



PLANNING COMMISSION

Tuesday, October 14, 2025 at 6:30 PM
HYBRID: Council Chambers & Zoom (details below)

AGENDA

1. **6:30 P.M. CALL TO ORDER**
2. **TOPICS FROM THE FLOOR** (Not on Public Hearing Agenda): Limited to five minutes per topic
3. **CONSENT AGENDA**
 - [A.](#) Planning Commission Minutes Dated September 9, 2025
4. **PUBLIC HEARING AGENDA** (times are earliest start time)
 - [B.](#) 6:30pm Variance V.4.25 34891 Roberts Lane (Kellar)
 - [C.](#) 6:50pm Variance V.5.25 130 Ivy Lane (Natale)
5. **PLANNING DIRECTOR DECISIONS** (previously e-mailed to the Commission)
 - D. Temporary Use Permit TUP.3.25 2034 St. Helens Street (Cavender)
 - E. Accessory Structure AS.1.25. 115 May Ave (Watts)
 - F. Temporary Use Permit TUP.4.25 71 Cowlitz St (Waller)
 - G. Site Development Review Minor SDRm.5.25 535 S. Columbia River Hwy (Chand)
6. **DISCUSSION ITEMS**
 - [H.](#) Architectural Review 201 S. 1st St
 - [I.](#) Planning Commission Attendance Policy
 - J. Joint City Council/Planning Commission Frequency for 2026
 - K. Planning Commission Term Expirations
 - [L.](#) Planning Department Quarterly Report
 - [M.](#) "Snacks are back" Resolution No. 2058
 - N. Reminder about November Meeting (Weds not Tues)
7. **PROACTIVE ITEMS**
 - O. Architectural Standards
 - P. Vacant and Underutilized Storefronts
8. **CITY COUNCIL LIAISON REPORT**
9. **FOR YOUR INFORMATION ITEMS**
10. **ADJOURNMENT**

NEXT REGULAR MEETING: November 12, 2025 6:30pm

VIRTUAL MEETING DETAILS**Join Zoom****Meeting:** <https://us06web.zoom.us/j/89280925241?pwd=zoQ5Gh61uogz0M30d46i713yoZjvBn.1>**Meeting ID:** 892 8092 5241**Passcode:** 942010

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

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



PLANNING COMMISSION

Tuesday, September 9, 2025 at 6:30 PM

DRAFT MINUTES

Members Present:

Vice Chair Brooke Sisco
Commissioner David B Rosengard (Zoom)
Commissioner Scott Jacobson
Commissioner Reid Herman (Zoom)
Commissioner Trina Kingsbury

Members Absent:

Chair Jennifer Shoemaker
Commissioner Charles Castner

Staff Present:

City Planner Jacob Graichen
Communications Officer Crystal King
Community Development Administrative Assistant Angelica Artero

Council Members:

Councilor Mark Gundersen

Others:

Shawn Clark
Dena Womack
Chase Berg
Steve Toschi
Russ Clark
Mike Russell
Joanne Rockwell
Robyn

1. 6:30 P.M. CALL TO ORDER

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

Toschi, Steve. Toschi expressed concern about blighted properties in St. Helens, specifically mentioning a building on Columbia Blvd. with broken windows that have been boarded up for over five years. He urged the Commission to develop a plan to address these properties through the City. He also acknowledged that there is a Joint City Council and Planning Commission meeting September 10 and a topic of discussion is ATV use on city streets. He noted safety concerns based on his preliminary research. Toschi recommended safety considerations be thoroughly addressed by experts if this issue is studied. Regarding the Grace's Antiques property, Toschi stated that he and his associate have decided

to be patient with the Commission's decision and would not pursue a LUBA appeal if the property is developed appropriately.

3. CONSENT AGENDA

A. Draft Minutes dated August 12, 2025

Motion: Upon Commissioner Jacobson's motion and Commissioner Kingsbury's second, the Planning Commission voted to approve the draft minutes dated August 12, 2025.

AYES: Commissioner Jacobson, Commissioner Kingsbury, Commissioner Herman **NAYS:** None.

ABSTAINS: Commissioner Rosengard.

4. PUBLIC HEARING AGENDA

B. Subdivision Preliminary Plat, SUB.1.25; Subdivision Variance V.1.25; Sensitive Lands Permits SL.1.25, SL.2.25, and SL.3.25

Vice Chair Sisco opened the public hearing at 6:38 p.m. No Commissioners declared any bias, ex parte contacts, or conflicts of interest. City Planner Graichen presented the staff report, noting this was a "reboot" of a previously approved development from 2022 that has not been completed within the required timeframe. Graichen explained that the project would include extensions of North 9th and 8th Streets, with a lengthy cul-de-sac requiring a variance from the standard 400-foot/20-lot limitation. He outlined the utility plans, noting that water would be extended from 8th/9th Streets, while sanitary sewer would need to connect to Madrona Court due to topography constraints. The sewer extension would also serve as a pedestrian path, providing residents with access to the Columbia Botanical Gardens park.

In Favor

Clark, Shawn Shawn Clark, the applicant of North 8th Street LLC explained they had been working on the project for a long time making many concessions to various agencies. He emphasized their goal of providing affordable housing and expressed concern about mounting costs from fees that would affect affordability. Clark noted they were willing to improve the pump station and implement no-parking requirements if needed.

Berg, Chase Chase Berg of Lower Columbia Engineering addressed Columbia County's drainage concerns, stating that he would match existing grades along the western property line and ensure water would flow east without creating ponding issues.

Neutral

Clark, Russ Russ Clark expressed concern about Pump Station 5 across from his home, stating he did not want overflow issues. He also questioned the impact of the walkway on the woodland and potential homeless encampments. City Planner Graichen confirmed that pump station improvements would be required before final plat approval.

Rockwell, Joanne Joanne Rockwell raised concerns about the bottleneck at the entrance to the cul-de-sac, noting that with cars parked on both sides, only one vehicle could pass through. She questioned how construction equipment would navigate this area and how residents would access their homes during construction.

Opposition

There was no testimony in opposition to the application.

Applicant response to comments

Clark, Shawn Shawn Clark stated they want to work with the neighbors to reduce construction traffic during the subdivision build. A suggestion was made to use North 9th Street if that would make things easier, and they were open to suggestions to minimize impacts on the neighborhood.

End of Oral Testimony**Close of the Public Hearing & Record****Deliberations**

Commissioners discussed the need for accurate information for Columbia River Fire and Rescue based on correct population estimates. The Commission also discussed the need for no-parking requirements on one side of the street of the cul-de-sac (not outlet) portion to maintain adequate width for emergency vehicles.

Motion: Upon Commissioner Rosengard's motion, seconded by Commissioner Jacobson, the Commission moved to approve the subdivision preliminary plat variance and sensitive lands permits with the conditions recommended by staff, plus the additional conditions that there be no parking on one side of the street of the cul-de-sac (no outlet portion) and that positive communication be received from Columbia River Fire and Rescue about evacuation once they are provided with accurate inhabitant numbers.

AYES: Commissioner Herman, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Jacobson **NAYS:** None.

Motion: Upon Commissioner Jacobson's motion seconded by Commissioner Rosengard, the Commission passed a motion for signature.

AYES: Commissioner Herman, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Jacobson **NAYS:** None.

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

There were no comments on Planning Director Decisions from the Commission.

6. DISCUSSION ITEMS**D. Architectural Review**

Commissioner Jacobson reported that he was unable to meet with Erin Salisbury of the St. Helens Main Street Alliance to work on Architectural Standards.

E. Vacant and Underutilized Storefronts

No updates were provided.

7. CITY COUNCIL LIAISON REPORT

There were no updates at this time. Councilor Mark Gundersen noted the Joint meeting with City Council was scheduled for the following day, September 10, 2025, at 4 p.m.

8. FOR YOUR INFORMATION ITEMS

None.

9. ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Angelica Artero

Community Development Administrative Assistant

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Variance V.4.25**

DATE: October 6, 2025
TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner

APPLICANT: Edgar Caballos Construction
OWNER: KELLAR STEVE M & JUDITH G

ZONING: Moderate Residential, R7
LOCATION: 34981 Roberts Lane
PROPOSAL: Reduced rear yard (setback) for replacement deck

SITE INFORMATION / BACKGROUND

The subject property is Lot 27, Meadowbrook Planned Community, Phase 2 platted in 1996. The Planned Development flexibility for Meadowbrook was to allow R7 yard (setback) requirements in R10 zoned areas. About half of the Meadowbrook development (north of the BPA easement) is zoned R10, whereas the portion south of the BPA easement, where the subject property is located, is zoned R7.

The significance of this is there was no adjustment to the basic yard (setback) requirements of the zoning from rear yard standpoint. The rear yard for both the R7 and R10 zones is 20 feet.

Another consideration is a stream at the rear of the property. As of December 2003, the drainage behind the property is a "city significant" wetland identified as MC-1, which is a "type I" wetland per Chapter 17.40 of the St. Helens Development Code. This wetland has a 75' upland protection zone, the area of which is protected as a wetland itself. If this subdivision occurred today, the surrounding buildings would not be as close to this water feature as they are. This drainage is more-or-less at the rear property line.

The dwelling, excluding a rear deck, is approximately 20 feet from the rear property line. However, including the deck, there is encroachment into the rear yard.

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission: October 14, 2025.

Notice of this proposal was sent to surrounding property owners within 100 feet of the subject property(ies) on September 25, 2025 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on October 3, 2025 in Columbia County Spotlight newspaper.

