



SCAPPOOSE *Oregon*

MONDAY, NOVEMBER 6, 2023
CITY COUNCIL/PLANNING COMMISSION
50 YEAR PLAN WORK SESSION – DEVELOPMENT CODE AMENDMENTS 6:00 PM

CITY COUNCIL MEETING AGENDA
REGULAR MEETING 7:00 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056

ITEM AGENDA TOPIC **Action**

Call to Order

Pledge of Allegiance

Roll Call

Approval of the Agenda

Public Comment - Items not on the agenda

Please sign a speaker request form and turn it in to the City Recorder along with any written testimony

1. Consent Agenda – October 16, 2023 City Council work session minutes; October 16, 2023 City Council meeting minutes

New Business

2. Proclamation ~ Recognizing October 9, 2023, As Indigenous Peoples' Day
Mayor Backus

3. Scappoose Response to CCFDB **Approval**
Legal Counsel Ashley Driscoll

4. CGI Video **Follow up**
Associate Planner NJ Johnson

5. Scappoose Adventure Festival 2023 ~ Post Event Report
Assistant to City Manager Isaac Butman

Announcements – information only

6. Calendar

7. Updates: 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 HALL at 503-543-7146, NO LATER THAN 3:00 PM ON THE DAY OF THE MEETING.

This meeting will be conducted in an ADA accessible room. If special accommodations are needed, please contact City Hall at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938



Monday, November 6, 2023

MEMORANDUM

To: City Council and Planning Commission
From: Laurie Joseph, Community Development Director
Re: 50 Year Plan Work Session – Development Code Amendments

As part of the ongoing long range planning project, the 50 Year Plan, the City will be updating several chapters of the development code in support of the Housing Capacity Analysis, Economic Opportunities Analysis, and addressing needed housekeeping amendments.

Attached you will find Chapters 17.62 – C, General Commercial, 17.68 – EC, Expanded Commercial, 17.100 – Landscaping, Screening and Fencing, 17.104 – Street Trees, and 17.120 – Site Development Review (only certain subsections are included for review at this time).

We will be joined by Heather Austin, from 3J Consulting, to go over the code revisions. Please review the code revisions and let staff know if you have any questions.

We look forward to seeing you on Monday.

Chapter 17.62

C GENERAL COMMERCIAL

Sections:

- 17.62.010** **Purpose.**
- 17.62.030** **Permitted and Conditional uses.**
- 17.62.050** **Dimensional requirements--Commercial and mixed-use buildings.**
- 17.62.060** **Dimensional requirements-Multifamily buildings.**
- 17.62.070** **Dimensional requirements Live/Work townhouse or live/work multifamily building.**
- 17.62.080** **Live/Work Requirements.**
- 17.62.090** **Special Buffer Requirements for multifamily buildings and live/work multifamily buildings.**
- 17.62.100** **Architectural character for multifamily and live/work multifamily buildings.**

17.62.010 Purpose.

The purpose of the general commercial zone is to provide for a concentrated, central commercial, office and major retail goods and services area with opportunities for employment and business and professional services in close proximity to residential services and located adjacent to arterial or collector streets. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.62.030 Permitted and Conditional uses.

Use	
Church	Permitted outright ¹
Community recreation facilities	Permitted outright ¹

Use	
Convenience sales	Permitted outright ¹
Cultural exhibits and library services	Permitted outright ¹
Day care facility	Permitted outright ¹
Mixed-use building	Permitted outright ¹
Eating and drinking establishments <u>including outside dining facilities</u>	Permitted outright ¹
Equipment rentals, general	Permitted outright ¹
Financial, insurance and real estate services	Permitted outright ¹
<u>Food and beverage manufacturing and production with a building footprint less than 10,000 square feet in size with associated retail component, subject to Chapter 17.90 Environmental Performance Standards</u>	<u>Permitted outright¹</u>
Food and beverage retail sales	Permitted outright ¹
Food cart pod (Type I or II), subject to Chapter 17.126	Permitted outright ¹
General retail sales	Permitted outright ¹
Home occupation (Type I) subject to Chapter 17.142 , Home Occupations	Permitted outright ¹
Hospitals	Permitted outright ¹
Hotel/motel	Permitted outright ¹

Use	
Lodge, fraternal and civic assembly	Permitted outright ¹
Medical and dental services	Permitted outright ¹
Multifamily buildings, when located outside of the Scappoose Creek Floodplain	Permitted outright ¹
Live/work townhouses or live/work multifamily building	Permitted outright ¹
Parking facilities	Permitted outright ¹
Passenger terminals	Permitted outright ¹
Personal services, general	Permitted outright ¹
Postal services	Permitted outright ¹
Professional and administrative services	Permitted outright ¹
Public agency administrative services	Permitted outright ¹
Public safety facilities and public support facilities	Permitted outright ¹
Repair services for household and personal items, excluding automotive	Permitted outright ¹
Residential care facility when located at least two hundred feet from Highway 30 and outside of the Scappoose Creek Flood Plain	Permitted outright ¹
Sales grooming and veterinary of small animals	Permitted outright ¹

Use	
Vehicle fuel sales, retail	Permitted outright ¹
Any permitted use on a temporary basis subject to Scappoose Municipal Code 17.128 , Temporary Commercial and Industrial Uses	Permitted outright ¹
Wireless communications facilities, not to include antenna support structures, subject to the provisions of Chapter 17.93	Permitted outright ¹
Public and private schools including but not limited to charter schools and career schools as defined and regulated by the State of Oregon.	Permitted outright ¹
Home occupations (Type II) subject to Chapter 17.142 , Home Occupations	Conditional use ²
Major impact utilities, provided that a ten-foot perimeter setback containing both externally visible landscaping meeting buffering standards and solid screening surrounds the property	Conditional use ²
Ministorage with or without a caretaker dwelling	Conditional use ²
Wholesaling, storage and distribution, provided that all activities are conducted entirely within a building or structure	Conditional use ²
Outside storage subject to buffering and screening according to Chapter 17.100 , Landscaping, Screening and Fencing	Conditional use ²
Outside dining facilities	Conditional use²
Commercial amusement facilities such as bowling alleys or movie theaters other than adult motion picture theaters	Conditional use ²

Use	
Wireless communication facilities, subject to the provisions of Chapter 17.93 .	Conditional use ²

1 In the general commercial zone, activities shall be conducted within an enclosed structure or building and are subject to Chapter [17.120](#), Site Development Review. Only these uses and their accessory uses are permitted outright.

2 These uses and their accessory uses may be permitted when authorized by the planning commission in accordance with the requirements of Chapter [17.130](#), Conditional Use, other relevant sections of this title and any conditions imposed by the planning commission.

(Ord. 877, 2019; Ord. 868, 2018)

17.62.050 Dimensional requirements--Commercial and mixed-use buildings.

Dimensional Requirements	Requirement ¹
Minimum lot area	Ten thousand square feet
Minimum lot width	Fifty feet
Minimum setback	
Front Yard	Ten feet and landscaped per Section 17.100.090 ;
Corner lots	The minimum setback for the side facing the street shall be twenty feet
Internal side or rear yard setback	No internal side or rear yard setback shall be required, except thirty feet shall be required where abutting a residential zoning district and the planning commission

Dimensional Requirements	Requirement ¹
	may reduce that required yard setback by fifty percent pursuant to Chapter 17.100 , Landscaping, Screening and Fencing
Maximum height	No commercial building shall exceed fifty feet in height. A mixed-use building shall not exceed sixty feet in height. Within fifty feet of a residential zone, no building shall exceed thirty-five feet in height
Maximum lot coverage	Ninety percent including all buildings and impervious surfaces

¹ Additional requirements shall include any applicable section of this title.

(Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.62.060 Dimensional requirements-Multifamily buildings.

Dimensional Requirements	Requirement
Minimum density	15 dwelling units per net acre
Minimum lot width	Fifty feet
Minimum setback	
Front Yard	Fifteen feet
Front of garages or carports	Twenty feet from the property line where access occurs

Dimensional Requirements	Requirement
Side yard	Total a minimum of fifteen feet with one setback not less than ten feet, which shall be on the street side for corner lots
Rear yard	Twenty feet
Setbacks for accessory building behind a residence	
Side	Five feet each
Rear	Five feet
Maximum height	Sixty feet
Accessory Building	Twenty two feet
Maximum lot coverage	Eighty percent, including all buildings and impervious surfaces
Minimum landscape	Twenty percent

(Ord. 868, 2018)

17.62.070 Dimensional requirements Live/Work townhouse or live/work multifamily building.

Dimensional Requirements	Requirement

Dimensional Requirements	Requirement
Minimum density	
Townhouse	Two thousand five hundred square feet per unit
Multifamily	15 dwelling units per net acre
Minimum lot width	
Townhouse	Twenty-five feet per unit
Multifamily buildings	Fifty feet
Minimum setback	
Front Yard	Fifteen feet
Front of garages or carports	Twenty feet from the property line where access occurs
Side yard	Total a minimum of fifteen feet with one setback not less than ten feet, which shall be on the street side for corner lots
Rear yard	Twenty feet
Setbacks for accessory building behind a residence	
Side	Five feet each
Rear	Five feet

Dimensional Requirements	Requirement
Minimum height	Two stories
Maximum height	
Townhouse	Thirty-five feet
Multifamily	Sixty feet
Accessory Building	Twenty two feet
Maximum lot coverage	Eighty percent, including all buildings and impervious surfaces
Minimum landscape	Twenty percent

(Ord. 868, 2018)

17.62.080 Live/Work Requirements.

Each Live/Work unit shall meet the following requirements:

1. The ground floor commercial or office space will have visibility, signage, and access from the primary street.
2. A live/work unit with residential uses on the ground floor must be located outside of the Scappoose Creek Floodplain.
3. To preserve the pedestrian orientation of the commercial or office space, alley or rear access is required to provide services and residential parking.
4. Each Live/Work Unit shall have a minimum work space of 200 square feet and a minimum living area of 600 square feet.

