



SCAPPOOSE *Oregon*

SCAPPOOSE PLANNING COMMISSION

Council Chambers at City Hall
33568 East Columbia Avenue

AGENDA

Thursday, March 13th, 2025 at 7:00 p.m.

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 APPROVAL OF MINUTES

3.1 July 11th, 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 Limited Land Use Decisions – Discussion on recent legislative changes now in effect

5.2 Docket # SDR 2-24, MiP 3-24 Wauna Credit Union

6.0 Wauna Credit Union has requested approval of a consolidated application for Site Development Review (SDR 2-24) to allow for the construction of a credit union building and various site amenities as well as a 2-lot Minor Partition (MiP 3-24). The site is located at an unaddressed property off SE 2nd Street, east of the Havlik Drive and SE 2nd Street intersection, on property described as Columbia County Assessor Map #3213-DB-00201.

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; N.J. Johnson; 33568 E Columbia Ave; Scappoose, OR 97056 or by email to njohnson@scappoose.gov by **Wednesday, March 12, 2025 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 MINUTES

Thursday, July 11th, 2024 at 7:00 p.m.

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting.

Full transcript with video recording can be found here; <https://www.youtube.com/watch?v=IfP6vLHN8bU>

1.0 CALL TO ORDER

2.0 ROLL CALL

Scott Jensen	Chair	NJ Johnson	Associate Planner
Monica Ahlers	Commissioner	Chris Negelspach	City Engineer
Harlow Vernwald	Commissioner	Elizabeth Happala	Office Administrator
Marty Marquis	Commissioner		

Excused;

Commissioner Rita Bernhard

Commissioner Sara Jones

Attendees;

Applicant/owner representative; Robert Besler, Lower Columbia Engineering (video)

Property owner; Habitat for Humanity (Jennifer Anderson, Kanika Peterson, Mike Stone, MaryAnn Anderson)

Adjoining property owners; Bryan & Angela Hammond

3.0 APPROVAL OF MINUTES

3.1 June 27, 2024 meeting minutes

Chair Jensen asked commissioners if they had any questions. As there were none, Commissioner Marquis moved and Commissioner Ahlers seconded the motion to approve the minutes as presented.

Motion Passed 4-0. AYES: Chair Jensen, Commissioner Vernwald, Commissioner Marquis & Commissioner Ahlers.

4.0 CITIZEN INPUT

There were none.

5.0 NEW BUSINESS

5.1 Vice Chair Nominations

Chair Jensen asked Commissioners for any nominations for Vice Chair.

Commissioner Vernwald volunteered to become the new vice chair after Vice Chair Blank retired.

Commissioner Ahlers moved and Commission Marquis second the motions to approve Commission Vernwald as the new Vice Chair.

Motion Passed 4-0. AYES: Chair Jensen, Commissioner Vernwald, Commissioner Marquis & Commissioner Ahlers.

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 by Wednesday, July 10, 2024 at 5:00 p.m.*

Chair Jensen read the docket item, order of the hearing, then asked for ex parte contacts. As there were none, he turned it over to city staff for their presentation.

Associate Planner Johnson thanked the commissioners for their presence tonight and reviewing the packet. He then mentioned the amended staff report to include the two public comments which are allowed to be received after packets are distributed and published online. He then went over the amended staff report in the packet, along with the two public comments received which one comment did change the location of the proposed mailbox cluster then continued with the findings of facts and staff's recommendation to approve the application with the recommended conditions of approval. He concluded the staff presentation by asking if any commissioner had questions prior to the applicant's presentation.

Chair Jensen called the applicant forward as there were no commissioner questions.

Property owner; Habitat for Humanity Executive Director Jennifer Anderson introduced herself and the others present with her tonight; Board Members Kanika Peterson, Maryann Anderson and Mike Stone. She began by sharing a little history about Habitat for Humanity which is a grassroots non-profit that started in Columbia County in 1999 then made an application to the Habitat for Humanity International to become independently incorporated with a local board of directors to decide on local projects. She added that to date, they have built 31 access ramps, completed 12 critical home repairs, built 12 complete homes and have 2 homes in construction which all benefit our local residents, with currently 20 applicants for 1 home in St. Helens. Adding that the main focus of Habitat for Humanity is affordable home ownership for family wealth and stability if they have consistent income, low debt and pass criminal background checks with volunteerism in the community. Adding that these homeowners pay an affordable mortgage, property taxes, and insurance that is no more than 30% of their gross income. The rest of the sales price is subsidized by a forgivable zero interest loan, payment assistance or a match savings to ensure the home sales documents reflect that it sold for the appraised value, so their homes do not reduce home values in the area. She stated that they have a great relationship with Community Action Team (CAT) who originally owned the property then sold it Habitat to fulfill the original intent of the property they purchased in 2007. She stated there were some significant hurdles with the required cost to upgrade the water lines before starting construction, they were able to gather city, state and federal funding. She then introduced their engineer Robert Besler with Lower Columbia Engineering whose attending via video.

Applicant/owner representative; Robert Besler, Lower Columbia Engineering (on-line) stated that the city's staff report did a great job at describing the proposed project of subdividing into 10-lots with

three buildings of town homes; 1 building with four townhomes along SE Myrtle, 1 building with four townhomes on SE Oak then 1 building with two townhomes along SE Myrtle. He then asked if any of the commissioners had any questions.

Chair Jensen asked if staff had any response, as there were none he closed the hearing at 7:29pm for consideration by the commission.

Commissioner Marquis stated that it sounds like a great project.

Chair Jensen stated that it sounds like it's a great project and glad to hear the Habitat for Humanity will be able to complete the original intent that Community Action Team had for the property. And that the Columbia County Habitat for Humanity has the ability to move the project forward. Adding that it appears to be a straightforward project and that staff responded well with the new comments received.

Vice Chair Vernwald asked how each party would handle maintenance issues like roofing since each unit will be attached to another unit as she has seen issues arise with attached units.

Property owner, Habitat for Humanity board member Kanika Peterson replied that they would have a limited homeowners association which every owner will sign since each unit would have a shared party wall to maintain adding that each townhome would be separate on its own lot with everything completely separate and only connected by the party-wall.

Vice Chair Vernwald asked for confirmation that there would not be any issues with roof maintenance in the future related to the shared party-walls.

Property owner; Habitat for Humanity board member Kanika Peterson replied that every property owner would be required to maintain their own things on their lot. Adding that the maintenance of the party-wall or roof leak would be addressed in the homeowner's association language. Adding that each home would not share anything else.

Vice Chair Vernwald stated that she has come across so many properties similar to this proposal that have had issues with the shared party-wall, she wanted to make sure it wasn't an issue.

Chair Jensen thanked Habitat for their response and asked if there were any other questions, if not then he would accept a motion.

Commissioner Marquis moved and Commission Ahlers second the motions to approve Docket 5.2 with the amended staff report and conditions of approval.

Motion Passed 4-0. AYES: Chair Jensen, Commissioner Vernwald, Commissioner Marquis & Commissioner Ahlers.

Chair Jensen addressed the audience that they are welcome to stay for the completion of the meeting but were not required if they wanted to leave, which they did.

6.0 COMMUNICATIONS

6.1 Calendar Check

Chair Jensen when over the calendar in the packet.

6.2 Commissioner Comments

There were none.

6.3 Staff Comments

Associate Planner Johnson thanked Commissioner Vernwald for volunteering as Vice Chair. And stated that there are no scheduled Planning Commission meetings as there are no active applications ready for Planning Commission. Stating that the 50-year plan is still the same as they are reviewing the Urban Growth Boundary (UGB) expansion areas of 59 acres as the demonstrated need and reviewing the Urban Reserve areas.

City Engineer Negelspace when over the current active projects that are active around town; Huser Subdivision on Keys & Dutch Canyon IV off Callahan are both in grading phase of construction, Scappoose Bay Watershed is working on their bank layback project and hauling off material offsite, Moore Rd. construction project is in slowdown for franchise utility agreements, and Maple St. near Middle School will be pouring tomorrow for sidewalks along the north side

7.0 ADJOURNMENT

Chair Jensen thanked Vice Chair Vernwald then adjourned the meeting at 7:41 pm.

Chair Jensen

Attest: _____
Elizabeth Happala, Office Administrator



Monday, March 3, 2025

MEMORANDUM

To: City Council/Planning Commission
From: Laurie Joseph, Community Development Director
Re: Limited Land Use Decisions – recent legislative changes now in effect

Purpose: This memo seeks to bring City Council and the Planning Commission up to date on recent legislation involving Limited Land Use (LLU) decisions.

Summary: Effective as of January 1, 2025, SB 1537 amends ORS 197 to:

1. Expand the types of decisions that qualify as LLU decisions by adding replats, property line adjustments, and extensions, alterations, or expansions of nonconforming uses.
 The new definition for LLU decision in ORS 197.015(12) is as follows:
(a) "Limited land use decision" means a final decision or determination made by a local government pertaining to a site within an urban growth boundary that concerns:
(A) The approval or denial of a tentative subdivision or partition plan, as described in ORS 92.040 (1).
(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 review and design review.
(C) The approval or denial of an application for a replat.
(D) The approval or denial of an application for a property line adjustment.
(E) The approval or denial of an application for an extension, alteration or expansion of a nonconforming use.

What this means for Scappoose: We already considered the above application types to be LLU decisions, with the exception of, "extensions, alterations, or expansions of nonconforming uses", which will be incorporated into our code as part of the 50 Year Plan code amendments. Any applications of this type that are submitted prior to the code amendments being adopted will follow the LLU decision procedures in conformance with SB 1537. From January 1, 2025, and onwards, however, the City will need to process and determine LLU applications in accordance with the process described in point 2 below.

2. Mandates the process for approval of LLU decisions. ORS 197.195 spells out the process by which a local government must process a LLU decision and that, *"A city shall apply the procedures in this section, and only the procedures in this section, to a limited land use decision, even if the city has not incorporated limited land use decisions into land use regulations, as required by ORS 197.646 (3), except that a limited land use decision that is made under land use standards that do not require*

interpretation or the exercise of policy or legal judgment may be made by city staff using a ministerial process”.

What this means for Scappoose: In evaluating the new mandatory approval process for LLU decisions, there are a number of factors that will need to be addressed for Scappoose to be compliant with the new legislation. Only those items that do not currently meet the new requirements are addressed below:

Noticing: The City currently provides notice to all affected agencies (PUD, Port, Columbia County, DLCD, etc.) and property owners within 200-feet of the site that is the subject of the LLU application. As of January 1, 2025, the City is only permitted to provide notice to properties within 100-feet (noticing to agencies is still acceptable). The City has begun to only notice to 100-feet for LLU decisions since we must follow the new rules.

Hearings: Under the new legislation, no hearing can be held for initial LLU decisions (although the City must hold a hearing for local LLU decision appeals). Currently, the Scappoose Development Code (SDC) section 17.164.110 lists the Planning Commission as the approval authority for subdivisions, major partitions and site development review¹. Because the Planning Commission must meet in public and currently holds a public hearing in order to reach a final decision on all land use applications within its approval authority, this SDC requirement violates the new LLU legislation.

As part of the 50 Year Plan code amendments (and prior to the new legislation), the City proposed amendments to the SDC chapter on site development review and subdivisions to make some of these applications (below a certain threshold) staff decisions. The impetus for these proposed amendments was a desire to streamline land use approvals where there is little to no discretion involved. These amendments were vetted by the 50 Year Plan Stakeholder Advisory Committee, City Council and the Planning Commission over the course of the last year. LLU decisions must be made by applying established criteria and require limited discretionary interpretation of those criteria and very limited application of policy or legal judgement. If the application meets the criteria, then there is an obligation to approve the application. In many cities, subdivisions and site development review applications are already staff approved, so this is not unusual. In order to be compliant with the new legislation, the City plans to revise the already proposed amendments to the development code to specify that all LLU decisions would be staff approved, rather than some being approved by the Planning Commission and some being approved by staff.

This is being proposed for the following reasons:

- Holding a public meeting where the Planning Commission is the decision maker makes less sense now since the applicant will no longer be able to speak during the meeting (too adjacent to a public hearing process). Now, only the staff and Planning Commission would have an opportunity to speak during the meeting, which substantially reduces the benefit of making a LLU decision in a public setting.
- Staff would utilize the same process, standards, and due diligence to evaluate the LLU application and write findings for how the application meets the criteria as they do now, the only difference is it would be written as a decision instead of as a recommendation to the Planning Commission.

¹ Staff currently approves the following LLU decisions: Property line adjustments, replats and minor partitions.

- Noticing will still be provided to neighboring property owners within 100 feet of the application and interested parties will still have 14 days to submit written comments prior to the decision.
- By having staff approve all LLU applications, the applicant could receive a decision on their application 4 – 6 weeks sooner. This will help to streamline approval for certain developments where the use is outright permitted.

Interim situation: The City has an active LLU decision that is scheduled for Planning Commission on March 13, 2025 for the new Wauna Credit Union branch. In discussions with the City Attorney, it was decided that the best course of action is to allow the Planning Commission to continue as the review authority for LLU decisions until the development code has been amended. Because the City has not yet amended our code to comply exactly with SB 1537, this means the City must follow the statutory language where there is a direct conflict between it and the City's current code, but where the statute is silent or permits flexibility, our existing code will control. A public meeting is one of these areas. The statute (ORS 197.195) does not specify that a City cannot hold a public *meeting* to reach its LLU decision, although it does say you cannot hold a public *hearing* (except upon appeal). Further, the statute does not specify who the City's local decision-maker in land use decisions must be. In contrast, the existing development code provides that the Planning Commission is the City's designated decision-maker for LLU decisions. Because the Planning Commission cannot reach a decision without meeting in public, it follows that (until the City's development code is updated) it must hold public meetings for the Planning Commission to decide LLU decisions. For the timing and required contents of notices, however, staff will fully comply with the current requirements of ORS 197.195 instead of following the requirements set forth in the SDC.

**CITY OF SCAPPOOSE
PLANNING COMMISSION STAFF REPORT**

Request: Approval of a consolidated application for Site Development Review to allow for the construction of a credit union building and various site amenities as well as a 2-lot Minor Partition.

Location: The site is located at an unaddressed property off SE 2nd Street, east of the Havlik Drive and SE 2nd Street intersection, on property described as Columbia County Assessor Map #3213-DB-00201. See Vicinity Map (**Exhibit 1**).

Applicant: Wauna Credit Union

Owner(s): Wauna Federal Credit Union

EXHIBITS

1. Vicinity Map
2. Application Forms
 - A. Site Development Review
 - B. Minor Partition
3. Narrative
4. Preliminary Development Plans
 - A. Cover Sheet - Project Information & Drawing Index (Sheet A001)
 - B. Site Plan (Sheet A100)
 - C. Drive-Thru Canopy Details (Sheet A107)
 - D. Cover Sheet (Sheet G-1)
 - E. Existing Conditions Plan (Sheet C-1)
 - F. Erosion & Sediment Control Plan (Sheet C-2)
 - G. Civil Site Plan (Sheet C-3)
 - H. Overall Grading Plan (Sheet C-4)
 - I. Stormwater Plan (Sheet C-5)
 - J. Utility Profiles (Sheet C-6)
 - K. Utility Plan (Sheet C-7)
 - L. Landscape Plan (Sheet C-8)
 - M. Parking Plan (Sheet C-9)
 - N. Lighting Analysis Plan (Sheet C-10)
 - O. ESC [Erosion Sediment Control] Details (Sheet D-1)
 - P. Enlarged Swale Plan & Sections (Sheet D-2)
 - Q. Floor Plan (Sheet A111)
 - R. Floor Plan at Vaulted Areas (Sheet A112)
 - S. Roof Plan (Sheet A113)
 - T. Building Elevations (Sheet A200)

- U. Building Elevations (Sheet A201)
 - V. Building Sections (Sheet A300)
 - W. Building Sections (Sheet A301)
 - X. Building Sections (Sheet A302)
 - Y. Building Sections (Sheet A303)
 - Z. Preliminary Partition Plat (Sheet 1 of 1)
5. Transportation Impact Study from Lancaster Mobley, dated August 29, 2024¹
 6. Stormwater Report from Lower Columbia Engineering, dated January 7, 2025¹
 7. Geotechnical Report from Rapid Soil Solutions, Inc., dated January 18, 2024¹
 8. Storm Drain Easement, executed August 2, 2016
 9. Declaration of Restrictive Covenant, executed April 30, 2018
 10. Springlake Development Master Storm Drainage Plan, adopted August 12, 1999¹
 11. Referral comment from City of Scappoose Public Works Director, dated January 29, 2025
 12. Referral comment from Columbia County Building Official, dated January 29, 2025
 13. Referral comment from Scappoose Rural Fire Protection District, dated February 5, 2025
 14. Referral comment from Columbia River PUD, dated February 20, 2025

SUBJECT SITE

- The subject site is a vacant 2.52-acre parcel of land with multiple trees and dense vegetation along the southern edge of the property (see **Exhibit 4E**).
- The subject site has an existing 30-foot access easement on the northern edge of the site, an existing 15-foot storm drainage easement on the southern edge of the site, and an existing 8-foot PUE on the western frontage of the site (see **Exhibit 4E**). The site also contains a 10-inch polyvinyl chloride (PVC) stormwater line and an associated storm easement along the eastern edge of the property (see **Exhibit 4E**). The Storm Drain Easement agreement (**Exhibit 8**) was originally between the City of Scappoose (grantor), the owner of the subject property at the time, and Springlake Community, Inc. (grantee), the neighboring property owner to the east and beneficiary of the storm line and easement. However, the easement runs with the land and Wauna Credit Union, as the successor owner of the subject property, is now the grantor. The easement agreement (**Exhibit 8, Clause 8**) also states that any relocation of the easement area may only be done by written mutual agreement between the two parties.
- North of the subject site is Bi-Mart. West of the subject site (from east to west) is SE 2nd Street, a vacant lot, and Fultano's Pizza. South of the subject site is a large agricultural site that has received preliminary approval from Columbia County for a retail nursery (Columbia County file # DR 23-01). East of the subject site is a row of manufactured homes that are part of a gated retirement neighborhood, Springlake Community.
- The subject site and the land to the north and west are zoned Expanded Commercial (EC) and are designated as Commercial (C) on the Comprehensive Plan Map. The site to the east is zoned Manufactured Housing Residential (MH) and is designated as Manufactured Home (MH) on the Comprehensive Plan Map. The site to the south is outside of City limits and the

¹ Note: Appendices available on request.

urban growth boundary and is zoned Primary Agriculture (PA-80) by Columbia County.

- 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 Site Development Review to allow for construction of a credit union building and associated site amenities (see **Exhibits 2A & 4B**).
- The applicant is requesting approval of a 2-lot Minor Partition to create a new legal lot of record to the north of the proposed development (see **Exhibits 2B & 4Z**).

CONSOLIDATED LAND USE APPLICATIONS

- The applicant is requesting approval of two land use applications: Site Development Review (SDR) and a Minor Partition (MiP). On its own, an MiP requires staff approval. However, since the applicant is requesting a consolidated decision and SDR requires Planning Commission approval, Planning Commission will be the approval authority for both applications.
- Approving SDR and MiP are limited land use decisions subject to Chapter 17.164 and Oregon Revised Statutes (ORS) 197.195. The consolidated application will, therefore, be processed as a limited land use decision.

RIGHT-OF-WAY/PUBLIC IMPROVEMENTS

- The property has frontage on SE 2nd Street (see **Exhibit 4E**).
- This section of SE 2nd Street is classified by the 2016 Transportation System Plan (TSP)² as a 3-lane Collector without Parking, which requires 72 feet of right-of-way width comprised of 38 feet of vehicular travel way, two 6-foot bike lanes, two 5.5-foot planter strips, two 5-foot sidewalks, and two 6-inch utility areas. SE 2nd Street currently has a right-of-way width of 72 feet, 36 feet of vehicular travel way, two 6-foot bike lanes, two 5-foot sidewalks, and an 8-foot frontage planter strip on the site frontage (see **Exhibit 4E**). The applicant is proposing to plant 3 street trees along the SE 2nd Street frontage (see **Exhibit 4L**).
- The applicant is proposing to install one streetlight to the south of the proposed driveway entrance (see **Exhibit 4N**).

VEHICULAR ACCESS/OFF-STREET PARKING

- The applicant is proposing to install a 26-foot-wide driveway entrance from SE 2nd Street where 13 feet will front each parcel, following the Minor Partition (see **Exhibit 4B**). Past the driveway, the onsite drive aisle is proposed to be split between Parcel 1 and Parcel 2 (see **Exhibit 4B**) and the applicant is proposing to record a 27-foot-wide reciprocal access and utility easement within the drive aisle (see **Exhibit 4Z**).
- One vehicular parking space is required for every 400 square feet of gross floor area for

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

financial, insurance, and real estate service buildings. The new credit union building is proposed to be 6,795 square feet, requiring 17 parking spaces. The applicant is proposing 39 parking spaces (see **Exhibit 4M**), exceeding the required minimum.

- All uses providing drive-in services shall provide a reservoir for inbound vehicles. Drive-in banks are required to provide capacity for 3 vehicles at a time in each service terminal. The applicant's Parking Plan (**Exhibit 4M**) illustrates that each terminal can accommodate at least 4 standard vehicles at once.
- Commercial uses require the provision of 2 bicycle spaces per primary use or 1 for every 5 required vehicular spaces, whichever is greater. Based on vehicular parking requirements, the applicant would need to provide capacity for 4 bicycles. The applicant is proposing to place a bicycle rack capable of holding 4 bikes near the building entrance (see **Exhibit 4M**).

TRAFFIC GENERATION

- The applicant submitted a Transportation Impact Study (**Exhibit 5**), which includes trip generation estimates, a safety analysis, and an operational analysis.
- After accounting for internal trips and pass-by trips, the Study projects that the proposed development would generate 266 primary weekday daily trips, including 31 morning peak hour trips and 54 evening peak hour trips (see **Exhibit 5, p. 9**).
- The safety analysis (**Exhibit 5, pp. 16-19**) observed crash patterns from 2018-2022, the most recent 5 years of accident data. Crash rates in excess of 1.00 crashes per million entering vehicles may be indicative of design deficiencies and therefore, require a need for further investigation and possible mitigation. The most crash prone study intersection was US-30 at Havlik Drive, with a crash rate of 0.599 crashes per million. Since this does not exceed the threshold for further investigation, no mitigation measures have been recommended.
- The safety analysis also includes a parking lot circulation & safety analysis (**Exhibit 5, pp. 18-19**), which has the purpose of evaluating the safety between vehicles entering the site and vehicles reversing out of the onsite parking spaces. In order for these two drivers to see each other, the applicant's traffic engineer recommended that plants to the west of Parking Space 01 be no greater than 3 feet in height and that any trees in this area be regularly limbed up so that lower branches are at least 4-5 feet off the ground. These mitigation measures are included in the recommended Conditions of Approval.
- A previous Zone Change (local file # CPA1-18/ZC1-18) to the subject site imposed a Restrictive Covenant (**Exhibit 9**) that placed a maximum of 1,000 daily trips on the subject site. With the site being partitioned and the credit union use anticipating 266 primary weekday daily trips, the other parcel will be limited to 734 primary weekday daily trips.

UTILITIES

- There is currently a public 8-inch PVC sewer main along the southern edge of the Springlake Community property. The applicant proposes to connect the new building to the main with a new 4-inch lateral (see **Exhibit 4K**). To serve future development on Parcel 1 of the partition, the applicant proposes to run a 6-inch lateral from the main in Springlake Community along the eastern edge of Parcel 2 and stub it at the new property line (see **Exhibit 4K**). The larger-than-typical lateral allows for more development opportunities of Parcel 1 given that the end

use and user are unknown at this time.

- The existing storm system of the vacant lot currently discharges runoff from a disconnected stormwater pipe, which then runs onto the property to the south of the subject site. The applicant is proposing to install catch basins throughout the site to collect stormwater generated onsite, which will then be conveyed to a new stormwater detention swale in the southeast corner of the site (see **Exhibits 4I, 4P, and 6**). The swale will treat the stormwater and then water will be exfiltrated through the ground, beneath the swale (see **Exhibit 6, p. 4**). The 1999 Springlake Development Master Storm Drainage Plan (**Exhibit 10**) calls for an evaluation of the need to potentially modify the existing pond outlet control device. The Springlake Drainage Plan, which lists the subject site as Basin B2 and Subbasin 21B, states that this will be determined based on the analysis for each subsequent development. If the applicant proposes to connect to a downstream stormwater drainage system, the applicant will be required by the recommended Conditions of Approval to complete a downstream analysis report demonstrating that all downstream systems have adequate capacity to convey the site drainage flows up to and including a 100-year storm event in conformance with PWDS and Oregon Drainage Law. If the applicant is not proposing to connect to a downstream stormwater drainage system, they shall submit a final stormwater report that demonstrates that discharge from the site which flows onto a neighboring property to an approved point of disposal, up to and including the 100-year storm event, are managed in conformance with the PWDS and Oregon Drainage Law.
- There is an existing 12-inch C900 water main in SE 2nd Street with an 8-inch C900 lateral stubbed to the midpoint of the frontage (see **Exhibit 4K**). The applicant is proposing to extend the lateral towards the south, connecting with a water meter just south of the proposed driveway (see **Exhibit 4K**). From there, the lateral would continue southward toward the new building (see **Exhibit 4K**).

LANDSCAPING, SCREENING, AND STREET TREES

- The applicant submitted a Preliminary Landscaping Plan (**Exhibit 4L**), which depicts the provision of trees, shrubs, and groundcover throughout the subject site.
- The proposed commercial use would directly abut a residential use to its east. Buffering and screening are required where the subject site abuts residential uses. Due to the sewer and stormwater lines running along the eastern edge of the subject site (see **Exhibit 4K**), staff recommended that buffering be provided between the impervious parking lot and the stormwater swale instead of planting trees above utility lines and within an easement. The applicant is proposing buffering between the parking lot and swale as well as a 6-foot-tall chain link fence with slats for screening.
- The applicant is proposing to plant 3 Princeton Sentry Ginkgo street trees along the SE 2nd Street frontage. The applicant proposes to plant 13 total new trees on the site. The applicant proposes to plant street trees with the required 25 feet of spacing with the exception of a request to skip the placement of 1 street tree due to a unique need for financial institutions and law enforcement to observe any criminal behavior through a street-side window without obstruction (see **Exhibits 3 & 4L**). Staff recommends granting this request since it is reasonable, common industry practice, and only removes the planting of 1 street tree.

MINOR PARTITION

- The applicant submitted a Preliminary Partition Plat (**Exhibit 4Z**), which depicts the division of the subject site into 2 lots, the length of each lot line, and the area of each lot, and the existing and proposed easements for the project.
- Both lots satisfy all dimensional requirements of the EC zone.

PUBLIC AND PRIVATE AGENCIES

- The City of Scappoose City Manager, Public Works Director, Chief of Police, Columbia County Building Official, Scappoose Rural Fire Protection District, and Columbia River PUD have been provided an opportunity to review and comment on the proposal. The City Engineer's comments are incorporated throughout this report.
- The City of Scappoose Public Works Director provided a referral comment (**Exhibit 11**) stating that they have reviewed the application and have no objection to its approval, provided it meets all criteria set forth in the Scappoose Municipal Code and Scappoose Public Works Design Standards (PWDS). Additionally, the Public Works Director stated that they do not typically allow water service lines to parallel the right-of-way but will make an exception to avoid cutting SE 2nd Street. The Public Works Director requested that the water service lateral be installed in a sleeve under the proposed driveway. This request is included in the recommended Conditions of Approval. The Public Works Director also observed that the stormwater design is not utilizing the 18-inch storm line to the east of the subject parcel and showing runoff onto a neighboring property. The applicant will be required by the recommended Conditions of Approval to perform a downstream analysis report demonstrating that all downstream systems have adequate capacity to absorb site drainage flows up to and including a 100-year storm event. Finally, the Public Works Director stated that the location of the new sewer manhole in the southeast corner of the site (see **Exhibit 4K**) is too far from the paved parking lot for the City of Scappoose to clean and maintain. The recommended Conditions of Approval will require the applicant to relocate the new sewer manhole so that it is to the south of Parking Space 39 and establish an access and maintenance easement to the benefit of the City of Scappoose on the Final Partition Plat.
- The Columbia County Building Official provided a referral comment (**Exhibit 12**) stating that they have reviewed the application and have no objection to its approval as submitted. The Building Official also stated that the owner will be required to obtain all required building, plumbing, electrical, and mechanical permits. This is reflected in the recommended Conditions of Approval.
- The Scappoose Rural Fire Protection District provided a referral comment (**Exhibit 13**), which listed requirements related to fire hydrants, fire access, addressing, and other applicable standards. These requirements are included in the recommended Conditions of Approval.
- The Columbia River PUD provided a referral comment (**Exhibit 14**) stating that they have reviewed the application and have no objection to its approval as submitted.
- Notice of the application and limited land use decision meeting was mailed to property owners within 100 feet of the subject site on February 27, 2025. As of the date of this report, no public comments were submitted.

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: While Havlik Drive and SE 2nd Street meet at a 90° angle, the intersection is only a 2-way intersection and neither street is continuous through the intersection. Additionally, the subject site is not cornered with multiple street frontages (see **Exhibit 4E**). For these reasons, the applicant will not be required to maintain visual clearance at the intersection of two streets. The applicant is proposing to create a new commercial driveway that provides access from SE 2nd Street (see **Exhibits 4B**). Visual clearance will be required to be maintained on both sides of the driveway. 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 with the exception of a few hedges (see **Exhibit 4L**). However, the proposed Rockrose Sunset shrubs grow up to 2 feet tall at maturity (see **Exhibit 4L**), which is outside the regulated height of 3-10 feet. 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 area of the driveway has negligible slopes in terms of their impact on visual clearance (see **Exhibit 4H**). 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 free of any objects that could impede visual clearance (see **Exhibit 4H**). 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):

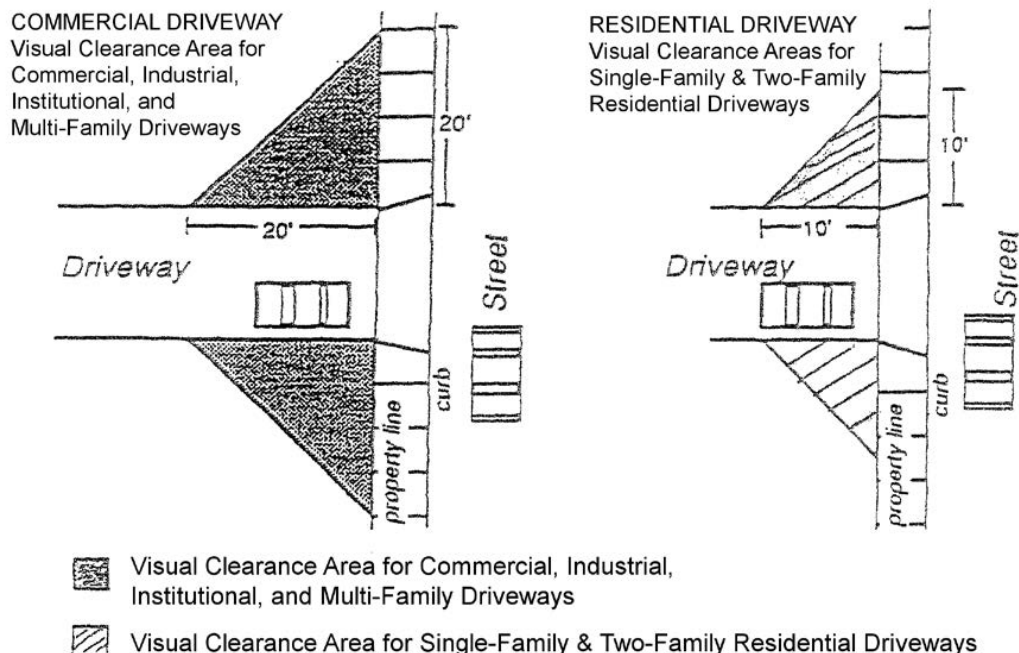
[...]

B. Driveway Intersections (see also Figure 12.10.2):

1. Commercial, Industrial, Institutional, and Multi-Family Developments. Service drives to public or private streets shall have a minimum visual clearance area formed by the intersection of the edges of the service drive, the street right-of-way line, and a straight line joining said lines through points twenty feet from their intersection. No off-street parking shall be located in a service drive visual clearance area.

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

Figure 12.10.2. Visual Clearance Areas for Driveways



Finding: Both sides of the driveway conform to the 20-foot visual clearance standards for commercial driveways (see **Exhibit 4B**). Section 12.10.030 is satisfied.

Chapter 17.68 EC EXPANDED COMMERCIAL

17.68.030 Permitted and Conditional uses.

Use	
[...]	[...]
Financial, insurance and real estate services	Permitted outright ¹
[...]	[...]

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

[...]

Finding: The applicant is proposing to construct a credit union building (see **Exhibit 4B**), which is outright permitted as a financial service in the EC zone. The applicant has applied for Site Development Review (see **Exhibit 2A**) and will be subject to the standards of Chapter 17.120. Section 17.78.030 is satisfied.

17.68.050 Dimensional requirements-Commercial and mixed-use buildings.

Dimensional Requirements	Requirement¹
Minimum lot size	Ten thousand square feet
Minimum lot width	One hundred feet
Minimum setback	
Front Yard	Shall be minimum of ten feet and shall be landscaped per 17.100.090
Corner lots and through lots	The minimum setback for the side facing the street shall be twenty feet
Side or rear yard	None required except thirty feet shall be required where abutting a residential zoning district and the planning commission may reduce the required yard setback by fifty percent pursuant to Chapter 17.100, Landscaping, Screening and Fencing.
Maximum height	No commercial building shall exceed fifty feet in height. A mixed-use building shall not exceed sixty feet in height. Within fifty feet of a residential zone, no building shall exceed thirty-five feet in height.
Maximum lot coverage	The maximum lot coverage shall be ninety percent including all buildings and impervious surfaces

Finding: The applicant is requesting approval of Site Development Review to allow for construction of a credit union building and a 2-lot Minor Partition to create a new legal lot of record to the north of the proposed development (see **Exhibits 4B & 4Z**). Therefore, the dimensional standards will be evaluated following the partition and using the proposed site layout. See table below for staff findings on each dimensional requirement:

Category	Proposed	Determination
Lot size	Parcel 1 ³ : 52,533.4 sq. ft. Parcel 2: 57,281.4 sq. ft.	Satisfied
Lot width	Parcel 1: 160.98 ft. Parcel 2: 161.1 ft.	Satisfied
Setback		
Front Yard	10'2"	Satisfied
Corner lots and through lots	N/A	N/A
Side or rear yard	Rear (abutting residential zone): > 200 ft.	Satisfied
Height	26 feet	Satisfied
Lot coverage	66%	Satisfied

Section 17.68.050 is satisfied.

Chapter 17.100 LANDSCAPING, SCREENING AND FENCING

17.100.090 Buffering and screening requirements.

A. Buffering and screening are required to reduce the impacts on adjacent uses which are of a different type. The owner of each proposed development is responsible for the installation and effective maintenance of buffering and screening. When different uses abut one another, buffering and screening are required. When different uses would be abutting one another except for separation by a right-of-way, buffering, but not screening, shall be required.

Finding: The proposed commercial use would directly abut residential uses to its east. Buffering and screening will be required where the subject site abuts residential uses. Section 17.100.090(A) is satisfied.

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

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

³ Note: All numerical references to a parcel are as they are labeled on the Preliminary Partition Plat (**Exhibit 4Z**).

Finding: Due to the sewer and stormwater lines running along the eastern edge of the subject site (see **Exhibit 4K**), staff recommended that buffering be provided between the impervious parking lot and the stormwater swale instead of planting trees above utility lines and within an easement. The applicant is proposing buffering between the parking lot and swale (see **Exhibit 4L**). The buffer area will not be occupied by any site elements other than utilities, screening, and landscaping (see **Exhibit 4L**). Section 17.100.090(B-C) is satisfied.

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

- 1. One row of trees, or groupings of trees equivalent to one row of trees. At the time of planting, these trees shall not be less than ten feet high for deciduous trees and five feet high for evergreen trees measured from the ground to the top of the tree after planting. Spacing for trees shall be as follows:*
 - a. Small or narrow stature trees, under twenty-five feet tall or less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart;*
 - b. Medium sized trees between twenty-five feet to forty feet tall and with sixteen feet to thirty-five feet wide branching at maturity shall be spaced no greater than twenty-five feet apart;*
 - c. Large trees, over forty feet tall and with more than thirty-five feet wide branching at maturity, shall be spaced no greater than thirty feet apart.*
- 2. In addition, at least one five-gallon shrub shall be planted for each one hundred square feet of required buffer area.*
- 3. The remaining area shall be planted in groundcover or spread with bark mulch.*

Finding: The applicant submitted a Preliminary Landscaping Plan (**Exhibit 4L**), which depicts the provision of trees, shrubs, and groundcover throughout the subject site. See table below for staff findings on the buffering requirements above:

Category	Proposed	Determination
Species	Red Maple (medium tree)	N/A
Height upon planting	10 ft.	Satisfied
Spacing	25 ft. on center	Satisfied
Shrubs	Buffer area: 2,168.7 sq. ft. Shrubs required: 22 Shrubs proposed: 40	Satisfied
Unplanted area	Groundcover or bark mulch	Satisfied

Section 17.100.090(D) is satisfied.

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

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

- 2. An earthen berm planted with evergreen plant materials shall be provided which will form a continuous screen six feet in height within two years. The unplanted portion of the berm shall be planted in lawn, ground cover or bark mulched; or*
- 3. A five-foot or taller fence or wall shall be constructed to provide a continuous sight obscuring screen. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood or brick, or otherwise acceptable by the planner. Corrugated metal is not considered to be acceptable fencing material. Chain link fences with slats may qualify as screening when combined with a planting of a continuous evergreen hedge;*
- 4. An evergreen hedge or other dense evergreen landscaping may satisfy a requirement for a sight obscuring fence where required. Such hedge or other dense landscaping shall be properly maintained and shall be replaced with another hedge, other dense evergreen landscaping, or a fence or wall when it ceases to serve the purpose of obscuring view; and no hedge shall be grown or maintained at a height greater than that permitted by these regulations for a fence or wall when located within a visual clearance area as set forth in Chapter 12.10, Visual Clearance Areas*

Finding: The applicant is proposing to insert screening slats into an existing 6-foot chain link fence along the eastern property line (see **Exhibit 4L**). The fence and the continuous landscaping are sufficient screening methods. Prior to installation of slats in the existing chain link fence abutting the Springlake property, the applicant will be required by the recommended Conditions of Approval to reach a mutually acceptable agreement with Springlake Community, LLC on the installation of the slats and future maintenance of the fence, which shall be provided to the City. If no agreement can be reached, the applicant shall install screening meeting the requirements of this section along the eastern property line prior to final occupancy approval. Section 17.100.090(E) is satisfied.

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

Finding: With the buffering and screening requirements taking effect on the opposite side of the site from the street and driveway, the visual clearance requirements of Chapter 12.10 did not conflict with the buffering and screening requirements of Section 17.100.090. Section 17.100.090(F) is satisfied.

G. When the use to be screened is downhill from the adjoining zone or use, the prescribed heights of required fences, walls or landscape screening shall be measured from the actual grade of the adjoining property.

Finding: The use to be screened (commercial) is uphill from the adjoining use (residential) (see **Exhibit 4H**). The existing fence will be measured from the grade it stands on. Section 17.100.090(G) is satisfied.

Section 17.100.100 Screening–Special provisions.

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

Finding: Parking Space 01 would be adjacent to a public right-of-way if not for the landscaped area between the two (see **Exhibit 4L**). The table below describes this landscaped in relation to the criteria above:

Category	Proposed	Determination
Right-of-way frontage	18 feet	N/A
Landscaped area required	180 square feet	
Landscaped area proposed	> 400 square feet	Satisfied
Plant materials	<ul style="list-style-type: none">• Rockrose ‘Sunset’ shrubs• Princeton Sentry Ginkgo tree	Satisfied
Shrub height	2 feet	Satisfied
Tree(s) required (based on right-of-way frontage)	1	N/A
Tree quantity	1	Satisfied
Tree canopy	177 square feet	Not satisfied outright; however, it is an appropriately sized tree for the size of the landscaped area and to provide visual buffer of one parking space.

Section 17.100.100(A) is satisfied.

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

Finding: No off-street loading or outside storage areas are proposed (see **Exhibit 4B**). Section 17.100.100(B) is not applicable.

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

Finding: The applicant is proposing to place a refuse container to the east of the ITM drive-through (see **Exhibit 4L**). The applicant is proposing 6-foot-high composite wood siding outside the containers, including doors, to provide screening on all sides. Section 17.100.100(C) is satisfied.

17.100.110 Fences or walls.

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

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

C. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood or brick, or otherwise acceptable by the planner. Corrugated metal is not considered to be acceptable fencing material. Fences and walls shall be in compliance with other city regulations.

Finding: The applicant is proposing to utilize an existing fence along the eastern/rear property line but will not be installing a full fence themselves (see **Exhibit 4L**). Prior to installation of slats in the existing fence, the applicant will be required by the recommended Conditions of Approval to reach a mutually acceptable agreement with Springlake Community, LLC on the installation of the slats and future maintenance of the fence. If no agreement can be reached, the applicant shall install screening meeting the requirements of this section and Section 17.100.090(E). Section 17.100.110 is not applicable.

17.100.140 Re-vegetation.

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

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

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

C. Methods of Re-vegetation.

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

Finding: The applicant is proposing to store topsoil that is removed from the surface during construction in the southeast and western regions of the site to be protected from erosion (see **Exhibit 3**). The applicant is proposing to then use the stored topsoil for plantings proposed in their Preliminary Landscaping Plan (**Exhibit 4L**). Section 17.100.140 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 construct a credit union building (see **Exhibit 2A**), 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 3 Princeton Sentry Ginkgo street trees (see **Exhibit 4L**). Princeton Sentry Ginkgo is a species on the Approved Street Tree list⁴. 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 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 table below describes the applicant's compliance with the requirements above, based on their Landscape Plan (**Exhibit 4L**):

Category	Dimension	Determination
Street tree height at maturity	40 feet	N/A
Street tree width at maturity	15 feet	
Required spacing	25 feet	N/A
Required planting area	24 square feet 6 feet wide	N/A
Proposed spacing	25 or 50 feet (see discussion below)	Satisfied (see discussion below)
Proposed planting area	> 24 square feet (continuous planting area)	Satisfied

⁴ City of Scappoose Approved Street Trees, 2023, page 5.

The applicant proposes to plant street trees with the required 25 feet of spacing with the exception of a request to skip the placement of 1 street tree due to a unique need for financial institutions and law enforcement to observe any criminal behavior through a street-side window without obstruction (see **Exhibits 3 & 4L**). Staff recommends granting this request since it is reasonable, common industry practice, and only removes the planting of 1 street tree. 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 no overhead utility lines in the area. Section 17.104.040(D) is not applicable.

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

Chapter 17.106 **OFF-STREET PARKING AND LOADING REQUIREMENTS**

17.106.020 General provisions.

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

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

Finding: The applicant has submitted a Parking Plan (**Exhibit 4M**) to illustrate the layout and dimensions of the proposed parking lot. According to Oregon Revised Statute (ORS) 447.233(1)(c), accessible parking spaces shall be at least 9 feet wide and shall have an adjacent access aisle that is at least 6 feet wide. ORS supersedes the Scappoose Development Code and so the State's standards will be applied. The table below describes the applicant's conformance with these standards:

Category	Dimension	Determination
Standard space dimensions	Varies; smallest is 9.5 ft. wide, 18 ft. long	Satisfied
Compact space dimensions	None proposed	N/A
Accessible space dimensions	9.5 ft. wide, 20 ft. long	Satisfied
ADA access aisle dimensions	9 ft. wide, 18 ft. long	Satisfied

The recommended Conditions of Approval will require the applicant to provide signage for all accessible parking spaces in conformance with ADA. Section 17.106.020(A) is satisfied.

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

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

Finding: The applicant has stated in their Narrative (**Exhibit 3**) that they understand and accept this responsibility. The applicant's Parking Plan (**Exhibit 4M**) designates areas of land to be exclusively used for off-street parking spaces. No loading spaces are needed or proposed. No building permits will be issued until the applicant has demonstrated the provision of satisfactory parking spaces. Section 17.106.020(B) is satisfied.

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

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

Finding: The applicant proposes to construct a credit union building (see **Exhibit 2A**), which was assigned the use of financial, insurance, and real estate. The proposed use is an exact match with the use listed in Chapter 17.106, which removes the need for subjective interpretation by the Planner. Section 17.106.020(C) is not applicable.

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

- 1. In case of enlargement of a building or use of land existing on the date of adoption of this title, the number of parking and loading spaces required shall be based only on floor area or capacity of such enlargement; and*
- 2. If parking space has been provided in connection with an existing use or is added to an*

existing use, the parking space shall not be eliminated if the elimination would result in less space than is specified in the standards of this section when applied to the entire use.

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

Finding: The applicant is proposing to construct a credit union building (see **Exhibit 2A**). The applicant will provide an adequate amount of parking spaces as required by Chapter 17.106.030 (see **Exhibit 4M**). Section 17.106.020(D-E) is satisfied.

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

Finding: The applicant is not proposing to share any parking spaces with another site or use (see **Exhibit 4M**). Section 17.106.020(F) is not applicable.

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

1. Off-street parking spaces for single-family, duplex dwellings and single-family attached dwellings shall be located on the same lot with the dwelling.

Finding: The proposed development is not for any of the uses listed above. Section 17.106.020(H)(1) is not applicable.

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

Finding: The furthest parking space from the building is approximately 185 feet away (see **Exhibit 4M**). Section 17.106.020(H)(2) is satisfied.

3. Parking lots for commercial and institutional uses shall be located to the side or rear of buildings where feasible; for commercial uses in the Downtown Overlay off-street parking shall be located to the side or rear of buildings, as required by 17.80.050.

Finding: From the standpoint of the street, the applicant is proposing for parking to occur to the

side and rear of the building (see **Exhibit 4M**). Section 17.106.020(H)(3) is satisfied.

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

- a. Five spaces or five percent of the parking spaces on site, whichever is less, must be reserved for carpool use before 9:00 AM on weekdays. More spaces may be reserved, but they are not required.*
- b. The spaces will be those closest to the building entrance or elevator, but not closer than the spaces for disabled parking and those signed for exclusive customer use.*

Finding: The applicant is proposing to construct a credit union building, which includes offices for staff (see **Exhibit 4Q**) and the applicant is proposing to provide 39 parking spaces (see **Exhibit 4M**). Therefore, carpool parking must be provided to the standards above. 5% of the parking spaces on site would be 2 spaces (rounded up) and since 2 spaces is less than 5 spaces, 2 spaces will be required for carpool. The applicant is proposing to reserve 2 spaces for carpool directly south of an accessible parking space (see **Exhibit 4M**). Section 17.106.020(H)(4) is satisfied.

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

Finding: The applicant is proposing one use for the entire site (see **Exhibit 2A**). Section 17.106.020(I) is not applicable.

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

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

K. Required parking spaces shall:

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

Finding: The applicant has stated in their Narrative (**Exhibit 3**) that they will enforce that parking spaces are available only to operable vehicles of customers, patrons, and employees of the use. Section 17.106.020(K) is satisfied.

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

Finding: The applicant is proposing to adhere to the applicable sections of 17.100.100. Detailed discussion of these requirements can be found in the staff report response to Section 17.100.100. Section 17.106.020(M) is satisfied.

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

Finding: According to ORS 447.233(2)(a), 2 accessible spaces shall be provided for sites with 26-50 total spaces, with at least one being a van-accessible parking space. ORS defines a van accessible space as being at least 9 feet wide and having an adjacent access aisle that is at least 6 feet wide. Having proposed a parking lot of 39 total spaces, the applicant is proposing to provide 3 accessible spaces (see **Exhibit 4M**). Each accessible parking space is adjacent to an access aisle with a width of 9 feet (see **Exhibit 4M**). The recommended Conditions of Approval will require the applicant to provide signs and striping for all accessible parking spaces in accordance with the ODOT Standards for Accessible Parking (2023). Section 17.106.020(N) is satisfied.

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

Finding: The applicant is not proposing any compact spaces (see **Exhibit 4M**). Section 17.106.020(O) is not applicable.

P. Bicycle Parking.

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

Finding: This development proposal does not require a Conditional Use Permit and the applicant is not requesting a reduction in the bicycle parking standards, so the standards in Subsection 5 will be the authority. Section 17.106.020(P)(1) is satisfied.

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

Finding: The recommended Conditions of Approval will require the bicycle parking to consist of staple design steel racks or another City-approved storage device. Section 17.106.020(P)(2) is satisfied.

3. Exemptions. This Section does not apply to single-family and duplex housing, home

occupations, and agricultural uses. The planning commission may exempt other uses upon finding that, due to the nature of the use or its location, it is unlikely to have any patrons or employees arriving by bicycle.

Finding: The application is not eligible for an exemption to this standard, nor has the applicant requested one. Section 17.106.020(P)(3) is not applicable.

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

Finding: The bike racks are placed in front of each building outside the pedestrian paths (see **Exhibit 4M**) so as to not impede on vehicular or pedestrian travel paths or visual clearance areas. Section 17.106.020(P)(4) is satisfied.

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

[...]

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

[...]

Finding: Based on required vehicular parking, 4 bicycle spaces will be required in. This standard governs over the “2 spaces per primary use” standard because it yields a higher number of spaces. The applicant is proposing to provide a bike rack with 4 stalls near the entrance (see **Exhibit 4M**). The applicant may provide 2 staple racks, which will be considered capacity for 2 bicycles each. Section 17.106.020(P)(5) is satisfied.

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

Finding: The site abuts MH zoning to the east, triggering these standards. The applicant’s Lighting Analysis Plan (**Exhibit 4N**) demonstrates that the nearest lights from the eastern property line are oriented towards the building and away from the residential zoning district. Section 17.106.020(Q) is satisfied.

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

Finding: The applicant will be required by the recommended Conditions of Approval to have the required parking spaces installed prior to the final building inspection. Section 17.106.020(R) is

satisfied.

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

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

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

Finding: The building square footage used to compute parking requirements was measured from the faces of the structure. Section 17.106.020(T) is satisfied.

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

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

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

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

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

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

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

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

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

Finding: The subject site has residences to its east. The applicant is proposing landscaping, buffering, and screening to the standards of 17.100 (see **Exhibit 4L**). Section 17.106.020(Y) is satisfied.

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

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

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

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

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

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

Finding: The applicant is not requesting a reduction to the amount of required parking spaces. Section 17.106.020(Z) is not applicable.

17.106.030 Minimum off-street parking requirements.

[...]

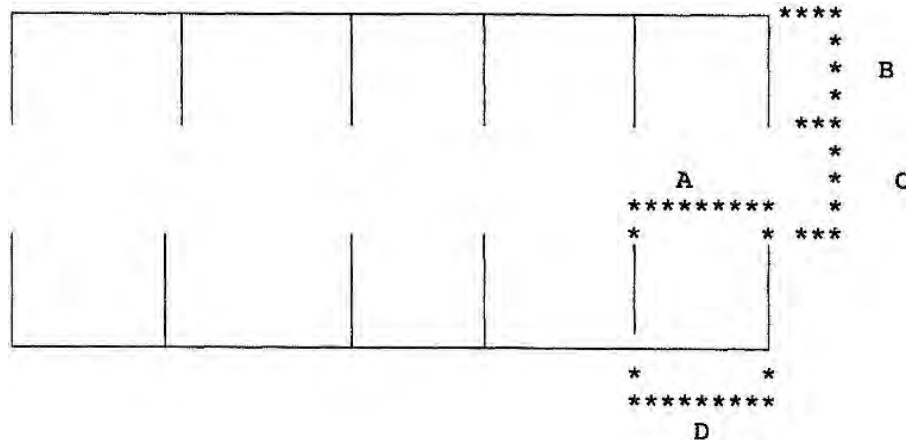
C. Commercial Uses.

[...]

90	9'0" (8'6")	18'0" (15'0")	24'0" (24'0")	9'0" (8'6")
----	-------------	---------------	---------------	-------------

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

1. Sample Illustration:



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

Finding: The applicant is proposing for all parking spaces to be at a 90° angle (see **Exhibit 4M**). Each standard parking space is shown to be at least 9.5 feet wide and 18 feet deep with at least a 26-foot aisle width (see **Exhibit 4M**), exceeding standards. Section 17.106.050(B) is satisfied.

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

Finding: The proposed parking lot contains a service drive that is accessible to all parking spaces and prevents the need to back into a public right-of-way (see **Exhibit 4M**). Section 17.106.050(C) is satisfied.

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

Finding: The site's parking spaces can be accessed from SE 2nd Street (see **Exhibit 4M**) and the applicant is proposing the installation of a 26-foot-wide driveway to facilitate this access (see **Exhibit 4B**), which is within the allowable range for a commercial driveway in the PWDS⁵. Section 17.106.050(D) is satisfied.

⁵ City of Scappoose, Public Works Design Standards, 2002, Section 5, Page 11.

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

Finding: The applicant stated in their Narrative (**Exhibit 3**) that they will stripe the parking spaces with permanent paint. Section 17.106.050(E) is satisfied.

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

Finding: The applicant is proposing to pave the parking lot with asphalt, including all areas used for parking and vehicular movement (see **Exhibit 4M**). Section 17.106.050(F) is satisfied.

G. Access Drives.

1. Access drives from the street to off-street parking or loading areas shall be designed and constructed to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site.

Finding: The applicant is proposing the installation of a 26-foot-wide commercial driveway to connect SE 2nd Street to a 26-foot-wide drive aisle on the site, which would provide access to the parking spaces (see **Exhibit 4M**). Section 17.106.050(G)(1) is satisfied.

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

Finding: The TSP⁶ classifies SE 2nd Street as a Collector. The PWDS⁷ limits sites abutting Collectors to one driveway per frontage. According to the PWDS⁹, commercial driveways are to be between 12 and 36 feet wide. The applicant is proposing to install one 26-foot commercial driveway to serve the two lots (see **Exhibit 4B**) created as part of this proposal's Minor Partition (**Exhibit 4Z**). Section 17.106.050(G)(2) is satisfied.

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

Finding: The commercial driveways would be marked and defined by a change in grade along the respective sidewalks. The drive aisle is proposed to be marked and defined by parking spaces (see **Exhibit 4M**). Section 17.106.050(G)(3) is satisfied.

⁶ City of Scappoose, Transportation System Plan: Volume 1, 2016, Figure 12.

⁷ City of Scappoose, Public Works Design Standards, 2002, Section 5, Page 11.

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

Finding: VCAs to the standards of Chapter 12.10 are shown to be provided (see **Exhibit 4B**). Detailed findings related to visual clearance can be found in the staff report response to Chapter 12.10. Section 17.106.050(G)(4) is satisfied.

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

Finding: All parking spaces are proposed to be adjacent to internal landscaping or a pedestrian walkway (see **Exhibit 4M**). The applicant proposes to establish wheel stops for all parking spaces (see **Exhibit 4M**). Section 17.106.050(H) is satisfied.

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

Finding: The applicant is proposing to grade the site in such a way that site stormwater drains away from the public sidewalk and towards catch basins throughout the site (see **Exhibit 4H**). The proposed system is designed to detain a 100-year storm event on site (see **Exhibit 6, p. 3**). Section 17.106.050(I) is satisfied.

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

Finding: The site abuts MH zoning to the east, triggering these standards. The applicant's Lighting Analysis Plan (**Exhibit 4N**) demonstrates that the nearest lights from the eastern property line are oriented towards the building and away from the residential zoning district. Section 17.106.050(J) is satisfied.

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

Finding: The applicant has stated in their Narrative (**Exhibit 3**) that they will maintain the parking lot as required above. Section 17.106.050(K) is satisfied.

L. Pedestrian walkway. Where a walkway crosses a parking area or driveway, it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between

asphalt, or similar contrast). The crossing may be part of a speed table to improve driver visibility of pedestrians. If crossings involve grade changes, the crossing shall include ADA accessible ramps. Painted striping, thermo-plastic striping, and similar types of non-permanent applications are discouraged, but may be approved for lower-volume crossings of 24 feet or less.

Finding: The applicant is proposing to paint 6-foot-wide crosswalks where the walkway system crosses the drive aisle (see **Exhibit 4M**). Section 17.106.050(L) is satisfied.

17.106.070 Loading/unloading driveways required onsite.

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

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

17.106.080 Off-street loading.

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

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

Finding: With the building being 6,795 square feet (see **Exhibit 4B**), the building is less than 10,000 square feet and so an off-street loading space is not required. An off-street loading space is also not proposed (see **Exhibit 4M**). Section 17.106.080 is not applicable.

Chapter 17.120 SITE DEVELOPMENT REVIEW

17.120.020 Applicability of provisions.

Site development review shall be applicable to all new developments and major modification of existing developments, as provided in Section 17.120.070 except it shall not apply to:

[...]

17.120.030 Administration and approval process.

- A. *The applicant for a site development review proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.*
- B. *Applications for site development review shall be processed according to Chapter 17.164.*
- C. *The planning commission shall approve, approve with conditions or deny any application for site development review. The planning commission shall apply the standards set forth in Section 17.120.180 when reviewing an application for site development review.*

Finding: The applicant is requesting approval that would allow for construction of a credit union building and associated site amenities (see **Exhibit 4B**). This request requires approval of Site Development Review, where Planning Commission is the approval authority, which the applicant/property owner has applied for (see **Exhibit 2A**). This application will be processed in consolidation with an application for a Minor Partition (**Exhibit 2B**). Pursuant to Section 17.164.025, the entire application will be processed and reviewed as a consolidated application. Sections 17.120.020 and 17.120.030 are satisfied.

17.120.040 Expiration of approval.

- A. *Site development review approval by the planning commission shall be effective for a period one year from the date of approval.*
- B. *The site development review approval by the planning commission shall lapse if:*
 - 1. *Substantial construction of the approved plan has not been completed within a one-year period; or*
 - 2. *Construction on the site is a departure from the approved plan.*
- C. *The planner may, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided, that:*
 - 1. *No changes are made on the original site development review plan as approved by the planning commission;*
 - 2. *The applicant can show intent of initiating construction on the site within the one year extension period; and*
 - 3. *There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based.*
- D. *Notice of the decision shall be provided to the applicant.*

Finding: If approved by the Planning Commission on March 13, 2025, the approval shall be effective until March 13, 2026. Approval will be revoked if substantial development to the site has not occurred or if the development deviates from the plans approved by the Planning Commission. Extension of approval may be granted by the planner if the provided criteria are met. Following a decision by the Planning Commission, notice will be sent to the applicant and others entitled to notice. Section 17.120.040 is satisfied.

17.120.180 Approval standards.

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

A. Provisions of all applicable chapters;

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

B. Buildings shall be located to preserve topography, and natural drainage; located in areas not subject to ground slumping or sliding; located to provide adequate distance between adjoining buildings for adequate light, air circulation, and fire fighting; and oriented with consideration for sun and wind; and

Finding: The building is proposed to be located in the southwest corner of the subject site (see **Exhibit 4B**). This area is not sloped significantly enough to create a slumping or sliding hazard (see **Exhibit 4E**). This placement will allow for adequate light, circulation, access for firefighting, and is in consideration of the sun and wind. Section 17.120.180(B) is satisfied.

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

Finding: The applicant is proposing to remove 3 trees having a caliper of 6 inches or greater (see **Exhibit 4E**) and to plant 10 new trees (see **Exhibit 4L**), far exceeding the minimum to be replanted. Section 17.120.180(C) is satisfied.

D. Privacy and noise:

- 1. The buildings shall be oriented in a manner which protects private spaces on adjoining properties from view and noise,*
- 2. Residential buildings shall be located on the portion of the site having the lowest noise levels, and*
- 3. On-site uses which create noise, lights, or glare shall be buffered from adjoining residential uses;*

Finding: The subject site has residential uses to its east and the proposed commercial use is expected to make moderate noise due to its size and nature. For the impacts it will generate, the applicant is proposing to provide buffering and screening between the commercial use and the adjoining residential use to the standards of 17.100.090 (see **Exhibit 4I**). Additionally, the building is located on the opposite side of the site that adjoins the residential use (see **Exhibit 4B**). Section 17.120.180(D) is satisfied.

E. Private outdoor area: residential use:

[...]

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

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

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

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

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

Finding: The proposed parking spaces, drive-through lanes, and buildings will establish who is engaging with these businesses as a customer (see **Exhibit 4B**). Additionally, landscaping and screening are proposed between the semi-public commercial uses and the existing private residential uses (see **Exhibit 4L**). Section 17.120.180(H) is satisfied.

I. Crime prevention and safety:

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

Finding: The proposed building will have windows in each direction (see **Exhibits 4T-4Y**), allowing for criminal activity to be surveyed. Additionally, since financial institutions carry an additional risk of criminal activity, the applicant requested that they be allowed to skip the planting of one required street tree in front of a key window facing SE 2nd Street. Staff recommends approving this request; see further discussion in the staff report response to Section 17.104.040(C). Section 17.120.180(I)(1) is satisfied.

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

Finding: The proposal is not for a residential use (see **Exhibit 2A**) and so laundry facilities would not be public, if they exist. Section 17.120.180(I)(2) is not applicable.

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

Finding: The applicant is not proposing that a mailbox serve the site (see **Exhibit 4B**). Section 17.120.180(I)(3) is not applicable.

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

Finding: The applicant's Lighting Analysis Plan (**Exhibit 4N**) demonstrates that the entire site will be sufficiently lit for crime prevention and pedestrian navigation purposes. The recommended Conditions of Approval will require the applicant to provide site lighting at such a height that light patterns overlap at a height of 7 feet. Section 17.120.180(I)(4-5) is satisfied.

J. Access and circulation:

- 1. The number of allowed access points for a development shall be as provided in the public works design standards.*

Finding: The TSP⁸ classifies SE 2nd Street as a Collector. The PWDS⁹ limits sites abutting Collectors to one driveway per frontage. The applicant is proposing to install one driveway to serve the two lots (see **Exhibit 4B**) created as part of this proposal's Minor Partition (**Exhibit 4Z**). Section 17.120.180(J)(1) is satisfied.

- 2. All circulation patterns within a development shall be designed to accommodate emergency vehicles.*

Finding: The Scappoose Rural Fire Protection District provided a referral comment for this proposal (**Exhibit 13**), which included requirements related to fire apparatus roads. These requirements are included in the recommended Conditions of Approval. The Scappoose Rural Fire Protection District will also review the proposed fire apparatus roads for compliance at the time of construction document review. Section 17.120.180(J)(2) is satisfied.

- 3. Provisions shall be made for pedestrian ways and bicycle ways consistent with 17.120.180(Q);*

Finding: The applicant is proposing a pedestrian walkway system (see **Exhibit 4B**) in conformance with Section 17.120.180(Q); see findings to Section 17.120.180(Q) for more information. Section 17.120.180(J)(3) is satisfied.

K. Public transit:

- 1. Provisions within the plan shall be included for providing for transit if the development proposal is adjacent to existing or proposed transit route.*
- 2. The requirements for transit facilities shall be based on:*

⁸ City of Scappoose, Transportation System Plan: Volume 1, 2016, Figure 12.

⁹ City of Scappoose, Public Works Design Standards, 2002, Section 5, Page 11.

- a. The location of other transit facilities in the area,*
 - b. The size and type of the proposal.*
- 3. The following facilities may be required:*
 - a. Bus stop shelters,*
 - b. Turnouts for buses, and*
 - c. Connecting paths to the shelters;*

Finding: There is not an existing transit stop for the CC (Columbia County) Rider near the subject site, so no transit provisions will be required. Section 17.120.180(K) is not applicable.

