

# **City of St. Helens**

## **Planning Commission**

### **November 10, 2015**

### **Agenda**

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1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda**
  - a. Planning Commission Minutes dated October 13, 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. - Conditional Use Permit at 1771 Columbia Blvd. – Jennifer Plahn
5. **Acceptance Agenda: Planning Administrator Site Design Review:**
  - a. Site Design Review at 125 S. 13<sup>th</sup> – Elk's Veterans Bunker
7. **Planning Director Decisions:** (previously e-mailed to the Commission)
  - a. Sign Permit (Banner) at 2100 block of Columbia Blvd. – Columbia River Fire & Rescue dba Toy & Joy – Toy & Joy Auction
  - b. Sign Permit at 299 S. Vernonia Rd. (O'Reilly Auto Parts) – Tube Art Group
9. **Planning Department Activity Reports**
  - a. October 26, 2015
10. **For Your Information Items**
11. **Next Regular Meeting: December 8, 2015**

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### **Adjournment**

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**City of St. Helens**  
**Planning Commission Meeting**  
**October 13, 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:**

Joe Turner  
Katherine McCarter  
Brenda Fielding  
Konrad Hyle

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

**Consent Agenda**

**Approval of Minutes**

Commissioner Webster moved to approve the minutes of the August 11, 2015 Planning Commission meeting as presented. Commissioner Semling seconded the motion. Motion carried with all in favor. Commissioner Cohen and Commissioner Hubbard recused themselves from voting due to their absences from that meeting. And Chair Petersen did not vote as per operating rules.

Commissioner Cohen moved to approve the minutes of the September 11, 2015 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carried with all in favor. Commissioner Semling, Commissioner Lawrence, and Vice Chair Cary recused themselves from voting due to their absences from that meeting. And Chair Petersen did not vote as per operating rules.

**Topics From The Floor**

There were no comments from the floor.

## **Amended Decision/Deliberations**

**RP Oregon, Inc.**

**Conditional Use Permit / CUP.5.15**

**31 Cowlitz St.**

City Planner Jacob Graichen discussed the procedural voting error that occurred during the September 8 Planning Commission meeting. Deliberations are re-occurring because of the error, but the public hearing is not being re-opened.

Chair Petersen restated his opinion from last meeting. He believes the applicant complies with the rules handed down to the Commission from City Council and the Development Code. Vice Chair Cary and Commissioner Semling agreed.

Commissioner Hubbard asked if approval could make the City ineligible to receive federal funds, since marijuana is still illegal federally. Graichen said this is something the City is discussing internally through the business license policy, but land use approval would likely not have any effect.

Commissioner Cohen voiced his opposition to the proposal. He feels the location of the proposed use is too close to Columbia View Park. Vice Chair Cary noted the Commission could consider hours of operation as a condition, but pointed out that limiting the hours still won't address the concerns Commissioner Cohen has about the proximity to the park. Chair Petersen said it is similar to the liquor store being close to Godfrey Park. He is concerned about the proximity to the waterfront redevelopment project, but ultimately feels the proposal complies with the rules the Commission has to work with.

### **MOTION**

Vice Chair Cary moved to approve the Conditional Use Permit with the conditions as presented by staff. Commissioner Semling seconded. Commissioner Lawrence, Commissioner Webster, Commissioner Semling and Vice Chair Cary voted in favor; Commissioner Cohen and Commissioner Hubbard opposed; motion carries.

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

□

## **Public Hearing**

**Kevin & Katherine McCarter**

**Variance / V.4.15**

**35732 Hankey Rd.**

It is now 7:23 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter. No one in the audience objected to any members of the Commission to make a fair decision.

Graichen entered the following items into the record:

- Staff report packet dated October 6, 2015 with attachments

Graichen discussed the background for the access variance, the criteria for approval and staff

recommendations as presented in the staff report.

Graichen explained that the proposed driveway width is wide enough to allow vehicles to maneuver so they are not backing onto Hankey Road. This is why the proposed condition #3 (hammerhead design) is only optional.

