



PLANNING COMMISSION

Tuesday, January 12, 2021 at 7:00 PM

AGENDA

1. **7:00 P.M. CALL TO ORDER & FLAG SALUTE**
2. **CONSENT AGENDA**
 - A. Planning Commission Minutes dated December 8, 2020
3. **TOPICS FROM THE FLOOR** (Not on Public Hearing Agenda): Limited to five minutes per topic
4. **TERM EXPIRATIONS - INTERVIEW COMMITTEE RECOMMENDATIONS**
5. **CHAIR/VICE CHAIR NOMINATIONS**
6. **END OF YEAR SUMMARY REPORT**
 - B. 2020 End of Year Summary Report
7. **2021 DEVELOPMENT CODE AMENDMENTS**
 - C. 2021 Development Code Amendments
8. **PLANNING DIRECTOR DECISIONS** (previously e-mailed to the Commission)
 - a. Site Design Review (minor) at 454 Milton Way – Crown Castle
 - b. Site Design Review (minor) at 454 Milton Way – Crown Castle
 - c. Sign at 785 S Columbia River Hwy – Meyer Sign Co. of Oregon
9. **PLANNING DEPARTMENT ACTIVITY REPORT**
 - D. December Planning Department Activity Report
10. **FOR YOUR INFORMATION ITEMS**
11. **NEXT REGULAR MEETING: FEBRUARY 9, 2021**
8. **ADJOURNMENT**

VIRTUAL MEETING DETAILS

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

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

Join Zoom

Meeting: <https://zoom.us/j/91987426421?pwd=TzVDcXRwNXBhaHU4ZERMT3ArT1FxUT09>

Meeting ID: 919 8742 6421

Call in: 506946

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

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PLANNING COMMISSION

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

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

Members Absent: Commissioner Lawrence

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

Others: None

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

2. CONSENT AGENDA

A. Planning Commission Minutes dated November 10, 2020

Motion: Upon Commissioner Semling's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the Draft Minutes Dated November 10, 2020. [AYES: Commissioner Pugsley, Commissioner Cohen, Commissioner Webster, Commissioner Semling; Vice Chair Cary 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:

4A. 7:00 p.m. Conditional Use Permit at 164 S 15th Street – Harper

Chair Hubbard opened the Public Hearing at 7:06 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Dimsho presented the staff report dated December 1, 2020. She mentioned this Conditional Use Permit was more focused on the former commercial building and parking lot. She mentioned that the business that was last in there was Columbia County Brwing but before this facility, it was used as a transmission shop. Therefore, the building was already set up for auto use. She said it was in the Houlton Business District and that automotive repair would need a Conditional Use Permit. She said the site itself is made of two different lots. One of the lots has an existing building of about 3,200 square feet and the other lot is developed with paved head-in parking on one side and a drive aisle on the other. She showed the property has access on both sides of it. She talked about the

existing driveway apron and said there were sidewalks on one side. On the other side there were not any curbs that delineate the driveway approach, but there are sidewalks. She said the size of the lot is an appropriate size for what the applicant plans to use the lot for. She said the characteristics were suitable for the proposed use. She said it was already connected to City utilities and there was adequate access from both sides. They do not propose to do any outdoor storage on this site. She mentioned the lot coverage for impervious surface could not be more than 90 percent of the lot. She also noted that principal vehicle sales were not permitted as part of this Conditional Use Permit. She said the sales would need to be incidental to the primary use of the business. There is a specific setback and buffering requirement for auto repair and noted the requirements. She also said it will also require a buffer screening. She discussed the current landscaping and how it could use some new shrubs or landscaping buffers.

She noted there is an existing ADA space. She said the space is not located closest to the auto repair building. She mentioned the Commission could decide to require an entire restriping of the parking lot to move the ADA space closer to the entry of the building. She said they would also need a minimum of seven parking spaces. She also said they would need to add new wheel stops as the current did not meet code.

She also talked about the need for lighting in the back of the building for more security.

Commissioner Cohen asked if there was any specific guidance in the code in protection against spilling of fuels or gasolines from draining into the City's drains or soaking into the ground. Dimsho mentioned this is a previous requirement regulated by our Wastewater Pretreatment and Public Works staff.

Commissioner Pugsley asked if a requirement of restriping of the whole parking lot was required. Dimsho mentioned because of all the current striping, it may make sense to restripe the whole parking lot.

There was a small discussion about landscaping.

Harper, Josh. Applicant. Josh Harper was called to speak. He talked about resealing and moving the wheelchair parking closer to the entry was something they planned to do. He said most of the vehicles he would be selling would be sold online. He said is doing restoration of high-end vehicles that he would not feel comfortable displaying them. He said if there was one that did not meet all the criteria, he might display it, but at the most, one or two. He said his vehicle parts storage was in a building on another property.

Commissioner Cohen asked how many cars he planned on storing while they waited to be sold. Harper said it can take up to five to six months to sell. He said currently he can only do one car restoration at a time. So, he did not plan to have more than one or two at a time. Harper did say if they can grow and get more employees, they might want to sell more. Dimsho mentioned that the auto sales had to be related to the main use of the property or business. So, he could sell vehicles, but the outdoor storage would have to meet the parking criteria.

Commissioner Pugsley asked if he worked on other vehicles or only his. Harper mentioned he currently only works on his own restorations. He said he has a few customers that he built their vehicles from scratch and they come back to have those serviced by him.

In Favor

Scharf, Joe. Co-Applicant. Joe Scharf was called to speak. He mentioned Harper and he agree that the ADA spot should be at the or near the door. He said this is like their personal garage and they restore great autos. He said they want to move from their current location to something closer to home. Scharf asked for leniency on the timing of landscaping, paving, and restriping requirements, given the weather.

Neutral

No one spoke as neutral testimony.

In Opposition

No one spoke in opposition.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

Commissioner Pugsley was curious about the trash enclosure location. Dimsho said she thought it was for ease of access for Hudson Garbage service. Regarding the timing of improvements, due to the timing the Commission decided to allow the applicant to have nine months before installation of required improvements, including the restriping of the parking lot and improvements to the landscape buffer on both sides. Given the surplus of one parking space, the Commission also decided to limit the applicant to one vehicle stored on display in the parking lot at a time.

There was a discussion about the storage and display of the vehicles for sale.

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Conditional Use Permit with the additional conditions as specified above. [Ayes: Commissioner Semling, Commissioner Webster, Commissioner Cohen, Commissioner Pugsley, Vice Chair Cary; Nays: None]

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

4B. 7:30 p.m. Historic Resource Review at 251 St. Helens Street – Lower Columbia Engineering

Chair Hubbard opened the Public Hearing at 8:08 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Dimsho introduced the proposal as presented in the staff report dated December 1, 2020. She noted there are specific historic criteria in the code for approval of this building alteration since the building is a listed Local Landmark. She gave some history on the building mentioning that John Gumm was a funder who donated the money for this building because the original school burnt to the ground. She said the proposal was to remove the current wheelchair lift and install a wheelchair ramp. She mentioned the architectural components of the recessed entry.

They are proposing to remove the curb line along the front of the building where currently there is landscaping. She also said they would saw out part of the basalt pillar base, but you would not be able to see the alteration from the front of the building. She noted the applicant proposed to maintain the current color and match the new walls and railings to the existing style and paint color. She showed the concrete rail and said they are looking to match it to the concrete cap that is currently in place near the current ADA ramp.

Commissioner Cohen asked if this was the simplest way to address the ADA issue. Dimsho said she thought the applicant did look at the different ways, but that they could address this in their testimony

Dimsho said that there is a condition state that the new plaster finishes must match the current texture and finish to match the historic base.

Councilor Carlson raised concern about the doors to enter and the signage for ADA accessibility.

Dimsho said door replacement was not part of this proposal, but any hardware changes to the doors would be addressed with the Building Department.

Kahr, Brett. Applicant. Brett Kahr was called to speak. Kahr is an employee of Lower Columbia Engineering and represents Columbia County as the applicant. Regarding the narrow width of the ADA access, he mentioned there was an exception in the ADA code due to the historic structure.

Vice Chair Cary mentioned the front façade is a major part of this building and asked if the ramp could be moved to a different side of the building.. Kahr said switching sides would require more switchbacks and would end up being more intrusive to the site. He also mentioned that for the interior operations of the County, it makes sense for the entrance to be through the front door.

Chair Hubbard asked about getting a new mechanical lift where the current one is. Kahr said it would require staff to operate the ramp for them. Kahr said the idea of having the ramp in the front was more inclusive, instead of forcing people with limited mobility to take the back or side entrance. Chair Hubbard asked about the doors and whether they would be electronically operated. Kahr said there would have to be some hardware updates to the doors, as they are currently hard to operate.

