

City of St. Helens

Planning Commission

August 8, 2017

Agenda

1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda**
 - a. Planning Commission Minutes dated July 11, 2017
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. - Comprehensive Plan & Zone Change at 1160 & 1170 Deer Island Road - Lesley Everett
5. **Discuss Draft Branding & Wayfinding Master Plan**
6. **Acceptance Agenda: Planning Administrator Site Design Review:**
 - a. Site Design Review at 2105 Columbia Blvd. - El Tapatio Mexican Restaurant remodel
7. **Planning Director Decisions:** (previously e-mailed to the Commission)
 - a. Accessory Structure at 197 N. 3rd Street - New garage
8. **Planning Department Activity Reports**
 - a. July 31, 2017
9. **For Your Information Items**
10. **Next Regular Meeting: September 12, 2017**

Adjournment

City of St. Helens

Planning Commission Meeting

July 11, 2017

Minutes

Members Present:

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

Members Absent:

Al Petersen, Chair
Ginny Carlson, City Council Liaison

Staff Present:

Jacob Graichen, City Planner
Jennifer Dimsho, Associate Planner

Others Present:

Carl Coffman	Ben Pry
Lauren Terry	Melissa Kyles
Mary, Mark, & Hawley Hubbard	Nancy Murray
Casey Mitchell	Jillian Gould
James Tierney	Cory Decette
Dave Carboneau	Cheryl Nicholson
Dan Brown	Margaret Magruder
William Lori	Joy Boren

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

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Consent Agenda

Approval of Minutes

Commissioner Webster moved to approve the minutes of the June 13, 2017 Planning Commission meeting. Commissioner Semling seconded the motion. Motion carried with all in favor.

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Topics From The Floor

There were no topics from the floor.

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Public Hearing

Community Action Team, Inc.

Conditional Use Permit & Variances (2) / CUP.3.17, V.2.17, & V.3.17

125 N. 17th Street, 124 and 134 N. 18th Street

It is now 7:01 p.m. and Vice Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

City Planner Jacob Graichen entered the following items into the record:

- Staff report packet dated July 3, 2017 with attachments

Graichen introduced the Commission to the Conditional Use Permit, two Variance Permits, and the recommended conditions of approval as presented in the staff report. He noted a few of the issues the Commission needs to discuss tonight. Graichen said there is an existing sewer main along the property line that does not currently have an easement. The sewer line will need to be physically located, and an easement will be required as a condition. Graichen said N. 18th Street has a curb-tight sidewalk that is not in disrepair. Graichen said N. 18th Street is classified as a Collector Street, which requires a landscape strip, street trees, and a wider sidewalk. The Commission will need to decide if they want to require reconstruction of the existing sidewalk to meet the Collector Street standard or if the existing sidewalk is sufficient. Graichen explained that a shared parking agreement can be used when the peak times differ. In this case, Community Action Team's existing parking spaces may be used, if acceptable to the Commission. Graichen said the Commission will have to decide if they want to require tree preservation and/or if street trees would qualify as appropriate replacement.

Graichen said there are exterior elevation requirements that the proposal does not meet. He said the applicant argues that the intent of these requirements (visual interest) are met due to the orientation of the buildings. Graichen said the Commission can decide if the proposal meets the intent of the code, but this may be setting a precedent for future multi-dwelling unit site design reviews. Graichen said the proposal also does not meet separation requirements between the existing Community Action Team (CAT) building and the proposed multi-dwelling unit complex. Graichen said the Commission may utilize the "reasonable accommodation" clause to satisfy the unmet requirements if there is sound proof that the proposal serves people with disabilities as defined by the Federal government. This clause allows the approval body to waive certain requirements in order to reasonably accommodate people with disabilities if they do not create a fundamental alteration of the zoning scheme.

Commissioner Cohen asked what the maximum density would be for the two lots where the multi-dwelling unit is proposed. Graichen said it would be between five and six units if the applicant was not combining the existing CAT lots with this proposal. Commissioner Cohen asked if the Fire District had any concerns about building separation. Graichen said the Fire District's concerns were not related to building separation.

Commissioner Cohen asked how many off-street parking spaces would be required for the multi-dwelling proposal. Graichen said 24 spaces. Graichen said there are approximately 46 parking spaces available using CAT's existing parking lot and the on-street parking adjacent to the subject property along N. 17th Street. Commissioner Webster asked if there is a possibility to put two-hour parking signs in front of CAT to keep tenants from parking there all day. Graichen said this has been done before in other location, so it is a possibility if it becomes an issue in the future.

Commissioner Cohen asked if there is a way to ensure the multi-dwelling units remain for low-income residents, especially if the Commission relies on the "reasonable accommodation" clause for exceptions to

certain standards. Associate Planner Dimsho suggested asking the applicant if their funding source requires this long-term guarantee.

IN FAVOR

Tierney, James. Former Executive Director of Community Action Team, Inc. Tierney is the former Executive Director of CAT. He is also a member of Columbia County Self Help Inc. which owns the property. He has spent 34 years working with affordable housing in Columbia County. During that time, the bottom 60 percent of the population has seen their income fall, while housing costs have gone through the roof. Tierney explained that CAT is an agency that utilizes federal and state funding streams to assist the homeless. There are some CAT representatives here tonight to talk about the homeless programs CAT manages. CAT often gives money intended to assist homeless individuals back to funders because there is no location to place homeless clients. Tierney said CAT helps combat homelessness with case management workers who work with homeless families to apply for assistance and services. Tierney said CAT's case managers have a 60 to 80 percent success rate of getting the homeless housed and stable. Many homeless might have a mental illness or a drug and/or alcohol problem. Case managers help overcome these issues once they are housed and stable. This proposal co-locates the case managers and residents on the same site, which will help the clients be more successful.

Tierney said this proposal is a partnership of three non-profits. The first is the most visible: CAT. The second is Columbia County Self Help, which formed in 1983. They are a real estate holding company that assists Columbia County non-profits afford needed real estate. Two board members of Columbia County Self Help are here. The third is the Columbia County Housing Authority, which was formed 1966. The Columbia County Housing Authority assists CAT with two other low-income housing projects in the County and they act as their loan board for CAT's rehabilitation program. Tierney said CAT will manage the property, but ownership will be between the Columbia County Housing Authority and Columbia County Self Help.

Tierney said 90 percent of the homeless population that they work with are consider disabled. Therefore, Tierney said this is a population that really deserves use of the "reasonable accommodation" clause.

Tierney said, in addition to the three non-profit partners, CAT is working with a for-profit housing developer called Home First. Home First was created by a board member from an agency called Join. Join's mission is to develop housing in an inexpensive way in order to serve homeless families. Tierney said they have developed units for \$70,000 to \$80,000 per unit. Tierney said that typical affordable housing units cost around \$200,000 to develop because of the red tape and strings associated with state and federal funding. Home First is working with CAT and other non-profits to lower the cost per unit. Tierney said the \$640,000 of funding that CAT received for this project came from the State of Oregon through the Local Innovation Fast Track (LIFT) Program. This is about half of the cost of the total project. Tierney said they will be borrowing the rest. The land will be donated from Columbia County Self Help. Tierney said the LIFT funding comes with a 20-year commitment with a 30-year extension if CAT continues to manage the facility in the same way.

Tierney said the co-location of the multi-dwelling unit with CAT is an enormous benefit to this proposal. In addition, the location within St. Helens is also ideal for very low-income residents. It has decent transportation, it is close to needed services, and it is within walking distance of a market.

Commissioner Cohen asked if the funding is tied to the federal government. Tierney said the funding is from the state, not the federal government. Tierney said that is one of the reasons they are able to build the housing cheaper. Tierney also clarified that the "reasonable accommodation" clause can be used for this proposal, even if the funding is not federal.

Carboneau, Dave. Home First (Developer). Carboneau said Home First is a partner with CAT for this project. Home First is a mission-driven organization that has been in business for about five years. Their mission is to try to make affordable housing affordable. They have developed over 400 units at about a third of cost and a third of the time it has been taking other developers of affordable housing. In Portland, developers are building "affordable" units at about \$200,000 - \$300,000 per unit. Carboneau said they just finished a project in SE Portland. He said one of the individuals they were able to place in one of the units was a veteran who had been on the streets for over ten years with a pension of \$700 a month but was unable to find affordable housing. They were able to place him in a unit for \$400 a month. The LIFT funding was developed to stimulate creative solutions to get more people placed in housing. Portland has 16,000 homeless people and over a quarter of them likely have a disability. The only way to get them into a stable and safe environment is to get them into housing.

Commissioner Hubbard asked how they are able to build the units so cheap. Carboneau said one of the ways is to avoid federal funding. He said they also work with qualified contractors who are cheaper than the average contractor. He said there are private lenders who want to support the community and they do not demand a 15 to 16 percent return on their investment. Carboneau said they have also standardized their design to make it efficient and cheaper. Commissioner Lawrence asked if these units will house families or only individuals. Carboneau said this proposal is targeted towards individuals, but there have been discussions about allowing a mother and a child.

Reed, Nina. 33854 East Kappler Rd. Reed is a board member of both Columbia County Self Help and Columbia County Housing Authority. She is excited to bring this project to St. Helens. She has been on both boards for over 20 years but has never seen grant funding available to help the homeless like this before. Reed said this County is growing, the homeless population is growing, and transitional housing is much needed. She hopes the Commission will approve this application.

Magruder, Margaret. 12589 Highway 30, Clatskanie. Magruder is a member of the Columbia County Self Help. She thinks this proposal is a very exciting opportunity for the partners of the project and for the City of St. Helens. This community is growing, yet CAT had to send back housing funds last year because there were no opportunities to spend it on. This proposal provides shelter and assistance on the same site. Magruder cannot imagine a better opportunity than this proposal to help solve the homeless problem. Part of the mission of the Planning Commission and the City of St. Helens is to help address the public health, safety, and welfare of its citizens, and Magruder feels this is a great opportunity to do just that.

Brown, Dan. Executive Director of Community Action Team Inc. Brown said CAT is grateful to serve the community through a project like this. Brown said this project is intended to take in homeless individuals for a short period of time. The intent is to stabilize them, help them become more self-sufficient, and help them succeed in finding more permanent housing. This proposal is ideal because CAT has connections and resources to help individuals receive the education, employment guidance, budgeting tools, and medical treatment they may need in order to succeed.

Commissioner Cohen asked how long a resident would live in the small units before transitioning out. Brown said up to 24 months maximum, but typically six to nine months. Brown said there are transitional apartments in the County, but none like this. Commissioner Cohen asked if they need to live in the County for a certain period of time before being eligible to live in the facility. Brown said they require a six-month residency in the County to be eligible unless they are returning veterans. Brown said the funding for the housing is not federally subsidized, but most of the programs CAT offers while they are housed in the facility are associated with federal funds.

Kyles, Melissa. 2625 Sykes Road. Kyles has been a housing case manager with CAT for 11 years. In the

past four years, she has seen the housing crisis first-hand. Kyles said residents who are on a fixed pension or a social security income cannot afford rent increases. People can no longer find one-bedroom or studios for under \$500. These have doubled in cost. Kyles said rental income requirements are no longer one and a half times rent, but upwards of three times rent. This forces populations on fixed incomes to be forced out. Kyles said they are living in RVs or on property they should not be living on just trying to survive. Kyles said all subsidized housing in Columbia County has a waiting list. During the 24 months the resident can live in transitional housing, there are case workers working with social security to get them income, putting them on subsidized housing waiting lists, Section 8 housing, or with other Northwest Oregon Housing Authority (NOHA) housing.

Regarding the parking requirements, Kyles said these individuals do not own vehicles. They are either solely relying on social security or have no income. Kyles said they cannot afford the vehicle, license, registration, insurance, and upkeep of a vehicle. This location is ideal because of its proximity to services without needing a vehicle to get there.

Nicholson, Cheryl. 59400 Barr Ave. Nicholson is also a case manager with CAT. She discussed some of the extreme homeless individuals who may have been in the woods for ten years and do not have the skills to meet with a potential landlord, budgeting skills, or soft skills to be a good neighbor, etc. This transitional housing offers them the ability to re-learn skills that are lost while being homeless for a prolonged period of time. Commissioner Cohen asked if these units could house a child. Nicholson said it could happen, but these small units are really not appropriate for a family.

Mitchell, Casey. Community Action Team. Mitchell is representing the applicant with CAT. He is prepared to answer any technical questions related to the proposal, but first he wanted to discuss the "reasonable accommodation" clause. Each of their three housing programs requires verified documentation of disabilities. Mitchell said averaged between the three housing programs, about 87 percent of the individuals served are classified as disabled.

Mitchell said CAT has 300 low-income rental units available. He said they are turning units over all the time, but there is a long waiting list. That is why this transitional housing facility is needed. Mitchell said the proposed units are small. They are not meant to be permanent. They are meant to be a transition into something more permanent.

Regarding parking, Mitchell said CAT's staff is in at 9 a.m. and out at 5 p.m. The parking lot is empty on weekends. This is in addition to the fact that most clients served at the facility cannot afford their own vehicles.

Mitchell described the lot line adjustment that would separate the office from the housing units. This will allow the bank to lend on the office portion of the proposal. Regarding the separation requirements on the side with windows, only three of the units will look into CAT's conference room. Mitchell feels that because this is not permanent housing, this should not be an issue. Vice Chair Cary asked if landscaping could be installed to help block the windows. Mitchell said they would work with Public Works to pick landscaping that will not impact the sewer line. Vice Chair Cary suggested frosting the windows of CAT's conference room.

Mitchell described the issue of getting handicapped individuals from the parking lot into the ADA-accessible unit. If they remove one unit from 17 to 16 units, they can solve many issues. This allows them to build the handicap-accessible path from the parking lot, the 20-foot front setback variance would be unnecessary, and the trash enclosure can be located on the residential lot instead of the lot that will house the office. Mitchell said they do not want to remove a unit, but they are leaning towards this as a solution to most of the problems Graichen mentioned in the staff report.

Vice Chair Cary asked why they do not build over two stories to get higher density. Mitchell said an elevator for the third floor raises the cost of the units substantially. Vice Chair Cary asked if they could alter the design to meet the standards, rather than remove a unit. Mitchell said they tried to create a centralized courtyard that was visible from the street and was as big as possible. He said the rendering reflects a much better image than most people think of when they think of low-income units. Mitchell feels it will actually be one of the better-looking developments on the street when it is developed.

Commissioner Cohen asked about wheelchair accessible units. Mitchell said the ground floor units will be used for individuals in wheelchairs. Commissioner Hubbard asked why a unit could not be attached to the office space. Mitchell said if a housing unit was attached to the office space, the state's LIFT funding could not be used.

Mitchell said that the proposal meets all of the design criteria from N. 18th Street, but does not meet all of the criteria where the building abuts the CAT offices. The general public will not see that side of the building. Mitchell said they would love to keep the existing mature tree if the development allows it. The site plan looks like it may be possible. Mitchell said the transitional housing will allow tenants to build a track record for the competitive rental market. Without a rental history, it is near impossible for their clients to find housing.

Murray, Nancy. 2715 SW Huber Street, Portland. Murray is CAT's attorney. She said LIFT funding requires that the housing lot is encumbered with a restrictive covenant for 20 years and an additional 30 years with affordability restrictions. Murray said regardless of who owns the property, these restrictions run with the land. Regarding the density restrictions, Murray said there will be a restrictive covenant on the two lots that are to be developed, as well as CAT's existing facility and parking lots. This covenant will restrict any additional residential development. Murray said these restrictions will also run with the land. Murray described how the housing units will be used, encumbered, and financed as a completely separate project than the office. The office building will be financed with a commercial loan which is very different financing than the housing portion. Murray said this is why the design dictated complete separation and a lot line adjustment.

Commissioner Cohen asked for the CAT case worker to answer additional questions.

Kyles, Melissa. 2625 Sykes Road. Commissioner Cohen asked what the residents typically do during the day. Kyles said it depends on the individual. It ranges from job training, vocational rehabilitation, medical appointments, counseling, Veterans Court, volunteer hour requirements, etc. Vice Chair Cary asked if this facility will draw more homeless to the area. Kyles said their clients are currently mostly long-term residents of Columbia County, and it is anticipated this project will serve the same clientele. Kyles reminded the Commission that there is a six-month requirement they have lived in Columbia County to be eligible (except for returning veterans).

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 Webster asked if the proposal is for 16 units, instead of 17 units. Graichen said that is possible. He said the applicant seems to be okay with this. This would eliminate the need for a front setback variance. Commissioner Cohen said this solution seems to address problems. He would lean towards approval with 16 units.

Vice Chair Cary asked the Commission what they think about the frontage improvements. Graichen said in most cases, previous developments have not triggered re-construction to the new standard if the sidewalk is in good repair. Street trees are already proposed. The Commission was comfortable with this.

Graichen asked the Commission about parking. The Commission was comfortable with the shared parking concept. Commissioner Webster suggested including 2-hour parking signs in front of the existing CAT complex. Graichen asked if the internal pedestrian path should be required. The Commission agreed that with the removal of one unit, the path should be required. Graichen asked the Commission if they should require preservation of the existing tree. The Commission was okay with not requiring preservation as a requirement. Graichen asked if the Commission wants to use the "reasonable accommodation" clause to make an exception to the design standards with the variance permit. Graichen said the standards are intended to make the building aesthetically pleasing. He said the applicant's argument is that the rear side of the building is not visible from the street. Vice Chair Cary said the development is already visually interesting because it is dense, has varied siding, and other architectural features. The Commission agreed.

MOTION

Commissioner Webster moved to approve the Variance Permit for design standards, approve the Conditional Use Permit with revised conditions as discussed above, and deny the Variance Permit (front setback) because it is no longer needed with the removal of one unit. Commissioner Semling seconded. All in favor; none opposed; motion carries.

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

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Public Hearing

Relevant Housing Company

Conditional Use Permit / CUP.3.17

245 N. 7th Street

It is now 9:26 p.m. and Vice Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated July 3, 2017 with attachments

Graichen introduced the Commission to the proposal and discussed the recommended conditions of approval, as presented in the staff report. Commissioner Cohen asked if there are special requirements

for conex boxes. Graichen said there is the exterior feature requirements for extensions and recesses that applies to multi-dwelling units. Commissioner Cohen asked if the flat roof would cause any issues. Graichen said the pre-application meeting did not raise any concerns. Commissioner Cohen asked if ADA requirements would need to be met for the second story. Graichen said the building code addresses this. Vice Chair Cary asked if the City desired to have a certain number of spaces available for public use. Graichen said there is no specific number, but the City and the applicant have been working to maximize the remaining spaces available for public parking.

IN FAVOR

Coffman, Carl. Relevant Building Company. Coffman would like to address parking first. He said that the connection to Wyeth Street from 7th Street could be widened and improved, which would offer more public parking. Coffman feels he is providing at least the same amount of spaces as the existing gravel area is currently providing.

Aside from the parking issue, Coffman would like to discuss affordable housing. He was impressed with the previous presentation regarding the homeless population. Coffman said his clientele is a little different. He is targeting the population that is ready to purchase a home for less than \$1,000 a month, including all other homeowner association fees. He does not want to be a property owner of the site. He wants the City to own the lot and lease it to the condo owner. A long-term lease would provide a stable, ongoing revenue source for the City. Coffman said property is expensive and if the City retains ownership, it helps lower the cost to the buyer. Coffman proposed a larger version of this on the waterfront site, but the City Council suggested this property instead. He said a portion of his clientele is the retired population looking to downsize.

Coffman said this is a pilot project. He has paid for immense structural engineering to take two conex boxes, saw the middle wall out, and put them together. Coffman prefers the flat roof design over the sloped roof design. Coffman said the multi-dwelling structure can be moved to meet the front setback. The decks can be extended an additional foot to meet the criteria. He feels his design meets the intent to create visual interest on the face of the building, but that is up to the Commission. Coffman said the street is developed very close to the property within the right-of-way because much of the right-of-way includes the park. The proposal includes three on-street parking spaces. Coffman said he is leaving the existing trees as much as possible on the property. He feels the area with trees could be a community space to be used for a community garden, gathering, etc. Vice Chair Cary asked if he tried to add additional parking in the rocky area with trees. Coffman said he considered it, but only got about three spaces out of it. Vice Chair Cary asked if he tried to separate the public parking from the private parking. Coffman said yes, he tried very hard to separate it, but it just did not work from a design standpoint.

Commissioner Lawrence asked if the flat roof would be an issue in the rainy environment. Coffman said the Muckle Building is a flat roof. The conex boxes will have a sloped roof on top of the flat conex box roof. Coffman said there is one ADA unit on the bottom floor. Coffman said the insulation is the most expensive piece to meet building code. He also said the units will be sprinkled. Commissioner Hubbard asked how lenders will view these units. He said he has not gone that far, but there are local credit unions willing to discuss. He is not concerned about finding lenders to finance the units. Coffman said these units are amazingly strong. He said this land use application is not for any building code exceptions. Coffman reiterated that the issue of affordable housing is not going away.

Terry, Lauren. Relevant Building Company. Terry has been managing the Waterside Apartments in the Muckle Building for the last year and a half. She has heard countless testimony about the lack of housing options for renters in St. Helens. Millennials have so few options for purchasing homes. Terry is from Roseburg, Oregon and she sees a lot of similarities between St. Helens and Roseburg. Terry said in

Roseburg, the declining timber industry caused very similar economic issues. This housing does look different from the typical American neighborhoods, but times are different too. There are not enough natural materials for all of the housing we need. The idea of spending the same amount she is spending on rent to purchase a home would allow her to pay off student debt and build equity at the same time. Terry said we need radical change to conquer the homeless problem and housing shortage. She said home ownership has become a privilege and it really should be a right.

NEUTRAL

Lang, William. 295 N. 7th Street. Lang lives next to the proposal. He has lived there since the early 2000s. When he first moved in, the parking was so bad that his driveway would be blocked. Lang said he has seen up to 18 cars parked in the gravel lot. He said there was a proposal in the past to move the park fence and make the street a one-way and provide additional parking for the park. Lang said this would be a permanent solution to the parking problem at the park.

Decette, Cory. 607 SW Arboretum Circle, Portland. Decette said Richard Hunter was a former landowner of the property proposed for development. Richard Hunter wished to develop the land in the past, but was not allowed to due to a depression and collection of stormwater. The City purchased the property in 2010, the house was torn down, and fill was added to the depression. This caused water to flood his property at 275 N. 7th Street. The City has since corrected the issue. This will be an issue that the developer should be aware of. Decette is not for or against container homes, but he is concerned about how high density and low-income development will impact the value of his property and surrounding homes. North 7th Street is fairly quiet, serving only seven residences and the occasional ball game. Adding eight more units will more than double the car traffic and foot traffic. Decette said the developer should develop sidewalks and curbs on the west side of N. 7th Street spanning from West Street to the end of the last house. Decette also requested a privacy hedge on the north end of their parking lot to mitigate late night headlight glare into the house that he owns.

Boren, Joy. 771 West Street. Boren is concerned about parking. On weekends especially, she is concerned about the lack of parking and the increased traffic the new development will cause. Boren is also concerned about how the stormwater runoff will be addressed because of the presence of bedrock in the area.

IN OPPOSITION

No one spoke in opposition.

REBUTTAL

Coffman, Carl. Relevant Building Company. Coffman said he feels bad about the parking issue, but every place has parking issues. He did not come tonight to resolve the public parking problem. Coffman said there are improvements that can be made within the right-of-way to increase parking. There are also improvements that can be made further down in the N. 7th Street right-of-way that would increase parking availability. Regarding stormwater, he has an excavation company and has been doing this kind of work for over 35 years. Coffman discussed the catch basin location and how he plans to convey the water in a slightly different location than it is currently conveyed. Graichen said the City is aware of the stormwater issue and an enhanced stormwater condition is included in the staff report. Coffman also said he is okay with installing a barrier to prevent headlight glare into the adjacent residence.

