



**PLANNING COMMISSION**  
**Tuesday, April 09, 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 p.m. Call to Order and Flag Salute**
2. **Consent Agenda: Approval of Minutes**
  - 2.A. Housing Needs Analysis Advisory Committee Meeting Minutes Dated March 12, 2019  
[Advisory Committee Meeting #3 Minutes Draft](#)
  - 2.B. Planning Commission Minutes Dated March 12, 2019  
[031219 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. - Variance (Setback) at 121 Farmview Drive - Lucas  
[V.14.19 Staff Report Lucas](#)
  - 4.B. 7:30 p.m. - Annexation at 2225 Gable Road - Paintner  
[A.1.19 Staff Report Paintner](#)
5. **Acceptance Agenda: Planning Administrator Site Design Review -**
  - a. *Site Design Review at 1160 & 1170 Deer Island Road - New triplex*
  - b. *Site Design Review (Minor) at 248 N. Columbia River Highway - Existing commercial suite conversion from retail to personal services*
  - c. *Site Design Review (Minor) at 127 N. 17th Street - Construct new accessible ramp building entry*
6. **Planning Director Decisions -**

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

- a. *Sign Permit at 298 S. 1st Street - New projecting sign on an existing commercial building*
- b. *Sign Permit (Banner) at 2100 Block of Columbia Blvd - Wings & Wheels*
- c. *Temporary Use Permit at 555 S. Columbia River Highway - Food service trailer*
- d. *Temporary Use Permit at 535 S. Columbia River Highway - Construction storage*
- e. *Lot Line Adjustments (2) at 58974 Morten Lane - Cohen*
- f. *Auxiliary Dwelling Unit (ADU) at 35567 Alderwood Drive - Conversion of existing garage*
- g. *Sign Permit (Banner) at 2100 Block of Columbia Blvd. - St. Helens Booster Club Auction*
- h. *Temporary Use Permit (1 Day) at 2295 Gable Road - Locate 3 mobile food service units at Walmart Garden Center Grand Opening*

**7. Planning Department Activity Report**

- 7.A. March Planning Department Report  
[2019 MAR Planning Dept Rept](#)

**8. For Your Information Items**

**9. Next Regular Meeting - May 14, 2019**

**10. Adjournment**

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**City of St. Helens**  
**Housing Needs Advisory Committee Meeting #3**  
**March 12, 2019**  
**Minutes**

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

**Members Absent:** None

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

**Councilors Present:** Ginny Carlson, City Council Liaison

**Others Present:** Tim Wood, FCS Group  
Christine Menges, Chronicle  
Jennifer Pugsley  
Linda & Eric Zahl  
Jennifer Anderson  
Al Petersen

The meeting was opened at 6 p.m. by City Planner Jacob Graichen. The meeting's sign-in sheet, Powerpoint presentation, referenced files, and audio recording is on file at the City of St. Helens. The presentation is also uploaded on the Project Website <<https://www.ci.st-helens.or.us/planning/page/housing-needs-analysis>>.

## **Introduction**

Tim Wood, Project Consultant with FCS GROUP, introduced the Housing Needs Advisory Committee to the land need reconciliation table. He said this table is a key takeaway from the Task 4 Residential Land Need Analysis, which has been uploaded to the project website. Wood explained that there were five methods considered, each of which demonstrated St. Helens has adequate residential land within the Urban Growth Boundary. The only exception to this is for high-density land, which St. Helens is projected to be slightly deficient. Al Petersen asked what the timeframe was for number of dwelling units needed. Wood said it represents a 20-year demand.

Commissioner Cohen asked about the change in land supply since the previous meeting. Wood noted that City staff identified tax lots and zoning districts that were overlooked in the initial buildable land inventory. Those lands have now been added. Vice Chair Cary asked if the buildable land inventory had removed land with steep basalt bluffs. Wood said that they removed steep slopes, but he would verify that there were no other areas missing. Chair Hubbard asked if available infrastructure (water and

sewer) had been considered as part of the buildable land inventory. Wood said they did not incorporate utility availability into the buildable land inventory. Commissioner Cohen asked about legislation being considered at the state level that may impact single-family zoning. Wood said FCS Group has recommended cities not count on the passage of the bill being considered. The Housing Needs Analysis Study should continue, assuming no changes to state law.

## **Policy Considerations**

Wood said he would like to go through a few policy considerations that St. Helens may choose to implement that would add additional housing units and address the small shortage of high density zoning.

### **Minimum Density Standard**

Wood said this policy would require builders to obtain a certain unit per acre standard when developing a parcel. Graichen said typically, builders do build as many units as they can because they want to produce as many units as possible. Commissioner Semling's preference was to let the market dictate residential development density. The Commission agreed.

### **Allowing Duplexes Outright in R7**

Wood said this policy would allow duplexes outright in the Moderate Residential (R7) zoned land. Currently, duplexes require a Conditional Use Permit in the R7 zone. Commissioner Cohen voiced opposition to this policy consideration because it could be disruptive to neighborhood character. Graichen asked if his opinion would change if the duplex was on a corner lot, as opposed to an interior lot. Commissioner Cohen said no. Vice Chair Cary also prefers the Conditional Use Permit to allow additional oversight. Chair Hubbard observed that the current practice works and allows neighbors to testify. The Commission agreed.

### **Parking Requirements for Multi-family Development**

Wood said this policy would allow reductions in the provision of off-street parking required for multifamily developments if the developer can supply a third-party parking study that shows demand differs from required off-street parking requirements. Commissioners mostly voiced opposition to this policy proposal. The Commission felt that this community is more auto-dependent than many communities which adopt more flexible parking requirements. Chair Hubbard voiced support for such a policy closer to the Riverfront District or the Houlton Business District. Associate Planner Dimsho said the off-street parking requirements are already generally more flexible in those two districts.

### **Cottage Cluster Developments**

Wood said this policy would draft and adopt rules allowing and regulating cottage clusters. Essentially, these developments would consist of a grouping of small homes on a single property with some shared amenities. Commissioners had questions about specifics such as the average size of the homes and the density allowed for such developments. Graichen told the Commission that specifics would be developed as the policy is written. He said this code would help for property that is irregular and difficult to develop using normal standards. Vice Chair Cary likes this idea. He has walked through them in Salem. Eric Zahl said cottage clusters are a great affordable housing option. Linda Zahl said the Commission should strive to represent those in the community who are struggling to find affordable housing. They cannot always attend these meetings. Jennifer Puglsey said she did a lot of reading on cottage clusters. She



thinks Scappoose just recently adopted a cottage cluster housing code. It's her understanding that the houses can be smaller because they share common spaces, like a tool shed or a common outside eating space. Commissioner Cohen likes that this would expand the housing mix. The Commission was broadly in support of this policy.

### **Increase Allowable Density for Annexing Properties**

Wood said currently properties annexing into City limits must meet certain criteria to achieve higher density zoning, such as General Residential (R5) and Apartment Residential (AR). Graichen noted that the Zahl annexation used this code to support R5 zoning when they annexed, although their argument was ultimately unsuccessful. Graichen said an example when higher density may make more sense is if there is an existing or future park near the property to be annexed. Graichen said he is not sure how the policies would be written, but this change would examine those standards to provide better guidance on when higher density zoning makes sense.

Petersen said this policy change is needed because most of the high density residential land is in the older part of the City where there is not a lot of vacant land to be developed. Now we have a housing crisis, and the low density zoned land on the outskirts of town is all that is left. Eric Zahl suggested attaching a requirement for a certain number of affordable housing units if the higher density is granted. Graichen said enforcing the number of units within zoning creates issues for staff. Commissioner Cohen feels the existing code works. He felt it provides more oversight to ensure that a change in density would not disrupt the character of the surrounding residential areas. Chair Hubbard would like to see gradual transitions between multi-family and single-family and not abrupt changes in density. Dimsho said this is a good suggestion for a criteria to help determine whether or not high density makes sense. Vice Chair Cary said it would be important to make sure the transportation infrastructure is adequate for higher density areas. Dimsho said maybe higher classified streets could warrant additional density. Overall, the Commission is open to examining policies that could promote a higher density zone upon annexation.

Graichen said the next Housing Needs Analysis meeting will be before City Council at a time and date to be determined. Dimsho said it will be announced with a press release and on the project website when it is scheduled.

There being no further business, the Housing Needs Advisory Committee Meeting #3 was adjourned at 7:10 p.m.

Respectfully submitted,

Jennifer Dimsho  
Associate Planner

# City of St. Helens Planning Commission

Draft Minutes

March 12, 2019

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

**Members Absent:** None

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

**Others:** Lesley Everett  
Peter Frank  
Wayne Weigandt  
Jennifer Pugsley  
Kelly Taga  
Andrew Stamp  
Al Petersen

- 1) **7:17 p.m. Call to Order and Flag Salute**
- 2) **Consent Agenda: Approval of Minutes**
  - 2.A **Housing Needs Analysis Advisory Committee Meeting Minutes Dated February 12, 2019**

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Draft Housing Needs Analysis Advisory Committee Meeting Minutes dated February 12, 2019 as written. Vice Chair Cary and Commissioner Stenberg did not vote due to their absences from that meeting. [AYES: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Webster; Nays: None]

## 2.B **Planning Commission Minutes Dated February 12, 2019**

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Draft Planning Commission Minutes dated February 12, 2019. Vice Chair Cary and Commissioner Stenberg did not vote due to their absences from that meeting. [AYES: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, 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. - Variance at 1160 & 1170 Deer Island Road - Frank

Chair Hubbard opened the Public Hearing at 7:19 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Graichen entered the staff report dated March 5, 2019 into the record. Graichen said this variance is for the separation standards of windows from walkways and parking lots/driveways in multi-dwelling developments. Graichen introduced the proposal to the Commission and discussed the criteria for approving the variance, as detailed in the staff report.

