



SCAPPOOSE *Oregon*

MONDAY, MARCH 18, 2024

CITY COUNCIL MEETING AGENDA

WORK SESSION WITH PLANNING COMMISSION ~ 50-YEAR PLAN, 6:00 PM

REGULAR MEETING 7:00 PM

COUNCIL CHAMBERS

33568 EAST COLUMBIA AVENUE

SCAPPOOSE, OREGON 97056

ITEM AGENDA TOPIC	Action
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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 ~March 4, 2024 City Council meeting minutes; and March 11, 2024 Special City Council meeting minutes

New Business

2. South Columbia County Chamber of Commerce

Update

Jak Massey, Executive Director

3. GMP (City Manager Recruitment Firm) Presentation

4. Dutch Canyon Well #3 Contract

Approval

Public Works Director Dave Sukau; Contract Administrator Charlotte Baker

5. Electric Supply

Discussion

Columbia River PUD General Manager Michael Sykes

Announcements – information only

6. Calendar

7. Updates: City Manager, Police Department, 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 a handicap 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, March 18, 2024

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 17.106 – Off-Street Parking and Loading, 17.120 – Site Development Review (excerpts only), 17.130 – Conditional Use, 17.142 – Home Occupations, and 17.150 – Subdivisions.

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 17.106

OFF-STREET PARKING AND LOADING REQUIREMENTS

Sections:

17.106.010	Purpose.
17.106.015	Applicability of provisions.
17.106.020	Minimum off-street parking requirements. General provisions.
17.106.030	General provisions. Minimum off-street parking requirements.
17.106.040	Similar use determination. Modification to parking requirements.
17.106.050	Bicycle parking. Parking dimension standards.
17.106.060	Parking area landscaping.
17.106.070	Loading/unloading driveways required onsite.
17.106.080	Off-street loading.

17.106.010 Purpose.

The purpose of these regulations is to establish parking areas that have adequate capacity and are appropriately located and designed to minimize any hazardous conditions on-site and at access points. The parking requirements are intended to provide sufficient parking in close proximity to the various uses for residents, customers and employees, and to establish standards which will maintain the traffic carrying capacity of nearby streets. (Ord. 634 § 1 Ex. A, 1995)

17.106.015 Applicability of provisions.

A. The provisions of this chapter shall apply to all development including the construction of new structures, major modification of existing structures and uses as defined in Chapter [17.120](#) or 17.130, and to any application which increases the on-site parking or loading requirements or which changes the access requirements.

B. Where the provisions of Chapter [17.120](#) or Chapter [17.130](#) 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. At the time of erection of a new structure or at the time of enlargement or change in occupancy as defined by the Uniform Building Code, off-street parking spaces shall be provided in accordance with Section 17.106.020; and~~

~~1. In case of enlargement of a building or use of land existing on the date of adoption of this title, the number of parking and loading spaces required shall be based only on floor area or capacity of such enlargement; and~~

~~2. If parking space has been provided in connection with an existing use or is added to an existing use, the parking space shall not be eliminated if the elimination would result in less space than is specified in the standards of this section when applied to the entire use.~~

~~D. When an existing structure is changed in occupancy and the parking requirements for each occupancy are the same, no additional parking shall be required; and where a change in occupancy results in an intensification of use in terms of the number of parking spaces required, additional parking spaces shall be provided in an amount equal to the difference between the existing number of spaces and the number of spaces required for the more intensive occupancy.~~

~~E. The provision and maintenance of off-street and loading spaces are the continuing obligations of the property owner:~~

~~1. No building or other permit shall be issued until plans are presented to the planner to show that property is and will remain available for exclusive use as off-street parking and loading space; and~~

~~2. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this title.~~

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

~~1. The location of the structures on the property and on the adjoining property;~~

- ~~2. The delineation of individual parking and loading spaces and their dimensions;~~
- ~~3. The location and dimension of the circulation area necessary to serve the spaces;~~
- ~~4. The location and dimension of the access point(s) to streets, to accessways and to properties to be served;~~
- ~~5. The location of curb cuts;~~
- ~~6. The location and dimensions of all landscaping, including the type and size of plant material to be used, as well as any other landscape material incorporated into the overall plan;~~
- ~~7. The proposed grading and drainage plans; and 8. Specifications as to signs and bumper guards. (Ord. 634 § 1 Exh. A, 1995)~~

17.106.030020 Minimum off-street parking requirements.

A. Residential Uses.

- | | |
|---|---|
| 1. Single-family residence or | 2 spaces for each dwelling unit |
| 2. Duplex, triplex or quadplex | 1 space for each dwelling unit |
| 3. Cottage housing | 1 space for each dwelling unit |
| 4. Townhouses | 1 space for each dwelling unit |
| 5. Accessory dwelling unit (ADU) | None |
|
 | |
| 6. Multifamily | |
| a. Studio | 1 space for each unit |
| b. 1-2 bedroom units | 1.5 spaces for each unit |
| c. More than 2 bedrooms per unit | 2 spaces for each unit |
|
 | |
| 7. Group care home facility | 1 space per 3 beds |

B. Civic Uses.

1. Community recreation	As required by facilities provided
2. Cultural exhibits	1 space per 400 square feet of gross floor area
3. Day care facility	5 spaces plus 1 space per classroom
4. Hospitals	1.5 spaces per bed
5. Library	1 space for every 400 square feet
6. Lodge or church	1 space for every 6 fixed assembly seats or every 12 feet of bench length or 1 space for every 100 square feet of gross floor area, whichever is greater
7. Public agency: service or administrative	1 space for every 400 square feet of gross floor area
8. Schools	
a. Preschool/	5 spaces plus 1 space per kindergarten classroom
b. Elementary, junior high school or equivalent private or parochial school	1.5 spaces for every employee, plus 1 space for each 100 square feet of floor area in the auditorium or other assembly area.
c. Senior high and private or parochial school	5.5 spaces for each classroom plus 1 space for each 28 square feet of floor area in the auditorium or 1 space for each 6 fixed seats in the auditorium or other assembly room, whichever is greater
d. College or business classroom	15 spaces per 1,000 square feet of
 <i>C. Commercial Uses.</i>	
1. Administrative and professional services	1 space for each 400 square feet of gross floor area
2. Agricultural sales and services	1 space per 600 square feet of gross floor area, but not less than 4 spaces for each establishment

3. Amusement enterprises	1 space per 300 square feet of gross floor area, plus 1 space for every 2 employees or 1 space per 4 seats
4. Animal sales and services	
a. Auction	1 space per fifty square feet of gross floor area
b. Grooming	1 space per 400 square feet of gross floor area
c. Kennels	1.5 space per employee
d. Veterinary	1 space per 300 square feet of gross floor area
5. Automotive and equipment	
a. Cleaning	1 space per 500 square feet of gross floor area
b. Fleet storage	1 space per 1500 square feet
c. Repairs	1 space per 500 square feet of gross floor area but not less than 3 spaces for each establishment
d. Sales and rental	1 space per 1,000 square feet of gross lot area, but not less than 4 spaces for each establishment
6. Building maintenance service	1 space for each 500 square feet of gross floor area, but not less than 3 spaces for each establishment
7. Business equipment sales and service	1 space per 400 square feet of gross floor area
8. Construction sales and services	1 space per 1,000 square feet of gross floor area
9. Consumer repair services	1 space per 500 square feet of gross floor area
10. Convenience sales personal service	1 space per 400 square feet of gross floor area, but not less than 4 spaces per each establishment

11. Eating and drinking establishments	1 space per 120 square feet of gross floor area
12. Financial, insurance and real estate	1 space per 400 square feet of gross floor area
13. Funeral and interment services	1 space per each 4 seats or 8 feet of bench length in depth, or 1 space per 60 square feet of assembly area where there are no fixed seats
14. General retail sales	1 space for each 400 square feet of gross floor area, but not less than 4 spaces for each establishment
15. Laundry service	1 space per 500 square feet of gross floor area, but not less than 3 spaces for each establishment
16. Medical and dental	1 space per 250 square feet of gross floor area
17. Participant sports and recreation	
a. Indoor	1 space per 300 square feet of gross floor area
b. Outdoor	1 space per 100 square feet, plus 1 space for every 2 employees
18. Personal service	1 space per 500 square feet facilities of gross floor area
19. Research services	1 space per 500 square feet
20. Retail sales: bulky merchandise; i.e., furniture, appliances	1 space for each 750 square feet of gross floor area but not less than 4 spaces for each establishment
21. Scrap operations and recycling center	1 space per each employee, but not less than 4 spaces for each establishment
22. Spectator sports and entertainment	1 space per 6 seats or 12 feet of bench length
23. Transient lodging	1 space for each room plus 1 space for each 2 employees

D. *Industrial Uses.*

1. Manufacturing, production, processing and assembling	1 space per employee of the largest shift
2. Wholesaling, storage and distribution	1 space for each 1,000 square feet of gross floor area (plus 1 space per 750 square feet of patron serving area) but not less than 3 spaces for each establishment
3. Mini-storage	1 space for every 200 square feet of gross office floor area, plus 2 spaces for a caretaker residence.

E. All uses providing drive-in services as defined by this title shall provide on the same site a reservoir for inbound vehicles as follows:

	Reservoir Requirement
Drive-in banks	3 spaces/service terminal
Drive-in restaurants	10 spaces/service window
Drive-in theaters	10 percent of the theater capacity
Gasoline service stations	3 spaces/pump
Mechanical car washes	3 spaces/washing unit
Parking facilities:	
Free flow entry	1 space/entry driveway
Ticket dispense entry	2 spaces/entry driveway
Manual ticket	8 spaces/entry driveway dispensing
Attendant parking	10 percent of that portion of parking capacity served by the driveway

17.106.020030 **General provisions.**

~~A. The dimensions for parking spaces are subject to the requirements in Section 17.106.050, and as follows:~~

- ~~1. Nine feet wide and eighteen feet long for a standard space;~~
- ~~2. Eight and one-half feet wide and fifteen feet long for a compact space; and~~
- ~~3. In accordance with the applicable state and federal standards, at least nine feet wide designated accessible parking spaces with an adjacent access aisle at least eight feet wide (six feet wide if not required to be van accessible).~~

~~A. Fractional parking space requirements shall be counted as a whole space.~~

~~B. When a building or use is planned or constructed in such a manner that a choice of parking requirements could be made, the use which requires the greater number of parking spaces shall govern.~~

~~C. Where square feet are specified, the area measured shall be gross floor area under the roof measured from the faces of the structure, excluding only space devoted to covered off-street parking or loading.~~

~~D. Where employees are specified, the employees counted are the persons who work on the premises including proprietors, executives, professional people, production, sales, and distribution employees during the largest shift at peak season.~~

~~E. Each parking space shall be accessible from a street, ~~or~~ other right-of-way or legal access easement approved by the City.~~

~~B.F.~~ Up to twenty-five percent of the required parking spaces may be compact spaces. All parking spaces designated for compact vehicles shall be labeled by painting the words "COMPACT ONLY" on the parking space.

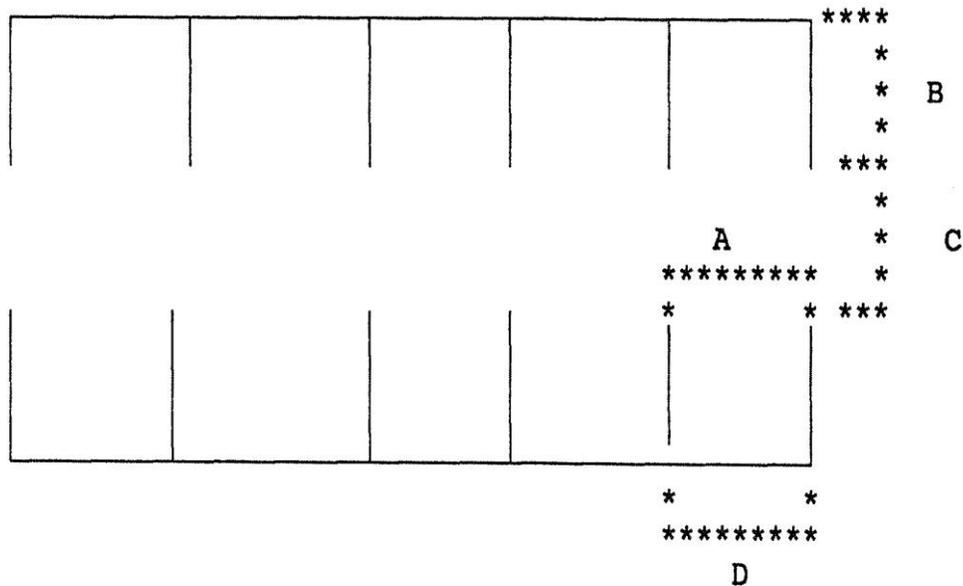
~~C.G.~~ Minimum standards for a standard parking stall's length and width, aisle width, and maneuvering space shall be determined from the following table. The width of each parking

space includes a four-inch-wide stripe which separates each space. Dimensions for designated compact spaces are noted in parentheses:

Overall				
Angle from curb	Stall Width "A"	Channel Depth "B"	Aisle Width* "C"	Curb Length per stall "D"
Parallel	9'0" (8'6")	9'0" (8'6")	12'0" (12'0")	23'0" (20'0")
30	9'0" (8'6")	16'10" (14'10")	12'0" (12'0")	18'0" (17'0")
45	9'0" (8'6")	19'1" (16'7")	14'0" (14'0")	12'9" (12'0")
60	9'0" (8'6")	20'1" (17'3")	18'0" (18'0")	10'5" (10'3")
90	9'0" (8'6")	18'0" (15'0")	24'0" (24'0")	9'0" (8'6")

* Aisles accommodating two direction traffic or allowing access from both ends shall be 24 feet in width.

