



PLANNING COMMISSION

Tuesday, May 11, 2021 at 7:00 PM

AGENDA

1. **7:00 P.M. CALL TO ORDER & FLAG SALUTE**
2. **CONSENT AGENDA**
 - A. Planning Commission Minutes Dated March 9, 2021 (Minutes were not included in last month's meeting packet)
 - B. Planning Commission Minutes dated April 13, 2021
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)
 - C. 7:00 p.m. Annexation at 35111 Six Dees Lane - Roy & Jinkee McCullough
 - D. 7:15 p.m. Annexation at 505 N Vernonia Road - Steven & Stefanie Weber
5. **DISCUSS PLANNING COMMISSION'S ANNUAL REPORT TO CITY COUNCIL**
 - E. Annual Report to City Council - Draft
6. **ACCEPTANCE AGENDA: Planning Administrator Site Design Review**
 1. Site Design Review (Major) at Sand Island – Lower Columbia Engineering
 2. Scenic Resource Review (Amended) at 164 S 1st Street – Pegram
 3. Site Design Review at Running Dogs Lane – Jaron Clayton
7. **PLANNING DIRECTOR DECISIONS** (previously e-mailed to the Commission)
 1. Lot Line Adjustment at 1645 Railroad Avenue – Don Wallace
 2. Sign permit (x3) at 205 Brayden Street – Jorri Hunker (Grocery Outlet)
 3. Temporary Use Permit at Vacant lot S of 234 N Columbia River Hwy
 4. Temporary Sign Permit at 2100 Block of Columbia Blvd – Hometown Heroes
8. **PLANNING DEPARTMENT ACTIVITY REPORT**
 - F. April Planning Department Report
9. **FOR YOUR INFORMATION ITEMS**
10. **ADJOURNMENT**

NEXT REGULAR MEETING: June 8, 2021

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), virtually via a phone-and-internet based application.

Join Zoom**Meeting:** <https://zoom.us/j/93353474326?pwd=NWRHOXE2MGEwZHpVU2N0T0dPNG1IUT09>**Meeting ID:** 933 5347 4326**Password:** 505636 **Call in:** +1 253 215 8782 (Tacoma)

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PLANNING COMMISSION

Tuesday, March 09, 2021 at 7:00 PM

DRAFT MINUTES

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

Members Absent: None

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

Others: Damian Hall
Andrew Schlumpberger
Lindsay Schlumpberger
Ron Schlumpberger
Tracey Hill
Jerry Belcher
Daniel Kearns
Tim Ramis
Al Petersen
Robin Nunn
Steve Toschi

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

2. CONSENT AGENDA

A. Planning Commission Minutes dated February 9, 2021

Motion: Upon Commissioner Semling's motion to approve the minutes as written with a typographical error correction and Commissioner Webster's second, the Planning Commission unanimously approved the Draft Minutes Dated February 9, 2021. [AYES: Commissioner Pugsley, Commissioner Webster, Commissioner Semling, Commissioner Lawrence, Commissioner Cavanaugh, Vice Chair Hubbard
NAYS: None]

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

There were no topics from the floor.

4. PUBLIC HEARING AGENDA (times are earliest start time)

B. 7:00 p.m. Partition at 160 Belton Road – Andrew & Lindsay Schlumpberger

City Planner Graichen presented the staff report dated March 1, 2021. He said this was a reboot of a two-parcel land division. It started at the administrative level in the year 2020 and worked its way up to the Oregon Land Use Board of Appeals (LUBA). He said they have adequate utilities available to the property through a water line and a septic STEP system. He showed where there are buffers between the property and the wetlands and said there was still adequate space to build and keep the wetland buffer in place. He mentioned the road is a dead-end public street and is less than 20-feet in width with a significant amount of parcels that access it. He talked about the blind corner and that it was an important area to be able to see if anyone is coming. He talked about the benefits of having a turnout at the blind corner. He said to require a turnout, they would have to consider the Private Road Standard not the Public Road Standard. Because the access situation is different, it allows for them to potentially apply private road standards instead of public road standards. He said for the original application, there was a drainfield easement and that the easement obstructed access to this parcel. That was the key basis behind the Commission's denial of the original application. He said that easement no longer exists and so the application to LUBA was withdrawn and then this new application was applied for.

Commissioner Webster asked if the driveway was a shared access to both parcels in the partition. Graichen said it could end up being that way when it is finished. He said there is a minimum ten-foot-wide driveway for the new building.

In Favor

Hall, Damien. Applicant. Hall was called to speak. He is the attorney for the applicant. He mentioned that the applicant would like to separate their two-acre lot into two different one-acre lots with one single-family dwelling on each parcel. He said that the applicant proposed a few conditions of approval on their own, including limiting development to one single-family dwelling and executing a reasonable future street improvement. He mentioned the prior application and that there were several points of mutual agreement between all those who testified and the staff. Most importantly, the septic drain field easement no longer exists. He mentioned that the current application meets the criteria of base zone R10 standards. He said there are adequate public facilities available handle dividing the property. He said as far as the road and the improvements required, he mentioned the applicant was willing to make street improvements according to what the Planning Commission decided. He said the applicant is open to a 90-degree turnout based on the staff recommendation.

Schumpberger, Andrew. Applicant. Schlumpberger was called to speak. He said he worked for the Fire Department for fifteen years and since the safety of Belton Road was brought up, he wanted to share some of his research. He had checked the Fire Department records and St. Helens Police records and he said there had been no documented accidents in the last 20 years on Belton Road. He said the Fire Department has no issues accessing any of the properties located on Belton Road. He also said they had two fire marshals come and check out the access for the proposed partition, and they did not mention any access issues. He said there would be three additional turnouts with an approval of the proposed Partition, as this was a requirement for approval. He said that would be a significant increase in safety measures for the road. He mentioned there are other streets in St. Helens that are much smaller with more accessing properties.

Schlumpberger, Lindsay. Applicant. Schlumpberger was called to speak. She said that she had multiple neighbors who support the proposed Partition. She said they did not want to create any divide between them and their neighbors. She said they just want to be able to use their property to build a home for more privacy. She said with the new guidelines coming out in July for duplexes, they could build a second dwelling without the partition. She said, however, that they do not wish to overdevelop the private land. She said their intent was to have one single home and live as a family to maintain the

privacy of the neighborhood. She said they are willing to take on the extra expense of the road and street improvements to help improve the safety of their neighborhood.

Schlumpberger, Ron. Schlumpberger was called to speak. He lives at 1400 Second Street in Columbia City. He talked about Belton Road. He said the reason it was underdeveloped because of basalt rock. He said the streets are narrow, but that does not mean they are unsafe. He said the applicants have done everything they have been asked to do and are trying to do the right thing.

Belcher, Jerry. Belcher was called to speak. He lives at 105 Belton Road. He supports the application. He said he has served on several Commissions in the City. He said they have lived here for over 29 years. He said after partitioned, both parcels would be over one acre in size. He said he had concern about the safety of the road. He said the City has resurfaced the road and that the City does maintain it. He said the 90-degree turn in the road is the major issue. He said there is a turnout at the end of the road and many large vehicles use it to get in and out, including ambulances, delivery drivers, trash trucks, etc. He has never heard of a vehicle-pedestrian accident on the road. He said in the last month he has only met two vehicles on the road. He also said that traffic studies have shown that narrow streets reduce traffic incidents. He said those looking to leave the area, it is somewhat difficult if they meet a vehicle coming into the area. He said if there was a turnout there it would make that much easier. He also said he saw there was a hammerhead that was proposed, and he said that was a great way to give access to the Fire Department to access all the homes in the lower area of the street. He felt if both the hammerhead and the turnout were included, he recommended approval of the application.

Neutral

No one spoke as neutral testimony.

In Opposition

Kearns, Daniel. Kearns was called to speak. He said he was a Land Use Attorney, and he represents a neighbor, Tracey Hill, who lives at 250 Belton Road. He said he submitted a new record and asked for the previous records from the first Partition to be included in these proceedings. He also asked that the record be left open for at least seven days to respond to any new evidence that might come in. He said when you create a lot it gives an entitlement to build a house. He said Belton Road is smaller than the skinny street standard. He said there is no evidence that there have been any issues with safety, but the standards are set to keep the streets safe. He mentioned the Commission was being asked to create a new lot with development rights, when there are already several underdeveloped lots in this area. He asked at what point would there be too many dwellings being served by this roadway. He said there is no way the Commission can condition this application to bring Belton Road up to the street standard.

