



PLANNING COMMISSION

Tuesday, December 08, 2020 at 7:00 PM

AGENDA

- 1. 7:00 P.M. CALL TO ORDER & FLAG SALUTE**
- 2. CONSENT AGENDA**
 - A. Planning Commission Minutes dated November 10, 2020
- 3. TOPICS FROM THE FLOOR** (Not on Public Hearing Agenda): Limited to five minutes per topic
- 4. PUBLIC HEARING AGENDA** (times are earliest start time)
 - B. 7:00 p.m. Conditional Use Permit at 164 S 15th Street - Harper
 - C. 7:30 p.m. Historic Resource Review at 251 St. Helens Street - Lower Columbia Engineering
 - D. 8:00 p.m. Variance (2) at Gable Road and Columbia River Highway - NOHA
- 5. DISCUSSION ITEMS**
 - E. Street Vacation Recommendation - Portion of S. 2nd Street
 - F. House Bill 2001 - Duplex Amendments and Interior Setbacks
 - G. Bennett Building Façade Renovation Update and Recommendation
 - H. Update of Planning Commission Term Expirations
- 6. ACCEPTANCE AGENDA: PLANNING ADMINISTRATOR SITE DESIGN REVIEW**
 - a. Scenic Resource Review at Dead End of S. 2nd Street - c2design
 - b. Site Development Review at 970 Oregon Street - K&B Ventures LLC
- 7. PLANNING DIRECTOR DECISIONS**
 - a. Auxiliary Dwelling Unit at 491 S 3rd Street – Erhardt
 - b. Lot Line Adjustment at Dead End of S. 2nd Street – c2design
 - c. Home Occupation at 35568 Alderwood Drive – Martin
- 8. PLANNING DEPARTMENT ACTIVITY REPORT**
 - I. November Planning Department Report
- 9. FOR YOUR INFORMATION ITEMS**

NEXT REGULAR MEETING: January 12, 2020

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VIRTUAL MEETING DETAILS

Due to the COVID-19 pandemic and the Governor's declared state of emergency (March 8, 2020) and subsequent Executive Order No. 20-16 (April 15, 2020), the public hearing will be held in the City Council Chambers, located in the City Hall building at 265 Strand Street, St. Helens, OR, and/or virtually via a phone-and-internet based application.

In-person access into City Hall for this hearing will be from the plaza side entrance.

Join Zoom Meeting: <https://zoom.us/j/92457824191?pwd=UkZCYVc5bXRZdnVvbm1tRjZHeM4xdz09>

Meeting ID: 924 5782 4191 Passcode: 013413

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PLANNING COMMISSION

DRAFT MINUTES Tuesday, November 10, 2020 at 7:00 PM

Members Present: Chair Hubbard
 Vice Chair Cary
 Commissioner Cohen
 Commissioner Semling
 Commissioner Webster
 Commissioner Pugsley
 Commissioner Lawrence

Members Absent: City Councilor Carlson

Staff Present: City Planner Graichen
 Associate Planner Dimsho
 Community Development Admin Assistant Sullivan

Others: None

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

2. CONSENT AGENDA

- A. Planning Commission Minutes dated October 13, 2020

Motion: Upon Commissioner Pugsley's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Draft Minutes Dated October 13, 2020. [AYES: Commissioner Pugsley, Commissioner Cohen, Commissioner Webster, Commissioner Semling; Nays: None Commissioner Lawrence and Vice Chair Cary did not vote due to their absence from the meeting]

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

There were no topics from the floor.

4. PUBLIC HEARING AGENDA:

- 4A. Lot Line Adjustment and Conditional Use Permit (Minor Modification) at 34867 Burt Road – Meadowbrook Homeowner's Association

Chair Hubbard opened the Public Hearing at 7:04 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

City Planner Graichen introduced the proposal as presented in the staff report dated November 3, 2020. He said this was a joint Lot Line Adjustment and Minor Conditional Use Permit. He mentioned that in the 1970s plan developments were approved by Conditional Use Permit and then after 1999 they were approved by an overlay zone and a different process. He said there were two subdivisions that started in the old way, but finished in the new way. This Meadowbrook Subdivision was one of those.

He showed the open space tract that was a requirement for the plan development using the old standards. He mentioned the applicant wanted to move the line to make their lot a little larger and reduce the open space tract. Graichen said when the Meadowbrook Subdivision Phase Three Final Plat was reviewed, it was not reviewed very closely. The lot where the applicant is located was supposed to be open space and was inadvertently turned into a lot. He also mentioned there was a boundary where some lots ended up outside an open space tract too. This was resolved in 2002 and it was determined that the minimum ten percent usable open space requirement was still met at that time. He mentioned that he thinks they discovered it after the fact and fixed it.

Graichen showed several areas that had open space and that even by moving the lot line, they would still meet the minimum ten percent usable open space requirement. He said the staff recommends approval.

Chair Hubbard asked if the use of the property was just to increase their yard size. Graichen said he believed that was the case. He mentioned they could build an accessory structure if they chose to.

Commissioner Cohen asked if there should be concern that other neighbors would want to use the open space and move their lot lines. Graichen said if they stick to the standard, they are not creating any precedence issues.

There was a small discussion on access and what could be built on the property.

In Favor

Furseth, Cindy. Meadowbrook Homeowners Association (HOA). Applicant. Furseth was called to speak. She spoke about the open space and how they were intended for picnic areas but never happened. She said the area was no use to anyone in Meadowbrook and that it would transfer to the lot owner with some restrictions by the HOA. There would be a vote from the HOA for them to confirm it. She said she initially believed it was supposed to be a part of that lot, but it ended up being a dump site for the construction areas. She said it was beneficial to everyone for the lot owner to take on the space as it will improve the area.

Commissioner Cohen asked if any of the neighbors had given any feedback. Furseth mentioned there were no neighbors within Meadowbrook that abut this space except for the lot owner. She also mentioned that the owner would now be responsible for upkeep of the area which is beneficial to the HOA.

Ramirez, Antonio. Applicant. Ramirez was called to speak. He is the current owner of lot 53. He said his intentions for the property were to improve the yard. He said he had no intentions of adding a driveway and wants to just make the area look nicer for the area.

Chair Hubbard asked if he would consider building onto his house. Ramirez said he did not see that as something he would do.

Neutral

No one spoke as neutral testimony.

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

Motion: Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Lot Line Adjustment and Minor Conditional Use Permit as written. [Ayes: Commissioner Semling, Commissioner Lawrence, Commissioner Webster, Commissioner Cohen, Commissioner Pugsley, Vice Chair Cary; Nays: None]

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Commission unanimously approved the Chair to sign the Findings when prepared. [Ayes: Commissioner Semling, Commissioner Cohen, Commissioner Lawrence, Commissioner Webster, Commissioner Pugsley, Vice Chair Cary; Nays: None]

- 4B. Variance (Setbacks) and Variance (Access) at vacant lot at the dead end of S. 2nd Street – c2Design

Chair Hubbard opened the Public Hearing at 7:32 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Dimsho introduced the proposal as presented in the staff report dated November 3, 2020. She mentioned this lot was zoned Apartment Residential and there is a very steep bluff. She said the property is undeveloped currently and she mentioned the applicant would like to develop two attached single-family dwellings.

She said they are proposing an access easement, as there is no way the tapering right-of-way can provide an adequate access to the southern lot utilizing S. 2nd Street. She said the access easement takes up a large portion of their developable lot. She mentioned the minimum standard of 15-feet at the front of the property and then it widens to 28-feet in the back to allow the of maneuvering of vehicles into garages or backing up in the driveway.

She also mentioned there is a condition of approval that they get a Lot Line Adjustment as presented.

She mentioned there were a few administrative setback exceptions proposed. She explained the different setback exceptions they were proposing but did say the Commission was not approving those through these Variances. She said the first variance they would be reviewing is the proposed setbacks along the access easement. The code requires measuring setbacks from access easements. She mentioned there was some landscaping along the zero-setback along the access easement and that the Commission could require more landscaping or screening. The second variance request was for a 2-foot encroachment on the 2nd-story into the proposed access easement.

She said they would meet the standards for off-street parking with the proposed access easement. Commissioner Cohen asked if the proposal was to build on the edge of the bluff or is there a setback. Dimsho said the applicant is still maintaining the standard 20-front yard setback, so that there is no difference along the street.

There was a small discussion about the topography of the lot and the location of the other houses and where the dwellings would be built.

There was a discussion on the design of the garages and the driveway and access. There was also discussion about parking and where vehicles would be placed.

In Favor

Cohen, Chuck. c2design. Applicant. Cohen was called to speak. Cohen spoke about the free space around the building between the other properties. He said the neighbors were comfortable with him building this, as it did not affect their views. He said he spoke with the interim Fire Marshall who said it could be adequately serviced by a fire truck and said that there may be a different determination by

the new Fire Marshall that may would require a sprinkler system. He said the stormwater was being collected and brought around the edge of the building to not affect the adjacent properties.

Vice Chair Cary asked about garbage service and how this property would be serviced. Cohen mentioned they would have to bring it up to the edge of their driveway for service.

Commissioner Cohen asked about the two garages and how they would work. Cohen mentioned that it was designed to make it as easy as possible for the homeowners. He was trying to ease the congestion in that area. He said he understood the concern for the potential of the concern of owners backing into each other, but he did not feel that moving the garages would solve the issue. Commissioner Cohen also asked about the landscaping to mitigate the views between the neighbor. Cohen said the neighbor has always built something as a buffer. So, he felt that it was already buffered to their acceptance.

Zender, Brian. Applicant. Zender was called to speak. He said they were trying to develop this lot and make it a great place for someone to live.

Neutral

No one spoke as neutral testimony.

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

Chair Hubbard said after the presentation he felt better about the design for the buildings and the access and driveways.

Commissioner Pugsley said she felt the design was a good design. She said she liked that there were some semi-permeable areas proposed along the access easement. She felt it was very thorough.

Motion: Upon Commissioner Cohen's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Variance (Setbacks) and Variance (Access) as proposed with the conditions of semi-permeable driveway and no additional landscaping required. [Ayes: Commissioner Semling, Commissioner Lawrence, Commissioner Webster, Commissioner Cohen, Commissioner Pugsley, Vice Chair Cary; Nays: None]

Motion: Upon Commissioner Cohen's motion and Commission Semling's second, the Commission unanimously approved the Chair to sign the Findings when prepared. [Ayes: Commissioner Semling, Commissioner Cohen, Commissioner Lawrence, Commissioner Webster, Commissioner Pugsley, Vice Chair Cary; Nays: None]

5. PLANNING DIRECTOR DECISIONS

- a. Subdivision (Final Plat) at Commons Drive – Graystone Estates

6. PLANNING DEPARTMENT ACTIVITY REPORT

- a. November Planning Department Activity Report

There was no discussion on the report.

7. FOR YOUR INFORMATION ITEMS

Graichen mentioned that they spoke with the City Council about the House Bill 2001. He said St. Helens was the only town that was being asked to update these standards in Columbia, Clatsop and Tillamook counties combined. He said the Council had mentioned they would like to see duplexes defined as two dwellings on the lot, not just attached dwellings. The Council also asked for a permanent change to the base residential lot coverage from 35 percent to 40 percent.

The Commission had a small discussion on the detached versus attached proposal.

Chair Hubbard asked about the Gable Road development and their Tribal notices. Graichen mentioned they were government funded which requires some extra steps. Chair Hubbard asked about the oil tanks so close to the property lines. Graichen mentioned that he had not heard anything yet.

8. NEXT REGULAR MEETING: December 8, 2020

There being no further business before the Planning Commission, the meeting was adjourned 8:49 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Conditional Use Permit, CUP.5.20**

DATE: December 1, 2020
TO: Planning Commission
FROM: Jennifer Dimsho, AICP, Associate Planner

APPLICANT: Willamette Boulevard Service Center, c/o Josh Harper
OWNER: Dolyniuk Family Trust

ZONING: Houlton Business District, HBD
LOCATION: 164 S. 15th Street; 4N1W-4AC-5701 & 5600
PROPOSAL: Establish auto repair with occasional vehicle sales in an existing commercial building

The 120-day rule (ORS 227.178) for final action for this land use decision is **February 20, 2021**.

SITE INFORMATION / BACKGROUND

The property is made up of two lots (one with a paved and striped parking lot and one with a shop building at approximately 3,200 square feet) which have been combined with a restrictive covenant (Record No. 2020-011531). The two lots total approximately 11,516 square feet. Most recently, the building was used as a brewing operation, which was approved via a 2013 Site Development Review (SDR.2.13). Prior to this use, the property was used as a transmission shop. In 1997, the site was approved for automotive repair, although it appears to have been used as automotive repair for longer than this. The property was zoned General Commercial (GC) until it was changed to Houlton Business District (HBD) in 2009.

The property has access from both S. 14th Street and S. 15th Street. There are roll-up doors on both sides of the building. There are sidewalks on both frontages, but on S. 15th Street, there are no curbs that delineate the street from the sidewalk or the driveway approach. On S. 14th Street, there are standard curbs and a delineated driveway approach.

PUBLIC HEARING & NOTICE

Hearing dates are as follows:

December 8, 2020 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on November 18, 2020 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in The Chronicle on November 25, 2020.

AGENCY REFERRALS & COMMENTS

The Interim Fire Marshal noted the nearest fire hydrant was 145' away and had questions for the Building Official regarding occupancy type.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.100.040(1) - CUP Approval standards and conditions

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

- (a) The site size and dimensions provide adequate area for the needs of the proposed use;
- (b) The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features;
- (c) All required public facilities have adequate capacity to serve the proposal;
- (d) The applicable requirements of the zoning district are met except as modified by this chapter;
- (e) The supplementary requirements set forth in Chapter [17.88](#) SHMC, Signs; and Chapter [17.96](#) SHMC, Site Development Review, if applicable, are met; and
- (f) The use will comply with the applicable policies of the comprehensive plan.

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

Finding: There is no evidence that the approximately 3,200 square foot building and 11,516 square foot site is not adequate for the needs of auto repair. Off-street parking is addressed later in this report.

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

Finding(s): The parking lot accessed from S. 15th Street has a 25' wide area for vehicular maneuvering and is wide enough to accommodate two-way travel. There is a small planter along the building and property line and a utility pole. If the planter is replanted and/or replaced at a similar width, it should not conflict with two-way travel. The planter is addressed in the landscaping section later in the report.

Any requirements of the Building Official and/or Fire Marshal shall be met. This includes, but is not limited to, occupancy change of the building if warranted, and any building improvements that may be required for this change.

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

Findings: The site is connected to City water and sewer. The public sanitary sewer is located on the south of the building, just east of the property line that divides the parking lot from the building. City water comes from S. 15th Street. Both roadways are developed and have capacity to serve the site.

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

Findings: “Vehicle repair, service, and sales” is a conditionally permitted use in the HBD zoning. The applicant is not proposing any outdoor storage with this permit. If any outdoor storage related to vehicle repair, service, and sales, is required in the future, a separate Conditional Use Permit would be required.

The maximum lot coverage, including all impervious surfaces is 90 percent in the HBD zone. There shall be at least 10 percent pervious surface remaining on the lot. 10 percent of 11,516 square feet is 1,151 square feet. There is a long narrow strip of impervious area between the subject property and the lot to the south that meets this requirement.

Occasional vehicle sales are proposed with the repair work. Vehicle sales as a principal use is not allowed by this CUP. Vehicle sales shall be explicitly incidental to the primary use of auto repair. **Should the Commission require a numeric parameter, like one vehicle sale at a time, to be included as a condition?** See further discussion under the parking section below.

The specific CUP criteria for “Automotive and Equipment: Body Repairs, Light Equipment” include:

- (i) Setbacks
 - (A) A minimum of five feet of the perimeter setback shall surround all outdoor parking and storage area (See Chapter 17.72 SHMC);
 - (B) Buffer screening shall be provided along the perimeter of all outdoor parking and storage areas as required in SHMC 17.72.080; and
 - (C) All repair work shall be performed indoors.

Given the applicant is working with an already developed site, there is some flexibility with the 5’ buffering and screening from the outdoor parking lot. The landscaping along the south perimeter of the parking lot is at least 5’ in width, but some sections could use improvement (see right). **The Commission could decide to require a mix of low-lying shrubs and vertical planting along the approximately 5-10’ wide landscape strip separating the parking lot from the southern property line.** This will improve what is currently a mix of grass and sparse vertical landscaping. Also note that in addition to this section, **new parking**



Landscape strip between parking lot and the abutting southern property

lots greater than 3 spaces require screening (as seen later in the report), which supports requiring additional vertical landscaping along the border.

Along the north, there is no existing landscaping, aside from the planter pictured right. The Commission could decide to require a new planter of equal or lesser width (planted with a mix of low-lying shrubs and vertical plants) to help address the screening requirement along the northern property line and the parking lot.



Landscape planter along north property line

All repair work is required to be performed indoors and shall be a condition of approval.

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

Findings: With regards to signs, any new sign or modified sign shall require a sign permit per Chapter 17.88 SHMC. Changing the content of the existing sign box will not require a permit.

With regards to site development review standards, as the site is developed and there are fewer substantial proposed improvements to the site to accommodate the proposed use (e.g., new development), many aspects do not apply. The noteworthy aspects are as follows:

Per Chapter 17.72 Landscaping and screening, since the parking lot is to be greater than three spaces, if it were brand new, it would be required to be screened. For screening in this case, the City usually requires landscaping along the perimeter that includes a balance of low lying and vertical shrubbery and trees. This requirement has been addressed in the report above.

Service facilities and equipment (e.g., HVAC and other mechanical unit) visible from a public street, customer or residential parking area, any public facility or residential area are required to be screened whether they are ground, wall or roof mounted. In addition, rooftop facilities and equipment are required to be screened from street and adjacent properties. This shall be a condition of approval.

Screening of refuse containers or refuse collection area is required for any refuse container or refuse collection area which would be visible from a public street parking lot, or commercial area. The applicant is proposing 5' high fencing along S. 14th Street and along the driveway aisle. 6' high screening is required per SHMC 17.92.060 (3) (c). This shall be a condition of approval.

Per Chapter 17.80 Off-street parking requirements:

Dimension and type. Standard spaces are a minimum of 9' x 18'. Two spaces (40% of 7 spaces) are allowed to be compact (8' x 15'), but must be signed accordingly. No compact spaces are proposed.

Accessible (disabled person) spaces. Required to comply with State and Federal Standards. 1 ADA parking space is required and already existing. For new parking lots, the accessible space is required to be located on the shortest route to an accessible pedestrian entrance. Though this is a building code issue, it is relevant to site design. Since the parking lot is existing and was striped to serve the abutting property, the location of the ADA space is not located at the shortest route to the building. **The Commission should decide if relocation and re-striping is warranted.**

Bicycle parking. 1 space for bike parking is required. This space can be accommodated on the site.

Number of off-street parking spaces required. Motor vehicle repairs requires one space for each 500 sq. ft. of gross floor area, but not less than three spaces for each establishment. The applicant is proposing 6 spaces, including 1 ADA space. With a 3,200 square foot building, a minimum of 7 spaces are required. However, there is room to stripe two additional spaces in an existing “smoker zone” pictured on the right. **SHMC 17.80.020 (11)** states that required parking spaces shall not be used for storage of vehicles in conducting the business or use. This means that since vehicle sales are proposed on occasion, **the Commission should decide whether to require the “smoker zone” be striped for two spaces. The Commission can also decide whether to limit the vehicle sales to one vehicle sale at a time, given the extra “vehicle sales” parking space.**



Aisle width. The aisle width is 25' wide, which is enough space for head-in parking and two-way traffic. There is an existing utility pole and landscape planter which should not conflict with maneuvering room.

Surface area. All areas used for parking, storage or maneuvering of vehicles (including things towed by vehicles) shall be paved. The parking area is already paved.

Wheel stops. Wheel stops are required along the boundaries of a parking lot, adjacent to landscaping, and along pedestrian ways. The



existing wheel stops are not sufficient, so this shall be a condition of approval.

Drainage. Drainage plans will be required to prevent ponding, prevent water flow across pedestrian ways and to address pollutants from vehicles (e.g., oil/water separation). A drainage plan was provided as part of the application package. Any City Public Works requirements shall be met regarding stormwater runoff.

Per 17.84.050 Pedestrian access (interior walkways), walkways shall extend from the ground floor entrances or from the ground floor landing of stairs, ramps, or elevators of all commercial, institutional, and industrial uses, to the streets which provide the required access and egress. Walkways shall be a minimum of four feet in width, exclusive of vehicle overhangs and obstructions such as mailboxes, benches, bicycle racks, and sign posts, and shall be in compliance with ADA standards. Required walkways shall be paved with hard-surfaced materials such as concrete, asphalt, stone, brick, etc. There is an existing asphalt walkway of approximately 6 feet wide from the parking lot to the man door on the south façade of the building.

Crime prevention. There does not appear to be existing exterior lighting on the S. 14th Street side of the building, where the new trash enclosure is proposed. Lighting should be provided to sufficiently illuminate this area at night.

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

Discussion: In the applicant’s narrative, the applicant notes economic goals and policies of the Comprehensive Plan are met by providing local employment opportunities (page 7-8).

The Comprehensive Plan designation of the portion of the property being used as outdoor storage is General Commercial. A policy of this designation per SHMC 19.12.070(2)(f) reads:

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

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

Finding: Storage as a principal use is not allowed in the HBD zoning district. This proposal complies with the applicable Comprehensive Plan policies, provided storage by itself is not allowed by this CUP.

SHMC 17.100.040(3) - CUP Approval standards and conditions

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

- (a) Limiting the hours, days, place, and manner of operation;

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

Discussion: These are items the Commission may consider for this proposal.

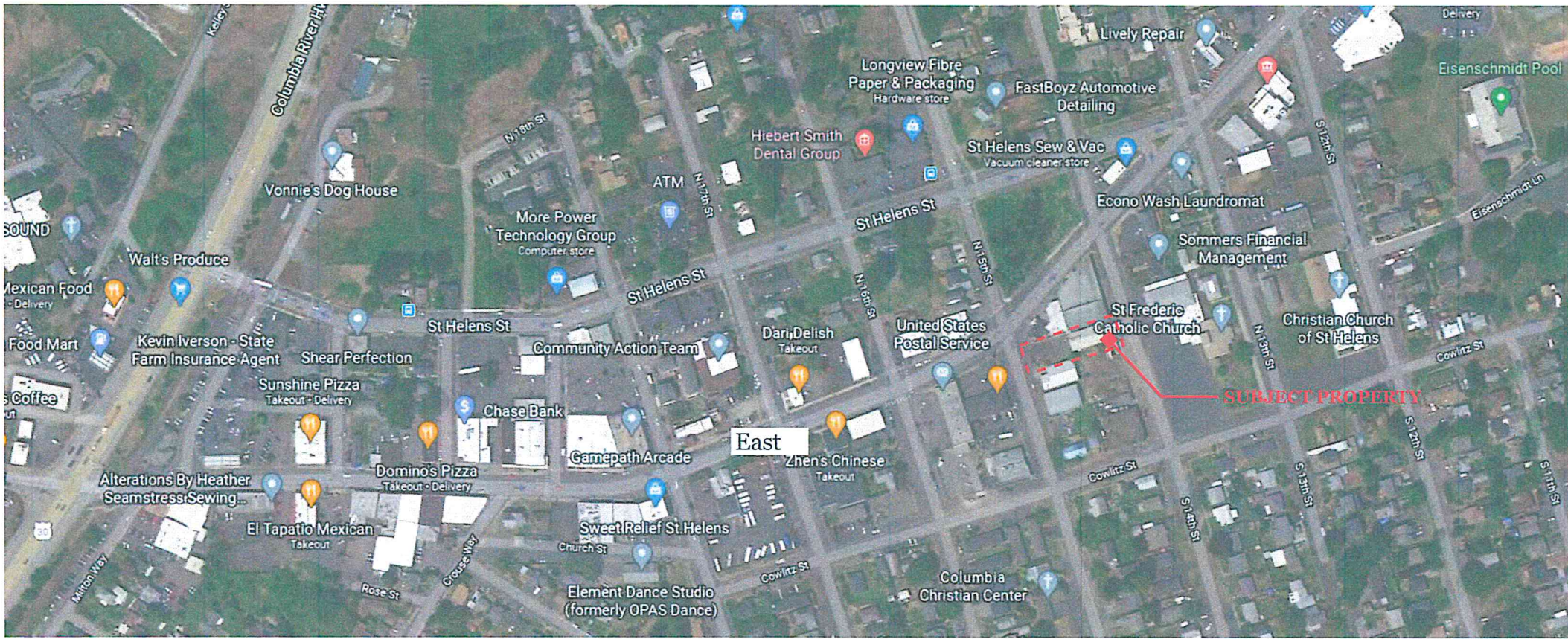
CONCLUSION & RECOMMENDATION

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

1. This **Conditional Use Permit** approval is valid for a limited time (to establish the use) pursuant to SHMC 17.100.030. This Conditional Use Permit approval is valid for 1.5 years. A 1-year extension is possible but requires an application and fee. If the approval is not vested within the initial 1.5 year period or an extension (if approved), this is no longer valid and a new application would be required if the proposal is still desired. See SHMC 17.100.030.
2. **The following shall be required prior to any work commencing or Building Permit issuance (if applicable):**
 - a. <<Revised parking plan if the Commission requires modifications to the ADA space.>>
3. **The following shall be required prior to Certificate of Occupancy by the City Building Official, or commencement of the proposal:**
 - a. <<If the Commission agrees with 8 spaces>> Two additional parking spaces shall be striped to replace the “smoker zone.”
 - b. Wheel stops (at least 4 inches high and 3 feet from the front of each parking stall) shall be provided for each space.
 - c. Trash enclosure shall be screened with a fence of 6 feet in height.
 - d. <<If modifications to the ADA space are required by the Commission>> The disabled person parking space shall comply with local, State, and Federal standards. See attached standards.
 - e. Lighting sufficient to illuminate the S. 14th Street side and trash enclosure shall be installed.
 - f. <<If the Commission would like to require additional landscaping>> A mix of low-lying shrubs and vertical planting along the approximately 5’ to 10’ wide landscape strip separating the parking lot from the southern property line shall be installed.

- g. <<If the Commission would like to require additional landscaping>> A new planter of equal or lesser width shall replace the existing one along the northern property line and be planted with a mix of low-lying shrubs vertical plants.
4. All auto repair work is required to be performed indoors.
 5. **This approval does not approve two separate principal land uses.** This Conditional Use Permit approves auto repair with occasional auto sales. The occasional auto sales shall be an incidental use to the auto repair work. <<Should a numeric parameter like one vehicle sale at a time be included in this condition?>>
 6. This CUP does not allow outdoor storage. If any outdoor storage related to vehicle repair, service, and sales, is required in the future, a separate Conditional Use Permit would be required to allow outdoor storage related to vehicle repair, service, and sales.
 7. Any new service facilities such as gas meters and air conditioners which would otherwise be visible from a public street, customer or resident parking area, any public facility or any residential area shall be screened, **regardless if such screening is absent on any plan reviewed by the City. This includes but is not limited to ground mounted, roof mounted or building mounted units.** See SHMC 17.72.110(2).
 8. A minimum of 10 percent of the property must remain landscaping/pervious.
 9. Any requirements of the Building Official and/or Fire Marshal shall be met. This includes, but is not limited to, occupancy change of the building if warranted, and any building improvements that may be required for this change.
 10. Any **new** sign requires a sign permit prior to installation, pursuant to Chapter 17.88 SHMC. Changing sign content of the existing sign box will not require additional permitting.
 11. Storage as an independent/principal land use on or within the subject property is not allowed in the HBD zoning district.
 12. Owner/applicant is still responsible to comply with the City Development Code (SHMC Title 17).

