



SCAPPOOSE PLANNING COMMISSION

Council Chambers at City Hall
33568 East Columbia Avenue

AGENDA

Thursday, January 24th, 2024 at 7:00 p.m.

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 APPROVAL OF MINUTES

3.1 June 22, 2023, meeting minutes

4.0 CITIZEN INPUT

The City accepts public citizen input for any item not on the agenda; in person, by email, mail or joining the Microsoft Teams meeting link

5.0 NEW BUSINESS

5.1 Docket # SDR 3-23

Jim Poppenhagen and Jenny Martinez have requested approval of an application for Site Development Review (SDR 3-23) to allow for the erection of a pre-engineered metal building to be used as a private parking facility and installing associated site amenities. The site is located at an unaddressed property off NE 1st Street, northwest of the NE Williams Street and NE 1st Street intersection, on property described as Columbia County Assessor Map #3212-AC-01100.

Format: Limited Land Use Decisions do not allow verbal testimony during the hearing since they do not require interpretation or the exercise of policy or legal judgement; however, written comments are permitted prior to the deadline of the public comment period; **must be received by Wednesday, January 24, 2024, at 5:00 p.m.**

6.0 COMMUNICATIONS

6.1 Calendar Check

6.2 Commissioner Comments

6.3 Staff Comments

7.0 ADJOURNMENT

This is an open meeting, and the public is welcome to attend in person or virtually. Link to attend online can be found within the calendar page on the city's website. 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.

Meeting Packets can be viewed on City's website via the calendar links; <https://www.scappoose.gov/calendar>

Please call (503) 543 - 7184 if you have any issues accessing the City's website.

SCAPPOOSE PLANNING COMMISSION MEETING MINUTES
Thursday, June 22nd, 2023 at 7:00 p.m.

1.0 CALL TO ORDER

Chair Scott Jensen called the meeting to order at 7pm.

2.0 ROLL CALL

Commissioners;

Scott Jensen Chair
Bruce Shoemaker Commissioner
Rita Bernhard Commissioner
Monica Ahlers Commissioner
Ty Bailey Commissioner
Harlow Vernwald Commissioner

Excused;

Bill Blank Vice Chair
Marisa Jacobs Commissioner

Staff;

Laurie Oliver Joseph City Planner
Chris Negelspach City Engineer
Elizabeth Happala Office Administrator

Applicants in attendance;

Applicant, Matt Sprague, Pioneer Design Group (in-person)
Applicant Brent Fitch, Pioneer Design Group (online/remote)

3.0 APPROVAL OF MINUTES

3.1 May 25th, 2023, meeting minutes

Commissioner Bailey moved, and Commissioner Ahlers seconded the motion to approve the May 25th, 2023 Planning Commission Meeting minutes. **Motion Passed 6-0. AYES: Chair Jensen, Commissioners Shoemaker, Commissioner Bernhard, Commissioner Ahlers, Commissioner Bailey & Commissioner Vernwald.**

4.0 CITIZEN INPUT *The City accepts public citizen input for any item not on the agenda.*
There were none.

5.0 NEW BUSINESS

5.1 Docket # SB 1-23

David Weekly Homes, LLC has requested approval of an application for Tentative Subdivision Plat Approval of Huser Estates (SB 1-23) to subdivide ~8.31 acres of land located west of SW Keys Road, north of SW Huser Lane, and south of SW JP West Road, further described as Columbia County Assessor Map Number 3211-DA-01600 to create 37 lots in the Low Density Residential (R-1) zoning district.

Format: Limited Land Use Decisions do not allow verbal testimony during the hearing since they do not require interpretation or the exercise of policy or legal judgement; however, written comments are permitted prior to the deadline of the public comment period (must be received by Wednesday, June 21, 2023, at 5:00 p.m.).

Chair Jensen read the docket item, the quasi-judicial format, calling the hearing to order, and stating the order of hearing, he then asked for any ex-parte contacts or conflicts. As there were none, he called for the staff report.

Community Development Director Joseph thanked the commissioners for their time tonight and for their time reviewing the materials in the packet. She went over the revised staff report that was sent out earlier including the observations, approval criteria for this proposed development, and corresponding pages for findings of each chapter of the Scappoose Municipal and Development Codes and lastly, staff's recommendation and the recommended Conditions of Approval. She ended her presentation

with the one public comment received which has been included in the packet as Exhibit 12, stating concerns about density, congestion and condition of nearby streets lacking sidewalks and recreational areas. She added that the applicant's response to the public comment is also in the packet as Exhibit 13 which staff concurs with, stating that limited land use decisions must be based on evidence that the application is in compliance with the city's development code and Public Works Design Standards, adding that the Staff Report explains each approval criteria and findings, detailing how the application is meeting those criteria. She also stated that staff spoke to the city's legal counsel about statements made in the public comment about the liability issues; in which the city's legal counsel stated that they are not aware of any civil or criminal liabilities created by allowing a subdivision that is consistent with clear and objective standards found in the city's Development Code and the Comprehensive Plan. Adding that the applicant has approved the 31 standard conditions of approval listed. She then asked for any Planning Commissioner questions.

Commissioner Vernwald asked if they would be using SW Keys Rd. for construction and when would the street improvements occur for lot 33.

Community Development Director Joseph stated they would use JP West and the frontage improvements for lot 33 would not occur until that lot divided, as noted on the plan Exhibit 4A.

As there were no other Planning Commission questions, Chair Jensen asked the applicant to come forward.

Applicant, Matt Sprague, Pioneer Design Group came up and thanked the commissioners for their time and stated that they have met the city's code requirements for this subdivision. Adding that Community Development Director Joseph does a very thorough job describing the project and they are in agreement with all the conditions of approval. He asked if anyone had any questions.

Commissioner Ahlers asked about the grading plan.

Applicant, Matt Sprague, Pioneer Design Group, thanked her for the great question and responded by saying that the lot is relatively flat, although there is actually quite a bit of fall across the site from East to West. Adding that they will be looking at providing nice flat home sites without having daylight basement units and will be pushing their grading out to the edges of the lots. He stated that the grading plan in the packet is only a preliminary plan, and as they progress to the Engineer Design Review, they will submit their final grading plan to the engineering department which may include additional retaining walls or foundation walls in order to produce at least a 15' flat back yard which is a David Weekley Homes requirement. He added that there are several different methods to address a flat backyard, adding that the lots are deep with the plans showing the maximum building footprint although the homes are highly unlikely to use the entire depth and coverage shown, which will add to the backyard size. He stated they have several options and could put in a 4' retaining wall that would provide an 8' gain for a flat backyard.

Chair Jensen asked for any other questions, as there were none, he thanked the applicant and closed the hearing.

Chair Jensen stated that it was a fairly straightforward plan.

Commissioner Bernhard stated that there are 31 conditions of approval which the applicant is comfortable with.

Commissioner Bailey moved, and Commissioner Shoemaker seconded the motion to approve **Docket # SB 1-23** as presented with conditions of approval, second by Commissioner Shoemaker. **Motion Passed 6-0. AYES: Chair Jensen, Commissioners Shoemaker, Commissioner Bernhard, Commissioner Ahlers, Commissioner Bailey & Commissioner Vernwald.**

6.0 COMMUNICATIONS

6.1 Calendar Check

Chair Jensen went over the calendar in the packet.

6.2 Commissioner Comments

Chair Jensen thanked Commissioner Shoemaker as he is resigning from Planning Commission, and this is his last meeting. He thanked him for his 8 years serving on Planning Commission.

6.3 Staff Comments

Community Development Director Joseph also thanked Commissioner Shoemaker for his 8 years and appreciates his consistent attendance as a Planning Commissioner. She also mentioned that at the July 17th City Council meeting they will be recognizing our long-term employees, which Liz Happala will be one of them, as she reaches her 20-year mile stone this year, if anyone would like to attend.

City Engineer Negelspach thanked Commissioner Shoemaker for his years of dedication to the Planning Commission and for taking over the chair position when he stepped down. He then discussed some of the current projects around town; SW Havlik Rd. sidewalks & paving, SW Dutch Canyon Rd. paving the gravel roadway near the senior thrift store, NW Bella Vista area paving, SW Maple St. sidewalk and paving near the middle school, plus E. Columbia sidewalk & paving in front of the PUD substation will be going out to bid. City has various waterline projects that are in design for the older part of town around EJ Smith and streets to the east, SE Oak & Myrtle St. waterlines, 3-million-gallon water storage for Keys Road Water Treatment Plant is in design phase and ongoing upgrades at the Wastewater Treatment Plant, which will be done in multiple phases over the years. For private construction projects we have the East Airport Phase 3 & 4 is wrapped up with all the infrastructure in, and phase 4 will include work on Moore Road which includes a significant 18” diameter water line all around the airport creating a 4-mile looped waterline and once completed the city will also have 3-miles of new roadway with sidewalks.

Chair Jensen thanked City Engineer Negelspach for the update then asked for any other comments as there were none, he closed the meeting.

7.0 ADJOURNMENT

Chair Jensen adjourned the meeting at 7:39 pm.

Chair Scott Jensen

Attest: _____
Elizabeth Happala, Office Administrator

**CITY OF SCAPPOOSE
PLANNING COMMISSION STAFF REPORT**

Request: Approval of an application for Site Development Review to allow for the erection of a pre-engineered metal building to be used as a private parking facility and installing associated site amenities.

Location: The site is located at an unaddressed property off NE 1st Street, northwest of the NE Williams Street and NE 1st Street intersection, on property described as Columbia County Assessor Map #3212-AC-01100. See attached Vicinity Map (**Exhibit 1**).

Applicant: Jim Poppenhagen and Jenny Martinez

Owner(s): Jen Martinez & James Poppenhagen Trust

EXHIBITS

1. Vicinity Map [pg.43](#)
2. Application Form [pg.44](#)
3. Narrative [pg.47](#)
4. Site Plans
 - A. Cover Sheet (Sheet G-1) [pg.92](#)
 - B. Existing Conditions Plan (Sheet C-1) [pg.93](#)
 - C. Preliminary Site Plan (Sheet C-2) [pg.94](#)
 - D. Grading and Utility Plan (Sheet C-3) [pg.95](#)
 - E. Illumination Plan (Sheet C-4) [pg.96](#)
 - F. Landscaping Plan (Sheet C-5) [pg.97](#)
5. Trip Generation Analysis from Lower Columbia Engineering, dated November 16, 2023 [pg.98](#)
6. Stormwater Report from Lower Columbia Engineering, dated November 15, 2023 (attachments available upon request) [pg.99](#)
7. Referral Comment from Scappoose Public Works Director, dated January 4, 2024 [pg.103](#)
8. Referral Comment from Columbia River PUD, dated January 4, 2024 [pg.104](#)
9. Referral Comment from Columbia County Building Official, dated January 9, 2024 [pg.105](#)
10. Referral comment from Scappoose Rural Fire Protection District, via email attachment on January 18, 2024 [pg.106](#)

SUBJECT SITE

- The subject site currently consists of a 4,000-square foot parcel being used as a gravel parking lot with two carports (see **Exhibit 4B**). At any point, the site accommodates approximately 12 vehicles.
- North of the subject site is a stormwater facility that serves Northwest Self Storage. North of

the subject site as well, but east of the stormwater facility, are the 1st Street Apartments. East of the subject site is NE 1st Street and to the east of that is an automobile repair shop. South of the subject site is a multi-use building being used as a Department of Environmental Quality (DEQ) vehicle testing station (northern portion of the building) and a church (southern portion of the building). West of the subject site are railroad tracks, and beyond that is Columbia River Highway.

- The subject site and all surrounding properties are zoned Light Industrial (LI) and are designated as Industrial (I) on the Comprehensive Plan Map, with the exception of the 1st Street Apartment parcel, which is zoned Manufactured Housing Residential (MH) with a Comprehensive Plan Map designation of Manufactured Home (MH).
- The subject site is not located within the Special Flood Hazard Area (SFHA, commonly referred to as the 100-year floodplain), there are no wetlands or steep slopes on the site, nor is it located within the fish and riparian corridor.

OBSERVATIONS

REQUESTED APPROVAL

- The request is to allow for the erection of a pre-engineered metal building to be used as a private parking facility and installing associated site amenities. This will require Site Development Review approval, where the Planning Commission is the approval authority.
- Section 17.70.050(A)(4) of the Scappoose Development Code (SDC) requires a 50-foot side or rear yard setback where Light Industrial (LI) zoned properties abut a residential zoning district. The subject site, zoned LI, abuts a parcel zoned Manufactured Housing Residential (MH), triggering this side setback standard to be measured from the building to its north. Section 17.70.050(A)(4) also provides that the Planning Commission may reduce this 50-foot setback by up to 50%. Staff recommends granting this request based on the following considerations:
 1. A 25-foot (50% reduced) setback can be maintained by the applicant (see **Exhibit 4C**);
 2. The northern property line of the subject site is over 50 feet from the two closest residential structures in the 1st Street Apartments to the north and the proposed metal building would be over 80 feet from the existing residential structures;
 3. The proposed use of the metal building is a private parking facility, which is expected to produce minimal noise, glare, or odor compared to other more intense light industrial uses;
 4. There are three large Douglas fir trees between the subject site and the 1st Street Apartments (see **Exhibit 4F**), providing supplemental buffering between uses; and
 5. The applicant is providing sufficient buffering and screening, per the standards of Chapter 17.100.

RIGHT-OF-WAY/PUBLIC IMPROVEMENTS

- The property has frontage and primary access from NE 1st Street.
- The NE 1st Street right-of-way width is currently substandard for a Local Commercial/Industrial Street, according to the 2016 Transportation System Plan (TSP). In lieu

of performing street improvements, the applicant is requesting to submit and record a non-remonstrance agreement, which is allowed by the Scappoose Development Code if certain conditions are met. The satisfaction of these conditions will be reviewed in the Findings of Fact of this staff report.

VEHICULAR ACCESS/OFF-STREET PARKING

- The site currently provides vehicular access from NE 1st Street without an established driveway (see **Exhibit 4B**). The applicant is proposing to install a 12-foot-wide driveway on the site's NE 1st Street frontage and to pave the easternmost 20 feet of the site (see **Exhibit 4C**).
- The Scappoose Development Code (SDC) requires 1 parking space per 1,500 square feet of area for fleet storage. Based on the 1,344 square feet of the storage building, the applicant must provide 1 parking space. The applicant proposes to provide 2 parking spaces (one inside the building and one exterior to the building), none of which are compact spaces, and 1 is an ADA accessible space (see **Exhibit 4C**).
- Additionally, 2 bicycle parking spaces are provided (see **Exhibit 4C**), which meets the amount required by the SDC.

TRAFFIC GENERATION

- The applicant submitted a Trip Generation Analysis (**Exhibit 5**), which provides the estimated total trips of the existing use (unofficial park-and-ride lot) and the anticipated total trips of the proposed use (warehouse¹).
- The park-and-ride lot generates an estimated 34 daily weekday trips and the warehouse is anticipated to generate approximately 3 daily weekday trips, resulting in a net decrease of 31 trips. This was computed using the 10th Edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.
- Due to the low volume of expected daily weekday trips, no new transportation facilities or mitigation measures will be required.

LANDSCAPING, SCREENING, AND STREET TREES

- The applicant would be required to provide buffering and screening along the portion of the northern property line that abuts the 1st Street Apartments parcel. All other adjacent uses are industrial uses, meaning that buffering or screening are not required because they are of the same use type as the proposed parking facility (industrial).
- The applicant submitted a Landscaping Plan (**Exhibit 4F**) as part of their land use application, which illustrates the arrangement and species of existing and proposed landscaping.
- To meet the screening requirements, the applicant is proposing to install a 5-foot-tall cedar

¹ The applicant's Trip Generation Analysis (**Exhibit 5**) uses the Warehouse use designation of the ITE Trip Generation Manual instead of Mini-Warehouse because the proposed use would be operated by a single client rather than a public mini-storage facility. Staff consulted with the City Attorney on the appropriate land use category, and it was decided that a parking facility most closely fit the anticipated use of the building and that fleet storage should be used to calculate the parking standards.

fence between the subject site and the 1st Street Apartments parcel to the north, except for where the fence is in the visual clearance area (VCA). Fences within the VCA are restricted to a maximum height of 3 feet.

- To meet the buffering requirements, the applicant is proposing to consider the existing Douglas fir trees between the subject site and the apartment site to meet this need, as well as planting a variety of decorative shrubs in the northeast corner of the subject site (where no other conflicts with site amenities exist).

LIGHTING

- The applicant submitted an Illumination Plan (**Exhibit 4E**) as part of their land use application.
- There is an existing streetlight that is mounted on a utility pole and provides adequate lighting to the entire width of NE 1st Street (for the length that it fronts the subject site), the site's entrance, and the proposed parking space and building entrances.
- An additional light is proposed to be placed on the exterior of the building on the northern elevation, which would illuminate the remaining areas of the site not sufficiently illuminated by the existing utility pole light.

UTILITIES

- The applicant submitted an Existing Conditions Plan (**Exhibit 4B**), which illustrates the existing utilities; a Grading and Utility Plan (**Exhibit 4D**), which illustrates the proposed utility plan for developing the site; and a Stormwater Report (**Exhibit 6**), which details the proposed design methods for stormwater management.
- There is an existing 8-inch concrete sewer main in NE 1st Street with a lateral of unknown size to the site that the applicant is proposing to utilize for this development. The recommended Conditions of Approval will require the applicant to video inspect the lateral and submit it to the City for inspection and approval. If the lateral is insufficient, the applicant will be required to replace it.
- The subject site currently has a slight downward slope from the southeast corner of the site to the northwest corner. The applicant proposes to utilize the northerly shedding of surface water to collect stormwater, treat a water quality event, and detain a 100-year event in a new onsite stormwater drainage ditch filled with large rock, to be located along the northern property line. The proposed stormwater ditch would be 1,462 cubic feet in volume and 4 feet in depth.
- The site's frontage currently has a 6-inch C900 water main within the NE 1st Street right-of-way that transitions to an 8-inch main as it heads west into the subject site, then exits the site to the north (see **Exhibit 4D**). The applicant proposes to install a new water service lateral and meter to serve the proposed building.

PUBLIC AND PRIVATE AGENCIES

- The City of Scappoose City Manager, Interim Public Safety Director, Public Works Director, City Engineer, Columbia County Building Official, Scappoose Rural Fire Protection District, and Columbia River PUD have been provided an opportunity to review the proposal.

- The City of Scappoose Interim Public Safety Director stated that they have no objection to this application's approval as submitted and did not provide further comment.
- The City of Scappoose Public Works Director provided a referral comment (**Exhibit 7**) stating that they have no objection to the application's approval, provided it meets all criteria set forth in the Scappoose Municipal Codes, Scappoose Public Works Design Standards, and Building/Plumbing Codes. This requirement is included in the recommended Conditions of Approval.
- The Columbia River PUD provided a referral comment (**Exhibit 8**) stating that steps to protect the utility pole must be taken or an estimate to relocate the pole can be provided by the PUD at the customer's request. This requirement is included in the recommended Conditions of Approval.
- The Columbia County Building Official provided a referral comment (**Exhibit 9**) stating that the property must be graded away from the building or meet 1804.4 of the OSSC (Oregon Structural Specialty Code). This requirement is included in the recommended Conditions of Approval.
- The Scappoose Rural Fire Protection District submitted a comment (**Exhibit 10**) which listed fire code requirements that may be triggered by this development. Determination of the applicable fire codes that must be met will be determined by the Fire Official at the time of building permit review.
- Notice of the application was mailed to property owners within 200 feet of the subject site on January 11, 2024. As of the date of this report, there have been no comments made by nearby property owners entitled to notice.

FINDINGS OF FACT

1. **The following sections of Title 17 of the Scappoose Municipal Code (Scappoose Development Code) are applicable to this request:**

Chapter 12.10
VISUAL CLEARANCE AREAS

12.10.020 Visual clearance--Required

A. A visual clearance area shall be maintained on the corners of all property adjacent to an unregulated intersection of two streets, a street and a railroad, or a driveway providing access to a public or private street.

Finding: The applicant proposes to provide one new driveway along the eastern edge of the parcel as the primary access point from NE 1st Street. The Preliminary Site Plan (**Exhibit 4C**) demonstrates the provision of a visual clearance area (VCA) on each side of the driveway. There are no intersections of two streets or a street and a railroad adjacent to the site (see **Exhibit 4C**). Section 12.10.020(A) is satisfied.

B. A visual clearance area shall contain no vehicle, recreational vehicle, watercraft, parts designed to be affixed to a vehicle of any type, hedge, planting, fence, wall structure, sign, or temporary or permanent obstruction that would impede visibility between a height of three feet and ten feet above the center line grades of the intersecting streets or railroad.

Finding: The VCAs do not contain any of the items listed above with the exception of hedges and plantings (see **Exhibit 4C**). The recommended Conditions of Approval require that the applicant regularly trim and maintain hedges and plantings within the VCA so they remain no more than 3 feet in height. In order to maintain a vehicle-free VCA, the recommended Conditions of Approval require the applicant to place a “No Parking” sign on the building for areas where parking would impede the VCA. The Preliminary Site Plan (**Exhibit 4C**) shows the provision of one “No Parking” sign, per staff recommendations. Section 12.10.020(B) is satisfied.

C. Where the crest of a hill or vertical curve conditions contribute to the obstruction of visual clearance areas at a street, driveway or railroad intersection, hedges, plantings, fences, walls, wall structures and temporary or permanent obstructions shall be further reduced in height or eliminated to comply with the intent of the required visual clearance area.

Finding: There is a slight westward downhill slope on the access drive of the property, but it is not a great enough slope to inhibit visual clearance (see **Exhibit 4D**). Therefore, greater visual clearance standards than what is already required by this Chapter will not be applied. Section 12.10.020(B) is satisfied.

D. The preceding provisions shall not apply to the following:

- 1. A public utility pole;*
- [...]*

Finding: There is an existing public utility pole in the VCA (see **Exhibit 4E**). Since the pole is on the exempt list, it is not subject to the other standards of this Chapter. Section 12.10.020(D) is satisfied.

12.10.030 Visual clearance area dimensions

A visual clearance area shall consist of a triangular area, two sides of which are lot lines for distances specified in this section, or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection and so measured, and the third side of which is a line across the corner of the lot joining the nonintersecting ends of the other two sides. The following measurements shall establish the visual clearance areas:

[...]

B. Driveway Intersections (see also Figure 12.10.2):

- 1. Commercial, Industrial, Institutional, and Multi-Family Developments. Service drives to public or private streets shall have a minimum visual clearance area formed by the intersection of the edges of the service drive, the street right-of-way line, and a straight line joining said lines through points twenty feet from their*

*intersection. No off-street parking shall be located in a service drive visual clearance area.
[...]*

Finding: The VCAs are shown on the Preliminary Site Plan (**Exhibit 4C**) to provide 20 feet of visual clearance from the property line. Section 12.10.030(B)(1) is satisfied.

Chapter 17.01 **INTRODUCTION**

17.01.060 Right-of-way dedications and improvements.

Upon approval of any development permit or any land use approval of any property which abuts or is served by an existing substandard street or roadway, the applicant shall make the necessary right-of-way dedications for the entire frontage of the property to provide for minimum right-of-way widths according to the city's public works design standards and shall improve the abutting portion of the street or roadway providing access to the property in accordance with the standards in Chapter 17.154.

Finding: NE 1st Street is designated as a Local Commercial/Industrial Street in the 2016 Transportation System Plan (TSP). This designation requires 54 feet of right-of-way. There is currently approximately 30 feet of right-of-way (see **Exhibit 4B**) width, meaning the applicant would need to dedicate 12 feet from centerline west, to bring NE 1st Street up to standard width along their frontage. In lieu of a dedication and street improvements, the applicant is proposing to submit and record a non-remonstrance agreement, which is allowed by the Scappoose Development Code if certain conditions are met. The satisfaction of these conditions will be reviewed in the Findings of Fact for Section 17.154.030(A)(3). Section 17.01.060 is satisfied.

