



## **PLANNING COMMISSION**

Tuesday, November 08, 2022 at 7:00 PM  
HYBRID: Council Chambers & Zoom (details below)

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### **AGENDA**

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

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

#### **CONSENT AGENDA**

- A. Planning Commission Minutes Dated October 8, 2022

#### **PUBLIC HEARING AGENDA** (times are earliest start time)

- B. 7:00 p.m. Variance at 144 N 2nd Street - Pugsley & Garcia

#### **DISCUSSION ITEMS**

- C. Semi-Annual Planning Department Report
- D. Planning Commission Interview Committee Recommendations

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

- E. Site Design Review at 700 Port Avenue - Pellham
- F. Temporary Sign Permit at 2100 Block of Columbia Blvd - Heather Epperly Agency, Inc.
- G. Site Development Review, Scenic Resource at vacant lot north of 244 N 1st Street - Cuddigan

#### **PLANNING DEPARTMENT ACTIVITY REPORT**

- H. Planning Department Activity Report - October

#### **PROACTIVE ITEMS**

- I. Update on HB 3115 Proactive Study

#### **FOR YOUR INFORMATION ITEMS**

#### **ADJOURNMENT**

**NEXT REGULAR MEETING: December 13, 2022**

#### **VIRTUAL MEETING DETAILS**

**Join:** <https://us06web.zoom.us/j/84853342797?pwd=UiszODIBbjFuMTNJNC9hUHV1RFdLQT09>

**Meeting ID: 848 5334 2797**

**Passcode: 556824**

**Dial by your location: +1 253 215 8782 US (Tacoma)**

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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.

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## PLANNING COMMISSION

Tuesday, October 11, 2022, at 7:00 PM

### DRAFT MINUTES

- Members Present:** Vice Chair Russ Hubbard  
 Commissioner Steve Toschi  
 Commissioner Jennifer Pugsley  
 Commissioner Audrey Webster  
 Commissioner Russ Low  
 Commissioner Sheila Semling
- Members Absent:** Chair Dan Cary
- Staff Present:** City Planner Jacob Graichen  
 Associate Planner Jennifer Dimsho  
 Community Development Admin Assistant Christina Sullivan  
 Councilor Patrick Birkle
- Others:** Brady Preheim  
 Matthew Alexander  
 Mark Cooper  
 Bruce Heintz

#### CALL TO ORDER & FLAG SALUTE

Chair Cary was absent, so Vice Chair Hubbard was the acting Chair.

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

There were no topics from the floor.

#### CONSENT AGENDA

##### A. Planning Commission Minutes Dated September 13, 2022

**Motion:** Upon Commissioner Semling's motion and Commissioner Low's second, the Planning Commission unanimously approved the Draft Minutes as written dated September 13, 2022. [AYES: Commissioner Toschi, Commissioner Webster, Commissioner Low, Commissioner Pugsley, Commissioner Semling; NAYS: None]

#### PUBLIC HEARING AGENDA (times are earliest start time)

##### B. 7:00 p.m. Conditional Use Permit and (2) Variance Permits at vacant property to the east and south of 150 N 15<sup>th</sup> Street.

The Public Hearing was opened at 7:01 p.m. Associate Planner Jennifer Dimsho presented the staff report dated October 4, 2022. She oriented the Commission with where the property was located. The area where the project is proposed is in the Houlton Business District (HBD), which allows for mixed use properties. She said the applicant proposed a mixed-use building with commercial and residential

dwelling units on the ground floor and residential dwelling units on the second floor. Because they propose dwelling units on the same level as non-residential, there is a Conditional Use Permit required. She also mentioned the applicant was requesting two variances. One variance was for exceptions to the multi-family site development review standards and one for setbacks.

She said the applicant is working on two developable land parcels that they plan to tie together with a land restriction covenant which means the lot would never be able to be sold separately (while shared improvements are in place) and the Commission can look at the whole area as one lot for this project. She mentioned the property abuts four developed roadways which is another unique and somewhat constraining situation for this project.

She said when developing multi-family residential in the HBD, you must comply with the Apartment Residential standards. She shared the minimum setbacks required for this zone as 20-feet for the front and 10-feet for the side. She said the applicant proposed two feet for the front and side yards which shows the need for the variance. She said for the commercial units there was a zero-setback requirement unless there were pedestrian amenities in lieu of the setback. She did say the applicant proposes to have a rock garden, landscaping, seating, and walkways for the pedestrian amenities.

She discussed the landscape design. She mentioned the applicant would have street trees to help create screening. She also said when there is mixed use, where a residential unit abuts a commercial property there is a buffering requirement. She said with what is proposed they would normally require a 10-foot buffer. She said the situation proposed there was no room on the design for this requirement, but there is an in lieu of buffering standard. It says the applicant can provide an alternative if it provides the same degree of screening as required by the development code. She shared there was already a fence along the unit and the applicant proposed to add privacy slats and the Commission could also require an 8-foot landscape strip on the abutting property. If landscaping is required, they would need an easement from the neighboring property.

She discussed the parking and that there was an adequate amount of parking available to meet the development code, partly because the he HBD allows on-street parking to count towards off-street parking requirements. She mentioned there was a maintenance and shared access easement in place for both properties.

She said the applicant would like to share the trash enclosure with the abutting vet property. She said there is currently a 225-square foot enclosure and only a 28-square foot requirement so even with the new use, they would have an overage of space. She also said there should be revised plans submitted that address the access to the enclosure and make it safe for pedestrians.

She discussed the shared outdoor recreation area required by the development code was 1661-square feet. She mentioned the proposed project was about 500 square feet short of this requirement. She said there was some flexibility in the development code that allowed a public recreation area less than a quarter mile away from the development to be considered. She mentioned there were three parks that were within this distance. The code also allows for less shared space if the private space is larger than required.

She also discussed there was a residential bathroom window located on the ground level that would need revised plans to show it removed, or the Commission could just require a privacy glazing since there is not enough distance from the street.

She said in previous decisions, if sidewalks were already in place along the streets that were in good condition, there was not a requirement to redo the whole thing to the new Corridor Plan street standard. She said there would need to be improvements to the sidewalk and the driveway approach along Columbia Blvd. She recommended about 75-feet of reconstruction of jagged and broken concrete and trip hazards. She also said the applicant proposed a walkway and some reconstruction as well



along the Columbia Blvd frontage. She said because they were doing over 50-percent reconstruction, staff also recommended reconstruction of the cross section to the adopted Corridor Plan standard.

She discussed the variance requests. She mentioned the first requirement is that they are not detrimental to the abutting properties. She said they would also need to have a special circumstance. She shared how there was no direct impact to neighboring and abutting properties. She also reiterated the special shape of the property and how it abuts four streets which means there are larger frontage and side yard requirements as well. She said the second variance was to give them some flexibility in how they design their building. She said the design was a nice appearance and would fit into the area.

City Planner Jacob Graichen discussed the sewer conveyance and capacity. He said the utility connections were figured out when the site was first divided. He mentioned currently the city has a large portion of pipes that cannot handle the flow (i.e., above capacity). He showed them the current Wastewater Treatment Plan and how it would affect the proposed development on this project. He mentioned the city is working diligently to repair and upgrade the wastewater lines. He spoke about how the City Council had discussed a possible moratorium and other options to help with the amount of impact on the critical lines. The Council decided on a fee to be applied to those that plan to connect to the sewer lines. He also said the city could require an indemnification condition to protect the city from fines and such resulting from surcharges.

There was a small discussion on implementation of the condition of indemnification.

**Alexander, Matthew. Applicant.** Alexander works with Lower Columbia Engineering and is the representative for the applicant. He said his clients did not feel comfortable with the indemnification condition. He said the lot was very oddly shaped and they could not fit another building on the smaller lot, which is why they decided to combine them together. He discussed the sidewalk improvements. He said they would prefer to just sawcut the sidewalk to make it even the whole way down. He also said they were willing to move the fire hydrant and utility pole to be out of the way of the sidewalks as well. He mentioned that redoing the whole sidewalk itself could be a significant financial burden to his clients as well. He said they were willing to build the walkway to get them out of the parking lot safely. He said they were willing to screen the residential areas from the abutting property, but mentioned the buildings were far enough apart and there was only a service door on the one side of the building, that they felt the slats to the fence would be plenty of buffering between the two. He also discussed some of the color choices and design of the building.

**King, Kathryn. Applicant.** King is the owner of the property. She said they purchased the two lots with the hopes of developing both residential and commercial properties. She said she felt that St. Helens was a great place for investment and a very lively community that they wanted to be a part of. She also said the residential units were considered with sizeable space and open design to be more middle housing type. She said in the planning portion of their design they were also encouraged to build mixed use as it was needed in the city.

**Carpenter, Gavin. Applicant.** Carpenter is the owner of the property. He expressed how much they were looking forward to being invested in the community. He did mention they were looking to add well designed building for both commercial and residential purposes. He also expressed concern about the condition for the indemnification as he felt this could really halt development and he would want to consult legal help if it was imposed.

### **In Favor**

No one spoke in favor.

### **Neutral**

No one spoke in neutral

### In Opposition

**Cooper, Mark.** Cooper lives at 125 N 13<sup>th</sup> Street. He was very concerned about the parking situation. He said there was currently not enough parking for the commercial business that was already there. He expressed there should be more parking onsite required.

**Heintz, Bruce.** Heintz was called to speak. Heintz said he was developing the two duplexes across the street. Heintz expressed concern about the parking and that there was not enough onsite parking for the residential units. He said he also did not think it was good for the residential units that did not have access to their units from a parking lot, it was directly from the street. He also felt the setbacks needed to be maintained between this property and the abutting property as well for future developers. He said the development should be beneficial to the city, not just for the developer.

### Rebuttal

**Alexander, Matthew. Applicant.** He said he took into consideration how much parking was required by the code and they were providing almost three times the amount required for the development.

### End of Oral Testimony

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

### Close of Public Hearing & Record

### Deliberations

There was a discussion about revised plans being submitted that would show glazing over the ground level bathroom window. The plans would also reflect a walkway from the parking area to the sidewalk to avoid crossing the vehicular drive aisle. The plans would also show updated improvements to the Columbia Blvd frontage.

There was a small discussion on the amount of frontage improvements for Columbia Blvd. that would be required. The Planning Commission discussed that they could extend the amount of time for improvements up to two years to complete the sidewalk to standard. They also discussed doing a partial reconstruction. The Commission agreed that they would not impose a full reconstruction to the developer, but instead just require replacement where damaged or where minor alterations were needed.

There was a small discussion about the buffering between the abutting property and the residential units. The Commission agreed they should have the 8-feet of additional landscaping screening in addition to the fence slatting with a landscaping easement.

There was a discussion on the fee imposed for the connection to the wastewater lines and an indemnity clause. The Commission agreed that there should not be an indemnity clause included for this small of a project.

Commissioner Pugsley asked if there was any study done on how many commercial spaces were needed in the community, like they do for the residential units. Graichen mentioned they do this and that document, the Economic Needs Analysis, needs to be updated. Dimsho reminded the Commission there was commercial units along with residential in this plan that was proposed.

**Motion:** Upon Commissioner Low's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Conditional Use Permit and (2) Variance permits with the amended conditions as recommended by staff. [Ayes: Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Toschi, Commissioner Low; Nays: None]

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

## **DISCUSSION ITEMS**

### **C. Architectural Review at 71 Cowlitz Street (The Klondike Tavern)**

Dimsho presented the report to the Commission. She said the Klondike was looking to put on a new roof and include a roof hatch to the building. These are permanent exterior improvements which requires review for the Riverfront District guidelines. She said the owner planned to put the hatch on the backside of the building away from the street. There would be no public view of it. The owner mentioned the hatch was necessary because the roof is so high no ladder will reach it. He said it would make it easier to access the roof for repairs, and in the future when they do seismic, they will have easier access to the attic space.

The Commission agreed it was a great placement for the hatch and they saw the need for these repairs.

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously recommended approval to staff of the architectural review as presented. [Ayes: Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Toschi, Commissioner Low; Nays: None]

### **D. Discussion of a joint Planning Commission/City Council Meeting in 2022**

The Commission discussed a joint meeting, and because of the long-time Commissioners and Council members that would be leaving, they felt it necessary to meet before the end of the year. They suggested the dates of December 13<sup>th</sup> or 14<sup>th</sup> as an option to be decided by the City Council.

### **E. Discussion of Comstock Decision**

Graichen shared the decision that was made by the City Council for the Comstock decision. He mentioned they revised their plans to meet the R7 zone requirements. This meant that no lot was less than 7,000 square feet. He said the Council did approve it, with an additional "fair-share" fee due to wastewater system conveyance deficiencies.

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

- F. Partition at 700 Port Avenue – Greg & Dawn Pellham
- G. Sensitive Lands Permit at 34959 Roberts Lane – Keepers
- H. Accessory Structure at 2714 Sykes Road – Olson
- I. Temporary Use Permit at 71 Cowlitz Street

There was no discussion of the Planning Director Decisions

## **PLANNING DEPARTMENT ACTIVITY REPORT**

### **J. Planning Department Activity Report - September**

Commissioner Toschi asked about the RV on the Church Property. Graichen said they spoke with the church a few times, and they were quick to respond and had them removed appropriately, though it took longer than anticipated.

## **PROACTIVE ITEMS**

**K. Update on HB 3115 Proactive Study**

Commissioner Toschi said he had attended a meeting hosted by a State Representative and two of their City Councilors from Portland and what they were doing to end their homelessness crisis. He said they were mostly discussing creating homeless camps and diverting some of their funding to pay for it. He said there would be a tax imposed on the high-income earners as well. He said they were forthright that they did not have a good idea of how many homeless they had. He said he asked questions about how the homeless were arriving in Portland and they did not have an answer. He said he felt that solutions were being implemented without a real understanding of the problem. He said he would like to successfully maintain the environment that St. Helens already has and to do that, they needed to continue moving forward with the study on their laws and that they are meeting the humane guidelines. He said that he wanted to go before the Council and discussing how to move forward with this study.

**FOR YOUR INFORMATION ITEMS**

There were no For Your Information Items.

**ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned 11:01 p.m.*

*Respectfully submitted,*

*Christina Sullivan*

*Community Development Administrative Assistant*

**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
Variance V.8.22**

**DATE:** November 1, 2022  
**TO:** Planning Commission  
**FROM:** Jennifer Dimsho, AICP, Associate Planner

**APPLICANT:** Jennifer Pugsley & Jane Garcia  
**OWNER:** Same as applicant

**ZONING:** Apartment Residential (AR)  
**LOCATION:** 144 N. 2<sup>nd</sup> Street; 5N1W-34CC-11800  
**PROPOSAL:** Variance for a reduced exterior side yard (setback)

**SITE INFORMATION / BACKGROUND**

The subject property is a standard 5,800 sq. ft. lot developed with an existing detached single-family dwelling. Prior to 2021, the property was much larger. It contained the subject dwelling fronting N. 2<sup>nd</sup> Street **and** a duplex which faces N. 1<sup>st</sup> Street which was approved with a Site Development Review in the early 1990s.

