



# SCAPPOOSE *Oregon*

## SCAPPOOSE PLANNING COMMISSION

Council Chambers at City Hall  
33568 East Columbia Avenue

### AGENDA

Thursday, March 14<sup>th</sup>, 2024 at 7:00 p.m.

#### 1.0 CALL TO ORDER

#### 2.0 ROLL CALL

#### 3.0 APPROVAL OF MINUTES

3.1 February 8, 2024, 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 2-23

The Scappoose Planning Commission has scheduled a limited land use decision to consider an application for Site Development Review (SDR 2-23) submitted by Lea Chitwood. The request is to allow for the change of use from an existing single-family home to a real estate office as well as improvements to various site amenities. The site is located at 33454 SW JP West Road, southeast of the SW JP West Road and SW 1st Street intersection, on property described as Columbia County Assessor Map #3212-CA-03200.

**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, March 13, 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.

# SCAPOOSE PLANNING COMMISSION MINUTES

Thursday, February 8<sup>th</sup>, 2024 at 7:00 p.m.

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting. For a full transcript with video recording of this meeting on YouTube go to; <https://www.youtube.com/watch?v=SeEcAfuT8n0&t=2s>

## 1.0 CALL TO ORDER

## 2.0 ROLL CALL

Scott Jensen	Chair	Laurie Oliver Joseph	Community Development Director
Bill Blank	Vice Chair	NJ Johnson	Associate Planner
Rita Bernhard	Commissioner	Elizabeth Happala	Office Administrator
Harlow Vernwald	Commissioner		
Marty Marquis	Commissioner		
Sara Jones	Commissioner		
Excused;			
Monica Ahlers	Commissioner		
Ty Bailey	Commissioner		

*Attendees;*

*Consultant Darci Rudzinski (virtual)*

*Public Works Director Dave Sukau (virtual)*

*none in audience*

## 3.0 APPROVAL OF MINUTES

3.1 January 25, 2024, meeting minutes

Vice Chair Blank requested a change to page 3 of the minutes to clarify that he asked if the garage was to be used as storage or an extension of his business, which the owner replied it was garage for his personal vehicles. He then moved to approve the minutes as revised. Commissioner Bernhard seconded the motion.

**Motion Passed 5-0. AYES: Chair Jensen, Vice Chair Blank, Commissioner Bernhard, Commissioner Vernwald, Commissioner Marquis & Commissioner Jones.**

## 4.0 CITIZEN INPUT

*(there were none)*

## 5.0 NEW BUSINESS

### 5.1 Docket # CPTA1-23

The City of Scappoose proposes land use amendments consisting of the following proposed actions:

- Removes Parks and Recreation from the Inventories section (Please note that the City will be removing individual inventories from the Comprehensive Plan, with each applicable new amendment moving forward, in order to streamline the Comprehensive Plan and to keep it more up to date. The inventories would then reside within each applicable Master Plan)
- Replaces the existing Parks, Trails and Open Space goals and policies.
- Adds the 2024 Scappoose Parks, Trails and Open Space Plan as Appendix K

**Format:** *The purpose of the hearings is to take testimony, either written or oral, regarding the proposed amendments. The Planning Commission will make a recommendation to the City Council and the City Council may approve, approve with modifications, or deny the proposed amendments following the Public Hearing. Deadline to submit written comments to Planning Commission is 5pm Wednesday February 7, 2024.*

Chair Jensen read the docket item, the legislative land use format, calling the hearing to order and stated the order of the hearing, then called for the staff report.

Community Development Director Oliver thanked the commissioners for being here tonight then explained that her typical presentation will be different tonight since this is a Legislative Land Use hearing where their role will be to make a recommendation to City Council for adoption of the Parks Master Plan and Comp Plan Amendments. She then began with a brief opening statement and pointed out the applicable approval criteria and findings within the staff report followed which will be followed by the consultant's presentation. And stated that if anyone has any questions, we also have our Public Works Director who has joined virtually.

After the Community Development Director Oliver Joseph's presentation, she asked the Commissioners if they would like to ask any questions before the presentation by consultant Darci Rudzinski with MIG. As they had not, the consultant began her presentation with the slides that firm MIG created (*these slides are included in the Planning Commission Packet*).

Community Development Director Oliver Joseph thanked the consultant for her presentation and Chair Jensen asked if anyone had any questions.

Vice Chair Blank pointed out the footnote on page 6 of 161, which stated a clear summary of what they are trying to achieve tonight in order to streamline our Comprehensive Plan and keep it more up to date. *Footnote is copied and pasted below for reference;*

*I Please note that the City will be removing individual inventories from the Comprehensive Plan, with each applicable new amendment moving forward, in order to streamline the Comprehensive Plan and to keep it more up to date. The inventories would then reside within each applicable Master Plan document.*

Community Development Director Oliver replied that it would pertain to the proposed amendments to the Comprehensive Plan, stating that in the beginning of the Comprehensive Plan there is an inventory section for each type of utility, and it will say how many feet of pipe or show a list parks. Adding that this data is pulled from each Master Plan then added into the inventory section of the Comprehensive Plan. She stated that cities are now getting away from having those inventories listed in their Comprehensive Plan as it creates an out-of-date Comprehensive Plan as soon as a project is completed from the list. Adding that the thought now is to keep the inventory of each utility within their respective Master Plans instead of the Comprehensive Plan.

Chair Jensen asked about the goals for additional parks that aren't being carried through when it appears like there is interest in the development of new neighborhood parks. Pointing out that on page 137 under Parks, where it says "a park in every neighborhood" list the goal as "partially" and on page 138 under the "Access and Connectivity" it states "no".

Community Development Director Oliver Joseph replied that the "park in every neighborhood" was

partially carried over and for the Access and Connectivity, it is states as a 5-minute walk where a 10-minute walk is the accepted standard in recognition of City's limited budget. She mentioned that our consultant Darci or our Public Works Director could further answer to as well.

Consultant Darci Rudzinski with MIG agreed with Community Development Director Oliver Joseph further explaining that if she recalls correctly City Council no longer has that listed in their council goals. Adding that this is just one metric and they do have more accessibility language in the updated goal and policies which remains important and comes though in the recommended policy language.

Community Development Director Oliver Joseph added that if she recalls correctly the original goal of a park within a 5-minute walk was possibly a personal goal of our previous Mayor Burge that was added to the council goals. Adding that a 10-minute walk is now standard which is why it was changed.

Commissioner Bernhard added that 10 minutes is reasonable as it depends on the area.

Community Development Director Oliver Joseph stated that they wanted goals that were reflective of what they heard from the community and what is possible.

Chair Jensen stated that he didn't key in on the difference between a 5-minute or 10-minute walking distance.

Vice Chair Blank stated that he noticed in the budget that it will list parks but also says to be determined, stating that it is planned to be developed at some point in time.

Chair Jensen asked how large the Keys Road Water treatment plant property is.

Public Works Director Dave Sukau replied that he believes it is about 5 acres total.

Chair Jensen asked about adding a neighborhood park on that property and asked if it would be possible to bury the reservoir and put a park on top.

Public Works Director Dave Sukau replied that it could not be a possibility due to the elevations of the tank and must stay in the confines of public security fenced in. He added that they have looked at adding a pocket park on that site many times as there is ungated green space along the drive isle. He often sees neighbors running their dogs there already.

Commissioner Marquis stated that he lives in that neighborhood and uses that area often.

Public Works Director Dave Sukau stated that these master plans help drive those decisions as they look holistically where they want to add small amenity additions to the City that target that 10-minute walk to a park. Adding they are all on the same page.

Chair Jensen asked for any other questions, as there were none he asked if there were any proponents and opponents. Noting that there was no one in the audience, he closed the hearing for deliberations then asked the commissioners if they had any questions.

Commissioner Marquis asked if we were just making a recommendation to City Council.

Vice Chair Blank agreed.

Commissioner Bernhard stated that all the issues were well covered.

Chair Jensen called for the motion if there were no other questions.

Commissioner Blank moved that the Planning Commission recommend approval of the draft amendments of CPTA 1-23 as presented to City Council. Commissioner Bernhard seconded.

**Motion Passed 6-0. AYES: Chair Jensen, Vice Chair Blank, Commissioner Bernhard, Commissioner Vernwald, Commissioner Marquis & Commissioner Jones.**

## 6.0 COMMUNICATIONS

### 6.1 Calendar Check

Chair Jensen went over the calendar in the packet.

Commissioner Blank added that the URA meeting was switched from the 5<sup>th</sup> to the 20<sup>th</sup>.

### 6.2 Commissioner Comments

Chair Jensen thanked staff.

Commissioner Blank added that it is a lot of work to put this together.

### 6.3 Staff Comments

Community Development Director Oliver noted that the March 18<sup>th</sup> is a joint work session for Planning Commission and City Council for the 50-Year Plan. Adding that they will be looking at more Development Code amendments and most Comprehensive Plan amendments are almost done and they are still looking at the Urban Growth Boundary expansion sub-area analysis. There will be more joint work sessions and moving towards adoption this fall.

Chair Jensen asked if there were any more staff comments, as there were none the meeting was adjourned.

## 7.0 ADJOURNMENT

Vice Chair Blank adjourned the meeting at 7:47 pm.

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Chair 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 change of use from an existing single-family home to a real estate office as well as improvements to various site amenities.

**Location:** The site is located at 33454 SW JP West Road, southeast of the SW JP West Road and SW 1st Street intersection, on property described as Columbia County Assessor Map #3212-CA-03200. See attached Vicinity Map (**Exhibit 1**).

**Applicant:** Lea Chitwood

**Owner(s):** Chitwood Living Trust

**EXHIBITS**

1. Vicinity Map [pg.66](#)
2. Application Form [pg. 67](#)
3. Narrative [pg. 70](#)
4. Preliminary Site Plans [pgs. 111-119](#)
  - A. Cover Sheet, Vicinity Map and General Information (Sheet 1)
  - B. Existing Conditions Plan (Sheet 2)
  - C. Site Plan with New Street Curbs and Sidewalks (Sheet 3)
  - D. Parking Lot Details, Grading and Utility Plan (Sheet 4)
  - E. Erosion Control Plan (Sheet 5)
  - F. Erosion Control Notes and Standard Details (Sheet 6)
  - G. Planting Plan (Sheet L1)
  - H. Water Quality Facility Notes (Sheet L2)
  - I. Topographic Survey
5. Traffic Memorandum from Expert Transportation & Roadway Consulting, LLC, dated July 14, 2023 [pg. 120](#)
  - A. Traffic Memorandum - Amendment from Expert Transportation & Roadway Consulting, LLC, dated October 19, 2023 [pg. 131](#)
6. Infiltration testing for 33454 SW JP West Road, Scappoose, OR from Rapid Soil Solutions, LLC, dated June 22, 2023 [pg.134](#)
7. Referral Comment from Columbia River PUD, dated February 6, 2024 [pg. 137](#)
8. Referral Comment from City of Scappoose Public Works Director, dated February 12, 2024 [pg. 138](#)
9. Referral Comment from Columbia County Building Official, dated February 13, 2024 [pg. 139](#)
10. Referral Comment from Scappoose Rural Fire Protection District, dated February 14, 2024 [pg. 140](#)

## **SUBJECT SITE**

- The subject site consists of an approximately 9,318-square foot parcel of land that is currently occupied by an existing single-family home (see **Exhibit 4B**). According to the Scappoose Comprehensive Plan, the house on the site, known as the “Casey Street House”, is identified as a structure of secondary historic significance. The subject site has 4 existing trees and a row of bushes on both the eastern and southern edges of the site (see **Exhibit 4B**).
- The applicant is currently using the residence, in part, as a Type I Home Occupation for Chitwood Real Estate (local file # HO 9-23). The Scappoose Development Code prohibits customers of a Type I Home Occupation from visiting the business location for business-related purposes.
- North of the subject site is SW JP West Road and to the north of that is a commercial building shared by a home remodeling specialist and a plant store. East of the subject site is a gas station and an associated convenience store. South of the subject site is a vacant lot that is also owned by the applicant but is not part of the proposed development. West of the subject site is SW 1st Street and to the west of that is a church and a single-family home (south of the church).
- The subject site and all surrounding properties are zoned General Commercial (C) and are designated as Commercial (C) on the Comprehensive Plan Map. The subject site and all surrounding properties are in the Downtown Overlay and so the standards of Chapter 17.80 will be applied to this proposal.
- The subject site is not located within the Special Flood Hazard Area (SFHA, commonly referred to as the 100-year floodplain) and there are no wetlands, steep slopes, or water courses on or near the site.

## **OBSERVATIONS**

### REQUESTED APPROVAL

- The request is to allow for the change of use from an existing single-family home to a real estate office as well as improvements to various site amenities.
- The Scappoose Development Code specifies that an applicant may request approval of a modification to existing development by providing a copy of the proposed modified site development plan and providing a written rationale for the changes. If certain triggers are hit, however, the applicant must submit a new Site Development Review application and the Planning Commission must approve the modification. In this case, the triggers were:
  1. A change that requires additional on-site parking in accordance with Chapter 17.106 (Section 17.120.070(B)(3));
  2. A change in the use as defined by the Uniform Building Code (Section 17.120.070(B)(4));
  3. A change in the type and location of access ways and parking areas where off-site traffic would be affected (Section 17.120.070(B)(6)); and
  4. A change in land use (Section 17.120.070(B)(11)).

Based on the new proposed use, an additional 5 parking spaces are required. With the



creation of a new parking lot, vehicular site access will be altered. This proposal will change the occupancy of the building according to the Uniform Building Code from an R - Residential occupancy to B - Business and the land use from a single-family detached residential dwelling unit to real estate services. These changes constitute a major modification to existing development and the Planning Commission is the approval authority.

- Section 17.106.030(C)(12) requires financial, insurance, or real estate offices to provide 1 parking space per 400 square feet (and/or fraction thereof) of gross floor area. With a gross floor area of 1,876 square feet (see **Exhibit 3, p. 22**), 5 parking spaces would be required. The subject site has frontage on SW JP West Road and SW 1st Street (see **Exhibit 4B**), making this proposal eligible for a parking reduction of up to 100% due to its location within the Downtown Overlay. The applicant is requesting a reduction of 1 required parking space and proposing to provide 4 spaces, 1 of them being an ADA accessible space and none of them being compact spaces (see **Exhibit 4D**). Staff recommends granting this request for the following reasons:
  1. The proposed real estate office will only have 3 regular employees (see **Exhibit 5, p. 3**);
  2. The improvements to SW 1st Street include on-street parking (see **Exhibit 4C**). For those that utilize on-street parking to access the real estate office, the applicant is proposing a continuous pedestrian walkway system throughout the site (see **Exhibit 4C**); and
  3. Given the size of the lot, the location of the existing building, the requirement of accessible parking to have an adjacent 8-foot access aisle, and visual clearance requirements, 4 parking spaces is the most that the applicant can feasibly provide.
- The existing house on the site is identified by the Scappoose Comprehensive Plan as a structure of secondary historic significance. Exterior alterations to the structure require a Historic Structure Alteration permit. However, land use approvals for the exterior renovations have already been granted in 2014 (local file # HSA1-13 & CU1-13). Since no new structures or alterations to the existing structure are proposed, no further historic permitting subject to Chapter 17.82 - Historic Site, Structures and Landmarks Overlay will be required.
- If this application for Site Development Review is approved, Home Occupation 9-23 would become void at the time of final occupancy since the conditions of a Type I Home Occupation Permit could not continue to be satisfied and the structure would no longer be classified as residential.

#### RIGHT-OF-WAY/PUBLIC IMPROVEMENTS

- The property has frontage on SW JP West Road and SW 1st Street (see **Exhibit 4B**).
- SW JP West Road is classified by the 2016 Transportation System Plan (TSP)<sup>1</sup> as a Neighborhood Route, which requires 60 feet of right-of-way width comprised of 36 feet of travel way, two 5.5-foot planter strips, two 6-foot sidewalks, and two 6-inch utility areas. The applicant is proposing to perform frontage improvements along their SW JP West frontage, including a 5-foot sidewalk, street trees, a 6-inch utility area, and a commercial driveway (see **E**

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<sup>1</sup> City of Scappoose, Transportation System Plan, 2016, Figures 12 & 13b.



**xhibit 4C**). The section of SW JP West Road that fronts the subject site has various widths, with portions of the street being above and below the minimum width, respectively. In lieu of providing a dedication, the applicant is requesting to submit and record a non-remonstrance agreement, which is allowed by the Scappoose Development Code if certain provisions are met. It is likely that a dedication will be required at the time high-priority TSP projects I11 and D24<sup>2</sup> are implemented.

- SW 1st Street is classified by the TSP<sup>3</sup> as a Mixed-Use Collector Route, which requires 54 feet of right-of-way width comprised of 22 feet of travel way, two 7-foot parking areas with pedestrian bulb-outs, two 8.5-foot sidewalks with tree wells, and two 6-inch utility areas. SW 1st Street currently has a right-of-way width of 50 feet (see **Exhibit 4B**). To bring the street from centerline east up to standard, a 2-foot dedication will be required as part of this development. The applicant is proposing to perform frontage improvements along their SW 1st Street frontage, including a 2-foot right-of-way dedication, a 7-foot parking area, a 6-foot sidewalk with decorative streetlights, street trees, and a 6-inch utility area (see **Exhibit 4C**).

#### VEHICULAR ACCESS/OFF-STREET PARKING

- Once developed, the site would have vehicular access from SW JP West Road (see **Exhibit 4C**).
- One vehicular parking space is required for every 400 square feet or fraction thereof of gross floor area for real estate. Based on the 1,876 square feet of floor area (see **Exhibit 3, p. 22**), the applicant must provide 5 parking spaces. However, Section 17.80.050(E)(1)(a) allows for a reduction of required parking in certain areas of the Downtown Overlay. The subject site is in a location that makes it eligible for this reduction. The applicant proposes to provide 4 parking spaces, none of which are compact spaces, and 1 is an accessible space (see **Exhibit 4D**).
- The applicant proposed the provision of 2 bicycle parking spaces (see **Exhibits 3, p. 22 & 4D**).

#### TRAFFIC GENERATION

- The applicant submitted a Traffic Memorandum (**Exhibit 5**), which provides the estimated AM peak hour, PM peak hour, and total daily trips for both the existing (Single Family) and proposed (Small Office) uses.
- The single-family home currently generates an estimated 15 daily trips, and the proposed real estate office is estimated to generate 27 daily trips, including 5 AM peak hour and 6 PM peak hour trips, resulting in a net increase of 12 trips (see **Exhibit 5, p. 3**).
- 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 submitted a Planting Plan (**Exhibit 4G**), which depicts the provision of trees, shrubs, grass, and groundcover throughout the subject site.
- The proposed commercial use would be abutting a residential use to the west if not for the

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<sup>2</sup> City of Scappoose, Transportation System Plan, 2016, Table 2.

<sup>3</sup> City of Scappoose, Transportation System Plan, 2016, Figure 14.

SW 1st Street right-of-way. When this is the case, buffering but not screening is typically required. However, the subject site is in the Downtown Overlay, which makes Chapter 17.80 the governing authority. Section 17.80.100(A) states that the landscaping requirements of Sections 17.100.090 - Buffering and screening requirements and 17.100.100 - Screening--Special provisions do not apply within the Downtown Overlay. Therefore, buffering will not be required along the western edge of the property.

- Section 17.80.100(C) requires one street tree be provided per 35 feet of street frontage. The applicant will be required to plant 3 new street trees on each of their street frontages for a total of 6 street trees, provided no conflicts exist.
- The applicant is proposing a variety of internal lot landscaping, including trees, shrubs, grass, and groundcover.

#### LIGHTING

- The applicant stated in their Narrative (**Exhibit 3, p. 14**) that adequate lighting will be provided on the site's parking lot and along SW 1st Street to City standards. A final site lighting and photometric plan will be submitted for review at the time construction documents are submitted.

#### PUBLIC AND PRIVATE AGENCIES

- The City of Scappoose Interim City Manager, Interim Public Safety Director, Public Works Director, Columbia County Building Official, Scappoose Rural Fire Protection District, and Columbia River PUD have been provided an opportunity to review and comment on the proposal.
- The Columbia River PUD provided a referral comment (**Exhibit 7**) stating that any decorative streetlighting required by the City will be provided by the applicant. This requirement is included in the recommended Conditions of Approval.
- The City of Scappoose Public Works Director provided a referral comment (**Exhibit 8**) stating that the Public Works Department has 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. This requirement is included in the recommended Conditions of Approval.
- The Columbia County Building Official provided a referral comment (**Exhibit 9**) stating that this project would need to meet all Building Codes, including ADA codes for this use. This requirement is included in the recommended Conditions of Approval.
- The Scappoose Rural Fire Protection District provided a referral comment (**Exhibit 10**) issuing the following requirements:
  1. 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 an hour and below. Numbers shall be contrasting in color. Address numbers shall be on the SW JP West Road and SW 1st Street sides due to being on a corner.
  2. 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.

3. Adhere to any applicable code requirements for change of use from residential to a Business (B) occupancy per the Oregon Fire Code.

These requirements are included in the recommended Conditions of Approval.

- Notice of the application and hearing was mailed to property owners within 200 feet of the subject site on February 29, 2024 and published in the March 1, 2024 edition of the Columbia County Spotlight. As of the date of this report, there have been no comments made by the public.

## FINDINGS OF FACT

The following sections of the Scappoose Municipal Code and 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 subject site is southeast of the SW JP West Road and SW 1st Street intersection, which is regulated by a four-way stop (see **Exhibit 4B**). As a regulated intersection of two streets, visual clearance will not be required for the SW JP West Road and SW 1st Street intersection. Visual clearance will be required where the driveway provides access to SW JP West Road. 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 visual clearance areas (VCA) do not contain any of the items listed above except for hedges and street trees (see **Exhibit 4G**). The recommended Conditions of Approval will require the applicant to regularly trim the hedges that are in the VCA so that visibility is not impeded between the heights of 3 feet and 10 feet above the center line grade. The street trees within the VCA are justified in response to Section 12.10.020(D). Within the visual clearance area appears on some plan sheets to be a parking space but is a disability access aisle (see **Exhibit 4D**), which cannot be used for vehicular parking, per the Americans with Disabilities Act (ADA). 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 property, but it is not a great enough slope to inhibit visual clearance (see **Exhibit 4B**). Therefore, greater visual clearance standards than what is already required by this Chapter will not be applied. Section 12.10.020(C) is satisfied.

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

*[...]*

*2. A tree trimmed (to the trunk) to a line at least eight feet above the level of the intersection;*

*[...]*

**Finding:** The applicant proposes to plant two trees along the northern edge of the property that would be in the driveway VCA (one on each side of the driveway) (see **Exhibit 4G**). The recommended Conditions of Approval will require the applicant to regularly trim these trees to the trunk to a distance of at least 8 feet above grade. Section 12.10.020(D) is satisfied.

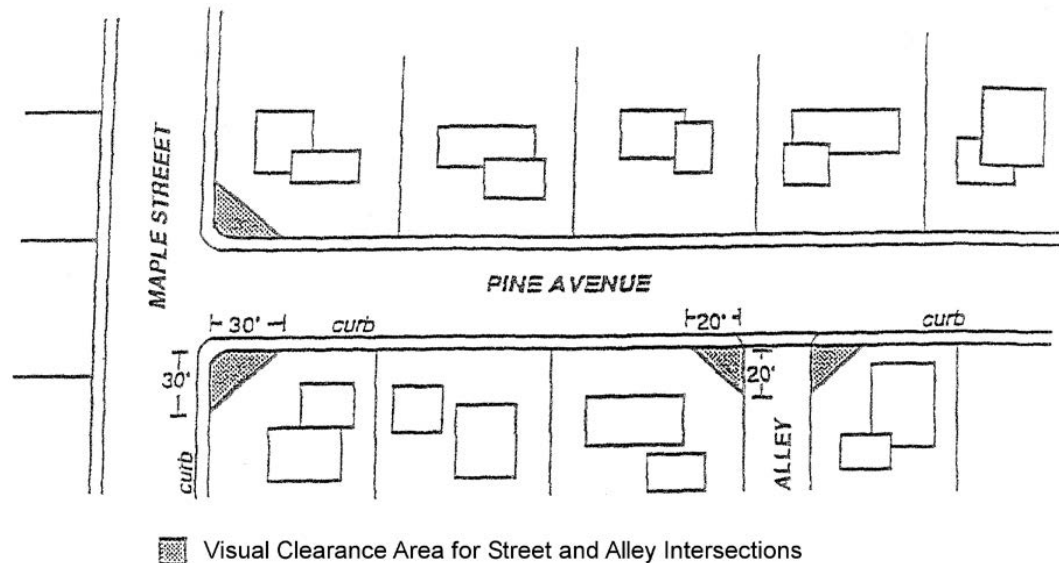
12.10.030 Visual clearance area dimensions

*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:*

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

<b><i>Intersection Classification</i></b>	<b><i>Measurement Along each Lot Line</i></b>
<i>All streets except alleys</i>	<i>30 feet</i>
<i>Streets and railroads</i>	<i>30 feet</i>
<i>Alley</i>	<i>10 feet</i>
<i>Intersection of a street and alley</i>	<i>20 feet</i>

**Figure 12.10.1. Visual Clearance Areas for Streets and Alleys**

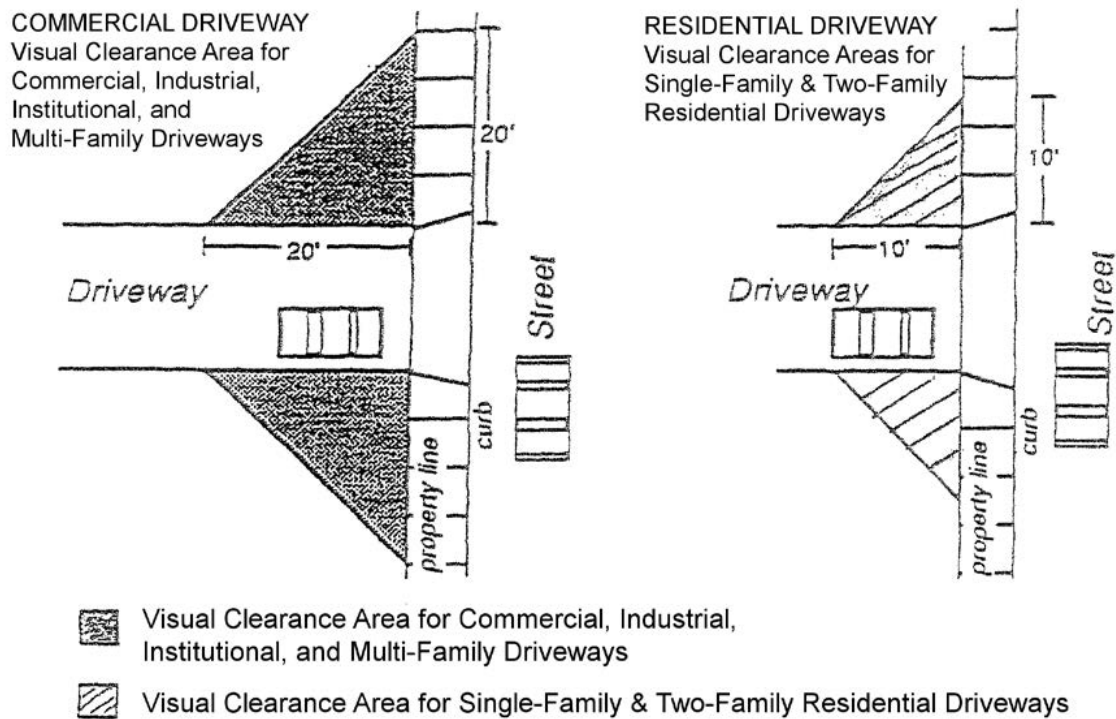


**B. Driveway Intersections (see also Figure 12.10.2):**

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.*

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.*

**Figure 12.10.2. Visual Clearance Areas for Driveways**



**Finding:** The subject site is southeast of a regulated intersection (see **Exhibit 4B**) so visual clearance will not be required for the street intersection; see Section 12.10.020(A). The proposal will need to comply with the visual clearance standards for a commercial driveway. Between the northern edge of the northernmost parking space and the northern property line, the applicant is exceeding the required 20-foot VCA for a commercial driveway. This can be approximately measured by adding the 8'4"-wide ADA access aisle and the width of the space to the north, which when measured with the graphic scale is approximately 11'10.5" wide (see **Exhibit 4D**). Together, the roughly 20'2.5" VCA exceeds the required 20 feet. Section 12.10.030 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:** SW JP West Road is classified by the TSP<sup>4</sup> as a Neighborhood Route, which requires 60 feet of right-of-way width. The section of SW JP West Road that fronts the subject site has various widths, with portions of the street being above and below the minimum width, respectively. In lieu of providing a dedication, the applicant is requesting to submit and record a non-remonstrance agreement, which is allowed by the Scappoose Development Code if certain provisions are met. It is likely that a dedication will be required at the time high-priority TSP projects I11 and D24<sup>5</sup> are implemented. SW 1st Street is classified by the TSP<sup>6</sup> as a Mixed-Use Neighborhood Route, which requires 54 feet of right-of-way width. SW 1st Street currently has a right-of-way width of 50 feet (see **Exhibit 4B**). To bring the street from centerline east to standard, a 2-foot dedication will be required as part of this development, which the applicant has agreed to complete by deed (see **Exhibit 3, p. 5**). The applicant is proposing street improvements to SW JP West Road in accordance with Chapter 17.154 (see **Exhibit 4C**), as discussed elsewhere in the staff report. Section 17.01.060 is satisfied.

