt Pool | Veneta Community Pool |
|--|---|--|--|--|---|--|
| General Information | | | | | | |
| Size of Pool | Indoor 50' - meter ~7,000 sqft.. | 40'x80' (~3,000 sqft..) outdoor pool | 4,200 sqft.. outdoor pool; 1,900 sqft.. Indoor pool | 3150 sqft. lap pool; 4,429 sqft. Leisure pool | Indoor 4,200 sqft.. | Outdoor - 3,200 sqft. |
| Gallons (assuming 3' standard depth) | 157,090 | 67,325 | 94,255 | 70,691/99,394 | 94,255 | 71,813 |
| Water loss/day (gallons) | 1,090 | 498 | 654 | 498/685 | 654 | 498 |
| Loss/day % | 0.0069386 | 0.0069386 | 0.0069386 | 0.0069386 | 0.0069386 | 0.0069386 |
| Loss (Gal.)/Visitor/Day https://doi.org/10.2166/ws.2015.095 | 13.6 | 13.6 | 13.6 | 13.6 | 13.6 | 13.6 |
| Open Season | First Saturday after school ends through labor day | June 19th - Sept. 4th | Indoor - year round; Outdoor - summer only | Mid June - End of Aug. (11 weeks) | Year round | June-August (9-weeks) |
| Activities | Swimming, fitness classes, pool rentals | Swimming, fitness classes, pool rentals | Swimming, fitness classes, pool rentals | Lap swim, teams, lessons, pool rentals | Swimming, fitness classes, pool rentals | Lessons (group and private); swim team; open swim; family swim times; rental |
| Staffing Challenges? | From High School | Unknown. | Unknown. | Yes | Yes | Yes |
| Admission Prices 2017 - Resident Rate | Children - \$3.50; Adults - \$3.75; Senior - \$3.50 Annual Pass: Family - \$400; Adult - \$240; Child/Senior - \$225 | Children - \$2; Adults - \$3; Senior - \$2. Annual Pass: Family - \$30; Adult - \$20; Child - \$15; Senior - \$10 | Unknown. | Child - \$4.50; Adult - \$5.50; Annual Pass: Family - \$249; Adult - \$129 | Child - \$4; Adult - \$5; Senior - \$3.50; 3-Month Pass: Family - \$109; Adult - \$73; Child/Senior - \$44 | Unknown. |
| Admissions 2020 - Resident Rate | Child/Senior - \$4.50; Adult - \$4.75; Family - \$15.00; Parent&Child/Fitness - \$5.25 Annual Pass: Child/Senior - \$293; Adult - \$309; Family - \$525; Sports - \$293 | Children - \$3; Adults - \$4; Annual Pass: Family - \$60; Adult - \$40; Child - \$30; Senior - \$20 | Infant - \$2.15; Children - \$4.10; Adults - \$5/65; Senior - \$5.15; Annual Pass: Adult - \$474; Child - \$218; Senior - \$348 | Child - \$5; Adult/Senior - \$6 Annual Pass: Family - \$249; Adult - \$129; Senior - \$90; Child - \$99 | Child - \$4; Adult - \$5; Senior - \$3.50 | 2018: Child/Senior - \$3.50; Adult - \$4.50; Family - \$11 Annual Pass: child/senior - \$55; Adult - \$75; Family - \$140 |
| | | | | | | |
| | | | | | | |
| Construction | | | | | | |
| Initial Cost of Facility | 2004 reconstruction - \$2,260,417 | 2017 re-build - ~ \$1.5 million; Bond Measure: \$975,000 | 2015-\$7.9 million | \$2.2 million | Unknown. Built 1939. | 2010 - \$2.85 million |
| 2020 Construction Cost | \$3,110,233 | \$2,063,933 | \$10,870,049 | \$3,027,102 | | \$3,397,138 |
| Bond or Operating Levy Tax Rate | N/A | \$.44/\$1,000 property value -- approx. \$66/yr./household (Construction bond) | \$.45/\$1,000 property value -- approx. \$90/yr./household (Construction bond) | N/A | \$.23/\$1,000 property value (operating levy from taxing district) - \$48/yr./household | \$.27/\$1,000 property value -- \$83/yr./household (Construction Bond) |
| Funding mechanisms - not enough detail in any budgetary documents to attribute % or \$ directly to pool funds. | Borrowing, private donations, grants | Bond measure, Urban Renewal Funds, grants, private donations | Bond measure | Parks levy | bond measure, grants, private donations | Bond, Fundraising, grants, Urban Renewal Area, Capital Construction Fund |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Pool Cost Comparison Study
Fall 2020