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

Graichen asked the Commission if the four-foot off-set every 16 feet is appropriate as proposed, instead of the code's requirement of an eight-foot off-set every 30 feet. Commissioner Hubbard said it works better as proposed. The Commission agreed. Regarding the other exterior elevation requirement, Commissioner Webster noted the applicant indicated he would be okay with making the patio extensions eight feet instead of seven.

Commissioner Cohen is conflicted about not requiring sidewalks, despite the new development increasing the traffic on N. 7th Street. Graichen said the City does push for installation of sidewalks, but the recommendation in this case is for the fee in lieu of frontage improvements.

MOTION

Commissioner Cohen moved to approve the Conditional Use Permit with the amendments to the exterior elevation requirements as discussed. Commissioner Webster seconded. All in favor; none opposed; motion carries.

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

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Public Hearing

Hubbard Construction Corporation

Conditional Use Permit and Variances (2) / CUP.5.17, V.4.17, & V.5.17

N. 12th Street & Columbia Blvd.

It is now 10:47 p.m. and Vice Chair Cary opened the public hearing. Commission Hubbard is the developer and property owner of the property. He recused himself from the public hearing.

Graichen entered the following items into the record:

- Staff report packet dated July 3, 2017 with attachments

Graichen introduced the proposal to the Commission and went through the recommended conditions of approval, as presented in the staff report. The proposal includes two variances, one for yard setbacks and one for density. Graichen said the elevation plans did not demonstrate how the proposal will meet the exterior elevation requirements. Graichen said maybe the applicant can demonstrate how the building will meet the intent of the code. Since the Commission has never consider a density variance before, Graichen went through some of the logic behind the density variance, as noted on page 15 and 16 of the staff report.

Commissioner Cohen asked why the placement of the building was not further back from the front property line. Graichen discussed the spacing requirement from Columbia Boulevard to the driveway as one potential

reason, but he said the applicant could address the site design in more detail. Commissioner Cohen asked what Graichen was thinking on page ten when he discussed additional privacy between the commercial and the residential units. Graichen said he was just enlisting the Commission to brainstorm ways to potentially increase privacy for residents from the commercial unit if they thought it was warranted. The Commission noted that there is already a setback between the side-by-side units.

IN FAVOR

Hubbard, Russell. Hubbard Construction Corporation. Hubbard said the property is very difficult to work within. It is highly sloped. He said that building at the street level suits the site much better. Hubbard said if the economy was booming, he would be developing units with commercial below and living space above. He said now, housing demand is just too high. He said the lending for this is all private. Hubbard designs projects to fit each unique site, so these units are not cookie-cutter. Hubbard said it will be easy to demonstrate turning radius because the parking spaces are wider than required. Regarding the exterior elevation requirements, Hubbard feels he can meet at least two of the three standards listed in the staff report as required.

Commissioner Cohen asked if storm drainage modifications have been made. Hubbard said he will work with the Engineering Department to meet stormwater requirements. Hubbard also said he is considering using pavers to allow greater on-site water retention.

Hubbard said the living and kitchen area is in the front of the units, and the bedroom and sleeping area is in the rear to allow for privacy and reduced noise. Commissioner Webster clarified that the parking is lower than the units. Hubbard said yes, you will have to walk up to the units from the parking lot. Vice Chair Cary asked how the commercial space will be accessed. Hubbard said it will only be accessed off of Columbia Boulevard. Hubbard said the on-street Columbia Boulevard parking spaces will be used most commonly for the commercial space. Hubbard said the space is already tentatively leased to a wine shop, so the customers will be in and out fairly quickly.

Commissioner Cohen asked if any of the trees are older than 50 years old. Hubbard said he did not know, but he will be planting substantially better street trees. Vice Chair Cary asked what type of trees he was considering planting. Hubbard said he is interested in native plants if they will grow. He said he has had good luck in the past with Italian Cypress.

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

Graichen recommended reviewing the two Variance Permits first because the project relies on their approval. Vice Chair Cary noted that the development is street-level access and urban, so the setback

variance makes sense. Commissioner Webster also noted the steep slope makes development challenging. Vice Chair Cary has no problem with approving the density variance. Commissioner Semling likes that the units are located in the center of the City. The Commission is okay with utilizing the existing Columbia Boulevard sidewalk instead of requiring re-construction to the Corridor Master Plan and Minor Arterial standards.

MOTION

Commissioner Cohen moved to approve the two Variance permits and the Conditional Use Permit as written. Commissioner Webster seconded. All in favor; none opposed; motion carries.

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

□

Acceptance Agenda: Planning Administrator Site Design Review

- a. Site Design Review (Minor) at 144 Marshall Street - Paving graveled parking area

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

□

Planning Director Decisions

- a. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Columbia County Fair
- b. Temporary Use Permit at 2295 Gable Rd. - Fireworks sales tent/stand
- c. Partition at 2554 Columbia Blvd. - Coombs
- d. Temporary Use Permit at 735 S. Columbia River Hwy - Fireworks sales tent/stand
- e. Tree Removal Permit at 35121 Roberts Lane - Removal of a hazardous tree within a wetland
- f. Accessory Structure Permit at 144 S. 4th Street - New storage shed
- g. Home Occupation (Type I) at 58844 Parkwood Dr. - Home office for cleaning services
- h. Lot Line Adjustment at 225 N. 3rd Street, 360 Wyeth Street, & 214 N. 4th Street - Reynolds Land Surveying, Inc.

There were no comments.

□

Planning Department Activity Reports

There were no comments.

□

For Your Information Items

Dimsho said that the Certified Local Government (CLG) periodic review has been scheduled for July 18 at 10 a.m. at City Hall if anyone from the Commission would like to ask any questions or talk to the Coordinator with the State Historic Preservation Office (SHPO).

□

There being no further business before the Planning Commission, the meeting was adjourned at 11:39 p.m.

Respectfully submitted,

Jennifer Dimsho
Associate Planner

DRAFT

2017 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/10/17	P	P	A	P	P	P	P
02/14/17	P	P	P	P	A	P	P
03/14/17	P	P	A	P	P	P	P
04/11/17	P	P	P	P	P	P	P
05/09/17	P	P	P	A	P	P	P
06/13/17	P	P	P	P	P	P	P
07/11/17	A	P	P	P	P	P	P
08/08/17							
09/12/17							
10/10/17							
11/14/17							
12/12/17							

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
CPZA.1.17**

DATE: July 27, 2017
TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner
Jennifer Dimsho, Associate Planner

APPLICANT: Lesley Everett
OWNER: Lesley Everett
Peter & Elaine Frank

ZONING: Light Industrial (LI)
LOCATION: 4N1W-33-DB-500 & a portion of 5N1W-33DB-100
1160 & 1170 Deer Island Road

PROPOSAL: Zone Map Amendment from Light Industrial (LI) to Apartment Residential (AR)
and Comprehensive Plan Amendment from Light Industrial (LI) to General
Residential (GR)

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable per ORS 227.178(7).

SITE INFORMATION / BACKGROUND

1160 Deer Island Road (duplex dwelling unit) and 1170 Deer Island Road (detached single-family dwelling unit) are located on a 0.4 acre site. According to the Columbia County Assessor, these dwellings were built between 1938 and 1942. The small single-family dwelling unit was recently damaged by a fire and is in very poor condition due to the age of the building. In order to demolish and re-build the unit, the applicant must request a zone change from Light Industrial to residential because of our City's non-conforming use rules. In addition, if either dwelling unit were destroyed, they could not be rebuilt with current Light Industrial zoning. The applicant would also have to apply for a land partition because the City's residential zones only allow one principal building per lot or parcel (except for multi-dwelling units).

Both addresses have access from Deer Island Road with two gravel driveway approaches and gravel parking areas. Deer Island Road is a developed road, but does not have frontage improvements (sidewalks, curbs, etc.) on the subject property side. Deer Island Road is classified as a minor arterial, which requires a minimum right-of-way width of 60 feet. This is met.

The site is located across the street from the Columbia County Transit Center (CC Rider) and adjacent to the City of St. Helens Public Works Shops property. This request includes a portion of City-owned property that was formally used to access the Public Works Shops. Per the May 17, 2017 City Council Work Session, the City Council was willing to entertain the inclusion of the portion of the City-owned property in this zone change request because the additional access to the Public Works Shop is no longer needed, as noted by Public Works staff. All other dwellings adjacent to the property are detached single-family dwelling units.



*Duplex dwelling unit (1160 Deer Island Road) with
gravel driveway on left
City-owned gravel access to Public Works Shop on
right*



*Detached single-family dwelling unit (1170 Deer
Island Road) with gravel driveway on left
Duplex can be seen on the right*

PUBLIC HEARING & NOTICE

Hearing dates are as follows:

August 8, 2017 before the Planning Commission

September 20, 2017 before the City Council

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on July 19, 2017 via first class mail. Notice was sent to agencies by mail or e-mail on July 19, 2017. Notice was published in the The Chronicle on July 26, 2017. Notice was sent to the Oregon Department of Land Conservation and Development on June 29, 2017.

AGENCY REFERRALS & COMMENTS

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

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens Zoning District Map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens Comprehensive Plan Map that facilitates a spot zoning is prohibited.

(a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, Goal 10, and Goal 12.

Finding (s):

Statewide Planning Goal 1: Citizen Involvement.

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

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

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties. The City has met these requirements and notified DLCD of the proposal.

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

Statewide Planning Goal 2: Land Use Planning.

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

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below.

Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

Statewide Planning Goal 10: Housing

This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

The City's most recent analysis of this sort is from the Period Review Work Task #1, Land Use Inventory from 1998. This calls for 35% of total residential lands to be zoned for multi-family dwelling units. Of all current residential lands (zones AR, R5, R7, R10, and MHR), 9.8% is zoned AR. AR is the only zone that allows for multi-family dwelling units as a permitted use and is the City's highest density zone. Given the disparity between the target percentage and the current, this proposal advances the City's identified housing needs **if it can find that the loss of Light Industrial zoning at this location is acceptable**. Goal 10 is satisfied.

Statewide Planning Goal 12: Transportation

Goal 12 requires local governments to "provide and encourage a safe, convenient and economic transportation system." Goal 12 is implemented through DLCD's Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.

A traffic impact analysis shall be submitted with a plan amendment or zone change application, **as applicable**, pursuant to Chapter 17.156 SHMC. See Section (d) for a more detailed discussion of the TPR and implementing ordinances.

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the residential zone change request.

Finding: There are no known applicable federal or state statutes or guidelines applicable to this zone change request.

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. The applicable Comprehensive Plan goals and policies are:

19.08.020 Economic goals and policies.

[...]

(3) Policies. It is the policy of the city of St. Helens to:

[...]

(j) Allocate adequate amounts of land for economic growth and support the creation of commercial and industrial focal points.

[...]

19.08.050 Housing goals and policies.

(1) Preface. Residents of the city of St. Helens are demographically in different stages of socioeconomics. As such, they vary in their family sizes, economic capabilities and interests and will desire different types of housing. The strategy is to ensure that sufficient lands are designated for those different phases and desires of current and future residents and to encourage policies and decisions to allow all residents the ability to find affordable housing.

(2) Goals.

(a) To promote safe, adequate, and affordable housing for all current and future members of the community.

(b) To locate housing so that it is fully integrated with land use, transportation and public facilities as set forth in the Comprehensive Plan.

(3) Policies. It is the policy of the city of St. Helens to:

(a) Maintain adequate development and building codes to achieve the city's housing goals.

(b) Encourage the distribution of low income and/or multifamily housing throughout the city rather than limiting them to a few large concentrations.

[...]

(d) Encourage and cooperate with all efforts to provide adequate housing for those with special needs.

[...]

(h) Encourage energy-efficient housing patterns in residential developments.

19.12.090 Light industrial category goals and policies.

(1) Goals. To provide a place for smaller and/or less intensive industrial activities where their service and transportation requirements can be met, and where their environmental effects will have minimal impact upon the community.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Apply this category where light industrial concerns have become established and where vacant industrial sites have been set aside for this purpose.

(b) Encourage preserving such designated areas for light manufacturing, wholesaling, processing and similar operations by excluding unrelated uses which would reduce available land and restrict the growth and expansion of industry.

(c) Ensure that light industry operations have adequate space with respect to employee and truck parking, loading, maneuvering and storage.

(d) Follow a site design review process for light industrial activity to ensure proper setbacks as well as screening and buffering, particularly for unsightly areas which can be viewed from arterials or from adjoining residential areas; in contemplating the setbacks, consideration should be given to the effect of the activity on significant fish and wildlife areas.

19.12.020 General residential category goals and policies.

(1) Goals. To create conditions suitable for higher concentrations of people in proximity to public services, shopping, transportation and other conveniences.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Require undeveloped public ways of record to be improved to applicable city standards as a condition to the issuance of building permits for lots that front these ways.

(b) Encourage the infilling of areas presently undeveloped due to topographical limitations to achieve a more efficient use of the land.

(c) Allow for the convenient location of grocery stores by the conditional use process.

(d) Develop rules for multifamily dwellings which are consistent with housing policies.

(e) Designate general residential lands as R-5, General Residential or AR, Apartment Residential on the city zoning map.

(c) Discussion: The proposal is to amend the Zoning Map from Light Industrial (LI) to Apartment Residential (AR), and the Comprehensive Plan Map from Light Industrial (LI) to General Residential (GR), in order to accommodate AR zoning.

The Light Industrial zoning district policy states, “Apply this category where light industrial concerns have become established and where vacant industrial sites have been set aside for this purpose.” In this case, light industrial uses have never been established in this location, and the site is not vacant. Nevertheless, the site has been zoned Light Industrial since at least 1978. The assumption for this is consistent zoning patterns. Irregular zoning patterns of conflicting zones can have a negative impact by restricting growth and expansion of industry.

According to the 2008 Economic Opportunities Analysis (Ord. 3101), St. Helens should have no shortage of industrial land over the next 20 years. Projections of future employment and industry demand indicate that St. Helens has a surplus of industrial zoned lands and parcels of at least 78 acres. Since 2008, the City has moved 25 acres of Heavy Industrial to the Riverfront District zoning district (Ord. 3215). This means there is still a 53-acre industrial land surplus. This proposal is requesting the removal of less than one acre from Light Industrial to Apartment Residential.

Finding (s): There is a surplus of industrial land and an increasing demand for housing. This proposal is not contrary to Comprehensive Plan goals and policies, provided the Planning Commission and City Council can find that removing Light Industrial zoning in this area will not have a negative impact on growth and expansion of industry.

(d) Discussion: This criterion requires that the proposal not conflict with the applicable provisions of the implementing ordinances. Duplexes and single-family dwelling units are allowed in the AR zoning and GR comprehensive zoning districts.

Per Chapter 17.156 Per SHMC, a Traffic Impact Analysis shall be required to be submitted to the City with a land use application when the proposed change in zoning or Comprehensive Plan designation will result in more vehicle trips based on permitted uses.

According to the 9th ed. of the Institute of Transportation Engineers (ITE), one of the worst case development scenarios using the permitted nursery use for the 0.58 acres lot under LI zoning would generate 63 ADTs. Under AR zoning, the net developable area for multi-dwelling units per SHMC Chapter 17.56 Density Computations is 0.38 acres. The worst case development scenario using permitted uses is a 9-unit multi-dwelling unit. The ITE states this would generate 60 ADTs, which is less than the LI zoning scenario. Therefore, a Transportation Impact Analysis will not be required for this proposal.

Finding: This proposal will not significantly affect an existing or planned transportation facility. A Traffic Impact Analysis will not be required for this proposal.

(e) Discussion: This criterion requires that the proposed change is not a spot zone. The definition of “spot zoning” per Chapter 17.16 SHMC:

Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

Finding: The property abuts existing AR and R5 on the Zoning Map. On the Comprehensive Plan Map, the properties surrounding the zone change proposal are zoned GR and LI. This proposal does not appear to be a spot zone, depending on how the Planning Commission and the City Council views the impact on adjacent industrial uses.

CONCLUSION & RECOMMENDATION

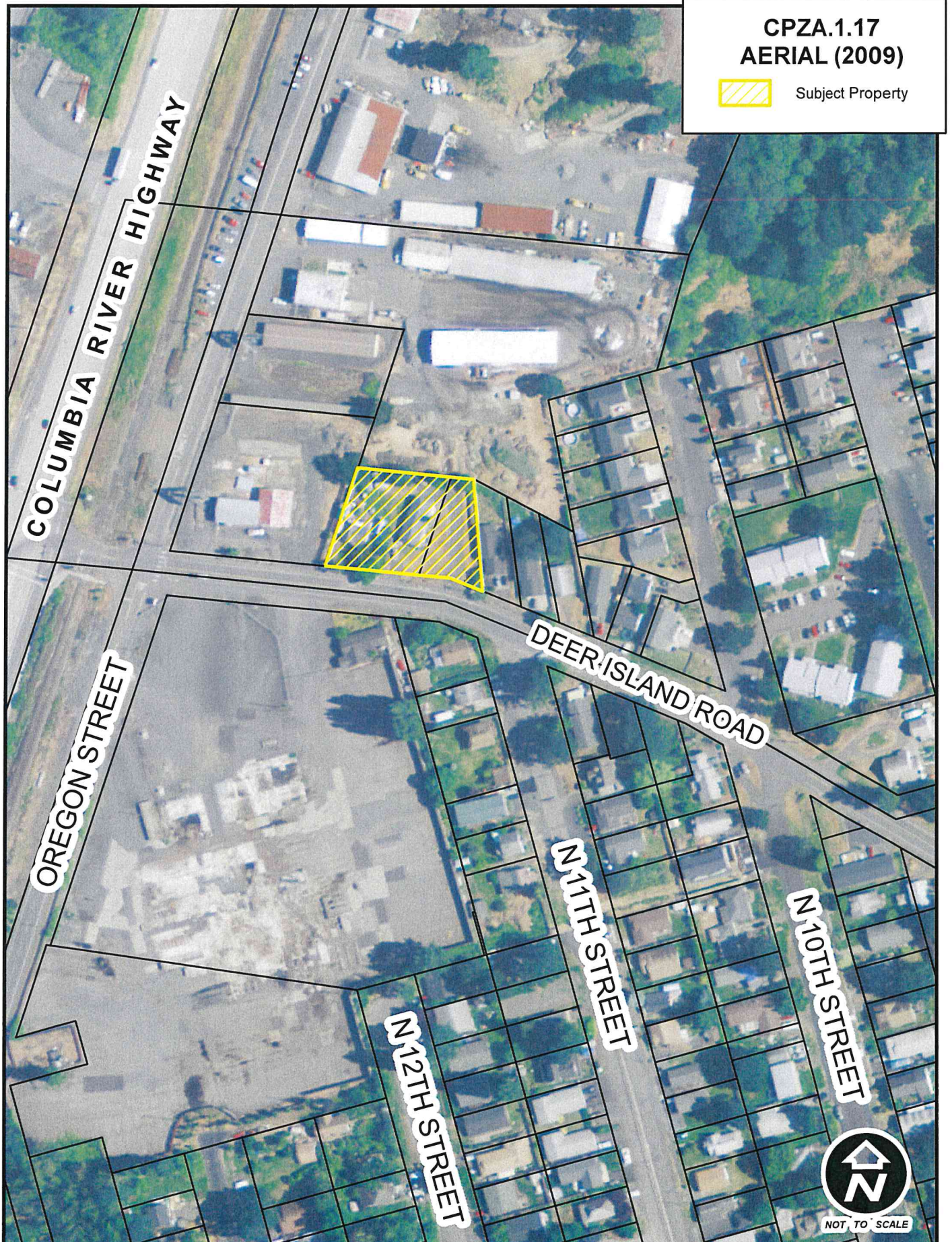
Based upon the facts and findings herein, staff recommends the Planning Commission recommend to the City Council approval of the proposal if the Commission finds that the proposal will remain compatible with the surrounding area and is not contrary to Comprehensive Plan goals and policies.

Attachment(s): *Maps (3)*
Applicant's Narrative
City Council Work Session Minutes Dated 05/17/17

CPZA.1.17
AERIAL (2009)








Subject Property

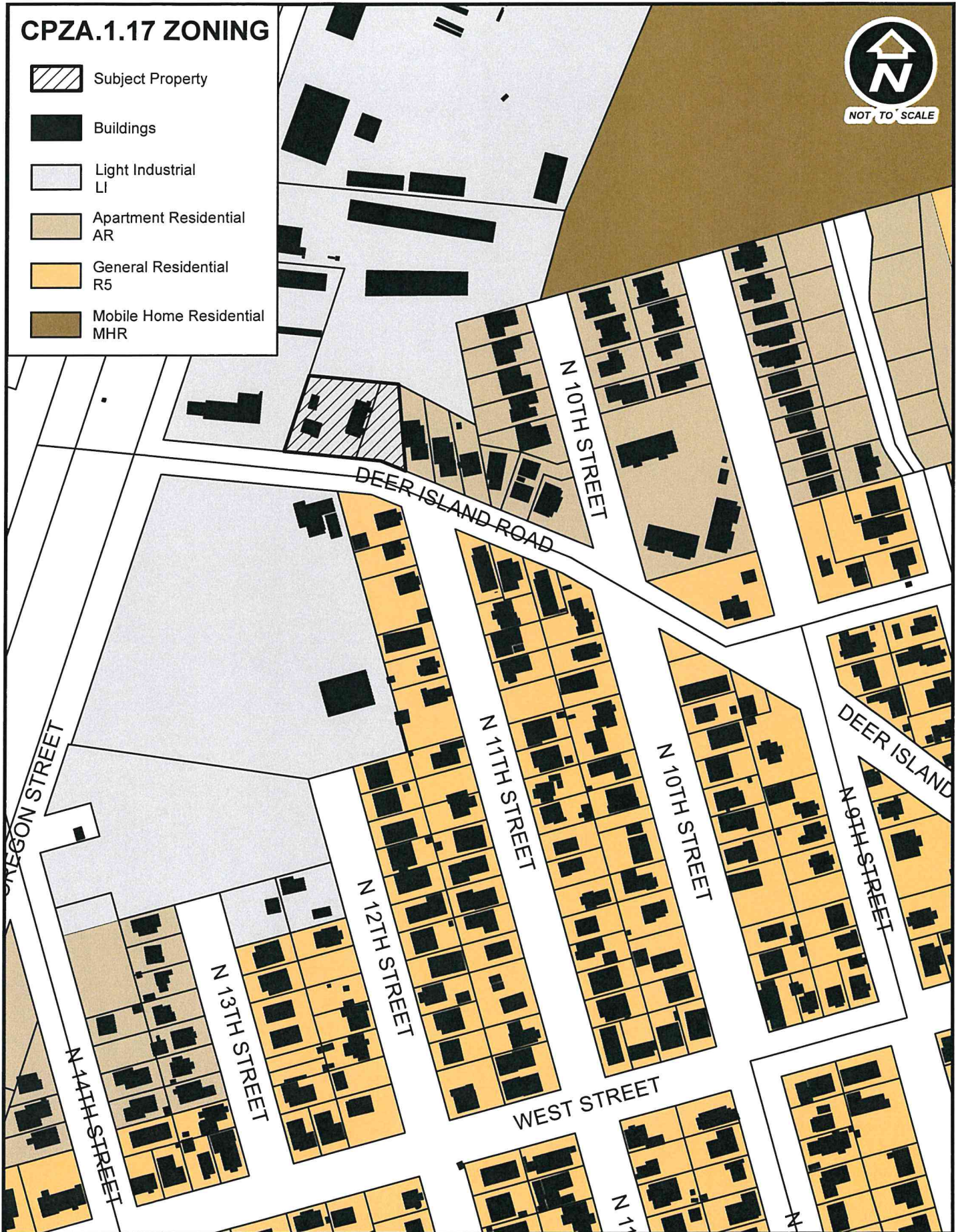


NOT TO SCALE






CPZA.1.17 ZONING

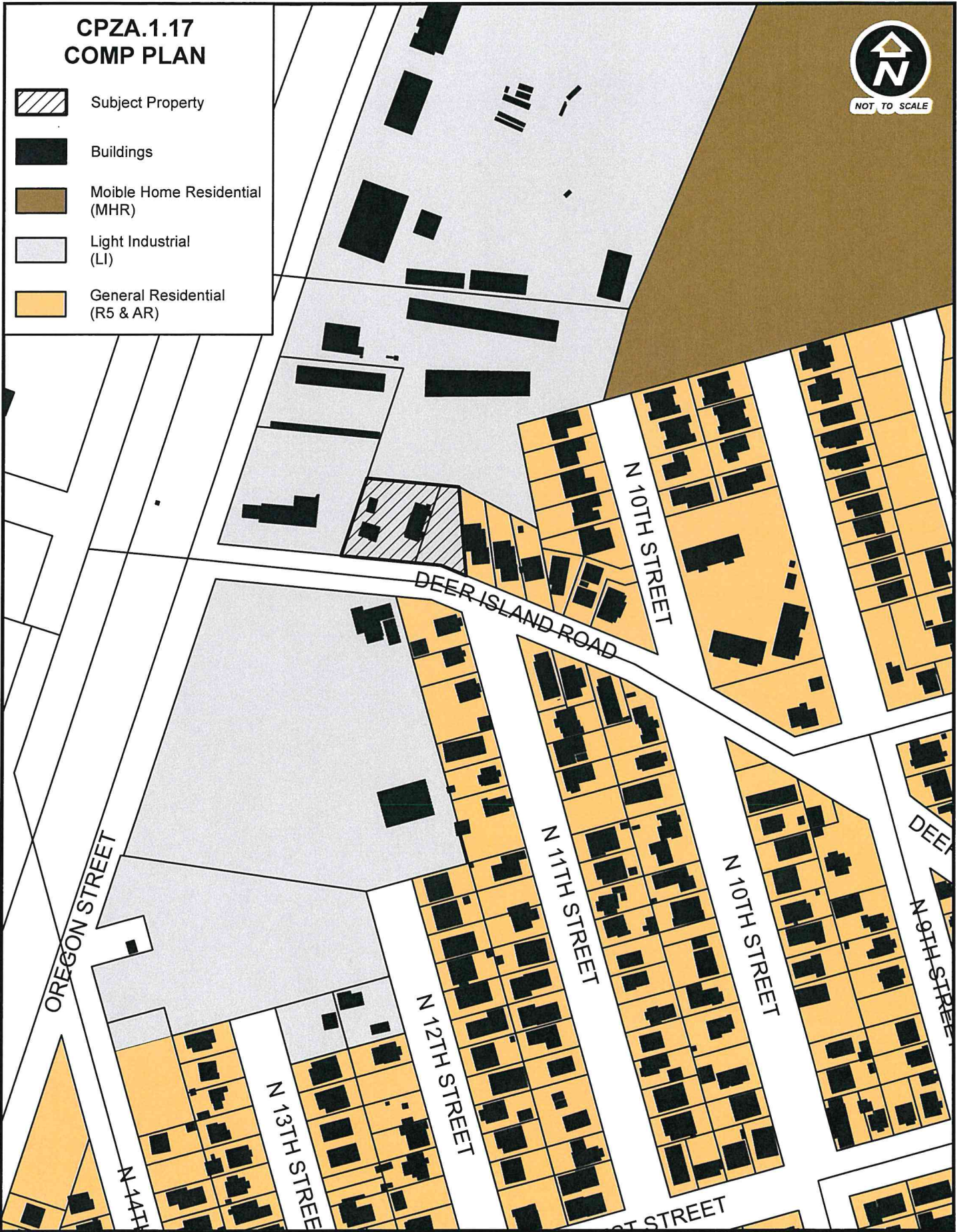


-  Subject Property
-  Buildings
-  Light Industrial LI
-  Apartment Residential AR
-  General Residential R5
-  Mobile Home Residential MHR



