



**TUESDAY, FEBRUARY 21, 2017
RECEPTION HONORING COUNCILOR BARB HAYDEN ~ 6:00 P.M.**

**WORK SESSION AT 6:30 PM
FACILITY PLAN UPDATE & PRELIMINARY DESIGN**

**CITY COUNCIL MEETING AGENDA
Regular meeting 7:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue**

ITEM AGENDA TOPIC		Action
1.0	Call to Order	
2.0	Pledge of Allegiance	
3.0	Roll Call	
4.0	Approval of the Agenda	
5.0	Public Comments	
6.0	Consent Agenda	
	6.1 February 6, 2017 City Council Work Session minutes	
	6.2 February 6, 2017 City Council meeting minutes	
7.0	New Business	
	7.1 Development Agreement with Airpark Development LLC	Approval
	Staff: City Engineer Chris Negelspach	
	7.2 West Lane Frontage Improvements Design RFP	Approval
	Staff: City Engineer Chris Negelspach	
	7.3 School Resource Officer Logo	Approval
	Staff: Chief Norm Miller & Officer James Candiff	
	7.4 Recap of 2017 Annual Town Meeting	
	Staff: AmeriCorps RARE Member Ben Tolles	
	7.5 Facility Plan Update & Preliminary Design	Approval
	Staff: Treatment Plant Supervisor Kevin Turner	
8.0	Presentation to Councilor Barb Hayden	
	Mayor Scott Burge	
9.0	Announcements ~ information only	
	9.1 Calendar	
	9.2 City Manager, Police Chief, Councilors, and Mayor	
10.0	Executive Session ~ ORS 192.660(2)(e) Real Property Transactions	
11.0	Adjournment	

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

TTY 1-503-378-5938

6.1

**CITY COUNCIL
MONDAY, FEBRUARY 6, 2017
WORK SESSION**

CIS WEBINAR: GOVERNING 101

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

Present: Mayor Scott Burge, Council President Mark Reed, Councilor Barb Hayden, Councilor Rich Riffle, Councilor Patrick Kessi, Councilor Megan Greisen, City Manager Michael Sykes, Legal Counsel Shelby Rihala, City Recorder Susan Reeves, City Planner Laurie Oliver, Program Analyst Alexandra Rains, and Ben Tolles AmeriCorps RARE Member.

City Recorder Susan Reeves explained this is a requirement of our insurance company, CIS, for Elected Officials.

OVERVIEW OF ANNUAL TOWN MEETING

City Manager Sykes explained this is to give an overview of the Annual Town Meeting. Staff has put a lot of time into preparing for this.

AmeriCorps RARE Member Ben Tolles explained this year's Annual Town Meeting attendees will be handed a clicker so they can vote on items immediately. The City was able to purchase the clickers by receiving a donation from Comcast.

Ben Tolles went over the agenda ~ **2017 Annual Town Meeting Agenda**

Time Presenter Topic

8:30-9:00 N/A Eat food and drink coffee

9:00-9:10 Mayor- Mayor Burge and Andrea from Comcast welcome everyone

9:10-9:20 Laurie- Gives background on BLI and HNA, introduces Beth

9:20-9:50 Beth- Talks about preliminary findings and asks questions about policy changes

9:50-10:00 Break- Coffee and Snacks

10:00 - 10:15 Dave Powers- Progress the Parks and Recreation Committee has made

10:15 - 10:25 Ben Tolles- Discussion about the 7 Parks we are presenting

10:25 - 10:30- Community Members mingle and decide where they want to be

10:30 - 11:00 Round 1 begins

Dave and Alyse -Seely Lane Park

Pete -Dutch Canyon Pocket Park

Justine -Keys Road Pocket Park

Dakota -Creekview Park

Alex and Mike -Chapman Landing

Nick and JJ -Vista Park

Cara and Megan- Miller Park

11:05 -11:35 Round 2 begins

11:40 -12:00 Mike Sykes -Closing remarks and questions about parks

City Planner Laurie Oliver went over a list of proposed questions for the Annual Town Meeting.

Draft of the questions we will be asking at the ATM related to housing policy

Question: What housing issues are you most concerned about in Scappoose?

Answers:

- a.) Cost of homeownership
- b.) Cost of rent
- c.) Housing availability
- d.) Too much growth too quickly

Question: The City currently allows 7,500 square foot lots in our low density zoning district and 6,000 square foot lots in our moderate density zoning district for single-family detached housing. If Scappoose allows smaller single-family lots, what is the smallest lot size the City should allow?

Answers:

- a.) 5,000 square foot lots
- b.) 4,000 square foot lots
- c.) 3,000 square foot lots
- d.) The City should not allow smaller single-family lots.

Question: Do you think the City should consider allowing cottage cluster housing in selected areas?

Answers:

- a.) Yes
- b.) No
- c.) I'm not sure

Question: Do you think the City should consider allowing tiny houses in selected areas?

Answers:

- a.) Yes
- b.) No
- c.) I'm not sure

Question: Should the City allow multiplexes (duplex, triplex, or four-plex) in the low density zone (think west side of town above Veteran's Park)?

Answers:

- a.) Yes, on any lot where a single-family detached house is allowed
- b.) Yes, but only on corner lots
- c.) No

Question: Currently the City's development code only allows 8 units per apartment building which discourages developers. If the City allows more units per building, how many should we allow?