Commissioner Cohen asked if approving this variance would create a negative precedence for future multi-family developments. Graichen said there is enough uniqueness on this property that it would likely be difficult to replicate the same circumstances. Commissioner Cohen asked if the windows in question were along Deer Island Road. Graichen said no, the windows in question are along the parking lot and walkway.

**In Favor**

**Frank, Peter. Applicant.** Frank said the variance is for only three feet of separation. He said there is no way to change the orientation of the development to meet the standard fully. Adding a second floor to the building would be too costly. Commissioner Cohen asked when they learned they would not meet the standards for the windows. Frank said it was during the Site Development Review process. Frank said the site is too small to fit the parking and walkway anywhere else. They are building a triplex to get the most residential units on the site.

**Petersen, Al.** Petersen is the architect for the project. Petersen said this is a very tight property. There is just as much square footage dedicated to the driveway and parking as there is dedicated to the building footprint. This is an example where the parking requirements almost make the development impossible to fit. Petersen feels the multi-family design standards are meant for larger sites. On smaller scale developments, they are very constraining. Petersen also noted there is a power pole that limits where the driveway can be located. He also referred to an email he previously sent to the Commission regarding duplexes that he feels warrants a code change. Petersen said one window was eliminated to reduce exceptions to the standard. He said there are no bedroom or living room windows that face the parking lot. The windows with the separation exception are windows in the kitchens and the dining rooms facing the parking lot. Councilor Carlson asked how big each unit is. Petersen said they are two bedroom units at approximately 900 square feet each.

**In Opposition**

No one spoke in opposition to the proposal.

**End of Oral Testimony**

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

## Close of Public Hearing & Record

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

## Deliberations

Commissioner Cohen said when the constraints of the lot are considered, aside from building up (which is cost prohibitive), this variance is the best option. Vice Chair Cary asked if they are setting a precedence. Graichen said the Commission is looking at special and unique circumstances. Some of these unique circumstances include the power pole, the need to share access because of the classification of Deer Island Road, the vision clearance area, and the existing duplex on the other lot. Graichen feels there are enough existing unique circumstances that will not create a precedence. Chair Hubbard said he thinks it is a good project. He feels the development will be appealing as a one-story building.

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

### 4.B 7:30 p.m. - Variances (12) at Various Lots on Fairfield Court - Stamp

Chair Hubbard opened the Public Hearing at 7:49 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated March 5, 2019 into the record. Graichen described the proposal and recommended conditions of approval, as presented in the staff report. He provided four letters to the Commission that were submitted in support of the variances after the staff report was already prepared.

Graichen explained that Richmond American Homes applied for 12 lot coverage variances, each for a specific lot, that will utilize one of two single-story models (Amethyst or Onyx) in the Emerald Meadows Subdivision. These models are around 20 feet in height, which is one of the reasons why this variance makes sense. Graichen said in a sense, they are trading a reduced height for a larger footprint. Graichen said variances to the 35 percent lot coverage maximum range from one percent to seven percent. One of the conditions of approval is that the variances are specific to the two single-story models (Amethyst and Onyx). This is to ensure that Richmond does not sell the lots to someone else who will build a two-story home using the variance for greater coverage. Graichen said there are arguments in the applicant's narrative and in the letters provided about the high demand for single-story homes in St. Helens.

Commissioner Cohen asked if the variances have any impacts to setback requirements. Graichen said no. Commissioner Webster asked if the lot coverage includes a patio. Graichen said no, unless they are covered. Commissioner Semling asked if they are approving all of them at once or individually. Graichen said the Commission is reviewing them all at once, but they are broken down into individual files if there are concerns about any individual lot.

## In Favor

**Stamp, Andrew. Applicant.** Stamp is representing Richmond American Homes. Stamp is seeking lot coverage flexibility because they perceive a market demand for single-level units. They are asking for this variance for 12 of the 44 lots in the subdivision (roughly 25 percent). Richmond American builds spec homes that have options. They are not custom homes, so they can be built very quickly and efficiently. This is how they can keep costs lower. Single-story homes appeal to baby boomers and families with young children who do not want to have stairs. The Amethyst and Onyx are also two of the most affordable models, which also appeals to younger, first-time home buyers. Stamp showed two exhibits that demonstrate less activity for the single-story homes, indicating a lack of supply. Stamp said they will still comply with building height and setback standards, so the view from the street will be identical between the lots with the lot coverage variance and without. He said the trade-off is a lower height for a smaller backyard, while still meeting setbacks. Stamp said lot coverage standards make developments feel more spacious, provide more open space and recreation space, and limit impervious surface. Lot coverage standards prevent too large of a house on too small of a lot. Stamp feels they are meeting the intent of lot coverage standards, based on street appearance. He also pointed out that 50 percent lot coverage is allowed for duplexes and attached single-family dwellings in the same zoning district [*Secretary's note: Duplexes have a 35 percent lot coverage standard too*]. Stamp said for a 5,000 square foot lot, after a two car garage is built, only 1,300 square feet is left for the home. Stamp said there is not as much demand for this small of a home. Stamp said that these hearings are quasi-judicial land use hearings that will not set precedence for future hearings. The topography and L-shaped subdivision also make this a unique circumstance warranting a variance. Stamp feels the City does not need to worry about setting precedence. Commissioner Webster noted they would not be here if the zone change from R7 to R5 granted by City Council had been denied, as was recommended by the Planning Commission. Stamp noted the case before the City Council for the R5 zone change hearing was different than the one that the Planning Commission saw. Stamp said the market data pointed toward the need for smaller lots to accommodate affordable housing.

**Taga, Kelly. Applicant.** He works for Richmond American Homes of Oregon. The Onyx and Amethyst are about \$18,000 cheaper than the other models. They have a lot personalization for each model type. The floor plans may be similar, but the finishes, faucets, etc. are all chosen by the buyer. About one third of the homes sold in the last three years have been single-story. For new development, about half of the homes are single-story, which indicates a larger demand. Over 80 percent of the demand is for two-car homes at over 1,400 square feet. The streetscape view is not going to change. If the purpose of lot coverage standards is to give a good feel with ample yard space, they are still accomplishing this. Richmond is not doing this to make more money. Taga said their profit margin is actually better on the two-story homes. They want to build single-story homes because that is where the demand is. Single-story homes meet the needs of the community.

Vice Chair Cary asked how they selected the specific lots for the variances. Taga said they requested approximately every other lot to avoid having too many of the same floor plan in a row. It also adds some variation to the streetscape with the height variations. Commissioner Cohen asked how they select the model elevation type. Taga said the homebuyer selects their elevation type, but they will not let the same type be placed next to another of the exact elevation. Taga said their motivation is to appeal to a wider audience of homebuyers and see their homes sell faster. Their first sale was for an Onyx home.

**Pugsley, Jennifer.** Pugsley is a real estate broker with Keller Williams. She is not involved with the project at all, but felt someone in the real estate world should provide testimony about the high demand for single-story homes. She has been selling real estate here for 25 years and has a good handle on the market. The baby boomers are aging which means there is a huge population who cannot do stairs and she needs something to sell them. She feels like this argument is almost stronger than the affordability argument. She also submitted written testimony.

### **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 opportunity to submit final written argument after the close of the record.

### **Deliberations**

Vice Chair Cary said when he searched for a single-level home in this community, it was very difficult to find. Chair Hubbard said the Commission has thought about this property a lot in previous proposals. Commissioner Cohen noted that page four has three different options for the Commission to decide. Vice Chair Cary said he is not inclined to do the option that caps the number of Onyx models. He does not want to cut out the single-story, three-bedroom market. Commissioner Lawrence and Commissioner Stenberg agreed.

**Motion:** Upon Commissioner Semling's motion and Commissioner Stenberg's second, the Planning Commission approved the 12 variances as recommended by staff. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary; Nays: Commissioner Cohen, Commissioner Webster]

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

### **5) Discussion Items**

#### **5.A Riverfront District Architectural Guidelines Recommendation - New Sign at 298 S. 1st Street**

Commissioner Cohen said he loved the sign when he first reviewed it. Commissioner Webster loved it too. Commissioner Cohen said this would be the first sign that is hanging (projecting). It would be the only hanging sign on South 1st Street, which mostly has window signage. Chair Hubbard noted the Big River Bistro has a sign that hangs out from the building. Vice Chair Cary likes it.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously recommended approval of the Sign Permit at 298 S. 1st Street as presented. [AYES: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Commissioner Webster, Vice Chair Cary; Nays: None]

#### **5.B CLG Historic Preservation Grant Selection Criteria**

Associate Planner Dimsho explained that at the last meeting, the Commission discussed the upcoming grant cycle for the Certified Local Government (CLG) Program. The City anticipates one \$11,500 award and the Commission will use the selection criteria included in the packet in June 2019 to decide who should receive the grant. Graichen said two new criterion were added: financial capacity to match the grant and ability to complete the project on time. He said we also recalibrated the points to add to 30 points total. The Commission likes the additions and had no additional criteria to add.

