

Thursday, April 21, 2022 ECONOMIC DEVELOPMENT COMMITTEE MEETING AGENDA Regular meeting at 12:00 pm

This meeting will be held in a hybrid format. Please submit public comment to Isaac Butman at ibutman@cityofscappoose.org or in writing by April 20, 2022. Public comment can also be made in-person during meetings.

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1. Call to order 12:00 pm

- 1.1. Approval of Agenda, April 21, 2022
- 1.2. Approval of Meetings Minutes, March 17, 2021
- 1.3. Citizen Communication

2. Updates

- 2.1. City
- 2.2. CET
- 2.3. County
- 2.4. CRPUD
- 2.5. Library
- 2.6. OMIC
- 2.7. PCC
- 2.8. Port

3. New Business 12:05 pm

- 3.1. Council Goal review and consideration of a recommendation
- 3.2. URA Grant Program parameters, design standards, and Downtown Overlay
- 3.3. Derelict commercial property discussion

4. Announcements and Next Meetings

- May 19, 2022
- June 16, 2022
- July 21, 2022

Adjourn 1:30 pm

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



Economic Development Committee Meeting Minutes

Scappoose City Hall, 33568 E Columbia Ave., Scappoose, OR 97056 March 17, 2022 12:00 Noon – 1:30 pm

<u>Attendees</u>: Brian Rosenthal, EDC Member; Len Waggoner, EDC Member; Jeannet Santiago, EDC Vice Chair; Michael Leipzig, EDC Member; George Hafeman, EDC Member; Christine Turner, EDC Chair; Tina Amela, EDC Member; Jeff Weiss, Library Liaison; Heidi Ralls, CRPUD Liaison; Paul Vogel, CET Liaison; Nancy Ward, Port of Columbia County Liaison; Josh Koch, OMIC R&D Liaison; Amanda Haner, PCC Liaison; Scott Burge, Mayor; Alexandra Rains, City Manager; Isaac Butman, Assistant to the City Manager

<u>Absent</u>: Robby Backus, EDC Member; Brenda Michael, EDC Member; Casey Garrett, Columbia County Liaison; Mike Sykes, CRPUD Liaison; Josh Poling, City Council; Laurie Oliver Joseph, City Planner; Huell Whitehaus, Assistant to Public Works Director

1. CALL TO ORDER

The meeting was called to order at 12:02 PM by Chair Christine Turner.

1.1 Meeting Agenda

George made a motion to approve the March 17, 2022 meeting Agenda. Brian seconded. The motion passed unanimously.

1.2 Meeting Minutes

Len made a motion to approve the February 24, 2022 meeting minutes. Brian seconded. The motion passed unanimously.

2. Updates

- 2.1 CET Paul gave an update on CET. There are four industrial recruiting projects CET is working on currently around the County. DLCD should be able to issue permits for Next Renewables within the next month or so; if issued this will create a few hundred jobs in the County. CET is now fully funded for the next four years as the budget bill was signed this week. The HNA in the County is ongoing. Wella Negelspach received the Rising Star Award from the Governors Tourism Conference.
- **2.2 CRPUD** Heidi gave an update on CRPUD. The lighting project in Scappoose is completed, excepting a few individual lights. The CRPUD is also working on a pilot program to incentivize companies to locate in the County and are working with CET and others on this.
- 2.3 Library Jeff gave an update on the Library. Programing has started for adults including foraging, next month will be edible mushroom identification. Story time is restarting, along with in person youth programming. Earth Day is happening on April 23, and the Library is a sponsor. The new amenities for the park—water bottle filling station, benches, etc.—should be installed by the celebration. The EV charging stations should be done at the end of May, and the library is still awaiting word from the CRPUD on the grant they submitted for Movies in the Park.
- **2.4 OMIC** An update was given by Josh. There has been a resurgence in manufacturing, and this is impacting OMIC by having one years' worth of contracted work in place currently. This will feed into hiring. There is a major renovation happening right now at OMIC R&D, and utilities are in place. And the second building will be under construction. Asks fo the third building



will be going out soon. There is a currently a funding gap of \$30 Million for construction projects at public universities in Oregon. Funding has been secured to put AR and VR headsets in Columbia County schools; the hope is to use these sets to increase the results of manufacturing training. OMCI R&D is targeting October to begin being open to the public again.

