

**City of St. Helens**  
**Planning Commission**  
**February 13, 2018**  
**Agenda**

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1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda**
  - a. Minutes dated January 9, 2018
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. - Annexation at 2130 Gable Road - JLJ Earthmovers, LLC
  - b. 7:30 p.m. - Variance (Lot Dimension) & Partition at 321 Tualitan Street - Vanderwall
5. **Acceptance Agenda: Planning Administrator Site Design Review**
  - a. Site Design Review at 58144 Old Portland Road - Multnomah Industrial Park new building
6. **Planning Director Decisions** (previously e-mailed to the Commission)
  - a. Temporary Use Permit at 1300 Kaster Road - Fence for bale storage
  - b. Accessory Structure Permit at 365 S. 13<sup>th</sup> Street - New storage shed
  - c. Home Occupation (Type I) at 244 N. 1<sup>st</sup> Street - Home-based construction business
  - d. Home Occupation (Type I) at 2735 Columbia Blvd. - Home-based house cleaning
  - e. Home Occupation (Type I) at 254 Madrona Ct. - Home-based craft beer brewery
  - f. Home Occupation (Type II) at 779 Mango Street - Home-based tree trimming
  - g. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - St. Helens Sports Booster Club Auction Fundraiser
  - h. Sensitive Lands Permit at 58144 Old Portland Road - Building in a flood plain  
Home Occupation (Type I) at 465 S. 3<sup>rd</sup> Street - Home-based janitorial services
7. **Planning Department Activity Reports**
  - a. January 30, 2018
8. **For Your Information Items**
9. **Next Regular Meeting: March 13, 2018**

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**Adjournment**

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# City of St. Helens

## Planning Commission Meeting

### January 9, 2018

### Minutes

#### **Members Present:**

Julie Stenberg, Commissioner  
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

#### **Councilors Present:**

Ginny Carlson, City Council Liaison

#### **Others Present:**

Jeff Bolton	Roger Toth
Anthony Vanella	Casey Mitchell
Wayne Weigant	Catherine Ross
George Hafeman	Scot Lamping
Mark Grena	Brooklyn Moore
Susie Wilson	Christian Jorgensen
Brent Violette	Ryan Dralle

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

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#### **Consent Agenda**

##### **Approval of Minutes**

Commissioner Cohen moved to approve the minutes of the December 12, 2017 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carried with all in favor. Commissioner Stenberg did not vote because she was not a member of the Commission yet.

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#### **Chair/Vice Chair Selection**

##### **Motion A**

Commissioner Cohen made a motion to appoint Commissioner Hubbard as chair. Commissioner Stenberg seconded.

Commissioner Hubbard asked if Vice Chair Cary would serve as vice chair again. Vice Chair Cary said he was

willing to serve as chair or vice chair.

#### **Motion B**

Commissioner Hubbard made a motion to appoint Vice Chair Cary as vice chair. Commissioner Webster seconded.

A vote was called for the first motion. Commissioner Semling, Commissioner Cohen, and Commissioner Stenberg voted in favor. Commissioner Lawrence and Commissioner Webster opposed; motion carries.

A vote was called for the second motion. All in favor; none opposed; motion carries.

The Commission agreed that next meeting Commissioner Hubbard will serve as chair and Vice Chair Cary will continue to serve as vice chair. Vice Chair Cary will run the meeting tonight.

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#### **Topics From The Floor**

There were no topics from the floor.

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#### **Public Hearing**

**Karl Ivanov / Multi-Tech Engineering Services, Inc.  
Comprehensive Plan & Zoning Map Amendments / CPZA.2.17  
SE Corner of the McBride & Matzen Street Intersection**

It is now 7:05 p.m. and Vice Chair Cary 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 January 2, 2018 with attachments

Graichen introduced the proposal and recommended conditions of approval to the Commission, as presented in the staff report. He said tonight the Commission is making a recommendation to City Council. Graichen discussed the proposed recommended condition that would ensure that the zoning change will match the property lines proposed in the subdivision, which is the next public hearing tonight (or another application that can move property lines). He also noted that a Traffic Impact Analysis is not required at this point in the process because the proposed zone change is commercial to commercial.

Commissioner Cohen asked if the Commission can consider if the proposed use is compatible with highway noise. Graichen said the Commission can consider the list of potential uses for the proposed General Commercial (GC) zone and ask if there is enough Highway Commercial (HC) buffer for the GC portion to make sense. He reminded the Commission that they are not approving any particular use, only the potential uses allowed by the zone change.

Commissioner Cohen said there is a limited amount of HC left. He wonders if enough HC is being retained. Commissioner Semling asked how many acres would remain HC. Graichen said it is around five acres. From staff's perspective, Graichen said there seems to be enough HC frontage remaining. Commissioner Hubbard asked when access will be addressed. Graichen said access would be discussed with the subdivision. Vice

Chair Cary asked if splitting the property into two separate zones would prevent one big box store from developing the property. Graichen said the allowed uses for the two different zones has a lot of overlap, so it would not necessarily prevent one owner from developing the property with one use.

## **IN FAVOR**

**Grena, Mark. 1155 SE 13<sup>th</sup> Street, Salem. Representing Applicant.** Grena thanked staff for a thorough presentation. He said the property is around 13 acres. The request is to change about 7.9 acres from HC to GC, which leaves about 5.1 acres as HC. He said this property has been on the market for quite a while as HC and there has been little interest. There are a lot of overlaps in the list of permitted uses, but GC gives more flexibility for the owner. Grena said the client is looking at putting multi-family residential on the site, but that will require a Conditional Use Permit, which means it would come back to the Commission for further review. Grena said they cannot reveal what clients they have for the HC portion, but they have interested parties. Grena said there is no problem with staff's condition that the zone change match the property lines. He also noted that a one-year timeframe is reasonable. He said there are currently five separate parcels on the proposed GC portion. They will be reduced to one with the subdivision proposal. Grena thanked the Planning and Public Works staff for their efforts in helping them through the process.

Commissioner Hubbard asked why there is a jog in the proposed property line. Grena said it will be evident during the subdivision proposal discussion next hearing. Commissioner Cohen asked what their timeline is. Grena said if the subdivision is approved, they would like to put utilities in during early spring 2018. Grena said the uses could be developed as early as mid-to-late summer 2018.

## **IN OPPOSITION**

**Ross, Catherine. 114 May Avenue.** Ross and her neighbors are concerned about the lack of a Traffic Impact Analysis. She said on May Avenue, over 80 percent of their traffic already has nothing to do with their neighborhood. She said it is just people passing through. Graichen explained that a Traffic Impact Analysis will be required with the specific development of each parcel, but not required for this zone change. Ross is still concerned about the traffic impact to all of the side streets and neighborhoods.

## **REBUTTAL**

**Grena, Mark. 1155 SE 13<sup>th</sup> Street, Salem. Representing Applicant.** Grena said as they move through the process, the required information for the specific proposals becomes more detailed and rigorous. This includes a Traffic Impact Analysis that is specific to the proposed use. They will be required to work with the Oregon Department of Transportation (ODOT) and the City Public Works Department to ensure the impacts to the surrounding traffic system will be mitigated sufficiently.

## **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**

Commissioner Cohen asked if this is considered spot zoning. Graichen said the definition of spot zoning is in

the staff report, and that is something that the Commission needs to decide tonight. Graichen said he does not feel it is a spot zone, but it is up to the Commission.

Commissioner Cohen asked if it would make more sense for the applicant to utilize Apartment Residential zoning, instead of GC because it would be more consistent with the surrounding residential area. Graichen said the zone change to GC has been discussed for years without cursory objection by staff because the change from commercial to commercial maintains employment lands. Commissioner Cohen noted that it had been residential with the mobile home park for decades. He thinks it makes sense to have multi-dwelling use for the site, but he is concerned that GC does not tie the applicant to a residential use. Vice Chair Cary said that the hearing tonight is not about apartments. He said they should not consider a single use in their decision.

Commissioner Cohen is also concerned that there are very few HC sites remaining for large commercial developments. He wonders if the remaining shape of the HC portion is too long and narrow for highway frontage to be beneficial. Vice Chair Cary said this is why he confirmed that the split zoning HC and GC would not prevent a large single-user from developing the site. Commissioner Webster said if it was residential in the back, it would prevent a single commercial user from developing the site. She prefers the GC over pure residential because there is more flexibility for the site. Vice Chair Cary agrees.

## **MOTION**

Commissioner Semling moved to recommend approval of the Comprehensive Plan Map and the Zoning Map Amendments with the condition as presented in the staff report. Commissioner Hubbard seconded. Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Stenberg, and Commissioner Hubbard voted in favor. Commissioner Cohen opposed; motion carries.

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## **Public Hearing**

**Karl Ivanov / Multi-Tech Engineering Services, Inc.  
Subdivision / SUB.3.17  
McBride & Matzen Street Intersection**

It is now 7:50 p.m. and Vice Chair Cary 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 January 2, 2018 with attachments

Graichen introduced the Commission to the subdivision proposal, as presented in the staff report. Graichen said that this public hearing satisfies Ordinance Number 3129 (from 2010) that stated a public hearing would be required for any development proposal from the subject property's vacant state. This ordinance was from a condition of a 2009/2010 zone and comprehensive map change on the property (file CPZA.2.09). Graichen said it was his understanding that the neighbors wanted an opportunity to review and provide comment on any new proposal of the site.

Graichen said with residential subdivisions, it is important to make sure as many public improvements are completed as possible before the property is divided and there are many different owners. He said this is a different situation than most residential subdivisions because the public improvements will be done as the

property develops with each new property owner, since there are fewer and larger lots each with substantial investment to develop the commercial subdivision lots.

Graichen said the access of Highway 30 is subject to ODOT approval. The lot lines would not make sense without the proposed ODOT-approved access at the location shown, so there is a condition that requires it. Graichen explained that there is a condition that says no lot shall be exclusively dependent on access to the highway. This ensures that each lot has access on at least one additional side street, which honors the Development Code's intent because Highway 30 is classified as a Major Arterial street.

Graichen said there are some right-of-way dedication requirements along McBride Street, Matzen Street, the South Road-Maplewood Drive (proposed as Brayden Street), and at the Matzen Street/Maplewood Drive intersection. Graichen said certain frontage improvements will be required, as described in the staff report. He noted that at South Road-Maplewood Drive (proposed as Brayden Street) and Matzen Street, the intersection is misaligned and will need a design and additional right-of-way dedication to bring the intersection up to our standards. Graichen also noted within the South Road-Maplewood Drive (proposed as Brayden Street) right-of-way, there are parking improvements near the real estate office (515, 517, and 519 S. Columbia River Highway) that encroach into the right-of-way approximately 20 feet. The Commission should consider this encroachment as it relates to the extension of the South-Road-Maplewood Drive (proposed and Brayden Street). He said the property owner of the real estate office is here tonight.

