PLANNING COMMISSION

Tuesday, November 10, 2026 at 6:30 PM
HYBRID: Council Chambers & Zoom (details below)

AGENDA

1. **6:30 P.M. CALL TO ORDER**
2. **TOPICS FROM THE FLOOR** (Not on Public Hearing Agenda): Limited to five minutes per topic
3. **CONSENT AGENDA**
   - A. Planning Commission Minutes Dated August 11, 2026
4. **PUBLIC HEARING AGENDA** (times are earliest start time)
   - A. 6:30 p.m. Conditional Use Permit CUP.2.26 at 1771 Columbia Boulevard - City of St. Helens
5. **PLANNING DIRECTOR DECISIONS** (previously e-mailed to the Commission)
   - A. CSHQA (Lee Young) / Safeway Realty, Inc. & 93-1 Business Trust – PT.1.26 785 & 795 S. US30
   - B. St. Frederic Catholic Church / Columbia River PUD – TS.6.26 2100 Block Columbia Boulevard
   - C. Vintage Friends, LLC / Justin & Lily Nelson – SUB.1.26 34669 Bachelor Flat Road
   - D. Thitika Pratuangvijitkul / Thitika Pratuangvijitkul & Justin Botona – HO.2.26 424 N. 8th Street
   - E. Stuart Katz / SHD Investments, LLC – TUP.6.26 575 S. Columbia River Hwy
   - F. Colleen DeShazer / Columbia River PUD – TS.7.26 2100 Block Columbia Boulevard
   - G. JHB Events / Columbia River PUD – TS.5.26 2100 Block Columbia Boulevard
   - H. St. Helens Baptist Church / St. Helens Baptist Church – ZA.1.26 235 S. 15th Street
   - I. Meredith Locklear / NSA Holdings, LLC – S.6.26 295 S. Vernonia Road
   - J. Maul Foster & Alongi / Upland Data Center, LLC – EXT.1.26 (SL.3.24) 1645 Railroad Avenue
   - K. Rustic Realm Axe Throwing / Electric Properties, LLC – SDRm.4.26 1271 B Columbia Boulevard
   - L. KLS Surveying / Warren Professional Bldg., LLC – Columbia Co. file MP 26-200 34774 Millard Rd
6. **PLANNING COMMISSION APPLICANT INTERVIEWS**
   - A. Planning Commission Applicant Selection Memo
   - B. 7:00 p.m. - Gurlin Kaur

C. 7:20 p.m. - Elizabeth (Liz) Boyer

D. 7:40 p.m. - Kellie Jo Smith

E. 8:00 p.m. - April Godden

7. DISCUSSION ITEMS

A. Planning Department Quarterly Report to the City Council

8. CITY COUNCIL LIAISON REPORT

9. FOR YOUR INFORMATION ITEMS

10. ADJOURNMENT

NEXT REGULAR MEETING: Tuesday, December 8, 2026, 6:30 p.m.

VIRTUAL MEETING DETAILS

Zoom: https://zoom.us/j/94717799814?pwd=5DKHqx3h9aykLcWa030rzwsK0cLley.1
Meeting ID: 947 1779 9814
Passcode: 885956
Call in: +12532050468

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved…volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

PLANNING COMMISSION

Tuesday, August 11, 2026, at 6:30 P.M.

DRAFT MINUTES

Members Present: Chair Brooke Sisco
Vice Chair David B. Rosengard
Commissioner Charles Castner
Commissioner Scott Jacobson
Commissioner Reid Herman
Commissioner Trina Kingsbury
Commissioner Patrick Birkle

Staff Present: City Planner Jacob Graichen
Communications Officer Crystal King
Interim City Administrator Christy Wurster

Council Members Present: Councilor Russell Hubbard

Council Members Absent: Councilor Mark Gundersen

Others: Philip Stanton
David Nelson
Raul Martinez

CALL PLANNING COMMISSION TO ORDER – 6:30 P.M.

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

David Nelson: Nelson introduced himself as "the Kite Guy." He flies large kites on the Riverfront Property. He said that four years ago, there used to be small, brightly colored jersey barriers placed on the property for kite flyers to tie off. He requested that those be placed back on the property so that he and other people can fly kites again. Interim City Administrator Christy Wurster asked for Mr. Nelson's contact information for future follow up.

CONSENT AGENDA

1. Draft Minutes dated June 9, 2026

Motion: Commissioner Jacobson moved to approve the Planning Commission minutes dated June 9, 2026. Vice Chair Rosengard seconded.

Vote Yea: Vice Chair Rosengard, Commissioner Birkle, Commissioner Castner, Commissioner Herman, Commissioner Jacobson, Commissioner Kingsbury; Nay: None

PLANNING DIRECTOR DECISIONS

A. Hart Architects/Columbia County - SDRm.2.26 251 St. Helens Street

B. Lower Columbia Engineering/Amani Center - CUPm2.26 Industrial Way

C. Mason/St. Helens Marina - SDRm.3.26 134 N. River Street

D. Heather Epperly Agency, Inc./CRPUD - TS.4.26 2100 Block Columbia Blvd.

E. Don Wallace, KLS Surveying, Inc./Ward & Nunn - LLA.3.26

There was no discussion.

DISCUSSION ITEMS

A. Architectural Review 289-299 S. 1st Street (McCormick Building)

Planning Director Jacob Graichen reviewed the staff memo included in the packet with the Planning Commission. He noted that the review involves replacing just the second-floor windows with vinyl, which is not a similar historical material as outlined in the City's Riverfront District Architectural Guidelines. However, the Planning Commission may determine that the appearance is similar enough to be permitted. Graichen said that the applicant did indicate that they could use wood if there was an objection to the vinyl. The code also discourages opaque windows, but they are already an existing condition of the windows at the back of the building.

Philip Stanton, building owner. Stanton acquired the building with a portion of a remodel already complete. The current tenant approached Stanton about some building concerns, including the windows needing to be upgraded. Stanton has since reconsidered his proposal to install vinyl windows after submitting his proposal to the City. He said he can resubmit a permit to the City, but he would prefer to have fiberglass-insulated windows that are wood framed and look almost identical to what is already there. The trim would be fixed, and the fiberglass coating is paintable.

Raul Martinez, GC Innovations LLC and Restoration, contractor. Martinez said that they will replicate all the trim around the windows to look the same as it does now.

The Commission discussed the use of fiberglass which would match the historical appearance of the building even though the material is not original. They also agreed that while the guidelines say not to replace windows, if the windows are falling apart, they need to be replaced.

Motion: Vice Chair Rosengard moved to approve the fiberglass window plan as discussed. Commissioner Castner seconded.

Vote Yea: Vice Chair Rosengard, Commissioner Birkle, Commissioner Castner, Commissioner Herman, Commissioner Jacobson, Commissioner Kingsbury Nay: None

B. Planning Department's April – June '26 Quarterly Report to City Council

Graichen reviewed his report with the Commission and highlighted a few key projects within the report including GIS software updates, Sherlock's Grocery opening, a subdivision proposal that was withdrawn, a Community Paths grant project, the Transportation System Plan update, Reservoir Project, and Housing Needs Analysis.