#### **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: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Commissioner Webster, Vice Chair Cary; Nays: None]

#### **7) Planning Director Decisions**

Vice Chair Cary asked Graichen for clarification on the Final Plat for Elk Ridge Estates Phase 6.

#### **8) Planning Department Activity Report** **8.A February Planning Department Report**

There were no comments.

#### **9) For Your Information Items**

Commissioner Stenberg asked about the project near the DMV. Graichen said they are working through enforcement issues with the DEQ now. Chair Hubbard asked about the status of the Sand Island lease with the St. Helens Marina. Councilor Carlson said that edits were made to a draft lease at the last City Council meeting. They are close to final approval.

#### **10) Next Regular Meeting - April 9, 2019**

#### **11) Adjournment**

*There being no further business before the Planning Commission, the meeting was adjourned at 9:24 p.m.*

*Respectfully submitted,*

*Jennifer Dimsho  
Associate Planner*



**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
Variance V.14.19**

**DATE:** April 2, 2019  
**TO:** Planning Commission  
**FROM:** Jennifer Dimsho, Associate Planner  
 Jacob A. Graichen, AICP, City Planner  
**APPLICANT:** Tamara & Brian Lucas  
**OWNER:** Same as applicant  
**ZONING:** Moderate Residential, R7  
**LOCATION:** 4N1W-5BD-8700; 121 Farmview Drive  
**PROPOSAL:** Side yard (setback) variance for a detached accessory structure (garage) that is already built

The 120-day rule (ORS 227.178) for final action for this land use decision is **July 6, 2019**.

**SITE INFORMATION / BACKGROUND**

The site is developed with a detached single-family dwelling and a detached accessory structure (garage), which is the topic of this setback variance. Access to the garage is off Farmview Drive with a paved driveway. The home and garage were built in 1998 by Jason Moore (Building Permit #6159). There are inspection records that finalized the dwelling. The inspection records for the garage indicate that there was a setback issue on the west property line, and that corrections and another inspection was needed. No final inspection was ever requested to correct the issue and final the structure.

This variance is to allow a setback reduction from 7 feet to 3 feet for the garage that has been built since 1998. The Building Official has conducted a pre-inspection of the garage to document what would be needed to pass a final inspection for the garage. Documentation of the required building improvements has been attached.



*Detached accessory structure & driveway. Setback encroachment is within the grassy area.*



*Close up of the detached accessory structure*



## PUBLIC HEARING & NOTICE

Hearing dates are as follows:

April 9, 2019 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on March 21, 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 March 27, 2019.

## AGENCY REFERRALS & COMMENTS

As of the date of this staff report, there have been no relevant agency referrals or comments.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### CRITERIA:

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

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

The Commission needs to find all these criteria **(a)** – **(e)** are met in order to approve the variance

**DISCUSSION:** Some other laws relevant to this request include:

#### **Per SHMC 17.108.050 (4)**

This standard allows a 20% reduction of yard (setback) requirements for accessory structures.

#### **Per SHMC 17.64.050 (5)**

No building or portion thereof, regardless of size, shall be placed closer than three feet to a property line.

## FINDINGS:

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

- The Commission needs to determine if this criterion is met to approve the variance or approve it with conditions.
- Staff comments: The structure has been built for approximately 21 years, and there has been no evidence that the existence of the structure in its current location has been detrimental to other properties in the same zoning district or vicinity.
- Generally, the purpose of yard (setback requirements) is to allow for air, light and space between properties. The neighbors on this side of the subject property have flag lot and the driveway is located along the requested setback encroachment.

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

- The Commission needs to determine if this criterion is met to approve the variance or approve it with conditions.
- Staff comments: It is not common for a building to have been built for 19 years without a final inspection. This could be considered a special and unique circumstance for which the applicant had no control.

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

- The Commission needs to determine if this criterion is met to approve the variance or approve it with conditions.
- A use variance is not proposed. Detached single-family dwellings and their accessory structures are permitted uses in the R7 zone.
- Staff comments: SHMC 17.108.050 (4) allows for a 20% reduction in setbacks for accessory structures, which would bring the required setback from 7 to 5.6 feet. This means they are only requesting a setback reduction from 5.6 to 3 feet, or 2.6 feet.
- They are still meeting the SHMC 17.64.050 requirement that states no building should be placed closer than 3 feet to a property line.
- The structure has similar architectural features that match the principal dwelling, which is a requirement for any new accessory structures.

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

- The Commission needs to determine if this criterion is met to approve the variance or approve it with conditions.
- Staff comments: The structure has similar architectural features that match the principal dwelling, including paint color, a gable roof, and similar siding and trim. It fits into the character of the surrounding neighborhood.

- The structure has been built for 21 years, and there has been no evidence that the existence of the structure in its current location has been detrimental to the existing physical and natural systems.
- (e) This criterion requires a finding that the variance issue is not self-imposed and that the variance is the minimum necessary to alleviate the hardship.**
- Staff comments: The building practices of the developer and the City Building Department inspection processes were not the fault of the applicant. The applicant is not requesting a larger setback variance than what is already built. It is the minimum necessary to alleviate the hardship.

### CONCLUSION & RECOMMENDATION

**Based upon the facts and findings herein, staff recommends approval of this Variance with the following conditions:**

1. Owner/applicant and their successors are still responsible to comply with the City Development Code (SHMC Title 17), except for the Variance granted herein.
2. Owner/applicant is responsible to meet the requirements of the Building Official.

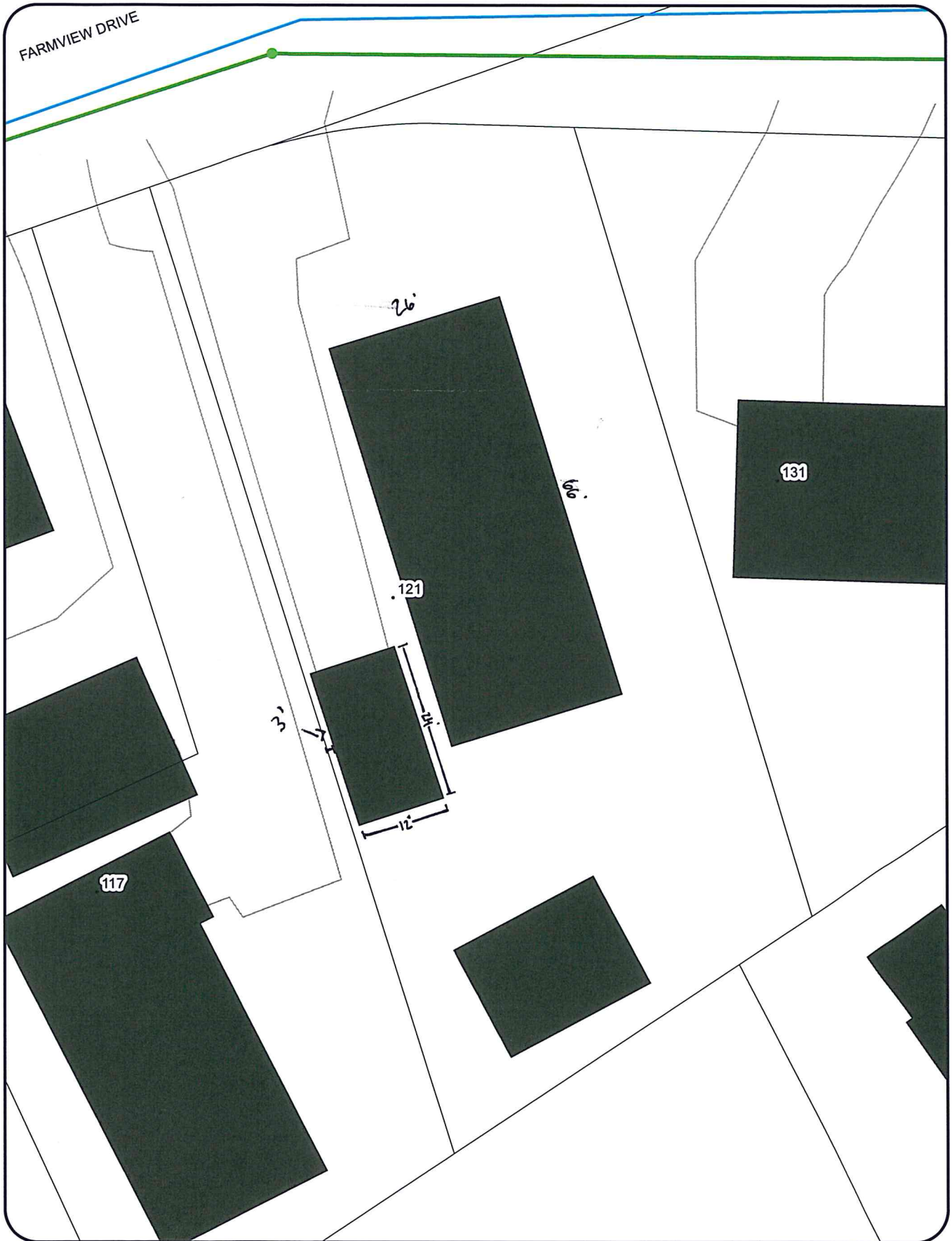
### Attachments

- *Site Plan*
- *BP #6159 Site Plan (1998)*
- *BP #6159 Inspection (1998)*
- *BP# 14346 Inspection (2018)*