Chapter 17.70 **LI LIGHT INDUSTRIAL**

17.70.030 Permitted uses.

*In the light industrial zone, activities are subject to site development review, Chapter 17.120, Site Development Review. Only the following uses and their accessory uses are permitted outright:
[...]*

U. Parking facilities;

[...]

Finding: The applicant is proposing to erect a pre-engineered metal building to be used as a private parking facility, which is outright permitted in the Light Industrial (LI) zone. Section 17.70.030 is satisfied.

17.70.050 Dimensional requirements.

A. *Unless otherwise specified, the minimum setback requirements are as follows:*

1. *The front yard setback shall be a minimum of twenty feet;*
2. *On corner lots the minimum setback for the side facing the street shall be five feet;*
3. *On through lots, the front and rear setback shall be a minimum of twenty feet;*
4. *No additional side or rear yard setback shall be required except fifty feet shall be required where abutting a residential zoning district and the planning commission may reduce this required yard setback by fifty percent pursuant to Chapter 17.100, Landscaping, Screening and Fencing.*

Finding: The building is proposed to be placed 20 feet from the front lot line (see **Exhibit 4C**), meeting the front yard setback standards. The subject site is not a corner lot or a through lot, making criterion #2 and #3 non-applicable. The parcel is adjacent to the Manufactured Housing Residential (MH) zone, triggering the 50-foot side setback in criterion #4 from the northern property line where adjacent zoning is residential. The applicant is requesting that Planning Commission reduce this setback by 50% (see **Exhibit 3**), which the provisions of criterion #4 allow. Staff recommends granting this request based on the following findings:

1. A 25-foot (50% reduced) setback can be maintained by the applicant (see **Exhibit 4C**);
2. The northern property line of the subject site is over 50 feet from the two closest residential structures in the 1st Street Apartments to the north and the proposed metal building would be over 80 feet from the existing residential structures;
3. The proposed use of the metal building is a private parking facility, which is expected to produce minimal noise, glare, or odor compared to other more intense light industrial uses;
4. There are three large Douglas fir trees between the subject site and the 1st Street Apartments manufactured home park (see **Exhibit 4F**), providing supplemental buffering between uses; and
5. The applicant is providing sufficient buffering and screening, per the standards of Chapter 17.100.

The other side and rear lot lines are not adjacent to a residential zone so no setback will be required from the south or west lot lines. Section 17.70.050(A) is satisfied.

B. No building shall exceed fifty feet in height. Within one hundred feet of a residential zone, no building shall exceed thirty-five feet in height.

[...]

Finding: The building is within 100 feet of the MH zone, triggering this requirement. The applicant has stated in their Narrative (**Exhibit 3**) that the building will not exceed 30 feet in height. The recommended Conditions of Approval require the applicant to adhere to this height limit when the metal building is established on the site, which will be verified during construction document review. Section 17.70.050(B) 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 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:

a. Small or narrow stature trees, under twenty-five feet tall or less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart;

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;

c. Large trees, over forty feet tall and with more than thirty-five feet wide branching at maturity, shall be spaced no greater than thirty 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.

Finding: There is a parcel to the north of the subject site that is in residential use. All other surrounding uses are industrial, including those that would abut the site except for separation by a right-of-way. As the proposed use is industrial, the buffering and screening requirements of this section are triggered where the subject site abuts the residential use.

Due to the location of the stormwater drainage ditch, existing water main, and utility easement (see **Exhibit 4D**), it is not feasible to plant trees along the northern property line where the subject site is adjacent to the residential use, as outlined in this section. As an alternative, the applicant is proposing to consider the three existing large fir trees between the subject site and the 1st Street Apartments to satisfy the tree requirements for buffering (**Exhibit 4F**). Staff is in agreement with this approach since the residential use has already been adjacent to the existing

use of the subject site as an unofficial park and ride lot for many years and the proposed use is less intensive in terms of expected daily vehicle trips.

There is approximately 60 feet of shared property line between the subject site and the adjacent residential use, meaning that 600 square feet of buffer area is required. Therefore, a minimum of 6 5-gallon shrubs are required in the buffer area. The applicant is proposing to plant a variety of decorative shrubs, including 2 Mugo pines, 2 dwarf English boxwoods, and 2 dwarf fountain grasses for a total of 6 shrubs. (see **Exhibit 4F**).

The remainder of the buffer area not occupied by the stormwater ditch or plantings will be covered with groundcover or bark mulch (see **Exhibit 4F**). Section 17.100.090(A-D) is satisfied.

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 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: Screening is required where the subject site abuts a residential use (see previous **Finding**). Along this portion of the subject site, the applicant is proposing to erect a 5-foot-tall sight-obscuring cedar fence (see **Exhibit 4F**). Cedar is considered to be an acceptable fencing material. Since the visual clearance requirements of Chapter 12.10 supersede the buffering and screening requirements of Chapter 17.100, the fence will only be 3 feet tall in the 10-foot section where the fence is within the VCA (see **Exhibit 4F**). Section 17.100.090(E-F) is satisfied.

Section 17.100.100 Screening--Special provisions.

A. If four or more off-street parking spaces are required under this title, off-street parking adjacent to a public street shall provide a minimum of four square feet of landscaping for each lineal foot of street frontage. Such landscaping shall consist of landscaped berms or shrubbery at least two feet in height, which shall be dispersed adjacent to the street as much as practical. Additionally,

one tree which shall provide a canopy of at least three hundred square feet upon maturity shall be provided for each fifty lineal feet of street frontage or fraction thereof. Landscaped parking areas may include special design features which effectively screen the parking lot areas from view. These design features may include the use of landscaped berms, decorative walls, and raised planters. Landscape planters may be used to define or screen the appearance of off-street parking areas from the public right-of-way. Materials to be installed shall achieve a balance between low lying and vertical shrubbery and trees.

Finding: The provision of 1 off-street parking space is required by the SDC. Section 17.100.100(A) is not applicable.

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.

Finding: The applicant has stated in their Narrative (**Exhibit 3**) that all loading activities will take place inside the proposed building, which cannot be seen from a public view. Section 17.100.100(B) is satisfied.

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 is not currently proposing to establish a refuse container, disposal area, or service facility (see **Exhibit 4C**). However, the applicant has stated in their Narrative (**Exhibit 3**) that if such a facility were installed, it would be screened from public view. Section 17.100.100(C) is satisfied.

Chapter 17.106 OFF-STREET PARKING AND LOADING REQUIREMENTS

17.106.020 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.

Finding: The applicant is proposing to provide two standard sized parking spaces, with one of them being an accessible parking space (see **Exhibit 4C**), in conformance with the Americans with Disabilities Act (ADA). Each standard parking space is shown to be at least 9 feet wide and 18 feet long (see **Exhibit 4C**). No compact spaces are proposed. According to Oregon Revised Statute 447.233(1)(c), accessible parking spaces shall be at least 9 feet wide and shall have an adjacent access aisle that is at least 6 feet wide. Oregon Revised Statutes supersedes the Scappoose Development Code and so the State's standards will be applied. The applicant is proposing the provision of one accessible parking space and it is 9 feet wide and 18 feet long with an 8-foot-wide access aisle to its north (see **Exhibit 4C**), which meets the requirements for a van accessible space. The recommended Conditions of Approval will require the applicant to provide signage on the building, indicating the areas dedicated to the accessible parking space and access aisle, respectively. The applicant is showing the provision of these signs on their Preliminary Site Plan (**Exhibit 4C**). Section 17.106.020(A) is satisfied.

B. The provision and maintenance of off-street and loading spaces are the continuing obligations of the property owner:

- 1. No building or other permit shall be issued until plans are presented to the planner to show that property is and will remain available for exclusive use as off-street parking and loading space; and*
- 2. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this title.*

Finding: The provision and maintenance of off-street and loading spaces will be the continuing obligations of the property owner. The applicant's Preliminary Site Plan (**Exhibit 4C**) designates areas of land to be exclusively used for off-street parking spaces. No loading spaces are needed or proposed. No building permit will be issued until the applicant has demonstrated the provision of satisfactory parking spaces. Section 17.106.020(B) is satisfied.

C. Upon application the planner may rule that a use, not specifically listed in Section 17.106.030, is a use similar to a listed use and that the same parking standards shall apply. No notice need be given. The ruling on parking area requirements shall be based on findings that the following criteria are satisfied:

- 1. The use is similar to and of the same general type as a listed use;*
- 2. The use has similar intensity, density and offsite impact as the listed use; and*
- 3. The use has similar impacts on the community facilities as the listed use. The planner shall maintain a list of approved unlisted use parking requirements which shall have the same effect as an amendment to this chapter. An updated list shall be given to the planning commission at its next regularly scheduled meeting following each determination of the parking requirements for an unlisted use. Annually, all copies of this title shall be updated to include the unlisted uses approved during the previous year.*

Finding: For the purposes of quantifying the amount of parking spaces that will be required, the

proposed development was assigned the use of fleet storage (in consultation with the City Attorney). The applicant proposes to use the site as a private parking facility (see **Exhibit 3**), which aligns with the definition of fleet storage without the need for subjective interpretation. Section 17.106.020(C) is satisfied.

D. At the time of erection of a new structure or at the time of enlargement or change in occupancy as defined by the Uniform Building Code, off-street parking spaces shall be as provided in accordance with Section 17.106.030; and

- 1. In case of enlargement of a building or use of land existing on the date of adoption of this title, the number of parking and loading spaces required shall be based only on floor area or capacity of such enlargement; and*
- 2. If parking space has been provided in connection with an existing use or is added to an existing use, the parking space shall not be eliminated if the elimination would result in less space than is specified in the standards of this section when applied to the entire use.*

Finding: The applicant is proposing to erect a new building on land that does not currently have a required amount of parking spaces tied to it. The applicant will provide an adequate amount of parking spaces for the proposed use as required by this Chapter. Section 17.106.020(D) is satisfied.

E. When an existing structure is changed in occupancy and the parking requirements for each occupancy are the same, no additional parking shall be required; and where a change in occupancy results in an intensification of use in terms of the number of parking spaces required, additional parking spaces shall be provided in an amount equal to the difference between the existing number of spaces and the number of spaces required for the more intensive occupancy.

Finding: There are no existing structures on the site (see **Exhibit 4B**). Section 17.106.020(E) is not applicable.

F. Within the commercial and expanded commercial zones, owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap by more than two hours; satisfactory legal evidence shall be presented to the planner in the form of deeds, leases or contracts to establish the joint use; and if a joint use arrangement is subsequently terminated, the requirements of this title thereafter apply to each separately.

Finding: The subject site is in the Light Industrial (LI) zone (see **Exhibit 2**). Section 17.106.020(F) is not applicable.

H. Location of Required Parking. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code.

[...]

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.

[...]

4. For office, industrial, and institutional uses where there are more than 20 parking spaces on the site, the following standards must be met:

[...]

Finding: The proposed locations of the parking spaces are all within 400 feet of the building (see **Exhibit 4C**). There are less than 20 parking spaces proposed on this site so criterion #4 is not applicable. Section 17.106.020(H) is satisfied.

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.

Finding: The proposed development is for a single use type (see **Exhibit 2**). Section 17.106.020(I) is not applicable.

J. When a building or use is planned or constructed in such a manner that a choice of parking requirements could be made, the use which requires the greater number of parking spaces shall govern.

Finding: This standard was applied and adhered to when determining that the applicant would be required to provide 2 bicycle parking spaces instead of 1. Section 17.106.020(J) is satisfied.

K. Required parking spaces shall:

- 1. Be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only;*
- 2. Not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use; and*
- 3. Not be rented, leased or assigned to any other person or organization unless the required number of spaces are maintained.*

Finding: The proposed development is for a private parking facility (see **Exhibit 2**) and so only authorized users would be using the provided parking. While the proposed use is a parking facility, vehicle storage will take place outside of the designated parking spaces. The applicant has stated in their Narrative (**Exhibit 3**) that the spaces will not be rented, leased, or assigned to an outside entity. Section 17.106.020(K) is satisfied.

M. Parking lots shall be landscaped in accordance with the requirements in Section 17.100.100.

Finding: The standards in Section 17.100.100 are satisfied, as described in response to that

section. Section 17.106.020(M) is satisfied.

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.

Finding: According to Oregon Revised Statute (ORS) 447.233(2)(a), 1 accessible space shall be provided for sites with 1-25 total spaces and it must be van accessible. ORS defines a van accessible parking space as being at least 9 feet wide and having an adjacent access aisle that is at least 8 feet wide. The applicant demonstrates the provision of a 9' x 18' accessible space with an 8-foot-wide access aisle (see **Exhibit 4C**). The recommended Conditions of Approval will require the applicant to provide and mark this space as a van accessible space. Section 17.106.020(N) is satisfied.

O. All parking spaces designated for compact vehicles shall be labeled by painting the words "COMPACT ONLY" on the parking space.

Finding: The applicant is not proposing any compact spaces. Section 17.106.020(O) is not applicable.

P. Bicycle Parking.

1. Standards. At a minimum, bicycle parking shall be provided based on the standards in Subsection 5 below. Where an application is subject to Conditional Use Permit approval or the applicant has requested a reduction to an automobile-parking standard, pursuant with Subsection 17.80.050.E or Subsection 17.106.020.Z, the planning commission may require bicycle parking spaces in addition to those in Subsection 5.

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. Exemptions. This Section does not apply to single-family and duplex housing, home occupations, and agricultural uses. The planning commission may exempt other uses upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.

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.

[...]

Industrial: 2 spaces per primary use or 1 per 10 vehicles spaces

[...]

Finding: This development proposal does not require a Conditional Use Permit and the applicant is not requesting a reduction in the bicycle parking standards, so the standards in Subsection 5 will be the authority. The recommended Conditions of Approval will require the bicycle parking to consist of staple design steel racks or another City-approved storage device. The bike racks are placed to the west of the human door and outside of the drive aisle (see **Exhibit 4C**) so as to not impede on vehicular or pedestrian travel paths or the visual clearance areas. The proposal has 1 primary use (see **Exhibit 2**) and so 2 bicycle parking spaces will be required. This standard governs over the “1 per 10 vehicle spaces” standard because it yields a higher number of spaces. The applicant is proposing to provide a bike rack with 2 stalls (see **Exhibit 4C**). Section 17.106.020(P) is satisfied.

Q. Any lights provided to illuminate any public or private parking area or vehicle sales area shall be so arranged as to reflect the light away from any abutting or adjacent residential district.

Finding: In addition to the existing light on the utility pole, the applicant is proposing to install one new outdoor light, which is attached to the building’s northern elevation (see **Exhibit 4E**). The new lighting will not intrude into the MH zone to the north (see **Exhibit 4E**). Section 17.106.020(Q) is satisfied.

R. Required parking spaces shall be completely improved to city standards and available for use at the time of the final building inspection.

Finding: The applicant stated in their Narrative (**Exhibit 3**) that they will have the required parking spaces installed prior to the final building inspection, which would be verified prior to final occupancy approval. Section 17.106.020(R) is satisfied.

S. A plan drawn to scale, indicating how the off-street parking and loading requirement is to be fulfilled, shall accompany the request for a building permit or development application.

Finding: The applicant has submitted a Preliminary Site Plan (**Exhibit 4C**) as part of their application submittal, which illustrates the satisfaction of all off-street parking and loading requirements. Section 17.106.020(S) is satisfied.

T. Where square feet are specified, the area measured shall be gross floor area under the roof measured from the faces of the structure, excluding only space devoted to covered off-street parking or loading.

Finding: The applicant states in their Narrative (**Exhibit 3**) that the building square footage used to compute parking requirements was measured from the faces of the structure. Section 17.106.020(T) is satisfied.

U. Where employees are specified, the employees counted are the persons who work on the premises including proprietors, executives, professional people, production, sales, and

distribution employees during the largest shift at peak season.

Finding: The parking criteria relevant to this development proposal does not require a statement about the number of employees to compute any parking requirements. Section 17.106.020(U) is satisfied.

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

Finding: In every computation related to this Chapter that did not result in a whole number, the result was always rounded up to the nearest whole number. Section 17.106.020(V) is satisfied.

W. Parking spaces in the public street or alley shall not be eligible as fulfilling any part of the parking requirement.

Finding: Every parking space that is counted towards meeting the applicable requirements is entirely within the subject site (see **Exhibit 4C**). Section 17.106.020(W) is satisfied.

X. Off street parking of any vehicle or recreational vehicle, watercraft, or parts designed to be affixed thereto, which obstructs the visual clearance area or creates a potential safety hazard shall not be allowed in required yard.

Finding: No vehicle of any kind parked in a designated parking space would obstruct the visual clearance areas of the site (see **Exhibit 4C**). Section 17.106.020(W) is satisfied.

Y. Parking and loading areas shall be designed to minimize disturbances of adjacent residents by erection between the uses of a sight-obscuring fence of not less than four feet in height, provided that the provisions for visual clearance areas are met. Parking spaces within a parking lot shall be designed and constructed so that no portion of a parked vehicle, including an opened door, will extend beyond the property line.

Finding: There are no parking spaces proposed to be located in the northern portion of the site (see **Exhibit 4C**), which is the only area of the site abutting a residential use. Even so, the applicant is proposing to install a 5-foot-tall cedar fence between the subject site and the abutting residential use to the north except for where the fence is in the VCA, where it will be 3 feet tall (see **Exhibit 4C**). No vehicle in any proposed parking space would be parked outside of the subject parcel, even in consideration of the opening of a door or trunk (see **Exhibit 4C**). Section 17.106.020(Y) is satisfied.

Z. Exceptions and Reductions to Off-Street Parking. The applicant may propose a parking standard that is different than the standard under Section 17.106.030, for review and action by the planning commission processed according to the procedures in Chapter 17.162. [...]

Finding: The applicant is proposing to provide the required amount of vehicle, bicycle, and

accessible parking spaces and is not requesting a reduction of any kind (see **Exhibit 3**). Section 17.106.020(Z) is satisfied.

17.106.030 Minimum off-street parking requirements.

[...]

C. Commercial Uses.

[...]

5. Automotive and equipment

[...]

b. Fleet storage 1 space per 1500 square feet

[...]

[...]

[...]

Finding: Based on the 1,344 square feet of floor area for fleet storage, the applicant must provide 1 off-street parking space. The applicant proposes to provide 2 parking spaces, none of which are compact spaces, and 1 of which is an accessible space (see **Exhibit 4C**). Section 17.106.030 is satisfied.

17.106.040 Modification to parking requirements.

Up to twenty-five percent of the required parking spaces may be compact spaces.

Finding: The applicant does not propose any compact spaces (see **Exhibit 4C**). Section 17.106.040 is satisfied.

17.106.050 Parking dimension standards.

A. Each parking space shall be accessible from a street or other right-of-way.

Finding: The site and its parking spaces can be accessed from NE 1st Street, which is to the east of the subject site (see **Exhibit 4C**). Section 17.106.050(A) is satisfied.

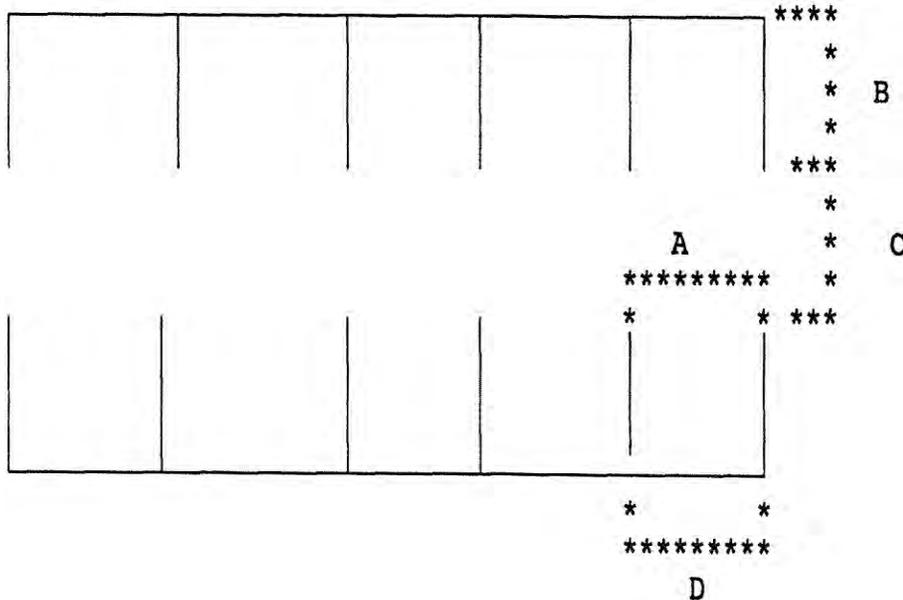
B. Minimum standards for a standard parking stall's length and width, aisle width, and maneuvering space shall be determined from the following table. Dimensions for designated compact spaces are noted in parentheses:

Angle from curb	Overall			
	Stall Width "A"	Channel Depth "B"	Aisle Width* "C"	Curb Length per stall "D"
Parallel	9'0" (8'6")	9'0" (8'6")	12'0" (12'0")	23'0" (20'0")
30°	9'0" (8'6")	16'10" (14'10")	12'0" (12'0")	18'0" (17'0")
45°	9'0" (8'6")	19'1" (16'7")	14'0" (14'0")	12'9" (12'0")

60°	9'0" (8'6")	20'1" (17'3")	18'0" (18'0")	10'5" (10'3")
90°;	9'0" (8'6")	18'0" (15'0")	24'0" (24'0")	9'0" (8'6")

* Aisles accommodating two direction traffic, or allowing access from both ends shall be 24 feet in width.

1. Sample Illustration:



2. The width of each parking space includes a four inch wide stripe which separates each space.

Finding: There are two proposed parking spaces, one located in the southeast corner of the site and the other in the interior southwest corner of the building (see **Exhibit 4C**). The exterior parking space is situated at a 90° angle from the curb (see **Exhibit 4C**). The interior space is cornered in the building (see **Exhibit 4C**) so it shares characteristics of a parallel and a 90° angle stall. Because parallel parking between other cars will not be required in this space, the standards of a 90° angle stall will be applied. Both parking spaces proposed by the applicant are 9 feet wide and 18 feet deep (see **Exhibit 4C**), meeting the width and depth standards. Due to existing patterns of development along NE 1st Street, where existing parking stalls back into the right-of-way, and the low volume of traffic associated with the northern terminus of the street, NE 1st Street acts as an off-site drive aisle for the exterior parking space and is 32 feet wide (30 feet of right-of-way, 2 feet within the lot) (see **Exhibit 4C**). Vehicles parked in the interior parking space will use the remainder of the building to enter, exit, and maneuver and the 38-foot drive aisle (see **Exhibit 4C**) exceeds standards for that. Section 17.106.050(B) is satisfied.

C. Excluding single-family and duplex residences, groups of more than two parking spaces shall be served by a service drive so that no backing movements or other maneuvering within a street

or other public right-of-way would be required. Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.

Finding: There are no groups of two or more parking spaces proposed in this development (see **Exhibit 4C**). Section 17.106.050(C) is not applicable.

D. Each parking or loading space shall be accessible from a street and the access shall be of a width and location as described in the public works design standards.

Finding: The site's parking spaces can be accessed from NE 1st Street (see **Exhibit 4C**). The site's access aisle is 12 feet wide (see **Exhibit 4C**), which is within the allowable range for an industrial driveway in the Public Works Design Standards. Section 17.106.050(D) is satisfied.

E. Except for single-family and two-family residences, any area intended to be used to meet the off-street parking requirements as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety.

Finding: This proposal requires the provision of 1 parking space. While the applicant is providing 2 parking spaces total, the exterior space in the southeast corner of the site (see **Exhibit 4C**) is sufficient to meet the required amount of parking spaces. The applicant will stripe the exterior parking space (see **Exhibit 3**). Since the proposed development is for private use (see **Exhibit 2**), directional arrows will not be required. Section 17.106.050(E) is satisfied.