Commissioner Cohen asked about the worst-case scenario of taking out the column base. He asked if it would impede the structural ability of the column. Kahr said the columns are not currently doing any structural part for the building. He said they were there mostly for decoration.

In Favor

No one spoke in favor.

Neutral

No one spoke as neutral testimony.

In Opposition

No one spoke in opposition.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

Commissioner Pugsley said she felt the design was a good design.

Councilor Carlson was concerned about the doors and wanted to make sure that it meets the unassisted door access so that no one has an accident. She spoke about the weight and the way they opened and did not want to see any wheelchairs be tipped. Graichen mentioned that the accessibility is important but not imposed by this body. He said it would be up to the Building Code.

There was a small discussion about access.

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Historic Resource Review as proposed with the additional conditions that the railing paint match the lower portion of the school building and that the existing

mechanical wheelchair elevator be removed and returned to its original state. [Ayes: Commissioner Semling, Commissioner Webster, Commissioner Cohen, Commissioner Pugsley, Vice Chair Cary; Nays: None]

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

4C. 8:00 p.m. Variance (2) at Gable Road and Columbia River Hwy - NOHA

Chair Hubbard opened the Public Hearing at 8:47 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Graichen introduced the proposal as presented in the staff report dated November 30, 2020. He gave a history on the apartment complex project and where it was located. He said there were two variances. One for building height in the multi-family structures and one for bicycle parking in the senior housing. He said the code requires one bicycle parking space per dwelling unit. The applicant is proposing a reduction of those spaces by about half. He mentioned the building height maximum was 35-feet and the applicant was proposing up to 38-feet for the multi-family use structures.

There was a small discussion about bicycle framing and blocking of the buildings.

Councilor Carlson noted that the original application for the development was already approved, but since there were new people in the audience who may not know the history, she asked about the traffic plan from the prior approval. Graichen mentioned that there is a traffic study required before a project can be approved. He did mention the intersection of Gable Road and Highway 30 does have issues. He said the new project would be required to contribute to the funds for improvements to the intersection. Those improvements would be sometime in the future.

Flood, Ian, Applicant. Ian Flood was called to speak. He spoke about the senior living facility and the age requirement. He mentioned it would be a reduction of 40 bike spaces from just the senior living facility. He also spoke about the slope on the project site. He said based on the topographic change the buildings that run along the slope would cause some of the multi-family buildings to be about 38-feet instead of hitting the 35-feet. He said they worked with the engineer to change the slope of the roof, but after looking at the product the financial impact would be almost \$70,000 more. So, they said based on the height impact would only affect two of the buildings they felt the variance for height was the better and more fiscally responsible.

Klein, Wendy, Applicant. Wendy Klein was called to speak. She spoke about the project-based vouchers that come through the Northwest Oregon Housing Authority(NOHA) that are used for housing individuals in their low-income housing. She said the vouchers have a project preference for seniors over the age of 62. She said the apartments that were project-based vouchers will prefer people 62 years or older. The low-income tax requirements are based on the Low-Income Housing Person Act which prefers people who are 55 years or older. She mentioned they are working with the NOHA and Housing and Urban Development to reconcile which age requirement will be required. She said they will either have 62 years of age for the apartments that have project-based vouchers and 55 years of age for the ones that do not, or they will have a more restrictive version where 62 years of age or older will be implemented. She said it seems the more restrictive requirement is what regulates. She said with her experience in senior housing, the bike parking is never used. She said they were hoping to re-allocate the funds saved from the extra bike parking to be used for other senior living items.

In Favor

No one spoke in favor.

Neutral

No one spoke as neutral testimony.

In Opposition

Sharp, Crystal. Crystal Sharp was called to speak. She asked where these individuals who were moving in going to shop. She said Columbia County was already limited on parking and shopping.. Graichen mentioned that there is argument that more retail can be built based on development.

Vice Chair Cary said there was actually interest from a grocery store to develop this very site, but ultimately did not because there were not enough people to service it. He said now there would be more people to support a new business. Sharp asked if anyone on the Commission saw the support for a new grocery store online. Commissioner Webster mentioned there was a Grocery Outlet being built currently.

Oliver, Heidi. Heidi Oliver was called to speak. She is unhappy with the grocery shopping situation right now. She said it was hard to find items on the shelves. She was unhappy with more apartment complexes being built.

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

Commissioner Cohen asked about the building height and if it would set a precedent for future builders. Graichen said he felt it was a case-by-case situation and that there was a unique circumstance in this case.

There was a small discussion about the height of the buildings. There was also a small discussion about the bike parking and where the seniors could place their bicycles.

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

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

5. DISCUSSION ITEMS:**a. Street Vacation Review at dead end of S. 2nd Street – c2design**

Dimsho mentioned the applicant owns the property abutting the proposed vacation area. She said at the last meeting the Commission approved access and setback variances. They have also applied for a Lot Line Adjustment to move the boundary between the two lots. She said they also went through their Scenic Resource Review. She showed the specific area as a small triangular portion that had not already been vacated. She said the code does allow for a smaller right-of-way width and they were considering it to allow access to the front of the property for the second unit being built on the

property. She said the remaining right-of-way was only serving two proposed dwellings. She said she did not feel on-street parking applied to this property. She also mentioned the sidewalks and driveways. She said there may be a requirement for the applicant to build sidewalks later. She said that staff also asked to maintain a public utility easement. She said the access needs for emergency vehicles was a consideration in maintaining a portion of the right-of-way.

Chair Hubbard asked if the utilities go to any other locations except for the two houses being proposed. Dimsho said no, there was no need for public utility extensions.

Vice Chair Cary was still questioning why the Commission would not recommend vacating the whole area in the right-of-way. Dimsho mentioned that if they vacated the full area, there would be no access to the front of the property for lot 22. Graichen mentioned the topography and how it limits the amount of access to these two lots.

Vice Chair Cary asked about angling the vacation a little different to give lot 21 more front yard and then give lot 22 access to the front area. Dimsho said because of the topography it would not work to do that. Commissioner Pugsley said she thought it was adequate the way it was proposed.

There was a small discussion on why and where there should be a portion of the right-of-way maintained and how much of it.

Motion: Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously recommended the City Council approve the Street Vacation as recommended by staff. [AYES: Commissioner Cohen, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Vice Chair Cary; Nays: None]

b. House Bill 2001 – Duplex Amendments Update and Recommendation

Graichen reminded the Commission about the House Bill 2001 and how this bill has a requirement by the State of Oregon to allow duplexes with no extra rules. He said the Council and the Commission disagreed on a few matters. He said the Commission had favored keeping the duplexes as one building with two units, but the Council, with a divided vote, favored allowing two detached dwellings on one lot. He said the Council agreed that the minimum lot size should increase in the Apartment Residential (AR) zone. He said that since they must consider two detached homes now, they needed to talk about the distance between the two buildings. He mentioned the code has language about yards and he wanted the Commission to consider the size of yards between buildings. He showed the Commission various diagrams showing the lot coverage with the same size structures on it when allowing two buildings. He also talked about the interior yard and the setbacks as something to consider when looking at new standards.

Commissioner Cohen asked if they could have some time to look over all the items mentioned before recommending to Council. Graichen said there was a time constraint for setting up these new standards so they would not be forced into using the State guidelines.

The Commission agreed they needed a little more time to look over the the proposed amendments before recommending to Council. Graichen said it would be okay to hold off until the next meeting to give some more time for the Commission to review the proposed code amendments.

c. Bennett Building Façade Renovation Update and Recommendation

Dimsho discussed the budget that was approved by Council to update and correct the renovations to the Bennett Building. She said there was approval to replace all the windows, including the storefront windows. She said the City had been working with an architecture firm that specializes in historic preservation. She said they created a phased full façade improvement plan to spread out the costs. She talked about the other phases and some of the things that would take place in the future

renovations. The first phase would be the replacement of the transom windows and storefront windows.

She said the transom windows would be replaced with accurate wood replicas with true divided light and textured glass. She said the storefront windows would be replaced with clear safety glass. She said the existing storefront windows could shatter into several pieces. She asked the Commission for a recommendation on which textured glass they preferred for the transom windows. She showed the Commission what the architect preferred based on period appropriateness.

The Commission agreed on one option for the transom windows textured glass.

d. Planning Commission Term Limits Update

Graichen mentioned two positions were up and per the Commission rules they must advertise in the paper to see if they can get a pool of candidates. He mentioned they did this twice and received four interested candidates. He said he would like to finish the interviews and talk to the Planning Commission about it in January.

