



SCAPPOOSE *Oregon*

THURSDAY, MARCH 21, 2024
ECONOMIC DEVELOPMENT COMMITTEE MEETING AGENDA
REGULAR MEETING AT 12:00 PM
33568 E COLUMBIA AVE; SCAPPOOSE, OR 97056 & [MICROSOFT TEAMS](#) (HYBRID)

Please submit public comment to N.J. Johnson at njohnson@scappoose.gov or in writing to Scappoose City Hall (33568 E Columbia Ave; Scappoose, OR 97056) by March 20, 2024 at 5:00 pm. Public comment can also be made verbally at the beginning of scheduled meetings.

*This meeting will be conducted in an accessible room. If special accommodations are needed, please contact City Recorder Susan M. Reeves at (503) 543 - 7146, ext. 224 in advance.
TTY 1-503-378-5938*

Topic

- | | | |
|-----------|---|-----------------|
| 1. | Call to order | 12:00 pm |
| 1.1. | Approval of Agenda: March 21, 2024 | |
| 1.2. | Approval of Minutes: February 15, 2024 | |
| 1.3. | Public Comment | |
| 2. | New Business | 12:05 pm |
| 2.1. | Review Urban Renewal Grant Request: E Columbia Ave Sidewalk
Casey Kellar | |
| 2.2. | Discussion Opportunities Following Columbia Economic Team Tourism Brand | |
| 2.3. | Assign Sections of Economic Development Strategic Plan Research | |
| 3. | Announcements | 1:25 pm |
| 3.1. | Annual Town Meeting | |
| | <ul style="list-style-type: none">April 6, 2024 at 9:00 am at Scappoose High School | |
| 3.2. | Next meetings | |
| | <ul style="list-style-type: none">April 18, 2024 at 12:00 pmMay 16, 2024 at 12:00 pmJune 20, 2024 at 12:00 pm | |
| 4. | Adjourn | 1:30 pm |



SCAPPOOSE *Oregon*

THURSDAY, FEBRUARY 15, 2024
ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
REGULAR MEETING AT 12:00 PM
33568 E COLUMBIA AVE; SCAPPOOSE, OR 97056 & MICROSOFT TEAMS (HYBRID)

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: <https://youtu.be/webyFGo2Ark>

Attendees: Chair Christine Turner, Vice Chair Karl Fenstermaker, Committee Member Brian Rosenthal, Committee Member Sean Findon, Committee Member David Sideras, Councilor Jeannet Santiago, Columbia County Commissioner Casey Garrett, Columbia Economic Team Executive Director Paul Vogel, Columbia Economic Team Administrative & Program Manager Wela Negelspach, Columbia River PUD Administration/Public Relations Manager Heidi Ralls, Scappoose Public Library Director Jeff Weiss, Associate Planner N.J. Johnson, Community Development Director Laurie Oliver Joseph

Committee Members Absent: George Hafeman, Paul Fidrych

1. CALL TO ORDER

The meeting was called to order at 12:04 pm by Chair Christine Turner.

1.1 Meeting Agenda

Brian made a motion to approve the February 15, 2024 agenda. Sean seconded. The motion passed unanimously.

1.2 Meeting Minutes

Brian made a motion to approve the December 21, 2023 minutes. Sean seconded. The motion passed unanimously.

1.3 Public comment

No public comment.

2. NEW BUSINESS

2.1 Updates

- Columbia Economic Team - Paul
 - Working with City of St. Helens on Project Spring, the solar manufacturing plant. Due to electricity supply, they are reducing their investment to one plant in St. Helens - no longer having the smaller plant in Scappoose.
 - If a transmission study were to take place, it may find that there are only 3-4 megawatts of power left in the Columbia River PUD system, which isn't enough to serve anything. This will lead to an increased focus in transmission planning locally and regionally.