# Site Plan - 121 Farmview Drive - Variance, V.14.19

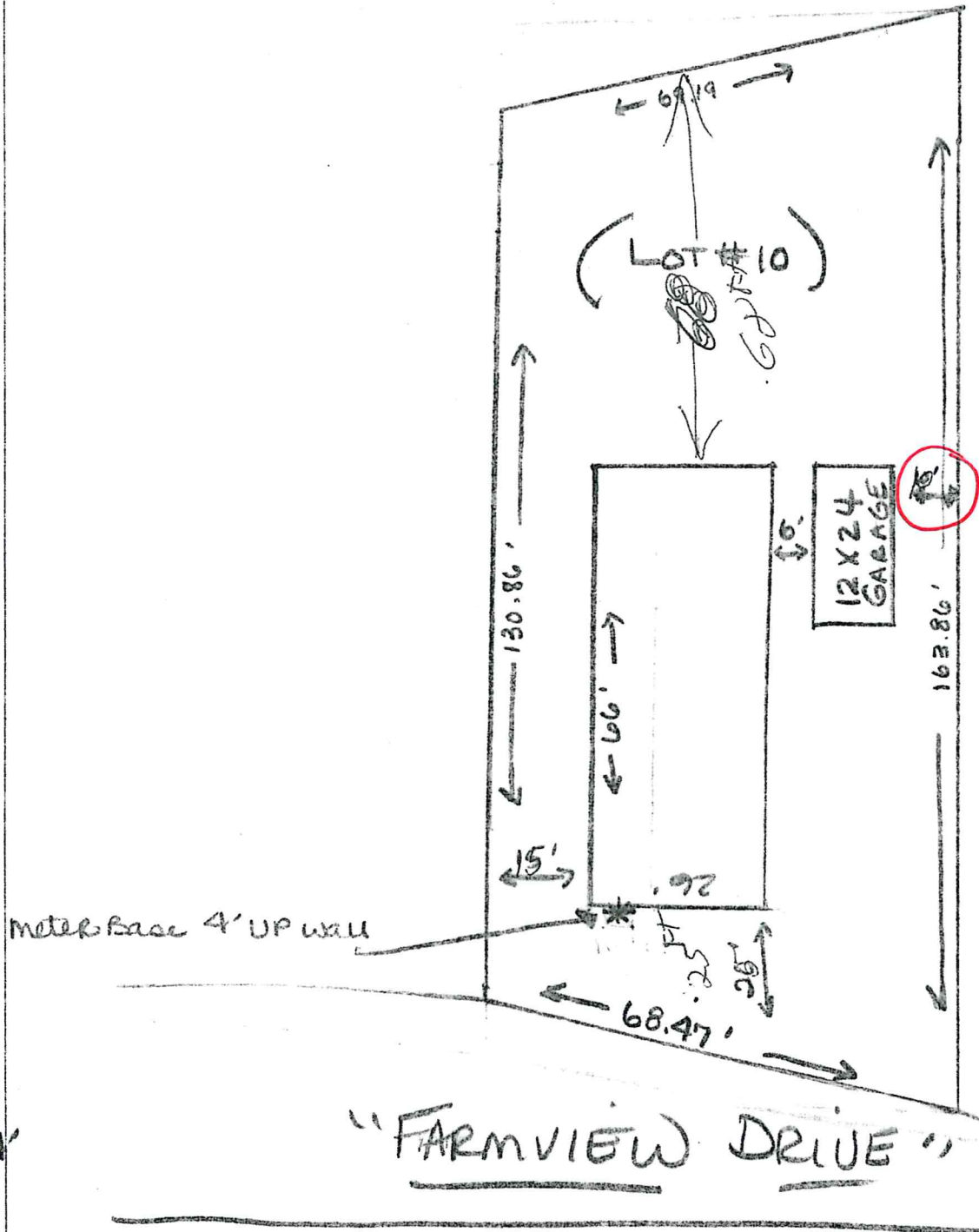
16

↑  
North



# BP# 6159 Site Plan 12/1998

CUSTOMER: LUCAS  
CONTRACTOR: JASON MOORE  
*Jason E. Moore*  
1-19-98



1" = 24'



## CITY OF ST. HELENS BUILDING DEPT.

P.O. Box 278, St. Helens, Oregon 97051 Phone: (503) 397-6272

## INSPECTION REQUEST

24 HOURS ADVANCE NOTICE  
REQUIRED FOR INSPECTION24 Hour Inspection Request Line  
(503) 397-6272, Extension 110

DATE RECEIVED Dg TIME RECEIVED 3:40 am/pm BY Dg PERMIT NO. 6159  
 OWNER J Moore CONTRACTOR J. Moore  
 JOB ADDRESS 121 Farmview Dr. Lot 10 PHONE CONTACT 705-7161

READY FOR INSPECTION: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

## BUILDING

- ☒ Footing garage  
☐ Foundation  
☐ Slab  
☐ Post & Beam  
☐ Framing  
☐ Masonry  
☐ Fireplace  
☐ Insulation  
☐ Sheetrock (Nail)  
☐ Roofing/Commercial  
☐ Final  
☐ Re: \_\_\_\_\_

## ELECTRICAL

- ☐ Temp Service  
☐ Service  
☐ Underground/Slab  
☐ Rough Wiring  
☐ HVAC  
☐ Branch Circuits  
☐ Sign Electric  
☐ Mobile Serv/Feed  
☐ Septic/Well Pump  
☐ Final  
☐ Re: \_\_\_\_\_

## PLUMBING

- ☐ Underground/Slab  
☐ Rough Plumbing  
☐ Water Piping  
☐ Storm Drainage  
☐ Final  
☐ Re: \_\_\_\_\_

## MECHANICAL

- ☐ Ductwork  
☐ Gas Test  
☐ Gas Piping  
☐ Venting  
☐ Equipment  
☐ Final  
☐ Re: \_\_\_\_\_

## FIRE

- ☐ Fire Sup/Rough  
☐ Fire Sup/Final  
☐ Fire Wall  
☐ Draftstops  
☐ Final  
☐ Re: \_\_\_\_\_

## OTHER

- ☐ Wood Stove  
☐ Retaining Wall  
☐ Mobile Runners  
☐ Mobile Set-Up  
☐ Mobile Final  
☐ Pole Barn Footings  
☐ Pole Barn Framing  
☐ Pole Barn Final  
☐ Re: \_\_\_\_\_

☐ APPROVED ☒ APPROVED-CORRECTIONS NEEDED ☐ DISAPPROVED  
☒ REINSPECTION REQUIRED ☐ UNABLE TO INSPECT

CORRECTIONS (SEE NOTES BELOW):

1. Retains 3" off ground  
 2. hold downs  
 appeared damaged not on site  
west line set back not OK.  
 Placed in base 2" off the ground  
 what should be checked  
 As per plan use H-laback not OK

Date 4/15/98 Inspector J. R. Burroughs Page \_\_\_\_\_ Of \_\_\_\_\_

White-Job Site

Yellow-Office

Pink-File

19 ✓

CITY OF ST. HELENS BUILDING DEPT.

P.O. Box 278, St. Helens, Oregon 97051 Phone: (503) 397-6272 Fax: (503) 366-3782

INSPECTION REQUEST

24 HOURS ADVANCE NOTICE  
REQUIRED FOR INSPECTION

24 Hour Inspection Request Line  
(503) 366-8234

DATE RECEIVED 12-5-18 TIME RECEIVED 3pm LOT # \_\_\_\_\_ PERMIT NO. 14346  
OWNER Tamara Lucas CONTRACTOR Owner  
JOB ADDRESS 121 Farmview Dr. PHONE CONTACT 503-438-5757

READY FOR INSPECTION: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

BUILDING

- ☐ Setbacks
- ☐ Footing
- ☐ Foundation
- ☐ Slab-Concrete
- ☐ Compaction
- ☐ Post & Beam
- ☐ Shear Nailing
- ☐ Framing
- ☐ Insulation
- ☐ Sheetrock-Nailing
- ☐ Roof-Nailing
- ☐ Final
- ☒ Re garage pre-inspection

PLUMBING

- ☐ Under Floor
- ☐ Rough Plumbing
- ☐ Storm Drainage/
- ☐ Water Piping
- ☐ Low Point Drain
- ☐ Footing Drain
- ☐ Sewer Line
- ☐ Water Line
- ☐ Final
- ☐ Re \_\_\_\_\_

MECHANICAL

- ☐ Under Floor
- ☐ Gas Test
- ☐ Rough
- ☐ Final
- ☐ Re \_\_\_\_\_
- ☐ Sidewalk
- ☐ Driveway
- ☐ Approach
- ☐ Drainage
- ☐ Other
- ☐ Final

FIRE

- ☐ FireSup/Rough
- ☐ FireSup/Final
- ☐ Fire Wall
- ☐ Draftstops
- ☐ Final
- ☐ Re \_\_\_\_\_

MANUFACTURED HOME

- ☐ Mobile Runners
- ☐ Mobile Set-Up
- ☐ Mobile Final

FILL/GRADE

- ☐ Pre-Fill
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ Completed

PLANNING

- ☐ Final

1 pm

☐ APPROVED ☐ APPROVED-CORRECTIONS NEEDED  
☒ REINSPECTION REQUIRED ☐ UNABLE TO INSPECT

CORRECTION (SEE NOTES BELOW)

- 1) Add Sheathing  $\frac{1}{2}$ " min fastened w/ 8d 4" <sup>SC</sup> @ edge  
12" OC in field  
sheathing needs to extend from bottom wall plate  
to top plate & the full width of the garage wing wall.
- 2) Add hurricane clips at each rafter to top plate  
connection.

