



# PLANNING COMMISSION

Tuesday, February 11, 2025 at 6:30 PM  
HYBRID: Council Chambers & Zoom (details below)

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## AGENDA

### 6:30 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 December 10, 2024
- [B.](#) Joint Planning Commission & City Council Minutes dated December 11, 2024

### DISCUSSION ITEMS

- C. Chair/Vice Chair Selection

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

- [D.](#) 6:35 p.m. – Variances (x3) at 35732 Hankey Road - McCarter

### DISCUSSION ITEMS

- [E.](#) 7:00 p.m. - Planning Commission Interview - Echternach, Jay
- [F.](#) 7:15 p.m. - Planning Commission Interview – Walter, Joshua
- [G.](#) 7:30 p.m. - Planning Commission Interview – Kingsbury, Trina
- [H.](#) Architectural Character Review at 161 St. Helens Street - AKAAN
- [I.](#) 2024 Year End Summary Report
- [J.](#) 2025 Joint Planning Commission & City Council Meeting Time
- [K.](#) Miscommunication Regarding the "Millard Road Property"

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

- [L.](#) Time Extension (TUP.1.24) at 175 Bowling Alley Lane – CC POD LLC
- [M.](#) Sensitive Lands Permit at 1645 Railroad Avenue – Maul Foster & Alongi, Inc.
- [N.](#) Sensitive Lands Permit (Amended) at 1645 Railroad Avenue – Maul Foster & Alongi, Inc.
- [O.](#) Site Development Review at 745 S. Columbia River Highway – Pacific Stars Contractors
- [P.](#) Conditional Use Permit (Minor) at 36200 Pittsburg Road - Stewart
- [Q.](#) Site Development Review at 58389 Columbia River Highway - Ojeda

### PLANNING DEPARTMENT ACTIVITY REPORT

- [R.](#) Planning Department Activity Report – December
- [S.](#) Planning Department Activity Report – January

**ADJOURNMENT**

**NEXT REGULAR MEETING: March 11, 2025**

**VIRTUAL MEETING DETAILS**

**Join:**

**<https://us06web.zoom.us/j/84556861949?pwd=LXCec7WvMvZKr2E3pbkaAazeU22YPx.1>**

**Meeting ID: 845 5686 1949**

**Passcode: 034697**

**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.

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](http://www.sthelensoregon.gov) or call 503-366-8217.



# PLANNING COMMISSION

Tuesday, December 10, 2024 at 6:00 PM

## DRAFT MINUTES

- Members Present:** Chair Dan Cary  
Vice Chair Jennifer Shoemaker  
Commissioner David Rosengard  
Commissioner Scott Jacobson  
Commissioner Charles Castner  
Commissioner Brooke Sisco
- Members Absent:** None
- Staff Present:** City Planner Jacob Graichen  
Associate Planner Jenny Dimsho  
Community Development Admin Assistant Christina Sullivan  
City Councilor Mark Gunderson
- Others:** Brady Preheim  
Suzie Dahl (ZOOM only)  
Jane & Pat Ferry  
Ken & Jennifer Bowen  
Rein Herman  
Sabrina Moore  
Todd Jacobson  
Matthew Remsberg  
Al Petersen  
Dan Hatfield  
Shauna Harrison  
Rick Scholl

### 6:00 P.M. CALL TO ORDER & FLAG SALUTE

Chair Cary called the meeting to order at 6:00 pm and led the Pledge of Allegiance.

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

**Preheim, Brady.** Preheim said vacancies on the Planning Commission should be open to new applicants, opposed Diana Weiner's selection to the Commission, and said that the City and Planning Commission should coordinate with contractors to open the completed intersection at 1st Street.

### CONSENT AGENDA

- A. Planning Commission Minutes Dated November 12, 2024

**Motion:** Upon Commissioner Jacobson’s motion and Commissioner Shoemaker’s second, the Planning Commission unanimously approved the Draft Minutes dated November 12, 2024, with a change to the

last page regarding Commissioner Cohen. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, NAYS: None]

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

- B. 6:00 p.m. Conditional Use Permit at 58646 McNulty Way at the intersection of McNulty Way and Gable Road - Columbia Community Mental Health

Chair Cary opened the Public Hearing at 6:05 pm and confirmed no Commissioners had any ex-parte contacts, conflicts of interest, or bias.

City Planner Graichen presented the staff report, reviewing the components of the requested Conditional Use Permit application, noting a sanitary sewer impact fee would be imposed. He read into the record a letter received from Columbia River Fire & Rescue (CRF&R) after the Staff report was published expressing concerns about the center media proposed on Gable Road which would obstruct visibility and access for emergency vehicles. Staff recommended a simple, two-way, non-barrier turn lane for Gable Road and requested an updated Tree Plan to better identify impacts and approval from the fire marshal on the building identification numbers.

Graichen addressed clarifying questions about improvements related to the two-way, non-barrier turn lane, the date of the wetland delineation, and "sensitive lands" referring to the creek at the south side of the site. He confirmed the proposed development was outside the riparian area and the floodplain, so there were no issues.

**Petersen, Al. Applicant.** Petersen is the architect representing the applicant. He shared that the creek and wetland were being addressed with the civil engineer and wetland specialist to manage any potential impacts. The wetland was approved by the Department of State Lands (DSL) in early spring. He highlighted the Tree Plan and presented an updated tree survey and requested that "registered landscape architect" be added to the condition requiring a certified arborist to allow them more flexibility.

He noted that CCMH was already connected to city services with an oversized meter and had met the sewer and water requirements for the proposed project and therefore should not be subject to the new sewer connection surcharge. The Applicant agreed to the parking re-striping and requested approval of the site design review and conditional use permit, with the exception of the two items raised. CCMH hoped to start construction next spring.

**Jacobson, Todd. Applicant.** Jacobson is the executive director of CCMH. He said that contractually, CCMH is required to complete the project by December 31, 2026.

**In Favor**

No one spoke in favor of the application.

**Neutral**

No one spoke as neutral testimony.

**Opposition**

**Moore, Sabrina.** Moore raised concerns about the limited utility improvements for the community due to the sewer line's inaccessibility from Gable Road, and supported the two-way turn lane to aid emergency responses. She questioned the facility's suitability as a conditional use, the focus on out-of-county clients, and the facility's impact on already strained local services like emergency response and social services, adding that Columbia County's limited job opportunities raised doubts about the effectiveness of client reintegration.

**Harrison, Shauna.** Harrison cited safety concerns due to the lack of law enforcement, strained local resources, and the community not having a hospital. She noted challenges with wetland mitigation and accessing a viable sewer system and questioned how trees and shade would be preserved. She also raised concerns about Gable Road being overcapacity, safety at McCormick Park, and the community's inability to support vulnerable populations due to limited jobs, medical services, and transportation.

**Preheim, Brady.** Preheim stated that while the proposed facility meets approval criteria, the community does not want it. The existing Broadleaf Arbor facility is already overwhelming local schools, police, and services. He criticized the facility's focus on serving people from other counties and questioned the adequacy of the sewer system, which was insufficient citywide. He called for denying the conditional use permit until the sewer system is improved and the community has the necessary resources, including staffing and policing, to support additional residents.

**Dahl, Suzie.** Dahl said sewer capacity was a big issue and that the center median should not have concrete. She expressed concerns about people coming from other counties, noting that many individuals who do not complete detox are often released back into the community, which lacks the necessary services to support them.

City Planner Graichen responded, explaining that the sewer issue is related to citywide infrastructure capacity, not the CCMH site's system or meter. The existing system is above capacity, potentially leading to surcharges, which could result in public health risks. The Code states that development permits may be restricted if sewer deficiencies pose a threat to public safety or violate regulations. Although improvements are anticipated by 2027, the City is evaluating each proposal's impact on the system. He also discussed possible options for extending the sewer line, but noted complications such as crossing a creek, floodplain concerns, and the shallow depth of the current line on Gable Road.

### Rebuttal

**Petersen, Al. Applicant.** Petersen noted he had referenced the wrong maps in his presentation. He explained that top priority improvements in the Wastewater Master Plan regard operations and safety, not capacity. The system that has been serving CCMH since 2005 is adequately sized and has sufficient capacity to support CCMH's expansion, disputing claims that the development would overwhelm the entire sewer system. He also questioned the legality of surcharge fees.

**Jacobson, Todd. Applicant.** He said that the crisis stabilization and detox center plans were developed collaboratively with law enforcement from Scappoose, St. Helens, the Sheriff's office, Emergency Medical Services (EMS), CRFR, and community justice, all of whom supported the initiatives. The previous detox center closed in 2021 due to staffing losses during the COVID-19 pandemic, and plans are underway to reinstate it at pre-pandemic capacity. Detox is the top request from community partners and services will primarily support Columbia County residents, with some availability for Clatsop and Tillamook counties under the Columbia Pacific Coordinated Care Organization.

**Petersen, Al. Applicant.** Petersen noted that many homeless individuals in the area are local residents. The proposed CCMH facility aims to help people transition out of homelessness and will also serve as a detox facility. The existing crisis center is an addition to the facility, and its future use remains undecided as it is not part of the current application. Ignoring issues such as homelessness and substance abuse, and claiming they only originate from outside sources, is incorrect.

City Planner Graichen addressed clarifying questions from the Commission about the sewer surcharge fee and feedback regarding the letter from the County Sanitarian Environmental Service Specialist.

### End of Oral Testimony

### Close of Public Hearing & Record

## Deliberations

The Commission decided they would prefer having a certified arborist versus a registered landscape architect. The Commission discussed how it is their role to ensure compliance with ordinances and building codes, while City Council addresses larger social policy issues. They also discussed the sewer surcharge and timing of the Basin 5 improvements, updating ADA parking in the proposal to current standards, and the added benefits of the installing the two-way, non-barrier turn lane.

**Motion:** Upon Commissioner Rosengard's motion and Commissioner Sisco's second, the Planning Commission unanimously approved the Conditional Use Permit as recommended by staff, replacing the proposed cement barrier/median with a two-way, non-barrier turn lane, and requiring an update to the ADA parking and access to City standards. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, NAYS: None]

**Motion:** Upon Commissioner Shoemaker's motion and Commissioner Rosengard's second, the Planning Commission unanimously approved the Chair to sign the Findings when prepared. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, NAYS: None]

### C. 6:30 p.m. Conditional Use Permit and Variance (x4) at 480 Wyeth Street - Hatfield

Chair Cary opened the Public Hearing at 7:47 p.m. and confirmed no Commissioners had any ex-parte contacts, conflicts of interest, or bias.

Graichen presented the Staff report for the Conditional Use Permit, which would allow the Applicant to rebuild the triplex destroyed in a 2021 fire. He reviewed the history of the site and summarized the applicable criteria and requested variances for parking, exterior elements, lot size, and setbacks. The Planning Commission was asked to focus on building size and parking variances, specifically considering the Fire District's need to access the property from all sides. The site plan in the packet indicated the wrong sidewalk location. The sidewalk was not adjacent to the property line and should be shown closer to the center line of the right-of-way and a few feet away from the property line.

**Hatfield, Dan. Applicant.** He said his main concern was that the on-street parking be allowed to continue. He explained the reason for the variance was so that the center unit would have a backyard. He stated an on-site parking lot would not work due to storm water issues. In addition, he purchased the property because it had been a triplex in the past and understood the site could be redeveloped with a triplex. On-street parking was prevalent in nearby streets and allowing on-street parking would leave enough room in the right-of-way as demonstrated by the nearby Lutheran Church.

City Planner Graichen confirmed a density variance would allow a triplex onsite since the right-of-way was wider than needed. The area was available but not necessarily within the boundary of the property lines.

## In Favor

No one spoke in favor of the application.

