



SCAPPOOSE *Oregon*

SCAPPOOSE PLANNING COMMISSION

Council Chambers at City Hall
33568 East Columbia Avenue

AGENDA

Thursday, July 24th, 2025 at 7:00 p.m.

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 APPROVAL OF MINUTES

3.1 July 10th, 2025 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 on city's website calendar.

5.0 NEW BUSINESS

5.1 Docket # HO 9-25 Home Occupation Molly Guy

Molly Guy has requested approval of an application for a Type II Home Occupation (HO 9-25) to authorize a psychic services business with up to 6 customers a day within a residence. The home is located at 51631 Columbia River Highway, northwest of the Havlik Drive and Columbia River Highway intersection, on property described as Columbia County Assessor Map #3213-B0-01300. *Format; Quasi-judicial hearings allow verbal & written comments prior to the deadline. Interested parties may submit written comments to Community Development Director Laurie Oliver Joseph by mail (address below) or email; loliver@scappoose.gov by 5pm Wednesday, July 23, 2025.*

5.2 Rename a portion of SW Volendam St. to SW Rokin Way

The City of Scappoose is proposing to rename a portion of SW Volendam Street to SW Rokin Way. The portion of SW Volendam Street proposed to be renamed is south of SW Callahan Road, within the recently platted subdivision of Dutch Canyon Estates IV. The Scappoose Fire District Chief requested the street renaming. At this meeting the Planning Commission will make a recommendation to City Council on the matter. *Interested parties may submit written comments to Community Development Director, Laurie Oliver Joseph by mail (address below) or email to loliver@scappoose.gov by 5 pm, Wednesday, July 23, 2025*

5.3 Planning Commissioner Team Agreement

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

Council Chambers at City Hall
33568 East Columbia Avenue

Meeting Minutes

Thursday, July 10th, 2025 at 7:00 p.m.

1.0 CALL TO ORDER

Chair Jensen called the meeting to order at 7:02 p.m.

2.0 ROLL CALL

Scott Jensen	Chair	Laurie Oliver Joseph	CDC Director
Harlow Vernwald	Vice Chair	N.J. Johnson	City Planner
Rita Berhard	Commissioner	Chris Negelspace	City Engineer
Monica Ahlers	Commissioner	Elizabeth Happala	Office Administrator
Marty Marquis	Commissioner (via video)		

Excused;

Commissioner Sara Jones

Attendees;

Property Owner; Adam Ofstad

Consultant; Lower Columbia/Matt Alexander

Neighbors; Danny Hackenberg and the Williams (Chuck/Joann)

3.0 APPROVAL OF MINUTES

3.1 March 13, 2024 meeting minutes

Chair Jensen asked commissioners if they had any questions. As there were none he called for a motion. Commissioner Bernhard moved and Vice Chair Vernwald seconded the motion to approve the minutes as presented.

Motion Passed 5-0. AYES: Chair Jensen, Vice Chair Vernwald, Commissioner Berhard, Commissioner Ahlers and Commissioner Marquis.

4.0 CITIZEN INPUT

There were none.

5.0 NEW BUSINESS

5.1 Election of Planning Commission Chair and Vice Chair

Chair Jensen asked for any nominations.

Commissioner Marquis nominated Scott Jensen to continue a Chair. He accepted, and Commissioner Bernhard seconded the motion. He then asked if there were any other nominations for chair, as there were none, he recused himself from the vote then called for the vote.

Motion Passed 4-0. AYES: Vice Chair Vernwald, Commissioner Berhard, Commissioner Ahlers and Commissioner Marquis.

Chair Jensen thanked everyone, then asked if there were any nominations for Vice Chair.

Vice Chair Vernwald stated that she would continue, then recused herself from the vote.

Motion Passed 4-0. AYES: Chair Jensen, Commissioner Berhard, Commissioner Ahlers and Commissioner Marquis.

5.2 CPMA 1-25; ZC 1-25; SDR 1-25; SLDP 1-25, 2-25, 3-25 Ofstad Self Storage

Chair Jensen read the full agenda item, consolidated applications and location. He then asked for any ex-parte contacts, as there were none, he continued by explaining the order of the hearing.

City Planner Johnson thanked the commissioners for being here tonight then went over the staff report and findings in the full packet. He then asked if any commissioners had any questions.

Commissioner Ahlers asked about page 21, Ch. 17.84.040 on permitted uses regarding minimum ground disturbance for cut and fill requirements to raise the finished floor above base flood elevation.

Community Development Director Oliver Joseph thanked Commissioner Ahlers for the question then replied that there is another area that handles the cut/fill balance in grading permits found in Ch. 17.84.170 that allows for fill to be placed on the development site if there is a cut fill balance.

Commissioner Ahlers then asked about the code that says the materials need to be flood-resistant, then who is the governing body or where do they go to find that info or if its FEMA determining that.

Community Development Director Oliver Joseph replied that it would be the Building Official as floodplain requirements are also contained within the State Building Codes. He will be reviewing the construction documents.

Chair Jensen said he did not see elevation views in their documents and was curious why they weren't included.

City Planner Johnson replied that they included building heights in their narrative which is an item they will review as maximum building heights is 60' in Commercial Zones.

Chair Jensen asked if there were any other commissioner questions for staff. As there was none, he called for the applicant's presentation.

Owner Adam Ofstad came forward with his consultant Matt Alexandar from Lower Columbia Engineering. Matt began by saying that City Planner Johnson has done a good job of going over the code sections as this was not an easy property to develop with two separate creeks and their associated riparian setbacks with two separate wetlands with their associated wetlands setbacks. The property is nine plus acres that is now left with about four acres to develop. He added that the property owner was looking at something within the current zoning but then hired a feasibility consultant who only looks at studying storage facilities, they determined 3-acres would not be enough to make it profitable otherwise they would have looked at other

options within that zone. Adding that when they brought their proposal for the storage units to the city, they were told that the new economic opportunities analysis was already looking at making adjustment to the site to add more commercial area to the city so they felt their application was a 'slam dunk'. He stated the site is not very pretty right now and most don't think of a storage facility as aesthetically pleasing although it will be an upgrade to what is there now adding that the new buildings with the screening and buffering fences will help shield the property view from Scappoose-Vernonia Hwy. And the added improvements to the driveway will make the Crown-Z crossing for walkers and bikers much safer.

Owner Adam Ofstad explained that the feasibility study looked at the needs of the area, and in Hillsboro plus up the Highway 30 corridor; the results came back with Scappoose having the highest need for storage as it is a growing community. He said he noticed there were already storage units here although the feasibility study still came back with a resounding need here. He added that there were not very many options for large properties that would make it a profitable business. Adding that when they looked at this property, they knew it was going to be a very tough development with a lot of hurdles while getting enough square footage to make it profitable. He recognizes that everyone has put a lot of effort into this project to get it here tonight. He then asked if anyone had any questions.

Vice Chair Vernwald asked how many units total.

Owner Adam Ofstad replied that it is just over 400 units but doesn't know the exact number as they have had to make some concessions to make the aiseways bigger with fire hydrants, adding that they have changed the building design five times.

Vice Chair Vernwald asked if there would RV and boat storage as well.

Owner Adam Ofstad replied that there would be both and some units are 40' long and some will have high doors. Adding that his feasibility consultant had also recommended these items in their study as the main need in this area was for larger items like boats & RVs.

Consultant Matt Alexander added that the buildings are going to be pre-engineered metal buildings with standing seam metal roofs and metal siding.

Chair Jensen asked if the large items like RVs would be stored inside the units, not external.

Owner Adam Ofstad replied yes.

Commissioner Ahlers asked about the anchoring of the buildings and the items in terms of flooding.

Owner Adam Ofstad replied that he has been working with the metal building fabricators, and they will have hold-downs shown on the foundation details. Adding that they are fully steel-framed buildings although at this point, he is unsure how exactly they will be connected together or bolted down.

Chair Jensen asked if there were any more commissioner questions. As there were none, he asked for any proponents that would like to speak. Since there none, he asked if there were any opponents that would

like to speak. As there were none, he closed the hearing for Commissioner deliberations.

Commissioner Bernhard stated that it's pretty self-explanatory and it appears as if they have addressed all the issues.