1. Sample Illustration:



H. Excluding single-family and duplex residences, groups of more than two parking spaces shall be served by a service drive so that no backing movements or other maneuvering within a street or other public right-of-way would be required. Service drives shall be designed and constructed to meet the public works design standards which will ensure that the drives facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.

~~D. Each parking or loading space shall be accessible from a street and the access shall be of a width and location as described in the public works design standards.~~

E. Except for single-family and two-family residences, any area intended to be used to meet the off-street parking requirements as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety.

F. All areas used for the parking or maneuvering of any vehicle, boat, or trailer shall be improved with asphalt or concrete surfaces except for surplus parking or vehicular storage parking areas which may be gravel if gravel will not create adverse conditions affecting safe ingress and egress when combined with other uses of the property and all areas within public right-of-way shall be paved.

K. Pavements for driveways, parking lots, and parking maneuvering areas shall be constructed to the following minimum standards:

a. Pavement Strength. The pavement structural section submitted by the Engineer shall be designed to support an 80,000-pound truck in all local weather conditions and ground conditions.

b. Subgrade. The parking surface shall be placed on a stable well-compacted subgrade.

c. Pavement Thicknesses.

i. Residential Areas. On private property, in all residential areas, the minimum pavement section shall be 2-1/2 inches of asphalt over 4 inches of 1 ½ inch – 0 inch compacted crushed rock aggregate base course or shall be 4 inches of Portland cement concrete over 2 inches of 1 ½ inch – 0 inch crushed rock aggregate base course over subgrade compacted to 95 percent AASHTO T-99. ¾ inch – 0 inch compacted crushed rock aggregate base course is an acceptable alternative if 1 ½ inch – 0 inch is not available.

ii. Commercial and Industrial Areas. On private property, in commercial and industrial areas, the minimum pavement section shall be 3 inches of asphalt over 2 inches of compacted ¾ inch – 0 inch compacted crushed rock aggregate leveling course over 8 inches of compacted 1 ½ inch – 0 inch crushed rock

aggregate base course or shall be 5 inches of Portland cement concrete over 2 inches of compacted 1 ½ inch – 0 inch crushed rock aggregate base course over subgrade compacted to 95 percent AASHTO T-99. ¾ inch – 0 inch compacted crushed rock aggregate base course is an acceptable alternative if 1 ½ inch – 0 inch is not available.

L. All parking lots shall be kept clean and in good repair at all times. Breaks in paved surfaces shall be repaired promptly and broken or splintered wheel stops shall be replaced so that their function will not be impaired.

GM. Access Drives.

1. Access drives from the street to off-street parking or loading areas shall be designed and constructed consistent with the public works design standards to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site.
2. The number and size of access drives shall be in accordance with the requirements of public works design standards.
3. Access drives shall be clearly and permanently marked and defined through use of rails, fences, walls or other barriers or markers on frontage not occupied by service drives.
4. Access drives shall maintain visual clearance areas as provided in Chapter [12.10](#).

HN. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four inches high located three feet back from the front of the parking stall. The front three feet of the parking stall may be concrete, asphalt or low lying landscape material that does not exceed the height of the wheel stop. This area cannot be calculated to meet landscaping or sidewalk requirements.

IO. Except for single-family and two-family residences, off-street parking and loading facilities shall be drained to avoid flow of water across public sidewalks in accordance with specifications approved by the public works director to ensure that ponding does not occur.

JP. Artificial lighting on all off-street parking facilities shall not exceed 3 foot-candles. be designed to deflect all light away from surrounding residences and so as not to create a hazard to the public use road or street and shall not exceed intensities for adjacent streets as included in public works design standards.

~~QL~~. *Pedestrian walkway.* Where a walkway crosses a parking area or driveway, it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crossing may be part of a speed table to improve driver visibility of pedestrians. If crossings involve grade changes, the crossing shall include ADA accessible ramps. Painted striping, thermo-plastic striping, and similar types of non-permanent applications are discouraged, but may be approved for lower-volume crossings of 24 feet or less. (Ord. 857, 2016; Ord. 820 § 8, 2012; Ord. 634 § 1 Exh. A, 1995)

~~HR~~. *Location of Required Parking.* Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code.

1. Off-street parking spaces for single-family, duplex dwellings and ~~single-family attached townhouse~~ dwellings shall be located on the same lot with the dwelling. ~~All other~~

~~2. Off-street parking spaces for uses other than single-family or duplex residential off-street parking~~ shall be located not further than four hundred feet from the building or use they are required to serve, measured in a straight line.

~~32~~. Parking lots for commercial and institutional uses shall be located to the side or rear of buildings where feasible; for commercial uses in the Downtown Overlay off-street parking shall be located to the side or rear of buildings, as required by [17.80.050](#).

~~43~~. For office, industrial, and institutional uses where there are more than 20 parking spaces on the site, the following standards must be met:

- a. Five spaces or five percent of the parking spaces on site, whichever is less, must be reserved for carpool use before 9:00 AM on weekdays. More spaces may be reserved, but they are not required.
- b. The spaces will be those closest to the building entrance or elevator, but not closer than the spaces for disabled parking and those signed for exclusive customer use.

~~KS~~. Required parking spaces shall:

1. Be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only;

2. Not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use; and
3. Not be rented, leased or assigned to any other person or organization unless the required number of spaces are maintained.

~~MI.~~ Parking lots shall be landscaped in accordance with the requirements in Section-
17.106.060.

~~NU.~~ ~~All parking areas which contain over five required spaces shall be provided with one handicapped parking space.~~ All parking provisions required by the ADA shall be met.

~~S.~~ ~~A plan drawn to scale, indicating how the off-street parking and loading requirement is to be fulfilled, shall accompany the request for a building permit or development application.~~

~~XV.~~ Off street parking of any vehicle or recreational vehicle, watercraft, or parts designed to be affixed thereto, which obstructs the visual clearance area or creates a potential safety hazard shall not be allowed in required yard.

~~YW.~~ Parking and loading areas shall be designed to minimize disturbances of adjacent residents by erection between the uses of a sight-obscuring fence of not less than four feet in height, provided that the provisions for visual clearance areas are met. Parking spaces within a parking lot shall be designed and constructed so that no portion of a parked vehicle, including an opened door, will extend beyond the property line.

~~X.~~ All new privately-owned commercial buildings, multifamily dwellings and mixed-use buildings consisting of privately owned commercial space and five or more residential dwelling units shall provide electrical service capacity for charging electric vehicles. Each building shall include, at a minimum, provisions for electrical service capacity at no less than 20 percent of the vehicle parking spaces in the garage or parking area for the building. Fractional numbers derived from a calculation of the vehicle parking spaces must be rounded up to the nearest whole number.

~~Y.~~ Where several uses occupy a single structure or parcel of land or a combination of uses are included in one business, the total off-street parking spaces and loading area is the sum of the requirements of the several uses, computed separately.

~~Z.~~ Within the commercial and expanded commercial zones, owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap by more than two hours; satisfactory legal

evidence shall be presented to the planner in the form of deeds, leases or contracts to establish the joint use; and if a joint use arrangement is subsequently terminated, the requirements of this title thereafter apply to each separately.

AA. On-Street Parking. On-street parking may be counted toward the minimum standards when it is on the street face abutting the subject land use and the street has a minimum paved width of 32-feet. An on-street parking space shall not obstruct a required visual clearance area and it shall not violate any law or street standard. On-street parking for commercial uses shall conform to the following standards:

1.. Dimensions. The following constitutes one on-street parking space:

a. Parallel parking: Twenty-three feet of uninterrupted and available curb;

b. Forty-five and/or sixty-degree diagonal parking: Fifteen feet of curb;

c. Ninety-degree (perpendicular) parking: Twelve feet of curb.

d. Public Use Required for Credit. On-street parking spaces counted toward meeting the parking requirements of a specific use may not be used exclusively by that use, but shall be available for general public use at all times. Signs or other actions that limit general public use of on-street spaces are prohibited.

AB. Exceptions and Reductions to Off-Street Parking. The applicant may propose a parking standard that is different than the standard under Section 17.106.020, for review and action by the review authority processed according to the procedures in Chapter 17.162. The applicant's proposal shall consist of a written request, and a parking analysis prepared by a qualified planning or transportation professional.

1. The parking analysis, at a minimum, shall assess the average parking demand and available supply for existing and proposed uses on the subject site; opportunities for shared parking with other uses in the vicinity; existing public parking in the vicinity; transportation options existing or planned near the site, such as frequent bus service, carpools, or private shuttles; and other relevant factors.

2. The review authority may reduce the off-street parking standards of Section ~~17.106.030~~ 17.106.020 for sites with one or more of the following features, pursuant with this

Subsection:

a. Site has a bus stop with frequent transit service located adjacent to it, and the site's frontage is improved with a bus stop waiting shelter, consistent with the standards of the applicable transit service provider: Allow up to a 10 percent reduction to the standard number of automobile parking spaces.

b. Site has dedicated parking spaces for carpool/vanpool vehicles: Allow up to a 5 percent reduction to the standard number of automobile parking spaces.

c. Site has dedicated parking spaces for motorcycle and/or scooter or electric carts:

Motorcycle parking may substitute for up to 5 spaces or 5 percent of required automobile parking, whichever is less. For every 4 motorcycle parking spaces provided, the automobile parking requirement is reduced by one space. Each motorcycle space must be at least 4 feet wide and 8 feet deep. Existing parking may be converted to take advantage of this provision. (Ord. 857, 2016; Ord. 820 § 8, 2012; Ord. 634 § 1 Exh. A, 1995)

17.106.040 Modification to parking requirements Similar use determination.

A. Upon application the planner may rule that a use, not specifically listed in Section [17.106.030](#), is a use similar to a listed use and that the same parking standards shall apply. No notice need be given. The ruling on parking area requirements shall be based on findings that the following criteria are satisfied:

1. The use is similar to and of the same general type as a listed use;
2. The use has similar intensity, density and offsite impact as the listed use; and
3. The use has similar impacts on the community facilities as the listed use.

B. The planner shall maintain a list of approved unlisted use parking requirements which shall have the same effect as an amendment to this chapter. An updated list shall be given to the planning commission at its next regularly scheduled meeting following each determination of the parking requirements for an unlisted use. Annually, all copies of this title shall be updated to include the unlisted uses approved during the previous year.

17.106.050 Bicycle parking.

A. *Standards.* At a minimum, bicycle parking shall be provided based on the standards in Subsection E. below. Where an application is subject to Conditional Use Permit approval or the applicant has requested a reduction to an automobile-parking standard, pursuant with Subsection 17.80.050.E or Subsection 17.106.030.AB, the [review authority planning commission](#) may require bicycle parking spaces in addition to those in Subsection E.

B. *Design.* Bicycle parking shall consist of staple-design steel racks or other City-approved racks, lockers, or storage lids providing a safe and secure means of storing a bicycle.

C. *Exemptions.* This Section does not apply to single-family and duplex housing, home occupations, and agricultural uses. The [review authority planning commission](#) may exempt other uses upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.

D. *Prohibitions.* Bicycle parking shall not impede or create a hazard to pedestrians or vehicles, and shall be located so as to not conflict with the visual clearance areas as provided in Chapter 12.10. Bicycle parking areas shall not be located within parking aisles, landscape areas, or pedestrian ways.