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- 71 new businesses signed up for advising from the Small Business Development Center in 2023, exceeding our goal.
 - Working with the County to improve code flexibility for home bakers.
- Scappoose City Council - Jeannet
 - Andrew had to step down as the Council liaison to EDC because his teaching schedule conflicted with our meeting times.
 - Larry Lehman was appointed Interim City Manager.
 - Council is looking at different ways for the City to provide law enforcement services.
- Columbia County - Casey
 - Oregon State Legislature is in the middle of their short session. The Association of Oregon Counties is taking a stance on several bills.
 - Columbia Economic Team helped us secure a transmission study grant from Business Oregon.
 - Columbia Pacific Economic District is working on influencing the habitat conservation plan that the Board of Forestry is adopting.
 - Upgrades to several County facilities are still in good progress.
 - St. Helens, Scappoose, and Columbia County law enforcement agencies are struggling to keep up with the needs and costs of providing services.
- OMIC R&D
 - *No update provided.*
- PCC OMIC
 - *No update provided.*
- Port of Columbia County
 - *No update provided.*
- Columbia River PUD - Heidi
 - Crews are undergrounding Apple Valley Road and Flint Drive to prevent future outages.
 - Our board awarded the Scappoose Senior Center a \$12,000 grant for the roof replacement of the bread store.
- Scappoose Public Library - Jeff
 - *Jeff passed out flyers for Sip, Savor, and Read, attached in appendix.*
 - Earth Day is 10:00-3:00 on April 20th.
 - The Scappoose Summer Festival is currently at \$14,000 for financing.
- City of Scappoose - Laurie
 - Parks Master Plan adoption is scheduled for City Council hearings on February 20th and March 4th.
 - Chitwood Real Estate is scheduled for Planning Commission on March 14th.
 - Columbia Three-Restaurant Complex, Keys Road Reservoir, 3-lot partition for duplexes, and Smith Road Pump Station have submitted but not been deemed complete.



- We are having inquiry and pre-application meetings with applicants for a 7-lot subdivision that would support duplexes, a mini-storage facility, Wallace Construction Company, and the Wauna Credit Union relocation.

2.2 2024 Team Agreement

The Committee reviewed the proposed Team Agreement

David: Is this new?

Chair Christine Turner: We've always had this.

NJ: Every City board and committee has one of these that bring everyone on the same understanding of how we're going to do business.

Sean: I move to approve the 2024 Team Agreement as written.

Brian: I second.

The motion passed unanimously.

2.3 Economic Development Strategic Plan Research

Vice Chair Karl Fenstermaker: The packet has an outline for our strategic plan. I tried to make it very clear in the preamble that this isn't policy nor is it directing City staff. This will ultimately advise City Council so that they're thinking about the things we discuss every meeting when making decisions for the City. My questions are: 1) Is this worth doing? 2) Are there any comments on the structure of the document? 3) How do we move forward in getting to work on this?

Jeannet: Is this proposed to be a Council Goal?

Vice Chair Karl Fenstermaker: It's not about City goals. It's about informing you all, as the Council, of what we think you should be focusing on and working towards economically.

Laurie: Staff has a recommendation for a title change to the document to clarify that it's a collection of research and thoughts. We recommend the title being "Economic Development Strategic Plan Research". As we were going through the Economic Opportunities Analysis as part of the 50-Year Plan, I asked ECONorthwest what an economic strategic plan would look like and cost. The quote was around \$35,000-37,000 and they didn't highly recommend us doing that because we have OMIC and they essentially said that OMIC is our economic future.

Vice Chair Karl Fenstermaker: This document is meant to be a straightforward strategic plan for Council to use to grow our local economy. We don't need to pay a consultant a lot of money for something we already know.



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Paul: My understanding of this document is that this is to direct this committee's goals and projects.

Vice Chair Karl Fenstermaker: No, this is going to be produced by the Committee but it is ultimately a guiding document for the City when some or all of it is completed and adopted.

Jeannet: I agree with Paul and how he described your plan being used. As Council, we have goals we pass down to committees but we need to know what you're willing to do.

David: With nobody on EDC attending every Council meeting, there have been mischaracterizations about what we're willing or unwilling to do. We get handed a lot of tasks that evaporate in 5 minutes.

Brian: I think we're going off in tangents. We should get back to discussing Karl's proposal. I think the layout is fine and I'm fine with staff's request to amend the title. Given that it's an advisory document and not codified by the City in any way, I move we agree to move forward with developing the strategic plan and divide sections among ourselves.

David: I second.

The motion passed unanimously.

NJ: Do you want to divide responsibilities for this now?

