



PLANNING COMMISSION
Tuesday, March 13, 2018
265 Strand Street, St. Helens, OR 97051
www.ci.st-helens.or.us

Welcome!

1. **Call to Order and Flag Salute**
2. **Consent Agenda: Approval of Minutes**
 - 2.A. Draft Minutes Dated February 13, 2018
[021318 PC Minutes DRAFT](#)
3. **Topics from the Floor: Limited to 5 minutes per topic (not on public hearing agenda)**
4. **Public Hearings (times reflect earliest start time)**
 - 4.A. 7:00 p.m. - Planned Development at 34759 Sykes Road - Kessi Engineering & Consulting
[PD.1.18 Staff Report](#)
5. **Acceptance Agenda: Planning Administrator Site Design Review**
 - 5.A. a. Site Design Review (Minor) at 454 Milton Way - Replacement of old communications equipment
6. **Discussion Items**
7. **Planning Director Decisions**
 - 7.A. a. Sign Permit (Banner) at 2100 Block of Columbia Blvd - Columbia County Bridal Expo
b. Home Occupation (Type I) at 465 S. 3rd Street - Home-based janitorial services

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

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- c. Home Occupation (Type II) at 59144 Whitetail Ave. - Mobile ice cream sales with a vehicle scooter
- d. Home Occupation (Type I) at 2515 Columbia Blvd - Home-based janitorial services
- e. Scenic Resource Review at 373 & 375 S. 2nd Street - New duplex
- f. Home Occupation (Type I) at 35243 Sykes Road - Home-based computer repair

8. Planning Department Activity Report

- 8.A. February 27, 2018 Department Report
[2018 FEB Planning Dept Rept](#)

9. For Your Information Items

10. Next Regular Meeting - *April 10, 2018*

11. Adjournment

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City of St. Helens Planning Commission

Draft Minutes

February 13, 2018

Members Present: Chair Russell Hubbard
Vice Chair Dan Cary
Commissioner Sheila Semling
Commissioner Audrey Webster
Commissioner Greg Cohen
Commissioner Julie Stenberg
Commissioner Kathryn Lawrence

Members Absent: None

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Associate Planner
Ginny Carlson, City Council Liaison

Others: Ray Vanderwall
Howard Blumenthal
Jesse Vanderwall
Frank Brandon

- 1) **Call to Order and Flag Salute - 7:00 p.m.**
- 2) **Consent Agenda: Approval of Minutes**
2.A Draft Minutes Dated January 9, 2018

Motion: Upon Commissioner Semling's motion and Vice Chair Cary's second, the Planning Commission unanimously approved the Planning Commission Minutes dated January 9, 2018. [AYES: Commissioner Semling, Commissioner Webster, Commissioner Cohen, Commissioner Stenberg, Vice Chair Cary, Commissioner Lawrence; Nays: None]

- 3) **Topics from the Floor: Limited to 5 minutes per topic (not on public hearing agenda)**

There were no topics from the floor.

- 4) **Public Hearings (times reflect earliest start time)**
4.A 7:00 p.m. - Annexation at 2130 Gable Road - JLJ Earthmovers, LLC

Chair Hubbard opened the Public Hearing at 7:01 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Jacob Graichen entered the Staff Report dated January 29, 2018 into the record.

Graichen described the proposal to the Commission, as presented in the staff report. The applicant wishes to connect to City water services, so they applied for an annexation into the City. There is one recommended condition of approval related to frontage improvements along the subject property. Graichen said this is included only in the unlikely event that the frontage improvements are not complete prior to annexation.

Graichen said the Commission must decide whether or not to make a recommendation of approval to the City Council. He noted that even though the City's Charter requires voter approval for annexations, state legislation overrides this requirement.

Vice Chair Cary asked about the timing of Columbia County's review. Graichen said the County is taking the lead on the building permit and land use permit until it is annexed. Vice Chair Cary asked if the County's requirements for frontage improvements will look like our requirements for frontage improvements. Graichen said the County communicates with us during this process, since the street is within our jurisdiction.

Chair Hubbard asked about the sewer system. Graichen said they have an approved on-site sewer system because the nearest sewer line is too far away for it to be "legally and physically available," per Oregon Revised Statutes. Graichen noted that the County will still have jurisdiction of the on-site septic system, even once it is annexed. Commissioner Lawrence asked if they will be required to connect if a sewer line is extended in the future. Graichen said if there is a sanitary sewer main line within 160 feet of a property, they could be required to connect and abandon the on-site septic system. Commissioner Cohen asked if this needed to be included in the conditions. Graichen said no, this is already addressed in the Development Code.

In Favor

No one spoke in favor of the proposal.

In Opposition

No one spoke in opposition of the proposal.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

Commissioner Cohen thinks the annexation is pretty clear cut. The Commission agrees.