Effective July 1, 2026, new state laws have required that certain subdivisions cannot go to the Planning Commission anymore and must be reviewed administratively. Residential variances must also be administratively reviewed.

Data Centers will likely be a future topic for Planning Commission discussion after staff receives direction from the City Council.

C. Interim City Administrator (if present)

Interim City Administrator Christy Wurster introduced herself to the Planning Commission. She let the Commission know that the City Council met earlier that day to discuss the city administrator recruitment process to hire a permanent city administrator as soon as possible. The City is hoping to have two finalists who would participate in City Council interviews, meet with the City's management team, and attend public meet and greets on September 17 and 18.

CITY COUNCIL LIAISON REPORT

Councilor Hubbard said that police station construction is moving forward. Talks with the developer for the waterfront project are ongoing and the developer is looking at soil tests.

FOR YOUR INFORMATION ITEMS

Graichen told the Commission that the September joint Planning Commission and City Council meeting has been cancelled.

The Commission has recently transitioned to digital packets, and Graichen asked the Commission to verify that the meeting notice sent with the agenda is enough notice to the Commission for packet review. The Commission agreed it was sufficient.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Crystal King

Communications Officer

CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Conditional Use Permit CUP.2.26

DATE: October 29, 2026
TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner

APPLICANT: City of St. Helens
OWNER: 1771 COLUMBIA BOULEVARD LLC

ZONING: Houlton Business District, HBD
LOCATION: 1771 Columbia Boulevard; Lots 1-3 and 20-22, Block 145, St. Helens
PROPOSAL: Major modification of Conditional Use Permit CUP.2.25, which was for a new police station, to allow reduced public street frontage improvements.

SITE INFORMATION / BACKGROUND

This is a major modification of Conditional Use Permit CUP.2.25, which was for a new Police Station to replace the current and inadequate police station built in 1971. As a property surrounded on all four sides with developed public streets, this 2025 Conditional Use Permit included new frontage improvements or upgraded frontage improvements along all four sides.

As of the date of this report, the new police station is under construction.

Given the tumultuous >5-year history of the new Police Station effort, the success of the new Police Station project is dependent on reduced expenses. The following summarizes some of the history of the effort leading to the current burdens:

- Unsuccessful land use entitlement effort at Old Portland Road/Kaster Road (CUP.4.23, et. al. and related appeals between **2023-2024**).
- Efforts to explore other sites after the unsuccessful CUP.4.23 effort before finally deciding on the 1**771 Columbia Boulevard** site with the remaining funds. Note that based on a professionally conducted (c. **2020-2021**) 18 category scoring characteristics effort, the most comprehensive of all such efforts and the only one that included multiple city department staff, the 1**771 Columbia Boulevard** was identified as the preferred site.
- Challenges of the 1771 Columbia Boulevard site construction effort (e.g., rock excavation and early use of contingency funds) constraining remaining funds before any vertical development. Note that as of the date of this report, vertical construction has commenced.

To ensure there are enough funds to build a suitable facility for the Police Department's needs for coming decades, staff and the city's consultants have been exploring ways to reduce costs.

The first time the Planning Commission was presented with cost saving proposals was at the Commission's February 10, 2026 meeting, two months after the Commission approved CUP.2.25 at the December 9, 2025 meeting. These changes did not require any land use decision modifications and were provided as a courtesy to the Commission, who found the changes acceptable. This time, as a "Major Modification," this decision falls with the Commission's authority.

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission: November 10, 2026

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on October 21, 2026 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on October 30, 2026 in the Columbia County Spotlight newspaper.

AGENCY REFERRALS & COMMENTS

LUMEN: Per our last meeting, this project was on hold until the November Commission meeting. If it matters, Lumen / Centurylink only has a little conflict at Cowlitz St & S 17th St, with the new sidewalk and Lumen's existing handhold will need to be adjusted. Additionally, if CRPUD relocates their pole on the corner of Cowlitz St & S 17th St - Lumen will have to adjust their conduit to the new pole to the newly adjust handhole. Again, no big deal. Adding my two-cents, thought you'd want to know.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

This section focuses on related criteria and findings specific to the reduced public street frontage improvements. It does not replace all findings of the original Conditional Use Permit CUP.2.25.

Major modification: Per SHMC 17.100.050 a major modification can apply to approved plans or existing development. This proposal is a modification of the plans presented to the Commission for Conditional Use Permit CUP.2.25, to allow reduced public street frontage improvements (i.e., less public sidewalk).

In this case the director determined reducing public street frontage improving by eliminating sidewalks and related modifications on two of four frontages is a reduction of a project amenity by more than 10%, one of the thresholds for a major modification. In this case it is roughly 50% using sidewalks as the metric.

The site abuts the following streets with vehicular access as proposed:

Street Name	Location in relation to subject property	Will provide vehicle access for the police station?	Sidewalk present?	TSP Classification
Columbia Boulevard	North	No	Yes	Minor Arterial + 2015 Corridor Plan
S. 18th Street	West	No	Yes	Collector
S. 17th Street	East	Yes	No	Local
Cowlitz Street	South	Yes	No	Local

For Conditional Use Permit CUP.2.25 the proposed frontages of all four sides of the block were proposed for new or redeveloped street frontage improvements. As summarized:

Street	Class	Standard	ROW Width	Developed to standard	Proposal
Columbia Blvd.	Minor Arterial	Corridor Plan / Minor Arterial (one way Uptown)	80' (meets minimum standard)	No; but intact curb and approx. 6' sidewalk. Old style concrete sidewalk ramp.	Build to Corridor Plan; **update exiting sidewalk**
S. 18th Street	Collector	Basic TSP	60' (meets minimum standard)	No; but intact curb and approx. 4' wide sidewalk (narrow sidewalk!!)	Modified collector street standard; **update existing sidewalk**
S. 17th Street	Local	Basic TSP	76' (exceeds minimum 50' standard)	No; no sidewalk	Local street standard utilizing extra ROW width; **new sidewalk**
Cowlitz Street	Local	Basic TSP	80' (exceeds minimum 50' standard)	No; no sidewalk	Local street standard utilizing extra ROW width; **new sidewalk**

For this Conditional Use Permit **CUP.2.26 Columbia Boulevard and S. 18th Street,** the arterial and collector classified streets are not proposed for modification. The local classified streets are proposed to have reduced improvements as follows:

Street	Class	Standard	ROW Width	Developed to standard	Proposal
S. 17th Street	Local	Basic TSP	76' (exceeds minimum 50' standard)	No; no sidewalk	Maintain perpendicular on-street parking, with curbing and driveway approach enhancement. **No sidewalk**.
Cowlitz Street	Local	Basic TSP	80' (exceeds minimum 50' standard)	No; no sidewalk	Curbing and driveway approach enhancement with parallel on-street parking spaces. **No sidewalk.**

Note that though the sidewalks are absent, the design is intended that they can be added in the future if desired. In other words, the proposed design of the S. 17th Street and Cowlitz Street frontage improvements is compatible with future sidewalk additions.

