

City of St. Helens

Planning Commission

October 10, 2017

Agenda

1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda**
 - a. Planning Commission Minutes dated September 12, 2017
3. **Topics from the Floor** (Not on Public Hearing Agenda): Limited to 5 minutes per topic
4. **Public Hearing Agenda** (times are earliest start time)
 - a. 7:00 p.m. - Variance (Access) at 34530 Bachelor Flat Road - Jerry & Sandra Neider
5. **SDR.6.17 & SL.3.17 Amended Decision - Columbia County Education Campus (CCEC) and Middle School**
6. **Acceptance Agenda: Planning Administrator Site Design Review**
 - a. Site Design Review (Minor) at 2275 Gable Road - Dutch Bros Coffee walk-in cooler, storage building, and trash enclosure
 - b. Site Design Review (Minor) at 2035 Columbia Blvd. - External stairway improvements
 - c. Site Design Review (Major) at 330 S. 1st Street - Establish new uses in an existing building
 - d. Site Design Review (Minor) at 795 S. Columbia River Highway - Install Bottle Drop Express in existing Safeway parking lot
7. **Planning Director Decisions** (previously e-mailed to the Commission)
 - a. Accessory Structure at 59363 Mountain View Drive - New storage shed
 - b. Home Occupation (Type I) at 374 N. 6th Street - Home office for construction business
 - c. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Spirit of Halloweentown Parade
8. **Planning Department Activity Reports**
 - a. September 26, 2017
9. **For Your Information Items**
9. **Next Regular Meeting: November 14, 2017**

Adjournment

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City of St. Helens
Planning Commission Meeting
September 12, 2017
Minutes

Members Present:

Al Petersen, Chair
Dan Cary, Vice Chair
Greg Cohen, Commissioner
Sheila Semling, Commissioner
Audrey Webster, Commissioner
Kathryn Lawrence, Commissioner
Russell Hubbard, Commissioner

Members Absent:

None

Staff Present:

Jacob Graichen, City Planner
Jennifer Dimsho, Associate Planner
Matt Brown, Finance Director

Councilors Present:

Ginny Carlson, City Council Liaison

Others Present:

Jessica Pickett
Todd Mobley
David Etchart
Jamin Kimmel
Henry Fitzgibbon
Julie Thompson
Jennifer & Aaron Phelps
Scot Stockwell

The Planning Commission meeting was called to order by Chair Al Petersen at 7:00 p.m. Chair Petersen led the flag salute.

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Consent Agenda

Approval of Minutes

Commissioner Semling moved to approve the minutes of the August 8, 2017 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carried with all in favor. Chair Petersen did not vote as per operating rules.

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Topics From The Floor

There were no topics from the floor.

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Soda Tax Presentation & Discussion

Finance Director Matt Brown went through a presentation about what the soda tax is. He is asking for feedback from the Commission to bring the Public Forum scheduled for October 4 at 6 p.m. Brown said the soda tax was brought up when Council began considering alternative funding sources in order to fund park and sidewalk improvements. Chair Petersen asked if there is a reason parks funding has been reduced over the years. Brown said funding has been reduced because of multiple factors, including large manufacturers like Boise leaving, a low property tax rate, and changes to allocations within the General Fund.

Brown said the Parks Master Plan has \$3.3 million in improvements and only \$100,000 in the bank. Brown described the alternative funding sources the Budget Committee and Council went through, including the sugar-sweetened beverage tax. Brown also discussed the options for exempting any locally owned businesses county-wide, businesses who have less than \$100,00 in gross sales, and/or self-distributors.

Commissioner Lawrence asked about diet sodas that contain artificial sweeteners. She feels they have equally harmful impacts to health. She is in support of a soda tax that includes sugar-sweetened beverages as well as artificially sweetened beverages, but not just sugar-sweetened beverages.

Commissioner Cohen asked if the tax would include fountain drinks. Brown said yes. Commissioner Cohen asked who would decide how the money is spent. Brown said his recommendation would be to create a committee with broad representation who would determine how the money is spent. Commissioner Cohen asked why the exemptions would be included if the goal is to increase revenues. Brown said there has been a lot of feedback from small businesses that encouraged him to include an exemption clause.

Commissioner Webster asked if there is a small town that has implemented a tax like this. Brown said Albany, California has about 20,000 people and is probably the most similar.

Chair Petersen said the tax in Philadelphia was less successful because people drive outside of the City to purchase their soda. He said the same will happen in St. Helens. He also said the high commuter rate will mean that less people purchase soda locally. Chair Petersen said for this reason, the estimates for revenue would likely be less than is anticipated. Commissioner Semling said she does not support the tax because people will just shop elsewhere. Commissioner Lawrence thinks this tax would harm local businesses. Vice Chair Cary thinks it is a good idea. Commissioner Hubbard does not support the tax because he feels it is a "sin tax." Chair Petersen agrees. Brown asked the Commission, of the other alternative funding options, which they would like to see pursued. The Commission would like Council to pursue a Local Option Levy.

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Public Hearing

St. Helens School District

Site Design Review & Sensitive Lands Permit / SDR.6.17 & SL.3.17

354 N. 15th Street & 474 N. 16th Street

It is now 7:44 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

City Planner Jacob Graichen entered the following items into the record:

- Staff report packet dated September 5, 2017 with attachments

Graichen discussed the Site Design Review and recommended conditions of approval, as presented in the

staff report. Graichen said Site Design Reviews are not normally reviewed by the Commission, but he has the authority to pass the decision to the Commission. Graichen said given the scale of the project, the Commission elected to review the decision during a public hearing.

Graichen discussed the District's mistake of removing of healthy trees within the wetland protection zone. He said the District was aware of the state's rules regulating wetland tree removal, but not the local rules. Graichen said this is why there is a proposed fine as a condition of approval.

Graichen discussed the abutting right-of-way improvements, including the various sidewalk segments. He noted that the Police Chief has specific concerns about the trail on the southeast side of the site. Graichen said the Commission needs to decide what type of illumination should be provided for crime prevention. He noted that the District provided a letter to the Commission in regards to site illumination. Graichen provided the Commission an excerpt from the code related to crime prevention that applies to this situation.

Chair Petersen said he is confused about the applicant's narrative regarding the trail. Graichen said the applicant is proposing to close the existing trail. Chair Petersen asked about the fine for removing the trees within the wetland buffer. The applicant will mitigate the loss of the trees, but the Commission can choose to charge a fine for cutting down healthy trees within the wetland buffer without a permit. Graichen said his recommendation is to include a fine as a condition of approval.

IN FAVOR

Stockwell, Scot. St. Helens School District Superintendent. Stockwell wanted to publically thank the community for supporting the school bond. The Columbia County Education Campus (CCEC) has been housed in portable classrooms for about 20 years. Those classrooms are now dilapidated and he is very excited about this project. Stockwell said the Middle School was built more as a Junior High School, and it is past its prime. It no longer meets the needs of the 21st century learner. Stockwell said there is about seven million set aside for safety and security and science upgrades for the High School. He said any money not spent on the Middle School or CCEC will be spent on the High School improvements. The bond was passed on November 8. Stockwell said they are all very anxious to start construction. This land use decision is one of the first steps of the process. He thanked the Commission for the opportunity.