**CPZA.1.17
COMP PLAN**

-  Subject Property
-  Buildings
-  Moible Home Residential (MHR)
-  Light Industrial (LI)
-  General Residential (R5 & AR)



ADDENDUM

The subject property consists of a residential duplex and a small single residence, both of which have been Grandfathered in to the current zoning of Light Industrial.

The Duplex is currently occupied by two families. The small house was recently damaged by fire but even though considered repairable under the current zoning, was in very poor condition due to the age of the building.

To enable the use as a residential dwelling, we find it necessary to request a re-zoning of the subject property as stated on the General Land Use Application. This would enable us to demolish the small house and build new affordable housing, in keeping with the remaining neighborhoods. We have already begun improvements and the intent is to continue this effort.

According to the Community Development Code Title 17, it would appear that the site easily qualifies to the requirements of section 17.32.080 (Apartment Residential Zone) and also section 17.32.070 (General Residential Zone) for the building of a small single or duplex residence, which is our intention.

Our plan is to provide housing that will be affordable, fully integrated with the adjacent neighborhoods, and will allow further distribution of low income families. In reviewing the Comprehensive Plan (Title 19) Section 19.08.050 (Housing Goals and Policies) (ref. Statewide Planning Goal 10) subsection (2) and (3b), this would appear to also be the goal of the city.

Request for Council Consideration Regarding Property Off Deer Island Road

Leslie Everett, Elaine Frank and her husband are co-owners of the subject property. They are requesting the rental property be rezoned. It was purchased in 2013 with a house and duplex on it. She showed photos of the property. The residences are a nonconforming use because they are now zoned Light Industrial. There is a driveway to access City property adjacent to their property. They are now challenged with a tenant that did significant damage to the small house, which was discovered after a house fire. They have been working hard to clean up the property. The current zoning prohibits them from replacing the house. They are requesting a zone change to allow them the opportunity to rebuild and improve the neighborhood and offer affordable housing.

Public Works Operations Sheppard pointed out that the owners have done a fantastic job cleaning the property.

City Planner Graichen said the property has been zoned Light Industrial for over 30 years. It is subject to nonconforming use rules. In order to replace the dwelling unit, they need to change the zoning and apply for a land partition. Normally, they wouldn't come to the Council but would go through the application process. Graichen pointed out the proximity to the City's driveway access. He suggested the property owners approach the Council about including that piece of City property with the re-zone request.

Council liked the idea of adding more affordable housing in close proximity to the transit station.

Department Reports

Police Chief Moss reported...

- Referring back to the earlier discussion on pedestrian safety, ODOT defines a school zone as a minimum of 200 feet from the school property line.
- Tonight's agenda includes two declarations of surplus property.
- The CERT graduation was held last Thursday.
- He, Finance Director Brown, and Communications Officer Farnsworth reviewed a mobile app program last week. It would give the community direct access to the Police Department. It would also benefit Public Works and Communications. Brown is doing further research on the finance side of it.
- The Cops Grant application is opening soon. It will pay up to 75% of a police officer for three years. The City is responsible for the cost the fourth year. Brown reviewed the cost and the City would be paying about \$27,000 a year. There is definitely a need. There were 3,000 applicants last year. Only 900 were awarded. It's a competitive process. One area of funding the City qualifies to apply under is an additional school resource officer. He will meet with the Superintendent Scott Stockwell to review needs. Consensus of the Council to proceed with the application.

Public Works Engineering Director Nelson reported...

- Still working on the LED light exchange project. Columbia River PUD is about 75% of the way done. Anticipate it being done by the end of the month.
- Next week is National Public Works Week. Council and staff are invited to breakfast at the City Shops on Friday, May 26th beginning at 7:30 a.m.

Public Works Operations Director Sheppard reported...

- The slab will be poured for the new pavilion at McCormick Park tomorrow.
- They will be participating in Big Rig Day at McBride Elementary School on Friday.

City of St. Helens Branding & Wayfinding Master Plan



prepared by:
Alta Planning + Design
711 SE Grand Avenue
Portland, Oregon 97214





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	St. Helens' Existing Wayfinding System		
3	Best Practices		
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	Approved Destinations		
	Mental Mapping		
	Sign Placement		
	Route Prioritization		

The background of the slide is a photograph of a city street scene, featuring a sidewalk, a road with cars, and buildings. A semi-transparent blue overlay covers the entire image. In the background, a building with a sign that reads "Columbia Theatre" is visible. The text "Executive Summary" is centered in the upper half of the image in a white, sans-serif font.

Executive Summary

*The **City of St. Helens Branding and Wayfinding Master Plan** provides a strategy for the City to implement a citywide wayfinding system*

The City of St. Helens is located on the Columbia River, north of Portland, Oregon. Highway 30, which follows the path of the Columbia River to the Pacific Ocean, runs through the community and serves as a major transportation route for commercial and recreational trips. St. Helens has a resident population of approximately 13,000 people and welcomes visitors throughout the year. St. Helens was established as a river port on the Columbia River in the 1840s and still has a strong connection to the river for recreational and commercial activities.

The City of St. Helens Branding and Wayfinding Plan provides a strategy for the City to implement a citywide wayfinding system. This plan provides guidance on sign placement and route prioritization, in addition to a preferred design for a family of wayfinding signs.

The preferred design incorporates national best practices, community input, local materials, and distinctive architectural details to create a unique wayfinding identity rooted in the history and landscape of St. Helens.



The historic 1906 Columbia River Courthouse with Mount St. Helens in the background.

Preferred Design

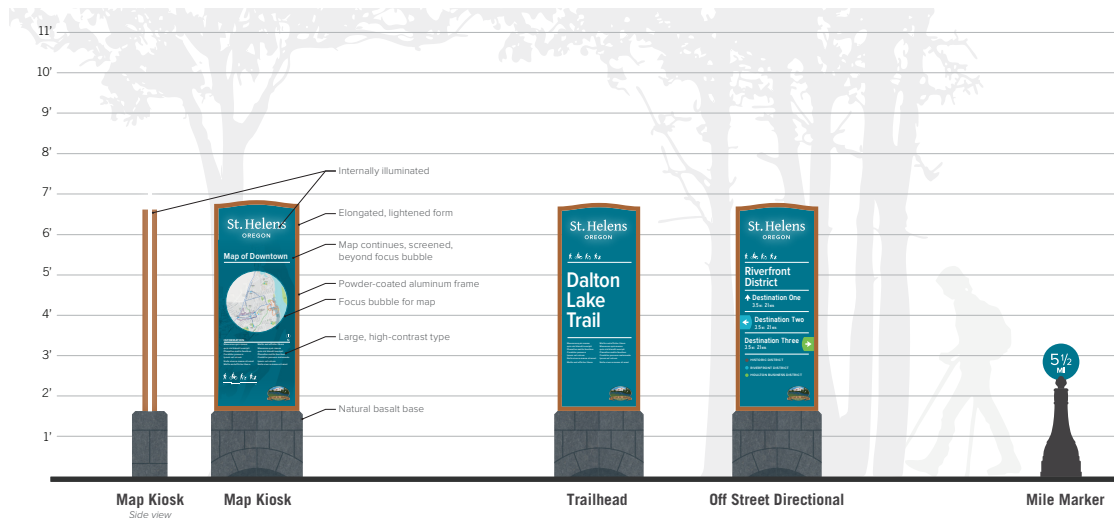
The family of wayfinding elements for St. Helens will define a sense of place in a way that is clear and simple, reflects local character, and integrates well among other landscape, streetscape, and transportation elements.

The bright, clean, and modern interpretation of a nautical color palette will be used throughout the sign family, with large and legible text. The soft arching wave shape will be used in the top of the larger signs, with color

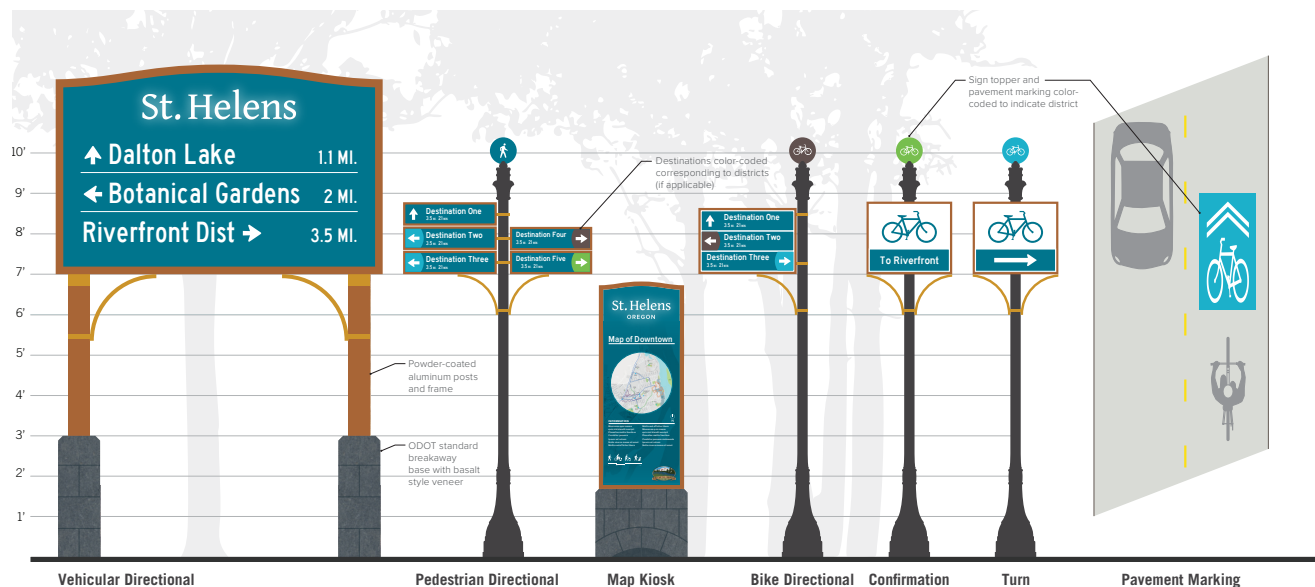
coded directional arrows and pavement markings used to indicate the district. The sign poles are chosen to match the existing, historic light poles in St. Helens.

The Gateway Arch, to be placed over Columbia Boulevard, will be constructed of painted aluminum for ease of maintenance.

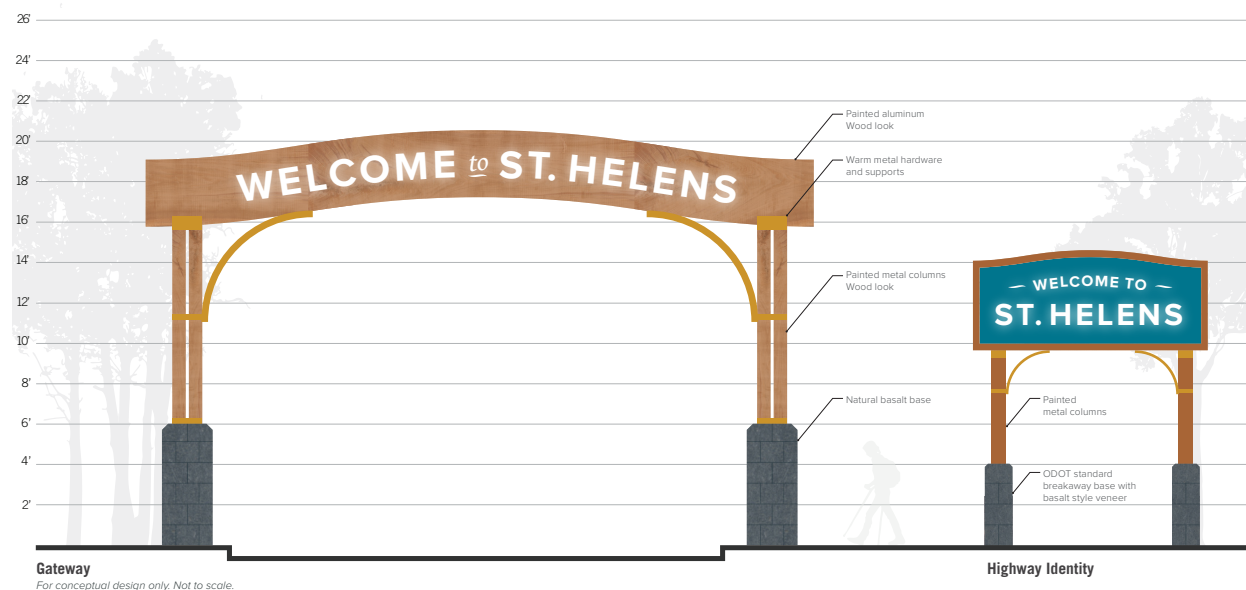
Enhanced Navigational Elements - Off Street Signage



Fundamental Navigational Elements - On Street Signage



Identity Signage





Chapter 1

Introduction

*The **City of St. Helens Branding and Wayfinding Master Plan** provides a strategy for the City to implement a citywide wayfinding system. The plan is a product of the community's goals to connect residents and visitors to city services and destinations like the Riverfront, to support and enhance tourism, and to encourage travel off Highway 30 and into St. Helens.*

With its beautiful riverfront location, Historic District, and access to Highway 30, St. Helens offers a unique visitor and shopping experience.

Strategically placed and branded wayfinding signage will help both visitors and residents navigate to key points of interest in the City. Unified directional signage, informational kiosks, and gateways will enliven business districts by making them easier to locate from Highway 30, increasing foot traffic, and encouraging visitors to explore different parts of the City once they have arrived. Most St. Helens amenities are to the east of Highway 30; therefore, the planning effort focused on the area between the highway and the Columbia River.



There are many destinations and attractions throughout St. Helens, including the river, commercial districts, and parks.

Overview

The City of St. Helens is located on the Columbia River, north of Portland, Oregon. Highway 30, which follows the path of the Columbia River to the Pacific Ocean, runs through the community and serves as a major transportation route for commercial and recreational trips. St. Helens has a resident population of approximately 13,000 people and welcomes visitors throughout the year. St. Helens was established as a river port on the Columbia River in the 1840s and still has a strong connection to the river for recreational and commercial activities.

St. Helens has two commercial districts (in addition to the commercial corridor along Highway 30) – the Historic District downtown and the Houlton Business District to the west near Highway 30. The Historic District is situated near the river and is defined by walkable streets, historic storefronts, and mature street trees. The Houlton Business District is less densely built than the Historic District and contains more surface parking lots and empty lots.

Effective wayfinding is important as residents and visitors explore St. Helens through different modes of transportation, including walking, biking, and driving, and from different entry points. This plan provides a comprehensive and consistent approach for wayfinding signage that will benefit the entire City.



Art along a roadway provides visual interest and a sense of place in St. Helens.



A historic photo of St. Helens showing the corner of 4th and Old Portland Road.

A good wayfinding system equips residents and visitors with easy to read information allowing a logical, intuitive experience by which to explore a local area, its services, and attractions. Clean and concise navigation information creates a welcoming experience and signage is an effective investment to encourage tourism and improve access to local destinations.

Background Review

In developing the Branding and Wayfinding Master Plan, municipal plans and policies were reviewed in relation to multi-modal transportation and wayfinding signage.

In the following documents, there are references to Old Town/Olde Towne/Riverfront District. In order to better reflect the City's future redevelopment, City Council changed the district name from Olde Towne to Riverfront District.

St. Helens Waterfront Framework Plan

The St. Helens Waterfront Framework Plan (2016) calls for wayfinding improvements to “help people find downtown retail and existing business district, attract people on Hwy 30 to St. Helens downtown, and integrate corridor master planning and other efforts.” The plan goes on to say that “there is a perception that Old Town and especially the waterfront are hard to find from Highway 30. A wayfinding program would help promote existing businesses and attractions and provide greater ease of travel for visitors”.

St. Helens Municipal Code: Community Development Code

Section 17.88: “Signs” provides guidance on signs in St. Helens. The stated purpose of the sign code is to “improve the effectiveness of signs, to provide for safe construction, location, erection and maintenance of signs, to prevent proliferation of signs and sign clutter, to minimize adverse visual safety factors to travelers on public highways and streets and on private areas open to public travel”. The code provides guidance on sign size, placement, illumination restrictions, and when design review is required.

Architectural Design Guidelines for the Conversation of Traditional Design in Olde Towne

The Architectural Design Guidelines for the Conversation of Traditional Design in Olde Towne, St. Helens (2012), while not providing specific guidance on wayfinding, offers guidance on lighting, commercial signage, and material and color palettes.

City of St. Helens Parks and Trails Master Plan

The City of St. Helens Parks and Trails Master Plan (2012) recommends providing wayfinding signage along high boat



Downtown St. Helens

traffic areas, such as water trails, at Sand Island Marine Park, Grey Cliffs Park, and Columbia View Waterfront Park, to capitalize on the boat traffic generated by the Columbia River. The Parks and Trails Master Plan also recommends adding interpretive installations, kiosks, and wayfinding signage along trail routes, as well as utilizing the St. Helens Arts and Cultural Commission or local artists to provide art along trail systems.

St. Helens Economic Development Corporation's Local Program Evaluation

The St. Helens Economic Development Corporation's Local Program Evaluation (2015) recommends the City "embrace a bike friendly program" and capitalize on

its unique setting along a popular cycling route between Portland and the Pacific Ocean. The recommendation calls for the creation of bicycle-oriented signage along Highway 30 to bring cyclists onto Main Street. The plan also recommends highway signage on Highway 30 and "standard attraction and amenities signs within (ODOT's) right-of-way". The consideration of a gateway sign that reaches across Columbia Boulevard near the highway is also recommended.

City of St. Helens Planning Department Memorandum on Sign Pollution Concerns

The City of St. Helens Planning Department Memorandum on Sign Pollution Concerns (2011) discusses the

City's concern with the use of signs and their impact to the City's appearance, including the resulting sign pollution. The memo notes that public signs (SHMC 17.88.015) are signs "placed by or with the approval of government within the right-of-way. Examples include street and traffic signage. No permit required." The memo recommends using ODOT-approved advertising signage (applicable to the highway only) for tourist-oriented directional signs and signs through the Oregon Travel Information Council.

Corridor Master Plan

The Corridor Master Plan (2015) recommends the installation of wayfinding signage, community kiosks, and gateway markers in greater downtown area of St. Helens (Houlton and Riverfront Districts), in order to improve aesthetics and sense of place. Specific recommendations call for a gateway at the US 30 / Columbia Boulevard intersection, with additional gateway elements at 13th Street to mark the entrance to Houlton's commercial couplet, and one at Columbia Boulevard and 1st Street to make the entrance of the Riverfront District. Another specific recommendation is to install a community kiosk mid-block on the south side of Columbia Boulevard at 16th Street, adjacent to the St. Helens Post Office.



The neon City Hall sign offers an interesting contrast against the historic stone building.

Towards Sustainable Tourism

Towards Sustainable Tourism (2007) recommends new waterfront signage on the Columbia River to "welcome boaters into downtown St. Helens", in addition to wayfinding signage along the Columbia River Highway that is artistic and includes important wording such as "historical" and "riverfront".

Objectives

The City of St. Helens Branding and Wayfinding Master Plan is designed to create a comprehensive and cohesive wayfinding system, along with a plan for implementing signage to serve residents and visitors who are walking, biking, and driving in St. Helens. The plan aims to:

- Create wayfinding signage that will meet the needs of residents and visitors whether traveling through St. Helens as a pedestrian, in a motor vehicle, or by transit or cycling.
- Establish a high quality brand identity and design that captures local character and is coherent and attractive.
- Consider graphic standards focused on local identity and aesthetic.
- Understand key entrances and gateways to St. Helens, including decision points and sites where navigation information is suited.
- Give sign placement guidance for specific corridors or areas of the community.



St. Helens has many important destinations that draw both local residents and visitors.

Wayfinding Principles

The “legibility” of a place describes how easy it is to understand. Places are more legible when they are arranged so people can intuitively determine the location of destinations, identify routes, and recognize areas of different character. A wayfinding system helps to make places more legible by better enabling individuals to:

- Easily and successfully find their destination.
- Understand where they are with respect to other key locations.
- Orient themselves in an appropriate direction with little misunderstanding or stress.
- Discover new places and services.

The following guiding principles, based on best practices from around North America, will help create the most effective wayfinding systems. Together, these wayfinding principles create a wayfinding system plan that is both legible and easy to navigate. These principles should be applied in St. Helens’ wayfinding sign placement and destination logic to effectively enhance the legibility of the community.

