

City of St. Helens

Planning Commission

December 12, 2017

Agenda

1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda**
 - a. Planning Commission Minutes dated October 10, 2017
3. **Topics from the Floor** (Not on Public Hearing Agenda): Limited to 5 minutes per topic
4. **Planning Commission Term Expiration Recommendation**
5. **Dedication of Open Space Discussion**
6. **Acceptance Agenda: Planning Administrator Site Design Review**
 - a. Site Design Review at 1400 Kaster Road - Use three existing buildings for marijuana production
7. **Planning Director Decisions** (previously e-mailed to the Commission)
 - a. Sign Permit (3) at 354 N. 15th Street & 474 N. 16th Street - St. Helens School District
 - b. Sign Permit (3) at 373 S. Columbia River Highway (Skinny's Texaco) - Dewey's Sign Service
 - c. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Toy N' Joy Auction
 - d. Conditional Use Permit (Minor Modification) at 197 N. River Street - Lower Columbia Engineering, LLC
 - e. Home Occupation (Type I) at 59368 Alderwood St. - Home office for cleaning services
 - f. Temporary Use Permit (Medical Hardship) at 364 N. 1st Street - Jana Brecht
 - g. Sign Permits (2) at 124 Eilertson Street - Fast Boyz Automotive, LLC
 - h. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Donut Day
 - i. Home Occupation (Type I) at 2154 Oregon Street #90 - Home office for construction business
 - j. Home Occupation (Type I) at 34701 Cascade Street - Home office for drywall business
 - k. Sign Permit at 58555 McNulty Way - Columbia River Fire & Rescue
8. **Planning Department Activity Reports**
 - a. October 24, 2017
 - b. November 28, 2017
9. **For Your Information Items**
10. **Next Regular Meeting: January 9, 2018**

Adjournment

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
For more information or for an application, stop by City Hall or call 503-366-8217.

City of St. Helens

Planning Commission Meeting

October 10, 2017

Minutes

Members Present:

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

Members Absent:

Sheila Semling, Commissioner

Staff Present:

Jacob Graichen, City Planner
Jennifer Dimsho, Associate Planner

Councilors Present:

Ginny Carlson, City Council Liaison
Rick Scholl, Mayor

Others Present:

Jerry & Sandra Neider	Scot Stockwell
Julie Stenberg	Jamin Kimmel
Jared Plen	Henry Fitzgibbon
Diana Kessler	Les Watters
David Etchart	Bill Amos

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

□

Consent Agenda

Approval of Minutes

Commissioner Webster moved to approve the minutes of the September 12, 2017 Planning Commission meeting. Commissioner Lawrence seconded the motion. Motion carried with all in favor. Chair Petersen did not vote as per operating rules.

□

Topics From The Floor

Les Watters requested a formal plan for the access between N. 2nd Street and River Street. Watters' suggestion is that it should be a bicycle and pedestrian path. Vice Chair Cary noted that this connection is included in the Parks and Trails Master Plan. Chair Petersen said he remembers a previous plan in this area for emergency vehicles. Commissioner Webster thinks the plan was just for a one-way fire access. Watters said there is currently fill being dumped in the location. Chair Petersen asked if the City received grade/fill permit for the fill that is being dumped. City Planner Jacob Graichen said since it is City-owned, it is ultimately a Council decision to decide whether or not it is okay to dump fill there.

Chair Petersen asked Watters why the access should not be developed for vehicles. Watters said he does not think the area is suitable for the increased noise, traffic, and parking issues that would occur with two-way vehicle access, particularly with the marina facilities on River Street. Graichen noted the area in question is surrounded by Apartment Residential (AR) zoning, so it could have higher density that warrants another vehicular access in the future. Commissioner Hubbard said he would be in favor of a bicycle pedestrian access.

Mayor Rick Scholl said he does not think there will be City funds available for quite some time to develop full vehicular access. He said he did not know why the City did not have to receive a grade/fill permit, but thought Public Works probably approved it. Mayor Scholl said he came to this meeting because he has never been to a Planning Commission meeting. He thanked the Planning Commission for all that they do. He also said if anyone has any comments, suggestions, or issues, they can contact him directly any time.

□

Public Hearing

Jerry & Sandra Neider

Access Variance / V.6.17

34540 Bachelor Flat Road

It is now 7:25 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated October 3, 2017 with attachments

Graichen introduced the access variance and recommended conditions of approval to the Commission, as presented in the staff report. He said the access variance is to allow a second driveway approach with a wider approach than the maximum allowed. Graichen also noted that the property was annexed into the City in 2013. If the second driveway approach had been installed and permitted while the property was still in the County, it would be grandfathered in and would not require this variance.

Chair Petersen clarified that the zoning could support four more lots. Graichen said yes, but extending the City sewer to any future divided lot may be an issue. Vice Chair Cary asked if future development would warrant another access variance to meet spacing standards. Graichen said the land division process would likely require a reciprocal access easements for shared approaches.

IN FAVOR

Neider, Jerry. Applicant. Neider said there is a county storm drain and power lines that run along their property line that makes it hard to place a driveway approach. Neider said their intent is to cut a third of an acre off the side of their property. Neider thinks the second driveway approach was built prior to buying the property. He thought the second access was already approved with the County, but they could not find proof. Chair Petersen asked if they would be open to requiring shared access for the future lot. Neider said sharing access is what they would request anyways. Commissioner Webster asked if the driveway would be large enough to prevent backing maneuvering. Neider said that is why they are requesting wider driveway width. Vice Chair Cary asked why the approach width needed to be 32 feet. Neider said the approach is already graveled at that width. He also said it is easier to pull in with an RV on the busy road with a wider width.

IN OPPOSITION

No one spoke in opposition.

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.