*Chapter 17.62*  
**C GENERAL COMMERCIAL**

17.62.030 Permitted and Conditional uses.

<b>Use</b>	
[...]	[...]
<i>Financial, insurance and real estate services</i>	<i>Permitted outright<sup>1</sup></i>
[...]	[...]

**1** *In the general commercial zone, activities shall be conducted within an enclosed structure or building and are subject to Chapter 17.120, Site Development Review. Only these uses and their accessory uses are permitted outright.*

**Finding:** The applicant is proposing to convert the existing single-family home to a real estate office (see **Exhibit 2**), which is outright permitted in the General Commercial (C) zone. The activities of the proposed use will take place in an enclosed structure (see **Exhibit 4C**) and the proposal will be reviewed against the standards of Chapter 17.120 in this staff report. Section 17.62.030 is satisfied.

17.62.050 Dimensional requirements--Commercial and mixed-use buildings.

<b>Dimensional Requirements</b>	<b>Requirement<sup>1</sup></b>
<i>Minimum lot area</i>	<i>Ten thousand square feet</i>
<i>Minimum lot width</i>	<i>Fifty feet</i>
<i>Minimum setback</i>	
<i>Front yard</i>	<i>Ten feet and landscaped per Section 17.100.090;</i>

<sup>4</sup> City of Scappoose, Transportation System Plan, 2016, Figures 12 & 13b.

<sup>5</sup> City of Scappoose, Transportation System Plan, 2016, Table 2.

<sup>6</sup> City of Scappoose, Transportation System Plan, 2016, Figure 14.



<i>Corner lots</i>	<i>The minimum setback for the side facing the street shall be twenty feet</i>
<i>Internal side or rear yard setback</i>	<i>No internal side or rear yard setback shall be required, except thirty feet shall be required where abutting a residential zoning district and the planning commission may reduce that required yard setback by fifty percent pursuant to Chapter 17.100, Landscaping, Screening and Fencing</i>
<i>Maximum height</i>	<i>No commercial building shall exceed fifty feet in height.  A mixed-use building shall not exceed sixty feet in height.  Within fifty feet of a residential zone, no building shall exceed 35 feet in height</i>
<i>Maximum lot coverage</i>	<i>Ninety percent including all buildings and impervious surfaces</i>

**1** *Additional requirements shall include any applicable section of this title.*

**Finding:** The subject site is within the Downtown Overlay and so any dimensional requirements of the base zone are not applicable if they are also addressed by Chapter 17.80 - Downtown Overlay. Section 17.80.040 addresses all of the dimensional requirements above with the exception of maximum lot coverage. The applicant proposes for the lot to be 61.7% covered by buildings and impervious surfaces (see **Exhibit 4A**). Section 17.62.050 is satisfied.

### *Chapter 17.80* **DOWNTOWN OVERLAY**

*17.80.020 Applicability.*

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

*B. The design standards of this Chapter are not applicable to exterior maintenance or repair of existing structures or improvements.*

*C. The provisions of this Chapter shall apply to all new Residential, mixed-use, and commercial construction. The Chapter shall also apply to major exterior modifications except for existing single-family residences.*

*D. Changes to existing commercial, mixed-uses and multifamily residential uses shall be subject to this Chapter if any of the following changes are proposed:*

- 1. An increase of ten percent or more in dwelling unit density, or lot coverage for residential development;*
- 2. A change in the ratio or number of different types of dwelling units;*
- 3. An increase in the height or width of the building(s) by more than twenty percent;*
- 4. Demolition or replacement of more than twenty-five percent of the surface area of any exterior wall or roof;*
- 5. A change that requires additional on-site parking in accordance with Chapter 17.106;*  
*or*
- 6. A change in the type and location of access ways and parking areas where off-site traffic would be affected.*

*E. Except as specifically exempted in this chapter, all other requirements of Title 17 shall apply within the downtown overlay.*

**Finding:** The subject site is to the west of Columbia River Highway (Highway 30), north of SW EM Watts Road, south of Scappoose-Vernonia Highway, and fronts SW 1st Street so it is within the boundary of the Downtown Overlay. The applicant is proposing a change of use from an existing single-family home to a real estate office as well as improvements to various site amenities (see **Exhibit 2**). The change of use will require 5 additional parking spaces in accordance with Chapter 17.106 and the creation of a new parking lot will alter vehicular site access. In addition to being within the Downtown Overlay boundary, the elements of the requested development triggers the standards of this Chapter. Except where exempted by this Chapter, all other requirements of the Scappoose Development Code will be applied. Section 17.80.020 is satisfied.

17.80.030 Uses.

<b>Use</b>	
<i>Where base zoning is commercial, permitted and conditional uses shall be as defined in the underlying base zone.</i>	<i>See the uses permitted in the base zone</i>
<i>Where base zoning is residential, permitted and conditional uses shall be as defined in the underlying base zone, plus the following additional permitted uses:</i> <i>1. Bed and breakfast facilities;</i> <i>2. Library services;</i> <i>3. Professional offices where building footprint is four thousand square feet or less;</i> <i>4. Mixed-use building where building footprint is four thousand square feet or less;</i>	<i>See the uses permitted in the base zone</i>

5. Townhouses on individual lots three thousand (3,000) square feet or greater, not to exceed four units.	
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**Finding:** The subject site’s base zone is General Commercial (C) (see **Exhibit 2**) and so the permitted and conditional uses of Section 17.62.030 are allowed on the site. The applicant is proposing to convert the existing single-family home to a real estate office (see **Exhibit 2**), which is outright permitted in the C zone. Section 17.80.030 is satisfied.

17.80.040 Dimensional requirements.

<b>Dimensional Requirements</b>	<b>Requirement<sup>1</sup></b>
<i>Minimum lot size Commercial base zoning</i>	
<i>Commercial base zoning</i>	<i>No minimum lot area shall be required.</i>
<i>Minimum lot size</i>	
<i>Residential base zoning with commercial uses</i>	<i>Six thousand (6,000) square feet.</i>
<i>Minimum lot size</i>	
<i>Residential base zoning with residential uses</i>	
<i>Single-family detached two stories in height</i>	<i>Three thousand (3,000) square feet</i>
<i>Single-family detached one story in height</i>	<i>Forty-five hundred (4,500) square feet or</i>
<i>Townhouse</i>	<i>Three thousand (3,000) square feet per townhouse</i>
<i>Duplex</i>	<i>Six thousand (6,000) square feet per duplex</i>
<i>Triplex</i>	<i>Six thousand (6,000) square feet for the first two attached units plus an additional two thousand (2,000) square feet for each additional dwelling unit</i>
<i>Quad-plex</i>	<i>Six thousand (6,000) square feet for the first two attached units plus an additional two thousand (2,000) square feet for each additional dwelling unit</i>
<i>Lot Width</i>	<i>Where uses are commercial or mixed use, no minimum lot width shall be required. Where uses are residential, the minimum lot width shall be thirty feet for detached residences and twenty feet for townhouses.</i>
<i>Setbacks</i>	<i>Where uses are commercial or mixed use, a) No setback shall be permitted between the front of the building and the property line adjoining the street, with the exception of an</i>

	<p><i>outdoor patio used for seating. The planner may authorize minor exceptions up to eight feet where necessary due to lot configuration, visual clearance area requirements, or the need to accommodate overhanging elements such as awnings, signage, or architectural features. Such setback exceptions shall be limited to the minimum necessary.</i></p> <p><i>b) Side yard setbacks shall be a minimum of three feet each with any street side setback no less than ten feet.</i></p> <p><i>c) Rear yard setbacks for mixed-use buildings shall be a minimum of twenty feet.</i></p> <p><i>Where uses are residential,</i></p> <p><i>a) The front yard setback shall be a minimum of ten feet;</i></p> <p><i>b) The front of garages or carports shall be located a minimum of twenty feet from the property line where access occurs;</i></p> <p><i>c) Side yard setbacks for detached residential dwelling units shall be a minimum of three feet each with any street side setback no less than ten feet;</i></p> <p><i>d) Side yard setbacks for townhouses on individual lots shall be zero at the common property line and shall be a minimum of three feet at side yards for end units with any street side setback no less than ten feet;</i></p> <p><i>e) Side yard setbacks for detached accessory buildings shall be a minimum of three feet each;</i></p> <p><i>f) The rear yard setback shall be a minimum of twenty feet, except the minimum rear yard setback for an accessory building shall be five feet.</i></p>
<p><i>Maximum height</i></p>	<p><i>No building shall exceed thirty-five feet in height, except a mixed use building with commercial or professional office space on the first floor with residential units above shall not exceed forty-five feet in height.</i></p>

**1** Base zoning dimensions are not applicable within the downtown overlay.

**Finding:** The base zone of the subject site is General Commercial (see **Exhibit 2**) and so no minimum lot area or width will be required. The structure was built in 1895, before the establishment of the setback standards above, meaning that the building is pre-existing and is a legal non-conforming use. Despite this, all applicable setback standards are met with the exception of the front setback, which requires no setback but is 15.7 feet (see **Exhibit 4B**). The building is 26.75 feet in height and is not proposed to change (see **Exhibit 4A**). Section 17.80.040 is satisfied.

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

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

**Finding:** The parking lots will adhere to the standards of Chapter 17.106 when they do not conflict with Chapter 17.80 - Downtown Overlay. Section 17.80.050(A) is satisfied.

*B. Location of Parking.*

- 1. New off-street surface parking lots shall be located to the side or rear of buildings. Parking at midblock or behind buildings is preferred. When parking cannot be located at midblock or behind buildings, perimeter screening and planting shall be required, complying with design standards for parking perimeter screening and planting, subsection D of this section.*
- 2. New off-street surface parking lots shall not be located between a front facade of a building adjacent to a public street, and the public street.*
- 3. New parking lots and garages shall not be located within twenty feet of a street corner.*

**Finding:** The applicant is proposing for the new parking lot to be located to the side of the building with a driveway at midblock providing access to the lot (see **Exhibit 4D**). Though the subject site as a whole is a corner lot, the proposed parking lot would be located further than 20 feet from the street corner (see **Exhibit 4C**). Section 17.80.050(B) is satisfied.

*C. Design of Parking Lots.*

- 1. Off-street surface parking areas shall be designed to be as unobtrusive, and as attractive in appearance, as possible.*

**Finding:** The parking lot is located to the side of the building, making it unobtrusive and accessible to pedestrians directly from the sidewalk to enter the front of the building (see **Exhibit 4C**). The parking lot will be newly paved and striped, the applicant will be required to maintain the parking lot over time, and both the interior and perimeter of the lot will be landscaped (see **Exhibit 4G**). These elements collectively make the parking lot as attractive as possible. Section 17.80.050(C)(1) is satisfied.

*2. Angled or perpendicular parking spaces shall provide, where needed, extruded curbs (tire stops) or widened curbs to prevent bumper overhang into landscape areas or walkways.*

**Finding:** The applicant is proposing for all parking spaces to be perpendicular and for all spaces to have a tire stop (see **Exhibit 4D**). Section 17.80.050(C)(2) is satisfied.

*3. Landscaping around and within surface parking areas shall equal ten percent of the total parking area.*

**Finding:** The areas northwest, east, and south of the parking lot and west and south of the building are landscaped with a variety of trees, shrubs, grasses, and groundcover (see **Exhibit 4G**). These areas around the parking lot are estimated to comfortably exceed 10% of the total parking area (see **Exhibit 4G**). Section 17.80.050(C)(3) is satisfied.

*4. Landscaping shall be installed within planting bays, and in any other area where parking stalls, circulation aisles, driveways and pedestrian movements shall not be precluded by the landscaping.*

**Finding:** Landscaping is proposed to be installed throughout the perimeter of the parking lot and surrounding areas where not made impractical by paving, the existing structure, or other required site amenities (see **Exhibit 4G**). Section 17.80.050(C)(4) is satisfied.

*5. Pedestrian accessways through surface parking lots shall be clearly identifiable through use of different paving materials, pavement markings, grade separation, or landscaping, well-lighted, and as short as practicable.*

**Finding:** The applicant is proposing to install a walkway system that allow pedestrians to access the site and building from either sidewalk or any of the vehicular parking spaces (see **Exhibit 4C**). The walkway paths are proposed to be constructed with either brick or concrete, distinguishing them from the parking lot (see **Exhibit 4C**). The applicant will be required by the recommended Conditions of Approval to provide sufficient on-site lighting. The pathways are also as short and convenient as possible (see **Exhibit 4C**). Section 17.80.050(C)(5) is satisfied.

*6. Surface parking lot vehicular accessways shall not be located within twenty-five feet of a corner.*

**Finding:** The proposed parking lot has one vehicular accessway that along the northern boundary of the lot and well beyond 25 feet away from the SW JP West Road and SW 1st Street intersection (see **Exhibit 4D**). Section 17.80.050(C)(6) is satisfied.

*7. New parking areas shall be designed to the extent practicable to connect with existing parking areas on adjacent sites to minimize usage of the street for parallel movements.*

**Finding:** Based on the location of the existing structure and the proposed parking lot, the only adjacent existing parking lot is the parking lot supporting the gas station to the east of the subject site. However, existing conditions such as landscaping, site lighting, and parking spaces make a connection between lots impractical. Section 17.80.050(C)(7) is satisfied.

*D. Parking Perimeter Screening and Planting. Parking areas adjacent to public streets shall provide landscaping which meets one of the following standards:*

- 1. A five-foot-wide planting strip between the right-of-way or back of sidewalk and the parking area. The planting strip may be pierced by pedestrian accessible and vehicular access-ways. Planting strips shall be planted with an evergreen hedge. Hedges shall be no less than thirty-six inches or more than forty-two inches in height at maturity. Materials shall achieve a balance between low-lying and vertical shrubbery and trees. Hedges and other landscaping shall be planted and maintained to afford adequate sight distance for vehicles exiting the parking lot; or*
- 2. A solid decorative wall or fence thirty-six inches in height parallel to and not nearer than one foot from the right-of-way line. The area between the wall or fence and the street line shall be landscaped. Materials shall achieve a balance between low-lying and vertical shrubbery and trees. The required wall or fence and landscaping shall be designed to allow for access to the site and sidewalk by pedestrians and shall be constructed and maintained to afford adequate sight distance for vehicles exiting the parking lot; or*
- 3. A transparent screen or grille forty-eight inches to seventy-two inches in height parallel to the right-of-way line. A one foot minimum planting strip shall be located either inside the screen, or between the screen and the right-of-way. The plant strip shall be planted with a hedge or other landscaping. Materials shall achieve a balance between low-lying and vertical shrubbery and trees. The required screen or grill and landscaping shall be designed to allow for access to the site and sidewalk by pedestrians and shall be constructed and maintained to afford adequate sight distance for vehicles exiting the parking lot.*

**Finding:** The applicant is proposing to develop a parking area that fronts SW JP West Road (see **Exhibit 4D**), triggering the perimeter landscaping requirements above. The applicant proposes to establish a planting strip greater than 5 feet wide between the ADA access aisle and the SW JP West Road sidewalk (see **Exhibit 4G**). The planting strip includes several shrubs of different species and one Autumn Beauty Serviceberry tree (see **Exhibit 4G**). In order to meet these standards and the visual clearance standards of Chapter 12.10, the recommended Conditions of Approval will require the applicant to maintain the shrubs at a height of 3 feet (36 inches). Section 17.80.050(D) is satisfied.

*E. Reduced Off-Street Parking Requirements for commercial uses.*

- 1. For any structure meeting the applicability provisions of Chapter 17.120 (Site Development Review) or Chapter 17.130 (Conditional Use), the Planning Commission may grant reduced off-street parking standards within the following parameters:*
  - a. Up to a 100-percent reduction capacity for the area existing between NW Laurel*



*Street and NW Casey Street/J.P. West Road for properties having frontages on either side of West First Street, Highway 30, or the connecting side streets.*

*b. Up to a twenty-five (25) percent reduction capacity for properties in the downtown overlay on the east side of Highway 30.*

*c. Reduced off-street parking requirements do not apply to mixed-use or multifamily buildings.*

**Finding:** Section 17.106.030(C)(12) requires financial, insurance, or real estate offices to provide 1 parking space per 400 square feet (and/or fraction thereof) of gross floor area. With a gross floor area of 1,876 square feet (see **Exhibit 3, p. 22**), 5 parking spaces would be required. The subject site has frontage on SW JP West Road and SW 1st Street (see **Exhibit 4B**), making this proposal eligible for a parking reduction of up to 100%. The applicant is requesting a reduction of 1 required parking space and proposing to provide 4 spaces, 1 of them being an ADA accessible space and none of them being compact spaces (see **Exhibit 4D**). Staff recommends granting this request for the following reasons:

1. The proposed real estate office will only have 3 regular employees (see **Exhibit 5, p. 3**);
2. The improvements to SW 1st Street include on-street parking (see **Exhibit 4C**). For those that utilize on-street parking to access the real estate office, the applicant is proposing a continuous pedestrian walkway system throughout the site (see **Exhibit 4C**); and
3. Given the size of the lot, the location of the existing building, the requirement of accessible parking to have an adjacent 8-foot access aisle, and visual clearance requirements, 4 parking spaces is the most that the applicant can feasibly provide.

Section 17.80.050(E) is satisfied.

17.80.060 Lighting.

*A. Illustrations of desirable lighting are shown in the 1998 ODOT/DLCD Quick Response Project and/or the 2002 ODDA Resource Team Report.*

*B. Pedestrian scale street lighting shall be provided along East Columbia Avenue and along West First Street.*

*C. Pedestrian scale street lights shall be no taller than twenty feet and shall be a design approved by the planner. Lamps shall be metal halide bulbs or other white light source.*

*D. Additional pedestrian-oriented site lighting (i.e., path lighting including step lights, well lights and bollards) is encouraged.*

*E. Fixture height and lighting levels shall be commensurate with their intended use and function and shall assure compatibility with neighboring land uses. Baffles shall be incorporated to minimize glare and to focus lighting to its intended area.*

*F. Minimum lighting levels shall be provided for public safety in all urban spaces open to public circulation.*

*G. No lighting standard shall exceed twenty-five feet in height.*

*H. Accent lighting on architectural focal points and landscape features is encouraged.*

*I. Seasonal lighting is encouraged.*

**Finding:** The subject site fronts SW 1st Street (see **Exhibit 4B**) and so pedestrian scale street lighting is required. The applicant has stated in their Narrative (**Exhibit 3, p. 14**) that street lighting will be provided to the standards above. The recommended Conditions of Approval will require the applicant to install street lighting on their SW 1st Street frontage to not exceed 20 feet in height and to install shielding where necessary to minimize glare. On-site lighting shall not exceed 25 feet in height. Section 17.80.060 is satisfied.

17.80.070 Service areas.

*A. Illustrations of desirable service area screening are shown in the 1998 ODOT/DLCD Quick Response Project and/or the 2002 ODDA Resource Team Report.*

*B. Except for single-family dwelling units, all on-site service areas, loading zones and outdoor storage areas, waste storage, disposal facilities, transformer and utility vaults and similar activities shall be located in an area not visible from a street or urban space. If this is not possible, then the service area, loading zone or storage area shall be fully screened from public view. Prohibited screening includes chain-link fencing with or without slats. Acceptable screening includes a stone, masonry or wood enclosure which may be freestanding or incorporated into a building wall.*

**Finding:** The applicant is not proposing any on-site service areas, loading zones, outdoor storage areas, waste storage, disposal facilities, transformer and utility vaults, or any similar activities (see **Exhibit 4C**). Section 17.80.070 is not applicable.

17.80.080 Building height and architectural character.

*A. Building Height for Commercial Uses.*

*1. The minimum facade height for single-story buildings shall be sixteen feet for buildings with unbroken rooflines, but may be as short as fourteen feet for buildings providing architectural diversity to roof profiles. Building height shall be measured from the highest grade point of the building frontage from ground to top of cornice or highest point of roof slope.*

*B. Architectural Character.*

*1. Awnings on building containing commercial uses.*

*a. Awnings at the ground level of commercial buildings are encouraged.*

*b. Awnings shall not obscure or distract from significant architectural features and should fit within the window bays (either above the main glass or the transom window).*

*c. The color of the awning shall be compatible with its attached building.*

*2. Building Exterior. The exterior walls of building facades shall be of suitable durable building materials including the following: stucco, stone, terra-cotta, tile, cedar shakes and shingles, beveled or shiplap or other narrow-course horizontal boards or siding, vertical board and batten siding, articulated architectural concrete masonry units (CMU), or similar materials which are low maintenance, weather resistant, abrasion resistant, and*

*easy to clean. Prohibited building materials include the following: plain concrete, plain concrete block, corrugated metal, unarticulated board siding (e.g., T1-11 siding, plain plywood, sheet press board) and similar quality, nondurable materials.*

**3. Building Fronts.**

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

- 1. Dormers;*
- 2. Recessed entries;*
- 3. Cupolas;*
- 4. Bay or bow windows;*
- 5. Gables;*
- 6. Covered porch entries;*
- 7. Pillars or posts;*
- 8. Eaves (minimum eighteen inch projection); or*
- 9. Off-sets on building face or roof (minimum sixteen inches).*

*b. Ground floor windows shall be provided on commercial building facades.*

*c. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited as ground floor windows of commercial buildings.*

*d. Ground floor building facades on commercial buildings shall contain unobscured windows or glass doors for at least forty-five percent of the wall area and fifty percent of the wall length within the first nine feet of wall height. Lower window sills shall not be more than three feet above grade except where interior floor levels prohibit such placement, in which case the lower window sill shall not be more than a maximum of four feet above the finished exterior grade.*

*e. On the ground floor, commercial buildings shall incorporate large display windows with transom windows above.*

*f. New commercial buildings whose street frontage is more than forty-five feet wide shall be designed to convey a sense of division through the use of either pilasters, window and door openings, recessed entries, off-sets or other architectural details and shall break any flat, monolithic facade by including architectural elements such as bay windows, changes in materials, or other articulation such as columns or vertical architectural elements to provide pedestrian scale to the ground floor.*

**Finding:** The structure was built in 1895, before the establishment of the standards above, meaning that the building is pre-existing and is a legal non-conforming use. Section 17.80.080 is not applicable.

17.80.090 Signs.

**A. Signs shall be in accordance with the requirements of Chapter 17.114, Signs.**

**Finding:** The applicant will apply for any signs erected in the future separately from Site Development Review (see **Exhibit 3, p. 16**). Section 17.80.090 is not applicable.

17.80.100 Landscaping.

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

**Finding:** Sections 17.100.090 and 17.100.100 will not be applied to this review. The subject site has frontage on two streets, SW JP West Road to the north and SW 1st Street to the west (see **Exhibit 4B**). The northern property line is approximately 100.21 feet and the western property line is approximately 93 feet (see **Exhibit 4B**) so both will require 3 street trees. The recommended Conditions of Approval will require the applicant to plant 6 street trees. Section 17.80.100 is satisfied.

*Chapter 17.104*  
*STREET TREES*

17.104.040 Standards for street trees.

- A. *Street trees shall be selected from the approved street tree list on file with the Planning Department.*

**Finding:** The applicant is proposing to plant 2 autumn brilliance serviceberry street trees (see **Exhibit 4G**). Autumn brilliance serviceberry is a species on the approved street tree list. The recommended Conditions of Approval will require the applicant to plant their remaining required street trees from the approved street tree list. Section 17.104.040(A) is satisfied.