Answers:

- a.) Up to 12 units per building
- b.) Up to 16 units per building
- c.) Up to 20 units per building
- d.) More than 20 units per building
- e.) Do not allow more than 8 units per building

Question: The City currently limits residential and commercial building heights in the high density and commercial zone to 50 feet (about as tall as the candle). Should the City allow buildings up to 60 feet to increase density?

Answers:

- a.) Yes
- b.) No
- c.) The City should allow taller buildings, but I'm not sure how tall.

Question: What types of residential development should the City allow in commercial zones?

Answers:

- a.) Allow residential uses that meet the high density zoning requirements (this is what our code currently allows)
- b.) Only allow residential uses if they are above commercial space on the first floor (aka mixed use buildings)

Question: The City currently allows for a density adjustment when developing on a parcel that has wetlands on site, so long as the development does not impact the wetland or the wetland buffer. The adjustment allows development of housing types to the net density that would have existed for the base zone without the constraints. Should the City allow the same density adjustment for parcels impacted by the 100 year floodplain, so long as the development of housing is not within the boundaries of the floodplain?

Answers:

- a.) Yes
- b.) No
- c.) I'm not sure

City Manager Sykes mentioned the proposed motto's received and how we will allow people to suggest their motto at the meeting also.

City Planner Laurie Oliver explained as far as the last question goes, she needs to make it a little less wordy.

City Planner Laurie Oliver explained in regards to the Buildable Lands Inventory there certainly will be more opportunities to discuss this. Staff will probably do some online surveys the closer they get to actually making some of these policy changes. There will also be a number of joint City Council/Planning Commission meetings and those will be open to the public as well. She explained this is just our first look at this. She stated if Council has any additional questions, please let staff know.

Council thanked Laurie and Ben for their work on the Annual Town Meeting.

Adjournment ~ Mayor Burge adjourned the Work Session at 6:43 p.m.

Scott Burge, Mayor

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

6.2

**MONDAY, FEBRUARY 6, 2017
CITY COUNCIL MEETING
Regular meeting 7:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue**

Call to Order

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

Pledge of Allegiance

Roll Call

City Council Members Present:

Scott Burge	Mayor
Mark Reed	Council President
Barb Hayden	Councilor
Rich Riffle	Councilor
Patrick Kessi	Councilor
Megan Greisen	Councilor

Staff Present:

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Kevin Turner	Treatment Plant Supervisor
Chris Negelspace	City Engineer
Alexandra Rains	Program Analyst
Robyn Bassett	Public Works Director

Legal Counsel Shelby Rihala

Press: none present

Excused: Councilor Natalie Sanders

Approval of the Agenda

Councilor Hayden moved, and Council President Reed seconded the motion to approve the agenda. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye, and Councilor Greisen, aye.

Public Comments

There were no public comments.

Consent Agenda ~ January 3, 2017 City Council meeting minutes, January 21, 2017 City Council Orientation minutes and January 23, 2017 City Council meeting minutes

Councilor Hayden moved, and Councilor Kessi seconded the motion to approve the Consent Agenda ~ January 3, 2017 City Council meeting minutes, January 21, 2017 City Council Orientation minutes and January 23, 2017 City Council meeting minutes. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye, and Councilor Greisen, aye.

New Business

Appointment of Alternate Planning Commissioner

Mayor Burge explained Tim Connell has applied for the Alternate Planning Commissioner position. He is going to have Tim come up so Council can ask him questions.

Tim Connell, Scappoose, explained he is a ten year resident of Scappoose and has been in the engineering field, as a design drafter, for an engineering designer for almost thirty years now. He submitted his application for the Planning Commission because he wants to do something a little more in his community and help out and he figured this would be a good way to start.

Councilor Kessi asked Tim in his opinion what does he think we should do as a City to take the City's performance from good to excellent?

Tim Connell replied it is kind of hard to beat something that he thinks is already pretty good. He thinks the performance of the City is going great. He stated if he has to mention anything he would say maybe try to work on getting some bigger business type things here, and some more money to help fix roads.

Council President Reed moved, and Councilor Riffle seconded the motion to appoint Tim Connell as the Alternate Planning Commissioner. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye, and Councilor Greisen, aye.

Resolution No. 17-05 Dedication of Heritage Farm Reserve Strips

City Engineer Chris Negelsbach went over the staff report. He explained this is a resolution to eliminate a reserve strip that was placed at the end of the Heritage Farm plat subdivision. He explained it was determined that there was no longer a need to have the reserve strip to control access between the Unger Subdivision and Heritage Farm. It is staff's recommendation to have City Council approve the resolution as presented.

Councilor Hayden moved, and Council President Reed seconded the motion to approve Resolution No. 17-05 dedicating the reserve strips near Diess Way and Kale Street for use as right-of-way and authorizing the City Manager to execute and record the dedication deed and take all other actions necessary to complete the dedication on behalf of the City. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye and Councilor Greisen, aye.