Kimmel, Jamin. Angelo Planning Group. Kimmel said Angelo Planning Group represents the District for the land use application. He thanked Graichen for his timely responses. The District hired a wetland consultant and a traffic consultant for this application. Kimmel said the team reviewed and clarified the staff report, and they are all comfortable with the proposed conditions of approval.

Regarding the illumination standards, the team is in the process of putting together a lighting study that will show levels of illumination across the site, but it is not ready for this meeting. Kimmel said they are committed with working with the Police Chief and staff through the crime prevention requirements that come from the study. Kimmel said the District has agreed to light the existing path along 15th Street more than was originally proposed, but they are asking for an exception to the undergrounding of power pole requirements just for this area. Installing a few new poles will cost the District \$10,000 to \$15,000 less than undergrounding the utilities because of the basalt bedrock. Overhead lights to light the entire field would cost the District upwards of \$250,000. The district is not proposing to use the field for evening events, so this expense was not included in the budget. Kimmel said they will work with staff and the Police Chief to ensure that existing lighting will provide adequate lighting to the field. Kimmel said the lighting around the perimeter of the parking lot and building could be adjusted to light the field in a way that would satisfy crime prevention needs. Kimmel is requesting that a lighting plan could be included as a condition of approval so they can meet the tight construction timeline. Commissioner Hubbard asked if 16th Street lights

could help. Kimmel said yes, but the Police Chief was referring more to the lighting of the athletic fields. Commissioner Cohen asked if the team considered future pedestrian safety with the proposal. Kimmel said the traffic engineer is here and more equipped to answer that question.

Fitzgibbon, Henry. Soderstrom Architects. Fitzgibbon is representing the project's architect team. He said the project was designed to allow students to use the old school while construction is occurring on the football field. Fitzgibbon said the same access entrance is utilized. Fitzgibbon said there is a lot of on-site queueing room for parents to drop off the students. He said the goal is to not have any on-street spillover. They have two loops that will keep buses separate from the parent drop-off area. Fitzgibbon said the Columbia County Education Campus trailers and portable classrooms will be replaced with a permanent building and a covered play structure.

Fitzgibbon said there will be a temporary fire truck turnaround during construction. The grass paving will surround the middle school to allow for a permanent fire truck turnaround. It will allow for firefighting on all sides of the building. Vice Chair Cary asked why there is a bridge proposed over the wetland. Fitzgibbon said the District believes they could mitigate the wetland, but the process would take about six months that they do not have.

Councilor Carlson asked if the students who cut through the football field currently to get to school will be disallowed through the site during construction. Fitzgibbon said they will not be allowed through. Councilor Carlson asked if they would have to take the long way around in an area with no sidewalks. Fitzgibbon said yes. Councilor Carlson is concerned about the number of children who now have their access closed off.

Chair Petersen asked how the proposal could have only one access for a design capacity of 750 people, particularly when subdivisions with less people, require more. Fitzgibbon said fire trucks do have two ways to enter and exit the site. Chair Petersen asked if the District considered a driveway north to West Street. Fitzgibbon said the circulation is and was working, even when there were upwards of 900 students.

Mobley, Todd. Lancaster Engineering. Mobley represents the District's transportation consultants. They studied existing conditions and future capacity with additional enrollment, trips, and students. They found there was adequate capacity with full enrollment, which is not something the District anticipates in the near future. Mobley said regarding non-motorized transportation, sidewalks are included in the proposal. Commissioner Cohen asked if there were any suggested changes for stop sign locations. Mobley said the current system was found to be working well. Drive delays were not excessive and traffic queues were not too long. Mobley said they did not recommend changes for safety or capacity. Chair Petersen asked what the level of service is at Wyeth Street and Highway 30. Mobley said that intersection was outside of their scope. Mobley clarified the site traffic flow for the Commission using the site plan.

IN OPPOSITION

Holznagel, Bill. 1321 West Street. Holznagel said he owns an old farmhouse five feet away from the enclosure that contains the dumpster, air conditioner unit, the generator, and other service facilities. He would like to see the service enclosure moved into an area that would not be so close to his and other properties. He does not want rats to breed and fill his basement. He is also concerned about stormwater runoff. It is a steep slope. Holznagel is concerned about the height of the school. He has a second-floor bedroom and students will be able to see right into it. He can hear the name of every student that is called into the office. Holznagel said he would like to be able to maintain his gate access between his property and the school property.

Phelps, Jennifer. 1221 West Street. Phelps said she will see the new school building right outside her

window. She is concerned for her privacy. She is wondering if the District could stake out how high the building will be with flags. She also asked if the perimeter fence could be taller. Phelps said she has had children jump the fence into their backyard, and now they will be even closer. Phelps said she could hear every name as they get called into the office too.

Phelps, Aaron. 1221 West Street. Phelps asked if there will be a dialogue between the residents and the District about how privacy will be preserved. He said if kids can see into their backyard, they will consider that an opportunity to cause mischief.

REBUTTAL

Kimmel, Jamin. Angelo Planning Group. Kimmel said regarding the privacy and noise concerns, many of the trees that are proposed for removal are going to be replanted for mitigation along the perimeter which will provide a substantial screen and privacy for residents. Kimmel said the team would be willing to consider relocating any of the proposed trees to specifically address privacy concerns. Commissioner Cohen asked about the perimeter fence. Kimmel said it is six to eight feet in height and not proposed to change. Kimmel also said the existing gate that was mentioned during previous testimony is not proposed to be removed.

Regarding stormwater runoff, Kimmel said it will be directed into the wetland area. Kimmel said there is no runoff proposed to be directed towards surrounding residents. Vice Chair Cary asked why the storm outfall is so close to the wetland. Kimmel said they will discuss this concern their civil engineer. He said they have been in conversations with the City Engineer about the proposed stormwater plan, and it could likely be drawn back.

Fitzgibbon, Henry. Soderstrom Architects. Fitzgibbon said they cannot disrupt current school operations, so they were forced to develop the new school on the sport field. This is why the building is being relocated so close to residents. Commissioner Cohen asked how difficult it would be to move the service enclosure. Fitzgibbon explained it was placed in that location because the generator needs to be close to the electrical room and the trash enclosure needs to be close to the kitchen service entry. Graichen asked if they could move the enclosure east. Fitzgibbon said that is possible, but they would rather not.

END OF ORAL TESTIMONY

There were no requests to continue the hearing or leave the record open.

CLOSE PUBLIC HEARING & RECORD

The applicant waived the opportunity to submit final written argument after the close of the record.

FURTHER QUESTIONS OF STAFF

Commissioner Cohen asked if the District is required to retain stormwater on site. Graichen said there is a condition that addresses this. The applicant has also submitted an initial stormwater plan. Commissioner Cohen asked if the water would be treated before being directed to the wetland. Graichen said the applicant addressed it in their narrative on page 108, but the Commission could make it a condition of approval so that it does not get missed. Vice Chair Cary and Commissioner Cohen would like to see this added.