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

Finding: The site's proposed parking areas are designed in accordance with Sections 17.106.050 and 17.106.080, Chapter 12.10, and the PWDS. Detailed findings can be found in the staff report responses to these sections. Section 17.120.180(L) is satisfied.

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

Finding: The Preliminary Landscaping Plan (**Exhibit 4I**) satisfies the requirements of Chapter 17.100, as discussed in the findings to that chapter. Section 17.120.180(M) is satisfied.

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

Finding: The applicant has submitted a Stormwater Plan (**Exhibit 4I**) and a Stormwater Report (**Exhibit 6**) as part of their application. The City of Scappoose Public Works Director provided a referral comment (**Exhibit 11**) stating that they have reviewed the application, including the Stormwater Plan and Stormwater Report, and have no objection to its approval as submitted provided it meets all applicable approval criteria. Additionally, the Public Works Director observed that the stormwater design is not utilizing the 18-inch storm line to the east of the subject parcel and showing runoff onto a neighboring property. The applicant will be required by the recommended Conditions of Approval to perform a downstream analysis report demonstrating that all downstream systems have adequate capacity to absorb site drainage flows up to and including a 100-year storm event. Section 17.120.180(N) is satisfied.

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

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

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

Finding: The subject site is in the Expanded Commercial zone, which is subject to Chapter 17.68. The proposed application satisfies the requirements of Chapter 17.68, as discussed in the findings to that chapter. Section 17.120.180(P) is satisfied.

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

- 1. Continuous Walkway System. A pedestrian walkway system shall extend throughout the development site and connect to adjacent sidewalks, if any, and to all future phases of the development, as applicable.*
- 2. Safe, Direct, and Convenient. Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, transit stops, recreational areas/playgrounds, and public rights-of-way based on all of the following criteria:*
 - a. The walkway is reasonably direct. A walkway is reasonably direct when it follows a route that does not deviate unnecessarily from a straight line or it does not involve a significant amount of out-of-direction travel;*
 - b. The walkway is designed primarily for pedestrian safety and convenience, meaning it is reasonably free from hazards and provides a reasonably smooth and consistent surface and direct route of travel between destinations. The city planning commission may require landscape buffering between walkways and adjacent parking lots or driveways to mitigate safety concerns.*
 - c. The walkway network connects to all primary building entrances and, where required, Americans With Disabilities Act requirements.*
- 3. Vehicle/Walkway Separation. Except as required for crosswalks, pursuant to Subsection 4, below, where a walkway abuts a driveway or street it shall be raised 6 inches and curbed along the edge of the driveway/street. Alternatively, the city planning commission may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is physically separated from all vehicle-maneuvering areas. An example of such separation is a row of bollards (designed for use in parking areas) with adequate minimum spacing between them to prevent vehicles from entering the walkway.*
- 4. Crosswalks. Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians. Painted or thermo-plastic striping and similar types of non-permanent applications are discouraged, but may be approved for lesser used crosswalks not exceeding 20 feet in length.*
- 5. Walkway Width and Surface. Walkways, including access ways required for subdivisions pursuant with Chapter 17.150, shall be constructed of concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the city engineer, and not less than 5 feet wide. Multi-use paths (i.e., designed for shared use by bicyclists and pedestrians) shall be concrete or asphalt and shall conform to the public works design standards.*

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

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

Finding: The applicant proposes to provide a continuous pedestrian walkway system that connects the building, parking areas, and public sidewalk (see **Exhibit 4M**). The walkway system is safe, efficient, and incorporates all necessary areas of the site. The walkway system is proposed to be separated from vehicular drive aisles by landscaped areas (see **Exhibit 4L**). Where the walkway system does cross the vehicular drive aisles, the applicant is proposing to establish crosswalks using permanent paint (see **Exhibit 4M**). The recommended Conditions of Approval will require the applicant to install a 5-foot-wide pedestrian walkway system constructed of concrete, asphalt, brick or masonry pavers, or another material approved by the City. Section 17.120.180(Q) is satisfied.

Chapter 17.152

LAND DIVISION—MAJOR AND MINOR LAND PARTITIONS AND PROPERTY LINE ADJUSTMENTS

17.152.020 Partition review required.

A. A major land partition review is required when a division of land creates a street or road (public or private), within one calendar year.

B. A minor land partition review is required when three lots or fewer are created without the creation of a street or road, within one calendar year.

C. A property line adjustment is any adjustment to a property line by the relocation of a common boundary where an additional parcel of land is not created.

Finding: The applicant is proposing a 2-lot partition that will not create a new public street (see **Exhibits 2B & 4Z**). Therefore, this will be processed as a Minor Partition. Section 17.152.020 is satisfied.

17.152.030 General provisions.

A. An application for a major or minor partition shall be processed through a two-step process: (1) the tentative plan, and (2) the final plat:

1. The tentative plan for a major partition shall be approved by the planning commission before the final plat can be submitted for approval consideration; the tentative plan for a minor partition shall be approved by the planner 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 Partition Plat (**Exhibit 4Z**). Although the proposed partition is a MiP, the application was submitted in consolidation with a request for SDR (see **Exhibit 2A**), which is reviewed by Planning Commission. Therefore, the entire consolidated application will be reviewed by Planning Commission. The recommended Conditions of Approval will require the applicant to submit a Final Partition Plat reflective of all applicable Conditions of Approval. Section 17.152.030(A) is satisfied.

B. All partition and property line adjustment proposals shall be in conformity with all state regulations set forth in ORS Chapter 92, Subdivisions and Partitions.

Finding: The recommended Conditions of Approval will require that the Final Partition Plat conforms to the requirements of ORS Chapter 92. Section 17.152.030(B) is satisfied.

C. When partitioning tracts into large lots, the approval authority shall require that the lots be of such size and shape as to facilitate future redivision in accordance with the requirements of the zoning district and this title.

Finding: Parcel 1 would be 1.206 acres (see **Exhibit 4Z**) and is not being developed at this time. These characteristics allow it to potentially be further partitioned in the future. The applicant is proposing for Parcel 2 to be fully built out with buildings, parking areas, landscaping, and a pedestrian walkway system (see **Exhibit 4B**) so it cannot be further partitioned. Section 17.152.030(C) is satisfied.

D. Where landfill and/or development is allowed within the floodway fringe, 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 floodway fringe. Section 17.152.030(D) is not applicable.

E. All partition proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.

Finding: The subject site is not within the floodway fringe. Section 17.152.030(E) is not applicable.

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

Finding: The existing storm system of the vacant lot currently discharges runoff from a

disconnected stormwater pipe, which then runs onto the property to the south of the subject site. The applicant is proposing to install catch basins throughout the site to collect stormwater generated onsite, which will then be conveyed to a new stormwater detention swale in the southeast corner of the site (see **Exhibits 4I, 4P, and 6**). The swale will treat the stormwater and then water will be exfiltrated through the ground, beneath the swale (see **Exhibit 6, p. 4**). The 1999 Springlake Development Master Storm Drainage Plan (**Exhibit 10**) calls for an evaluation of the need to potentially modify the existing pond outlet control device. The Springlake Drainage Plan, which lists the subject site as Basin B2 and Subbasin 21B, states that this will be determined based on the analysis for each subsequent development. If the applicant proposes to connect to a downstream stormwater drainage system, the applicant will be required by the recommended Conditions of Approval to complete a downstream analysis report demonstrating that all downstream systems have adequate capacity to convey the site drainage flows up to and including a 100-year storm event in conformance with PWDS and Oregon Drainage Law. If the applicant is not proposing to connect to a downstream stormwater drainage system, they shall submit a final stormwater report that demonstrates that discharge from the site which flows onto a neighboring property to an approved point of disposal, up to and including the 100-year storm event, are managed in conformance with the PWDS and Oregon Drainage Law. Section 17.152.030(F) is satisfied.

G. All land partition 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. A circulation plan is conceptual in that its adoption does not establish a precise alignment. An applicant for a partition is required to submit a circulation plan unless the applicant demonstrates to the planner one of the following:

- 1. An existing street or proposed new street need not continue beyond the land to be divided in order to complete or extend an appropriate street system or to provide access to adjacent parcels within five hundred feet of the proposed development; or*
- 2. The proposed street layout is consistent with a street pattern adopted as part of the city's transportation system plan, or a previously adopted circulation plan.*

Finding: No circulation plan will be required since no new streets are proposed or warranted in the vicinity of the subject site. Section 17.152.030(G) is not applicable.

17.152.070 Partition approval criteria.

A request to partition land shall meet all of the following criteria:

A. The proposed partition complies with all statutory and ordinance requirements and regulations;

Finding: The proposed MiP complies with all statutory and ordinance requirements and regulations, as discussed throughout the staff report response to this Chapter. Section 17.152.070(A) is satisfied.

B. Adequate public facilities are available to serve the proposal;

Finding: The applicant is proposing to utilize the existing public 8-inch PVC sewer main along the southern edge of the Springlake Community property for sewer services and the existing 12-inch C900 water main in SE 2nd Street for water services (see **Exhibit 4K**). To serve future development on Parcel 1, the applicant proposes to run a 6-inch lateral from the main and stub it at the new property line (see **Exhibit 4K**). The larger-than-typical lateral allows for more development opportunities of Parcel 1 given that the end use and user are unknown at this time. SE 2nd Street is an existing public street that will provide access to both parcels via a shared driveway (see **Exhibit 4M**). The TIS (**Exhibit 5**) finds that the street, intersections, and site design have adequate capacity to serve the development. Section 17.152.070(B) is satisfied.

C. All proposed lots conform to the size and dimensional requirements of this title; and

Finding: Both parcels conform to the dimensional requirements of the EC zone; see staff report findings to 17.68.050 for more detailed information. Section 17.152.070(C) is satisfied.

D. All proposed improvements meet city and applicable agency standards.

Finding: All proposed improvements meet City standards, as discussed throughout the staff report. Satisfaction of these standards will be continuously reviewed during subsequent phases of the permitting process and will be ensured by the recommended Conditions of Approval. The Columbia County Building Official, Scappoose Rural Fire Protection District, and Columbia River PUD have been provided an opportunity to review and comment on the proposal. The applicable requirements issued by these agencies are reflected in the recommended Conditions of Approval. Section 17.152.070(D) is satisfied.

E. Streets or 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 submitted neighborhood circulation plans, unless the city determines it is in the public interest to modify the street or road pattern.

Finding: This proposal would not create any new streets (see **Exhibit 4Z**) nor does it conflict with the TSP's¹⁰ projection of locations for future streets. Section 17.152.070(E) is satisfied.

17.152.080 Special provisions for lots created through partition process.

A. The minimum width of the building envelope area shall meet the lot requirement of the applicable zoning district.

Finding: Both parcels conform to the minimum lot width requirements of the EC zone; see staff report findings to 17.68.050 for more detailed information. Section 17.152.080(A) is satisfied.

¹⁰ City of Scappoose, Transportation System Plan: Volume 1, 2016, Figure 9.

B. The lot area shall be as required by the applicable zoning district. In the case of a flag lot, the accessway may not be included in the lot area calculation.

Finding: Both parcels conform to the minimum lot area requirements of the EC zone; see staff report findings to 17.68.050 for more detailed information. Section 17.152.080(B) is satisfied.

C. Each lot created through the partition process shall front a public right-of-way as specified by the zoning designation. All flag lots shall be considered to be major variances and shall be subject to planning commission review and approval.

Finding: Both parcels would front SE 2nd Street, which is a public right-of-way (see **Exhibit 4B**). Section 17.152.080(C) is satisfied.

D. Setbacks shall be as required by the applicable zoning district.

Finding: Both parcels conform to the setback requirements of the EC zone, prior to and following the construction of the proposed credit union building; see staff report findings to 17.68.050 for more detailed information. Section 17.152.080(D) is satisfied.

E. When the partitioned lot is a flag lot, the developer may determine the location of the front yard, provided that no side yard is less than ten feet. Structures shall generally be located so as to maximize separation from existing structures.

Finding: Neither Parcel 1 nor Parcel 2 are proposed as flag lots (see **Exhibit 4Z**). Section 17.152.080(E) is not applicable.

F. Screening to the standards included in Section 17.100.090, may be required along the property line of a lot of record where the paved drive of an accessway is located within ten feet of an abutting lot. Screening to the standards included in Section 17.100.090 may also be required to maintain privacy for abutting lots and to provide usable outdoor recreation areas for proposed development.

Finding: Screening to the standards of 17.100.090 is provided where the proposed commercial use directly abuts residential uses (see **Exhibit 4L**). Section 17.152.080(F) is satisfied.

G. The Scappoose fire district may require the installation of a fire hydrant where the length of an accessway would have a detrimental effect on firefighting capabilities and may require provision of an emergency vehicle turnaround.

Finding: There is an existing fire hydrant on the subject site's SE 2nd Street frontage (see **Exhibit 4E**). Section 17.152.080(G) is satisfied.

H. No greater than three single-family detached dwelling units may be served by a common drive.

Use of a common drive for access to more than three dwelling units other than single-family detached may be required and shall be subject to the approval of the planner, public works director and the planning commission. Where a common drive is to be provided, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved partition map.

Finding: The proposed development does not have residential uses (see **Exhibit 2A**). A common commercial driveway is proposed to be shared between Parcels 1 and 2 (see **Exhibit 4B**). The Preliminary Partition Plat (**Exhibit 4Z**) shows the provision of a private reciprocal access and utility easement to the benefit of Parcels 1 and 2. Section 17.152.080(H) is satisfied.

I. Any access way shall be paved and shall comply with the standards set forth in public works design standards.

Finding: The recommended Conditions of Approval will require the applicant to install the proposed driveway in compliance with the PWDS. Section 17.152.080(I) is satisfied.

J. Where landfill and/or development is allowed within the floodway fringe, the city may require the dedication of sufficient open land area for greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway with the floodplain.

Finding: The proposed development is not within the floodway fringe. Section 17.152.080(J) is not applicable.

Chapter 17.154 STREET AND UTILITY IMPROVEMENT STANDARDS

17.154.030 Streets.

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

- 1. Streets within a development and streets adjacent to a development shall be improved in accordance with this title and the public works design standards and specifications.*
- 2. Any new street or additional street width planned as a portion of an approved street plan shall be dedicated and improved in accordance with this title and the public works design standards and specifications.*
- 3. Subject to approval of the city engineer and the planner, the planner may accept and record a non-remonstrance agreement in lieu of street improvements if two or more of the following conditions exist:*
 - a. A partial improvement is not feasible due to the inability to achieve a cohesive design for the overall street;*
 - b. A partial improvement may create a potential safety hazard to motorists or pedestrians;*

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

Finding: This section of SE 2nd Street is classified by the TSP¹¹ as a 3-lane Collector without Parking, which requires 72 feet of right-of-way width comprised of 38 feet of vehicular travel way, two 6-foot bike lanes, two 5.5-foot planter strips, two 5-foot sidewalks, and two 6-inch utility areas. The applicant submitted a Civil Site Plan (**Exhibit 4G**) that depicts the street dimensions and the table below describes the applicant's conformance to the applicable standards:

Category	Dimension	Determination
Right-of-way width	72 feet	Satisfied
Vehicular travel way width	~36.5 feet	Not satisfied outright; see discussion below
Bike lane width	6 feet	Satisfied
Planter strip width	5.5 feet	Satisfied
Sidewalk width	6 feet	Satisfied
Utility areas	6 inches	Satisfied

The SE 2nd Street travel way width is substandard by current standards. However, the entire corridor is built out, in good condition, and operating acceptably so the applicant will not be required to widen the travel way. 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:

[...]

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

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

¹¹ City of Scappoose, Transportation System Plan: Volume 1, 2016, Figures 12 & 13a.

- 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 Preliminary Partition Plat (**Exhibit 4Z**) shows the provision of a private reciprocal access and utility easement to the benefit of Parcels 1 and 2. The easement does not, however, conflict with the Development Code. 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: SE 2nd Street is existing (see **Exhibit 4E**) and the applicant is not proposing to adjust the location of it (see **Exhibit 4G**). This section of SE 2nd Street is classified by the TSP¹² as a 3-lane Collector without Parking, which requires 72 feet of right-of-way width comprised of 38 feet of vehicular travel way. SE 2nd Street currently has a right-of-way width of 72 feet and a paved section width of ~36.5 feet (see **Exhibit 4G**). The travel way width is substandard; however, the entire corridor is built out, in good condition, and operating acceptably so the applicant will not be required to widen the travel way. 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

¹² City of Scappoose, Transportation System Plan: Volume 1, 2016, Figures 12 & 13a.

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 2nd Street is an existing street (see **Exhibit 4E**) and no new streets are proposed (see **Exhibit 4G**). Section 17.154.030(F-G) is not applicable.

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 an Arterial street (see **Exhibit 4G**). Section 17.154.030(J) is not applicable.

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

protected and recorded.

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

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

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

Finding: The proposed development is not a manufactured home park (see **Exhibit 2A**). 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 proposed development is not a residential development (see **Exhibit 2A**). 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 (**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 a streetlight to the south of the new driveway (see **Exhibit 4N**). The recommended Conditions of Approval will require the applicant to install a streetlight in accordance with the PWDS. Section 17.154.030(C) 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 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 (**Exhibit 5**), which includes trip generation estimates, a safety analysis, and an operational analysis. After accounting for internal trips and pass-by trips, the Study projects that the proposed development would generate 266 primary weekday daily trips, including 31 morning peak hour trips and 54 evening peak hour trips (see **Exhibit 5, p. 9**). The safety analysis (**Exhibit 5, pp. 16-19**) observed crash patterns from 2018-2022, the most recent 5 years of accident data. Crash rates in excess of 1.00 crashes per million entering vehicles may be indicative of design deficiencies and therefore, require a need for further investigation and possible mitigation. The most crash prone study intersection was US-30 at Havlik Drive, with a crash rate of 0.599 crashes per million. Since this does not exceed the threshold for further investigation, no mitigation measures have been recommended. The safety analysis also includes a parking lot circulation & safety analysis (**Exhibit 5, pp. 18-19**), which has the purpose of evaluating the safety between vehicles entering the site and vehicles reversing out of the onsite parking spaces. In order for these two drivers to see each other, the applicant's traffic engineer recommended that shorter plants to the west of Parking Space 01 be no greater than 3 feet in height and that any trees in this area be regularly limbed up so that lower branches are at least 4-5 feet off the ground. These mitigation measures are included in the recommended Conditions of Approval. Lastly, a previous Zone Change (local file # CPA1-18/ZC1-18) to the subject site imposed a Restrictive Covenant (**Exhibit 9**) that placed a maximum of 1,000 daily trips on the subject site. With the site being partitioned and the credit union use anticipating 266 primary weekday daily trips, the other parcel will be limited to 734 primary weekday daily trips.

Section 17.154.030(S) is satisfied.

17.154.050 Easements.

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

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

Finding: The subject site has an existing 30-foot access easement on the northern edge of the site, an existing 15-foot storm drainage easement on the southern edge of the site, and an existing 8-foot PUE on the western frontage of the site (see **Exhibit 4E**). The site also contains a 10-inch PVC stormwater line and an associated storm easement along the eastern edge of the property (see **Exhibit 4E**). The Storm Drain Easement agreement (**Exhibit 8**) was originally between the City of Scappoose (grantor), the owner of the subject property at the time, and Springlake Community, Inc. (grantee), the neighboring property owner to the east and beneficiary of the storm line and easement. However, the easement runs with the land and Wauna Credit Union, as the successor owner of the subject property, is now the grantor. The easement agreement (**Exhibit 8, Clause 8**) also states that any relocation of the easement area may only be done by written mutual agreement between the two parties. The applicant will be required to establish a new utility easement or revise an existing easement to include the proposed sewer lateral running up the eastern edge of Parcel 2 to eventually serve Parcel 1 once it develops (see **Exhibit 4K**). The recommended Conditions of Approval will require the applicant to reach a mutual agreement with Springlake Community, Inc. prior to relocation or revision of terms of this easement. The Public Works Director stated in their referral comment (**Exhibit 11**) that the location of the new sewer manhole in the southeast corner of the site is too far from the paved parking lot for the City of Scappoose to clean and maintain. The recommended Conditions of Approval will require the applicant to relocate the new sewer manhole so that it is to the south of Parking Space 39 and establish an access and maintenance easement to the benefit of the City of Scappoose on the Final Partition 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: This section of SE 2nd Street is classified by the TSP¹³ as a 3-lane Collector without Parking, which requires 5-foot-wide sidewalks. The subject site's SE 2nd Street frontage currently has 6-foot-wide sidewalks (see **Exhibit 4E**), exceeding the standard. The applicant has stated in their Narrative (**Exhibit 3**) 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 non-remonstrance agreement. Section 17.154.070 is satisfied.

17.154.090 Sanitary Sewers.

- A. Sanitary sewers shall be installed to serve each new development and to connect developments to existing mains in accordance with the provisions set forth by the city's public works design standards and the adopted policies of the comprehensive plan.*
- B. The public works director shall approve all sanitary sewer plans and proposed systems prior to issuance of development permits involving sewer service.*
- C. Proposed sewer systems shall include consideration of additional development within the area as projected by the comprehensive plan and the wastewater treatment facility plan and potential flow upstream in the sewer sub-basin.*
- D. Applications shall be denied by the approval authority where a deficiency exists in the existing sewer system or portion thereof which cannot be rectified within the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of the sewage treatment system.*

Finding: There is currently a public 8-inch PVC sewer main along the southern edge of the Springlake Community property. The applicant proposes to connect to the new building to the main with a new 4-inch lateral (see **Exhibit 4K**). To serve future development in Parcel 1 of the partition, the applicant proposes to extend a 6-inch lateral from the main in Springlake

¹³ City of Scappoose, Transportation System Plan: Volume 1, 2016, Figures 12 & 13a.

Community along the eastern edge of Parcel 2 and stub it at the new property line (see **Exhibit 4K**). The larger-than-typical lateral allows for more development opportunities of Parcel 1 given that the end use and user are unknown at this time. The Public Works Director stated in their referral comment (**Exhibit 11**) that the location of the new sewer manhole in the southeast corner of the site is too far from the paved parking lot for the City of Scappoose to clean and maintain. The recommended Conditions of Approval will require the applicant to relocate the new sewer manhole so that it is to the south of Parking Space 39 and establish an access and maintenance easement to the benefit of the City of Scappoose on the Final Partition Plat. Section 17.154.090 is satisfied.

17.154.100 Storm Drainage.

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

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

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

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

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

Finding: The existing storm system of the vacant lot currently discharges runoff from a disconnected stormwater pipe, which then runs onto the property to the south of the subject site. The applicant is proposing to install catch basins throughout the site to collect stormwater generated onsite, which will then be conveyed to a new stormwater detention swale in the southeast corner of the site (see **Exhibits 4I, 4P, and 6**). The swale will treat the stormwater and then water will be exfiltrated through the ground, beneath the swale (see **Exhibit 6, p. 4**). The 1999 Springlake Development Master Storm Drainage Plan (**Exhibit 10**) calls for an evaluation of the need to potentially modify the existing pond outlet control device for all incremental

development within the basin, which includes the subject site. The master plan states that “The 25-year storm event creates a maximum water level approximately 1.5 feet below the lowest finish floor of the adjacent mobile homes. Elevations were determined in a survey by Westlake Consultants, Inc., February 1999. An overflow device will be needed, as identified herein, to prevent any flood hazard from occurring.” The Springlake Drainage Plan further recommends that “The pond outlet control structure may need to be modified to lower the pond surface water elevation to prevent flooding of 6th Street due to increase rate of storm runoff.” The Springlake Drainage Plan, which lists the subject site (Wauna) as Basin B2 and Subbasin 21B, states that this will be determined based on the analysis for each subsequent development. If the applicant proposes to connect to a downstream stormwater drainage system, the applicant will be required by the recommended Conditions of Approval to complete a downstream analysis report demonstrating that all downstream systems have adequate capacity to convey the site drainage flows up to and including a 100-year storm event in conformance with PWDS and Oregon Drainage Law. If the applicant is not proposing to connect to a downstream stormwater drainage system, they shall submit a final stormwater report that demonstrates that discharge from the site which flows onto a neighboring property to an approved point of disposal, up to and including the 100-year storm event, are managed in conformance with the PWDS and Oregon Drainage Law. Section 17.154.100 is satisfied.

17.154.105 Water System.

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

A. Any water system extension shall be designed in compliance with the comprehensive plan existing water system plans.

B. Extensions shall be made in such a manner as to provide for adequate flow and gridding of the system.

C. The public works director shall approve all water system construction materials.

Finding: There is an existing 12-inch C900 water main in SE 2nd Street with an 8-inch C900 lateral stubbed to the midpoint of the frontage (see **Exhibit 4K**). The applicant is proposing to extend the lateral towards the south, connecting with a water meter just south of the proposed driveway (see **Exhibit 4K**). From there, the lateral would continue southward toward the new building (see **Exhibit 4K**). The Public Works Director provided a referral comment (**Exhibit 11**) stating that that they do not typically allow water service lines to parallel the right-of-way but will make an exception to avoid cutting SE 2nd Street. The Public Works Director requested that the water service lateral be installed in a sleeve under the proposed driveway. The recommended Conditions of Approval will require the applicant to install the water service lateral in a sleeve for the portion it is under the proposed driveway. Section 17.154.105 is satisfied.

17.154.107 Erosion Controls.

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

B. The city shall use the city's public works design standards as the guidelines for erosion control.

Finding: The applicant submitted an Erosion & Sediment Control Plan (**Exhibit 4F**). The City of Scappoose Public Works Director provided a referral comment (**Exhibit 11**) but did not make any comments on this plan. 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: According to the TSP¹⁴, there is an existing bicycle route along this section of SE 2nd Street. Section 17.154.110 is satisfied.

17.154.120 Utilities.

A. All utility lines including, but not limited to those required for electric, communication, lighting and cable television services and related facilities shall be placed underground, 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: All existing and proposed utilities are located underground (see **Exhibit 4K**). The applicant will be required by the recommended Conditions of Approval to make any improvements to water infrastructure prior to the completion of street improvements. Section 17.154.120 is satisfied.

¹⁴ City of Scappoose, Transportation System Plan: Volume 1, 2016, Figure 11.

Chapter 17.164
PROCEDURES FOR DECISION MAKING—LIMITED LAND USE DECISIONS

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.

B. In such cases as stated in subsection A of this section, the hearings shall be held by the approval authority having original jurisdiction over one of the applications under Section 17.164.110 in the following order of preference: the council, the commission or the planner.

[...]

Finding: The applicant has submitted a consolidated application for SDR (**Exhibit 2A**), PLA (**Exhibit 2B**), MiP (**Exhibit 2C**), and MiV (**Exhibit 2D**). Since SDR typically requires Planning Commission approval and PLA, MiP, and MiV typically require staff approval, the consolidated application will require Planning Commission approval. The public notices (mailed, newspaper, and on-site) provided express notice for the consideration of all applications and the consolidated decision procedures. This staff report contains findings to Chapters 17.120 - Site Development Review 17.134 - Variance, and 17.152 - Land Division—Major and Minor Land Partitions and Property Line Adjustment. Section 17.164.025 is satisfied.

17.164.110 Approval authority responsibilities.

A. The planner shall have the authority to approve, deny or approve with conditions the following applications:

- 1. Minor partitions pursuant to Chapter 17.152;*

[...]

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

[...]

- 3. Site development review pursuant to Chapter 17.120.*

[...]

Finding: The applicant has applied for a Property Line Adjustment (**Exhibits 2A & 2B**) and staff will be the approval authority. Section 17.164.110 is satisfied.

17.164.130 Notice requirements.

[...]

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

- 1. Columbia County Land Development Services;*
- 2. Columbia County Road Department;*
- 3. Oregon Department of Transportation (ODOT);*

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

Finding: See the staff report response to ORS 197.195(3)(b) for public notice requirements. The Columbia County Building Official, Scappoose Rural Fire Protection District, and Columbia River PUD have been provided an opportunity to review and comment on the proposal. The applicable requirements issued by these agencies are reflected in the recommended Conditions of Approval. 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 Site Development Review and Minor Partition (**Exhibits 2-7**). Findings related to the approval criteria have been addressed within this staff report. The 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.

Oregon Revised Statutes 197.195
LIMITED LAND USE DECISION

[...]

(3) A limited land use decision is subject to the requirements of paragraphs (a) to (c) of this subsection.

[...]

(b) For limited land use decisions, the local government shall provide written notice to

owners of property within 100 feet of the entire contiguous site for which the application is made. The list shall be compiled from the most recent property tax assessment roll. 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.

Finding: Using the most recent property tax assessment roll, notice of this application was mailed to every property owner within 100 feet of the entire subject site on February 27, 2025. Scappoose Development Code Section 17.164.130(A) indicates that property owners within 200 feet of the site shall be noticed; however, State statute preempts local ordinances where the two conflict and so property owners within 100 feet will be noticed. The public has until March 12, 2025 at 5:00 pm to provide a written public comment. As of the date of this report, no public comments were submitted. ORS 197.195(3)(b) is satisfied.

RECOMMENDATION

Based on the Findings of Fact and the materials submitted by the applicant, staff recommends that the Planning Commission **approve** SDR 2-24, MiP 3-24, subject to the following conditions:

GENERAL

1. This approval authorizes construction of a credit union building and associated site amenities as depicted on the plans provided in **Exhibits 4A-4Z**. Approval of this Site Development Review shall be effective until March 13, 2026.
2. The applicant shall pay all applicable review and inspection fees as well as system development charges prior to building permit issuance.
3. The applicant shall obtain all applicable building, plumbing, and electrical permits.

SITE PROVISIONS

4. The applicant shall ensure that plants to the west of Parking Space 01 are no greater than 3 feet in height, per the recommendation of the applicant's traffic engineer (see **Exhibit 5, p. 3**).
5. The applicant shall regularly limb up any trees to the west of Parking Space 01 such that lower branches are at least 4-5 feet off the ground, per the recommendation of the applicant's traffic engineer (see **Exhibit 5, p. 3**).
6. The applicant shall install landscaping and screening substantially in conformance with the Landscape Plan (**Exhibit 4L**) prior to final occupancy inspection. Prior to installation of slats in the existing chain link fence abutting the Springlake property, the applicant shall reach a mutually acceptable agreement with Springlake Community, LLC on the

- installation of the slats and future maintenance of the fence, which shall be provided to the City for their records prior to final occupancy approval. If no agreement can be reached, the applicant shall install screening meeting the requirements of Section 17.100.090(E) along the eastern property line prior to final occupancy approval.
7. The applicant shall provide signs and striping for all accessible parking spaces in accordance with the ODOT Standards for Accessible Parking (2023) and Chapter 11 of the Oregon Structural Specialty Code.
 8. The applicant shall install bicycle racks with spaces for at least 4 bicycles near the building in accordance with Section 17.106.020(P) prior to final occupancy inspection. Bicycle parking shall consist of staple design steel racks or another City-approved storage device.
 9. The applicant shall label all parking spaces using permanent paint. Standard parking spaces shall have a minimum width of 9 feet and a length of 18 feet and compact spaces shall have a minimum width of 8.5 feet and a length of 15 feet. The applicant shall install wheel stops or curbs along the boundaries of the parking lot and adjacent to interior landscape and sidewalk areas. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety. Parking spaces adequate to meet the requirements of the proposed uses shall be completely improved to City standards and available for use prior to the final occupancy inspection.
 10. The applicant shall provide site lighting that is designed to deflect light away from streets and neighboring properties. Fixture height, light type, and lighting levels shall function as to assure compatibility with neighboring land uses. Shields shall be incorporated as necessary to minimize glare and to focus lighting to its intended area (Dark Sky approach). Lighting shall meet Illuminating Engineering Society standards to ensure safety and visibility on site. The applicant shall submit a final site lighting and photometric plan for approval by the City Engineer prior to building permit issuance.
 11. The applicant shall comply with applicable State and Federal requirements of the Americans with Disabilities Act.
 12. The applicant shall install the proposed curbs, ramps, driveways, and streetlights in compliance with the Scappoose Public Works Design Standards.
 13. The applicant shall follow the recommendations of the Geotechnical Report (**Exhibit 7, pp. 7-10**).

MINOR PARTITION

14. Approval of this Preliminary Partition Plat shall be effective until March 13, 2026.
15. The applicant shall prepare a Final Partition Plat that conforms to the requirements of

Oregon Revised Statute Chapter 92.

16. The applicant shall depict all proposed easements on the Final Partition Plat, including all existing easements, the proposed reciprocal access & utility easement, the adjusted utility easement on the eastern edge of the subject site, the sanitary sewer easement for the lateral serving Parcel 1, and the sewer manhole access & maintenance easement. The applicant shall reach a mutual agreement with Springlake Community, Inc. prior to relocation or revision of terms of any easements they are a named party of. The manhole access & maintenance easement shall be to the benefit of the City of Scappoose.
17. The applicant shall include a note on the Final Partition Plat that states "This Plat is subject to the Conditions of Approval imposed by the City of Scappoose for local file # SDR 2-24, MiP 3-24."
18. The applicant shall electronically submit a draft Final Partition Plat to the City for review and approval prior to submitting the Plat to Columbia County.
19. The applicant shall submit the Final Partition Plat to Columbia County following the City's approval of the draft Final Plat. A copy of the recorded documents shall be provided to the City within 15 days of recording.

UTILITIES AND STREET IMPROVEMENTS

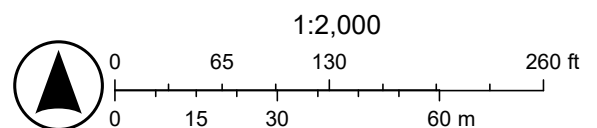
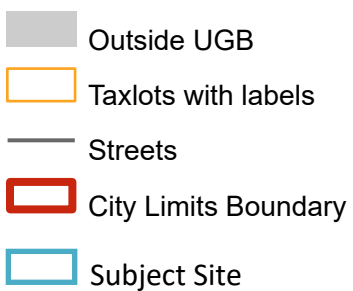
20. The applicant shall submit plans for streets, utilities, and other public infrastructure that have been prepared by a registered professional engineer, licensed in the State of Oregon, and adhere to the applicable Scappoose Municipal Codes, utility Master Plans, and Scappoose Public Works Design 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).
21. Prior to approval of final 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.
22. The applicant shall obtain a right-of-way permit from the City of Scappoose for any work completed in the right-of-way and submit a traffic control plan to the City for approval prior to the start of work.
23. The applicant shall obtain a fill and grading permit from the City for site grading, including the installation of any necessary erosion control measures, per the standards set forth in the Scappoose Public Works Design Standards and Specifications. Erosion control measures shall be reviewed and approved by the City Engineer and the Oregon

- Department of Environmental Quality as part of an Erosion Control Plan. The applicant shall submit an acceptable Erosion Control Plan meeting DEQ requirements and City of Scappoose Public Works Design Standards, Section 2.0051. The applicant shall submit a copy of the approved NPDES 1200-C permit prior to construction if the disturbed area exceeds one acre.
24. The applicant shall plant 3 street trees on their SE 2nd Street frontage in accordance with Sections 13.28.010(C) and 17.104.040 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. 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.
 25. The applicant shall repair or replace any sidewalks damaged by construction as determined necessary by the Public Works Director.
 26. 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.
 27. The applicant shall install one streetlight to the south of the proposed new driveway entrance.
 28. The applicant shall install any street signs related to traffic control or street names that the City Engineer requires. The materials and labor costs of installing signs shall be the responsibility of the applicant.
 29. The applicant shall relocate the proposed sanitary sewer manhole so that it is to the south of Parking Space 39 (as enumerated on the **Parking Plan, Exhibit 4M**).
 30. The applicant shall install the water service lateral in a sleeve for the portion that runs under the proposed driveway.
 31. The applicant shall make any improvements to water infrastructure prior to the completion of street improvements.
 32. The applicant shall provide a final stormwater report prepared by a professional engineer demonstrating that the proposed development's stormwater management is consistent with the Public Works Design Standards. Prior to final occupancy, the applicant shall sign and record a stormwater access easement and maintenance covenant for City records.

33. The applicant, if proposing to connect to a downstream stormwater drainage system, shall submit a downstream analysis report per Scappoose Public Works Design Standards Section 2.0027 to the City Engineer for review and approval demonstrating that all downstream systems have adequate capacity to convey site drainage flows up to and including a 100-year storm event in conformance with the Scappoose Public Works Design Standards and Oregon Drainage Law. If the report finds that the downstream drainage system has insufficient capacity to convey this site's drainage, the applicant shall work with Springlake Community, Inc.; Means Nursery; and any other impacted landowners to reach a mutually agreeable solution to such conveyance issues. The applicant shall provide evidence of this agreement to the City to satisfy this Condition.
34. The applicant, if not proposing to connect to a downstream stormwater drainage system, shall submit a final stormwater report that demonstrates that flows up to and including a 100-year storm event are managed such that they convey stormwater to the neighboring property in conformance with the Scappoose Public Works Design Standards and Oregon Drainage Law. The applicant shall coordinate the final design with Springlake Community, Inc. and Means Nursery and include a summary of this coordination in the stormwater drainage report.

FIRE LIFE SAFETY

35. The applicant shall maintain a fire apparatus access road on all drive aisles to be approved by the Scappoose Rural Fire Protection District. This shall not be interpreted to include the interactive teller machine drive-throughs.
36. The applicant shall install address numbers on the side of the building facing the street at a height that is not obstructed by passenger vehicles, delivery trucks, landscaping, or other obstructions. Address numbers shall not be affixed to glass windows or doors. The address numbers shall be a minimum 18 inches tall by with a 3-inch stroke and contrasting background.
37. The applicant shall adhere to any applicable code requirements for occupancy as designated per the Oregon Fire Code, Oregon Structural Specialty Code, or Oregon Residential Specialty Code.



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

SITE DEVELOPMENT REVIEW APPLICATION

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

TRACKING INFORMATION (For Office Use Only)

Application Submittal Includes:

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

Date Submitted with payment: _____

Receipt #: _____

File # _____ Hearing Date _____

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Site Size _____ ☐ acres ☐ sq. ft.

Dimensions _____

SUMMARY OF REQUEST

Proposed Project Name _____ Estimated Valuation \$ _____

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

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

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

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

SITE DEVELOPMENT REVIEW APPLICATION

(CONTINUED)

Landscaping (sq. ft.) 19,654 sf Paving (sq. ft.) 31,050 sf

of Parking Spaces 39 total includ accessible # of Accessible Parking Spaces 3

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

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

Commercial 100 % Industrial _____ % Residential _____ %

If Commercial or Industrial: List # of non-residential buildings and square footage of each; _____

1 commercial building 6,795 sf

DETAILED SITE INFORMATION

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

Floodplain n/a Wetlands n/a Riparian Corridors 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): Access to SE 2nd Street.

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

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

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) Wauna Credit Union

Business Name Wauna Credit Union

Mailing Address PO Box 67 City Clatskanie State OR Zip 97016

Phone # 503-880-5155 Fax # 503-728-3024 Email Address jeremy.grover@waunafcu.org

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

Property Owner(s) Signature(s) wacu [Signature] Date: 12/12/24

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

Applicant: Name _____
Business Name _____
Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ Fax # _____ Email Address _____
Applicant's Signature _____ Date: _____
Applicant's interest in property _____

Additional Project Team Members

Applicant's Representative: Contact Name _____
Business Name Doug Circosta, Architect
Mailing Address 14670 SW Forest Drive City Beaverton State OR Zip 97007
Phone # 503-730-6908 Fax # _____ Email Address DougCircostaArchitect@gmail.com

Civil Engineer: Contact Name _____
Business Name Lower Columbia Engineering
Mailing Address 58640 McNulty Way City St. Helens State OR Zip 97051
Phone # 503-366-0399 Fax # _____ Email Address Chase@lowercolumbiaengr.com

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

Landscape Architect: Contact Name _____
Business Name _____
Mailing Address _____ City _____ State _____ Zip _____
Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role _____ Contact Name _____
Business Name Lancaster Mobley
Mailing Address 300 West 15th Street Suite 206 City Vancouver State WA Zip 98660
Phone # 360-284-2660 Fax # _____ Email Address daniel@lancastermobley.com



Scappoose Planning Department
 33568 E. Columbia Ave. Scappoose, OR 97056
 Phone: 503-543-7146 Fax: 503-543-7184
www.ci.scappoose.or.us

PARTITION APPLICATION

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

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 #: _____

Final Submittal Date: _____

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Site Size _____ ☐ acres ☐ sq. ft.

Dimensions _____

SUMMARY OF REQUEST

Proposed Project Name _____

Project Type/Narrative Summary: (Provide a brief summary and specify project type: Single Family Residential (SFR), Multi-family Residential (MFR), Commercial (C), Industrial (I)) _____

Please indicate the dimensions of proposed parcels in feet:

	Parcel Area	Parcel Width	Parcel Depth
Parcel 1 measurements			
Parcel 2 measurements			
Parcel 3 measurements			

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

**PRELIMINARY PARTITION
(CONTINUED)**

Detailed Site Information

Are any of the following present on the site? (**NOTE:** If any of the below are present on-site, specify number of acres and/or percentage of site affected.)

Flood Plain no Wetlands no Significant Natural Resources no
Cultural Resources no Airport Noise Contours no Slopes Greater Than 15% no

Water Provider: ☒ City of Scappoose ☐ Well ☐ Other: _____

Does the site have access to City street(s) ☒ Yes ☐ No (Please explain) Access to SE 2nd Street

Does the site have access to County road(s) ☐ Yes ☒ No (Please explain) The property fronts on a City street

Are street/road improvements requested or required? ☒ Yes ☐ No (Please explain) A new street light is required and proposed.

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) Wauna Credit Union

Business Name Wauna Credit Union

Mailing Address PO Box 67 City Clatskanie State OR Zip 97016

Phone # 503-880-5155 Fax # 503-728-3024 Email Address jeremy.grover@waunafcu.org

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

Property Owner(s) Signature(s)  Date: 12/12/24

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

Applicant: Name Wauna Credit Union - same as Property Owner

Business Name _____

Mailing Address _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

ADDITIONAL PROJECT TEAM MEMBERS

Applicant's Representative: Contact Name _____

BusinessName Doug Circosta, Architect

Mailing Address 14670 SW Forest Drive City Beaverton State OR Zip 97007

Phone # 503-730-6908 Fax # _____ Email Address DougCircostaArchitect@gmail.com

Civil Engineer: Contact Name _____

BusinessName Lower Columbia Engineering

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

Phone # 503-366-0399 Fax # _____ Email Address Chase@lowercolumbiaengr.com

Architect: Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Landscape Architect: Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role _____ Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role _____ Contact Name _____

BusinessName _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Chapter 12.10

VISUAL CLEARANCE AREAS

Sections:

12.10.010 Purpose.

12.10.015 Applicability of provisions.

12.10.020 Visual clearance--Required. *Responses to code requirements are in red italic.*

12.10.030 Visual clearance area dimensions. *Responses to code requirements are in red italic.*

12.10.010 Purpose.

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

12.10.015 Applicability of provisions.

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

12.10.020 Visual clearance--Required.

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

Response: The project provides visual clearance areas 20'x20' triangle required where a shared driveway is accessed from SE 2nd street. Project complies with visual clearance requirement. Please see sheet A100 Site Plan.

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

Response: The visual clearance area has no obstructions between 3' and 10', as listed above such as parking, landscaping or signage. This is shown on the architectural site plan and landscape plan.

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

Response: The project has no hills or vertical curve conditions, has no obstructions, as listed above.

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

1. A public utility pole;

Response: The project has a public utility pole outside of visual clearance area next to street sidewalk on left side of entrance shared driveway.

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

3. Another plant species of open growth habit that is not planted in the form of a hedge and which is so planted and trimmed as to leave at all seasons a clear and unobstructed cross-view;

4. A supporting member or appurtenance to a permanent building lawfully existing on the date this standard becomes effective;

5. An official warning sign or signal;

6. A place where the natural contour of the ground is such that there can be no cross-visibility at the intersection; and

7. A sign support structure(s) if combined total width is twelve inches or less, and the combined total depth is twelve inches or less. (Ord. 820 § 2, 2012)

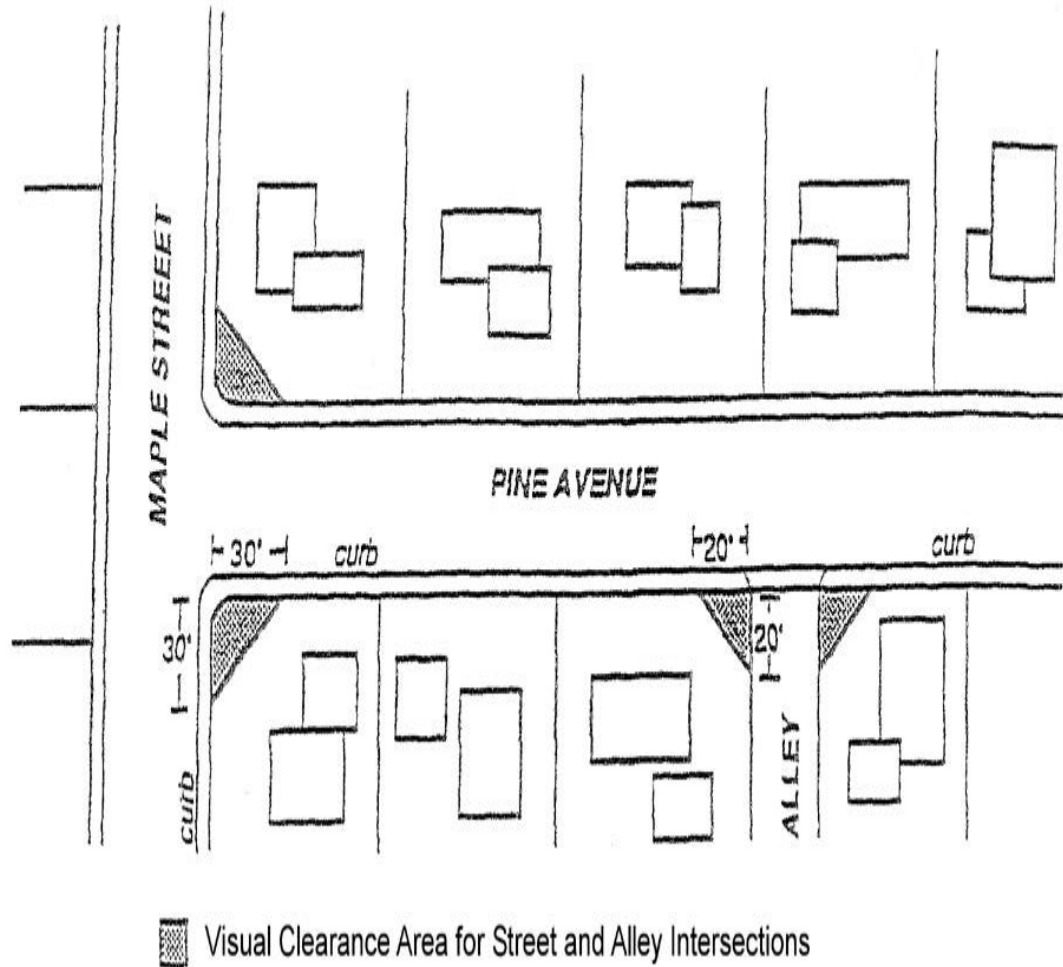
12.10.030 Visual clearance area dimensions.

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):

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

Figure 12.10.1. Visual Clearance Areas for Streets and Alleys



B. Driveway Intersections (see also Figure 12.10.2):

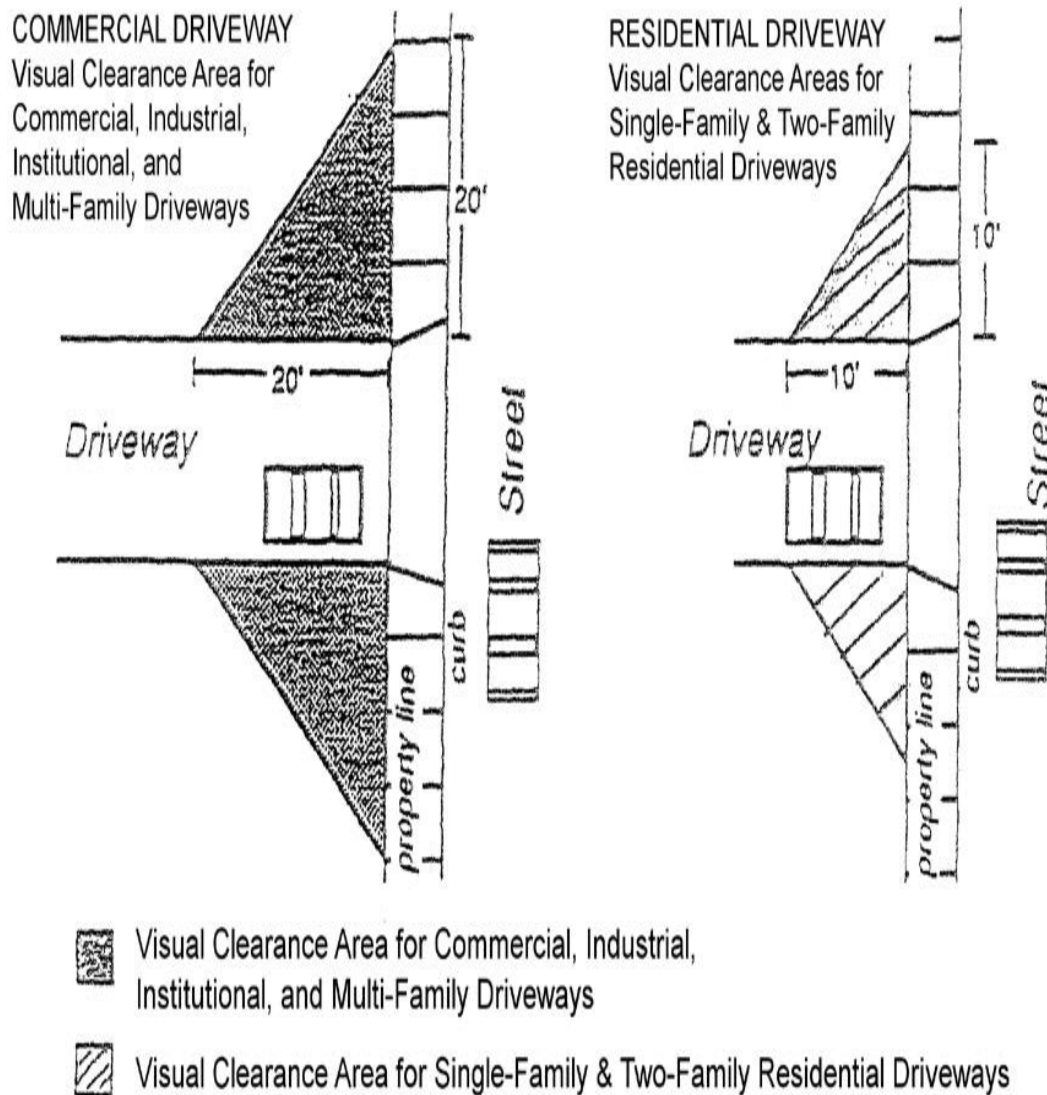
1. *Commercial, Industrial, Institutional, and Multi-Family Developments.* Service drives to public or private streets shall have a minimum visual clearance area formed by the intersection of the edges of the service drive, the street right-of-way line, and a straight line joining said lines through points twenty feet from their intersection. No off-street parking shall be located in a service drive visual clearance area.

Response: A 20' x 20' visual clearance area is provided at the intersection of the private driveway and SE 2nd Street. This is shown on the site plan sheet A100. There will be no prohibited obstructions within this area.

2. *Single-Family and Two-Family Developments.* Driveways to public or private streets shall have a minimum visual clearance area formed by the intersection of the edges of the driveway, the street right-of-way line, and a straight line joining said lines through points

ten feet from their intersection. No off-street parking area shall be located in a driveway visual clearance area. (Ord. 820 § 2, 2012)

Figure 12.10.2. Visual Clearance Areas for Driveways



The Scappoose Municipal Code is current through Ordinance 916, passed May 15, 2023.

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Chapter 17.68

EC EXPANDED COMMERCIAL

Sections:

~~17.68.010 Purpose.~~

17.68.030 Permitted and Conditional uses. *Responses to code requirements are in red italic.*

17.68.050 Dimensional requirements-Commercial and mixed-use buildings.
Responses to code requirements are in red italic.

~~17.68.060 Dimensional requirements – Multifamily buildings.~~

~~17.68.070 Dimensional requirements Live/Work townhouse or live/work multifamily building.~~

~~17.68.080 Live/Work Requirements.~~

~~17.68.090 Special Buffer Requirements for multifamily buildings and live/work multifamily buildings.~~

~~17.68.100 Architectural character for multifamily and live/work multifamily buildings.~~

17.68.010 Purpose.

The purpose of the EC zone is to provide areas: A. For combining light manufacturing, office, retail sales, and complementary related commercial uses;

B. For combining uses which have no off-site impacts in terms of noise, odor, glare, lights, vibration, smoke, dust or other types of off-site impacts;

C. For combining parking, landscaping and other design features which physically and visually link structures and uses within one development;

D. Which utilize a basic street and utility pattern which will permit flexibility in the size of development sites and provide internal circulation which connect to adjoining sites; and

E. Which provide for a circulation system that provides direct access to arterials or collectors that will not channel traffic through residential areas. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.68.030 Permitted and Conditional uses.

Use	
Agricultural sales	Permitted outright ¹
<p>Automotive and equipment:</p> <p>1. Repairs provided that a five-foot landscaped perimeter setback surround all outdoor parking and storage areas and all repair work is performed indoors;</p> <p>2. Sales/rental/storage of farm equipment, automobiles, recreational vehicles, boats or light equipment, provided that a five-foot landscaped perimeter setback surrounds all outdoor parking and all storage areas are buffered and screened in accordance with Chapter 17.100, Landscaping, Screening and Fencing.</p>	Permitted outright ¹
Building materials sales and storage	Permitted outright ¹
Building maintenance services	Permitted outright ¹
Business equipment sales and services	Permitted outright ¹
Church	Permitted outright ¹
Commercial amusement facilities including bowling alleys, video arcades, and movie theaters other than adult motion picture theaters	Permitted outright ¹
Communication services	Permitted outright ¹
Construction sales and services	Permitted outright ¹
Day care facility	Permitted outright ¹

Use	
Mixed-use building	Permitted outright ¹
Eating and drinking establishments	Permitted outright ¹
Equipment rental and sales	Permitted outright ¹
Financial, insurance and real estate services <i>Response: a financial institution is permitted outright.</i>	Permitted outright ¹
Food cart pod (Type I or II), subject to Chapter 17.126	Permitted outright ¹
General retail sales	Permitted outright ¹
Home occupation (Type I) subject to Chapter 17.142 , Home occupations	Permitted outright ¹
Laundry services	Permitted outright ¹
Medical and dental services	Permitted outright ¹
Mini-storage with or without caretaker dwelling	Permitted outright ¹
Multifamily buildings, when located outside of the Scappoose Creek Flood Plain	Permitted outright ¹
Live/Work townhouses or live/work multifamily building	Permitted outright ¹
Packaging and production of finished products from previously prepared materials	Permitted outright ¹

Use	
Parking facilities	Permitted outright ¹
Participation sports and recreation, indoor	Permitted outright ¹
Postal services	Permitted outright ¹
Professional and administrative offices	Permitted outright ¹
Public safety services	Permitted outright ¹
Public support facilities	Permitted outright ¹
Recreational vehicle parks subject to Chapter 17.94 , Manufactured Home Regulations	Permitted outright ¹
Research services	Permitted outright ¹
Residential care facilities when located at least two hundred feet from Highway 30 and outside of the Scappoose Creek Flood Plain	Permitted outright ¹
Small animal sales and services including veterinary	Permitted outright ¹
Vehicle fuel sales, retail	Permitted outright ¹
Wholesale, storage and distribution	Permitted outright ¹
Hotel/motel	Permitted outright ¹
Any permitted use on a temporary basis subject to Scappoose Municipal Code 17.128 , Temporary Commercial and Industrial Uses	Permitted outright ¹

Use	
Wireless communications facilities, not to include antenna support structures, subject to the provisions of Chapter 17.93	Permitted outright ¹
Public and private schools including but not limited to charter schools and career schools as defined and regulated by the State of Oregon.	Permitted outright ¹
<p>Adult bookstore, entertainment or motion picture theaters, provided no sales area or activity is ever visible from the building exterior, all building setbacks shall be a minimum of thirty-five feet from any property line and shall be screen and buffered in accordance with Section 17.100.090. In addition, location shall be at least one thousand five hundred feet, measured in a straight line, from any of the following:</p> <ol style="list-style-type: none"> 1. Residential district 2. Public or private nursery, preschool, elementary, junior, middle or high school 3. Day care facility, nursery school, convalescent home, home for the aged, resident care facility or hospital 4. Public library 5. Community recreation 6. Church 	Conditional use ²
Automotive and equipment body repairs conducted wholly within an enclosed structure	Conditional use ²
Fleet storage with no buildings or structures, provided that a five-foot screened and buffered perimeter setback surrounds all outdoor parking and storage areas	Conditional use ²

Use	
Home occupations (Type II) subject to Chapter 17.142 , Home Occupations	Conditional use ²
Outside storage subject to buffering and screening in accordance with Chapter 17.100 , Landscaping, Screening and Fencing	Conditional use ²
Outside dining facilities	Conditional use ²
Major impact utilities provided that a ten-foot perimeter setback containing both externally visible landscaping meeting buffering standards and solid screening surrounds the property	Conditional use ²
Radio towers and transmitters	Conditional use ²
Wireless communication facilities, subject to the provisions of Chapter 17.93 .	Conditional use ²

1 In the expanded commercial zone, except as specifically stated, activities shall be conducted within an enclosed building or structure and are subject to Chapter [17.120](#), Site Development Review. Only these uses and their accessory uses are permitted outright.

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.

(Ord. 877, 2019; Ord. 868, 2018)

17.68.050 Dimensional requirements-Commercial and mixed-use buildings.

Dimensional Requirements	Requirement ¹
Minimum lot size	Ten thousand square feet <i>Response: Two lots, the developed lot is 57,293 sf and the undeveloped lot is 52,567 sf</i>
Minimum lot width	One hundred feet <i>Response: The developed lot is 141'-10" wide and the undeveloped lot is approximately 201' wide.</i>
Minimum setback	
Front Yard	Shall be a minimum of ten feet and shall be landscaped per Section 17.100.090 <i>Response: The new building has a front yard setback of 10'-2" with landscaping.</i>
Corner lots and through lots	The minimum setback for the side facing the street shall be twenty feet <i>Response: This requirement is not applicable</i>
Side or rear yard	None required except thirty feet shall be required where abutting a residential zoning district and the planning commission may reduce the required yard setback by fifty percent pursuant to Chapter 17.100 , Landscaping, Screening and Fencing. <i>Response: The proposed building has a minimum side yard setback of 17' on the south side, 43' on the north side, and a minimum rear yard setback of 72' from the closest structure (trash enclosure) to the residential zone to the east.</i>

Dimensional Requirements	Requirement¹
Maximum height	<p>No commercial building shall exceed fifty feet in height.</p> <p><i>Response: The proposed building is approximately 26' high at the highest point of the roof.</i></p> <p>A mixed-use building shall not exceed sixty feet in height.</p> <p>Within fifty feet of a residential zone, no building shall exceed thirty-five feet in height.</p>
Maximum lot coverage	<p>The maximum lot coverage shall be ninety percent including all buildings and impervious surfaces</p> <p><i>Response: The proposed lot coverage is 66%</i></p>

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

(Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.68.060 Dimensional requirements -- Multifamily buildings.

Dimensional Requirements	Requirement
Minimum density	15 dwelling units per net acre
Minimum lot width	Fifty feet
Minimum setback	
Front Yard	Fifteen feet
Front of garages or carports	Twenty feet from the property line where access occurs

Dimensional Requirements	Requirement
Side yard	Total a minimum of fifteen feet with one setback not less than ten feet, which shall be on the street side for corner lots
Rear yard	Twenty feet
Setbacks for accessory building behind a residence	
Side	Five feet each
Rear	Five feet
Maximum height	Sixty feet
Accessory Building	Twenty two feet
Maximum lot coverage	Eighty percent, including all buildings and impervious surfaces
Minimum landscape	Twenty percent

(Ord. 868, 2018)

17.68.070 Dimensional requirements Live/Work townhouse or live/work multifamily building.

Dimensional Requirements	Requirement
Minimum density	
Townhouse	Two thousand five hundred square feet per unit
Multifamily	15 dwelling units per net acre
Minimum lot width	
Townhouse	Twenty-five feet per unit
Multifamily buildings	Fifty feet
Minimum setback	
Front Yard	Fifteen feet
Front of garages or carports	Twenty feet from the property line where access occurs
Side yard	Total a minimum of fifteen feet with one setback not less than ten feet, which shall be on the street side for corner lots
Rear yard	Twenty feet
Setbacks for accessory building behind a residence	
Side	Five feet each

Dimensional Requirements	Requirement
Rear	Five feet
Minimum height	Two stories
Maximum height	
Townhouse	Thirty-five feet
Multifamily	Sixty feet
Accessory Building	Twenty two feet
Maximum lot coverage	Eighty percent, including all buildings and impervious surfaces
Minimum landscape	Twenty percent

(Ord. 868, 2018)

17.68.080 Live/Work Requirements.

Each Live/Work unit shall meet the following requirements:

1. The ground floor commercial or office space will have visibility, signage, and access from the primary street.
2. A live/work unit with residential uses on the ground floor must be located outside of the Scappoose Creek Floodplain.
3. To preserve the pedestrian orientation of the commercial or office space, alley or rear access is required to provide services and residential parking.

4. Each Live/Work Unit shall have a minimum work space of 200 square feet and a minimum living area of 600 square feet.
5. Each Live/Work Unit shall have a minimum of one (1) off-street parking space for each dwelling unit and one (1) off-street parking space for the first 500 square feet of non-residential floor area. Additional off-street parking spaces for non-residential floor area over and above the first 500 square feet shall be provided pursuant to Chapter [17.106](#) (Off-Street Parking and Loading Requirements). (Ord. 868, 2018)

17.68.090 Special Buffer Requirements for multifamily buildings and live/work multifamily buildings.

Buffer requirements for multifamily uses in the expanded commercial district are the same as the A-1 zone, See Section [17.56.070](#). (Ord. 868, 2018)

17.68.100 Architectural character for multifamily and live/work multifamily buildings.

Architectural character requirements for multifamily uses in the expanded commercial district are the same as the A-1 zone, See Section [17.56.080](#). (Ord. 868, 2018)

The Scappoose Municipal Code is current through Ordinance 916, passed May 15, 2023.

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CONFORMANCE WITH 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 17.100 LANDSCAPING, SCREENING AND FENCING

[...]

17.100.030 General provisions

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

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

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

Response: The applicant assumes responsibility for maintaining landscaping and landscaped areas in good condition and free of refuse and debris. This includes pruning and trimming of plant growth to provide access to public utilities and unrestricted pedestrian and vehicle access. To meet the requirements of Municipal Code Chapter 12.10 – Visual Clearance Areas, the triangular areas adjacent to the proposed driveway and extending 20 feet along the lot line (please see Landscape Plan, Sheet C-8) will be kept clear of plant growth.

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

Response: The applicant understands landscaping requirements must be met (or a bond posted with the city to ensure completion of landscaping requirements) before a certificate of occupancy shall be issued.

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

Response: Please see Existing Conditions Plan (Sheet C-1), Landscape Plan (Sheet C-8), and Erosion and Sediment Control Plan (Sheet C-2). Existing vegetation on the Development Area (as defined above in response to Chapter 17.100.020 (A)) consists of turf grass and Himalayan blackberry. The southern edge of the site is densely vegetated by Himalayan blackberry, two non-native hawthorn trees, two golden chain trees, two sweet cherry trees (in addition to several cherry saplings), and a large Oregon white oak snag. Existing vegetation will remain on the northern portion of the site that will not be developed. Existing vegetation will be removed from the Development Area. New landscaping and vegetation will be installed in a manner conforming to the requirements of this chapter, and will be more ecologically, aesthetically and functionally beneficial than what is currently on site. Sloped areas with risk of erosion will be stabilized with new plantings and appropriate ESC BMPs.