Motion: Upon Commissioner Cohen's motion and Commissioner Semling's second, the Planning Commission unanimously recommended approval of the Annexation to the City Council as written by staff. [AYES: Commissioner Semling, Commissioner Webster, Commissioner Cohen, Commissioner Stenberg, Vice Chair Cary, Commissioner Lawrence; Nays: None]

4.B 7:30 p.m. - Variance (Lot Dimension) & Partition at 321 Tualatin Street - Vanderwall

Chair Hubbard opened the Public Hearing at 7:30 p.m. There were no ex-parte contacts, conflicts of interest, or bias in this matter. Graichen introduced the proposal and went through the recommended conditions of approval, as presented in the staff report.

Graichen said that this lot is larger than a standard 5,800 square foot lot because of a previously approved street vacation along S. 3rd Street and Tualatin Street that made the lot 8,395 square feet.

The request is to divide the property into two parcels, one 3,395 square foot lot and one 5,000 square foot lot. He said the Variance Permit is required in order to receive a Partition, so they will be reviewed simultaneously. Graichen went through a number of conditions related to utilities in and around the subject property, including water, storm, sewer, and street conditions.

Vice Chair Cary asked about the City Engineer's comment relating to fill material on the new lot to be created. Graichen said the lack of information related to the soil characteristics is why a geotechnical report is a recommended condition of approval. Commissioner Semling asked if the site is below grade. Associate Planner Dimsho said the lot to be created is below grade from the street and there is storm infrastructure that collects storm water on site.

In Favor

Ray Vanderwall, Applicant. Vanderwall bought the property sometime between 1998 and 2000. He said the existing home was built by him shortly after he purchased the property. The previous home was destroyed in a storm. He said the water line was recently repaired by the City, which is why the site is wet right now. He said the site does get wet periodically, but not any more than any properties in the area. Vanderwall said he is aware of the conditions of the report and asked for questions from the Commission. Cohen asked what he plans on developing the new lot with. Vanderwall said he was considering a duplex if he can meet the minimum lot size. Commissioner Webster asked if the existing home would remain. Vanderwall said yes. He said if he cannot make the square footage requirement for a duplex, he might put in townhouses. Graichen clarified that townhomes would require an additional lot division and subsequent variance to the lot depth requirement. Vanderwall said he may propose an additional lot partition and variance in the future if he decides to go that route, but for now he will build a single-family dwelling or a duplex if the minimum lot size is met.

Neutral

Frank Brandon, 330 Tualatin Street. Brandon lives directly across the street. He asked if the property will stay residential. Graichen said yes.

In Opposition

Howard Blumenthal, 462 S. 3rd Street. Blumenthal has lived at this address for 30 years. He said he has heard water travelling under the ground at this location. He said the travel trailer that was removed from the site almost fell over because the ground is so soft. He described multiple vehicles that sunk into the ground on the site. Blumenthal said he is also concerned about people parking on S. 3rd Street if they don't have enough room to park on their property, especially when they have visitors. Graichen said any new detached single-family dwellings are required to provide two off-street, paved, non-tandem parking spaces. Blumenthal said there are homes with way more than two cars, boats, and trailers throughout the neighborhood. He is concerned about visibility on the corner if people start parking on the corner. He does not want to see new development that will sink into the lot and lower property values. Commissioner Cohen said they will require a geo-technical report to determine soil stability.

Commissioner Lawrence asked if the property would go through Site Design Review. Graichen said no. This zoning district permits the proposed residential uses outright, but the Building Permit review process would include the issues he is concerned about. Blumenthal asked if there are rules to prohibit parking on S. 3rd Street. Graichen said there are potentially rules about restricting fire access, but he does not deal with parking enforcement issues, so he is unsure.

Rebuttal

Ray Vanderwall, Applicant. Vanderwall said he has no problem with conducting a geo-technical report. Vanderwall said he will develop the lot according to City standards, which will require two on-site parking spaces.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

Graichen asked the Commission to consider the variance approval standard that requires that the existing physical and natural systems will not be adversely affected any more a result of the variance than would occur if the development complied with the code. He asked the Commission to consider the difference between dividing the lot as proposed versus the lot orientation that would not have required a Variance Permit. Commissioner Cohen said if it was divided the way that code allows without a variance, it would have to be developed with a very skinny house. He also noted they would still have a storm water drainage issue that would need to be addressed either way. Vice Chair Cary said it makes sense to divide and shape the lot as proposed, rather than have super skinny lots and homes. Commissioner Lawrence feels confident that the geo-technical report will confirm unknowns.