E. *Number of spaces.* The bicycle parking standards below shall apply to the uses listed. Bicycle parking spaces shall be installed in conjunction with the installation of required new or additional vehicle parking. When two standards are provided, the standard that results in the greater number of bicycle parking spaces shall govern.

Multi-family residential (~~five~~ or more units): 2 spaces every 5 units or portion thereof

Commercial: 2 spaces per primary use or 1 per 5 vehicles spaces

Industrial: 2 spaces per primary use or 1 per 10 vehicle spaces

Parks: 4 spaces

Schools: 2 spaces per classroom

Institutional Uses and Places of Worship: 2 spaces per primary use or 1 per 10 vehicle spaces

Transit centers and park-and-ride lots: 8 spaces

Other uses: 2 spaces per primary use or 1 per 10 vehicle spaces

17.106.060 Parking area landscaping.

A. If four-five or more off- street parking spaces are required under this title, a minimum four-foot-wide landscaped buffer strip (excluding curbs) shall be provided separating the off-street parking and vehicular use areas from any adjacent street. 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.

B. In addition to the provisions of subsection A., above, off-street parking areas with 50 to 99 parking stalls shall include:

- 1.A minimum four-foot-wide landscape buffer (excluding curbs) with a minimum of 1 tree per every 190 square feet (or portion thereof) of perimeter landscaping separating the off-street parking area from adjacent properties (unless utilizing shared parking with adjacent properties); and
- 2.A minimum of five square feet of interior landscaping per parking stall provided in landscaped islands that are each a minimum of 95 square feet in size, five feet in width and contain at least one tree per every 95 square feet or portion thereof of interior parking area landscaping.

C. In addition to the provisions of subsection A., above, off-street parking areas with 100 or more parking stalls shall include:

1. A minimum four-foot-wide landscape buffer (excluding curbs) with a minimum of 1 tree per every 190 square feet (or portion thereof) of perimeter landscaping separating the off-street parking area from adjacent properties (unless utilizing shared parking with adjacent properties); and

2. A minimum of ten square feet of interior landscaping per parking stall provided in landscaped islands that are each a minimum of 95 square feet in size, five feet in width and contain at least one tree per every 95 square feet or portion thereof of interior parking area landscaping.

D. Interior or perimeter parking area landscaping may be utilized for stormwater management when approved as part of a site development review or conditional use permit.

17.106.070 Loading/unloading driveways required onsite.

A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school or other meeting place which is designed to accommodate more than twenty-five people at one time. (Ord. 634 § 1 Exh. A, 1995)

17.106.080 Off-street loading.

Buildings or structures to be built or altered which receive and distribute material or merchandise by truck shall provide and maintain off-street loading and maneuvering space as follows:

A. Every commercial or industrial use having floor area of ten thousand square feet or more, shall have at least one off-street loading space on site.

B. One additional space shall be provided for each additional thirty thousand square feet or major fraction thereof.

C. Each loading space shall have sufficient area for turning and maneuvering of vehicles on the site, and entrances and exits for the loading areas shall be provided at locations approved by the planner in accordance with the public works design standards.

D. Screening for off-street loading facilities is required in accordance with Chapter 17.100. Additional screening, buffering or setback may be required particularly for unloading of large, box-type units. (Ord. 634 § 1 Exh. A, 1995)

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

Disclaimer: The city recorder's office has the official version of the Scappoose Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

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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 since they were reviewed during the November work session, or no revisions are proposed.

17.120.050 Phased development.

A. The ~~planning commission~~review authority may approve a time schedule for developing a site in phases over a period ~~of time of~~ one two years, but in no case shall the total time period for all phases be greater than three years without reapplying for site development review.

B. The following criteria shall be satisfied in order to approve a phased site development review proposal:

1. All underground utilities shall be scheduled to be constructed in conjunction with or prior to each phase to ensure provision of public facilities prior to building occupancy.
2. The development and occupancy of any phase shall not be dependent on the use of temporary public facilities. A temporary public facility is an interim facility not constructed to the applicable city or district standard; and

3. The phased development shall not result in the city or other property owners needing to construct public facilities that were required by an approved development proposal. (Ord. 868, 2018; Ord. 828, 2013; Ord. 828, 2013; Ord. 634 § 1 Exh. A, 1995)

17.120.080 Minor modification(s) to approved plans or existing development.

A. Any modification which is not within the description of a major modification as provided in Section [17.120.070](#), may be considered a minor modification.

B. An applicant may request approval of a minor modification by:

1. Providing the planner with a reproducible copy of the proposed modified site development plan; and
2. Submitting a narrative which indicates the rationale for the proposed modification addressing the changes listed demonstrating that the minor modification is not listed in Section [17.120.070\(B\)](#).

C. A minor modification shall be approved, approved with conditions or deniedThe planner may approve, approve with conditions or deny a minor modification through a Type I land use review following the planner's review based on the finding that:

1. No title provisions will be violated; and
2. The modification is not a major modification. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

D. Notice of the planner's decision shall be given to the applicant.

17.120.090 Application submission requirements.

A. All applications shall be made on forms provided by the planner and shall be accompanied by:

1. Copies of the development permit proposal and necessary data, or including a narrative which that explains how the proposal conforms to the standards; and

2. Site development plans drawn to a standard engineering scale. (Ord. 868, 2018; Ord. 828, 2013; Ord. 634 § 1 Exh. A, 1995)

17.120.120 Site development plans.

A. Site development plan(s), data and narrative shall include the following information, as appropriate:

1. A vicinity map showing the proposed site and surrounding properties;
2. The site size and its dimensions;
3. The location, dimensions and names of all:
 - a. Existing and platted streets and other public ways and easements on the site and on adjoining properties, and
 - b. Proposed streets or other public ways and easements on the site;
4. The location and dimension of:
 - a. Entrances and exits on the site,
 - b. Parking and traffic circulation areas,
 - c. Loading and services areas, where applicable,
 - d. Pedestrian and bicycle facilities,
 - e. Utilities;
5. The location, dimensions and setback distances of all:
 - a. Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
 - b. Proposed structures, improvements, and utilities on the site;
6. Contour lines at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;

7. A grading plan that includes:

- a. The identification and location of the benchmark and corresponding datum,
- b. Location and extent to which grading will take place indicating contour lines, slope ratios, and slope stabilization proposals,

~~c. The location of drainage patterns and drainage courses;~~ and

~~ed.~~ When requested by the planner, a statement from a registered engineer supported by factual data substantiating:

- i. The validity of the slope stabilization proposals,
- ii. That other off-site impacts will not be created,
- iii. Stream flow calculations,
- iv. Cut and fill calculations, and
- v. Channelization measures proposed;

~~8. The location of drainage patterns and drainage courses;~~

~~98.~~ The location of any natural hazard areas including:

- a. Floodplain areas (one hundred-year floodplain and floodway),
- b. Slopes in excess of fifteen percent,
- c. Unstable ground (areas subject to slumping, earth slides or movement),
- d. Areas having a high seasonal water table within twenty-four inches of the surface for three or more weeks of the year,
- e. Areas having a severe soil erosion potential as defined by the soil conservation service, and
- f. Areas having severe weak foundation soils;

~~109.~~ If applicable, the location of resource areas or site features including:

- a. Wildlife habitat, and

- b. Wetlands,
- c. Rock outcroppings, and
- d. Trees with six inches caliper or greater measured four feet from ground level;

~~11.10.~~ The method for mitigating any adverse impacts upon wetland, riparian or wildfire habitat areas;

~~12.11.~~ A The location of areas to be landscaped plan, including:

- a. Location and height of fences, buffers and screening,
- b. Location of terraces, decks, shelters, play areas, and common open spaces where applicable, and
- c. Location, type and size of existing and proposed plant materials (including a tree canopy coverage table for all buffer plantings),
- d. On site irrigation provisions,

ed. Soil conditions; ~~r~~ and

~~e. Erosion control measures that will be used. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)~~

~~12.~~ A photometric plan meeting Illumination Engineering Society of North America (IESNA) and dark sky standards. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.180 Approval standards.

The ~~planning commission~~ review authority shall make a finding with respect to each of the following criteria when approving, approving with conditions, or denying an application:

- A. Provisions of all applicable chapters;
- B. Buildings shall be located:

~~1. to preserve topography, and~~ To preserve and maintain natural drainage pathways;

~~2. located in areas not subject to ground slumping or sliding as determined by a geotechnical report; located to provide adequate distance between adjoining buildings for adequate light, air circulation, and fire fighting; and oriented with consideration for sun and wind; and~~

C. Existing trees having a six-inch caliper or greater shall be preserved or replaced by new plantings of equal character;

D. Privacy and noise:

~~1. The buildings shall be oriented in a manner which protects private spaces on adjoining properties from view and noise; No part of a window, deck or balcony on a second floor or higher shall be located within 15 feet of a property line abutting a property zoned R-1, R-4 or MH; and~~

~~2. Residential buildings shall be located on the portion of the site having the lowest noise levels, and~~

~~3. On-site Non-residential uses which create noise, lights, or glare shall be buffered from adjoining residential uses to the levels specified in SMC 17.56.070;~~

E. Private outdoor area: residential use:

1. Structures which include residential dwelling units shall provide private outdoor areas which ~~are~~ screened from view by adjoining units with a minimum 6-foot-high sight-obscuring wood, metal (non-chain link), masonry or vegetative screen,

2. Private open space ~~such as a~~ (porch, deck, patio or balcony) shall be provided and shall be designed for the exclusive use of individual units and shall be at least forty-eight square feet in size with a minimum width dimension of four feet, and

a. Balconies used for entrances or exits shall not be considered as open space except where such exits or entrances are for the sole use of the unit, and

b. Required open space may include roofed or enclosed structures such as a recreation center or covered picnic area,

3. Wherever possible, private outdoor open spaces ~~should~~ are encouraged to be oriented toward the sun;

F. Shared outdoor recreation areas: residential use:

1. In addition to the requirements of subsections D and E of this section, usable outdoor recreation space shall be provided in multifamily, mixed-use, and live/work residential developments for the shared or common use of all the residents in the following amounts:

- a. Studio up to and including two-bedroom units, two hundred square feet per unit, and
- b. Three or more bedroom units, three hundred square feet per unit,

2. The required recreation space ~~may~~shall be provided as follows:

- a. It may be all outdoor space, or
- b. It may be part outdoor space and part indoor space; for example, an outdoor tennis court, and indoor recreation room,

c. It may be all public or common space, and

~~d. It may be part common space and part private; for example, it could be an outdoor tennis court, indoor recreation room and balconies on each unit, and~~

de. Where balconies are added to units, the balconies shall not be less than forty-eight square feet in size and any balcony area counted toward shared outdoor recreation area shall be in addition to any balcony area counted toward the private outdoor area required by subsection E. above.

~~1. Shared outdoor recreation space shall be readily observable for reasons of crime prevention and safety;~~

~~G. Where landfill and/or development is allowed within and adjacent to the one hundred-year floodplain, the city may require the dedication of sufficient open land area for greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the floodplain;~~

~~H. Demarcation of public, semipublic, and private spaces; crime prevention:~~

~~1. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly~~

~~defined in order to establish persons having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and~~

~~2. These areas may be defined by a deck, patio, low wall, hedge or draping vine, a trellis or arbor, a change in level or landscaping;~~

~~I. Crime prevention and safety:~~

~~1. Windows shall be located so that areas vulnerable to crime can be surveyed by the occupants;~~

~~2. Interior laundry and service areas shall be located in a way that they can be observed by others;~~

~~3. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic;~~

~~4. The exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime, and~~

~~5. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps and abrupt grade changes. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person;~~

G. Exterior Lighting Standards.

1. Development applications shall include a lighting plan showing locations and specifications for all exterior lighting, including lighting used to illuminate streets, buildings, sidewalks, multi-use paths, parking lots, plazas, or open space areas. The lighting plan shall be evaluated during the land use approval process for compliance with the standards of this section. Lighting standards stated in foot candles refers to the average level across the site.