AGENCY REFERRALS & COMMENTS

CRFR: The Fire District has no issues or objections to this project.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

DISCUSSION:

The original deck proposed for replacement is visible in this August 2022 photo. Note the drainage which is the significant wetland (what is left of it since Meadowbrook was developed).



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.

- Staff comment(s): There are two considerations: the purpose of yard requirements (setbacks) and the abutting sensitive land.

The purpose of yard requirements (setbacks) is to preserve air light and space. For the upland protection zone there are different degrees of things being grandfathered. For example, mowing ground cover is a category of legal established nonconformity. So managed landscaping is not a grandfathered circumstance to automatically allow new building encroachment.

In this case the previous deck was in place for decades and before December 2003. Including stairs that allowed access to the deck from the outside, the approximate structure footprint was about 170 square feet. The proposed replacement is 200 square feet and will not include stairs.

The Commission could consider the change minor. The location is not changing, and the footprint is increasing about 18% in area.

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

- Staff comment(s): Staff has observed this scenario for development from this era. The site plan shows a home meeting the setback with no deck. A deck gets built.

Though there is not proof, it can be assumed this was the result of a good 'ol boy system of the time. Also, the development pre-dating the December 2003 wetland rules is a different circumstance.

(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.

- Staff comment(s): The location is not changing and the increase in structure footprint is small.

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

- Staff comment(s): Staff's biggest concern is having more buildings/structures closer to the drainage promotes sensitive land conflicts in the future. However, the previous deck was in place for decades (home was built in 1998 per County Assessor records) and the increase in size is small.

(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.

- Staff comment(s): The current owners purchased the property in 2002. It was only when they applied for a building permit that this issue came up. They seemed genuinely surprised by the issue.
- Also, the increase is small.

The Commission needs to find all these criteria **(a)** – **(e)** are met in order to approve the variances. If you think one of these is not met, we'll need to address why.

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 is specific to the 10 x 20 covered deck as proposed on the east portion of the rear side of the detached single-family dwelling.
3. Owner/applicant and their successors are still responsible to comply with the City Development Code (SHMC Title 17), except for the Variance(s) granted herein.

Attachment(s): Applicant's narrative
Plans

Criteria For granting a variance:

1-(a): According to code this variance expanding the current deck will not be significantly detrimental or in conflicts with the applicable policies and standards and will not be detrimental to other properties in the same zoning district or vicinity.

(b): The special circumstances that exist which are peculiar to the lot size are: When the house was built there was not a Riverian area designated on the northward edge of the property, and the deck was built into the 20 foot setback on the western side of the house. The deck that was built with the house does not meet current building code standards.

(c): The proposed use of the deck will not change

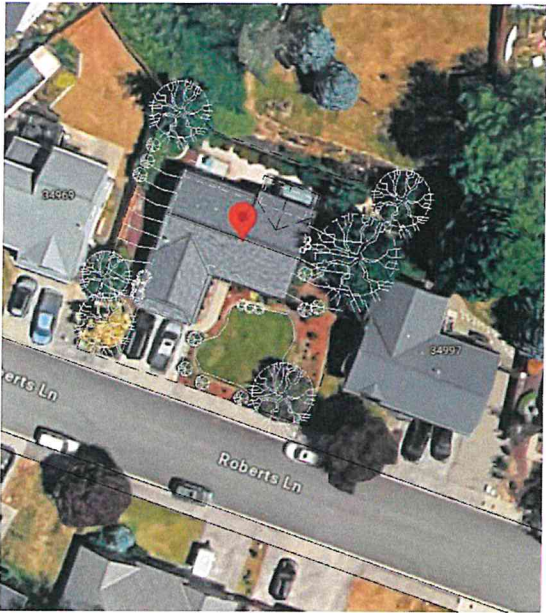
(d): The existing physical and natural systems will not be adversely affected

(e): The replacement and enlargement of the deck will not impose a hardship to the current property or any of the neighboring properties.

1. ALL WORK SHALL CONFORM TO THE LATEST EDITION OF THE BUILDING CODES IN EFFECT, AS WELL AS TO ALL OTHER GOVERNING CODES, ORDINANCES, AND REGULATIONS AS REQUIRED BY LOCAL BUILDING CODES.
2. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS SHOWN ON THE WORKING DRAWINGS. THE CONTRACTOR SHALL NOTIFY THE DESIGNER OF ANY DISCREPANCIES PRIOR TO COMMENCEMENT OF ANY WORK. IN EVENT OF FAILURE TO DO SO, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTION OF ANY ERROR.
3. SUB-CONTRACTORS ARE TO PROPERLY CONNECT AND COORDINATE THEIR WORK WITH THE WORK OF OTHERS AS SHOWN ON THE DRAWINGS AND AS INDICATED IN THE SPECIFICATIONS. THE CONTRACTOR SHALL COORDINATE THE WORK OF VARIOUS TRADES TO AVOID POSSIBLE INTERFERENCE, DUPLICATION OF WORK, OR UNFINISHED GAPS BETWEEN OPERATIONS.
4. THE GENERAL CONDITIONS OF THE CONTRACT SHALL BE THOSE AGREED UPON BY AND BETWEEN THE OWNER-CONTRACTOR AGREEMENT. THE GENERAL CONDITIONS OF THE CONTRACT ARE A PART OF THESE CONTRACT DOCUMENTS AND APPLY TO ALL SECTIONS OF THE SPECIFICATIONS.
5. GLASS DOORS, GLASS PARTITIONS, AND ALL GLAZED OPENINGS WITHIN 18" OF THE ADJACENT FLOOR SHALL BE OF GLASS APPROVED FOR IMPACT HAZARD IN ACCORDANCE WITH CHAPTER 24, U.B.C. STANDARD NO. 24-2, PART I.
6. ALL NEW AREAS AND FACILITIES SHALL BE ACCESSIBLE PER LOCAL BUILDING/SAFETY DISABILITY CODE.
7. THE FLOOR JOISTS SHALL BE RUNNING PERPENDICULAR TO THE BAND JOIST AS SHOWN. WHEN JOISTS ARE RUNNING PARALLEL, A DESIGN AND DETAILING OF THE LATERAL LOAD CONNECTION IN ACCORDANCE WITH ACCEPTED ENGINEERING PRACTICE SHALL BE SUBMITTED FOR REVIEW.

SHEET NO.	SHEET NAME
A0.0	COVER
A0.1	GENERAL NOTES
A1.0	SITE PLAN
A2.0	DECK PLAN
S1.0	EXTERIOR ELEVATIONS
S2.0	STRUCTURAL FRAMING PLAN & SECTIONS
S3.0	FOOTINGS & CONNECTION DETAILS

VICINITY MAP



06 Vicinity map, 34981 Roberts Ln
Scale: 1" = 30'

CODE ANALYSIS

ORSC 2023 Ch. 3 (R301 design criteria; R312 guards; R317 wood protection/fasteners).

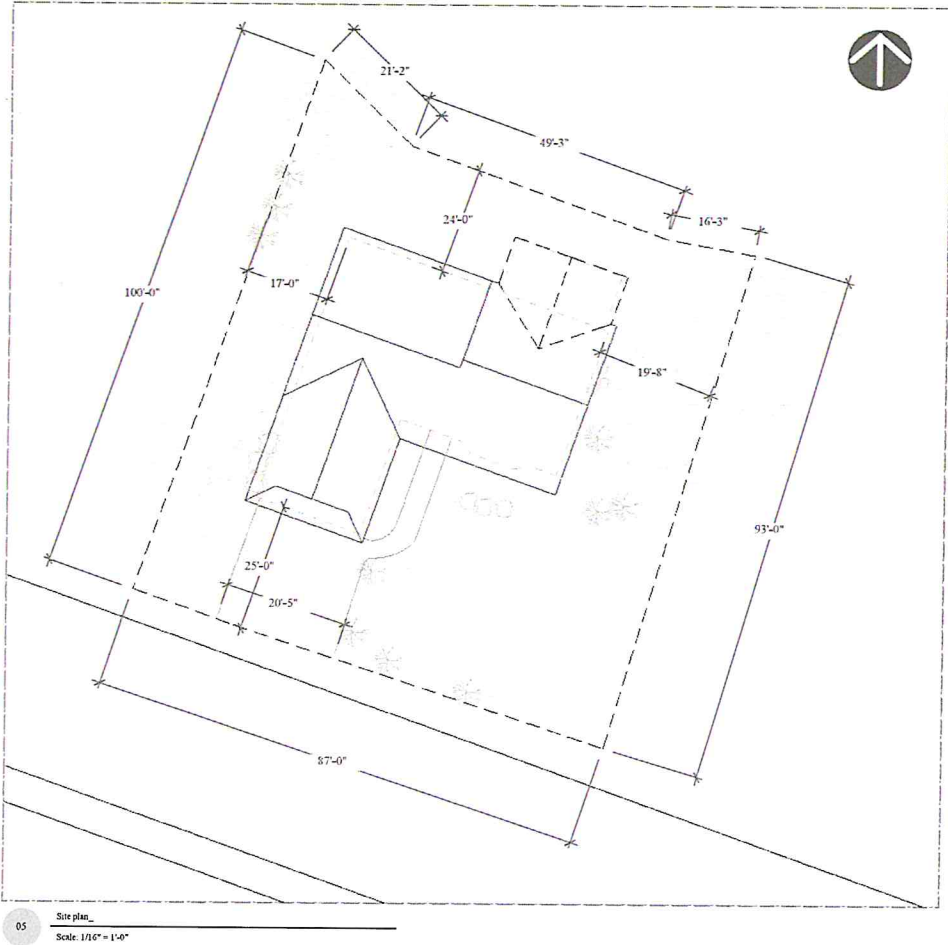
ORSC 2023 R507 (decks — posts, beams, joists, connections).