In 2021, the property owner desired to sell the detached single-family dwelling separately from the duplex. In order to do so, they were required to record two easements on the subject property to the serve the duplex: one for easement for ingress, egress, and utilities, and one for parking and pedestrian access easement. Now, the new owners of the detached single-family dwelling (and applicants of this variance) would like to construct a building addition, a proposed 183.6 sq. ft. deck at 12' x 15'3.6". Because of the easement for ingress, egress, and utilities, the proposed deck encroaches into required a required exterior side yard (setback).



*Subject property from N. 2<sup>nd</sup> Street facing easement*



*Proposed deck near slider doors on house*

## PUBLIC HEARING & NOTICE

**Public hearing** before the Planning Commission: November 8, 2022

**Notice** of this proposal was sent to surrounding property owners within 100 feet of the subject property on October 19, 2022 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

**Notice** was published on October 26, 2022 in The Chronicle newspaper.

## APPLICATION COMPLETENESS

The 120-day rule (ORS 227.178) for final action for this land use decision is February 14, 2023.

## AGENCY REFERRALS & COMMENTS

As of the date of this staff report, there are no relevant agency comments.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### DISCUSSION:

The definition of “yard (setback)” is:

open space on a lot which is unobstructed from the ground upward, except as otherwise provided in this code. When determining setback, yard does not include an access easement or street right-of-way.

Therefore, the required side yard is measured from the easement, not the property line. In addition, the lot is considered a “**corner lot**” since it fronts two “streets” which are defined as public or *private ways* which provide ingress or egress for vehicles.

On corner lots in the AR zone, the applicant is required to have a 10’ exterior side yard. The applicant is requesting a 3’ exterior side yard. However, SHMC 17.108.050 (4) allows a reduction in yard requirements by 20% without a variance provided that the reduction of the yard is for the enlargement of remodeling of an existing principal building. Adding a new deck is considered a remodel/enlargement of the existing principal building. With a 20% reduction, the applicant is only required to provide an 8’ exterior side yard (as opposed to 10’). As proposed, the deck has an approximately 2’ yard. This means the request is for a variance of approximately 6’.

SHMC 17.64.050 (5) says:

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

This is why the landing and stairs is not subject to the 10' rear setback, as measured from the 6.77' easement for vehicle parking and pedestrian access along the rear property line.

**CRITERIA:**

**SHMC 17.108.050 (1) – Criteria for granting a Variance**

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

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

**FINDINGS:**

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

- See applicant's narrative.
- Staff comments: The purpose of yard (setback) requirements are to provide adequate air, light, and space between properties. The reason why setbacks requirements are greater along private driveways and public roadways are because of the increased traffic and loss of privacy for residential uses alongside a roadway. In this case, the private drive only serves a single duplex as opposed to larger, busier private drives which can serve upwards of 6 units/lots. In addition, the deck is elevated just under 7' from the driveway, and the applicant has included siding along the railing which matches the house and provides privacy to those who use the space from the traffic of the drive below.
- The Commission can find the impacts of a reduced setback would not be detrimental in its consequence to users of the proposed residential building addition (deck) because of the minimal number of dwellings served by the private drive and because of the elevated, private design of the deck.

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

- See applicant's narrative.

- Staff comments: The Commission can find that a 15' wide access/utility easement down the entire 100' length of the lot is a special and unique circumstance peculiar to this lot, not applicable to other properties in this zoning district. The Commission can also find that the easement was outside of the applicant's control.

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

- See applicant's narrative.
- Staff comment: The Commission can find this is not a use variance.
- As described above, SHMC 17.108.050 (4) allows for a 20% reduction of setbacks under certain circumstances without a variance. The applicant meets the criteria for this 20% reduction, which means they are only requesting a variance of approximately 6'. There will still be a 2' setback between the deck and the easement. There will also be over 17' from the proposed deck to the property line. As a point of reference, on a normal lot (not a *corner* lot), the exterior side yard is only 5'.
- The applicant removed a carport which was encroaching by a 1' into the required access easement. It cannot be re-built in this location.

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

- See applicant's narrative.
- Staff comments: All areas of the proposed deck and existing access easement are already paved. Applicant indicated interest in returning landscaping to areas which are already paved which would improve drainage. The Commission can find there is no evidence that existing physical and natural systems will be adversely affected as a result of the requested variance.

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

- See applicant's narrative.
- Staff comments: The former owner of the single-family dwelling and the current owner of the duplex recorded the easement. The Commission can find the issue is not self-imposed.
- The applicant notes that the 6.77' parking and pedestrian access easement in the rear of the property makes it difficult to build a deck off the back of the house. The Commission can find that the proposed location proposed provides the most accommodating area to construct a deck and is the minimum necessary to alleviate the hardship.

### CONCLUSION & RECOMMENDATION

**Based upon the facts and findings herein, staff recommends approval of this Variance with the following conditions:**

1. This Variance approval is valid for a limited time pursuant to SHMC 17.108.040.



2. This Variance shall apply to the proposed plan as submitted only or one with equal or less yard encroachment.
3. Owner/applicant and their successors are still responsible to comply with the City Development Code (SHMC Title 17), except for the Variance granted herein.

**Attachments:**

*Site Plan*

*Site Aerial*

*Deck Plans (3)*

*Applicant's Narrative & Photos (8)*

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 26, 1985  
DAVID E. REYNOLDS  
2157

RENEWAL DATE: 12-31-2022

**Exhibit C**  
**Reynolds**  
**Land Surveying, Inc.**  
32990 Stone Road  
Warren, Oregon 97053  
(503) 397-5516

**Easement Exhibit Map**  
Situated On Lot 5, Block 16  
Benefitting Lot 18, Block 16  
City of St. Helens  
Section 34, T.5N., R.1W., W.M.  
Columbia County, Oregon  
April 28, 2021

2nd Street  
S 16°57'23"E  
15.00'

EASEMENT FOR INGRESS, EGRESS & UTILITIES  
S 73°02'37"W 88.43'  
N 73°02'37"E 100.00'

NOTE:  
IF EXISTING CARPORT  
IS REMOVED OR DESTROYED  
IT CANNOT BE REPLACED  
WITHIN THE EASEMENT

EXISTING  
CARPORT

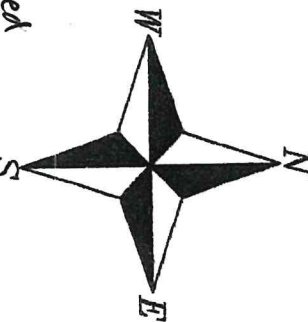
LOT 5

EXISTING  
HOME

EASEMENT FOR VEHICLE PARKING  
AND PEDESTRIAN ACCESS

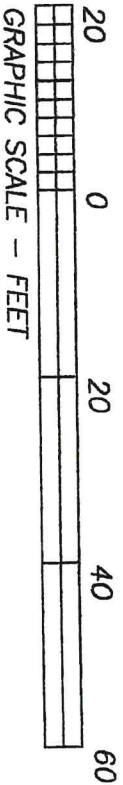
S 73°02'37"W

LOT 18



Scale: 1"=20'

CF:05099B  
SF:05099B2  
JN:20009W  
FB:119



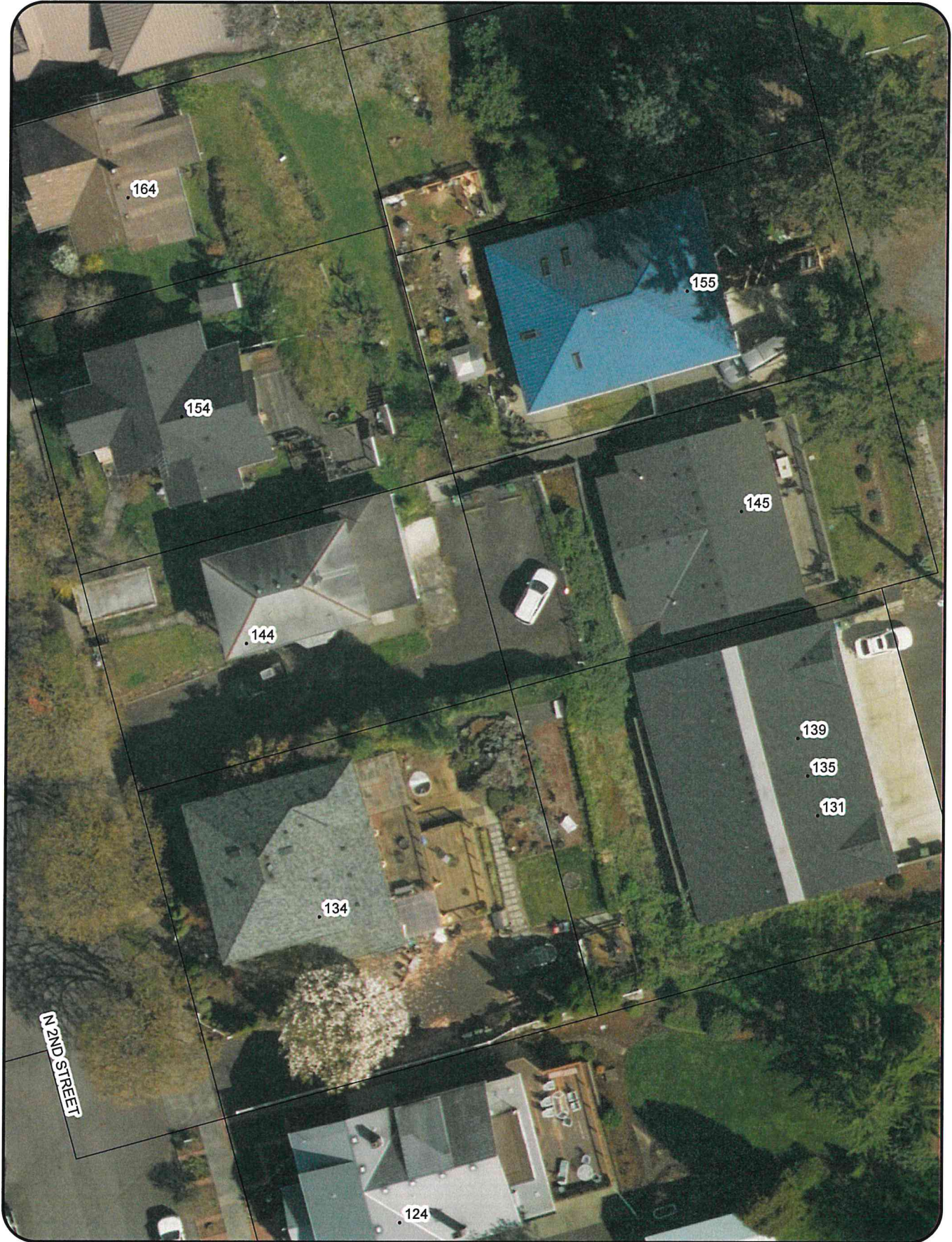
RED LINE = HOUSE

GREEN LINE = DECK

PURPLE LINE = LANDING & STAIRS



# Variance V.8.22 144 N. 2nd Street Aerial Photo



144 N 2ND ST  
DECK

Item B.

16" ON CENTER  
w/ 2x8

4x4 POSTS

PRIMARY  
BEDROOM

SITTING  
ROOM

KITCHEN

60" FRENCH  
DOORS

( LEDGER LABELED INTO  
HOUSE  
6" LEDGER LOCKS

DECK

12 x 15, 36

FRAMED RAIL

ON WEST &

SOUTH SIDE

SIDING TO

MATCH THE HOUSE

(SEE PHOTO)