Motion: Upon Commissioner Semling's motion and Vice Chair Cary's second, the Planning Commission unanimously approved the Variance Permit as written. [AYES: Commissioner Semling, Commissioner Webster, Commissioner Cohen, Commissioner Stenberg, Vice Chair Cary, Commissioner Lawrence; Nays: None]

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Partition as written. [AYES: Commissioner Semling, Commissioner Webster, Commissioner Cohen, Commissioner Stenberg, Vice Chair Cary, Commissioner Lawrence; Nays: None]

Motion: Upon Commissioner Cohen's motion and Vice Chair Cary's second, the Planning Commission unanimously approved Chair Hubbard to sign the Findings of Fact and Conclusions of Law when they are prepared. [AYES: Commissioner Semling, Commissioner Webster, Commissioner Cohen, Commissioner Stenberg, Vice Chair Cary, Commissioner Lawrence; Nays: None]

5) Acceptance Agenda: Planning Administrator Site Design Review

- 5.A Site Design Review at 58144 Old Portland Road - Multnomah Industrial Park new building

Motion: Upon Commissioner Webster's motion and Commissioner Cohen's second, the Planning Commission unanimously approved the Planning Administrator Site Design Review. [AYES: Commissioner Semling, Commissioner Webster, Commissioner Cohen, Commissioner Stenberg, Vice Chair Cary, Commissioner Lawrence; Nays: None]

6) Planning Director Decisions

- a. Temporary Use Permit at 1300 Kaster Road - Fence for bale storage
- b. Accessory Structure Permit at 365 S. 13th Street - New storage shed
- c. Home Occupation (Type I) at 244 N. 1st 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
- i. Home Occupation (Type I) at 465 S. 3rd Street - Home-based janitorial services

Vice Chair Cary asked about the Sensitive Lands Permit at the Multnomah Industrial Park. He asked if the proposal was related to wetlands, in addition to development in a flood plain. Graichen said no. The applicant moved the development to ensure it was comfortably away from the wetlands.

7) Planning Department Activity Report

7.A January 30, 2018 Department Report

Commissioner Cohen asked if the Access Management Plan that the School District submitted met the Planning Commission's request. Graichen said yes. Graichen said he recalled that it was Councilor Carlson who asked about the safety of children getting to school during construction, and her question resulted in a condition requiring the Access Management Plan. He said this was a good example about how the Council Liaison, as a non-voting member, should function in relationship to the Commission. Vice Chair Cary said he was pleased with the Access Management Plan. Councilor Carlson said she was pleased as well. She said the Access Management Plan was distributed to parents and students in the District.

8) For Your Information Items

There was no discussion.

10) Adjournment

There being no further business before the Planning Commission, the meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

CITY OF ST. HELENS PLANNING DEPARTMENT

STAFF REPORT

PD.1.18

DATE: February 28, 2018
To: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner
 Jennifer Dimsho, Associate Planner
APPLICANT: Kessi Engineering & Consulting
OWNER: Rich Bailey Construction
ZONING: Moderate Residential, R7
LOCATION: 4N1W-6DA-7000 & 5801
 34759 Sykes Road
PROPOSAL: Planned Development (Zoning Overlay)

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable per ORS 227.178(7).

SITE INFORMATION / BACKGROUND

The site is approximately 4.6 acres and mostly undeveloped, except for a detached single-family dwelling (34759 Sykes Road). According to the City's utility billing records, it is connected to both City water and sewer. The site is sloped with the low point in the southeast portion of the site, where a wetland is located. The southern half of the site is heavily forested. There is a Bonneville Power Administration (BPA) easement and power lines running through the north side of the property. It is access via Sykes Road and Westboro Way. Surrounding area is developed as residential.



Westboro Way street stub with BPA lines seen above



Subject property looking south to the heavily forested area. Wetland is far left.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: March 13, 2018 before the Planning Commission and April 4, 2018 before the City Council.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on February 22, 2018 via first class mail. Notice was sent to agencies by mail or e-mail on February 21, 2018. Notice was published in the The Chronicle on February 28, 2018. Notice was sent to the Department of Land Conservation and Development on February 7, 2018.

AGENCY REFERRALS & COMMENTS

County Road Department: No objections as submitted, but an access permit for a new public road will be required. Construction standards to be County / City, to include ten feet of additional right-of-way to be dedicated to Sykes Rd. fronting the property. Paving, curbs & sidewalks dependent upon the City.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.148.060 – Planned Development Allowed and Disallowed

- (1) A planned development shall not be allowed on any lands, with less than a two-acre minimum, shown on the comprehensive plan map as “developing areas”.
- (2) A planned development shall not be allowed in residential zones located in areas designated as “established areas” on the comprehensive plan map, except the commission may approve a planned development within an “established area” where the commission finds:
 - (a) Development of the land in accordance with the provisions of the “established area” would:
 - (i) Result in an inefficient use of land;
 - (ii) Result in removing significant natural features; or
 - (iii) Result in a change of the character of the area surrounding a significant historic feature or building;
 - (b) The planned development approach is the most feasible method of developing the area; and
 - (c) The site is of a size and shape that the compatibility provisions of Chapter 17.56 SHMC can be met.

(1) Discussion: If the subject property is considered “developing,” SHMC 17.148.060(1) is the section to review for the planned development (PD) overlay consideration.