Date \_\_\_\_\_ Columbia River Fire & Rescue-Approval \_\_\_\_\_  
Date \_\_\_\_\_ Engineering Tech. \_\_\_\_\_  
Date 12-11-18 Inspector [Signature] Page \_\_\_\_\_ Of \_\_\_\_\_

Time - In: \_\_\_\_\_ Out: \_\_\_\_\_

**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
Annexation A.1.19**

**DATE:** April 1, 2019  
**TO:** Planning Commission  
**FROM:** Jacob A. Graichen, AICP, City Planner  
 Jennifer Dimsho, Associate Planner  
**APPLICANT:** Brent & Dawn Paintner  
**OWNERS:** Paintner Holdings LLC  
**ZONING:** Columbia County's General Commercial, C-3  
**LOCATION:** 2225 Gable Road, 4N1W-8AD-500  
**PROPOSAL:** The property owner filed consent to annex to develop the property using City development standards

**SITE INFORMATION / BACKGROUND**

The subject property is an irregular-shaped corner lot at approximately 1.03 acres. It is made up of four (4) parcels which have restrictive covenant that ties them together via Inst. No. 2018-010123. It abuts Gable Road and McNulty Way. The parcel is accessed by Gable Road by two paved asphalt driveway approaches. Gable Road is a developed minor arterial-classified street without frontage improvements (sidewalks, curb, landscape strip) on either side. McNulty Way is a collector-classified developed street without frontage improvements (sidewalks, curb, landscape strip) on either side.

The parcel is developed with an existing 1,800 sq. ft. commercial office and a 2,000 sq. ft. shop. Both commercial buildings utilize a gravel parking lot. In February 2019, a Temporary Use Permit was approved for the placement of two food service trailers (portable food service units) for up to a year. The site is not currently hooked up to City sanitary sewer or water, although they are available in the abutting rights-of-way. The parcel is relatively flat with a steeper downward slope close to the border of McNulty Creek near the southern property line and the existing shop building. Portions of the property near the creek are located in the 100-year flood-plain.

**Abutting Zoning**

North - City's General Commercial (GC)  
 East - County's Light Manufacturing (M-2)  
 South - City's Light Industrial (LI)  
 West - City's General Commercial (GC)





*Existing office and asphalt/gravel area for temporary use (TUP.2.19) and parking for office*



*Existing shop and gravel parking behind the office*

### **PUBLIC HEARING & NOTICE**

Hearing dates are as follows:

April 9, 2019 before the Planning Commission

May 15, 2019 before the City Council

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on March 21, 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 March 21, 2019. Notice was sent to the Oregon Department of Land Conservation and Development on March 4, 2019 via e-mail.

### **AGENCY REFERRALS & COMMENTS**

As of the date of this staff report, no comments have been received from relevant agencies regarding this proposal.

### **APPLICABLE CRITERIA, ANALYSIS & FINDINGS**

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

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

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

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

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

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

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

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

**(a)(iii)** In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

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

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

Other provisions applicable to this proposal are discussed elsewhere herein.

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

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

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

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).  
 "Significant" means the proposal would:
  - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
  - (b) Change standards implementing a functional classification system; or
  - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
    - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
    - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
    - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
  - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
  - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
  - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
  - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

**Discussion:** This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's General Commercial, C-3 and the City zoning option given annexation is General Commercial (GC).**

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

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

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

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

**Discussion: (a) Water** - Currently, the site is not connected to City water. Although, it is available in the McNulty Way right-of-way. The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

**Sewer** - The site is not currently connected to City sewer. There is a City sewer line in the Gable Road right-of-way abutting the property. With regards to capacity, the City's waste water treatment plant currently has the capacity (physically and as permitted by DEQ) to handle 50,000 pounds of Biochemical Oxygen Demand (BOD), which is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available.

**Transportation** - As described above, this proposal poses no significant impact on a transportation facility.

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

**(b)** The existing land use of the subject property is an office and a shop of some kind. The office is an allowed use in the General Commercial zone. The shop *may* be considered a non-conforming use once annexed into the City. The City's Development Code allows nonconforming uses to continue provided the use is not destroyed, discontinued or abandoned (see Chapter 17.104 SHMC). If the subject property redevelops or is developed further in the future, existing uses will be confirmed in more detail at that time.

There is no known conflict with the Comprehensive Plan and implementing ordinances.

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

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

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

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

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

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

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

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

- ***Statewide Planning Goal 2: Land Use Planning.***  
*This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.*

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

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

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

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

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

*Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.*

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

**(d)** The subject property abuts two streets: Gable Road and McNulty Way.

City standards require such improvements. Gable Road is a developed minor arterial-classified street without frontage improvements (sidewalks, curb, landscape strip) on either side. McNulty Way is a collector-classified developed street without frontage improvements (sidewalks, curb, landscape strip) on either side.

**This property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements.** As such, the only option is for the property owner to be required to sign and record an irrevocable consent to local improvement district, though, the applicant could improve the frontages if desired.

The existing right-of-way widths for both Gable Road and McNulty Way is sufficient for their corresponding street classification. Therefore, right-of-way dedication is not necessary.

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



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

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

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

**Discussion:** The Comprehensive Plan designation is currently Unincorporated General Commercial, GC. Upon annexation, the Comprehensive Plan designation would thus be General Commercial (Incorporated). There are several zoning options under this designation, but based on the location of this property and the abutting City General Commercial zoning, the appropriate zoning would be General Commercial, GC.

**Finding:** The subject property shall be designated General Commercial (Incorporated), GC and zoned General Commercial, GC upon annexation depending on the determinations of the Commission and Council.

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

- (1) Established Area.
  - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
  - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
  - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

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

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

### **CONCLUSION & RECOMMENDATION**

**Based upon the facts and findings herein, staff recommends approval of this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of General Commercial (incorporated), GC, and be zoned General Commercial, GC, with the condition that:**

The streets abutting the subject property shall be brought into compliance with City street standards (or) property owner(s) shall sign and record an irrevocable consent to a local improvement district.

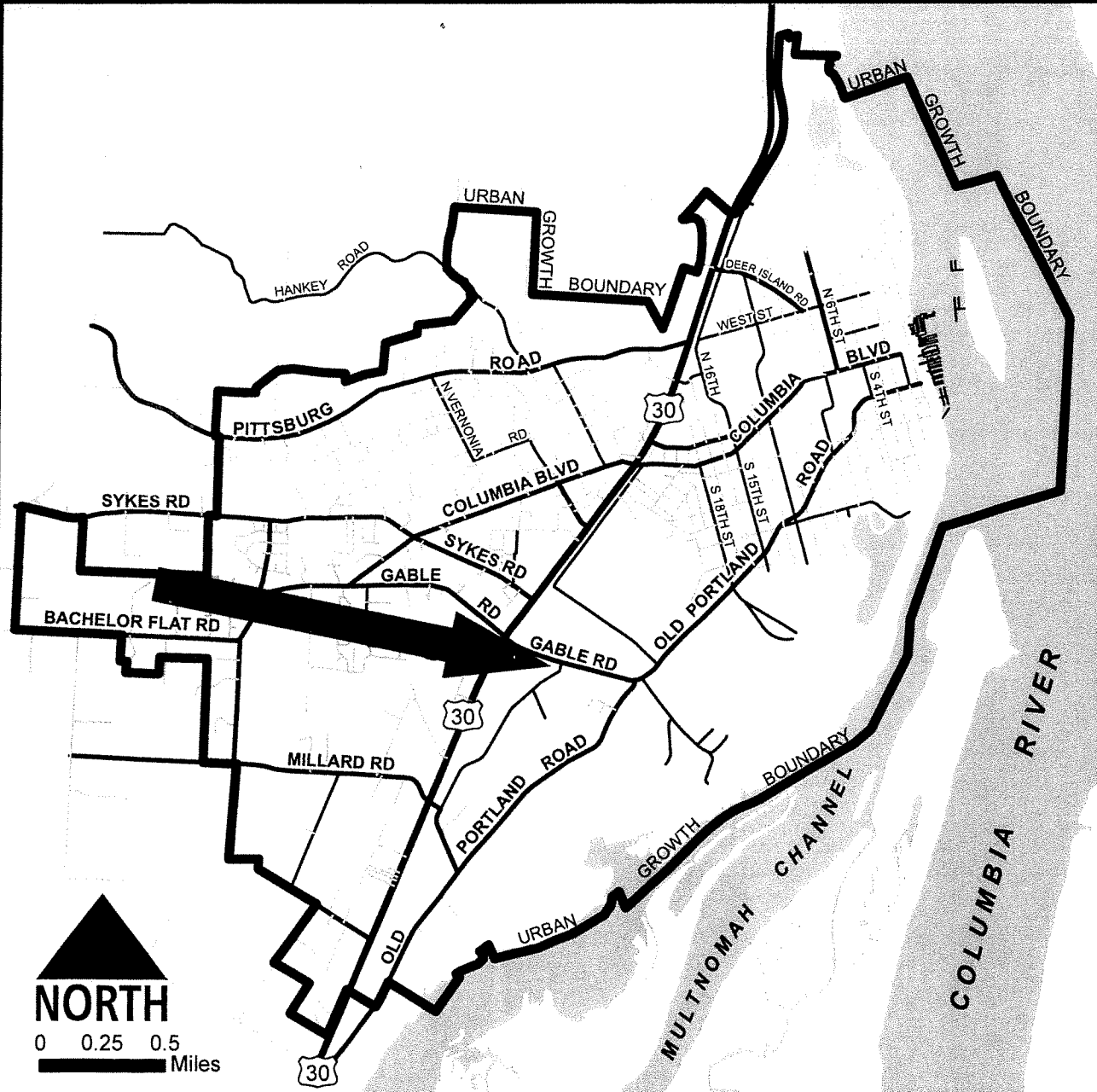
\*This annexation will **not** be subject to voter approval subsequent to this land use process.\*

