

City of St. Helens
Planning Commission
June 9, 2015
Agenda

1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda**
 - a. Planning Commission Minutes dated May 12, 2015
3. **Topics from the Floor:** Limited to 5 minutes per topic (Not on Public Hearing Agenda)
4. **Public Hearing Agenda:** (times are earliest start time)
 - a. 7:00 p.m. Variance at 75 River Way – David & Susan Branch
 - b. 7:30 p.m. Conditional Use Permit at 35531 Firway Ln. – Creation Station Learning Center, LLC
5. **Planning Director Decisions:** (previously e-mailed to the Commission)
 - a. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - St. Kiwanis Club
 - b. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - The Amani Center
 - c. Temporary Use Permit at 735 S. Columbia River Hwy. - Fireworks stand
6. **Planning Department Activity Reports**
 - a. May 26, 2015
7. **For Your Information Items**
 - a. St. Helens Public Library Oregon Humanities Conversation Project, "A City's Center" with Nan Laurence - September 10, 2015 at 7:00 p.m.
8. **Next Regular Meeting: July 14, 2015**

Adjournment

City of St. Helens
Planning Commission Meeting
May 12, 2015
Minutes

Members Present:

Al Petersen, Chair
Dan Cary, Vice Chair
Greg Cohen, Commissioner
Sheila Semling, Commissioner
Audrey Webster, Commissioner
Kathryn Lawrence, Commissioner
Russell Hubbard, Commissioner

Members Absent:

None

Staff Present:

Jacob Graichen, City Planner
Jennifer Dimsho, Assistant Planner & Planning Secretary

Councilors Present:

Ginny Carlson, City Council Liaison

Others Present:

Kathy Sanchez
Michael Sanchez
Lauren Terry
Karl Coffman

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

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Consent Agenda

Approval of Minutes

Commissioner Cohen moved to approve the minutes of the March 10, 2015 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carries with all in favor. Commissioner Lawrence recused herself from voting due to her absence from that meeting. And Chair Petersen did not vote as per operating rules.

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Topics From The Floor

There were no topics from the floor.

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Public Hearing

Sanchez, Kathy

Conditional Use Permit / CUP.1.15

1771 Columbia Blvd

It is now 7:04 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

City Planner Graichen entered the following items into the record:

- Staff report packet dated March 7, 2015 with attachments

Graichen discussed the approval standards and the recommended conditions as discussed in the staff report. He noted that a number of the conditions, particularly about outdoor storage, were included because of past uses of the property. His goal is to make sure the use of the property does not evolve into something different than what is proposed tonight. Graichen said the leaning fence pictured in the staff report has been repaired, but the slats in disrepair pictured on Cowlitz Street have not. He also pointed out that the fence gate along 17th Street does not have slats.

Commissioner Webster asked if the vehicles being stored on the property had been removed. Graichen said no. The Commission agreed removing the vehicles in violation of land use should be the property owner's responsibility, not the proposed tenant's responsibility.

Commissioner Cohen asked if the applicant's proposed operations would occur only in the outdoor parking area by Cowlitz Street or if the outdoor parking area next to 17th Street would be used too. Graichen said that they are proposing a canopy by 17th Street where they would remove and install upholstery and the area by Cowlitz Street would be the storage for vehicles waiting to be serviced. Graichen said it is good the existing fenced area is larger because if their business is successful, they will need a place to store all of the vehicles waiting for upholstery service. He pointed out the condition that states vehicles waiting to be serviced must be parked completely within the enclosed area. Commissioner Cohen asked if the installation of the upholstery would be better suited in the area adjacent to Cowlitz Street rather than Columbia Boulevard. Graichen said the mature tree landscaping along Columbia Boulevard acts as a buffer and with all the conditions, the proposal is unlikely to have a negative impact to neighbors.

Commissioner Lawrence asked about the process of installing the upholstery into the vehicle. The applicant will answer these questions.

IN FAVOR

γ **Sanchez, Kathy. Applicant.** The canopy location for installation of the upholstery near Columbia Boulevard was chosen because there is a man gate that provides access near to that location. Near Cowlitz Street, there is no access except where the other tenant is located. Chair Petersen asked if she meant a man door into the building. Sanchez said yes, a man door, but not into the building. The man door provides access to the sidewalk where they can bring the upholstery through the front because there are no doors into the building, except for the side of the building where the other tenant is located.

Chair Petersen asked the applicant to describe the upholstery process and use of the parking lot. Sanchez said they plan on taking the parts needing re-upholstered out of the vehicle and into the building for the upholstery work. Then, they are re-installed into the vehicle within the enclosed outdoor area. The only thing that will be done completely outside is installation of new carpeting in a vehicle. No other work is

performed outside.

Chair Petersen verified there are no doors on the parking lot side, so they will have to take the repaired upholstered furniture on the Columbia Boulevard sidewalk in order to walk into the front door of the building. Sanchez said yes because the other tenant is currently occupying the portion of the building that has access to the fenced area. Sanchez hopes as their business grows, they will be able to occupy the entire building and utilize the direct access to the fenced area. Commissioner Cohen asked what the other tenant does. Sanchez said they make low temperature wax candles.

Commissioner Lawrence asked how they access their property. Mr. Sanchez came up to the podium to answer this question.

Sanchez, Michael. Applicant. Sanchez said there are two access points into the building, the front door on Columbia Boulevard and the door for delivery of supplies on the west side of the building. He described the location of all access points while referring to the site map on the overhead projector. He walked through the process of serving customers while referring to the overhead site map.

Commissioner Cohen asked if working on vehicles would occur on 18th Street. Sanchez said no. That area is only parking for customers and deliveries. Vice Chair Cary clarified that all upholstery work will be done behind the fenced area. Sanchez said yes.

IN OPPOSITION

No one spoke in opposition.

END OF ORAL TESTIMONY

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

CLOSE PUBLIC HEARING & RECORD

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

DELIBERATIONS

Commissioner Cohen has no problems with the proposal. He asked if we had enough authority to guarantee that no junk will be stored outside. Graichen said yes because if the storage of junk reached a certain point, the land use could be considered a wrecking yard, which is only allowed in an industrial zone.

Commissioner Cohen requested that the existing vehicles located on the property be removed by the property owner and that the damaged fence on Cowlitz Street be repaired. Vice Chair Cary asked about the portion of fence on 17th Street that is not slatted. Commissioner Cohen pointed out that it would be difficult to put slats on that portion because that section is the gate. The Commission agreed that the fencing in that location is sufficient, but that the section on Cowlitz Street with missing slats should be repaired. Chair Petersen asked if the Commission should alter condition nine about the fencing, or if they should add a new condition about repairing the damaged fence. The Commission agreed that because the applicant seemed very willing to repair the missing slats in the fence, condition nine is sufficient as written.

Commissioner Webster asked if condition seven would conflict with the existing candle-maker's business. Chair Petersen said the condition, as written, seems to be overreaching. Graichen said the problem with the

candle-maker's operation is they are in the portion of the property zoned General Commercial and artisan workshops are not an allowed use. They also do not have a business license and the water service has been shut off for months. [Secretary Note: After further investigation, the candle-making business is not in violation of zoning. They are allowed in General Commercial zones as a 'studio' classification]. Chair Petersen said the condition should be rewritten to say current or future additional tenants shall require appropriate City approval prior to occupancy. Commissioner Cohen agreed.

Commissioner Cohen wanted the Commission to know that the property owner was present at the last meeting, but there was no quorum, so the public hearing was delayed.

MOTION B

Commissioner Cohen moved to approve the Conditional Use Permit as written with the exception that condition seven be rewritten to say current or future additional tenants shall require appropriate City approval and an additional condition that will require the removal of vehicles on the property in violation of zoning. Commissioner Webster seconded. All in favor; none opposed; motion carries. [Secretary Note: Graichen provided a letter to property owner to address the storage of vehicles.]

Commissioner Lawrence moved for Chair Petersen to sign the Findings and Conclusions once prepared. Vice Chair Cary seconded. All in favor; none opposed; motion carries.

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Public Hearing

The City of St. Helens

Zoning Text Amendments / ZA.1.15

Various

It is now 8:03 p.m. and Chair Petersen opened the public hearing. There were no conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated April 7, 2015 with attachments

Graichen said the proposed zoning text amendments address three things: the location of marijuana establishments, variance review authority, and residential lot coverage increases for building additions.

Graichen discussed the background state legislation related to both medical and retail marijuana establishments. He said a lot of the locational regulations related to marijuana establishments are associated with the adverse effects to children.

Graichen presented a map for the Commission to visualize the areas where current zoning and the light industrial proposal would allow marijuana establishments to locate. The current zoning would allow establishments to locate in all Commercial and Mixed Use zones, minus Marine Commercial. Both scenarios include a 1,000 foot buffer from schools and a 200 foot buffer from parks and residential zones as discussed in previous meetings. If the Commission decides to segregate this form of commerce to Light Industrial zones and in ten years the concerns about marijuana have diminished, it may be more difficult to go back and allow marijuana establishments in commercial areas again. Graichen said the Commission is deciding tonight if they want to locate this aspect of commerce (marijuana sales) in Light Industrial zones only or

treat it like all other general retail. Both scenarios would require marijuana establishments (medical and recreational) to go through the conditional use permit process.