F. All areas used for the parking or maneuvering of any vehicle, boat, or trailer shall be improved with asphalt or concrete surfaces except for surplus parking or vehicular storage parking areas which may be gravel if gravel will not create adverse conditions affecting safe ingress and egress when combined with other uses of the property and all areas within public right-of-way shall be paved.

Finding: The driveway, accessible parking space, ADA access aisle, and entrance to the human door are proposed to be paved with asphalt (see **Exhibit 4C**). The remainder of the site will remain gravel (see **Exhibit 4C**), which is permitted since the proposed use will support surplus parking as a private parking facility (see **Exhibit 2**). The gravel is not expected to have a negative impact on site safety since the first 20-feet of the site is paved, the use is private, and the site will only be accessed by the property owner. Section 17.106.050(F) is satisfied.

G. Access Drives.

- 1. Access drives from the street to off-street parking or loading areas shall be designed and constructed to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site.*
- 2. The number and size of access drives shall be in accordance with the requirements of*

public works design standards.

3. Access drives shall be clearly and permanently marked and defined through use of rails, fences, walls or other barriers or markers on frontage not occupied by service drives.

4. Access drives shall maintain visual clearance areas as provided in Chapter 12.10.

Finding: The applicant is proposing a 12-foot access drive to provide connection from NE 1st Street to the site (see **Exhibit 4C**). The access drive supports adequate pedestrian and motorist safety for a single-user development. The number and size of the access drive are in conformance with the Public Works Design Standards. The access drive is sufficiently defined by the landscaping area to its north and the building to its south (see **Exhibit 4C**). The visual clearance standards of Chapter 12.10 are satisfied, as established outside the access drive. Section 17.106.050(G) is satisfied.

H. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four inches high located three feet back from the front of the parking stall. The front three feet of the parking stall may be concrete, asphalt or low lying landscape material that does not exceed the height of the wheel stop. This area cannot be calculated to meet landscaping or sidewalk requirements.

Finding: The proposed site has one parking space that is on the boundary of the parking lot (see **Exhibit 4C**) and so a wheel stop will be required here. The applicant is proposing to provide a wheel stop 3 feet back from the front of the parking space (see **Exhibit 4C**). This area is not adjacent to landscaping, so landscaping in this area is not required or proposed. Section 17.106.050(H) is satisfied.

I. Except for single-family and two-family residences, off-street parking and loading facilities shall be drained to avoid flow of water across public sidewalks in accordance with specifications approved by the public works director to ensure that ponding does not occur.

Finding: The Grading and Utility Plan (**Exhibit 4D**) shows that stormwater will be directed to the north, where it will be managed by a stormwater drainage ditch to be installed. Section 17.106.050(I) is satisfied.

J. Artificial lighting on all off-street parking facilities shall be designed to deflect all light away from surrounding residences and so as not to create a hazard to the public use road or street and shall not exceed intensities for adjacent streets as included in public works design standards.

Finding: The applicant is proposing to install one new outdoor light, which is attached to the north elevation of the building and designed to illuminate the surplus parking area (see **Exhibit 4E**). Any lighting that would intrude into the MH zone to the north is from an existing utility pole-mounted light (see **Exhibit 4E**). Section 17.106.050(J) is satisfied.

K. All parking lots shall be kept clean and in good repair at all times. Breaks in paved surfaces shall be repaired promptly and broken or splintered wheel stops shall be replaced so that their function

will not be impaired.

Finding: The applicant will be responsible for keeping the parking lot clean and in good repair. They have stated in their Narrative (**Exhibit 3**) that they understand and accept this responsibility. Section 17.106.050(K) is satisfied.

L. Pedestrian walkway. Where a walkway crosses a parking area or driveway, it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crossing may be part of a speed table to improve driver visibility of pedestrians. If crossings involve grade changes, the crossing shall include ADA accessible ramps. Painted striping, thermo-plastic striping, and similar types of non-permanent applications are discouraged, but may be approved for lower-volume crossings of 24 feet or less.

Finding: The applicant is not proposing a pedestrian walkway (see **Exhibit 4C**). Section 17.106.050(L) is not applicable.

17.106.070 Loading/unloading driveways required onsite.

A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school or other meeting place which is designed to accommodate more than twenty-five people at one time.

Finding: The proposed private parking facility is not a school or meeting place that is intended or designed to load and unload a large number of passengers at one time. Section 17.106.070 is not applicable.

17.106.080 Off-street loading.

Buildings or structures to be built or altered which receive and distribute material or merchandise by truck shall provide and maintain off-street loading and maneuvering space as follows:

- A. Every commercial or industrial use having floor area of ten thousand square feet or more, shall have at least one off-street loading space on site.*
- B. One additional space shall be provided for each additional thirty thousand square feet or major fraction thereof.*
- C. Each loading space shall have sufficient area for turning and maneuvering of vehicles on the site, and entrances and exits for the loading areas shall be provided at locations approved by the planner in accordance with the public works design standards.*
- D. Screening for off-street loading facilities is required in accordance with Chapter 17.100. Additional screening, buffering or setback may be required particularly for unloading of large, box-type units.*

Finding: The proposed metal building would be 1,344 square feet (see **Exhibit 4C**) and so criterion A and B are not applicable. The applicant stated in their Narrative (**Exhibit 3**) that all loading activities will take place inside the proposed building, which provides adequate space and screening Section 17.106.080 is satisfied.

Chapter 17.120
SITE DEVELOPMENT REVIEW

17.120.040 Expiration of approval.

A. Site development review approval by the planning commission shall be effective for a period one year from the date of approval.

B. The site development review approval by the planning commission shall lapse if:

1. Substantial construction of the approved plan has not been completed within a one-year period; or

2. Construction on the site is a departure from the approved plan.

C. The planner may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:

1. No changes are made on the original site development review plan as approved by the planning commission;

2. The applicant can show intent of initiating construction on the site within the one year extension period; and

3. There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based.

D. Notice of the decision shall be provided to the applicant.

Finding: If approved by the Planning Commission on January 25, 2024, the approval shall be effective until January 25, 2025. Approval will be revoked if substantial development to the site has not occurred or if the development deviates from the plans approved by the Planning Commission. Extension of approval may be granted by the planner if the provided criteria are met. Following a decision by the Planning Commission, notice will be sent to the applicant and others entitled to notice. Section 17.120.040 is satisfied.

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;

Finding: The applicable chapters of the Scappoose Municipal and Development Code are discussed elsewhere in this staff report. Section 17.120.180(A) is satisfied.

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 fire fighting; and oriented with consideration for sun and wind; and

Finding: The proposed building is well positioned with consideration to topography, drainage, slopes, surrounding buildings, and orientation (see **Exhibit 4D**). Section 17.120.180(B) is satisfied.

C. Existing trees having a six-inch caliper or greater shall be preserved or replaced by new plantings of equal character;

Finding: There are no existing trees on the site (see **Exhibit 4B**). Section 17.120.180(C) is not applicable.

D. Privacy and noise:

1. The buildings shall be oriented in a manner which protects private spaces on adjoining properties from view and noise,

[...]

3. On-site uses which create noise, lights, or glare shall be buffered from adjoining residential uses;

[...]

Finding: The proposed building would have two overhead doors facing the north, one human door facing the north, one overhead door facing the east, and no windows (see **Exhibit 4C**) so no adjoining properties will be able to detect motion, light, or noise from inside the building. Additionally, for any activities that may be completed outside the building, the northern portion of the site, which is adjacent to a residential use and zone, is sufficiently landscaped, screened, and buffered (see **Exhibit 4F**) per the standards of Chapter 17.100. Section 17.120.180(D) is satisfied.

H. Demarcation of public, semipublic, and private spaces; crime prevention:

1. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly defined in order to establish persons having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and

2. These areas may be defined by a deck, patio, low wall, hedge or draping vine, a trellis or arbor, a change in level or landscaping;

Finding: The proposed private parking facility is a private outdoor area so demarcation is required. The proposed driveway, landscaping, fencing, and gravel surplus parking area are designed, in part, to distinguish the subject site from its neighboring properties and the public right-of-way (see **Exhibit 4C**). Section 17.120.180(H) is satisfied.

I. Crime prevention and safety:

1. Windows shall be located so that areas vulnerable to crime can be surveyed by the occupants,

2. Interior laundry and service areas shall be located in a way that they can be observed by others,

3. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic,

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 proposed building/site will not have windows, laundry services, or mailboxes (see **Exhibit 4C**), making criterion #1-3 not applicable. The applicant submitted an Illumination Plan (**Exhibit 4E**) to demonstrate adequate lighting levels are provided across the site, including within the surplus parking area. An existing utility pole light and a new light on the north face of the building are proposed to be used for lighting the site (see **Exhibit 4E**). Section 17.120.180(I) is 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: The Public Works Design Standards (PWDS) encourages fewer access points to a site where possible. The site only has 1 access point from NE 1st Street (see **Exhibit 4C**), which meets the aspiration of the PWDS. The Scappoose Rural Fire Protection District submitted a comment (**Exhibit 10**) which provided a list of fire codes that may apply to the application. The Fire Official will determine if circulation patterns are adequate during construction document review. The standards of Section 17.120.180(Q) are satisfied, as described in response to that section. Section 17.120.180(J) is satisfied.

K. Public transit:

- 1. Provisions within the plan shall be included for providing for transit if the development proposal is adjacent to existing or proposed transit route.*
- 2. The requirements for transit facilities shall be based on:*
 - a. The location of other transit facilities in the area,*
 - b. The size and type of the proposal.*
- 3. The following facilities may be required:*
 - a. Bus stop shelters,*
 - b. Turnouts for buses, and*
 - c. Connecting paths to the shelters;*

Finding: There is an existing transit stop for the CC (Columbia County) Rider approximately 1,000 feet from the subject site. Since the transit stop is not adjacent to the site, no transit provisions will be required. Section 17.120.180(K) is not applicable.

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;

Finding: The site's parking and loading areas satisfy Sections 17.106.050 and 17.106.080, Chapter 12.10, and the Public Works Design standards. Findings can be found in response to these sections throughout the report. Section 17.120.180(L) is satisfied.

M. All landscaping shall be designed in accordance with the requirements set forth in Chapter 17.100;

Finding: The proposed Landscaping Plan (**Exhibit 4F**) meets the requirements of Chapter 17.100, as described in the findings of that chapter. Section 17.120.180(M) is satisfied.

N. All drainage plans shall be submitted to the public works director for review and approval;

Finding: The applicant has submitted a Grading and Utility Plan (**Exhibit 4D**) as part their application. The City of Scappoose Public Works Director was sent a land use action referral on April 6, 2023. The Public Works Director returned the referral stating that they have no objection to this application's approval, provided it meets all criteria set forth in the Scappoose Municipal Codes, Scappoose Public Works Design Standards, and Building/Plumbing Codes. A final storm drainage report will be required and will be reviewed by the Public Works Director and City Engineer prior to approval of the final construction plans. Section 17.120.180(N) is satisfied.

O. All facilities for the handicapped shall be designed in accordance with the requirements set forth in the ADA requirements; and

Finding: The applicant will be required to comply with applicable State and Federal requirements of the Americans with Disabilities Act, which will be verified during building permit review. Section 17.120.180(O) is satisfied.

P. All of the provisions and regulations of the underlying zone shall apply.

Finding: The proposal is an outright permitted use in the LI zone and meets the applicable dimensional requirements, subject to the Planning Commission granting the applicant's request for a 50% reduction to their side setback requirements, which the SDC allows consideration of. Section 17.120.180(P) is satisfied.

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.

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.

4. *Crosswalks.* Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians. Painted or thermo-plastic striping and similar types of non-permanent applications are discouraged, but may be approved for lesser used crosswalks not exceeding 20 feet in length.

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.

7. *Multi-Use Pathways.* Multi-use pathways, where approved, shall be 12 feet wide and constructed of asphalt or concrete, consistent with the applicable public works design standards.

Finding: Due to the small lot size and the private use of the development, no walkway system is proposed. Additionally, there are no public sidewalks to connect the public entrance of the building to. The route from the accessible parking space to the entrance of the building is proposed to be paved and is approximately 20 feet from the human door (see **Exhibit 4C**). Other vehicles will be parked inside the proposed building (see **Exhibit 4C**) and so exterior site circulation is not necessary. Section 17.120.180(Q) is satisfied.

Chapter 17.154
STREET AND UTILITY IMPROVEMENT STANDARDS

17.154.030 Streets.

A. No development shall occur unless the development has frontage or approved access to a public street:

- 1. Streets within a development and streets adjacent to a development shall be improved in accordance with this title and the public works design standards and specifications.*
- 2. Any new street or additional street width planned as a portion of an approved street plan shall be dedicated and improved in accordance with this title and the public works design standards and specifications.*
- 3. Subject to approval of the city engineer and the planner, the planner may accept and record a non-remonstrance agreement in lieu of street improvements if two or more of the following conditions exist:*
 - a. A partial improvement is not feasible due to the inability to achieve a cohesive design for the overall street;*
 - b. A partial improvement may create a potential safety hazard to motorists or pedestrians;*
 - c. Due to the nature of existing development on adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity;*
 - d. The improvement would be in conflict with an adopted capital improvement plan;*
 - e. Additional planning work is required to define the appropriate design standards for the street and the application is for a project which would contribute only a minor portion of the anticipated future traffic on the street.*

[...]

Finding: The subject site has frontage on NE 1st Street (see **Exhibit 4C**), which is designated in the 2016 Transportation System Plan (TSP) as a Local Commercial/Industrial Street. This designation requires 54 feet of total right-of-way, including a 32-foot travel way. The portion of the NE 1st Street right-of-way that fronts the subject site is currently approximately 30 feet wide with no planters or sidewalks on either side (see **Exhibit 4B**). To bring the western half of NE 1st Street to standard width, the applicant would be required to dedicate 12 feet of their frontage.

In lieu of dedicating this frontage and performing street improvements, the applicant is proposing to submit and record a non-remonstrance agreement (see **Exhibit 3**), which the Scappoose Development Code allows if at least two of the conditions in Section 17.154.030(A)(3) are met. The proposed development and surrounding area conform to conditions a and c based on the findings below:

- a. The 30 feet of right-of-way width is either consistent with or larger than the entire stretch of NE 1st Street. Additionally, there are no sidewalks or planters on the west side of any portion of NE 1st Street. For these reasons, street improvements would not be able to achieve a cohesive design for the overall street.
- c. All of the immediately surrounding properties are built out and have parking lots adjacent to the right-of-way, making an extension of street improvements unlikely in the foreseeable future. The subject site is also at the northern terminus of NE 1st Street with no intersection to another street. Because of this, street improvements would not provide a safety benefit for users of the proposed development.

Two of the conditions, a and c, have been met and so a non-remonstrance agreement can be submitted and recorded in lieu of performing street improvements. Section 17.154.030(A) is satisfied.

l. Wherever the proposed development contains or is adjacent to a railroad right-of-way, provision shall be made for a street approximately parallel to and on each side of such right-of-way at a distance suitable for the appropriate use of the land, and the distance shall be determined with due consideration at cross streets or the minimum distance required for approach grades and to provide sufficient depth to allow screen planting along the railroad right-of-way in nonindustrial areas.

Finding: The criterion above applies to non-industrial areas. This site is zoned Light Industrial. Additionally, there is an existing 10-foot wide alley way between the subject site and the railroad right of way, providing the necessary separation. Section 17.154.030(l) is not applicable.

S. A Transportation Impact Study (TIS) must be submitted with a land use application if the conditions in (1) or (2) apply in order to determine whether conditions are needed to protect and minimize impacts to transportation facilities, consistent with Section 660-012-0045(2)(b) and (e) of the State Transportation Planning Rule.

1. *Applicability – TIS letter. A TIS letter shall be required to be submitted with a land use application to document the expected vehicle trip generation of the proposal. The expected number of trips shall be documented in both total peak hour trips and total daily trips. Trip generation shall be estimated for the proposed project using the latest edition of the Institute of Engineers Trip Generation Manual or, when verified with the City prior to use, trip generation surveys conducted at similar facilities.*
2. *Applicability – TIS report. A TIS report shall be required to be submitted with a land use application if the proposal is expected to involve one or more of the following:*

- a. The proposed development would generate more than 10 peak hour trips or more than 100 daily trips.*
 - b. The proposal is immediately adjacent to an intersection that is functioning at a poor level of service, as determined by the city engineer.*
 - c. A new direct approach to US 30 is proposed.*
 - d. A proposed development or land use action that the road authority states may contribute to operational or safety concerns on its facility(ies).*
 - e. An amendment to the Scappoose Comprehensive Plan or Zoning Map is proposed.*
- 3. Consistent with the city's Traffic Impact Study (TIS) Guidelines, the city engineer will determine the project study area, intersections for analysis, scenarios to be evaluated and any other pertinent information concerning the study and what must be addressed in either a TIS letter or a TIS report.*
- 4. Approval Criteria. When a TIS Letter or Report is required, a proposal is subject to the following criteria:*
 - a. The TIS addresses the applicable elements identified by the city engineer, consistent with the Traffic Impact Study Guidelines;*
 - b. The TIS demonstrates that adequate transportation facilities exist to serve the proposed development or, in the case of a TIS report, identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the city engineer and, when state highway facilities are affected, to ODOT;*
 - c. For affected non-highway facilities, the TIS report establishes that mobility standards adopted by the city have been met; and*
 - d. Proposed public improvements are designed and will be constructed consistent with Public Works Design Standards and access standards in the Transportation System Plan.*
- 5. Conditions of Approval.*
 - a. The city may deny, approve, or approve a proposal with conditions necessary to meet operational and safety standards; provide the necessary right-of-way for improvements; and to require construction of improvements to ensure consistency with the future planned transportation system.*
 - b. Construction of off-site improvements may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to city standards.*
 - c. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.*

[...]

Finding: The applicant submitted a Trip Generation Analysis (**Exhibit 5**), which provides the estimated total trips of the existing use (unofficial park-and-ride lot) and the anticipated total

trips of the proposed use (warehouse). The park-and-ride lot generates an estimated 34 daily weekday trips, and the warehouse is anticipated to generate approximately 3 daily weekday trips, resulting in a net decrease of 31 trips (see **Exhibit 5**). This was computed using the 10th Edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. Due to the low volume of expected daily weekday trips, no new transportation facilities or mitigation measures will be required. Section 17.154.030(S) is satisfied.

17.154.050 Easements.

A. Easements for sewers, drainage, water mains, electric lines or other public utilities shall be either dedicated or provided for in the deed restrictions, and where a subdivision is traversed by a watercourse, drainageway, channel or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance.

B. A property owner proposing a development shall make arrangements with the city, the applicable district and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development.

Finding: There is an existing water main and associated easement along the northern portion of the subject site, see **Exhibit 4B**. The applicant will be required by the recommended Conditions of Approval to provide an 8-foot PUE (Public Utility Easement) for franchise utilities and a stormwater access easement and maintenance covenant prior to final occupancy approval. Section 17.154.050 is satisfied.

17.154.070 Sidewalks.

A. Sidewalks are required and shall be constructed, replaced or repaired in accordance with the city's public works design standards.

B. Maintenance of sidewalks and curbs is the continuing obligation of the adjacent property owner.

[...]

Finding: There are no existing sidewalks on NE 1st Street within the vicinity of the subject site. Due to existing development patterns and the location of existing buildings in the area, it is not expected that sidewalks, or full dedication of the right of way needed to construct sidewalks, is possible. The applicant has requested to sign a non-remonstrance agreement in lieu of dedicating frontage and performing a half street improvement (including the installation of sidewalks), which is permitted under certain conditions, as detailed in the findings for SDC 17.154.030(A). Section 17.154.070 is satisfied.

17.154.090 Sanitary Sewers.

A. Sanitary sewers shall be installed to serve each new development and to connect developments to existing mains in accordance with the provisions set forth by the city's public works design standards and the adopted policies of the comprehensive plan.

B. The public works director shall approve all sanitary sewer plans and proposed systems prior to

issuance of development permits involving sewer service.

C. Proposed sewer systems shall include consideration of additional development within the area as projected by the comprehensive plan and the wastewater treatment facility plan and potential flow upstream in the sewer sub-basin.

D. Applications shall be denied by the approval authority where a deficiency exists in the existing sewer system or portion thereof which cannot be rectified within the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of the sewage treatment system.

Finding: There is an existing 8-inch concrete sewer main in NE 1st Street with a lateral of unknown size to the site that the applicant is proposing to utilize for this development (see **Exhibit 4D**). The City of Scappoose Public Works Director was sent a land use action referral on January 4, 2024. The Public Works Director returned the referral stating that they have no objection to this application's approval, provided it meets all criteria set forth in the Scappoose Municipal Codes, Scappoose Public Works Design Standards, and Building/Plumbing Codes. The recommended Conditions of Approval will require the applicant to video inspect the lateral and submit it to the City for inspection and approval. If the lateral is insufficient, the applicant will be required to replace it. Section 17.154.090 is satisfied.

17.154.100 Storm Drainage.

A. The planner and public works director shall issue permits only where adequate provisions for stormwater and floodwater runoff have been made, and:

- 1. The stormwater drainage system shall be separate and independent of any sanitary sewage system.*
- 2. Where possible, inlets shall be provided so surface water is not carried across any intersection or allowed to flood any street.*
- 3. Surface water drainage patterns shall be shown on every development proposal plan.*
- 4. All stormwater analysis and calculations shall be submitted with proposed plans for public works directors review and approval.*
- 5. All stormwater construction materials shall be subject to approval of the public works director.*

[...]

C. A culvert or other drainage facility shall, and in each case be, large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the development. The public works director shall determine the necessary size of the facility.

D. Where it is anticipated by the public works director that the additional runoff resulting from the development will overload an existing drainage facility, the planner and engineer shall withhold approval of the development until provisions have been made for improvement of the potential condition or until provisions have been made for storage of additional runoff caused by the development.

Finding: The subject site currently has a slight downward slope from the southeast corner of the site to the northwest corner (see **Exhibit 4B**). The applicant proposes to utilize the northerly

shedding of surface water to collect stormwater, treat a water quality event, and detain a 100-year event in a new onsite stormwater drainage ditch filled with large rock (see **Exhibits 4D & 6**). The proposed stormwater ditch would be 1,462 cubic feet in volume and 4 feet in depth (see **Exhibit 6**). The stormwater and sanitary systems are separate (see **Exhibit 4D**). The site's grading patterns would shed stormwater away from the street (see **Exhibit 4D**) so the installation of inlets will not be required. The City of Scappoose Public Works Director was sent a land use action referral on January 4, 2024. The Public Works Director returned the referral stating that they have no objection to this application's approval, provided it meets all criteria set forth in the Scappoose Municipal Codes, Scappoose Public Works Design Standards, and Building/Plumbing Codes. The applicant is required by the recommended Conditions of Approval to provide a final stormwater report prepared by a professional engineer demonstrating that the proposed development's stormwater management is consistent with the Public Works Design Standards. Section 17.154.100 is satisfied.

17.154.105 Water System.

The planner and public works director shall issue permits only where provisions for municipal water system extensions have been made, and:

- A. Any water system extension shall be designed in compliance with the comprehensive plan existing water system plans.*
- B. Extensions shall be made in such a manner as to provide for adequate flow and gridding of the system.*
- C. The public works director shall approve all water system construction materials.*

Finding: The site's frontage currently has a 6-inch C900 water main within the NE 1st Street right-of-way that transitions to an 8-inch main as it heads west into the subject site, then exits the site to the north (see **Exhibit 4B & 4D**). The applicant proposes to install a new water service lateral and meter to serve the proposed building (see **Exhibit 4D**). Before installation, plans must be submitted for review to the Public Works Director and City Engineer. Section 17.154.105 is satisfied.

17.154.107 Erosion Controls.

A. Any time the natural soils are disturbed and the potential for erosion exists, measures shall be taken to prevent the movement of any soils off site. The public works director shall determine if the potential for erosion exists and appropriate control measures.

Finding: Erosion control will be verified at the time of construction document review. Section 17.154.107 is satisfied.