## Neutral

**Ferry, Pat.** Ferry lives next door to the subject property on Wyeth Street and was grateful the property was demoed and that the site was being developed. She wanted safety and traffic to be considered during development.

**Ferry, Jane.** Ferry expressed concerns about parking and confirmed neighborhood residents did park on the gravel. She understood the applicant wished to pave the parking and asked if the oak tree would be removed.

## Opposition

**Bowen, Ken.** He was concerned about the size of the structure being built and the associated traffic and parking. He would like off-street parking provided to avoid residents parking on sidewalks, adding the size of the structure did not feel right for the neighborhood.

**Bowen, Jennifer.** She was asked to move her RV/trailer after parking it on the street for only a couple days, while other residents left boats and other vehicles parked on the sidewalk for years.

**Preheim, Brady.** Preheim did not believe it was right to continue to grant variances to the City's ordinances, adding that the applicant should build to the City's existing Code. A triplex would not fit in the neighborhood so the applicant should build a duplex.

## Rebuttal

**Hatfield, Dan.** He clarified the oak tree would not be removed. He replied that residents would not be permitted to park boats or trailers on the street and that would not change if on-street parking was approved for his application. He confirmed that if on-site parking was required, it was possible to provide some parking on the northwest corner of the property on 5th Street.

## End of Oral Testimony

## Close of Public Hearing & Record

## Deliberations

The Commission discussed concerns about parking and the requested parking variance noting a recently denied project with a similar request. They had concerns about the proposed building's size on the small lot and consideration of the other requested variances. The Commission agreed to not approve the reduced yard variance as suggested by Staff until revised plans were presented.

Vice Chair Shoemaker said she was opposed to the parking variance. Commissioner Rosengard agreed that the off-street parking was necessary. Commissioner Jacobson pointed out that he could build a duplex outright. Vice Chair Shoemaker said these were all self-imposed issues and that would not allow for approval.

**Motion:** Upon Commissioner Rosengard's motion and Commissioner Shoemaker's second, the Planning Commission unanimously denied all applications. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, NAYS: None]

**Motion:** Upon Commissioner Sisco's motion and Commissioner Shoemaker's second, the Planning Commission unanimously approved the Chair to sign the Findings when prepared. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, NAYS: None]

### D. 8:30 p.m. Variance (x2) at S. 6th Street - Scholl

Chair Cary opened the Public Hearing at 8:35 p.m. Commissioner Sisco declared she owned property on S 6th Street down the road from the subject property, but it would not bias her decision.

Associate Planner Dimsho presented the staff report, providing background on the property's zoning and history, summarizing the requested front setback and side setback variances. The flag-lot property was very steep in some areas, with slopes greater than 25 percent according to a topography survey provided by the applicant. The topography challenges were the main reason for the requested variances. Approval of the requested variances would also enable the applicant to provide parking and mitigate the impact to trees along the steep slope. Staff recommended that off-street parking requirements be met as well as the other conditions of approval if the Commission approved the application.

She addressed questions, noting flag lots were treated differently in the Code and had larger setback requirements. She confirmed the lot had double frontage on S. 5th and S. 6th streets and access to the lot would be from 6th Street. She said that the requested 10-foot setback was unlikely to cause any hardship since the property to the north was undeveloped.

**Scholl, Rick. Applicant.** He described creating the flag lot which made development easier and noted he had selected affordable, 1,387 square foot, three-bedroom, two-bath houses for the lots. He added the City right-of-way was about 32 feet from the street with the 18-foot setback requirement for one house. He confirmed there were no other developed lots adjacent to the property on the S. 5th Street side.

Associate Planner Dimsho confirmed the Fire Department would have been notified of the flag lot during the lot line adjustment process and had the opportunity to provide feedback at that time. If the driveway was longer than 150 feet, then a turnaround or sprinklers were needed, but the lane was 100 feet.

**In Favor**

No one spoke in favor of the application.

**Neutral**

No one provided neutral testimony.

**Opposition**

No one spoke in opposition of the application.

**End of Oral Testimony**

**Close of Public Hearing & Record**

**Deliberations**

Commissioners discussed the request and agreed it was reasonable.

**Motion:** Upon Commissioner Jacobson’s motion and Commissioner Rosengard’s second, the Planning Commission unanimously approved the two Variance requests as recommended by staff. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, NAYS: None]

**Motion:** Upon Commissioner Shoemaker’s motion and Commissioner Sisco’s second, the Planning Commission unanimously approved the Chair to sign the Findings when prepared. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, NAYS: None]

**DISCUSSION ITEMS**

- E. Planning Commission Vacancy Interviews

- 7:30 p.m. Reid Herman

- 7:50 p.m. Diana Weiner

Commissioner Shoemaker explained why the interview process was being done publicly.

Mr. Graichen noted vacancies needed to be filled for Chair Cary, whose term was expiring and for Commissioner Carlson who resigned on Friday. He updated the Commission of the status of the applications received, noting that two recently received would be considered along with any others received during the next advertising period for Commissioner Carlson’s position.



Commissioner Jacobson recused himself from the proceedings, citing his position as Chair of the Parks Commission on which the applicant, Reid Herman, served.

Reid Herman introduced himself and provided some professional and personal information. He wanted to be sure the Commission did not feel his work commitments would conflict with the position and noted that if appointed to the Planning Commission, he would retire from the Parks Commission.

City Planner Graichen said there were examples of one person serving on multiple committees.

Mr. Herman responded to questions from Commissioners as follows:

- The waterfront in St. Helens had potential to thrive and he wanted to be a part of helping to guide positive change in the community. He hoped to realize those changes while keeping the area's slower pace. St. Helens should not become Portland.
- There were spaces in the city where new businesses could open while the St. Helens maintained its small-town feel. He supported historic preservation where possible.
- While he had some experience with commercial property from working with Les Schwab, he was not familiar with the rules and terms regarding property and land use.
- He hoped to make a lasting mark or contribution to the community as his legacy. He would like his son to be able to point to something that he was part of helping to develop.
- Being left-handed in a right-handed world helped Mr. Herman to make unique contributions and solve problems in a different way. He tried to find solutions to all challenges and look at the bigger picture, while listening to different viewpoints. He hoped to listen to opposing viewpoints in the community and would invite people in the community to come to the Planning Commission.
- He indicated he would like to learn the ropes and acclimate to the Planning Commission before taking on a leadership role like the Chair position.
- He acknowledged that while his current work schedule was temporarily demanding, this was not typical. He understood the Planning Commission role would require more than a monthly hour commitment and expressed his willingness to dedicate the necessary time to review meeting materials thoroughly.

Commissioners reviewed next steps with Staff and agreed the vacancy did not need to be readvertised to open the applicant pool again for Dan Cary's soon-to-be vacant position.

**Motion:** Upon Commissioner Castner's motion and Commissioner Rosengard's second, the Planning Commission recommended that the Council approve the appointment of Reid Herman to the Planning Commission. [AYES: Commissioner Sisco, Commissioner Rosengard, Commissioner Castner, NAYS: Vice Chair Shoemaker] Motion carries.

#### F. Update to Historic Resource Review at 240 Strand Street - Columbia County Clocktower

Associate Planner Dimsho provided background on the clocktower, reminding that a year ago the Commissioners approved flexibility on materials for restoration work with the condition that the color, texture, and design matched. Under the proposed design, the County would purchase a prefabricated, high-density polyurethane baluster. Pacific Stainless would then fabricate a top and bottom railing to fit the prefabricated baluster.

County Commissioner Garrett explained the metal option for the handrail would last longer than a wood replacement. All items would be powder-coated white finish to match the original and installed in a way that softened the shadow lines. He expressed confidence in the new material choice and asked for the Planning Commission's approval so the design could be presented to County Commissioners.

After discussion, Commissioners agreed to approve the metal option.

G. Planning Department Semi-Annual Report

The Commission agreed to review the Planning Department Semi-Annual Report given to City Council during their November 20 meeting.

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

- H. Temporary Sign Permit at 2100 Block of Columbia Blvd - Merchants Toy N Joy
- I. Site Development Review (Scenic Resource) at 405 Riverside Drive - Matt Olson
- J. Conditional Use Permit (Minor) at 1601 Railroad Avenue - Michael Russell
- K. Extension of Time for SUB.1.22 at the current northern termini of N 8th, 9th, and 10th Streets lying north of Deer Island Road; also Tract A and Lot 1 of the Elks Subdivision located along Madrona Court; Tax Assessor Map No. 5N1W-33-00700 and 5N1W-33AD-1900 & 1901 - North 8th Street, LLC
- L. Sign Permit (x2) at 58791 S Columbia River Hwy - ProntoSigns, LLC
- M. Temporary Use Permit at 305 S Columbia River Hwy - Breslin Properties

Chair Cary asked about the Director's decision on 1645 Railroad Avenue. City Planner Graichen explained the City had accepted the floodplain permit due to new floodplain rules that considered the Endangered Species Act and no net loss of fish habitat findings, and the City acted to approve the permit before the new rules. The Applicant will still need to complete wetland delineations and comply with all City wetland rules.

**PLANNING DEPARTMENT ACTIVITY REPORT**

- N. Planning Department Activity Report - November

**PROACTIVE ITEMS**

- O. Architectural Standards
- P. Vacant Storefronts
- Q. The Plaza Square

There was no discussion of the proactive items.

**FOR YOUR INFORMATION ITEMS**

Vice Chair Shoemaker wished Christina Sullivan good luck and farewell.

**ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned at 10:04 p.m.*

*Respectfully submitted,*

*Jennifer Dimsho  
Associate Planner*



# JOINT CITY COUNCIL & PLANNING COMMISSION

Wednesday, December 11, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Mayor Elect Jennifer Massey  
 Councilor Mark Gundersen  
 Councilor Brandon Sundeen  
 Councilor Russell Hubbard - via Zoom at 5:13 p.m.

Chair Dan Carey  
 Vice Chair Jennifer Shoemaker  
 Commissioner Charles Castner  
 Commissioner Scott Jacobson  
 Commissioner David B. Rosengard – via Zoom

### MEMBERS ABSENT

Council President Jessica Chilton  
 Commissioner Brooke Sisco

### STAFF PRESENT

John Walsh, City Administrator  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner/Community Development Project Manager  
 Lisa Scholl, Deputy City Recorder  
 Crystal King, Communications Officer

### CALL SPECIAL SESSION TO ORDER – 4:01 p.m.

### DISCUSSION TOPICS

#### 1. Presentation of Plaque to Outgoing Planning Commission Member Dan Cary

Mayor Scholl presented Planning Commissioner Dan Cary with a plaque in honor of his 16 years of service. Council members, Commission members, and staff thanked Cary for his leadership and service.

#### 2. Discuss Draft Economic Policies & Actions

City Planner Graichen introduced the project.

Beth Goodman, EConorthwest, reviewed the goals, policies, and actions for implementation. A few highlights of discussion were:

- Goal A
  - Basic economic policies
  - Addition of high tech to second bullet. Prime place for remote work with a fast, fiber network.
  - Hire an Economic Development Specialist
- Goal B
  - Asset of St. Helens Industrial Business Park

- Conduct a Zoning Code audit
  - Health and education facilities
- Lack of hospital
- Challenges at St. Helens School District
- Goal C
  - Protect prime industrial land
- Goal D
  - Foster growth
  - Support businesses
  - Support K-12 education
- Goal E
  - Resident amenities
  - Connecting Houlton Business District and Riverfront District
  - Changes in transportation and delivery services
- Goal F
  - Expand year-round tourism
  - Heritage tourism initiatives for the summer
  - Identify additional accommodation opportunities
  - Explore bike share and related infrastructure opportunities

Beth will make edits as discussed for final draft to present at upcoming public hearings.