Staff recommends approval of this proposal, because the higher classified streets are still proposed to be improved. S. 18th Street will go from a 4' (narrow) curb-tight sidewalk to a 6' wide sidewalk with a planter strip between the sidewalk and street, reducing sidewalk user level of stress. Columbia Boulevard will advance the city's long-range plans by advancing the Corridor Master Plan (Ord. No. 3181) and enhancing the Houlton area with a plaza at the Columbia Boulevard / S. 18th Street intersection. These enhancements are still a "fair share" burden of public improvements, even though sidewalks will be absent along the other streets, especially because S. 17th and Cowlitz are still proposed to be enhanced.

* * *

Conditional Use: Pursuant to SHMC 17.100.040:

(1) The planning commission shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the following criteria:
(a) The site size and dimensions provide adequate area for the needs of the proposed use;
(b) The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features;
(c) All required public facilities have adequate capacity to serve the proposal;
(d) The applicable requirements of the zoning district are met except as modified by this chapter;
(e) The supplementary requirements set forth in Chapter 17.88 SHMC, Signs; and Chapter 17.96 SHMC, Site Development Review, if applicable, are met; and
(f) The use will comply with the applicable policies of the comprehensive plan.

These are for the planning Commissions consideration. A key question is if this is appropriate and fair considering requirements the city has placed on other development. Staff will explain this more at the hearing.

With that in mind note that the applicable policies of the Comprehensive Plan as explained in CUP.2.25 are still advanced, by emphasizing street improvements along the higher classified streets, including Columbia Boulevard, a key commercial corridor.

Applicable policies include:

- 19.08.020(3)(w): Support the revitalization of the Houlton business district.
- 19.08.020(3)(y): Enhance the aesthetic appeal, functionality, and economic vitality of key commercial corridors and districts through strategic public infrastructure investments and design standards.

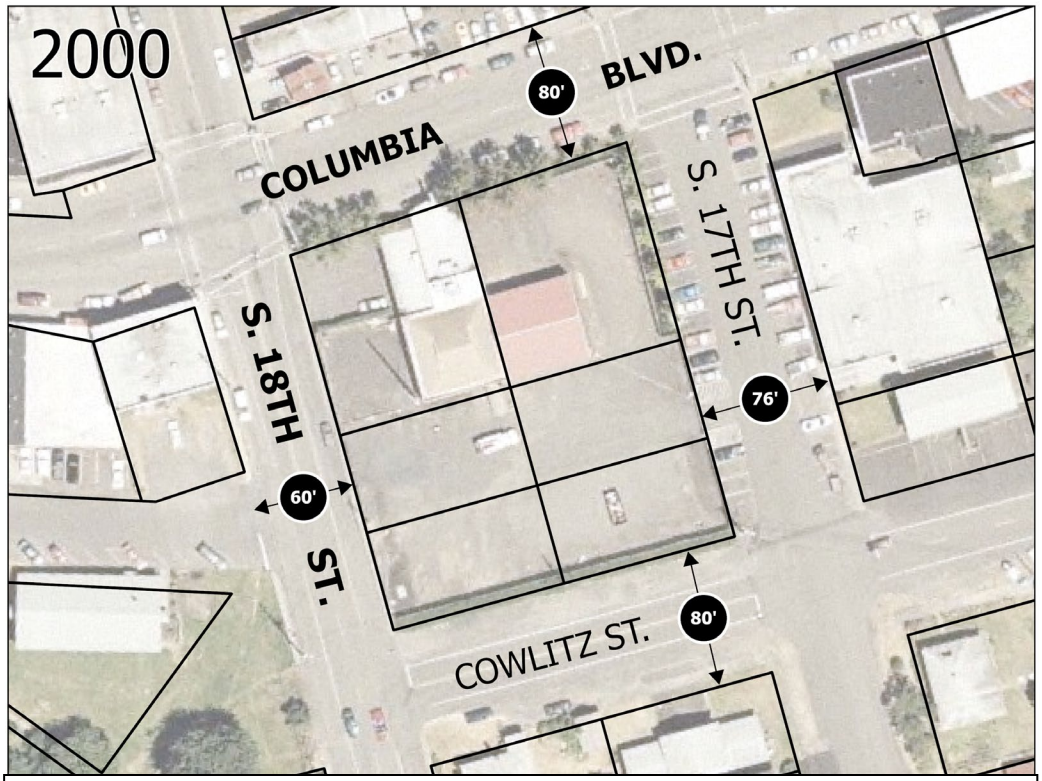
SHMC 17.100.040(3) provides "condition of approval guidance" as follows:

(3) The planning commission may impose conditions on its approval of a conditional use, which it finds are necessary to ensure the use is compatible with other use in the vicinity. These conditions may include, but are not limited to, the following:
(a) Limiting the hours, days, place, and manner of operation;
(b) Requiring design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor, and dust;

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

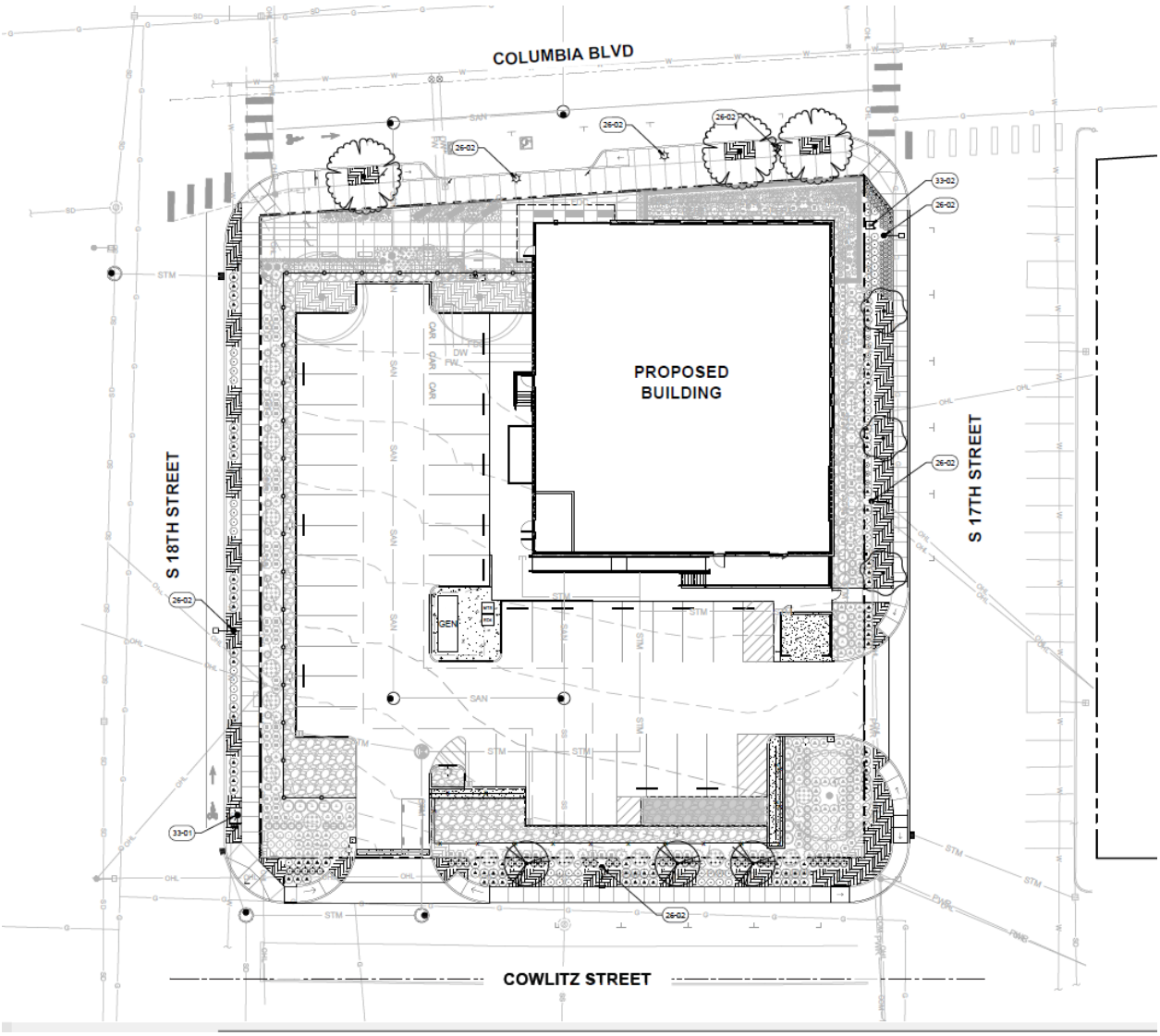
These are for the Commission's consideration.