17.154.120 Utilities.

*A. All utility lines including, but not limited to those required for electric, communication, lighting and cable television services and related facilities shall be placed underground [...]
[...]*

Finding: There is an existing above-ground utility pole in the northeast corner of the site (see **Exhibit 4B**). The new connection for power from the utility pole to the new building will be made underground (see **Exhibit 3**). The power provider, Columbia River PUD, provided a referral comment (**Exhibit 8**) stating that steps to protect the utility pole must be taken or an estimate to relocate the pole can be provided by the PUD at the customer's request, which is included in the recommended Conditions of Approval. Section 17.154.120 is 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.

C. The decision shall be based on the approval criteria set forth in Section 17.164.150.

Finding: The applicant has submitted a proposal for Site Development Review for which the Planning Commission is the approval authority.

17.164.130 Notice requirements.

A. The planner shall provide written notice to owners of property within two hundred feet of the entire contiguous site for which the application is made, plus any properties abutting proposed off-site improvements. The list shall be compiled from the most recent property tax assessment roll.

B. For purposes of review, this requirement shall be deemed met when the local government can provide an affidavit or other certification that such notice was given. Notice shall also be provided to any neighborhood or community organization recognized by the governing body and whose boundaries include the site.

C. Subdivisions, major partitions and site development review shall require that the applicant post signs provided by the planner displaying notice of the pending decision for at least fourteen days prior to the date of the decision. One sign shall be required for each three hundred feet, or part thereof, of frontage of the subject property on any street. The content, design, size and location of the signs shall be as determined by the planner to assure that the information is legible from the public right-of-way. As a recondition to a decision by the planning commission, the applicant shall file an affidavit of such posting with the planner no less than ten days prior to the scheduled date of decision.

D. Subdivisions, major partitions and site development review shall require notice to be printed in the local newspaper at least fourteen days prior to the hearing clearly identifying the decision that is pending, stating that there is no public hearing, there is a fourteen-day period for public

written comment regarding the pending limited land use decision and including the expiration date for receipt of written comments.

[...]

Finding: Using the most recent property tax assessment roll, notice of this application was mailed to every property owner within 200 feet of the entire subject site on January 11, 2024. The applicant has provided a signed affidavit certifying that onsite noticing has been posted as of January 11, 2024, consistent with the requirements of this section. Notice of the hearing was published in the January 12, 2024 edition of the Columbia County Spotlight. The public has until January 24, 2024 at 5:00 pm to provide a written public comment. As of the date of this report, no members of the public have submitted written comment. Section 17.164.130 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;*
- B. *Consideration may also be given to:*
- 1. Proof of a substantial change in circumstances; and*
 - 2. Factual written statements from the parties, other persons and other governmental agencies relevant to the existing conditions, other applicable standards and criteria, possible negative or positive attributes of the proposal or factors in subsections (A) or (B) (1) of this section.*

Finding: The applicant has submitted a proposal for Site Development Review on forms provided by the City of Scappoose and has paid the applicable land use fees. Findings related to the approval criteria have been addressed within the staff 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** SDR 3-23, subject to the following conditions:

GENERAL

1. This approval authorizes the construction of a building to be used as a private parking facility and installing associated site amenities, as depicted on the Preliminary Site Plan (**Exhibit 4C**). Approval of this Site Development Review shall be effective for a period of one year from the date of approval, expiring after January 25, 2025.
2. The applicant shall pay all applicable review and inspection fees and system development charges prior to building permit issuance in accordance with the current Fee Resolution and Section 13.24.080 of the Scappoose Municipal Code.

3. 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 final occupancy inspection.

SITE PROVISIONS

4. The applicant shall regularly trim and maintain hedges and plantings within the visual clearance area such that they remain no greater than 3 feet in height.
5. The applicant shall place a "No Parking" sign on the building for areas where parking would impede the visual clearance area.
6. The applicant shall maintain all setbacks as illustrated in the Preliminary Site Plan (**Exhibit 4C**).
7. The applicant shall not erect a building with a height greater than 35 feet, in conformance with Section 17.70.050(B).
8. The applicant shall install landscaping substantially in conformance with the Landscaping Plan (**Exhibit 4F**) prior to final occupancy inspection. The applicant shall ensure that (6) 5-gallon shrubs are planted within the buffer area.
9. The applicant shall provide signage and striping for the accessible parking space, including a sign designating it as van accessible, and labeling all parking spaces and ADA access aisles using permanent paint. All parking spaces and access aisles shall conform to Chapter 17.106 of the Scappoose Development Code. Accessible parking spaces shall be provided in conformance with the Americans with Disabilities Act and Oregon Revised Statute 447.233(1)(c). All required parking shall be available for use prior to final occupancy inspection.
10. The applicant shall install wheel stops on the exterior parking spaces prior to final occupancy inspection.
11. The applicant shall install bicycle racks with spaces for at least 2 bicycles in accordance with Section 17.106.020(P) prior to final occupancy inspection. Bicycle parking shall consist of staple design steel racks or another City-approved storage device.
12. The applicant shall install parking lot and site lighting in conformance with the Illumination Plan (**Exhibit 4E**). Fixture height, light type and lighting levels shall function so as to assure compatibility with neighboring land uses. Shields shall be incorporated as necessary to minimize glare and to focus lighting to its intended area. The lighting proposed to mount on the new building shall meet IES (Illuminating Engineering Society)

standards to ensure safety and visibility on site prior to final occupancy inspection.

13. The applicant shall ensure that the property is graded away from the building or meet 1804.4 of the OSSC (Oregon Structural Specialty Code).

UTILITIES AND STREET IMPROVEMENTS

14. The applicant shall video inspect the existing sewer lateral and submit it to the City for review and approval. If the lateral is insufficient, the applicant will be required to replace the sewer lateral in compliance with applicable plumbing code and the Scappoose PWDS.
15. The applicant shall install a new water service lateral to serve the proposed building. Before installation, plans must be submitted to the Public Works Director and City Engineer for review and approval.
16. The applicant shall obtain a City right-of-way (ROW) permit for all public improvements along with an engineer's estimate including administration fees and sign an Improvement Agreement and include a performance bond for all proposed public improvements, per Section 17.154.130, of the Scappoose Development Code. Improvements within the ROW shall meet the Scappoose Public Works Design Standards (PWDS).
17. In lieu of dedicating frontage and performing half street improvements, the applicant shall submit and record a non-remonstrance agreement, in conformance with SDR 17.154.030.A. However, the applicant shall be required to pave any area within the frontage half street ROW that is not currently paved to the site boundary, including any paving required to address the project related utility work and drainage issues, in conformance with Scappoose PWDS.
18. The applicant shall obtain a fill and grading permit from the City in accordance with Scappoose Municipal Code, Section 15.05 for site grading, and install any necessary erosion control measures, per the standards set forth in the Scappoose Public Works Design Standards and Specifications, Section 2.0050. If required by the DEQ, the applicant shall submit a copy of the DEQ NPDES 1200-C permit prior to construction.
19. The applicant shall provide a final stormwater report prepared by a professional engineer demonstrating that the proposed development's stormwater management is consistent with the Public Works Design Standards. Prior to final occupancy approval, the applicant shall sign and record a stormwater access easement and maintenance covenant for City records.
20. The applicant shall provide an 8-foot Public Utility Easement along the frontage of NE 1st Street prior to final occupancy inspection.

21. The applicant shall take steps to protect the utility pole from vehicles entering and exiting the site to the satisfaction of the Columbia River PUD or relocate the pole further from the driveway, at the applicant's expense.

FIRE LIFE SAFETY

22. The applicant shall comply with all applicable fire code provisions, as specified in the letter submitted by the Scappoose Rural Fire District (**Exhibit 10**), which will be determined at the time of construction document review.



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SDR3-23
 Site Development Review
 3212-AC-01100



Vicinity Map



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 required 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. REFER TO SUBMITTAL CHECKLIST PAGE.**

TRACKING INFORMATION (For Office Use Only)

Application Submittal Includes:

- 2 Hard Copies Required (Initial Submittal) Electronic Submittal Fee
- 7 Hard Copies Required (Final Submittal, once deemed complete by City Planner)

Date Submitted with payment: _____ Receipt #: _____

File # _____ Hearing Date _____

SITE LOCATION & DESCRIPTION

Tax Map #(s) 3212-AC Tax Lot #(s) 1100

Frontage Street or Address NE 1st Street

Nearest Cross Street NE Williams St and NE 1st Street

Plan Designation Industrial (I) Zoning Light Industrial (LI) Site Size 4,000 acres sq. ft.

Dimensions 80 ft by 50 ft.

SUMMARY OF REQUEST

Proposed Project Name Martinhagen Project Estimated Valuation \$ \$100,000

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) Private Use:

A private 24'x56' pre-engineered metal building is proposed to be located near the intersection of NE 1st Street

and NE Williams Street. Connections to public sewer and water will be made along NE 1st Street.

Parking is proposed along the east side of the building.

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

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)

SITE DEVELOPMENT REVIEW APPLICATION

(CONTINUED)

Landscaping (sq. ft.) 215 Paving (sq. ft.) 1,000

of Parking Spaces 2 # of Accessible Parking Spaces 1

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 100% Residential _____%

If Commercial or Industrial: List # of non-residential buildings and square footage of each; 1 building - 1,344 Sq. ft

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 NA Wetlands NA Riparian Corridors NA

Cultural Resources NA Airport Noise Contours NA Slopes greater than 20% NA

Water Provider: City of Scappoose Well

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

The subject property has access to NE 1st St.

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

NE 1st street is owned and maintained by the City of Scappoose.

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

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) Martinez, Jen & Popenhagen, James Trust

Business Name _____

Mailing Address 24600 NW Saint Helens Road M-56 City Portland State OR Zip 97231

Phone # (503) 318-1419 Fax # _____ Email Address jenny.a.martinez@gmail.com

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

Property Owner(s) Signature(s) _____ Date: _____

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

Applicant: Name Jim Poppenhagen and Jennv Martinez

Business Name _____

Mailing Address 24600 NW Saint Helens Road M-56 City Portland State OR Zip 97231

Phone # (503) 318-1419 Fax # _____ Email Address jenny.a.martinez@gmail.com

Applicant's Signature _____ Date: _____

Applicant's interest in property Managing members of trust

Additional Project Team Members

Applicant's Representative: Contact Name Chase Berg

Business Name Lower Columbia Engineering

Mailing Address 58640 McNulty Way City St. Helens State OR Zip 97051

Phone # (503) 366-0399 Fax # _____ Email Address chase@lowercolumbiaenr.com

Civil Engineer: Contact Name Andrew Niemi

Business Name Lower Columbia Engineering

Mailing Address 58640 McNulty Way City St. Helens State OR Zip 97051

Phone # (503) 366-0399 Fax # _____ Email Address andrew@lowercolumbiaenr.com

Architect: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Landscape Architect: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role _____ Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Jenny Martinez & Jim Poppenhagen

Martinhagen Building

Site Development Review

Prepared by Lower Columbia Engineering
Submitted to the City of Scappoose
Planning Department
November 2023



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List of Exhibits

Exhibit A: Plan Set (provided under separate cover)

Sheet G-1	Cover Sheet
Sheet G-2	General Notes
Sheet C-1	Existing Conditions Plan
Sheet C-2	Proposed Site Plan
Sheet C-3	Grading Plan
Sheet C-4	Illumination Plan
Sheet C-5	Landscaping Plan



1. Proposal Summary Information

Internal File No: 3440

Applicant: Jenny Martinez and Jim Poppenhagen
24600 NW St. Helens Rd. Slip M-56
Portland, OR 97231
Phone: (503) 318-1419
Email: jenny.a.martinez@gmail.com

Applicants Representative: Chase Berg
Lower Columbia Engineering
58640 McNulty Way
St. Helens, OR 97051
Phone: 503-366-0399
chase@lowercolumbiaengr.com

Request: Site Design Review

Tax Lot ID: 3212-AC-01100

Zoning Designation: Light Industrial (LI)



2. Project Team

Owner/Applicant

Jenny Martinez and Jim Poppenhagen
24600 NW St. Helens Rd. Slip M-56
Portland, OR 97231
Phone: (503) 318-1419
Email: jenny.a.martinez@gmail.com

Civil Engineers

Lower Columbia Engineering, LLC.
Andrew Niemi, Principal Engineer
58640 McNulty Way
St. Helens, OR 97051
(503) 366-0399
andrew@lowercolumbiaengr.com



4. Conformance with the Scappoose Municipal Code

This section of the narrative demonstrates the project's conformance with all applicable provisions of the Scappoose Municipal Code. All text in *italics* are direct quotes from the code, which are followed by applicant responses in blue.

Chapter 12.10 – Visual Clearance Areas

12.10.010 – Purpose

The purpose of this chapter is to establish standards which will assure proper sight distances at intersections in order to reduce the hazard from vehicular turning movements. (Ord. 820 §2, 2012)

Response: The applicant understands the purpose of this chapter.

12.10.015 – Applicability of provisions

The provisions of this chapter shall apply to all intersections including private driveways. (Ord. 820 §2, 2012)

Response: The applicant understands that the provisions of this chapter apply to all intersections, which included private driveways.

12.10.020 – Visual clearance - Required

A. A visual clearance area shall be maintained on the corners of all property adjacent to an unregulated intersection of two streets, a street and a railroad, or a driveway providing access to a public or private street.

Response: See sheet C-2. The project site will have a maintained visual clearance area on the corners of the property that are adjacent to the intersection between the driveway and 1st street.

B. A visual clearance area shall contain no vehicle, recreational vehicle, watercraft, parts designed to be affixed to a vehicle of any type, hedge, planting, fence, wall structure, sign, or temporary or permanent obstruction that would impede visibility between a height of three feet and ten feet above the center line grades of the intersecting streets or railroad.

Response: See sheet C-2. Due to existing site conditions, the VCA on the south side of the proposed driveway is partially within the proposed ADA parking space. This has been minimized to the greatest extent possible by reducing the drive aisle width to 12 feet.

C. Where the crest of a hill or vertical curve conditions contribute to the obstruction of visual clearance areas at a street, driveway or railroad intersection, hedges, plantings, fences, walls, wall structures and temporary or permanent obstructions shall be further reduced in height or



eliminated to comply with the intent of the required visual clearance area. D. The preceding provisions shall not apply to the following:

- 1. A public utility pole;*
- 2. A tree trimmed (to the trunk) to a line at least eight feet above the level of the intersection;*
- 3. Another plant species of open growth habit that is not planted in the form of a hedge and which is so planted and trimmed as to leave at all seasons a clear and unobstructed cross-view;*
- 4. A supporting member or appurtenance to a permanent building lawfully existing on the date this standard becomes effective;*
- 5. An official warning sign or signal;*
- 6. A place where the natural contour of the ground is such that there can be no cross-visibility at the intersection; and*
- 7. A sign support structure(s) if combined total width is twelve inches or less, and the combined total depth is twelve inches or less. (Ord. 820 §2, 2012)*

Response: Not applicable; front yard of site does not have nor will it have any buildings, structures, plant life, signs, or other items that may obstruct the visual clearance area.

12.10.030 – Visual clearance area dimensions

A visual clearance area shall consist of a triangular area, two sides of which are lot lines for distances specified in this section, or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection and so measured, and the third side of which is a line across the corner of the lot joining the nonintersecting ends of the other two sides. The following measurements shall establish the visual clearance areas:

- A. Street and Railroad Intersections (see also Figure 12.10.1):*

Response: Not applicable; street and railroad intersections are not located along the frontage of the project site.

- B. Driveway Intersections (see also Figure 12.10.2):*

Response: See sheet C-2. Visual clearance area triangle are provided with twenty-foot legs. Due to existing site conditions, the VCA on the south side of the proposed driveway is partially within the proposed ADA parking stall. This has been minimized to the greatest extent possible by reducing the drive aisle width to 12 feet.

- 1. Commercial, Industrial, Institutional, and Multi-Family Developments. Service drives to public or private streets shall have a minimum visual clearance area formed by the intersection of the edges of the service drive, the street right-of-way line, and a straight*



line joining said lines through points twenty feet from their intersection. No off-street parking shall be located in a service drive visual clearance area.

Response: See sheet C-2. Two visual clearance triangles have been provided with twenty-foot legs located within the drive aisle to the north of the proposed building.

2. Single-Family and Two-Family Developments. Driveways to public or private streets shall have a minimum visual clearance area formed by the intersection of the edges of the driveway, the street right of-way line, and a straight line joining said lines through points ten feet from their intersection. No off-street parking area shall be located in a driveway visual clearance area. (Ord. 820 §2, 2012)

[...]

Response: Not applicable; the proposed development is not for single-family or two-family development.

Chapter 17.01 – Introduction

[...]

17.01.060 – Right of Way Dedications and Improvements

Upon approval of any development permit or any land use approval of any property which abuts or is served by an existing substandard street or roadway, the applicant shall make the necessary right-of-way dedications for the entire frontage of the property to provide for minimum right-of-way widths according to the city's public works design standards and shall improve the abutting portion of the street or roadway providing access to the property in accordance with the standards in Chapter 17.154. (Ord. 634 §1 Exh. A (part), 1995)

[...]

Response: The applicant understands this standard. The applicant requests to record a waiver of non-remonstrance in lieu of performing street improvements for reasons that are explained within this narrative in section 17.154.030(A)(3)(D).

Chapter 17.70 – LI – Light Industrial

17.70.010 – Purpose

The purpose of the light industrial zone is to:

A. Provide appropriate locations for industrial use including light manufacturing and related activities with few, if any, nuisance characteristics such as noise, glare and smoke;



B. To permit manufacturing, processing, assembling, packaging or treatment of produce or products from previously prepared materials; and;

C. To provide a wide variety of sites with good highway or rail access. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands these standards and is comfortable with these intentions.

17.70.030 – Permitted Uses

In the light industrial zone, activities are subject to site development review, Chapter 17.120, Site Development Review. Only the following uses and their accessory uses are permitted outright:

[...]

U. Parking facilities;

Response: Per conversations with the City of Scappoose, the City has advised that the intended use be for a parking facility which is a permitted use for the Light-Industrial zoning.

[...]

17.70.040 – Conditional Uses

The following uses and their accessory uses may be permitted when authorized by the planning commission in accordance with the requirements of Chapter 17.130, Conditional Use, other relevant sections of this title and any conditions imposed by the planning commission:

[...]

Response: Not applicable. Under advisement from the City of Scappoose, the proposed use is a parking facility which is a permitted use of the Light Industrial zoning.

17.70.050 – Dimensional requirements

A. Unless otherwise specified, the minimum setback requirements are as follows:

1. The front yard setback shall be a minimum of twenty feet;

Response: See sheet C-2. The mentioned plan requirements have been addressed.

2. On corner lots the minimum setback for the side facing the street shall be five feet;

Response: Not applicable; site is not on a corner lot.

3. On through lots, the front and rear setback shall be a minimum of twenty feet;

Response: Not applicable; site is not a through lot.

4. No additional side or rear yard setback shall be required except fifty feet shall be required where abutting a residential zoning district and the planning commission may reduce this



required yard setback by fifty percent pursuant to Chapter 17.100, Landscaping, Screening and Fencing.

Response: As seen on sheet C-2, the required setbacks listed above have been met. The subject property does abut a residential zoning to the north and the applicant requests for the planning commission to consider a reduction in the side yard setback by 50% due to the size of the lot. As currently proposed, a 25-foot setback can be obtained from the northern property line and maintain compliance with the criteria from chapter 17.100 as described in the following sections.

B. No building shall exceed fifty feet in height. Within one hundred feet of a residential zone, no building shall exceed thirty-five feet in height.

Response: The subject building is within 100 feet of a residential zone and the building shall not exceed thirty feet in height.

C. All outside storage areas require buffering and screening as defined in Chapter 17.100, Landscaping, Screening and Fencing.

Response: Not applicable; no outdoor storage is proposed.

[...]

Chapter 17.100– Landscaping, Screening and Fencing

17.100.010 – Purpose

The purpose of this chapter is to establish standards for landscaping, buffering and screening in order to enhance the environment of the city through the use of plant materials as a unifying element and by using trees and other landscaping materials to mitigate the effects of the sun, wind, noise and lack of privacy. (Ord. 634 §1 Exh. A (part), 1995)

17.100.020 – Applicability--Approval process

A. The provisions of this chapter shall apply to all development including the construction of new structures, major modification of existing structures as defined in Chapter 17.120, and to an application which increases the on-site parking or loading requirements or which changes the access requirements.

B. Where the provisions of Chapter 17.120 do not apply, the planner shall approve, approve with conditions, or deny a plan submitted under the provisions of this chapter. No notice is required.

C. The applicant shall submit a site plan which includes:

- 1. Location of underground irrigation system sprinkler heads where applicable;*
- 2. Location and height of fences, buffers and screening;*
- 3. Location of terraces, decks, shelters, play areas, and common open spaces;*



4. Location, type, size and species of existing and proposed plant materials; and

5. A narrative which addresses soil conditions and erosion control measures. (Ord. 634 §1 Exh. A (part), 1995)

Response: Please refer to sheets C-2 and C-5. The applicant understands these site plan requirements.

17.100.030 – General provisions

A. Unless otherwise provided by the lease agreement, the owner, tenant and their agent, if any, shall be jointly and severably responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris.

B. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming or otherwise so that:

1. Public utilities can be maintained or repaired;
2. Pedestrian or vehicular access is unrestricted;
3. Visual clearance area provisions are met. (See Chapter 12.10, Visual Clearance Areas.)

C. Certificates of occupancy shall not be issued unless the landscaping requirements have been met or a bond has been posted with the city to insure the completion of landscaping requirements.

D. Existing plant materials on a site shall be protected to prevent erosion. Existing plant materials may be used to meet landscaping requirements if no cutting or filling takes place within the dripline of the tree. (Ord. 820 §6, 2012; Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands the general landscaping provisions and will comply as shown on sheet C-5. As seen on sheet C-1, due to the lot size and existing conditions, no BMP's are currently proposed, but shall be added by the contractor during construction as necessary.

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

Response: The proposed development lies on a light industrial parcel abutting residential parcels. Thus, the buffer and screening requirements are applicable.

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.



Response: See sheet C-5. The proposed site plan includes a buffer, measuring ten feet in width along the northern property line. Due to an existing public water line and associated utility easement along the northern property line adjacent to the proposed drainage ditch, both buffering and plantings have not been included in this area in an effort to minimize maintenance costs for the City of Scappoose and to eliminate possible issues with roots impacting the public water line. In addition, mature Douglas-Fir trees currently existing on the adjacent property to the north acting as a buffer between the subject property and the property for residential use. The remaining property lines abut similar uses and do not propose buffering or screening.

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

Response: See sheet C-5. The buffer zone of the proposed project site will not include any buildings, accessways, or parking areas.

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:

a. Small or narrow stature trees, under twenty-five feet tall or less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart;

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;

c. Large trees, over forty feet tall and with more than thirty-five feet wide branching at maturity, shall be spaced no greater than thirty 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.

Response: The proposed development lies on a light industrial parcel with approximately 61' of the northern property line abutting lot 101 which is zone for Manufactured Housing Residential (MH). With this, a buffer will be established along this section of the northern property line. The adjacent MH zoned property has established residential buildings on site along with established vegetation near the subject property's abutting property line. It is requested that the approximately 35' of open and vegetated land on lot 101 also be considered buffering between the two lots' uses. Within this requested buffer, three mature Douglas-Fir trees help to establish a vegetative separation. Within the project site, the buffer will overlap the existing 15' utility easement established for the existing public water line running through the property. The buffer will be 10' wide and run the length of the northern property line where the project parcel abuts the adjacent MH zoned lot. Within the buffer, the existing water main will remain unaffected, screening will be installed along the property line, a stormwater facility will be installed for 39' of the buffer's length and landscaping will be established within the eastern most 20' of the buffer length. To



minimize possible effects and damage to the existing public water main and maintain the utility easement's usefulness for future work, the buffer area will only be vegetated with groundcover and shrubs for the 20' closest to the NE 1st St ROW. Beyond this 20' length, the buffer will be used for the site's stormwater swale. As shown on sheet C-5, the 600 square foot vegetated buffer area will include 6 five-gallon shrubs along with appropriate ground cover or mulch. It is requested that the established trees on the adjacent lot also count toward the buffer requirements

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 visual clearance area as set forth in Chapter 12.10, Visual Clearance Areas*

Response: See sheets C-2 and C-5. A five-foot cedar screening fence will be provided along the northern property line, where screening is required due to the abutment with lot 101, which is zoned for a different use.

