



# SCAPPOOSE *Oregon*

## SCAPPOOSE PLANNING COMMISSION

Council Chambers at City Hall  
33568 East Columbia Avenue

### AGENDA

Thursday, July 11<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 June 27, 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 Appointment of Vice Chair

##### 5.2 Docket # SB 1-24

Columbia County Habitat for Humanity, Inc. has requested approval of a Preliminary Subdivision Plat (SB 1-24) to subdivide ~0.74 acres of land into 10 lots to support townhouses. The site is located across two existing tax lots, one is addressed as 33741 SE Oak Street (Columbia County Assessor Map #3212-DB-03000) and the other is an unaddressed property off SE Myrtle Street described as Columbia County Assessor Map #3212-DA-02501. The site is southwest of the SE Myrtle Street and SE 4th Street intersection.

**Format:** *Limited land use decisions do not allow verbal testimony during the meeting since they do not require interpretation or the exercise of policy or legal judgement; however, written comments are permitted prior to the deadline. Interested parties may submit written comments by mail to City of Scappoose; Associate Planner; 33568 E Columbia Avenue; Scappoose, OR 97056 or by email to [njohnson@scappoose.gov](mailto:njohnson@scappoose.gov) by Wednesday, June 26, 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 meeting packets.

## SCAPPOOSE PLANNING COMMISSION

Thursday, June 27<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://youtu.be/\\_0d-f1VpDG0](https://youtu.be/_0d-f1VpDG0)

### 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
Monica Ahlers	Commissioner	Chris Negelspach	City Engineer
Harlow Vernwald	Commissioner	Elizabeth Happala	Office Administrator
Marty Marquis	Commissioner		
Sara Jones	Commissioner		

*Excused; Commissioner Rita Bernhard*

*Attendees;*

*Applicant/owner representative; Will Uebelacker*

*Property owner; Baker Assets Group LLC*

*Adjoining property owner, Cheryl Caleen*

*Online; Jennifer Danziger Lancaster Mobley, Shane, and Steven Johnson.*

### 3.0 APPROVAL OF MINUTES

#### 3.1 May 9, 2024 meeting minutes

Chair Jensen asked Commissioners if they had any comments on the minutes. As there were none, Vice Chair Blank moved to approve and Commissioner Marquis seconded.

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

### 4.0 CITIZEN INPUT

*There was none.*

### 5.0 NEW BUSINESS

#### 5.1 Docket # SDR 4-23, PLA 1-24, MiP 2-24, MiV 1-23

Baker Assets Group LLC has requested approval of a consolidated application for Site Development Review, Property Line Adjustment, Minor Partition, and Minor Variance (SDR 4-23, PLA 1-24, MiP 2-24, MiV 1-23) to allow for construction of three new restaurant buildings and associated site amenities, a Property Line Adjustment, a 2-lot Minor Partition, and a Minor Variance to allow for a reduction in lot width. The site is located across three existing tax lots addressed as 51631 Columbia River Highway (Columbia County Assessor Map #3213-B0-01300), 51635 Columbia River Highway (Map #3213-B0-01301), and 51624 SW Old Portland Road (Map #3213-BD-09900). The subject site is east of the SW Jenny Lane and SW Old Portland Road intersection.

**Format:** *This is a consolidated limited land use decision and quasi-judicial hearing.*

*Limited land use decisions (Site Development Review, Property Line Adjustment and Minor Partition) do not allow verbal testimony during the hearing; however, written comments are permitted prior to the deadline below.*

*Quasi-judicial decisions (Minor Variance) allow verbal testimony during the hearing as well as written comments.*

*Interested parties may submit written comments by mail to City of Scappoose; Associate Planner; 33568 E Columbia*

Avenue; Scappoose, OR 97056 or by email to [njohnson@scappoose.gov](mailto:njohnson@scappoose.gov) by **Wednesday, June 26, 2024 at 5:00 p.m.** Chair Jensen read the docket, format of the hearing for each docket item, then called the hearing to order. He then asked if any commissioner wishes to declare any ex parte contacts or conflicts of interest.

Vice Chair Blank stated that this being a small community, he recognizes some faces in the audience but that will have no impact on his decision tonight.

Chair Jensen continued with order of the hearing then turned it over to City staff.

Associate Planner Johnson thanked the Commissioners, then stated that he received one public comment before the public comment deadline but after the publication of the staff report, which he handed out to all the Commissioners. Also stating that since it was received after the publication of the staff report, at the end if there is a motion to approve the development application, then the motion would need to include language to adopt the amended June 27, 2024 staff report. He then read the staff report and findings, including the public comments received along with applicant's response and the City's response. He ended his presentation with the staff's recommendation to approve the application with the recommended conditions of approval. He then asked for any Commissioner questions.

Commissioner Vernwald asked if the sewer lateral condition that could be updated; if the City would receive and review the video scope.

Associate Planner Johnson replied that the City Engineer and Public Works Director would review it.

Commissioner Vernwald asked what condition of the sewer later would require it to be replace.

City Engineer Negelspace replied that it would depend on the video to see the condition of the intrusion or if it's just some minor roots or if the joints are damaged adding that there are a number of ways to repair it if needed.

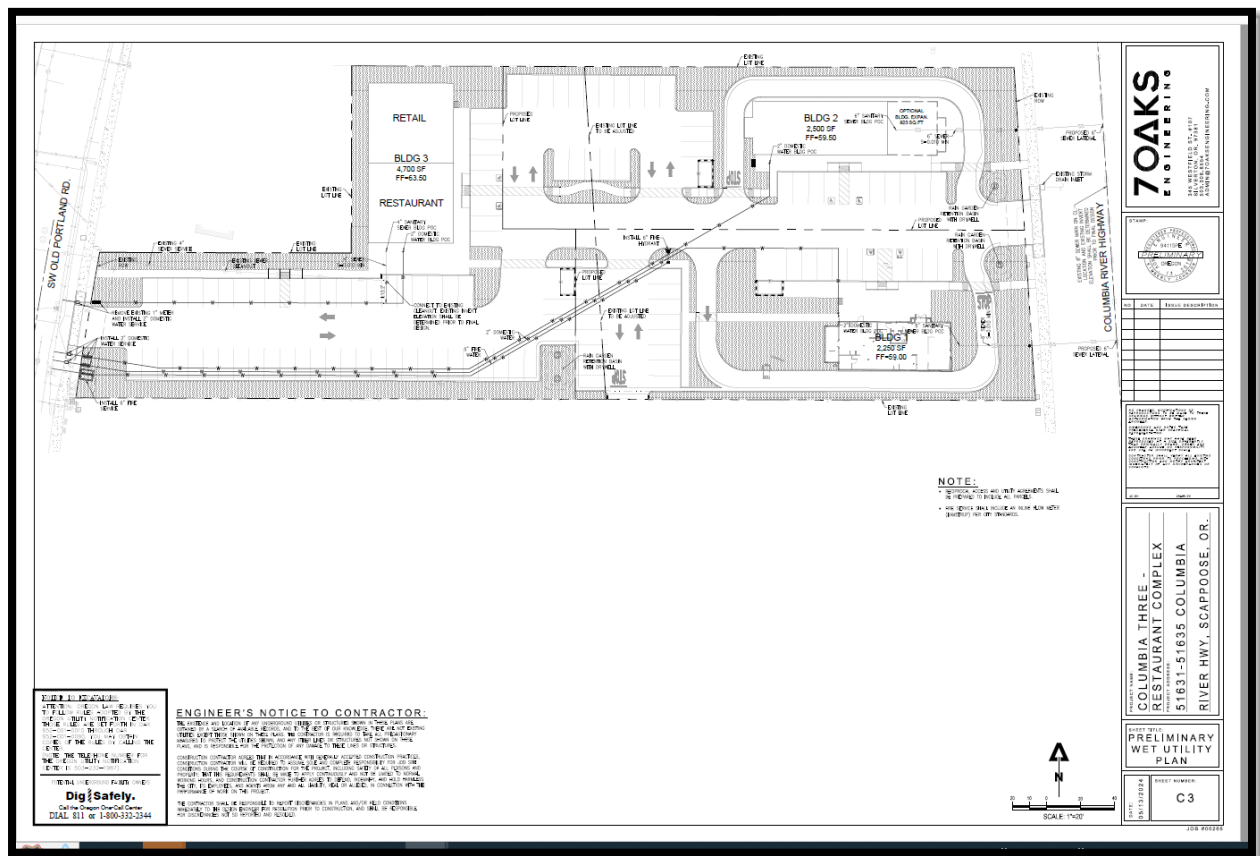
Chair Jensen asked the commissioners if they have any other staff questions, as there were none, he asked the applicant to come forward.

Applicant/owner representative, Will Uebelacker came forward with his presentation of the development and discussed the images below:









Chair Jensen thanked the applicant then asked if any Commissioner had any questions.

Commissioner Ahlers asked what the proposed landscaping buffer around the building 3.

Applicant/owner representative, Will Uebelacker replied that there is a 10' setback as well as medium sized trees with a 25' spacing criteria adding that would also require shrubs planning within the 10' depth and a sight obscuring fence that is 5' tall that can be wood, CMU or brick or any other materials that the City approves.

Chair Jensen asked about the reason for the compact stalls shown around building 3.

Applicant/owner representative, Will Uebelacker replied that they added an accessible path to the north and eliminated a parking stall to provide access to that areas as they are limited with their setback requirements while providing a drive aisle. Adding that they tried to make it a 26' drive aisle but could only get to 24' while maintaining a pedestrian path to the north and meeting their landscape buffer to the residential zones.

Commissioner Vernwald asked about the narrow 2-way driveway behind the Peak Fitness building connecting into the new development as it is very narrow currently. Then asked if the new stop signs would create a 4-way stop closest to Fred Meyer.

Applicant/owner representative, Will Uebelacker stated that there would be one intersection before the Fred Meyer intersection, directing her to sheet A1 (Exhibit 4H), which show the egress and ingress. Adding that it grants 2 new

spaces for Peak Performance, calling out keynote 18. Adding that the new stop would be between their lot and Peak Performance.

Commissioner Vernwald stated that the way she is looking at it, it is already quit a narrow drive and she imagines traffic will be heavy as they avoid Hwy 30 or Old Portland Road as it is a small area with commercial establishments that will get congested. She asked if there would directional signage to direct the traffic flow.

Applicant/owner representative, Will Uebelacker replied that he is wondering what other markings could be there as it already exists as a 2 way in that stretch behind Peak Fitness which is outside of their proposal.

Commissioner Vernwald asked if there could be additional signage to prevent traffic from driving all around Peak Performance.

Applicant/owner representative, Will Uebelacker replied there they would make sure there were markings to show that they can go north or south and it is 2-way traffic to east traffic flow and anything to east of that would be a one way traffic pattern around the building to help accommodate those concerns.

Vice Chair Blank asked about the one-way traffic flow around the building as he sees the two arrows at the entrance but then only one arrow behind the Peak Performance building near the loading dock.

Applicant/owner representative, Will Uebelacker replied that he does see the one arrow pointing down near the loading dock, adding that there should be 2 there indicating 2-way flow. He stated that perhaps adding an additional stop sign at that northwest corner could possibly slow down the cars exiting Peak Fitness.

Chair Jensen called out page 194 in the Traffic Report addresses the internal trips between the sites and does anticipate the extra traffic flow. Adding that he is familiar with the site as his physical therapist is there and it might be one of the situations where it is not ideal but they are dealing with existing properties and trying to do their best to incorporate it into their new development while incorporating the old and it might not work out very pretty. Adding that he doesn't anticipate many speed demons trying to go through those areas.

Applicant/owner representative, Will Uebelacker agreed adding that they do want to make sure there are clear markings, sidewalks, curbs, etc., then stating that it is better than someone leaving Fred Meyer and having to get back on the highway for a short distance to access their property creating more traffic. Adding that this little avenue would help alleviate that congestion and traffic on both the highway and on Old Portland Rd.

Chair Jensen added that the traffic plan shows that they don't expect much traffic coming from the Fred Meyer entrance as most traffic with be coming in from the highway or Old Portland Rd.

Vice Chair Blank asked if there is a signed agreement with Peak Performance Fitness.

Applicant/owner representative, Will Uebelacker replied that it is under the same ownership and the agreement will be signed as one of the recommended conditions of approval.

Vice Chair Blank asked if he could show him the truck delivery route.

Applicant/owner representative, Will Uebelacker replied that there are no loading zones as it was not a requirement, however there is a larger than required parking lot. Adding that most trucks would find parking stalls adjacent to the building to unload and they don't anticipate daily deliveries or could be done when there are not

overlapping hours of operations for all the businesses.

Vice Chair Blank asked about the hours of operations.

Applicant/owner representative, Will Uebelacker replied that they do not have the tenants for buildings 2 or 3 yet. He stated that they are anticipating Taco Bell for building 1 although not sure on their hours of operations.

Vice Chair Blank asked if the others would be franchised restaurants.

Applicant/owner representative, Will Uebelacker replied that building 1 would be franchised. Adding they are hopeful for a sit down restaurant in building 3 that is local but there are no guarantees and for building 2 it is also still up in the air.

Vice Chair Blank asked about the fire truck areas.

Applicant/owner representative, Will Uebelacker replied that they provided comments about the project that said there was clearance.

Chair Jensen asked what their loading zone requirements were for this type of development.

Associate Planner replied that loading zones are only required for building over 10,000 sq. ft., which none of the building exceed that threshold. And the Fire District requires a 22' fire apparatus access road which is maintained by our parking requirements for 90 degree stalls with 24' drive aisles.

Commissioner Marquis asked if the buildings would be addressed off the highway or Old Portland Rd.

Community Development Director Oliver Joseph replied that it would be addressed off the road the property fronts.

Commission Ahlers ask if the City has a landscape percentage of landscaping in parking lots.

Associate Planner Johnson replied that in our EC zone, the maximum impervious area is 90%.

Community Development Director Oliver Joseph added that they do not have a particular landscape requirement within parking lots although there are some provisions where there are parking stalls adjacent to public streets and some additional landscaping required along frontages. Adding that they are looking to add language in the 50-Year Plan.

Associate Planner added that he found the landscaping coverage, tax lot 1301 is covered by 16.79% landscaping, tax lot 1300 is 24.45% covered and tax lot 9900 is 25% covered by landscaping.

Commissioner Marquis asked if it included tree canopy coverage when the trees mature.

Applicant/owner representative, Will Uebelacker added that they did not take the tree canopy into consideration, adding that the total site impervious area is 23.1%.

Commissioner Jones asked if outdoor seating is taken into account.

Applicant/owner representative, Will Uebelacker stated that it could be an option for buildings 1 & 3, that it is a

possibility although nothing that they presented.

Vice Chair Blank asked how they would accommodate the fence requested by the neighboring property as he would like to see a 6' fence instead of a 5' fence.

Applicant/owner representative, Will Uebelacker stated that he would agree that a 6' fence would be appropriate although dictating the fencing material would be an overreach especially if you're going say brick then they are getting into the aesthetics whereas wood is fully obscuring and more apropos to a residential environment.

Vice Chair Blank stated that they recently approved the food cart pod with traffic and parking issues and is concerned about the same on this development.

Community Development Director Oliver Joseph added that there are 11 carts on the that site, adding that on page 98 it does provide the background conditions, so the traffic study did take those into account and other development in process that had already been approved through land use but not built out yet. Adding that they did share the traffic impact studies with them from the 5 other developments.

Applicant/owner representative, Will Uebelacker, added that Jennifer Danziger is online to answer questions about the traffic impact study.

Jennifer Danziger from Lancaster Mobley stated that they did take into account the 5 additional developments into their background growth conditions and the other is the general grown rate which they used 2% per year. She stated the five other developments they took traffic from was Thompson Woods subdivision, Buxton Ranch subdivision, Huser Estates subdivision, Scappoose Food Carts, and Dutch Canyon IV subdivision, which they included in their background condition.

Chair Jensen asked for any proponents and opponents of the project. As there were none, he closed the hearing at 8:18pm for Commissioners to deliberate.

Commissioner Marquis & Vice Chair Blank agreed that everything looks satisfactory to the City's requirements.

Vice Chair Blank added that all his concerns were brought up and addressed.

Commissioner Marquis added that the traffic study omitted JP West Road in their study especially if they are considering Buxton & Huser subdivision, which seem to be a significant intersection to omit.

Jennifer Danziger from Lancaster Mobley stated that it was not omitted as they had a threshold that ODOT and City agreed to.

Chair Jensen stated that it looks like everything was handled.

Commissioner Ahlers stated that the minor variance seems reasonable.

Vice Chair Blank asked if they have 1-year to get this completed.

Community Development Director Oliver Joseph added that they have 1 year to start or they could also request a 1 year extension request, which is common.



Chair Jensen asked if there were any other questions, as there were none he called for a motion. Associate Planning Johnson added that they would need to include language about the amended staff report dated 6-27-2024 in their motion.

Commissioner Ahlers made the motion to approve Docket # SDR 4-23, PLA 1-24, Mip 2-24, MiV 1-23 With the adopted staff report as amended 6-27-2024 along with the conditions of approval as presented. Commissioner Marquis seconded the motion.

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

## **6.0 COMMUNICATIONS**

### **6.1 Calendar Check**

Chair Jensen went over the calendar in the packet.

### **6.2 Commissioner Comments**

Vice Chair Blank thanked staff tonight and stated that he would be resigning from Planning Commission after 25 years of service and this would be his last meeting.

Commissioners and Staff were surprised and congratulated Vice Chair Blank.

Chair Jensen asked Vice Chair Blank what it is like to actually see the fruits of his labor after approving a code amendment and seeing it happen years and years later as many of don't get to see it happen from beginning to end.

Vice Chair Blank said it's been exciting to see it come around after they make those changes through each of the meetings. Adding that if you're around longer, then you actually get to see the construction and go back to see it when it's done and we all did a good job, and our staff did a great job.

Chair Jensen thanked him for his 25 years of service and it has been a pleasure working together as he always have good questions. He stated that they will be discussing the new Vice Chair at the next meeting.

Vice Chair Blank added that being a Vice Chair is a great experience and encouraged the commissioners to consider it.

Chair Jensen added that it is not a hard job and knows that when he feels uncomfortable he has great staff to hold his hand when needed. Adding that they ensure all the property forms are followed, put the packets together, have a script prepared that must be read and its pretty straightforward. And encouraged commissioners to

### **6.3 Staff Comments**

Associate Planner Johnson thanked all the commissioners for all the time and dedication, and thanked Vice Chair Blank for his 25 years of service adding that his mom was 6 months pregnant with him when he started with Planning Commission in Feb. 1999. He then discussed current and upcoming applications in the Planning Department.

Community Development Director Oliver Joseph thanked Vice Chair Blank for his 25 years and enjoyed working with him the past 10-years.



City Engineer Negelspach thanked Vice Chair Blank for his 25 years and enjoyed working with him when he used to be a planning commissioner before he was hired by the City as the City Engineer. He then went over his current projects list in the Engineering Department.

Commissioner Marquis asked about the parking at the food cart pods.

Community Development Director Oliver Josphe replied they approved a temporary use permit.

Commissioner Marquis asked about the Buxton property.

Community Development Director Oliver Josphe replied that the City Council voted unanimously to hire a hearings officer to conduct the remand and make a decision on behalf of the Council.

Commissioner Marquis asked how common this is.

Community Development Director Oliver Josphe replied that it's not super common but there were potential issues of conflicts of interest, bias, and ex parte contacts. The Council made this decision in consult with the City Attorney to keep a clean record for the remand.

Commissioner Marquis stated that that seems reasonable and asked how the hearings officer is selected.

Community Development Director Oliver Josphe replied that the City Attorney provided a list of land use attorneys who have served as hearings officers before and that they will consider scheduling and experience to select a hearings officer for the decision.

Commissioner Marquis asked if would come back to Planning Commission.

Community Development Director Oliver Josphe replied that it would not.

## **7.0 ADJOURNMENT**

Chair Jensen adjourned the meeting at 8:46 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 Preliminary Subdivision Plat to subdivide ~0.74 acres of land into 10 lots to support townhouses.

**Location:** The site is located across two existing tax lots, one is addressed as 33741 SE Oak Street (Columbia County Assessor Map #3212-DB-03000) and the other is an unaddressed property off SE Myrtle Street described as Columbia County Assessor Map #3212-DA-02501. The site is southwest of the SE Myrtle Street and SE 4th Street intersection. See Vicinity Map (**Exhibit 1**).

**Applicant:** Columbia County Habitat for Humanity, Inc.

**Owner(s):** Columbia County Habitat for Humanity, Inc.

**EXHIBITS**

1. Vicinity Map
2. Application Form
  - A. Residential Density Calculation Worksheet
3. Narrative
4. Preliminary Development Plans
  - A. Cover Sheet (Sheet G-1)
  - B. Existing Conditions (Sheet C-1)
  - C. Proposed Conditions Plan (Sheet C-2)
  - D. Grading & ESC [Erosion and Sediment Control] Plan (Sheet C-3)
  - E. Stormwater Plan (Sheet C-4)
  - F. Utility Plan (Sheet C-5)
  - G. Public Improvements– Myrtle St (Sheet C-6)
  - H. Public Improvements– Oak St (Sheet C-7)
  - I. Standard Details (Sheet D-1)
  - J. ESC Details (Sheet D-2)
  - K. Tentative Plat (Sheet D-3)
5. Transportation Impact Study Letter from Lower Columbia Engineering, dated May 6, 2024
6. Stormwater Report from Lower Columbia Engineering, dated May 2024<sup>1</sup>
7. Referral comment from Columbia County Building Official, dated June 25, 2024
8. Referral comment from Scappoose School District, dated June 26, 2024
9. Referral comment from City of Scappoose Public Works Director, dated June 27, 2024
10. Referral comment from Columbia River PUD, dated June 27, 2024
11. Referral comment from Scappoose Rural Fire Protection District, dated July 1, 2024

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<sup>1</sup> Note: Appendices available on request.

## Myrtle and Oak Subdivision

**SUBJECT SITE**

- The subject site consists of two existing tax lots (see **Exhibit 4B**). Tax lot (TL) 3000 is ~0.57 acres and currently consists of a gravel driveway and 2 Bigleaf Maple trees (see **Exhibit 4B**). TL 2501 is ~0.17 acres and currently consists of 3 White Oak trees (see **Exhibit 4B**). Collectively, the subject site is ~0.74 acres.
- The subject site is predominantly surrounded by single-family homes with a multifamily development to the northwest and north of the site, respectively.
- The subject site and its surroundings are zoned Moderate Density Residential (R-4) and are designated as General Residential (GR) on the Comprehensive Plan Map.
- The subject site is not located within the Special Flood Hazard Area (commonly referred to as the 100-year floodplain) and there are no wetlands, slope hazards, or watercourses on or near the site.

**OBSERVATIONS**REQUESTED APPROVAL

- The applicant is requesting approval of a Preliminary Subdivision Plat to subdivide ~0.74 acres of land into 10 lots to support townhouses (see **Exhibits 2 & 4K**). The lots range in size from ~2,699 square feet to ~3,621 square feet (see **Exhibit 4K**).
- This subdivision does not propose to create new streets nor would it reconfigure or extend any existing streets (see **Exhibit 4K**).

RIGHT-OF-WAY/PUBLIC IMPROVEMENTS

- The property has frontage on SE Myrtle Street and SE Oak Street (see **Exhibit 4B**). Both streets are classified by the 2016 Transportation System Plan (TSP)<sup>2</sup> as Local Streets, which require 54 feet of right-of-way width comprised of 32 feet of vehicular travel way & parking, two 5.5-foot planter strips, two 5-foot sidewalks, and two 6-inch utility areas.
- SE Myrtle Street currently has a right-of-way width of 60 feet and a paved width of 34 feet (see **Exhibit 4G**). The applicant is proposing to grind and inlay pave 17.5 feet of SE Myrtle Street from centerline south, install 5-foot sidewalks with curb and gutter, and plant street trees between the sidewalk and property line (see **Exhibit 4G**).
- SE Oak Street currently has a right-of-way width of 55 feet and a paved width of 22.4 feet (see **Exhibit 4H**). The applicant is proposing to install 5-foot sidewalks with curb and gutter, pave between the curb and existing travel way to provide a full 16-foot-wide travel lane, and plant street trees between the sidewalk and property line (see **Exhibit 4H**).
- The applicant is proposing to install a new streetlight on each of the two frontages (see **Exhibit 4C**).

TRAFFIC GENERATION

- The applicant submitted a Transportation Impact Study Letter (**Exhibit 5**), which provides the

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<sup>2</sup> City of Scappoose, Transportation System Plan: Volume 1, 2016, Figures 12 & 13a.

Myrtle and Oak Subdivision

anticipated number of daily trips, including morning and evening peak hour trips, of the proposed development.

- The 10 single-family attached houses are anticipated to generate 26 daily weekday trips, including 7 morning peak hour trips and 9 evening peak hour trips.
- Due to the low volume of expected daily weekday trips, no new transportation facilities or mitigation measures will be required.

UTILITIES

- There is currently an 8-inch concrete sewer main in both SE Myrtle Street and SE Oak Street. The applicant proposes to connect new 4-inch laterals to the mains to serve each new lot (see **Exhibit 4F**). The recommended Conditions of Approval will require the applicant to video inspect the existing sewer lateral in SE Myrtle Street and submit it to the City for inspection and approval if it will be used for this development. If the lateral is insufficient as determined by the Public Works Director, City Engineer, or Building Official, the applicant will be required to replace it prior to the completion of street improvements.
- The applicant is proposing to install new curb and gutter along their SE Myrtle Street and SE Oak Street frontages to be conveyed to separate catch basins (see **Exhibit 4E**). The applicant is also proposing to install soakage trenches on each new lot for on-site stormwater management (see **Exhibit 4E**). Based on the infiltration rates of the site, Lots 1, 5, 8, and 10 will require an 81.5 square foot soakage trench and Lots 2-4, 6-7, and 9 will require a 54.5 square foot soakage trench (see **Exhibit 6, pp. 4-5**). The proposed stormwater management system is designed to accommodate a 100-year storm event (see **Exhibit 6, p. 5**).
- The applicant is proposing to upsize the existing water main in SE Myrtle Street from the western end of the subject site's frontage to SE 4th Street so that the main is 8 inches (see **Exhibits 3, p. 24 & 4F**). The City has agreed to provide engineered plans and \$50,000 of American Rescue Plan Act (ARPA) funds towards this upgrade. The City Council's ARPA fund allocation also included \$250,000 towards upsizing the existing water main in SE Oak Street between SE 3rd Street and SE 4th Street so that the main is 8 inches. This will be completed by the City at a later time. If the applicant is ready to connect before the water main upgrade has been completed by the City, they may connect to the existing 2-inch oxide dispersion strengthened alloys (ODS) water main. If the upgrades have been completed, the applicant is proposing to utilize the new 8-inch line as shown in their Utility Plan (**Exhibit 4F**). The applicant is proposing to connect new 1-inch laterals to the water mains to serve each lot (see **Exhibit 4F**).

LANDSCAPING, SCREENING, AND STREET TREES

- The applicant is proposing to plant 9 deciduous street trees along the SE Myrtle Street frontage and 4 deciduous street trees along the SE Oak Street frontage (see **Exhibit 4C**).
- Street trees will be required to be planted in the right-of-way and to be of a species on the Approved Street Tree list.

PUBLIC AND PRIVATE AGENCIES

- The City of Scappoose Interim City Manager, Public Works Director, Interim Public Safety

## Myrtle and Oak Subdivision

Director, Columbia County Building Official, Scappoose Rural Fire Protection District, Columbia River PUD, and Scappoose School District Superintendent have been provided an opportunity to review and comment on the proposal. The City Engineer's comments are incorporated throughout this report.

- The Columbia County Building Official provided a referral comment (**Exhibit 7**) stating that they have reviewed the application and have no objection to its approval as submitted.
- The Scappoose School District provided a referral comment (**Exhibit 8**) stating that they have reviewed the application and have no objection to its approval as submitted.
- The City of Scappoose Public Works Director provided a referral comment (**Exhibit 9**) stating that they have reviewed the application and have no objection to its approval as submitted.
- The Columbia River PUD provided a referral comment (**Exhibit 10**) requesting an 8-foot public utility easement (PUE) along the frontages of the properties on both SE Oak Street and SE Myrtle Street. The PUD also states that if PUD facilities will cross tax lots, then an easement will be required prior to the installation of services. The PUD clarified that they will not require the applicant to underground the existing overhead utilities and that proposals for street lighting must be submitted and approved by the City of Scappoose before being submitted to the PUD. Lastly, the PUD stated that pole-mounted street lighting will need to be on poles owned by the PUD, noting that the poles currently proposed for street lighting are owned by Lumen. These requirements are included in the recommended Conditions of Approval, as applicable.
- The Scappoose Rural Fire Protection District provided a referral comment (**Exhibit 11**), which listed requirements related to fire hydrants, fire access, addressing, and code requirements. The applicable requirements have been listed 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 June 27, 2024; posted on Pamplin Media's website on June 24, 2024; and published in the July 5, 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 corners of the subject site are not adjacent to an intersection of two streets or a street and a railroad (see **Exhibit 4B**). The applicant is proposing to construct a residential

## Myrtle and Oak Subdivision

driveway to each townhouse (see **Exhibits 4C**). Visual clearance will be required to be maintained at all driveways. 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 (see **Exhibit 4C**). 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:** The areas of the driveways have negligible slopes in terms of their impact on visual clearance (see **Exhibit 4D**). Without any slopes causing a visual clearance hazard, stricter visual clearance requirements will not be established. Section 12.10.020(C) is satisfied.

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

**Finding:** The VCAs are proposed to be free of any objects that could impede visual clearance (see **Exhibit 4C**). Therefore, no exemptions are necessary to satisfy the requirements of this chapter. Section 12.10.020(D) is satisfied.