Graichen went through the changes in the staff report since the last discussion of the development code changes. The Commission did not like the last sentence that was added to the purpose statement for light industrial uses on page six. Graichen will remove the sentence. It will not have an impact on either marijuana proposal the Commission decides to go with.

Commissioner Cohen asked if this proposal makes a distinction between medical and retail establishments. Graichen said the proposal treats both uses the same. Any place where marijuana is sold is subject to the proposal. Commissioner Cohen asked if what is occurring in the legislature will impact the City's proposal. Graichen said the City is trying to establish legislation that represents the wishes of the community *before* OLCC's regulations for recreational marijuana sale are released. If the legislature or OLCC decide in the future to combine the medical and recreational marijuana programs, the City may have to re-look at our own regulations. For now, the City is trying to establish community-supported regulations that will function in addition to OLCC's regulations.

Commissioner Cohen asked how Scappoose is handling marijuana establishments. He is wondering why the Commission has not discussed hours of operation, accessory products for sale at marijuana establishments, and the issue of drive-up windows. Graichen said Scappoose is not (or does not appear to be) regulating marijuana establishments through their development code, but through business licensing. When he went to the OLCC information session, he asked if general retail products would be co-mingled with marijuana products. OLCC stated that was not the direction they were headed with their regulations at that time. Even the proponents of the marijuana program did not want other retail to be sold at marijuana establishments. Commissioner Cohen asked if that means marijuana retailers would be allowed to sell pipes and other items. Graichen recalled that the OLCC said marijuana retailers would be principally engaged in the sale of marijuana products.

Commissioner Cohen asked about hours of operation and drive-up windows. Graichen said the Commission can establish guidelines regarding those topics now, but all marijuana establishments will be conditionally allowed. This means there will be a public hearing and the Commission will have the opportunity to review each proposal (including hours and drive-up windows) on a case-by-case basis. However, if the City wants to prohibit drive-up windows for marijuana establishments, it could be added to the code amendments. Commissioner Cohen feels this should be addressed in the proposal. Graichen said the regulation would depend on which zones the Commission decides marijuana establishments should be located. In General Commercial, the Houlton Business District, and the Riverfront District, drive-up windows are conditionally allowed. Only in Highway Commercial, drive-up windows are permitted outright. In Light Industrial, drive-up windows are not allowed. Chair Petersen clarified that OLCC will probably address this in their regulations, but if the Commission doesn't have faith they will address it, we should address it just in case.

Commissioner Hubbard asked about marijuana grow operations. Graichen said currently they are allowed anywhere a greenhouse/nursery is allowed. In some zones, greenhouses/nurseries are a permitted use and in others, they are conditionally permitted. Chair Petersen said he has heard of investors wanting to construct huge warehouses for growing, drying and processing marijuana on the same property. Commissioner Lawrence said she read that prospective growers were scouting the Portland metro area for warehouse locations with electricity and water. Commissioner Hubbard said he owns commercial industrial property in Multnomah County and he has been contacted by multiple growers who want to pay him six months of rent up front, even though it is legally not allowed yet. Graichen said he knows the OLCC will be issuing four types of licenses: growing, production, retail, and wholesale. He does not know if the uses will be required to be separate or not. Graichen reminded the Commission that tonight, we are only focused on

retail and medical marijuana establishments. The growing and manufacturing issue could be addressed at a later date.

Commissioner Cohen asked if the definition of manufacturing on page 1 of 9 in the proposed code amendments would open the City up to unintended uses. Graichen explained that surrounding code is included to help give context to the development code changes. Nothing in the manufacturing definition is changing. Commissioner Semling would like to add the word "marijuana" to the first sentence on page 3 of 4 of the staff report for clarity.

The Commission had no concerns with the development code changes regarding the increase in residential lot coverage for building additions on page 9 of the proposed code changes.

IN FAVOR

There was no testimony in favor.

IN OPPOSITION

γ **Coffman, Karl.** Coffman lives on Hayden Island in Portland. He is the owner of the Muckle Building. He is here to push back against the Commission's proposal. He has his argument broken into three main points: the childhood safety conversation, the societal argument, and a downtown business perspective.

He thinks the issue of youth safety has become a battle cry and that people grab onto the issue of child safety for just about anything. He is a single father of two children, and there is nothing that he cares more about than kids. But if we look at the CDC and the dangers of marijuana, children are way more affected by obesity, drowning, alcohol, tobacco, traffic deaths, etc. On Halloween, children are four times more likely to be injured than any other day of the year, but we don't ban Halloween. He would just like the dangers of marijuana to children to be kept in perspective. His societal arguments are along these lines as well.

He sees Planning Commissioners as the "seers" of society, the people who look to the future and make recommendations based on the community and trends. Over half of Columbia County constituents voted for the recreational marijuana law. Gay rights initiatives are another societal change in the news every day. We see sweeping societal changes and he views the sale of marijuana as one of those societal changes. Marijuana is legal in Washington. They are not scary places with people loitering out front. They look like any other business, a florist or a coffee shop. But if the proposal tonight banishes them across the train tracks, he feels we will be on the wrong side of history.

As a business owner, four to five years ago, he had a discussion with City staff about what to do with the Muckle building. St. Helens, by most measures, is almost a ghost town downtown. We want residents and activity downtown. He has been afraid to work on the Muckle building and if it hadn't been for a few windstorms [resulting in falling brick], he probably wouldn't have started to work on it when he did. He knows the process has been slow, but it is in much better shape now than when it was built. He is still putting money into it and is still scared because the conditions downtown have not changed. He has only received a few phone calls on the 700 square foot space. He has interviewed potential merchants and asked if they would be okay being next door to a marijuana retailer. They have said, if they bring more activity, then sure. He would like to see a marijuana retailer located in the Muckle building because it will bring people down there. It is a destination that will increase foot traffic downtown and increase sales to surrounding businesses. We have a charming downtown and having a small marijuana retailer or dispensary won't change that one bit. It will actually make St. Helens look cutting edge.

Coffman said everyone has a bias against something. He is asking that the Commission look at this issue with open eyes. The marijuana retail industry is just another industry. Since legalization in Washington, the price of marijuana has decreased by half, taxes are being paid, and the product goes through testing. He went to a recreational marijuana retailer in Vancouver and it could have been Mayberry, USA. Marijuana retailers blend into the surrounding downtown environment. The doorman inside the shop said nearly everyone in the waiting area was from Oregon. Populations have embraced marijuana, but there is still a lot fear by people trying to protect their communities. He is here to suggest that this change should not be scary.

γ **Terry, Lauren.** Terry is a business partner of Mr. Koffman's and is a potential tenant at the Muckle Building. She was born and raised in a small community outside of Roseburg, Oregon. She values the wholesome childhood she had there. Terry recognizes the magic that a small community has when people are tight-knit and care about their neighbors as much as they care about their own kids. That is something that they are putting forward with every intention they have for the Muckle Building. She showed pictures of the Vancouver marijuana retailer located on Main Street that Koffman referred to in his testimony. She pointed out how it blends into the surrounding businesses, does not have excessive signage, and has no marijuana scent. There is no scent because all retailers must follow state law, which has specific requirements for how product is packaged and delivered to the facility. Customers must also bring the product home before consuming. She pointed out the foot traffic. The pictures she provided were taken on Monday at 10 a.m. and there are cars filling the on-street spaces with multiple people entering and leaving the marijuana retailer.

Terry discussed the state laws, both in Washington and in Oregon, that require the shops to obstruct the front window so that passersby will not see any marijuana products at street view. The protection of children and the maintenance of neighborhoods as they are is the number one priority for the state. The state has a priority to establish regulations about marijuana edibles that resemble toys or are attractive to a child.

Another photo in Vancouver showed a marijuana retailer in a shopping center shared with Safeway. There is no marijuana signage out front. State law requires that someone check licenses at the door to verify their age before entering. Growing up in Roseburg in the early 2000s, it looked very similar to St. Helens downtown. There were small law offices and antique shops. Then a particular wine bar came in and some alternative, upscale shops followed. Today, Roseburg has three brewpubs, which is enough to attract children to come home for the holidays. Terry has enjoyed watching Roseburg look to the future and be open to change. Timber was all Roseburg had and now they have a Cost Co. They have their first dispensary going in soon. President Obama spoke there during his campaign. She wants to go back and raise her own kids there. She feels marijuana retailers are part of economic recovery.

She showed more examples of medicinal marijuana dispensaries in higher end areas of Portland to show there are no nuisances at these locations. Terry said this particular example has an art gallery in the lobby. She pointed out that the statistics in the staff report to justify the proposal tonight are all related to youth. Protecting children from marijuana is their number one concern at the Muckle building as well. However, she noted that the references cited in the staff report were well over five years old and that some of the sources have since updated their information. The National Institute of Drug Abuse, which was referenced a few times, updated their marijuana facts in 2015. They reported in their annual study of middle and high school students, marijuana use has steadied in the past few years after years of consistent increases. Considering the legislation changes in the past few years, this is pretty hard proof that brick and mortar marijuana shops do not necessarily lead to an increase in marijuana use and availability among youth.