Hill, Tracey. Hill was called to speak. She lives at 250 Belton Road. She mentioned that the applicant brought in heavy equipment to remove trees and vegetation without the City's permission. She said they continue to ignore the rules and seem to feel entitled to do whatever they want. She said the applicant has intimidated people into agreeing with them. She said the applicant sued her about the drainfield easement and appealed the previous decision by the Planning Commission to the Land Use Board of Appeals. She said they offered her money to support the partition application.

Rebuttal

Hall, Damien. Applicant. Hall said the property is over two acres. He said it is in a zoned residential area. He said there are several limitations to what the City can do to stop development on residential-zoned property. He went over the criteria of approval that apply to partitions. He realizes Belton Road does not meet the street standard of the City Code, but that does not mean the partition should be

denied. He said this property does have adequate access to public utilities. He said the applicant has offered different solutions for road safety improvements. He said this application can be conditioned to meet standards.

Graichen mentioned that the condition where the City would restrict the use to one dwelling could be an issue. Hall said if the Applicant is self-imposing this as a solution; it is a condition that can be used by the City if they choose.

Tim Ramis, Land Use Attorney for the City, asked if the memorandum for a future improvements guarantee, a part of the applicant's voluntary conditions, was what they were imposing for approval. If so, what would be the content of this guarantee? Hall said the future improvement guarantee was mentioned in the City code as something that could be accepted instead of street improvements if one or more of the following conditions existed. Hall said they believe the conditions that are mentioned here do exist. He said this means the Schlumpbergers would pay their fair share for any improvements that were made by the City. Graichen said the proposed turnout would meet the conditions for approval the way the application is written. He said that is if the Planning Commission did not impose any other conditions for approval for access.

End of Oral Testimony

There was a request to leave the record open for written testimony and for final written argument. As such, the public hearing will continue in written form. Graichen said the first period will be held open for seven days to receive written testimony. If there is written testimony received, there will be an additional seven days to responds to that testimony. At this point, the record would close.

Then, the applicant may provide a final argument. The first period for response will end at 5 p.m. March 16, 2021 and the second period of response will end at 5 p.m. March 23, 2021. The deadline for final written comment is 5 p.m. March 30, 2021. The applicant agreed. Deliberations were set for Tuesday, April 13, 2021 at 7:00 p.m.

C. 8:00 p.m. CPZA.1.21, 2021 Development Code Amendments – City of St.

Helens

City Planner Graichen presented the report dated March 1, 2021. He said the development code is how a municipality regulates development. It includes zoning, what you can do where, landscaping, etc. He said when adopting development code, there are processes you must go through. He said there is a process where you notify the Oregon Department of Land Conservation and Development 35 days in advance of the first hearing to make sure we are following Oregon guidelines, etc. He said the development code amendments are to comply with House Bill 2001 and some miscellaneous housekeeping text amendments.

House Bill 2001 is about advancing the missing middle. He said it is the area between a single-family dwellings and a large multi-family complex. He said being a "medium city" per House Bill 2001, they are mostly looking at duplexes.

Graichen said they sent notice to all the properties this new House Bill would affect, about 4,000 notices. He mentioned some of the areas for zoning where duplexes were not allowed or in areas where a Conditional Use Permit was required. Those restrictions would end with this new House Bill.

Graichen said City Council also wanted to allow two detached units anywhere duplexes will be allowed. Given this desire, he added distance standards between structures on the same lot. The Commission discussed the tiered system for these standards based on zoning. He said the maximum lot coverage is proposed to change from 35 percent to 40 percent for all residential zones except Apartment Residential, which is already more. He said they were changing the minimum lot size and dimensions

for the Apartment Residential zone to be the mid-point between what is required for duplexes now and what is required for detached single-family dwellings.

He said when looking at two detached dwellings, they must consider corner lots too. He said they relooked at the rules that allows projections into required yards. He talked about the allowance of covered porches. He also mentioned chimneys, eaves and how they were allowed on all sides and said those were not changing. He said they are changing the flanking street side where currently an uncovered porch was allowed. They are going to make it a requirement for a covered porch. He also mentioned stairs and landings.

He brought up the issue of parking. He said currently the standards require two spaces per dwelling unit, which is four spaces for a duplex. He said with the new code change, they are restricted to requiring a maximum of two parking spots for duplexes. He said currently they do not allow tandem parking, but they are considering if tandem parking should be allowed.

He talked about the new lot sizes and how they relate to on-street parking. He said with a 40-foot wide lot, the standard 18-foot driveway still provides room for a car to park on the street. With narrower lots, this becomes a problem. He asked the Commission to consider tandem parking which would require a minimum of 10-foot driveway width which would provide more room for on-street parking and less driveway interruption for those using the sidewalks.

He spoke about street hierarchy. He said there are different street classifications and different standards. One of the standards that differentiates street types is the right-of-way width. He said the reason they have those widths are to accommodate certain street cross sections. He showed some standards between two differing Skinny Street standards. One standard is for a 26-foot pavement standard to accommodate a 20-foot street for two-way traffic and a six-foot wide on-street parking. There is also a 20-foot paved width without on-street parking. The proposal is to get rid of the 20-foot standard all together and change the 26-foot to 28-foot width to accommodate a better on street parking area.

He spoke about driveways and the current standards. He said they do not currently allow two driveways, but with the new duplex rule, are considering two driveways as an option. He said the idea is to allow for more off-street parking. He said for a corner lot you can currently have two driveways if there is a duplex being built, but the new code will allow for more opportunities for two driveways.

He mentioned there were a few other small updates to the Development Code. He said the Building Code changed some of their rules for signs which triggered the need to alter the sign code slightly. He said in RV parks there is a limit of 30 days for a maximum stay, but because of State law they cannot impose a maximum stay. He said in subdivisions, they used to reserve strips of land to control, but this has been replaced with language on the plat. He also said there was some clarification about sensitive lands and land partitions in subdivisions as well. He talked about how the Houlton Business District and Riverfront District zones have a fee in lieu of off-street parking requirements, but it has never been used and is not likely to be used in the future. He also said there is a Scenic Resource Review provision and they are proposing to add a minor area to that: River Way.

He talked about other methods for affordability for the missing middle. He said they could recommend different options such as waiving system development charges, a variety of property tax exemptions, or even assessing a construction tax. He said currently they do offer system development fee payment plans. He also said system development charges are based on meter size, so if two units share a meter, this could reduce fees.

Commissioner Puglsey asked about how would no on-street parking on Skinny Streets would be enforced or implemented. Graichen mentioned that they were doing away with the 20-foot standard

altogether because of the difficulty of enforcement. Typically there is "No Parking" signage or a yellow painted curb. He said as far as enforcement, if it is posted, the police can enforce it. He said that because the police are so busy with other things, it would likely only be enforced on a complaint basis.

Commissioner Pugsley also asked about the encroachments and asked if decks and steps were considered the same. Graichen said they were not considered the same. He mentioned that on the perimeter the covered or open porch was allowed, with restrictions on the flanking side. He said between buildings, it was proposed to be strictly stairs and landings.

Commissioner Pugsley also shared concern about destruction of historic homes for new duplexes. She asked if old Covenant, Conditions, and Restrictions (CC&Rs) restrict duplexes, could the nationally registered Historic District also restrict duplexes? Graichen said the Historic District is a designation by the Federal Government. It is not a regulatory overlay. Commissioner Pugsley asked if someone proposed to add something to a lot that was considered historic, would the Historic Landmarks Committee have the opportunity to review that proposal? Graichen said no they would not. He said only if it was a locally designated landmark, they could.

Commissioner Semling asked about driveways on corner lots and if the distance to the corner would change or stay the same. Graichen said they would stay the same. Commissioner Semling mentioned that most garages are not used for parking, they are used for storage. She asked how this would impact the proposed tandem parking changes. She was curious how they would be able to enforce that. Graichen said this was a good argument for not allowing tandem parking, but requiring the status quo side-by-side parking.

Chair Cary asked about the standards for sheds that do not meet the size requirements for permit. Graichen said that if the shed is too small to require a permit, then the standard yard requirements along the perimeter would not apply, but there is a rule that says no portion of the shed is supposed to be closer than three feet to a property line. He said that same principle would apply to the building separation rule.

In Favor

No one spoke in favor.

Neutral

Toschi, Steve. Toschi was called to speak. He lives at 215 River Street. He said that wider streets result in less congested development. He said there tends to be a free flow of neighborhoods. He said tandem parking is a way to develop narrower buildings and it does work. He felt the Scenic Resource Review is a good ordinance to keep around but has presented some challenges for those who have wanted to develop on streets with those restrictions.