STAIR

← OPEN RAIL w/  
BALISTERS

← FRAMED  
RAILING  
ON  
LANDING,

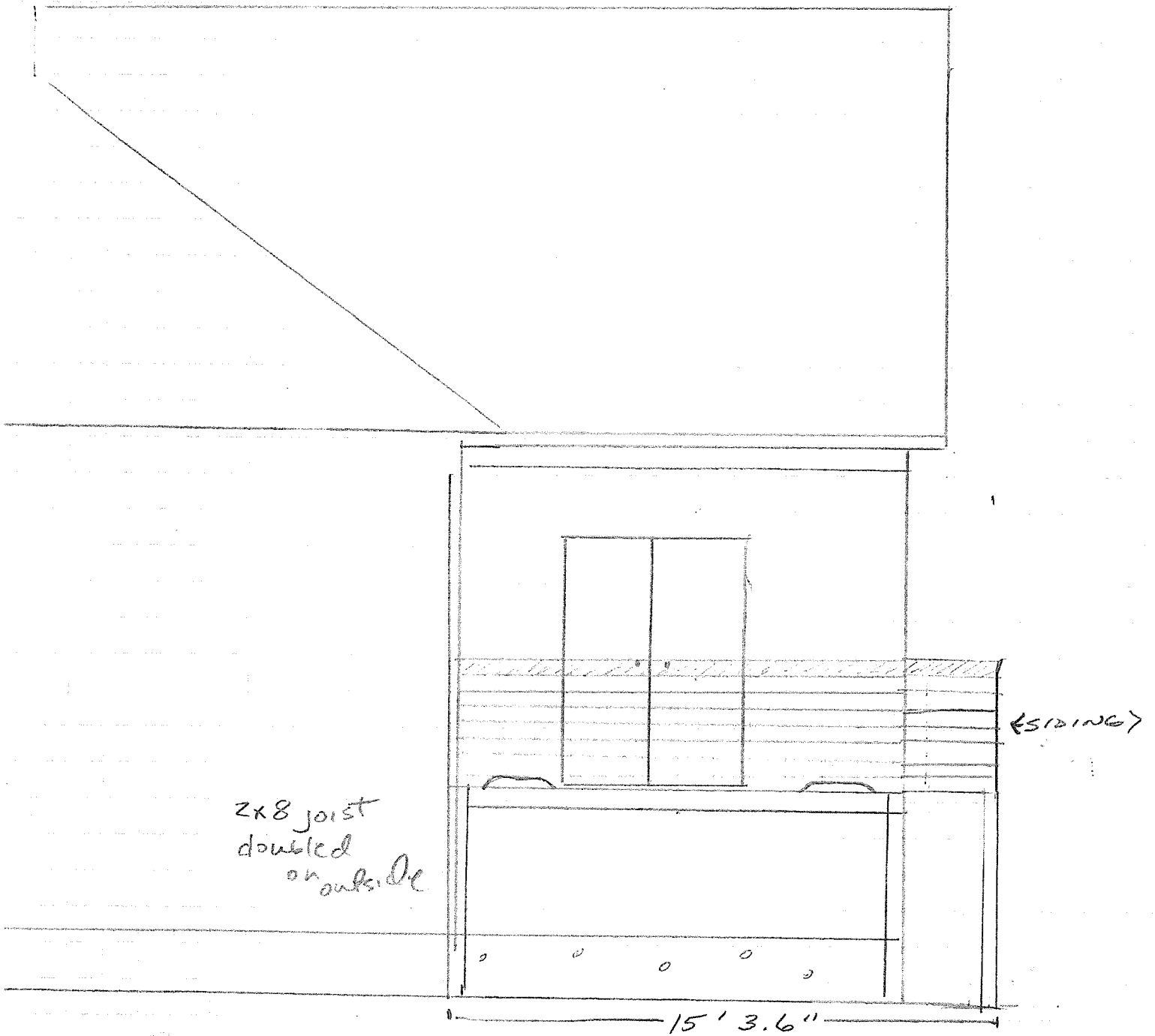
SIDED TO  
MATCH  
HOUSE

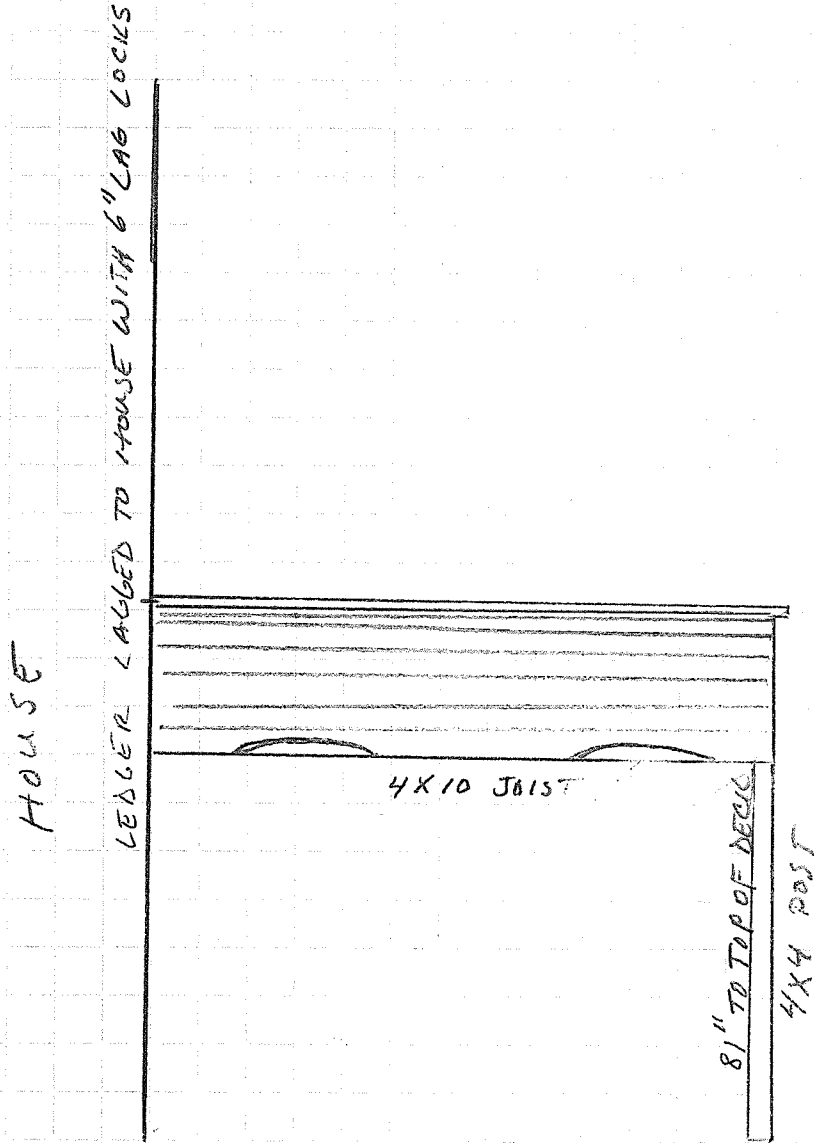
15' 3.6"

27' 9"

144 N 2ND ST

Item B.







## Criteria For Granting A Variance

17.108.050 St. Helens Municipal Code

(1) The commission shall approve, approve with conditions, or deny an application for a variance based on finding that the following criteria are satisfied.

**(a) The proposed variance will not be significantly detrimental in its consequence to the overall purposes of this code, be in conflict with the applicable polices of the comprehensive plan, to any other applicable polices and standards of this code, and be significantly detrimental in its consequence to other properties in the same zoning district or vicinity.**

17'

The property is zoned AR (Apartment Residential). The proposed deck meets all the setback requirements in the zone. The deck will actually be over 18 feet from the south side property line and approximately 2 feet from the utility and access easement which is only used for access by the adjacent property owners tenant's cars. There are a total of 4 parking spaces.

**(b) There are special circumstances that exist which are peculiar to the lot size or shape, topography or other circumstances over which the applicant has no control, and which are not applicable to other properties in the same zoning district.**

The lot size is 58 x100 which is typical within the zoning district, however there is a utility and access easement 15 feet on the south and 6.77 feet on the east making the useable area significantly smaller than other parcels in the zoning district, therefore creating special circumstances peculiar to this lot.

**(c) The use proposed will be the same as permitted under this code and city standards will be maintained to the greatest extent possible while permitting some economic use of the land.**

The home on this lot was built in 1908, in the Historic District, as a single family home, and is currently under renovation and will continue to be a single family home. Although not required, every effort has been made to maintain and recreate the historic character of this home. Furthermore, the yard requirements in the applicable zone may be reduced up to 20 percent of the required setback without a variance. SHMC 17.16.010

**(d) Existing physical and natural systems, such as but not limited to traffic, drainage, dramatic land forms, or parks, will not be adversely affected any more than would occur if the development were located as specified in the code.**

Currently the entire south and east sides of this home are paved and allows no drainage. The entire south side that is not within the easement (currently paved) with the exception of pavers or concrete directly under the proposed deck, deck footings and 2 foot wide driveway strips will be landscaped, improving drainage.

**(e) The hardship is not self-imposed and the variance requested is the minimum variance which would alleviate the hardship.**

The previous property owner divided this parcel and placed the access easement for parking for his duplex that faces N 1st St. The 6.77 foot easement on the east prevents building a deck on the back of this home making the south side, even with the challenges of the 15 foot easement, the only practical spot to build a deck. There is currently no place to enjoy the views of the Columbia River outside because the 4 cars are parked within the easement which is all asphalt.



South Side of the lot ( Shows 15 ft Easement)





Yellow mark is location of the South easement

Red mark is the location of the south edge of the proposed deck.





Yellow mark shows the edge of the South easement.





Yellow corner mark is east property line and marks the South easement.

Red mark is the East side easement.





Deck Railing Example











# Semi-Annual Planning Department Report

**Jacob Graichen, AICP**  
City Planner

**Jennifer Dimsho, AICP**  
Associate Planner &  
Community Development  
Project Manager

**October 19, 2022**  
**Council Update**

**City of St. Helens**  
**FOUNDED 1850**

# Project Management, Etc.

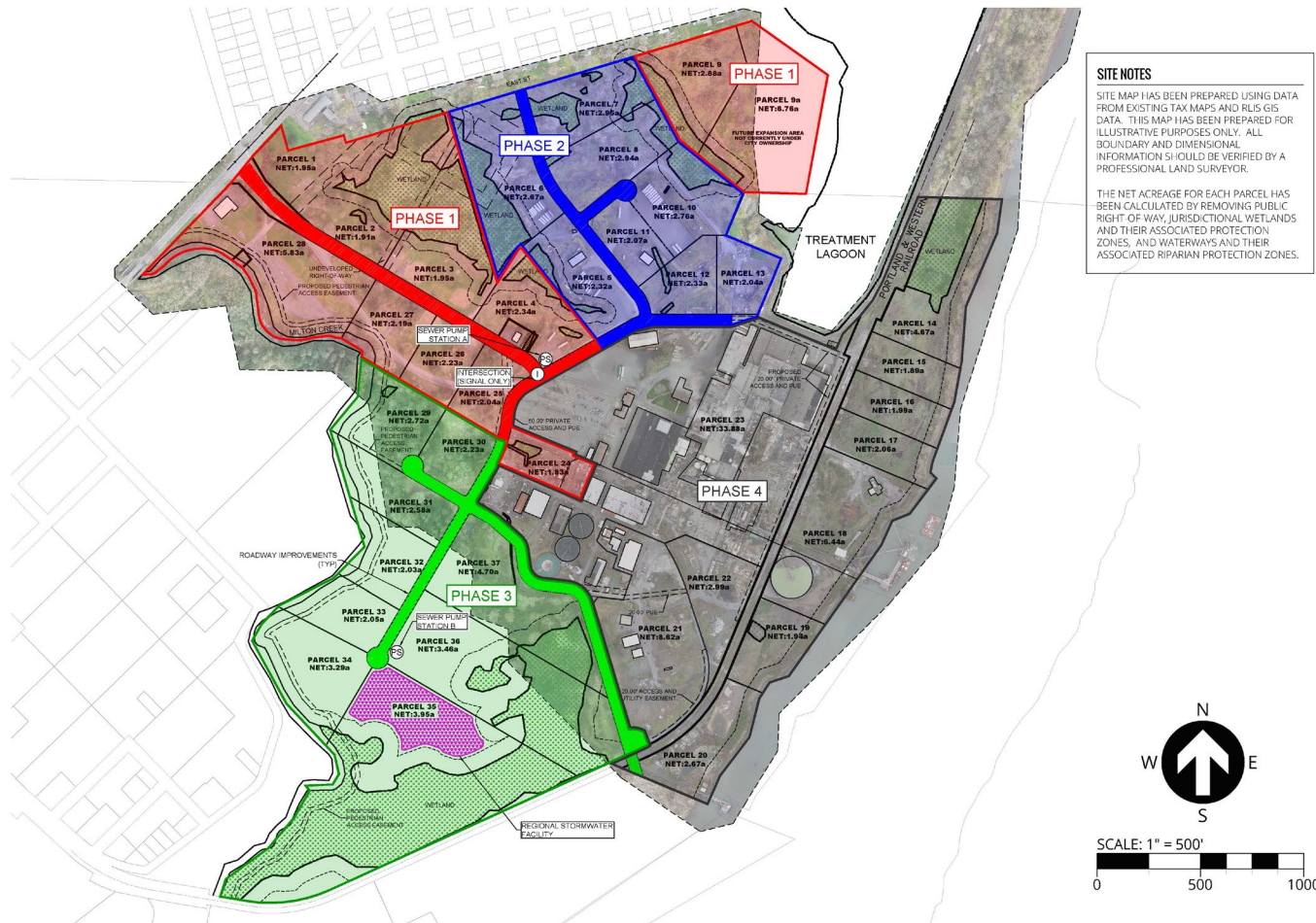
What has happened the last six months?

City of St. Helens

FOUNDED 1850

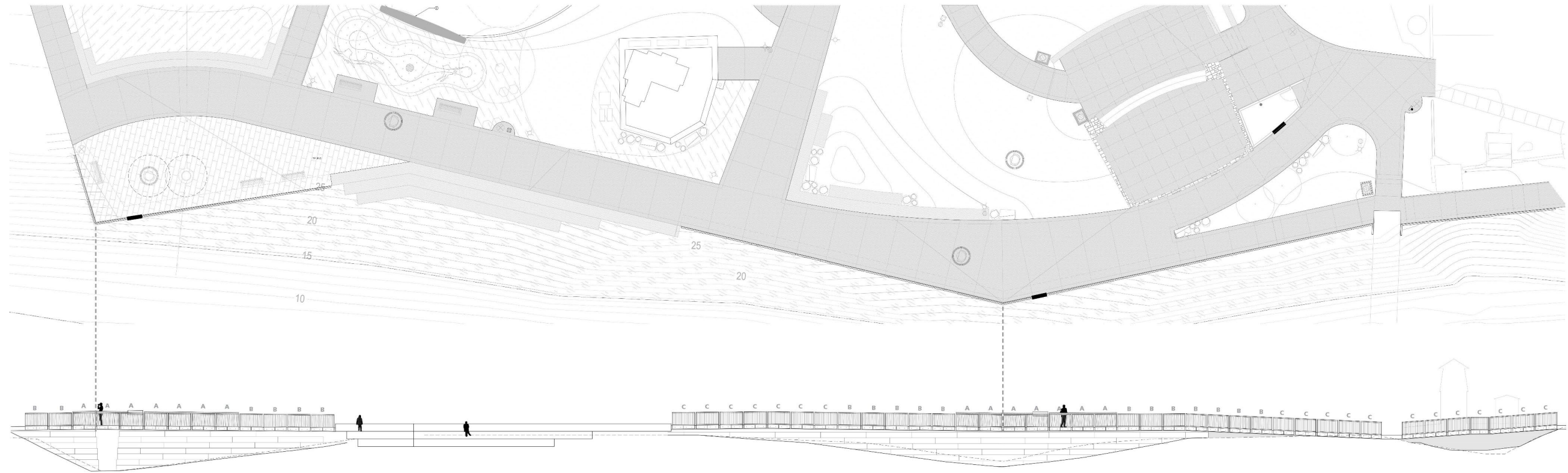


# St. Helens Industrial Business Park



- St. Helens Industrial Business Park Parcelization & Financing Plan (Adopted January 2021)
- Assisting with Design/Engineering
  - Phase I** Infrastructure & Initiating
  - Phase II** Site Prep
- Pre-application meeting scheduled for October 13 with PGE and Mackenzie for partitioning PGE parcel and establishing new sub-station land use
- Multiple land use applications needed

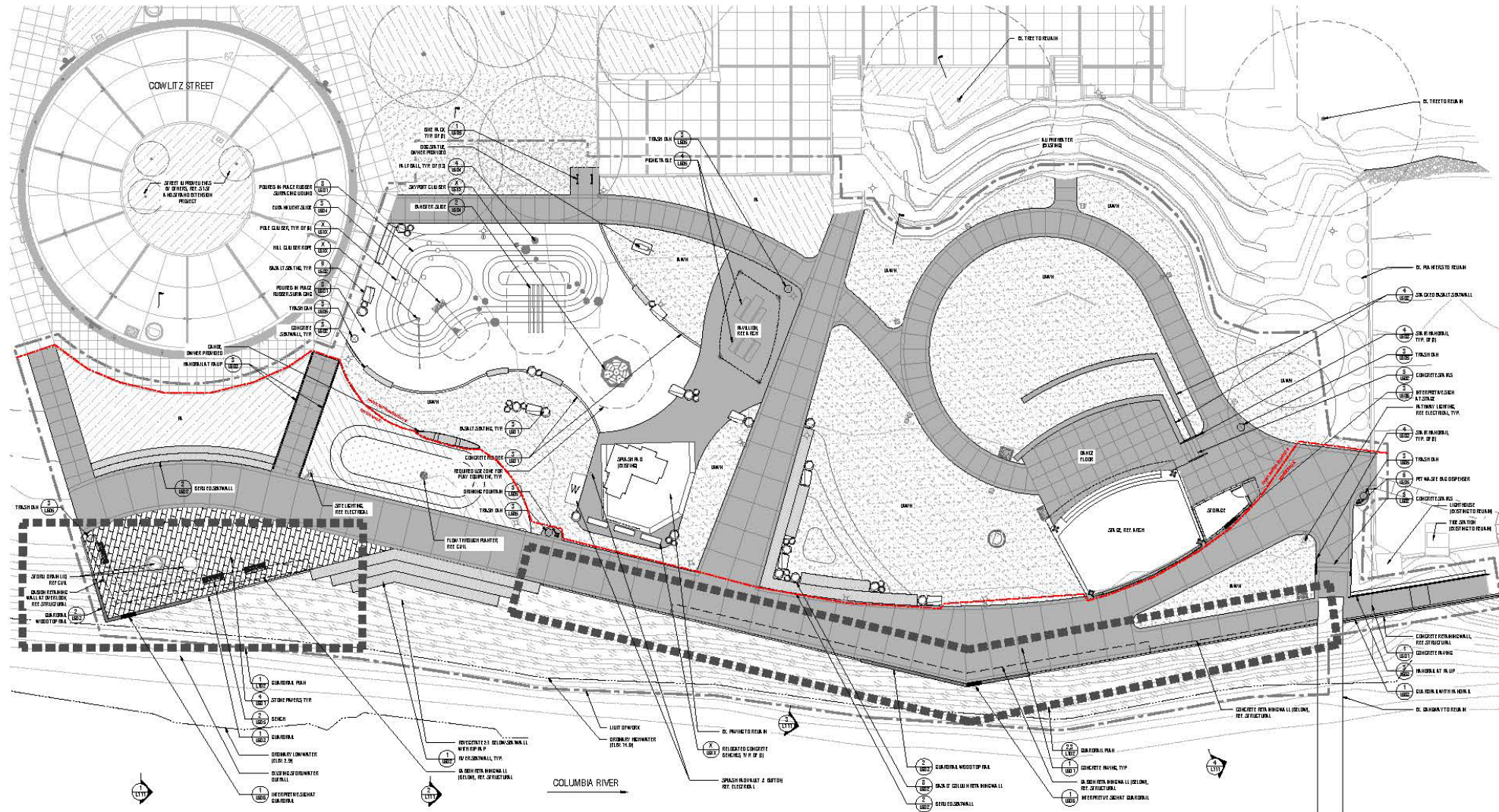
# Riverwalk Phase I



- Moving into 90% design for Riverwalk Phase I, includes playground and park expansion area to be funded with Parks SDCs
- Met with County Commissioners to confirm connection to asphalt walkway
- Discussing NOAA/Lighthouse proximity



# Riverwalk Phase I



- **Buy America Waiver Request or Compliance** for OPRD Land & Water Conservation Fund Grant
- Mayer/Reed Amendment for additional services to cover this waiver and/or compliance



# Community Development Block Grant Columbia Pacific Food Bank Relocation

Item C.