To close, Terry wants to express the value in having a marijuana retailer in a commercial zone. She showed

an example of a marijuana dispensary located in the heart of a commercial district (the Pearl) in Portland. Five years ago, the current mayor of Portland would have laughed at the idea of locating a marijuana dispensary in the heart of the most booming commercial district in Portland, but today they are a proud member of the first Thursday Art Walk and the lobby is used as an art gallery. The surrounding area is very family oriented and the adjacent bar has more signage than the dispensary.

The adverse effects of marijuana have been a bit overestimated in the legislature so far. She has experience with multiple dispensaries in Portland and has written for periodicals and the Willamette Week for about a year covering marijuana and the changes in legislation. It's good to be talking about these issues now because if Senate Bill 844 passes, then medical dispensaries will be allowed to sell marijuana recreationally before 2016. She offered to answer any questions the Commission may have.

DELIBERATIONS

Chair Petersen is enlightened by the photographs provided by Terry. He has not been following the issue closely and was going to leave the regulations to OLCC and the state. Months ago, he was fearful of St. Helens Main Street becoming "dispensary row", but now he is not opposed to having an unobtrusive dispensary in the commercial zones. Commissioner Lawrence agrees. She feels that marijuana establishments should be allowed anywhere a liquor store can be located.

Commissioner Webster asked if Portland was regulating the number of marijuana dispensaries. Coffman said they are only regulating the distance between each dispensary, not setting a maximum number based on population.

Commissioner Cohen brought up the concerns by the mental health representative and local law enforcement. In order to protect the community, he thinks starting out with tougher regulations in the light industrial zones would act as a good test run. The City could see how it goes and then once the industry establishes itself, some of the regulations could be relaxed.

Chair Petersen asked if there could be an OLCC regulation that would limit the number of retail establishments based on population, similar to liquor stores. Graichen said at this point we do not know, but OLCC expects to publish their rules in November. Chair Petersen asked if there was a rule establishing a distance restriction between marijuana establishments. Graichen said there is a rule that medical marijuana dispensaries must be 1,000 feet apart from one another, but OLCC has not released the rules for recreational retailers yet.

Vice Chair Cary said that the pictures Terry provided have the look and feel of a main street, but he noted that Vancouver and the Pearl District in Portland do not have the same character as St. Helens. For a small town like St. Helens, having any marijuana establishment would be pretty cutting edge. He cannot see the community embracing a marijuana establishment in the heart of our historic downtown, especially in light of testimony from the fire department, the police department, the school district, and the health department when there was a marijuana grow operation looking to locate here. He noted past dispensaries that tried to establish themselves in Columbia County and failed because the community spoke out against them.

MOTION B

Commissioner Cohen moved to recommend approval of the zoning code amendments regarding lot coverage and variance review authority. Commissioner Webster seconded. All in favor; none opposed; motion carries.

Commissioner Lawrence moved to recommend that Council conditionally allow marijuana establishments to locate in any zones where liquor stores are allowed and the additional condition that there is a 1,000 foot buffer between all marijuana establishments. There was no second. Motion fails.

Commissioner Cohen moved to recommend that Council approve the marijuana code amendments as written for light industrial zones with the additional condition that there is a 1,000 foot buffer between all marijuana establishments. Vice Chair Cary seconded. Commissioner Cohen, Commissioner Hubbard, and Vice Chair Cary voted in favor; Commissioner Webster, Commissioner Lawrence, and Commissioner Semling opposed; motion ties. Chair Petersen voted in favor; motion carries.

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Public Hearing

The City of St. Helens

Comprehensive Plan Amendments / CP.1.15

Various

It is now 9:50 p.m. and Chair Petersen opened the public hearing. There were no conflicts of interest or bias in this matter.

Assistant Planner Dimsho entered the following items into the record:

- Staff report packet dated April 16, 2015 with attachments

Dimsho presented the staff report and noted a few minor changes in the Draft Master Plan that had been made since the Commission's packet was prepared. Based on feedback from Councilor Carlson, language was added to Chapter 8's Capital Improvement Plan pertaining to inclusion of ADA play equipment features for all new playground installations. Installation of ADA adaptive swing seats was also added to the two existing swing sets in McCormick Park and Godfrey Park.

IN FAVOR

There was no testimony in favor.

IN OPPOSITION

There was no testimony in opposition.

DELIBERATIONS

Commissioner Cohen said it is a great plan. Chair Petersen said he has a few technical things to point out, but overall the plan is excellent. The Commission discussed the question in the online survey that included an average funding dollar amount with a standard deviation. Due to the very high standard deviation, Dimsho will add a disclaimer about the validity of the average value. Chair Petersen noted confusion over level of service tables. Vice Chair Cary pointed out the overages that may even out the numbers. Dimsho will edit this section for clarity.

Chair Petersen had an issue with the high priority recommendation in Chapter 6 for Civic Pride Park about collaborating with the Greater St. Helens Parks & Recreation District. He thinks the desired park amenities

should be included, not just a statement about encouraging collaboration. Dimsho will add the desired amenities and if a full-blown splash park is desired, collaboration for funding will be required.

Chair Petersen asked about the recommendation to put basketball courts in McCormick Park. He thinks there is too much emphasis on McCormick Park at the expense of other parks, like Civic Pride Park for example. Commissioner Webster agrees that we should spread amenities among parks. Dimsho said the focus by the Parks Department has been on McCormick Park, particularly for sport amenities, because the long term vision has been to create a regional sports complex-type park. It is centrally located with restrooms and ample parking. Chair Petersen reiterated that there has been too much focus on a park that already has ample amenities and trails. He recommended changing the priority for basketball courts at McCormick Park from first priority to last.

Chair Petersen asked about the City-owned property off Ross Rd. near the high school driving range. Dimsho said this property is outside City limits and that we would have to annex a bunch of adjacent property before being able to annex it to include it in our parks inventory. For this reason, it was not included in the Capital Improvement Plan for future amenities. However, Dimsho noted the site was inventoried in the Greater St. Helens facilities section for potential development in the future.

MOTION B

Commissioner Cohen moved to recommend the City Council adopt the Parks & Trails Master Plan with edits as discussed. Commissioner Webster seconded. All in favor; none opposed; motion carries.

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Discussion of Annual Report to City Council

The annual report to City Council is scheduled for June 3, 2015 at 1:30 p.m. It will cover activities from June 2014 to May 2015. Graichen offered to do the presentation and provide the information contained in the memo, since no commissioner was interested in doing so. In response to the question for what City Council can do to support the Commission, Chair Petersen requested another locally held League of Oregon Cities Planning Commission training. The previous one in St. Helens had attendees from all over Columbia County and was very informative. The Commission agreed.

Vice Chair Cary asked if there is anything the Commission can do to help City Council. Councilor Carlson said it is City Council's role to help the commissions. It is up to City Council and each commission's Council liaison to make the process efficient. It is not up to the commission, who are volunteering their time, to help City Council.

Commissioner Lawrence asked if there are ever joint meetings with the City Council to discuss mission, goals, etc. Chair Petersen suggested having a joint waterfront visioning meeting with the Planning Commission and City Council. Commissioner Cohen agreed. He said it will have to be open to the public and notice must be given, but the intent of the meeting would not be for public input gathering. It would be for the City Council and Planning Commission to jointly discuss a vision. Graichen will include these requests in the annual report to City Council on June 3.

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Planning Director Decisions

- a. Extension of Time at Elk Ridge Estates (SUB.1.13) - St. Helens Assets, LLC
- b. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - St. Helens Booster Club
- c. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – SHHS Celebrating Success Parents Committee
- d. Home Occupation (Type I) at 2764 Sykes Road – Photo editing home office
- e. Temporary Use Permit Renewal at 745 S. Columbia River Hwy – Food service trailer
- f. Home Occupation (Type I) at 725 Maplewood Dr. – Interior design home office
- g. Sign Permit (Wall x2) at 305-309 S. Columbia River Hwy – Dale Clark
- h. Sign Permit (Wall) at 35853 Industrial Way – Rogue Multi-Sport, LLC
- i. Home Occupation (Type 1) at 2690 Gable Rd – Home office for handyman work
- j. Site Design Review (Minor) at 164 Little Street – Commercial fence and storage area

There were no comments.

Planning Department Activity Reports

There was no discussion.

There being no further business before the Planning Commission, the meeting was adjourned at 10:43 p.m.

Respectfully submitted,

Jennifer Dimsho
Planning Secretary

2015 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/13/15	P	P	P	P	P	P	P
02/10/15	P	P	P	P	P	P	P
03/10/15	P	P	A	P	P	P	P
04/14/15	CAN	CAN	CAN	CAN	CAN	CAN	CAN
05/12/15	P	P	P	P	P	P	P
06/09/15							
07/14/15							
08/11/15							
09/08/15							
10/13/15							
11/10/15							
12/08/15							

CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Variance V.2.15

DATE: June 2, 2015
TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner

APPLICANT: David and Susan Branch
OWNER: same as applicant

ZONING: General Residential, R5
LOCATION: 75 River Way; 5N1W-34CC-2000
PROPOSAL: Variance to allow an accessory structure that exceeds the maximum size allowed.