EXHIBIT E

| | Albany Community Pool | Carlton Pool - Best comparison to the pool at the Proposed Park on the Grabhorn Property | Newport Aquatic Center | Portland - Wilson Pool | St. Helens - Eisenschmidt Pool | Veneta Community Pool |
|------------------------------------|---|--|---|---|--|---|
| Budget and Finance | | | | | | |
| Revenues | 2018-2019 FY actual: Receipts - \$152,046; Rentals - \$28,279; Merchandise - \$2,444; Concessions - \$12,628; Room Rental - \$858; Sponsorship - \$167; Donations - \$70,000 = \$266,422 | 2018-2019 FY Actual: \$49,698 | 2018-2019 FY Actuals: \$58,327 | 2018-2019 FY Actuals: Admissions - \$212,049; Lessons - \$44,339; Rentals - \$18,774; Concessions - \$40,320; = \$309,450 | 2018-2019 FY Actuals: Admissions+Memberships - \$114,189; Other site revenues - \$129,976; (Site receipts only = \$244,165) Taxes - \$415,117; Interest - \$4,038; = \$663,320 | 2018-2019 FY Actuals: Entries \$26,841; Lessons - \$17,830; concessions - \$3,320; classes - \$1,639; rentals - \$3,101 = \$52,731 |
| Budget - Operation and Maintenance | 2018-2019 FY - ALL aquatics - \$847,504; Estimated share (%55), \$466,172 | 2018-2019 FY Pool Fund: \$123,150 | 2018-2019 FY Swimming Pool Expenditures: \$517,848 | 2018-2019 FY Actuals (Not including heating or maintenance): Personnel - \$210,389; Internal Materials and Services - \$53,612 = \$264,002 | 2018-2019 FY Actuals: Personnel - \$412,990; O&M - \$208,658; Capital outlay - \$54,966 = \$676,614 | 2018-2019 FY \$170,046 |
| Deficit Operation | (\$199,750) | (\$73,452) | (\$459,521) | **This figure does not include heating or maintenance costs. The inclusion of these costs reduces operation cost to or below \$0. ** \$45,448 | (\$13,294) (If we remove the Operating Levy from the math the pool ran a deficit of (\$428,411) } | (\$117,315) |

** Wilson Pools heating costs are paid for with a different cost center as the pool uses the boilers of the high school that the pool is attached to to heat the pool. Further, maintenance and chemical costs come from a general Portland Parks and Recreation administrative cost center that is designed to provide maintenance for all 12 of the Portland Parks and Recreation Pools. The costs for Wilson Pool vary every year, but would consistently reduce the surplus to \$0 or a deficit.

Grabhorn Proposed Pool: 52.25' W x 78.5' L x 6' D
Initial Fill Volume

Impacts on water system: This information was developed with input from Darryl Sykes, the Scappoose Water Treatment Plant Supervisor. This data is up to date through the end of 2020.

4' deep = 123,340 gallons
The impact to the water system would be minimal. Water usage is usually pretty low around this time of year so there shouldn't be any negative impacts on the City's water storage.

3' deep = 92,135 gallons
The impact to the water system would be minimal. Water usage is usually pretty low around this time of year so there shouldn't be any negative impacts on the City's water storage.

Current Proposed Pool = 184,096 gallons
The impact to the water system would be minimal. Water usage is usually pretty low around this time of year so there shouldn't be any negative impacts on the City's water storage.

Replaced water/day

640 gallons/day (1/4" loss estimation
The impact to the water system would be minimal. This usage would be equivalent to the approximate daily usage of 4-5 households and would not have a major impact on {<https://www.americanleakdetection.com/diy-leak-tests/swimming-the-City's-water-supply>.
pool-water-loss-calculator/})

523 gallons/day (Usage + RH + Area estimation) [Evaporation Rate = The impact to the water system would be minimal. This usage would be equivalent to the approximate daily usage of 3-4 households and would not have a major impact on .0118*A*1(RH ambient [32.8 avg] - RH dewpoint [22 avg]) the City's water supply.
[https://dengarden.com/swimming-pools/Determine-Evaporation-](https://dengarden.com/swimming-pools/Determine-Evaporation-Rate-for-Swimming-Pool)