DELIBERATIONS

The Commission discussed adding a requirement for the stormwater plan to prevent impact to the wetland. Chair Petersen suggested editing the stormwater condition in the staff report to include *all* stormwater runoff into the wetland, not just net stormwater. The Commission agreed.

Commission Webster asked if the fine for cutting down the healthy trees should remain at \$1,250. The Commission decided to leave the fine as written. The Commission agreed to allow an exception to undergrounding the utility poles along the proposed pedestrian pathway. The Commission would also like to add a condition to the lighting plan condition that would incorporate the crime prevention illumination standards of the open space and fields.

Commissioner Hubbard asked if Councilor Carlson's concern about the lack of safe passage from the neighborhood to the school during construction could be addressed. Vice Chair Cary proposed requiring an access plan to address safe access for children to get to school during construction. He said this way, the plan can change throughout the construction process. Commissioner Cohen also added that the frontage improvements could be required prior to the building permit for the Columbia County Education Campus. Commissioner Cohen said this is similar to how they require subdivision sidewalks prior to construction of homes. Commissioner Hubbard agreed that they should construct the sidewalks prior to construction.

The Commission discussed screening and location of the service and trash enclosure, but decided that the proposal seemed sufficient.

The applicant requested an opportunity to discuss the proposed conditions with their project team. Chair Petersen said they would entertain re-opening the public hearing for additional testimony.

PUBLIC HEARING & RECORD RE-OPENED

Angelo, Frank. Angelo Planning Group. Frank said that student safety is the utmost importance. He said that constructing the sidewalks prior to building permit issuance creates an issue because of the area being an unsafe construction zone for pedestrians, potentially breaking up the sidewalk, and the tight construction timeline. He said they recognize that student safety is an issue, and they are willing to create an access plan that addresses the safety of children coming to and from school. Frank said they would prefer to receive their building permit and then construct the sidewalk as the first item. The Commission agreed that would work. Frank reiterated his concern is that they would have to wait to receive a building permit while they construct the sidewalks.

Stockwell, Scot. St. Helens School District Superintendent. Stockwell said he is very familiar with the pedestrian activity of the area. Stockwell said even if sidewalks were constructed, the District is concerned with the sidewalk being adjacent to a construction zone. The District's preference is to bus the walking students around the dangerous sections. He said they cannot move the construction date further out which is what would happen if the building permit could not be received prior to building the sidewalks. Stockwell said there is flexibility with bus routes. He said sidewalks will encourage pedestrian use in an unsafe area that is next to the construction zone.

CLOSE PUBLIC HEARING & RECORD

DELIBERATIONS

The Commission discussed requiring sidewalks prior to building permit issuance of the Middle School, since they are building the Columbia County Education Campus (CEEC) building first. They can still receive a building permit for the CCEC building and begin construction as soon as possible. The Commission decided

to also include a student access management plan prior to building permit issuance for the CCEC building.

MOTION

Commissioner Cohen moved to approve the Site Design Review and Sensitive Lands Permits as written with the additional conditions related to stormwater, an exception to undergrounding power poles for illumination on 15th Street, the crime prevention illumination plan, the frontage improvement timing changes, the student access management plan, and the additional buffering adjacent to the abutting properties as discussed in more detail above. Commissioner Webster seconded. All in favor; none opposed; motion carries.

Commissioner Cohen moved for Chair Petersen to sign the Findings and Conclusions once prepared. Commissioner Semling seconded. All in favor; none opposed; motion carries.

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Term Expiration Discussion

Graichen said that Chair Petersen and Commissioner Hubbard's terms expire December 31, 2017. Commissioner Hubbard is on his first term. He agreed to renew. Chair Petersen's position has to be advertised, but he agreed to be included as an applicant for another term. Graichen asked who would want to be on the interview panel. Commissioner Cohen, Commissioner Webster, and Councilor Carlson agreed to be on the interview panel.

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Planning Director Decisions

- a. Home Occupation (Type I) at 35100 Burt Rd. - Pet sitting/walking/transport home office
- b. Sign Permits (x6) at 2275 Columbia Blvd. - Dutch Bros Drive-Thru
- c. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Amani Center Luau
- d. Home Occupation (Type I) at 275 S. 12th Street - Home office for construction business
- e. Temporary Use Permit (1 year) at 385 N. 3rd Street - St. Helens High School Construction Class
conex box
- f. Sign Permit (x2) at 585 S. Columbia River Highway - Best Western Hotel
- g. Site Design Review (Minor) at 900 Port Ave. - Portland General Electric Company

There were no comments.

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Planning Department Activity Reports

There were no comments.

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For Your Information Items

Chair Petersen discussed the City's Request for Qualifications for the Waterfront Redevelopment Project. The City received one proposal and it seems to comply with most of the requirements in the Framework Plan. He is excited about the proposal.

Chair Petersen also mentioned that Restore Oregon is now the owner of the historic Jantzen Beach Carousel and they are looking for a location in the Portland area to house it. He would like to see the City Council pursue getting it re-located to the waterfront.

Graichen said the Transportation Growth Management Grant project for the corridor from Highway 30 to the south end of the waterfront property is beginning in October. It will need a Citizen Advisory Committee. Graichen said the Scope of Work is going before City Council September 20 for signature.

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There being no further business before the Planning Commission, the meeting was adjourned at 10:36 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

2017 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/10/17	P	P	A	P	P	P	P
02/14/17	P	P	P	P	A	P	P
03/14/17	P	P	A	P	P	P	P
04/11/17	P	P	P	P	P	P	P
05/09/17	P	P	P	A	P	P	P
06/13/17	P	P	P	P	P	P	P
07/11/17	A	P	P	P	P	P	P
08/08/17	P	P	P	P	P	P	P
09/12/17	P	P	P	P	P	P	P
10/10/17							
11/14/17							
12/12/17							

CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Access Variance V.6.17

DATE: October 3, 2017
To: Planning Commission
FROM: Jennifer Dimsho, Associate Planner
Jacob A. Graichen, AICP, City Planner

APPLICANT: Jerry & Sandra Neider
OWNER: Same

ZONING: Suburban Residential, R10

LOCATION: 4N1W-7AC-703

PROPOSAL: Access Variance to allow a second driveway approach and for width

The 120-day rule (ORS 227.178) for final action for this land use decision is March 14, 2018.

SITE INFORMATION / BACKGROUND

The site is improved with a single family dwelling and the property was obtained by the current property owner in 2003. At that time, the subject property had two driveway approaches. The second driveway approach is gravel. There are no curbs or sidewalks abutting the subject property along Bachelor Flat Road. The property was annexed into the City in 2013. The applicant would like to build an attached shop/garage at the end of the second driveway approach.

The City's Transportation Systems Plan classifies Bachelor Flat Road as a Collector Street. The right-of-way is 50 feet wide abutting the subject property. Minimum right-of-way width for a Collector Street is 60 feet.



PUBLIC HEARING & NOTICE

Hearing dates are as follows: before the Planning Commission on October 10, 2017.

Notice of this proposal was sent to surrounding property owners within 100 feet of the subject property(ies) on September 22, 2017 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on September 27, 2016.