- **2.5 PCC** Amanda gave an update. There have been students in the building this last week which has been a nice change. Future Ready Oregon legislation passed that will help get students into high demand careers. Amanda is going to be leaving PCC, and this will be her last meeting with EDC. Josh mentioned that Andrew Lattanner will also be leaving PCC, so they will be looking for a new director.
- **2.6 Port** Nancy gave an update. The Industrial Land Inventory was completed, and results were released last week. She mentioned that there is little Industrial Land available in Scappoose.

3. New Business

3.1 Hotel/Motel – Christine stated that after the last meeting she made some calls, met with City Staff, and wet with some other groups, to assess the need for a facility in Scappoose. The folks she talked to indicated they were full all summer long. There are a number of hotels who were tentatively interested. Josh stated that with the increase in students from around Oregon for longer than one day stays, there could be increased need. Christine stated that there has not been a feasibility study done on this.

Len stated that feasibility studies would be done by the hotel folks. In 2009 an initial study was done and the results showed reasonability for a 50 unit establishment. Christine stated that she spoke with Laurie and there are a few properties identified as potentially large enough for such a facility. Christine will continue reaching out.

- **3.2 URA Grant Program** Isaac stated that the URA met last week, and made some progress on the grant program, and the next meeting is May 2, 2022. No final decisions were made, and they are still working through building the grant program. Christine stated she thinks that limiting the grant area to the east side area along 1st street. Brian asked if the grants were going to be available for equipment and things, as well as external features. The Mayor stated that there was discussion about that. Brian motioned that the EDC send a Recommendation to Council and the URA, that the URA small grant program only fund improvements on exterior features that are visible to public only. George seconded. The Committee voted, Jeannet voted nay. Motion carried with six yeas and one nay.
- 3.3 Goals Isaac stated that the typical cycle with goals is that once Council approves goals Staff puts together plans to achieve those goals. Sometimes those plans include work with committees, and sometimes Council request work from committees. Currently Staff know that there will be some work on the 50-Year Plan, other than that, staff is unsure what else might come to the EDC. Isaac stated that no specific goal list is created for the committees. Christine asked about the goal list the EDC voted on. Isaac stated that those were goals that the EDC proposed for Council, that become Council Goal, which Council considers and does what they choose with them. Sometimes those goals are things that committees will be involved with, and sometimes not. Christine stated she thought those were all goals EDC would be working on. Isaac stated that is up to Council.



The Mayor stated that some of the goals EDC recommended are being done through various other groups, and that there are a few that he could see at least three that are open ended that the Committee could bring their ideas too and suggest how the City could move forward with: evaluating the creation of a small business incubator, promoting and supporting small local businesses, and supporting county wide and local tourism. The Mayor stated that he would like to see the Committee define what they want to do with these goals. Tina asked for clarification about the small business incubator idea.

Josh stated that OMIC has been working with a wide variety of partners to establish an incubator and accelerator at OMIC R&D. This work has identified needs for space from 1,000 – 2,000 sqft with shared manufacturing areas.

The Mayor stated that Lincoln City had an incubator program that was successful that centered around glass blowing. The business side of the business was identified as an area that needed support for these businesses, and the City incubator did just that. Tina stated she appreciate the clarification and that she would like to be involved in any incubation that might happen.

There was a discussion about various facets, difficulties, and opportunities related to small business incubators.

3.4 Mayors Discussion – The Mayor would like the Committee to see the approved Council Goals and thinks it would be good to have the Committee go through the Council Goals at the next EDC meeting, examine how they could be involved and what they would like to do to support those goals, and get that information to Council. The Mayor stated he'd like the Committee to really dig into, and advise Council about, how EDC can impact and support the Goals.

The Mayor stated that he'd like to see a report from the Committee about what they would like to do to support the Goals.

Jeff stated that he'd like to make sure that after EDC looks at the Goals he'd like to hear back from Council to make sure that what EDC identifies is not duplicating something that is already being done. The Mayor stated he would like a joint work session with Council after the EDC looks at the Goals to discuss this as a large group.

