



JOINT PLANNING COMMISSION & CITY COUNCIL

Wednesday, March 11, 2026 at 4:00 PM
HYBRID: Council Chambers & Zoom (details below)

AGENDA

4:00 P.M. CALL TO ORDER

JOINT PLANNING COMMISSION & CITY COUNCIL MINUTES

- A. Joint Planning Commission & City Council Minutes Dated September 10, 2025

DISCUSSION ITEM

- B. Propose Planning Commission Policy
- C. St. Helens Industrial Business Park FARA Building Property
- D. Woodland Reserve
- E. Planning Commission Proactive Item-Architectural Standards
- F. Planning Commission Proactive Item-Vacant and Underutilized Storefronts

OTHER BUSSINESS

ADJOURNMENT

VIRTUAL MEETING DETAILS

Join Zoom

Meeting: <https://us06web.zoom.us/j/82057677143?pwd=Vfvuodtfi6EkT6FAxbV5xsZB1ZLZl7.1>

Meeting ID: 600905

Call in: +12532158782,,82057677143

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

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



JOINT PLANNING COMMISSION & CITY COUNCIL

Wednesday, September 10, 2025 at 4:00 PM

DRAFT MINUTES

MEMBERS PRESENT

Mayor Jennifer Massey
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

Commissioner Scott Jacobson
Vice Chair Brooke Sisco
Commissioner Trina Kingsbury
Commissioner Charles Castner
Commissioner David B. Rosengard (Zoom)

MEMEBERS ABSENT

Council President Jessica Chilton
Chair Jennifer Shoemaker
Commissioner Reid Herman

STAFF PRESENT

Jacob Graichen, City Planner
Lisa Scholl, Deputy City Recorder
Angelica Artero, Community Development Administrative Assistant

CALL SPECIAL SESSION TO ORDER – 4:00PM

DISCUSSION TOPICS

A. Discussion of Allowance of ATVs on Public Streets

City Planner Graichen introduced the topic to the Planning Commission, explaining that while the Commission doesn't typically deal with traffic matters, it serves as a good think tank for vetting ideas for the City Council, especially since the City doesn't really have specialty committees for different issues.

Mayor Massey explained that this topic has been brought up by her constituents in "overwhelming numbers" requesting the ability to use side by sides on the streets, similar to how slingshot three-wheel vehicles are currently allowed. Mayor Massey drafted an ordinance back in February with then acting Chief Hogue. Mayor Massey further explained that she had met with Sherrif Pixley to ensure alignment between City and County regulations, as there was interest at the County level as well. The proposed ordinance would only allow perpendicular crossing of Highway 30, not driving along the

highway itself. Additionally, an annual fee of a suggested amount around \$200 would be charged for a sticker allowing operations within city limits.

The Planning Commission shared input and expressed various concerns about police enforcement, speeding, and the use of ATVs on City streets. Mayor Massey emphasized the need to get input from the new police chief, who has not yet reviewed the draft ordinance yet. The group agreed the next step would be to seek the Chief's input then to hold a public forum for community feedback before bringing the matter to the City Council.

B. Planning Commission Proactive Item – Architectural Standards

City Planner Graichen noted there was no update on this item as Chair Shoemaker was leading in this effort and was not present at this meeting.

C. Planning Commission Proactive Item – Vacant and Underutilized Storefronts

Commissioner Jacobson provided an update, noting that Erin Salisbury of the St. Helens Main Street Alliance had not yet conducted their planned walking tour due to scheduling conflicts. He mentioned he had reviewed Astoria's code on the matter and let it serve as a good model. Commissioner Jacobson mentioned that Chair Shoemaker met with the former planner with the City of Astoria who had been involved in developing code on the matter and felt it could serve as a good model.

3. OTHER BUSINESS

City Planner Graichen brought up a concern about the ordinance requirement that three consecutive absences from meetings could result in removal from the commission. He questioned whether joint meetings should count toward this requirement, noting they were established after the ordinance was drafted and that being punitive for volunteer positions might be too aggressive.

Councilor Sundeen raised the question of whether four joint meetings per year was necessary, noting that today's meeting had little substantive business. He suggested reducing to two scheduled meetings annually with the option for special meetings as needed. The group agreed to include this topic in the Planning Commission's attendance discussion at their next regular meeting.

4. ADJOURN

There being no further business before the Planning Commission and City Council, the meeting was adjourned at 4:48 p.m.

Respectfully submitted,

Angelica Artero

Community Development Administrative Assistant



STAFF REPORT (Item Specific)

Meeting Date: March 11, 2026 (joint meeting)
 Author: Jacob Graichen, AICP, City Planner
 Department: Community Development
 Division: Planning
 Subject: Planning Commission operational policy
 Type of Item: Potential future code amendment
 CC: City Administrator John Walsh

Introduction: The Planning Commission operational rules are found in Chapter 2.08 SHMC. Most of this chapter was adopted in 1978, with some changes in 1995, 2008 and 2016. If the Council and Commission have a productive conversation at the March 2026 joint meeting, we may be looking at a 2026 amendment to this chapter.

Moreover, the Historic Landmarks Commission operational rules are found in SHMC 17.36.020 as originally adopted in 2008. For many years, staff has recognized that this section is more appropriate in Chapter 2.08 SHMC and moving this is “low hanging fruit” as a piggyback amendment to the other matters the Commission has discussed.

Oregon House Bill 3136 (2025), provides another piggyback amendment—see [attached draft](#).

Background: The Planning Commission started to discuss their operational rules at their July 2025 meeting after a suggestion in May 2025 to reexamine the Commission’s attendance policy. At the October 2025 Planning Commission meeting this was discussed further based on draft ideas from Commissioner Rosengard. Based on that discussion and some other things staff provided some refinement and a possible adoption proposal to the Commission at their February 10, 2026 meeting.