Vice Chair Karl Fenstermaker: I'm happy to compile information anyone feeds me. Maybe next time we can assign sections to different folks.

Chair Christine Turner: Okay.

Paul: I'd recommend reviewing ECONorthwest's Economic Opportunities Analysis since it has a lot of information that will be relevant to your project.

2.4 Columbia Economic Team Tourism Branding

Wela: We have developed the first ever tourism brand for Columbia County. We've focused on asset development and are now ready to promote ourselves outside the County. We had several workshops about who we are and who we want to attract. With very few hotels, we're leaning into marketing ourselves as a day trip destination.

Wela screen shared a video that can be viewed in this meeting's [YouTube video at 50:59](#).

Wela gave a presentation on the outcomes of the tourism branding project that can be viewed in this meeting's [YouTube video at 53:01](#).

Brian: I like it overall. I wish it didn't say type A people wouldn't like Columbia County because it's not true and prevents those people from coming out here. I'd go with something like, "If you don't like waiting in lines at the airport, this may be the place for



you.” It plays on the fact that we’re more regional, not a Vegas sort of destination you have to fly to.

Chair Christine Turner: Where will this ad be playing?

Paul: It’s not an ad, it’s a visualization of what our brand could be.

Jeannet: Have you been working with the Chamber of Commerce to push this out?

Wela: Columbia Economic Team is the destination management organization for Columbia County so this is something we’d work with economic development partners around the state to push out.

Vice Chair Karl Fenstermaker: The phrase “Just roam” resonated with me more than “Your place of wander”.

Casey: I feel like this represents Columbia County so well that it should be our general brand, not just tourism focused. They did a really nice job with this.

2.5 Update on Community Branding Project

NJ: The City put together a request for proposal for a City-level community branding project that was released October 6th and closed November 13th. We received 11 proposals and we found that very few of them showed a true understanding of the project’s needs and all of them were over the City’s budget for the project. We provided this information to Council and they ultimately instructed us to cancel the current RFP and put their goal for community branding on pause.

Jeannet: The cost was just too high for us to continue. We’ll reassess what community branding looks like for Scappoose.

2.6 Urban Renewal Grant Program Advertising

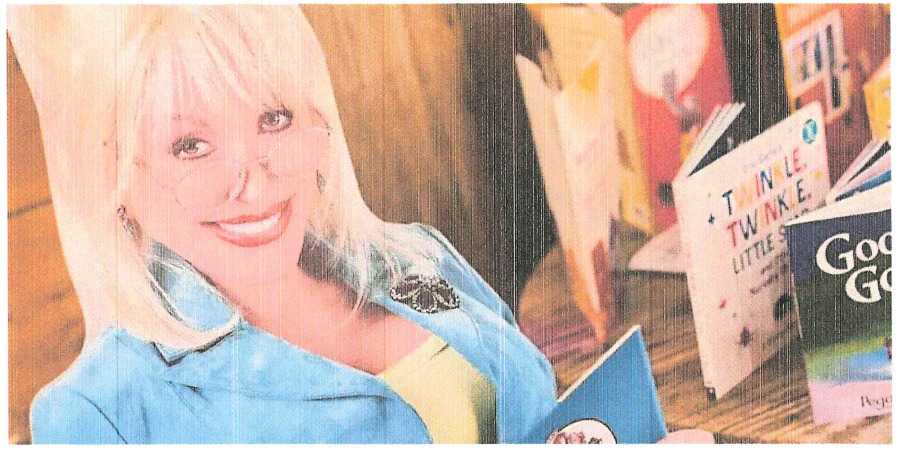
David: I printed applications for the Urban Renewal Grant Program and distributed the packet and information to over 30 businesses in the Urban Renewal District. I’ll likely go out and do it again.