In Opposition

Petersen, Al. Peterson was called to speak. He has an office at 101 St. Helens Street. He expressed concern about the definition of duplexes and how it was being defined in the Development Code. He said the definition was not changing with the amendments. He said he sent the Commission a couple definition changes for consideration. He also did not agree with adding an additional street to the Scenic Resource Review. He feels the entire chapter in the code for Scenic Resource Review should be eliminated. He does not think the density of development should be changed on Skinny Streets.

Nunn, Robin. Nunn was called to speak. She lives at 100 Belton Road. She mentioned the single car garage is used more for storage or extra living space. She also said the tandem parking was not a good

idea, because every time you must move a vehicle, it creates more problems. She said she was concerned about the on-street parking and the hazard it creates for those who are driving. She felt the tandem parking made for less available parking. She was concerned about the extra housing and how it might create problems in the future for parking. She was especially concerned about adding more houses and development on roads that are considered skinny streets.

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

Graichen mentioned that he agreed that the Planning Department should look at the multi-family dwelling development code. He said his approach to reviewing development code is thorough and detailed. He expressed that the Planning Department was not lazy in their review of this code, wanted to put out a quality product and stay on schedule. He also clarified that in legislative actions, there were a few things that had already happened that prevent them from adding things that are somewhat alien to the amendments. He said one is the City Council must approve the concept before moving forward with the adoption process. The staff is also required to send their amendments to the State of Oregon 35 days before the first hearing. He said if they start adding significant changes this late in the game, it causes issues.

There was a small discussion about each item to add to the recommendation. There was also a small discussion about affordable housing.

Motion: Upon Commissioner Pugsley's motion and Commissioner Webster's second, the Planning Commission unanimously recommended approval of the Development Code amendments to the City Council with slight modifications as discussed. Vice Chair Hubbard did not vote due to his absence from this portion of the meeting. [Ayes: Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Pugsley, Commissioner Cavanaugh; Nays: None]

5. PLANNING DEPARTMENT ACTIVITY REPORT

F. February Planning Department Report

6. FOR YOUR INFORMATION ITEMS

Dimsho mentioned the upcoming deadline for the ethics forms that needed to be submitted.

NEXT REGULAR MEETING: April 13, 2021

There being no further business before the Planning Commission, the meeting was adjourned 11:41 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*



PLANNING COMMISSION

Tuesday, April 13, 2021 at 7:00 PM

DRAFT MINUTES

- Members Present:** Chair Cary
Vice Chair Hubbard
Commissioner Webster
Commissioner Semling
Commissioner Lawrence
Commissioner Pugsley
- Members Absent:** Commissioner Cavanaugh
- Staff Present:** City Planner Graichen
Associate Planner Dimsho
Community Development Admin Assistant Sullivan
Councilor Birkle
- Others:** Damia Hall
Andrew Schlumpberger
Lindsay Schlumpberger
Dr. Rosemary Clement
Charles Castner
Derek Fraser
Steve Pegram

1. **7:00 P.M. CALL TO ORDER & FLAG SALUTE**
2. **CONSENT AGENDA**

- A. Planning Commission Minutes dated March 9, 2021

Minutes were not approved, because the minutes were not included in the packets for review. These will be added to next month's agenda.

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** (times are earliest start time)

- B. **7:00 p.m. Continued Deliberations for PT.1.21 – Schlumpberger (Public Hearing Closed)**

City Planner Graichen gave a small recap of the previous application that was withdrawn. He explained how this new application needed a new decision and that the old record was requested to be included in the new file. He said previously they discussed road access, but the Commission can discuss anything that was included in the record to make their decision.

There was a discussion on the access of the road and whether it was sufficient.

Commissioner Pugsley said she had a concern that the road does not meet skinny street standard. She expressed concern that with future development of the large property that is on the real estate market on Grey Cliffs Drive., there will be a similar discussion again.

There was a small discussion about changing the size of the road. The Commission discussed if a fee could be applied to each new development for the road improvement or to bring it up to standard.

There was a small discussion about how many parcels access this road. The Commission also discussed what an appropriate number of parcels or development should be.

Vice Chair Hubbard asked about the Road Department and if they had any comment on the access of the road. Graichen said no they did not.

There was a small discussion about fire access and adding fire sprinklers to the new development. Chair Cary mentioned the emergency vehicle hammerhead turnout. He asked if it was determined by a traffic engineer or who determined where it should go. Graichen mentioned it was added to the plan after the first appeal and the design came from the locally adopted Fire Code.

There was a discussion about the driveway for the vacant parcel and the public improvements proposed for the blind corner on Belton Road.

Graichen also mentioned that the applicant mentioned limiting their development to only one dwelling. He noted his concern about the long-term viability of such limitation.

There was more discussion on the size of the road and that it was not an appropriate size for all the dwellings it serves and could serve in the future. There was more discussion on the driveway design for the applicant.

Motion: Upon Commissioner Pugsley's motion and Commissioner Semling's second, the Planning Commission unanimously denied the Partition based on inadequate access. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Pugsley; Nays: None]

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

C. 7:30 p.m. Annexation at SW Intersection of Kavanagh Ave & Firway Lane – Comfort

Associate Planner Dimsho entered the staff report dated April 5, 2021. Dimsho introduced the proposal to the Commission as presented in the staff report. She mentioned the applicant is developing a travel trailer park. The project started under the County's jurisdiction and as part of the approval he is required to connect to City sewer. The applicant will be connected to McNulty water. She said the property is just over three acres in size. It will be zoned Highway Commercial. She said the utilities can support this project.

Chair Cary asked about the wetlands and whether they had been delineated. Dimsho said that did not apply in this case.

Vice Chair Hubbard asked if there would be permanent travel trailer spots. Dimsho said the City was not allowed to limit the time a travel trailers can park within permitted travel trailer parks.

In Favor

No one spoke in favor.

Neutral

No one spoke in neutral.

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

There were no deliberations of this matter.

Motion: Upon Vice Chair Hubbard's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Annexation as written. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Pugsley; Nays: None]

D. 7:45 p.m. Variance at 164 S 1st Street – Steve Pegram & Paula Sheeley

Associate Planner Dimsho entered the staff report dated April 5, 2021. Dimsho introduced the proposal to the Commission as presented in the staff report. She mentioned the property was considered a through-lot with frontage on two streets. She said the applicant received a street vacation because a significant portion of their deck encroached in the right-of-way. She said this made their lot bigger than the standard lot. It is now a 6,960 square foot lot and the right-of-way vacation brought the structures in the back into compliance. She said the original redevelopment plan proposed a second level. After the notice was sent for a Site Development Scenic Resource Review, there was feedback from neighbors about the proposal obstructing views of the Columbia River. Dimsho said she provided the feedback to the applicant and he decided to eliminate the second level and redraw the plans. Dimsho covered some of the additional conditions of approval for the setback variance with the Commission.

Pegram, Steve. Applicant. Pegram was called to speak. He said he had already determined that they would not block any neighbor's view of the river. He said after the neighbors complained about their view being blocked, he changed the plans and were removing the second level. He discussed a few other changes that would be made to the project on the new set of plans. He said they planned to do a permeable driveway to help with storm water run-off.

In Favor

No one spoke in favor.

Neutral

No one spoke in neutral.

In Opposition

Clement, Rosemary. Clement was called to speak. Clement lives at 155 S. 1st Street. She mentioned that it would significantly impact her view. She thanked the applicant for changing the plans to correct the issue of their view being obstructed. She mentioned she was not happy with the Planning Department's communication to the neighbors. She said the letter required them to provide photos and

documentation to prove that it hindered their view. She also said the amount of time given to them was not enough to review and make a complaint.

Castner, Charles. Castner was called to speak. He lives at 155 S. 1st Street. He said it was difficult to respond to the letter sent to them with the limited timing they were given. He said he felt the way the Planning Department and their process for notifying neighbors needed to be changed.

Fraser, Derek. Fraser was called to speak. He lives at 167 S. 1st Street. He said he was thankful that the applicant changed the plans to not hinder the view of his home. He was not happy with the timelines or the process of notifying neighbors and he would like to see those changed.

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

There was a small discussion about the garage setback and driveway and how it would affect the view from the street.

There was a small discussion about the design and if it will match the consistency of the street.