AGENCY REFERRALS & COMMENTS

City Engineering: Bachelor Flat Road is in the jurisdiction of the Columbia County Road Department. As long as they have previously or will approve the 2nd driveway approach, we have no objections to this Variance request.

Columbia County Road Department: This property was not annexed into the City until 2013. The Columbia County Road Department has an approved access permit dated March 7, 2000 for the first driveway access to the existing single-family dwelling. The second driveway approach was never permitted.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

17.84.120 Variances to access standards.

In all zoning districts where access and egress drives cannot be readily designed to conform to code standards within a particular parcel, access with an adjoining property shall be considered. If access in conjunction with another parcel cannot reasonably be achieved, the commission may grant a variance to the access requirements of this chapter based on the standards set forth in SHMC 17.84.150. This does not apply to highway access.

Discussion:

- Per SHMC 17.84.040(5) & (6) spacing standard for driveways on Collector Streets is 100 feet as measured from the center of each driveway approach. The approximate linear distance between the existing driveway of the subject property and the second driveway approach is 113 feet. The second driveway meets the driveway to driveway spacing standards for collector streets.
- Per SHMC 17.84.040(8) only one access point is allowed per detached single family development lot. This variance is requesting to legalize the existing, unpermitted second driveway approach.
- Per SHMC 17.84.070 (1) the maximum access width for a single-family dwelling unit is 24 feet. This variance is requesting a width of 32 feet to accommodate the existing gravel driveway width of 32 feet.

This variance request is for a second driveway approach and to exceed the maximum width.

Findings:

17.84.150 Approval standards.

The commission may approve, approve with conditions, or deny a request for an access variance based on findings that:

- (1) It is not possible to share access;
- (2) There are no other alternative access points on the street in question or from another street;
- (3) The access separation requirements cannot be met;
- (4) There are unique or special conditions that make strict application of the standards impractical;
- (5) No engineering or construction solutions can be applied to mitigate the condition;
- (6) The request is the minimum variance required to provide adequate access;
- (7) The approved access or access approved with conditions will result in a safe access and will not result in the degradation of operational and safety integrity of the transportation system;
- (8) The visual clearance requirements of Chapter 17.76 SHMC will be met; and
- (9) No variance shall be granted where such hardship is self-created.

(1) This criterion requires a finding that access cannot be shared.

- The Commission needs to determine if this is met to approve the variance or approve it with conditions.
- See applicant narrative.
- Staff comment(s): The close proximity of the house to Bachelor Flat Road makes shared access with the proposed shop/garage difficult.

(2) This criterion requires a finding that there are no other alternative access points.

- The Commission needs to determine if this is met to approve the variance or approve it with conditions.
- See applicant narrative.
- Staff comment(s): The Commission should consider whether a second access is necessary.

(3) This criterion requires a finding that the access separation requirements cannot be met.

- The Commission needs to determine if this is met to approve the variance or approve it with conditions.
- See applicant narrative.
- Staff comment(s): The access separation requirements are met from driveway to driveway. The applicant intends to divide and develop the property further which may require shared access along the proposed driveway. Shared access would be addressed at the time of development.

(4) This criterion requires a finding that there are unique or special circumstances that make strict application of the standards impractical.

- The Commission needs to determine if this is met to approve the variance or approve it with conditions.
- See applicant narrative.

(5) This criterion requires a finding that there are no engineering or construction solutions that could be used instead of the access variance.

- The Commission needs to determine if this is met to approve the variance or approve it with conditions.
- See applicant narrative.
- Staff comment(s): Note that SHMC 17.84.060(3) states: “In no case shall the design of the service drive or drives require or facilitate the backward movement or other maneuvering of a vehicle within a street, other than an alley or local street.” Does the Commission think the second driveway approach and wider approach will help avoid new backing movements? Could a different design (e.g., hammerhead) reduce backing movements without making an exception to the code?

(6) This criterion requires a finding that the required is the minimum variance necessary to provide adequate access.

- The Commission needs to determine if this is met to approve the variance or approve it with conditions.
- See applicant narrative. The applicant states their request for a larger width is for a larger turning radius for their RV and utility trailer.
- Staff comment(s): The Commission may consider if the minimal standard of this criterion is better met with a driveway of lesser width to reduce the impact of a second driveway approach. If approved, the Commission could limit the width of the proposed driveway from 32 feet to 24 feet (which is the maximum allowed). A hammerhead design could potentially eliminate the applicant’s turning radius concerns.

(7) This criterion requires a finding that the approved access, which can include conditions of approval, will result in safe access and not result in degradation of operational and safety integrity of the transportation system.

- The Commission needs to determine if this is met to approve the variance or approve it with conditions.
- See applicant narrative.
- Staff comment(s): One of the purposes of having access rules is to protect the function of sidewalks for non-vehicular use. More driveway approaches can result in greater vehicle pedestrian conflict. There is not currently a sidewalk present, but there may be one in the future. Does this trade-off make sense on Bachelor Flat Road?

Also note that SHMC 17.80.050 (10) (a) requires all areas for parking, storage, or maneuvering of any vehicle, boat, or trailer be improved with asphalt, concrete or other similar type materials as approved by the City. The driveway is currently gravel. Paving is included as a recommended condition.

(8) This criterion requires a finding that the visual clearance requirements of Chapter 17.76 SHMC will be met.

- The Commission needs to determine if this is met to approve the variance or approve it with conditions.
- See applicant narrative.

(9) The criterion requires a finding that the hardship is not self-created.

- The Commission needs to determine if this is met to approve the variance or approve it with conditions.
- See applicant narrative.
- Staff comment(s): The applicant did not select the location of the single-family dwelling on the property. The applicant did not install the second driveway approach.

CONCLUSION & RECOMMENDATION

Based on the facts and findings herein, if the Planning Commission approves the Access Variance for a second driveway approach and exceeding width standards, staff recommends the following conditions:

1. This Access Variance approval shall be valid for one-and-one-half year (SHMC 17.84.140).
2. < Does the Commission want to approve the second driveway access but with a lesser width (e.g. 24 feet instead of 34 feet) and/or design that reduces backing movements onto Bachelor Flat Road? >
3. This Access Variance shall become void unless one of the following occurs within the validity period:
 - a) The first 25 feet of the second driveway access shall be paved period as required by SHMC17.80.050 (10) (iii); or
 - b) Prior to final inspection/certificate of occupancy of a new building that uses the subject driveway, the entire driveway (all areas used for the parking, storage, or maneuvering of an vehicle, boat, or trailer) shall be improved with asphalt or concrete as required by SHMC 17.80.050 (10) (a).

< The option “a” is a suggested possibility since the driveway was existing when purchased by the applicant, and was allegedly done via work by the County, though

not officially permitted. The Commission could also only allow option “b” thus requiring a building that uses the driveway to vest the variance approval, which would be the typical method for a “new” access-variance-approved drive. >

Attachment(s): *Applicant’s Narrative*
Map
Street View

To whom it may concern,

Our names are Jerry L. & Sandra J. Neider and we are requesting a variance for a secondary / shared driveway on our property at 34540 Bachelor Flat Rd.