ORSC 2023 Appendix AH (deck/patio/porch covers — one story; mean roof height ≤ 12 ft).

St. Helens Climatic/Geographic Design Criteria (City handout based on ORSC): Vult 120 mph, prescriptive minimum ground snow load 36 psf, Seismic D1, Frost 12 in. Include on cover sheet.

St. Helens Municipal Code, Title 17: R-7 yards, Accessory Structures (17.124), Additional Yard Setback Requirements & Exceptions (17.64)

34981 Roberts Ln, St Helens, OR 97051



PROJECT AREA:

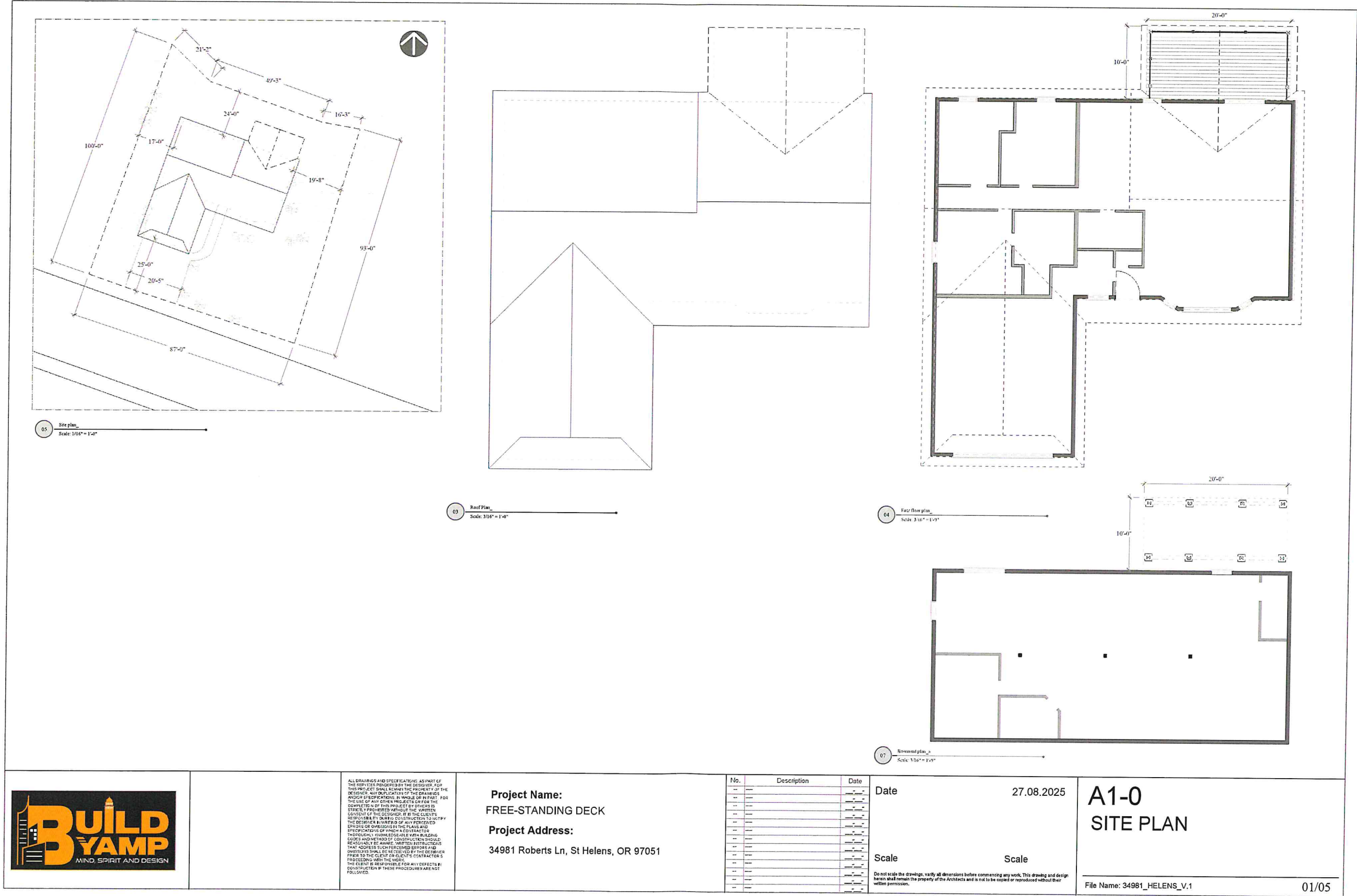
Lot area: 7,726 sf (approx.).
New work area (deck surface): 10' x 20' = 200 sf.
New covered area (roof footprint): 200 sf (same as deck).
Stories / conditioned area: 1 story, unconditioned (no enclosure/HVAC).
Existing dwelling area: Unchanged (no interior scope).

PROJECT TEAM CONT'D

Designer:
Build Yamp
Contact: Alejandra Monrroy
E-mail: Projectdesign@buildyamp.com

SCOPE OF WORK DESCRIPTION

- Remove the existing deck and construct a new free-standing (self-supported) wood deck, 10'x20' (~200 sf), with a gable patio/porch cover, and no stairs. Provide:
1. Footings cast-in-place at ≥ 12 in below grade; call out diameter/thickness and rebar; inspect pre-pour.
 2. 6x6 preservative-treated posts with lateral restraint at bases (listed post bases or ≥ 12 in embedment); moisture separation from concrete.
 3. Deck framing per ORSC R507: sized girders and joists (2x8) to span/spacing tables; species/grade noted; positive connections to prevent rotation/slip.
 4. Decking with approved exterior material; corrosion-resistant fasteners/connectors compatible with treated wood (R317.3.1).
 5. Gable roof cover per Appendix AH; label rafters/ridge/beam/diagonal bracing; verify mean roof height ≤ 12 ft; provide uplift ties/straps for Vult 120 mph.
 6. Guards where required (drop > 30 in): 36 in min height, 4-in sphere opening limit; detail posts/infill/anchorage
 7. Site plan to show distances to all property lines from deck edge and from eave/gutter projection; confirm R-7 yards and any encroachments (SHMC 17.64).
 8. Final clean-up; no changes to dwelling egress or conditioned space. Any exterior lighting to be LED with photocell/timer.



**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Variance V.5.25**

DATE: October 6, 2025
TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner

APPLICANT: David & Karen Natale
OWNER: same as applicant

ZONING: Moderate Residential, R7
LOCATION: 130 Ivy Lane
PROPOSAL: Reduced rear yard (setback) for new patio cover structure (building addition)

SITE INFORMATION / BACKGROUND

The subject property is Lot 5 of the Ivy Lane Subdivision. It includes half of a 15' wide utility easement along its west property line.

There is a wetland tract owned by the City of St. Helens abutting the rear lot line of the subject property. This is Tract "A" of the Isabella's Glen subdivision platted in 2006. This tract contains wetland MI-3, a "city significant" wetland which is a "type II" wetland per Chapter 17.40 of the St. Helens Development Code. This wetland has a 50' upland protection zone, the area of which is protected as a wetland itself. Reviewing the Isabella Glen file, it appears that the wetland is at least 50 feet from the subject property, thus, sensitive land considerations are not needed.

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission: October 14, 2025

Notice of this proposal was sent to surrounding property owners within 100 feet of the subject property(ies) on September 25, 2025 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on October 3, 2025 in Columbia County Spotlight newspaper.

AGENCY REFERRALS & COMMENTS

CRFR: The Fire District has no issues or objections to this project as purposed.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

DISCUSSION:

The rear yard of the R7 zone is 20 feet. The applicant wants a patio cover that is closer to 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.

- Staff comment(s): The purpose of yard requirements (setbacks) is to preserve air light and space. In this case, the rear yard is adjacent to a 3.18-acre wetland preservation tract, not another residential lot. Also, the subject area is presumed to be more than 50' from an actual wetland boundary (i.e., the requisite protection zone distance).

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

- Staff comment(s): Most properties don't abut open space tracts that due to wetland laws, are anticipated to remain undeveloped.

(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.

- Staff comment(s): Applicant is proposing an approximate 13' rear yard.
- (d) This criterion requires a finding that existing physical and natural systems will not 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.**
- Staff comment(s): The request is based on an error. A building permit was submitted and staff identified the issue.
- The rear lot line is larger than typical, at about 130 feet wide. The normal lot width in the R7 zone is 60 feet, so it is more than twice as large as the minimum. The cover is just over 32 feet wide. 32 feet is about 25% of lot's the rear yard.

The Commission needs to find all these criteria **(a)** – **(e)** are met in order to approve the variances. If you think one of these is not met, we'll need to address why.

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 is specific to the 24' x 32'41/2" attached patio cover as proposed on the west portion of the rear side of the detached single-family dwelling.
3. Owner/applicant and their successors are still responsible to comply with the City Development Code (SHMC Title 17), except for the Variance(s) granted herein.

Attachment(s): The wetlands plan (before the developed formally named Isabella Glen) with the subject property identified.