- Final Administrative Closeout issued by CDBG Grant Coordinator!
- Paid final retainage invoice. Project complete!

# Other Project Management Support

- **Business Oregon Special Public Works Loan Program**

## Riverfront District Public Improvements

- Streets & Utilities Project breaking ground in November. Working with project team on community/business outreach plan to communicate construction impacts.

- **Oregon State Marine Board Technical Assistance Program**

## Grey Cliffs Park in-water facility design

- Project is on hold until state hires Environmental Coordinator permit technician

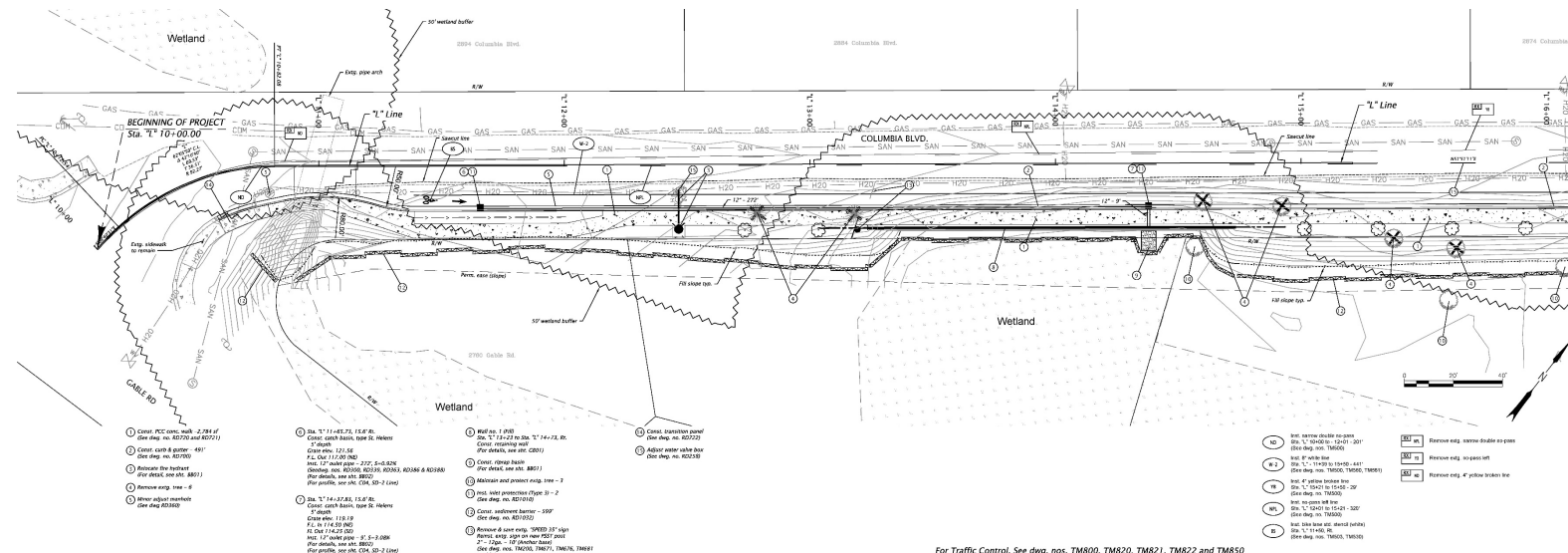
- **Oregon Parks & Recreation Local Government Grant**

## Campbell Park Sports Courts Project

- State closed this project out! Full reimbursement received!
- City Engineering working on a plan to detain stormwater underground instead of above ground.
- Parks & Recreation desires to improve park with new play equipment near sport courts

# Other Project Management Support

- **Oregon Safe Routes to School Grant**  
Columbia Blvd. Sidewalks from Gable to Sykes
  - Engineering Dept. managing this project. Extended grant deadline to February 2024.
  - 2022 project cost estimates are 3x our original budget from 2017.
  - Engineering working to lower costs and locate additional local funds to cover increased costs



For Traffic Control. See dwn. nos. TM800, TM820, TM821, TM822 and TM850

# Other Planning Department Support

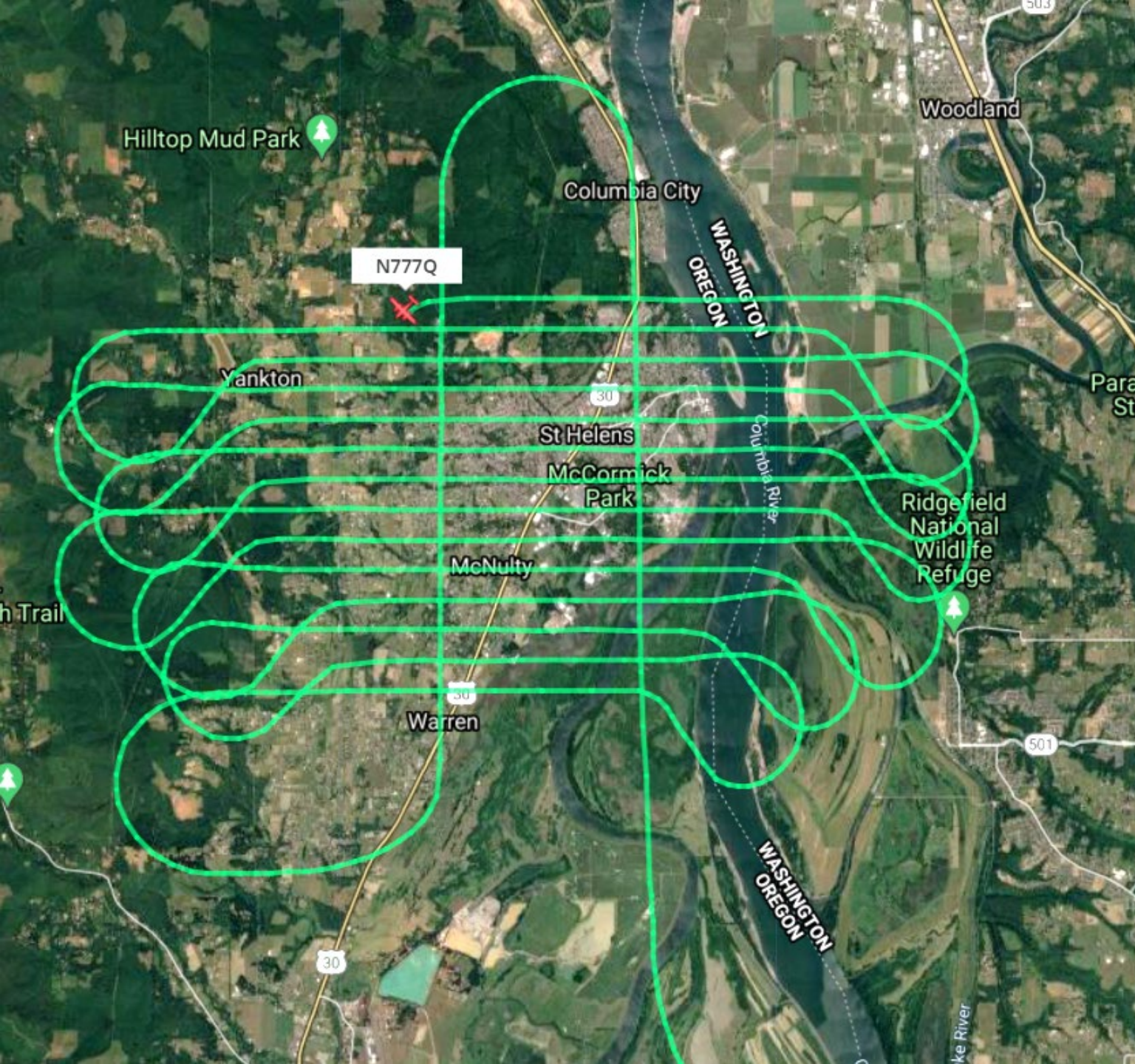
- Organized several of our PC members and myself to attend a virtual OAPA/DLCD Planning Commissioner Training
- Attended multiple Meet'n'Greets
  - St. Helens Mainstreet Alliance new Executive Director, Amara Liebelt
  - Northwest Oregon Housing Authority Executive Director, Elissa Gertler
  - State of Oregon partner tour/waterfront site visit with DEQ/OBDD, DLCD (including OBDD Special Public Works loan officer)



# Urban Renewal Agency Support

- Intergovernmental Agreement between City Council and URA in April 2022 (to cover OBDD loan expenses)
- No required URA meetings the last 6 months










# City of St. Helens

## Planning Commission Membership Handbook



**CITY OF ST. HELENS, OREGON**  
**PLANNING COMMISSION PROACTIVE PROCEDURES**  
 The Planning Commission and acting Historic Landmarks Commission hereby adopts the following proactive procedures. This is the original and there are no prior versions to be repealed.



(1) Any Planning Commissioner can request that an agenda item include a proactive matter for Commission consideration ("Proactive Item"). In order to place a "Proactive Item" on the Planning Commission Agenda, the proposing Commissioner shall at least 20 business days before the week prior to the scheduled Planning Commission meeting, submit the "Proposed Item" for Staff review and, if desired, comment.

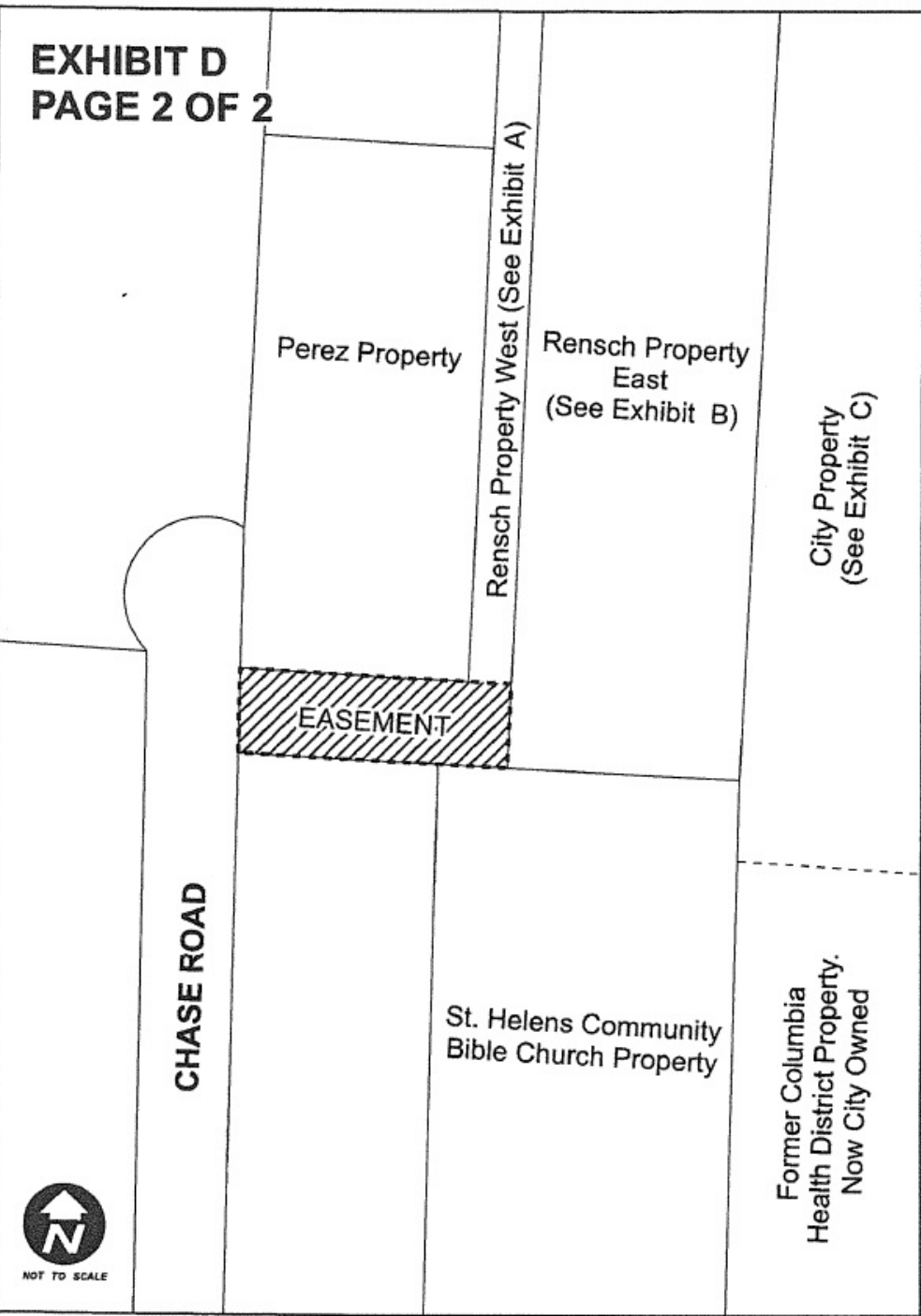
(2) The proposed "Proactive Item" submitted to Staff must contain the following elements:

(a) The proposed Proactive Item shall identify in the presented materials how the item or matter for Commission study, planning, approval, action, proposed legislation, or other is within the Jurisdiction of the Planning Commission and shall identify specifically which provisions of the St. Helens Municipal Code (SHMC) Section 2.08.080 and/or Chapter 17.36 SHMC is/are applicable for the purposes of Jurisdiction;

- Above average recruitment efforts, cont...
- Proactive initiative, cont...
- HB 3115 ←NEW!