Wayfinding Principles:



Be Predictable

Effective wayfinding networks are predictable. When information is predictable, patterns emerge, and users of the network are able to rely on the system to provide information when they expect it. Predictability also helps users understand new situations quickly, whether it be navigating a new intersection or traveling to a destination for the first time.

Users come to trust a predictable wayfinding network, making new journeys easier to attempt and complete. Every time a new trip is completed, users' confidence in the wayfinding network will be sustained or increased.

Predictability should relate to all aspects of wayfinding placement and design (i.e., sign materials, dimensions, colors, forms, and placement). Similarly, maps should employ consistent symbology, fonts, colors, and style. The system must be designed in accordance with local, state, and federal guidelines to ensure funding eligibility through state and federal sources.



Keep Information Simple

For a wayfinding network to be effective, information needs to be presented clearly and logically. The presentation of information needs to be balanced: too much information can be difficult to understand; too little and decision-making becomes impossible. The placement of signs and the information provided at each placement are also critical. To be successful, wayfinding information must be provided in advance of where major changes occur and confirmed when the maneuver is complete.

Wayfinding signage design should be accessible and comprehensible by a wide range of users, including people of all ages and ability levels. Special consideration should be taken for those without high educational attainment, English language proficiency, or spatial reasoning skills. In areas with high rates of users with English as a second language, the wayfinding should use text and symbols that will be understood by non-English speakers. Designers should minimize the use of bilingual text or separate-language signs, as including these elements can make signs cluttered and reduce overall legibility.

It is important to provide information in manageable amounts. Too much information can be difficult to understand; too little and decision-making becomes impossible.



Maintain Motion

Bicycling and walking require physical effort, and frequently pausing to check directions may lead to frustration and discouragement. Consistent, clear, and visible wayfinding elements allow pedestrians and bicyclists to navigate while maintaining their state of motion. To help users maintain motion, wayfinding information must be quickly read and easily comprehended.



Promote Active Travel

A wayfinding network should encourage increased rates of active transportation by creating a clear and attractive system that is easy to understand and navigate. The presence of wayfinding signs should communicate that walking and bicycling to many destinations is convenient.

An effective wayfinding system makes active transportation facilities more visible and helps to increase use of both on-street and off-street facilities. Wayfinding improvements are a cost-effective way of drawing attention to existing facilities and how they connect people to the places they want to go.



Connect Places

An effective wayfinding system enables residents and visitors alike to travel between destinations and discover new destinations and services. Wayfinding connects neighborhoods and provides navigational assistance to both local and regional destinations. Effective wayfinding is an extension of the transportation network and provides a seamless travel experience for people walking, biking, or driving.

Wayfinding connectivity goes beyond physical signage. Wayfinding signage elements can create a deeper connection to a place, cultivate a sense of pride by reflecting community values and identity, and support local economic development by encouraging residents and visitors to use services.

Chapter 2

Information Scan

Understanding a community's signage and wayfinding needs begins with an exploration of the city including such places as popular parks, main transportation corridors, and commercial areas. Observing the existing conditions in St. Helens is a key element in developing a wayfinding plan.

To better understand the existing conditions and community, the project team explored St. Helens by motor vehicle and on foot. City corridors, districts, and destinations were visited to get a sense of the community and understand the experience of those living in and visiting St. Helens.

St. Helens is comprised of two business districts that are over one mile apart. This separation poses challenges when trying to create a walkable commercial destination without wayfinding signage. The two districts, with surrounding neighborhoods and industrial or vacant areas, appears to be accessible by all modes of travel despite being largely oriented toward motor vehicle traffic. Sidewalks, bike lanes, and trails provide opportunities for walking and biking throughout St. Helens.



The Arts & Cultural Commission banners (above and following page) are attractive welcome banners in St. Helens.

St. Helens' Existing Wayfinding System

The City of St. Helens has signage installed intermittently throughout the community. The City has implemented many different types of signs, ranging from fundamental wayfinding elements to celebrating local culture and achievements. The planning team reviewed existing signage conditions against the wayfinding principles presented in this plan and concluded the following:

- Some wayfinding exists in the city, but it is not comprehensive. There are long corridors with little to no wayfinding signage.
- Wayfinding signs have been installed at different times by different departments, resulting in a range of signage aesthetics.
- There is a general lack of standardization in sign information, hierarchy and placement practices.

Combined, these characteristics limit the effectiveness of the wayfinding system. The lack of signage consistency makes the system unpredictable and often difficult to understand. Additionally, signage is inconsistent and not always scaled appropriately based on location, making navigation between destinations difficult. There are many opportunities to improve St. Helens' wayfinding system. This section provides an overview of how the existing system performs according to each of the five wayfinding principles and indicates where opportunities for improvement exist.



Gateway Signs

St. Helens has entrance and gateway signs along Highway 30. Banner signs and wood gateway structures are also wayfinding elements that welcome and orient people to the community.

The existing wayfinding signage is well designed. However, variation in graphic design elements and branding is inconsistent. Current welcome signs on the edge of the city feature simple timber design and are difficult to see from the highway. Additionally, the existing signage does not effectively represent the community character of St. Helens.



Examples of existing wayfinding signage in St. Helens includes gateway signage and banner signs.

Wayfinding Signage

St. Helens has a mix of wayfinding signage directed at motor vehicles, pedestrians, and cyclists. Local tourism signs advertise the Riverfront District and Business District and destinations such as the Elks Lodge, the Amphitheater, and civic buildings.

Signage is varied in style, color, design, and scale and not uniformly located relative to destinations. Street signs, parking signs, or local destination signs are most effective when located at logical decision points. Pedestrians, cyclists, motorists, and transit users all need and use a range of signage to reach their destinations or to find their way around the community.



Signage is varied across St. Helens and lacks a consistent look and feel.

Local Character and Identifying Elements

St. Helens has a rich history of logging and ship building, with a strong connection to the Columbia River as a port town. Attractive local basalt stone is used as a construction material in many historic civic and residential buildings, in addition to historic infrastructure and retaining walls, throughout St. Helens. Weathered wood, remnants of the town's legacy as a ship building hub, dots the landscape and provide a maritime identity to the community.

Local art enhances the natural landscape, with motifs of fish, animals, and Native American-inspired patterns.



Historic architecture, scenic views, and local artwork are all part of St. Helens' unique character.

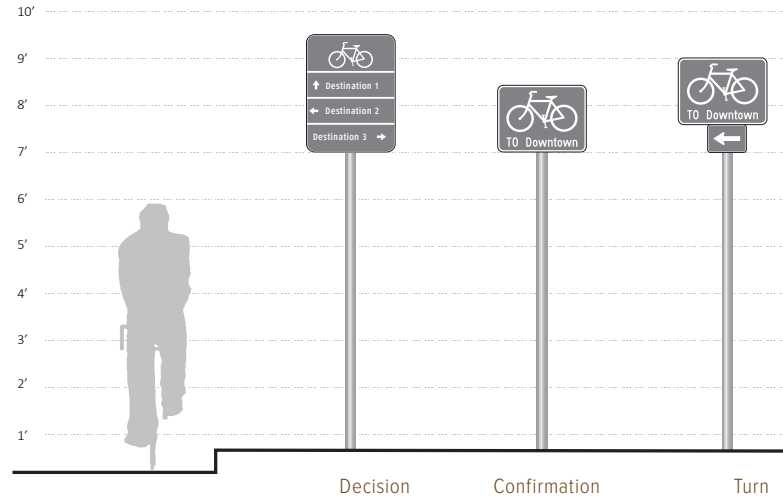


Chapter 3

Best Practices

The goal of wayfinding signage is to enhance the user's experience.

Figure 1. Navigation Signage Elements



This section describes the fundamental navigational elements that are recommended to increase legibility along St. Helens' on- and off-street network. This section also describes enhanced wayfinding tools that can be integrated into the wayfinding system to provide additional clarity and opportunities to create custom components reflecting the character of St. Helens.

The fundamental and enhanced elements described apply to both the on-street and off-street transportation and recreation network.

Wayfinding elements reviewed in this section include:

Fundamental Navigational Elements

- Vehicular Oriented Decision sign
- On-street Bicycle Decision sign
- On-street Bicycle Confirmation sign
- On-street Bicycle Turn sign

Enhanced Navigational Elements

- Pavement Markings
- Mile Markers
- Map Kiosks
- Gateway Monuments
- Pedestrian Decision Sign
- Off-street Decision Sign
- Trailhead Identity Sign

Fundamental Navigational Elements

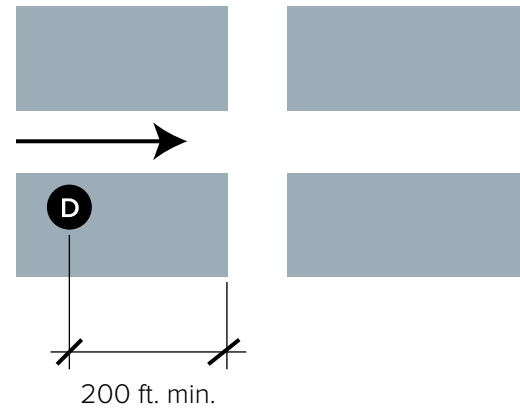
The fundamental family of signs that provide navigational information consists of decision, confirmation, and turn signs. The function, content, and placement of each are described below.

Vehicular Oriented Decision Signs

The Manual on Uniform Traffic Control Devices (MUTCD) is a document issued by the Federal Highway Administration of the United States Department of Transportation. It is the national standard for all traffic control devices installed on any street, highway, bikeway, or private road open to public travel.

While the MUTCD provides standards and guidelines for the design, size, and content of roadway signs (see pages 28-32 for more detail on these standards), many jurisdictions have implemented unique signs to enhance visibility or reinforce local identity (See Section 2D.50 Community Wayfinding Signs).

Figure 2. Vehicular Signage Placement



Vehicular signage should be located 200' from an intersection (MUTCD).

The following guidance is specified in the MUTCD:

Devices should be designed so that:

- Size, shape, color, composition, lighting or retroreflection, and contrast combine to draw attention to the devices.
- Size, shape, color, and simplicity of message combine to produce a clear meaning.
- Legibility and size combine with placement to permit adequate time for response.
- Uniformity, size, legibility, and reasonableness of the message combine to command respect.
- The correct font and size is used. (Federal approval required for font types other than Highway Gothic fonts).
- All letters have a minimum 6" height.
- Design layouts for conventional road guide signs show centerline spacing, edge spacing, and other specification details per the "Standard Highway Signs and Markings" book (see Section 1A.11).

Size of Legend:

- The longer the legend is on a guide sign, the longer it will take road users to comprehend it, regardless of letter size.
- Guide signs should be limited to no more than three lines of destinations, which include place names, route numbers, street names, and cardinal directions.
- The maximum length for a single destination title should be 19 characters (including spaces) in title case. The ideal maximum length for a single destination title is 10-14 characters (including spaces) in title case.

Color Coded Districts:

- Color coding is sometimes used on community wayfinding guide signs to help road users distinguish between multiple potentially confusing traffic generator destinations located in different neighborhoods or subareas within a community or area.
- Per the MUTCD, community wayfinding guide signs may use background colors other than green in order to provide a color identification for the wayfinding destinations by geographical area within the overall wayfinding guide signing system.

Placement:

- Locate community wayfinding signs away from intersections where high-priority traffic control devices are present.
- On curved alignments, determine the angle of placement by the direction of approaching traffic rather than by the roadway edge at the point where the sign is located.
- Community wayfinding guide signs can not be used to provide direction to highway routes or streets.

Figure 3. Bicycle Decision Sign

MUTCD approved on-street bicycle decision sign
(OR MUTCD Supplement 2009)

On-Street Bicycle Decision Sign

Function and Content:

Decision signs clarify route options when many are available. Signs typically consist of a system landmark and space for up to three destinations. Decision signs may also include the specific route or path name. A minimum text height of 2 inches per destination should be used, and character width may vary according to destination length. Oregon's supplement to the MUTCD allows adding distance in miles and/or time (10 miles per hour/6 minute per mile travel speed for bicyclists; 3 miles per hour/20 minutes per mile for pedestrians).

Per the MUTCD and Standard Highway Signs, the standard size for a sign that lists destinations in three lines is 18 inches high by 30 inches wide. However, many municipalities use a vertical format sign that measures 24 inches wide by 30 or 36 inches tall. This is accomplished by omitting the bicycle symbol from each separate line and instead having a single symbol at the top of the sign. Generally, providing 6 inches of vertical space per destination line allows for the 2 inch minimum text height. Sign width is not standardized by the MUTCD.

Table 1: Letter Height Guidance

	Capital Letter Height	Lowercase Letter Height
Roadway Signage	8 inches	6 inches
Bike Signage	2 inches	1.5 inches

Placement:

Decision signs should be placed before decision making points or intersections. Sufficient distance prior to the intersection (based on design speed, number of destinations, and other sign placement factors) should be provided to allow for safe recognition and response to information provided. Care should be taken so the turns or options the sign refers to are obvious. Decision signs should not be placed near side or access paths that could be confused with the primary route.

Figure 4. Bicycle Turn and Confirmation Signs



MUTCD turn sign



MUTCD confirmation sign

On-Street Bicycle Turn Sign

Function and Content:

Turn signs clarify a specific route at changes in direction when only one route option is available. These signs may include a system landmark, route or pathway name, and directional arrow. Standard D1-1 series signs may be used to indicate turns. Turn signs use height and width considerations similar to decision signs. Standard turn arrow signs (M5 and M6 series) may also be used in conjunction with bike route signs to clarify turn movements.

Placement:

Placement signs are located prior to turns to provide users advance notice of a change in direction. Turn signs may be used in conjunction with a decision sign at complex intersections warranting additional guidance.

On-Street Bicycle Confirmation Sign

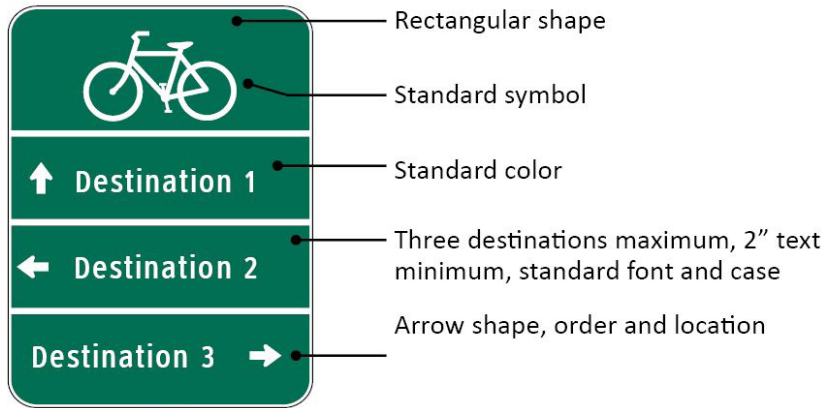
Function and Content:

Confirmation signs, placed after a turn movement or intersection, reassure users that they are on the correct route. System landmark and/or route name may be included. A minimum size of 24 inches wide by 18 inches high should be used for on-street bike route signs.

Placement:

Signs should be placed 50 to 100 feet after decision points. Confirmation signs need not occur after every intersection. They should be prioritized at locations where a designated route is not linear and after complex intersections. Complex intersections include those having more than four approaches, non-right angle turns, roundabouts, or in-direct routing.

Figure 5. Bicycle Decision Sign



Standard MUTCD compliant decision sign

National Signage Guidance

The MUTCD specifies the standard for all traffic control devices (including wayfinding signs and pavement markings) installed on any street, highway, bikeway (including paved shared use paths), or private road open to public travel. The MUTCD was established to achieve uniformity and consistency in traffic control devices so information would be readily recognized and understood by travelers. Both on-street and off-street bicycle facilities are required to follow the standards within the MUTCD.

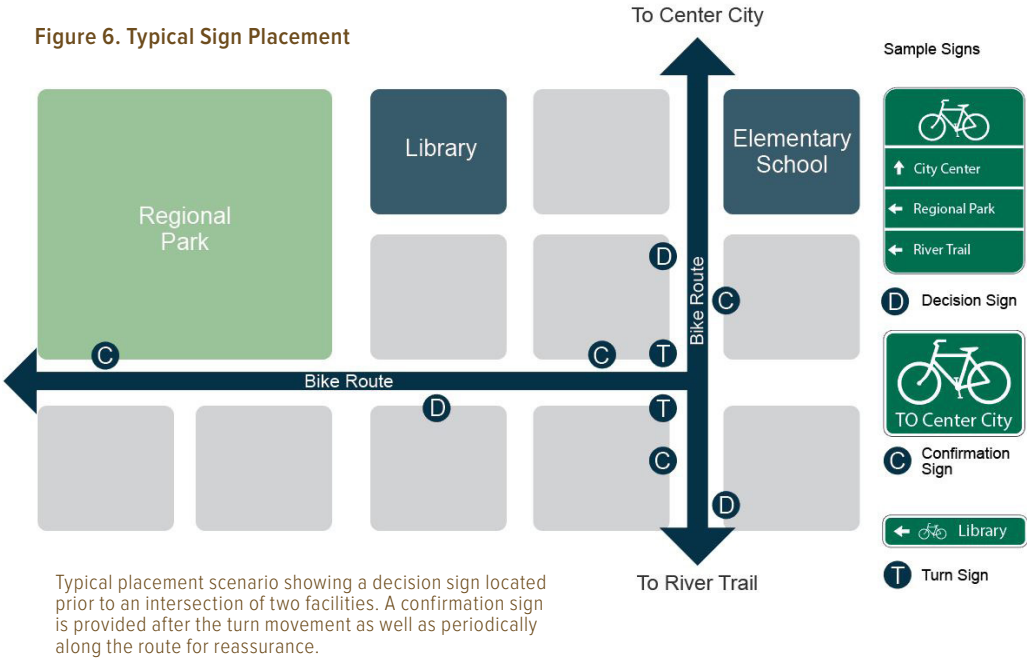
Per the MUTCD, signs should be designed so that:

- Size, shape, color, composition, lighting or retro-reflection, and contrast are combined to draw attention to the sign; simplicity of message combine to produce a clear meaning.
- Legibility and size combine with placement to permit adequate time for response.
- Uniformity, size, legibility, and reasonableness of the message combine to command respect.

Additionally, the MUTCD recommends the arrangement and amount of text, also referred to as legend, on each section of each sign:

- Decision signs should be limited to no more than three lines of destinations, but a single line destination is highly recommended. These include place names, route numbers, street names, and cardinal directions.
- A straight-ahead location should always be placed in the top slot followed by the destination to the left and then the right. If two destinations occur in the same direction, the closer destination should be listed first followed by the farther destination.
- Arrows shall be depicted as shown above for glance recognition, meaning straight and left arrows are to be located to the left of the destination name; while an arrow indicating a destination to the right shall be placed to the right of the destination name. The approved arrow style must be used.
- If limiting the destination name to a single line, the maximum length for a destination title should be 19 characters (including

Figure 6. Typical Sign Placement



spaces) in title case. An ideal length for a single destination title is 10-14 characters (including spaces) in title case. These character limits often necessitate the use of abbreviations or icons, which are also helpful in serving non-English speaking travelers. Standard icon sets and abbreviations will be provided in the final document.

- In situations where two destinations of equal significance and distance may be properly designated and the two destinations cannot appear on the same sign, the two names may be alternated on successive signs.
- Approved fonts include the Federal Series (series B, C, or D), also known as Highway Gothic. FHWA granted interim approval for use of the Clearview font in 2004, but rescinded this approval in January 2016. A contrast level of 70% needs to be achieved between foreground (text and graphics) and background.

FHWA and USDOT have made statements encouraging a flexible approach in support of facilities for bicycling and walking:

- “...DOT encourages transportation agencies to go beyond the minimum requirements, and proactively provide convenient, safe, and context-sensitive facilities that foster increased use by bicyclists and pedestrians of all ages and abilities, and utilize universal design characteristics...” (2010)
- Federal Highway Administration’s (FHWA) support for taking a flexible approach to bicycle and pedestrian facility design. (2013)

While the MUTCD provides standards and guidelines for the design, size, and content of wayfinding signs, many jurisdictions have implemented unique signs to enhance visibility while reinforcing local identity.

Figure 7. MUTCD Spectrum



The MUTCD Spectrum (Fig. 7) shows a range of wayfinding elements that have been implemented by municipalities around the U.S. The range extends from rigid MUTCD on the left to the more flexible options on the right. Signs that adhere to the MUTCD basic minimum standards are readily understood by a wide audience, economical, and simple to fabricate and maintain. Because of their

strict MUTCD compliance, these signs are also clearly eligible to be implemented with federal transportation funding sources. Signs that follow the community wayfinding standards may be costlier to design, fabricate, and maintain, however they have the added benefits of reflecting local character and identity.