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Variance as written. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Pugsley; Nays: None]

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

5. PLANNING DIRECTOR DECISIONS (previously e-mailed to the Commission)

1. Temporary Use Permit at 175 Bowling Alley Lane – CCPOD, LLC
2. Temporary Use Permit at 555 S Columbia River Hwy – Juana Delgado
3. Temporary Use Permit at 2225 Gable Road – Brent Paintner

6. PLANNING DEPARTMENT ACTIVITY REPORT

- E. March Planning Department Report

7. FOR YOUR INFORMATION ITEMS

Commissioner Webster mentioned a 31-unit apartment complex being built (not in St. Helens) with no parking because they are by a bus stop.

NEXT REGULAR MEETING: May 11, 2021

*There being no further business before the Planning Commission, the meeting was adjourned 9:08 p.m.
Respectfully submitted,*

*Christina Sullivan
Community Development Administrative Assistant*

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Annexation A.1.21**

DATE: May 4, 2021
To: Planning Commission
FROM: Jennifer Dimsho, AICP, Associate Planner

APPLICANT: Roy & Jinkee McCullough
OWNER: Same

ZONING: Columbia County's Single-Family Residential (R-10) and City's Moderate Residential (R7)
LOCATION: 35111 Six Dees Lane; 4N1W-5CC-1701
PROPOSAL: The property owner filed a consent to annex to bring the remainder of a lot which was only partially within City limits into City limits as part of a detached single-family development (BP #749-20-1506)

SITE INFORMATION / BACKGROUND

The subject property is a part of a larger lot which was annexed in March 1998 and left this portion outside City limits. The remainder of the lot to be annexed is an irregular shape that contains an access easement (Six Dees Lane) which serves an abutting detached single-family dwelling (35090 Six Dees Lane) from Columbia Blvd. It is approximately 23,700 square feet (0.54 acres).

A Building Permit (No. 749-15076) was approved to construct a new detached single-family dwelling on the portion of the lot which is already within City limits. As part of the development of the detached single-family dwelling (and connection to City utilities), the applicant is required to annex the remainder of the property into City limits.



Six Dees Lane looking south towards
Columbia Blvd.



Six Dees Lane looking west towards the
remainder of the property

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: **May 11, 2021**. Public hearing before the City Council: **June 2, 2021**.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on April 6, 2021 through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property on April 21, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on April 28, 2021 in The Chronicle newspaper.

AGENCY REFERRALS & COMMENTS

The Columbia County Public Works Department has no comments or concerns with this annexation.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
 - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Rural Suburban Unincorporated Residential (RSUR). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

(b) There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).

"Significant" means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or
- (c) As measured at the end of the planning period identified in the adopted transportation system plan:

- (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
- (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's Single-Family Residential (R-10) and the City's zoning options given annexation are Moderate Residential (R7) or Suburban Residential (R10).**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. Although the property could be divided into smaller lots in the City than in the County, the potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and

- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a)

Water - The site has access to connect to City Water. The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

Sewer – In early 2021, the applicant completed a sanitary sewer mainline extension in order to develop the property. The City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Therefore, potential and future uses that could occur on the subject property can be accommodated by the City's sanitary sewer system.

Fill from the sanitary sewer mainline extension was brought to the subject property with a grade-fill permit (No. 749-21-000093-SD). The fill was not engineered and contained organic materials. Given that this property may be divided in the future for additional development, this fill may need to be analyzed for suitability before development.

Six Dees Lane looking southwest.

Property with an approved SFD building permit is on left. Property with fill from the sanitary sewer extension is on the right.



Transportation - As described above, this proposal poses no significant impact on a transportation facility.

Finding: Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) There are no existing uses on the vacant property. The proposed use is a detached single-family dwelling. This use would be a permitted use in the corresponding zoning districts.

Finding: There is no known conflict with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on the west side of the subject property. Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals. The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

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

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

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning

Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

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

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

City water and sewer capacities are adequate to serve the subject property. This is explained above. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property abuts Columbia Blvd., which is a collector-classified developed street. The existing right-of-way width is 60 feet which is sufficient for the collector street right-of-way width standard of 60 feet. There are no frontage improvements (sidewalks, curb, and landscape strip) on either side. City standards require such improvements.

However, this property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements, right-of-way dedications, or other requirements. As such, no conditions are warranted with this annexation.

(e) The subject property is not greater than 10 acres in gross size. Thus a needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Rural Suburban Unincorporated Residential (RSUR). The City's zoning options given annexation are Moderate Residential (R7) or Suburban Residential (R10). The Comprehensive Plan designation would thus be Suburban Residential (Incorporated) (SR). **Staff recommends R7 zoning in this case to be consistent with the remainder of the lot and to avoid split zoning of the lot.**

Finding: Upon annexation, the remainder of the subject property's Comprehensive Plan designation shall be Suburban Residential (Incorporated) and be zoned Moderate Residential (R7) or Suburban Residential (R10), based on the determination of the Planning Commission and City Council.

SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
 - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered "suitable and available" unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

Discussion: OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is zoned residential and is classified as buildable.

Finding: A portion of the subject property should be designated as “developing” in accordance with SHMC 17.112.

CONCLUSION & RECOMMENDATION

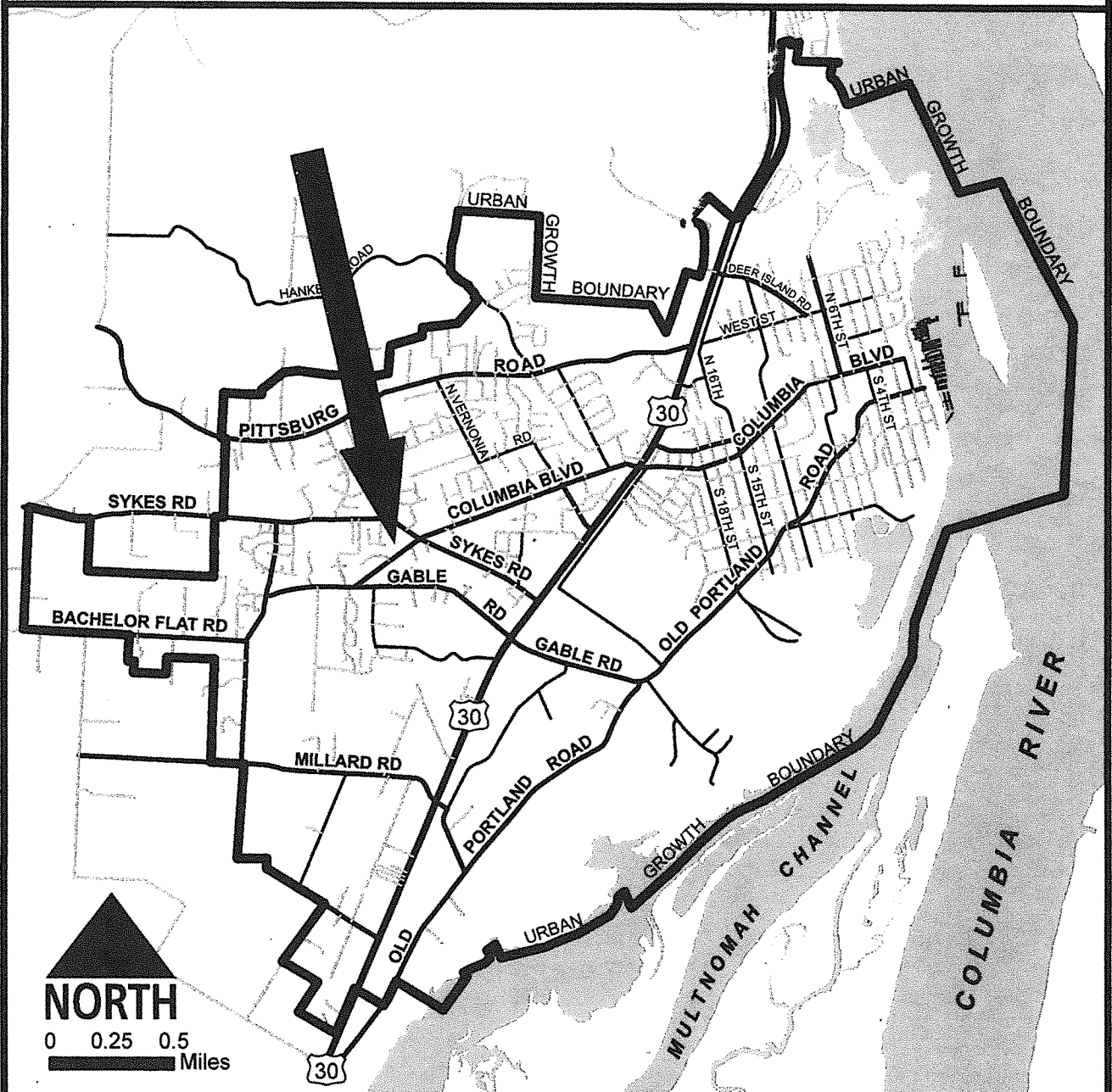
Based upon the facts and findings herein, staff recommends approval of this annexation and that upon annexation, the remainder of the subject property have a Comprehensive Plan designation of Suburban Residential (Incorporated) SR, be zoned Moderate Residential (R7), and a portion of the subject property designated as “developing.”