DELIBERATIONS

Vice Chair Cary asked if they should make shared access with any future land division part of the conditions. Graichen said there is no problem with making that a condition.

Vice Chair Cary noted that the wider driveway is not out of the ordinary for the surrounding area. The Commission agreed. They also would prefer to add shared access as a condition with future land divisions.

MOTION

Commissioner Cohen moved to approve the Access Variance permit at 32 feet wide with an additional condition that any future land divisions share access. 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 Webster seconded. All in favor; none opposed; motion carries.

SDR.6.17 & SL.3.17 Amended Decision - St. Helens School District

Graichen said this is a proposal to amend the decision from the St. Helens School District's Site Design Review (SDR.6.17) application which was approved during last month's meeting. He said it is a rare situation to have an amended decision for a decision made by the Commission. It is not a public hearing, so there cannot be new evidence presented. The discussion must be limited to the amended decision application included in the packet. Graichen said this is not the time for additional testimony. Only the applicant's representative should speak about the request to amend the decision.

Commissioner Cohen asked if there is an issue with presenting new information that the public did not have the opportunity to speak on during the hearing. Graichen said yes; the Commission should be careful. He said the Development Code does allow amended decisions, but this is Graichen's first time amending a decision that was made by the Commission. Commissioner Cohen asked why the District did not appeal the decision to City Council. Graichen said that an amended decision could potentially avoid the hassle and time of an appeals process. He also noted that the testimony received in opposition during the public hearing was about impact to surrounding neighbors, not about the timing of frontage improvements, which is what is being discussed tonight. Both the applicant and opposition also did not hire lawyer representation. He described the requested amendment to the condition relating to the timing of the frontage improvements,

as presented in the memo.

The Commission invited the applicant's representation for the St. Helens School District to speak.

Stockwell, Scot. St. Helens School District Superintendent. Stockwell said the number one concern for the District is student safety. Stockwell said the traffic flow for construction vehicles makes the District anxious for student safety if the sidewalk were constructed prior to building permit issuance. Instead, Stockwell said they will maintain the current path along the back side. This is the access point that they are already used to. It also does not encourage students to walk near the construction vehicle access point.

Stockwell said they have also now combined the contract for the Columbia County Educational Campus (CECC) building and the Middle School building which saves the District money. If the Commission required sidewalk construction prior to building permit issuance, they could not start construction on either project. Chair Petersen asked if they still plan on finishing the CCEC building first. Stockwell said yes, but it will be one contract. Commissioner Webster clarified that the amended decision still requires sidewalk construction prior to the Certificate of Occupancy for the Middle School. Stockwell said yes. Stockwell asked if his Project Manager could speak about the proposal.

Kimmel, Jamin. Angelo Planning Group. Kimmel described that the construction vehicles are being kept away from the front of the school. The construction route is identified as red on the map. The blue arrows represent where the buses will be routed. The yellow represents the construction of a new pedestrian path behind the school. Kimmel said students will have the option of using a bus or pedestrian path to avoid the construction access.

Chair Petersen asked about the location of utilities. Kimmel said a lot of the utilities are being extended down from West Street. Kimmel said if they were required to build sidewalks prior to building permit issuance for the Middle School, they would have to pull them back out to finish the building.

Vice Chair Cary asked if there are two building permits. Kimmel answered that there are two building permits, but it is being treated as one project with one contractor. He said that the contractor will not want to begin work until both buildings are permitted, so requiring sidewalks before building permit issuance will delay all construction on the site. Chair Petersen clarified that the District's plan is to complete the CCEC building by Winter 2018 and the Middle School by Fall 2019. Kimmel said yes.

Commissioner Hubbard asked how much the asphalt path would cost. Kimmel said they have not estimated the cost yet. Commissioner Hubbard said it seems like it is a costly path for just temporary access. Kimmel said they are considering leaving it a permanent path. Commissioner Hubbard asked why the District could not have crossing guards at the construction entrance. Kimmel said another challenge to constructing the sidewalks prior to building permit issuance would mean that they have to construct the sidewalks during the school year. The District's preference is to construct the sidewalks during the summer when there are less vehicles and children using the streets.

Commissioner Lawrence does not feel the amended proposal puts students at a greater risk. Vice Chair Cary agrees that the District made a good effort to address the safety of the students. Commission Cohen wants to be sure that sidewalks will be constructed.

Chair Petersen said he would be open to moving the condition to occupancy of the CCEC building, which is the first building that will receive occupancy. He noted that the majority of the sidewalks about the CCEC building anyways. This would still allow them to complete the first building. Graichen said that there is still a temporary construction access along the proposed sidewalks. Vice Chair Cary thinks it would be dangerous

to construct sidewalks near this construction access. Commissioner Webster agrees. She thinks the District should have until the summer of 2019 to build the sidewalks so that they do not have to construct them during the school year. Commissioner Lawrence agrees. She feels it does not make sense to build sidewalks prior to construction of the Middle School. Commissioner Cohen does not have a preference when the sidewalks get constructed, as long as they do get constructed. He is a concerned that the District will not have the funds to construct the sidewalks at a later date. Vice Chair Cary said the District would not be able to receive occupancy without sidewalks.

MOTION

Vice Chair Cary moved to accept the amended decision according to the student access management plan. Commissioner Webster seconded. Commissioner Webster, Commissioner Cohen, Vice Chair Cary and Commissioner Lawrence in favor; Commissioner Hubbard opposed; motion carries.

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

□

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

Commissioner Cohen moved to accept the acceptance agenda. Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

Planning Director Decisions

- 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

There were no comments.

□

Planning Department Activity Reports

There were no comments.

□

For Your Information Items

Graichen said the position for Chair Petersen's term has been advertised. He also noted that there is a Certified Local Government workshop in Canby, Oregon on October 17. City staff cannot make it this

year. It is free if any Commissioner wants to attend.