Figure 8. Fundamental Wayfinding Elements - On-Street Sign

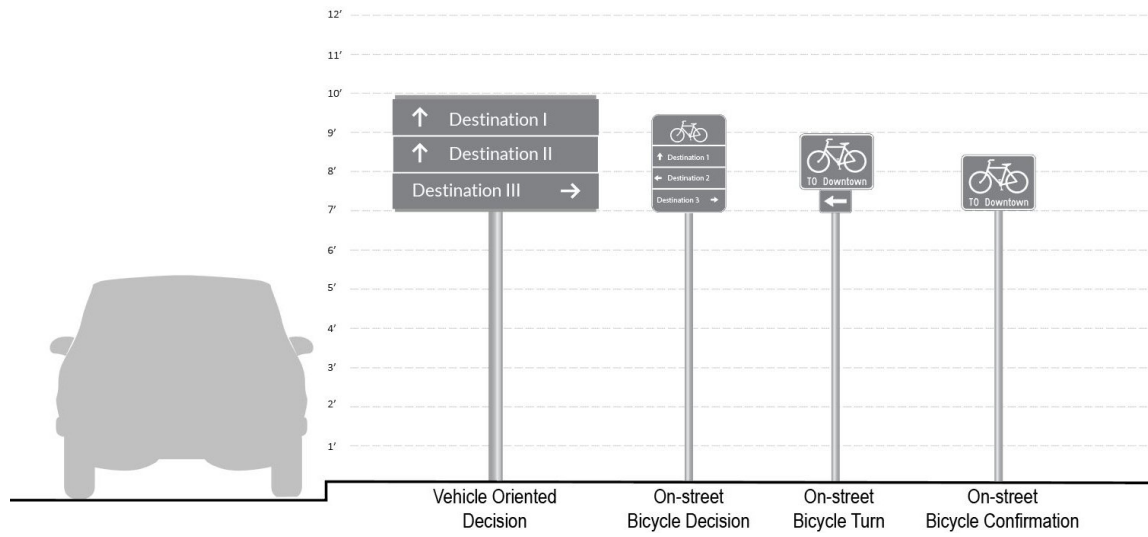


Figure 9. Fundamental Wayfinding Elements - Additional Elements

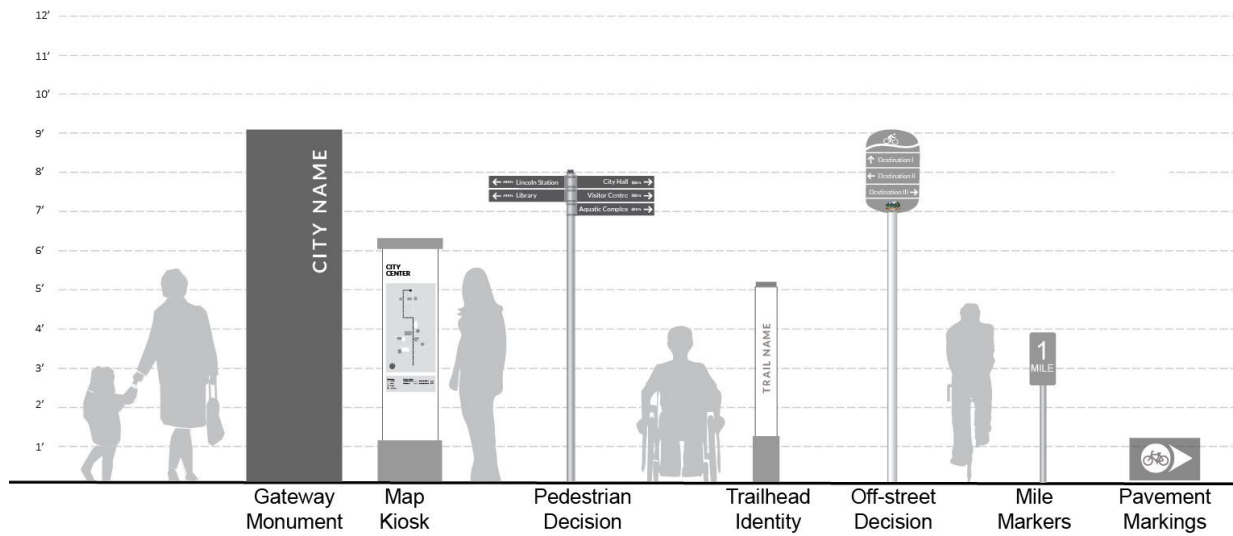
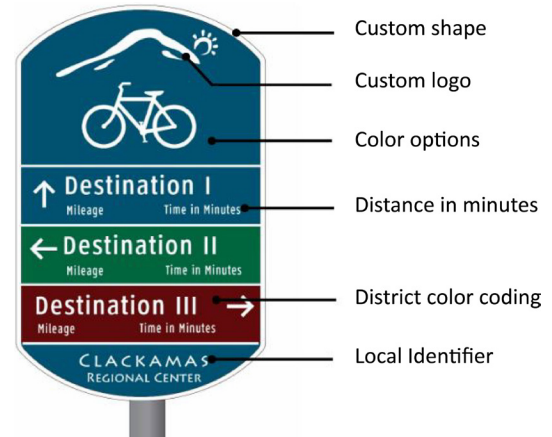


Figure 10. Flexible Decision Sign



Flexible decision sign incorporating community wayfinding standards

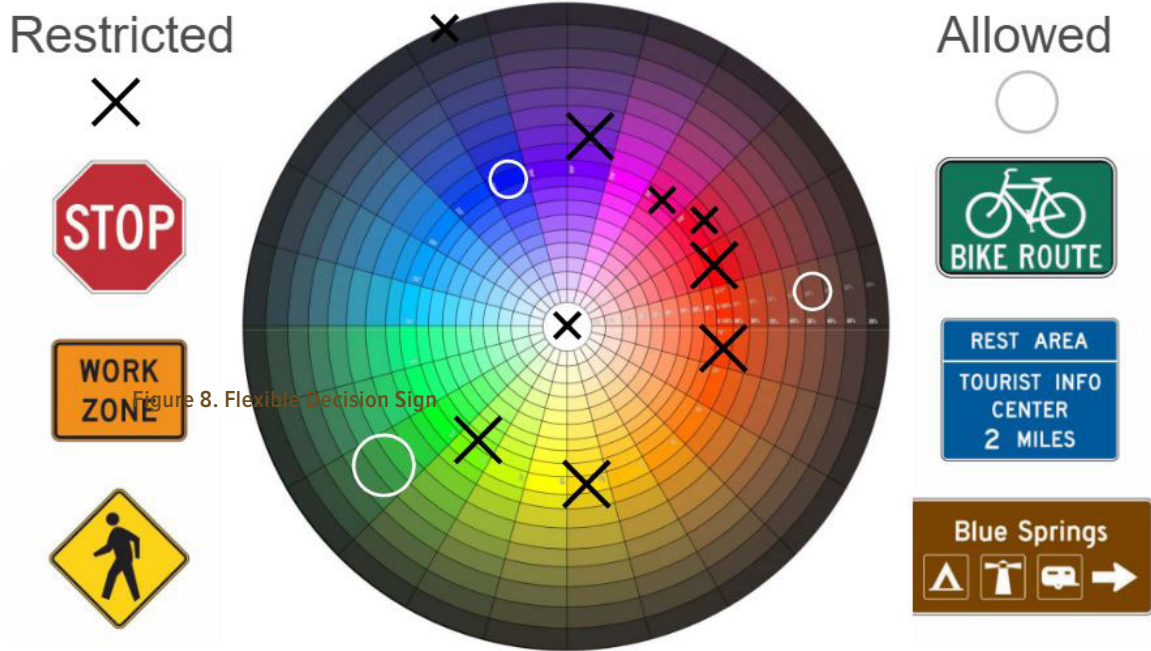
Community Wayfinding Standards

Wayfinding signs, which allow for an expression of community identity and pride, reflect local values and character and may provide more information than signs which strictly follow the basic guidance of Part 9 in the MUTCD. Section 2D.50 of the MUTCD describes community wayfinding signs as follows:

- Community wayfinding guide signs are part of a coordinated and continuous system of signs that direct tourists and other users to key civic, cultural, visitor, and recreational attractions and other destinations within a city or a local urbanized or downtown area.
- Community wayfinding guide signs are a type of destination guide sign with a common color and/or identification enhancement marker for destinations within an overall wayfinding guide sign plan for an area.

The design of the directional arrows provide clarity and are approved by the FHWA (Fig. 10). The standard arrow has been deemed by engineering studies to have superior legibility. Enhancement markers may occupy up to 20% of the sign face on the top or side of the sign.

Figure 11. Color Wheel Diagram



Each of the colors depicted with an "X" are not allowed for use on community wayfinding signs. Colors and the nature of their message is the following: blue (services), brown (recreation), green (guide), orange (construction), pink (incident management), purple (toll roads), red (regulatory), yellow (warning), yellow-green (school zone).

Colors:

Per the community wayfinding standards, color coding may be used on wayfinding guide signs to help users distinguish between multiple potentially confusing traffic generator destinations located in different neighborhoods or subareas within a community or area. Community wayfinding guide signs may use background colors other than green in order to provide a color identification for the wayfinding destinations by geographical area within the overall wayfinding guide signing system.

The MUTCD prohibits the use of some background colors, known as "assigned colors", for community wayfinding signs to minimize possible confusion with critical, higher-priority regulatory and warning sign color meanings readily understood

by road users. "Assigned colors" consist of the standard colors of red, orange, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green, and fluorescent pink.

The color wheel diagram (Fig. 11) depicts colors that are already assigned specific meanings and thus shall not be used on community wayfinding signs. Green is the standard color for guide signs. Blue and brown are also used for traveler information including destination and street name signs. The remaining colors are eligible for use on community wayfinding signs as long as they are sufficiently different from "assigned colors".

Enhanced Navigational Elements

Pavement Markings

Directional pavement markings indicate confirmation of user presence on a designated route and where users should change direction. Especially in urban settings, pavement markings can often be more visible and can help supplement or reinforce signs.

On-Street Markings

The following images show different types of pavement markings used for wayfinding purposes. While the shared lane marking (right, top) is currently the only FHWA approved pavement marking, some cities are testing the effectiveness of other options.

In some places in the US, the chevrons on the top of the MUTCD-standard bicycle symbol are used to indicate the direction of intended travel. Although this practice is not approved by the FHWA or eligible for federal funding, many local transportation engineers are confident that the benefits of the turned, directional chevrons outweigh the risks. For example, Portland, OR installs standard shared lane markings with federal funds and then makes modifications later with local funds to add the directional wayfinding component.

Off-Street Markings

Some pavement markings, including off-street shared use path markings, can give an identity to the route and include directional and trip information, including distances and/or times. While such markings are not included as traffic control devices within the



On-street shared lane marking



Directional shared lane marking (not FHWA approved)



Off-street pavement marking

MUTCD, numerous communities have implemented off-street markings using thermoplastic or other materials. The installation of thermoplastic on concrete trails requires the use of a binder. Other marking materials, such as an epoxy paint, may be more appropriate for this trail surface type.



Mile marker along the Razorback Greenway in Arkansas



Orientation map with color coded districts in Portland, OR.

Mile Markers

Mile markers assist users by measuring distance traveled along an on-street or off-street facility. Furthermore, mile markers provide emergency response personnel points of reference to identify maintenance needs or locations of emergency events. System brandmark, facility name, and distance information in miles may be included as well as jurisdiction identification.

Mile markers should be placed every 1/4 to 1/2 mile along a route. Point zero should begin at the southernmost and/or westernmost terminus points of a facility. Mile numbering is often reset at zero as a facility crosses a jurisdictional boundary, but regionally-significant facilities may choose continuous numbering.

Although it is ideal to place mile markers on the right-hand side of the path facing bicycle traffic, they may also be installed on one side of a pathway, on a single post, front and back or embedded in the facility surface itself.

Map Kiosks

Kiosks with area and/or citywide orientation maps can provide helpful navigational information, especially where cyclists and pedestrians may be stopping long enough to digest more information (i.e. transit stations or stops, busy intersections, trail heads). The use of icons and high contrasting colors can make maps comprehensible to a wider audience.

Adding circles that indicate walk and bike times provides encouragement to explore urban areas. Additionally, orienting signs with respect to the audience's view (known as a "heads up orientation") is considered by wayfinding practitioners to be more intuitive than maps where north is at the top.



Lents Town Center gateway in the Lents neighborhood in Portland, OR



Cedar Park Entry Monument in Cedar Park, TX

Gateway Monuments

A Gateway Monument is typically any freestanding structure or sign that will communicate the name of a local entity. Gateway signs provide the first welcome to visitors while reinforcing community identity, pride, and sense of place. They should be integrated into the greater wayfinding plan in order to create a unified, welcoming, and legible system.

Gateway Monuments should:

- Be visible from the traveled way and should be placed at the approach into a local entity, to avoid motorist distraction and visual clutter. There should be a maximum of one Gateway Monument.
- Include the officially adopted seal or slogan of the local entity, however this is not required.
- Be located well beyond the clear recovery zone or otherwise placed to minimize the likelihood of being struck by an errant vehicle.
- Be kept clean, free of graffiti, and in good repair. Their care should be incorporated into City maintenance schedules prior to their installation.
- Be developed and placed to require low or no maintenance to minimize exposure of workers and others to potential risks. Protective graffiti resistant coatings should be applied.
- Be composed of materials that are durable for the projected life span of the project.
- Be appropriate to the proposed setting and community context.
- Be in proper size and scale with its surroundings.



Philadelphia pedestrian wayfinding system



Directional sign currently being implemented in Kelowna, British Columbia

Pedestrian Decision Sign

Pedestrian decision signs can enhance a user's awareness of surrounding destinations by using color to clearly recognize districts and attractions. Expressing the proximity to local destinations encourages locals and visitors to explore and visit historic areas and landmarks.

Off-street Decision Sign

Directional signs use arrows to point to nearby destinations, especially at intersections where navigational decisions must be made. These signs name the destinations and may also provide the distance to them.

For pedestrians, the placement of directional signs can be more flexible because pedestrians have more time to pause and interpret the sign. Cyclists, who may be riding faster or together with automobile traffic, require directional signs at prescribed distances before a potential decision point so that they can properly position themselves to make a turn.

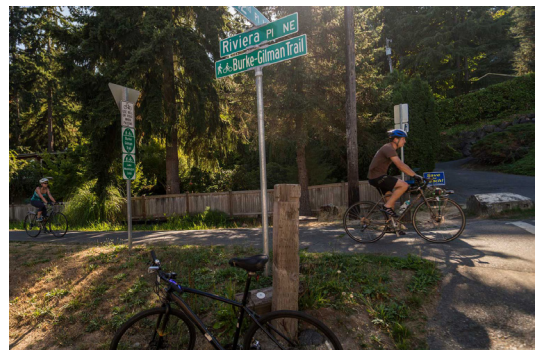
Off-street decision signs should be placed a minimum of 24 inches from edge of the facility and be mounted at least 4 feet high.



Trail sign along the Razorback Greenway in Arkansas.

Trail Identity Sign

Trail identity signs can be located at intersections or trailheads to communicate the facility name. A sign blade indicating the name of the off-street facility can also help bring awareness and attention. Signs should meet MUTCD standards. If signs cannot be provided, pavement markings can provide similar information.



Burke-Gilman trail in Seattle, WA

Wayfinding Sign Placement Guidance

Wayfinding Placement Logic

A hierarchy of destinations is established in to order consistently select and arrange destination names for inclusion on signs. It is not possible to name all places on signs, therefore a system of prioritization is used to stagger signs along a route.

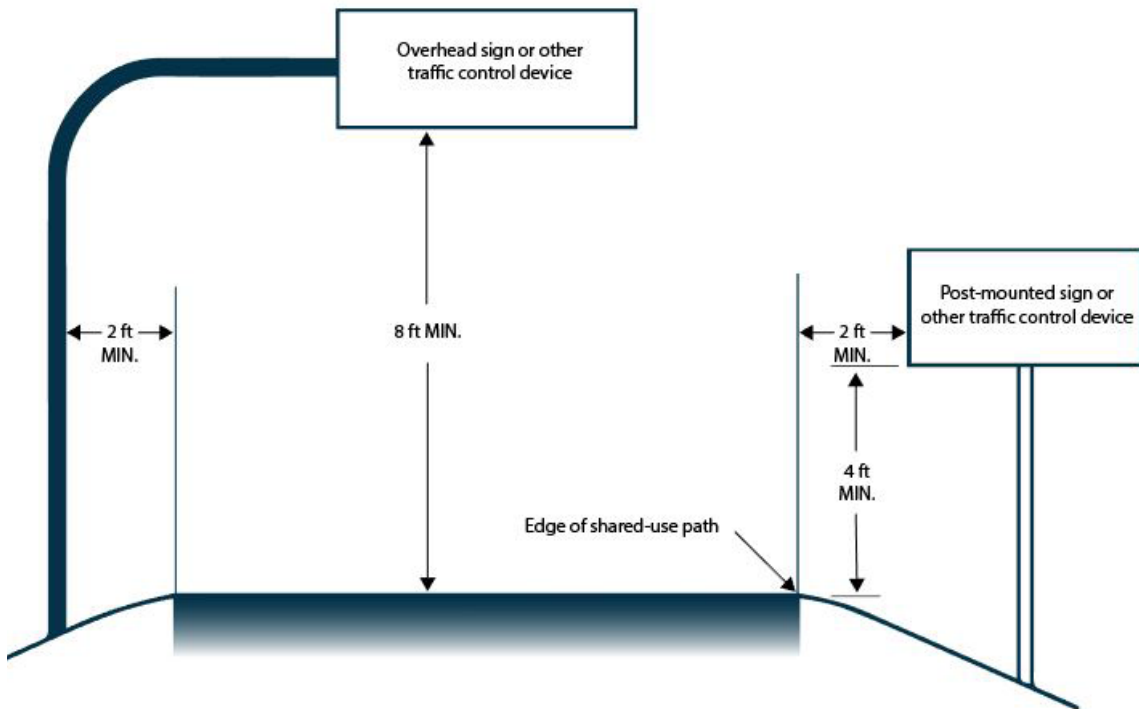
Developing a wayfinding system follows a process that includes identifying and prioritizing destinations; identifying common routes that link to major destinations; identifying important transfer locations or decision points along these routes; and finally determining the best location to place signage.

The *Guide for the Development of Bicycle Facilities* by the American Association of State Highway Transportation Officials (AASHTO) provides information on the physical infrastructure needed to support bicycling facilities. Most of this guidance applies to off-street facilities as well. The AASHTO Guide largely defers to Part 9 of the MUTCD for basic guidelines related to the design of wayfinding systems.

Additional information provided by AASHTO regarding wayfinding is as follows:

- Many communities find that a wayfinding system as a component of an active transportation network enhances other encouragement efforts, because it provides a visible invitation to new users, while also encouraging current or experienced users to explore new destinations.
- Wayfinding signs should supplement other infrastructure improvements so that conditions are favorable, as signs alone do not improve safety or rider comfort.
- Guide signs may be used to designate continuous routes that may be composed of a variety of facility types and settings.
- Wayfinding guidance may be used to provide connectivity between two or more major facilities, such as a street with bike lanes and/or sidewalks and a shared-use path.
- Wayfinding may be used to provide guidance and continuity in a gap between existing sections of a facility, such as a bike lane or shared-use path.
- Road/path name signs should be placed at all path-roadway crossings to help users track their locations.
- Reference location signs (mile markers) assist path users in estimating their progress, provide a means for identifying the location of emergency incidents, and are beneficial during maintenance activities.

Figure 12. Minimum Clearances on Shared-Use Paths



(Source: MUTCD Figure 9B-1)

Accessibility Standards

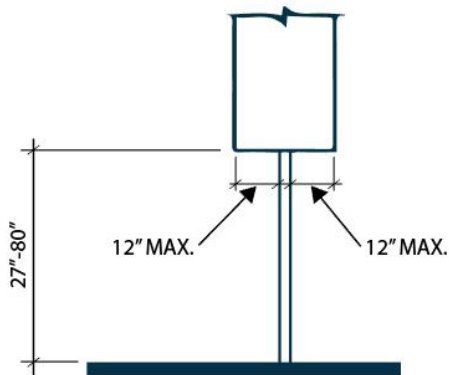
As wayfinding systems often relate to accessible routes or pedestrian circulation, it is important to meet technical guidance from the Americans with Disabilities Act 2010 Standards for Accessible Design in order to implement wayfinding elements that do not impede travel or create unsafe situations for those with disabilities.

The following are standards that should be considered when designing and placing wayfinding signs.

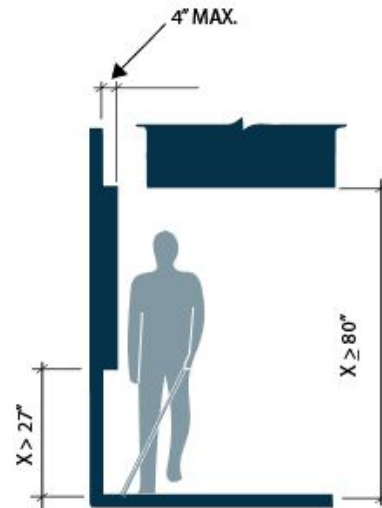
Vertical Clearance

Vertical clearance shall be 96 inches high maximum (when overhanging the an off-street facility), or 48 inches minimum from the grade of the off-street facility to the bottom of the sign and 24 inches from the edge of the facility tread to the edge of the sign when the sign is mounted adjacent to the facility.

Figure 13. ADA Standards Diagrams



(Source: ADA Standards Figure 307.3)



(Source: ADA Standards Figure 307.2)

Post-Mounted Objects

Where a sign or other obstruction is mounted between posts or pylons and the clear distance between the posts or pylons is greater than 12 inches, the lowest edge of such sign or obstruction shall be 27 inches minimum or 80 inches maximum above the finish floor or ground.

Protruding Objects

Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path.

Required Clear Width

Protruding objects may not, in any case, reduce the clear width required for accessible routes. Generally, this requirement is met by maintaining 4 feet minimum clear width for people maneuvering mobility devices. This requirement applies to sidewalks and other pedestrian circulation paths.

Shared Use Paths

Accessibility standards for shared-use paths are being developed by the Architectural and Transportation Barriers Compliance Board (Access Board).



Chapter 4

Mapping

A central principle of wayfinding is consistent, easily understood and legible communication of destination names.

Destination Hierarchy

There are three types of potential destinations that could be included on signs. Level 1 destinations should receive first priority on wayfinding signs, followed by Level 2. Level 3 destinations should only be included when other destinations are not present to fill available slots on a sign. All destinations to be included on the signs should be open and accessible to the public.

Level 1—Districts and Neighborhoods

Level 1 destinations provide specific navigational information by directing users to recognizable districts and neighborhoods. These may be city centers; historic, commercial, cultural, or educational districts; or neighborhoods with a distinct and recognizable name and character. Emphasis should be placed on districts providing a mix of services. Level 1 destinations should be included on signs up to four miles away.

Level 2—Landmarks

Level 2 destinations are specific landmarks or major attractions which generate a high volume of visitors. Landmarks include transit stations, major

tourist venues, regional parks, open spaces, and post-secondary educational institutions. Level 2 destinations should be signed up to two miles away.

Level 3—Local Destinations

Level 3 destinations are local destinations such as civic buildings, parks, high schools, shopping centers, and healthcare facilities. They typically occur on signs in low-density areas where few other destinations are present or along pathways not connecting higher priority (Level 1 and 2) destinations. Level 3 destinations may be signed up to one mile away.

Naming Guidance

Sign guidance outlines a standard approach for names of destinations that can reasonably fit on signage. Typically, 14-15 characters (including spaces) is the ideal length for destination names, and 19 characters is roughly the longest that will fit on a sign.

Approved Destinations

For St. Helens, Level 1 destinations are the Historic District, the Houlton Business District, and the proposed Riverfront District that will be redeveloped in the future. Level 2 destinations are major attractions or landmarks and Level 3 destinations are local attractions.

Table 2 shows the approved destinations, along with the abbreviated name of the destination as it will appear on wayfinding signage.

Table 2: Approved Destinations

<i>Tier 1 - Neighborhoods & Districts</i>	
Tier 1 destinations include neighborhoods and districts of St. Helens that have been identified within City documents. Districts are generally areas that include several destinations which together generate traffic.	
<i>NAME</i>	<i>ABBREVIATION</i>
Houlton Business District	Houlton Bus Dist
Riverfront District	Riverfront Dist
St. Helens Downtown Historic District	Historic Dist
<i>Tier 2 - Landmarks</i>	
Tier 2 destinations are specific landmarks that generate a high amount of interest and travel for visitors and residents alike.	
<i>NAME</i>	<i>ABBREVIATION</i>
Grey Cliffs Park	Grey Cliffs Park
Columbia View Park	Columbia View Park
McCormick Park	McCormick Park
McCormick Park Veteran's Memorial	Veteran's Memorial
Campbell Park	Campbell Park
Dalton Lake	Dalton Lake
Nob Hill Nature Park	Nob Hill Park
Eisenschmidt Pool	Pool
Botanical Gardens	Botanical Gardens

City Hall	City Hall
Columbia County Courthouse	Courthouse
County Sheriff's Office & Justice Facility	Sheriff's Office
County Courthouse Plaza	Courthouse Plaza
St. Helens Marina Boat Launch	Boat Launch
Public Docks	Public Docks
St. Helens Public Library	Library
Oregon State Police	State Police
St. Helens Police Station	Police
Fire Station	Fire Station
Legacy Urgent Care Clinic	Urgent Care
Columbia Community Mental Health	CC Mental Health
CC Rider Transit Center	Transit Center
South Columbia County Chamber of Commerce	Chamber of Com
St. Helens Senior Center	Senior Center
Columbia County Fairgrounds	Fairgrounds
Scappoose Bay Marina	Scappoose Bay

Tier 3 - Local Destinations

Tier 3 destinations are locally important places and receive a tertiary level of priority.

NAME	ABBREVIATION
St. Helens High School	High School
St. Helens Middle School	Middle School
Lewis & Clark Elementary School	Lewis & Clark Elem
McBride Elementary School	McBride Elem
Post Office	Post Office
Department of Motor Vehicles	DMV
Columbia River Fire & Rescue Administration Office	Fire Dist. Office
National Guard Armory	Armory
Columbia County Road Department	County Road Dept
Public Health Foundation of Columbia County	Public Health
Columbia County History Museum	History Museum

Mental Mapping

Exploring how members of a community remember and perceive the built and natural environment is part of the process of developing a wayfinding system. In order to understand common destinations in St. Helens, members of the wayfinding committee were asked to draw a map of St. Helens from memory. Drawing a map from memory reveals the mental or cognitive maps individuals retain of a place, their perceptions of a place, and the locations that are most important to them.

The mental maps of St. Helens (Fig. 14) highlight prominent routes, major landmarks, and city features. Each map is different yet the maps contained many similar defining features of St. Helens.

Highway 30, Old Portland Road/Gable Road, and Columbia Boulevard/St. Helens Street are defining paths into and out of St. Helens. The mental maps confirmed the main nodes as the Historic and the Houlton Districts, where people travel for shopping, dining, civic destinations, and recreation. The City's numerous parks are noted on the mental maps, as are the public docks and waterfront areas.