6. Acceptance Agenda: Planning Administrator Site Design Review

- a. Scenic Resource Review at Dead End of S. 2nd Street - c2design
- b. Site Development Review at 970 Oregon Street - K&B Ventures LLC

7. Planning Director Decisions (previously e-mailed to the Commission)

- a. Auxiliary Dwelling Unit at 491 S 3rd Street – Erhardt
- b. Lot Line Adjustment at Dead End of S. 2nd Street – c2design
- c. Home Occupation at 35568 Alderwood Drive – Martin

8. PLANNING DEPARTMENT ACTIVITY REPORT

- a. November Planning Department Activity Report

There was no discussion on the report.

9. FOR YOUR INFORMATION ITEMS

The Commission said goodbye to Councilor Carlson and thanked her for working with them.

10. NEXT REGULAR MEETING: January 12, 2021

There being no further business before the Planning Commission, the meeting was adjourned 10:39 p.m.

Respectfully submitted,

Christina Sullivan

Community Development Administrative Assistant

Comparison of Land Use Actions by Year

Planning Commission Public Hearings & Planning Administrator Decisions

Land Use Action	2012	2013	2014	2015	2016	2017	2018	2019	2020
Accessory Structure	1	1	2	3	6	8	7	8	3
Amended Land Use Decision	2	3	0	2	1	1	1	2	2
Annexation (Processed)		0	2	0	1	2	2	2	0
Annexation (Submitted, Not Processed)	0	4	1	0	1	0	1	3	3
Appeals	0	2	0	1	1	1	1	0	10
Architectural Character Review	0	0	0	0	0	0	1	1	1
Map/Text Amendment	1	0	1	4	4	2	2	5	1
Auxiliary Dwelling Unit ₁	0	0	0	0	0	0	0	1	3
Conditional Use Permit	1	3	2	6	7	6	5	3	5
Conditional Use Permits (Minor Modification)	1	1	0	0	0	1	0	0	1
Development Agreement	0	0	0	0	0	0	1	0	0
Expedited Land Division	0	0	0	0	0	0	0	0	0
Extension of Time	0	0	1	2	1	1	4	5	5
Historic Site Review	0	0	0	0	1	0	0	1	2
Home Occupations ₂	9	5	6	1	4	1	3	4	3
Lot Line Adjustment	3	0	0	0	3	3	3	11	2
Non-Conforming Use Determination	0	0	0	0	0	0	0	0	0
Partition	0	0	0	2	2	2	6	2	5
Planned Development	0	0	0	0	0	0	1	0	0
Revocation	0	0	0	0	0	0	0	0	0
Sensitive Lands Permit	2	3	2	0	4	3	5	0	1
Sign Permit	34	35	32	35	24	34	23	25	9
Sign Exception/Variance	0	1	0	0	0	0	1	0	0
Site Design Review	4	5	2	6	4	7	6	7	7
Site Design Review (Minor)	11	9	6	5	6	8	10	7	4
Site Design Review (Scenic Resource)	0	3	1	1	4	0	1	0	2
Subdivisions	1	2	0	0	1	3	2	0	1
Subdivision Final Plat Approval	0	1	1	0	0	0	3	1	2
Variances	4	5	3	4	9	7	6	16	18
Temporary Use Permits	7	2	3	4	2	5	13	12	9
Tree Removal Permit	0	0	0	0	1	1	0	0	1
Other Public Hearing Subjects (i.e. Periodic Review)	0	0	0	0	0	0	0	0	1
Columbia County Referrals	3	3	0	0	0	9	6	2	1
Total Land Use Actions	84	88	65	76	87	105	114	118	102

₁Permitted by CUP prior to 2019

₂This includes Home Occupation (Type II) prior to 2019

Home Occupation (Type I) removed in 18/19 - See previous summaries for counts

2020 Year End Summary

Planning Commission & Planning Administrator Land Use Actions Planning Commission Work Sessions, Discussions & Interpretations

Accessory Structure		Annexation	
1.	Stansbury (Gable Rd)	1.	Comfort (Kavanaugh & Firway)
2.	Stansbury (Gable Rd)	2.	Sell (Firway Lane)
3.	Fogle (S. 12th)	3.	Frank (Fir St)
Appeal		Comprehensive Plan/Zone Map Amendment	
1.	Tracey Hill (Belton Rd)	1.	City of St. Helens (Millard Rd)
2.	Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)	2.	
3.	Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)	3.	
4.	Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)	4.	
5.	Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)	5.	
6.	Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)		
7.	Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)		
8.	Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)		
9.	Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)		
10.	Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)		
Conditional Use Permit		Conditional Use Permits (Minor Modifications)	
1.	Wildflower Play Collective (N. 11th)	1.	Meadowbrook HOA (Barr Ave)
2.	Multi-Tech Engineering (Matzen St.)		
3.	Deahl & Lewis (Columbia River Hwy)		
4.	Hubbard (Columbia Blvd & 12th St)		
5.	Harper (S 15th St.)		
Extension of Time		Home Occupation	
1.	Richmond American (Lot 54)	1.	Jessica Lince (Darcy St)
2.	Richmond American (lot 56)	2.	Talena Cantiberos (Shore Dr)
3.	Richmond American (lot 63)	3.	Kimber Martin (Alderwood Dr)
4.	KCL, Inc (Leahy)(500N Col. Riv. Hwy)	4.	
5.	NOHA - Nina Reed (Gable & Col. River Hwy)		
Scenic Resource Review		Tree Removal Permit	
1.	AKAAN Architecture (N River St.)	1.	Black Hawk Homes (Forest Trail Circle)
2.	C2Design (S. 2nd St.)		
Lot Line Adjustment		Partition	
1.	Meadowbrook HOA (Barr Ave)	1.	Schlumpberger (Belton Rd)
2.	C2Design (s. 2nd St)	2.	Multi-Tech Engineering (Brayden St)
3.		3.	Multi-Tech Engineering (Matzen St.)
4.		4.	Reynolds (N. 18th)
5.		5.	Reynolds (N. 15th)
Sign Permit		Sensitive Lands Permit	
1.	Ramsay Signs (Columbia Blvd)	1.	Port of Columbia County (Old Portland Rd)
2.	Vancouver Sign (Columbia River Hwy)	2.	
3.	Bethel Fellowship (Vernonia Rd)	3.	
4.	Ramsay Signs (Columbia River Hwy)	4.	
5.	Clark Signs (S. 12th)		
6.	Bethel Fellowship (Vernonia Rd)		
7.	Ramsay Signs (S. Columbia River Hwy)		
8.	Clark Signs (S. 12th)		
9.	Meyer Sign Co. (S. Columbia River Hwy)		

Site Design Review (Major)		Nonconforming Use Determination	
1. Jolley (Columbia Blvd)		1.	
2. Canchola (Columbia Blvd)			
3. Multi-Tech Engineering (Brayden Street)			
4. Multi-Tech Engineering (Brayden Street)			
5. Port of Columbia County (Old Portland Rd)			
6. CCPOD (Bowling Alley Lane) WITHDRAWN			
7. K & B Ventures, LLC (Oregon St.)			
Site Design Review (Minor)		Temporary Use Permit	
1. CRPUD (Columbia River HWY)		1. City of St. Helens (Old Portland Road)	
2. Lower Columbia Engineering (S 1st St)		2. Koop & Zahler (Milton Way)	
3. Crown Castle (Milton Way)		3. TNT Fireworks (Gable Road)	
4. Crown Castle (Milton Way)		4. Bethel Fellowship (Columbia River Hwy)	
5.		5. Chad Davis Construction (Col. Riv. Hwy)	
6.		6. Lennar Northwest, LLC (Emerald Loop)	
7.		7. Heller Enterprises (Milton Way)	
8.		8. Jana Brecht (N. 1st Street)	
		9. Cheryl Breslin (S. Col. River Hwy)	
Variance		Historic Resource Review	
1. Anthony Stansbury (Gable Road)		1. Columbia County (Strand St)	
2. Multi-Tech Engineering (Matzen St)		2. The Olde School (St. Helens St)	
3. Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)			
4. Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)			
5. Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)			
6. Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)			
7. Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)			
8. Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)			
9. Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)			
10. Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)			
11. Emerald Meadows (Lots 28,37,38,66,70,71,74,76,77)			
12. LaGrande Townhomes (N 6th & Columbia Blvd)			
13. Hubbard (Columbia Blvd & 12th)			
14. Hubbard (Columbia Blvd & 12th)			
15. Cohen (Dead End S 2nd St)			
16. Cohen (Dead End S 2nd St)			
17. NOHA (Gable Rd)			
18. NOHA (Gable Rd)			
Planned Development/Development Agreement		Columbia County Referral	
1.		1.	
Subdivision (Final Plat)		Subdivision	
1. La Grand Townhomes (N 15th St)		1. LaGrande Townhomes(Block 60, Lot No. 20-22)	
2. KCL, Inc. (Commons Drive)		2.	
Auxiliary Dwelling Units		Temporary Sign Permit	
1. SH School District (S. 15th)		1. St. Helens Booster Club(2100 Block of Col. Blvd)	
2. IWHS Holdings, LLC (N 3rd)		2. Hometown Heroes (2100 Block of Col. Blvd)	
3. Jenny Erhardt (S. 3rd)		3. SHHS Seniors (2100 Block of Col. Blvd)	
Zone Amendment		4. 13 Nights on the River (2100 Block of Col. Blvd)	
1. City of St. Helens(Citywide)			
Architectural Character Review			
1. Bennett Building (Strand St.)			