Rate-for-Swimming-Pool

Grabhorn Survey – Pool related responses

Amenities Responses (256 responding)

Indoor pool - 16

Pool - 9

Splash pad - 8

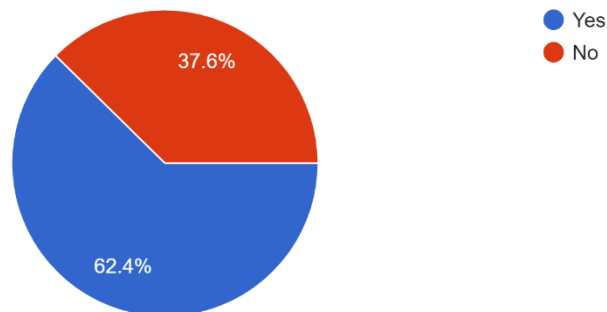
Swimming - 1

General Feedback Responses (164 responding)

| | |
|--|---|
| Positive feelings about a pool - 14 | Negative feelings about a pool - 8 |
| Positive feelings about an indoor pool only - 22 | Negative feelings about an outdoor pool - 9 |
| | Concern about how expensive pools are - 25 |
| | What happened to the pool fund - 16 |

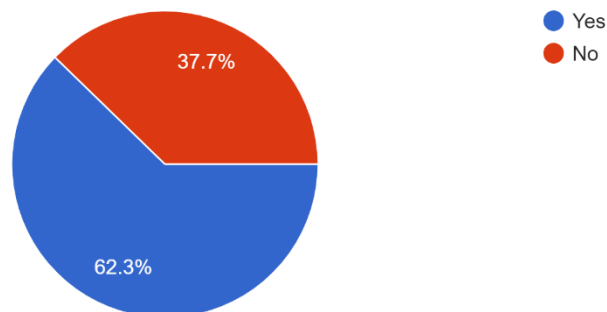
Would you support construction of an outdoor seasonal community pool?

263 responses



Would you support a new funding mechanism for construction and/or operation of the community pool?

257 responses



Comments:

- Why would the pool only be seasonal? If the investment is being made, why not make it year-round (covered) and usable for the most time in a year possible?
- Make a large splash pad next to a large gazebo for parents and kids to enjoy. I believe pool funds were used to buy this park, hence the name Casswell park
- Would love a community pool or a bigger splash pad with multiple areas for kids to enjoy.
- The Pool is such a great idea.
- The seasonal pool worries me. Swimming season is so short this far north, an indoor, year-round pool seems more practical, but funding has been so elusive...
- Could get more financially behind an indoor pool than an outdoor pool.
- Indoor pool instead of outdoor so it can be used year-round.
- So excited that the pool is on the table for this new park! Way to go!
- I do not feel we need a pool when our neighboring city has one that barely makes it. A pool in Scappoose could hurt an already established pool that has been there many many years.
- I'm undecided about support for a pool. It would be nice, but the cost (deficit?) associated with a pool doesn't feel realistic, particularly since the parks system already is not funded.
- I believe it is a mistake to build parking for the pool before funding for said pool can be secured. It is borderline irresponsible on the part of the city as funding for a pool has been near non-existent for years. Set the money aside and wait for proper funding for the pool. If the project were to fail to materialize, at least the money could be reallocated.
- Didn't we have money for a pool? What happened to that?
- The pool would be a giant money pit.
- A pool is too expensive to build and operate because the City's tax base is too small. Pools suck up a lot of money. If a P&R District the size of the School District was formed, a pool might be affordable.
- Please consider a splash pad!
- I think the initial cost and ongoing \$ maintenance for a pool is not optimal for this community. Not to mention that if the pool is outdoors it only would have 3 to 4 months use if that. Also consider the new world of COVID and the shutdown of public places like pools.
- Can you please build an indoor pool for all year use? Scappoose has a swim team that uses St. Helens pool.
- I would be interested to find out how many people would be disappointed if the pool never came to fruition. It is unfortunate that the pool is mandatory in the plans because "pool money" purchased the land. Please explain the cost to maintain a pool when asking the community questions about projects that may affect them financially. It would be great if you could find ways to nix the pool all together and survey Scappoose how they feel about being a community without a pool. EXPLAIN the maintenance cost and how you would plan to fund it.
- As a lifelong resident of Scappoose, fund raising for a pool has been going on for decades and there is no pool. What has happened to the funds raised over the years aside for paying travel expenses for city employees to "check" other community pools for ideas? Also feel proximity of athletic fields and pool should be closer to schools
- A swimming pool should be year-round and should be closer to the schools. But since we have been saving for one since I was in high school (40 years ago) I doubt it will ever happen. And the money

that was donated and put aside is no longer available as it was used for travel by the city to look at other pools.