Commissioner Cohen asked why the applicant is allowed to have such a large driveway. Graichen clarified there is not a maximum width for the driveway. There is only a 24 feet maximum width for the driveway approach.

Commissioner Cohen pointed out that the variance is self-imposed because the applicant chose that location for the building addition. Graichen said that would be a great discussion with the applicant.

Commissioner Lawrence noted the proposed driveway would be a safer access point because it offers more time to see oncoming vehicles than the existing driveway.

Vice Chair Cary clarified the state of the Elk Ridge subdivision sidewalk construction. Graichen said the sidewalk is completed in certain portions. He said the approved Elk Ridge subdivision plans did not show a driveway approach where the applicants prematurely built the proposed approach.

## **IN FAVOR**

**McCarter, Katherine. Applicant.** McCarter is requesting a variance in order to build an attached garage with access. The existing driveway is approximately 30 feet from the existing home. If they wanted to build a new driveway, they would still have to relocate the existing driveway closer to the home. The existing driveway is also circular and the topography is very challenging. There is about a 3 foot island in the center of the driveway where the water collects from the rest of their 1-acre hillside property. McCarter said it looks like they have a lot of property, but most of it is a steep hill.

The existing driveway also causes safety problems with the lack of vision clearance on the north (existing) access. She has pictures that illustrate the difficulty of fast moving vehicles coming around the corner. The new driveway would create about 25 more feet of vision.

McCarter discussed the neighbor's driveway adjacent to the proposed access. The neighbor uses this driveway for boats, not as their main access.

Vice Chair Cary asked if McCarter was open to removing the circular driveway. McCarter said it is very narrow, difficult to use, and a long distance from the house. They would be open to losing access to that portion of their property.

Commissioner Cohen asked if the proposed new driveway is straight. McCarter said yes and it will attach to the southern portion of their house. It is a wide driveway because the garage is a 3-car garage. The width will also allow them to turn vehicles around before entering Hankey Road.

## **IN OPPOSITION**

There was no testimony 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 Lawrence believes the proposal for a new access is safer for the applicant and for the general public. Commissioner Webster and Commissioner Cohen think the existing driveway should be removed and a sidewalk should be installed as a condition of approval. Commissioner Cohen does not want the driveway to be any wider than 30 feet.

Commissioner Hubbard suggested leaving the old access for future development because it has already been engineered and built. Commissioner Cohen said if a lot division occurs, there is no guarantee that is the location where the future access will be. The Commission felt the northern access will be discussed only when/if the northern end of the property develops.

Commissioner Cohen moved to approve the access variance permit with conditions #1 and #2 as written. Commissioner Webster seconded. Vice Chair Cary requested the Commission first go through the findings together. Commissioner Cohen withdrew his motion. The Commission agreed with all nine criteria and additionally found that for criteria three, four, seven and eight, the new access also results in a safer driveway with greater vision clearance.

## **MOTION**

Commissioner Cohen moved to approve the access variance permit with the conditions #1 and #2 as written. Commissioner Webster seconded. All in favor; none opposed; motion carries.

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

□

## **Architectural Review: Columbia County Courthouse Cell Modifications**

Graichen discussed the history of the proposal. Commissioner Cohen clarified that this is not a historic resource review, so no public hearing is required. Graichen said this is simply the Commission's opportunity to review and make recommendations that he can incorporate into his decision.

Vice Chair Cary asked if the view will change for residents. Chair Petersen said no, the proposal is not high enough to affect residents.

Konrad Hyle, a consultant for Verizon Wireless, discussed the proposal with the Commission as discussed in the memo. Commissioner Webster asked why they are proposing a metal staircase instead of using an existing landing/entrance. Hyle said Columbia County wanted to minimize disturbance to the mature landscape area and limit conflicts with the public who are accessing the building through the front.

Chair Petersen asked why there is no wall on the east side to block view of the antennas from the river. Hyle said if a wall is proposed, a door would be needed for crew to access equipment inside.