#### 12.10.030 Visual clearance area dimensions

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

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

*[...]*

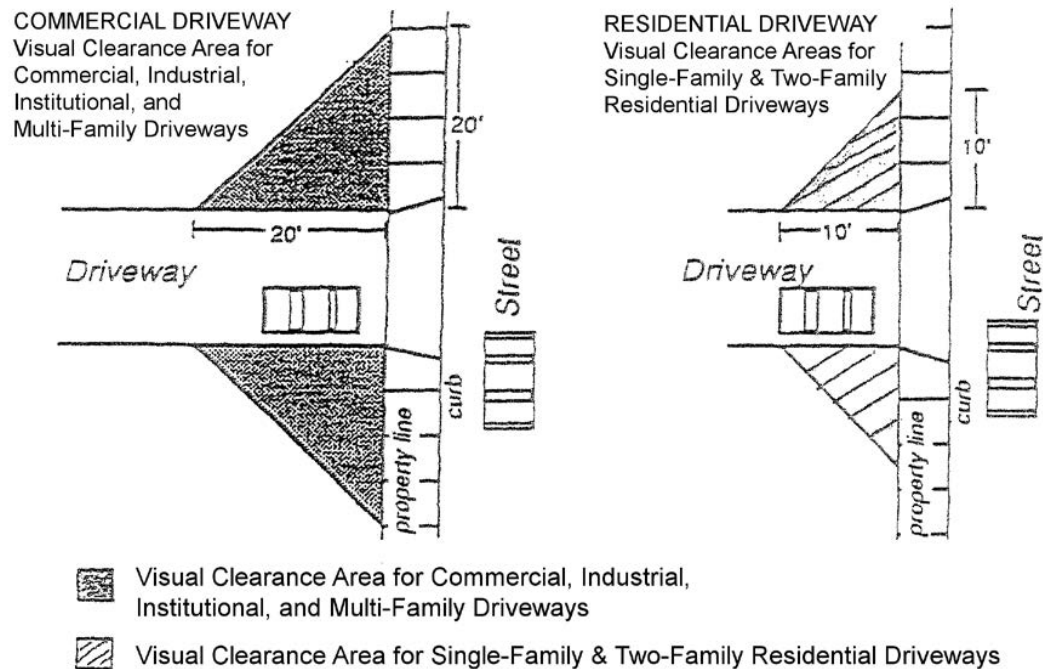
*B. Driveway Intersections (see also Figure 12.10.2):*

*[...]*

*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 corners of the subject site are not adjacent to an intersection of two streets or a street and a railroad (see **Exhibit 4B**) so visual clearance will not be required for the street intersections; see Section 12.10.020(A). Each driveway will need to comply with the visual clearance standards for a residential driveway. The recommended Conditions of Approval will require that all driveways conform to the 10-foot visual clearance standards. Section 12.10.030 is satisfied.

## Chapter 17.50 R-4 MODERATE DENSITY RESIDENTIAL

### 17.50.030 Permitted and Conditional uses.

Use	
[...]	[...]
Townhouse, limited to a maximum of four attached townhomes	Permitted outright <sup>1</sup>
[...]	[...]

**1** These uses and their accessory uses are permitted in the R-4 zone outright outside of the Scappoose Creek Flood Plain. In the R-4 zone within the Scappoose Creek Flood Plain only uses listed in Section 17.84.040 shall be permitted.

[...]

**Finding:** The applicant is proposing to subdivide the subject site into 10 lots to support a townhouse on each lot (see **Exhibit 2**). Townhouses are outright permitted in the Moderate

## Myrtle and Oak Subdivision

Density Residential (R-4) zone. Lots 1-4, 5-8, and 9-10 are proposed to be three respective structures of 4, 4, and 2 townhouses (see **Exhibit 4C**), satisfying the maximum number of attached townhomes. The subject site is not within the 100-year floodplain. Section 17.78.030 is satisfied.

17.50.050 Dimensional requirements.

<b>Dimensional Requirements</b>	<b>Requirement<sup>1</sup></b>
<i>Minimum lot area:</i>	
<i>Outside of the Scappoose Creek Flood Plain</i>	
<i>[...]</i>	<i>[...]</i>
<i>Townhouse</i>	<i>Seven thousand square feet for the first two attached units and two thousand square feet for each additional unit</i>
<i>[...]</i>	<i>[...]</i>
<i>Minimum lot width</i>	
<i>[...]</i>	<i>[...]</i>
<i>Townhouse</i>	<i>Twenty-five feet per unit</i>
<i>Minimum setback</i>	
<i>Front Yard</i>	<i>Fifteen feet</i>
<i>Front of garages or carports</i>	<i>Twenty feet from the property line where access occurs</i>
<i>Side yard</i>	<i>Total a minimum of fifteen feet with one setback not less than ten feet, which shall be on the street side for corner lots</i>
<i>Rear yard</i>	<i>Twenty feet</i>
<i>[...]</i>	<i>[...]</i>
<i>Maximum height</i>	<i>Thirty-five feet in height.</i>
<i>[...]</i>	<i>[...]</i>
<i>Principal building per lot</i>	<i>One</i>
<i>Maximum building coverage</i>	<i>Forty percent of the lot area</i>

**Finding:** Lots 1-4 and 5-8 are each proposed to support a 4-townhouse structure (see **Exhibit 4C**), which would require both groups of lots to each be at least 11,000 cumulative square feet. Lots 9-10 are proposed to support a 2-townhouse structure (see **Exhibit 4C**), which would require these lots to be at least 7,000 cumulative square feet. Lots 1-4 are proposed to be ~12,491 cumulative square feet, Lots 5-8 are proposed to be ~12,497 cumulative square feet, and Lots 9-10 are proposed to be ~7,243 cumulative square feet (see **Exhibit 4K**). Each of the proposed lots exceed the minimum lot width, with the shortest being 27 feet (see **Exhibit 4K**). The Proposed Conditions Plan (**Exhibit 4C**) demonstrates that the required setbacks can be met. Setbacks, building height, and building coverage will be reviewed for conformance by Planning staff at the time of building permit issuance. The applicant is proposing to construct 1 townhouse per lot (see **Exhibit 4C**). Section 17.50.050 is satisfied.

*Chapter 17.104*  
**STREET TREES**

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.*

**Finding:** The applicant is proposing to subdivide the subject site into 10 lots to support townhouses (see **Exhibit 2**), which falls under the definition of development; see Section 17.26.030. Therefore, street trees are required. If any street trees are proposed to be removed in the future, the provisions of Chapter 17.140 will be applied. Section 17.104.020 is satisfied.

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 9 deciduous street trees on their SE Myrtle Street frontage and 4 deciduous street trees on their SE Oak Street frontage (see **Exhibit 4C**). The applicant will be required by the recommended Conditions of Approval to plant street trees of a species on 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.*

**Finding:** The recommended Conditions of Approval will require the street trees to be a minimum height of 10 feet at the time of planting. Section 17.104.040(B) is satisfied.

*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*

## Myrtle and Oak Subdivision

*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.*

**Finding:** The applicant has not proposed a species of tree to be planted at this time. The recommended Conditions of Approval will require the applicant to space the street trees according to this section once a species is selected. Section 17.104.040(C) is satisfied.

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

**Finding:** There are existing utility lines on both the SE Myrtle Street and SE Oak Street frontages. Street trees are proposed within 10 feet of both overhead utility lines (see **Exhibits 4G & 4H**) and so the recommended Conditions of Approval will require the applicant to select a street tree species whose height at maturity is less than 25 feet. Section 17.104.040(D) is satisfied.

*E. Street trees shall be planted in accordance with the requirements of Scappoose Municipal Code Section 13.28.020(C).*

**Finding:** The recommended Conditions of Approval will require the applicant to plant street trees in accordance with Section 13.28.020(C). Section 17.104.040(E) is satisfied.

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*

## Myrtle and Oak Subdivision

*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. 7**) that they acknowledge and accept the responsibilities and regulations above. Sections 17.104.060, 17.104.070, and 17.104.080 are satisfied.

## Chapter 17.150 LAND DIVISION–SUBDIVISION

**17.150.020 General provisions.**

*A. An application for a subdivision shall be processed through a two-step process, the tentative plan and the final plat:*

- 1. The tentative plan shall be approved by the planning commission before the final plat can be submitted for approval consideration; and*
- 2. The final plat shall reflect all conditions of approval of the tentative plan.*

**Finding:** The applicant has submitted a Preliminary Subdivision Plat (**Exhibit 4K**) to be reviewed for approval by the Planning Commission. Section 17.150.020(A) is satisfied.

*B. All subdivision proposals shall be in conformity with all state regulations set forth in ORS*

## Myrtle and Oak Subdivision

*Chapter 92, Subdivisions and Partitions.*

**Finding:** The recommended Conditions of Approval will require the applicant to comply with Oregon Revised Statutes (ORS) Chapter 92, Subdivisions and Partitions. Section 17.150.020(B) is satisfied.

*C. When subdividing tracts into large lots, the planning commission shall require that the lots be of such size and shape as to facilitate future re-division in accordance with the requirements of the zoning district and this title.*

**Finding:** The largest proposed lot is ~3,621 square feet (see **Exhibit 4K**), which is not large enough to be further subdivided. Section 17.150.020(C) is not applicable.

*D. 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 a 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 the 100-year floodplain. Section 17.150.020(D) is not applicable.

*E. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located to minimize flood damage and constructed according to public works design standards and specifications.*

**Finding:** The existing and proposed utilities pose no additional threat of flood damage (see **Exhibit 3, p. 9**). The recommended Conditions of Approval will require the applicant to construct all utilities according to the Scappoose Public Works Design Standards (PWDS). Section 17.150.020(E) is satisfied.

*F. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.*

**Finding:** The applicant is proposing to install new curb and gutter along their SE Myrtle Street and SE Oak Street frontages to be conveyed to separate catch basins (see **Exhibit 4E**). The applicant is also proposing to install soakage trenches on each new lot for on-site stormwater management (see **Exhibit 4E**). Based on the infiltration rates of the site, Lots 1, 5, 8, and 10 will require an 81.5 square foot soakage trench and Lots 2-4, 6-7, and 9 will require a 54.5 square foot soakage trench (see **Exhibit 6, pp. 4-5**). The proposed stormwater management system is designed to accommodate a 100-year storm event (see **Exhibit 6, p. 5**). Section 17.150.020(F) is satisfied.

*G. Where base flood elevation has not been provided or is not available from another authoritative source, it shall be generated by the developer.*



## Myrtle and Oak Subdivision

**Finding:** The subject site is not within the 100-year floodplain. Section 17.150.020(G) is not applicable.

*H. All subdivision proposals shall include neighborhood circulation plans that conceptualize future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicular/bicycle/pedestrian transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points and must meet the criteria in 17.120(Q). A circulation plan is conceptual in that its adoption does not establish a precise alignment.*

**Finding:** The proposed development does not create any new streets and the surrounding conditions do not allow for further development, so a neighborhood circulation plan will not be required. Section 17.150.020(H) is not applicable.

17.150.040 Expiration of approval–Standards for extension of time.

*A. The tentative plan approval by the planning commission shall lapse if:*

- 1. A final plat has not been submitted within a one-year period; or*
- 2. The final plat does not conform to the tentative plan as approved or approved with conditions.*

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

- 1. No changes are made on the original tentative plan as approved by the planning commission;*
- 2. The applicant has expressed written intent of submitting a final plat within the one-year extension period;*
- 3. There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based; and*
- 4. An extension of time will not preclude the development of abutting properties.*

*C. Notice of the decision regarding the extension shall be provided to the applicant. The planner's decision may be appealed by the applicant.*

**Finding:** If approved by the Planning Commission on July 11, 2024, the approval for the Preliminary Plat shall be effective until July 11, 2025. Approval of the Preliminary Plat will be revoked if the Final Plat has not been submitted within one year or the Final Plat does not conform to the Preliminary Plat as approved, including the Conditions of Approval. 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 17.150.040 is satisfied.

17.150.060 Approval standards–Tentative plan.

*A. The planning commission may approve, approve with conditions or deny a tentative plan based on the following approval criteria:*

- 1. The proposed tentative plan shall comply with the city's comprehensive plan, the*

## Myrtle and Oak Subdivision

*applicable chapters of this title, the public works design standards, and other applicable ordinances and regulations;*

**Finding:** The Preliminary Subdivision Plat submitted by the applicant (**Exhibit 4K**) conforms to the standards of the Comprehensive Plan, Municipal Code, PWDS, and all other applicable standards as discussed throughout this staff report. Section 17.150.060(A)(1) is satisfied.

*2. The proposed plat name is not duplicative and otherwise satisfies the provisions of ORS Chapter 92.090(1);*

**Finding:** The applicant has not yet proposed a name for the Subdivision Plat. The applicant will be required by the recommended Conditions of Approval to confirm with the County Surveyor's office that the name for the Subdivision Plat is acceptable prior to recording the Final Plat. Section 17.150.060(A)(2) is satisfied.

*3. The streets and roads are laid out so as to conform to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects, including conformance with neighborhood circulation plans, unless the city determines it is in the public interest to modify the street or road pattern; and*

**Finding:** While the proposal is for a subdivision, the layout of the streets is existing and not proposed to be altered by this development (see **Exhibits 4B & 4C**). Section 17.150.060(A)(3) is satisfied.

*4. An explanation has been provided for all public improvements.*

**Finding:** The applicant has submitted a Narrative (**Exhibit 3**), Utility Plan (**Exhibit 4F**), Public Improvement Plan for Myrtle Street (**Exhibit 4G**), and a Public Improvement Plan for Oak Street (**Exhibit 4H**) to propose their plan for all public improvements. Section 17.150.060(A)(4) is satisfied.

*B. The planning commission may attach such conditions as are necessary to carry out the comprehensive plan and other applicable ordinances and regulations and may require reserve strips be granted to the city for the purpose of controlling access to adjoining undeveloped properties.*

**Finding:** This staff report includes recommended Conditions of Approval, which the Planning Commission may adopt in order to carry out all the applicable requirements of this proposal. Section 17.150.060(B) is satisfied.

*Chapter 17.154*  
**STREET AND UTILITY IMPROVEMENT STANDARDS**

## Myrtle and Oak Subdivision

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 property has frontage on SE Myrtle Street and SE Oak Street (see **Exhibit 4B**). Both streets are classified by the TSP<sup>3</sup> as Local Streets, which require 54 feet of right-of-way width comprised of 32 feet of vehicular travel way & parking, two 5.5-foot planter strips, two 5-foot sidewalks, and two 6-inch utility areas. SE Myrtle Street currently has a right-of-way width of 60 feet and a paved width of 34 feet (see **Exhibit 4G**). The applicant is proposing to grind and inlay pave 17.5 feet of SE Myrtle Street from centerline south, install 5-foot sidewalks with curb and gutter, and plant street trees between the sidewalk and property line (see **Exhibit 4G**). SE Oak Street currently has a right-of-way width of 55 feet and a paved width of 22.4 feet (see **Exhibit 4H**). The applicant is proposing to install 5-foot sidewalks with curb and gutter, pave between the curb and existing travel way to provide a full 16-foot-wide travel lane, and plant street trees between the sidewalk and property line (see **Exhibit 4H**). 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:*

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<sup>3</sup> City of Scappoose, Transportation System Plan: Volume 1, 2016, Figures 12 & 13a.

## Myrtle and Oak Subdivision

1. *The council may approve the creation of a street by deed of dedication without full compliance with the regulations applicable to subdivisions or major partitions if any one or more of the following conditions are found by the council to be present:*
  - a. *Establishment of a street is initiated by the council and is found to be essential for the purpose of general traffic circulation, and partitioning of subdivision of land has an incidental effect rather than being the primary objective in establishing the road or street for public use; and*
  - b. *The tract in which the road or street is to be dedicated is an isolated ownership of one acre or less and such dedication is recommended by the commission to the council based on a finding that the proposal is not an attempt to evade the provisions of this title governing the control of subdivisions or major partitions.*
2. *With each application for approval of a road or street right-of-way not in full compliance with the regulations applicable to the standards, the proposed dedication shall be made a condition of subdivision and major partition approval:*
  - a. *The applicant shall submit such additional information and justification as may be necessary to enable the commission in its review to determine whether or not a recommendation for approval by the council shall be made;*
  - b. *The recommendation, if any, shall be based upon a finding that the proposal is not in conflict with the purpose of this title or the city's public works design standards relating to street standards and street acceptance policies;*
  - c. *The commission, in submitting the proposal with a recommendation to the council, may attach conditions which are necessary to preserve the standards of this title;*
  - d. *All deeds of dedication shall be in a form prescribed by the city and shall name "the city of Scappoose, Oregon" or "the public," whichever the city may require, as grantee;*
  - e. *All instruments dedicating land to public use shall bear the approval by the city manager accepting the dedication prior to recording.*
3. *No person shall create a street or road for the purpose of partitioning an area or tract of land without the approval of the city.*

**Finding:** While the application is for a Subdivision, no new streets or rights-of-way would be created by this development (see **Exhibit 4C**). 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 proposing an access easement (see **Exhibit 3, p. 18**) nor will one be

## Myrtle and Oak Subdivision

required. Section 17.154.030(C) is satisfied.

*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 property has frontage on SE Myrtle Street and SE Oak Street (see **Exhibit 4B**). Both streets are classified by the TSP<sup>4</sup> as Local Streets, which require 54 feet of right-of-way width and a 32-foot paved section. SE Myrtle Street currently has a right-of-way width of 60 feet and the applicant is proposing to grind and inlay pave 17.5 feet of SE Myrtle Street from centerline south (see **Exhibit 4G**). SE Oak Street currently has a right-of-way width of 55 feet and the applicant is proposing to pave between the curb and existing travel way to provide a full 16-foot-wide travel lane (see **Exhibit 4H**). Section 17.154.030 (D-E) is 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:** SE Myrtle Street and SE Oak Street are existing streets (see **Exhibit 4B**) and no new streets are proposed (see **Exhibit 4K**). Section 17.154.030(F-G) is not applicable.

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<sup>4</sup> City of Scappoose, Transportation System Plan: Volume 1, 2016, Figures 12 & 13a.

## Myrtle and Oak Subdivision

*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 Arterial street. 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:*



## Myrtle and Oak Subdivision

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 City Engineer 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 applicant is proposing to establish one joint mailbox to the northeast of Lot 10 to serve Lots 1-4 and 9-10 (see **Exhibit 4G**) and one joint mailbox to the southeast of Lot 5 to serve Lots 5-8 (see **Exhibit 4H**). The recommended Conditions of Approval will require the Scappoose Postmaster to approve the location of the mailboxes prior to Final Plat approval. 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:** The Transportation Impact Study Letter (**Exhibit 5**) does not indicate the need for a

traffic signal. Section 17.154.030(Q) is not applicable.

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

**Finding:** The applicant is proposing to install 2 new streetlights on existing utility poles (see **Exhibits 4G & 4H**). The Columbia River PUD provided a referral comment (**Exhibit 10**) stating that any pole-mounted street lighting will need to be on poles owned by the PUD, noting that the poles currently proposed for street lighting are owned by Lumen. The recommended Conditions of Approval will require the applicant to install streetlights on poles owned by the Columbia River PUD and in accordance with the PWDS. Section 17.154.030(R) is satisfied.

*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*

## Myrtle and Oak Subdivision

*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 Transportation Impact Study Letter (**Exhibit 5**), which provides the anticipated number of daily trips, including morning and evening peak hour trips, of the proposed development. The 10 single-family attached houses are anticipated to generate 26 daily weekday trips, including 7 morning peak hour trips and 9 evening peak hour trips. 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:** While the application is for a Subdivision, the adjacent streets are existing (see **Exhibit 4B**) and no new streets are proposed (see **Exhibit 4K**). Therefore, the applicant does not have control of street placement or block dimensions. 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

## Myrtle and Oak Subdivision

*applicable district and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development.*

**Finding:** The Columbia River PUD provided a referral comment (**Exhibit 10**) stating that an 8-foot PUE will be required on the frontage of all 10 lots and that any utilities that run through multiple tax lots by crossing property lines will require an easement as well. The applicant is proposing to establish an 8-foot PUE on the frontage of each proposed lot (see **Exhibits 4G & 4H**). The recommended Conditions of Approval will require the applicant to depict an 8-foot PUE on the frontage of all 10 lots as well as any easements for utilities crossing property lines on the Final Plat. 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:** SE Myrtle Street and SE Oak Street are both classified by the TSP<sup>5</sup> as Local Streets, which require 5-foot-wide sidewalks. The applicant is proposing 5-foot sidewalks on their SE Myrtle Street (see **Exhibit 4G**) and SE Oak Street (see **Exhibit 4H**) frontages. The applicant has stated in their Narrative (**Exhibit 3, p. 21**) that they understand and accept that maintenance of sidewalks and curbs will be the continuing obligation of the property owner. The applicant is not proposing a

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<sup>5</sup> City of Scappoose, Transportation System Plan: Volume 1, 2016, Figures 12 & 13a.

non-remonstrance agreement (**Exhibit 3, p. 22**). Section 17.154.070 is satisfied.

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:** There is no applicable adopted development plan showing a public use or proposed park within the subject site and the proposed development is for private residences, 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 SE Myrtle Street and SE Oak Street. The applicant proposes to connect new 4-inch laterals to the mains to serve each new lot (see **Exhibit 4F**). The recommended Conditions of Approval will require the applicant to video inspect the existing sewer lateral in SE Myrtle Street and submit it to the City for inspection and approval if it will be used for this development. If the lateral is insufficient as determined by the Public Works Director, City Engineer, or Building Official, the applicant will be required to replace it prior to the completion of street improvements. The City of Scappoose Public Works Director provided a referral comment (**Exhibit 9**) stating that they have reviewed the application, including the Utility Plan, and have no objection to its approval as submitted. Section 17.154.090



## Myrtle and Oak Subdivision

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 new curb and gutter along their SE Myrtle Street and SE Oak Street frontages to be conveyed to separate catch basins (see **Exhibit 4E**). The applicant is also proposing to install soakage trenches on each new lot for on-site stormwater management (see **Exhibit 4E**). Based on the infiltration rates of the site, Lots 1, 5, 8, and 10 will require an 81.5 square foot soakage trench and Lots 2-4, 6-7, and 9 will require a 54.5 square foot soakage trench (see **Exhibit 6, pp. 4-5**). The proposed stormwater management system is designed to accommodate a 100-year storm event (see **Exhibit 6, p. 5**). The City of Scappoose Public Works Director provided a referral comment (**Exhibit 9**) stating that they have reviewed the application, including the Stormwater Plan and the Stormwater Report, and have no objection to its approval as submitted. The recommended Conditions of Approval will require the applicant to submit a stormwater maintenance and operation agreement to the City for review and approval prior to approval of the Final Plat. 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:*

## Myrtle and Oak Subdivision

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

**Finding:** The applicant is proposing to upsize the existing water main in SE Myrtle Street from the western end of the subject site's frontage to SE 4th Street so that the main is 8 inches (see **Exhibits 3, p. 24 & 4F**). The City has agreed to provide engineered plans and \$50,000 of American Rescue Plan Act (ARPA) funds towards this upgrade. The City Council's ARPA fund allocation also included \$250,000 towards upsizing the existing water main in SE Oak Street between SE 3rd Street and SE 4th Street so that the main is 8 inches. This will be completed by the City at a later time. If the applicant is ready to connect before the water main upgrade has been completed by the City, they may connect to the existing 2-inch oxide dispersion strengthened alloys (ODS) water main. If the upgrades have been completed, the applicant is proposing to utilize the new 8-inch line as shown in their Utility Plan (**Exhibit 4F**). The applicant is proposing to connect new 1-inch laterals to the water mains to serve each lot (see **Exhibit 4F**). 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 ESC (Erosion & Sediment Control) Plan (**Exhibit 4J**). The City of Scappoose Public Works Director provided a referral comment (**Exhibit 9**) stating that they have reviewed the application, including the ESC Plan, and have no objection to its approval as submitted. 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>6</sup> does not indicate SE Myrtle Street or SE Oak Street as proposed bicycle routes. Section 17.154.110 is not applicable.

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<sup>6</sup> City of Scappoose, Transportation System Plan: Volume 1, 2016, Figure 11.

## Myrtle and Oak Subdivision

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.*

**Finding:** There are existing overhead power lines on both SE Myrtle Street and SE Oak Street. The Columbia River PUD provided a referral comment (**Exhibit 10**) stating that undergrounding the existing above ground lines will not be required. The applicant will be required by the recommended Conditions of Approval to make any improvements to water or sewer infrastructure 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.

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.*

**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 17.154.140 is satisfied.

### *Chapter 17.164*

#### *PROCEDURES FOR DECISION MAKING—LIMITED LAND USE DECISIONS*

##### *17.164.110 Approval authority responsibilities.*

*[...]*

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

*1. Subdivisions pursuant to Chapter 17.150.*

*[...]*

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

**Finding:** Since this is a proposal for a Preliminary Subdivision Plat approval (**Exhibit 2**), Planning Commission will be the approval authority. 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.*

*[...]*

*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;*

## Myrtle and Oak Subdivision

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 June 27, 2024. The applicant has provided a signed affidavit certifying that onsite noticing has been posted as of June 27, 2024. Notice of the hearing was published in the July 5, 2024 edition of the Columbia County Spotlight and on Pamplin Media's website on June 24, 2024. The public has until July 10, 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, Columbia River PUD, and Scappoose School District. Section 17.164.130 is satisfied.

17.164.150 Decision process.

- A. *The decision shall be based on proof by the applicant that the application fully complies with:*
  1. *The city comprehensive plan; and*
  2. *The relevant approval standards found in the applicable chapter(s) of this title and other applicable implementing ordinances;*
- B. *Consideration may also be given to:*
  1. *Proof of a substantial change in circumstances; and*
  2. *Factual written statements from the parties, other persons and other governmental agencies relevant to the existing conditions, other applicable standards and criteria, possible negative or positive attributes of the proposal or factors in subsections (A) or (B)(1) of this section.*

**Finding:** The applicant has submitted a complete proposal for Preliminary Subdivision Plat. Findings related to the approval criteria have been addressed within this 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** SB 1-24, subject to the following conditions:

## SUBDIVISION PLAT

1. Approval of this Preliminary Subdivision Plat shall be effective until July 11, 2025.
2. The applicant shall prepare a Final Subdivision Plat that demonstrates compliance with the dimensional requirements specified in Section 17.50.050 of the Scappoose Development Code and that conforms to the requirements of Oregon Revised Statutes Chapter 92, Subdivisions and Partitions. The plat shall include a note that states "This Plat is subject to the Conditions of Approval imposed by the City of Scappoose for local file # SB 1-24."
3. The applicant shall confirm with the County Surveyor's office that the name for the Subdivision Plat is acceptable prior to recording the Final Plat.
4. The applicant shall depict an 8-foot public utility easement along the frontage of each proposed lot on the Final Plat.
5. The applicant shall depict easements for any utilities (public or franchise) that run through multiple properties and cross property lines on the Final Plat.
6. The applicant shall submit a full-sized draft of the Final Subdivision Plat to the City for review and approval prior to submitting the Plat to Columbia County. After City approval of the Final Plat, the Plat shall be recorded with Columbia County. An electronic copy of the recorded documents shall be provided to the City within 15 days of recording.

## UTILITIES AND STREET IMPROVEMENTS

7. The applicant shall submit plans for streets, utilities, and other public infrastructure that have been prepared by a registered professional engineer, licensed in the State of Oregon, and adhere to the applicable Scappoose Municipal Codes, utility Master Plans, and Scappoose Public Works Design Standards. All applicable improvements shown in the construction documents shall be referenced vertically to the NAVD 88 datum and horizontally to the NAD 1983 HARN State Plane Oregon North FIPS 3601 (Intl Feet).
8. Prior to approval of final subdivision construction plans, the applicant shall submit detailed plans for storm drainage, sanitary sewage collection, and water distribution that incorporate the requirements of this land use decision, Scappoose Municipal Code, Scappoose Public Works Design Standards (current ODOT/APWA "Oregon Standard Specifications for Construction" and the current "Oregon Standard Drawings") to the City for review and approval.
9. The applicant shall obtain a National Pollutant Discharge Elimination System (NPDES) permit from the Oregon Department of Environmental Quality and a grading permit from



## Myrtle and Oak Subdivision

the City of Scappoose, if applicable, prior to any earthwork. A copy of the approved NPDES permit shall be submitted to the City Engineer prior to approval of the Grading Permit for construction of the subdivision. Provide erosion control measures meeting the requirements of the City of Scappoose Public Works Design Standards, Section 2.0051. For Subdivision plats, temporary erosion control measures shall also be utilized by subsequent builders during construction of dwellings and other lot improvements.

10. The applicant shall submit any easements related to the provision, extension, or maintenance of utilities to the City Engineer for review and approval prior to filing the Final Plat. All public utilities that run across private property shall be within an exclusive public utility easement, as required by the Scappoose Public Works Design Standards, and in all cases shall be wide enough to allow construction and maintenance work to proceed within the easement limits. Any easements to allow access and maintenance of private drainage lines or other common elements and their associated appurtenances shall meet the applicable requirements of the developer and the Oregon Structural Specialty Code and Oregon Plumbing Specialty Code, whichever is a higher standard.
11. The applicant shall plant street trees on their SE Myrtle Street and SE Oak Street frontages in accordance with Section 13.28.010(C) and Chapter 17.104 prior to final occupancy inspections. The final construction plans shall provide a detail for root guard to protect sidewalks and other surroundings. At the time of planting, all street trees shall have a 2-inch minimum caliper, be no less than 10 feet in height, 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. The applicant shall select a street tree species whose height at maturity is less than 25 feet due to the overhead power lines. 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.
12. The applicant shall grind and inlay pave a 17.5-foot-wide street section on the SE Myrtle Street frontage and pave between the curb and existing travel way to provide a full 16-foot-wide travel lane to a clean edge of AC (asphalt concrete) along on the SE Oak Street frontage.
13. The applicant shall install the proposed curbs, ramps, driveways, and streetlights in compliance with the Scappoose Public Works Design Standards.
14. The applicant's registered professional surveyor shall verify with the City that monuments have been either undisturbed or reestablished following the completion of street improvements.
15. The applicant shall install any street signs required by the City Engineer at their cost and labor.