5. Each Live/Work Unit shall have a minimum of one (1) off-street parking space for each dwelling unit and one (1) off-street parking space for the first 500 square feet of non-residential floor area. Additional off-street parking spaces for non-residential floor area over and above the first 500 square feet shall be provided pursuant to Chapter [17.106](#) (Off-Street Parking and Loading Requirements). (Ord. 868, 2018)

17.62.090 Special Buffer Requirements for multifamily buildings and live/work multifamily buildings.

Buffer requirements for multifamily uses in the general commercial district are the same as the A-1 zone, See Section [17.56.070](#). (Ord. 868, 2018)

17.62.100 Architectural character for multifamily and live/work multifamily buildings.

Architectural character requirements for multifamily uses in the general commercial district are the same as the A-1 zone, See Section [17.56.080](#). (Ord. 868, 2018)

The Scappoose Municipal Code is current through Ordinance 916, passed May 15, 2023.

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Chapter 17.68

EC EXPANDED COMMERCIAL

Sections:

- 17.68.010** **Purpose.**
- 17.68.030** **Permitted and Conditional uses.**
- 17.68.050** **Dimensional requirements-Commercial and mixed-use buildings.**
- 17.68.060** **Dimensional requirements -- Multifamily buildings.**
- 17.68.070** **Dimensional requirements Live/Work townhouse or live/work multifamily building.**
- 17.68.080** **Live/Work Requirements.**
- 17.68.090** **Special Buffer Requirements for multifamily buildings and live/work multifamily buildings.**
- 17.68.100** **Architectural character for multifamily and live/work multifamily buildings.**

17.68.010 Purpose.

The purpose of the EC zone is to provide areas:

A. For combining light manufacturing, office, retail sales, and complementary related commercial uses;

B. For combining uses which have no off-site impacts in terms of noise, odor, glare, lights, vibration, smoke, dust or other types of off-site impacts;

C. For combining parking, landscaping and other design features which physically and visually link structures and uses within one development;

D. Which utilize a basic street and utility pattern which will permit flexibility in the size of development sites and provide internal circulation which connect to adjoining sites; and

E. Which provide for a circulation system that provides direct access to arterials or collectors that will not channel traffic through residential areas. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.68.030 Permitted and Conditional uses.

Use	
Agricultural sales	Permitted outright ¹
<p>Automotive and equipment:</p> <p>1. Repairs provided that a five-foot landscaped perimeter setback surround all outdoor parking and storage areas and all repair work is performed indoors;</p> <p>2. Sales/rental/storage of farm equipment, automobiles, recreational vehicles, boats or light equipment, provided that a five-foot landscaped perimeter setback surrounds all outdoor parking and all storage areas are buffered and screened in accordance with Chapter 17.100, Landscaping, Screening and Fencing.</p>	Permitted outright ¹
Building materials sales and storage	Permitted outright ¹
Building maintenance services	Permitted outright ¹
Business equipment sales and services	Permitted outright ¹
Church	Permitted outright ¹
Commercial amusement facilities including bowling alleys, video arcades, and movie theaters other than adult motion picture theaters	Permitted outright ¹
Communication services	Permitted outright ¹
Construction sales and services	Permitted outright ¹
Day care facility	Permitted outright ¹

Use	
Mixed-use building	Permitted outright ¹
Eating and drinking establishments <u>including outside dining facilities</u>	Permitted outright ¹
Equipment rental and sales	Permitted outright ¹
Financial, insurance and real estate services	Permitted outright ¹
<u>Food and beverage manufacturing and production with a building footprint less than 10,000 square feet in size with associated retail component, subject to Chapter 17.90 Environmental Performance Standards</u>	
Food cart pod (Type I or II), subject to Chapter 17.126	Permitted outright ¹
General retail sales	Permitted outright ¹
Home occupation (Type I) subject to Chapter 17.142 , Home occupations	Permitted outright ¹
Laundry services	Permitted outright ¹
Medical and dental services	Permitted outright ¹
Mini-storage with or without caretaker dwelling	Permitted outright ¹
Multifamily buildings, when located outside of the Scappoose Creek Flood Plain	Permitted outright ¹
Live/Work townhouses or live/work multifamily building	Permitted outright ¹

Use	
Packaging and production of finished products from previously prepared materials	Permitted outright ¹
Parking facilities	Permitted outright ¹
Participation sports and recreation, indoor	Permitted outright ¹
Postal services	Permitted outright ¹
Professional and administrative offices	Permitted outright ¹
Public safety services	Permitted outright ¹
Public support facilities	Permitted outright ¹
Recreational vehicle parks subject to Chapter 17.94 , Manufactured Home Regulations	Permitted outright ¹
Research services	Permitted outright ¹
Residential care facilities when located at least two hundred feet from Highway 30 and outside of the Scappoose Creek Flood Plain	Permitted outright ¹
Small animal sales and services including veterinary	Permitted outright ¹
Vehicle fuel sales, retail	Permitted outright ¹
Wholesale, storage and distribution	Permitted outright ¹
Hotel/motel	Permitted outright ¹

Use	
Any permitted use on a temporary basis subject to Scappoose Municipal Code 17.128 , Temporary Commercial and Industrial Uses	Permitted outright ¹
Wireless communications facilities, not to include antenna support structures, subject to the provisions of Chapter 17.93	Permitted outright ¹
Public and private schools including but not limited to charter schools and career schools as defined and regulated by the State of Oregon.	Permitted outright ¹
<p>Adult bookstore, entertainment or motion picture theaters, provided no sales area or activity is ever visible from the building exterior, all building setbacks shall be a minimum of thirty-five feet from any property line and shall be screen and buffered in accordance with Section 17.100.090. In addition, location shall be at least one thousand five hundred feet, measured in a straight line, from any of the following:</p> <ol style="list-style-type: none"> 1. Residential district 2. Public or private nursery, preschool, elementary, junior, middle or high school 3. Day care facility, nursery school, convalescent home, home for the aged, resident care facility or hospital 4. Public library 5. Community recreation 6. Church 	Conditional use ²
Automotive and equipment body repairs conducted wholly within an enclosed structure	Conditional use ²
Fleet storage with no buildings or structures, provided that a	Conditional use ²

Use	
five-foot screened and buffered perimeter setback surrounds all outdoor parking and storage areas	
Home occupations (Type II) subject to Chapter 17.142 , Home Occupations	Conditional use ²
Outside storage subject to buffering and screening in accordance with Chapter 17.100 , Landscaping, Screening and Fencing	Conditional use ²
Outside dining facilities	Conditional use²
Major impact utilities provided that a ten-foot perimeter setback containing both externally visible landscaping meeting buffering standards and solid screening surrounds the property	Conditional use ²
Radio towers and transmitters	Conditional use ²
Wireless communication facilities, subject to the provisions of Chapter 17.93 .	Conditional use ²

1 In the expanded commercial zone, except as specifically stated, activities shall be conducted within an enclosed building or structure and are subject to Chapter [17.120](#), Site Development Review. Only these uses and their accessory uses are permitted outright.

2 These uses and their accessory uses may be permitted when authorized by the planning commission in accordance with the requirements of Chapter [17.130](#), Conditional Use, other relevant sections of this title and any conditions imposed by the planning commission.

(Ord. 877, 2019; Ord. 868, 2018)

17.68.050 Dimensional requirements-Commercial and mixed-use buildings.

Dimensional Requirements	Requirement ¹
Minimum lot size	Ten thousand square feet
Minimum lot width	One hundred feet
Minimum setback	
Front Yard	Shall be a minimum of ten feet and shall be landscaped per Section 17.100.090
Corner lots and through lots	The minimum setback for the side facing the street shall be twenty feet
Side or rear yard	None required except thirty feet shall be required where abutting a residential zoning district and the planning commission may reduce the required yard setback by fifty percent pursuant to Chapter 17.100 , Landscaping, Screening and Fencing.
Maximum height	No commercial building shall exceed fifty feet in height. A mixed-use building shall not exceed sixty feet in height. Within fifty feet of a residential zone, no building shall exceed thirty-five feet in height.
Maximum lot coverage	The maximum lot coverage shall be ninety percent including all buildings and impervious surfaces

¹ Additional requirements shall include any applicable section of this title.

(Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.68.060 Dimensional requirements -- Multifamily buildings.