EXHIBIT D  
PAGE 2 OF 2





# Current Planning Update

What has happened the last six months?

City of St. Helens

FOUNDED 1850

# HOULTON MIXED-USE BUILDING

KATHRYN KING & GAVIN CARPENTER

150 NORTH 15TH STREET  
ST. HELENS, OREGON 97051

Item C.

## DRAWING INDEX

SHEET	DESCRIPTION
<b>GENERAL SHEETS</b>	
G-1	GENERAL PROJECT INFO, VICINITY MAP & INDEX
G-2	GENERAL NOTES
<b>CIVIL SHEETS</b>	
C-1	EXISTING CONDITIONS PLAN
C-2	SITE DEMOLITION PLAN
C-3	EROSION & SEDIMENT CONTROL PLAN
C-4	SITE DEVELOPMENT PLAN
C-5	DIMENSIONED SITE PLAN
C-6	UTILITY PLAN
C-7	STORMWATER & GRADING PLAN
C-8	PARKING & LANDSCAPING PLAN
C-9	ILLUMINATION PLAN
<b>ARCHITECTURAL SHEETS</b>	
A-1	FIRST FLOOR PLAN
A-2	SECOND FLOOR PLAN
A-3	EXTERIOR ELEVATIONS
A-4	EXTERIOR ELEVATIONS
<b>DETAIL SHEETS</b>	
D-1	ESC DETAILS

## GENERAL SITE INFO:

PROJECT NAME: HOULTON MIXED-USE BUILDING  
PROPOSED USE: MIXED-USE: COMMERCIAL & MULTI-DWELLING  
TOTAL LOT AREA: 15,118 SQ FT (APPROX 0.35 ACRES)  
PARCEL 2 (NEW BLDG): 6,243 SQ FT (0.14 ACRES)  
PARCEL 3 (NEW PARKING): 9,198 SQ FT (0.21 ACRES)  
NEW BUILDING SIZE: 10,596 SQ FT  
NEW BUILDING FOOTPRINT: 5,760 SQ FT  
NEW BUILDING HEIGHT: 33'-0" (35' MAX.)

### SPECIAL NOTE:

LOWER COLUMBIA ENGINEERING HAS ONLY ADDRESSED THE PROPOSED DESIGN. THESE DRAWINGS ARE INTENDED FOR THE SITE DEVELOPMENT REVIEW CRITERIA REQUIREMENTS. THESE DRAWINGS ARE CONSIDERED PRELIMINARY ONLY.



VICINITY MAP

SCALE: NTS

## PROJECT TEAM

### ENGINEER & DESIGNER

LOWER COLUMBIA ENGINEERING  
58640 MCNUITY WAY  
ST. HELENS, OR 97051  
PHONE: (503) 366-0399

CONTACT: MATTHEW ALEXANDER  
matt@lowercolumbiaengr.com

### OWNER

KATHRYN KING & GAVIN CARPENTER  
150 NORTH 15TH ST.  
ST. HELENS, OR 97051  
PHONE: (503) 997-9035

CONTACT: KATHRYN KING  
kathryn@kjproperties.com

### GENERAL CONTRACTOR

CORNICE CONSTRUCTION  
PO BOX 672  
SCAPPOOSE, OR 97056  
PHONE: (503) 396-5399

CONTACT: JOSH KOMP  
jkomp@corniceconstruction.net

## EXISTING SITE AREA CALCULATIONS

GROSS LOT AREA (SUBJECT PROPERTY): 15,118 SQ FT (100%)  
IMPERVIOUS / PAVED AREA: 242 SQ FT (1.6%)  
OPEN / LANDSCAPED AREAS: 14,876 SQ FT (98.4%)

GROSS LOT AREA\* (ADJACENT PROPERTY): 15,500 SQ FT (100%)  
IMPERVIOUS / PAVED AREA: 11,445 SQ FT (73.8%)  
OPEN / LANDSCAPED AREAS: 4,055 SQ FT (26.2%)

## PROPOSED SITE AREA CALCULATIONS

GROSS LOT AREA (SUBJECT PROPERTY): 15,118 SQ FT (100%)  
IMPERVIOUS / PAVED AREA: 12,106 SQ FT (80.1%)  
OPEN / LANDSCAPED AREAS: 3,012 SQ FT (19.9%)  
BUILDING FOOTPRINT: 5,760 SQ FT (38.1%)

\*ADJACENT PROPERTY AREAS REMAIN UNCHANGED AND ARE SHOWN HERE FOR REFERENCE.

## PARKING REQUIREMENTS

COMMERCIAL REQUIREMENT: 1 SPACE PER 400 SQ. FT.  
COMMERCIAL AREA PROPOSED: 3,174 SQ. FT.  
COMMERCIAL PARKING REQUIRED: 8 SPACES (3174/400 = 7.94)

RESIDENTIAL REQUIREMENT: 2 SPACES PER UNIT  
8 TOTAL  
RESIDENTIAL REQUIREMENT: 12 SPACES

TOTAL PARKING REQUIRED: 20 SPACES

1:1 ON-STREET PARKING CREDIT: 17 SPACES (14 EXIST. + 3 NEW)

TOTAL ON-SITE PARKING REQUIRED: 3 SPACES  
TOTAL ON-SITE SPACES PROVIDED: 11 SPACES (1 ADA AND 2 VISITOR)

ON-SITE STANDARD SPACES (9'x18'): 8 SPACES (INCLUDES 1 ADA SPACE)  
ON-SITE COMPACT SPACES (8'x18'): 3 SPACES  
ON-STREET SPACES (8.5'x22.5'): 17 SPACES  
ACCESSIBLE SPACES (9'x18'): 1 SPACE  
BICYCLE PARKING: 8 SPACES

PLOT PLAN  
SCALE: 1" = 20'



DATE: 06/28/2022  
PRELIMINARY  
NOT  
FOR CONSTRUCTION

REV.	REVISION RECORD	DATE



St. Helens, Oregon  
(503) 366-0399

PROJ. NO.	3255	GENERAL PROJECT INFO, VICINITY MAP & INDEX
DWG. BY	MLA	HOULTON MIXED-USE BUILDING
APPR. BY	KATHRYN KING & GAVIN CARPENTER	SHEET
FILE	D-3255-G-1	DATE 04/05/2022

G-1

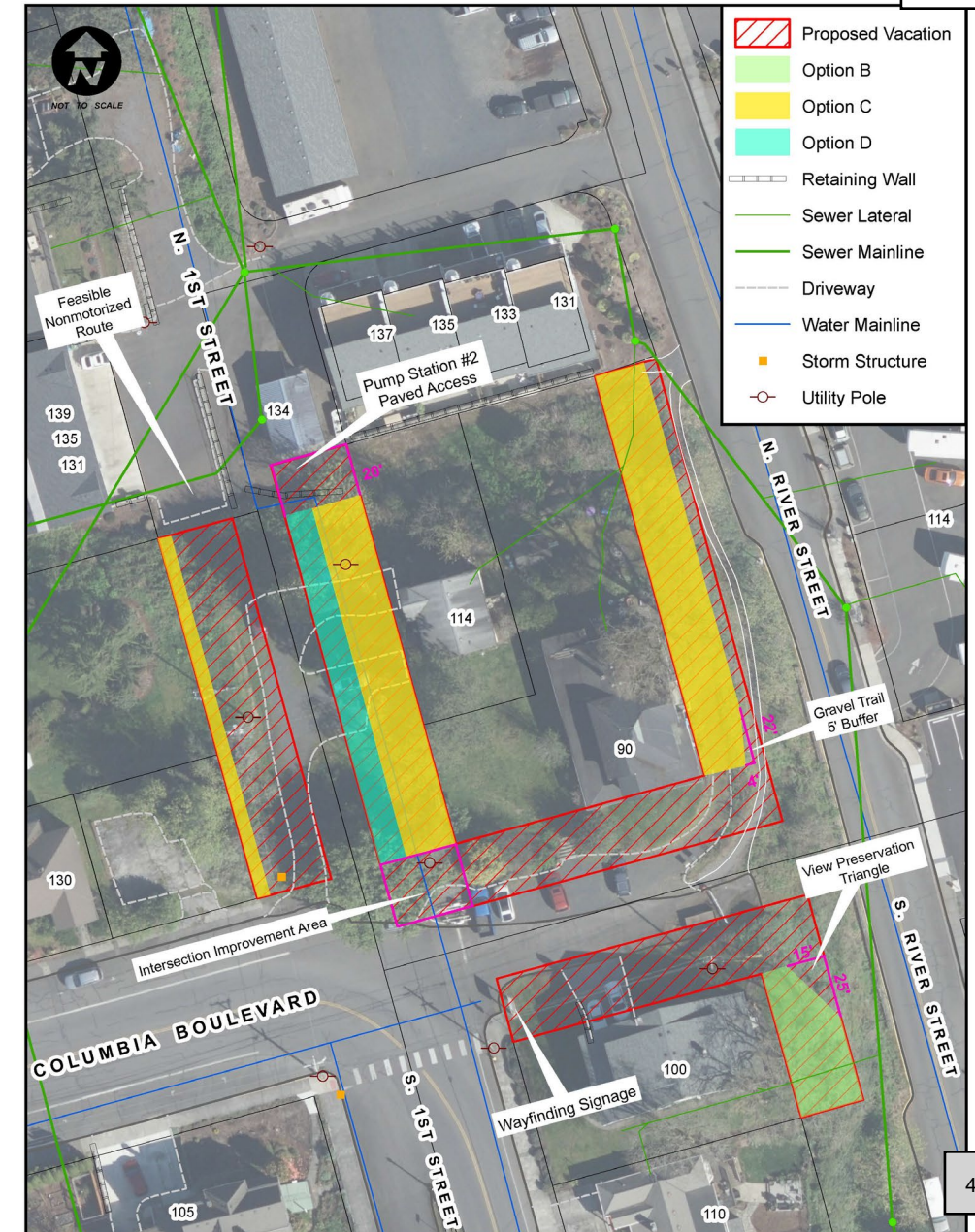


Applicants ultimately withdrew Columbia Blvd./N.1<sup>st</sup> St./N. & S. River Street Vacation application, but not before staff spent hours preparing report and presentations for:

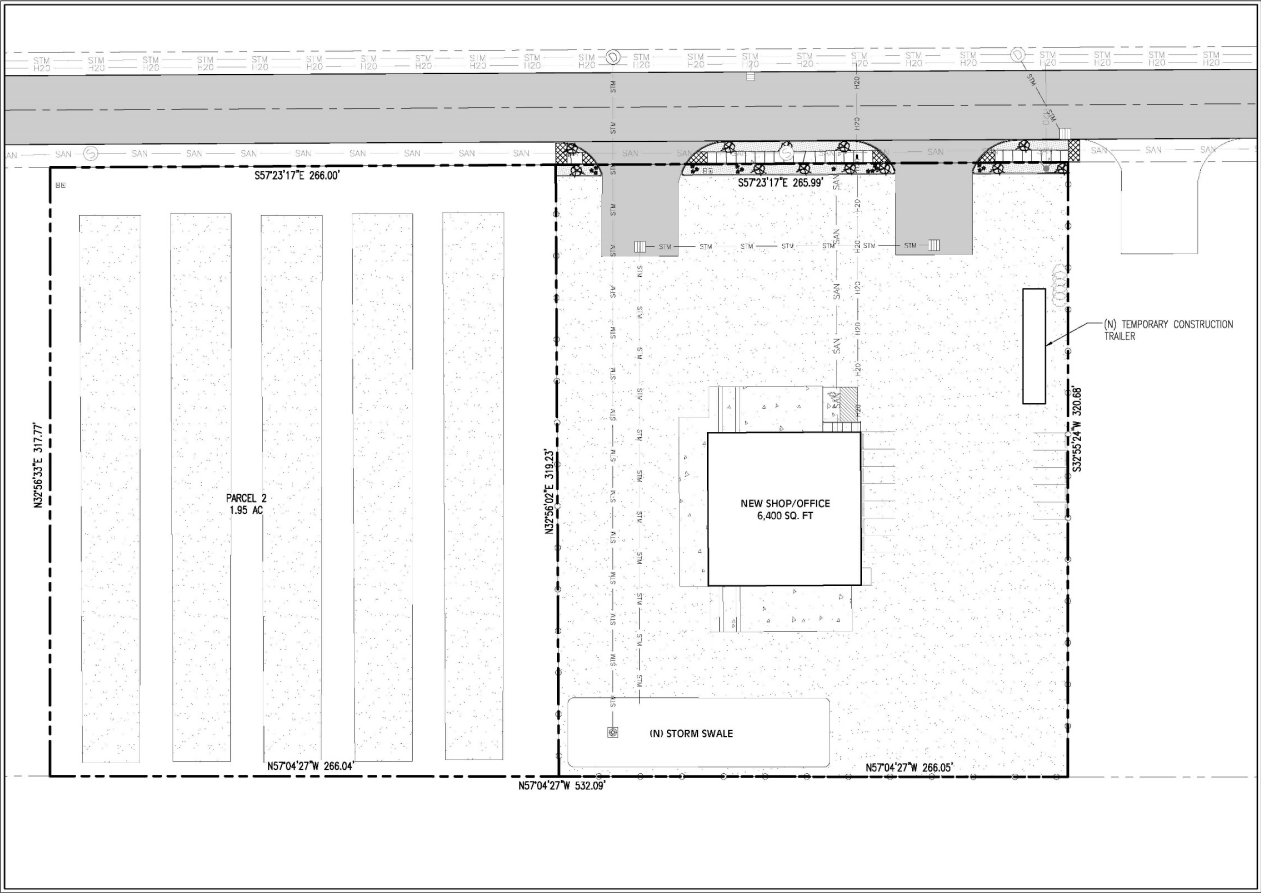
- Planning Commission meeting
- Parks & Recreation Commission meeting
- Council meeting #1
- Council meeting #2 (Cont. Deliberations)

**STREET VACATION (VAC.2.22)**  
**N. 1st St., N. & S. River St., and Columbia Blvd.**

Item C.



# Pellham – Truck Repair Shop/Office







06.09.2021 10:20









06.09.2021 10:19







1958

VIOLETTE VILLA PARK



MAYOR'S  
CAFE



**STUFF HUT!**

*Where St. Helens gets it's stuff*

4  
7  
5



## MOTEL and NEW TRAILER PARK

Motel With Six Convenient Units — Nine Monthly Units  
Kitchens — Showers

Thirty-two Trailer Places, Many With Patios,  
Lights — Showers — Sewer Connections

Laundry With Dryers — Hot Water  
Near School, Shopping Center

# VIOLETTE'S VILLA

495 S. Columbia River Highway

Phone 821



JERRY VIOLETTE  
OWNER



Item C.







2000



Item C.



2009



Item C.