## Myrtle and Oak Subdivision

16. The applicant shall install locking cluster mailboxes to serve the development, subject to the approval of the Scappoose Postmaster and City Engineer. The mailboxes shall comply with Section 17.154.030(P), Chapter 11 of the Oregon Structural Specialty Code, and U.S. Postal Service regulations.
17. The applicant shall install streetlights such that there is at least one streetlight per 150 feet on each frontage. Streetlights shall only be installed on poles owned by the Columbia River PUD.
18. The applicant shall provide sanitary sewer meeting the requirements of the City of Scappoose PWDS. The applicant shall video inspect the existing sewer lateral in SE Myrtle Street and submit it to the City for inspection and approval if it will be used for this development. If the lateral is insufficient as determined by the Public Works Director, City Engineer, or Building Official, the applicant will be required to replace it prior to the completion of street improvements.
19. The applicant shall provide stormwater conveyance, treatment, and disposal for the proposed stormwater facilities which meets the requirements of the Scappoose Public Works Design Standards subject to approval of the City Engineer. Clean Water Services or City of Portland standards are acceptable treatment methods. The storm retention system shall be privately owned and maintained. The project engineer shall provide calculations demonstrating that the treatment and/or detention capacity of the proposed system is adequate.
20. The applicant shall submit a hydraulic analysis and final stormwater report to the City Engineer for review and approval. These materials shall demonstrate to the satisfaction of the City Engineer.
21. The applicant shall submit a stormwater access easement and covenant agreement for maintenance and operation of the stormwater facilities to the City for review and approval prior to Final Plat approval.
22. The applicant shall construct an 8-inch water main in SE Myrtle Street from the western end of the subject site's frontage to SE 4th Street. The water main shall include an 8-inch isolation valve and blow-off at the end of the water lines, as directed by the City Engineer and in accordance with the Scappoose Public Works Design Standards. Water lines shall be tested in accordance with the American Water Works Association and Scappoose Public Works Design Standards.
23. The applicant shall provide computations to the City Engineer and Fire Chief demonstrating adequate domestic and fire flow for the subdivision.

Myrtle and Oak Subdivision

24. The applicant shall make any improvements to water or sewer infrastructure prior to the completion of street improvements.
25. The applicant shall enter into a construction Improvement Agreement with the City of Scappoose for all public improvements and provide a performance bond for 110% of the Public Works Construction costs, prior to the City's issuance of the Notice to Proceed for commencement of work.
26. Prior to issuing the Notice to Proceed, the developer shall Obtain a Right of Way (ROW) permit for Type III work including the contact information of the owner and general contractor and pay inspection fees to the City of Scappoose.
27. Prior to issuing the Notice to Proceed, the developer shall obtain a Grading permit listing the quantities of the cuts and fills and pay the associated fees to the City of Scappoose.

FIRE LIFE SAFETY

28. The applicant shall adhere to all applicable code requirements for the occupancy as designated per Oregon Fire Code and Oregon Structural Specialty Code or Oregon Residential Specialty Code.





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Myrtle and Oak Townhomes  
Local File # SB 1-24  
3212-DB-03000  
3212-DA-02501

- Subject site
- Tax lots
- Streets



## Vicinity Map

0 0.01 0.03 0.05 mi





**Scappoose Planning Department**  
 33568 E. Columbia Ave. Scappoose, OR 97056  
 Phone: 503-543-7146 Fax: 503-543-7182  
[www.ci.scappoose.or.us](http://www.ci.scappoose.or.us)

## SUBDIVISION PRELIMINARY PLAT 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 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.**

### TRACKING INFORMATION (For Office Use Only)

Application Submittal Includes:

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

Date Submitted with payment: \_\_\_\_\_

Receipt #: \_\_\_\_\_

File # \_\_\_\_\_ Hearing Date \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Tax Map #(s) 3212-DB-03000: 3212-DA-02501 Tax Lot #(s) 3000: 2501

Frontage Street or Address SE Myrtle St: 33741 SE Oak St Scappoose OR 97056

Nearest Cross Street SE 4th St

Plan Designation \_\_\_\_\_ Zoning R-4 (Mod. Res.) Site Size 0.74 ☒ acres ☐ sq. ft.

Dimensions Lot 3000: 125'x197.3' · Lot 2501: 72.5'x99.9' · Myrtle St Frontage= 197.5' · Oak St Frontage= 125'

### SUMMARY OF REQUEST

Proposed Project Name Myrtle and Oak Townhomes

Project Type/Narrative Summary: (Provide a brief summary and specify project type: Single Family Residential (SFR), Multi-family Residential (MFR), Commercial (C), Industrial (I)) Townhomes. Lots 3000 and 2501 will be subdivided and townhomes will be constructed on the resulting 10 lots

**NOTE:** If a residential project is proposed, a Residential Density Calculation Worksheet (page attached) must be submitted.

Is a Variance Requested? ☒ Yes ☐ No

If Yes, identify type of request: ☐ Minor Variance ☐ Major Variance

**NOTE:** Procedures and Applicable Criteria for variances may be found in SDC Chapter 17.134

# SUBDIVISION PRELIMINARY PLAT APPLICATION

(CONTINUED)

	SFR Detached	SFR Attached	Multi Family	Commercial/Industrial
No. of Lots:		10		
Max. Lot Size (sq. ft.):		3,706		
Min. Lot Size (sq. ft.):		2,479		
Avg. Lot Size:		3,082		
Total No. of Units:		10		

## DETAILED SITE INFORMATION

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

Floodplain N/A Wetlands N/A Significant Natural Resources N/A

Cultural Resources N/A Airport Noise Contours N/A Slopes greater than 20% N/A

Water Provider: ☒ City of Scappoose ☐ Well

Does the site have access to City street(s)? ☒ Yes ☐ No (Please explain): Frontages are adjacent to SE Myrtle St and SE Oak St Both are improved with pavement

Does the site have access to County road(s)? ☐ Yes ☒ No (Please explain): SE Myrtle St and SE Oak St are City streets

Are street/road improvements requested or required? ☒ Yes ☐ No (Please explain): Existing Myrtle and Oak streets will need to be improved to meet engineering half-street improvements

Are parking restrictions requested? ☐ Yes ☒ No (Please explain which streets are affected): \_\_\_\_\_

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

Are there existing wells or septic drain fields on the site? ☐ Yes ☒ No (If Yes, briefly explain future status.) \_\_\_\_\_

**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) Columbia County Habitat for Humanity, Inc.

Business Name \_\_\_\_\_

Mailing Address PO Box 921 City St Helens State OR Zip 97051

Phone # 503 366 1400 Fax # \_\_\_\_\_ Email Address janderson.cchfh@gmail.com



# SUBDIVISION PRELIMINARY PLAT

(CONTINUED)

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

Columbia County Habitat for Humanity, Inc. owns lots 3000 and 2501, no other in the area.

Property Owner(s) Signature(s) [Signature] Date: 5/7/24  
(If more than one property owner, please attach additional sheet with names and signatures.)

**Applicant:** Name Jennifer Anderson

Business Name Columbia County Habitat for Humanity, Inc.

Mailing Address PO Box 921 City St Helens State OR Zip 97051

Phone # 971 203 0020 Fax # \_\_\_\_\_ Email Address janderson.cchfh@gmail.com

Applicant's Signature [Signature] Date: 5/7/24

Applicant's interest in property is to develop proposed townhomes.

## Additional Project Team Members

**Applicant's Representative:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Civil Engineer:** Contact Name Robert Besler

Business Name Lower Columbia Engineering

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

Phone # 503 366 0399 Fax # \_\_\_\_\_ Email Address robert@lowercolumbiaengr.com

**Architect:** Contact Name Kannikar Peterson

Business Name Akaan

Mailing Address 101 Saint Helens St City St Helens State OR Zip 97051

Phone # 503 366 3050 Fax # \_\_\_\_\_ Email Address kpeterson@akaandesign.com

**Landscape Architect:** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

**Additional Personnel, if any:**

Role Construction Manager Contact Name Mike Stone

Business Name Columbia County Habitat for Humanity

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # 503 998 8381 Fax # \_\_\_\_\_ Email Address stonebuildersinc@comcast.net



**Scappoose Planning Department**  
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## RESIDENTIAL DENSITY CALCULATION WORKSHEET

To monitor compliance with State regulations, the City must track the net densities of new residential developments in the City. This worksheet must be completed by the applicant and submitted with the preliminary application for any residential or mixed-use subdivision, planned unit development, partition, or development review approval.

Project Name Myrtle and Oak Townhomes

Developer / Applicant Columbia County Habitat for Humanity, Inc.

Project Site Address SE Myrtle St and 33741 SE Oak St Scappoose, OR 97056

Tax Map #(s) 3212-DB-03000; 3212-DA-02501 Tax Lot #(s) 3000; 2501

Plan Designation \_\_\_\_\_ Zoning R-4

Net residential density is calculated on net acreage, the area on a site which is eligible for development. Net acreage is calculated by subtracting undevelopable land from gross acreage.

**Residential Density Calculations:** *Fill in the blanks below to calculate the net residential density.*

Total Gross Area of Subject Site (1 acre = 43,560 sq. ft.): 32,234 square feet

Less "undevelopable land": (as applicable)

Public street right-of-way dedication 0

Public or private access easements 0

Public or private access easements 0

Private street tracts 0

Required internal fire access drive areas 0

Storm water treatment and detention areas 0

Wetlands and required CWS vegetated corridors 0

Areas with 20% or greater slopes 0

Areas within the 100-year floodplain 0

Land dedicated to the City for parks or greenways 0

Maneuvering area for truck loading docks 0

Electrical transformer platforms, industrial chemical and/or gas storage areas, or other hazardous area where occupancy is Not Permitted for safety reasons 0

**Total Net Area** (total gross area minus undevelopable land): 32,234 square feet

**Net Acreage of Subject Site** (total net area divided by 43,560): 0.74 acres

**Total Number of Residential Units Proposed:** 10 units

**Net Residential Density** (proposed units divided by net acreage): 13.51 units per net acre



Columbia County Habitat for Humanity

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## **Myrtle and Oak Townhomes**

*Subdivision Narrative- Tentative Plan*

Prepared by Lower Columbia Engineering  
Submitted to the City of Scappoose  
Planning Department  
May 2024



## Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>LIST OF EXHIBITS.....</b>	<b>2</b>
<b>SUMMARY INFORMATION.....</b>	<b>3</b>
<b>CONFORMANCE WITH THE SCAPPOOSE MUNICIPAL CODE.....</b>	<b>4</b>
CHAPTER 17.01 – INTRODUCTION .....	4
CHAPTER 17.50 – R-4 MODERATE DENSITY RESIDENTIAL .....	4
CHAPTER 17.104 – STREET TREES .....	5
CHAPTER 17.150 – LAND DIVISION -- SUBDIVISION .....	8
CHAPTER 17.154 – STREET AND UTILITY IMPROVEMENT STANDARDS .....	16
CHAPTER 17.164 – PROCEDURES FOR DECISION MAKING -- LIMITED LAND USE DECISIONS .....	27

## List of Exhibits

### Exhibit A: Plan Set (provided under separate cover)

Sheet G-1	Cover Sheet
Sheet C-1	Existing Conditions Plan
Sheet C-2	Proposed Conditions Plan
Sheet C-3	Grading and ESC Plan
Sheet C-4	Stormwater Plan
Sheet C-5	Utility Plan
Sheet C-6	Public Improvements- Myrtle St
Sheet C-7	Public Improvements- Oak St
Sheet D-1	Standard Details
Sheet D-2	ESC Details
Sheet D-3	Tentative Plat

### Exhibit B: TIS Letter

### Exhibit C: Stormwater Report

### Exhibit D: Letter of Request for Fee Waiver



## Summary Information

<b>Internal File No:</b>	3201
<b>Applicant:</b>	Columbia County Habitat for Humanity PO Box 921 St Helens, OR 97051 Contact: Jennifer Anderson Phone: 971-374-7788 Email: janderson.cchfh@gmail.com
<b>Applicants Representative:</b>	Robert Besler Lower Columbia Engineering 58640 McNulty Way St. Helens, OR 97051 Phone: 503-366-0399 robert@lowercolumbiaengr.com
<b>Request:</b>	Subdivision Application
<b>Tax Lot ID:</b>	3212-DB-03000 and 3212-DA-02501
<b>Zoning Designation:</b>	Moderate Density Residential (R-4)

Project summary- This development is a Habitat for Humanity project located in Scappoose, OR. Columbia County Habitat for Humanity (CCHFH) owns lots 3000 and 2501, located between Myrtle St and Oak St, and plans to build 10 townhouses. Lot 3000 will be subdivided into eight lots consisting of two four-unit townhomes while lot 2501 will be subdivided into two lots consisting of one two-unit townhome. Resulting housing will consist of six townhouses along Myrtle St and four new townhouses along Oak St. With these new residences, the necessary public street and stormwater improvements will also be constructed as described in the following sections. Existing water and sanitary connections are available in Myrtle St and Oak St to service the residences. It has been established that the City of Scappoose is also planning the renovation of the two associated water mains. For further information, see the correlating engineered plan set.





## Conformance with the Scappoose Municipal Code

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

### Chapter 17.01 – Introduction

[...]

#### 17.01.060 – Right of Way Dedications and Improvements

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

Response: The proposed development abuts the Myrtle St right-of-way (ROW) to the North on lots 3000 and 2501 and the Oak St ROW to the South on lot 3000. Myrtle St has an established 60' ROW. Oak St has an established 55' ROW. Both are existing and sufficient for the established use. No right-of-way dedication is proposed. The southern half of Myrtle will receive a pavement grind and overlay, in addition to a curb, gutter, sidewalk and planter strip. The northern side of Oak St. will receive additional paving with a curb, gutter, sidewalk and planter strip.

### Chapter 17.50 – R-4 Moderate Density Residential

#### 17.50.010 – Purpose

*The R-4 zone is intended to provide minimum standards for residential use in areas of moderate population concentrations. (Ord. 868, 2018; Ord. 634 §1 Exh. A (part), 1995)*

#### 17.50.030 – Permitted and Conditional Uses

Use	
[...] Townhouse, limited to a maximum of four attached townhomes [...]	[...] Permitted outright <sup>1</sup> [...]



<sup>1</sup> These uses and their accessory uses are permitted in the R-4 zone outright outside of the Scappoose Creek Flood Plain. In the R-4 zone within the Scappoose Creek Flood Plain only uses listed in Section 17.84.040 shall be permitted.  
[...]

Response: The proposed two-unit townhome development on lot 2501 and two four-unit townhomes on lot 3000 are outside the Scappoose Creek Flood Plains and are permitted outright in the established R-4 Zone uses.

#### 17.50.050 – Dimensional Requirements

<i>Dimensional Requirements</i>	<i>Requirement</i>
<i>Minimum lot area:</i> [...] <i>Townhouse</i>  [...]	[...] <i>Seven thousand square feet for the first two attached units and two thousand square feet for each additional unit</i> [...]
<i>Minimum Lot Width:</i> [...] <i>Townhouse</i> [...]	[...] <i>Twenty-five feet per unit</i> [...]

Response: Lot 3000 is 24,987 square feet (exceeding the minimum needed 22,000 square feet for two four-unit townhomes) and lot 2501 is 7,242 square feet (exceeding the minimum needed 7,000 square feet for two units). This is consistent with the plan to establish a two-unit townhome on lot 2501 and two four-unit townhomes on lot 3000. The smallest lot width is 27 feet (exceeding the minimum requirement of 25' for townhomes).

## Chapter 17.104 – Street Trees

#### 17.104.010 – Purpose

*The purpose of this chapter is to foster retention of the overall tree canopy in the city and require the planting of street trees in order to enhance the environment of the city through the use of plant materials as a unifying element and to protect the health, safety and welfare of the public by using trees to mitigate the negative effects of impervious surfaces and vehicular traffic including increased temperatures, airborne particulates, carbon dioxide, noise and stormwater runoff. (Ord. 659 §3(part), 1997)*

#### 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)*

Response: As required by chapter 17.104, the proposed development will include planting of street trees as described in the following sections.

#### **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.*

[...]

Response: In accordance with Chapter 17.104.030, a site plan with the necessary street tree information is shown on sheet C-2.

#### **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 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;*

[...]

*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: Street trees measuring less than twenty-five feet tall will be planted within the new planter areas on twenty foot spacing. Along Myrtle St, between lot 3000 and 2501, a thirty-two-foot spacing is proposed. Tree selection will be per the City's approved street tree list.

#### 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. (Ord. 820 §7, 2012; Ord. 659 §3(part), 1997)*

Response: The above-mentioned street tree maintenance requirements are understood. Habitat for Humanity is developing the proposed project and will conform with these requirements so long as they are the owner of the developed lots. It is intended that each subdivided lot and correlating townhouse will be separately owned by new residents who will in turn be informed and responsible for proper street tree maintenance.



---

#### 17.104.070 – Excavation Approval Required

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

Response: Not applicable. There is no proposed 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. (Ord. 659 §3 (part), 1997)*

Response: Injury, mutilation or death of street trees will be avoided with the proposed development and the associated consequences for any such occurrence is understood by the applicant.

## Chapter 17.150 – Land Division -- Subdivision

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#### 17.150.010 – Purpose

---

*The purpose of this chapter is to provide rules, regulations and standards governing the approval of plats of subdivisions; to carry out the development pattern and plan of the city; to promote the public health, safety and general welfare; to lessen congestion in the streets; secure safety from fire, flood, pollution and other dangers; to provide adequate light and air, prevent overcrowding of land, and facilitate adequate provision for transportation, water supply, sewage and drainage; and to encourage the conservation of energy resources. (Ord. 727 §1, 2002; Ord. 634 §1 Exh. A (part), 1995)*

---

#### 17.150.020 – General provisions

---

*A. An application for a subdivision shall be processed through a two-step process, the tentative plan and the final plat:*

- 1. The tentative plan shall be approved by the planning commission before the final plat can be submitted for approval consideration; and*
- 2. The final plat shall reflect all conditions of approval of the tentative plan.*

Response: The necessary two-step process for subdivision development is understood. This narrative and the associated plans have been assembled as part of the first step- tentative plan.

*B. All subdivision proposals shall be in conformity with all state regulations set forth in ORS Chapter 92, Subdivisions and Partitions.*

Response: The proposed development is in conformity with state regulations.



*C. When subdividing tracts into large lots, the planning commission shall require that the lots be of such size and shape as to facilitate future re-division in accordance with the requirements of the zoning district and this title.*

Response: The lots will be subdivided to provide adequate lot sizes for the intended two-unit and four-unit townhomes. All resulting lot sizes will be under 3,700 square feet, precluding future re-division under the existing R-4 zoning requirements.

*D. 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 a 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: The project site is not within or adjacent to the one hundred-year floodplain. It is located approximately 1,100' from a FEMA mapped "area with reduced risk due to levee". No additional floodplain related requirements are anticipated.

*E. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located to minimize flood damage and constructed according to public works design standards and specifications.*

Response: Existing public utilities, including sewer, water, gas, electricity and communications are established in Myrtle St and Oak St to the necessary standards and pose no additional danger of flood damage.

*F. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.*

Response: The project site is not in a floodplain. Stormwater drainage will be managed through improved infrastructure for the development and associated public improvements.

*G. Where base flood elevation has not been provided or is not available from another authoritative source, it shall be generated by the developer.*

Response: Base flood elevations are provided by FEMA. The site is not in a floodplain.

*H. All subdivision proposals shall include neighborhood circulation plans that conceptualize future street plans and lot patterns to parcels within five hundred feet of the subject site. Circulation plans address future vehicular/bicycle/pedestrian transportation systems including bike lanes, sidewalks, bicycle/pedestrian paths, and destination points and must meet the criteria in 17.120(Q). A circulation plan is conceptual in that its adoption does not establish a precise alignment. (Ord. 857, 2016; Ord. 828, 2013; Ord. 711 §1 Exh. A (part), 2001; Ord. 634 §1 Exh. A (part), 1995)*





Response: All surrounding land has been developed and roadways have been constructed in the ROW's. Proposed townhome development will abut the existing Myrtle St and Oak St frontages and proposes no new roadway or public circulation element. Existing conditions and the City's TSP are believed to suffice for circulation planning.

#### **17.150.030 – Administration and approval process**

---

*A. Subdivision proposals shall be processed according to the procedures in Chapter 17.164.*

[...]

Response: The applicant understands the requirements and procedures set forth in chapter 17.150.030.

#### **17.150.040 – Expiration of approval – Standards for extension of time**

---

*A. The tentative plan approval by the planning commission shall lapse if:*

- 1. A final plat has not been submitted within a one-year period; or*
- 2. The final plat does not conform to the tentative plan as approved or approved with conditions.*

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

- 1. No changes are made on the original tentative plan as approved by the planning commission;*
- 2. The applicant has expressed written intent of submitting a final plat within the one-year extension period;*
- 3. There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based; and*
- 4. An extension of time will not preclude the development of abutting properties.*

*C. Notice of the decision regarding the extension shall be provided to the applicant. The planner's decision may be appealed by the applicant. (Ord. 634 §1 Exh. A (part), 1995)*

Response: It is the applicant's intention to provide a final plat as soon as possible upon approval of the tentative plan. The applicant understands the requirements related to obtaining a tentative plan approval extension.

#### **17.150.050 – Phased Development**

---

*A. The planning commission may approve a time schedule for developing a subdivision in phases, but in no case shall the actual construction time period for any phase be greater than two years without submitting a final plat for each completed phase. In no case shall the total time for construction of the development exceed five years. The planning commission may require a new application for a tentative plan for subsequent phases following the final plat approval.*



*B. The following criteria shall be satisfied in order to approve a phased subdivision proposal:*

- 1. All underground utilities shall be scheduled to be constructed in conjunction with or prior to each phase to ensure provision of public facilities prior to building occupancy;*
- 2. The development and occupancy of any phase shall not be dependent on the use of temporary public facilities. A temporary public facility is an interim facility not constructed to the applicable city or district standard; and*
- 3. The phased development shall not result in requiring the city or other property owners to construct public facilities that were required as a part of the approval of the tentative plan.*

*C. The application for phased development approval shall be heard concurrently with the tentative plan application and the decision may be appealed in the same manner as the tentative plan. (Ord. 828, 2013; Ord. 727 §1, 2002; Ord. 634 §1 Exh. A (part), 1995)*

Response: The proposed development will not be a phased development and is planned to be complete within one year of final approval.

#### **17.150.060 – Approval Standards – Tentative Plan**

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*A. The planning commission may approve, approve with conditions or deny a tentative plan based on the following approval criteria:*

- 1. The proposed tentative plan shall comply with the city's comprehensive plan, the applicable chapters of this title, the public works design standards, and other applicable ordinances and regulations;*
- 2. The proposed plat name is not duplicative and otherwise satisfies the provisions of ORS Chapter 92.090(1);*
- 3. The streets and roads are laid out so as to conform to the plats of subdivisions and maps of major partitions already approved for adjoining property as to width, general direction and in all other respects, including conformance with neighborhood circulation plans, unless the city determines it is in the public interest to modify the street or road pattern; and*
- 4. An explanation has been provided for all public improvements.*

*B. The planning commission may attach such conditions as are necessary to carry out the comprehensive plan and other applicable ordinances and regulations and may require reserve strips be granted to the city for the purpose of controlling access to adjoining undeveloped properties. (Ord. 727 §1, 2002; Ord. 711 §1 Exh. A (part), 2001; Ord. 634 §1 Exh. A (part), 1995)*

Response: The presented narrative and plan set are believed to be in conformance with the tentative plan requirements, city comprehensive plan, city ordinances and public works standards. No additional roads will be developed with this project and public improvements are described in following sections.



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#### 17.150.070 – Application Submission Requirements – Tentative Plan

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*A. All applications shall be made on forms provided by the planner and shall be accompanied by:*

- 1. Seven copies of the tentative plan map and required data or narrative. A reproducible copy of the tentative plan and required data or narrative may be substituted for the seven required copies; and*
- 2. The required fee.*

*B. The tentative plan map and data or narrative shall include the following:*

*[...]*

*C. If any of the foregoing information cannot practicably be shown on the tentative plan, it shall be incorporated into a narrative and submitted with the application. (Ord. 828, 2013; Ord. 711 §1 Exh. A (part), 2001; Ord. 635 §1 (part), 1996; Ord. 634 §1 Exh. A (part), 1995)*

**Response: The Tentative Plan submittal requirements are understood and have been completed as described in this narrative and the associated engineered plans.**

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#### 17.150.140 – Application Submission Requirements – Final Plat

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*Unless otherwise provided in Section 17.150.020, the applicant shall submit final plat and two copies to the planner within one year which complies with the approved tentative plan. (Ord. 634 §1 Exh. A (part), 1995)*

**Response: The Final Plat will be submitted within one year of the Tentative Plan being approved.**

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#### 17.150.150 – City Review of Final Plat – Approval Criteria

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*A. The planner and the city engineer shall review the final plat and shall approve or deny the final plat approval based on findings that:*

- 1. The final plat complies with the plat approved by the planning commission and all conditions of approval have been satisfied;*
- 2. The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities;*
- 3. The streets and roads held for private use and indicated on the tentative plan of such subdivision have been approved by the city;*
- 4. The plat contains a donation to the public of all common improvements, including but not limited to streets, roads, parks, storm drainage, sewage disposal, and water supply systems;*
- 5. An explanation is included which explains all of the common improvements required as conditions of approval and are in recordable form and have been recorded and referenced on the plat;*

6. *The plat complies with the applicable zoning ordinance and other applicable ordinances and regulations;*
7. *A certificate has been provided by the city engineer that municipal water system will be available to the property line of each and every lot depicted in the proposed plat;*
8. *A certificate has been provided by the city engineer that a public sewer system will be available to the property line of each and every lot depicted in the proposed plat;*
9. *Copies of signed deeds have been submitted granting the city a reserve strip as provided by Section 17.150.060(B);*
10. *The final plat has been made in black India ink or silver halide and is eighteen inches by twenty-four inches in size on four mil double matted mylar or in such format as is approved and accepted by the county surveyor;*
11. *The lettering of the entire plat is of such size and type as approved by the county surveyor and the plat is at such a scale as will be clearly legible, but no part shall come nearer any edge of the sheet than one inch;*
12. *If there are three or more sheets, a face sheet and index have been provided;*
13. *The plat contains a surveyor's affidavit by the surveyor who surveyed the land represented on the plat to the effect that the land was correctly surveyed and marked with proper monuments as provided by ORS Chapters 92.050 and 92.060 and indicating the initial point of the survey, and giving the dimensions and kind of such monument, and its reference to some corner established by the U.S. Surveyor, a lot corner of recorded subdivision or partition;*
14. *The plat contains an affidavit for signature by the city manager accepting street rights-of-way and street improvements for jurisdiction and maintenance by the city and accepting dedications of property to the city;*
15. *The plat contains an affidavit for signature by the city engineer certifying that the final plat meets the requirements of the public works design standards for all improvements to be maintained by the city;*
16. *The final plat shall not contain any information or be subject to any requirements that is or may be subject to administrative change or variance (ORS 92.050 (11)).*

*B. The acceptance by the city for maintenance and jurisdiction shall follow approval of the completed improvements. (Ord. 727 §1, 2002; Ord. 636 §1 (part), 1996; Ord. 634 §1 Exh. A (part), 1995)*

**Response:** The approval criteria for the Final Plat will be accommodated after the Tentative Plan is approved and the Final Plat is submitted.

#### **17.150.160 – Centerline Monumentation – Monument Box Requirements**

*A. The centerlines of all street and roadway rights-of-way shall be monumented and recorded before city acceptance of street improvements; and the following centerline monuments shall be set:*  
[...]

Response: Not applicable. Myrtle St and Oak St are developed roadways which will only be slightly renovated to meet the required half-street improvements. Monumentation of the streets is not expected.

#### 17.150.170 – Improvement Agreement

*A. If the applicant seeks approval of the final plat prior to completion of the required infrastructure improvements, before city approval is certified on the final plat, and before approved construction plans are issued by the city, the applicant shall:*

- 1. Execute and file an agreement with the city engineer specifying the period within which all required improvements and repairs shall be completed; and*
- 2. Include in the agreement provisions that if such work is not completed within the period specified, the city may complete the work and recover the full cost and expenses from the declarant.*

*B. The agreement shall stipulate improvement fees and deposits as may be required to be paid and may also provide for the construction of the improvements in stages and for the extension of time under specific conditions therein stated in the contract. (Ord. 727 §1, 2002; Ord. 634 §1 Exh. A (part), 1995)*

Response: The applicant understands and will comply with the improvement agreement requirements stipulated in chapter 17.150.170 if/when applicable.

#### 17.150.180 – Bond – Cash Deposit

*A. As required by Section 17.150.170, the declarant shall file with the agreement an assurance of performance supported by one of the following:*

- 1. An irrevocable letter of credit executed by a financial institution authorized to transact business in the state of Oregon;*
- 2. A surety bond executed by a surety company authorized to transact business in the state of Oregon which remains in force until the surety company is notified by the city in writing that it may be terminated; or*
- 3. Cash.*

*B. The assurance of performance shall be one hundred ten percent of the cost of the improvements and repairs, and shall include the cost of engineering, construction, administration, inspection and incidental expenses.*

*C. The declarant shall furnish to the public works director an itemized improvement estimate, certified by a registered civil engineer, to assist the public works director in calculating the amount of the performance assurance.*

*D. In the event the declarant fails to carry out all provisions of the agreement and the city has unreimbursed costs or expenses resulting from such failure, the city shall call on the bond, cash deposit or letter of credit for reimbursement.*

*E. The declarant shall not cause termination of nor allow expiration of said guarantee without having first secured written authorization from the city. (Ord. 727 §1, 2002; Ord. 634 §1 Exh. A (part), 1995)*



Response: The applicant understands the above-mentioned bond- cash deposit requirements and will be comply with these stipulations at the appropriate time.

#### **17.150.190 – Filing and Recording**

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*A. Within ten days of the city review and approval, the applicant shall submit the final plat to the County for signatures of County officials as required by ORS Chapter 92 and Section 17.150.150.*

*B. Within fifteen days of final recording with the county, the applicant shall submit to the city a plain paper copy of the recorded final plat. (Ord. 636 §1(part), 1996; Ord 634 §1 Exh. A (part), 1995)*

Response: The applicant will submit the final plat to the County for signature of County officials within ten days of the City approval. Within fifteen days of the final County recording, the applicant will submit a copy of the recorded final plant to the City.

#### **17.150.200 – Prerequisites to Recording the Plat**

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*A. No plat shall be recorded unless all ad valorem taxes and all special assessments, fees, or other charges required by law to be placed on the tax roll have been paid in the manner provided by ORS 92.095.*

*B. No plat shall be recorded until it is approved by the County surveyor in the manner provided by ORS 92. (Ord. 634 §1 Exh. A (part), 1995)*

Response: The applicant understands and will comply with the plat recording prerequisites.