* * *



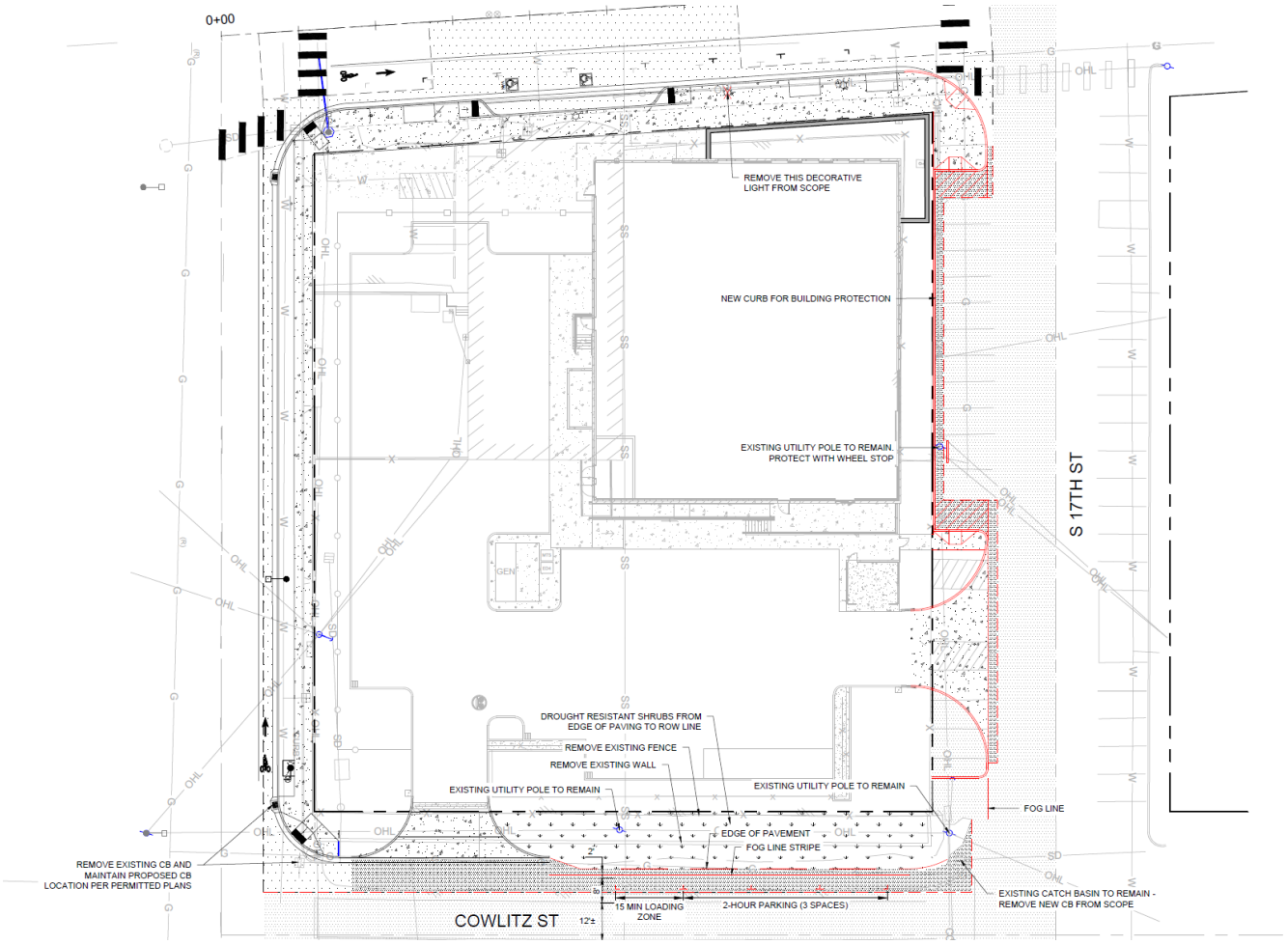
This aerial photo from 2000 is a good example of existing conditions, which didn't change much over the years until recent construction. Both S. 17th Street and Cowlitz Street are local classified streets, which have a minimum required right of way width of 50'. They are both wider than normally required. This extra width allows design flexibility, such as perpendicular street parking, which otherwise would not fit.

Note the perpendicular parking along both sides of S.17th Street and the use at this time. This segment of S. 17th Street has been an important area for the Houlton Business District's public parking inventory for decades and **maintaining some of the perpendicular parking (and number of spaces) along S. 17th Steet is one of the public benefits of this proposal**.



This is a plan sheet from the plans after the Planning Commission approved CUP.2.25. It reflects the proposal as presented at that time and per the CUP's conditions of approval, with sidewalk improvements / enhancements along all four sides of the subject property.

Note that the on-street parking along the west (left) side of N. 17th Street are five parallel spaces.



This is a draft plan sheet, showing the proposed changes for this proposal. Sidewalks are omitted along S. 17th Street and Cowlitz Street reducing cost to help ensure there is money for the essential things the Police Station needs to properly function, such as secure parking. Removing security fencing was one of the suggested costs saving changes that the Police Chief rejected because of the importance of security, a testament to the "scraping the bottom of the barrel" triage state of cost savings considerations.