Resolution No. 17-06 Transfer of Jurisdiction over Right-of-way on West Lane Road from Columbia County to the City of Scappoose

Program Analyst Alexandra Rains went over the staff report. The City of Scappoose has been working with Cascade Tissue since 2015 to assist the Company with a significant expansion project. The Company purchased 50 acres of privately owned industrial land on West Lane

Road, which is owned by Columbia County and within City Limits. As part of Cascades' approved development plans, the company was required to improve 1,031 linear feet of West Lane Road to City standards in order to accommodate trucks entering the site. To assist Cascades Tissue with said improvement requirements, and promote economic development in general through expansion of the project beyond Cascades' frontage to adjoining property owners, the City secured grant funds from the IOF and IFA, as well as a contribution from Airpark Development LLC. The expanded project will include widening of approximately 2,000 linear feet of West Lane Road between the S.E. corner of Crown Zellerbach Road and Wagner Court to accommodate a three lane collector (two travel lanes and a center turn lane) without parking. Improvements will begin from centerline east to include a 14-foot center turn lane, 12-foot northbound travel lane, 6-foot bike lane, curb and gutter, 6-foot sidewalk, storm drainage, street trees, lighting, paving and two commercial driveways. Although West Lane Road is owned by the County, the City recognizes that it is critical to local economic development, particularly for industrial use. This is why the City has made significant efforts to raise funds to improve West Lane Road and now seeks to acquire jurisdiction from E Columbia Ave to Wagner Court. In the past, the City has not sought to acquire jurisdiction over County roads within City limits unless they were brought up to City Standards, however, the City recognizes that this is a unique situation for the following reasons: 1) Much of the improvements are already being funded by the City through the IOF and IFA grants and property owner contributions, 2) The County, historically, has not had the funds to upgrade roads to City Standards and it is likely that will continue into the future, 3) The unimproved west side of the road may never improve because of the presence of the gravel pit, 4) The City can require improvement of the west side of the road upon further development of the area.

City Manager Sykes stated he thinks it is important to note that this really just starts the process, and there are a number of things that have to happen before staff brings it back to Council to accept the road.

Councilor Riffle moved, and Council President Reed moved to approve Resolution No. 17-06 and hereby request that the Columbia County Board of Commissioners transfer jurisdiction to the portion of West Lane Road between Columbia Ave and Wagner Court to the City of Scappoose.

Councilor Hayden asked is this taking into account that there is going to be a collector road dissecting that here in the near future?

City Manager Sykes replied that is why we stopped it and we didn't go all the way to the intersection because we knew that had to be determined before we move forward.

Councilor Hayden asked since there are no sidewalks from Crown Zellerbach Trail south until you get to the new housing development, are we going to add sidewalks?

City Manager Sykes replied what we determined is that section, like every other County road in the City, doesn't have sidewalks, and so it would be in our interest to take over so we can put it on the City's Master Plan.

Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye and Councilor Greisen, aye.

Dewatering Screw Press

Treatment Plant Supervisor Kevin Turner went over the staff report. He explained staff has researched and collaborated with different consultants for alternatives and direction for the biosolids process. Dewatering has been determined to be the best method for current and future biosolids processes. Staff has done pilot testing on different units, visited other units in operation, and talked with plant operators about unit performance and maintenance. Our top concerns with the units are percent solids discharged, maintenance, operator attention, and price. Two manufactures (BDP Industries, and Huber Technology Inc.) responded to the request for bids that was advertised in the Daily Journal of Commerce, Scappoose Spotlight, and the City website. The table below shows the results of the bid opening. The low bid of \$357,500 would be paid from the Utility Wastewater Fund 41 and the Wastewater SDC Fund 55. The screw press is sized for future capacity which allows for thirty-three percent (\$117,975) to be paid out of the SDC fund. Staff recommends that council approve the purchase of the skid mounted dewatering screw press and accessories from BDP Industries Inc. for \$357,500.

City Manager Sykes explained it is also good to note that we have gone a long ways towards finishing our Waste Water Master Plan and we have had Carollo also look at that Master Plan and some of the recommendations and this is a piece of equipment that is probably the most critical expenditure that we are going to need to make that is going to buy us time. He thinks it is important to move forward with this.

Council President Reed stated even though this is financed over two years, you are going to get it right away.

Treatment Plant Supervisor Kevin Turner replied yes, we will probably get it around May.

Councilor Kessi asked if Council can commit funds now for next year's budget?

Legal Counsel Shelby Rihala replied yes, then they will have to be reviewed again during budget.

Councilor Kessi just wanted to make sure we are okay there. He asked if we have to get three bids.

Public Works Director Robyn Bassett replied we went out for RFP and only received two bids.

Councilor Hayden asked how much would it cost the City to build two more ponds?

Treatment Plant Supervisor Kevin Turner replied probably between one and two million dollars.

Council President Reed moved, and Councilor Greisen seconded the motion that Council approve the purchase of the skid mounted dewatering screw press and accessories from BDP Industries Inc. for \$357,500. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye and Councilor Greisen, aye.

Emergency Waterline Repair at Shoe Factory Lane

Public Works Director Robyn Bassett went over the staff report. She explained at approximately 7:30 pm on January 18, 2017, a landslide occurred and severed a main transfer line to the Bella Vista Reservoirs in the vicinity of 52828 NW Shoe Factory Lane. Staff was able to isolate the problem and prevent draining the City's water supply; that evening approximately 20 customers were without water. On the morning of January 19, 2017, water was restored to most customers with the exception of West Coast Shoe Company and two residential customers that live in the NW Eastview Ln. area. The location of the severed line was in a steep ravine and access to repair the line was limited. With the assistance of TFT Construction and City staff, water was restored to all customers by January 21, 2017. A federal emergency declaration has been issued for the January 10-19, 2017 winter storm event and this emergency repair has been submitted to Columbia County Emergency Management for FEMA participation and reimbursement (75% FEMA and 25% City). To date, there is sufficient funding available in the Water Fund to pay the TFT invoice of \$18,319.89. She explained staff recommends City Council approve the City Managers review and approve payment of the TFT invoice.

