



PLANNING COMMISSION
Tuesday, January 08, 2019
265 Strand Street, St. Helens, OR 97051
www.ci.st-helens.or.us

Welcome!

1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda: Approval of Minutes**
 - 2.A. Planning Commission Minutes Dated December 11, 2018
[Draft PC Minutes 121118](#)
 - 2.B. Housing Needs Advisory Committee Meeting #1 Minutes
[Draft HNA Advisory Comm Mtg #1 Minutes](#)
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. - Conditional Use Permit at 2353 & 2355 Columbia Blvd. - Pebbles Stone
[CUP.5.18 Staff Report](#)
5. **Discussion Items**
 - 5.A. Term Expiration Discussion
 - 5.B. End of Year Summary Report
[2018 Year End Summary](#)
 - 5.C. Chair/Vice Chair Selection

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6. Planning Director Decisions -

- a. Sign Permit at 425 S. Columbia River Highway - Replace wall sign on an existing building*
- b. Temporary Use Permit (Medical Hardship) at 35467 Helens Way - Use of RV as a dwelling for medical hardship*
- c. Partition at NW corner of S. 16th and Cowlitz Street - 2 parcel partition*

7. Planning Department Activity Report

- 7.A. December Planning Department Report
[2018 DEC Planning Dept Rept](#)

8. For Your Information Items

9. Next Regular Meeting - February 12, 2019

10. Adjournment

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City of St. Helens Planning Commission

Draft Minutes

December 11, 2018

Members Present: Chair Hubbard
Vice Chair Cary
Commissioner Cohen
Commissioner Semling
Commissioner Stenberg
Commissioner Webster

Members Absent: None

Staff Present: City Planner Graichen
Associate Planner Dimsho
Councilor Carlson

Others: Jennifer Pugsley
Anne Marie Skinner
Buck Smith
Rich Bailey
Frank Robison
Josh Volk
Al Petersen
Shauna Harrison

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

Motion: Upon Commissioner Webster's motion and Commissioner Stenberg's second, the Planning Commission unanimously approved Draft Minutes dated October 9, 2018. Commissioner Cohen did not vote due to his absence from that meeting. [AYES: Vice Chair Cary, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

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

Harrison, Shauna. She would like the Commission to review the rules for a Tree Council. City Planner Jacob Graichen said there is some language about a Tree Commission in Volume 1 of the Municipal Code, but as far as he can tell, it has never existed. It was intended to be an advisory board to City Council. Harrison feels that with all of the building going on, the Tree Council should be enacted.

Bailey, Rich. Bailey said there are already rules for tree preservation and required planting. If there is another group to oversee the tree ordinance, it will just increase costs of development.

Graichen described the process for preserving, maintaining, or removing public trees (e.g. trees that are in the right-of-way). These trees are subject to public protection. Chair Hubbard agrees with Bailey. The already Development Code already addresses tree preservation and tree planting requirements. Councilor Ginny Carlson asked about preserving historic trees. Graichen said he does not think there is a formal list of historic trees to preserve, but he would have to look into it more.

4) **Public Hearings (times reflect earliest start time)**

4.A 7:00 p.m. - Conditional Use Permit at N. 14th Street & N. 15th Street between Columbia Blvd. & St. Helens Street - Frank Robison Veterinary Service

Chair Hubbard opened the Public Hearing at 7:10 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated December 4, 2018 into the record.

Graichen said the site was previously developed decades ago. He described the proposal and recommended conditions of approval, as presented in the staff report. The Corridor Master Plan (2015) identified this site as an opportunity area for a stormwater interpretive gathering place. However, it was a low-priority project, partly because of the high cost to purchase the property and construction costs. The City previously had the opportunity to purchase it, but decided against it. For these reasons, staff feels this recommendation from the Corridor Master Plan can be dismissed for now. Stormwater is a significant challenge for the site, given the topography. The applicant is proposing on-site infrastructure under the parking lot and in N. 15th Street to convey water to the existing stormwater system.

In Favor

Skinner, Anne Marie. Representing Applicant. Skinner thanked staff for assistance in this project. Skinner said Dr. Robison is very excited to bring this new building to this mixed-use area. She said this property has been unused for over 30 years. Skinner feels the application and plan set provide enough detail for approval of the conditional use permit tonight. It is the intent of Dr. Robison to own all three parcels, so lot consolidation or a deed restriction is not a problem. Skinner said they would like to begin construction as soon as possible. They are hoping to occupy the building by early summer 2019. Rich Bailey is the builder. She said there will be plans in the future to develop the remainder of the property. Skinner created a site plan with two additional buildings that utilize a shared parking lot, shared access and a shared drive aisle. Uses of the building is unknown at this point. She noted there is room for additional on-street parking for the other buildings to use. All unused area on the property will be seeded or landscaped so that it will look nice. They will also be planting street trees and replacing trees that are to be removed. Storm and sewer infrastructure are being investigated, as required by the staff report. A geotechnical study/soils study was performed. Skinner said the conditions, as presented in the staff report will be adhered to by the contractor. She would ask for approval, as recommended by staff. The project engineer is also present to answer any questions.

Smith, Buck. Representing Applicant. Smith is an engineer with PBS Engineering. Commissioner Cohen asked about the fill for the site. Smith said the fill will be structural fill compacted at a rate recommended by the geotechnical engineer. The removal of organic material (about two feet of excavation) will help with the previous conditions of the site. Vice Chair Cary asked where the previous buildings were on the site. Graichen said an old survey indicated the previous buildings were not located where the proposed building is planned.

Bailey, Rich. Bailey is the builder for the project. This is a great opportunity for the site to be cleaned up and be a benefit to the business district. With Community Action Team's development down the street, the Food Bank renovations across the street, and this project, the Houlton Business District is seeing lots of positive change.

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 of Public Hearing & Record

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

Deliberations

Chair Hubbard is glad to see that ownership will be consolidated and that the applicant has future plans to develop the other lots further. Chair Hubbard asked if there will be overnight housing for the clients. Commissioner Stenberg said the application narrative says there will be overnight stays for hospitalized animals. Commissioner Semling asked about the east side of the parking lot. Graichen said it is a turn-around/maneuvering area to prevent backing motion onto N. 15th Street. Commissioner Semling asked if the site would have access off St. Helens Street in the future. Graichen said it would likely not.

Vice Chair Cary asked when the Corridor Master Plan recommended frontage improvements would be initiated, if not now. Graichen said they will be developed with large-scale, City-initiated projects. Graichen said in the past, the Commission decided to not require applicants to tear out already-built sidewalks in order to re-build them to the newer Corridor Master Plan standards. Graichen said that the required frontage improvements have to be proportional to the scale of the project. Vice Chair Cary noted they will be putting in street trees, but they will be behind the sidewalk, instead of in front of the sidewalk like the Corridor Master Plan recommends. Commissioner Cohen asked if the sidewalks will meet ADA requirements. Graichen said he thinks the existing sidewalks have ramps already.

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

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Chair to sign the Findings & Conclusions once prepared. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary, Commissioner Webster; Nays: None]

5) Discussion Items

5.A 50 Plaza Square Riverfront District Architectural Guidelines Recommendation

Graichen said the Commission is reviewing this proposal as the Historic Landmarks Commission (HLC). Graichen said a few months ago, the applicant applied to remove the cedar awning/canopy to restore the historic transom windows. Graichen went through the memo, as included in the packet. Commissioner Semling noted that having a window on the side might encourage an area to break in. Graichen said there may be challenges to install a new window on the side of the building, due to the proximity of the property line. Graichen said if they are able to get through building code challenges of window placement, there are recommended conditions regarding the design, as included in the memo.

Pugsley, Jennifer. Applicant. Pugsley noted that most businesses have wooden doors with a wooden kickplate on the bottom. That is her intention, even though the drawing does not reflect that. The only reason she may not install these doors is if they will not meet ADA requirements. Her overall goal is to renovate the building back to how it was when it was built in 1928, or as close as possible. She is excited about restoring the transom windows on the front. The window on the side will help bring in more natural light and to open up a view of the courthouse and river. Chair Hubbard asked about a skylight. Pugsley said it is a consideration, but may be too costly. Commissioner Cohen asked if putting a window on the side would affect the historic nature of the building. She said that side of the building used to be another building. Pugsley said the new window will match the rest of the building. Pugsley confirmed the use will be a real estate office.

Petersen, Al. Petersen asked if the doors would be wooden with kickplates. Graichen said it is the applicant's intention if ADA requirements can be met. Petersen made suggestions about the specifications of the door to solve the ADA issue. Regarding the window on the side, Petersen said there could be a deed restriction that states if something were to be built on the County's vacant property, the window would have to be removed. An easement may also make the window possible. The fact that the adjacent property is a County-owned "park" may also help. Petersen said the main façade restoration is the most important. Graichen said the applicant will have future discussions with the Building Official about the various options for the window.

Chair Hubbard noted that the font size seems large for the sign. Pugsley said she was scaling the text to the size of the glazed brick. Graichen said the sign can be up to eight percent of the facade of the building. The Architectural Guidelines state the sign should be proportional to the scale of the building. Graichen said the HLC could recommend a smaller font size.

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously recommended approval of the building permit with the three conditions as presented in the memo and recommended approval of the sign permit with the addition that staff consider the proportionality of the sign letters to the negative space surrounding the letters. [AYES: Vice Chair Cary, Commissioner Cohen, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

5.B Commission Term Expirations Update

Graichen said there have been no applications submitted for the two commissioner terms that are expiring. The deadline for submitting an application is Friday, December 14. Graichen would like a motion to recommend to Council renewal of Commissioner Semling and Commissioner Webster's terms, assuming no other applications are received by December 14. If an application is received, the interview committee will be convened, and this motion will become invalid.

Motion: Upon Commissioner Stenberg's motion and Commissioner Webster's second, the Planning Commission unanimously recommended to Council renewal of Commissioner Semling and Commissioner Webster's terms, if no applications are received by December 14, 2018. [AYES: Vice Chair Cary, Commissioner Cohen, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

6) **Acceptance Agenda: Planning Administrator Site Design Review**

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

7) **Planning Director Decisions**

Vice Chair Cary asked where 175 Bowling Alley is. Graichen said it used to have a Sykes Road address, but was changed to Bowling Alley at the request of the Fire Marshall for emergency response. It is property located behind the Bowling Alley. Graichen said the Temporary Use Permit process is being used for food truck pods, in addition to singular food trucks. Commissioner Lawrence clarified the term limits for food trucks. Commissioner Webster clarified parking requirements. Chair Stenberg likes the idea of food truck and food truck pods because it offers an opportunity for businesses to get started.

8) **Planning Department Activity Report**

8.A **October Planning Department Report**

8.B **November Planning Department Report**

There were no comments.

9) **For Your Information Items**

Graichen said there is a tentatively scheduled Planning Commission/City Council Joint Work Session meeting scheduled for February 20, 2019, at 6 p.m. for the Riverfront Connector Plan. Vice Chair Cary asked about the wetland delineation for the City-owned former Boise site. Vice Chair Cary wanted to make sure the consultant would include wetlands that may not be identified in the Local Wetland Inventory. Councilor Carlson asked about tree preservation for the trees outside of the wetlands. Graichen said a tree plan would be required for tree harvesting. The tree plan would be in place to prevent clear cutting and to make sure the tree canopy is not reduced.

10) **Next Regular Meeting - January 8, 2019**

11) **Adjournment**

There being no further business before the Planning Commission, the meeting was adjourned at 9:48 p.m.

Respectfully submitted,

*Jennifer Dimsho
Associate Planner*

City of St. Helens
Housing Needs Advisory Committee Meeting #1
HB 4006 Public Meeting
December 11, 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, Chair

Members Absent: None

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Associate Planner

Councilors Present: Ginny Carlson, City Council Liaison

Others Present: Todd Chase, FCS Group
Tim Wood, FCS Group
Judy Johnson
Michelle Brooks
Rich Bailey
Shauna Stroup-Harrison
Julia Jackson
Howard Blumenthal
Molly & Jack Hruska
Jennifer Pugsley
Jane Garcia
Linda Pritchett
Jennifer Anderson
Stephen Hanson

Introduction

The Housing Needs Advisory Committee meeting was called to order by Chair Hubbard at 6:00 p.m. City Planner Jacob Graichen provided a brief introduction of the Housing Needs Analysis (HNA) and House Bill (HB) 4006 process. He informed the attendees that the study is being funded by Oregon Department of Land Conservation and Development (DLCD) in part because of the current level of severely rent burdened households in the City.



Presentation

Todd Chase, FCS GROUP, provided a summary of the overall project schedule, list of tasks/action items, and project background. Todd noted that the St. Helens Planning Commission would be acting as the Advisory Committee for the HNA process.