- B. *At the time of planting, street trees shall not be less than ten feet high for deciduous trees and five feet high for evergreen trees.*

- C. *Spacing and minimum planting areas for street trees shall be as follows:*

- 1. Street trees under twenty-five feet tall and less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart in planting areas containing no less than sixteen square feet of porous surface and not less than four feet wide;*
- 2. Street trees under twenty-five feet tall and greater than sixteen feet wide at maturity shall be spaced no further than twenty feet apart in planting areas containing no less than sixteen square feet of porous surface and not less than four feet wide;*
- 3. Street trees between twenty-five feet to forty feet tall and less than twenty-five feet wide at maturity shall be spaced no greater than twenty-five feet apart in planting areas*

*containing no less than twenty-four square feet of porous surface and not less than six feet wide;*

*4. Street trees between twenty-five feet to forty feet tall and greater than twenty-five feet wide at maturity shall be spaced no greater than thirty feet apart in planting areas containing no less than twenty-four square feet of porous surface and not less than six feet wide;*

*5. Street trees greater than forty feet tall at maturity shall be spaced no greater than forty feet apart in planting areas containing not less than thirty-six square feet of porous surface and not less than eight feet wide.*

*D. Street trees located under or within ten feet of overhead utility lines shall be less than twenty-five feet tall at maturity.*

*E. Street trees shall be planted in accordance with the requirements of Scappoose Municipal Code Section 13.28.010(C).*

**Finding:** The dimensional requirements of street trees are governed by Section 17.80.100. Section 17.104.040(B-E) is not applicable.

17.104.060 Maintenance of street trees.

*A. The adjacent owner, tenant, and their agent, if any, shall be jointly and severally responsible for the maintenance of all street trees which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and tree wells shall be kept free from refuse and debris.*

*B. All street trees shall be controlled by pruning to National Arborist Association Pruning Standards for Shade Trees included as Appendix B of the Scappoose Comprehensive Urban Forestry Plan.*

*C. Every owner of any tree overhanging any street or right-of-way within the city shall prune the branches so that such branches shall not severely obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of thirteen feet above street surface or eight feet above the sidewalk surface. Such owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The city shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic-control device or sign or sight triangle at intersections as defined in Scappoose Municipal Code 12.10, Visual Clearance Areas. Tree limbs that grow near high voltage electrical conductors shall be maintained clear of such conductors by the electric utility company in compliance with any applicable franchise agreements.*

*D. The city shall have the right to plant, prune, and otherwise maintain trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds.*

*E. It is unlawful as a normal practice for any person, firm or city department to top any street tree. Topping is defined as the severe cutting back of limbs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other*

*pruning practices are impractical may be exempted from this chapter at the determination of the city manager after consultation with a registered arborist or certified forester.*

17.104.070 Excavation approval required.

*Written approval of the city manager is required prior to any excavation within the dripline of a street tree.*

17.104.080 Penalties for damage or removal of street trees.

*Any activity that results in injury, mutilation or death of a street tree is prohibited. If such injury, mutilation or death of a street tree shall occur, the cost of the repair or replacement shall be borne by the party performing the activity. The replacement value of street trees shall be determined in accordance with the latest revision of the Council of Tree and Landscape Appraisers evaluation method.*

**Finding:** The applicant has stated in their Narrative (**Exhibit 3, p. 20**) that they acknowledge and accept the responsibilities and regulations above. Sections 17.104.060, 17.104.070, and 17.104.080 are 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 four standard sized parking spaces, with one of them being an accessible parking space (see **Exhibit 4D**), 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 (see **Exhibit 4D**). 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 8'4"-wide access aisle to its north (see **Exhibit 4D**), which exceeds the requirements for a van accessible space. The recommended Conditions of Approval will require the applicant to provide signage to the west of the accessible parking space in conformance with the ADA. 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 Parking Lot Details, Grading and Utility Plan (**Exhibit 4D**) designates areas of land to be exclusively used for off-street parking spaces. No loading spaces are needed or proposed. No building (change of use) 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:** The applicant proposes to convert the existing residence into a real estate office (see **Exhibit 2**). For the purposes of quantifying the amount of parking spaces that will be required, the proposed development was assigned the use of financial, insurance, and real estate. The proposed use being an exact match with the use listed in Chapter 17.106 removes the need for subjective interpretation. Section 17.106.020(C) is not applicable.

*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.*



*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:** The applicant is proposing a change of use to an existing building (see **Exhibit 2**) that will require additional parking per Chapter 17.106. The applicant will provide an adequate amount of parking spaces as required by Chapter 17.106 before a change of use is granted. Section 17.106.020(D-E) is satisfied.

*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 applicant is proposing to provide a satisfactory amount of parking spaces on the subject site (see **Exhibit 4D**) and will not be entering a parking agreement. Section 17.106.020(F) is satisfied.

*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.*

**Finding:** The subject site is located in the Downtown Overlay and so the location of off-street

parking is governed by Section 17.80.050. Section 17.106.020(H) is not applicable.

*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:** The uses of this proposal could not have been interpreted to be classified under any other set of parking requirements. Section 17.106.020(J) is not applicable.

*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 applicant will establish and maintain that parking spaces are available only to operable vehicles of customers, patrons, and employees of the use. 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 subject site is located within the Downtown Overlay. Per Section 17.80.100(A), The landscaping requirements of Sections 17.100.090 (Buffering and screening requirements) and 17.100.100 (Screening-Special provisions) shall not apply within the downtown overlay. Section 17.106.020(M) is not applicable.

*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 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 6 feet wide. The applicant demonstrates the provision of a 9' x 18' accessible space with an 8'4"-wide access aisle (see **Exhibit 4C & 4D**). 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 (see **Exhibit 4D**). 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.*

*[...]*

*Commercial: 2 spaces per primary use or 1 per 5 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 east of the building (see **Exhibit 4D**) 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 5 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 4D**). 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:** The subject site is not abutting or adjacent to a residential zoning district. Section 17.106.020(Q) is not applicable.

*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 will be required by the recommended Conditions of Approval to 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 Parking Lot Details, Grading and Utility Plan (**Exhibit 4D**) 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 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 not applicable.

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

**Finding:** For every computation related to parking requirements 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 4D**). 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 **Exhibits 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:** The only residential use surrounding the subject site is to its west. The parking lot is proposed to be established to the east of the structure (see **Exhibit 4D**). With SW 1st Street, the structure, and landscaping being proposed to be between the parking lot and existing residential use (see **Exhibits 4C, 4D, & 4G**), the parking lot is not expected to create a disturbance to the residence with the spatial buffering and visual screening being proposed. 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. 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.*

**Finding:** The applicant is requesting a reduction to the amount of required parking spaces. However, since the property is within the Downtown Overlay, Section 17.80.050(E)(1)(a) will govern. Section 17.106.020(Z) is not applicable.

17.106.030 Minimum off-street parking requirements.

[...]

C. Commercial Uses.

[...]

12. Financial, insurance and real estate: 1 space per 400 square feet of gross floor area

[...]

[...]

**Finding:** Based on the 1,876 square feet of floor area for financial, insurance and real estate (see **Exhibit 3, p. 22**), the applicant would be required to provide 5 off-street parking spaces. The applicant is requesting a reduction of to the amount of required parking spaces from 5 to 4 (see **Exhibit 4D**). However, since the subject site is in the Downtown Overlay, Section 17.80.050(E)(1)(a) will govern the request for a reduction. Staff recommends granting the applicant's reduction request for reasons listed in the staff report response to Section 17.80.050(E)(1)(a). 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 4D**). 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.

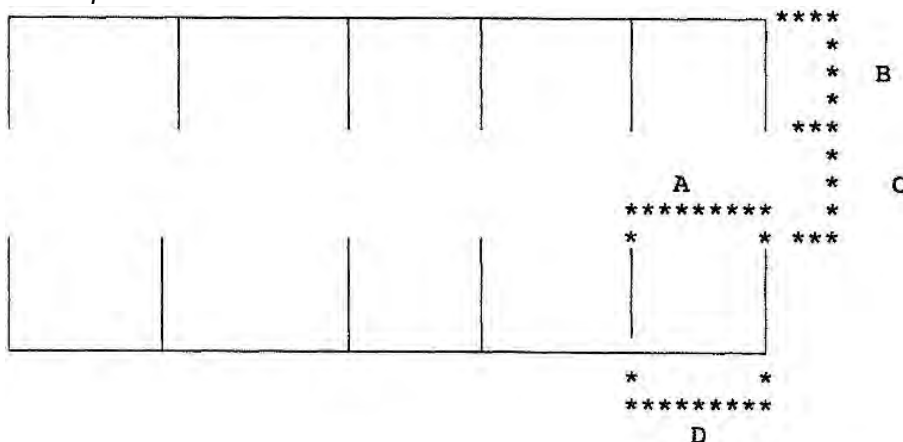
**Finding:** The site and its parking spaces can be accessed from SW JP West Road, which is to the north of the subject site (see **Exhibit 4D**). Section 17.106.050(A) is satisfied.

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:

Overall				
Angle from curb	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:** The applicant is proposing for all parking spaces to be 90° from the curb (see **Exhibit 4D**). All parking spaces are 9 feet wide, 18 feet deep, provide an aisle width of 24 feet, and a curb length of 9 feet (see **Exhibit 4D**). 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:** The proposed parking lot contains a 24-foot-wide service drive that runs north/south throughout the lot, is accessible to all parking spaces, and prevents the need to back into a public right-of-way (see **Exhibit 4D**). Section 17.106.050(C) is satisfied.



*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 SW JP West Road (see **Exhibit 4D**). The applicant is proposing the installation of a 20-foot-wide commercial driveway to facilitate this access (see **Exhibit 4D**), which is within the allowable range for a commercial 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:** The applicant will be required by the recommended Conditions of Approval to stripe the parking spaces with permanent paint. 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 applicant is proposing to pave the parking lot with asphalt, including all areas used for parking and vehicular movement (see **Exhibit 4D**). 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.*

**Finding:** The applicant is proposing the installation of a 20-foot-wide commercial driveway to connect SW JP West Road to a 24-foot-wide drive aisle on the site, which would ultimately provide access to the provided parking spaces (see **Exhibit 4D**). Section 17.106.050(G)(1) is satisfied.

*2. The number and size of access drives shall be in accordance with the requirements of public works design standards.*

**Finding:** The subject site is a corner lot (see **Exhibit 4B**) and the Scappoose Public Works Design Standards (PWDS) requires corner lots to provide a single access point, usually from the street with the lower classification. The TSP<sup>7</sup> classifies SW JP West Road as a Neighborhood Route and S

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<sup>7</sup> City of Scappoose, Transportation System Plan, 2016, Figures 12 & 14.

W 1st Street as a Mixed-Use Neighborhood Route. Because these are equal classifications, the applicant will be able to choose which street they would like the site to have access from. The applicant proposes for the parking lot to have access from SW JP West Road (see **Exhibit 4D**). According to the PWDS, commercial driveways are to be between 12 and 36 feet wide. The applicant is proposing to install a 20-foot-wide commercial driveway (see **Exhibit 4D**). Section 17.106.050(G)(2) is satisfied.

*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.*

**Finding:** The proposed commercial driveway is proposed to be marked and defined by a change in grade along the sidewalk to be constructed (see **Exhibit 4D**). The drive aisle would be marked and defined by parking spaces and internal sidewalks to the west as well as landscaping to the east and south (see **Exhibit 4D**). Section 17.106.050(G)(3) is satisfied.

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

**Finding:** VCAs to the standards of Chapter 12.10 are shown to be provided (see **Exhibit 4D**). Section 17.106.050(G)(4) 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:** Several parking spaces are adjacent to interior landscaping (see **Exhibit 4G**) and the installation of wheel stops is required for these spaces. The applicant proposes to establish wheel stops for all parking spaces (see **Exhibit 4D**). 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 applicant is proposing to install an area drain grate in the middle of the parking lot for stormwater to be conveyed into an on-site infiltration facility via a new 10-inch stormwater pipe (see **Exhibit 4D**). 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 has stated in their Narrative (**Exhibit 3, p. 24**) that they will orient all on-

site artificial lighting in such a manner as to not disturb neighboring residences or exceed PWDS intensity levels. 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. 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:** Surrounding the parking lot, the proposed pedestrian walkway system exists entirely between the parking lot and the structure (see **Exhibit 4D**). Therefore, no crosswalk is required. 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 real estate office 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:** With a building footprint of 1,876 square feet (see **Exhibit 3, p. 22**), the building is less than 10,000 square feet and so an off-street loading space is not required. An off-street loading space is also not proposed (see **Exhibit 4C**). Section 17.106.080 is not applicable.

*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 March 14, 2024, the approval shall be effective until March 14, 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:** This application for Site Development Review proposes a change of use of an existing building (see **Exhibit 2**). However, the building is still well positioned with consideration to topography, drainage, and slopes (see **Exhibit 4B**). 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:** No existing trees are proposed to be removed (see **Exhibit 4G**). Section 17.120.180(C) is satisfied.

*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;*

**Finding:** The proposed use of the existing building is a real estate office (see **Exhibit 2**), which generates minimal visual or audible impacts given that the work is typically performed inside an indoor office space. The only noticeable noise is expected to come from the parking lot with employees and customers entering and exiting the parking lot but even that will be minimal compared to other uses in the C zone and near Columbia River Highway. The parking lot has a variety of perimeter and interior landscaping and is also on the other side of the structure from the only adjacent residential use (see **Exhibit 4G**). Section 17.120.180(D) is satisfied.

*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;*

*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;*

**Finding:** The proposed development is not for a residential use (see **Exhibit 2**). Sections 17.120.180(E-F) are not applicable.

*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;*

**Finding:** The subject site is not within or adjacent to the 100-year floodplain. Section 17.120.180(G) is not applicable.

*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 driveway, parking lot, landscaping, and curbs of the site are designed, in part, to distinguish the subject site from its neighboring properties (see **Exhibit 4C & 4G**). 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 existing structure has windows on all four of its sides, including areas vulnerable to crime such as the parking lot and vacant lot to the south. Public laundry services are not existing or proposed. If the applicant desires to receive mailings on the subject site after development, they will be required by the recommended Conditions of Approval to work with the United States Postal Service to place the mailbox in a well-lit area of the site. The applicant will also be required by the recommended Conditions of Approval to install sufficient site lighting to illuminate the parking lot and pedestrian walkway system. 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 subject site is a corner lot (see **Exhibit 4B**) and the PWDS requires corner lots to provide a single access point. The applicant proposes to provide one vehicular access point to the site from SW JP West Road (see **Exhibit 4D**). The Scappoose Rural Fire Protection District provided a referral comment for this proposal (**Exhibit 10**) and no concerns were raised about the site's ability to accommodate emergency vehicles. A continuous pedestrian walkway system is provided to the standards of Section 17.120.180(Q) (see **Exhibit 4C**). According to the TSP<sup>8</sup>, a bicycle route is not planned for either the SW JP West Road or SW 1st Street frontages, so it will not be required. 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;*

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<sup>8</sup> City of Scappoose, Transportation System Plan, 2016, Figure 11.



**Finding:** There is not an existing transit stop for the CC (Columbia County) Rider near the subject site, so 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 area (there is no loading area) satisfies Sections 17.106.050 and 17.106.080, Chapter 12.10, and the PWDS as described in previous sections. 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 subject site is located within the Downtown Overlay. Per Section 17.80.100(A), The landscaping requirements of Sections 17.100.090 (Buffering and screening requirements) and 17.100.100 (Screening-Special provisions) shall not apply within the downtown overlay. Section 17.120.180(M) is not applicable.

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

**Finding:** The applicant has submitted a Parking Lot Details, Grading and Utility Plan (**Exhibit 4D**), which illustrates the preliminary drainage plan, as part their application. The City of Scappoose Public Works Director provided a referral comment (**Exhibit 8**) stating that they have no objection to this application's approval as submitted provided it meets all criteria set forth in the Scappoose Municipal Codes, PWDS, and Building/Plumbing Codes. The applicant will submit final drainage plans to the Public Works Director and City Engineer for review and approval. 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 subject site is in the Downtown Overlay with a base zone of General Commercial so much of Chapter 17.62 - C General Commercial is preempted by Chapter 17.80 - Downtown Overlay. All of the applicable requirements of both chapters are satisfied by the applicant's submission materials and the recommended Conditions of Approval. 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:** The applicant proposes to provide a continuous pedestrian walkway system that connects the sidewalks (to be constructed as part of this development), the building entrance, and the parking lot (see **Exhibits 4C & 4D**). The walkway system is safe, efficient, and incorporates all necessary areas of the site. The walkway system is not proposed on both sides of the drive aisle (see **Exhibit 4D**) so no crosswalk will be required. As a commercially zoned property, the applicant will be required by the recommended Conditions of Approval for the on-site walkway system to be 6-foot-wide and to be constructed of concrete. 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 is a corner lot with frontage on SW JP West Road and SW 1st Street (see **Exhibit 4B**). The applicant will be required to improve both streets to City standards. SW JP West

Road is classified by the TSP<sup>9</sup> as a Neighborhood Route, which requires 60 feet of right-of-way width comprised of 36 feet of travel way, two 5.5-foot planter strips, two 6-foot sidewalks, and two 6-inch utility areas. The applicant is proposing to perform frontage improvements along their SW JP West frontage, including a 5-foot sidewalk, street trees, a 6-inch utility area, and a commercial driveway (see **Exhibit 4C**). Deviation from the sidewalk width standards is acceptable so that the applicant can match the existing sidewalk to the east of their site. The section of SW JP West Road that fronts the subject site has various widths, with portions of the street being above and below the minimum width, respectively. In lieu of providing a dedication, the applicant is requesting to submit and record a non-remonstrance agreement. Intersection Project I11 in the TSP will extend the southeast curb of the SW JP West Road and SW 1st Street intersection to better align the east and west intersection approaches and provide a shorter pedestrian crossing.<sup>10</sup> Requiring a dedication before the completion of the Intersection Project would be in conflict with the TSP's Capital Improvement Plan, satisfying criterion d above. Because the City is not yet implementing Intersection Project I11, appropriate standards are not currently well defined and additional planning work would be required in advance of the proposed development, satisfying criterion e above. With the satisfaction of criterion d and e, the City Engineer and Associate Planner accept the applicant's request to submit and record a non-remonstrance agreement. It is likely that a dedication will be required at the time high-priority TSP projects I11 and D24 are implemented.

SW 1st Street is classified by the TSP<sup>11</sup> as a Mixed-Use Neighborhood Route, which requires 54 feet of right-of-way width comprised of 22 feet of travel way, two 7-foot parking areas with pedestrian bulb-outs, two 8.5-foot sidewalks with tree wells, and two 6-inch utility areas. SW 1st Street currently has a right-of-way width of 50 feet (see **Exhibit 4B**). To bring the applicant's half of the street to standard, a 2-foot dedication will be required as part of this development. The applicant is proposing to perform frontage improvements along their SW 1st Street frontage, including a 2-foot right-of-way dedication, a 7-foot parking area, a 6-foot sidewalk with decorative streetlights, street trees, and a 6-inch utility area (see **Exhibit 4C**). Section 17.154.030(A) is satisfied.

*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*

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<sup>9</sup> City of Scappoose, Transportation System Plan, 2016, Figures 12 & 13b.

<sup>10</sup> City of Scappoose, Transportation System Plan, 2016, Table 2.

<sup>11</sup> City of Scappoose, Transportation System Plan, 2016, Figure 14.

- 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.*

**Finding:** The application in consideration is not for a Subdivision or Major Partition (see **Exhibit 2**), nor will any new roads be created. Section 17.154.030(B) is not applicable.

- 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.*

**Finding:** The applicant is not requesting an access easement be established. Section 17.154.030(C) is not applicable.

- 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:*

1. *Street grades shall be approved by the public works director in accordance with the city's public works design standards; and*
2. *Where the location of a street is not shown in an approved street plan, the arrangement of streets in a development shall either:*
  - 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.*

*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.*

**Finding:** The adjacent streets are existing (see **Exhibit 4B**) and the applicant is not proposing to adjust the location of either of them (see **Exhibit 4C**). SW JP West Road is classified by the TSP<sup>12</sup> as a Neighborhood Route, which requires 60 feet of right-of-way width and a 36-foot paved section. The section of SW JP West Road that fronts the subject site has various widths, with portions of the street being above and below the minimum width, respectively. In lieu of providing a dedication, the applicant is requesting to submit and record a non-remonstrance agreement. SW 1st Street is classified by the TSP<sup>13</sup> as a Mixed-Use Neighborhood Route, which requires 54 feet of right-of-way width and a 36-foot paved section. SW 1st Street currently has a right-of-way width of 50 feet (see **Exhibit 4B**). To bring the street from centerline east to standard, a 2-foot dedication will be required as part of this development, which the applicant has agreed to complete by deed (see **Exhibit 3, p. 5**). Street grades will be reviewed by the Public Works Director and City Engineer with construction plans. Sections 17.154.030 (D-E) are satisfied.

*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.*

*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.*

**Finding:** SW JP West Road and SW 1st Street are existing streets (see **Exhibit 4B**) and no new streets are proposed (see **Exhibit 4C**). Sections 17.154.030(F-G) are not applicable.

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<sup>12</sup> City of Scappoose, Transportation System Plan, 2016, Figures 12 & 13b.

<sup>13</sup> City of Scappoose, Transportation System Plan, 2016, Figure 14.



*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.*

**Finding:** The applicant will be required by the recommended Conditions of Approval to construct all curbs, ramps, and driveways in accordance with the PWDS. Section 17.154.030(H) is satisfied.

*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.*

**Finding:** The subject site does not include nor is it adjacent to a railroad right-of-way. Section 17.154.030(I) is not applicable.

*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.*

**Finding:** The subject site does not abut nor is it traversed by an existing or proposed arterial street (see **Exhibits 4B & 4C**). Section 17.154.030(J) is not applicable.

*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.*

**Finding:** The recommended Conditions of Approval will require the applicant's surveyor to verify with the City that monuments have been either undisturbed or reestablished following the completion of street improvements. Section 17.154.030(K) is satisfied.

*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;

**Finding:** The proposed development is not a manufactured home park (see **Exhibit 2**). Section 17.154.030(L) is not applicable.

*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.*

**Finding:** This development proposal will not require the installation of a railroad crossing. Section 17.154.030(M) is not applicable.

*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.*

**Finding:** The recommended Conditions of Approval state that any street signs required by the Public Works Director will be installed at the cost and labor of the applicant. Section 17.154.030(O) is satisfied.

*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.

**Finding:** The proposed development is not a residential development (see **Exhibit 2**). Section 17.154.030(P) is not applicable.

*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.*

**Finding:** Approximately 115 feet to the east of the subject site, SW JP West Road intersects with Columbia River Highway. This intersection is not currently signalized and the Traffic Memorandum (**Exhibit 5**) does not mention the need to signalize this intersection as a result of the proposed development. Section 17.154.030(Q) is satisfied.

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

**Finding:** The applicant has stated in their Narrative (**Exhibit 3, p. 14**) that street lighting will be provided installed on SW 1st Street to the standards of the PWDS and Section 17.80.060. The recommended Conditions of Approval will require the applicant to install street lighting on their SW 1st Street frontage to not exceed 20 feet in height and to install shielding where necessary to minimize glare.

*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 Traffic Memorandum (**Exhibit 5**), which provides the estimated AM peak hour, PM peak hour, and total daily trips for both the existing (Single Family) and proposed (Small Office) uses. The single-family home currently generates an estimated 15 daily trips and the proposed real estate office is estimated to generate 27 daily trips, including 5 AM peak hour and 6 PM peak hour trips, resulting in a net increase of 12 trips (see **Exhibit 5, p. 3**). 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.

17.154.040 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:*

*1. Where topography and/or other natural conditions, such as wetlands or stream*

*corridors, preclude a local street connection consistent with the stated block length standards. When such conditions exist, a pedestrian access way shall be required in lieu of a public street connection if the access way is necessary to provide safe, direct and convenient circulation and access to nearby destinations such as schools, parks, stores, etc.*

*2. Where access management standards along an arterial street preclude a full local street connection. Where such conditions exist, and in order to provide for adequate connectivity and respect the needs for access management, the approval authority shall require either a right in/right-out public street connection or public roadway connection to the arterial in lieu of a full public street connection. Where a right-in/right-out street connection is provided, turning movements shall be defined and limited by raised medians to preclude inappropriate turning movements.*

*3. A cul-de-sac street shall only be used where the city engineer and planner determine that environmental or topographical constraints, existing development patterns, or compliance with other applicable City requirements preclude a street extension. Where the City determines that a cul-de-sac is allowed, all of the following standards shall be met:*

*a. The cul-de-sac shall not exceed a length of 500 feet, except where the city engineer and planner determine that topographic or other physical constraints of the site require a longer cul-de-sac. The length of the cul-de-sac shall be measured along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac.*

*b. The cul-de-sac shall terminate with a circular or hammer-head turnaround meeting the Uniform Fire Code and the standards of Public Works Design Standards.*

*c. The cul-de-sac shall provide, or not preclude the opportunity to later install, a pedestrian and bicycle access way between it and adjacent developable lands. Such access ways shall conform to the standards in Section 17.120.180(Q), as applicable.*

**Finding:** The proposed development is not for a Subdivision or Major Partition (see **Exhibit 2**) where the applicant has control of street placement or block dimensions. The block dimensions are existing conditions of the area and cannot be altered by Site Development Review. Section 17.154.040 is not applicable.

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 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:** The applicant has stated in their Narrative (**Exhibit 3, p. 35**) that easements will be provided by deed if required by the City or other agencies. 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 in the continuing obligation of the adjacent property owner.*

*C. Subject to approval by the public works director and planner, planner may accept and record a nonremonstrance 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.*

*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.*

**Finding:** SW JP West Road is classified by the TSP<sup>14</sup> as a Neighborhood Route, which requires 6-foot-wide sidewalks. The applicant is proposing to construct a 5-foot-wide sidewalk on their SW JP West frontage that matches the existing sidewalk to the east of the subject site (see **Exhibit 4C**). SW 1st Street is classified by the TSP<sup>15</sup> as a Mixed-Use Neighborhood Route, which requires 8.5-foot-wide sidewalks with tree wells. The applicant is proposing to construct a 6-foot-wide sidewalk on their SW 1st Street frontage (see **Exhibit 4C**). The City Engineer has accepted deviation from this standard since pedestrian bulb-outs are not feasible on the other intersections of W 1st Street. Maintenance of sidewalks and curbs will be the continuing obligation of the applicant/property owner. The applicant is not proposing a non-remonstrance agreement. Section 17.154.070 is satisfied.