Chair Jensen added that all the criteria have been addressed and did not have anything to comment on and will entertain a motion to approve if no one else had any further comments.

City Planner Johnson stated that it would be a motion to recommend approval to City Council.

Commissioner Marquis made the motion to recommend approval to City Council and seconded by Commissioner Bernhard.

Motion Passed 5-0. AYES: Chair Jensen, Vice Chair Vernwald, Commissioner Bernhard, Commissioner Ahlers and Commissioner Marquis.

Chair Jensen stated to the applicants and audience that they could stay for the remaining of the meeting if they wanted to although they were not required to stay, then thanked them for coming.

(brief pause while people left the room)

6.0 COMMUNICATIONS

6.1 Calendar Check

Chair Jensen went over the calendar in the packet.

City Planner Johnson mentioned some calendar changes.

6.2 Commissioner Comments

Chair Jensen thanked staff for making it easy on them and knows there is a lot of work that goes into it.

Commissioner Bernhard said staff has outdone themselves on this one.

6.3 Staff Comments

City Planner Johnson went over the process for this application as it moves onto city council, he then went over some current planning applications and meetings.

Community Development Director Oliver Joseph thanked City Planner Johnson for his great job with the staff report on this project. She then stated that she is working on two grant applications for Transportation Growth Management (TGM) as a joint effort between ODOT and DLCD. Adding that one grant would be for the downtown strategic plan which is one of the City Council goals this year and a priority for the Economic Development Committee. And the other grant would be to fund an update to our 2016 Transportation System Plan.

Commissioner Bernhard had a couple of questions about two different projects in the city; Huser property and Buxton property.

City Engineer Negelspach replied that there are two projects on Keys Road, the water treatment plant and

reservoir and the Huser Subdivision. For Huser, they stripped the land last year and are working on putting the storm system in. For the Buxton Subdivision across from Veteran's Park they are prepping for construction. Adding that Huser and Buxton are sharing soils so you might see the same truck moving between both sites.

Commissioner Bernhard asked about the status of the hole on SW 4th St. near JP West.

City Planner Johnson stated that the developer has submitted building permits for three duplexes in that area and they will need to record their partition plat to get the three lots separated.

Commissioner Bernhard stated that there is a hole in SW 4th St. that has been a problem between JP West and Maple St.

City Engineer Negelspach asked if there was a defect in the asphalt, which she agreed.

Commissioner Bernhard and City Engineer Negelspach had more conversations about its location.

Community Development Director Oliver Joseph added that it sounds like it does not have anything to do with the duplex development.

Commissioner Bernhard continued with the location and description of the hole.

City Engineer Negelspach stated he would check it out tomorrow and stated the large trucks should not be using SW 4th St. to get to the highway.

City Engineer Negelspach then discussed the current active projects that are happening around town.

7.0 ADJOURNMENT

Chair Jensen thanked Vice Chair Vernwald then adjourned the meeting at 8:10 pm.

Chair Jensen

Attest: _____
Elizabeth Happala, Office Administrator

**CITY OF SCAPPOOSE
PLANNING COMMISSION STAFF REPORT**

Request: Approval of a Type II Home Occupation Permit to authorize a psychic services business within a residence.

Location: The home is located at 51631 Columbia River Highway, northwest of the Havlik Drive and Columbia River Highway intersection, on property described as Columbia County Assessor Map #3213-B0-01300. See attached Vicinity Map (**Exhibit 1**).

Applicant: Molly Guy

Owner(s): Baker Assets Group LLC

EXHIBITS

1. Vicinity Map
2. Application Form
3. Floor Plan
4. Columbia County Building Inspector comment, dated July 15, 2025
5. Police Department comment, dated July 16, 2025
6. Public Works comment, dated July 17, 2025
7. Scappoose Fire District comment, dated July 15, 2025

SUBJECT SITE

- The subject site consists of an approximately 0.61-acre parcel of land that is currently occupied by two single-family residences and a shed (see **Exhibit 1**).
- North of the subject site is a single-family residence with a barn. East of the subject site (closest to furthest) is Columbia River Highway, a railroad line, and Goodwill. South of the subject site (west to east) is Peak Performance Fitness and Sommers Financial Management. West of the subject site is a single-family residence with a shed.
- The subject site and all surrounding properties are zoned Expanded Commercial (EC) and are designated as Commercial (C) on the Comprehensive Plan Map.

OBSERVATIONS

REQUESTED APPROVAL

- The City may authorize small-scale business ventures within a residence upon issuance of a permit for a Type I Home Occupation (which specifies that there shall be no evidence that a business is being conducted from the premises) or a Type II Home Occupation (which may show limited evidence that a business is being conducted from the premises). The applicant

has requested a Type II permit to authorize a psychic services business so that clients may come to the site and a sign may be displayed outside the home (see **Exhibit 2**).

- The applicant proposes to locate the psychic reading room in a 247 square foot room in the southeast corner of the home (see **Exhibit 3**). This amounts to ~22% of the home being used for business purposes (see **Exhibit 3**), which is allowable for any Home Occupation.
- The proposed home occupation is likely to have a negligible impact on nearby properties since the hours of operation are 8:30 am to 7:30 pm, the applicant expects to serve just one client per day (see **Exhibit 2**), and the home fronts the primary arterial highway in Scappoose (Hwy 30) and is surrounded by commercial zoning and uses that are designed for and accustomed to high activity levels.

PUBLIC AND PRIVATE NOTICING

- The City of Scappoose City Manager, Police Chief, Public Works Director, Columbia County Building Department, and Scappoose Fire District have been provided an opportunity to review and comment on the proposal through a land use application referral.
- The Columbia County Building Department provided a comment on July 15, 2025 (**Exhibit 4**) stating that any new structural, plumbing, mechanical, or electrical work is proposed, it will require Building Department permits. This has been included within the recommended Conditions of Approval.
- The Police Chief and Public Works Director submitted comments that they have no objection to the applications approval, as submitted (**Exhibits 5 and 6**).
- The Scappoose Fire District Division Chief/Fire Marshal provided a comment with requirements related to addressing, open flame devices, fire extinguishers, and flammable materials, which are included in the recommended Conditions of Approval (**Exhibit 7**).
- Notice of the application was mailed to property owners within 300 feet of the subject site on July 3, 2025. Notice was also posted on the property on July 9, 2025 and published in the July 11, 2025 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

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

Chapter 17.68
EC EXPANDED COMMERCIAL

17.68.030 Permitted and Conditional uses.

Use	
[...]	[...]
Home occupation (Type II) subject to Chapter 17.142, Home Occupations	Conditional use ²
[...]	[...]

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

Finding: The applicant is proposing to use a portion of their existing residence for a psychic services business (see **Exhibit 2**). Since customers would be visiting the home occupation to receive services, the planner has determined that the applicant will need to apply for a Type II Home Occupation permit, which is a conditional use in the EC zone, subject to Chapter 17.130 - Conditional Use. Findings related to this chapter can be found in the following section of this staff report. Section 17.44.030 is satisfied.

Chapter 17.130 CONDITIONAL USE

17.130.050 Approval standards and conditions.

A. The planning commission shall approve, approve with conditions, or deny an application for a conditional use based on findings of fact with respect to each of the following criteria:

- 1. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography and natural features;*
- 2. All required public facilities have adequate capacity to serve the proposal;*
- 3. The applicable requirements of the zoning district are met;*
- 4. The use is compatible with surrounding properties or will be made compatible by imposing conditions.*

[...]

Finding: The site is suitable for an in-home psychic service business since there is an existing room that will be dedicated entirely to psychic readings (see **Exhibit 3**). No additional buildings are proposed that would be impacted by the topography or natural features. The existing utilities serving the single-family home are adequate to additionally serve an in-home psychic service business, as proposed. As demonstrated in the previous section of this staff report, the applicable requirements of the EC zoning district are being met and would continue to be met if the Home Occupation were approved. The home fronts on Hwy 30 and is surrounded by commercial zoning and uses that are designed for and accustomed to high activity levels. That said, the applicant expects only one daily client to visit the site for business purposes (see **Exhibit 2**), which would be negligible in a strictly residential neighborhood as well. Section 17.130.050(A) is satisfied.