#### **17.150.210 – Vacation of Plats**

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*A. Any plat or portion thereof may be vacated by the owner of the platted area at any time prior to the sale of any lot within the platted subdivision.*

*B. All applications for a plat or street vacation shall be made in accordance with Sections 17.150.020, 17.150.030 and 17.150.160(A).*

*C. The application may be denied if it abridges or destroys any public right in any of its public uses, improvements, streets or alleys.*

*D. All approved plat vacations shall be recorded in accordance with Section 17.150.190: 1. Once recorded, the vacation shall operate to eliminate the force and effect of the plat prior to vacation; and 2. The vacation shall also divest all public rights in the streets, alleys and public grounds, and all dedications laid out or described on the plat.*

*E. When lots have been sold, the plat may be vacated in the manner herein provided by all of the owners of lots within the platted area. (Ord. 634 §1 Exh. A (part), 1995)*



Response: The applicant understands the above-mentioned stipulations for plat vacation. At this point, all planned plats will be developed as parts of the proposed townhomes.

#### 17.150.220 – Vacation of Streets

*All street vacations shall comply with the procedures and standards set forth in ORS Chapter 271 and any applicable city ordinance or regulation. (Ord. 634 §1 Exh. A (part), 1995)*

Response: Not applicable. No street vacation is proposed.

## Chapter 17.154 – Street and Utility Improvement Standards

#### 17.154.010 – Purpose

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

#### 17.154.020 – General provisions

- A. The standard specifications for construction, reconstruction or repair of streets, sidewalks, curbs and other public improvements within the city shall occur in accordance with the standards of this title, the public works design standards, the transportation system plan, and in accordance with county or state standards where appropriate.*
- B. The public works director may require changes or supplements to the standard specifications consistent with the application of engineering principles.*
- C. Subject to approval of the planner and the public works director, street sections may be modified administratively based on geographical constraints of steep slopes, wetlands, floodplains, and constraints imposed by existing structures. Modifications may include, but are not limited to, reduced paving widths, elimination of on-street parking and eliminating sidewalks on one side of the street. (Ord. 857, 2016; Ord. 658 §3(part), 1997; Ord. 634 §1 Exh. A (part), 1995)*

Response: The applicant understands the general requirements set for public improvements and these requirements are addressed in the following sections as well as in the engineered plan set.

#### 17.154.030 – Streets

- A. No development shall occur unless the development has frontage or approved access to a public street:*
  - 1. Streets within a development and streets adjacent to a development shall be improved in accordance with this title and the public works design standards and specifications.*
  - 2. Any new street or additional street width planned as a portion of an approved street plan shall be dedicated and improved in accordance with this title and the public works design standards and specifications.*

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

- a. A partial improvement is not feasible due to the inability to achieve a cohesive design for the overall street;
- b. A partial improvement may create a potential safety hazard to motorists or pedestrians;
- c. Due to the nature of existing development on adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity;
- d. The improvement would be in conflict with an adopted capital improvement plan; e. Additional planning work is required to define the appropriate design standards for the street and the application is for a project which would contribute only a minor portion of the anticipated future traffic on the street.

Response: All proposed townhouses will have frontage abutting either Myrtle St to the North or Oak St to the South. This frontage will be improved to the required degree with the proposed development.

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

1. The council may approve the creation of a street by deed of dedication without full compliance with the regulations applicable to subdivisions or major partitions if any one or more of the following conditions are found by the council to be present:
  - a. Establishment of a street is initiated by the council and is found to be essential for the purpose of general traffic circulation, and partitioning of subdivision of land has an incidental effect rather than being the primary objective in establishing the road or street for public use; and
  - b. The tract in which the road or street is to be dedicated is an isolated ownership of one acre or less and such dedication is recommended by the commission to the council based on a finding that the proposal is not an attempt to evade the provisions of this title governing the control of subdivisions or major partitions.
2. With each application for approval of a road or street right-of-way not in full compliance with the regulations applicable to the standards, the proposed dedication shall be made a condition of subdivision and major partition approval:

[...]

Response: The existing Myrtle St and Oak St ROW's are sufficient to accommodate the necessary road conditions of the area. Roadways and frontage improvements have already been established in these streets for adjacent land. No additional ROW creation is necessary with this project.



*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:*

[...]

Response: Not applicable. No access easement is required or proposed given ready access from each proposed lot to an established ROW.

*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:*

[...]

Response: Myrtle St and Oak St are established streets with developed roadway surfaces that generally follow the City's Transportation System Plan (2016). These streets are categorized as "local" and will be finished to meet the "local" roadway classification's requirements including half-street and frontage improvements.

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

Response: The City's Public Works Design Standards specify that "local: residential" classifications require a minimum 54' ROW width and 32' paved width. The Myrtle St ROW is 60' wide and the Oak St ROW is 55' wide- no additional ROW dedication is required. The existing roadways do not have a 32' paved width and half-street improvements will be undertaken to remedy this.

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

Response: Not applicable. Streets and ROW's are already established in the area. The proposed development will not affect access to adjacent land.

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

Response: Not applicable. No street creation is proposed and thus no street names will be created.

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



Response: Half-street and frontage improvements will be completed in accordance with the municipal code and public works design standards. See engineered plan set for further information.

*I. Wherever the proposed development contains or is adjacent to a railroad right-of-way [...]*

Response: Not applicable. The proposed development is not adjacent to a railroad ROW. The nearest railroad is approximately 1,000' away from the property.

*J. Where a development abuts or is traversed by an existing or proposed arterial street [...]*

Response: Not applicable. The proposed development abuts "local" streets Myrtle St and Oak St and the nearest cross streets are classified as "local" and "collector".

*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: Prior to completion of the street improvements, boundary monuments will be established or re-established, protected and recorded as necessary.

*L. Private streets are permitted within manufactured home parks [...]*

Response: Not applicable. The proposed development does not include a manufactured home park.

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

Response: Not applicable. The proposed development does not result in a need to install or improve a railroad crossing.

*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: Street signs required by the public works director will be acquired and installed as necessary with this development.

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

*1. Joint mailbox structures shall be placed adjacent to roadway curbs and shall comply with provisions of the Americans with Disabilities Act and implementing federal and state regulations;*

*2. Proposed locations of joint mailboxes shall be designated on a copy of the tentative plan, and shall be approved by the U.S. Post Office prior to plan approval; and*



*3. Plans for the joint mailbox structures to be used shall be submitted for approval by the planner prior to final approval.*

Response: Joint mailbox facilities will be installed to serve the northern and southern portions of the development. Along Myrtle St, this will include a 6-unit mailbox cluster between units 4 and 9. Along Oak St, this will include a 4-unit mailbox cluster between units 6 and 7.

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

Response: Not applicable. A traffic signal is not required with this development.

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

Response: One new street light on Myrtle and one new streetlight on Oak will be mounted on existing utility poles as illustrated on sheet C-2.

*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. .*

[...]

Response: A TIS Letter has been written, summarizing the development's anticipated trip generation. The expected trips are not anticipated to exceed 100 daily trips or 10 peak hour trips. No additional criteria from subcategory 2, above, apply to this project. It is believed that the associated TIS Letter meets the Scappoose Municipal Code requirements and no traffic related improvements are necessary.

#### 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.*

[...]

Response: Not applicable. The proposed development of townhomes is to be set within the existing block situated between Myrtle St, 4<sup>th</sup> St, Oak St and 3<sup>rd</sup> St.

#### 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: An 8' Public Utility Easement will be established, as necessary, as illustrated on the plans, along the Myrtle St and Oak St frontages.

#### 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 constructed to public works standards, as illustrated in the engineered plan set, along the Myrtle St and Oak St frontages of lots 3000 and 2501 (totaling approximately 325').

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

Response: The applicant understands this stipulation and will maintain the sidewalks and curbs so long as they own the property. Upon sale of the developed townhouses, the new owner will then become responsible for said obligations.



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

[...]

Response: Not applicable. The applicant will construct the necessary sidewalks associated with the property frontages and a non-remonstrance agreement is not sought.

*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:*

[...]

Response: Not applicable. The applicant will construct sidewalk and curb along the development's frontage and future council resolution would not apply to the project site's owner(s).

#### 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. (Ord. 634 §1 Exh. A (part), 1995)*

Response: Not applicable. Playground and/or public use areas are not planned within the project site. The nearest public use area/park is Heritage Park, located approximately 825' from the project site.

#### 17.154.090 – Sanitary sewers

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

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

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

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

Response: The proposed townhouses will be individually connected to the existing Myrtle St and Oak St sewer mainlines through standard sewer service lines, as illustrated in the engineered plan set. During preapplication discussions and consultations, no system deficiencies have been noted and the proposed development is anticipated to add a negligible load on the existing system, in comparison to the existing adjoining conditions.

### 17.154.100 – Storm drainage

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

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

Response: Stormwater infrastructure does not exist in the immediate vicinity of the project site. As illustrated on the engineered plan set, stormwater improvements will be constructed with this project to manage on-site runoff as well as the runoff developed with the properties' associated half-street improvements in Myrtle St and Oak St. No floodwater problems are known or anticipated with the site.

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

Response: Not applicable. The proposed subdivision is not traversed by a watercourse, drainageway, channel or stream.

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



Response: A stormwater system has been designed to public works design standards, as illustrated in the engineered plan set, to manage the on-site and associated off-site stormwater runoff. It does not include a culvert but has been sized to manage its upstream drainage area.

*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: Not applicable. There is no existing stormwater facility and thus no facility to overload. Runoff will be managed through on-site improvements.

#### **17.154.105 – Water system**

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*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: The proposed townhouses will be individually connected to the Myrtle St and Oak St water mainlines through standard water service lines and meters, as illustrated in the engineered plan set. Through preapplication discussions and consultations with the City, it has been established that the Myrtle St and Oak St water mainlines are in need of renovation and that the City will plan these improvements. It will be the applicant's responsibility to construct, per the City's engineered plans, only the mainline in Myrtle St, from SE 4<sup>th</sup> St to the western end of the project site's frontage. Also, this is to be done with the aid of \$50,000 from the City.

#### **17.154.107 – Erosion controls**

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- 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. (Ord. 634 §1 Exh. A (part), 1995)*

Response: Best Management Practices for erosion control have been implemented in the engineered plan set and will help manage disturbed soils during construction.



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#### 17.154.110 – Bikeways

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

Response: Not applicable. Myrtle St and Oak St are both classified as “local” in the City’s Transportation System Plan (2016). In this plan, “local” streets do not require bikeways.

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#### 17.154.120 – Utilities

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- A. All utility lines including, but not limited to those required for electric, communication, lighting and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, high capacity electric lines operating at fifty thousand volts or above, and:*
- 1. The applicant shall make all necessary arrangements with the serving utility to provide the underground services;*
  - 2. The city reserves the right to approve location of all surface mounted facilities;*
  - 3. All underground utilities, including sanitary sewers, water lines, and storm drains installed in streets by the applicant, shall be constructed prior to the surfacing of the streets; and 4. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.*
- B. The applicant for a subdivision shall show on the development plan or in the explanatory information, easements for all underground utility facilities, and:*
- 1. Plans showing the location of all underground facilities as described herein shall be submitted to the public works director for review and approval; and*
  - 2. Above ground equipment shall not obstruct visual clearance areas for vehicular traffic. (Ord. 820 §11, 2012; Ord. 634 §1 Exh. A (part), 1995)*

Response: Existing utility lines for electricity and communication are overhead and follow Myrtle St and Oak St. Standard connections will be made to provide services to the new residences.

---

#### 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 understands and will comply with the cash/bond requirements for the street and utility improvements that will be installed.

#### **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: Any monuments that will be disturbed by the improvements will be replaced.

#### **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: No improvements will begin prior to finalizing all necessary permits, approvals and fees.

#### **17.154.160 – Installation--Conformation required**

---

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

Response: All improvements will conform with the applicable standards and regulations.

#### **17.154.170 – Plan checking required**

---

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

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

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

Response: Engineered plans will be submitted and revised as necessary to provide construction plans along with a construction estimate for plan checking.



#### **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 will notify the City prior to work beginning and will follow the necessary procedures if/when work will be discontinuous.

#### **17.154.190 – City inspection required**

---

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

Response: The applicant understands and will comply with these specifications for City inspection.

#### **17.154.200 – Engineer's certification required**

---

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

Response: Upon completion of the proposed development, Lower Columbia Engineering will provide written certification that all improvements, workmanship and materials meet the necessary standards and specifications.

## **Chapter 17.164 – Procedures for Decision Making -- Limited Land Use Decisions**

#### **17.164.010 - Purpose**

---

*The purpose of this chapter is to establish procedures for limited land use decisions. (Ord. 634 § 1 Exh. A, 1995)*

#### **17.164.020 - General policies**

---

*A. A limited land use decision is a final decision or determination made by the planning commission pertaining to a site within the urban growth boundary which concerns: (a) the approval or denial of a subdivision or partition; or (b) the approval or denial of an application based on discretionary standards designed to regulate the physical characteristics of a use permitted outright, including but not limited to site development review.*





*B. A limited land use decision shall be consistent with applicable provisions of the comprehensive plan and this title consistent with ORS 197.195(1).*

*C. Such decisions may include conditions authorized by law.*

*E. A limited land use decision is not subject to the requirements of Chapter 17.162.*

*F. Approval or denial of a limited land use decision shall be based upon and accompanied by a brief statement that explains the criteria and standards considered relevant to the decision, states the facts relied upon in rendering the decision and explains the justification for the decision based on the criteria, standards and facts set forth. (Ord. 634 § 1 Exh. A, 1995)*

Response: The applicant understands the general policies of limited land use decisions pertaining to the project's subdivision application.

#### **17.164.025 - Consolidation of proceedings**

---

*A. Except as provided in subsection C of this section, whenever an applicant requests more than one approval and more than one approval authority is required to decide the applications, the proceedings shall be consolidated so that one approval authority shall decide all applications in one proceeding.*

[...]

Response: It is anticipated that the only permitting agency pertaining to the project subdivision application is the City of Scappoose and that no additional consolidation is necessary.

#### **17.164.030 - Application process**

---

*A. The applicant shall be required to meet with the planner for a pre-application conference. Such a requirement may be waived in writing by the applicant.*

[...]

Response: A pre-application conferences was held between Habitat for Humanity and the City of Scappoose on June 2, 2022 and a summary memorandum, dated June 30, 2022, was distributed. This narrative has been assembled, along with the associated plan set and a filled-out Subdivision Preliminary Plat Application to address the needs described in the pre-application. As a consolidated package, this is believed to address the planning needs of the project. If comments are received after the City reviews this application, they will be addressed within a timely manner to continue the application until such time as the application is deemed complete and is approved.



#### 17.164.040 - Time period for decision making

---

*The city shall take final action on an application for a limited land use decision including the resolution of all appeals within one hundred twenty days after the application is deemed complete, except:*

*A. The one hundred twenty-day period may be extended for a reasonable period of time at the request of the applicant; and*

*B. The one hundred twenty-day period applies only to a decision wholly within the authority and control of the city. (Ord. 634 § 1 Exh. A, 1995)*

Response: The City of Scappoose is the single authority with this application. The applicant understands that the City shall take final action on the application within one hundred twenty days after the application is deemed complete, barring any extensions.

#### 17.164.110 - Approval authority responsibilities

---

[...]

*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. (Ord. 634 § 1 Exh. A, 1995)*

Response: It is understood that the planning commission has the authority to approve, deny or approve with conditions this subdivision application.

#### 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.*

[...]

Response: The mentioned notice requirements are understood. These notices shall be completed by the planner aside from the applicant's responsibility to post provided signs as stipulated in section 16.164.130.C.



#### 17.164.140 - Decision procedure

---

*The planning commission limited land use decision shall be conducted as follows:*

- A. Request the planner to present the staff report, to explain any graphic or pictorial displays which are a part of the report, summarize the findings, recommendations and conditions, if any, and to provide such other information as may be requested by the approval authority;*
- B. Allow the applicant or a representative of the applicant discuss the application and respond to the staff report;*
- C. Request the planner read all written comments into the record;*
- D. Allow the applicant to respond to all written comments;*
- E. Make a decision pursuant to Section 17.164.150 or continue the decision to gather additional evidence or to consider the application further. (Ord. 634 § 1 Exh. A, 1995)*

*Response: The applicant understands the mentioned decision procedures and will provide the necessary information.*

#### 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;*

*[...]*

*Response: The applicant understands the described decision process.*

#### 17.164.160 - Notice of decision

---

*A. The applicant and any person who submits written comments during the fourteen-day period shall be entitled to receive the notice of decision.*

*B. The notice of decision shall include:*

- 1. A brief statement of the local decision-making process including the procedures, criteria and standards considered relevant to the decision, the facts relied upon in rendering the decision and an explanation of the justification for the decision based on the criteria, standards and facts set forth;*
- 2. An explanation of the appeal rights. (Ord. 634 § 1 Exh. A, 1995)*



Response: The applicant understands the described manner for notices of decision.

#### **17.164.180 - Record of proceeding**

---

*The record shall include:*

- A. A copy of the application and all supporting information, plans, exhibits, graphics, etc.;*
- B. All testimony, evidence and correspondence relating to the application;*
- C. All information considered by the planning commission in making the decision;*
- D. The staff report of the planner;*
- E. A list of the conditions, if any are attached to the approval of the application; and*
- F. A copy of the notice advising of the decision which was given pursuant to Section 17.164.160 and accompanying affidavits, and a list of all persons who were given mailed notice. (Ord. 634 § 1 Exh. A, 1995)*

Response: The applicant understands the required elements for recording proceedings.

#### **17.164.190 - Appeal**

---

*A. Standing to Appeal.*

*1. Any person shall be considered a party to a matter, thus having standing to seek appeal, provided:*

- a. The person submitted written comments to the commission during the fourteen-day period prior to the decision and the person was entitled as of right to notice and hearing prior to the decision to be reviewed; or*
- b. The person is aggrieved or has interests adversely affected by the decision.*

[...]

Response: The applicant understands the described manner and requirements for decision appeals.

#### **17.164.200 - Denial of the application--Re-submittal**

---

*An application which has been denied or an application which was denied and which on appeal has not been reversed by a higher authority, including the land use board of appeals, the land conservation and development commission or the courts, may not be resubmitted for the same or a substantially similar proposal or for the same or substantially similar action for a period of at least twelve months from the date the final city action is made denying the application unless there is a substantial change in the facts or a change in city policy which would change the outcome. (Ord. 634 § 1 Exh. A, 1995)*



Response: The applicant understands that a substantially similar application to one that has been denied may not be submitted within twelve months of the date of the final city action.

#### 17.164.210 - Fee waivers

---

*A. Fees for land use applications and appeals of a land use decision shall be waived for a recognized neighborhood planning organization (NPO) if all of the following conditions are met:*

- 1. The appeal or land use application must have been supported by a majority vote of NPO members at a public meeting where a quorum of NPO members was present;*
- 2. A copy of the minutes of the NPO meeting where the appeal or land use application was initiated must be submitted with the appeal or land use application;*
- 3. The appeal or application will be considered valid when conditions (1) and (2) are met and all other filing requirements are met; and*
- 4. The NPO chairperson or designated representative shall appear at the next available city council meeting after the application or appeal is filed to request a waiver. The NPO shall work through the Planning Division to schedule the item on a council agenda.*

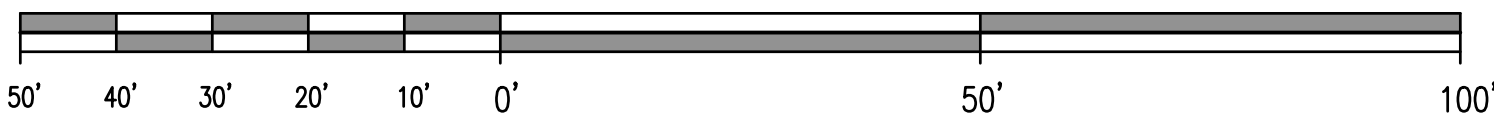
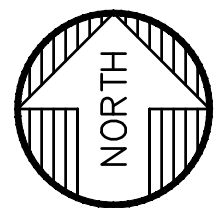
*B. Council may, on its own motion, waive the land use application or appeal fee for other nonprofit organizations. (Ord. 791 § 4, 2007)*

Response: Columbia County Habitat for Humanity will send a letter of request to council for the waiving of fees associated with this application.





**SITE PLAN**  
SCALE: 1" = 20'-0"



**PROJECT TEAM**

**OWNER**  
COLUMBIA COUNTY HABITAT FOR HUMANITY, INC.  
PO BOX 921  
ST HELENS, OR 97051  
CONTACT: JENNIFER ANDERSON  
JANDERSON.CCHFH@GMAIL.COM  
(971) 203 0020

**ENGINEER**  
LOWER COLUMBIA ENGINEERING, LLC.  
58640 McNULTY WAY  
ST HELENS, OR 97051  
CONTACT: ROBERT BESLER  
ROBERT@LOWERCOLUMBIAENGR.COM  
(503) 366 0399

**ARCHITECT**  
AKAAN ARCHITECTURE & DESIGN LLC  
101 SAINT HELENS ST.  
ST HELENS, OR 97051  
CONTACT: KANNIKAR PETERSEN  
KPETERSON@AKAANDSIGN.COM  
(503) 366 3055

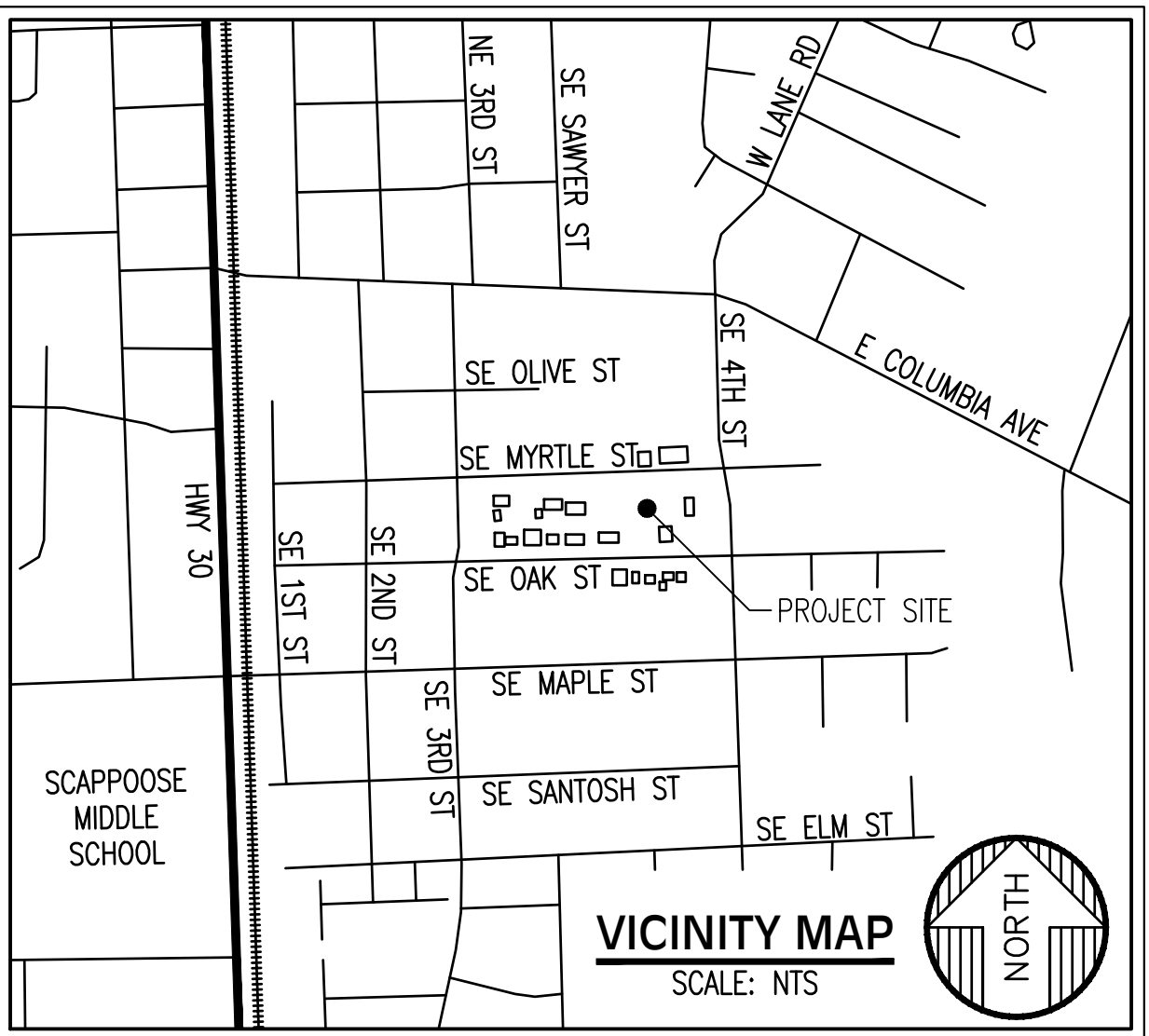
**CONTRACTOR**  
COLUMBIA COUNTY HABITAT FOR HUMANITY, INC.  
PO BOX 921  
ST HELENS, OR 97051  
CONTACT: MIKE STONE  
STONEBUILDERSINC@COMCAST.NET  
(503) 543 8525

**LEGEND**

- SANITARY SEWER MANHOLE
- CATCH BASIN
- FIRE HYDRANT
- UTILITY POLE
- STREET LIGHTING
- TREE (DECIDUOUS)
- TREE (CONIFERS)
- SUBJECT PROPERTY LINE
- ADJACENT PROPERTY LINE
- (E) POWER LINE
- (E) OVER HEAD WIRE
- (E) MAJOR CONTOUR
- (E) MINOR CONTOUR
- (E) ROAD CENTER
- AC ROADWAY
- (E) DRIVEWAY
- (N) CONCRETE SIDEWALK
- (N) CURB, GUTTER AND PAVING
- (N) DRIVEWAY
- MAX BUILDING FOOTPRINT

**MYRTLE & OAK TOWNHOMES**  
HABITAT FOR HUMANITY

SCAPPOOSE, OR 97056



**DRAWING INDEX**

SHEET	DESCRIPTION
G-1	COVER SHEET
C-1	EXISTING CONDITIONS
C-2	PROPOSED CONDITIONS PLAN
C-3	GRADING & ESC PLAN
C-4	STORMWATER PLAN
C-5	UTILITY PLAN
C-6	PUBLIC IMPROVEMENTS- MYRTLE ST
C-7	PUBLIC IMPROVEMENTS- OAK ST
D-1	STANDARD DETAILS
D-2	ESC DETAILS
D-3	TENTATIVE PLAT

**Exhibit 4A**



**Know what's below.  
Call before you dig.**

PUBLIC WORKS SUPERVISOR, , MUST BE NOTIFIED 48 HOURS IN ADVANCE TO COORDINATE ANY TAPS OR WATER VALVE OPERATION. THE CONTRACTOR IS NOT ALLOWED TO OPERATE ANY WATER VALVES CONTROLLING FLOW TO NEW PIPING FROM THE CITY'S POTABLE WATER SYSTEM

**UTILITY LOCATES**

**(48 HOUR NOTICE PRIOR TO EXCAVATION)**

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

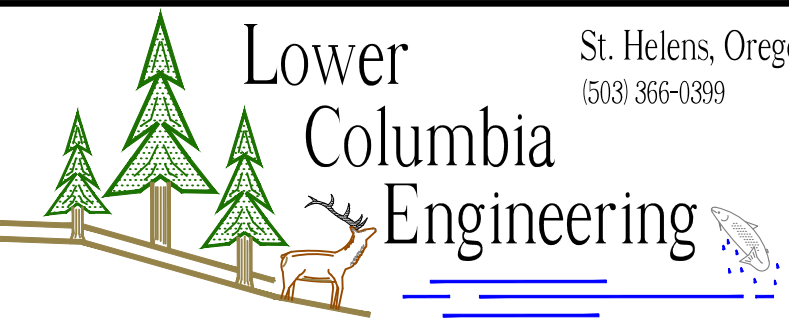
ONE CALL SYSTEM.....1 800 332 2344

DATE: 05/20/2024  
REVISED PRINT  
VOID ALL PREVIOUS

DATE: 03/22/2024  
ISSUED  
FOR APPROVAL

AREA SAVED FOR  
ENG. STAMP

REV.	REVISION RECORD	DATE
A	ADDRESS COMPLETENESS REVIEW COMMENTS	04/22/2024
B	ADDRESS 2ND REVIEW COMMENTS	05/20/2024



St. Helens, Oregon  
(503) 366-0399

PROJ. NO.	3201	COVER SHEET
DWG. BY	RPB	MYRTLE & OAK TOWNHOMES
APPR. BY		HABITAT FOR HUMANITY
FILE	D-3201-G-1-B	DATE 07/26/2022

SHEET  
**G-1**





**LEGEND**

SANITARY SEWER MANHOLE

CATCH BASIN

FIRE HYDRANT

UTILITY POLE

STREET LIGHTING

TREE (DECIDUOUS)

TREE (CONIFERS)

SUBJECT PROPERTY LINE

ADJACENT PROPERTY LINE

(E) POWER LINE

(E) OVER HEAD WIRE

(E) MAJOR CONTOUR

(E) MINOR CONTOUR

(E) ROAD CENTER

AC ROADWAY

(E) DRIVEWAY

(N) CONCRETE SIDEWALK

(E) CURB TO BE REMOVED

(N) DRIVEWAY

MAX BUILDING FOOTPRINT

**HORIZONTAL AND VERTICAL DATUM**

1. ALL TOPOGRAPHIC INFORMATION WAS COLLECTED UTILIZING A VERTICAL DATUM OF NAVD88 AND HORIZONTAL DATUM OF NAD83. CONTRACTOR TO FIELD VERIFY ELEVATIONS.

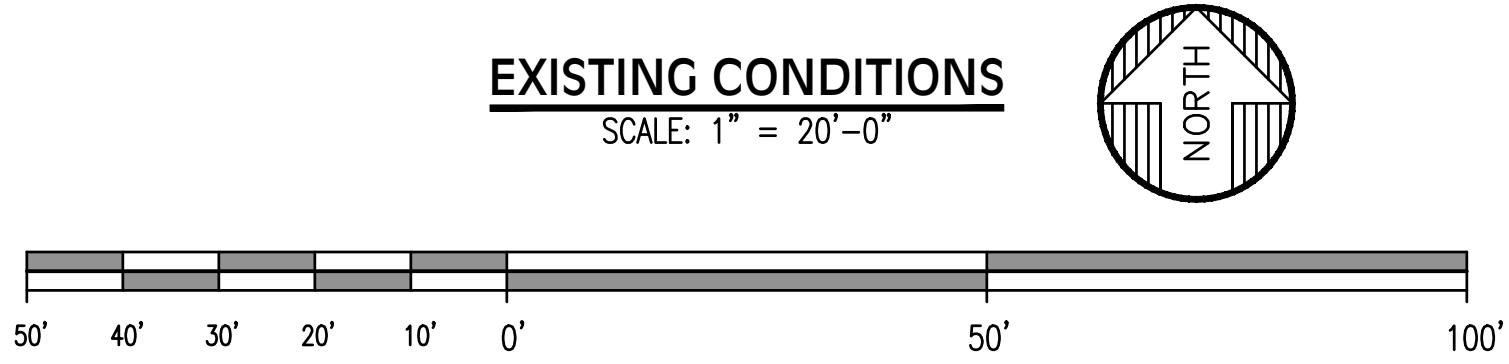
2. EXISTING CONTOUR DATA UTILIZES THE MOST RECENT AVAILABLE NOAA LIDAR.