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

Response: See sheet C-2. The vision clearance triangle requirements have been shown and for the 10-foot length where the screening overlaps with the visual clearance area the screening shall be shortened to 3-feet tall.

G. When the use to be screened is downhill from the adjoining zone or use, the prescribed heights of required fences, walls or landscape screening shall be measured from the actual grade of the adjoining property. (Ord. 820 §6, 2012; Ord. 634 §1 Exh. A (part), 1995)

Response: The project site and adjoining Manufactured Housing Residential zoned lot are relatively flat. Screening requirements will be measured from actual grade to the top of the screening.



17.100.100 – Screening--Special provisions

A. If four or more off-street parking spaces are required under this title, off-street parking adjacent to a public street shall provide a minimum of four-square feet of landscaping for each lineal foot of street frontage. Such landscaping shall consist of landscaped berms or shrubbery at least two feet in height, which shall be dispersed adjacent to the street as much as practical. Additionally, one tree which shall provide a canopy of at least three hundred square feet upon maturity shall be provided for each fifty lineal feet of street frontage or fraction thereof. Landscaped parking areas may include special design features which effectively screen the parking lot areas from view. These design features may include the use of landscaped berms, decorative walls, and raised planters. Landscape planters may be used to define or screen the appearance of off-street parking areas from the public right-of-way. Materials to be installed shall achieve a balance between low lying and vertical shrubbery and trees.

Response: Not applicable; the proposed development will only incorporate two off-street parking spaces. The building will be sufficiently sized to allow for one off-street space to be inside the building. The other, an ADA space, will be provided on the east side of the proposed building.

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.

Response: Loading areas, when necessary, will be utilized within the proposed building. No additional screening is needed for loading areas.

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. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant does not currently have any intentions to condition the space for the time being, but will screen any and all service facilities if installed in the future facing a public street.

17.100.110 – Fences or walls

A. Fences, walls or combinations of earthen berms and fences or walls up to four feet in height may be constructed in required front yards. Rear and side yard fences, or berm/fence combinations behind the required front yard setback may be up to six feet in height without any additional permits. Any proposed fence or fence/berm combination higher than six feet shall require a building permit. Any fence or fence/berm combination greater than eight feet in height shall require planning commission approval in addition to a building permit.

Response: See sheet C-2. On north side of property, a five-foot cedar screening fence will be provided. On the west side and northwest side of the property, a five-foot chainlink fence exists and will remain.



B. The prescribed heights of required fences, walls or landscaping shall be measured from the lowest of the adjoining levels of finished grade.

Response: All fences, proposed and existing, are measured from the ground to the top.

C. 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. Fences and walls shall be in compliance with other city regulations. (Ord. 634 §1 Exh. A (part), 1995)

Response: Existing fences on-site are chain link while proposed fences will be constructed of cedar or approved equal.

17.100.120 – Required fencing of pools

A. Every person in possession of land within the city, either as owner, purchaser under contract, lessee, tenant or licensee, upon which is situated a swimming pool or other outside body of water designed or used for swimming, dipping or immersion purposes having a depth of more than eighteen inches shall maintain an enclosure consisting of a fence or wall which shall discourage children climbing and is acceptable to the building inspector.

B. All gates or doors opening through such enclosure shall be equipped with self-enclosing and self-latching devices installed at least forty inches above the ground or base, designed to help and capable of keeping such door or gate securely closed at all times when not in actual use; provided, however, that the door of any dwelling occupied by human beings and forming any part of the enclosure required need not be so equipped.

C. Every person in possession of land within the city, either as owner, purchaser under contract, lessee, tenant or licensee, on which there is a fish pond or other decorative pool having a depth of eighteen inches or more shall construct and maintain an acceptable enclosure and securely close off or block any and all entrances thereto. An acceptable enclosure shall be one of the following:

- 1. A fence completely surrounding the yard where the fish pond or decorative pool is located;*
- 2. A wire screen or cover of sufficient strength to hold a weight of at least seventy-five pounds and installed not more than six inches below the surface of the water at all times. (Ord. 634 §1 Exh. A (part), 1995)*

Response: Not applicable; site does not include a swimming pool, body of water, fish pond or other decorative pool.

17.100.140 – Re-vegetation

A. Upon completion of construction activities, where natural vegetation or topsoil has been removed in areas not affected by the landscaping requirements and that are not to be occupied by structures, such areas are to be replanted as set forth in this section to prevent erosion.



B. Preparation for Re-vegetation. Topsoil removed from the surface is to be stored on or near the sites and protected from erosion while construction activities are underway; and

- 1. Such storage may not be located where it would cause suffocation of root systems of trees intended to be preserved; and*
- 2. After completion of such activities, the topsoil is to be restored to exposed cut and fill embankments or building pads to provide a suitable base for seeding and planting.*

C. Methods of Re-vegetation.

- 1. Acceptable methods of re-vegetation include hydromulching or the planting of rye grass, barley, or other seed with equivalent germination rates, and where lawn or turf grass is to be CHAPTER 17.100 established, lawn grass seed or other appropriate landscape cover is to be sown at not less than four pounds to each one thousand square feet of land area.*
- 2. Other re-vegetation methods offering equivalent protection may be approved by the approval authority.*
- 3. Plant materials are to be watered at intervals sufficient to ensure survival and growth.*
- 4. The use of native plant materials is encouraged to reduce irrigation and maintenance demands. (Ord. 634 §1 Exh. A (part), 1995)*

Response: Not applicable. All proposed and existing areas are covered with structures, parking spaces, or gravel and will not require revegetation.

Chapter 17.106 – Off-Street Parking and Loading Requirements

17.106.010 – Purpose

The purpose of these regulations is to establish parking areas that have adequate capacity and are appropriately located and designed to minimize any hazardous conditions on-site and at access points. The parking requirements are intended to provide sufficient parking in close proximity to the various uses for residents, customers and employees, and to establish standards which will maintain the traffic carrying capacity of nearby streets. (Ord. 634 §1 Exh. A (part), 1995)

Response: See sheet C-2. One ADA parking space will be provided along the eastern side of the proposed building while another will be provided inside the new building given that there is sufficient space.

17.106.015 – Applicability of provisions

A. The provisions of this chapter shall apply to all development including the construction of new structures, major modification of existing structures as defined in Chapter 17.120, and to any application which increases the on-site parking or loading requirements or which changes the access requirements.

B. Where the provisions of Chapter 17.120 do not apply, the planner shall approve, approve with conditions, or deny a plan submitted under the provisions of this chapter. No notice is required.



C. The applicant shall submit a site plan which includes:

- 1. The location of the structures on the property and on the adjoining property;*
- 2. The delineation of individual parking and loading spaces and their dimensions;*
- 3. The location and dimension of the circulation area necessary to serve the spaces;*
- 4. The location and dimension of the access point(s) to streets, to accessways and to properties to be served;*
- 5. The location of curb cuts;*
- 6. The location and dimensions of all landscaping, including the type and size of plant material to be used, as well as any other landscape material incorporated into the overall plan;*
- 7. The proposed grading and drainage plans; and 8. Specifications as to signs and bumper guards. (Ord. 634 §1 Exh. A (part), 1995)*

Response: See the site plan on sheet C-2 where the above listed items are illustrated.

17.106.020 – 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;*

Response: A 9 foot wide by 18 feet long parking spaces is provided inside the proposed building.

- 2. Eight and one-half feet wide and fifteen feet long for a compact space; and*

Response: Not applicable; the proposed site does not include compact spots.

- 3. In accordance with the applicable state and federal standards, at least twelve feet wide and eighteen feet long for designated handicapped parking spaces.*

Response: One ADA parking space is provided with a space width of 9 feet and 18 feet long with a loading zone area having a width of 8 feet and 18 feet long.

B. The provision and maintenance of off-street and loading spaces are the continuing obligations of the property owner:

- 1. No building or other permit shall be issued until plans are presented to the planner to show that property is and will remain available for exclusive use as off-street parking and loading space; and*
- 2. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this title.*

Response: The applicant understands this requirement and will maintain all off-street parking areas.



C. Upon application the planner may rule that a use, not specifically listed in Section 17.106.030, is a use similar to a listed use and that the same parking standards shall apply. No notice need be given. The ruling on parking area requirements shall be based on findings that the following criteria are satisfied:

- 1. The use is similar to and of the same general type as a listed use;*
- 2. The use has similar intensity, density and offsite impact as the listed use; and*
- 3. The use has similar impacts on the community facilities as the listed use. The planner shall maintain a list of approved unlisted use parking requirements which shall have the same effect as an amendment to this chapter. An updated list shall be given to the planning commission at its next regularly scheduled meeting following each determination of the parking requirements for an unlisted use. Annually, all copies of this title shall be updated to include the unlisted uses approved during the previous year.*

Response: The applicant understands these standards.

D. At the time of erection of a new structure or at the time of enlargement or change in occupancy as defined by the Uniform Building Code, off-street parking spaces shall be as provided in accordance with Section 17.106.030; and

- 1. In case of enlargement of a building or use of land existing on the date of adoption of this title, the number of parking and loading spaces required shall be based only on floor area or capacity of such enlargement; and*
- 2. If parking space has been provided in connection with an existing use or is added to an existing use, the parking space shall not be eliminated if the elimination would result in less space than is specified in the standards of this section when applied to the entire use.*

Response: The applicant understands these standards and has provided adequate parking based off of the intended use.

E. When an existing structure is changed in occupancy and the parking requirements for each occupancy are the same, no additional parking shall be required; and where a change in occupancy results in an intensification of use in terms of the number of parking spaces required, additional parking spaces shall be provided in an amount equal to the difference between the existing number of spaces and the number of spaces required for the more intensive occupancy.

Response: Not applicable; no existing structures exist on-site.

F. Within the commercial and expanded commercial zones, owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap by more than two hours; satisfactory legal evidence shall be presented to the planner in the form of deeds, leases or contracts to establish the joint use; and if a joint use arrangement is subsequently terminated, the requirements of this title thereafter apply to each separately.

Response: Not applicable; the subject property is zoned light industrial.

H. Location of Required Parking. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code.



1. *Off-street parking spaces for single-family, duplex dwellings and single-family attached dwellings shall be located on the same lot with the dwelling.*
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.*
3. *Parking lots for commercial and institutional uses shall be located to the side or rear of buildings where feasible; for commercial uses in the Downtown Overlay off-street parking shall be located to the side or rear of buildings, as required by 17.80.050.*
4. *For office, industrial, and institutional uses where there are more than 20 parking spaces on the site, the following standards must be met:*
 - a. *Five spaces or five percent of the parking spaces on site, whichever is less, must be reserved for carpool use before 9:00 AM on weekdays. More spaces may be reserved, but they are not required.*
 - b. *The spaces will be those closest to the building entrance or elevator, but not closer than the spaces for disabled parking and those signed for exclusive customer use.*

Response: The proposed development will require one parking spot; which will be in the building spot, which shall be in the building. One ADA parking space will be within 400' of the building.

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.*

Response: Not applicable; site only has one use.

J. *When a building or use is planned or constructed in such a manner that a choice of parking requirements could be made, the use which requires the greater number of parking spaces shall govern.*

Response: Parking requirements stipulated by the city have been adhered to as described above.

K. *Required parking spaces shall:*

1. *Be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only;*
2. *Not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use; and*
3. *Not be rented, leased or assigned to any other person or organization unless the required number of spaces are maintained.*

Response: The applicant understands and will enforce these requirements.

M. *Parking lots shall be landscaped in accordance with the requirements in Section 17.100.100.*

Response: Please see section 17.100.100 for responses to landscaping criteria and what landscaping is proposed with this development.



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.

Response: See sheet C-2. The proposed development includes a dedicated handicapped space.

O. All parking spaces designated for compact vehicles shall be labeled by painting the words "COMPACT ONLY" on the parking space.

Response: Not applicable; no compact spaces are proposed.

P. Bicycle Parking.

1. Standards. At a minimum, bicycle parking shall be provided based on the standards in Subsection 5 below. Where an application is subject to Conditional Use Permit approval or the applicant has requested a reduction to an automobile-parking standard, pursuant with Subsection 17.80.050.E or Subsection 17.106.020.Z, the planning commission may require bicycle parking spaces in addition to those in Subsection 5.

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. Exemptions. This Section does not apply to single-family and duplex housing, home occupations, and agricultural uses. The planning commission may exempt other uses upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.

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. Multi-family residential (four or more units): 2 spaces per 4 units Commercial: 2 spaces per primary use or 1 per 5 vehicles spaces Industrial: 2 spaces per primary use or 1 per 10 vehicle spaces Parks: 4 spaces Schools: 2 spaces per classroom Institutional Uses and Places of Worship: 2 spaces per primary use or 1 per 10 vehicle spaces Transit centers and park-and-ride lots: 8 spaces Other uses: 2 spaces per primary use or 1 per 10 vehicle spaces

Response: See sheet C-2. Two bicycle parking spaces will be provided on the north side of the proposed building.

Q. Any lights provided to illuminate any public or private parking area or vehicle sales area shall be so arranged as to reflect the light away from any abutting or adjacent residential district.

Response: See sheet C-4. Building-mounted lights are designed to illuminate parking areas and are shielded to reflect light away from adjacent lots.



R. Required parking spaces shall be completely improved to city standards and available for use at the time of the final building inspection.

Response: All required parking spaces will be improved to city standards and will be made available for use at the time of final site inspection.

S. A plan drawn to scale, indicating how the off-street parking and loading requirement is to be fulfilled, shall accompany the request for a building permit or development application.

Response: The proposed site plan is drawn to scale and includes the proposed parking spaces.

T. Where square feet are specified, the area measured shall be gross floor area under the roof measured from the faces of the structure, excluding only space devoted to covered off-street parking or loading.

Response: The gross square footage of the proposed building is 1,344 square feet.

U. Where employees are specified, the employees counted are the persons who work on the premises including proprietors, executives, professional people, production, sales, and distribution employees during the largest shift at peak season.

Response: No employees are anticipated as this is a private building for personal use.

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

Response: All required parking has been rounded up to the nearest whole space.

W. Parking spaces in the public street or alley shall not be eligible as fulfilling any part of the parking requirement.

Response: No parking within 1st street is included with the parking analysis.

X. Off street parking of any vehicle or recreational vehicle, watercraft, or parts designed to be affixed thereto, which obstructs the visual clearance area or creates a potential safety hazard shall not be allowed in required yard.

Response: The applicant understands that no vehicles shall be parked where they could prohibit or restrict vision in a visual clearance area.

Y. Parking and loading areas shall be designed to minimize disturbances of adjacent residents by erection between the uses of a sight-obscuring fence of not less than four feet in height, provided that the provisions for visual clearance areas are met. Parking spaces within a parking lot shall be designed and constructed so that no portion of a parked vehicle, including an opened door, will extend beyond the property line. (Ord. 820 §8, 2012; Ord. 634 §1 Exh. A (part), 1995)

Response: See sheet C-2. All proposed parking spaces are designed to minimize obstruction or disturbance, fall within the property lines, and are designed as such to where no part of a vehicle is obstructive.

Z. Exceptions and Reductions to Off-Street Parking. The applicant may propose a parking standard that is different than the standard under Section 17.106.030, for review and action by the planning commission processed according to the procedures in Chapter 17.162. The applicant's proposal shall



consist of a written request, and a parking analysis prepared by a qualified planning or transportation professional.

1. The parking analysis, at a minimum, shall assess the average parking demand and available supply for existing and proposed uses on the subject site; opportunities for shared parking with other uses in the vicinity; existing public parking in the vicinity; transportation options existing or planned near the site, such as frequent bus service, carpools, or private shuttles; and other relevant factors.

2. The planning commission may reduce the off-street parking standards of Section 17.106.030 for sites with one or more of the following features, pursuant with this Subsection:

a. Site has a bus stop with frequent transit service located adjacent to it, and the site's frontage is improved with a bus stop waiting shelter, consistent with the standards of the applicable transit service provider: Allow up to a 10 percent reduction to the standard number of automobile parking spaces.

b. Site has dedicated parking spaces for carpool/vanpool vehicles: Allow up to a 5 percent reduction to the standard number of automobile parking spaces.

c. Site has dedicated parking spaces for motorcycle and/or scooter or electric carts: Motorcycle parking may substitute for up to 5 spaces or 5 percent of required automobile parking, whichever is less. For every 4 motorcycle parking spaces provided, the automobile parking requirement is reduced by one space. Each motorcycle space must be at least 4 feet wide and 8 feet deep. Existing parking may be converted to take advantage of this provision. (Ord 857, 2016)

Response: The applicant does not request an exception or reduction, but the applicant does requests for the planning commission to consider allowing one parking spaces to be within the proposed building due to site constraints.

17.106.030 – Minimum off-street parking requirements

A. Residential Uses.

- 1. Single-family 2 spaces for each dwelling unit residence or or duplex
- 2. Multifamily a. Studio 1 space for each unit b. 1-2 bedroom 1.5 spaces for each unit units c. More than 2 2 spaces for each unit bedrooms per unit
- 3. Group care home 1 space per 3 beds facility

Response: Not applicable; site and proposed structures are not meant for residential use.

B. Civic Uses.

[...]

Response: Not applicable; proposed development is not for civic uses.

C. Commercial Uses.



[...]

5. Automotive and equipment

- a. Cleaning 1 space per 500 square feet of gross floor area*
- b. Fleet storage 1 space per 1500 square feet*
- c. Repairs 1 space per 500 square feet of gross floor area but not less than 3 spaces for each establishment*
- d. Sales and rental 1 space per 1,000 square feet of gross lot area, but not less than 4 spaces for each establishment*

Response: Under advisement from the City of Scappoose, the most applicable use with regards to parking standards is fleet storage. With a building size of 1,344 square feet, one parking space is required. The applicant requests for the planning commission to consider the use of a parking space within the interior of the proposed building. Sheet C-2 shows that the proposed building has adequate room for a parking space within the interior of the building. The additional ADA parking space will be adjacent to the eastern wall.

[...]

D. Industrial Uses.

[...]

Response: Not applicable; site is not for industrial uses.

E. All uses providing drive-in services as defined by this title shall provide on the same site a reservoir for inbound vehicles as follows:

Reservoir Requirement

- Drive-in banks: 3 spaces/service terminal;*
- Drive-in restaurants: 10 spaces/service window;*
- Drive-in theaters: 10 percent of the theater capacity;*
- Gasoline service stations: 3 spaces/pump;*
- Mechanical car washes: 3 spaces/washing unit*
- Parking facilities:*
 - Free flow entry: 1 space/entry driveway;*
 - Ticket dispense entry: 2 spaces/entry driveway;*
 - Manual ticket: 8 spaces/entry driveway dispensing; and*
 - Attendant parking: 10 percent of that portion of parking capacity served by the driveway (Ord. 828, 2013; Ord. 634 (part), 1995).*



Response: Although the intended use of the subject property is for a parking facility the site will not be available for public use. Due to the private nature of the intended use, no customers will be generated. All visitors can and will have access to the proposed parking stalls either inside the proposed building or in the ADA parking stall outside of the building, as permitted.

17.106.040 – Modification to parking requirements

Up to twenty-five percent of the required parking spaces may be compact spaces. (Ord. 634 §1 Exh. A (part), 1995)

Response: Not applicable; no compact spaces are proposed.

17.106.050 – Parking dimension standards

A. Each parking space shall be accessible from a street or other right-of-way.

Response: See sheet C-2. The proposed ADA parking space is adjacent to 1st Street. The other proposed parking space is proposed within the building.

B. Minimum standards for a standard parking stall's length and width, aisle width, and maneuvering space shall be determined from the following table. Dimensions for designated compact spaces are noted in parentheses:

[...]

- 1. The width of each parking space includes a four inch wide stripe which separates each space.*

[...]

Response: See sheet C-2. All proposed parking spaces are nine feet wide by eighteen feet long, with four-inch striping. The ADA parking space shall meet all applicable ADA standards.

C. Excluding single-family and duplex residences, groups of more than two parking spaces shall be served by a service drive so that no backing movements or other maneuvering within a street or other public right-of-way would be required. Service drives shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety of pedestrians and vehicular traffic on the site.

Response: Not applicable; although the site is providing two parking spaces (one inside the proposed building and another on the east side of the proposed building) these two parking spaces are not grouped together, but are spaced apart in two different locations on the site.

D. Each parking or loading space shall be accessible from a street and the access shall be of a width and location as described in the public works design standards.

Response: See sheet C-2. All proposed parking and loading spaces are accessible from 1st Street and meet the design standards.



E. Except for single-family and two-family residences, any area intended to be used to meet the off-street parking requirements as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety.

Response: See sheet C-2. The standard parking space will be inside the proposed building (not to be striped). The handicapped space will be outside, on the eastern side of the proposed building and will be striped permanently.

F. All areas used for the parking or maneuvering of any vehicle, boat, or trailer shall be improved with asphalt or concrete surfaces except for surplus parking or vehicular storage parking areas which may be gravel if gravel will not create adverse conditions affecting safe ingress and egress when combined with other uses of the property and all areas within public right-of-way shall be paved.

Response: See sheet C-2. The front yard will have asphalt along the frontage of the site except within the buffer area along the northern property line. This asphalt will extend into the subject property a depth of 20 feet.

G. Access Drives.

- 1. Access drives from the street to off-street parking or loading areas shall be designed and constructed to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site.*
- 2. The number and size of access drives shall be in accordance with the requirements of public works design standards.*
- 3. Access drives shall be clearly and permanently marked and defined through use of rails, fences, walls or other barriers or markers on frontage not occupied by service drives.*
- 4. Access drives shall maintain visual clearance areas as provided in Chapter 12.10.*

Response: Not applicable; no access drives are proposed with this development.

H. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four inches high located three feet back from the front of the parking stall. The front three feet of the parking stall may be concrete, asphalt or low lying landscape material that does not exceed the height of the wheel stop. This area cannot be calculated to meet landscaping or sidewalk requirements.

Response: The proposed ADA parking space will have a wheel stop provided while the remaining parking space located within the building will not be striped or have a wheel stop provided.

I. Except for single-family and two-family residences, off-street parking and loading facilities shall be drained to avoid flow of water across public sidewalks in accordance with specifications approved by the public works director to ensure that ponding does not occur.

Response: See sheet C-3. Parking spaces have been graded to shed water north where a stormwater ditch will manage runoff.



J. Artificial lighting on all off-street parking facilities shall be designed to deflect all light away from surrounding residences and so as not to create a hazard to the public use road or street and shall not exceed intensities for adjacent streets as included in public works design standards.

Response: See sheet C-4. Building-mounted lights are designed to illuminate parking areas and are shielded to reflect light away from adjacent properties.

K. All parking lots shall be kept clean and in good repair at all times. Breaks in paved surfaces shall be repaired promptly and broken or splintered wheel stops shall be replaced so that their function will not be impaired.

Response: The applicant understands this requirement and will maintain the parking lot.

L. Pedestrian walkway. Where a walkway crosses a parking area or driveway, it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crossing may be part of a speed table to improve driver visibility of pedestrians. If crossings involve grade changes, the crossing shall include ADA accessible ramps. Painted striping, thermo-plastic striping, and similar types of non-permanent applications are discouraged, but may be approved for lower-volume crossings of 24 feet or less. (Ord. 857, 2016; Ord. 820 §8, 2012; Ord. 634 §1 Exh. A (part), 1995)

Response: Not applicable; the proposed parking lot does not include a walkway crossing.