C. The planning commission may impose conditions on its approval of a conditional use, which it finds are necessary to ensure the use is compatible with other use in the vicinity. These conditions may include, but are not limited to, the following:

- 1. Limiting the hours, days, place and manner of operation;*
- 2. Requiring design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor and dust;*
- 3. Requiring additional setback areas, lot area, or lot depth or width;*

4. Limiting the building height, size or lot coverage, or location on the site;
5. Designating the size, number, location and design of vehicle access points;
6. Requiring street right-of-way to be dedicated and the street to be improved;
7. Requiring landscaping, screening, drainage and surfacing of parking and loading areas;
8. Limiting the number, size, location, height and lighting of signs;
9. Limiting or setting standards for the location and intensity of outdoor lighting;
10. Requiring berming, screening or landscaping and the establishment of standards for their installation and maintenance;
11. Requiring and designating the size, height, location and materials for fences;
12. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas and drainage areas;
13. Requiring the dedication of sufficient open land area for a greenway adjoining and within the floodplain when land form alterations and development are allowed within the one hundred-year floodplain.

Finding: The Planning Commission may impose conditions of approval that reflect any of the above criteria; however, staff do not find a need to include any of the above additional conditions since the applicant is required to abide by the requirements for Type II Home Occupation Permits, which cover the relevant issues related to the proposed use. Section 17.130.050(C) is satisfied.

Chapter 17.142 HOME OCCUPATIONS

17.142.020 Applicability and exemptions.

[...]

C. Type I Home Occupations. A Type I home occupation shall exhibit no evidence that a business is being conducted from the premises. A Type I home occupation shall not permit:

- 1. Exterior signs which identify the property as a business location;*
- 2. Clients or customers to visit the premises for any reason;*
- 3. Exterior storage of materials.*

D. Type II Home Occupations. Property on which, a Type II home occupation is located may show evidence that a business is being conducted from the premises. The following is allowed for Type II home occupations:

- 1. One nonilluminated sign, not exceeding 1.5 square feet, which shall be attached to the residence or accessory structure or placed in a window;*
- 2. No more than six daily customers or clients. Customers and clients may not visit the business between the hours of ten p.m. and eight a.m. and shall not generate excessive traffic or monopolize on-street parking;*
- 3. Storage of materials, goods and equipment which is screened entirely from view by a solid fence. Storage shall not exceed five percent of the total lot area and shall not occur within the front yard or the required side yard setback. Any storage of materials, goods,*

and equipment shall be reviewed and approved by the public works director, chief of police and fire chief.

[...]

Finding: The applicant anticipates serving one client per day (see **Exhibit 2**), although up to six clients per day are allowed under a Type II permit approval. Since clients will visit the home, this triggers the need to apply for a Type II Home Occupation permit, where the Planning Commission is the approval authority.

The applicant has expressed interest in installing a sign at the residence. While the Home Occupation code limits the sign size to 1.5 square feet, the Sign code, SDC Chapter 17.114, allows for a sign size of up to 32 square feet for residential properties or for Commercial or Expanded Commercial zoned properties that are in residential use (SDC 17.114.035). Since this is in a commercial area where other free standing commercial signs are frequently seen and are expected to be seen, staff has no objection to issuing a sign permit under the City's Sign code, provided the applicant applies for a sign permit and complies with the requirements of Chapter 17.114. Signs allowed under the Home Occupation permit chapter do not require that a sign permit be obtained first. The recommended Conditions of Approval outline the requirements that would be enforced if the applicant chooses to install a sign under Chapter 17.142, or if a larger sign is desired, that a sign permit must be obtained first.

On-street parking is not available along this portion of Hwy 30, so on-street parking will not be monopolized. The applicant has indicated that there is customer parking available at the rear of the home, in the driveway. Excessive traffic is not anticipated since only one client is expected per day.

There will be no outside storage of materials or supplies related to the home occupation. Section 17.142.020 is satisfied.

17.142.050 General approval criteria and standards.

All home occupations shall observe the following criteria:

A. There shall be no outside volunteers or employees to be engaged in the business activity other than the persons principally residing on the premises.

Finding: The applicant, who lives in the subject residence, will be the only employee of the proposed home occupation (see **Exhibit 2**). Section 17.142.050(A) is satisfied.

B. There shall be no more than three deliveries per week to the residence by suppliers.

Finding: The applicant expects one to two deliveries related to the proposed home occupation per week (see **Exhibit 2**). Section 17.142.050(B) is satisfied.

C. There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line resulting from the operation. Home occupations shall observe the provisions of Chapter 17.90.

Finding: The home occupation is proposed to take place entirely indoors in the reading room/business area (see Floor Plan **Exhibit 3**). Psychic services, to include psychic energy readings, palm readings, tarot card readings, and different types of intuitive energy healing, is not expected to produce offensive noise, vibration, smoke, dust, odors, heat, or glare. Section 17.142.050(C) is satisfied.

D. The home occupation shall be operated entirely within the dwelling unit or a conforming accessory structure. The total area which may be used in the accessory building for either material product storage and/or the business activity shall not exceed six hundred square feet. Otherwise, the home occupation and associated storage of materials and products shall not occupy more than twenty-five percent of the combined residence and accessory structure gross floor area. The indoor storage of materials or products shall not exceed the limitations imposed by the provisions of the building, fire, health, and housing codes.

Finding: The proposed psychic services business will be operated entirely within the residence in a single room that is 247 square feet (identified as the reading room/business area on the Floor Plan, see **Exhibit 4**), which equates to ~22% of the gross square footage of the residence. This is in conformance with the allowable maximum of 25%, as provided in the code above. The Columbia County Building Department and Scappoose Fire Division Chief/Fire Marshal were sent a land use application referral, which provided the opportunity to review and comment on the proposal. The Columbia County Building Department provided a comment on July 15, 2025 (**Exhibit 4**) stating that if any new structural, plumbing, mechanical, or electrical work is proposed, it will require Building Department permits. The Scappoose Fire Division Chief/Fire Marshal provided a comment on July 15, 2025 (**Exhibit 7**) with requirements related to addressing, open flame devices, fire extinguishers, and flammable materials. These comments have been addressed within the recommended Conditions of Approval. Section 17.142.050(D) is satisfied.

E. A home occupation shall not make necessary a change in the Uniform Building Code use classification of a dwelling unit. Any accessory building that is used must meet Uniform Building Code requirements.

Finding: If the proposed Home Occupation is approved, the single-family home will remain primarily residential in character and in use and will not make necessary a change in the Building Code's use classification of the home. No accessory buildings are being proposed. Section 17.142.050(E) is satisfied.

F. More than one business activity constituting two or more home occupations may be allowed on one property only if the combined floor space of the business activities does not exceed

twenty-five percent of the combined gross floor area of the residence and accessory structure. Each home occupation shall apply for a separate home occupation permit, if required as per this chapter, and each shall also have separate business license certificates.

Finding: The proposed home occupation would be the only home occupation associated with the subject property. This standard would apply in the future if the property owner proposed an additional Home Occupation. Section 17.142.050(F) is not applicable.

G. There shall be no storage and/or distribution of toxic or flammable materials, and spray painting or spray finishing operations that involve toxic or flammable materials which in the judgment of the fire marshal pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals which are engaged in home occupations shall make available to the fire marshal for review the material safety data sheets which pertain to all potentially toxic and/or flammable materials associated with the use.

[...]

Finding: Storage of toxic/flammable materials is not proposed (see **Exhibit 2**). Section 17.142.050(G) is satisfied.

I. There shall be no exterior storage of vehicles of any kind used for the business except that one commercially licensed vehicle may be parked outside of a structure.

Finding: The applicant is not proposing to have any commercially licensed vehicles associated with the business. One personal vehicle will be parked on site (see **Exhibit 2**). Section 17.142.050(I) is satisfied.

Chapter 17.162 PROCEDURES FOR DECISION MAKING--QUASI-JUDICIAL

17.162.090 Approval authority responsibilities.

[...]

C. The planning commission shall conduct a public hearing in the manner prescribed by this chapter and shall have the authority to approve, approve with conditions, approve with modifications or deny the following development applications:

[...]

4. Conditional use pursuant to Chapter 17.130;

[...]