Tim Wood, FCS GROUP, summarized the findings from the Task 2 Housing Needs Projections using supporting tabular materials from the Task 2 memorandum and Powerpoint presentation. This meeting's agenda, sign-in sheet, Powerpoint presentation, and audio recording is on file at the City of St. Helens

Chase noted that the draft baseline housing needs forecast summarized in the December 10, 2018 memorandum assumes the need for 1,398 net new housing units (plus additional group quarters housing to house approximately 92 people) over the next 20 years. He said additional housing need forecast scenarios could be developed to take into account pent up demand or local objectives to support targeted development types (such as apartments or manufactured housing parks). Such scenarios should be included as part of the Task 4 Residential Land Needs forecast discussion.

Chair Hubbard asked why townhomes and plexes were considered separately from multifamily dwelling units. Chase responded that the U.S. Census separates housing by type in part because the structural and building/fire code requirements for single family attached units (two to four units per structure) is different than for multifamily units with five or more units per structure. Chase said both types of housing appeal to different households at varying price and density levels.

Commissioner Stenberg commented that there are few options for senior housing in St. Helens and requested that FCS GROUP keep that in mind as they go forward in the analysis. Chase said that there could be a housing scenario where additional senior housing developments are added to the baseline scenario.

Public Input

- **Johnson, Judy.** Johnson is a local resident. She noted that she has observed over time that good paying jobs have been replaced by low paying service jobs in the local area, and that may be a reason why income levels are low and poverty rates are high in St. Helens. She also indicated that low income apartment rents doubled after remodels. Councilor Ginny Carlson noted that some workforce housing/apartments were converted to Northwest Oregon Housing Authority (NOHA) affordable housing, which bumped rents up to the minimum NOHA rates, citing rent increases from \$890 to \$1,290 for same size units.
- **Brooks, Michelle.** Brooks asked about the ability of the HNA to address tiny homes. Graichen responded by indicating that the City is considering a new provision in the zoning code that would allow cottage homes and that the City is committed to accommodating a wide variety of housing. Graichen also noted that the City recently adopted a new Auxiliary Dwelling Unit (ADU) provision that makes providing ADUs easier than in the past.
- **Bailey, Rich.** Bailey is a local builder and contractor. Bailey commented about the high cost of housing construction. He indicated that a combination of increasing construction costs, permitting costs, fees, SDCs and unique environmental factors (i.e., hard rock, wetlands) are driving up the cost of creating buildable lots in the City to about \$200,000 or more per lot. Bailey requested that the City utilize this process to consider ways to lower development costs, such as revising wetland mitigation requirements, changing zoning to allow more townhomes, and lowering, deferring, or

waiving SDCs for affordable housing developments. Bailey also indicated that the availability of vacant buildable lots is scarce in the city once you take into account development constraints.

- **Stroup-Harrison, Shauna.** Stroup-Harrison is a local resident and realtor. She expressed concern over the demand now created by Portland residents that are moving to exurbs like St. Helens in search of more affordable single family housing. She noted that the state's requirement to accommodate 20 years of housing demand will result in thousands of people moving to St. Helens and that would lead to reduced quality of life for everyone here as it would place significant demand on scarce resources. She indicated that grocery stores and CC Rider transit service, in particular, are inadequate. She asked if the City-owned Millard Road property would be considered in the HNA. Graichen said this process will help inform the future zoning of the property.

No additional oral testimony was received. Associate Planner Jennifer Dimsho noted that there are comment cards near the sign-in sheet if anyone prefers to provide written testimony.

Chase indicated that this input will help the project team refine the draft baseline housing needs forecast scenario. At the next scheduled HNA Advisory Committee meeting on February 12, FCS GROUP will present the draft Buildable Land Inventory (Task 3) and begin to compare that with the draft Residential Land Needs findings (Task 4).

□

House Bill (HB) 4006 Meeting

The House Bill (HB) 4006 meeting was called to order by Chair Hubbard at 6:37 p.m. Graichen asked if anyone would like to speak regarding the causes and consequences of severe rent burdens within the City, the barrier to reducing rent burdens, and possible solutions.

- **Jackson, Julia.** Jackson is the Executive Director of Columbia Community Mental Health. She reported that since April 2017, there have been 206 clients that reported being transient or homeless. There are currently 150 clients that are transient or homeless in the local area. She noted that there are certainly more because they may be living with family and/or do not consider themselves homeless. She said 16 temporary housing shelter units are being constructed by Community Action Team, which will help, but does not come close to addressing the extent of the problem. She suggested that her organization would like to work with the City and other partners to provide transitional housing for those experiencing mental health issues. She noted that her organization has data to help understand the landscape of the mental health issues facing Columbia County and St. Helens, and that her organization owns land that could be developed for transitional/homeless and/or special needs housing. They are working on securing funding and will be meeting with Oregon Behavioral Health to discuss partnering.

No one else provided testimony. There being no further business, the HB 4006 meeting was adjourned at 6:47 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Conditional Use Permit CUP.5.18, Sensitive Lands Permit SL.6.18**

DATE: January 2, 2019
TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner
 Jennifer Dimsho, Associate Planner

APPLICANT: Pebbles Stone
OWNER: Same

ZONING: Apartment Residential, AR
LOCATION: 2353 & 2355 Columbia Blvd.
PROPOSAL: Establish child care facility/day nursey in two existing buildings

The 120-day rule (ORS 227.178) for final action for this land use decision is **March 27, 2018**.

SITE INFORMATION / BACKGROUND

The site is developed with three buildings, one detached single-family dwelling, a detached garage, and a building that used to be a former salon. The salon building has an existing deck. The site is accessed from Columbia Blvd. which has frontage improvements (sidewalks and curb). Much of the property is paved with asphalt for use as parking, but it is unstriped. A portion of the former salon (pictured on the next page) is in the “area of special flood hazard” (100-year floodplain) with a smaller portion actually in the floodway. The proposal is to covert the dwelling and former salon to a childcare facility to serve children under 12 years of age.



Existing single-family dwelling to be converted. Paved parking area in front of house and to right leads to an existing garage.



Paved parking behind the dwelling and yard. Existing garage seen to right, existing dwelling to the left.



Formerly salon building to be renovated as part of Phase 2.



Wrap-around deck attached to former salon building. Photo taken from Milton Creek Bridge. A portion of this building is in the floodway.

The proposal includes two Phases:

Phase 1—Classroom #1: Conversion of detached single-family dwelling (2355 Columbia Blvd.) to proposed use, with one classroom therein. Add parking per site plan and related site improvements.

Phase 2—Classrooms #2 and #3: Conversion of former hair salon building (2353 Columbia Blvd.) to proposed use and adding second classroom to 2355 Columbia Boulevard. Remove existing garage and add additional parking per site plan and related site improvements.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: January 8, 2019 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on December 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 December 26, 2018.

AGENCY REFERRALS & COMMENTS

As of the date of this staff report, no agency referrals/comments have been received that are pertinent to the analysis of this proposal have been received.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.100.040(1) - CUP Approval standards and conditions

(1) The planning commission shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the following criteria:

(a) The site size and dimensions provide adequate area for the needs of the proposed use;

- (b) The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features;
- (c) All required public facilities have adequate capacity to serve the proposal;
- (d) The applicable requirements of the zoning district are met except as modified by this chapter;
- (e) The supplementary requirements set forth in Chapter [17.88](#) SHMC, Signs; and Chapter [17.96](#) SHMC, Site Development Review, if applicable, are met; and
- (f) The use will comply with the applicable policies of the comprehensive plan.

(a) This criterion requires that the site size and dimensions provide adequate area for the needs of the proposed use.

Finding: The site appears to be large enough to accommodate needed parking and areas for childcare.

(b) This criterion requires that the characteristics of the site be suitable for the proposed use.

Finding: There is no evidence to the contrary, given compliance with rules relating to the area of special flood hazard and floodway.

(c) This criterion requires that public facilities have adequate capacity to serve the proposal.

Finding: This is an existing development that is already served with water and sewer. There is no evidence that public facilities are inadequate for this proposal.

(d) This criterion requires that the requirements of the zoning district be met except as modified by the Conditional Use Permit (CUP) chapter.

Finding: The property is zoned Apartment Residential. “Children’s day care/day nursery” is listed as a conditionally permitted use in this zoning district.

(e) This criterion requires analysis of the sign chapter and site design review chapter.

Findings:

With regards to signs, any new sign or modified sign shall require a sign permit per Chapter 17.88 SHMC.

With regards to site development review standards, as the site is developed with two existing buildings and a paved parking area, many aspects don’t apply. The noteworthy aspects are as follows:

With regards to off-street parking, minimum off-street parking for this use is five spaces, plus one per classroom. At full buildout, the applicant proposes three classrooms (two in the existing

dwelling and one in the former salon). Therefore, 8 parking spaces, including 1 ADA space, is the minimum off-street parking requirement at full buildout. Phase 1 only proposes 1 classroom in the existing dwelling. Therefore, only 6 parking spaces, including 1 ADA space, is required for Phase 1. In order to accommodate 8 spaces for Phase 2 (full buildout), the existing garage will be removed and 2 additional off-street parking spaces will be striped. 1 lockable bicycle parking space is also required.

In addition to normal parking space markings, compact spaces shall be signed or marked to indicate “compact.” Up to 40% of spaces may be compact. Proposal for each Phase complies.

Wheel stops are required along the boundaries of the parking lot adjacent to landscaped areas or sidewalks. Wheel stops should be at least 4 inches high and located 3 feet back from the front of the parking stall. Will be required as necessary.

With regards to access, egress, and circulation, improved walkways to the entrances are already in place. Existing driveway approach is in place. Parking lot is designed such that vehicles would not have to back into Columbia Blvd. for egress.

With regards to landscaping and screening, screening of parking lots larger than three spaces is required.

Along the front property line, there is existing screening in the form of a mature arbor vitae. There is an approximately 4 ft. fence with slats along only a portion of the west property line. Additional screening along the west property is needed.

Along the rear property line, there is a natural berm with overgrown vegetation. No fence is visible. If the removal of overgrown vegetation reveals that topography provides a natural screen, fencing or landscaping may not be needed. Otherwise, additional screening is needed to screen the rear parking lot from view.

If a fence is used as screening, a minimum of 5-foot fence with slats to provide continuous sight-obscuring shall be used. Note, max fence height allowed in a residential zone is 6 feet. Landscaping in the form of hedging or arbor, similar to the screening in the front, can also be used.

Any new service facility, such as air conditions that are visible from the parking area or public street shall be screened. The parking lot/perimeter screening may satisfy this requirement in this case.

A refuse container or collection area is not shown on the plans. Any refuse container or collection area (if proposed) is required to be screened (e.g. trash enclosure) from any areas visible from public streets, parking lots, or residential and commercial areas.

(f) This criterion requires compliance with the applicable policies of the Comprehensive Plan.

Finding: The Commission shall use the CUP approval standards below to ensure compliance with the Comprehensive Plan.

SHMC 17.100.040(3) - CUP Approval standards and conditions

(3) The planning commission may impose conditions on its approval of a conditional use, which it finds are necessary to ensure the use is compatible with other use in the vicinity. These conditions may include, but are not limited to, the following:

- (a) Limiting the hours, days, place, and manner of operation;
- (b) Requiring design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor, and dust;
- (c) Requiring additional setback areas, lot area, or lot depth or width;
- (d) Limiting the building height, size or lot coverage, or location on the site;
- (e) Designating the size, number, location, and design of vehicle access points;
- (f) Requiring street right-of-way to be dedicated and the street to be improved;
- (g) Requiring landscaping, screening, drainage and surfacing of parking and loading areas;
- (h) Limiting the number, size, location, height, and lighting of signs;
- (i) Limiting or setting standards for the location and intensity of outdoor lighting;
- (j) Requiring berming, screening or landscaping and the establishment of standards for their installation and maintenance;
- (k) Requiring and designating the size, height, location, and materials for fences; and
- (l) Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, and drainage areas.

Discussion: These are items the Commission may consider for this proposal.

Finding: To be determined by the Commission.

* * * * *

Sensitive Lands approval standards and conditions.

This proposal impacts at least the following sensitive land types known to be on the subject property:

- Wetlands including those regulated by other agencies such as the US Army Corps of Engineers and/or the Oregon Division of State Lands; and/or designated as significant by the City (Chapter 17.40 SHMC), including riparian areas.
- Area of special flood hazard (Chapter 17.46 SHMC).

Wetlands/Riparian areas. The site abuts Milton Creek. Pursuant to Chapter 17.40 SHMC, Milton Creek is a significant stream with a 50' upland protection zone.

Findings: The site was developed long prior to 2003 when the City's wetland and riparian regulations took effect. No further improvements (including paving) are proposed in proximity to Milton Creek. Thus, no issue with Chapter 17.40 SHMC.

SHMC Chapter 17.46 – Floodplains & Floodways

With existing buildings that appear to be in the “area of special flood hazard” or 100-year floodplain, we need to determine if the flood rules are triggered (e.g., is it a “substantial improvement”) and what flood development standards apply (residential v. non-residential).

These details are address below, except the application indicates non-residential use only (it doesn't specify any related residential use), thus the non-residential standard would apply. This is important as the residential standard is more restrictive. This Sensitive Land Permit doesn't allow residential use.