Attachments: *Applicant's Plans (13), Applicant's Narrative (13), Standards for Accessible Spaces (August 2018)*



Application: Conditional Use Permit
Applicants: Josh & Larry Harper
Contact Name: Josh Harper
Contact Phone: (503) 396-3416
Contact Email: jdharper79@yahoo.com
Site Address: 164 S 15th Street
 St. Helens, OR 97051
Proposed Use: Classic Auto Restoration & Service
Zoning: HBD – Houlton Business District
Parcel Number: 4104-AC-05701
 5,820.82sf (0.13ac) [assessor]
 4104-AC-05600
 5,695.41sf (0.13ac) [assessor]
 Total Site Size: 11,516.23sf
Lot / Block: Lots #5 (5600) and #18 (5701) of Block #122
Tax ID: 10099, 10097

Location Description:

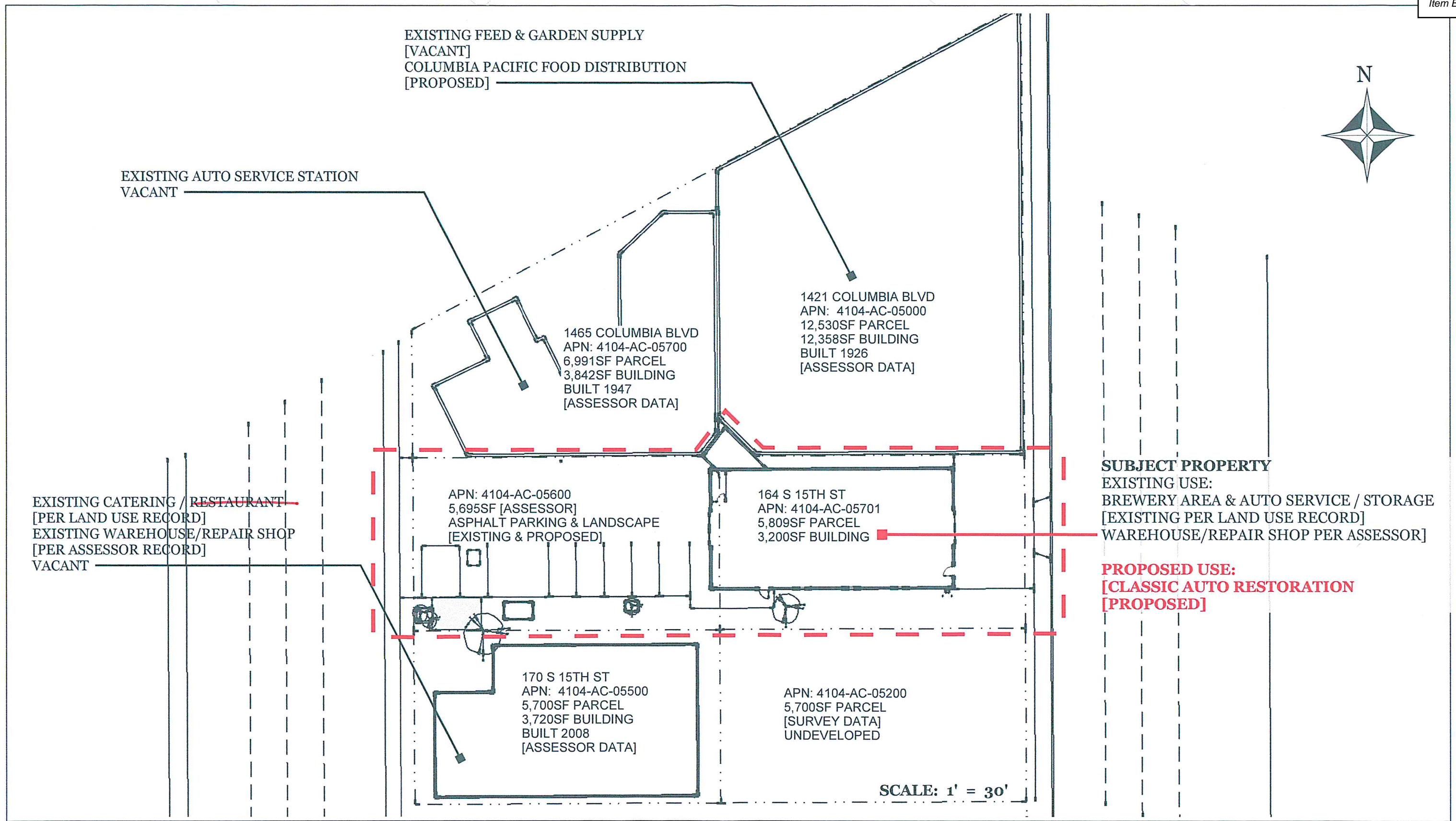
The subject property has existing road frontage on both South 15th and South 14th Streets. Parking is accessed off of S. 15th, an existing 80' right-of-way containing North and Southbound travel lanes, on-street parking in each direction, extruded curb/sidewalk on its West side and grade-level sidewalk on the East.

S. 15th Street is designated a collector street by the City of St. Helens and connects, one parcel to the subjects North, with East Columbia Boulevard in the City's Houlton Business District.

The site has historically been used as an automotive repair facility but some portion of it was reclassified for use as a brewery. The four adjacent parcels are presently (previously) an auto service facility, an agriculture and feed retail store, an undeveloped parcel and a catering/food service facility. All adjacent properties are vacant at the time of preparing this application.

The subject property is currently vacant, except for use as owner storage, and all brewery-related facilities have been dismantled and/or removed. The applicant proposes no construction or remodeling as part of this application with the only exception being a trash enclosure as required by the city's municipal code.





PARCEL DETAIL & LAND USE :: EXISTING & PROPOSED

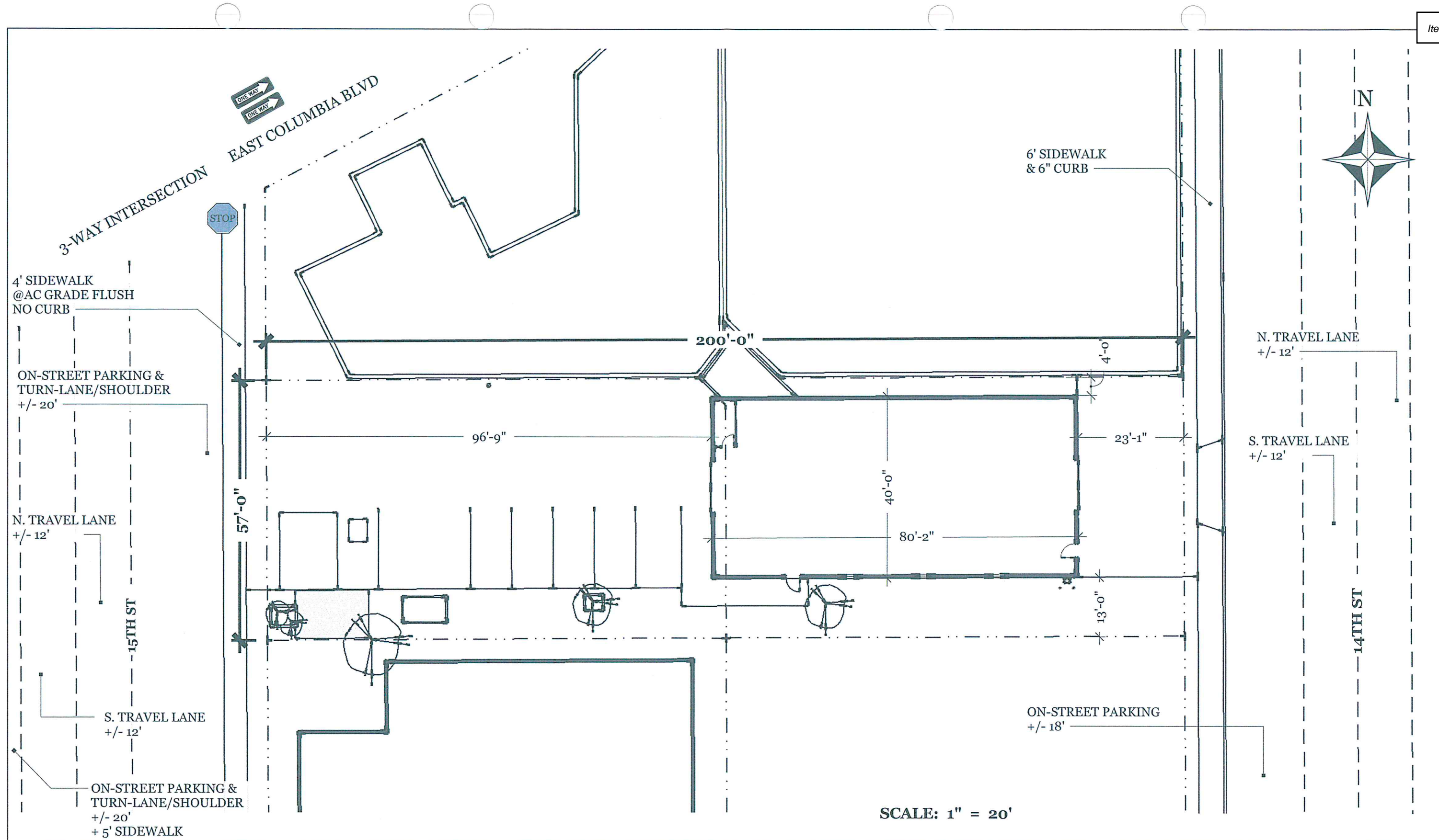


EQUITECT

WILLAMETTE SERVICE CENTER

REVISIONS	
MM/DD/YY	REMARKS
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EC 01



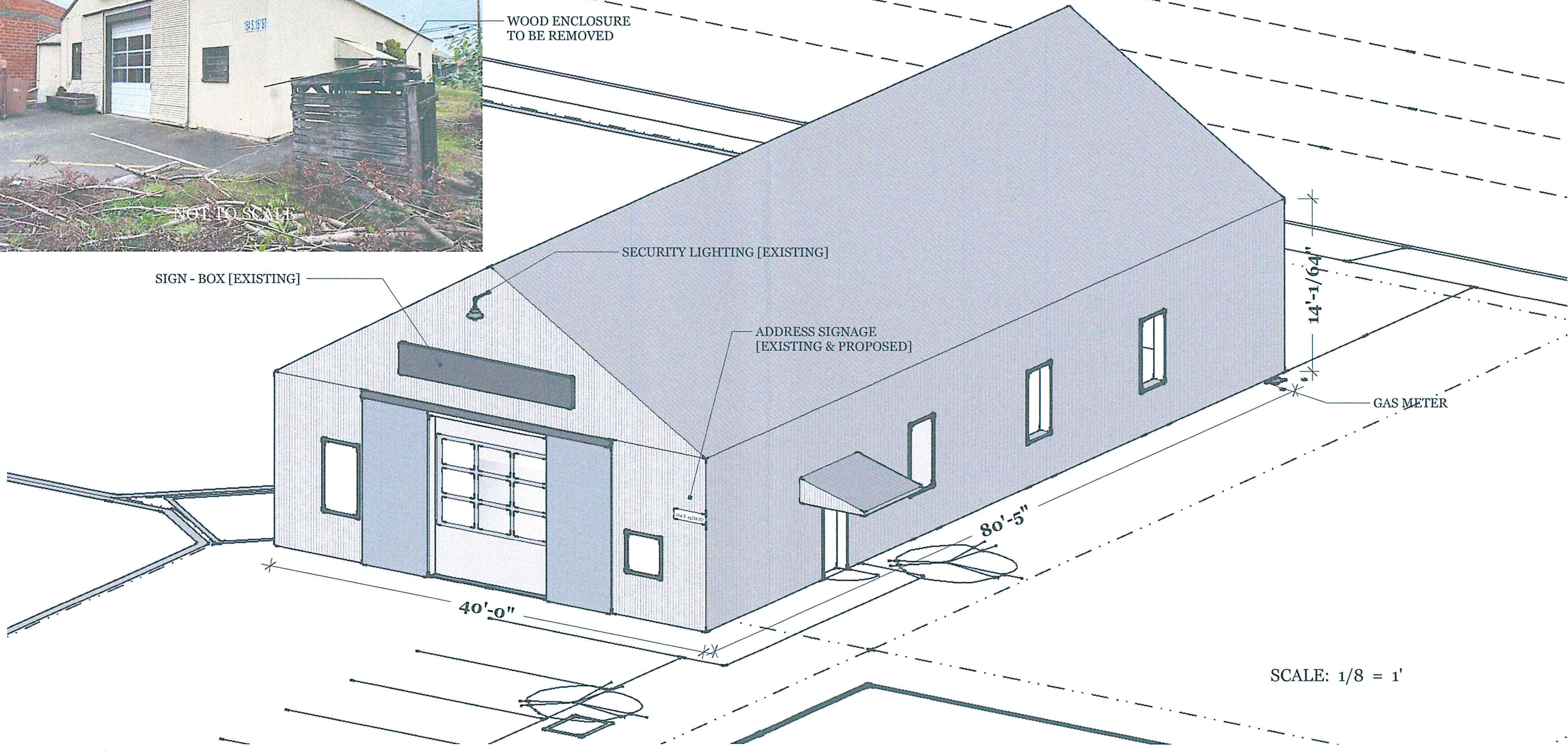
STREET FRONTAGE & SETBACKS - EXISTING



WILLAMETTE SERVICE CENTER

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EC 02



SCALE: 1/8" = 1'

SW BUILDING ELEVATION - EXISTING & PROPOSED

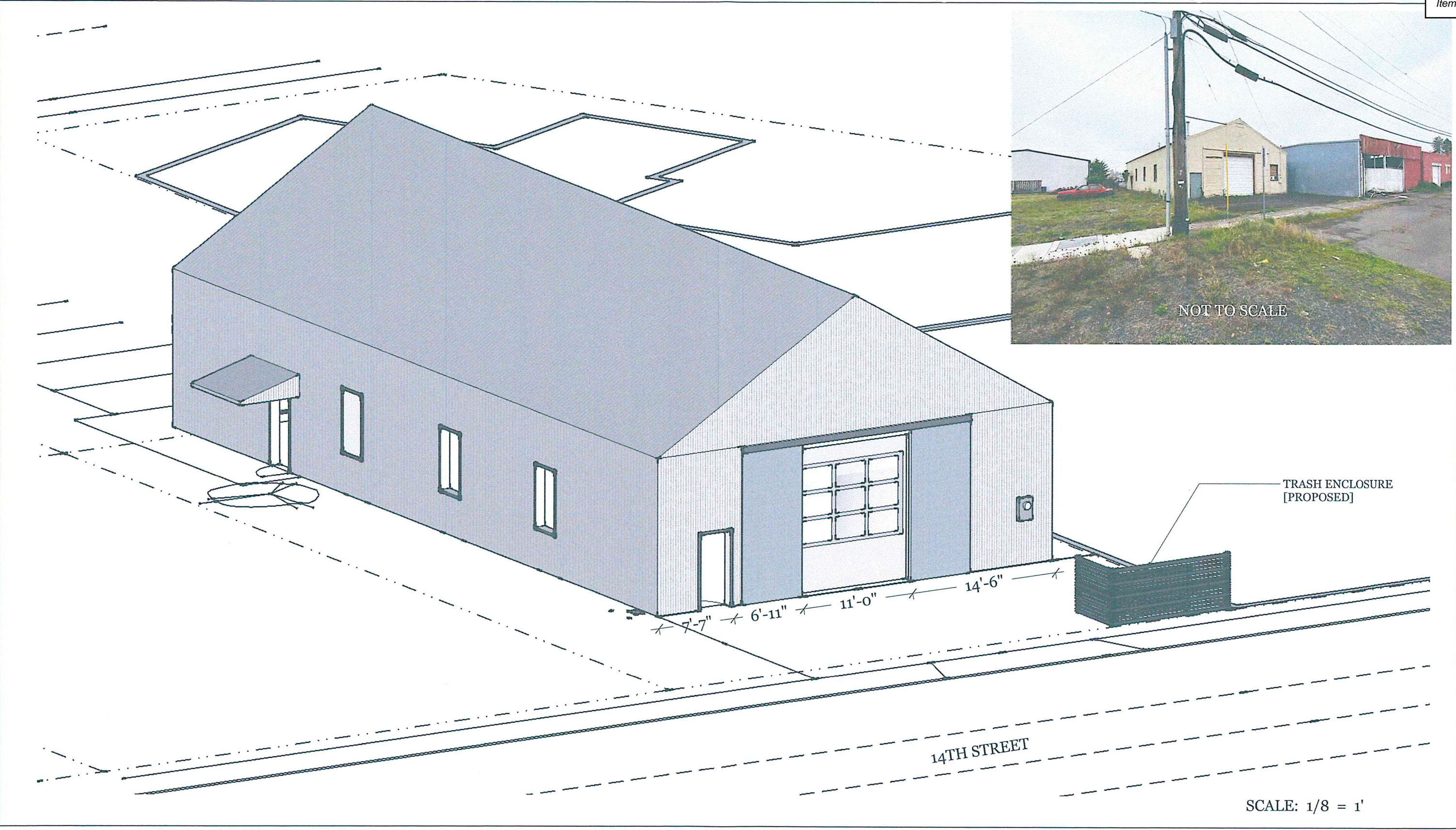


EQUITECT

WILLAMETTE SERVICE CENTER

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EC 03



SE BUILDING ELEVATION - EXISTING & PROPOSED



EQUITECT

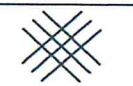
WILLAMETTE SERVICE CENTER

REVISIONS	
MM/DD/YY	REMARKS
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EC 04



PARKING & CIRCULATION :: EXISTING & PROPOSED

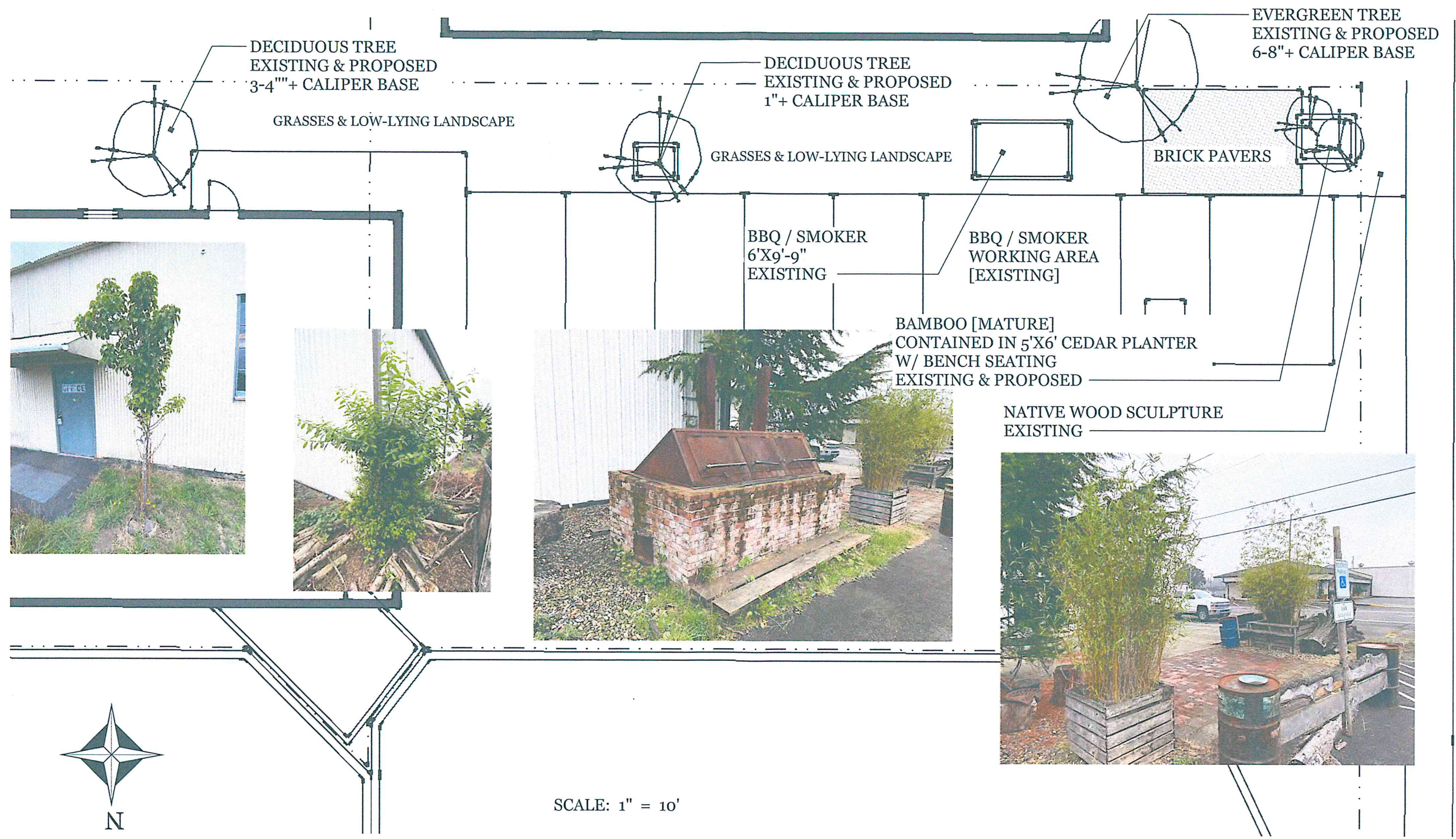


EQUITECT

WILLAMETTE SERVICE CENTER

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EC 05



SCALE: 1" = 10'

LANDSCAPE & BUFFER AREA :: PROPOSED

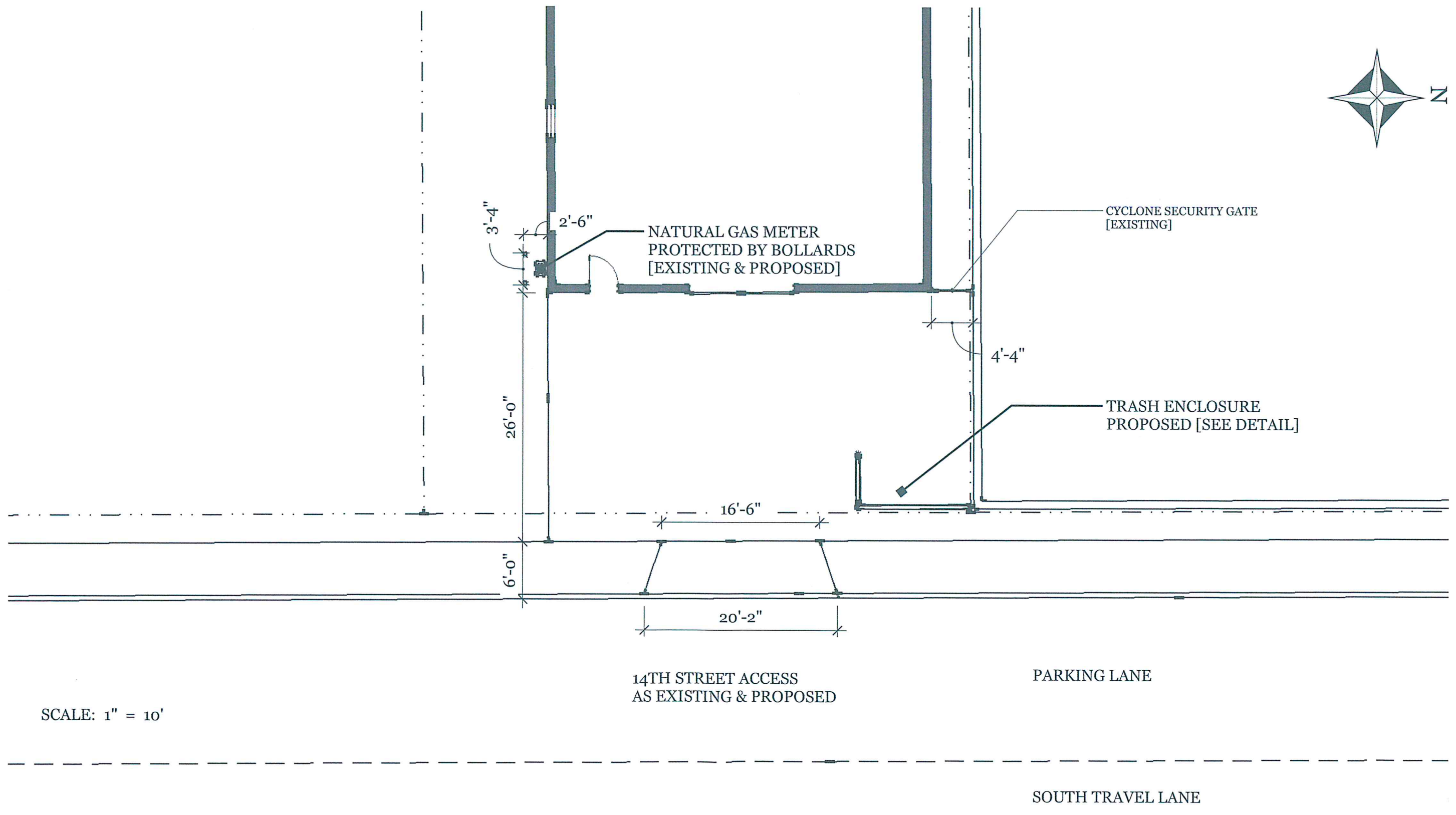
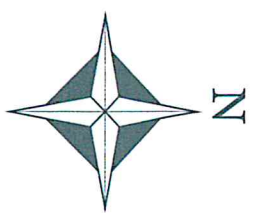


EQUITECT

WILLAMETTE SERVICE CENTER

REVISIONS	
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FC 06



SCALE: 1" = 10'

14TH STREET ACCESS
AS EXISTING & PROPOSED

PARKING LANE

SOUTH TRAVEL LANE

EAST ACCESS & SITE DESCRIPTION :: EXISTING & PROPOSED



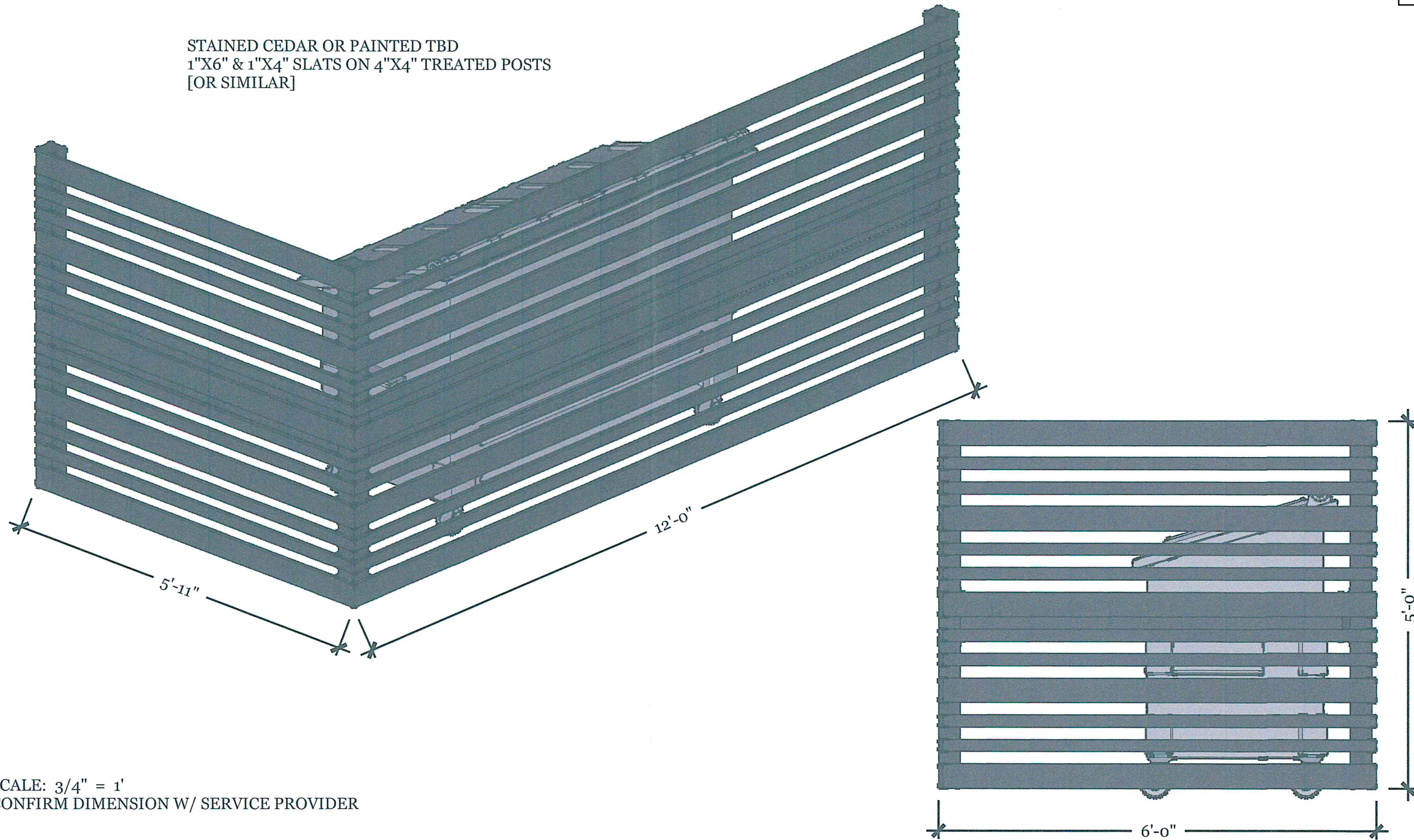
EQUITECT

WILLAMETTE SERVICE CENTER

REVISIONS	
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EC 07

STAINED CEDAR OR PAINTED TBD
1"X6" & 1"X4" SLATS ON 4"X4" TREATED POSTS
[OR SIMILAR]



SCALE: 3/4" = 1'
CONFIRM DIMENSION W/ SERVICE PROVIDER

TRASH ENCLOSRE ELEVATIONS :: PROPOSED



EQUITECT

WILLAMETTE SERVICE CENTER

REVISIONS	
MM/DD/YY	REMARKS
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EC 08