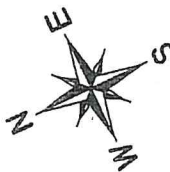
Applicant narrative

Plans

THE WETLANDS

A PROPOSED SUBDIVISION IN
SW 1/4 OF THE NE 1/4 OF SEC 05, T4N R1W N.M.
IN THE CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON
AREA OF PARCEL: 502 AC (216672 SQ FT)
ZONING: R-7

PARCEL BOUNDARY
WETLAND BUFFER BOUNDARY
REDUCED WETLAND BUFFER BOUNDARY
WETLAND AREA



1" = 50'

R-7 ZONING

FRONT YARD SETBACKS
DWELLING = 10' (10' ON LOT 8)
GARAGE DOOR = 20'
SIDE YARD SETBACKS
INTERIOR LOT = 10' (10' ON LOT 8)
SIDE STREET = 10'
REAR YARD SETBACKS
SITE PERIMETER = 20'
INTERIOR LOT = 10'

BUILDABLE AREA
3613 sq ft

N54°42'26"E, 230.72'

N29°08'22"W, 104.74'

N3°55'55"E, 472.88'

WETLAND PARCEL
3.18 AC

WETLAND AREA
82503 sq ft

BUILDABLE AREA
17479 sq ft

PROPOSED
WETLAND AREA
& BUFFER AREA
117489 sq ft

REDUCED
BUFFER AREA
20028 sq ft

UNIMPROVED STREET
(50.00' R/W)

N VERNONIA ROAD (MILTON COUNTY ROAD NO. 43)

130 FT
LANE

V.5.25
SUBJECT
PROPERTY

DATE: 10 Aug 2005
CONTACT PERSON: RON SMOTHERS 360-260-9400
DRAWN BY: AB
CHECKED BY: LONNIE E. MOSS

PROJECT MANAGER: RON SMOTHERS
ENGR. OF RECORD: LONNIE E. MOSS
REG. NO. 77412
SURVEY OF RECORD:

MOSS & ASSOCIATES, INC.
717 NE 61ST STREET, SUITE 202
VANCOUVER, WA 98665
(360) 260-9400 FAX (360) 260-3509

Item C.

This information is to respond to the specific criteria listed for a variance.

Section 1

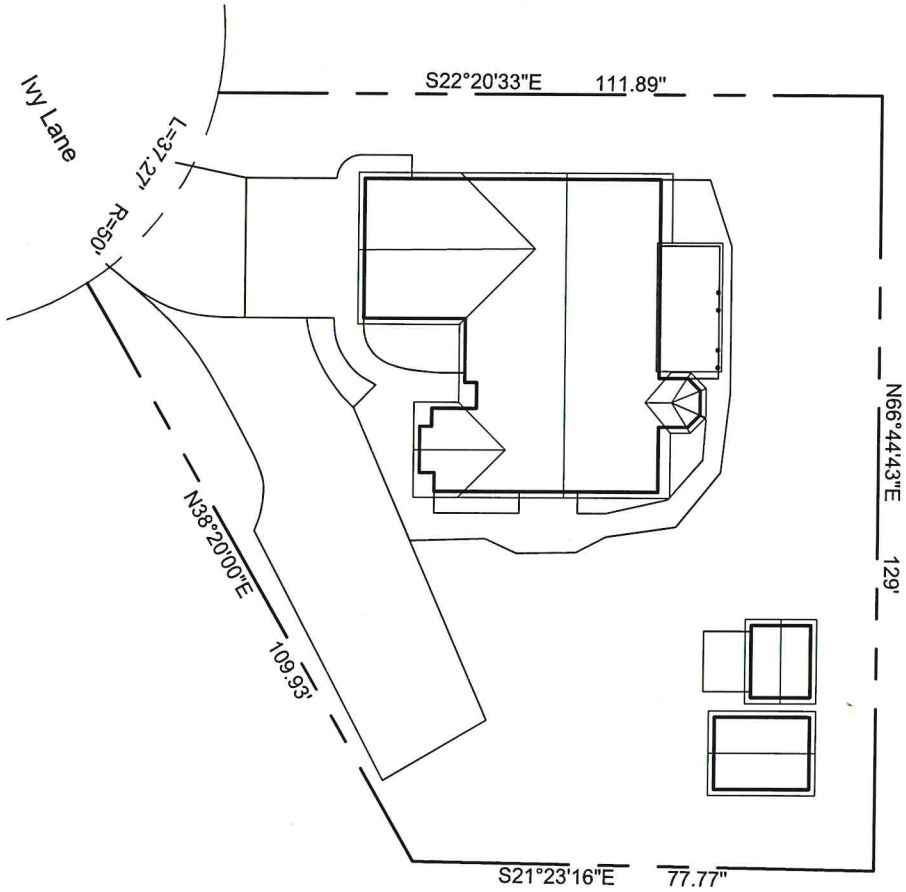
- a) This variance is not detrimental to the surrounding properties or zoning because it is intended to remove an aging existing patio cover and replace it with one that is larger, sturdier and constructed using current building codes.
- b) The size and shape of our lot is substantially larger than others in our neighborhood, and abuts a wetland area that will not be impacted by our construction or proposed patio cover. We have a 14' easement on the west of our property that creates a wider-than-usual open area between our neighbor's home and ours; our side yard to the east is very deep and large and is the space that borders other homes. In summary, due to the easement to the west and approximately 75' yard on the east, our neighbors will remain unaffected by the larger cover.
- c) The use of the covered space will remain the same as it is currently used; there is no change to property usage
- d) There is no change to physical and natural systems; the patio cover will have gutters that return rainwater to the existing house drainage. Any property surrounding ours is unaffected
- e) There is no hardship present.

Section 2 refers to Access, Egress and Circulation and is not applicable.

Section 3 refers to Land Divisions and is not applicable.

Section 4

- a) This standard is met because there is an existing principal building
- b) This standard is met because the principal building is more than 5 years old
- c) This standard refers to garages and is not applicable.
- d) This standard refers to interior yards and is not applicable on the side and may not be applicable against a greenspace.
- e) This standard refers to driveways and is not applicable.
- f) This standard will not be affected by the variance.
- g) This standard can be met with buffering landscaping, but it is unnecessary due to the greenspace. We ask that it be waived.
- h) This standard will not be affected by the variance.
- i) This standard is not applicable.



scale: 1" = 20' 0"
lot size: 13,777 sf.

existing site plan

E.1
of
3

Project
IvyLaneCover

Custom home design
date:
09/23/2025



NS Designs

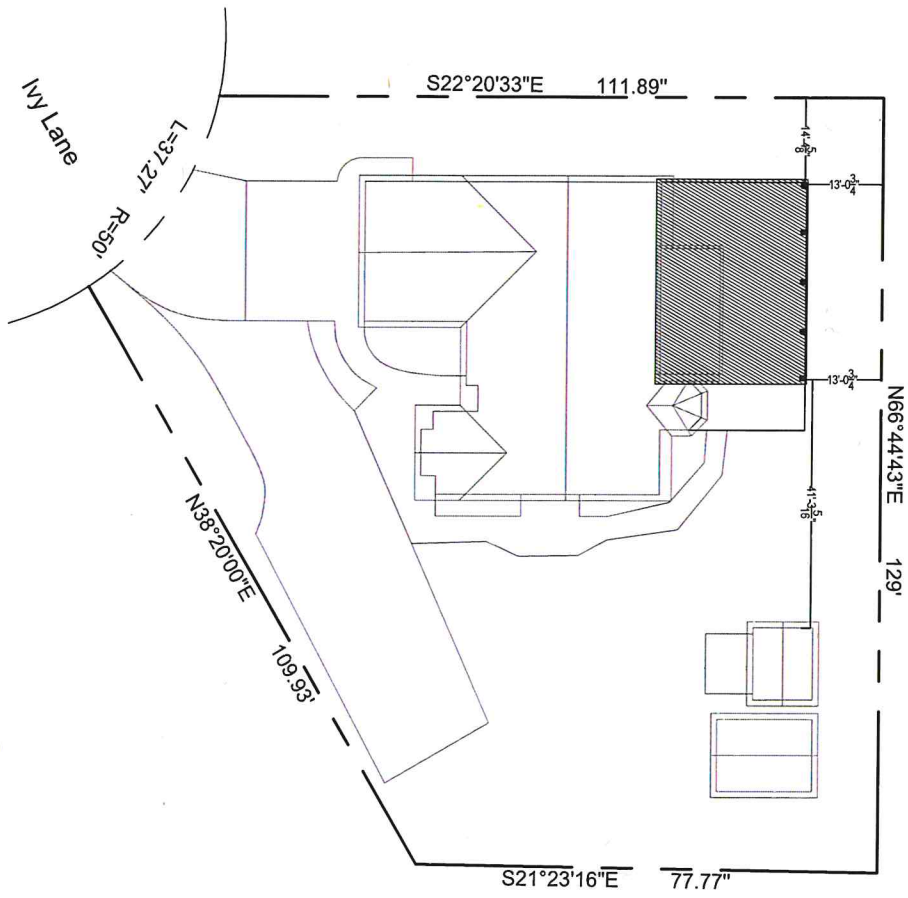
(541) 390-4211 saarinen.nic@gmail.com
33787 NE Kern Ct. Scappoose OR, 97056

a new cover for home located at
130 Ivy Lane
St. Helens OR, 97051

SITE LOCATION

130
Ivy Lane

Columbia, county
St. Helens, Oregon



cover high point 12' 4-1/16"
cover low point 9' 9-9/16"
house floor line elev. 1' 6"

1,500 sf. existing living
716 sf. existing garage/shop
1,098 sf. existing porches/patios total
3,314 sf. existing total
1,627 sf. proposed porches/patios total
3,843 sf. proposed total



scale: 1" = 20' 0"
lot size: 13,777 sf.