The subject property is identified as being within a Special Flood Hazard Area (SFHA) as identified by FIRM Map No. 41009C0452D. The property is covered by flood zone AE (100 year flood) and the floodway associated with Milton Creek.

SHMC 17.46.040(3)(c) – Information to be obtained and maintained

(i) Where base flood elevation data is provided through the flood insurance study, FIRM, or as required in subsection (3)(b) of this section, obtain and record the actual (as-built) elevation (in relation to mean sea level based on the North American Vertical Datum of 1988 (NAVD 88)) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.

(ii) For all new or substantially improved floodproofed structures where base flood elevation data is provided through the flood insurance study, FIRM, or as required in subsection (3)(b) of this section:

(A) Verify and record the actual elevation (in relation to mean sea level based on the North American Vertical Datum of 1988 (NAVD 88)) to which the structure was floodproofed, and

(B) Maintain the floodproofing certifications required in subsection (1)(b)(iii) of this section.

(iii) Maintain for public inspection all records pertaining to the provisions of this chapter.

Applicant submitted a “pre-construction” Elevation Certificate (EC) as required by the City to determine the exact Base Flood Elevation of the site. **The BFE is 105.8' (based on the NAVD 1988 elevation datum).** Both buildings have portions below the BFE; they are both within the floodplain and not elevated or otherwise comply with current regulations.

Substantial improvement. This is a key driver of floodplain regulations in this case. It is defined as:

“Substantial improvement” means reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed.

Phase 1 includes the detached single family dwelling (2355 Columbia Boulevard) and Phase 2, the former hair salon building (2355 Columbia Boulevard) and 2355 Columbia Boulevard as described towards the beginning of this report.

2355 Columbia Boulevard has a 2018-2019 assessed value of \$132,510. The applicant provided a summary of expenses for this building that totals \$74,398.49. Classroom #2's expense of that is \$10,044.82. Thus the estimated building improvements for Phase 1 are about \$64,353.67 or about 49% of the assessed value.

This comes very close to the "substantial improvement" threshold for Phase 1. Phase 2 appears to qualify as a substantial improvement.

In addition, Phase 2 includes 2353 Columbia Boulevard. This building has a 2018-2019 assessed value of \$20,010. The applicant did not provide a breakdown of the costs associated with this building but provided preliminary figures that exceeds its assessed value. Thus, substantial improvement appears to apply to this building.

A new Sensitive Lands Permit will be required for Phase 2 to address the flood requirements that apply at that time. Unless further evidence suggests otherwise, Phase 1 doesn't trigger flood regulation compliance of the buildings.

Floodway. New encroachment in a floodway, even excavation, needs to be evaluated to determine if it will result in a rise of floodwaters downstream. In this case, improvements (e.g., the deck of the former hair salon) predate flood rules. At this time, no change is proposed. Any change would require a new sensitive lands permit.

CONCLUSION & RECOMMENDATION

Based upon the facts and findings herein, staff recommends approval of this Conditional Use Permit and Sensitive Lands Permit with the following conditions:

1. This **Conditional Use Permit** approval shall be valid for a one-and-one-half year period from the date of approval pursuant to SHMC 17.100.030. If a Building Permit is issued for Phase 1 as depicted on the site plan, this CUP may be valid for 18 additional months for Phase 2, from the date that permit is issued, provided:
 - a. Phase 1 is completed in accordance with all permits or the Building Permit for Phase 1 has not expired; and
 - b. The development and occupancy of any Phase is not dependent on the use of temporary public facilities; and
 - c. The Phased development will not result in requiring the city or other property owners to construct public facilities that were required by approved development proposal.
 - d. CUP time extension(s) may only be allowed for Phase 2, given compliance with the criteria under this condition and those of SHMC 17.100.030.

Notwithstanding any validity period or time extension, **any portion or Phase of this CUP that is not vested by a development permit, shall be void three years from the date of the original decision of this CUP.** Nothing under this condition is intended to preclude owner/developer from acting on both Phases simultaneously.

2. The following shall be required prior to any development or building permit issuance:

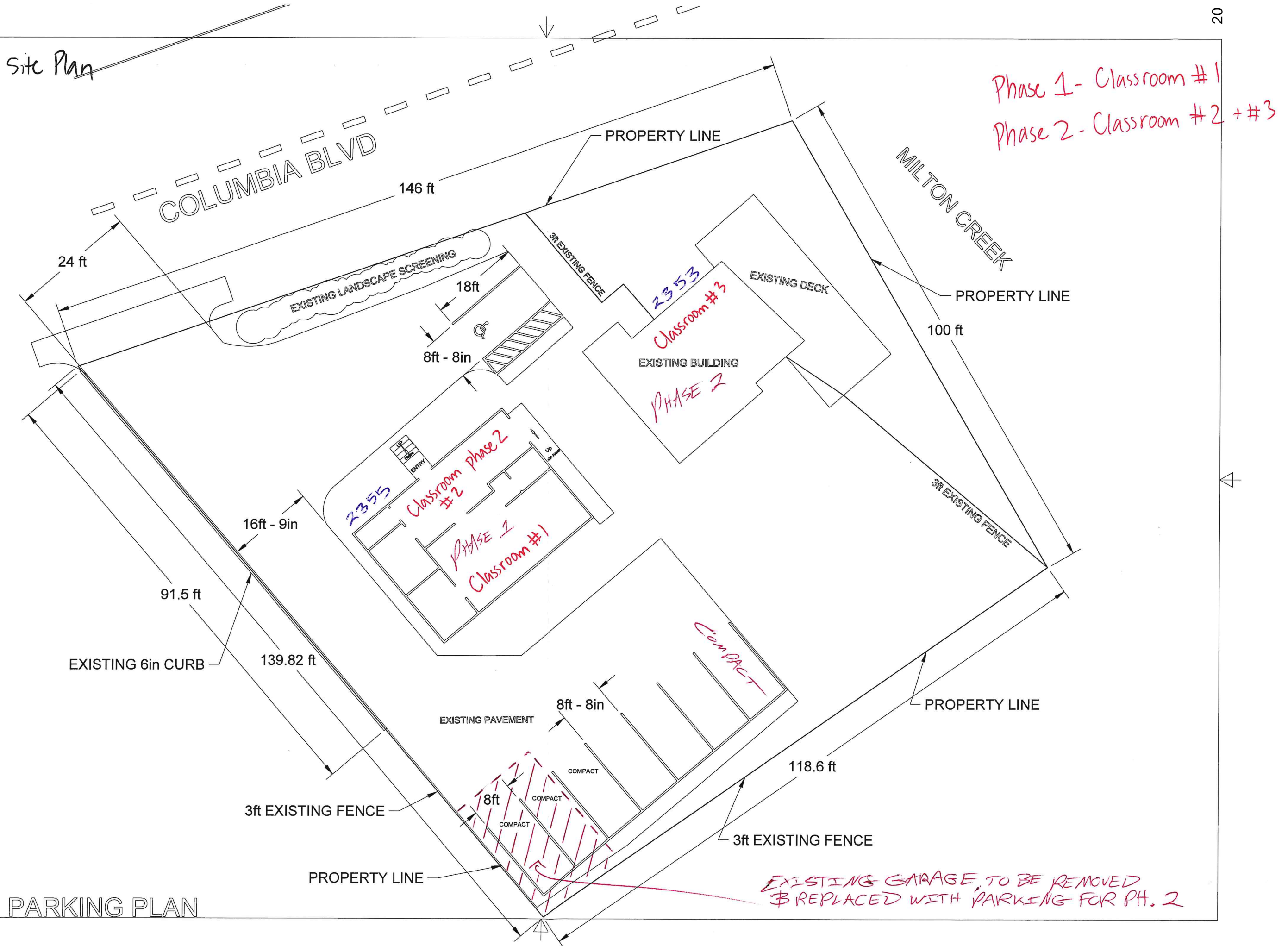
The method of screening the west and south property lines shall be approved by the City. Approved method shall be documented and apply to the development/building permit as applicable and condition 3.a.

3. The following shall be required prior to Certificate of Occupancy, final inspection (if no Certificate of Occupancy is required) by the City Building Official, or commencement of the proposal:
 - a. All improvements necessary to address the requirements herein, and in accordance with revised approved plans, shall be in place.
 - b. New parking spaces shall be provided, striped, and signed in accordance with the approved site plan. Any change to layout subject to City review and approval. This also includes:
 - i. Wheel stops (at least 4" high, and back three feet from front of parking stalls) are required for parking spaces adjacent to walkways or landscaped areas.
 - ii. Disabled person parking space shall comply with local, State, and Federal standards.
 - iii. In addition to normal parking space markings, compact spaces shall be signed or marked to indicate "compact."
 - iv. One lockable bicycle parking space is required.
 - c. For Phase 1, if there is evidence that the cost of the improvements to that building constitutes a "substantial improvement" per Chapter 17.46 SHMC, all applicable regulations and floodplain related improvements shall be completed. In addition, a post construction Elevation Certificate will be required.
4. For Phase 2, new Sensitive Lands permitting will be required prior to any development permit issuance to meet the requirements of Chapter 17.46 SHMC and other chapters as applicable.
5. Screening shall provide continuous sight-obscuring of the off-street parking areas from view. This screening may satisfy other screening requirements such as trash enclosure (Condition 7) and low lying service facilities and equipment (Condition 8).
6. This approval is for the establishment of use of the site as a childcare facility with no residential use.

7. Refuse container or collection area (if proposed) is required to be screened (e.g.) trash enclosure.
8. Any **new** service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area shall be screened, regardless if such screening is absent on any plan reviewed by the City. This includes but is not limited to ground mounted, roof mounted or building mounted units. See SHMC 17.72.110(2).
9. Any artificial lighting of the site shall be designed such that there will be no glare into nearby public rights-of-way or residences.
10. Any **new** sign requires a sign permit prior to installation, pursuant to Chapter 17.88 SHMC.
11. Any new utilities shall be underground. Existing overhead utilities may remain above ground provided there are no new poles.
12. Any requirement of the Fire Marshall as it applies to this proposal shall be met.
13. Any new or altered encroachment in the floodway will require new Sensitive Lands permitting.
14. Owner/applicant and their successors are still responsible to comply with the City Development Code (SHMC Title 17). In addition, this approval does not exempt the requirements of or act as a substitute for review of other City departments (e.g. Building and Engineering) or other agencies.

Attachments: *Site Plan*

CVP. 5.18 Site Plan



Comparison of Land Use Actions by Year

Planning Commission Public Hearings & Planning Administrator Decisions

Land Use Action	2010	2011	2012	2013	2014	2015	2016	2017	2018
Accessory Structure	1	1	1	1	2	3	6	8	7
Amended Land Use Decision	0	1	2	3	0	2	1	1	1
Annexation (Processed)	1	1		0	2	0	1	2	2
Annexation (Submitted, Not Processed)		2	0	4	1	0	1	0	1
Appeals	0	1	0	2	0	1	1	1	1
Map/Text Ammendment	4	2	1	0	1	4	4	2	2
Conditional Use Permit	2	1	1	3	2	6	7	6	5
Conditional Use Permits/Minor Modif.	2	0	1	1	0	0	0	1	0
Development Agreement	0	0	0	0	0	0	0	0	1
Expedited Land Division	0	0	0	0	0	0	0	0	0
Extension of Time	2	0	0	0	1	2	1	1	4
Historic Site Review	0	0	0	0	0	0	1	0	0
Home Occupations, Type I*	18	13	18	11	13	9	11	16	18
Home Occupations, Type II	6	5	9	5	6	1	4	1	3
Lot Line Adjustment	2	1	3	0	0	0	3	3	3
Non-Conforming Use Determination	1	0	0	0	0	0	0	0	0
Partition	0	0	0	0	0	2	2	2	6
Planned Development	0	0	0	0	0	0	0	0	1
Revocation	0	0	0	0	0	0	0	0	0
Sensitive Lands Permit	0	1	2	3	2	0	4	3	4
Sign Permit	30	31	34	35	32	35	24	34	23
Sign Exception/Variance	0	0	0	1	0	0	0	0	6
Site Design Review	4	2	4	5	2	6	4	7	6
Site Design Review (Minor)	10	15	11	9	6	5	6	8	10
Site Design Review (Scenic Resource)	0	1	0	3	1	1	4	0	1
Subdivisions	0	0	1	2	0	0	1	3	2
Subdivision Final Plat Approval	0	0	0	1	1	0	0	0	3
Variances	1	3	4	5	3	4	9	7	6
Temporary Use Permits	7	10	7	2	3	4	2	5	13
Tree Removal Permit		1	0	0	0	0	1	1	0
Other Public Hearing Subjects (i.e. Periodic Review)	0	0	0	0	0	0	0	0	0
Columbia County Referrals	6	4	3	3	0	0	0	9	5
Total Land Use Actions	97	96	102	100	78	85	97	121	134