Our intent is to build a shop/garage on our property attached to our home by a breezeway. At issue is an existing gravel driveway that was put in by the previous owners, apparently without permits. We have owned the property since 2003 and bought the property in part because of this access for our motorhome. Because of the layout of our property we would have no access to the shop/garage without this driveway. This can be seen in the accompanying map.

The property is listed as R-10 and our intent is for future development of a one third acre lot on the east end of the property. Because of the existing County drain, speed limit sign, power pole and location of Noble Rd. a shared driveway is the best

solution for traffic issues and safety.

We are referencing City code 17.84, section 040, paragraphs 5, 6 and 9 and Graph 040-2, Access spacing standards on city streets.

(5) Spacing Standards for Access to City Streets. The following are the minimum spacing requirements for access points and intersections for streets under the jurisdiction of the city of St. Helens.

* Measurement of the approach road spacing is from center to center on the same side of the roadway.

Table 17.84.040-2: Access Spacing Standards on City Streets

Functional Classification	Public Street	Private Access Drive
	(street-to-street) (feet)	(street-to-drive or drive-to-drive) (feet)
Local Street	150	501
Collector	300	100
Minor Arterial	350 or block length	200 or mid-block
Major Arterial ²	350 or block length	350 or block length

1 This applies to street-to-drive spacing only. There is no minimum spacing standard for access points (drive-to-drive) on local streets.

2 Access standards identified in the Oregon Highway Plan supersede this table on all state highways.

(6) Measuring Distance between Access Points. The distance between access points shall be measured from the centerline of the proposed driveway or roadway to the centerline of the nearest adjacent roadway or driveway.

(9) Shared Driveways. The number of driveway and private street intersections with public streets shall be minimized by the use of shared driveways with adjoining lots where feasible. The city shall require shared driveways as a condition of land division or site development review, as applicable, for traffic safety and access management purposes in accordance with the following standards:

(a) Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. "Developable" means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).

The distance from our " approved " driveway to our requested driveway is 113 feet centerline to centerline. This is based on the requested width of 32 feet for shared access in case of one car exiting and one car entering at same time. If a seperate driveway is required for the future one third acre, it would be less than one hundred feet from Noble Rd.

We are also referencing 17.84, Section 150.

17.84.150 Approval standards.

The commission may approve, approve with conditions, or deny a request for an access variance based on findings that:

- (1) It is not possible to share access;
- (2) There are no other alternative access points on the street in question or from another street;
- (3) The access separation requirements cannot be met;
- (4) There are unique or special conditions that make strict application of the standards impractical;
- (5) No engineering or construction solutions can be applied to mitigate the condition;
- (6) The request is the minimum variance required to provide adequate access;
- (7) The approved access or access approved with conditions will result in a safe access and will not result in the degradation of operational and safety integrity of the transportation system;
- (8) The visual clearance requirements of Chapter 17.76 SHMC will be met; and

(9) No variance shall be granted where such hardship is self-created. (Ord. 3189 § 2 (Att. A), 2015; Ord. 3150 § 3 (Att. B), 2011; Ord. 2875 § 1.116.150, 2003)

We believe that we meet all of these requirements based on the location of the County drain and power pole along with the proximity of Noble Rd. and the fact that we are requesting shared access for future development.

We are also asking for a variance for a width greater than allowed in 17.84, Section 070.

17.84.070 Minimum requirements – Residential use.

(1) Vehicular access and egress for single-dwelling units, duplexes or attached single-dwelling units on individual lots, residential use, shall comply with the following:

RESIDENTIAL DWELLING USE

Figure 15

Number Dwelling Units/Lot	Minimum Number of Driveways Required	Minimum/Maximum Access Width	Minimum Pavement Width
1 or 2	1	15'/24'	10'
3 to 6	1	24'/30'	20'

(2) Private residential access drives shall be provided and maintained in accordance with the provisions of the Uniform Fire Code

We are requesting this variance due to using this driveway for our motorhome and utility trailer. A motorhome needs a larger turning area if the driveway is in use and the increased size also

increases road safety by allowing a greater turn area.

Our intent is to create a shared driveway approximately 32 feet wide and 96 feet long including a 17 foot apron which would give the adjoining one third acre a safe place to enter and exit Bachelor Flat and access their own driveway. We would retain owners rights and responsibilities for the driveway as it would remain a part of our property.

Thank you for your time and consideration,

Jerry L. & Sandra J. Neider

As you can see by this view there is no way to access our property without adding this shared driveway. The existing gravel pad and entry has been there since at least 2003. The front of the shop/garage would be ~~96~~ feet from the edge of the roadway giving plenty of room for a secondary drive to access the future one third acre parcel.





Bachelor Flat Rd

View of proposed shared driveway from West. Please note location of County drain, speed limit sign and power pole. Distance from road to fence line is 17 feet. Distance between picket fence and cyclone fence is 32 feet. Noble Rd. is in back ground on left and Ross Rd. connects on the right at curve. Red twig dogwood has been trimmed back in anticipation of this project.





CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner
RE: Amended Decision application for the CCEC/Middle School project.
Files SDR.6.16 & SL.3.17
DATE: September 29, 2017

The St. Helens School District has applied for an Amended Decision. Per the Development Code the approval authority, the Planning Commission in this case, shall make the determination as to issuance of an amended decision based on findings that one or more of the following conditions exist (except when agreed in writing by applicant):

- (a) An error or omission was made on the original notice of final decision;
- (b) The original decision was based on incorrect information; and
- (c) New information becomes available during the appeal period which was not available when the decision was made which alters the facts or conditions in the original decision.

The first thing the Commission needs to do is agree with the applicant's basis for an amended decision, which is explained in their amended decision application. If the Commission can find the amended decision is legitimate, then it needs to determine if amending the conditions of the decision—timing of frontage improvements—is warranted, and make findings to that end.

The conditions of approval per the original decision are listed below. Recommended changes to those conditions per the applicant's amended decision request are shown below with new text underlined and deleted text ~~struck~~:

1. This approval is valid for a limited time (to establish the use) pursuant to SHMC 17.96.040.
2. The following shall be required **prior to development/building permit issuance for the CCEC**:
 - a. Materials including but not necessarily limited to a site plan shall be submitted to the City for review and approval demonstrating compliance with all applicable provisions of the Development Code (SHMC Title 17) and in accordance with the conditions herein. This/these material(s) shall specifically address and be subject to the following:
 - i. All improvements specific to CCEC. Temporary access and parking area to be included.
 - ii. As per originally submitted plans but with construction level detail (e.g., larger scale than 1":100').
 - iii. Methods to protect existing plant materials. This includes but is not limited to temporary fencing placed at the dripline of individual trees or grouping of trees.
 - iv. Detailed landscape plans.