### **3. Draft Economic Opportunities Analysis**

Beth requested typos, edits, and input be sent to staff by the end of January. The first public hearing will be held March 11, 2025.

### **4. Planning Commission Proactive Items**

City Planner Graichen reviewed Planning Commission proactive items, which include architectural standards, vacant storefronts, and Plaza accessibility improvements. Subcommittees are no longer able to meet without following public meetings laws, such as being open to the public, broadcasting on Zoom and YouTube, taking minutes, etc.

Discussion ensued:

- Utilize regular meetings when there is a light agenda to review proactive items.
- Updates needed to the resolution for Board/Commission appointments, interviews, etc.
- It is difficult for a couple of the Planning Commission members to come to the 4:00 p.m. joint meeting due to work schedules. Consensus to change to 6:00 - 8:00 p.m. Dimsho will check with staff availability.
- City Administrator Walsh talked about the League of Oregon Cities (LOC) training videos being created for public meetings laws. He will share those.

## **OTHER BUSINESS**

### **ADJOURN – 6:03 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

\_\_\_\_\_  
Jennifer Shoemaker, Vice Chair

\_\_\_\_\_  
Rick Scholl, Mayor

**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
Variances V.1.25 – V.3.25**

**DATE:** January 31, 2025  
**TO:** Planning Commission  
**FROM:** Jennifer Dimsho, AICP, Associate Planner

**APPLICANT:** Kevin & Katherine McCarter  
**OWNER:** Same as applicant

**ZONING:** Moderate Residential, R7  
**LOCATION:** 35732 Hankey Road; 4N1W-4AB-100  
**PROPOSAL:** Variances (x3) for reduced side yard (setback), reduced lot size, and reduced lot width

**SITE INFORMATION / BACKGROUND**

The subject property is approximately 0.31 acres (13,504 sq. ft.) and developed with a detached-single-family dwelling and a 30’x 30’ attached shop. The shop was an addition to the dwelling with Building Permit No. 13222 in 2015. It is built with a garage on the first floor and living space on the 2<sup>nd</sup> floor. As a condition of its approval, it was required to be attached to the dwelling with a breezeway and it was *not permitted as a legal dwelling* with permanent cooking facilities (e.g., a stove). This is because in 2015, additional permitting would have been required for an auxiliary dwelling unit (ADU).

**NOTE:** Upon inspection, it was discovered that the breezeway between the structures had been removed without proper permitting. Regardless of the outcome of these applications, proper permitting to reflect the on-site conditions will be required. Current land use regulations allow two detached single-family dwellings on a property, but they do not allow accessory structures greater than 600 sq. ft. of gross floor area for the subject property.

In 2015, an Access Variance (V.4.15) was approved for a new access which did not meet the drive-to-drive spacing standards for Hankey Road, which is a collector classified street. V.4.15 approved the location of the approach which currently serves the single-family dwelling and attached shop. In 2016, a Lot Line Adjustment (LLA.1.16) was approved which moved the location of the shared property line between the subject property and the property just to the north of the subject property. The property to the north is owned by the applicant as well.

The applicant would like to create a new lot line (partition) between the shop and the existing dwelling.

**PUBLIC HEARING & NOTICE**

**Public hearing** before the Planning Commission: February 11, 2025

**Notice** of this proposal was sent to surrounding property owners within 100 feet of the subject property on January 16, 2025, via first class mail. Notice was sent to agencies by mail or e-mail on January 15, 2025.

**Notice** was published on January 31, 2025, in Columbia County Spotlight newspaper.

**AGENCY REFERRALS & COMMENTS**

As of the date of this staff report, there are no referrals from relevant agencies.

**APPLICABLE CRITERIA, ANALYSIS & FINDINGS**

**VARIANCE—V.1.25 REDUCED YARD (SETBACK)**

**DISCUSSION:**

In the R7 zone, the minimum side yard (setback) is 7'. The applicant is proposing a property line which would create an approximate 4.1' side yard from the dwelling and an approximate 3.8' side setback from the shop.

SHMC 17.64.050 allows eave projections into side yards provided that the width is not reduced to less than 3'. For the dwelling, the eave projects an additional 10" which leaves approximately 3.3' from the eave to the property line. However, for the shop, the eave projects approximately 13.75" which leaves only 2.7' from the eave to the property line.

**VARIANCE—V.2.25 REDUCED LOT SIZE**

**DISCUSSION:**

In the R7 zone, the minimum lot size is 7,000 sq. ft. for detached single-family dwellings. With the proposed property line, the lot with the shop would be approximately 5,100 sq. ft., while the lot with the dwelling would be approximately 8,400 sq. ft. This is a request for a lot which is approximately 1,900 sq. ft. too small for a detached single-family dwelling in the R7 zone.

**VARIANCE—V.3.25 REDUCED LOT WIDTH**

**DISCUSSION:**

In the R7 zone, the minimum lot width at the building line shall be 60'. On the lot with the shop, the proposed lot width at the building line is approximately 47.8', which is approximately 12.2' too narrow for the R7 zone.

**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 three (3) variances.

**FINDINGS:**

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

- See applicant’s narrative.
- Staff’s comments: The surrounding properties are mostly zoned R7, except for a larger County property across Hankey Road. Generally, the lots surrounding the subject property are much larger than 7,000 square feet.
- Generally, the lots surrounding the subject property have side setbacks which meet the minimum 7’ for R7. For comparison, even the City’s highest density zoning district, Apartment Residential, requires 5’ side setbacks.
- Hankey Road is a very steep road with a curve that creates site distance challenges when viewing oncoming traffic. The applicant proposes shared access from the property to the north from an existing concrete driveway approach. This existing gravel driveway serves an undeveloped 1.37-acre (59,677 sq. ft.) lot. This undeveloped lot has potential (based on 7,000 sq. ft. minimum lots only) for 8 lots. This existing approach is in the location with the most visibility in relation to the blind steep curve of Hankey Road. Utilizing this driveway approach for access to the lot with the dwelling seems to be the least detrimental to the surrounding properties. However, it would require a legal access agreement being a separate property.
- Both the proposed access (currently gravel) and parking area (currently gravel) would have to be paved as part of the future partition permitting process.

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

- See applicant’s narrative.

**(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's comments: The Commission can find this is not a use variance.
- There a number of issues with existing structures encroaching over the proposed property lines or into required fire separation requirements.
- If these variances are granted, any requirements of the Building Official would have to be met, including but not limited to, fire-resistant construction for structures (including eaves) within 3' of any proposed property line. The eaves could also be altered such that no portion encroached within 3' of the property line.
- There is an existing retaining wall and porch stairs/landing which appear to cross onto the proposed property line. Both structures would have to altered/removed or shared agreements recorded as part of the partition application if these Variances are granted.

**(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's comments: There are existing frontage improvements (curb and sidewalk) fronting the subject property. The proposal would not change this.
- The request creates a very narrow setback between the structures which creates less area to be able to effectively manage stormwater runoff. For example, there are currently rain drains from the existing dwelling that are directed towards the proposed property line and the natural slope of the property would create nuisance stormwater runoff between the properties. If the Commission grants these variances, this will have to be addressed with stormwater improvements as part of a partition application.
- It appears there are a number of shared utilities (power, sewer, water) between the two structures which would have to be re-configured, or easements recorded prior to any partition which would create disparate ownership.
- If these variances are approved, and a land partition is pursued using them, the air, light, and space between the properties will not be what the R7 zone intends. The Commission needs to find this acceptable.

**(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 code permits two dwellings as configured on the subject property outright without any needed variances, easements, access agreements, or modifications to utilities or structures. If these variances are granted, it will create a highly complicated subsequent partition for the purpose of creating two developed lots which the code already outright without any exceptions to the code.

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 will need to address why.



## CONCLUSION & RECOMMENDATION

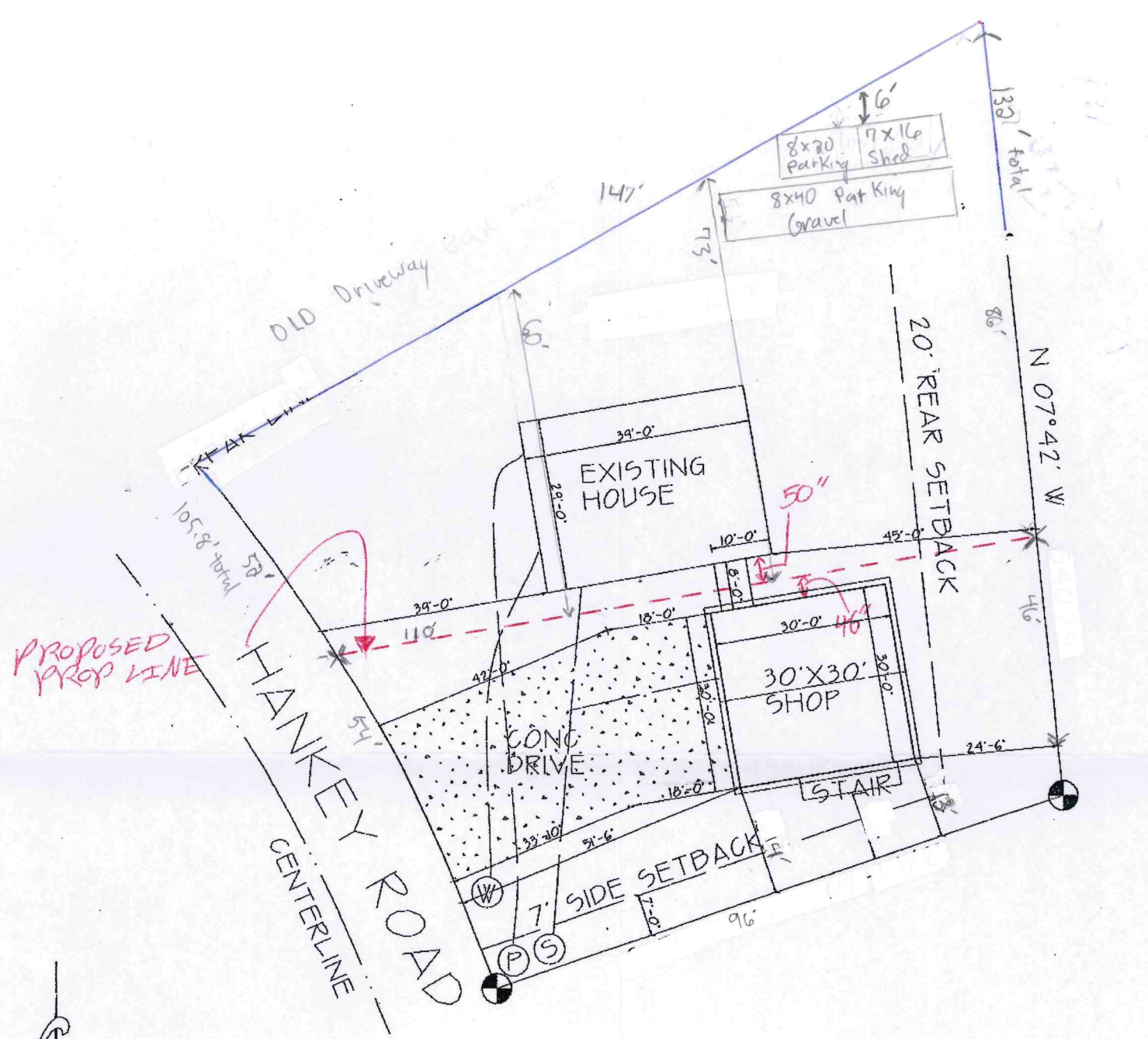
**Based upon the facts and findings herein, if the Commission wants to approve the Variances, staff recommends the following conditions:**

1. These Variance approvals are valid for a limited time pursuant to SHMC 17.108.040.
2. These Variance approvals do not constitute a land partition. Subsequent preliminary plat and final plat partition applications are required. **As part of the partition permitting process,** the following issues will need to be addressed:
  - a. 30' x 30' shop shall be properly permitted as a detached single-family dwelling prior to any subsequent application.
  - b. Actual lot dimensions, lot sizes, and setbacks are to be verified by a surveyor licensed in the state of Oregon prior to preliminary plat application. If any estimated dimensions substantially differ than those approved by these Variances, re-permitting may be required. Utilities shall be verified by survey as well (see condition 2d).
  - c. A detailed shared access proposal which meets the requirements of SHMC Chapter 17.84 to serve the existing dwelling is required with the preliminary plat. Prior to final plat, access will be required to be paved along with two non-tandem parking spaces.
  - d. The dwelling and the shop appear to share utilities (power, sewer, water, storm) which cross the proposed property line. Utility easements and/or reconfiguration of utilities will be required as part of the preliminary plat application. This includes any stormwater improvements and/or modifications as required by City Engineering and/or the Building Official to ensure there is no nuisance stormwater runoff between the properties.
  - e. Any requirements of the Building Official would have to be met prior to final plat, including but not limited to, fire-resistant construction for residential structures (including eaves) within 3' of any proposed property line, or a reduction of the eave width to ensure no encroachment within 3' of the property line.
  - f. Any structures, including but not limited to, the retaining wall and dwelling porch stairs/landing, shall not be located on or over a property line without respective shared agreements or they shall be removed.
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.