3. ANNOUNCEMENTS AND NEXT MEETINGS

- Annual Town Meeting
 - April 6, 2024 at 9:00 am at Scappoose High School
- Boards and Committees Dinner
 - February 28, 2024 at 6:00 pm at Ixtapa
- Next meetings
 - March 21, 2024 at 12:00 pm
 - April 18, 2024 at 12:00 pm
 - May 16, 2024 at 12:00 pm

4. Meeting adjourned at 1:17 pm.

Sip, Savor, & Read



**An evening of Wine, Food & Fun
to benefit the Columbia County's
Dolly Parton's Imagination
Library.**

February 16: 6 - 8:30

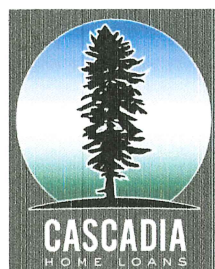
LOCATION

**The Barn at Scappoose Creek
53760 West Lane Rd
Scappoose, OR 97056**

MORE INFORMATION & TICKETS



United Way
of Columbia County



CAYMUS
VINEYARDS



YOUR HOMETOWN TEAM

NW Mutual LLC – request for Property improvement funding.

Reason: Due to the city’s recent improvement of the sidewalk, it shows our concrete in front in need of repair and update. This also left a gap of gravel between the walk from one of the buildings to the new sidewalk which would look much better improved (customers now walk from concrete, through gravel to concrete. Thus, improving existing storefront areas currently in gravel or badly pitted concrete to enhance entrance to reflect the upgrade desired in the urban renewal district.

Color to be used: Regular color of concrete, which will match it to the fresh concrete pour from city recently in front of part of the existing property.

Timing: We are ready to go as soon as a funding match is approved for half of job, and as soon as the concrete provider can pull permits and schedule into his work schedule.

We have included the concrete companies quote along with picture of building front with arrows to gravel and old concrete areas intended for improvement and beautification.

Please contact the concrete contractor if you want to walk the front of property for clarification.

This project cannot happen without this help. As owners, we think this will help the look of the front of 3 different businesses who are licensed and in compliance with the city as provided in their lease.

We are asking on behalf of our business renters.

We believe this project is within the city’s goals to upgrade and beautify this area.

We are prepared to pay the difference (half of the quote).

Please Consider this request.

Respectfully,

Byron and Casey Kellar - NW Mutual LLC (Northwest Mutual LLC)



Urban Renewal Grant Application

Scappoose Urban Renewal Agency

33568 E Columbia Ave. Scappoose, OR 97056 | (503) 543 - 7184 | www.scappoose.gov

APPLICANT INFORMATION

Applicant name: CASEY BYRON KELLAR Submission date: JAN 2, 2024

Applicant residence (check most relevant): Scappoose City Limits or UGB Columbia County
 Oregon Outside Oregon

Applicant relationship to project: OWNERS

Applicant mailing address: 51684 SE 5TH SCAPPOOSE OR 97056

Applicant phone number: 503-502-0737 Applicant email: CK1725@GMAIL.COM

BUSINESS INFORMATION

Business name: Northwest Mutual LLC

Business address: 51684 SE 5TH SCAPPOOSE OR 97056

Property owner name: NW Mutual LLC.

Property owner email: CK1725@EMAIL.COM

Year building was built: _____ Year of most recent exterior improvements: Fresh paint last yr

Business description (goods and/or services provided): RENTS to LOCAL BUSINESSSES
CURRENTLY; HAIR SALON, R.E. AGENTS, THERAPY CENTER

Business days and hours of operation: VARIED

Type of organization (e.g. corporation, sole proprietorship, LLC, nonprofit, etc.): SEE ABOVE

Age of business: 2-15 YRS Number of employees: 4 AGENTS - 3 TRAINERS + 1 THERAPIST

Does your business have other locations outside of Scappoose? If so, approximately how many? —

Is your business located in the City's Downtown Overlay? (Boundary map attached) Yes No

Has your business received an Urban Renewal grant in the current fiscal year? Yes No

PROJECT INFORMATION

Description of proposed project: IMPROVE/REPLACE FAILING
CONCRETE + ADD TO NEW CITY FUNDED
SIDEWALK

Anticipated project start date: SOON AFTER Anticipated project completion date: WITHIN
APPROVAL PROCESS 2-3 MOS. LATER

Estimated total project cost: _____ Grant request amount: _____

Specific element(s) of the project seeking funding: CONCRETE WORK

Source(s) of matching funds and overall project funds: PERSONAL FUNDS BY OWNERS/
BOARD MEMBERS.