proposed site plan

1 of 5

Project
IvyLaneCover

Custom home design
date:
09/23/2025



NS Designs

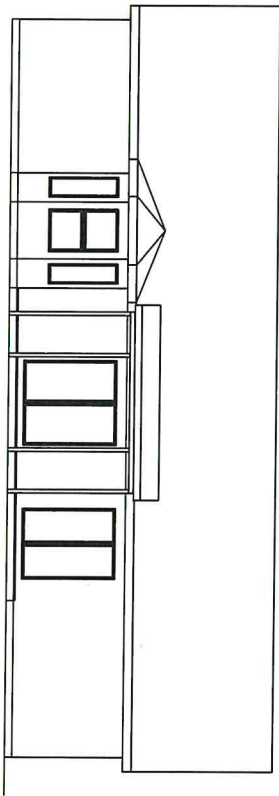
(541) 390-4211 saarinen.nic@gmail.com
33787 NE Kern Ct. Scappoose OR, 97056

a new cover for home located at
130 Ivy Lane
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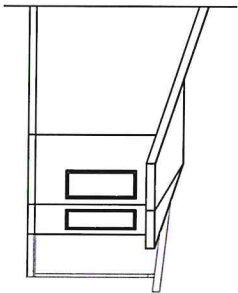
SITE LOCATION

130
Ivy Lane

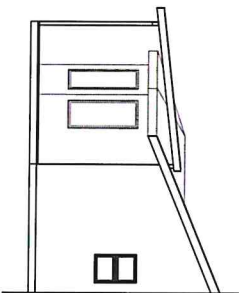
Columbia, county
St. Helens, Oregon



existing rear (north) elevation
1/4"=1'-0"



existing right (east) elevation
1/4"=1'-0"



existing left (west) elevation
1/4"=1'-0"

E.2
of
3

Project # 141410000

Custom home Design

date: 02/10/2025



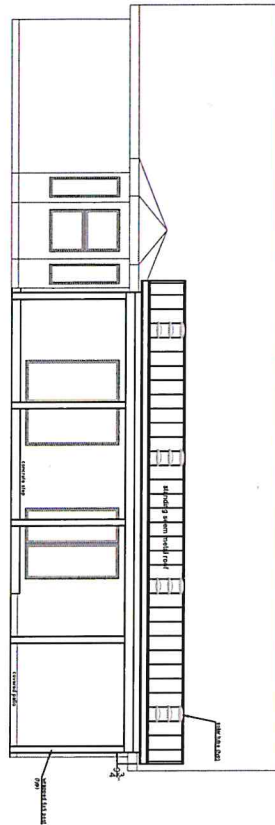
NS Designs

(541) 390-4211
email: saarinen.nic@gmail.com
33787 NE Kern Ct. Scappoose OR, 97056

a new cover for home located
at
130 Ivy Lane
St. Helens OR, 97051

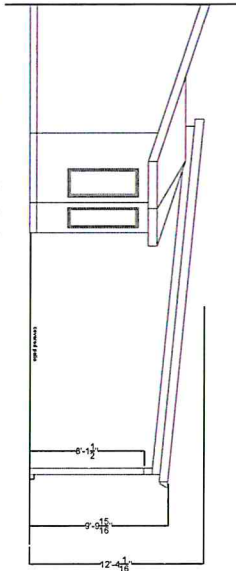
SITE LOCATION
130
Ivy Lane

Columbia county
St. Helens, Oregon



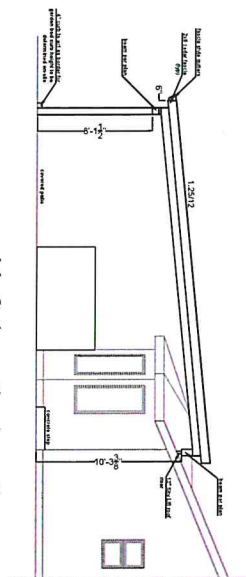
proposed rear (north) elevation

1/4" = 1'0"



proposed right (east) elevation

1/4" = 1'0"



proposed left (west) elevation

1/4" = 1'0"

2
of
5

Project # 14141000

Custom home Design

date: 06/22/2025



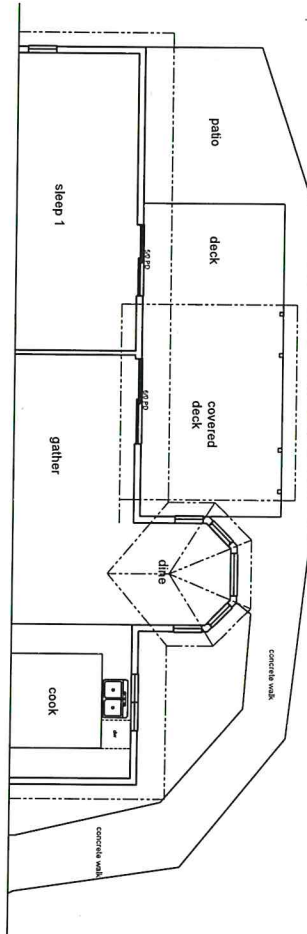
NS Designs

(541) 390-4211
email: saarinen.nic@gmail.com
33787 NE Kern Ct. Scappoose OR, 97056

a new cover for home located
at
130 Ivy Lane
St. Helens OR, 97051

SITE LOCATION

130
Ivy Lane
Columbia, county
St. Helens, Oregon



existing deck cover
1/4" = 1'0"

SITE LOCATION
130
Ivy Lane
Columbia, county
St. Helens, Oregon

a new cover for home located
at
130 Ivy Lane
St. Helens OR, 97051

NS Designs



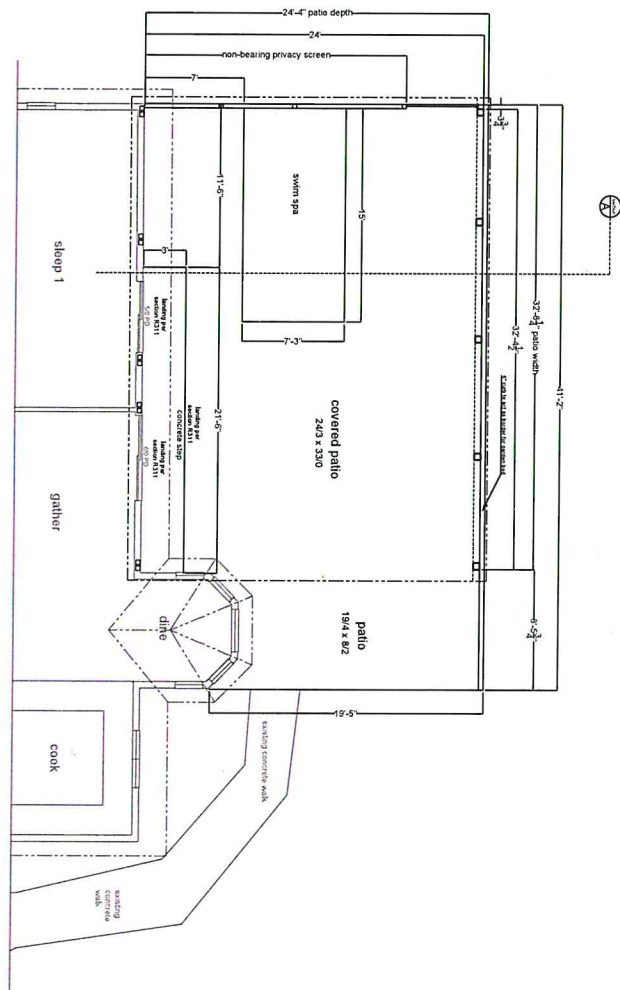
(541) 390-4211
email: saarinen.nic@gmail.com
33787 NE Kern Ct. Scappoose OR, 97056

date: 12/21/2025

Custom home Design

Project # IvyLakeCove

E.3
of
3



1,500 sf. existing living
716 sf. existing garage/shop
1,098 sf. existing porches/patios total
<u>3,314 st. existing total</u>
1,627 sf. proposed porches/patios total
<u>3,843 sf. proposed total</u>



proposed patio cover

 $1/4^{\circ} = 1'0''$

SITE LOCATION

130
Ivy Lane

Columbia, county
St. Helens, Oregon

a new cover for home located
at
130 Ivy Lane
St. Helens OR, 97051

NS Designs



(541) 390-4211
email: saarinen.nic@gmail.com
33787 NE Kern Ct. Scappoose OR, 97056

date: 06/22/2025

Custom home Design

Project # MylaneCover

5 of 3



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: Planning Commission acting as the Historic Landmarks Commission
FROM: Jacob Graichen, AICP, City Planner
RE: 201 S. 1st Street
DATE: September 29, 2025

Back in June a building permit was submitted (permit no. 749-24-000206-STR) for alterations to a commercial suite at the SW corner of the S. 1st Street / St. Helens Street intersection to prepare the site for a proposed eating and drinking establishment—Dawn/Dusk Dining and Spirits.

A “new” door is proposed, along with other exterior alterations (mostly restoration work). Review of these was deferred. That renovation has progressed such that the owner/applicant is requesting Architectural Review to continue the permitting effort.

Per SHMC 17.32.070(7), permanent exterior architectural changes to buildings (that are not official recognized historic resources) shall comply with the ***Riverfront District Architectural Guidelines***. The Historic Landmarks Commission shall make a recommendation to the approval authority as to whether the Commission believes the proposal complies. Please review your copy of the guidelines when looking at this proposal and be prepared to discuss. The guidelines can also be found on the on the City’s website:

<https://www.sthelensoregon.gov/planning/page/riverfront-district-architectural-design-guidelines>

As a corner lot there are two facades: S 1st Street and St. Helens Street.

The **S. 1st Street façade**, which currently has a man door, is restoration work. For example, transom windows are proposed to be restored where previously altered (e.g., for an AC unit) along with tile repair as needed.