*Ord. No. 3232 made HOIs exempt from permitting in 9/18

2018 Year End Summary
Planning Commission & Planning Administrator Land Use Actions
Planning Commission Work Sessions, Discussions & Interpretations

Accessory Structure		Annexation	
1. Maria Pena & Yesenia Felix (S. 13th Street) 2. Hugh & Becky Fitzgerald (Magnolia Cir.) 3. Stacy & Scott Pieper (Willie Lane) 4. Juan & Filipina Ortiz (Elizabeth Lane) 5. Richard Erickson (West Street) 6. Josh Hafner (S. 8th Street) 7. John & Teresa Leonard (Pittsburg Road)		1. Eric & Linda Zahl (Barrick Lane)	
Appeal		Comprehensive Plan/Zone Map Amendment	
1. Robert Lee & Robert Lucas (St. Helens Street)		1. Rocky Allen (Firlock Park Blvd.) 2. City of St. Helens (Various)	
Conditional Use Permit		Conditional Use Permits (Minor Modifications)	
1. Elliot Michael (S. 1st Street) 2. Multi Tech Engineering (Matzen & McBride Street) 3. Robert Lee (St. Helens Street) 4. Frank Robison Vet. Service LLC (Columbia Blvd.) 5. Pebbles Stone (Columbia Blvd.)		1.	
Extension of Time		Home Occupations, Type II*	
1. Dan Hatfield (N. 15th Street) 2. 3J Consulting, Inc. (Elk Meadows Drive) 3. Wayne Weigandt (Vernonia Road) 4. St. Helens Church of the Nazarene (Gable Road)		1. Jeffrey Freese (Shore Drive) 2. Charles Hildrith (Mango Street) 3. Viki & Mark Overbay (Whitetail Ave.) *Post Ordinance 3232 - Type II are just Home Occs	
Home Occupations, Type I**		Tree Removal Permit	
1. Reyes Navarro (Wyeth Street) 2. John Stermer (Madrona Ct.) 3. Jeffrey Smith (N. 1st Street) 4. Lilia Estanislao (Columbia Blvd.) 5. Cheri Elliott (S. 3rd Street) 6. Cheri Elliott (Columbia Blvd.) 7. Mathieu Douglass (Sykes Road) 8. Nathan Peterson (Ethan Lane) 9. Heather Gillis (S. 16th Street) 10. Josh & Sarah Pattillo (Darcy Street) 11. Robert Wilson (N. 6th Street) 12. Chad England (S. 6th Street) 13. Melissa Stewart (S. 17th Street) 14. John Mayer (Grey Cliffs Court) 15. Jeffrey MacDannald (Oregon Street) 16. Terry Hansen (Alexandra Lane) 17. Mike Laird (Harper Lane) 18. Anna Blancas (N. 9th Street) **Ordinance 3232 Removed Type I Home Occ.		1.	

Lot Line Adjustment		Partition	
1. Oeggy & David Hoxsey (Windy Ridge Drive)		1. City of St. Helens (Kaster Road)	
2. 3J Consulting, Inc. (Elk Meadows Drive)		2. John Luttrell (N. 12th Street)	
3. Arthur Pochert (St. Helens Street)		3. John Luttrell (S. 2nd Street)	
		4. John Luttrell (N. 9th Street)	
		5. Peter Frank (Deer Island Road)	
		6. Brad Weigandt (S. 16th Street)	
Sign Permit		Sensitive Lands Permit	
1. Stan & Nancy Girard (Columbia Blvd.)		1. Kessi Engineering & Consulting (Sykes Road)	
2. Dianna Holmes (Columbia Blvd.)		2. Gable Road LLC (Gable Road)	
3. Composites Universal Group (Old Portland Road)		3. Neil Kelly Company (Shore Drive)	
4. St. Helens Youth Football (Columbia Blvd.)		4. Brian & Shannon Vaerewyck (DuBois Lane)	
5. Amani Center (Columbia Blvd.)			
6. Anthony Vanella & Ryan Drake (Columbia Blvd.)			
7. St. Helens Bible Church (Millard Road)			
8. St. Helens Kiwanis Club (Columbia Blvd.)			
9. Lower Columbia Engineering LLC (McNulty Way)			
10. Columbia County Fairgrounds (Columbia Blvd.)			
11. Ramsay Signs (Gable Road)			
12. Ramsay Signs (Gable Road)			
13. Ramsay Signs (Gable Road)			
14. NW Antique Airplane Club (Columbia Blvd.)			
15. Security Signs, Inc. (S. Columbia River Hwy)			
16. Heather Epperly Agency, Inc. (Columbia Blvd.)			
17. Donna LeBleu (Columbia Blvd.)			
18. Integrity Signs Oregon (S. Columbia River Hwy)			
19. Integrity Signs Oregon (S. Columbia River Hwy)			
20. CRFR /Toy & Joy (Columbia Blvd.)			
21. St. Helens PD (Columbia Blvd.)			
22. City of St. Helens (Old Portland Road)			
23. Clark Signs (S. Columbia River Hwy)			
Site Design Review (Major)		Unlisted Use	
1. Nathan Sasaki (Columbia River Hwy)		1.	
2. Josh Daoust (Sykes Road)			
3. Kert Nass (Columbia River Hwy)			
4. AKAAN Architecture & Design (Columbia Blvd.)			
5. Mighty 6, LLC (Renton Ave.)			
6. Gary Kervin (Old Portland Road)			
Site Design Review (Minor)		Nonconforming Use Determination	
1. Verizon Wireless (Milton Way)		1.	
2. Lower Columbia Engineering LLC (McNulty Way)			
3. Doug Alley (N. 10th Street)			
4. Velocitel (Milton Way)			
5. Crown Castle (Port Ave.)			
6. City of St. Helens (River Street)			
7. City of St. Helens (S. 18th Street)			
8. Columbia County Jail (Port Ave.)			
9. City of St. Helens (S. 13th Street)			

10. Sunset Equipment (Port Ave.)

Variance		Temporary Use Permit	
1.	Hugh & Becky Fitzgerald (Magnolia Cir.)	1.	Cascade Tissue Group (Kaster Road)
2.	St. Helens Bible Church (Millard Road)	2.	TNT Fireworks (Gable Road)
3.	John Leonard (Pittsburg Road)	3.	Juana Macias (S. Columbia River Highway)
4.	Robert Johnson (Deer Island Road)	4.	Mark & Lynn Braun (Grey Cliffs Court)
5.	Robert Johnson (Deer Island Road)	5.	Bethel Fellowship (S. Columbia River Highway)
6.	Robert Johnson (Deer Island Road)	6.	Shoestring Community Players (S. 1st St. & Strand St.)
		7.	Cheryl Breslin (S. Columbia River Highway)
		8.	Columbia County Pod LLC (Bowling Alley)
		9.	Faster Permits (Fairfield Ct.)
		10.	Faster Permits (Fairfield Ct.)
		11.	I&E Construction (Matzen St.)
		12.	Pellham Cutting LLC (Milton Way)
		13.	Adam Sailer (Helens Way)
Historic Resource Review		Columbia County Referral	
1.		1.	AKAAN (58646 McNulty Way)
		2.	Kearsley (Ross Road)
		3.	Comer (Old Portland Road)
		4.	Prettyman (Morse Road)
		5.	Hill (Pittsburg Road)
Scenic Resource Review		Subdivision	
1.	John Luttrell (S. 2nd Street)	1.	Kessi Engineering & Consulting (Sykes Road)
		2.	AKS Engineering & Forestry (N. Columbia River Hwy)
Subdivision (Final Plat)		Planned Development/Development Agreement	
1.	Multi Tech Engineering (Matzen & McBride Street)	1.	Kessi Engineering & Consulting (Sykes Road)
2.	Wayne Weigandt (Pittsburg Road)		
3.	St. Helens Assets LLC (Elk Meadows Drive)		
Auxiliary Dwelling Units			
1.			

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 12.27.2018

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

Met with the School District and their contractors about occupancy of the CCEC building. They want to have classes in their starting in January.

Provided guidance to PGE as they plan for a future substation in the former Boise white paper site (St. Helens industrial park) and a new transmission line to serve the site. If the reader of this memo doesn't already know, PGE has exclusive rights to serve this property (i.e., CRPUD cannot).

An interesting note I found from a OAPA conference in Bend in October. Bend has a population of approximately 100,000 people and a community development department of about 90 people. This is about 1:1,111 ratio. St. Helens has 2 or maybe 2.5 if you include some of the City Administrator, giving us a ratio around 1:5,200 to 1:6,500. Of course, Bend is growing fast.

See **attached** year end summary. Not surprising permit numbers are up for 2018. What this doesn't show is the magnitude of projects. Definitely more large projects in 2018 too, which will consume time into 2019.

The Planning Commission ad hoc interview subcommittee is anticipated to interview an applicant on December 28th.

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGM for a couple of food service units (food carts) at 2225 Gable Road (County File: DR 19-02). **See attached**. This is not included on the year-end summary because we received it late his month with surprise.

DEVELOPMENT CODE ENFORCEMENT

In the May report from earlier this year, I noted a "BIG shed issue" on West Street. This large shed, shown partially constructed in May is now gone as is a smaller shed constructed in the right-of-way that we observed after receiving complaints around 2012. Aside from the size of the BIG shed and permitting requirements and standards, it also obstructed the address.



PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

December 11, 2018 meeting (outcome): We had our first Housing Needs Analysis meeting. The Commission approved a Conditional Use Permit for a veterinarian building in the “Houlton hole.”

As the Historic Landmarks Commission, the commission reviewed and made recommendations as to some exterior improvements to 50 plaza.

The Commission also discusses term expirations; we thought we may not get any applicants as the deadline was the Friday after this Tuesday meeting. But, we ended up getting an applicant, so this will be an issue for future Commission agenda.

January 8, 2018 meeting (upcoming): The Commission will hold a public hearing for a Conditional Use Permit for a childcare facility at 2353 and 2355 Columbia Boulevard. Commissioner term expirations, end of year summary and chair/vice chair selection are also on the docket.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Routine data updates.

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

Comparison of Land Use Actions by Year

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Annexation (Submitted, Not Processed)		2	0	4	1	0	1	0	1
Appeals	0	1	0	2	0	1	1	1	1
Map/Text Ammendment	4	2	1	0	1	4	4	2	2
Conditional Use Permit	2	1	1	3	2	6	7	6	5
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Development Agreement	0	0	0	0	0	0	0	0	1
Expedited Land Division	0	0	0	0	0	0	0	0	0
Extension of Time	2	0	0	0	1	2	1	1	4
Historic Site Review	0	0	0	0	0	0	1	0	0
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Non-Conforming Use Determination	1	0	0	0	0	0	0	0	0
Partition	0	0	0	0	0	2	2	2	6
Planned Development	0	0	0	0	0	0	0	0	1
Revocation	0	0	0	0	0	0	0	0	0
Sensitive Lands Permit	0	1	2	3	2	0	4	3	4
Sign Permit	30	31	34	35	32	35	24	34	23
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Site Design Review	4	2	4	5	2	6	4	7	6
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Site Design Review (Scenic Resource)	0	1	0	3	1	1	4	0	1
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Tree Removal Permit		1	0	0	0	0	1	1	0
Other Public Hearing Subjects (i.e. Periodic Review)	0	0	0	0	0	0	0	0	0
Columbia County Referrals	6	4	3	3	0	0	0	9	5
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2018 Year End Summary
Planning Commission & Planning Administrator Land Use Actions
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Lot Line Adjustment		Partition	
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2.	3J Consulting, Inc. (Elk Meadows Drive)	2.	John Luttrell (N. 12th Street)
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		5.	Peter Frank (Deer Island Road)
		6.	Brad Weigandt (S. 16th Street)
Sign Permit		Sensitive Lands Permit	
1.	Stan & Nancy Girard (Columbia Blvd.)	1.	Kessi Engineering & Consulting (Sykes Road)
2.	Dianna Holmes (Columbia Blvd.)	2.	Gable Road LLC (Gable Road)
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20.	CRFR /Toy & Joy (Columbia Blvd.)		
21.	St. Helens PD (Columbia Blvd.)		
22.	City of St. Helens (Old Portland Road)		
23.	Clark Signs (S. Columbia River Hwy)		
Site Design Review (Major)		Unlisted Use	
1.	Nathan Sasaki (Columbia River Hwy)	1.	
2.	Josh Daoust (Sykes Road)		
3.	Kert Nass (Columbia River Hwy)		
4.	AKAAN Architecture & Design (Columbia Blvd.)		
5.	Mighty 6, LLC (Renton Ave.)		
6.	Gary Kervin (Old Portland Road)		
Site Design Review (Minor)		Nonconforming Use Determination	
1.	Verizon Wireless (Milton Way)	1.	
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6.	City of St. Helens (River Street)		
7.	City of St. Helens (S. 18th Street)		
8.	Columbia County Jail (Port Ave.)		
9.	City of St. Helens (S. 13th Street)		