NOT TO SCALE

ZONING MAP



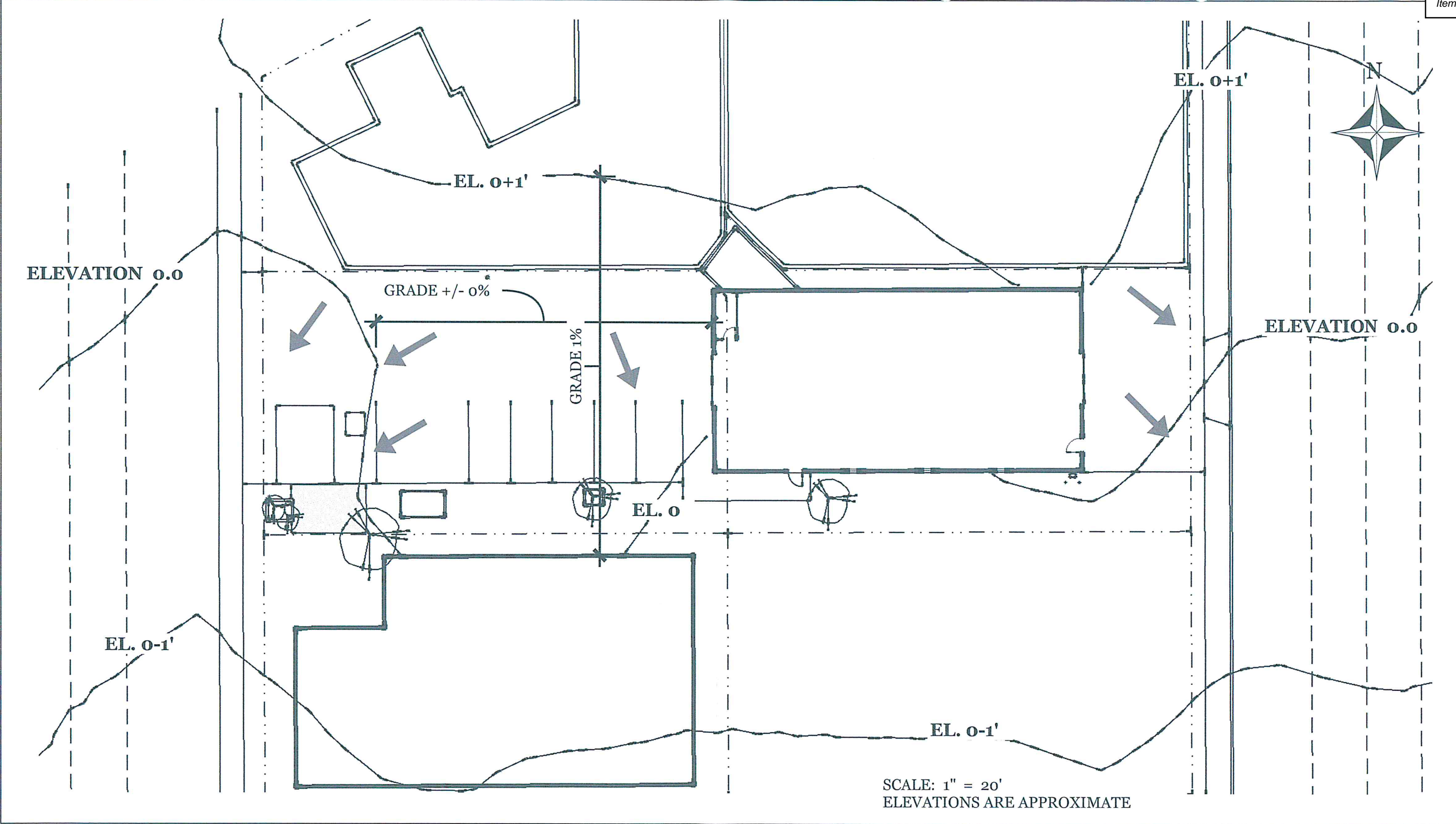
EQUITECT

WILLAMETTE SERVICE CENTER

REVISIONS

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EC 09



SCALE: 1" = 20'
ELEVATIONS ARE APPROXIMATE

SITE CONTOURS & DRAINAGE PATTERN - EXISTING


EQUITECT
 WILLAMETTE SERVICE CENTER

REVISIONS	
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EC 10



IMPERVIOUS AREA
~9,144SF

LANDSCAPED / NON-IMPERVIOUS AREA
~2,207SF

SCALE: 1" = 20'

IMPERVIOUS SURFACES


 EQUITECT
 WILLAMETTE SERVICE CENTER

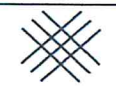
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NOT TO SCALE

DEVELOPMENT FOOTPRINT (EXISTING)
~9,433SF (82% of TOTAL SITE AREA)

EXISTING DEVELOPMENT FOOTPRINT



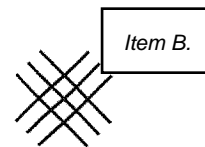
EQUITECT

WILLAMETTE SERVICE CENTER

REVISIONS

MM/DD/YY	REMARKS
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EC 12



PROJECT SUMMARY

Applicant: Josh Harper
Willamette Boulevard Service Center
6845 N Willamette Blvd.
Portland, OR 97203

Owner: Dolyniuk Family Trust
Sandra Dolyniuk, Trustee
33417 SW Holland Dr.
Scappoose, OR 97056

Site Location: 164 S 15th Street
St. Helens, OR 97051

Site Size: 11,516.23SF Per Assessor GIS Record

Parcel Info: 4104-AC-05701 [SEE ALSO: 5200 A1]
[5,820.82sf (0.13ac) per assessor GIS record]

4104-AC-05600
[5,695.41sf (0.13ac) per assessor GIS record]

Zoning: HBD – Houlton Business District

Zoning Adjacent: HBD – Houlton Business District

Existing Structures: (1) Building, 3,200SF [per assessor]

Request: **Conditional Use Permit** to utilize the property as an auto service and restoration facility with the periodic retail sale of restored classic vehicles.

Project Contact: Josh Harper
Willamette Boulevard Service Center
6845 N Willamette Blvd.
Portland, OR 97203
(503) 396-3416
Jdharper79@yahoo.com

Introduction

This application includes a narrative and plans in support of an application for conditional use for the relocation of the Willamette Boulevard Service Center onto the subject property. Willamette is a business that services passenger automobiles and restoration of classic Land Cruiser (or similar) vehicles with some limited retail of restoration projects.

The applicant proposes no construction or remodeling of the facility currently existing at the subject property except for the erection of a small screen to shield view of trash receptacles as required by city municipal code, restoring existing landscaped areas and general maintenance of the vacant facility.

Details of existing property improvements for the subject and neighboring properties are included in the site design documentation.

Narrative and Compliance

The following narrative addresses all identified Land Use and Development Code and Comprehensive Plan goals applicable to the proposed Conditional Use application. In the sections below, applicable code or goal provisions are shown in italic, with response in standard type.

Chapter 17.32.180 Houlton business district – HBD.

(1) Purpose. The HBD zone is intended to provide an innovative and flexible zoning category that may be used to implement the St. Helens comprehensive plan economic goals and policies and the strategic plan goals and policies for economic development....

.....

(3) Conditional Uses. In the HBD zone, the following conditional uses may be permitted upon application, subject to provisions of Chapter 17.100 SHMC and other relevant sections of this code:

.....

(q) Vehicle repair, service, and sales.

Comment: The applicant proposes to utilize the property for vehicle repair, service and sales. The proposed use, explained further in the summary pages of this report, is allowed as a conditional use pursuant to this Section 17.32.180(3)(q) of the SHMC. All applicable provisions of Chapter 17.100 and other relevant sections of the code are addressed in the following pages.

(4) Standards Applicable to All Uses. In the HBD zone, the following standards and special conditions shall apply and shall take precedence over any conflicting standards listed in this code:

(a) The maximum building height shall be 45 feet.

Response: The existing building is approximately 26' in height and no new buildings are proposed;

(b) The maximum lot coverage including all impervious surfaces shall be 90 percent;

Response: The impervious surface area as existing and proposed is approximately 9,144 square feet, or 79% of the total lot coverage. See Site Plan Page EC-11 for impervious surface calculations.

.....

(d) No minimum setback requirements applicable to all uses except for as required in Chapter 17.64 SHMC.

Comment: Chapter 17.64, pertaining to additional yard setbacks in cases wherein the proposed development fronts certain collector or arterial streets not adequately improved and/or located within a right-of-way less than required in the transportation system plan (TSP). Both abutting streets are larger than required by the TSP – see comments specific to this chapter in the following pages. Chapter 17.64 does not apply;

(e) The maximum front yard setback shall be zero feet. The maximum setback may be increased with the condition that 100 percent of the increased setback is used for pedestrian amenities with the building use, such as patio dining for restaurant, sidewalk cafe, plaza, or courtyard.

Response: this application proposes no new structure and those existing pre-date this requirement. The applicant respectfully suggests that this provision does not apply.

(f) Interior or Side Yard Setbacks. New buildings containing any nonresidential use abutting residential districts require one foot of setback for each foot of building wall height on the side abutting the residential zone, with a minimum setback of 10 feet. For yards abutting other nonresidential districts, no setback is required, subject to building code requirements.

.....

(g) Rear Yard Setbacks. New buildings containing nonresidential uses abutting residential districts require one foot of setback for each foot of building wall height with a minimum setback of 10 feet (see note in subsection (4)(f) of this section). For yards abutting other nonresidential districts, no rear setback is required, subject to building code requirements.

Response: No new construction is being proposed and the property is surrounded only by others within the subject's commercial-use Houlton Business District zoning. 17.32.180(4) (f-g) do not apply. See Site Plan page EC-09 for zoning of the subject and surrounding properties.

(h) The minimum lot width at the street and building line shall be 20 feet.

Response: the existing lot(s) are 57' in width and no modifications are proposed. This section is met.

(i) The minimum lot depth shall be 50 feet.

Response: the existing lot is approximately 200' deep and no modifications are proposed. This section is met.

(j) Minimum open space shall be 10 percent.....

Response: Proposed open space amounts to approximately 2,206 square feet, existing primarily along the South site setback. The total site area is 11,516 square feet per the Columbia County Assessor GIS record as of the date of this application. The proposed open space equals just over 19% of the overall site area. Refer to the applicants site design submittal **Page EC-11**. This standard is met.

.....

(l) No additional or new on-site parking is required for sites with existing development footprint coverage in excess of 50 percent of the site area (change of use or remodeling without a change to the existing footprint of existing development is also exempt).

.....

(5) Special Conditions Permitted and Conditional Uses.

.....

(b) Outdoor storage of goods and materials must be screened.

(c) Outdoor display of goods and materials for retail establishments is permitted on private property in front of the retail establishment, provided such displays do not block safe ingress and egress from all entrances, including fire doors. In addition, outdoor display goods and materials shall be properly and safely stored inside during nonbusiness hours. No outdoor display may block safe pedestrian or vehicular traffic. Outdoor displays shall not encroach in public rights-of-way, including streets, alleys or sidewalks, without express written permission of the city council.

.....

Summary Response: The applicant has no particular use or request for outdoor storage goods or materials. No outdoor storage areas are proposed, and no screening required pursuant to the HBD municipal code (5.b.) above.

The applicant does retail classic Land Cruiser auto's to collectors and enthusiasts from time to time though this business is transacted primarily online and not by means typically described as dealership. Should the occasion arise for the temporary display of retail goods it will be done only as provisioned in SHMC 17.32.180 (5.c.) above.

5.c ONLY APPLIES TO RETAIL ESTABLISHMENTS - DOES N'T APPLY TO THIS PROPOSAL

AS
11.30.2020

**Chapter 17.64
ADDITIONAL YARD SETBACK REQUIREMENTS AND EXCEPTIONS**

.....

17.64.020 Additional setback from centerline required.

(1) To ensure improved light, air, and sight distance and to protect the public health, safety, and welfare, structures in any zoning district which abut certain arterial and collector streets shall be set back a minimum distance from the centerline of the street.

(2) Where the street is not partially or fully improved, the measurement shall be made at right angles from the centerline or general extension of the street right-of-way:

.....

(b) Collector Streets. The required setback distance for buildings on collector streets as classified by the transportation system plan is the setback distance required by the zoning district plus 25 feet measured from the centerline of the street.

(3) The minimum yard requirement shall be increased in the event a yard abuts a street having a right-of-way width less than required by its functional classification on the city's transportation plan map and, in such case, the setback shall be not less than the setback required by the zone plus one-half of the projected road width as shown on the transportation map.

(4) The minimum distance from the wall of any building (except fences or other structures allowed in this code) to the centerline of an abutting street, however, shall not be less than 25 feet plus the yard required by the zone. This provision shall not apply to rights-of-way of 60 feet or greater in width.

Response: N 15th Street is classified as a "Collector" in the St. Helens Transportation System Plan with a proposed 36' pavement width in a 60' right-of-way. S. 14th Street is classified as a "Local Street". Public records describe both the S. 15th and S. 14th Street rights-of-way existing at 80' in width. With functional classifications of "Collector" (60') and "Local Street" (50') respectively, both exceed their required width. This section does not apply.

17.64.030 No yard required – Structure not on property line.

In zoning districts where a side yard or a rear yard setback is not required, a structure which is not to be built on the property line shall be set back from the property line by a distance in accordance with the applicable building code (as administered by the building official) requirements. (Ord. 3164 § 3 (Att. B), 2012; Ord. 2875 § 1.104.030, 2003)

Response: this application proposes no new structure and those existing pre-date this requirement. The applicant respectfully suggests that this provision does not apply. However, should any future improvement which qualifies as a "structure" according to the municipal code(s), at any point be required as a condition or proposed by the applicant, it shall be done under the local building official's administration.

.....

Chapter 17.72

LANDSCAPING AND SCREENING

17.72.010 Purpose.

The purpose of this chapter is to establish standards for landscaping, buffering, and screening of land use within St. Helens in order to enhance the aesthetic environmental quality of the city:

.....

17.72.015 Applicability

(1) The provisions of this chapter shall apply to all development where landscaping is required by this code including the construction of new structures (see SHMC 17.96.020, Applicability of provisions), and to a change of use which increases the on-site parking or loading requirements or which changes the access requirements...[.]

Response: the applicant proposes no “development” as it is defined in SHMC Land Use Definitions. This application is for a “change of use” to one only allowed by conditional use permit (the application).

Section 17.32.180 (4)(l) provides that *no additional or new on-site parking is required for sites with existing development footprint coverage in excess of 50 percent of the site area (change of use or remodeling without a change to the existing footprint of existing development is also exempt)*. Furthermore, this section takes precedence over any conflicting standards in the code according to 17.32.180(4).

The existing development footprint equals approximately 82% of the total site area, exceeding the 50% requirement to qualify for the 17.32.180(4)(l) exemption and does not require loading (see 17.80 on following pages). The applicant respectfully suggests that 17.72 does not apply. The calculated development footprint can be found in the site plan page EC-12.

COVERAGE ONLY APPLIES TO BLDGS, WHICH IS < 50% OF TOTAL LAND SIZE. PARKING EXEMPTION DOES NOT APPLY. JG 11.30.2020

**Chapter 17.80
OFF-STREET PARKING AND LOADING REQUIREMENTS**

.....

17.80.015 Applicability of provisions.

(1) *The provisions of this chapter shall apply to all development including the construction of new structures, the remodeling of existing structures (see SHMC 17.96.020) and to a change of use which increases the on-site parking or loading requirements or which changes the access requirements.*

Response: the applicant proposes no development, construction or remodeling. This application is for a “change of use” to one only allowed by conditional use permit (the application). The proposed change of use does not increase the on-site parking, loading or access requirements according to SHMC 17.32.180, again described in the following paragraph, and therefor does not meet the applicability provisions of this chapter. The applicant respectfully suggests that, although the existing site conditions meet the standards set in this chapter, it does not apply to the application.

Comment: although the Off-Street Parking and Loading ordinance does not apply to this conditional use / change of occupancy application, the applicant acknowledges the importance of providing adequate services for both potential customers, employees, the general public and neighborhood. With this in mind, we have investigated the existing parking conditions and suggest that the site meets or exceeds all of the requirements of this chapter. See the applicants site plan page EC-05 for existing parking conditions.

**Chapter 17.100
CONDITIONAL USE**

17.100.010 Purpose.

The purpose of this chapter is to provide standards and procedures under which conditional use may be permitted, enlarged or altered if the site is appropriate and if other conditions can be met. (Ord. 2875 § 1.140.010, 2003)

17.100.020 Administration and approval process.

(1) The applicant of a conditional use proposal shall be the recorded owner of the property or an agent authorized in writing by the owner.

Response: the applicant is under contract with the owner of the subject property for its purchase. The provisions of that contract include a contingency for the buyer (applicant) obtaining entitlements to relocate the proposed business onto the property. The contract for purchase also contains provisions allowing the applicant to do so.

17.100.040 Approval standards and conditions.

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

(a) The site size and dimensions provide adequate area for the needs of the proposed use;

(b) The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features;

(c) All required public facilities have adequate capacity to serve the proposal;

(d) The applicable requirements of the zoning district are met except as modified by this chapter;

Response: the applicant suggests that, among other factors, the subject property was originally developed as an automotive service facility and remains mostly in the configuration that has proven adequate for the proposed use for many years. With the exception of those years between approximately 2015 and 2019 the subject property has been an automotive service facility for nearly 70 years. — ?

The property is well-served by all necessary public facilities with no faults identified throughout the applicant's investigations and the proposed use meets all applicable requirements of the Houlton Business district zoning as explained in that section of this narrative.

(e) The supplementary requirements set forth in Chapter 17.88 SHMC, Signs; and Chapter 17.96 SHMC, Site Development Review, if applicable, are met;

Response: The applicant proposes no new signage at this time. Should modification to the existing, or new signage be proposed in the future, it will be pursuant to those Chapters 17.88 & 17.96.

(f) The use will comply with the applicable policies of the comprehensive plan.

Response: the preparer of this application narrative has read the city's comprehensive plan and identified no goal or policy to which the proposed use might conflict. It is the opinion of the preparer that the proposed use most definitely complies with the few polices that may be determined to apply, most notably the following:

19.08.020 Economic goals and policies.

.....

(2) Goals.

(a) To maintain favorable conditions for a growing, healthy, stable and diversified business and industrial climate.

(b) To encourage the expansion of employment opportunities within the urban area so residents can work within their communities rather than commute to jobs outside the county.

Response (cont.):

The Willamette Boulevard Service Center was founded in 1973 by Larry Harper who, along with his son Josh, is the applicant. It its current location at 6845 N. Willamette Boulevard in Portland, OR since the beginning, the Harper's are considering the relocation partly as a means of diversifying away from a region proving less favorable a business climate but even more as their show of support to a community in which we believe to hold promise and much of the family calls home.

Though not a large employer by most standards at 3-5 employees the business has proven longevity and the undeniable support of their customers, partners and clientele both past and present.

If their use is ultimately supported by the commission, the applicants are purchasing the subject property as a long-term investment (among others they own in St. Helens) and home to an ever-evolving family enterprise.

For over 50 years Larry Harper's Willamette Service Center has maintained a sterling reputation for reliable service to both the everyday commuter and, more recently, the quickly expanding classic Toyota Land Cruiser enthusiast community to which his son Josh has been a steadfast member of for much of his own career of 25+. This classic auto segment of the business is a primary driver to relocating the business to a larger facility removed from some of the distractions to growing a business in their current location and the applicant hopes to remain here as an active supporting member of the business community.

The applicant suggests that reopening the subject property, which was for a short time used for brewing beer by Columbia County Brewing but shuttered upon untimely and unfortunate founder circumstances in 2017, absolutely contributes to the city's chartered goal of *"promoting favorable conditions for a growing, healthy, stable and diversified business and industrial climate."* On a city block that is approximately 63% vacant or undeveloped at the time of this application we suggest that locating a proven business such as the applicants roundly supports the city's stated goals for the community.

17.100.070 Application submission requirements.

(1) All applications shall be made on forms provided by the director and shall be accompanied by:

(a) Copies (number to be determined at the preapplication conference) of the site development plan(s) and necessary data or narrative which explains how the development conforms to the standards:

(i) Conditional use site plan(s) shall be drawn on sheets preferably not exceeding 18 inches by 24 inches;

(ii) The scale for a site plan shall be an engineering scale; and

(iii) All drawings of structure elevations shall be a standard architectural scale, being one-fourth-inch or one-eighth-inch; and

(b) The required fee.

(2) The required information may be combined and does not have to be placed on separate maps.

(3) The conditional use plan, data, and narrative shall include the following:

(a) Existing site conditions, SHMC 17.100.080;

Response: See site plan Pages EC-01 through EC-07

(b) A site plan, SHMC 17.100.090;

Response: See site plan Page EC-02

(c) A grading plan, SHMC 17.100.100;

Response: the applicant proposes no excavation or grading, this sub-section (c) does not apply.

(d) A landscape plan, SHMC 17.100.120;

Response: See site plan Page EC-06

(e) Architectural elevations of all structures, SHMC 17.100.110;

Response: See site plan Pages EC-04 through EC-05

(f) A sign plan, SHMC 17.100.130; and

Response: the applicant proposed no signage and all signs related to ADA and building identification are existing in conditions meeting current criteria. See existing conditions pages of the site plan.

(g) A copy of all existing and proposed restrictions or covenants. (Ord. 2875 § 1.140.070, 2003)

Response: the subject site is not encumbered by any restrictions or covenant pertaining to use or title.

17.100.080 Site conditions.

The site analysis drawings shall include:

(1) A vicinity map showing streets and access points, pedestrian and bicycle pathways, transit stops, and utility locations;

(2) The site size and its dimensions;

(3) Contour lines at two-foot intervals for grades zero to 10 percent and less and five-foot intervals for grades over 10 percent;

(4) The general location of drainage patterns;

Comment: See Site Plan page EC-10 for approximate site contours and drainage patterns.

(5) The general location of natural hazard areas including:

(a) Floodplain areas (100-year floodplain and flooding);

(b) Slopes in excess of 25 percent;

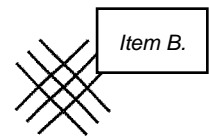
(c) Unstable ground (areas subject to slumping, earth slides or movement);

(d) Areas having a high seasonal water table within zero to 24 inches of the surface for three or more weeks of the year;

(e) Areas having a severe soil erosion potential; and

(f) Areas having severe weak foundation soils;

(6) The general location of natural resource areas as shown on the comprehensive plan map inventory data;



Response: Neither natural hazards nor natural resources have been identified on the subject site or in its proximity. Sub-sections (5a-f & 6) do not apply, and none have been included on the site plans.

(7) The general location of site features including:

(a) Rock outcroppings; and

Comment: no rock outcroppings are present, none identified.

(b) Trees with six-inch caliper or greater measuring four feet from ground level;

.....

Response: There is one tree measuring approximately 6" at 4' located on or near the property line between the subject and south neighboring property. The applicant proposes no removal or alteration and it is shown on the existing and proposed landscape pages within the site plans.

(8) The location of existing structures on the site and proposed use of those structures; and

(9) The location and type of noise sources on the site or on adjoining property such as traffic ways, mechanical equipment, or noise-producing land uses. (Ord. 2875 § 1.140.080, 2003)

Response: all adjoining properties are vacant, no noise-producing land uses have been identified. The applicant will produce some reasonable amounts of noise during business hours related to light-duty fabrication or servicing of automobiles though we suggest the amount of noise will be much lower than an average auto service provider. There are no permanent equipment installations proposed and none are identified in the existing or proposed site plans.

17.100.090 The site plan.

The proposed conditional use plan shall be at the same scale as the site conditions and shall include the following information:

- (1) The proposed site and surrounding properties;
- (2) Contour intervals (see SHMC 17.100.080(3));
- (3) The location, dimensions and names of all:
 - (a) Existing streets; and
 - (b) Proposed streets;
- (4) The location and dimensions of:
 - (a) Entrances and exits on the site;
 - (b) Parking and circulation areas;
 - (c) Loading and services areas, if applicable;
 - (d) Pedestrian and bicycle circulation, if applicable;
 - (e) Outdoor common areas, if applicable; and
 - (f) Above ground utilities;
- (5) The location, dimensions, and setback distances of all:
 - (a) Existing structures, improvements, and utilities which are:

- (i) Located within 25 feet of the site and are on adjoining property; and
- (ii) To remain on site;
- (b) Proposed structures, improvements, and utilities on the site;
- (6) The location of areas to be landscaped;
- (7) The location of proposed utility lines;
- (8) The location of mailboxes;
- (9) The location of all structures and their orientation; and
- (10) The location and type of outdoor lighting considering crime prevention techniques. (Ord. 2875 § 1.140.090, 2003)

Response: see the applicants site plans detailing existing improvements that conform to most applicable requirements for the proposed use. There is only a trash receptacle screen proposed to be constructed and that is also detailed within the site plans.

17.100.100 Grading plan.

The site development plan shall include a grading plan at the same scale as the site analysis drawings and shall contain the following information:

- (1) Requirements in SHMC 17.100.080 and 17.100.090;*
- (2) The location and extent to which grading will take place, indicating general contour lines, slope ratios, and slope stabilization proposals; and*
- (3) A statement from a registered engineer supported by factual data substantiating:*
 - (a) The validity of the slope stabilization proposals; and*
 - (b) That all problems will be mitigated and how they will be mitigated. (Ord. 2875 § 1.140.100, 2003)*

Response: the applicant proposes no excavation or grading, this sub-section (c) does not apply.

17.100.110 Architectural drawings.

The conditional use plan proposal shall include:

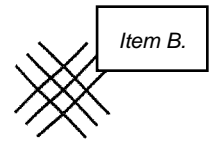
- (1) The square footage of all structures proposed for use on site; and*
- (2) Preliminary elevation drawings of each structure. (Ord. 2875 § 1.140.110, 2003)*

Response: No additional structures are being proposed and all existing elevations are described on the applicants site plan.

17.100.120 Landscape plan.

(1) The conditional use plan proposal shall include:

- (a) The general location of fences, buffers, and screenings;*
- (b) The general location of play areas and common open spaces;*
- (c) The general location of existing and proposed plant materials; and*
- (d) Location of underground sprinkler heads where applicable.*



- (2) The landscape plan shall include a narrative which addresses:
- (a) Soil conditions; and
 - (b) Erosion control measures that will be used. (Ord. 2875 § 1.140.120, 2003)

Response: see site plans page EC-6 for existing landscape proposed to remain with some restoration or replacement as required.

17.100.130 Sign drawings.

Drawings indicating sign location shall be submitted in accordance with Chapter 17.88 SHMC. (Ord. 2875 § 1.140.130, 2003)

Response: no new signs are proposed. Existing signage containing the street address are located on the building and described in the site plans.

.....

17.100.150 Additional requirements for conditional use types.

.....

(3) The additional dimensional requirements and approval standards for conditional use are as follows:

.....

(b) Automobile and Equipment: Sales/Rental (Farms, Heavy and Light Equipment).

(i) Setbacks. A minimum of five feet of the perimeter setback shall be used for landscaping and screening purposes (see Chapter 17.72 SHMC);

Response: the applicant is primarily an auto service provider and classic auto restoration company. Although the business involves the periodic retail sale of an auto it is not by means typically associated to an auto dealer. Sales are conducted primarily online or by direct sale to collectors and enthusiasts. The applicant proposes no specific area within the parking area or site to display autos for retail sale and suggests that the additional screening and setback provisions will not apply to the applicants proposed use.

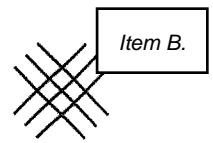
(c) Automotive and Equipment: Body Repairs, Light Equipment.

(i) Setbacks.

(A) A minimum of five feet of the perimeter setback shall surround all outdoor parking and storage areas (see Chapter 17.72 SHMC);

(B) Buffer screening shall be provided along the perimeter of all outdoor parking and storage areas as required in SHMC 17.72.080; and

Response: no outdoor storage is being proposed. No outdoor parking of vehicles except those uses for commute to/from the site by customers and employees are proposed. The applicant suggests that this provision would apply particularly to storage/parking of autos for repair or sale and none of these are being proposed by this application.



Although not required (or proposed) at present there is adequate site area that could be screened while maintaining parking or other outdoor land use requirements. Should an outdoor storage area become useful in the future, then an outdoor area will be screened and permitted according to applicable standards in a separate application.

(C) All repair work shall be performed indoors;

Response: all repair work will be performed indoors as required and the existing facility building is beyond suitable to contain the applicants business with future growth accounted for.