□

There being no further business before the Planning Commission, the meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

DRAFT

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	P	P	P	P	P	A	P
11/14/17							
12/12/17							



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner
RE: Open space in Subdivisions requirements – “Park Lots”
DATE: December 4, 2017

The City currently doesn't have any mandatory open space requirements for subdivisions. This issue came up from the neighborhood opposition of the Emerald Meadows Subdivision earlier this year. Complaints about trying to “cram” as many lots onto a property without any provision for open space/recreation was one of the common protests from the opposition.

As a result and per Council request, staff discussed this topic with the Council at their August 16th, 2017 work session to start exploring the issue. Key points from the Council at that meeting included:

- **Private ownership is favored.** This avoids additional land for City maintenance and may help create a sense of ownership amongst the subdivision's residents.
- **Overall purpose:** smaller lots have less open space and more recreation need. If a park is within a development, you can avoid distances and having to traverse busy streets.
- Having development specific parks within a development can help create **sense of community** *within* the subdivision.

The concept is possible per Communication with the City's legal counsel. Much of legal counsel's comments are included herein.

Please review and be prepared to provide input on this matter.

* * * * *

Concept:

Require that 1 standard “buildable” lot out of “x” number of lots (e.g., 50 lots) of a proposed subdivision is required to be used as a pocket park for the benefit of the subdivision homeowners. This creates a **“Park Lot.”** City is not responsible for maintenance nor owns the Park Lot.

City holds a covenant or land use restriction on the property that restricts its use as a park. If certain conditions arise, such as a new public park nearby or the Park Lot is creating more problems than benefits, the City could release the covenant/restriction so it may be used for development.

City is not principally responsible for maintenance of the Park Lot.

Pros:

1. Can help create **sense of community** *within* the subdivision (council objective).
2. More open space for high density subdivisions.
3. Walkable distance from all homes in the development.

4. Amenities can be tailored to specific desires of development (as opposed to a city park, which is required to cater to a broader group).

Cons:

1. Impacts affordable housing (increases developer costs and return of development).
2. Forces an HOA for Park Lot maintenance when there may not otherwise be a need for an HOA. HOA dues have an impact on housing affordability.
3. Added complexity to development.
4. More administrative time spent on managing the process and ensuring ongoing maintenance of the lot (potential for complaints to the City about lack of maintenance).
5. Ticking time bomb? Failure of HOA to function and the issues arising from that.
6. Political hot potato? Pressures on Council to release covenant or not and criticisms after doing or not doing so.
7. The Park Lot may not be enjoyed by those living immediately next to it.
8. Park Lot could be a haven for crime if not managed or maintained well.

Questions for Discussion:

1. **What is the number of lots that should trigger the open space requirement? 40 lots? 50 lots?**

Want to be large enough for the development to better absorb the burden but not too large that it would have a low probability of ever being triggered.

2. **What zoning districts should this open space dedication requirement apply to?**

AR? Yes but, should the lot size for the dedicated open space lot be based on a single-family dwelling to ensure we do not have 1,500 sq. ft. lots for open space (minimum lot size for attached single-family dwellings)? Base on detached single-family lots (min size is 3,050 s.f.)?

R5? Since this issue is based on reaction to the Emerald Meadows subdivision, this makes sense. Also, a more likely zone to be subdivided based on the City's R5 inventory.

R7? A more likely zone to be subdivided based on the City's R7 inventory.

R10? May not make sense because of larger lots with sizable private yards and the burden of leaving a "standard" lot is much larger because the minimum lot size is larger (i.e., 10,000 square feet for a detached single-family dwelling).

3. **Possible exceptions to Park Lot requirement?**

- a. Subdivision is within a certain distance from an existing park or other publicly accessible recreational amenity.

SHMC 19.08.030(3)(p) notes desire to have park sites within ½ mile of residential areas. See page 48 from the City's Parks and Trails Master Plan, [attached](#).

For example, the criterion could be that at least 50% of the subdivision's lots are within ½ mile of an official public park as can be legally travelled by pedestrians.

- b. The development has usable open space for other reasons. For example, wetlands set aside due to City law. This one could be tricky though, depending on how “useable” the wetlands are.
- c. Fee in lieu to the Parks Fund. Not recommended by staff because how can you put a price tag on what could be a beloved private park for decades or even centuries. Also, residential development already has Parks system development charges. This fee could be viewed as a “double-dip” if its even legal.

4. For the Council to release the covenant/restriction, what should the criteria be for such?

- a. Should be optional. The Council “may” release the covenant restriction upon finding that...

This way, if it works and is beloved by the residents, its not forced to be removed.
- b. Public park or recreation area becomes established/built within ½ mile of the subdivision. May want to be specific such as at least 50% of lots within ½ mile as can be legally travelled by pedestrians.
- c. The Park Lot falls into disrepair or is otherwise harmful to public health, safety and welfare.
- d. Ownership issues (e.g., taxes not paid and County takes over ownership).
- e. Majority vote/consent of majority of property owners within the Subdivision.
- f. We should try to prevent the release to be a “land use decision” if at all possible, per our legal counsel.

5. Park Lot ownership?

- a. Developer v. HOA? Legal counsel recommends it staying with the developer or their successor’s.
- b. Who gets it if the developer dissolves or walks away? Needs to be figured out.

6. Park Lot Maintenance? This may be the biggest potential problem!!!

- a. Have the HOA levy assessments to maintain the Park Lot as the primary party? But HOA’s can fall apart.
- b. Developer could be secondary responsible party.
- c. City should have clear authority to go in and do maintenance and assess the subdivision owners?

7. Standards for deciding which lot should be the Park Lot?

- a. Per the decision authority (Planning Commission or Council).