10. Sunset Equipment (Port Ave.)

Variance		Temporary Use Permit	
1.	Hugh & Becky Fitzgerald (Magnolia Cir.)	1.	Cascade Tissue Group (Kaster Road)
2.	St. Helens Bible Church (Millard Road)	2.	TNT Fireworks (Gable Road)
3.	John Leonard (Pittsburg Road)	3.	Juana Macias (S. Columbia River Highway)
4.	Robert Johnson (Deer Island Road)	4.	Mark & Lynn Braun (Grey Cliffs Court)
5.	Robert Johnson (Deer Island Road)	5.	Bethel Fellowship (S. Columbia River Highway)
6.	Robert Johnson (Deer Island Road)	6.	Shoestring Community Players (S. 1st St. & Strand St.)
		7.	Cheryl Breslin (S. Columbia River Highway)
		8.	Columbia County Pod LLC (Bowling Alley)
		9.	Faster Permits (Fairfield Ct.)
		10.	Faster Permits (Fairfield Ct.)
		11.	I&E Construction (Matzen St.)
		12.	Pellham Cutting LLC (Milton Way)
		13.	Adam Sailer (Helens Way)
Historic Resource Review		Columbia County Referral	
1.		1.	AKAAN (58646 McNulty Way)
		2.	Kearsley (Ross Road)
		3.	Comer (Old Portland Road)
		4.	Prettyman (Morse Road)
		5.	Hill (Pittsburg Road)
Scenic Resource Review		Subdivision	
1.	John Luttrell (S. 2nd Street)	1.	Kessi Engineering & Consulting (Sykes Road)
		2.	AKS Engineering & Forestry (N. Columbia River Hwy)
Subdivision (Final Plat)		Planned Development/Development Agreement	
1.	Multi Tech Engineering (Matzen & McBride Street)	1.	Kessi Engineering & Consulting (Sykes Road)
2.	Wayne Weigandt (Pittsburg Road)		
3.	St. Helens Assets LLC (Elk Meadows Drive)		
Auxiliary Dwelling Units			
1.			

Planning Division
COURTHOUSE
ST. HELENS, OREGON 97051
Phone: (503) 397-1501 Fax: (503) 366-3902

RECEIVED

DEC 20 2018

CITY OF ST. HELENS

December 18, 2018

REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

NOTICE IS HEREBY GIVEN that **Brent Painter** has submitted an application for a **Type 1 Site Design Review** to allow the establishment of a food cart on the **0.74 acre-property** addressed at **2225 Gable Road** within the City of St. Helens' Urban Growth Boundary. The site contains an existing internet sales office and an improved parking area, is zoned for **General Commercial (C-3)** development and is associated with current Tax Map ID No. **4108-AD-00300. DR 19-02**

THIS APPLICATION IS FOR: (X) Administrative Review; () Planning Commission, Hearing Date:

PLEASE RETURN BY: 12/28/18

Planner: Hayden Richardson

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. _____ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. ☒ Please see attached letter or notes below for our comments.
3. _____ We are considering the proposal further, and will have comments to you by _____.
4. _____ Our board must meet to consider this; we will return their comments to you by _____.
5. _____ Please contact our office so we may discuss this.
6. ☒ We recommend denial of the application, for the reasons below: SEE ATTACHED MEMO DATED DEC. 27, 2018.


WE HAD A PRE-APPLICATION MEETING ON OCT. 4, 2018 & THE CITY PROVIDED A MEMO TO THE COMMENTS: COUNTY ON OCT. 5, 2018 STATING MANY OF THE CONCERNS WE HAVE NOW, INCLUDING THE BASIS FOR DENIAL. THERE WAS FURTHER DIALOG AMONGST CITY & COUNTY STAFF & THE APPLICANT IN OCTOBER. THERE WAS NO FURTHER DIALOG WITH THE CITY SINCE THEN, THIS SURPRISE ABOUT THIS APPLICATION TO THE COUNTY. SEE ATTACHED MEMO DATED DEC. 27, 2018.

Signed: [Signature] Printed Name: JACOB GRAECHEN
Title: CITY PLANNER Date: DEC. 27, 2018



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Hayden Richardson, Planner, Columbia County
 FROM: Jacob A. Graichen, AICP, City Planner 
 RE: Columbia County file DR 19-02
 DATE: December 27, 2018

This application doesn't meet the standards of the County's C-3 zoning district. It should be denied based on the units being mobile, contrary to the intent of design review for permanent uses, and not served directly by public water and sewer as required pursuant CCZO 814.1 via CCZO 825.

This application simply doesn't meet the County's standards. CCZO 201 seems to be very explicit about code compliance.

This proposal is also contrary to the City's practice of approving such use via its Temporary Use provisions. We are concerned about incompatible practices between the County and City.

* * *

However, if this proposal is approved including the resolution of all appeals, the following conditions should be considered:

1. The food carts shall be fixed to a permanent foundation of sorts so as to not be portable/mobile and be served directly by public water and sewer pursuant to CCZO 814.1 via CCZO 825.
2. Connection to a City utility (water and/or sanitary sewer) requires a consent to annexation to be applied for and recorded in the County Clerk deeds records prior to connection(s). This is in addition to permits and other related fees associated with the connection(s).
3. Landscaping around the perimeter of the improved parking lot shall be installed to visual soften the hardscape. Landscaping plants shall include a balance of vertical and low lying plants.
4. Off-street parking, vehicle maneuvering areas and pedestrian walkways related to this use shall be paved.
5. Use of existing Gable Road accesses is acceptable to the City provided they were legally permitted by the County prior to the City taking jurisdiction of this segment of Gable Road.
6. Any sign permit issued by the County shall comply with the City's standards.

7. No improvements allowed within a public right-of-way. Except, the City may allow landscaping in the right-of-way at its discretion. This does not guarantee the City's allowance of such. City approval required for any improvement or other impact to its rights-of-way.
8. The site plan needs to be revised/validated as follows:
 - a. As applicable per 1-7 above.
 - b. The location of the right-of-way boundaries in relation to other existing improvements shall be validated via a survey or other undisputable means. Site plan shall incorporate this information and be revised as needed.
 - c. In addition to room for vehicle maneuvering, a pedestrian way of the appropriate width needs to connect the off-street parking area with the walk-up area where customers would order/receive food, beverages and such.

-----basis for conditions and other comments/considerations below-----

Zoning and Use:

The subject property has a City of St. Helens Comprehensive Plan designation of Unincorporated General Commercial, UGC. Upon annexation it would likely be zoned General Commercial.

Eating and drinking establishments are a permitted use in the City's GC zoning district. For years the City has permitted food carts/trucks/trailers via a temporary use permit as they are mobile and don't constitute a permanent fixture like typical "brick and mortar" establishments.

The County should consider the following:

- Deny this application and, if possible, administer under the County's Temporary Use process.

Or (if this decision is approved including the resolution of all appeals)

- Require the food carts to be fixed to a permanent foundation of sorts so as to not be portable/mobile and be served directly by public water and sewer per CCZO 814.1 as per CCZO 825.

City Utilities:

The City's sanitary sewer line is within the Gable Road right-of-way along the subject property. Our records show it is about 4.5 to 5' deep at the manhole. If needed, the applicant/owner should be able to connect, although they may have to pump if elevations don't allow for gravity flow.

City water is available within the McNulty Way right-of-way.

Connection to a city utility requires a consent of annexation to be applied for and filed/recorded before the connection is made.

Landscaping:

Landscaping, where possible, around the perimeter of the parking area to visually soften the hardscape should be required, which is typical of City requirements.

Parking/Paving:

Off-street parking, vehicular maneuvering area and pedestrian walkways need to be paved. This is a typical City requirement for commercial use.

Access:

Both Gable Road and McNulty Way abutting the subject property are under the City's jurisdiction. The City's Transportation Systems Plan identifies Gable Road as a minor arterial and McNulty Way as a collector. The two existing access points along Gable Road appear to have been in place for a long time and preceding the City taking jurisdiction of Gable Road from the County. Use of the existing driveways is acceptable provided they were legally approved by the County.

Signs:

Any sign permit issued by the County shall comply with the City's standards.

Traffic Impact Analysis:

A traffic impact analysis doesn't seem warranted.

ROW frontage improvements:

The magnitude of the proposal doesn't warrant frontage improvements.

Site Design:

The City has concerns over the accuracy of the site plan provided. We estimate about 40-43' from the front of the building closest to Gable Road to the Gable Road right-of-way line. The site plan shows 4' landscaping + 18' length of parking stalls + 25' for a vehicular drive aisle. This adds up to 47'. The site plan indicates 49 feet between said building and the right-of-way line. This is a substantial difference.

Moreover, there is no dedicated pedestrian way and may not be room for that.

No improvements shall occur within the public right-of-way other than maybe some landscaping that doesn't interfere with any city utility. Placement of the building in relation to the property line needs to be confirmed and reflected on a revised plan accordingly. Any work within the right-of-way needs to be approved by the City. There is no guarantee the City will allow any landscaping within the right-of-way.

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES

COURTHOUSE
230 STRAND
ST. HELENS, OREGON 97051
(503) 397-1501

192-18-000404-35 Ping

Site Application

File No. DR 19-02

SITE DESIGN REVIEW APPLICATION

TYPE OF SITE: ☐ Zone Change ☐ Temporary Permit
☒ Site Design Review ☐ Resource Management Plan

Other: _____

APPLICANT: Name: BRENT PAINTNER

Mailing address: 870 COWLITZ ST ST. HELENS, OR 97051

Phone No.: Office 503-410-1134 Home _____

Are you the ☒ property owner? ☐ owner's agent?

PROPERTY OWNER: ☒ same as above, OR:

Name: BRENT PAINTNER

Mailing Address: 870 COWLITZ ST ST HELENS 97051

PROPERTY ADDRESS (if assigned): 2225 GABLE RD

ST. HELENS, OR 97051

TAX MAP NO.: 4N1W06-AD-00500 Acres: .47 Zoning: COMMERCIAL

4N1W08-AD-00400 Acres: .21 Zoning: "

☒ 4N1W08-AD-00300 Acres: .06 Zoning: "

PRESENT USES: (farm, forest, bush, residential, etc.)

Use:

Approx. Acres

OFFICE BUILDING - INTERNET SALES

SHOP

Total acres (must agree with above):

0.74 acres

Site Application

File No. DR 19-02

PROPOSED USES:

SET UP (2) FREE STANDING
FOOD CARTS AS ONE BUSINESS

WATER SUPPLY: ☒ Private well ☐ Community system

Name of community water system: _____

SEWAGE DISPOSAL SYSTEM: _____ Subsurface Septic _____ Community

Is the property approved for a subsurface sewage disposal system?


☐ Yes ☐ No ☒ Not Applicable SELF CONTAINED GREY WATER

CONTIGUOUS PROPERTY: List all other properties you own which have boundary lines touching this property:

<u>Tax Account No.</u>	<u>Acres</u>	<u>Co-owners (if any)</u>
<u>NA</u>		

CERTIFICATION:

I hereby certify that all of the above statements, and all other documents submitted, are accurate and true to the best of my knowledge and belief.

Date: 12/5/18 Signature: 

NOTE: Please attach an accurate and detailed plot plan, including property lines, existing and proposed structures, location of septic tank and drainfield, farm - forest areas, large natural features (cliffs, streams, etc.).

+++++

Planning Department Use Only

Date Rec'd. 12/5/18 Hearing Date: _____

Or: Administrative _____

Receipt No. 387129 ck 6359

Zoning: C-3 Staff Member: HR

PRE 19-03

PROPERTY HISTORY

37

APPLICANT PURCHASED THE PROPERTY IN 1978 AND HAS ALWAYS HAD A SHOP AND OFFICE BUILDING LOCATED ON THE SITE. IT IS LOCATED IN COLUMBIA COUNTY, IT IS ZONED COMMERCIAL,

PROJECT NARRATIVE

APPLICANT PROPOSES TO SET (2) MOBIL FOOD CARTS THAT OPERATE AS ONE BUSINESS. (1) CART IS 91 S.F. AND THE OTHER IS 104 S.F. BOTH CARTS ARE FULLY SELF CONTAINED AS PER POTABLE WATER AND WASTE GREY WATER. APPLICANT HAS DISPOSAL OF WASTE WATER AGREEMENT IN PLACE WITH HUDSON. REQUIRED PARKING SPACE ARE 4 WHICH APPLICANT PROPOSES (4) PLUS (1) HANDICAPPED SPACE. (1) BICYCLE SPACE WILL BE PROVIDED. APPLICANT ALSO PROPOSES INSTALLING 1965 S.F. OF ASPHALT PAVING AT PARKING SPACES AND UNDER AND IN FRONT OF FOOD CARTS. ADEQUATE LIGHTING IS INSTALLED AROUND AND IN FRONT OF FOOD CARTS FOR SECURITY AND SAFETY. LANDSCAPING WILL BE INSTALLED ALONG GABLE RD AND MCCLINTY ROAD PERIMETER. REQUIRED STREET TREES, SHRUBS AND A (5) FOOT PLANTING STRIP WILL BE INSTALLED. THE SITE IS RELATIVELY FLAT LESS THAN 1% SLOPE THAT DRAINS TO THE EXISTING DITCHES ALONG GABLE RD AND MCCLINTY RD. BALANCE OF SITE IS DISPERSED AND ABSORBED INTO NATIVE SOIL,

APPLICANT HAS A RESTROOM AGREEMENT ¹³⁸
PLACE IN THE EXISTING OFFICE ON THE SITE.
THIS IS SERVICED BY AN EXISTING SEPTIC
TANK AND DRAINFIELD.