**Attachments:** *Photos Attachment, Site Plan, Applicant's Narrative, General Aerial*



TOP LEFT  
View from Hankey Road looking north with dwelling pictured  
TOP RIGHT  
View of dwelling from Hankey Road.  
BOTTOM LEFT  
Location of proposed lot line showing distance between dwelling and shop.  
BOTTOM RIGHT  
Front of shop and paved parking



COPYRIGHT © DESIGN NW

SCALE:  
1" = 30'

MCGARTER GARAGE  
35732 HANKEY RD  
ST. HELENS, OR 97051



## McCarter Proposed Lot Splitting: 35732 Hankey Road

## 17.108.050 Criteria

- A) If approved, this variance will not be detrimental to this code, in conflict with any policies or standards, or other properties. This will actually help alleviate the current Home Shortage by allowing 2 affordable homes to be available, instead of the current 1 home with 6 bedroom configuration.
- B) The new home was built on the only relatively flat and tree free area we had, which was rocky and overgrown with Blackberries. It is next to our neighbors garage, and set back approximately as much as our neighbors garage. The old house had no garage, and it appeared this would solve many problems.
- C) The proposed use is the same as permitted, all standards will be maintained to the minimum standards. Previously required Breezeway between new home and old home to be removed.
- D) Structure and Driveway are already built. Permission is being sought to make this an individual Home, instead of being part of the old home. From my understanding another Driveway will never be allowed, as Hankey is a Feeder street. Utility easement required on new lot, Parking access easement required from unimproved lot.
- E) If allowed, this would be the best use for both homes by allowing full ownership of each. Someday in the future when my wife and I are no longer around, this could end up as a bed and breakfast/ short term rental, which is contradictory to helping solve real problems.

Additional Info: Current lot size is .31 Acre, measuring 14,300 sq. ft. The proposed split would make the new lot Aprox. 5,150 sq. ft., and old lot aprox. 9,150 sq. ft.

Buildings are 8 feet apart. Roof eaves of new building are 13.75", old building 10". Proposed property line to be offset for 3' fire safety, resulting in 46" from old house, and 50" from new house.





# CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

TO: Planning Commission  
 FROM: Jacob A. Graichen, AICP, City Planner  
 RE: Planning Commission Applicants / Interviews  
 DATE: January 2025

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

The list of candidates to interview is on the meeting agenda. Generally, those on the interview list have been reviewed, at least cursorily, for eligibility with applications received before the pool of applicants was determined to be adequate by the Council liaison. If a prospective candidate is ineligible, such as having an occupation that two other Commissioners have, they are not included on the list. Still, we want to consider eligibility in case we missed something with the initial review. **This memo provides details on eligibility and other matters.**

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

- **City of St. Helens Resolution 1648 (attached to this memo)**  
This addresses rules about filling vacancies, term limits, and similar details and applies to all City of St. Helens boards, commissions and committees.
- **Chapter 2.08 St. Helens Municipal Code (see excerpts below)**  
This Chapter applies specifically to St. Helens Planning Commission. Some sections apply to filling vacancies such as SHMC 2.08.020 - 2.08.040.
- **Oregon Revised Statute 227.120 and 227.030 (see excerpts below)**  
The ORS allows a city to create a Planning Commission and provides some guidance.

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

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

## St. Helens Municipal Code

### 2.08.020 Membership.

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

- (1) Planning commission members may be compensated only by resolution from the city council.
- (2) No more than two voting members shall be engaged principally in the buying, selling, or developing of real estate for profit as individuals, or by members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation,

business, trade or profession.

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

#### **2.08.030 Term of office.**

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

#### **2.08.040 Vacancies and removal.**

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.

### **Oregon Revised Statutes**

#### **227.020 Authority to create planning commission.**

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

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

#### **227.030 Membership.**

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

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

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

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

### **Sample Interview Questions**

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

1. Why are you a prime candidate for the Planning Commission?
2. The Planning Commission is like a sports team with a variety of folks, whose combined knowledge and experience make the team stronger. What will you bring to the Planning Commission to strengthen it?
3. What do you know about the Planning Commission?
4. What do you know about St. Helens?
5. What is your availability for meeting attendance and preparation for meetings?
6. What is your experience dealing with conflict of interest and bias?
7. How can you be a voice for the city?
8. Describe your civic participation and/or involvement in city government.
9. The Commission has determined to be proactive. What does this mean to you?
10. After your time on the Planning Commission, what do you want your legacy to be when you leave?
11. What is your experience with Oregon land use planning?
12. Do you have any questions for us?



City of St. Helens  
**RESOLUTION NO. 1648**

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

**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:**

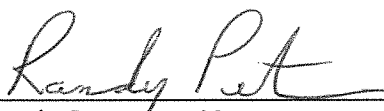
1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term 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

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > Submission #41

#### Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]

Submitted by Visitor (not verified)

Tue, 11/19/2024 - 10:55am

75.164.221.8

#### I am interested in:

Planning Commission

#### Applicant Name

jay echternach

#### Home Address

434 s. 2nd street

#### City, Zip

Saint Helens

#### Primary Phone

15037809879

#### Secondary Phone

#### Email

jay.echternach77@gmail.com

#### Mailing Address

434 S 2nd St

#### City, Zip

Saint Helens

#### Do you live within the city limits of St. Helens?

Yes

#### If yes, how long?

3 years

#### Civic Activities (offices held, honors, etc.)

10 year Portland High School umpire

Gresham-Barlow Foundation board

Gresham-Barlow schools budget and curriculum committees

Gresham Little league board

Gresham-Barlow Babe Ruth / legion baseball board

#### List names, addresses, and phone numbers of three references not related to you.

Barry Cook- 503-349-5335 (owner Northwest Hydro Mulchers)

Sue Piazza- ( City of Gresham Council member)  
Mark Eisenzimmer- 503-805-4170 (owner Cascade Athletic clubs)

**Briefly summarize educational background.**

BS- State University of NY at Buffalo

**Present Employer Name, Phone, and Address**

self-employed Salesman- Publishing Industry

**Job Title**

publishing sales

**Additional information you wish to include.**

Just appointed to the Saint Helen's library board as well  
local Elks and Moose lodge member

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

Yes

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > [Submission #46](#)

#### Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]  
Submitted by Visitor (not verified)  
Fri, 01/03/2025 - 3:12pm  
73.180.28.204

#### I am interested in:

- Budget Committee #3
- Parks & Trails Commission #2
- Planning Commission #1

#### Applicant Name

Joshua Walter

#### Home Address

174 South 7th Street

#### City, Zip

St Helen's, 97051

#### Primary Phone

5039449773

#### Secondary Phone

#### Email

joshuaiwalter@gmail.com

#### Mailing Address

174 S 7th st

#### City, Zip

St Helen's, 97051

#### Do you live within the city limits of St. Helens?

Yes

#### If yes, how long?

3 years

#### Civic Activities (offices held, honors, etc.)

#### List names, addresses, and phone numbers of three references not related to you.

Abel Orbistondo- +1 (808) 368-4747

Jonathan Diaz - (817) 905-5240

Tim Rotter - +1 (503) 704-4074

**Briefly summarize educational background.**

High school graduate - 2000

Associates of Computer Science - 2003

**Present Employer Name, Phone, and Address**

Conveyance 365 Solutions.

<https://conveyance365.com/>

**Job Title**

Application Consultant

**Additional information you wish to include.**

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

Yes

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > [Submission #48](#)

#### Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]  
Submitted by Visitor (not verified)  
Tue, 01/07/2025 - 5:00pm  
73.240.39.183

#### I am interested in:

Planning Commission

#### Applicant Name

Trina Kingsbury

#### Home Address

2745 Columbia Blvd

#### City, Zip

St Helens, OR 97051

#### Primary Phone

503-729-6942

#### Secondary Phone

#### Email

trinakingsbury@gmail.com

#### Mailing Address

2745 Columbia Blvd

#### City, Zip

St Helens, OR 97051

#### Do you live within the city limits of St. Helens?

Yes

#### If yes, how long?

8 years

#### Civic Activities (offices held, honors, etc.)

St Helens Parks and Recreation Book Sorting Volunteer, 2020

Nob Hill Nature Park Work Party Volunteer, 2022

Amani Center Sponsor, 2023

#### List names, addresses, and phone numbers of three references not related to you.

Annie Paschall | 27144 Eversole Ln Scappoose, OR 97056 | 503-369-8630

Craig T. Olson | 253 S 1st St St Helens, OR 97051 | 503-329-7269

Amy Herzog | 445 Port Ave, St Helens, OR 97051 | 503-369-9655

**Briefly summarize educational background.**

Portland State University, B.S. Business Administration: Supply and Logistics Management, 2016  
Portland Community College, A.A. Oregon Transfer Degree, 2012  
Liberty High School, Chancellor's Diploma, 2010

**Present Employer Name, Phone, and Address**

Currently Unemployed

Most Recent Employer (as of August 2024):

EVRAZ North America  
503-286-9651  
14400 North Rivergate Blvd  
Portland, Oregon 97203

**Job Title**

Materials Manager

**Additional information you wish to include.**

I'm excited about the opportunity to serve my community on the Planning Commission. As a supply chain professional with over 14 years of experience in steel planning and supply chain management, I believe many of my skills are transferable and would be beneficial to the commission. Land use planning has always piqued my interest, and I look forward to learning more and applying that knowledge, along with my skills, to give back to my community in a meaningful way.

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

Yes





# CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

**TO:** Planning Commission (as acting Historic Landmarks Commission)  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Architectural Character Review for 161 St. Helens Street  
**DATE:** February 4, 2025

Per SHMC 17.32.070(7), permanent exterior architectural changes to buildings (that are not official recognized historic resources) within the Riverfront District 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 city’s website:

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

In this case there is a proposal to cover windows on the side and rear elevation as part of remodeling of a building for a neighborhood market type business. This memo does not address any other exterior alterations.

Per Wm. Al Petersen, the architect involved: “The intent is to leave the historic windows in place and cover them with fiber-cement board (a common concrete based board), and paint the cover boards the same color as the building. (In the future if anyone wants the windows back they can simply uncover them).”

Note that there are fire rated construction requirements of the building code that could have implications, though that is outside the scope of the Commission’s consideration.