Commissioner Cohen asked for clarification about the buffering requirements. Graichen explained the buffering and screening requirements for commercial-zoned properties abutting R7 zoned properties. He said the proposed subdivision lots are wide enough to provide an adequate width for buffering. Commissioner Cohen asked about the width of the access easement from the Highway. Graichen said it varies from 40 feet to 30 feet. He said the width of the easement, as proposed, is probably adequate for our standards but would be examined further as this proposal progresses. Commissioner Cohen asked when the Transportation Impact Analysis would be required. Graichen said analyses will be required as the lots are developed with Site Design Review or Conditional Use Permits.

Graichen discussed the remaining recommended conditions of approval, as presented in the staff report.

## **IN FAVOR**

**Grena, Mark. 1155 SE 13<sup>th</sup> Street, Salem. Representing Applicant.** Grena thanked staff for the great presentation. He said he knew there would be reciprocal access easements to ensure alternative access to Highway 30. He also agrees that South Street should be extended to provide access for parcel three. He thinks that if pedestrian access is provided for the remainder of South Street to the Highway the real estate office parking area encroachment will not be impacted. He noted that the sewer line extension may impact their parking area, but they will work with them through that process. Grena said they chose 40 feet wide for their access easement off Highway 30, which provides three travel lanes (36 feet) with a little extra room. ODOT may restrict their access to right-in and right-out, which would lessen the required width. Thirty feet is wide enough to provide room for two travel lanes (12 feet each) with extra room for adequate fire access. Grena said utility easements may change before the final plat, as construction drawings are finalized further in the process. They have no objections to any of staff's recommendations. They were not expecting the intersection re-alignment at the South-Road-Maplewood Drive (proposed as Brayden Street) and Matzen Street intersection, but they are confident they can accommodate the request to the standards of staff. He said ODOT will require a Traffic Impact Analysis for all sites that have access off of Highway 30. This ensures that City staff, ODOT, and their hired traffic engineer are all on the same page about the impacts to the traffic system and any improvements needed to mitigate the impacts.

Commissioner Cohen asked about the location of sanitary sewer. Grena said it is located at the intersection of South Street and Highway 30. Grena said they anticipate having to cross the parking lot of the real estate office that is encroaching into the right-of-way. He said they will work with the property owner through this utility extension.

Vice Chair Cary asked about additional connections to the side streets. Grena said there will likely be additional easements connecting the properties together as they refine the site design and narrow in on the specific uses for the site.

## **IN OPPOSITION**

**Violette, Gerald. 144 and 165 McBride Street.** Violette lives adjacent to the subject property. He said he owns the caboose. He has lived on McBride Street for 64 years. Violette is concerned about the loss of the mature trees on the site. He worked with ODOT to get access, and at that time, they only gave him 24 feet where the applicant is proposing 40 feet. He said ODOT only wants perpendicular driveways, which is why they will not allow the driveway near the real estate office that George Hafeman owns. He is concerned that there are no fire trucks with ladders in St. Helens. Any fire trucks to serve three-story buildings would have to come from Scappoose. He said he likes how access was handled near Taco Bell and McDonald's where it is open and shared. Violette would like to see the street proposed as Brayden Street as Violette Street in honor of his family. He also wants to make sure the buffering requirements are met and that his property still has solar access. He does not know why these concerns are not being addressed tonight. He is concerned about the impacts to the neighborhood.

**Ross, Catherine. 114 May Avenue.** Ross is concerned about traffic. McBride Street could be widened at certain points. She said people pull in and out of the St. Helens Credit Union on the corner and do not look. Eighty percent of the traffic through May Avenue is from people who do not live there. It is people cutting through to get to Vernonia Road. She understands there is a housing shortage, but she is concerned about the increased traffic and lack of police presence to accommodate all of the dwelling units that are being proposed.

## **REBUTTAL**

**Grena, Mark. 1155 SE 13<sup>th</sup> Street, Salem. Representing Applicant.** Grena reiterated that their goal is to save as many trees as they can on the site because of the tree replacement ratio requirements. They will be making significant street improvements to the existing streets. Grena said with the improvements, the streets will ultimately function better than they currently do.

## **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 why Brayden Street could not extend further and end before the Highway. Graichen said the Commission could decide to extend it further, rather than have the right-of-way transition to a pedestrian access. Commissioner Stenberg asked if they would have to get approval from ODOT for this

extension. Graichen clarified that the Brayden Street connection would still stop short of the Highway, so ODOT would not have to permit it (ODOT is unlikely to allow a highway connection here). Commissioner Cohen said it makes more sense to extend Brayden Street. However, Vice Chair Cary noted that an extension might cause people to cut through the real estate parking lot to get to the Highway. Graichen said there may be design options to minimize this, but it is a legitimate issue that would have to be addressed with further design.

Commissioner Hubbard said the applicant will come up with a more refined design as a specific development occurs. He said it is not the Commission's responsibility to design it for them. Commissioner Hubbard thinks the conditions should remain as recommended because they provide flexibility for the applicant.

Vice Chair Cary asked if all of the trees to be mitigated have to be planted on site. Graichen said yes, but street trees are also accepted as replacement trees and those are in the adjacent right-of-way.

## **MOTION**

Commissioner Stenberg moved to approve the Subdivision Permit with the conditions as presented in the staff report. Commissioner Hubbard seconded. Commissioner Semling, Commissioner Stenberg, Commissioner Hubbard, and Commissioner Webster voted in favor. Commissioner Lawrence and Commissioner Cohen voted in opposition. Motion carries.

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

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## **Public Hearing**

**Anthony Vanella**

**Conditional Use Permit / CUP.6.17**

**1771 Columbia Blvd.**

It is now 9:31 p.m. and Vice Chair Cary 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 January 2, 2018 with attachments

Graichen introduced the proposal to the Commission and discussed the recommended conditions of approval, as presented in the staff report. He said it is a very straight forward application because of all of the past approvals and improvements made to the site.

Commissioner Cohen asked if there are specific rules for auto repair that provide pollution control. Graichen said there are rules relating to storm water and requirements for oil-water separation. Graichen said pollution control was not an issue for any other staff when this proposal was reviewed.

Commissioner Lawrence asked if there are any air quality controls needed for the diamond tooling operation. Graichen said the applicant could address this. Commissioner Cohen clarified that outdoor storage is not allowed at this business, unless it is related to the other allowed uses. Graichen confirmed this.



## **IN FAVOR**

**Vanella, Anthony. 58658 Bachelor Flat Road.** Vanella thanked staff for explaining the proposal. He has no objections to the recommended conditions in the staff report. Vanella said they buy pre-done diamond segments and they add them to shafts or shanks to create tools. It is a pressing and truing operation, so there are no fumes, dust, or air quality concerns. Vanella said they have provided the Building Official with a Hazardous Management Plan (HMP) that includes information about how their fluids are handled and stored.

## **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.

## **FURTHER QUESTIONS OF STAFF**

Graichen said when a business license is applied for, there is an environmental screening worksheet to determine if things like oil traps, grease traps, etc. should be required. He said the Commission could require a hazardous waste management plan as a condition, but it is probably covered in other sections of the Development Code.

## **DELIBERATIONS**

Commissioner Cohen would like an additional condition added for management of hazardous waste.

## **MOTION**

Commissioner Webster moved to approve the Conditional Use Permit as presented with the additional condition that the applicant provide a hazardous waste management plan. Commissioner Semling seconded. All in favor; none opposed; motion carries.

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

## **End of Year Summary Report**

There were no comments.

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## **Planning Director Decisions**

- a. Home Occupation (Type II) at 234 N. 3<sup>rd</sup> Street - Home hair salon
- b. Home Occupation (Type I) at 59544 Clinton Street - Home office for exterior cleaning service

- c. Home Occupation (Type I) at 2375 Columbia Blvd. #11 - Mobile auto services
- d. Lot Line Adjustment at 134 & 124 N. 18<sup>th</sup> Street - Reynolds Land Surveying, Inc.
- e. Temporary Use Permit at 1300 Kaster Road - Fence for bale storage
- f. Home Occupation (Type I) at 940 Wyeth Street - Home office for lawn maintenance

There were no comments.

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### **Planning Department Activity Reports**

There were no comments.

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### **For Your Information Items**

Graichen said the first Riverfront Connector planning meeting is next Tuesday, January 16 at 6 p.m. in the Council Chambers.

Councilor Carlson wanted to welcome Commissioner Stenberg to her first meeting. She also noted that a number of businesses in the Houlton Business District are expanding or have closed their doors in order to change their businesses. She said John Walsh is going to start a merchant's meeting for local business owners.

Relating to pocket parks, Councilor Carlson said she is seeing other communities using their undevelopable parcels or difficult-to-develop parcels as pocket parks or small nature parks.

Lastly, Councilor Carlson thanked Al Petersen for his service to the community on the Commission. She learned so much from him and respects the valuable context he provided to the Commission and to her.

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There being no further business before the Planning Commission, the meeting was adjourned at 10:02 p.m.

Respectfully submitted,

Jennifer Dimsho  
Associate Planner

### 2018 Planning Commission Attendance Record

*P=Present A=Absent Can=Cancelled*

Date	Stenberg	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/09/18	P	P	P	P	P	P	P
02/13/18							
03/13/18							
04/10/18							
05/08/18							
06/12/18							
07/10/18							
08/14/18							
09/11/18							
10/09/18							
11/13/18							
12/11/18							

**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
Annexation A.2.17**

**DATE:** January 29, 2018  
**TO:** Planning Commission  
**FROM:** Jacob A. Graichen, AICP, City Planner  
Jennifer Dimsho, Assistant Planner  
**APPLICANT:** JLJ Earthmovers LLC  
**OWNERS:** Ronald & Tamara Schlumpberger  
James & Laura Ives  
JLJ Earthmovers, LLC  
**ZONING:** Columbia County's Light Manufacturing, M-2 zoning  
**LOCATION:** 4N1W-9BB-200  
**PROPOSAL:** The property owner filed consent to annex to connect to City water services

**The 120-day rule (ORS 227.178) for final action for this land use decision is n/a [Clark v. City of Albany, 142 Or App 207, 921 P2d 406 (1996)].**

**SITE INFORMATION / BACKGROUND**

The subject property is about 2.25 acres located off Gable Road. It is accessed from Gable Road. Gable Road lacks right-of-way frontage improvements (sidewalk and curb) in front of the subject property. Through Columbia County's Land Development Services, the site was approved for equipment storage and an office (DR 17-05). During review of this annexation, another Site Design Review application (DR 18-04) was submitted to the County for review. The proposal includes the development of an approximately 8,000 square foot truck maintenance building and administrative offices.