17.100.090 Buffering and screening requirements

A. *Buffering and screening are required to reduce the impacts on adjacent uses which are of a different type. The owner of each proposed development is responsible for the installation and effective maintenance of buffering and screening. When different uses abut one another, buffering and screening are required. When different uses would be abutting one another except for separation by a right-of-way, buffering, but not screening, shall be required.*

Response: Please see Landscape Plan (Sheet C-8). In compliance with this requirement, screening (by means of a 6-foot-tall chain link fence with privacy slats along the eastern property line. Buffering will be provided by a continuous evergreen hedge along the eastern side of the parking lot.

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

Response: Please see Landscape Plan (Sheet C-8). The buffer described above will be 10 feet wide and run along the eastern border of the parking lot.

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

Response: Please see Landscape Plan (Sheet C-8). The buffer area will not be occupied by any buildings, accessways or parking areas, or utilities.

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

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

- a. *Small or narrow stature trees, under twenty-five feet tall or less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart;*
- b. *Medium sized trees between twenty-five feet to forty feet tall and with sixteen feet to thirty-five feet wide branching at maturity shall be spaced no greater than twenty-five feet apart;*
- c. *Large trees, over forty feet tall and with more than thirty-five feet wide branching at maturity, shall be spaced no greater than thirty feet apart.*

Response: Please see Landscape Plan (Sheet C-8). Within the buffer area, a row of deciduous 'Embers' Red Maple (*Acer rubrum* 'Embers') trees will be planted, spaced at 25 feet on-center. This cultivar grows to 40 feet tall and 35 feet wide (according to the City of Scappoose Approved Street Trees list), thus meeting the criteria for 25-foot spacing. The applicant's contractor may need to choose a different species based on availability, but will only do so with prior approval from the City of Scappoose.

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

Response: Please see Landscape Plan (Sheet C-8). The required buffer area is approximately 2,000 square feet. Based on the requirement to plant at least one five-gallon shrub for each 100 square feet of buffer area, and the requirement for



a continuous evergreen hedge for screening, 40 five-gallon shrubs (tall Oregon grape) will be planted at a spacing of approximately 4 feet on-center along the length of the buffer area.

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

Response: Please see Landscape Plan (Sheet C-8). The areas of the buffer not occupied by plant materials will be spread with bark mulch at a depth of 2" to meet this requirement (see Landscaping Note #2 on Landscape Plan).

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

1. *A hedge of narrow or broadleaf evergreen shrubs shall be planted which will form a four-foot continuous screen within two years of planting; or*
2. *An earthen berm planted with evergreen plant materials shall be provided which will form a continuous screen six feet in height within two years. The unplanted portion of the berm shall be planted in lawn, ground cover or bark mulched; or*
3. *A five-foot or taller fence or wall shall be constructed to provide a continuous sight obscuring screen. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood or brick, or otherwise acceptable by the planner. Corrugated metal is not considered to be acceptable fencing material. Chain link fences with slats may qualify as screening when combined with a planting of a continuous evergreen hedge;*
4. *An evergreen hedge or other dense evergreen landscaping may satisfy a requirement for a sight obscuring fence where required. Such hedge or other dense landscaping shall be properly maintained and shall be replaced with another hedge, other dense evergreen landscaping, or a fence or wall when it ceases to serve the purpose of obscuring view; and no hedge shall be grown or maintained at a height greater than that permitted by these regulations for a fence or wall when located within a visual clearance area as set forth in Chapter 12.10, Visual Clearance Areas.*

Response: Please see Landscape Plan (Sheet C-8). To meet the screening requirement the existing 6-foot-tall chain link fence (with the addition of privacy slats) will be utilized along the eastern property line of the Development Area. A 10-foot-wide buffer area along the eastern border of the parking lot will be planted with a continuous evergreen hedge of tall Oregon grape (*Mahonia aquifolium*) spaced at 4 feet on-center.

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

Response: Please see Landscape Plan (Sheet C-8). There are no visual clearance areas required near the buffer area and thus no conflicts with buffering and screening provisions.

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

Response: Please see Landscape Plan (Sheet C-8). The height (6 feet) of the existing screening fence along the eastern property line of the Development Area has been measured from the actual grade of the adjoining property in order to meet this requirement.



17.100.100 Screening--Special provisions

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

Response: Please see Landscape Plan (Sheet C-8). There is one parking space on the north side of the development site whose long side (20 lineal feet) faces SE 2nd Street. The minimum landscaping required by the above provision is $20 \times 4 = 80$ square feet. There is a proposed landscaped area totaling 458 square feet between the aforementioned parking space and the sidewalk, thus meeting this requirement. The plan also proposes locating a 'Princeton Sentry' ginkgo tree in this area. Per the City of Scappoose Approved Street Tree list, this species grows to 15 feet wide, providing a canopy of 177 square feet upon maturity and thus meeting the minimum tree canopy requirement of 300 square feet for each 50 lineal feet of parking spaces with street frontage (which is equal to a ratio of 6 square feet per lineal foot, which in this instance means the minimum tree canopy required is $20 \text{ lineal feet} \times 6 = 120 \text{ square feet}$). The tree will be located outside of visual clearance areas, and limbed up to a minimum height of 5 feet.

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

Response: Please see Landscape Plan (Sheet C-8). There are no loading or outside storage areas proposed. Thus, this requirement is not applicable.

C. *Except for one-family and two-family dwellings, any refuse container or disposal area and service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area, shall be screened from view by placement of a solid wood fence, masonry wall or evergreen hedge between five and eight feet in height. All refuse materials shall be contained within the screened area. (Ord. 634 § 1 Exh. A, 1995)*

Response: Please see Landscape Plan (Sheet C-8). There is one trash enclosure proposed to be located at the east end of the parking lot. The enclosure includes 6-foot-tall solid walls on all sides with composite wood siding to match the main building. The enclosure will have two 6-foot-tall gates made of vinyl-coated chain-link fence with matching slat infill. These features meet the minimum screening height of 5 feet for disposal areas.

17.100.110 Fences or walls

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



Response: The garbage and recycling enclosure in the northeast corner of the rear parking lot area will be screened by a 6-foot-tall fence. Along the eastern property line, the existing 6-foot-tall chain-link fence (with added privacy slats) will be utilized for screening.

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

Response: The height of the existing chain-link fence (6 feet) has been measured from the lowest of the adjoining levels of finished grade to comply with this requirement.

C. Fences and walls shall be constructed of any materials commonly used in the construction of fences and walls such as wood or brick, or otherwise acceptable by the planner. Corrugated metal is not considered to be acceptable fencing material. Fences and walls shall be in compliance with other city regulations. (Ord. 634 § 1 Exh. A, 1995)

Response: The existing 6-foot-tall fence on the eastern property line is chain-link. Privacy slats will be added to meet screening requirements. The fences surrounding the generator and the recycling enclosure will be made of composite wood siding to match the building exterior.

[...]

17.100.140 Re-vegetation

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

Response: Any areas where natural vegetation or topsoil has been removed which are not affected or occupied by structures or landscaping requirements will be replanted to prevent erosion as required by this provision.

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

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

Response: Please see Overall Grading Plan (Sheet C-4). Topsoil removed from the surface during construction activities will be stored on site in two locations: the southeast corner of the proposed parking lot area and the western side of the lot where the proposed front lawn will be located. These temporary stockpile areas (keynote 2 on the Overall Grading Plan) will be protected from erosion with a sediment fence. After construction, the stockpiled topsoil will be utilized across the site to allow for a suitable material for landscaping.

C. Methods of Re-vegetation.

- 1. Acceptable methods of re-vegetation include hydromulching or the planting of rye grass, barley or other seed with equivalent germination rates, and where lawn or turf grass is to be established, lawn grass seed or other appropriate landscape cover is to be sown at not less than four pounds to each one thousand square feet of land area.*
- 2. Other re-vegetation methods offering equivalent protection may be approved by the approval authority.*



3. *Plant materials are to be watered at intervals sufficient to ensure survival and growth.*
4. *The use of native plant materials is encouraged to reduce irrigation and maintenance demands. (Ord. 634 § 1 Exh. A, 1995)*

Response: Please see Landscape Plan (Sheet C-8). Areas to be revegetated will either be planted with hardy perennial shrubs and groundcover (or bark mulch, in areas indicated), seeded with Kentucky Bluegrass, or seeded with an Erosion and Sediment Control (ESC) seed mix (sown at not less than four pounds per thousand square feet) or approved equal. Native plants such as Oregon grape and other drought-tolerant hardy perennials have been included in the proposed landscape plan to reduce irrigation and maintenance demands.

Chapter 17.104 STREET TREES

[...]

17.104.040 Standards for street trees

- A. *Street trees shall be selected from the approved street tree list on file with the Planning Department.*
- B. *At the time of planting, street trees shall not be less than ten feet high for deciduous trees and five feet high for evergreen trees.*
- C. *Spacing and minimum planting areas for street trees shall be as follows:*
 1. *Street trees under twenty-five feet tall and less than sixteen feet wide at maturity shall be spaced no further than fifteen feet apart in planting areas containing no less than sixteen square feet of porous surface and not less than four feet wide;*
 2. *Street trees under twenty-five feet tall and greater than sixteen feet wide at maturity shall be spaced no further than twenty feet apart in planting areas containing no less than sixteen square feet of porous surface and not less than four feet wide;*
 3. *Street trees between twenty-five feet to forty feet tall and less than twenty-five feet wide at maturity shall be spaced no greater than twenty-five feet apart in planting areas containing no less than twenty-four square feet of porous surface and not less than six feet wide;*
 4. *Street trees between twenty-five feet to forty feet tall and greater than twenty-five feet wide at maturity shall be spaced no greater than thirty feet apart in planting areas containing no less than twenty-four square feet of porous surface and not less than six feet wide;*
 5. *Street trees greater than forty feet tall at maturity shall be spaced no greater than forty feet apart in planting areas containing not less than thirty-six square feet of porous surface and not less than eight feet wide.*

Response: Please see Landscape Plan (Sheet C-8). 'Princeton Sentry' ginkgo trees will be planted between the property line and the sidewalk along SE 2nd St. This ginkgo cultivar grows to 40 feet tall and 15 feet wide (according to the City of Scappoose approved street tree list) and will be spaced at 25 feet apart. The trees will be no less than 10 feet tall upon planting. The applicant's contractor may need to choose a different species based on availability, but will only do so with prior approval from the City of Scappoose. Due to security issues presented by the applicant, one street tree has been removed along the west face of the building. The applicant has described that both employees and law enforcement need an unobstructed view through windows to observe if any criminal behavior is occurring. Due to this security issue, the applicant proposes the reduction of one street tree along South Second Street to remediate this issue.



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

Response: There are no overhead utilities, thus this criterion does not apply.

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, 1997)

Response: The proposed street trees – ‘Princeton Sentry’ ginkgo – have been selected from the approved street tree list on file with the Planning Department. The trees will be at least 10 feet tall at time of planting. They will be spaced at 25 feet on-center. Tree specimen selection and planting will conform to the requirements of Municipal Code Section 13.28.020(C) – Planting of Public Trees and Street Trees. Due to security issues presented by the applicant, one street tree has been removed along the west face of the building. The applicant has described that both employees and law enforcement need an unobstructed view through windows to observe if any criminal behavior is occurring. Due to this security issue, the applicant proposes the reduction of one street tree along South Second Street to remediate this issue. The applicant’s contractor may need to choose a different species based on availability, but will only do so with prior approval from the City of Scappoose planning department.

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.

Response: The applicant/property owner will assume responsibility for the maintenance of all street trees with the purpose of presenting a healthy, neat and orderly appearance and of keeping tree wells 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.

Response: The applicant will control street trees through pruning to meet the National Arborist Association standards.

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.

Response: The applicant will prune street trees such that the branches shall not severely obstruct the light from any street lamp or obstruct the view of any street intersection, leaving a clear space of 13 feet above the street surface or 8 feet above the sidewalk surface. They will remove any dead or damaged trees or limbs that constitute a menace to the safety of the public. There are no high voltage electrical conductors overhead in the vicinity.



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 ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

Response: The applicant understands the city has the right to maintain trees, plants and shrubs within streets, alleys, avenues and lanes to ensure public safety and 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, 1997)

Response: The applicant understands that topping of street trees is not allowed unless through determination of the city manager.

17.104.070 Excavation approval required

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

Response: The applicant understands written approval of the city manager is required prior to any excavation within the dripline of a street tree.

[...]

Chapter 17.106

OFF-STREET PARKING AND LOADING REQUIREMENTS

Sections:

~~17.106.010 Purpose.~~

~~17.106.015 Applicability of provisions.~~

17.106.020 General provisions. *Responses to code requirements are in red italic.*

17.106.030 Minimum off-street parking requirements. *Responses to code requirements are in red italic. See A100 and C-9.*

~~17.106.040 Modification to parking requirements.~~

17.106.050 Parking dimension standards. *Responses to code requirements are in red italic. See A100 and C-9.*

~~17.106.070 Loading/unloading driveways required onsite.~~

~~17.106.080 Off-street loading.~~

17.106.010 Purpose.

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

17.106.015 Applicability of provisions.

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

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

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

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

17.106.020 General provisions.

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

1. Nine feet wide and eighteen feet long for a standard space;

Response: At the member parking area we are providing (10) 9'-6" wide by 20'-0" long parking spaces, please note (2 of 10 spaces) are for handicap use with a 9'-0" wide by 20'-0" access aisle space in between. All the spaces provided are larger than required standard 9'-0"x18'-0" space size, a request from the owner to provide larger spaces to accommodate member owned large suvs and trucks.

At the employee parking area we are providing (17) 9'-6" wide by 20'-0" long parking spaces, please note (1 of 17 spaces) is for handicap use with a 9'-0" wide by 20'-0" access aisle space

beside it. In addition, there are (10) 9'-6" wide by 19'-0" long parking spaces. The spaces provided are larger than required standard 9'-0"x18'-0" space size, a request from the owner to provide larger spaces to accommodate member owned large suvs and trucks. (2) additional spaces are provided meeting the standard 9'-0" x 18'-0" size. 39 parking spaces total for the project

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

Response: There are no compact parking spaces.

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

Response: At the member parking area we are providing (2) 9'-6" wide by 20'-0" long handicap parking spaces with a 9'-0" wide by 20'-0" access aisle in between. All the spaces provided are larger than required standard 9'-0"x18'-0" including the access aisle. At the employee parking area we are providing (1) 9'-6" wide by 20'-0" long handicap parking spaces with a 8'-0" wide by 20'-0" access aisle beside it.

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

1. No building or other permit shall be issued until plans are presented to the planner to show that property is and will remain available for exclusive use as off-street parking and loading space; and

Response: The parking spaces provided on site are for the use of employees and members exclusively at all times. The parking area is not to be used for any other purpose. There is no intent to modify the parking area or use in the foreseeable future.

2. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this title.

Response: The parking shown for the project to remain unchanged for as long as the proposed use remains. The credit union has no intention of altering the approved use or selling the property. The applicant understands the subsequent use of property is conditional on the continued availability of the amount of parking and loading space required by this title.

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

1. The use is similar to and of the same general type as a listed use;
2. The use has similar intensity, density and offsite impact as the listed use; and
3. The use has similar impacts on the community facilities as the listed use.

The planner shall maintain a list of approved unlisted use parking requirements which shall have the same effect as an amendment to this chapter. An updated list shall be given to the planning commission at its next regularly scheduled meeting following each determination of the parking requirements for an unlisted use. Annually, all copies of this title shall be updated to include the unlisted uses approved during the previous year.

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

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

Response: Please see Parking Plan (Sheet C-9). There is no existing use on site and no existing parking to be eliminated or expanded. Upon construction of the proposed building, parking will be provided per Section 17.106.030 – Minimum Parking Requirements, thus meeting these criteria.

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

between the existing number of spaces and the number of spaces required for the more intensive occupancy.

Response: Please see Existing Conditions Plan (Sheet C-1). There is no existing structure on site and thus this criterion does not apply.

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

Response: The proposed parking exceeds the amount of required parking spaces for the use. The excess parking spaces may be shared with the undeveloped parcel to the north at some time in the future. If this happens, the Owner will obtain permission from the City to do this. No joint utilization of the parking is currently proposed. Any future joint utilization agreement for parking will comply with this criterion.

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

1. Off-street parking spaces for single-family, duplex dwellings and single-family attached dwellings shall be located on the same lot with the dwelling. *Response: N/A*
2. Off-street parking spaces for uses other than single-family or duplex residential shall be located not further than four hundred feet from the building or use they are required to serve, measured in a straight line. *Response: All parking is less than 200' from a building entrance.*
3. Parking lots for commercial and institutional uses shall be located to the side or rear of buildings where feasible; for commercial uses in the Downtown Overlay off-street parking shall be located to the side or rear of buildings, as required by [17.80.050](#). *Response: The parking areas are located to the side and rear of the building.*

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

- a. Five spaces or five percent of the parking spaces on site, whichever is less, must be reserved for carpool use before 9:00 AM on weekdays. More spaces may be reserved, but they are not required.
- b. The spaces will be those closest to the building entrance or elevator, but not closer than the spaces for disabled parking and those signed for exclusive customer use.

Response: Two carpool spaces are provided as part of the 29 employee parking spaces and shown on the site plan.

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

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

K. Required parking spaces shall:

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

Response: The required parking is for the sole use of customers and employees. The applicant will not rent, lease or assign proposed parking to any other person or organization without maintaining the minimum required parking spaces for the proposed use. They will not use parking spaces for storage of vehicles or materials or for the parking of trucks, thus meeting these criteria.

M. Parking lots shall be landscaped in accordance with the requirements in Section [17.100.100](#). *Response: See Landscape Plan (Sheet C-8). In accordance with the requirement of Section 17.100.100 – Screening – Special Provisions, there is a 458 square foot landscaping area proposed between the existing sidewalk of and the one 20-foot-long parking space facing the street. This meets the minimum screening requirement of 4 square feet of landscaped area per lineal foot of parking space screening ($20 \times 4 = 80$ square feet in this case).*

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

Response: There are a total of (3) handicapped parking spaces on the project: (2) at the member area and (1) at the employee area, 9'-6" wide by 20'-0" long (exceeding 9'-0"x18'-0" requirement) with 9'-0" wide and 8'-0" wide by 20'-0" access aisle spaces next to the ada parking spaces.

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

Response: No compact spaces are proposed.

P. *Bicycle Parking.*

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

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

Response: We are providing a staple-design steel rack for 4 bicycle parking. Our project is meeting bicycle space requirement for commercial use.

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

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

Response: The proposed bicycle parking consists of staple-design steel racks. The proposed location of bicycle parking does not conflict with visual clearance areas as provided in Chapter 12.10, and is not located within parking aisles, landscape areas or pedestrian ways, thus meeting all criteria for bicycle parking.

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

Multi-family residential (four or more units): 2 spaces per 4 units

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

Response: There are 4 bicycle parking spaces proposed. This provides 1 bicycle space for every 5 of the 17 required vehicle parking spaces, thus meeting the commercial uses requirement as stated above.

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

Parks: 4 spaces

Schools: 2 spaces per classroom

Institutional Uses and Places of Worship: 2 spaces per primary use or 1 per 10 vehicle spaces

Transit centers and park-and-ride lots: 8 spaces

Other uses: 2 spaces per primary use or 1 per 10 vehicle spaces

Q. Any lights provided to illuminate any public or private parking area or vehicle sales area shall be so arranged as to reflect the light away from any abutting or adjacent residential district. *Response: Please see the Illumination Plan (Sheet C-10). Parking lot lighting will be*

downward-facing and reflect light away from the abutting residential district, thus complying with this requirement.

R. Required parking spaces shall be completely improved to city standards and available for use at the time of the final building inspection. *Response: All parking spaces and driveways are asphalt paved and striped with adequate storm drainage. All proposed parking spaces will be completely improved to city standards and available for use at the time of the final building inspection, thus meeting this requirement.*

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

Response: Plans are provided with this submittal showing how all of the requirements will be implemented.

T. Where square feet are specified, the area measured shall be gross floor area under the roof measured from the faces of the structure, excluding only space devoted to covered off-street parking or loading. *Response: Parking calculations are based on the gross floor area of the building. There is no covered parking or loading.*

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

V. Fractional space requirements shall be counted as a whole space. *Response: The minimum parking required has been calculated as 17 spaces, rounded up from the calculation of $6,795/400 = 16.99$, based on the requirement of 1 space per 400 square feet of gross floor area. Thus, this requirement is met. 39 parking spaces are provided.*

W. Parking spaces in the public street or alley shall not be eligible as fulfilling any part of the parking requirement. *Response: N/A*

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

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

extend beyond the property line. Response: The existing 6-foot-tall chain-link fence along the eastern property line of the Development Area will be supplemented with privacy slats (in compliance with requirements of Chapter 17.100.090 – Buffering and Screening Requirements) where it abuts a residential use (zoned MH). This fence meets the requirement for a minimum 4-foot-tall sight-obscuring fence, and will serve to screen the residential use from the parking area, as well as minimize disturbances of adjacent residents. No visual clearance areas will be impacted and no portions of parked vehicles will extend beyond the property line when opened. Thus, this requirement is satisfied.

Z. *Exceptions and Reductions to Off-Street Parking.* The applicant may propose a parking standard that is different than the standard under Section [17.106.030](#), for review and action by the planning commission processed according to the procedures in Chapter [17.162](#). The applicant's proposal shall consist of a written request, and a parking analysis prepared by a qualified planning or transportation professional. *Response: N/A*

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

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

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

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

c. Site has dedicated parking spaces for motorcycle and/or scooter or electric carts:

Motorcycle parking may substitute for up to 5 spaces or 5 percent of required automobile parking, whichever is less. For every 4 motorcycle parking spaces provided, the automobile parking requirement is reduced by one space. Each motorcycle space

must be at least 4 feet wide and 8 feet deep. Existing parking may be converted to take advantage of this provision. (Ord. 857, 2016; Ord. 820 § 8, 2012; Ord. 634 § 1 Exh. A, 1995)

17.106.030 Minimum off-street parking requirements.

A. Residential Uses.

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

B. Civic Uses.

- | | |
|-------------------------|---|
| 1. Community recreation | As required by facilities provided |
| 2. Cultural exhibits | 1 space per 400 square feet of gross floor area |
| 3. Day care facility | 5 spaces plus 1 space per classroom |
| 4. Hospitals | 1.5 spaces per bed |
| 5. Library | 1 space for every 400 square feet |
| 6. Lodge or church | 1 space for every 6 fixed assembly seats or every
12 feet of bench length or 1 space for every 100 |

	square feet of gross floor area, whichever is greater
7. Public agency: service or administrative	1 space for every 400 square feet of gross floor area
8. Schools	
a. Preschool/	5 spaces plus 1 space per kindergarten classroom
b. Elementary, junior high school or equivalent private or parochial school	1.5 spaces for every employee, plus 1 space for each 100 square feet of floor area in the auditorium or other assembly area.
c. Senior high and private or parochial school	5.5 spaces for each classroom plus 1 space for each 28 square feet of floor area in the auditorium or 1 space for each 6 fixed seats in the auditorium or other assembly room, whichever is greater
d. College or business classroom	15 spaces per 1,000 square feet of
C. <i>Commercial Uses.</i>	
1. Administrative and professional services	1 space for each 400 square feet of gross floor area <i>Response: Building area = 6,795 sf / 400 sf = 17 parking spaces required. Total of 39 parking spaces provided for the project. 10 spaces for member parking and 29 spaces for employees</i>
2. Agricultural sales and services	1 space per 600 square feet of gross floor area, but not less than 4 spaces for each establishment

3. Amusement enterprises	1 space per 300 square feet of gross floor area, plus 1 space for every 2 employees or 1 space per 4 seats
4. Animal sales and services	
a. Auction	1 space per fifty square feet of gross floor area
b. Grooming	1 space per 400 square feet of gross floor area
c. Kennels	1.5 space per employee
d. Veterinary	1 space per 300 square feet of gross floor area
5. Automotive and equipment	
a. Cleaning	1 space per 500 square feet of gross floor area
b. Fleet storage	1 space per 1500 square feet
c. Repairs	1 space per 500 square feet of gross floor area but not less than 3 spaces for each establishment
d. Sales and rental	1 space per 1,000 square feet of gross lot area, but not less than 4 spaces for each establishment
6. Building maintenance service	1 space for each 500 square feet of gross floor area, but not less than 3 spaces for each establishment
7. Business equipment sales and service	1 space per 400 square feet of gross floor area
8. Construction sales and services	1 space per 1,000 square feet of gross floor area

9. Consumer repair services	1 space per 500 square feet of gross floor area
10. Convenience sales personal service	1 space per 400 square feet of gross floor area, but not less than 4 spaces per each establishment
11. Eating and drinking establishments	1 space per 120 square feet of gross floor area
12. Financial, insurance and real estate	1 space per 400 square feet of gross floor area
13. Funeral and interment services	1 space per each 4 seats or 8 feet of bench length in depth, or 1 space per 60 square feet of assembly area where there are no fixed seats
14. General retail sales	1 space for each 400 square feet of gross floor area, but not less than 4 spaces for each establishment
15. Laundry service	1 space per 500 square feet of gross floor area, but not less than 3 spaces for each establishment
16. Medical and dental	1 space per 250 square feet of gross floor area
17. Participant sports and recreation	
a. Indoor	1 space per 300 square feet of gross floor area
b. Outdoor	1 space per 100 square feet, plus 1 space for every 2 employees
18. Personal service	1 space per 500 square feet facilities of gross floor area
19. Research services	1 space per 500 square feet

20. Retail sales: bulky merchandise; i.e., furniture, appliances	1 space for each 750 square feet of gross floor area but not less than 4 spaces for each establishment
21. Scrap operations and recycling center	1 space per each employee, but not less than 4 spaces for each establishment
22. Spectator sports and entertainment	1 space per 6 seats or 12 feet of bench length
23. Transient lodging	1 space for each room plus 1 space for each 2 employees

D. Industrial Uses.

1. Manufacturing, production, processing and assembling	1 space per employee of the largest shift
2. Wholesaling, storage and distribution	1 space for each 1,000 square feet of gross floor area (plus 1 space per 750 square feet of patron serving area) but not less than 3 spaces for each establishment
3. Mini-storage	1 space for every 200 square feet of gross office floor area, plus 2 spaces for a caretaker residence.

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

Reservoir Requirement

Drive-in banks	3 spaces/service terminal <i>Response: Two drive thru terminals are provided. Each terminal has a minimum of three reservoir spaces.</i>
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Reservoir Requirement

Drive-in restaurants	10 spaces/service window
Drive-in theaters	10 percent of the theater capacity
Gasoline service stations	3 spaces/pump
Mechanical car washes	3 spaces/washing unit
Parking facilities:	
Free flow entry	1 space/entry driveway
Ticket dispense entry	2 spaces/entry driveway
Manual ticket	8 spaces/entry driveway dispensing
Attendant parking	10 percent of that portion of parking capacity served by the driveway

(Ord. 828, 2013; Ord. 634, 1995)

17.106.040 Modification to parking requirements.

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

Response: No compact spaces are proposed.

17.106.050 Parking dimension standards.

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

Response: All parking spaces are accessible to SE 2nd Street by 26' wide paved driveways.

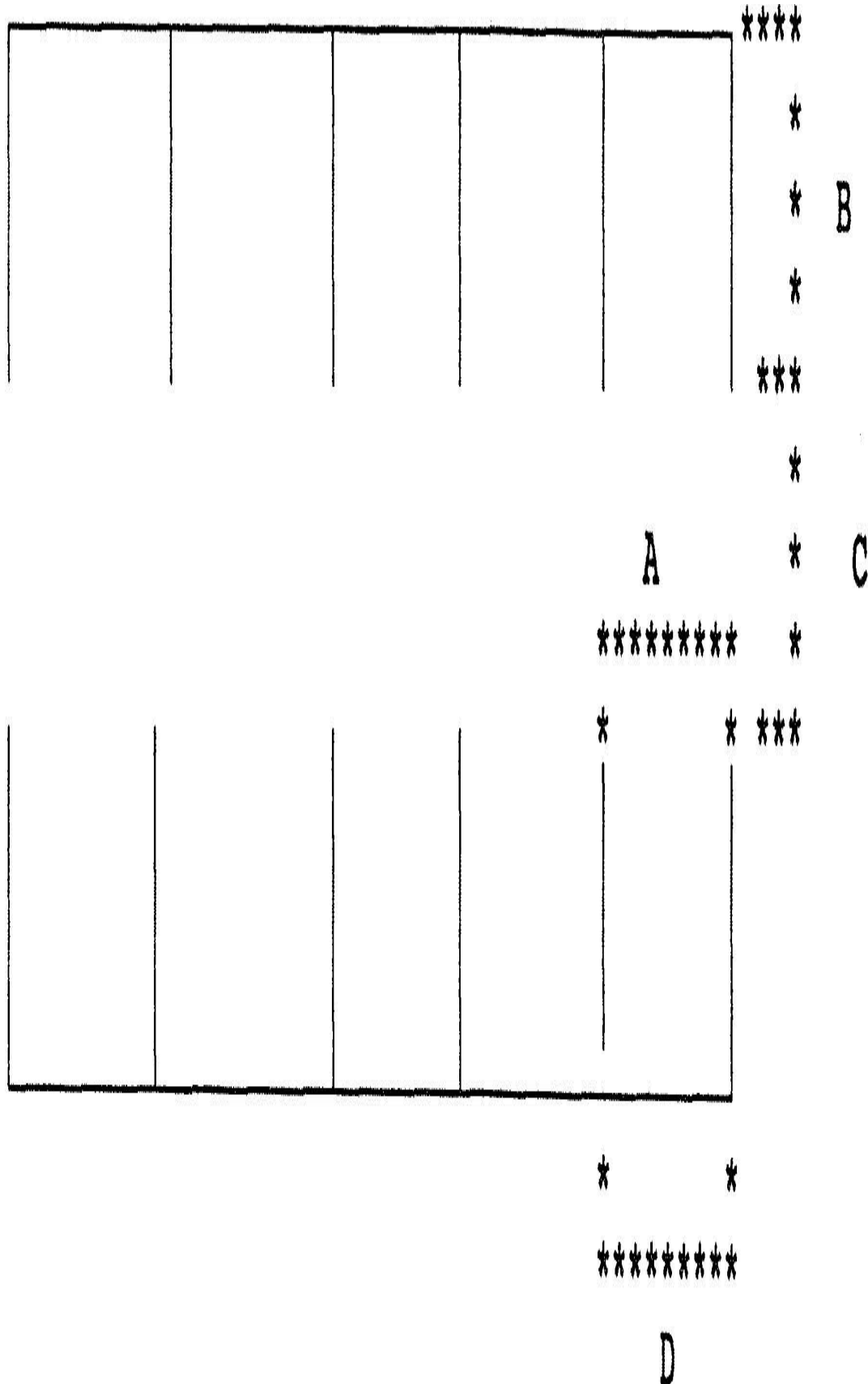
B. Minimum standards for a standard parking stall's length and width, aisle width, and maneuvering space shall be determined from the following table. Dimensions for designated compact spaces are noted in parentheses:

Overall				
Angle from curb	Stall Width "A"	Channel Depth "B"	Aisle Width* "C"	Curb Length per stall "D"
Parallel	9'0" (8'6")	9'0" (8'6")	12'0" (12'0")	23'0" (20'0")
30	9'0" (8'6")	16'10" (14'10")	12'0" (12'0")	18'0" (17'0")
45	9'0" (8'6")	19'1" (16'7")	14'0" (14'0")	12'9" (12'0")
60	9'0" (8'6")	20'1" (17'3")	18'0" (18'0")	10'5" (10'3")
90	9'0" (8'6")	18'0" (15'0")	24'0" (24'0")	9'0" (8'6")

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

1. Sample Illustration:

Response: All spaces are 90 degree parking. Drive aisles are 26' wide. (10) of the parking spaces are 9'-6" wide and 19' deep, (2) are 9'-6" wide by 18' deep and (27) are 9'-6" wide and 20' deep.



The Scappoose Municipal Code is current through Ordinance 916, passed May 15, 2023.

2. The width of each parking space includes a four inch wide stripe which separates each space. *Response: 4" wide striping is shown on the site plans separating each space.*

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

D. Each parking or loading space shall be accessible from a street and the access shall be of a width and location as described in the public works design standards. *Response: All parking is accessible from the street and a new curb cut meeting public works standards will be constructed. The 26' width complies with public works design standard 5.0070 – Driveways, which specifies a minimum width of 12 feet and a maximum width of 36 feet for commercial driveways (AKA access drives) accessed from a collector road.*

E. Except for single-family and two-family residences, any area intended to be used to meet the off-street parking requirements as contained in this chapter shall have all parking spaces clearly marked using a permanent paint. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety. *Response: All parking spaces are striped and painted directional arrows are provided. The owner may provide additional signage if deemed necessary.*

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

G. Access Drives.

1. Access drives from the street to off-street parking or loading areas shall be designed and constructed to facilitate the flow of traffic and provide maximum safety for pedestrian and vehicular traffic on the site.

Response: A new curb cut and driveway apron will be constructed per city standards, 26' wide at the safest location possible

2. The number and size of access drives shall be in accordance with the requirements of public works design standards. *Response: Only one access drive will be constructed for this project and the intent is that it will be shared with the property to the north so that another access drive will not need to be constructed in the future*

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

Response: N/A

4. Access drives shall maintain visual clearance areas as provided in Chapter [12.10](#).

Response: The project provides visual clearance areas 20'x20' triangle required where a shared driveway is accessed from SE 2nd street.

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

Response: A wheel stop is to be provided at every parking space and the space is to be asphalt pave for its entire depth.

I. Except for single-family and two-family residences, off-street parking and loading facilities shall be drained to avoid flow of water across public sidewalks in accordance with specifications approved by the public works director to ensure that ponding does not occur. *Response: The parking area is graded and provided with storm drainage to keep water from accumulating in the parking area or on walkways.*

J. Artificial lighting on all off-street parking facilities shall be designed to deflect all light away from surrounding residences and so as not to create a hazard to the public use road or street and shall not exceed intensities for adjacent streets as included in public works design standards. *Response: A photometric plan is provided with this submittal showing the lighting levels in the parking area and that no light intrudes on adjacent properties. The intent is to*

provide adequate lighting for the safety of customers and employees without creating any public hazard. Please see Illumination Plan (Sheet C-10). The off-street parking illumination will be designed to deflect light away from adjacent residential uses and will not exceed the intensities allowed on adjacent streets, per public works design standards, thus meeting this requirement.

K. All parking lots shall be kept clean and in good repair at all times. Breaks in paved surfaces shall be repaired promptly and broken or splintered wheel stops shall be replaced so that their function will not be impaired. *Response: The owner takes care of their properties and will maintain the parking area in good condition.*

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

Response: Pedestrian crossings in the parking lot are concrete between the asphalt paving with curb ramps and detectable warning strips where the crossing meets a sidewalk.

17.106.070 Loading/unloading driveways required onsite.

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

17.106.080 Off-street loading.

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

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

Response: The project (6,795 sf building area) does not have an off-street loading area and is less than 10,000 sf building area.

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

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

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

The Scappoose Municipal Code is current through Ordinance 916, passed May 15, 2023.

Disclaimer: The city recorder's office has the official version of the Scappoose Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.scappoose.gov](http://www.scappoose.gov)

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Chapter 17.120

SITE DEVELOPMENT REVIEW

Sections:

17.120.010	Purpose.	
17.120.020	Applicability of provisions.	
17.120.030	Administration and approval process.	
17.120.040	Expiration of approval.	<i>Responses to code requirements are in red italic.</i>
17.120.050	Phased development.	
17.120.060	Bonding and assurances.	
17.120.070	Major modification to approved plans or existing development.	
17.120.080	Minor modification(s) to approved plans or existing development.	
17.120.090	Application submission requirements.	
17.120.120	Site development plans.	
17.120.180	Approval standards.	<i>Responses to code requirements are in red italic.</i>

17.120.010 Purpose.

- A. The purpose and intent of site development review is to promote the general welfare by directing attention to site planning, and giving regard to the natural environment and the elements of creative design to assist in conserving and enhancing the appearance of the city.
- B. It is in the public interest and necessary for the promotion of the health, safety and welfare, convenience, comfort and prosperity of the citizens of the city:
1. To implement the city's comprehensive plan and other approval standards in this title;
 2. To preserve and enhance the natural beauties of the land and of the manmade environment, and enjoyment thereof;
 3. To maintain and improve the qualities of and relationships between individual buildings, structures and the physical developments which best contribute to the amenities and attractiveness of an area or neighborhood;

4. To protect and ensure the adequacy and usefulness of public and private developments as they relate to each other and to the neighborhood or area; and
 5. To ensure that each individual development provides for a quality environment for the citizens utilizing that development as well as the community as a whole.
- C. In order to prevent the erosion of natural beauty, the lessening of environmental amenities, the dissipation of both usefulness and function, and to encourage additional landscaping, it is necessary:
1. To stimulate harmonious design for individual buildings, groups of buildings and structures, and other physical developments;
 2. To encourage the innovative use of materials, methods, and techniques and flexibility in building placement; and
 3. To integrate the functions, appearances and locations of buildings and improvements so as to best achieve a balance between private preferences, and the public interest and welfare. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.020 Applicability of provisions.

Site development review shall be applicable to all new developments and major modification of existing developments, as provided in Section [17.120.070](#) except it shall not apply to:

- A. Single-family detached dwellings;
- B. Manufactured homes on individual lots;
- C. A duplex, which is not being reviewed as part of any other development;
- D. A triplex, which is not being reviewed as part of any other development;
- E. Minor modifications as provided in Section [17.120.080](#);
- F. Any proposed development which has a valid conditional use approved through the conditional use permit application process;
- G. Family day care;

H. Home occupation (Type I).

I. Accessory dwelling units. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.030 Administration and approval process.

A. The applicant for a site development review proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.

B. Applications for site development review shall be processed according to Chapter [17.164](#).

C. The planning commission shall approve, approve with conditions or deny any application for site development review. The planning commission shall apply the standards set forth in Section [17.120.180](#) when reviewing an application for site development review. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.040 Expiration of approval.

Response: The construction process will take less than one year to complete once construction permits are approved. If the permitting process takes longer than anticipated making the completion of the project more than one year from planning approval, then an extension will be needed. There will be no departure from planning commission approval.

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

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

1. Substantial construction of the approved plan has not been completed within a one-year period; or
2. Construction on the site is a departure from the approved plan.

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

1. No changes are made on the original site development review plan as approved by the planning commission;
2. The applicant can show intent of initiating construction on the site within the one year extension period; and
3. There have been no changes to the applicable comprehensive plan policies and ordinance provisions on which the approval was based.

D. Notice of the decision shall be provided to the applicant. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.050 Phased development.

A. The planning commission may approve a time schedule for developing a site in phases over a period of time of one year, but in no case shall the total time period for all phases be greater than three years without reapplying for site development review.

B. The following criteria shall be satisfied in order to approve a phased site development review 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 the city or other property owners to construct public facilities that were required by an approved development proposal. (Ord. 868, 2018; Ord. 828, 2013; Ord. 828, 2013; Ord. 634 § 1 Exh. A, 1995)

17.120.060 Bonding and assurances.

- A. On all projects where public improvements are required, the city may:
1. Require a bond in an amount equal to one hundred ten percent or other adequate assurances as a condition of approval of the site development plan in order to ensure the completed project is in conformance with the approved plan;
 2. Approve and release such bonds upon the completion of the project. A portion of a bond may be released as components of the project are completed;
 3. Require a development agreement containing the conditions of approval to be signed by the developer and recorded with Columbia County.
- B. The bond shall be released when the city finds the completed project conforms to the approved site development plan and all conditions of approval are satisfied.
- C. Landscaping shall be installed prior to issuance of occupancy permits, unless security equal to the cost of the landscaping as determined by the planner is filed with the city, assuring such installation within six months after occupancy.
1. Security may consist of a faithful performance bond payable to the city, cash, certified check or such other assurance of completion approved by the city; and
 2. If the installation of the landscaping is not completed within the six-month period, the security may be used by the city to complete the installation.
- D. The applicant shall ensure that all occupants of the completed project, whether permanent or temporary, shall apply for and receive a city business license prior to initiating business. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.070 Major modification to approved plans or existing development.

- A. An applicant may request approval of a modification to an approved plan or existing development by:

-
1. Providing the planner with a reproducible copy of the proposed modified site development plan; and
 2. A narrative which indicates the rationale for the proposed modification addressing the changes listed in subsection [B](#) of this section.
- B. The planner shall determine that a major modification(s) will result if one or more of the following changes are proposed:
1. An increase of ten percent or more in dwelling unit density, or lot coverage for residential development;
 2. A change in the ratio or number of different types of dwelling units;
 3. A change that requires additional on-site parking in accordance with Chapter [17.106](#);
 4. A change in the use as defined by the Uniform Building Code;
 5. An increase in the height of the building(s) by more than twenty percent;
 6. A change in the type and location of access ways and parking areas where off-site traffic would be affected;
 7. An increase in vehicular traffic to and from the site and the increase can be expected to exceed fifty vehicles per day;
 8. An increase in the floor area proposed for a nonresidential use by more than ten percent;
 9. A reduction in the area reserved for common open space and/or usable open space which reduces the open space area;
 10. A reduction of project amenities where specified in the site plan:
 - a. Recreational facilities,
 - b. Screening, and/or
 - c. Landscaping provisions;
 11. A change in land use; and
-

12. A modification to the conditions imposed at the time of site development review approval which are not the subject of subdivisions [\(B\)](#) (1) through (11) of this subsection.

C. Upon determining that the proposed modification to the site development plan is a major modification, the applicant shall submit a new site development review application and receive planning commission approval prior to any issuance of building permits. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.080 Minor modification(s) to approved plans or existing development.

Response: No modifications are anticipated at this time, but the process is understood and will be followed.

A. Any modification which is not within the description of a major modification as provided in Section [17.120.070](#), may be considered a minor modification.

B. An applicant may request approval of a minor modification:

1. Providing the planner with a reproducible copy of the proposed modified site development plan; and
2. A narrative which indicates the rationale for the proposed modification addressing the changes listed in Section [17.120.070\(B\)](#).

C. A minor modification shall be approved, approved with conditions or denied following the planner's review based on the finding that:

1. No title provisions will be violated; and
2. The modification is not a major modification. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.090 Application submission requirements.

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

1. Copies of the development permit proposal and necessary data or narrative which explains how the proposal conforms to the standards; and
2. Site development plans drawn to a standard engineering scale. (Ord. 868, 2018; Ord. 828, 2013; Ord. 634 § 1 Exh. A, 1995)

17.120.120 Site development plans.

A. Site development plan(s), data and narrative shall include the following information, as appropriate:

1. A vicinity map showing the proposed site and surrounding properties;
2. The site size and its dimensions;
3. The location, dimensions and names of all:
 - a. Existing and platted streets and other public ways and easements on the site and on adjoining properties, and
 - b. Proposed streets or other public ways and easements on the site;
4. The location and dimension of:
 - a. Entrances and exits on the site,
 - b. Parking and traffic circulation areas,
 - c. Loading and services areas, where applicable,
 - d. Pedestrian and bicycle facilities,
 - e. Utilities;
5. The location, dimensions and setback distances of all:

-
- a. Existing structures, improvements and utilities which are located on adjacent property within twenty-five feet of the site and are permanent in nature, and
 - b. Proposed structures, improvements, and utilities on the site;
 6. Contour lines at two-foot intervals for grades zero to ten percent and five-foot intervals for grades over ten percent;
 7. A grading plan that includes:
 - a. The identification and location of the benchmark and corresponding datum,
 - b. Location and extent to which grading will take place indicating contour lines, slope ratios, and slope stabilization proposals, and
 - c. When requested by the planner, a statement from a registered engineer supported by factual data substantiating:
 - i. The validity of the slope stabilization proposals,
 - ii. That other off-site impacts will not be created,
 - iii. Stream flow calculations,
 - iv. Cut and fill calculations, and
 - v. Channelization measures proposed;
 8. The location of drainage patterns and drainage courses;
 9. The location of any natural hazard areas including:
 - a. Floodplain areas (one hundred-year floodplain and floodway),
 - b. Slopes in excess of fifteen percent,
 - c. Unstable ground (areas subject to slumping, earth slides or movement),
 - d. Areas having a high seasonal water table within twenty-four inches of the surface for three or more weeks of the year,

- e. Areas having a severe soil erosion potential as defined by the soil conservation service, and
 - f. Areas having severe weak foundation soils;
10. If applicable, the location of resource areas or site features including:
- a. Wildlife habitat, and
 - b. Wetlands,
 - c. Rock outcroppings, and
 - d. Trees with six inches caliper or greater measured four feet from ground level;
11. The method for mitigating any adverse impacts upon wetland, riparian or wildfire habitat areas;
12. The location of areas to be landscaped including
- a. Location and height of fences, buffers and screening,
 - b. Location of terraces, decks, shelters, play areas, and common open spaces where applicable, and
 - c. Location, type and size of existing and proposed plant materials,
 - d. Soil conditions, and
 - e. Erosion control measures that will be used. (Ord. 868, 2018; Ord. 634 § 1 Exh. A, 1995)

17.120.180 Approval standards.

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

- A. Provisions of all applicable chapters; *Response: The intent is to meet all applicable requirements without exception or variance.*

B. Buildings shall be located to preserve topography, and natural drainage; located in areas not subject to ground slumping or sliding; located to provide adequate distance between adjoining buildings for adequate light, air circulation, and fire fighting; and oriented with consideration for sun and wind; and *Response: The project is designed to work with the natural topography and site drainage as best as possible and with as few modifications as possible. Lots of space is provided around the entire building for light, air, and fire fighting and there will be no adverse effect on adjacent properties.*

C. Existing trees having a six-inch caliper or greater shall be preserved or replaced by new plantings of equal character; *Response: Drawing C-1 shows seven existing trees on or near the southern property line. Three will be removed and four will remain. Of the three to be removed, the white oak snag is dead and currently the two golden chain trees are hard to access but they appear to be smaller size trees potentially less than 6" caliper. The landscape plan shows ten new trees being planted.*

D. Privacy and noise: *Response: This project will not generate a lot of noise and the lighting levels will be such as is needed for safety only. The screening along the east property line will protect the privacy of the residential neighbors. The building, ITM, and trash enclosure are set back from the east property line far enough to have minimal impact. There is no concern with the adjacent properties to the north and south.*

1. The buildings shall be oriented in a manner which protects private spaces on adjoining properties from view and noise,
2. Residential buildings shall be located on the portion of the site having the lowest noise levels, and
3. On-site uses which create noise, lights, or glare shall be buffered from adjoining residential uses;

E. Private outdoor area: residential use: *Response: N/A*

1. Structures which include residential dwelling units shall provide private outdoor areas which is screened from view by adjoining units,

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

F. Shared outdoor recreation areas: residential use: *Response: N/A*

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

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

H. Demarcation of public, semipublic, and private spaces; crime prevention: *Response: N/A.*

This section seems geared primarily to residential development. WCU is a commercial business and the public is permitted on-site access during business hours. WCU has on-site security cameras to monitor activity. The public sidewalk is the primary demarcation between the public street and the WCU property. Landscaping at the front of the building helps to differentiate what is WCU property.

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

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

I. Crime prevention and safety: *Response: Windows are located on all sides of the building so that all parts of the site can be seen. Exterior ATM machines and drop boxes are located where they can be seen from the inside as well as monitored by security cameras. There are no mailboxes on this project. Exterior lighting is designed to cover all vulnerable portions of the site at levels to provide safety but not excessive including walkways and parking areas. Again, security is supplemented by security cameras. Photometrics of the site lighting are provided.*

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

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

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

4. The exterior lighting levels shall be selected and the angles shall be oriented towards areas vulnerable to crime, and

5. Light fixtures shall be provided in areas having heavy pedestrian or vehicular traffic and in potentially dangerous areas such as parking lots, stairs, ramps and abrupt grade changes. Fixtures shall be placed at a height so that light patterns overlap at a height of seven feet which is sufficient to illuminate a person;

J. Access and circulation: *Response: One vehicle and one pedestrian access point are provided for the WCU developed site. The vehicle access point will be shared with the lot to the north when it is developed and constructed to design standards. Driveways are 26' wide with a turnaround for emergency vehicles. There is a public sidewalk along 2nd Street and a private sidewalk that connects the building entries to the public sidewalk. Bicycle parking spaces are provided in the required number at a convenient location.*

1. The number of allowed access points for a development shall be as provided in the public works design standards.

2. All circulation patterns within a development shall be designed to accommodate emergency vehicles.

3. Provisions shall be made for pedestrian ways and bicycle ways consistent with [17.120.180\(Q\)](#);

K. Public transit: *Response: Public transit is provided along highway 30. This project has sidewalk connections to highway 30 and any nearby transit stops. No other accommodations for public transit are proposed.*

1. Provisions within the plan shall be included for providing for transit if the development proposal is adjacent to existing or proposed transit route.

2. The requirements for transit facilities shall be based on:

- a. The location of other transit facilities in the area,
- b. The size and type of the proposal.

3. The following facilities may be required:

- a. Bus stop shelters,
 - b. Turnouts for buses, and
 - c. Connecting paths to the shelters;
- L. All parking and loading areas shall be designed in accordance with the requirements set forth in Sections [17.106.050](#) and [17.106.080](#), Chapter [12.10](#), and the public works design standards; *Response: The parking spaces and drive aisles are larger than required at the request of WCU to accommodate larger vehicles such as large pick-up trucks and SUVs. This is based on experience from their other facilities. Vision clearance is provided at the vehicle entry. No loading space is necessary or required.*
- M. All landscaping shall be designed in accordance with the requirements set forth in Chapter [17.100](#); *Response: All plants and plant locations are design to meet the requirements of the code. A landscape plan is provided. WCU will maintain the landscaping in good order and it will have an irrigation system. Street trees and trees in parking islands are provided.*
- N. All drainage plans shall be submitted to the public works director for review and approval; *Response: The civil drawings provided show the drainage strategy of the layout. All storm water will be adequately collected and directed to approved storm water disposal.*
- O. All facilities for the handicapped shall be designed in accordance with the requirements set forth in the ADA requirements; and *Response: The interior of the new building will be fully accessible. The sidewalk leading from the public sidewalk to the building entries will be fully accessible. Accessible parking spaces are provided for both WCU members and WCU employees.*
- P. All of the provisions and regulations of the underlying zone shall apply. *Response: It is the intent of this application to meet applicable requirements of the zone without exception. The drawings and narratives provided show how that will be accomplished.*
- Q. *Pedestrian Access and Circulation Standards.* Developments shall conform to all of the following standards for pedestrian access and circulation: *Response: A continuous sidewalk connects all useable portions of the site to each other and to the public sidewalk. It is concrete paved, reasonably direct, accessible and connects the public way to the*

building entrances. Walkways are provided to service areas such as the trash enclosure, parking areas, emergency generator area, and mechanical/electrical service areas. A 6" raised curb is provided at all locations where a sidewalk is adjacent to a parking space or driveway. Wheel stops are provided at each parking space. Concrete crosswalks inlaid into the asphalt driveway paving are provided at all pedestrian crossings. All sidewalks are concrete 5'-6" wide. No multi-use pathways are proposed.

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

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

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

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

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

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

4. *Crosswalks.* Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians. Painted or thermo-plastic striping and similar types of non-permanent applications are discouraged, but may be approved for lesser used crosswalks not exceeding 20 feet in length.
5. *Walkway Width and Surface.* Walkways, including access ways required for subdivisions pursuant with Chapter [17.150](#), shall be constructed of concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the city engineer, and not less than 5 feet wide. Multi-use paths (i.e., designed for shared use by bicyclists and pedestrians) shall be concrete or asphalt and shall conform to the public works design standards.
6. *Walkway Construction.* Walkway surfaces may be concrete, asphalt, brick/masonry pavers, or other city-approved durable surface meeting Americans with Disabilities Act requirements. Walkways shall be not less than 5 feet in width, except that concrete walkways a minimum of 6 feet in width are required in commercial developments and where access ways are required for subdivisions under Chapter [17.150](#) the planning commission may also require 6 foot wide, or wider, concrete sidewalks in other developments where pedestrian traffic warrants walkways wider than 5 feet.
7. *Multi-Use Pathways.* Multi-use pathways, where approved, shall be 12 feet wide and constructed of asphalt or concrete, consistent with the applicable public works design standards. (Ord. 868, 2018; Ord. 857, 2016; Ord. 820 § 9, 2012; Ord. 634 § 1 Exh. A, 1995)

The Scappoose Municipal Code is current through Ordinance 916, passed May 15, 2023.

Disclaimer: The city recorder's office has the official version of the Scappoose Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.scappoose.gov](http://www.scappoose.gov)

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Chapter 17.152

LAND DIVISION--MAJOR AND MINOR LAND PARTITIONS AND PROPERTY LINE ADJUSTMENT

Sections:

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~~17.152.020 Partition review required.~~

17.152.030 General provisions. *Responses to code requirements are in red italic.*

~~17.152.040 Administration and approval process.~~

~~17.152.050 Expiration of approval Standards for extension of time.~~

~~17.152.060 Phased development.~~

17.152.070 Partition approval criteria. *Responses to code requirements are in red italic.*

17.152.080 Special provisions for lots created through partition process.

Responses to code requirements are in red italic.

~~17.152.090 Property line adjustments.~~

17.152.100 Preliminary application submission requirements.

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~~17.152.140 City acceptance of dedicated land.~~

~~17.152.150 Centerline monumentation Monument box requirements.~~

~~17.152.260 Recording of partitions and property line adjustments.~~

17.152.010 Purpose.

The purpose of this chapter is to provide rules, regulations and standards governing approval of major and minor land partitions and property line adjustments. (Ord. 634 § 1 Exh. A, 1995)

17.152.020 Partition review required.

A. A major land partition review is required when a division of land creates a street or road (public or private), within one calendar year.

B. A minor land partition review is required when three lots or fewer are created without the creation of a street or road, within one calendar year.

C. A property line adjustment is any adjustment to a property line by the relocation of a common boundary where an additional parcel of land is not created. (Ord. 636 § 1, 1996; Ord. 634 § 1 Exh. A, 1995)

17.152.030 General provisions.

A. An application for a major or minor partition shall be processed through a two-step process: (1) the tentative plan, and (2) the final plat:

1. The tentative plan for a major partition shall be approved by the planning commission before the final plat can be submitted for approval consideration; the tentative plan for a minor partition shall be approved by the planner 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: This project requires a minor partition and will follow this two step process.

B. All partition and property line adjustment proposals shall be in conformity with all state regulations set forth in ORS Chapter [92](#), Subdivisions and Partitions. *Response: All applicable state regulations will be met.*

C. When partitioning tracts into large lots, the approval authority shall require that the lots be of such size and shape as to facilitate future redivision in accordance with the requirements of the zoning district and this title. *Response: With the existing 30-foot access easement on the north end of Parcel 1, that lot is unlikely to be further partitioned while meeting the minimum lot width in the EC zone (100 feet).*

D. Where landfill and/or development is allowed within the floodway fringe, 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: N/A*

E. All partition proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage. *Response: N/A*

F. All partition proposals shall have adequate drainage provided to reduce exposure to flood damage. *Response: The developed lot will have a fully engineered and constructed storm drainage system to handle all on-site storm water. The undeveloped lot will remain in its current state which is not a flood hazard.*

G. All land partition 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. A circulation plan is conceptual in that its adoption does not establish a precise alignment. An applicant for a partition is required to submit a circulation plan unless the applicant demonstrates to the planner one of the following: *Response: N/A*

1. An existing street or proposed new street need not continue beyond the land to be divided in order to complete or extend an appropriate street system or to provide access to adjacent parcels within five hundred feet of the proposed development; or
2. The proposed street layout is consistent with a street pattern adopted as part of the city's transportation system plan, or a previously adopted circulation plan. (Ord. 828, 2013; Ord. 711 § 1 Exh. A, 2001; Ord. 634 § 1 Exh. A, 1995)

17.152.040 Administration and approval process.

A. The applicant of a partition or property line adjustment proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.

B. Any application for a major or minor land partition or property line adjustment shall be in conformity with all state regulations set forth in ORS Chapter [92](#), Subdivision and Partitions.

C. No lot or parcel to be created through the partitioning process shall be sold until approval and filing of the final partition plat.

D. Upon receipt of a completed application, the planner shall furnish copies of the proposed tentative plan to affected city departments and affected government agencies or utilities in accordance with Chapter [17.164](#).

E. Upon receipt of a completed application for a major partition, the planner shall:

1. Schedule a limited land use decision pursuant to Chapter [17.164](#), to be held by the planning commission within sixty days from the time the complete application is filed and shall provide a notice of the hearing;
2. Incorporate all staff recommendations into a staff report to the planning commission;
3. The planning commission shall approve, approve with conditions, or deny any application for tentative plan. The planning commission shall apply the standards set forth in Section [17.152.070](#) when reviewing an application for a partition.

F. Upon receipt of a completed application for a minor partition or property line adjustment, the planner shall process according to Chapter [17.164](#) and the planner shall be the approval authority.

G. An applicant may request approval of a modification to an approved preliminary partition plan prior to final partition plat approval by:

1. Submitting an application for modification of approval and providing the planner with a reproducible copy of a revised preliminary plan or illustration of the proposed modification accompanied by a written narrative detailing the rationale for the proposed modification;
2. The planner shall determine whether the proposed change is a major or minor modification. Generally, any modification that alters the preliminary plan by making significant language changes within conditions of approval, shall be considered a major modification, and is subject to the administration and approval process detailed within this section, the approval authority shall be the planning commission. A minor modification shall be approved, approved with conditions or denied following the planner's review based on findings that:
 - a. No title provisions will be violated;
 - b. The modification is not a major modification. (Ord. 828, 2013; Ord. 711 § 1 Exh. A, 2001; Ord. 636 § 1, 1996; Ord. 634 § 1 Exh. A, 1995)

17.152.050 Expiration of approval--Standards for extension of time.

- A. Approvals for major partitions, minor partitions and property line adjustments shall be effective for a period of one year from the date of approval.
- B. The approval shall lapse if:
1. The partition or property line adjustment has been improperly recorded with Columbia County without the satisfactory completion of all conditions attached to the approval;
 2. The final recording is a departure from the approved plan.
- C. The planner may, upon written request by the applicant, grant an extension of the approval period not to exceed one year provided that:
1. No changes are made on the original plan as approved by the planner;
 2. The applicant can show intent of recording the approved property line adjustment within the one year extension period; and
 3. There have been no changes in the applicable comprehensive plan policies and ordinance provisions on which the approval was based.
- D. Notice of the decision regarding the extension shall be provided to the applicant. The planner's decision may be appealed. (Ord. 636 § 1, 1996; Ord. 634 § 1 Exh. A, 1995)

17.152.060 Phased development.

- A. The planning commission may approve a time schedule for developing a partition in phases, but in no case shall the actual construction time period for any phase be greater than two years without submitting the 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 partition proposal are:
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. 634 § 1 Exh. A, 1995)

17.152.070 Partition approval criteria. RESPONSE PROVIDED AT THE END OF SECTION 17.152

A request to partition land shall meet all of the following criteria:

A. The proposed partition complies with all statutory and ordinance requirements and regulations;

B. Adequate public facilities are available to serve the proposal;

C. All proposed lots conform to the size and dimensional requirements of this title; and

D. All proposed improvements meet city and applicable agency standards.

E. Streets or 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 submitted neighborhood circulation plans, unless the city determines it is in the public interest to modify the street or road pattern. (Ord. 711 § 1 Exh. A, 2001; Ord. 634 § 1 Exh. A, 1995)

17.152.080 Special provisions for lots created through partition process. RESPONSE PROVIDED AT THE END OF SECTION 17.152.

- A. The minimum width of the building envelope area shall meet the lot requirement of the applicable zoning district.
- B. The lot area shall be as required by the applicable zoning district. In the case of a flag lot, the accessway may not be included in the lot area calculation.
- C. Each lot created through the partition process shall front a public right-of-way as specified by the zoning designation. All flag lots shall be considered to be major variances and shall be subject to planning commission review and approval.
- D. Setbacks shall be as required by the applicable zoning district
- E. When the partitioned lot is a flag lot, the developer may determine the location of the front yard, provided that no side yard is less than ten feet. Structures shall generally be located so as to maximize separation from existing structures.
- F. Screening to the standards included in Section [17.100.090](#), may be required along the property line of a lot of record where the paved drive of an accessway is located within ten feet of an abutting lot. Screening to the standards included in Section [17.100.090](#) may also be required to maintain privacy for abutting lots and to provide usable outdoor recreation areas for proposed development.
- G. The Scappoose fire district may require the installation of a fire hydrant where the length of an accessway would have a detrimental effect on firefighting capabilities and may require provision of an emergency vehicle turnaround.
- H. No greater than three single-family detached dwelling units may be served by a common drive. Use of a common drive for access to more than three dwelling units other than single-family detached may be required and shall be subject to the approval of the planner, public works director and the planning commission. Where a common drive is to be provided, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved partition map.

I. Any access way shall be paved and shall comply with the standards set forth in public works design standards.

J. Where landfill and/or development is allowed within the floodway fringe, the city may require the dedication of sufficient open land area for greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway with the floodplain. (Ord. 634 § 1 Exh. A, 1995

17.152.090 Property line adjustments.

A. An Application for a property line adjustment shall meet the following criteria:

1. An additional parcel is not created by the property line adjustment, and the existing parcel as reduced in size by the adjustments is not reduced below the minimum lot size established by the zoning district. Where an existing lot of record does not satisfy the minimum area requirement for the zone, a property line adjustment may be permitted provided the adjustment does not increase the degree of nonconformity;
2. By reducing the lot size, the lot or structures(s) on the lot will not be in violation of the site development or zoning district regulations for that district; and
3. The resulting parcels are in conformity with the dimensional standards of the zoning district. Where an existing lot of record does not satisfy the dimensional requirements for the zone, a property line adjustment may be permitted provided the adjustment does not increase the degree of nonconformity.

B. A property line adjustment is not considered a development action for purposes of determining whether floodplain, greenway or right-of-way dedication may be required. (Ord. 828, 2013; Ord. 795 §§ 2-3, 2008; Ord. 634 § 1 Exh. A, 1995)

17.152.100 Preliminary application submission requirements.

Response: The project will meet all submission requirements.

A. All applications shall be made on forms provided by the planner and shall be accompanied by copies of the preliminary partition map or property line adjustment map and necessary data or narrative.