Finding(s): The proposed PD area is considered a “developing area” because it is a larger parcel and mostly vacant. It is approximately 4.6 acres in size. However, it is divided into two separate lots at approximately 1.97 acres and 2.64 acres. In order to utilize the planned development overlay zone for a development proposal, both lots shall be included in a PD proposal. The purpose of this is to ensure the PD meets the intended size requirement and to prevent leftover (excluded) area that does not meet the size requirement.

(2) Discussion: If the subject property is considered “established,” SHMC 17.148.060(2) is the section to review for the PD overlay consideration

Finding(s): The subject property is not considered “established.”

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens Zoning District Map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens Comprehensive Plan Map that facilitates a spot zoning is prohibited.

(a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, Goal 5, Goal 10, and Goal 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.

Finding(s): 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 required too. Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties. The City has met these requirements and notified DLCD of the proposal.

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

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.

Finding(s): The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below.

Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

Statewide Planning Goal 5: Natural Resources, Scenic & Historic Areas, & Open Spaces

It is the purpose of this goal to protect natural resources and conserve scenic and historic areas and open spaces. This includes riparian corridors, wetlands, wildlife habitat, natural area, and others.

Finding(s): The proposed zoning map overlay would allow for more flexible development standards to accommodate the identified wetland resource and required open space buffer in the southeast corner of the subject property. The wetland in question is officially listed on the City's Local Wetlands Inventory as **wetland MC-2, a Type II significant wetland**.

Given the flexibility of the PD overlay, that will offer protection of the identified and inventoried wetland resource, while still allowing use of the land, Goal 5 is met.

Statewide Planning Goal 10: Housing

This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

Finding(s): The proposed zoning map overlay would allow for additional residential development through more flexible development standards.

Given the demand for additional housing units in St. Helens and the region, Goal 10 is satisfied.

Statewide Planning Goal 12: Transportation

Goal 12 requires local governments to "provide and encourage a safe, convenient and economic transportation system." Goal 12 is implemented through DLCD's 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.

Discussion: A traffic impact analysis shall be submitted with a plan amendment or zone change application, **as applicable**, pursuant to Chapter 17.156 SHMC. See Section (d) for a more detailed discussion of the TPR and implementing ordinances

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the residential zone change request.

Finding(s): There are no known applicable federal or state statutes or guidelines applicable to this development overlay zone request.

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. The proposal is to add a planned development overlay zone to an existing Moderate Residential (R7) zone to allow more flexibility in development standards. This overlay zone would not change the amount of available lands for residential development.

The applicable Comprehensive Plan goals and policies are:

SHMC 19.080.060 (2) Natural factors and local resources goals and policies

(a) To maintain, and where possible, enhance the air, water, and land resources of the St. Helens area

[...]

(e) To preserve open spaces within and between urban living areas

(f) To encourage the protection of the forest area thin the urban growth boundary

[...]

SHMC 19.12.030 Suburban residential category goals and policies

(1) Goals. To establish conditions which will maintain attractive, convenient, residential living typical of moderate density semi-urban areas.

(2) Policies. It is the policy of the city of St. Helens to:

[...]

(b) Permit a degree of flexibility in residential site design and a mixture of housing, including multi-dwelling units, through the planned development procedures.

(c) Promote the development of homesites at a density and standard consistent with: the level of services that can reasonably be provided and the characteristics of the natural environment

[...]

Finding(s): Due to the protection and required buffer of the identified wetland resource, this proposal is preserving open space and protecting a forested area within the urban area. The proposed overlay zoning district allows flexibility to accomplish adequate preservation, while still providing development at a density standard consistent with the zoning, level of services that can be provided, and the characteristics of the natural environment.

This criterion is met, providing that the Planning Commission and Council can find that the proposal is not contrary to Comprehensive Plan goals and policies.

(d) Discussion: This criterion requires that the proposal not conflict with the applicable provisions of the implementing ordinances.

Finding(s): Per SHMC Chapter 17.156.030(3)(a), a Traffic Impact Analysis shall be required to be submitted to the City with a land use application when the proposed change or comprehensive plan amendment designation results in more vehicle trips based on permitted uses.

Per Chapter 17.148.120 (2) (a), the planned development overlay zone has to meet the density requirements per Chapter 17.56 Density Computations. In other words, the overlay zone does not increase the allowed density for the site.

The overlay zone will not significantly affect an existing or planned transportation facility. A Traffic Impact Analysis is not warranted this overlay zone.

Chapter 17.40 SHMC addresses inventoried significant wetlands. SHMC 17.40.050 allows flexibility for new development or land divisions given a PD and Development Agreement. Given that **wetland MC-2** and its statutory 50 feet upland protection zone (per this Chapter) encumbers a significant portion of the property, the PD overlay makes sense, assuming compliance with all other aspects of approval.

Note that **wetland MC-2** has been delineated with Oregon DSL concurrence in May of 2017 (WD #2017-0096). Thus, the wetland area is known, not assumed.