**Considerations:**

161 St. Helens Street is identified in the 1984 National Register of Historic Places inventory as “compatible non-contributing.” This category applies to structures built after 1933 (this one was built in 1940) but are compatible architecturally with the significant structures and historic character of the district.

So, though you don’t need to necessarily consider the National Register, this official document identifying compatibility and thus the importance of the building’s features, is noteworthy.

Section 2.3 (pgs. 7-8) of the guidelines provides guidance including:

- Ensure that the historic façade remains intact, well maintained, and true to its origins in appearance of original façade elements and features.
- Restoring façade elements that have been covered or removed is strongly encouraged.
- Retain and do not alter original windows and doors.
- Do not cover, remove, or alter the shape and size of display, transom, or upper story windows.

There is also a crime prevention criterion for Site Development Review and windowed walls mean “eyes on the street” to aid as a crime deterrent. Blank walls do not have the same deterrence effect.



**Left:** Existing façade facing St. Helens Street. No modifications to this façade have been proposed to date.



**Left and Below:** The west façade includes windows that face an abutting property developed with a dwelling.



**Left and Below:** The rear façade includes windows, some that overlook parking areas.





**The subject building as viewed from the south from the south side of this Riverfront District parking area is identified with the arrow. Loss of architectural detail anywhere in the Riverfront District takes away from its sense of place. Loss of windows takes away from crime prevention.**

**Conclusion/Recommendation:** Is it ok if the windows are covered for the purpose of these standards? Some of the side windows are not as visible from public areas given a fence on the residential lot, but not ones on either end. If you are struggling with this maybe you give flexibility to some/all side windows?

At a minimum, rear windows really should remain intact as viewed from the outside. Though they may not function from inside the building, the appearance of windows provides important architectural interest and crime prevention elements.

However, if windows remain intact but are not accessible from the inside, will that promote deterioration?

**Attached:** Renovation plan (floorplan)  
Building elevation photos showing windows covered



BUILDING OWNER:  
PART 11 2024  
25-21-2024

161 ST HELENS ST  
5" HELENS OF 37.51

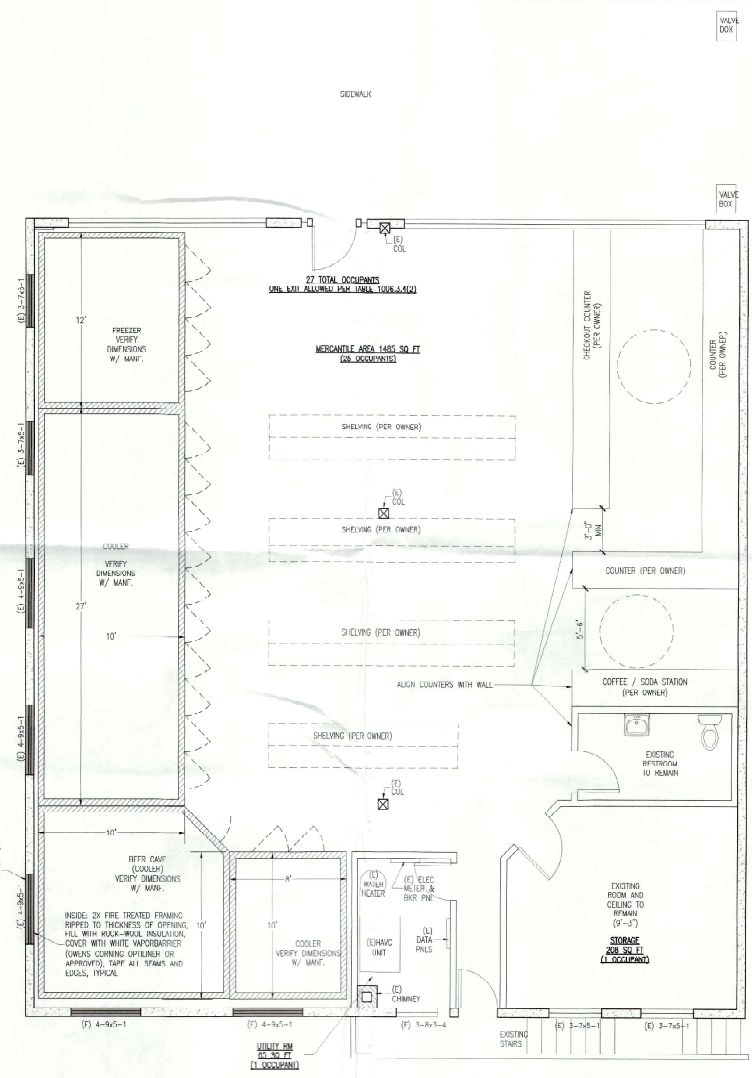
SCALE: AS NOTED  
DRAWN BY: AP  
CHECKED BY: CAC  
DATE: JAN 17, 2024

REVISIONS  
DATE DESCRIPTION

CONTENTS  
RENOVATION PLAN

SHEET NO:

ST HELENS STREET



COVER EXISTING WINDOW GREENINGS TYPICAL OUTSIDE, 1/2" FIBER CEMENT PANELS, CAULK ALL EDGES, OVER W/OD (TYPICAL DRAIN W/OD), OVER 1/2" FIRE TREATED PLYWOOD SHEATHING, OVER 2X FIBER TREATED FRAMING RAISED TO 3" DFP, FILL WITH ROCK-WOOL INSULATION.

INSIDE 2X FIRE TREATED FRAMING RAISED TO THICKNESS OF OFFERING, FILL WITH ROCK-WOOL INSULATION, COVER WITH WHITE VAPOR BARRIER (TYPICAL), TAP AT STAMPS AND EDGES, TYPICAL.

VERIFY DIM. PER 30.1.1 (1 OCCUPANT)

1 RENOVATION PLAN  
1/4" = 1'-0"

**BUILDING CODE SUMMARY**

| GENERAL INFORMATION               |  |                  |                 |
|-----------------------------------|--|------------------|-----------------|
| OWNER:                            | PART 11 2024   |                  |                 |
| PROJECT DESCRIPTION:              | CHANGE OF OCCUPANCY - EXISTING OCCUPANCY - D - NEW OCCUPANCY - M |                  |                 |
| EXISTING BUILDING AREA:           | 2700 SQ FT   |                  |                 |
| BUILDING CODE & DATE:             |  |                  |                 |
| APPLICABLE:                       | 2021 IBC (2021)  |                  |                 |
| BUILDING OCCUPANCY                |  |                  |                 |
| OCCUPANCY GROUPS:                 | M - MERCHANDISE  |                  |                 |
| OCCUPANCY SUBDIVISIONS:           | M-1  |                  |                 |
| OCCUPANT LOAD (U/LA.1):           | 60 SQ FT PER OCCUPANT  |                  |                 |
| GENERAL BUILDING                  |  |                  |                 |
| ALLOWABLE HEIGHT & BUILDING AREAS |  |                  |                 |
| BUILDING HEIGHT:                  | 65'  | ±15' EXISTING    | TABLE 503.204.1 |
| STORIES:                          | 1  | (EXISTING)       | TABLE 503.204.1 |
| MAXIMUM FLOOR AREA:               | 61,500 SQ FT   | (1) STORY        | 504.2, 506.1    |
| SQ. FT:                           | 30,750 SQ FT   |                  |                 |
| CONSTR. TYPE:                     | III-B  | III-D (EXISTING) | TABLE 503.204.1 |

EXISTING BUILDING CONSTRUCTION: - CONCRETE  
EXTERIOR CLADDING WALLS: - CONCRETE  
INTERIOR STRUCTURAL ELEMENTS: - WOOD  
INTERIOR PARTITIONS: - WOOD  
ROOF / ROOF CONSTRUCTION: - WOOD  
BUILDING GENERALLY TYPE 3-B CONSTRUCTION

FIRE SPRINKLERS NOT REQUIRED

MEANS OF EGRESS: TOTAL OCCUPANT LOAD 27 OCCUPANTS, SINGLE MEANS OF EGRESS ALLOWED PER 1003.3.4(2)

Front Elevation no changes proposed.

Existing frosted glass to remain in three west windows

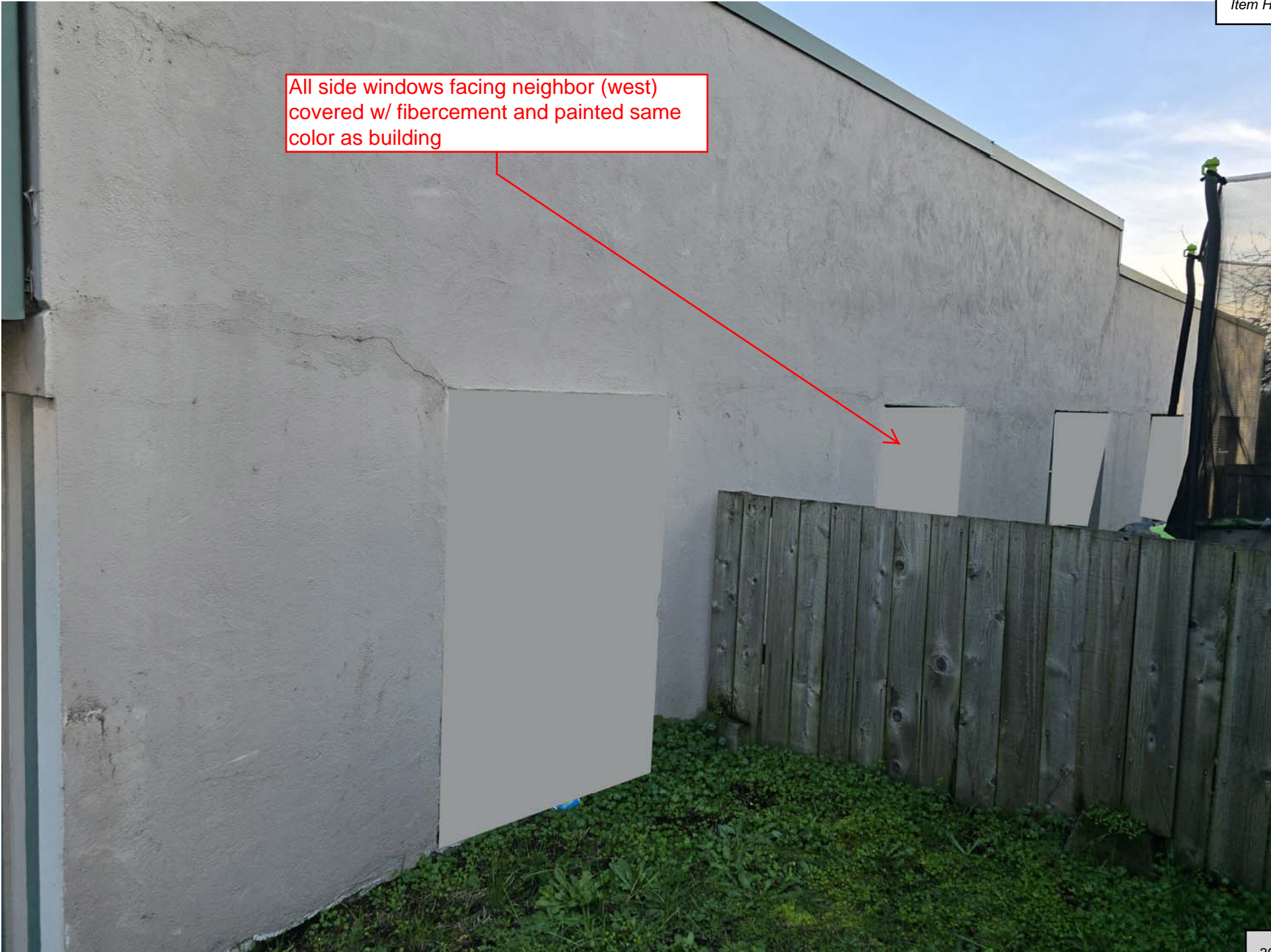
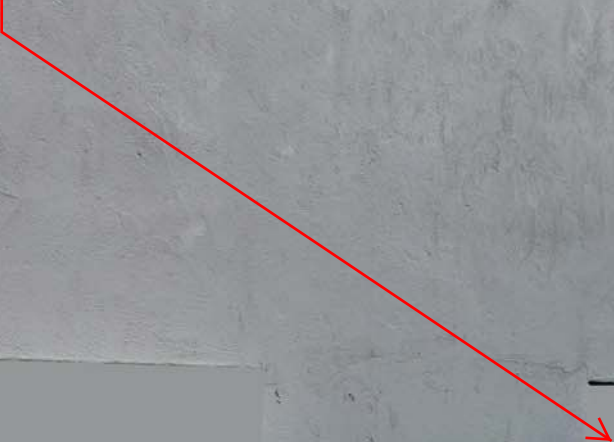