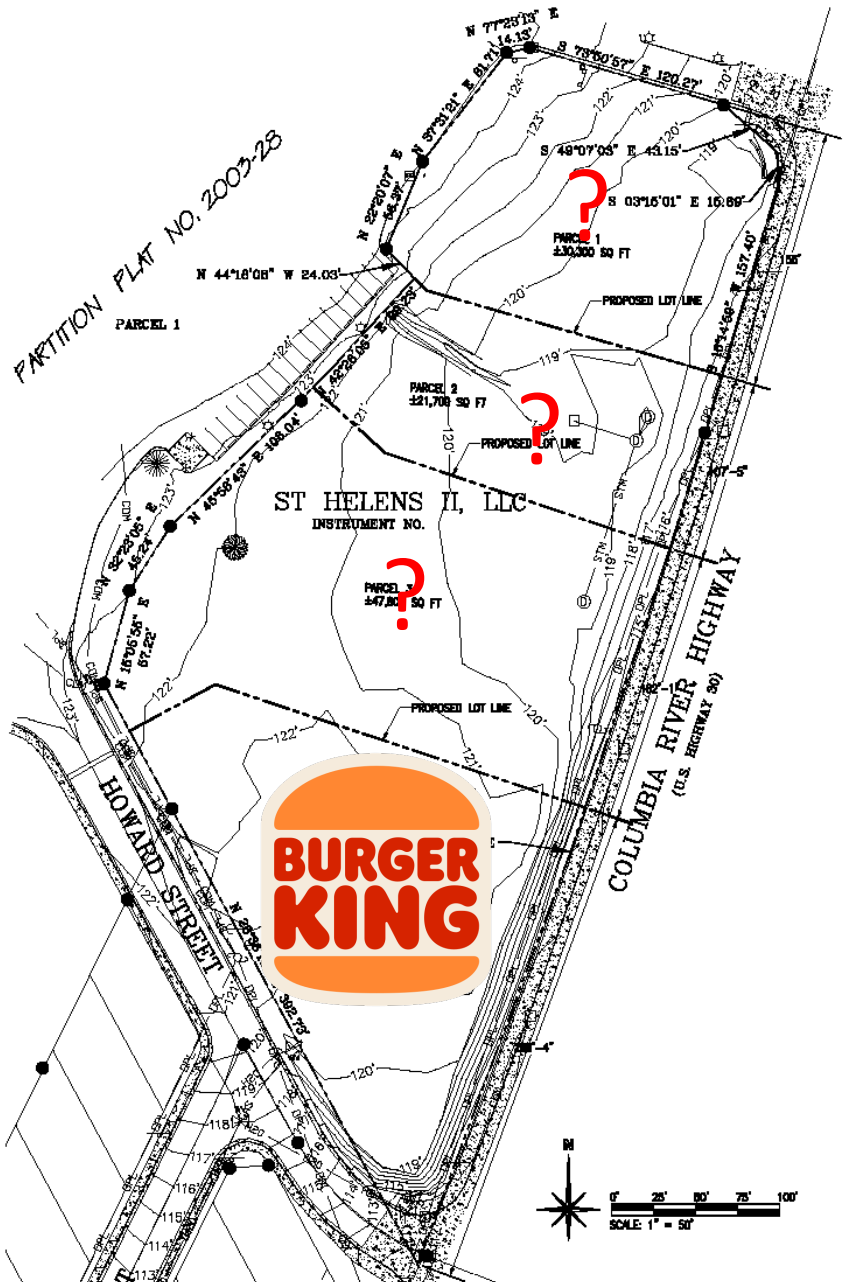


2022



Item C.









06.29.2021 10:47









06.28.2017







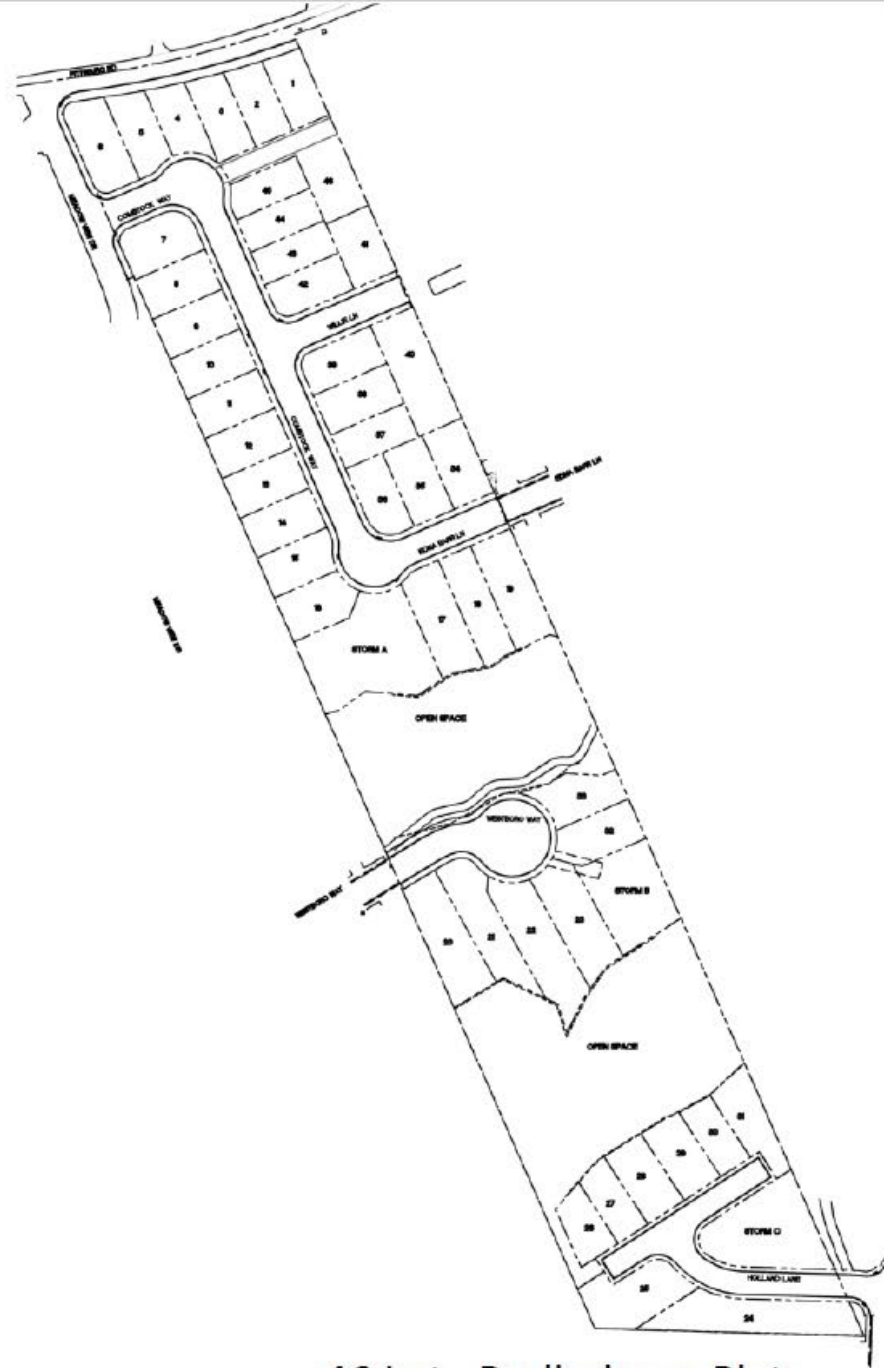


06.28.2017

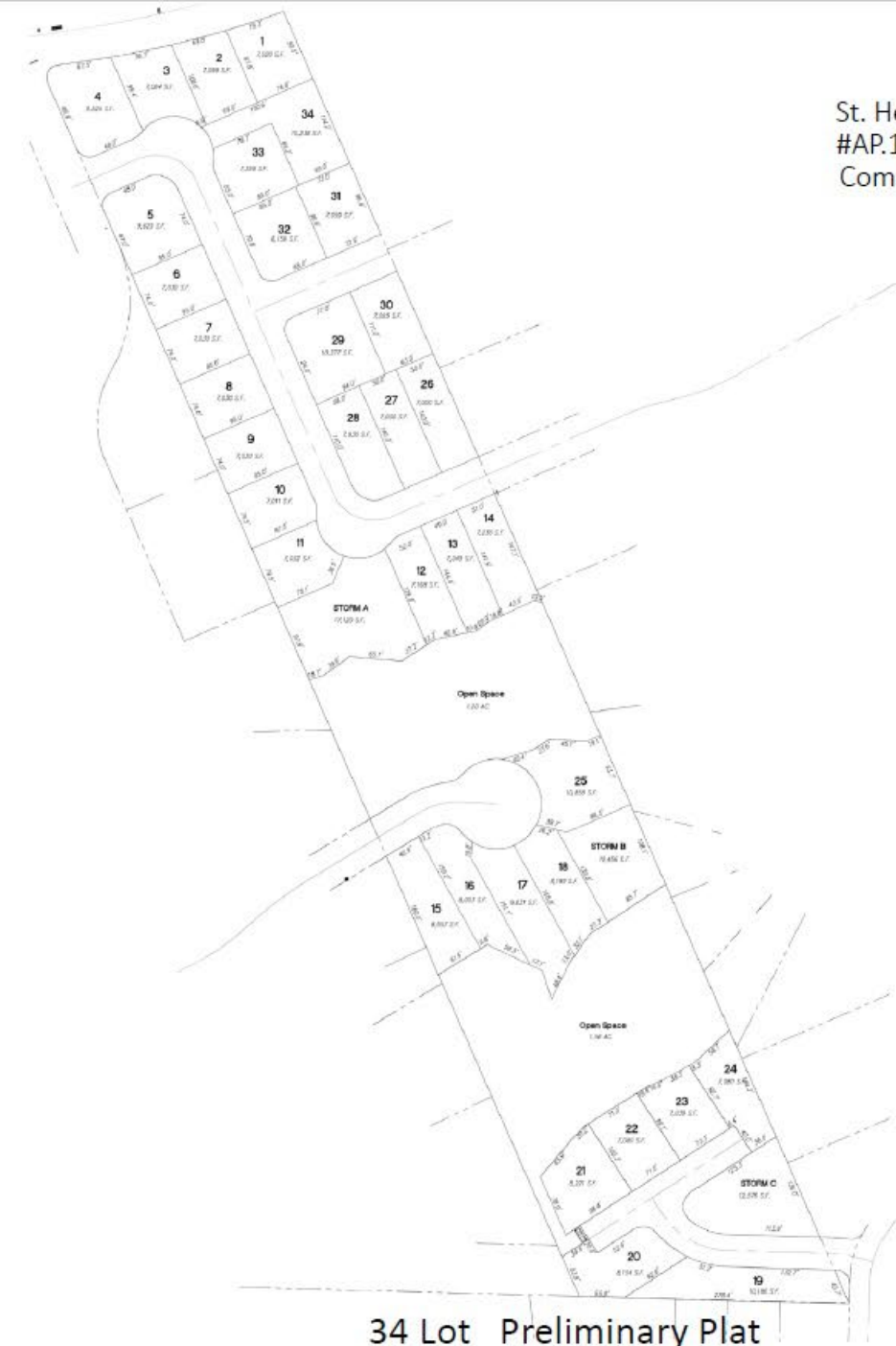








46 Lot Preliminary Plat



34 Lot Preliminary Plat

# 2022 CALENDAR

Item C.

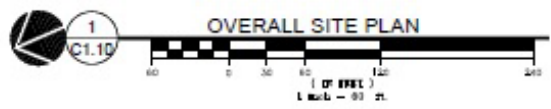
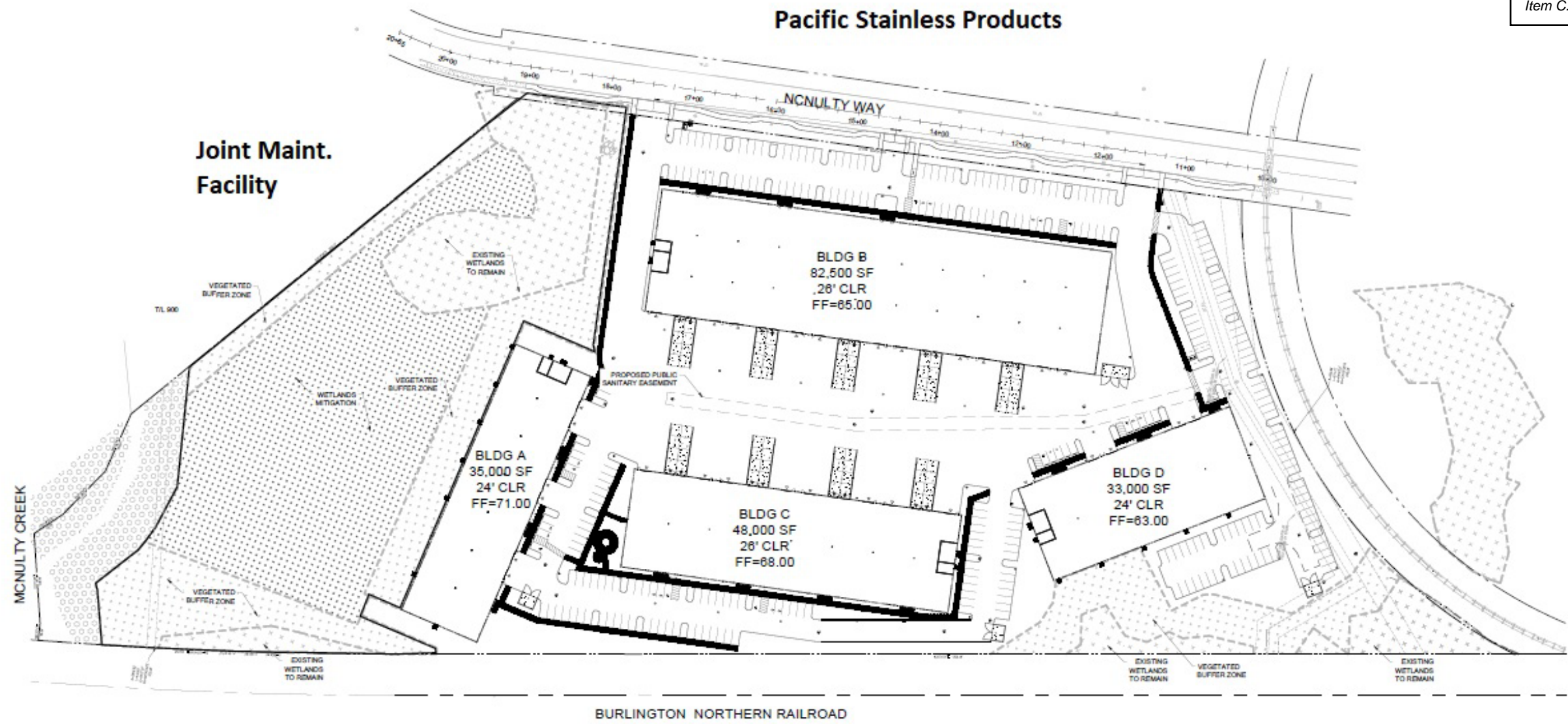
April 11 - App Received