- Bad location for a Pool in a flood plain area, Not convenient location for the #1 users of a pool - the schools. Consider a pool deal behind Mid school along Maple between Cafeteria and track.
- Love the idea of a seasonal pool but year-round would also be great. Look at how Hood River does their year-round pool, it is open to the air in the summer and covered in the winter.
- All great ideas for sure, but instead of a little of this and that, how about a full facility YMCA with an indoor covered pool? This community really needs a swim pool and we've been talking about that for at least 20 years that I can remember. thank you!
- I think investing in an indoor pool would be more beneficial in our community. This would allow us to use the pool throughout the whole year.
- This is Oregon, we need an indoor pool that adults and children can both use year-round.
- And having our own community pool is long overdue.
- Pool is way too expensive to build and maintain - give up on the idea!
- Pools are too costly to maintain. (Upkeep & Personnel, Lifeguards, etc.) We do not want MORE taxes!
- We already donated to City Pool. Already paid into pool (what happened to that fund?).
- Pool construction costs are nothing compared to maintenance costs.
- not a seasonal pool but year around, one to compliment Eisenschmidt for baby toddler classes and senior exercise. possibly warm water to be supplementally staffed by community center volunteers,
- The pool should be an indoor pool, allowing for year-round use.
- having the pool be an outdoor pool is not a good idea since it would only be used 2 to maybe 3 months out of the year. The upkeep would cost more in the long run.
- Indoor/ outdoor pool that can be used year round
- NO POOL! Too costly for residents, and why an outdoor pool? This is Oregon. Too much money, not enough months to use.
- Please let us know how much money is being held for a pool. Is the money invested? How much more is needed to build a community pool?
- Pools are very expensive to monitor and maintain and for 2-3 months use per year this is not practical.
- NO POOL
- The outdoor season is at best 3 months a pool would not be a great investment.
- Where is the money that we set aside for a pool? Thought the pool was going to go @ Havlik Dr. and 2nd.
- Pool name Casswell. Can the money from the pool fund go towards the pool?
- We raised money for a pool. What happened to the pool funds? We have been curious about this for years.
- Pools are too expensive and not used very much, a pain to maintain and operate. Only support a new funding mechanism if the tax base was broadened and we were constructing a year-round indoor pool that could be used by Scappoose High School's swim teams.
- I wouldn't mind a little more in taxes for a pool BUT!! use the money for what it is intended for. Last time you collected funds and no pool?? This is an amazing chance for our community please don't mess this up!!
- Pool please!! A wading pool for small children would be nice.

- Scappoose residents have been trying to get a pool for 30 years. It's a bit of a slap in the face to only be offered a pool only open 3 months of the year.
- Year-round pool.
- I'm not sure that an outdoor, seasonal pool is a good use of this park's area or an appropriate feature/amenity here in the PNW. Pools are expensive to construct and maintain. If the City would like to have a pool, a pool in the PNW should really be indoors for year-round use, use by those of all ages and daily use. Such a pool could be used by the area schools (swim teams), families, kids of all ages, young adults and adults. Swimming is good recreation and exercise for all. My suggestion is to use this area instead to expand parking in the future if it ever becomes truly necessary.
- Would also support funding for indoor pool for year-round access.
- We need indoor pool.
- Yes yes Yes to the pool! Absolutely! Our community has needed this for a long time.
- indoor pool and outdoor pool. User friendly for senior citizens. This pool idea has been around for over 49+ years! It needs to be indoor and outdoor pool for year-round use.
- no outdoor pool, but a covered pool.
- We have waited too many years for a simple pool and parking, nothing fancy. Make the pool and parking phase 1, and the fields phase 2.
- I will only support a pool if a concerted effort is made to have donations and money raising events to support it, not tax monies. supporting a new funding mechanism depends on how much and what % it would increase taxes.
- what happened to the funding for the pool years past?
- I think an outdoor pool would be expensive to maintain for the amount of time that it would be usable.
- Would prefer an indoor pool.
- What happened to the previous funding tax for the pool?
- An indoor pool would be used more, not only for community use, but also the Scappoose School District could use it for physical education classes.
- A year-round indoor pool would be even better
- The various community centers throughout Portland that are affordable, family orientated and have fitness centers and a small pool indoors should serve as a model for the facility built here.
- Pool would be better used if could be used year-round.
- I would prefer more field space for groups like Scappoose Soccer Club and youth softball, rather than dedicating so much land/space and funds to support a pool. Being able to host tournaments/jamborees/league games with the additional field space could increase spending at local businesses by visitors. I also have concerns on how the City would generate funds to operate a pool long-term, even if it were seasonal.
- Would be VERY excited to have a pool.
- Indoor pool, swim lessons, lap swimming. Would consider ideas for funding mechanisms for pool. I believe an annual membership could fund this. Would prefer to fund a pool rather than PCC.
- I would support and indoor pool. What happened to the money from the previous pool fund?
- We need a pool :)
- Where has all the money we collected for a pool gone? I seem to recall that a collection for a pool went on for years. I hope that money is in an account somewhere.