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: Planning Commission for Jan. 12, 2021 meeting
 FROM: Jacob A. Graichen, AICP, City Planner
 RE: Oregon House Bill 2001 – 2 UNITS, continued...
 DATE: December 23, 2020

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

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

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

* * *

So now we need to talk about distances between buildings (“interior yard”), given the Council’s direction.

The options for the interior yard include:

- Commensurate with zoning. For example, R10 would have a 10’ interior yard, R7 a 7’ interior yard, and R5 and AR with 5’ interior yards. These numbers correspond with the zoning’s current minimum side yard.
- None. Let the Building Code sort ‘em out. But the Building Code is subject to change and State politics, which we have little influence over.
- A fixed number. 3 feet? 6 feet?

If there is an interior yard, I recommend a 3’ standard for accessory structures. Building code fire wall requirements can vary, but the basic standard is <3 feet.

I wanted to make sure the proposed interior yard standards per the first bullet point above did not conflict with the other zoning district standards. **Attached are diagrams based on the following descriptions:**

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

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

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

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

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

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

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

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

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

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

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

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

* * *

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

The Council was not opposed, though this month I started researching what planners call the **Measure 56 notice**. Per ORS 227.186 specific notice to property owners is required if an

amendment will limit or prohibit land uses previously allowed. Increasing lot size may fit into this category as a new regulatory burden. **I will need to check with the Council again given this.**

We can check with the Commission again on this issue too. You still want to go 4,000 s.f.?

* * *

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

No action needed from the Commission on this unless you are passionately against it. If so, we can let the Council know.

* * *

A matter that has not been discussed yet are **allowed projections into required yards**. This relates to the interior yard discussion above and where porches and landings are allowed.

Here is the proposed language with comments in the text boxes to help you understand each item. Please note that the language assumes interior yards. Interior yards can be easily removed, if necessary.

underlined words are added
~~words stricken~~ are deleted

17.64.050 Projections into required yards.

(1) Cornices, eaves, belt courses, sills, canopies, or similar architectural features may extend or project into a required front, interior, rear or side yard not more than 36 inches provided the width of such yard is not reduced to less than three feet.

(1) Applies to all "yards" (front, interior, rear or side). With the new interior yard, this would create a min. 3' separation between buildings, including projections such as eaves.

(2) Fireplace chimneys may project into a required front, interior side, ~~or~~ rear, or side yard not more than three feet provided the width of such yard is not reduced to less than three feet.

(2) Applies to all "yards" (front, interior, rear or side). With the new interior yard, this would create a min. 3' separation between buildings, including projections fireplace chimneys.

(3) Open porches, decks, or balconies not more than 36 inches in height and not covered by a roof or canopy may extend or project into a required rear or side yard provided such natural yard area is not reduced to less than three feet and the ~~deck~~ extension is screened from abutting properties. ~~Porches may extend into a required front yard not more than 36 inches.~~

(3) Applies to all rear or side yards. This is for open porches and such. The last sentence addresses covered porches and is moved to (4) below.

(4) Porches may extend into a required front yard or exterior side yard (on corner lots) not more than 36 inches. Porches may be covered but shall not include any other floor space horizontally (e.g., non-porch area on the same floor) or vertically (e.g., floor space directly above the porch on the second floor) for this to be allowed.

- (4) Applies to the front or exterior side (on corner lots). Currently, the covered porch allowance only applies to the front yard. Staff recommends also allowing the exterior side too. Proposed language includes some clarification.

~~(4)~~ (5) Unroofed landings and stairs may project into required front or rear, or exterior side (on corner lots) yards only.

- (5) Applies to front, rear or exterior side (on corner lots). Adding the exterior side is recommended by staff. This has some influence on doorways and entries location.

~~(5)~~ (6) When there is a yard requirement of the zoning district, ~~no~~ building, structure, or portion thereof, regardless of size and whether or not a permit is required for its placement, shall be placed closer than three feet to a property line or to another building or structure.

- (6) Currently, the code says “no” to buildings being close than 3’ to a property line. It is supposed to apply only in cases where there is a yard requirement. For example, this doesn’t make sense for attached single-family dwellings (townhouses) or non-residential applications. So some clarification language is added for that.

This language also assumes the interior yard, and thus included the no to <3’ between buildings too.

R10

10,000 sq ft

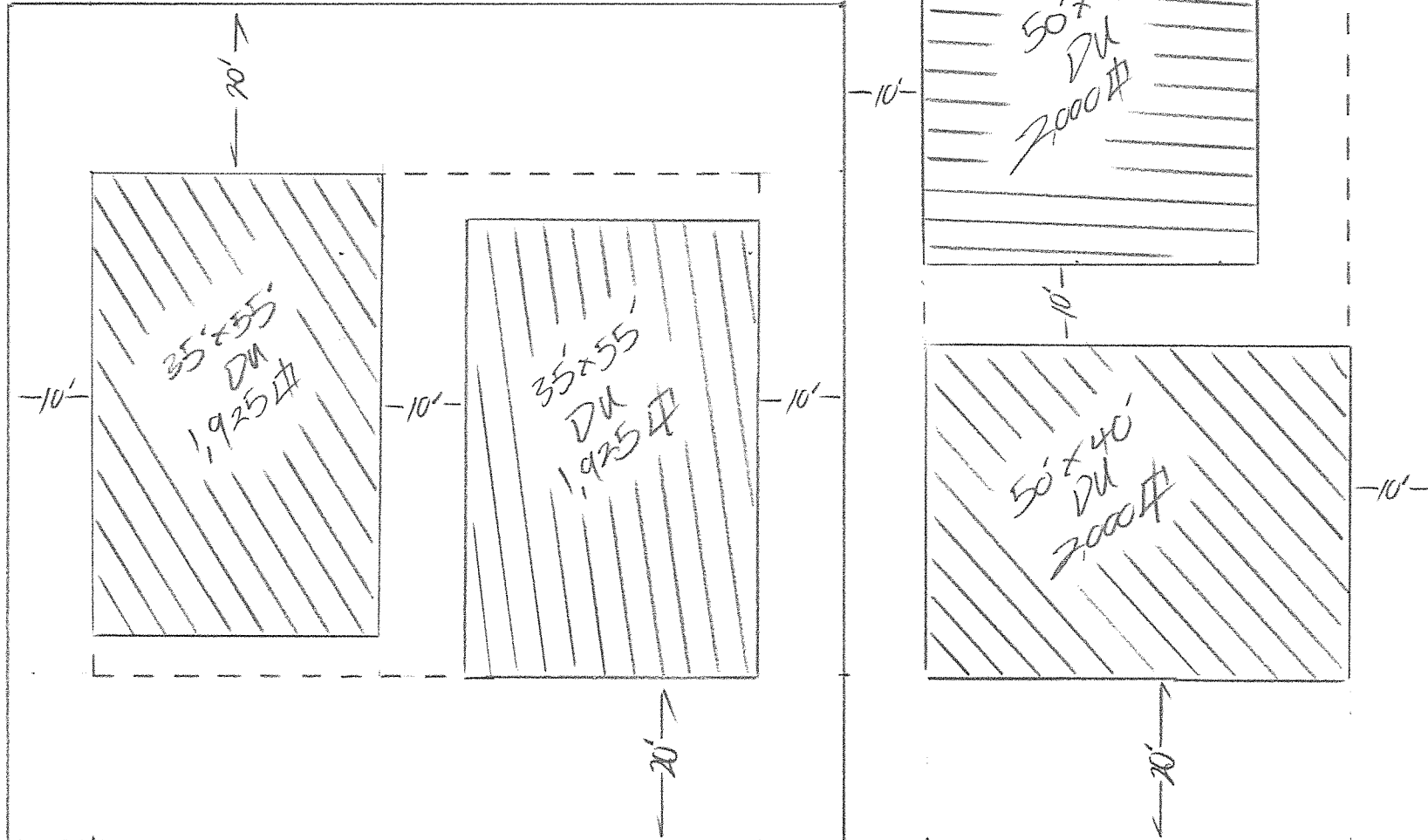
100' D

70' W

40% COV.