**Attachments:** General Map  
Aerial Map  
Survey October 9, 1998  
Covenant to Bind Properties (Inst. No. 2018-010123)  
Legal Description



# SUBJECT PROPERTY

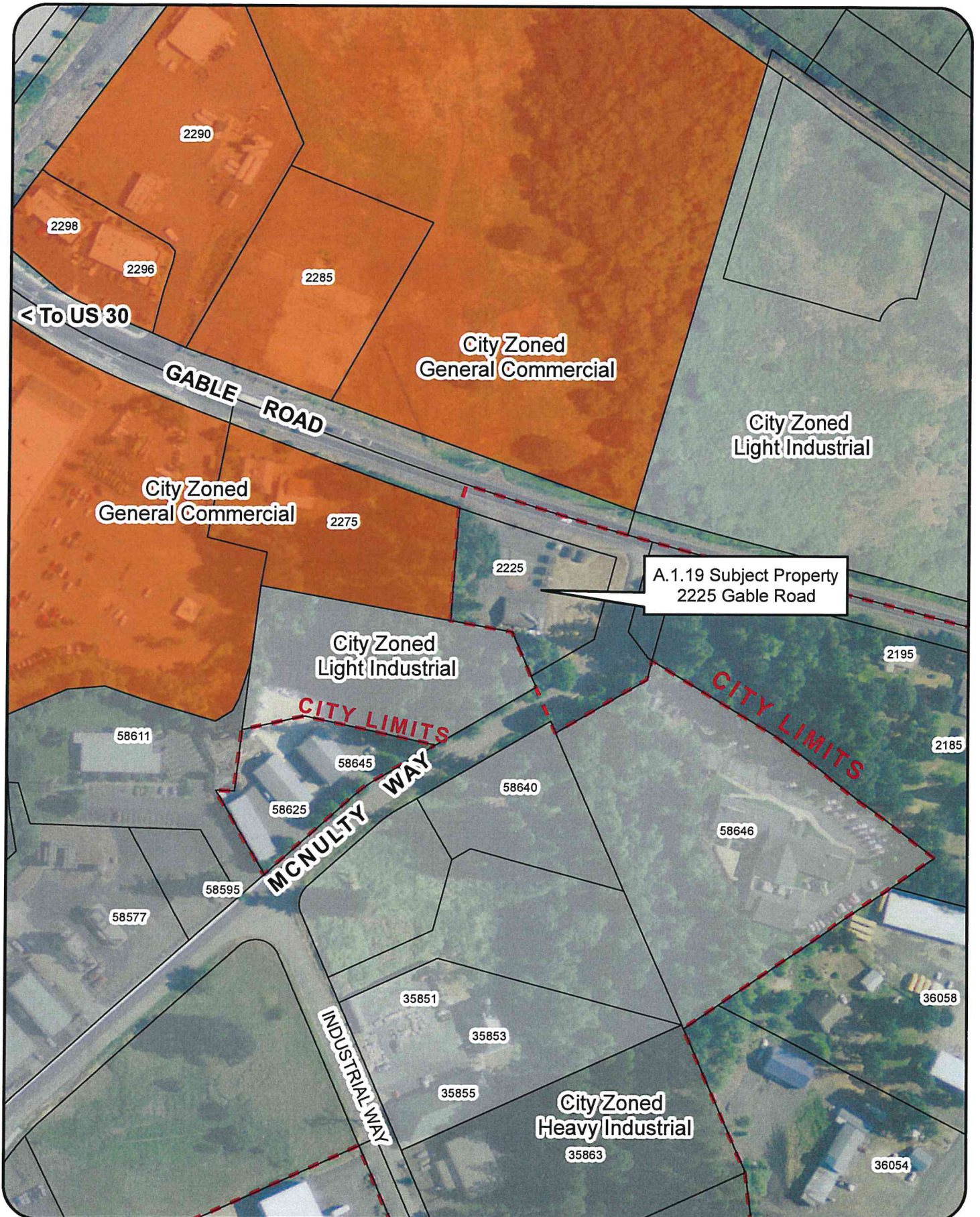
~ Approximate Location ~



City of St. Helens Urban Growth Boundary Area Vicinity



# Annexation A.1.19 Aerial Map



4579

4579

# Found Monuments

- 5/8" iron rod found S 80°03'24"E 0.32' from set iron rod
- Bent 3/4" iron pipe with yellow plastic cap marked "READY LS 1860" per C.S. No. L-1763 found S 14°42'31"W 0.40' (radial) from curve C-2
- Bent 5/8" iron rod found S 14°35'27"W 0.05' (radial) from curve C-2
- Bent 3/4" iron pipe with yellow plastic cap marked "READY LS 1860" per C.S. No. L-1763, held at vehicle

## Legend

- Denotes monument found as noted.
- Denotes 5/8" iron rod with yellow plastic cap marked "PAIL, D.B. 224, 244, 264, 279, 299, 319, 339, 359, 379, 399, 419, 439, 459, 479, 499, 519, 539, 559, 579, 599, 619, 639, 659, 679, 699, 719, 739, 759, 779, 799, 819, 839, 859, 879, 899, 919, 939, 959, 979, 999, 1019, 1039, 1059, 1079, 1099, 1119, 1139, 1159, 1179, 1199, 1219, 1239, 1259, 1279, 1299, 1319, 1339, 1359, 1379, 1399, 1419, 1439, 1459, 1479, 1499, 1519, 1539, 1559, 1579, 1599, 1619, 1639, 1659, 1679, 1699, 1719, 1739, 1759, 1779, 1799, 1819, 1839, 1859, 1879, 1899, 1919, 1939, 1959, 1979, 1999, 2019, 2039, 2059, 2079, 2099, 2119, 2139, 2159, 2179, 2199, 2219, 2239, 2259, 2279, 2299, 2319, 2339, 2359, 2379, 2399, 2419, 2439, 2459, 2479, 2499, 2519, 2539, 2559, 2579, 2599, 2619, 2639, 2659, 2679, 2699, 2719, 2739, 2759, 2779, 2799, 2819, 2839, 2859, 2879, 2899, 2919, 2939, 2959, 2979, 2999, 3019, 3039, 3059, 3079, 3099, 3119, 3139, 3159, 3179, 3199, 3219, 3239, 3259, 3279, 3299, 3319, 3339, 3359, 3379, 3399, 3419, 3439, 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After Recording Return To:  
Columbia County Land Development Services  
230 Strand St.  
St. Helens, Oregon 97051

### COVENANT TO BIND PROPERTIES

This covenant is given by GRANTOR(S) Brent Painter,  
(Owner(s) of Property, hereinafter referred to as "Owner"), to GRANTEE, Columbia County, for  
Property described, as follows in the instrument(s) recorded in Columbia County Clerk's Instrument  
No. 1998-14473, which is attached hereto as Exhibit A and incorporated herein by this  
reference, and as of the date of this document, having the following Tax Account Numbers:  
4108-AD-00300, 4108-AD-00400, 4108-AD-00500

### PURPOSE OF COVENANT

Owner desires to have multiple parcels and/or lots, which together comprise the Property  
described above in Exhibit, treated as a single parcel and/or lot for the purposes of applying Columbia  
County regulations, including but not limited to zoning regulations, to proposed development. The  
County will allow Owner to treat the Property as a single parcel and/or lot, provided Owner covenants as  
provided herein.