The Columbia River is also a defining feature as it travels through the region. Major landmarks include the Columbia County Courthouse, City Hall and the St. Helens Public Library. The mental maps help form an understanding of St. Helens. The maps also provide qualitative feedback on the priority destinations list and the route prioritization modeling by confirming important decision points, destinations, and commonly used routes throughout the community.

The following is a list of the common routes and destinations that were detailed in the participants' drawings:

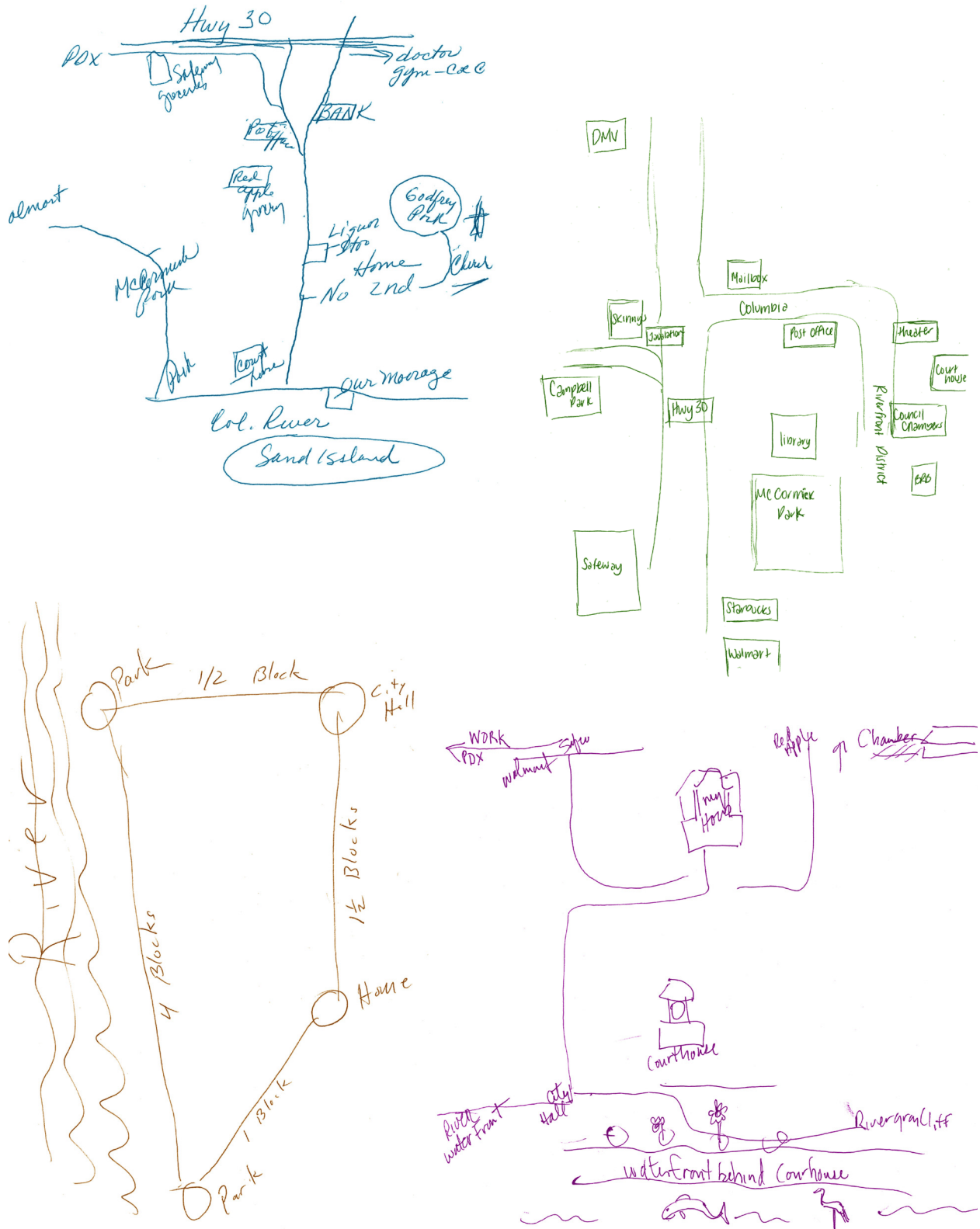
Destinations

- Columbia River
- Columbia County Courthouse
- City Hall
- St. Helens Public Library
- Plaza Square
- St. Helens High School
- St. Helens Middle School
- St Helens Marina
- Walmart (Highway 30 and Gable Road)
- Safeway (Highway 30 and Gable Road)
- Grey Cliffs Waterfront Park
- Columbia View Park
- McCormick Park
- Campbell Park
- Godfrey Park
- Post Office
- DMV

Routes

- Highway 30
- Old Portland Road
- St Helens St.
- 6th Street
- Gable Road
- Columbia Boulevard
- Pittsburg Road
- West Street
- Millard Road

Figure 14. Mental Mapping Exercise Drawings



Sign Placement

Highway 30 and arterial roadways have higher traffic speeds and volumes, and offer important connections to and through St. Helens. Collector roadways and local streets have moderate to lower traffic volume and serve routes within the community. Wayfinding signage and directional signage is located on appropriate or major routes. Pedestrians travel a diversity of routes, all bound by the distance they can comfortably walk.

Decision or access points highlight the logical stages of a journey where travel decisions may be made and where wayfinding information is appropriate.

Map 1 shows the recommended sign placement locations. Bicycle signs are illustrated in dark blue dots, pedestrian signs are illustrated in blue triangles, and vehicle signs are illustrated in red squares.

Vehicular directional signs are not included on Highway 30, as ODOT will not allow vehicular directional signs within the ODOT right of way that differ from MUTCD.

Map 1. Sign Placement



0 0.125 0.25 MILES



LEGEND

- Bicycle Sign
- ▲ Pedestrian Sign
- Vehicle Sign
- Destination Districts
- Parks

Route Prioritization

As part of the planning process, routes were prioritized based on route readiness, proximity to destinations, and overall need and gap closure as there relate to navigational challenges in the City. The results of the prioritization process helped to select and prioritize locations for wayfinding improvements. The results are visualized in the initial vehicle route prioritization (Map 2), the initial bicycle route prioritization (Map 3) and the final route prioritization (Map 4).

Wayfinding Route Prioritization Methodology

A route prioritization score was assigned to each street segment in the project area. The prioritization criteria are based on an analysis of available data in St. Helens and best practices in bicycle wayfinding system design. Applying the criteria to the study area produced two separate scores for each street segment: one for bicycle wayfinding and one for motor vehicle wayfinding. Sufficient data are not available for a quantitative prioritization of pedestrian routes. Therefore, the bicycle prioritization results were adopted and applied to pedestrian routes through a qualitative process.

Prioritization Criteria

Bicycle Facilities

Each segment received a score based on the presence of a bicycle facility (existing, planned, or no facility). This criterion only applies to the bicycle wayfinding score. Segments with existing or planned bicycle facilities are a higher priority for bicycle routes and wayfinding.

Proximity to Destinations

Each segment received a score based on the number (and tier) of destinations within a half mile. The more destinations near the segment, the greater the need for wayfinding improvements. This criterion was weighted higher than the others because the relationship to destinations is a key aspect of wayfinding.

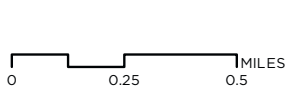
Population and Employment Density

Each segment received a score based on the number of people who live and work nearby (within 0.25 miles). The population score was drawn from the 2010 Census, at the Census Block level. The employment score was derived from 2014 Longitudinal Employer–Household Dynamics (LEHD) data. A composite score was created by totaling the population and employment scores for each segment. The composite scores were converted to a scale from 2-10, with 10 representing the greatest number of people living and working near the segment.

Houlton and Riverfront District Corridors

Segments received a score based on their presence within the Houlton and Riverfront District Corridors. The Houlton and Riverfront District Corridors are focus areas for street improvements in the 2015 St. Helens Corridor Master Plan. Segments within these corridors were scored higher for the motor vehicle wayfinding score because of these scheduled infrastructure investments.

Map 2. Initial Motor Vehicle Route Prioritization



MOTOR VEHICLE
PRIORITIZATION SCORE

- 0-20
- 21-25
- 25-30
- 31-35
- 36+

DESTINATIONS

- Points of Interest
- Destination Districts
- Parks

Map 3. Initial Bicycle Route Prioritization



0 0.25 0.5 MILES



BIKE PRIORITIZATION SCORE

- 0-20
- 21-25
- 26-30
- 31-35
- 36+

DESTINATIONS

- Points of Interest
- Destination Districts
- Parks

Map 4. Final Route Prioritization



LEGEND

- Primary Route
- Secondary Route
- Points of Interest
- Destination Districts
- Parks



Chapter 5

Design

The design incorporated national best practices, community input, local materials, and distinctive architectural details to create a unique wayfinding identity rooted in the history and landscape of St. Helens.

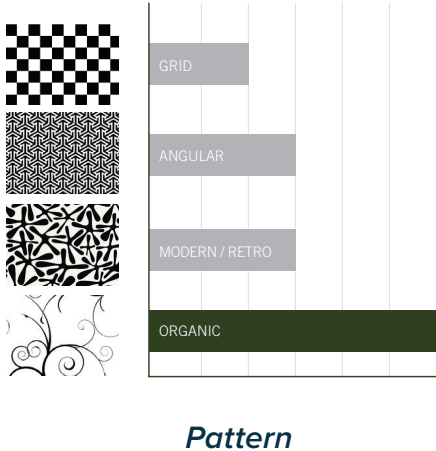
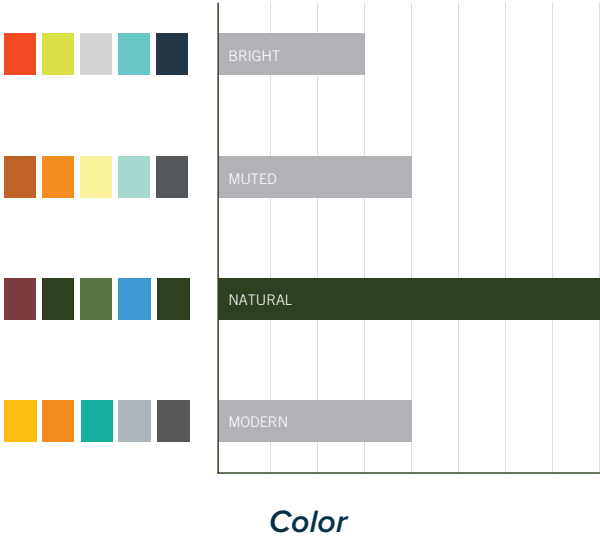
Design Process

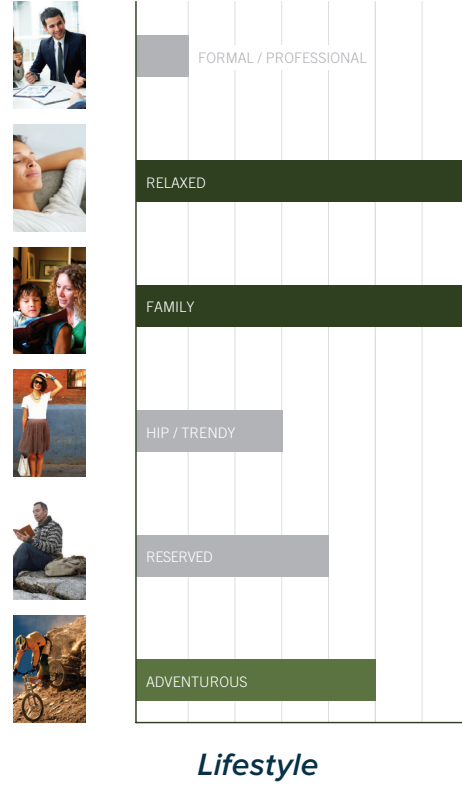
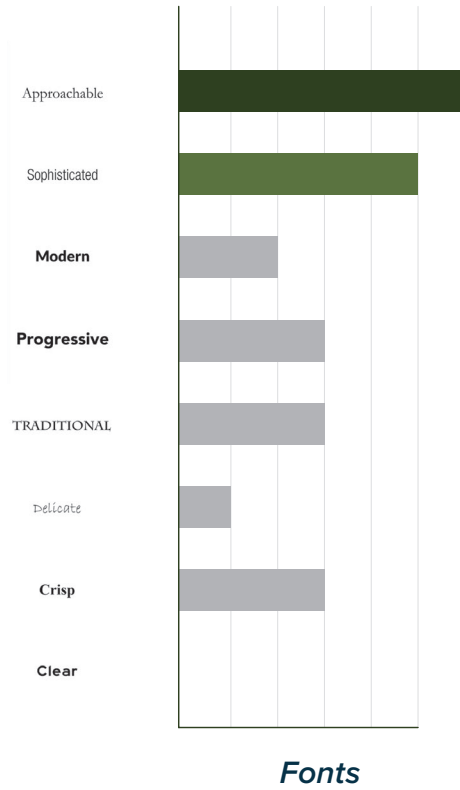
Consultation with City staff and community stakeholders provided the design team with valuable information to guide the City of St. Helens Branding and Wayfinding Master Plan.

A visual preference survey (Fig. 15) was shared with stakeholders to gain a better understanding of the preferred design aesthetic of St. Helens, and the potential direction for the design concepts of the wayfinding sign family.

By asking what words, colors, icons, fonts, typography, materials, and patterns best convey the desired experience and qualities of St Helens, the design team was able to prepare a series of preliminary conceptual designs (Fig. 17-19), which were later finalized into the preferred design (Fig. 20-22).

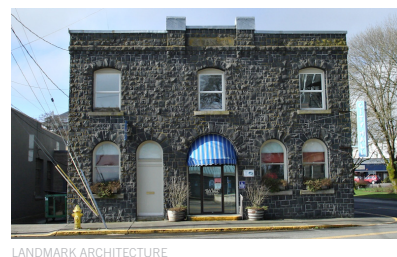
Figure 15. Visual Identity Preference Activity





FRIENDLY
INVITING
PEACEFUL
ACCESSIBLE
HEALTHY
ADVENTURE
CONNECTED
SAFE
ORGANIC
RELAXED
ENDURING
ENERGETIC
BOLD
FUN
EXERCISE
SIMPLE

Themes



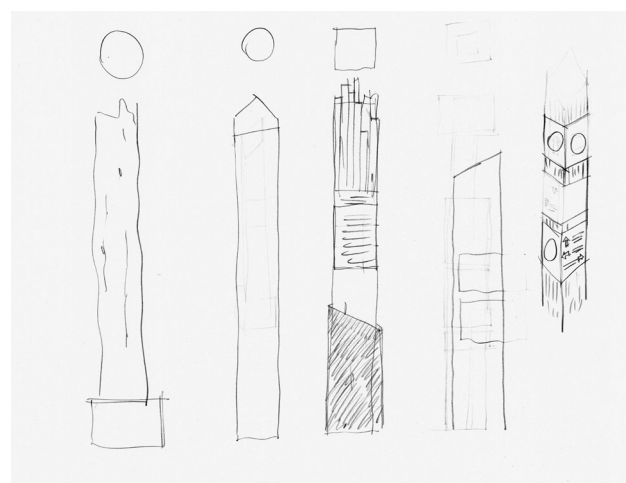
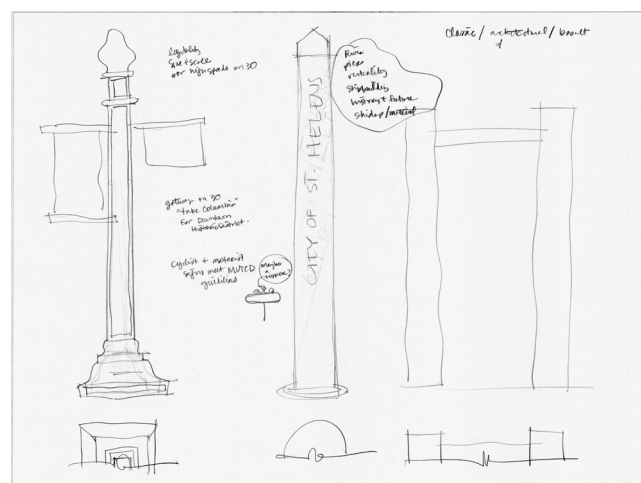
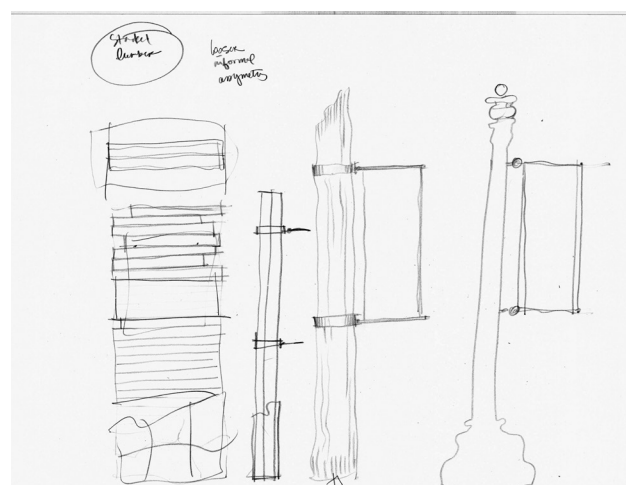
Context

Architectural elements

Vertical or climatic

climatic

vertical element



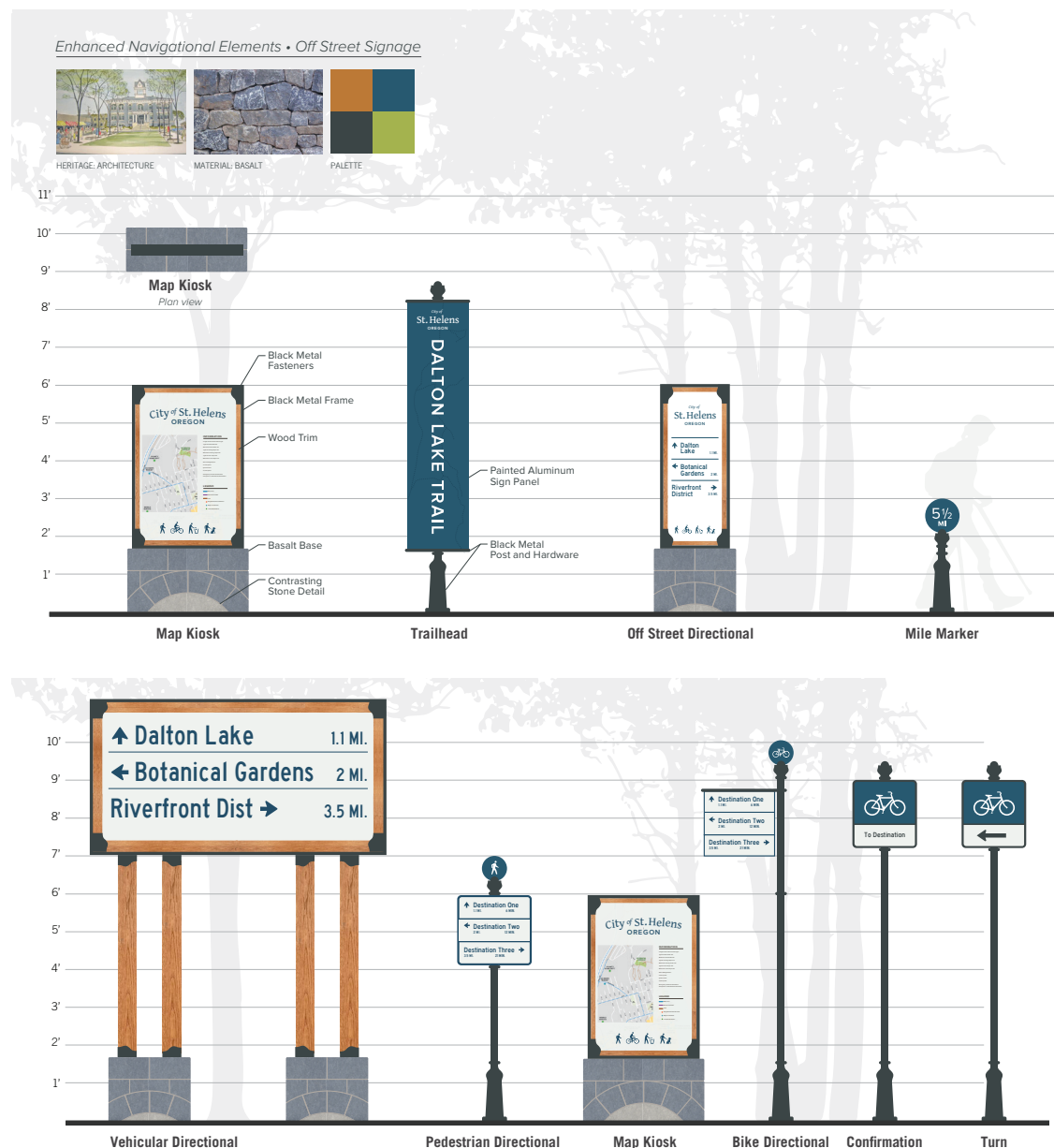
Design Options

Three design options were developed based on community feedback through the visual preference survey.

Option 1: Stone

The Stone concept is inspired by the distinctive architectural style of St. Helens historic civic buildings. Local basalt is at the heart of the materials palette, complemented by wood and dark metal. This concept is intended to harmonize with the existing streetscape.

Figure 17. Option 1: Stone



Option 2: Timber

The Timber concept celebrates St. Helens' history as a lumber mill town and port. The design of the slatted wood signs is based on the sculptural forms of freshly milled lumber stacked for air drying at a lumberyard. Board-formed concrete and a forest-inspired colors round out the palette.

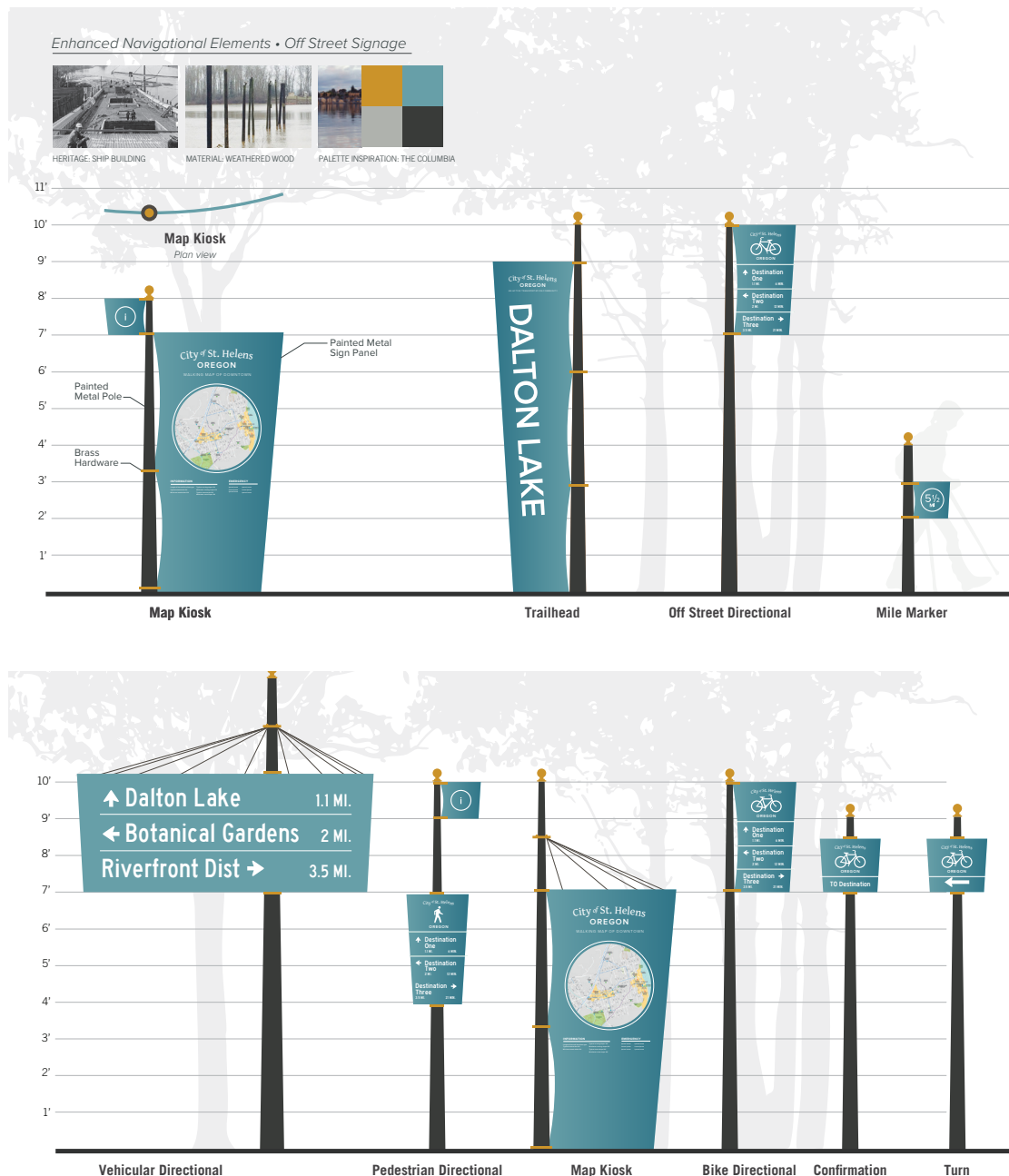
Figure 18. Option 2: Timber



Option 3: River

The River concept highlights St. Helens' connection to the Columbia and the town's legacy of ship building. The organic forms and light, airy color palette are intended to create an approachable, inviting family of signs.