Have you received the necessary approvals and permits from the Community Development Department (Planning, Engineering, and Building)?¹ Yes No

If no, what approvals or permits are still needed?¹ CONCRETE COMPANY
TO PULL PERMITS IF FUNDING APPROVED
SEE QUOTE ATTACHED

¹ If you are unsure, please contact the Community Development Center at (503) 543 - 7184.

The Purpose of the Scappoose Urban Renewal Grant Program is as follows:

"Improve the aesthetics and economic performance of new and existing businesses within the Urban Renewal District to increase economic activity, promote economic tourism, create local jobs, attract new investment, inspire community pride, and improve the visual appearance of businesses to encourage overall improvements in the city."

How would the proposed project increase economic activity?² THE ADDS NEEDED
BEAUTIFICATION + FUNCTION TO EXISTING
BUSINESS IN KEEPING WITH CITY RENEWAL GOALS

How would the proposed project promote economic tourism?² _____

How would the proposed project create local jobs?² DESIREABLE LOCATION
+ UPGRADED AREA PROMOTES GROWTH OF
LOCAL BUSINESSES

How would the proposed project attract new investment?² _____

How would the proposed project inspire community pride?² BEAUTIFICATION AND
IMPROVED FUNCTION OF AN AREA WHERE THE
PEOPLE OF THE COMMUNITY FREQUENT FOR SERVICES

How would the proposed project improve the visual appearance of the area?² _____
NEW CONCRETE TO CONNECT WITH CITY IMPROVEMENTS
AND UPGRADE OVERALL AREA IN FRONT OF
3 BUSINESSES

² Please note that most proposals do not legitimately advance each of the elements prompted above. Failure to advance all elements will not preclude one from receiving a grant. Applicants should only respond to the prompts most applicable to their proposal. Additionally, if more room is needed for any responses, additional sheets may be attached to the submittal.

PROPERTY OWNER AUTHORIZATION

I, Byron + Casey Kellan for NW Mutual LLC, certify that I am the property owner (hereinafter referred to as "Owner") of the building located at 3364 + 3365 E. Columbia AVE; Scappoose, OR 97056 (hereinafter referred to as "Building"). I authorize NW Mutual LLC on behalf of the business housed in my Building (hereinafter referred to as "Business"), to accept grant funds from the Scappoose Urban Renewal Agency and to complete the work described in this application form and supporting documents.

By signing below, Owner certifies that all information provided in this section is true to the best of Owner's knowledge.

Owner Name (printed): Byron + Casey Kellan for NW Mutual LLC

Owner Signature: [Signature] Date: June 5, 2024

STATEMENT OF UNDERSTANDING

The applicant understands that the City of Scappoose must approve the proposed project. Certain changes or modifications may be required by the City prior to final approval. Any work commenced prior to a commitment letter issuance will not be eligible for reimbursement, and any work deviating from approved work must be pre-approved by the City of Scappoose to be eligible for reimbursement.

Applicant Name (printed): Byron + Casey Kellan for NW Mutual LLC

Applicant Signature: [Signature] Date: June 5, 2024

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant and is true and complete to the best of the applicant's knowledge and belief.

Applicant Name (printed): Byron + Casey Kellan

Applicant Signature: [Signature] Date: June 5, 2024

SUBMITTAL CHECKLIST

- Application form with all prompts completed (including signatures)
- Copy of Scappoose Business License (if already an existing business in Scappoose)
- Design/plans/imagery of proposed improvements
- Detailed written description of materials, colors, and other design features to be used in the project
- Materials board that visually conveys the materials, colors and other design features to be used in the project
- Construction schedule for project - *AS SOON AS APPROVED + CONCRETE Co. SCHEDULES*
- Detailed project budget with line-item expenses seeking grant reimbursement and overall project cost
- Attachment of written responses (if prompts do not provide sufficient space)
- One (1) hard copy of all materials (drop-off or mailing guidelines below)
- Digital copy of all materials (email or flash drive guidelines below)
- Other materials/information requested by the City

Concrete

SEE QUOTE

Concrete

SEE PICTURE

SUBMISSION INSTRUCTIONS

One (1) paper copy and a digital copy are required.

