



**PLANNING COMMISSION**  
**Tuesday, February 12, 2019**  
265 Strand Street, St. Helens, OR 97051  
[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

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**Welcome!**

1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda: Approval of Minutes**
  - 2.A. Planning Commission Minutes Dated January 8, 2019  
[010819 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. - Historic Resource Review at Columbia County Courthouse Plaza - City of St. Helens  
[HRR.1.19 COSH Staff Report](#)
5. **Discussion Items**
  - 5.A. Certified Local Government Historic Preservation Grant Funding  
[CLG Grant Announcement Memo Combined.pdf](#)
  - 5.B. Code of Ethics Acknowledgement
6. **Acceptance Agenda: Planning Administrator Site Design Review -**
  - a. *AMENDED Site Design Review (Minor) at 1875 Old Portland Road - Placement of enclosed sheds on an existing outdoor storage area*
7. **Planning Director Decisions -**

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For more information or for an application, stop by City Hall or call 503-366-8217.

- a. *Accessory Structure Permit at 2014 St. Helens Street - New shed*
- b. *Sign Permit at 555 S. Columbia River Highway - New projecting sign*
- c. *Temporary Use Permit (Medical Hardship) at 68 S. 22nd St. - Use RV as dwelling*
- d. *Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Columbia County Bridal Expo*
- e. *Sign Permit at 1300 Kaster Road - Replacement of existing freestanding pole sign*

**8. Planning Department Activity Report**

- 8.A. January Planning Department Report  
[JAN Planning Dept Rept](#)

**9. For Your Information Items**

**10. Next Regular Meeting - March 12, 2019**

**11. Adjournment**

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# City of St. Helens Planning Commission

Draft Minutes

January 8, 2019

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

**Members Absent:** None

**Staff Present:** Associate Planner Dimsho  
City Planner Graichen  
Councilor Carlson

**Others:** Jeff Rauth  
Dale Batement  
Pebbles Stone

- 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

**Motion:** Upon Commissioner Webster's motion and Commissioner Stenberg's second, the Planning Commission unanimously approved Draft Planning Commission Minutes dated December 11, 2018 with the addition of Commissioner Lawrence in attendance and Commissioner Cohen added to the motion on page 3. [AYES: Commissioner Cohen, Commissioner Lawrence, Vice Chair Cary, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

## 2.B Housing Needs Advisory Committee Meeting #1 Minutes

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved Draft Housing Needs Advisory Committee Meeting #1 Minutes dated December 11, 2018. [AYES: Commissioner Cohen, Commissioner Lawrence, 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)**

There were no topics from the floor.

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

4.A 7:00 p.m. - Conditional Use Permit at 2353 & 2355 Columbia Blvd. - Pebbles Stone

Chair Hubbard opened the Public Hearing at 7:03 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 2, 2019 into the record. Graichen described the proposal and recommended conditions of approval, as presented in the staff report. He said the existing buildings and pavement on the site are grandfathered, which is important given floodplain rules. The applicant would like to renovate the buildings in two phases. Graichen said the site seems like an ideal location for childcare because of the existing screening, paving, and other amenities, like the creek. A Sensitive Lands Permit was included in the proposal because of the floodplain. The Sensitive Lands conditions of approval have been combined with the conditions for the Conditional Use Permit. Another Sensitive Lands Permit will be needed for Phase Two renovations.

### In Favor

**Stone, Pebbles. Applicant.** Stone owns Monkey Tree Learning Center (by the DMV). She is trying to expand because she has over 100 children on the waitlist. She is the largest childcare facility that accepts state vouchers. Forty-nine percent of parents cannot pay up front, and they are often declined services. She tried to purchase former the childcare facility on Old Portland Road, but the owner was not ready to sell. Stone said she was able to close on this property within 30 days. She employs 48 local staff, including high schoolers. She is highly connected with the community. She runs a preschool promise program through the Education Hub, which offers free preschool for those who cannot afford it. Their current center is at full capacity every day with 150 children. Stone said Jeff Rauth is the contractor and he is here to answer any questions about the development of the site.

Chairman Hubbard asked how many children she will serve with each phase. Stone said she will serve ten children with each phase. She said the state mandates a certain square footage per child. Stone said there will be one staff member for every four children. Commissioner Cohen asked about safety features around the creek. Stone said they will install a six-foot no-climb fence around the property. Vice Chair Cary asked about the deck railing. Stone said they will also install a net. Commissioner Cohen asked the ages of the children. Stone said for Phase One, it will be infants, which is her highest demand. Phase Two will include preschool age. Chair Hubbard asked about traffic impacts. Stone said parents travel to and from daycare before business hours. Children are dropped off before high-traffic hours in the morning (before 7 a.m.) and are picked up after businesses are closed (after 6 p.m.). Pick-up and drop-off times average between 12 and 14 minutes, which is very short. Parking is provided on-site for staff. Commissioner Cohen asked if the existing landscaping creates vision clearance issues. Graichen said it did not appear to. Vice Chair Cary asked if a 24-foot driveway was wide enough for two-way traffic. Graichen said it is likely just barely wide enough. He noted it would be a shame to widen the driveway and remove or damage the existing concrete planter and mature landscaping along Columbia Blvd.

### 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**

Vice Chair Cary asked if the decision tonight is for Phase One, Phase Two, and the Sensitive Lands Permit. Graichen said yes. He said Phase Two work will require another Sensitive Lands Permit at the time that the work is applied for.

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

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

## **5) Discussion Items**

### **5.A Term Expiration Discussion**

Graichen said one application was received for Commissioner Webster and Commissioner Semling's terms prior to the deadline. The interview panel interviewed the applicant on December 28. The panel thought that he was a viable candidate, but a final recommendation was not reached by the end of the discussion. Graichen said the Commission needs to make a recommendation to the Council, who ultimately decides who to appoint.