The removal of these sidewalks from the proposal is anticipated to reduce the project cost by approximately $100,000. This combined with other cost reductions is anticipated to leave the project with approximately $135,544 contingency and thus is a major component of contingency preservation at the early stage of the construction process. Project completion is anticipated in about a year.

In regard to parking, this proposal preserves about eleven perpendicular spaces adjacent to the property along S. 17th Street, compared to the five per the original proposal.

* * * *

CONCLUSION & RECOMMENDATION

Based on the facts and findings herein, staff recommends the Planning Commission approve this major modification of CUP.2.25 with the condition that all applicable plans be updated accordingly.

CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner
RE: Planning Commission Applicants / Interviews
DATE: October 2026

This memo and its attachments are intended to aid Planning Commissioners' efforts for considering and interviewing new candidates.

The list of candidates to interview is on the meeting agenda. This memo provides details on eligibility and other matters to help with the recruitment process.

There are several sources of requirements for Planning Commission vacancy appointments:

- **City of St. Helens Resolution 1648 (attached to this memo)**
  This addresses rules about filling vacancies, term limits, and similar details and applies to all City of St. Helens boards, commissions and committees.

- **Chapter 2.08 St. Helens Municipal Code (see excerpts below)**
  This Chapter applies specifically to St. Helens Planning Commission. Some sections apply to filling vacancies such as SHMC 2.08.020 - 2.08.040.

- **Oregon Revised Statute 227.120 and 227.030 (see excerpts below)**
  The ORS allows a city to create a Planning Commission and provides some guidance.

In addition, as of November 2014 (via Ord. No. 3176) the Planning Commission (PC) may serve as the **Historic Landmarks Commission** (HLC) when thus appointed. The PC and HLC have been combined since c. 2015, thus, any new Planning Commissioner is required to have:

a demonstrated positive interest, knowledge, or competence in historic preservation

St. Helens Municipal Code

2.08.020 Membership.

The commission may consist of up to seven members. The councilmember(s) in charge of planning shall be entitled to sit with the commission and take part in its discussions, but shall not have the right to vote. The following regulations shall also apply to the planning commission:

(1) Planning commission members may be compensated only by resolution from the city council.

(2) No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

(3) A member of the planning commission shall not participate in any commission proceeding or action in which any of the following has direct or substantial financial interest: the member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the action is being taken.

2.08.030 Term of office.

Members of the planning commission shall be appointed by the city council for a term of four years from the first calendar day of the year in which their existing appointment to the position expires. The members of the present planning commission are hereby reappointed for the unexpired term of the office they presently hold.

2.08.040 Vacancies and removal.

(1) Filling Vacancies.

(a) Appointments of a commissioner shall follow the guidelines and procedures adopted by the city council; and

(b) Appointments to fill vacancies shall be for the remainder of the unexpired term.

(2) Removal. An appointed commissioner may be removed from their position by the city council if at a hearing the council finds the commissioner has engaged in misconduct and/or nonperformance of duty.

(a) A hearing may be initiated by the city council;

(b) The commission may request a hearing be initiated by the city council by an approved motion for such;

(c) If the city council removes a commissioner, that position shall become vacant immediately; and

(d) For the purpose of this section, nonperformance of duty includes but is not limited to a commissioner being absent for a regularly scheduled monthly meeting pursuant to SHMC § 2.08.070(1) at least four times in a one-calendar-year period.

Oregon Revised Statutes

227.020 Authority to create planning commission.

(1) A city may create a planning commission for the city and provide for its organization and operations.

(2) This section shall be liberally construed and shall include the authority to create a joint planning commission and to utilize an intergovernmental agency for planning as authorized by ORS 190.003 to 190.130. [Amended by 1973 c.739 §1; 1975 c.767 §2]

227.030 Membership.

(1) Not more than two members of a city planning commission may be city officers, who shall serve as ex officio nonvoting members.

(2) A member of such a commission may be removed by the appointing authority, after hearing, for misconduct or nonperformance of duty.

(3) Any vacancy in such a commission shall be filled by the appointing authority for the unexpired term of the predecessor in the office.

(4) If the commission has five or fewer members, no more than two voting members of the commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit. No more than two members may be engaged in the same kind of occupation, business, trade or profession. [Amended by 1969 c.430 §1; 1973 c.739 §2; 1975 c.767 §3; 2025 c.355 §2]

Sample Interview Questions

Use these as you see fit and try to make every effort to ask all candidates the same questions. For example, if a question not listed below is asked, ask it of all candidates.

1. Why are you a prime candidate for the Planning Commission?

2. The Planning Commission is like a sports team with a variety of folks, whose combined knowledge and experience make the team stronger. What will you bring to the Planning Commission to strengthen it?

3. What do you know about the Planning Commission?

4. What do you know about St. Helens?

5. What is your availability for meeting attendance and preparation for meetings?

6. What is your experience dealing with conflict of interest and bias?

7. How can you be a voice for the city?

8. Describe your civic participation and/or involvement in city government.

9. The Commission has determined to be proactive. What does this mean to you?

10. After your time on the Planning Commission, what do you want your legacy to be when you leave?

11. What is your experience with Oregon land use planning?

12. Do you have any questions for us?

City of St. Helens

RESOLUTION NO. 1648

A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT OF ST. HELENS BOARD, COMMITTEE AND COMMISSION MEMBERS, SUPERSEDING RESOLUTION NO. 1521

WHERAS, the City Council wished to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

WHEREAS, Resolution No. 1521 established general recruitment, selection and appointment guidelines for appointments to the City of St. Helens boards, committees and commissions; and

WHEREAS, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application to the City Recorder's Office.
4. Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.

8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a position. The number of applicants to be interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.
9. Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee or commission and his/her stated willingness to continue.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.
11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

PASSED AND ADOPTED by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

From: noreply@civicplus.com
To: Kathy Payne
Subject: [External] Online Form Submittal: Boards & Commissions Application - ONLINE SUBMITTAL
Date: Friday, September 25, 2026 10:12:25 PM

Boards & Commissions Application - ONLINE SUBMITTAL

I am interested in:	Planning Commission
Applicant Name	Gurlin Kaur
Home Address	[redacted]
City, Zip	St Helens 97051
Primary Phone	[redacted]
Secondary Phone	*Field not completed.*
Email	[redacted]
Mailing Address	[redacted]
City, Zip	St Helens 97051
Do you live within the city limits of St. Helens?	Yes
If yes, how long?	1.5 months
Civic Activities (offices held, honors, etc.)	*Field not completed.*
List names, addresses, and phone numbers of three references not related to you.	Anna Davis [redacted] Matthew Vint [redacted] Amandip Deo
Briefly summarize educational background.	I have a bachelors in biology and global gender studies
Present Employer Name, Phone, and Address	Optum Services: Legacy Specialty Pharmacy [redacted]
Job Title	Pharmacy Technician
	I just moved to St Helens and would like to get involved in the

Additional information you wish to include.	community. I would like to get to know my new neighbors! I am very detail oriented, ambitious, social, and goal oriented! I love planning events and organizing the logistics of an event.
I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.	Yes

Email not displaying correctly? View it in your browser.