- b. Standards need to be as clear and objective as possible. For example maximum grades and such to ensure maximum use-ability.

8. Misc.

- a. Needs to be specifically citable (code authority) to be defensible for uncooperative developers.
- b. Allow a variance option to omit?
- c. Require notation on the plat of Park Lot condition. The condition should require the developer to provide a written notice at the time of sale of any lot, the Park Lot may be temporary.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 10.24.2017

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 a potential land partition at 1160 and 1170 Deer Island Road.

Conducted a pre-application meeting for a potential subdivision of an approx. 23 acre vacant property located beyond the northern terminus of N. 7th, N. 8th, and N. 9th Streets (all north of Deer Island Road).

Participated in a County pre-application meeting for potential division of approximately 10 acres of property developed with about 5 homes the south side of Bachelor Flat Road just to the SW of Morten Lane. Half of this property is outside the St. Helens Urban Growth Boundary.

Associate Planner and myself met with the County Assessor's GIS Programmer-Cartographer early this month to discuss potential tweaks to the Urban Renewal boundary. This issue is where the UR boundary crosses individual properties, since those properties will get multiple tax bills; one for the portion within and another for the portion out of the Urban Renewal area. This isn't a problem for the validity of the UR area, but if the line crosses a principal building, it could be an assessment challenge. The Assessor is going to evaluate which properties are most impacted by this, to help us determine the proper course of action.

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGM for a small marijuana processing facility at 2010 S. 1st Street (County File: MO 18-01 and DR 18-01). **See attached.**

We received notice from the County about a proposal adjacent to the City's Salmonberry Lake property. This is well outside City limits and thus is not a Urban Growth Area land use issue. Rather, a notice to the City as a property owner. **See attached** for Marijuana Operation file MO 18-08.

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

We had our first project management team for this project this month with the consultants involved. First meetings will not occur till January; we'll do committee forming, scope refinement and other "behind the scenes" stuff in the meantime. Project website should be live soon too.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

Oct. 10, 2017 meeting (outcome): The Commission approved an Access Variance at 34540 Bachelor Flat Road. The Commission also reviewed and approved an amended decision

regarding the St. Helens School District's CCEC and Middle School project (RE timing of street frontage improvements).

Nov. 14, 2017 meeting (upcoming): This meeting has been cancelled.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Sent a lot of data to our GIS contractor for our online system this month. Probably the largest update since we started using

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

See attached.



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: Hayden Richardson, Planner, Columbia County
FROM: Jacob A. Graichen, AICP, City Planner
Jennifer Dimsho, Associate Planner
RE: Columbia County File DR 18-01
DATE: October 11, 2017

Zoning

The subject property of DR 18-01 is located outside City limits. The City's Comprehensive Plan map designates the subject property as Unincorporated Heavy Industrial. If annexed, it would likely be zoned Heavy Industrial.

The marijuana processing facility can be considered as a permitted use in the City's Heavy Industrial zone, provided the use does not have any off-site impacts (such as odor, dust, smoke, gas, or chemical contaminants). With off-site impacts, this proposed use would require a Conditional Use Permit per City code.

City Utilities

The subject property is not located near any City sanitary sewer main line. There is a City water main line located within the S. 1st Street right-of-way. **However, should the applicant wish to use City Water (or any other City utility), a consent to annexation shall be required prior to connection or use.**

Access

S. 1st Street is classified as a Local Street according to the City's Transportation Systems Plan. The subject property is not anticipated to have a high Average Daily Trips (ADT) because of its location on a dead-end unimproved right-of-way and lack of a City sewer. Therefore, the City will yield to the County's access standards for driveway width, location, and quantity.

Paving

Generally, the City requires that any area used for parking/maneuvering of vehicles or non-motorized passageways be paved. Gravel may be allowed for nonresidential areas for nonpublic uses such as employee parking and business vehicles if it is not adjacent to a residential zoned area, within 25 feet of an improved public right-of-way, or within 50 feet of any significant wetland or riparian corridor. The City would not object to gravel parking in this case.

Parking Spaces

The City's parking requirements for a processing facility are one space per one employee on the largest shift. This appears to be met.

Landscaping

The City does not have any additional buffering/screening requirements to reduce impacts to adjacent properties because they are all zoned for Heavy Industrial uses.

The City typically requires screening for parking areas larger than three spaces. Given the surrounding Heavy Industrial zoning and that the property is located at the end of a street which is not anticipated to increase in ADT in the near future, the City will yield to the County's standards for parking lot landscaping in this case.

Please include the following conditions:

- **Should the applicant wish to use City Water (or any other City utility), a consent to annexation shall be required prior to connection or use.**
- **If annexed, a St. Helens Business License and a St. Helens Marijuana Business License will be required for marijuana business operations within City limits.**
- **No off site impacts from odor, dust, smoke, gas, or chemical contaminants shall exceed the local, state, or federal standards.**
- **No right-of-way encroachment by fence or other improvement shall be allowed. Applicant/owner bears the burden of proof for locating property lines.**

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES

Planning Division
COURTHOUSE
ST. HELENS, OREGON 97051
(503) 397-1501

RECEIVED
SEP 22 2017
CITY OF ST. HELENS

September 28, 2017

NOTICE OF PUBLIC HEARING
Marijuana Operating Permit & Design Review MO 18-01 &
DR 18-01
Tax Account Number: 4109-024-02000

NOTICE IS HEREBY GIVEN that the Columbia County Planning Commission will conduct a public hearing regarding a request from **Zack Watson & Ross Farland** who have submitted applications for a Marijuana Operating Permit for a Processing Facility, and a Site Design Review to Build a 1844 sq ft Structure in an Industrial Area, for processing cannabis derivatives for sale. The subject property is zoned Heavy Industrial (M-1) and is identified as Tax Map No. 4109-BD-02000, an approximate 5,000 sq ft plated lot in South St. Helens, and is addressed at 2010 S. 1st Street, St. Helens, OR..