The 120-day rule (ORS 227.178) for final action for this land use decision is July 28, 2015.

SITE INFORMATION / BACKGROUND

The site is developed with a detached single family dwelling and the subject (recently built) accessory structure. In April of 2013 the applicants applied for a scenic resource Site Design Review (file SDRsv.2.13), which applies to structures of a certain height built on certain lots close to the Columbia River. Plans at that time indicated that the accessory structure was going to be attached to the existing detached single family dwelling via a breezeway, making it a building addition.

In May 2013, the applicants applied for a building permit (Permit No. 12443) for the same (an addition to the dwelling attached via breezeway). Per Chapter 17.124 SHMC, an Accessory Structure Permit is required for detached accessory structures and those structures are required to comply with the provisions of this Chapter, which includes a maximum gross floor area of 600 square feet. The footprint of the subject accessory structure is 24' x 26' (624 square feet), but also two stories. The Development Code defines "floor area" as follows:

"Floor area" means the gross horizontal area, under roof, of all floors of a building, measured from the exterior walls, excluding vents, shafts, courts, and space devoted to off-street parking. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above.

Thus, being two stories the gross floor area is approximately 624 X 2 or 1,248 feet.

In January 2014, the applicant called for an inspection to final the building permit. Upon inspection by staff, there was no breezeway as indicated on the plans. The applicant now desires to not building the breezeway that would attached the accessory structure to the dwelling. This would require an accessory structure permit, which could not be approved without a variance allowing an increase to the maximum gross floor area allowed; thus, this Variance request.



In this photo taken from River Way, the detached single family dwelling is visible in the foreground. The new accessory structure can be seen behind the dwelling.

In this photo the driveway has been paved recently, to meet a condition of the building permit.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: June 9, 2015 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on May 20, 2015 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 May 27, 2015.

AGENCY REFERRALS & COMMENTS

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

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

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.

Discussion: The reasoning behind this variance is described in the site information/background section above. Some of the related technical details from Chapter 17.124 SHMC, Accessory Structures are:

17.124.030 Applicability of provision.

- (1) Review of accessory structures by the director is required except for the following situations:
- (a) Buildings or structures within residential zoning districts which are less than 120 square feet in gross floor area and 15 feet or less in height, measured from base to highest point of the structure;
 - (b) Accessory buildings or structures attached to the principal building or structure, as long as they use the same architectural features such as roof lines and exterior building materials. "Attached" means wall-to-wall or any permanent roof attachment such as breezeways. Said structures shall be considered as building additions and shall require building permits and compliance with the applicable setback standards for the principal building or structure;

17.124.070 Approval criteria.

- (1) Dimensional Approval Criteria.
- (a) The following dimensions shall apply to all accessory structures:
 - (i) For parcels within a residential zone that are less than two and one-half acres in size, any accessory building within a residential zone shall have no more than 600 square feet of gross floor area;

Note that the subject property is approximately 11,368 square feet in size.

Findings:

(a) This criterion asks if there is a detrimental consequence as it relates to the overall purpose of the code, if the proposal would be in conflict with any Comprehensive Plan policies or any other aspects of law, or if it would result in detriment to other properties. *See applicant's narrative.*

There is no obvious evidence of detriment resulting from this proposal. **The Commission needs to determine whether or not this finding is met.**

(b) This criterion asks if there are special circumstances to justify the variance that are beyond the control of the applicant and not applicable to other properties in the same zoning district. *See applicant's narrative.*

The Commission needs to determine whether or not this finding is met.

(c) This criterion prohibits use variances and asks if City standards can be applied as much as possible, while permitting some economic use of land. A use variance is not proposed; such is prohibited.

The applicant is only asking for a variance to accessory structure size. An accessory structure permit is still required which would review all other applicable standards. **The Commission needs to determine whether or not this finding is met.**

(d) This criterion asks if grant this variance would result in an adverse impact to existing physical and natural systems. *See applicant's narrative.*

The Commission needs to determine whether or not this finding is met.

(e) This criterion asks if the hardship is self-imposed or not (it should not be for the purpose of approving a variance) and if the variance requested is the minimum variance which would alleviate the hardship. *See applicant's narrative.*

The Commission should think carefully about the self-imposed aspect of this criterion. As to the minimal aspect of this criterion, the Commission could consider the definition of floor area. 1,248 gross floor area is substantially larger than the 600 maximum. However, the second story is not as substantial as it could be (e.g., with high walls) and if there was no second story the gross floor area would only be about 624 square feet, and there would be little if any visual difference as seen from the outside if it was a one story v. two story within the same "shell."

The Commission needs to determine whether or not this finding is met.

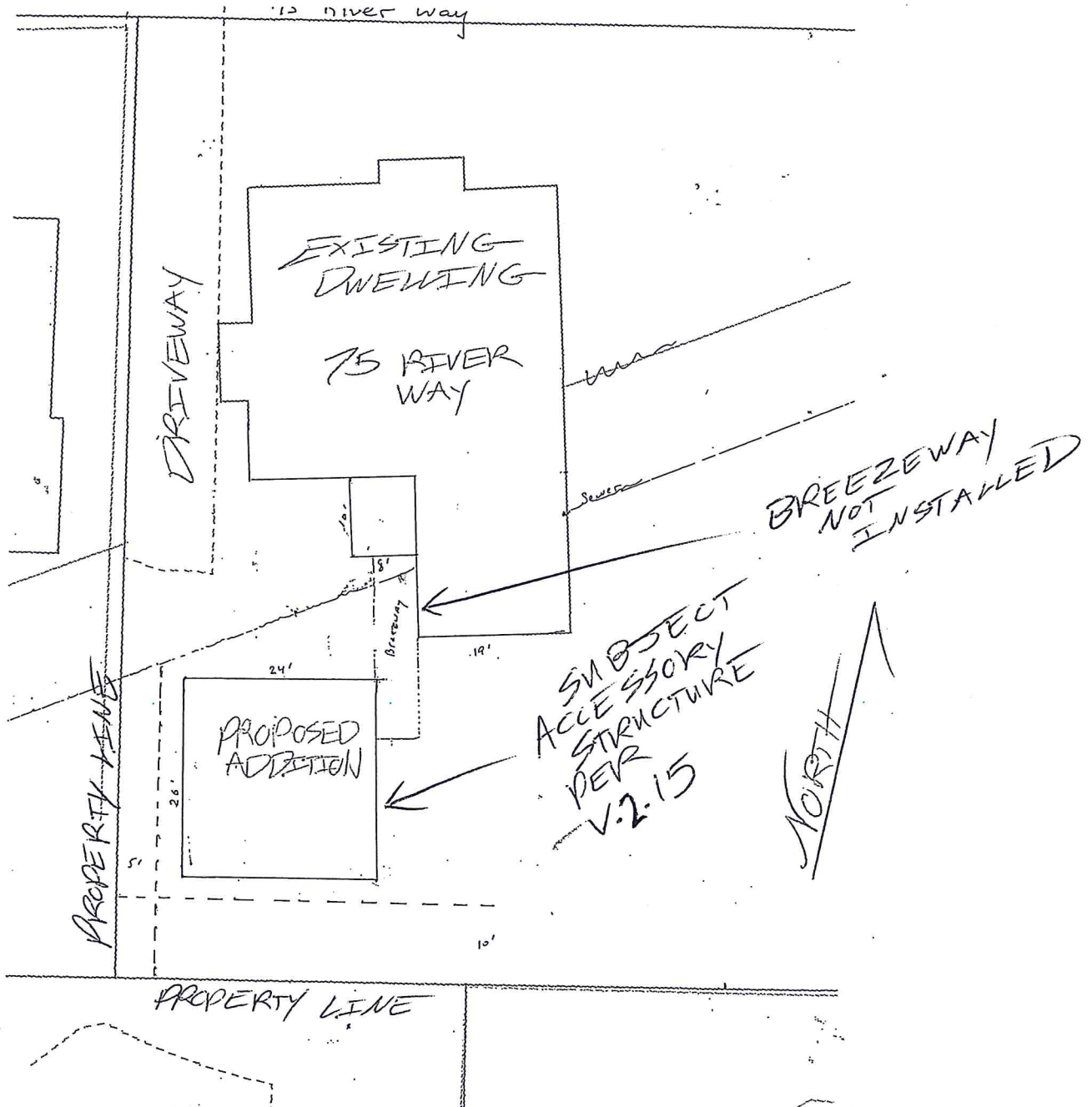
CONCLUSION & RECOMMENDATION

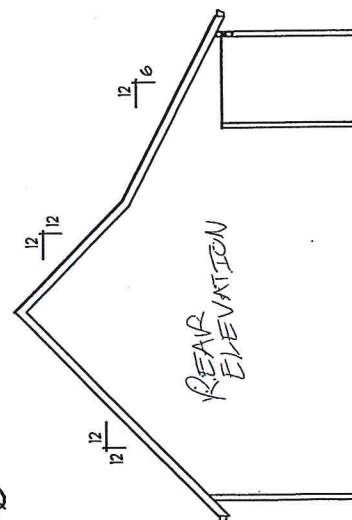
Based upon the facts and findings herein, staff recommends the Commission consider this carefully. If the commission decides to approve, the following are recommended conditions:

1. This Variance approval is valid for a limited time pursuant to SHMC 17.108.040.
2. An approved Accessory Structure Permit is required for the subject accessory structure to be lawful.