4. Announcements and Next Meetings

- April 21, 2022
- May 19, 2022
- June 16, 2022

5. Meeting Adjourned at 1:30 pm.

For questions about these minutes, contact Isaac Butman, 503.543.7184, ibutman@cityofscappoose.org The EDC conducts its meetings in an ADA accessible room. If special accommodations are needed, please contact City Recorder Susan Reeves at 503.543.7146, ext. 224 TTY 503.378.5938

Chapter 17.80

DOWNTOWN OVERLAY

Sections:

- 17.80.010 Purpose.
- 17.80.020 Applicability.
- 17.80.030 Uses.
- 17.80.040 Dimensional requirements.
- 17.80.050 Parking lots for commercial, mixed-use, and multifamily uses.
- 17.80.060 Lighting.
- 17.80.070 Service areas.
- 17.80.080 Building height and architectural character.
- 17.80.090 Signs.
- 17.80.100 Landscaping.
- 17.80.010 Purpose. The purpose of the downtown overlay is to encourage the preservation, improvement and renewal of the existing business district of the city maintaining a center of commercial and civic activity for the community; encourage pedestrian traffic; encourage higher density residential development in support of commerce; require design features that reduce conflicts with vehicular traffic flow; and improve the general appearance, safety and convenience of the downtown area by requiring greater attention to the design of buildings, parking, landscaping, lighting and traffic circulation. (Ord. 868, 2018; Ord. 811, 2010; Ord. 682, §4 (part), 1999)

17.80.020 Applicability.

- A. West of Highway 30, the downtown overlay shall apply to properties beginning on the north side of E.M. Watts Road and extending north to Scappoose-Vernonia Highway and including all properties with frontages on either side of West First Street or Highway 30 or the connecting side streets, excepting the residential properties north of
- E.J. Smith Road and west of NW $1_{\rm st}$ Street. East of Highway 30, the downtown overlay shall apply to properties from Williams Street south to East Columbia Avenue with frontages on NE First Street; properties from East Columbia Avenue south to Santosh Street with frontages on SE First Street or SE Second Street; properties with frontages on East Columbia Avenue extending east from Highway 30 to West Lane Road; and properties with frontages on both West Lane Road and East Columbia Avenue, as shown on Figure 17.80.1.

- B. The design standards of this Chapter are not applicable to exterior maintenance or repair of existing structures or improvements.
- C. The provisions of this Chapter shall apply to all new Residential, mixed-use, and commercial construction. The Chapter shall also apply to major exterior modifications except for existing single-family residences.
- D. Changes to existing commercial, mixed-uses and multifamily residential uses shall be subject to this Chapter if any 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;
 - 3. An increase in the height or width of the building(s) by more than twenty percent;
 - 4. Demolition or replacement of more than twenty-five percent of the surface area of any exterior wall or roof;
 - 5. A change that requires additional on-site parking in accordance with Chapter 17.106; or
 - 6. A change in the type and location of access ways and parking areas where off-site traffic would be affected.
- E. Except as specifically exempted in this chapter, all other requirements of Title 17 shall apply within the downtown overlay. (Ord. 868, 2018; Ord. 811, 2010; Ord. 738 §1 (part), 2003; Ord. 682 §4 (part), 1999)

17.80.030 Uses.

Use	
Where base zoning is commercial,	See the uses
permitted and conditional uses shall be	permitted in
as defined in the underlying base zone.	the base zone
Where base zoning is residential, permitted and	See the uses
conditional uses shall be as defined in the	permitted in
underlying base zone, plus the following	the base zone
additional permitted uses:	
 Bed and breakfast facilities; 	
2. Library services;	
3. Professional offices where	
building footprint is four	
thousand square feet or less;	
4. Mixed-use building where building	
footprint is four thousand square	
feet or less;	

5.	Townhouses on individual lots three thousand (3,000) square feet	
	or greater, not to exceed four units.	

(Ord. 868, 2018)