Commissioner Cohen felt he could not recommend a change in membership on the Commission at this time. Commissioner Stenberg felt we have a good Commission now. Since both Commissioners said they would like to serve another term, Commissioner Stenberg also recommended no change in membership at this time. Commissioner Cohen noted that the applicant showed up 30 minutes late to the interview. Councilor Carlson noted the candidate did not display a lot of enthusiasm to serve on the Commission. Commissioner Cohen said the policy to serve two terms and re-advertise is flawed because it is too subjective. The policy should be black and white. He said if the Council wants turnover, there should be a policy for a maximum number of terms. Graichen said when the ordinance was first adopted, he thought it should not apply to the Planning Commission because experience is critical. Councilor Carlson said the Planning Commission benefits from a variety of backgrounds and experience. Commissioner Cohen asked Councilor Carlson to relay to Council that the requirement to force re-advertisement when an incumbent Planning Commissioner is willing to be re-appointed is flawed for the Planning Commission. Commissioner Cohen said the best commissioners bring experience to the table. Councilor Carlson suggested removing the policy for just the Planning Commission. She noted that Council already has the authority to re-appoint, so if there is an issue with a member, the Council can choose when to advertise for a position, rather than force advertisement for term expirations.

**Motion:** Upon Commissioner Stenberg's motion and Commissioner Lawrence's second, the Planning Commission unanimously recommended to City Council re-appointment of Commissioner Semling for another term. [Ayes: Commissioner Cohen, Commissioner Lawrence, Vice Chair Cary, Commissioner Stenberg, Commissioner Webster; Nays: None]

**Motion:** Upon Commissioner Lawrence's motion and Commissioner Cohen's second, the Planning Commission unanimously recommended to City Council re-appointment of Commissioner Webster for another term. [Ayes: Commissioner Cohen, Commissioner Lawrence, Vice Chair Cary, Commissioner Semling, Commissioner Stenberg; Nays: None]

## 5.B End of Year Summary Report

Graichen said the number of land use files processed increased from last year. Commissioner Cohen noted that the numbers are not incredibly higher, but the size and scope of projects have been larger. Graichen agreed. Commissioner Cohen asked how much time has been saved by removing Type One Home Occupations. Associate Planner Dimsho said it saves about two hours per application, from the initial over-the-counter discussion to issuing the permit.

## 5.C Chair/Vice Chair Selection

Vice Chair Cary offered the vice chair position to anyone if they were interested. Commissioner Stenberg expressed a willingness to run meetings if there are absences.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Semling's second, the Planning Commission unanimously approved another year with Chair Hubbard as chair and Vice Chair Cary as vice chair. [AYES: Commissioner Cohen, Commissioner Lawrence, Vice Chair Cary, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

## 6) Planning Director Decisions

There were no comments.

## 7) Planning Department Activity Report

### 7.A December Planning Department Report

There were no comments.

## 8) For Your Information Items

Graichen said the next Housing Needs Analysis Advisory Committee meeting is at 6 p.m. before the Planning Commission meeting on February 12, 2019. There is also a Joint Planning Commission/City Council meeting for the Riverfront Connector Plan on February 20 from 6 p.m. to 7 p.m.

Dimsho said there is a public meeting to kick off the EPA Community-Wide Assessment Grant Program before the regularly scheduled City Council meeting on February 6 at 6 p.m. Attendance is recommended for property owners with property where there is known or suspected contamination which needs environmental assessment work. There is funding available from the City to fund these assessments at no cost to the property owner.

Chair Hubbard asked about the St. Helens Marina lease agreement related to Sand Island. He asked where the additional parking will be provided. Graichen noted there are some potential areas for parking improvements, but none of these locations have been finalized. There was further discussion about the other alternative locations for parking improvements.

Vice Chair Cary shared an article from the Oregon Parks & Recreation Department regarding the updated Statewide Comprehensive Outdoor Recreation Plan (SCORP) update.

9) **Next Regular Meeting - February 12, 2019**

10) **Adjournment**

*There being no further business before the Planning Commission, the meeting was adjourned at 8:25 p.m.*

*Respectfully submitted,*

*Jennifer Dimsho  
Associate Planner*

**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
HHR.1.19**

**DATE:** February 4, 2019  
**TO:** Planning Commission acting as the **Historic Landmarks Commission**  
**FROM:** Jennifer Dimsho, Associate Planner  
 Jacob A. Graichen, AICP, City Planner  
**APPLICANT:** City of St. Helens  
**OWNER:** Columbia County  
**ZONING:** Riverfront District, RD, Plaza Subdistrict  
**LOCATION:** NW corner of the Columbia County Courthouse; 4N1W-3BA-7700  
**PROPOSAL:** Install an informational kiosk

**SITE INFORMATION**

**Site Description:** The Columbia County Courthouse Plaza is owned by Columbia County and consists of grass, ornamental shrubs, about eight deciduous trees, benches, commemorative plaques and stepping stones with a central circular concrete pad. It is rectangular, approximately 170' x 65' and surrounded on all sides by improved rights-of-way. It is bordered by curb on all sides except the S. 1<sup>st</sup> Street side, where there is curb and sidewalk. It is the location of numerous annual seasonal events hosted by the City, most notably the month-long Spirit of Halloweentown festivities and the Christmas Tree Lighting.

**History:** According to a previous staff report (HRR.4.09), the plaza was developed in 1907 by Fred A. Erixon of Albany, OR who was the contractor for the County Courthouse built in 1906. He was given the contract to construct a plaza after building the courthouse. Construction of a plaza included the installation of Plaza Street to make a grand entrance to the then recently built courthouse. Before 1906 it was the original location of the County Courthouse, then built of wood. After a major downtown fire in 1904, the courthouse was built of locally quarried basalt for its fire protective qualities.

The plaza has been in public use since its creation and has seen some change over time. For example, it used to be surrounded by pipe and chain fence (from before 1909 to the 1930s or so). A cannon was placed on the center concrete pad in the 1920s, staying there into the 1940s, perhaps later). Though plantings and other details have changed over the years, the general configuration of the plaza has remained (at least since the downtown was listed on the National Register of Historic Places around 1984). The plaza is noted as being of secondary significance on the National Register based on its age (being built after the 1904 fire, but not later than 1933).