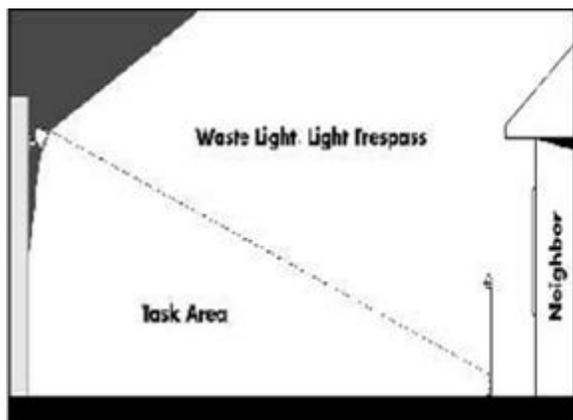
2. Lighting plans shall also show any proposed exterior architectural or aesthetic lighting used to create visual interest or emphasize building features. Aesthetic and architectural lighting shall also be evaluated during the land use approval process for compliance with the standards of this section.

3. Light fixtures shall be installed and used in a manner such that light is directed downward, not outward or upward.

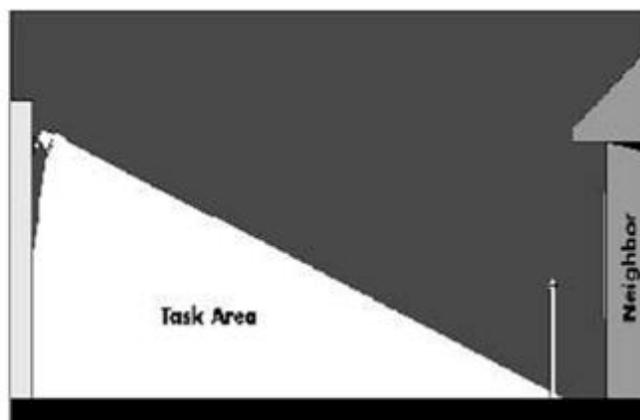
4. For safety purposes, lighting shall be provided throughout the on-site pedestrian circulation system, including street frontages, sidewalks, multi-use paths, parking lots, buildings, and plazas. The on-site pedestrian circulation system shall be lighted to a minimum level of 2 foot-candles and a maximum of 3 foot-candles to enhance pedestrian safety and allow use at night.
5. Required bicycle parking lighting level shall be 3 foot-candles to allow secure use at night.
6. The minimum lighting level for building entries of new multifamily dwellings, retail, commercial, office, industrial and institutional buildings located within 300 feet of the property boundaries of a major transit stop shall be 4 foot-candles. The lighting level for all other primary building entrances shall be 3 foot-candles. Building entry lights shall be no more than 12 feet in height and the light source shall be shielded.
7. Maximum lighting levels for parking lot lighting shall be 3 foot-candles.
8. Fixtures on mixed-use and commercially zoned properties that are mounted to the underside of structures such as canopies, awnings, etc., (such as those found at gas stations, drive-through facilities, service stations and parking structures) shall be flush mounted to the canopy so that the lens does not protrude below the surface to which it is mounted. In instances where the canopy is not thick enough to accommodate a flush mount fixture, a fully shielded fixture may be utilized and mounted to the surface.
9. Illumination of government flags is allowed provided the light fixtures direct the light downward or are fully shielded.
10. Exterior lighting shall not blink, flash, or change color or intensity.
11. Foreground spaces, such as building entrances and plaza seating areas, shall use pedestrian-scale lighting that defines the space without glare. Background spaces such as parking lots shall be illuminated as unobtrusively as practicable to meet the functional needs of safe circulation and of protecting people and property.
12. Site lighting that could be confused with warning, emergency, or traffic signals is not permitted.
13. Site lighting that could be confused with airport lighting is not permitted.

14. Light trespass shall be minimized. Maximum lighting levels at property lines shall not increase lighting level more than 0.1 foot-candles 10 feet beyond the property line or 1 foot-candle adjacent to non-residentially zoned property or public rights-of-way.

Examples of Light Trespass



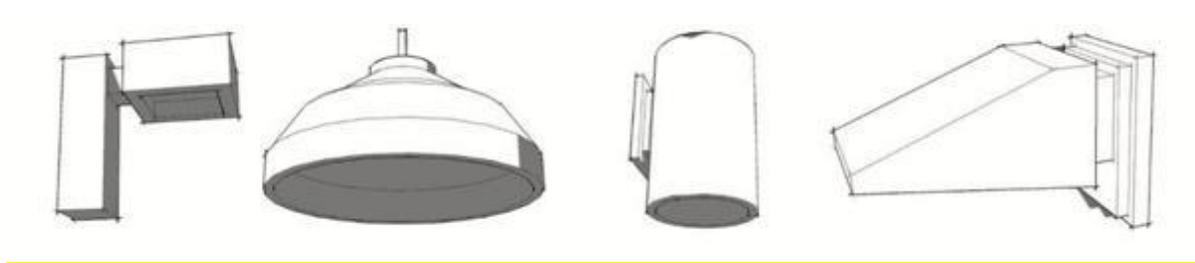
Does not comply -- Light trespass



Complies -- No light trespass

15. Any light source or lamp that emits more than 900 lumens (13 watt compact fluorescent or 60 watt incandescent) shall be concealed or shielded with an Illumination Engineering Society of North America (IESNA) full cut-off style fixture with an angle not exceeding 90 degrees to minimize the potential for glare and unnecessary diffusion on adjacent property. Examples of shielded light fixtures are shown below:

Examples of Shielded Light Fixtures



16. The following types of lighting are not subject to the requirements of this section:

- 1. Public street and right-of-way lighting (standards for street lighting are addressed in the Public Works Design and Construction Standards);

2. Temporary decorative seasonal lighting illuminated no longer than 60 days;

3. Temporary lighting for emergency or nighttime work and construction;

4. Temporary lighting for theatrical, television and performance areas, or for special public events;

5. Lighting for a special district, street or building that, according to an adopted City plan or ordinance, is determined to require special lighting aesthetics as part of its physical character;

6. Lighting required and regulated by the FAA; and

7. Lighting for outdoor recreational uses such as stadiums, driving ranges, ball diamonds, playing fields, tennis courts and similar uses, provided that:

a. Light poles are not more than 80 ft. tall,

b. Maximum illumination at the property line is not brighter than 1 foot-candle, and

c. Exterior lighting is extinguished no later than 11:00 p.m.

HJ. Access and circulation:

1. The number of allowed access points for a development shall be as provided in the public works design standards.

2. All circulation patterns within a development shall be designed to accommodate emergency vehicles per Scappoose Rural Fire Protection District Standards.

3. Provisions shall be made for pedestrian ways and bicycle ways consistent with [17.120.180\(QO\)](#);

IK. Public transit:

1. Provisions within the plan shall be included for providing for transit if the development proposal is adjacent to existing or proposed transit route.

2. The requirements for transit facilities shall be based on:

a. The location of other transit facilities in the area,

- b. The size and type of the proposal.
3. The following facilities may be required:
 - a. Bus stop shelters,
 - b. Turnouts for buses, and
 - c. Connecting paths to the shelters;

JL. All parking and loading areas shall be designed in accordance with the requirements set forth in [Chapter 17.106, Sections 17.106.050 and 17.106.080](#), Chapter [12.10](#), and the public works design standards;

KM. All landscaping shall be designed in accordance with the requirements set forth in Chapter [17.100](#);

LN. All drainage plans shall be submitted to the public works director for review and approval;

MQ. All facilities for ~~the handicapped people with disabilities~~ shall be designed in accordance with the requirements set forth in the ~~Americans with Disabilities Act requirements; ADA requirements;~~ and

NP. All of the provisions and regulations of the underlying ~~and/or overlay zones~~ shall apply.

OQ. *Pedestrian Access and Circulation Standards*. Developments shall conform to all of the following standards for pedestrian access and circulation:

1. *Continuous Walkway System*. A pedestrian walkway system shall extend throughout the development site and connect to adjacent sidewalks, if any, and to all future phases of the development, as applicable.
2. *Safe, Direct, and Convenient*. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, transit stops, recreational areas/playgrounds, and public rights-of-way based on all of the following criteria:
 - a. The walkway is reasonably direct. ~~A walkway is reasonably direct when, meaning it follows a route that does not deviate unnecessarily from a straight line or it does not~~

~~involve a significant amount of out-of-direction travel except to avoid existing mature trees and infrastructure;~~

b. The walkway is designed ~~primarily~~ for pedestrian safety and convenience, meaning it is ~~reasonably~~ free from hazards and provides a ~~reasonably~~ smooth and consistent surface and direct route of travel between destinations. ~~The city planning commission may require landscape buffering between walkways and adjacent parking lots or driveways to mitigate safety concerns.~~

c. The walkway network connects to all primary building entrances and, where required, Americans With Disabilities Act requirements.

3. *Vehicle/Walkway Separation.* Except as required for crosswalks, pursuant to Subsection 4, below, where a walkway abuts a driveway or street it shall be raised 6 inches and curbed along the edge of the driveway/street. Alternatively, the [city planning commission review authority](#) may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is physically separated from all vehicle-maneuvering areas. An example of such separation is a row of bollards (designed for use in parking areas) with adequate minimum spacing between them to prevent vehicles from entering the walkway.

4. *Crosswalks.* Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians. Painted or thermo-plastic striping and similar types of non-permanent applications are discouraged, but may be approved for lesser used crosswalks not exceeding 20 feet in length.

5. *Walkway Width and Surface.* Walkways, including access ways required for subdivisions pursuant with Chapter [17.150](#), shall be constructed of concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the city engineer, and not less than 5 feet wide. Multi-use paths (i.e., designed for shared use by bicyclists and pedestrians) shall be concrete or asphalt and shall conform to the public works design standards.

6. *Walkway Construction.* Walkway surfaces may be concrete, asphalt, brick/masonry pavers, or other city-approved durable surface meeting Americans with Disabilities Act requirements. Walkways shall be not less than 5 feet in width, except that concrete walkways a minimum of 6 feet in width are required in commercial developments and

where access ways are required for subdivisions under Chapter [17.150](#) ~~the planning commission may also require 6 foot wide, or wider, concrete sidewalks in other developments where pedestrian traffic warrants walkways wider than 5 feet.~~

7. *Multi-Use Pathways*. Multi-use pathways, where approved, shall be 12 feet wide and constructed of asphalt or concrete, consistent with the applicable public works design standards. (Ord. 868, 2018; Ord. 857, 2016; Ord. 820 § 9, 2012; Ord. 634 § 1 Exh. A, 1995)

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Chapter 17.130

CONDITIONAL USE

Sections:

17.130.010	Purpose.
17.130.020	Administration and approval process.
17.130.030	Expiration of approval.
17.130.040	Phased development or existing development.
17.130.050	Approval standards and conditions.
17.130.060	Major modification <u>to approved conditional use.</u>
17.130.070	Minor modifications <u>to approved conditional use.</u>
17.130.080	Application submission requirements.
17.130.090	<u>Conditional Use Permit</u> Site development plans.

17.130.010 Purpose.

The purpose of this chapter is to provide standards and procedures under which conditional use may be permitted, enlarged or altered if the site is appropriate and if other conditions can be met. (Ord. 634 § 1 Exh. A, 1995)

17.130.020 Administration and approval process.

- A. The applicant of a conditional use proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.
- B. Action on the application shall be in accordance with Chapter [17.162](#). (Ord. 634 § 1 Exh. A, 1995)

17.130.030 Expiration of approval.

- A. Approval of a conditional use by the planning commission shall be void if:

1. Substantial construction of the approved plan has not been completed within a ~~two~~one-year period; or
 2. Construction on the site is a departure from the approved plan.
- B. The planner may, upon written request by the applicant and payment of the required fee, grant an extension of the approval period not to exceed one year, provided that:
1. No changes are made on the original conditional use plan as approved by the planning commission;
 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.
- C. Notice of the decision shall be provided to the applicant. (Ord. 634 § 1 Exh. A, 1995)

17.130.040 Phased development ~~or existing development.~~

- A. The planning commission may approve a time schedule for developing a site in phases over a period ~~of time~~ of ~~two~~one years, but in no case shall the total time period for all phases be greater than three years without reapplying for conditional use review.
- B. The following criteria shall be satisfied in order to approve a phased conditional use review proposal.
1. All underground utilities shall be scheduled to be constructed in conjunction with or prior to each phase to ensure provision of public facilities prior to building occupancy;
 2. The development and occupancy of any phase shall not be dependent on the use of temporary public facilities. A temporary public facility is an interim facility not constructed to the applicable city or district standard; and
 3. The phased development shall not result in requiring the city or other property owners ~~needing~~ to construct public facilities that were required by an approved development proposal. (Ord. 828, 2013; Ord. 634 § 1 Exh. A, 1995)

17.130.050 Approval standards and conditions.

A. The planning commission shall approve, approve with conditions, or deny an application for a conditional use based on findings of fact with respect to each of the following criteria:

1. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, existing improvements and natural features;
2. All required public facilities have adequate capacity to serve the proposal;
3. The applicable requirements of the zoning district are met;
4. The operating and physical characteristics of the proposed use is reasonably compatible with surrounding properties or will be made compatible by imposing conditions;
5. The proposed use will not have unmitigated nuisance impacts, such as from noise, odor, and/or vibrations, greater than usually generated by uses allowed outright at the proposed location;
6. The proposed use will not change the character of the surrounding area in a way which limits or precludes use of the surrounding properties consistent with the provisions of the underlying zone;
7. A conditional use proposal that includes site development that meets the applicability requirements of Section 17.120.020 shall meet the approval standards in Section 17.120.180; and
8. A conditional use proposal that includes a minor site modification that meets the applicability requirements of Section 17.120.080.A shall meet the approval standards of Section 17.120.080.C.