Mayor Burge stated good work by the staff.

Councilor Riffle moved, and Council President Reed seconded the motion that City Council approve City Manager review and approve payment of the TFT invoice. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye and Councilor Greisen, aye.

Discussion of Councilor Hayden's Resignation

City Manager Sykes explained staff wanted to alert you that Councilor Hayden is going to resign and looking to see how Council would like staff to proceed.

Mayor Burge stated as soon as possible we would like to solicit for the replacement and in March have interviews and replace her. He would like to have a work session to do interviews with questions, then make a selection. He thanked Barb for her service.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager

City Manager Sykes reminded everyone about the Annual Town Meeting Saturday, February 11. He explained staff is preparing a Comp Plan Map and Zoning amendment to the pool property that the City owns. He stated we have had a lot of excitement from Scappoose Sand & Gravel to annex into the City. He explained City Recorder Susan Reeves is working on trying to upgrade our equipment in the Council Chambers. Also we have talked a little bit about putting devices so Council have better access to information, and possibly having wi-fi. He explained the lease for the Community Development Building is up and if Council is okay, he is going to move forward in that direction. He stated the Spotlight recently did an article about Cities being transparent, and they were pretty kind to the City of Scappoose in that article, which was nice.

Police Chief

Chief Miller stated as Council can see by the press releases they have been pretty busy. He explained on March 11, starting at 4pm to 8pm, will be the Scappoose Police Department's Tip a Cop at Ixtapa. He explained all the proceeds go to the Special Olympics in Columbia County.

Councilors & Mayor

Councilor Riffle stated he is sorry to see Barb leave, and he wished her good luck on her next adventure, and he appreciates all her input.

Mayor Burge stated this Wednesday is City Day at the Capitol. He talked about the City hosting DLCD while they were here in Scappoose, and that he received a nice thank you note from them.

Adjournment

Mayor Burge adjourned the meeting at 7:43 p.m.

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: February 15, 2017
Agenda Date Requested: February 21, 2017
To: Scappoose City Council
From: City Manager Michael Sykes
City Engineer Chris Negelspach
Program Analyst Alexandra Rains
Subject: Development Agreement
between the City of Scappoose
and Airpark Development LLC

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

BACKGROUND INFORMATION:

The City of Scappoose has been working with Cascades Tissue since 2015 to assist the Company with a significant expansion project. The Company purchased 50 acres of privately owned industrial land adjacent to the Scappoose Industrial Park and within the City Limits. They broke ground earlier this year on Phase I of their expansion project and expects to be operational by Spring 2017. As part of Cascades' approved development plans, the company is required to improve portions of West Lane Road to accommodate trucks entering the site. The improvements include widening of approximately 1,031 linear feet of West Lane Road between the S.E. corner of Crown Zellerbach Road and Wagner Court to accommodate a three lane collector (two travel lanes and a center turn lane) without parking, a 14-foot center turn lane, 12-foot northbound travel lane, 6-foot bike lane, curb and gutter, 6-foot sidewalk, storm drainage, street trees, lighting, paving and two commercial driveways.

EXPANSION OF THE PROJECT TO INCLUDE AIRPARK DEVELOPMENT LLC:

Request for Council Action

In order to assist Cascades Tissue with said improvements, and promote economic development through expansion of the project beyond Cascades' frontage to adjoining property owners including Airpark Development LLC, the City applied for two grants, the Immediate Opportunity Fund Grant from ODOT (IOF) and the Firm Business Commitment Grant from the Infrastructure Finance Authority (IFA). The City's application for both grants were authorized by City Council in Resolutions 16-22 and 16-21. The City will use the monies from these two grants to complete additional frontage improvements on West Lane Road from the Jet Center's parcel north of Cascades to Airpark Development's parcel south of Cascades. In total, the expanded project will cover approximately 1,716 linear feet of West Lane Road.

To satisfy the requirements of the IOF and IFA grant programs, the City must enter into a Development Agreement with Airpark Development LLC which outlines the details of the project and the respective responsibilities of each party, including financial obligations. To that end, the City has drafted said Development Agreement and will provide a copy to the Council for review (a Development Agreement with Cascades Tissue was also completed and brought before the Council for approval in December 2016).

FISCAL IMPACT:

The Development Agreement with Airpark Development LLC will allow the City to secure the IOF and IFA funds needed to complete the expanded frontage improvements on West Lane Road. It will also finalize Airpark Development LLC's level of financial commitment to the frontage improvements project. The Agreement will not require any City funding.

SUGGESTED MOTION:

The City suggests Council authorize the City Manager to execute the Development Agreement with Airpark Development LLC.

CITY OF SCAPPOOSE**Council Action & Status Report**

Date Submitted: February 15, 2017
Agenda Date Requested: February 21, 2017
To: Scappoose City Council
From: Chris Negelspace, City Engineer
Alexandra Rains, Program Analyst
Subject: West Lane Frontage Improvements Design
Request for Proposal

TYPE OF ACTION REQUESTED:☐ Resolution☐ Ordinance☒ Formal Action☐ Report Only**ANALYSIS:**

In order to progress on the frontage improvements proposed for West Lane Road, the City has prepared and advertised a qualification based Request for Proposal (RFP) to solicit proposals from engineers to design the road. The RFP was issued on January 13, 2017 and responses were received on February 3, 2017. A final recommendation from the Selection Committee was made on February 10, 2017, to enter into contract negotiations with Kittelson & Associates. Final award of the contract is tentatively taking place on March 6, 2017.