**Proposal:** In October 2017, the City adopted the St. Helens Branding & Wayfinding Master Plan (Res. No. 1800). The goal of this plan was to develop a strategy for a citywide wayfinding system, including guidance on signage placement, route prioritization, and a cohesive family of signage designs. The preferred design incorporated national best practices, community input (gathered during a series of surveys, interviews, and public meetings), local materials, and



distinctive architectural details rooted in the history and landscape of St. Helens. It recommended placement of at least three centrally located informational kiosks. The three locations were the Visitors Center at the Chamber of Commerce, Columbia View Park near the docks (for boating visitors), and the plaza. In 2018, the City received a Travel Oregon grant to fabricate and install the first phase of wayfinding signage, which in addition to over 23 signs, includes one kiosk. Given its high visitor foot traffic during annual seasonal events, the plaza was chosen by staff as the first priority for installation.

The proposed 2'9" (l) x 1' (w) x 7'4" (h) kiosk will be internally illuminated located on the NW corner of the plaza at the intersection of S. 1<sup>st</sup> Street and Plaza Street. It will have a map of the Riverfront District and some text of the history of St. Helens on the side facing S. 1<sup>st</sup> Street with a lockable, weatherproof, bulletin panel for posting City fliers and posting public information on the back. An ADA-accessible walkway to the front of the kiosk and around to the back side of the kiosk will be installed. The base of the kiosk design incorporates a basalt veneer finish. An elevation drawing of the kiosk design is attached.

### **PUBLIC HEARING & NOTICE**

Hearing dates are as follows:

February 12, 2019 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property on January 22, 2019 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on January 30, 2019.

### **AGENCY REFERRALS & COMMENTS**

**City Building Official:** No structural building permit is needed. An electrical permit will be needed for illumination.

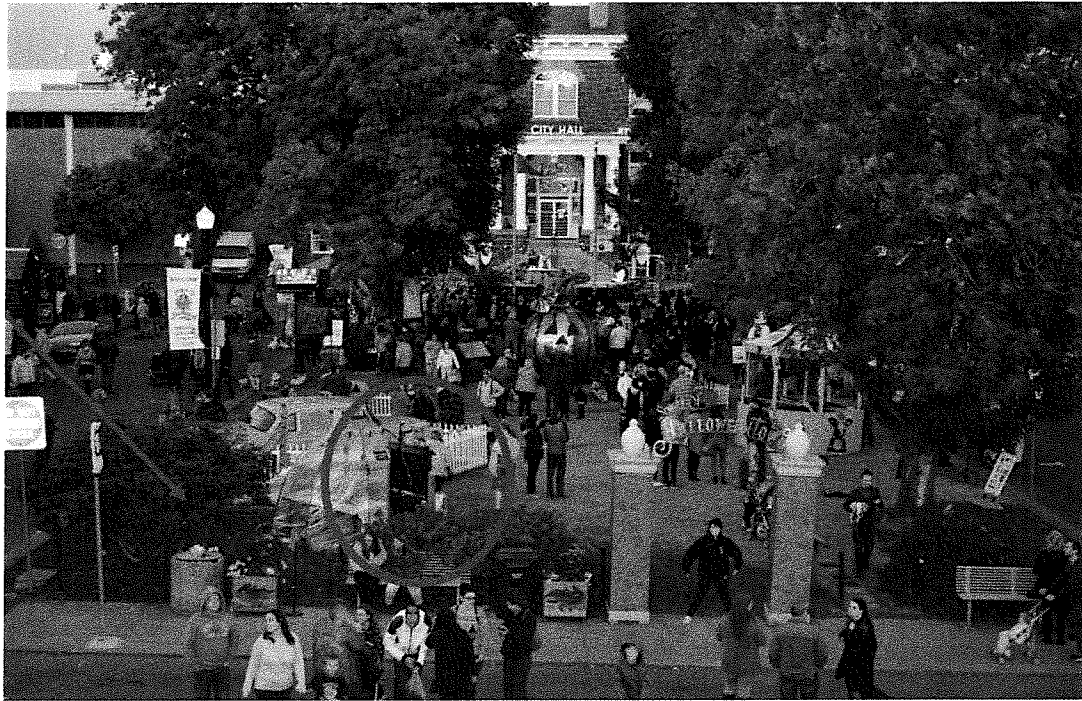
A site visit was made to the plaza on January 18, 2019 to discuss options for the location of the proposed kiosk. The following staff were included:

1. City Parks Supervisor, Thad Houk
2. City Engineering Director, Sue Nelson
3. City Building Maintenance Utility Work, Roger Stauffer
4. County Facilities & Parks Director, Casey Garrett
5. City Administrator, John Walsh
6. Associate Planner, Jennifer Dimsho
7. Informational kiosk fabrication and installation team

The team discussed the two corners of the plaza abutting 1<sup>st</sup> Street as potential locations. The team decided to locate the kiosk on the NW corner, as opposed to the SW corner, for a few reasons. The first reason was that because visitors enter downtown from the north, the NW corner had improved visibility, encouraging visitors to park and look at the map and resources. Due to the location of the seasonal arch (see photo), this side also made more sense. This location is also the corner where the temporary kiosk gets placed during the Spirit of Halloweentown festivities. This location will require the removal of an overgrown rhododendron

bush and the relocation of a concrete trash can and a planter located on the S. 1<sup>st</sup> Street sidewalk. These can be seen in the photo. All staff in attendance during that site visit tentatively approved the approximate location, subject to this decision and to the final County Board of Commissioner approval. Any utility relocation (e.g. sprinkler system, electrical, etc.) will require County approval prior to work. Vision clearance rules are exempt from this zone, but the kiosk will be placed in a location that does not conflict with the ability for drivers to see oncoming traffic.

*Approximate  
location of  
proposed  
kiosk*



### APPLICABLE CRITERIA, ANALYSIS & FINDINGS

#### SHMC 17.36.040(3)

In order to approve an application for the alteration of a designated landmark or historic resource of statewide significance, the commission must find that the proposal meets the following standards:

- (a) The purpose of the historic overlay district as set forth in SHMC 17.36.005.
- (b) The provisions of the comprehensive plan.
- (c) A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- (d) The historic character of a property shall be retained and preserved. The removal or relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
- (e) A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.

(f) Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

(g) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

(h) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible (including environmental considerations), materials. Replacement of missing features shall be substantiated by documentary and physical evidence.