B. An enlargement or alteration of an existing conditional use shall be subject to the approval standards of this Chapter.

C. The planning commission may impose conditions on its approval of a conditional use, which it finds are necessary to ensure the use is compatible with other use in the vicinity. These conditions may include, but are not limited to, the following:

1. Limiting the hours, days, place and manner of operation;
2. Requiring structure and/or site design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor and dust;
3. Requiring additional setback areas, lot area, or lot depth or width;
4. Limiting the building height, size or lot coverage, or location on the site;
5. Designating the size, number, location and design of vehicle access points;
6. Requiring street right-of-way to be dedicated and the street to be improved;
7. Requiring landscaping, screening, drainage and surfacing of parking and loading areas;
8. Limiting the number, size, location, height and lighting of signs;
9. Limiting or setting standards for the location and intensity of outdoor lighting;
10. Requiring berming, screening or landscaping and the establishment of standards for their installation and maintenance;
11. Requiring and designating the size, height, location and materials for fences;
12. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas and drainage areas;
13. Requiring the dedication of sufficient open land area for a greenway adjoining and within the floodplain when land form alterations and development are allowed within the one hundred-year floodplain. (Ord. 828, 2013; Ord. 634 § 1 Ex. A, 1995)

17.130.060 Major modification to approved conditional use.

- A. An applicant may request approval of modification to an approved plan by:
 1. Providing the planner with a reproducible copy of the proposed modified conditional use plan; and
 2. A narrative addressing the proposed changes as 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 additional on-site parking spaces by ten percent or more, 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;

~~810.~~ 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 conditional use approval which are not the subject of subdivisions [\(B\)](#) (1) through [\(811\)](#) of this subsection.

C. Upon the planner determining that the proposed modification to the conditional use plan is a major modification, the applicant shall submit a new application for conditional use approval. (Ord. 828, 2013; Ord. 634 § 1 Exh. A, 1995)

17.130.070 Minor modifications to approved conditional use.

- A. Any modification which is not within the description of a major modification as provided in Section [17.130.060](#) shall be considered a minor modification.
- B. An applicant may request approval of a minor modification by:
1. Providing the planner with [a reproducible copy](#) ~~three copies~~ of the proposed modified conditional use plan; and
 2. ~~A-Submitting a~~ narrative which indicates the rationale for the proposed modification ~~addressing the changes listed demonstrating that the minor modification is not listed~~ in Section [17.130.060\(B\)](#).
- C. The planner may approve, approve with conditions or deny a minor modification ~~following the planner's review~~ based on the findings that:
1. No title provisions will be violated; and
 2. The modification is not a major modification.
- D. Notice of the planner's decision shall be given to the applicant. (Ord. 634 § 1 Exh. A, 1995)

17.130.080 Application submission requirements.

- A. All applications shall be made on forms provided by the planner and shall be accompanied by:
1. Copies of the development permit proposal and necessary data, ~~or including a~~ narrative ~~which that~~ explains how the proposal conforms to the standards; and
 2. Site development plans drawn to a standard engineering scale.
- ~~B. The required information may be combined on one map. (Ord. 828, 2013; Ord. 634 § 1 Exh. A, 1995)~~

17.130.090 ~~Site development~~Conditional use permit plans.

A. ~~Site development~~Conditional use permit plan(s), data and narrative shall include the following information:

1. A vicinity map showing the proposed site and surrounding properties;
2. The site size and its dimensions;
3. The location, dimensions, and names of all:
 - a. Existing and platted streets and other public ways and easements on the site and on adjoining properties, and
 - b. Proposed streets or other public ways and easements on the site;
4. The location and dimension of:
 - a. Entrances and exits on the site,
 - b. Parking and traffic circulation areas,
 - c. Loading and services areas, where applicable,
 - d. Pedestrian and bicycle facilities,
 - e. Utilities;
5. The location, dimensions and setback distances of all:
 - a. Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
 - b. Proposed structures, improvements, and utilities on the site,
6. Contour lines at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;
7. A grading plan that includes:
 - a. The identification and location of the benchmark and corresponding datum,

b. Location and extent to which grading will take place indicating contour lines, slope ratios, and slope stabilization proposals,

~~c. The location of drainage patterns and drainage courses; and~~

~~ed.~~ When requested by the planner, a statement from a registered engineer supported by factual data substantiating:

- i. The validity of the slope stabilization proposals,
- ii. That other off-site impacts will not be created,
- iii. Stream flow calculations,
- iv. Cut and fill calculations, and
- v. Channelization measures proposed;

~~8. The location of drainage patterns and drainage courses;~~

~~98.~~ The location of any natural hazard areas including:

- a. Floodplain areas (one hundred-year floodplain and floodway),
- b. Slopes in excess of fifteen percent;
- c. Unstable ground (areas subject to slumping, earth slides or movement),
- d. Areas having a high seasonal water table within twenty- four inches of the surface for three or more weeks of the year,
- e. Areas having a severe soil erosion potential as defined by the Soil Conservation Service, and
- f. Areas having severe weak foundation soils;

~~109.~~ If applicable, the location of resource areas or site features including:

- a. Wildlife habitat, and
- b. Wetlands,
- c. Rock outcroppings, and

d. Trees with six inches caliper or greater measured four feet from ground level;

~~1110.~~ The method for mitigating any adverse impacts upon wetland, riparian or wildfire habitat areas.

~~1211.~~ ~~The location of areas to be landscaped~~A landscaping plan, including:

a. Location and height of fences, buffers and screening,

b. Location of terraces, decks, shelters, play areas, and common open spaces where applicable, and

c. Location, type, and size of existing and proposed plant materials (including a tree canopy coverage table for all buffer plantings),

d. On site irrigation provisions,

~~e.~~ Soil conditions; and

e. Erosion control measures that will be used. (Ord. 634 § 1 Exh. A, 1995)

12. A photometric plan meeting Illumination Engineering Society of North America (IESNA) and dark sky standards.

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

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Chapter 17.142

HOME OCCUPATIONS

Sections:

17.142.010	Purpose.
17.142.020	Applicability and exemptions.
17.142.030	Nonconforming uses.
17.142.050	General approval criteria and standards.
17.142.060	Permit procedures.
17.142.070	Type II applications.
17.142.090	Revocation and expiration of home occupation permits.
17.142.100	Action regarding complaints.
17.142.130	Business license required.

17.142.010 Purpose.

It is the purpose of this chapter to permit residents an opportunity to use their homes to engage in small-scale business ventures which could not be sustained if it were necessary to lease commercial quarters and to establish approval criteria and standards to ensure that home occupations are conducted as lawful uses which are subordinate to the residential use of the property and are conducted in a manner that is not detrimental or disruptive in terms of appearance or operation to neighboring properties and residents. (Ord. 634 § 1 Exh. A, 1995)

17.142.020 Applicability and exemptions.

- A. No person shall carry on a home occupation, or permit such use to occur on property which that person owns or is in lawful control of, contrary to the provisions of this chapter.
- B. Exemptions from the provisions of this chapter are:
1. Garage sales (limited to twelve days per year);

2. For-profit production of produce or other food products grown on the premises. This may include temporary or seasonal sale of produce or other food products grown on the premises;
3. Hobbies which do not result in payment to those engaged in such activity;
4. Proven nonconforming home occupations as per Section [17.142.030](#).

C. *Type I Home Occupations*. A Type I home occupation shall exhibit no evidence that a business is being conducted from the premises. A Type I home occupation shall not permit:

1. Exterior signs which identify the property as a business location;
2. Clients or customers to visit the premises for any reason;
3. Exterior storage of materials.

D. *Type II Home Occupations*. Property on which a Type II home occupation is located may show evidence that a business is being conducted from the premises. The following is allowed for Type II home occupations:

1. One nonilluminated sign, not exceeding 1.5 square feet, which shall be attached to the residence or accessory structure or placed in a window;
2. No more than six daily customers or clients. Customers and clients may not visit the business between the hours of ten p.m. and eight a.m. and shall not generate excessive traffic or monopolize on-street parking;
3. Storage of materials, goods and equipment which is screened entirely from view by a solid fence. Storage shall not exceed five percent of the total lot area and shall not occur within the front yard or the required side yard setback. Any storage of materials, goods, and equipment shall be reviewed and approved by the public works director, chief of police and fire chief. (Ord. 634 § 1 Exh. A, 1995)

17.142.030 Nonconforming uses.

A. Ongoing home occupations may be granted nonconforming status, provided that they were:

1. Permitted under county authority prior to annexation to the city and have been in continuous operation since initial approval;
 2. Permitted under city authority prior to adoption of this title and have since been in continuous operation.
- B. A nonconforming situation is further governed by Chapter [17.132](#). Such use may continue until the use is expanded or altered so as to increase the level of noncompliance with the present title. The burden of proving a home occupation's nonconforming status rests with the property owner or tenant.
- C. Home occupations without city or county approval which cannot prove nonconforming status shall be considered in violation of this chapter and shall cease until the appropriate approvals have been granted. (Ord. 634 § 1 Exh. A, 1995)

17.142.050 General approval criteria and standards.

All home occupations shall observe the following criteria:

- A. There shall be no outside volunteers or employees to be engaged in the business activity conducted within the home or on the property other than the persons principally residing on the premises.
- B. There shall be no more than three deliveries per week to the residence by suppliers.
- C. There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line resulting from the operation, in conformance with ~~Home occupations shall observe the provisions of~~ Chapter [17.90](#).
- D. The home occupation shall be operated entirely within the dwelling unit or a conforming accessory structure. The total area which may be used in the accessory building for either material product storage and/or the business activity shall not exceed six hundred square feet. Otherwise, the home occupation and associated storage of materials and products shall not occupy more than twenty-five percent of the combined residence and accessory structure gross floor area. The indoor storage of materials or products shall not exceed the limitations imposed by the provisions of the building, fire, health, and housing codes.

E. A home occupation shall not make necessary a change in the Uniform Building Code use classification of a dwelling unit. Any accessory building that is used must meet Uniform Building Code requirements.

F. More than one business activity constituting two or more home occupations may be allowed on one property only if the combined floor space of the business activities does not exceed twenty-five percent of the combined gross floor area of the residence and accessory structure. Each home occupation shall apply for a separate home occupation permit, if required as per this chapter, and each shall also have separate business license certificates.

G. There shall be no storage and/or distribution of toxic or flammable materials, and spray painting or spray finishing operations that involve toxic or flammable materials which in the judgment of the fire marshal pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals which are engaged in home occupations shall make available to the fire marshal for review the material safety data sheets which pertain to all potentially toxic and/or flammable materials associated with the use.

H. The following uses shall not be allowed as home occupations:

1. Auto-body repair and painting;
2. Ongoing mechanical repair conducted outside of an entirely enclosed structure;
3. Junk and salvage yards;
4. Storage and/or sale of fireworks.

I. There shall be no exterior storage of vehicles of any kind used for the business except that one commercially licensed vehicle may be parked outside of a structure. (Ord. 810 § 1, 2010; Ord. 634 § 1 Exh. A, 1995)

17.142.060 Permit procedures.

A. *Type I.* A person wishing to engage in a Type I home occupation must be a principal occupant of the property, agree to abide by the provisions of this chapter, and acquire an annual business license. The planner shall determine whether an application for a business

license also requires an application for a Type II home occupation. Type I home occupations do not require a separate application from the business license.

B. *Type II.* A person wishing to engage in a Type II home occupation must be a principal occupant of the property, agree to abide by the provisions of this chapter, acquire an annual business license certificate and receive ~~planning commission~~ approval for a Type II home occupation.