Dimensional Requirements	Requirement
Minimum density	15 dwelling units per net acre
Minimum lot width	Fifty feet
Minimum setback	
Front Yard	Fifteen feet
Front of garages or carports	Twenty feet from the property line where access occurs
Side yard	Total a minimum of fifteen feet with one setback not less than ten feet, which shall be on the street side for corner lots
Rear yard	Twenty feet
Setbacks for accessory building behind a residence	
Side	Five feet each
Rear	Five feet
Maximum height	Sixty feet
Accessory Building	Twenty two feet
Maximum lot coverage	Eighty percent, including all buildings and impervious surfaces

Dimensional Requirements	Requirement
Minimum landscape	Twenty percent

(Ord. 868, 2018)

17.68.070 Dimensional requirements Live/Work townhouse or live/work multifamily building.

Dimensional Requirements	Requirement
Minimum density	
Townhouse	Two thousand five hundred square feet per unit
Multifamily	15 dwelling units per net acre
Minimum lot width	
Townhouse	Twenty-five feet per unit
Multifamily buildings	Fifty feet
Minimum setback	
Front Yard	Fifteen feet
Front of garages or carports	Twenty feet from the property line where access occurs
Side yard	Total a minimum of fifteen feet with one setback not less than ten feet, which shall be on the street side for corner

Dimensional Requirements	Requirement
	lots
Rear yard	Twenty feet
Setbacks for accessory building behind a residence	
Side	Five feet each
Rear	Five feet
Minimum height	Two stories
Maximum height	
Townhouse	Thirty-five feet
Multifamily	Sixty feet
Accessory Building	Twenty two feet
Maximum lot coverage	Eighty percent, including all buildings and impervious surfaces
Minimum landscape	Twenty percent

(Ord. 868, 2018)

17.68.080 Live/Work Requirements.

Each Live/Work unit shall meet the following requirements:

1. The ground floor commercial or office space will have visibility, signage, and access from the primary street.
2. A live/work unit with residential uses on the ground floor must be located outside of the Scappoose Creek Floodplain.
3. To preserve the pedestrian orientation of the commercial or office space, alley or rear access is required to provide services and residential parking.
4. Each Live/Work Unit shall have a minimum work space of 200 square feet and a minimum living area of 600 square feet.
5. Each Live/Work Unit shall have a minimum of one (1) off-street parking space for each dwelling unit and one (1) off-street parking space for the first 500 square feet of non-residential floor area. Additional off-street parking spaces for non-residential floor area over and above the first 500 square feet shall be provided pursuant to Chapter [17.106](#) (Off-Street Parking and Loading Requirements). (Ord. 868, 2018)

17.68.090 Special Buffer Requirements for multifamily buildings and live/work multifamily buildings.

Buffer requirements for multifamily uses in the expanded commercial district are the same as the A-1 zone, See Section [17.56.070](#). (Ord. 868, 2018)

17.68.100 Architectural character for multifamily and live/work multifamily buildings.

Architectural character requirements for multifamily uses in the expanded commercial district are the same as the A-1 zone, See Section [17.56.080](#). (Ord. 868, 2018)

The Scappoose Municipal Code is current through Ordinance 916, passed May 15, 2023.

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Chapter 17.100

LANDSCAPING, SCREENING AND FENCING

Sections:

17.100.010	Purpose.
17.100.020	Applicability--Approval process.
17.100.030	General provisions.
17.100.090	Buffering and screening requirements.
17.100.100	Screening--Special provisions.
17.100.110	Fences or walls.
17.100.120	Required fencing of pools.
17.100.140	Re-vegetation.

17.100.010 Purpose.

The purpose of this chapter is to establish standards for landscaping, buffering and screening in order to enhance the environment of the city through the use of plant materials as a unifying element and by using trees and other landscaping materials to mitigate the effects of the sun, wind, noise and lack of privacy. (Ord. 634 § 1 Exh. A, 1995)

17.100.020 Applicability--Approval process.

A. The provisions of this chapter shall apply to all development including the construction of new structures, major modification of existing structures as defined in Chapter [17.120](#), and to an application which increases the on-site parking or loading requirements, or which changes the access requirements.

B. Where the provisions of Chapter [17.120](#) do not apply, the planner shall approve, approve with conditions, or deny a plan submitted under the provisions of this chapter. No notice is required.

C. The applicant shall submit a site plan which includes:

1. Location of underground irrigation system sprinkler heads where applicable;
2. Location and height of fences, buffers and screening;
3. Location of terraces, decks, shelters, play areas, and common open spaces;
4. Location, type, size and species of existing and proposed plant materials; and
5. A narrative which addresses soil conditions and erosion control measures. (Ord. 634 § 1 Exh. A, 1995)

17.100.030 General provisions.

A. Unless otherwise provided by the lease agreement, the owner, tenant and their agent, if any, shall be jointly and severably responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris.

B. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming or otherwise so that:

1. Public utilities can be maintained or repaired;
2. Pedestrian or vehicular access is unrestricted;
3. Visual clearance area provisions are met. (See Chapter [12.10](#), Visual Clearance Areas.)

C. Certificates of occupancy shall not be issued unless the landscaping requirements have been met or a bond has been posted with the city to insure the completion of landscaping requirements.

D. Existing plant materials on a site shall be protected to prevent erosion. Existing plant materials may be used to meet landscaping requirements if no cutting or filling takes place within the dripline of the tree. (Ord. 820 § 6, 2012; Ord. 634 § 1 Exh. A, 1995)

17.100.090 Buffering and screening requirements.

A. Buffering and screening are required to reduce the impacts on adjacent uses which are of a different type zoning. The owner of each proposed development is responsible for the installation and effective maintenance of buffering and screening. When different ~~uses zones~~ abut one another, buffering and screening are required. When different ~~uses zones~~ would be abutting one another except for separation by a right-of-way, buffering, but not screening, shall be required.

B. A buffer consists of an area within a required interior setback adjacent to a property line, having a width of ten feet, except where the planning commission requires additional width, and a length equal to the length of the property line of the abutting ~~use or uses zone or zones~~.

C. Occupancy of a buffer area shall be limited to utilities, screening, and landscaping. No buildings, accessways or parking areas shall be allowed in a buffer area.

D. The minimum improvements within a buffer area shall include:

1. One row of trees, or groupings of trees equivalent to one row of trees. At the time of planting, these trees shall not be less than ten feet high for deciduous trees and five feet high for evergreen trees measured from the ground to the top of the tree after planting. Spacing for trees shall be as follows:

- a. Small or narrow stature trees, under twenty-five feet tall or less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart;
- b. Medium sized trees between twenty-five feet to forty feet tall and with sixteen feet to thirty-five feet wide branching at maturity shall be spaced no greater than twenty-five feet apart;
- c. Large trees, over forty feet tall and with more than thirty-five feet wide branching at maturity, shall be spaced no greater than thirty feet apart.

2. In addition, at least one five-gallon shrub shall be planted for each one hundred square feet of required buffer area.

3. The remaining area shall be planted in groundcover, or spread with bark mulch.

E. Where screening is required the following standards shall apply in addition to those required for buffering:

1. A hedge of narrow or broadleaf evergreen shrubs shall be planted which will form a four-foot continuous screen within two years of planting; or
2. An earthen berm planted with evergreen plant materials shall be provided which will form a continuous screen six feet in height within two years. The unplanted portion of the berm shall be planted in lawn, ground cover or bark mulched; or
3. A five-foot or taller fence or wall shall be constructed to provide a continuous sight obscuring screen. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood or brick, or otherwise acceptable by the planner. Corrugated metal is not considered to be acceptable fencing material. Chain link fences with slats may qualify as screening when combined with a planting of a continuous evergreen hedge;
4. An evergreen hedge or other dense evergreen landscaping may satisfy a requirement for a sight obscuring fence where required. Such hedge or other dense landscaping shall be properly maintained and shall be replaced with another hedge, other dense evergreen landscaping, or a fence or wall when it ceases to serve the purpose of obscuring view; and no hedge shall be grown or maintained at a height greater than that permitted by these regulations for a fence or wall when located within a visual clearance area as set forth in Chapter [12.10](#), Visual Clearance Areas

F. Buffering and screening provisions shall be superseded by the vision clearance requirements as set forth in Chapter [12.10](#), Visual Clearance Areas.

G. When the use to be screened is downhill from the adjoining zone or use, the prescribed heights of required fences, walls or landscape screening shall be measured from the actual grade of the adjoining property. (Ord. 820 § 6, 2012; Ord. 634 § 1 Exh. A, 1995)

17.100.100 Screening--Special provisions.

~~A. if four or more off-street parking spaces are required under this title, off-street parking adjacent to a public street shall provide a minimum of four square feet of landscaping for each~~

~~lineal foot of street frontage. Such landscaping shall consist of landscaped berms or shrubbery at least two feet in height, which shall be dispersed adjacent to the street as much as practical. Additionally, one tree which shall provide a canopy of at least three hundred square feet upon maturity shall be provided for each fifty lineal feet of street frontage or fraction thereof. Landscaped parking areas may include special design features which effectively screen the parking lot areas from view. These design features may include the use of landscaped berms, decorative walls, and raised planters. Landscape planters may be used to define or screen the appearance of off-street parking areas from the public right-of-way. Materials to be installed shall achieve a balance between low lying and vertical shrubbery and trees,~~

~~AB. Loading areas and outside – Outside storage shall be screened from public view from public streets and adjacent properties by means of sight-obscuring landscaping, fences, walls or other means. The screen shall have a minimum height of six feet, and the planning commission may require a taller screen depending on the location and height of the loading or storage area.~~

C. Except for one-family and two-family dwellings, any refuse container or disposal area and service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area, shall be screened from view by placement of a solid wood fence, masonry wall or evergreen hedge between five and eight feet in height. All refuse materials shall be contained within the screened area. (Ord. 634 § 1 Exh. A, 1995)

17.100.110 Fences or walls.

A. Fences, walls or combinations of earthen berms and fences or walls up to four feet in height may be constructed in required front yards. Rear and side yard fences, or berm/fence combinations behind the required front yard setback may be up to ~~six~~ seven feet in height without any additional permits. Any proposed fence ~~or fence/berm combination~~ higher than ~~six~~ seven feet shall require a building permit. Any fence or fence/berm combination greater than eight feet in height shall require planning commission approval in addition to a building permit.