B. The preliminary partition map and necessary data or narrative shall include the following:

1.
 - a. Name of the owner(s) of the subject parcel,
 - b. Name of the owner(s) authorized agent (if applicable), and
 - c. Name, address and phone number of the land surveyor,
2. The map scale, north arrow and date;
3. Sufficient description to define the location and boundaries of the proposed area to be partitioned or adjusted;
4. The scale shall be an engineering scale sufficient to show the details of the plan and related data;
5. The location, width and names of streets or other public ways and easements within and adjacent to the proposed partition;
6. Other important features, to include:
 - a. The location of all permanent buildings on and within twenty-five feet of all property lines,
 - b. The location and width of all water courses,
 - c. Any trees with a diameter of six inches or greater at four feet above ground level,
 - d. All slopes greater than fifteen percent, and

-
- e. The location of existing utilities and utility easements;
7. In the case of a major land partition, the applicant shall include the proposed right-of-way location and width, and a scaled cross section of the proposed street (to include any reserve strip);
8. Any deed restrictions that apply to the existing lot;
9. A plan outlining how utilities, public services, and utility easements will serve newly created parcels; and
10. Where it is evident that the subject parcel can be further partitioned, the applicant must show that the land partition will not preclude the efficient division of land in the future.
11. Unless specifically exempted by the planner, a neighborhood circulation plan that conceptualizes 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.
- C. The tentative plan or property line adjustment map shall be as accurate as possible to ensure proper review by affected agencies.
- D. Upon acceptance of a complete application, the planner shall transmit copies of the preliminary land partition application or property line adjustment map to affected city staff and other government agencies and utilities in accordance with Chapter [17.164](#).
- E. The planner shall review the proposal for compliance with the provisions of this title and coordinate the review conducted by affected agencies and applicable districts for compliance with applicable regulations.
- F. Except as provided in ORS [92.040](#), the review of the tentative plan or property line adjustment does not guarantee the applicant that the final application for a land partition or property line adjustment will be approved nor that additional information or revisions will not be required by the city. (Ord. 828, 2013; Ord. 711 § 1 Exh. A, 2001; Ord. 636 § 1, 1996; Ord. 634 § 1 Exh. A, 1995)
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17.152.110 Final application submission requirements.

Response: The project will meet all submission requirements.

A. All final applications for major and minor land partitions and property line adjustments shall be provided the planner and shall be accompanied by a reproducible copy of the partition plat or the final property line adjustment survey map prepared by a land surveyor licensed to practice in Oregon, and necessary data or narrative.

B. The partition plat or property line adjustment survey map and data or narrative shall be drawn to the minimum standards set forth by the Oregon Revised Statutes (ORS [92.050](#)) and by Columbia County and shall include the following:

1. The final partition map shall be drawn on an eighteen inch by twenty-four inch mylar sheet. The final property line adjustment map must be eighteen inches by twenty-four inches and may be on vellum or mylar;
2. The scale of the map shall be an engineering scale approved by the county surveyor;
3.
 - a. Name of the owner(s) of the subject parcel,
 - b. Name of the owner(s) authorized agent (if applicable), and
 - c. Name, address and phone number of the land surveyor;
4. The assessor's map and lot number and a copy of the deed, sales contract or document containing a legal description of the land to be partitioned;
5. The map scale, north arrow and date;
6. Dimensions and legal descriptions of the parent parcel and all proposed parcels;
7. Boundary lines and names of adjacent partitions and subdivisions, and tract lines abutting the site;
8. The locations, width and names of streets or other public ways and easements within and adjacent to the proposed partition;

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9. In the case of a major land partition, the applicant shall include the proposed right-of-way location and width, and a scaled cross section of the proposed street (to include any reserve strip);
 10. Any deed restrictions that apply to existing or proposed lots; and
 11. Signature blocks for city approval and acceptance of public easements and rights-of-way. (Ord. 636 § 1, 1996; Ord. 634 § 1 Exh. A, 1995)

17.152.140 City acceptance of dedicated land.

- A. The city manager shall accept by signature on the final plat the proposed right-of-way dedication prior to recording a land partition.
- B. The city manager shall accept by signature on the final plat all public easements shown for dedication on partition plats maps. (Ord. 636 § 1, 1996; Ord. 634 § 1 Exh. A, 1995)

17.152.150 Centerline monumentation--Monument box requirements.

The centerlines of all street and roadway rights-of-way shall be monumented as prescribed in ORS [92.060\(2\)](#) before city acceptance of street improvements. Centerline monuments are required to have monument boxes approved by the public works director and the tops of all monument boxes shall be set to finished pavement grade. (Ord. 634 § 1 Exh. A, 1995)

17.152.260 Recording of partitions and property line adjustments.

- A. Within ten days of the planner's approval of the partition or property line adjustment and the city manager's acceptance of any dedicated land to the city, the applicant shall record the partition plat or property line adjustment survey map with Columbia County and submit the recordation numbers to the city, to be incorporated into the record.

B. The applicant shall submit a recorded plain paper copy of the final partition plat or property line adjustment survey map to the city within fifteen days of recording. (Ord. 636 § 1, 1996; Ord. 634 § 1 Exh. A, 1995)

The Scappoose Municipal Code is current through Ordinance 916, passed May 15, 2023.

Disclaimer: The city recorder's office has the official version of the Scappoose Municipal Code. Users should contact the city recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.scappoose.gov](http://www.scappoose.gov)

[Hosted by Code Publishing Company, A General Code Company.](#)

17.152.070 Partition Approval Criteria. A Request to partition land shall meet all of the following criteria:

A. The proposed partition complies with all statutory and ordinance requirements and regulations;

Response: The proposed lot partition will create two new lots from one lot. One of the lots is to be developed at this time by WCU and the other will remain vacant until sold and developed at a future time. The developed lot will meet all requirements and regulations and the vacant lot will remain as is until it is developed in the future. The vacant lot is located and sized for a variety of future commercial uses and will have a separate site plan review at the time of its development. The vacant lot complies with all applicable requirements related to an undeveloped lot.

B. Adequate public facilities are available to serve the proposal;

Response: Please see sheet C-7 and the updated narrative response. The sewer main is proposed to be extended into the subject property and terminate with a new manhole. New laterals will tie into this new sanitary manhole. A new water service will be provided from the existing water main located along South 2nd Street as seen on sheet C-7.

All proposed lots conform to the size and dimensional requirements of this title; and

Response: The minimum required lot size in this zone is 10,000 sf. Both new lots will be more than 5 times that size. The minimum lot width required is 100'. One of the proposed lots will be 142' wide and the other approximately 200' wide.

C. All proposed improvements meet city and applicable agency standards.

Response: One lot is to be developed now and the other is to be developed at some point in the future. The lot to be developed now will conform to all applicable standards. No variances are anticipated. At the time of the development of the vacant lot it will undergo a separate site plan review to meet all code requirements for its proposed use.

D. Streets or 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 submitted neighborhood circulation plans, unless the city determines it is in the public interest to modify the street or road pattern.

Response: No new streets or roads are created through this lot partition.

17.152.080 Special Provisions for Lots Created Though Partition Process.

A. The minimum width of the building envelope area shall meet the lot requirement of the applicable zoning district.

Response: The minimum lot width in the EC zone is 100 feet. The undeveloped northern lot will have a width of approximately 201 feet, and the southern lot to be developed will have a width of approximately 142 feet. Thus, this criterion will be satisfied, allowing for commercial uses to be built within the required setbacks.

B. The lot area shall be as required by the applicable zoning district. In the case of a flag lot, the accessway may not be included in the lot area calculation.

Response: Both new lots each have a site area more than 5 times the requirement.

C. Each lot created through the partition process shall front a public right-of-way as specified by the zoning designation. All flag lots shall be considered to be major variances and shall be subject to planning commission review and approval.

Response: Both new lots will front on SE 2nd Street.

D. Setbacks shall be as required by the applicable zoning district.

Response: The parcel being developed by WCU has a minimum 10'-2" front yard setback, a minimum 16'-10" setback on the south, a minimum 43' setback on the north and a minimum 74' rear setback to the closest structure (the trash enclosure). There is no structure proposed for the vacant lot at this time.

E. When the partitioned lot is a flag lot, the developer may determine the location of the front yard, provided that no side yard is less than ten feet. Structures shall generally be located so as to

maximize separation from existing structures.

Response: This criterion is not applicable.

F. Screening to the standards included in Section 17.100.090, may be required along the property line of a lot of record where the paved drive of an accessway is located within ten feet of an abutting lot. Screening to the same standards included in Section 17.100.090 may also be required to maintain privacy for abutting lots and to provide usable outdoor recreation area for proposed development.

Response: There is not a proposed driveway within 10' of any abutting lot. Screening meeting the requirements of the code is to be provided on the lot to be developed along the east property line consisting of planting and fencing adjacent to the existing residential development. Any required screening of the undeveloped lot will be provided at the time the lot is developed.

G. The Scappoose fire district may require the installation of a fire hydrant where the length of an accessway would have a detrimental effect on firefighting capabilities and may require provision of an emergency vehicle turnaround.

Response: It is not anticipated that an additional fire hydrant is required at this time but will be provided if required by the fire department. Adequate hose length layouts and truck turn around opportunities are provided and shown on the architectural site plan to indicate adequate firefighting capabilities.

H. No greater than three single-family detached dwelling units may be served by a common drive.

Use of a common drive for access to more than three dwelling units other than single-family detached may

be required and shall be subject to the approval of the planner, public works director and the planning commission. Where a common drive is to be provided, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved partition map.

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Response: This criterion is not applicable.

I. Any access way shall be paved and shall comply with the standards set forth in public works design standards.

Response: The concrete curb cut and access from SE 2nd Street will be constructed to public works standards and all on-site private/shared driveways will asphalt paved, adequately drained, and capable of bearing the weight of emergency vehicles.

J. Where landfill and/or development is allowed within the floodway fringe, the city may require the

dedication of sufficient open land area for greenway adjoining and within the floodplain. This area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the floodplain *Response: This criterion is not applicable.*



Chapter 17.154 STREET AND UTILITY IMPROVEMENT STANDARDS

[...]

17.154.030 Streets

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

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

Response: Please see Utility Plan (Sheet C-7). The proposed development has frontage on SE 2nd St. in Scappoose. The right of way is fully improved with the exception of a new streetlight which will be constructed along 2nd St. as specified within the lighting analysis plan (Sheet C-10). This streetlight will be installed per 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.*

Response: No new streets or additional street width are proposed; thus, this criterion is not applicable.

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:*

[...]

Response: The applicant is not requesting an in lieu non-remonstrance agreement for street improvements. Thus, this criterion is not applicable.

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:*

[...]

Response: No new rights-of-way are proposed as part of the subdivision and development and thus this criterion 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.*

Response: Along the northern drive aisle, an access and utility easement will be provided to accommodate the drive aisle and utility infrastructure along the northern lot. See the civil site plan for more information (Sheet C-3).



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: No new streets are proposed as part of this subdivision and development plan and thus these criteria are not applicable.

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: Please see Parking Plan (Sheet C-9). SE 2nd Street has an existing 72-foot-wide right-of-way, meeting the requirement for a collector street, as stated in the City's Transportation System Plan (Figure 13A).

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: No street extension is needed for site access; thus this criterion is not applicable.

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: No new streets are proposed as part of this subdivision and development plan and thus this criterion is not applicable.

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: All on-site curbs, curb cuts, wheelchair, bicycle ramps and driveway approaches will be constructed in accordance with this chapter's standards as well as the city's public works design standards.

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

Response: The proposed development is not adjacent to a railroad right-of-way. Thus, this criterion 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.

[...]



Response: The proposed developed does not abut and is not traversed by an existing or proposed arterial street. Thus, this criterion does not apply.

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: As a new streetlight is the only street improvement required for the proposed development, there will be no establishment or reestablishment of boundary or interior monuments. Thus, this criterion is not applicable.

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:

[...]

Response: No private streets are proposed; thus, this criterion does not apply.

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

Response: The proposed development is does not result in the need to install or improve railroad crossings. Thus, this criterion 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.

Response: Any street signs required by the City will be installed.

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

[...]

Response: The proposed development is not residential in nature. Thus, this criterion does not apply.

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: No new intersections are proposed and there are no existing or proposed traffic signals. Thus, this criterion does not apply.

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

Response: Please see the Lighting Analysis Plan (Sheet C-10). One new street light will be installed in accordance with the city's public works design standards, thus meeting this requirement.

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: Please see the attached TIS Report prepared by Lancaster Mobley. The proposed development would generate more than 100 daily trips, thus requiring submittal of a TIS report criterion (2)(a) above.

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.*

Response: The applicant understands this requirement. Please see the attached Traffic Impact Study completed by Lancaster Mobley for more information.

4. *Approval Criteria. When a TIS Letter or Report is required, a proposal is subject to the following criteria:*
 - a. *The TIS addresses the applicable elements identified by the city engineer, consistent with the Traffic Impact Study Guidelines;*
 - b. *The TIS demonstrates that adequate transportation facilities exist to serve the proposed development or, in the case of a TIS report, identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the city engineer and, when state highway facilities are affected, to ODOT;*
 - c. *For affected non-highway facilities, the TIS report establishes that mobility standards adopted by the city have been met; and*
 - d. *Proposed public improvements are designed and will be constructed consistent with Public Works Design Standards and access standards in the Transportation System Plan.*

Response: The applicant understands these requirements. Please see the attached Traffic Impact Study completed by Lancaster Mobley for more information.

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



- b. Construction of off-site improvements may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to city standards.*
- c. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.*

Response: The applicant understands these requirements.

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.

Response: The current block length (as measured from Havlik Dr. to SE Lois Ln.) is approximately 760 feet in length, thus exceeding the standards of 530 feet as stated above. However, the proposed single-site development does not otherwise require the creation of a new street, as might be the case with a larger subdevelopment project, and thus can not reasonably be expected to address block size noncompliance that is a result of past larger-scale development patterns.

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:

[...]

Response: A cul-de-sac is not proposed as part of this development. Thus, this criterion 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 the lines of such watercourse and such further width as will be adequate for conveyance and maintenance.

Response: A new access and utility easement is proposed along the northern boundary of the development area where the new drive aisle extends beyond the proposed property line. In addition, there is a new utility easement along the eastern property line to allow for a new sanitary lateral to serve the northern lot and for the re-routing of an existing storm line. There is an existing stormwater easement along the southern property line that will be maintained.

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, 1995)

Response: As discussed within the pre-application conference on March 7th, 2024; the City and franchise utility companies had not expressed concern over providing services to the subject property. No dedication of utility easements was discussed as being necessary or required as the Right-of-Way along 2nd street is fully developed.

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: The existing sidewalks on SE 2nd St. meet public works design standard requirements. Any sidewalk panels damaged during construction will be replaced per said standards to comply with this requirement.

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

Response: The applicant understands it is their continued obligation to maintain sidewalks and curbs adjacent to their property.

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.*

Response: As there are no new sidewalks required as part of the proposed development, these criteria do not apply.



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

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

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, 1995)

Response: No playgrounds or other public use areas are proposed or required as part of the development plan. Thus, these criteria are 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.

Response: A new 4" sanitary lateral will be constructed to serve the new branch. In addition, a new sanitary lateral will be constructed along the eastern property line to serve the northern lot for a future development. This lateral has been sized at 8" to ensure that there will be adequate capacity to serve the lot without there being an intended use.

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

Response: The applicant understands this requirement.

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.

Response: A new sanitary lateral will be constructed along the eastern property line to serve the northern lot for a future development. This lateral has been sized at 8" to ensure that there will be adequate capacity to serve the lot without there being an intended use.



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, 1995)

Response: The applicant understands this requirement.

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: Please see Stormwater Plan (Sheet C-5). The stormwater drainage system is separate and independent from the sanitary sewage system.

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: No watercourse, drainageway, channel or stream exists on the subject property. Thus, this criterion is not applicable.

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

Response: Please see Stormwater Plan (Sheet C-5) and ancillary Stormwater Report. All off-site stormwater has been considered in the sizing the detention facility. In addition, the proposed facility has been designed to accommodate future development of the northern lot. This has been accomplished with the assumption that the northern lot will have 90% lot coverage (per maximum allowed lot coverage under EC zoning).

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, 1995)

Response: The applicant understands this requirement.

17.154.105 Water system

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



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

Response: Please see Utility Plan (Sheet C-7). The applicant understands these criteria. New water service will be pulled from the existing water main in SE 2nd St.

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. (Ord. 634 § 1 Exh. A, 1995)

Response: Please see Erosion and Sediment Control Plan (Sheet C-2). The erosion control methods comply with the city's public works design standards.

17.154.110 Bikeways

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

Response: No new bikeways are proposed or required; bike lanes are already in place along SE 2nd St. as part of the existing right-of-way improvements. Thus, criteria A, B and C above do not apply.

17.154.120 Utilities

- A. All utility lines including, but not limited to those required for electric, communication, lighting and cable television services and related facilities shall be placed underground, except for surface mounted transformers, surface mounted connection boxes and meter cabinets which may be placed above ground, temporary utility service facilities during construction, high capacity electric lines operating at fifty thousand volts or above, and:
 - 1. The applicant shall make all necessary arrangements with the serving utility to provide the underground services;
 - 2. The city reserves the right to approve location of all surface mounted facilities;
 - 3. All underground utilities, including sanitary sewers, water lines, and storm drains installed in streets by the applicant, shall be constructed prior to the surfacing of the streets; and
 - 4. Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

Response: All utility lines will be placed underground, except for surface-mounted transformers, surface-mounted connection boxes and meter cabinets, and temporary utility service facilities during construction.



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, 1995)*

Response: Please see Utility Plan (Sheet C-7), which shows the location of all underground facilities as described herein. There is no above ground equipment that would obstruct visual clearance areas for vehicular traffic. Thus, the above requirements are 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. (Ord. 634 § 1 Exh. A, 1995)

Response: The applicant will guarantee workmanship and material for a period of one year following acceptance by the city council, and will secure said guarantee by cash deposit or bond for 100 percent of the actual cost of the value of the improvements as set by the public works director. Such cash or bond will comply with the terms and conditions of Section 17.150.180 – Bond-Cash Deposit.

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, 1995)

Response: Any disturbed monuments will be replaced and recorded by the applicant prior to final acceptance of the improvements in order to meet this requirement.

17.154.150 Installation/permit fee

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

Response: All land division improvements will be undertaken only after city approval and payment of applicable fees, thus meeting this requirement.

17.154.160 Installation--Conformation required

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



Response: All improvements will conform to the requirements of this chapter and to the city's standards and specifications.

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, 1995)*

Response: No work will begin until 3 sets of construction plans and estimates – prepared in accordance with requirements of the city's public work design standards – have been submitted and checked by the city, thus meeting these criteria.

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, 1995)*

Response: No work will begin without advance notification to the city. If work is discontinued the site will be protected from erosion and work will not resume without notifying the city, in accordance with the above requirements.

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, 1995)

Response: Improvements will be constructed under the inspection and to the satisfaction of the city.

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, 1995)

Response: The land divider's engineer will provide a written certification that all improvements, workmanship and materials are in accord with current and standard engineering and construction practices, and are of a high grade and that improvements were built according to plans and specifications.

PROJECT INFORMATION

PROJECT DESCRIPTION

This project consists of the construction of a new one story credit union (approximately 6,795 SF) with drive-thru services and on-site customer and employee parking on a 2.53 acre site at the intersection of SE Second street and Havlik drive. The lot will be subdivided into two lots, the southern most lot will be developed for the credit union and the northern most lot will remain undeveloped at this time.

The branch consists primarily of a member services area, offices, drive through services, and a virtual branch that serves remote locations. Hours of operation will be normal WCU banking hours.

Existing Zoning: EC - Expanded Commercial

The project will be Type VB construction and Occupancy Group B.



VICINITY MAP

PROJECT LOCATION:

Tax Map/Lot: 03 02 13-DB-00201
Scappoose, Oregon 97056 (Columbia County)

Site Area: +/- 110,207 sf. (2.53 acres)

PROJECT TEAM

OWNER
Wauna Federal Credit Union
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Clatskanie, OR 97016
TEL: 503-728-6116
FAX: 503-728-3042

CONTACT: Debi Smiley, Jeremy Grover
E-mail: Debi.Smiley@waunafcu.org
Jeremy.Grover@waunafcu.org

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14670 SW Forest Drive
Beaverton, OR 97007
Tel: 503-730-6908

CONTACT: Doug Circosta
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CONTRACTOR
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STRUCTURAL ENGINEER
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CIVIL ENGINEER
Lower Columbia Engineering
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St. Helens, OR 97051
Tel: 503-366-0399

CONTACT: Chase Berg
E-mail: Chase@lowercolumbiaenr.com

LANDSCAPE DESIGN
Lower Columbia Engineering
58640 McNulty Way
St. Helens, OR 97051
Tel: 503-366-0399

CONTACT: Chase Berg
E-mail: Chase@lowercolumbiaenr.com

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DRAWING INDEX

A001 COVER SHEET - PROJECT INFORMATION
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A107 DRIVE-THRU CANOPY DETAILS

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C-2 EROSION & SEDIMENT CONTROL PLAN
C-3 CIVIL SITE PLAN
C-4 OVERALL GRADING PLAN
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C-6 UTILITY PROFILES
C-7 UTILITY PLAN
C-8 LANDSCAPE PLAN
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A200 BUILDING ELEVATIONS
A201 BUILDING ELEVATIONS

A300 BUILDING SECTIONS
A301 BUILDING SECTIONS
A302 BUILDING SECTIONS
A303 BUILDING SECTIONS

SURVEY

- PRELIMINARY PLAT DRAWING

REGISTERED ARCHITECT
DOUG C. CIRCOSTA
STATE OF OREGON

© 2024
Doug Circosta, Architect
503-730-6908
14670 SW Forest Drive
Beaverton, OR 97007

WAUNA CREDIT UNION
NEW SCAPPOOSE BRANCH

SCAPPOOSE, OR 97056

job no.: 2405
date: 07-15-2024

COVER SHEET
-
PROJECT INFORMATION

A001

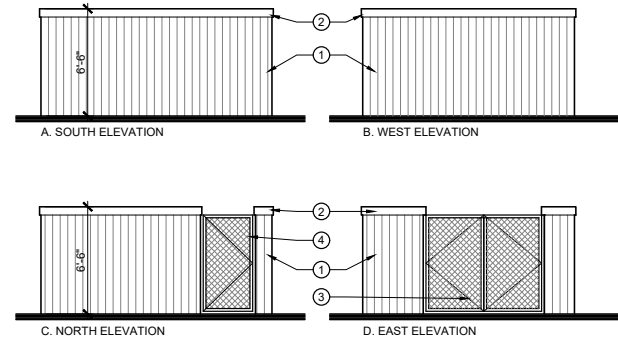
Planning Commision Meeting Packet ~ March 13, 2025

Exhibit 4A

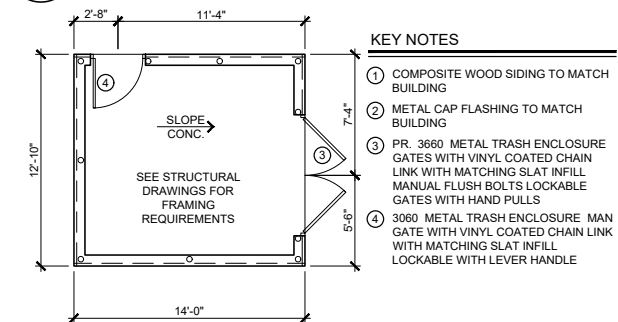
A001

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SITE DEVELOPMENT REVIEW SUBMITTAL



3 TRASH ENCLOSURE - ELEVATIONS
A100 3/16" = 1'-0"



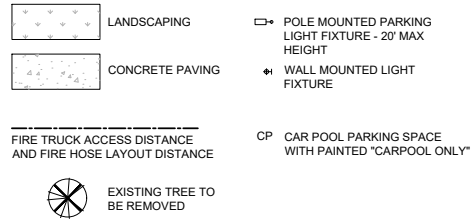
2 TRASH ENCLOSURE - FLOOR PLAN
A100 3/16" = 1'-0"

1 SITE PLAN
A100 1" = 20'-0"

SITE PLAN KEY NOTES

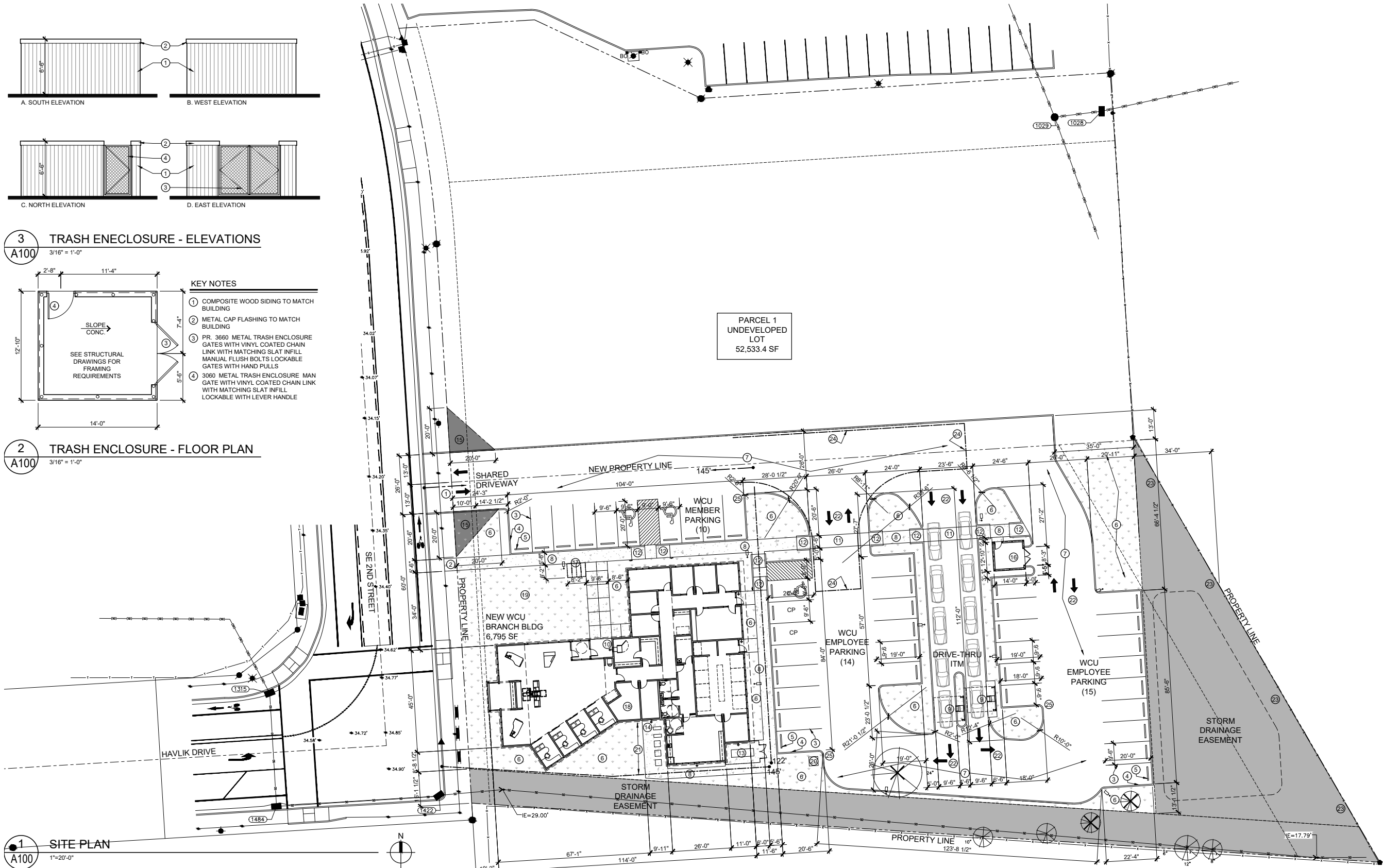
- | | | |
|---|---|---|
| 1 VEHICLE SITE ENTRY WITH PAINTED DIRECTIONAL ARROWS | 11 CONCRETE CROSSWALK | 22 PAINTED DIRECTIONAL ARROWS |
| 2 PEDESTRIAN SITE ACCESS LOCATION | 12 CURB RAMP 1:12 WITH ADA COMPLIANT DETECTABLE WARNING STRIP | 23 EXISTING 6' HIGH CHAIN LINK FENCING - REPAIR AS NECESSARY - ADD SITE OBSCURING SLATS TO THE EXISTING FENCE |
| 3 PAINTED PARKING SPACE STRIPING 4" WIDE- TYPICAL WHERE SHOWN | 13 GENERATOR LOCATION - 6' TALL CHAIN LINK FENCE SCREENING WITH SLATS AND PAIR OF 36" MATCHING GATES WITH LOCK ELECTRICAL SERVICE AND MECHANICAL EQUIPMENT LOCATION | 24 FIRE TRUCK TURN AROUND AREA |
| 4 6-INCH CONCRETE CURB | 14 | 25 2' RADIUS AT ALL OUTSIDE CORNERS - TYPICAL |
| 5 PRECAST CONCRETE WHEEL STOP - TYPICAL EACH PARKING SPACE WHERE SHOWN. | 15 20 FT VISUAL CLEARANCE - NO OBSTRUCTIONS PERMITTED IN THIS AREA | |
| 6 LANDSCAPING AREA | 16 TRASH ENCLOSURE, SEE 2/A100 | |
| 7 ASPHALT PAVING | 17 TWO STAPLE TYPE BIKE RACKS FOR FOUR BIKES 2' X 6' EACH | |
| 8 CONCRETE WALK WITH CONTROL JOINTS EVERY 5-FEET OR WHERE SHOWN. | 18 ELECTRICAL ROOM | |
| 9 COVERED ITM LOCATION, SEE SHEET A107 FOR DETAILS | 19 WATER FEATURE | |
| 10 NIGHT DROP LOCATION | 20 LOCATION OF TRANSFORMER ON CONCRETE PAD | |
| | 21 LANDSCAPE SCREENING | |

SYMBOL LEGEND



PROJECT AREAS

TOTAL SITE AREA	= 109,814.8 SF (2.521 acres)
PARCEL 1: UNDEVELOPED SITE AREA	= 52,533.4 SF (1.206 acres)
PARCEL 2: DEVELOPED SITE AREA	= 57,281.4 SF (1.315 acres)
IMPERVIOUS PAVING	= 31,050 SF (54 %)
BUILDING COVERAGE	= 6,795 SF (11.8 %)
TOTAL LANDSCAPING	= 19,436.4 SF (34.2 %)



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Doug Circosta, Architect
503-730-6908
14670 SW Forest Drive
Beaverton, OR 97007

WAUNA CREDIT UNION
NEW SCAPPOOSE BRANCH

SCAPPOOSE, OR 97056

job no.: 2405
date: 10-01-2024

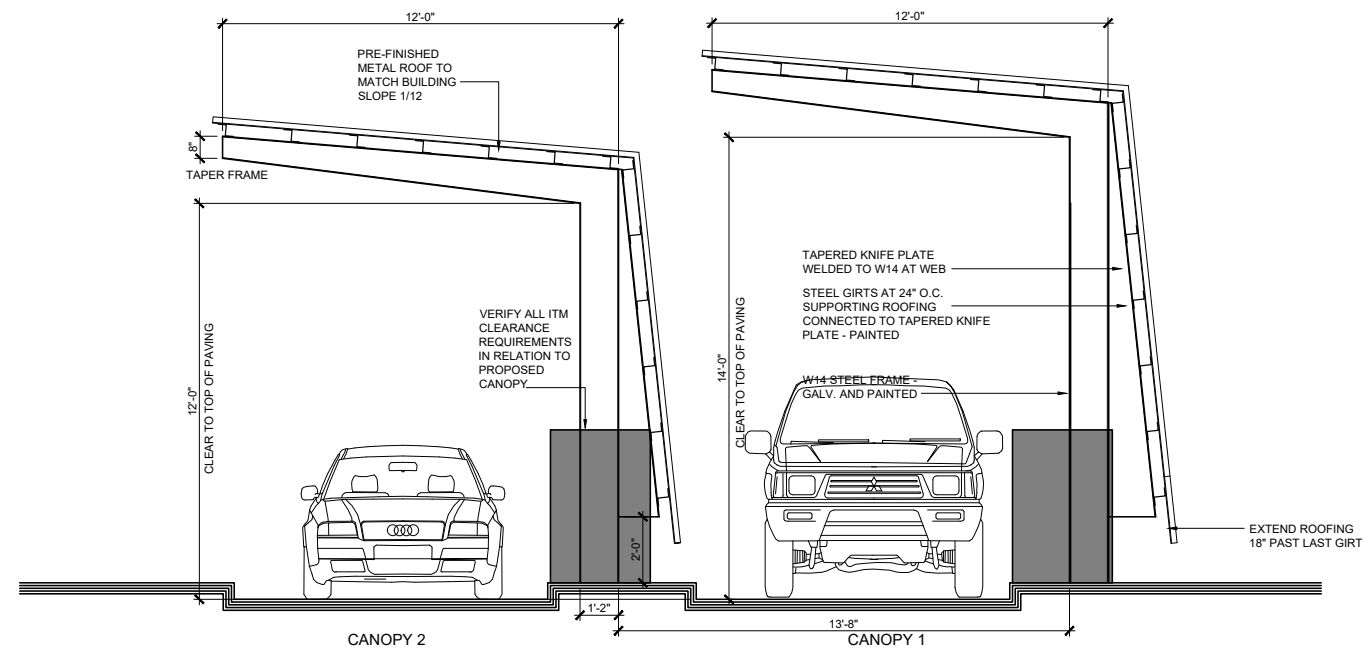
SITE PLAN

A100

Exhibit 4B

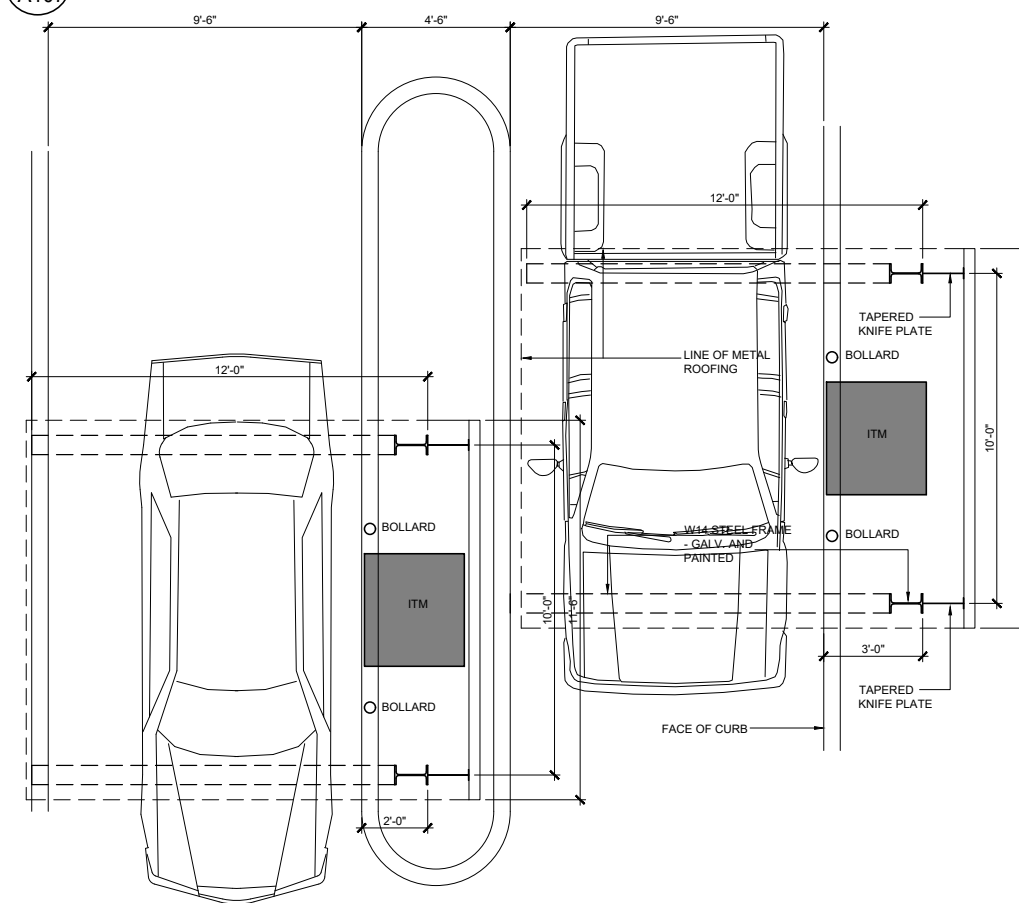


DESIGN CONCEPT TO BE MODELED AFTER THE FOREST GROVE BRANCH



2 SOUTH ELEVATION (NORTH ELEVATION SIMILAR)

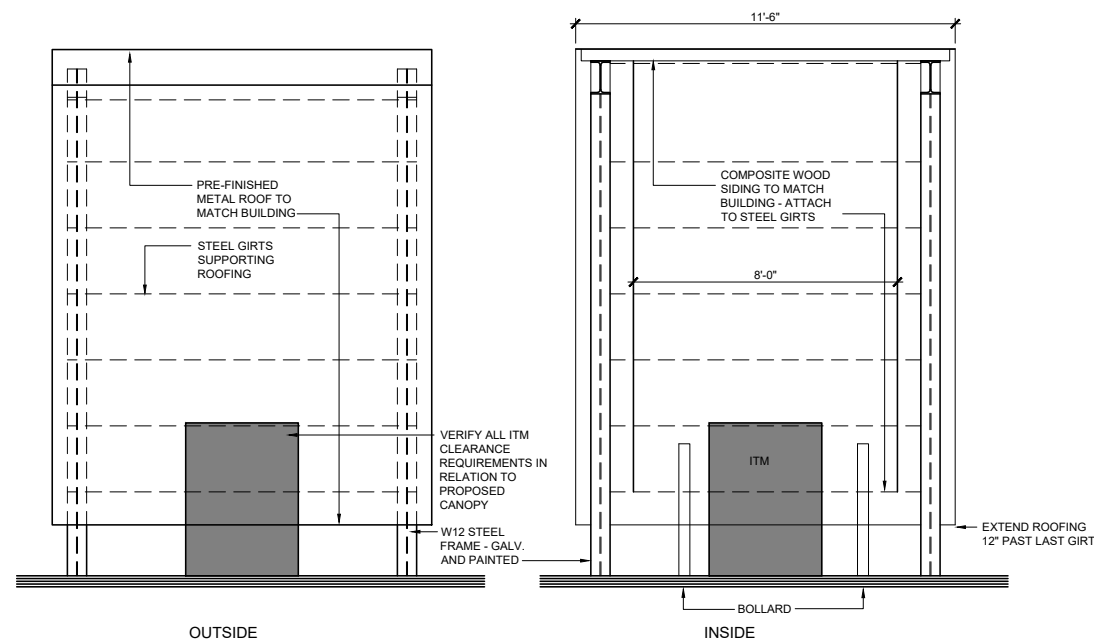
SCALE: 3/8" = 1'-0"



1 CANOPY PLANS

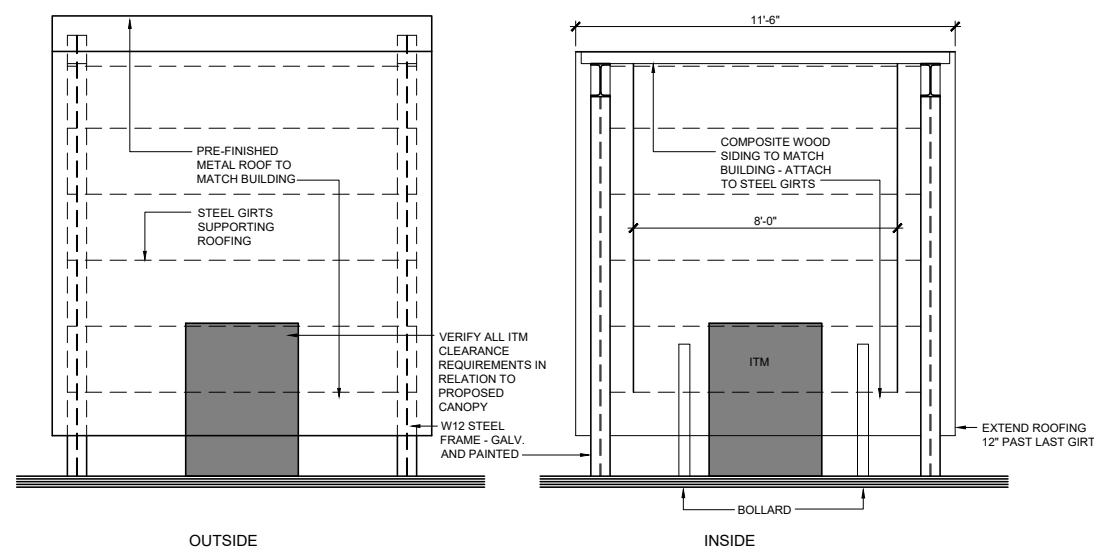
SCALE: 3/8" = 1'-0"

1. REFER TO STRUCTURAL DRAWINGS AND METAL FABRICATION DRAWINGS FOR ALL ADDITIONAL INFORMATION REQUIRED FOR THE CONSTRUCTION OF THESE CANOPIES.
2. GENERAL CONTRACTOR TO PROVIDE LIGHT FIXTURE MOUNTED ON UNDERSIDE OF ROOF. PROVIDE FIXTURE SUBMITTAL FOR APPROVAL BY OWNER AND ARCHITECT.



3 CANOPY 2 ELEVATIONS

SCALE: 3/8" = 1'-0"



4 CANOPY 1 ELEVATIONS

SCALE: 3/8" = 1'-0"



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WAUNA CREDIT UNION
NEW SCAPOOSE BRANCH

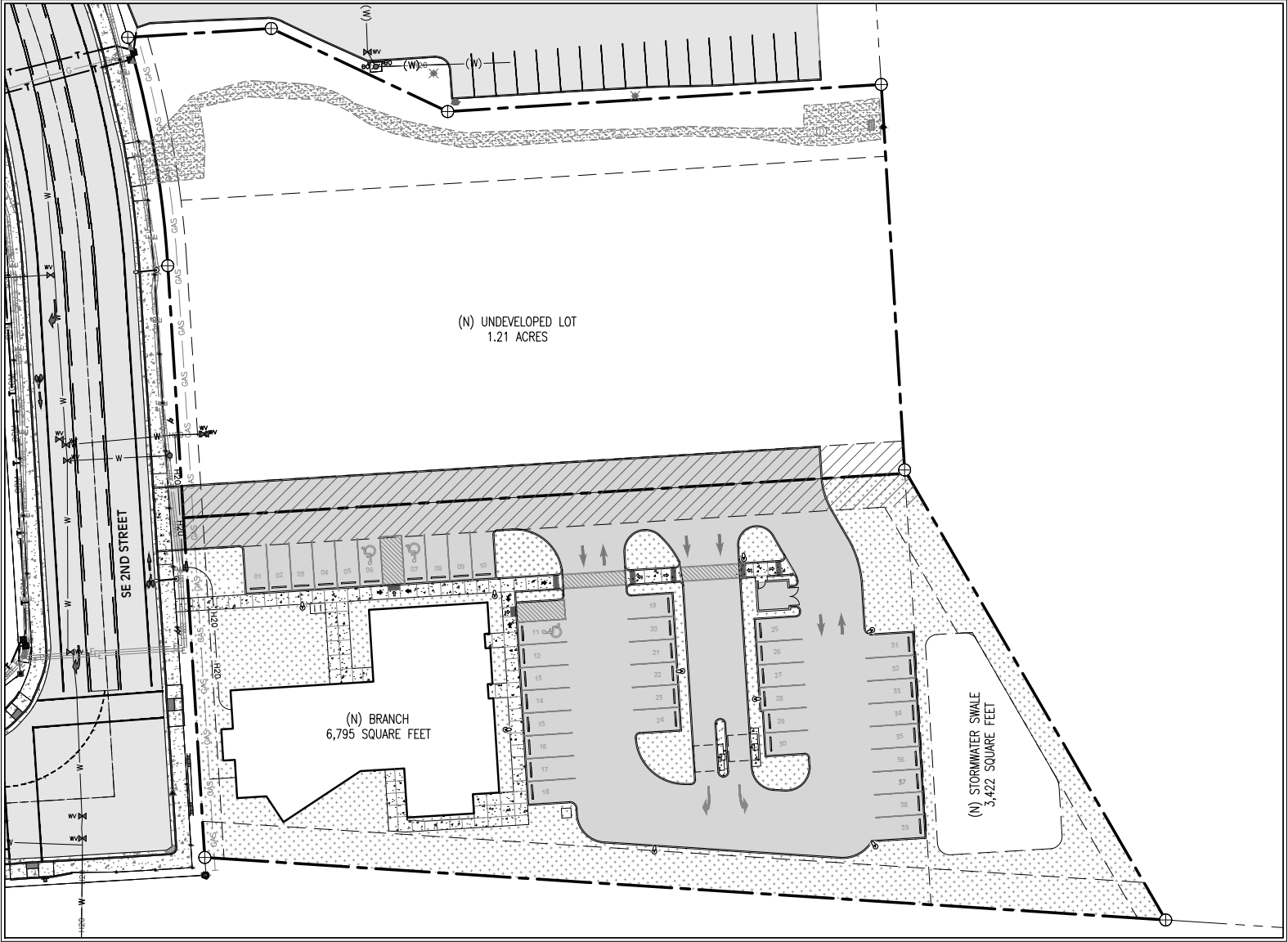
SCAPOOSE, OR 97056

job no.: 2405
date: 07-15-2024

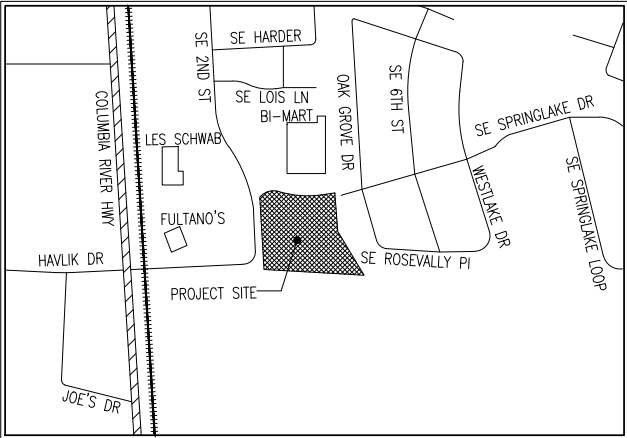
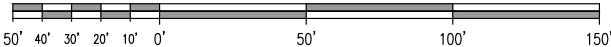
DRIVE-THRU
CANOPIES

A107
pg 170 of 267

WAUNA FEDERAL CREDIT UNION
SCAPPOOSE BRANCH
SCAPPOOSE, OR 97056



PLOT PLAN
SCALE: 1" = 30'



VICINITY MAP
SCALE: NTS

PROJECT TEAM

CIVIL ENGINEER
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OWNER / APPLICANT
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SURVEYOR
DARREN HARR
TERRACALC LAND SURVEYING, INC.
1615 N.E. MILLER STREET
MCMINNVILLE, OR 97128

DRAWING INDEX

SHEET	DESCRIPTION
GENERAL	
G-1	COVER SHEET
CIVIL	
C-1	EXISTING CONDITIONS PLAN
C-2	EROSION & SEDIMENT CONTROL PLAN
C-3	CIVIL SITE PLAN
C-4	OVERALL GRADING PLAN
C-5	STORMWATER PLAN
C-6	UTILITY PROFILES
C-7	UTILITY PLAN
C-8	LANDSCAPE PLAN
C-9	PARKING PLAN
C-10	LIGHTING ANALYSIS PLAN
DETAIL	
D-1	ESC DETAILS
D-2	ENLARGED SWALE PLAN & SECTIONS

PROJECT INFO

PROJECT NAME: WAUNA FEDERAL CREDIT UNION
ZONING: EXPANDED COMMERCIAL (EC)
PROPOSED USE: BANKING
IMPERVIOUS AREA: 37,845 SQUARE FEET (ONLY SOUTHERN LOT)
PERVIOUS AREA: 19,654 SQUARE FEET (ONLY SOUTHERN LOT)
PROJECT DATUM: NAVD88

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 or 811
callbeforeyoudig.org or digsafelyoregon.com



Know what's below.
Call before you dig.

DATE: 12/05/2024
REVISED PRINT
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DATE: 07/15/2024
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FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	ADDRESS CITY OF SCAPPOOSE SDR COMMENTS	08/22/2024



PROJ. NO.	3558	COVER SHEET
DWG. BY	CAB	SCAPPOOSE BRANCH
APPR. BY		WAUNA FEDERAL CREDIT UNION
FILE	D-3558-G-1-A	DATE 01/03/2024

G-1

Exhibit 4D

NOTE
THE INFORMATION REPRESENTED ON THIS SHEET HAS BEEN PROVIDED BY TERRACALC LAND SURVEYING ON APRIL 3RD, 2024.

LEGEND

- (E) ASPHALT PAVEMENT
- SUBJECT PROPERTY LINE
- ADJACENT PROPERTY LINE
- PROPERTY CORNER
- EASEMENT
- STM (E) STORM LINE
- H2O (E) WATER LINE
- GAS (E) GAS LINE
- PWR (E) POWER LINE
- COM (E) COMMUNICATIONS LINE
- (E) CATCH BASIN
- (E) GRAVEL PATH
- 25' (E) MAJOR CONTOUR
- 24' (E) MINOR CONTOUR
- X (E) TREE TO BE REMOVED



EXISTING CONDITIONS PLAN
SCALE: 1" = 20'

North Arrow

DATE: 01/07/2025
REVISED PRINT
VOID ALL PREVIOUS

DATE: 07/15/2024
PRELIMINARY
NOT
FOR CONSTRUCTION

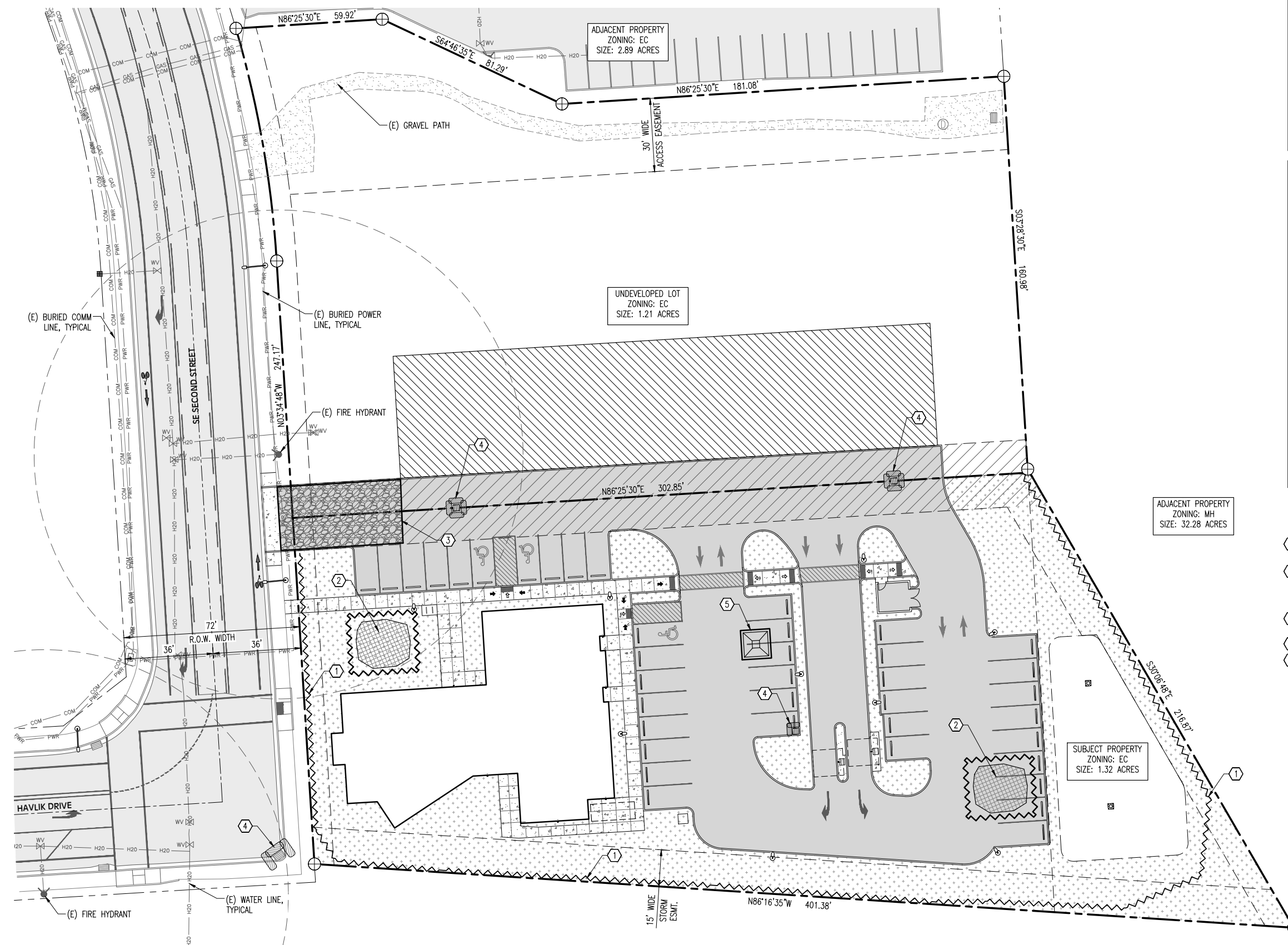
REV.	REVISION RECORD	DATE
A	ADDRESS CITY OF SCAPPOOSE SDR COMMENTS	08/22/2024
B	RESPOND TO 2ND COMPLETENESS REVIEW COMMENTS	01/06/2025

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

PROJ. NO.	3558	EXISTING CONDITIONS PLAN
DWG. BY	MLA	SCAPPOOSE BRANCH
APPR. BY		WAUNA FEDERAL CREDIT UNION
FILE	D-3558-C-1-B	DATE 01/03/2024

SHEET
C-1

Exhibit 4E



- EROSION AND SEDIMENT CONTROL BMP IMPLEMENTATION:**
1. ALL BASE ESC MEASURES (INLET PROTECTION, PERIMETER SEDIMENT CONTROL, GRAVEL CONSTRUCTION ENTRANCES, ETC.) MUST BE IN PLACE, FUNCTIONAL, AND APPROVED IN AN INITIAL INSPECTION, PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES.
 2. THE "STAGING", SHALL BE MOVED TO AN APPROPRIATE LOCATION TO ACCOMMODATE IMPROVEMENTS.
 3. INLET PROTECTION SHALL BE IN-PLACE FOLLOWING CONSTRUCTION OF EACH CATCH BASIN.