1. The ~~planning director or designee~~ ~~planning commission~~ shall approve, approve with conditions, or deny any application for a Type II home occupation ~~through a Type II land use review~~. The decision to approve, approve with conditions, or deny an application for a Type II home occupation permit shall be made by the ~~planning commission~~ city upon findings of whether or not the proposed use:

- a. Is in conformance with the standards contained in this chapter;
- b. Will be subordinate to the residential use of the property;
- c. Is undertaken in a manner that is not detrimental nor disruptive in terms of appearance or operation to neighboring properties and residents;

~~d. All Type II home occupations are subject to Chapter 17.130.~~ (Ord. 634 § 1 Exh. A, 1995)

17.142.070 Type II applications.

An application for a Type II home occupation shall be made on forms provided by the planner and shall be accompanied by:

- A. One copy of the applicant's statement or narrative which explains how the proposal conforms to the approval criteria in Sections [17.142.050](#);
- B. A site plan of the property drawn to scale with a north arrow indicated. The site plan shall show all major features of the property including buildings, major vegetation, access for public streets, sidewalks, etc.;
- C. One floor plan of all structures on the property which are to be used for the home occupation(s);

- D. One title transfer instrument;
- E. One assessor's map;
- F. Property owner's signature(s) or written authorization. (Ord. 634 § 1 Exh. A, 1995)

17.142.090 Revocation and expiration of home occupation permits.

- A. The ~~planning commission~~city may revoke a home occupation approval if the conditions of approval have not been or are not being complied with and the home occupation is otherwise being conducted in a manner contrary to this chapter.
- B. When a home occupation permit has been revoked due to violation of these standards, a minimum period of one year shall elapse before another application for a home occupation on the subject parcel will be considered.
- C. A home occupation permit shall become invalid if the applicant moves his or her residence. (Ord. 634 § 1 Exh. A, 1995)

17.142.100 Action regarding complaints.

- A. Complaints may be originated by the city or the public. Complaints from the public shall clearly state the objection to the home occupation, such as:
 - 1. Generation of excessive traffic;
 - 2. Exclusive use of on-street parking spaces;
 - 3. Other offensive activities not compatible with a residential neighborhood.
- B. Complaints shall be reviewed by the planner. The planner shall either approve the use as it exists, revoke the home occupation permit, or compel measures to be taken to ensure compatibility with the neighborhood and conformance with this chapter. The operator of the home occupation may appeal the planner's decision to the planning commission.

C. *Cessation of Home Occupation Pending Review.* If it is determined by the planning commission in exercise of reasonable discretion, that the home occupation in question will affect public health and safety, the use may be ordered to cease pending planning commission review and/or exhaustion of all appeals.

D. *Notice of Appeal Hearing.* Written notice of a hearing on an appeal of the planner's decision to either revoke or not revoke a home occupation permit, shall include its date, time and place and shall be given to the property owner(s) and the person(s) undertaking the use if other than the owner(s). Written notice shall also be given to property owners within two hundred feet of the use, the affected neighborhood planning organization, if any, and the complainant(s).

E. *Planning Commission Appeal.* The planning commission shall either approve the use as it exists, revoke the permit, or compel suitable restrictions and conditions to ensure compatibility with the neighborhood. (Ord. 634 § 1 Exh. A, 1995)

17.142.130 Business license required.

The city requires a business license to operate a home occupation. A business license shall not be issued for a home occupation until the person wishing to engage in a Type I home occupation agrees to comply with the provisions of this chapter; or the application for a Type II home occupation has been approved by the ~~planning commission~~ review authority and the application certifies that the home occupation will be operated in strict compliance with the provisions of this chapter and any conditions of approval. (Ord. 634 § 1 Exh. A, 1995)

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

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Chapter 17.150

LAND DIVISION--SUBDIVISION

Sections:

17.150.010	Purpose.
17.150.020	General provisions.
17.150.030	Administration and approval process.
17.150.040	Expiration of approval--Standards for extension of time.
17.150.050	Phased development.
17.150.060	Approval standards--Tentative plan.
17.150.070	Application submission requirements-- Tentative plan.
17.150.140	Application submission requirements--Final plat.
17.150.150	City review of final plat--Approval criteria.
17.150.160	Centerline monumentation--Monument box requirements.
17.150.170	Improvement agreement.
17.150.180	Bond--Cash deposit.
17.150.190	Filing and recording.
17.150.200	Prerequisites to recording the plat.
17.150.210	Vacation of plats.
17.150.220	Vacation of streets.

17.150.010 Purpose.

The purpose of this chapter is to provide rules, regulations and standards governing the approval of plats of subdivisions; to carry out the development pattern and plan of the city; to promote the public health, safety and general welfare; to lessen congestion in the streets; secure safety from fire, flood, pollution and other dangers; to provide adequate light and air, prevent overcrowding of land, and facilitate adequate provision for transportation, water supply, sewage and drainage; and to encourage the conservation of energy resources. (Ord. 727 § 1, 2002; Ord. 634 § 1 Exh. A, 1995)

17.150.020 General provisions.

A. An application for a subdivision shall be processed through a two-step process, the tentative plan and the final plat:

1. The tentative plan shall be approved by the ~~review authority planning commission~~ before the final plat can be submitted for approval consideration; and
2. The final plat shall reflect all conditions of approval of the tentative plan.

B. All subdivision proposals shall be in conformity with all state regulations set forth in ORS Chapter [92](#), Subdivisions and Partitions.

C. When subdividing tracts into large lots, the ~~review authority planning commission~~ shall require that the lots be of such size and shape as to facilitate future re-division in accordance with the requirements of the zoning district and this title.

~~D. Where landfill and/or development is allowed within and adjacent to the one hundred-year floodplain, the city may require the dedication of sufficient open land area for a greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the floodplain.~~

E. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located to minimize flood damage and constructed according to public works design standards and specifications.

F. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.

G. Where base flood elevation has not been provided or is not available from another authoritative source, it shall be generated by the developer.

H. All subdivision proposals shall include neighborhood circulation plans that conceptualize future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicular/bicycle/pedestrian transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points and must meet the criteria in [17.120.180\(OQ\)](#) and the [current Transportation System Plan](#). A circulation plan is conceptual in that its adoption does not establish a precise alignment. (Ord. 857, 2016; Ord. 828, 2013; Ord. 711 § 1 Exh. A, 2001; Ord. 634 § 1 Exh. A, 1995)

17.150.030 Administration and approval process.

A. Subdivision proposals shall be processed according to the procedures in Chapter [17.162](#) or [17.164](#).

~~1. Subdivision proposals meeting the following thresholds shall be reviewed according to the procedures in Chapter 17.164 with a staff-level decision. Subdivision proposals that exceed the following thresholds shall be reviewed according to the procedures in 17.162 with a Planning Commission decision:~~

- ~~a. Gross site acreage of less than 5.0 acres;~~
- ~~b. Total number of proposed lots 20 or fewer;~~
- ~~c. Total number of proposed dwelling units 20 or fewer; and~~
- ~~d. Not subject to any Sensitive Lands Development Review.~~

B. Final action, including the resolution of all appeals and review on the land division application, shall be taken within one hundred twenty days after the application is deemed complete.

C. The planner shall:

- ~~1. Schedule a limited land use decision pursuant to Chapter [17.164](#) to be held by the planning commission within sixty days from the time the complete application is filed and shall provide a notice of the hearing~~
~~Review the submittal to ensure a complete application;~~
2. Furnish copies of the proposed tentative plan to affected city staff;
3. Furnish copies of the tentative plan and supplemental material to affected government agencies or utilities in accordance with Chapters [17.162](#) and [17.164](#); and
4. Incorporate staff and agency recommendations into a ~~report to the planning commission~~
staff report and, if applicable, notice of decision.

D. The planner shall mail notice of the tentative plan proposal to persons who are entitled to notice.

E. The ~~planning commission~~ review authority shall approve, approve with conditions, or deny any application for tentative plan. The ~~planning commission~~ review authority shall apply the standards set forth in Section [17.150.060](#) when reviewing an application for a subdivision.

F. An applicant may request approval of a modification to an approved tentative plan prior to final plat approval by:

1. Submitting an application for modification of approval and providing the planner with a reproducible copy of a revised tentative plan or illustration of the proposed modification accompanied by a written narrative detailing the rationale for the proposed modification;

2. The planner shall determine whether the proposed change is a major or minor modification. Generally, any modification that alters the tentative plan by more than ten percent in regard to the proposed number of lots, or makes significant language changes within conditions of approval, shall be considered a major modification, and is subject to the administration and approval process detailed within this section. The approval authority for a modification to the approved tentative plat is the same review authority for the subdivision proposal as identified in Section 17.150.030.A.; the approval authority shall be the planning commission. A minor modification shall be approved, approved with conditions or denied ~~following the planner's review~~ based on findings that:

a. No title provisions will be violated; and

b. The modification is not a major modification. (Ord. 828, 2013; Ord. 828, 2013; Ord. 727 § 1, 2002; Ord. 711 § 1 Ext. A, 2001; Ord. 634 § 1 Exh. A, 1995)

17.150.040 Expiration of approval--Standards for extension of time.

A. The tentative plan approval ~~by the planning commission~~ shall lapse if:

1. A final plat has not been submitted within a ~~one~~ two-year period; or

2. The final plat does not conform to the tentative plan as approved or approved with conditions.

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

1. No changes are made on the original tentative plan as approved by the [review authority](#)~~planning commission~~;
 2. The applicant has expressed written intent of submitting a final plat within the one-year extension period;
 3. There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based; and
 4. An extension of time will not preclude the development of abutting properties.
- C. Notice of the decision regarding the extension shall be provided to the applicant. The planner's decision may be appealed by the applicant. (Ord. 634 § 1 Exh. A, 1995)

17.150.050 Phased development.

- A. The ~~planning commission~~[review authority](#) may approve a time schedule for developing a subdivision in phases, but in no case shall the actual construction time period for any phase be greater than ~~three~~[two](#) years without submitting a final plat for each completed phase. In no case shall the total time for construction of the development exceed five years. The ~~planning commission~~[review authority](#) may require a new application for a tentative plan for subsequent phases following the final plat approval.
- B. The following criteria shall be satisfied in order to approve a phased subdivision proposal:
1. All underground utilities shall be scheduled to be constructed in conjunction with or prior to each phase to ensure provision of public facilities prior to building occupancy;
 2. The development and occupancy of any phase shall not be dependent on the use of temporary public facilities. A temporary public facility is an interim facility not constructed to the applicable city or district standard; and
 3. The phased development shall not result in requiring the city or other property owners to construct public facilities that were required as a part of the approval of the tentative plan.

C. The application for phased development approval shall be ~~processed~~~~heard~~ concurrently with the tentative plan application and the decision may be appealed in the same manner as the tentative plan. (Ord. 828, 2013; Ord. 727 § 1, 2002; Ord. 634 § 1 Exh. A, 1995)

17.150.060 Approval standards--Tentative plan.

A. The ~~planning commission~~~~review authority~~ may approve, approve with conditions or deny a tentative plan based on the following approval criteria:

1. The proposed tentative plan shall comply with the city's comprehensive plan, the applicable chapters of this title, the public works design standards, and other applicable ordinances and regulations;
2. The proposed plat name is not duplicative and otherwise satisfies the provisions of ORS Chapter [92.090\(1\)](#);
3. The streets and roads are laid out so as to conform to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, ~~and~~ general direction ~~and in all other respects~~, including conformance with neighborhood circulation plans, unless the city determines it is in the public interest to modify the street or road pattern; and
4. An explanation has been provided for all public improvements.