Chair Petersen asked why there is a jog in the wall mounted cable chase on drawing A-4. It would be easier to hide it if it were straight. Hyde said he would have to check with the structural engineer to see if they were avoiding something structurally. Hyde was open to altering the jog in order to help it blend in with the existing siding.

Chair Petersen suggested enclosing the antennas by extending the screening. A door would not be required. Residents and visitors utilize the river and Sand Island extensively and screening from all sides would not require significant changes to the design. Hyle was open to this change.

Commissioner Hubbard asked how many carriers will utilize the new equipment. Hyle said this facility is only for Verizon Wireless.

Graichen said projections are not included in building height calculations because they are not used for human occupancy and therefore are not considered buildings. However, the antennae are subject to screening requirements, which the applicant meets. Graichen also stated the scenic resource review rules do not apply to the Riverfront District zone.

## **MOTION**

Commissioner Cohen made a motion to recommend approval of the Columbia County Courthouse cell modifications with three additional changes: 1. Straighten the jog in the cable chase, 2. Enclose the entire structure with screening, and 3. Paint the staircase to match the color of the building. Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

## **Acceptance Agenda: Planning Administrator Site Design Review**

- a. Site Design Review (Minor) at 500 N Columbia River Hwy – Parking lot expansion

Commissioner Cohen moved to accept the acceptance agenda. Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

## **Term Expiration Discussion**

Graichen discussed Commissioner Lawrence's upcoming term expiration (12/31/15). Commissioner Lawrence would like to serve for another term.

□

## **Planning Director Decisions**

- a. Sign Permit (Wall) at 1570 Columbia Blvd (Ark Real Estate) – Dewey's Sign Service
- b. Home Occupation (Type I) at 821 Columbia Blvd. - Heating and cooling business
- c. Sign Permit (Wall) x 2 at 299 S. Vernonia Rd. (O'Reilly) – Tube Art Group
- d. Sign Permit at intersection of Elk Meadows Dr. and Hankey Rd – St. Helens Assets, LLC
- e. Sign Permit (Banner) at 2100 block of Columbia Blvd. – Columbia River PUD Public Power Week

There were no comments.

□

### **Planning Department Activity Reports**

There were no comments.

□

### **For Your Information Items**

Chair Petersen discussed the Oregon Department of Transportation (ODOT) U.S. 30/Millard Rd. Safety Project design with the Commission. There is a meeting scheduled for Thursday, October 15 at 5 p.m. at the America's Best Value Inn Conference Room, 535 South Columbia River Highway.

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There being no further business before the Planning Commission, the meeting was adjourned at 9:09 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	P	P	P	P	P	P	P
07/14/15	A	P	P	P	P	P	P
08/11/15	P	A	P	A	P	P	P
09/08/15	P	P	A	P	A	A	P
10/13/15	P	P	P	P	P	P	P
11/10/15							
12/08/15							



**CITY OF ST. HELENS PLANNING DEPARTMENT**  
**STAFF REPORT**  
**Conditional Use Permit CUP.6.15**

**DATE:** November 3, 2015  
**TO:** Planning Commission  
**FROM:** Jacob A. Graichen, AICP, City Planner

**APPLICANT:** Jennifer Plahn  
**OWNER:** Wayne Weigandt

**ZONING:** Houlton Business District (HBD) and General Commercial (GC)  
**LOCATION:** 1771 Columbia Boulevard  
**PROPOSAL:** Establish an indoor nursery (plants) and office/industry resource center in an existing building (on developed property).

