

City of St. Helens Planning Commission

Draft Minutes

February 12, 2019

Members Present: Commissioner Cohen
Commissioner Lawrence
Commissioner Semling
Commissioner Webster

Members Absent: Vice Chair Cary
Chair Hubbard
Commissioner Stenberg

Staff Present: City Planner Graichen
Associate Planner Dimsho
Councilor Carlson

Others: None

1) **7:00 p.m. Call to Order and Flag Salute**

City Planner Jacob Graichen said the Chair and Vice Chair are absent, so the Commission must elect a temporary Chair.

Motion: Upon Commissioner Lawrence's motion and Commissioner Webster's second, the Planning Commission unanimously approved Commissioner Cohen as the temporary Chair. [Ayes: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Webster; Nays: None]

2) **Consent Agenda: Approval of Minutes**
2.A Planning Commission Minutes Dated January 8, 2019

Motion: Upon Commissioner Semling's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Draft Planning Commission Minutes dated January 8, 2019 as written. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Webster; Nays: None]

3) **Topics from the Floor: Limited to 5 minutes per topic (not on public hearing agenda)**

There were no topics from the floor.

4) **Public Hearings (times reflect earliest start time)**
4.A 7:00 p.m. - Historic Resource Review at Columbia County Courthouse Plaza
- City of St. Helens

Chair Cohen opened the Public Hearing at 7:03 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated February 4, 2019, into the record. Graichen explained that within the City there are designated landmarks. When there is an application to alter one of these resources, there is a Historic Resource Review before the Planning Commission, acting as the Historic Landmarks Commission (HLC). This is different than Architectural Review, where the Commission makes a recommendation. This is a decision made by the HLC.

Associate Planner Jennifer Dimsho explained that the City's recently adopted Branding & Wayfinding Master Plan (2017) recommended installation of an informational kiosk on the Columbia County Courthouse plaza. She also added that the Columbia County Board of Commissioners approved of the project since the date of the staff report. Graichen described the proposal and recommended conditions of approval, as presented in the staff report. He presented a series of historic photos of the plaza.

Commissioner Cohen asked what measures would deter vandalism. Dimsho said the back side of the kiosk is a weatherproof locking bulletin board. Graichen said the plaza is highly visible which will help prevent vandalism. Commissioner Cohen asked if it would be covered and if the content will be suitable for the visually impaired with braille. Dimsho said no.

Commissioner Webster asked who will maintain the kiosk. Dimsho said the County and City will enter into a maintenance agreement where the City is responsible for maintenance and upkeep of the kiosk.

Commissioner Cohen asked if the area around the kiosk would be paved. Dimsho said yes, to meet accessibility requirements, it has to be paved. The Commission would like to minimize the footprint of the concrete to ensure that the historic aspects of the plaza that have been removed could be restored in the future.

In Favor

No one spoke in favor.

In Opposition

No one spoke in opposition.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

This Commission agreed to add a condition about limiting the amount of pavement, but still meeting accessibility standards.

Motion: Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Historic Resource Review with the additional condition that only a minimal amount of concrete be used in order to meet accessibility standards. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Webster; Nays: None]

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

5) **Discussion Items**

5.A **Certified Local Government Historic Preservation Grant Funding**

Graichen explained that the upcoming Certified Local Government Historic Preservation Grant funding is available again for 2019/2020 from the State Historic Preservation Office (SHPO). As described in the memo, he explained that we will be applying again for a pass-through grant program. Last year the money went towards City Hall exterior work, but this year we will be soliciting property owners for one eligible project. The grant is for approximately \$12,000, with a one-to-one required match, for a total project cost of approximately \$24,000.

Commissioner Cohen asked how we solicit eligible property owners. Dimsho said we mail out letters to eligible property owners. The Commission reviewed the selection criteria, which was also included in the memo. The Commission would like to see Project Readiness and Financial Capability added as criteria to the funding priority list. Applicants who can complete the project on time and have the financial capability to match the grant should be prioritized.

5.B **Code of Ethics Acknowledgement**

Dimsho said everyone in attendance already submitted their code of ethics acknowledgement signature forms. The remainder will be collected at the next meeting.

6) **Acceptance Agenda: Planning Administrator Site Design Review**

Motion: Upon Commissioner Lawrence's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Acceptance Agenda: Planning Administrator Site Design Review. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Webster; Nays: None]

7) **Planning Director Decisions**

There were no comments.

8) **Planning Department Activity Report**

8.A **January Planning Department Report**

There were no comments.

9) **For Your Information Items**

There is a Planning Commission/City Council Joint Work Session on the Riverfront Connector Plan at 6 p.m. next Wednesday on February 20. There is also another Housing Needs Analysis Advisory Committee Meeting before the next meeting on March 12 from 6 p.m. to 7 p.m.

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

11) **Adjournment**

There being no further business before the Planning Commission, the meeting was adjourned at 7:53 p.m.

Respectfully submitted,

*Jennifer Dimsho
Associate Planner*