B. The ~~planning commission~~~~review authority~~ may attach such conditions as are necessary to carry out the comprehensive plan and other applicable ordinances and regulations ~~and may require reserve strips be granted to the city for the purpose of controlling access to adjoining undeveloped properties~~. (Ord. 727 § 1, 2002; Ord. 711 § 1 Exh. A, 2001; Ord. 634 § 1 Exh. A, 1995)

17.150.070 Application submission requirements-- Tentative plan.

A. All applications shall be made on forms provided by the ~~planner~~~~city~~ and shall be accompanied by:

1. ~~A tentative plat~~;

~~2. A narrative providing responses to all applicable code sections; Seven copies of the tentative plan map and required data or narrative. An electronic reproducible copy of the tentative plan and required data or narrative may be substituted for the seven required copies~~

~~3. Any additional required information such as a transportation impact study, stormwater report, public improvement plans or any other information identified in the pre-application conference; and~~

2. The required fee.

B. The tentative plan map, ~~and data or~~ and narrative shall include the following:

1. Sheet size for the tentative plan shall preferably not exceed eighteen inches by twenty-four inches;

2. The scale shall be an engineering scale, and limited to one phase per sheet;

3. Vicinity map showing the general location of the subject property in relationship to arterial and collector streets;

4. Names, addresses and telephone numbers of the owner, developer, engineer, surveyor and designer, as applicable;

5. The date of application;

6. The assessor's map and tax lot number and a legal description sufficient to define the location and boundaries of the proposed subdivision;

7. The boundary lines of the tract to be subdivided;

8. The names of adjacent subdivisions or the names of recorded owners of adjoining parcels of unsubdivided land;

9. Contour lines related to a city established benchmark at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;

10. The purpose, location, type and size of all the following (within and adjacent to the proposed subdivision) existing and proposed:

a. Public and private rights-of-way and easements,

- b. Public and private sanitary and storm sewer lines, domestic water mains including fire hydrants, gas mains, major power (~~thirty five~~^{fifty} thousand volts or better), telephone transmission lines, and watercourses, and
- c. Deed reservations for parks, open spaces, ~~path ways~~^{pathways} and any other land encumbrances;
11. Approximate plan and profiles of proposed sanitary and storm sewers with grades and pipe sizes indicated and plans of the proposed water distribution system, showing pipe sizes and the location of valves and fire hydrants;
12. Approximate centerline profiles showing the finished grade of all streets including street extensions for a reasonable distance beyond the limits of the proposed subdivision;
13. Scaled cross-sections of proposed street rights-of-way;
14. The location of all areas subject to inundation or stormwater overflow, and the location, width and direction of flow of all watercourses and drainageways;
15. The proposed lot configurations, approximate lot dimensions and lot numbers. Where lots are to be used for purposes other than residential, it shall be indicated upon such lots. Each lot shall abut upon a public street;
16. The location of all trees with a diameter six inches or greater measured at four feet above ground level (if any), and the location of proposed tree plantings, and a designation of trees to be removed and those that will remain;
17. The existing use of the property, including location of all structures and present use of the structures, and a statement of which structures are to remain after platting;
18. Supplemental information including proposed deed restrictions, if any, proof of property ownership, and a proposed plan for provision of subdivision improvements;
19. Existing natural features including rock outcroppings, wetlands and marsh areas;
20. Unless specifically exempted by the planner, a neighborhood circulation plan that conceptualizes future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicular/bicycle/pedestrian

transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points.

C. If any of the foregoing information cannot practicably be shown on the tentative plan, it shall be incorporated into a narrative and submitted with the application. (Ord. 828, 2013; Ord. 711 § 1 Exh. A, 2001; Ord. 635 § 1, 1996; Ord. 634 § 1 Exh. A, 1995)

17.150.140 Application submission requirements--Final plat.

Unless otherwise provided in Section [17.150.020](#), the applicant shall submit ~~the final plat and two copies and review fee~~ to the planner within ~~one year~~two years which complies with the approved tentative plan. (Ord. 634 § 1 Exh. A, 1995)

17.150.150 City review of final plat--Approval criteria.

A. The planner and the city engineer shall review the final plat and shall approve or deny the final plat approval based on findings that:

1. The final plat complies with the plat approved by the ~~planning commission~~review authority and all conditions of approval have been satisfied;
2. The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities;
3. The streets and roads held for private use and indicated on the tentative plan of such subdivision have been approved by the city;
4. The plat contains a donation to the public of all common improvements, including but not limited to streets, roads, parks, storm drainage, sewage disposal, and water supply systems;
5. An explanation is included which explains all of the common improvements required as conditions of approval and are in recordable form and have been recorded and referenced on the plat;

6. The plat complies with the applicable zoning ordinance and other applicable ordinances and regulations;

7. A certificate has been provided by the city engineer that a municipal water system will be available to the property line of each and every lot depicted in the proposed plat;

8. A certificate has been provided by the city engineer that a public sewer system will be available to the property line of each and every lot depicted in the proposed plat;

~~9. Copies of signed deeds have been submitted granting the city a reserve strip as provided by Section 17.150.060(B);~~

~~9.10.~~ The final plat has been made ~~in black India ink or silver halide and is eighteen inches by twenty-four inches in size on four mil double matted mylar or~~ in such format as is approved and accepted by the county surveyor;

~~104.~~ The lettering of the entire plat is of such size and type as approved by the county surveyor and the plat is at such a scale as will be clearly legible, but no part shall come nearer any edge of the sheet than one inch;

~~112.~~ If there are three or more sheets, a face sheet and index have been provided;

~~123.~~ The plat contains a surveyor's affidavit by the surveyor who surveyed the land represented on the plat to the effect that the land was correctly surveyed and marked with proper monuments as provided by ORS Chapters [92.050](#) and [92.060](#) and indicating the initial point of the survey, and giving the dimensions and kind of such monument, and its reference to some corner established by the U.S. Surveyor, a lot corner of recorded subdivision or partition;

~~134.~~ The plat contains an affidavit for signature by the city manager accepting street rights-of-way and street improvements for jurisdiction and maintenance by the city and accepting dedications of property to the city;

~~145.~~ The plat contains an affidavit for signature by the city engineer certifying that the final plat meets the requirements of the public works design standards for all improvements to be maintained by the city;

~~156.~~ The final plat shall not contain any information or be subject to any requirements that is or may be subject to administrative change or variance (ORS [92.050\(911\)](#)).

B. The acceptance by the city for maintenance and jurisdiction shall follow approval of the completed improvements. (Ord. 727 § 1, 2002; Ord. 636 § 1, 1996; Ord. 634 § 1 Ex. A, 1995)

17.150.160 Centerline monumentation--Monument box requirements.

A. The centerlines of all street and roadway rights-of-way shall be monumented and recorded before city acceptance of street improvements; and the following centerline monuments shall be set:

1. All centerline-centerline intersection points;
2. All cul-de-sac center points;
3. Curve points, beginning and ending points (point of curvature (P.C.) and point of tangency (P.T.); and
4. The beginning and end of each new sheet.

B. Monument boxes conforming to city standards shall be required around all centerline intersection points and cul-de-sac center points; and the tops of all monument boxes will be set to finished pavement grade. (Ord. 727 § 1, 2002; Ord. 636 § 1, 1996; Ord. 634 § 1 Ex. A, 1995)

17.150.170 Improvement agreement.

A. ~~If the applicant seeks approval of the final plat prior to completion of the required infrastructure improvements, before city approval is certified on the final plat, and B~~ before approved construction plans are issued by the city, the applicant shall:

1. Execute and file an improvement agreement on city forms with the city manager/engineer specifying the period within which all required improvements and repairs shall be completed; and
2. Include in the agreement provisions that if such work is not completed within the period specified, the city may complete the work and recover the full cost and expenses from the declarant.

B. The agreement shall stipulate [inspection/improvement](#) fees, [bonding or other securities](#) and [inspections/deposits](#) as may be required ~~to be paid~~ and may also provide for the construction of the improvements in stages and for the extension of time under specific conditions therein stated in the contract.

[C. Before City approval is certified on the final plat, all required public improvements shall be installed, inspected, and approved. Alternatively, if the required public improvements are substantially complete \(public utilities are installed and accepted by the City, with first lift of pavement completed\), the subdivider/partitioner shall provide an assurance of performance for the incomplete work, in accordance with Section 17.150.180.](#)

(Ord. 727 § 1, 2002; Ord. 634 § 1 Exh. A, 1995)

17.150.180 Bond--Cash deposit.

A. As required by Section [17.150.170](#), the declarant shall file with the [improvement](#) agreement an assurance of performance supported by one of the following:

1. An irrevocable letter of credit executed by a financial institution authorized to transact business in the state of Oregon;
2. A surety bond executed by a surety company authorized to transact business in the state of Oregon which remains in force until the surety company is notified by the city in writing that it may be terminated; or
3. Cash.

B. The assurance of performance shall be one hundred ten percent of the cost of the improvements and repairs, and shall include the cost of engineering, construction, administration, inspection and incidental expenses.

C. The declarant shall furnish to the public works director an itemized improvement estimate, certified by a registered civil engineer, to assist the public works director in calculating the amount of the performance assurance.

- D. In the event the declarant fails to carry out all provisions of the [improvement](#) agreement and the city has unreimbursed costs or expenses resulting from such failure, the city shall call on the bond, cash deposit or letter of credit for reimbursement.
- E. The declarant shall not cause termination of nor allow expiration of said guarantee without having first secured written authorization from the city. (Ord. 727 § 1, 2002; Ord. 634 § 1 Exh. A, 1995)

17.150.190 Filing and recording.

- A. Within ten days of the city review and approval, the applicant shall submit the final plat to the County for signatures of County officials as required by ORS Chapter [92](#) and Section [17.150.150](#).
- B. Within fifteen days of final recording with the county, the applicant shall submit to the city [an electronic a plain paper](#) copy of the recorded final plat. (Ord. 636 § 1, 1996; Ord. 634 Exh. A, 1995)

17.150.200 Prerequisites to recording the plat.

- A. No plat shall be recorded unless all ad valorem taxes and all special assessments, fees, or other charges required by law to be placed on the tax roll have been paid in the manner provided by ORS [92.095](#).
- B. No plat shall be recorded until it is approved by the County surveyor in the manner provided by ORS [92](#). (Ord. 634 § 1 Exh. A, 1995)

17.150.210 Vacation of plats.

- A. Any plat or portion thereof may be vacated by the owner of the platted area at any time prior to the sale of any lot within the platted subdivision.
- B. All applications for a plat or street vacation shall be made in accordance with Sections [17.150.020](#), [17.150.030](#) and [17.150.160\(A\)](#).

- C. The application may be denied if it abridges or destroys any public right in any of its public uses, improvements, streets or alleys.
- D. All approved plat vacations shall be recorded in accordance with Section [17.150.190](#):
1. Once recorded, the vacation shall operate to eliminate the force and effect of the plat prior to vacation; and
 2. The vacation shall also divest all public rights in the streets, alleys and public grounds, and all dedications laid out or described on the plat.
- E. When lots have been sold, the plat may be vacated in the manner herein provided by all of the owners of lots within the platted area. (Ord. 634 § 1 Exh. A, 1995)

17.150.220 Vacation of streets.

All street vacations shall comply with the procedures and standards set forth in ORS Chapter [271](#) and any applicable city ordinance or regulation. (Ord. 634 § 1 Exh. A, 1995)

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

Disclaimer: The city recorder's office has the official version of the Scappoose Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.scappoose.gov](http://www.scappoose.gov)

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**MONDAY, MARCH 4, 2024
CITY COUNCIL MEETING
REGULAR MEETING 7:00 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=f8lwQ9lsZ2Y and www.youtube.com/watch?v=mg-6_s1XgjM.

Call to Order

Mayor Backus called the March 4, 2024 City Council meeting to order at 7:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Larry Lehman	Interim City Manager
Tyler Miller	Council President	Chris Fluellen	Police Lieutenant
Kim Holmes	Councilor	Susan M. Reeves	City Recorder
Andrew Lafrenz	Councilor	Laurie Oliver Joseph	Community Development Director
Marisa Jacobs	Councilor	Issac Butman	Assistant to City Manager
		NJ Johnson	Associate Planner

Remote: Councilor Jeannet Santiago; Public Works Director Dave Sukau; Stephanie Courtney; Megan Greisen; Juliet Hyams; and Amanda.

Approval of the Agenda

Councilor Holmes moved, and Councilor Jacobs seconded the motion that Council approve the Agenda. Motion passed (6-0). Mayor Backus, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Appointment of Council President

Councilor Holmes moved, and Councilor Jacobs seconded the motion to nominate Tyler Miller as Council President. Motion passed (6-0). Mayor Backus, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Public Comment

There were no public comments.

Consent Agenda ~ February 20, 2024 City Council meeting minutes

Council President Miller moved, and Councilor Jacobs seconded the motion that Council approve the Consent Agenda ~ February 20, 2024 City Council meeting minutes. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Old Business

Ordinance 917 - Adoption of the 2024 Scappoose Parks, Trails and Open Space Plan and Associated Comprehensive Plan text amendments

Mayor Backus explained this is on second reading.

Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Mayor Backus read the Ordinance title for a second time ~ Ordinance 917 - Adoption of the 2024 Scappoose Parks, Trails and Open Space Plan and Associated Comprehensive Plan text amendments.

Council thanked Community Development Director Laurie Oliver Joseph.