From: noreply@civicplus.com
To: Kathy Payne
Subject: [External] Online Form Submittal: Boards & Commissions Application - ONLINE SUBMITTAL
Date: Saturday, September 26, 2026 3:11:29 PM

Boards & Commissions Application - ONLINE SUBMITTAL

I am interested in:	Planning Commission
Applicant Name	Elizabeth (Liz) Boyer
Home Address	[redacted]
City, Zip	Saint Helens, 97051
Primary Phone	[redacted]
Secondary Phone	*Field not completed.*
Email	[redacted]
Mailing Address	[redacted]
City, Zip	Saint Helens, 97051
Do you live within the city limits of St. Helens?	Yes
If yes, how long?	2 years, 2 months
Civic Activities (offices held, honors, etc.)	*Field not completed.*
List names, addresses, and phone numbers of three references not related to you.	Jake Wilkes, Architectural Historian, DOWL, Portland, Oregon - [redacted]; Erin Kelly, Historian, Cleveland, OH - [redacted]; Brooke Reinke, Architectural Historian, Mead & Hunt, Red Wing, Wisconsin - [redacted]
Briefly summarize educational background.	Associates of Dental Hygiene, Lane Community College, 1989 - practiced for 20 years; Bachelor of Historic Preservation, University of Mary Washington, Fredericksburg VA, 2008; Masters of Historic Preservation, University of Kentucky, Lexington KY, 2008
Present Employer Name, Phone, and Address	Mead & Hunt Inc., [redacted]
Job Title	Architectural Historian

Additional information you wish to include.	I'm excited to share my professional experience and personal passion for history as a resource for our community.
I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.	Yes

Email not displaying correctly? View it in your browser.

From: noreply@civicplus.com
To: Kathy Payne
Subject: [External] Online Form Submittal: Boards & Commissions Application - ONLINE SUBMITTAL
Date: Monday, October 5, 2026 10:15:31 AM

Boards & Commissions Application - ONLINE SUBMITTAL

I am interested in:	Planning Commission
Applicant Name	Kellie Jo Smith
Home Address	[redacted]
City, Zip	St. Helens
Primary Phone	[redacted]
Secondary Phone	*Field not completed.*
Email	[redacted]
Mailing Address	[redacted]
City, Zip	St. Helens
Do you live within the city limits of St. Helens?	Yes
If yes, how long?	Over 40 years.
Civic Activities (offices held, honors, etc.)	2023-2026, Columbia County Commissioner; 2013-2025, St. Helens School Board
List names, addresses, and phone numbers of three references not related to you.	Kathy Coddington [redacted]; Melody Killens [redacted]; Trin Monahan [redacted]
Briefly summarize educational background.	Graduated from St. Helens High School; Attended Portland Community College; Multiple hours of study in Leadership and County Administration.
Present Employer Name, Phone, and Address	[redacted]
Job Title	Proprietor
	When everyone contributes, we all benefit. I grew up in this

Additional information you wish to include.	community, my children live in this community, and I own a business in this community.
I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.	Yes

Email not displaying correctly? View it in your browser.

From: noreply@civicplus.com
To: Kathy Payne
Subject: [External] Online Form Submittal: Boards & Commissions Application - ONLINE SUBMITTAL
Date: Thursday, October 8, 2026 6:18:11 PM

Boards & Commissions Application - ONLINE SUBMITTAL

I am interested in:	Library Board, Planning Commission
Applicant Name	April Godden
Home Address	[redacted]
City, Zip	Saint Helens
Primary Phone	[redacted]
Secondary Phone	*Field not completed.*
Email	[redacted]
Mailing Address	[redacted]
City, Zip	Saint Helens
Do you live within the city limits of St. Helens?	Yes
If yes, how long?	3 years
Civic Activities (offices held, honors, etc.)	St helens high school volunteer 2 .5 years
List names, addresses, and phone numbers of three references not related to you.	Carly Walls + [redacted] Autumn boston [redacted] Bertho Marseille [redacted]
Briefly summarize educational background.	Ogden high school / diploma Ogden Weber Applied Tech College/ CNA PCC / BA in Accounting
Present Employer Name, Phone, and Address	Current/ self employed Decadent Creations hillsboro [redacted]
Job Title	Manner
	Would love to be more involved with our city.

Additional information you wish to include.	
I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.	Yes

Email not displaying correctly? View it in your browser.

QUARTERLY REPORT TO COUNCIL

Meeting Date:	October 21, 2026
Prepared by:	Jacob A. Graichen, AICP, City Planner
Department:	Planning
Division:	Community Development
Reporting Period:	July 2026 – September 2026
CC:	City Administrator / Planning Commission

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1. General Operations

- July: The new website went live in June, but I didn't have a chance to review with any thoroughness until this month to update and fix the Planning Dept page, which is not yet 100% perfect after this July effort.
- July: After the deadline was extended from June 17 to July 8, and per suggestion from someone on the awards committee, I submitted a nomination for the waterfront redevelopment project for the 2026 Oregon Chapter of the American Planning Association Awards. September update: it was 2nd place and no award was given.
- August: With the help of the Building Department, completed the Annual Housing Unit and Population Survey and Housing Production Survey required by the state of Oregon.
- August: Prepared ROW Vacation materials requested in July. This is within the 300 block of S. 6th Street.
- August: Gave permission to down a few trees in wetland areas towards the south side of the 500 block of S. 12th Street.
- September: Assist Engineering with review of draft post construction stormwater management ordinance.
- September: Discussed tree thinning with a property owner of a large vacant lot on the far west side of town along Sykes Road. Expect some logging activity in that area. Based on our discussion, no land use permitting is needed as protected areas are anticipated to be avoided and there is no commercial grade timber. Many trees proposed for removal are dying.
- September: 6 hours spent on a public records request (PPR) for land use files related to property addressed as 1654 Railroad Avenue. Another PPR the same month was much quicker to process.
- September: Updated the Planning Department's strategic plan / goals list at the request of the outgoing City Administrator for the incoming one. I attached it to the end of this report.
- September: Assisted the County Assessor with the city's Urban Renewal taxing type with help from the Finance Department. A good example of some of the random questions we get. County had inconsistent records and with a system update, needed to reaffirm the type and we helped update their records. Big thank you to City Finance for their help.

- **Notable administrative Planning Department permitting**:

  - August: Issued decision for a 7-lot Subdivision at the Bachelor Flat Road / Ross Road intersection. Noteworthy as, given state law that took affect July 1st, this is probably the first subdivision in the history of modern planning (dating back to the 1970s) that a subdivision did not go to the Planning Commission.