Figure 19. Option 3: River



Preferred Design

Based on community feedback from the three design options, a preferred design was developed.

The family of wayfinding elements for St. Helens will define a sense of place in a way that is clear and simple, reflects local character, and integrates well among other landscape, streetscape, and transportation elements.

The bright, clean, and modern interpretation of a nautical color palette will be used throughout the sign family, with large and legible text. The soft arching wave shape will be used in

the top of the larger signs, with color coded directional arrows and pavement markings used to indicate the district (Fig.20-21). The sign poles are chosen to match the existing, historic light poles in St. Helens (Fig. 21).

The Gateway Arch (Fig. 22), to be placed over Columbia Boulevard, will be constructed of painted aluminum for ease of maintenance.

The wayfinding design elements can be incorporated into facility and other municipal signage, as signs are updated.

Figure 20. Enhanced Navigational Elements - Off Street Signage



Figure 21. Fundamental Navigational Elements - On Street Signage

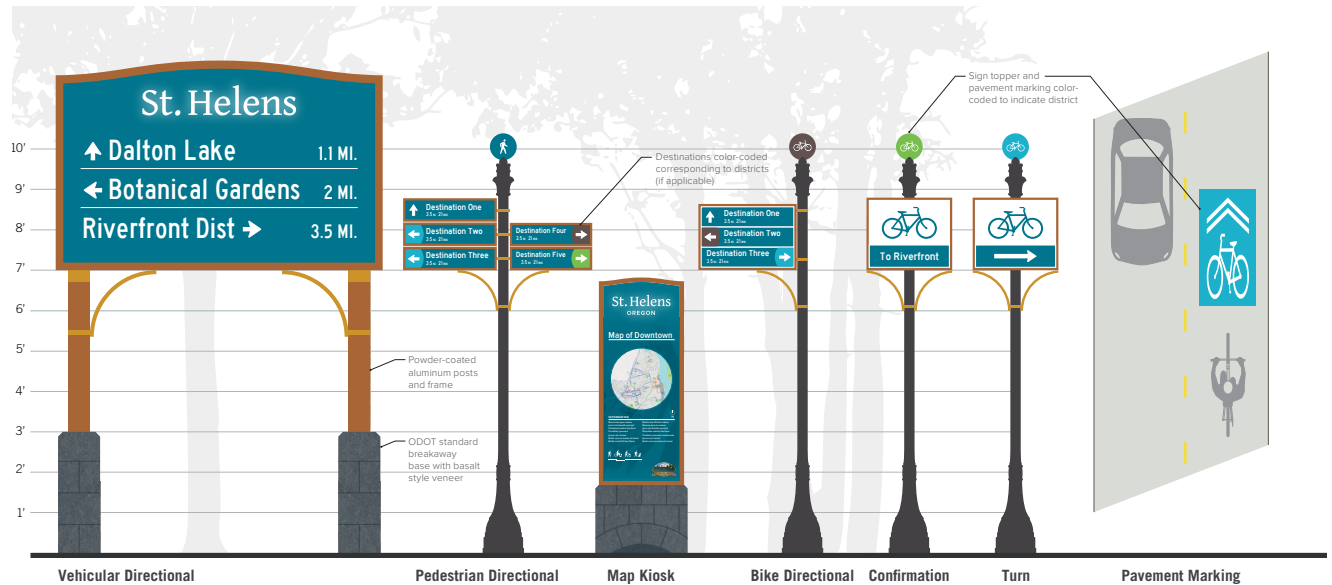
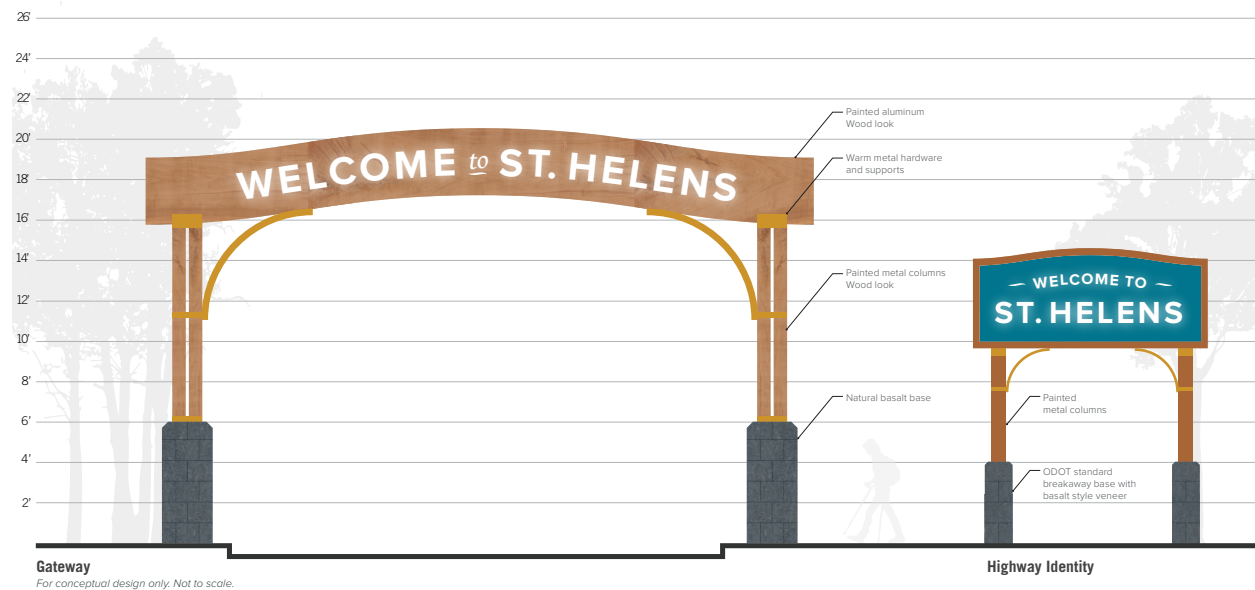


Figure 22. Identity Signage



A large, stylized fish sculpture, possibly a carp or koi, is the central focus. It is positioned in a park-like setting with grass and a paved path. The sculpture is dark and has a textured, scale-like appearance. A dark teal semi-transparent rectangle is overlaid on the left side of the image, containing the text 'Chapter 6' and 'Appendices'.

Chapter 6

Appendices

Appendix A: References

Abbreviations

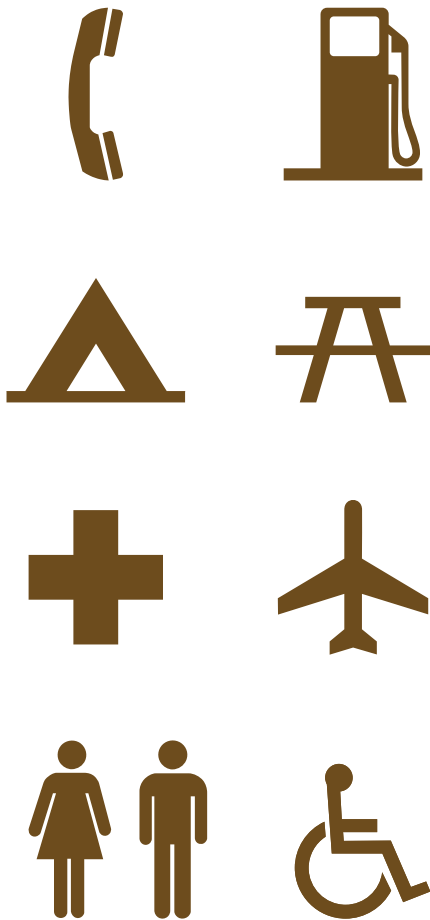
When placing destination names on signs, the use of abbreviations should be kept to a minimum whenever possible.

When insufficient space is available for full wording, abbreviations may be used. Acceptable abbreviations according to the MUTCD are included below. Unless necessary to avoid confusion, periods,

commas, apostrophes, question marks, ampersands, and other punctuation marks or characters that are not letters or numerals should not be used in any abbreviation.

Word Message	Abbreviation
Alternate	ALT
Avenue	AVE
Bicycle	BIKE
Boulevard	BLVD
Center (as part of a place name)	CTR
Circle	CIR
Court	CT
Crossing (other than highway)	X-ING
Drive	DR
East	E
Hospital	HOSP
Information	INFO
International	INTL

Word Message	Abbreviation
Junction/Intersection	JCT
Mile(s)	MI
Minutes Per Hour	MPH
Minute(s)	MIN
Mount	MT
Mountain	MTN
National	NATL
North	N
Parkway	PKWY
Pedestrian	PED
Place	PL
Road	RD
South	S
Street	ST
Telephone	PHONE
Terrace	TER
Trail	TR
West	W



Icons & Symbols

Icons and symbols can be welcome additions to wayfinding signage design toolkit because they help to communicate information simply and expand comprehension beyond those with English language proficiency. Where proficiency is low, icons and symbols can substitute for words or concepts that are hard to explain or translate, such as trailhead, transit, or school.

Universal symbology and iconography that have been developed by the AIGA (telephone, first aid, toilets), National Park Service (campsite, toilet, scenic view, airport, picnic area), and others (handicap, passenger rail, light rail) are familiar to most people and translate across most languages and cultures.

Use of symbols and icons on wayfinding signage, especially within names of destinations, can save space and improve legibility and comprehension.

Sources

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United States Access Board. <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/shared-use-paths/about-this-rulemaking>

Appendix B: Design Intent

Forthcoming...

To include design intent/sign
placement plan/sign demo
and relocation plan

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 07.31.2017

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

Prepared adoption ordinance for Urban Renewal.

Received notice from the County regarding their currently proposed land use code amendments pertaining to marijuana uses. **See attached.** I believe we received such since the City owns property in the County (e.g., the watershed). The first public hearing on the matter is August 7th.

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGB for a 2 parcel land partition of a 3 acre property at 34299 Bachelor Flat Road. **See attached.**

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

July 11, 2017 meeting (outcome): This was a late one lasting from 7pm to about midnight. The Commission approved all applications as detailed in last month's report. The exception was one of the Variances that was a part of the Community Action Team project at their N. 17th Street facility, which was denied.

August 8, 2017 meeting (upcoming): One public hearing for a Zone and Comprehensive Map change at 1160 and 1170 Deer Island Road. The Council will see this one in September. The Commission will also review the draft Branding and Wayfinding Master Plan.

HISTORIC PRESERVATION

Both the Associate Planner and I have a meeting with State Historic Preservation staff for our 2nd four-year review. Purpose is to make sure we are fulfilling our obligations as a Certified Local Government (CLG) and to ask questions. Shared some good ideas, code amendment ideas and such. We remain a CLG!

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Routine data updates. Software updates this month too.

MAIN STREET PROGRAM

It is certain that we will not get a RARE participant this year. Given increasing development activity that Planning staff has to manage and that the city has directly helped SHEDCO for over 6 years with financial support exceeding \$100,000 as well as staff time to manage/supervise the

Main Street/Community Coordinator position, it's time to let SHEDCO be independent. That was the ultimate goal starting with coordinator #1 six years ago.

STREET VACATION MATERIALS REQUESTED

When someone desires to vacate a public right-of-way, they need to begin by getting certain applications materials/information furnished by the Planning Department.

This month Harvey Bilton picked up such materials to vacate some of the 10th Street ROW between Columbia Boulevard (an improved street) and the Willamete Street ROW (unimproved Jackass Canyon).

Also Rick Scholl initiated the process to get such materials to vacate portion of right-of-way between where the N. 8th Street and N. 9th Street rights-of-way intersect with the Wyeth Street right-of-way.

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

RECEIVED

June 30, 2017

JUL - 3 2017

REFERRAL AND ACKNOWLEDGMENT

CITY OF ST. HELENS

To: City of St Helens

NOTICE IS HEREBY GIVEN to notify you that Columbia County Board of Commissioners has proposed amendments to land use regulations that may affect the permissible uses of your property and other properties. The proposed regulations pertain to the review processes, and applicable standards for marijuana uses in unincorporated Columbia County. Our records indicate you own land in a zoning district that may be affected by proposed land use regulations relating to marijuana uses.

THIS APPLICATION IS FOR: () Administrative Review; (X) Planning Commission, Hearing Date: **August 7, 2017**

PLEASE RETURN BY: 07/12/17

Planner: Deborah Jacob or Glen Higgins

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

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

COMMENTS: _____

Signed: _____ **Printed Name:** _____

Title: _____ **Date:** _____

COLUMBIA COUNTY



OREGON

DEPARTMENT OF LAND DEVELOPMENT SERVICES
PLANNING DIVISION

Columbia County Courthouse, St. Helens, Oregon 97051
Phone: (503)397-1501 Fax: (503)366-3902

NOTICE OF LAND USE ACTION
(Required by ORS 215.503)

This is to notify you that Columbia County Board of Commissioners has proposed amendments to land use regulations that may affect the permissible uses of your property and other properties. The proposed regulations pertain to the review processes, and applicable standards for marijuana uses in unincorporated Columbia County. Our records indicate you own land in a zoning district that may be affected by proposed land use regulations relating to marijuana uses.

On August 7, 2017, at 6:30 p.m., the Columbia County Planning Commission will hold a public hearing regarding the adoption of amendments to the text of the Columbia County Zoning Ordinance relating to marijuana uses. The hearing will be held in Room 351 on the Third Floor of the Columbia County Courthouse, 230 Strand Street, St. Helens, Oregon.

The Columbia County Board of Commissioners has determined that adoption of these text amendments may affect the permissible uses of your property, and other properties in the affected zoning districts, and may change the value of your property. The proposed amendments are to the text of the Columbia County Zoning Ordinance in Section 1803, which contain special use standards for marijuana land uses. Amendments are proposed to specify County coordination procedures with State agencies issuing licenses and registrations for marijuana uses; to amend standards for marijuana growing and producing uses within the zoning districts in which marijuana growing and producing uses are currently allowed including the following zoning districts: PA-80, PF-80, FA-80, RR-5, RC, M-1, M-2, M-3 and to clarify how the minimum separation distance between marijuana uses and certain sensitive uses are to be measured.

The proposed amendments are available for inspection at the Columbia County Courthouse located in St. Helens, Oregon in the Land Development Services Department, 230 Strand Street, St. Helens, Oregon or by visiting our website at <http://www.co.columbia.or.us/departments/land-development-services-main/planning>.

A copy of the proposed amendments are available at a reasonable cost.

For additional information concerning these amendments, you may call Deb Jacob at the Columbia County Department of Land Development Services, at (503)397-7260 or Glen Higgins, at (503)397-7217.

COLUMBIA COUNTY

DEPARTMENT OF LAND DEVELOPMENT SERVICES

**PROPOSED AMENDMENTS TO COLUMBIA COUNTY ZONING ORDINANCE,
ARTICLE IX SPECIAL USE STANDARDS
SECTION 1803 MARIJUANA LAND USES**

Language Proposed to Be Changed is Highlighted

~~Deleted~~

Added

1803 MARIJUANA LAND USES

- .1 ~~State Issued Marijuana License or Registration Compliance with State Marijuana Licence and Registration Requirements Required.~~ All marijuana land uses except for those not required to be licensed by the Oregon Liquor Control Commission (OLCC) or registered by the Oregon Health Authority (OHA), such as home grown or home made marijuana, shall provide to the Land Development Services Department **written documentation from OLCC or OHA as follows:** ~~of the issuance of the applicable state issued marijuana license or registration at the time of application for a required land use permit.~~

A . At the time of building permit application for buildings accommodating marijuana land uses, the applicant shall provide written documentation from OLCC or OHA that the proposed marijuana land use complies with applicable State application requirements.

B . Prior to Occupancy of buildings accommodating marijuana land uses the Applicant shall provide a copy of the OLCC licence or OHA registration for the marijuana land use.

~~C. Applicants for recreational marijuana land uses including producing, processing, wholesaling, and retailing shall also show evidence of a completed County land use compatibility statement for the use for which the application is being submitted.~~

A land use compatibility statement shall not be signed by the Land Development Services Department until any applicable County land use review procedures have been completed and a final land use decision has been made by the County.

- .2 Marijuana Growing or Producing Uses. The following standards shall apply to marijuana growing or producing uses:

A. Additional Standards for all zones in which marijuana growing and producing is allowed:

- ~~A.~~ 1. Co-location with a Dispensary. Medical grows may not be on the same site as a dispensary.
2. **Glare: No artificial light originating from within a grow building shall be visable from outside of the building at night.**
- 3 **Separation from Certain Sensitive Uses: Marijuana growing and producing uses may not be located within 1,000 feet of a public elementary or secondary school, private or parochial elementary or secondary school, public park or child care center. For the purposes of this section, separation distance shall be measured as**

the minimum distance between the property line of the grow parcel and the property line of the sensitive use parcel.

- B. ~~Within an Enclosed Building in Certain Zones. Growing and producing must be within an enclosed building in the RR-5, RC, M-3, M-2 and M-1 zones. For the purposes of growing and producing, an enclosed building includes an enclosed greenhouse.~~
Additional Standards in the RR-5, RC, M-3, M-2 and M-1 zones:

1. Growing and producing must be within an enclosed building. For the purposes of growing and producing, an enclosed building includes an enclosed greenhouse.

2 Grow buildings shall be equipped with an air filtration system designed and approved by an Oregon registered mechanical engineer to minimize odors perceptible outside of the building.

- C. Additional Setbacks for Indoor Grows in Certain Zones. In the FA-80, PF-80, and RR-5 zoning districts, minimum front, side and rear yard setbacks for buildings accommodating marijuana growing and producing shall be increased by 50 feet.

- D. Additional Standards in the RR-5 Zone.

1. Growing and producing uses shall be operated by a resident or employee of a resident of the property on which the uses are located.
2. The growing and producing use shall employ on the site no more than five full-time or part-time persons.
3. No more than one State issued growing or producing registration or licence is allowed for each parcel of record.

4. The minimum parcel size for growing and producing shall be five(5) acres.

- .3 Marijuana Processing and Wholesaling Uses. The following standards shall apply to marijuana processing and wholesaling uses:

- A. Within an Enclosed Building. Marijuana processing and wholesaling uses in the M-3, M-2, and M-1 zones shall be within an enclosed building. For the purposes of processing and wholesaling, a greenhouse does not qualify as an enclosed building.
- B. Wholesaling and Extract Processing in Residential Zones: Marijuana wholesaling and extract processing is prohibited in residential zoning districts.

- .4 Marijuana Dispensary and Retailing Uses: The following standards shall apply to marijuana dispensary and retailing uses:

- A. Separation from Certain **Sensitive** Uses: Marijuana dispensary and retailing uses may not be located within 1,000 feet of a public

elementary or secondary school, private or parochial elementary or secondary school, public park or child care center. **For the purposes of this section, separation distance shall be measured as the minimum distance between the property line of the dispensary or retail use parcel and the property line of the sensitive use parcel.**

- B. Separation from Each Other: Marijuana dispensary and retailing uses may not be located within 1,000 feet of another marijuana dispensary or retailing use. **For the purposes of this section, separation distance shall be measured as the minimum distance between the property line of the dispensary parcel and the property line of the sensitive use parcel.**
- C. Prohibited in Residential Zoning Districts: Marijuana dispensaries and retailing uses are prohibited in residential zoning districts.

RECEIVED
JUL 12 2017
CITY OF ST. HELENS

July 10, 2017

REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

NOTICE IS HEREBY GIVEN to notify you that Robert Johnson has submitted an application for a Minor Partition to divide an approximate 3.04 acre property, into two parcels, as shown on Preliminary Map, of approximately 1.5 acres and 1.5 acres. The subject property is zoned Single Family Residential (R-10), and is identified as Tax Map Number 4107-BA- 00800, located at 34299 Bachelor Flat Road. MP 17-16

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


PLEASE RETURN BY: 07/24/17

Planner: Hayden RichardsonC

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

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

COMMENTS: PLEASE SEE ATTACHED MEMO DATED JULY 18, 2017.

Signed:  Printed Name: JACOB GRAICHEN
Title: CITY PLANNER Date: JULY 18, 2017



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Hayden Richardson, Planner, Columbia County
FROM: Jacob A. Graichen, AICP, City Planner *JS*
RE: Columbia County file MP 17-16
DATE: July 18, 2017

The City's Comprehensive Plan designation for this property is Rural Suburban Unincorporated Residential, RSUR. If ever annexed, the property would most likely be zoned the City's R10 or R7.

City water or sewer are not at the subject property at this time. The property is within the McNulty Water People's Utility District.

Bachelor Flat Road at this location is a County Road. The City's Transportation Systems Plan classifies this portion of Bachelor Flat Road as a Collector.

The minimum right of way width for Collector Streets is 60'. The current right-of-way width is only 40'. Right of way dedication should be required as part of the partition plat; to be reflected on the final plat, such that there is 30' from ROW centerline (about 10' of ROW dedication).

Per City regulations, along Collector streets driveway approaches should be spaced no less than 100' as measured from the center of each driveway. It appears this separation requirements will be met given the proposed access for proposed parcel 2 and existing driveway locations in either direction along Bachelor Flat Road.

New driveway shall be paved entirely, or at least paved a minimum of 25' back from Bachelor Flat Road.

Given the proposed parcel sizes, a future development plan (shadow plat) shall be approved by the County and City showing how the parcels could be divided further (e.g., when City sewer is available). New buildings shall be required to fit within the future development plan's conceptual property lines. Document to be recorded on the deeds of the parcels at the same time as the final plat and be binding on all current and future owners.

Given the above: please include the following conditions:

- **Right of way dedication to Bachelor Flat Road to be reflected on the final plat.**
- **Future development plan approved by the County and City of St. Helens shall be recorded with the final plat and referenced on the final plat.**
- **When installed, new driveway for proposed Parcel 2 shall be paved entirely or at a minimum of no less than 25' back from Bachelor Flat Road.**

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES

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

PARTITION

General Information

File No. MP 17-16

APPLICANT: Name: Robert Alan Johnson

Mailing address: 10185 SW Hoodview Dr., Tigard, OR 97224
City State Zip Code

Phone No.: Office 503-401-9966 Home _____

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

PROPERTY OWNER: _____ same as above, OR:

Name: Joe Kessi, OHM Equity Partners, LLC

Mailing Address: 33470 Chinook Plaza, Scappoose, OR 97056
City State Zip Code

Phone No.: Office 503-310-7921 Home _____

PROPERTY ADDRESS (if assigned): 34299 Bachelor Flat Rd, St. Helens, OR 97051
16823

TAX ACCOUNT NO.: Tax Map No. 4N1W07-BA-80 Acres: 3.04 Zoning: R-10

PROPOSED PARCEL SIZES (acres): 1.5 acres 1.5 acres

WATER SUPPLY: _____ Private well. Is the well installed? _____ Yes _____ No
☒ Community system. Name McNally Water PUD

METHOD OF SEWAGE DISPOSAL: _____ Community Sewer. Name _____
☒ Not applicable.
☒ Septic System.