(i) Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

(j) Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

(k) New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible in appearance with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

(l) New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Discussion: (a)** The purpose of this Chapter is noted under Section 17.36.005. Generally, as it specifically pertains to this project, the purpose of the chapter is to protect the City's heritage and respective historical resources. This review is intended to implement such purpose.

**(b)** The Comprehensive Plan includes a policy as follows: "subject proposed remodeling of the City's historic resources to design review to encourage preservation of the structure's historical assets." Though this is not "remodeling" in the literal sense, it is an alteration to a historic resource.

**(c)** The plaza will still be for public use as a park as it has always been since it was created around 1907. The proposal enhanced the public use with an amenity that provides visitor information, maps, history, and other resources to visitors and residents.

**(d)** The historical character of the plaza is best defined by its public use (i.e. park/open space) and its historic relatedness to the Courthouse. This proposal will not alter the spatial relationship with the Courthouse that characterize it as a plaza.

A curvy stone path was installed as a public art project celebrating the Lewis & Clark heritage that was a departure from the original crucifix shape, as shown in previous photos of the plaza. The original crucifix shape is assumed to be a key design feature, given the plaza's purpose to make a grand entrance to the courthouse. Although this project does not propose to re-create the original crucifix shape, the kiosk's placement on the northwest corner of the plaza does not hinder the ability to re-install the original crucifix pattern.

(e) The proposed sign will not include a false sense of historical development.

(f) There are no known changes to the property that have acquired historic significance.

(g) As described above, the plaza has always had more-or-less crucifix path/pattern with a central circular feature. The proposal does not alter this pattern. The basalt blocks of the courthouse and city hall are the defining distinctive material in this vicinity. It is for this reason that the kiosk's design incorporates a basalt veneer base over CMU/precast concrete. This basalt theme is consistent with the other wayfinding signage designs included in the Wayfinding Master Plan (2017).

(h) There is no deteriorating historical feature being replaced.

(i) This is not applicable to this proposal.

(j) There are no known archeological resources on the site.

(k) The addition of a kiosk to on the plaza will not destroy historic materials, features, or the spatial relationship that characterizes the property. The new work is compatible in design and appearance and improves the use of the site as a public open space amenity to help orient visitors and residents.

(l) If the proposed sign were removed, the essential form and integrity of the historic property and its environment would be unimpaired. The location does not inhibit the ability to re-create the historic crucifix pattern.

**Finding:** These criteria are met as presented by the applicant.

#### **SHMC 17.36.040(4)**

(4) Prior to alteration, current photographs and/or drawings of all elevations shall be provided to the city for its public records. Photographs and drawings shall be archival quality; proof of such shall be provided with the photographs and/or drawings.

**Finding:** Current photos have been included in the digital record for this HRR. This, along with the courthouse, is probably one of the most photographed historic resources over time.

### **CONCLUSION & RECOMMENDATION**

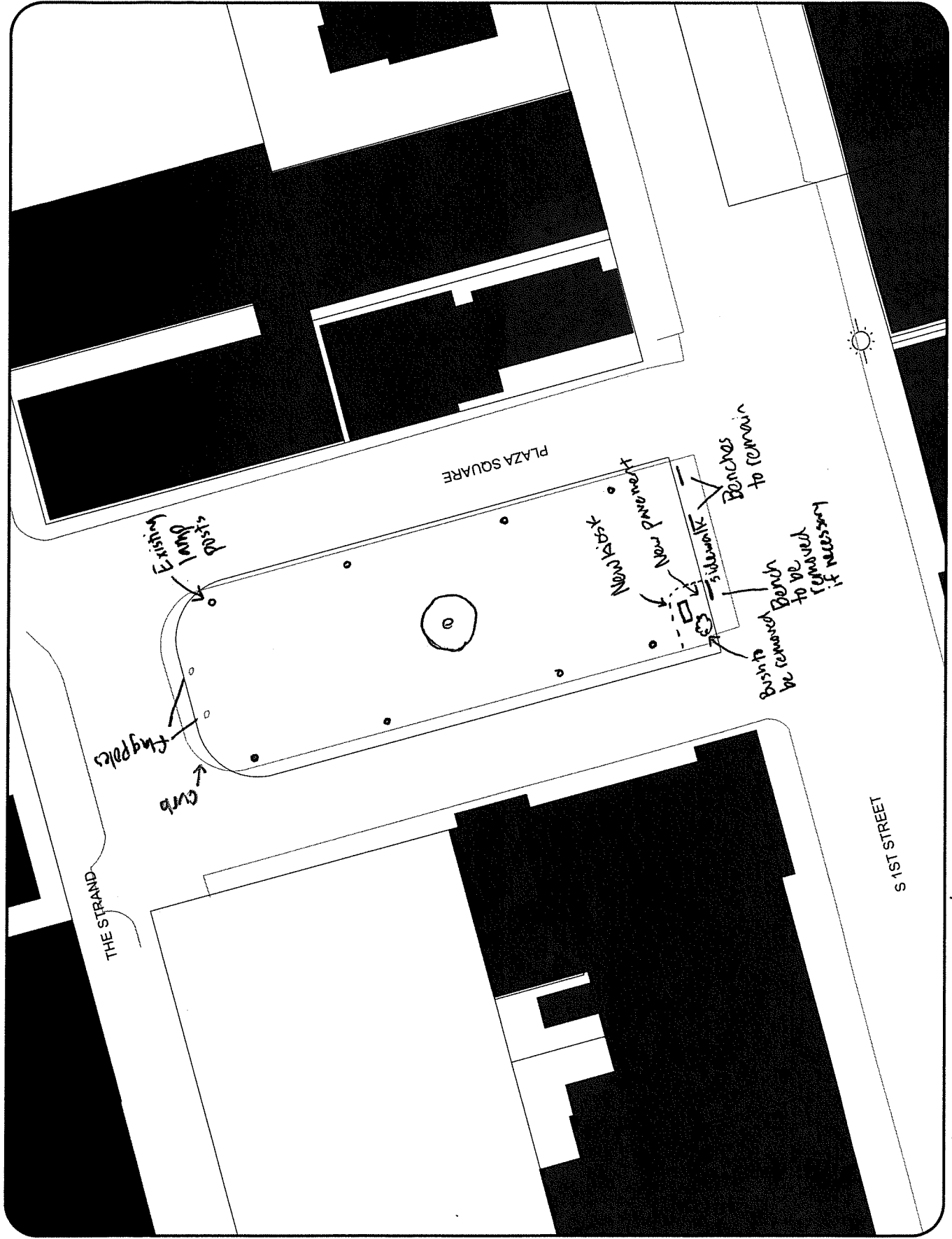
Based upon the facts and findings herein, the City Planning Administrator recommends approval of this **Historic Resource Review** subject to final approval by the Columbia County Board of Commissioners.