B. The prescribed heights of required fences, walls or landscaping shall be measured from the lowest of the adjoining levels of finished grade.

C. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood or brick, or otherwise acceptable by the planner. Corrugated metal is not considered to be acceptable fencing material. Fences and walls shall be in compliance with other city regulations. (Ord. 634 § 1 Exh. A, 1995)

17.100.120 Required fencing of pools and ponds.

~~A. Every person in possession of land within the city, either as owner, purchaser under contract, lessee, tenant or licensee, upon which is situated a swimming pool or other outside body of water designed or used for swimming, dipping or immersion purposes having a depth of more than eighteen inches shall maintain an enclosure consisting of a fence or wall which shall discourage children climbing and is acceptable to the building inspector.~~

~~B. All gates or doors opening through such enclosure shall be equipped with self-enclosing and self-latching devices installed at least forty inches above the ground or base, designed to help and capable of keeping such door or gate securely closed at all times when not in actual use; provided, however, that the door of any dwelling occupied by human beings and forming any part of the enclosure required need not be so equipped. A swimming pool is any structure intended for swimming or recreational bathing that contains water over 24 inches deep. This includes in-ground, above-ground and on-ground swimming pools, hot tubs and spas. Swimming pool enclosures must comply with the provisions of the applicable building code in effect at the time of pool installation.~~

~~BC. Every person in possession of land within the city, either as owner, purchaser under contract, lessee, tenant or licensee, on which there is a fish pond – All ponds or other decorative pools having a depth of eighteen inches or more shall ~~construct and maintain an acceptable enclosure and securely close off or block any and all entrances thereto. An acceptable enclosure shall be one~~ be enclosed or covered by one or both of the following:~~

1. A minimum two foot tall fence completely surrounding the yard where the ~~fish~~ pond or decorative pool is located; and/or

2. A wire screen or cover of sufficient strength to hold a weight of at least seventy-five pounds and installed not more than six inches below the surface of the water at all times. (Ord. 634 § 1 Exh. A, 1995)

17.100.140 Re-vegetation.

A. Upon completion of construction activities, where natural vegetation or topsoil has been removed in areas not affected by the landscaping requirements and that are not to be occupied by structures, such areas are to be replanted as set forth in this section to prevent erosion.

B. *Preparation for Re-vegetation.* Topsoil removed from the surface is to be stored on or near the sites and protected from erosion while construction activities are underway; and

1. Such storage may not be located where it would cause suffocation of root systems of trees intended to be preserved; and
2. After completion of such activities, the topsoil is to be restored to exposed cut and fill embankments or building pads to provide a suitable base for seeding and planting.

C. *Methods of Re-vegetation.*

1. Acceptable methods of re-vegetation include hydromulching or the planting of rye grass, barley or other seed with equivalent germination rates, and where lawn or turf grass is to be established, lawn grass seed or other appropriate landscape cover is to be sown at not less than four pounds to each one thousand square feet of land area.
2. Other re-vegetation methods offering equivalent protection may be approved by the approval authority.
3. Plant materials are to be watered at intervals sufficient to ensure survival and growth.
4. The use of native plant materials is encouraged to reduce irrigation and maintenance demands. (Ord. 634 § 1 Exh. A, 1995)

The Scappoose Municipal Code is current through Ordinance 916, passed May 15, 2023.

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Chapter 17.104

STREET TREES

Sections:

17.104.010	Purpose.
17.104.020	Applicability.
17.104.030	Approval process.
17.104.040	Standards for street trees.
17.104.060	Maintenance of street trees.
17.104.070	Excavation approval required.
17.104.080	Penalties for damage or removal of street trees.

17.104.010 Purpose.

The purpose of this chapter is to foster retention of the overall tree canopy in the city and require the planting of street trees in order to enhance the environment of the city through the use of plant materials as a unifying element and to protect the health, safety and welfare of the public by using trees to mitigate the negative effects of impervious surfaces and vehicular traffic including increased temperatures, airborne particulates, carbon dioxide, noise and stormwater runoff. (Ord. 659 § 3, 1997)

17.104.020 Applicability.

A. The provisions of this chapter shall apply to all development as defined in Scappoose Municipal Code Chapter [17.26](#), Definitions, except a building permit to add to or remodel an existing single-family residence.

B. All development shall be required to plant street trees. Street trees shall be defined as trees located on land lying between the property lines on either side of all streets, avenues or public rights-of-way within the city or within easements defined on a recorded plat as street tree easements.

C. All street trees required under this chapter shall be subject to the requirements of Scappoose Municipal Code Chapter [17.140](#) Public Land Tree Removal. (Ord. 659 § 3, 1997)

17.104.030 Approval process.

A. The applicant shall submit two copies of a site plan, drawn to an acceptable scale, which includes:

1. North arrow and map scale;
2. Name and phone number of contact person;
3. Location of all permanent structures including signs;
4. Location of right-of-way and all utilities including underground and aboveground;
5. Location, type, size and species of proposed street trees.

B. Where the development does not require approval by the planning commission, the plan shall be submitted to the planner for determination of completeness. When the plan is determined to be complete, the planner shall send one copy to the public works director for review and comment and shall allow five days for public works comments. The planner shall approve, approve with conditions, or deny a plan submitted under the provisions of this chapter within ten business days of determining the plan to be complete. No additional public notice shall be required.

C. If no other approvals are required by the project, there shall be no fee for approval of the plan required by this section.

D. If the project requires other approvals, the following shall apply:

1. Approval of the plan required by this section shall be consolidated with all other required approvals and shall be processed pursuant to the requirements of the other approvals; and
2. One percent of the total fee for all other approvals shall be placed in a dedicated fund for the planting and maintenance of street trees; and

3. All required information may be combined with plans required by other approvals.
- E. Certificates of occupancy shall not be issued unless the street tree requirements have been met or a bond has been posted with the city to ~~insure~~ensure the plantings. (Ord. 659 § 3, 1997)

17.104.040 Standards for street trees.

- A. Street trees shall be selected from the approved street tree list on file with the Planning Department.
- B. At the time of planting, street trees shall not be less than ten feet high for deciduous trees and five feet high for evergreen trees.
- C. Spacing and minimum planting areas for street trees shall be as follows:
 1. Street trees under twenty-five feet tall and less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart in planting areas containing no less than sixteen square feet of porous surface and not less than four feet wide;
 2. Street trees under twenty-five feet tall and greater than sixteen feet wide at maturity shall be spaced no further than twenty feet apart in planting areas containing no less than sixteen square feet of porous surface and not less than four feet wide;
 3. Street trees between twenty-five feet to forty feet tall and less than twenty-five feet wide at maturity shall be spaced no greater than twenty-five feet apart in planting areas containing no less than twenty-four square feet of porous surface and not less than six feet wide;
 4. Street trees between twenty-five feet to forty feet tall and greater than twenty-five feet wide at maturity shall be spaced no greater than thirty feet apart in planting areas containing no less than twenty-four square feet of porous surface and not less than six feet wide;
 5. Street trees greater than forty feet tall at maturity shall be spaced no greater than forty feet apart in planting areas containing not less than thirty-six square feet of porous surface and not less than eight feet wide.

D. Street trees located under or within ten feet of overhead utility lines shall be less than twenty-five feet tall at maturity.

E. Street trees shall be planted in accordance with the requirements of Scappoose Municipal Code Section [13.28.020\(C\)](#). (Ord. 875, 2018; Ord. 659 § 3, 1997)

17.104.060 Maintenance of street trees.

A. The adjacent owner, tenant, and their agent, if any, shall be jointly and severally responsible for the maintenance of all street trees which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and tree wells shall be kept free from refuse and debris.

B. All street trees shall be controlled by pruning to National Arborist Association Pruning Standards for Shade Trees included as Appendix B of the Scappoose Comprehensive Urban Forestry Plan.

C. Every owner of any tree overhanging any street or right-of-way within the city shall prune the branches so that such branches shall not severely obstruct the light from any street ~~lamp~~ ~~light~~ or obstruct the view of any street intersection and so that there shall be a clear space of thirteen feet above street surface or eight feet above the sidewalk surface. Such owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The city shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic-control device or sign or sight triangle at intersections as defined in Scappoose Municipal Code [12.10](#), Visual Clearance Areas. Tree limbs that grow near high voltage electrical conductors shall be maintained clear of such conductors by the electric utility company in compliance with any applicable franchise agreements.

D. The city shall have the right to plant, prune, and otherwise maintain trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, as may be necessary to ~~insure~~ ~~ensure~~ public safety or to preserve or enhance the symmetry and beauty of such public grounds.