*This annexation will **not** be subject to voter approval subsequent to this land use process.*

Attachments: General Map
Taxlot Map
Aerial Map

SUBJECT PROPERTY

~ Approximate Location ~



City of St. Helens Urban Growth Boundary Area Vicinity

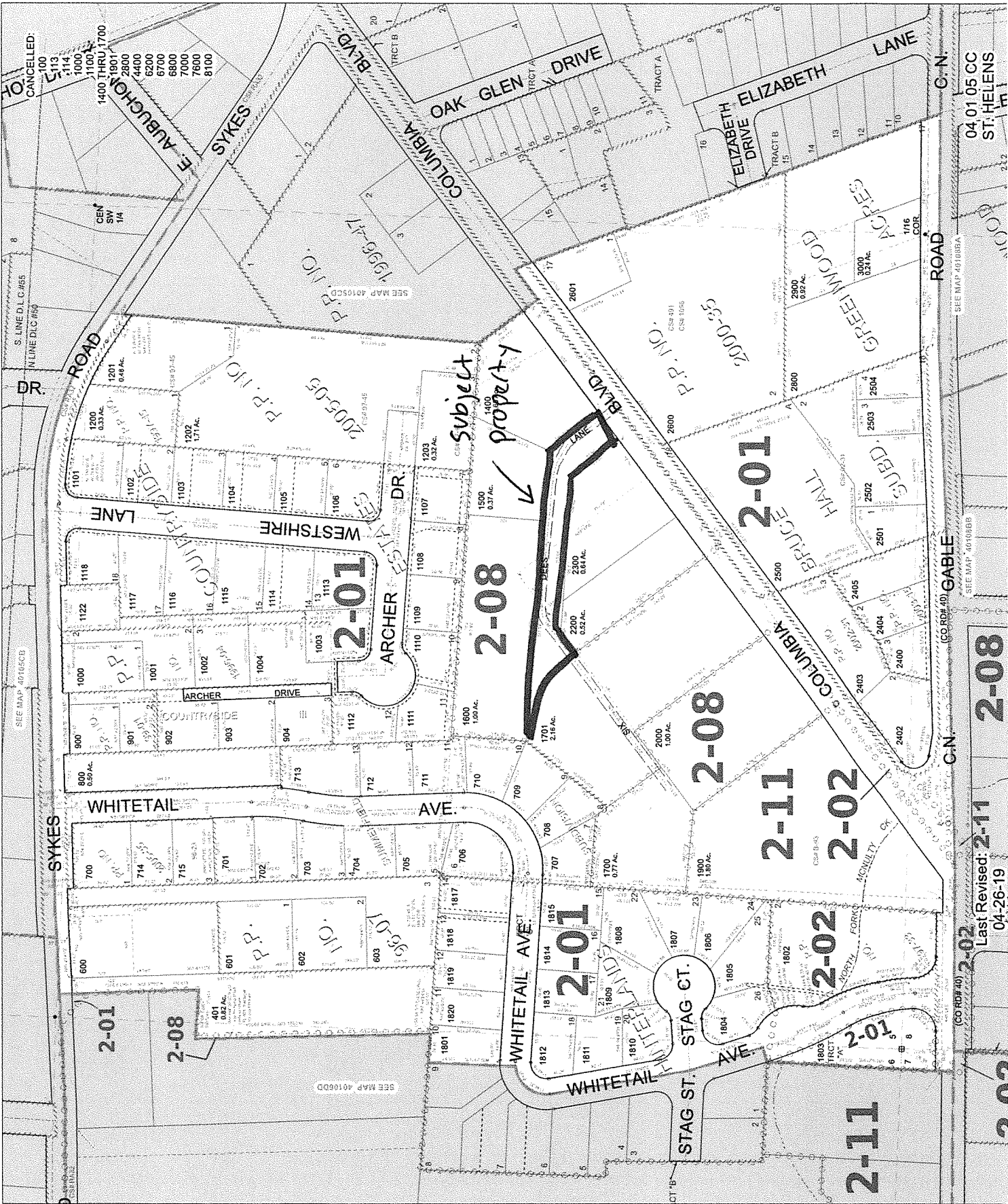
jag/Dec. 2013

ST. HELENS

COLUMBIA COUNTY

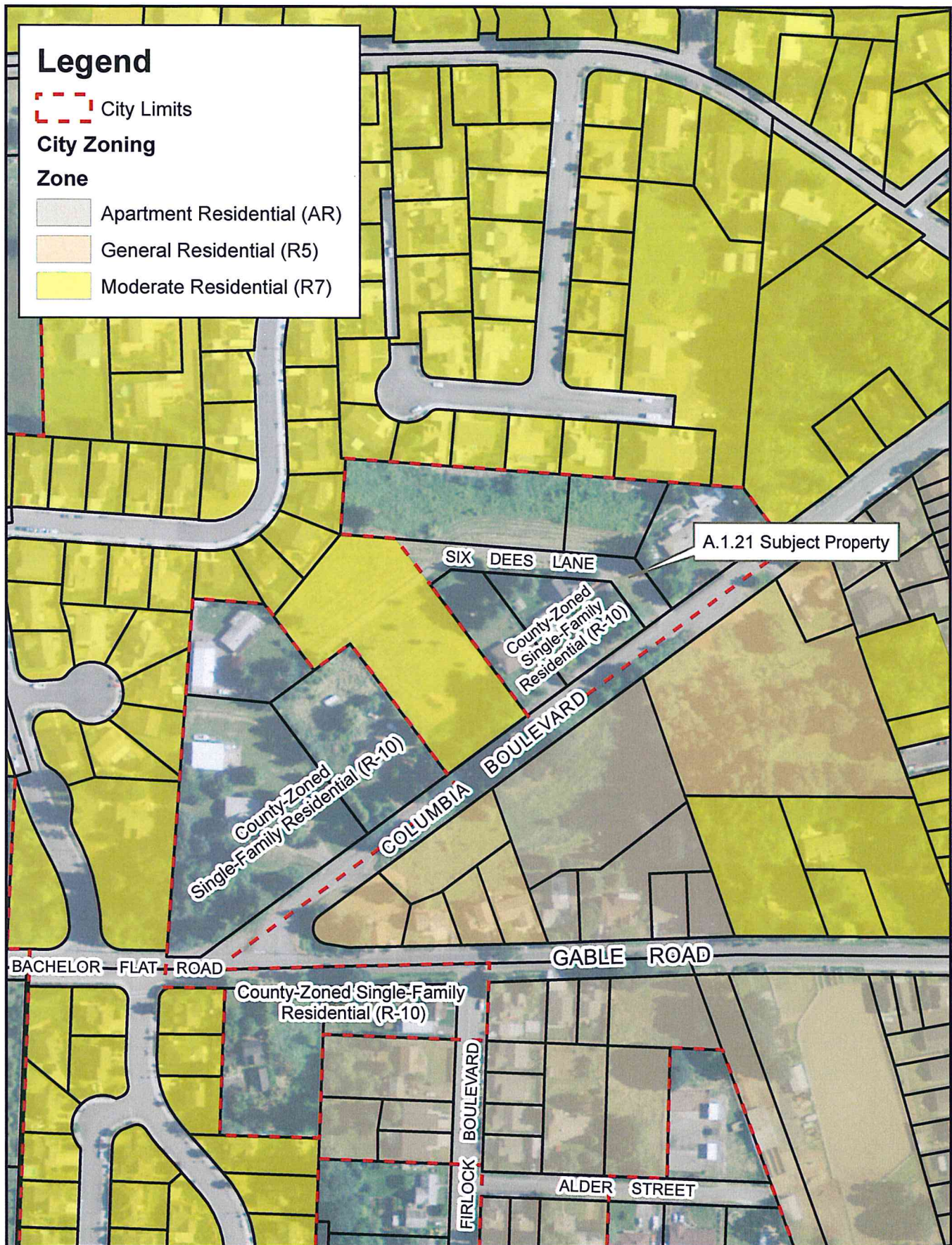
1" = 100'

THIS MAP WAS PREPARED FOR
ASSESSMENT PURPOSE ONLY



A.1.21 Annexation Aerial Map

Item C.