**Please note, this is a *land use* approval and other permits (e.g. building and electric permits) may be required *in addition* to this Historic Resource Review.**

**Attachments:** *Site Plan, Sign Design, Plaza Photos*

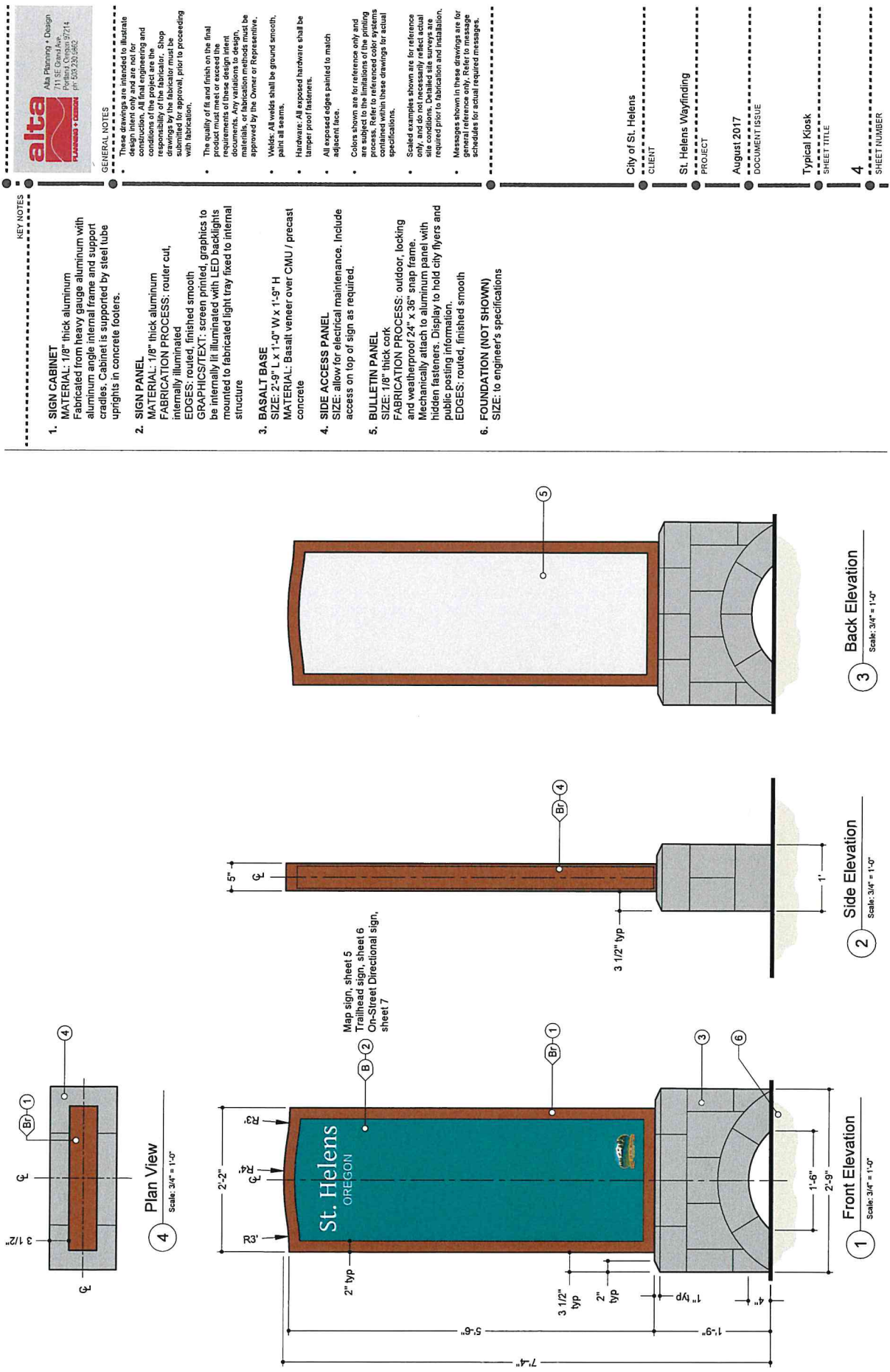
# St. Helens Kiosk Installation Site Plan