This is supported by the architectural guidelines, which talks about preserving original appearance and not to cover, remove or alter windows (including transom windows). These alterations from years ago are being remedied now.

Also, plans suggest a future sign. A sign permit will be necessary. If and when such is proposed, architectural review will be applicable at that time.



S. 1st Street façade on Sept. 29, 2025

The **St. Helens Street façade**, which had a man door at some point previously, includes restoration work for the windows and a “new” door. Applicant notes re-use of the actual original door, which was removed, with the door void in the wall boarded up for decades.

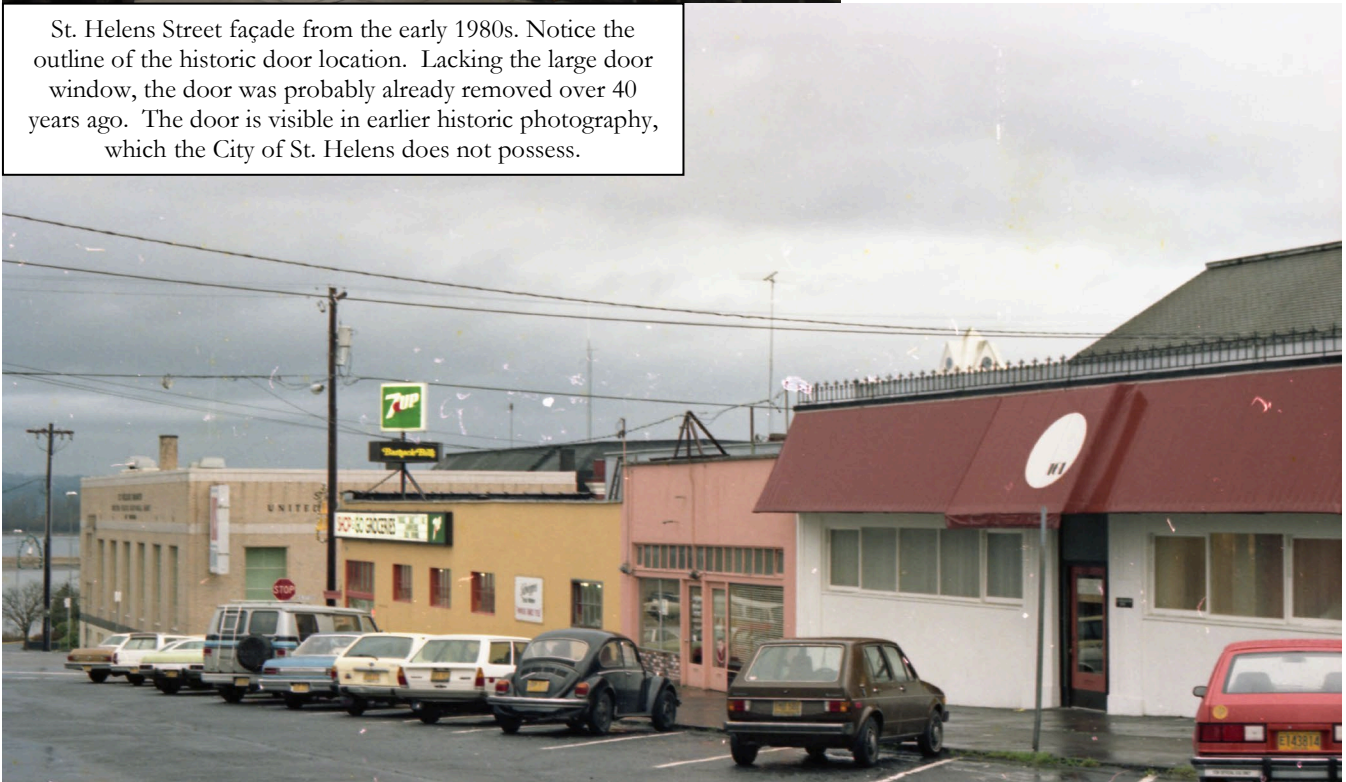
As with the S. 1st Street elevation, window restoration is logical along the St. Helens Street façade.

Specific to the door, the guidelines strongly encourage restoring façade elements that have been covered or removed. For new construction, the guidelines note that doors should include large windows and a solid kickplate. Though not “new construction” per se, the door has a large window and kickplate consistent with the guidelines.

St. Helens Street façade Sept. 29, 2025.
Notice the outline of the historic door
location given variation of wall materials



St. Helens Street façade from the early 1980s. Notice the outline of the historic door location. Lacking the large door window, the door was probably already removed over 40 years ago. The door is visible in earlier historic photography, which the City of St. Helens does not possess.



See applicant's narrative/plans for more details (attached).



ORIGINAL SIDE DOOR,
REMOVED +/- 2004,
RESTORE AND REINSTALL
IN ORIGINAL LOCATION



REMOVE HVAC UNIT, REPAIR WD
WINDOW FRAMES & GLAZE
WHERE REQUIRED

MISC TILE REPAIRS

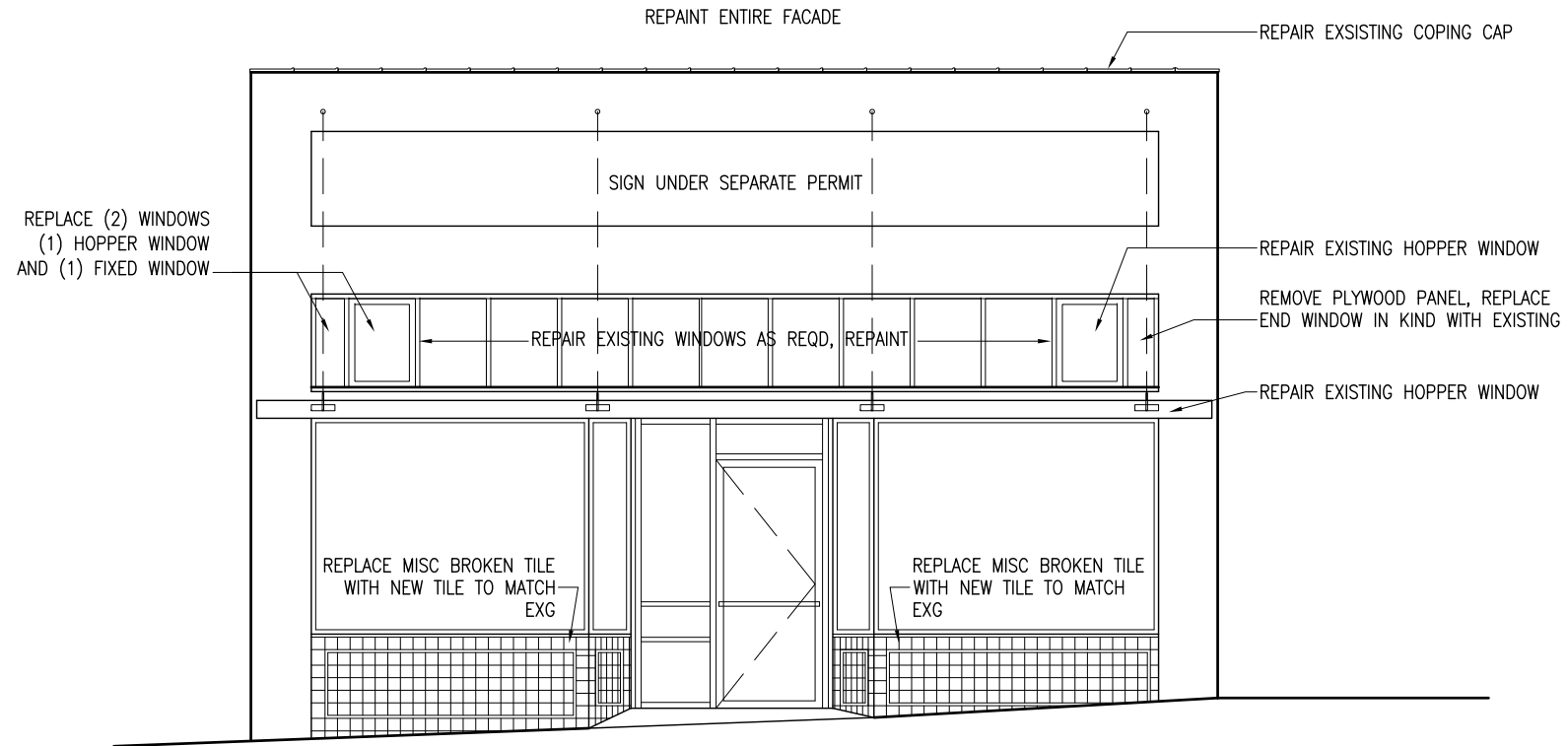


REPAINT ENTIRE FACADE

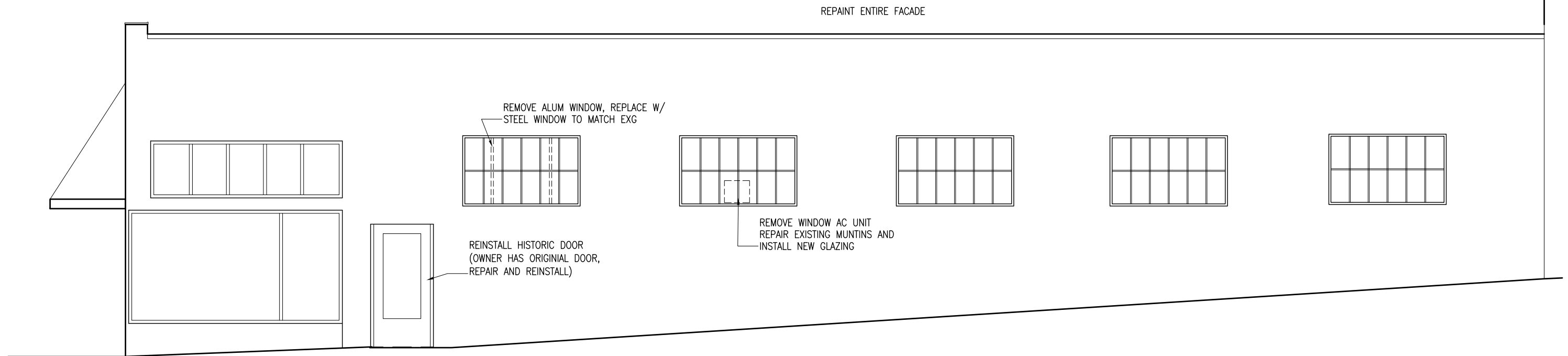
REPLACE ALUM WINDOW WITH
NEW HISTORIC STEEL WINDOW

REMOVE VENT,
REGLAZE AS REQUIRED

REMOVE AC UNIT REPAIR STEEL
WINDOW AND GLAZING



EAST ELEVATION (FIRST STREET)