Front elevation no changes to windows

Side Windows covered w/ fibercement painted same color as wall



All side windows facing neighbor (west)  
covered w/ fibercement and painted same  
color as building



(2) rear windows covered  
painted same color as building







All side windows facing neighbor covered w/ fibercement, painted same color as building

(2)-rear windows covered w/ fibercement, painted same color as building

## Comparison of Land Use Actions by Year

Planning Commission Public Hearings & Planning Administrator Decisions

| Land Use Action                                      | 2016      | 2017       | 2018       | 2019       | 2020       | 2021      | 2022      | 2023      | 2024       |
|--|-----------|------------|------------|------------|------------|-----------|-----------|-----------|------------|
| Accessory Structure                                  | 6         | 8          | 7          | 8          | 3          | 4         | 2         | 1         | 2          |
| Annexation (Processed)                               | 1         | 2          | 2          | 2          | 0          | 11        | 0         | 3         | 3          |
| Annexation (Submitted, Not Processed)                | 1         | 0          | 1          | 3          | 3          | 1         | 2         | 2         | 2          |
| Appeals  | 1         | 1          | 1          | 0          | 10         | 1         | 1         | 2         | 1          |
| Architectural Character Review                       | 0         | 0          | 1          | 1          | 1          | 0         | 4         | 7         | 4          |
| Map/Text Ammendment                                  | 4         | 2          | 2          | 5          | 1          | 1         | 0         | 2         | 2          |
| Auxiliary Dwelling Unit                              | 0         | 0          | 0          | 1          | 3          | 0         | -         | -         | -          |
| Conditional Use Permit                               | 7         | 6          | 5          | 3          | 5          | 2         | 2         | 5         | 2          |
| Conditional Use Permits (Minor Modification)         | 0         | 1          | 0          | 0          | 1          | 1         | 1         | 0         | 2          |
| Development Agreement                                | 0         | 0          | 1          | 0          | 0          | 0         | 0         | 0         | 0          |
| Expedited Land Division                              | 0         | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0          |
| Extension of Time                                    | 1         | 1          | 4          | 5          | 5          | 0         | 4         | 3         | 6          |
| Historic Resource Review                             | 1         | 0          | 0          | 1          | 2          | 0         | 1         | 1         | 3          |
| Home Occupations <sub>1</sub>                        | 4         | 1          | 3          | 4          | 3          | 2         | 2         | 2         | 1          |
| Lot Line Adjustment                                  | 3         | 3          | 3          | 11         | 2          | 3         | 3         | 2         | 4          |
| Non-Conforming Use Determination or Unlisted Use     | 0         | 0          | 0          | 0          | 0          | 0         | 1         | 0         | 1          |
| Partition  | 2         | 2          | 6          | 2          | 5          | 2         | 4         | 3         | 3          |
| Planned Development                                  | 0         | 0          | 1          | 0          | 0          | 0         | 2         | 0         | 0          |
| Revocation   | 0         | 0          | 0          | 0          | 0          | 0         | 0         | 0         | 0          |
| Sensitive Lands Permit                               | 4         | 3          | 5          | 0          | 1          | 1         | 9         | 6         | 3          |
| Sign Permit <sub>2</sub>                             | 24        | 22         | 13         | 15         | 5          | 13        | 10        | 17        | 13         |
| Sign Permit (Temporary)                              | -         | 12         | 10         | 10         | 4          | 3         | 5         | 6         | 8          |
| Sign Exception/Variance                              | 0         | 0          | 1          | 0          | 0          | 0         | 1         | 0         | 0          |
| Site Design Review                                   | 4         | 7          | 6          | 7          | 7          | 6         | 11        | 3         | 7          |
| Site Design Review (Minor)                           | 6         | 8          | 10         | 7          | 4          | 6         | 8         | 5         | 8          |
| Site Design Review (Scenic Resource)                 | 4         | 0          | 1          | 0          | 2          | 0         | 5         | 0         | 1          |
| Street Vacations                                     | 0         | 2          | 0          | 1          | 2          | 0         | 3         | 1         | 0          |
| Subdivisions   | 1         | 3          | 2          | 0          | 1          | 1         | 2         | 0         | 0          |
| Subdivision Final Plat Approval                      | 0         | 0          | 3          | 1          | 2          | 0         | 1         | 0         | 0          |
| Variances  | 9         | 7          | 6          | 16         | 18         | 4         | 7         | 5         | 13         |
| Temporary Use Permits                                | 2         | 5          | 13         | 12         | 9          | 8         | 4         | 7         | 8          |
| Tree Removal Permit                                  | 1         | 1          | 0          | 0          | 1          | 0         | 0         | 0         | 0          |
| Other Public Hearing Subjects (i.e. Periodic Review) | 0         | 0          | 0          | 0          | 1          | 0         | 0         | 0         | 0          |
| Columbia County Referrals                            | 0         | 9          | 6          | 2          | 1          | 3         | 4         | 1         | 3          |
| <b>Total Land Use Actions</b>                        | <b>86</b> | <b>106</b> | <b>113</b> | <b>117</b> | <b>102</b> | <b>73</b> | <b>99</b> | <b>84</b> | <b>100</b> |

1 - This includes Home Occupation (Type II) prior to 2019 & Home Occupation (Type I) removed in 18/19

2 - Temporary Sign Permits were included in Sign permits prior to 2017

**2024 Year End Summary**  
**Planning Commission & Planning Administrator Land Use Actions**  
**Planning Commission Work Sessions, Discussions & Interpretations**

| <b>Accessory Structure</b>   | <b>Annexation</b>  |
|--|--|
| 1. Powell (N. Vernonia)<br>2. Walker (N 16th)  | 1. JLJ Earthmovers (Gable Rd)<br>2. Pyl (Firlok Park St)   |
| <b>Appeal</b>  | <b>Comprehensive Plan/Zone Map Amendment</b>   |
| 1. Tinney (S 21st)   | 1. City of St. Helens (Citywide)   |
| <b>Conditional Use Permit</b>  | <b>Conditional Use Permits (Minor Modifications)</b>   |
| 1. AKAAN (McNulty Way )<br>2. Hatfield (Wyeth St)  | 1. Russell (Railroad Ave)<br>2. Stewart (Pittsburg Rd)   |
| <b>Extension of Time</b>   | <b>Home Occupation</b>   |
| 1. Comstock (Pittsburg Rd)<br>2. Crooked Creek Brewery (S 1st)<br>3. Séance Industries (Cowlitz)<br>4. Breslin Properties (S. Col. Riv. Hwy)<br>5. North 8th Street, LLC (N. 8th)<br>6. CC POD (Bowling Alley)   | 1. Angulo (S 12th)   |
| <b>Scenic Resource Review</b>  | <b>Tree Removal Permit</b>   |
| 1. Olson (Riverside Dr)  |  |
| <b>Lot Line Adjustment</b>   | <b>Partition</b>   |
| 1. Vintage Friends (S 21st)<br>2. Scholl (5th & 6th St)<br>3. City of SH (Kaster Rd)<br>4. City of SH (Kaster Rd)  | 1. Vintage Friends (S 21st)<br>2. Weigandt (N 12th)<br>3. Weigandt (N 12th)                              |
| <b>Sign Permit</b>   | <b>Sensitive Lands Permit</b>  |
| 1. 238 Gable Limited Partnership (Gable Rd)<br>2. Clark Signs (Columbia Blvd)<br>3. Tussing (N. Col. Riv. Hwy)<br>4. Tussing (N. Col. Riv. Hwy)<br>5. Garrett Sign (S. Col. Hwy)<br>6. First Student, Inc (Milton Way)<br>7. Clark Signs (N 18th)<br>8. Clark Signs (N 18th)<br>9. Tube Art Group (S Vernonia)<br>10. Pacific Stars(S. Col. Riv. Hwy)<br>11. Pacific Stars(S. Col. Riv. Hwy)<br>12. ProntoSigns (S. Col. Riv. Hwy)<br>13. ProntoSigns (S. Col. Riv. Hwy) | 1. Weigandt ( S. Col. Riv Hwy)<br>2. Alderwood Properties (McNulty Way)<br>3. Kristi Boon (Railroad Ave) |
| <b>Site Design Review (Major)</b>  | <b>Nonconforming Use Determination or Unlisted Use</b>   |
| 1. First Student, Inc (Milton Way)<br>2. JLJ Earthmovers, LLC (Gable Rd)<br>3. Klondike (Cowlitz)<br>4. Sunset Development (Kelly & Howard St.)<br>5. Beyond the Florist (S 1st)<br>6. Riverside Comm. Outreach (Col. Blvd)<br>7. Pacific Stars (S. Col. Riv. Hwy)   | 1. AKAAN (McNulty Way)   |
| <b>Site Design Review (Minor)</b>  | <b>Temporary Use Permit</b>  |
| 1. Weigandt (S. Col. Riv. Hwy)<br>2. Toschi (N River)  | 1. CCPOD, LLC (Bowling Alley Ln)<br>2. Hacienda Las Juanitas (S Col. Riv. Hwy)                           |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>3. Lopez (S River)</li> <li>4. ProntoSigns, LLC (N Col. Riv. Hwy)</li> <li>5. Hubbard (N River St)</li> <li>6. St. Helens Marina (N. &amp; S. River Street)</li> <li>7. Tussing (N. Col. Riv. Hwy)</li> <li>8. Carrier (River Street)</li> </ul>  | <ul style="list-style-type: none"> <li>3. Bethel Fellowship (S. Col. Riv. Hwy)</li> <li>4. TNT Fireworks (Gable Rd)</li> <li>5. Breslin Properties (S. Col. Riv. Hwy)</li> </ul>  |
| <b>Variance</b>  | <b>Historic Resource Review</b>   |
| <ul style="list-style-type: none"> <li>1. Hubbard (Col. Blvd)</li> <li>2. Weigandt (N 12th)</li> <li>3. Weigandt (N 12th)</li> <li>4. Wheeler (N Vernonia)</li> <li>5. Uebelacker (Strand St)</li> <li>6. Habitat 4 Humanity (s 12th)</li> <li>7. AKAAN (McNulty Way)</li> <li>8. Hatfield (Wyeth St)</li> <li>9. Hatfield (Wyeth St)</li> <li>10. Hatfield (Wyeth St)</li> <li>11. Hatfield (Wyeth St)</li> <li>12. Scholl (S 6th)</li> <li>13. Scholl (S 6th)</li> </ul> | <ul style="list-style-type: none"> <li>1. Wilken (S 1st)</li> <li>2. John Doctor, Inc. (S 2nd)</li> <li>3. Kenoyer (S 1st)</li> </ul>   |
|  | <b>Street Vacation</b>  |
|  |   |
| <b>Planned Development/Development Agreement</b>   | <b>Columbia County Referral</b>   |
|  |   |
| <b>Subdivision (Final Plat)</b>  | <b>Subdivision</b>  |
|  |   |
| <b>Auxiliary Dwelling Units</b>  | <b>Temporary Sign Permit</b>  |
|  | <ul style="list-style-type: none"> <li>1. Columbia Pacific Food Bank (Columbia Blvd)</li> <li>2. Columbia Economic Team (Columbia Blvd)</li> <li>3. SH Kiwanis (Columbia Blvd)</li> <li>4. Heather Epperly Agency (Columbia Blvd)</li> <li>5. Col. Co. Fairgrounds (Col. Blvd)</li> <li>6. JHB Events (Col. Blvd)</li> <li>7. Liewer (Col. Blvd)</li> <li>8. Merchants Toy N Joy (Columbia Blvd)</li> </ul> |
| <b>Zone Amendment</b>  |   |
| <ul style="list-style-type: none"> <li>1. City of St. Helens (Citywide)</li> </ul>   |   |
| <b>Architectural Character Review</b>  |   |
| <ul style="list-style-type: none"> <li>1. Klondike Tavern (Cowlitz)</li> <li>2. Uebelacker (Strand)</li> <li>3. Lightning Treats &amp; Sweets (S 1st Street)</li> <li>4. Uebelacker (Strand)</li> </ul>  |   |



# CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

**TO:** Planning Commission  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** February 2024 email about a property along Millard Road and public testimony to the city council on January 15, 2025  
**DATE:** January 31, 2025

Staff and the City Council conducted a SWOT (strengths, weaknesses, opportunities, and threats) exercise today and one of the concerns was misinformation and how that impacts the city.

Given the exercise and certain citizen comments presented to the City Council at their meetings on January 15, 2025 pertaining to the “Millard Road Property” I thought it beneficial to discuss communication that was criticized. I believe one key error is assuming there is only one “Millard Road Property” for public records requests for the “Millard Road Property.”

There is almost a linear mile of Millard Road within St. Helens’ Urban Growth Boundary with over 30 abutting properties. Only one of those is owned by the City of St. Helens.

The communication in question is an email from a February 2024 discussion about a property on the south side of Millard Road near the intersection of Ross Road / Millard Road. This is close to a half mile from the City of St. Helens owned Millard Road Property lying on the north side of Millard Road.

There was also criticism (at least via email) to certain city staff about a map of the City owned Millard Road property with lots of about 4,000 square feet in size, suggesting that this map was evidence that city staff disregarded the Council’s wishes for the City Owned Millard Road property. A plan dated June 3, 2024 was used as evidence of this. Resolution No. 2014 declaring the city-owned Millard Road property as surplus and the 5,000 square foot minimum lot size was adopted June 19, 2024, 13 days after the alleged small lot plan. We had a pre-application meeting with the developer the city council chose for the Millard Road property on July 31, 2024. This was based on a concept plan dated June 25, 2024 and one of my comments was:

*Pre-app plans not to scale. This is ok, but please make sure all lot conform with the R5 dimensional standards such as lot size, width, depth and such. This will be checked.*

No formal application for a subdivision has been received to date, nor has the property been sold. City staff has never suggested a mobile home park for the Millard Road property or lots below the 5,000 minimum lot size. In fact, being zone Mixed Use, a mobile home park would not be possible.

I want to briefly discuss this with the Commission to help you manage potential misinformation.

Attached is the email of question.

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** FW: Millard Road Development Concept  
**Date:** Friday, January 31, 2025 10:21:19 AM  
**Attachments:** [Millard Rd County R7 Subdivision Concept 2-6-24 11x17.pdf](#)

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**From:** Jacob Graichen <jgraichen@sthelensoregon.gov>  
**Sent:** Thursday, February 8, 2024 5:00 PM  
**To:** Joseph Scharf <js@equitect.com>  
**Cc:** Jennifer Dimsho <jdimsho@sthelensoregon.gov>; Ken Sandblast <KSandblast@westlakeconsultants.com>  
**Subject:** RE: Millard Road Development Concept

Joe,

Sure we can chat. Items we (Jenny and I) thought of initially:

1. Conflict with city R7 standards (e.g., flag lots and lots a street) and question is there is value changing the City's Comprehensive Plan designation to Unincorporated Mobile Home Residential. R7 is the default assumed zoning if annexed.
2. Street stub on south side to advance city TSP connection to Achilles/Morse Road
3. Street lengths (i.e., >150') and fire apparatus turn-around.
4. One road access and if Fire Marshall will want sprinkles to be required for homes.
5. Sanitary Sewer fee due to current capacity issues with the city's system
6. No sanitary sewer easement through Lot 65?
7. Looks like we are back to talking about extending the sewer from the old "hospital property"

This list will help me remember...

**Jacob A. Graichen, AICP, City Planner**

City of St. Helens

[jgraichen@sthelensoregon.gov](mailto:jgraichen@sthelensoregon.gov)

(503) 397-6272

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**From:** Joseph Scharf <js@equitect.com>  
**Sent:** Thursday, February 8, 2024 1:33 PM  
**To:** Jacob Graichen <jgraichen@sthelensoregon.gov>  
**Cc:** Jennifer Dimsho <jdimsho@sthelensoregon.gov>; Ken Sandblast <KSandblast@westlakeconsultants.com>  
**Subject:** [External] Millard Road Development Concept

Jacob & Jennifer,

I had an informal discussion yesterday with Debbie Jacob at Columbia County to propose another iteration of our subdivision concept on Millard Road. Attached is our current concept plan for approximately 65 lots utilizing our current county MHR zoning.

This plan differs from the 19-lot 1AC+ design we sent you back in July and I believe it is a better one all around.

Debbie's initial take was that the county will defer much of the design review to the city of St. Helens due to our location within your UGB.

Sending to you to get the conversation going. I'll try to follow up with a call later this afternoon but let me know if you would like to set a time to meet in person or discuss by phone. I can be reached anytime by cell at the number below. Hoping to finally move a good plan forward for this property and I look forward to working with you both.

FYI – the sensitive land areas we have designed around were flagged by our biologist, surveyed, but have not yet been submitted to the state.

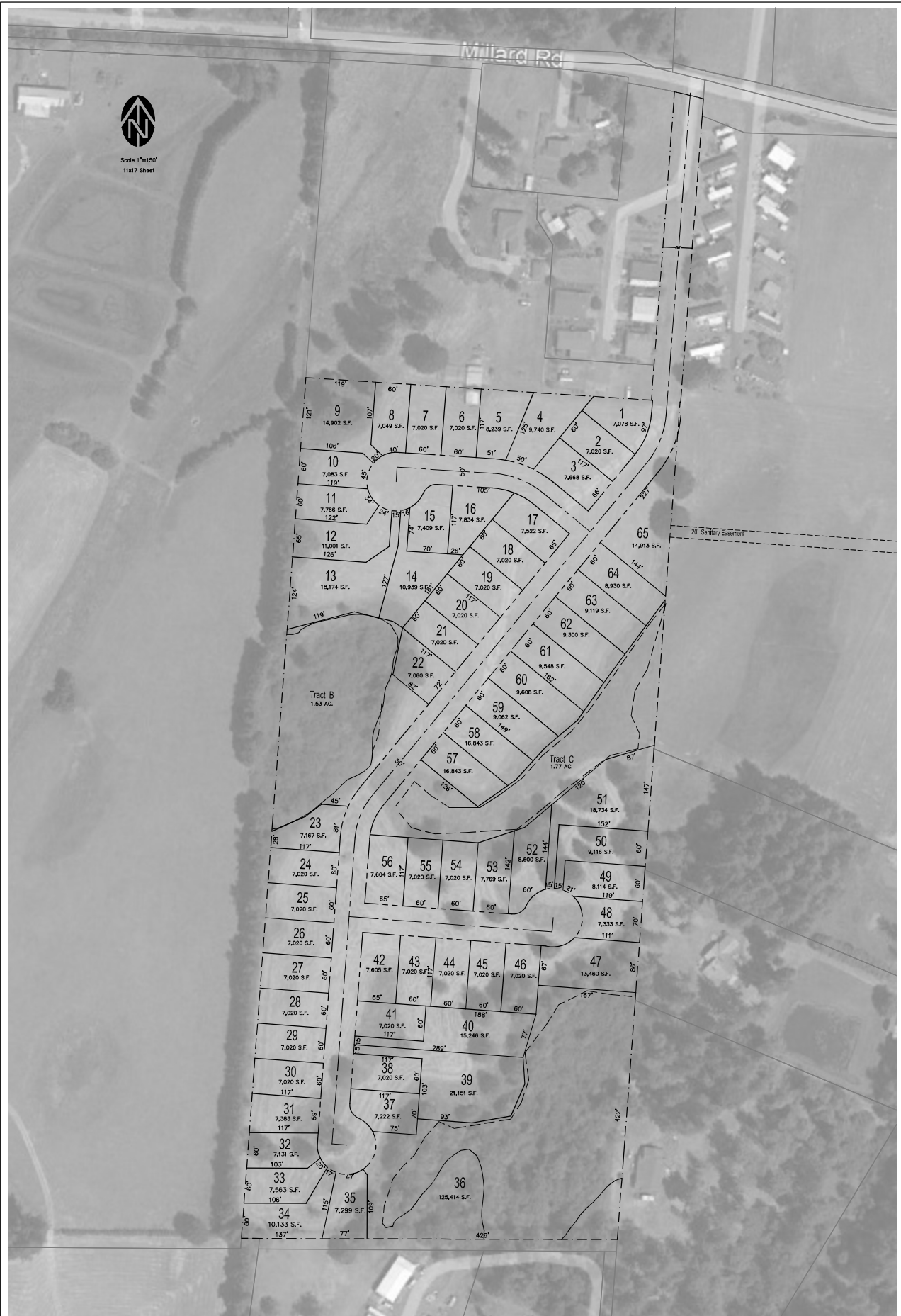
Talk to you soon.

Thanks,  
Joe Scharf

Joseph R. Scharf , Managing Member  
Scharf Properties LLC  
**503.319.0119** (cell)  
503.303.2027 (office)



Scale 1"=150'  
11x17 Sheet



### R7 SUBDIVISION CONCEPT PLAN

4-1-7DC Tax Lot 400  
 4-1-18A Tax Lot 4800  
 Millard Ave. Columbia County, Oregon  
 Mr. Joe Scharf

|            |           |
|------------|-----------|
| DATE       | Feb. 2024 |
| DRAWN BY   | KS        |
| CHECKED BY |           |
| REVISION   | 0         |
| JOB NO.    |           |

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 TIGARD, OREGON 97224 FAX (503) 624-0187



# CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

**Date:** December 30, 2024

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

Had a preliminary Q&A meeting for a food cart pod at the running dogs brewery brewing facility sort of by the St. Helens Street/US30 intersection. The brew facility was partially constructed and done so contrary to approved plans, so there are challenges.

## PLANNING ADMINISTRATION—MISC.

We got a recent population estimate from PSU, as we usually do in November, but the numbers look off. The preliminary estimate (for 2024) document v. the 2023 preliminary estimate document.

|                                | <b>2024 Estimate Document</b> | <b>2023 Estimate Document</b> |
|--------------------------------|-------------------------------|-------------------------------|
| <b>Total population</b> → 2024 | 14,492                        | n/a                           |
| 2023                           | 14,383                        | 15,009                        |
| 2022                           | 14,223                        | 14,506                        |
| 2021                           | 14,238                        | 14,492                        |
| 2020                           | 14,067                        | 14,413                        |

Sent message to PSU to understand the issue on November 26, 2024. They responded on Dec 2<sup>nd</sup>: *“Thanks for reaching out to us. With each new release of the annual estimates, the entire time series is revised for all years back to the beginning of the decade (for the state, all counties, and all cities) to reflect the increased data availability, specifically for the COVID-19 period. These revisions increase the accuracy of net changes since the census benchmark (2020 Census).”* So, we are not at 15K population yet, after all.