17.106.070 – Loading/unloading driveways required onsite

A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school or other meeting place which is designed to accommodate more than twenty-five people at one time. (Ord. 634 §1 Exh. A (part), 1995)

Response: Not applicable; the proposed development is not for a school or other meeting place designed to accommodate more than twenty-five people at one time.

17.106.080 – Off-street loading

Buildings or structures to be built or altered which receive and distribute material or merchandise by truck shall provide and maintain off-street loading and maneuvering space as follows:

A. Every commercial or industrial use having floor area of ten thousand square feet or more, shall have at least one off-street loading space on site.

Response: Not applicable; the floor area of proposed building is 1,344 square feet.

B. One additional space shall be provided for each additional thirty thousand square feet or major fraction thereof.

Response: Not applicable; the proposed building has a floor area of 1,400 square feet.



C. Each loading space shall have sufficient area for turning and maneuvering of vehicles on the site, and entrances and exits for the loading areas shall be provided at locations approved by the planner in accordance with the public works design standards.

Response: All loading activities will be conducted within the proposed building.

D. Screening for off-street loading facilities is required in accordance with Chapter 17.100. Additional screening, buffering or setback may be required particularly for unloading of large, box-type units. (Ord. 634 §1 Exh. A (part), 1995)

Response: No outdoor screening is proposed. Seeing as any loading/unloading that is needed will be performed within the proposed building.

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 fire fighting; and oriented with consideration for sun and wind; and

Response: The proposed development takes place on relatively flat ground; the proposed structure will be designed to preserve topography and will provide adequate spacing for these various purposes.

C. Existing trees having a six-inch caliper or greater shall be preserved or replaced by new plantings of equal character;

Response: Not applicable; there are no existing trees located on-site.

D. Privacy and noise:

1. The buildings shall be oriented in a manner which protects private spaces on adjoining properties from view and noise,

2. Residential buildings shall be located on the portion of the site having the lowest noise levels, and

3. On-site uses which create noise, lights, or glare shall be buffered from adjoining residential uses;

Response: With the intended use of the proposed building, no excessive noises, lights or glare will leave the subject property.



E. Private outdoor area: residential use:

1. Structures which include residential dwelling units shall provide private outdoor areas which is screened from view by adjoining units,
2. Private open space such as a patio or balcony shall be provided and shall be designed for the exclusive use of individual units and shall be at least forty-eight square feet in size with a minimum width dimension of four feet, and
 - a. Balconies used for entrances or exits shall not be considered as open space except where such exits or entrances are for the sole use of the unit, and
 - b. Required open space may include roofed or enclosed structures such as a recreation center or covered picnic area,
3. Wherever possible, private outdoor open spaces should be oriented toward the sun;

Response: Not applicable; project site is zoned for light-industrial use and is not for residential use.

F. Shared outdoor recreation areas: residential use:

1. In addition to the requirements of subsections D and E of this section, usable outdoor recreation space shall be provided in multifamily, mixed-use, and live/work residential developments for the shared or common use of all the residents in the following amounts:
 - a. Studio up to and including two-bedroom units, two hundred square feet per unit, and b. Three or more bedroom units, three hundred square feet per unit,
2. The required recreation space may be provided as follows:
 - a. It may be all outdoor space, or
 - b. It may be part outdoor space and part indoor space; for example, an outdoor tennis court, and indoor recreation room,
 - c. It may be all public or common space,
 - d. It may be part common space and part private; for example, it could be an outdoor tennis court, indoor recreation room and balconies on each unit, and
 - e. Where balconies are added to units, the balconies shall not be less than forty-eight square feet.
 1. Shared outdoor recreation space shall be readily observable for reasons of crime prevention and safety.

Response: Not applicable; project site is zoned for light-industrial use and is not for residential usage.

G. Where landfill and/or development is allowed within and adjacent to the one hundred-year floodplain, the city may require the dedication of sufficient open land area for greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the floodplain;

Response: Not applicable; the subject property is not located within the 100-year floodplain.



H. Demarcation of public, semipublic, and private spaces; crime prevention:

- 1. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly defined in order to establish persons having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and*
- 2. These areas may be defined by a deck, patio, low wall, hedge or draping vine, a trellis or arbor, a change in level or landscaping;*

Response: The subject property is private and will not be accessible to the public.

I. Crime prevention and safety:

- 1. Windows shall be located so that areas vulnerable to crime can be surveyed by the occupants,*
- 2. Interior laundry and service areas shall be located in a way that they can be observed by others,*
- 3. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic,*
- 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;*

Response: See sheet C-4. The proposed building will have light fixtures attached to properly illuminate the subject property. All light fixtures will be shielded as necessary to retain light on the subject property.

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);*

Response: Parking areas will be accessible by 1st Street. The proposed development does not propose to change the circulation pattern for emergency vehicles along 1st street.

K. Public transit:

- 1. Provisions within the plan shall be included for providing for transit if the development proposal is adjacent to existing or proposed transit route.*
- 2. The requirements for transit facilities shall be based on:*
 - a. The location of other transit facilities in the area,*
 - b. The size and type of the proposal.*



3. *The following facilities may be required:*

- a. *Bus stop shelters,*
- b. *Turnouts for buses, and*
- c. *Connecting paths to the shelters;*

Response: Not applicable; project site is not adjacent to existing public transit routes.

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;

Response: Parking and loading has been addressed in previous sections.

M. All landscaping shall be designed in accordance with the requirements set forth in Chapter 17.100;

Response: Landscaping has been addressed in previous sections.

N. All drainage plans shall be submitted to the public works director for review and approval;

Response: See sheet C-3. All drainage plans will be submitted for review and approval.

O. All facilities for the handicapped shall be designed in accordance with the requirements set forth in the ADA requirements; and

Response: The applicant understands this requirement. All ADA facilities have been designed as required by ADA requirements.

P. All of the provisions and regulations of the underlying zone shall apply.

Response: All provisions and regulations of the light industrial zoning have been applied.

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.*



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.

4. Crosswalks. Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians. Painted or thermo-plastic striping and similar types of non-permanent applications are discouraged, but may be approved for lesser used crosswalks not exceeding 20 feet in length.

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.

7. Multi-Use Pathways. Multi-use pathways, where approved, shall be 12 feet wide and constructed of asphalt or concrete, consistent with the applicable public works design standards. (Ord. 868, 2018; Ord. 857, 2016; Ord. 820 §9, 2012; Ord. 634 §1 Exh. A (part), 1995)

Response: Circulation through the site is limited due to the sites size constraints. On-site circulation will be limited to the parking area on the side of the building.



Chapter 17.154 – Street and Utility Improvement Standards.

17.154.010 – Purpose

The purpose of this chapter is to inform applicants of general design standards for street and utility improvements and maintain consistency between this title and the Scappoose public works design standards and standard specifications. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands the purpose of this chapter.

17.154.020 – General provisions

A. The standard specifications for construction, reconstruction or repair of streets, sidewalks, curbs and other public improvements within the city shall occur in accordance with the standards of this title, the public works design standards, the transportation system plan, and in accordance with county or state standards where appropriate.

B. The public works director may require changes or supplements to the standard specifications consistent with the application of engineering principles.

C. Subject to approval of the planner and the public works director, street sections may be modified administratively based on geographical constraints of steep slopes, wetlands, floodplains, and constraints imposed by existing structures. Modifications may include, but are not limited to, reduced paving widths, elimination of on-street parking and eliminating sidewalks on one side of the street. (Ord. 857, 2016; Ord. 658 §3(part), 1997; Ord. 634 §1 Exh. A (part), 1995)

Response: The site plans are in accordance with these requirements.

17.154.030 – Streets

A. No development shall occur unless the development has frontage or approved access to a public street:

1. Streets within a development and streets adjacent to a development shall be improved in accordance with this title and the public works design standards and specifications.

2. Any new street or additional street width planned as a portion of an approved street plan shall be dedicated and improved in accordance with this title and the public works design standards and specifications.

3. Subject to approval of the city engineer and the planner, the planner may accept and record a non-remonstrance agreement in lieu of street improvements if two or more of the following conditions exist:

a. A partial improvement is not feasible due to the inability to achieve a cohesive design for the overall street;

b. A partial improvement may create a potential safety hazard to motorists or pedestrians;



c. Due to the nature of existing development on adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity;

d. The improvement would be in conflict with an adopted capital improvement plan; e. Additional planning work is required to define the appropriate design standards for the street and the application is for a project which would contribute only a minor portion of the anticipated future traffic on the street.

Response: The applicant requests that a non-remonstrance agreement be signed in lieu of street improvements. This request is made due to the unlikelihood that NE 1st street will have street improvements extended in the foreseeable future as well as frontage improvements would not create a cohesive design for the overall street.

B. Rights-of-way shall be created through the approval of a final subdivision plat or major partition; however, the council may approve the creation of a street by acceptance of a deed, provided that such street is deemed essential by the council for the purpose of general traffic circulation:

1. The council may approve the creation of a street by deed of dedication without full compliance with the regulations applicable to subdivisions or major partitions if any one or more of the following conditions are found by the council to be present:

a. Establishment of a street is initiated by the council and is found to be essential for the purpose of general traffic circulation, and partitioning of subdivision of land has an incidental effect rather than being the primary objective in establishing the road or street for public use; and

b. The tract in which the road or street is to be dedicated is an isolated ownership of one acre or less and such dedication is recommended by the commission to the council based on a finding that the proposal is not an attempt to evade the provisions of this title governing the control of subdivisions or major partitions.

2. With each application for approval of a road or street right-of-way not in full compliance with the regulations applicable to the standards, the proposed dedication shall be made a condition of subdivision and major partition approval:

a. The applicant shall submit such additional information and justification as may be necessary to enable the commission in its review to determine whether or not a recommendation for approval by the council shall be made;

b. The recommendation, if any, shall be based upon a finding that the proposal is not in conflict with the purpose of this title or the city's public works design standards relating to street standards and street acceptance policies;

c. The commission, in submitting the proposal with a recommendation to the council, may attach conditions which are necessary to preserve the standards of this title;



d. All deeds of dedication shall be in a form prescribed by the city and shall name "the city of Scappoose, Oregon" or "the public," whichever the city may require, as grantee;

e. All instruments dedicating land to public use shall bear the approval by the city manager accepting the dedication prior to recording.

3. No person shall create a street or road for the purpose of partitioning an area or tract of land without the approval of the city.

Response: The applicant understands these requirements regarding rights-of-ways. Due to the requirements of section 17.154.030(3)(A-C) being met, the applicant requests to record a waiver of non-remonstrance in lieu of performing street improvements. This request is largely made due to the existing nature of NE 1st Street and the unlikelihood of street improvements would be extended in the foreseeable future.

C. The planning commission may approve an access easement established by deed without full compliance with this title provided such an easement is the only reasonable method by which a lot large enough to develop can develop:

1. Vehicular access easements which exceed one hundred fifty feet shall be improved in accordance with the Uniform Fire Code.

2. Vehicular access shall be improved in accordance with the public works design standards.

Response: Not applicable; the applicant does not request an access easement.

D. The location, width and grade of all streets shall conform to an approved street plan and shall be considered in their relation to existing and planned streets, to topographic conditions, to public convenience and safety, and in their appropriate relation to the proposed use of the land to be served by such streets:

a. Provide for the continuation or appropriate projection of existing streets in the surrounding areas, or

b. Conform to a plan adopted by the council, if it is impractical to conform to existing street patterns because of particular topographical or other existing conditions of the land. Such a plan shall be based on the type of land use to be served, the volume of traffic, the capacity of adjoining streets and the need for public convenience and safety.

3. New streets shall be laid out to provide reasonably direct and convenient routes for walking and cycling within neighborhoods and accessing adjacent development.

Response: Not applicable; the subject property has frontage along a road that is already established. No access aisles or public roadways are proposed with this development.

E. The street right-of-way and roadway widths shall not be less than the minimum widths described in the city's public works design standards.

Response: To the best of the applicants understanding, there is adequate roadway width and Right-of-way width along 1st Street.



F. Where necessary to give access or permit a satisfactory future division of adjoining land, streets shall be extended to the boundary lines of the tract to be developed. A reserve strip across the end of a dedicated street shall be deeded to the city; and a barricade shall be constructed at the end of the street by the property owners which shall not be removed until authorized by the public works director, the cost of which shall be included in the street construction cost.

Response: The applicant understands this requirement.

G. No street name shall be used which will duplicate or be confused with the names of existing streets within the city's urban growth boundary, except for extensions of existing streets. Street names and numbers are subject to review and approval the Scappoose rural fire district.

Response: Not applicable; the proposed development does not propose any new public streets or roadway names.

H. Concrete vertical curbs, curb cuts, wheelchair, bicycle ramps and driveway approaches shall be constructed in accordance with standards specified in this chapter and the city's public works design standards. Concrete curbs and driveway approaches are required and shall be built to the city's configuration standards.

Response: The applicant understands these requirements and all site plans will be in accordance with them.

I. Wherever the proposed development contains or is adjacent to a railroad right-of-way, provision shall be made for a street approximately parallel to and on each side of such right-of-way at a distance suitable for the appropriate use of the land, and the distance shall be determined with due consideration at cross streets or the minimum distance required for approach grades and to provide sufficient depth to allow screen planting along the railroad right-of-way in nonindustrial areas.

Response: The subject property is adjacent to a railroad right-of-way, but the subject property is zoned light-industrial. Due to the zoning screening is not required, and is not proposed with this development.

J. Where a development abuts or is traversed by an existing or proposed arterial street, the development design shall provide adequate protection for residential properties and shall separate residential access and through traffic, or if separation is not feasible, the design shall minimize the traffic conflicts. The design requirements shall include any of the following:

- 1. A parallel access street along the arterial;*
- 2. Lots of suitable depth abutting the arterial to provide adequate buffering with frontage along another street;*
- 3. Screen planting at the rear or side property line to be contained in a nonaccess reservation along the arterial; or*
- 4. Other treatment suitable to meet the objectives of this subsection.*

Response: Not applicable; 1st street is classified as a local street according to the 2016 TSP.



K. Upon completion of a street improvement and prior to acceptance by the city, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the city that all boundary and interior monuments shall be established or re-established, protected and recorded.

Response: Not applicable; no street improvements are proposed as part of this development.

L. Private streets are permitted within manufactured home parks, and the city shall require legal assurances for the continued maintenance of private streets, such as:

- 1. A bonded maintenance agreement; and*
- 2. The creation of a homeowners association;*

Response: Not applicable; the proposed development does not proposed a private street nor is the purpose of the development for a manufactured home park.

M. Where an adjacent development results in a need to install or improve a railroad crossing, the cost for such improvements may be a condition of development approval, or another equitable means of cost distribution shall be determined by the public works director and approved by the commission.

Response: Not applicable, no improvements to the adjacent railroad are anticipated or proposed.

O. The developer shall install all street signs, relative to traffic control and street names, as specified by the public works director for any development. The cost of signs shall be the responsibility of the developer.

Response: Not applicable; the proposed development does not include any streets or other areas requiring street signs.

P. Joint mailbox facilities shall be provided in all residential developments, with each joint mailbox serving at least two dwelling units.

- 1. Joint mailbox structures shall be placed adjacent to roadway curbs and shall comply with provisions of the Americans with Disabilities Act and implementing federal and state regulations;*
- 2. Proposed locations of joint mailboxes shall be designated on a copy of the tentative plan, and shall be approved by the U.S. Post Office prior to plan approval; and*
- 3. Plans for the joint mailbox structures to be used shall be submitted for approval by the planner prior to final approval.*

Response: Not applicable; the proposed development is not for residential use. No joint mailboxes are proposed with this development.

Q. The location of traffic signals shall be noted on approved street plans, and where a proposed street intersection will result in an immediate need for a traffic signal, a city-approved signal shall be installed. The cost shall be included as a condition of development.

Response: Not applicable; the proposed development does not include private or public street or other areas requiring traffic signals.

R. Street lights shall be installed in accordance with the city's public works design standards.



Response: Not applicable; the proposed site does not include any public streets or other public works.

S. A Transportation Impact Study (TIS) must be submitted with a land use application if the conditions in (1) or (2) apply in order to determine whether conditions are needed to protect and minimize impacts to transportation facilities, consistent with Section 660-012-0045(2)(b) and (e) of the State Transportation Planning Rule.

1. Applicability – TIS letter. A TIS letter shall be required to be submitted with a land use application to document the expected vehicle trip generation of the proposal. The expected number of trips shall be documented in both total peak hour trips and total daily trips. Trip generation shall be estimated for the proposed project using the latest edition of the Institute of Engineers Trip Generation Manual or, when verified with the City prior to use, trip generation surveys conducted at similar facilities.

2. Applicability – TIS report. A TIS report shall be required to be submitted with a land use application if the proposal is expected to involve one or more of the following:

a. The proposed development would generate more than 10 peak hour trips or more than 100 daily trips.

b. The proposal is immediately adjacent to an intersection that is functioning at a poor level of service, as determined by the city engineer.

c. A new direct approach to US 30 is proposed.

d. A proposed development or land use action that the road authority states may contribute to operational or safety concerns on its facility(ies).

e. An amendment to the Scappoose Comprehensive Plan or Zoning Map is proposed.

3. Consistent with the city's Traffic Impact Study (TIS) Guidelines, the city engineer will determine the project study area, intersections for analysis, scenarios to be evaluated and any other pertinent information concerning the study and what must be addressed in either a TIS letter or a TIS report.

4. Approval Criteria. When a TIS Letter or Report is required, a proposal is subject to the following criteria:

a. The TIS addresses the applicable elements identified by the city engineer, consistent with the Traffic Impact Study Guidelines;

b. The TIS demonstrates that adequate transportation facilities exist to serve the proposed development or, in the case of a TIS report, identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the city engineer and, when state highway facilities are affected, to ODOT;

c. For affected non-highway facilities, the TIS report establishes that mobility standards adopted by the city have been met; and



d. Proposed public improvements are designed and will be constructed consistent with Public Works Design Standards and access standards in the Transportation System Plan.

5. Conditions of Approval.

a. The city may deny, approve, or approve a proposal with conditions necessary to meet operational and safety standards; provide the necessary right-of-way for improvements; and to require construction of improvements to ensure consistency with the future planned transportation system.

b. Construction of off-site improvements may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to city standards.

c. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.

Response: The applicant understands these requirements and has provided a TIS Letter with this submittal. The proposed project, when completed, will not increase traffic or otherwise interrupt the current flow of traffic.

17.154.040 – Blocks

A. The length, width, and shape of blocks shall be designed with regard to providing adequate building sites for the use contemplated, consideration of needs for safe and convenient pedestrian and vehicular access and circulation and recognition of limitations and opportunities of topography.

B. Except for arterial streets, no block face shall be more than five hundred and thirty (530) feet in length between street corner lines and no block perimeter formed by the intersection of pedestrian access ways and local, collector and arterial streets shall be more than one thousand five hundred feet in length. If the maximum block size is exceeded, mid-block pedestrian and bicycle access ways should be provided at spacing no more than 330 feet, unless one or all of the conditions in Subsection C can be met. Minimum access spacing along an arterial street must meet the standards in the city's adopted Transportation System Plan. A block shall have sufficient width to provide for two tiers of building sites. Reverse frontage on arterial streets may be required by the planning commission.

C. Exemptions from requirement of Subsection B of this section may be allowed, upon approval by the planner and the city engineer, where one or all of the following conditions apply:

[...]

Response: Not applicable; all block lengths are existing and do not exceed 530 feet in length.



17.154.050 – Easements

A. Easements for sewers, drainage, water mains, electric lines or other public utilities shall be either dedicated or provided for in the deed restrictions, and where a subdivision is traversed by a watercourse, drainageway, channel or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance.

Response: See sheet C-2. No utility easements are proposed with this development, but a public utility easement is provided over an existing public water main along the northern side of the property.

B. A property owner proposing a development shall make arrangements with the city, the applicable district and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. (Ord. 634 §1 Exh. A (part), 1995)

Response: All necessary utilities exist and no additional easements are needed.

17.154.070 – Sidewalks

A. Sidewalks are required and shall be constructed, replaced or repaired in accordance with the city's public works design standards.

Response: No public sidewalks front the subject property. The applicant requests that a non-remonstrance agreement be signed in lieu of street improvements.

B. Maintenance of sidewalks and curbs is the continuing obligation of the adjacent property owner.

Response: If public sidewalks are constructed along the frontage of the site, the owner will maintain curb and sidewalks as necessary.

C. Subject to approval by the public works director and planner, planner may accept and record a non-remonstrance agreement for the required sidewalks from the applicant for a building permit for a single-family residence when the public works director determines the construction of the sidewalk is impractical for one or more of the following reasons:

- 1. The residence is an in-fill property in an existing neighborhood and adjacent residences do not have sidewalks;*
- 2. Sidewalk grades have not and will not be established for the property in question within a one-year period;*
- 3. Topography or elevation of the sidewalk base area makes construction of a sidewalk impractical.*

Response: Due to the lack of existing public sidewalk, curb and 1st Street terminating with no possible future extension; the applicant requests that a non-remonstrance agreement be signed in lieu of street improvements.



D. In the event one or more of the following situations are found by the council to exist, the council may adopt a resolution to initiate construction of a sidewalk in accordance with city ordinances:

- 1. A safety hazard exists for children walking to or from school and sidewalks are necessary to eliminate the hazard;*
- 2. A safety hazard exists for pedestrians walking to or from a public building, commercial area, place of assembly or other general pedestrian traffic, and sidewalks are necessary to eliminate the hazard;*
- 3. Fifty percent or more of the area in a given block has been improved by the construction of dwellings, multiple dwellings, commercial buildings or public buildings and/or parks. (Ord. 634 §1 Exh. A (part), 1995)*

Response: The applicant understands that if one or more of these situations are found by the council to exist, the council may adopt a resolution to initiate construction of a sidewalk in accordance with city ordinance.

17.154.080 – Public use areas

A. Where a proposed park, playground or other public use shown in a development plan adopted by the city is located in whole or in part in a subdivision, the commission may require the dedication or reservation of such area within the subdivision.

Response: Not applicable; the proposed site does not have a public park, playground, or other public use.

B. Where considered desirable by the commission in accordance with adopted comprehensive plan policies, and where a development plan of the city does not indicate proposed public use areas, the commission may require the dedication or reservation of areas within the subdivision or sites of a character, extent and location suitable for the development of parks and other public use.

Response: The applicant understands this criterion.

C. If the declarant is required to reserve land area for a park, playground or other public use, such land shall be acquired by the appropriate public agency within eighteen months following plat approval, at a price agreed upon prior to approval of the plat, or such reservation shall be released to the declarant. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands this criterion.

17.154.090 – Sanitary sewers

A. Sanitary sewers shall be installed to serve each new development and to connect developments to existing mains in accordance with the provisions set forth by the city's public works design standards and the adopted policies of the comprehensive plan.



B. The public works director shall approve all sanitary sewer plans and proposed systems prior to issuance of development permits involving sewer service.

C. Proposed sewer systems shall include consideration of additional development within the area as projected by the comprehensive plan and the wastewater treatment facility plan and potential flow upstream in the sewer sub-basin.

D. Applications shall be denied by the approval authority where a deficiency exists in the existing sewer system or portion thereof which cannot be rectified within the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of the sewage treatment system. (Ord. 634 §1 Exh. A (part), 1995)

Response: See sheet C-1 and sheet C-2. Existing public sanitary sewer exists along 1st Street. Additionally, there is an existing sanitary lateral which serves the subject property. Prior to connecting to the existing lateral, the lateral will be scoped to ensure the lateral is in working condition.

17.154.100 – Storm drainage

A. The planner and public works director shall issue permits only where adequate provisions for stormwater and floodwater runoff have been made, and:

- 1. The stormwater drainage system shall be separate and independent of any sanitary sewerage system.*
- 2. Where possible, inlets shall be provided so surface water is not carried across any intersection or allowed to flood any street.*
- 3. Surface water drainage patterns shall be shown on every development proposal plan.*
- 4. All stormwater analysis and calculations shall be submitted with proposed plans for public works directors review and approval.*
- 5. All stormwater construction materials shall be subject to approval of the public works director.*

Response: The applicant understands these requirements.