CGI Video

Associate Planner NJ Johnson went over the updated videos.

Councilor Jacobs moved, and Council President Miller seconded the motion that Council accept CGI Video as is and have them placed on the City's social media platform. Motion passed (6-0). Mayor Backus, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Council thanked Associate Planner NJ Johnson.

New Business

2024 Council Goals

Assistant to City Manager Isaac Butman went over the 2024 draft Council Goals.

Scappoose 2024 Goals + Objectives

Goals	Objectives	Staff Lead	Project Status	Timeline
Goal 1: Develop a vibrant and diverse local economy	1.1 Refine scope of work and retain funds for community branding project	NJ Johnson	On hold	2024-5+
	1.2 Identify and conduct analysis of potential changes to the Urban Renewal District	Carol Almer		2024-25
Goal 2: Enhance community livability	2.1 Complete the 50-Year Plan	Laurie Oliver Joseph; NJ Johnson	In progress	2024-25
	2.2 Continue to promote community events, increase community outreach, and track the outreach impact	Isaac Butman; City Manager; Susan Reeves	Ongoing	Ongoing
	2.3 Foster collaborative partnership with senior center	Isaac Butman; City Manager	Ongoing	Ongoing
Goal 3: Create a safe city with a visible public safety presence	3.1 Develop and implement plan to retain Police Department personnel.	Chief of Police	In progress	Ongoing
	3.2 Fund increased community engagement and outreach for public safety	Chief of Police	In progress	Ongoing
	3.3 Conduct feasibility study with community outreach to increase to 24/7 public safety coverage	Chief of Police		2024-25
Goal 4: Develop a diverse and accessible park system for people of all abilities	4.1 Implement the Parks and Recreation Master Plan, prioritize projects, and pursue funding for priority projects	Dave Sukau	In progress	2024-25
	4.2 Apply for OPRD LGGP grant for Grabhorn Park with focus on development of Grabhorn Property	Dave Sukau	On hold	2024-25
	4.3 Evaluate and implement funding mechanism for park maintenance and development	Dave Sukau		
	4.4 Prioritize upgrades for existing parks to current ADA standards and fund improvements	Dave Sukau		
	4.5 Complete Parks System Development Charges (SDC) update.	Dave Sukau		
	4.6 Explore feasibility of recreation program and facility	Dave Sukau		
Goal 5: Plan and invest in responsible and sustainable community infrastructure	5.1 Complete City Facility Master Plan	Isaac Butman; City Manager	In progress	2024-25
	5.2 Capacity Upgrade for wastewater treatment facilities	Kevin Turner; Dave Sukau	In progress	2021-28
	5.3 Develop and implement plan to address aging water infrastructure	Dave Sukau		
	5.4 Update Transportation System Plan CIP and Transportation System Development Charges (SDCs)	Dave Sukau	In progress	2023-25
	5.5 Complete ARPA funded infrastructure projects	Dave Sukau	In progress	2023-26
	5.6 Update wastewater rates and System Development Charges (SDCs)	Dave Sukau		
Goal 6: Support good governance and strengthen internal operations for organizational resiliency	6.1 Conduct charter review	Isaac Butman; City Manager		
	6.2 Conduct Diversity, Equity, and Inclusion (DEI) assessment of internal City operations	Isaac Butman; City Manager		

Mayor Backus explained he would like to revisit the Park & Rec and Economic Development Committee's to find out what Council would like to see from those Committees and Councils expectations are out of those Committees.

Councilor Holmes moved, and Council President Miller seconded the motion that Council approve the 2024 Council Goals as presented. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Mayor Backus thanked Assistant to City Manager Isaac Butman.

Announcements – information only

Calendar

Mayor Backus went over the calendar.

Mayor Backus explained we would like to have a special City Council meeting potentially next Monday, March 11, 2024, at 6:30pm to review the city manager search firm applications.

Updates: City Manager, Police Department, Councilors, and Mayor

Interim City Manager Larry Lehman explained he met with Fire Chief Pricher regarding Urban Renewal and other issues. He explained the City staff asked the Police Union if they would extend their agreement through December 31, 2024, in addition they offered a 10% increase, but they rejected that.

Lieutenant Fluellen explained we have a recruit that will be graduating from DPSST on the 29th of March.

Councilor Santiago thanked staff for their hard work on the items presented in today's meeting.

Councilor Lafrenz explained he met with Corey Padron, the Columbia County Emergency Management Director to establish that connection. He explained Interim City Manager Larry Lehman is helping schedule something with Corey Padron to get him on a Council agenda.

Council President Miller explained he attended the Columbia County Board of Commissioners meeting and there was a topic that came up that was interesting. He has never heard of this before, it's called CPACE and it relates to ORS 223.680 and 685 and the way he understands this is it provides commercial property owners the ability to take out loans for seismic improvements and energy related improvements that revolve around green energy. He explained the way he understands it is the County makes the payments to the lender. He will send this information to Council. He stated to Council thank you for entrusting him to be the Council President.

Mayor Backus explained he attended the Historical Society meeting on Saturday, and they are doing a lot of good things. They are looking for more members.

Mayor Backus read the Executive Session script and went into Executive Session at 7:36pm.

Executive Session – ORS 192.660(2)(d) Labor Negotiations

Present: Mayor Backus; Council President Miller; Councilor Santiago (remote); Councilor Holmes; Councilor Lafrenz; Councilor Jacobs; Interim City Manager Larry Lehman; Police Lieutenant Chris Fluellen; Legal Counsel Ashley Driscoll; and City Recorder Susan M. Reeves.

Mayor Backus came out of Executive Session and went back into open session at 8:58pm.

Adjournment

Mayor Backus adjourned the meeting at 8:59 pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC



SCAPPOOSE *Oregon*

**MONDAY, MARCH 11, 2024, 6:30PM
SPECIAL CITY COUNCIL MEETING
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=tvEtzcO89Ls&t=246s

Call to Order

Mayor Backus called the March 11, 2024 Special City Council meeting to order at 6:30 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Larry Lehman	Interim City Manager
Tyler Miller	Council President	Susan M. Reeves	City Recorder
Marisa Jacobs	Councilor		

Remote: Councilor Andrew Lafrenz (left at 6:59pm); Councilor Kim Holmes; Councilor Jeannet Santiago (joined at 6:32pm); Assistant to City Manager Isaac Butman; and an unknown caller.

Approval of the Agenda

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

Public Comment

There were no public comments.

Review and Selection of City Manager Search Firm

Interim City Manager Larry Lehman went over the proposals from the city manager search firms. He explained the City received proposals from six firms. He stated by and large all these companies can do the job. He explained his recommendation is for the City to go with GMP.

Councilor Jacobs talked about the one thing that Baker Tilly offers, and she thought was of interest and also a value to us in this process is the fact that they do a DISC assessment. She asked if it is possible for GMP to do a DISC assessment as well on the candidates. She explained the DISC assessment helps us to have a visual understanding of what their competencies are. She explained this could be a good tool in helping them in evaluating applicants and understanding the personalities and desired working environment for those that they lead.

Council President Miller wondered if this could be something the GMP could offer.

Interim City Manager Larry Lehman replied if Council approves going with GMP he can talk to them and let them know that the Disc assessment is something Council likes and would like to see take place. He explained which ever firm Council goes with his hope is to set up a meeting between them and Council almost immediately.

Mayor Backus talked about the being at the ATM on April 6, 2024, if possible.

Councilor Jacobs explained she thinks it is appropriate for Council to try to determine exactly what level of inclusion they are looking for from the community in this process given the fact that we know we have a very much end date for Interim City Manager Larry Lehman and she thinks we need to be mindful of our timeline. She explained when she reviewed the proposed timelines where we can cut a week off, which is basically in the first two cycles we should. She explained if we need to add special meetings or work sessions to expedite this process it's in our benefit to do so. She asked who is going to be leading this recruitment effort?

Interim City Manager Larry Lehman replied it will be mostly him. He will have Assistant to City Manager Isaac Butman doing some work, but he plans on being the head person on this. He explained he is going to make this a very high priority.

There was a discussion on the possibility of having to look at another interim depending on where they are in the process.

Council President Miller explained City Recorder Susan Reeves is our City Council secretary and asked is she going to be kept in the loop on this because she is our point of contact for Council. He asked Interim City Manager Larry Lehman what is the feeling about this? He explained we are just looking for continuity here, he thinks that's what Councilor Jacobs was getting at.

Councilor Jacobs replied yes.

Interim City Manager Larry Lehman explained in the office it is really nice because he thinks he and Susan are a good pair and he is always discussing things with her and so forth. He explained she will be up to speed on what's happening.

Councilor Miller talked about the background check process that Public Safety Testing does. They are a company based in Washington that handles a lot of the preemployment process from start to finish for public safety positions, but they also do backgrounds for city managers and administrators for a lot of the cities and county agencies in Washington and they are extremely thorough. He is not sure of the cost, but he would propose that Council consider this because there is a lot of value in investing in a company that is known to be really thorough and really good with background investigations.

Councilor Jacobs is concerned with GMP listing that they brought Michael Sykes to the City. They did run him through the process, but they actually didn't source him and didn't recruit him.

There was a discussion on needing to discuss the interview process.

Councilor Jacobs moved, and Council President Miller seconded the motion that Council select GMP for recruitment services for the search of our next city manager, and to also have Interim City Manager Larry Lehman inquire about behavioral based testing that GMP may be able to offer if any, as well as getting an understanding of what a more detailed background check could look like. Motion passed (5-0). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; Councilor Santiago, aye; and Councilor Jacobs, aye.

Interim City Manager Larry Lehman explained we looked at the agenda for next week and if we can, we may try and have GMP attend the next Council meeting.

Mayor Backus explained the City Council will need to review the city manager job description. He explained regarding GMP attending the next Council meeting, worse case they could join virtually.

Adjournment

Mayor Backus adjourned the Special City Council meeting at 7:09pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: March 13, 2024

Agenda Date Requested: March 18, 2024

To: Scappoose City Council

From: Dave Sukau, Public Works Director
Charlotte Baker, Contract Administrator

Subject: Contract Approval – Contract #2024-02

TYPE OF ACTION REQUESTED:

Resolution Ordinance

Formal Action Report Only

ISSUE: Contract authorization for Contract No. 2024-02, DC Well #3 Construction project.

ANALYSIS: In early 2023, the City of Scappoose entered into a contract with Consor Engineering to for design services for Dutch Canyon Well #3. In March 2023, the City entered into a contract with Jensen Drilling Company to perform drilling services for the Dutch Canyon Well #3 project. Drilling work began in June 2023.

Once that work was completed, the City issued an ITB for the final construction services related to the Dutch Canyon Well #3 project. The scope of work for this portion of the well project includes construction of a pit-less well adapter, site piping, electrical improvements for the new and existing wells on-site, SCADA integration and finish grading and seeding.

This ITB was advertised in local newspapers as well as the City’s website, and organizations known to perform this type of work were directly invited to bid. Ultimately, the City received one bid for this project from Peak Electric Group, LLC. This bid was within budget and staff felt confident that Peak Electric and their subcontractors would be able to satisfactorily perform the work to the required specifications. Staff decided to move forward with Peak Electric as opposed to putting the project out to bid again.

FINANCIAL IMPACT:

The contract price is **\$293,931.91** This contract will be funded through ARPA-SLFRF funds distributed by the Department of Administrative Services.

Request for Council Action

RECOMMENDATION: Staff recommends that Council authorize City Manager Lehman to enter the City into a contract with Peak Electric Group to perform final construction work for Dutch Canyon Well #3.

SUGGESTED MOTION: I move that that Council authorize City Manager Lehman to enter the City into a contract with Peak Electric Group to perform final construction work for Dutch Canyon Well #3.

Request for Council Action

CITY OF SCAPPOOSE

March 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Council work session 6pm Council meeting 7pm	5	6	7	8	9
10	11	12	13	14 Planning Commission 7pm	15	16
17	18 Council Work Session 6pm City Council 7pm	19	20	21 EDC noon Park & Rec 6pm	22	23
24	25	26	27	28 Planning Commission 7pm	29	30
31						

CITY OF SCAPPOOSE

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Council Work Session 6pm City Council 7pm	2	3	4	5	6
7	8	9 50-Year Plan Stakeholder Advisory Committee meeting	10	11 Planning Commission 7pm	12	13
14	15 Council Work Session 6pm City Council 7pm	16	17	18 EDC noon Park & Rec 6pm	19	20
21	22	23	24	25 Planning Commission 7pm	26	27
28	29	30				