DATE: 05/20/2024  
REVISED PRINT  
VOID ALL PREVIOUS

DATE: 03/22/2024  
ISSUED FOR APPROVAL

AREA SAVED FOR  
ENG. STAMP

# Exhibit 4B



REV.	REVISION RECORD	DATE
A	ADDRESS COMPLETENESS REVIEW COMMENTS	04/22/2024
B	ADDRESS 2ND REVIEW COMMENTS	05/20/2024

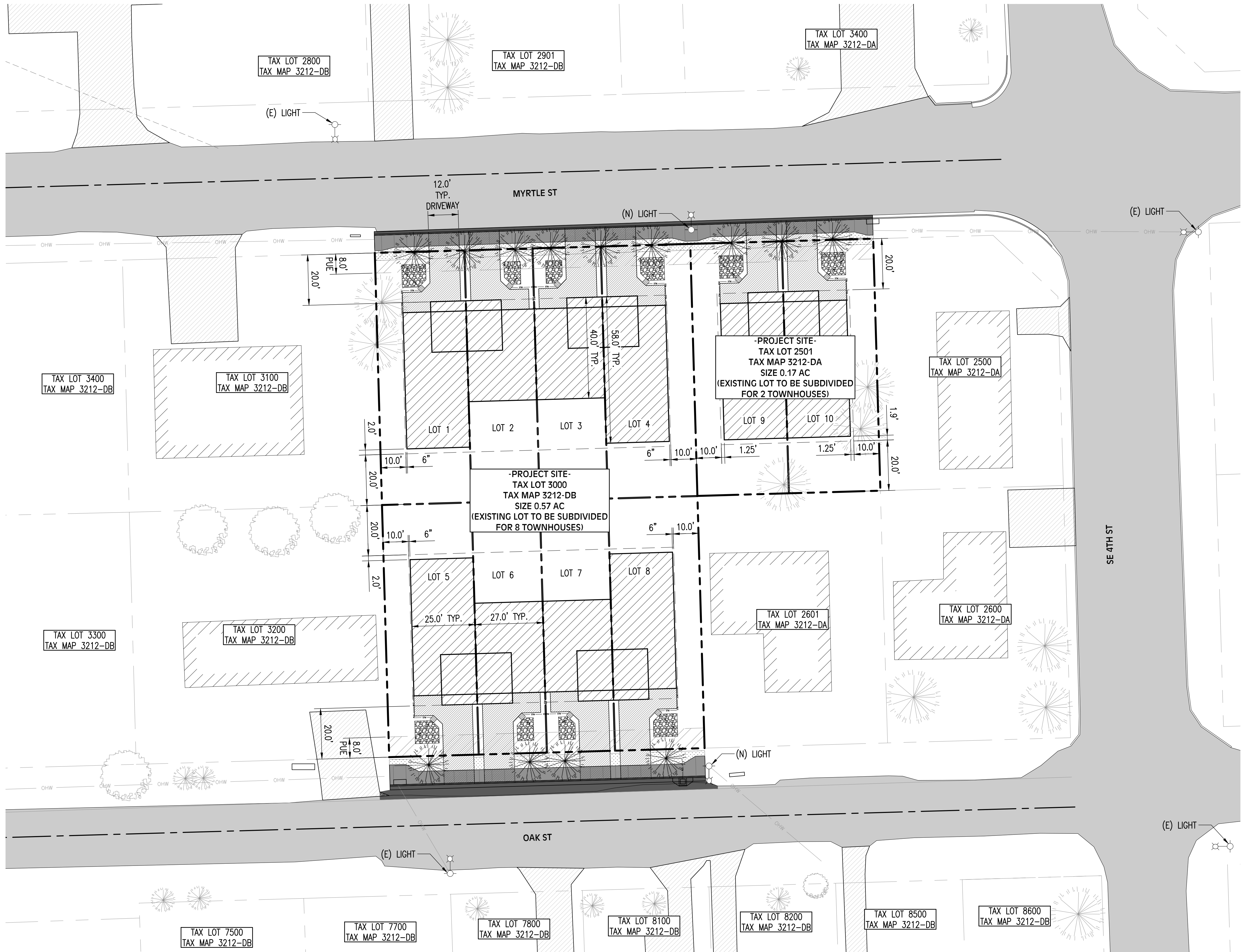
Lower  
Columbia  
Engineering

St. Helens, Oregon  
(503) 366-0399

PROJ. NO.	3201	EXISTING CONDITIONS
DWG. BY	RM2	MYRTLE & OAK TOWNHOMES
APPR. BY		HABITAT FOR HUMANITY
FILE	D-3201-C-1-B	DATE 02/12/2024

SHEET  
**C-1**





LOT DEFINITION			
LOT NUMBER	LOT AREA	MAXIMUM LOT COVERAGE (40% OF LOT SIZE)	MAX BUILDING FOOTPRINT
1	3,548 SF	1,419 SF	1,406 SF
2	2,699 SF	1,080 SF	1,028 SF
3	2,699 SF	1,080 SF	1,028 SF
4	3,548 SF	1,419 SF	1,406 SF
5	3,548 SF	1,419 SF	1,406 SF
6	2,699 SF	1,080 SF	1,028 SF
7	2,699 SF	1,080 SF	1,028 SF
8	3,548 SF	1,419 SF	1,406 SF
9	3,621 SF	1,448 SF	1,406 SF
10	3,621 SF	1,448 SF	1,406 SF

SANITARY SEWER MANHOLE  
CATCH BASIN  
FIRE HYDRANT  
UTILITY POLE  
STREET LIGHTING  
  
TREE (DECIDUOUS)  
  
TREE (CONIFERS)

SUBJECT PROPERTY LINE  
ADJACENT PROPERTY LINE  
(E) POWER LINE  
(E) OVER HEAD WIRE  
(E) MAJOR CONTOUR  
(E) MINOR CONTOUR  
(E) ROAD CENTER  
AC ROADWAY  
(E) DRIVEWAY  
(N) CONCRETE SIDEWALK  
(N) CURB, GUTTER AND PAVING  
(N) DRIVEWAY  
MAX BUILDING FOOTPRINT  
(N) PUBLIC UTILITY EASEMENT

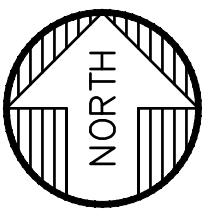
NOTE:  
SEE TENTATIVE PLAT ON SHEET D-3.

DATE: 05/20/2024  
REVISED PRINT  
VOID ALL PREVIOUS

DATE: 03/22/2024  
ISSUED  
FOR APPROVAL

AREA SAVED FOR  
ENG. STAMP

PROPOSED CONDITIONS  
SCALE: 1" = 20'-0"



REV.	REVISION RECORD	DATE
A	ADDRESS COMPLETENESS REVIEW COMMENTS	04/22/2024
B	ADDRESS 2ND REVIEW COMMENTS	05/20/2024

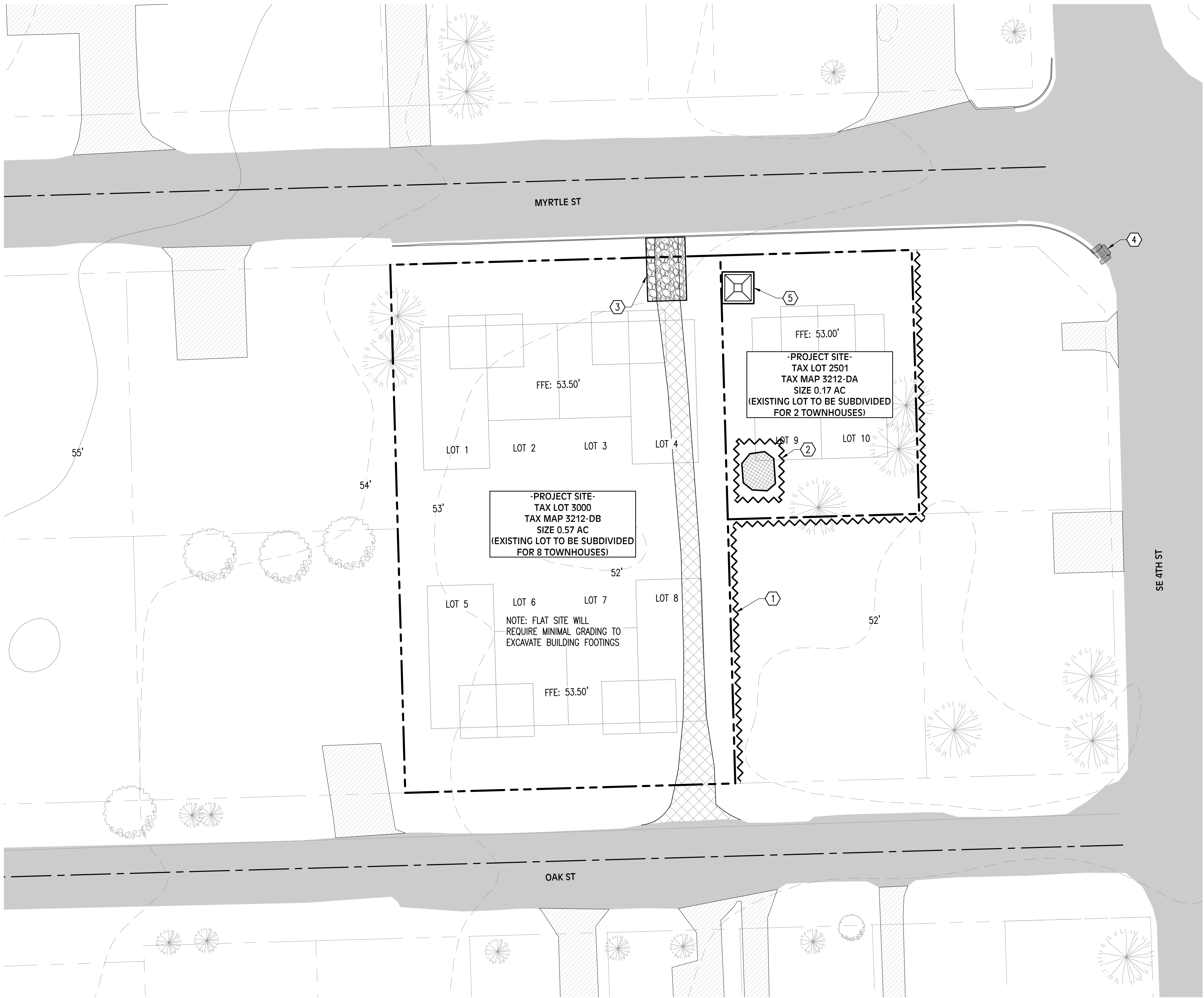
Lower  
Columbia  
Engineering

St. Helens, Oregon  
(503) 366-0399

PROJ. NO.	3201	PROPOSED CONDITIONS PLAN	
DWG. BY	RM2	MYRTLE & OAK TOWNHOMES	
APPR. BY		HABITAT FOR HUMANITY	SHEET
FILE	D-3201-C-2-B	DATE	02/12/2024

C-2





LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- 5' (E) MAJOR CONTOUR
- 1' (E) MINOR CONTOUR
- ~ SEDIMENT FENCE (AS REQUIRED)
- CONSTRUCTION ENTRANCE SEE DETAIL 855 ON SHEET D-2
- (E) GRAVEL DRIVEWAY
- STAGING AREA
- CATCH BASIN W/ INLET PROTECTION SEE DETAIL 915 ON SHEET D-2
- TEMPORARY STOCKPILE
- CONCRETE WASHOUT AREA PER DETAIL 900 ON SHEET D-2

EROSION CONTROL KEYNOTES

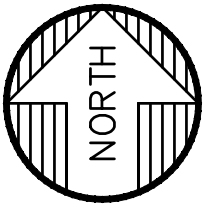
- 1 INSTALL SEDIMENT FENCING AT THE PERIMETER OF SITE DEMOLITION AND GRADING ACTIVITIES. SEE DETAIL 875 ON SHEET D-2.
- 2 PROPOSED SOILS STOCKPILE AREA (IF NEEDED). PROTECT STOCKPILE WITH PLASTIC SHEETING AS REQUIRED PER DETAIL 810 ON SHEET D-2. PROVIDE SEDIMENT FENCE AROUND SOILS STOCKPILES PER DETAIL 875 ON SHEET D-2.
- 3 PROVIDE TEMPORARY CONSTRUCTION ENTRANCE PER DETAIL 855 ON SHEET D-2. VERIFY LOCATION IN FIELD.
- 4 PROVIDE INLET PROTECTION PER DETAIL 915 ON SHEET D-2.
- 5 CONCRETE WASHOUT AREA (IF NEEDED), SEE DETAIL 900 ON SHEET D-2.

HORIZONTAL AND VERTICAL DATUM

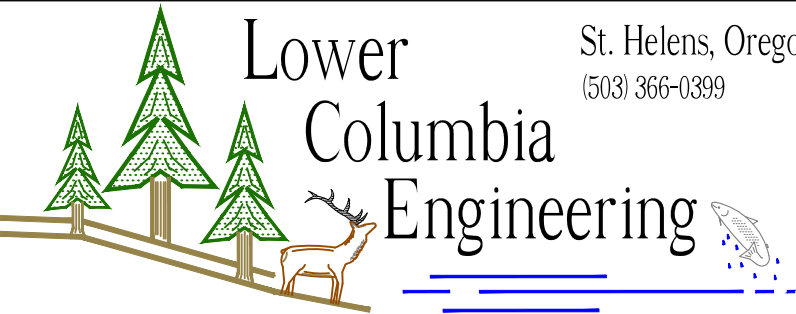
1. ALL TOPOGRAPHIC INFORMATION WAS COLLECTED UTILIZING A VERTICAL DATUM OF NAVD88 AND HORIZONTAL DATUM OF NAD83. CONTRACTOR TO FIELD VERIFY ELEVATIONS.
2. EXISTING CONTOUR DATA UTILIZES THE MOST RECENT AVAILABLE NOAA LIDAR.

GRADING & ESC PLAN

SCALE: 1" = 20'-0"



REV.	REVISION RECORD	DATE
A	ADDRESS COMPLETENESS REVIEW COMMENTS	04/22/2024
B	ADDRESS 2ND REVIEW COMMENTS	05/20/2024



St. Helens, Oregon  
(503) 366-0399

PROJ. NO.	3201	GRADING & ESC PLAN
DWG. BY	RM2	MYRTLE & OAK TOWNHOMES
APPR. BY		HABITAT FOR HUMANITY
FILE	D-3201-C-3-B	DATE 02/12/2024

DATE: 05/20/2024  
REVISED PRINT  
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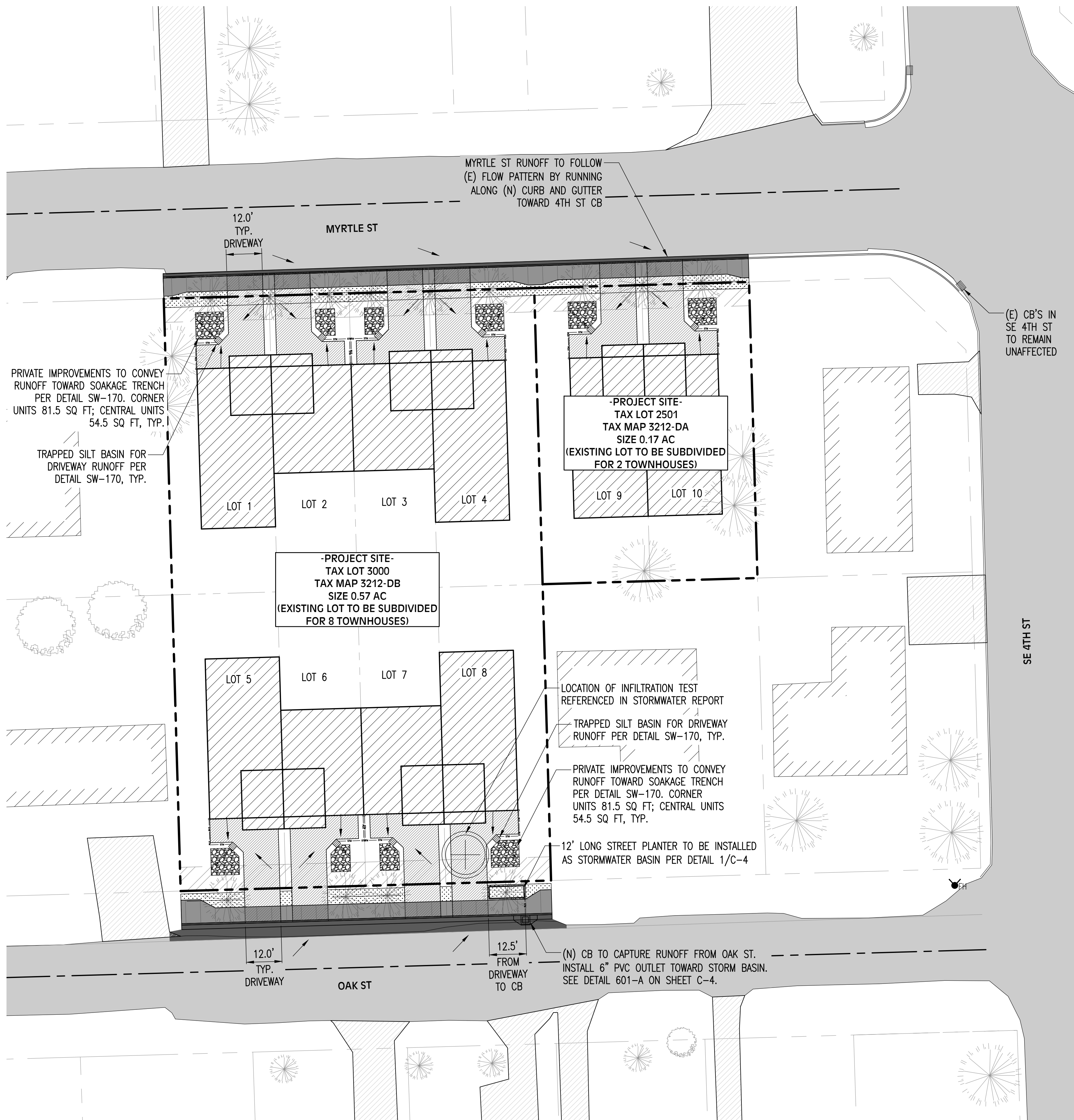
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ISSUED  
FOR APPROVAL

AREA SAVED FOR  
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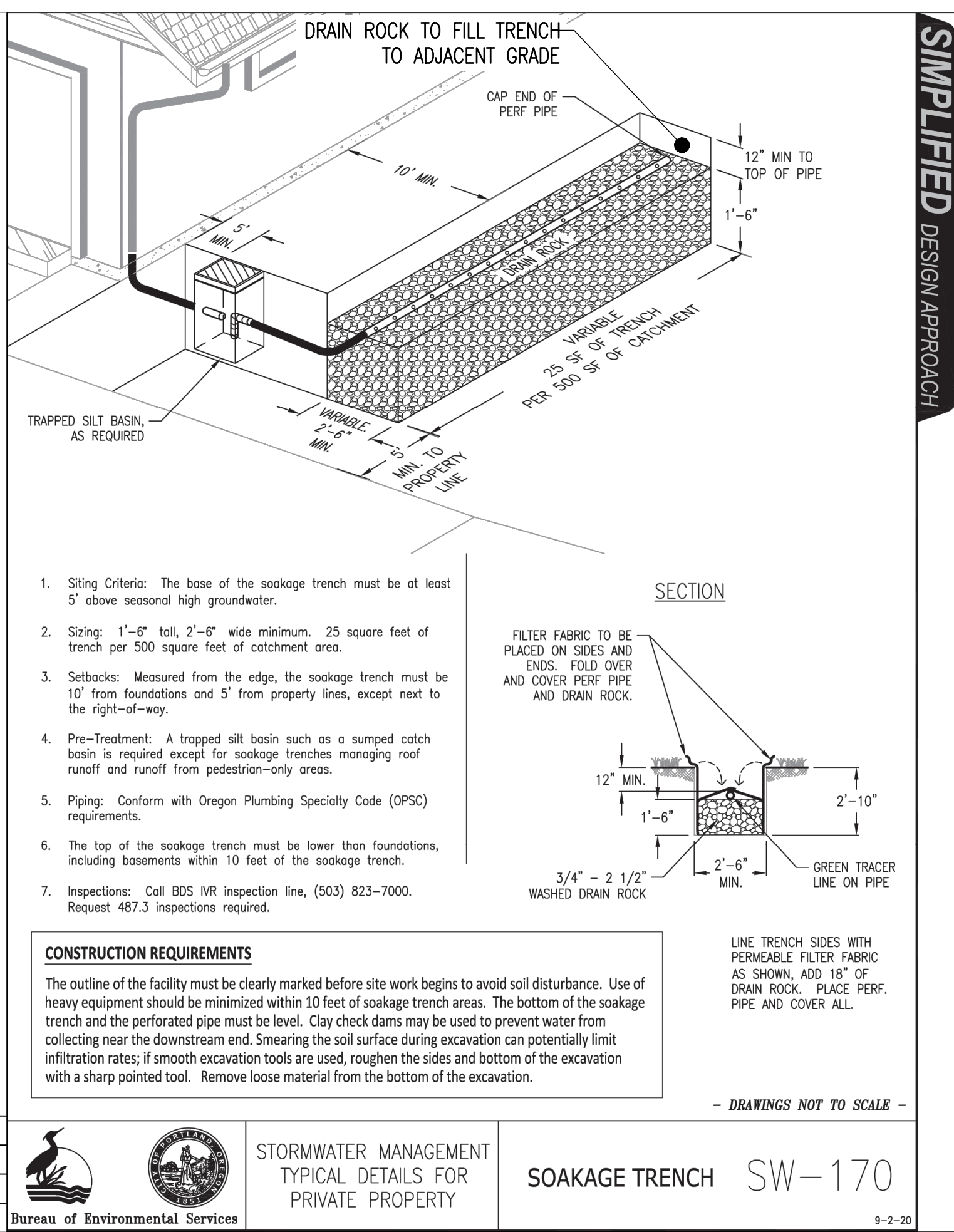
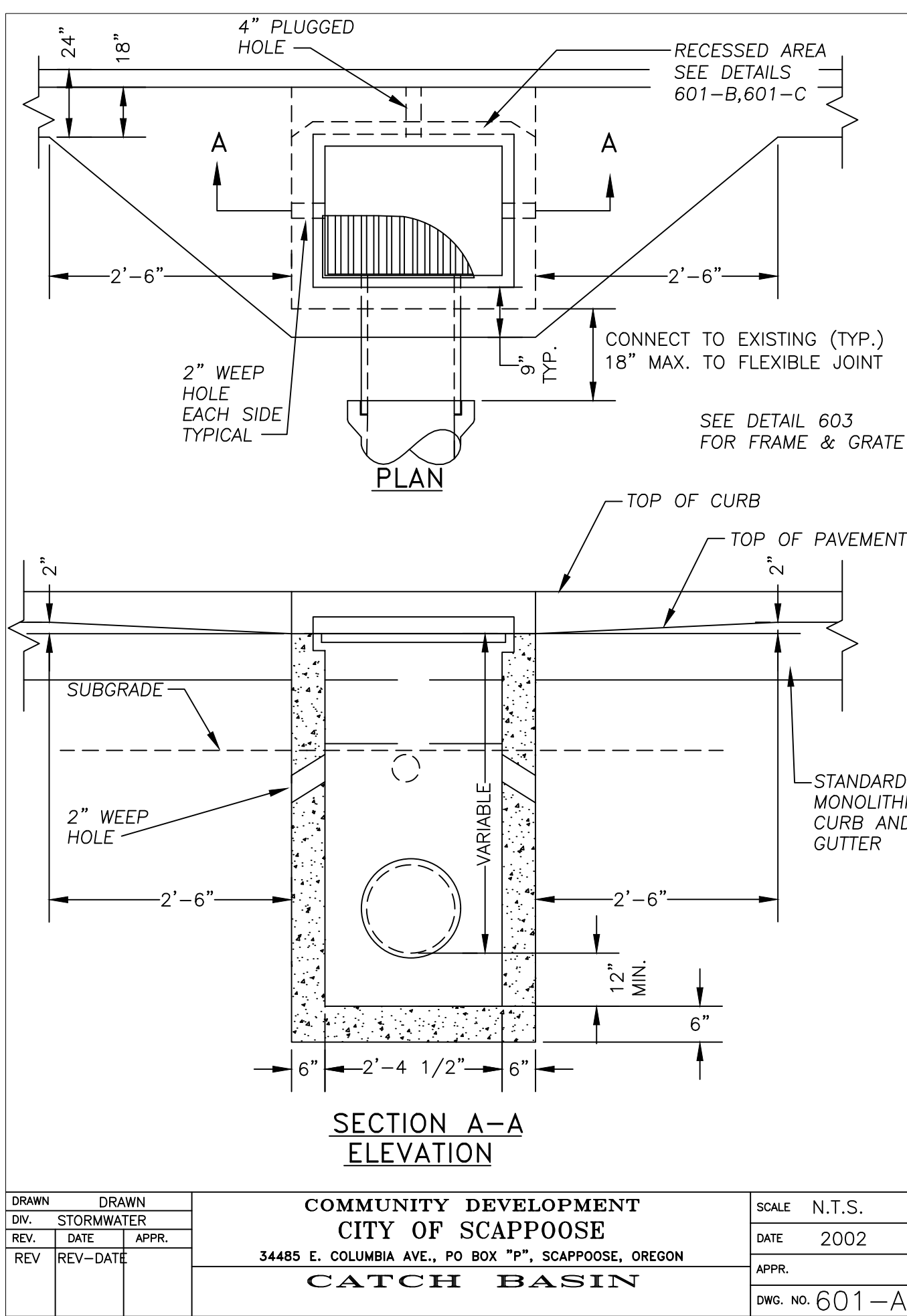
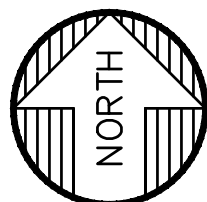
Exhibit 4D

C-3

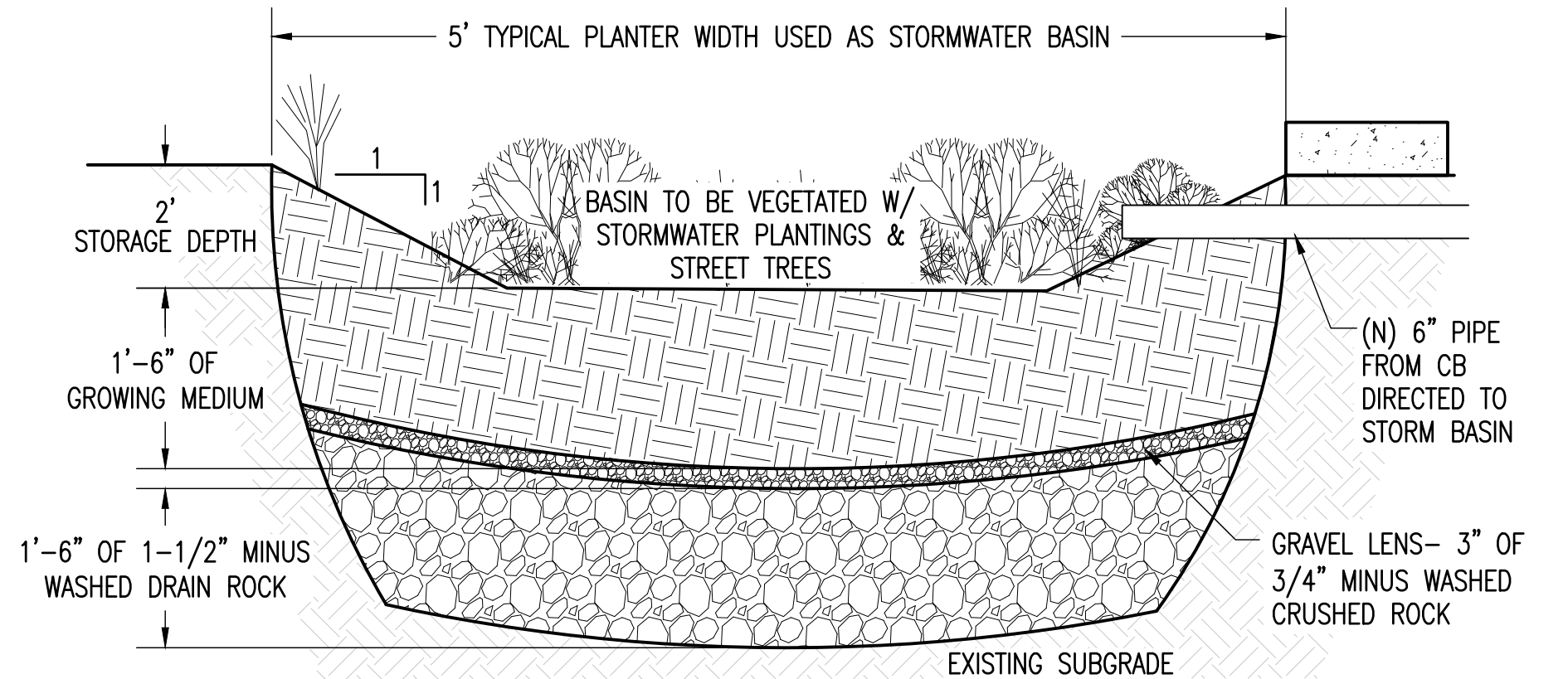




STORMWATER PLAN  
SCALE: 1" = 20'-0"