SAID PUBLIC HEARING will be held before the Columbia County Planning Commission on **Monday, November 6, 2017** in Room 351, Circuit Courtroom, on the Third Floor of the Columbia County Courthouse Annex, 230 Strand Street, St. Helens, Oregon, starting at or after **6:30 p.m.**, at which time proponents and opponents of the proposed Conditional Use Permit will be heard.

The criteria to be used in deciding the request will be found in the following, but not limited to these documents and laws, as revised from time to time; Oregon Revised Statutes Chapter ORS 197.763 (2,3); Columbia County Zoning Ordinance Sections 1803, 1603 and 1608. The specific criteria applicable to this request are listed and evaluated in the staff report.

A copy of the application, all documents and evidence provided by the applicant, and the staff report are available for inspection at a reasonable cost at least seven days prior to the Commission hearing from Land Development Services, County Courthouse Annex, St. Helens, OR 97051.

If additional documents or evidence are provided at the hearing, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, and if a participant so requests before the conclusion of the evidentiary hearing, the record shall remain open for at least seven days after the hearing.

The failure to raise an issue at the hearing, in person or by letter, or the failure to provide

sufficient specificity to afford the Commission an opportunity to respond to the issue, precludes appeal to the Board of County Commissioners based on that issue.

At the hearing, the applicant has the burden of presenting substantial evidence showing that the application meets all of the applicable criteria. Following presentation of the staff report, the applicant and other persons in favor of the application will be allowed to address the Commission, explaining how the evidence submitted meets the applicable criteria. Following the applicant's presentation, any person in opposition to the application may present evidence and argument against the application. The applicant will then have the opportunity to rebut any evidence or arguments presented in opposition.

After the presentation of evidence and arguments, the public hearing record will be closed. The Commission will then make a tentative decision to be followed by approval of a written order and a statement of findings and conclusions supporting the decision, which will be mailed to all parties at a later date.

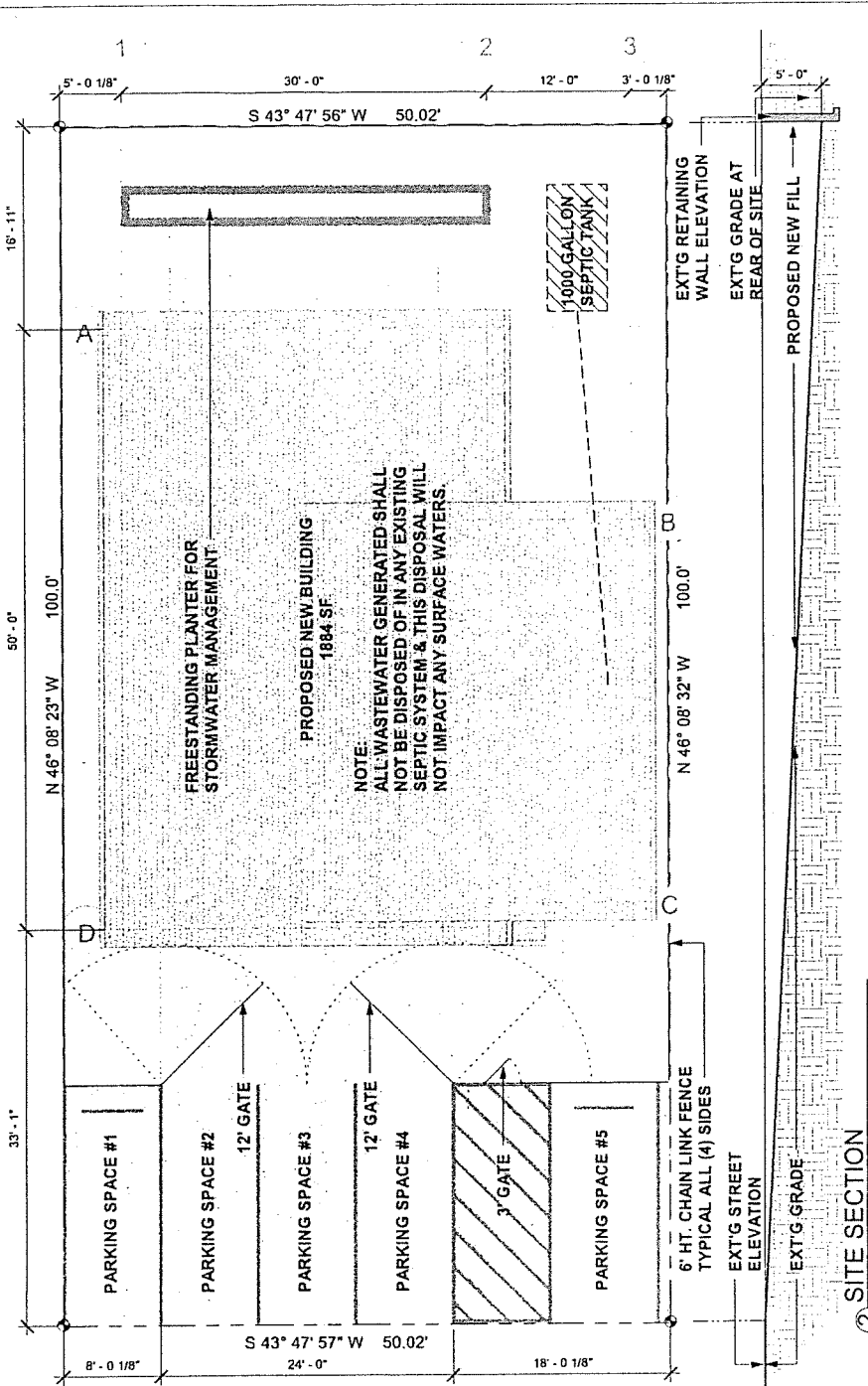
The Commission may, at its discretion, continue the hearing from time to time at the request of the parties or on its own motion as necessary to afford substantial justice and to comply with the law. Additional information about this application may be obtained by calling 503-397-1501.