Aerial Image (2009). City of St. Helens.

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Annexation A.2.21**

DATE: May 4, 2011
TO: Planning Commission
FROM: Jennifer Dimsho, AICP, Associate Planner

APPLICANT: Steven & Stefanie Weber
OWNER: Same

ZONING: Columbia County's Single-Family Residential (R-10)
LOCATION: 505 N. Vernonia Road; 4N1W-5BA-4300
PROPOSAL: The property owner filed a consent to annex to connect to City sanitary sewer

SITE INFORMATION / BACKGROUND

The subject property is a 15,246 square foot (0.35 acre) flag lot developed with a detached single-family dwelling. The property abuts N. Vernonia Road with a circular paved driveway approach. The pole portion of the lot accesses Hillcrest Road, but it is not paved and has a detached accessory structure. Although both roads are developed, there are no frontage improvements on either road abutting the property. Vernonia Road, classified as a Collector Road within the City's jurisdiction, has frontage improvements on the opposite side of the property, but none abutting the property. Hillcrest Road is within the County's jurisdiction. The property is currently served by City water, but it is on a private septic system. There is existing access to connect to the City's sanitary sewer system without extending the mainline.



Subject property from North Vernonia Road



Subject property from Hillcrest Road

Abutting Zoning

North – County Single-Family Residential (R-10)
 East – City Moderate Residential (R7)
 South – City General Residential (R5)
 West – County Single-Family Residential (R-10)

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: **May 11, 2021**. Public hearing before the City Council: **June 2, 2021**.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on April 6, 2021 through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property on April 21, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on April 28, 2021 in The Chronicle newspaper.

AGENCY REFERRALS & COMMENTS

The Columbia County Public Works Department has no comments or concerns with this annexation.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
 - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Rural Suburban Unincorporated Residential (RSUR). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

(b) There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).

"Significant" means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or
- (c) As measured at the end of the planning period identified in the adopted transportation system plan:

- (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
- (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's Single-Family Residential (R-10) and the City's zoning options given annexation are Moderate Residential (R7) or Suburban Residential (R10).**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. Although the property could be divided into smaller lots in the City than in the County, the potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and

- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a)

Water - The site is already connected to City Water. The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

Sewer – Although the applicant is currently on a private septic system, they desire to annex for a future connection to the City's sanitary sewer system. There is access for connection to the sewer without extending the sanitary sewer mainline. The City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Therefore, existing and future uses that could occur on the subject property can be accommodated by the City's sanitary sewer system.

Transportation - As described above, this proposal poses no significant impact on a transportation facility.

Finding: Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) There are no existing uses on the vacant property. The proposed use is a detached single-family dwelling. This use would be a permitted use in the corresponding zoning districts.

Finding: There is no known conflict with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on the west side of the subject property. Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals. The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***

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

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

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

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

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

City water and sewer capacities are adequate to serve the subject property. This is explained above. The existing development is adequately served.

- **Statewide Planning Goal 12: Transportation.**

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a “safe, convenient and economic transportation system.” This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule (“TPR”). The TPR contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City’s provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property abuts Vernonia Road, which is a collector-classified developed street. The existing right-of-way width is 60 feet which is sufficient for the collector street right-of-way width standard of 60 feet. The subject property also abuts Hillcrest Road, which is a local street within the County’s jurisdiction. The existing right-of-way of 50 feet is sufficient to meet the local street right-of-way standard. There are no frontage improvements (sidewalks, curb, and landscape strip) abutting the property on either road. City standards require such improvements.

However, this property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements, right-of-way dedications, or other requirements. As such, no conditions are warranted with this annexation.

(e) The subject property is not greater than 10 acres in gross size. Thus a needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city’s zoning district which most closely implements the city’s comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Rural Suburban Unincorporated Residential (RSUR). The City’s zoning options given annexation are Moderate Residential (R7) or Suburban Residential (R10). The Comprehensive Plan designation would thus be Suburban Residential (Incorporated) (SR). **Staff recommends R7 zoning in this case because there are no other Suburban Residential (R10) zoned properties in the vicinity.**

Finding: Upon annexation, the subject property’s Comprehensive Plan designation shall be Suburban Residential (Incorporated) and be zoned Moderate Residential (R7) or Suburban Residential (R10), based on the determination of the Planning Commission and City Council.

SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
 - (a) An “established area” is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A “developing area” is an area which is included in the city’s buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered “suitable and available” unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

Discussion: OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is zoned residential and is classified as buildable.

Finding: The subject property should be designated as “developing” in accordance with SHMC 17.112.

CONCLUSION & RECOMMENDATION

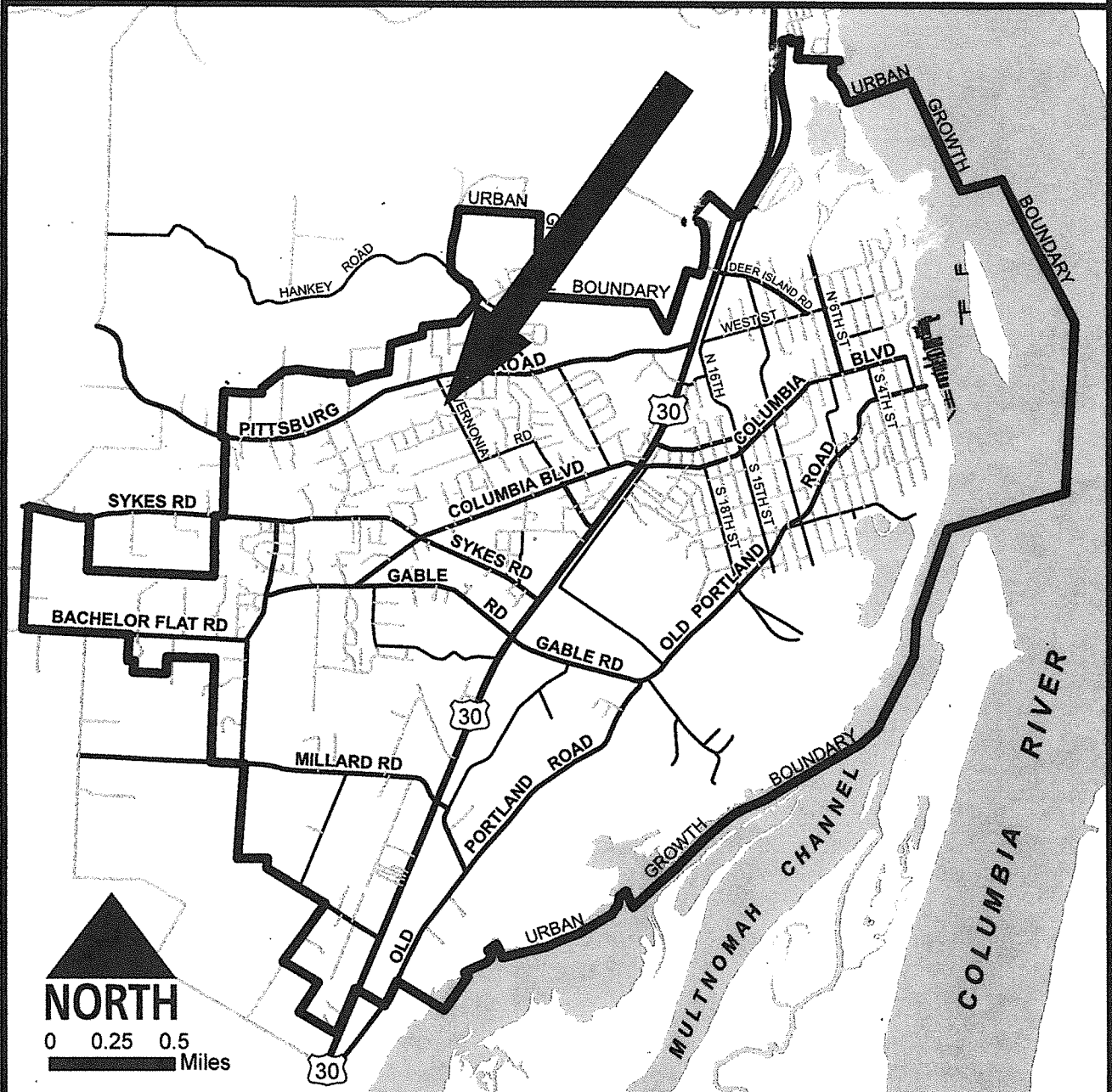
Based upon the facts and findings herein, staff recommends approval of this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Suburban Residential (Incorporated) SR, be zoned Moderate Residential (R7), and be designated as “developing.”