ESC LEGEND

(E)	EXISTING
(N)	NEW
~~~~~	SEDIMENT FENCE (AS REQUIRED)
---	PROPERTY LINE
- - -	ADJACENT PROPERTY LINE
[Pattern]	CONSTRUCTION ENTRANCE SEE DETAIL 855 ON SHEET D-1
[Pattern]	STAGING AREA
+	PROPERTY CORNER
[Pattern]	CATCH BASIN W/ INLET PROTECTION SEE DETAIL 920 ON SHEET D-1
[Pattern]	TEMPORARY STOCKPILE
[Pattern]	CONCRETE WASHOUT AREA

- EROSION CONTROL KEYNOTES**
1. INSTALL SEDIMENT FENCING AT THE PERIMETER OF SITE DEMOLITION AND GRADING ACTIVITIES. SEE DETAIL 875 ON SHEET D-1.
  2. PROPOSED SOILS STOCKPILE AREA (IF NEEDED). PROTECT STOCKPILE WITH PLASTIC SHEETING AS REQUIRED PER DETAIL 810 ON SHEET D-1. PROVIDE SEDIMENT FENCE AROUND SOILS STOCKPILES PER DETAIL 875 ON SHEET D-1.
  3. PROVIDE TEMPORARY CONSTRUCTION ENTRANCE PER DETAIL 855 ON SHEET D-1. VERIFY LOCATION IN FIELD.
  4. PROVIDE INLET PROTECTION PER DETAIL 920 ON SHEET D-1.
  5. CONCRETE WASHOUT AREA (IF NEEDED), SEE DETAIL 900 ON SHEET D-1.



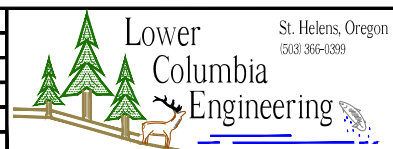
**EROSION & SEDIMENT CONTROL PLAN**  
SCALE: 1" = 20'



DATE: 12/05/2024  
REVISED PRINT  
VOID ALL PREVIOUS

DATE: 07/15/2024  
PRELIMINARY  
NOT  
FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	ADDRESS CITY OF SCAPPOOSE SDR COMMENTS	08/22/2024



PROJ. NO.	3558	EROSION & SEDIMENT CONTROL PLAN
DWG. BY	MLA	SCAPPOOSE BRANCH
APPR. BY		WAUNA FEDERAL CREDIT UNION
FILE	D-3558-C-2-A	DATE 01/03/2024

**C-2**

**Exhibit 4F**

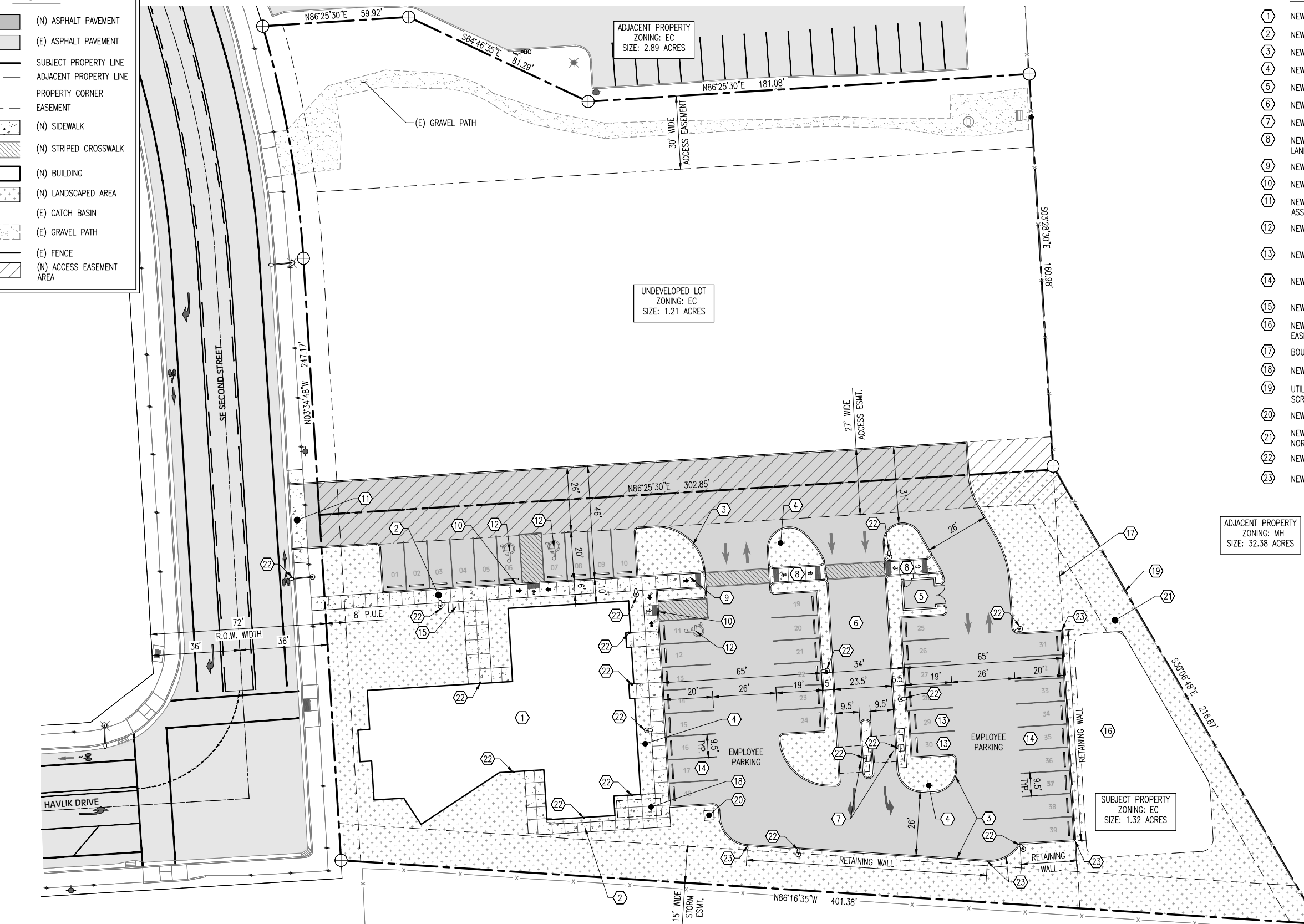


**LEGEND**

- (N) ASPHALT PAVEMENT
- (E) ASPHALT PAVEMENT
- SUBJECT PROPERTY LINE
- ADJACENT PROPERTY LINE
- PROPERTY CORNER
- EASEMENT
- (N) SIDEWALK
- (N) STRIPED CROSSWALK
- (N) BUILDING
- (N) LANDSCAPED AREA
- (E) CATCH BASIN
- (E) GRAVEL PATH
- (E) FENCE
- (N) ACCESS EASEMENT AREA

**CIVIL SITE PLAN KEYNOTES**

- 1 NEW 6,795 S.F. WAUNA CREDIT UNION (W.C.U.) BRANCH BUILDING
- 2 NEW 5.5' WIDE CONCRETE SIDEWALK
- 3 NEW STANDARD 6" CONCRETE CURB, TYPICAL
- 4 NEW LANDSCAPED AREA, TYPICAL
- 5 NEW TRASH ENCLOSURE AREA
- 6 NEW 23.5' WIDE ITM DRIVE-THRU AISLE
- 7 NEW DRIVE-THRU ITM STATION (2 TOTAL)
- 8 NEW ACCESSIBLE CONCRETE PATH THROUGH LANDSCAPE ISLANDS (2 TOTAL)
- 9 NEW PERPENDICULAR ADA CURB RAMP
- 10 NEW PARALLEL ADA CURB RAMP
- 11 NEW 26' WIDE CONCRETE DRIVEWAY APRON AND ASSOCIATED RAMPS
- 12 NEW 9.5'W x 20'L ADA PARKING STALL
- 13 NEW 9.5'W x 18'L PARKING STALL
- 14 NEW 9.5'W x 20'L PARKING STALL
- 15 NEW BICYCLE RACK
- 16 NEW STORMWATER SWALE WITHIN STORM DRAINAGE EASEMENT
- 17 BOUNDARY OF (E) STORM DRAINAGE EASEMENT
- 18 NEW GENERATOR AND ASSOCIATED PAD
- 19 UTILIZE (E) 6' CHAIN LINK FENCE AND INSTALL (N) SCREENING SLATS BETWEEN EC AND MH ZONES
- 20 NEW CRPUD TRANSFORMER IN CONCRETE VAULT
- 21 NEW UTILITY EASEMENT FOR THE BENEFIT OF THE NORTHERN VACANT LOT
- 22 NEW LIGHTING FIXTURE, SEE SHEET C-10 FOR DETAILS
- 23 NEW RETAINING WALL



**CIVIL SITE PLAN**  
SCALE: 1" = 20'



DATE: 12/05/2024  
REVISED PRINT  
VOID ALL PREVIOUS

DATE: 07/15/2024  
PRELIMINARY  
NOT  
FOR CONSTRUCTION

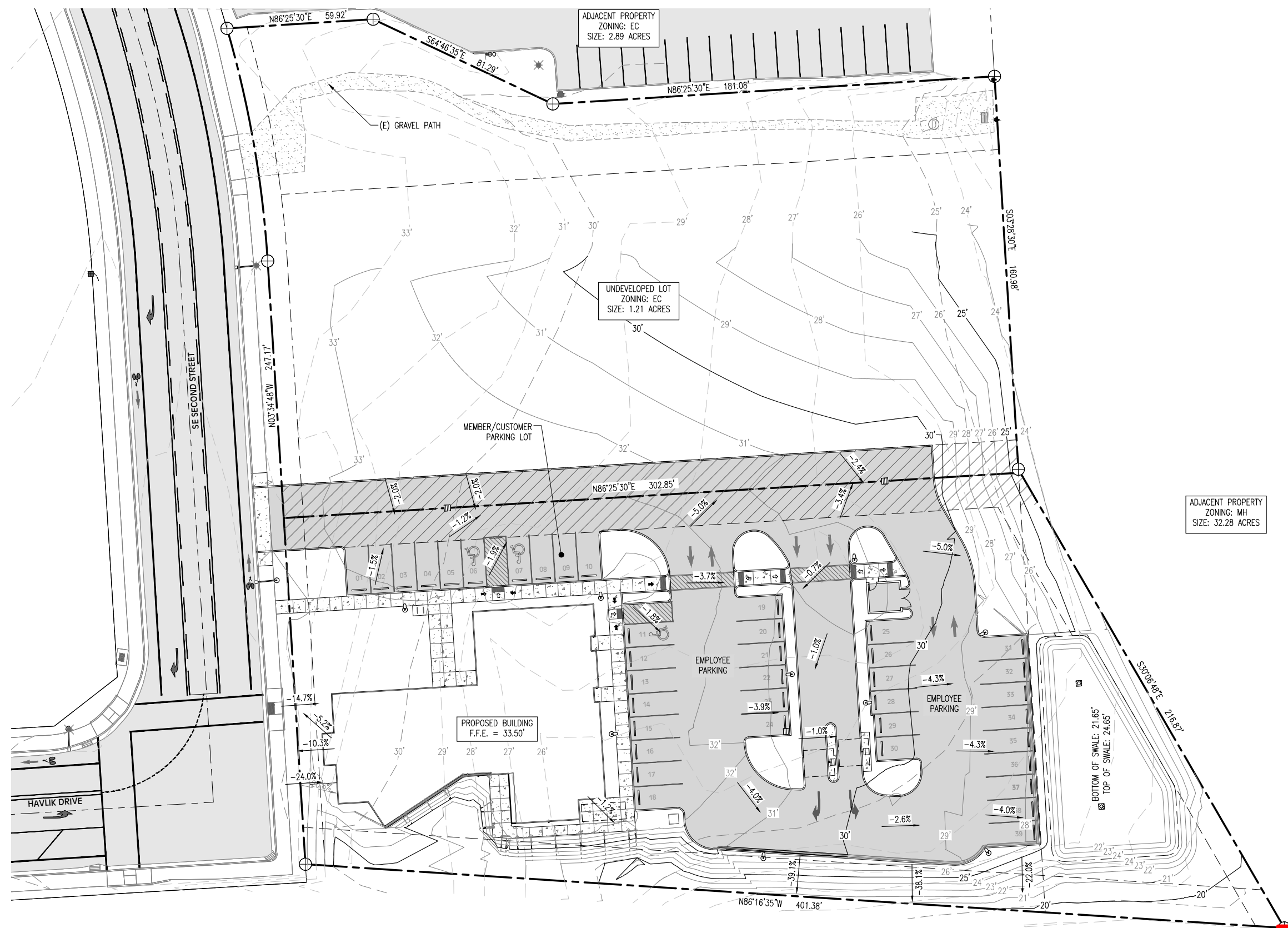
REV.	REVISION RECORD	DATE
A	ADDRESS CITY OF SCAPPOOSE SDR COMMENTS	08/22/2024



PROJ. NO.	3558	CIVIL SITE PLAN
DWG. BY	MLA	SCAPPOOSE BRANCH
APPR. BY		WAUNA FEDERAL CREDIT UNION
FILE	D-3558-C-3-A	DATE 01/03/2024
		SHEET C-3

**Exhibit 4G**





**LEGEND**

- (N) ASPHALT PAVEMENT
- (E) ASPHALT PAVEMENT
- SUBJECT PROPERTY LINE
- ADJACENT PROPERTY LINE
- PROPERTY CORNER
- EASEMENT
- (N) SIDEWALK
- (N) STRIPED CROSSWALK
- (N) BUILDING
- (E) COMMUNICATIONS LINE
- (N) CATCH BASIN
- (E) CATCH BASIN
- (E) GRAVEL PATH
- (N) MAJOR CONTOUR
- (N) MINOR CONTOUR
- (E) MAJOR CONTOUR
- (E) MINOR CONTOUR
- X.X% FLOW ARROW
- (N) ACCESS EASEMENT AREA



**OVERALL GRADING PLAN**  
 SCALE: 1" = 20'

**NORTH**

DATE: 12/05/2024  
 REVISED PRINT  
 VOID ALL PREVIOUS

DATE: 07/15/2024  
 PRELIMINARY  
 NOT  
 FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	REVISE GRADING PLAN	04/13/2024
B	ADDRESS CITY OF SCAPPOOSE SDR COMMENTS	08/22/2024

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

PROJ. NO.	3558	OVERALL GRADING PLAN
DWG. BY	MLA	SCAPPOOSE BRANCH
APPR. BY		WAUNA FEDERAL CREDIT UNION
FILE	D-3558-C-4-B	DATE 01/03/2024

**C-4**

**Exhibit 4H**



(N) ASPHALT PAVEMENT

(E) ASPHALT PAVEMENT

SUBJECT PROPERTY LINE

ADJACENT PROPERTY LINE

PROPERTY CORNER

EASEMENT

(N) SIDEWALK

(N) STRIPED CROSSWALK

(N) BUILDING

STM

(N) STORM LINE

STM

(E) STORM LINE

H20

(E) WATER LINE

H20

(N) WATER LINE

SAN

(N) SANITARY LINE

GAS

(E) GAS LINE

PWR

(E) POWER LINE

PWR

(N) POWER LINE

COM

(E) COMMUNICATIONS LINE

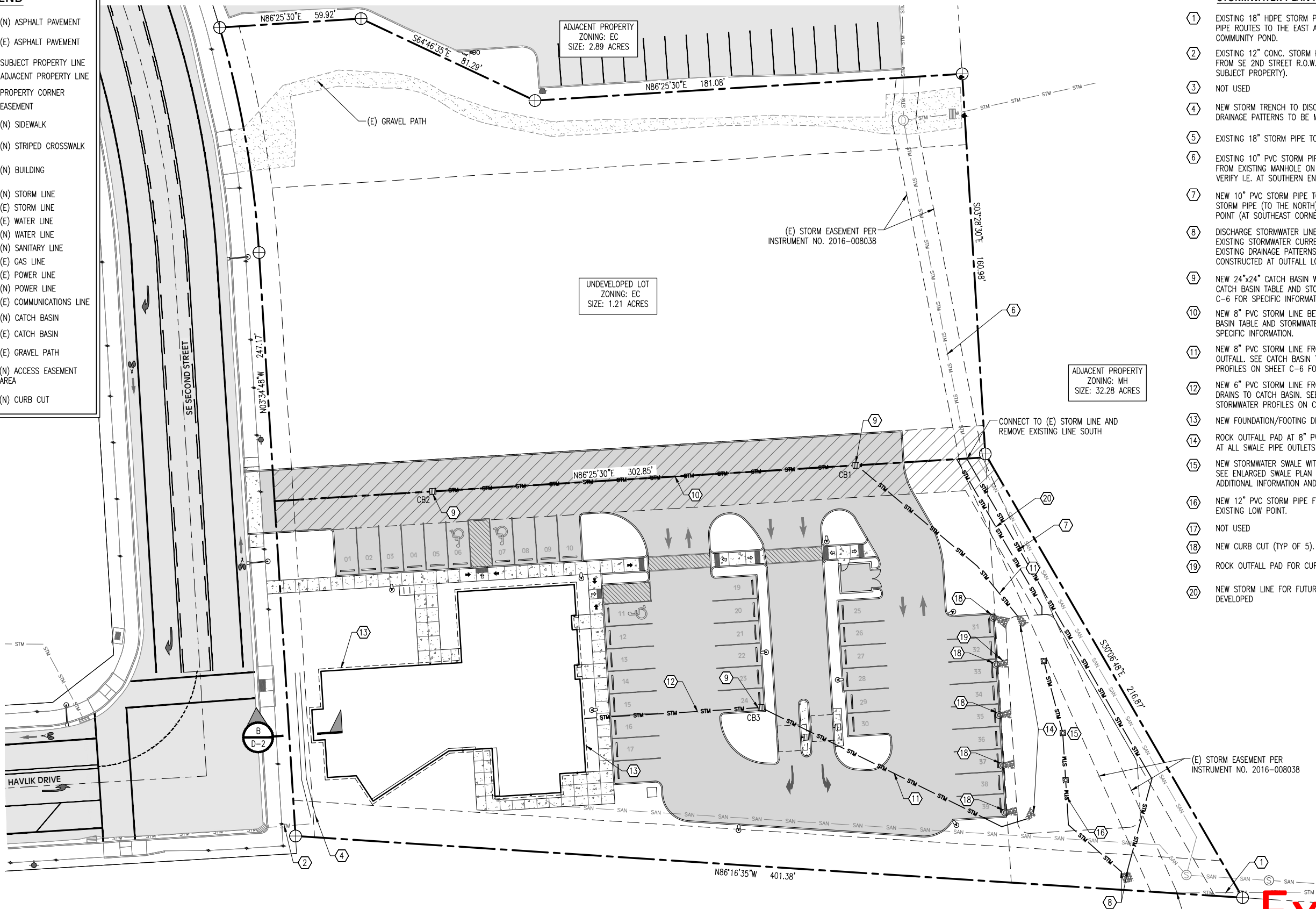
(N) CATCH BASIN

(E) CATCH BASIN

(E) GRAVEL PATH

(N) ACCESS EASEMENT AREA

(N) CURB CUT



- ### STORMWATER PLAN KEYNOTES
- EXISTING 18" HDPE STORM PIPE (SIZE/MATERIAL TO BE VERIFIED). PIPE ROUTES TO THE EAST AND OUTFALLS INTO SPRINGLAKE COMMUNITY POND.
  - EXISTING 12" CONC. STORM PIPE (SIZE/MATERIAL TO BE VERIFIED) FROM SE 2ND STREET R.O.W. (EXISTING PIPE OUTFALLS ON TO SUBJECT PROPERTY).
  - NOT USED
  - NEW STORM TRENCH TO DISCHARGE INTO (E) STORM BASIN AND (E) DRAINAGE PATTERNS TO BE MAINTAINED PER DETAIL B ON SHEET D-2.
  - EXISTING 18" STORM PIPE TO REMAIN.
  - EXISTING 10" PVC STORM PIPE (SIZE/MATERIAL TO BE VERIFIED) FROM EXISTING MANHOLE ON NORTHERN LOT. CONTRACTOR TO VERIFY I.E. AT SOUTHEAST CORNER OF PROPERTY).
  - NEW 10" PVC STORM PIPE TO CONNECT WITH EXISTING 10" PVC STORM PIPE (TO THE NORTH) AND ROUTE TO EXISTING LOW POINT (AT SOUTHEAST CORNER OF PROPERTY).
  - DISCHARGE STORMWATER LINES AT EXISTING LOW POINT WHERE EXISTING STORMWATER CURRENTLY DISCHARGES TO MAINTAIN EXISTING DRAINAGE PATTERNS. NEW ROCK DISCHARGE PAD TO BE CONSTRUCTED AT OUTFALL LOCATIONS.
  - NEW 24"x24" CATCH BASIN WITH TRAFFIC-RATED GRATE. SEE CATCH BASIN TABLE AND STORMWATER PROFILES ON SHEET C-6 FOR SPECIFIC INFORMATION.
  - NEW 8" PVC STORM LINE BETWEEN CATCH BASINS. SEE CATCH BASIN TABLE AND STORMWATER PROFILES ON SHEET C-6 FOR SPECIFIC INFORMATION.
  - NEW 8" PVC STORM LINE FROM CATCH BASIN TO SWALE OUTFALL. SEE CATCH BASIN TABLE AND STORMWATER PROFILES ON SHEET C-6 FOR SPECIFIC INFORMATION.
  - NEW 6" PVC STORM LINE FROM FOUNDATION AND ROOF DRAINS TO CATCH BASIN. SEE CATCH BASIN TABLE AND STORMWATER PROFILES ON C-6 FOR SPECIFIC INFORMATION.
  - NEW FOUNDATION/FOOTING DRAIN PER ARCHITECT.
  - ROCK OUTFALL PAD AT 8" PVC STORM PIPE OUTLET, TYPICAL AT ALL SWALE PIPE OUTFALLS.
  - NEW STORMWATER SWALE WITHIN STORM DRAINAGE EASEMENT. SEE ENLARGED SWALE PLAN AND SECTIONS ON D-2 FOR ADDITIONAL INFORMATION AND PLANTINGS.
  - NEW 12" PVC STORM PIPE FROM SWALE TO DISCHARGE AT EXISTING LOW POINT.
  - NOT USED
  - NEW CURB CUT (TYP OF 5).
  - ROCK OUTFALL PAD FOR CURB CUTS.
  - NEW STORM LINE FOR FUTURE USE OF NORTHERN LOT ONCE DEVELOPED



**STORMWATER PLAN**  
SCALE: 1" = 20'

DATE: 01/07/2025  
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REV.	REVISION RECORD	DATE
A	ADDRESS CITY OF SCAPPOOSE SDR COMMENTS	08/22/2024
B	RESPOND TO 2ND COMPLETENESS REVIEW COMMENTS	01/06/2024

Lower Columbia Engineering

St. Helens, Oregon  
(503) 366-0399

PROJ. NO.	3558	STORMWATER PLAN
DWG. BY	MLA	SCAPPOOSE BRANCH
APPR. BY		WAUNA FEDERAL CREDIT UNION
FILE	D-3558-C-5-B	DATE 01/03/2024

**C-5**

**Exhibit 4I**



STRUCTURE TABLE					
STRUCTURE NAME	ALIGNMENT	STATION	RIM	IN	OUT
CB 2	NORTH STORM	10+00.00	32.47'	I.E.: 24.33'	I.E.: 27.41'
CB 1	NORTH STORM	11+79.33	30.31'	I.E.: 25.62'	I.E.: 25.62'
CB 3	SOUTH STORM	11+32.16	30.67'		I.E.: 24.33'

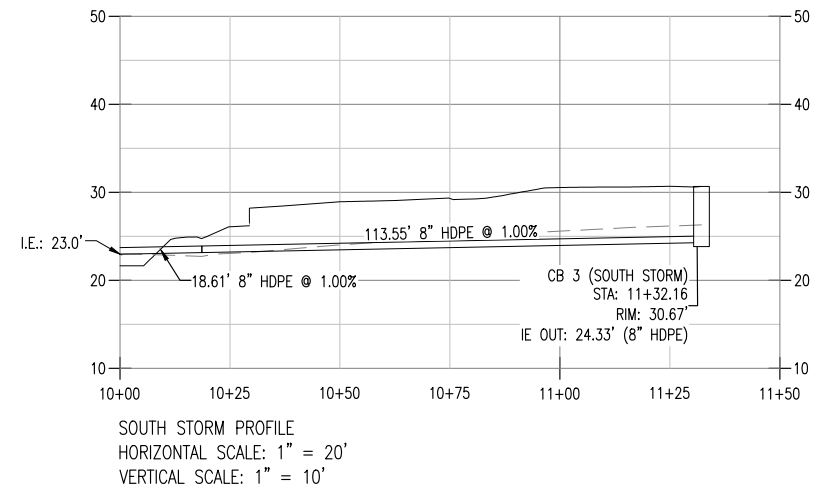
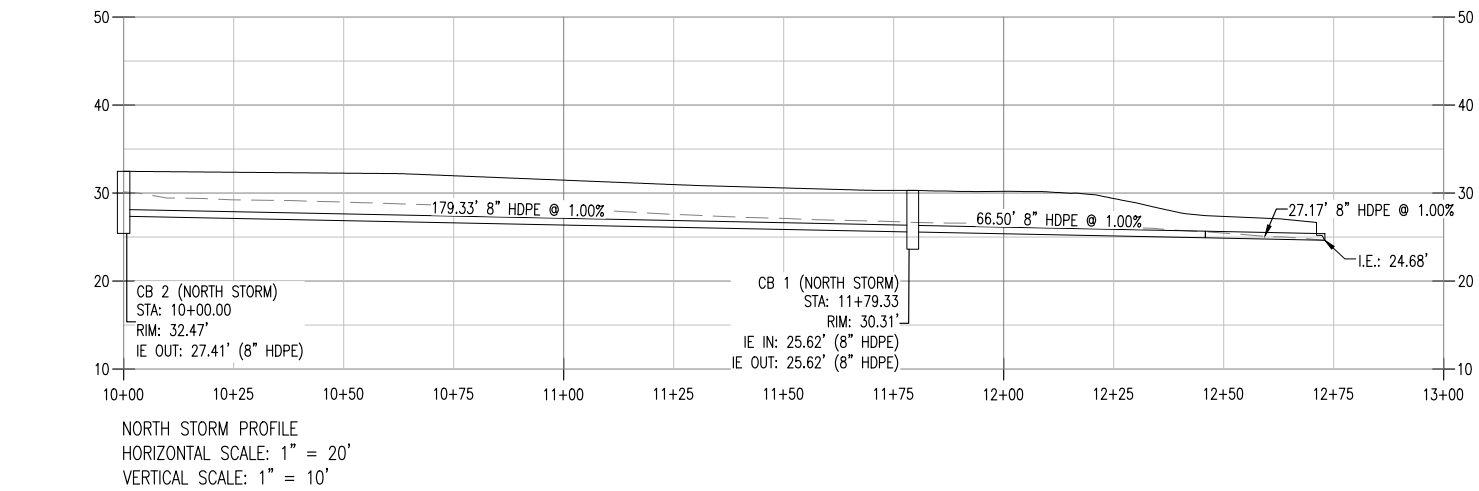


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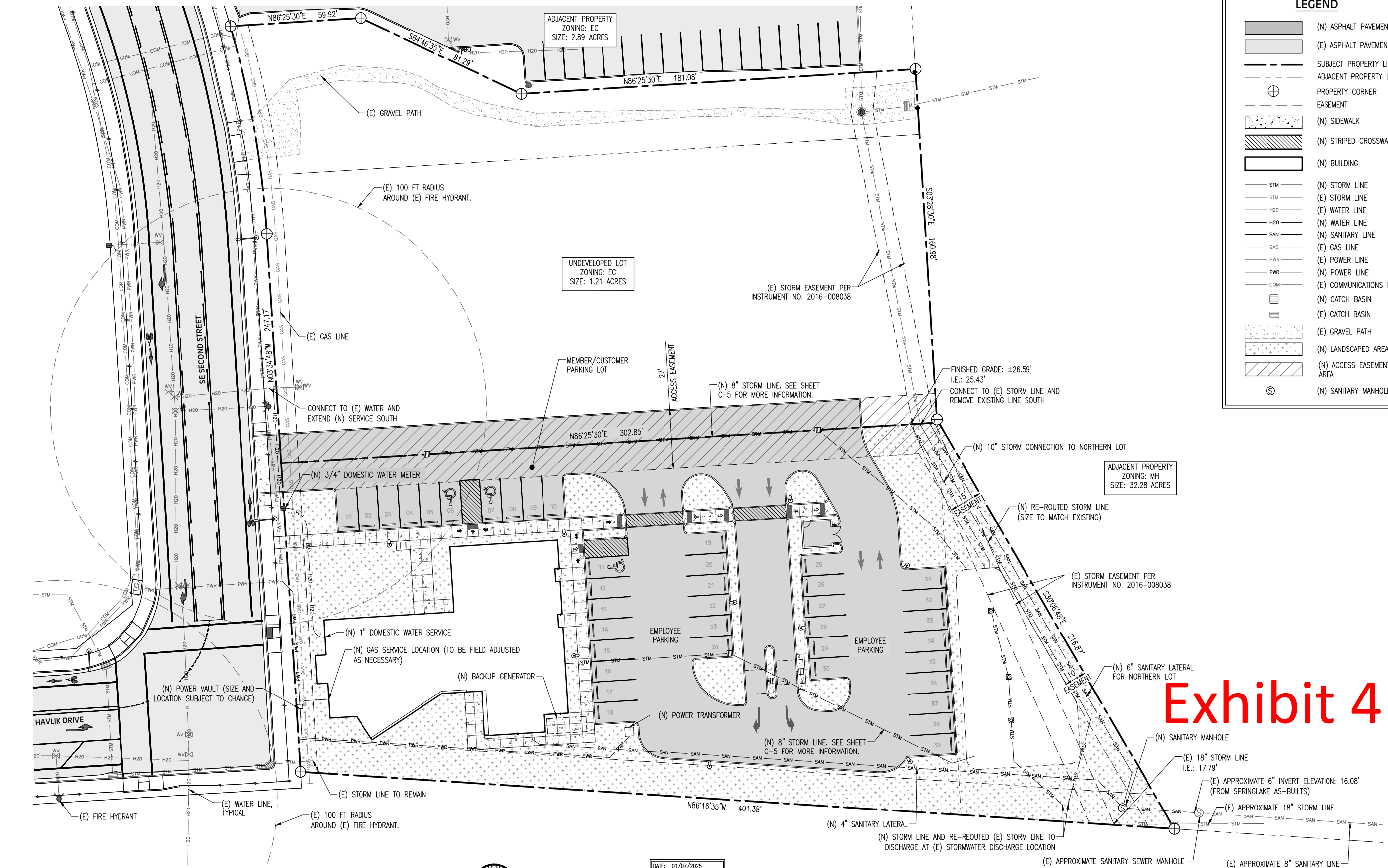
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PROJ. NO.	3558	UTILITY PROFILES
DWG. BY	MLA	SCAPPOOSE BRANCH
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		C-6





UTILITY PLAN  
SCALE: 1" = 20'



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PROJ. NO.	3558	UTILITY PLAN
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FILE	D-3558-C-7-B	DATE 01/03/2024

SHEET  
**C-7**

**Exhibit 4K**



LANDSCAPING LEGEND

- LANDSCAPE SHRUBS: 'ALL GOLD' SHORE JUNIPER (JUNIPERUS RIGIDA SUBSP. CONFERTA 'ALL GOLD')  
7" WIDE x 6" TALL AT MATURITY  
SIZE: 1 GAL  
SPACING: 6' O.C.
- LANDSCAPE SHRUBS: CREEPING OREGON GRAPE (MAHONIA REPENS)  
3' WIDE x 1.5' TALL AT MATURITY  
SIZE: 1-GALLON  
SPACING: 3' O.C.
- SITE GROUNDCOVER: KENTUCKY BLUEGRASS OR RIVER ROCK (AS DIRECTED BY WAUNA) (POA PRATENSIS L.)  
SEEDING RATE: 2.5 LBS. PER 1000 SF
- GROUNDCOVER - AREAS SUSCEPTIBLE TO EROSION:  
ESC SEED MIX  
SUPPLIER: SUNMARK SEEDS  
SEEDING RATE: 1 LB. PER 1000 SF

LANDSCAPING NOTES

- PLANTS TO BE INSTALLED AT LEAST 2' FROM FOUNDATION.
- ANY EXPOSED LANDSCAPING AND BUFFER AREAS NOT TO BE PLANTED WITH GROUNDCOVER SHALL BE COVERED IN 2" OF BARK MULCH.
- LANDSCAPING AREAS SHALL BE RECESSED AT LEAST 1 INCH BELOW SIDEWALK AND CURB GRADES.
- TREE AND SHRUB SPECIES MAY BE SUBSTITUTED AS BASED ON PRICING AND AVAILABILITY. CHANGES TO SPECIES SHALL BE APPROVED BY PROJECT ENGINEER AND THE CITY OF SCAPPOOSE PRIOR TO PLANTING.

PLANTING LEGEND

- STREE TREES - 'PRINCETON SENTRY' - GINKGO (GINKGO BILOBA)  
15' WIDE x 40' TALL AT MATURITY  
SPACING: 25' ON CENTER
- ORNAMENTAL TREE - DWARF ITALIAN CYPRUS (CUPRESSUS SEMPERVIRENS 'COMPACTA')  
2' WIDE x 8.5' TALL AT MATURITY  
SIZE: 1 GAL  
SPACING: SEE LANDSCAPE PLAN
- PARKING LOT TREES - 'FOREST PANSY' EASTERN REDBUD (CERCIS CANADENSIS)  
25' WIDE x 20' TALL AT MATURITY  
SIZE: 2" CALIPER @ 4' DBH AND AT LEAST 10' TALL  
SPACING: SEE LANDSCAPE PLAN
- BUFFER TREES - 'EMBERS' RED MAPLE (ACER RUBRUM 'EMBERS')  
35' WIDE x 40' TALL AT MATURITY  
SIZE: 2" CALIPER @ 4' DBH AND AT LEAST 10' TALL  
SPACING: 25' O.C.
- SHRUBS - HELMON PILLAR BARBERRY (BERBERIS THUNBERGI 'HELMOND PILLAR')  
1.5' WIDE x 3.5' TALL AT MATURITY  
SIZE: 1 GAL  
SPACING: 3' - 4' O.C.
- SHRUBS - SUNSET MANZANITA (ARCTOSTAPHYLOS X 'SUNSET')  
6' WIDE x 4' TALL AT MATURITY  
SIZE: 1 GAL
- SHRUBS - 'SUNDANCE' MEXICAN ORANGE (CHOISYA TERNATA 'SUNDANCE')  
6' WIDE x 6' TALL AT MATURITY  
SIZE: 2 GAL
- BUFFER SHRUBS: TALL OREGON GRAPE (MAHONIA AQUAFOLIUM)  
4' WIDE x 6' TALL AT MATURITY  
SIZE: 5-GALLON  
SPACING: 4 FT O.C.
- SHRUBS - 'MUNCHKIN' OR 'PEE WEE' OAKLEAF HYDRANGEA (HYDRANGEA QUERCIFOLIA 'MUNCHKIN' OR 'PEE WEE')  
4' WIDE x 4' TALL AT MATURITY  
SIZE: 2-GALLON
- SHRUBS - ROCKROSE 'SUNSET' (CISTUS X PULVERULENTUS)  
SPREADING x 2' TALL AT MATURITY  
SIZE: 1-GALLON
- SHRUBS - ORANGE SEDGE (CAREX TESTACEA)  
2' WIDE x 2' TALL AT MATURITY  
SIZE: 1-GALLON
- SHRUBS - JUNIPER 'ALL'S GOLD' (JUNIPERUS CONFERTA)  
SPREADING x 1' TALL AT MATURITY  
SIZE: 1-GALLON

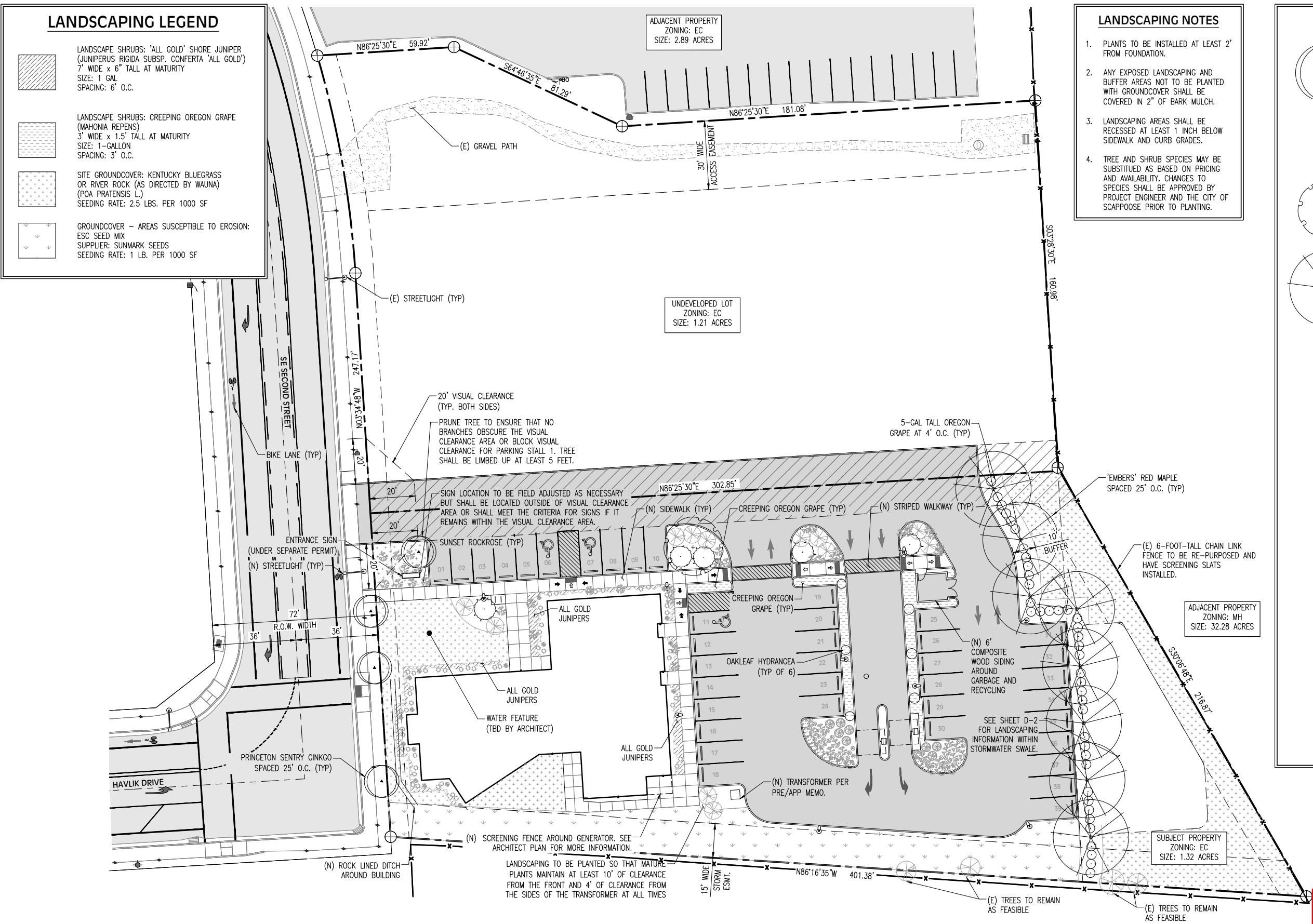


Exhibit 4L



LANDSCAPE PLAN  
SCALE: 1" = 20'



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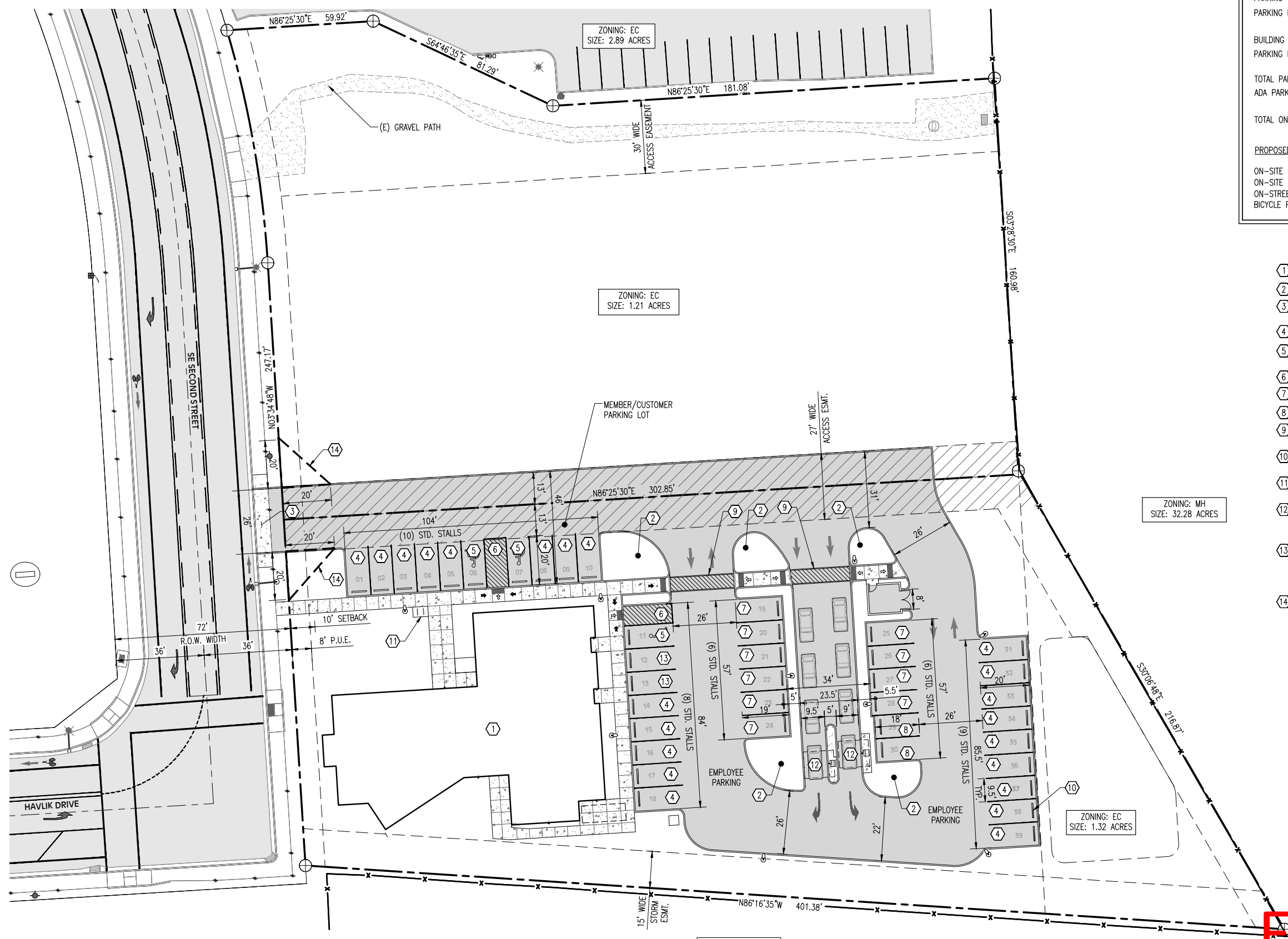
REV.	REVISION RECORD	DATE
A	ADDRESS CITY OF SCAPPOOSE SDR COMMENTS	08/22/2024



PROJ. NO.	3558	LANDSCAPE PLAN
DWG. BY	MLA	SCAPPOOSE BRANCH
APPR. BY		WAUNA FEDERAL CREDIT UNION
FILE	D-3558-C-8-A	DATE 01/03/2024

C-8





PARKING DETAILS	
PARKING USE (EQUIVALENT):	FINANCIAL SERVICE
PARKING REQUIREMENT:	1 SPACE PER 400 SQ. FT. OF GROSS FLOOR AREA
BUILDING AREA PROPOSED:	6,795 SQ. FT.
PARKING REQUIRED (BY AREA):	17 SPACES (6795/400 = 16.99)
TOTAL PARKING REQUIRED:	17 SPACES
ADA PARKING REQUIRED:	1 SPACE
TOTAL ON-SITE SPACES PROPOSED:	39 SPACES
PROPOSED PARKING INFORMATION	
ON-SITE STANDARD SPACES (9.5'x20'):	39 SPACES (INCLUDES 3 ADA SPACES)
ON-SITE COMPACT SPACES (8'x18'):	0 SPACES
ON-STREET SPACES (8.5'x22.5'):	0 SPACES
BICYCLE PARKING:	4 SPACES

- PARKING KEYNOTES**
- 1 NEW 6,795 S.F. WAUNA CREDIT UNION (W.C.U.) BRANCH BUILDING.
  - 2 NEW LANDSCAPED AREA, TYPICAL.
  - 3 NEW 26' WIDE CONCRETE DRIVEWAY APRON AND ASSOCIATED RAMPS.
  - 4 NEW 9.5'W x 20'L PARKING STALL
  - 5 NEW 9.5'W x 20'L ACCESSIBLE PARKING STALL WITH ALL ADA REQUIRED STRIPING AND SIGNAGE PER ODOT STANDARDS.
  - 6 NEW 9'W x 18'L ACCESSIBLE PARKING ACCESS AISLE.
  - 7 NEW 9.5'W x 19'L PARKING STALL
  - 8 NEW 9.5'W x 18'L PARKING STALL
  - 9 NEW CROSSWALK STRIPING IN PARKING LOT.
  - 10 NEW PARKING STALL WHEEL STOP, TYPICAL.
  - 11 (4) NEW BICYCLE PARKING STALLS
  - 12 NEW ITM CANOPY LOCATION, SEE ARCHITECT PLANS FOR DETAILS
  - 13 NEW 9.5'W x 20'L CARPOOL PARKING STALL. PARKING SIGNS SHALL BE INSTALLED INDICATING THAT THESE ARE CARPOOL PARKING STALLS AND SHALL BE RESERVED FOR CARPOOL USE BEFORE 9:00 AM ON WEEKDAYS.
  - 14 NEW 20'X20' VISUAL CLEARANCE AREA

LEGEND	
(N) ASPHALT PAVEMENT	
(E) ASPHALT PAVEMENT	
SUBJECT PROPERTY LINE	
ADJACENT PROPERTY LINE	
PROPERTY CORNER	
EASEMENT	
(N) SIDEWALK	
(N) STRIPED CROSSWALK	
(N) BUILDING	
(E) GRAVEL PATH	
(N) ACCESS EASEMENT AREA	



**PARKING PLAN**  
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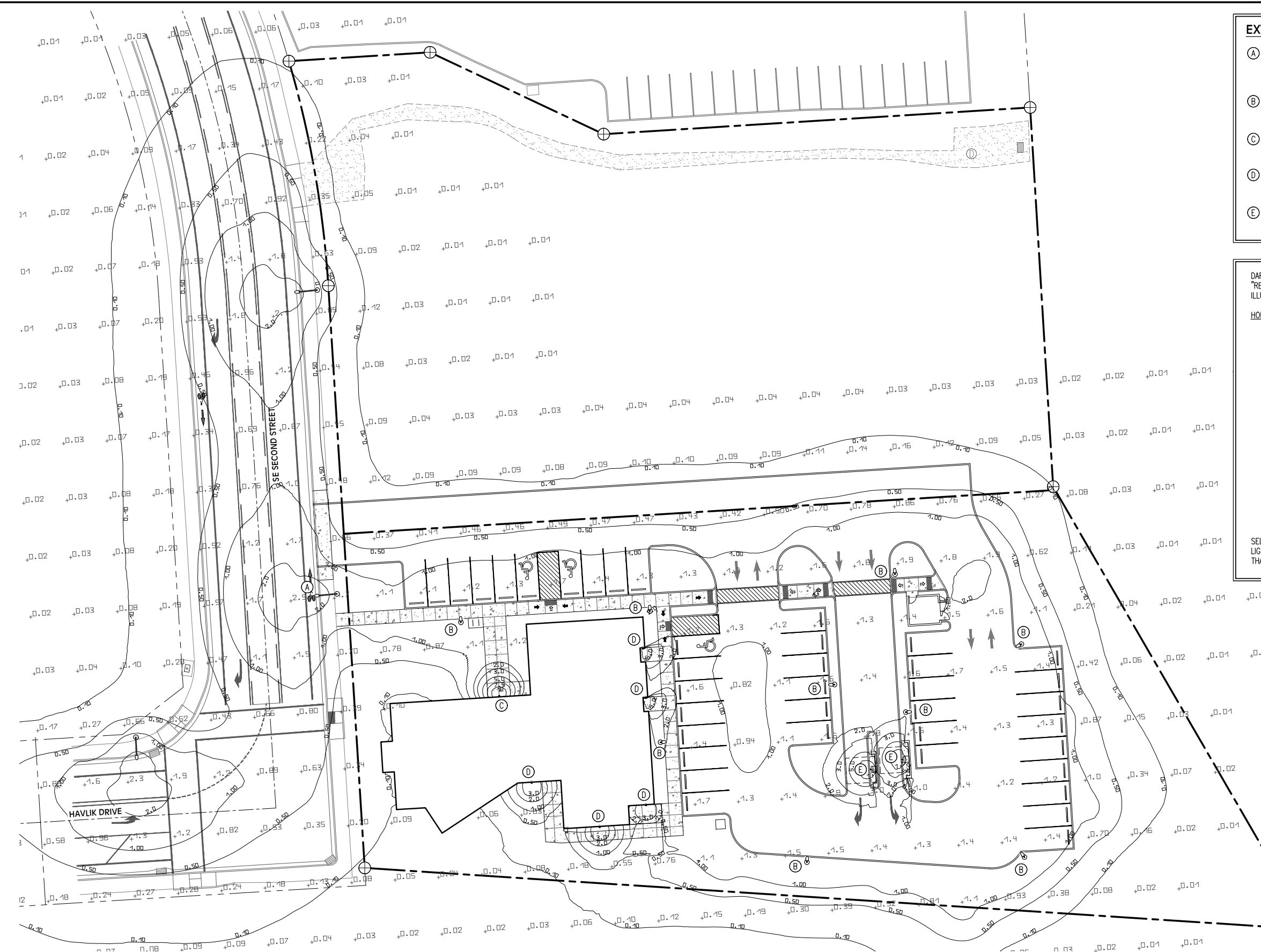
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(503) 366-0399

PROJ. NO.	3558	PARKING PLAN
DWG. BY	MLA	SCAPPOOSE BRANCH
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FILE	D-3558-C-9-A	DATE 01/03/2024

SHEET  
**C-9**

Exhibit 4M





- EXTERIOR LIGHTING KEYNOTES:**
- (A) AMERICAN ELECTRIC LIGHTING "AUTOBAHN ATBM" ROADWAY LUMINAIRE: PERFORMANCE PACKAGE P20, 3000K CCT, TYPE II OPTICS (LUMINOUS FLUX OF 13085 lm); MOUNTED AT APPROXIMATELY 30' ABOVE GRADE, TYPICAL OF 1; MATCH EXISTING AND VERIFY SELECTION WITH COLUMBIA RIVER P.U.D.
  - (B) COOPER LIGHTING "LUMARK" AREA AND ROADWAY LUMINAIRE: MODEL LDRV-T3-F03-E-BZ; (3) 70 CRI, 4000K (7) LED LIGHT BARS WITH TYPE III OPTICS (LUMINOUS FLUX OF 7395 lm); MOUNTED 20' ABOVE GRADE, TYPICAL OF 9
  - (C) COOPER LIGHTING "CROSSTOUR" WALL PACK LUMINAIRE: MODEL XTOR3B-W; 70 CRI, 4000K WALL PACK (LUMINOUS FLUX OF 2710 lm); MOUNTED APPROXIMATELY 10' ABOVE GRADE, TYPICAL OF 1
  - (D) LITHONIA LIGHTING "AFFINITY" WALL PACK LUMINAIRE: MODEL AFO-DB-MVOLT-N-SD-CW-M6; 5000K WALL PACK (LUMINOUS FLUX OF 1275 lm); MOUNTED APPROXIMATELY 10' ABOVE GRADE, TYPICAL OF 5
  - (E) COOPER LIGHTING "LUMARK AP" CLCS CANOPY LUMINAIRE: MODEL CLCS15; 80 CRI, 4000K AREA LIGHT (LUMINOUS FLUX OF 5500 lm); MOUNTED APPROXIMATELY 12' ABOVE GRADE IN CANOPY, TYPICAL OF 2

DARK SKY REQUIREMENTS ARE PER THE INTERNATIONAL DARK SKY ASSOCIATION'S "RECOMMENDED LIGHTING LEVELS FOR EXTERIOR LIGHTING." LIGHTING CONTOURS AND ILLUMINANCE VALUES WERE CALCULATED USING DIALUX EVO LIGHTING SOFTWARE.

**HORIZONTAL ILLUMINANCE (fc)**

PARKING LOT AND CIRCULATION AREAS:

AVERAGE (E)	1.41 fc
MINIMUM (E _{min} )	0.36 fc
MAXIMUM (E _{max} )	12.4 fc
E / E _{min}	4.03
E _{max} / E _{min}	34.7

RECOMMENDED DARK SKY VALUES FOR LOW ACTIVITY PARKING LOTS:

MINIMUM ILLUMINANCE (E _{min} )	0.2 fc
AVERAGE ILLUMINANCE (E)	0.8 fc
UNIFORMITY RATIO (E / E _{min} )	4/1

RECOMMENDED DARK SKY VALUES FOR MEDIUM ACTIVITY PARKING LOTS:

MINIMUM ILLUMINANCE (E _{min} )	0.6 fc
AVERAGE ILLUMINANCE (E)	2.4 fc
UNIFORMITY RATIO (E / E _{min} )	4/1

PER ENERGY TRUST OF OREGON GUIDELINES:

SUBURBAN PARKING AND BUILDING EXTERIOR SAFETY:

AVERAGE MAINTAINED:	1 fc
AVERAGE RANGE:	0.5 - 2.0 fc

SELECTED FIXTURES ARE DARK SKY COMPLIANT. PROVIDE CUT-OFF SHIELDS AT EACH LIGHT FIXTURE AS REQUIRED TO COMPLY WITH I.E.S. AND DARK SKY STANDARDS SUCH THAT NO GLARE SHINES INTO PUBLIC RIGHT-OF-WAYS OR NEARBY RESIDENCES.



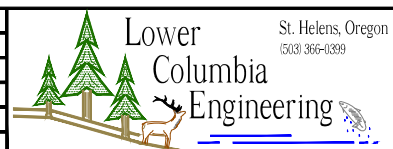
**LIGHTING ANALYSIS PLAN**  
SCALE: 1" = 20'



DATE: 12/05/2024  
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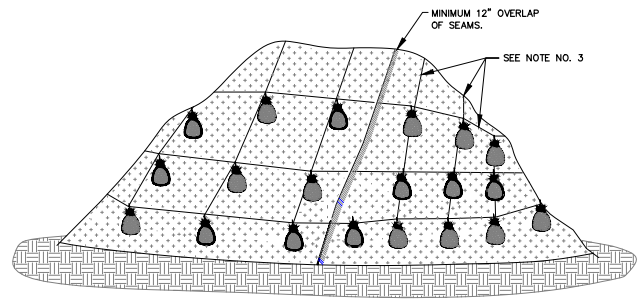


PROJ. NO.	3558	LIGHTING ANALYSIS PLAN
DWG. BY	BMK	SCAPPOOSE BRANCH
APPR. BY		WAUNA FEDERAL CREDIT UNION
FILE	D-3558-C-10-A	DATE 01/03/2024
		SHEET C-10

Exhibit 4N



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 ROPES 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.

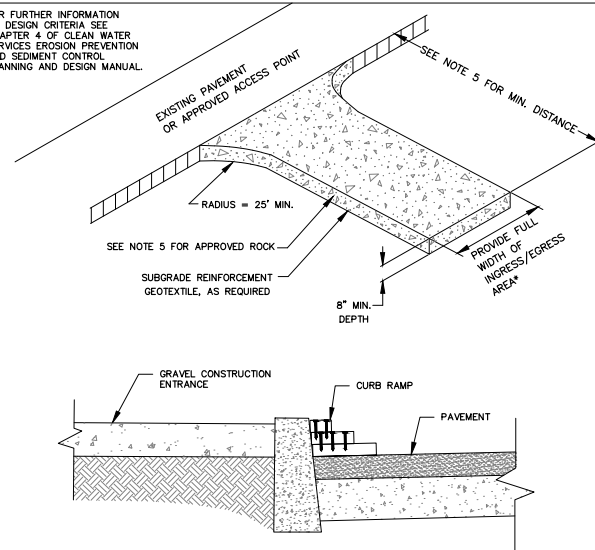
PLASTIC SHEETING

DRAWING NO. 810

REVISED 10-31-19



FOR FURTHER INFORMATION  
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CHAPTER 4 OF CLEAN WATER  
SERVICES EROSION PREVENTION  
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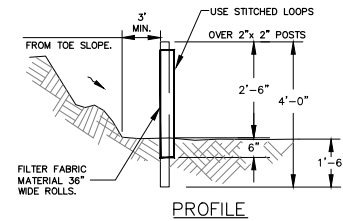
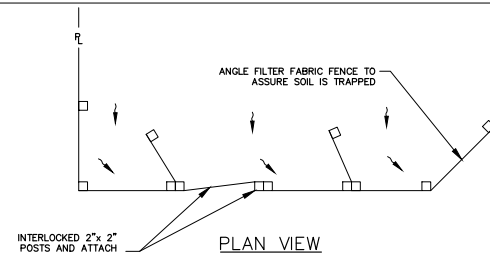
NOTES:

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 3-8" CLEAN ROCK, GOVERNING AUTHORITY MAY REQUIRE GEOTEXTILE FABRIC TO PREVENT SUB-SOIL PUMPING.

CONSTRUCTION ENTRANCE

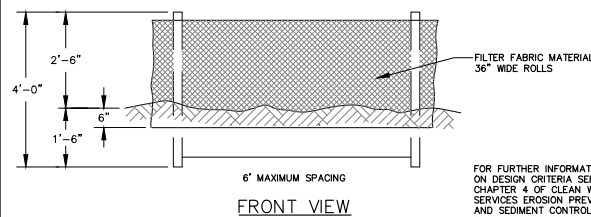
DRAWING NO. 855

REVISED 10-31-19



NOTES:

1. SEDIMENT FENCE TO HAVE STITCHED LOOPS AROUND 2" x 2" POSTS.
2. BURY BOTTOM OF FILTER FABRIC 6" VERTICALLY BELOW FINISHED GRADE.
3. 2"x 2" FIR, PINE OR STEEL FENCE POSTS.
4. POSTS TO BE INSTALLED ON UPHILL SIDE OF SLOPE.
5. COMPACT BOTH SIDES OF FILTER FABRIC TRENCH.
6. PANELS MUST BE PLACED ACCORDING TO SPACING ON DRAWING NO. 940.



FOR FURTHER INFORMATION  
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CHAPTER 4 OF CLEAN WATER  
SERVICES EROSION PREVENTION  
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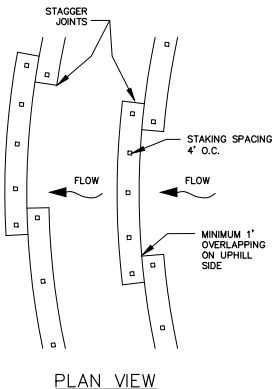
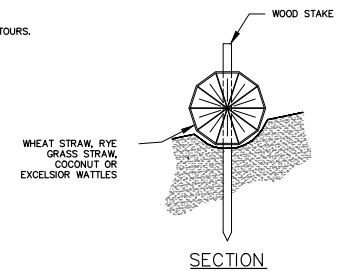
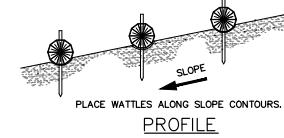
SEDIMENT FENCE

DRAWING NO. 875

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. STAKING SPECIFICATIONS:  
a. 1"x2" WOODEN STAKES  
b. ADDITIONAL STAKES MAY BE INSTALLED ON DOWNHILL SIDE OF WATTLES, ON STEEP SLOPE OR HIGHLY ERODIBLE 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

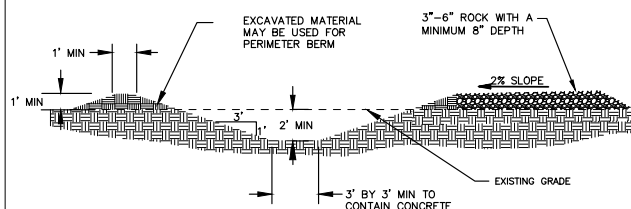
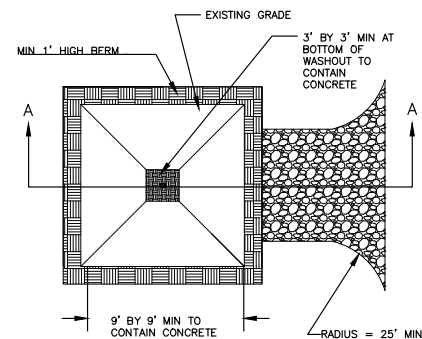
DRAWING NO. 880

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NOTES:

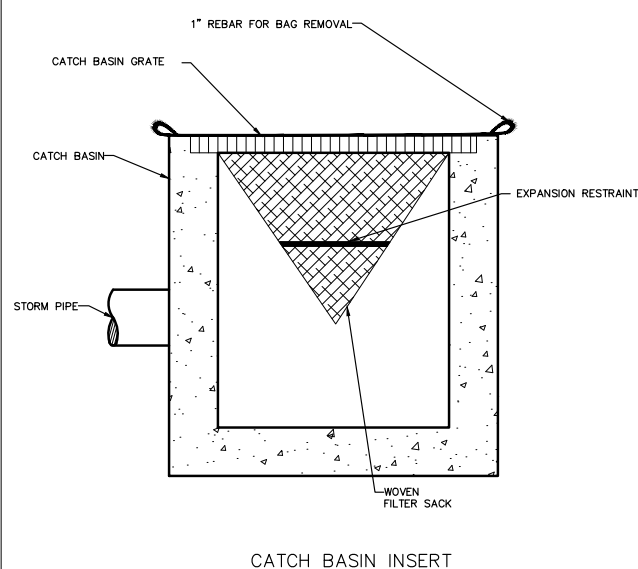
1. WASHOUT FACILITIES SHALL BE MAINTAINED TO PROVIDE ADEQUATE HOLDING CAPACITY WITH A MINIMUM FREEBOARD OF 12 INCHES.
2. WASHOUT FACILITIES MUST BE CLEANED, OR NEW FACILITIES MUST BE CONSTRUCTED AND READY FOR USE ONCE THE WASHOUT IS 75% FULL.
3. IF THE WASHOUT IS NEARING CAPACITY, VACUUM AND DISPOSE 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



NOTE:

1. RECESSED CURB INLET CATCH BASINS MUST BE BLOCKED WHEN USING FILTER FABRIC INLET SACKS. SIZE OF FILTER FABRIC INLET SACKS TO BE DETERMINED BY MANUFACTURER.

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

INLET PROTECTION  
TYPE 5

DRAWING NO. 920

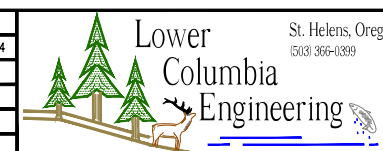
REVISED 10-31-19



DATE: 12/05/2024  
REVISED PRINT  
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DATE: 07/15/2024  
PRELIMINARY  
NOT  
FOR CONSTRUCTION

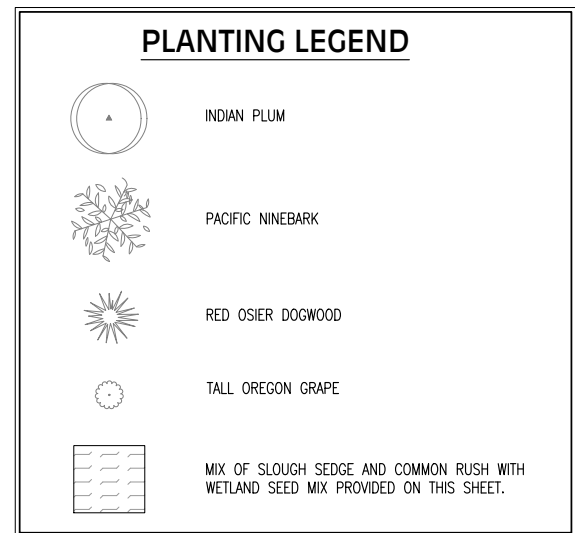
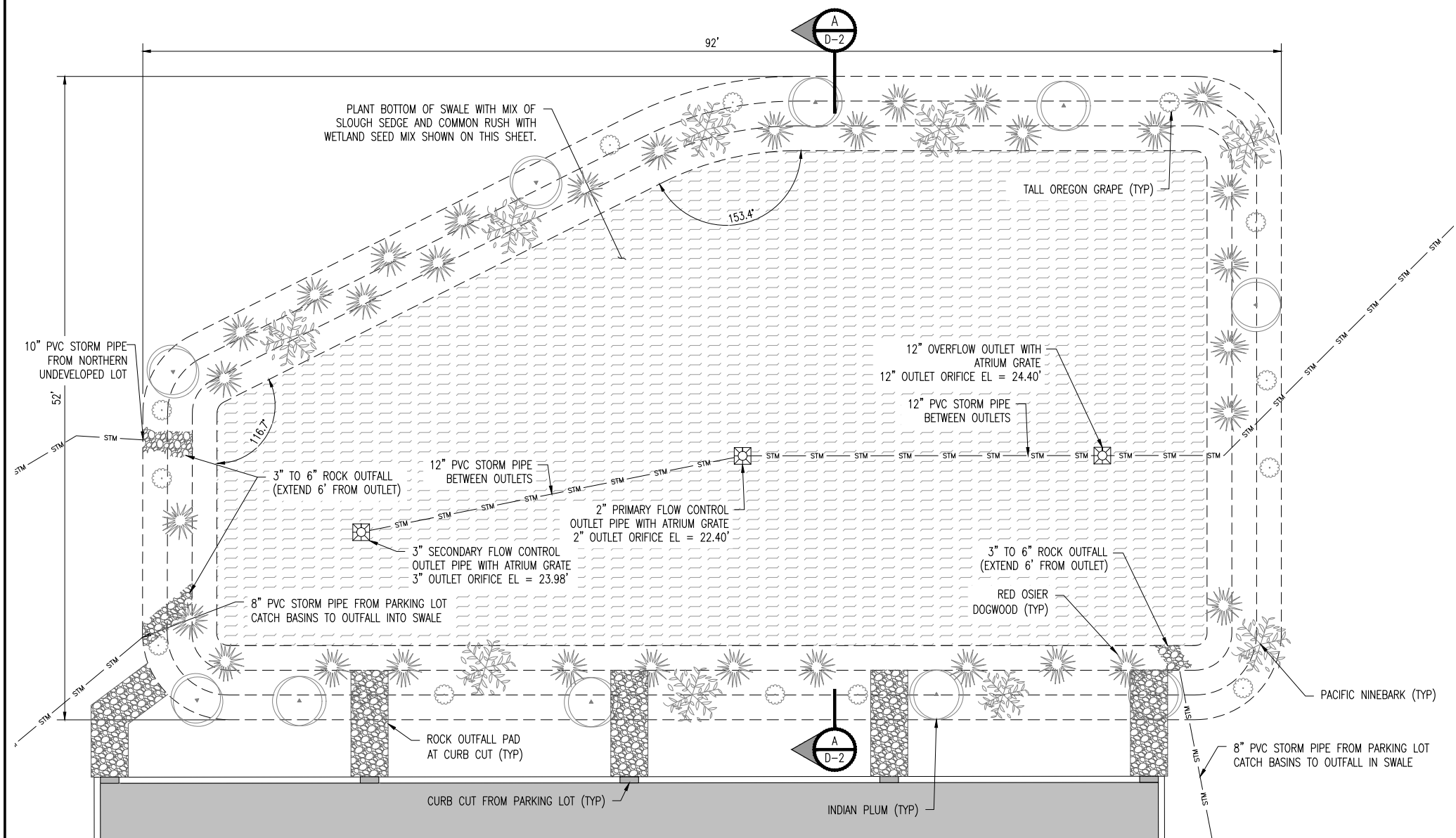
REV.	REVISION RECORD	DATE
A	ADDRESS CITY OF SCAPPOOSE SDR COMMENTS	08/22/2024



PROJ. NO. 3558	ESC DETAILS
DWG. BY MLA	SCAPPOOSE BRANCH
APPR. BY	WAUNA FEDERAL CREDIT UNION
FILE D-3558-D-1-A	DATE 05/13/2024
	SHEET D-1

Exhibit 40





SUNMARK SEEDS INTERNATIONAL, INC.  
PO Box 1210  
Fairview OR 97024  
503-241-7333  
888-214-7333



Sunmark Native Wetlands

Acres: 1  
Quantity: 43.58 lbs.

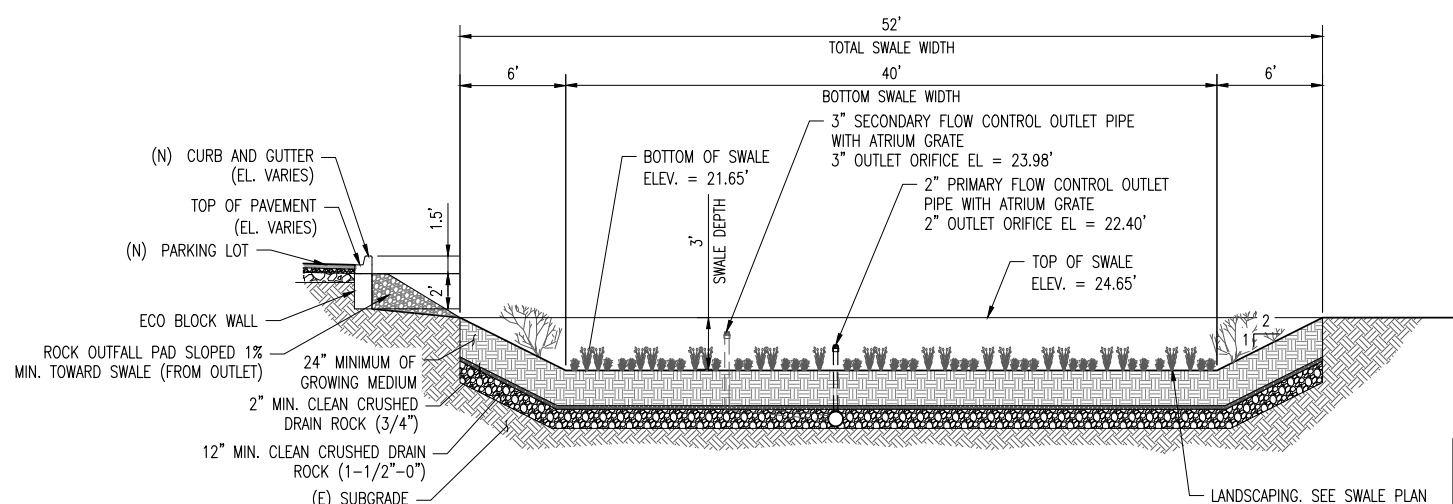
Botanical Name	Common Name	% by weight	Seeds per lb. of Mix	Seeds per lb.	Actual % by seed size	Lbs. Needed	Requested %
<i>Hordeum branchyantherum</i>	Meadow Barley	35.00%	29750	85,000	7.87%	15.25	8%
<i>Glyceria occidentalis</i>	Northwestern Mannagrass	20.00%	40200	201,000	10.37%	8.72	10%
<i>Festuca rubra rubra</i>	Native Red Fescue	20.00%	95000	475,000	24.50%	8.72	24%
<i>Alopecurus geniculatus</i>	Water Foxtail	13.00%	64350	495,000	16.59%	5.67	16%
<i>Eleocharis palustris</i>	Common Spikerush	5.00%	31000	620,000	7.99%	2.18	8%
<i>Beckmannia syziganche</i>	American Sloughgrass	4.00%	46000	1,150,000	11.86%	1.74	12%
<i>Deschampsia caespitosa</i>	Tufted Hairgrass	2.50%	62500	2,500,000	16.12%	1.09	17%
<i>Agrostis exarata</i>	Spike Bentgrass	0.50%	19000	3,800,000	4.90%	0.22	5%
TOTALS:		100.00%	387800		100.00%	43.58	100%

Seeding Rate  
1.00 PLS lbs. per 1000 sq. ft.  
43.58 PLS lbs. per acre

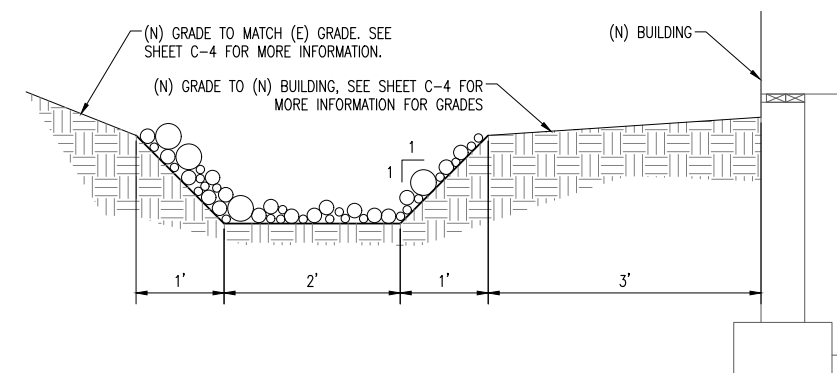


Wetlands is a native grass mixture comprised mostly of wetland grasses. This mix will establish readily and provide good erosion control and improved habitat. Use in the lower areas of bioswales and the low lying flood plain in the wetland zone.

1 ENLARGED BIORETENTION SWALE PLAN  
D-2 SCALE: NTS



A BIORETENTION SWALE CROSS SECTION  
D-2 SCALE: NTS

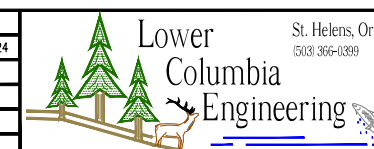


B STORMWATER TRENCH SECTION  
D-2 SCALE: 1" = 1'

DATE: 12/05/2024  
REVISED PRINT  
VOID ALL PREVIOUS

DATE: 07/15/2024  
PRELIMINARY  
NOT FOR CONSTRUCTION

REV.	REVISION RECORD	DATE
A	ADDRESS CITY OF SCAPPOOSE SDR COMMENTS	08/22/2024



PROJ. NO. 3558	ENLARGED SWALE PLAN & SECTIONS
DWG. BY EMR	SCAPPOOSE BRANCH
APPR. BY	WAUNA FEDERAL CREDIT UNION
FILE D-3558-D-2-A	DATE 05/17/2023

SHEET D-2



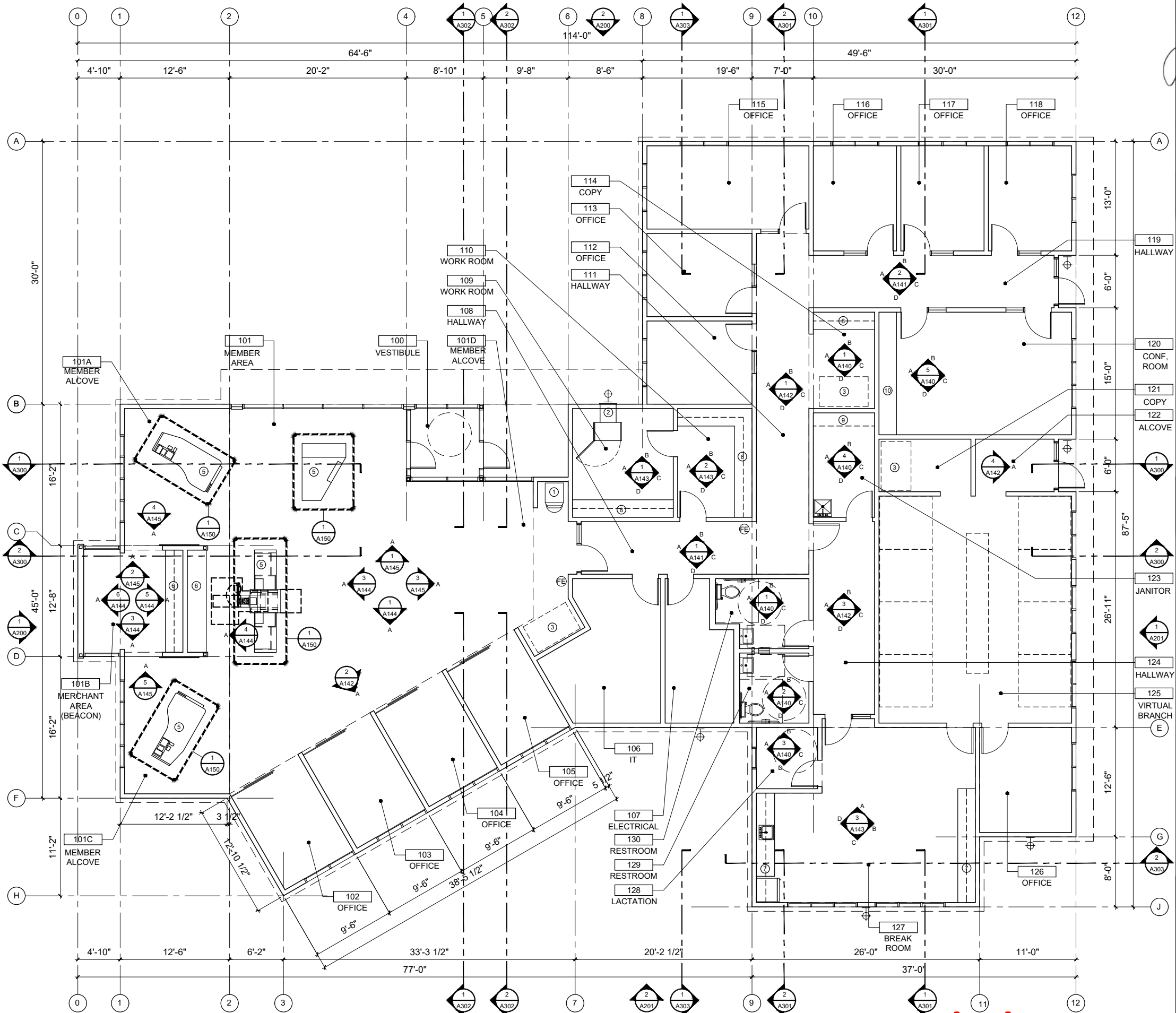
- GENERAL NOTES FOR TENANT IMPROVEMENT
1. ALL NEW INTERIOR PARTITION WALLS TO BE 2x4 OR 2x6 WOOD STUDS WOOD STUDS AT 24" O.C. UNLESS OTHERWISE NOTED WITH ONE LAYER 5/8" TYPE X GYP. BD. ONE EACH SIDE. FILL STUD CAVITY WITH ACOUSTIC INSULATION. NEW WALL PARTITIONS TO EXTEND 1/2" ABOVE EXISTING CEILING SYSTEM AND TO BE CROSS BRACED TO ROOF STRUCTURE ABOVE AT 48" O.C. INSTALL NEW ACOUSTIC INSULATION ABOVE EXISTING CEILING GRID TO REMAIN. (2x6 & 2x8 WOOD STUDS AT TOILET PARTITION WALLS)
  2. ALL NEW DOORS (EXCEPT RESTROOM AND STORAGE DOORS) TO BE 3068 SOLID CORE DOORS IN KNOCKDOWN METAL FRAME WITH A.D.A COMPLIANT LEVER HANDLE
  3. ALL NEW RESTROOM AND STORAGE DOORS TO BE 3068 SOLID CORE WOOD DOORS IN KNOCKDOWN METAL FRAME WITH A.D.A COMPLIANT LEVER HANDLE
  4. ALL NEW INTERIOR RELIGHTS TO BE TEMPERED GLASS IN KNOCKDOWN METAL FRAME HEAD HEIGHT TO MATCH DOOR, SILL AT 24" A.F.F.
  5. PROVIDE COMPLETE AND CODE COMPLIANT DESIGN / BUILD MECHANICAL, PLUMBING, AND ELECTRICAL SYSTEMS. REPAIR, REPLACE WITH NEW, OR UPGRADE EXISTING SYSTEMS. VERIFY TENANT REQUIREMENTS WITH OWNER.
  6. CONNECT DOWNSPOUTS TO STORM DRAINAGE SYSTEM. REFER TO CIVIL DRAWINGS FOR CONNECTION LOCATIONS.
  7. SEE A115-A116 ENLARGED PLANS FOR ADDITIONAL NOTES AND DIMENSIONS.

PLAN KEY NOTES

- ① COIN EQUIPMENT - VERIFY ALL DIMENSIONS AND CLEARANCES OF SELECTED EQUIPMENT AND INSTALL PER MANUFACTURER'S INSTRUCTIONS
- ② NIGHT DROP EQUIPMENT - VERIFY ALL DIMENSIONS AND CLEARANCES OF SELECTED EQUIPMENT AND INSTALL PER MANUFACTURER'S INSTRUCTIONS
- ③ COPIER / PRINTER - VERIFY ALL DIMENSIONS AND CLEARANCES OF SELECTED EQUIPMENT AND INSTALL PER MANUFACTURER'S INSTRUCTIONS
- ④ CRAWL SPACE ACCESS LOCATION - 18" X 24" MIN. - VERIFY LOCATION
- ⑤ MEMBER AREA BUILT-IN CASEWORK AND EQUIPMENT - SEE CASEWORK DRAWINGS A150, A151, A152, A153, A154
- ⑥ MEMBER AREA UPPER AND LOWER CASEWORK - SEE CASEWORK DRAWINGS A15X
- ⑦ BREAK AREA UPPER AND LOWER CASEWORK - SEE CASEWORK DRAWINGS A15X
- ⑧ WORK AREA AND COPY AREA UPPER AND LOWER CASEWORK - SEE CASEWORK DRAWINGS A15X
- ⑨ JANITOR UPPER AND LOWER CASEWORK - SEE CASEWORK DRAWINGS A15X
- ⑩ CONFERENCE ROOM LOWER CASEWORK - SEE CASEWORK DRAWINGS A15X
- ⑪ 20" X 36" ROOF ACCESS HATCH AND WALL MOUNTED LADDER
- ⑫ ATTIC SPACE ACCESS LOCATION - 20" X 30" MIN. - PROVIDE ADDITIONAL ACCESS LOCATIONS WHERE REQUIRED TO INSURE ACCESS TO ALL PORTIONS OF THE TRUSSED ROOF AREAS
- ⑬ LINE OF ROOF OVERHANG ABOVE NOT INCLUDING GUTTER
- ⑭ 42" HEIGHT WOOD FRAMED WALL
- ⑮ CRAWL SPACE ACCESS LOCATION - 18" X 24" MIN. - VERIFY LOCATION
- ⑯ ONE HOUR RATED ELEVATOR SHAFT AND OPENING
- ⑰ PROVIDE RIGID INSULATION CUT TO FIT ON BOTH SIDES OF STEEL STRUCTURE AT ALL LOCATIONS IN EXTERIOR WALLS
- ⑱ ROOF BEAMS - SEE STRUCTURAL

SYMBOL LEGEND

- FE FIRE EXTINGUISHER LOCATION - SEE 1 AND 2 / A106 FOR REQUIREMENTS



1 FLOOR PLAN  
3/16" = 1'-0"

Exhibit 4Q

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14670 SW Forest Drive  
Beaverton, OR 97007

WAUNA CREDIT UNION  
NEW SCAPPOOSE BRANCH

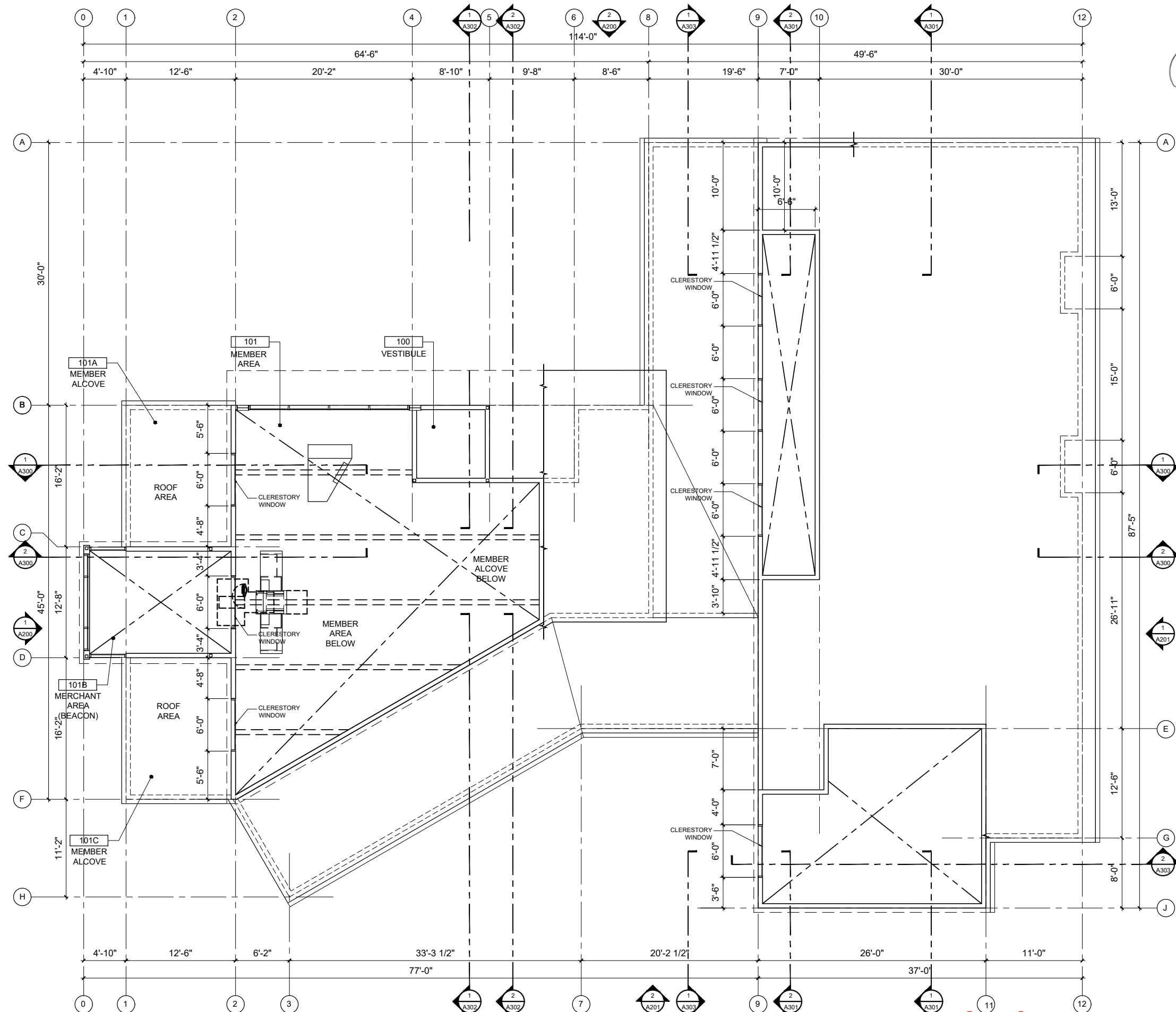
SCAPPOOSE, OR 97056

job no.: 2405  
date: 07-15-2024

FLOOR PLAN  
A111

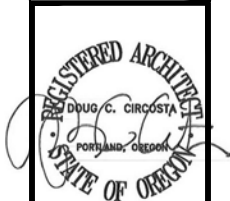
Page 184 of 267





1 FLOOR PLAN AT VAULTED AREAS  
3/16" = 1'-0"

Exhibit 4R



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SCAPPOOSE, OR 97056

job no.: 2405  
date: 07-15-2024

FLOOR  
PLAN AT  
VAULTED  
AREAS

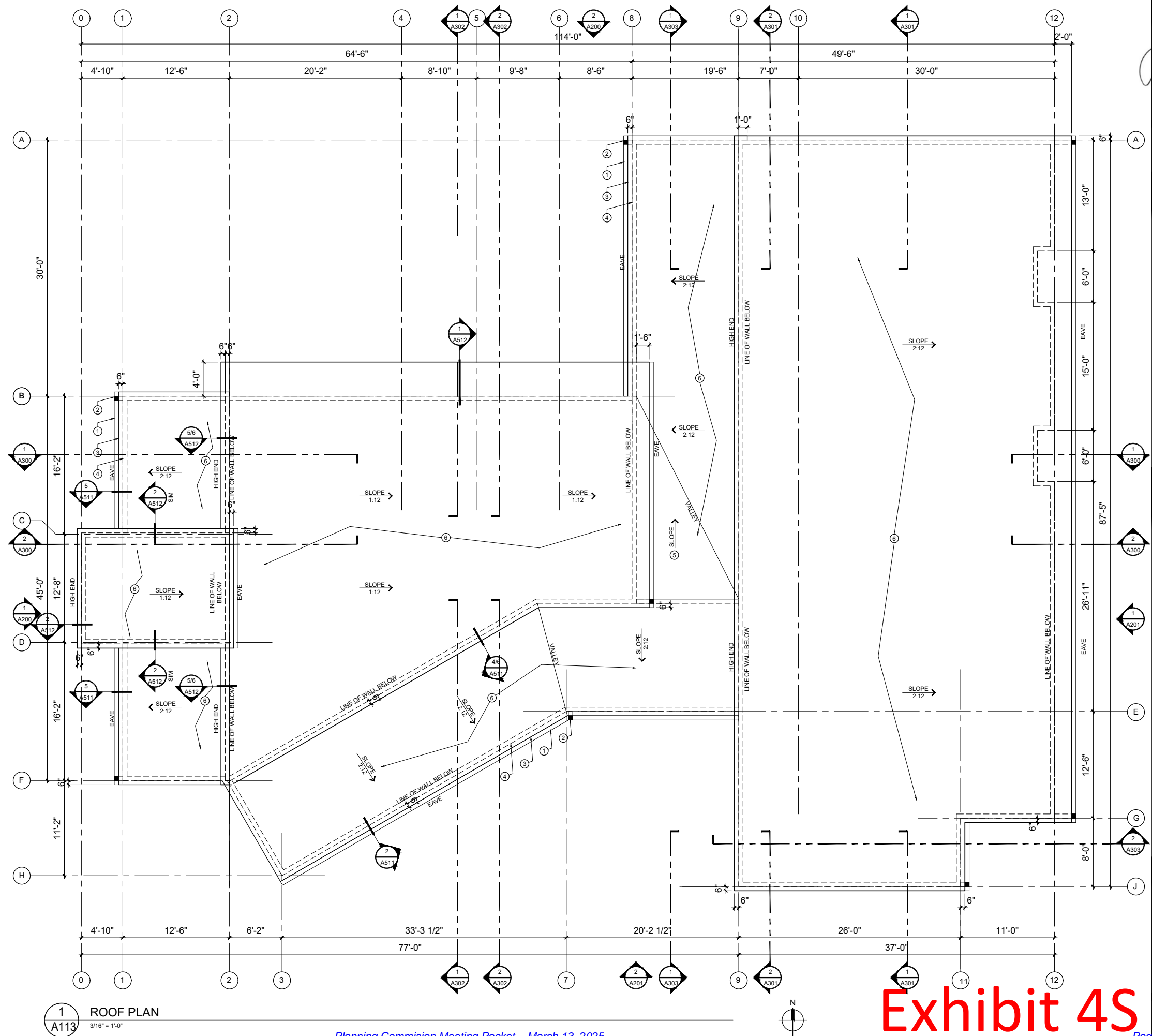
A112

SITE DEVELOPMENT REVIEW SUBMITTAL



- TOTAL ROOF AREA TO BE VENTILATED = 6,771 SF
- REQUIRED VENTILATION AREA =  $6,771 / 300 \times 144 = 3,250$  SQ. IN. NFVA.
- PROVIDE A MINIMUM OF 1" AIR SPACE BETWEEN INSULATION AND ROOF SHEATHING.
- BLOCKING AND BRIDGING TO BE ARRANGED TO NOT INTERFERE WITH AIR MOVEMENT.
- PROVIDE CLASS I OR II VAPOR BARRIER ON WARM-IN-WINTER SIDE OF CEILING.

- ① 5" PRE-FINISHED METAL GUTTER
- ② 5" DIAMETER ROUND PRE-FINISHED METAL DOWNSPOUT - CONNECT TO STORM SYSTEM PER CIVIL
- ③ LINE OF EDGE OF ROOF
- ④ LINE OF EXTERIOR WALL BELOW
- ⑤ TAPERED RIGID INSULATION AT CRICKET LOCATIONS ONLY
- ⑥ METAL ROOFING SYSTEM



REGISTERED ARCHITECT  
DOUG C. CIRCOSTA  
PORTLAND, OREGON  
STATE OF OREGON

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job no.: 2405  
date: 07-15-2024

## ROOF PLAN

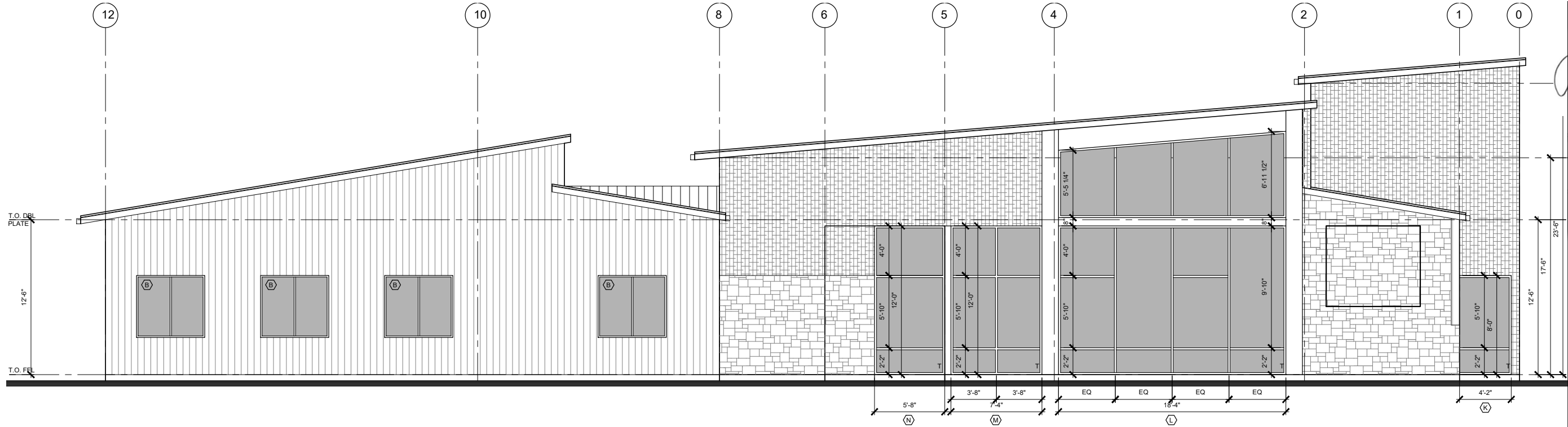
A113  
86 of 267

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# SITE DEVELOPMENT REVIEW SUBMITTAL

# Exhibit 4S





2 NORTH BUILDING ELEVATION  
A200 1/4" = 1'-0"

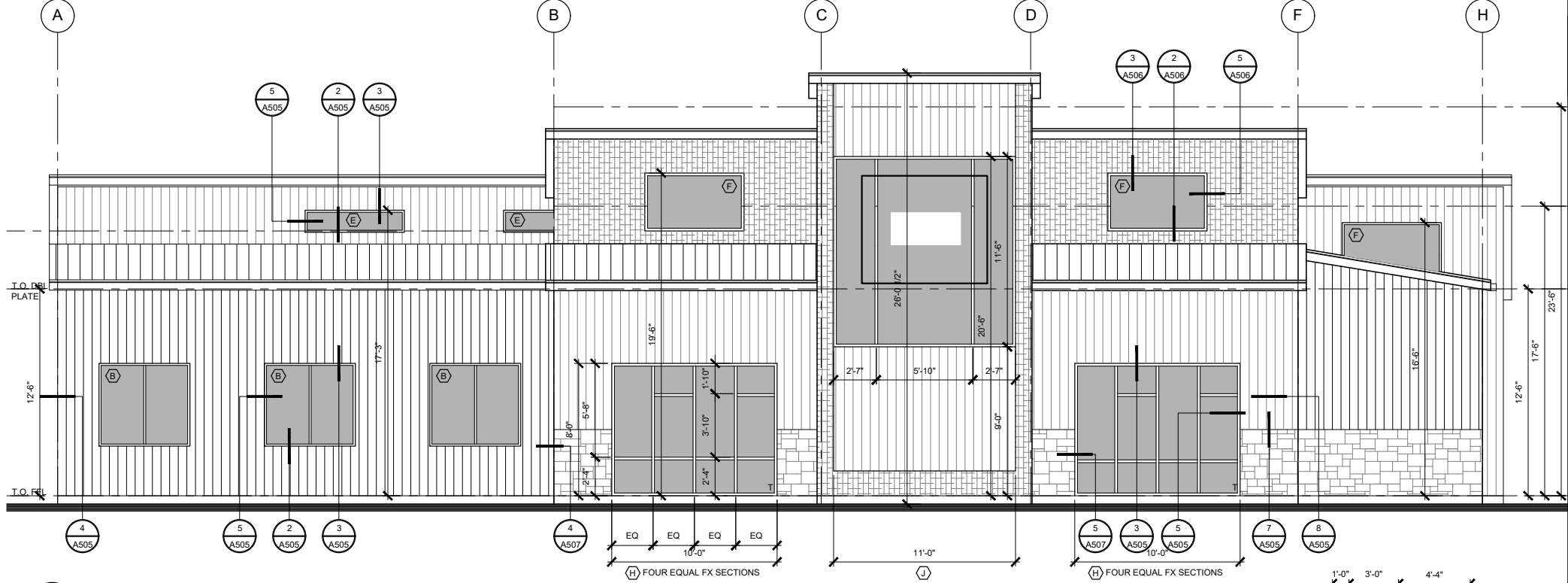
Exhibit 4T

**MATERIALS SYMBOL**

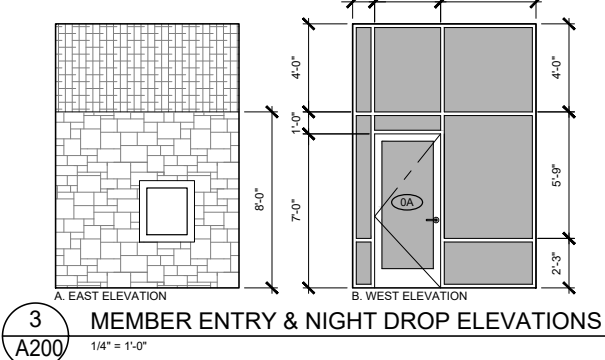
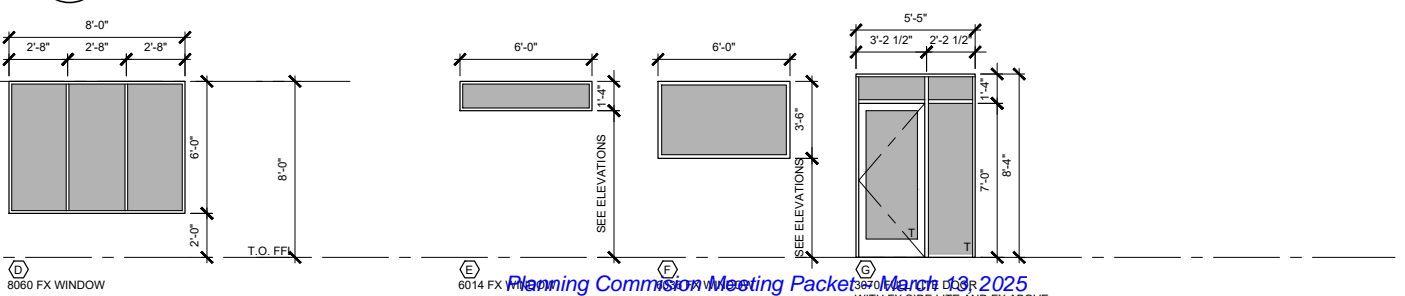
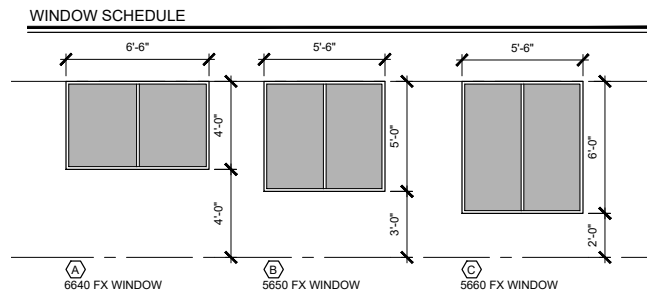
	METAL ROOFING
	METAL SIDING
	COMPOSITE WOOD SIDING
	CULTURED STONE VENEER

**KEY NOTES**

- ELECTRICAL SERVICE AND MECHANICAL EQUIPMENT LOCATION  
- PROVIDE LANDSCAPE SCREENING
- GENERATOR LOCATION  
- 6' TALL CHAIN LINK FENCE SCREENING WITH SLATS



1 WEST BUILDING ELEVATION  
A200 1/4" = 1'-0"



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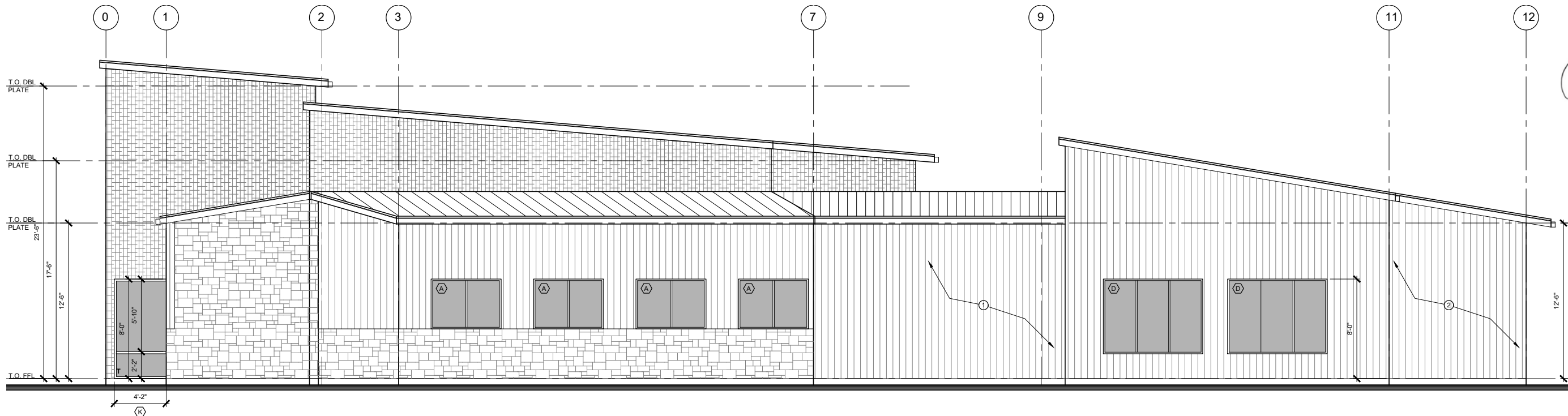
WAUNA CREDIT UNION  
NEW SCAPOOSE BRANCH  
SCAPOOSE, OR 97056

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date: 10-01-2024

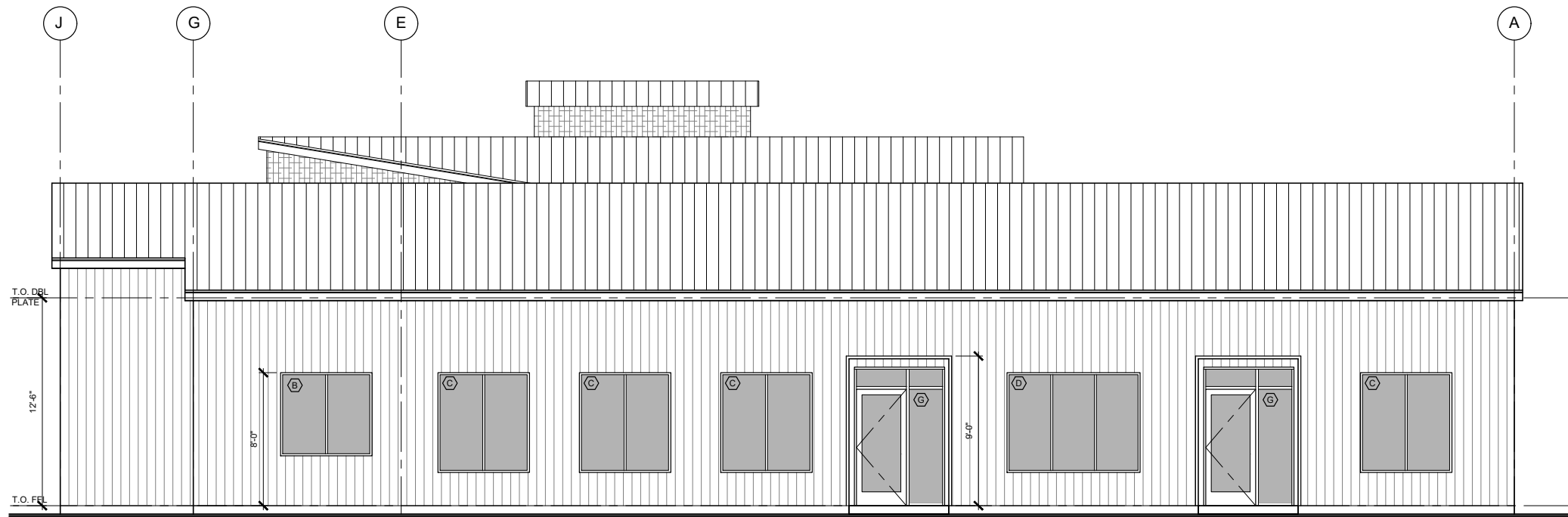
BUILDING  
ELEVATIONS

A200  
Page 187 of 267

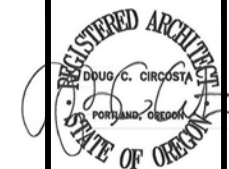




2 SOUTH BUILDING ELEVATION  
A201 1/4" = 1'-0"



1 EAST BUILDING ELEVATION  
A201 1/4" = 1'-0"



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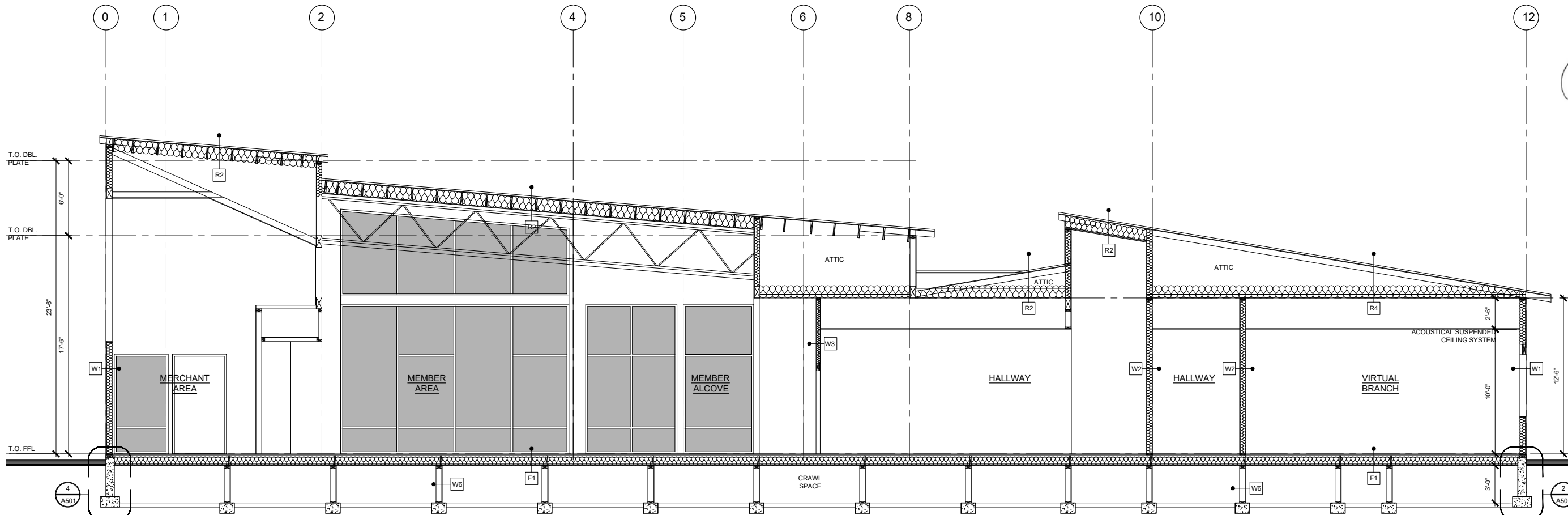
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BUILDING  
ELEVATIONS

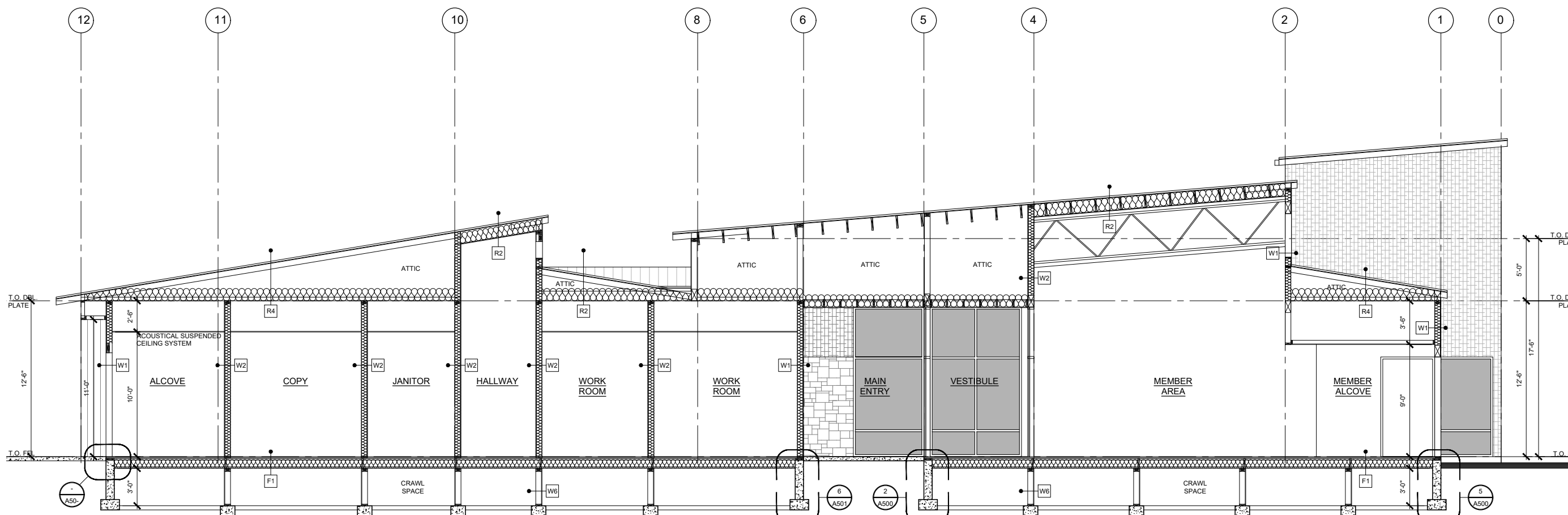
A201

Exhibit 4U





**2 BUILDING SECTIONS**  
A300 1/4" = 1'-0"



**1 BUILDING SECTIONS**  
A300 1/4" = 1'-0"



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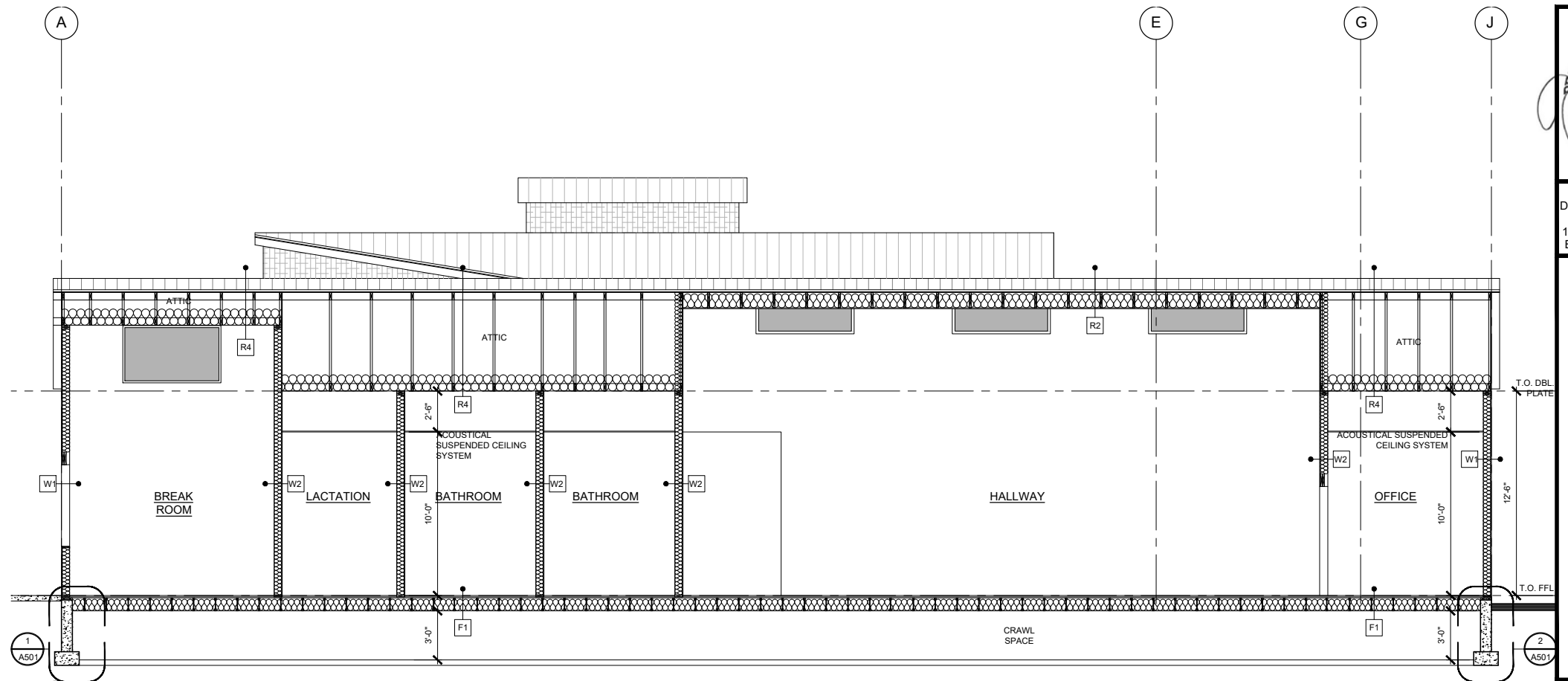
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**BUILDING  
SECTIONS**

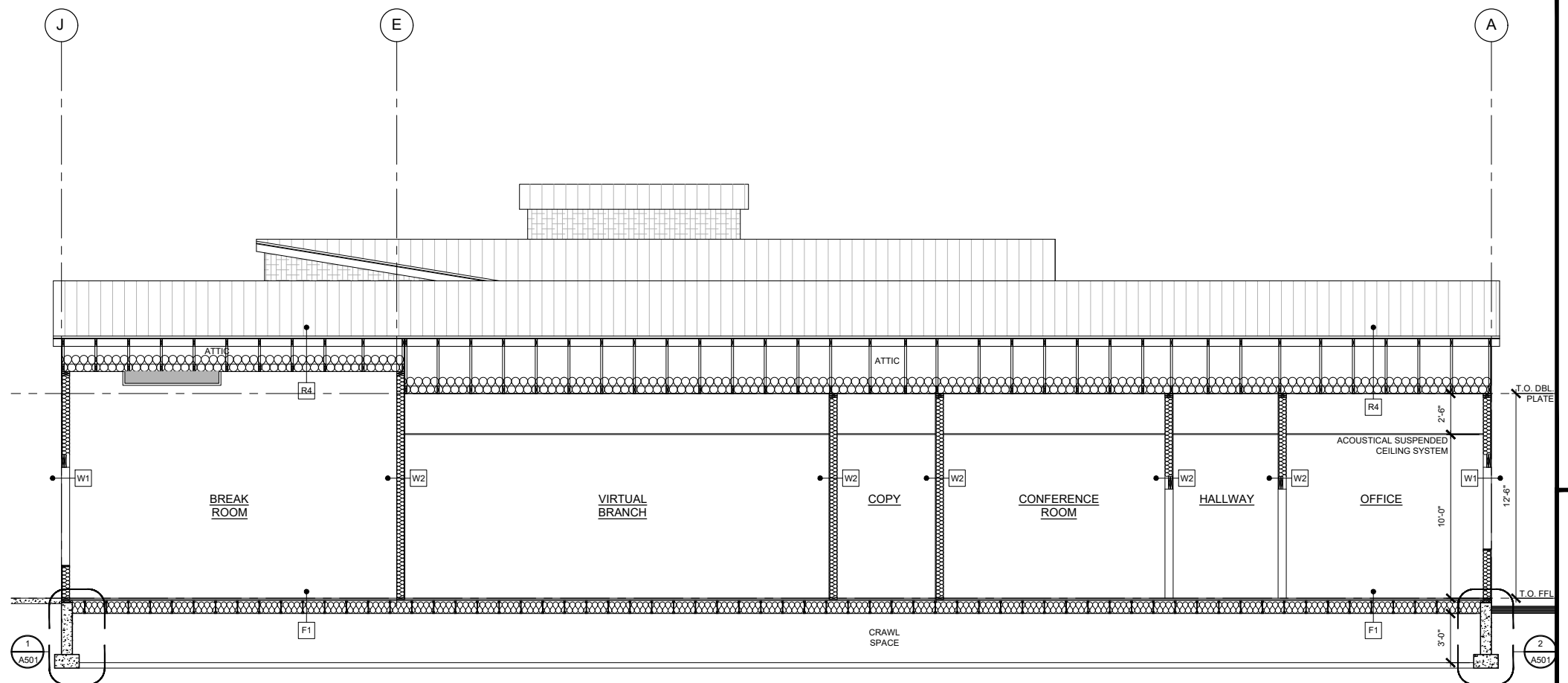
**A300**

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**2 BUILDING SECTIONS**  
A301  
1/4" = 1'-0"



**1 BUILDING SECTIONS**  
A301  
1/4" = 1'-0"



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job no.: 2405  
date: 07-15-2024

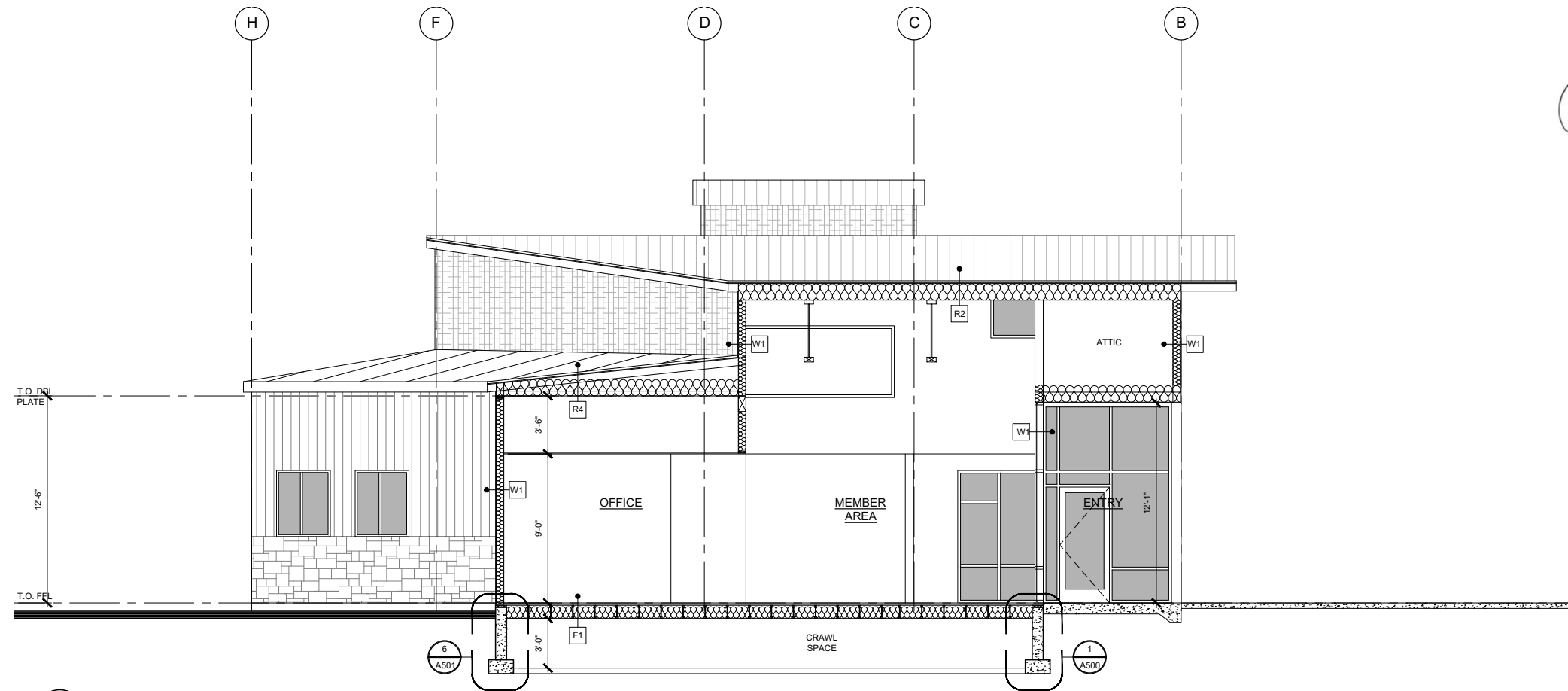
**BUILDING  
SECTIONS**

**A301**

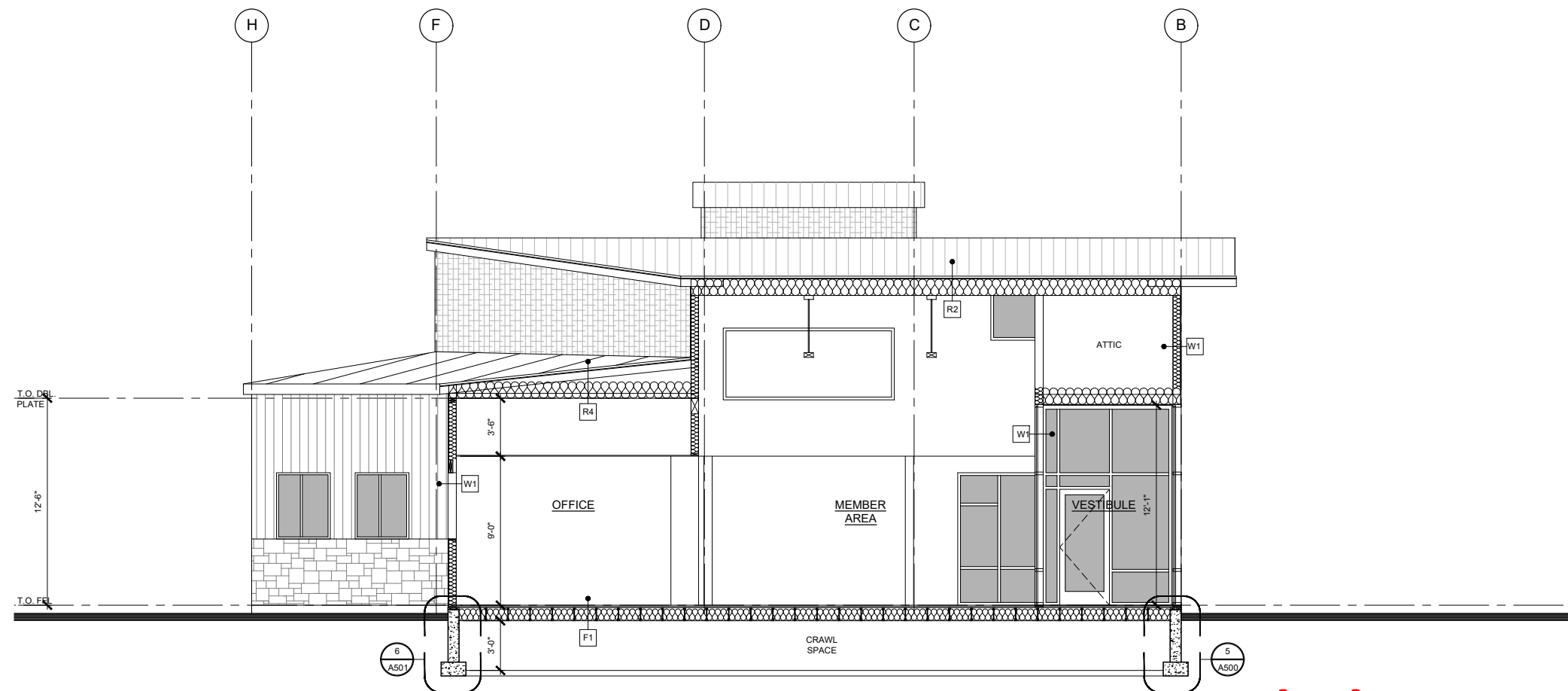
SITE DEVELOPMENT REVIEW SUBMITTAL

**Exhibit 4W**

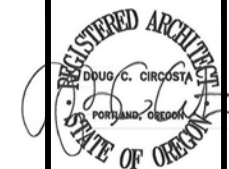




2 BUILDING SECTIONS  
A302 1/4" = 1'-0"



1 BUILDING SECTIONS  
A302 1/4" = 1'-0"



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job no.: 2405  
date: 07-15-2024

BUILDING  
SECTIONS

A302





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SCAPPOOSE, OR 97056

job no.: 2405  
date: 07-15-2024

BUILDING  
SECTIONS

A303

Page 192 of 267

SITE DEVELOPMENT REVIEW SUBMITTAL

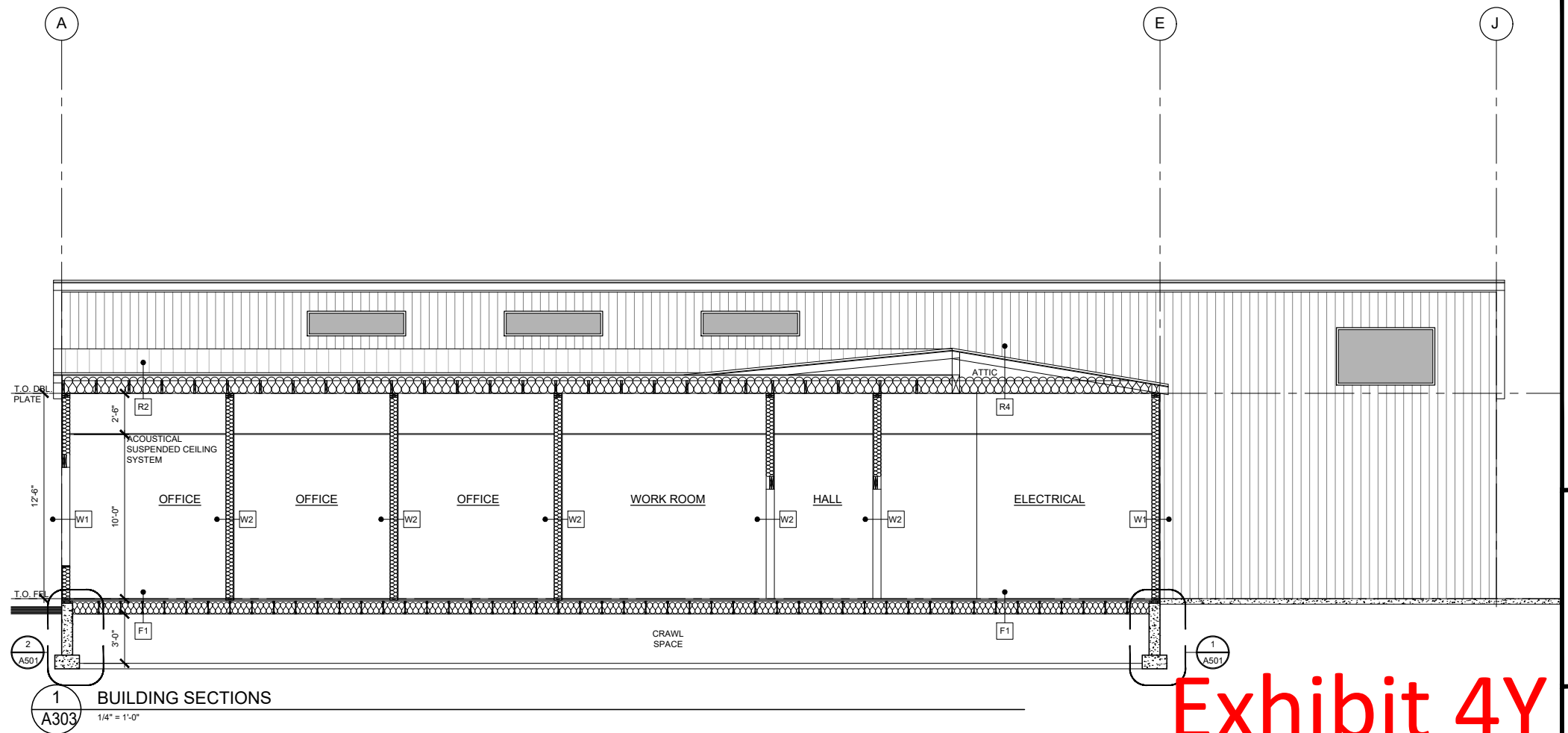
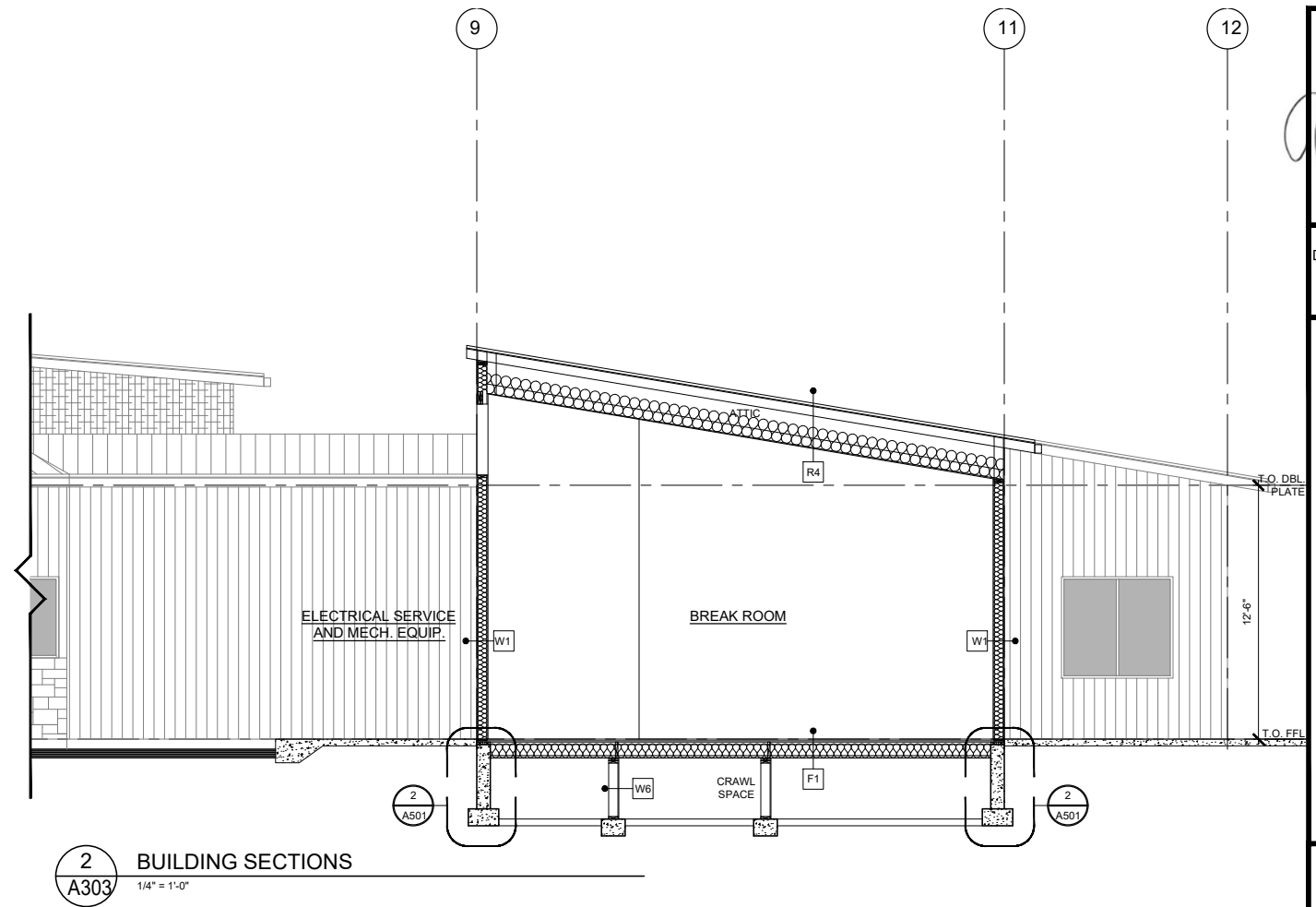
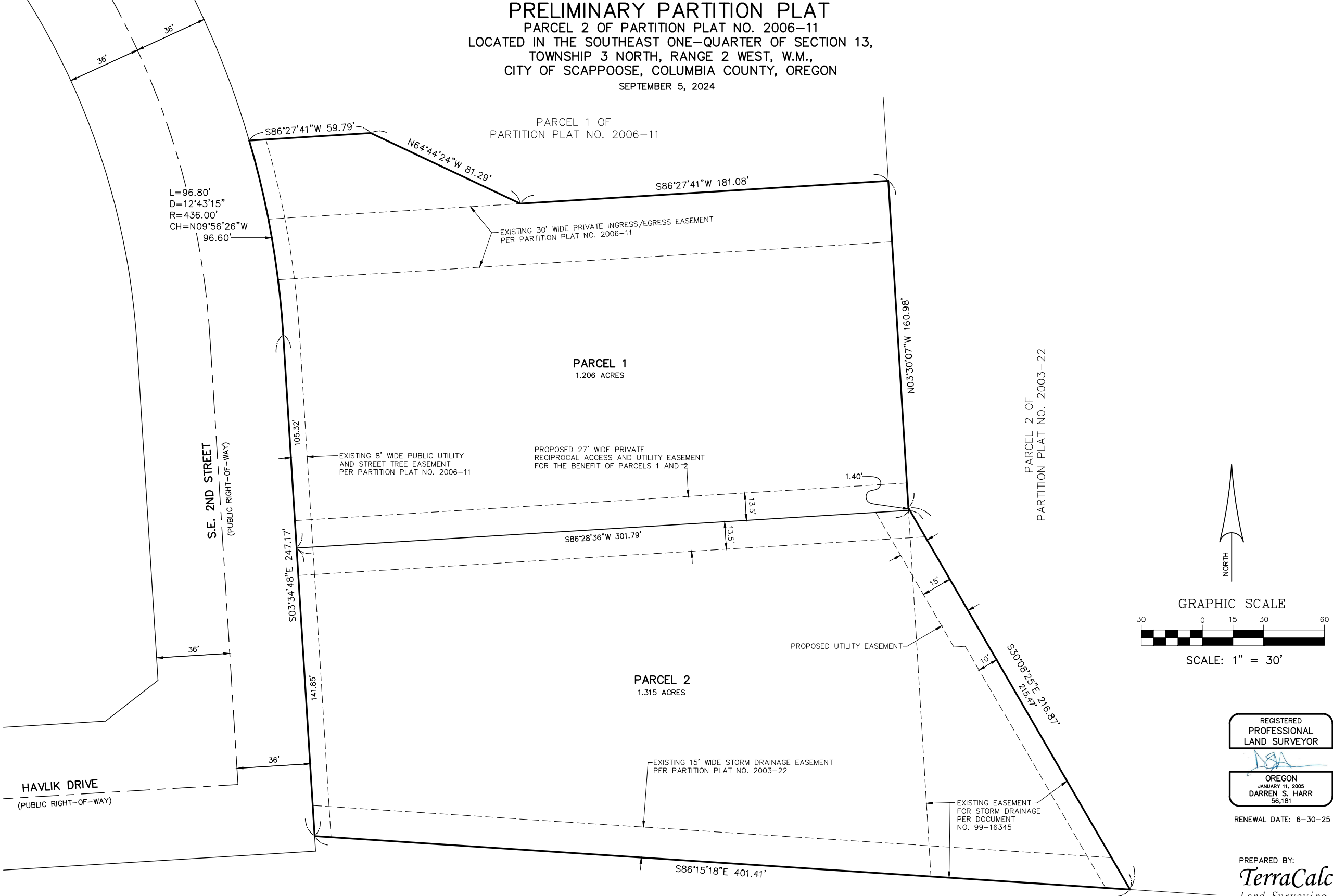


Exhibit 4Y



PRELIMINARY PARTITION PLAT  
PARCEL 2 OF PARTITION PLAT NO. 2006-11  
LOCATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 13,  
TOWNSHIP 3 NORTH, RANGE 2 WEST, W.M.,  
CITY OF SCAPPOOSE, COLUMBIA COUNTY, OREGON  
SEPTEMBER 5, 2024



BOOK 72, PAGE 461

Exhibit 4Z

SHEET 1 OF 1





# Wauna Credit Union

## Transportation Impact Study

### Scappoose, Oregon



Date:

August 29, 2024

Prepared for:

Jeremy Grover

Wauna Credit Union

Prepared by:

Daniel Stumpf, PE

Ken Kim, PE



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## Executive Summary

1. The proposed Wauna Credit Union will include the construction of a new credit union branch to be located at on a single property east of SE 2nd Street, west of Oak Grove Drive, and south of a Bi-Mart Retail store in Scappoose, Oregon. The facility will include the construction of a 6,795 square foot building (approximately 6,800 square feet) with two drive-in lanes and will have a single access along SE 2nd Street.
2. The trip generation calculations show that the proposed development is projected to generate 31 net new AM peak hour trips, 54 net new PM peak hour trips, and 266 net new average weekday trips.
3. No significant trends or crash patterns were identified at any of the study intersections that are indicative of safety concerns. Accordingly, no safety mitigation is recommended per the crash data analysis
4. Adequate sight distances are available at the proposed site access along SE 2nd Street to allow for safe operation of the intersection. No mitigation is necessary or recommended with regard to sight distance at the proposed site access intersection.
5. In order to safely accommodate vehicles turning into the project site from SE 2nd Street, drivers of these entering vehicles should be able to see and anticipate potential hazards and conflicts with other vehicles in the parking lot, such as vehicles that may reverse out of parking stalls. Therefore, it is recommended that landscaping between the SE 2nd Street right-of-way and the westernmost proposed parking stall (Parking Stall 1) be maintained as follows:
  - a. Shorter plants that may obstruct sight lines should be maintained to a height no greater than three feet.
  - b. Trees should be limbed up, with lower branches being higher than 4 to 5 feet off the ground.Provided the above landscaping considerations are implemented the parking stalls are expected to operate safely with respect to vehicles turning into the project site from SE 2nd Street. No other mitigation is recommended.
6. All study intersections are currently operating acceptably per City of Scappoose and ODOT standards and are projected to continue operating acceptably through the 2026 buildout year of the site. No operational mitigation is necessary or recommended at the study intersections.





## Project Description

### Introduction

The proposed Wauna Credit Union will include the construction of a new credit union branch to be located at on a single property east of SE 2nd Street, west of Oak Grove Drive, and south of a Bi-Mart Retail store in Scappoose, Oregon. The facility will include the construction of a 6,795 square foot building (approximately 6,800 square feet) with two drive-in lanes and will have a single access along SE 2nd Street.

Based on correspondence with City of Scappoose staff, the report conducts safety and capacity/level of service analyses at the following intersections during the morning and evening peak hours:

1. Columbia River Highway (US-30) at Havlik Drive;
2. SE 2nd Street at Havlik Drive; and
3. Site access at SE 2nd Street.

The purpose of this study is to determine whether the transportation system within the vicinity of the site is capable of safely and efficiently supporting the existing and proposed uses, and to determine any mitigation that may be necessary to do so. Detailed information on traffic counts, trip generation calculations, safety analyses, and level of service calculations is included in the appendix to this report.

### Location Description

The project site is located east of SE 2nd Street and west of Oak Grove Drive and is surrounded by a mix of different land uses: a Bi-Mart retail store to the north, commercial development/vacant land to the west, a nursery to the south, and residential uses to the east. The site consists of a single property (tax lot 30213DB-00201) which encompasses an approximate total of 2.53 acres.

Figure 1 presents an aerial image of the nearby vicinity with the project site outlined in yellow.







Figure 1: Aerial Photo of Site Vicinity (Image from Google Earth)

### Vicinity Streets

The proposed development is expected to impact several roadways near the site. Table 1 provides a description of these vicinity roadways.

Table 1: Vicinity Roadway Descriptions

Street Name	Jurisdiction	Functional Classification	Speed (MPH)	On-Street Parking	Curbs & Sidewalks	Bicycle Lanes
US-30	ODOT	Arterial/Statewide Hwy	35/45	Not Permitted	Partial Both Sides	Both Sides
Havlik Drive	City of Scappoose	Collector	25	Not Permitted	Both Sides	Partial Both Sides
SE 2nd Street	City of Scappoose	Collector/Local Street	25	Partially Permitted	Both Sides	Partial Both Sides

Table Notes: Functional classification based on City of Scappoose TSP and ODOT TransGIS website.



## Study Intersections

Based on correspondence with agency staff, an analysis of two existing intersections impacted by the proposed development is required. A summarized description of these study intersections under their existing lane and traffic control configurations is provided in Table 2.

**Table 2: Study Intersection Descriptions**

Number	Intersection	Geometry	Traffic Control	Phasing/Stopped Approaches
1	US-30 at Havlik Drive	Four-Legged	Traffic Signal	Protected Left-turns on All Approaches, Yield-Controlled NB Right-turn