7. Type II home occupation pursuant to Chapter 17.142;

[...]

[...]

17.162.140 Decision process.

A. The decision shall be based on:

1. Proof by the applicant that the application fully complies with:

- a. Applicable policies of the city comprehensive plan; and*
- b. The relevant approval standards found in the applicable chapter(s) of this title, the public works design standards, and other applicable implementing ordinances.*

[...]

Finding: The applicant has submitted a Type II Home Occupation Permit application on forms provided by the City of Scappoose and has paid the applicable land use fees. The Planning Commission is the appropriate review body, and the application will be reviewed during a public hearing. Based on the submitted materials, the staff report, and as conditioned within this report, the proposed Type II Home Occupation permit complies with the City's Comprehensive Plan, and with the requirements of Title 17 of the Scappoose Municipal Code. Sections 17.162.090(C) and 17.162.140 are satisfied.

RECOMMENDATION

Based on the Findings of Fact and the materials submitted by the applicant, staff recommends that the Planning Commission **approve** HO 9-25, subject to the following Conditions:

1. The applicant shall obtain a City business license and renew it annually as long as the Home Occupation is in operation.
2. No more than 6 clients may visit the site per day.
3. Clients may not visit the business between the hours of 10 pm to 8 am and shall not generate excessive traffic.
4. If the applicant installs a sign under Chapter 17.142 – Home Occupations, the sign shall not be illuminated or exceed 1.5 square feet in area and must be attached to the residence, accessory structure, or be placed in a window. If the applicant desires a sign under Chapter 17.114 – Signs, a Sign permit must be applied for meeting the requirements of Chapter 17.114.
5. If any new plumbing, mechanical, electrical, or structural changes are proposed, the applicant shall contact the Building Department for the appropriate permit.
6. The applicant shall abide by the Scappoose Fire District requirements, outlined in their referral comment, dated July 15, 2025 (**Exhibit 7**), including:
 - Address numbers on commercial properties shall be not smaller than 12 inches tall and two inches wide (stroke) on Columbia River Hwy frontage.
 - No open flame devices are allowed (including candles).
 - One fire extinguisher is required, no less than 5lbs., ABC rating.
 - Flammable materials must be stored in an approved flammable container.

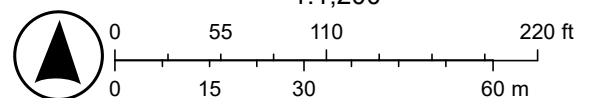
Psychic Sanctuary Vicinity Map

EXHIBIT 1



7/3/2025, 8:25:08 AM

- Taxlots with labels
- Streets
- City Limits Boundary
- Subject site



GeoTerra, Frontier, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



Scappoose Planning Department

33568 E. Columbia Ave. Scappoose, OR 97056

Phone: 503-543-7184 Fax: 503-543-7182

www.ci.scappoose.or.us

HOME OCCUPATION PERMIT APPLICATION (TYPE II)

Note to Applicant:

- Approval of a Home Occupation Permit is required to operate a business from a home within a residential zone in the City Limits.
- The applicant is responsible for obtaining approval for this use from their Home Owner's Association prior to beginning business activity.

SITE LOCATION & DESCRIPTION

Site Address 51631 Columbia River Hwy, Scappoose OR, 97056

Nearest Cross Street SW Havlik Drive

BUSINESS INFORMATION

Business Name Psychic Sanctuary

Type of Business: (please explain business activities proposed at this site) Psychic reader offering psychic energy readings, palm readings, tarot card readings, and different types of intuitive energy healing.

Are there other home occupations at this address? ☐ Yes ☒ No

If Yes, Associated Permit #(s) _____

GENERAL INFORMATION

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1) Combined square footage of all structures on the site: 1,109 sq.ft.

2) Square footage of floor area that will be used for business purposes: 247 sq.ft.

NOTE: No more than 25% of the floor area or 600 square feet, whichever is less, can be used for the business.

3) List all Individuals engaged in the business, including name, address and relationship to principal residents.

NOTE: There shall be no outside volunteers or employees to be engaged in the business activity other than the persons principally residing on the premises.

N/A

4) Days and hours of operation for the business: 8:30 A.M-7:30 P.M 7 days a week

5) Number and type of vehicles to be used in connection with the business and location of vehicle parking on the site:

1 in back

6) Anticipated number of customer vehicles coming to business each day: 1

7) Expected number of business deliveries per week: (Do not count US Postal Service deliveries)

1-2

8) Will your business include activities which generate noises, vibrations, odors, heat, glare, or visual or audible electrical interference in line voltage beyond any property line? ☐ Yes ☒ No (If Yes, Please explain)

APPLICANT AND OWNERSHIP INFORMATION

Applicant: Name Molly Guy

Business Name Psychic Sanctuary

Mailing Address 51631 Columbia River City Scappoose State OR Zip 97056

Phone # (602) - 478-1097 Fax # _____ Email Address psychicmolly342@gmail.com

I hereby certify that my business will continually conform to the standards of Scappoose Development Code (SDC), Section 17.142.070 pertaining to Type II Home Occupations, and to any conditions of approval attached to the Type II Home Occupation Permit. I understand that the home occupation permit for my home occupation is subject to revocation at any time by the City Planner for cause, pursuant to the Scappoose Development Code, under the following circumstances: 1) violation of any provision of the SDC; 2) violation of any terms or conditions of applicable permit.

Applicant's Signature Molly Guy Date: 05/28/2025

If the applicant is not the property owner, permission from the owner must be provided below or on a separate attached letter:

Property Owner(s): Name(s) Caitlin Franco

Business Name Sleep Sound property management

Mailing Address 4413 NE Sandy Blvd City Portland State OR Zip 97213

Phone # 971 - 314-1230 Fax # _____ Email Address cfranco@sleepsoundpm.com

Property Owner(s) Signature(s) [Signature] Date: 06/02/25

6/2/2025 Paid \$900 SB# C1386755

From: [Molly Guy](#)
To: [Laurie Oliver Joseph](#)
Cc: [N.J. Johnson](#)
Subject: Re: Additional info please
Date: Monday, July 14, 2025 3:28:54 PM