OREGON TRANSPORTATION COMMISSION
Standards for Accessible Parking Places
August 2018

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

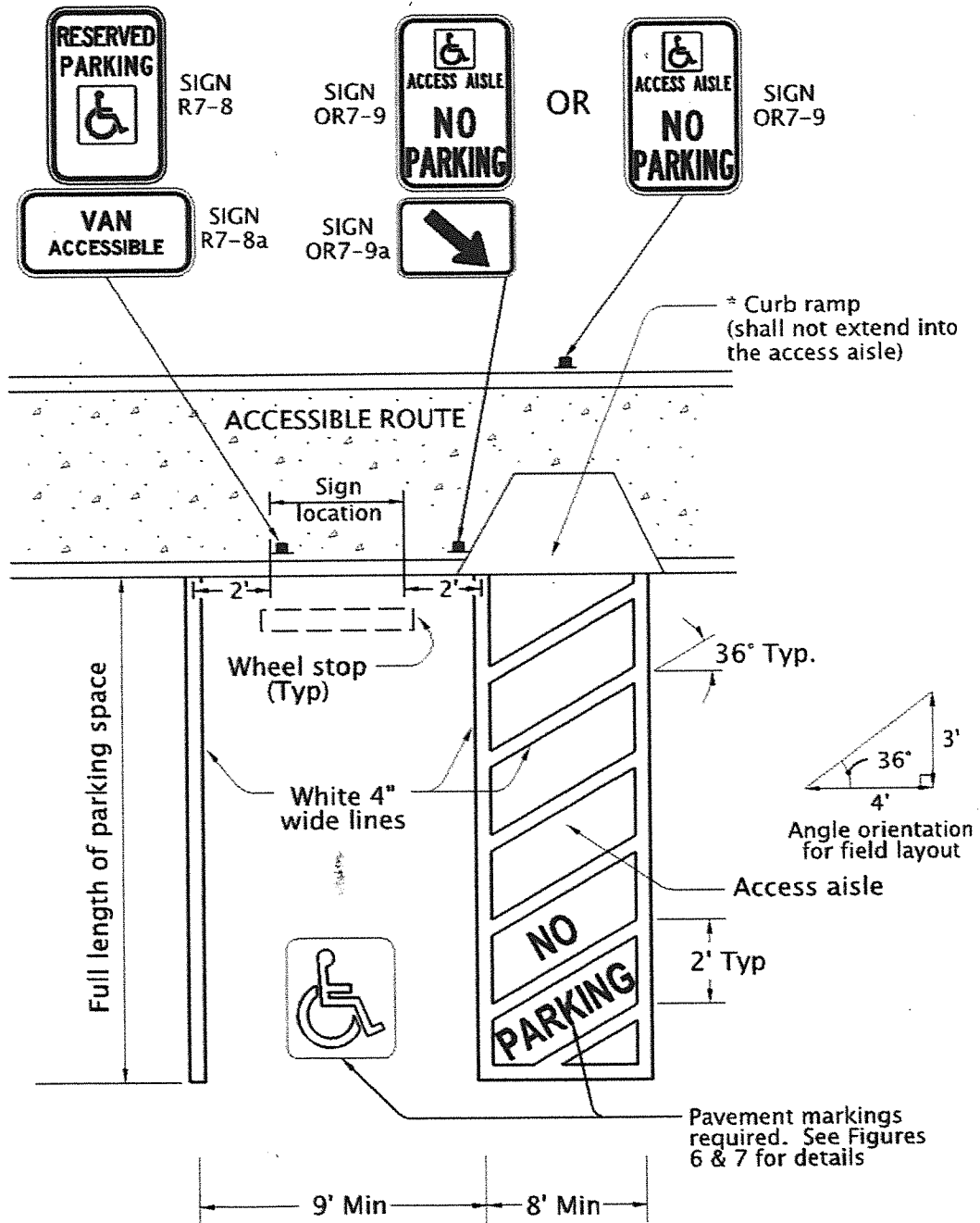


Figure 1

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
HHR.2.20**

DATE: December 1, 2020
TO: Planning Commission acting as the **Historic Landmarks Commission**
FROM: Jennifer Dimsho, AICP, Associate Planner

APPLICANT: Lower Columbia Engineering, LLC c/o Brett Kahr
OWNER: The Olde School Company, LLC

ZONING: Riverfront District, RD, Plaza Subdistrict
LOCATION: 251 St. Helens Street (John Gumm School); 4N1W-3BB-12600
PROPOSAL: Install a new ADA ramp at the front façade and remove an existing wheelchair lift on the side facade

SITE INFORMATION

Site Description: The Olde School, known as the John Gumm School after a major benefactor, is deemed a “Secondary Significant” structure in the St. Helens Downtown Historic District from the National Register of Historic Places. It was built in 1919 in the “Georgian Revival” style. A description of architectural features and history of the structure are included in the following excerpt from the district’s nomination form from 1984:

“The John Gumm School is a two story 'L' shaped structure with a five-bay symmetrical front. The building has stucco siding and eight-over-eight double-hung wood sash windows which are generally in groupings of four. The central bay is a pedimented pavilion, supported by two pairs of large Tuscan columns. The bays flanking the central pavilion have groupings of four double-hung windows at the first and second stories and the end bays have fixed sash windows high in the second story wall. The east and west sides of the building are three bays wide. The central bay has a doorway with top and side lights at the first story and irregular fenestration at the second story. The central bay is flanked with identical bays which have four double-hung sash windows at the first and second story level. The fenestration on the rear of the building is irregular.

Except for the modification to some windows on the rear facade; the building appears to be entirely intact. In 1902, the first John Gumm School, a two-story wood frame structure with a stone foundation, was built on the site of the present John Gumm School. It was destroyed in a fire which broke out during the night of September 16, 1918. The origin of the fire was a mystery although many believed it had been started by an arsonist. After much delay and public discussion, the school directors called a special meeting to the legal voters of District No. 2 on December 7. They proposed to construct a building of tile and fire resisting material on the site of the old building.”

According to the 1999-2000 John Gumm School Yearbook (the school’s final yearbook) which was uploaded to the Columbia County History Museum’s website, the school served grades 1-12

from 1919 to 1926, grades 1-8 until 1958, and grades K-6 until December 1999. In December 1999, the building was declared unsafe and closed immediately. Since then, according to building permit records, the first floor and basement have received occupancy for various office, storage, and commercial activities. The 2nd floor is unfinished with no use established.

Proposal: Columbia County is proposing to relocate a portion of their administrative facilities in the Olde School. In order to do so, they need to install a new ADA ramp to allow more people with mobility issues to access their services without requiring the operation of the existing ADA wheelchair lift on the side of the building. They are also proposing removal of this wheelchair lift. The Olde School is listed as a designated landmark on the City’s locally designated landmark list, which is why exterior modifications triggered this public hearing and review.

There is a separate attachment with current and historic photos of the two facades which are proposed to be altered with this proposed.

PUBLIC HEARING & NOTICE

Hearing dates are as follows:
December 8, 2020 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property on November 11, 2020 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on November 25, 2020.

AGENCY REFERRALS & COMMENTS

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

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.36.040(3) CRITERIA FOR ALTERATION

In order to approve an application for the alteration of a designated landmark or historic resource of statewide significance, the commission must find that the proposal meets the following standards:

- (a) The purpose of the historic overlay district as set forth in [SHMC 17.36.005](#).
- (b) The provisions of the comprehensive plan.
- (c) A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- (d) The historic character of a property shall be retained and preserved. The removal or relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
- (e) A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.
- (f) Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

(g) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

(h) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible (including environmental considerations), materials. Replacement of missing features shall be substantiated by documentary and physical evidence.

(i) Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

(j) Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

(k) New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible in appearance with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

(l) New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Discussion: (a) The purpose of this Chapter is noted under Section 17.36.005. As it relates to this proposal, the purpose of this chapter is to accomplish the protection, enhancement, and perpetuation of improvements that represent or reflect elements of the city’s cultural, social, economic, political, and architectural history. This review is intended to safeguard the city’s historic heritage as embodied in the district and its resources.

(b) The Comprehensive Plan includes a policy as follows: “subject proposed remodeling of the City’s historic resources to design review to encourage preservation of the structure’s historical assets.” This is the review of an alteration to a City historic resource. In addition, the Comprehensive Plan includes a policy to, “encourage adaptive reuse of historic resources.” The County is hoping to repurpose the former school as administrative offices.

(c) The building’s use as a school has ceased since 1999. Office uses have been approved through previous building permits since 2000. Arguably, the most distinctive features of the Olde School are the columns, windows, and “pedimented pavilion” (the roof line along the recessed entry). None of these features are proposed to be altered with the installation of the new ADA ramp or the removal of the wheelchair elevator. This use change shall require minimal change to distinctive materials, features, spaces, and spatial relationships.

(d) See (c) above for the most prominent features of the building. There is no removal of distinct materials or alteration of features that characterize the building proposed.

(e) The new ADA ramp has been styled based on the exterior stair walls located on the east and west facades. As seen on the original rendering of the school from 1919, these capped walls are not original. However, they have been part of the building for over 70 years. The guard wall and cap will be consistent with this structure and not pulling features or elements from other historic properties.

(f) There have not been any alterations to the school since construction which have formerly acquired historic significance in their own right.

(g) For the new ADA ramp, the new concrete wall cap is proposed to match the existing stair wall caps on east and west façade. The ramp wall itself is proposed to be a concrete wall with painted plaster to match the existing color of the base of the building. There is a section of the column's base that will be removed to accommodate the accessible route entry, which will not be visible from the street view of the building. The exposed surfaces are proposed to be finished to match adjoining surfaces.

The proposed pipe handrailing is proposed match the 1 1/2" diameter pipe handrails on the front and side facade. There is also a section of handrail near the wheelchair elevator that is to be removed that is painted bright yellow. **Does the Commission think that all new handrail and this yellow-colored handrail should be re-painted to match the existing handrailing on the front and side facades, even though it is not original?**

Lastly, there is a section of curbing that delineates the landscaping in front of the building which is proposed to be removed to accommodate the ramp's location. A new section of 4" curb will be installed at the entry of the ADA ramp. This new concrete curb and concrete ramp itself will be a substantial color contrast to the existing older concrete walkway and stairway, but this is difficult to avoid.

(h) There are no deteriorated historic features which are being removed or replaced.

(i) For the portion of the column base that is to be removed, the physical treatment and construction technique used should not damage the remaining historic features. Newly exposed surfaces should be finished to match existing adjoining surfaces.

(j) This is not relevant to this proposal.

(k) Staff feels this new work will be differentiated from the old just by the nature of refinishing and matching paint colors. As proposed, the project will retain the symmetry of the front façade by maintaining a consistent color scheme. All other historic materials, features, and spatial relationships (See section c) will be retained.

(l) If this ramp were removed, the use of the space was previously a landscaped planter. Removal of the new concrete walls, ramps, and curbing would be no small feat, but once removed, it would be fairly easy to return this area back to its former use as landscaping. From the street, it would not be clear that a portion of the column's base had been removed to accommodate an ADA ramp.

Finding: These criteria appear to be met as presented by the applicant given a few conditions.

SHMC 17.36.040(4)

(4) Prior to alteration, current photographs and/or drawings of all elevations shall be provided to the city for its public records. Photographs and drawings shall be archival quality; proof of such shall be provided with the photographs and/or drawings.

Finding: Current photos have been included in the digital record for this HRR. In addition, since many class photos were taken on the front steps of the front façade, there are countless photos of the entry to the school.

CONCLUSION & RECOMMENDATION

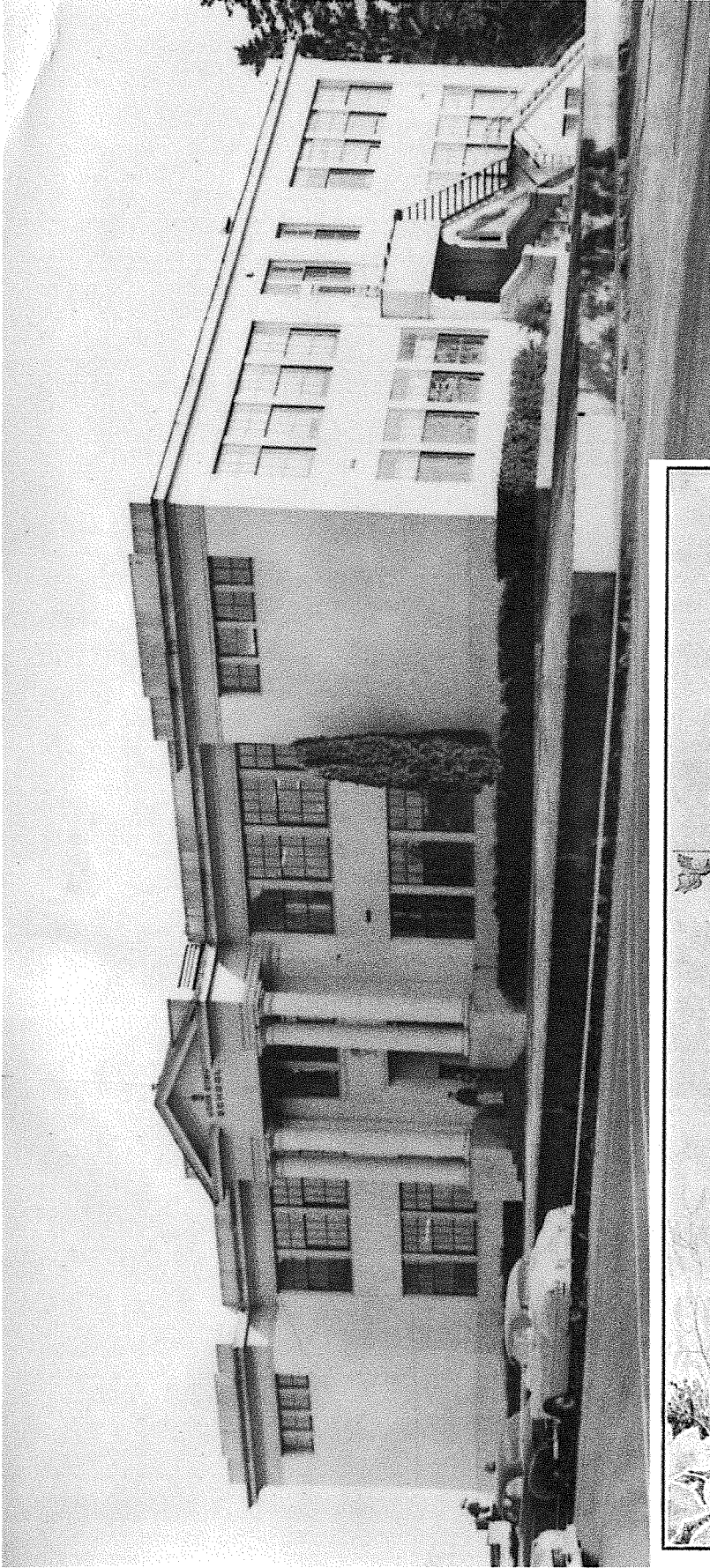
Based upon the facts and findings herein, the City Planning Administrator recommends approval of this **Historic Resource Review with the following conditions:**

1. As included in the submitted with this HRR, the physical treatment/construction technique used to remove a portion of the column's base shall not damage the remaining historic base. Newly exposed surfaces shall be finished to match existing adjoining surfaces.
2. As included in the submitted plans with this HRR, all new plaster finishes shall match the existing building wall.
3. <<If the Commission agrees>> All new pipe handrail and the yellow painted handrail near the ADA wheelchair elevator, shall be painted to match the existing handrails located in the front and side facades.

Please note, this is a *land use* approval and other permits (e.g. building and electric permits) may be required *in addition* to this Historic Resource Review.

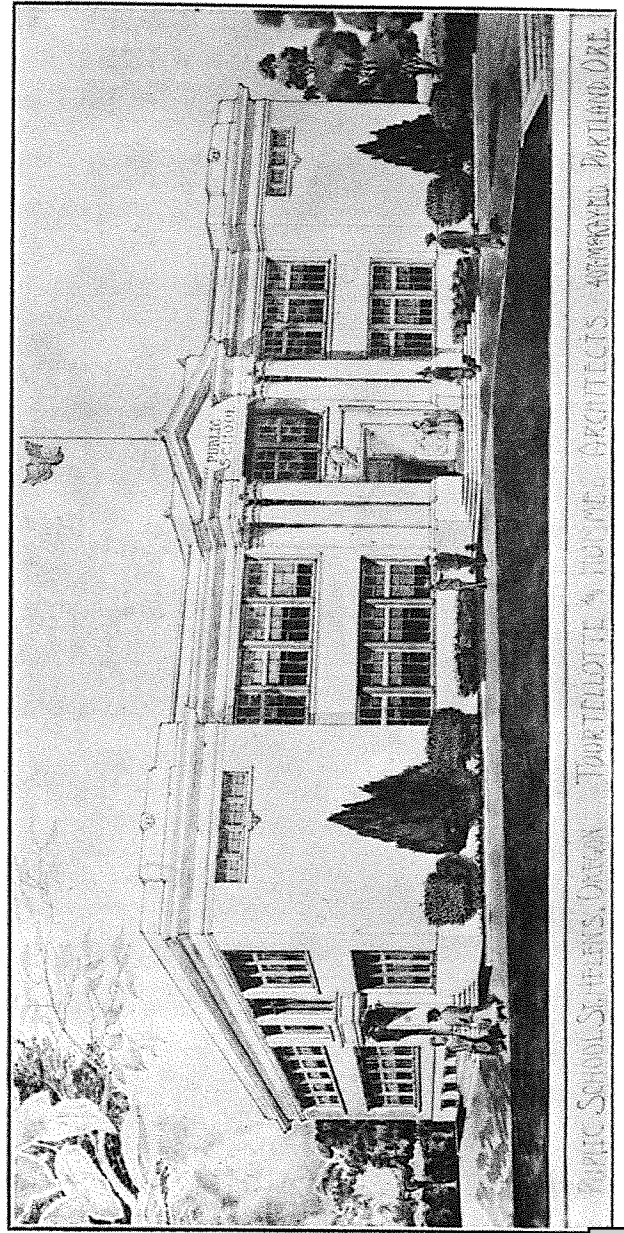
Attachments: *Current and Historic Photos (5), Applicant Narrative (3), Applicant's Plans (5)*

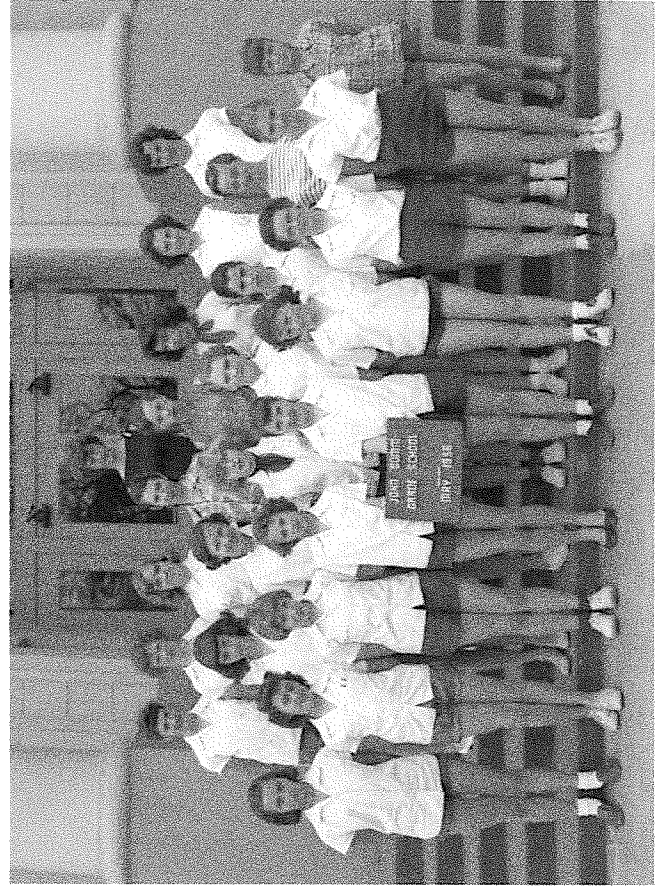
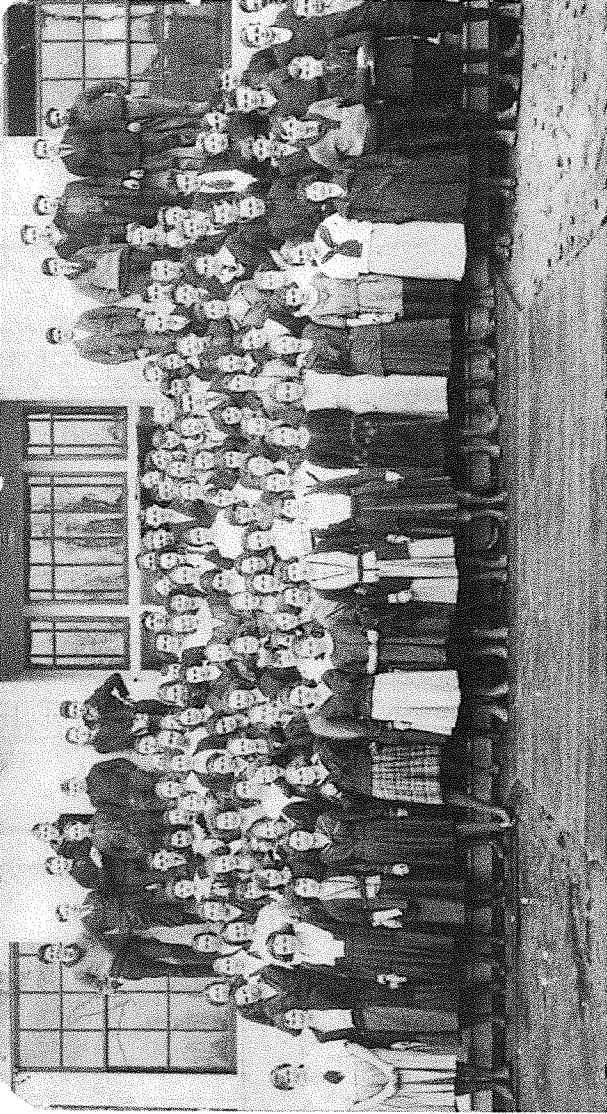
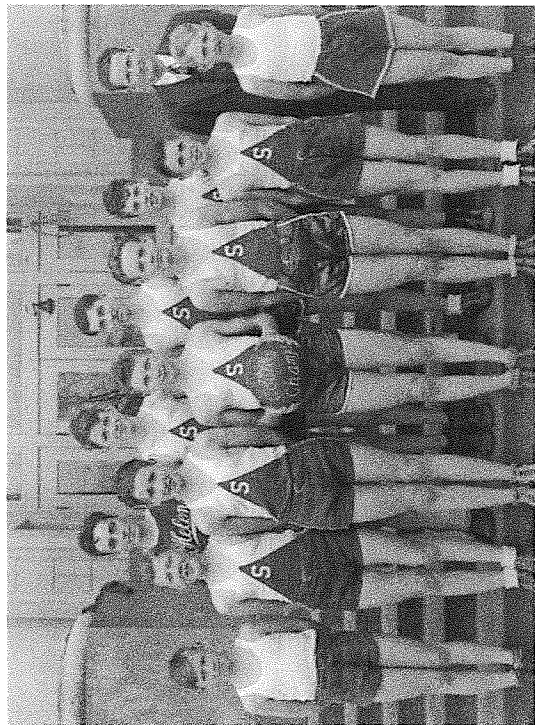
HRR.2.20 Historic Photos (Courtesy CCMA)



Top: Side and front façade (no date)

Bottom: Tourtellotte & Hummel
Architecture Firm's rendering prior
to construction in 1919





Top left: Basketball County Champs 1938
Bottom left: Late 30's Class

Top right: Class of 1921
Bottom right: 1956

Item C.

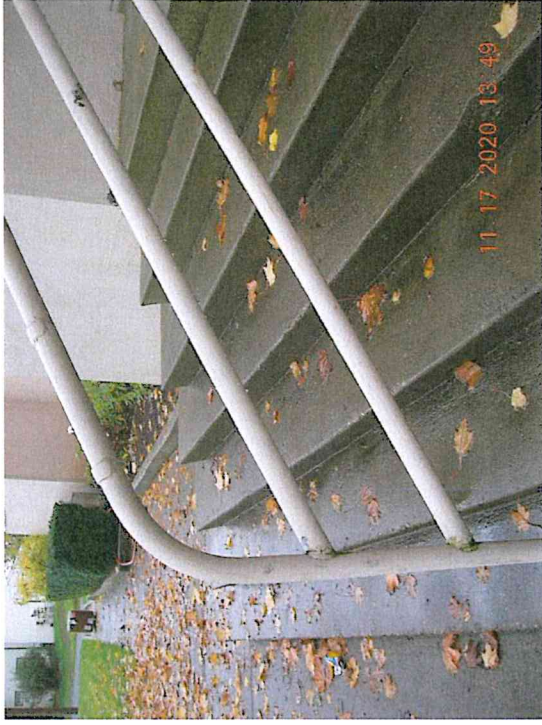
Current Photos – Accessible Route



Current Photos – Ramp Area



Current Photos - Existing Wheelchair Elevator & Railings





November 17, 2020
LCE Project No. 3067

Jenny Dimsho, Associate Planner
St Helens Planning Department
265 Strand Street
St Helens, OR 97051

RE: Columbia County Olde School – Historic Resource Review

Introduction

Columbia County will be locating a portion of their administrative facilities in the Olde School building located at 251 St Helens Street in historic downtown St Helens. As part of the rehabilitation of the building, the County is proposing the addition of a new ADA compliant access ramp to better serve county staff and the public. This ramp will be a replacement to the current wheelchair lift located on the west exterior stairs of the existing building. The new ramp will allow more people with limited mobility to access the building without requiring operation of the existing wheelchair lift by county staff.

Responses to criteria for alteration:

Lower Columbia Engineering believes this project is appropriate for approval based on the criteria for alteration as found in the City of St Helens Municipal Code section 17.36.040 as follows:

- (a) The purpose of the historic overlay district as set forth in SHMC 17.36.005.

While the proposed use of the Olde School building by the county satisfies much of the criteria of section 17.36.005, the most significant portion is to “(8) Promote the use of historic districts and landmarks for the education, pleasure, energy conservation, housing, and public welfare of the city.”

While this speaks to the use of the Olde School building by the County in a more general sense, the consolidation of county services between the Courthouse, Annex and Olde School building promotes the use of the historic districts while providing an overall boost to the public welfare through easier access to county services. The proposed ramp will help to facilitate access for less mobile residents to the county services that will be provided within the Olde School building.

- (b) The provisions of the comprehensive plan.

Based on the provisions for historic buildings in the Riverfront District, the proposed ramp will be of similar materials and colors as the primary building. Architectural features of the ramp are styled after the exterior stair walls on the west and east ends of the building. While these capped walls are not original, they have been a characteristic of the building for approximately 75 years. The pipe railings that are used at the stairs were an addition during the upgrades after the purchase of the school in 2002. The use of pipe railings for the

intermediate portion of the ramp run will help to reduce the visual weight of the ramp upon the symmetry of the front façade while matching the character of the other stair railings.

- (c) A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and special relationships.

While historically the Olde School building was a school, it was granted a change of occupancy to allow for business occupancies as well as for assembly uses of the auditorium areas. The uses proposed by the county will not vary from these uses nor change the characteristics of the building beyond the ramp and related work proposed as part of this review.

- (d) The historic character of a property shall be retained and preserved. The removal or relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.

The primary characteristics of the building, except for color, have not changed significantly over the last 100 years. The visual symmetry of the front and sides of the buildings will be maintained as much as possible while improving accessibility to the building. Additionally, the removal of the stainless-steel wheelchair lift will restore some of the original character of the west building entrance.

- (e) A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.

No work is proposed that would alter the primary historic elements of the building. The building maintains its classic Georgian Revival style using symmetrical bays and windows as well as the Tuscan columns that flank the elevated building entry. The proposed ramp is intended to blend with the existing building as opposed to being a feature of the building.

- (f) Changes to the property that have acquired historic significance in their own right shall be retained and preserved.

As noted previously, the building has not gone through any major design modifications over the past 100 years. The most significant alteration to the exterior of the building was the addition of the steel fire escapes at both ends of the building. While these fire escapes have not necessarily acquired their own “historic significance”, no change is currently proposed with the addition of the ramp.

- (g) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

No changes to any distinctive materials, finishes or construction techniques are proposed. The changes to the monolithic column base to accommodate the new ramp, as proposed, are intended to have little impact on the visual weight of the entry while greatly improving accessibility.

- (h) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and

where possible (including environmental considerations), materials. Replacement of missing features shall be substantiated by documentary and physical evidence.

No deteriorated historic features are proposed to be changed as part of the ramp installation.

- (i) Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

No chemical or physical treatments are proposed that will alter or damage the existing finishes as part of the scope of the ramp installation.

- (j) Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

No archeological resources are known to exist in the area of work. If an archeological resource is discovered during the course of work, appropriate parties will be notified, and mitigation measures will be put in place.

- (k) New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible in appearance with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

The proposed ramp will be of similar finish materials as the existing building and designed in such a way as to blend with the much larger mass of the building without detracting from the symmetry of the building façade.

- (l) New additions and adjacent or related construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

While removal of the ramp in the future would be a significant amount of demolition, it could be done. The most significant piece would be replacement of the removed portion of the monolithic base. However, repairing the base and finishing it to match the existing would not be particularly difficult for someone with the appropriate level of skill with concrete, masonry, or plastering.