E. It is unlawful as a normal practice for any person, firm or city department to top any street tree. Topping is defined as the severe cutting back of limbs within the tree's crown to such a

degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this chapter at the determination of the city manager after consultation with a registered arborist or certified forester. (Ord. 820 § 7, 2012; Ord. 659 § 3, 1997)

17.104.070 Excavation approval required.

Written approval of the city manager is required prior to any excavation within the dripline of a street tree. (Ord. 659 § 3, 1997)

17.104.080 Penalties for damage or removal of street trees.

~~The abuse, destruction, defacing, topping, removal, mutilation or other misuse of any tree planted on public property or along a public street is prohibited. The cost of repair or replacement shall be borne by the party performing the activity. Repair or replacement value of street trees shall be determined by a qualified arborist or landscape architect at the expense of the party performing the activity. Such damage or removal activity shall be subject to the penalties defined by Chapter 17.24, and other penalties defined by applicable ordinances and statues, provided that each tree so abused shall be deemed a separate offense. Any activity that results in injury, mutilation or death of a street tree is prohibited. If such injury, mutilation or death of a street tree shall occur, the cost of the repair or replacement shall be borne by the party performing the activity. The replacement value of street trees shall be determined in accordance with the latest revision of the Council of Tree and Landscape Appraisers evaluation method.~~ (Ord. 659 § 3, 1997)

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Chapter 17.120

SITE DEVELOPMENT REVIEW

Sections:

17.120.010	Purpose.
17.120.020	Applicability of provisions.
17.120.030	Administration and approval process.
17.120.040	Expiration of approval.
17.120.050	Phased development.
17.120.060	Bonding and assurances.
17.120.070	Major modification to approved plans or existing development.
17.120.080	Minor modification(s) to approved plans or existing development.
17.120.090	Application submission requirements.
17.120.120	Site development plans.
17.120.180	Approval standards.

Note: The proposed Development Code revisions that follow include changes to the subsections highlighted above. Subsections that are not highlighted are not included in this review document.

17.120.020 Applicability of provisions.

Site development review shall be applicable to all new developments and major modification of existing developments, as provided in Section [17.120.070](#), except it shall not apply to:

- A. Single-family detached dwellings;
- B. Manufactured ~~homes-dwellings~~ on individual lots;
- C. A duplex, which is not being reviewed as part of any other development;
- D. A triplex, which is not being reviewed as part of any other development;
- E. A quadplex, which is not being reviewed as part of any other development;

~~F. A townhouse development, which is not being reviewed as part of any other development;~~

~~GE. Minor modifications as provided in Section [17.120.080](#);~~

~~F. Any proposed development which has a valid conditional use approved through the conditional use permit application process;~~

~~HG. Family ~~day-child~~ care home;~~

~~IH. Home occupation (Type I);~~

~~J. Accessory dwelling units;~~

~~K. Residential care home. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)~~

17.120.030 Administration and approval process.

A. The applicant for a site development review proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.

B. Applications for site development review shall be processed according to Chapter [17.164](#).

C. The planning commission shall approve, approve with conditions, or deny any application for site development review in which:

1. The estimated vehicle trip generation of a new use, or the estimated increase in vehicle trip generation of a change in use, exceeds 100 average daily trips, based on the latest edition of the Institute of Transportation Engineers (ITE) Manual;

2. The use exceeds 5,000 square feet of gross floor area;

3. The site is larger than one acre in total area;

4. The proposal includes a non-conforming use;

5. The proposal includes a variance subject to Chapter 17.134;

6. The proposal includes a conditional use permit; or

7. The planning director determines that, due to the potential impact of the non-residential proposal, a public hearing is necessary in order to solicit public input in reviewing the application.

D. The planning director or designee shall approve, approve with conditions, or deny any application for site development review that is not included in subsection 17.120.030.C, above.

E. The ~~planning commission~~ review authority shall apply the standards set forth in Section 17.120.180 when reviewing an application for site development review. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.040 Expiration of approval.

A. Site development review approval ~~by the planning commission~~ shall be effective for a period ~~one year~~ two years from the date of approval.

B. The site development review approval ~~by the planning commission~~ shall lapse if:

1. Substantial construction of the approved plan has not been completed within a ~~one~~ two-year period; or
2. Construction on the site is a departure from the approved plan.

C. The planner may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:

1. No changes are made on the original site development review plan as approved by the ~~planning commission~~ review authority;
2. The applicant can show intent of initiating construction on the site within the one year extension period; and
3. There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based.

D. Notice of the decision shall be provided to the applicant. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.070 Major modification to approved plans or existing development.

A. An applicant may request approval of a modification to an approved plan or existing development by:

1. Providing the planner with a reproducible copy of the proposed modified site development plan; and
2. ~~A-Providing a~~ narrative which indicates the rationale for the proposed modification, ~~identifying the applicable addressing the~~ changes listed in subsection [B](#) of this section.

B. The planner shall determine that a major modification(s) will result if one or more of the following changes are proposed:

1. An increase of ten percent or more in dwelling unit density, or lot coverage for residential development;
- ~~2. A change in the ratio or number of different types of dwelling units;~~
- ~~23.~~ A change that requires an increase in the number of on-site parking spaces by 10% or more, additional on-site parking in accordance with Chapter [17.106](#);
- ~~4. A change in the use as defined by the Uniform Building Code;~~
- ~~35.~~ An increase in the height of the building(s) by more than twenty percent;
- ~~46.~~ A change in the type and location of access ways and parking areas where off-site traffic would be affected;
- ~~57.~~ An increase in vehicular traffic to and from the site and the increase can be expected to exceed fifty vehicles per day;
- ~~68.~~ An increase in the floor area proposed for a nonresidential use by more than ten percent;
- ~~79.~~ A reduction in the area reserved for common open space and/or usable open space which reduces the open space area;
- ~~840.~~ A reduction of project amenities where specified in the site plan:

- a. Recreational facilities,
- b. Screening, and/or
- c. Landscaping provisions; or

~~11. A change in land use; and~~

~~912.~~ A modification to the conditions imposed at the time of site development review approval which are not the subject of subdivisions (B) (1) through (11) of this subsection.

C. Upon determining that the proposed modification to the site development plan is a major modification, the applicant shall submit a new site development review application and receive ~~planning commission city~~ approval prior to any issuance of building permits. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

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SCAPPOOSE

Oregon

MONDAY, OCTOBER 16, 2023
CITY COUNCIL WORK SESSION ~ CGI UPDATE, 6:30 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at:
www.youtube.com/watch?v=Xw-16IFfwgk&t=2s

Mayor Backus called the work session to order at 6:30pm.

Present: Mayor Joseph A. Backus; Council President Greisen; Councilor Kim Holmes; Councilor Andrew Lafrenz; Councilor Marisa Jacobs; City Manager Alexandra Rains; Associate Planner NJ Johnson; City Recorder Susan M. Reeves; and Assistant to City Manager Isaac Butman.

Remote: Michael Durant (joined at 6:53pm)

Associate Planner NJ Johnson explained we have the videos for Council to review this evening. He explained this project really started back in the late winter, early spring when we had the Economic Development Committee and City staff put together the script and also picked out the locations of what features of Scappoose and our assets that we are going to highlight. He stated as you watch these videos keep in mind that they could be viewed by people who have lived in the community for 30 years, or people who are thinking about moving here, or thinking about starting a business here. He stated the videos have a wide variety of potential audience members and so we just tried to capture all of the interest that would both make people proud of where they live and then also attract people to live or start a business here. He went through the videos.

Mayor Backus talked about not seeing Veterans Park in any of the videos.

Councilor Holmes asked about the community engagement piece, is it going to direct people to a website of community engagement options?

Associate Planner NJ Johnson replied at this time there is not a place where all of that exists in one hosted place. He stated there could be potentially a more specific step, he will have to check into that.

Councilor Holmes stated she would like to see kind of a call to action with these.

Associate Planner NJ Johnson explained he can ask about embedding directory links.

Mayor Backus talked about the issue of a local business owner who had one of CGI's salesperson try to sell them ad space and making them feel really bad that if they didn't sign up, they weren't investing in their city.

City Manager Rains explained staff contacted CGI and address that issue.

Associate Planner NJ Johnson stated they were very receptive of it.

Councilor Jacobs explained her initial reaction to the second video was she kind of cringed because the opening is on a field of dirt. She stated this video is to encourage people to come here. She asked is there something else we can open up with, like maybe housing in a rural setting.

Councilor Holmes talked about having the Farmers Market in one of the videos.

Mayor Backus talked about the stock footage of festivals, that didn't occur in Scappoose.

Council President Greisen talked about the scene that came up multiple times and it was the adult with several children in front of the fountain. She would like something else to be switched out with that.

Councilor Holmes talked about capturing the Town Hall for the community engagement piece.

Council thanked Associate Planner NJ Johnson.

Mayor Backus adjourned the work session at 6:55pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves



SCAPPOOSE *Oregon*

**MONDAY, OCTOBER 16, 2023
CITY COUNCIL MEETING
REGULAR MEETING 7:00 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE**

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at:
www.youtube.com/watch?v=gJM6Zmhgflg&t=703s

Call to Order

Mayor Backus called the October 16, 2023 City Council meeting to order at 7:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Isaac Butman	Assistant to City Manager
Kim Holmes	Councilor	Susan M. Reeves	City Recorder
Andrew Lafrenz	Councilor		
Marisa Jacobs	Councilor		

Excused: Councilor Tyler Miller and Councilor Jeannet Santiago

Remote: Michael Durant; Phil; Joel Haugen (left at 7:12pm); and Legal Counsel Ashley Driscoll (joined at 7:43pm).