01/22/19



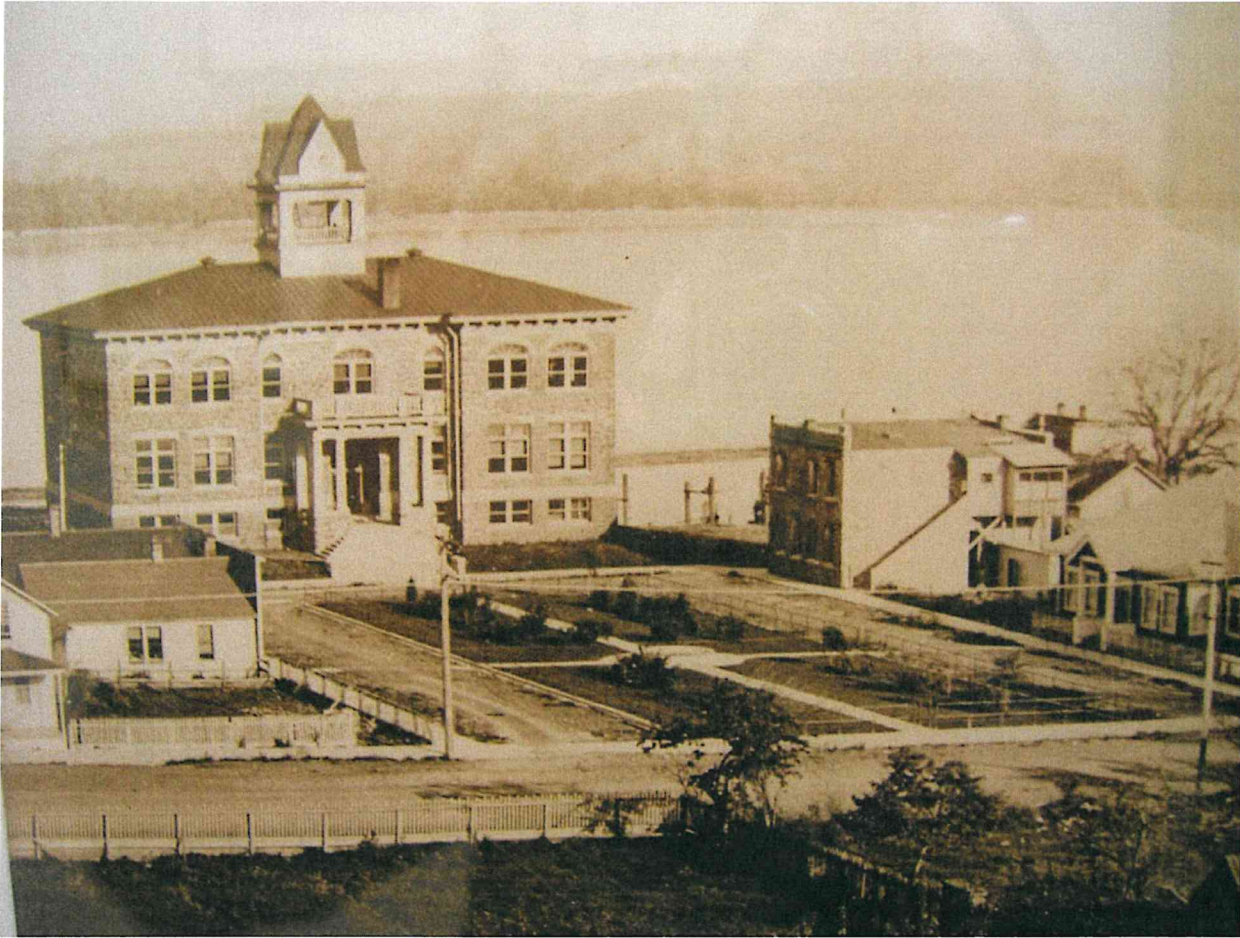
\*Any relocation of utilities subject to Columbia County approval. \*

Kiosk Dimensions: 2'9" (l) x 1'1" (w) x 7'4" (h) Sign panel internally illuminated





**Columbia County Courthouse Plaza, 1910**



**Columbia County Courthouse Plaza, 2019**





## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** Planning Commission  
**FROM:** Jennifer Dimsho, Associate Planner  
**RE:** Certified Local Government Historic Preservation Grant Program  
**DATE:** February 5, 2019

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Since becoming a Certified Local Government (CLG), the City has gone through five CLG grant cycles. Three cycles (2011-2012, 2013-2014, and 2015-2016) were used for the **St. Helens' Historic Preservation Rehabilitation Grant Program**. See link below for more information about past recipients. The 2017-2018 cycle was used for renovations to City Hall. For the 2019-2020 cycle, the City is interested in giving property owners the opportunity to fund rehabilitation work again. Eligible property owners include those with primary or secondary significance within our St. Helens Downtown Historic District as listed on the National Register of Historic Places. A map is attached.

The application deadline is February 22, 2019. The notice of funding from the State Historic Preservation Office is April 1, 2019. The City will receive and award one competitive grant of \$11,500 to a property owner with a required 1:1 match. This means the total project/owner expense must be at least \$23,000 in order to receive funds

Selecting the project will be based on selection criteria used by the Planning Commission acting as the Historic Landmarks Commission to score applications. The selection criteria used from previous grant programs is attached to this memo.

Letters notifying eligible property owners of the grant program are anticipated to go out in April 2019, with the application to apply from April - June 3, 2019. The Historic Landmarks Commission will make their recommendation for award at the June 11, 2019 meeting. The project selected will need to be completed by June 30, 2020.

If you would like more information, the following link provides further information about the **Historic Preservation Rehabilitation Grant Program**, including past awarded projects, what properties and projects are eligible, and past grant cycle resources:

<http://www.ci.st-helens.or.us/planning/page/historic-preservation-rehabilitation-grant>