I would like to thank you for taking the time to review this application and your assistance throughout this process. If you should have any questions, please feel free to contact me.

Thank you again,



Brett Kahr
Lower Columbia Engineering

NEW ACCESSIBLE ENTRY RAMP

COLUMBIA COUNTY OLDE SCHOOL

ST. HELENS, OR

CODE SUMMARY

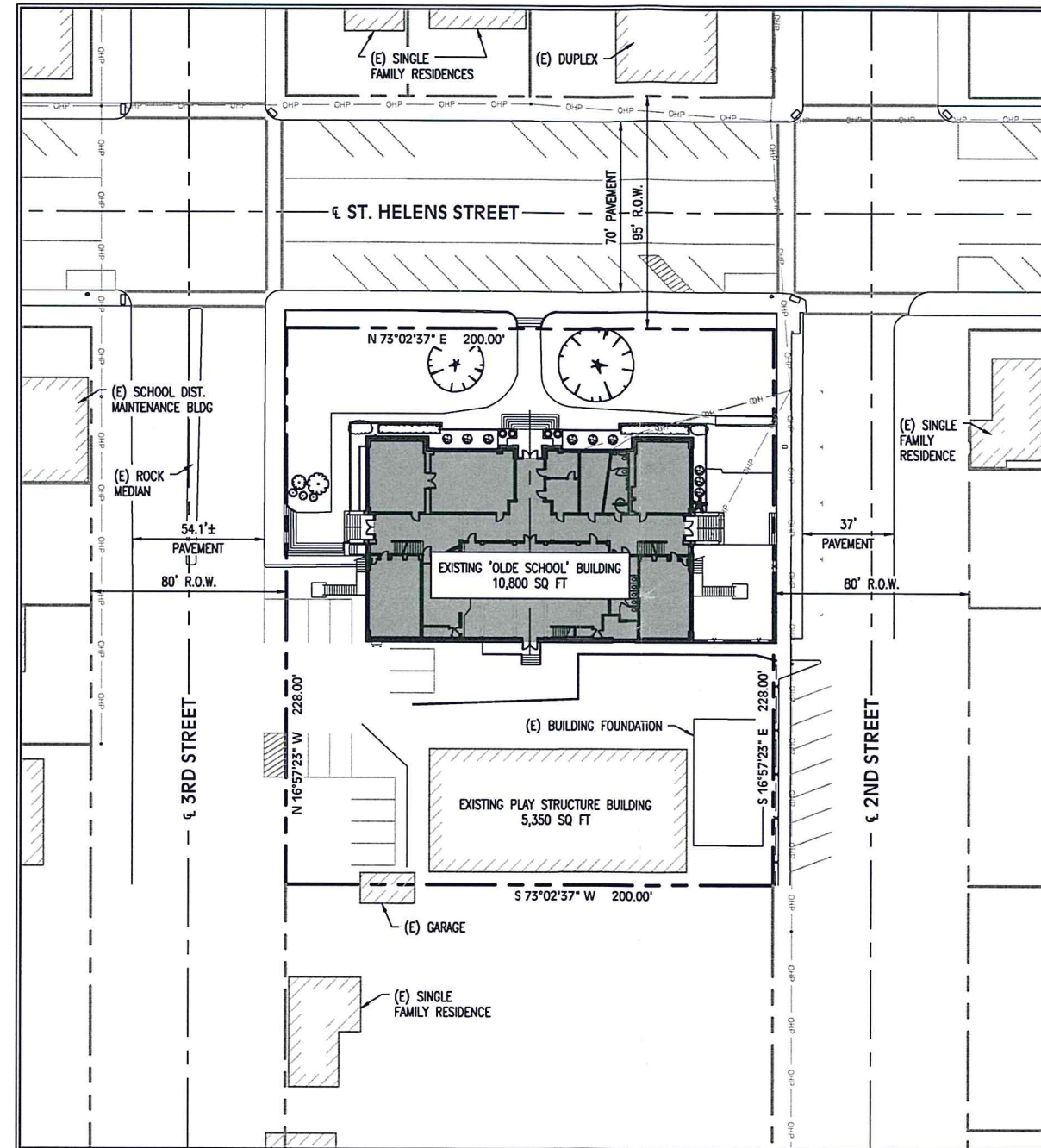
GENERAL INFORMATION

PROJECT NAME: NEW ACCESSIBLE RAMP FOR THE COLUMBIA COUNTY OLDE SCHOOL
SCOPE OF WORK: CONSTRUCTION OF A NEW ICC A117.1-2017 COMPLIANT ACCESS RAMP AT THE PRIMARY ENTRANCE TO THE EXISTING OLDE SCHOOL BUILDING AND REMOVAL OF THE EXISTING LIFT AT THE WEST END OF THE BUILDING. REPLACEMENT OF THE BUILDING'S PRIMARY ENTRANCE DOORS WITH NEW DOORS TO MATCH EXISTING IS ALSO PROPOSED.

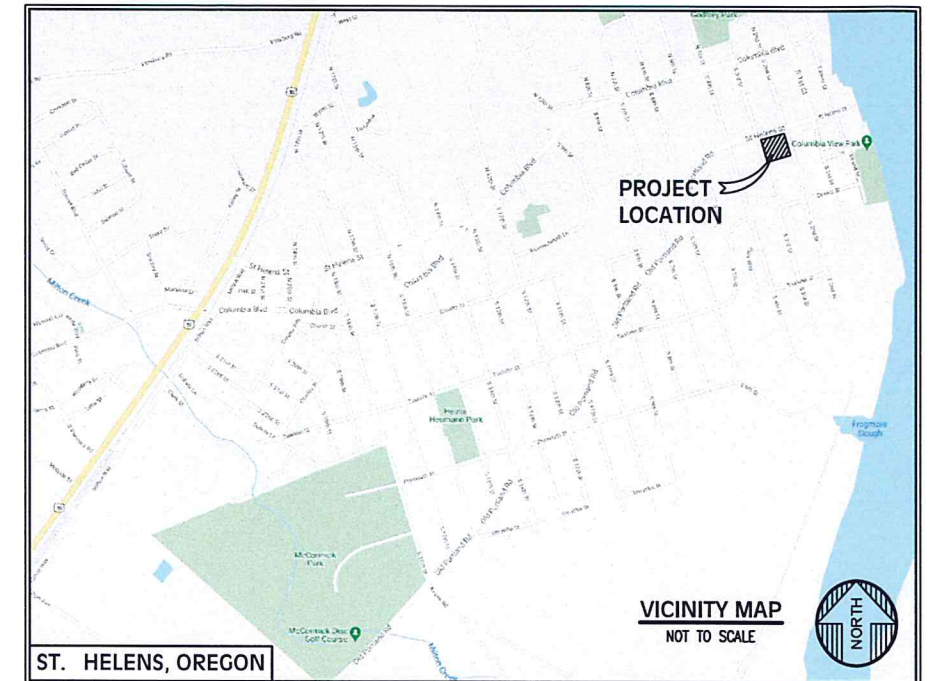
ADDRESS: 251 ST. HELENS STREET, ST. HELENS, OREGON 97051
LATITUDE/LONGITUDE: 45° 51' 48" N, 122° 48' 00" W
JURISDICTION: CITY OF ST. HELENS
ZONE: RIVERFRONT DISTRICT (RD) W/ HISTORIC RESOURCE OVERLAY
TAX LOT NUMBER: 12600
MAP TAX LOT NUMBER: 4103-BB-12600
LOT SIZE: 45,600 SQ FT (1.05 ACRES)

BUILDING CONSTRUCTION TYPE, HEIGHT AND AREA:

BUILDING CODE EDITION: 2019 OREGON STRUCTURAL SPECIALTY CODE (OSSC)
OCCUPANCY GROUP: (B) BUSINESS & (A-3) COMMUNITY HALL
TYPE OF CONSTRUCTION: TYPE V-B SPRINKLERED
ALLOWABLE BLDG HEIGHT: 60 FEET PER TABLE 504.3 > 47 FEET ACTUAL



PLOT PLAN
 SCALE: 1" = 30'



PROJECT TEAM

OWNER (CURRENT)

THE OLDE SCHOOL LLC
 55051 FULLERTON ROAD, WARREN, OR 97053
 CONTACT: RAY PUTNAM
 PHONE: (503) 936-0139
 ray@elevatormaintco.com

OWNER (PENDING)

COLUMBIA COUNTY FACILITIES
 COLUMBIA COUNTY COURTHOUSE ANNEX
 230 STRAND STREET, ST. HELENS, OREGON 97051
 CONTACT: CASEY GARRETT
 PHONE: (503) 396-1944
 casey.garrett@columbiacountyor.gov

PROJECT MANAGER

LOWER COLUMBIA ENGINEERING, LLC
 58640 McNULTY WAY, ST. HELENS, OREGON 97051
 PHONE: (503) 366-0399
 CONTACT: BRETT KAHR
 brett@lowercolumbiaengr.com

CIVIL ENGINEER

LOWER COLUMBIA ENGINEERING, LLC
 58640 McNULTY WAY, ST. HELENS, OREGON 97051
 PHONE: (503) 366-0399
 CONTACT: ANDREW NEIMI, P.E.
 andrew@lowercolumbiaengr.com

ARCHITECT

LOWER COLUMBIA ENGINEERING
 58640 McNULTY WAY, ST. HELENS, OREGON, 97051
 CONTACT: CARL BEAN
 PHONE: (503) 366-0399
 carl@lowercolumbiaengr.com

DRAWING INDEX

SHEET	DESCRIPTION
G-1	PLOT PLAN, VICINITY MAP, DRAWING INDEX, & NOTES
C-1	PROPOSED SITE PLAN
A-1	ENTRY RAMP PLAN AND ELEVATION
A-2	EXISTING BUILDING PHOTOS
A-3	RAMP SECTIONS & DETAILS

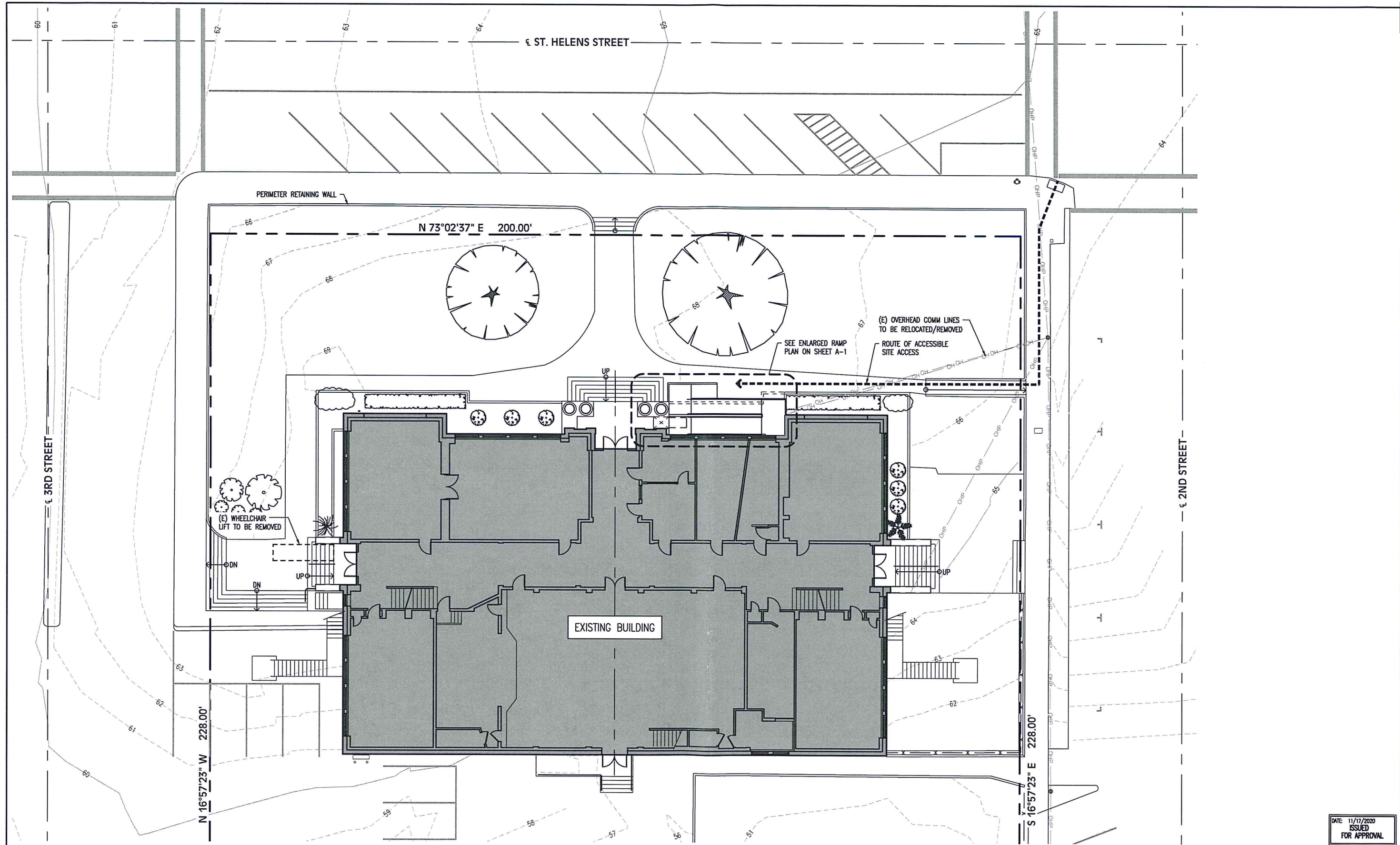
DATE: 11/17/2020
 ISSUED
 FOR APPROVAL

REV.	REVISION RECORD	DATE



PROJ. NO.	3067	PLOT PLAN, VICINITY MAP, DRAWING INDEX, & NOTES
DWG. BY	BMK	COLUMBIA COUNTY OLDE SCHOOL
APPR. BY		COLUMBIA COUNTY
FILE	D-3067-G-1	DATE 11/05/2020

SHEET
G-1



SITE PLAN
SCALE: 1" = 10'



REV.	REVISION RECORD	DATE

Lower Columbia Engineering
St. Helens, Oregon
503.366-0399

PROJ. NO.	3067	PROPOSED SITE PLAN
DWG. BY	BMK	COLUMBIA COUNTY OLDE SCHOOL
APPR. BY		COLUMBIA COUNTY
FILE	D-3067-C-1	DATE 8/11/2020

SHEET **C-1**



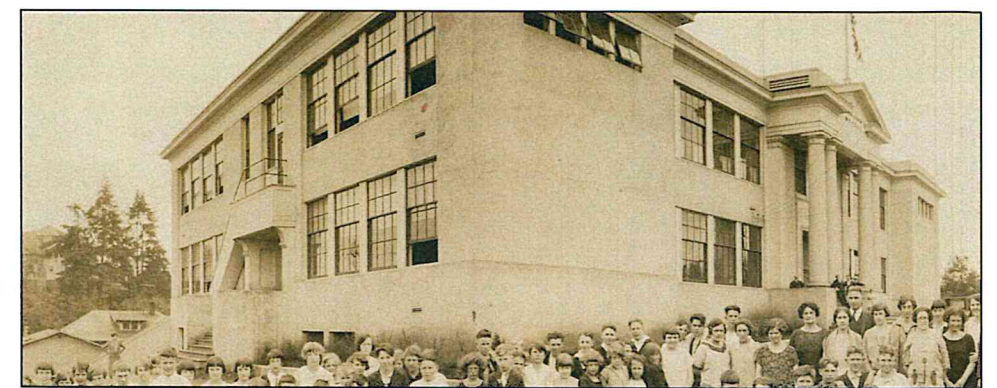
OLDE SCHOOL BUILDING - EXISTING EAST ELEVATION



OLDE SCHOOL BUILDING - EXISTING NORTH ELEVATION



OLDE SCHOOL BUILDING - EXISTING WEST ELEVATION



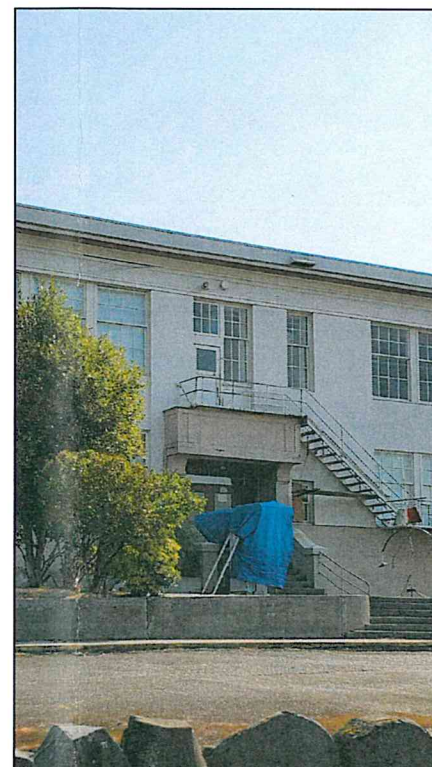
OLDE SCHOOL BUILDING - VIEW FACING SOUTHWEST
CIRCA 1924



OLDE SCHOOL BUILDING - VIEW FACING SOUTHEAST
CIRCA 1950



VIEW OF PROPOSED RAMP AREA



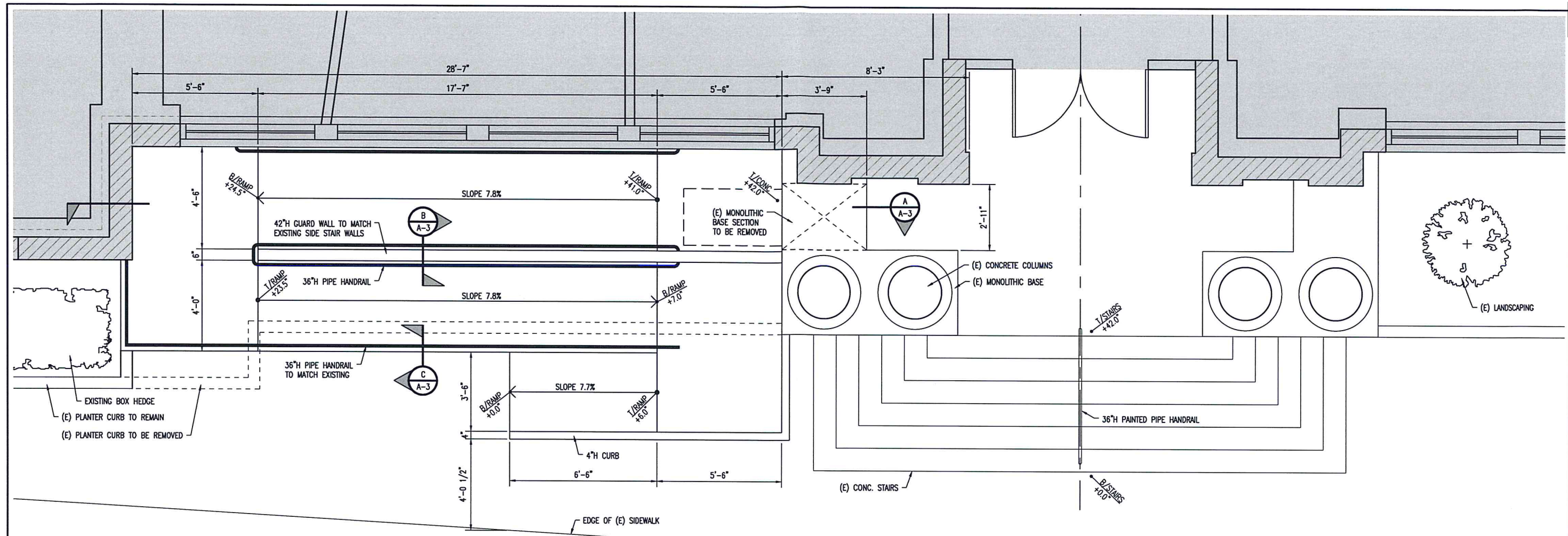
WHEELCHAIR LIFT TO BE REMOVED



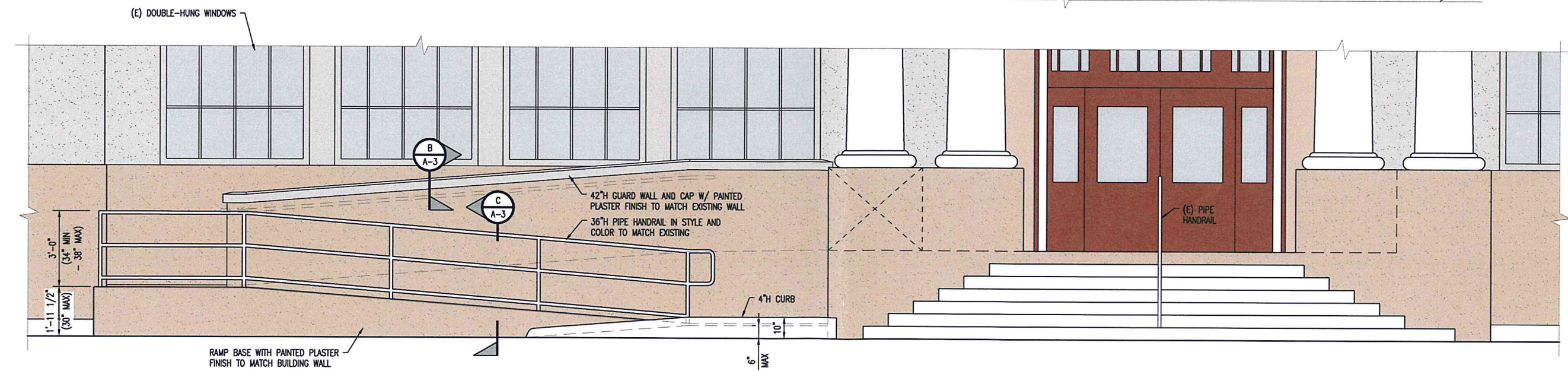
OLDE SCHOOL BUILDING - VIEW FACING SOUTH
CIRCA 2008

DATE 11/17/2020
ISSUED
FOR APPROVAL

REV.	REVISION RECORD	DATE	Lower Columbia Engineering		St. Helens, Oregon 503.366-9399	PROJ. NO. 3067	EXISTING BUILDING PHOTOS	
						DWG. BY BMK	COLUMBIA COUNTY OLDE SCHOOL	
						APPR. BY	COLUMBIA COUNTY	SHEET
						FILE	D-3067-A-2	DATE 8/11/2020



ENTRY RAMP PLAN
SCALE: 1/2"=1'-0"



ENTRY RAMP ELEVATION
SCALE: 1/2"=1'-0"

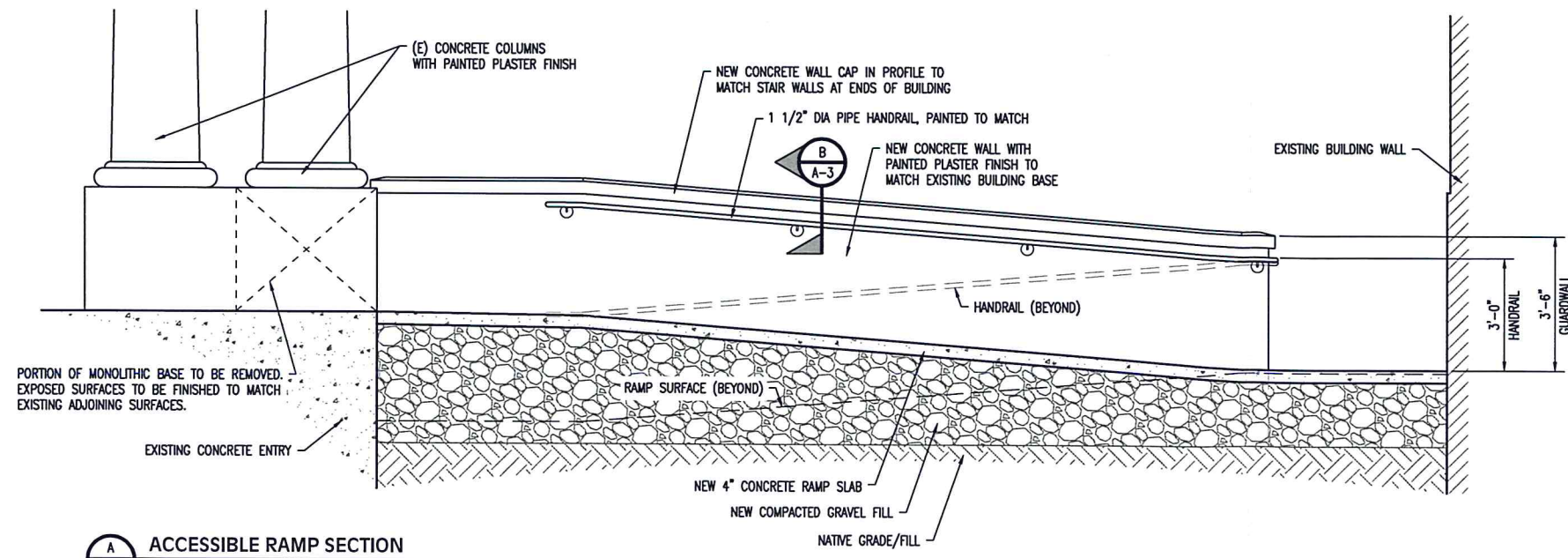
REV.	REVISION RECORD	DATE

Lower Columbia Engineering
 St. Helens, Oregon
 (503) 366-0399

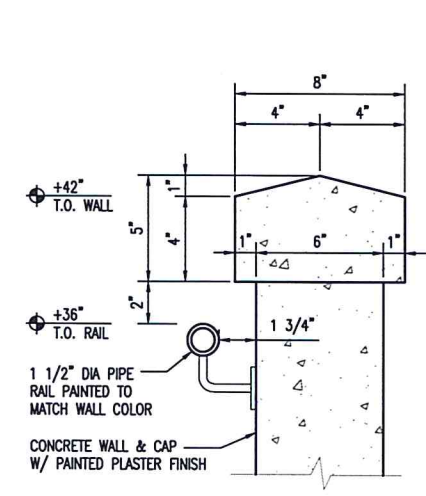
PROJ. NO.	3067	ENTRY RAMP PLAN AND ELEVATION
DWG. BY	BMK	COLUMBIA COUNTY OLDE SCHOOL
APPR. BY	COLUMBIA COUNTY	SHEET
FILE	D-3067-A-1	DATE 8/11/2020

DATE: 11/17/2020
ISSUED FOR APPROVAL

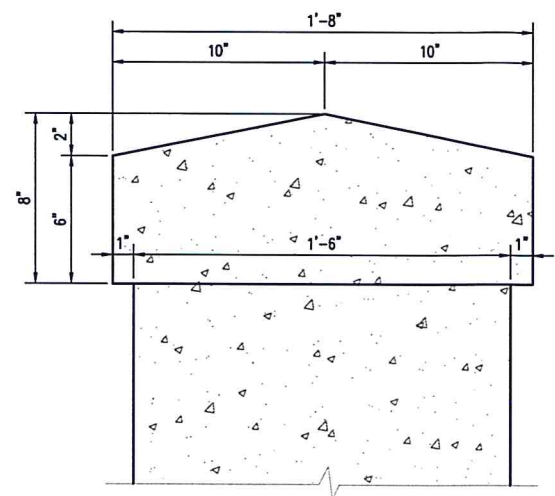
A-1



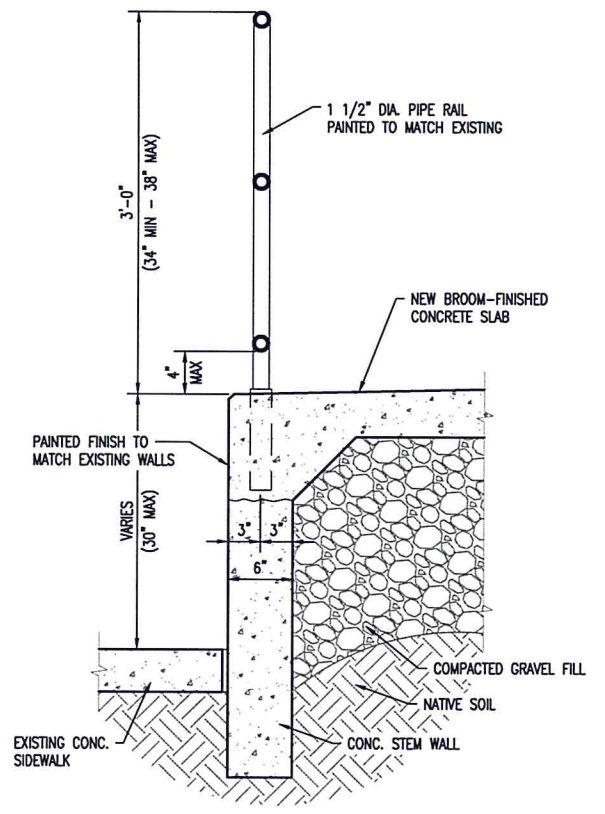
A
A-3 **ACCESSIBLE RAMP SECTION**
SCALE: 1/2" = 1'-0"



B
A-3 **STAIR/RAMP WALL CAP SECTION**
SCALE: 1/2" = 1'-0"



EXISTING STAIR WALL SECTION



C
A-3 **PIPE HANDRAIL SECTION**
SCALE: 1/2" = 1'-0"

DATE: 11/17/2020
ISSUED
FOR APPROVAL

REV.	REVISION RECORD	DATE



PROJ. NO. 3067	RAMP SECTIONS & DETAILS
DWG. BY BMK	COLUMBIA COUNTY OLDE SCHOOL
APPR. BY	COLUMBIA COUNTY
FILE D-3067-A-3	DATE 8/11/2020

SHEET
A-3

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Variance V.17.20 and V.18.20**

DATE: November 30, 2020
To: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner

APPLICANT: Ian Flood on behalf of the NW Oregon Housing Authority
OWNER: Northwest Oregon Housing Authority

ZONING: General Commercial, GC

LOCATION: 4N1W-8AA-200 and 301

PROPOSAL: Two Variances. One to allow a reduction of minimum required bicycle parking and another to allow a building height greater than the normal maximum. These requests will alter a Conditional Use Permit (CUP.3.19) approval for a 238-unit multidwelling (apartment) complex.