Attachment(s): Site plan
Building elevations
Applicant's narrative
Applicants pictures

10 RIVER WAY




$$\frac{F|ON}{=} = \overline{1-\emptyset}$$

1. 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;

The construction of the garage did not change the esthetics of the neighborhood and is not detrimental to any of the surrounding properties.

2. 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;

There is a City sewer line that runs diagonally in front of the garage. The permit specified that we needed a piling on the right front corner of the garage no closer than 3' to the sewer. So we were limited in where we could put the garage. When we encountered solid rock on the back left corner, we spent two days with heavy equipment to get the elevation of that corner down. We finally determined that if we moved the site 2' to the left and 2' forward, we were close and could satisfy the requirement for the front right piling. What we didn't realize at the time was this would impact the plan to attach the garage to the house via an open breezeway.

3. 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;

The use remains residential.

4. 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

The location of the garage is set back on the lot and does not impact traffic, or drainage.

5. The hardship is not self-imposed and the variance requested is the minimum variance which would alleviate the hardship.

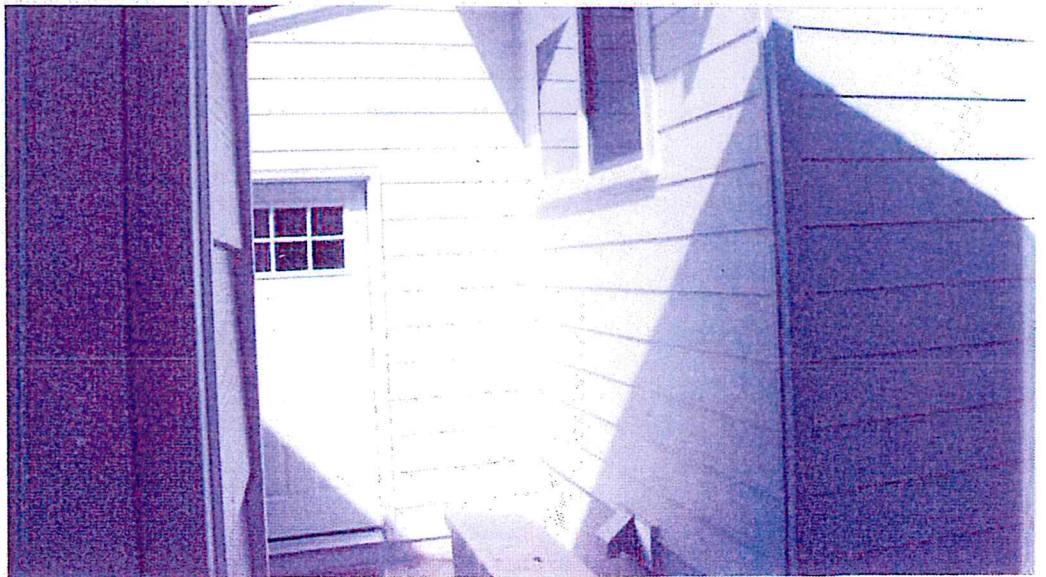
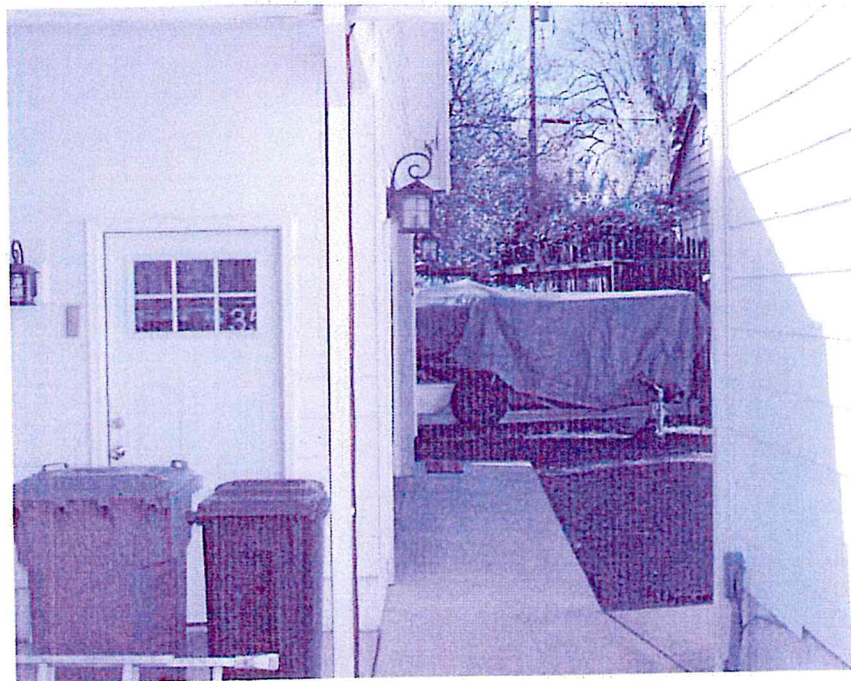
Due to change in elevations and move of the garage two feet to the left, the connection from the overhang beam on the garage to the door on the new utility room was no longer possible in any way that would be architecturally pleasing. We are asking that this requirement be waived.

NOTE: Photographs - some have comments on back.



View from inside utility room showing how a straight breezeway would not connect to the overhang. (per the applicant)





View from garage showing breezeway
would not connect would not connect
to utility room. (per the applicant)

CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Conditional Use Permit

DATE: June 2, 2015
TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner

APPLICANT: Marc Holcomb/Alisha Doaust
OWNER: Holcomb Commercial Properties, LLC

ZONING: Highway Commercial, HC
LOCATION: 35531 Firway Lane; 4N1W-8AC-2000
PROPOSAL: Per the applicant, establish a “preschool and enrichment classes for ages 6 weeks to 12 years. All day classes.”

The 120-day rule (ORS 227.178) for final action for this land use decision is September 16, 2015.

SITE INFORMATION / BACKGROUND

The site is developed with a building, parking and landscaping. It abuts Firway Lane and Kavanagh Avenue. Both of these streets are improved but lack frontage improvements such as curb, gutter and sidewalks.

There was a preschool at this site previously. Prior to being within St. Helens’ city limits, Columbia County approved the site as a preschool around 2006 (County file DR 06-08), which operated at the site for a period of time. The property was annexed in 2010.



This photo of the subject property from 2011 indicates that the original preschool had vacated the site by mid-2011, if not earlier.

Business license records indicate a cabinet business in the building in 2012 and a flooring business in the building from 2013 to 2014.

Per the HC zoning district, schools are a conditional use and require a Conditional Use Permit. In addition, per Chapter 17.104 SHMC if a use discontinues for six months, any nonconforming grandfathered right is lost. In this case, enough time has passed that a Conditional Use Permit is required to have a preschool at this site anew.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: June 9, 2015 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on May 20, 2015 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 May 27, 2015.

AGENCY REFERRALS & COMMENTS

As of the date of this staff report, the following agency referrals/comments have been received that are pertinent to the analysis of this proposal:

Columbia River Fire & Rescue: I have reviewed this conditional use application and have also conducted an inspection to verify suitability for the requested occupancy type. The following Fire Code-related items are noted:

- The existing hydrant on Columbia River Highway and Firway will supply the required fire flow for the building.
- Access for our apparatus is excellent and there is large turnaround available.
- Everything else is covered in the development code/building code or will be addressed on the final inspection (extinguishers, etc.).

City Engineering: This property has public (City) sewer available. If they are not already connected and wish to make a connection to the sewer, all applicable connection fees shall be paid and appropriate permits obtained.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.100.040(1) - CUP Approval standards and conditions

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

- (a) The site size and dimensions provide adequate area for the needs of the proposed use;
- (b) The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features;
- (c) All required public facilities have adequate capacity to serve the proposal;
- (d) The applicable requirements of the zoning district are met except as modified by this chapter;

- (e) The supplementary requirements set forth in Chapter 17.88 SHMC, Signs; and Chapter 17.96 SHMC, Site Development Review, if applicable, are met; and
- (f) The use will comply with the applicable policies of the comprehensive plan.

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

Finding(s): There is no evidence to the contrary. Though some years have passed, the site functioned as a preschool more-or-less in its current state.

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

Finding(s): There is no evidence to the contrary. Though some years have passed, the site functioned as a preschool more-or-less in its current state.

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

Finding(s): There is no evidence that public facilities are inadequate for this proposal.

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

Finding(s): There is a minimum yard requirement along US30; this property does not abut US30.

No outdoor storage is proposed, which would require screening.