THE SITE HAS TWO EXISTING SITE
ENTRANCES WHICH HAVE APPROVAL FROM
THE FIRE MARSHAL FOR ACCESS AND
EXIT FOR EMERGENCY VEHICLES,

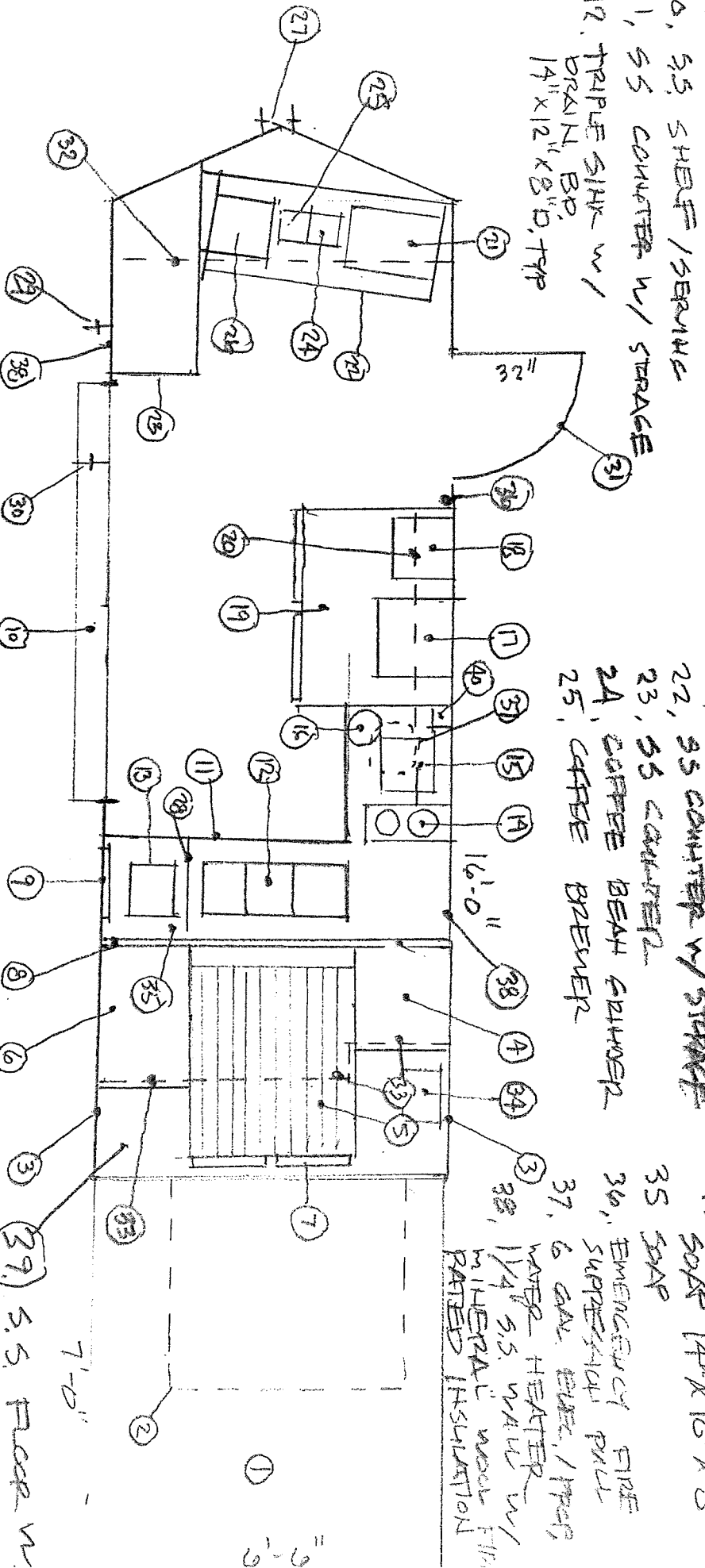
NO SIGNS WILL BE PROPOSED FOR THIS
APPLICATION

LEGEND

- 1, FOLD DOWN FLOOR w/ ALUM. DIAMOND CHECKERPLATE
- 2, RETRACTABLE ALUMINUM
- 3, 1/4" FIRE MASTER WALL SYSTEM
- 4, VERTICAL BROILER
- 5, GAS CHARBROILER
- 6, DEEP FAT FRYER
- 7, 2 DRAWER STORAGE BEAM w/ PAPER TOWELS
- 8, 2 1/2" FIRE MASTER WALL SYSTEM
- 9, PAPER TOWELS
- 10, S.S. SHELF / SERVICE
- 11, S.S. COUNTER w/ STORAGE
- 12, TRIPLE SINK w/ DRAIN, BD, 14" x 12" x 8" D, TYP

- 13, HAND WASH SINK 12" x 10" x 8"
- 14, WARMING LAMPS
- 15, NACHOS
- 16, SOUP WEL
- 17, CHURRIOS
- 18, CHIP WARMER
- 19, S.S. COUNTER w/ DBL, REF. BEAM
- 20, STORAGE SHELF S.S.
- 21, SHOW CASE
- 22, S.S. COUNTER w/ STORAGE
- 23, S.S. COUNTER
- 24, COFFEE BEAN GRINDER
- 25, COFFEE BREWER

- 26, ESPRESSO MACHINE
- 27, FRESH WATER TUB
- 28, S.S. DIVIDER
- 29, FRESH WATER DISBURS
- 30, WASTE WATER DRAINAGE
- 31, 32" MAIN DOOR
- 32, S.S. SHELF
- 33, FIRE SUPPRESSION HOOD SYSTEM
- 34, HAND WASH SINK w/ SOAP 14" x 16" x 8"
- 35, SOAP
- 36, EMERGENCY FIRE SUPPRESSION PULL
- 37, 6 GAL. ELEC. / PROP. WATER HEATER 1/4" S.S. WALL w/ MINERAL WOOL FIBER INSULATION



FOOD CART PATH 'A' 0'-11" x 1'-11"

FOOD CART 'A' TANK SIZES

GREY WATER $22'' \times 68'' \times 9'' = 7.79 \text{ CUBIC FT.} = 58 \text{ GAL.}$
 (16 GAL. MILD STEEL)

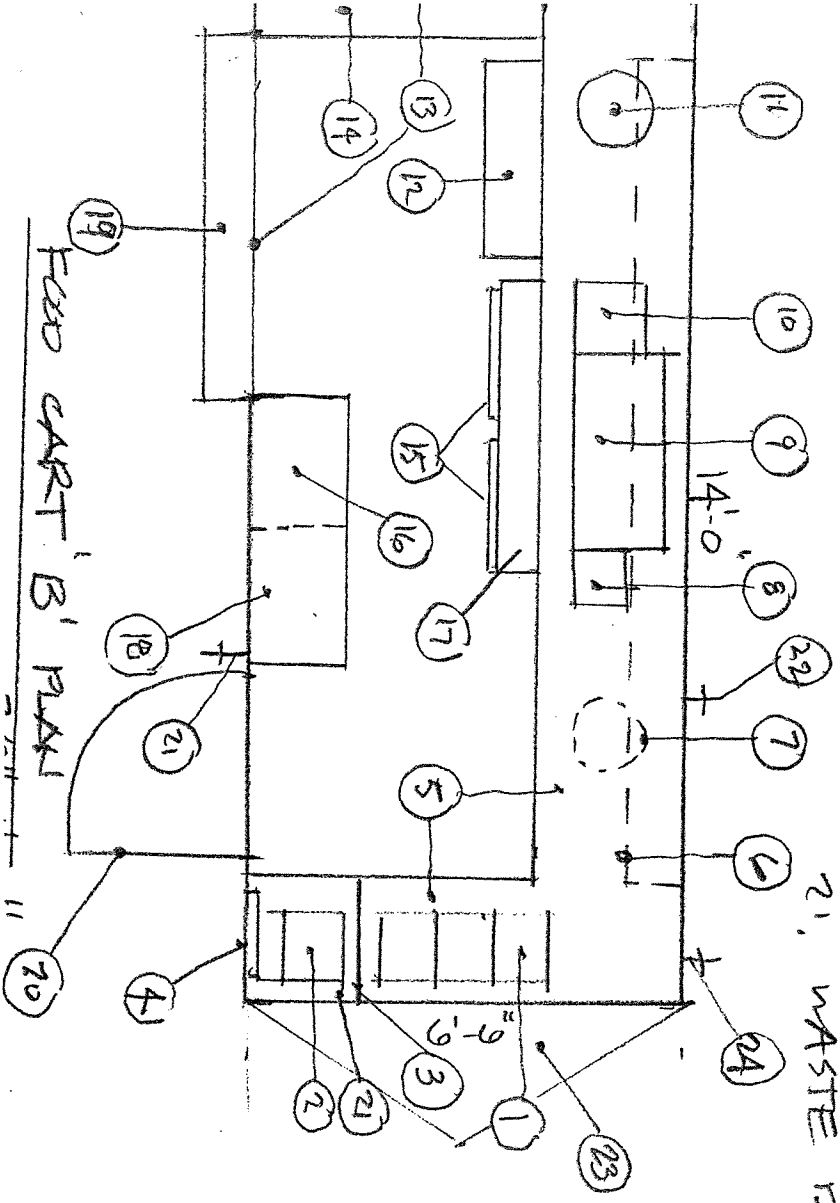
FRESH WATER $22'' \times 68'' \times 7.5'' = 6.58 \text{ CUBIC FT.} = 49 \text{ GAL.}$
 (16 GAL. STAINLESS STL) 15% LESS THAN GREY WATER

LEGEND

1. SS TRIPLE SINK w/ 14"x8" DRAIN BOARD 12"x14"x8"
2. 45, H AROUND SINK 17 1/4" x 12" x 8"
3. SS DIVIDER
4. PAPER TOWELS
5. SS COUNTERS w/ SPACE BELOW
6. SS SHELF
7. 6 GAL ELEC. / PROP WATER HEATER
8. 16" x 10" WARMING POT
9. HOT DDB POWER

10. 10" x 16" WARMING POT
11. RICE COOKER
12. ICE MACHINE
13. OPENING IN WALL
14. S.S. SHELF
15. (2) DOOR REF.
16. CASH REGISTER - BELOW
17. CUTTING BOARD
18. CUTTING BOARD w/ STORAGE BELOW
19. S.S. SERVING SHELF
20. 32" MAX DEEP
21. WASTE DISCHARGE
24. 11

22. FRESH WATER FIL
23. REFR. COMPARTMENT
24. COAS FILL



TRAILER CONSTRUCTION

FLOORS: ALUM. CHEEKER PLATE w/ 6" INSULATION
 CHEEKER PLATE BASE
 WALLS: S.S. PANELS w/ INSULATION 2 1/2" w/ EXTERIOR ALUM PANELS
 CEILING: INSULATED FRP PANELS, S.S. 2 1/2" FIRE MASTER PANELS