The 120-day rule (ORS 227.178) for final action for this land use decision is March 10, 2020.

SITE INFORMATION / BACKGROUND

Some background is provided in the report for Conditional Use Permit CUP.3.19. CUP.3.19 for a 238 unit multidwelling (apartment) complex that was conditionally approved by the Planning Commission in September 2019. The Variances requested are based on the plans conditionally approved via CUP.3.19.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: December 8, 2020 before the Planning Commission

Notice of this proposal was sent to surrounding property owners within 100 feet of the subject property(ies) on November 17, 2020 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on November 25, 2020.

AGENCY REFERRALS & COMMENTS

None received as of the date of this report that are pertinent to this decision.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

Note that CUP.3.19 included four principle building types in its application: 1) townhouse, 2) family housing, 3) senior housing, and 4) commons/community building. These Variance requests pertain to two of the types.

VARIANCE—V.17.20—reduction of bicycle parking for the **senior housing building.**

← ON NOV. 30 2020 CRRR
FIRE INSPECTOR ASKED
IF THIS COMPLEX
WELL HAVE
AUTOMATIC
FIRE
SPRINKLERS?

VARIANCE—V.18.20—reduction to allow a building height greater than the normal maximum for the **family housing** buildings.

DISCUSSION:

V.17.20 – 1 lockable space is required per dwelling unit. Bicycle spaces are required to be within 50’ of primary entrances, under cover when possible, and not located in parking aisles, landscape areas, or pedestrian ways.

Except for the dwelling units in the Senior Housing building, each dwelling unit will have a bike accommodation.

Per the staff report for CUP.3.19:

The Senior Housing building is shown to have a bike room in its basement and smaller bike rooms on the other floors. Though the plans show 40 bikes in the basement and 10 per floor (total of 70), the applicant noted (via phone) that more bikes can fit. In any case, the final plans will need to show accommodation of at least one bike space amenity per dwelling unit in that building.

Condition 2.a.J of CUP.3.19 addresses this as follows:

A bike space amenity shall be shown on the plans with 1 per unit within the unit as proposed for the dwelling units. The exception is for the Senior Housing building units, which shall show 1 bike space amenity per unit in common areas within the building as proposed.

Now the applicant proposed to reduce the amount bike parking by about 50% (from 81 to 41 per the applicant).

V.18.20 – The site is zoned General Commercial, GC. When multidwelling units are proposed in the GC zone, the standards of the Apartment Residential, AR zone apply. Maximum building height of the AR zone is 35 feet. In CUP.3.19, the family housing buildings were as high as 39 feet. As a result condition 2.a.U of CUP.3.19 reads:

New building elevations are required with an overall reduced height to 35 feet for the Family Housing buildings. Attic space counts toward the maximum building height; top of roof peak shall not exceed 35 feet.

Now the applicant proposes a formal request for higher buildings at 38 feet.

CRITERIA:

SHMC 17.108.050 (1) – Criteria for granting a Variance

- (a) The proposed variance will not be significantly detrimental in its consequence to the overall purposes of this code, be in conflict with the applicable policies of the

- comprehensive plan, to any other applicable policies and standards of this code, and be significantly detrimental in its consequence to other properties in the same zoning district or vicinity;
- (b) There are special circumstances that exist which are peculiar to the lot size or shape, topography or other circumstances over which the applicant has no control, and which are not applicable to other properties in the same zoning district;
 - (c) The use proposed will be the same as permitted under this code and city standards will be maintained to the greatest extent that is reasonably possible while permitting some economic use of the land;
 - (d) Existing physical and natural systems, such as but not limited to traffic, drainage, dramatic landforms, or parks, will not be adversely affected any more than would occur if the development were located as specified in the code; and
 - (e) The hardship is not self-imposed and the variance requested is the minimum variance which would alleviate the hardship.

The Commission needs to find all these criteria **(a) – (e)** are met in order to approve the variance

FINDINGS:

(a) This criterion requires a finding that the variance will not be detrimental.

- See applicant's narratives.
- Staff comment(s): Re **V.18.20** for reduced building height, the increase is small and given the size of the subject property and spacing of buildings, one could argue it will not be very perceptible.

(b) The criterion requires a finding that there are special and unique circumstances.

- See applicant's narratives.
- Staff comment(s): This property has been idle for years. After much effort, including the extensive wetlands on the property, the buyer ended up being the Northwest Oregon Housing Authority. This project is anticipated to serve people of low income for decades to come since it is funded largely by LIFT funds from the State of Oregon. This forgivable loan from the State mandates 20 years of low-income housing restrictions. In addition, the State forgives the loan after the first 20 years in trade for an additional 30 years of low-income restriction.

(c) This criterion prohibits a use variance and requires a finding that the applicable standards are maintained to the greatest extent that is reasonably possible.

- See applicant's narratives.
- Staff comment(s): No use variance is included. Re **V.17.20** for reduced bicycle parking, the option of installing an in-unit bike rack has some merit, though that is not practical for the city to track. Re **V.18.20** for reduced building height, the increase is small.

(d) This criterion requires a finding that existing physical and natural systems will not be adversely affected as a result of the requested Variance.

- See applicant's narratives.
- Staff comment(s): Transportation systems include various modes of travel, including bicycles. The affordable housing argument is sound given LIFT funds but guarantee of senior housing is less certain (re **V.17.20** for reduced bicycle parking). However, the owner is less likely to pull a bait and switch maneuver compared to a market rate developer.

(e) This criterion requires a finding that the variance issue is not self-imposed and that the variance is the minimum necessary to alleviate the hardship.

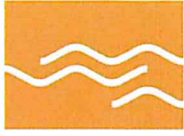
- See applicant's narratives.
- Staff comment(s): Re **V.18.20** for reduced building height, the cost argument based on the affordable housing mission of the project seems sound.

CONCLUSION & RECOMMENDATION

Based upon the facts and findings herein, staff recommends approval of these Variances with the following conditions:

1. This Variance approval is valid for a limited time pursuant to SHMC 17.108.040.
2. These Variances are valid for the project approved by CUP.3.19 (or any modification thereof) only.
3. These Variances are valid for the project as substantially funded by Local Innovation and Fast Track (LIFT) funds from the State of Oregon only.
4. Owner/applicant and their successors are still responsible to comply with the City Development Code (SHMC Title 17), except for the Variance(s) granted herein.

Attachment(s): Applicant's narrative and plans for V.17.20
 Applicant's narrative and plans for V.18.20
 Sample closing forms



mwa architects

SAN FRANCISCO OAKLAND PORTLAND

Application for Variance

Project: St. Helens Housing
Project No: 201913.00
Reference: CUP 3.19, Bike Parking
Distribution: Nina Reed (NOHA)
 Wendy Klein (CDP)
 Megan Myers (URI)
 Bill Lanning, Diana Moosman, Ian Flood (MWA)
Attention: Jacob Graichen

Based upon the use of the Senior Building as being used by seniors and restricted to those 55+, we seek a variance on the total amount of bike parking. We propose a ratio of 0.5 bike parking to 1 unit, reducing the bike parking from 81 to 41 spaces. (See page 9 of 32 in CUP 3.19).

Primarily, we have conducted a survey of +10 properties in the region with aging populations of 55 and over. The ratio of bike parking in use at Senior Buildings is well below 1 to 1 and at no property is the ratio above 0.5 bike parking spaces per unit. (See attached exhibit A1.00_BIKES, A1.75A and Senior Properties Analysis_2020-10-28.pdf)

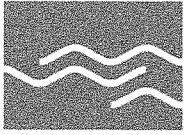
In addition, the bike parking program currently being provided in the day-lit basement facing the courtyard comes at a costly premium for space that will not be fully utilized. The below grade foundations which include the blasting of basalt are limiting our basement square footage. We hope that a reduction in bike parking would allow for both better placement of bike parking and a lower cost premium given our mission to serve low income households.

An alternative path which we have used on previous projects would be to install blocking for bike racks in units. If a resident requests an in-unit bike rack, our maintenance team will install upon request. In this case, we would reduce the bike parking to 41 spaces in the basement and install in unit blocking for future bike racks upon request by residents.

Per 17.108.050 / 1 / A-E we address these as follows;

(a) The proposed variance will not be significantly detrimental..... vicinity;

RE: A reduction in bike parking at a Senior Building will not be significantly detrimental in its consequence to the overall purposes of this code.



mwa architects

SAN FRANCISCO OAKLAND PORTLAND

(b) There are special circumstances that exist which are peculiar to the lot size or shape, topography or other circumstancesother properties in the same zoning district;

RE: Due to the Senior Building demographic, the building will have end users who are less likely to use bikes.

(c) The use proposed use of the land;

RE: Confirmed

(d) Existing physical and natural systems..... will not be adversely affected any more than would occur if the development were located as specified in the code; and

RE: Confirmed

(e) The hardship is not self-imposed.....alleviate the hardship.

RE: Confirmed

Sincerely,

MWA Architects,

By: Ian Flood, AIA, LEED AP Associate



mwa architects
70 NW COUCH STREET
SUITE 401
PORTLAND, OR 97209
P 503 973 5151
F 503 973 5060
MWAARCHITECTS.COM

PRELIMINARY

REVISION NO.	DATE

ST. HELENS HOUSING

GABLE RD/US HWY 30
ST. HELENS OR 97051

ISSUANCE
SD COST ESTIMATE

DATE
10/09/20

SCALE
1" = 80'-0"

PROJECT NUMBER
201913.00

DRAWN BY
IAN FLOOD

DRAWING TITLE

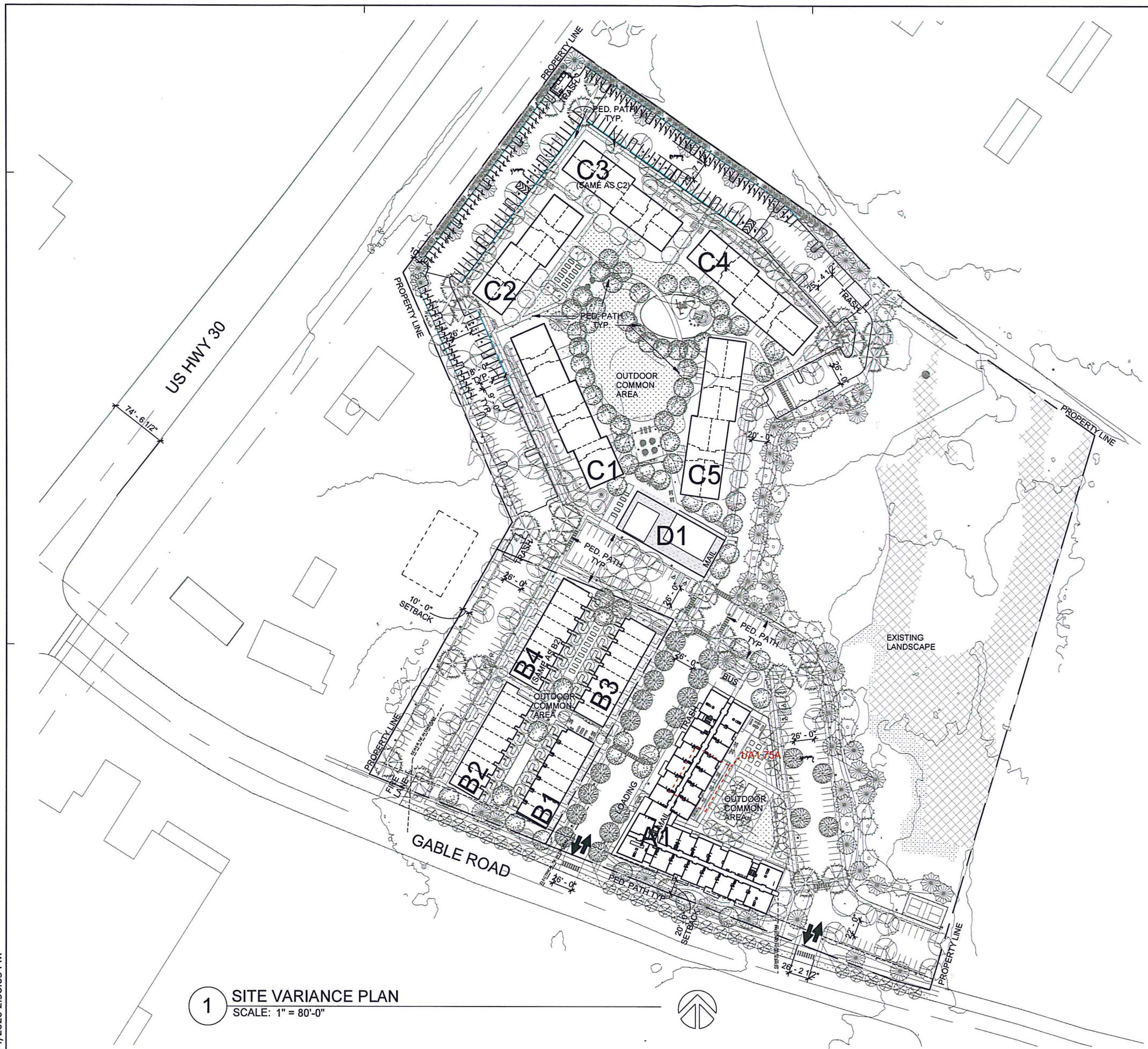
SITEPLAN

SHEET NUMBER

A1.00

11/4/2020 2:58:03 PM

1 SITE VARIANCE PLAN
SCALE: 1" = 80'-0"



PRELIMINARY

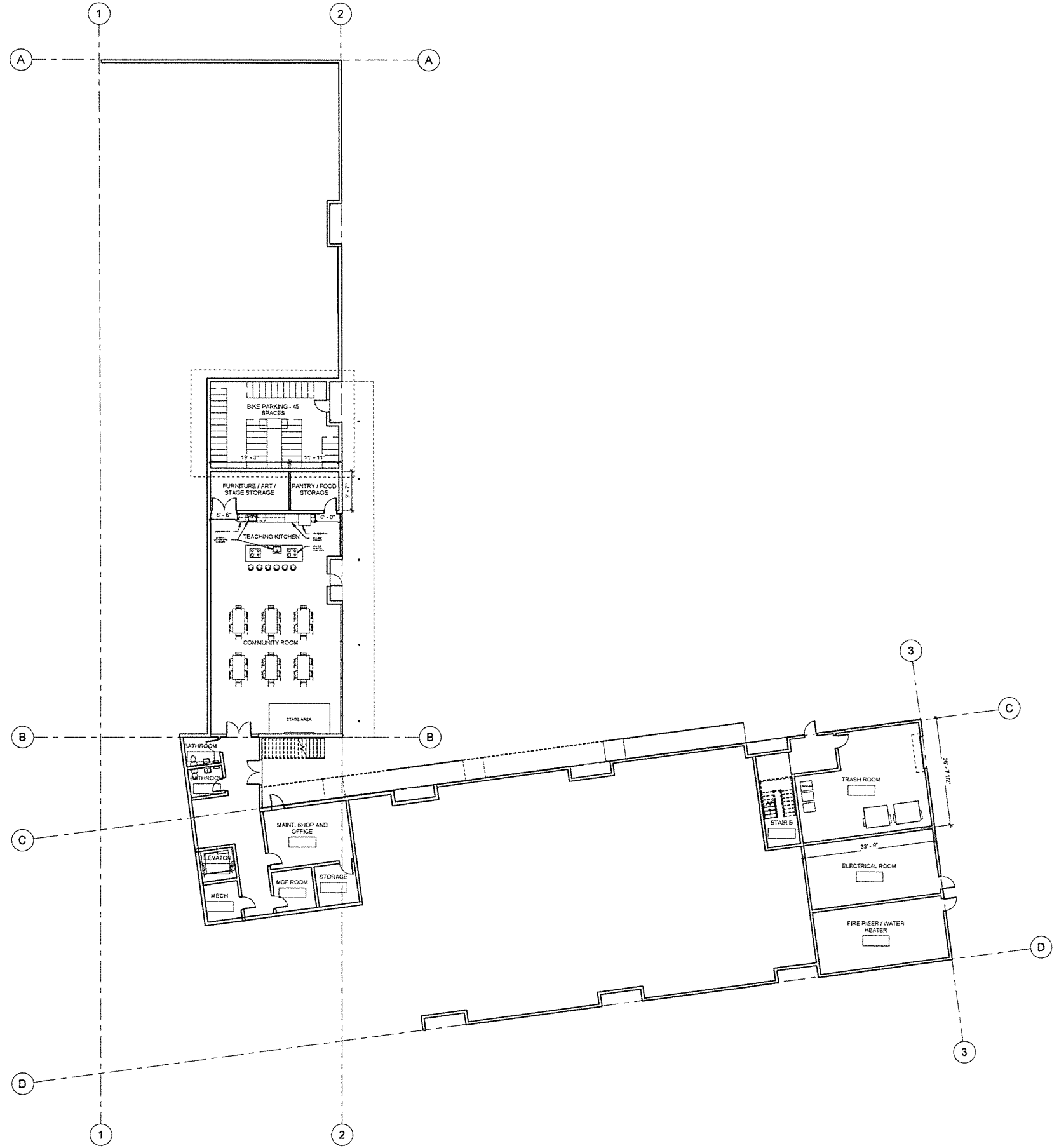


REVISION NO. DATE

ST. HELEN'S HOUSING
 GABLE ROAD
 ST. HELEN'S, OR 97051

ISSUANCE _____
 Project Status _____
 DATE _____
 Issue Date _____
 SCALE _____
 3/32" = 1'-0"
 PROJECT NUMBER _____
 201913.00
 DRAWN BY _____
 Author
 DRAWING TITLE _____
BASEMENT PLAN

SHEET NUMBER _____
A.175A



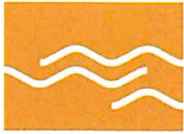
1 A1 BASEMENT PLAN
 SCALE: 3/32" = 1'-0"

11/3/2020 2:26:28 PM

Senior Property Comparisons

Property Name	Property Address	Units	Program Type	Location	Year Built	No of bike parking	No of bikes parked	Ratio of bike parking to units	Ratio of bike parking to units IN USE	No of Studios	No of Waitlist for Studios	No of 1 BRs	No of Waitlist for 1 BRs	No of 2 BRs	No of Waitlist for 2 BRs
Admiral	910 SW Park Avenue - Admiral	37	62+ / Disabled	Downtown	1909				0.00	14	61	23	86	N/A	N/A
Allen Fremont	221 NE Fremont - Allen Fremont	64	55+, Workforce	NE	1997	None	(2 on patio or in unit)	0	0.03	0	Unknown	63	Unknown	1	Unknown
Beacon Manor	3205 SE 8th Avenue - Beacon Manor	20	62+ / Disabled	SE	1971	None	(2 on patio or in unit)	0	0.10	11	58	8	41	0	N/A
Bronaugh	Bronaugh	48	62+ / Disabled	Downtown	1905	no bike storage - allowed to use railings		0	0.00	11	5	39	52	0	N/A
Fir Grove	4820 SE 122nd Avenue - Fir Grove	31	62+	SE Outer	2005				0.00	0	0	30	1	0	N/A
Gilman Court	610 NE 99th Ave	60	55+	NE	2015	70	25% of spaces used	1.17	0.29	0	0	60	43	0	N/A
Isabella Court	Isabella Court	49	62+	Vancouver	2016	4 (none required)		0.08	0.08	0	0	46	2	3	0
Maples 1	1136 SE Maple St, Hillsboro - Maples 1	30	62+	Hillsboro	1996	None -park in units	n/a	0	0	7	9	22	19		
Maples 2	1138 SE Maple St, Hillsboro - Maples 2	21	62+	Hillsboro	1999	None -park in units	n/a	0	0	0	N/A	21	22	0	N/A
Station Place Tower	1020 NW 9th Avenue - Station Place	176	55+ (75% = 62+)	Downtown	2005	62+ (two bike rooms)	Full (63 bikes)	0.36	0.36	36	18	125	29	15	0
Walnut Park	5272 NE 6th Avenue - Walnut Park	38	62+ / Disabled	NE	1981	8 spaces (bike racks)	Full (adding 4 spaces soon)	0.32	0.32	0	N/A	38	12	0	N/A
St Helens	Gable Rd	81	55+	St Helens	2021-23			0.00				64		17	

FILE V.18.20



mwa architects

SAN FRANCISCO OAKLAND PORTLAND

Application for Variance

Project: St. Helens Housing
Project No: 201913.00
Reference: CUP 3.19, Zoning Code Height in AR Zone
Distribution: Nina Reed (NOHA)
 Wendy Klein (CDP)
 Megan Myers (URI)
 Bill Lanning, Diana Moosman, Ian Flood (MWA)
Attention: Jacob Graichen

Based upon the height of our 3-story building and the approximate cross slope of 5 percent across the campus, achieving a 35' height limitation is difficult to attain at the Family Housing walk-up buildings. (see page 4 of 32 in CUP 3.19). We seek a height variance for 38' (See attached exhibits A1.00_ELEVATIONS.PDF, A4.02C).

We have hip roofs at these buildings that are 38' at the peak and 26'-8.25" at the low eave. Their perceived height will be the height of the eave. The roofs have a 4:12 pitch which is the minimum allowed for standard installation of an asphalt shingle roof. If we lowered the hip roofs to a 3:12 pitch to achieve 35' at the peak, we would have to add extra underlayment under the shingles to meet the manufacturer warranty. The cost to do this is estimated at \$70,000. Because this is a 100%affordable housing project this cost premium would be a hardship on the project.

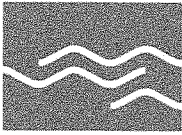
Per 17.108.050 / 1 / A-E we address these as follows;

(a) The proposed variance will not be significantly detrimental..... vicinity;

RE: Because surrounding uses are commercial, industrial and forest, our project will not be detrimental to surroundings if this variance is granted.

(b) There are special circumstances that exist which are peculiar to the lot size or shape, topography or other circumstancesother properties in the same zoning district;

RE: The total slope at finish grade is going to contain a elevational change of near 30' (61' at SE to 91' at NW) across the complete width of the campus. We are the site that slopes down to the wetland and because the wetland is immediately adjacent, the cross slope is more severe than elsewhere.



mwa architects

SAN FRANCISCO OAKLAND PORTLAND

(c) The use proposed use of the land;

RE: Confirmed

(d) Existing physical and natural systems..... will not be adversely affected any more than would occur if the development were located as specified in the code; and

RE: Confirmed

(e) The hardship is not self-imposed.....alleviate the hardship.

RE: Confirmed

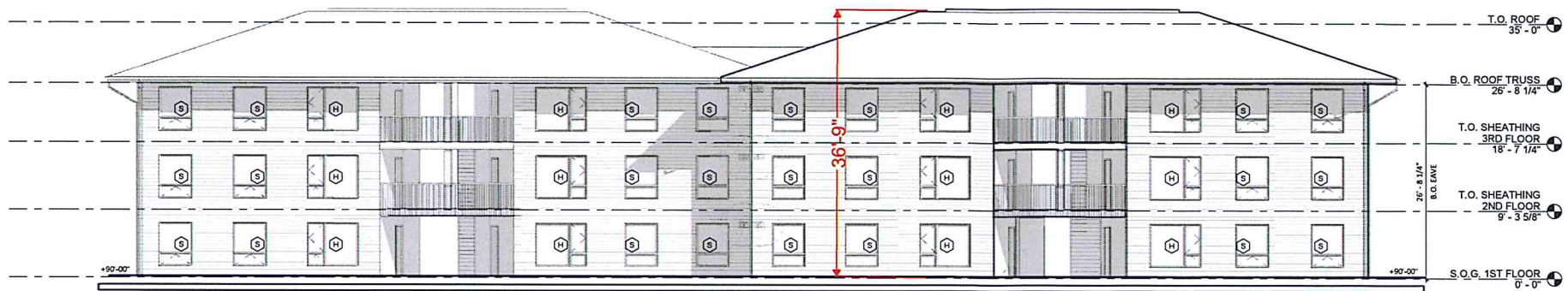
Sincerely,

Ian Flood, MWA Architects

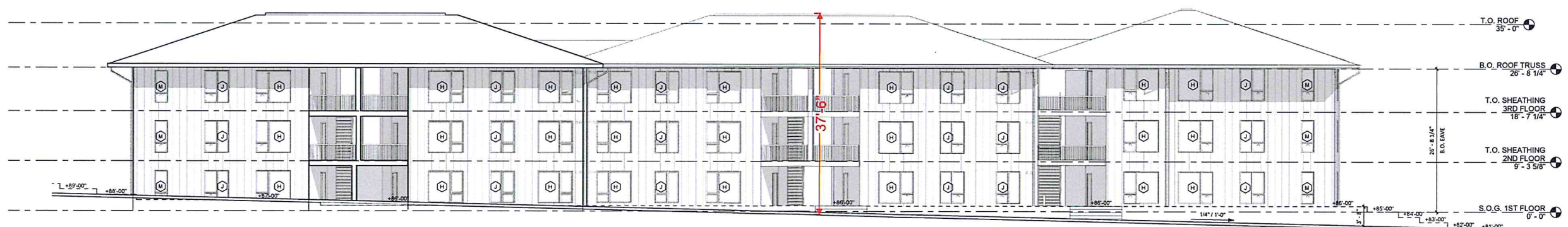
PRELIMINARY



REVISION NO	DATE



1 C2 & C3 NORTH ELEVATION (CODE ELEV)
 SCALE: 1/8" = 1'-0"



2 C1 WEST ELEVATION (CODE ELEV)
 SCALE: 1/8" = 1'-0"

ST. HELENS HOUSING
 GABLE RD/US HWY 30
 ST. HELENS OR 97051

ISSUANCE
 SD COST ESTIMATE
 DATE
 10/202020
 SCALE
 1/8" = 1'-0"
 PROJECT NUMBER
 201913.00
 DRAWN BY
 Author
 DRAWING TITLE
C1 - CODE ELEVATION

SHEET NUMBER
A4.02D



mwa architects

70 NW COUCH STREET
SUITE 401
PORTLAND, OR 97209
P 503 973 5151
F 503 973 5060
MWAARCHITECTS.COM

PRELIMINARY

REVISION NO.	DATE

ST. HELENS HOUSING

GABLE RD/US HWY 30
ST. HELENS OR 97051

ISSUANCE
SD COST ESTIMATE

DATE
10/09/20

SCALE
1" = 80'-0"