17.80.040 Dimensional requirements.

Requirement ¹	
No minimum lot area shall be required.	
Six thousand (6,000) square feet.	
Three thousand (3,000) square feet	
Forty-five hundred (4,500) square feet or	
Three thousand (3,000) square feet per townhouse	
Six thousand (6,000) square feet per duplex	
Six thousand (6,000) square feet for the first two attached units plus an additional two thousand (2,000) square feet for each additional dwelling unit	

Quad-plex	Six thousand (6,000) square feet
Quad pick	for the first two attached units
	plus an additional two thousand
	(2,000) square feet for each
	additional dwelling unit
Lot Width	Where uses are commercial or mixed
	use, no minimum lot width shall be
	required.
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	Where uses are residential, the
	minimum lot width shall be thirty
	feet for detached residences and
	twenty feet for townhouses.
Setbacks	Where uses are commercial or mixed
beebacks	use,
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	a) No setback shall be permitted
	between the front of the
	building and the property line
	adjoining the street, with the
	exception of an outdoor patio
	used for seating. The planner
	may authorize minor exceptions
	up to eight feet where
	necessary due to lot
	configuration, visual
	clearance area requirements,
	or the need to accommodate
	overhanging elements such as
	awnings, signage, or
	architectural features. Such
	setback exceptions shall be
	limited to the minimum
	necessary.
	b) Side yard setbacks shall be a
	minimum of three feet each
	with any street side setback
	no less than ten feet.
	c) Rear yard setbacks for mixed-
	use buildings shall be a
	minimum of twenty feet.
	Where uses are residential,
	a) The front yard setback shall
	be a minimum of ten feet;
	b) The front of garages or
	carports shall be located a
	minimum of twenty feet from
	the property line where access
	occurs;

	c) Side yard setbacks for detached residential dwelling units shall be a minimum of three feet each with any
	street side setback no less
	than ten feet;
	d) Side yard setbacks for
	townhouses on individual lots
	shall be zero at the common
	property line and shall be a
	minimum of three feet at side
	yards for end units with any
	street side setback no less
	than ten feet;
	e) Side yard setbacks for
	detached accessory buildings
	shall be a minimum of three
	feet each;
	f) The rear yard setback shall be
	a minimum of twenty feet,
	except the minimum rear yard
	setback for an accessory
	building shall be five feet.
Maximum height	No building shall exceed thirty-
	five feet in height, except a mixed
	use building with commercial or
	professional office space on the
	first floor with residential units
	above shall not exceed forty-five
	feet in height.

¹Base zoning dimensions are not applicable within the downtown overlay. (Ord. 868, 2018)

17.80.050 Parking lots for commercial, mixed-use, and multifamily uses.

- A. Parking lots shall be in accordance with Chapter 17.106, Off Street Parking and Loading Requirements, except as specifically defined in this section. Illustrations of desirable parking lot designs are shown in the 1998 ODOT/DLCD Quick Response Project and/or the 2002 ODDA Resource Team Report.
 - B. Location of Parking.

1. New off-street surface parking lots shall be located to the side or rear of buildings. Parking at midblock or behind buildings is preferred. When parking cannot be located at midblock or behind buildings, perimeter screening and planting shall be required, complying with design standards for parking perimeter screening and planting, subsection D of this section.

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- 2. New off-street surface parking lots shall not be located between a front facade of a building adjacent to a public street, and the public street.
- 3. New parking lots and garages shall not be located within twenty feet of a street corner.
 - C. Design of Parking Lots.
- 1. Off-street surface parking areas shall be designed to be as unobtrusive, and as attractive in appearance, as possible.
- 2. Angled or perpendicular parking spaces shall provide, where needed, extruded curbs (tire stops) or widened curbs to prevent bumper overhang into landscape areas or walkways.
- 3. Landscaping around and within surface parking areas shall equal ten percent of the total parking area.
- 4. Landscaping shall be installed within planting bays, and in any other area where parking stalls, circulation aisles, driveways and pedestrian movements shall not be precluded by the landscaping.
- 5. Pedestrian accessways through surface parking lots shall be clearly identifiable through use of different paving materials, pavement markings, grade separation, or landscaping, well-lighted, and as short as practicable.
- 6. Surface parking lot vehicular accessways shall not be located within twenty-five feet of a corner.
- 7. New parking areas shall be designed to the extent practicable to connect with existing parking areas on adjacent sites to minimize usage of the street for parallel movements.
- D. Parking Perimeter Screening and Planting. Parking areas adjacent to public streets shall provide landscaping which meets one of the following standards:
- 1. A five-foot-wide planting strip between the right-of-way or back of sidewalk and the parking area. The planting strip may be pierced by pedestrian accessible and vehicular access-ways. Planting strips shall be planted with an evergreen hedge. Hedges shall be no less than thirty-six inches or more than forty-two inches in height at maturity. Materials shall achieve a balance between low-lying and vertical shrubbery and trees. Hedges and other landscaping shall be planted and maintained to afford adequate sight distance for vehicles exiting the parking lot; or