← AS PROPOSED FROM 35%

Item C.



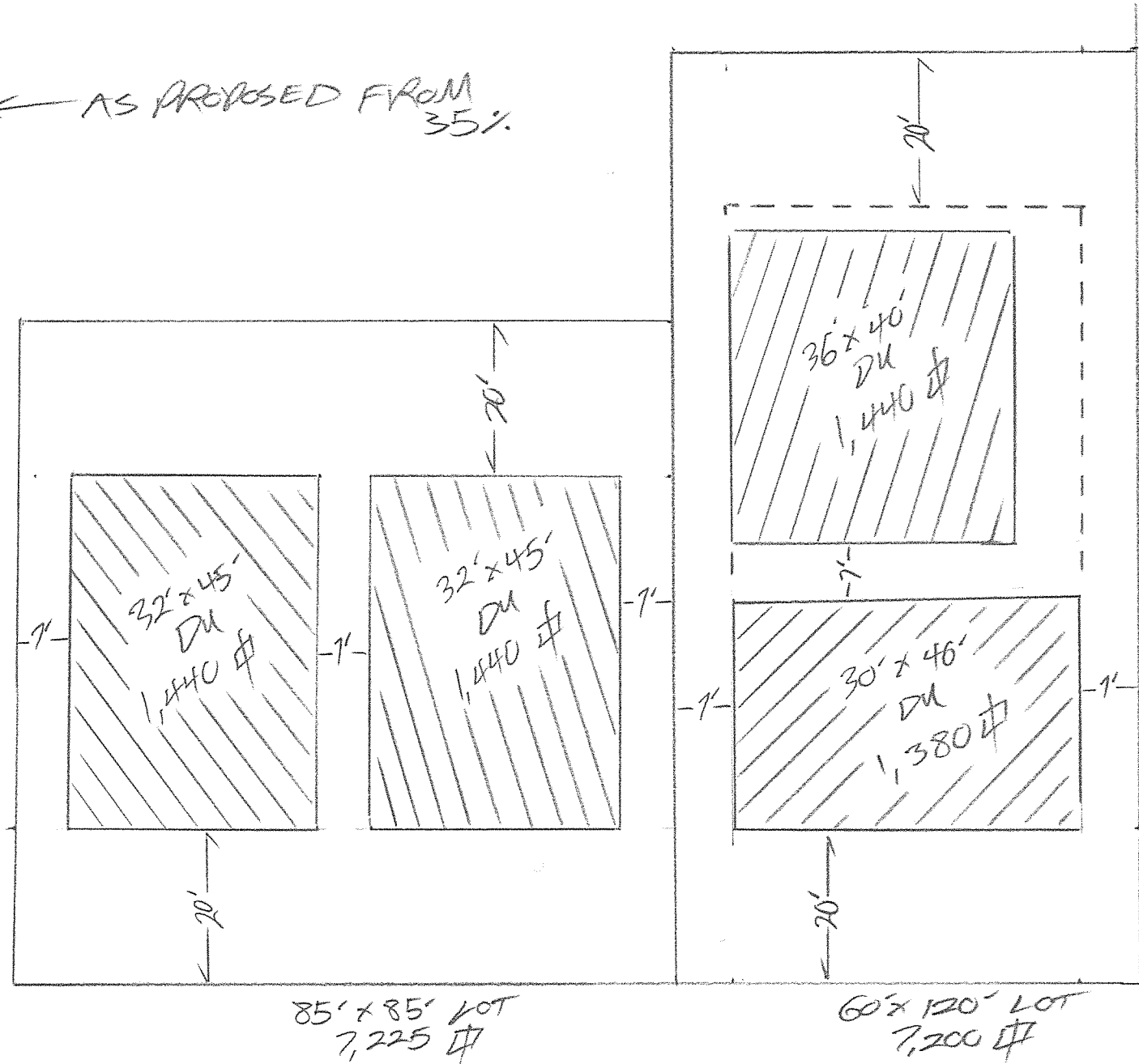
Nov. 2020

100' x 100' LOT
10,000 sq ft

70' x 145' LOT
10,150 sq ft

R7

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



Nov.
2020

R5

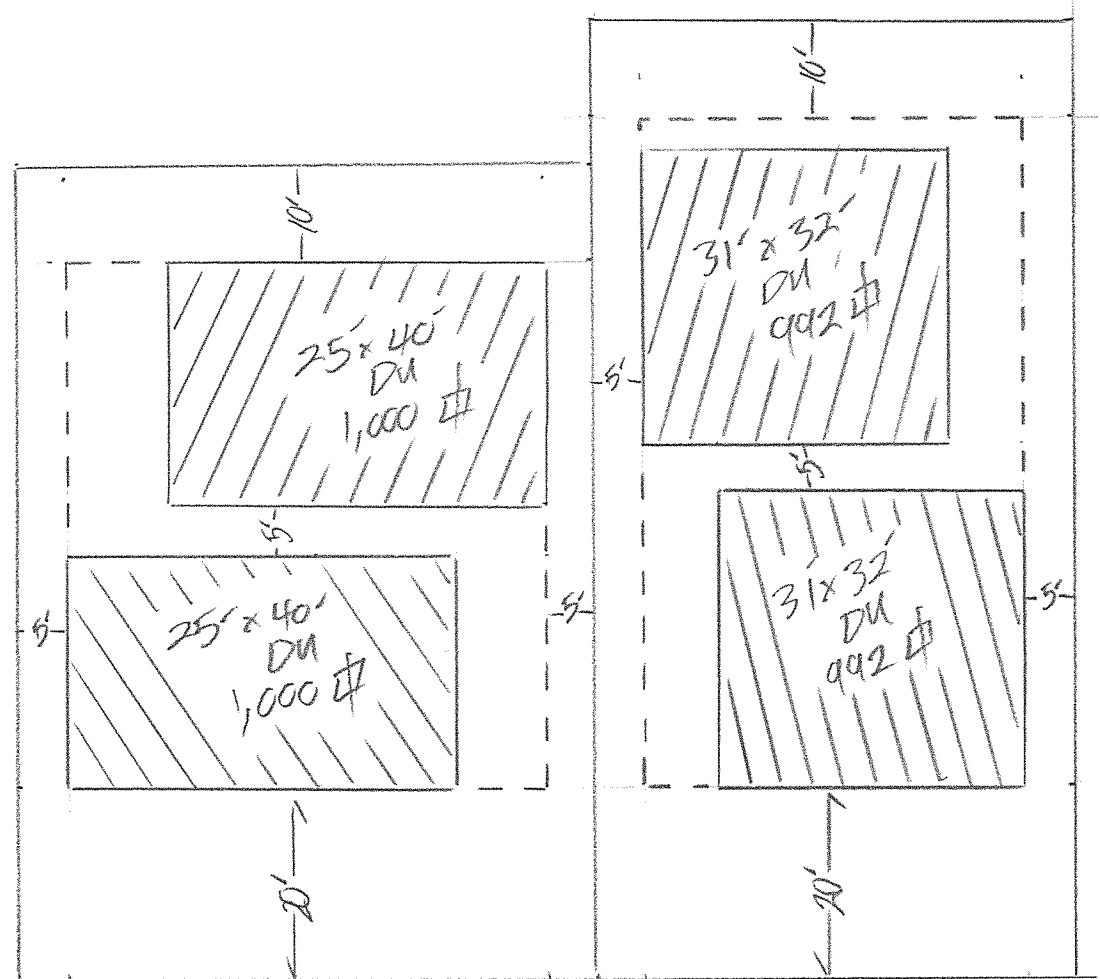
5,000 sq ft

85' D

50' W

40% COV. ← AS PROPOSED FROM 35%.

Item C.