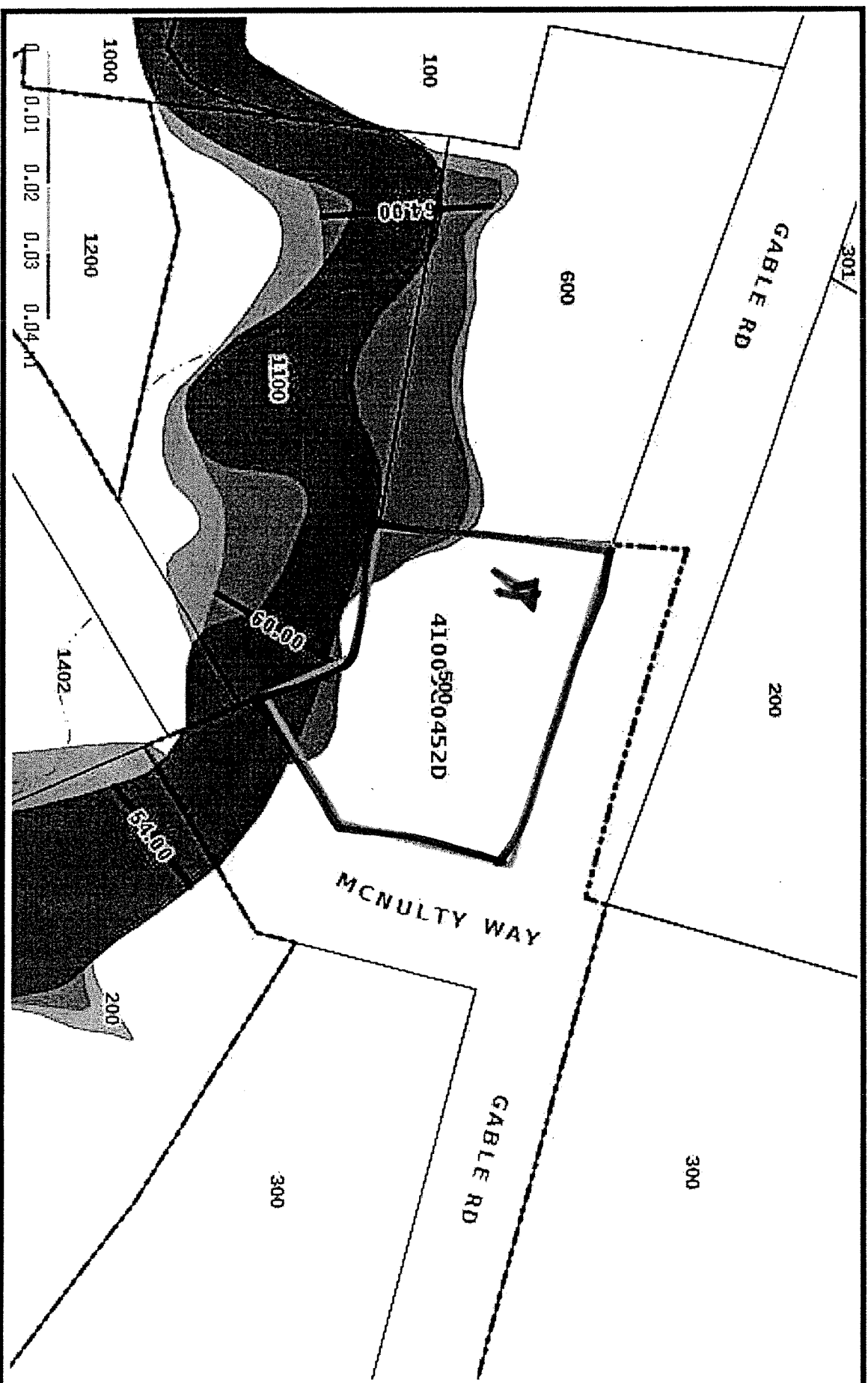
FOOD CART 'B' TANK SIZES,

GREY WATER $22'' \times 63'' \times 9'' = 7.22 \text{ CUBIC FT} = 54 \text{ GAL},$
(16 GA. MILD STEEL)

FRESH WATER $22'' \times 59'' \times 8'' = 6 \text{ CUBIC FT} = 44 \text{ GAL}$
(16 GA. STAINLESS STL.) 22% LESS THAN GREY WATER

FIRM FIRM 41009C0452D

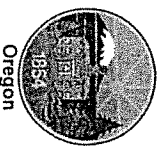
34



Columbia County

Columbia County Web Maps

GeoInfo



Disclaimer: This map was produced using Columbia County GIS data. The GIS data is maintained by the County to support its governmental activities and is subject to change without notice. This map should not be used for survey or engineering purposes. Columbia County assumes no responsibility with regard to the selection, performance or use of information on this map.

Printed 12/14/2018

2-08

DR 19-02

2-08

Zoning Map

SEE MAP 40108A0

CS# 3264

300
0.08 AC.

CS# 3264

CS# 3264

200
4.17 AC.

CS# 3264

COLUMBIA COMMUNITY
MENTAL HEALTH
FACILITIES

CS# 621

CS# 3264

CS# 3264A

McNULTY

W LINE SMITH DLC # 40
E LINE McNULTY DLC # 50

1402
1.68 AC.

NO.

2008-17

CS# 3264

40109BB

Annexed
8-06
2005-04

45

SEE MAP 41817

DR 19-02

AC. Address Map - 201

600
2.24 AC.

500 /
0.47 AC.

300
0.05 AC

400
0.21 Ag

1100
1.92 AC.

200
4.17 AC.

1200
1.00 AC.

Semling
storage

1300
2.35 AC.

2-08

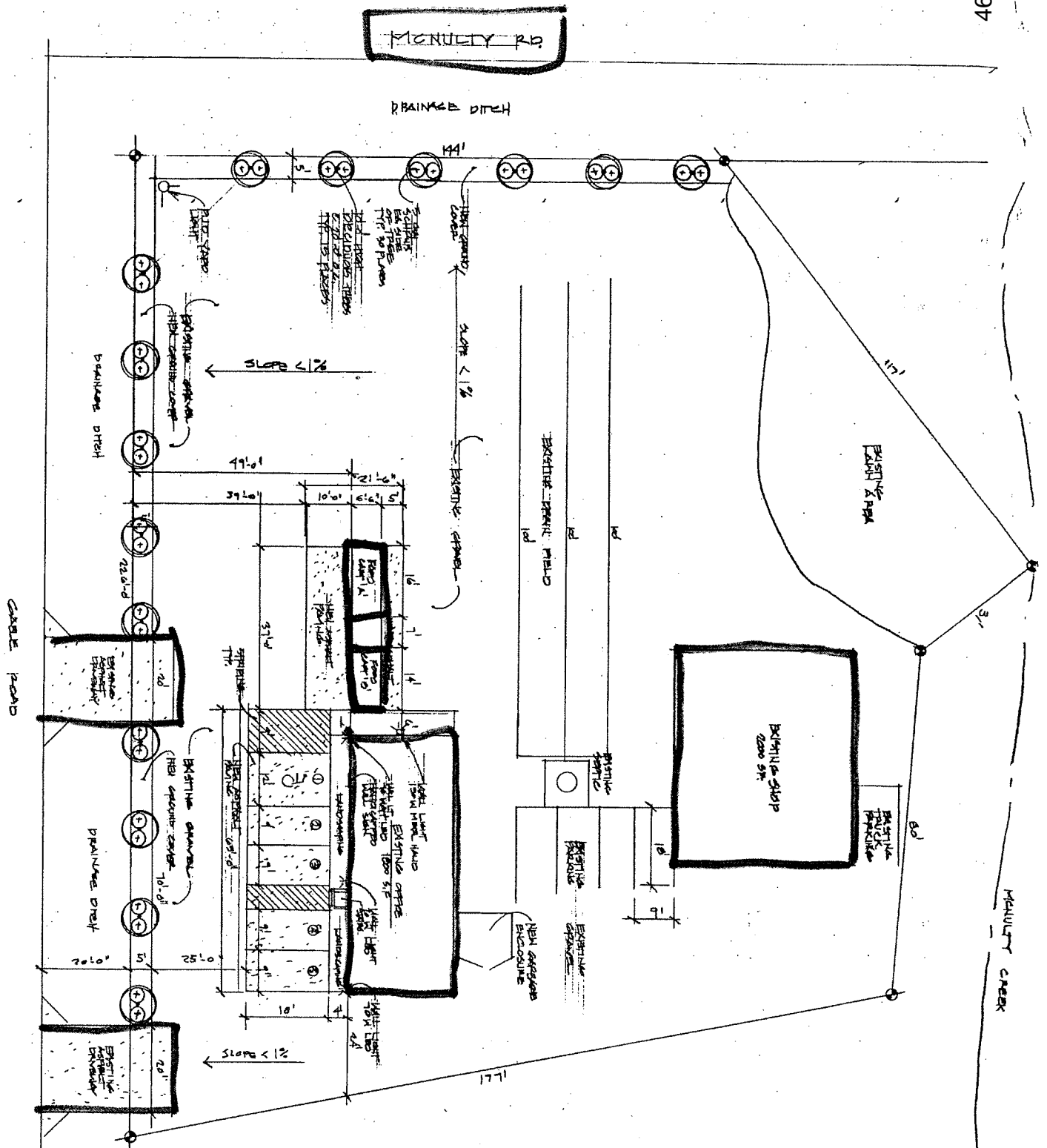
1600
3.50 AC.

1400
3.37 AC

35855
11-22-05
KSP

CS # 5 2 6 4 3

35853



SITE DATA

APPLICANT: BRETT PALMER

51E ADP655

211 E Apple Ave

2225 CAMEL RD
ST. HELENS

ST. HELENS
CLUMBIA COUNTY

COUNTY
SITE SIZE APPROX 2A.

PROD CHART 'A' 1245, F

$\vec{r}_B = 91.5 \text{ ft}$
 $\vec{r}_B = 91.5 \text{ ft}$

FOOB CAPT. B' = 915.0

EXPERIMENT 4 - 5 pages

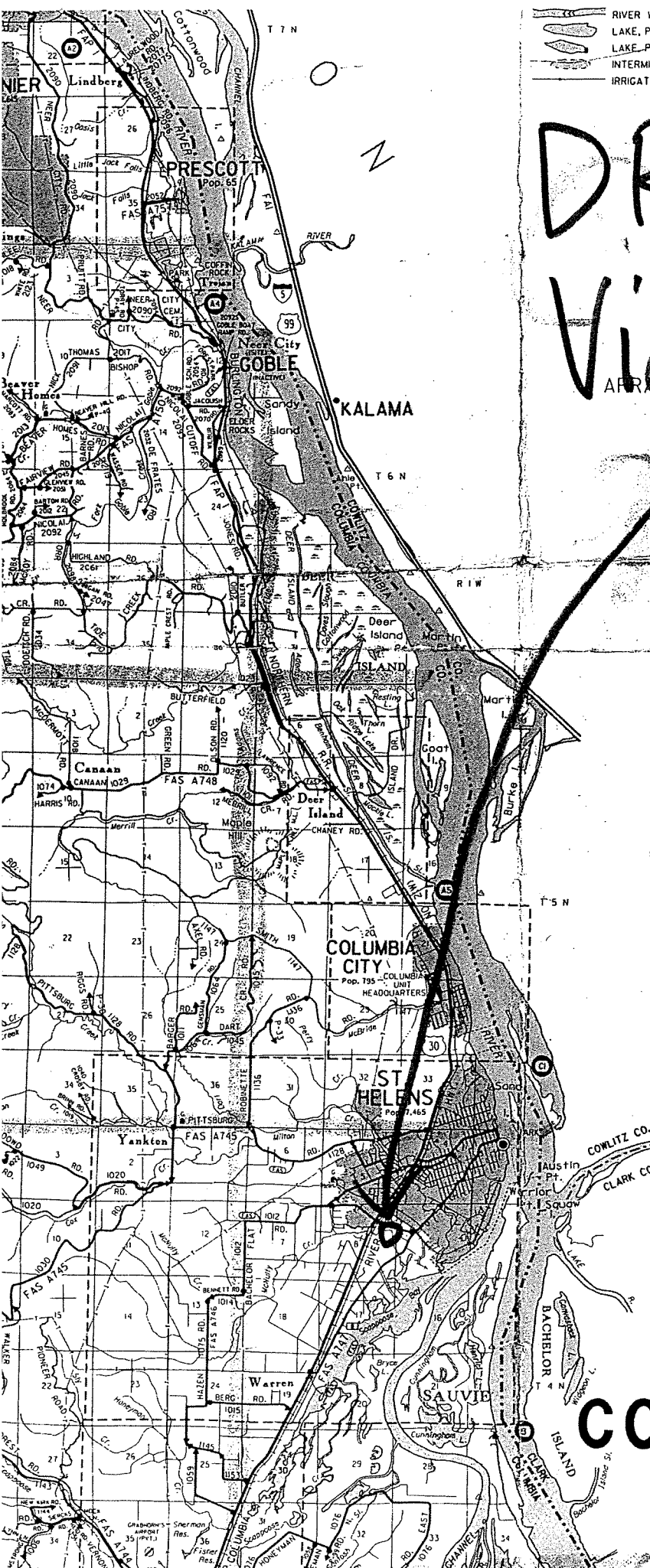
PARKINS PARKWAY 5 SPACES

PARAFFIN PAPER 3 PAGES
BICYCLE PAPER 1 PAGES

Bicycle Paper No. 1
Next Asphalt Pavement

APPROVED BY THE APPLICATION
FOOD COURT SITES





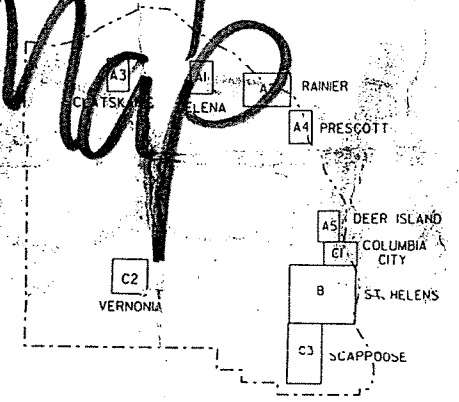
- RIVER WITH RAPIDS
- LAKE, POND, OR RESERVOIR
- LAKE, POND, OR RESERVOIR WITH DAM
- INTERMITTENT LAKE OR POND
- IRRIGATION OR DRAINAGE DITCH