2	SE 2nd Street at Havlik Drive	Three-Legged	Stop-Controlled	NB Stop-Controlled Approach (Private Driveway)

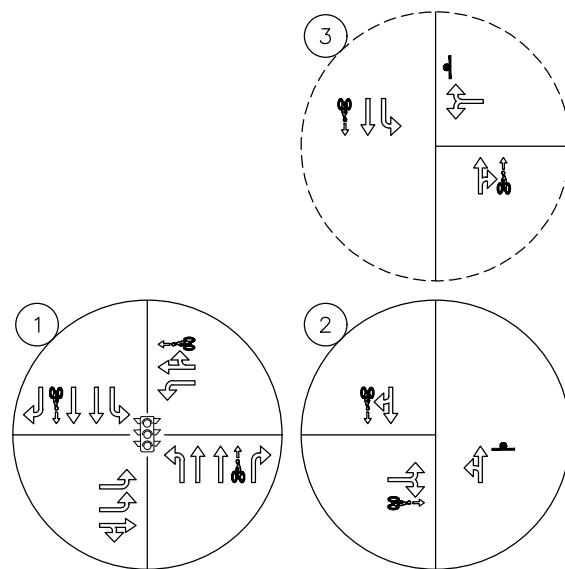
A vicinity map showing the project site, vicinity streets, and study intersection configurations is shown in Figure 2.





# LEGEND

- STUDY INTERSECTION (EXISTING)
- STUDY INTERSECTION (PROPOSED)
- STOP SIGN/ STOP-CONTROLLED
- TRAFFIC SIGNAL
- BIKE LANE
- PROJECT SITE
- ARTERIAL ROADWAY
- COLLECTOR ROADWAY
- LOCAL ROADWAY
- RAILROAD TRACKS





## Site Trips

### Trip Generation

The proposed Wauna Credit Union will include the construction of an approximate 6,800 square foot building (specifically 6,795 square feet) with two drive-in lanes. The proposed credit union is larger than a typical Wauna Credit Union due to the following:

- Approximately 3,700 square feet of the building will operate as a typical credit union, where day-to-day operations of the specific branch will be conducted, such as assisting in-person transactions.
- Approximately 3,100 square feet of the building will solely operate as additional office/server space. This space will facilitate a majority of the online banking transactions for all Wauna Credit Union branches throughout Oregon.

To estimate the number of trips that will be generated by the existing and proposed uses, trip rates from the *Trip Generation Manual*¹ were used. Based on correspondence with both City of Scappoose and ODOT staff, data from the following land use codes were used to estimate site trip generation based on the square footage of the building's gross floor area:

- 714, *Corporate Headquarters*, for approximately 3,100 square feet of the building area.
- 912, *Drive-in Bank*, for approximately 3,700 square feet of the building area.

According to the Institute of Transportation Engineers (ITE), banks and credit unions are expected to generate pass-by and diverted link trips. Pass-by trips are trips that leave a site adjacent roadway to patronize a land use and then continue in their original direction of travel. Like pass-by trips, diverted trips are trips that divert from a nearby roadway not adjacent to the site to patronize a land use before continuing to their original destination. Pass-by trips do not add additional vehicles to the surrounding transportation system; however, they do add additional turning movements at site access intersections. Diverted trips may add turning movements at both site access and other nearby intersections.

To estimate pass-by trip generation for the proposed development, data from land use code 912 was referenced from the *Trip Generation Manual*, 11th Edition. From this data it is assumed that approximately 29% of AM peak hour trips generated and approximately 35% of PM peak hour trips generated will be pass-by trips. For the purposes of this analysis, it is assumed that the daily pass-by trip rates will approximately match the PM peak hour pass-by trip rate. Note that the pass-by rates were only applied to the 3,700 square foot portion of the building where trip generation was estimated based on data from land use code 912. Additionally, all diverted trips generated were treated as primary trips.

The trip generation calculations show that the proposed development is projected to generate 31 net new AM peak hour trips, 54 net new PM peak hour trips, and 266 net new average weekday trips. The trip generation estimates are summarized in a Table 3. Detailed trip generation calculations are included in the technical appendix.

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¹ Institute of Transportation Engineers (ITE), *Trip Generation Manual*, 11th Edition, 2021.



Table 3: Proposed Development Trip Generation Summary

ITE Code		Variable	AM Peak Hour			PM Peak Hour			Weekday Total
			Enter	Exit	Total	Enter	Exit	Total	
Corporate Headquarters	714	3,100 SF	4	0	4	0	4	4	24
Drive-in Bank	912	3,700 SF	21	16	37	39	39	78	372
Pass-by Trips	912	29% (35%)	5	5	10	14	14	28	130
Primary Trips			16	11	27	25	25	50	242
<b>Net New Trips Generated</b>			<b>20</b>	<b>11</b>	<b>31</b>	<b>25</b>	<b>29</b>	<b>54</b>	<b>266</b>

Table Notes: Pass-by trip rates for the AM peak hour, PM peak hour, and weekday are denoted as "AM% (PM/ADT%)".

## Trip Distribution

The directional distribution of site trips to/from the project site was estimated based on the locations of likely trip destinations, locations of major transportation facilities in the site vicinity, and existing travel patterns at the study intersections.

The following trip distribution is projected:

- Approximately 40% of site trips will travel to/from the north along US-30;
- Approximately 30% of site trips will travel to/from the south along US-30;
- Approximately 20% of site trips will travel to/from the west along Havlik Drive; and
- Approximately 10% of site trips will travel to/from the north along SE 2nd Street.

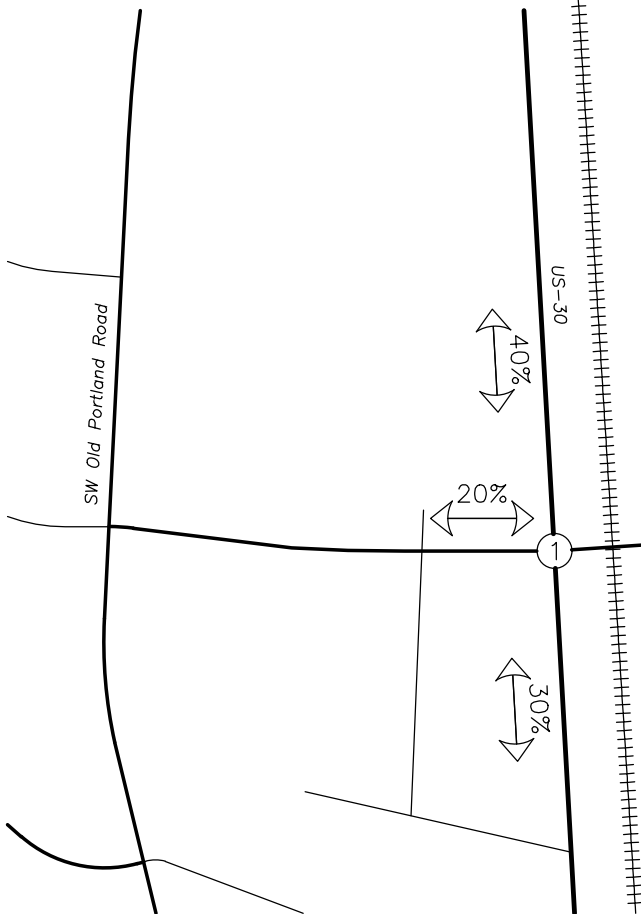
The trip distribution and assignment for the total site trips generated during the AM and PM peak hours is shown in Figure 3. Figures A and B in the appendix depict site trip generation for primary trips and pass-by trips.



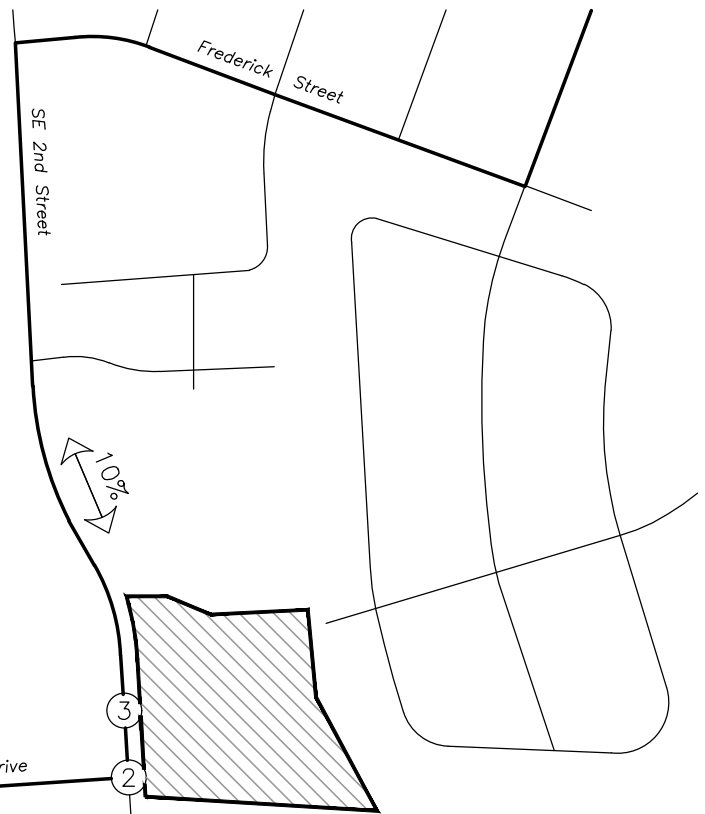
# LEGEND

XX%  
PERCENT OF PROJECT TRIPS

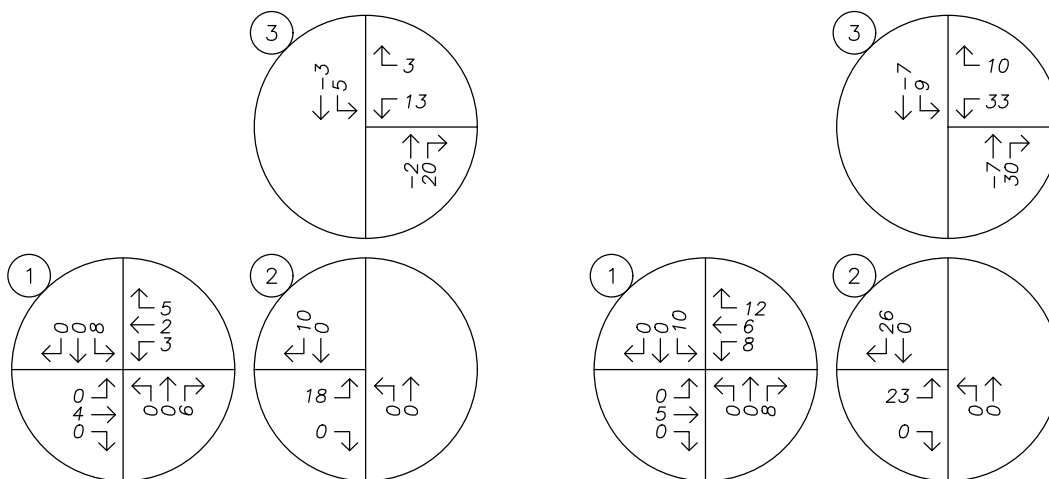
TRIP GENERATION				
	IN	OUT	PASS-BY	TOTAL
AM	20	11	10	41
PM	25	29	28	82



AM PEAK HOUR



PM PEAK HOUR





# Traffic Volumes

## Existing Conditions

Traffic counts were conducted at the study intersections on the following dates and times:

1. US-30 at Havlik Drive: Thursday, May 16, 2024, from 6:00 AM to 9:00 AM and from 3:00 PM to 6:00 PM.
2. SE 2nd Street at Havlik Drive: Wednesday, April 21, 2021, from 7:00 AM to 9:00 AM and from 4:00 PM to 6:00 PM.

The counts were collected on days when schools within the Scappoose School District were in session. Data was used from each intersection's respective AM and PM peak hours.

For the intersection of SE 2nd Street at Havlik Drive, major-street volumes (i.e., the north and west intersection legs) and minor-street volumes (i.e., the south intersection leg) were adjusted to balance with the peak hour volumes reported at the intersection of US-30 at Havlik Drive. The following adjustments were applied:

- AM Peak Hour:
  - Eastbound volumes were increased by 6.85%
  - Westbound volumes increased by 115.71%.
- PM Peak Hour:
  - Eastbound volumes were increased by 10.26%.
  - No adjustments were applied to the westbound volumes since these volumes were higher than those recorded at the intersection of US-30 at Havlik Drive.

Since US-30 operates under the jurisdiction of the ODOT, a seasonal adjustment factor of 0.9742 was calculated based on ODOT's Seasonal Trend Table (commuter trend data) and applied to the through movements along US-30. Note that per the City's Transportation System Plan (TSP) Section M, the volumes were seasonally adjusted to the annual average weekday volumes rather than the 30th highest hour volumes per ODOT's *Analysis Procedures Manual*² (APM)

Figure 4 shows the year 2024 existing traffic volumes at the study intersections during the AM and PM peak hours.

---

² Oregon Department of Transportation, *Analysis Procedures Manual Version 2*. December 2019.



## Background Conditions

### Volume Growth

To provide an analysis of the impacts of the proposed development on the nearby transportation facilities, an estimate of future traffic volumes is required. It is expected that the proposed development will be constructed and occupied by year 2026.

In order to approximate the future year 2026 traffic volumes at the ODOT study intersection of US-30 at Havlik Drive, a linear annual growth rate of 0.75% per year over a two-year period was calculated per ODOT's 2042 Future Volumes Table. The growth rate was applied to the north/south through movements at the intersection. For all other intersection turning movements and for the non-ODOT study intersections, a conservative compounding annual growth rate of two percent per year was applied over a two-year period.

### In-Process Data

In addition to the traffic volume growth described above, there are several in-process developments that are currently approved/proposed for construction within the site vicinity that are expected to impact nearby study intersections. These in-process developments include the following:

- Means Retail Greenhouse
- Columbia Three-Restaurant Complex
- Dutch Canyon Subdivision – Phase 4
- Huser Estates Subdivision

The in-process development is not currently/fully contributing trips to the transportation system but may potentially be by the assumed 2026 buildout year of the site. Additional trips corresponding to the in-process development were added to the existing year traffic volumes in addition to the two years of traffic growth at each of the applicable study intersections. To maintain a conservative analysis of operation at the study intersections, all in-process development was assumed to be constructed by year 2026. The in-process development trips are presented in Figure C, which is included in the appendix to this report.

Figure 5 shows the projected year 2026 background traffic volumes at the study intersections during the AM and PM peak hours.

## Buildout Conditions

Peak hour trips calculated to be generated by the proposed development, as described earlier within the *Site Trips* section, were added to the projected year 2026 background traffic volumes to obtain the expected 2026 site buildout volumes.

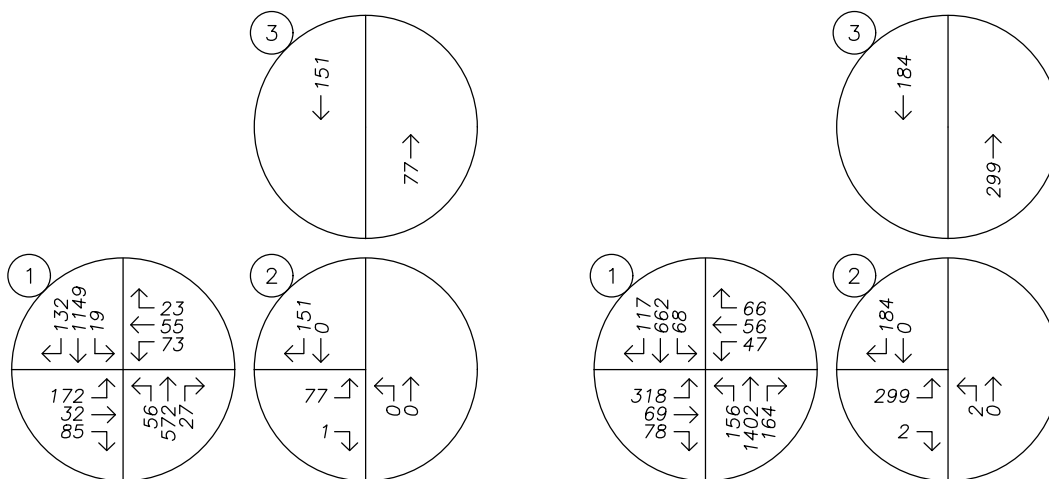
Figure 6 shows the year 2026 buildout traffic volumes at the study intersections during the AM and PM peak hours.





AM PEAK HOUR

PM PEAK HOUR

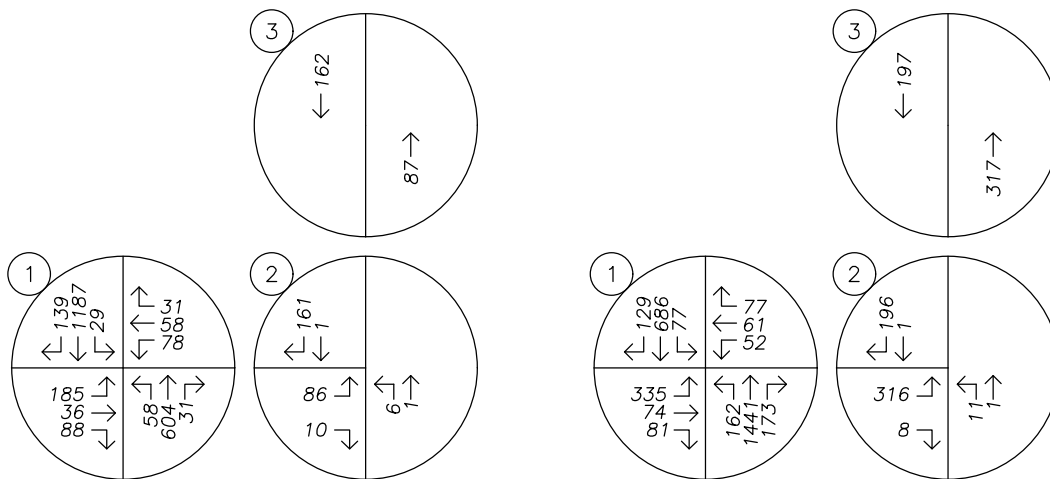






AM PEAK HOUR

PM PEAK HOUR

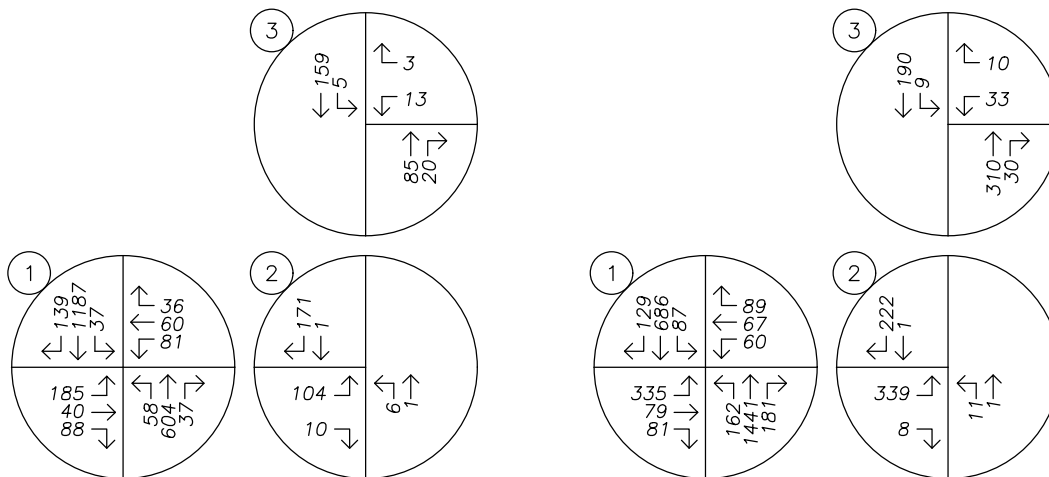






AM PEAK HOUR

PM PEAK HOUR





# Safety Analysis

## Crash History Review

Using data obtained from ODOT's Crash Analysis & Reporting Unit and ODOT's online TransGIS website, a review was performed of the most recent five years of available crash data at the study intersections (January 2018 through December 2022). The crash data was evaluated based on the number of crashes, the type of collisions, the severity of the collisions, and the resulting crash rate for each intersection.

Crash rates provide the ability to compare safety risks at different intersections by accounting for both the number of crashes that have occurred during the study period and the number of vehicles that typically travel through the intersection. Crash rates were calculated under the common assumption that traffic counted during the PM peak hour represents approximately ten percent of annual average daily traffic (AADT) at each intersection. Crash rates in excess of 1.00 crashes per million entering vehicles (CMEV) may be indicative of design deficiencies and therefore require a need for further investigation and possible mitigation.

With regard to crash severity, ODOT classifies crashes in the following categories:

- Property Damage Only (*PDO*);
- Possible Injury – Complaint of Pain (*Injury C*);
- Non-Incapacitating Injury (*Injury B*);
- Incapacitating Injury – Bleeding, Broken Bones (*Injury A*); and
- Fatality or Fatal Injury.

The intersection of US-30 at Havlik Drive is an ODOT facility which adheres to the crash analysis methodologies in ODOT's Analysis Procedures Manual (APM). According to *Exhibit 4-1: Intersection Crash Rates per MEV by Land Type and Traffic Control* of the APM, intersections which experience crash rates in excess of their respective 90th percentile crash rates should be "flagged for further analysis". The following average and 90th percentile rates are applicable to the study intersection:

- Signalized, four-legged intersections in urban settings:
  - Average rate of 0.477 CMEV
  - 90th percentile rate of 0.860 CMEV

Table 4 provides a summary of crash types while Table 5 summarizes crash severities and rates for each of the study intersections. Detailed crash data reports are provided in the appendix.



Table 4: Crash Type Summary

Number	Intersection	Crash Type						Total
		Rear End	Turn/ Angle	Fixed Object	Side swipe	Ped/ Bike	Other	
1	US-30 at Havlik Drive	27	6	0	1	0	1	35
2	SE 2nd Street Havlik Drive	0	0	0	0	0	0	0

Table 5: Crash Severity and Rate Summary

Number	Intersection	Crash Severity						Total Crashes	AADT	Crash Rate
		PDO	C	B	A	Fatal	Unknown			
1	US-30 at Havlik Drive	14	11	9	1	0	0	35	32,030	0.599
2	SE 2nd Street Havlik Drive	0	0	0	0	0	0	0	4,870	0.000

Table Notes: **BOLDED** text indicates a crash rate in excess of 1.00 CMEV or ODOT's 90th percentile rate.

As shown in Table 5, there was one crash at the intersection of US-30 at Havlik Drive was classified as *Injury A*. The crash occurred when the driver of a northbound passenger car rear-ended another vehicle stopped at the intersection. The driver of the vehicle that was struck sustained injuries while the driver at fault for the collision was uninjured.

Based on this review of available crash data, no significant trends or crash patterns were identified at any of the study intersections that are indicative of safety concerns. Accordingly, no safety mitigation is recommended per the crash data analysis.

## Sight Distance Evaluation

To evaluate safety and clear vision at the proposed site access intersection along SE 2nd Street, sight distances were measured and evaluated in accordance with the standards established in *A Policy of Geometric Design of Highways and Streets*³.

### Methodology

Per the AASHTO manual, intersection sight distance is an operation measure intended to provide sufficient line of sight along the major-street so that a driver could turn from the minor-street approach without impeding traffic flow. Conversely, stopping sight distance is considered the minimum requirement to ensure safe operation of an intersection. This is the distance that allows an oncoming driver to see a hazard on the roadway, react, and come to a complete stop, if necessary, to avoid a collision.

³ American Association of State Highway and Transportation Officials (AASHTO), *A Policy on Geometric Design of Highways and Streets*, 7th Edition, 2018.



According to AASHTO, the driver's eye is assumed to be approximately 15 feet (14.5 feet specifically) from the near edge of the nearest travel lane (or traveled way) of the intersecting street and at a height of 3.5 feet above the minor-street approach pavement. The vehicle driver's eye-height along the major-street approach is assumed to be 3.5 feet above the cross-street pavement.

Based on a posted speed of 25 mph along SE 2nd Street, the following minimum recommended intersection sight distances and required stopping sight distance are applicable to the site access locations:

- Intersection Sight Distance:
  - 240 feet to the south and west along SE 2nd Street and Havlik Drive to accommodate site egress right-turning vehicles.
  - 295 feet to the north along SE 2nd Street to accommodate site egress left-turning vehicles, when considering the need to cross the center two-way left-turn lane to access the southbound travel lane.
- Stopping Sight Distance: 155 feet to the north and south of the proposed access.

### **Sight Distance Measurements**

Sight distance to the north of the proposed access was measured to be in excess of 300 feet. To the south and west of the access along SE 2nd Street and Havlik Drive, respectively, sight distance was measured to be in excess of 300 feet. Note the property immediately to the west of SE 2nd Street and north of Havlik Drive (tax lot 30213DB-00203) is undeveloped at the time of writing. Assuming the property were developed, and sight distance obstructions were introduced up until the edge of the sidewalks along SE 2nd Street and Havlik Drive, sight distance of approximately 205 feet would still be available to allow safe operation of the site access driveway.

### **Analysis Summary**

Based on the sight distance analysis, adequate sight distances are available at the proposed site access along SE 2nd Street to allow for safe operation of the intersection. No mitigation is necessary or recommended with regard to sight distance at the proposed site access intersection.

## **Parking Lot Circulation & Safety Analysis**

An evaluation of safety between vehicles entering the site from SE 2nd Street and vehicles reversing from parking lot stalls was conducted. For a conservative evaluation, the analysis specifically considered the interaction between a northbound vehicle turning right into the site and a parked vehicle reversing out from the westernmost proposed parking lot stall (depicted as Parking Stall 1 in the Landscape Plan, sheet C-8). The distance between the near edge of the northbound travel lane of SE 2nd Street and the near edge of Parking Stall 1 is approximately 42 feet.



Prior to a SE 2nd Street northbound vehicle initiating a right-turn into the project site, the driver of this vehicle should be able to see and anticipate potential hazards and conflicts with other vehicles in the parking lot. Therefore, it is recommended that landscaping between the SE 2nd Street right-of-way and Parking Stall 1 be maintained as follows:

- Shorter plants that may obstruct sight lines should be maintained to a height no greater than three feet.
- Trees should be limbed up, with lower branches being higher than 4 to 5 feet off the ground.

Provided the above landscaping considerations are implemented the parking stalls are expected to operate safely with respect to vehicles turning into the project site from SE 2nd Street.

Note that other similar parking lot configurations have been designed and approved within the City of Scappoose. In these instances, clear lines of sight were incorporated in the design of the parking lot and landscaping. Such examples include the following:

- Northernmost driveway along SE 2nd Street that serves a Bi-Mart retail store (approximately 38 feet between the edge of the travel lane/way and nearest parking stall).
- The northern and southern parking lot driveways along W Lane Road that serves an industrial use at 52960 W Lane Road (approximately 32-33 feet between the edge of the travel lane/way and nearest parking stalls).
- The three driveways along SW Jenny Lane and SW Old Portland Road that serve the St. Wenceslaus Catholic Church (approximately 10-20 feet between the edge of the travel lane/way and nearest parking stalls).
- The driveway along US-30 that serves the Grace Christian Children's Center (approximately 23 feet between the edge of the travel lane/way and nearest parking stall).



# Operational Analysis

## Intersection Capacity Analysis

A capacity and delay analysis were conducted for each of the study intersections per the signalized and unsignalized intersection analysis methodologies in the *Highway Capacity Manual* (HCM)⁴. Intersections are generally evaluated based on the average control delay experienced by vehicles and are assigned a grade according to their operation. The level of service (LOS) of an intersection can range from LOS A, which indicates very little or no delay experienced by vehicles, to LOS F, which indicates a high degree of congestion and delay. The volume-to-capacity (v/c) ratio is a measure that compares the traffic volumes (demand) against the available capacity of an intersection.

## Performance Standards

The operating standards adopted by the City of Scappoose and ODOT are summarized below.

### City of Scappoose

According to the City of Scappoose's Transportation System Plan (TSP), signalized and all-way stop-controlled intersections under City jurisdiction must operate at LOS D or better with a v/c ratio of 0.90 or less. All other unsignalized intersections must operate at LOS E or better with a v/c ratio of 0.90 or less⁵.

### ODOT

ODOT's operating mobility target for intersections along US-30 in the study area is an intersection v/c ratio no greater than 0.80 per Table 6 of the *Oregon Highway Plan*⁶. However, according to the City's TSP Section M, the Oregon Transportation Commission (OTC) had adopted the following alternative mobility standards in the City:

- Assess the impacts of the average annual weekday traffic on US-30 in lieu of the 30th highest hour volumes along the highway.
- Utilize a peak hour factor of 1.00 for ODOT intersections.
- Utilize a v/c ratio standard of 1.00 for ODOT intersections.
- For the intersection of Havlik Drive at US-30, the v/c ratio may exceed 1.00 for up to 5 hours if exceeding 1.00 during the peak hour

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⁴Transportation Research Board, *Highway Capacity Manual 7th Edition*, 2022.

⁵City of Scappoose, *Scappoose Transportation System Plan Volume 1*. September 6, 2016.

⁶Oregon Department of Transportation, *Oregon Highway Plan*. 1999



## Delay & Capacity Analysis

The LOS, delay, and v/c results of the capacity analysis are shown in Table 6 for the AM and PM peak hours. The capacity results were reported in Table 6 as follows:

- For signalized intersections, the overall LOS, delay, and v/c ratio of the intersection was reported.
- For two-way stop-controlled intersections, the highest reported turning movement/lane LOS, delay, and v/c ratio are shown.

The TrafficWare Synchro software utilized for analysis does not report the overall v/c ratio of signalized intersections in the HCM 7th Edition capacity reports. Therefore, the signalized intersection v/c ratio was calculated utilizing methods detailed in ODOT's APM Sections 13. Detailed calculations as well as tables showing the relationship between delay and LOS are included in the appendix to this report.

**Table 6: Capacity Analysis Summary**

		AM Peak Hour			PM Peak Hour		
		LOS	Delay (s)	v/c	LOS	Delay (s)	v/c
<b>1. US-30 at Havlik Drive</b>							
	2024 Existing Conditions	B	16	0.62	C	24	0.74
	2026 Background Conditions	B	17	0.65	C	26	0.78
	2026 Buildout Conditions	B	17	0.65	C	28	0.80
<b>2. SE 2nd Street at Havlik Drive</b>							
	2024 Existing Conditions	A	0	<0.01	A	10	<0.01
	2026 Background Conditions	A	9	0.01	A	10	0.02
	2026 Buildout Conditions	A	9	0.01	B	10	0.02
<b>3. Site Access at SE 2nd Street</b>							
	2026 Buildout Conditions	A	10	0.03	B	11	0.08

Table Notes: **BOLDED** text indicates intersection operation above jurisdictional standards.

Based on the results of the operational analysis, all study intersections are currently operating acceptably per City of Scappoose and ODOT standards and are projected to continue operating acceptably through the 2026 buildout year of the site. No operational mitigation is necessary or recommended at the study intersections.



## Conclusions

No significant trends or crash patterns were identified at any of the study intersections that are indicative of safety concerns. Accordingly, no safety mitigation is recommended per the crash data analysis

Adequate sight distances are available at the proposed site access along SE 2nd Street to allow for safe operation of the intersection. No mitigation is necessary or recommended with regard to sight distance at the proposed site access intersection.

In order to safely accommodate vehicles turning into the project site from SE 2nd Street, drivers of these entering vehicles should be able to see and anticipate potential hazards and conflicts with other vehicles in the parking lot, such as vehicles that may reverse out of parking stalls. Therefore, it is recommended that landscaping between the SE 2nd Street right-of-way and the westernmost proposed parking stall (Parking Stall 1) be maintained as follows:

- Shorter plants that may obstruct sight lines should be maintained to a height no greater than three feet.
- Trees should be limbed up, with lower branches being higher than 4 to 5 feet off the ground.

Provided the above landscaping considerations are implemented the parking stalls are expected to operate safely with respect to vehicles turning into the project site from SE 2nd Street. No other mitigation is recommended.

All study intersections are currently operating acceptably per City of Scappoose and ODOT standards and are projected to continue operating acceptably through the 2026 buildout year of the site. No operational mitigation is necessary or recommended at the study intersections.





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Project: Wauna Credit Union – Scappoose Branch  
Type of Project: New Facility  
Scappoose, Oregon

**Stormwater Report**  
January 7th, 2025  
LCE Project No. 3558

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





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## Attachments

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Attachment B – Stormwater Calculations.....	9

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



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## **Project Description**

The proposed development consists of constructing a new Wauna Credit Union branch in Scappoose, Oregon near the intersection of Havlik Drive and SE Second Street. The existing lot occupies a total of 2.53 acres and is comprised of approximately 2,578 square feet of impervious area (a gravel path at the northern end of the property) with the remaining 107,628 square feet comprised of grasses and existing vegetation. As part of this development, the entire lot will be partitioned into two lots. The lot Wauna Credit Union intends to utilize occupies a total of 1.32 acres (57,499 square feet). Of this 1.32 acres approximately 37,845 square feet will be impervious surfaces while the remaining 19,654 square feet will remain pervious.

For the purposes of this stormwater design, the on-site stormwater infrastructure has been designed to accommodate and detain the northern lot at full development as well. A lot coverage of 90% was assumed (EC zoning maximum lot coverage). With this lot included, the additional impervious area is approximately 1.10 acres with the residual 0.11 acres remaining pervious.

## **Existing Conditions**

Existing on-site stormwater appears to sheet flow east, and naturally infiltrate into the ground. As discussed later in this report, there are several off-site stormwater considerations with the proposed development. To start, there is an existing catch basin located within the 2nd Street Right-of-Way that discharges in the southwest corner of the subject property and appears to naturally infiltrate into the ground after going over a constructed flow spreader.

Additionally, there is an existing storm line that runs roughly north/south through the subject property along the eastern side of the property. From discussions with the City of Scappoose, stormwater conveyed through this line is limited to water that is collected in the northwest corner of the Springlake Community RV Park (within the RV storage area). This storm line currently discharges in the southeast corner of the subject property.

Also located in the southeast corner of the subject property is an existing 18" storm line that has been stubbed up to the property for future conveyance to the Spring Lake stormwater system. During stormwater events, it has been field verified that stormwater flows south onto the Means Nursery property and not through the existing 18" storm pipe due to the pipe being elevated higher than adjacent grades.

## **Design Method**

Proposed stormwater management is targeted to minimize the total amount of runoff produced from the increase in impervious area through the use of Low Impact Design methods. A stormwater detention facility has been designed to collect stormwater and have adequate capacity to treat the water quality event, and safely detain the 100-year event. Stormwater events for this site were calculated using the SBUH method given a Type IA storm type within the HydroCAD software system. Western Regional Climate Center's Precipitation Frequency Maps were referenced and can be found within table 1. Soil Survey Maps from the NRCS were referenced to determine the site's soil compositions as a majority Rafton Silt Loam with a hydrologic soil group of B/D (see attached soil survey).



Table 1. Rainfall Design Events

Design Storm Event	Storm Event Intensity (Inches/24 Hours)
Water Quality	1.20
2-Year	2.40
25-Year	3.80
50-Year	4.10
100-Year	4.70

### Stormwater Management Design

Stormwater runoff from the proposed development will be managed by allowing runoff from building roofs, paved areas, etc. to sheet flow off of impervious surfaces into a series of catch basins where stormwater will be conveyed into the proposed detention swale. This stormwater swale treats the collected runoff by detaining water until water reaches a height where it will pass through a series of flow control and overflow devices. Water is also able to exfiltrate through the ground as facilitated by imported growing medium. During the 100-year storm event, stormwater has been designed to be safely conveyed out of the swale through the utilization of overflow devices.

Table 1. Stormwater Swale

Swale	Volume (Cubic Feet)	Depth (Feet)	Interior Slope	Bottom of Swale Elevation (Feet)	Top of Swale Elevation (Feet)
A	8,989	3	2:1	21.65	24.65

Table 2. Pre versus post construction runoff rates

Design Storm Event	Pre-Development Peak Flow Rate (CFS)	Post-Development Peak Flow Rate (CFS)
Water Quality	0.03	0.00
2-Year	0.41	0.10
25-Year	1.09	0.39
50-Year	1.26	0.63
100-Year	1.60	1.48

Table 3. Surface Water Elevation Within Stormwater Swale

Design Storm Event	Water Elevation (ft)	Water Depth (ft)
Water Quality	22.17	0.52
2-Year	23.32	1.67
25-Year	24.44	2.79
50-Year	24.50	2.85
100-Year	24.63	2.98



## **Off-Site Stormwater**

### Northern Lot

As mentioned above, the proposed stormwater swale has been designed to accommodate the future development of the northern lot. This has been accomplished by assuming the maximum allowed lot coverage of 90% as allowed by the City of Scappoose EC zoning standards. Stormwater from this future lot is designed to be conveyed through a 10" pipe that will be stubbed at the proposed property line. Stormwater conveyance and routing for the northern lot has not been considered and it is assumed that the future developer will need to make on-site grades work with the stubbed pipe.

### 2nd Street Right-of-Way

Additional off-site stormwater contributing to the subject property is located in the southwest corner of the subject property. Located within the SE 2nd Street Right-of-Way is an existing catch basin. Currently, this catch basin discharges onto the subject property. The outfall of this catch basin has been constructed to have a localized, small, depression and a flow spreader to disperse stormwater and to facilitate infiltration into the existing ground.

In order to mimic existing drainage patterns, the proposed development will not alter this outfall configuration.

### Springlake Stormwater System

Within the Springlake Master Stormwater plan provided by the City of Scappoose, prepared by Westlake Consultants dated August 1999, Westlake Consultants provided an analysis of the existing lake and future improvements that were proposed at the time of writing the report. Upon analyzing the provided basin map, the subject property is located within Basin B and subbasin 21B. Written within the improvements section of the master plan, Westlake Consultants provide three improvements, one of which, one of them is to modify the existing pond outlet control device based on the analysis for each additional development.

As the proposed development is within a subbasin outlined in the Springlake Master Plan, we have considered the impacts that the proposed development will have on the Springlake stormwater system. As described above, the existing off-site stormwater from Springlake is routed through the subject property and discharges in the southeast corner of the lot. After several field visits, stormwater has only been observed continuing south where it discharges onto the Means Nursery property (primarily due to the 18" stubbed storm line being elevated higher than adjacent existing grades). With drainage not being directed to the Springlake Community Pond, additional analysis of the pond overflow structure has not been completed with this project and existing conditions of the structure are understood to continue regardless of this development.

To ensure compliance with Oregon Drainage Law and with the City of Scappoose PWDS the proposed development has been designed to detain post developed flow rates down to pre developed flow rates through the 100-year storm event and to maintain existing drainage patterns.





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## **Operations and Maintenance Overview**

The proper implementation and maintenance of the proposed facilities is the responsibility of the property owner. It is critical that stormwater infrastructure be kept free of debris in order to facilitate effective conveyance and longevity of the system. Proposed catch basins shall be cleaned regularly with scheduled inspections to make sure that inlets and outlets aren't plugged by trash, leaves, or any additional debris.