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<sup>14</sup> City of Scappoose, Transportation System Plan, 2016, Figures 12 & 13b.

<sup>15</sup> City of Scappoose, Transportation System Plan, 2016, Figure 14.

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.*

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.*

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.*

**Finding:** The proposed development is not a public use area (see **Exhibit 2**). Section 17.154.080 is not applicable.

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 currently an 8-inch concrete sewer main in both SW JP West Road and SW 1st Street with a sewer lateral serving the residence from SW 1st Street. 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 as determined by the Public Works Director or City Engineer, the applicant will be required to replace it prior to the completion of street improvements. 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.*

*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.*

*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 applicant is proposing to install an area drain grate in the middle of the parking lot for stormwater to be conveyed into an on-site infiltration facility via a new 10-inch stormwater pipe (see **Exhibit 4D**). The Public Works Director provided a referral comment (**Exhibit 8**) stating that they have no objection to this application's approval as submitted provided it meets all criteria set forth in the Scappoose Municipal Codes, PWDS, and Building/Plumbing Codes. 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:** There is currently an 8-inch oxide dispersion strengthened alloys (ODS) water main in SW JP West Road and a 6-inch polyvinyl chloride (PVC) water main in SW 1st Street with a water lateral serving the residence from SW 1st Street. The recommended Conditions of Approval will require the applicant to evaluate the lateral to determine its condition and the presence of lead prior to the completion of street improvements. If the lateral is insufficient as determined by the Public Works Director or City Engineer, the applicant will be required to replace it prior to the completion of street improvements. 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.
- B. The city shall use the city's public works design standards as the guidelines for erosion control.

**Finding:** The applicant submitted an Erosion Control Plan (**Exhibit 4E**) and Erosion Control Notes and Standard Details (**Exhibit 4F**). The Public Works Director has reviewed these materials and has no objections to the application's approval as submitted provided it meets all criteria set forth in the Scappoose Municipal Codes, PWDS, and Building/Plumbing Codes (see **Exhibit 8**). Section 17.154.107 is satisfied.

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.

**Finding:** The TSP<sup>16</sup> does not indicate either section of the subject site's frontage as a proposed bicycle route. Section 17.154.110 is not applicable.

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.

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<sup>16</sup> City of Scappoose, Transportation System Plan, 2016, Figure 11.

**Finding:** There are existing above-ground utility lines along the subject site's SW 1st Street frontage that extend the entire length of W 1st Street. The applicant would not be able or required to remove the existing above-ground utility lines. The Columbia River PUD was provided a land use action referral, and the applicant will be required to work with them if any additional work is needed. Any improvements to water or sewer infrastructure will be required to take place prior to the completion of street improvements. Section 17.154.120 is satisfied.

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.
- 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.
- C. The cash or bond shall comply with the terms and conditions of Section 17.150.180.

**Finding:** The applicant will be required by the recommended Conditions of Approval to submit to the City a performance bond of 110% of the value of all public improvements. The value will be determined by the Public Works Director. Section 17.154.130 is satisfied.

Chapter 17.164

PROCEDURES FOR DECISION MAKING--LIMITED LAND USE DECISIONS

17.164.110 Approval authority responsibilities.

- A. The planner shall have the authority to approve, deny or approve with conditions the following applications:
  - 1. Minor partitions pursuant to Chapter 17.152;
  - 2. Property line adjustments pursuant to Chapter 17.152;
- B. The planning commission shall have the authority to approve, deny or approve with conditions the following applications:
  - 1. Subdivisions pursuant to Chapter 17.150;
  - 2. Major partitions pursuant to Chapter 17.152;
  - 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. The decision to approve, approve with conditions, or deny the proposal will be based on the criteria of Section 17.164.150. Section 17.164.110 is satisfied.

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.*

[...]

*I. The records of the Columbia County assessor's office shall be the official records used for giving notice required in this title, and a person's name and address which is not on file at the time the notice mailing list is initially prepared is not a person entitled to notice.*

*J. Notice shall also be given by the planner to any governmental agency affected by the decision, which may include any of the following:*

- 1. Columbia County Land Development Services;*
- 2. Columbia County Road Department;*
- 3. Oregon Department of Transportation (ODOT);*
- 4. ODOT Rail Division;*
- 5. Portland & Western Railroad;*
- 6. Scappoose Rural Fire Protection District;*
- 7. Port of St. Helens;*
- 8. Oregon Department of Aviation;*
- 9. Scappoose School District;*
- 10. Columbia County Soil Conservation District;*
- 11. Scappoose Drainage Improvement Company; or*
- 12. Any other affected agencies as identified by the planner.*

**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 February 29, 2024. The applicant has provided a signed affidavit certifying that onsite noticing has been posted as of February 29, 2024, consistent with the requirements of this section. Notice of the hearing was published in the March 1, 2024 edition of the Columbia County Spotlight. The public has until March 13, 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. A land use action referral

was sent to agency representatives from the City of Scappoose, Columbia County Building Department, Scappoose Rural Fire Protection District, and Columbia River PUD. 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.*
- C. *In all cases, the decision shall include a statement in a form addressing the requirements or criteria outlined in the planner's staff report.*
- D. *The planning commission may:*
1. *Adopt findings and conclusions contained in the staff report;*
  2. *Adopt its own findings and conclusions;*
  3. *Adopt findings and conclusions submitted by any party provided all parties have had an opportunity to review the findings and comment on the same; or*
  4. *Adopt findings and conclusions from another source, either with or without modification, having made a tentative decision, and having directed staff to prepare findings for review and to provide an opportunity for all parties to comment on the same.*

[...]

**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. The recommended Conditions of Approval are included to ensure the satisfaction of all applicable approval criteria and the requirements of other governmental agencies. 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 2-23, subject to the following conditions:

**GENERAL**

1. This approval authorizes the change of use from an existing single-family home to a real estate office as well as improvements to various site amenities, as depicted on the plans provided in **Exhibits 4C-4H**. Approval of this Site Development Review shall be effective

until March 14, 2025.

2. The applicant shall provide floor plans with a code analysis to the Building Department and shall apply for and receive approval of a change of use permit through the Building Department prior to the issuance of a business license.
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 for the change of use.
4. 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.

#### SITE PROVISIONS

5. The applicant shall regularly trim the hedges within the driveway visual clearance area so that visibility is not impeded between the heights of 3 feet and 10 feet above the center line grade, in conformance with Section 12.10.020(B).
6. The applicant shall regularly trim any tree within the driveway visual clearance area to the trunk to a line of at least 8 feet above grade.
7. The applicant shall install landscaping substantially in conformance with the Planting Plan (**Exhibit 4G**) prior to final occupancy inspection for the change of use.
8. The applicant shall plant 6 street trees, 3 on each frontage (provided there are no conflicts), in accordance with Sections 13.28.010(C) and 17.80.100 and Chapter 17.104 prior to final occupancy inspection for the change of use. The final construction plans shall provide a detail for root guard to protect sidewalks and other surroundings. All street trees shall have a 2-inch minimum caliper and be spaced as appropriate for the selected species, as specified in the approved Street Tree List, on file with the Planning Department. All newly planted street trees shall be of a species on the approved Street Tree List. All street trees shall be of good quality and conform to the American Standard for Nursery Stock (ANSI Z60.1). The Planner reserves the right to reject any plant material that does not meet this standard.
9. The applicant shall provide signage and striping for the disabled parking space (including a sign designating it as van accessible) and label all parking spaces using permanent paint. All parking spaces and access aisles shall conform to Section 17.106.050. Accessible parking spaces shall be provided in conformance with the Americans with Disabilities Act. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety. All required parking shall be

available for use prior to final occupancy inspection for the change of use.

10. The applicant shall install wheel stops on all parking spaces prior to final occupancy inspection for the change of use.
11. The applicant shall install a bicycle rack with space for at least 2 bicycles in accordance with Section 17.106.020(P) prior to final occupancy inspection for the change of use. Bicycle parking shall consist of staple design steel racks or another City-approved storage device.
12. The applicant shall submit a final site lighting and photometric plan for approval by the City Engineer prior to building permit issuance. The plan must demonstrate the installation of pole-mounted site lighting meeting Illuminating Engineering Society standards to illuminate the parking lot and pedestrian walkway system. Parking lot and site lighting shall be designed to deflect light away from streets and neighboring properties. On-site lighting may not exceed 25 feet in height. Light type and lighting levels shall function so as to assure compatibility with neighboring land uses and conformance with the Public Works Design Standards. Shields shall be incorporated as necessary to minimize glare and to focus lighting to its intended area. These improvements shall be completed prior to final occupancy inspection for the change of use.
13. The applicant shall install the continuous on-site walkway system to be 6-feet-wide, constructed of concrete, and conform to all standards of Section 17.120.180(Q).
14. The applicant shall obtain a fill and grading permit from the City for site grading, including the installation of any necessary erosion control measures, per the standards set forth in the Scappoose Public Works Design Standards. Erosion control measures shall be reviewed and approved by the City Engineer and the Oregon Department of Environmental Quality as part of an Erosion Control Plan. The applicant shall submit an acceptable Erosion Control Plan meeting DEQ requirements and City of Scappoose Public Works Design Standards, Section 2.0051. The applicant shall submit a copy of the approved NPDES 1200-C permit prior to construction if the disturbed area exceeds 1 acre.

#### UTILITIES AND STREET IMPROVEMENTS

15. 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).
16. The applicant shall provide an 8-foot Public Utility Easement along the frontage of SW JP

West Road and SW 1st Street prior to final occupancy inspection.

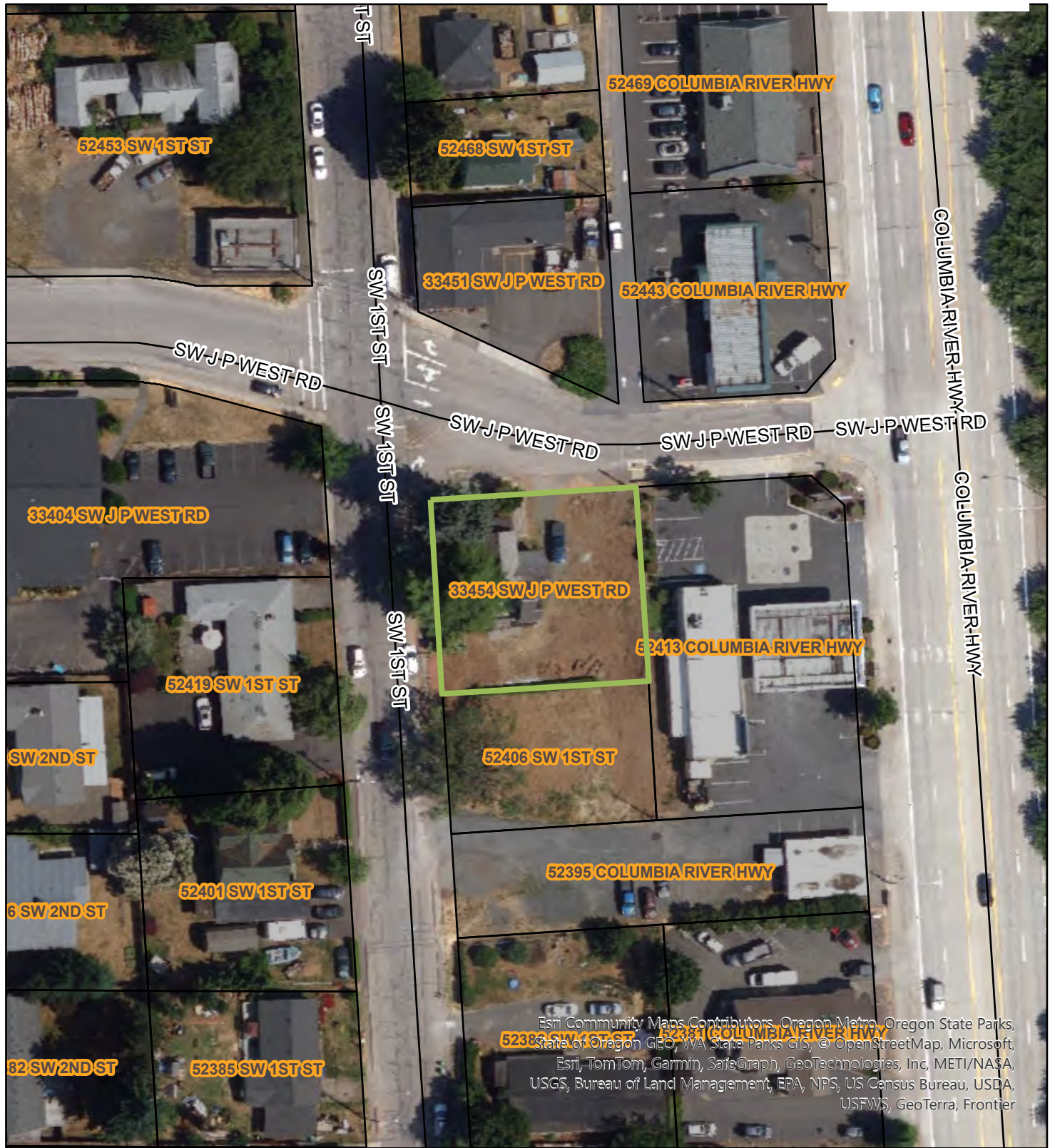
17. The applicant shall video inspect the existing sewer lateral and submit it to the City for inspection and approval. If the lateral is insufficient as determined by the Public Works Director or City Engineer, the applicant will be required to replace it prior to the completion of street improvements.
18. The applicant shall evaluate the existing water lateral to determine its condition and the presence of lead prior to the completion of street improvements. The water lateral and meter must meet the requirements of the Oregon Specialty Plumbing Code for size. If the lateral or meter are insufficient as determined by the Public Works Director or City Engineer, the applicant will be required to replace it prior to the completion of street improvements.
19. The applicant shall install an area drain grate in the middle of the parking lot for stormwater to be conveyed into an on-site infiltration facility via a new 10-inch stormwater pipe, as depicted in the Parking Lot Details, Grading and Utility Plan (**Exhibit 4D**).
20. The applicant shall install adequate street lighting on their SW 1st Street frontage. The lighting shall not exceed 20 feet in height and may require the installation of shielding where necessary to minimize glare beyond the ROW. All street lighting shall conform to the standards of Section 17.80.060.
21. The applicant's registered professional land surveyor shall verify with the City that monuments have been either undisturbed or reestablished following the completion of street improvements.
22. The applicant shall install any street signs related to traffic control or street names that the City Engineer requires. The materials and labor costs of installing signs shall be the responsibility of the applicant.
23. The applicant shall complete street improvements to the following specifications:
  - SW JP West: 5-foot sidewalk, street trees, 6-inch utility area, and commercial driveway
  - SW 1st Street: 2-foot right-of-way dedication, 7-foot parking area, 6-foot sidewalk with decorative streetlights, street trees, and a 6-inch utility area.All improvements shall conform to the Scappoose Public Works Design Standards.
24. The applicant shall submit and record a non-remonstrance agreement with the City in lieu of providing a dedication on their SW JP West Road frontage. It is likely that a dedication will be required at the time high-priority Transportation System Plan projects I11 and D24 are implemented.



25. The applicant shall submit to the City a performance bond of 110% of the value of all public improvements. The value will be determined by the Public Works Director.

FIRE LIFE SAFETY

26. 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 an hour and below. Numbers shall be contrasting in color. Address numbers shall be on the SW JP West Road and SW 1st Street sides due to being on a corner.
27. 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.
28. Adhere to any applicable code requirements for change of use from residential to a Business (B) occupancy per the Oregon Fire Code.

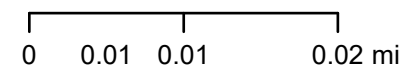


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Site Development Review 2-23  
 Chitwood Real Estate  
 3212-CA-03200

- Subject Site
- Taxlots with labels
- Streets



# 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](http://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) 03 02 12CA Tax Lot #(s) # 3200

Frontage Street or Address 33454 SW JP West Road

Nearest Cross Street SW 1st Street

Plan Designation Comm Zoning Comm Site Size 9318  acres  sq. ft.

Dimensions 100.2' x 93.'

**SUMMARY OF REQUEST**

Proposed Project Name Lea Chitwood Res use to Prof Office Use Estimated Valuation \$ added value = \$150,000

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) \_\_\_\_\_

Existing house to be converted to Professional Office Use, addition of on-site parking, plus street improve  
along frontage of SW JP West Road, and along frontage of SW 1st Street.

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.) 3000 sf Paving (sq. ft.) 3240 sf

# of Parking Spaces 3 # 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 \_\_\_\_\_ % Residential \_\_\_\_\_ %

*If Commercial or Industrial:* List # of non-residential buildings and square footage of each; 1284 sf ground floor, plus 592 sf on upper floor, total equals 1876 sf

## 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 no Wetlands no Riparian Corridors no

Cultural Resources no Airport Noise Contours no Slopes greater than 20% no

Water Provider:  City of Scappoose  Well

Does the site have access to City street(s)?  Yes  No (Please explain): frontage on SW JP West and SW 1st St.

A single access will be from SW JP West Road

Does the site have access to County road(s)?  Yes  No (Please explain): frontage on SW JP West and SW 1st St.

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

will be converted from residential use to professional office use

**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) Lea and John Chitwood

Business Name ReMax Power Pros

Mailing Address 33454 SW JP West Road City Scappoose State Oregon Zip 97056

Phone # (503)730-4554 Fax # \_\_\_\_\_ Email Address leachitwood@remax.net

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: 7/24/2023

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

**Applicant:** Name Lea Chitwood  
Business Name ReMax Power Pros  
Mailing Address 33454 SW JP West Road City Scappoose State Oregon Zip 97056  
Phone # (503) 730-4554 Fax # \_\_\_\_\_ Email Address leachitwood@remax.net  
Applicant's Signature \_\_\_\_\_ Date: 7/24/2023  
Applicant's interest in property \_\_\_\_\_

**Additional Project Team Members**

**Applicant's Representative:** Contact Name John DeJong  
Business Name Tech. Engineering  
Mailing Address PO Box 80483 City Portland State Oregon Zip 97280  
Phone # (503) 819-6494 Fax # \_\_\_\_\_ Email Address technicalengineeringinc@va

**Civil Engineer:** Contact Name Thomas L. Amberg  
Business Name Tech. Engineering  
Mailing Address PO Box 80483 City Portland State Oregon Zip 97280  
Phone # (503) 819-6494 Fax # \_\_\_\_\_ Email Address technicalengineeringinc@va

**Architect:** Contact Name n/a  
Business Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Landscape Architect:** Contact Name n/a  
Business Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Additional Personnel:**  
Role Traffic Engineer Contact Name Massoud Saberian  
Business Name ETRC, LLC  
Mailing Address 14465 SW 161st Avenue City Portland State Oregon Zip 9724  
Phone # (503) 888-7553 Fax # \_\_\_\_\_ Email Address etrcllc@yahoo.com

# CHITWOOD REAL ESTATE

## LAND USE APPLICATION PRELIMINARY APPROVAL SITE DEVELOPMENT REVIEW



Submitted to:

CITY OF SCAPPOOSE  
33568 Columbia Avenue

Applicant:

Lea Chitwood  
33454 JP West Road

Representative:

TECH ENGINEERING  
PO Box 80483, Portland, Oregon 97280  
503.819.6494 / technicalengineering@yahoo.com

January 2024





SITE DEVELOPMENT REVIEW

LEA CHITWOOD REAL ESTATE  
REMAX POWER PROS  
33454 JP WEST ROAD  
SCAPPOOSE, OR 97056

This request is for the conversion of a residential use to commercial use for a real estate office, located at 33454 SW JP West Road in the city of Scappoose, described as Columbia County Assessor Map # 3212-CA-03200.

This site is zoned C, General Commercial and is within the Downtown Overlay.

According to the Scappoose Comprehensive Plan, the house (known as the Casey Street House), is identified as a structure of secondary historic significance. Exterior alterations to the structure require a Historic Structure Alteration permit; however, land use approvals for the exterior renovations have already been granted in 2014 (local # HSA1-13 & CU1-13). Since the structure has historic significance but the site that is being developed does not, no further historic permitting subject to SDC 17.82 - Historic Site, Structures and Landmarks Overlay will be required per the applicant’s Pre-Application Meeting on May 18, 2023.

Sections of the Scappoose SMD and SCDC that apply to this request are addressed within this narrative and the included Preliminary Plans for this Site Development Review:

- 12.10 Visual Clearance Areas
- 17.01 Introduction (Section 17.01.060)
- 17.62 C, General Commercial (where not nullified by 17.80)
- 17.80 Downtown Overlay
- 17.100 Landscaping, Screening and Fencing (Section 17.100.090, A-C)
- 17.104 Street Trees 17.106 On-Street Parking and Loading Requirements
- 17.114 Signs (Section 17.114.040, A) -If applying for a Sign permit with SDR 17.120 Site Development Review (Section 17.120.180)
- 17.154 Street and Utility Improvement Standards



## Chapter 12.10 VISUAL CLEARANCE AREAS

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

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: The applicant will maintain the vision corners for the driveway accessing the public street, JP West Road.***

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: The applicant will ensure the vision area does not contain vehicles, recreational vehicles, watercraft, parts designed to be affixed to a vehicle of any type, hedges, plantings, fences, wall structures, signs, or temporary or permanent obstructions that would impede visibility between a height of three feet and ten feet above the center line grades of the intersecting streets.***

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.

***Response: There are no hills or curves to impede vision.***

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: The applicant acknowledges the above.***

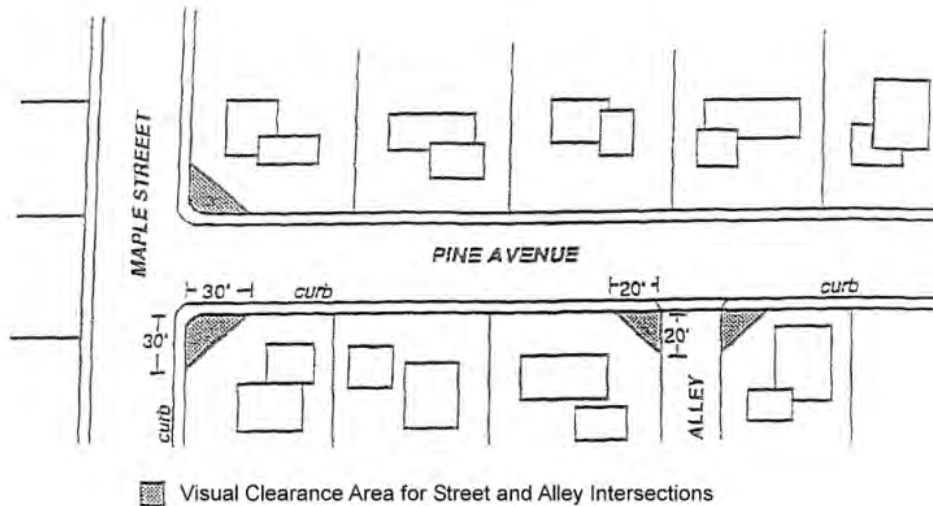


12.10.030 Visual clearance area dimensions. A visual clearance area shall consist of a triangular area, two sides of which are lot lines for distances specified in this section, or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection and so measured, 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 Intersection (see also Figure 12.10.1)

<i>Intersection Classification</i>	<i>Measurement Along each Lot Line</i>
All streets except alleys	30 feet
Streets and railroads	30 feet
Alley	10 feet
Intersection of a street and alley	20 feet

Figure 12.10.1: Visual Clearance Areas for Streets and Alleys



B. Driveway Intersections (see also Figure 12.10.2):

1. Commercial, Industrial, Insulated 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 on-street parking shall be located in a service drive visual clearance area.