PROJECT NUMBER
201913.00

DRAWN BY
IAN FLOOD

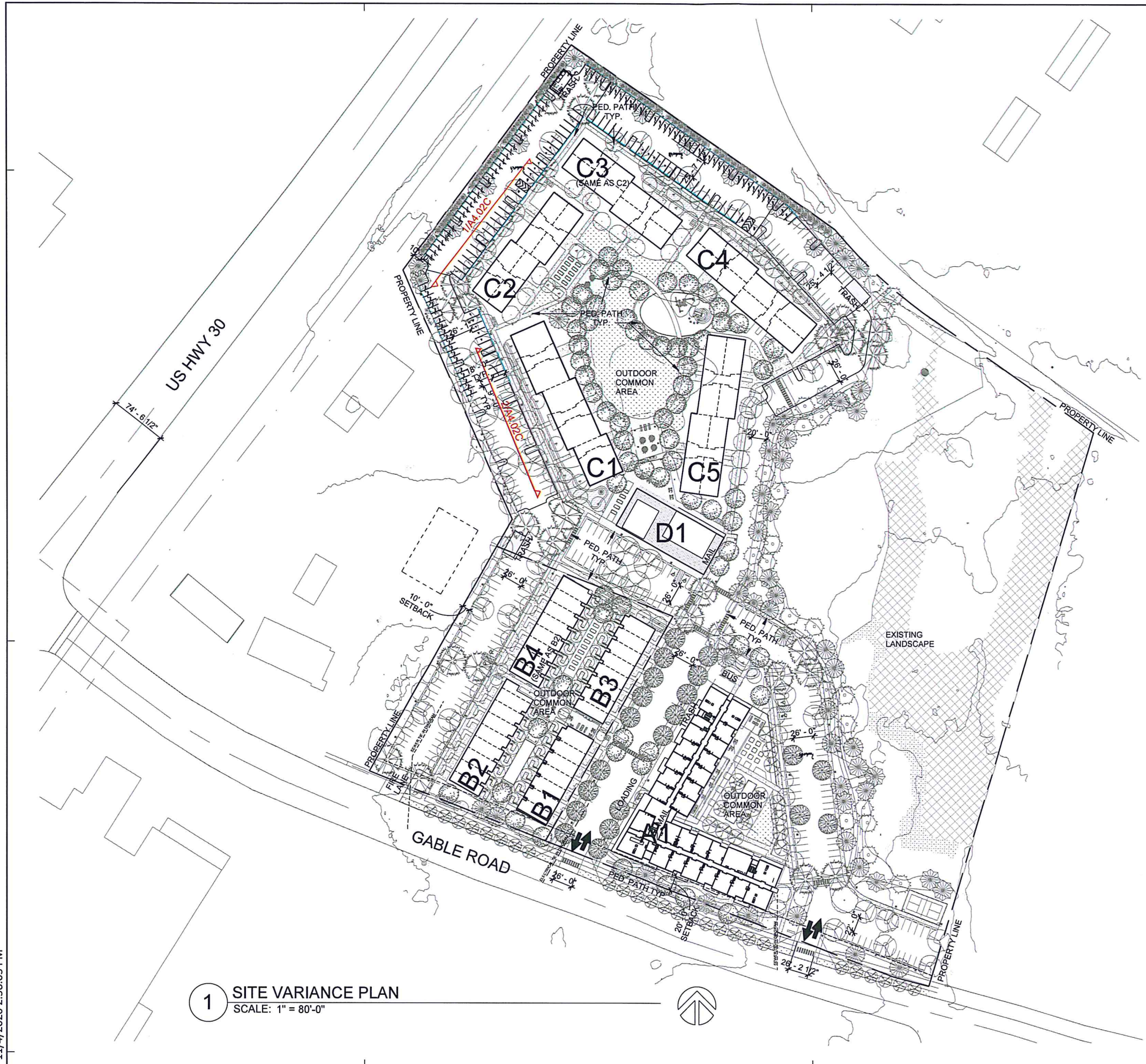
DRAWING TITLE

SITEPLAN

SHEET NUMBER

A1.00

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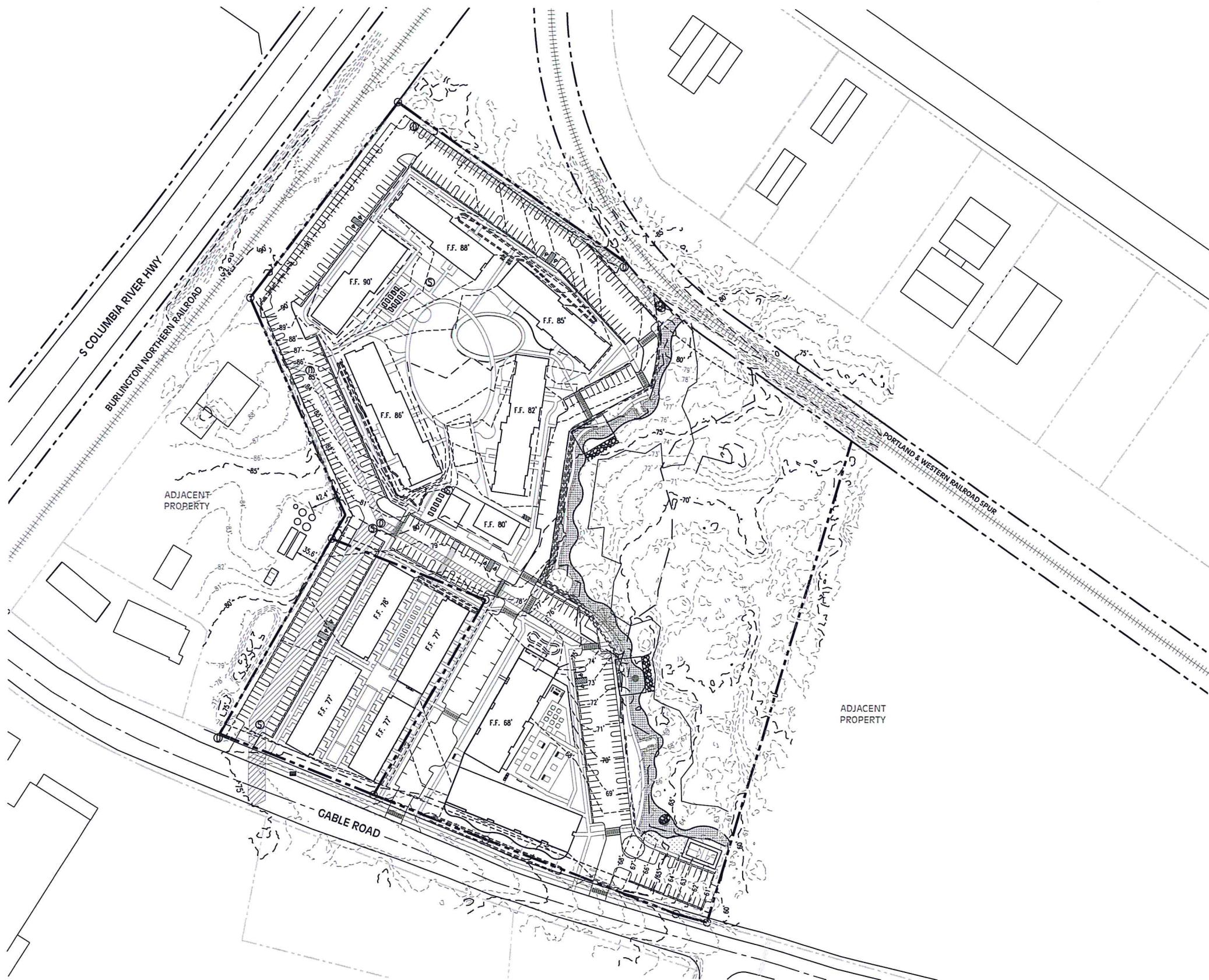


1 SITE VARIANCE PLAN
SCALE: 1" = 80'-0"

LEGEND

EOG	EDGE OF GRAVEL
EOP	EDGE OF PAVEMENT
EOC	EDGE OF CONCRETE
TOP	TOP OF PAVEMENT
TOC	TOP OF CONCRETE
TO/CURB	TOP OF CURB
(E)	EXISTING
(N)	NEW
CO	CLEAN OUT
⊙	STORM SEWER MANHOLE
⊙	SANITARY SEWER MANHOLE
⊙	NEW CATCH BASIN
⊙	FIRE HYDRANT
⊙	WATER VALVE
⊙	UTILITY POLE
⊙	WATER METER
---	SUBJECT PROPERTY LINE
---	ADJACENT PROPERTY LINE
---	WETLAND SETBACK
---	(E) MAJOR CONTOUR
---	(E) MINOR CONTOUR
---	(N) MAJOR CONTOUR
---	(N) MINOR CONTOUR
▨	WETLAND
▨	WATERWAY

- NOTES:**
1. ALL STORM WATER PIPES SHALL HAVE .5% MINIMUM SLOPE AND 18" OF COVER MINIMUM.
 2. ALL HARD SURFACES SHALL HAVE A MINIMUM OF 1.0% SLOPE TOWARDS COLLECTION SYSTEM.
 3. ALL WALKWAYS SHALL HAVE A MAXIMUM SLOPE OF 5.0% IN THE DIRECTION OF TRAVEL AND 2.0% CROSS SLOPE.
 4. PLAN CAN BE PROVIDED IN CAD FORMAT TO ACCOMMODATE CONSTRUCTION STAKING. (NOT ALL DIMENSIONS ARE SHOWN)
 5. LANDSCAPE AREAS SHALL BE SLOPED TOWARDS CATCH BASINS AS REQUIRED TO PREVENT PUDDLES. PROVIDE 2"-6" DRAIN ROCK SURFACE WITHIN 3' OF LANDSCAPE CATCH BASINS TO REDUCE THE POTENTIAL OF BLOCKAGE.
 6. PRIVATE SEWER CONSTRUCTION: ON-SITE BUILDING SEWERS OUTSIDE OF PUBLIC SEWER EASEMENTS ARE PRIVATE AND SHALL BE CONSTRUCTED ACCORDING TO THE 2017 OREGON PLUMBING SPECIALTY CODE.
 7. SEWER SERVICE LATERAL CONNECTION AND PIPING WITHIN THE RIGHT-OF-WAY SHALL BE CONSTRUCTED TO PUBLIC STANDARDS AND ARE SUBJECT TO CONSTRUCTION SERVICES TESTING AND INSPECTION REQUIREMENTS.



GRADING PLAN
SCALE: 1" = 60'-0"



REV.	REVISION RECORD	DATE
A	UPDATED W/ NEW LANDSCAPE/ARCHITECTURAL PLANS	10/05/20
B	UPDATED TO 32842 TITLE BLOCK	10/09/20



PROJ. NO.	3023	GRADING PLAN
DWG. BY	MLA	GABLE ROAD APARTMENTS
APPR. BY	COMMUNITY DEVELOPMENT PARTNERS	SHEET
FILE	D-3023-C-4-B	DATE 08/27/20

DATE: 10/09/20
REVISED PRINT
VOID ALL PREVIOUS

DATE: 08/27/20
PRELIMINARY
NOT FOR CONSTRUCTION

C-4



**OREGON HOUSING and
COMMUNITY SERVICES**

725 SUMMER STREET NE, SUITE B | SALEM, OR 97301
503-986-2000 | www.oregon.gov/OHCS

July 22, 2020

Community Development Partners
Attn: Jessica Woodruff
126 NE Alberta St. Suite 202
Portland, OR 97211-2665

RE: Local Innovation Fast Track (LIFT) Funding Reservation
St Helens Apartments, #2614

Dear Jessica:

Oregon Housing and Community Services (OHCS) has reserved the following funding to Community Development Partners for the development of the St. Helens Apartments project.

Not to exceed **\$13,400,000** in LIFT Funding.

This reservation was made subject to conditions as follows.

A. General Conditions

1. You must complete one of the following within **15 days of the date of this letter**:
 - a) **Initial each page, sign this letter and return the original** indicating your acceptance of the reservation(s) and all the terms and conditions of the reservation(s); or,
 - b) If you have concerns about any of the conditions or timelines contained in this letter, contact me.
2. A Monthly Progress Report must be submitted beginning **September 2020** and thereafter on a monthly basis by the 1st of each month until project completion. The report should indicate all activities undertaken during the previous month.
3. All 4% LIHTC timing and application requirements must be met to retain this reservation.

B. Participatory Requirements

As a recipient of Housing and Community Services funds, OHCS requires compliance with the following. Meeting these requirements will be a measure of determining sponsor capacity in future Department applications.

**SAMPLE
EVIDENCE OF
AFFORDABLE
HOUSING. FORMS
WILL COME AT
CLOSING. FORMS
WILL ALSO COME AT
CLOSING FOR +55
SENIOR LIVING. 8609
FORM WILL COME AT
CLOSING**

JW

1. Review the timelines you indicated in the Project Schedule enclosed with the Application and revise from time to time as applicable. Submit a revised Project Schedule when changes are necessary. Your ability to meet these timelines will be a measurement for retaining the funding reservation(s).
2. As changes occur to the project's development and operating costs, a revised Sources of Funding, Uses of Funding, and/or Operating Budget reflecting the current project status must be submitted.
3. Adherence to all federal, state and program regulations applicable to your organization and your proposed project is a basic requirement.
4. Display of the Fair Housing name and/or logo when project units are marketed/promoted is required.
5. Oregon Housing and Community Services shall be listed by name on all materials where the project contributors are listed by name.
6. Original OHCS post-construction certification executed by contractor and architect.
7. Submission of electronic photos of completed project.

OHCS congratulates you on your funding reservation and looks forward to a successful completion of your project. Please contact me at (503) 986-5184, if you have any questions concerning your grant reservation or if you would like any of the required forms in electronic version.

Sincerely,

Brad Lawrence

Brad Lawrence, Production Analyst
Development Resources and Production Section

**SAMPLE
EVIDENCE OF
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HOUSING. FORMS
WILL COME AT
CLOSING. FORMS
WILL ALSO COME AT
CLOSING FOR +55
SENIOR LIVING. 8609
FORM WILL COME AT
CLOSING**

AGREED TO AND ACCEPTED ON THE TERMS AND CONDITIONS SET FORTH ABOVE FOR THE FOLLOWING GRANT RESERVATION(S):

\$13,400,000 in LIFT Funding

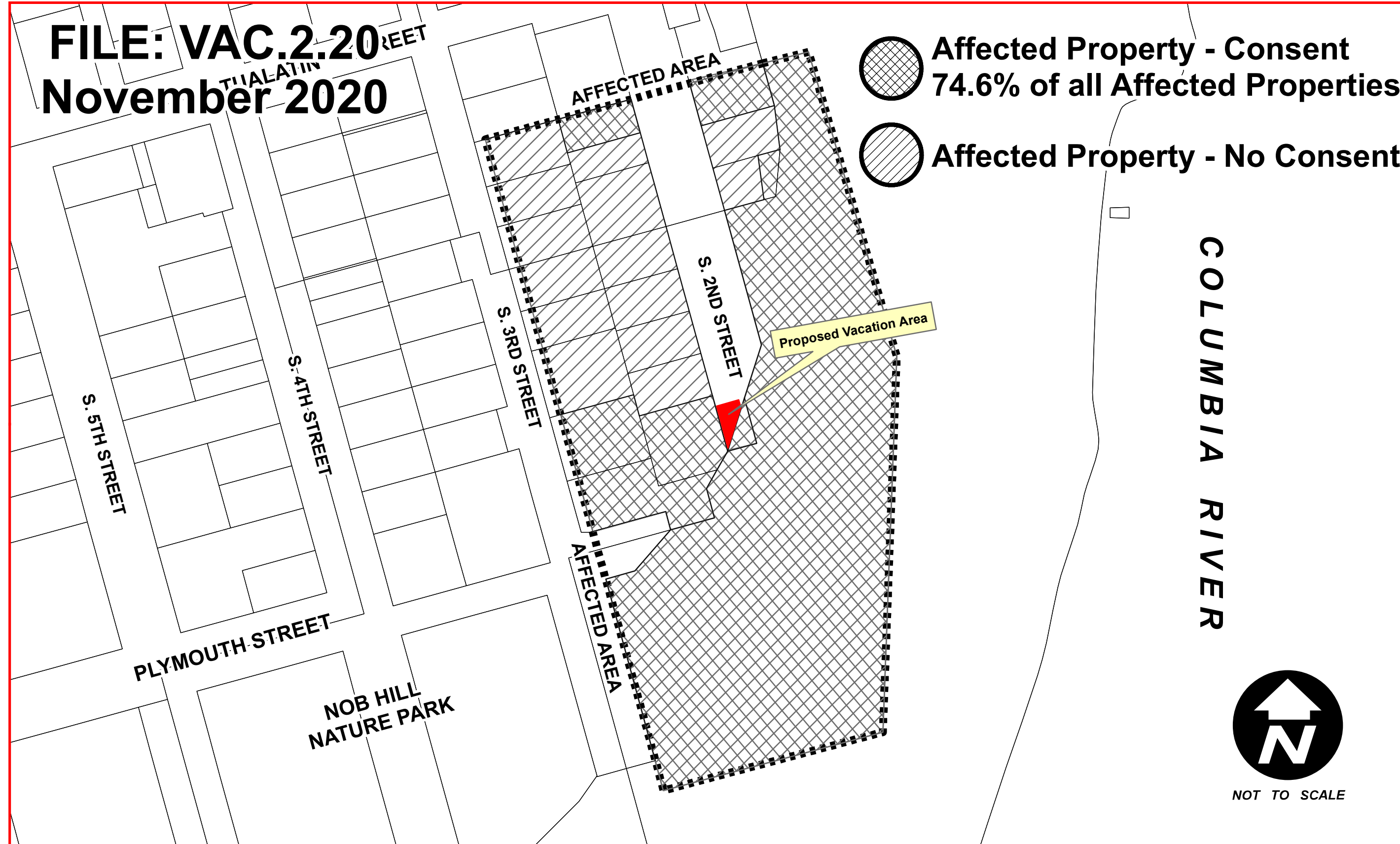
By: Community Development Partners

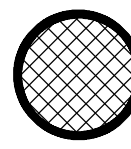
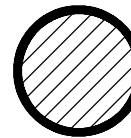
Jessica Woodruff

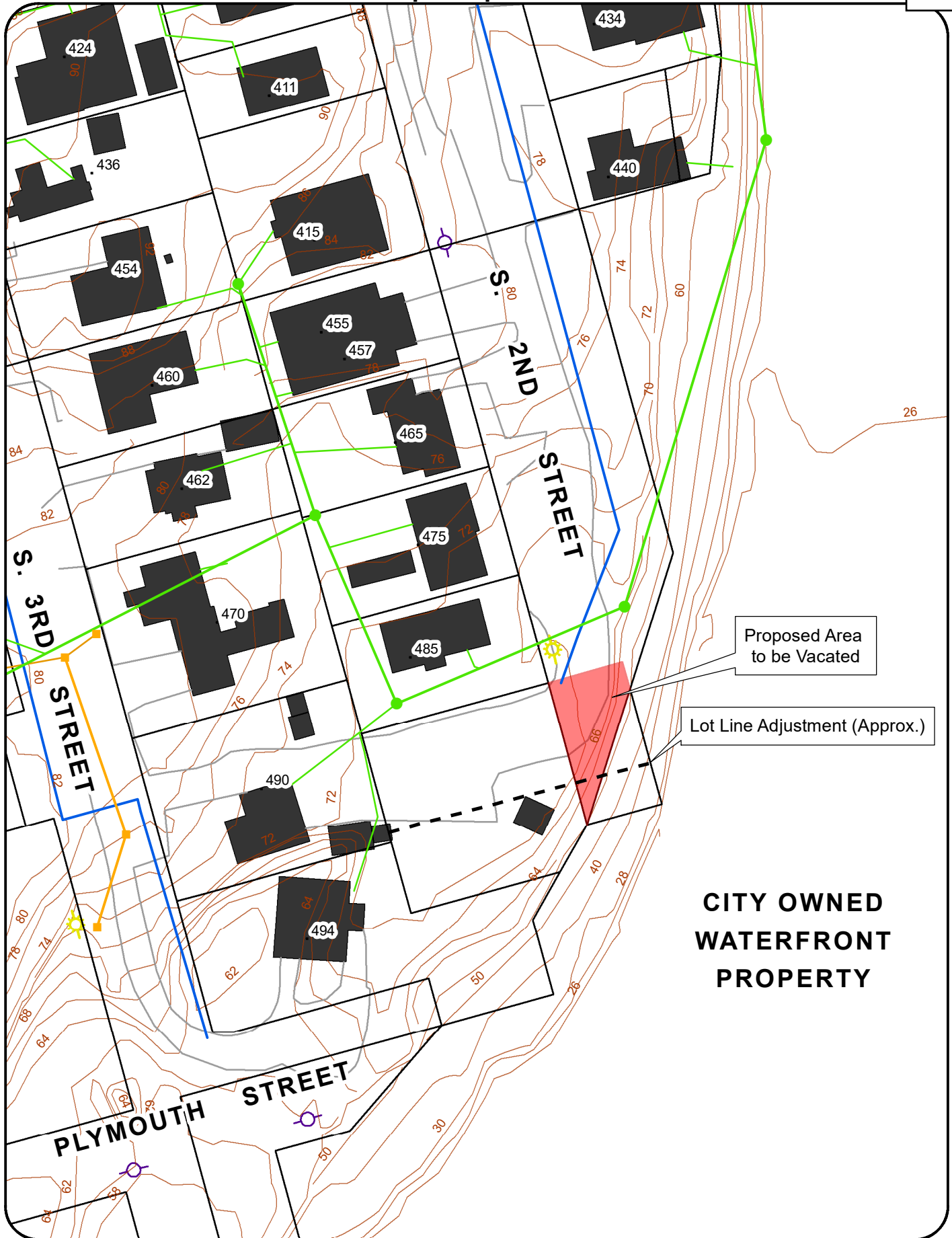
Jessica Woodruff, Director of Development

Date: August 10, 2020

FILE: VAC.2.20
November 2020



-  **Affected Property - Consent**
74.6% of all Affected Properties
-  **Affected Property - No Consent**





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client

Brian Zender
3050 Sundown Lane
Bellingham, WA 98226

9.29.2020

Issue/Revisions	Issue Date

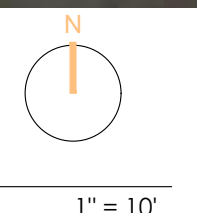
project no. 1120 issue date

sheet title
Site Plan

sheet number

A0.1

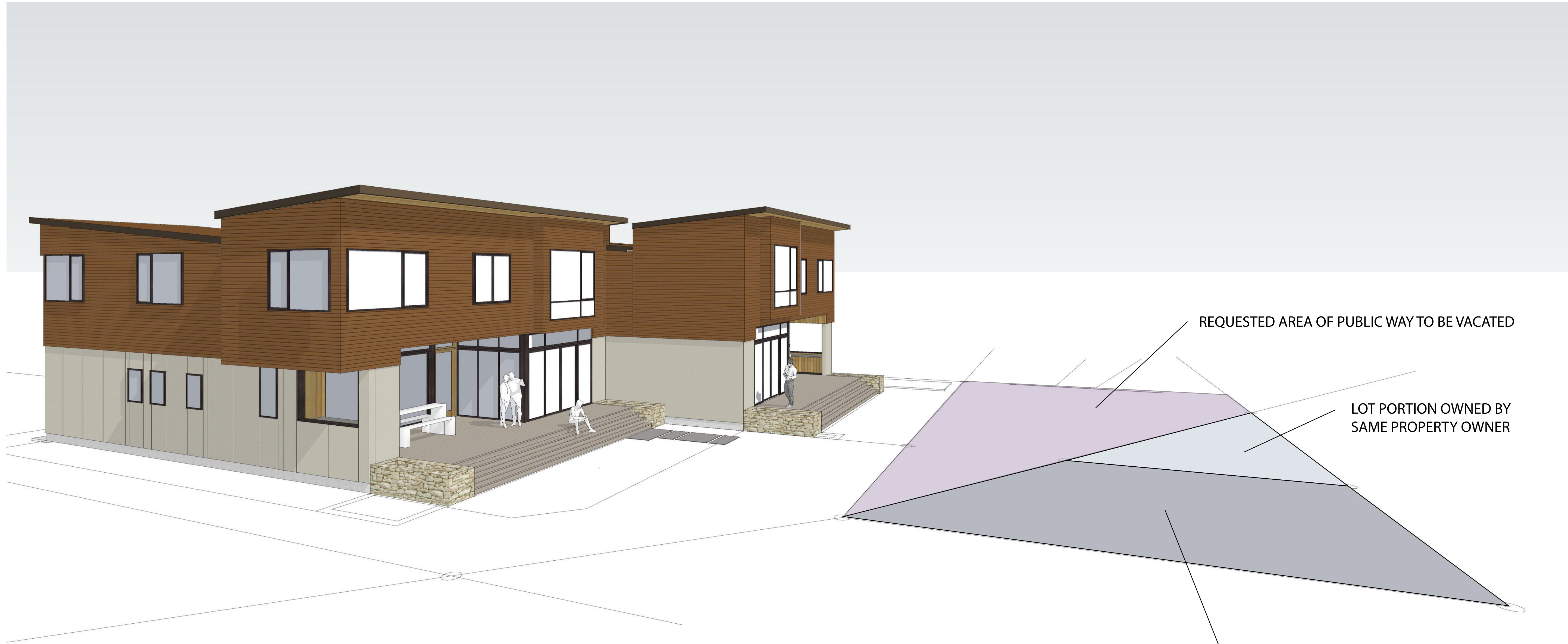
1 PROPOSED SITE PLAN W/ REQUESTED VACATED PORTION OF PUBLIC WAY INDICATED



project

**NOB HILL
TOWNHOUSES**

495 & 497 S. Second Street
St. Helens, OR 97051



REQUESTED AREA OF PUBLIC WAY TO BE VACATED

LOT PORTION OWNED BY
SAME PROPERTY OWNER

LOT PORTION OWNED BY SAME PROPERTY OWNER

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Bellingham, WA 98226

9.29.2020

issue/revisions

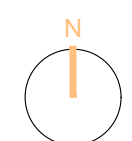
no.	description	date

project no. 1120 issue date

sheet title
Site Plan

sheet number

A0.2



1 PROPOSED 2 TOWN HOUSES & SITE PLAN W/ REQUESTED VACATED PORTION OF PUBLIC WAY INDICATED

September 29, 2020

Re:
495 and 497 S. 2nd St.,
St. Helens, OR 97051
4N1W03-CA-00500

Request for portion of public way to be vacated to property owner

Property zoning:
Apartment residential AR

Although the subject lots are indicated as tax lot 500, the land parcel is 2 separate lots with an established common boundary line (see drawing sheet A0.1)

The north and south lots were purchased together with the aim of developing two single family residences with scenic river views while minimally impacting the surrounding existing residences. A design strategy of utilizing shallow sloping roofs and generously sized open spaces at the side and rear yards are intended for the new building structure to fit into the existing neighborhood context with a “good neighborly” height and three dimensional bulk. Traditional steeply pitched roof forms built to the maximum allowable building height and maximizing the site’s allowable floor areas with habitable space have been foregone in consideration of the site plan and building’s effect on its neighbors’ views and access to natural light and the relationship between the new construction’s scale and the existing neighborhood context.

The south lot cannot be developed separately from the north lot. Vehicular access from the front of the south lot is precluded by a narrowly truncated public right of way with steeply sloping topography. A public street cannot be developed to serve the frontage of the south lot. The only available option for vehicular access to the south lot is by a site plan and building design configuration with a vehicular access easement and a shared driveway over the north lot along its northern property line and a shared garage approach/ backup area adjacent to the west property line of the north lot. (see attached site plan drawing and aerial photograph – sheet A0.1).

A design of two townhomes (each of 2 stories and approx. 2,100 s.f.) have been developed to overcome the disadvantages of the site’s particular features.

A previous vacation of public way to private ownership created 2 small triangular lots of 436 s.f. and 808 s.f. for the owner of tax lot 500. The 2 triangular lots are basically islands without contiguous boundaries to the main property’s boundaries.

A vacation of the public way adjacent to the subject property is requested for the following reasons:

- The incapacity of the public right of way to serve the frontage the south lot with vehicular access creates a physical and economic disadvantage with a resulting site and building design configuration that requires either an additional fifteen or twenty more feet of lot width dedicated to non-buildable lot width (by satisfying the planning code's requirement for the necessary vehicular access easement) than if the two lots were able to be developed in a standard fashion with vehicular access at their frontages.
- Granting the request will allow for high quality project that can fully take advantage of its river view and achieve a market value that will contribute more to the city's tax revenues than if the lots are developed without the requested vacation of the public way.
- The vacated public way portion will allow for the isolated 436 s.f and 808 s.f. lot portions to be joined with main lot portions for continuous lots with better efficiency and utilization of the land.
- Granting the request will relieve the city of responsibility for maintaining this small portion of land of uneven topography and large amounts of vegetation.



CITY OF ST. HELENS PLANNING DEPARTMENT
M E M O R A N D U M

TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner
RE: Oregon House Bill 2001 – DUPLEXES, continued...
DATE: November 30, 2020

Oregon HB 2001 requires cities of a certain size, including St. Helens, to allow duplexes wherever detached-single family dwellings are allowed. St. Helens needs to change its development code to be effective by the end of June 2021.

The Commission discussed many details about this at your October 13, 2020 meeting. The Council also discussed the overall issues at their November 4, 2020 meeting.

One of the things the Council and Commission disagreed on was whether our rules would allow two detached single-family dwellings on a single lot. The Commission was unanimously against (with three members absent) and the Council supported it (three ayes, one nay, and one absence).

So now we need to talk about distances between buildings, given the Council's direction. Staff proposes an "interior yard" (separation from buildings) as part of the code amendments, commensurate with zoning.

For example, R10 would have a 10' interior yard, R7 a 7' interior yard, and R5 and AR with 5' interior yards. These number correspond with the zoning's current minimum side yard.

The Council also requested that staff increase the 35% base building/structure coverage for the R10, R7 and R5 zones to 40%. AR is 50% already, so no change proposed there.