The Planning Commission
Jeff Van Natta - Chair

cc: Zack Watson & Ross Farland

Contact for this project:

Project planner: Hayden Richardson
Telephone: 503.397.7216
Email: Hayden.Richardson@Co.Columbia.or.us



Sheet No. SD 3	CLIENT CONTACT ZACK WATSON OWNER PACIFIC NORTHWEST ALCHEMY 503/867-0609	PROJECT PACIFIC NORTHWEST ALCHEMY 2010 S. 1ST STREET ST. HELENS, OREGON 97051	Distribution Date: 6/23/2017 Drawing Scale: 1/8" = 1'-0" Revision Date:	ROSS P. FARLAND, AIA 3331 DRIFF CREEK RD SE SUBUMITY, OREGON 97085 (VOICE) - 503-291-7180 (EMAIL) - rfarland@pdadline.com	Ross P. Farland RP Architect REGISTERED ARCHITECT SUBUMITY, OREGON STATE OF OREGON
--------------------------	--	--	---	--	---

**COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES**

Planning Division
COURTHOUSE
ST. HELENS, OREGON 97051
(503) 397-1501

RECEIVED
10/13/17
PLANNING DIVISION

October 13, 2017

**ADMINISTRATIVE NOTICE
Marijuana Operation/MO 18-08
Tax Account Number: 5229-00-01400**

NOTICE IS HEREBY GIVEN that Christopher Ponti has submitted an application for a Marijuana Operating Permit for Growing/Producing. The applicant is seeking to grow cannabis inside an existing pole barn and convert the existing OMMP growing operation to a licensed Oregon recreational marijuana market. The 40-acre subject property is zoned Primary Forest (PF-80) and is identified by Tax Map No. 5229-000-01400, and is addressed at 29756 Pittsburg Road.

Those notified have 10 calendar days in which to either submit comments and objections to the Columbia County Planning Department or to request a public hearing on the matter before the Planning Commission. A fee of \$277.00 is required to refer this item to the Planning Commission.

If no one requests a review within 10 days, by the Planning Commission and submits the \$271.00 fee, the Director will determine if the application meets the necessary criteria in the Columbia County Zoning Ordinance, and if so may approve the request.

If you have any concerns or questions please contact the project planner.

Project planner: Deborah Jacob
Telephone: 503.397.7260
Email: Deborah.Jacob@co.columbia.or.us

cc: Christopher Ponti
Rodney Gunther

PITTSBURG RD.

PLOT PLAN:
29756 PITTSBURG RD.
SAINT HELENS, OR 97051


RECEIVED

SEP 21 2017

Land Development Services

SCALE: $\frac{1}{4}$ " = 60 FT.

$\frac{1}{2}$ " = 240 FT.
1 INCH

 = DRAINAGE FIELD

NEIGHBORING
EASEMENT
RD.

EXST.
EASEMENT RD.

1337'

EXST.
POWER POLE & TRANSFORMER

EXST.
SEPTIC

EXST. HOUSE

EXST. WELL HOUSE

PROP.
COMPOST
PILE

EXST. BURIED ELEC. LINE (APPROX. 300 FT.)

EXST. PAD MOUNT TRANSFORMER

1193'

PROPOSED RAINWATER STORAGE TANKS (2 x 5K GALLON)