The minimum landscaping required is 10% of the site. The subject property is approximately 11,326 square feet in size. There is landscaping between the building and Kavanagh Avenue that appears to meet the 10% standard more-or-less.

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

Finding(s): With regards to signs, any new sign or modified sign shall require a sign permit per Chapter 17.88 SHMC. There is an existing sign on the building, which was on the building at the time the property was annexed. As a roof sign, it may be considered nonconforming, but may continue to be subject to the provisions and limitation of the St. Helens' sign regulations (Chapter 17.88 SHMC).

Generally, the site development review aspects are adequate given what is in place now and the nature of the proposal where some modifications to the building are proposed for the preschool use (e.g., replace a garage door with a man door) but do not necessarily warrant disproportional improvements to the site. However, some things of note:

- The County approved a site design where several parking spaces are tightly placed between the building and Firway right-of-way. If sidewalk and curb were installed along Firway, the only way these spaces could function would be to have a very wide (approximately 80 feet) driveway approach. In addition, other spaces that don't face Firway depend on access from Firway nonetheless, which would require an even wider driveway approach. Nearly the entire Firway frontage would need to be driveway if sidewalks were installed, which could necessitate a driveway approach over 100' wide! This is much wider than would typically be allowed, but was approved by the County in 2006 and frontage improvements are unlikely in the foreseeable future. Requiring a completely new parking/access layout could be seen as unreasonable.
- Screening of refuse containers or collection areas is required per Chapter 17.72 SHMC. This should be addressed by the applicant.
- Parking areas greater than 3 spaces are required to be screened from view. Given the design approved by the County around 2006, this is not possible without substantial changes to the site.
- The site has approximately 15 off-street parking spaces and all parking and vehicle maneuvering areas are already paved. Pre-schools require 5 parking spaces plus one per classroom. Floorplan shows three classrooms; thus, 8 off-street parking spaces required. There is adequate off-street parking. However, the parking spaces are faded and barely visible. Parking marking shall be restriped. In addition, the disabled person space pavement marking is missing.
- Wheel stops (at least 4" high and located 3' back from the front of the parking space) are required along parking lot boundaries, landscape areas and sidewalks. None of the current parking spaces have wheel stops. Some spaces abut walkways or the sides of other parking spaces. Wheel stops as appropriate should be addressed by the applicant. Wheel stops for spaces that face a fence or the building are recommended too to help prevent vehicular damage to fence/building.
- For civic uses bicycle parking is required at a rate of 20% of vehicle spaces. The applicant should address this.
- The parking space layout includes a walkway on the side with the disabled person parking space and the opposite side. The access aisle for the disabled person parking space acts as a link to this dedicated pedestrian area, yet there is no such "opening" on the other side. A parking space on the side of the building that faces US 30 and also is adjacent to the dedicated walkway should be re-designated as pedestrian access to improve pedestrian circulation.

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

SHMC 17.100.040(2) - CUP Approval standards and conditions

(2) An enlargement or alteration of an existing conditional use shall be subject to the development review provisions set forth in Chapter 17.96 SHMC.

Discussion: This is addressed above

SHMC 17.100.040(3) - CUP Approval standards and conditions

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

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

Discussion: The Commission may consider these.

Finding(s): To be determined.

CONCLUSION & RECOMMENDATION

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

1. The following shall be required prior to: Certificate of Occupancy (C of O) or final inspection (if no Certificate of Occupancy is required) by the City Building Official or, if no C of O for final inspection is required, commencement of the proposal.

- a. Revised plans or other documentation shall be provided to the City for review and approval addressing the following:
 - i. Location and required screening of refuse containers/refuse collection areas.
 - ii. Compliance of disabled person parking space (e.g., pavement markings) to current standards.
 - iii. Wheel stops (at least 4" high and located 3' back from the front of the parking space) for parking stalls.
 - iv. Bicycle parking.
 - v. Pedestrian accesses. This includes a dedicated pedestrian aisle along the southeast corner of the building.
 - b. All improvements necessary to address the requirements herein, and in accordance with approved plans, shall be in place. This includes re-striping/markings parking spaces and other related features. All pavements markings shall be re-painted/re-installed.
2. Any new or altered sign requires a sign permit prior to installation/change, pursuant to Chapter 17.88 SHMC.
 3. Any refuse container or refuse collection area visible from a public street, parking lot, residential or commercial area, or any public facility (e.g. school or park) shall be screened or enclosed from view by a solid wood fence, masonry wall or evergreen hedge.
 4. Owner/applicant is still responsible to comply with the City Development Code (SHMC Title 17). In addition, this approval does not exempt the requirements of or act as a substitute for review of other City departments (e.g., Building and Engineering) or other agencies.

Attachment(s): Pictures attachment

Site plan

Floor plan

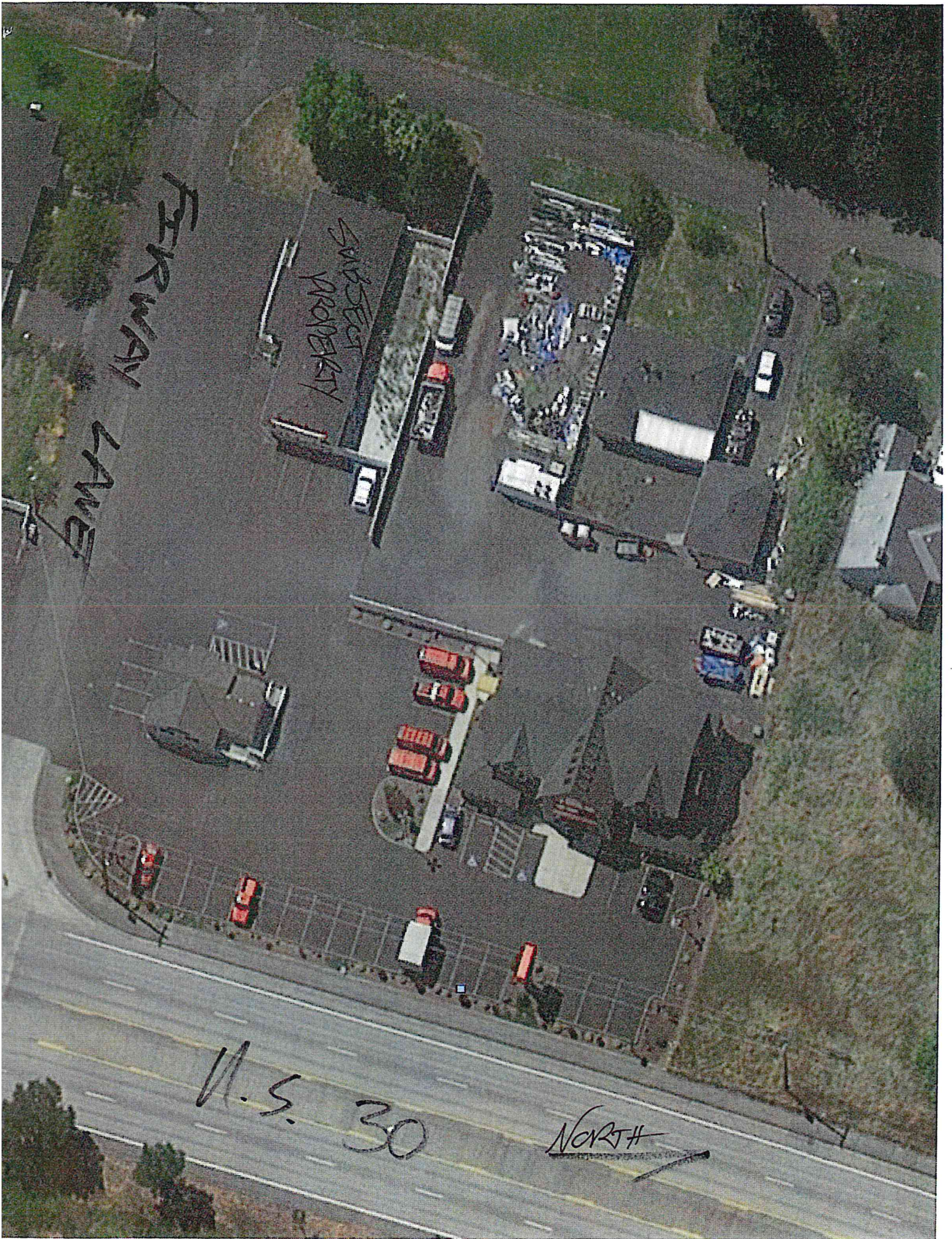
Misc. materials demonstrating educational aspects of the proposal

Highway Lane

SUBJECT
PROPERTY

U.S. 30

NORTH





As seen from the SE side.



As seen from the NE side.



As seen from the N side (looking into fenced area).