Approval of the Agenda

Council President Greisen moved, and Councilor Jacobs seconded the motion to approve the agenda. Motion passed (5-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Public Comments

Paul Fidrych, Scappoose, explained he is here this evening to discuss community festivals, focusing specifically on the Adventure Fest. He was on the core planning team for the Centennial event and the last three years he has been the race director for the Run with Neil, so he has a pretty good perspective on the events. He explained firstly the essence of community festivals is to bring the community together and planning, participating, and attending these events. He stated secondly the event serves as a catalyst for sustained growth and enthusiasm for our town. He stated the Centennial celebration exemplified this spirit by uniting our community. He explained the event was embraced by nearly everyone with a dedicated core team of volunteers spearheaded by Susie Wilson, Janet Williams, and Mike Sykes, and they brought invaluable insights with their involvement from previous festivals. He explained during the planning of that event we had an all-volunteer team and a few months before the event itself Treadway Events was brought in by City staff which was not really what was asked for by the group. That brought about some communication issues and some conflicts because volunteers had a way to do it versus how Treadway wanted to do it. He stated despite that though the Centennial was a great success and primarily due to the support of the sponsors, volunteers, and the community at large, but he wanted to give some background. He stated after the Centennial the volunteer committee, which was about thirty people, proposed a scaled down annual event without the involvement of Treadway, something smaller, easier to handle. However, that path was not chosen, and Treadway was once again brought in, and the volunteers were asked to not participate. He stated this decision resulted in the 2022 Adventure Fest, a lackluster experience that failed to capture the essence of our town. He stated this event, despite substantial financial investment nearing six figures suffered from poor attendance and a lack of community spirit and engagement, as President Greisen said this last meeting. He stated the name and logos that had citizens questioning what it was, had mountain bikers and kayaks on it, made little sense. He stated afterward the September date was attributed to the poor turnout. The 2023 event was moved to August with an expenditure over \$90,000 the outcome remaining disappointing. He explained there are two reasons that an organization is going to sponsor an event; one is a cause like the Centennial and two is brand return, which this event did not have and that is why there were no sponsors. He stated it is clear that this approach is not yielding desired outcomes and at close to \$100,000 the process has not been fiscally responsible. He gave examples of other events in other towns. He explained the Garlic Festival costs North Plains \$5,000 versus \$90,000. He explained the Vernonia Salmonfest's annual budget is \$3,000 and it has great success. He stated neither of these events use event coordinators and these examples highlight the need for fiscal responsibility, in fact that we're going about it the wrong way. Further, he concurs with Councilor Holmes observation regarding frustrations with vendors and prospective vendors with Treadway Events. He worked with them for three years on Run with Neil, and while they are nice people, their communication gaps have poised significant obstacles. He explained many times they tried to communicate on issues such as wrong race times on the website, safety concerns with vendor move in, and never once did they get back to them. He stated some of these mistakes lingered ongoing for years and the same mistakes kept repeating. He

stated operationally there were many holes in the event itself that had our staff trying to assure safety of our runners. He explained they tried in vain to get a meeting with them to address these issues. Finally getting one scheduled after months of trying only for them to not show up without warning, they never even showed up. He explained to sum up working with them as super frustrating. He urges the City Council to hit pause and seek input from experienced citizens that have run successful events in the past, and also JJ McKay for amazing work on Movies in the Park, their invaluable insights will help created a sustainable event that we would be proud of going forward. He thanked Council.

Council thanked Paul.

Phil Lager, Scappoose, thanked Council for the opportunity to address the Council this evening. He explained he is here as a community member, parent and an advocate for kids and our community as a whole. He stated tonight he is giving public comment on an important choice for the members of the greater Scappoose community. He is here to encourage Scappoose voters to approve Measure 5-296. He stated this investment is generational in both its reach and its scope. He explained by this he means that Scappoose is at a crossroads as it relates to deferred investment in our facilities and infrastructure. Town continues to grow and as such the development of modern schools, accessible community centers, and public spaces to learn and recreate are desperately needed. He stated let there be no mistake this is an investment. He knows of no other opportunity when a community the size of ours can directly see the benefit from their tax dollars at work. He explained their last bond was passed in 2008 and they built a modern grade school, and auditorium, a gymnasium at Grant Watts, and classroom additions to other buildings. He explained before that the bond that built their current high school was the last major bond passed in this community and that was more than 40 years without any capital improvements to our school campuses. He stated there will truly never be a good time to spend hard earned taxpayer dollars and he argues with data and confidence that these needs will only continue to grow, and the cost will continue to rise. Lastly, there is a call by some in our community to go back to the drawing board, find a cheaper option. It is his personal belief that this is a stalling tactic by the opposition. He stated if there was a viable cheaper option, the past two years of work that has been done by the community committees facility assessment grants and our district, would have pursued these. He explained the work is imminent and the time is now. He appreciates Councils support with the resolution and bringing forward the MOUR that further moves our community in a positive direction for all who enjoy what this community has brought to them and their families. He thanked Council.

Councilor thanked Phil.

Dan Naegeli, Scappoose, explained he is bringing this to your attention, and he just noticed as he came over here that the callbox is not functional and there's a tag out. He stated the way that he was treated was dismal. He explained he came into the office, the Scappoose Police

Department, last Monday to file a complaint, immediately dismissed and was told there's a callbox outside. Totally unaware that her own equipment wasn't functional. He pushed the button several times, attempting to get a response, nothing. He stepped into the operations office and address staff there, completely dismissed, in fact that is not our problem. He stated that's fine, he wants to know whose problem it is. He sees that there is a tag, you guys did take care of it in the sense of saying hey it doesn't work but where is the accountability. In addition to that where is the sensitivity. Somebody comes in to file a complaint. He explained he has been sitting here for six months not saying a damn word and that is the way he is treated. He asked how worse are you treating the rest of the members of the community? He thanked Council.

Council thanked Dan.

Mayor Backus asked Dan to fill out the form, so they have information to get back to him.

Consent Agenda – October 2, 2023 Interviews; October 2, 2023 City Council meeting minutes

Councilor Jacobs moved, and Councilor Holmes seconded the motion to approve the Consent Agenda – October 2, 2023 Interviews; October 2, 2023 City Council meeting minutes. Motion passed (5-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

New Business

Facilities Master Plan Update

City Manager Alexandra Rains gave an update on the Facilities Master Plan RFP and proposals. She explained the project is within her signing authority, but they wanted to give Council just a brief update on what they are doing and how they are moving forward. She explained within this project we would then be looking at and potentially assessing the middle school site as part of that project. She explained they are hoping that it will tentatively be completed by end of April 2024. She explained we will be signing a contract this week.

Assistant to City Manager Isaac Butman explained the process that will take place with this.

Personnel Policy Handbook Update 2023

Assistant to City Manager Isaac Butman asked Council if they have any questions? There were no questions from Council. He went over the big changes in the proposed personnel policy handbook.

Council President Greisen thanked Assistant to City Manager Isaac Butman for all of his work on this.

Councilor Holmes moved, and Councilor Lafrenz seconded the motion that Council adopt Exhibit A of the City of Scappoose Personnel Policy Handbook. Motion passed (5-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Memorandum of Understanding between School District and City regarding Middle School Facility

City Manager Alexandra Rains explained the Memorandum of Understanding is outlining memorializing agreement between the City and School District essentially to assess the Middle School as a potential location for a City Hall. Of note, the term is for five years, it's non-exclusive, it's non-binding and ultimately if we were to ever move forward with using that space there would be additional agreements and things that would follow. She explained this is simply outlining our intent to essentially look into it and assess the middle school as part of the Facilities Master Plan work and take a look at it to see if we feel it is appropriate for our use.

Councilor Holmes explained she appreciates the work from both City staff and the School District bringing this together. It is something that we have been talking about and hoping to see for at least the duration of this Council. She thinks this is a great step forward. She explained she has worked on a few MOU's in her career, and she likes the structure of this, she likes to see MOU's that have very clear goals, but she also likes to see timelines associated with achieving some of those goals. She doesn't know if that is something that has been discussed to help keep things on track and moving along. She went over the items that she would like to make sure that work commences on them, maybe in six month to a year periods, to keep things moving along. She explained what she would not want to happen is things to languish for three years, we decide something is not workable and then we are starting from ground zero again. She thinks there is a lot of value that this will bring to the community and if this doesn't become an option, we have to go to plan b.

City Manager Rains replied at this point we haven't had specific conversations about additional timelines after the assessment. She explained we will have some information on that relatively soon, which is good news, at which point we'll decide if we're moving forward essentially or not if it will suit our needs, but we haven't gotten that far yet, but it is certainly something we could discuss at a later time after the Facilities Master Plan is done or we could start doing that now. She explained if we go through this process, and we don't feel like it is the right thing to do the Facilities Master Plan will also be looking at other alternatives, and within that conversation we will be talking about all of those options.

Councilor Jacobs asked does it behoove us to wait to see what happens with the vote and if the vote moves forward then come back and bring the MOU and put some timelines together, then vote it in?

City Manager Rains asked do you want the specific timelines in advance of knowing if the assessment shows if it would be a space we'd want to use?

Mayor Backus explained he doesn't think we need to wait necessarily. He stated there is a bond measure on the table and he thinks having this done shows our willingness to look into this opportunity.