- 2. A solid decorative wall or fence thirty-six inches in height parallel to and not nearer than one foot from the right-of-way line. The area between the wall or fence and the street line shall be landscaped. Materials shall achieve a balance between low-lying and vertical shrubbery and trees. The required wall or fence and landscaping shall be designed to allow for access to the site and sidewalk by pedestrians and shall be constructed and maintained to afford adequate sight distance for vehicles exiting the parking lot; or
- 3. A transparent screen or grille forty-eight inches to seventy-two inches in height parallel to the right-of-way line. A one foot minimum planting strip shall be located either inside the screen, or between the screen and the right-of-way. The plant strip shall be planted with a hedge or other landscaping. Materials shall achieve a balance between low-lying and vertical shrubbery and trees. The required screen or grill and landscaping shall be designed to allow for access to the site and sidewalk by pedestrians and shall be constructed and maintained to afford adequate sight distance for vehicles exiting the parking lot.
 - E. Reduced Off-Street Parking Requirements for commercial uses.
- 1. For any structure meeting the applicability provisions of Chapter 17.120 (Site Development Review) or Chapter 17.130 (Conditional Use), the Planning Commission may grant reduced off-street parking standards within the following parameters:
- a. Up to a 100-percent reduction capacity for the area existing between NW Laurel Street and NW Casey Street/J.P. West Road for properties having frontages on either side of West First Street, Highway 30, or the connecting side streets.
- b. Up to a twenty-five (25) percent reduction capacity for properties in the downtown overlay on the east side of Highway 30.
- c. Reduced off-street parking requirements do not apply to mixed-use or multifamily buildings. (Ord. 868, 2018; Ord. 811, 2010; Ord. 738 §1 (part), 2003; Ord. 682 § 4 (part), 1999)

17.80.060 Lighting.

- A. Illustrations of desirable lighting are shown in the 1998 ODOT/DLCD Quick Response Project and/or the 2002 ODDA Resource Team Report.
- B. Pedestrian scale street lighting shall be provided along East Columbia Avenue and along West First Street.
- C. Pedestrian scale street lights shall be no taller than twenty feet and shall be a design approved by the planner. Lamps shall be metal halide bulbs or other white light source.
- D. Additional pedestrian-oriented site lighting (i.e., path lighting including step lights, well lights and bollards) is encouraged.

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- E. Fixture height and lighting levels shall be commensurate with their intended use and function and shall assure compatibility with neighboring land uses. Baffles shall be incorporated to minimize glare and to focus lighting to its intended area.
- F. Minimum lighting levels shall be provided for public safety in all urban spaces open to public circulation.
 - G. No lighting standard shall exceed twenty-five feet in height.
- H. Accent lighting on architectural focal points and landscape features is encouraged.
- I. Seasonal lighting is encouraged. (Ord. 868, 2018; Ord. 811,
 2010; Ord. 738 §1 (part), 2003; Ord. 682 § 4 (part), 1999)

17.80.070 Service areas.

- A. Illustrations of desirable service area screening are shown in the 1998 ODOT/DLCD Quick Response Project and/or the 2002 ODDA Resource Team Report.
- B. Except for single-family dwelling units, all on-site service areas, loading zones and outdoor storage areas, waste storage, disposal facilities, transformer and utility vaults and similar activities shall be located in an area not visible from a street or urban space. If this is not possible, then the service area, loading zone or storage area shall be fully screened from public view. Prohibited screening includes chain-link fencing with or without slats. Acceptable screening includes a stone, masonry or wood enclosure which may be freestanding or incorporated into a building wall. (Ord. 868, 2018; Ord. 811, 2010; Ord. 738 §1 (part), 2003; Ord. 682 § 4 (part), 1999)