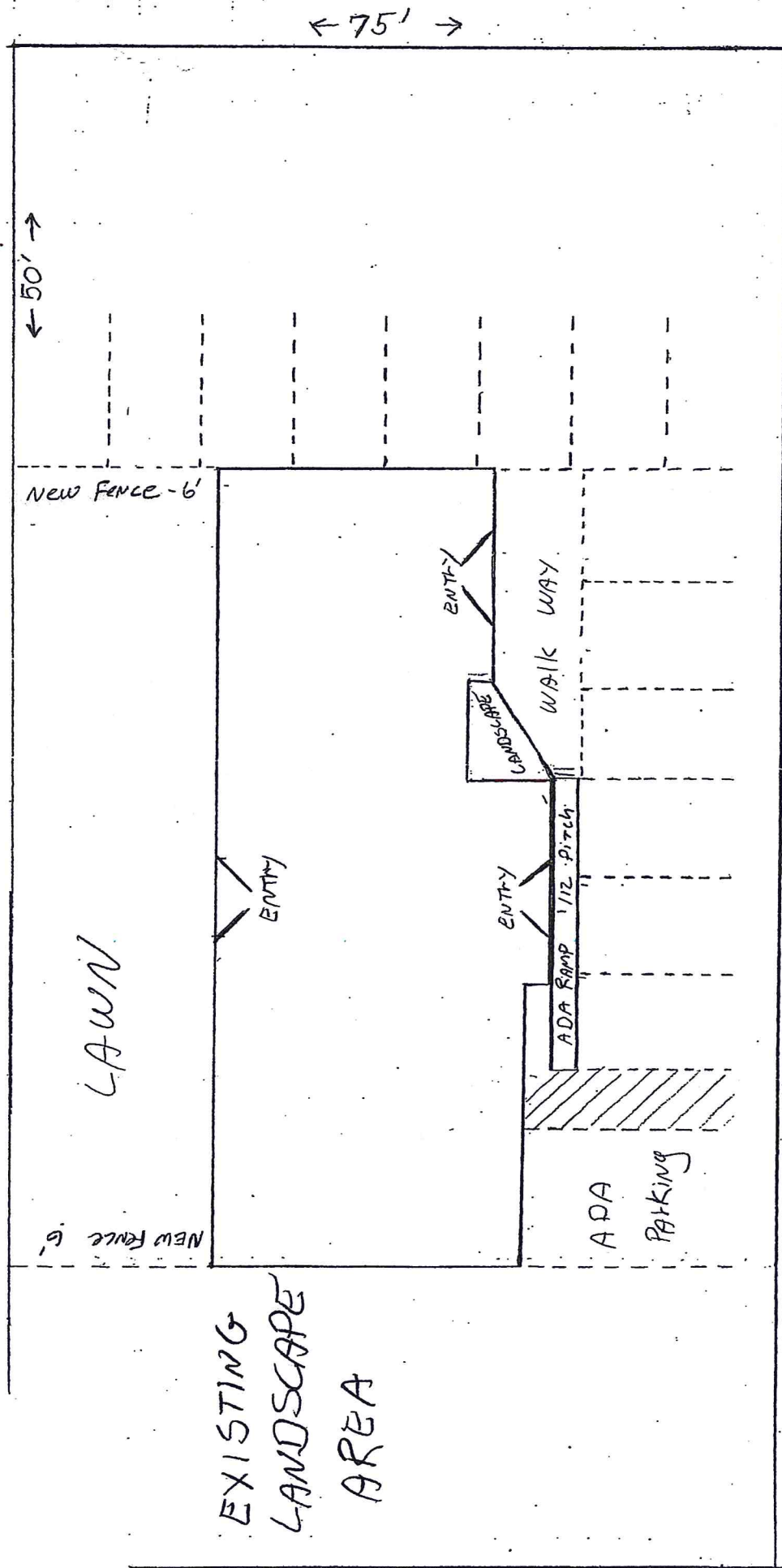


As seen from the NW side.



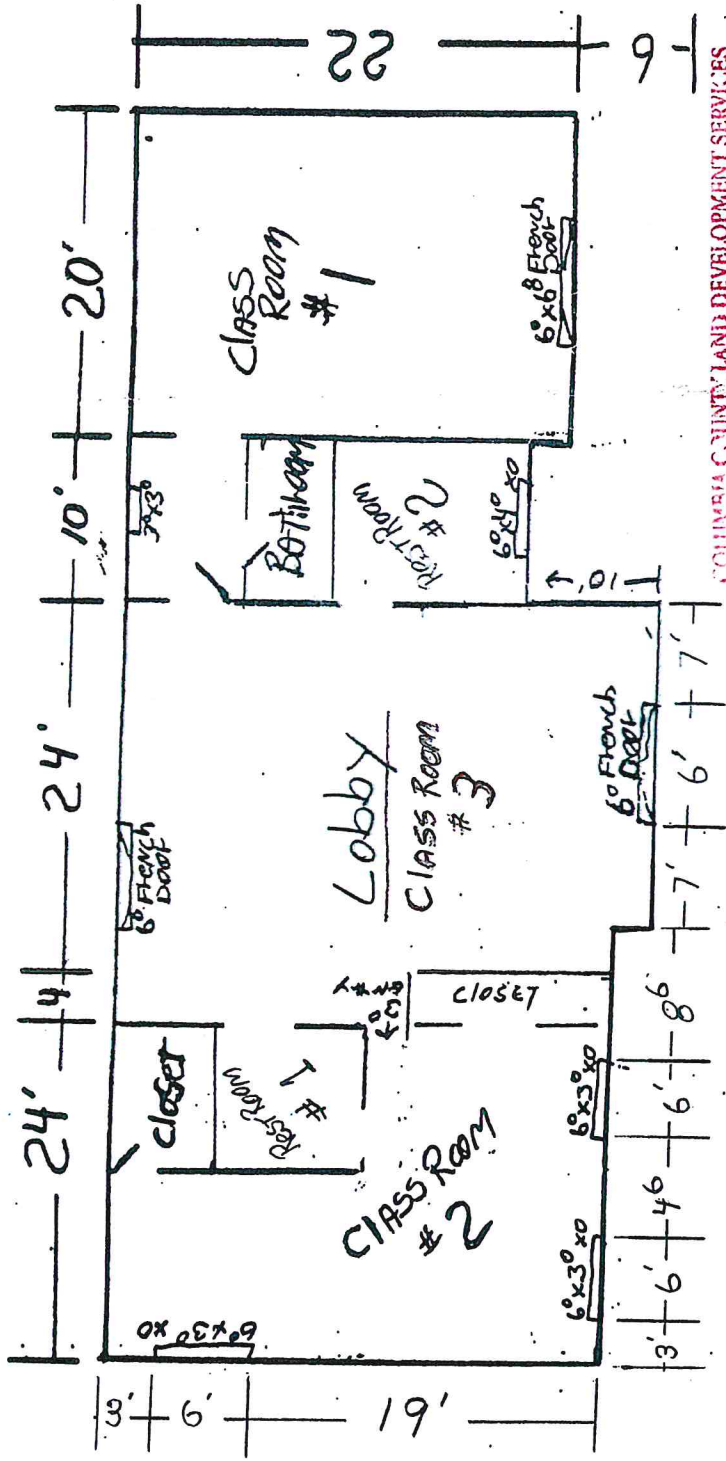
As seen from the SW side.

Site Plan



Firway Ln.

Floor Plan



COLUMBIA COUNTY LAND DEVELOPMENT SERVICES

24-HOUR NOTICE REQUESTED
FOR REQUIRED INSPECTIONS

Approved:

Approval subject to noted corrections.

Approval subject to noted correction sheet.

BY: [Signature] Date: 8-18-06

8-18-06

APPROVED PLANS

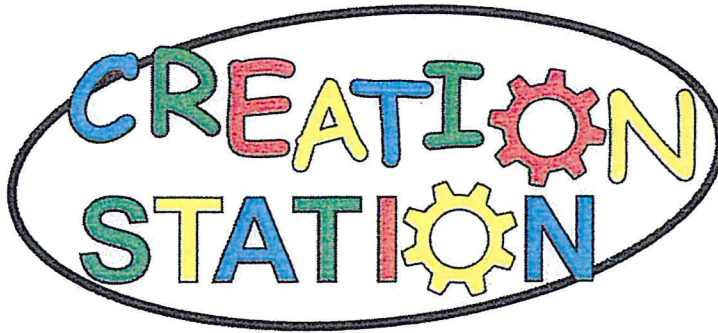
MUST BE ON SITE

FOR INSPECTIONS

Proposed

Firway LN.

1 N



7:00-8:00 free play

8:00-8:30 stations (sensory table/science station/art corner)

8:30-9:30 circle time

(story/introductions/alphabet/weather/numbers/months and days)

9:30-10:30 themed learning time from mother goose time

10:30-11:00 recess

11:00-12:00 lunch

12:00-2:00 rest

2:00-3:00 specialty class (Spanish lessons twice a week/yoga lessons once and sign language)

3:00-4:00 recess/free play

4:00-5:00 reading and math corner one on one learning time

5:00-6:00 stations and end of day circle time

6:00 clean up

Teachers



Creation Lab - Nursery class

6wks - 30months

Head teacher - Jessica

teacher - ~~Pam~~ Janet

Aide II - Selena

Tinker Shop - preschool class

30months - 5 years

Head teacher - Alish

Aide II - tess

Engineer station - school program

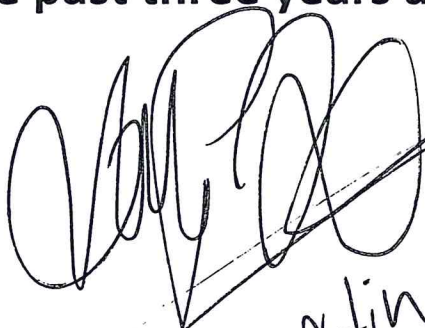
6 years - 12 years

Head teacher - Pam

Teacher - Susan

May 21, 2015

I hereby sign this document to acknowledge Creation Station as a preschool and learning center for my children. Alisha Daoust has been teaching my child with the mother goose curriculum and added activities for the past three years and will be continuing to do so.