Paper Copy (drop-off or by mail):

Attn: N.J. Johnson
Scappoose City Hall
33568 E Columbia Ave
Scappoose, OR 97056

Digital Copy:

Email to njohnson@scappoose.gov

or

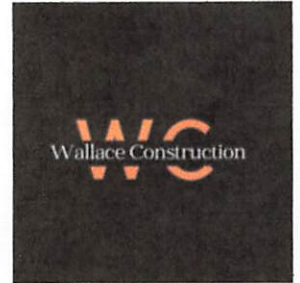
Provide thumb drive with paper submission to address above

PROGRAM CONTACT

N.J. Johnson, Associate Planner
(503) 543 - 7184, ext. 403
njohnson@scappoose.gov

Wallace Construction Company

52124 SE Sauer Ct
Scappoose, OR 97056 US
+1 9168344800
mitch@wallaceconstructioncompany.com



Estimate

ADDRESS	SHIP TO	ESTIMATE	1082
CKC Property Management	CKC Property Management	DATE	12/27/2023
33968 SE Vine Street	33968 SE Vine Street	EXPIRATION	01/27/2024
Scappoose, OR 97056	Scappoose, OR 97056	DATE	
United States	United States		

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Sidewalk remove and replacement on Columbia Ave. Sawcut at joint near power pole, connect to new, existing sidewalk, one sidewalk square in front of place of business -- connect to existing sidewalk. Include wing from existing concrete per job walk.	1	8,500.00	8,500.00
	Services	Minor ROW permit, minimal traffic control (per Mitch Wallace talk with city), and sketch of work to be completed (required by City).	1	750.00	750.00
	Additional Work Required By City	We will need to go to City planned Curb line to match the newer installed concrete. WCC will work this project in conjunction with our HQ office project on neighboring lot.	1	2,500.00	2,500.00

TOTAL **\$11,750.00**

Accepted By

Accepted Date



CITY OF SCAPPOOSE
2022
Business License

License Issued To:

Northwest Mutual Equity LLC
33968 SE Vine Street
Scappoose, OR 97056

THIS IS A BUSINESS LICENSE ISSUED UNDER THE PROVISIONS OF CHAPTER 5 OF THE CITY OF SCAPPOOSE MUNICIPAL CODE. THE LICENSEE IS RESPONSIBLE FOR COMPLIANCE WITH ALL OTHER ORDINANCES OF THE CITY OF SCAPPOOSE, INCLUDING ZONING AND BUILDING CODES.