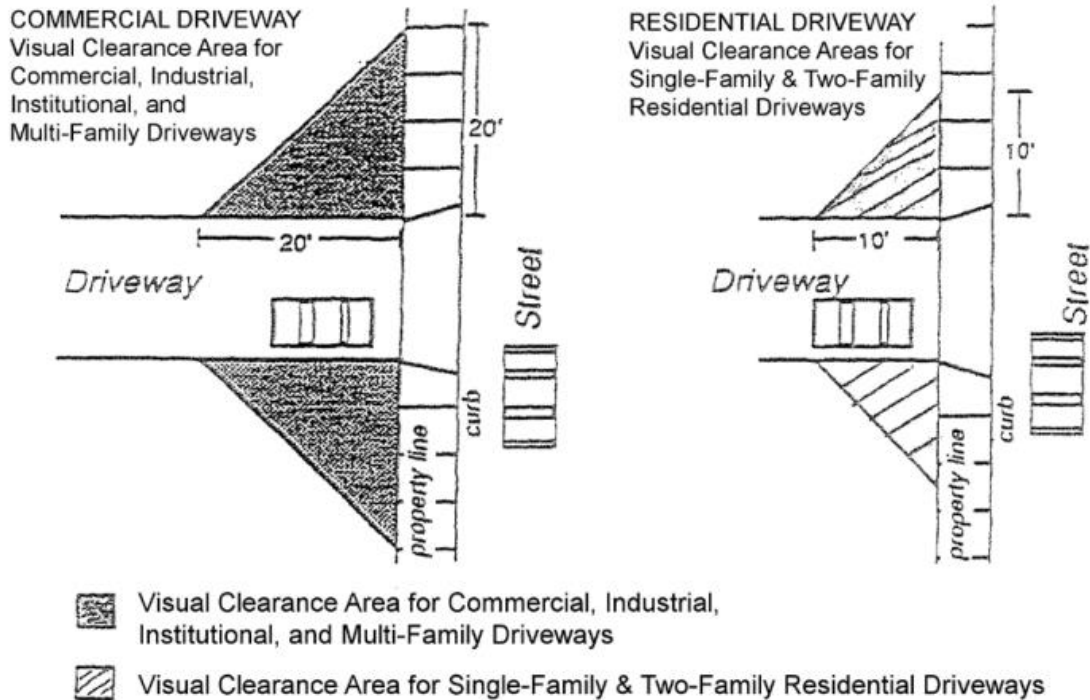
**Response: The proposal meets the above when you measure from the building to the face of the curb, which is 30'.**



2. Single-Family and Two-Family Developments....

**Response: This is for Commercial development, 2 does not apply.**

Figure 12.10.2: Visual Clearance Areas for Driveways



**Response: The applicant will maintain the vision corners for the driveway accessing the public street, JP West Road.**

17.01 INTRODUCTION (17.01.060)

17.01.060 Right-of-way dedica improvements.

Upon approval of any development permit or any land use approval of any property which abuts or is served by an existing standard street or roadway, the applicant shall make the necessary right-of-way dedication or 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 abutment 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 will provide the required right of way dedication and frontage improvements as shown on Sheet 3 to SW 1<sup>st</sup> Street. The dedication will be provided by deed with the final construction plans for the site.**



17.62 C, GENERAL COMMERCIAL

17.62.010 Purpose. The purpose of the general commercial zone is to provide for a concentrated, central commercial, office and major retail goods and services area with opportunities for employment and business and professional services in close proximity to residential services and located adjacent to arterial or collector streets. (Ord. 868, 2018; Ord. 634 §1 Exh. A (part), 1995)

17.62.030 Permitted and Conditional uses.(Ord 877, 2019;Ord 868, 2018)

Use	
Church	Permitted outright <sup>1</sup>
Community recreation facilities	Permitted outright <sup>1</sup>
Convenience sales	Permitted outright <sup>1</sup>
Cultural exhibits and library services	Permitted outright <sup>1</sup>
Day care facility	Permitted outright <sup>1</sup>
Mixed-use building	Permitted outright <sup>1</sup>
Eating and drinking establishments	Permitted outright <sup>1</sup>
Equipment rentals, general	Permitted outright <sup>1</sup>
Financial, insurance and real estate services	Permitted outright <sup>1</sup>
Food and beverage retail sales	Permitted outright <sup>1</sup>
Food cart pod (Type I or II), subject to Chapter 17.126	Permitted outright <sup>1</sup>
General retail sales	Permitted outright <sup>1</sup>
Home occupation (Type I) subject to Chapter 17.142, Home Occupations	Permitted outright <sup>1</sup>
Hospitals	Permitted outright <sup>1</sup>
Hotel/motel	Permitted outright <sup>1</sup>
Lodge, fraternal and civic assembly	Permitted outright <sup>1</sup>

**Response: The proposed use is for a real estate office, a use permitted outright in the zone.**





7.62.050 Dimensional requirements--Commercial and mixed-use buildings. (Ord 868, 2018)

Dimensional Requirements	Requirement <sup>1</sup>
Minimum lot area	Ten thousand square feet
Minimum lot width	Fifty feet
Minimum setback	
Front Yard	Ten feet and landscaped per Section 17.100.090;
Corner lots	The minimum setback for the side facing the street shall be twenty feet
Internal side or rear yard setback	No internal side or rear yard setback shall be required, except thirty feet shall be required where abutting a residential zoning district and the planning commission may reduce that required yard setback by fifty percent pursuant to Chapter 17.100, Landscaping, Screening and Fencing
Maximum height	No commercial building shall exceed fifty feet in height.  A mixed-use building shall not exceed sixty feet in height.  Within fifty feet of a residential zone, no building shall exceed thirtyfive feet in height
Maximum lot coverage	Ninety percent including all buildings and impervious surfaces

<sup>1</sup>Additional requirements shall include any applicable section of this title. (Ord. 634 §1 Exh. A (part), 1995)

***Response: The building is already existing on the lot and is approximately 93' x 100'.***

***Maximum Lot Coverage applies, and is 90% including buildings and impervious surfaces. As shown on Sheets L1 and L2, the site meets this requirement.***

***Per the requirements of 17.80 Downtown Overlay, no minimum lot size is required; see the following section. SDC 17.80 preempts all other standards, including setbacks, of this section.***





## 17.80 DOWNTOWN OVERLAY

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17.80.010 Purpose. The purpose of the downtown overlay is to encourage the preservation, improvement and renewal of the existing business district of the city maintaining a center of commercial and civic activity for the community; encourage pedestrian traffic encourage higher density residential development in support of commerce; require design features that reduce conflicts with vehicular traffic; and improve the general appearance, safety and convenience of the downtown area by requiring greater attention to the design of buildings, parking, landscaping, lighting and traffic circulation. (Ord. 868, 2018; Ord. 811, 2010; Ord. 682, §4 (part), 1999)

### 17.80.020 Applicability.

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

B. The design standards of this Chapter are not applicable to exterior maintenance or repair of existing structures or improvements.

C. The provisions of this Chapter shall apply to all new Residential, mixed-use, and commercial construction. The Chapter shall also apply to major exterior modifications except for existing single family residences.

***Response: There are no changes to the exterior proposed.***

D. Changes to existing commercial, mixed-uses and multifamily residential uses shall be subject to this Chapter if any of the following changes are proposed:

1. An increase of ten percent or more in dwelling unit density, or lot coverage for residential development;
2. A change in the ratio or number of different types of dwelling units;
3. An increase in the height or width of the building(s) by more than twenty percent;
4. Demolition or replacement of more than twenty-five percent of the surface area of any exterior wall or roof;



- 5. A change that requires additional on-site parking in accordance with Chapter 17.106; or
- 6. A change in the type and location of access ways and parking areas where on-site traffic would be affected.

***Response: A change that requires additional parking is requested, therefore this section applies to this request.***

E. Except as specifically exempted in this chapter, all other requirements of Title 17 shall apply within the downtown overlay. (Ord. 868, 2018; Ord. 811, 2010; Ord. 738 §1 (part), 2003; Ord. 682 §4 (part), 1999)

17.80.030 Uses.

Use	
Where base zoning is commercial, permitted and conditional uses shall be as defined in the underlying base zone.	See the uses permitted in the base zone
Where base zoning is residential, permitted and conditional uses shall be as defined in the underlying base zone, plus the following additional permitted uses: 1. Bed and breakfast facilities; 2. Library services; 3. Professional offices where building footprint is four thousand square feet or less; 4. Mixed-use building where building footprint is four thousand square feet or less;	See the uses permitted in the base zone

***Response: The base zone is Commercial; the proposed use is permitted outright.***



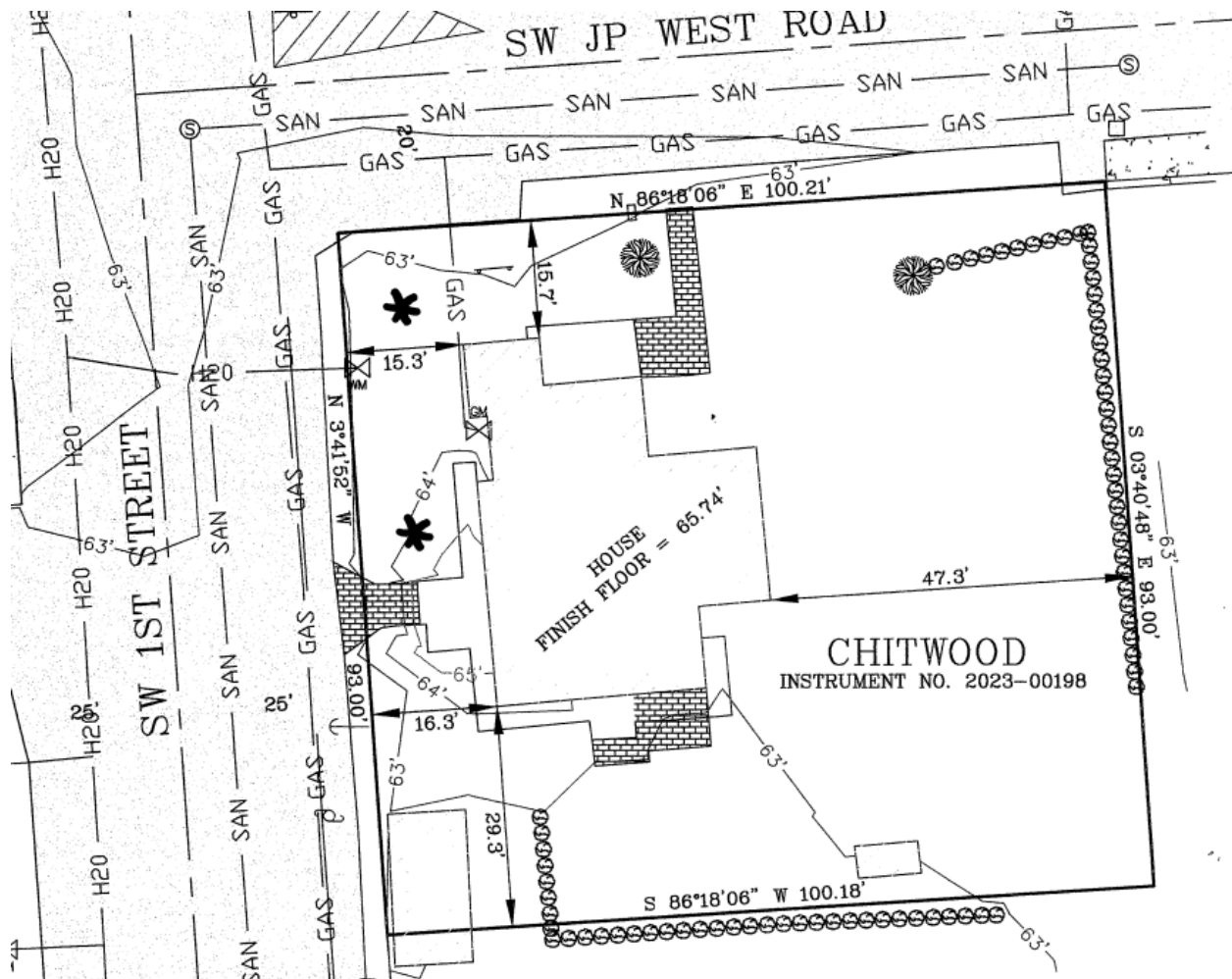
17.80.040 Dimensional requirements.

Dimensional Requirements	Requirement <sup>1</sup>
Minimum lot size  Commercial base zoning	No minimum lot area shall be required.
Lot Width	<p>Where uses are commercial or mixed use, no minimum lot width shall be required.</p> <p>Where uses are residential, the minimum lot width shall be thirty feet for detached residences and twenty feet for townhouses.</p>
Setbacks	<p>Where uses are commercial or mixed use,</p> <ul style="list-style-type: none"> <li>a) No setback shall be permitted between the front of the building and the property line adjoining the street, with the exception of an outdoor patio used for seating. The planner may authorize minor exceptions up to eight feet where necessary due to lot configuration, visual clearance area requirements, or the need to accommodate overhanging elements such as awnings, signage, or architectural features. Such setback exceptions shall be limited to the minimum necessary.</li> <li>b) Side yard setbacks shall be a minimum of three feet each with any street side setback no less than ten feet.</li> <li>c) Rear yard setbacks for mixed-use buildings shall be a minimum of twenty feet.</li> </ul> <p>Where uses are residential,</p> <ul style="list-style-type: none"> <li>a) The front yard setback shall be a minimum of ten feet;</li> <li>b) The front of garages or carports shall be located a minimum of twenty feet from the property line where access occurs;</li> </ul>
Maximum height	No building shall exceed thirty-five feet in height, except a mixed use building with commercial or professional office space on the first floor with residential units above shall not exceed forty-five feet in height.

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



**Response: The base zone is Commercial; no minimum lot size is required and no minimum lot width is applicable. Setbacks for the existing building are 15.7 feet from JP West Road at the front yard and 15.3 feet on the SW 1<sup>st</sup> Street side yard and 29 feet for the rear yard, shown on Sheet 3 and below.**



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

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

B. Location of Parking.

1. New on-street surface parking lots shall be located to the side or rear of buildings. Parking at midblock or behind buildings is preferred. When parking cannot be located at midblock or



behind buildings, perimeter screening and plan ng shall be required, complying with design standards for parking perimeter screening and plan ng, sub n D of this n.

2. New -street surface parking lots shall not be located between a front facade of a building adjacent to a public street, and the public street.

***Response: The parking is located on the side of the building, 5 spaces are provided.***

3. New parking lots and garages shall not be located within twenty feet of a street corner.

***Response: The parking is located more than 20 feet from the street corner.***

#### C. Design of Parking Lots.

1. -street surface parking areas shall be designed to be as unobtrusive, and as a r e in appearance, as possible.

2. Angled or perpendicular parking spaces shall provide, where needed, extruded curbs (re stops) or widened curbs to prevent bumper overhang into landscape areas or walkways.

3. Landscaping around and within surface parking areas shall equal ten percent of the total parking area.

***Response: A Landscape Plan is provided and shows the required 10% parking lot landscaping.***

4. Landscaping shall be installed within plan ng bays, and in any other area where parking stalls, circula on aisles, driveways and pedestrian movements shall not be precluded by the landscaping.

5. Pedestrian accessways through surface parking lots shall be clearly iden le through use of d erent paving materials, pavement markings, grade separa on, or landscaping, welllighted, and as short as pr able.

6. Surface parking lot vehicular accessways shall not be located within twenty- e feet of a corner.

7. New parking areas shall be designed to the extent pr able to connect with exis ng parking areas on adjacent sites to minimize usage of the street for parallel movements.

***Response: The applicant has provided detailed plans for the parking lot, including landscaping, as part of the Preliminary Planset included with this request.***





D. Parking Perimeter Screening and Plan ng. Parking areas adjacent to public streets shall provide landscaping which meets one of the following standards:

1. A e-foot-wide plan ng strip between the right-of way or back of sidewalk and the parking area. The plan ng strip may be pierced by pedestrian accessible and vehicular access-ways. Plan ng strips shall be planted with an evergreen hedge. Hedges shall be no less than thirty-six inches or more than forty-two inches in height at maturity. Materials shall achieve a balance between low-lying and ver cal shrubbery and trees. Hedges and other landscaping shall be planted and maintained to a ord adequate sight distance for vehicles ex ng the parking lot; or
2. A solid decora ve wall or fence thirty-six inches in height parallel to and not nearer than one foot from the right-of-way line. The area between the wall or fence and the street line shall be landscaped. Materials shall achieve a balance between low-lying and ve cal shrubbery and trees. The required wall or fence and landscaping shall be designed to allow for access to the site and sidewalk by pedestrians and shall be constructed and maintained to a ord adequate sight distance for vehicles ex ng the parking lot; or
3. A transparent screen or grille forty-eight inches to seventy-two inches in height parallel to the right-of-way line. A one foot minimum plan ng strip shall be located either inside the screen, or between the screen and the right-of-way. The plant strip shall be planted with a hedge or other landscaping. Materials shall achieve a balance between low-lying and ver cal shrubbery and trees.

The required screen or grill and landscaping shall be designed to allow for access to the site and sidewalk by pedestrians and shall be constructed and maintained to a ord adequate sight distance for vehicles ex ng the parking lot.

***Response: The applicant has provided a detailed Landscaping Plan for the site, including the screening and buffering for the parking lot and the water quality area for the site.***

E. Reduced -Street Parking Requirements for commercial uses.

1. For any structure mee ng the applicability provisions of Chapter 17.120 (Site Development Review) or Chapter 17.130 (C onal Use), the Planning Commission may grant reduced o - street parking standards within the following parameters:

a. Up to a 100-percent reduc on capacity for the area exis ng between NW Laurel Street and NW Casey Street/J.P. West Road for prope es having frontages on either side of West First Street, Highway 30, or the conn g side streets.

***Response: The applicant is requesting a reduction according to the above provision for the existing parking area that has frontage to First Street.***

b. Up to a twenty- e (25) percent reduc on capacity for proper es in the downtown overlay on the east side of Highway 30.





c. Reduced on-street parking requirements do not apply to mixed-use or multifamily buildings. (Ord. 868, 2018; Ord. 811, 2010; Ord. 738 §1 (part), 2003; Ord. 682 § 4 (part), 1999)

***Response: No reduction to the required parking is requested.***

17.80.060 Lighting.

A. Illustrations of desirable lighting are shown in the 1998 ODOT/DLCD Quick Response Project and/or the 2002 ODDA Resource Team Report.

B. Pedestrian scale street lighting shall be provided along East Columbia Avenue and along West First Street.

C. Pedestrian scale street lights shall be no taller than twenty feet and shall be a design approved by the planner. Lamps shall be metal halide bulbs or other white light source.

D. Additional pedestrian-oriented site lighting (i.e., path lighting including step lights, well lights and bollards) is encouraged.

E. Fixture height and lighting levels shall be commensurate with their intended use and function and shall assure compatibility with neighboring land uses. Ballasts shall be incorporated to minimize glare and to focus lighting to its intended area.

F. Minimum lighting levels shall be provided for public safety in all urban spaces open to public circulation.

G. No lighting standard shall exceed twenty-five feet in height.

H. Accent lighting on architectural focal points and landscape features is encouraged.

I. Seasonal lighting is encouraged. (Ord. 868, 2018; Ord. 811, 2010; Ord. 738 §1 (part), 2003; Ord. 682 § 4 (part), 1999)

***Response: The applicant will provide the required lighting for the site for the parking area and along SW 1<sup>st</sup> Street as required by the Commission, plans will be provided with the final engineering plans for the site.***

17.80.070 Service areas.

A. Illustrations of desirable service area screening are shown in the 1998 ODOT/DLCD Quick Response Project and/or the 2002 ODDA Resource Team Report.

B. Except for single-family dwelling units, all on-site service areas, loading zones and outdoor storage areas, waste storage, disposal facilities, transformer and utility vaults and similar structures shall be located in an area not visible from a street or urban space. If this is not possible, then the service area, loading zone or storage area shall be fully screened from public view. Prohibited screening includes chain-link fencing with or without slats. Acceptable screening includes a stone, masonry or wood enclosure which may be freestanding or



incorporated into a building wall. (Ord. 868, 2018; Ord. 811, 2010; Ord. 738 §1 (part), 2003; Ord. 682 § 4 (part), 1999)

***Response: There are no service area proposed, this standard is not applicable to this site.***

17.80.080 Building height and architectural character.

A. Building Height for Commercial Uses.

1. The minimum facade height for single-story buildings shall be sixteen feet for buildings with unbroken roof eaves, but may be as short as fourteen feet for buildings providing architectural diversity to roof profiles. Building height shall be measured from the highest grade point of the building frontage from ground to top of cornice or highest point of roof slope.

***Response: The building is existing and 26.75 feet in height.***

B. Architectural Character.

. Awnings on building containing commercial uses.

a. Awnings at the ground level of commercial buildings are encouraged.

b. Awnings shall not obscure or distract from significant architectural features and should be within the window bays (either above the main glass or the transom window).

c. The color of the awning shall be compatible with its attached building.

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

3. Building Fronts.

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

1. Dormers;
2. Recessed entries;
3. Cupolas;
4. Bay or bow windows;
5. Gables;
6. Covered porch entries;
7. Pillars or posts;



8. Eaves (minimum eighteen inch projection); or
  9. Shutters on building face or roof (minimum sixteen inches).
- b. Grilles or windows shall be provided on commercial building facades.
  - c. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited as ground floor windows of commercial buildings.
  - d. Grilles or building facades on commercial buildings shall contain unobscured windows or glass doors for at least forty-five percent of the wall area and fifty percent of the wall length within the first nine feet of wall height. Lower window sills shall not be more than three feet above grade except where interior levels prohibit such placement, in which case the lower windowsill shall not be more than a maximum of four feet above the finished exterior grade.
  - e. On the ground floor, commercial buildings shall incorporate large display windows with transom windows above.
  - f. New commercial buildings whose street frontage is more than forty-five feet wide shall be designed to convey a sense of division through the use of either pilasters, window and door openings, recessed entries, shutters or other architectural details and shall break an otherwise monolithic facade by including architectural elements such as bay windows, changes in materials, or other articulation such as columns or vertical architectural elements to provide pedestrian scale to the ground floor. (Ord. 868, 2018; Ord. 811, 2010; Ord. 738 §1 (part), 2003; Ord. 682)

***Response: The building is existing and historical, the above does not apply in this case.***

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

***Response: Signs will be addressed in a separate application.***

17.80.100 Landscaping.

A. The landscaping requirements of Sections 17.100.090 (Buffering and screening requirements) and 17.100.100 (Screening-Special provisions) shall not apply within the downtown overlay.

B. Pedestrian scale lighting and hanging floral baskets may be substituted for street trees for frontages on the west side of Highway 30 from the northwest corner of JP West Road north to the southwest corner of Washington Street. Such substitutions shall be in accordance with the standards in Section 17.80.060. The design of the structure shall be subject to approval by the planner.



C. One street tree shall be required per 35 feet of linear street frontage or fraction thereof, except where the planner approves alternative plans due to visual clearance area requirements, awnings, street lights, doors or other conditions. Species of street trees shall be subject to approval by the planner and may vary from the approved street tree list where a smaller stature of tree is necessary to resolve conditions. (Ord. 868, 2018; Ord. 820 §5, 2012; Ord. 811, 2010; Ord. 682 §4 (part), 1999) (Ord. 820 §3, 2012)

***Response: Landscaping Plans are included with this request, including the location, size and species of the Street Trees to be provided as required by this section.***

17.104 STREET TREES

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17.104.020 Applicability.

A. The provisions of this chapter shall apply to all development as defined in Scappoose Municipal Code Chapter 17.26, Definitions, except a building permit to add to or remodel an existing single-family residence.

B. All development shall be required to plant street trees. Street trees shall be defined as trees located on land lying between the property lines on either side of all streets, avenues or public rights-of-way within the city or within easements defined on a recorded plat as street tree easements.

C. All street trees required under this chapter shall be subject to the requirements of Scappoose Municipal Code Chapter 17.140 Public Land Tree Removal. (Ord. 659 §3 (part), 1997)

17.104.030 Approval process.

A. The applicant shall submit two copies of a site plan, drawn to an acceptable scale, which includes:

1. North arrow and map scale;
2. Name and phone number of contact person;
3. Location of all permanent structures including signs;
4. Location of right-of-way and all utilities including underground and aboveground;
5. Location, type, size and species of proposed street trees.

B. Where the development does not require approval by the planning commission, the plan shall be submitted to the planner for determination of completeness. When the plan is determined to be complete, the planner shall send one copy to the public works director for review and comment and shall allow 10 days for public works comments. The planner shall approve, approve with conditions, or deny a plan submitted under the provisions of this chapter within ten business days of determining the plan to be complete. No additional public notice shall be required.



C. If no other approvals are required by the project, there shall be no fee for approval of the plan required by this section.

D. If the project requires other approvals, the following shall apply:

1. Approval of the plan required by this section shall be consolidated with all other required approvals and shall be processed pursuant to the requirements of the other approvals; and
2. One percent of the total fee for all other approvals shall be placed in a dedicated fund for the planning and maintenance of street trees; and
3. All required information may be combined with plans required by other approvals.

E. Certificates of occupancy shall not be issued unless the street tree requirements have been met or a bond has been posted with the city to insure the plantings. (Ord. 659 §3(part), 1997)

17.104.040 Standards for street trees.

A. Street trees shall be selected from the approved street tree list on file with the Planning Department.

B. At the time of planting, street trees shall not be less than ten feet high for deciduous trees and eight feet high for evergreen trees.

C. Spacing and minimum planting areas for street trees shall be as follows:

1. Street trees under twenty-five feet tall and less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart in planting areas containing no less than sixteen square feet of porous surface and not less than four feet wide;
2. Street trees under twenty-five feet tall and greater than sixteen feet wide at maturity shall be spaced no further than twenty feet apart in planting areas containing no less than sixteen square feet of porous surface and not less than four feet wide;
3. Street trees between twenty-five feet to forty feet tall and less than twenty-five feet wide at maturity shall be spaced no greater than twenty-five feet apart in planting areas containing no less than twenty-four square feet of porous surface and not less than six feet wide;
4. Street trees between twenty-five feet to forty feet tall and greater than twenty-five feet wide at maturity shall be spaced no greater than thirty feet apart in planting areas containing no less than twenty-four square feet of porous surface and not less than six feet wide;
5. Street trees greater than forty feet tall at maturity shall be spaced no greater than forty feet apart in planting areas containing not less than thirty-six square feet of porous surface and not less than eight feet wide.

D. Street trees located under or within ten feet of overhead utility lines shall be less than twenty-five feet tall at maturity.



E. Street trees shall be planted in accordance with the requirements of Scappoose Municipal Code Section 13.28.020(C). (Ord. 875, 2018; Ord. 659 §3(part), 1997)

***Response: SDC 17.80.100(C) governs street trees in the Downtown Overlay, please see the included Landscape Plans for the tree species and spacing to be provided with this development.***

17.104.060 Maintenance of street trees. A. The adjacent owner, tenant, and their agent, if any, shall be jointly and severally responsible for the maintenance of all street trees which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and tree wells shall be kept free from refuse and debris.

B. All street trees shall be controlled by pruning to National Arborist Association Pruning Standards for Shade Trees included as Appendix B of the Scappoose Comprehensive Urban Forestry Plan.

C. Every owner of any tree overhanging any street or right-of way within the city shall prune the branches so that such branches shall not severely obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of thirteen feet above street surface or eight feet above the sidewalk surface. Such owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The city shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic-control device or sign or sight triangle at intersections as defined in Scappoose Municipal Code 12.10, Visual Clearance Areas. Tree limbs that grow near high voltage electrical conductors shall be maintained clear of such conductors by the electric utility company in compliance with any applicable franchise agreements.

D. The city shall have the right to plant, prune, and otherwise maintain trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

E. It is unlawful as a normal practice for any person, or city department to top any street tree. Topping is defined as the severe cutting back of limbs within the tree's crown to such a degree so as to remove the normal canopy and distort the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this chapter at the determination of the city manager after consultation with a registered arborist or certified forester. (Ord. 820 §7, 2012; Ord. 659 §3(part), 1997)

17.104.070 Excavation approval required. Written approval of the city manager is required prior to any excavation within the dripline of a street tree. (Ord. 659 §3(part), 1997)





17.104.080 Penalties for damage or removal of street trees. Any activity that results in injury, mutilation or death of a street tree is prohibited. If such injury, mutilation or death of a street tree shall occur, the cost of the repair or replacement shall be borne by the party performing the activity. The replacement value of street trees shall be determined in accordance with the latest revision of the Council of Tree and Landscape Appraisers evaluation method. (Ord. 659 §3 (part), 1997)

***Response: The applicant acknowledges the above.***

#### 17.106 OFF-STREET PARKING AND LOADING REQUIREMENTS

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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 premises 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) 17.106.020 General provisions.

***Response: This application packet includes plans showing the parking lot area with the items 1 – 8 above depicted.***

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    een 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.