April 29 - Deem Complete Notice

<b>JANUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 Feb. 15 - Pre-Application Meeting	<b>MARCH</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>MAY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 May 20 - App Complete & Notice Sent	<b>JUNE</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 June 29 - Notice Published	July 12 - <b>JULY</b> PC Hearing S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 July 22 - Appeal Filed	<b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Aug. 17 - CC Hearing
<b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Sept. 21 - Con't Deliberations	<b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

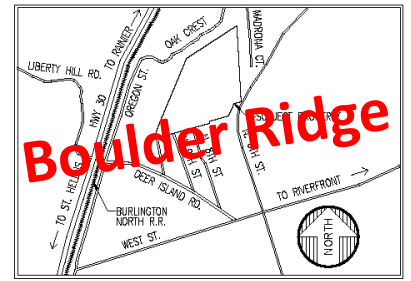
Sept. 17 - "base" 120 day





# N. 8TH STREET PLANNED DEVELOPMENT

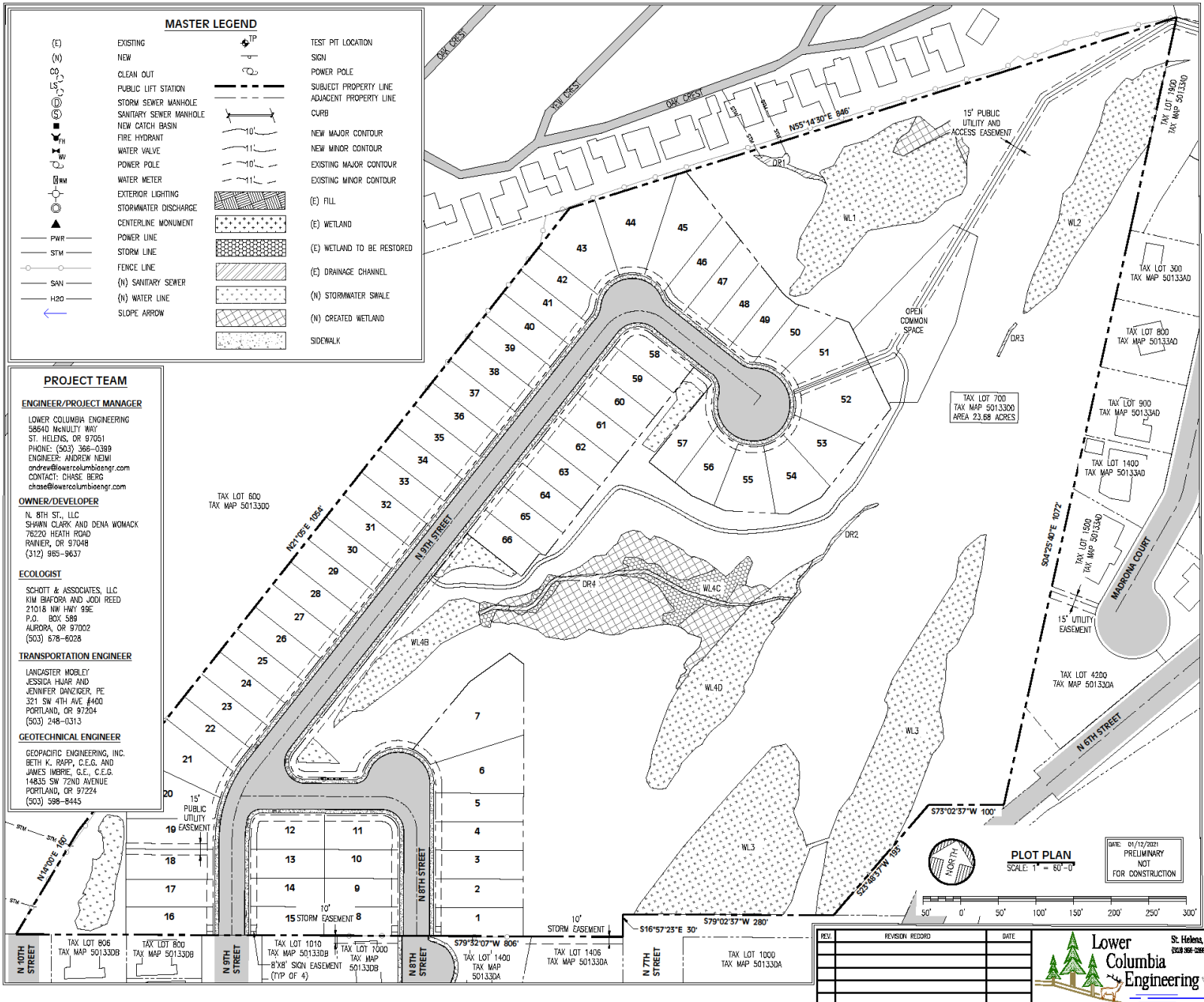
## ST. HELENS, OREGON



VICINITY MAP  
SCALE: NTS

### DRAWING INDEX

SHEET	DESCRIPTION
C-1	COVER SHEET, INDEX, PLOT PLAN, & VICINITY MAP
C-1	EXISTING CONDITIONS PLAN
C-2	EROSION & SEDIMENT CONTROL PLAN
C-3	PROPOSED SITE PLAN
C-4	OVERALL DIMENSIONED SITE PLAN
C-5	DIMENSIONED SITE PLAN - NORTH
C-6	DIMENSIONED SITE PLAN - SOUTH
C-7	STREET PROFILES AND CROSS SECTION
C-8	PRELIMINARY UTILITY PLAN
C-9	OVERALL GRADING PLAN
C-10	ENLARGED GRADING PLAN - NORTH
C-11	ENLARGED GRADING PLAN - SOUTH
C-12	OVERALL STORMWATER PLAN
C-13	ENLARGED STORMWATER PLAN - NORTH
C-14	ENLARGED STORMWATER PLAN - SOUTH
C-15	STORMWATER PROFILES
C-16	OVERALL SANITARY PLAN
C-17	ENLARGED SANITARY PLAN - NORTH
C-18	ENLARGED SANITARY PLAN - SOUTH
C-19	SANITARY PROFILES
C-20	SANITARY PROFILES
C-21	OVERALL WATER PLAN
C-22	ENLARGED WATER PLAN - NORTH
C-23	ENLARGED WATER PLAN - SOUTH
C-24	WATER PROFILES
L-1	OVERALL LANDSCAPING PLAN
L-2	LANDSCAPING PLAN - NORTH
L-3	LANDSCAPING PLAN - SOUTH
D-1	STANDARD DETAILS



### PROJECT TEAM

#### ENGINEER/PROJECT MANAGER

LOWER COLUMBIA ENGINEERING  
58640 McNUITY WAY  
ST. HELENS, OR 97051  
PHONE: (503) 366-0389  
ENGINEER: ANDREW NEIMI  
andrew@lowercolumbiaengr.com  
CONTACT: CHASE BERG  
chase@lowercolumbiaengr.com

#### OWNER/DEVELOPER

N. 8TH ST., LLC  
SHAWN CLARK AND DENA WOMACK  
78220 HEATH ROAD  
RAINIER, OR 97048  
(312) 985-9637

#### ECOLOGIST

SCHOTT & ASSOCIATES, LLC  
KIM BAFORA AND JODI REED  
21018 NW HWY 99E  
P.O. BOX 588  
AURORA, OR 97002  
(503) 678-6028

#### TRANSPORTATION ENGINEER

LANCASTER MOBLEY  
JESSICA HARR AND  
JENNIFER DRABOSER, PE  
321 SW 4TH AVE #400  
PORTLAND, OR 97204  
(503) 248-0313

#### GEOTECHNICAL ENGINEER

GEOPACIFIC ENGINEERING, INC.  
BETH K. RAPP, C.E.G. AND  
JAMES IMRIE, G.E., C.E.G.  
14835 SW 72ND AVENUE  
PORTLAND, OR 97224  
(503) 598-8445

REV.	REVISION RECORD	DATE



St. Helens, Oregon  
503.366.0389

PROJ. NO.	3146	COVER SHEET, INDEX, PLOT PLAN, & VICINITY MAP
ENG. BY	CAB	NORTH 8TH STREET PLANNED DEVELOPMENT
APPR. BY	NORTH 8TH STREET, LLC.	SHEET
FILE	D-3146-G-1	DATE 06/10/2021

G-1



**Figure 3. Rendering of St. Helens High School Renovations**





## MAP KEY

- |  |                |  |                           |
|--|----------------|--|---------------------------|
|  | Campsite       |  | Day Use Area              |
|  | Group Campsite |  | Horseshoe Pits & Cornhole |
|  | Restrooms      |  | Volleyball Courts         |
|  | Camp Host      |  | Firewood                  |

SITE PLAN  
SCALE: 1"=100'



## DRAWING INDEX

SHEET NUMBER	DESCRIPTION
C-1	SITE PLAN & DRAWING INDEX
C-2	TREE PLANS
A-1	24'x36' PICNIC SHELTER ELEVATIONS & PLANS
A-2	PICNIC SHELTER DETAILS
A-3	25'x12' CABIN ELEVATIONS, PLANS & SECTIONS
A-4	GENERAL NOTES

## 36' x 24' PICNIC SHELTER & 25' x 12' CABINS

REV.	REVISION RECORD	DATE
A	ORIGINAL UPDATE	11/16/2020
B	PROPERTY LINE & ELEVATION UPDATES	03/03/2021
C	REVISED NOTE REGARDING UPL/VL REVISION	03/05/2021
D	ADDED ELEVATION CONTROL LOCATIONS	01/17/2022
E	ADDED TREE PROTECTION AS NOTE 3	04/06/22



PROJ. NO.	2710	SITE PLAN & DRAWING INDEX
OWN. BY	CAT	SAND ISLAND PICNIC SHELTERS & CABINS
APPR. BY		SAND ISLAND CAMPGROUND, LLC
FILE	D-2710-C-1-E	DATE 09/09/2020



DATE 5/24/2022	REVIEWED PRINT
DATE 04/19/2022	ISSUED FOR APPROVAL

SHEET  
**C-1**



The seal is circular with a gold background. It features a central illustration of a mountain range with snow-capped peaks and evergreen trees in the foreground. A banner at the bottom of the seal contains the text "City of St. Helens" and "FOUNDED 1850".

For Your Information

City of St. Helens

FOUNDED 1850

- **HB 4064 RE: Manufactured homes**
- **1400 Kaster Road Enforcement**
- **Sanitary Sewer Fee Issue**
  - **Council meeting on April 6, 2022 → Moratorium or ...?**
  - **Meetings, meetings and more meetings**
  - **Comstock Decision**
  - **ORS 223.299(4)(b):** SDC not the cost of complying with requirements or conditions imposed upon a land use decision
  - **Nexus and proportionality matter!**
  - **May get complex over time; each decision is different in both folks involved and circumstances**
  - **Key players: ENGINEERING, PLANNING, AND FINANCE**

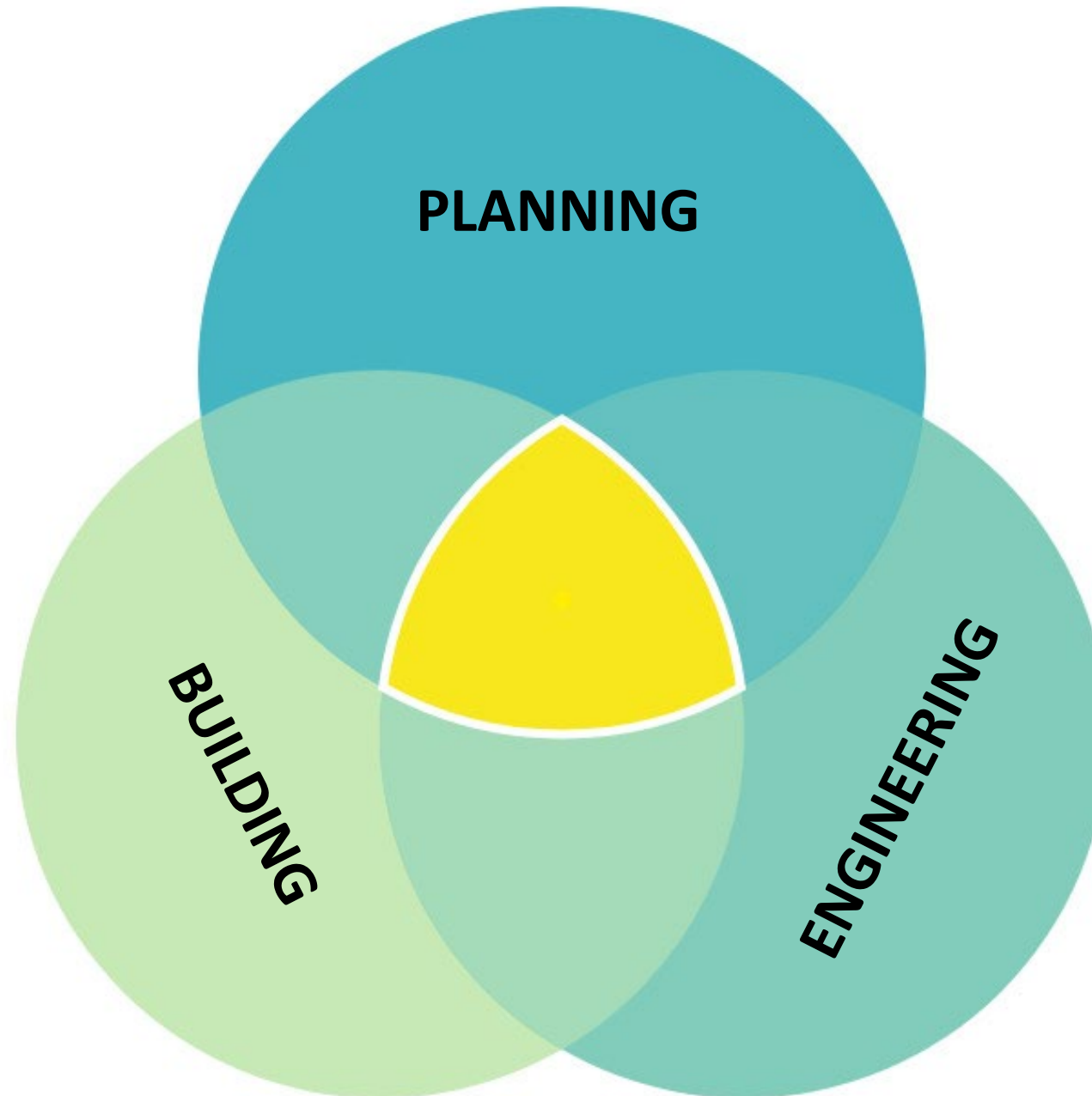


# 2022 CALENDAR

Item C.

2022 CITY PLANNER BURNOUT WEEKS JAN - SEPT

<b>JANUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MARCH</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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<b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31







# Balanced Budget Assumptions

What is NOT included in the 22/23 Proposed Budget & Forecasts?