Spent some of Thanksgiving eve catching up on Oregon Senate Bill 1537 which takes effect 2025 to 2032. Based on this, I will present a fee schedule change for Planning fee’s early next year to add an “administrative variance” type category.

Attended meetings, prepared for, and participated in depositions related to a legal matter the city is dealing with. My first disposition.

Attended December 18, 2024 City Council work session for the Parks/Trails Commission presentation regarding the “woodland reserve” concept for certain land along Milton Creek on both city and port property.

Planning staff have started working on the adoption materials and process for the Economic Opportunities Analysis effort. Public hearings are anticipated in March and April.

Conducted the last final inspection for the Fast Lube & Oil business by the new Burger Kind on the north side of town. The site was mostly finished, but there was a walkway issue to be resolved.

We have several annexations eligible for processing in 2025. These will likely be delayed due to the vacant Community Development Administration Assistant position. But drafted a legal description for one, which I knew would take a little more time and so used the holiday “slow” season to get ahead on this.

### **PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)**

December 10, 2024 meeting (outcome): The Commission held three public hearings and (1) approved a CCMH campus expansion, (2) denied a nonconforming use triplex rebuild, and (3) approved a pair of Variances related to some residential development along N. 6<sup>th</sup> Street just off Columbia Boulevard.

The Commission also conducted candidate interviews with success in finding a new member.

*As the Historic Landmarks Commission*, they reviewed some details and potential options for the County Courthouse clock tower restoration effort, which they previously reviewed.

We had the department’s semi-annual report on the agenda too, but the meeting was long enough nobody was interested in hearing it—electing to watch the previous presentation before the Council.

January 14, 2024 meeting (upcoming): This meeting has been cancelled at the request of staff. Staff proposed this because there are no public hearings and to buy some time as the city looks to replace the Community Development Administration Assistant, whose last day was the December Planning Commission meeting.

### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Because the GIS software we use daily ArcGIS/ArcMap is being retired in 2026, I installed the new version, ArcGIS pro the Friday after Christmas, to hopefully increase familiarity of this new software over time in 2025. Luckily, IT staff was in (though they didn’t intend to be) to get installation authorization. My plan was to do this before Christmas; I’m thankful to get this installed before New Year’s Day.

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

Council approved 2<sup>nd</sup> batch of 2024 Development Code amendments and the final reading for the first batch's ordinance was passed. So, though it took longer than anticipated, this effort will not encumber 2025 much.

At the December 18, 2024 regular session, the council acknowledged the Parks/Trails Commission's "woodland reserve" concept and directed staff to help. The next focus for the Council will probably be the exact boundaries of the woodland reserve area.

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** December Planning Department Report  
**Date:** Friday, January 3, 2025 11:38:48 AM  
**Attachments:** [image001.png](#)

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Here are my additions to the December Planning Department Report.

## GRANTS

1. **Riverwalk Project (OPRD Grants x2)** – Shoreline bank revetment is complete, along with all retaining walls. Cantilever has been poured with masonry work beginning. Concrete pours will continue to occur weather permitting. Construction timeline looks on track for an early completion. Contract is approximately 65% expended. Submitted & received our first LWCF grant disbursement of approximately 750k and our first and final LGGP reimbursement request for 338.5k. Coordinated with Communications on E-newsletter content and timing of drone footage. Reviewing/tracking submittals and RFIs. Attending bi-weekly check-ins with contractor and design team.
2. **Community Development Block Grant (CDBG): Sanitary Sewer Improvement Project** – \$2.5 million grant award to fund design/engineering/permitting for 3 sanitary sewer basins identified as deficient in the adopted Wastewater Master Plan. Received our 60% design package. Prepared for and submitted our 3<sup>rd</sup> disbursement request in December for work through November. At approximately 54% expended.
3. **DLCD Technical Assistance Program** – 60k will fund a new Economic Opportunities Analysis (EOA). Attended for an held last Joint PC/CC Meeting of 2024 where the final EOA draft and goals & policies were reviewed. Preparing staff report for 2025 adoption public hearings for DLCD in February, March PC, and April CC.
4. **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. Prepared for consultant selection. RFP closes on 1/9 for consultants to submit proposals.
5. **2024 Travel Oregon Grant Program: Riverwalk Project** - 100k grant for Riverwalk Project. Anticipated to receive remaining 50k when project is complete by April 2025.
6. **ODOT TGM Program: Transportation Systems Plan** – Consultant selection is likely for late February or early March.
7. **2025 Travel Oregon Grant Program** - Letter of Interest available online December 2 with a deadline for January 15. Preparing a letter of interest for County Courthouse plaza accessibility improvements. Final grant applications due end of February 27, 2025.

## PROJECTS & MISC

8. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. Loan amendment coordinated and approved by Council on 11/20. Submitted Disbursement Request #4 which put us at about 85% complete with expenditures on the loan. Preparing for Disbursement Request #5.

Attending regular check-ins. Reviewed regular Waterfront E-newsletter content regarding construction updates, closures, progress, etc. Follow the [City's Waterfront E-newsletter](#) for timely updates.

- 9. **OAPA Legal Issues Workshop 2024** – Attended a legal issues workshop to keep up-to-date on recent LUBA cases and upcoming state legislation held in Portland, OR.
- 10. **CIS Trainings** – Attended a workplace culture of civility and respect training, a stress management training, and a mandatory cyber security class.
- 11. **Community Development Administrative Assistant** – With Christina's last day on December 10, I have been covering all of the Planning Department secretarial duties which includes file creation, notice mailings, planning commission packets/minutes, 2024 annual reporting, and creating all new 2025 planning file tracking systems. The deadline for applications for her position is 1/24/25.

**Jenny Dimsho, AICP | Community Development Project Manager**

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# **CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT**



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

**Date:** Jan. 27, 2025

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**

Had a preliminary Q&A meeting for a potential new grocer. They are looking for potential sites.

## **PLANNING ADMINISTRATION—MISC.**

Prep time spent for the (hopefully) end of the 2024 code amendments and start if the final adoption process for the Economic Opportunities Analysis. Basically, prep for the January 15, 2024 City Council meeting. And with rejection of the ordinance at the Jan. 15<sup>th</sup> meeting, additional time preparing a revised ordinance (+ attachments) for February meetings.

Assisted Engineering with road transfer documentation “how to” for the transfer of a portion of Gable Road, Bachelor Flat Road and Columbia Boulevard from the county to the city. This doesn't happen often, and the most recent one was in 2002.

Staring back around 2018 the city is required to provide annual reporting on housing production. This reporting has normally been in January, but the survey will start to be collected in June instead of January. June is a typically busy month; I wish they kept this in the winter.

Community Development Assistant call for applications has closed. We have started to review applications to progress towards the interview stage of the selection process. We received many applications.

## **DEVELOPMENT CODE ENFORCEMENT**

Provided violation notice to the new property owner of 184 S. 15<sup>th</sup> Street. This is the property with the long-time unfinished building across the street from Vinnie's Chicago Sandwich Shop. The good news is that they cleaned up some mess on the outside of the property. The bad news is work needing permitting has occurred. The Building Official posted a stop work order.

A multiple-year unauthorized access issue at 2180 Gable Road is resolved. A new permitted access has been completed and the former access discontinued and replaced with fencing along Gable Road.

## **PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)**

January 14, 2025 meeting (outcome): This meeting was cancelled. However, the Commission has been invited to a forum with the Council on February 5<sup>th</sup> to discuss police station location.

February 11, 2025 meeting (upcoming): The Commission will have a hearing to consider some variances that if approved, would potentially enable the application to partition an undersized parcel.

The Commission will also do their annual chair/vice chair selection, conduct interviews for a vacant position and review the end-of-year land use permit summary report.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

ArcGIS Desktop, including ArcMap and ArcCatalog, will retire in March 2026. This is a long time and daily used software. The Planning Department has started using the replacement, ArcGIS Pro, to be able to use both in this transition period. The interface of ArcGIS Pro, seemingly improved in many ways, is very different from its predecessor, so certain tasks that would normally be mindless and automatic, are slow and clumsy. But over time, we should get better and more efficient at it, and this is why I didn't want to wait any longer to start using the new software.

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

The Council authorized the Mayor's signature for the partitioning of the OYO Hotel (Village Inn) property.

At the January 15, 2025 regular session the City Council rejected the second reading of Ordinance No. 3306 pertaining to proposed Development Code amendments. The Council instructed staff to remove amendments pertaining to manufactured and prefabricated homes, and those that allow detached multifamily development. A new replacement ordinance will be proposed.

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** January Planning Department Report  
**Date:** Friday, January 24, 2025 12:42:46 PM  
**Attachments:** [image001.png](#)

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Here are my additions to the January Planning Department Report.

## GRANTS

1. **Riverwalk Project (OPRD Grants x2)** – Masonry work on cantilever is nearly done. Landscaping is about 50% done. Concrete pours have continued with the walkways at the south end completed. Construction timeline looks on track for an early completion. Contract is approximately 70% expended. Submitted & received our first LWCF grant disbursement of approximately 750k and our first and final LGGP reimbursement request for 338.5k. Coordinated with Communications on E-newsletter content and timing of drone footage. Reviewing/tracking submittals and RFIs. Attending bi-weekly check-ins with contractor and design team.
2. **Community Development Block Grant (CDBG): Sanitary Sewer Improvement Project** – \$2.5 million grant award to fund design/engineering/permitting for 3 sanitary sewer basins identified as deficient in the adopted Wastewater Master Plan. Reviewing 60% design package. Approximately 54% expended of the grant. Received our 3<sup>rd</sup> disbursement request.
3. **DLCD Technical Assistance Program** – 60k funding a new Economic Opportunities Analysis (EOA). Prepared staff report and noticing requirements for adoption public hearings in March for PC and April for CC.
4. **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. RFP closed on 1/9 for consultants to submit proposals! Scored and reviewed proposals on the selection committee with a selection meeting scheduled for early February. This project is likely to kickoff some time in March/April!
5. **2024 Travel Oregon Grant Program: Riverwalk Project** - 100k grant for Riverwalk Project. Anticipated to receive remaining 50k when project is complete by April 2025.
6. **ODOT TGM Program: Transportation Systems Plan** – Consultant selection is likely for late February or early March.
7. **2025 Travel Oregon Grant Program** - Letter of Interest submitted by the deadline for January 15. Travel OR invited us to prepare a full submittal for County Courthouse plaza accessibility improvements. Final grant applications due February 27.

## PROJECTS & MISC

8. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. Loan amendment coordinated and approved by Council on 11/20. Submitted final Disbursement Request #5, putting us at



100% expended for the loan. Remaining budget to come from budgeted URA funding. Reviewed regular Waterfront E-newsletter content regarding construction updates, closures, progress, etc. Follow the [City's Waterfront E-newsletter](#) for timely updates.

9. **Team Building Workshop** – Attended half day workshop held on 1/14 focused DISC personality types and strengths/weaknesses based on a DISC personality survey.
10. **Community Development Administrative Assistant** – Covering all of the Planning Department secretarial duties which includes file creation, notice mailings, planning commission packets/minutes, 2024 annual reporting, and creating all new 2025 planning file tracking systems. Deadline for applicants for this position was 1/24. Hoping hiring will occur in February.

**Jenny Dimsho, AICP | Community Development Project Manager**

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