B. The provision and maintenance of o -street and loading spaces are the c       uing obligations of the property owner:

***Response: The parking is located on the east side of the building, five 9' x 18' spaces are provided including one ADA parking space.***

- 1. No building or other permit shall be issued un l plans are presented to the planner to show that property is and will remain available for exclusive use as    -street parking and loading space; and
- 2. The subsequent use of property for which the building permit is issued shall be c       onal upon the unqu    d con nuance and availability of the amount of parking and loading space required by this tle.

***Response: The applicant acknowledges the above.***

17.106.020

P. Bicycle Parking.

1. Standards. At a minimum, bicycle parking shall be provided based on the standards in Sub    n 5 below. Where an applica on is subject to C       onal Use Permit approval or the applicant has requested a reduc on to an automobile-parking standard, pursuant with Sub    n 17.80.050.E or Sub    n 17.106.020.Z, the planning commission may require bicycle parking spaces in add on to those in Subs    n 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. Ex       ns. This Sec on does not apply to single-family and duplex housing, home occupa ons, and agricultural uses. The planning commission may exempt other uses upon    ding that, due to the nature of the use or its loca on, it is unlikely to have any patrons or employees arriving by bicycle.

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



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

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

***Response: The applicant will provide the required bike parking as described above.***

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: All lighting will be provided so that the light will reflect away from abutting or adjacent residential areas.***

17.106.030 Minimum on-street parking requirements.

C. Commercial Uses.

1. Administrative and 1 space for each 400 square feet professional services of gross floor area

***Response: The applicant is providing 5 parking spaces for a building with a gross area of 1876 sf, meeting the standard of 1 per 400 sf.***

17.106.050(B)

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

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:



Overall				
Angle from curb	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.

**Response: As shown on the Preliminary Plans, the spaces are 90 degrees and are 9' x 18'.**

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: As shown on Sheet 4 of the Preliminary Plans, the spaces all have wheel stops as required in H above.**

I. Except for single-family and two-family residences, - 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: As shown on the Preliminary Plans, the site will be designed to ensure that drainage and water flow will be provided within the site in accordance with specifications to be approved by the Public Works Director to ensure proper drainage and the make sure water does not flow from the subject site to adjacent properties or right of ways.**

J. A lighting on all -street parking facilities shall be designed to direct 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: All lighting will be designed to deflect away from surrounding residences and also as to not create a hazard to the public use roads or street. No lighting will create intensities that exceed the requirements of the Public Works design standards.***

#### 17.114 SIGNS

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***Response: Signage will be requested under a separate permit.***

#### 17.120 SITE DEVELOPMENT REVIEW

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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 screening; and oriented with consideration for sun and wind; and

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

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: The building is existing in its location; trees will be provided for with the landscaping for the site and street trees.***

E. Private outdoor area: residential use:

***Response: This is for a Commercial use, this standard is not applicable.***

F. Shared outdoor recreation areas: residential use:

***Response: This is for a Commercial use, this standard is not applicable.***



G. Where land 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: There is no flood plain on the site or adjacent to the site.***

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 parking area and other features have been designed to clearly define who (clients, etc.) are to be in the space which helps provide for crime prevention and establish maintenance responsibilities.***

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: The building is existing, but other design features including landscaping, lighting, walkways and parking areas are designed with crime prevention and safety in mind.***

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: There is only one point of access for the site with the driveway from JP West Road; the parking area has adequate room for maneuvering and dimensions are shown on Sheet 4 of the Preliminary Plans.***

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: There are no requirements for transit for this development.***

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: The parking area will be designed in accordance with the requirements in Sections 17.106.050 and 17.106.080, Chapter 12.10 and the Public Works Design Standards.***

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

***Response: The landscaping will be designed in accordance with the requirements in Chapter 17.100.***

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

***Response: The site drainage will be submitted to Public Works for review and final construction permitting.***



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

***Response: The applicant acknowledges the above.***

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

***Response: The applicant acknowledges the above.***

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.

***Response: The site has been designed with internal pedestrian access in mind, as shown on Sheet 3 of the Preliminary Planset.***

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.

***Response: The walkways will be provided with the required separation per 3, above.***



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.

***Response: No walkways cross over the parking lot area.***

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.

***Response: The walkways are anticipated to be constructed of concrete.***

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 Ex. A (part), 1995)

***Response: No multi-Use pathways are requested, this standard is not applicable.***



## 17.154 STREET AND UTILITY STANDARDS

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### 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 closures 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)

### 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 parallel improvement is not feasible due to the inability to achieve a cohesive design for the overall street;
    - b. A perpendicular 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;





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.

***Response: It is anticipated that the 2.00 feet of dedication will be by deed.***

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 acknowledges the above.***

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.





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:

1. Street grades shall be approved by the public works director in accordance with the city's public works design standards; and
2. Where the location of a street is not shown in an approved street plan, the arrangement of streets in a development shall either:
  - 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.

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.

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 unless authorized by the public works director, the cost of which shall be included in the street construction cost.

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 area district.

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 construction standards.



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.

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 impacts. 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: No new streets are being created with this development.***

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: The applicant acknowledges the above.***

L. Private streets are permitted within manufactured home areas.

***Response: No private streets are requested.***

M. Where an adjacent development results in a need to install or improve a railroad crossing, ...

***Response: There are no nearby railroad crossings.***

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: The applicant acknowledges the above.***

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

***Response: There are no joint mailboxes proposed.***



Q. The location of traffic signals shall be noted...

***Response: There are no traffic signals adjacent to the site.***

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

***Response: The applicant acknowledges the above.***

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 condition 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 Transportation 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 Transportation 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 transportation 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 on-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 has provided a Traffic Study that is included as a part of this request.***

17.154.040 Blocks.

***Response: No blocks are created with this development.***

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. (Ord. 634 §1 Exh. A (part), 1995)

***Response: Easements will be provided if needed, they will need to be provided by separate deed.***



#### 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: Sidewalks will be provided as shown on Sheet 3 of the Preliminary Plans.***

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

C. Subject to approval by the public works director and planner, planner may accept and record a nonremonstrance 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-lot 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: A Non-remonstrance is not requested, C above is not applicable to this request.***

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. Twenty 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: Sidewalks will be provided as applicable and required, as shown on the included Preliminary Plans, to be 8.5 feet wide with tree wells.***

#### 17.154.080 Public use areas.

A. Where a proposed park, playground or other public use ....

***Response: No public use areas are proposed with this development.***



#### 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 remedied within the development and which if not remedied 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: Sanitary sewer is existing within the adjacent right of way and the existing building is already connected to the public line.***

#### 17.154.100 Storm drainage.

- A. The planner and public works director shall issue permits only where adequate provisions for stormwater and groundwater 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.
- 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.





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. (Ord. 634 §1 Exh. A (part), 1995)

***Response: Storm water management will be provided on site within a infiltration facility, as shown on the Preliminary Plans. Water will be picked up in the parking lot within a catch basin and all water will be conveyed to the infiltration facility, which according to the Geotechnical testing, has limitless infiltration rates. There will be a portion of street removed, which reduces the pervious area to be treated. The applicant will provide final engineering before any site construction can occur, which will be designed using the city's public works design standards.***

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: Water is existing within the adjacent right of way and the existing building is already connected to the public water line.***

17.154.107 Erosion controls.

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

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: Erosion Control will be provided for the construction on the site and plans will be provided for final engineering and permitting for site construction.***



#### 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: No bikeways are proposed.***

#### 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.

***Response: All utility lines will be provided as required by the city for and adjacent to the site.***

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: Any required public utility easements that are required that are not already in place will be provided for by deed.***



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.

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.

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 will provide the required financial guarantees for the site construction.***

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 acknowledges the above.***

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 acknowledges the above.***

17.154.160 Installation--Conformance required. In addition to other requirements, improvements installed by the land divider either as a requirement of these regulations or at the developers own expense, 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 acknowledges the above.***

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.

***Response: The applicant acknowledges the above.***

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 acknowledges the above.***



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 acknowledges the above.***

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)

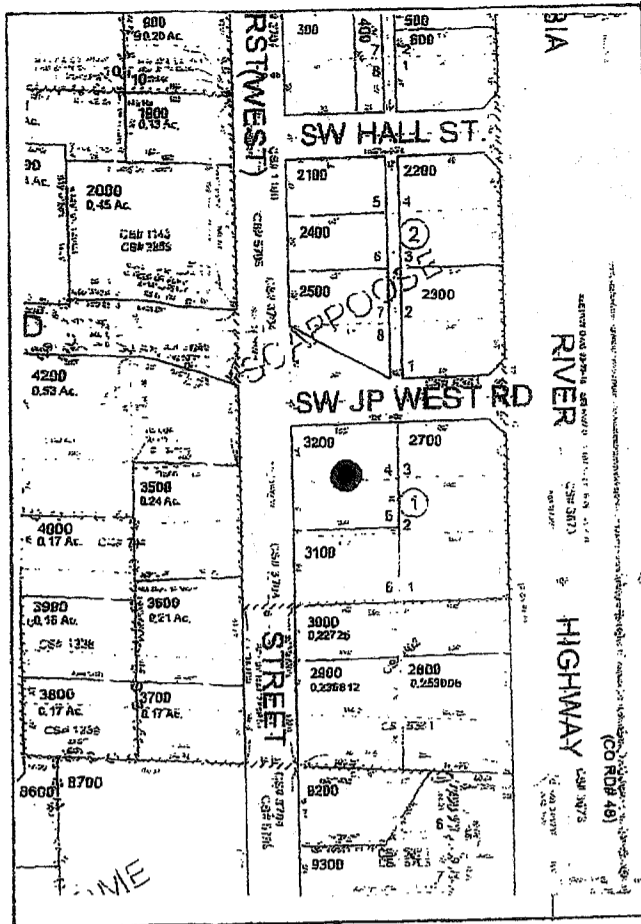
***Response: The applicant acknowledges the above.***

17.154.200 Engineer's certificate 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 acknowledges the above.***

#end#

SITE PLAN for House at 33454 SW JP West Road in Scappoose, Oregon to be converted From a residential use to a commercial use. Tax Lot # 3200 on Tax Map 03 02 12CA City of Scappoose, Columbia County, Oregon



VICINITY MAP  
Not to Scale

**LEGEND:**

- = MAIL BOX
- ⊙ = SANITARY SEWER MANHOLE
- = CATCH BASIN
- ⊗ = WATER METER
- ⊗ = WATER VALVE
- ⊙ = UTILITY POLE
- ⊖ = GUY ANCHOR
- ⊗ = GAS METER
- = SIGN
- = SIGN
- ⊙ = BUSH ROW
- \* = TREES

NOTES :

The roof peak height of the existing structure is 26.75 feet above existing Ground. No adjustment to the roof peak height is proposed as part of this Conversion to a commercial use.

The existing property, prior to right-of-way dedication is 9318 sf ( M/L ). The existing lot coverage is 2207 sf, including the existing structure, existing Outbuildings, and existing walkways. The proposed lot coverage, including new Onsite sidewalks, and the new parking lot is 5745 sf, equally 61.7% ( M/L ).

INDEX TO DRAWINGS

Sheet No.	Description
Sheet 1 of 6	Cover Sheet, Vicinity Map and General Information
Sheet 2 of 6	Existing Conditions Plan
Sheet 3 of 6	Site Plan with New Street Curbs and Sidewalks
Sheet 4 of 6	Parking Lot Details, Grading and Utility Plan
Sheet 5 of 6	Erosion Control Plan
Sheet 6 of 6	Erosion Control Notes and Standard Details

PROJECT FOR :

Lea Chitwood Real Estate  
ReMax Power Pros  
Phone (503) 730-4554  
Convert existing Residence to a Real Estate Office.  
Lower Floor Footprint of Existing Residence is listed at 1876 square feet.

Land Planning - Engineering :

Tech. Engineering  
PO Box 80483  
Portland, Oregon 97280  
Phone (503) 819-6494 (John)

Land Surveyor :

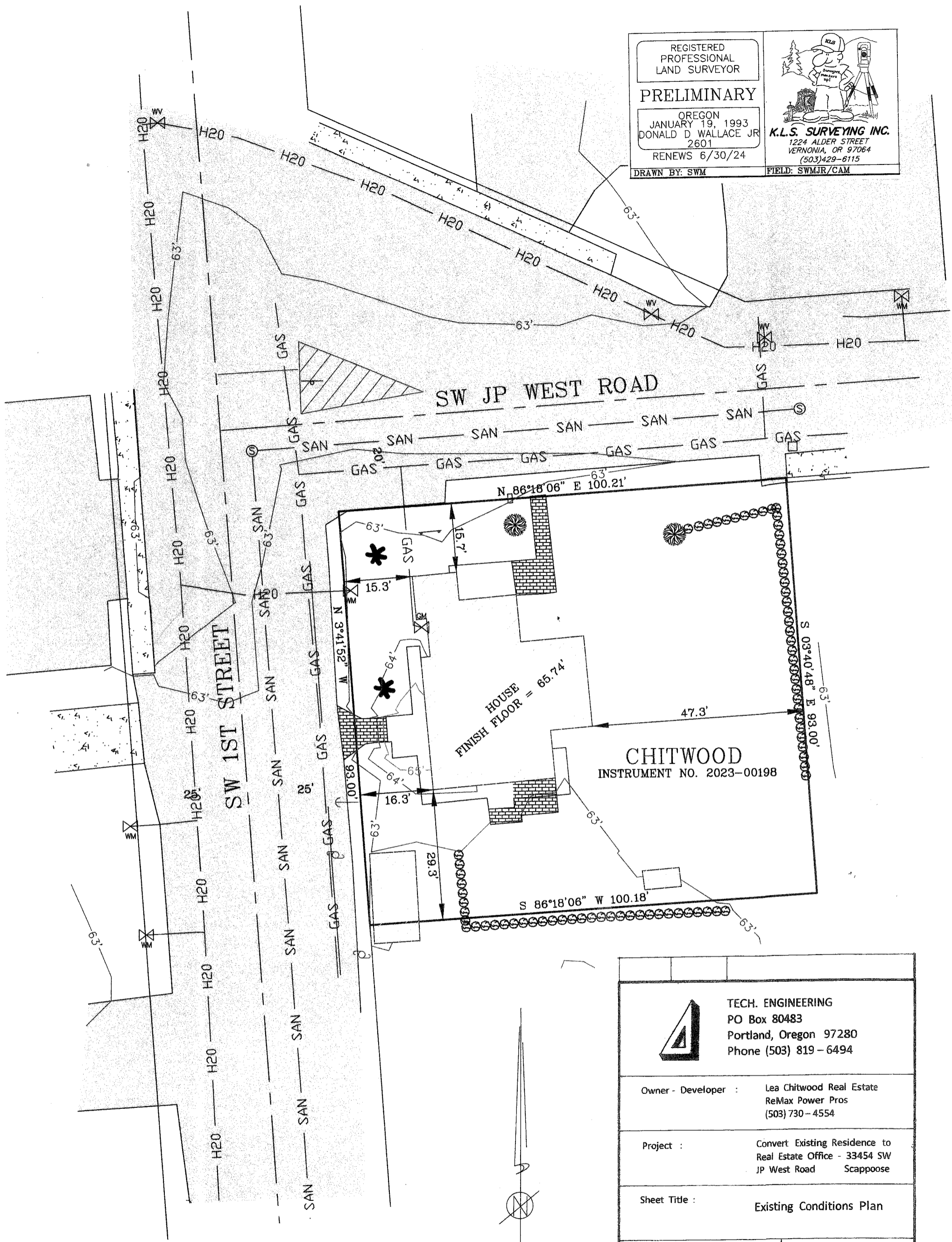
KLS Surveying, Inc.  
1224 Alder Street  
Vernonia, Oregon 97064  
Phone (503) 429-6115

Traffic Engineer :

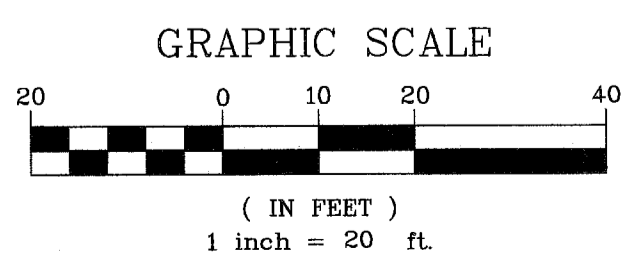
ETRC, LLC  
c/o Massoud Saberian PE, PTOE  
Phone (503) 888-7553  
Email : etrc LLC@yahoo.com

Revised- Jan., 2024	
	<p><b>TECH. ENGINEERING</b> PO Box 80483 Portland, Oregon 97280 Phone (503) 819-6494</p>
Owner - Developer :	Lea Chitwood Real Estate ReMax Power Pros (503) 730-4554
Project :	Convert Existing Residence to Real Estate Office - 33454 SW JP West Road Scappoose
Sheet Title :	Cover Sheet, Vicinity Map and General Information
<p>Drawn By : JDI</p> <p>Checked By : TLA</p> <p>Date : October, 2023</p> <p>Project No. : 33454 - 23</p> <p>Sheet 1 of 6</p>	





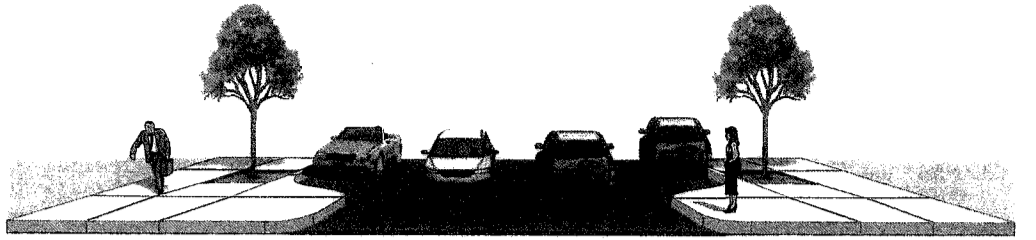
REGISTERED PROFESSIONAL LAND SURVEYOR	
<b>PRELIMINARY</b>	
OREGON JANUARY 19, 1993 DONALD D WALLACE JR 2601 RENEWS 6/30/24	<b>K.L.S. SURVEYING INC.</b> 1224 ALDER STREET VERNONIA, OR 97064 (503)429-6115
DRAWN BY: SWM	FIELD: SWMJR/CAM



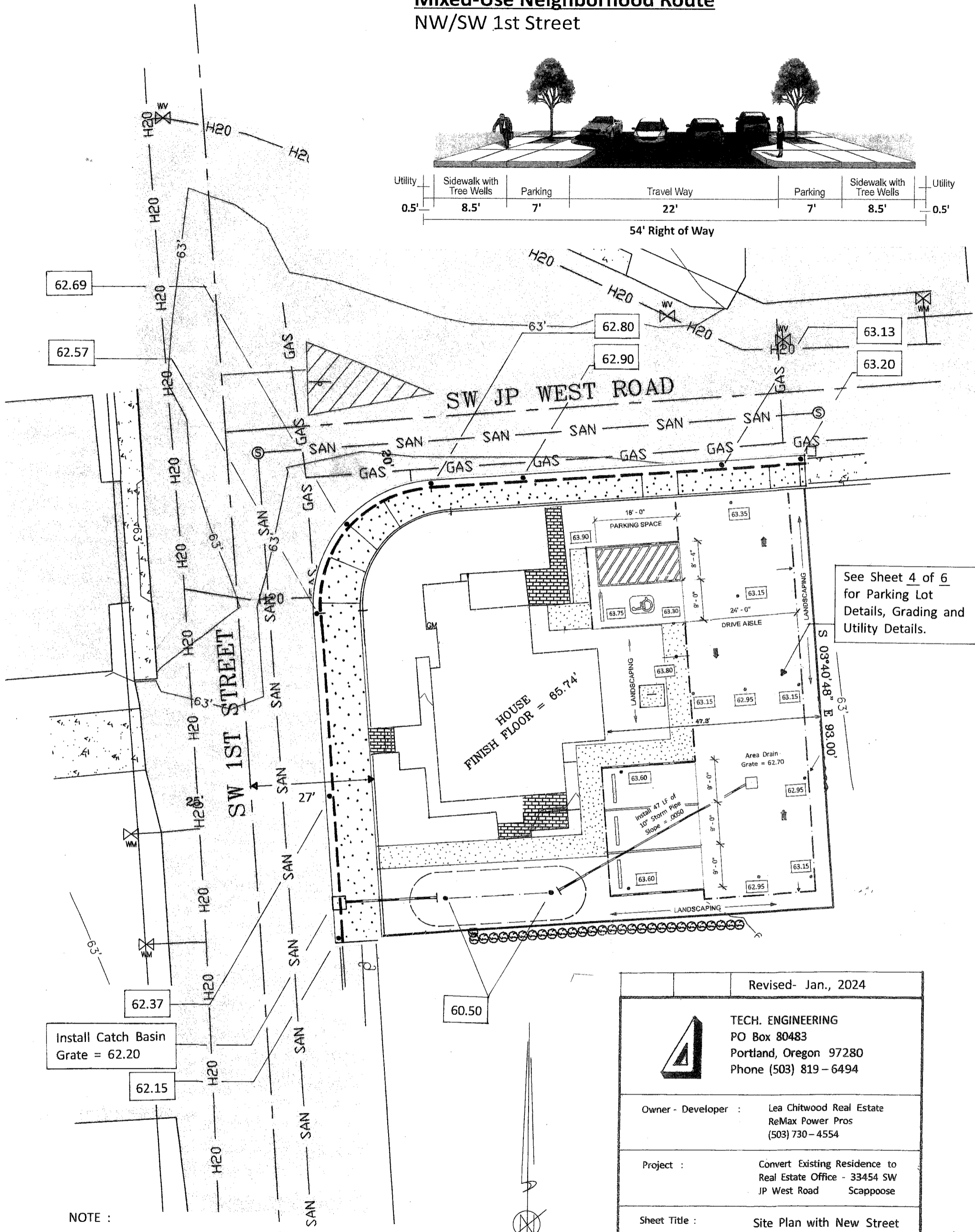
	<b>TECH. ENGINEERING</b> PO Box 80483 Portland, Oregon 97280 Phone (503) 819-6494
	Owner - Developer : Lea Chitwood Real Estate ReMax Power Pros (503) 730-4554
Project :	Convert Existing Residence to Real Estate Office - 33454 SW JP West Road Scappoose
Sheet Title :	Existing Conditions Plan
Drawn By :	JDJ
Checked By :	TLA
Date :	October, 2023
Project No. :	33454 - 23
Sheet	2 of 6



## Mixed-Use Neighborhood Route NW/SW 1st Street

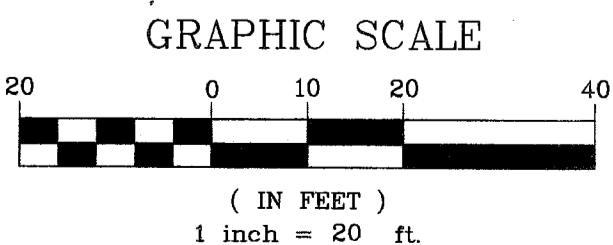


Utility	Sidewalk with Tree Wells	Parking	Travel Way	Parking	Sidewalk with Tree Wells	Utility
0.5'	8.5'	7'	22'	7'	8.5'	0.5'
54' Right of Way						



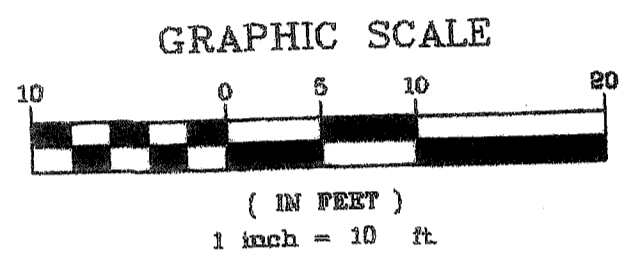
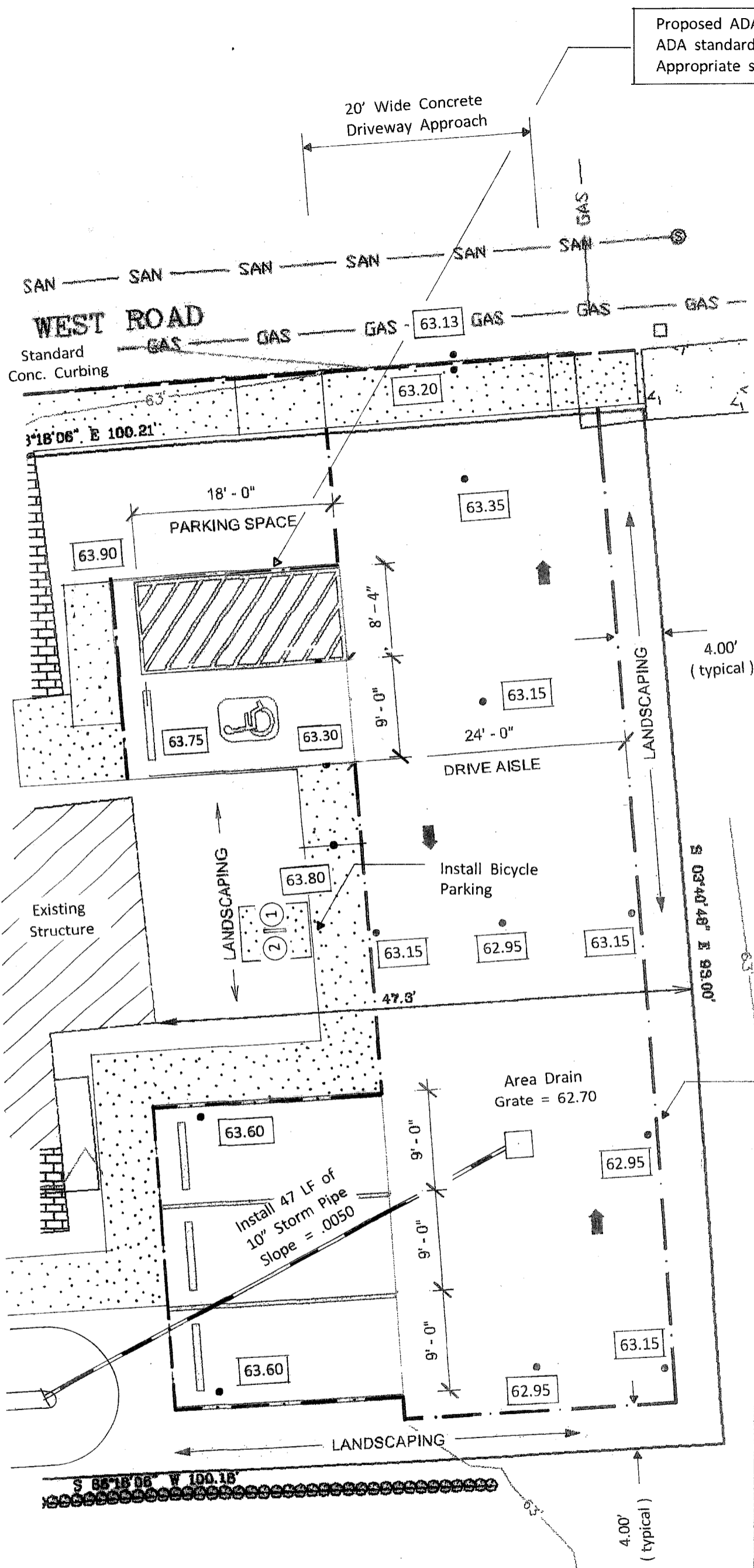
See Sheet 4 of 6 for Parking Lot Details, Grading and Utility Details.