MM
2020

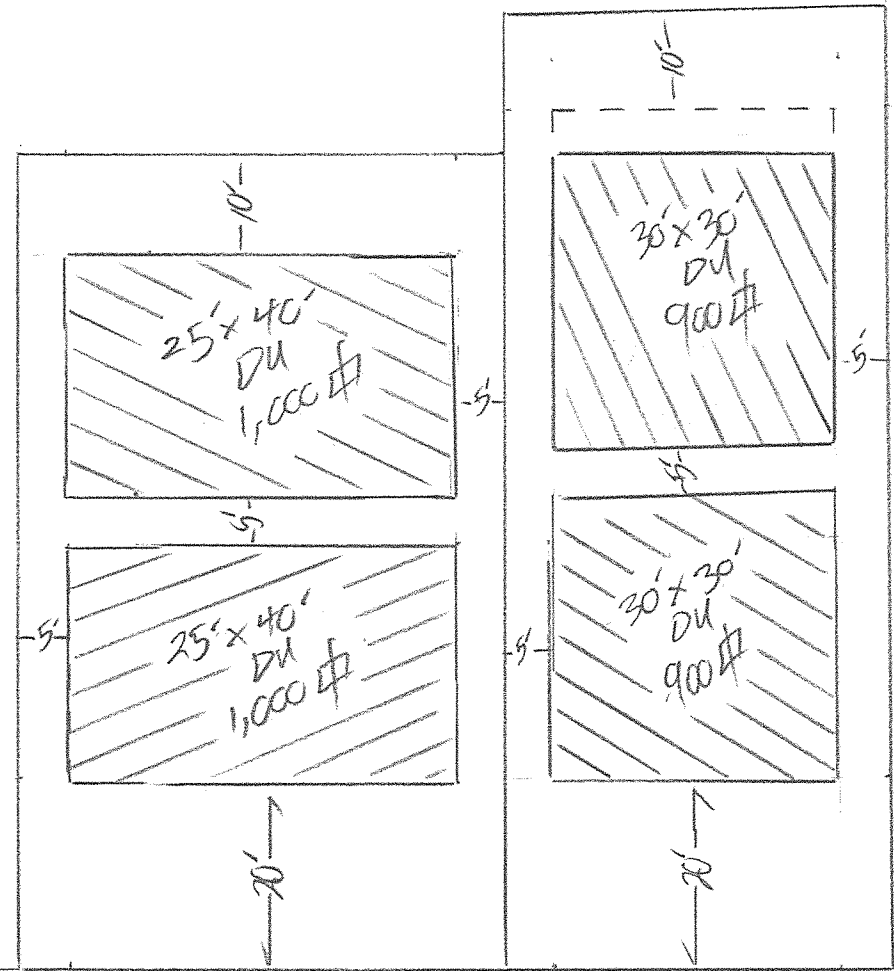
60' x 85' LOT
5,100 sq ft

50' x 100' LOT
5,000 sq ft

AR - PROPOSED

Item C.

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



NOV-2020

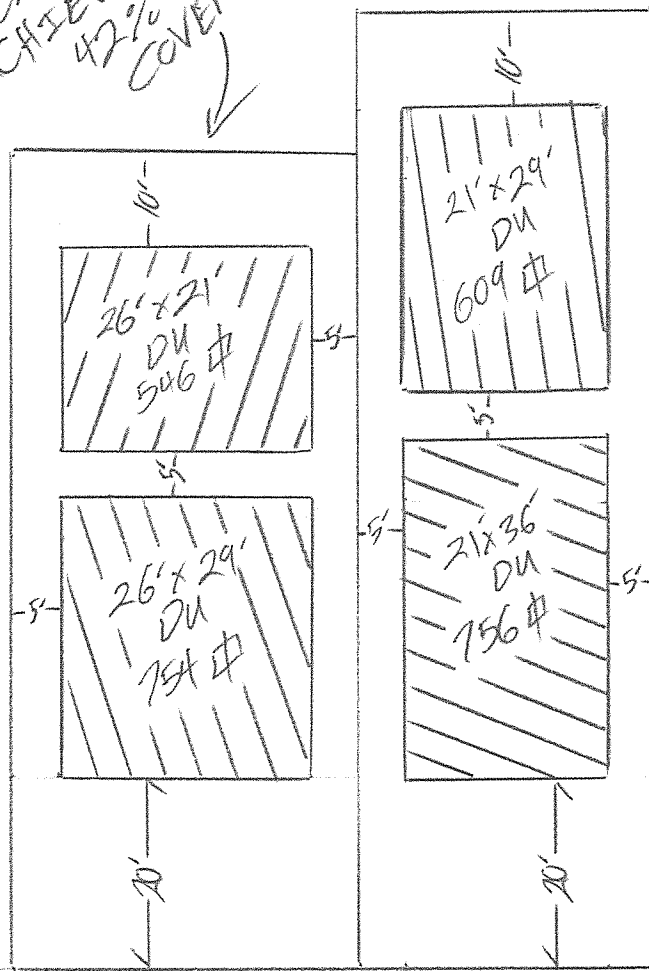
AR - CURRENT

Item C.

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

CAN ONLY
ACHIEVE
42%
COVERAGE

CAN ONLY
ACHIEVE
44%
COVERAGE



36' x 85' LOT
3,060 Φ

31' x 100' LOT
3,100 Φ

Nov
2020

Summary St. Helens 2021 Development Code Amendments by Chapter.

January 5, 2021 **DRAFT for Planning Commission Review**

File **#TBD**

* * * * *

Chapter 17.16 – **GENERAL AND LAND USE DEFINITIONS**

Updates to ADU **and yard definitions (?)** per Oregon HB 2001 related amendments. Update to floodplain definition not captured by floodplain amendments of Chapter 17.46 SHMC last year.

Chapter 17.24 – **PROCEDURES FOR DECISION-MAKING – QUASI-JUDICIAL**

Minor fixes. Also, subdivision final plats require notice as a limited land use decision; this is a code amendment years overdue.

Chapter 17.32 – **ZONES AND USES**

R-10, R-7, R-5 zones amended to allow 2 units per lot per Oregon HB 2001. May be a duplex or two detached single-family dwellings. Removes ADUs from list of uses. Other related changes.

AR zone amended to allow 2 units per lot per Oregon HB 2001. May be a duplex or two detached single-family dwellings. Removes ADUs from list of uses. Also increase lot size from 3,050 square feet and lot width from 30' to 4,000 s.f. and 40', respectively. Currently, min. lot size is 5,000 s.f. for a duplex, so that is decreasing. Other related changes.

M56 Notice due to increase in lot and dimension size for detached single-family dwellings?

MHR zone amended to allow 2 units per lot per Oregon HB 2001. May be a duplex or two detached single-family dwellings. Removes ADUs from list of uses. Removes attached single-family dwellings from list of uses; few properties are zoned MHR and attached single-family dwelling lots would not be eligible for manufactured homes.

M56 Notice due to removal of attached single-family dwelling use?

MU zone amended to allow 2 units per lot per Oregon HB 2001. May be a duplex or two detached single-family dwellings. Removes ADUs from list of uses. Other related changes. Also moves “residential facility” to conditional use category. Pursuant to ORS 197.667(2), a residential facility shall be a conditional use in any zone where multifamily residential uses are a conditional use. Multifamily is a conditional use in the MU zone; this fix makes this issue constant with State law and the City’s other residential zoning districts.

RD-Mill and HBD zones amended by removing ADUs from list of uses. Removed fee in lieu of provision for off-street parking and landscaping. Improves language for 50% developed site off-street parking requirement exemption.

Chapter 17.40 – **ZONES PROTECTIVE MEASURES FOR SIGNIFICANT WETLANDS, RIPARIAN CORRIDORS, AND PROTECTION ZONES**

Amended to allow 2 units per lot per Oregon HB 2001 where one detached dwelling is referenced. Clarifies how rules apply for land partitions (i.e., creation of 2-3 parcels per calendar year), as has been practiced for years, which differs from subdivisions (i.e., creation of 4+ lots per calendar year).

Also removes wetland F-4 from the Type II wetland list. Wetland F-4 was officially determined to not be significant to the City via Ordinance 2895 (October 2003). Chapter 17.40 took effect on December 1, 2003, so Wetland F-4 should have never been listed. Wetland F-4 is between the wastewater treatment lagoon and the Multnomah Channel.

Chapter 17.56 – **DENSITY COMPUTATIONS**

Clarifies density calculations for lots, given the allowances per HB 2001.

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

<<update after PC discussion>>

Chapter 17.68 – **BUILDING HEIGHT LIMITATIONS – EXCEPTIONS**

Adds River Way to the lists of streets that scenic resource review is required. Staff believes its omission was an oversight of the past.

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

Improves language for parking space size. Revises parking requirements per HB 2001. Improves clear language about each space being independently functional.

Chapter 17.84 – **ACCESS, EGRESS AND CIRCULATION**

Changes access points (number of driveways) from one per residential lot (except for duplexes on corner lots), to a second one allowed per lot for any corner lot when each is on a separate street, or when on-street parking is not allowed on both sides of the abutting street. Spacing standards still apply, so two driveways along streets other than local streets will still be difficult. Attached single-family lots still restricted to one driveway in all cases.

Chapter 17.88 – **SIGNS**

Building code no longer addresses signage if it is not mounted on or related to a building. Taller signs will require footing and foundation details to ensure they will not become a falling hazard.

Chapter 17.96 – **SITE DEVELOPMENT REVIEW**

Improved language for chapter applicability.

Chapter 17.100 – **CONDITIONAL USE**

Language added to caretaker residence standards (related to industrial use) emphasizing one dwelling allowed.