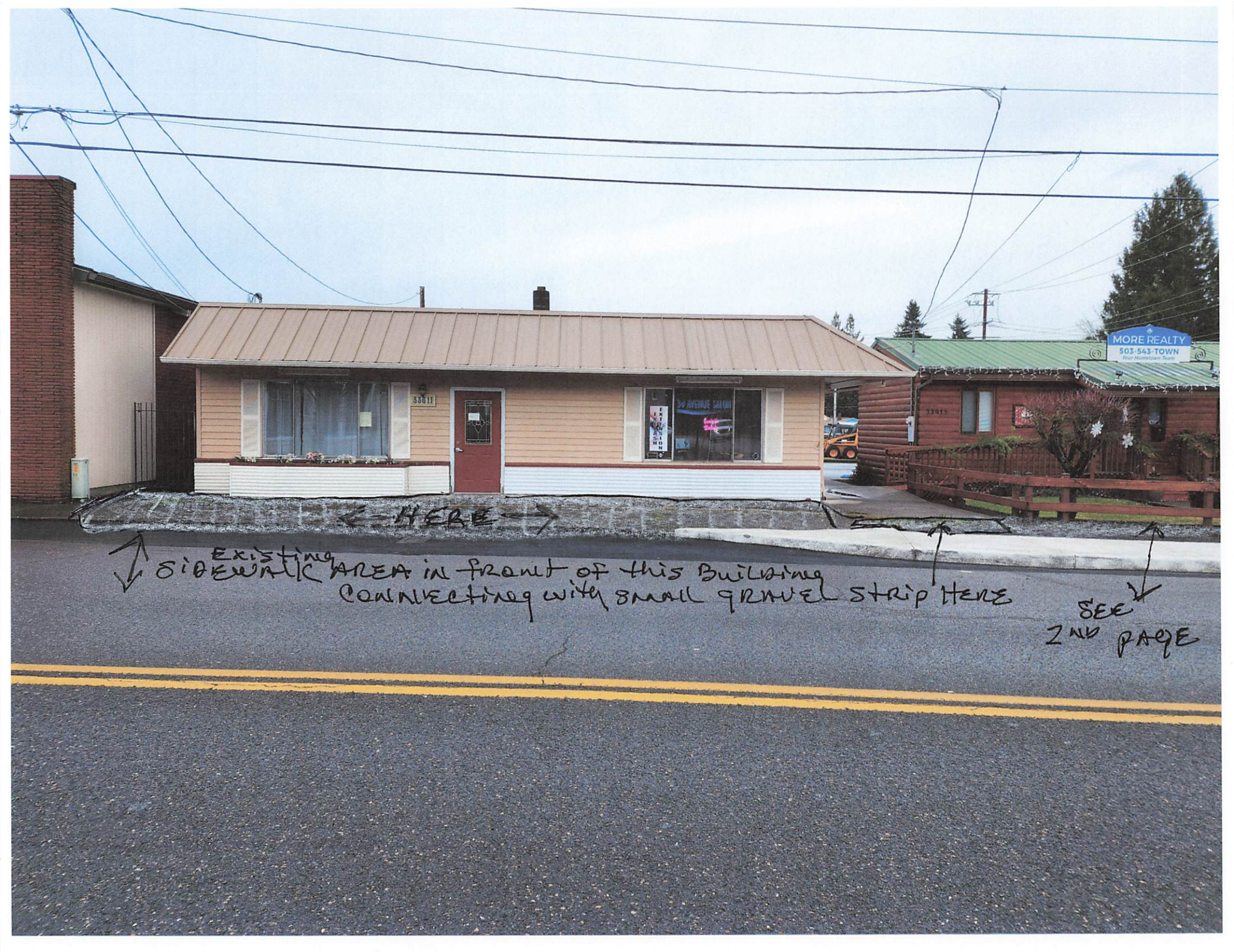
License Number	0066
Date Issued	12/12/2021
Expiration Date	12/31/2022

Location of rentals:

33611 E COLUMBIA AVENUE
33615 E COLUMBIA AVENUE
SCAPPOOSE, OR 97056

City Recorder
City of Scappoose
33568 E. Columbia Avenue
Scappoose, Oregon 97056

This license must be displayed conspicuously at the location of business, and is not transferable or assignable.