Hi Laurie,

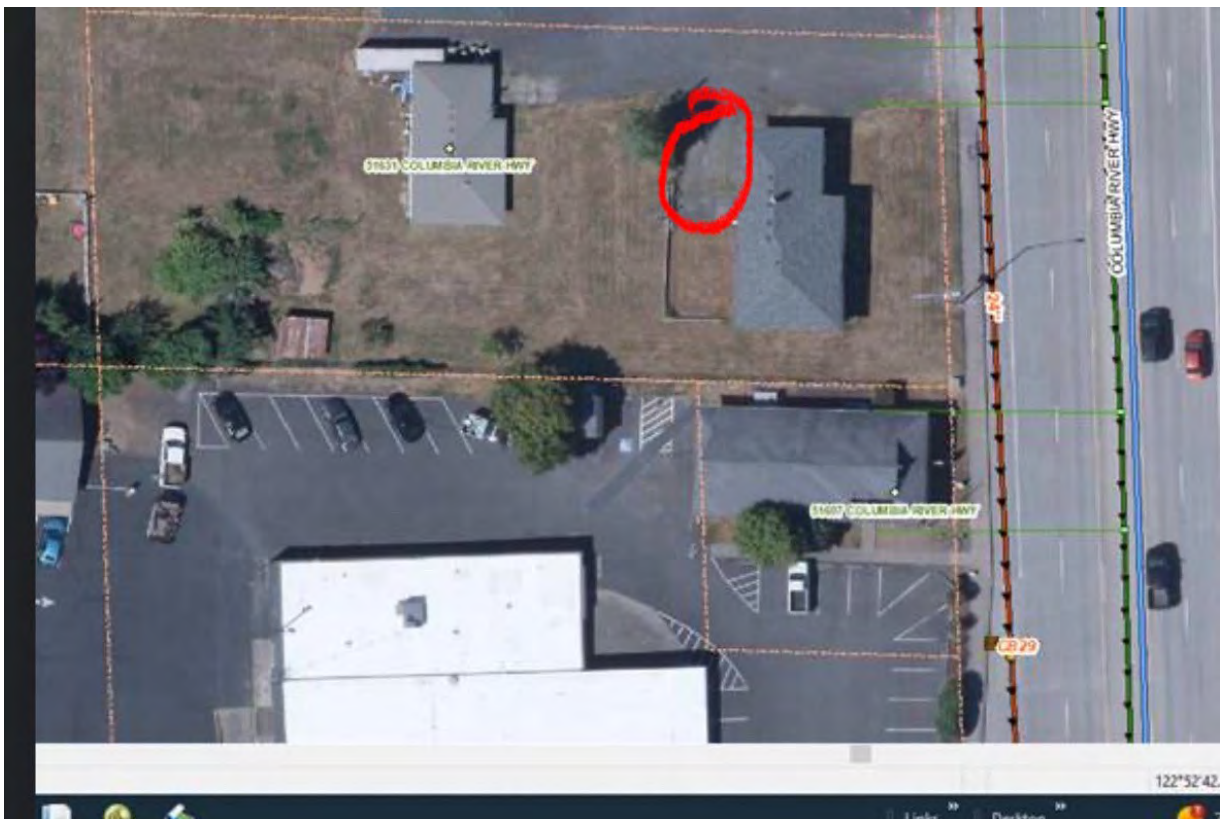
I listed the answers below

1: the vehicle isn't commercially licensed at this time(I need to get other documents before making it a commercial vehicle officially) but it is used mainly for business purposes and it is parked at this location.

2: location of customer parking is behind the house in the driveway, I attached a photo(provided by Liz) and I circled where the parking spot is located.

3: no

4: no



Please let me know if this is satisfactory, and if you need any additional information.

Thanks so much,
Molly

On Mon, Jul 14, 2025 at 2:32 PM Laurie Oliver Joseph <loliver@scappoose.gov> wrote:

|

Molly-

As we discussed at the counter today, can you respond back in a new email with answers to the below questions? I have everything I need from the application form, expect for the below info. You can keep your answers brief.

Please provide a response to the following questions:

1. Will you have any commercially licensed vehicles associated with the business at this location?
2. Where is the location of customer parking?
3. Will you have any storage and/or distribution of toxic or flammable materials?
4. Will there be any outside storage related to your business?

Best-

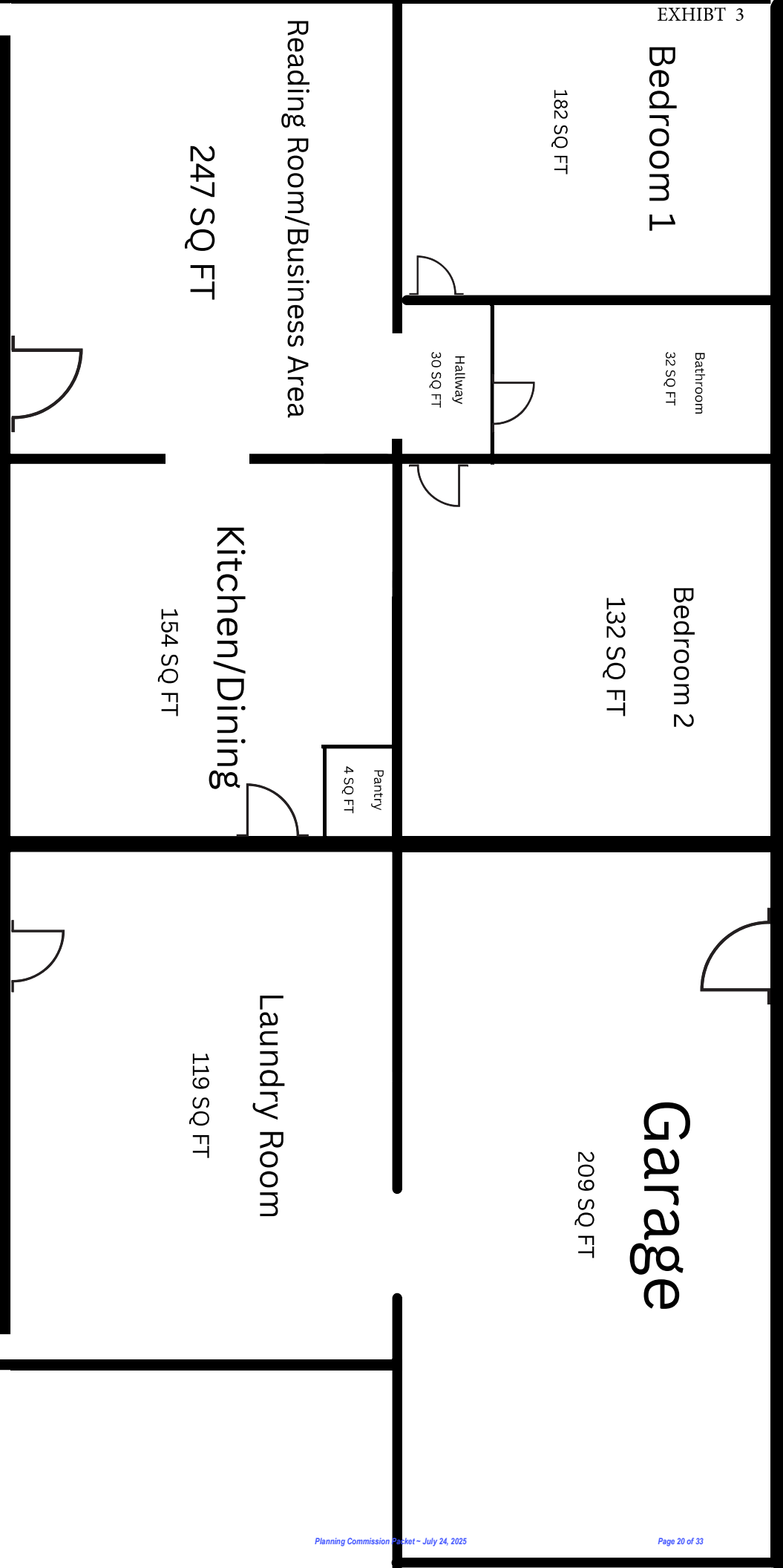


**Laurie Oliver Joseph, AICP,
CFM**

Community Development Director

City of Scappoose

☐ [503-543-7184](tel:503-543-7184)
☐ <https://www.scappoose.gov/>
☐ [52610 NE 1st Street, Suite 120](#)
[Scappoose, OR 97056](#)



**LAND USE ACTION REFERRAL (HO 9-25)****July 14, 2025**

RETURN TO: N.J. Johnson, City of Scappoose, 33568 East Columbia Ave, Scappoose, OR, 97056 by July 16, 2025. Please email your response to: loliver@scappoose.gov. If you have any questions, please call Laurie Joseph at (503) 543-7184, ext. 401.

REGARDING: Molly Guy has requested approval of an application for a Type II Home Occupation (HO 9-25) to authorize a psychic services business with up to 6 customers a day within a residence. The home is located at 51631 Columbia River Highway, northwest of the Havlik Drive and Columbia River Highway intersection, on property described as Columbia County Assessor Map #3213-B0-01300.

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

COMMENTS: Any new structural, plumbing, Mechanical, and electrical will require building department Permits.

Signed: Title: Building InspectorDate: 7/15/25



LAND USE ACTION REFERRAL (HO 9-25)

July 14, 2025

RETURN TO: N.J. Johnson, City of Scappoose, 33568 East Columbia Ave, Scappoose, OR, 97056 by **July 16, 2025**. Please email your response to: loliver@scappoose.gov. If you have any questions, please call Laurie Joseph at (503) 543-7184, ext. 401.

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1. CAF 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: No issues or concerns

Signed: Ch. O. Flaherty

Title: Chief of Police

Date: July 16, 2025

**LAND USE ACTION REFERRAL (HO 9-25)****July 14, 2025**

RETURN TO: N.J. Johnson, City of Scappoose, 33568 East Columbia Ave, Scappoose, OR, 97056 by **July 16, 2025**. Please email your response to: loliver@scappoose.gov. If you have any questions, please call Laurie Joseph at (503) 543-7184, ext. 401.