- might support a new funding mechanism. An outdoor pool would only be used about 2 months. Yet taxpayers would have to care for 12 months. These fundraisers have been going for at least 40 years! we should see some results.
- An indoor community center/pool and courts would be a true addition - please use the funds already accumulated for their proper use.
- The City has already received money donated for an INDOOR POOL! How about you build what we were promised and what the people WANT and what we've donated our money for!
- All-season pool.
- It rains, make an area covered for wintertime active area. Cover the pool, take the time and money now to do it right or find another spot.
- Should be an indoor pool
- Scappoose has a huge need for a community swimming pool or rec. center with a swimming pool. Scappoose high school needs a swimming facility, and this could be a community and school joint effort.
- What happened to the funds already paid for pool? land already donated for pool?
- Too short of a season for outdoor pool, too much noise. Do support development of an indoor pool.
- NO POOL!! Outdoor seasonal pool makes no sense and will be too costly to homeowners (not renters). Please no pool! It will be a disaster. No more taxes! We are getting taxed out of our houses.
- If there was a hell no for new fundraising, I would select that.
- No new taxes, we pay enough. Pool is a money pit.
- No indoor pool?
- Pool funding requires more discussion. Would the construction and operating costs of an indoor pool be so much more than an outdoor pool? For the expense, 12 months use would be more valuable than summer-only. Schools might pay part of the operating cost while teams use the pool. Why incur such a major expense for a facility we can use only 3 or 4 months of the year?
- Our community would greatly benefit from a pool. People have wanted one for a LONG time!!
- Too much maintenance for an outdoor pool, the city can't properly take care of current baseball fields. Would not support new funding mechanisms as proposed. Would support a year-round indoor pool.
- Would support an indoor pool and new funding for indoor pool.
- Probably would support pool and new funding.
- I could see a pool, which we don't have, as being first, not last!
- We want an indoor, all season pool. If we're going to build a pool, let's wait and do it right. A year round fully functional pool, not a seasonal or outdoor.
- NO NEW TAXES OR FEES

ATM 2021 Responses

What would you like to see more of in Scappoose?

Pool – 5 responses

What would you change about Scappoose?

Add an indoor pool – 1 response

What excites you about the future of Scappoose?

Pool – 1 response

What are two new programs you would like to see the City of Scappoose implement over the next 1-3 years?

Pool/Indoor pool – 6 responses

Comments:

- Please NO POOL! We don't need a seasonal pool! Scappoose has been talking about a pool my whole life and it needs to stop. Trails sports fields playgrounds are all good recreational activities for Scappoose, but a pool is too costly and property owners do not want to pay for it. what happened to all the money the city made from the sale of the property next to Bi-mart?
- Do not invest in a swimming pool too expensive for the return.
- Was hoping for an indoor pool but encouraged by the planning of at least on outdoor one.
- Get a swimming pool - covered top like Eisenschmidt.

CITY OF SCAPPOOSE

MARCH 2021

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|---|-----------|-----------|--|-----------|-----------|
| | 1 Council Work Session 6pm City Council 7pm | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 100-year ad hoc committee 2pm Planning Commission 7pm | 12 | 13 |
| 14 | 15 Council Work Session 6pm City Council 7pm | 16 | 17 | 18 Park & Rec Committee | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 Planning Commission 7pm | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |