



SCAPPOOSE
Oregon

SCAPPOOSE PLANNING COMMISSION

Council Chambers at City Hall
33568 East Columbia Avenue

Thursday, October 11th, 2018 at 7:00 p.m.

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 APPROVAL OF MINUTES

3.1 September 13th, 2018 meeting

4.0 CITIZEN INPUT

5.0 NEW BUSINESS

5.1 DOCKET # MoA 2-18

Lorene and Shawn Bridgeman have requested approval of an application for Modification of Approval (MoA2-18) of existing development to allow for the interior alteration of retail/office space to an indoor mini golf, arcade and party meeting space to be called "Glowing Putters". No exterior alteration is proposed. The site is located at 51583 Columbia River Hwy, north of and attached to the Sears building (adjacent to the Fred Meyer shopping Center), on property described as Columbia County Assessor Map # 3213-B0-01700.

Format: Limited Land Use Decision

6.0 COMMUNICATIONS

6.1 Calendar Check

6.2 Commission Comments

6.3 Staff Comments

7.0 ADJOURNMENT

This is an open meeting and the public is welcome. The City of Scappoose does not discriminate on the basis of handicap status in its programs and activities. If special accommodations are required, please contact Susan M. Reeves, MMC, City Recorder, in advance, at 543-7146, ext 224. TTY 1-503-378-5938

SCAPPOOSE PLANNING COMMISSION

Council Chambers at City Hall
33568 East Columbia Avenue

PLANNING COMMISSION MEETING MINUTES; Thursday, September 13th, 2018 at 7:00 p.m.

1.0 CALL TO ORDER

Chair Connell called the meeting to order at 7:00 p.m.

2.0 ROLL CALL

Tim Connell	Chair	Laurie Oliver	City Planner
Scott Jensen	Vice Chair	Elizabeth Happala	Office Administrator III
Bill Blank	Commissioner		
Bruce Shoemaker	Commissioner		
Rita Bernhard	Commissioner		
Kevin Freimuth	Commissioner		

3.0 APPROVAL OF MINUTES

3.1 August 23rd, 2018 meeting minutes

Commissioner Blank moved, and Commissioner Shoemaker seconded the motion to approve the Planning Commission minutes from June 28th, 2018.

Motion Passed 5-0. AYES: Chair Connell, Vice Chair Jensen, Commissioner Blank, Commissioner Shoemaker, Commissioner Bernhard, and Commissioner Freimuth.

4.0 CITIZEN INPUT

No one in audience.

5.0 NEW BUSINESS

5.1 DOCKET # CPTA1-18

The City of Scappoose proposes Comprehensive Plan amendments to update the Inventory Sections for Transportation, Fire, & Police services.

Chair Connell read the docket item and the order of the hearing.

City Planner Oliver went over the brief staff report, stating this docket item and the next one are housekeeping amendments. Adding that in March of this year City Council released their Council Goals for the year, one of their items is to add the Master Plan Updates to the Comprehensive Plan. Stating that the city completed the Transportation System Plan Update in 2016 and all the goals and policies were adopted into the plan at that time but not the Inventory Section of the plan; the decision was made to include the Fire & Police Inventory Section. Wastewater & Water Master Plans should be completed next year and those will be added to the Comprehensive Plan once they are complete. Stating the current Inventory Sections for Fire & Police were last updated in 1991; she sent those sections to Fire Marshal Jeff Pricher and Police Chief Norm Miller to update those sections. Staff recommends Planning Commission approval for recommendation to City Council for final approval.

Vice Chair Jensen has a couple notes on page 25 of the packet; Waterway Facilities calls out the Scappoose Marine Park, as it should be Scappoose Bay Marine Park. Then, in the paragraph above, asked where she got the number 57 for aircrafts, as it seems low to him.

City Planner Oliver replied that it was pulled from the Transportation Plan Update.

Vice Chair Jensen requested that she pull that data from the Airport Master Plan as 57 seems low to him.

Commissioner Blank would also like to add that the runway was being extended and the air-ambulance service that is going to be added to Scappoose.

Vice Chair Jensen stated that those items don't need to be added at this time.

Commissioner Blank stated that for Carpooling, on page 19; the parking lot of Fred Meyers was built extra large and the agreement was for the ROW facing Hwy 30 would be for the purpose of a park and ride.

Commissioner Bernhard does not recall that agreement.

Commissioner Blank suggest they investigate it as he recalls that agreement.

Commissioner Bernhard added that they do use the gravel section near the railway off NW 1st as parking for the bus stop.

City Planner Oliver stated that ODOT has granted permission for that area but there cannot be any improvements made to that site.

Chair Connell asked for any additional comments; as there were none he closed the hearing for deliberation.

Vice Chair Jensen commented about Commissioner Blank wanting to add the runway extension; stating it is in the Airport Master Plan, but it is not within the planning horizon therefore does not have a date associated with it. Adding that they could add a sentence that it is under consideration in the Airport Master Plan.

City Planner Oliver stated they could say; the Airport Master Plan has identified a future runway expansion project.

Commissioner Blank stated it was also brought up in the recent St. Helens town hall session he attended.

Vice Chair Jensen stated that it could happen sooner as the development occurs around the airport will justify the need.

Commissioner Blank asked if there was something Vice Chair Jensen wanted to add about the air ambulance service.

Vice Chair Jensen responded that the project is not dead but it's on hold due to the fire suppression issue that would be too expensive; the state has had some movement on changes to the requirement. Adding that they are re-calculating their building costs.

City Planner Oliver added that it would be premature to add them to the list.

Chair Connell asked if there was any further discussion; as there wasn't any he asked for a motion.

Vice Chair Jensen moved, and Commissioner Bernhard seconded the motion to approve the recommendation of the Docket # CPTA1-18 to City Council for Final Approval.

Motion Passed 5-0. AYES: Chair Connell, Vice Chair Jensen, Commissioner Blank, Commissioner Shoemaker, Commissioner Bernhard, and Commissioner Freimuth.

5.2 DOCKET # DCTA1-18

The City of Scappoose proposes amendments to Municipal Code Chapters 13.28 (Public Tree Standards) and 17.104 (Standards for Street Trees).

Chair Connell read the order of the hearing.

City Planner Oliver went over the staff report and listed the reasons for the changes. Staff recommends Planning Commission forward a recommendation to City Council for approval.

Commissioner Bernhard stated that she did not realize there were so many different options for street trees.

City Planner Oliver replied that she actually reduced the list by a third.

Commissioner Blank stated that normally we get a bigger audience when we discuss street trees, then asked how the trees are selected for their location due to all the varieties and visibility obstructions.

City Planner Oliver replied that this does follow the city's development code whereas it depends on the size of the planting areas which are listed on the first page and then the mature height and width of the tree. Adding that whoever is developing the property will get to choose the tree. Responding about the down town overlay area where there are more conflicts as buildings are closer together, she looks more closely at that. Adding that the trees on E. Columbia in front of Bamford Bakery, those trees were not on our approved street tree list, but the property owner did his research and received permission from the city prior to planting. Adding that they did not turn out the way they had thought and has discussed this with the property owner.

Commissioner Bernhard asked City Planner Oliver if there were issues on Hwy. 30 with the street trees that were lifting the sidewalk.

City Planner Oliver replied that over 30 trees were removed in 2009 and her understanding was that they were planted in tree wells within the sidewalk and they did not have any root guards installed.

Commissioner Bernhard asked if those trees also damaged the water lines as she remembers that was part of the problem too.

City Planner Oliver stated that they removed all the trees and the tree wells, then planted everything behind the sidewalk with root guards to prevent the same thing from happening again.

Commissioner Blank stated that the old tree list has a list of trees that are not permitted but he does not see that on the new list and asked if that would be included.

City Planner Oliver stated that she could add it if you feel it is worthy of adding it to our tree list; as she checks the approved tree list when a new tree is proposed within a development.

Commissioner Bernhard stated that it could be confusing to have both approved and not approved on the list.

Commissioner Blank stated that they are not tree people, so he feels it would be easier to know which are not permitted.

Vice Chair Jensen added that there could be some value to having it, but they would have to defer to what the planning department thinks since they could always make a request for a tree that is not on the list, so having a list of trees that will not be approved might be helpful.

City Planner Oliver stated that could be a valid reason to have it on the list and it would be easy to add it.

Vice Chair Jensen stated that he does appreciate the added photos for each tree. He also wanted to make sure the Planning Department is not required to get advice from the Parks & Rec. Committee for any future tree changes in case they don't exist in the future; as state law requires jurisdictions to have a Planning Commission it does not require them to have a Parks & Rec Committee.

City Planner Oliver appreciated that although she does not see it is required; and prefers to keep the existing language as it only says "advise" and it does give them a role as a sounding board. Adding that if the Parks & Rec Committee were to dissolve then they could update the language.

Vice Chair Jensen stated he was okay with the language but just wanted to make sure it was not required. He also added that the page numbers on the street tree list were off as it says page one says "1 of 3" then page 3 says "3 of 4".

City Planner Oliver replied that they could fix that and is unsure how that happened.

Chair Connell closed the hearing and opened it for deliberations.

Commissioner Blank stated that the page numbers are probably the distance between the two sections.

Commissioner Blank moved, and Commissioner Bernhard seconded the motion to approve the recommendation of Docket #DCTA1-18 to City Council for Final Approval with the suggested addition of the trees not permitted list.

Motion Passed 5-0. AYES: Chair Connell, Vice Chair Jensen, Commissioner Blank, Commissioner Shoemaker, Commissioner Bernhard, and Commissioner Freimuth.

6.0 COMMUNICATIONS

6.1 Calendar Check

City Planner Oliver went over the items in the calendar.

Commissioner Blank stated that at the last meeting he stated there would be a Party in the Park for the last farmers market; but that has been cancelled so it will just be a farmer's market.

City Planner Oliver added that our previous RARE Participant, Nick Sund, is working with the city on a Scappoose Creek Trail Plan; with impacts and benefits. The open house will be this Saturday during the farmers market.

6.2 Commissioner Comments

Vice Chair Jensen added that next Monday on the 17th City Council will be recognizing our past Chair Carmen Kulp at 7pm.

6.3 Staff Comments

City Planner Oliver printed out Planning Commission reference documents for each of the commissioners adding that our new Commissioner Freimuth can contact her anytime.

Commissioner Blank thanked the new commissioner for volunteering with the Planning Commission.

7.0 ADJOURNMENT

Chair Connell adjourned the meeting at 7:40pm.

Chair Tim Connell

Attest:

Elizabeth Happala, Office Administrator III

CITY OF SCAPPOOSE STAFF REPORT

Request: Approval of an application for Modification of Approval (MoA2-18) of existing development to allow for the interior alteration of office space to an indoor mini golf, arcade and party meeting space to be called “Glowing Putters”.

Location: The site is located at 51583 Columbia River Hwy, north of and attached to, the Sears building (adjacent to the Fred Meyer shopping Center), on property described as Columbia County Assessor Map # 3213-B0-01700. See attached Vicinity Map (**Exhibit 1**).

Applicant(s): Lorene and Shawn Bridgeman

Owner(s): Columbia Assets Group

EXHIBITS

1. Vicinity map (pg. 19)
2. Applicant’s application and narrative (pg. 20)
3. Site Plan (pg. 24)
4. Floor Plan (pg. 25)
5. Trip Generation Memo from Lancaster Engineering dated 8-23-18 (pg. 26)
6. Comment from Scappoose Fire District dated 9-24-18 (pg. 32)
7. Comment from Building Official, dated 9-14-18 (pg. 33)
8. Comment from City Engineer dated 9-21-18 (pg. 34)

SUBJECT SITE

The subject site consists of an approximately 1-acre parcel of land that is currently occupied by Sears retail store and an attached office building, previously Banner Travel, a parking lot, and landscaping. Within the same parking lot, but on a separate legal lot, there is a computer repair business as well.

The site is bordered to the north by several single-family residences; to the east by Columbia River Highway, and Goodwill beyond that; to the south by the Fred Meyer shopping center, and to the west by two office buildings which house a variety of professional and personal service uses. The subject site is designated as Commercial (C) on the Comprehensive Plan map and is zoned Expanded Commercial (EC). Adjacent zoning is EC in all directions.

The existing building on site was originally constructed in 1967 while the property was still in Columbia County. In 1971 this parcel, as well as much of the property to the north and west of

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this parcel was annexed into City limits. The City's building department was not formed until the mid-90's and the City does not have a file for the original Site Development Review of the existing building.

OBSERVATIONS**REQUESTED APPROVAL**

- The Scappoose Development Code (SDC) specifies that an applicant may request approval of a modification to existing development by providing a copy of the proposed modified Site Development plan and providing a written rationale for the changes. If certain triggers are hit, however, the Planning Commission must approve the modification. In this case, the two triggers which were hit were:
 1. A change in the use as defined by the Uniform Building Code (17.120.070, B,4)
 2. A change in land use (17.120.070, B,11)
- The applicant proposes a change in land use from office use to an indoor mini-golf course, arcade and party meeting space. The footprint of the building will not change, and no exterior alterations are proposed.
- This will change the occupancy of the building according to the Uniform Building Code from an M – Mercantile use to A-3 – Amusement/Arcade.
- These changes constitute a major modification to existing development and the Planning Commission is the approval authority.

TRANSPORTATION ANALYSIS

- The applicant submitted a trip generation memo from Lancaster Engineering to document the expected number of peak hour and daily trips the proposed uses would generate.

Proposed change in use Trip Generation Summary:

	ITE Code	Size	Evening Peak Hour			Weekday Total
			Enter	Exit	Total	
General Office (current)	710	3,000 SF	0	3	3	30
Miniature Golf Course*	431	13 holes	1	3	4	43
Net Increase			1	0	1	13

- The trip generation from the change in use is minimal and further analysis is not required according to 17.154.030(S).
- The trip generation memo also documented that no additional System Development Charges (SDC's) would be due based on the change in use from office to mini-golf, provided that the number of holes does not exceed 13. The City Engineer's comment (**Exhibit 8**) further states

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that there is a credit amount of \$366.11 in SDC's that would be applied should the mini-golf holes exceed 13, or if there is a future change in use where SDC's would be due.

LANDSCAPING, SCREENING, AND FENCING

- New development and major modification to existing development is required to comply with SDC 17.100 – Landscaping, Screening and Fencing. Since this use abuts a residential use to the north, buffering and screening is required. However, since the existing parking lot is paved to within ~6 feet of the northern property line, a 10-foot buffer (the standard buffer width) is not feasible in this situation since it would require the applicant to reconstruct the northern parking lot.
- Staff recommends that in lieu of the standard 10-foot buffer, the applicant be required to plant a continuous evergreen hedge a minimum of 5 feet in height to mitigate the impact of headlights on the neighboring residential properties.

VEHICLE ACCESS AND OFF-STREET PARKING

- Access to and from the site will remain the same, via two entrances off a shared access easement that adjoins Columbia River Highway (See **Exhibit 3**)
- The existing development provides 28 parking stalls, including 1 ADA accessible stall. The SDC requires 24 parking spaces to accommodate the proposed uses. The City Engineer has provided a comment that the applicant is responsible for meeting the requirements of the 2014 Oregon Structural Specialty Code Section 3411 regarding Accessibility Upgrade Requirements in Existing Buildings, including potentially adding an additional ADA stall near the Glowing Putters main entrance. See **Exhibit 8**.

SIGNAGE

- The applicant will not need to apply for a sign permit since they have indicated that they will utilize the existing sign and will only replace the sign face. If a new sign is proposed, a sign permit will be required.

PUBLIC & PRIVATE AGENCIES AND PUBLIC NOTICE

- The City of Scappoose City Manager, Engineering, Building, Police and Public Works; and Scappoose Fire District have been provided an opportunity to review the proposal. Staff did not receive any objections from these agencies. The Fire Department's comment is attached as **Exhibit 6**, the Building Officials comment is attached as **Exhibit 7**, and the City Engineer's comment is attached as **Exhibit 8**. Those issues applicable to the Planning Commission have been included in the recommended Conditions of Approval.
- Notice of this request was mailed to property owners located within 200 feet of the subject site on September 26, 2018. Notice was also posted on the property on September 25th and published in the local newspaper on September 28, 2018. No comments have been submitted by the public as of October 4, 2018.

*Modification of Approval – Glowing Putters***FINDINGS OF FACT**

1. The following sections of the Scappoose Municipal Code are applicable to this Modification of Approval request:

Chapter 15.04 Building Construction, Alteration and Repair

15.04.010 Compliance with uniform codes. A. 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. Current Scappoose Fire District Ordinance, the Fire Prevention Code of the Scappoose Rural Fire District;*
- 6. Current edition of Oregon State Plumbing Specialty Code; [...]*

Finding: The applicant is required by the Conditions of Approval to comply with the applicable uniform codes, as specified above. Section 15.04.010 is satisfied.

*Chapter 17.68 EC, Expanded Commercial**17.68.030 Permitted and Conditional Uses.*

[...]

Participation sports and recreation, indoor - Permitted outright

Finding: The subject site has had a variety of uses over the years since the existing building was constructed in 1967. Most recently, the portion of the existing building that is the subject of this application, was in use as a professional office for Banner Travel. Sears retail store is still in operation today and is in the other portion of the existing building. The applicant now requests modification of approval to the existing office space to allow for the conversion of the space to a mini-golf, arcade and party meeting space. Mini-golf falls into the “Participation sports and recreation, indoor” use, which is allowed outright by the Scappoose Development Code (SDC). The arcade and party meeting space are accessory to the mini-golf use. Section 17.68.030 is satisfied.

Chapter 17.100 LANDSCAPING, SCREENING, AND FENCING

17.100.090 Buffering and screening requirements. A. Buffering and screening are required to reduce the impacts on adjacent uses which are of a different type. The owner of each proposed development is responsible for the installation and effective maintenance of buffering and screening. When different uses abut one another, buffering and screening are

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required. When different uses would be abutting one another except for separation by a right-of-way, buffering, but not screening, shall be required.

B. A buffer consists of an area within a required interior setback adjacent to a property line, having a width of ten feet, except where the planning commission requires additional width, and a length equal to the length of the property line of the abutting use or uses.

C. Occupancy of a buffer area shall be limited to utilities, screening, and landscaping. No buildings, access ways or parking areas shall be allowed in a buffer area.

D. The minimum improvements within a buffer area shall include:

1. One row of trees, or groupings of trees equivalent to one row of trees. At the time of planting, these trees shall not be less than ten feet high for deciduous trees and five feet high for evergreen trees measured from the ground to the top of the tree after planting. Spacing for trees shall be as follows:

[...] b. Medium sized trees between twenty-five feet to forty feet tall and with sixteen feet to thirty-five feet wide branching at maturity shall be spaced no greater than twenty-five feet apart;

[....]

2. In addition, at least one five-gallon shrub shall be planted for each one hundred square feet of required buffer area.

3. The remaining area shall be planted in groundcover or spread with bark mulch.

E. Where screening is required the following standards shall apply in addition to those required for buffering:

1. A hedge of narrow or broadleaf evergreen shrubs shall be planted which will form a four-foot continuous screen within two years of planting; or

2. An earthen berm planted with evergreen plant materials shall be provided which will form a continuous screen six feet in height within two years. The unplanted portion of the berm shall be planted in lawn, ground cover or bark mulched; or

3. A five-foot or taller fence or wall shall be constructed to provide a continuous sight obscuring screen. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood or brick, or otherwise acceptable by the planner. Corrugated metal is not considered to be acceptable fencing material. Chain link fences with slats may qualify as screening when combined with a planting of a continuous evergreen hedge;

4. An evergreen hedge or other dense evergreen landscaping may satisfy a requirement for a sight obscuring fence where required. Such hedge or other dense landscaping shall be properly maintained and shall be replaced with another hedge, other dense evergreen landscaping, or a fence or wall when it ceases to serve the purpose of obscuring view; and no hedge shall be grown or maintained at a height greater than that permitted by these regulations for a fence or wall when located within a vision clearance area as set forth in Chapter 12.10, Visual Clearance Areas

F. Buffering and screening provisions shall be superseded by the vision clearance requirements as set forth in Chapter 12.10, Visual Clearance Areas.

[...]

Finding: Along the northern property boundary the mini-golf use abuts a residential use, so buffering and screening are required. However, since the existing parking lot is paved

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to within ~6 feet of the northern property line, a 10-foot buffer (the standard buffer width) is not feasible in this situation since it would require the applicant to reconstruct the northern parking lot. The residential uses to the north are non-conforming uses since they are in an Expanded Commercial zone, which does not permit single family homes.

Since the existing single family homes have been adjoining commercial uses since 1967, and the net increase in PM peak hour trips generated from the new mini-golf use is one trip (thirteen additional daily trips), staff recommends that the Planning Commission allow the applicant to meet the buffering and screening requirement by planting a continuous evergreen hedge a minimum of five feet in height along the northern property boundary in order to mitigate for any headlights that may impact the residential properties, meeting the requirements of 17.100.080(E, 4) above. This requirement is included in the recommended Conditions of Approval. Section 17.100.090 is satisfied.

17.100.100 Screening--Special provisions.

[...]

B. Loading areas and outside storage shall be screened from public view from public streets and adjacent properties by means of sight obscuring landscaping, fences, walls or other means. The screen shall have a minimum height of six feet and the planning commission may require a taller screen depending on the location and height of the loading or storage area.

C. Except for one-family and two-family dwellings, any refuse container or disposal area and service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area, shall be screened from view by placement of a solid wood fence, masonry wall or evergreen hedge between five and eight feet in height. All refuse materials shall be contained within the screened area.

Finding: The applicant shall screen any outside storage areas or any refuse containers by placement of a solid wood fence, masonry wall or evergreen hedge, as specified above. Sections 17.100.100(B & C) are satisfied.

Chapter 17.106 OFF-STREET PARKING AND LOADING REQUIREMENTS17.106.020 General provisions.

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

- 1. Nine feet wide and eighteen feet long for a standard space;*
- 2. Eight and one-half feet wide and fifteen feet long for a compact space; and*
- 3. In accordance with the applicable state and federal standards, at least twelve feet wide and eighteen feet long for designated handicapped parking spaces.*

[...]

H. Location of Required Parking.

[...]

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

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

[...]

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

[...]

P. *Bicycle Parking.*

1. *Standards. At a minimum, bicycle parking shall be provided based on the standards in Subsection 5 below. [...]*

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

3. [...]

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

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

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

[...]

V. *Fractional space requirements shall be counted as a whole space.*

Finding: The existing development provides 28 standard parking stalls, including 1 ADA accessible stall, which are located within 400 feet of the building. The applicant is responsible for meeting the requirements of the 2014 Oregon Structural Specialty Code Section 3411 regarding Accessibility Upgrade Requirements in Existing Buildings, including potentially adding an additional ADA stall near the Glowing Putters main entrance.

The existing development does not provide any bicycle parking currently. The applicant shall provide 5 bicycle parking spaces since there are 23 required vehicle parking spaces and the code specifies that 1 bicycle parking space shall be required per 5 vehicle spaces. Section 17.106.020 is satisfied.

17.106.030 Minimum off-street parking requirements.

[...]

C. *Commercial Uses.*

17. Participant sports and recreation

- a. Indoor: 1 space for each 300 square feet of gross floor area*
[...]
20. Retail sales: Bulky merchandise, appliances: 1 space for each 750 square feet of gross floor area

Finding: The existing use on site, Sears, requires 13 spaces based on its gross square footage of 9,600 square feet. Based on the square footage of the proposed mini-golf use at 3,000 square feet, Glowing Putters requires 10 spaces. The subject site currently has 27 standard spaces and one ADA parking space, which exceeds the minimum requirements. Section 17.106.030 is satisfied.

Chapter 17.120 SITE DEVELOPMENT REVIEW

17.120.180 Approval standards. The planning commission shall make a finding with respect to each of the following criteria when approving, approving with conditions, or denying an application:

- A. Provisions of all applicable chapters;*
B. Buildings shall be located to preserve topography, and natural drainage; located in areas not subject to ground slumping or sliding; located to provide adequate distance between adjoining buildings for adequate light, air circulation, and firefighting; and oriented with consideration for sun and wind; and
C. Existing trees having a six-inch caliper or greater shall be preserved or replaced by new plantings of equal character;

Finding: The applicable chapters of the Development Code are discussed elsewhere in this report. The building was originally constructed in 1967, and the applicant is not proposing to alter the footprint of the building, therefore, 17.120.080, B is not applicable. No existing trees are proposed to be removed. Sections 17.120.180(A-C) are satisfied.

- I. Crime prevention and safety:*
[...]

- 4. The exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime, and*
5. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps and abrupt grade changes. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person;

Finding: The parking lot to the north of the building, which will be utilized by Glowing Putters, does not have any lighting currently, as noted when staff visited the site. The City Engineer commented that the applicant must verify that the existing site lighting is sufficient to meet section I, 5 of the code above (see **Exhibit 8**). The recommended Conditions of Approval require that the applicant provide additional lighting meeting Section 17.120.080(I, 5) in order to ensure that areas having pedestrian and vehicle traffic remain safe for the public. Sections 17.120.180(I 4, and 5) are satisfied.

J. Access and circulation:

- 1. The number of allowed access points for a development shall be as provided in the public works design standards.*
- 2. All circulation patterns within a development shall be designed to accommodate emergency vehicles.*
- 3. Provisions shall be made for pedestrian ways and bicycle ways consistent with 17.120.180(Q);*

Finding: There are two existing vehicle access points for this parcel, and no changes are proposed. All circulation patterns within the development can accommodate emergency vehicles. The Fire Department has provided a comment regarding addressing of the building, as well as the requirement for a key box and a building information sign in order to meet the current Fire Ordinance regulations (see **Exhibit 6**). Findings related to 17.120.180(Q) are found later in this report. Section 17.120.080(J) is satisfied.

L. All parking and loading areas shall be designed in accordance with the requirements set forth in Sections 17.106.050 and 17.106.080, Chapter 12.10, and the public works design standards; M. All landscaping shall be designed in accordance with the requirements set forth in Chapter 17.100;

Finding: Findings related to these criteria are found in the applicable sections of this report. Sections 17.120.080(L, M) are satisfied.

O. All facilities for the handicapped shall be designed in accordance with the requirements set forth in the ADA requirements; and P. All of the provisions and regulations of the underlying zone shall apply.

[...]

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

1. Continuous Walkway System. A pedestrian walkway system shall extend throughout the development site and connect to adjacent sidewalks, if any, and to all future phases of the development, as applicable.

2. Safe, Direct, and Convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, transit stops, recreational areas/playgrounds, and public rights-of-way based on all of the following criteria:

a. The walkway is reasonably direct. A walkway is reasonably direct when it follows a route that does not deviate unnecessarily from a straight line or it does not involve a significant amount of out-of-direction travel;

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

Modification of Approval – Glowing Putters

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

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

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

6. Walkway Construction. Walkway surfaces may be concrete, asphalt, brick/masonry pavers, or other city-approved durable surface meeting Americans with Disabilities Act requirements. Walkways shall be not less than 5 feet in width, except that concrete walkways a minimum of 6 feet in width are required in commercial developments and where access ways are required for subdivisions under Chapter 17.150 the planning commission may also require 6-foot-wide, or wider, concrete sidewalks in other developments where pedestrian traffic warrants walkways wider than 5 feet. [...]

Finding: There is an existing sidewalk across the front of the Sears building adjoining an existing ADA parking stall and loading aisle, which continues to the front of the proposed Glowing Putters entrance. This sidewalk does not, however, connect to a public right of way, although there are existing sidewalks along the site frontage on Hwy 30. Section 3411 of the 2014 Oregon Structural Specialty Code requires that accessibility upgrades must be provided, not to exceed 25% of the entire cost of renovations, when a building changes occupancy classification. The applicant will need to demonstrate how this provision is being met and may need to provide an additional ADA parking stall and loading aisle near the main entrance to Glowing Putters, as well as additional upgrades, in the order of preference stated in Section 3411. Sections 17.120.080(O & Q) are satisfied.

Chapter 17.164 PROCEDURES FOR DECISION MAKING—LIMITED LAND USE DECISIONS

[...]

17.164.110 Approval authority responsibilities.

B. The planning commission shall have the authority to approve, deny or approve with conditions the following applications:

[...]

3. Site development review pursuant to Chapter 17.120.

Modification of Approval – Glowing Putters

Finding: The request for modification of approval to existing site development is a limited land use decision. The applicant has submitted the required application on forms provided by the City of Scappoose, has paid the applicable land use fees, and the Planning Commission is following the correct procedures by the public meeting deliberation. Section 17.164.110(B) is satisfied.

17.164.150 Decision process.

A. The decision shall be based on proof by the applicant that the application fully complies with:

- 1. The city comprehensive plan; and*
- 2. The relevant approval standards found in the applicable chapter(s) of this title and other applicable implementing ordinances;*

Finding: The application is in conformance with the Comprehensive Plan and the relevant approval standards found in the applicable chapters of the Scappoose Municipal Code, as discussed previously within this report. Section 17.164.150 is satisfied.

RECOMMENDATION

Based on the Findings of Fact and the materials submitted by the applicant, staff recommends that the Planning Commission **APPROVE** MoA2-18 subject to the following conditions:

1. The applicant shall meet all applicable uniform codes such as structural, plumbing, mechanical, electrical and fire codes, as stated in Section 15.04.010 of the Scappoose Municipal Code, prior to occupancy and the issuance of a business license for the mini-golf use.
2. The applicant shall meet the requirements of the Scappoose Fire District Ordinance, as specified in **Exhibit 6**, prior to occupancy and the issuance of a business license for the mini-golf use.
3. The applicant shall submit a final landscaping plan for approval by the Planner, depicting a continuous evergreen hedge a minimum of five feet in height along the northern property boundary meeting the requirements of 17.100.080(E, 4) of the Scappoose Municipal Code, and shall install the required landscaping prior to final occupancy and the issuance of a business license.
4. The applicant shall screen any outside storage areas or any refuse containers by placement of a solid wood fence, masonry wall or evergreen hedge, meeting the requirements of Sections 17.100.100(B & C) of the Scappoose Municipal Code.
5. The applicant shall install lighting meeting the requirements of Section 17.120.080(I, 5) of the Scappoose Municipal Code prior to final occupancy and the issuance of a business license.

Modification of Approval – Glowing Putters

6. The applicant shall provide 5 bicycle parking spaces meeting the requirements of Section 17.106.020(P) of the Scappoose Municipal Code prior to final occupancy and the issuance of a business license.
7. The applicant shall document compliance with the requirements of the 2014 Oregon Structural Specialty Code Section 3411 regarding Accessibility Upgrade Requirements in Existing Buildings, including, but not limited to, potentially adding an additional ADA stall near the Glowing Putters main entrance, prior to final occupancy and the issuance of a business license.

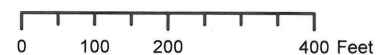
MoA2-18 Vicinity Map for Modification of Approval for Glowing Putters

Location: 51583 Columbia River Highway, Columbia County Assessor Map: 3213-BO-01700



Legend

- Streets
- Taxlots Boundary





Scappoose Planning Department
 33568 E. Columbia Ave. Scappoose, OR 97056
 Phone: 503-543-7184 Fax: 503-543-7182
www.ci.scappoose.or.us

SITE DEVELOPMENT REVIEW APPLICATION

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable code section prior to submitting an application. Applicants are advised to schedule a pre-application meeting with the staff prior to submitting final application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

TRACKING INFORMATION (For Office Use Only)

Application Submittal Includes:

☐ 7 Hard Copies Required

☐ Electronic Submittal

☐ Fee \$175

File # _____ Hearing Date _____

SITE LOCATION & DESCRIPTION

*Map Tax lot Number 3N2W13B01700
 Tax Map #(s) ~~30213B~~ 30213B Tax Lot #(s) 1700
 Frontage Street or Address 5158.3 Columbia River Highway Scappoose Oregon 97056
 Nearest Cross Street HARTIC DRIVE
 Plan Designation Commercial Zoning Commercial Site Size 1.0 acres sq. ft.
 Dimensions 196 x 178

SUMMARY OF REQUEST

Proposed Project Name GLOWING PUTTERS Estimated Valuation \$ 60,000 - TO 100,000 (TO BE DETERMINED)

Project Type/Narrative Summary: (Provide a brief summary and specify project type: Single-Family Residential (SFR), Multi-Family Residential (MFR), Accessory Dwelling Unit (ADU), Commercial, Industrial, Mixed-Use) PROJECT TYPE IS

AN INDOOR mini PUTT PUTT BLACKLIGHT GOLF COURSE, mini ARCADE & PARTY/MEETING ROOM WITH GRAB & GO SNACKS (TWIST TOP SODA (PRE PREPARED) BAGGED CHIPS, CANDY) THIS BUSINESS IS OWNED & OPERATED BY MYSELF TO FUTURE THE CITY OF SCAPPOOSE WITH MORE ACTIVITIES FOR CHILDREN TO DO & PARTICIPATE

Is a variance requested? ☐ Yes ☒ No (If yes, identify what type of request) ☐ Minor Variance ☐ Major Variance IN

NOTE: Procedures and applicable criteria for variances may be found in SDC Chapter 17.134

Subject to previous land use approval? ☐ Yes ☒ No File No. _____ (attach copy of Notice of Decision)

of Phases Proposed _____ # of lots _____ Landscaping (sq. ft.) _____

SITE DEVELOPMENT REVIEW APPLICATION

(CONTINUED)

Paving (sq. ft.) N/a # of Parking Spaces 23 # of Accessible Parking Spaces 1
Maximum Lot Size (Sq. Ft.) Minimum Lot Size (Sq. Ft.) Average Lot Size (Sq. ft.)

NOTE: If a residential project is proposed, a Residential Density Calculation Worksheet must be submitted.

~~If Mixed Use, please specify types of uses and approximate percentages of overall site area in each use:~~

~~Commercial % Industrial % Residential %~~

~~If Commercial or Industrial: # of non-residential buildings Total Square Footage 3000.~~

DETAILED SITE INFORMATION

Are any of the following present on site? If so, please specify the number of acres and/or percentage of site affected.

Floodplain N/a Wetlands N/a Significant Natural Resources N/a
Cultural Resources N/a Airport Noise Contours N/a Slopes greater than 20% N/a

Water Provider: ☒ City of Scappoose ☐ Well

Does the site have access to City street(s)? ☒ Yes ☐ No (Please explain):

Does the site have access to County road(s)? ☒ Yes ☐ No (Please explain):

Are there existing structures on the site? ☒ Yes ☐ No (If Yes, briefly explain future status of structures.)

Commercial building, 3000 sqft. (like to be Growing Patterns Business)

OWNERSHIP AND APPLICANT INFORMATION (Property owner signature must be a wet-ink signature. If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)

Property Owner(s): Name(s) LANE ATTRASH

Business Name Columbia Assets Group

Mailing Address 373 S. Columbia Ave Hwy St. Helens City St. Helens State OR Zip 97051

Phone # 503-907-4878 Fax # Email Address

Does the owner of this site also own any adjacent property? ☒ Yes ☐ No (If Yes, please list tax map and tax lots) PROPERTY

BETHUN BUILDING 51579 : 51577 Columbia Hwy

Property Owner(s) Signature(s) [Signature] Date: 09/07/18

(If more than one property owner, please attach additional sheet with names and signatures.)

Applicant: Name LORENE & SHAWN BRIDGEMAN
Business Name GLOWING PUTTERS
Mailing Address 33887 Church Rd Warren State OR Zip 97053
Phone # 503-791-0909 Fax # N/A Email Address glowingputters@gmail.com
Applicant's Signature Lorene Bridgeman Date: 9/18/2018
Applicant's interest in property LEASE

Additional Project Team Members

Applicant's Representative: Contact Name LORENE BRIDGEMAN
Business Name (SELF)
Mailing Address 33887 Church Road Warren State OR Zip 97053
Phone # 503-791-0909 Fax # N/A Email Address glowingputters@gmail.com
Civil Engineer: Contact Name ANDREW NIEMI, P.E.
Business Name LOWER COLUMBIA ENGINEERING
Mailing Address 58640 McNulty Way St. Helens State OR Zip 97051
Phone # 503-366-0399 Fax # N/A Email Address andrew@lowercolumbiaengr.com
Architect: Contact Name (same as above) ANDREW NIEMI
Business Name LOWER COLUMBIA ENGINEERING
Mailing Address 58640 McNulty Way St. Helens State OR Zip 97051
Phone # 503-366-0399 Fax # N/A Email Address andrew@lowercolumbiaengr.com
Landscape Architect: Contact Name N/A

Business Name _____
Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role N/A Contact Name _____
Business Name _____
Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ Fax # _____ Email Address _____

SITE ACTIVITY STATEMENT

a) NATURE OF PROPOSED USE:

I LORENE BRIDGEMAN AM REQUESTING A PROPOSAL FOR MY FOLLOWING BUSINESS. THIS BUSINESS IS A INDOOR mini PUTT PUTT GOLF, ~~SMALL~~ ARCADE & PARTY ROOM. THIS I FEEL IS NEEDED IN THE CITY OF SCAPPOOSE TO FACILITATE BETTER USE OF RECREATION FOR CHILDREN & ADULTS.

b.) Planned number of shifts & max employees per shift.

THIS BUSINESS HAS NO EMPLOYEES AND IS OWNED & OPERATED BY MYSELF AND HUSBAND AT TIMES. 1 SHIFT ONLY PER DAY & AGAIN NO EMPLOYEES.

PROJECT TEAM

ARCHITECT

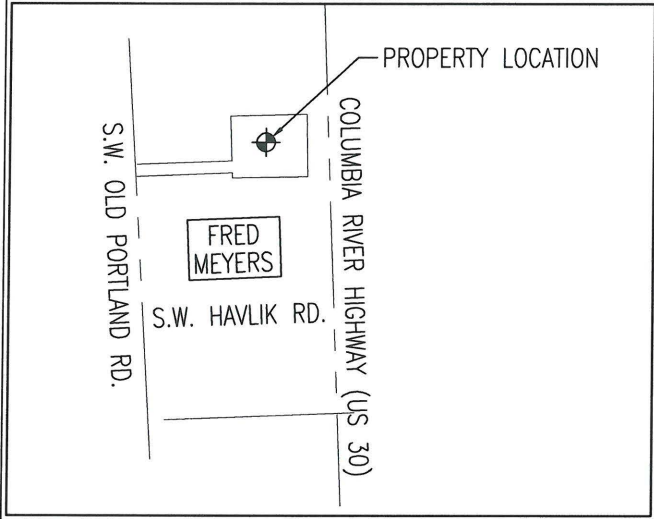
LOWER COLUMBIA ENGINEERING, LLC
58640 McNULTY WAY, ST. HELENS, OREGON 97051
PHONE: (503)-366-0399
CONTACT: CARL BEAN
carl@lowercolumbiaengr.com

ENGINEER

LOWER COLUMBIA ENGINEERING, LLC
58640 McNULTY WAY, ST. HELENS, OREGON 97051
PHONE: (503)-366-0399
CONTACTS: ANDREW NIEMI, P.E.
andrew@lowercolumbiaengr.com

OWNER

LORENE BRIDGEMAN
33887 CHURCH ROAD, WARREN, OREGON 97053
PHONE: (503)-791-0909
glowingputter@gmail.com



VICINITY MAP

SCALE: NTS



DEFERRED SUBMITTALS

PLANS AND SPECIFICATIONS REQUIRED FOR THE WORK OF SPECIALTY TRADES MAY BE SUBMITTED AS DEFERRED SUBMITTALS IN ACCORDANCE WITH OSSC SECTION 107.3.4.2. THE FOLLOWING SPECIALTY TRADES WILL BE DESIGN-BUILD AND THEREFORE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR WILL BE OBTAINING SEPARATE PERMITS FOR THIS WORK AND RESPONSIBLE FOR ANY NECESSARY DESIGN AND/OR ENGINEERING TO MEET THE APPLICABLE CODE REQUIREMENTS:

- ELECTRICAL
- MECHANICAL
- PLUMBING

CODE SUMMARY

CONSTRUCTION TYPE: VB - REMODEL OF AN EXISTING BUILDING

OCCUPANCY TYPE:
MINI-GOLF - AREA: A-3 AMUSEMENT ARCADE 3,308 S.F.

SEARS - AREA: M MERCANTILE 9,600 S.F.

DESIGN OCCUPANCY LOAD: TABLE 1004.1.2 - ASSEMBLY, 15 NET UNCONCENTRATED 2953 NET/15= 197

TOTAL BUILDING: 12,908 S.F.

OCCUPANCY SEPARATION: TABLE 508.4 2-HOUR (NO SPRINKLER SYSTEM)

EXISTING PARTY WALL: 2- HOUR FIRE RATED ASSEMBLY - TABLE 721.1 (2) ITEM 3 CONCRETE MASONRY UNITS: 8"x8"x16" CMU WITH 10'-0" WRAP BACK

MINI-GOLF - ALLOWABLE AREA: TABLE 503 ALLOWABLE AREA = 6,000 S.F. > ACTUAL 3,308 S.F.

SEARS BUILDING - ALLOWABLE AREA: TABLE 503 ALLOWABLE AREA = 9,000 S.F. < 9,600 S.F. ALLOWABLE AREA INCREASE -

IF = $\frac{310}{400} \frac{30}{30} = .525$
 $9000 \times .525 = 4,725$ S. F. ADDITIONAL AREA ALLOWED
ALLOWABLE AREA = 13,725 S.F. > ACTUAL 9,600 S. F.