EXST. POLE BARN - Indoor Grow - 102 ft. from
property line

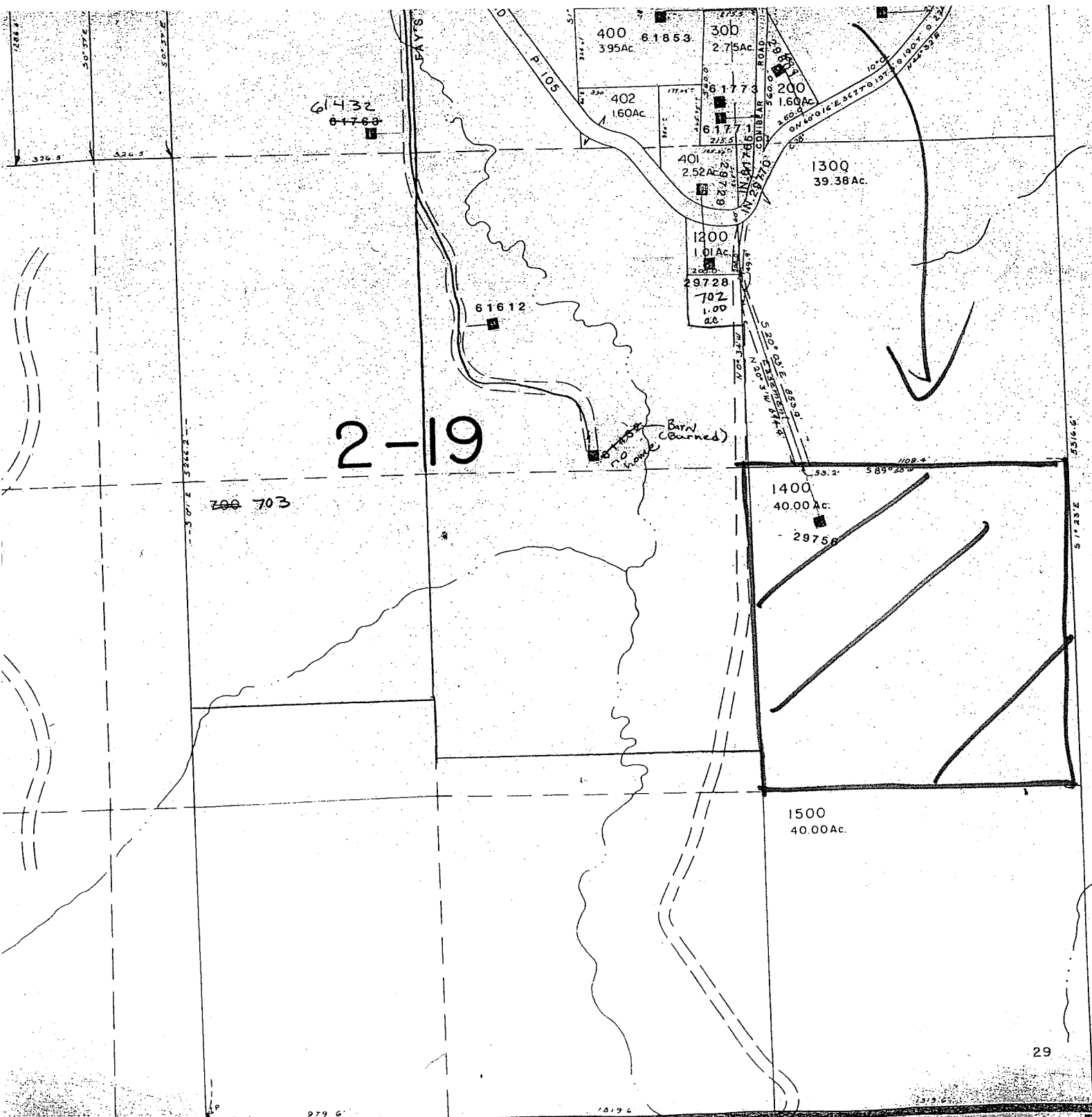
LAND APPLIED WASTEWATER
& RAINWATER OVERFLOW
DRAINAGE FIELD

NORTH

992'

1337'

ADDRESS MAP
MD 18-08



Jacob Graichen

From: Jennifer Dimsho
Sent: Tuesday, October 24, 2017 10:56 AM
To: Jacob Graichen
Subject: October Planning Department Report

Here are my additions to the October Planning Department Report.

GRANTS

1. EPA for Lagoon Repurposing Project- 30k Technical Assistance kickoff scoping phone call with EPA and contractors. Prepared for site visit with EPA and project team on Oct. 24. Strategic Plan to be completed by ICF by February 2018.
2. Travel Oregon Grant –Branding & Wayfinding Master Plan: of. Review and revisions to Sign Location Plan and US 30 Demo/Relocation Plan. Incorporated ODOT feedback into final version. Adoption scheduled for Oct. 18. Attended Work Session & Regular Session for adoption. Updated project website. Finalized grant & submitted invoice for final reimbursement with Travel Oregon.
3. Oregon Community Foundation – Small Arts & Culture grants \$5k for the ACC’s mural project – Should receive notice of award by November 1.
4. Submitted Columbia County Cultural Coalition (CC) final grant reimbursement report for Salmon Tree Cycle Interpretive Signage (2k grant award) (Due Oct. 13).
5. Submitted Oregon Community Foundation’s final grant report for Salmon Tree Cycle sculptures. (Due 12 months from completion of project)
6. OPRD – Veterans Memorial Grant – Lower Columbia Engineering worked on site survey.
7. TGM – Riverfront Connector Plan – Prepared for and attended kickoff meeting (October 13). Sent GIS layers to consultants for planning work and resources for Project Website.
8. Researched and discussed potential project for Travel Oregon Competitive Large Grants Program (2017-2019). Met with staff to discuss project budget/scope of work/timeline. Prepared application for November 13 deadline. Contacted Regional DMO for input. Drafted Letter of Support.
9. Kicked off EPA CWA grant project by meeting with our EPA Program Coordinator (Oct 24). Discussed contractor procurement process. Planned for contractor meeting early Nov.

URBAN RENEWAL

10. Discussed UR boundary legal description with County Assessor GIS technician
11. Planned for next URA meeting December 6 at 6 p.m. Started research to prepare agenda packet materials (UR bylaws, minor amendments, draft resolutions)

MISC

12. Reviewed and uploaded a series of PSU created St. Helens Promotional videos to the We are St. Helens Youtube channel
13. Formatted Nob Hill Nature Park kiosk information for posting on the new kiosk. Prepared staircase/kiosk/parking improvements press release
14. Attended Oregon American Planning Association Conference (OAPA) in Portland October 25-27
15. Worked on drafting and revising the Exclusive Negotiating Agreement for Waterfront Redevelopment Project
16. Prepared a list of potential projects for a St. Helens resident interested in interning for the Planning Department. Moved forward with a work plan to help an intern update the Parks Department Brochure.
17. Met with staff to discuss ongoing funding strategies for the Parks Department as it relates to the Master Plan/Comp Plan

Jenny Dimsho

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

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 11.28.2017

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 a potential medical clinic on the former Violette's Villa property.

Conducted a pre-application meeting for a potential new building at the Port of St. Helen's Multnomah Industrial Park; an expansion of an existing building there.

Had a post land use decision meeting with the folks who wish to grow marijuana, etc. on the City's (former) Boise White Paper property.

Columbia County conducted a pre-application meeting for further improvement of 2130 Gable Road on November 9th. The City did not timely advance notice and could not attend.

Visited a site along Grassy Lane for tree removal inquiry. **See attached.**

I attended a 40 hour Crime Prevention Through Environmental Design class in Corvallis this month taught by the National Institute of Crime Prevention. These classes are rarely in Oregon yet alone close to St. Helens.