Similar inspections and maintenance shall be afforded to the detention swale which shall be kept free of debris to make sure that inlets and outlets are not plugged and to ensure that sediment does not accumulate within the swale. Vegetation in the swale shall be inspected regularly to ensure plant health; watering may be necessary in the dry season to help establish new plantings. Any plantings that don't take shall be replaced. If excessive planting failures are observed, different plantings may need to be selected to better suit the site conditions. Areas of concern shall be inspected for the first three years to ensure that plantings are healthy and facilities are functioning properly. Beyond this time, the facilities shall continue to be inspected and maintained as needed.

## **Conclusion**

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



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## GEOTECHNICAL REPORT

SE 2nd Street  
Scappoose, OR

For  
Wauna Federal Credit Union  
18 January 2024



**Rapid**  
**Soil Solutions** INC

3915 SW Plum Street  
Portland, OR 97219  
503-816-3689



## 1- INTRODUCTION

Rapid Soil Solutions Inc (RSS) has prepared this geotechnical report, as requested, for the proposed development of a Columbia County tax parcel currently assigned the state tax lot identification number of 3213-DB-00201. The site is not currently assigned a street address; the site can be found at the northeastern corner of the intersection between Havlik Drive and SE 2nd Street. RSS understand that the development of the property will include (a) the construction of a new building to house a branch of the Wauna Federal Credit Union (WCU), (b) an associated parking lot. RSS understands that the new WCU structure will be positioned in the southwestern quarter of the site.

This report is based on visual observations of the subject site, four shallow test pits, and a review of available literature as referenced at the end of this report. Slopes and disturbance envelopes discussed in this report are approximate, primary based on on-site observations by RSS staff. RSS conducted site investigations on December 29th, 2023; RSS staff visited the site unaccompanied.

## 2- SITE DESCRIPTION

### 2.1 Location

The subject site is located in Scappoose, Oregon. The property and small city are overlooking the Columbia River and associated lowlands around the northern end of Sauvie Island. The property is situated east of Highway 30 (Columbia River Highway) and south of the High School. The property is situated on the eastern flank of SE 2nd Street at the northeastern corner of its intersection with Havlik Drive. The site is not currently assigned a street address. The site can be found in the northwest quarter of the southeast quarter of Section 13, Township 3-North, Range 2-West (W.M.) in Columbia County and can be distinguished by the lot number 201 (TL 3213-DB-00201). The site is assigned the county account number of 434800. It is positioned south of 51536 SE 2nd St (Bi-Mart) and north of 78 acres of farmland currently not assigned a street address (Means Nursery, 33723 Havlik Dr, TL 3213-00-00600). The latitude and longitude of the site are 45.741892 and -122.873826 (45°44'30.8"N, 122°52'25.8"W). The site can be found in the northwestern corner of the Sauvie Island 7.5-minute quadrangle.

The subject site is situated in the southern end of the City of Scappoose and within the commercially zoned district surrounding Highway 30. East-adjacent slopes transition into Springlake Community, a manufactured home park occupying 33 acres and containing 145 homes. The site is part of the modern and geologic floodplain of the Columbia River. The area is part of Puget-Willamette Lowland and is in the western margin of the Portland Basin (a 2,000 sq km topographic and structural depression). The local stretch of the Columbia River flows through the eastern half of its modern floodplain. The floodplain lowlands include Sauvie Island and numerous channels and ponds; the nearest streams include Jackson Creek and the Multnomah Channel. The river exits the basin at a bedrock constriction roughly 25 km north of Scappoose.



## 2.2 Slopes

The slopes on the subject site descend eastwards, towards the Columbia River. The elevation of the site ranges from about 35 feet above mean sea level to about 23 feet above mean sea level (Google Earth DEM). The highest elevations around found directly adjacent to SE 2nd Street; the western 100 feet of the subject property contains all of the areas with elevations exceeding 26 feet above mean sea level. The Google Earth DEM suggest that the central majority of the site contains a relatively consistent slope of 1.5%. The eastern third of the site contains slopes of about 4%. While on site RSS observed irregular depressions and ponding in the central and eastern portions of the property; depressions are small in both depth and extent.

A driveway-width segment along the norther margin of the parcel has been graded and graveled, apparently connecting SE 2nd Street to a stub of SE Springlake Drive.

Lidar imagery of the subject site was collected in 2005. Havlik Rd and SE 2nd St were developed in 2010. The north-adjacent commercial structure was constructed in 2015. Grading impacting the subject site, associated with the adjacent projects, is not included in the lidar-derived slopes. 2005 slope imagery depicts a west-descending slope with minor, slope-parallel irregularities. The southern edge of the property historically stepped southwards to the south-adjacent agricultural access road.

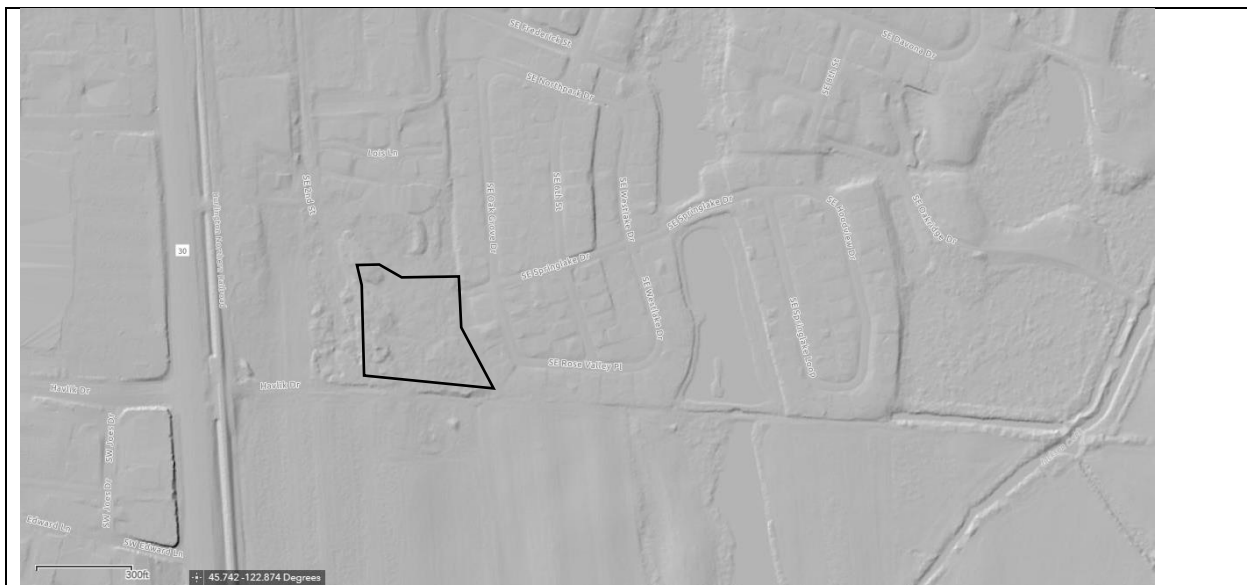


Figure 1: Slopes at the subject site as described by the lidar imagery presented by DOGAMI. Lidar imagery collected in 2005.

## 2.3 Built/ Historical Conditions

The subject site is vacant and undeveloped. Local slopes, particularly in the western portion of the parcel, may have been impacted by historic grading. The site contains short cropped grasses.

Historic aerial imagery indicates that prior to around 2000, the site was utilized for agricultural applications. East-adjacent slopes were developed between the 1980s and early 2000s. Imagery from 2002 suggests fill placement and grading on the site and the north-adjacent property. The southwestern corner of the site may have been less impacted by fill placement during this period of impact. Imagery from 2010 depicts Havlik Drive under construction; geotechnical fabric and



substantial imported rock are both visible in the 2010 images. By 2011, both Havlik Drive and SE 2nd St were completed. Grading in the north-adjacent property began in 2014 and the Bi-Mart building was completed by 2016.

### 3- GEOLOGY

#### 3.1 Regional Geology

The subject site is located within the Columbia River floodplain. The site is part of the Portland Basin, a structural and topographic basin that forms as a product of the regions active tectonic setting. The prolonged impact of the margin-parallel compressional forces at the Cascadia Subduction Zone produced an extended period of basin enlargement; the progressively enlarging basins were continuously filled by sediments emplaced in the ancient versions of our modern rivers and lakes. This sedimentary bedrock is a basin-fill deposit, and includes a number of formations defined by grain size and age.

The modern Columbia River has carved a channel through the current-day basin. Across most of the basin, the deposits laid down by ancient rivers are buried beneath the thick deposit of catastrophic flood deposits. Locally the surficial sediments are dominated by recently deposited (upper Holocene) sediments. Evarts et al (2016) notes that “older Quaternary gravel terraces and eolian deposits both locally flank and emerge through the floodplain deposits.” Sediment accumulation in the Quaternary period appears to reflect repeated incision and filling of the Columbia River valley in concert with eustatic sea-level fluctuations; gravel fills from this process form various terraces along and within the river valley.

#### 3.2 Site Geology

The geology of the subject site is mapped as a basin-fill deposit of the Columbia River Valley and is part of an unnamed conglomerate. The local unit is dominated by gravels and extends to a depth of at least 230 feet to 300 feet below sea level. It is described as a weakly to moderately consolidated, cobbly conglomerate. Gravel pits within this unit display clast-supported, round-cobble gravel that has a compact to loose, sandy matrix. Some of the gravel layers can be partly cemented.

Directly east of the subject site, the mapped surficial unit consists of Holocene aged alluvial deposits including sand, silt, clay, and local concentrations of organic debris. Some thicknesses of these floodplain deposits are present at the subject site. Nearby well logs (including COLU 3088, COLU 56007, COLI 53451, & COLU 53748) suggest that the presence of sand or silt and clay at the surface. These logs also suggest bedding with variable amounts of gravels and sand.

#### 3.3 Geologic Hazard Document Review

The Oregon HazVu: Statewide Geohazard Viewer was reviewed on January 8th, 2024. The subject site is mapped outside the 100-year floodplain (1% annual chance of flood). The site is mapped within the 500-year floodplain (area of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood).



The expected earthquake-shaking hazard is classified as severe (VIII on the instrumental intensity map). The probability of damage from shaking is classified as 10-20%. The site is mapped as having a low susceptibility to liquefaction; the low liquefaction susceptibility ranking is based on the mapped gravel-dominate subgrade.

Numerous faults are mapped cross-cutting the local bedrock, the majority of these faults are not classified as active. The nearest fault mapped as active by DOGAMI is located less than a mile west of the subject site.

Fine-scale, lidar-based, landslide mapping has not been conducted in the local quadrangle. No landslides are mapped at the subject site. No landslide morphology was noted by RSS. Regional landslide susceptibility maps suggest a low susceptibility to landslides across the majority of the parcel. Minor slopes in the western and southern margins of the site have a moderate landslide susceptibility.

#### 4- GEOTECHNICAL INVESTIGATION

A geotechnical investigation was conducted December 29th 2023. Four shallow test pits were excavated with a machine variable depth of 4 and 6 feet. RSS additionally conducted an on-site geologic hazard reconnaissance.

##### 4.1 Field Exploration Program

The field exploration program for the Site included four shallow test pits. The subsurface investigation provides the means to characterize subsurface soils and collected soil samples for laboratory analysis. The locations of the borings are noted in the appendix.

A Geologist in Training (GIT) observed the borings and logged the subsurface materials. The soil descriptions were reviewed by a professional engineer. The logs were created using the Unified Soil Classification and Visual Manual Procedure (ASTM-D 2488). Boring logs are included in the Appendix. Results of the field explorations are discussed in the Section 5.2.

##### 4.2 Laboratory Testing Program

Eight soil samples were collected for laboratory analysis. All eight samples were analyzed for soil moisture content. One sample was analyzed with an Atterberg limit test. Samples collected for laboratory analysis were transported to the lab in sealed plastic bags.

#### 5- RESULTS OF INVESTIGATION

The following sections present the result of the geotechnical investigation of the Site. Presented conclusions are based on site observations, results of soil characterization, and laboratory analyses



### 5.1 Site Observations/ Conditions

The site contained low, east-descending slopes with short cropped grasses. The surface morphology suggests some historic disturbances and possible fill placement; fill placement is likely irregular and may have occurred episodically.

RSS observed shallow pools of sanding water near the center of the site; observed water was pooled thinly and grasses were growing within the water. Observations suggest that the sanding water is seasonal or ephemeral.

A gravel access drive is present in the northern margin of the site; the gravels are overgrown by grasses.

### 5.2 Subsurface Conditions

A total of four (4) shallow, machine-drug test pits were conducted at the subject site. The locations are shown in the Appendix. Soil units encountered are summarized in the flowing Table 1.

*Table 1: Soil Units Encountered*

Soil Units		Soil Unit Depths (ft)			
Description	USCS	TP#1	TP#2	TP#3	TP#4
<u>FILL</u> . Medium brown silts and clays with a mix of gravels. In some borings the fills are soft. In TP#4 the fill is dominated by rounded gravels.	FL	0-4.75	0-1.7	0-4.5	0-3
<u>Clayey SILT to Silty CLAY</u> . Damp to damp-dry, light brown to tan brown, fine grained soils with minor variations in silt and clay content. TP#4 contains some gravels and may have been disturbed.	ML-CL	5.5-6	1.7-4	np	3-4
Grey colored clayey SILT to silty CLAY; similar in texture to the native soils observed in other test pits, but the stiff soils at depth in TP#3 were a distinct grey color.	ML-CL	np	np	4.5-5	np

Note: np not present, USCS Unified Soil Classification System Group Symbol (from ASTM D 2487) based on visual observation

### 5.3 Groundwater

Regional groundwater trends suggest that the groundwater table is relatively shallow. Perched groundwater is pervasive across the local region. The subject site is 10 feet higher than local ponds and 15-20 feet higher than the typical surface of the Multnomah Channel.

### 5.4 Laboratory Tests

Eight samples were collected for moisture content. Moisture content ranged from 13.2% to 29.3%. One Atterberg limit tests was conducted, RSS found a liquid limit of 35% and a plasticity index of 11% (ML-CL).



## 6- GEOTECNIAL DESIGN AND RECOMMENDATIONS

### 6.1 Foundation Design

Since soft fill was found within the building footprint to a depth of 2ft RSS recommends 2ft of the soft fill be removed and replaced with 2ft of rock, either ¾” minus or 1.5” minus.

This depth may be locally variable and should be confirmed by a geotechnical engineer or their representative at the time of construction. ***Please allow 48hours notice to call for foundation inspections.***

Continuous wall and isolated spread footings should be at least 16 and 24 inches wide, respectively. The bottom of exterior footings should be at least 16 inches below the lowest adjacent exterior grade. The bottom of interior footings should be at least 12 inches below the base of the floor slab.

Footings placed on engineered fill or firm native sub-grade should be designed for an allowable bearing capacity of site 3000psf. The recommended allowable bearing pressure can be increased by 1/3 for short-term loads such as those resulting from wind or seismic forces.

Based on our analysis the total post-construction settlement is calculated to be less than 1 inch, with differential settlement of less than 0.5 inch over a 50-foot span for maximum column, perimeter footing loads of less than 100 kips and 6.0 kips per linear foot.

Lateral loads on footings can be resisted by passive earth pressure on the sides of the structures and by friction at the base of the footings. An allowable lateral bearing pressure of 150 *pounds per cubic foot (psf/f)* below grade may be used. Adjacent floor slabs, pavements or the upper 12-inch depth of adjacent, unpaved areas should not be considered when calculating passive resistance.

#### Engineering values summary

Bearing capacity rock	3000psf
Coefficient of friction rock:	0.35
Active pressure	35psf/ft
Passive pressure	300pcf

### 6.2 Retaining Walls and Embedded Walls

Default lateral soil load for the design of basement and retaining walls supporting level backfill shall be 35 psf/ft for laterally unrestrained retaining walls and 60 psf/ft for laterally restrained retaining walls.

For embedded building walls, a superimposed seismic lateral force should be calculated based on a dynamic force of  $5H^2$  pounds per lineal foot of wall, where H is the height of the wall in feet and applied at 1/3 H from the base of the wall. The wall footings should be designed in accordance with the guidelines provided in the “Foundation Design” section of this report. These design parameters have been provided assuming that back-of-wall drains will be installed to



prevent buildup of hydrostatic pressures behind all walls.

The backfill material placed behind the walls and extending a horizontal distance equal to at least half of the height of the retaining wall should consist of granular retaining wall backfill as specified in the “Structural Fill” section of this report. The wall backfill should be compacted to a minimum of 95 percent of the maximum dry density, as determined by ASTM D698. However, backfill located within a horizontal distance of 3 feet from the retaining walls should only be compacted to approximately 92 percent of the maximum dry density, as determined by ASTM D698. Backfill placed within 3 feet of the wall should be compacted in lifts less than 6 inches thick using hand-operated tamping equipment (e.g., jumping jack or vibratory plate compactors). If flat work (e.g., sidewalks or pavements) will be placed atop the wall backfill, we recommend that the upper 2 feet of material be compacted to 95 percent of the maximum dry density, as determined by ASTM D698.

A minimum 12-inch-wide zone of drain rock, extending from the base of the wall to within 6 inches of finished grade, should be placed against the back of all retaining walls. Perforated collector pipes should be embedded at the base of the drain rock. The drain rock should meet the requirements provided in the “Structural Fill” section of this report. The perforated collector pipes should discharge at an appropriate location away from the base of the wall. The discharge pipe(s) should not be tied directly into storm water drain systems, unless measures are taken to prevent backflow into the wall’s drainage system. Settlements of up to 1 percent of the wall height commonly occur immediately adjacent to the wall as the wall rotates and develops active lateral earth pressures.

### 6.3 Parking pavement section

RSS recommends the private street have a section of 8in of total rock, with 6in being 1 ½” minus and 2” being ¾” minus., then 3in of AC. RSS will need to proof roll the bare ground before the rock section is placed. Please allow for 48hours’ notice for site proof rolls of soils and rock layers. If site work takes place in the wet weather, then geo-textile fabric is required.

### 6.4 Seismic Design Criteria

The seismic design criteria for this project found herein is based on the ASCE 7-16. A summary of IBC seismic design criterion is below it is generated from the USGS web site for earthquake hazards using a latitude of 45.741892 and a longitude -122.873826, soil site class D,  
Null = see section 11.4.8

	<b>Short Period</b>	<b>1 Second</b>
Maximum Credible Earthquake Spectral Acceleration	$S_s = 0.874 \text{ g}$	$S_1 = 0.417 \text{ g}$
Adjusted Spectral Acceleration	$S_{MS} = 1.005 \text{ g}$	$S_{M1} = \text{null}$
Design Spectral Response Acceleration Perimeters	$S_{DS} = 0.67 \text{ g}$	$S_{D1} = \text{null}$



## 6.5 Excavations

The initial site preparation will consist of topsoil stripping, and the removal of trees, where applicable. Removal of trees should include removal of the root ball, and any roots greater than ½-inch in diameter.

Excavations can be accomplished with conventional excavating equipment. All excavations for footings and subgrades in the fine-grained silty-clay should be performed by an excavator or backhoe equipped with a smooth-faced bucket (no teeth).

Because of safety considerations and the nature of temporary excavations, the Contractor should be made responsible for maintaining safe temporary cut slopes and supports for utility trenches, etc. We recommend that the Contractor incorporate all pertinent safety codes during construction, including the latest OSHA revised excavation requirements, and based on soil conditions and groundwater evidenced in cuts made during construction.

## 6.6 Structural Fills

Depending upon finished building pad elevations, structural fills may be required to raise the site grades. Additionally, fill may be required for the backfilling of the proposed new foundation walls. Native or imported material may be used for fill, provided the soil is free of organics, cobbles larger than 6 inches in maximum diameter, or other deleterious matter; is of low plasticity; and, is at the proper water content.

Fills at or around 2ft shall be tested for compaction and required to meet dry density of at least 92% of its Maximum Dry Density (MDD) as determined by the Modified Proctor Test (ASTM D-1557).

For any over-excavation completed in the area of footings or slabs, the backfill material shall consist of free-draining, well-graded, crushed aggregate base with a maximum particle size of ¾ inch. The rock shall not contain more than 5% fines (material passing the No. 200 sieve, as tested by ASTM D-1140).

## 6.7 Groundwater Management

The Contractor should be made responsible for temporary drainage of surface water and groundwater as necessary to prevent standing water and/or erosion at the working surface.

The ground surface around the structure should be sloped to create a minimum gradient of 2% away from the building foundations for a distance of at least 5 feet. Surface water should be directed away from all buildings into drainage swales or into a storm drainage system. “Trapped” planting areas should not be created next to any buildings without providing means for drainage. Foundation house drains are required.

## 6.8 Construction Observation

Prior to pouring any foundation the excavation shall be observed by the Geotechnical Engineer to ensure that the above items have been properly removed. ***Please allow 48-hour notice to call for subgrade inspections.*** Failure to do so can lead to foundation issues with the house. For



placement of any backfilling RSS shall be called to provide compaction testing or probing of the fills

## 6.9 Conclusions

There are no issues with the construction of the new bank and associated parking

## 7.0 Limitations

This report has been prepared for the exclusive use of the addressee, and their architects and engineers for aiding in the design and construction of the proposed development. It is the addressee's responsibility to provide this report to the appropriate design professionals, building officials and contractors to ensure correct implementation of the recommendations.

The opinions, comments and conclusions presented in this report were based upon information derived from our literature review, field investigation and laboratory testing. Conditions between, or beyond, my exploratory test pits may vary from those encountered. Unanticipated soil conditions and seasonal soil moisture variations are commonly encountered and cannot be fully determined by merely taking soil samples. Such variations may result in changes to our recommendations and may require that additional expenditures be made to attain a properly constructed project. Therefore, some contingency fund is recommended to accommodate such potential extra costs.

If there is more than 2 years time between the submission of this report and the start of work at the site; if conditions have changed due to natural causes or construction operations at, or adjacent to, the site; or, if the basic project scheme is significantly modified from that assumed, it is recommended this report be reviewed to determine the applicability of the conclusions and recommendations. The work has been conducted in general conformance with the standard of care in the field of geotechnical engineering currently in practice in the Pacific Northwest for projects of this nature and magnitude. No warranty, express or implied, exists on the information presented in this report. By utilizing the design recommendations within this report, the addressee acknowledges and accepts the risks and limitations of development at the site, as outlined within the report.

## 8.0 References

Columbia County Web Maps (<http://webmap.co.columbia.or.us/geomoose2/>)  
DOGMAI Geologic Map of Oregon (<https://gis.dogami.oregon.gov/maps/geologicmap/>)  
DOGAMI Oregon HazVu: Statewide Geohazards Viewer (<https://www.oregongeology.org/hazvu/>)  
DOMGAI & Oregon Lidar Consortium, Lidar Viewer. (<https://gis.dogami.oregon.gov/maps/lidarviewer/>)  
DOGAMI SLIDO: Statewide Landslide Information Layer for Oregon.  
(<https://gis.dogami.oregon.gov/maps/slido/>)  
Google Earth  
Google Maps (<https://www.google.com/maps/>)  
Metromap (<https://gis.oregonmetro.gov/metromap/>)  
United States Department of Agriculture Natural Resources Conservation Service: Web Soil Survey.  
(<http://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx>)



USGS topographic map viewer (<https://ngmdb.usgs.gov/topoview/viewer/>)  
USGS Earth Explorer ([earthexplorer.usgs.gov/](https://earthexplorer.usgs.gov/))  
Evarts, R.C., O'Connor, J.E., & Cannon C.M., 2016, Geologic Map of the Sauvie Island Quadrangle, Multnomah and Columbia Counties, Oregon, and Clark County, Washington: U.S. Geological Survey, Scientific Investigations Map 3349, scale 1:24,000.  
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Peck, D.L., 1961, Geologic map of Oregon west of the 121st Meridian: U.S. Geological Survey, Miscellaneous Geologic Investigations Map I-325, scale 1:500,000.  
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AFTER RECORDING RETURN TO:  
 City of Scappoose  
 33568 E. Columbia Ave.  
 Scappoose, OR 97056

COLUMBIA COUNTY, OREGON 2016-008038  
 DEED-EAS  
 Cnt=1 Pgs=6 HUSERB 09/15/2016 10:23:50 AM  
 \$30.00 \$11.00 \$20.00 \$5.00 \$10.00 = \$76.00



I, Elizabeth E. Huser, County Clerk for Columbia County, Oregon  
 certify that the instrument identified herein was recorded in the Clerk  
 records.

Elizabeth E. Huser - County Clerk

*This space provided for recorder's use.*

### STORM DRAIN EASEMENT

This Storm Drain Easement is executed by City of Scappoose ("Grantor") and Springlake Community, Inc. ("Grantee").

#### Recitals

Grantor owns fee title to a parcel of land situated in the SE 1/4 Section 13, T3N, R2W, W.M., Columbia County, Oregon, being a portion of Parcel 2, Partition Plat 2006-11, and more particularly described in Fee No. 2010-007094, Columbia County deed records (the "Grantor Tract"). Grantee owns fee title to an adjoining tract of land described as Parcel 2 of Partition Plat 2003-22, and more particularly described in Fee No. 2003-014656, Columbia County deed records (the "Grantee Tract"). In connection with the development and maintenance of the Grantee Tract, Grantee has requested Grantor to establish an easement for the benefit of the Grantee Tract, and Grantor desires to grant such an easement to Grantee.

#### Grant

Therefore, in consideration of the premises and other valuable consideration, the receipt and sufficiency of which are acknowledged, Grantor and Grantee agree as follows:

**1. Grant of Easement.** Grantor grants to Grantee, for the benefit of the Grantee Tract, a private, perpetual, nonexclusive easement (the "Easement") over, under, and across the strip of land situated on the area of Grantor Tract described and depicted in Exhibit A and B (the "Easement Area"). The Easement will be used solely for the purposes of placement, maintenance and replacement, if needed, of an existing storm drain line located in the Easement Area; the Easement may be used for such purposes only by Grantee, its successors in ownership of the Grantee Tract, and the tenants, invitees, agents, and employees of Grantee and such successors (collectively, the "Users"), such use to be in common with use of the Easement Area by the owner of the Grantor Tract and its tenants, invitees, agents, employees, successors, and assigns. No above-ground structures, barriers, fences, buildings, or other improvements of any kind will be installed in the Easement Area by Grantor or Grantee. Grantor reserves the right to



install utilities, cables, landscaping, signage, concrete and asphalt surfaces, and other improvements in the Easement Area from time to time, together with the right to grant to third parties any of such reserved rights, as long as such use does not unreasonably interfere with Grantee's permitted uses of the Easement. The grant of the Easement is made subject to all exceptions to title on file or of record in the Official Records of Columbia County, Oregon.

**2. Nature of Easement.** The Easement granted herein will be appurtenant to, and for the benefit of, the Grantee Tract. Any conveyance of fee title to the Grantee Tract (or any portion that is a legal lot within the Grantee Tract) will include a conveyance of the Easement, regardless of whether the Easement is specifically identified in the instrument of conveyance.

**3. Maintenance; Restoration.** Grantee will have no obligation to maintain or repair the surface of the Easement Area, but must restore the Easement Area to its prior existing condition after conducting any activity in the Easement Area that causes any damage or disturbance. Grantee and any parties claiming by, through, or under Grantee will be deemed to have elected to use the Easement Area at their sole risk.

**4. No Dedication.** Nothing contained herein will be deemed to be a gift or dedication of any portion of the Easement Area to the general public, for the general public, or for any public use or purpose whatsoever.

**5. Indemnification; Hold Harmless.** Within the limits of the Oregon Tort Claims Act, Grantee shall hold harmless, indemnify, and defend Grantor, its officers, agents, and employees from any and all liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs (at both trial and appeal level, whether or not trial or appeal ever takes place) that may be asserted by any third person or entity arising from, during, or in connection with Grantee's activities under this Easement. Grantor shall not be considered a party to any contract made by Grantee which concerns or relates to the Easement. Grantee will promptly reimburse Grantor for any and all reasonable and necessary expenses incurred by the Grantor in defending any such claim or claims. Nothing in this section shall be construed to mean that the Grantee will indemnify and defend the Grantor for any claim caused by or incidental to any neglect, carelessness or breach of duty on the part of the Grantor. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the indemnification.

**6. Attorney Fees.** In the event of any litigation or other proceeding brought to enforce or interpret this Storm Easement, each party in such proceedings will be solely responsible for their own attorney fees and other costs incurred in the proceedings or any appeal therefrom.

**7. Successors.** This Storm Easement will run with the land and be binding on, and inure to the benefit of, the owners of the Grantor Tract and the Grantee Tract and their respective heirs, successors, and assigns.

**8. Relocation.** The owners of the Grantor Tract and the Grantee Tract can relocate the Easement Area to another specified area only by mutual written agreement.



9. **Amendment.** This Storm Easement may only be amended by written instrument executed by the then current owners of the Grantor and Grantee Tracts.

10. **No Partnership.** None of the terms or provisions of this Storm Easement will be deemed to create a partnership between or among the parties, nor will it cause them to be considered joint venturers or members of any joint enterprise. This Storm Easement, is not intended nor will it be construed to create any third-party beneficiary rights in any person who is not an owner of the Grantor or Grantee Tract.

11. **Consents.** Whenever the consent or approval of a party is required to be given hereunder, such consent or approval will not be unreasonably withheld, delayed, or conditioned unless the provision in question expressly stipulates another standard of approval.

12. **Notices.** Any notice required or permitted by this Storm Easement must be in writing and given by delivering the same in person to the recipient or by sending the same by registered or certified mail, return receipt requested, with postage prepaid, to the address of the Grantor or Grantee Tract, as applicable, as shown on the current records of the tax assessor for Columbia County, Oregon, with respect to the Tract in question.

13. **Recording.** This Storm Easement may be recorded in the real property records of Columbia County, Oregon. The party submitting the Storm Easement for recording will pay the recording fee.

Executed to be effective as of the 2nd day of August, 2016.

GRANTOR:

By: Michael J. Sykes  
Name: Michael J. Sykes  
Title: City Manager

GRANTEE:

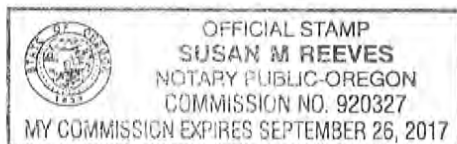
By: Daniel T. McGivern  
Name: Daniel T. McGivern  
Title: Springlake Board President

Exhibits:

- A Easement Description
- B Easement Exhibit

STATE OF OREGON )  
 ) ss.  
County of Columbia )

This instrument was acknowledged before me this 3rd day of August, 2016, by Daniel T. McGivern as Board + resident of Springlake Community, Inc., a corporation, on behalf of the corporation.