Removal of travel trailer park standard that limits stay to 30 days. Thus cannot be enforced due to ORS 197.493.

Chapter 17.104 – **NONCONFORMING SITUATIONS**

Amended to put detached single-family dwellings and two-units on the same footing as necessary per HB 2001.

Chapter 17.108 – **VARIANCES**

Improved language for the exceptions allowed.

Chapter 17.128 – **AUXILIARY DWELLING UNITS**

This chapter is being deleted in its entirety. Since the City is electing to allow two detached single-family dwellings per lot given HB 2001, this chapter is moot.

Chapter 17.132 – **TREE REMOVAL**

Some very simple amendments.

Chapter 17.136 – **LAND DIVISION – SUBDIVISION**

Updating access control standards. Code references the long-used reserve strip. Language added to allow narrative on the plat that achieves the same purpose, which we have been doing for many years now. This is also the preferred method by the County.

Chapter 17.132 – **STREET AND UTILITY IMPROVEMENT STANDARDS**

Updates the City's skinny street standards, increasing the roadway width within 40' wide right-of-way. Also, similar to the density standards, clarified language for calculation of dwelling units for cul-de-sac and skinny street allowance, in light of HB 2001.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 12.28.2020

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for potential variances at 164 S. 1st Street.

Conducted a pre-application meeting for a potential RV park addition for the Motel 6 (Village Inn).

PLANNING ADMINISTRATION—MISC.

Holy cow! I think this has been the business holiday season of my entire career! I started in 2001, nearly 20 years ago; 13+ years have been with St. Helens. Both Associate Planner Dimsho and I were really stretched thin for most of this month. Fortunately, it is a sign of activity for this growing city.

Inspections at the St. Helens Place apartments continue and as of the very end of November, are done! This is the complex along Matzen, McBride and Brayden Streets. All 18 buildings are completed and occupied. The bike parking facilities got done in time too. Now the only remaining aspect of this project is the associated storage facility on the opposite side of Brayden Street.

Continue to work on the code amendments addressing Oregon House Bill 2001's duplex mandate. Got the initial working draft of amendments done just before Thanksgiving, and prepared materials to discuss setback requirements between buildings with the Planning Commission.

Participated as an interviewer (and acted as Zoom host) for Building Inspector interviews. The second round for the top three candidates was in-person. Selection was made and person accepted.

Ok'd some tree removal in/near wetlands near 2831/2833 Gable Road in County owned property based on the imminent danger provisions of our code. **See attached.**

Conducted Planning Commission interviews, which was Councilor Carlson's last official business. We had a pool of six candidates (including two incumbents), with one drop out before interviews. The Planning Commission Interview Committee (PCIC) ranked the pool in order of preference, with the incumbents at #1 and #3 and the other candidates at #2 and #4 (#4 for two of them). Unless #2 decides otherwise in the upcoming formalities before the Council's appointment, we will see one new face.

Iron Tribe is proposing to move into the SAFE facility, which is close to Graystone Estates.

We continue to review required materials as required by HUD as the “responsible entity” for the Northwest Housing Authority apartment project along Gable Road. The latest was documentation for wetlands and a separate Environmental Assessment Determinations and Compliance Findings documentation. These are required for HUD-assisted projects, per 24 CFR part 58. This documentation is not for the faint of heart; the latter document mentioned was close to 800 pages! What I gather from doing this is the Federal Government wants a party (the responsible entity) to verify facts as a check-and-balance or quality control measure.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

December 8, 2020 meeting (outcome): The Commission held three public hearings. The Commission approved a Conditional Use Permit for an automotive restoration business where Columbia County Brewing used to be in the Houlton area. The Commission also approved two Variances (access and reduces yard) for a proposed 2-unit attached single-family development at the south terminus of S. 2nd Street. *As the Historic Landmarks Commission*, they approved an alteration of the John Gumm School building for a proposed disabled person ramp.

The Commission had several discussion items. The Commission considered a right-of-way vacation at the south terminus of S. 2nd Street, for recommendation to the City Council. *As the Historic Landmarks Commission*, the Commission also discussed window options for the Bennet Building. We also attempted to discuss upcoming code amendments but ran out of time.

January 12, 2020 meeting (upcoming): We plan to discuss upcoming code amendments as well as the outcome of the Planning Commission Interview Committee (PCIC).

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Infrastructure finance plan (related to parcellation plan) seems to be wrapping up this month.

Group Mackenzie will investigate removing floodplain designations for the police station site. I sure hope this is possible.

DALTON LAKE

The City continues to pursue obtainment of the ODOT owned portion of Dalton Lake and surrounding area. As the local planning authority, I have a role in that – **see attached**. At this point this ODOT surplus property has completed the DAS process and after the conformance piece is completed (as attached), it will be just about ready for the city to hire an appraiser to determine value, per ODOT staff.

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

ESTIMATE

Item D.



Service Address

2833 Columbia Blvd
St Helens, OR 97051

Bill To

Columbia County
Board Of
Commissioners
230 Strand St. County
Courthouse Room
338
St Helens, OR 97051
(503) 397-4322

Cutting Edge TREE Service LLC

PO BOX 622
St Helens , OR 97051
Phone: (503) 380-5985
Email: chldrith@gmail.com

Estimate # 002294
Date 12/02/2020

Description

Total

Maples ,2 that approaching house	\$1,300.00
----------------------------------	------------

Chip and haul all material, Trees will be climbed and took down in a safe matter to minimize any damage to other trees or bushes to minimize damage to wet lands.home owner gave permission to take section out of fence to have close access.

Maple tree c	\$600.00
--------------	----------

Remove all materials and remove with minimal damage as described above.

3 maples in center group	\$650.00
--------------------------	----------

If city allows there are 3 that are damaged and needs to be removed to prevent property damage. They will be removed like ones that are above.

Subtotal	\$2,550.00
-----------------	-------------------

Total	\$2,550.00
--------------	-------------------

Notes:

The city will have to ok the removal of trees from wet land. The trees will be climbed and took down in manageable pieces to minimize the damage to the wet lands. All materials will be removed thru fence that homeowner gave permission to go thru there fence so easy access to jeopardized trees.

Payment is due on completion of job. There is a 3% charge for paying with credit card.

Item D.

By signing this document, the customer agrees to the services and conditions outlined in the document.

Item D.

Columbia County Board Of Commissioners

2 maples that homeowner has
complained about both trees
has root rot.

\$1300 TO

Dead

neighbor to the right, tree is
rotten and jeopardizing house



Tree







Oregon

Kate Brown, Governor

Item D.

Department of Transportation
Region 2 Right of Way
455 Airport Road SE, Building A
Salem, OR 97301-5397
Phone: (503) 986-2601
Fax: (503) 986-2622
Toll Free: (888) 769-7342

December 22, 2020

City of St. Helens Planning Department
265 Strand Street
St. Helens, OR 97051
jacob@ci.st-helens.or.us
503-366-8204

RE: Land Division Status of Property to Be Sold by ODOT

File No.: PM205A-001

St. Helens Planning Department:

ODOT plans to sell the property described in the attached exhibit(s). One step in our sale process is to verify with the local jurisdiction whether or not the property is a lawfully established unit of land. Please check one of the following boxes:

1. The subject property is a lawfully established unit of land;
 - ☒ Created by a legally approved partition, subdivision, or other land division process.
 - ☐ Divided by an acquisition of right of way for a state highway and may be sold as a lawfully established unit of land. See ORS 92.010(9).
 - ☐ Created by deed or land sales contract before there were applicable subdivision or partition ordinances; and, thus, it has "grandfather rights" as an individual piece of property and may be sold as such.
2. The subject parcel is not a lawfully established unit of land.
 - ☐ The subject parcel may only be sold via a lot line adjustment
 - ☐ The subject parcel does not meet local requirements and needs:
 - a) ☐ Variances (list): _____
 - b) ☐ Partitioning
 - ☐ The subject parcel does not meet local requirements for the following reason(s):

Existing zoning: _____
Additional comments: _____

Please sign this letter on page two and return it to me within 30 days. My mailing address is in the letterhead above, and my phone and email are included below. Alternatively, if your jurisdiction requires that this information be requested using a specific form, please send me the form and let me know the applicable filing fee and other submission requirements, if any.

Thank you,

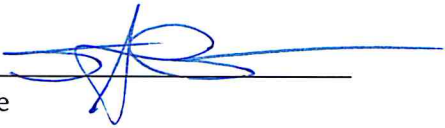
Tyger Liner
Tel.: (503) 986-3617

Additional Comments from the City of St. Helens:

THE MAJORITY OF THE SITE IS PARCEL 1 OF PARTITION PLAT NO. 1996-21 OF
42.90 AC. COUNTY SURVEY NO. 4157 IDENTIFIES OLD & NEW PROPERTY LINES,
INDICATING LOT LINE ADJUSTMENT(S). SAID PARTITION PARCEL &
ADJUSTMENT(S) CONSTITUTES THE TOTAL AREA PROPOSED FOR SALE.