NORTH ELEVATION (ST HELENS STREET)



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: Planning Commission
 FROM: Jacob A. Graichen, AICP, City Planner
 RE: Absenteeism discussion
 DATE: September 29, 2025

We started this discussion at the July 2025 meeting and since then, Commissioner Rosengard has drafted some ideas to discuss and we punted the topic to get past summer (ironically, so we can discuss with hopefully full or fuller attendance).

Key provisions that address Planning Commission absenteeism include:

- SHMC 2.08.040:

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the city council after a hearing for **misconduct** or **nonperformance of duty**. A member who is absent from three consecutive meetings without an excuse as approved by the planning commission is rebuttably presumed to be in **nonperformance of duty**, and the city council shall declare the position vacant unless finding otherwise following the hearing.

Misconduct is not defined. Per <https://www.merriam-webster.com/dictionary/misconduct> misconduct means:

1. mismanagement especially of governmental or military responsibilities
2. intentional wrongdoing
3. improper behavior
4. a penalty (as in ice hockey) for improper behavior or abusive language (as toward an official)

Commissioner Rosengard's draft code (**attached**) intends to replace the SHMC 2.08.040 provision, that is shown above in **arial font**. So, compare the draft code with the code above as an aid.

Also **attached** is a table of when Commissioners were absent between September 2024 to September 2025.

We also need to discuss what meetings count for attendance. Should it be just the normal monthly meetings that have been occurring for decades or also include the joint meetings with the City Council? The first joint meeting was in December 2022, and thus more recent thing. To date, staff have not tracked joint meeting attendance, whereas normal meeting attendance is tracked.

Moreover, should ad-hoc meetings count?

- The Planning Commission is supposed to meet monthly per SHMC 2.08.070(1).
- The Planning Commission serves as the Historic Landmarks Commission, who are required to meet at least twice a year per SHMC 17.36.020(5).
- And somewhat related, Resolution No. 1648, Committee/Commission Guidelines (**attached**).

Rosengard Draft - August 2025

Amend SHMC § 2.08.040 as follows (existing text that remains in place is black; existing text that has been moved in blue; new text and deletions in red):

(1) Definitions

(a) 'Absent without notice' means failing to attend a regularly scheduled planning commission meeting without providing City staff with 48 hours ~~notice~~.

(2) Removal of Planning Commissioner

(a) A planning commissioner ~~may be removed from their position by the city council~~ if ~~after~~ ~~at a hearing~~ the city council determines that the commissioner has engaged in ~~for~~ ~~misconduct or nonperformance of duty~~.

(b) A planning commissioner being absent without notice three times within their term shall give rise to a ~~rebuttable presumption that the commissioner has engaged in nonperformance of duty~~.

(c) ~~The planning commission may request that the city council consider holding a hearing regarding commissioner misconduct or nonperformance of duty by resolving as much as a body on two consecutive regular meetings.~~

(d) If a planning commissioner is removed from their position, ~~the position shall become vacant immediately~~.

(3) Filling Planning Commission Vacancies

(a) ~~Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the city council after a hearing for misconduct or nonperformance of duty. A member who is absent from three consecutive meetings without an excuse as approved by the planning commission is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise following the hearing.~~

Commented [DR1]: Using 'notice' rather than 'excuse' clearly side steps the need for *someone* to weigh in on whether a reason for absence is or is not a valid excuse.

If we prefer to use 'excuse', then I suggest some combination of:

- (1) Planning Commission determining whether a given excuse is valid;
- (2) Writing in some guidance re: what sort of reasons are valid excuses.

Commented [DR2]: Preserves existing ability of City Council to remove Commissioners. (Providing an exclusive definition of either 'misconduct' or 'nonperformance of duty' would have the impact of narrowing City Council removal powers).

Commented [DR3]: Presumption being rebuttable is from the current version. Personally, I would read the presumption as rebuttable unless it specifically says otherwise (else, what point in having a hearing?), but I reckon little harm in redundancy...

Commented [DR4]: This whole subsection is responsive to the sense expressed at our most recent planning commission meeting that the commission itself wanted more enforcement mechanisms.

My suspicion is that enforcement authority ultimately lives with city council – but this would make it explicit that the planning commission can request city council to consider using that authority.

I simply put the two-consecutive-meeting requirement in an effort to make it more likely that the subject of any enforcement request would be present for at least one meeting and able to offer their perspective.... Some other option could, of course, be used instead (e.g. written notice to the person up for referral to city council, etc)

Commented [DR5]: More precise than existing version.

St. Helens Planning Commissioner Absenteeism September 2024 – September 2025

This table identifies dates Commissioners where absent in this time period with totals.

Rosengard	Kingsbury	Jacobson	Shoemaker	Herman	Castner	Sisco
Mar-24	July-25	May-25	Sept-24	May-25	Sept-24	June-24
Sept-24	Aug-25	Total=1	Sept-25	Total=1	Oct-24	Oct-24
Aprl-25	Total=2		Total=2		Nov-24	Aug-24
May-25					Sept-25	Total=3
Aug-25					Total=4	
Total=5						

City of St. Helens
RESOLUTION NO. 1648

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

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

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

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

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

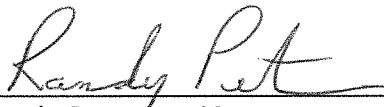
1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None


 Randy Peterson, Mayor

ATTEST:


 Kathy Payne, City Recorder

QUARTERLY REPORT TO COUNCIL

Meeting Date: October 1, 2025
Prepared by: Jacob A. Graichen, AICP, City Planner
Department: Planning
Division: Community Development
Reporting Period: July to September 2025
CC: City Administrator John Walsh / Planning Commission



Item L.

1. General Operations

- This is the first report since a planning department staff with two planners for more than the last 10 years, has only been one. Customer service is suffering and my goal is keeping up (which is challenging), not getting ahead.
- **July:** Given the second reading for Ordinance No. 3311 for annexation of property at 35262 Fir Street, I made suggested revisions to a possible 5th amendment to a sewer use agreement originally created in 2000. The agreement is about when normal sewer is available, the STEP system used now, goes away. Since then, the agreement has been completed.
- **July:** Annual Housing Unit Population Survey (AHUPS) information provided to PSU. PSU collects housing unit and population information for Oregon's annual population estimates.
- **July – September:** CCMH post land use entitlement permit/plan review continues from the last quarterly report. Public improvement plans (e.g., Gable Road improvements) not 100% approved yet, but everything else is.
- **August:** Annual Housing Production Survey information provided to PSU. This is based on the Oregon Housing Needs Analysis (OHNA) framework to analyze housing production.
- **September:** PCC OMIC in Scappoose has a Columbia Works Internship program geared towards Columbia County high school students as (interns), giving them basic training and experience in advanced manufacturing. In the process of their learning, the interns have crafted metal art signs (historical markers) that depict parts of Columbia County, two of in interns created ones for St. Helens. I provided some guidance regarding location, sign code and such. Here is what they look like:



- **September:** Final inspection for High School remodel occurred this month. It's done! Glad to put this file away after 4 years or so (land use permit is from 2021).

Right: St. Helens High School in June 2021 on the eve of the remodel project. **Below:** September 2025, the project is near complete.



- **September:** Conducted final inspection for Infill lot along N 12th Street divided in 2024, for two attached dwellings. Noteworthy because I have good before/after photos of another example of infill development.



- **Notable administrative Planning Department permitting:**
 - **July:** Processed parklet application for the 300 block of Strand Street. This is significant as this is the first one outside of the COVID-19 era. We ended up denying it as no applicable city department supported it.
 - **August:** Issued land use decision for new gas station / convenience store just north of Les Schwab Tires along US30. First new gas station in St. Helens in a long time; easily more than 20 years.
- **Pre-application / early assistance meetings:**
 - **August:** Conducted a pre-application meeting to reboot an expired project at 200 Running Dogs Lane. A building was built per prior approvals, though contrary to approved plans. And then permits expired. Thus, re-application is necessary to finish the project.
- **Planning Commission had their normally scheduled monthly meeting on July 8, 2025.** Outcome:
 - The Commission discussed attendance policy, mainly per Chapter 2.08 SHMC, and based on some suggestions from the discussion, they are anticipated to continue the discussion at a later meeting.
 - The Commission discussed architectural standards, noting frustration with last year's Oregon Government Ethics Rulings and its impact on sub-committees.
 - The Commission with guests from the St. Helens Main Street Alliance, discussed vacant and underutilized storefronts.
- **Planning Commission had their normally scheduled monthly meeting on August 12, 2025.** Outcome:
 - Held a public hearing for an Annexation along Kavanagh Street. Recommended approval to the Council.
 - Held a public hearing for a Conditional Use Permit for new sanitary sewer trunk lines through private property between Sykes Road and Gable Road. Approved.
 - Conducted architectural review for minor change to courthouse annex. Recommended approval to staff.
 - The Commission continued their discussion about attendance policy; they agreed to continue the discussion at the October meeting.
- **Planning Commission had their normally scheduled monthly meeting on September 9, 2025.** Outcome:
 - Held a public hearing for a 66-lot Planned Development Subdivision north of Deer Island Road. Approved.
- **Planning Commission had their normally scheduled quarterly joint meeting with the City Council on September 10, 2025.** Outcome:
 - Discussion of allowance of side-by-side type ATVs on city streets.