B. Where a subdivision is traversed by a watercourse, drainageway, channel or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance.

Response: Not applicable; the subject property is not traversed by a watercourse, drainageway, channel or stream. This criterion is not applicable.

C. A culvert or other drainage facility shall, and in each case be, large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the development. The public works director shall determine the necessary size of the facility.

Response: The applicant understands this requirement.



D. Where it is anticipated by the public works director that the additional runoff resulting from the development will overload an existing drainage facility, the planner and engineer shall withhold approval of the development until provisions have been made for improvement of the potential condition or until provisions have been made for storage of additional runoff caused by the development. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands this requirement.

17.154.105 – Water system

The planner and public works director shall issue permits only where provisions for municipal water system extensions have been made, and:

- A. Any water system extension shall be designed in compliance with the comprehensive plan existing water system plans.*
- B. Extensions shall be made in such a manner as to provide for adequate flow and gridding of the system.*
- C. The public works director shall approve all water system construction materials. (Ord. 634 §1 Exh. A (part), 1995)*

Response: Not applicable, no new water mains or extensions are proposed with this development.

17.154.107 – Erosion controls

A. Any time the natural soils are disturbed and the potential for erosion exists, measures shall be taken to prevent the movement of any soils off site. The public works director shall determine if the potential for erosion exists and appropriate control measures.

Response: The applicant understands this requirement. No erosion control measures are proposed with this development due to the limited disturbance area, but erosion control measures will be installed if erosion occurs during construction.

B. The city shall use the city's public works design standards as the guidelines for erosion control. (Ord. 634 §1 Exh. A (part), 1995)

Response: Not applicable; per recommendations from City of Scappoose during early planning stages of the project, erosion control plans are not required due to the limited disturbance on-site.

17.154.110 – Bikeways

- A. Developments adjoining proposed bikeways shall include provisions for the future extension of such bikeways through the dedication of easements or rights-of-way.*
- B. Where possible, bikeways should be separated from other modes of travel including pedestrians.*
- C. Minimum width for bikeways is four paved feet per travel lane. (Ord. 634 §1 Exh. A (part), 1995)*



Response: Not applicable; no bikeways are adjacent to project site. Bicycle parking will be provided on-site.

17.154.120 – Utilities

A. All utility lines including, but not limited to those required for electric, communication, lighting and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, high capacity electric lines operating at fifty thousand volts or above, and:

- 1. The applicant shall make all necessary arrangements with the serving utility to provide the underground services;*
- 2. The city reserves the right to approve location of all surface mounted facilities;*
- 3. All underground utilities, including sanitary sewers, water lines, and storm drains installed in streets by the applicant, shall be constructed prior to the surfacing of the streets; and 4. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.*

B. The applicant for a subdivision shall show on the development plan or in the explanatory information, easements for all underground utility facilities, and:

- 1. Plans showing the location of all underground facilities as described herein shall be submitted to the public works director for review and approval; and*
- 2. Above ground equipment shall not obstruct visual clearance areas for vehicular traffic. (Ord. 820 §11, 2012; Ord. 634 §1 Exh. A (part), 1995)*

Response: See sheets C-1, and C-2. All utilities servicing the development are existing. Connections to existing utilities shall be made underground. Power is currently proposed to be pulled from an existing utility pole and undergrounded to the proposed building.

17.154.130 – Cash or bond required

A. All improvements installed by the applicant shall be guaranteed as to workmanship and material for a period of one year following acceptance by the city council.

Response: The applicant understands this requirement.

B. Such guarantee shall be secured by cash deposit or bond for one hundred ten percent of the actual cost of the value of the improvements as set by the public works director.

Response: The applicant understands this requirement.



C. The cash or bond shall comply with the terms and conditions of Section 17.150.180. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands that the cash or bond shall comply with these terms and conditions.

17.154.140 – Monuments

Any monuments that are disturbed before all improvements are completed by the applicant shall be replaced and recorded prior to final acceptance of the improvements. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands this requirement.

17.154.150 – Installation/permit fee

A. No land division improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting or other requirements shall be undertaken except after the plans have been approved by the city, and all applicable fees paid. (Ord. 828, 2013; Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands this requirement.

17.154.160 – Installation--Conformation required

In addition to other requirements, improvements installed by the land divider either as a requirement of these regulations or at the developers own option, shall conform to the requirements of this chapter and to improvement standards and specifications followed by the city. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands this requirement.

17.154.170 – Plan checking required

A. Work shall not begin until construction plans and a construction estimate have been submitted and checked for adequacy and approved by the city in writing. Three sets of plans shall be submitted for review.

B. Three sets of revised plans (as approved) shall be provided.

C. All such plans shall be prepared in accordance with requirements of the city's public works design standards. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands these requirements.

17.154.180 – Notice to city required

A. Work shall not begin until the city has been notified in advance.

B. If work is discontinued for any reason, it shall not be resumed until the city is notified. If work is discontinued, the site shall be protected from erosion. (Ord. 634 §1 Exh. A (part), 1995)



Response: The applicant understands this requirement.

17.154.190 – City inspection required

Improvements shall be constructed under the inspection and to the satisfaction of the city. The city may require changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands this requirement.

17.154.200 – Engineer’s certification required

The land divider’s engineer shall provide written certification that all improvements, workmanship and materials are in accord with current and standard engineering and construction practices, and are of high grade and that improvements were built according to plans and specifications, prior to city acceptance of the subdivision’s improvements or any portion thereof for operation and maintenance. (Ord. 634 §1 Exh. A (part), 1995)

Response: The applicant understands this requirement.

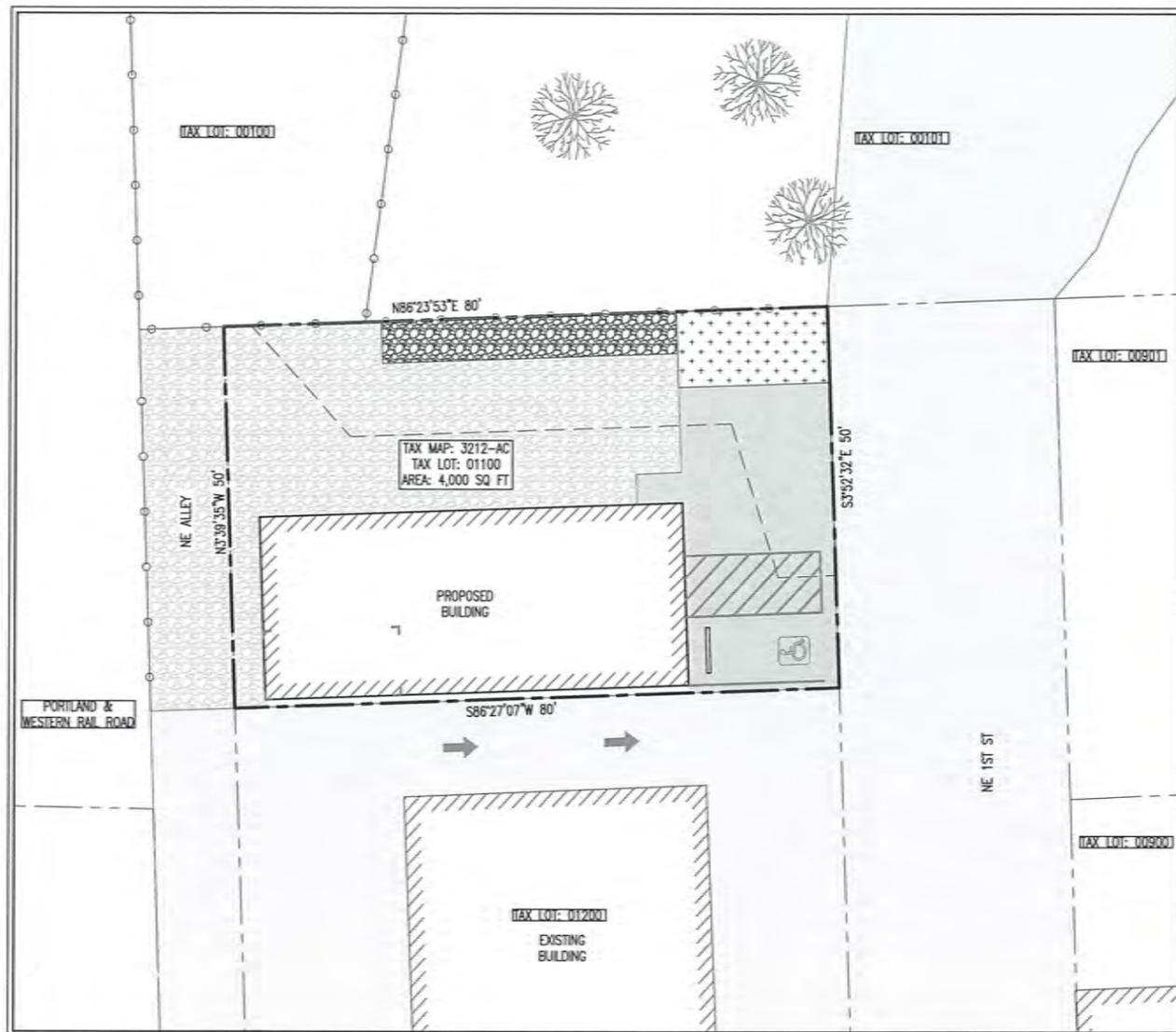
MARTINHAGEN PROJECT

PRE-ENGINEERED METAL BUILDING

NE 1ST STREET

SCAPPOOSE, OR 97056

J. POPPENHAGEN & J. MARTINEZ



PLOT PLAN
SCALE: 1" = 10'



DRAWING INDEX	
SHEET NUMBER	DESCRIPTION
GENERAL	
G-1	COVER SHEET
CIVIL	
C-1	EXISTING CONDITIONS PLAN
C-2	PRELIMINARY SITE PLAN
C-3	GRADING AND UTILITY PLAN
C-4	ILLUMINATION PLAN
C-5	LANDSCAPING PLAN



VICINITY MAP
SCALE: NTS

PROJECT TEAM

ENGINEER & DESIGNER

LOWER COLUMBIA ENGINEERING
58640 McNULTY WAY
ST. HELENS, OR 97051
PHONE: (503) 366-0399
ENGINEER: ANDREW NIEMI
andrew@lowercolumbiaengr.com
CONTACT: CHASE BERG
chase@lowercolumbiaengr.com

OWNER / APPLICANT

JIM POPPENHAGEN & JENNY MARTINEZ
24600 NW SAINT HELENS RD SLIP M-56
PORTLAND, OR 97231
PHONE: (503) 318-1419
CONTACT: JENNY MARTINEZ
jenny.a.martinez@gmail.com

PROJECT INFO

PROJECT NAME: MARTINHAGEN PROJECT
ZONING: LIGHT-INDUSTRIAL (LI)
PROPOSED USE: STORAGE (PRIVATE)
IMPERVIOUS AREA: 3,785 SQUARE FEET
PERVIOUS AREA: 215 SQUARE FEET

NOTE: AREAS IN STORMWATER REPORT DIFFER FROM AREAS ABOVE DUE TO OFF-SITE STORMWATER

UTILITY LOCATES

(48 HOUR NOTICE PRIOR TO EXCAVATION)

OREGON LAW REQUIRES YOU TO FOLLOW THE RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES FROM THE CENTER BY CALLING 503 246 1987

ONE CALL SYSTEM.....1 800 352 2344

Know what's below.
Call before you dig.

DATE: 01/11/2024
REVISED PRINT
VOID ALL PREVIOUS

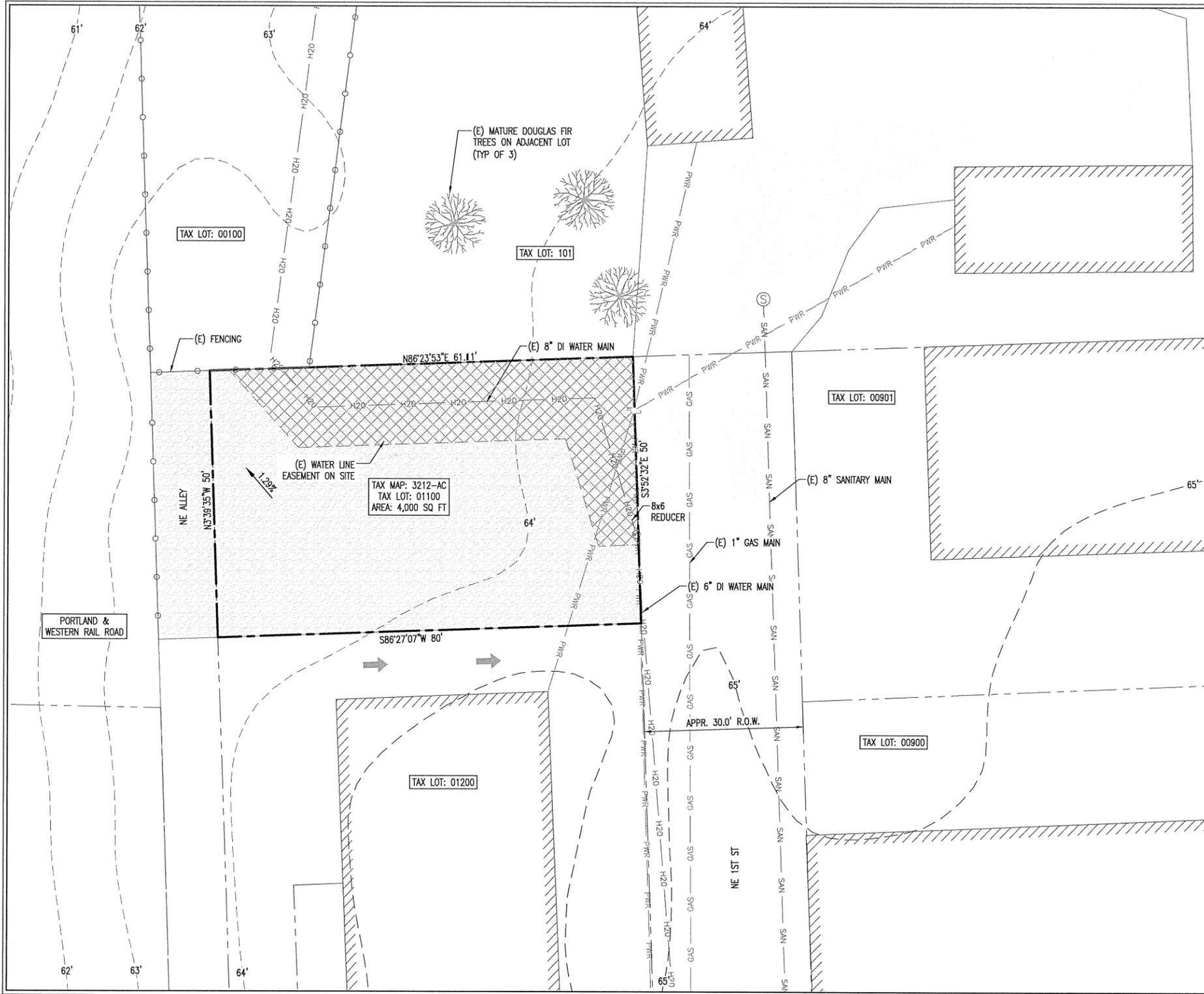
DATE: 04/24/2023
PRELIMINARY
NOT
FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	CITY OF SCAPPOOSE COMMENTS	01/09/2024



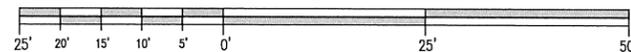
PROJ. NO. 3440	COVER SHEET
DWG. BY RM2	MARTINHAGEN PROJECT
APPR. BY	J. POPPENHAGEN & J. MARTINEZ
FILE D-3440-G-1-A	DATE 1/11/2024

SHEET
G-1



LEGEND	
⊙	SANITARY SEWER MANHOLE
⊞	WATER METER
---	SUBJECT PROPERTY LINE
- - -	ADJACENT PROPERTY LINE
- - - 100 - - -	(E) MAJOR CONTOUR
- - - 103 - - -	(E) MINOR CONTOUR
---	GAS MAIN
---	H2O WATER MAIN
---	PWR OVERHEAD WIRE
---	SAN SANITARY LINE
○ ○ ○ ○	FENCE
▭	(E) ASPHALT
▨	(E) GRAVEL
▩	PUBLIC EASEMENT
▧	(E) BUILDING
→ XXX	FLOW ARROW

EXISTING CONDITIONS PLAN
SCALE: 1" = 10'



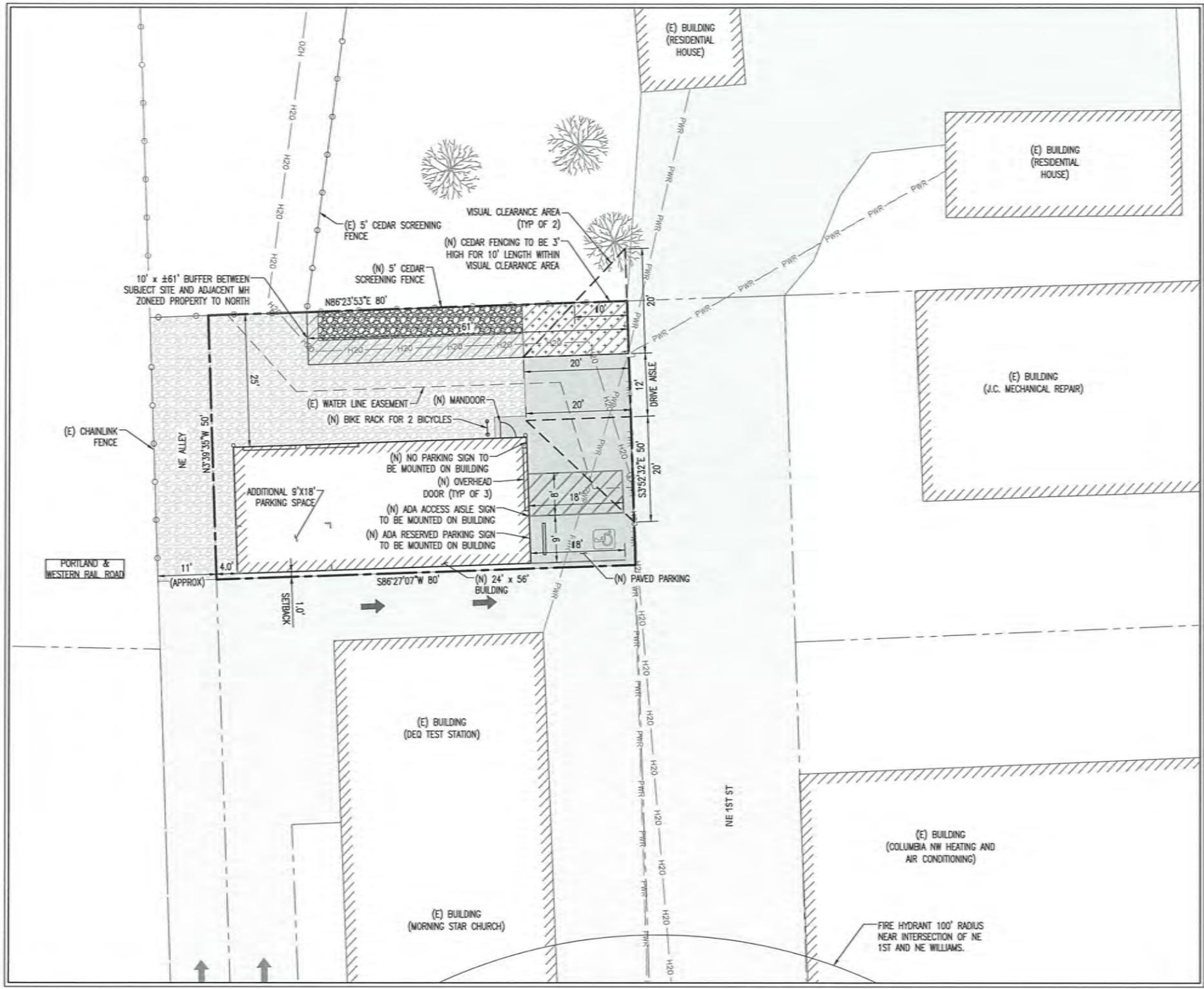
DATE: 01/11/2024
PRELIMINARY
NOT
FOR CONSTRUCTION

DATE: 04/24/2023
PRELIMINARY
NOT
FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	CITY OF SCAPPOOSE COMMENTS	01/09/2024

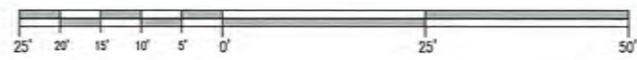
Lower Columbia Engineering
St. Helens, Oregon
503.366.0399

PROJ. NO. 3440	EXISTING CONDITIONS PLAN
DWG. BY RM2	MARTINHAGEN PROJECT
APPR. BY J. POPPENHAGEN & J. MARTINEZ	SHEET
FILE D-3440-C-1-A	DATE 04/12/2024 Page 93 of 111



LEGEND	
	SUBJECT PROPERTY LINE
	ADJACENT PROPERTY LINE
	FENCE LINE
	(E) WATER MAIN
	(E) ASPHALT
	(N) ASPHALT
	(E) GRAVEL
	BUFFER AREA
	(E) BUILDING
	LANDSCAPED GROUND COVER
	(N) STORMWATER MANAGEMENT FACILITY

PRELIMINARY SITE PLAN
SCALE: 1" = 10'



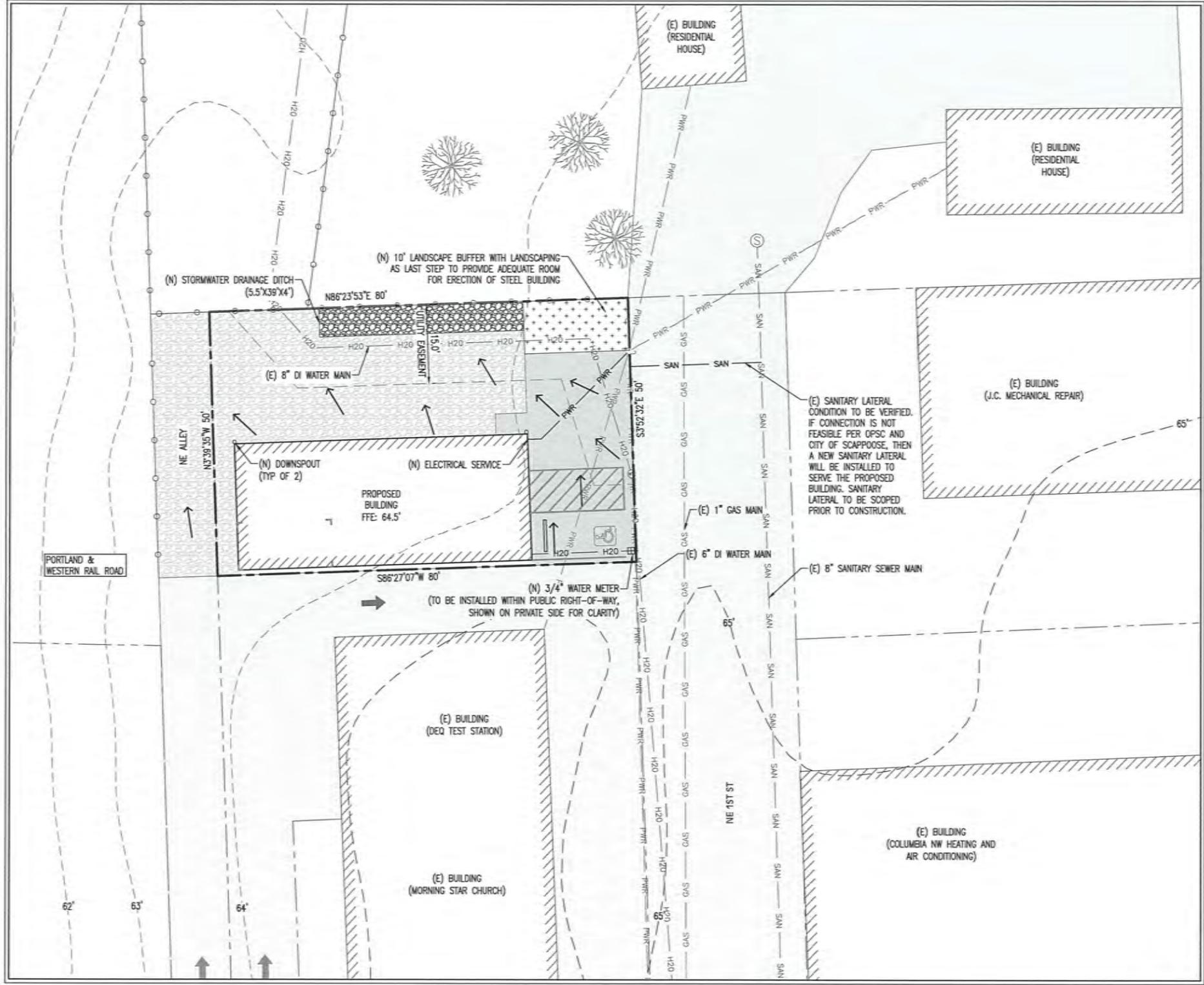
DATE: 01/11/2024
REVISED PRINT
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DATE: 04/25/2023
PRELIMINARY
NOT
FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	PRE-APPLICATION CONFERENCE	07/03/2023
B	ADDRESS SITE DEVELOPMENT REVIEW COMMENTS	11/02/2023
C	ADDRESS SITE DEVELOPMENT REVIEW COMMENTS	11/30/2023
D	CITY OF SCAPPOOSE COMMENTS	01/09/2024