Councilor Holmes stated even before there was the introduction of the bond, she thinks there was a desire particularly on the parts of the parks and rec committee to maybe have an mou with the School District even for shared field usage or facility usage to facilitate more recreation. She asked if the bond does not pass could this mou be restructured to kind of parlay into a discussion that is outside of that specific building and facilities?

Tim Porter, Scappoose School District Superintendent, explained he thinks the School District is open to exploring any possibilities with the City.

Council President Greisen moved, and Councilor Lafrenz seconded the motion to approve the Memorandum of Understanding between the School District and City of Scappoose regarding Middle School Facility as presented and authorize the City Manager to execute the agreement as presented. Motion passed (4-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, abstained.

Announcements – information only

Calendar

Mayor Backus went over the calendar.

Updates: City Manager; Police Chief; Councilors; and Mayor

City Manager Rains gave an update of the conferences she recently attended. In addition, she also attended the City/County meeting. She thanked Isaac for his efforts on the personnel policy manual. She explained it took a lot of months before it even got to Council. She thanked Susan for everything she does for us.

Councilor Jacobs congratulated Isaac on the handbook. She has done a similar exercise before in her career and she knows how laborious that work can be, but it is really important work.

She stated it is the guiding principle that every employee can go back to and reference. She stated thank you for doing that, well done.

Councilor Lafrenz explained with Halloween coming up he would like to encourage everyone to slow down every day.

Councilor Holmes explained along the same lines, it's getting dark earlier, and she knows our school zone speeds only extend to like 4pm or so but we have kids leaving sports much later than that and they will be crossing Highway 30 and we have had some close calls in the past and so just be cognizant of all of our community members.

Council President Greisen explained last Monday she gave a public comment at the Board meeting of the School District, she read the resolution that Council passed in favor of the bond on behalf of Council. She explained as mentioned, last Monday the School Board approved the MOU between the City and the School District and because they made that improvement they passed it on to us and now we've approved it as well. She explained several of you have actually touched on it in terms of traffic safety, there was a pedestrian hit at the crosswalk of the Middle School last week. She thinks some of those drop off times can get kind of dicey, people are in a rush, but unfortunately people are so in a rush that they are not paying attention to who's on the road. She stated she feels this message is so pertinent due to the election, they had an elementary principal send an email last week that she just wanted to take some snippets from, and the heading is entitled seek first to understand and she thinks that she has been completely guilty of this as well. She stated you show up and you are coming in with your assumptions, you are ready to sort of attack and fight, but you don't have the full story at the time. She thinks that people who either make public comments or just out in the public engaging in conversation with each other they don't always seek first to understand. She explained what the principal is getting at is that it's so easy in the moment of anger and fear and angst and we are not truly representing who we are to one another and we should just take a moment in our communications to first seek to understand, ask a question and she thinks there's so many people that come with blanket statements and they have taken the time to really get information first and ask a question and again she has totally been guilty of this. She thinks it is just a phrase that she's really repeated to herself lately in the last few weeks ~ just seek first to understand. She stated probably amongst staff that is important, and amongst each other.

Mayor Backus explained as far as the election it is pertinent because it is the school and said to educate yourself on the topics. He explained Councilor Santiago brought up that October 9 was Indigenous People's Day and asked if we are interested in looking at a proclamation within the next month. He explained he attended the childcare meeting today via Zoom and gave an update on that meeting. He explained we are really trying to develop a Columbia County childcare group.

Council President Greisen explained maybe with Council Goal setting there might be a liaison assigned to the County Childcare consortium.

Mayor Backus talked about the letter that was received today from the Columbia County Fire Defense Board and he is interested in seeking Council's feelings of where we could go from here. He stated you could authorize him to write a letter in response or we could have Legal Counsel Ashley Driscoll, City Manager Rains and him come back with a response and bring it to a meeting to review and make a decision together.

Council President Greisen explained undoubtedly there needs to be a response from Council. She stated again seek first to understand. There's a lot of accusations coming at them as a Council and not the one member of Council and so she is in favor of enlisting Legal Counsel Ashley Driscoll's support to write a response.

Mayor Backus explained Legal Counsel Ashley Driscoll will need to know what part of the letter we want to address.

Council President Greisen explained she personally wants to specifically address the lawsuit and who has filed that lawsuit and who hasn't filed the lawsuit.

Mayor Backus talked about reviewing the role of the liaison and that in this aspect they are there to gather information and bring it back to Council. He stated we know the liaison is not part of the advisory board or committee, it is a representative from Council to gather information and bring back.

Council President Greisen explained she personally feels at the time the previous Mayor assigned or even created this liaison role because there was a moment in our community where there was a need to be understanding the information that was being presented in this group. She doesn't know personally if that role has exhausted itself because this Special District has sort of resolved what it had been working on. She stated if this is not a goal for Council moving forward in January, then she doesn't see the need and maybe it would just sort of dissipate, not because of the specific liaison person, but because those goals would be sort of teetering out and no longer needed by Council.

Legal Counsel Ashley Driscoll went over what she heard from Council and will work on drafting a response. She asked if Council would like her to draft something on behalf of the City Council and have it come back to the City Council for approval before it goes out or is it something Council would like her to respond to regarding the legal position of the City regarding that lawsuit.

The general consensus was to have a draft letter come back to Council for their review.

Councilor Holmes explained there is one other piece of the letter that she finds particularly troublesome, and she thinks is worth responding to is where it says if one of our staff (career or volunteer) is hurt, if a community member dies because of a failure of the communication system, we will deflect criticism, complaint, and lawsuit of our response to the City of Scappoose. She stated however we address that is not an acceptable option or position for them to take.

Legal Counsel Ashley Driscoll will make the updates and bring them back to Council.

Council President Greisen explained it is her perspective that we really just point at the accusations of the lawsuit and not really address what they are talking about in Urban Renewal. She stated that is a separate letter, a separate issue and that was just sort of thrown in she feels like. She would like to just stick to the topic at hand and it has to do with the lawsuit and the accusations of the City being held accountable for anything that might result from that.

Mayor Backus thanked Legal Counsel Ashley Driscoll for joining us tonight.

Adjournment

Mayor Backus adjourned the meeting at 8:07pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC

RECOGNIZING OCTOBER 9, 2023, AS INDIGENOUS PEOPLES' DAY

WHEREAS, the City Council of the City of Scappoose acknowledges the rich history of this land, which has been inhabited by the Indigenous Peoples for countless generations, including the Indigenous tribes of the Pacific Northwest; and

WHEREAS, the City of Scappoose recognizes the enduring presence and contributions of Indigenous Peoples to our community and the nation as a whole; and

WHEREAS, we acknowledge the injustices and hardships faced by Indigenous Peoples throughout history, including forced removal from ancestral lands and efforts to assimilate their cultures; and

WHEREAS, we believe in the importance of self-reflection, truth, and accountability in addressing this history and working together with Indigenous Nations towards a better future for all; and

WHEREAS, the City of Scappoose proudly joins the growing number of cities and towns across the United States in recognizing the second Monday of October as Indigenous Peoples' Day, providing an opportunity to reflect upon, learn about, and celebrate the resiliency and enduring presence of Indigenous Peoples in our community; and

NOW, THEREFORE, BE IT RESOLVED, that Joe Backus, Mayor of the City of Scappoose, along with the members of the Scappoose City Council, hereby recognize (DATE) as Indigenous Peoples' Day and encourage all residents to honor and respect the Indigenous Peoples of our community, both past and present, who have enriched our city with their history, culture, and contributions.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this ____ day of _____, 2023.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest: _____
City Recorder Susan M. Reeves, MMC

CCFDB,

The City Council received an undated letter from the Columbia County Fire Defense Board (“Board”) on October 16, 2023 (“Board Letter”). The Board Letter, addressed to the City Council, City Attorney Ashley Driscoll and a private attorney, Clifford Davidson, is in regards to a lawsuit filed by a private citizen, Tyler Miller, against Columbia 911 Communication District. Tyler Miller is also one of six council members on the Scappoose City Council.

The Board Letter appears to intentionally conflate Councilor Miller’s actions as a private individual with officially sanctioned City action. The lawsuit at issue, *Miller v. 9-1-1 Columbia Communication District*, Columbia County, Case No. 23CV36352 (September 7, 2023) (“lawsuit”) was filed by Tyler Miller in his individual capacity and does not list the City of Scappoose as a party. In fact, the case caption reads “Tyler Miller, an individual, Plaintiff, v. Columbia 9-1-1 Communications District, a municipal corporation, Defendant.”

Moreover, as the Board is fully aware, the Scappoose City Council would need to take official action in a public meeting to file or participate in a lawsuit. At no point did the Scappoose City Council discuss or even consider the allegations or actions contained in the lawsuit. The other members of the city council and city staff had no knowledge whatsoever that Councilor Miller was planning to file such a lawsuit as an individual citizen. Plainly, the City of Scappoose and the Scappoose City Council had no role in the lawsuit and the Board is fully aware of that fact.

Going forward, we have asked Councilor Miller to affirmatively state he is speaking and acting in his personal capacity whenever he references or uses his title as a Scappoose city councilor and is taking a position not adopted by the Council. However, in this instance, we believe the Board knew Councilor Miller’s lawsuit was not approved or authorized by the City of Scappoose.