- FISH HATCHERY
- TRIANGULATION STATION
- LOOKOUT-TRIANGULATION LOOKOUT
- US FOREST SERVICE LOOKOUT

DR 19-02

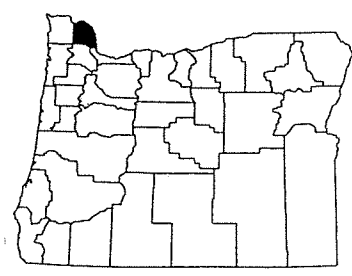
Vicinity Map

ARRANGEMENT OF SHEETS FOR COLUMBIA COUNTY



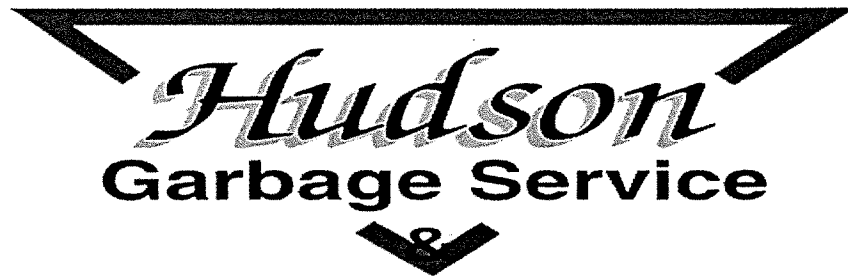
Population of Columbia County 1986 Estimate 36,100

KEY TO COUNTIES



ROAD INDEX MAP COLUMBIA COUNTY OREGON

PREPARED BY THE
OREGON DEPARTMENT OF TRANSPORTATION



Portable Toilet Service

Proudly serving Columbia County since 1970

Portable Mobile Food Cart Quote for Brent Paintner

2225 Gable Rd St Helens 97051

1 Time Per Week	\$130.56
<u>2 Times Per Week</u>	<u>\$261.12</u>

Pricing above reflects a monthly charge. Charges will include cleaning, and fuel fee.

Please feel free to reach out me with any questions, or changes you may have –

Karina Babb

Portable Toilet Accounts Manager

Karinak@wcnx.org 503-397-1534



RECEIVED
DEC 05 2018

Columbia County Land Development Services
230 Strand, St. Helens, OR 97051
Phone: 503-397-1501 Inspection Request: 1-888-299-2821

RECEIVED
11/29/18
ENTERED

FIRE SERVICE AGENCY REVIEW

TO THE APPLICANT: Take this form to the Structural Fire Service Provider * that serves your property along with the following (please check off items below):

- ☒ A site plan drawn to scale showing the subject property, its improvements, location of fire hydrants and driveway information;
- ☒ A floor plan of the proposed development; and
- NA ☐ A fire flow report from your water purveyor (if applicable)

After the fire official signs this form, include it with your building permit application material. See Fire Code Application Guide for fire-related access standards and fire flow information.

*If your property is not served by a structural fire service provider, your project is to be reviewed by the appropriate building official serving your property.

The structural Service Providers in Columbia County are: Clatskanie Fire District, Columbia River Fire & Rescue, Mist-Birkenfeld Fire District, Scappoose Fire District and Vernonia Fire District.

Address of Site: 2225 GABLE RD ST. HELENS
Map & Tax Lot or Tax account number: 4N1W06-AD-00500, 4N1W06-AD-00300, 00400 / 14989
Description of Proposed Use: (2) FOOD CARTS 14988
Total Square Footage of Building (including roof projections & eaves): 195 sq 14990
Applicant Name: BRETT PAINTNER Phone: 503-610-1134
Mailing Address: 870 COWLITZ ST. ST. HELENS 97051
City: ST. HELENS State: OR Zip Code: 97051 Email: —

STRUCTURAL FIRE SERVICE AGENCY REVIEW

Fire Agency completing this form: CLFR / SRPD Date of Review: 12/5/18

Please check applicable box:

- ☒ The subject property is located within our service boundaries or is under contract.
- ☐ The subject property is outside of our service boundaries and will not be providing fire protection services via contract. (Additional review is not needed.)

** Access Review by Structural Fire Service Agency Providing Service **

- ☐ The proposed development is in compliance with the fire apparatus access standards of the Oregon Fire Code standards as implemented by our agency.
- ☐ The following access improvements must be completed prior to issuance of the Certificate of Occupancy.
☐ See Attached Driveway Form

- ☐ The proposed development is not in compliance with the adopted Fire Service Agency's access standards.
- ☐ The proposed building/structure is required to have a fire sprinkler system installed in compliance with Section 903.3.1.3 (NFPA 13D) of the Oregon Fire Code.

Fire Official: Please sign or stamp the presented Site plan & floor plan and attach it to this form.

Shelly Booth Permit Technician
Signature & Title of Fire Official

CLFR - St. Helens

STRUCTURAL FIRE SERVICE AGENCY REVIEW, CONTINUED.

**** Fire Flow by Structural Fire Service Agency Providing Service ******FIRE SERVICE AGENCY-PLEASE CHECK APPROPRIATE BOX BELOW**

- ☒ The structure, building or addition is exempt from the fire flow standards of the OFC B-105.2.
- ☐ The proposed non-commercial structure is **less than 3600 sq. ft. (including all levels and the horizontal projections of the roof)** and there is 1000 gallons per minute of fire-flow available at 20 psi from public water lines. No mitigation measures are necessary.
- ☐ The proposed non-commercial structure is **more than 3600 sq. ft. (including all levels and the horizontal projections of the roof)** and the fire-flow & flow duration at 20 psi is available from public water lines or private well or static water source and is in compliance with minimums specified in Appendix B, Table B105.2 of the Oregon Fire Code. No mitigation measures are necessary.
- ☐ The existing fire-flow & flow duration available from public water lines, private well or static water source is not adequate to serve the proposed non-commercial structure in compliance with Appendix B of the Oregon Fire Code. The following mitigation measures are necessary * and must be installed prior to occupancy or use of the structure.
- ☐ A monitored fire alarm must be installed
- ☐ A class A or non-combustible roof materials must be installed.
- ☐ Defensible space of 30 feet around the structure/building/addition.
- ☐ Defensible space of 100 feet around the structure/building/addition due to slopes greater than 20%.
- ☐ A fire sprinkler system meeting Section 903.3.1.3 (NFPA 13D) of the Oregon Fire Code shall be installed.
- ☐ Other: _____

*The above required structural features are required by the Oregon Fire Code and shall be shown clearly on all building plans.

918-480-0125 Uniform Alternate Construction Standards for One and Two Family Dwellings (attached).

A building official shall give consideration to advice of the State Fire Marshal or local fire official that does not conflict with this rule, but shall retain the authority to make final decisions. Decisions to consider a Uniform Alternate Construction Standard and the selection of one or more Uniform Alternate Construction Standards by a building official are final. Prepare and sign a letter for a Alternate Construction Standard to submit with your building plans for consideration to the Building Official prior to permit issuance and after Fire Official determination.

Commercial / Industrial Buildings & Uses.

- ☐ The minimum fire flow and flow duration is available from public water lines or private well as Specified in Appendix B, Table B105.2. No mitigation measures are required.
- ☐ The minimum fire flow & flow duration is not available from public water lines or private well As specified in Appendix B, Table B105.2. The following mitigation measures are required:
- _____
- _____
- _____

Shelly Booth Permit Technician
Signature & Title of Fire Official

To the Fire Official:

- ☐ Land Use Planning has determined that the proposed building will qualify as an Exempt Farm Structure and the property owner has indicated that the building will be used solely for farm purposes and they intend on using the provision under ORS 455.315 and will not be obtaining a building permit for its construction.

Columbia County Land Use Planning

Columbia County
Fire Service Road Improvement Inspection
For Roads over 150 feet in Length

Owner Name BRENT PANTHER Phone () _____ Email _____

Property Address 2225 GABLE RD OR Tax Map Number _____

Applicant BRENT PANTHER Phone (83) 410-1134 Email —
 (If other than the Property owner)

FIRE SERVICE PERSONNEL AND DRIVEWAY INSPECTORS TO COMPLETE BELOW THIS LINE ONLY

YES NO N/A

- ☒ ☐ ☐ All paperwork identified and complete.
- ☒ ☐ ☐ Is the grade within the applicable standard (Less than 12 % or up to 15% for less than 200 feet)? *OFC 503.2.7 & D103.2*
- ☐ ☒ ☐ Is paving required for this driveway? *County Ordinance*
- ☐ ☒ ☐ Is the driveway over 17%? If so an NFPA 13D system is required. *County Ordinance, OFC 503.2.7 & D103.2*
- ☐ ☐ ☐ If the driveway serve more than one home are address signs posted at the driveway and the house? *County Ordinance*
- ☐ ☒ ☐ If there is a bridge or culvert, Has the weight limit been posted? *OFC 503.2.6*
- ☐ ☒ ☐ Is the roadway subject to runoff? If so, has drainage been mitigated? *OFC D103.3.1*
- ☐ ☒ ☐ Is the driveway more than 400 feet?
- ☐ ☐ ☐ If so, are turnouts installed (20' wide by 40' long)? *County Ordinance*
- ☐ ☐ ☐ Has an emergency vehicle turnaround been installed or identified? *OFC 503.2.5 & D103.4*
- ☒ ☐ ☐ Is the roadway 12 feet wide with 4 feet of clearance on each side (20 feet total clearance)? *County Ordinance & OFC 503.2.1*
- ☐ ☒ ☐ Is the address posted on the building and access road? *OFC 505*
- ☐ ☐ ☐ If there is a locked access is a fire department approved lock or access been installed? *OFC 503.4, 503.6, 506 & D103.5*
- ☒ ☐ ☐ Is the angle of departure or approach within limits? *OFC 503.2.8*
- ☒ ☐ ☐ Is the vertical clearance at 13' 6"? *OFC 503.2.1*
- ☐ ☒ ☐ All turning radius greater than 45 feet on corners & curves of more than 30 degrees? (Gravel required full 20' width) *OFC D103.3*
- ☐ ☐ ☐ If there is a bridge, are the weight limitations posted on the entrance side? *County Ordinance OFC 503.2.6*

Comments and required Improvements: Address posted, no paving needed.

First Inspection Fire Official: Shelly Booth - Permut Date: 12/5/18 Agency: CEFF/SRFD

Re-Inspection Fire Official: _____ Date: _____ Agency: _____

Final Inspection Fire Official: _____ Date: _____ Agency: _____

____ Improvement needed, access not granted

☒ Temporary Access Granted with re-inspection prior to occupancy

____ The roadway improvements meet the access for fire service equipment.

Jacob Graichen

From: Jennifer Dimsho
Sent: Wednesday, December 19, 2018 10:44 AM
To: Jacob Graichen
Subject: December Planning Department Report

Here are my additions to the December Planning Department Report.

GRANTS

1. **Columbia Care Organization (CCO) Community Wellness Investment Fund – Received notice of award of \$20,000 for the Recreation Program!** Received grant award check
2. Travel Oregon - Medium Grants Program (100k) – Signage firm selected via selection committee scoring. Contract prepared with scope of work and budget. Council authorization for contract with Ramsay Signs on 12/19 meeting
3. OPRD – Veterans Memorial Grant – Shelter installation. Prepared revised budget for project based on re-creation of the old monuments. Prepared a progress report & time extension request for grant. Researched timeline for 2019-2020 application for additional funds needed to complete the re-creation of the old monuments. Prepared documents to file insurance claim for damaged monument
4. TGM – Riverfront Connector Plan – Reviewed materials for and prepared for final COOLPPL Meeting on 12/11. Prepared materials and presented for City Council Update 12/19. Planned for Joint PC/Council Work Session 2/20
5. EPA – CWA Grant Program – Reviewed South 80 final report. Property owner brochure finalized. Sent to print company. Public Meeting #1 scheduled for 2/6/19. Planned communications outreach
6. Housing Needs Analysis – Reviewed Draft Housing Needs Projection. Updated project website materials. Attended kickoff meeting 12/11. Finalized meeting notes/minutes for approval. Planned for HNA Advisory Committee meeting 2/12
7. Researched EPA's Environmental Justice Small Grants Program for potential of 30k funding for outreach related to lagoon repurposing project. Unfortunately, government agencies were ineligible

MISC

8. Continued coordination with ODOT about entrance sign location at Millard Road intersection
9. Prepared presentation about the Veneer site redevelopment efforts and attended Waterfront Redevelopment Project meeting with Regional Solutions Team on 12/12. Followed up with DLCD and Business Oregon about funding sources for site planning at the St. Helens Industrial Business Park
10. Discussion about bicycle parking with staff in the Riverfront District based on a request from a business to become a "Bicycle Friendly Business" as defined by Travel Oregon. Location & product tentatively selected
11. Scheduled PC interview for expiring term and pre-app for Klondike building renovations

Jenny Dimsho

Associate Planner
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