DEVELOPMENT CODE ENFORCEMENT

Unpermitted signage issue for a business along Eilertson Street has been resolved.

Fence issue on the 300 block of N. 6th has been resolved. There was an issue between two neighbors since around *at least* June of this year. Note that there was also a "living in RV" complaint associated with this issue; the City Building Official checked on that in September and didn't observe such violation.

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

Bi-annual grant reporting due at the end of this month. This will be the first such report for this project.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

Nov. 14, 2017 meeting (outcome): This meeting was cancelled.

However, note that Planning Commission interviews will take place the first week in December in advance of the Commission's December meeting.

Dec. 12, 2017 meeting (upcoming): No public hearings are scheduled. The agenda is a tentative, but may include potential subdivision greenspace provisions and (albeit less probable), the City's

“inventory of historic resources” per Chapter 17.36 SHMC. This would be a **Historic Landmarks Commission** function.

MAIN STREET PROGRAM

Forwarded a message to SHEDCO about Oregon Main Street’s annual reporting and provided information of the City Hall façade restoration, which is relevant for that report. This report is required for the Exploring Downtown level, which St. Helens has been at for years. In the past, the Main Street Coordinator helped facilitate this with SHEDCO. Without such a person now, it’s all SHEDCO. Note that the message from Oregon Main Street includes “If we don’t hear back from you, we will assume you no longer wish to participate in the OMS Network.”

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



265 Strand / PO Box 278
St. Helens, Oregon
97051

November 21, 2017

Alice Barbra Whitlock Trust
300 Frantz Street
St. Helens, OR 97051

RE: Tree Removal

Dear property owner,

On November 20th I visited the site per the request of Mark who resides at this location to look at trees on your property proposed to be removed along the north side of Grassy Lane.

Most of the trees do not appear to be subject to any protection per City law, except those in the southeast most corner of the site. Based on some wetland work associated with the development that resulted in the four homes along your property's south side, the SW corner of your property appears to have some regulatory wetland protection zone (i.e., a 50' upland area from the wetland that is subject to certain protection).

Per Chapter 17.40 of the St. Helens Municipal Code, removal of trees within a wetland protection zone with a diameter at breast height of 6" or more, are protected by law.

Such trees may be removed without a permit if they pose an *imminent* threat or danger. If the threat or danger is not imminent a permit is required to remove the trees.

Based on my observations, the trees marked with an "X" upon my visit are at least partially dead and may be removed without a permit. Others within the wetland protection zone would need to be evaluated further, either with a permit or waiting until spring to observe leaf growth.

Respectfully yours,

Jacob A. Graichen, AICP
City Planner



Attached: map from previous development showing wetland and protection zone boundaries.

SPR. 4.10
ATTACHMENT
"A"

FOR OHM EQUITY PARTNERS, LLC
IN THE SE 1/4 OF SECTION 5, T4N, R1W, WM
CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON
SURVEYED AUGUST 14, 2006

- Wetland Protection Zone (WPZ)



Jacob Graichen

From: Jennifer Dimsho
Sent: Monday, November 27, 2017 1:26 PM
To: Jacob Graichen
Subject: November Planning Department Report

Here are my additions to the November Planning Department Report.

GRANTS

1. OPRD – Recreational Trails Program – Received tentative notice of approval. Total Grant Award: \$90,500 for Gray Cliffs Park Improvements. Out of 32 applicants, 14 were successfully funded. We were ranked #4. Grant program contract is forthcoming
2. Branding & Wayfinding Master Plan - Received cost estimates for signage. Reached out to ODOT contact to receive additional info about Highway 30 signage
3. OPRD – Veterans Memorial Grant – Met at Lower Columbia Engineering for revised scope of work to incorporate additional VFW contributions to the project
4. TGM – Riverfront Connector Plan – Prepared stakeholder list for COOLPPL list. Sent out invitations. Developed and prepared outreach materials for kicking off the project and for the first Open House with Crystal. Reviewed initial draft project materials prepared by consultants. Submitted time tracking for first grant report
5. Researched and discussed potential project for Travel Oregon Competitive Large Grants Program (2017-2019). Met with staff to discuss project budget/scope of work/timeline. Prepared application for November 13 deadline. Contacted Regional DMO for input. Drafted 6 letters of support, narrative, and project budget for submission
6. Kicked off EPA CWA grant project by meeting with our EPA Program Coordinator (Oct 24). Discussed contractor procurement process. Prepared and publicized RFQ for contractor. Deadline is December 13 for submissions

URBAN RENEWAL

7. Planned for next URA meeting. Began preparing agenda packet materials (Prepared draft UR bylaws/charter, created minor amendment draft, draft resolutions, and worked with AKS for new legal description for boundary amendments)

MISC

8. Worked through revisions of the the Exclusive Negotiating Agreement for Waterfront Redevelopment Project with legal counsel
9. Parks Department Brochure – Provided relevant documents (photos, parks info, amenities, etc.). Reviewed first drafts of information prepared by volunteer. Prepared for Parks Commission update on December 11
10. Attended the Scappoose Bay Watershed Council Board meeting to discuss the City's upcoming development plans for the waterfront and other areas
11. Edited and uploaded multiple City Council Meeting Audio files to City's Youtube Channel
12. Worked on Granicus migration with trainings/minutes and agenda template creation/etc
13. Attended software demonstration for planning department applications
14. Attended CPR/AED training course
15. Drafted letter of support for the Public Health Foundation of CC's application to the Nike Community Impact Fund for active transportation technical assistance
16. Researched parks/open space requirements that other jurisdictions may have in their Development Code for new subdivisions for a discussion during next PC meeting
17. Scheduled planning commission position interview

Jenny Dimsho