NOTE :  
 Install Catch Basin Grate = 62.20  
 62.37  
 62.15  
 60.50



Revised- Jan., 2024	
	TECH. ENGINEERING PO Box 80483 Portland, Oregon 97280 Phone (503) 819-6494
	Owner - Developer : Lea Chitwood Real Estate ReMax Power Pros (503) 730-4554
Project :	Convert Existing Residence to Real Estate Office - 33454 SW JP West Road Scappoose
Sheet Title :	Site Plan with New Street Curbs and Sidewalks
Drawn By :	JDJ
Checked By :	TJA
Date :	October, 2023
Project No. :	33454 - 23
Sheet 3 of 6	


Proposed ADA parking per ADA standards with appropriate signage.

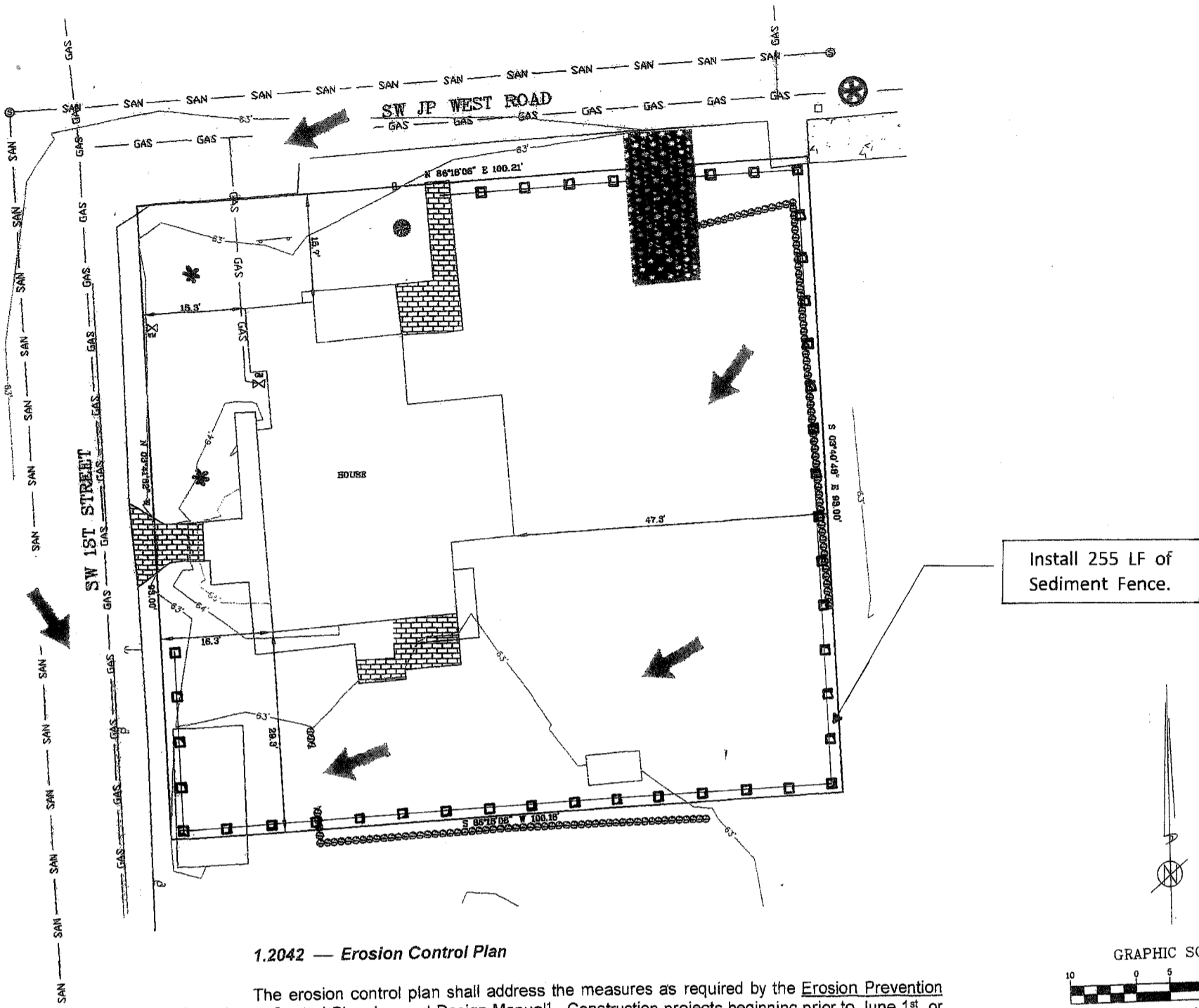


**LEGEND :**

- 63.15 Finished Grade Spot Elevation
- Wheel Stop (typical)

Install 6" wide Concrete Curbing around Perimeter of Parking Lot (typical)

	Revised - Jan., 2024
	<b>TECH. ENGINEERING</b> PO Box 80483 Portland, Oregon 97280 Phone (503) 819-6494
Owner - Developer :	Lea Chitwood Real Estate ReMax Power Pros (503) 730-4554
Project :	Convert Existing Residence to Real Estate Office - 33454 SW JP West Road Scappoose
Sheet Title :	Parking Lot Details, Grading and Utility Plan
	Drawn By : JDJ Checked By : TLA Date : October, 2023 Project No. : 33454 - 23 Sheet 4 of 6

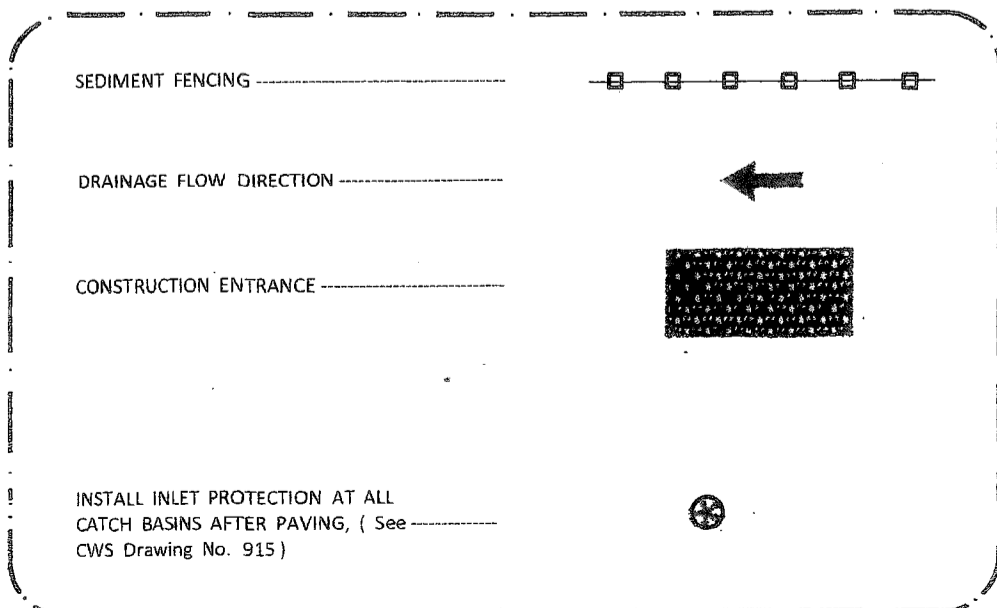



1.2042 — Erosion Control Plan

The erosion control plan shall address the measures as required by the Erosion Prevention and Sediment Control Planning and Design Manual. Construction projects beginning prior to June 1<sup>st</sup> or those projects anticipating construction activity between October 1<sup>st</sup> and June 1<sup>st</sup> will be required to submit a plan addressing "wet weather" measures as outlined in the ECTGH. Construction activity is assumed as "active" until all permanent vegetation and/or erosion protection is established.

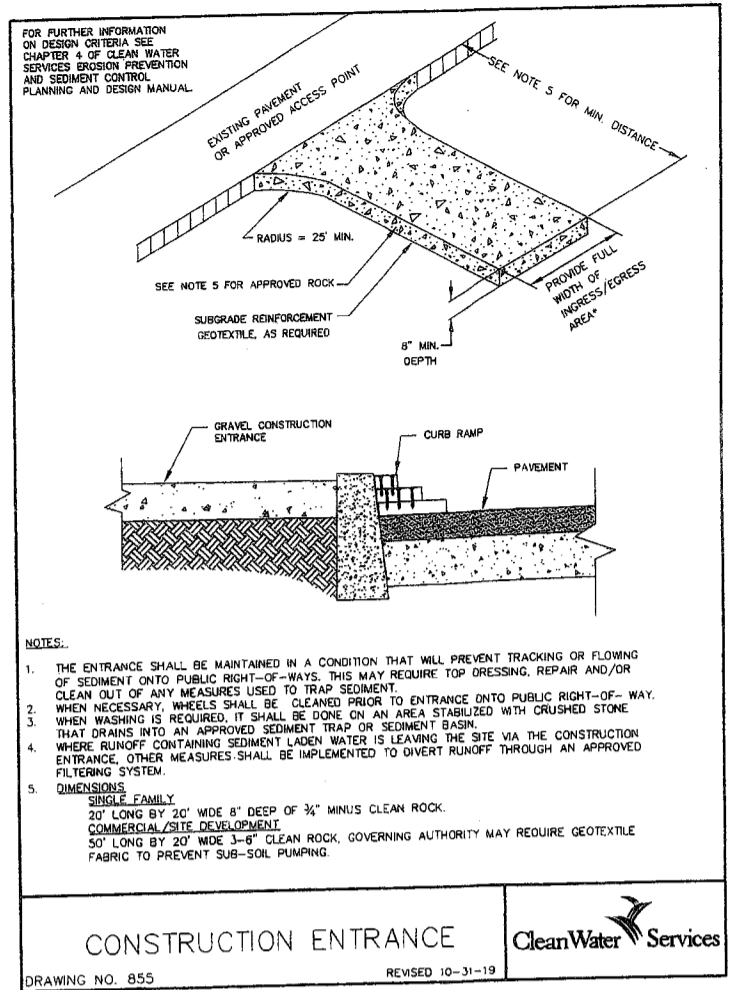
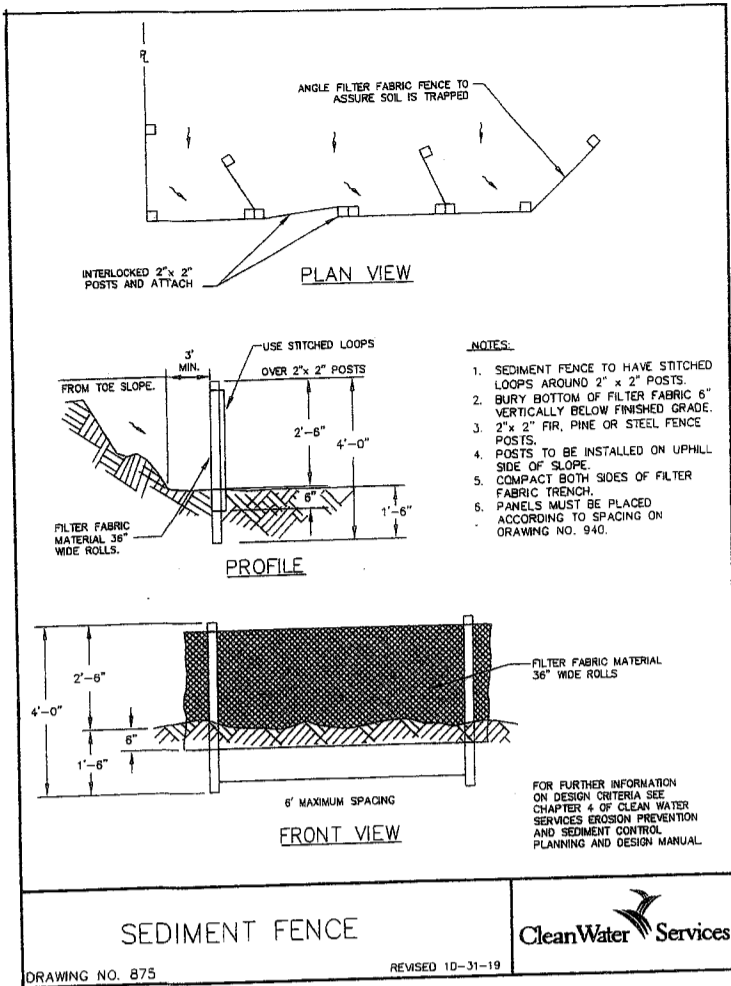
The plan shall include existing contours at two (2) foot intervals (1 foot or even .5 foot contour intervals may be appropriate for very flat sites), or as approved by the City, including location of erosion control facilities (i.e., silt fence, straw mulch, sediment ponds, etc.); outlet structures (i.e., catch basins, culverts, creeks, etc.); and existing public and private utilities.

### LEGEND




 <b>TECH. ENGINEERING</b> PO Box 80483 Portland, Oregon 97280 Phone (503) 819-6494	
Owner - Developer :	Lea Chitwood Real Estate ReMax Power Pros (503) 730-4554
Project :	Convert Existing Residence to Real Estate Office - 33454 SW JP West Road Scappoose
Sheet Title :	Erosion Control Plan
	Drawn By : JDJ Checked By : TLA Date : October, 2023 Project No. : 33454 - 23 Sheet 5 of 6





- NOTES:**
1. WHEN RAINFALL AND RUNOFF OCCURS, A KNOWLEDGEABLE AND EXPERIENCED PERSON IN THE PRINCIPLES, PRACTICES, INSTALLATION, AND MAINTENANCE OF EROSION AND SEDIMENT CONTROLS WHO WORKS FOR THE PERMITTEE MUST PROVIDE DAILY INSPECTIONS OF THE EROSION AND SEDIMENT CONTROLS AND DISCHARGE OUTFALLS.
  2. CONSTRUCTION ACTIVITIES MUST AVOID OR MINIMIZE EXCAVATION AND CREATION OF BARE GROUND FROM OCTOBER 1 THROUGH MAY 31ST EACH YEAR.
  3. DURING WET WEATHER PERIOD, TEMPORARY STABILIZATION OF THE SITE MUST OCCUR AT THE END OF EACH WORK DAY.
  4. SEDIMENT CONTROLS MUST BE INSTALLED AND MAINTAINED ON ALL DOWN GRADIENT SIDES OF THE CONSTRUCTION SITE AT ALL TIMES DURING CONSTRUCTION. THEY MUST REMAIN IN PLACE UNTIL PERMANENT VEGETATION OR OTHER PERMANENT COVERING OF EXPOSED SOIL IS ESTABLISHED.
  5. ALL ACTIVE INLETS MUST HAVE SEDIMENT CONTROLS INSTALLED AND MAINTAINED AT ALL TIMES DURING CONSTRUCTION.
  6. SIGNIFICANT AMOUNTS OF SEDIMENT THAT LEAVES THE SITE MUST BE CLEANED UP WITHIN 24 HOURS AND PLACED BACK ON THE SITE AND STABILIZED OR PROPERLY DISPOSED. THE CAUSE OF THE SEDIMENT RELEASE MUST BE FOUND AND PREVENTED FROM CAUSING A RECURRENCE OF THE DISCHARGE WITHIN THE SAME 24 HOURS. ANY IN-STREAM CLEAN UP OF SEDIMENT SHALL BE PERFORMED ACCORDING TO THE OREGON DEPARTMENT OF STATE LANDS REQUIRED TIME FRAME.
  7. SEDIMENT MUST NOT BE INTENTIONALLY WASHED INTO STORM SEWERS, DRAINAGE WAYS, OR WATER BODIES.
  8. SEDIMENT MUST BE REMOVED FROM BEHIND ALL SEDIMENT CONTROL MEASURES WHEN IT HAS REACHED A HEIGHT OF 1/3-RD THE BARRIER HEIGHT AND PRIOR TO THE CONTROL MEASURES REMOVAL.
  9. CLEANING OF ALL STRUCTURES WITH SUMPS MUST OCCUR WHEN THE SEDIMENT RETENTION CAPACITY HAS BEEN REDUCED BY 50% AND AT COMPLETION OF PROJECT.
  10. ANY USE OF TOXIC OR OTHER HAZARDOUS MATERIALS MUST INCLUDE PROPER STORAGE, APPLICATION, AND DISPOSAL.
  11. THE PERMITTEE MUST PROPERLY MANAGE HAZARDOUS WASTES, USED OILS, CONTAMINATED SOILS, CONCRETE WASTE, SANITARY WASTE, LIQUID WASTE, OR OTHER TOXIC SUBSTANCES DISCOVERED OR GENERATED DURING CONSTRUCTION.
  12. THE APPLICATION RATE OF FERTILIZERS USED TO REESTABLISH VEGETATION MUST FOLLOW MANUFACTURER'S RECOMMENDATIONS. NUTRIENT RELEASES FROM FERTILIZERS TO SURFACE WATERS MUST BE MINIMIZED. TIME RELEASE FERTILIZERS SHOULD BE USED AND CARE SHOULD BE MADE IN APPLICATION OF FERTILIZERS WITHIN ANY WATER WAY RIPARIAN ZONE.
  13. OWNER OR DESIGNATED PERSON SHALL BE RESPONSIBLE FOR PROPER INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES, IN ACCORDANCE WITH CURRENT CLEAN WATER SERVICES STANDARDS AND STATE, AND FEDERAL REGULATIONS.
  14. PRIOR TO ANY LAND DISTURBING ACTIVITIES, THE BOUNDARIES OF THE CLEARING LIMITS, VEGETATED BUFFERS, AND ANY SENSITIVE AREAS SHOWN ON THIS PLAN SHALL BE CLEARLY DELINEATED IN THE FIELD. UNLESS OTHERWISE APPROVED, NO DISTURBANCE IS PERMITTED BEYOND THE CLEARING LIMITS. THE OWNER/PERMITTEE MUST MAINTAIN THE DELINEATION FOR THE DURATION OF THE PROJECT. NOTE: VEGETATED CORRIDORS TO BE DELINEATED WITH ORANGE CONSTRUCTION FENCE OR APPROVED EQUAL.
  15. PRIOR TO ANY LAND DISTURBING ACTIVITIES, THE BMPs THAT MUST BE INSTALLED ARE GRAVEL CONSTRUCTION ENTRANCE, PERIMETER SEDIMENT CONTROL, AND INLET PROTECTION. THESE BMPs MUST BE MAINTAINED FOR THE DURATION OF THE PROJECT.
  16. IF VEGETATIVE SEED MIXES ARE SPECIFIED, SEEDING MUST TAKE PLACE NO LATER THAN SEPTEMBER 1ST; THE TYPE AND PERCENTAGES OF SEED IN THE MIX ARE AS IDENTIFIED ON THE PLANS OR AS SPECIFIED BY THE DESIGN ENGINEER.
  17. WATERTIGHT TRUCKS MUST BE USED TO TRANSPORT SATURATED SOILS FROM THE CONSTRUCTION SITE. AN APPROVED EQUIVALENT IS TO DRAIN THE SOIL ON SITE AT A DESIGNATED LOCATION USING APPROPRIATE BMPs; SOIL MUST BE DRAINED SUFFICIENTLY FOR MINIMAL SPILLAGE.
  18. ALL PUMPING OF SEDIMENT LADEN WATER MUST BE DISCHARGED OVER AN UNDISTURBED, PREFERABLY VEGETATED AREA, AND THROUGH A SEDIMENT CONTROL BMP (I.E. FILTER BAG).
  19. THE ESC PLAN MUST BE KEPT ONSITE. ALL MEASURES SHOWN ON THE PLAN MUST BE INSTALLED PROPERLY TO ENSURE THAT SEDIMENT LADEN WATER DOES NOT ENTER A SURFACE WATER SYSTEM, ROADWAY, OR OTHER PROPERTIES.
  20. THE ESC MEASURES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE MEASURES SHALL BE UPGRADED AS NEEDED TO MAINTAIN COMPLIANCE WITH ALL REGULATIONS.
  21. WRITTEN ESC LOGS ARE SUGGESTED TO BE MAINTAINED ONSITE AND AVAILABLE TO DISTRICT INSPECTORS UPON REQUEST.
  22. IN AREAS SUBJECT TO WIND EROSION, APPROPRIATE BMPs MUST BE USED, WHICH MAY INCLUDE THE APPLICATION OF FINE WATER SPRAYING, PLASTIC SHEETING, MULCHING, OR OTHER APPROVED MEASURES.
  23. ALL EXPOSED SOILS MUST BE COVERED, AT END OF BUSINESS DAY, DURING WET WEATHER PERIOD, FROM OCTOBER 1 - MAY 31.

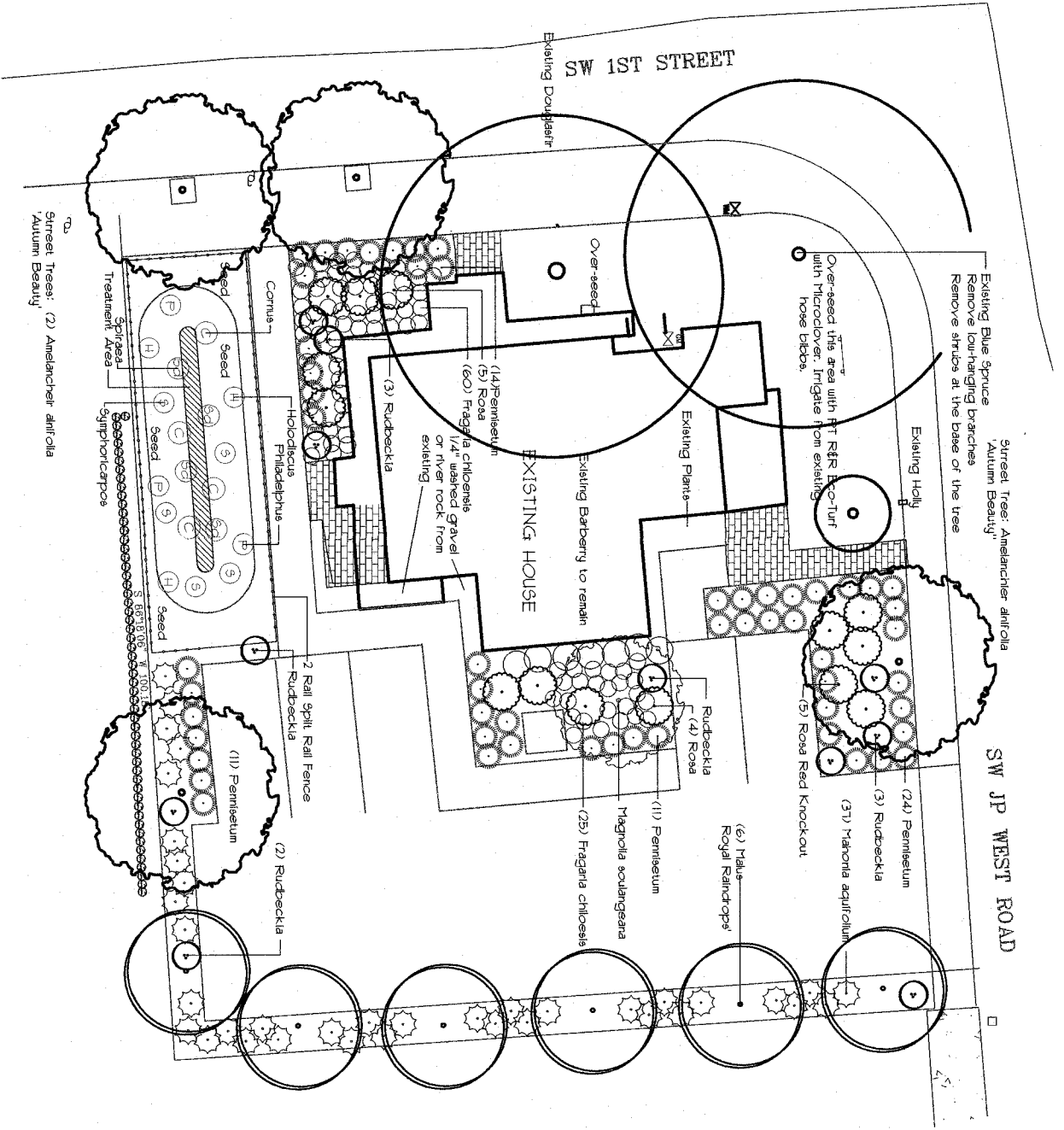
 <b>TECH. ENGINEERING</b> PO Box 80483 Portland, Oregon 97280 Phone (503) 819-6494	
Owner - Developer :	Lea Chitwood Real Estate ReMax Power Pros (503) 730-4554
Project :	Convert Existing Residence to Real Estate Office - 33454 SW JP West Road Scappoose
Sheet Title :	Erosion Control Notes and Standard Details
Drawn By :	JDJ
Checked By :	TLA
Date :	October, 2023
Project No. :	33454 - 23
Sheet	6 of 6

**STANDARD EROSION CONTROL  
NOTES FOR SITES LESS THAN 1  
ACRE**

DRAWING NO. 945

REVISED 10-31-19

CleanWater Services



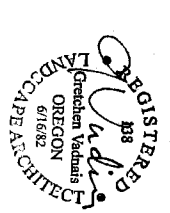
**PLANTING PLAN**

SCALE 1" = 10' - 0"

**PLANT MATERIALS LIST**

SYMBOL	QUANTITY	SCIENTIFIC NAME	COMMON NAME
<b>TREES</b>			
	(4)	<i>Amelanchier alnifolia</i>	Autumn Beauty Serviceberry
	(1)	<i>Magnolia soulangeana</i>	Tulip Magnolia
	(6)	<i>Morus Royal Raindrops</i>	Red Flowering Catapple
<b>SHRUBS</b>			
	(36)	<i>Magnolia aquilinum</i>	Oregon Grape
	(45)	<i>Rosa Red Knockout</i>	Red Knockout Landscape Rose
	(8)	<i>Rudbeckia American Gold Rush</i>	Perennial Black Eyed Susan
<b>GRASSES</b>			
	(60)	<i>Festuca alpestris</i>	Hammock Dwarf Fountain Grass
<b>GROUNDCOVER</b>			
	(85)	<i>Fragaria chiloensis</i>	Sand Strawberry

Revised January 11, 2024  
Revised November 30, 2023



Gretchen Vadnais  
Landscape architect  
12115 NW old quarry road  
Portland, OR 97229  
tel: 503.407.7386

- for -  
Lea Chitwood Real Estate  
33454 SW JP West Road  
Scappoose, Oregon 97280  
503-730-4554

**Lea Chitwood Real Estate**  
Scappoose., Oregon  
**PLANTING PLAN**

project no: 675 date: 10/10/2023  
drawn by: GV checked by: GV

**L1**

of: 2 sheets









## Traffic Memorandum

To: City of Scappoose, Oregon

Prepared for:  
Lea Chitwood  
33454 SW JP West Road  
Scappoose, OR 97056

Tech Engineering  
PO box 80483  
Portland, OR 97280

Date: July 14<sup>th</sup>, 2023

**Subject: Real Estate Office Conversion**  
33454 SW JP West Road  
Summary Traffic Impact Analysis

### Introduction

This summary traffic study is presented as part of the development application referred to as Real Estate Office Conversion located at 33454 SW JP West Road in Scappoose, Oregon.