(e) Discussion: This criterion requires that the proposed change is not a spot zone. The definition of “spot zoning” per Chapter 17.16 SHMC:

Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

On the Zoning Map, the property abuts existing Moderate Residential (R7), Suburban Residential (R10), and unincorporated properties. On the Comprehensive Plan Map, the property abuts R7 and Rural Suburban Unincorporated Residential (which includes R7 and R10).

Finding: This proposal does not change the underlying zoning district. The PD overlay is meant to be site specific. As such, this proposal is not a “spot zoning.”



CONCLUSION & RECOMMENDATION

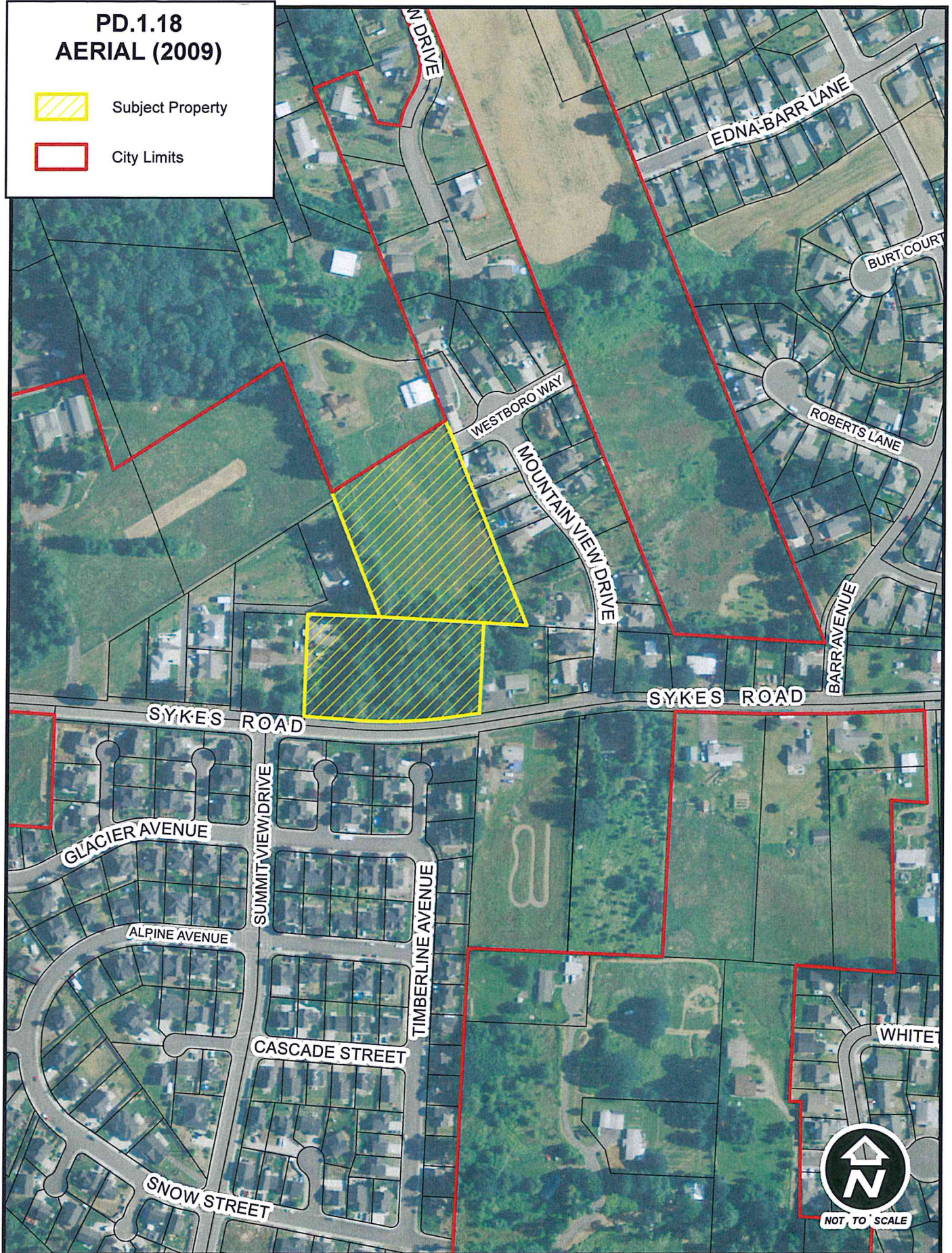
Based upon the facts and findings herein, staff recommends the Planning Commission recommend to the City Council approval of the proposal, with the following modification:

In order to utilize the planned development overlay zone for a development proposal, both lots shall be included in a planned development proposal.