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

COMMENTS: _____

Signed: 

Title: Public Works Director

Date: 7/17/2025



LAND USE ACTION REFERRAL (HO 9-25)

July 14, 2025

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1. _____ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. MB 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: • Address numbers on commercial properties shall be no smaller than 12 inches tall and two inches wide (stroke) on Columbia River Hwy side of elevation.

- No open flame devices are allowed (including candles)
- (1) One fire extinguisher is required, no less than 5 lbs ABC rating.
- Flammable materials must be stored in an approved flammable container.

Signed: _____

Title: _____

Division Chief - Fire Marshal

Date: _____

7/15/2025



SCAPPOOSE

Oregon

To: Planning Commission
From: Laurie Joseph, Community Development Director
Date: July 24, 2025
Re: Request for Street Name Change – A portion of SW Volendam Street

The portion of SW Volendam Street proposed to be renamed is south of SW Callahan Road and is located within the recently platted subdivision of Dutch Canyon Estates IV (see attached Vicinity Map, **Exhibit 1**).

Within the City of Scappoose, the Scappoose Fire District has street naming and addressing authority. Once a preliminary subdivision plat has been approved, an applicant is required to submit their final subdivision plat to the City and to the Scappoose Fire District for review and approval of the plat and street names, respectively. City staff and the Fire Chief coordinated on the street names for the Dutch Canyon Estate IV plat; however, there was a misunderstanding regarding the naming of the westernmost street, which is an eyebrow cul-de-sac street. As recorded, the final subdivision plat shows SW Volendam as the name of the north-south leg of this westernmost road, and SW Rokin Way as the east-west portion of that road.

The Scappoose Fire District Chief has requested that the entire length of this road be renamed to SW Rokin Way to lessen any confusion for emergency responders and delivery service companies since there are only two homes with the SW Volendam address in this new neighborhood and there is no certainty in when SW Volendam Street to the north (part of the Dutch Canyon Estates III subdivision) would be extended south.

Scappoose Municipal Code Chapter 12.24¹ sets forth the procedure and approval process for renaming streets. The procedure requires a recommendation from the Planning Commission to the City Council for the renaming of any existing street if the Commission feels there is a strong public need for the change, renaming is in the best interest of the City, and if the request meets the approval criteria contained in SMC 12.24.020. Upon receiving the Commission's recommendation, the Council is then required to schedule a public hearing to consider the matter. If Council wishes to approve the name change, they will adopt an ordinance to formalize the decision.

Findings related to the approval criteria to rename an existing street from SMC 12.24.020 are below:

12.24.020 Street renaming approval criteria and standards.

A. Street Definition. For the purposes of this section, the word "street" shall refer to a public or private way that is created to provide ingress or egress for persons to one or more lots, parcels, areas, or tracts.

¹ ORS 227.120 sets forth the procedure and approval process for naming or renaming streets and SMC 12.24 follows this process but adds additional review criteria to consider.

B. General Criteria. The following general criteria shall apply to the renaming of any street.

1. A street name change application brought by the public is only allowed on streets that start and terminate within the City's urban growth boundary.

2. A street name change shall apply to the entirety of an existing street. Renaming only a portion of a street is not permitted. A cul-de-sac at the end of a street may not be given a name separate from the street.

Finding: The street name change was requested by the SRFPD Fire Chief and is being initiated by the City. The street begins and ends within the City limits. The street name change would apply to the entirety of this section of right of way.

3. A street name shall not duplicate a street name already in use within the City's urban growth boundary unless the two streets have already become connected or it is reasonably likely that the two streets will be connected at some future time, as determined by City Staff.

4. A street name shall not sound like another street name within the City's urban growth boundary such that the new name could cause confusion between the two streets.

5. A street name shall not be a name that is deliberately misspelled, a pun, a frivolous association with another word, a neologism, profane or slang.

6. A street name shall not contain punctuation or be longer than 20 characters.

7. A street name shall not be approved if the Fire District opposes the name change pursuant to a safety concern.

Finding: There is an existing section of road named SW Volendam Street within Dutch Canyon Estates III subdivision. While staff expects that at some future date the existing portion of SW Volendam within Dutch Canyon Estates III will extend south and connect with SW Callahan Road, we do not know how soon that will occur. Currently, only two homes are addressed off of the new portion of SW Volendam Street within the Dutch Canyon Estates IV subdivision (which are currently under construction), south of SW Callahan Road. The SRFPD Fire Chief has requested that the entire length of this road (south of SW Callahan Road) be renamed to SW Rokin Way to alleviate confusion for emergency responders (a safety concern) and delivery service companies (see **Exhibit 2**).

8. No street name shall be changed that is of historic significance or that is significant in its own right, without a showing of a compelling public need for the name change.

9. No street name shall be changed that was previously named after an individual unless the Council decides that society no longer views the individual's contribution as positive.

10. All street name changes must be in the best interest of the City and the six-mile area surrounding the City.

Finding: The street name is not of historic significance or significant in its own right, nor was it named after an individual. The Planning Commission will consider the request to determine if the application is in the best interest of the City and the six-mile area surrounding the City. Staff recommends that the Planning Commission recommend the name change to City Council since it was requested by the SRFPD Fire Chief in order to alleviate confusion for emergency responders and others.

C. Numerical Criteria. The following numerical criteria shall apply to the renaming of any street.

- 1. No street shall contain numbers in its name unless the street name is ordinal in nature.*
- 2. No street shall be changed to an ordinal number unless it directly connects or is immediately parallel to another ordinally numbered street.*
- 3. Whenever there is a direct connection, the ordinal number of the new street shall match the ordinal number of the existing street. Whenever there is not a direct connection, the ordinal number of the new street shall follow consecutively from the ordinal number of the immediately parallel street.*

Finding: The City is seeking to change a street name without an ordinal nature. This criterion does not apply.

D. Directional Criteria. The following directional criteria shall apply to the renaming of any street.

- 1. All directional indicators must be abbreviated as N, NE, E, SE, S, SW, W, or NW. Directional words may only be written out when they are attached to another word.*
- 2. Directional indicators must be placed at the beginning of the street name.*
- 3. Directional indicators must correspond to the correct addressing district.*
- 4. The city is divided into the following addressing districts for the purpose of addressing.*
 - i. North District (N): All of the city north of Columbia Ave.*
 - ii. South District (S): All of the city south of Columbia Ave.*
 - iii. East District (E): All of the city east of US30.*
 - iv. West District (W): All of the city west of US30.*

Finding: The directional indicator is not changing from SW and is in conformance with the above code requirements.

E. Type Criteria. The following type criteria shall apply to the renaming of any street.

- 1. All street names must include a road type.*
- 2. Valid road types are Aly, Ave, Blvd, Cir, Ct, Dr, Hwy, Ln, Lp, Pkwy, Pl, Rd, St, Ter and Way. Trail is not an acceptable road type.*
- 3. The following criteria apply to road types:*
[...]
 - i. Place, way and lane may only be given to a street that is 1,000 ft or less in length.*

Finding: The City is seeking to change the road type for the north- south section of this road from *street* to *way*, based on a request for the name change from the SRFPD Fire Chief. The request to change the road type to *way* is consistent with the above requirements since the street length totals ~333-feet.

Notice of this request is typically required to be mailed to property owners abutting the section of street to be renamed; however, there are no completed homes on this section of SW

Volendam Street. Staff notified the owner/developer of Dutch Canyon Estates IV, Lennar, of this street renaming request and the associated timeline for approval by email on June 23, 2025. Lennar responded that this worked for their timeline since the street renaming would be completed prior to homes being completed, which would be better for future homeowners. Notice was also published in the July 11, 2025, edition of the local newspaper. Staff has received no written comments from the public as of the date of this report.

The following agencies have been provided with notice of this proposed name change:

City Departments: City Manager, City Recorder, Finance, Utility Billing, Police, Public Works, Engineering, Building

Post decision notice will be sent to the following agencies:

City Departments: City Manager, City Recorder, Finance, Utility Billing, Police, Public Works, Engineering, Building
Columbia County: Assessor, Clerk, Elections, Emergency Management, General Services, Land Development Services, Roads, Sheriff, Surveyor, Transit
Services: Scappoose Rural Fire Protection District, Columbia River PUD, NW Natural Gas, CenturyLink, Comcast, Scappoose School District, Durham School Services, U.S. Postal Service (Scappoose Postmaster), Columbia 911 Communications District

No comments in opposition to the request have been received as of the date of this report. Based on the findings outlined above, staff requests that the Planning Commission recommend to the City Council that this portion of SW Volendam Street be renamed to SW Rokin Way.

