

FOUR PHASES OF DEVELOPMENT

1. SCHEMATIC DESIGN (SD's)

- A. Project Scoping and Feasibility
- B. Preliminary Site Layout and Utility Design
- C. Fatal Flaw Analysis
 - 1) Traffic Review – Street Improvements or failing intersections?
 - 2) Geotechnical – Soil strength issues?
 - 3) Phase I and II – Contaminated soils?
 - 4) Environmental Issues – Wetlands or streams on site?
- D. Inquiry Meeting or Pre-application meeting with Local Agency
- E. Cost Estimates
- F. Schedule

2. DESIGN DEVELOPMENT (DD'S)

- A. Land Use Review Documents from the applicant required to meet City of Scappoose Municipal Code Ch. 17 (Land Use Development Code)
 - 1) Applications and Fees (planning and engineering)
 - 2) Land Use Narrative (need to address the applicable code sections)
 - 3) Architectural Plans (building elevation and layout)
 - 4) Civil Engineering Plans (preliminary grading, site plan and utilities)
 - 5) Landscape Plans (location of trees and shrubs to meet code – irrigation plans can be submitted with CD's)
 - 6) Lighting Plans (location of lighting with photometrics to ensure compliance with general standards)
 - 7) Traffic Study (per TSP guidelines based on # of trips)
 - 8) Geotechnical Report (may be preliminary report with no field data)
 - 9) Storm Report (could be memo to indicate concept design will work regarding conveyance and water quality)
- B. Land Use Planning Hearing
 - 1) Type of Hearing Required (Annexation, Zone Change, Site Development, Subdivision, Partition, PLA, etc):
 - Limited Land Use –Site Development, Partition, PLA
 - Quasi Judicial – Subdivision, Annexation, Conditional Use Permit, Zone Change
 - Legislative – Comprehensive Plan Amendments
 - a. Each hearing type requires:
 - completeness review,
 - notice to adjoining property owners,
 - planning report of the findings and may include conditions of approval with staff recommendation of approval or denial

C. Land Use Planning Hearing Documents and Format

- 1) Staff report “narrative” consisting of four major parts
 - Summary of the project with detailed description of the improvements and how they interact with the code and environment.
 - Code requirements and “findings” – City staff reviews the project details from the applicant and confirms that all of the code is being met or can be addressed through subsequent action, i.e. Conditions of Approval
 - “Conditions of Approval” (COA) – Certain “conditions” imposed by the City to ensure that the project complies with the applicable code sections identified in the “findings”.
 - Staff recommendation – Approval, Denial of the application based on the COA.
- 2) Land Use Planning Hearing Format
 - **Call to Order** – Gavel start of hearing
 - **Roll call of commissioners**
 - **House keeping approvals** – Approve previous minutes, accept changes to agenda
 - **Citizen Input** – Anyone can speak on issues not on the agenda
 - **New Business**
 - Read opening statement based on type of hearing
 - City introduces the applications and answers questions
 - Proponent speak, then opponents speak, then rebuttal by proponents
 - Commission asks questions to public or staff
 - Close hearing for deliberation by Commission
 - Staff makes any final comments
 - Commission deliberates
 - Commission approves as submitted, denies or postpones hearing to await further information.
 - **Communications** – Calendar check, PC comments, Staff comments
 - **Adjournment** – Gavel official end of the hearing

3. CONSTRUCTION DOCUMENTS (CD'S)

A. Permits for Construction –

- 1) Applicant applies the land use approval (COA) to the DD Plans, then adds construction notes & details to meet jurisdictional review and approval per Ch. 15 of Municipal Code
 - Architectural Plans
 - Civil Engineering Plans
 - Landscape (and Irrigation) Plans
 - Lighting Plans
 - Final Storm and Geotechnical Report