FIRE SUPPRESSION: NO SPRINKLERS REQUIRED - EACH BUILDING UNDER AREA WITH SEPARATION

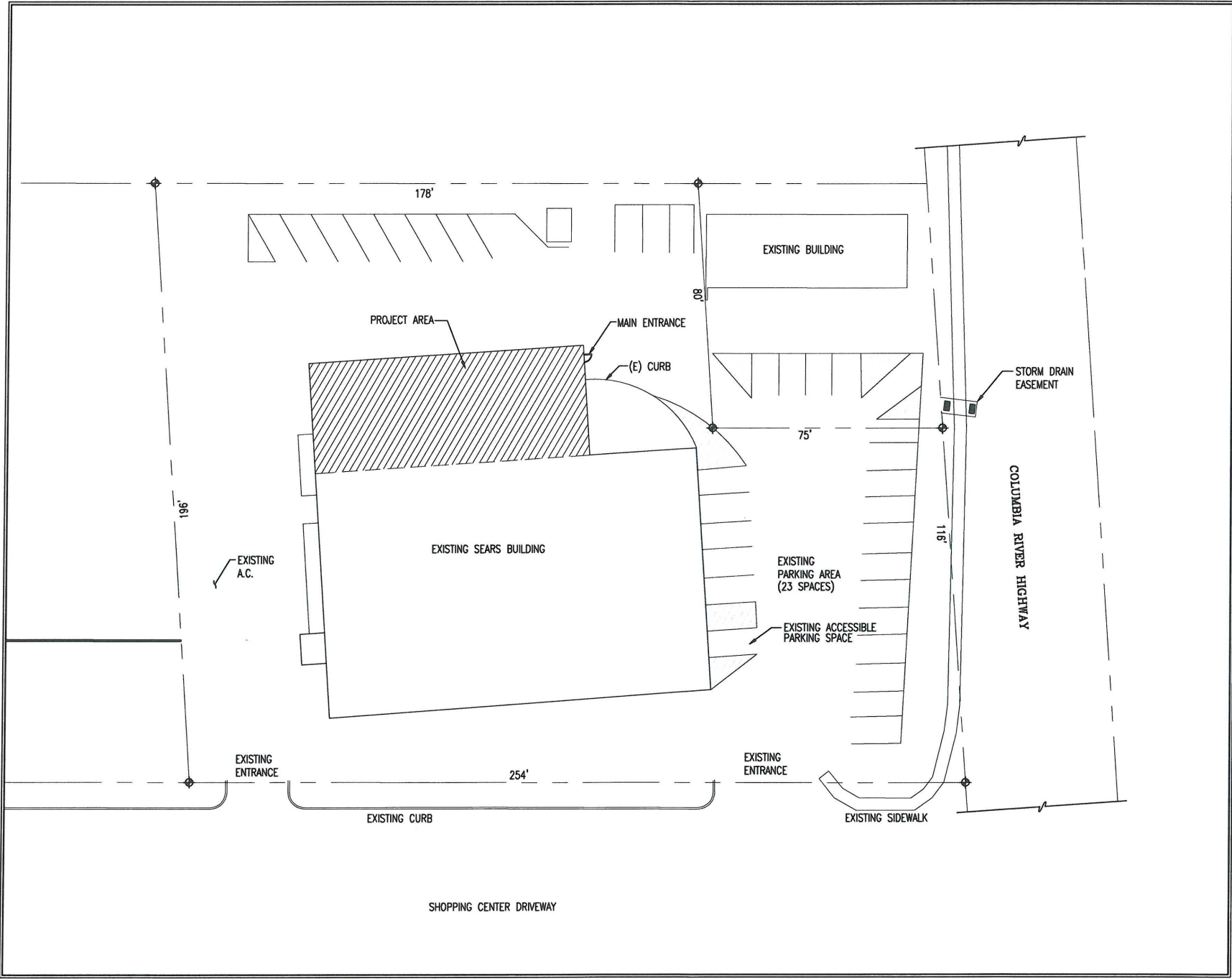
SCAPPOOSE LAND USE DEVELOPMENT CODE

17.106 OFF STREET PARKING: REQUIRED: 10 SPACES, PLUS 1 SPACE FOR EACH 2 EMPLOYEES. (23 SPACES REQUIRED INCLUDING SEARS), APPROXIMATELY 33 EXISTING SPACES NEAR MINI-GOLF AND SEARS BUILDING 1 ACCESSIBLE SPACE CURRENTLY PROVIDED.

COMMON PATH OF EGRESS TRAVEL : TABLE 1014.3 - 75'-0"
EXIT TRAVEL DISTANCE: TABLE 1016.2 - 200'-0"

DRAWING INDEX

DRAWING NUMBER	DESCRIPTION
D-2795-G-01	SITE PLAN
D-2795-A-01	FLOOR PLAN
D-2795-A-02	REFLECTED CEILING PLAN
D-2795-A-03	TYPICAL ACCESSIBLE RESTROOM DETAILS



SITE PLAN

SCALE: 1"=20'



DATE: 9/7/18
ISSUED FOR APPROVAL



REV.	REVISION RECORD	DATE



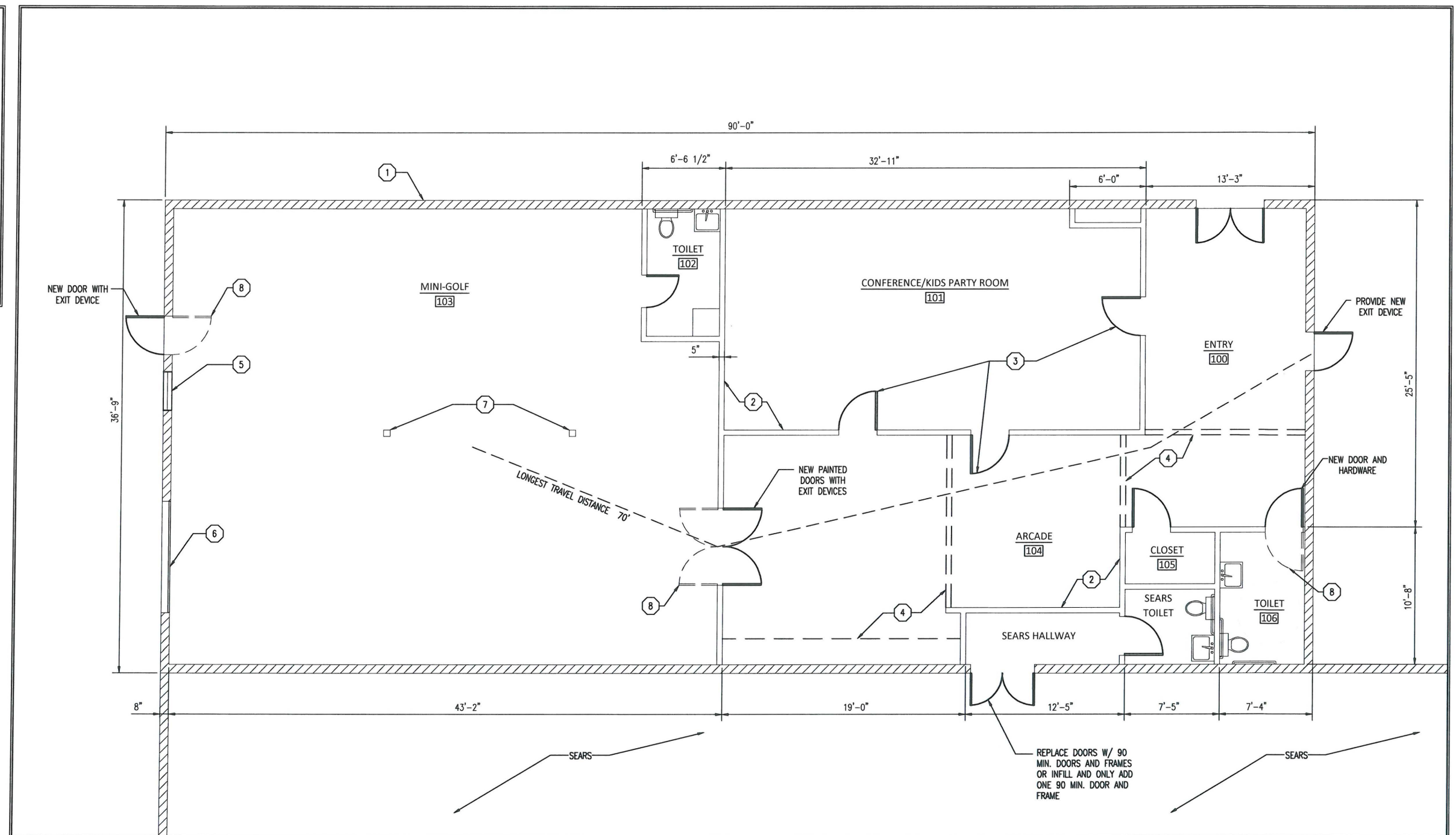
PROJ. NO.	2795	LORENE BRIDGEMAN
DWG. BY	EMR	GLOWING PUTTERS MINI-GOLF FACILITY
APPR. BY		VICINITY MAP, INDEX, PLOT PLAN
SCALE	NOTED	DATE 9/4/18
DWG. NO.	D-2795-G-01	

KEYED NOTES

1	EXISTING 2-HOUR RATED 8"x8"x16" CMU WALL
2	EXISTING PAINT GWB ON 2x4 STUDS. 24" O.C. MAX.
3	EXISTING 3'-0" WIDE DOOR. PROVIDE LEVER HARDWARE AS REQUIRED
4	SOFFIT
5	36" WINDOW
6	ROLL UP DOOR
7	6"x6" WOOD POST
8	REMOVE DOOR AND RELATED HARDWARE

GENERAL NOTES

1. ALL INTERIOR WALLS ARE FULL HEIGHT TO BOTTOM OF ROOF JOISTS
2. ALL FLOORS TO BE PAINTED



1 FLOOR PLAN
A-01 SCALE: 1/4"=1'-0"



DATE: 9/7/18
ISSUED
FOR APPROVAL

REV.	REVISION RECORD	DATE



PROJ. NO.	2795	LORENE BRIDGEMAN
DWG. BY	EMR	GLOWING PUTTERS MINI-GOLF FACILITY
APPR. BY		FLOOR PLAN
SCALE	NOTED	DATE 9/5/18
DWG. NO.	D-2795-A-01	



**LANCASTER
ENGINEERING**

321 SW 4th Ave., Suite 400
Portland, OR 97204
phone: 503.248.0313
fax: 503.248.9251
lancasterengineering.com

Technical Memorandum

To: Lorene Bridgeman
Glowing Putters

From: Melissa Webb, PE
Todd Mobley, PE

Date: August 23, 2018

Subject: Trip Generation Study – Scappoose Miniature Golf Course

Introduction

This memorandum reports the findings of a trip generation study conducted for a proposed remodel of an office building located west of Columbia River Highway in Scappoose, Oregon. Specifically, the proposed remodel will include the modification of a 3,000 square-foot building to accommodate an indoor miniature golf course and ancillary uses such as a small arcade and a meeting room.