Martin Dryden

Mike Mun

Elizabeth Heby

Whitney

Anna

Kornie Seebey

Paul

Halterman Brand

Skills and Goals

Social and Emotional Development	
1 Self Concept	<ul style="list-style-type: none"> 1.1 Expresses preference 1.2 Takes responsibility 1.3 Identifies and manages feelings
2 Self Direction	<ul style="list-style-type: none"> 2.1 Follows rules and routines 2.2 Maintains attention 2.3 Transitions and adapts
3 Social Relationships	<ul style="list-style-type: none"> 3.1 Builds positive relationships 3.2 Cooperates 3.3 Cares for and responds to others

Language and Literacy	
7 Listening Comprehension	<ul style="list-style-type: none"> 7.1 Comprehends spoken language 7.2 Follows verbal directions
8 Communication	<ul style="list-style-type: none"> 8.1 Communicates ideas 8.2 Speaks in sentences
9 Vocabulary	<ul style="list-style-type: none"> 9.1 Builds vocabulary
10 Phonological Awareness	<ul style="list-style-type: none"> 10.1 Hears small units of sound 10.2 Identifies rhyme and alliteration
11 Concepts of Print	<ul style="list-style-type: none"> 11.1 Demonstrates print knowledge
12 Letter/Word Recognition	<ul style="list-style-type: none"> 12.1 Identifies letters and words 12.2 Makes letter-sound connections
13 Reading Comprehension	<ul style="list-style-type: none"> 13.1 Responds to text 13.2 Retells, asks and answers questions
14 Emergent Writing	<ul style="list-style-type: none"> 14.1 Writes name, words and sentences 14.2 Expresses through writing

Mathematics and Reasoning	
15 Number Concepts	<ul style="list-style-type: none"> 15.1 Identifies numerals 15.2 Counts to determine quantity 15.3 Understands operations
16 Shapes	<ul style="list-style-type: none"> 16.1 Identifies shapes 16.2 Manipulates parts and wholes
17 Spatial Awareness	<ul style="list-style-type: none"> 17.1 Flips and relates objects 17.2 Determines object location
18 Patterns and Sorting	<ul style="list-style-type: none"> 18.1 Identifies and creates patterns 18.2 Matches, sorts and classifies
19 Measurement	<ul style="list-style-type: none"> 19.1 Estimates and measures 19.2 Compares and sorts
20 Logic	<ul style="list-style-type: none"> 20.1 Solves problems

Social Studies	
21 Families and Communities	<ul style="list-style-type: none"> 21.1 Identifies community and family roles 21.2 Explores cultures and traditions 21.3 Respects diversity
22 Civics and Economics	<ul style="list-style-type: none"> 22.1 Understands citizenship 22.2 Understands concepts of trade
23 Geography	<ul style="list-style-type: none"> 23.1 Identifies types of places 23.2 Uses maps
24 History	<ul style="list-style-type: none"> 24.1 Describes past events

Science	
25 Scientific Reasoning	<ul style="list-style-type: none"> 25.1 Inquires and predicts 25.2 Observes and experiments 25.3 Evaluates and infers
26 Life Science	<ul style="list-style-type: none"> 26.1 Identifies basic needs 26.2 Classifies organisms
27 Physical Science	<ul style="list-style-type: none"> 27.1 Identifies properties of matter 27.2 Explores forces and motions
28 Earth Science	<ul style="list-style-type: none"> 28.1 Identifies weather and climates 28.2 Explores ecosystems
29 Technology	<ul style="list-style-type: none"> 29.1 Explores technology

Physical Development	
4 Gross Motor	<ul style="list-style-type: none"> 4.1 Builds strength and balance 4.2 Coordinates large movements
5 Fine Motor	<ul style="list-style-type: none"> 5.1 Controls small movements 5.2 Uses drawing/writing tools
6 Health and Safety	<ul style="list-style-type: none"> 6.1 Makes healthy food and exercise choices 6.2 Practices good hygiene 6.3 Demonstrates safe practices

Creative Development	
30 Music	<ul style="list-style-type: none"> 30.1 Develops rhythm and tone 30.2 Expresses through music
31 Dance and Movement	<ul style="list-style-type: none"> 31.1 Develops dance and movement techniques 31.2 Expresses through dance and movement
32 Visual Arts	<ul style="list-style-type: none"> 32.1 Develops artistic techniques 32.2 Expresses through visual art
33 Drama	<ul style="list-style-type: none"> 33.1 Participates in dramatic play 33.2 Uses and creates props

Second Language Acquisition	
34 Approach to Second Language Acquisition	<ul style="list-style-type: none"> 34.1 Participates using target language 34.2 Demonstrates initiative with target language
35 Comprehension of Second Language	<ul style="list-style-type: none"> 35.1 Demonstrates comprehension of target language
36 Communication in Second Language	<ul style="list-style-type: none"> 36.1 Uses target language to communicate

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 05.26.2015

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

The department is exploring the STIP (administered by ODOT) as potential funding mechanism for corridor plan related capital improvements.

Conducted a pre-application meeting for renovation of a building in the Port of St. Helens Multnomah Industrial park.

Conducted a pre-app meeting for a preschool at 35531 Firway Lane.

Revised/created some building permit review guides for Assistant Planner training purposes.

Despite simply waiting for a decision by the Oregon Court of Appeals regarding the S. St. Helens LLC v. City of St. Helens Sensitive Lands Permit case, there has been dialog (in writing) between the attorneys about the court's record. Basically it's about clarification of the record and facts for the court. Date of decision by the court is still unknown but anticipated after July 1st.

DEVELOPMENT CODE ENFORCEMENT

Staff continues to work the attorney representing the property owner at 34666 Snow Street for a civil compromise for a long time unauthorized driveway issue as discussed in last month's department report.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

May 12, 2015 meeting (outcome): The Commission held three public hearings: one for a Conditional Use Permit at 1771 Columbia Boulevard, the second for city proposed amendments to the Development Code, and the third for the Parks and Trails Master Plan adoption.

The Conditional Use Permit was approved. The commission recommended approval (with some amendments) for the other two items, which will be reviewed by the Council for final decision in June.

The Commission also discussed its annual report to the City Council.

June 9, 2015 meeting (upcoming): Two public hearings are anticipated: One for a Variance at 75 River Way and another for a Conditional Use Permit 35531 Firway Lane.

HISTORIC PRESERVATION

Assistant Planner Jenny Dimsho sent out letters to historic property owners for the current CLG grant cycle. See <http://www.ci.st-helens.or.us/landuseplanning/departement/historic-preservation/>

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The City's official zoning map has been updated. The previous update was August 2012. You will see a copy in the Council Chambers. SHMC 17.32.020 requires an up-to-date zoning map. It is also available as a .pdf on the City website at the planning page: <http://www.ci.st-helens.or.us/landuseplanning/> The Comprehensive Plan map has been updated as well (previous update August 2012).

Also, I started to work with Metro Planning, Inc. for a more interactive GIS based zone/land use, etc. map for public use via our website.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Thursday, May 21, 2015 2:32 PM
To: Jacob Graichen
Subject: May Planning Department Report

Here are my additions for the May Planning Department Report. There was also a noticeable increase in the number of planning-related questions this month.

1. **McCormick Park Bridge Project:** Assisted with RFP creation, promotion, and facilitation
2. **Parks & Trails Master Plan**
 - a. Finalized and uploaded the revised version to the Parks page
 - b. Prepared for Council Public Hearing on 6/3.
3. **Integrated Planning Grant – Waterfront Redevelopment Project**
 - a. Attended Waterfront Advisory Committee Meeting #2
 - b. Met with Maul Foster & Alongi to prepare agenda, promotion, and logistics for the “What’s Your Waterfront” Open House (6/23)
4. Attended an all-day Grant-Writing Workshop hosted in part by the Columbia County Cultural Coalition
5. Provided input to the Public Health Foundation of Columbia County for the tobacco-free parks draft ordinance
6. Promoted the new City Hall Bicycle Friendly designation on RideOregonRide. Public Library was also approved as a Bike Friendly location.
7. Followed up with Bill Johnston about our 2018-21 Statewide Transportation Improvement Plan (STIP) proposal
8. Began work on a Parklet Application, Fact Sheet, and a Parklet Application Checklist
9. Created a St. Helens Grants Overview document to help track successful & unsuccessful past grants and outgoing grant applications

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