- b. Engineering/construction plans shall be submitted for review and approval. This shall include all public infrastructure proposed or required for CCEC. This includes but is not limited to the proposed water main extension.
 - c. The applicant shall provide legal descriptions per City specifications for all existing and proposed public infrastructure within the subject property related to CCEC. This includes but is not limited to the proposed water main extension.
 - d. A drainage and stormwater plan shall be submitted that addresses runoff from the site and how the potential impacts will be mitigated. This plan shall also demonstrate compliance with Chapter 17.40 SHMC (e.g., addressing negative impacts such as > water volume, pollutants, and discharge velocity/erosion) . This may be specific to CCEC impacts.
 - e. As per condition 6 as applicable for the CCEC portion of development.
 - f. The applicant shall pay \$1,250 for illegal sensitive lands tree removal.
 - g. A crime prevention/lighting plan shall be submitted for review and approval per the requirements of SHMC 17.96.180(9). This plan shall include at least minimal illumination (i.e., at least enough light to create shadows) of athletic fields and open space as “areas vulnerable to crime,” while being sensitive to illumination impacts that could negatively impact significant wetlands. This may be specific to CCEC impacts.
 - h. A student access management plan shall be submitted to the City for review and approval to help ensure safe passage to the school site and mitigate student conflicts and hazards associated with the site while under construction.
3. The following shall be required **prior to development/building permit issuance for the Middle School**:
- a. Materials including but not necessarily limited to a site plan shall be submitted to the City for review and approval demonstrating compliance with all applicable provisions of the Development Code (SHMC Title 17) and in accordance with the conditions herein. This/these material(s) shall specifically address and be subject to the following:
 - i. All improvements including restoration of the temporary access and parking area.
 - ii. As per originally submitted plans but with construction level detail (e.g., larger scale than 1”:100’).
 - iii. Methods to protect existing plant materials. This includes but is not limited to temporary fencing placed at the dripline of individual trees or grouping of trees.
 - iv. Detailed landscape plans. This shall include additional screening and buffering along the north side of the subject property where it abuts R5 zoning.
 - b. Engineering/construction plans shall be submitted for review and approval. This shall include all public right-of-way frontage improvements as described in this report (~~note condition 3-j~~), and all other public infrastructure proposed or required.
 - c. The applicant shall provide legal descriptions per City specifications for all existing and proposed public infrastructure within the subject property not already addressed by the CCEC portion of the proposal.

- d. The applicant shall provide legal description(s) for the existing walkway between the subject property's southerly (Middle School) driveway and south property line. Easement or right-of-way dedication shall be at least 12 feet in width.
 - e. A drainage and stormwater plan shall be submitted that addresses runoff from the site and how the potential impacts will be mitigated. This plan shall also demonstrate compliance with Chapter 17.40 SHMC (e.g., addressing negative impacts such as > water volume, pollutants, and discharge velocity/erosion). This shall include the entire site.
 - f. As per condition 6.
 - g. Wetland/protection zone restoration plans for wetland D-6 by a qualified environmental professional. Trees removed not reflected on the originally submitted tree plan (sheet H) shall be included with their absence mitigated as required per the Development Code.
 - h. Wetland/protection zone management plan by a qualified environmental professional, which shall include signage in sufficient locations to alert students, staff, the public and contractors of the sensitive lands beyond and limits of allowed impact.
 - i. A crime prevention/lighting plan shall be submitted for review and approval per the requirements of SHMC 17.96.180(9). This plan shall include at least minimal illumination (i.e., at least enough light to create shadows) of athletic fields and open space as "areas vulnerable to crime," while being sensitive to illumination impacts that could negatively impact significant wetlands. This shall include the entire site.
 - ~~j. All public right-of-way frontage improvements as described in this report and per approved plans shall be installed and approved by the City.~~
4. The following shall be required **prior to Certificate of Occupancy/final inspection of the CCEC** by the City Building Official:
 - a. All improvements specific to CCEC necessary to address the requirements herein, and in accordance with approved plans, shall be in place. Street frontage improvements needn't be completed at this time.
 - b. Easements for all existing and proposed public infrastructure within the subject property related to CCEC shall be recorded as approved by the City. This includes but is not limited to the existing and proposed water main.
 - c. The multitude of lots and parcels that make up the property shall be consolidated as one for development purposes with a land use restriction recorded on the deed of the property as approved by the City. As an alternative, the applicant could replat the property into a single parcel.
 5. The following shall be required **prior to Certificate of Occupancy/final inspection of the Middle School** by the City Building Official:

- a. All improvements not already complete for CCEC necessary to address the requirements herein, and in accordance with approved plans, shall be in place. This includes all public right-of-way frontage improvements as described in this report and per approved plans.
 - b. Easements for all existing and proposed public infrastructure within the subject property not already addressed by the CCEC portion of the proposal shall be recorded as approved by the City.
 - c. Public access easement or right-of-way dedication for the existing walkway between the subject property's southerly (Middle School) driveway and south property line shall recorded as approved by the City.
6. Before the applicable building/development permit issuance, site specific Geotech Reports shall be required for each and every location slopes at or exceeding 25% will be impacted or created. Method of slope stability based on the site specific Geotech Reports shall be certified by a qualified professional engineer. Recommendation of said site specific Geotech reports shall be followed.
 7. Mitigation planting for the riparian corridor/protection zone shall be maintained for a minimum of two years. Within that time, invasive species shall be controlled (i.e., removed as needed), and mitigation plants that perish shall be replaced.

The applicant shall provide monitoring and maintenance reports performed by a qualified environmental professional upon request by the City to demonstrate compliance with this condition.

8. Areas where natural vegetation has been removed, and that are not covered by approved landscaping, shall be replanted pursuant to SHMC 17.72.120.
9. All required walkways and areas used for the parking or storage or maneuvering of any vehicle, boat, or trailer shall be improved with asphalt or concrete surfaces or other similar type materials approved by the city.
10. Any artificial lighting of off-street parking facilities shall be designed such that there will be no glare into nearby public rights-of-way or residences.
11. 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, **regardless if such screening is absent on any plan reviewed by the City. This includes but is not limited to ground mounted, roof mounted or building mounted units.** See SHMC 17.72.110(2).
12. Any requirement of the Fire Marshall as it applies to this proposal shall be met.
13. Owner/Developer shall be solely responsible for obtaining all approvals, permits, licenses, and authorizations from the responsible Federal, State and local authorities, or other entities, necessary to perform land clearing, construction and improvement of the subject property in the location and manner contemplated by Owner/Developer. City has no duty, responsibility or liability for requesting, obtaining, ensuring, or verifying Owner/Developer compliance with the applicable State and Federal agency permit or other approval requirements. This land use

approval shall not be interpreted as a waiver, modification, or grant of any State or Federal agency or other permits or authorizations.

14. All or a portion of this property has been identified as wetland on the Statewide (or Local) Wetlands Inventory. If the site is a jurisdictional wetland, this proposal may require a permit from the Department of State Lands and/or the Army Corps of Engineers. You must obtain any necessary state or federal permit before beginning your project. The City of St. Helens is not liable for any delays in the processing of a state or federal permit.
15. No plan submitted to the City for approval shall contradict another. For example, engineering/construction plans shall not contradict the approved site plan. Otherwise revisions and permit modifications as applicable shall be necessary.
16. These conditions assume that the CCEC portion of the project will occur in advance of the Middle School. Changes to this timing may require a minor modification of the Site Design Review per the City's discretion.
17. Owner/applicant is still responsible to comply with the City Development Code (SHMC Title 17).