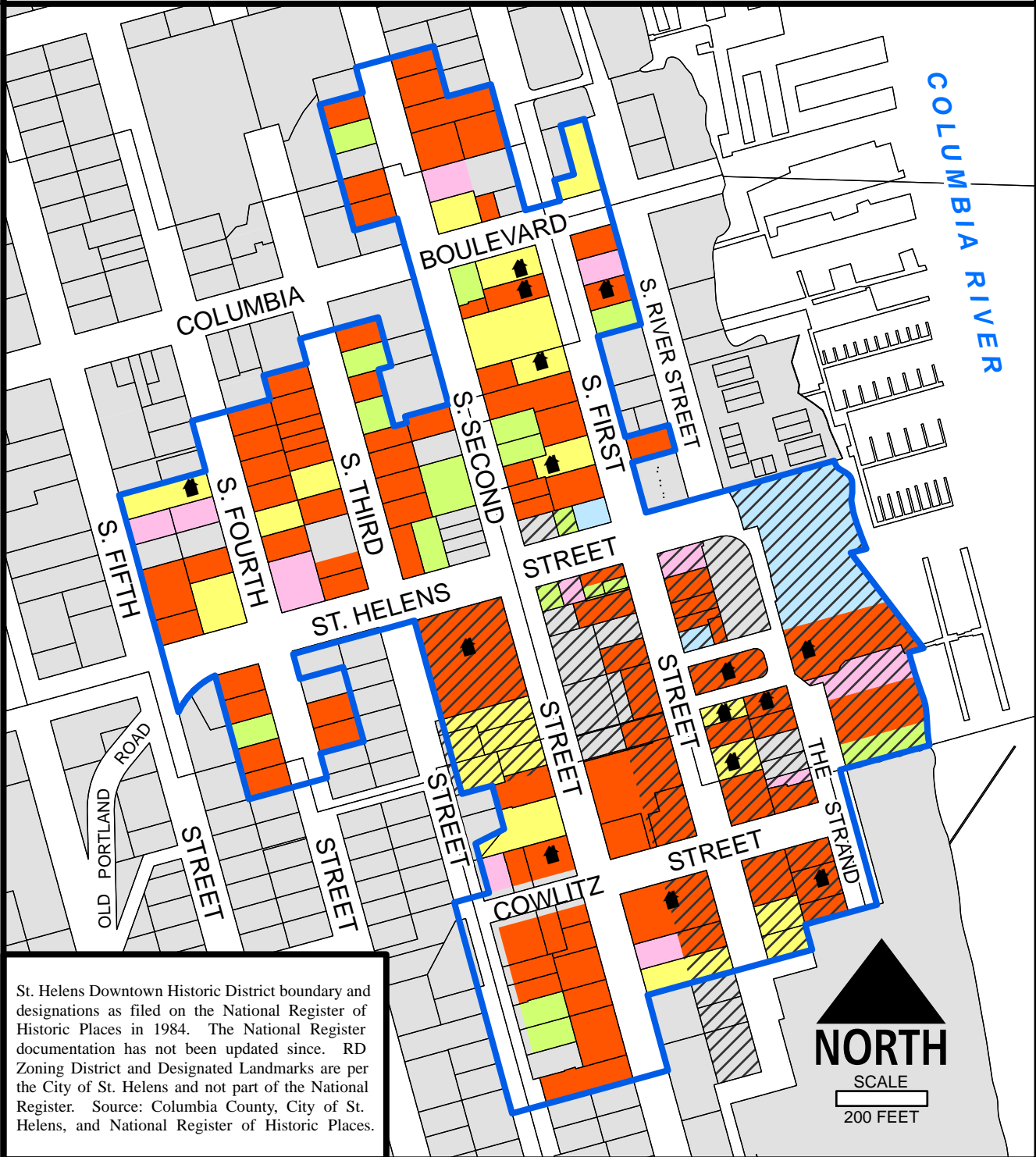


# ST. HELENS DOWNTOWN HISTORIC DISTRICT

- Primary Significant
- Secondary Significant
- Historic, Non-contributing
- Compatible, Non-contributing
- Non-compatible, Non-contributing

- Vacant or outside Historic District
- Historic District Boundary
- Riverfront District (RD) Zoning District
- Designated Landmark

April 2015 / jag



**City of St. Helens**  
**Historic Preservation Rehabilitation Grant**  
**GRANT SELECTION CRITERIA**

Updated April 2012

Grants received by the grant application deadline will be reviewed by the City of St. Helens Historic Landmarks Commission (HLC) based on the criteria below. This is a point based system.

Please note that the Oregon State Historic Preservation Office (SHPO) will review the applications too, to ensure they are eligible from a historic preservation perspective. This is in addition to and separate from the HLC review to determine who is awarded the *competitive* grant.

The City's deadlines for grants are based on tiered (multiple) deadlines. Complete grant applications for eligible projects will be evaluated only against those submitted for their respective deadline. For example, grant applications received by the first deadline of a grant cycle will not be evaluated against those of a later deadline in the same cycle. And there will be subsequent deadlines for grant applications only if grant awards are still available.

A complete and eligible grant application will be scored (up to 52 points) to compare it with other grants submitted by the respective application deadline as follows:

Max Eligible Points	"Funding Priority" or "Other Consideration"	Description
<b>10</b>	Funding Priority	Projects that restore integrity to the architectural style by removing incompatible features, alterations or additions and/or restoring missing or altered historic features on the <b>front façade</b> .
<b>8</b>	Funding Priority	Projects that restore missing or altered historic features on the <b>side façades</b> .
<b>8</b>	Funding Priority	Projects that repair or replace deteriorated historic features visible from the street or maintenance projects that preserve the integrity, safety, and stability of portions of the building.
<b>2</b>	Funding Priority	Priority will also be given to a project that has a particularly positive influence on other threatened or poorly maintained historic properties in the neighborhood.
<b>6</b>	Other Consideration	Visual impact.
<b>6</b>	Other Consideration	Project need. Will the building sustain damage if project is not done?
<b>6</b> IF PRIMARY <b>3</b> IF SECONDARY	Other Consideration	The building is " <b>primary significant</b> " or " <b>secondary significant</b> " according to the St. Helens Downtown Historic District National Register of Historic Places inventory.
<b>6</b>	Other Consideration	Projects that encourage development and investment, and will have a positive economic impact.

Note: If a property is awarded a grant, that property is not eligible for additional grants in the same grant cycle. However, past grant awards do not void eligibility for future grant cycles.

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



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

**Date:** 1.28.2019

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**

Helped the Fire Marshall with an address issue related to an arson fire at the Lutheran Church on the corner of N. 4<sup>th</sup> Street and Wyeth Street.

An approximate 24 acres vacant property beyond the northern terminus of N. 8<sup>th</sup>, N.9<sup>th</sup> and N. 10<sup>th</sup> Streets is being logged this month. The property owner doesn't anticipate to make money on this venture, but is clearing the land for review of a potential subdivision. Nothing has been submitted but we've had discussions. Note that there are significant wetlands on the east side of the property which include City regulated upland protection zones, which we are told are being avoided. I have visually inspected from nearby developed areas, but haven't walked the site since logging began.

Assisted with Personnel Policies and Procedures updates with other management staff.

The Building Official and I inspected the former long time restaurant location on the corner of S. 2st Street and Cowlitz Street (298 S. 1<sup>st</sup> Street). The most recent restaurant of significance there was the Plantation Pizza. Community Access Services (CAS) moved into that and two other adjacent suites around 2014. Before CAS, some expansion activity created some issues in the City's parking lot, as shown in the photo below. I wanted to make sure this won't happen again, especially given the efforts to abate the issue at that time. None of the trash in the photo is the City's.



Conducted a pre-application meeting for potential Variances for the Emerald Meadows subdivision.