The Board Letter also contains some incendiary and unreasonable accusations against the City, including that the City would be responsible “if a community member dies because of a failure of the communication system.” Replacement of the communication system has been something the 9-1-1 Communications District has grappled with for over 5 years. Failures in the communication system cannot be placed on any community. As government partners, we recognize that each one of us plays an important role in providing community services and ensuring our communities grow in a safe and prudent manner. Although we do not always expect to agree, we do expect that all of our government partners will work toward our common goals in a respectful and professional manner. This is what our constituents expect from us and have elected us to do.

Because we understand the Board’s letter was sent during a difficult time, we will not consider it reflective of the Board’s understanding of the City’s role in the lawsuit, or the working relationship between the Board and the City.

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: October 31, 2023

Agenda Date Requested: November 6, 2023

To: City Council

From: Isaac Butman, Assistant to City Manager

Subject: Adventure Festival – Post Event Reporting

TYPE OF ACTION REQUESTED:

Resolution

Ordinance

Formal Action

Report Only

ISSUE: At the October 2, 2023, City Council Meeting, City Council asked Staff to solicit feedback from the City’s standing Committees—Economic Development Committee (EDC) and Scappoose Parks and Recreation Committee (SPRC)—on the 2023 Adventure Festival, the event generally, and a potential renaming/rebranding of the event. Staff attended the October 19, 2023, EDC and SPRC meetings and asked for feedback. The purpose of this report is to transmit that feedback to City Council, present the history of events leading to this point, and add the City’s response to the feedback to the conversation.

ANALYSIS: EDC and SPRC feedback generally:

- The event is too costly.
- It should be more community oriented.
- It should be scaled back.
- It was a fine event.
- Sponsorship tiers were too much money.
- It isn’t the role of EDC to fundraise.
- The rides and activities being free was a high point.
- Marketing was good, improvement could be made in terms of the Newsletter and updating the event website.
- Not enough “community” in the event.
- Should be community based and led by a community group.
- The number of volunteers in the community is a serious threat to the event.

Report Only

1

History:

In the summer/fall of 2020, Council convened an Ad Hoc Committee to plan and execute the City's 100-Year Celebration Event (100-Year). The committee was made up of representatives from most of the community groups. The City invited all the community groups it knew of to be part of the Committee. There were about 20-25 members in the group originally. Active members quickly dwindled to around 10, and then to around 5-7; a subcommittee on coordination and planning was created so that the few involved members could spend more time on the event.

After a few months of meeting, it became clear that the Committee, while adding to the community feel of the event, and being very passionate about the event, understandably did not have the capacity to completely plan and implement the event which led to delays in decision making and increased workload for staff.

Between October 2020 and March 2021, the intern assigned to the committee found their time (30 hours per week) completely dedicated to planning and implementing the event, which did not allow for work on other needed assignments.

By May of 2021 the following large planning items still needed to be finalized:

- Overall Budget
- Marketing Plan and marketing materials.
- Sponsorship was ongoing, and the sponsorship package and benefits were still being developed.
- Vendor forms and agreements had just been approved, but no solicitation or marketing for Vendors had been done.
- A Commemorative tchotchke was still being discussed.
- Parking locations were still being decided and event mapping and location planning was not complete.
- The logo had been approved by Council in Mid-April but had delayed creation of all event materials.
- Bands had just been contracted.

Starting in March 2021 the City began looking for professional event coordinating assistance. Following the normal process for contracts that are within the City Manager's spending authority, three different coordinators were reviewed: the Fair and Event company, Treadway Events, and a local planner name Angeal Wayman. . They were selected based on either a recommendation from the Committee or their reviews on the internet.

After vetting the three candidates, and reviewing their plans/proposals for the event, Treadway Events was selected as the Coordinator, and started their work in May 2021, four months before the event was to take place.

After the 100-Year, Council wanted to continue holding a Community Event, and made it a Council Goal the following year. In the interim, Council directed staff to begin planning an event for the summer of 2022. Treadway Events came before Council, presented three options of

varying cost and scale, and Council approved a large community event, with a budget of around \$90,000, and Treadway Events as the event coordinator.

For the 2022 event, Treadway Events took 95% of the load off Staff and put on an event that by almost all accounts was a success. Post-event a large debrief meeting was held, opportunities and challenges were aired, and lessons were learned. Council again approved an event for summer 2023, with the same budget, the same coordinator, and essentially the same design. Attendance grew to 6,000, and again, almost all accounts of the event were positive.

Staff returned to Council on October 2, 2023, to discuss a potential summer 2024 event, and present the post-event debrief and notes from Treadway Events, and Council asked staff to go to EDC and SPRC for feedback.

Staff Comments:

Regardless of the form of the event, a City Event with a coordinator, a community event presented by a community group, or otherwise, City Staff does not have the bandwidth to take on the planning and implementation of an event. This is the reason that an event coordinator was engaged for the 100-Year, and why the City continues to contract with a professional event coordinator; their scope of work is to do almost all the work of coordinating and implementing the event approved by Council, within the budget approved by Council. Staff simply provides oversight, coordination, transparency, and ensures the project is completed within budget.

Staff has spoken with Treadway Events, and their business is growing. They are no longer looking for small community events to build their business and have made statements to the effect that Adventure Festival 2023 is about the smallest event they are willing to coordinate any more, as anything smaller does not fit well into their business model. If Council's preference is to continue with a City run event but with a diminished scope and budget, we think it is likely that we will need to hire a new event coordinator.

Staff has heard that there is interest from some community members in making proposals for the 2024 event. In the event that the event was 'turned over' to a community group, the City could take the role of a sponsor, instead of the planner and implementer.

If Council solicits proposals, Staff suggests that:

- Some guidance is given in terms of the proposal.
- The specific individuals from EDC and SPRC that are interested in planning the event be invited to propose.
- Treadway Events be included in proposing an event.
- Council meets about the event again before the end of the year. It is already quite late to be planning an event and raising sponsorships.
- The proposals not include the City as the event implementer, without a professional event coordinator.

Exhibit A

Economic Development Committee comments/feedback on the 2023 Adventure Festival, a City Event generally, and a potential rebrand/renaming of the Event.

- Run With Neil is interested in continuing to partner with a local event and would be open to discussion about the Run coinciding with a City event. It was stated that there were some challenges with the coordination of the Run with the 2023 Adventure Festival, and the Run group felt that Treadway Events was sometimes challenging to get ahold of.
- 2023 Event:
 - The event was fine.
 - Committee members were disappointed with attendance.
 - The event lacked the energy of the Sauerkraut Festival.
 - Liked that the rides and activities were free.
 - Turn down the music, people want to be able to talk and hear each other, they want to be social.
 - End the music earlier.
- Sponsorship/Fundraising
 - Some members stated they did not recall EDC being asked to fundraise and stated that it wasn't a role in the purview of EDC.
 - Members felt that the sponsorship tiers were too much, specifically the lowest tier. It was stated that sponsorship tiers for the event were more than sponsorship tiers for the County Fair. It was generally agreed that the lowest tier of sponsorship should be \$250 and should include banner placement. Specific sponsorship tiers with more robust benefits should start at \$1,000.
- Marketing
 - Overall, the marketing was a "pretty good job".
 - Marketing came too late, and the event website was updated too close to the event. The event should be posted on the Facebook continuously. Community groups should be contacted so they are aware. See about using the Ichabod sign.
 - Advertise in the Newsletter for the 4-5 months leading up to the event.

The general consensus of EDC was that the event was too costly and not "community" enough. EDC stated that a community event should be community led, and that JJ Duehren had some "great ideas". Community leaders should run the event.

Scappoose Parks and Recreation Committee comments/feedback on the 2023 Adventure Festival, a City Event generally, and a potential rebrand/renaming of the Event.

- Stated that they had heard that the event planner was not communicative, the event was poorly organized, and the day of the event was hot.
- The event should be community based.
- Use local vendors for event assets like toilets etc.
- Hold at the same time as the Farmers Market.
- JJ had lots of ideas, and stated she wants to run the event; an outside group with City assistance, the Library being the outside group.
- It was stated that Treadway was originally hired for the 100-Year event because there were not enough volunteers to make the event happen. Because there is a lack of volunteers the City needs to keep the event. There should be an advisory committee to assist the planning of the event and decide things like the day the event is, timing, name, etc.
- It was stated that the Committee was talking about the event being a little bigger and a little better than Earth Day (attendance maybe 200), but not the size of Adventure Festival (attendance 6,000).
- It was stated that the Event was good and fun, and that the feedback and weaknesses shouldn't create the need to "blow up" the event but are just lessons to be learned.
- Lack of involvement by community members was expressed as a major threat and frustration.
- The event is too costly.
- One member stated incorrectly that Treadway "only has 1-star ratings on the internet". Staff pushed back and read off the current Treadway ratings on a variety of websites. The member adjusted their statement to say that the 1-star ratings were from 4 years ago, and that while the ratings are good now, the old ratings make them uncomfortable.

CITY OF SCAPPOOSE

November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council work session 6pm Council meeting 7pm	7	8	9 Planning Commission 7pm	10 In honor of Veterans Day- offices closed	11 Veterans Day
12	13	14	15	16 EDC - noon Park & Rec 6pm	17	18
19	20 Council work session 6pm - Council meeting 7pm	21	22	23 Happy Thanksgiving - City Offices closed	24 City Offices closed	25
26	27	28	29	30		