Except, the Commission finds that overhead power may be allowed for lights used to illuminate the path that will be used as an alternative to standard frontage improvements along N. 15th/16th Street south of the southerly (Middle School) driveway.

* * * * *

Attached: SDR.6.17 & SL.3.17 Amended Decision Application

City of St. Helens
Application to Amend Land Use Decision

PLEASE PRINT & COMPLETE ALL BOXES & USE ADDITIONAL PAPER IF NEEDED

Applicant Name(s): St. Helens School District	File Number of Land Use Decision to be Amended: SDR.6.17 and SL 3.17
Applicant Mailing Address: 474 North 16th Street St. Helens, OR 97051	Applicant E-mail Address: jessicapi@sthelens.k12.or.us
Applicant Telephone No.: 503.366.7225	

PROJECT INFORMATION

Subject Property Assessor's Map & Tax Lot No.: 4N1W 4BA 100 and 4N1W 4AB 3400	Subject Property Site Address: <i>Street name if # not assigned</i> 354 N 15th and 474 N. 16th St., Saint Helens, OR 97051
Original Land Use Request Type (i.e. variance, partition, etc.): Site Design Review	
Statement as to how applicant qualifies to make this request (pursuant to Development Code): See attached letter	
Grounds for Request: <i>Include <u>specific</u> reference(s) to Development Code and/or Comprehensive Plan provisions which form the basis for the request.</i> See attached letter and map	


Applicant(s) Signature

9-28-17
Date Signed

FOR OFFICE USE ONLY

Application Type: <u>Amended Decision</u>	Fee Amount Paid: <u>\$104</u>
Date Received: <u>9-28-17</u>	Receipt No.: <u>01460962</u>
Date Accepted as Complete: <u>9-28-17</u>	File No.: _____



St. Helens School District 502

Scot Stockwell, Superintendent

SCHOOL BOARD

Kellie Smith, Chair
Melody Killens, Vice Chair
Trinity Monahan
William Amos
Jeff Howell

September 27, 2017

Jacob Graichen, City Planner
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Dear Mr. Graichen,

This letter pertains to the St. Helens School District's Site Design Review (SDR.6.17) application with the City of St. Helens, approved at the Planning Commission hearing on September 12, 2017. The District is applying for an Amended Decision, pursuant to St. Helens Municipal Code (SHMC) 17.24.275, to modify Condition 3.J. of the Planning Commission decision. This Condition requires the District to complete construction of frontage improvements prior to issuance of a building permit for St. Helens Middle School. The District is requesting that the Condition be modified to allow for the frontage improvements to be complete prior to occupancy of the Middle School.

This request meets criteria (5)(c) for an Amended Decision. The criteria states:

"(c) New information becomes available during the appeal period which was not available when the decision was made which alters the facts or conditions in the original decision."

At the September 12, 2017 Planning Commission public hearing the District had not yet developed plans for routing construction traffic and providing safe access to the school during construction. These plans were not requested as part of the land use application and are normally a part of the building permit review. As described below, the District has now prepared this routing and access information and we believe we can address all the Commission's concerns raised at the Public Hearing related to safe access to the school during construction. We believe this new information will make our request to require frontage improvements be installed prior to Middle School occupancy a more prudent course of action for the safety of our students.

During the hearing, the Commission modified the Condition related to the timing of frontage improvements from the staff recommendation (prior to occupancy) to address a perceived issue related to access for students during

construction. The District is in complete agreement with the Commission's focus on ensuring student safety – student safety is our most important goal. The Commission also asked the District to prepare a Student Access Management Plan to demonstrate how the District will mitigate pedestrian conflicts and hazards and provide safe access to the school (Condition 2h). The District has prepared a preliminary plan and believes that it addresses the safety concerns of the Commission.

The primary goal of the Student Access Management Plan we will implement is to identify safe access routes to the school and to separate students that walk to school from construction traffic. Included with this letter is a diagram that illustrates the plan. Our concern is, if the District were required to build frontage improvements prior to issuance of a building permit for the Middle School, this will introduce pedestrian hazards and detract from student safety during the construction period.

I have summarized the key elements of the Student Access Management Plan below:

- All construction traffic will be routed to enter school property from N. 11th Street and access the site from West Street (noted on the plan with red arrows). The entire work area on the site will be fenced to prevent student and non-construction related access.
- Students that live east and north of the school will be provided two options for accessing the school. Neither option requires walking a long distance along streets with construction traffic:
 - District buses will service current stops in the area and schedules will be modified, where necessary, to serve Middle School students.
 - An existing asphalt path that connects to N. 12th Street will be extended onto the school site and routed around the perimeter of the fenced work area. The path will provide a safe, more direct route to the school and will be paved to provide stable access.
- Students that live west and south of the school will not be impacted by construction traffic and can continue to access the school as they do today.
- The District will install wayfinding signage and distribute information to students and parents about where construction traffic will be routed and to direct students to use the buses or the designated off-street path.

The District believes this plan benefits student safety by routing construction traffic away from the school's frontage streets and providing safe options for accessing the school from the east side. Given that these access options are provided and the traffic conditions on the west side of the school will not change during construction, the District believes that it is appropriate to shift the construction of frontage improvements to prior to occupancy of the Middle School. The District is concerned that the timing of construction would reduce student safety in two ways:

- Constructing sidewalks may encourage students to use the route along West Street rather than the off-street path. If they use this route, students would need to walk along a segment of West Street that will not include sidewalks, as this segment is not located along the school's frontage. Students would also need to cross the construction access drive if they use this route.
- If the frontage improvements are required to be complete prior to issuance of the building permit for the Middle School, construction would need to occur in the winter of 2018, during the school year, to ensure the

school will be ready to open in fall of 2019. Street construction during the school year would present hazards to students that walk and disrupt school-related traffic. For these reasons, sidewalk construction is typically scheduled during the summer break.