**PUBLIC HEARING & NOTICE**

Hearing dates are as follows:

February 13, 2018 before the Planning Commission

March 7, 2018 before the City Council

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on January 8, 2018 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 January 31, 2018. Notice was sent to the Oregon Department of Land Conservation and Development on December 19, 2017 via e-mail.

**AGENCY REFERRALS & COMMENTS**

The Columbia County Road Department had no comment because the adjacent road (Gable Road) is under City jurisdiction.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
  - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
  - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
  - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
  - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

**Discussion:** (a)(i) The Comprehensive Plan designation for the subject property is Unincorporated Light Industrial (ULI). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), and the Parks & Trails Master Plan (Ord. No. 3191).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a

City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will not be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

**(b)** There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

**Finding:** The quasi-judicial amendment and standards criteria are met.

#### **SHMC 17.08.060 – Transportation planning rule compliance**

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).  
"Significant" means the proposal would:
  - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
  - (b) Change standards implementing a functional classification system; or
  - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
    - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
    - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
    - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
  - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
  - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
  - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
  - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.

- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

**Discussion:** This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's Light Manufacturing, M-2 and the City zoning option given annexation is Light Industrial, LI.**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

**Finding:** No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

#### **SHMC 17.28.030 (1) – Annexation criteria**

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

**Discussion:** **(a)** Since filing this consent to annex on December 6, 2017, the property has connected to City water. The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

The closest City sewer line is approximately 940 feet away in the Old Portland Rd. right-of-way, just north of Port Ave. Through the land use application process with Columbia County (DR 17-05), a 3,000 gallon holding tank with contracted pumping services was approved for the proposed uses on the site.

However, should the property owner wish to connect the property to City sewer in the future, the City's waste water treatment plant currently has the capacity (physically and as permitted by DEQ) to handle 50,000 pounds of Biochemical Oxygen Demand (BOD), which is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available.

As described above, this proposal poses no significant affect on a transportation facility.

Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

**(b)** Per DR 17-05, under the County's approval process, the site has been approved to be developed as an outdoor storage facility with an office use. The City provided recommended conditions of approval to ensure it met the City's standards. During review of this annexation request, an additional land use application (DR 18-04) has been submitted to the County for review. The City will review and provide recommended conditions per City standards.

There are no known conflicts with the Comprehensive Plan and implementing ordinances.

**(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.**

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on two sides of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owners. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

**ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.** The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***



*Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.*

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

*This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.*

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

*Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."*

City water and sewer capacities are adequate to serve the subject property. This is explained above. Moreover, there is no evidence that adequate infrastructure cannot be made available to serve the annexed area if redeveloped. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

*Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories*

*of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.*

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

**(d)** The subject property abuts Gable Road, which is a City road at this location.

The City's Transportation Systems Plan designates Gable Road as a Minor Arterial and is subject to Minor Arterial standards. The existing right-of-way widths for Gable Road is sufficient for this classification of street. Therefore, right-of-way dedication is not necessary.

Along the subject property, Gable Road is improved (asphalt) but lacks frontage improvements such as sidewalk and curb, along the subject property's frontage. City standards require such improvements. Development land use review provides the legal nexus and proportionality to require such improvements. During review of this annexation, an application was submitted and is under review with the County (County file DR 18-04). The City is recommending that frontage improvements be completed as a condition of that proposal, given its cost and scale. This shall be a condition of this annexation.

**(e)** The subject property is not designated residential. Thus a needs analysis is not necessary.

**Finding:** The annexation approval criteria are met for this proposal.

#### **SHMC 17.28.030 (2) – Annexation criteria**

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

**Discussion:** The Comprehensive Plan designation is currently Unincorporated Light Industrial (ULI). Upon annexation, the Comprehensive Plan designation would thus be Light Industrial (Incorporated). The zoning would be Light Industrial, LI.

**Finding:** The subject property shall be designated Light Industrial (Incorporated), LI and zoned Light Industrial, LI upon annexation depending on the determinations of the Planning Commission and Council.

#### **SHMC 17.112.020 – Established & Developed Area Classification criteria**

(1) Established Area.

- (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
- (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
- (c) An area shown on a zone map or overlay map as an established area.

- (2) Developing Area. A “developing area” is an area which is included in the city’s buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

**Discussion:** OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is not zoned residential. This provision does not apply.

**Finding:** This provision is not applicable.

### CONCLUSION & RECOMMENDATION

**Based upon the facts and findings herein, staff recommends approval of this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Light Industrial (incorporated), be zoned Light Industrial, and designated as “developing” with the following condition:**

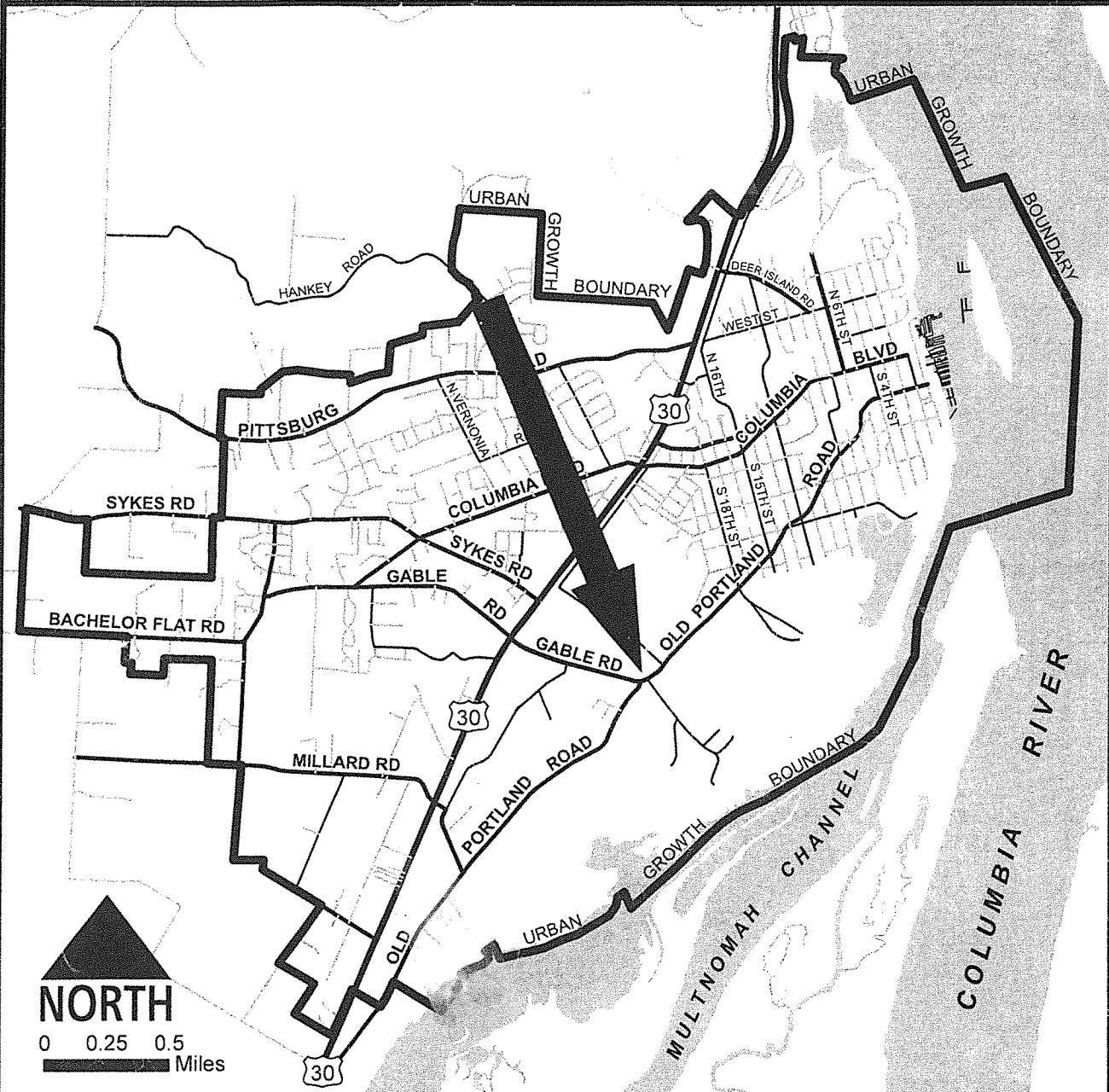
- Given the County file 18-04 proposal, Gabe Road street frontage improvements should be completed along the entire subject property’s street frontage per City standards and engineering construction, reviewed and approved by the City.
  - The improvements are not completed until they have been approved by the City per approved plans and City standards.

\*This annexation will **not** be subject to voter approval subsequent to this land use process.\*

**Attachments:** *General Area Map*  
*Aerial Map*  
*Taxlot Map*  
*Legal Description*

# SUBJECT PROPERTY

~ Approximate Location ~



City of St. Helens Urban Growth Boundary Area Vicinity

jag/Dec. 2013

THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY

N.W. 1/4 N.W. 1/4 SEC. 9 T.4N. R. 1W. W.M.

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ST. HELENS

CANCELLED:  
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CEN  
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subject  
property