In addition, the Commission recommended increasing the minimum lot size for the AR zone for detached single family dwellings (and future duplexes) from 3,050 to 4,000 square feet. This would correspond with a minimum lot width increase from 30 feet to 40 feet.

Based on all of this, I wanted to make sure these standards did not conflict with each other. Attached are the following:

1. **R10 lots**, with the minimum width and depth, and potential similar sized building footprints for two detached single-family dwellings assuming the 40% coverage.

The 40% building/structure coverage can be achieved with all of the normal yard (setback) requirements and the suggested **10' interior yard**, with a little bit of wiggle room for the two lot examples.

2. **R7 lots**, with the minimum width and depth, and potential similar sized building footprints for two detached single-family dwellings assuming the 40% coverage.

The 40% building/structure coverage can be achieved with all of the normal yard (setback) requirements and the suggested **7' interior yard**, with a little bit of wiggle room for the deep lot only.

3. **R5 lots**, with the minimum width and depth, and potential similar sized building footprints for two detached single-family dwellings assuming the 40% coverage.

The 40% building/structure coverage can be achieved with all of the normal yard (setback) requirements and the suggested **5' interior yard**, with a little bit of wiggle room for the two lot examples.

4. **Proposed AR lots (i.e., 4,000 size and 40' width)**, with the minimum width and depth, and potential similar sized building footprints for two detached single-family dwellings with the current 50% coverage.

The 50% building/structure coverage can be achieved with all of the normal yard (setback) requirements and the suggested **5' interior yard**, with a little bit of wiggle room for the deep lot only.

5. **Current AR lots (i.e., 3,050 size and 30' width)**, with the minimum width and depth, and potential similar sized building footprints for two detached single-family dwellings with the current 50% coverage.

The 50% building/structure coverage *cannot* be achieved with all of the normal yard (setback) requirements and the suggested **5' interior yard**. Approximate maximum coverage is around 42% and 44% in these examples.

In fact, if the interior yard is excluded and considered footprint for a single building (i.e., adding the interior yard as building footprint to the other two buildings top form one large building), the maximum building/structure coverage possible is around 47% for both examples.

This is potential justification for the Commission's recommended AR lot size increases: maximum efficiency for two detached single-family dwellings.

We will talk more than this at our next meeting with additional details, but I wanted to get this to you in advance to help you start thinking about it.

Attached: R10, R7, R5, AR (proposed), AR (current) diagrams as described herein.

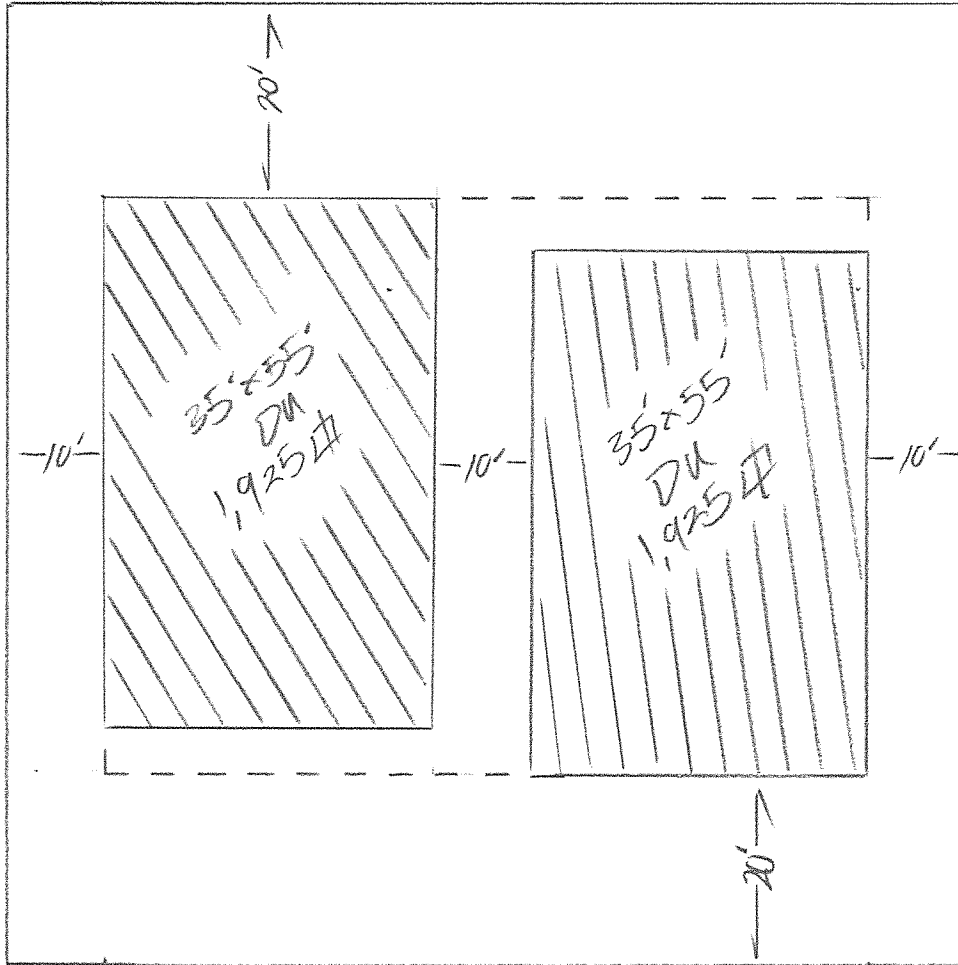
R10

10,000 sq ft

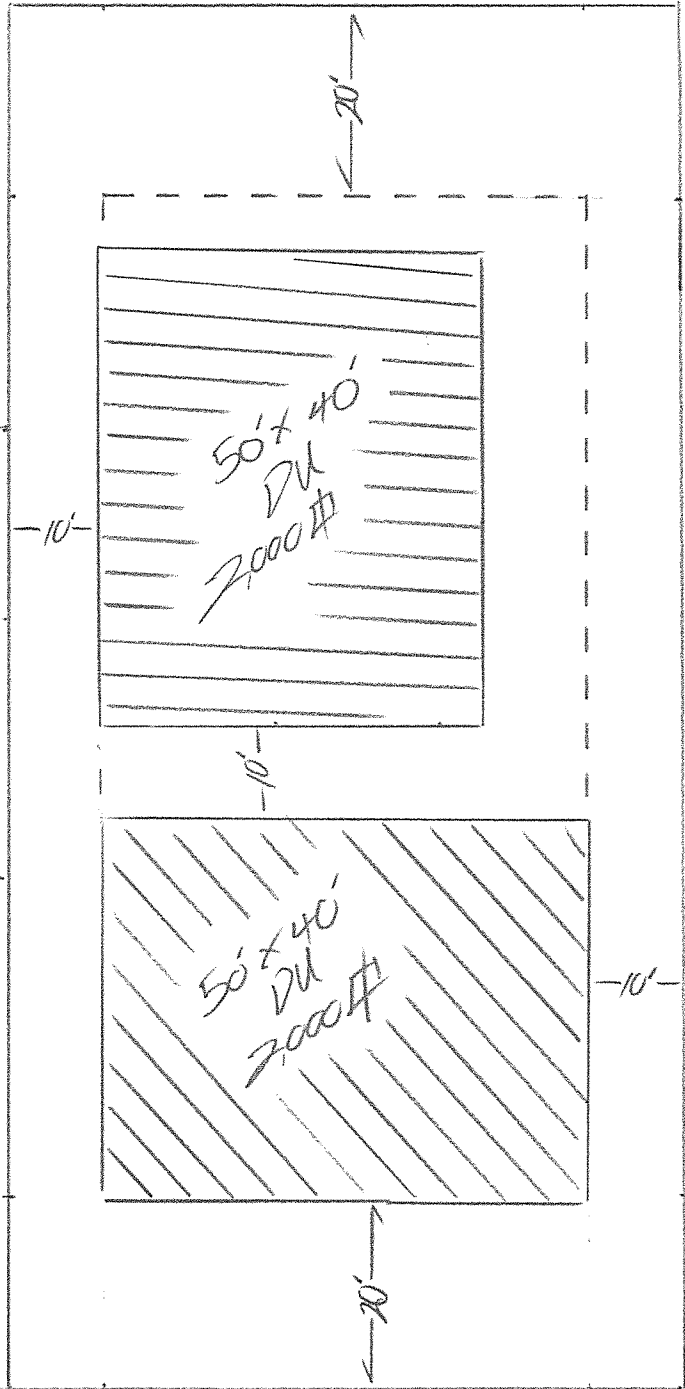
100' D

70' W

40% COV. ← AS PROPOSED FROM 35%



100' x 100' LOT
10,000 sq ft



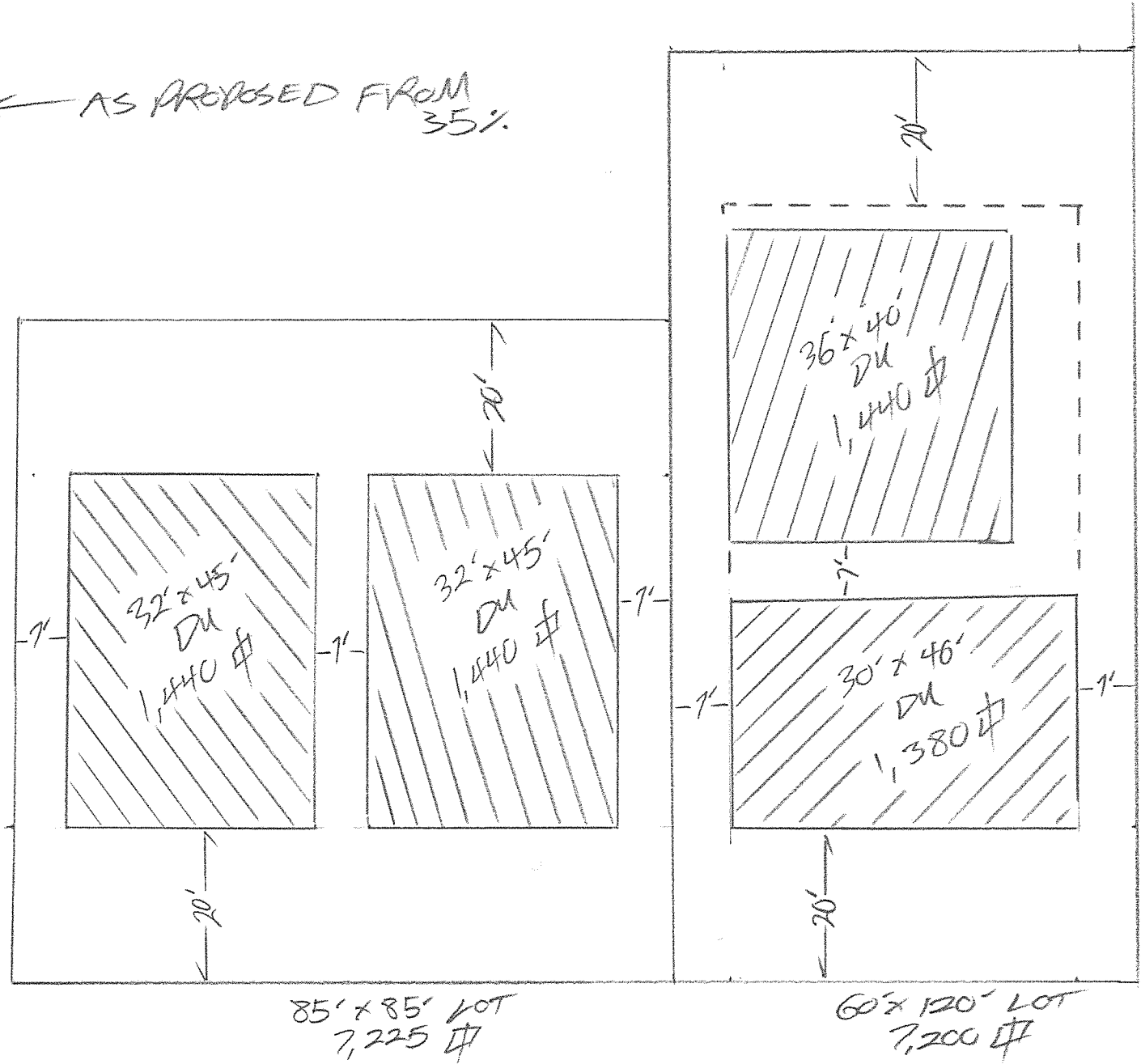
70' x 145' LOT
10,150 sq ft

Item F.

NOV. 2020

R7

7,000 \$
85' D
60' W
40% COV. ← AS PROPOSED FROM 35%.



Nov. 2020

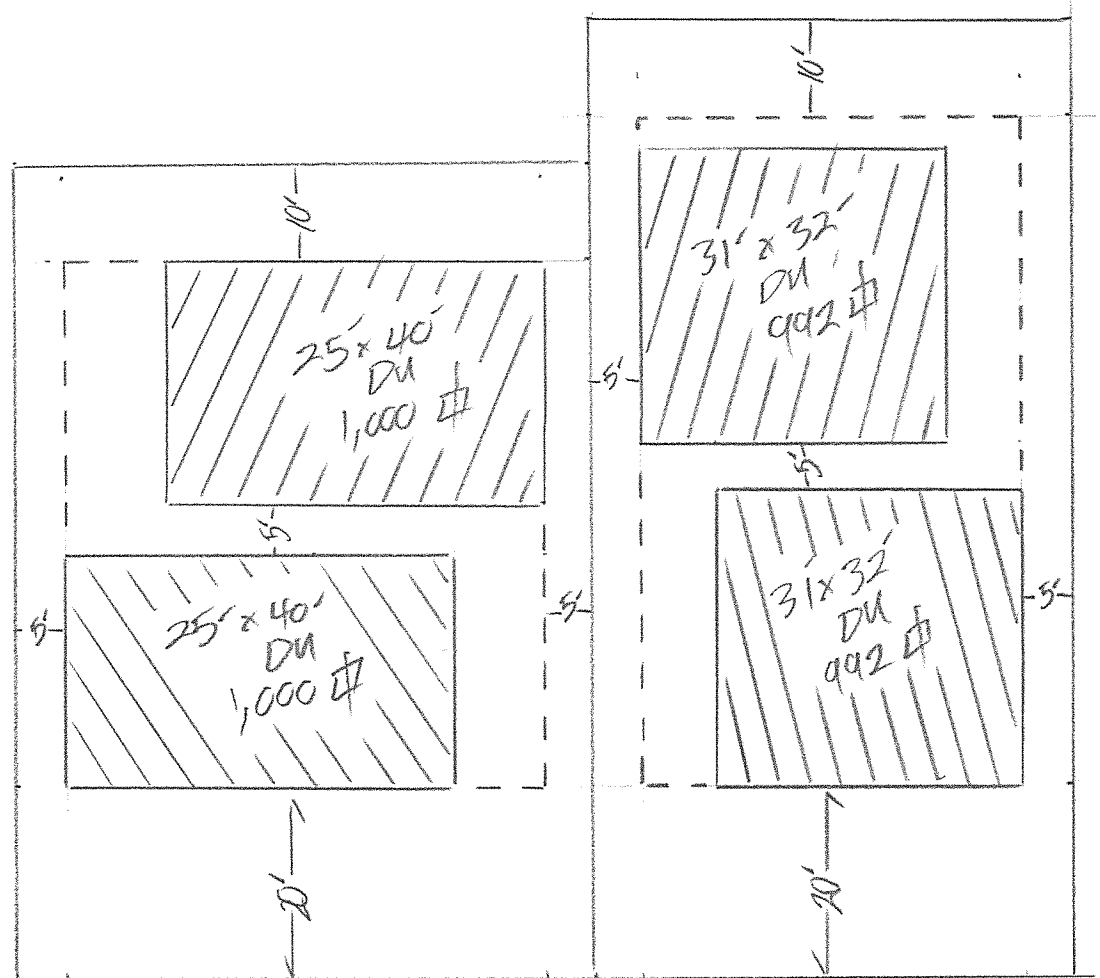
R5

5,000 sq ft

85' D

50' W

40% COV. ← AS PROPOSED FROM 35%.



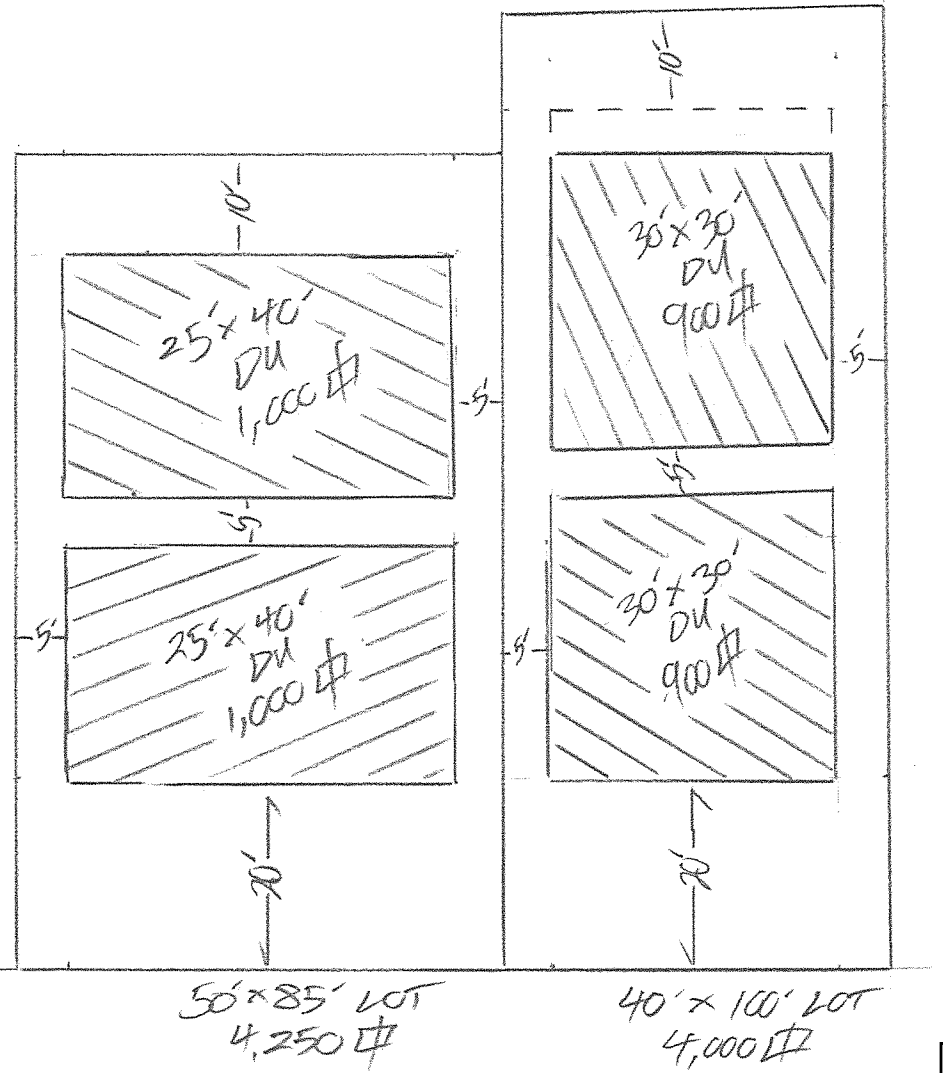
JAN 2020

60' x 85' LOT
5,100 sq ft

50' x 100' LOT
5,000 sq ft

AR - PROPOSED

4,000 $\#$ ← AS PROPOSED FROM 3,050 $\#$
85'D ← AS PROPOSED FROM 30' FAR SFD $\#$ 50' FOR DUPLEX
40' W
50% COV

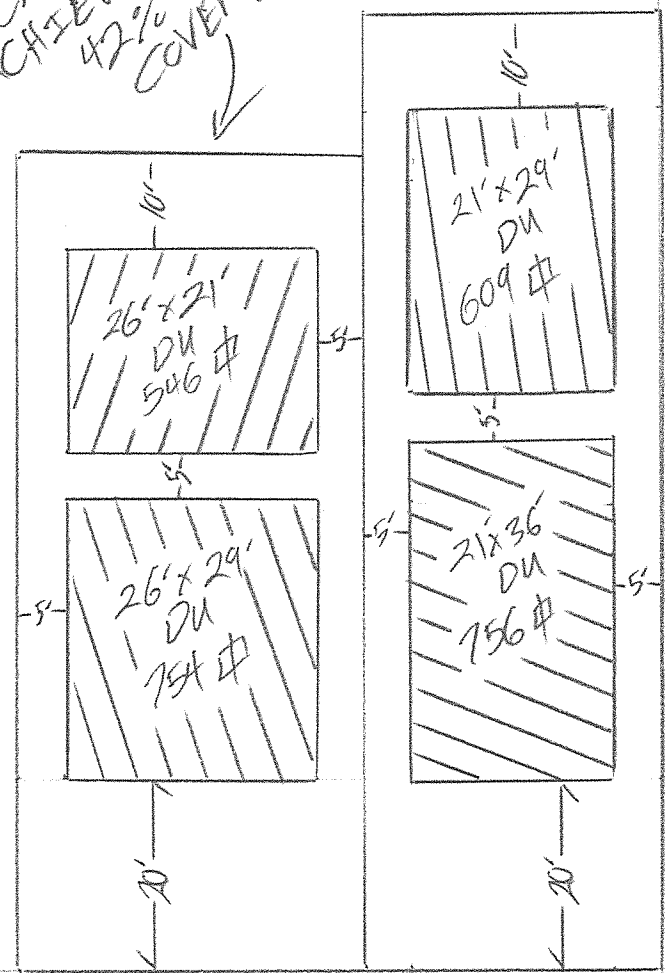


MMV
2020

AR - CURRENT

3,050 # (5,000 # FOR DUPLEX)
85' D
36' W (50' FOR DUPLEX)
56% COV.

CAN ONLY ACHIEVE 42% COVERAGE
CAN ONLY ACHIEVE 44% COVERAGE



36' x 85' LOT
3,060 #

31' x 100' LOT
3,100 #

Nov 2020

From: [Anne De Wolf](#)
To: [Jennifer Dimsho](#); [Matt Brown](#); [Jacob Graichen](#)
Cc: [Stephyn Meiner](#); [Adam Schoeffel](#)
Subject: [External] Arciform: Window Glass
Date: Wednesday, November 25, 2020 1:04:54 PM

Dear Jenny, Matt and Jacob,

This is so wonderful. The City of St Helens will be even prettier. Your approach to phasing is very smart.

I wanted to answer your second question below.

If we did not remodel the interior and would have a lowered ceiling behind the clearstory windows in that one area, it might be nice to install textured glass in the clearstory windows cross the whole width of the façade.

Another reason why textured glass in the clearstory windows might be a good option is that it cuts down on the glare from the sun.

It looks like that the glass in the clearstory window in the attached picture from 1983 is not clear. It reflects the light differently than the large glass panels below.

Here are some textured glass options. I like the 3rd, 5th and 7th texture from the left. They are the most period appropriate and add a little sparkle.



With regards to the transom windows in the recessed entry/ alcove, the idea for a mirrored or textured glass was to hide the dropped ceiling as well.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 11.23.2020

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—PREAPPLICATIONS MEETINGS

Conducted a pre-application meeting for a potential microbrew facility (not a brew pub) off the 200 block of N. 18th Street.

Conducted a pre-application meeting for a potential land partition of the property with the recently completed veterinary clinic in the Houlton area.

PLANNING ADMINISTRATION—MISC.

Assisted with business license related code amendments that went before the Council this month.

During the most recent fiscal quarter (July-September 2020) the city issued 21 single family housing permits. This is a 5-year high of all quarters. The quarter right behind that one is April-June 2020 with 17 such permits. Most quarters in the past five years are single digit or zero.

The conex box apartments on city owned property along N. 7th Street (by the 6th Street Park) is making progress for permit issuance locally. But they are still working on the State permit too, which I believe would pre-certify the units from a building code review standpoint. The Commission originally approved this back in July of 2017.

Assisted City Engineering with information for their wastewater and stormwater plan update efforts.

Port renewed their wetland delineation for their properties along McNulty Way. They are good for five years and the last effort was in 2015. No word on when they may develop those properties.

The Northwest Housing Authority apartment project along Gable Road renewed their non-city permit to impact wetlands on that property.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

November 10, 2020 meeting (outcome): The Commission approved a Lot Line Adjustment / Minor Modification Conditional Use Permit to adjust a boundary between a lot and open space tract within the Meadowbrook Planned Development.

The Commission also approved a reduced yard Variance and an Access Variance for a proposed 2-unit attached single-family development at the south terminus of S. 2nd Street.

December 8, 2020 meeting (upcoming): The Commission will hold two public hearings. One will be for a pair of Variances related to the proposed apartment complex along Gable Road by US30. *As the Historic Landmarks Commission*, they will consider a potential alteration of the John Gumm School building for an accessible ramp at the second public hearing.

The Commission will also review a proposed right-of-way vacation at the south terminus of S. 2nd Street for recommendation to Council.

The Commission will also consider potential requirements for distances between two detached single-family dwellings on the same property as we continue to work through the “duplex rules” triggered by Oregon HB 2001.

COUNCIL ACTIONS RELATED TO LAND USE

The Council authorized execution of the final plats for Graystone Estates and Hanna Place. These two subdivisions will add 88 new attached single-family dwelling lots and two commercial lots. Residential builders have been anxiously anticipating this—we will see a new wave of building permits for these lots.

I presented the Oregon HB 2001 requirements for St. Helens, largely dealing with duplexes, to the City Council at the November 4, 2020 work session. The Council and Planning Commission (who had a similar presentation at their meeting on October 13th) seem to be of a similar opinion on the various issues, though there are some differences such as whether a duplex should be a single building (the Commission’s unanimous opinion) versus the potential of having two separate buildings on one lot (the majority Council opinion).

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

As we start a new era with the new State’s e-permitting for our building permits, we continue to deal with the kinks. I have had to deal with some APO data issues for this effort since we help generate the data from our GIS.

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

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: November Planning Department Report
Date: Monday, November 23, 2020 9:59:36 AM

Here are my additions to the November Planning Department Report.

GRANTS

1. **DLCD 2019-2021 Technical Assistance Program** – Grant contract with DLCD authorized to prepare a *Boise White Paper Industrial Site Master Plan* which will include a parcelization framework and an infrastructure finance planning for the former mill site. Final Parcelization Plan completed. Received final Infrastructure Estimates & Phasing Plan from 3J. Received drawing Funding Plan from ECONW. Began compiling staff comments on the document to receive final submittal in December.
2. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with two tennis flex courts and one flex sport court, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021. 2nd Sport Court bid closed on 10/15 – no bids received again. Working with Sue and legal counsel on a different procurement process that still complies with state laws to solicit bids directly from contractors.
3. **EPA – CWA Grant Program** – Final reporting due within 90 days of 9/30. Began preparing final report, budget, and cost reimbursement request.
4. **CDBG- Columbia Pacific Food Bank Project** – Bids are being accepted until 12/1. Three mandatory pre-bid meetings held in November. Attended two of these. Prepared and uploaded two addenda, which included Q/A summaries, planholders lists, and revisions to construction drawings.
5. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Kicked off engineering with David Evans. Survey/topo complete. Construction timeline provided by David Evans, who is working through design/engineering process.
6. **Business Oregon – Infrastructure Finance Authority** – Accepted our intake form. Invitation to apply received for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Deadline to submit in January 2021 for board approval in February 2021 or February 2021 for March 2021.
7. **ODOT Community Paths Program** – Submitted letter of interest (due October 31) for a regional trail planning/initial refinement effort for an off-street trail between St. Helens and Scappoose. Grant ask will be around \$172,000 with a required 10% match which can be in-kind (staff time). Application available on 11/1. Went through the application materials with a contractor who will assist with sections of the grant application.
8. **BUILD Grant** – Attended de-brief meeting on 11/24 to discuss scoring of our 3rd application to the program.
9. **Oregon Watershed Enhance Board** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5th Street trail and Nob Hill Nature Park. Will hire a crew in 2020-2021 to remove invasive species and re-plant native species in the oak woodland habitat. Kicked off the project with a meeting on 11/30.

MISC

10. Urban Renewal Amendment – Prepared to record the final document with the County on second week of Dec. Published notice of adoption in the Spotlight.
11. Bennett Building (Water Department/ UB) – Arciform presented as-built drawings, and two proposed alternatives. Discussed how to prioritize and phase the work and prepared for a presentation to Council at their 12/2 meeting.
12. Working with the Wellness Committee on a City-wide volunteer program to repair surplus Police Department bicycles for a community bicycle and helmet giveaway.
13. Riverwalk and Streets/Utilities design/engineering consulting services RFQs published on 10/22! Answered several detailed contractor questions. Bids will be accepted until December 8, 2020.
14. Transitioned Meeting Minutes for the Urban Renewal Agency to the new Municode system online
15. Adjusted temporary office location in the upstairs conference room while renovations upstairs at City Hall occur.

Jenny Dimsho, AICP

Associate Planner

City of St. Helens

(503) 366-8207

jdimsho@ci.st-helens.or.us