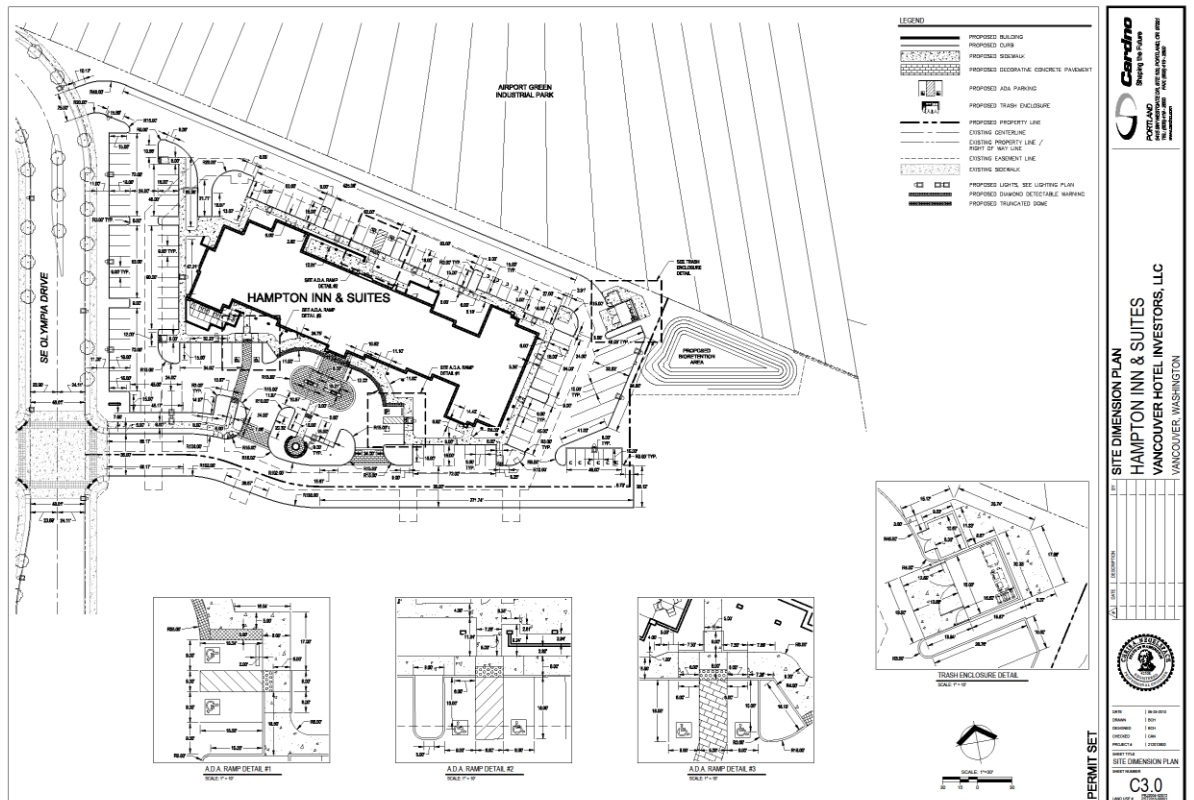
B. **15.04.010 Compliance with uniform codes.**

In addition to compliance with this chapter and other ordinances of the city, any permit or approval, building and other related activities shall comply with the current version of the following:

1. American Public Works Association Standards;
2. Current edition of Oregon Structural Specialty Code and Fire and Life Safety

Regulations;

3. Current edition of Oregon Mechanical Specialty Code and Mechanical Fire and Life Safety Regulations;
4. Current edition of One and Two-Family Dwelling Specialty Code;
5. Scappoose Fire District Ordinance 93-01, the Fire Prevention Code of the Scappoose Rural Fire District;
6. Current edition of Oregon State Plumbing Specialty Code;
7. Current edition of Uniform Electrical Code;
8. Current edition of Uniform Sign Code, as published by the International Conference of Building officials;
9. Current edition of Uniform Code for the Abatement of Dangerous Buildings; as published by the International Conference of Building Officials;
10. Chapter 11, Agricultural Buildings of the appendix to the current edition of the Uniform Building Code by the International Conference of Building Officials shall apply to agricultural buildings within the city, rather than Chapter 11, State Structural Specialty Code.



Plans are a record of compliance with the land use approvals, the jurisdiction’s construction requirements and convey the design intent to the contractor

4. PROJECT CLOSEOUT

- A. If all inspections are completed satisfactory then;
 - 1) Project “Engineer of Record” submits “asbuilt” civil plans to City for review and signoff.
 - 2) Also need copies of final easement and right-of-way dedication documents or final approved plat.

- 3) City Engineer and Public Works director conduct final walkthrough of all public improvements for conformance to approved plans and any changes made in construction. Once approved, final asbuilts are submitted, signed by the City and uploaded to GeoSolve for GIS data base update.
- 4) Finally, the performance bond is released and “traded” for the 1-year maintenance bond.