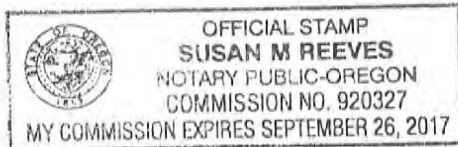


Susan M. Reeves  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: Sept 26, 2017



STATE OF OREGON )  
 ) ss.  
County of Columbia )

This instrument was acknowledged before me this 2nd day of August, 2016,  
by Michael J. Sykes as City Manager of The City of Scappoose on behalf  
of the City.



Susan M Reeves  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: Sept 26, 2017



## EXHIBIT A

Springlake Community, Inc.  
Storm Drainage Easement  
February 24, 2016  
Project No. 2492-001

### PROPERTY DESCRIPTION

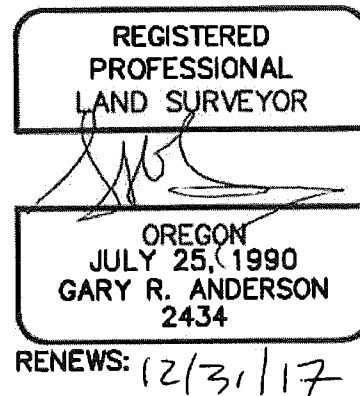
A strip of land ten (10') feet wide; being a portion of Parcel 2, Partition Plat 2006-11, as recorded in the Columbia County Records, situated in the SE 1/4 of Section 13, Township 3 North, Range 2 West, Willamette Meridian, City of Scappoose, Columbia County, Oregon; and being more particularly described as that ten (10') foot wide strip of land laying five (5') feet on each side of the centerline described as follows:

Beginning at a point on the South line of said Parcel 2; which bears South  $86^{\circ}16'35''$  East 368.17 feet, from the Southwest corner thereof;  
thence North  $24^{\circ}05'16''$  West 199.38 feet; to an angle point  
thence North  $11^{\circ}13'43''$  West 147.36 feet; to an angle point;  
thence North  $05^{\circ}37'08''$  East 18.23 feet to the North Line of said Parcel 2, at a point which bears South  $86^{\circ}25'30''$  West 22.90 feet from the Northeast corner of said Parcel 2, said point being the terminus of this centerline description.

The sidelines of said strip being lengthened or shortened to end at their respective property lines.

Containing 3,650 square feet, more or less.

Bearings are based on Partition Plat 2006-11, Columbia County Records.



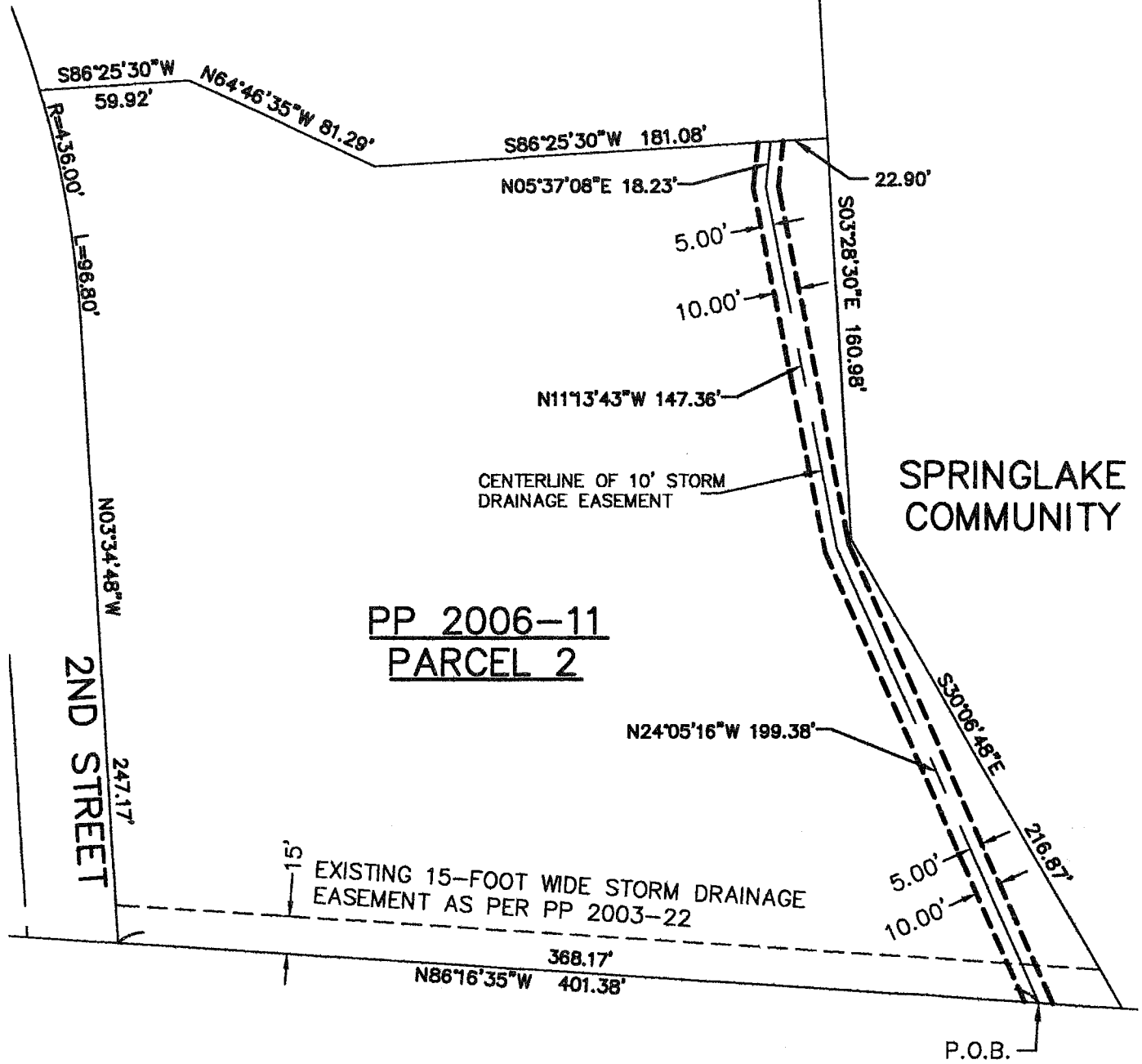


Drawing Name: J:\2492-001.14\Survey\CAD\DWG\2492-001 Parcel 2 Storm Exhibit.dwg Jun 15, 2016 - 3:36pm - gra



0 30' 60'

SCALE: 1"=60'



## EXHIBIT B

PAGE 1 OF 1

LOCATED IN THE SE 1/4 OF SECTION 13  
TOWNSHIP 3 NORTH, RANGE 2 WEST, W.M.  
COLUMBIA COUNTY, OREGON

DATE	2-24-2016
DRAWN BY	EJJ
CHECKED BY	GRA
REVISION	6/15/16
JOB NO.	2492-001




**WESTLAKE**  
CONSULTANTS INC.

ENGINEERING ♦ SURVEYING ♦ PLANNING

PACIFIC CORPORATE CENTER  
15115 S.W. SEQUOIA PARKWAY, SUITE 150 (503) 684-0852  
TIGARD, OREGON 97224 FAX (503) 624-0167



AFTER RECORDING RETURN TO:  
 City of Scappoose  
 33568 E Columbia Ave.  
 Scappoose, OR 97056

COLUMBIA COUNTY, OREGON 2018-003560  
 DEED-COV  
 Cnt=1 Pgs=2 HUSERB 04/30/2018 02:19:43 PM  
 \$10.00 \$11.00 \$20.00 \$5.00 \$10.00 = \$56.00  
  
 00244766201800035600020025  
 I, Elizabeth E. Huser, County Clerk for Columbia County, Oregon  
 certify that the instrument identified herein was recorded in the Clerk  
 records.  
 Elizabeth E. Huser - County Clerk

*This space provided for recorder's use.*

### DECLARATION OF RESTRICTIVE COVENANT

THIS DECLARATION OF RESTRICTIVE COVENANT is made by the City of Scappoose, a Municipal Corporation (hereinafter referred to as "Grantor") and applies to the property described as Parcel 2 of Partition Plat 2006-11 as recorded on May 10, 2006, in the Deed Records of Columbia County, Oregon as Fee No. 2006-006144 (the "Property").

#### Recitals:

- A. Grantor is the owner of the Property described above, located on SE 2nd Street within the City of Scappoose, Oregon.
- B. The City of Scappoose ("City") approved a Comprehensive Plan Map Amendment (CPA1-18) and a Zone Change (ZC1-18) affecting the Property pursuant to a land use application submitted by the City of Scappoose (the "Application").
- C. The approval of the Application was codified by the Scappoose City Council in Ordinance No. 870, dated March 26, 2018 (the "Approval").
- D. Grantor is declaring this restrictive covenant pursuant to Section 4 of City of Scappoose Ordinance No. 870, which requires a restrictive covenant be applied to and encumber the Property for the purpose of limiting the number of vehicle trips generated from the Property consistent with the Oregon Land Conservation and Development Commission's Transportation Planning Rule and the Oregon Highway Plan.

NOW, THEREFORE, in consideration of the above recitals and as required by the Approval, Grantor hereby imposes the following restrictive covenant on the Property:

#### Restrictive Covenant:

- E. All combined land uses on the Property shall not generate more than 1,000 total average daily trips (the "Trip Cap") unless the applicant applies for and receives land use approval for such an increase from the City. This Trip Cap shall be implemented and monitored through the City's development review process. Appropriate trip generation



information, based on the Institute of Transportation Engineers Trip Generation Manual in effect at the time of any development review application, will be required prior to City approval of any use of the Property to ensure that the Trip Cap is not exceeded. Land use approvals or development permits shall be withheld if the Trip Cap is not satisfied.

- F. This covenant shall run with the land and be effective in perpetuity unless and until an instrument changing or terminating this covenant, signed by the then-owner of the Property and duly authorized representatives of the City of Scappoose has been recorded.
- G. This covenant shall apply equally to Grantor's heirs, administrators, legal representatives, devisees, successors, and assigns.

**GRANTOR:**

City of Scappoose, a Municipal Corporation

By: Michael Sykes Dated this 30th day of April, 2018  
Michael Sykes, City Manager

STATE OF OREGON           )  
                                          )ss  
COUNTY OF Columbia   )

The foregoing instrument was acknowledged before me on the 30th day of April, 2018 by Michael Sykes, who stated that he is the City Manager for the City of Scappoose and is authorized to execute this Declaration of Restrictive Covenant.



Susan Marie Reeves  
Notary Public for Oregon  
My commission expires: Sept 14, 2021

**CITY OF SCAPPOOSE:**

Accepted by the City of Scappoose, Oregon:

By: Michael Sykes  
Michael Sykes, City Manager

Approved as to form:

By: Timothy J. Reams  
Timothy J. Reams, City Attorney



# SPRINGLAKE DEVELOPMENT

## MASTER STORM DRAINAGE PLAN

### SCAPPOOSE, OREGON



Prepared by  
Westlake Consultants, Inc.  
Pacific Corporate Center  
15115 SW Sequoia Parkway  
Suite 150  
Tigard, OR 97224

July 1999 (August 1999 Update)





# WESTLAKE

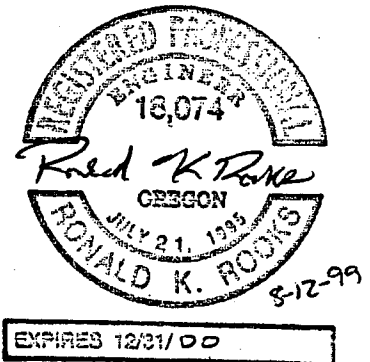
CONSULTANTS INC.

ENGINEERING ♦ SURVEYING ♦ PLANNING

Phone: 503 684-0652

Fax: 503 624-0157

August 12, 1999 update



**RE: Springlake Retail Project No. 636-02G-97  
Master Storm Drainage Plan - Supplemental Report**

Based upon second review comments received late yesterday afternoon from Gordon Munro, KCM, Inc. we revised the analysis. The concern was that the Time of Concentration (Tc) was not still satisfactorily represented. We revised the Tc and recalculated the drainage runoff. Copies of results and supporting information are attached in the following order:

1. Drainage basin summary with Curve Numbers (CN) for each basin.
2. Updated summary of Tc calculations.
3. Revised drainage basin maps (existing and proposed).
4. ICPR analysis printouts (input data, basin summary, and output results) for
  - A. Pre-developed 10-year storm event.
  - B. Developed 10-year storm event.
  - C. Developed 25-year storm event.

We have concluded that the revised Tc does not change the results significantly to revise the conclusions of the Master Storm Drainage Plan. Storm runoff did increase and pond water surfaces are higher (additional 1.48' for the 10-year event and 0.03' for the 25-year event), but the pond system still provides sufficient capacity to manage increased runoff from the fully developed drainage basin. The following is a summary of results from the revised analysis:

<u>Description:</u>	<u>Previous Report</u>	<u>This Revision</u>
<u>Developed Site Runoff Rate:</u> (25-Year Storm Event, "Retail" plus "Pond-up")	23.70 c.f.s.	25.92 c.f.s.



<u>Allowable Release Rate:</u> (10-Year Pre-Developed Plus 25-Year Existing Condition Storm Events, "Retail" plus "Pond-up")	8.54 c.f.s.	9.08 c.f.s.
<u>Actual Release Rate:</u> (25-Year Storm Event at Pond-Low (Pond "B") outlet, existing outlet control structure, complete "buildout" scenario)	6.07 c.f.s.	6.11 c.f.s.
<u>Required Detention Volume:</u>	8.66 Ac-ft	9.50 Ac-ft
<u>Available Detention Capacity:</u>	15.31 Ac-ft	15.31 Ac-ft

No other revision was updated based upon the conclusion stated above. The results indicate that further refinement of drainage characteristics would not significantly change the outcome.

h:\admin\063602.97\enginr\stm-supl.doc





Springlake Meadows Master Storm Drainage Plan						
Project No. 636-02G						
DRAINAGE ANALYSIS: EXISTING & PROPOSED BASINS						
PRE-DEVELOPED BASINS						
BASIN A1:						
SUBBASIN	SOIL TYPE:	CN VALUES:		AREA(AC)	CA VALUES	
		EXIST	DEVEL		EXIST	DEVEL
1	B	89	89	0.74	66	66
2	B	89	89	1.43	127	127
3	B	75	75	3.12	234	234
4	B	75	75	0.71	53	53
11	B	61	61	15.18	926	926
TOTALS =				21.18	1406	1406
WEIGHTED CN=					66.40	66.40
BASIN A2:						
SUBBASIN	SOIL TYPE:	CN VALUES:		AREA(AC)	CA VALUES	
		EXIST	DEVEL		EXIST	DEVEL
6	B	58	58	2.21	128	128
15	C	90	90	7.31	658	658
16	C	100	100	1.08	108	108
TOTALS =				10.60	894	894
WEIGHTED CN=					84.35	84.35
BASIN A3:						
SUBBASIN	SOIL TYPE:	CN VALUES:		AREA(AC)	CA VALUES	
		EXIST	DEVEL		EXIST	DEVEL
5	B	61	85	3.47	212	295
7	B	89	89	0.69	61	61
8	B	61	61	0.00	0	0
9	B	61	61	0.63	38	38
12	B	61	85	15.69	957	1334
TOTALS =				20.48	1269	1728
WEIGHTED CN=					61.94	84.40
BASIN B1:						
SUBBASIN	SOIL TYPE:	CN VALUES:		AREA(AC)	CA VALUES	
		EXIST	DEVEL		EXIST	DEVEL
24	C	90	90	10.73	966	966
25	C	100	100	1.69	169	169
TOTALS =				12.42	1135	1135
WEIGHTED CN=					91.36	91.36



<b>BASIN B2:</b>							
	<b>SOIL</b>	<b>CN VALUES:</b>			<b>CA VALUES</b>		
<b>SUBBASIN</b>	<b>TYPE:</b>	<b>EXIST</b>	<b>DEVEL</b>	<b>AREA(AC)</b>	<b>EXIST</b>	<b>DEVEL</b>	
10	B	61	61	0.56	34	34	
13	B	74	92	2.53	187	233	
14	B	61	92	5.03	307	463	
17	B	61	61	0.42	26	26	
18A	B	61	61	0.16	10	10	
18B	B	61	61	0.53	32	32	
19	B	74	92	2.00	148	184	
20A	B	58	92	0.74	43	68	
20B	B	58	92	2.60	151	239	
21A	B	61	85	4.35	265	370	
21B	B	61	85	5.61	342	477	
22A	B	85	85	3.65	310	310	
22B	B	85	85	0.40	34	34	
23	B	85	85	1.81	154	154	
			TOTALS =	30.39	2043	2633	
			WEIGHTED CN=		67.24	86.65	
<b>DEVELOPED BASINS</b>							
<b>BASIN A1:</b>							
	<b>SOIL</b>	<b>CN VALUES:</b>			<b>CA VALUES</b>		
<b>SUBBASIN</b>	<b>TYPE:</b>	<b>EXIST</b>	<b>DEVEL</b>	<b>AREA(AC)</b>	<b>EXIST</b>	<b>DEVEL</b>	
1	B	89	89	0.74	66	66	
2	B	89	89	1.43	127	127	
3	B	75	75	3.12	234	234	
4	B	75	75	0.71	53	53	
11	B	61	61	15.18	926	926	
			TOTALS =	21.18	1406	1406	
			WEIGHTED CN=		66.40	66.40	
<b>BASIN A2:</b>							
	<b>SOIL</b>	<b>CN VALUES:</b>			<b>CA VALUES</b>		
<b>SUBBASIN</b>	<b>TYPE:</b>	<b>EXIST</b>	<b>DEVEL</b>	<b>AREA(AC)</b>	<b>EXIST</b>	<b>DEVEL</b>	
6	B	58	58	2.21	128	128	
15	C	90	90	7.31	658	658	
16	C	100	100	1.08	108	108	
			TOTALS =	10.60	894	894	
			WEIGHTED CN=		84.35	84.35	



<b>BASIN A3:</b>		<b>SOIL</b>	<b>CN VALUES:</b>			<b>CA VALUES</b>	
<b>SUBBASIN</b>	<b>TYPE:</b>	<b>EXIST</b>	<b>DEVEL</b>	<b>AREA(AC)</b>	<b>EXIST</b>	<b>DEVEL</b>	
5	B	61	85	3.47	212	295	
7	B	89	89	0.69	61	61	
9	B	61	61	0.63	38	38	
10	B	61	61	0.56	34	34	
12	B	61	85	15.69	957	1334	
13	B	74	92	2.53	187	233	
14	B	61	92	5.03	307	463	
17	B	61	61	0.42	26	26	
18A	B	61	61	0.16	10	10	
19	B	74	92	2.00	148	184	
20A	B	58	92	0.74	43	68	
21A	B	61	85	4.35	265	370	
22A	B	85	85	3.65	310	310	
TOTALS =				39.92	2599	3426	
WEIGHTED CN=					65.10	85.81	
<b>BASIN B1:</b>		<b>SOIL</b>	<b>CN VALUES:</b>			<b>CA VALUES</b>	
<b>SUBBASIN</b>	<b>TYPE:</b>	<b>EXIST</b>	<b>DEVEL</b>	<b>AREA(AC)</b>	<b>EXIST</b>	<b>DEVEL</b>	
24	C	90	90	10.73	966	966	
25	C	100	100	1.69	169	169	
TOTALS =				12.42	1135	1135	
WEIGHTED CN=					91.36	91.36	
<b>BASIN B2:</b>		<b>SOIL</b>	<b>CN VALUES:</b>			<b>CA VALUES</b>	
<b>SUBBASIN</b>	<b>TYPE:</b>	<b>EXIST</b>	<b>DEVEL</b>	<b>AREA(AC)</b>	<b>EXIST</b>	<b>DEVEL</b>	
18B	B	61	61	0.53	32	32	
20B	B	58	92	2.60	151	239	
21B	B	61	85	5.61	342	477	
22B	B	85	85	0.40	34	34	
23	B	85	85	1.81	154	154	
TOTALS =				10.95	713	936	
WEIGHTED CN=					65.13	85.50	



Project Name: Springlake Meadows  
Project No.: 636-02G

Calc by: ALS  
Chck by: RKR 7/30/99

**TIME OF CONCENTRATION CALCULATIONS:**

**EXISTING:** (REFER TO "EXISTING SITE BASIN" MAP)

**BASIN A1:**

ROUTE "A-1" (NODE "C" TO NODE "J" TO NODE "M")

NODE:						
TO:	FROM:	TYPE OF FLOW	LENGTH(FT)	SLOPE(%)	V (FPS)	T(SEC)
C	D	GUTTER FLOW	800	0.50	1.40	571
D	E	12" PIPE FLOW	193	0.25	2.27	85
E	F	12" PIPE FLOW	242	0.25	2.98	81
F	G	15" PIPE FLOW	78	1.00	5.96	13
G	H	18" PIPE FLOW	508	0.28	3.15	161
H	J	CHANNEL FLOW	213	0.20	2.10	101
J	K	CHANNEL FLOW	440	0.20	2.10	210
K	M	POND FLOW	375	0.04	1.10	341

SUBTOTAL T_c (ROUTE "A-1") = 1564 SECONDS  
= 26.1 MINUTES

ROUTE "A-8" (NODE "FF" TO NODE "H" TO NODE "K")

NODE:						
TO:	FROM:	TYPE OF FLOW	LENGTH(F	SLOPE(%)	V (FPS)	T(SEC)
FF	GG	SHEET FLOW	300	2.00	0.20	1500
GG	H	SHALLOW FLOW	660	2.00	2.30	287
H	J	18" PIPE FLOW	528	0.29	3.21	164
J	K	CHANNEL FLOW	440	0.20	2.10	210
K	M	POND FLOW	375	0.04	1.10	341

SUBTOTAL T_c (ROUTE "A-4") = 2502 SECONDS  
= 41.7 MINUTES

**BASIN A3:**

ROUTE "A-2" (NODE "W" TO NODE "J" TO NODE "M")

NODE:						
TO:	FROM:	TYPE OF FLOW	LENGTH(FT)	SLOPE(%)	V (FPS)	T(SEC)
W	X	SHEET FLOW	300	2.00	0.20	1500
X	Y	SHALLOW FLOW	300	4.00	3.20	94
Y	Z	SHALLOW FLOW	570	2.00	2.30	248
Z	AA	SHALLOW FLOW	120	4.00	3.20	38
AA	BB	SHALLOW FLOW	180	2.00	2.30	78
BB	J	SHALLOW FLOW	320	1.50	2.00	160
J	K	CHANNEL FLOW	440	0.20	2.10	210
K	M	POND FLOW	375	0.04	1.10	341

SUBTOTAL T_c (ROUTE "A-2") = 2668 SECONDS  
= 44.5 MINUTES



Project Name: Springlake Meadows  
Project No.: 636-02G

Calc by: ALS  
Chck by: RKR 7/30/99

**TIME OF CONCENTRATION CALCULATIONS:**

**BASIN A2:**

ROUTE "A-7" (NODE "DD" TO NODE "K" TO NODE "M")

**NODE:**

<u>TO:</u>	<u>FROM:</u>	<u>TYPE OF FLOW</u>	<u>LENGTH(FT)</u>	<u>SLOPE(%)</u>	<u>V (FPS)</u>	<u>T(SEC)</u>
DD	EE	PAVE SHEET FLOW	800	0.50	1.40	571
EE	K	12" PIPE FLOW	193	0.25	2.27	85
K	M	POND FLOW	375	0.04	1.10	341

SUBTOTAL T_c (ROUTE "A-7") = 997 SECONDS  
= 16.6 MINUTES

**BASIN B1:**

(BASIN "A" TO BASIN "B" OUTLET):

**NODE:**

<u>TO:</u>	<u>FROM:</u>	<u>TYPE OF FLOW</u>	<u>LENGTH(FT)</u>	<u>SLOPE(%)</u>	<u>V (FPS)</u>	<u>T(SEC)</u>
M	CC	15" PIPE FLOW	120	0.04	1.10	109
CC	V	POND FLOW	580	0.04	1.10	527

SUBTOTAL T_c (THROUGH POND 'B') = 636 SECONDS  
= 10.6 MINUTES

**BASIN B2:**

ROUTE "B-1" (NODE "N" TO NODE "R" TO NODE "U")

**NODE:**

<u>TO:</u>	<u>FROM:</u>	<u>TYPE OF FLOW</u>	<u>LENGTH(FT)</u>	<u>SLOPE(%)</u>	<u>V (FPS)</u>	<u>T(SEC)</u>
N	O	CHANNEL FLOW	887	0.90	2.00	444
O	P	CHANNEL FLOW	587	7.00	5.40	109
P	Q	CHANNEL FLOW	408	2.00	2.90	141
Q	R	CHANNEL FLOW	440	5.00	4.60	96
R	S	36" PIPE FLOW	245	0.56	4.46	55
S	T	36" PIPE FLOW	309	0.86	5.53	56
T	U	36" PIPE FLOW	91	2.30	9.04	10

TOTAL T_c (ROUTE "B-1") = 909 SECONDS  
= 15.2 MINUTES

ROUTE "B-2" (NODE "FF" TO NODE "R" TO NODE "U")

**NODE:**

<u>TO:</u>	<u>FROM:</u>	<u>TYPE OF FLOW</u>	<u>LENGTH(FT)</u>	<u>SLOPE(%)</u>	<u>V (FPS)</u>	<u>T(SEC)</u>
FF	GG	SHEET FLOW	200	3.00	0.20	1000
GG	HH	SHALLOW FLOW	815	2.00	2.30	354
HH	II	SHALLOW FLOW	290	4.00	3.20	91
II	R	SHALLOW FLOW	460	2.00	2.30	200
R	S	36" PIPE FLOW	245	0.56	4.46	55
S	T	36" PIPE FLOW	309	0.86	5.53	56
T	U	36" PIPE FLOW	91	2.30	9.04	10

TOTAL T_c (ROUTE "B-2") = 1766 SECONDS  
= 29.4 MINUTES



Project Name: Springlake Meadows  
Project No.: 636-02G

Calc by: ALS  
Chck by: RKR 7/30/99

**TIME OF CONCENTRATION CALCULATIONS:**

**PROPOSED:** (REFER TO "PROPOSED SITE BASIN" MAP)

**BASIN A1:**

**ROUTE "A-3" (NODE "A" TO NODE "G" TO NODE "K")**

**NODE:**

<u>TO:</u>	<u>FROM:</u>	<u>TYPE OF FLOW</u>	<u>LENGTH(F</u>	<u>SLOPE(%)</u>	<u>V (FPS)</u>	<u>T(SEC)</u>
A	B	GUTTER FLOW	800	0.50	1.40	571
B	C	12" PIPE FLOW	193	0.25	2.27	85
C	D	12" PIPE FLOW	242	0.25	2.98	81
D	E	15" PIPE FLOW	78	1.00	5.96	13
E	F	18" PIPE FLOW	508	0.28	3.15	161
F	G	18" PIPE FLOW	528	0.29	3.21	164
G	H	30" PIPE FLOW	275	0.22	3.90	71
H	K	POND FLOW	375	0.04	1.10	341

SUBTOTAL T_c (ROUTE "A-3") = 1488 SECONDS  
= 24.8 MINUTES

**ROUTE "A-4" (NODE "EE" TO NODE "F" TO NODE "K")**

**NODE:**

<u>TO:</u>	<u>FROM:</u>	<u>TYPE OF FLOW</u>	<u>LENGTH(F</u>	<u>SLOPE(%)</u>	<u>V (FPS)</u>	<u>T(SEC)</u>
EE	FF	SHEET FLOW	300	2.00	0.20	1500
FF	F	SHALLOW FLOW	660	2.00	2.30	287
F	G	18" PIPE FLOW	528	0.29	3.21	164
G	H	30" PIPE FLOW	275	0.22	3.90	71
H	K	POND FLOW	375	0.04	1.10	341

SUBTOTAL T_c (ROUTE "A-4") = 2363 SECONDS  
= 39.4 MINUTES

**BASIN A2:**

**ROUTE "A-6" (NODE "DD" TO NODE "K" TO NODE "M")**

**NODE:**

<u>TO:</u>	<u>FROM:</u>	<u>TYPE OF FLOW</u>	<u>LENGTH(FT)</u>	<u>SLOPE(%)</u>	<u>V (FPS)</u>	<u>T(SEC)</u>
GG	HH	PAVE SHEET FLOW	800	0.50	1.40	571
HH	H	12" PIPE FLOW	193	0.25	2.27	85
H	K	POND FLOW	375	0.04	1.10	341

SUBTOTAL T_c (ROUTE "A-6") = 997 SECONDS  
= 16.6 MINUTES



Project Name: Springlake Meadows  
Project No.: 636-02G

Calc by: ALS  
Chck by: RKR 7/30/99

**TIME OF CONCENTRATION CALCULATIONS:**

**BASIN A3:**

ROUTE "A-5" (NODE "DD" TO NODE "K" TO NODE "M")

<b><u>NODE:</u></b>						
<b><u>TO:</u></b>	<b><u>FROM:</u></b>	<b><u>TYPE OF FLOW</u></b>	<b><u>LENGTH(FT)</u></b>	<b><u>SLOPE(%)</u></b>	<b><u>V (FPS)</u></b>	<b><u>T(SEC)</u></b>
AA	BB	SHEET FLOW	190	3.00	0.20	950
BB	CC	GUTTER FLOW	125	1.00	0.95	132
CC	DD	12" PIPE FLOW	265	1.00	4.50	59
DD	EE	12" PIPE FLOW	705	3.00	7.90	89
EE	FF	15" PIPE FLOW	145	3.00	9.10	16
FF	G	30" PIPE FLOW	465	2.00	11.80	39
G	H	30" PIPE FLOW	275	0.22	3.90	71
H	K	POND FLOW	375	0.04	1.10	341

SUBTOTAL T_c (ROUTE "A-6") = 1696 SECONDS  
= 28.3 MINUTES

**BASIN B2:**

ROUTE "B-2" (NODE "M" TO "S")

<b><u>NODE:</u></b>						
<b><u>TO:</u></b>	<b><u>FROM:</u></b>	<b><u>TYPE OF FLOW</u></b>	<b><u>LENGTH(F</u></b>	<b><u>SLOPE(%)</u></b>	<b><u>V (FPS)</u></b>	<b><u>T(SEC)</u></b>
M	N	SHEET FLOW	273	4.00	1.10	248
N	O	12" PIPE FLOW	475	1.50	5.50	86
O	P	15" PIPE FLOW	472	0.56	3.90	121
P	Q	15" PIPE FLOW	123	0.86	4.90	25
Q	R	18" PIPE FLOW	620	2.30	9.00	69
R	S	18" PIPE FLOW	92	2.30	9.00	10

TOTAL T_c (ROUTE "B-2") = 560 SECONDS  
= 9.3 MINUTES

**BASIN B1:**

(BASIN "A" TO BASIN "B" OUTLET):

<b><u>NODE:</u></b>						
<b><u>TO:</u></b>	<b><u>FROM:</u></b>	<b><u>TYPE OF FLOW</u></b>	<b><u>LENGTH(FT)</u></b>	<b><u>SLOPE(%)</u></b>	<b><u>V (FPS)</u></b>	<b><u>T(SEC)</u></b>
M	CC	15" PIPE FLOW	120	0.04	1.10	109
CC	V	POND FLOW	580	0.04	1.10	527

SUBTOTAL T_c (THROUGH POND "B") = 636 SECONDS  
= 10.6 MINUTES



LEGEND:

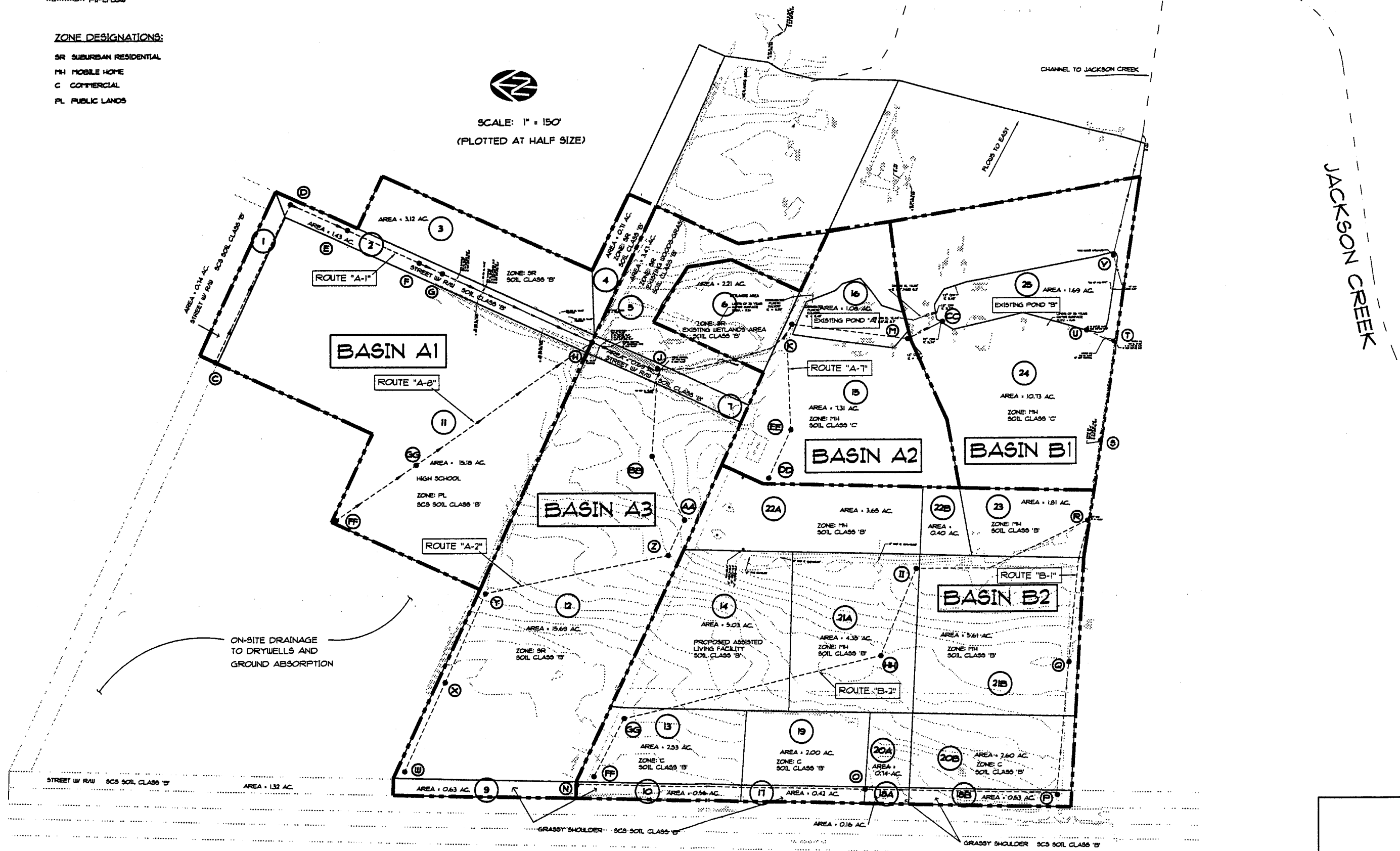
→ SHEET FLOW / GUTTER FLOW  
--- PIPEFLOW

ZONE DESIGNATIONS:

SR SUBURBAN RESIDENTIAL  
MH MOBILE HOME  
C COMMERCIAL  
PL PUBLIC LANDS



SCALE: 1" = 150'  
(PLOTTED AT HALF SIZE)



WESTLAKE  
CONSULTANTS INC.

ENGINEERING • SURVEYING • PLANNING  
PACIFIC CORPORATE CENTER  
16116 S. SAMHOODA PARKWAY, SUITE 150  
TUMACACI, OREGON 97524  
(503) 884-0852  
FAX (503) 884-0107

SPRINGLAKE  
CITY OF SCAPPOOSE  
EXISTING SITE BASIN MAP

THESE DRAWINGS ARE THE PROPERTY OF  
WESTLAKE CONSULTANTS INC. (WCI) AND  
ARE NOT TO BE REPRODUCED IN ANY  
MANNER EXCEPT WITH THE WRITTEN  
PERMISSION OF WCI

REVISIONS	DATE	DESCRIPTION	DESIGN BY	DRAFT BY	CHECK BY	ENGIN BY	CAD COMP
1	7/30/99	REVISE PER CITY REVIEW	RKR				
2	8-11-99	REVISE PER CITY REVIEW	RKR				

SHEET  
1 OF 1  
JOB NO.  
636-02



LEGEND:

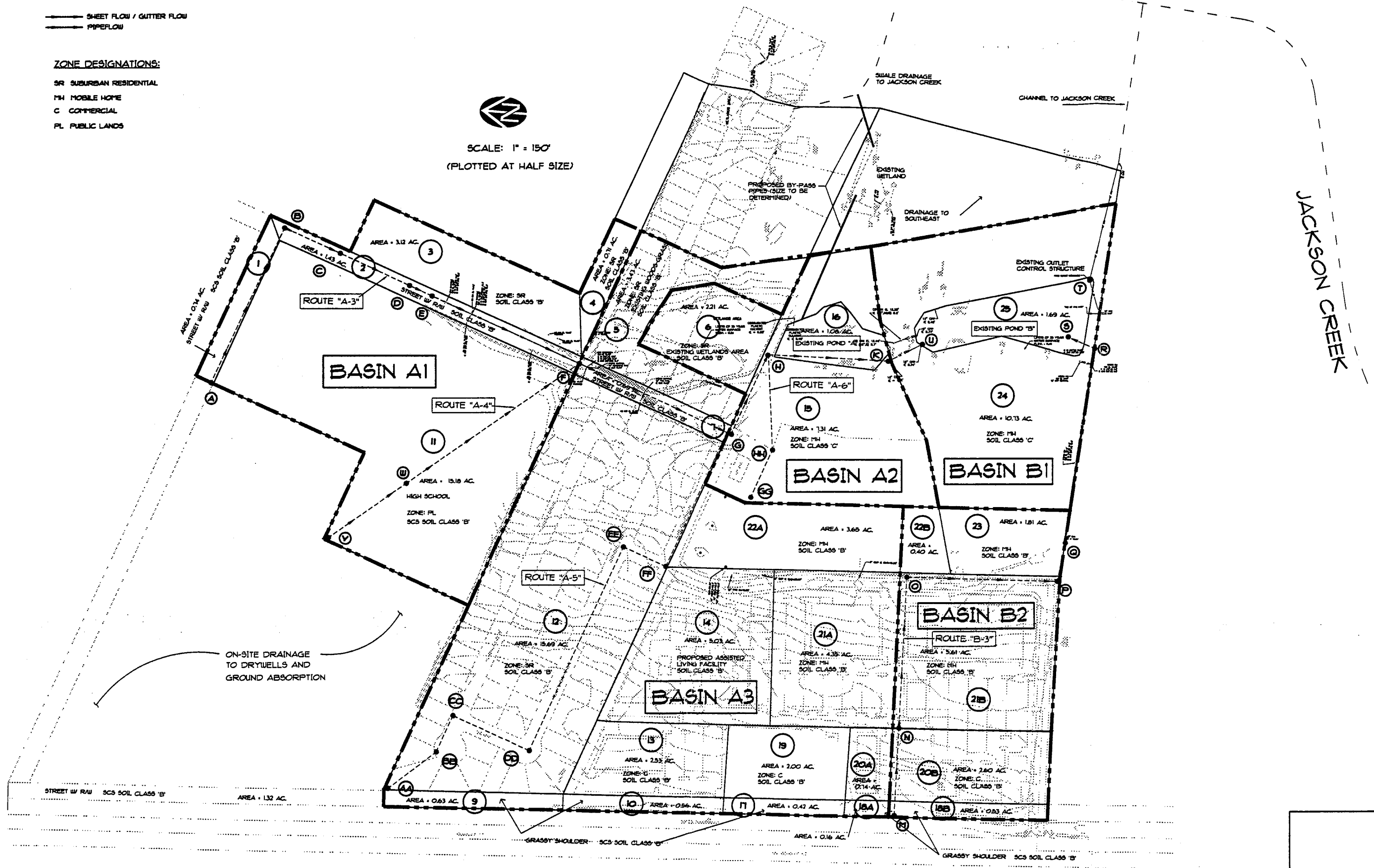
— SHEET FLOW / GUTTER FLOW  
— PIPEFLOW

ZONE DESIGNATIONS:

SR SUBURBAN RESIDENTIAL  
MH MOBILE HOME  
C COMMERCIAL  
PL PUBLIC LANDS



SCALE: 1" = 150'  
(PLOTTED AT HALF SIZE)



**WESTLAKE CONSULTANTS INC.**  
ENGINEERING • SURVEYING • PLANNING  
PACIFIC CORPORATE CENTER  
1000 N. PARKWAY, SUITE 150  
TIGARD, OREGON 97224  
(503) 851-0882  
FAX (503) 851-0197

**SPRINGLAKE**  
CITY OF SCAPOOSE  
PROPOSED SITE BASIN MAP

THESE DRAWINGS ARE THE PROPERTY OF WESTLAKE CONSULTANTS INC. (WCI) AND ARE NOT TO BE REPRODUCED IN ANY MANNER EXCEPT WITH THE WRITTEN PERMISSION OF WCI.

REVISIONS	NO.	DATE	DESCRIPTION	DESIGN	DRAFT	CHECK	ENGR.	CAD.
1	7/30/99		REVISE PER CITY REVIEW	RKR				
2	8-11-99		REVISE PER CITY REVIEW	RKR				

SHEET  
**1** OF **1**  
JOB NO. **636-02**  
63602P.1.DWG



# **Table of Contents**

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III.	Basin Analysis
Appendix A	Existing Site Basin Map
Appendix B.	Proposed Site Basin Map
Appendix C.	Pond Exhibits
Appendix D.	CN Value Data
Appendix E.	ICPR Output Printouts
Appendix F.	ICPR Inout Printouts



Section I

**NARRATIVE**





# WESTLAKE

CONSULTANTS INC.

ENGINEERING SURVEYING PLANNING

Phone: 503 684-0652

Fax: 503 624-0157

July 16, 1999 (August 6, 1999 update)

**RE: Springlake Retail  
Project No. 636-02G-97**

## **MASTER STORM DRAINAGE PLAN**

### **INTRODUCTION:**

This report examines the effect of increased storm runoff from development of the drainage basin routing into the existing pond system located within Springlake Mobile Home Park. A number of developments are being proposed for this area and have interrelated needs for storm water management. The purpose of this analysis is to determine what drainage improvements may be needed to comply with City of Scappoose storm water detention requirements.

### **SITE DESCRIPTION:**

The total basin area routing to the existing pond system is approximately 95 acres. This drainage basin is bound to the west by Highway 30, east by residential subdivisions and fields, south by wetlands and fields adjacent to Jackson Creek, and north by High School Way (see attached exhibits).

### **EXISTING CONDITIONS:**

Existing improvements include Scappoose High School, a portion of a residential subdivision, and a mobile home park. The undeveloped area consists mainly of existing pastures and open lands. The entire site drains to the southeast and eventually runs into Jackson Creek via the existing pond system, which includes two ponds that are connected by a 15" culvert. The lower pond drains to Jackson Creek via an existing 18" outlet pipe and channel. Another 18" pipe routes from the outlet to the existing wetland to the south but is currently closed. The water surface elevation of the ponds is approximately 10.0 feet as measured during a February 1999 storm event. The minimum top of bank



elevation adjacent to the mobile homes is approximately 3.5 feet above this water surface elevation.

### **PROPOSED CONDITIONS:**

The proposed developments include a combination of suburban residential, mobile home parks, and commercial developments. All runoff will continue being routed through the existing pond system. The existing pond configuration will be modified and an overflow structure will be added at threshold development levels identified in the report.

### **DETENTION ANALYSIS:**

Analysis was based upon the existing pond system configuration (see Appendix "C"), existing conveyance structures described under "Existing Conditions" above, proposed land uses, and the City of Scappoose design standards.

The design allowable release rate at the pond outlet (Pond "B") was based upon detaining only the developable areas to the 10-year pre-developed storm event rate. All other areas contributing to the pond drainage are existing developments and were allowed to be released at their 25-year storm event rate.

### **FLOOD ANALYSIS:**

The flood plain for the 100-year storm event is elevation 24 feet with the level controlled by a system of dikes, levies, and dams according to the Scappoose Storm Drain System Master Plan, November, 1998. The system is managed by the Scappoose Drainage District to prevent flooding within portions of the City of Scappoose as well as other areas of concern. Due to this control system, safe passage of storm runoff for this project will be determined by local storm drainage improvements and are assumed to be unaffected by the uncontrolled 100-year flood plain.

### **DESIGN CRITERIA:**

The required system improvements were analyzed based to the following assumptions:

- The Design storms shall be based on total rainfall (inches), and rainfall distribution and are 24-hour U.S. Soil Conservation Service (SCS) Type 1A storm events.
- Following are the rainfall distribution amounts for the respective storm events:

10-year event -	3.6 inches
25-year event -	4.1 inches
50-year event -	4.5 inches
100-year event -	5.1 inches



- Detention analysis is based upon controlling the 25-year storm event post-developed runoff rate to the 10-year storm event pre-developed rate using the Santa Barbara Urban Hydrograph (SBUH) method.
- The SCS Soil Survey of Columbia County Oregon classifies the soil in the project area as both hydrologic soil group "B" and "C". The CN values for each basin are summarized herein.
- The ponds were analyzed using the Advanced Interconnected Channel & Pond Routing (ICPR) software - a storm water management modeling program which dynamically routes storm water runoff through the proposed storm system in order to simulate the hydraulic behavior of the system.
- Values for both rainfall intensity and CN were determined using the Oregon Engineering Handbook, Hydrology Guide, September, 1987 edition.
- Pond "A" refers to the northerly inlet pond in the system. Pond "B" refers to the southerly one (see attached exhibits for features).

### **CONCLUSION:**

The ponds have the capacity to detain the 25-year storm event runoff with some additional improvements to the existing pond system listed below. Also, no adverse effects will occur downstream, as runoff drains into undeveloped wetlands bordering Jackson Creek. Detention for each incremental development should be based upon the cumulative contribution of all new developments.

Existing elevation conditions indicate potential flooding of 6th Street at some point of development due to raising pond water surface elevation. Each incremental development should more closely examine its impact to determine if and when this may occur. If adverse impact results, potential solutions include modifying the pond outlet structure or implementing a bypass to limit the height the pond water surface elevation reaches.

The 25-year storm event creates a maximum water level approximately 1.5 feet below the lowest finish floor of the adjacent mobile homes. Elevations were determined in a survey by Westlake Consultants, Inc., February 1999. An overflow device will be needed, as identified herein, to prevent any flood hazard from occurring. Occasionally, landscaped areas bordering the ponds may be impacted due to greater storm events.

The following is a list of needed improvements:

1. The existing drive between the Pond "A" and the wetland area to the north will be removed allowing the wetland to be used for additional detention. Traffic will be rerouted through the proposed Springlake Meadows subdivision.
2. An overflow structure will be constructed in Pond "A" to direct storm runoff away from the ponds at the critical stage storage elevation. This will consist of an inlet structure and a series of pipes routing storm runoff eastward into the existing



wetlands adjoining Jackson Creek (see Proposed Site Basin Map). The critical stage storage elevation and pipe sizes will be verified with the individual development.

3. The pond outlet control structure may need to be modified to lower the pond surface water elevation to prevent flooding of 6th Street due to increase rate of storm runoff.

The implementation of these improvements and consideration for detention are to be determined from comparing the cumulative Subbasin Developed Areas. The accumulation of these areas will be based upon existing conditions of the drainage basin as of May, 1999. A summary of each improvement with threshold levels is as follows:

Improvement:	Estimated Threshold - New Subbasin Developed Area
• Removal of existing drive between the pond and wetland area to the north (to be included with initial development)	(none)
• Install overflow structure in Pond "A" (this is based upon the critical stage storage elevation of approximately 12.0 feet)	23 Acres
• Modify the existing pond outlet control device. (Determine by analysis for each additional development)	(Based on individual project design calculations)

The following is a list of estimated flow rates and detention volumes based upon ultimate drainage basin development. A more complete list of flow rates is included in Section II, "ICPR Pond Node Summary & Node Map". (Note that the "Actual" Release Rate is substantially less than the "Allowable" 10-Year Release Rate.)

Aug 12, 1999 Update

Developed Site Runoff Rate: ~~23.70~~ c.f.s. 25.92  
(Trial #8 - 25-Year Storm Event, "Retail" plus "Pond-up")

Allowable Release Rate: ~~8.54~~ c.f.s. 9.08  
(Trial #9 - 10-Year Pre-Developed Plus 25-Year Existing Condition Storm Events, "Retail" plus "Pond-up")

Actual Release Rate: ~~6.07~~ c.f.s. 6.11  
(Trial #8 - Pond-Low (Pond "B") outlet, existing outlet control structure, complete "buildout" senario)

Required Detention Volume: ~~8.66~~ Ac-ft 9.50

Available Detention Capacity: 15.31 Ac-ft





1/29/2025

To: N.J. Johnson, Associate Planner

From: Dave Sukau, Public Works Director

Re: SDR 2-24, MiP 3-24

Dear N.J.,

I have reviewed the Land Use Referral packet and plans for the proposed credit union and partition.

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

I would like to make a few notes regarding the proposed design. We would do not normally allow service lines to parallel the right of way, but will make this exception to avoid cutting SE Second St. Our ask is that the water service is installed in a sleeve under the proposed driveway. Second, I am curious why the stormwater design is not utilizing the 18" storm line East of the parcel and showing the runoff onto a neighboring property. Finally, the sanitary sewer design and proposed manhole locations do not allow for access to clean and maintain the public sewer main that leaves the site to the East. We are respectfully requesting the main to be extended West to a location near parking space #39.

Sincerely,

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

Dave Sukau

City of Scappoose, Public Works Dept.





**SCAPPOOSE**  
*Oregon*

LAND USE ACTION REFERRAL (SDR 2-24, MiP 3-24)

January 23, 2025

RETURN TO: N.J. Johnson by February 6, 2025 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:** Wauna Credit Union has requested approval of a consolidated application for Site Development Review (SDR 2-24) to allow for the construction of a credit union building and various site amenities as well as a 2-lot Minor Partition (MiP 3-24). The site is located at an unaddressed property off SE 2nd Street, east of the Havlik Drive and SE 2nd Street intersection, on property described as Columbia County Assessor Map #3213-DB-00201.

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:** Owner would be required to obtain all  
Building, Plumbing, Electrical and Mechanical Permits  
_____  
_____  
_____  
_____

Name: Dan Van Damer

Title: Building Official

Signed: [Signature]

Date: 1-29-25



**LAND USE ACTION REFERRAL (SDR 2-24, MiP 3-24)****January 23, 2025**

**RETURN TO:** N.J. Johnson by **February 6, 2025** 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.

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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:** _____  
 _____  
 _____  
 _____  
 _____  
 _____

Name: Miguel Bautista  
 Signed: [Signature]

Title: Division Chief  
 Date: 2/5/2025





### **Scappoose Land Use Referral: Wauna Credit Union**

**Site Address:** SE 2nd Street

**Map & Tax Lot:** 3N2W13-DB-00201

**Description of Proposed Use:** Wauna Credit Union – New Branch

**Applicant Name(s):** Wauna Credit Union

This document serves as official comment for the permit application for Tax Map ID No. 3N2W13-DB-00201 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).

Commercial properties require a minimum 18" high numbers with a 3" stroke with contrasting background. Be visible from all access directions (ORD17-2).

**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**





LAND USE ACTION REFERRAL (SDR 2-24, MiP 3-24)

January 23, 2025

RETURN TO: N.J. Johnson by **February 6, 2025** 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.

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1.   X   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: Branden Staehely

Title: Engineering Manager

Signed: 

Date: 2/20/25



# March 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Council Work Session 6pm  City Council 7pm	4	5	6	7	8
9 	10	11	12	13 Planning Commission 7pm	14	15
16	 City Council 7pm	18	19	20 EDC Noon  Parks & Rec 6pm	21	22
23	24	25	26	27 No Planning Commission	28	29
30	31					



# April 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Annual Town Meeting 9am High School
6	7 Council Work Session 6pm  City Council 7pm	8	9	10 100-year Celebration ad hoc committee 2pm  No Planning Commission	11	12
13	14	15	16	17 EDC ~ noon  Park & Rec Committee 6pm  Planning Commission 7pm	18	19
20 	21 Council Work Session 6pm  City Council 7pm	22	23	24 No Planning Commission	25	26  Earth Day Heritage Park 8am-3pm
27	28	29	30			