City of St. Helens Information Provided By:

Signature



JACOB A. GRAICHEN

Printed Name

CITY PLANNER

Title

(503) 366-8204

Phone Number

jacobg@ci.st-helens.or.us

E-mail Address

Item D.

SEC. 27, 28, 33, & 34 T. 5 N., R. 1 W., W.M.

Item D.

ACTIVE DRAWING
THIS DRAWING SHOWS THE PROPOSED
R/W
PROPERTY TO BE
SOLD
SUBJECT TO CHANGE

PORT OF ST. HELENS
BK. 200 PG. 269
9.28 AC

ST. HELENS COLUMBIA CITY

SECTION 28
SECTION 33

JOSEPH CAPLES
D.L.C. NO. 42

KATHLEEN B. WARD
CHARLES T. BROWNLOW
BK. 221 PG. 985
15.69 AC ± Herein

FRANCIS A. LEMONT
D.L.C. NO. 43

R58913
Deed Fee No. 95-09642

**To Be Sold to
City of St. Helens
July, 2017**

R58938
Deed Fee No. 96-02431

R58932
Deed Fee No. 96-02589

R58937
Deed Fee No. 96-09019
Deed Fee No. 97-11232

R58934

R58930
Deed Fee No. 96-02803

CO. RD. NO. P-98

LOWELL W. RICHARDSON,
TRUSTEE OF LOWELL W. RICHARDSON TRUST
Inst. No. 92-9223
AND LOWELL RICHARDSON,
TRUSTEE OF RICHARDSON FAMILY

ST. HELENS LODGE NO. 1999,
BENEVOLENT AND PROTECTIVE
ORDER OF ELKS LODGE #1999
BK. 180 PG. 926
AND BK. 196 PG. 381

SANITARY SEWER EASEMENT
FEE NO. 91-0308

SECTION	DALTON LAKE
HIGHWAY	LOWER COLUMBIA
COUNTY	COLUMBIA
PURPOSE	SALE

SCALE	1" = 300'
DATE	JULY, 2017
FILE	58913A
SEE DRAWING 1A-22	



*RIGHT OF WAY
ENGINEERING
SKETCH MAP*

EXHIBIT A - Page 1 of 1

58913A

1A-22-28

7/28/2017

To be Sold

A parcel of land lying in the Joseph Capels Donation Land Claim No. 42 and the Francis A. Lemont Donation Land Claim No. 43 in the SW¼ of Section 27, SE¼ of Section 28, NE¼ of Section 33 and the NW¼ of Section 34 Township 5 North, Range 1 West, W.M., Columbia County, Oregon and being those properties designated as Parcel 1 in those Deeds to the State of Oregon, by and through its Oregon Department of Transportation, recorded November 13, 1995 as Fee No. 95-09642, and January 10, 1997 as Fee No. 97-00216, both of Columbia County Clerk's Office, and those properties designated as Parcel 1 in those Warranty Deeds to the State of Oregon, by and through its Oregon Department of Transportation, recorded March 12, 1996 as Fee No. 96-02589, August 27, 1996 as Fee No. 96-0919, and March 8, 1996 as Fee No. 96-02431, all of Columbia County Clerk's Office, and that property designated as Parcel 1 in that Corrected Warranty Deed to the State of Oregon, by and through its Oregon Department of Transportation, recorded October 15, 1997 as Fee No. 97-11232, Columbia County Clerk's Office and that Perpetual Easement designated as Parcel 1 and acquired by the State of Oregon, by and through its Oregon Department of Transportation in that Stipulated General Judgement dated December 16, 1997 entered as Circuit Court Case No. 96-2045 Columbia County, Oregon and recorded February 3, 1998 as Deed of Easement No. 98-01086, Columbia County Clerk's Office.

This Parcel contains 57.12 acres more or less.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

DIGITALLY SIGNED

Jan 3 2018 7:53 AM

OREGON
JUNE 13, 2008
MICHAEL RAEY FALLERT
78960

RENEWS: 12-31-2019



City of St. Helens

P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

October 22, 2020

Darrin Brightman, AICP, MRED,
Sr. Equity Portfolio Manager
Department of Administrative Services
Enterprise Asset Management, Real Estate Services
1225 Ferry Street SE U100
Salem, OR 97301-4281
Darrin.W.Brightman@oregon.gov

Subject: City of St. Helens Notice of Interest, Dalton Lake
File #: PM205A-001, Columbia County
Location: T5N, R1W, Sections 27, 28, 33 and 34, St. Helens, Oregon

Mr. Brightman,

On behalf of the City of St. Helens, please accept this letter as the City of St. Helens' interest in acquiring the approximately 57.12 acre Dalton Lake Property (your file #: PM205A-001, located at T5N, R1W, Sections 27, 28, 33 and 34, St. Helens, Oregon). As you may be aware the City has managed the property for many years and has recently designated the property as the Dalton Lake Nature Reserve.

Thank you for the opportunity and we look forward to working with you in the transfer of this property. If you need additional information, please contact me.

Regards,

John Walsh,

City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051
Phn: 503-366-8211
Fax: 503-397-4016
jwalsh@ci.st-helens.or.us
www.ci.st-helens.or.us

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: December Department Report
Date: Monday, December 28, 2020 9:59:00 AM

Here are my additions to the December Planning Department Report.

GRANTS

1. **DLCD 2019-2021 Technical Assistance Program** – Grant contract with DLCD authorized to prepare a *Boise White Paper Industrial Site Master Plan* which will include a parcelization framework and an infrastructure finance planning for the former mill site. Final Parcelization Plan completed. Final Infrastructure Funding Plan completed after compiling remainder of staff comments for revisions. Scheduled a final presentation and adoption by resolution January 20. Prepared final closeout and reimbursement report for DLCD by 12/31/20.
2. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with two tennis flex courts and one flex sport court, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021. Given the lack of bids for two ITB cycles, I am working with Sue on a direct bid process that includes advertisement in the DJC/Chronicle and a public hearing. This will allow us to recruit from contractors without a bid process.
3. **EPA – CWA Grant Program** – Final report and reimbursement due 12/31/20. Submitted final report, budget, and cost reimbursement request.
4. **CDBG- Columbia Pacific Food Bank Project** – Selected contractor for \$1.6 million bid. Preparing contract documents to execute by 01/04/21.
5. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Quarterly report due 12/2.
6. **Business Oregon – Infrastructure Finance Authority** – Accepted our intake form. Invitation to apply received for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Deadline to submit in February 2021 for board approval in April 2021.
7. **ODOT Community Paths Program** – Submitted letter of interest (due October 31) for a regional trail planning/initial refinement effort for an off-street trail between St. Helens and Scappoose. Grant ask will be around \$172,000 with a required 10% match which can be in-kind (staff time). Went through the application materials with a contractor who will assist with sections of the grant application. Prepared small contract for grant assistance with Kittelson. Grant application due 01/31/21.
8. **Oregon Watershed Enhance Board** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5th Street trail and Nob Hill Nature Park. Will hire a crew in 2020-2021 to remove invasive species and re-plant native species in the oak woodland habitat. Kicked off the project with a meeting on 11/30. Site visited scheduled for 01/06/21 to discuss boundaries and scope of work.
9. **OPRD – Local Government Grant Program** – 500k request submitted back in May 2020

for Riverwalk construction. Large grants require a presentation to the board. These presentation were delayed due to COVID until now. Our presentation in 02/04/21 via ZOOM.

MISC

10. Urban Renewal Amendment – Prepared to record the final document with the County on second week of Dec. Published notice of adoption in the Spotlight. URA Amendment process completed.
11. Bennett Building (Water Department/ UB) – Arciform presented as-built drawings, and two proposed alternatives. Discussed how to prioritize and phase the work and prepared for a presentation to Council at their 12/2 meeting. Kicking off project with a site visit/measurements on 01/08/21 for Phase I work which includes all new window replacement.
12. Riverwalk design/engineering consulting services RFQs published on 10/22! Answered several detailed contractor questions. Bids closed on 12/8/20. Selected shortlist with a Selection Committee which includes staff, members of Council, a member of the PTC and PC with a meeting on 12/28. Worked to schedule interviews with the shortlisted candidates.
13. Moved entirely into my new office location with remodels upstairs at City Hall.
14. Attended ongoing conversations with DEQ regarding the SHIBP/in-water uses.

Jenny Dimsho, AICP

Associate Planner

City of St. Helens

(503) 366-8207

jdimsho@ci.st-helens.or.us