### RESTRICTIVE COVENANT

In consideration of a permit to develop the Property, Owner covenants that the Property  
described above shall hereinafter be conveyed as a single ownership; shall no longer be considered  
separate parcels/lots, even though a formal vacation of interior property lines has not been executed; and  
shall be considered a single parcel/lot for the purposes of development. Nothing in this covenant shall  
prevent Owner or Owner's heirs, successors or assigns from seeking a property line adjustment or other  
land use action in the future, provided such adjustments and actions comply with applicable state and  
local laws and regulations then current.

### COVENANT BINDING ON SUCCESSORS IN INTEREST

This covenant runs with the land for the benefit of public and shall be binding on Owner's heirs,  
successors and assigns.

By: [Signature]  
Property Owner

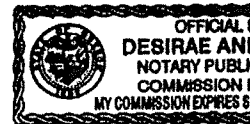
By: N/A  
Property Owner

Date: 12/5/18

Date: N/A

### ACKNOWLEDGMENT

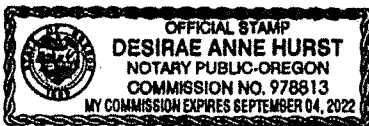
State of Oregon  
County of Columbia



On this 5th day of December, 2018, before me personally appeared  
Brent Painter and acknowledged the foregoing instrument.

Desirae Hurst  
Notary Public for Oregon

My commission expires 09/04/2022



COLUMBIA COUNTY, OREGON 2018-010123  
DEED-CBP  
Cnt=1 Pgs=3 HUSERB 12/05/2018 02:20:09 PM  
\$15.00 \$11.00 \$60.00 \$5.00 \$10.00 = \$101.00



00252621201800101230030038

I, Elizabeth E. Huser, County Clerk for Columbia County, Oregon  
certify that the instrument identified herein was recorded in the Clerk  
records.

Elizabeth E. Huser - County Clerk

## EXHIBIT "A"

PARCEL 1: Beginning at the Northwest corner of the Thomas H. Smith Donation Land Claim No. 40, in Section 8, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon; thence South  $25^{\circ} 15' 55''$  East, along the West line of said Smith Donation Land Claim and the Easterly line of the John McNulty Donation Land Claim No. 50, 1,511.83 feet; thence South  $74^{\circ} 02' 46''$  East 193.80 feet to the True Point of Beginning of the parcel herein described, said point being on the Southerly right of way line of McCormick Cut-Off Road No. P-189; thence South  $2^{\circ} 28' 20''$  West a distance of 158.15 feet; thence North  $81^{\circ} 22' 20''$  West a distance of 140.11 feet; thence North  $2^{\circ} 28' 20''$  East a distance of 175.88 feet to a point on the Southerly right of way line of said McCormick Cut-Off Road; thence Easterly along said Southerly right of way line to the True Point of Beginning. EXCEPTING THEREFROM THE FOLLOWING TRACT, TO-WIT: Beginning at the Northwest Corner of the Thomas H. Smith Donation Land Claim No. 40, Section 8, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon; thence South  $25^{\circ} 15' 55''$  East along the West line of said Smith Donation Land Claim and the Westerly line of the John McNulty Donation Land Claim No. 50, 1,511.83 feet; thence South  $74^{\circ} 02' 46''$  East, 193.80 feet to the True Point of Beginning of the parcel to be described herein, said point being on the Southerly right-of-way line of the McCormick Cut-Off Road No. P-189 and the Northeast corner of the Dan Miller Tract as described in Deed book 226, Page 513; thence South  $2^{\circ} 28' 20''$  West along the East line of said Miller tract, a distance of 158.15 feet to the Southeast corner thereof; thence North  $81^{\circ} 22' 20''$  West along the South line of said Miller tract, a distance of 50.00 feet; thence North  $13^{\circ} 20' 45''$  East, a distance of 159.65 feet to said Southerly right-of-way line; thence South  $76^{\circ} 00'$  East along said right-of-way line, a distance of 20.0 feet to the True Point of Beginning.

PARCEL 2: Beginning at the Northwest corner of the Thomas B. Smith Donation Land Claim #40, Section 8, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon; thence South  $25^{\circ} 15' 55''$  East along the West line of said Smith Donation Land Claim and the Easterly line of the John McNulty Donation Land Claim #50, 1,511.83 feet; thence South  $74^{\circ} 02' 46''$  East, 193.80 feet to the true point of beginning of the parcel herein described, said point being on the Southerly right-of-way line of the McCormick Cut-off Road #P189 and the Northeast corner of the Dan Miller tract, as described in Deed Book 226, page 513; thence South  $2^{\circ} 28' 20''$  West along the East line of said Miller tract, a distance of 158.15 feet to the Southeast corner thereof; thence North  $81^{\circ} 22' 20''$  West along the South line of said Miller tract, a distance of 50.00 feet; thence North  $13^{\circ} 20' 45''$  East, a distance of 159.65 feet to said Southerly right-of-way line; thence South  $76^{\circ} 00'$  East along said right-of-way line, a distance of 20.0 feet to the true point of beginning.

PARCEL 3: Beginning at a point in County Road as located in 1923 on the West line of the Thomas H. Smith Donation Land Claim, Columbia County, Oregon, said point being South  $25^{\circ} 06'$  East 1352.0 feet from the Northwest corner of said Thos. Smith Donation Land Claim; thence along center of said County Road South  $63^{\circ} 43'$  East 143.0 feet; thence South  $39^{\circ} 02'$  East 396.1 feet; thence South  $60^{\circ} 12'$  East 247.0 feet; thence South  $54^{\circ} 40'$  East 324.0 feet; thence leaving County Road South  $54^{\circ} 23'$  West 494.8 feet to a point on the West line of said

Smith Donation Land Claim; thence along said West line North 25° 06' West 1070.2 feet to the place of beginning, EXCEPTING THEREFROM parcel of land described as follows: Beginning at a point on the Westerly line of the Thomas H. Smith Donation Land Claim, said point being South 25° 21' East 1352.0 feet from the Northwest corner of said Thomas H. Smith Donation Land Claim in Section 8, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon; thence South 63° 56' East a distance of 143.0 feet; thence South 39° 17' East a distance of 52.10 feet to the Northerly right of way line of the County Road; thence North 74° 18' West along said Northerly right of way line of said County Road a distance of 106.37 feet; thence North 72° 15' West along said Northerly right of way line of said County Road a distance of 28.0 feet to the Westerly line of said Thomas H. Smith Donation Land Claim; thence North 25° 21' West along said Westerly line of said Thomas H. Smith Donation Land Claim a distance of 73.21 feet to the point of beginning. ALSO EXCEPTING THEREFROM tract conveyed to Dan Miller et ux by deed recorded 9/7/79 in Book 226, page 513, Deed Records of Columbia County, Oregon.

PARCEL 4: A parcel of land lying in the Thomas H. Smith Donation Land Claim in Township 4 North, range 1 West of the Willamette Meridian, Columbia County, Oregon; described as follows: Beginning at a point which is South 25° 21' East 1352 feet and South 63° 58' East 143 feet and South 39° 17' East 153.37 feet from the Northwest corner of the Thomas H. Smith Donation Land Claim in Section 8, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon, said point being the intersection of the Southerly right of way of the C.N. Gable County Road with the Easterly line of the tract of land as recorded in Book 52, page 21, Deed Records of Columbia County, Oregon; thence along said Easterly line of said tract, South 39° 17' East a distance of 242.73 feet, thence South 60° 27' East a distance of 2.78 feet; thence leaving said Easterly line of said tract North 13° 06' East a distance of 148.39 feet to said Southerly right of way line of said C.N. Gable County Road, thence along said Southerly right of way line of said C.N. Gable County Road North 76° 54' West a distance of 123.22 feet; thence North 76° 46' West a distance of 52.88 feet; thence North 75° 37' West a distance of 18.90 feet to the point of beginning.

Excepting from all the herein described property that portion which lieu Southeasterly of the Northwesterly line of that certain 100 foot wide permanent easement and right of way for roadway as conveyed to the Port of St. Helens in instrument recorded August 3, 1982 in Book 243, page 779, Deed Records of Columbia County, Oregon.

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

13500 79 MAR 11 PM 2:15

*Elizabeth Huser*  
*99-14473*

ELIZABETH HUSER, County Clerk

By: *Elizabeth Huser* Deputy

Received *16.216* of Pages

FEES \$ *16.216*

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



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

**Date:** 3.25.2019

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**

We received our HB 4006 notice from the State this month. HB 4006 requires certain survey and public meeting requirements is a community is "severely rent burdened" meaning more than 25% of its population spend more than 50% of income on rent. The 2019 data shows St. Helens at 21.8% in 2019. We are not "statutorily severely rent burdened" this year!

Reviewed a tree removal, etc. plan for Oak Ridge Estates Phase II. **See attached.** I let them know that it wouldn't require any tree removal permit, which we can require if in a sensitive land.

Attended a pre-application meeting hosted by Columbia County for the Port of Columbia County's proposal for an RV park expansion at the Scappoose Bay Marine Park.

Attended oral arguments for the Land Use Board of Appeals (LUBA) case Vannatta et. al. v. City of St. Helens. This originated as a Conditional Use Permit (file CUP.3.18) to Establish a marijuana retailer/medical marijuana dispensary at 100 St. Helens Street. It was appealed to the City Council and then again to LUBA. A final opinion from LUBA on this matter is expected by April 10<sup>th</sup>.