**The 120-day rule (ORS 227.178) for final action for this land use decision is February 2, 2015.**

**SITE INFORMATION / BACKGROUND**

The site is developed with an existing building, improved parking area, landscaping (along the site's perimeter, along or within public rights-of-way) and a fenced enclosed area, which encompasses most of the site. The site is bordered on all four sides by public streets/rights-of-way including:

Street Name	Location in relation to subject property	Provides vehicle access for the subject property?	Sidewalk present?	TSP Classification
Columbia Boulevard	North	No	Yes	Minor Arterial
S. 18 <sup>th</sup> Street	West	Yes	Yes	Collector
S. 17 <sup>th</sup> Street	East	Yes	No	Local
Cowlitz Street	South	No	No	Local

This site was a long time location for Portland General Electric Co. which vacated the site at some point. In 2007 a Conditional Use Permit (file CUP.5.07) was approved by the Planning Commission to site a RV storage lot, fleet storage lot, RV sales and equipment facility, boat storage lot, equipment and supplies facility, and minor RV repairs. In 2008 a minor modification (SDRm.3.08) was approved by the Planning Administrator to allow the outdoor RV and Boat storage (carried over from CUP.5.07) but with the entire building used for general retail.

This is how the site had been used until the retail operation ceased. Sometime after the retail operation ceased, a Conditional Use Permit (CUP.1.15) was applied for and approved by the Planning Commission in May of 2015. That CUP was to establish an upholstery service business. That business has since moved, leaving the building vacant once again.

Surrounding use and zoning is generally commercial in the Houlton Business District, HBD except to the south across Cowlitz Street where residential uses and General Residential, R5 zoning can be found.

### **PUBLIC HEARING & NOTICE**

Hearing dates are as follows: November 10, 2016 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on October 22, 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 October 28, 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:** See attached letter dated October 30, 2015

**City Engineering/Public Works:** A wastewater management plan is required. For example, to see how waste and storm water is managed (and to prevent mixing of the two).

### **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):** The existing building is approximately 5,000 square feet in total size. The building should be able to accommodate the indoor nursery use and office/professional

consultation use proposed. There is a public parking area at the intersection of Columbia Boulevard/S. 18<sup>th</sup> Street and the rest of property is fenced.

There is no evidence that the site's size and dimensions are inadequate.

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

**Finding(s):** Because the site has a large enclosed area already, being able to accommodate vehicles related to the nursery operation and such without disturbance to surrounding properties (e.g., unsightliness, right-of-way obstruction, improper use of on-street parking, etc.) is possible.

The building may need work done in accordance with the Building and/or Fire Codes to accommodate the proposal. Any requirements of the Building Official and/or Fire Marshall shall be met.

**(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. However, a nursery operation requires water, because plants need water to grow. This water can become wastewater. Wastewater and storm water are required to be separate (i.e., different pipes). City Engineering and Public Works needs to understand how waste water will be managed to ensure no conflicts. As such, a wastewater plan shall be required.

**(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):** The subject property has two zoning districts. Along Columbia Boulevard it is HBD; the remainder is GC. HBD makes up approximately 25% of the site and GC the remaining approximate 75%. The proposed use encompasses both.

The following are listed as conditional uses in the GC zone:

- Businesses with outdoor storage (those businesses permitted in subsection (2) of this section).
- Nurseries and greenhouses.

The following are listed as conditional uses in the HBD zone:

- Business with outdoor storage (those businesses permitted in permitted uses).
- Nurseries and greenhouses.

In both zoning districts, offices are a permitted use. This pertains to the office/nursery industry consultation aspect of the proposal.

As it applies to the proposal from a land use standpoint, the zoning districts are identical.

*Note that storage by itself is not a permitted or conditional use in the GC or HBD zone. This could have implications for the site (i.e., boat/RV storage) if there is no other valid use the “storage” is associated with. “Storage site” is a use possible in the Light Industrial, LI zone, for example, which this property is not.*

The Conditional Use Permit Chapter 17.100 SHMC, does not list any use-specific provisions for nurseries/greenhouses.

In the GC zone, the minimum required landscaping is 10%. The same applies to the HBD zone. This doesn't appear to be met, but the Commission can consider this a grandfathered circumstance. No loss of existing landscaping is proposed.

The HBD zone allows a credit of on-street parking to meet the off-street parking requirements per Chapter 17.80. This is relevant for the off-street parking analysis below.