Attachment(s): *Maps (3) prepared by City staff
DSL WD # 2017-0096, Fig. 6 Wetland Map*

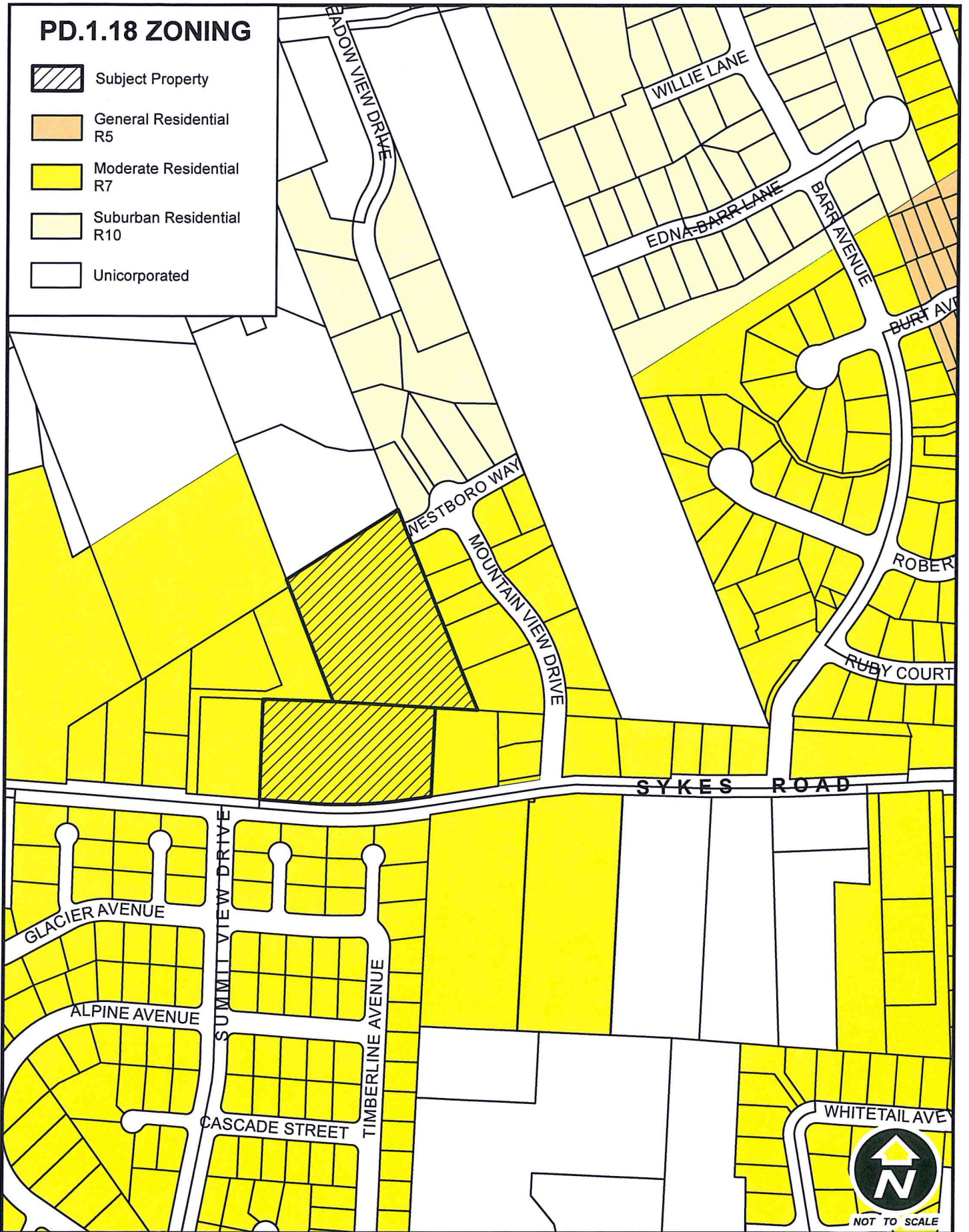
**PD.1.18
AERIAL (2009)**

-  Subject Property
-  City Limits