The current site is a single-family building (Tax Lot 3200) which is proposed to be converted into a small real estate office with no plan to be expanded. The site is located on the southeast corner of the SW JP West Road and SW 1<sup>st</sup> Street in Scappoose, Oregon. The current access is from the north property line onto SW JP West Road, which will remain. This access is about 175 feet west of Columbia River Highway (US 30).

The purpose of this memorandum is to examine the potential traffic impact of the projected trip generation of the proposed development for the morning peak hour, evening peak hour, and average weekday. Based on the trip generation projections, the City of Scappoose and ODOT's impact thresholds for requiring a full Transportation Impact Analysis (TIA) will be evaluated.

Figure 1 shows the aerial view of the site plan for the proposed development, the nearby vicinity and relative location of the existing building (to remain).

### Trip Generation

The proposed development will include converting an existing home to a real estate office. The total area of this 2-story building is 1,876 S.F. (1,284 S.F. first floor and 592 S.F. second floor). ITE Trip Generation Manual (11<sup>th</sup> Edition) was used to estimate the net increase in daily, and peak hour trips based on land use code 710, (General Office) shown in Table 1.



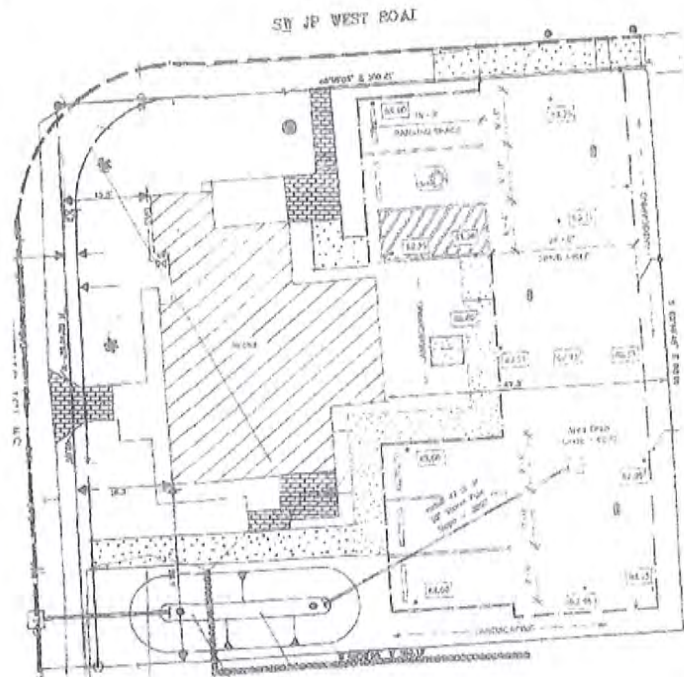
The zoning and placement of the proposed development is consistent with the planned and designated land use for the area. The total area of the development is not changing and there are no additional changes proposed as part of this development application. Therefore, the net increase trip generation (Daily, AM Peak and PM Peak) is based on the change in use.

**1 - Site Location and Site Plan**



**Figure 2 – Building Layout/Site Plan**

1,284 S.F. first floor and  
 592 S.F. second floor  
1,876 S.F. Total



**Table 1 – Trip Generation**

ITE CODE	Area	AM Peak Hour			PM Peak Hour			Daily Trips
		In 26%	Out 74%	Total	In 64%	Out 36%	Total	
Single Family (210)	1,876 S.F.	-	(1)	(1)	(1)	-	(1)	(15)
		In 60%	Out 40%		In 42%	Out 58%		
Small Office (712)	1,876 S.F.	3	2	5	2	4	6	27
Net Change	0			4			5	12

The proposed use (Real Estate Office) will have 1 staff member, one property manager and the owner (applicant). Everyone else is an independent contractor and visits the office on average once per week (midday). The office typically does not open till 9 AM (after AM Peak).

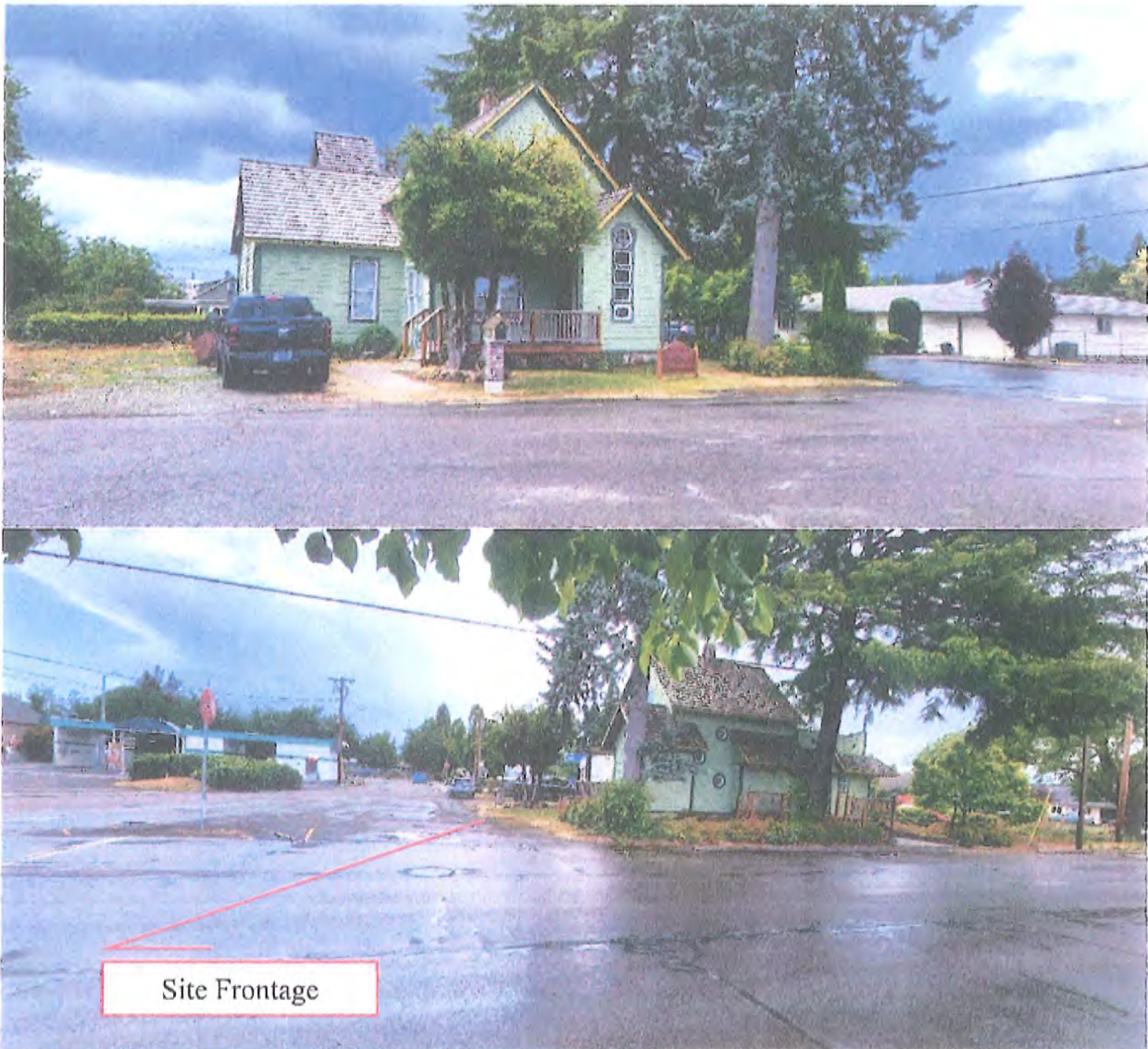
Due to the inherent nature of the proposed use, there is little to no impact during the AM and PM peak periods and the net average total daily trips is expected to be under 12 trips per day.



The site was visited midday Monday June 19, 2023, and traffic flow at the two nearby intersections (SW JP West Road Minor Collector) and SW 1<sup>st</sup> Street (Major Collector) as well as SW JP West Road and Columbia River Highway-Hwy 30) were observed for about an hour. No queuing nor delays were observed, and neither is expected based on the proposed use of the building and the expected impacts. There will be no AM Peak impact since the office will not be open till 9 AM.

US 30 (Columbia River Highway) carries over 24,000 daily trips through Scappoose and through the study intersection. The estimated daily trip (total) from the proposed site is far below the threshold levels for either City of Scappoose or ODOT guidelines and less than 1 percent.

Any change in proposed use, which may have a net increase in AM or PM peak trips (more than 10 trips) will require a new evaluation and analysis.







Looking East on  
SW JP West Road



Looking North on  
SW 1<sup>st</sup> Street

The intersection of SW JP West Road and SW 1st Street is ALL-WAY stop controlled and is slightly offset in the north south direction. There are sidewalk segments, and the proposed development will add sidewalks along its both frontages. The intersection of SW JP West and Columbia River Hwy is Stop Controlled (West Leg). The topography in the area is level, and there is no line of site restrictions in any direction at both intersections.

**Crash History**

Based on all reported crashes at US-30 and SW JP West intersection since 2017, there has been 2 turning crashes and 4 rear-end crashes and one single car crash. Neither intersection is reported as a high crash location, and not on ODOT’s SPIS list.





### Transportation Impact Analysis Requirements

The City of Scappoose guidelines for Transportation Impact Study requires a Traffic Impact Letter (TIL) when a proposed development generates more than 10 Peak Hour Trips (total) or 100 Daily Trips (total in and out). Additionally, per ODOT's Development Review Guidelines (Table 3.2: TIA Threshold and Analysis Areas) if a proposed development were to generate 50 morning or evening peak hour trips, or 300 average daily trips impacting ODOT intersections. Based on the trip generation estimates provided in Table 1, the proposed development generates less than said thresholds. therefore, a full Traffic Impact Study (TIS) is not required for this proposed development application.

## Conclusion

The proposed development Real Estate Office (Change of Use from Residential) replacing the existing house located at 33454 SW JP West Road in Scappoose OR is not projected to trigger the City of Scappoose's nor ODOT's trip impact thresholds requiring a full TIS. This Traffic Letter (Memorandum) is sufficient to consider the net trip impacts of the proposed development as insignificant.

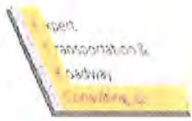
Massoud Saberian, PE, PTOE  
ETRC, LLC



EXP: June 2024

## Appendix

Weekday Trip Generation  
AM Peak Trip Generation  
PM Peak Trip Generation



## Appendix

### Trip Generation













## Traffic Memorandum - Amended

To: City of Scappoose, Oregon

Prepared for:  
Lea Chitwood  
33454 SW JP West Road  
Scappoose, OR 97056

Tech Engineering  
PO box 80483  
Portland, OR 97280

Date: October 19<sup>th</sup>, 2023

**Subject: Real Estate Office Conversion - Amended**  
33454 SW JP West Road  
Summary Traffic Impact Analysis

### Introduction

This amended memorandum is presented as part of the development application referred to as Real Estate Office Conversion located at 33454 SW JP West Road in Scappoose, Oregon following the request from staff (N.J. Johnson 8-25-2023) for:

- 33. Provide a discussion/evaluation of site distance at the project access point/driveway.*
- 34. Provide a discussion regarding street lighting within ¼ mile of project (as required by the safety evaluation discussed in the TIS guidelines).*

As noted in the traffic memo dated July 14, 2023, the site was visited midday Monday June 19, 2023.

The intersection of SW JP West Road and SW 1st Street is ALL-WAY Stop controlled and is slightly offset in the north south direction. There are sidewalk segments, and the proposed development will add sidewalks along its both frontages. The intersection of SW JP West and Columbia River Hwy is Stop Controlled (West Leg). The topography in the area is level, and there is no line of site restrictions in any direction at both intersections.

### Sight Distance

Based on current and proposed improvements, due to level topography and no existing sight obstruction the line of sight in both directions exceed City of Scappoose Engineering Design Standards. Furthermore, the adjacent intersection (SW JP West Rd. & SW 1<sup>st</sup> St.) is an All-Way Stop controlled. The Signalized intersection SW JP West Rd. & US 30 is about 200 feet to the east of the proposed site.

## Street Lighting

There are currently streetlights at approximately 200 feet spacing along the east side of SW JP West Rd., and at approximately 230 feet spacing on the north side SW 1<sup>st</sup> St. Considering the nature of the proposed use of this site and hours of operation, no additional streetlighting is recommended. The attached diagram shows the existing inventory of streetlights.

Massoud Saberian, PE, PTOE  
ETRC, LLC



EXP: June 2024





Lea Chitwood  
503-730-4554  
leachitwood@remax.net

22 June 2023

Re: Infiltration testing for 33454 SW JP West Road, Scappoose, OR

Dear Ms. Chitwood,

**Field Investigation:**

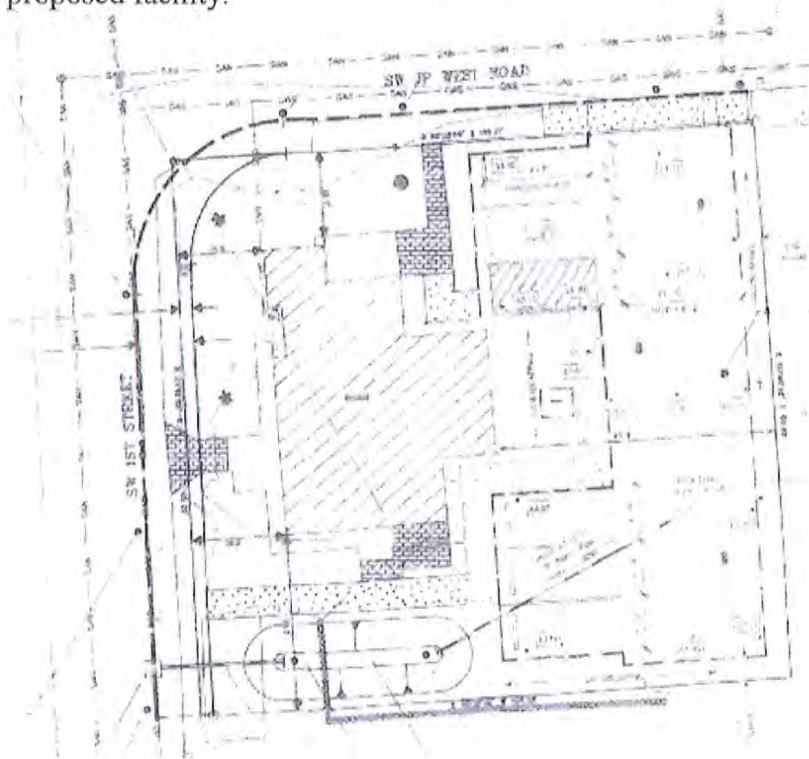
Rapid Soil Solutions (RSS) has performed a one (1) infiltration test. Figure 1 shows the project site location. The site has a gentle 5% slope to the rear where testing took place. Soils found on site match those in by DOGMI, RSS found coarse-grained flood deposits. Testing was performed for future storm water drainage.



Figure 1

**Infiltration Testing & Conclusion:**

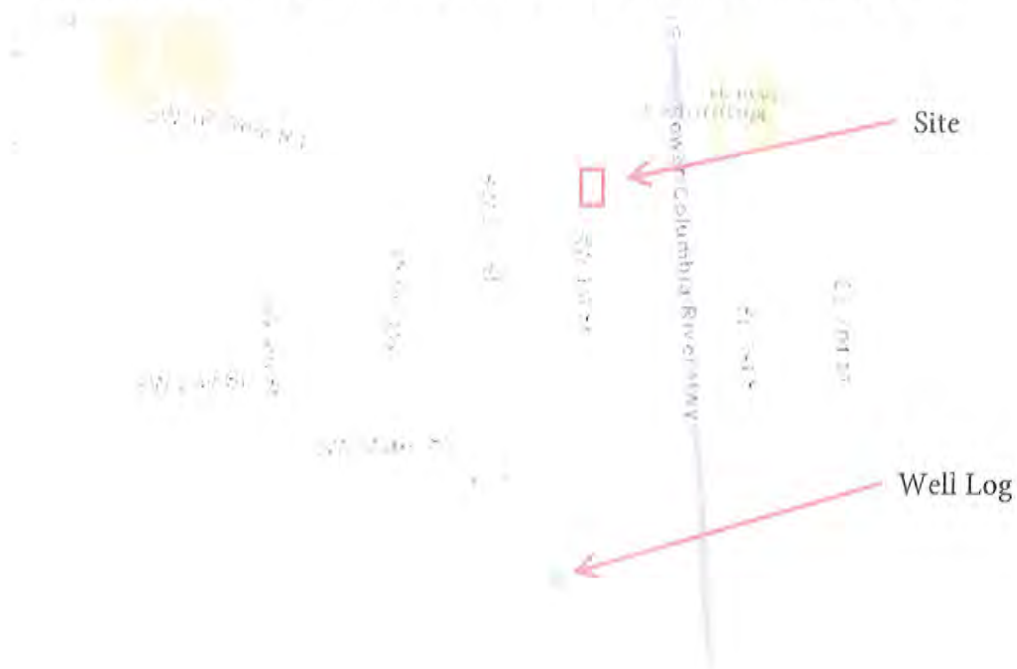
A one (1) hole was excavated with an excavator to a depth of 4ft and into the coarse-grained flood deposits of rounded river rock. RSS found the rate to be infinity. Please use 360in/hr. with a SF of 2 already include in that rate. The site plan below shows the location of the test pit in the proposed facility.





### Depth to Ground Water

The nearest well log is attached and no water is found within 35ft of site.



The analysis, conclusions and recommendations contained in this report are based on site conditions as they existed at the time of explorations. Any questions regarding this report please contact me at the below number or email.

Sincerely,



EXPIRES:  
12/31/2024

Mia Mahedy, PE GE.

STATE OF OREGON WATER SUPPLY WELL REPORT (as required by ORS 537.765)

WELL I.D. # L 109621 START CARD # 1022864

Instructions for completing this report are on the last page of this form.

(1) OWNER: Well Number Name K & E Excavating Address 3871 Langley St SE City Salem State Or Zip 97312

(2) TYPE OF WORK: [ ] New Well [ ] Deepening [ ] Alteration (repair/recondition) [X] Abandonment

(3) DRILL METHOD: [ ] Rotary Air [ ] Rotary Mud [ ] Cable [ ] Auger [X] Other Track Hoe

(4) PROPOSED USE: [ ] Domestic [ ] Community [ ] Industrial [ ] Irrigation [ ] Temporary [ ] Thermal [ ] Injection [ ] Livestock [X] Other Dewatering

(5) BORE HOLE CONSTRUCTION: Special Construction approval [ ] Yes [X] No Depth of Completed Well ft. Explosives used [ ] Yes [ ] No Type Amount

Table with columns for HOLE and SEAL. HOLE: Diameter, From, To, Material. SEAL: From, To, Sacks or pounds. Row 1: 10, 0, 35, cement, -3, 35, 20 sks. 94lb. Row 2: Bentonite, 0, 3

How was seal placed: Method [ ] A [ ] B [ ] C [ ] D [ ] E [X] Other Pressure grout thru 1 1/2" Trimmie pipe

Backfill placed from ft. to ft. Material Gravel placed from ft. to ft. Size of gravel

(6) CASING/LINER: Table with columns for Diameter, From, To, Gauge, Steel, Plastic, Welded, Threaded. Rows for Casing and Liner.

Final location of shoe(s)

(7) PERFORATIONS/SCREENS: Table with columns for From, To, Slot size, Number, Diameter, Material, Take/pipe size, Casing, Liner.

(8) WELL TESTS: Minimum testing time is 1 hour

Table for well tests with columns: [ ] Pump, [ ] Bailer, [ ] Air, [ ] Flowing Artesian, Yield gal/min, Drawdown, Drill stem at, Time 1 hr.

Temperature of water Depth Artesian Flow Found Was a water analysis done? [ ] Yes By whom Did any strata contain water not suitable for intended use? [ ] Too little [ ] Salty [ ] Muddy [ ] Odor [ ] Colored [ ] Other Depth of strata:

(9) LOCATION OF WELL by legal description: County Columbia Latitude Longitude Township 3 N N or S Range 2 W E or W. WM. Section 12 NW 1/4 SW 1/4 Tax Lot R.O.W. Lot Block Subdivision Street Address of Well (or nearest address) 33165 SW JP West Rd Scappoose, Or 97056

(10) STATIC WATER LEVEL: ft. below land surface. Date Artesian pressure lb. per square inch. Date

(11) WATER BEARING ZONES: Depth at which water was first found

Table with columns: From, To, Estimated Flow Rate, SWL

(12) WELL LOG: Ground Elevation

Table for well log with columns: Material, From, To, SWL. Includes handwritten notes: 'Abandon temporary dewatering well, pressure grouted w/ neat cement grout w/ 3% Bentonite from 35 ft to - 3 ft. 0 - 3 ft. Bentonite chips pull 10" PVC casing out.' and 'RECEIVED BY SALEM, OR'.

Date started 5-2-14 Completed 5-2-14

(unbonded) Water Well Constructor Certification: I certify that the work I performed on the construction, alteration, or abandonment of this well is in compliance with Oregon water supply well construction standards. Materials used and information reported above are true to the best of my knowledge and belief. Timothy Jones WWC Number 1446 Signed Date 5-2-14

(bonded) Water Well Constructor Certification: I accept responsibility for the construction, alteration, or abandonment work performed on this well during the construction dates reported above. All work performed during this time is in compliance with Oregon water supply well construction standards. This report is true to the best of my knowledge and belief. Ron Aspaas WWC Number 1445 Signed Date 5-2-14



LAND USE ACTION REFERRAL (SDR 2-23)

February 5, 2024

RETURN TO: N.J. Johnson by February 26, 2024 via email at njohnson@scappoose.gov. If you have any questions, please call N.J. Johnson at (503) 543 - 7184, ext. 403.

REGARDING: Lea Chitwood has requested approval of an application for Site Development Review (SDR 2-23) to allow for the change of use from an existing single-family home to a real estate office as well as improvements to various site amenities. The site is located at 33454 SW JP West Road, southeast of the SW JP West Road and SW 1st Street intersection, on property described as Columbia County Assessor Map #3212-CA-03200.

- 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:** \_\_\_\_\_  
 Street lighting to be approved by the City of Scappoose.  
 This site is located within the downtown overlay. Ornamental lights, poles, and bases, if required, are to be to be provided by the customer.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name: Branden Staehely

Title: Engineering manager

Signed: [Signature]

Date: 2/6/24



2/12/2024

To: N.J. Johnson, Associate Planner

From: Dave Sukau, Public Works Director

Re: Chitwood Office (SDR 2-23)

Dear N.J.,

I have reviewed the Land Use Referral packet and plans for the proposed 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 blue ink, appearing to read "Dave Sukau".

Dave Sukau

City of Scappoose Public Works





LAND USE ACTION REFERRAL (SDR 2-23)

February 5, 2024

RETURN TO: N.J. Johnson by February 26, 2024 via email at njohnson@scappoose.gov. If you have any questions, please call N.J. Johnson at (503) 543 - 7184, ext. 403.

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- 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: This Project would need to meet all Building Codes including ADA codes for this use.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: Don VanDomelen

Title: Building official

Signed: [Signature]

Date: 2-13-24





## Fire Service Referral and Acknowledgement

**Site Address:** 33454 SW JP West Road Scappoose, OR 97056

Map & Tax Lot: 3212-CA-03200

Description of Proposed Use: Change of use from Residential to Commercial use (B Occupancy)

Applicant Name(s): Lea and John Chitwood

Phone Number: 503-730-4554

Mailing Address: 33454 SW JP West Road Scappoose, OR 97056

This document serves as official comment for the permit application for Tax Map ID No. 3212-CA-03200 in Scappoose, Oregon.

The following requirements are required by Scappoose Fire District:

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 an hour and below. Numbers shall be contrasting in color (ORD17-2.1) Address numbers shall be on the SW JP West Road and SW 1<sup>st</sup> Street sides due to being on a corner.

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)

Adhere to any applicable code requirements for change of use from residential to a Business (B) occupancy per the Oregon Fire Code.

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

# CITY OF SCAPPOOSE



## March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Council meeting 7pm	5	6	7	8	9
10	11	12	13	14 Planning Commission 7pm	15	16
17	18 Council Work Session 6pm  City Council 7pm	19	20	21 EDC Noon  Parks & Rec 6pm	22	23
24	25	26	27	28 Planning Commission 7pm	29	30
31						

# CITY OF SCAPPOOSE



## April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Council Work Session 6pm City Council 7pm	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> ANNUAL TOWN MEETING 9AM
<b>7</b>	<b>8</b>	<b>9</b> 50-year Plan Stakeholder Advisory Committee 6pm	<b>10</b>	<b>11</b> Planning Commission 7pm	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Council Work Session 6pm City Council 7pm	<b>16</b>	<b>17</b>	<b>18</b> EDC Noon Parks & Rec 6pm	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Planning Commission 7pm	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				