In regards to screening and such:

The GC zone notes that outdoor storage abutting or facing a lot in a residential zone shall comply with Chapter 17.72 SHMC.

The HBD notes that outdoor storage is required to be screened.

Having such as large fenced enclosed area, which is paved and originally designed for storage/parking, use of the area is expected as it relates to the proposed business. Since parking areas and outdoor storage are supposed to be screened (Chapter 17.72 SHMC), the fence shall be maintained such that it provides a visual screen as a condition of approval.

**(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.

With regards to existing signs, there is a sign attached to and projecting from the building along Columbia Boulevard. There are no other signs on the building. There are no freestanding signs on the subject property.

**With regards to site development review standards,** as the site is developed and there are no substantial proposed improvements to the site to accommodate the proposed use (e.g., new development), many aspects don't apply. The noteworthy aspects are as follows:

- Per Chapter 17.76 screening of refuse containers or refuse collection area is required. This use can potentially have need for large volume refuse collection. A trash area could be located within the existing fenced “storage” area. If not, specific plans as to screening shall be provided to the city prior to installation. These shall be conditions of approval.

- In regards to off-street parking there are about 4 off-street spaces on the site and outside the fenced area. These spaces are accessed via S. 18<sup>th</sup> Street.

On-street parking for the portion of the subject property zone HBD is as follows:

- Along Columbia Blvd: 8 parallel spaces.
- Along S. 17<sup>th</sup> Street: approx. 5 perpendicular parking spaces

Thus, for the north half of the building (office use), there are about 17 qualified spaces, which should be adequate. Parking within the GC zoned area should be able to accommodate any needs for the nursery aspect such as employee parking and other related vehicles.

Note that the disabled person parking space in the off-street parking lot is inadequate as to current standards. Improving this is a valid condition of approval.

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

**Discussion:** The Comprehensive Plan designation of the subject property is General Commercial. A policy of this designation per SHMC 19.12.070(2)(f) reads:

Preserve areas for business use by limiting incompatible uses within them.

This helps explain why storage is not a use allowed in commercial zoned property, because storage by itself can take up substantial commercial space better suited to an active business use.

**Finding(s):** Storage as a principle use is not allowed in the HBD and GC zoning districts. The Commission finds that the proposal complies with the applicable Comprehensive Plan policies, provided storage by itself is not allowed by this CUP.

\*\*\*

**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.

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**SHMC 17.100.040(3) - CUP Approval standards and conditions**

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

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

**Discussion:** These are all things the Commission can consider. Suggested issues to consider include:

- The necessity of screening and the physical condition of existing fence/screening improvements.
- Given the proximity to residential uses, restrictions on hours of operation.
- Requiring vertical landscaping (e.g., street trees) along the south (Cowlitz Street) side of the subject property across the street from residential zoning and uses.
- Much land use policy has to do with eliminating or minimizing the impacts of one use to other non-compatible uses. In this case, there are a variety of commercial uses to the N, E and W. But there are residential uses to the S.

Certain impacts of this proposal could have a direct result on other uses. For example, air borne disturbances such as odor or particulates may cause discomfort to some or worse for those with allergies, for example. Thus, a condition that prohibits such is important. With such a condition, the improvements to the building for the proposed use can be designed to prevent such off-site impacts.

Also since this proposal is for an indoor nursery, the Commission doesn't have the opportunity to review outdoor nursery impacts and potential mitigation. As such, this approval is for indoor nursery operation only.

***Note: of these examples, only the two (the 1<sup>st</sup> and 4<sup>th</sup> bulleted item) are included in the proposed conditions below.***