*This annexation will **not** be subject to voter approval subsequent to this land use process.*

Attachments: General Map
Taxlot Map
Aerial Map

SUBJECT PROPERTY

~ Approximate Location ~



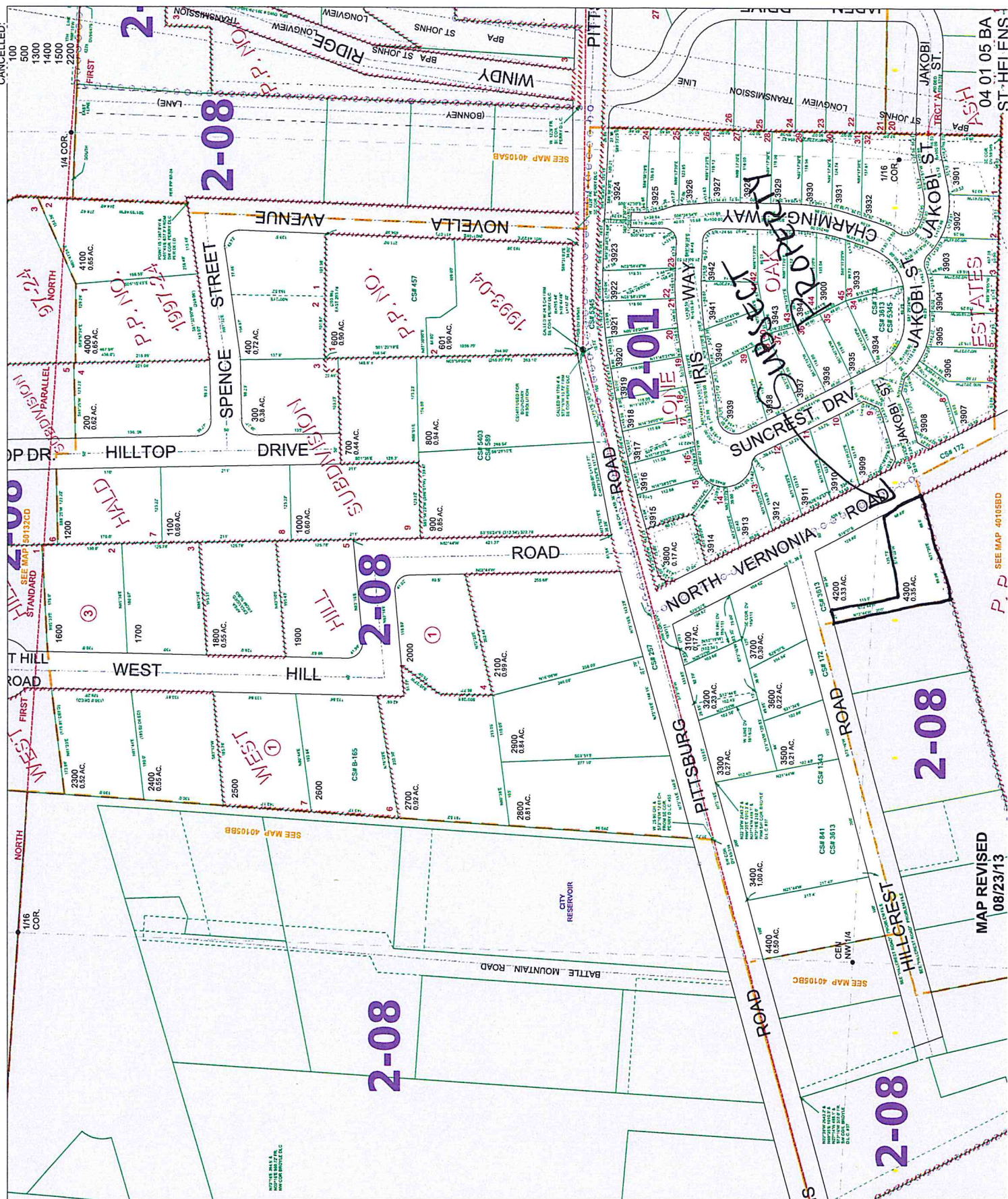
City of St. Helens Urban Growth Boundary Area Vicinity

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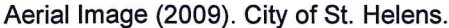
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ST. HELENS

COLUMBIA COUNTY

THIS MAP WAS PREPARED FOR
ASSESSMENT PURPOSE ONLY



Item D.





CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: City Council
 FROM: Jacob A. Graichen, AICP, City Planner
 RE: Planning Commission Annual Report
 DATE: May 3, 2021

DRAFT FOR PC REVIEW

DRAFT FOR PC REVIEW

This report covers Planning Commission activities from June 2020 through May 2021. The Planning Commission discussed this report at their May 11, 2021 meeting.

Number of meetings: 13 (last year 10)

More than 12? Yes. Commission had a special session outside of normal meeting dates to deliberate on a matter in July. So the Commission met twice in July 2020.

Number of public hearings (a continued hearing is counted separately): 19 (last year 18)

Acceptance Agenda Items: 9 (last year 12)

For administrative land use actions that are more significant (e.g., Site Design Review) the Commission motions to formally accept the decisions or otherwise. This is a check and balance of sorts.

Planning Director Decisions: 41 (last year 54)

For lesser administrative land use actions (e.g., Home Occupations, Sign Permits, Temporary Use Permits), the items from the last month are included on the agenda to facilitate discussion and query usually for clarification purposes or to address concerns.

Discussion Items/Workshops: 16 (last year 11)

Items included (in no particular order): Recommendation of proposed accessibility improvements as they relate to street standards; Planning Commission term expirations; Urban Renewal amendment; new Council adopted Zoom Meeting Policies and Guidelines/Commission operations, excused absences, etc.; Oregon House Bill 2001; overview of City Council first take on proposed duplex standards; S. 2nd Street ROW vacation recommendation; proposed interior setbacks rules; Bennett Building façade renovation update and recommendation; term expirations – Interview Committee recommendations; Chair/Vice Chair nominations; End of Year Summary Report; 2021 Development Code Amendments; SHIBP Master Plan Document; and the Commission’s annual report to City Council.

Architectural review: 3 (last year 2)

Certain proposals within the Riverfront District require architectural review.

Projects in process: None specific. But note the Commission discussed the 2021 Development Code amendments at several meetings before their March 2021 public hearing on the matter. They need a break!

Future projects/plans: The Commission is largely reactionary in that it reviews things as they come. With all of the city projects going on combined with continued robust development in the community, the Commission will stay busy the next year.

****What can the Council do to support the Commission?****

Does the Commission have any comments this year?

Note that last year the Commission said they would like an in-person work session with the Council sometime in the future to discuss long range planning issues, housing, riverfront development and such. In person is preferred over Zoom or another virtual meeting medium.

Due to the persistence of COVID-19, including recent increase in restrictions that persisted for much of the earlier part of the last year, opportunity for in-person meeting has been elusive.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 04.27.2021

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 commercial subdivision of a property along US30 that is about 3.3 acres in size. Potential new commercial business wanting highway exposure including new drive-through businesses.

PLANNING ADMINISTRATION—MISC.

We received notice that Columbia County is adopting a revised flood ordinance—[see attached](#). Interestingly, their Community Assistance Visit (CAV) was prior to the City's, which was in November of 2019. Both jurisdictions needed to update their codes to comply with the then recently FEMA approved model code for the State of Oregon. St. Helens completed this in May of last year.

Planning staff prepared for the semi-annual report to the Council for the April 21st Work Session.

Conducted the last final inspection for the St. Helens Place Apartments. This is the complex along Matzen, McBride and Brayden Streets. All 18 residential buildings were completed late last year. The remaining building is the storage facility for the apartments on the opposite (south) side of Brayden Street. This month's final inspection was for that.

Attended a webinar on April 16th about the latest updates to the Biological Opinion on the National Flood Insurance Program (NFIP) in Oregon. This started with a law suite in 2009 about floodplain development and its impact on endangered species. The NFIP has historically been about mitigating structure damage. For St. Helens, this affects us because we will most likely need to amend our flood regulations to include critical habitat impact provisions. The date this is supposed to be implemented keeps getting pushed out. Originally it was supposed to be two years ago (April 2018). Then it was October 2021. Now we are being told it will be 2023 or later.

We received the building permit package for the 238 multidwelling unit (apartment) development along Gable Road (approved by the Planning Commission in 2019). All buildings are included in one set of plans, so it is a big set! Started review.