MORE REALTY
503-543-TOWN
Floor Mount Sign Team

53811

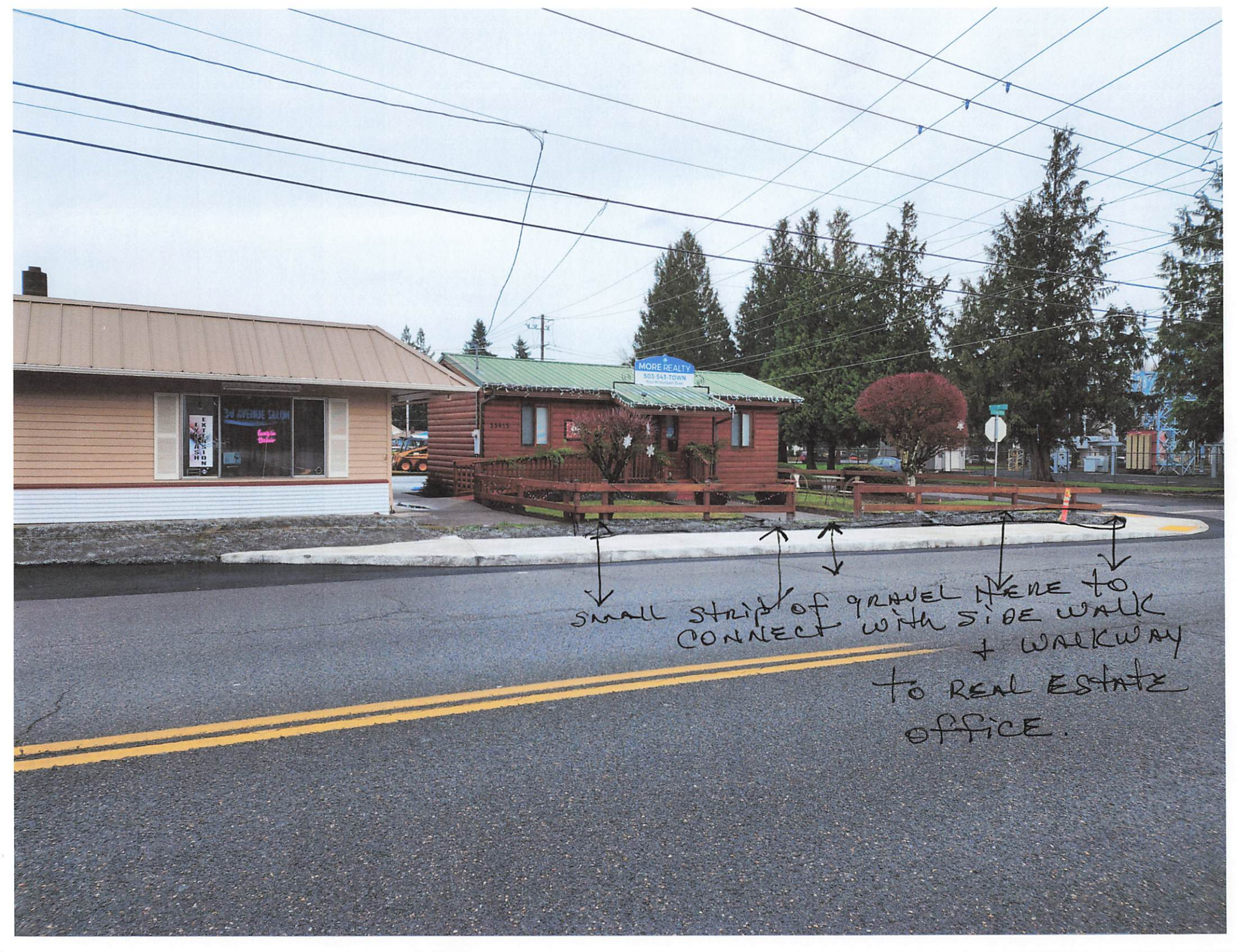
53 AVENUE SALON

53815

← HERE →

EXISTING SIDEWALK AREA IN FRONT OF THIS BUILDING
CONNECTING WITH SMALL GRAVEL STRIP HERE

SEE
2ND PAGE



SMALL STRIP OF GRAVEL HERE TO
CONNECT WITH SIDE WALK
+ WALKWAY
TO REAL ESTATE
OFFICE.



ECONOMIC DEVELOPMENT STRATEGIC PLAN

A Vision for a Thriving Scappoose

Scappoose is at an inflection point in its growth. Recent trends in the general economic climate of the greater Portland Metro have resulted in an opportunity for Scappoose to intentionally draw residents and businesses to our City. Scappoose City Council is already engaged in key activities to guide this development in the coming years, such as developing a 50-year plan and implementing City Branding. This document is intended to work together with these efforts to give focus and direction to the Economic Development of Scappoose. It is not intended to replace existing city code, nor should it be taken as direction to City Staff to perform any specific actions. Instead, it is intended to provide a vision for a thriving Scappoose, documenting the learnings of the Economic Development Committee in the preparation of this plan and intended to be used as a map for City Council to reference as they guide the City into the next phase of its development.

Prepared by Scappoose Economic Development Committee

01/12/2024, Rev A

Executive Summary

Executive Summary to be written last

The Current State of Economic Development in Scappoose

This section to discuss the current state of Economic Development. It should reference relevant codes, such as the downtown and urban renewal districts. It should discuss any relevant development pending or in progress, such as hotel, food cart pods, airpark, and new restaurants.

The Vision for the Economic Climate of Scappoose

What does an end state look like? Location of a true downtown area. Alignment with Branding/50-year plan. What kind of businesses (size, industry, etc) are here?

Programs, Actions, and Other Levers Available

A list of potential things Scappoose can do to drive to the Vision, along with a discussion of pros/cons.

Recommendations

A list of the actions the EDC recommends for Scappoose City Council to implement.

Appendices

Reference material to support findings. Examples of other city programs, interviews, etc.