LEGEND	
	SANITARY SEWER MANHOLE
	CATCH BASIN
	FIRE HYDRANT
	UTILITY POLE
	STREET LIGHTING
	TREE (DECIDUOUS)
	TREE (CONIFERS)
	SLOPE
	SUBJECT PROPERTY LINE
	ADJACENT PROPERTY LINE
	(E) POWER LINE
	(E) OVER HEAD WIRE
	(E) MAJOR CONTOUR
	(E) MINOR CONTOUR
	(E) ROAD CENTER
	AC ROADWAY
	(E) DRIVEWAY
	(N) CONCRETE SIDEWALK
	(N) CURB, GUTTER AND PAVING
	(N) DRIVEWAY
	MAX BUILDING FOOTPRINT
	(N) SOAKAGE TRENCH



1 STORMWATER PLANTER  
C-4 SCALE: NTS

DATE: 05/20/2024  
REVISED PRINT  
VOID ALL PREVIOUS

DATE: 03/22/2024  
ISSUED  
FOR APPROVAL

AREA SAVED FOR  
ENG. STAMP

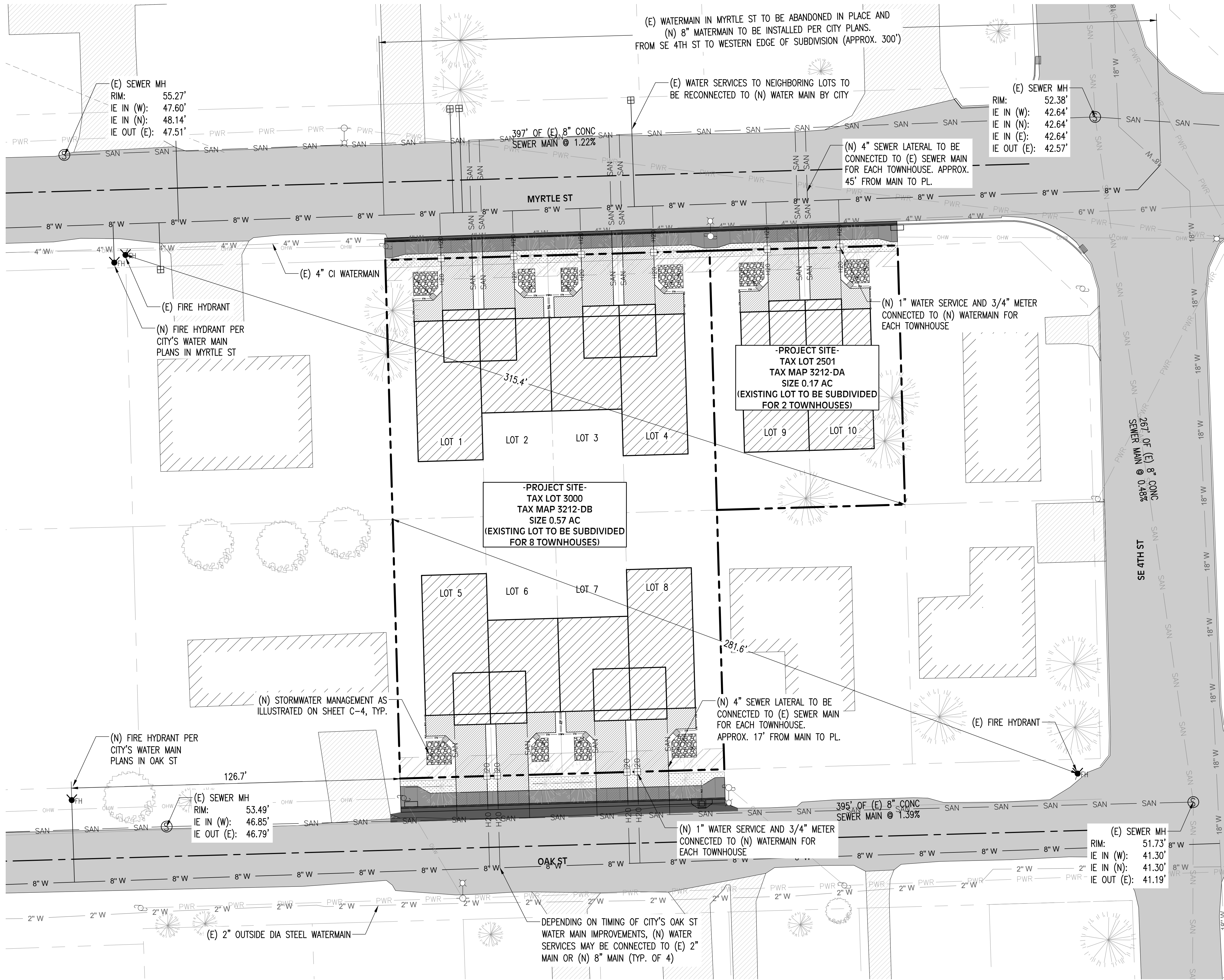
Exhibit 4E

REV.	REVISION RECORD	DATE	PROJ. NO.	3201	STORMWATER PLAN
A	ADDRESS COMPLETENESS REVIEW COMMENTS	04/22/2024	DWG. BY	RM2	MYRTLE & OAK TOWNHOMES
B	ADDRESS 2ND REVIEW COMMENTS	05/20/2024	APPR. BY		HABITAT FOR HUMANITY
			FILE	D-3201-C-4-B	DATE 02/12/2024

Lower Columbia Engineering  
St. Helens, Oregon  
(503) 366-0399

SHEET	C-4
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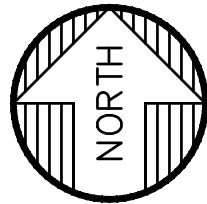


NOTE:  
REQUIREMENTS FOR BURIED POWER AND COMMUNICATIONS LINES TO BE COORDINATED WITH APPLICABLE UTILITY COMPANIES AND ADDRESSED WITH BUILDING PERMIT SUBMITTAL.

**LEGEND**

- SANITARY SEWER MANHOLE
- CATCH BASIN
- FIRE HYDRANT
- UTILITY POLE
- STREET LIGHTING
- TREE (DECIDUOUS)
- TREE (CONIFERS)
- SLOPE
- SUBJECT PROPERTY LINE
- ADJACENT PROPERTY LINE
- (E) POWER LINE
- (E) OVER HEAD WIRE
- 4" WATER LINE
- 8" WATER LINE
- (N) SANITARY SEWER
- (E) MAJOR CONTOUR
- (E) MINOR CONTOUR
- (E) ROAD CENTER
- AC ROADWAY
- (E) DRIVEWAY
- (N) CONCRETE SIDEWALK
- (N) CURB, GUTTER AND PAVING
- (N) DRIVEWAY
- MAX BUILDING FOOTPRINT
- (N) SOAKAGE TRENCH

UTILITY PLAN  
SCALE: 1" = 20'-0"



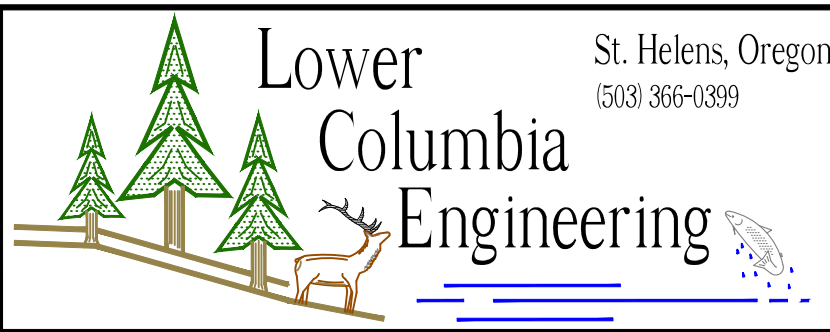
DATE: 05/20/2024  
REVISED PRINT  
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DATE: 03/22/2024  
ISSUED  
FOR APPROVAL

AREA SAVED FOR  
ENG. STAMP

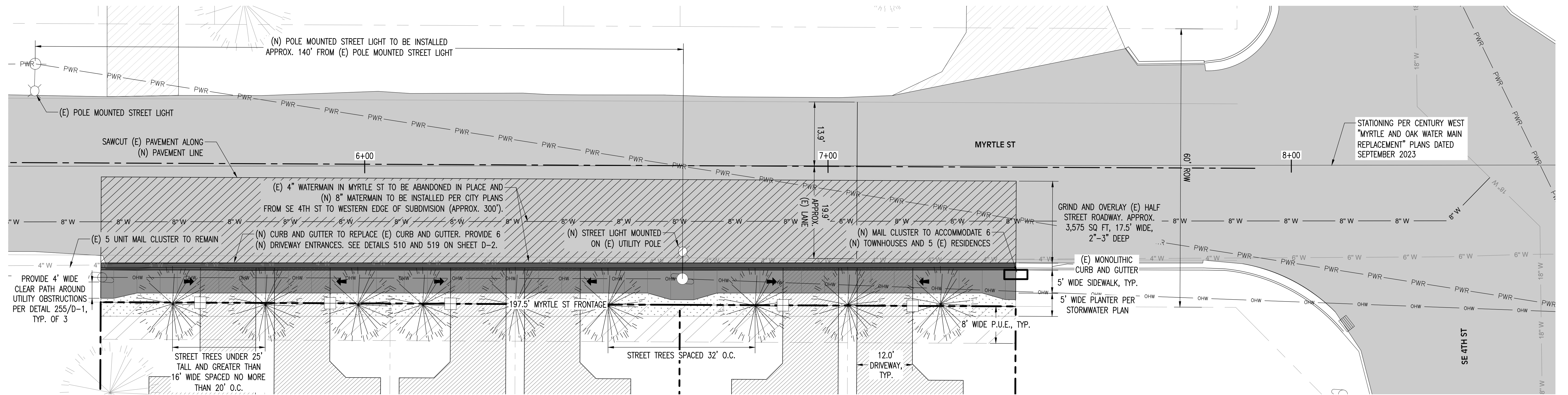
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REV.	REVISION RECORD	DATE
A	ADDRESS 2ND REVIEW COMMENTS	05/20/2024

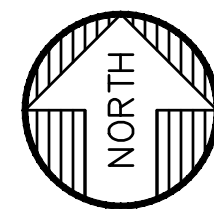


PROJ. NO.	3201	UTILITY PLAN
DWG. BY	RM2	MYRTLE & OAK TOWNHOMES
APPR. BY	HABITAT FOR HUMANITY	SHEET
FILE	D-3201-C-5-A	DATE 02/12/2024
		<b>C-5</b>

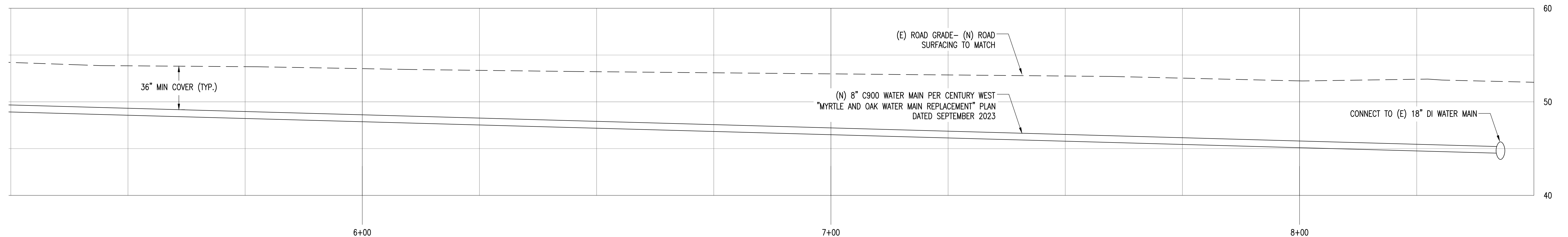











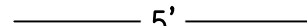





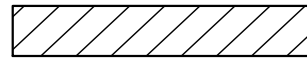




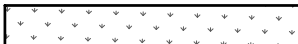






**PUBLIC IMPROVEMENTS - MYRTLE ST**  
SCALE: 1" = 10'



**NOTE:**  
REQUIREMENTS FOR BURIED POWER AND COMMUNICATIONS LINES TO BE COORDINATED WITH APPLICABLE UTILITY COMPANIES AND ADDRESSED WITH BUILDING PERMIT SUBMITTAL.



LEGEND			
	CLEAN OUT		SUBJECT PROPERTY LINE
	STORM SEWER MANHOLE		ADJACENT PROPERTY LINE
	SANITARY SEWER MANHOLE		(E) POWER LINE
	CATCH BASIN		(E) OVER HEAD WIRE
	FIRE HYDRANT		(E) MAJOR CONTOUR
	UTILITY POLE		(E) MINOR CONTOUR
	STREET LIGHTING		(E) ROAD CENTER
	TREE (DECIDUOUS)		(N) ROAD SURFACE
	TREE (CONIFERS)		AC ROADWAY
	(N) WATER METER		(E) DRIVEWAY
	(N) PLANTER		(N) CONCRETE SIDEWALK
	(N) PUBLIC UTILITY EASEMENT		(N) CURB, GUTTER AND PAVING
			(N) DRIVEWAY

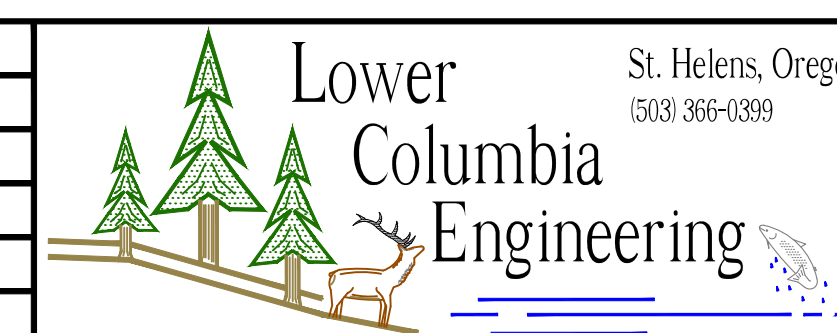
**MYRTLE ST PROFILE**  
HORIZONTAL SCALE: 1" = 10'  
VERTICAL SCALE: 1" = 5'

DATE: 05/20/2024  
ISSUED  
FOR APPROVAL

AREA SAVED FOR  
ENG. STAMP

**Exhibit 4G**

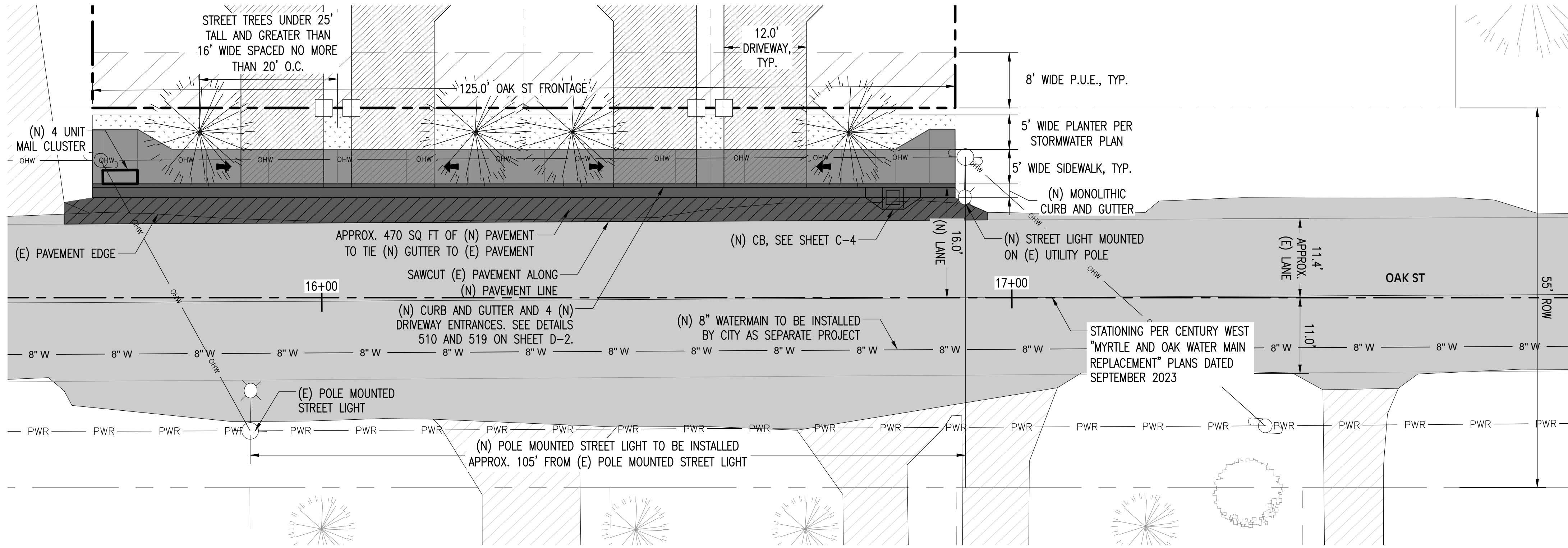
REV.	REVISION RECORD	DATE



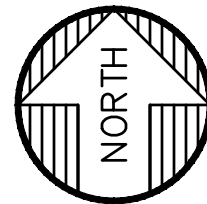
PROJ. NO.	3201	PUBLIC IMPROVEMENTS- MYRTLE ST	
DWG. BY	RM2	MYRTLE & OAK TOWNHOMES	
APPR. BY		HABITAT FOR HUMANITY	
FILE	D-3201-C-6	DATE	02/12/2024

SHEET  
**C-6**



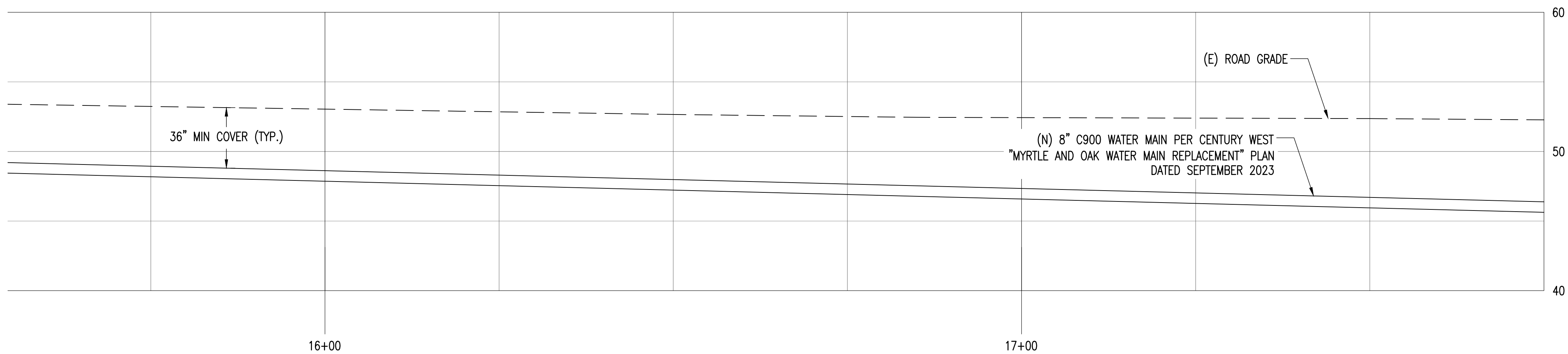


**PUBLIC IMPROVEMENTS - OAK ST**  
SCALE: 1" = 10'



**NOTE:**

REQUIREMENTS FOR BURIED POWER AND COMMUNICATIONS LINES TO BE COORDINATED WITH APPLICABLE UTILITY COMPANIES AND ADDRESSED WITH BUILDING PERMIT SUBMITTAL.



**LEGEND**

	CLEAN OUT		SUBJECT PROPERTY LINE
	STORM SEWER MANHOLE		ADJACENT PROPERTY LINE
	SANITARY SEWER MANHOLE		(E) POWER LINE
	CATCH BASIN		(E) OVER HEAD WIRE
	FIRE HYDRANT		(E) MAJOR CONTOUR
	UTILITY POLE		(E) MINOR CONTOUR
	STREET LIGHTING		(E) ROAD CENTER
	TREE (DECIDUOUS)		(N) ROAD SURFACE
	TREE (CONIFERS)		AC ROADWAY
	(N) WATER METER		(E) DRIVEWAY
	(N) PLANTER		(N) CONCRETE SIDEWALK
	(N) PUBLIC UTILITY EASEMENT		(N) CURB, GUTTER AND PAVING
			(N) DRIVEWAY

**OAK ST PROFILE**

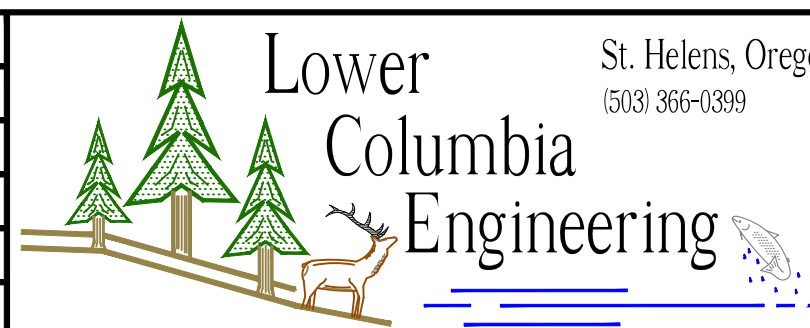
HORIZONTAL SCALE: 1" = 10'  
VERTICAL SCALE: 1" = 5'

DATE: 05/20/2024  
ISSUED  
FOR APPROVAL

AREA SAVED FOR  
ENG. STAMP

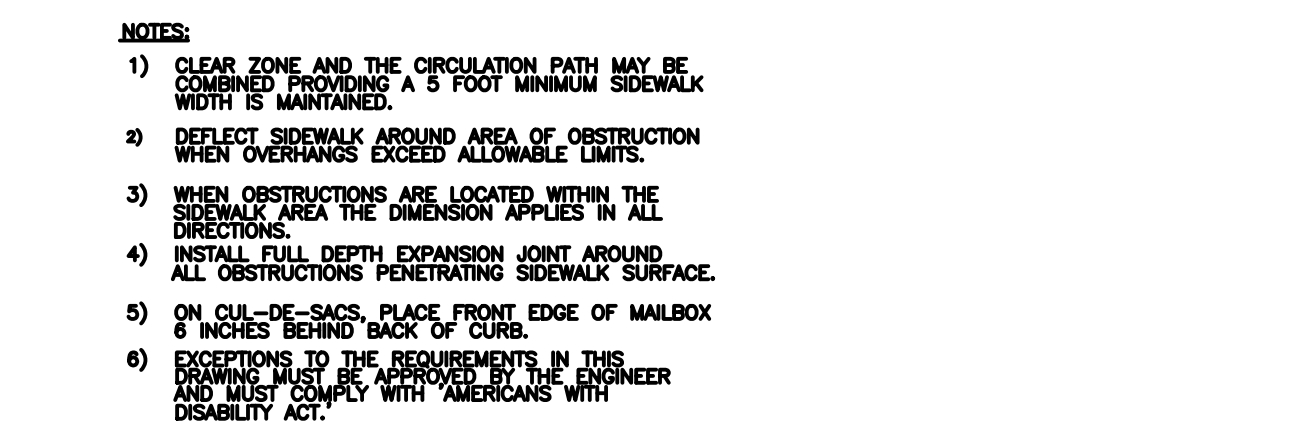
**Exhibit 4H**


REV.	REVISION RECORD	DATE

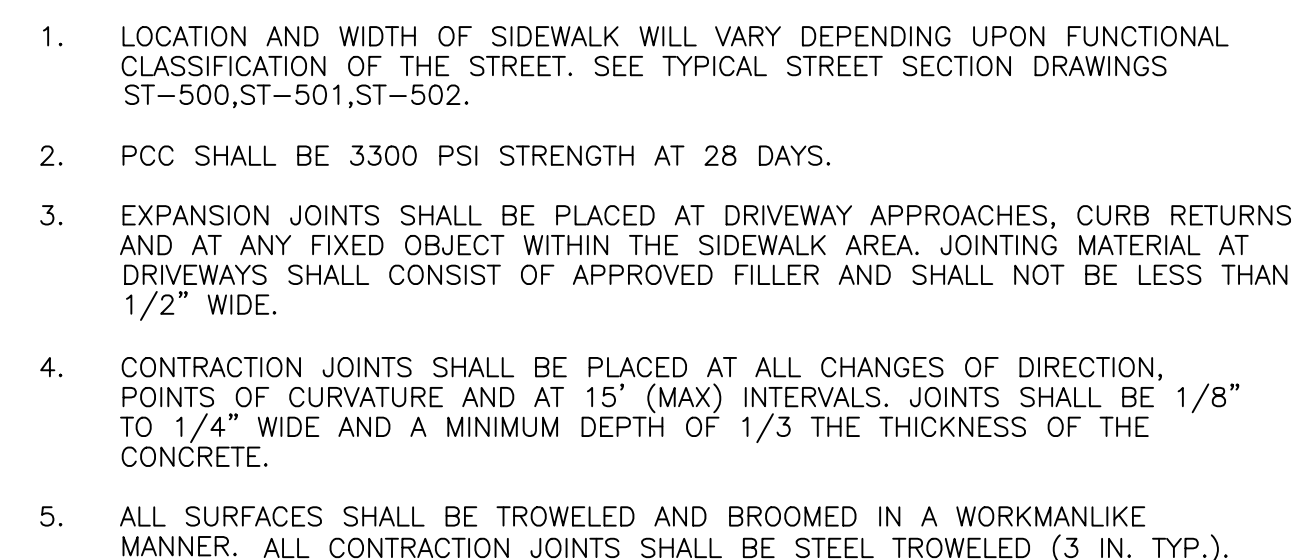


PROJ. NO.	3201	PUBLIC IMPROVEMENTS- OAK ST
DWG. BY	RM2	MYRTLE & OAK TOWNHOMES
APPR. BY		HABITAT FOR HUMANITY
FILE	D-3201-C-7	DATE 02/12/2024

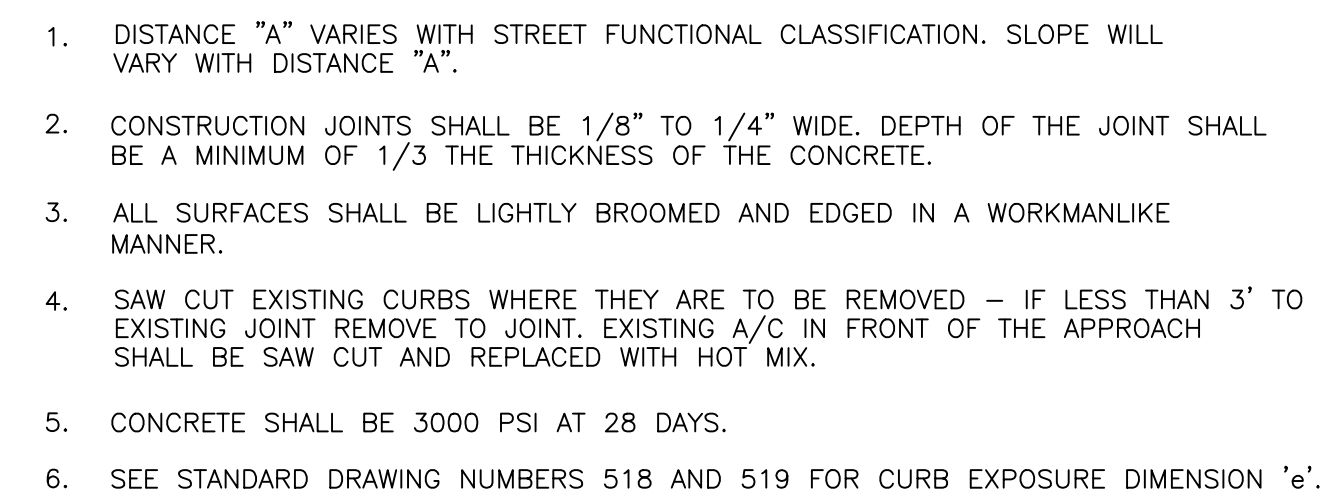
SHEET  
**C-7**



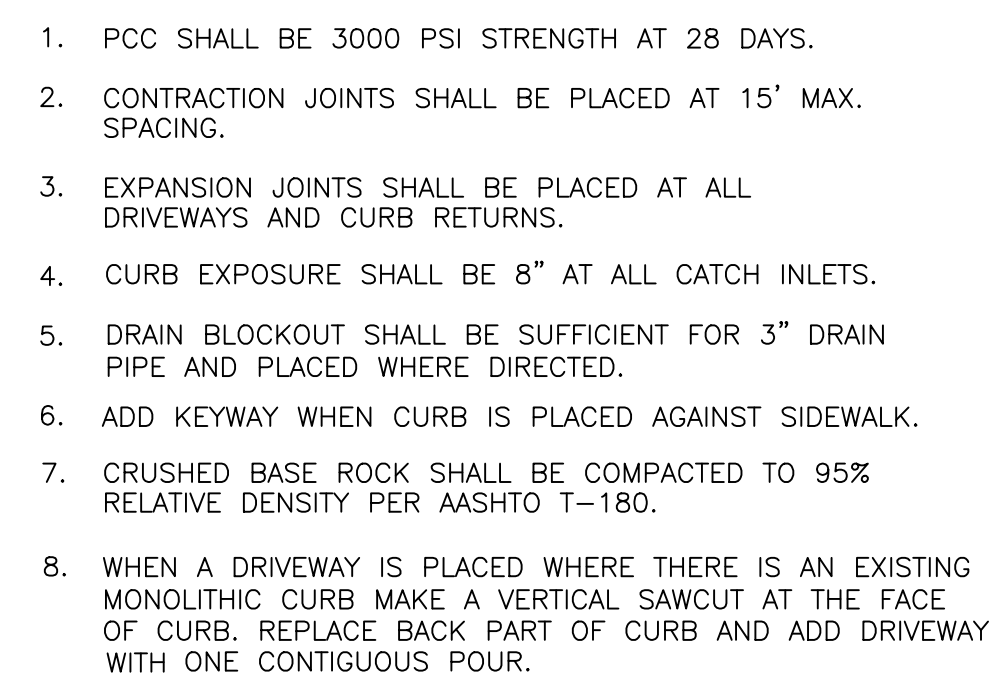
DRAWN BY:  CHECKED BY:  DATE:  SCALE:	 <div> <b>CITY OF ST. HELENS</b>            265 THE STRAND, ST. HELENS, OR 97051            PH (503)397-6272 FAX (503)397-4016         </div>	REVISION:   
	TITLE: SIDEWALK DETAILS: OBSTRUCTIONS & PROTRUDING OBJECTS	DRAWING NO: 255