  - August: Final inspections for a new dwelling at 554 S. 12th. Final inspection for a single-family dwelling is not the norm for this quarterly report. However, this one is special

because: (1) it was a city owned surpluses property, (2) it became a Habitat Humanity Project, and (3) is also a Make-A-Wish recipient for a spa.



Before (vacant lot in August 2024)



After (nearly complete in August 2026)

- **Pre-application / early assistance meetings:**
  - July: Held an early assistance meeting for potential land division at 34948 Sykes Road. Property is currently not within city limits. New buyer in due-diligence period.
  - July: Held an early assistance meeting for potential amusement service use at 1271 Columbia Blvd.
  - September: Held a pre-app meeting for completing development at 200 Running Dogs Lane. Applicant wishes to use and finish the partially completed development for a fitness gym.
  - September: Attended a Columbia County pre-application meeting or a potential greenhouse on vacant property located along E. Division Road, that is west of Les Schwab Tires.

- **Planning Commission did not have their normally scheduled monthly meeting on July 14, 2026**. It was cancelled.

- **Planning Commission had their normally scheduled monthly meeting on August 11, 2026**. Outcome:
  - Considered an Architectural Review for upper story window replacement of the McCormick Building. This process prompted the building owner to not use vinyl windows as originally proposed, which was the Commission's recommendation to staff.
  - Had the opportunity to review and discuss the previous Planning Department's quarterly report.
  - Had the opportunity to meet the interim City Administrator and learn about permanent City Administrator recruitment efforts.

- **Planning Commission did not have their normally scheduled monthly meeting on September 8, 2026** or **October 13, 2026**. They were cancelled.

- **Development Code Enforcement.**

- July: Attended municipal court on for an ongoing issue on the 100 block of S. 15th Street. After several municipal court attendances, the judge closed the case since the Planning Commission approved the matter. Some, but not all, fines were imposed. The applicant/owner seems to be cooperative now.
- August – September: Provided notice and reminders of potential enforcement action for property along the RR just north of the Pour House at Gable Road/OPR. Storage and camping issue by the PGE substation that has been occurring for several months. Deadline to abate the issue was October 1st and the property owner remedied the situation.

What started as someone parking on a small plot of private land by the Old Portland Road / RR Avenue Intersection as captured by the Google Earth street view image in May 2026 (**below**), turned into a bunch of stuff as seen this late September 2026 photo (**right**).





Contradicting a recent land use decision for storage on this site, this became an enforcement matter visible from Old Portland Road. The issue was abated.

- **Geographic Information Systems (GIS).**
  - August: Quarterly data updates.
  - September: With a new engineering staff member, I need to help get their GIS set up (a to-do item for October).

2. Staffing & Personnel

- June: Participated interview panel for round two of the interview for the Engineer I position.
- July: Attended LOC hosted webinar about new in process legislation for "Oregon Homes." Generally, this allows development on "Oregon Homes Lots" (i.e., lots that meet certain specifications such as lot size, lack of steep slopes, etc.) superseding local laws such as setbacks. This is in process with no finality at this point and language is being massaged/debated.
- July: Completed online CIS cybersecurity course regarding phishing, etc.
- September: Attended the annual Oregon American Planning Association conference, which usually occurs in October. Glad there was a session on data centers, being a hot topic.
- September: Attended Impacts of Data Centers in Oregon webinar hosted by EcoNW.

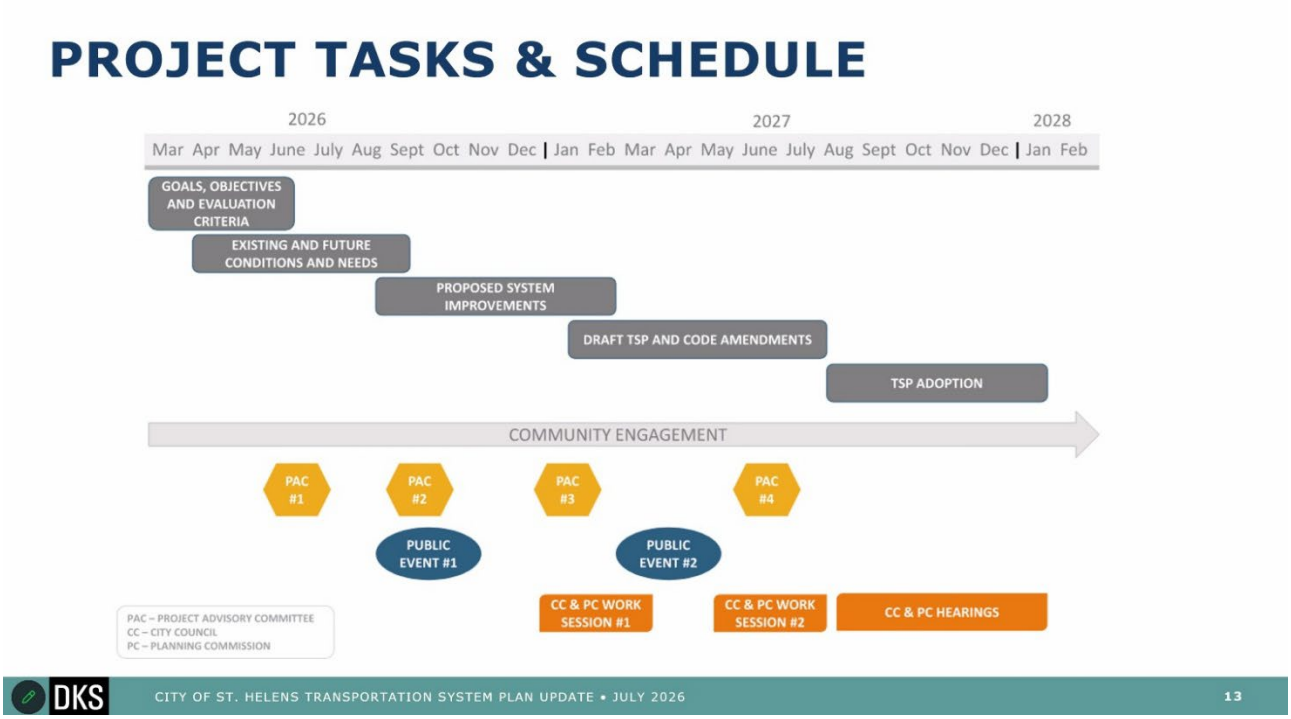
3. Projects & Initiatives

A. Ongoing Key Projects

- **Riverfront District, Mill Subdistrict** development (former veneer mill property): July – September: Continued to attend meetings with Romano Capitol as part of their exclusive negotiation agreement with the City.

- **ODOT Community Paths Program: St. Helens Scappoose Trail Refinement Project** – $405,000 to study a trail route refinement project (30% design) from St. Helens to Scappoose. City Engineering is lead, with Planning providing support. July: Primary Management Team meeting #5; still working towards the feasibility aspect (discussed in last quarter's report) that ODOT needs so we are certain this project will continue. August: Memo prepared for Council review at Council's August work session related to the feasibility effort. September: Council authorized for this project to continue, and since Scappoose and Columbia County had already reached the same conclusions, the project became un-paused as the feasibility effort is concluded.