The purpose of this memorandum is to examine the projected trip generation of the proposed remodel. The study will review the evening peak hour and daily trip generation of the site for a typical weekday. The City of Scappoose Development Code section 17.154.030(S) requires a Transportation Impact Study Report if the proposed remodel would generate more than 10 peak hour trips or more than 100 daily trips¹.

Location and Project Description

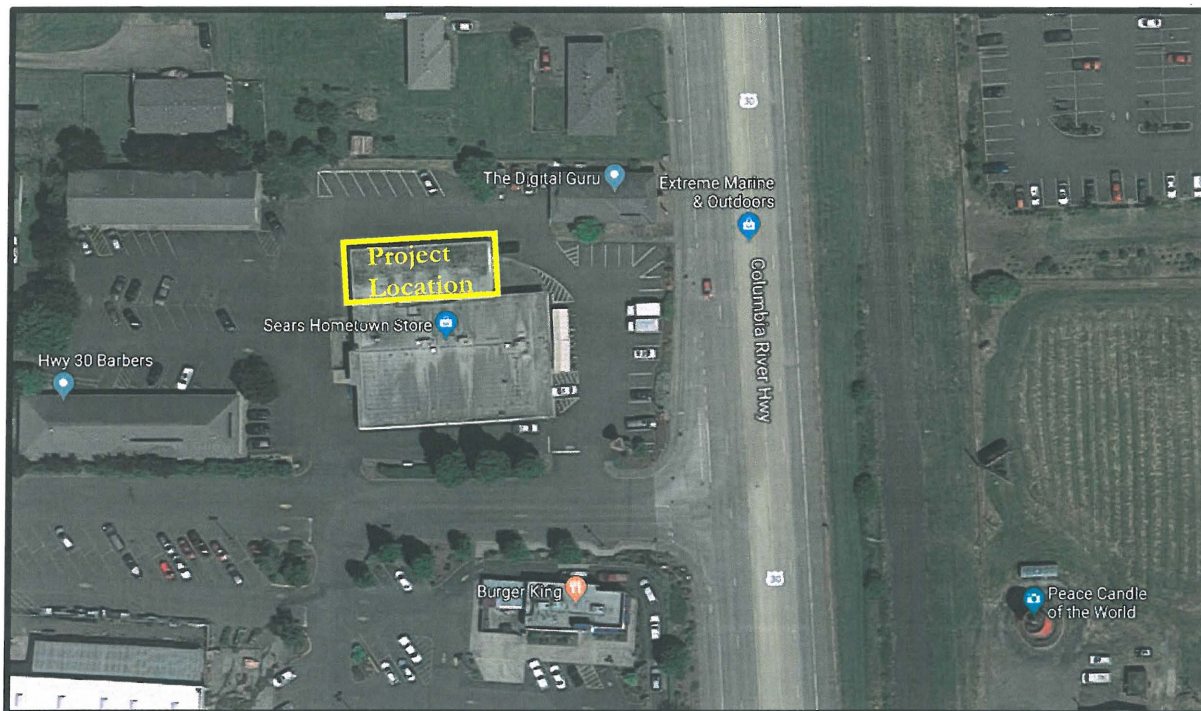
The project site is located at 51583 Columbia River Highway in Scappoose, Oregon. The site is currently developed with an approximately 3,000 square-foot office building. The site is planned to be remodeled into an indoor miniature golf course with between 9 and 13 holes. Figure 1 presents an aerial image of the nearby vicinity with the project site shown.

¹

http://www.ci.scappoose.or.us/sites/default/files/fileattachments/municipalcode/265/17.154_updated_october_2016.pdf



Figure 1 – Aerial Photo of Site Vicinity (image from Google Earth)



The traffic generated by this site is anticipated to be supported mainly by the Columbia River Highway (Highway 30), which is classified by the City of Scappoose as an Arterial. The roadway has a five-lane cross-section, two lanes in each travel direction and a center lane for left and right turns. The posted speed is 45 mph. On-street parking is permitted along both sides of the roadway where adequate roadway width is available. Designated bicycle lanes are provided along both sides of Columbia River Highway. Sidewalks and curbs are provided along the west side of the roadway.

Trip Generation

The proposed remodel will include the renovation of a 3,000 square-foot office space into an area for an indoor miniature golf course. To estimate the trips generated by the proposed remodel, trip rates from the *TRIP GENERATION MANUAL*² were used. Data from land-use code 431 – *Miniature Golf Course* was used to estimate the proposed development's trip generation based on the number of holes. Only weekday PM peak hour data was available, and the weekday rate was assumed to be ten times the PM peak hour.

² Institute of Transportation Engineers (ITE), *TRIP GENERATION MANUAL*, 10th Edition, 2017.



August 23, 2018
Page 3 of 4

The trip generation calculations show that the proposed remodel is projected to generate one additional site trip during the evening peak hour and 13 additional site trips over the course of a typical weekday.

The trip generation estimates using the ITE trip rates are summarized in Table 1 below. Detailed trip generation calculations are included as an attachment to this study.

Table 1 – Trip Generation Summary

	ITE Code	Size	Evening Peak Hour			Weekday Total
			Enter	Exit	Total	
General Office (current)	710	3,000 SF	0	3	3	30
Miniature Golf Course*	431	13 holes	1	3	4	43
Net Increase			1	0	1	13

**Only weekday PM peak hour data available. Weekday rate assumed to be ten times the PM peak hour.*

Transportation System Development Charges

The trip generation analysis can be used to assess the transportation System Development Charge (SDC). For the City of Scappoose, the SDC for a miniature golf course is determined by the number of holes³. Based on the building's prior use as a 3,000 square-foot office facility, an SDC won't be assessed unless there are more than 13 holes of miniature golf. The SDC will be calculated at \$671.23 per hole after 13 holes. The miniature golf course is anticipated to have between 9 and 13 holes.

Conclusion

The trip generation anticipated for the proposed remodel is expected to be minimal. A Transportation Impact Study Report is not required as the proposed remodel is expected to generate less than 10 peak hour trips and less than 100 daily trips.

The transportation SDC is not anticipated to be assessed as long as the miniature golf course has a maximum of 13 holes.

If you have any questions regarding this technical memorandum, please don't hesitate to contact us.

³ http://www.ci.scappoose.or.us/sites/default/files/fileattachments/engineering/page/743/2018-2019_sdc_including_cet_and_all_transportation_ite_codes_from_resolution_18-18.pdf



August 23, 2018
Page 4 of 4

Attachments

Trip Generation Calculations



TRIP GENERATION CALCULATIONS

Land Use: General Office Building
Land Use Code: 710
Setting/Location: General Urban/Suburban
Variable: 1000 Sq Ft Gross Floor Area
Variable Value: 3.0

AM PEAK HOUR

Trip Rate: 1.16

	Enter	Exit	Total
Directional Distribution	86%	14%	
Trip Ends	3	0	3

PM PEAK HOUR

Trip Rate: 1.15

	Enter	Exit	Total
Directional Distribution	16%	84%	
Trip Ends	0	3	3

WEEKDAY

Trip Rate: 9.74

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	15	15	30

SATURDAY

Trip Rate: 2.21

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	3	3	6

Source: TRIP GENERATION, Tenth Edition

2e

TRIP GENERATION CALCULATIONS

Land Use: Miniature Golf Course
Land Use Code: 431
Setting/Location: General Urban/Suburban
Variable: Hole
Variable Value: 13

PM PEAK HOUR

Trip Rate: 0.33

	Enter	Exit	Total
Directional Distribution	33%	67%	
Trip Ends	1	3	4

WEEKDAY

Trip Rate: 3.30

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	22	21	43

Note: Weekday rate assumed to be ten times the PM peak hour.

Source: Trip Generation Manual, Tenth Edition



FIRE MARSHAL

Columbia River Fire & Rescue / Scappoose Fire District



Date: 09/24/2018

Laurie Oliver

RE:

Glowing Putters Mini Golf

Lorene Bridgmen

Behind Sears (51583 Columbia River Highway)

Dear Laurie:

I received the Land Use Action Referral regarding the above referenced project. Based on what was submitted, the fire district has a few comments and findings, but we have no objections.

1. Address numbers on a contrasting background will need to be posted end of the road/driveway. The numbers need to be 10 inches tall by 2 inches wide. This will require the adjoining business (Sears) to become compliant. With the two tenant spaces (Glowing Putter & Sears), signs identifying space A and B will also need to be affixed to the building in a couple of places. This needs to be in accordance with the fire district standard. This can be found at www.ccfiremarshal.com fire code guide. (Ordinance 17-2)
2. A key Box will be required for this part of the building. If Sears does not already have a key box, one will be required for that space as well. (OFC 503.6)
3. A Building Information Sign will be required for both parts of the buildings (OFC Appendix J) and a Hazardous Materials Inventory Statement will be required.