DRAWN DDD			COMMUNITY DEVELOPMENT		SCALE N.T.S.
DIV. TRANSPORTATION			CITY OF SCAPPOOSE		DATE DDDDDD
REV.	DATE	APPR.	34485 E. COLUMBIA AVE., PO BOX "P", SCAPPOOSE, OREGON		APPR.
			TYPICAL SIDEWALK DETAIL		DWG. No. 513

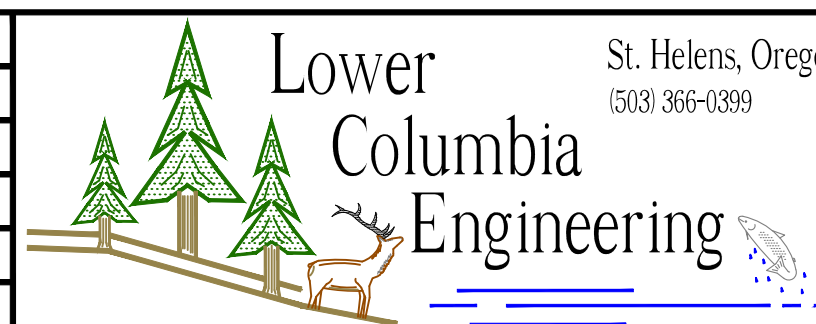


DRAWN	M. R. M.		COMMUNITY DEVELOPMENT		SCALE	N.T.S.
DIV.	TRANSPORTATION		CITY OF SCAPPOOSE		DRAWN	2002
REV.	DATE	APPR.	34485 E. COLUMBIA AVE., PO BOX "P", SCAPPOOSE, OREGON		APPR.	
			RESIDENTIAL DRIVEWAY APPROACH		DWG. NO.	510



DRAWING DDD			COMMUNITY DEVELOPMENT		SCALE N.T.S.
DIV. TRANSPORTATION			CITY OF SCAPPOOSE		DATE DDDDDD
REV.	DATE	APPR.	34485 E. COLUMBIA AVE., PO BOX "P", SCAPPOOSE, OREGON		APPR.
			MONOLITHIC CURB AND GUTTER		DWG. NO. 519

REV.	REVISION RECORD	DATE



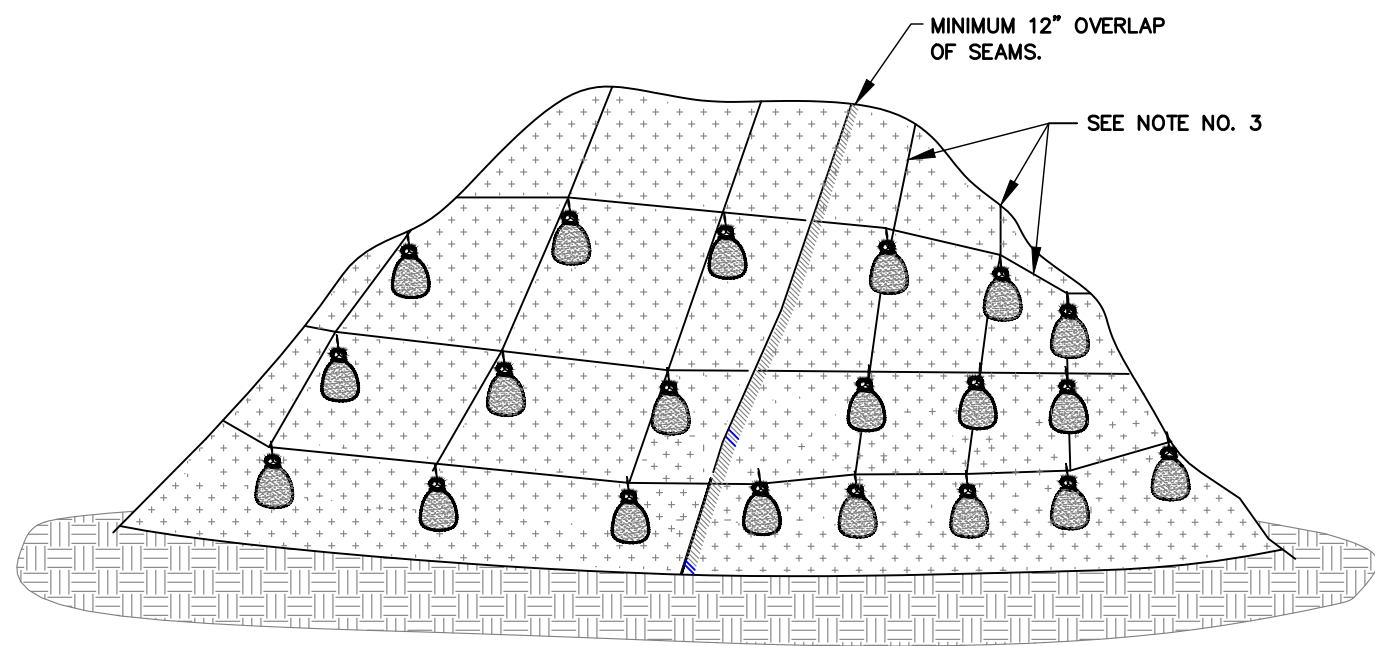
PROJ. NO.	3201	STANDARD DETAILS	
DWG. BY	RM2	MYRTLE & OAK TOWNHOMES	
APPR. BY		HABITAT FOR HUMANITY	SHEET
FILE	D-3201-D-1	DATE	02/12/2024

D-1

# Exhibit 4I



FOR FURTHER INFORMATION  
ON DESIGN CRITERIA SEE  
CHAPTER 4 OF CLEAN WATER  
SERVICES EROSION PREVENTION  
AND SEDIMENT CONTROL  
PLANNING AND DESIGN MANUAL.



PLASTIC SHEETING

NOTES:

1. MINIMUM 12" OVERLAP OF ALL SEAMS REQUIRED.
2. PERIMETER SEDIMENT CONTROL BMP TO BE INSTALLED A MINIMUM OF 3' FROM TOE OF STOCKPILE.
3. COVERING MAINTAINED TIGHTLY IN PLACE BY USING SANDBAGS OR APPROVED EQUAL ON ROPS WITH A MAXIMUM 10' GRID SPACING IN ALL DIRECTIONS.
4. PLASTIC TO EXTEND MINIMUM 1' BEYOND TOE OF SLOPE.
5. AS APPROPRIATE, BMP'S SHALL BE INSTALLED TO CONVEY WATER DISCHARGE FROM STOCKPILE AREAS.

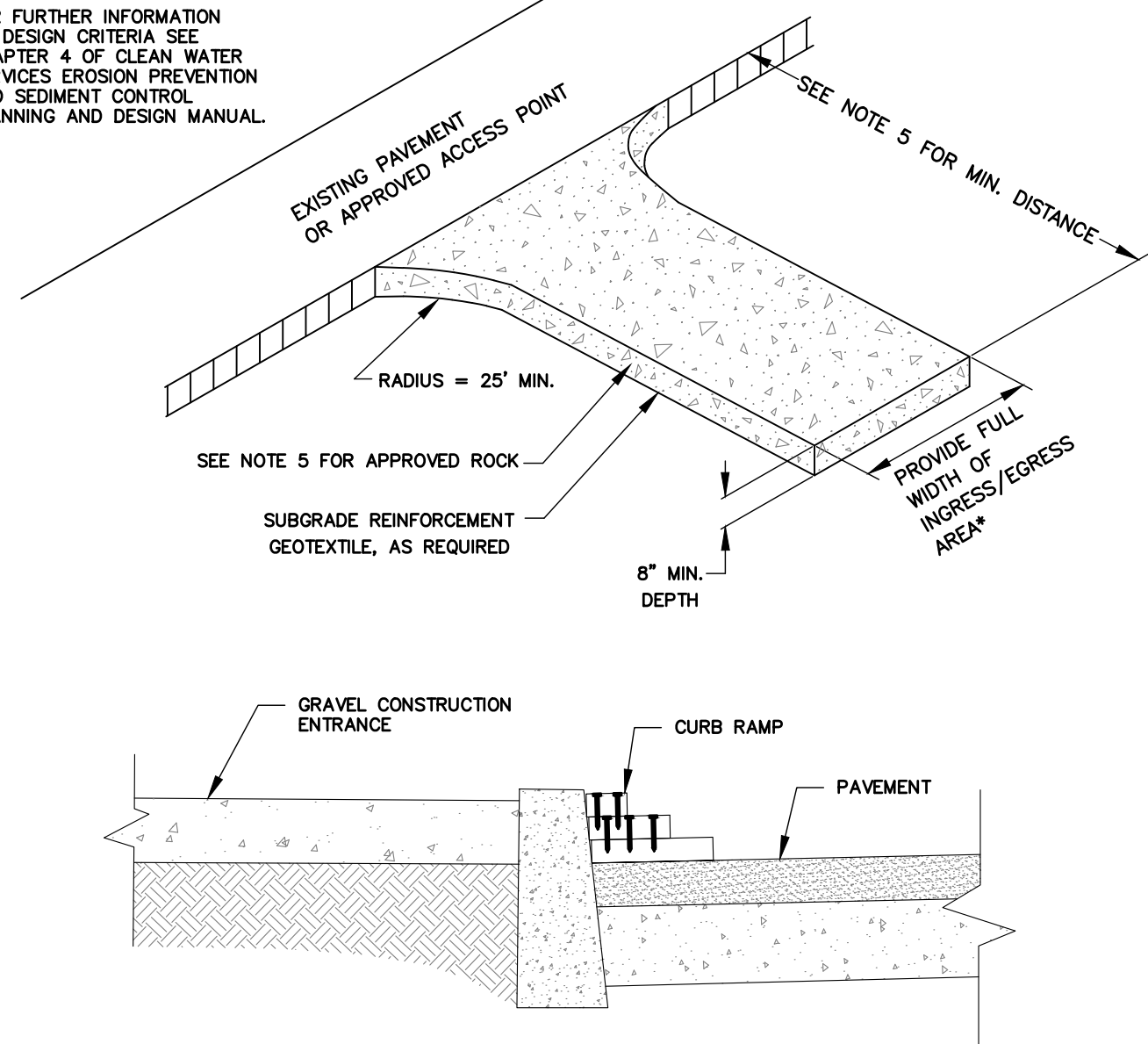
PLASTIC SHEETING

DRAWING NO. 810

REVISED 10-31-19



FOR FURTHER INFORMATION  
ON DESIGN CRITERIA SEE  
CHAPTER 4 OF CLEAN WATER  
SERVICES EROSION PREVENTION  
AND SEDIMENT CONTROL  
PLANNING AND DESIGN MANUAL.



NOTES:

1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEAN OUT OF ANY MEASURES USED TO TRAP SEDIMENT.
2. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
3. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.
4. WHERE RUNOFF CONTAINING SEDIMENT LADEN WATER IS LEAVING THE SITE VIA THE CONSTRUCTION ENTRANCE, OTHER MEASURES SHALL BE IMPLEMENTED TO DIVERT RUNOFF THROUGH AN APPROVED FILTERING SYSTEM.
5. DIMENSIONS  
SINGLE FAMILY  
20' LONG BY 20' WIDE 8" DEEP OF 3/4" MINUS CLEAN ROCK.  
COMMERCIAL/SITE DEVELOPMENT  
50' LONG BY 20' WIDE 3-6" CLEAN ROCK, GOVERNING AUTHORITY MAY REQUIRE GEOTEXTILE FABRIC TO PREVENT SUB-SOIL PUMPING.

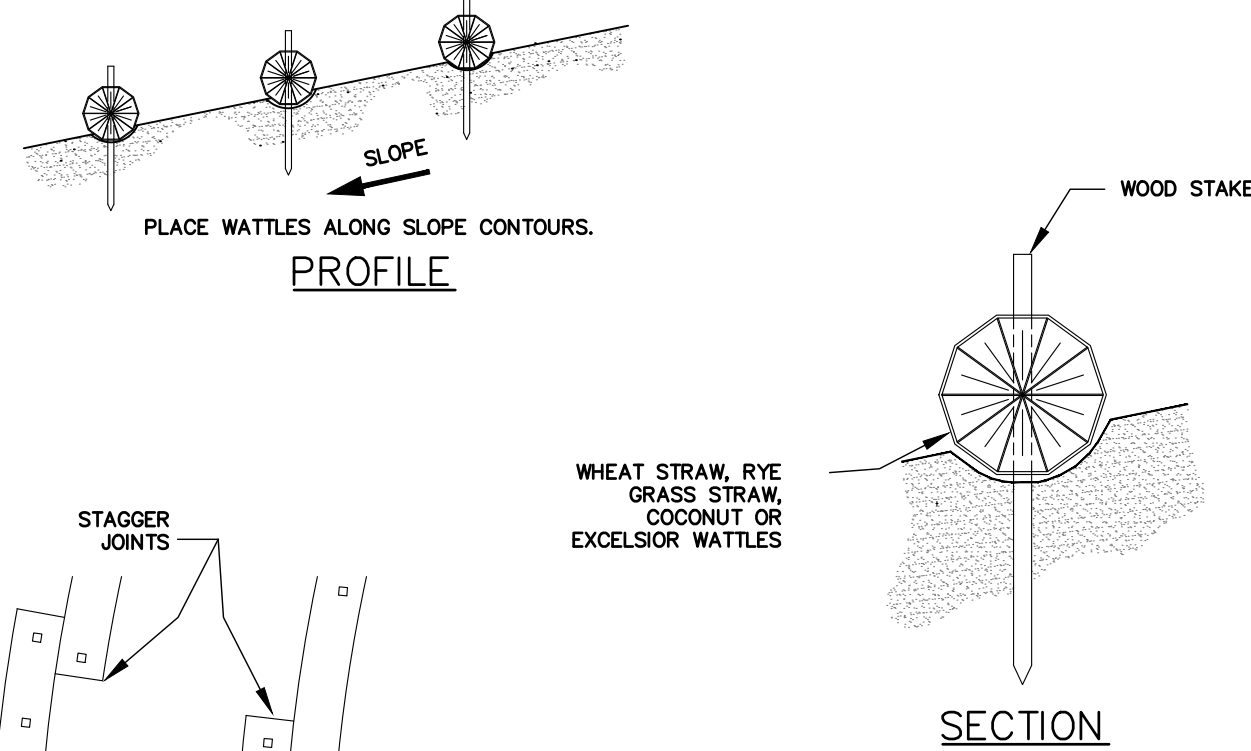
CONSTRUCTION ENTRANCE

DRAWING NO. 855

REVISED 10-31-19



FOR FURTHER INFORMATION  
ON DESIGN CRITERIA SEE  
CHAPTER 4 OF CLEAN WATER  
SERVICES EROSION PREVENTION  
AND SEDIMENT CONTROL  
PLANNING AND DESIGN MANUAL.



WATTLES

NOTES:

1. STAKING SPECIFICATIONS:  
a. 1"x2" WOODEN STAKES  
b. ADDITIONAL STAKES MAY BE INSTALLED ON DOWNHILL SIDE OF WATTLES, ON STEEP SLOPE OR HIGHLY EROSION SOILS.
2. SPACING IN ACCORDANCE WITH DETAIL 940.
3. REMOVE ALL ROCKS, CLODS, VEGETATION OR OTHER OBSTRUCTIONS SO THAT THE INSTALLED WATTLES WILL HAVE DIRECT CONTACT WITH THE SOIL.
4. INSTALL THE WATTLES IN A 2" DEEP TRENCH, INSURING THAT NO GAPS EXIST BETWEEN THE SOIL AND THE BOTTOM OF THE WATTLE. THE ENDS OF ADJACENT WATTLES SHALL BE OVERLAPPED 1 FT. MINIMUM TO PREVENT SEDIMENT PASSING THROUGH THE FIELD JOINT.

WATTLES

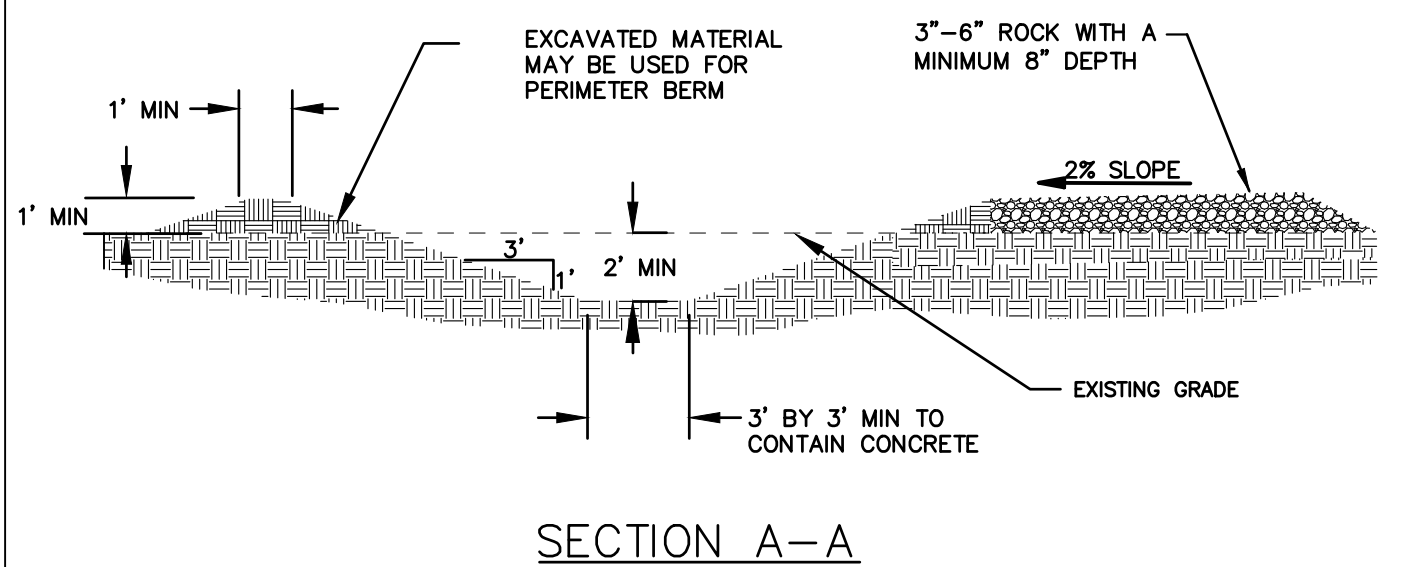
DRAWING NO. 880

REVISED 10-31-19



NOTES:

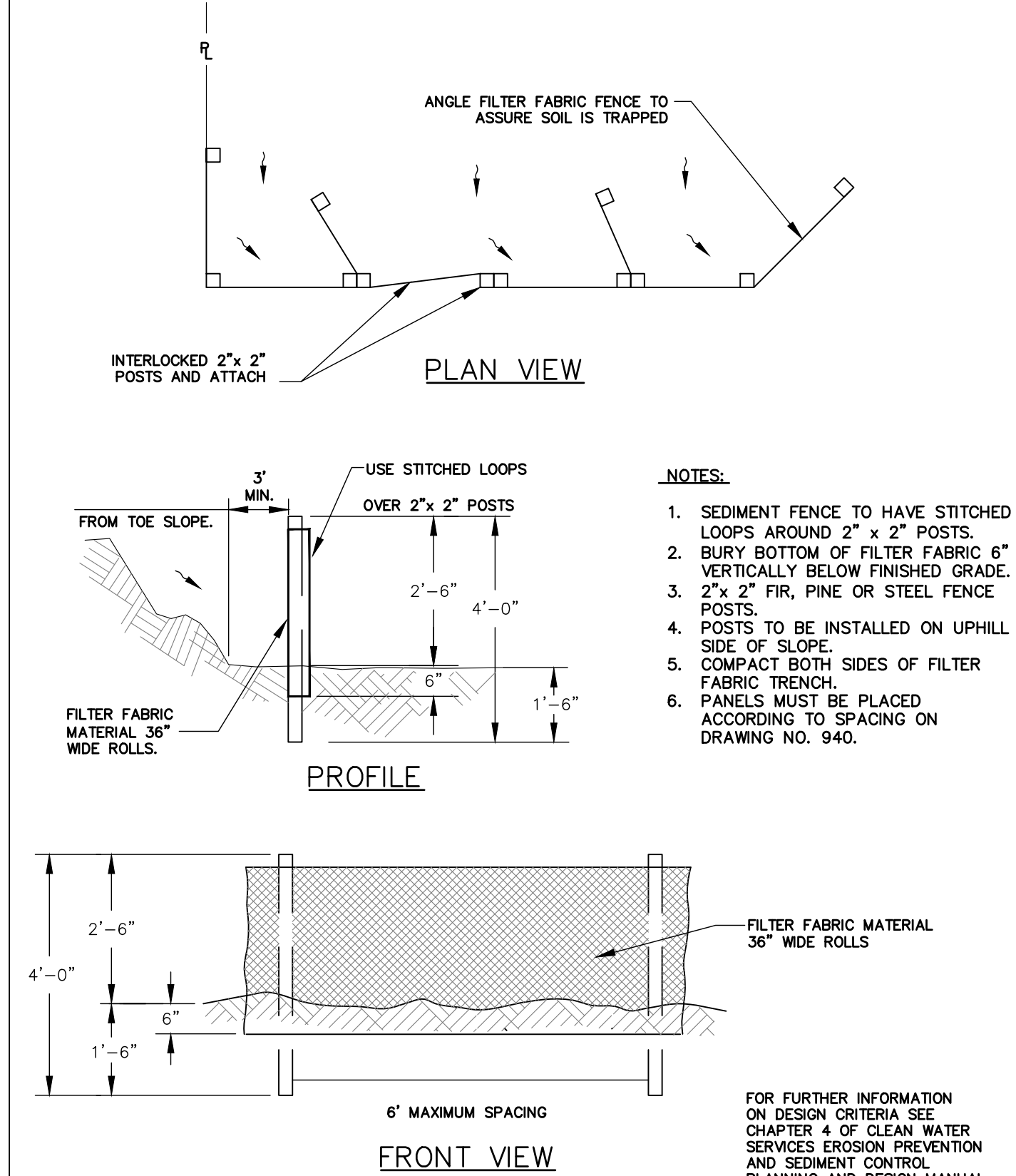
1. WASHOUT FACILITIES SHALL BE MAINTAINED TO PROVIDE ADEQUATE HOLDING CAPACITY WITH A MINIMUM FREEBOARD OF 12 INCHES.
2. WASHOUT FACILITIES MUST BE CLEANED, OR NEW FACILITIES MUST BE CONSTRUCTED AND READY FOR USE ONCE THE WASHOUT IS 75% FULL.
3. IF THE WASHOUT IS NEARING CAPACITY, VACUUM AND DISPOSE OF THE WASTE MATERIAL IN AN APPROVED MANNER.
4. TEMPORARY CONCRETE WASHOUT FACILITIES SHALL BE LOCATED A MINIMUM OF 50 FT FROM SENSITIVE AREAS INCLUDING OPEN DRAINAGE FACILITIES AND WATER SOURCES.
5. CONCRETE WASHOUT FACILITIES SHALL BE CONSTRUCTED AND MAINTAINED IN SUFFICIENT QUANTITY AND SIZE TO CONTAIN ALL LIQUID AND CONCRETE WASTE GENERATED BY WASHOUT OPERATIONS.
6. INSTALL CONCRETE WASHOUT SIGN WITHIN 30 FEET OF TEMPORARY CONCRETE WASHOUT FACILITY.
7. TEMPORARY CONCRETE WASHOUTS MAY BE A PREFABRICATED CONTAINER THAT IS PORTABLE AND REUSABLE.



CONCRETE WASHOUT

DRAWING NO. 900

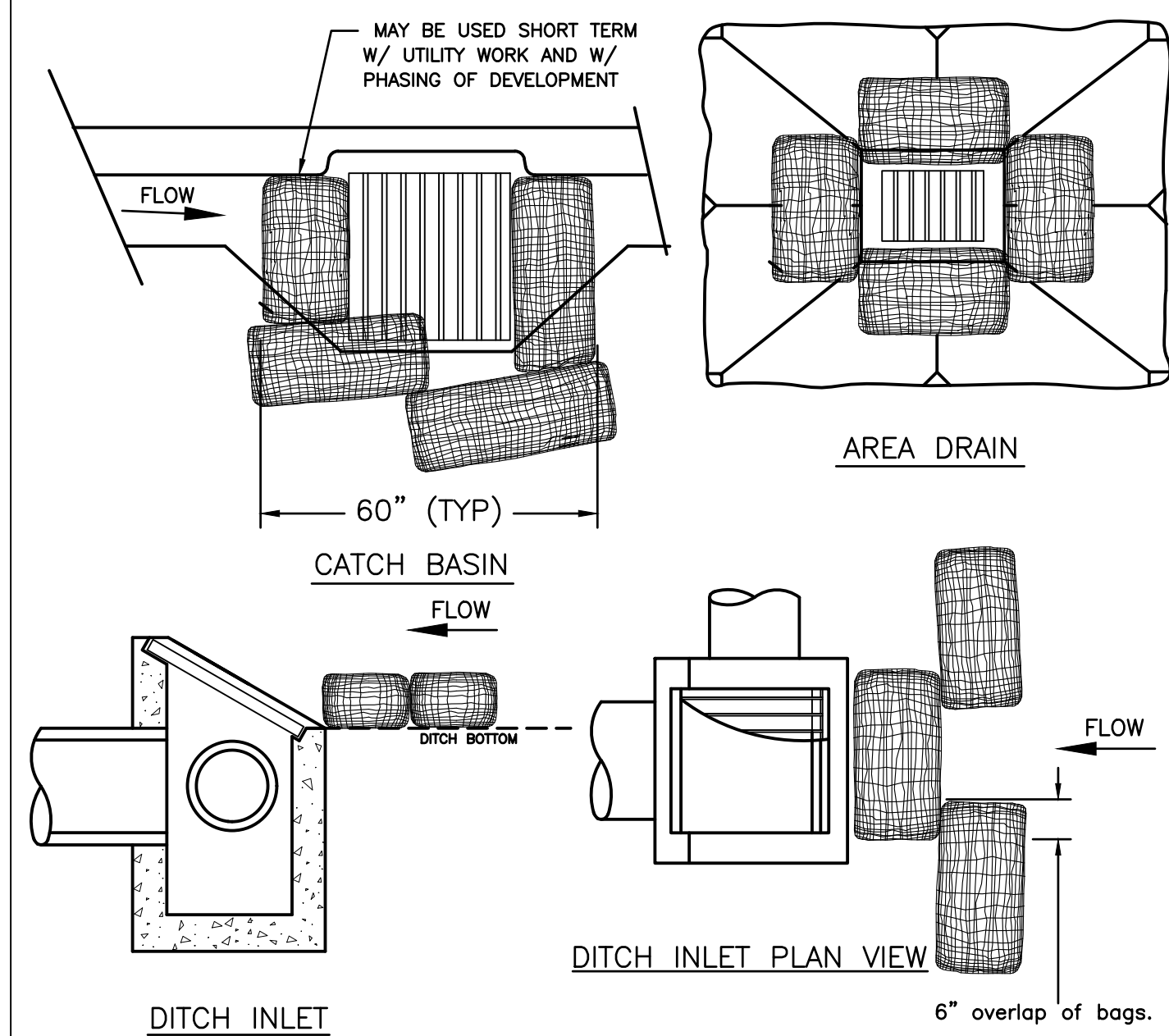
REVISED 10-31-19



SEDIMENT FENCE

DRAWING NO. 875

REVISED 10-31-19



INLET PROTECTION  
TYPE 4

DRAWING NO. 915

REVISED 10-31-19



NOTES:

1. ADDITIONAL MEASURES MUST BE CONSIDERED DEPENDING ON SOIL TYPES.
2. BIO-FILTER BAGS SHOULD BE STAKED WHERE APPLICABLE USING (2) 1"x2" WOODEN STAKES OR APPROVED EQUAL PER BAG.
3. WHEN USING 30" BIO-BAGS TO PROTECT A CATCH BASIN YOU HAVE 4 BAGS AND THEY SHALL BE OVERLAPPED BY 6".

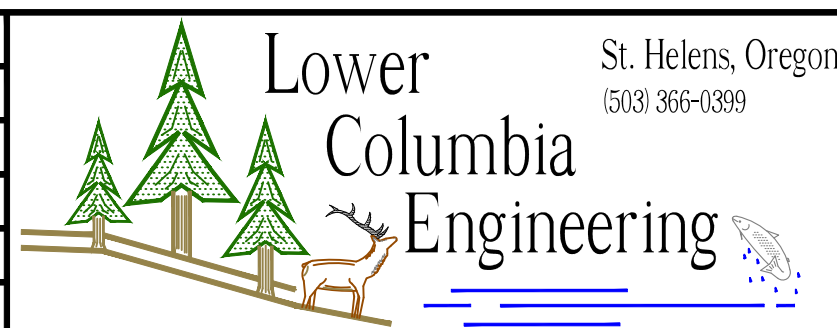
FOR FURTHER INFORMATION  
ON DESIGN CRITERIA SEE  
CHAPTER 4 OF CLEAN WATER  
SERVICES EROSION PREVENTION  
AND SEDIMENT CONTROL  
PLANNING AND DESIGN MANUAL.

DATE: 05/20/2024  
ISSUED  
FOR APPROVAL

AREA SAVED FOR  
ENG. STAMP

Exhibit 4J

REV.	REVISION RECORD	DATE



St. Helens, Oregon  
(503) 366-0399

PROJ. NO.	3201	ESC DETAILS
DWG. BY	RPB	MYRTLE & OAK FRONTAGE IMPROVEMENTS
APPR. BY		HABITAT FOR HUMANITY
FILE	D-3201-D-2	DATE 11/22/2023

SHEET  
D-2





LOT DEFINITION			
LOT NUMBER	LOT AREA	MAXIMUM LOT COVERAGE (40% OF LOT SIZE)	MAX BUILDING FOOTPRINT
1	3,548 SF	1,419 SF	1,406 SF
2	2,699 SF	1,080 SF	1,028 SF
3	2,699 SF	1,080 SF	1,028 SF
4	3,548 SF	1,419 SF	1,406 SF
5	3,548 SF	1,419 SF	1,406 SF
6	2,699 SF	1,080 SF	1,028 SF
7	2,699 SF	1,080 SF	1,028 SF
8	3,548 SF	1,419 SF	1,406 SF
9	3,621 SF	1,448 SF	1,406 SF
10	3,621 SF	1,448 SF	1,406 SF

LEGEND

SANITARY SEWER MANHOLE

CATCH BASIN

FIRE HYDRANT

UTILITY POLE

STREET LIGHTING

TREE (DECIDUOUS)

TREE (CONIFERS)

SUBJECT PROPERTY LINE

ADJACENT PROPERTY LINE

(E) POWER LINE

(E) OVER HEAD WIRE

(E) MAJOR CONTOUR

(E) MINOR CONTOUR

(E) ROAD CENTER

AC ROADWAY

(E) DRIVEWAY

(N) CONCRETE SIDEWALK

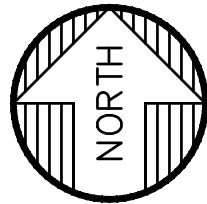
(N) CURB, GUTTER AND PAVING

(N) DRIVEWAY

MAX BUILDING FOOTPRINT

(N) PUBLIC UTILITY EASEMENT

TENTATIVE PLAT  
SCALE: 1" = 20'-0"



# Exhibit 4K

- NOTE
1.