If Septic, does the subject property already have a system? ☒ Yes _____ No

If no, is the property approved for a Septic System? ☒ Yes _____ No

CERTIFICATION:

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

Signature: Robert Alan Johnson Date: 6/01/17

Planning Department Use Only

Date Rec'd. 6-1-17 Hearing Date: _____ or Admin. _____

Receipt No. 20210 2846 du Staff Member: _____

Previous Land Use Actions: _____ Stormwater & Erosion Control Fees: _____

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES

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

PARTITION
General Information

File No. MP 17-16

APPLICANT: Name: Robert Alan Johnson

Mailing address: 10185 SW Hoodview Dr., Tigard, OR 97224
City State Zip Code

Phone No.: Office 503-407-9966 Home _____

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

PROPERTY OWNER: _____ same as above, OR:

Name: Mindy Sass, Sass Enterprises, LLC

Mailing Address: Po Box 492, St. Helens, OR 97051
City State Zip Code

Phone No.: Office _____ Home _____

PROPERTY ADDRESS (if assigned): 34299 Bachelor Flat Rd, St. Helens, OR 97051
16823

TAX ACCOUNT NO.: Tax Map No. 4NIWOT-BA-800 Acres: 3.04 Zoning: R-10

PROPOSED PARCEL SIZES (acres): 1.5 acres 1.5 acres

WATER SUPPLY: _____ Private well. Is the well installed? _____ Yes _____ No
☒ Community system. Name McNally Water PUD

METHOD OF SEWAGE DISPOSAL: _____ Community Sewer. Name _____
_____☒ Not applicable.
_____☒ Septic System.

If Septic, does the subject property already have a system? ☒ Yes _____ No

If no, is the property approved for a Septic System? ☒ Yes _____ No

CERTIFICATION:

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

Signature: Robert Alan Johnson Date: 6/01/17

Planning Department Use Only

Date Rec'd. _____ Hearing Date: _____ or Admin. _____

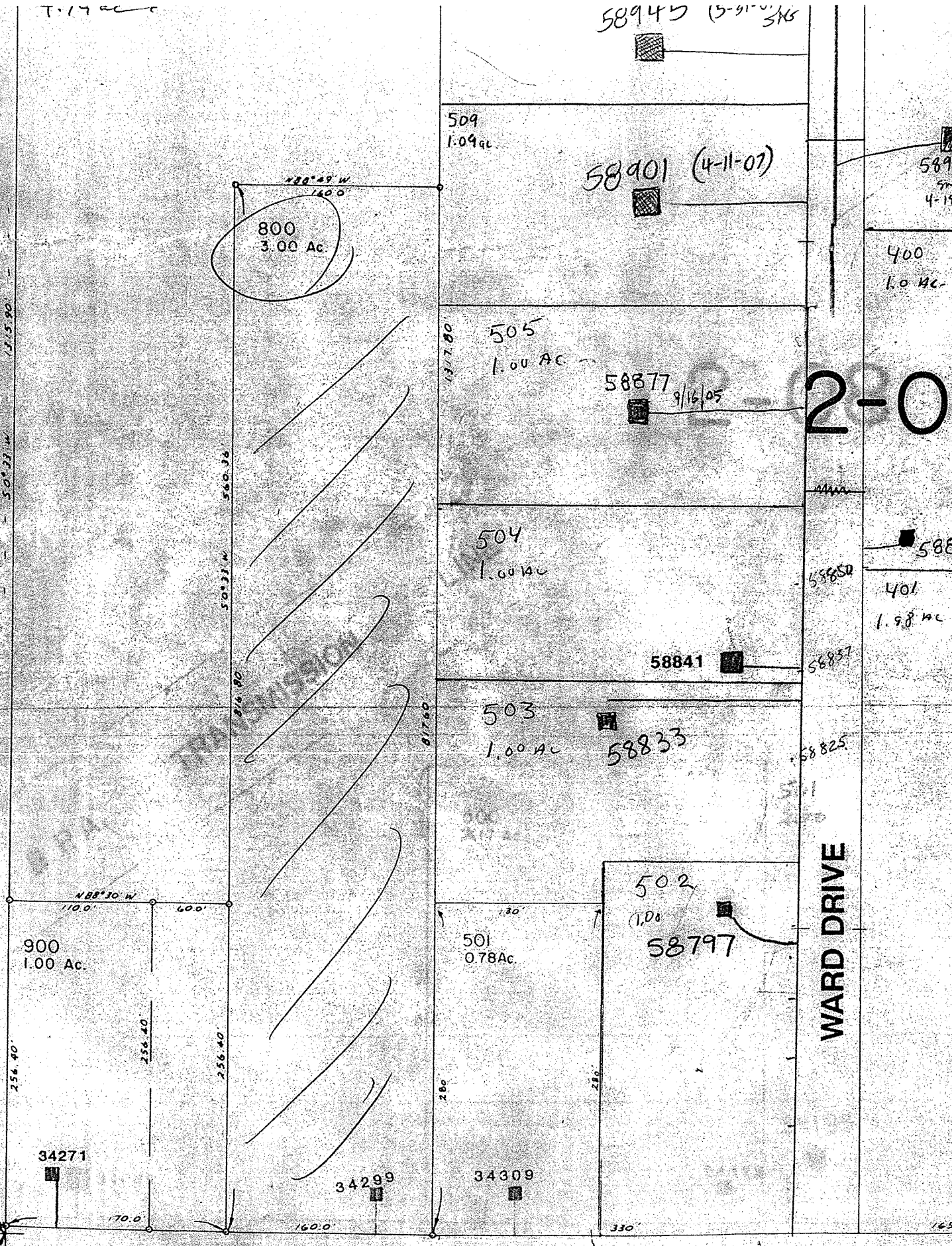
Receipt No. _____ Staff Member: _____

Previous Land Use Actions: _____ Stormwater & Erosion Control Fees: _____

T.17

58945 (5-91-00) SHG

SEE MAP 4 1 7 2 2



2-0

WARD DRIVE

Bachelor Flat Road

COLUMBIA COUNTY DEED RECORDS

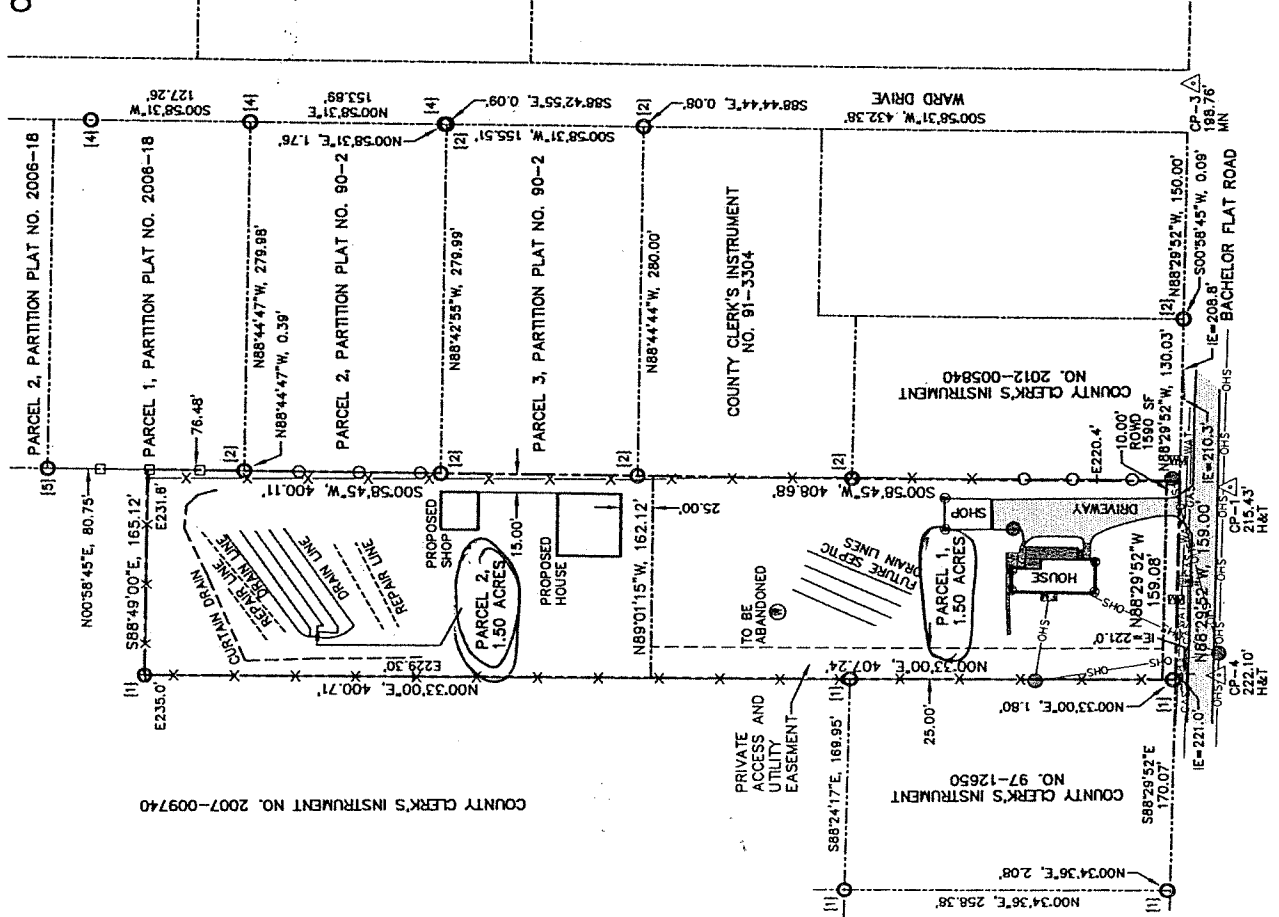
- "D1" DEED BOOK 78, PAGE 6 (1945)
- "D2" COUNTY CLERK'S INSTRUMENT NO. 91-3304
- "D3" COUNTY CLERK'S INSTRUMENT NO. 97-12650
- "D4" COUNTY CLERK'S INSTRUMENT NO. 2007-009740
- "D5" COUNTY CLERK'S INSTRUMENT NO. 2012-005840
- "D6" COUNTY CLERK'S INSTRUMENT NO. 2016-008533
- "D7" COUNTY CLERK'S INSTRUMENT NO. 2016-008534

COLUMBIA COUNTY SURVEY RECORDS

- [1] SN 954 (1956)
- [2] SN 3664 (1989)
- [3] PARTITION PLAT 90-2
- [4] PARTITION PLAT 2006-17
- [5] PARTITION PLAT 2006-18

NOTES

- ELEVATIONS ARE BASED ON AN ASSUMED VERTICAL DATUM.
- FEATURES SHOWN ON THIS MAP ARE BASED ON FIELD OBSERVATIONS AND UTILITY LOCATES THAT ARE INCOMPLETE.
- A TITLE REPORT WAS PROVIDED FOR THIS PROJECT BY TIGARD TITLE COMPANY OR OREGON, TITLE NO. 473816001203.
- THE PURPOSE OF THIS PROPOSED PARTITION IS TO CREATE TWO PARCELS.
- THE EXISTING IMPROVEMENTS, UTILITIES, AND STRUCTURE ARE TO REMAIN.
- THE EXISTING STORM DRAINAGE SYSTEMS WILL REMAIN AND CURRENTLY DRAINS TO AN EXISTING DITCH AND GROUND SURFACES.
- THE EXISTING HOUSE IS CONNECTED TO PUBLIC WATER SYSTEMS PROVIDED BY ACQUITY WATER PUMP. THE ACQUITY PUMP IS LOCATED AT 34240 MILLARD ROAD, WARREN, OR 97053.
- NEW SEPTIC SYSTEMS WILL BE INSTALLED ON BOTH PARCELS TO SERVE THE EXISTING HOUSE AND PROPOSED HOUSE AND WILL BE AT LEAST 10.00' FROM PROPERTY LINES.



PARTITION SITE PLAN
FOR OHM EQUITY PARTNERS, LLC
AND SASS ENTERPRISES, LLC
 OF THE LAND DESCRIBED IN COUNTY CLERK'S
 INSTRUMENT NO. 2016-008533
 IN THE NW 1/4 OF SECTION 7, T4N, R1W,
 WILLAMETTE MERIDIAN, COLUMBIA COUNTY, OREGON
 SURVEYED MAY 22, 2017

LEGEND

- FOUND SURVEY MONUMENT
- CONTROL POINT WITH ELEVATION
- SURVEY RECORD REFERENCE
- HUB AND TACK
- INVERT ELEVATION
- MAG NAIL
- RIGHT-OF-WAY DEDICATION
- SURVEY NUMBER
- SPOT ELEVATION
- ELECTRIC METER
- LIGHT POLE
- MAILBOX
- WATER METER
- ROOF DRAIN
- SERVICE POLE
- TEST PIT
- WELL
- ASPHALT
- CONCRETE
- FENCE CHAINLINK
- FENCE WIRE
- FENCE WOOD
- PIPE
- OVERHEAD SERVICE LINES
- ONE-S
- TONE MARKS, NORTHWEST NATURAL GAS LINE
- TONE MARKS, WATER LINE

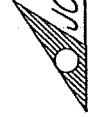
REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 25, 1995
 ROBERT ALAN JOHNSON
 #2725

EXPIRES 6/30/17

ADDRESS

34299 BACHELOR FLAT
 ROAD, SAINT HELENS,
 OREGON 97051

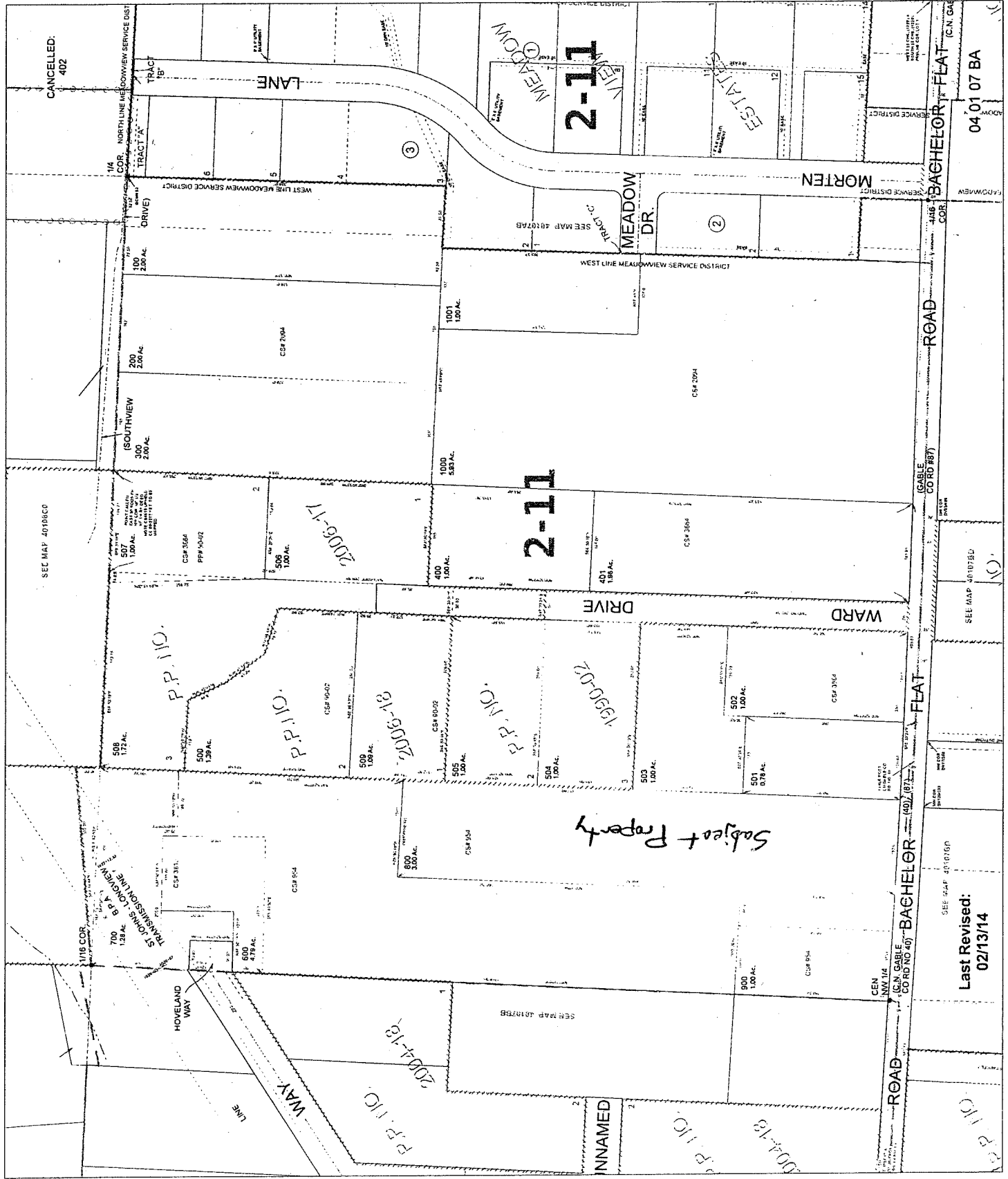


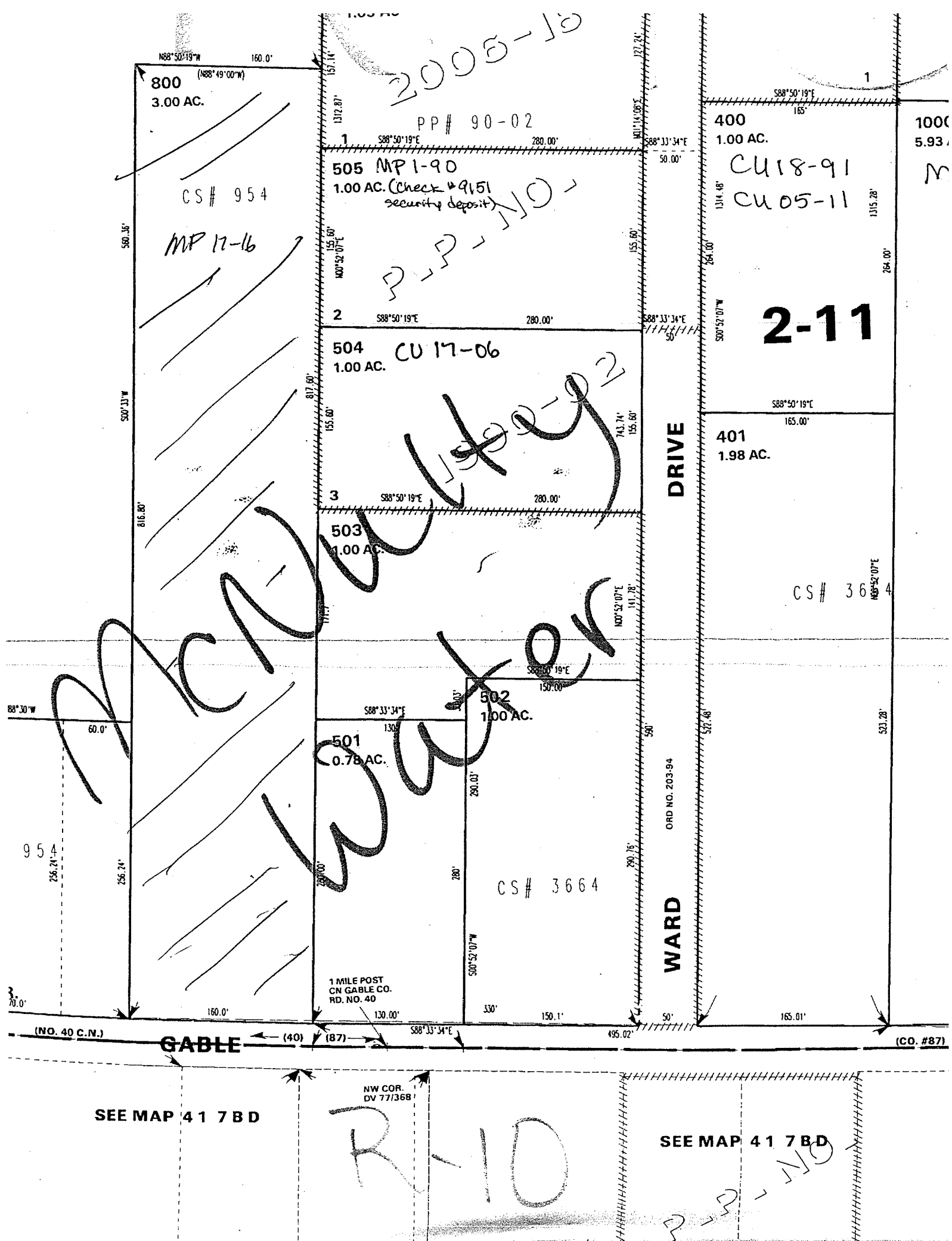
JOHNSON LAND SURVEYING, INC.

10185 SW HOODVIEW DR, TIGARD, OR 97224
 503-407-9966 jsurvey@frontier.com jsurvey.com
 SHEET 2 OF 2

04 01 07 BA

1" = 100'





Jacob Graichen

From: Jennifer Dimsho
Sent: Wednesday, July 26, 2017 10:09 AM
To: Jacob Graichen
Subject: July Planning Department Report

Here are my addition to the July Planning Department Report.

GRANTS

1. Received the EPA Community-Wide Assessment Grant for 300k – Kickoff conference call June 14. Helped prepare draft Work Plan for final deadline of July 19 (Includes estimated project budget). Helped prepare all necessary federal forms to submit before Cooperative Agreement can begin. Met at MFA to discuss project scope (July 27).
2. Travel Oregon Grant –Branding & Wayfinding Master Plan: Draft Plan circulated for staff feedback. Temporary signage location/content planning.
3. Local Government (CLG) Historic Preservation Grant. Award \$12,500 to help cover City Hall façade cleaning and repairs. Site visit from SHPO July 17 to introduce project. Calculated and tracked in-kind hours.
4. Kickoff meeting for the OPRD Veterans Memorial Grant on July 17. Grant is for \$46,770 - Total project is \$68,400. Discussed plan revisions and planned to stake out project on site.
5. HEAL Cities Grant (5k award) – Nob Hill Nature Park staircase and kiosk installation should occur between June 30 – September 30. Final project report is due October 13, 2017.
6. Worked with Police Department on COPS grant for a School Resource Officer. Grant award for 3 year program – 125k maximum award for 3 year program – Deadline was July 7.
7. Worked on ACRES Grant Reporting for the EPA AWP grant closeout

URBAN RENEWAL

8. Prepared and presented for City Council Public Hearing and Urban Renewal Plan/Report adoption on July 19. Plan/Report unanimously adopted by Council.

MISC

9. Certified Local Government Periodic Review/Site Visit with State Historic Preservation Office July 17.
10. Completed Annual PSU Housing Unit & Population Questionnaire for 2017
11. Learned how to use the new audio recording system in Council Chambers
12. Attended Parks Commission site tour to old Boise park behind the FARA building July 17
13. Apartment Residential Zoning GIS research in preparation for housing-related text amendments
14. 2695 Gable Road Apartment Pre-Application/Site Design Review research
15. Scheduled review of Waterfront RFP Submission for August 11.
16. Attended Arts & Cultural Commission (July 25) to discuss logistics of Gateway P.2 installation, ribbon cutting ceremony, and sculpture viewing party. Planned subcommittee meetings, coordinated volunteers, discussed to-do items.

Jenny Dimsho

Associate Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us