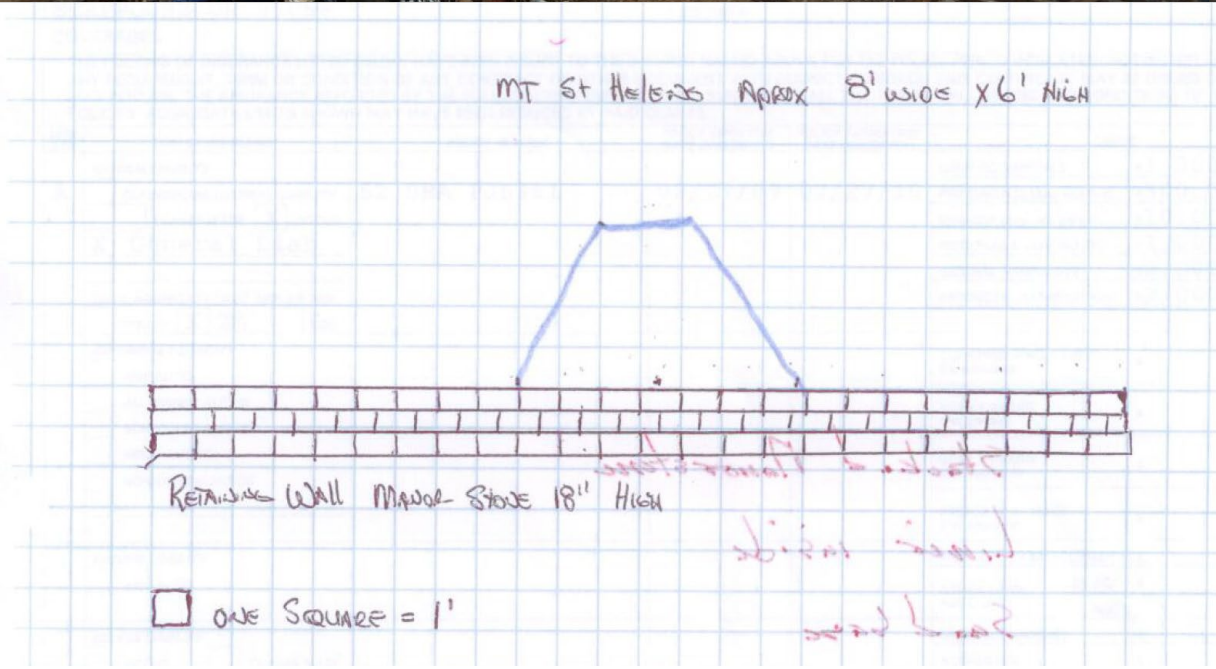
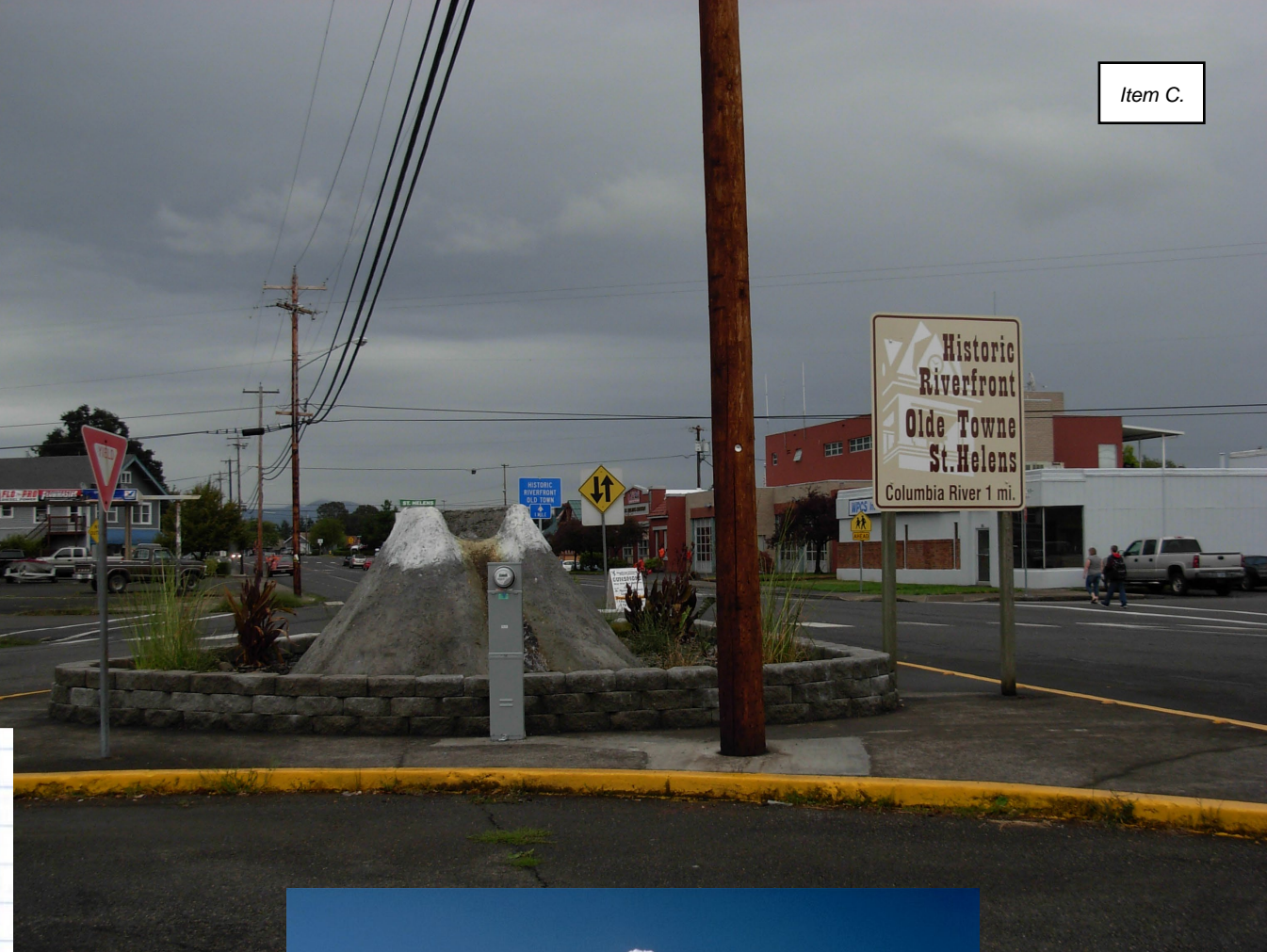
- Administration Executive Assistant (\$140,000)
- Administration Communications Assistant increase to 1.0 FTE (\$35,000)
- Administration City Attorney (\$225,000)
- Administration Human Resources Manager (\$125,000)
- Finance Accountant 3 (\$140,000)
- Library Youth Librarian (\$115,000) - Removed in 22/23 Budget
- Library Library Technician Makerspace (\$90,000) - Temporary position, ends Dec 2023
- Library Part-Time Shelver (\$5,000) – 2 positions removed in 22/23 Budget
- Parks Utility Worker (\$85,000) - Removed in 22/23 Budget
- Recreation PT Sports League Coordinator (\$65,000)
- Recreation Admin Assistant P&R (\$95,000) - Temporary position, ends Dec 2024
- **Planning** Associate Planner (\$125,000)
- Police Police Patrol (\$160,000) - Multiple Positions Requested
- Police Detective (\$195,000) - Multiple Positions Requested
- Public Works PT Admin Assistant (\$65,000)
- Public Works Engineer 1 (\$125,000)
- Public Works Engineer Intern (\$20,000)
- Public Works Building Maintenance Utility Worker (\$95,000)

Not Funded

**Typical ratio**  
**Planner : Population**  
1 : 5,000  
**St. Helens Trend**  
1 : 6,500

• 1970	6,212
• 1980 – H. Cutler	7,064
• 1990 – B. Little	7,535
• 2000 – S. Baker	10,019
• 2010 – J. Graichen	12,905
• 2020 – J.G. & J. Dimsho	13,817
• 2021	14,500?







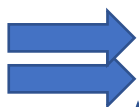
The seal of the City of St. Helens is a circular emblem with a gold-colored background. It features a stylized mountain range with snow-capped peaks and evergreen trees in the foreground. A banner at the bottom of the seal contains the text "City of St. Helens" and "FOUNDED 1850".

Next 6 months?

City of St. Helens

FOUNDED 1850

Essential



PROJECT TITLE	In '22-'24 Strategic Plan?
CURRENT PLANNING!!!	No
CUSTOMER SERVICE	No
★ Development Code residential amendments, part 2	Yes
★ Riverwalk Project Phase I	Yes
Grey Cliffs In-water Facility Planning	Yes
Columbia Blvd. sidewalks from Gable Road to Sykes Road	Yes
S. River Street to N 2nd Street "micro" transportation systems plan	Yes
★ Development Code Amendments related to Sanitary, Storm and Water Master Plans	Yes - Long Term
St. Helens Industrial Business Park Phase I Infrastructure Planning & Phase II Grading Planning	Yes
Riverfront Redevelopment Request for Qualifications/Development Solicitation	Yes
★ Riverfront Streets & Utilities Project	Yes
Clean up Property Lines 10th/11th "bluff property"	Yes
Economic Opportunities Analysis (EOA) Update	Yes
Proactive Planning Commission Item - HB 3115	No
★ Mercury TMDL Code Amendments	No
Records Retention Implementation/Organization	No
Managers Attend Professional Development Opportunities	Yes
★ HB 4064 (2022) Code Amendments (Manf. Homes)	No
Planning related FAQ pamphlets/videos	Yes - Long Term
Residential design standards (depends on if PC takes up as a "proactive item")	Yes - Long Term
Right-of-way street vacation policy	Yes - Long Term
Food cart/truck/trailers rules	Yes- Long Term
Urban Renewal Management	Yes
City Owned Properties (not already listed) - Projects/Current Planning	No (placeholder for semi annual rept)
Measure 109-Psilocybin Code Amendments (will voters agree with two year moratorium?)	No
Update city Charter for no-vote annexations	Yes - Long Term
Addressing policy update	Yes - Long Term
Housing Production Strategy (related to HNA but not a land use action)	Yes - Long Term
Locally significant wetland updates (buffer zones, etc.)	Yes - Long Term
Flood code amendments related to BIOP (Endangered Species Act)	Yes - Long Term
Develop incentives for designation as a local historic landmark (depends if PC takes up as a "proactive item")	Yes - Long Term
Parks & Recreation Master Planning	Yes
Housing Needs Analysis Update per 2019 HB 2003	Yes - Long Term
Historic resources inventorying	Yes - Long Term
New Transportation Systems Plan	Yes - Long Term
Revisit UGMA with County	No
Millard Road Entry Sign	Yes - Long Term

Item C.

6 Mo.  
Grab  
Bag!!!

Generally, next six months less time consuming with **current planning**.  
*Perhaps* more opportunity to look in the bag!!!



# CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

**Date:** 10.24.2022

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.

**ASSOCIATE PLANNER/PROJECT MANAGER**—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

## PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted a pre-application meeting for “phase 1” of the St. Helens Industrial Business Park. A major component is creating a new parcel for a new PGE substation. The substation is an inevitable project as the current one cannot serve additional uses.

## PLANNING ADMINISTRATION—MISC.

Prepared semi-annual report for the City Council, which took place this month.

Prepared planning fee increase documents for City Council approval. Hoped to have done this in the summer, which has been typical of past years, but there was too much happening then. We plan on adding a fee for preapplication meetings and prepared a new form for that purpose.

Good amount of time spent on addressing floodplain development at 150 Belton Road. Plans did not capture all of the details well, which happens sometimes, so “during construction” discussions become important.

Signed a DEQ LUCS for the generator installed as part of the “new” armory. This was approved back in 2008 (CUP.7.08). This is not normally report worthy but gives me an excuse to add before and after photos of this project in Planning’s next semi-annual report in the Spring.

## PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

October 11, 2022 meeting (outcome): The Commission approved a Conditional Use Permit and Variances for a mixed use building adjacent to 150 St. Helens Street. If completed, this will finish the old “Houlton hole.”

The Commission discussed potential times for a joint meeting with the Council before the new year and, briefly, the Comstock decision. They also discussed HB 3115 as their proactive item.

*As the Historic Landmarks Commission*, they reviewed and recommended approval of some architectural changes (roof work) for the Klondike building at 71 Cowlitz Street.

November 8, 2022 meeting (upcoming): The Commission will conduct a public hearing for a yard (setback) Variance at 134 N. 2<sup>nd</sup> Street.

Planning staff will present the semiannual report. And if interviews can be done in time, the Commission may discuss and take action on the Planning Commission Interview Committee's recommendations, though this may be pushed to December.

### **COUNCIL ACTIONS RELATED TO LAND USE**

Council authorized signature of the final order for the Comstock Subdivision. This is report worthy, as a condition of the applicant indemnifying the city in the event of a sanitary sewer surcharge was omitted from the final order a part of the authorization.

Council approved Planning fees increases.

### **ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY**

See Planning Administration—Preapplication Meetings on the previous page.



**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** October Planning Department Report  
**Date:** Monday, October 24, 2022 9:04:28 AM

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Here are my additions to the October Planning Department Report.

## GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Culvert project (County) will be a separate project than the sidewalks project. Bidding is anticipated late Fall 2022 with construction in Spring/Summer 2023. Amendment approved to push completion deadline from November 2022 to February 2024. Project cost estimates came in x3 what we budgeted for the project. Engineering Dept. to slim the scope of work as much as possible to be able to still fund the project.
2. **Business Oregon – Infrastructure Finance Authority** – Loan Contract documents finalized for streets/utilities construction and Riverwalk project not covered by OPRD grants. Will submit first reimbursement once design work is complete for Riverwalk project.
3. **Riverwalk Project (OPRD Grants x2)** – Moving into 90% design, continued regular PM meetings and TAC meetings. For permitting, stage and structure will require architectural review before the PC (anticipated in the early fall with the building permit). LWCF grant contract will be subject to the Build America requirements which could have budget/timeline implications. Executed additional scope of work for compliance with Build America waiver/compliance.
4. **Technical Assistance Grant with the Oregon State Marine Board** - To assist with design and permitting of an in-water fishing dock and paddlecraft launch facility at Grey Cliffs Park. Feedback summarized submitted to OSMB to move forward. They would like to hire their environmental permit specialist before starting moving this project forward – waiting to hear back from the state on this.

## PROJECTS & MISC

5. **Riverfront Streets/Utilities Design/Engineering** – Construction contract granted to Moore Excavation. Pre-construction meeting held on 10/17. Planning for construction start on Nov 1. Planning for ground breaking ceremony on Nov 2. and kickoff business/resident meetings on 10/24 at 1 pm and 5 pm. Assisting project team with outreach efforts including website updates/press releases/promotion materials.
6. **1<sup>st</sup>/Strand Undergrounding Utilities** – Attending mandatory pre-proposal meeting for undergrounding of utilities along Strand/1<sup>st</sup> Street. RFP closes on 11/1.
7. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – Work Order 1 approved - 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Pre-application meeting held on 10/13 to discuss applications needed for PGE parcellation and new sub-station. Goal is for PGE to be able to buy the parcel from the City. Mackenzie is revising footprint to accommodate feedback from Cascades regarding use of the existing mill buildings.
8. **OAPA conference** in Pendleton, OR on 10/26-10/28 and **Oregon Mainstreet Conference** in Klamath Falls 10/5-10/7.
9. Attended DEQ led info session regarding the former Boise White Paper Mill site in-water

sediment preferred cleanup alternative with Office Max's voluntary cleanup program on 10/18.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

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