FISCAL IMPACT:

The cost of engineering the frontage improvements on West Lane Road will be approximately \$190,000, or 10% of the total project cost of \$1.9 million. It will be funded in part with a financial award from the Special Public Works Fund, funded by Oregon State Lottery and administered through the Oregon Infrastructure Finance Authority and with funds from private owners along West Lane Road. It will not require any additional dedication of funds from the City.

Request for Council Action

RECOMMENDATION:

City Staff is requesting Council approve spending up to \$190,000 to complete engineering of the proposed frontage improvements on West Lane Road, subject to award of the IFA and IOF Grants and private contributions from Cascades Tissue and Airpark Development LLC.

SUGGESTED MOTION:

I move Council authorize City Manager Sykes to initiate the engineering phase of the West Lane Frontage Improvements Project and approve an engineering contract in an amount not to exceed \$190,000, subject to award of the IFA and IOF grants and private contributions from Cascades Tissue and Airpark Development LLC.

7.4

Session Name

Scappoose Annual Town Meeting

Date Created

2/11/2017 8:10:24 AM

Active Participants

89

Total Participants

89

Questions

28

Results by Question**1. How old are you? (Multiple Choice)**

	Responses	
	Percent	Count
Less than 18	0.00%	0
18 – 25	1.59%	1
26 – 33	15.87%	10
34 – 41	17.46%	11
42 – 49	14.29%	9
50 – 57	17.46%	11
58 – 65	20.63%	13
66 – 73	9.52%	6
Greater than 73	3.17%	2
Totals	100%	63

2. Do you live within Scappoose City limits? (Multiple Choice)

	Responses	
	Percent	Count
Yes	72.37%	55
No	27.63%	21
Unsure	0.00%	0
Totals	100%	76

3. How long have you lived in the Scappoose area? (Multiple Choice)

Responses		
	Percent	Count
Less than 1 year	13.16%	10
1 – 3 years	10.53%	8
4 – 6 years	13.16%	10
7 – 9 years	3.95%	3
10 – 12 years	6.58%	5
13 – 15 years	9.21%	7
16 – 18 years	3.95%	3
19 – 21 years	5.26%	4
More than 21 years	34.21%	26
Totals	100%	76

4. In 20 years what do you see as the ideal population of Scappoose? (Multiple Choice)

Responses		
	Percent	Count
Same as today	11.39%	9
10,000	30.38%	24
13,000	30.38%	24
16,000	18.99%	15
I don't know	8.86%	7
Totals	100%	79

5. How did you hear about the ATM? (Multiple Choice)

Responses		
	Percent	Count
Signs along Hwy 30	6.41%	5
The Spotlight newspaper	5.13%	4
City newsletter	41.03%	32
Flyers around town	3.85%	3
Word of mouth	25.64%	20
The City's website	3.85%	3
Social media (i.e. Facebook etc.)	2.56%	2
Other	11.54%	9
Totals	100%	78

6. What housing issue concerns you the most in Scappoose? (Multiple Choice)

Responses		
	Percent	Count
Cost of homeownership	6.58%	5
Cost of rent	5.26%	4
Housing availability	18.42%	14
Too much growth too quickly	23.68%	18
All of the above	42.11%	32
Other	3.95%	3
Totals	100%	76

**7. If Scappoose allows smaller single-family lots, what is the smallest lot size the City should allow?
(Multiple Choice)**

Responses		
	Percent	Count
5,000 square feet (smaller than Dutch Canyon Estates)	42.67%	32
4,000 square feet	17.33%	13
3,000 square feet	22.67%	17
The city should not allow smaller single family lots	17.33%	13
Totals	100%	75

8. Should the City allow Cottage Cluster type housing in certain areas? (Multiple Choice)

Responses		
	Percent	Count
Yes	80.00%	60
No	14.67%	11
I'm not sure	5.33%	4
Totals	100%	75

9. Should the City allow Tiny Houses in selected areas? (Multiple Choice)

Responses		
	Percent	Count
Yes	32.91%	26
Yes, but only on single lots	6.33%	5
Yes, but only in tiny home communities	29.11%	23
No	22.78%	18
I'm not sure	8.86%	7
Totals	100%	79

10. Should the City allow multiplexes in the low density zone? (Multiple Choice)

Responses		
	Percent	Count
Yes	50.72%	35
Yes, but only on corner lots	24.64%	17
No	24.64%	17
Totals	100%	69

11. What issues concern you most about apartment complexes in Scappoose? (Multiple Choice)

Responses		
	Percent	Count
Design of the buildings	16.67%	12
Parking	23.61%	17
Proximity to single family homes	19.44%	14
The potential for too many apartment complexes in one area	12.50%	9
All of the above	25.00%	18
None of the above	2.78%	2
Totals	100%	72

12. Do you think the City should allow for increased housing density on a parcel affected by the floodplain if the developer agrees to dedicate the land area within the floodplain to the City as public open space? (Multiple Choice)

Responses		
	Percent	Count
Yes	44.16%	34
No	40.26%	31
I'm not sure	15.58%	12
Totals	100%	77

13. Should the City allow buildings up to 60 feet (about 5 stories) in the commercial zone? (Multiple Choice)

Responses		
	Percent	Count
Yes	41.03%	32
Yes, but only for mixed use buildings	37.18%	29
No	21.79%	17
Totals	100%	78