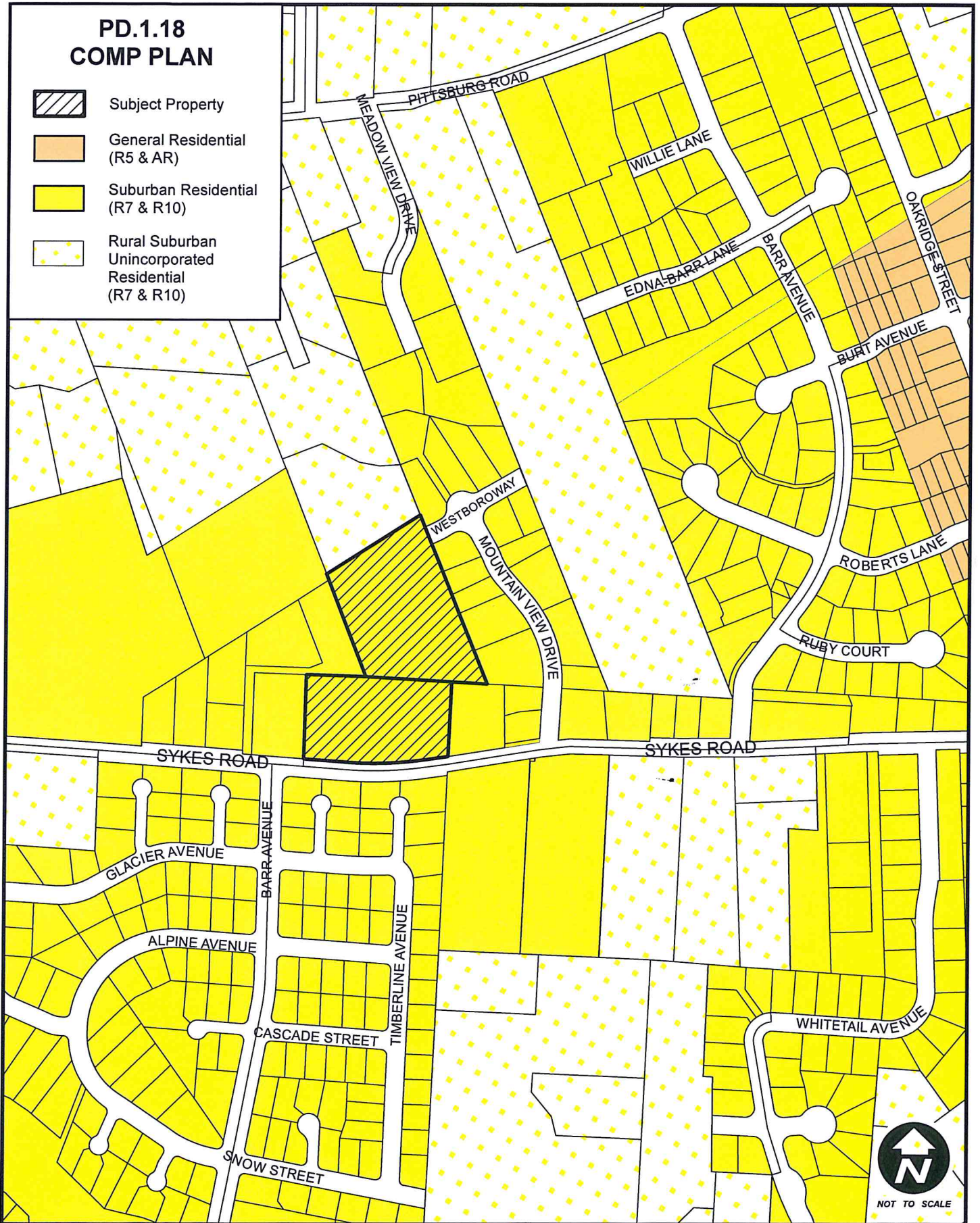
PD.1.18 ZONING

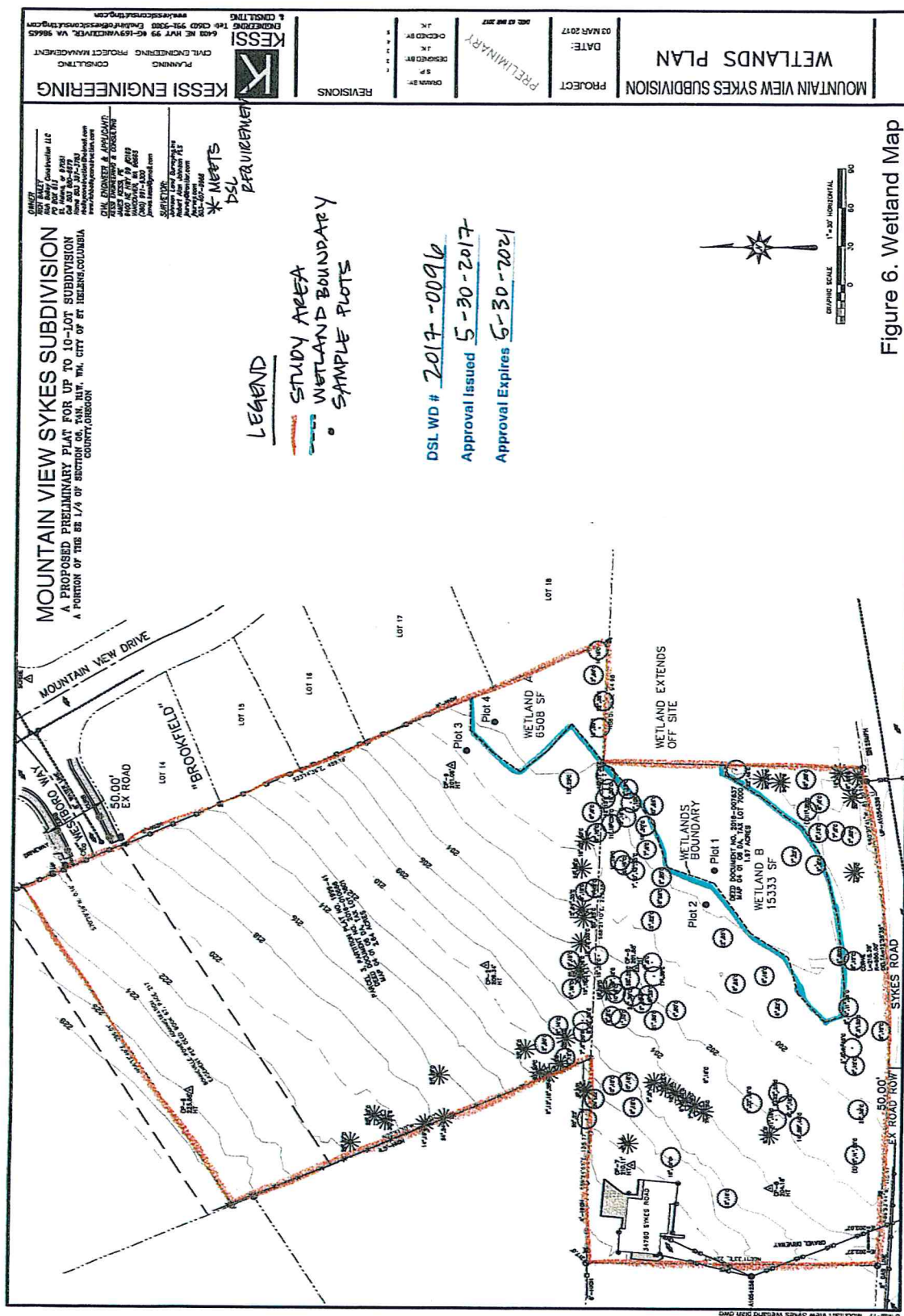
-  Subject Property
-  General Residential R5
-  Moderate Residential R7
-  Suburban Residential R10
-  Unincorporated