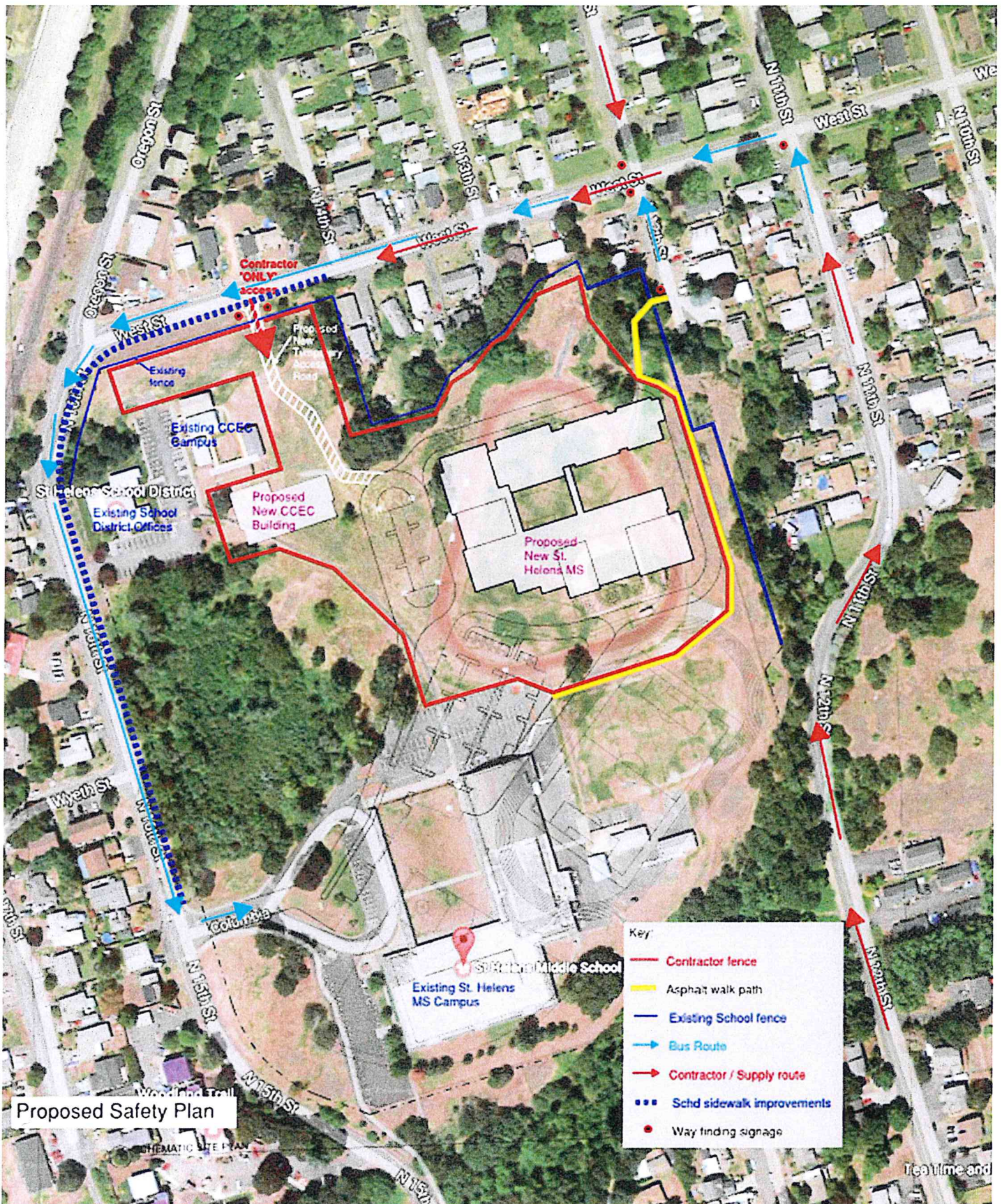
To most effectively ensure student safety and implement the Student Access Management Plan, the District requests that the Commission move condition 3.J. to be included in the set of improvements required to be complete prior to occupancy of the Middle School (Condition 5.A). The District is enthusiastic about improving the safety of these streets by installing sidewalks, but needs to ensure that the timing of construction is appropriate and does not cause unintended consequences.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Scot Stockwell', with a stylized, flowing script.

Scot Stockwell
District Superintendent
St. Helens School District
474 North 16th Street
St Helens, Oregon 97051

St. Helens Middle School/CCEC Student Access Management Plan



CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner

Date: 09.26.2017

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION

Conducted a pre-application meeting for new uses at 330 S. 1st Street.

Conducted a pre-application meeting for potential marijuana related uses on the former Boise white paper site.

Gathered information for a public records request received this month.

ST. HELENS RIVERFRONT CONNECTOR PLAN (TGM FILE NO. 2D-16)

Contract between the City and ODOT is finally in our hands for approval. By the time the Council reads this, you would have already reviewed at your September 20th meeting(s). This project was supposed to start in June but was delayed due to staffing issues at the Oregon Department of Justice. Getting this for Council consent, pushes this back to an October start time, but ODOT moved the completion date accordingly, so no harm.

We received the official notice to proceed with this project this month!

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

September 12, 2017 meeting (outcome): The City's Finance Director presented the proposed soda tax to the Commission; received feedback that was predominately negative. The Commission approved a Site Design Review/Sensitive Lands Permit application for a CCEC and Middle School replacement.

Two Commissioners terms expire at the end of the year: Russ Hubbard and Al Petersen. Both wish to continue another 4-year term. Per the Council's rules for Commissions/Committees because Russ has served only one term, he's in automatically. Since Al has served two terms, we need to advertise that position. Interview panel was determined.

October 10, 2017 meeting (upcoming): One public hearing is scheduled for an access variance at 34540 Bachelor Flat Road.

ASSOCIATE PLANNER—*In addition to routine tasks, the Associate Planner has been working on:*
See attached.

Jacob Graichen

From: Jennifer Dimsho
Sent: Thursday, September 21, 2017 11:23 AM
To: Jacob Graichen
Subject: September Planning Department Report

Here are my addition to the September Planning Department Report.

GRANTS

1. EPA for Lagoon Repurposing Project- 30k Technical Assistance kickoff scoping phone call with EPA and contractors. Finalized scope of work. Strategic Plan to be completed by February 2018.
2. Travel Oregon Grant –Branding & Wayfinding Master Plan: Submitted timeline change request to extend deadline by one month to accommodate adoption process. Review of US 30 Demo/Relocation Plan. Review and revisions to Sign Location plan. Prepared for Work Session Sept. 20 to review plan components. Requested ODOT feedback. Adoption scheduled for Oct. 4 or 18.
3. HEAL Cities Grant (5k award) – Nob Hill Nature Park staircase and kiosk installation. Tracked hours + budget. Final report is due October 13, 2017.
4. OPRD – Recreational Trails Program – Presentation for grants over 50k in Salem on Sept. 20. Prepared PowerPoint with photos of local kayakers/canoes and presented to Grants Committee in Salem.
5. Applied for the OCF – Small Arts & Culture grants \$5k for the ACC’s mural project
6. Researched Preserving Oregon Grant for future City Hall renovations. Discussed eligibility with SHPO. Attended City Hall renovation discussion meeting Sept. 25.

URBAN RENEWAL

7. Sent notice of final adoption to media for proper newspaper publishing (4 days after final reading). Prepared and recorded UR Plan with Columbia County Clerk 30 days after adoption (September 15).
8. Finished Draft Urban Renewal Agency Minutes for review and approval at the next meeting. Updated Urban Renewal website for adoption materials

MISC

9. Converted and uploaded City Council PH, RS, and WS audio files to our Youtube channel while transitioning to Granicus
10. ACC Ribbon Cutting Ceremony Meeting planning and logistics for September 21. Planned rentals, catering, speaker, location, press, etc. Attended installation and ribbon cutting ceremony.
11. Attended informational phone call regarding UGB expansion pilot program hosted by DLCD for affordable housing
12. Reviewed and uploaded a series of PSU created St. Helens Promotional videos to the We are St. Helens Youtube channel
13. Attended ACC Meeting Sept. 26 – Gateway p.2/Ribbon cutting de-brief and discussion about next steps.
14. AICP certification research and webinar

Jenny Dimsho

Associate Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us