DEVELOPMENT CODE ENFORCEMENT

The resident at the property on the corner of US30 and Pittsburg Road has discussed (with staff) the issues we presented to the property owner in February. Issue is unlawful use of property for a wrecking/junkyard. Property owner agrees to start getting rid of junk cars and boats, although slowly. We will need to monitor things in the next couple months.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

April 13, 2021 meeting (outcome): The Commission unanimously denied a 2-parcel land partition on Belton Road. Deliberations took place at this meeting, with the public hearing in March. This matter could be appealed to the Council.

The Commission recommends approval of annexation of property along Kavanagh Avenue proposed to be developed as an RV park. The Council will hear this matter in May.

The Commission approved a yard reduction Variance along the 100 block of S. 1st Street.

May 11, 2021 meeting (upcoming): The Commission has two public hearing scheduled. Both are annexations, one off N. Vernonia Road and the other off Six Dees Lane (from Columbia Boulevard). The Commission will also discuss its annual report to the Council.

COUNCIL ACTIONS RELATED TO LAND USE

The Council approved the 2021 code amendments that largely address the requirements of Oregon HB 2001, but rejected on a split 3-2 vote, to allow any provisions for tandem parking.

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Council approved the contract for WEST Consultants, Inc. to analyze the extent the floodplain within the vicinity of the proposed new police station. WEST promptly started field work this month too.

MILLARD ROAD PROPERTY

The Council authorized requests for proposals from developers for this property. We will see what kind of responses we get.

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

Notice for Adoption of Oregon Model Flood Ordinance

This is to notify you that the Columbia County Board of Commissioners have proposed an amendment to a land use regulation that may affect the permissible uses of your property and other properties. Our records indicate you own land that has been identified as a Special Flood Hazard Area (SFHA) and will be affected by the proposed land use amendments that regulate activities within a floodplain. (Please note, the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) for Columbia County will not be amended with this proposal).

The Columbia County Board of Commissioners has initiated amendments to Section 1100 of the Columbia County Zoning Ordinance relating to the Flood Hazard Overlay for Columbia County. The proposed amendments will adopt the State of Oregon Model Flood Hazard Management Ordinance prepared by the State of Oregon Department of Land Conservation and Development (DLCD) and reviewed and approved by the Federal Emergency Management Agency (FEMA), Region X. Adoption of the ordinance language provided will ensure County compliance with the minimum standards for participation in the National Flood Insurance Program (NFIP). The model flood hazard ordinance includes standards and provisions that encourage sound floodplain management. The language is based on the minimum requirements of the NFIP found in the Code of Federal Regulations (CFR's), Oregon's statewide land use planning Goal 7 (Natural Disasters and Hazards), and the Oregon specialty codes.

Adoption of the proposed amendments may affect the permissible uses of your property, and other properties located within a Special Flood Hazard Area (SFHA), and this may change the value of your property or other properties located in the SFHA.

On May 3, 2021 at 6:30 PM, the Columbia County Planning Commission will hold a public hearing to make a recommendation to the Board of Commissioners regarding adoption of Ordinance No. 2021-2, In the Matter of Amending the Columbia County Zoning Ordinance, Section 1100, Flood Hazard Overlay Zone, to Adopt the State of Oregon 2019 Model Flood Hazard Management Ordinance and Comply with the National Flood Insurance Program Regulations. During the COVID-19 global pandemic, the Columbia County Planning Commission will be holding their public hearing via virtual format. Please use the links below if you wish to participate in the public hearing through either the online platform or by telephone.

From your computer, tablet or smartphone: <https://global.gotomeeting.com/join/512758765>

Dial in using your phone: United States (Toll Free): [1 866 899 4679](tel:18668994679) or

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 512-758-765

The proposed amendments are available for inspection in the Land Development Services Department (LDS) at the Columbia County Courthouse located at 230 Strand Street, St. Helens, Oregon. Please note, due to the COVID-19 global pandemic you must call 503-397-1501, Extension 1 to schedule an appointment prior to visiting the Courthouse. A copy of the proposed amendment may be purchased at the LDS office at a cost of \$0.25 per page. A copy of the proposed amendments can also be obtained by visiting our website at:

<https://www.columbiacountyor.gov/departments/landdevelopment/planning>

For additional information concerning these amendments proposed in Ordinance No. 2021-2, you may call the Columbia County Department of Land Development Services at (503) 397-1501, Extension 1 and ask to speak with Planning Manager, Matt Laird or LDS Director, Karen Schminke.

March 26, 2021

REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

On May 3, 2021 at 6:30 PM, the Columbia County Planning Commission will hold a public hearing to make a recommendation to the Board of Commissioners regarding adoption of Ordinance No. 2021-2, In the Matter of Amending the Columbia County Zoning Ordinance, Section 1100, Flood Hazard Overlay Zone, to Adopt the State of Oregon 2019 Model Flood Hazard Management Ordinance and Comply with the National Flood Insurance Program Regulations. During the COVID-19 global pandemic, the Columbia County Planning Commission will be holding their public hearing via virtual format. Please use the links below if you wish to participate in the public hearing through either the online platform or by telephone.

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United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 512-758-765

THIS APPLICATION IS FOR: ☐ Administrative Review; ☒ Planning Commission, Hearing Date: **May 3, 2021**

PLEASE RETURN BY: **04/05/2021**

Planner: **Matt Laird**

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision.

Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

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

COMMENTS: _____

Signed: _____ Printed Name: _____

Title: _____ Date: _____

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: April Planning Department Report
Date: Monday, April 26, 2021 12:34:24 PM

Here are my additions to the April Planning Department Report.

GRANTS

1. **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. Soil conditions are requiring a different approach to ensure that the concrete pad will not settle. Sue is working with a Geotech and a contractor to apply a concrete amendment to the stabilize the soil. Anticipated retention area will be planted in October after SBWC native plant sale on October 9. Coordinating with Shanna on volunteer day for plantings.
2. **CDBG- Columbia Pacific Food Bank Project** – Selected JH Kelly for \$1.6 million construction bid. Demolition mostly complete. Tracking all requests for information and submittals to ensure questions are answered. Tracking all invoices, and coordinating with grant manager on reimbursement requests and quarterly reports to the state. Project to be completed by December 2021.
3. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Worked through change to schedule to allow an additional year for bidding the project to allow the County to replace a culvert which collapsed in 2020 during a heavy rainstorm. New schedule has bidding of the project in January 2022, with construction occurring Summer 2022.
4. **Business Oregon – Infrastructure Finance Authority** – Application for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Resolution to apply approved by Council on 3/17. Submitted a full application in early March for board approval in June 2021.
5. **Oregon Watershed Enhancement Board (OWEB)** – 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. Continued tracking all in-kind contributions from the City on this effort.
6. **OPRD – Local Government Grant Program** – 500k request submitted back in May 2020 for Riverwalk construction. Our project was recommended for approval for 338k! Less than 30% of the projects were successful and our project was right at the cut off line, which is why we were awarded less than our request. Grant agreements signed and authorized by Council.

MISC

7. **Bennett Building** (Water Department/ UB) – Windows anticipated to be delivered and installed late April/early May.
8. **Riverwalk Design/Engineering Consulting Services** – Kicked off the project with the Technical Advisory Committee (TAC) on 4/14. Attended kickoff for Signage Interpretation

- Scope of Work on 4/20. Created a list of signage focus group attendees and invited them to 3 signage meetings through June. Attended the first Communications Team Meeting to plan for the first Open House on 5/19. Online survey and hardcopy surveys at Columbia View Park stage to go live 5/12 – 5/26. Reviewed and provided feedback on survey materials, open house presentation materials, and press/outreach materials. Attended Kickoff Meeting for the Streets/Utilities Project on 4/21.
9. **Millard Road City-Owned Property Request for Proposals** - RFP approved by Council on 4/21. Advertised and published RFP on 4/22 and in the Oregon DJC on 4/23 & 4/26. RFP will close on 6/11. I will compile any questions received and issue an addenda summarizing answers by 5/28.
 10. **Waterfront Video Project** – Attended regular meetings with production team. Attended first filming which involved an interview RE the Riverwalk/Veneer site.
 11. **Urban Renewal Agency** – Prepared for URA Budget adoption meetings (4/27) and the 1st URA meeting in 2021 (5/5).
 12. **Semi-Annual Planning Department Report** – Prepared for and presented the Planning Department Report to Council on 4/21.
 13. **Waterfront Tours** - Attended 2 tours with John Walsh with two potential Master developers of the Riverfront site.

Jenny Dimsho, AICP
 Associate Planner / Community Development Project Manager
 City of St. Helens
 (503) 366-8207
jdimsho@ci.st-helens.or.us