14. What types of residential development should the City allow in commercial zones? (Multiple Choice)

Responses		
	Percent	Count
Allow residential uses that meet the high density residential zoning requirements (this is what our code currently allows)	11.69%	9
Allow residential uses if they are above commercial space on the first floor (aka mixed use buildings)	42.86%	33
Both A and B	45.45%	35
Totals	100%	77

15. How important are parks to you when choosing where to live? (Multiple Choice)

Responses		
	Percent	Count
Very important	44.26%	27
Somewhat important	40.98%	25
Not that important	8.20%	5
It doesn't even cross my mind	6.56%	4
Totals	100%	61

16. Does Scappoose's Park System meet your needs? (Multiple Choice)

Responses		
	Percent	Count
Yes	27.87%	17
No	72.13%	44
Totals	100%	61

17. Do you support a trail along South Scappoose Creek? (Multiple Choice)

Responses		
	Percent	Count
Yes	80.95%	34
No	11.90%	5
I have no opinion	7.14%	3
Totals	100%	42

18. Do you support hiking and biking trails on the "Vista Park" property? (Multiple Choice)

Responses		
	Percent	Count
Yes	80.95%	34
No	16.67%	7
I have no opinion	2.38%	1
Totals	100%	42

19. Do you support a park at Chapman Landing on the Multnomah Channel? (Multiple Choice)

Responses		
	Percent	Count
Yes	92.68%	38
No	4.88%	2
I have no opinion	2.44%	1
Totals	100%	41

20. Do you support further development of the Creekview Park site? (Multiple Choice)

Responses		
	Percent	Count
Yes	52.38%	22
No	26.19%	11
I have no opinion	21.43%	9
Totals	100%	42

21. Do you support a pocket park on the City's well site near Dutch Canyon Road? (Multiple Choice)

Responses		
	Percent	Count
Yes	77.50%	31
No	12.50%	5
I have no opinion	10.00%	4
Totals	100%	40

22. Do you support a park at Keys Road? (Multiple Choice)

Responses		
	Percent	Count
Yes	66.67%	28
No	21.43%	9
I have no opinion	11.90%	5
Totals	100%	42

23. Do you support a park at Seely Lane? (Multiple Choice)

Responses		
	Percent	Count
Yes	90.24%	37
No	7.32%	3
I have no opinion	2.44%	1
Totals	100%	41

24. Do you support the improvements to Miller Park? (Multiple Choice)

Responses		
	Percent	Count
Yes	82.05%	32
No	10.26%	4
I have no opinion	7.69%	3
Totals	100%	39

25. Is development of Scappoose Parks important to you? (Multiple Choice)

Responses		
	Percent	Count
Yes	93.02%	40
No	6.98%	3
Totals	100%	43

26. Would you be willing to help pay for the development of new parks? (Multiple Choice)

Responses		
	Percent	Count
Yes	92.31%	36
No	7.69%	3
Totals	100%	39

27. Would you support a 5 year levy? (Multiple Choice)

Responses		
	Percent	Count
Yes	89.47%	34
No	10.53%	4
Totals	100%	38

28. Would you support a taxing district? (Multiple Choice)

Responses		
	Percent	Count
Yes	88.10%	37
No	11.90%	5
Totals	100%	42

CITY OF SCAPPOOSE

Council Action & Staff Report

Date Submitted: February 17, 2017

Agenda Date Requested: February 21, 2017

To: Scappoose City Council

Through: Michael Sykes, City Manager
Robyn Basset, Public Works Director

From: Kevin Turner, Wastewater Treatment Supervisor

Subject: Facility Plan Update and Treatment Plant Predesign

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ISSUE: Current draft facility plan documents identify an estimated \$43 million in capital improvement projects over the next 20 years. Staff contracted a review of the draft facility plan with Carollo Engineers. Their review identified several areas that could drastically change the draft plan and save the City millions of dollars in capital improvements of the 20 year period.

ANALYSIS: The initial review focused on population projections and treatment processes.

The draft facility plan outlines improvements throughout the collections and treatment systems through the year 2035 at a population of 13,188 with a peak instantaneous flow of 7.218 million gallons per day. The current PSU projections estimate a population of 9,974 for that same year with a peak instantaneous flow of 3.904 million gallons per day. The higher population and flow projection would require a near complete upgrade at the treatment facility as reflected in the draft capital improvement plan. Using the

Request for Council Action

population estimate from PSU will allow the facility to utilize existing structures and treatment processes through the 2035 planning year.

Carollo Engineers, Inc. will provide the following services related to the city's wastewater treatment plant with the goals of:

- 1) Providing the city with an amended planning document that identifies and details necessary WWTP capital improvements over the 20-year planning period.
- 2) Providing the City with a state-approvable facilities plan that satisfies all requirements for the City applying for State Revolving Fund financing for near term improvements.
- 3) Providing a predesign of the capital improvements that the City needs to complete in the near-term (first five years).

Carollo Engineers, Inc. have submitted a proposal that would include:

- Review and update the basis of planning
- Update the collections CIP
- Evaluate the treatment plant capacity
- Develop recommended improvements
- Implementation plan and CIP
- Predesign report

The proposed review and update of the facility plan is anticipated to greatly reduce the long term capital improvement plan and associated expenses. However, there are currently areas within the treatment facility and collections system that require immediate attention and are critical for the treatment facility to properly serve the community. These items will be identified in the near term improvements (5 year plan).