17.80.080 Building height and architectural character.

- A. Building Height for Commercial Uses.
- 1. The minimum facade height for single-story buildings shall be sixteen feet for buildings with unbroken rooflines, but may be as short as fourteen feet for buildings providing architectural diversity to roof profiles. Building height shall be measured from the highest grade point of the building frontage from ground to top of cornice or highest point of roof slope.
 - B. Architectural Character.
 - 1. Awnings on building containing commercial uses.
- a. Awnings at the ground level of commercial buildings are encouraged.
- b. Awnings shall not obscure or distract from significant architectural features and should fit within the window bays (either above the main glass or the transom window).
- c. The color of the awning shall be compatible with its attached building.

- 2. Building Exterior. The exterior walls of building facades shall be of suitable durable building materials including the following: stucco, stone, terra-cotta, tile, cedar shakes and shingles, beveled or shiplap or other narrow-course horizontal boards or siding, vertical board and batten siding, articulated architectural concrete masonry units (CMU), or similar materials which are low maintenance, weather resistant, abrasion resistant, and easy to clean. Prohibited building materials include the following: plain concrete, plain concrete block, corrugated metal, unarticulated board siding (e.g., T1-11 siding, plain plywood, sheet press board) and similar quality, nondurable materials.
 - 3. Building Fronts.

a. All residential structures shall utilize at least two of the following design features to provide visual relief along the street frontage:

- 1. Dormers;
- 2. Recessed entries;
- Cupolas;
- 4. Bay or bow windows;
- 5. Gables;
- 6. Covered porch entries;
- 7. Pillars or posts;
- 8. Eaves (minimum eighteen inch projection); or
- 9. Off-sets on building face or roof (minimum sixteen inches).
- b. Ground floor windows shall be provided on commercial building facades.
- c. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited as ground floor windows of commercial buildings.
- d. Ground floor building facades on commercial buildings shall contain unobscured windows or glass doors for at least forty-five percent of the wall area and fifty percent of the wall length within the first nine feet of wall height. Lower window sills shall not be more than three feet above grade except where interior floor levels prohibit such placement, in which case the lower window sill shall not be more than a maximum of four feet above the finished exterior grade.
- e. On the ground floor, commercial buildings shall incorporate large display windows with transom windows above.
- f. New commercial buildings whose street frontage is more than forty-five feet wide shall be designed to convey a sense of division through the use of either pilasters, window and door openings, recessed entries, off-sets or other architectural details and shall break any flat, monolithic facade by including architectural elements

such as bay windows, changes in materials, or other articulation such as columns or vertical architectural elements to provide pedestrian scale to the ground floor. (Ord. 868, 2018; Ord. 811, 2010; Ord. 738 §1 (part), 2003; Ord. 682)

17.80.090 Signs. A. Signs shall be in accordance with the requirements of Chapter 17.114, Signs. (Ord. 868, 2018; Ord. 682 §4 (part), 1999)

17.80.100 Landscaping.

- A. The landscaping requirements of Sections 17.100.090 (Buffering and screening requirements) and 17.100.100 (Screening-Special provisions) shall not apply within the downtown overlay.
- B. Pedestrian scale lighting and hanging floral baskets may be substituted for street trees for frontages on the west side of Highway 30 from the northwest corner of JP West Road north to the southwest corner of Watts Street. Such substitutions shall be in accordance with the standards in Section 17.80.060. The design of the fixture shall be subject to approval by the planner.
- C. One street tree shall be required per 35 feet of linear street frontage or fraction thereof, except where the planner approves alternative plantings due to visual clearance area requirements, awnings, street lights, doors or other conflicts. Species of street trees shall be subject to approval by the planner and may vary from the approved street tree list where a smaller stature of tree is necessary to resolve conflicts. (Ord. 868, 2018; Ord. 820 §5, 2012; Ord. 811, 2010; Ord. 682 §4 (part), 1999) (Ord. 820 §3, 2012)