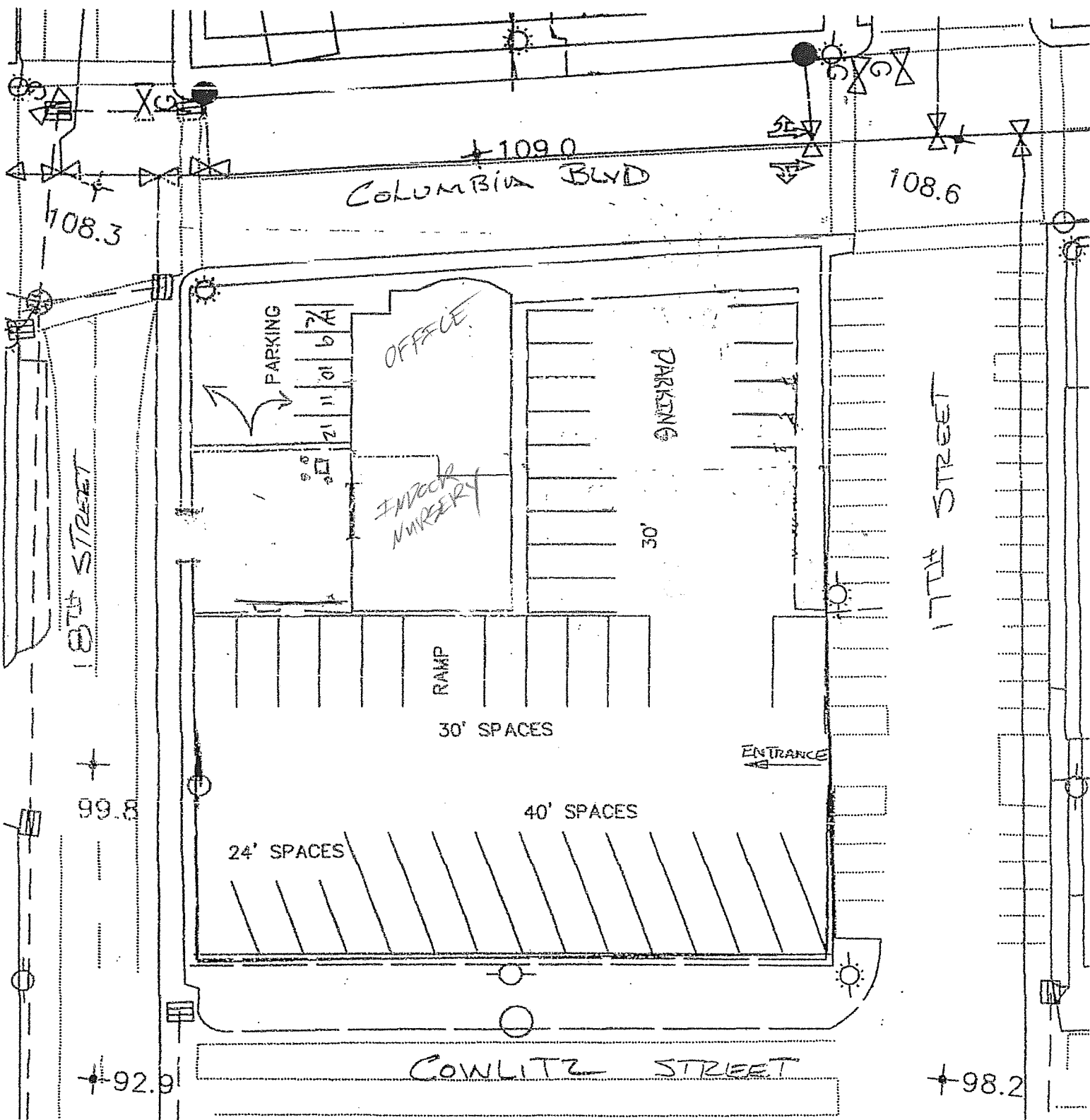
## **CONCLUSION & RECOMMENDATION**

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

1. This Conditional Use Permit approval is valid for a limited time pursuant to SHMC 17.100.030.
2. The following shall be required prior to Certificate of Occupancy or final inspection (if no Certificate of Occupancy is required) by the City Building Official, or otherwise commencement of the proposal:
  - a. A wastewater management plan shall be submitted to the city for review and approval.
  - b. Disabled person parking space shall be updated to meet State of Oregon standards.
3. This Conditional Use Permit allows an indoor nursery only.
4. No air-borne off-site impact including but not limited to dust, particulates or odor shall be allowed outside of the property lines of the subject property.
5. This conditional use permit (CUP) does not allow storage as an independent land use on or within the subject property.
6. All outdoor storage related to this proposal shall be within a sight-obscuring (screened) area.
7. The sight-obscuring improvements on the site shall be kept in good repair/good condition. Any failure of the sight-obscuring improvements to effectively obscure the outdoor storage area shall be fixed/remedied promptly. Any change to the method of screening shall be approved by the City prior to installation/implementation.
8. 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.