FISCAL IMPACT: The proposed \$99,466 would be paid from fund 55 (SDC). Staff budgeted \$200,000 for the completion of the facility plan and predesign of capital improvements.

RECOMMENDATION: Staff recommends that Council authorize Carollo Engineers, Inc. to complete the facility plan and treatment plant predesign as proposed.

SUGGESTED MOTION: I move that Council approve the proposal from Carollo Engineers, Inc. to review and update the facility plan and treatment plant predesign for the amount of \$99,466.

Request for Council Action

City of Scappoose Wastewater Facilities Plan Update and Treatment Plant Predesign

Previous planning and wastewater treatment plant staff have identified the need for improvements to the City of Scappoose's Wastewater Treatment Plant (WWTP) and collection system. Proposed improvements include replacement or rehabilitation of equipment and tanks that are nearing the end of their useful life, improvements to provide capacity for current flows and loads, and capacity to provide for planned near-term growth within the city's Urban Growth Boundary

Carollo Engineers, Inc. (Consultant) will provide the following services related to the city's wastewater treatment plant with the goals of 1) providing the city with an amended planning document that identifies and details necessary WWTP capital improvements over the 20-year planning period, 2) providing the City with a state-approvable facilities plan that satisfies all requirements for the City applying for State Revolving Fund financing for near term improvements, and 3) providing a predesign of the capital improvements that the City needs to complete in the near-term (first five years).

Project Schedule: The scope of work The Final Facility Plan Update and Treatment Plant Predesign is scheduled to be completed within 4 months following the Notice to Proceed.

Project Fee: The total fee for the scope of work presented is a lump sum cost not to exceed \$99,466.

TASK 1 – REVIEW AND UPDATE BASIS OF PLANNING

The objective of this task is to update the current and projected influent wastewater characteristics based on DEQ requirements, summarize historical flows and loads, and project flows and loads through the planning period and ultimate build-out. In addition, this task will also identify current and future regulatory requirements that could impact the type and/or timeframe of the recommended improvements at the treatment plant.

Flow and load projections, in conjunction with potential regulatory scenarios, will be used to develop "triggers" for planning period capital improvements at the WWTP.

Task Activities

Consultant shall perform the following to complete this task:

1. Obtain and analyze the historical flow and wastewater characteristics (using data provided by City staff). The flow and load data will be evaluated on a seasonal basis and (where appropriate) in accordance with Oregon DEQ guidelines.
2. Develop current influent flows and loadings based upon the wastewater characterization. Base wastewater, maximum day, and peak hour flow projection analysis will be developed and plotted over the 20-year planning period.
3. Review findings of the analysis of historical flows and loads with City staff for inconsistencies.
4. Project future WWTP flows and loads. Flow and load projections for the service area will be based upon the study area characteristics defined in Task 1.2 and peak flow

projections completed using the conveyance system model. Flow projections will be coordinated with the collection system facilities plan.

5. Review the current permit and evaluate its impact upon the planning process.
6. Develop defensible projections for the range of probable water quality limitations for the WWTP based upon review of existing information.
7. Conduct one meeting with City staff. This meeting may be conducted in conjunction with the project kickoff meeting.
8. Prepare draft and final Permitting and Basis of Planning Technical Memoranda

Assumptions

- Flow and load (BOD₅, TSS, and ammonia) projections will include average, maximum month, maximum week, and maximum day for both dry and wet seasons.
- Up to three potential regulatory scenarios will be considered.
- A single meeting with City staff will be held to discuss flows/loads and permitting scenarios.

Deliverables

- Draft and final Basis of Planning Technical Memoranda.
- Meeting materials and meeting minutes.

TASK 2 – COLLECTION SYSTEM CIP DEVELOPMENT

The objective of this task is to identify collection system improvements to accommodate planned growth over the 20-year planning period. Based on the revised Basis of Planning, the Consultant will run the City's collection system model to identify improvements necessary to accommodate growth.

Task Activities

Consultant shall perform the following to complete this task:

1. Revise model so that model input files are consistent with updated Basis of Planning.
2. Run model with 20-year projected population growth and planned densification and land development within the UGB.
3. If 20-year model run identifies collection system capacity problems, run 5-year projected population growth and land development within the UGB to identify collection system improvements required in the initial 5-year CIP.
4. Develop cost estimates and adjusted 20-year CIP for identified collection system improvements.
5. Conduct one meeting with City staff.

Assumptions

- The City's existing XPSWMM 2016 collection system model has accurate node and link information and the connectivity presented in the model reflects actual field connectivity.
- The City provides input and output files of previous collection system model runs.

Deliverables

- Revised input and output XPSWMM model files.
- Revised collection system map and tables showing capacity related collection system improvements over the 20-year planning period.
- Addendum to collection system facilities plan documenting modified approach, changes, and revised collection system CIP
- Meeting agenda and minutes

TASK 3 – TREATMENT PLANT PROCESS CAPACITY EVALUATION

The objective of this task is to identify capacity, performance limits, and operational constraints of the major processes and systems currently used at the WWTP. Requirements to upgrade the existing facility will be identified by evaluating the ability of each process and system to provide reliable treatment for the future flow, load, and regulatory scenarios developed in the Basis of Planning. The tasks necessary to perform this evaluation are described below.