- Because the Council has joint meetings with other committees/commissions now, minutes are being approved at the joint meetings.
- There was a discussion about having less Planning Commission/City Council joint meetings (e.g., bi-annually, instead of quarterly). Planning Commission will probably talk about this more at their normal October meeting.
- **Development Code Enforcement.**
 - **Sept:** Referred a RV/tiny home living complaint along S. 21st /22nd to code enforcement.
- **Geographic Information Systems (GIS).**
 - **July – September:** Efforts related to new mapping interface for widespread employee and public use, which took over in August. This included:
 - Provide updated data to be used.
 - Get temporary passwords and send message to other city users (e.g., Building, Public Works, Parks, and Library) to help with initial feedback.
 - Review updates, provide feedback to GIS provider, and repeat this several times.
 - After some refinement to the interface add additional users in August.

Here is the link to the new interface → <https://sh.metroplanning.com/>

- **July & September:** Data updates related to approved annexations (three properties).
- **August:** Quarterly data updates.

2. Staffing & Personnel

- **July:** Annual Cyber Security / Phishing Prevention training via CIS.
- **September:** Annual open enrollment orientation for health insurance, etc.

3. Projects & Initiatives

A. Ongoing Key Projects

- **Parks Commission's Woodland Reserve.** Staff technical support for the SHIBP Woodland Reserve concept. [No update this quarter.](#)
- **ODOT Community Paths Program: St. Helens Scappoose Trail Refinement Project** – \$405k to study a trail route refinement project (30% design) from St. Helens to Scappoose. Consultants selected in early 2025, ODOT in contract negotiations since March. Planning to meet with ODOT to hand this project off to Alex Bird in Engineering. [Engineering with take this over but planning will continue to support the effort.](#)

August: Notified about S\some job shifting given ODOT budget and layoffs. But it looks like there will be an orientation for new grantees with a new ODOT project leader in October.

September: The kickoff meeting for this project is slated for October.

- **ODOT TGM Program: Transportation Systems Plan** – TBD \$\$ for new Transportation Systems plan. City Engineering is lead, with Planning providing support. [No update this quarter.](#)
- **New Water Reservoir** – City Engineering is lead, with Planning providing support. [August:](#) Biweekly meetings start. Initial effort is narrowing down potential sites. [September:](#) Met with consultant team to discuss land use matters for potential site list.
- **Utility Master Plan Development Code Amendments** – [No update this quarter.](#)
- **SHIBP Project Arcadia** – [July – September:](#) My role is technical support to the City Administrator on this matter. Worked with consultant to create multiple exhibits to support the transaction of selling the mill portion of the SHIBP. Some where basic needs of the transaction and others where special request exhibits from the Arcadia folks. There was mad dash to have everything done at the end of August and all essential documents where ready to sign, but the Arcadia folks ended up delaying. Now, it may not be till December before the transaction occurs.

[September:](#) Assisted with option agreement effort for a potential additional purchase of 25-some acres.

- **SHIBP PGE Parcel** – [July – September:](#) Continue working with consultants on proposal for professional services for some design and survey work to carve off the mill for project Arcadia and to create a new PGE Parcel for a new sub-station. Next step is an final agreement between the city and PGE, which is necessary for state funding. Slow movement on this, this quarter due to conflicting tasks and bare bones staff; project Arcadia's effort exhausted any spare time that may have been available.
- **Housing Capacity Analysis / Housing Production Strategy** – For St. Helens, the due dates on these are:
 - **Housing Capacity Analysis (HCA): due December 31, 2028**
 - **Housing Production Strategy (HPS): due December 31, 2029**

This will be different than the previous, because it will need to go through the new Goal 10 OHNA process. Staff will probably need to look at grant opportunities around June 2026 for this to keep on schedule. [No update this quarter.](#)

- **Food cart/pod rules.** Currently, only allowed by Temporary Use, the goal is to create rules for permanent use and maybe improved temporary provisions. This issue goes back to 2015 when we made the decision to start allowing these kinds of uses via the city's Temporary Use provisions. So, this is about a decade old issue. [No progress has been made in this reporting period, other than adding examples from a few other jurisdictions to my collection of info.](#)
- **Flood code amendments related to Endangered Species Act.** In 2009 FEMA was sued based on floodplain rules violating the Endangered Species Act. In 2016 the National Marine Fisheries Services (NMFS) issued a biological opinion that Oregon's flood plain policies jeopardizes several threatened species such as salmon. In July

2024, FEMA announced a new program of pre-implementation compliance measures (PICM) for short term measures to be effective Dec. 1, 2024, separate from the long term, estimated for completion in 2027. Basically, flood development is supposed to include impacts to fish habitat, not just the loss of human-made structures.

August: FEMA noted a draft Environmental Impact Statement (Draft EIS) expected late summer 2025. The Draft EIS evaluates the potential impacts of alternatives on how the NFIP is implemented in the Oregon plan area. FEMA will consider all input received during the Draft EIS public review and comment period. Following the public review and comment period on the Draft EIS, FEMA will develop a Final EIS, identify a preferred alternative, and publish a Record of Decision to conclude the National Environmental Policy Act (NEPA) process.

B. Upcoming Projects

- None.

4. Upcoming Events & Important Dates

- No noteworthy events, special meetings or significant deadlines to mention.
-

Attachments

- No attachments for this report.

City of St. Helens
RESOLUTION NO. 2058

**A RESOLUTION ESTABLISHING AN OFFICIAL COMPENSATION PACKAGE FOR
MEMBERS OF THE CITY OF ST. HELENS PLANNING COMMISSION, AND OTHER
CITY ADVISORY BOARDS AND COMMISSIONS MEMBERS, FOR FOOD,
BEVERAGES, AND OTHER CITY-RELATED ITEMS**

WHEREAS, this policy is to address any Oregon Government Ethics (ORS 244) issues that might arise from the City of St. Helens providing meals, food, beverages, or other compensation to appointive officers including members of the City Planning Commission and other City advisory boards and commissions members, as a result of performing their official duties for the City of St. Helens (City).

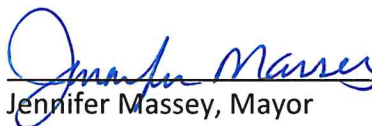
NOW THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. The City will adopt the policy established in Exhibit A, attached to this resolution, for all appointive officers, including members of City boards and commissions.

Section 2. This resolution is effective immediately upon adoption.

PASSED AND ADOPTED by the City Council on this 17th day of September 2025 by the following vote:

Ayes:	Chilton, Sundeen, Gundersen, Hubbard, Massey
Nays:	None
Abstains:	None


 Jennifer Massey, Mayor

ATTEST:


 Kathy Payne, City Recorder

Official Compensation Package for Members of City Boards and Commissions

Purpose: This policy is to address any Oregon Government Ethics (ORS 244) issues that might arise from providing meals, food, beverages, or other compensation to appointive officers including members of City boards and commissions as a result of performing their official duties for the City of St. Helens (City).

Covered Individuals: This policy applies for appointive officers and all board and commission members serving the City.

Policy: As part of their official compensation package as that term is used under ORS 244.040(2)(a), appointive officers including members of City boards and commissions may receive the following from the City:

- (1) Food, beverages, and other related items provided by the City including any of their relatives or household members who are accompanying them during a St. Helens-related event such as, but not limited to meetings, team building activities, potlucks, volunteer appreciation lunches, retirement parties, retreats, and conferences.
- (2) Items with the City's logo provided to them in their role as a board or commission member such as clothing, water bottles, pens, paper, etc.
- (3) This policy does not apply to:
 - (a) Food, lodging, transportation, and other related costs reimbursed by the City and covered under existing City reimbursement policies.
 - (b) Food, beverages, and other related items provided by the City to the board or commission member that are also available to the public at large.
 - (c) Items that are considered "gifts" under ORS 244.020(7).
- (4) Compensation provided as part of an official compensation package may be subject to income tax per the IRS rules on taxable fringe benefits. Provided food and beverages are not intended to be taxable fringe benefits.

Examples: To follow are examples of when this policy would apply:

- (1) At its regular meetings, the City provides food and beverages for members of boards and commissions. Those meals would be considered part of the official compensation package.
- (2) At its annual Appreciation Reception, all existing members of boards and commissions may receive a gift of appreciation. This gift would be considered part of the official compensation package.
- (3) Members of all appointed boards for the City are provided dinner at a volunteer appreciation dinner. This dinner would be considered part of the official compensation package.

If an appointive officer including a City board or commission member, while performing the City's related business, is provided with a meal by an outside third party, this is not considered part of the official compensation package and must be analyzed under ORS 244.