Conducted pre-application meeting for potential annexation and temporary use permit for food carts at 2225 Gable Road. This is related to a County Referral mentioned in last month's report. Conducted a pre-application meeting for potential additional development to 71 Cowlitz Street (the former Klondike restaurant building).

Had a preliminary Q&A meeting with a representative with Weyerhaeuser Co. about property they own within and adjacent to the St. Helens Urban Growth Boundary. General information at this time; no proposals.

Prepared right-of-way dedication documentation from some city-owned properties. These are "housekeeping dedications." The County Assessor asks us about these kind of properties every-so-often to help clean up their records. The last time we did a batch of these was in 2012. Most are street plugs.

Both the Associate Planner and I attended a meeting at Columbia 9-1-1 regarding addresses and agency coordination.

### **DEVELOPMENT CODE ENFORCEMENT**

It's been awhile since we've had to do some unlawful right of way sign enforcement, but several larger than normal temporary signs showed up along Pittsburg Road, in some cases very close to the shoulder. With the help of Public Works, it was abated.



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

January 8, 2019 meeting (outcome): The Commission approved a Conditional Use Permit for a childcare facility at 2353 and 2355 Columbia Boulevard. The Commission also considered Chair and Vice Chair with no changes from last year. The Commission considered the sole application for two Commissioner expirations and determined that the two incumbents should remain for another term; motion of recommendation made to the Council on both counts.

February 12, 2019 meeting (upcoming): The Commission will have a meeting (meeting #2) at 6pm for the latest on the Housing Needs Analysis effort.

As the [Historic Landmarks Commission](#), the commission will hold a public hearing for alteration of the Courthouse Plaza. They will also discuss the next CLG grant.

## **HISTORIC PRESERVATION**

Another CLG grant cycle approaches. We are considering doing another pass-through grant to provide the funds (about \$11,500) to a historic preservation project. The last cycle we used for re-grouting City Hall's basalt stones. Staff will discuss this with the Planning Commission (acting as the Historic Landmarks Commission) at their February meeting.

## **ST. HELENS INDUSTRIAL PARK WETLAND DELINIATION EFFORTS**

Our wetlands consultant has done a lot of work since the Concil approved the contract in December. Some of the wetlands are larger then our wetland inventory suggested. This is common, so no surprise; please be prepared for that. The consultant still has some additional field work to do; she wants to wait a couple weeks for the remaining areas for drier weather and to allow for some vegetation growth.

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

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Monday, January 28, 2019 8:58 AM  
**To:** Jacob Graichen  
**Subject:** January Planning Department Report

Here are my additions to the January Planning Department Report.

### GRANTS

1. **Received Notice of Award for ODOT's Safe Routes to School Project! – \$322,536, \$80,634 match.** To construct 1,100 feet of sidewalk along Columbia Blvd. between Sykes and Gable Road. Improve pedestrian visibility at the crosswalks of Columbia Blvd. & Sykes Rd. in front of McBride Elementary and at Gable/Columbia by 2023. Helped with press to announce this award locally and within ODOT.
2. Travel Oregon - Medium Grants Program (100k) – Contract authorized. Kickoff meeting and project start. Coordinated locations for installation of 3 vehicular signs and 1 kiosk during site visit with sign fabricator/installer/Columbia County/City PW. Finalized kiosk map/narrative content. Applied for a Historic Resource Review with the Historic Landmarks Commission for the 2/12 meeting. Prepared application, notice mailing, and staff report. Reviewed initial shop drawings, submitted revisions.
3. OPRD – Veterans Memorial Grant – Prepared revised budget for project to include monuments that were taken out. Continued to work through insurance claim details and budget needs.
4. TGM – Riverfront Connector Plan – City Council/PC Joint Work Session scheduled for February 20 at 6 p.m.
5. EPA – CWA Grant Program – Public Meeting #1 scheduled for 2/6. Prepared press release and outreach materials. Updated project website. Delivered brochures to commercial lenders and real estate agencies. Discussed eligibility and prepared materials for a Phase II on a site on Columbia Blvd.
6. Housing Needs Analysis – Finalized Housing projections. Planned for HNA Advisory Committee meeting 2/12. Prepared press release and reviewed materials. Updated website.
7. CDBG Contract Finalized on January 16 with Council authorization. Issued RFQ for grant administration services.
8. Researched National Parks Service Historic Revitalization Sub-grant Program (HRSP) – Due 3/1/19. Potential for 100k-750k for use in 2-3 years. No match required. Property must be eligible for listing in the National Register of Historic Places. Reached out to County for courthouse project.
9. Researched DLCD's Technical Assistance (TA) Program within their Community Grants program – Award TA funds for infrastructure planning and financing plans. Next 2019-2021 program anticipated to be available August/September 2019 for project completion by May 30, 2021.
10. Discussion with County about Travel Oregon's RCTP guidelines for potential recreational trails application planning for the City's tree farm property (Salmonberry Lake). Met with County & tourism consultant to discuss application process. Helped complete application on behalf of our County RCTP – CCET.
11. Researched next cycle deadlines for OPRD's Local Government Grant Program for potential Campbell Park improvement package. Looked at new priorities for this cycle. Attended Parks Commission 1/14 to discuss Campbell Park improvement package.
12. Completed Certified Local Government (CLG) Grant application (non-competitive) for \$11,500 to use as a pass-through Historic Preservation Grant for eligible properties within our nationally designated historic district. Deadline is 2/22 for complete application. Prepared memo for Historic Landmarks Commission to review proposed grant program plan.
13. Researched grant opportunities for skate park renovations in McCormick Park. Reviewed estimates and proposed scope of work.
14. Met with Police Department to review and discuss grant funding opportunities for equipment needs

### MISC

15. Continued coordination with ODOT/ODOT Rail/P&W about entrance sign location at Millard Road intersection.  
Received application, timeline estimate, and worked on preparing accurate site plan of location to submit.
16. Helped prepare information for DLCD's severely rent-burdened reporting requirements
17. Godfrey Park nature playground site visit with contractor to discuss project/budget/timeline
18. Kicked off project to contract out for site plan creation for Godfrey Park and Campbell Park
19. Met with CRFR at CCOM about addressing procedures and best practices

**Jenny Dimsho**

Associate Planner

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