If the trash area will not be located within the existing fenced “storage” area, plans as to screening shall be provided to the city prior to installation.
9. Any new sign requires a sign permit prior to installation, pursuant to Chapter 17.88 SHMC.
10. 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 (e.g., CRFR).

**Attachment(s):** Site Plan  
Zoning of subject property plan  
Pictures attachment  
CRFR letter dated October 30, 2015  
Minimum standard Single-Accessible Parking Space





# ZONING OF 1771 COLUMBIA BOULEVARD

RED = GENERAL COMMERCIAL  
GREEN = HOWLTON BUSINESS DISTRICT  
MARCH 2015







At Columbia Blvd./S. 18<sup>th</sup> Street. Off street parking area.



At Cowlitz Street/S. 18<sup>th</sup> Street. Note the absence of vertical landscaping along this street (compared to Columbia Boulevard).



Though the existing sight-obscuring fence is in mostly good condition overall for its age, some sight obscuring measures along Cowlitz Street have seen better days.



At Columbia Blvd./S. 17<sup>th</sup> Street. The fence and landscaping provides good screening here.



The gate along S. 17<sup>th</sup> Street lacks any sight obscuring measures; a consideration for the Commission.





# Columbia River Fire & Rescue

Fire Chief's Office

270 Columbia Blvd \* St Helens, Oregon \* 97051

Phone (503)-397-2990x101 \* [www.crfr.com](http://www.crfr.com) \* FAX (503)-397-3198

October 30, 2015

Jennifer Dimsho, Planning  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

RE: **Jennifer Plahn**  
**Conditional Use Permit / CUP.6.15**  
**4N1W-4CA-21400, 20900, 21000, 21100, 21200, & 21300**  
**1771 Columbia Blvd.**

Dear Jennifer:

I have done a preliminary review of the Plahn application to place an indoor nursery and business office in the old PGE building on Columbia Boulevard in St. Helens. This appears to be a good location for fire access and water supply. It has been some time since I have been able to evaluate the building in question and I will need more information from the applicant on the specific use planned for this building. Here are some of the other areas I will need to evaluate.

- Type of nursery work planned, especially that which involves heat lamps.
- Storage of materials, especially flammable/combustible materials.
- Has ventilation been addressed?
- Proposals for built-in fire detection (smoke alarms).
- Integration with adjacent occupancy (upholstery shop?).
- Has there been a Building Official review, including electrical systems evaluation?

Smaller items like signage and fire extinguisher locations can be addressed prior to final occupancy. I would propose a meeting with the applicant, planning staff, and Building Official to address these areas of concern.

Regards,

*Jay M. Tappan*

Jay M. Tappan  
Chief/Acting Fire Marshal

cc: file

**OREGON TRANSPORTATION COMMISSION**  
**Standards for Accessible Parking Places**  
**May 2012**

# MINIMUM STANDARD SINGLE-ACCESSIBLE PARKING SPACE (VAN-ACCESSIBLE DESIGNATION REQUIRED)

The diagram illustrates the required dimensions and features for a single-accessible parking space designated for van use. It shows the parking space, the adjacent accessible route, and the necessary signage and pavement markings.

**Signage:**

- SIGN R7-8:** RESERVED PARKING with the International Symbol of Access (wheelchair icon).
- SIGN R7-8P:** VAN ACCESSIBLE.