Task Activities

Consultant shall perform the following to complete this task:

1. Develop a plant-wide mass balance model of the overall liquid and solids stream processes using Consultant's in-house whole-plant simulator, Biotran. The model will be calibrated based on the historical operational data.
2. Based on the results of the process simulation, develop design criteria to be used for planning of future facilities (i.e., clarifier overflow rates, aeration basin loadings, etc.). Reliability criteria will also be included, and all criteria will be presented in a tabular format.
3. Develop a complete computerized hydraulic model to evaluate the hydraulic capacity of the existing treatment plant. The model will also be used to produce a hydraulic profile for the recommended alternative (discussed under subsequent tasks).
4. Determine the minimum and peak capacity (all units in service) and firm capacity (standby units out of service) for process treatment and hydraulic conveyance for each of the major treatment processes based on the process simulation/optimization and application of the reliability and design criteria.
5. Identify the process deficiencies for the various influent flow/load scenarios and regulatory conditions established in the Basis of Planning task.
6. Conduct one meeting to review the process design criteria, capacity analysis, and hydraulic modeling results.

Assumptions

- The condition assessment will be used from the draft 2016 Wastewater Facilities Planning Study completed by Keller Associates.

Deliverables

- Draft and final Capacity Evaluation Technical Memoranda.
- Meeting materials and meeting minutes.

TASK 4 - DEVELOP RECOMMENDED IMPROVEMENTS

The objective of this task is to further develop and coordinate the implementation of planned improvements over the 20-year planning period.

Task Activities

Consultant shall perform the following to complete this task:

1. Based on the basis of planning and capacity & condition assessment, identify improvements needed for the most likely planning scenario.
2. Refine and finalize the WWTP site plan, including site access and O&M access.
3. Prepares planning level cost estimates for the 20-year planning period.
4. Conduct a workshop to review and finalize the recommended plan with City staff.

Deliverables

- Draft and final Recommended Plan Technical Memoranda.
- Meeting materials and meeting minutes.

TASK 5 - DEVELOP 20-YEAR IMPLEMENTATION PLAN AND CIP

The purpose of this task is to develop a “flexible” implementation plan that can be adopted for the various planning scenarios, including a detailed CIP.

Task Activities

Consultant shall perform the following to complete this task:

1. Identify flow, load, regulatory, and other potential “trigger points” for the recommended plan and most probable planning scenarios. Each major liquid and solids stream unit process improvement will be linked to a trigger point for phased implementation.
2. Use the trigger points to develop an implementation plan. The implementation plan will identify the various projects and project phasing needs throughout the planning period.
3. Prepare a capital expenditure schedule (CIP) that identifies the total project cost for each project (i.e., design, construction, construction management, legal, administrative, etc) with a breakdown to the major component. In addition, estimate O&M, major equipment,

and facility replacement costs. CIP will be developed in 5-year increments throughout the planning period.

4. Conduct a meeting to review and finalize the CIP and confirm necessary near-term improvements that will move forward into predesign.

Assumptions

- Effort for the meeting to review the implementation plan is included under Task 3.4.

Deliverables

- Draft and final Implementation Plan Technical Memoranda.
- Addendum to Wastewater Treatment facilities plan documenting revised planning approach, changes and revised CIP.

TASK 6 - PREDESIGN REPORT

The objective of this task is to develop the near-term (5-year) improvements into a well-defined project, eligible for SRF funding.

Task Activities

Consultant shall perform the following to complete this task:

1. For all recommended near-term (first 5 years) wastewater treatment plant improvements, the following information will be developed and provided in a Predesign Report.
 - a. Site Plan
 - b. Flow and Process Schematic
 - c. Hydraulic Profile
 - d. Design Criteria and Capacities for all Treatment Processes
 - e. Equipment and Process Dimensions and Sizing
 - f. Plan and section drawings, as needed to illustrate proposed process and equipment improvements
 - g. Electrical Improvements
 - h. I&C Improvements
 - i. Predesign Level Cost Estimates
2. Conduct a workshop with City staff prior to finalization of the predesign.

Deliverables

- Draft and final Predesign Report

- Workshop materials and meeting minutes.

TASK 7- PROJECT MANAGEMENT

The objective of this task is to plan and execute the work in accordance with the schedule, budget, and quality expectations that are established in this scope of services.

Task Activities

Consultant shall perform the following to complete this task:

1. Update and maintain the work plan and project instructions.
2. As needed, conduct teleconferences with the City project manager to review the status of the planning effort.
3. Document meeting decisions and action items; assign the activities to team members; and follow up to ensure timely resolution.
4. Monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion; manage activities within total project budget and scope.
5. Monitor project activities for potential changes, anticipate changes whenever possible, and with City approval, modify project tasks, task budgets, and approach to keep the overall project within budget and on schedule.
6. Manage the quality control review of all work activities and project deliverables.
7. Prepare and submit monthly invoice to include: narrative status report, invoice, project expenditure cost table by task, and a summary schedule status.

Assumptions

- The Final Facility Plan Update is scheduled to be completed within 4 months following the Notice to Proceed.

Deliverables

- Updated project instructions including QA/QC plan.
- Meeting notes, as required.
- Monthly invoices and progress reports.

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CITY OF SCAPPOOSE

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council Goal Setting Session 5:30 p.m. City Council 7pm	7	8	9 Planning Commission Training 7pm	10 Chapman Landing Ad hoc meeting 11am	11
12	13	14	15	16 EDC ~ noon Park & Rec 6pm	17	18
19	20 Council applicant interviews ~ prior to meeting City Council 7pm	21	22	23 Planning Commission 7pm	24	25
26	27	28	29	30	31	