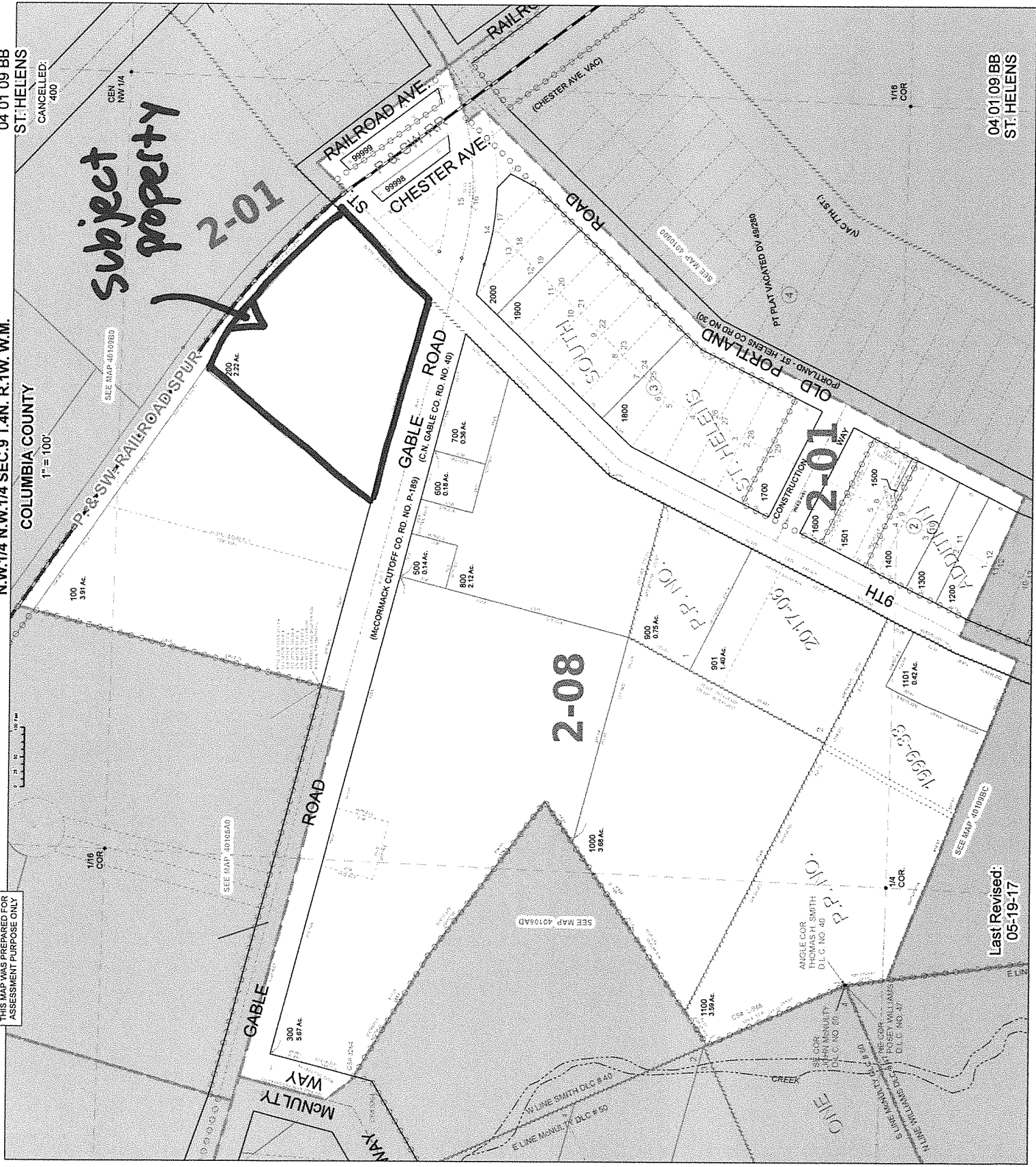
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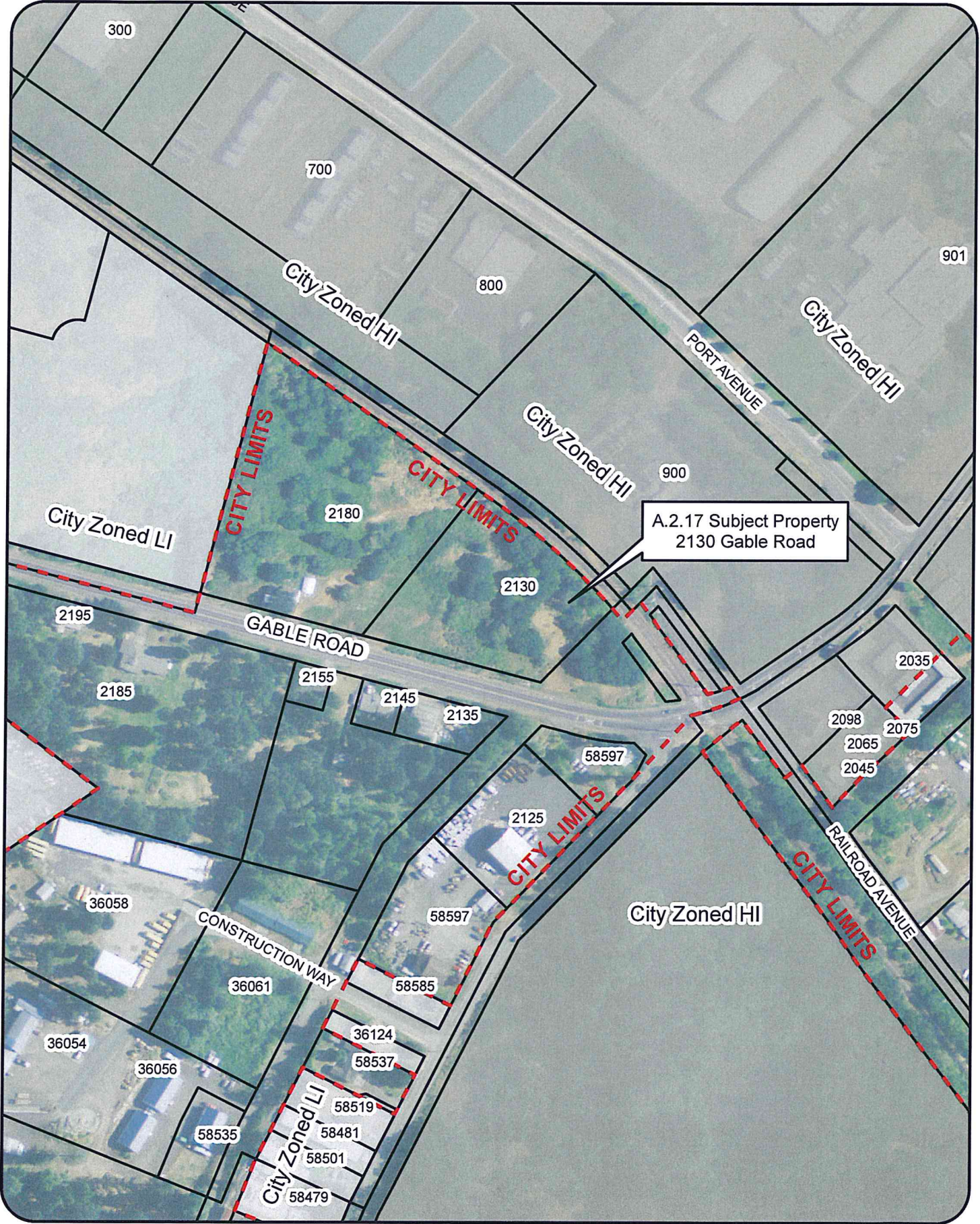
Last Revised:  
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# Annexation A.2.17 Aerial Map





**EXHIBIT "A"**  
**Legal Description**

A tract of land in the Thomas H. Smith Donation Land Claim in the Northwest quarter of Section 9, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon, being more particularly described as follows:

Beginning at a point which is South 1583.80 feet and East 1613.80 feet from the Northwest corner of the said Thomas H. Smith Donation land Claim, said point being the Southeast corner of the Harry H. Wallace et ux tract as described in Deed Book 104, page 355, recorded in June 29, 1949 in the Clerk's Records of Columbia County, Oregon; thence North 12°43'55" East, along the East line of said Wallace tract a distance of 516.15 feet to a point on the Southerly right of way line of the Portland & Western Railroad Spur; thence along said Southerly right of way line the following 2 courses and distances: South 57°19'58" East a distance of 372.28 feet; thence South 57°18'17" East a distance of 110.74 feet to a 5/8" iron rod with yellow plastic cap marked "Reynolds Land Surveying Inc" and the true point of beginning of the following described tract; thence South 36°12'25" West a distance of 364.24 feet to a 5/8" iron rod with yellow plastic cap marked "Reynolds Land Surveying Inc" on said Northerly right of way line of Gable Road; thence South 77°18'49" East, along said Northerly right of way line, a distance of 358.42 feet to a point on the Northwestern right of way line of 9th Street as depicted on the Plat of South St. Helens; thence North 42°05'03" East, along said Northwestern right of way line of 9th Street, a distance of 203.80 feet to said Southerly right of way line of the Portland & Southwestern Railroad Spur; thence Northwesternly, along said Southerly right of way line, to the true point of beginning.

**CITY OF ST. HELENS PLANNING DEPARTMENT**  
**STAFF REPORT**  
**Partition PT.2.17 & Variance V.7.17**

**DATE:** January 31, 2018  
**TO:** Planning Commission  
**FROM:** Jacob A. Graichen, AICP, City Planner  
Jennifer Dimsho, Associate Planner

**APPLICANT:** Ray & Valerie Vanderwall  
**OWNER:** Same

**ZONING:** Apartment Residential, AR  
**LOCATION:** 321 Tualitan Street; Tax Assessor Map No. 4N1W-3BD-5300; Lot 12, Block 35, St. Helens Subdivision  
**PROPOSAL:** 2-parcel land partition with a variance to minimum lot depth requirement

The 120-day rule (ORS 227.178) for final action for this land use decision is **April 10, 2018**.

**SITE INFORMATION / BACKGROUND**

The property is developed with a detached single-family dwelling positioned on the very southwest corner of the property. The single-family dwelling appears to be very close if not encroaching over the property line to the south. In 2002, a street vacation was approved that granted the property an additional 15 feet of the Tualitan Street and S. 3<sup>rd</sup> Street right-of-ways (Ord. No. 2875). This changed the square footage of the lot from the St. Helens Subdivision standard 5,800 square foot lot to an 8,395 square foot lot. The request is to divide the property into two parcels, one 3,395 square foot lot and one 5,000 square foot lot.

**PUBLIC HEARING & NOTICE**

Hearing dates are as follows:  
February 13, 2018 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 200 feet of the subject property on January 19, 2018 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 January 31, 2018.

**AGENCY REFERRALS & COMMENTS**

**Building Official:** Sewer lateral for existing house may not cross lot lines without an easement. New lot may require soil analysis for approval to build on lot due to historic expansive, compressible and questionable soils in this area as stipulated in ORSC R401.4.

**Fire Marshal:** No problems with this application. Depending on what may be built in the future, there may be a water supply issue, but it is too early to tell.



**City Engineering & Public Works:** There are several utility issues on the property to be addressed. This includes water, storm, sewer, and streets. See attached email dated January 23, 2018 for a detailed description.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### Land Partition—PT.2.17

#### SHMC 17.140.040 – Land Partition approval criteria

- (1) The proposal conforms with the city's comprehensive plan;
- (2) The proposed partition complies with all statutory and ordinance requirements and regulations;
- (3) Adequate public facilities are available to serve the proposal;
- (4) All proposed lots conform to the size and dimensional requirements of this code; and
- (5) All proposed improvements meet city and applicable agency standards.

#### Findings:

**(1)** This criterion requires compliance with the Comprehensive Plan. There is no known conflict with the Comprehensive Plan. **This criterion is met.**

**(2)** This criterion requires analysis of compliance all applicable law. That discussed here is limited to applicable law not addressed elsewhere herein.