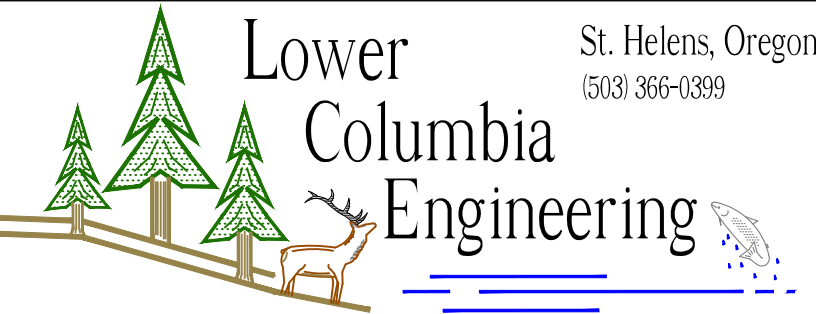
THIS INFORMATION IS PROVIDED FOR GENERAL REFERENCE ONLY.
2.

DIMENSIONS AND BEARING ARE PRELIMINARY AND SUBJECT TO CHANGE WITH FINAL PLAT.

DATE: 05/20/2024  
ISSUED FOR APPROVAL

AREA SAVED FOR ENG. STAMP

REV.	REVISION RECORD	DATE



PROJ. NO.	3201	TENTATIVE PLAT
DWG. BY	RM2	MYRTLE & OAK TOWNHOMES
APPR. BY		HABITAT FOR HUMANITY
FILE	D-3201-D-3	DATE 02/12/2024

SHEET  
**D-3**



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## Transportation Impact Study

**To:** City of Scappoose- Planning Department  
**From:** Robert Besler, Lower Columbia Engineering  
**Date:** May 6, 2024  
**Subject:** Myrtle and Oak Townhomes TIS Letter  
**Project:** 3201

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The following Transportation Impact Study Letter has been written, on behalf of Columbia County Habitat for Humanity (CCHFH), to summarize the estimated trips generated by the proposed development of the Myrtle and Oak Townhomes on lots 3000 and 2501 in Scappoose, OR. This letter is written in accordance with section 17.154.030 S. of the Scappoose Municipal Code and is associated with the proposed development's land use application for subdivision.

CCHFH is proposing to develop three townhomes on lots 3000 and 2501, off of SE Myrtle St and SE Oak St. A total of 10 dwelling units will be distributed between two 4-unit townhomes and one 2-unit townhome. The subject property is currently an undeveloped lot and was most recently occupied by a church. SE Myrtle St and SE Oak St are both Local streets based on the Scappoose Transportation System Plan (2016). Both streets have developed pavement and connect to developed roads to the East and West, SE 4<sup>th</sup> St and SE 3<sup>rd</sup> St, which are Collector and Local streets respectively. Further connections to US 30 are made possible by the developed roads to the North and South, E Columbia Ave and SW Maple St, which are Collector and Neighborhood streets respectively.

ITE Trip Generation Handbook, Edition 11, was referenced to calculate the expected number of total daily trips and peak hour trips. Based on the ITE Trip Generation Handbook, the proposed improvements fall under land use category 215- Single-Family Attached Housing, due to the development of townhouses. Fitted Curve Equations from the ITE Trip Generation Handbook were used to assess the trip counts with the basis that all R<sup>2</sup> values for the assessed categories are greater than 0.84 and all categories have more than 20 data points. The following data shows the proposed development is not anticipated to generate more than 100 daily trips or 10 peak hour trips. The values shown below may correlate to major roadways leading to the subject properties but are expected to be even less when broken out to the associated traffic for either SE Myrtle St or SE Oak St given that dwelling units are split 60/40 respectively amongst the two street frontages. Furthermore, the development is not immediately adjacent to an intersection that is functioning at a poor level of service, does not involve a new direct approach to US 30, is not expected to impose operational or safety concerns on ODOT facilities and does not propose to amend the Scappoose Comprehensive Plan or Zoning Map.



Visibility is generally uninhibited at the driveways with sight distances exceeding 200' in either direction. Proposed Lot 10 is approximately 100' west of the intersection of Myrtle St and SE 4<sup>th</sup> St and the remainder of the street to the west has no visual obstructions along the roadway. Proposed Lot 8 is approximately 175' west of the intersection of Oak St and SE 4<sup>th</sup> St and the remainder of the street to the west has no visual obstructions. Existing and proposed placement of street trees will require traffic to use caution around the more vegetated areas.

The skewed nature of the Myrtle St and SE 4<sup>th</sup> St intersection poses a slight traffic danger for all motorists given that eastward traffic cannot see oncoming northward traffic as readily as it could in a standard intersection. This is an existing roadway configuration which has been used by residents for many years and is believed to be safely traversable under the assumption that traffic regulations are followed. Other roadway factors within ¼ mile do not pose an additional safety concern.

The proposed townhome configuration will match the surrounding residents which allows access to each residence via driveways connected directly through the lot frontages. Roadway circulation will remain the same as existing conditions and no other site circulation is proposed. No access to parcels or other streets will be impacted by this development.

All Scappoose Public Works spacing standards are being maintained for the street and pedestrian improvements to Myrtle St and Oak St. Roadway improvements include the resurfacing of the half street on Myrtle St and installing approximately 5' of pavement to widen Oak St. Frontages will also include sidewalks.

No nearby area has established pedestrian or bicycle facilities but given the "Local" street classification of both Myrtle St and Oak St and the established use of the streets for the surrounding neighborhoods, the streets are generally used by pedestrians. Columbia Ave is the nearest established roadway with pedestrian facilities, located approximately 520' from Lot 10.

The development is within 1/3 of a mile from Scappoose Middle School, 1/2 of a mile from Otto Peterson Elementary School and 3/4 of a mile from Scappoose High School. There are no established pedestrian pathways to these schools from the development area.

With these findings, it is expected that this TIS Letter is sufficient to meet the Scappoose Municipal Code requirements for a Transportation Impact Study with the project's land use application and no traffic related improvements are believed to be necessary.



**TOTAL DAILY TRIP ESTIMATION SUMMARY**

ITE	DESCRIPTION	Occupied Dwelling Units	WEEKDAY		
			Fitted Curve Equation	Dwelling Units	Total Trips
215	Single-Family Attached Housing	10	$T = 7.62(X) - 50.48$	10	25.72
	<b>ESTIMATED TRIPS</b>				<b>26</b>

**AM PEAK HOUR TRIP ESTIMATION SUMMARY**

ITE	DESCRIPTION	Dwelling Units	WEEKDAY PEAK HOUR (7AM – 9AM)		
			Fitted Curve Equation	Dwelling Units	Total Trips
215	Single-Family Attached Housing	10	$\ln(T) = .92\ln(X) - .26$	10	6.41
	<b>ESTIMATED TRIPS</b>				<b>7</b>

**PM PEAK HOUR TRIP ESTIMATION SUMMARY**

ITE	DESCRIPTION	Dwelling Units	WEEKDAY PEAK HOUR (4PM – 6PM)		
			Fitted Curve Equation	Dwelling Units	Total Trips
215	Single-Family Attached Housing	10	$\ln(T) = .88\ln(X) + .06$	10	8.05
	<b>ESTIMATED TRIPS</b>				<b>9</b>

## Single-Family Attached Housing (215)

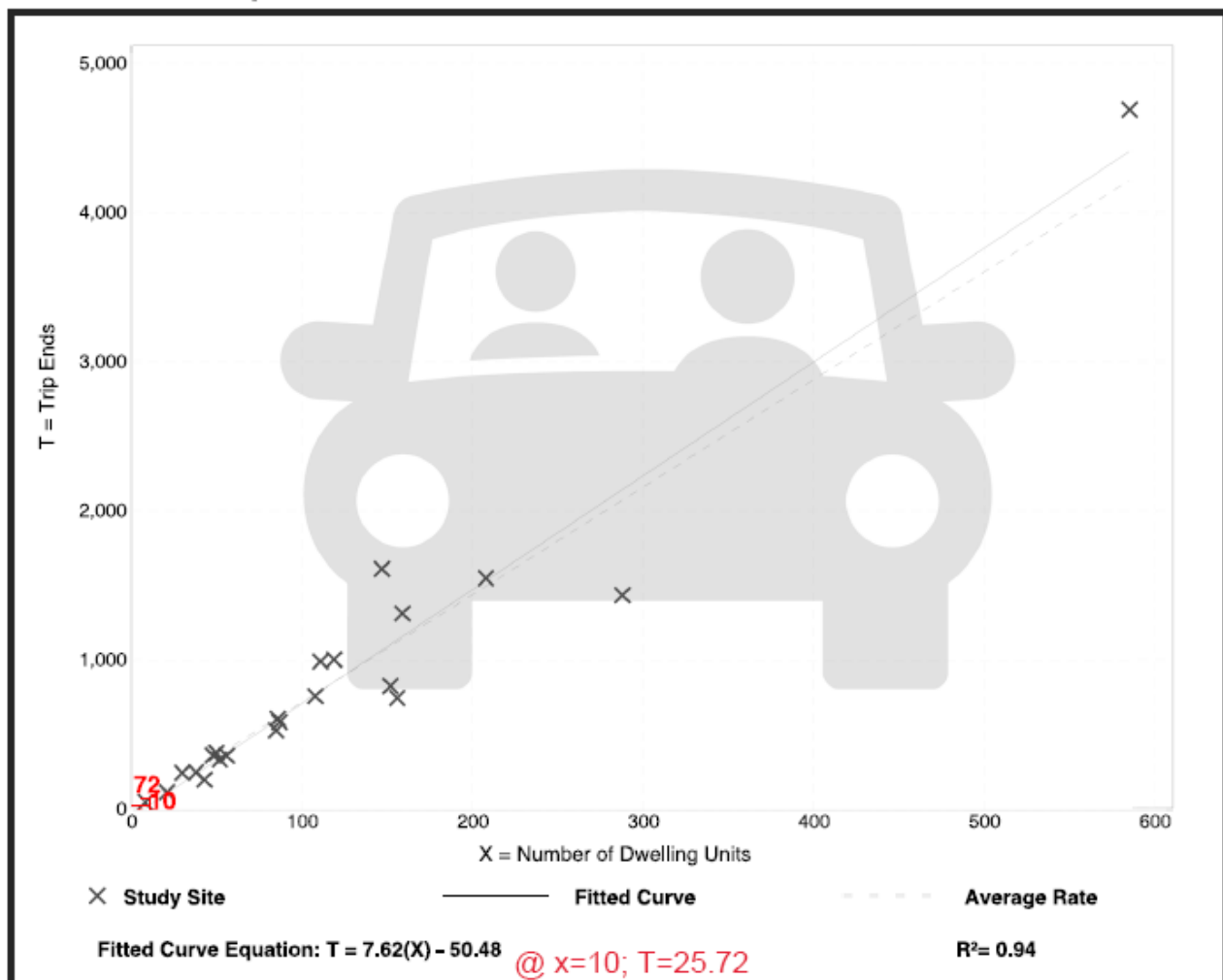
Vehicle Trip Ends vs: Dwelling Units  
On a: Weekday

Setting/Location: General Urban/Suburban  
Number of Studies: 22  
Avg. Num. of Dwelling Units: 120  
Directional Distribution: 50% entering, 50% exiting

### Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
7.20	4.70 - 10.97	1.61

### Data Plot and Equation



## Single-Family Attached Housing (215)

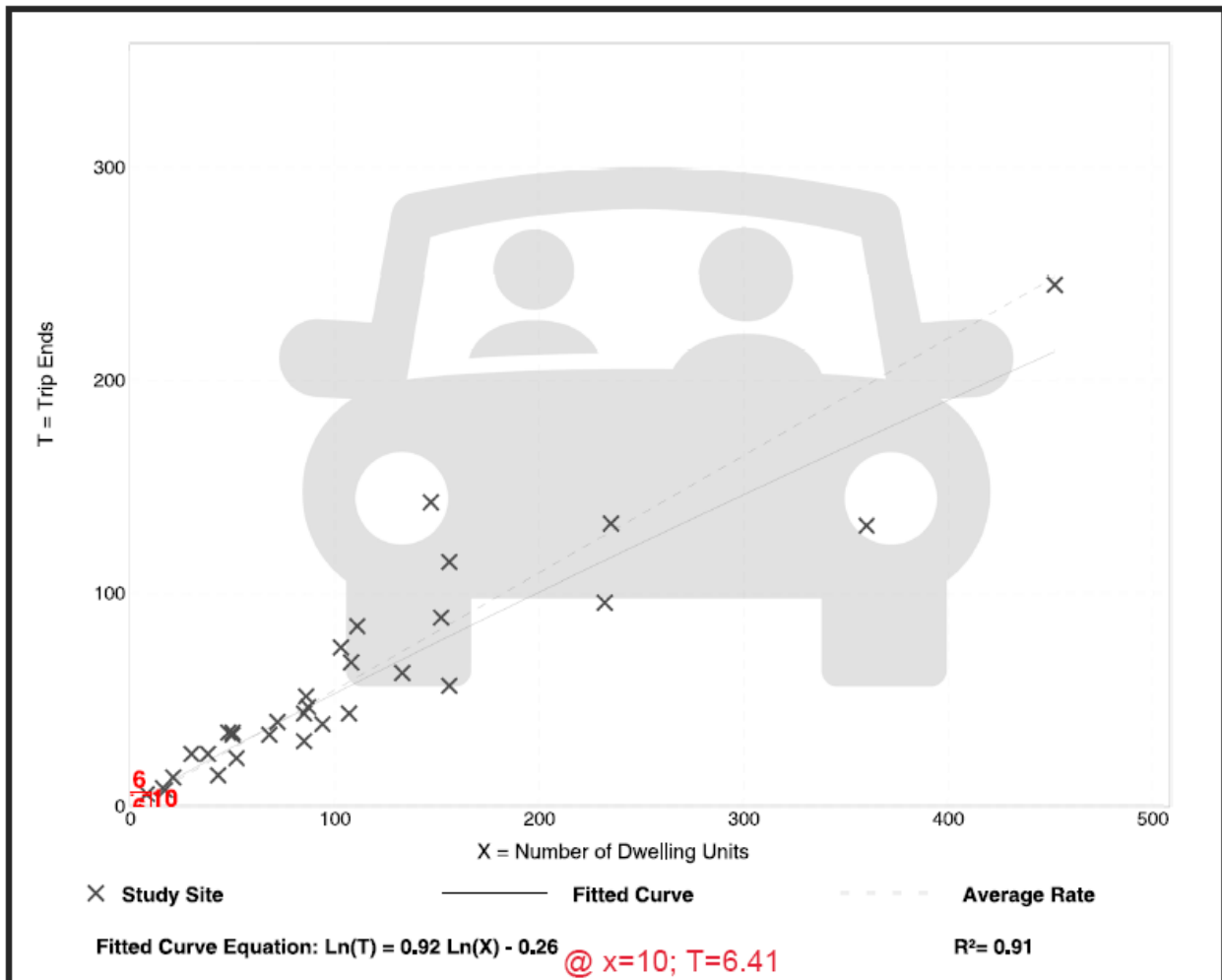
Vehicle Trip Ends vs: Dwelling Units  
On a: Weekday,  
AM Peak Hour of Generator

Setting/Location: General Urban/Suburban  
Number of Studies: 31  
Avg. Num. of Dwelling Units: 110  
Directional Distribution: 25% entering, 75% exiting

### Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.55	0.35 - 0.97	0.16

### Data Plot and Equation



## Single-Family Attached Housing (215)

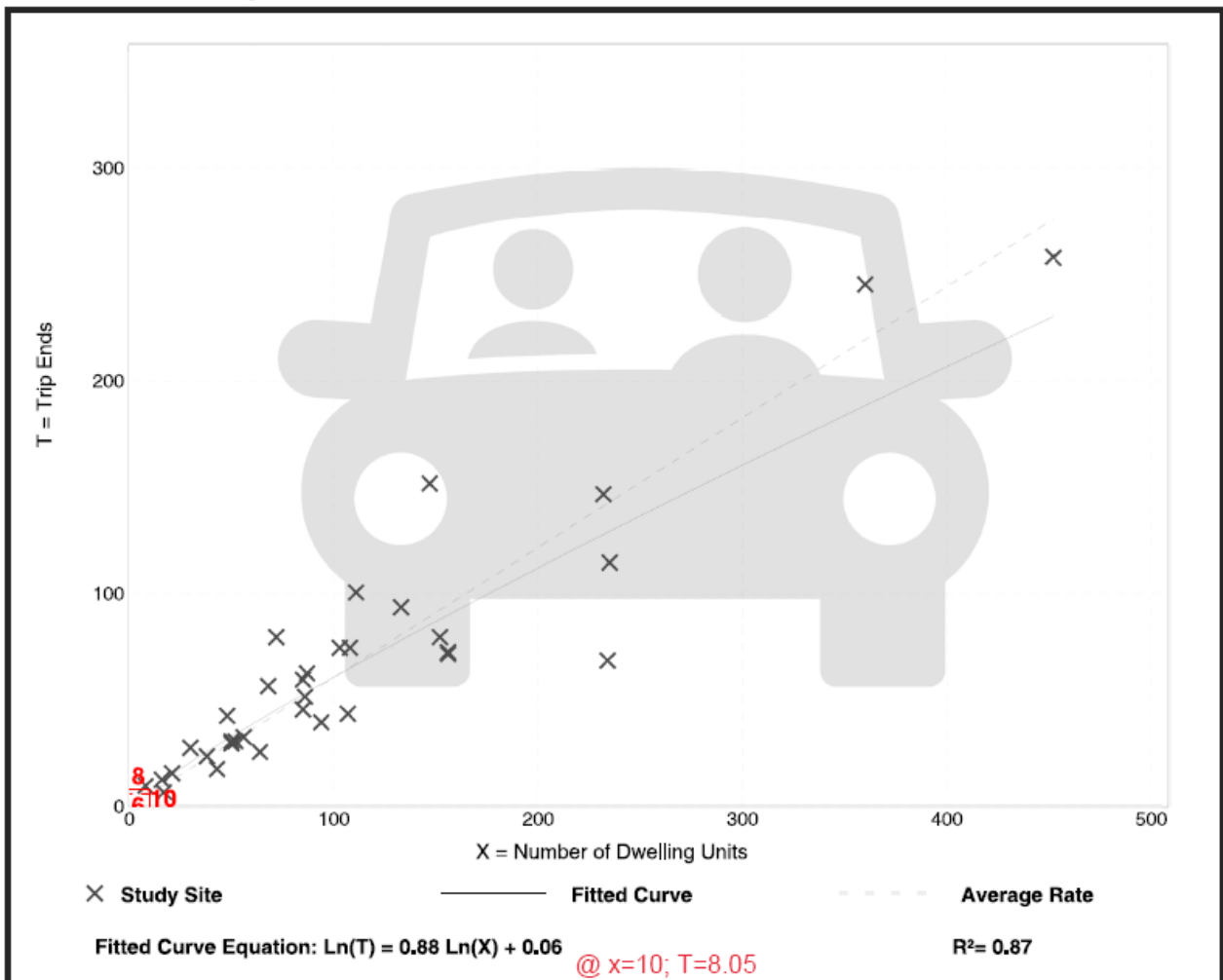
**Vehicle Trip Ends vs: Dwelling Units**  
**On a: Weekday,**  
**PM Peak Hour of Generator**

**Setting/Location: General Urban/Suburban**  
 Number of Studies: 34  
 Avg. Num. of Dwelling Units: 110  
 Directional Distribution: 62% entering, 38% exiting

### Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.61	0.29 - 1.25	0.18

### Data Plot and Equation



Trip Gen Manual, 11th Edition

• Institute of Transportation Engineers



Columbia County Habitat for Humanity

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## **Myrtle and Oak Townhomes**

### *Stormwater Report*

Prepared by Lower Columbia Engineering  
Submitted to the City of Scappoose  
Planning Department  
May 2024



## Table of Contents

TABLE OF CONTENTS.....	2
SUMMARY INFORMATION.....	3
STORMWATER NARRATIVE.....	4
APPENDIX A- SOIL SURVEY.....	6
APPENDIX B- INFILTRATION TEST RESULTS.....	7
APPENDIX C- STORMWATER CALCULATIONS.....	8





## Summary Information

<b>Internal File No:</b>	3201
<b>Applicant:</b>	Columbia County Habitat for Humanity PO Box 921 St Helens, OR 97051 Contact: Jennifer Anderson Phone: 971-374-7788 Email: janderson.cchfh@gmail.com
<b>Applicants Representative:</b>	Robert Besler Lower Columbia Engineering 58640 McNulty Way St. Helens, OR 97051 Phone: 503-366-0399 robert@lowercolumbiaengr.com
<b>Request:</b>	Subdivision Application
<b>Tax Lot ID:</b>	3212-DB-03000 and 3212-DA-02501
<b>Zoning Designation:</b>	Moderate Density Residential (R-4)



## Stormwater Narrative

### Project Description

This development is a Habitat for Humanity project located in Scappoose, OR. Columbia County Habitat for Humanity (CCHFH) owns lots 3000 and 2501, located between Myrtle St and Oak St, and plans to build 10 townhouses. Lot 3000 measures 0.57 acres and lot 2501 measures 0.17 acres. Lot 3000 will be subdivided into eight lots consisting of two four-unit townhomes while lot 2501 will be subdivided into two lots consisting of one two-unit townhome. Each townhouse will be located on its own lot measuring either 0.081, 0.062 or 0.083 acres depending on the unit. Resulting housing will consist of six townhouses along Myrtle St and four townhouses along Oak St. With these new residences, the necessary public street and stormwater improvements will be constructed as illustrated in the plan set and described in the following sections.

### Stormwater Analysis

Stormwater events for this site were calculated using the SBUH method given a Type IA storm type within the HydroCAD software system. Western Regional Climate Center's Precipitation Frequency Maps were referenced to include 2-year, 25-year, 50-year, and 100-year storm event depths as 2.40 inches, 3.80 inches, 4.10 inches, and 4.70 inches respectively, over a 24-hour period. The water-quality storm event was determined to equal half of the 2-year storm event, or 1.20 inches. Soil Survey Maps from the NRCS were referenced to determine the site's soil compositions as a majority Lifton Loam with a hydrologic soil group of B (see Appendix A). Infiltration testing was conducted on site, using the City of Portland BES Simplified Infiltration Test, and soils were found to have high infiltration rates as summarized in Appendix B. The location of the infiltration test may be seen on the soil map as well as the plan set. An infiltration rate of 10 in/hr with a factor of safety of 2 was used in the design of infiltration basins. Stormwater calculations for Oak St may be seen in Appendix C.

### Stormwater Management Design

Existing conditions in Myrtle St include a paved roadway with the site's frontage having constructed curb and gutter. The existing curb and gutter effectively convey runoff toward the existing catch basin in 4<sup>th</sup> St. When the roadway improvements are constructed, a new curb and gutter will be installed in the same location and provide similar conveyance of the captured runoff. No additional stormwater facilities are necessary in Myrtle St.

Existing conditions in Oak St include a paved roadway with no frontage improvements. Site development will include the addition of half street pavement, curb and gutter and the installation of a stormwater basin in the required frontage planter. Slopes will allow runoff to be captured and conveyed by the new gutter to a new catch basin at the eastern edge of the site improvements. This catch basin will be installed with an outlet directing stormwater to the new stormwater basin which will infiltrate the runoff.

On-site stormwater management will utilize standard BES soakage trenches for each new townhouse. Based on the high infiltration rates found on-site and the standard sizing of these facilities, it is calculated that all corner lots will



require a soakage trench measuring 81.5 sq ft and each central lot will require a soakage trench measuring 54.5 sq ft. All rain drains and parking areas shall be directed to these facilities with area drains installed for the capture and treatment of paved areas.

### **Operations and Maintenance**

The proper implementation and maintenance of the proposed on-site facilities will be the responsibility of the individual property owners. By installing separate soakage trenches for each lot, each future home owner will be responsible for their own runoff. Off-site stormwater infrastructure will be part of the public right-of-way. It will be critical that stormwater infrastructure be kept free of debris in order to facilitate effective conveyance and longevity of the system.

### **Conclusion**

Final construction for the proposed townhomes will consist of on-site and off-site stormwater improvements. By implementing multiple facilities, all new lots will be responsible for their individual runoff and the roadway runoff can be handled by public infrastructure. All facilities are designed to implement LID through infiltration of captured runoff which will serve to manage storm event through the 100-year event. This system has been designed to effectively meet the City of Scappoose standards.



**SCAPPOOSE**  
*Oregon*

**LAND USE ACTION REFERRAL (SB 1-24)**

**June 24, 2024**

**RETURN TO: N.J. Johnson by July 1, 2024 via email at [njohnson@scappoose.gov](mailto:njohnson@scappoose.gov). If you have any questions, please call N.J. Johnson at (503) 543 - 7184, ext. 403.**

**REGARDING:** Columbia County Habitat for Humanity, Inc. has requested a Preliminary Plat approval to subdivide ~0.74 acres of land into 10 lots to support townhouses. The site is located across two existing tax lots, one is addressed as 33741 SE Oak Street (Columbia County Assessor Map #3212-DB-03000) and the other is an unaddressed property off SE Myrtle Street described as Columbia County Assessor Map #3212-DA-02501.

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:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name: Don VanDomelen

Title: Building Official

Signed: [Signature]

Date: 6-25-24



**SCAPPOOSE**  
*Oregon*

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**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name: Tim Porter

Title: Superintendent

Signed: 

Date: 6/26/2024



**SCAPPOOSE**  
*Oregon*

**LAND USE ACTION REFERRAL (SB 1-24)**

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

Name: DAVE SUKAU

Title: Public Works Director

Signed: [Signature]

Date: 6/27/2024





# SCAPPOOSE

Oregon

## LAND USE ACTION REFERRAL (SB 1-24)

June 24, 2024

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5. \_\_\_\_\_ Please contact our office so we may discuss this.
6. \_\_\_\_\_ We recommend denial of the application. Please see either our comments (below) or attached letter:

### COMMENTS:

The PUD requests an 8' PUE be granted along the frontages of the properties on both Oak Street and Myrtle Street.

If crossing of tax lots with PUD facilities is necessary, easements will be required prior the installation of services.

Undergrounding of the existing overhead facilities along frontages of this project is not required by the PUD.

Lighting of public right-of-way must be submitted to and approved by the City of Scappoose before submitting to the PUD.

Any pole-mounted street lighting will need to be on poles owned by the PUD. (Poles on frontage of properties on Oak Street and Myrtle Street are owned by Lumen)

Name: Bronden Staehely

Title: Engineering manager

Signed: [Signature]

Date: 6/27/24





**LAND USE ACTION REFERRAL (SB 1-24)**

**June 24, 2024**

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**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name: Miguel Bautista

Title: Division Chief

Signed: [Signature]

Date: 7/1/2024



### **Fire Service Referral and Acknowledgement**

**Site Address:** 33741 SE Oak Street & SE Myrtle Street

**Map & Tax Lot:** 3212-DB-03000 & 3212-DA-02501

**Description of Proposed Use:** Myrtle & Oak Townhomes, 10 lots to support townhouses

**Applicant Name(s):** Columbia County Habitat for Humanity, Inc.

This document serves as official comment for the permit application for Tax Map ID Nos. 3212-DB-03000 & 3212-DA-02501 in Scappoose, Oregon.

The following requirements are required by Scappoose Fire District:

If new development creates a new roadway, the name of this roadway must be approved by the fire district and Columbia 911.

#### **Fire Hydrant:**

507.5.1 Where required. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Exceptions:

1. For Group R-3 and Group U occupancies, the distance requirement shall be 600 feet (183 m).
2. For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet (183 m).

#### **Fire Access:**

503.1.1 Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8.

**Address:**

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).

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).

**Fire/Building Codes and Standards:**

Adhere to any applicable code requirements for occupancy as designated per the Oregon Fire Code and Oregon Structural Specialty Code or Oregon Residential Specialty 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



## July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> No City Council	<b>2</b>	<b>3</b>	<b>4</b> City Offices closed 	<b>5</b>	<b>6</b> <i>Scappoose Farmers Market 9 am - 2pm</i>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Planning Commission 7pm	<b>12</b>	<b>13</b> <i>Scappoose Farmers Market 9 am - 2pm</i>
<b>14</b>	<b>15</b> Urban Renewal Agency 6pm  City Council 7pm	<b>16</b>	<b>17</b>	<b>18</b> EDC noon  Parks & Rec 6pm	<b>19</b>	<b>20</b> <i>Scappoose Farmers Market 9 am - 2pm</i>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> No Planning Commission	<b>26</b>	<b>27</b> <i>Scappoose Farmers Market 9 am - 2pm</i>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			



# CITY OF SCAPPOOSE



## August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <i>Movies in the Park</i> 6pm	3 <i>Scappoose Farmers Market</i> 9 am - 2pm
4	5 Council work session 6pm - Council meeting 7pm	6	7	8 No Planning Commission	9 <i>Movies in the Park</i> 6pm	10 <i>Scappoose Farmers Market</i> 9 am - 2pm
11	12	13	14	15 EDC noon Parks & Rec 6pm	16 <i>Movies in the Park</i> 6pm	17 <i>Scappoose Farmers Market</i> 9 am - 2pm
18	19 Council work session 6pm - Council meeting 7pm	20	21	22 Planning Commission 7pm	23 <i>Movies in the Park</i> 6pm	24 <i>Scappoose Farmers Market</i> 9 am - 2pm
25	26	27	28	29	30 <i>Movies in the Park</i> 6pm	31 <i>Scappoose Farmers Market</i> 9 am - 2pm