Should you have any questions about anything else, please do not hesitate to give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Pricher", followed by a long horizontal line.

Jeff Pricher

Division Chief

Fire Marshal (CRF&R / SRFD)

CITY OF SCAPPOOSE

33568 E. COLUMBIA AVE.
SCAPPOOSE, OREGON 97056
(503) 543-7184
FAX: (503) 543-5679

LAND USE ACTION REFERRAL (MoA2-18)

September 13, 2018

RETURN TO: Laurie Oliver, City Planner, City of Scappoose, 33568 East Columbia Ave, Scappoose, OR, 97056 by **September 21, 2018**. Please email your response to: loliver@cityofscappoose.org.

REGARDING: Lorene and Shawn Bridgeman have requested approval of an application for Modification of Approval (MoA2-18) to allow for the interior alteration of previously approved retail/office space to an indoor mini golf, arcade and party meeting space to be called "Glowing Putters". No exterior alteration is proposed. The site is located at 51583 Columbia River Hwy, north of and attached to the Sears building (adjacent to the Fred Meyer shopping Center), on property described as Columbia County Assessor Map # 3213-B0-01700. Please see attached site plans.

1. _____ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. X Please see either our comments (below) or attached letter.
3. _____ We are considering the proposal further and will have comments to you by _____.
4. _____ Our board must meet to consider this; we will return their comments to you by _____.
5. _____ Please contact our office so we may discuss this.
6. _____ We recommend denial of the application. Please see either our comments (below) or attached letter:

COMMENTS: Building must meet OSSC, OPSC, OMSC, and
all Electrical Codes Through Columbia County.

Signed: [Signature]

Title: Building Official

Date: 9-14-18



Memorandum

September 21, 2018

To: Laurie Oliver, CFM
City Planner
City of Scappoose

From: Chris Negelspach, P.E., City Engineer

Re: Land Use Referral (MoA2-18) Glowing Putters, located at 51583 Columbia River Hwy on property described as Columbia Counter Assessors Map# 3213-B0-01700

Dear Laurie,

We have reviewed the Glowing Putters submittal with plans dated 9/04/18 and provide the following comments for the staff report findings and/or recommended Conditions of Approval.

1. The applicant shall comply with all applicable sections of the 2014 Oregon Structural Specialty Code, including Section 3411 regarding Accessibility Upgrade Requirements in Existing Buildings (25% Rule) and demonstrate how this will be met, i.e. adding an ADA stall with access aisle near the main entrance. A portion of the applicable code section is attached for your reference.
2. Regarding the Trip Generation Memo from Lancaster dated August 23, 2018, I agree with the memo's conclusion regarding the SDC fees and would document the credit amount for any future land use action or improvements that increase the number of holes beyond 13 as follows;

Use	ITE Code	Size	Current SDC Amount (Per Resolution 18-07)	SDC Fee
General Office	710	3,000 SF	\$3,030.70	\$9,092.10
Mini Golf	431	13 Holes	\$671.23	\$8,725.99
			Credit	\$ 366.11

3. Verify that the existing site lighting is sufficient to meet SMC Ch. 17.120
4. No public improvements necessary

Enc: OSSC Section 3411

Cc: Don VanDomelen, Building Official, City of Scappoose
Dave Sukau, Public Works Director, City of Scappoose

SECTION 3411 ACCESSIBILITY FOR EXISTING BUILDINGS

3411.1 Scope. The provisions of Sections 3411.1 through 3411.9 apply to maintenance, change of occupancy, *additions* and *alterations* to existing buildings, including those identified as *historic buildings*.

Exception: Type B *dwelling* or sleeping units required by Section 1107 of this code are not required to be provided in existing buildings and facilities being altered or undergoing a change of occupancy.

3411.2 Maintenance of facilities. A *facility* that is constructed or altered to be *accessible* shall be maintained *accessible* during occupancy.

3411.3 Extent of application. An *alteration* of an existing *facility* shall not impose a requirement for greater accessibility than that which would be required for new construction. *Alterations* shall not reduce or have the effect of reducing accessibility of a *facility* or portion of a *facility*.

3411.4 Change in occupancy. Where a building or a portion thereof is changed to a new occupancy classification, any alterations shall comply with Sections 3411.6, 3411.7 and 3411.8.

3411.5 Additions. Provisions for new construction shall apply to *additions*. An *addition* that affects the accessibility to, or contains an area of, a *primary function* shall comply with the requirements in Section 3411.7.

3411.6 Alterations. A *facility* that is altered shall comply with the applicable provisions in Chapter 11 of this code, unless *technically infeasible*. Where compliance with this section is *technically infeasible*, the *alteration* shall provide access to the maximum extent technically feasible.

Exceptions:

1. The altered element or space is not required to be on an *accessible route*, unless required by Section 3411.7.
2. *Accessible means of egress* required by Chapter 10 are not required to be provided in existing facilities.
3. The *alteration* to Type A individually owned *dwelling units* within a Group R-2 occupancy shall be permitted to meet the provision for a Type B *dwelling unit* and shall comply with the applicable provisions in Chapter 11 and ICC A117.1.

ORS 447.241 is not a part of this code but is reproduced here for the reader's convenience:

447.241 Standards for renovation, alteration or modification of certain buildings; barrier removal improvement plan.

(1) Every project for renovation, alteration or modification to affected buildings and related facilities that affects or could affect the usability of or access to an area containing a primary function shall be made to insure that, to the maximum extent feasible, the paths of travel to the altered area and the rest rooms, telephones and drinking fountains serving the altered area are readily accessible to and usable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope.

(2) Alterations made to the path of travel to an altered area may be deemed disproportionate to the overall alteration when the cost exceeds 25 percent of the alteration to the primary function area.

(3) If the cost of alterations to make the paths of travel to the altered area fully accessible is disproportionate to the cost of the overall alteration, the paths of travel shall be made accessible to the extent that it can be made accessible without incurring disproportionate costs.

(4) In choosing which accessible elements to provide under this section, priority shall be given to those elements that will provide the greatest access. Elements shall be provided in the following order:

- (a) Parking;
- (b) An accessible entrance;
- (c) An accessible route to the altered area;
- (d) At least one accessible restroom for each sex or a single unisex restroom;
- (e) Accessible telephones;
- (f) Accessible drinking fountains; and
- (g) When possible, additional accessible elements such as storage and alarms.

(5) A series of small alterations to an area served by a single path of travel does not satisfy the obligation to provide an accessible path of travel created under subsection (1) of this section.

(6) If an area containing a primary function has been altered without providing an accessible path of travel to the area and subsequent alterations affecting the same path of travel are undertaken within three years of the original alteration, the total cost of the alterations to the primary function area on the path of travel during the preceding three-year period shall be considered in determining whether the cost of making the path of travel accessible is disproportionate.

(7)(a) A barrier removal improvement plan may satisfy the requirements of subsection (1) of this section. The plan shall require an equivalent or greater level of barrier removal than required by subsection (1) of this section.

(b) The barrier removal improvement plan shall include:

- (A) A letter of participation from the building owner;
- (B) A building survey that identifies existing architectural barriers;
- (C) An improvement plan and time schedule for removal of architectural barriers; and
- (D) An implementation agreement.

(c) The barrier removal improvement plan may be reviewed and accepted through the waiver process under ORS 447.250. The plan shall be reviewed upon completion or every three years for compliance with the requirements of this section.

8) For purposes of this section, "primary function" is a major activity for which the facility is intended. [1993 c.503 §7]

3411.7 Alterations affecting an area containing a primary function. Where an *alteration* affects the accessibility to, or contains an area of *primary function*, the route to the *primary function* area shall be *accessible*. The *accessible route* to the *primary function* area shall include toilet facilities or drinking fountains serving the area of *primary function*.

Exceptions:

1. The costs of providing the *accessible route* are not required to exceed 25 percent of the costs of the

October 2018



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Council Work Session 6pm City Council 7pm	2	3	4	5	6
7	8	9	10	11 Planning Commission 7pm	12	13
14	15 Council Work Session 6pm City Council 7pm	16	17	18 EDC Noon <hr/> Park & Rec 6pm <hr/> Friends of Scappoose Parks 7pm	19	20
21	22	23	24	25 No Planning Commission 7pm	26	27
28	29	30	31  Police Dept. Halloween Hot Chocolate event, 5:30pm to 8:30pm at Scappoose Middle School.			

November 2018



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Work Session 6pm City Council 7pm	6	7	8 Planning Commission 7pm	9	10
11 Veteran's Day 	12 City Offices closed	13	14	15 EDC Noon Park & Rec 6pm Friends of Scappoose Parks 7pm	16	17
18	19 Work Session 6pm City Council 7pm	20	21	22 Happy Thanksgiving ~ City Offices closed 	23 City Offices closed	24
25	26	27	28	29	30	