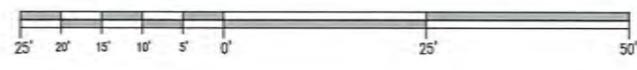
PROJ. NO.	3440	PRELIMINARY SITE PLAN
DRG. BY	RM2	MARTINHAGEN PROJECT
APPR. BY	J. POPPENHAGEN & J. MARTINEZ	SHEET
FILE	D-3440-C-2-D	DATE 04/12/2023



LEGEND

- SANITARY SEWER MANHOLE
- WATER VALVE
- WATER METER
- SUBJECT PROPERTY LINE
- ADJACENT PROPERTY LINE
- 100' (E) MAJOR CONTOUR
- 103' (E) MINOR CONTOUR
- GAS MAIN
- WATER MAIN
- OVERHEAD WIRE
- SANITARY LINE
- FENCE LINE
- FLOW DIRECTION
- (E) ASPHALT
- (N) ASPHALT
- (N) ASPHALT
- (E) GRAVEL
- EASEMENT
- (E) BUILDING
- (N) DOWNSPOUT
- (N) STORMWATER MANAGEMENT FACILITY

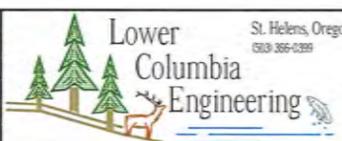
GRADING AND UTILITY PLAN
SCALE: 1" = 10'



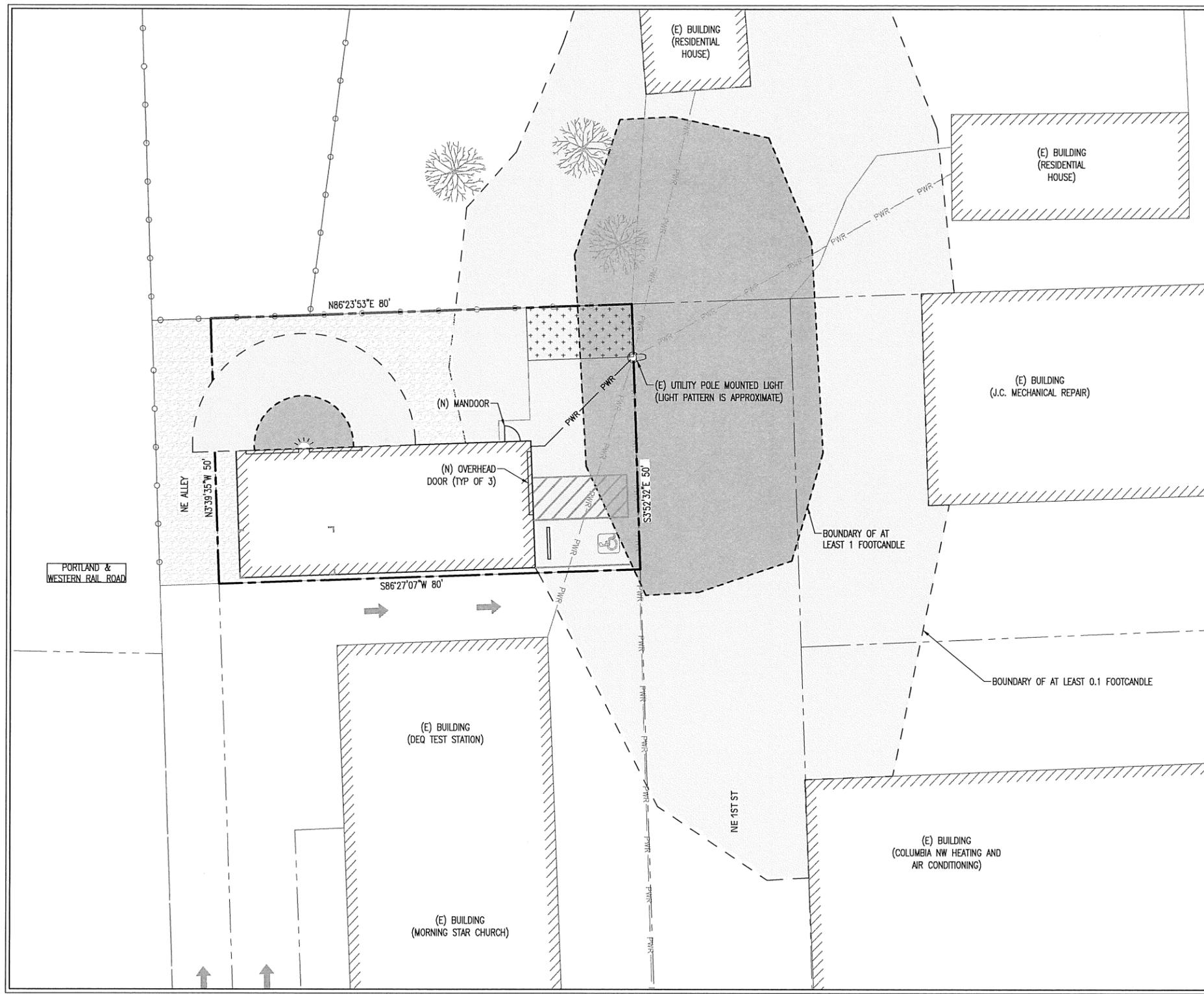
DATE: 01/11/2024
REVISED PRINT
VOID ALL PREVIOUS

DATE: 04/24/2023
PRELIMINARY
NOT FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	PRE-APPLICATION CONFERENCE	07/03/2023
B	ADDRESS SITE DEVELOPMENT REVIEW COMMENTS	11/02/2023
C	CITY OF SCAPPOOSE COMMENTS	01/09/2024



PROJ. NO. 3440	GRADING AND UTILITY PLAN
DWG. BY RM2	MARTINHAGEN PROJECT
APPR. BY J. POPPENHAGEN & J. MARTINEZ	SHEET
FILE D-3440-C-3-C	DATE 04/24/2023 Page 95 of 171



LEGEND

- ⊙ SANITARY SEWER MANHOLE
- ⊗ WATER VALVE
- ⊕ WATER METER
- SUBJECT PROPERTY LINE
- - - ADJACENT PROPERTY LINE
- PWR — OVERHEAD WIRE
- ▨ (E) BUILDING
- - - BOUNDARY OF 1-FOOTCANDLE
- - - BOUNDARY OF 0.1-FOOTCANDLE
- AREA OF AT LEAST 1-FOOTCANDLE
- AREA OF AT LEAST 0.1-FOOTCANDLE

PORTLAND & WESTERN RAIL ROAD

NE ALLEY
N3°39'35"W 50'

N86°23'53"E 80'

(N) OVERHEAD DOOR (TYP OF 3)

S86°27'07"W 80'

S3°52'32"E 50'

NE 1ST ST

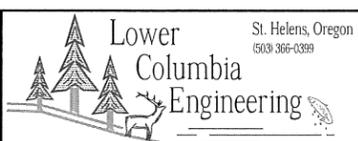
ILLUMINATION PLAN
SCALE: 1" = 10'



DATE: 01/11/2024
REVISED PRINT
VOID ALL PREVIOUS

DATE: 04/25/2023
PRELIMINARY
NOT FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	CITY OF SCAPPOOSE COMMENTS	01/09/2024



PROJ. NO. 3440	ILLUMINATION PLAN
DWG. BY RM2	MARTINHAGEN PROJECT
APPR. BY	J. POPPENHAGEN & J. MARTINEZ
FILE D-3440-C-4-A	DATE 04/12/2023



Technical Memorandum

To: Scappoose Planning Department
From: Andrew Niemi, P.E.
Date: November 16th, 2023
Subject: Martinhagen Project - Trip Generation Analysis
Project: 3440

This memorandum has been written to summarize the analyzed trips in accordance, with the City of Scappoose municipal code 17.154.030(S), for the proposed development. A simple trip generation analysis was performed for the proposed warehouse building at the end of NE 1st Street in Scappoose as well as a trip generation analysis for the site’s previous use as a parking lot. The subject property is tax lot 1100 on tax map 3212-AC. The proposed warehouse building will not be a self-storage facility with multiple units and owners. It will be owned and operated by a single client which is why we have used the Warehouse (150) designation instead of Mini-Warehouse (151) in our trip generation analysis. The proposed development consists of a single 1,344 square feet building with two new parking stalls.

The subject property currently consists of an informal gravel parking lot (approximately 10 stalls) and two carports. The ITE Trip Generation Manual does not have a specific designation for parking lots or parking garages. We have used the Park-and-Ride (090) designation as that appears to be the closest equivalent in the Manual. We developed the trip generation estimates below for the proposed and previous uses, based on data from the 10th Edition of the ITE Trip Generation Manual.

PREVIOUS USE TRIP ESTIMATION SUMMARY

ITE	DESCRIPTION	Parking Stalls	Trips/Pkg. Stall	WEEKDAY	
				#Pkg. Stalls	Total Trips
090	Park-and-ride Lot	10 (2 carports)	2.81	12	33.7
EXISTING USE TRIPS					34

PROPOSED USE TRIP ESTIMATION SUMMARY

ITE	DESCRIPTION	Building area	Trips/1000sf	WEEKDAY	
				#1000sf	Total Trips
150	Warehouse	1,344 sf	1.71	1.34	2.29
PROPOSED USE TRIPS					3

Based on the trip generation summaries for the existing and proposed conditions shown below, the proposed project will result in fewer generated trips than the existing conditions.



Exhibit 6

Lower Columbia Engineering
58640 McNulty Way
St. Helens, OR 97051
503.366.0399

Project: Martinhagen Project
Type of Project: Pre-Engineered Metal Building
Scappoose, Oregon

Stormwater Report
November 15th, 2023
LCE Project No. 3440

The above Seal certifies that Andrew D. Niemi, P.E. has general knowledge of City of Scappoose Public Works Standards Section 2.0000 and the City of Scappoose Municipal Code Section 13.22.



Table of Contents

Project Description	3
Design Method.....	3
Stormwater Management Design.....	3
Operations and Maintenance Overview	4
Conclusion	4
Attachments	
Attachment A – Soil Survey Map	5
Attachment B – Stormwater Calculations.....	7

This report pertains to the proposed private improvements described below based on specific requests by our clients. Lower Columbia Engineering is not responsible for complying with any conditions of approval or adjacent storm drainage issues that are outside of the project area. Contact Lower Columbia Engineering with any questions or uncertainties. Maintenance of this system and verification of property line locations are the responsibility of others.



Project Description

The proposed development consists of constructing a pre-engineered metal building located north of the intersection of NE Williams Street and NE 1st Street in Scappoose, Oregon and occupies a total of 4,000 square feet. In addition to the lot area, an additional area of approximately 575 square feet to the west of the subject property contributes to the on-site stormwater. For this reason, this additional area has been included in this analysis. Prior to development, the existing lot is entirely comprised of gravel and is currently utilized to park/store vehicles. After development, a total of 2,446 square feet will be re-worked impervious area while the remaining 2,129 square feet will remain gravel.

Design Method

Existing stormwater appears to shed north where it sheet flows into an existing stormwater swale to the north of the subject property. Proposed stormwater management is targeted to minimize the total amount of runoff produced from the increase in impervious area through the use of Low Impact Design methods. A stormwater “ditch” filled with large rock has been designed to collect stormwater and have adequate capacity to treat the water quality event, and safely detain the 100-year event. Stormwater events for this site were calculated using the SBUH method given a Type IA storm type within the HydroCAD software system. Western Regional Climate Center’s Precipitation Frequency Maps were referenced to include 2-year, 25-year, 50-year, and 100-year storm event depths as 2.40 inches, 3.80 inches, 4.10 inches, and 4.70 inches respectively, over a 24-hour period. The water-quality storm event was determined to equal half of the 2-year storm event, or 1.20 inches. Soil Survey Maps from the NRCS were referenced to determine the site’s soil compositions as a majority Quafeno loam with a hydrologic soil group of C (see attached soil survey).

Stormwater Management Design

Stormwater runoff from the proposed development will be managed by allowing runoff from building roofs, paved areas, etc. to sheet flow off of impervious surfaces into the proposed rock filled “ditch”. This is a stormwater element that treats the collected runoff by retaining water and allowing it to naturally infiltrate into the adjacent soils with an assumed infiltration rate of 1 inch per hour. During the 100-year storm event, stormwater has been designed to be safely conveyed out of the “ditch” by grading one side of the ditch lower than the other. During these high flow events water will sheet flow to the west where it will mimic existing drainage patterns.

Table 1. Stormwater Ditch

Ditch	Volume (Cubic Feet)	Depth (Feet)	Interior Slope
North	1,462	4	Vertical

Table 2. Pre versus post construction runoff rates

Design Storm Event	Pre-Development Peak Flow Rate (CFS)	Post-Development Peak Flow Rate (CFS)
Water Quality	0.02	0.00
2-Year	0.06	0.00
25-year	0.09	0.00
100-Year	0.12	0.12



Operations and Maintenance Overview

The proper implementation and maintenance of the proposed on-site facilities is the responsibility of the property owners. It is critical that stormwater infrastructure be kept free of debris in order to facilitate effective conveyance and longevity of the system. Off-site facilities are the responsibility of others and shall not be impacted by site runoff.

Conclusion

On-site stormwater management will be utilized for the Martinhagen project through the construction of one detention ditch. Low impact design methods have been incorporated to help facilitate a system that detains stormwater up through the 25-year event and safely conveys stormwater up to the 100-year storm event. This system has been designed to effectively meet the City of Scappoose standards. Responsibility for the proper implementation and maintenance of this facility belongs to the property owners.



1/4/2024

To: N.J. Johnson, Associate Planner

From: Dave Sukau, Public Works Director

Re: Poppenhagen & Martinex Steel Structure (SDR 3-23)

Dear N.J.,

I have reviewed the Land Use Referral packet and plans for the proposed steel structure and site improvements.

The City of Scappoose Public Works has no objection to its approval, provided it meets all criteria set forth in the Scappoose Municipal Codes, SPWDS and Building/Plumbing Codes.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Sukau".

Dave Sukau

City of Scappoose Public Works



LAND USE ACTION REFERRAL (SDR 3-23)

January 3, 2024

RETURN TO: N.J. Johnson by January 16, 2024 via email at njohnson@scappoose.gov. If you have any questions, please call N.J. Johnson at (503) 543 - 7184, ext. 403.

REGARDING: Jim Poppenhagen and Jenny Martinez have requested approval of an application for Site Development Review to allow for the erection of a pre-engineered metal building to be used as a private parking facility and installing associated site amenities. The site is located at an unaddressed property off NE 1st Street, northwest of the NE Williams Street and NE 1st Street intersection, on property described as Columbia County Assessor Map #3212-AC-01100.

- 1. We have reviewed the enclosed application and have no objection to its approval as submitted.
- 2. 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:

The submitted plans (sheet C-2) shows the existing utility pole will be partially in the drive aisle and will be subject to vehicle traffic. Steps to protect the pole must be taken or an estimate to relocate the pole can be provided by the PUD at the customer's request.

Name: Brandon Stachels

Title: Engineering manager

Signed: [Signature]

Date: 1/4/24



LAND USE ACTION REFERRAL (SDR 3-23)

January 3, 2024

RETURN TO: N.J. Johnson by January 16, 2024 via email at njohnson@scappoose.gov. If you have any questions, please call N.J. Johnson at (503) 543 - 7184, ext. 403.

REGARDING: Jim Poppenhagen and Jenny Martinez have requested approval of an application for Site Development Review to allow for the erection of a pre-engineered metal building to be used as a private parking facility and installing associated site amenities. The site is located at an unaddressed property off NE 1st Street, northwest of the NE Williams Street and NE 1st Street intersection, on property described as Columbia County Assessor Map #3212-AC-01100.

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- 2. 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: Site must be graded away from building or meet
1804.7 OSSC

Name: Dan Vandameled

Title: Building Official

Signed:

Date: 1-9-2023



Fire Service Referral and Acknowledgement

Site Address: NE 1st Street Scappoose, OR 97056

Map & Tax Lot: 3212-AC

Description of Proposed Use:

Applicant Name(s): Jen Martinez and James Popenhagen Trust

Phone Number: 503-318-1419

Mailing Address: 24600 NW Saint Helens Road Portland, OR 97231

This document serves as official comment for the permit application for Tax Map ID No. 3212-AC in Scappoose, Oregon.

The following requirements may be required by Scappoose Fire District, which will be determined at the time of the plan review for this project:

1. Any new residential structure, building, and/or additional on the property shall comply with the Columbia County Fire Services Fire Apparatus Access Roads & Driveway Standard. All structures over 4,000 sq. feet (including all levels and the horizontal projections of the roof) shall have residential fire sprinklers installed. Commercial structures shall meet the requirements of the Oregon Fire Code, as applicable.
2. Commercial Properties shall have address numbers at a minimum of 8 inches tall by 1.5 inch (stroke) wide. This includes buildings that are on roads that serve a speed limit 29 miles and hour and below. Numbers shall be contrasting in color (ORD17-2.1)
3. Address numbers on commercial buildings shall be fixed to the building facing the street at a height that is not obstructed by passenger vehicles, delivery trucks or other obstructions (trees and bushes). Address numbers shall not be affixed to glass windows or doors (ORD17-2.0)
4. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official. Exceptions: 1. For Group R-3 and Group U occupancies, the distance requirement shall be 600 feet (183 m). 2. For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet (183

- m). The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site. Plans and specifications for fire hydrant system shall be submitted to Scappoose Fire for review and approval prior to construction. Submittal shall include a copy of this review (OFC 501.3).
5. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3 (See Appendix D). Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. Exception: The fire code official is authorized to modify Sections 503.1 and 503.2 where any of the following applies: 1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3. 2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided. 3. There are not more than two Group R-3 or Group U occupancies (OFC 503.1.1).
 6. Fire apparatus access roads and fire lanes shall have an unobstructed width of not less than 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches. The required width of a fire apparatus access road or fire lane shall not be obstructed in any manner, including parking of vehicles. Minimum required widths and clearances established under section 503.2.1, shall be maintained at all times. The fire apparatus access road or fire lane shall be constructed as asphalt, concrete or other approved all-weather driving surface capable of supporting the imposed load of fire apparatus weighing up to 75,000 pounds. (See also OFC 503.4; D102.1) The turning radius and angle of approach on fire department access roads and fire lanes shall meet local requirements. (OFC 503.2.4).
 7. SECTION D105-AERIAL FIRE APPARATUS ACCESS ROADS D105.1 Where required. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

Exception: Where approved by the fire code official, buildings of Type IA, Type IB or Type IIA construction equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1 and having fire fighter access through an enclosed stairway with a Class I standpipe from the lowest level of fire department vehicle access to all roof surfaces.
 8. D105.2 Width. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.
 9. Fire apparatus access roads 20-26' wide shall be posted on both sides as a fire lane. Fire apparatus access roads more than 26' to 32' wide shall be posted on one side as a fire lane (OFC

D103.6.1). Where parking is prohibited for fire department vehicle access purposes, NO PARKING-FIRE LANE signs shall be spaced at minimum 50' intervals along the fire lane (minimum 75' intervals in 1 & 2 family residential areas) and at fire department designated turn-around's. The signs shall have red letters on a white background stating "NO PARKING-FIRE LANE" (See handout). For privately owned properties, posting/marking of fire lanes may be accomplished by any of the following alternatives to the above requirement (consult with the Fire Department for the best option): Alternative #1: Curbs shall be painted red along the entire distance of the fire department access. Minimum 4" white letters stating "NO PARKING-FIRE LANE" shall be stenciled on the curb at 25-foot intervals. Alternative #2: Asphalt shall be striped yellow or red along the entire distance of the fire department access. The stripes shall be at least 6" wide, be a minimum 24" apart, be placed at a minimum 30-60 degree angle to the perimeter stripes, and run parallel to each other. Letters stating "NO PARKING-FIRE LANE" shall be stenciled on the asphalt at 25-foot intervals. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths (20' wide) and clearances (13' 6" vertical) shall be maintained at all times (OFC 503.4; ORS 98.810-12).

10. Vehicles. Liquid-fueled or gaseous-fueled vehicles, aircraft, boats or other motorcraft shall not be located indoors except as follows: 1. The engine starting system is made inoperable or batteries are disconnected except where the fire code official requires that the batteries remain connected to maintain safety features. 2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least). 3. Fuel tanks and fill openings are closed and sealed to prevent tampering. 4. Vehicles, aircraft, boats or other motorcraft equipment are not fueled or defueled within the building.
11. If new development creates a new roadway, the name of this roadway must be approved by the fire district and Columbia 911.

A copy of the Fire Service Agency Review application, Fire Code Guidelines and the Columbia County Fire Services Fire Apparatus Access Roads & Driveway Standard is included with this response. Electronic copies can also be accessed at www.ccfiremarshal.com

Modifications.

Where there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided that the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the files of the department of fire prevention. The State Fire Marshal may make adjustments and variances to this code under ORS 476.035 (OFC 104.9).

If you have any questions, please let me know.

Thank you,

Miguel Bautista, PhD
Division Chief of Prevention & Training

Scappoose Rural Fire Protection District
52751 Columbia River Highway
P.O. BOX 625
Scappoose, Oregon 97056
Phone: 503-543-5026
FAX: 503-543-2670

January 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <i>Happy New Year</i> City Offices Closed	2	3	4	5	6
7	8	9	10	11 No Planning Commission	12	13
14	15  City Offices Closed	16 Council meeting 7pm- RESCHEDULED to JAN. 22- Due to Weather	17	18 EDC noon Park & Rec. 6pm	19	20
21	22 Council meeting 7pm	23	24	25 Planning Commission 7pm	26	27 Council Retreat & Goal Setting Session 9am PCC
28	29	30	31			

February 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Urban Renewal Agency 6pm Council meeting 7pm	6	7	8 Planning Commission 7pm	9	10
11	12	13	14	15 EDC Noon Parks & Rec 6pm	16	17
18	19  City Offices Closed	20 Council work session 6pm Council meeting 7pm	21	22 Planning Commission 7pm	23	24
25	26	27	28 Appreciation Dinner 6pm Ixtapa	29		