The partition cannot result in any **new** non-conforming circumstances. The existing single-family dwelling is likely non-conforming currently because it does not appear to meet rear or west side setbacks. Existing non-conforming circumstances are not considered for new partitions as long as the partition does not worsen them. However, because the proposed partition will create a new eastern property, it is important to ensure that the east side setback of 5 feet for AR zoning is met. A survey will be required before acceptance of the final plat that demonstrates the setback from the property line.

Lot coverage standards and landscaping requirements also appear to be met with the reduced parcel size.

This partition is not contrary to the density computations per Chapter 17.56 SHMC.

In addition to city regulations, state law applies to land divisions too (e.g., ORS Chapter 92).

A preliminary plat approval is valid for a limited time per SHMC 17.40.035.

There are no trees on the subject property, so a tree plan will not be required.

It appears the proposed partition complies with all statutory and ordinance requirements and regulations, given compliance with the condition. **This criterion is met.**

**(3)** This criterion requires that all public facilities are adequate to serve the proposal.

**Water** is available within the Tualitan Street and S. 3<sup>rd</sup> Street rights-of-way. The S. 3<sup>rd</sup> Street public water main is in close proximity to the east property line of the new parcel to be created. Over the 15 feet of the S. 3<sup>rd</sup> Street right-of-way that was dedicated in 2002, there is an easement established for public facilities. A survey shall be required to ensure that the water main infrastructure is entirely within the existing utility easement prior to acceptance of the final plat. If the public utility easement is not sufficient, an easement for the water main infrastructure shall be required on the final plat. In addition, the existing private water meter for the developed parcel appears to be located on the easterly property line of the parcel to be created. The water meter needs to be moved to service the existing single-family dwelling from the Tualitan Street water line to avoid crossing over the new parcel. The existing service shall be abandoned. The new water meter shall be installed prior to acceptance of the final plat.

**Sewer** is available within the Tualitan Street and S. 3<sup>rd</sup> Street rights-of-way. However, a private sanitary sewer lateral serving the existing single-family dwelling may be located close to or actually within the new parcel to be created. A survey shall be required to identify the exact location of the private sanitary sewer lateral prior to acceptance of the final plat. If it is located on the new parcel or if such proximity that an easement is still necessary, an easement for the private sanitary sewer lateral shall be required on the final plat.

**Power** is available in the area.

**Streets:** Tualitan Street is improved and can serve the site adequately. However, due to the 2002 street vacation, there is a portion of the S. 3<sup>rd</sup> Street and Tualitan Street intersection within the new parcel to be created. A survey that demonstrates the location of the intersection of Tualitan Street and S. 3<sup>rd</sup> Street encroachment onto new parcel shall be required prior to acceptance of the final plat. Right-of-way dedication will be required on the final plat.

**Storm:** Over the 15 feet of the S. 3<sup>rd</sup> Street right-of-way that was dedicated in 2002, there is an easement established for public facilities. Because there is a storm drain and related facilities on the new lot to be created, a survey shall be required to ensure that the infrastructure is entirely within the existing utility easement prior to acceptance of the final plat. If the easement is not sufficient, an easement for the storm infrastructure and related facilities (catch basin) shall be required on the final plat.

Currently, stormwater runoff from the existing single-family dwelling drains onto the new parcel to be created. Prior to acceptance of the final plat, a stormwater management plan shall be provided to ensure that stormwater drains into the nearby public infrastructure. This may require a private storm easement across the new parcel to be created. If needed, this shall be included on the final plat. Any needed private storm improvements shall be completed prior to acceptance of the final plat.

There is no evidence or indication that public facilities cannot serve the site, given compliance with the conditions. **This criterion is met.**

**(4)** This criterion requires that all proposed parcels conform to the size and dimensional requirements of the Development Code.

The minimum lot size of the AR zone for detached single-family dwellings is 3,050 square feet. It appears all parcels will meet the minimum parcel size, subject to review of the final plat.

The AR zone has a few lot dimension requirements. This includes for detached single-family dwellings, minimum lot width at the street and building line (30 feet) and a minimum lot depth (85 feet). The parcels do not meet the minimum lot depth of 85 feet. **This criterion is met only with approval of the subsequent variance for minimum lot depth for which the applicant has applied.**

(5) This criterion requires that proposed improvements meet City and applicable agency standards. Certain access, utility, and frontage improvements, or a fee in lieu of improvements, are required as part of this land partition. This criterion focuses on improvements described in Chapter 17.152 SHMC. S. 3<sup>rd</sup> Street and Tualitan Street frontage improvement (curb and sidewalk), or a fee in lieu of improvements, shall be required as part of this proposal. S. 3<sup>rd</sup> Street and Tualitan Street are classified as Local Streets and frontage improvements shall be done in accordance with those standards.

Since frontage improvements (sidewalks and curb) can be negatively impacted by construction of the new parcel, the improvements or a fee in lieu of improvements, will be required as a condition of development of the vacant parcel (as opposed to a condition of the final plat). Frontage improvement design shall be approved prior to development. Abutting the developed lot, frontage improvements (sidewalks and curb) or a fee in lieu of improvements shall be required before the City accepts a final plat.

All installed public improvements require a bond as to workmanship and material for a period of at least one year. This will be required (unless waived) by City Engineering.

There is existing overhead power along S. 3<sup>rd</sup> Street. New development is required to have underground utilities. No **new** overhead poles shall be allowed.

#### **SHMC 17.140.050 (1) – Lot Dimensions**

Lot size, width, shape and orientation shall be appropriate for the location of the development and for the type of use contemplated, and:

- (a) No lot shall be dimensioned to contain part of an existing or proposed public right-of-way;
- (b) The depth of all lots shall not exceed two and one-half times the average width, unless the parcel is less than one and one-half times the minimum lot size of the applicable zoning district; and
- (c) Depth and width of properties zoned for commercial and industrial purposes shall be adequate to provide for the off-street parking and service facilities required by the type of use proposed.

#### **Findings:**

(a) This criterion requires that no parcel contain any existing or proposed public right-of-way. The City's Transportation Systems Plan classifies S. 3<sup>rd</sup> Street and Tualitan Street as Local Streets. The minimum right-of-ways required for Local Streets is 50 feet. The current N. 13<sup>th</sup> St. right-of-way width is approximately 50 feet. However, as noted above, a portion of the Tualitan Street and S. 3<sup>rd</sup> Street intersection appears to be on the new parcel to be created. **This criterion is met, subject to a legal description and right-of-way dedication of the street encroachment as noted above.**

(b) The parcels are less than one and one-half times the minimum lot size, so the depth to width ratio does not apply. **This criterion is met, subject to confirmation of the final plat.**

(c) This criterion requires an analysis of proposed parcel dimension and their adequacy for properties zoned for commercial or industrial purposes. The subject property is zoned residential, **therefore this criterion is not applicable.**

#### **SHMC 17.140.050 (2) – Through Lots**

Through lots shall be avoided except where they are essential to provide separation of residential development from major traffic arterials or to overcome specific disadvantages of topography and orientation, and:

- (a) A planting buffer at least 10 feet wide is required abutting the arterial rights-of-way; and
- (b) All through lots shall provide the required front yard setback on each street.

**Discussion:** This section addresses through lots. A “through lot” is one which has frontage on two parallel or approximately parallel streets.

**Findings:** No through lots are proposed; **this section is not applicable.**

#### **SHMC 17.140.050 (3) – Large Lots**

In dividing tracts into large lots or parcels which at some future time are likely to be redivided, the approving authority may require that the lots be of such size and shape, and be so divided into building sites, and contain such site restrictions as will provide for the extension and opening of streets at intervals which will permit a subsequent division of any tract into lots or parcels of smaller size, and:

- (a) The land division shall be denied if the proposed large development lot does not provide for the future division of the lots and future extension of public facilities.

**Discussion:** This criterion addresses large parcels and retaining the ability of future division and extension of public facilities. The minimum lot size for detached single-family dwellings in the AR zone is 3,050 square feet. One parcel will be approximately 3,395 square feet and one parcel will be approximately 5,000 square feet, subject to confirmation of the final plat. Attached single-family dwellings require a small lot size (1,500 square feet), but lot depth would be an issue requiring additional variances. A redevelopment plan is not warranted.

**Finding:** This land division does prohibit the future division of the lots and future extension of public facilities. **This criterion is met, subject to confirmation of the final plat.**

#### **SHMC 17.140.050 (4) – Fire Protection**

The fire district may require the installation of a fire hydrant where the length of an accessway would have a detrimental effect on fire fighting capabilities.

**Finding:** Subject to any requirements of the Fire District, this criterion is met.

#### **SHMC 17.140.050 (5) – Reciprocal Easements**

Where a common drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved partition map.

**Discussion:** This criterion addresses situations where partitions include common drives to access the proposed parcels. Since Tualitan Street and S. 3<sup>rd</sup> Street are a Local Streets, a shared driveway/reciprocal easement is not required.

**Finding:** The land division does not required a reciprocal easement for shared access, **therefore this section is not applicable.**

#### **SHMC 17.140.050 (6) – Accessway**

Any accessway shall comply with the standards set forth in Chapter 17.84 SHMC, Access, Egress, and Circulation.

**Finding:** This land division does not require an access easement, therefore **this section is not applicable.**

#### **SHMC 17.140.050 (7)**

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

**Finding:** This criterion requires that proposed streets and roads schemes coordinate with those of adjoining properties. There are no adjoining properties with streets or roads that apply, **therefore this section is not applicable.**

\* \* \* \* \*

**Variance—V.7.17 Allow a minimum lot depth of 73 feet, instead of 85 feet**

#### **SHMC 17.108.050 (1) – Criteria for granting a Variance**

- (a) The proposed variance will not be significantly detrimental in its consequence to the overall purposes of this code, be in conflict with the applicable policies of the comprehensive plan, to any other applicable policies and standards of this code, and be significantly detrimental in its consequence to other properties in the same zoning district or vicinity;

- (b) There are special circumstances that exist which are peculiar to the lot size or shape, topography or other circumstances over which the applicant has no control, and which are not applicable to other properties in the same zoning district;
- (c) The use proposed will be the same as permitted under this code and city standards will be maintained to the greatest extent that is reasonably possible while permitting some economic use of the land;
- (d) Existing physical and natural systems, such as but not limited to traffic, drainage, dramatic landforms, or parks, will not be adversely affected any more than would occur if the development were located as specified in the code; and
- (e) The hardship is not self-imposed and the variance requested is the minimum variance which would alleviate the hardship.

**Findings:**

**(a) This criterion requires a finding that the variance will not be detrimental.**

- The Commission needs to find this criterion is met to approve this Variance.
- **Staff comments:** There are concerns about soil characteristics of the undeveloped parcel from the Building Department, the Engineering Department, and the Public Works Department. It is recommended to require geo-technical report to determine soil characteristics. A geo-technical report would ensure that the partition will not create a new parcel that could potentially require extreme measures to satisfy Building Code because of unconsolidated soils.