## **DEVELOPMENT CODE ENFORCEMENT**

The proposed Graystone Estates 80-lot subdivision just south of Columbia Commons is facing some setbacks by their own actions. Oregon DEQ has initiated enforcement for not properly maintaining their storm water and erosion control per a DEQ 1200-C permit. In addition, no fill or land impact to adjacent property owned by the Columbia River Foursquare Church was ever approved by the City or DEQ and work spilled over onto that property. DEQs volume estimates also appear to substantially exceed what the landowner claimed to the City had been placed on site, although the applicants engineers provided data that suggests otherwise. The developer is working on resolving these issues.

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

March 12, 2019 meeting (outcome): The Commission approved multiple variance requests with two public hearings. This provided some relief of a development code standard for a project underway at 1160/1170 Deer Island Road and an increase in the max building/structure allowed per lot for twelve Emerald Meadows Subdivision Lots.

**As the Historic Landmarks Commission**, they also reviewed a new sign within the Riverfront District as it related to the district's architectural guidelines and an updated scoring/selection

method for future CLG pass through grants (i.e., the City's Historic Preservation Rehabilitation Grant).

April 9, 2019 meeting (upcoming): Two public hearings are scheduled. One for an annexation of property along Gable Road and a second for a Variance to allow a reduced yard for a residential property along Farmview Drive.

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

Bi-annual cost match report provided to ODOT for this grant.

#### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Software updates.

#### **HOUSING NEEDS ANALYSIS**

The third meeting with the Planning Commission will take place on March 12<sup>th</sup>. We talked numbers (needs based on land availability in the next 20 years) and general new housing policies. The Planning Commission rejected many of the ideas but supported exploring some. Next meeting will be a public meeting with the City Council, TBD, but probably sometime next month or in May.

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

Our wetland consultant continues to work on this. Now that the rainfall is back to the normal range (see January report), she able to conduct the remaining field work. Next step is to have the surveyor complete the mapping and then the wetland consultant can prepare the wetland report for city review. The report will be sent to Oregon DSL for wetland concurrence; this means DSL agrees with the boundaries.

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





CCB #63604  
LCB #5814

6795 SW 111th Avenue  
Beaverton, OR 97008  
www.generaltree.com

# Proposal for Service

*Professional tree, shrub and lawn care since 1924.*  
Wednesday, March 13, 2019

Portland 503-656-2656  
Toll Free 1-888-656-5401  
FAX 503-656-3219

**Job: Oak Ridge Estates III HOA 20190313-GTC Customer: 220617**

**Billing Address:**

Oak Ridge Estates III HOA  
Korrin Corrie  
CMI  
PO Box 62229  
IRVINE, CA 92602  
Phone: 503-445-1204 CMI

**Estimate bid by:** Jim Sherwood  
j.sherwood@generaltree.com  
**Worksite:** 35122 Ha Ln  
St. Helens, OR 97051

**Proposal Notes**

#	Item	Description	Qty	Cost
1	Trees	<p><b>Prune</b></p> <p>Location: Along community path from Juniper Dr. to Roberts Ln</p> <p>1) Maple tree just right of path off Juniper Dr. - Main trunk is dead, remove this tree to near ground level</p> <p>2) Alders in fenced bio-swale - cut back limbs hanging over path area</p> <p>3) Alder adjacent to 35121 Roberts Ln - remove secondary leader growing towards house</p> <p>Location: Along community path from Juniper Dr. to Ha Ln</p> <p>1) Raise crown of Alder over sidewalk and mail boxes on Juniper Dr. to 12'</p> <p>2) Raise crowns of trees over path to 8'-10' up to Ha Ln</p> <p>We will provide a complete clean-up of any debris generated.</p>	0	\$2,520.00

Subtotal:	\$2,520.00
Tax:	\$0.00
<b>Section Total:</b>	<b>\$2,520.00</b>





**Subtotal:** \$2,520.00

Signature

*James W. Sherwood*

Date

03/13/2019

**Total:** \$2,520.00

Date

Estimator Signature for Jim Sherwood

Pruning shall be done in accordance with ANSI A 300 (Part 1) Pruning

Acceptance of Proposal: I have read and understand the proposal above. The prices specifications and conditions for the work you propose are satisfactory, and I accept the proposal. I agree to pay the price above upon receipt of your invoice unless other terms are agreed to as set out above, plus all applicable sales, local or other taxes. I also agree to obtain and provide copies to General Tree Service of all necessary pruning or removal permits or approvals. In case of non payment of sums owed. I promise to pay any expenses and reasonable attorney fees, including attorney fees in any appeal. Plant Health Care services are offered on a continuous, year-round basis and are automatically renewed in each successive year. Cancellations can be made by either party in writing. A notice will be sent in late Winter outlining scheduled services and any price changes for the coming year.

Signature acknowledges receipt of Oregon Information Notice to homeowners on back side. DISCLAIMER: I represent that all the trees, and landscape described above are solely on my property and agree to indemnify and hold harmless General Tree Service for any claim which may arise if they are not on my property. I also agree to indemnify and hold harmless General Tree Service from liability for any damages to driveways, patios, sidewalks, fences, structures, or utilities caused by General Tree Service's trucks or equipment. This proposal and agreement does not include any work or services relating to conditions that are unknown, unexpected or unforeseen as of the date above. General Tree Service is not responsible for damages resulting from any delay in performance due to causes beyond its control.

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Friday, March 22, 2019 12:04 PM  
**To:** Jacob Graichen  
**Subject:** March Planning Department Report

Here are my additions to the March Planning Department Report. Needless to say, it was a BUSY month.

### GRANTS

1. Received final grant contract for **ODOT's Safe Routes to School Project** – \$322,536, \$80,634 match. Worked with Sue on work plan.
2. **Travel Oregon - Medium Grants Program (100k)** – Approved final shop drawings after multiple rounds of revisions. Working with County on kiosk MoU for plaza. Fabrication to start through April.
3. **OPRD – Veterans Memorial Grant** – Received insurance claim. Submitted a Progress Report to OPRD and received a grant deadline extension to June 30, 2019. Roof installation on covered structure complete. Next steps are stormwater catch basin and concrete pathway installation by City staff.
4. **TGM – Riverfront Connector Plan** – Scheduled adoption Public Hearings for May 14 before PC and June 5 before CC. Created CPZA file.
5. **EPA – CWA Grant Program** – Eligibility form for a Phase II on a site on Columbia Blvd submitted and approved. Awaiting final work plan. Submitted eligibility information for a County-owned property on Old Portland Road.
6. **Housing Needs Analysis** – AC Meeting #3 held. Prepared minutes. Reviewed and Housing Land Needs Memo and recommended policies to accommodate needed housing. Planned for final Public Meeting/City Council meeting on May 1 at 6 p.m.
7. **OPRD – RTP – Grey Cliffs Park** – Restroom open. Paving and striping work of parking lot done. Parking and boat ramp signage to be installed. Final grading work needed on ramp before completed. Plan to complete by June 30, 2019.
8. **CDBG- Columbia Pacific Food Bank Project** – Finalized contract for Grant Administration services with COLPAC. Check-in call with CDBG Project Manager, Grant Admin, and Food Bank on 3/22.
9. **National Parks Service Historic Revitalization Sub-grant Program (HRSP)** – Due 4/1. Submitted a 450k request for a subgrant program for 3 subgrantee awards. Match is 90k cash from subgrantees and 40k in in-kind administration work. Submittal included a 10-page narrative, 4 letters of support, a budget, and numerous federal attachments. Will receive notice by fall 2019.
10. **OPRD Local Government Grant Program (LGGP)** – Due 4/1. Submitted ~350k grant request for 2 new tennis/flex courts, and 1 basketball/sport court. Stormwater improvements, parking improvements, and a landscaped rain garden are also incorporated into final design. Letter of support from Parks Commission. Final application included narrative, budget (40% match required, partially in-kind), state agency review forms, Council Resolution to Apply, a LUCS, park deeds, and other required site plans/maps of the project. Presentation in Salem expected before OPRD in June.
11. Submitted a **Walmart Community Foundation Grant** (\$5k ask) for scholarships to summer programming for the Recreation Program.
12. Submitted a **Columbia Pacific CCO Investment Fund** grant for Recreation Program personnel and equipment. Grant request was for \$91,500, with a \$52,500 match. We should hear notice of award by end of April.
13. Worked with Alta Planning & Design on a Scope of Work for preparation/update of Round 2 for the **BUILD grant** cycle. Reviewed statement of work and created a PSA for Council authorization April 3. Discussed opportunities to make our application more competitive through project readiness and scope of work/budget.

### MISC

14. 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.

15. Cleaned out duplicative materials in previous subdivision files during cleanup date on 3/15. Working on condensing subdivision storage to mostly one file cabinet.
16. Responded to a Public Records Request for all land use files on a certain property
17. Worked with Mackenzie on 2 rounds of revisions to Campbell Park site plan and Godfrey Park nature playground installation
18. Planned Public Hearing process and noticing requirements for **Urban Renewal Agency Budget Adoption** (Budget Committee 4/22. 5/15 URA PH, and URA meeting for final adoption).

**Jenny Dimsho**

Associate Planner

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