Please find attached the following exhibits:

1. Vicinity map
2. Comment from Scappoose Fire District Chief, dated July 22, 2025



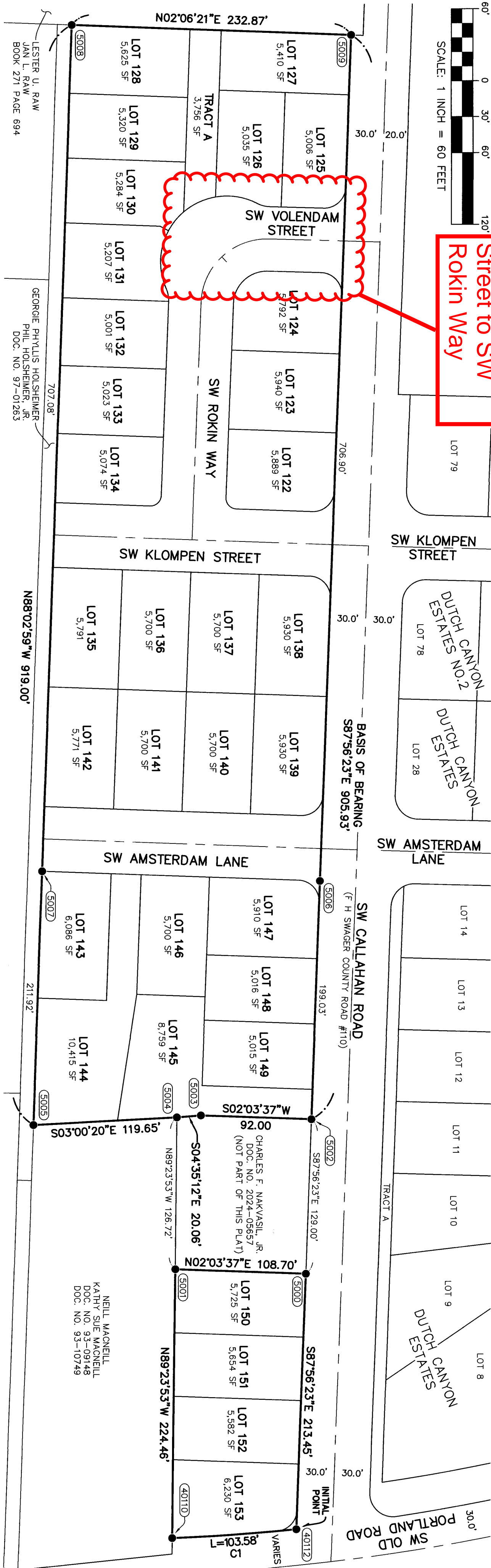
SCALE: 1 INCH = 60 FEET

Rename this portion of SW Volendam Street to SW Rokin Way

DUTCH CANYON ESTATES NO. 4

IN THE SW 1/4 OF SECTION 13, T. 3 N., R. 2 W., W.M.
CITY OF SCAPPOOSE, COLUMBIA COUNTY, OREGON
DATE: APRIL 2, 2025

PLAT BOOK 8 PAGE 45
RECORDED AS DOCUMENT NO. 2025-3278



NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE INTO 32 LOTS AND ONE TRACT, THOSE TRACTS OF LAND DESCRIBED AS PARCEL 1 AND PARCEL 2 IN A DEED TO MILLROSE PROPERTIES OREGON, LLC, RECORDED AS DOC. NO. 2025-00109.
BOUNDARY DETERMINATION AND BASIS OF BEARING OF SOUTH 87°56'23" EAST, AS SHOWN, WERE ESTABLISHED PER CS 7162.

NOTES

- 1. THIS SUBDIVISION IS SUBJECT TO THE CONDITIONS OF APPROVAL AS SET FORTH IN CITY OF SCAPPOOSE CASE FILE NO. SB1-20 AND MOA1-22.
- 2. ALL LOTS AND TRACTS ARE SUBJECT TO AN 8'00" WIDE PUBLIC UTILITY EASEMENT PARALLEL AND ADJACENT TO ALL PUBLIC ROADS, AS SHOWN.
- 3. TRACT 'A' IS A PRIVATE STREET TRACT AND IS SUBJECT TO:
 - A PUBLIC UTILITY EASEMENT OVER ITS ENTIRETY.
 - A PUBLIC SANITARY SEWER EASEMENT OVER ITS ENTIRETY.
 - A PUBLIC EMERGENCY SERVICES ACCESS EASEMENT OVER ITS ENTIRETY.
 - A SHARED DRIVEWAY AND ACCESS EASEMENT OVER ITS ENTIRETY TO BENEFIT LOTS 127-130.
 - A MAINTENANCE AGREEMENT PER DOC. NO. 2025-3275.
- 4. LOTS 125-127, 131-134 AND TRACT 'A' ARE SUBJECT TO A 5.00 AND/OR 10.00 FOOT WIDE STORM DRAIN EASEMENT, AS SHOWN, TO BENEFIT THE DUTCH CANYON ESTATES HOMEOWNERS ASSOCIATION AND IS TO BE MAINTAINED IN ACCORDANCE WITH DOC. NO. 2025-3275.
- 5. LOT 145 IS SUBJECT TO A 7.00 FOOT WIDE SANITARY SEWER EASEMENT, AS SHOWN, TO BENEFIT LOTS 150-153 AND THAT TRACT OF LAND DESCRIBED IN DOC. NO. 2024-05657, AND IS TO BE MAINTAINED IN ACCORDANCE WITH DOC. NO. 2025-3275.
- 6. LOTS 150-152 ARE SUBJECT TO A 7.00 FOOT WIDE SANITARY SEWER EASEMENT, AS SHOWN, TO BENEFIT LOTS 150-153 AND IS TO BE MAINTAINED IN ACCORDANCE WITH DOC. NO. 2025-3275.
- 7. LOTS 150-153 BENEFIT FROM A 7.00 FOOT WIDE SANITARY SEWER EASEMENT, AS SHOWN, AS RECORDED IN DOC. NO. 2025-3277.
- 8. LOTS 127, 128 AND TRACT 'A' ARE SUBJECT TO A 5.50 FOOT WIDE RETAINING WALL EASEMENT, AS SHOWN, TO BENEFIT THE DUTCH CANYON ESTATES HOMEOWNERS ASSOCIATION AND IS TO BE MAINTAINED IN ACCORDANCE WITH DOC. NO. 2025-3275.
- 9. PER SCAPPOOSE RURAL FIRE DISTRICT COMMENTS LOTS 127, 128, 142-145 ARE REQUIRED TO HAVE SPRINKLER SYSTEMS.
- 10. THIS PLAT IS SUBJECT TO A STORM WATER MAINTENANCE AGREEMENT PER DOC. NO. 2025-3275.