**Dimensions and Features:**

- Full length of parking space:** Indicated by a vertical dimension line on the left.
- Width of parking space:** 9' Min (from the left white line to the right white line).
- Width of access aisle:** 8' Min (from the right white line to the right edge of the access aisle).
- Wheel stop (Typ):** A dashed line indicating the location of a wheel stop, 2' from the left white line.
- White 4" wide lines:** The lines defining the parking space and access aisle.
- Access aisle:** The area to the right of the parking space, marked with diagonal lines.
- Angle orientation for field layout:** A right triangle with a 36° angle, a 4' horizontal base, and a 3' vertical height.
- Curb ramp\*:** Indicated by a line pointing to the curb area, with the note: "Curb ramp\* (shall not extend into the access aisle)".

**Notes:**

- \* Detectable warning surface required if curb ramp is located within public right-of-way.

Figure 1

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



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

**Date:** 10.26.2015

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**

It's been busy for October. I assume it's a combination of the improving economy and particularly unseasonable nice and warm weather for October.

Participated in the Building Official position interviews/selection process.

Both the Assistant Planner and I attended the Oregon American Planning Association conference at the Oregon Convention Center in Portland this month.

Planning Staff participated in CPR training this month.

## **DEVELOPMENT CODE ENFORCEMENT**

The multiple year-long legal case for street access issues at 34666 Snow Street continue. Because the city is the victim in this case, municipal court inquired with circuit court to see if they would take the case. This occurred in July/August. This month, the County contacted the city about this. Stay tuned.

Shed issue on S. 15<sup>th</sup> Street, as noted in the September 2015 department report, has been resolved.

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

October 13, 2015 meeting (outcome): A Conditional Use Permit for 31 Cowlitz (Muckle Building) was approved. An access variance at 35732 was approved. The Commission reviewed a Verizon antennae proposal on the County Courthouse building for constancy with the Riverfront District's Architectural Guidelines and made recommendations for that.

Most of the Commission is anticipated to attend Commission training in Scappoose with Planning Commissioners from other jurisdictions on October 28<sup>th</sup> 5:30-8:30pm. Thank you to Scappoose's Associate Planner for organizing this!

November 10, 2015 meeting (upcoming): There will be a public hearing for a Conditional Use Permit at 1771 Columbia Boulevard.

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

Assistant Planner prepared some maps for SHPD.

## **MAIN STREET PROGRAM**

Attended the Oregon Mainstreet conference in The Dalles this month along with our Community Coordinator (this year's RARE participant).

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

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Tuesday, October 20, 2015 3:36 PM  
**To:** Jacob Graichen  
**Subject:** October Planning Department Report

Here are my additions for the Planning Department Report.

1. Attended the annual Oregon American Planning Association (OAPA) 2-day conference in Portland
2. Attended the ACC Sub-Committee for Kickstarter funding campaign for the Gateway Sculpture Phase 2 Project – Began working on partnerships with non-profits (initial outreach email, list of potential organizations and contacts), started developing a Kickstarter budget for reward gifts and pledge estimates
3. Attended Parks Commission to hand out copies and discuss the Parks & Trails Master Plan and the future of Sand Island Marine Park
4. Attended meeting at EcoNW to discuss scope of work and potential alignments for the US 30 transportation connection economic study for the Port of St. Helens Intergovernmental Partnership Program Project. Reviewed progress of the final report to be prepared for this project
5. New STIP deadline Nov. 20 with a submission of initial resources by Nov. 5 for NW ACT review – Narrowed our project scope based on estimated money allotted to our region and comments received at previous NW ACT meeting. Prepared scope map, estimated project costs and began preparing full proposal narrative responses
6. Received applicant signatures for the four CLG Historic Preservation grant applicants. Sent preservation agreements to SHPO for signature
7. McCormick Park Pedestrian Bridge decking shipped, bridge delivery expected week of October 23
8. Attended meeting for Columbia County Buy Local Campaign to learn more and see if the City can offer help

**Jennifer Dimsho**

Assistant Planner

City of St. Helens

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