**(b) The criterion requires a finding that there are special and unique circumstances.**

- The Commission needs to find this criterion is met to approve this Variance.

**(c) This criterion prohibits a use variance and requires a finding that the applicable standards are maintained to the greatest extent that is reasonably possible.**

- The Commission needs to find this criterion is met to approve this Variance.
- **Staff comments:** A use Variance is not proposed. The zoning is Apartment Residential, AR, which is the City's highest density residential zone. This partition will allow an increase density, which is consistent with the purpose of AR zoning.

**(d) This criterion requires a finding that existing physical and natural systems will not be adversely affected as a result of the requested Variance.**

- The Commission needs to find this criterion is met to approve this Variance.
- **Staff comments:** Staff has concerns about the ability to convey stormwater runoff from the existing developed parcel to the new parcel to be created with the partition. Surface runoff from the existing house shall be managed in a way so not to become a nuisance to the proposed new parcel or surrounding properties. The Commission needs to find that this criterion can be met if the applicant provides a stormwater management plan which demonstrates how storm runoff from the existing building will be directed towards the public

sanitary stormwater system. The stormwater management plan shall include a private sanitary storm easement over the new parcel for a private sanitary storm lateral that directs stormwater runoff from the existing structure to the public sanitary stormwater system unless such infrastructure on the proposed parcel can be avoided.

**(e) This criterion requires a finding that the variance issue is not self-imposed and that the variance is the minimum necessary to alleviate the hardship.**

- The Commission needs to find this criterion is met to approve this Variance.

### **CONCLUSION & RECOMMENDATION**

**Based upon the facts and findings herein, if the Planning Commission approves the Variance and Partition, staff recommends the following conditions:**

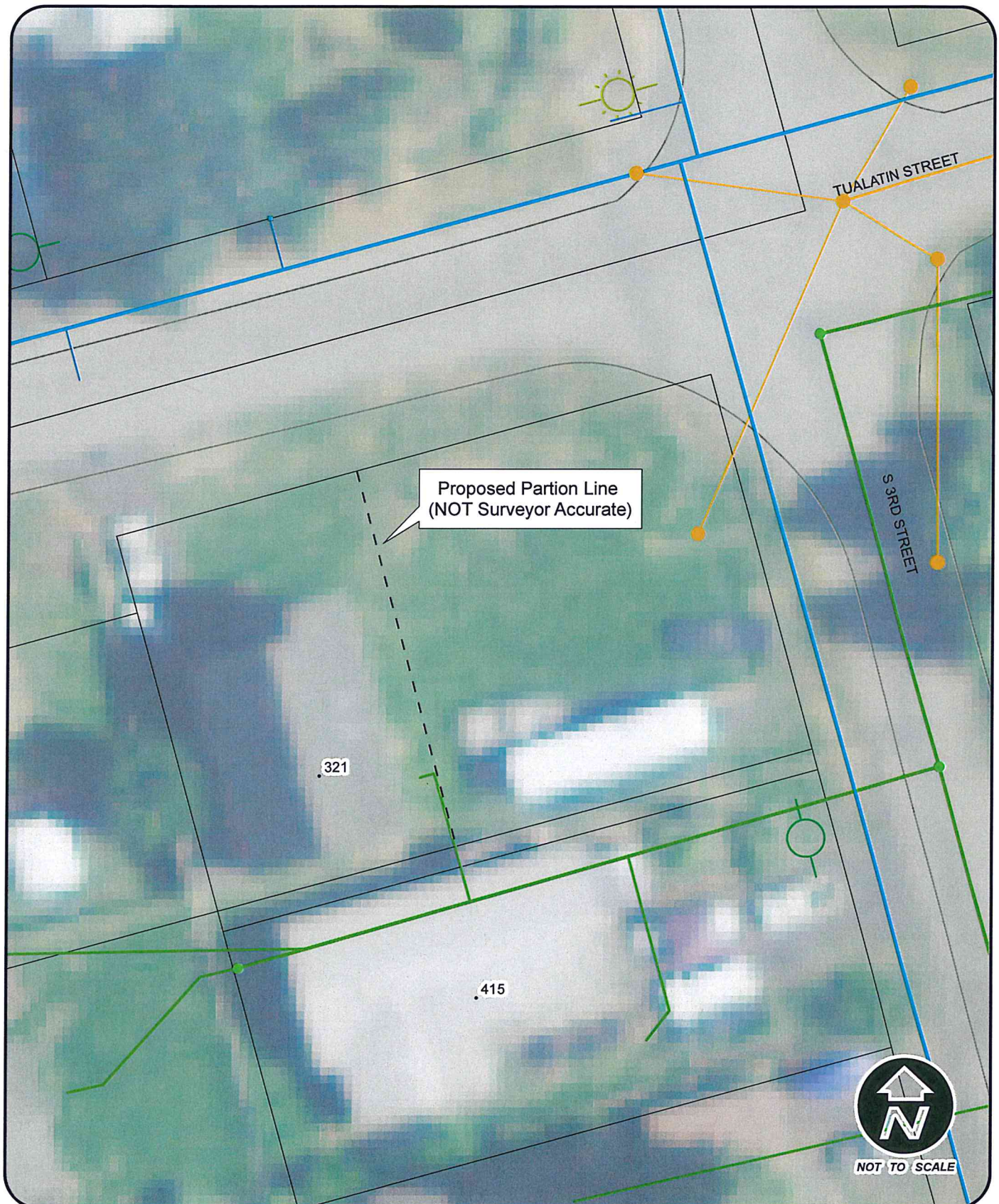
- 1. This Land Partition preliminary plat approval shall be effective for a period of twelve (12) months from the date of approval.** The approval shall become void if a final plat prepared by a professional registered surveyor in accordance with 1) the approved preliminary plat, 2) the conditions herein, and 3) the form and content requirements of the City of St. Helens Development Code (SHMC Title 17) and Oregon Revised Statutes is not submitted within the twelve (12) month approval period. **A time extension of up to six (6) months is possible per SHMC 17.140.035(3).**
- 2. The following shall be required before the City accepts a final plat for review:**
  - A survey that details the following information:
    - Existing building (east) setback shall be at least five (5) feet from the new property line
    - Location of private sanitary sewer line
    - Location of public storm drain system, public sanitary sewer system, and public water main
    - Location of the intersection of Tualitan Street and S. 3<sup>rd</sup> Street encroachment onto new parcel
  - A storm management plan prepared by a registered professional engineer that demonstrates how storm runoff from the existing building will be directed towards the public sanitary stormwater system and does not substantially impact the building envelope of the new vacant parcel shall be submitted to the City for review and approval. Stormwater improvements shall be installed per the approved plan. Easements required as necessary.
  - Frontage improvements (sidewalks and curb) abutting the developed lot shall be installed per City approved plan or a fee in lieu of improvements
  - Subject to City review and approval, the water meter serving the single-family dwelling shall be moved from the S. 3<sup>rd</sup> Street water line to the Tualitan Street line.
  - A geo-technical report prepared by a registered professional that demonstrates soil characteristics of new parcel are reasonable for construction.
- 3. In addition to compliance with local, county, state and other requirements, the following shall be included on the final plat:**
  - Private sanitary sewer lateral easement if survey demonstrates the lateral will be located on the new parcel to be created and/or an easement is needed to maintain the lateral
  - Public utility easement(s) if the survey demonstrates the following:

- i. Storm infrastructure near S. 3<sup>rd</sup> Street is located outside of the existing public utility easement
    - ii. Public sanitary sewer line is located on the subject property or if such proximity that an easement is still necessary
    - iii. Public water main is located on the new parcel to be created and outside of any existing public utility easement
  - c. Private sanitary storm easement if storm management plan demonstrates the need for a private stormwater infrastructure that directs runoff from the existing structure to the public sanitary stormwater system
  - d. Encroachment of the Tualitan Street and S. 3<sup>rd</sup> Street intersection improvements to be dedicated as right-of-way
4. **Tualitan Street and S. 3<sup>rd</sup> Street frontage improvements abutting the vacant lot (curb and sidewalk) shall be required as a condition of approval with future development of the vacant lot (Building Permit).** Frontage improvements shall comply with city standards for Local Streets. Plans for these public improvements shall be reviewed and approved prior to construction per the requirements of City Engineering. The City may allow a fee in lieu of these improvements.
5. Owner/applicant is still responsible to comply with the City Development Code (SHMC Title 17).

**Attachments:** PT.2.17 & V.7.17 Aerial Map  
Site Plan (Preliminary Plat)  
Variance Narrative  
Street Vacation Ordinance 2873  
City Engineering Referral Email dated January 23, 2018  
Sewer System Map dated April 1916  
Letter from Neighbor dated January 22, 2018