- **ODOT TGM Program: Transportation Systems Plan** – $300,000 for new Transportation Systems plan. City Engineering is lead, with Planning providing support. July: Project Advisory Committee #1 of 4 took place. Last PAC meeting anticipated in the summer of 2027. Here is a snapshot of the TSP timeline:



August – September: Two more Primary Management Team meetings and review of stuff leading up to the project's first public meeting for October.

- **New Water Reservoir** – City Engineering is lead, with Planning providing support. July-September: with the top property selected for the reservoir, unless the location needs to change for some reason, this won't be back in Planning's world until land use permitting and this will be removed from future quarterly reports.

- **SHIBP PGE Parcel** – Continue working with consultants on proposal for professional services for some design and survey work to to create a new PGE Parcel for a new sub-station for the St. Helens Industrial Business Park (SHIBP). August: Meeting with city staff, city legal counsel (first time they have attended one of these meetings), and PGE. PGE noted they approved setting money aside to purchase the property (once it is created). PGE also confirmed receiving the land use memo they need to help justify the project to the PUC. Unfortunately, this meeting showed how messy this project is, probably before and especially since John's passing. September: Another meeting with the state and others. Much discussion about city capacity and if there are options other than the city managing the project. The SILL project timeline is three years since last November, so almost a year has passed without much progress. I'm worried that city staff reductions, other projects and overall chaos at the city is hampering this effort.

- **Housing Capacity Analysis / Housing Production Strategy** – For St. Helens, the due dates on these are:

  - **Housing Capacity Analysis (HCA): due December 31, 2028**
  - **Housing Production Strategy (HPS): due December 31, 2029**

  This will be different than the previous, because it will need to go through the new Goal 10 OHNA process. I don't think the **Housing Planning Assistance Grant Program** will require any $$$ match. July: Contrary to my past communications I think the grant application period will be Summer 2027 based on this web page: https://www.oregon.gov/lcd/About/Pages/Grants.aspx. This is good news as it is challenging that we have two transportation planning efforts occurring simultaneously already (due to DOJ delays) and with less staff than expected when they were applied for. I was worried about a third long-range planning project being added to that.

- **Flood code amendments related to Endangered Species Act.** In 2009 FEMA was sued based on floodplain rules violating the Endangered Species Act. In 2016 the National Marine Fisheries Services (NMFS) issued a biological opinion that Oregon's flood plain policies jeopardizes several threatened species such as salmon. In July 2024, FEMA announced a new program of pre-implementation compliance measures (PICM) for short term measures to be effective Dec. 1, 2024, separate from the long term, estimated for completion in 2027. Basically, flood development is supposed to include impacts to fish habitat, not just the loss of human-made structures.

  No update this quarter.

- **TMDL** – Total Maximum Daily Load (TMDL) is a regulatory mechanism under the Clean Water Act that serves as a plan for restoring impaired or polluted waters. In Oregon, DEQ is responsible for developing and implementing TMDLs. In 2006 the Willamette Basin TMDL identified some communities to be Designated Management Agencies (DMAs) to administer TMDL efforts. St. Helens was not one of them, until a 2021 update. Now St. Helens is a DMA for mercury and temperature, which covers streams in the Willamette Basin. Though a significant burden to city Engineering and Public Works, Planning is involved too.

No update this quarter. However, please note that preserving trees by streams is no longer just a policy issue, it is now also a State compliance issue for the city to contend with.

- **Code amendment efforts on hold –** The following code amendments (described in greater detail in previous quarterly reports are on hold due to staffing / resource limitations: **Utility Master Plan Development Code Amendments** (from 2021-2022), **Food cart/pod rules** (from 2015), **Development Code amendments related to amendments to ORS 179A.400 by Sectio 17 of Oregon House Bill 4037** (2025), and **Development Code amendments related to SB 974** (2025).

B. Upcoming Projects

- Based on conversations with the outgoing interim City Administrator (whose last day is Sept 30), I need to help the new incoming person with an inventory of city-owned property to help analyze what we may be able to sell to survive lean times. The last time we did this was in 2020.

4. Upcoming Events & Important Dates

- Given a vacancy for the Planning Commission as of January 1, 2027, we are recruiting for this opening. The current deadline to submit an application is October 23, 2026.
- Transportation Systems Plan public event #1 to take place October 14, 2026 from 5pm to 7pm in the Council Chambers.

Attachments

PLANNING DEPT STRATEGIC PLAN - UPDATED: September 28, 2026

PROJECT TITLE	Project Manager	COMPLETION DATE	BUDGET	Dept's Priority
CURRENT PLANNING/CUSTOMER SERVICE - Includes permits, authorizations, annexations, inquiries, enforcement, etc.	City Planner	Ongoing	n/a	0
GIS Management	City Planner & Engineering	Ongoing	n/a	0
Planning Commission / Historic Landmarks Commission support staff	City Planner	Ongoing	n/a	0
Assist with ODOT Community Paths Grant for 30% design of 7.7 mile trail between St. Helens and Scappoose (*in process*)	Engineering	Spring 2027	$320,000 Grant Funded	1
Assist with St. Helens Industrial Business Park Planning (*current effort includes SILL Program for PGE substation upgrades*)	?	November 2028 for SILL	$2.3 million (SILL Program)	1
Assist with Riverfront District Mill Subdistrict Redevelopment Efforts *(discussions underway with potential developer under ENA)*	?	TBD	n/a	1
Assist with New Transportation Systems Plan *(in process)*	Engineering	Winter 2028	$300,000 Grant Funded	1
Housing Production Strategy (related to HNA but not a land use action) - This is a State Mandate - Grant Applications mid-2027	City Planner	12/31/2029	$TBD Grant Funded	1
Housing Capacity Analysis (HCA) Update per 2019 HB 2003 - This is a State Mandate - Grant Aplications mid-2027	City Planner	12/31/2028	$TBD Grant Funded	1
Development Code Amendments related to Sanitary, Storm and Water Master Plans adopted 2021-2022	City Planner	TBD	TBD	2
Food cart/truck/trailers Code Amendments (issue dating back to 2015)	City Planner	TBD	n/a	2
Floodplain code amendments related to Endangered Species Act (long term measures from FEMA in 2027?)	City Planner	YBD >2027	n/a	2
Residential Development Code Amendments to comply with state regulation [e.g., HB4037 (2025) & SB 974 (2025)]	City Planner	TBD	TBD	2
Right-of-way vacation code amendments to have local policy to use in conjunction with state law	City Planner	TBD	n/a	2
Revisit UGMA with County (1999) - Some needs include to add LLAs for city referral, update outdated manf. home language, ADUs...	City Planner & Columba Co.	TBD	n/a	3
Update Parks & Trails Master Plan adopted 2015	?	TBD	TBD	3
Addressing policy update (Last city-specific address policy is from 1929)	City Planner	TBD	n/a	3