SHEET INDEX

- SHEET 1 PLAT BOUNDARY, SURVEY & DEED REFERENCES, NOTES AND NARRATIVE
- SHEET 2 LOTS 122-138, WME DETAIL
- SHEET 3 LOTS 139-149, EASEMENT DETAIL
- SHEET 4 LOTS 150-153, PSWE DETAIL
- SHEET 5 DECLARATION, ACKNOWLEDGE, APPROVALS, AND SURVEYORS CERTIFICATE

LEGEND

- FOUND MONUMENT AS NOTED IN MONUMENT TABLE
- SET 5/8" X 30" IR W/ YPC MARKED "WESTLAKE CONSULTANTS". SET ON SEPTEMBER 20, 2024
- SET 5/8" X 30" IR W/ YPC MARKED "WESTLAKE CONSULTANTS" TO BE SET WITHIN THE PERIOD SPECIFIED IN THE SURVEYOR'S CERTIFICATE.
- SET 1-1/8" COPPER PLUG MARKED "WESTLAKE CONSULTANTS" TO BE SET WITHIN THE PERIOD SPECIFIED IN THE SURVEYOR'S CERTIFICATE.
- ✕ SET 5/8" X 30" IR W/ YPC MARKED "WESTLAKE CONSULTANTS" TO BE SET WITHIN THE PERIOD SPECIFIED IN THE SURVEYOR'S CERTIFICATE.
- CS COUNTY SURVEY, COLUMBIA COUNTY SURVEY RECORDS DOCUMENT NUMBER.
- DOC. NO. COLUMBIA COUNTY DEED RECORDS
- IR IRON ROD
- PSWE PUBLIC EMERGENCY SERVICES ACCESS EASEMENT
- PSSE PUBLIC SANITARY SEWER EASEMENT
- PSWE PUBLIC SIDEWALK EASEMENT
- PUE PUBLIC UTILITY EASEMENT
- RWE RETAINING WALL EASEMENT, SEE NOTE 8
- SF SQUARE FEET
- SSE SANITARY SEWER EASEMENT AS NOTED
- SDE STORM DRAIN EASEMENT, SEE NOTE 4
- W/ WITH
- WLE WATERLINE EASEMENT AS NOTED
- WME WATER METER EASEMENT AS NOTED
- YPC YELLOW PLASTIC CAP

SURVEY & DEED REFERENCES

- R1 CS 7162
- R2 PP 2014-02
- R3 CS 3866
- R4 DOC. NO. 2024-02993
- R5 DOC. NO. 2024-05657

CURVE DATA TABLE

CURVE#	LENGTH	RADIUS	DELTA	CH. BEARING	CH. LEN.
C1	103.58'	1674.00'	332.43°	S4°00'16"E	103.57'

MONUMENT TABLE

POINT #	DESCRIPTION	NOTE	SOURCE
5000	FOUND 5/8" IR W/ YPC "WESTLAKE CONSULTANTS"	HELD	CS 7162
5001	FOUND 5/8" IR W/ YPC "WESTLAKE CONSULTANTS"	HELD	CS 7162
5002	FOUND 5/8" IR W/ YPC "WESTLAKE CONSULTANTS"	HELD	CS 7162
5003	FOUND 5/8" IR W/ YPC "WESTLAKE CONSULTANTS"	HELD	CS 7162
5004	FOUND 5/8" IR W/ YPC "BRADY LS 1860"	HELD	PER CS 3866
5005	FOUND 5/8" IR W/ YPC "BRADY LS 1860"	HELD	PER CS 3866
5006	FOUND 5/8" IR W/ YPC "WESTLAKE CONSULTANTS"	HELD	PP 2014-02
5007	FOUND 5/8" IR W/ YPC "WESTLAKE CONSULTANTS"	HELD	PP 2014-02
5008	FOUND 5/8" IR W/ YPC "BRADY LS 1860"	HELD	CS 3866
5009	FOUND 5/8" IR W/ YPC "BRADY LS 1860"	HELD	CS 3866
4010	FOUND 5/8" IR W/ YPC "WESTLAKE CONSULTANTS"	HELD	PP 2014-02
4012	FOUND 5/8" IR W/ YPC "WESTLAKE CONSULTANTS"	HELD	PP 2014-02
4013	FOUND 5/8" IR W/ YPC "WESTLAKE CONSULTANTS"	HELD	PP 2014-02
4014	NAIL AND TAG STAMPED "LS 1841"		PP 2014-02

REGISTERED PROFESSIONAL LAND SURVEYOR

SURVEYED FOR:
LENNAR NW, INC.

SURVEYED BY:

WESTLAKE CONSULTANTS, INC.
15115 S.W. SEQUOIA PARKWAY, SUITE 150
TIGARD, OREGON 97224
(503) 684-0652
RENEWED: 12-31-2025
SHEET 1 OF 5



FIRE CHIEF

Scappoose Fire District



Date: 7/22/2025

City of Scappoose

Laurie Oliver Joseph

RE: Rename a portion of SW Volendam Street

Dear Laurie:

I hope this message finds you well. On behalf of the Scappoose Fire District, we wish to address an important matter that requires the city's attention and support. After thorough review, we have identified the need to change the name of a portion of SW Volendam Street within the recently platted subdivision of Dutch Canyon Estates IV.

During the process of finalizing the addressing, it became evident that an oversight occurred when using an older site plan and the one officially recorded. This oversight resulted in incorrect street naming, which could lead to significant confusion for emergency responders such as Fire, EMS, and Police, as well as for delivery companies and public services like gas and garbage collection.

The affected portion of SW Volendam Street, located south of SW Callahan Road, presents a unique challenge due to its current configuration and the interim absence of development separating the northern and southern segments. This could easily cause navigational errors, similar to past issues experienced on SE 9th (Ulhman / Vine).

To mitigate these risks, our Fire District recommends renaming the entire stretch to SW Rokin Way. This change would create consistency across Dutch Canyon Estates and ensure clarity for all stakeholders involved.

I apologize for any inconvenience this oversight may have caused and appreciate your cooperation in addressing this matter swiftly. Please do not hesitate to reach out with any questions or for further clarification.

Thank you for your understanding and support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Pricher", with a long horizontal flourish extending to the right.

Jeff Pricher
Fire Chief

PLANNING COMMISSION 2025 TEAM AGREEMENT

Agreements for Conducting Planning Commission Meetings and Business

1. Attendance at Planning Commission meetings is a priority; if unable to attend, please contact the CDC Office Administrator.
2. Be on time to meetings and read the packet prior to the meeting - be prepared to work.
3. Chair will take the lead in keeping the meeting and discussion focused.
4. Distribute information in advance of Planning Commission discussion.
5. Chair will recognize Commissioners when indicating they wish to speak.
6. Put a time limit on audience testimony, if needed, and ask them not to repeat previous speakers concerns (no repetitive testimony).
7. Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Planning Commission's usual, more informal, process. Individuals should use procedure appropriately and courteously.
8. Planning Commission meetings are televised live; this requires the Planning Commission to act professionally by:
 - Speaking in turn and on the issue;
 - Not interrupting;
 - Not engaging in side-conversations, and
 - Treating the public and each other with courtesy.
9. Refrain from personal attacks, including to presenters, staff and Planning Commission.
10. Agree to be diplomatic about disagreement and do not try to polarize other Commissioners.
11. Call the City Planner or designee with questions and requests prior to the meeting.
12. Information made available to one Planning Commissioner will be available to all, in a timely manner.
13. Every effort will be made to adjourn meetings by 9:00 p.m.

Individual Planning Commission Member Conduct Agreements

Planning Commission members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other Commissioners.
- Avoid saying or doing anything that would discredit or harm the City.
- Attend trainings that are offered by the city for the success & betterment of the Commission.
- Respect the decision of a majority of the Planning Commission members, after a decision has been made.

Commitments as a Planning Commission

Planning Commission strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.

ADOPTED BY PLANNING COMMISSION ON _____

Chair Scott Jensen

Vice Chair Harlow Vernwald

Commissioner Rita Bernhard

Commissioner Monica Ahlers

Commissioner Marty Marquis

Commissioner Sara Jones-Graham

Commissioner -vacant

Alternate Commissioner

CITY OF SCAPPOOSE

JULY 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Watts House sidewalk popsicle parade hosted by Historical Society	5 Scappoose Farmers Market 9am – 2pm
6	7 No City Council	8	9	10 Planning Commission 7pm	11	12 Scappoose Farmers Market 9am – 2pm
13	14	15	16	17 Economic Development Committee noon	18	19 Scappoose Farmers Market 9am – 2pm
20	21 Council Work Session 6:00 pm City Council 7pm	22	23	24 Planning Commission 7pm	25	26 Scappoose Farmers Market 9am – 2pm
27	28	29	30	31		

CITY OF SCAPPOOSE

AUGUST 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Scappoose Farmers Market 9 am - 2pm
3	4 City Council 7pm	5	6	7	8	9 Scappoose Farmers Market 9 am - 2pm
10	11	12	13	14	15	16 Scappoose Farmers Market 9 am - 2pm
17	18 City Council 7pm	19	20	21 Economic Development Committee noon	22	23 Scappoose Farmers Market 9 am - 2pm
24	25	26	27	28 Planning Commission 7pm	29	30 Scappoose Farmers Market 9 am - 2pm