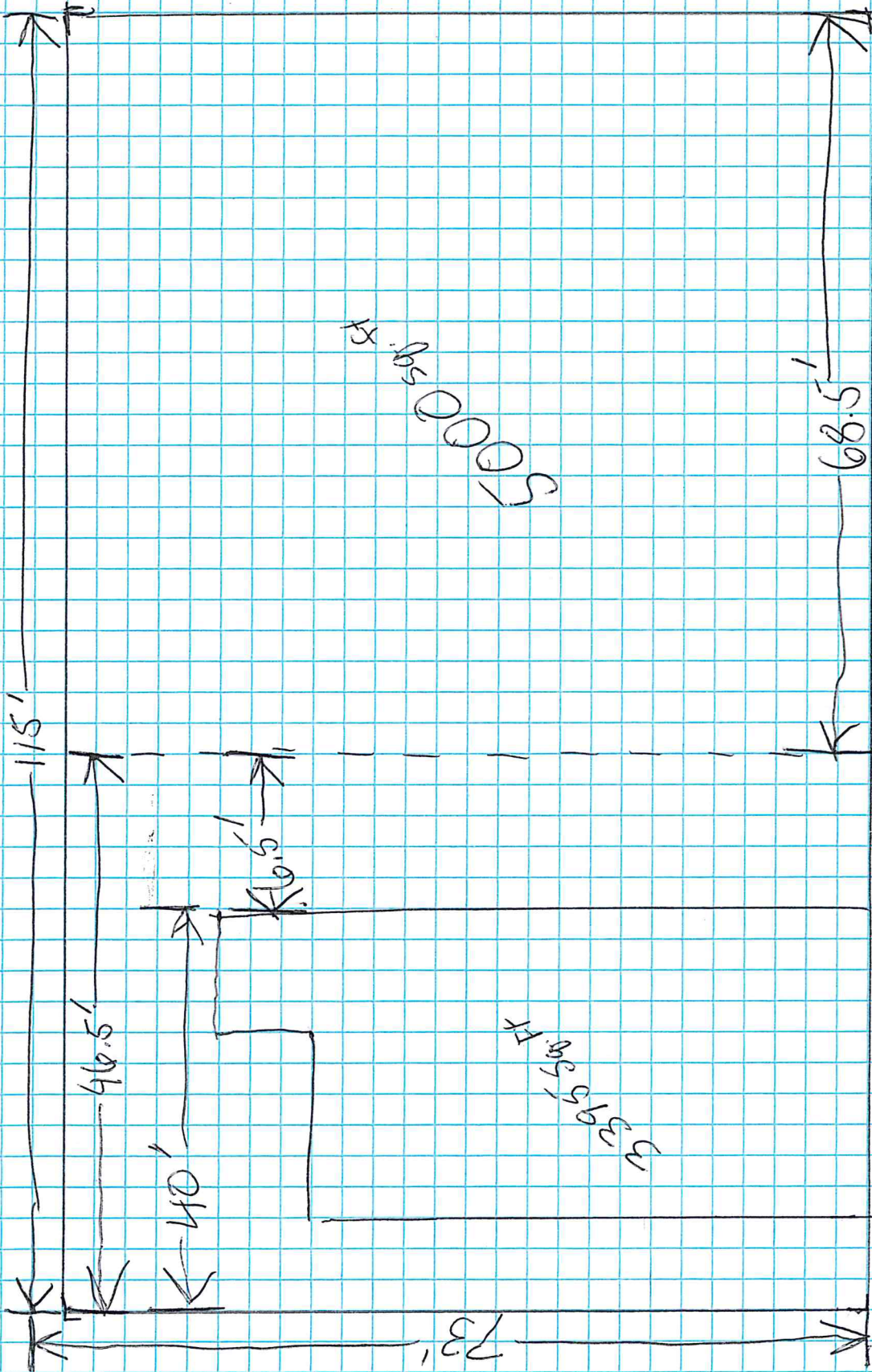
# PT.2.17 & V.7.17 Aerial Map



01/08/18  
JD



3rd Street



Lucas Street

I am applying for a variance to divide a piece of property.

In response to criteria (A) The variance keeps with the spirit of the code with no adverse effects on neighbors, county or state.

In response to criteria (B) I own a lot that has the square footage to be divided but due to the existing house placement the lot slightly misses the minimum lot depth requirement by *7.12'*

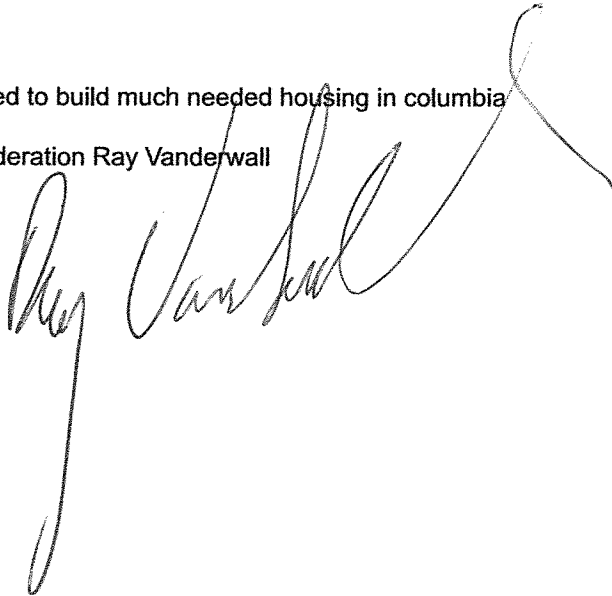
In response to criteria (C) The lot will be used to build a home that conforms with all codes and zoning ordinances.

In response to criteria (D) Existing physical and natural systems, such as but not limited to traffic, drainage, dramatic landforms, or parks, will not be adversely affected any more than would occur if the development were located as specified in the code.

In response to criteria (E) I purchased the property the way that it is and I am just trying to make the best use of it.

The divided lot will be used to build much needed housing in Columbia County.

Thank you for your consideration Ray Vanderwall

A large, stylized handwritten signature in black ink, which appears to read "Ray Vanderwall". The signature is written over the typed name and extends upwards and to the right.

recording return to:  
City of St. Helens  
Box 278  
St. Helens, OR 97051

## ORDINANCE NO. 2873

AN ORDINANCE VACATING PORTIONS OF THE ORIGINALLY PLATTED RIGHT OF WAY FOR SOUTH THIRD, TUALATIN AND PLYMOUTH STREETS.

WHEREAS, a petition to vacate portions of South Third, Tualatin and Plymouth Streets was filed with the City Recorder on or about July 3, 2002, by Christopher Armstrong Stevenson and others; and

WHEREAS, a Notice of Street Vacation was published August 7 & 14, 2002, in the St. Helens *Chronicle* describing the property to be vacated, the date the petition was filed, the date and location for objections, and of the hearing; and

WHEREAS, copies of the Notice of Street Vacation were posted near the property proposed to be vacated on August 7, 2002; and

WHEREAS, a public hearing was held on August 21, 2002, and oral testimony was presented.

NOW THEREFORE THE CITY OF ST. HELENS DOES ORDAIN AS FOLLOWS:

Section 1: The City Council hereby adopts the following findings based on the record:

- a. The Council received notice of the petition and set the public hearing date.
- b. The notice of street vacation was duly published and posted in the manner required by law.
- c. The City Recorder has searched the City records and certified that there are no outstanding liens against the property to be vacated. He also certified that the real estate taxes on this property are also current.
- d. The majority of affected property owners support the street vacation request.
- e. The City Engineering Department, N W Natural Gas and Columbia River PUD have identified the need to retain easements for various public and utility facilities.

- f. One person testified against the vacations due to history, due to anticipated changes in parking patterns and due to concerns about some who might attempt to block sidewalk access to those sections abutting their properties.

Section 2: The following described portion is hereby vacated from and after the effective date of this ordinance:

The Easterly 15 feet of South Third Street right of way immediately adjacent to the property frontages of Lots 2 through 11 Block 24 and Lots 1 and 2 of Block 25 of the St. Helens Subdivision; the Westerly 15 feet of South Third Street right of way immediately adjacent to property frontages of Lots 21 and 22 of block 34 and Lots 12 through 22 less 16 and 20 of Block 35 of the St. Helens Subdivision; the Northerly 15 feet of Tualatin Street right of way immediately adjacent to the property frontages of Lots 1 and 22 of Block 34 and Lot 1 of Block 25 of the St. Helens Subdivision; the Southerly 15 feet of Tualatin Street right of way immediately adjacent to the property frontages of Lot 11, Block 24 and Lot 12 of Block 35 of the St. Helens Subdivision; the Northerly 40 feet of Plymouth Street right of way immediately adjacent to Lots 1 and 22 of Block 35 of the St. Helens Subdivision, filed in the County Clerk's Office, Columbia County, Oregon, excepting an easement all of the same above described area for the purposes of existing public sidewalks, public facilities such as water, sanitary and storm sewer pipes/facilities, and other utility facilities.

Section 3: The existing public sidewalks in the above described easement, shall remain open to the general public until such time a the sidewalk improvements are constructed in the remaining public right of way adjacent to each respective property. Such movement of the existing public sidewalk shall comply with Engineering standards and not inconvenience the public more than currently exists. The remaining public and utility easements shall allow the City or other franchised utility companies full access to their facilities for repair, maintenance and new installation until such time as the City shall agree to change such easements and/or conditions. No changes shall be made to the grounds within the easements that would impede such access and the utility facility owners shall have right to access without liability for repairing or replacing existing property owner installed development such as fences, gardens, trees, out buildings, etc.

Section 4: The City Recorder shall file a certified copy of this ordinance with the County Clerk, the County Assessor, and the County Surveyor of Columbia County, Oregon.

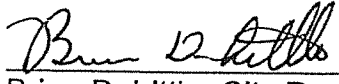
Read the first time:  
Read the second time:

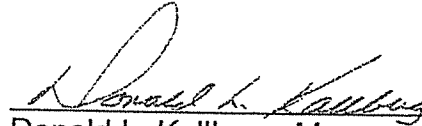
September 4, 2002  
September 4, 2002

Read the third time and passed:  
Approved by the Mayor:

September 18, 2002  
September 18, 2002

Attested by:

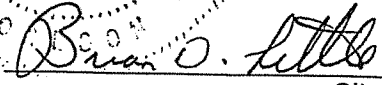
  
Brian D. Little, City Recorder

  
Donald L. Kallberg, Mayor

STATE OF OREGON )  
County of Columbia, ) ss.  
City of St. Helens, )

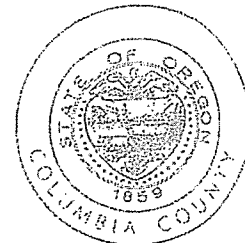
I, Brian D. Little, City Recorder of the above named City, County, and State, do hereby certify that the foregoing copy of Ordinance No. 2873 has been by me compared with the original, and that it is a correct transcript therefore, and of the whole of such original ordinance as the same appears on file in my office and in my care and custody.

IN TESTIMONY WHEREOF I have hereunto set my hand this 1st day of October, 2002.

  
City Recorder

I hereby certify that the within instrument was received for record and recorded in the County of Columbia, State of Oregon.

12731 '02 OCT -1 AM 1:54



ELIZABETH HUSER, County Clerk

By:  Deputy

Receipt # 368B # of Pages 3

FEES \$36.00

## Jennifer Dimsho

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**From:** Sue Nelson  
**Sent:** Tuesday, January 23, 2018 1:20 PM  
**To:** Jennifer Dimsho  
**Cc:** Jacob Graichen  
**Subject:** RE: City Referral - Vanderwall  
**Attachments:** S-277.tif

There are several utility issues on this property:

Water – the public water main is located in close proximity to the east property line of subject property on S. 3<sup>rd</sup> Street. Verify that the main is not located on the property and provide an easement if it is found to be on the lot. The water meter for the existing home at 321 Tualatin appears to be located on S. 3<sup>rd</sup> Street on the eastern property line of the subject property. A new water meter for 321 Tualatin Street should be installed on Tualatin Street and the existing service be abandoned.