PD.1.18 COMP PLAN

-  Subject Property
-  General Residential (R5 & AR)
-  Suburban Residential (R7 & R10)
-  Rural Suburban Unincorporated Residential (R7 & R10)





CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 02.27.2018

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

Prepared initial department budget as the budget season begins once again.

Associate Planner attended a Columbia County pre-application meeting for potential use of mostly vacant property at the corner of US30 and Pittsburg Road.

Conducted a pre-application meeting for a potential metal fabrication shop along Old Portland Road across the road from McCormick Park.

I attended the bi-annual Oregon City Planning Directors Association conference.

DEVELOPMENT CODE ENFORCEMENT

Associate Planner and Code Enforcement officer working on an unauthorized conex box in the Houlton area.

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

Cost match report provided to ODOT at the end of last month.

Reviewed drafts of technical memos 1 – 5 and revised Vision and Goals and Guiding Principles documents for this effort. Really added some staff hours to the grant match with this.

Advisory committee meeting #2 will occur in March.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

February 13, 2018 meeting (outcome): The Commission recommends approval to the Council of an annexation of property at 2130 Gable Road. The Council will see this on March 7th. The Commission also approved a 2-parcel Land Partition and Variance at 321 Tualatin Street.

March 13, 2018 meeting (upcoming): The Commission will conduct a public hearing for Planned Development overlay zone designation for property at and around 34759 Sykes Road. This adds flexibility to subdivision standards (in this case).

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Routine data updates.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Thursday, February 22, 2018 4:36 PM
To: Jacob Graichen
Subject: February Planning Department Report

Here are my additions to the February 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.
3. TGM – Riverfront Connector Plan – Planned date for second COOLPPL meeting. Reviewed technical memos and other materials and provided comments in preparation for the next meeting.
4. EPA CWA Grant – Kickoff meeting with MFA. Reviewed scope of work for BWP landfill site with EPA coordinator. Worked on forming a Brownfield Advisory Committee & selecting date/time for the kickoff meeting.
5. Parks & Recreation Programming – Reached out to Ford Family Foundation to determine which program fit best for our upcoming parks & recreation program. Decided to limit the scope of work for summer programming and apply for the Children, Youth & Families Program. Began narrative work on grant, including two letters of support (school district/public health).
6. Created a list of potential historic facade grants and their timelines for City Hall renovations, including window replacement
7. Submitted National Recreation & Parks Association (NRPA) Grant Application (Due March 1) for 30k toward a nature playground in Godfrey Park – Received letter of Support from Parks Commission on Feb. 12. Notice of award if successful to come by May 30.

MISC

8. Completed a volunteer Interest form for the Crown Zellerbach Trail Advisory Committee with the County
9. Reviewed St. Helens Vision Plan Proposal and provided comments
10. Served as a phone call reference for two of the PSU MURP students and for Rhiza A+D
11. Attended County Pre-App on 2/22 for used auto sales on US30
12. Worked through multiple Granicus issues with Planning Commission minutes creation and uploading archived videos/minutes to website

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