



# PLANNING COMMISSION

Tuesday, January 12, 2021 at 7:00 PM

## MINUTES

### 1. 7:00 P.M. CALL TO ORDER & FLAG SALUTE

### 2. CONSENT AGENDA

- A. Planning Commission Minutes dated December 8, 2020

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the Draft Minutes Dated December 8, 2020. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Cohen, Commissioner Webster; Nays: None]

### 3. TOPICS FROM THE FLOOR (Not on Public Hearing Agenda): Limited to five minutes per topic

There were no topics from the floor.

### 4. TERM EXPIRATIONS - INTERVIEW COMMITTEE RECOMMENDATIONS

City Planner Graichen explained there were two positions that were expiring at the end of the year. Both candidates expressed interest in continuing. He explained that after the Interview Committee interviewed the five applicants, they recommended that they should move forward with Vice Chair Cary. He said they recommended filling Commissioner Cohen's position with a new candidate. Graichen mentioned that Commissioner Cohen has been on the Commission for over 18 years. Graichen said the Commission would need to acknowledge the change and confirm. The new candidate the Interview Committee recommended is Shana Cavanaugh.

**Motion:** Upon Commissioner Pugsley's motion and Commissioner Webster's second, the Planning Commission unanimously approved the recommendation to reappoint Commissioner Cary and replace Commissioner Cohen with Shana Cavanaugh. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Cohen, Commissioner Webster; Nays: None]

### 5. CHAIR/VICE CHAIR NOMINATIONS

Chair Hubbard nominated Vice Chair Cary to Chair for the next term. Chair Hubbard will become Vice Chair.

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved Vice Chair Cary as Chair and Chair Hubbard as Vice Chair. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Cohen, Commissioner Webster; Nays: None]

### 6. END OF YEAR SUMMARY REPORT

- B. 2020 End of Year Summary Report

Graichen mentioned the report was something done every year. Associate Planner Dimsho noted the amount of Sign Permits were down because of COVID-19. She mentioned that most Sign Permits are for banners, and with no events, it is down.

Commissioner Cohen mentioned the Variances and the Appeals were up, but when separated out, he noticed that most were related to the Emerald Meadows Subdivision.

Commissioner Webster asked about the LUBA Appeal for 160 Belton Road. Graichen said he estimated the Commission would see a new application in February or March. He mentioned the easement was no more.

Vice Chair Cary asked about the appeals for the Variances they denied to Emerald Meadows Subdivision. Graichen mentioned the Applicant, Richmond, appealed to the Council. Dimsho mentioned the Council approved the Appeal. She also mentioned that they ended up not using four of the Variances they requested.

## **7. 2021 DEVELOPMENT CODE AMENDMENTS**

### **C. 2021 Development Code Amendments**

Graichen said there was a memo that talks about the standards and a summary by chapter of all the amendments. He said it was a draft and wanted to go over the differences. He said the House Bill 2001 is requiring the City of St. Helens to do several things. He spoke with the Commission and the Council and there were some differences on some of the standards. With the Council initializing these changes, there were some details he wanted to talk with the Commission about.

He discussed the different options for building separation since the Council wanted to allow both duplexes and two detached single family dwellings on one lot. He said they could do nothing and let the Building Code deal with it. He said they could have an across-the-board standard for all zones. He said the other option was to have a tiered system that varied based on zone. He mentioned this was the option staff recommended.

There was a discussion on different setback options and the side yard or interior yard descriptions. The Commission also discussed the tiered system option recommended by staff. The Commission favored the tiered system, but increasing the five-foot standard for the R5 and AR zones to six-foot.

Graichen went through the written code portion of the House Bill and the Commission discussed items to be removed and items to be left alone.

## **8. PLANNING DIRECTOR DECISIONS** (previously e-mailed to the Commission)

- a. Site Design Review (minor) at 454 Milton Way – Crown Castle
- b. Site Design Review (minor) at 454 Milton Way – Crown Castle
- c. Sign at 785 S Columbia River Hwy – Meyer Sign Co. of Oregon

## **9. PLANNING DEPARTMENT ACTIVITY REPORT**

### **D. December Planning Department Activity Report**

## **10. FOR YOUR INFORMATION ITEMS**

Chair Hubbard asked about the flood zone for the new Police Station. He said they had mentioned that the Assistant City Administrator said they were going to ask FEMA to update the flood map. Chair Hubbard wanted to know how this works. Graichen showed the potential new site of the Police station on a map. He mentioned a Police Station or an Emergency Operation Center are considered a critical facility. Graichen showed the 100-year and the 500-year flood plain on the map and said that the 500-year flood plain applies to these critical facilities. He

said there are two issues with this related to critical facilities. One is elevating the structure or making sure it is outside of the flood plain. He said the second issue to look at is access. He said there needs to be an access outside of the flood plain. Graichen mentioned the City was working with consultants to see if a map amendment to the map can be done. He mentioned there were several types of map amendments that could be done. Chair Hubbard expressed concern with the site and said the Council should consider a different location. He was concerned with the amount of expense to make this site work. He agreed there needs to be a new Police Station, but did not agree with the site.

Dimsho mentioned they would interview Design and Engineering firms tomorrow for the Riverwalk Project. She said they narrowed it down to three from six candidates. She said there is a selection committee of eight who will be scoring and making the selection.

Dimsho said the St. Helens Industrial Business Park, formerly known as the "Boise" site, now has a Master Plan for Parcelization and a funding infrastructure plan that was just completed through a grant. She said it is going before Council and will hopefully be adopted by resolution. She said this would guide future land divisions on the site.

Vice Chair Cary asked about the grant for the 5th Street Trail.. Dimsho mentioned Scappoose Bay Watershed Council received this grant to help remove invasive plants in the undeveloped right-of-way near the new trail.

**11. NEXT REGULAR MEETING: FEBRUARY 9, 2021**

**12. ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned 8:51 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*