Storm – there is a catch basin connected to the public storm drain system located near the northeast corner of the subject property. The property lies lower than the existing street grade and lower than the adjacent properties and collects sheet runoff from these surrounding areas. An easement shall be provided by the property owner at no cost to the City for the existing storm drain structure(s) and pipes, based on a surveyed location of those structures and pipes. This property has historically collected runoff and has been known to be “boggy” based on visual observation, and has exhibited traits of unconsolidated soils (visible movement of the surface when large vehicles have passed by the property on the adjacent paved roadway on S. 3<sup>rd</sup> Street). The attached copy of the 1916 sewer construction plans shows the subject property entirely within an area defined on the plans as “lake”. This would strongly imply that the property was filled at some point with unknown materials. Rain drain and surface water runoff from the existing house at 321 Tualatin Street currently drains to the proposed partition lot. The rain drain and surface runoff shall be managed in such a way so not to become a nuisance to the proposed partitioned property. It may be possible to collect and pipe the runoff to the storm system located in the northeast area of the subject property, as long as an easement for such is provided. Unless the existing topography is drastically changed by development of the proposed partition lot, it does not appear that the rain drain and/or surface runoff from the existing home could be directed to the public right of way in Tualatin Street. Drainage shall not be redirected to flow on to other surrounding properties at 415 S. 3<sup>rd</sup> Street or 371 Tualatin Street.

Sanitary Sewer – a branch of the public sanitary sewer runs close to the southern property line of the subject property. Verify that the main is not located on the property and provide an easement if it is found to be on the lot. The sanitary sewer service lateral for the existing house at 321 Tualatin Street appears to be located very close to the proposed property line to partition the property. Property owner shall verify the location of the service lateral for the existing home at 321 Tualatin Street and if the lateral is located on any portion of the proposed partitioned lot, an easement shall be provided.

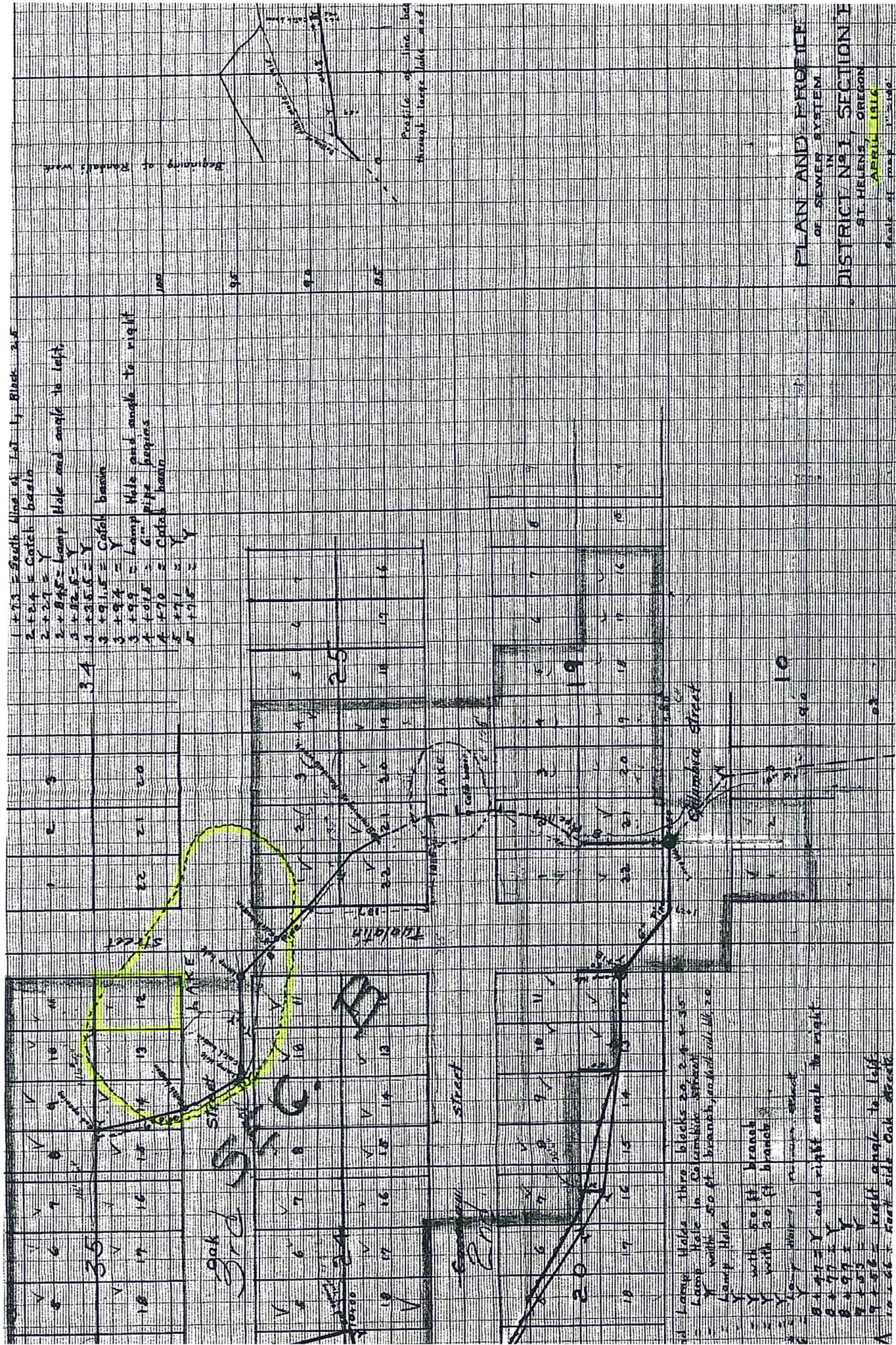
Street – the existing improvements at the intersection of Tualatin and S. 3<sup>rd</sup> Streets appear to encroach on the northeast corner of the subject property. Right of way should be dedicated for any portion of the property that has been improved as part of the existing roadway.

Thank you,

*Sue Nelson, P.E.*

Public Works Engineering Director  
503.397.6272, x 123  
suen@ci.st-helens.or.us







RECEIVED

JAN 22 2018

CITY OF ST. HELENS

To Jan. 22, 2018

To: Planning Commission :

Re: File No U.7.17 & PT.2.17

Hello, I am a residence who lives 3 houses down on 435 South 3rd. and I would like to oppose the change in the property location on 321 Tualitan Street.

The Notice of the public hearing will change the zoning on the property.

I vote to keep it the same, as this property collects water, feeds the deer and would allow one more house on car crowding South 3rd. I also like having the view to safely look left while @ a stop on the corner of 3rd & Tualitan to be able to proceed onto Tualitan.

Because of an up coming needed surgery or reCooperating post surgery. I will not be able to attend the public hearing on Tuesday, Feb. 13, 2018 Sincerely, Far Auburn  
435 S 3rd.

# **CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT**



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

**Date:** 01.30.2018

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**

Had a preliminary Q&A meeting for potential redevelopment of the long time veterinarian use property on the corner of US 30 and Firlock Boulevard.

Conducted a field visit at the Cascade Tissue plant with the Fire Marshall and Councilor Locke regarding outdoor paper storage. This is related to the storage in the employee parking lot per Temporary Use Permit TUP.6.17 and elsewhere.

Analyzed legal description and prepared map to illustrate the Boise Cascade Exclusion that was part of the PGE – CRPUD service territory transfer, dated February 2000. Work to help City Administrator.

Conducted a pre-application meeting for the “red leaf” property. This is the 10+ acre property lying to the west of Columbia Commons at 500 Columbia River Highway.

## **DEVELOPMENT CODE ENFORCEMENT**

Fence issue at 301 S. 2<sup>nd</sup> has been resolved. If you recall this was discussed with the Council at the September 20, 2017 work session.

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

First meetings for this effort occurred this month. Attendance was good. Progress continues.

## **PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)**

January 9, 2018 meeting (outcome): Chair and Vice Chair were selected. The Commission reviewed and made a recommendation of approval for a zone change for a portion of the former Violette's Villa mobile home park. The Council will see this in February. The Commission also approved a 5 lot commercial subdivision of the same property. Finally, the Commission approved a Conditional Use Permit for the 1771 Columbia Boulevard property in the Houlton area.

February 13, 2018 meeting (upcoming): Two public hearings are scheduled. One is for an annexation of property at 2130 Gable Road. The other is a Land Partition and Variance for 321 Tualatin Street.

## **MISC.**

Helped review new sanitary sewer code spearheaded by WWTP staff.

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

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Thursday, January 25, 2018 4:49 PM  
**To:** Jacob Graichen  
**Subject:** January Planning Department Report

Here are my additions to the January Planning Department Report.

### GRANTS

1. OPRD – Recreational Trails Program – Grant program contract is forthcoming. Began research on restroom facility options (including auto locking door technology), signs, bollards, and other project aspects
2. OPRD – Veterans Memorial Grant –Continued to refine design with Lower Columbia Engineering. Prepared and edited press release for name solicitation with VFW. Sent on Jan 19. Contacted Chronicle about being included in the free news advertised.
3. TGM – Riverfront Connector Plan – Prepared outreach materials for first COOLPPL / Neighborhood meetings on Jan 16. Provided comments on documents for meetings. Planning logistics for meeting (snacks, scheduling, calendar, sent out agenda packets, etc.). Attended first meetings & provided comments on follow-up documents.
4. EPA CWA Grant – Selected Maul Foster Alongi as the contractor via selection committee. Work Plan approved Jan. 3 Council meeting. Received Quarterly Reporting schedule from grant coordinator and submitted first quarterly report.
5. Parks & Recreation Programming – Researched funding opportunities for consulting services to study parks and recreation needs and feasibility. Lined up two different grants (OCF's Community Grants Program & the Reser Family Foundation Grants Program) to prepare applications (both with Summer deadlines) for future programming funds and future equipment funds.
6. Researched future TIGER federal transportation funds program for waterfront boardwalk
7. Compiled list of historic preservation grant options through the state, federal, and private organization to fund window replacement at City Hall. Discussed with SHPO best practices.
8. Attended a National Recreation & Parks Association (NRPA) webinar for a 20k grant opportunity for playground equipment at Godfrey park. Discussed nature playground options with staff.

### URBAN RENEWAL

9. URA meeting on Jan 17. Prepared agenda packet materials and agenda/minutes templates - sent out Jan 10. Attended meeting, presented 2 resolutions (bylaws & minor amendment), and took minutes. Sent over updated boundary to County Assessor. Updated hardcopy and digital UR plans with amendment.

### MISC

10. Updated Planning Dept. digital files for 2018, calendars, file trackers, PC attendance records, stipends, etc.
11. Parks Brochure Update – Discussed other opportunities with volunteer for ways to get more planning experience. Will schedule future date for her to shadow a half day at work, depending on scheduling pre-apps and other work she would like to see.
12. Served on the Front Office Specialist Interview panel
13. Joined the Wellness Committee
14. Updated Planning Commission member list (new member, new chair/vice chair) and Planning Fee Schedules (online/hardcopies)
15. Attended Columbia Soil & Water Conservation District-hosted training on environmental permitting with state agencies
16. Responded to the 2018 Boundary & Annexation Survey from the Census. Reported one annexation and 4 boundary changes (related to inconsistencies in data differences)