The [attached draft](#) is the February 2026 meeting approved (by motion) concept of the Planning Commission for discussion with the Council at this March 11, 2026 joint Council/Planning Commission meeting.

Staff Analysis: Staff has refined the Commission’s ideas into something that is simple and reasonable and has suggested other amendments, and the Commission agrees.

Budget Impact: No fiscal impacts anticipated. Just staff time.

Because the amendments focus on Chapter 2 and avoid the Development Code, we don’t need public hearings and a staff report addressing all the necessary land use findings and such. This eliminates legal notice expenses and helps keep busy-work efforts to a minimum.

Alternatives: Not to do anything and keep current policy as is.

Requested Action: If the conversation is productive, staff may bring this matter as a proposed Ordinance to the Council at a regular meeting.

Attachments:

- Feb 10, 2026 (after the Commission meeting) draft amendments
- 2025 Planning Commission regular meeting attendance

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

[...] means skipping text as it reads in the code (e.g., to focus on text being edited in this document)

Feb. 10, 2026 (after the Feb. Planning Commission meeting) DRAFT

CHAPTER 2.08 PLANNING COMMISSION

[...]

2.08.020 Membership.

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

[...]

~~(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.~~

[Editor's note: Oregon HB 3136 (2025) eliminates the "real estate" member provision as long as the Commission has more than five members. Because St. Helens has a seven-member Commission we can strike this provision (assuming all agree).]

[...]

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.—~~

(1) Filling vacancies.

(a) Appointments of a Commissioner shall follow the guidelines and procedures adopted by the City Council; and

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

(2) Removal. An appointed Commissioner may be removed from their position by the City

Council if at a hearing the Council finds the Commissioner has engaged in misconduct and/or nonperformance of duty.

(a) A hearing may be initiated by the City Council;

(b) The Commission may request a hearing be initiated by the City Council by an approved motion for such;

(c) If the City Council removes a Commissioner, that position shall become vacant immediately; and

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

2.08.050 Presiding members.

At its first meeting of each calendar year, the commission shall elect a ~~chairman~~ chairperson and ~~vice-chairman~~ vice-chairperson to serve one-year terms. The chair and vice-chair shall not hold consecutive yearly terms unless the Commission finds it is in the public interest to do so.

* * * * *

Other amendments to be added:

1. Find other “chairman” language and change to chairperson.
2. Move SHMC 17.36.020 regarding the Historic Landmarks Commission to Title 2, a more appropriate place for committee operational provisions. This is a low hanging fruit “housekeeping” amendment addition to the above changes.

2025 Planning Commission Meetings

DATE	Rosengard	Kingsbury	Jacobson	Shoemaker	Herman	Castner	Sisco	
Jan-14	CAN	CAN	CAN	CAN	CAN	CAN	CAN	
Feb-11	P	-	P	P	P	P	P	
Mar-11	P	P	P	P	P	P	P	
1st Qtr Totals	2	1	2	2	2	2	2	Stipends forwarded to finance on 03/13/25
Apr-8	A	P	P	P	P	P	P	
May-13	A	P	A	P	A	P	P	
June-10	CAN	CAN	CAN	CAN	CAN	CAN	CAN	
2nd Qtr Totals	0	2	1	2	1	2	2	Stipends forwarded to finance on 5/30/2025
July-08	P	A	P	P	P	P	P	
Aug-12	A	A	P	P	P	P	A	
Sept-9	P	P	P	P	P	P	P	
3rd Qtr Totals	2	1	3	3	3	3	2	Stipends paused due to budget
Oct-14	P	P	P	P	P	P	P	
Nov-11	CAN	CAN	CAN	CAN	CAN	CAN	CAN	
Dec-9	P	P	P	P	P	P	P	
4th Qtr Totals	2	2	2	2	2	2	2	Stipends paused due to budget
YEAR TOTAL	6	6	8	9	8	9	8	

P = Present; A = Absent; CAN = Cancelled

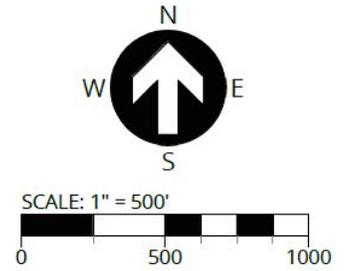


SITE NOTES

SITE MAP HAS BEEN PREPARED USING DATA FROM EXISTING TAX MAPS AND RLIS GIS DATA. THIS MAP HAS BEEN PREPARED FOR ILLUSTRATIVE PURPOSES ONLY. ALL BOUNDARY AND DIMENSIONAL INFORMATION SHOULD BE VERIFIED BY A PROFESSIONAL LAND SURVEYOR.

THE NET ACREAGE FOR EACH PARCEL HAS BEEN CALCULATED BY REMOVING PUBLIC RIGHT-OF-WAY, JURISDICTIONAL WETLANDS AND THEIR ASSOCIATED PROTECTION ZONES, AND WATERWAYS AND THEIR ASSOCIATED RIPARIAN PROTECTION ZONES.

From Resolution No. 1910 SHIBP Parcelization Plan Adopted January 2021



**From Resolution No. 1910
SHIBP Parcelization Plan
Adopted January 2021**

Parcel 28 is currently in use by the City for a recreational facility. Redevelopment of the site as an RV park is being considered. The site has frontage on Old Portland Road and Kaster Road. Access will need to be provided from Kaster Road. The proposed future roundabout at the intersection of Old Portland Road and Kaster Road may require a right-of-way dedication. The Milton Creek protection zone requires a 50-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

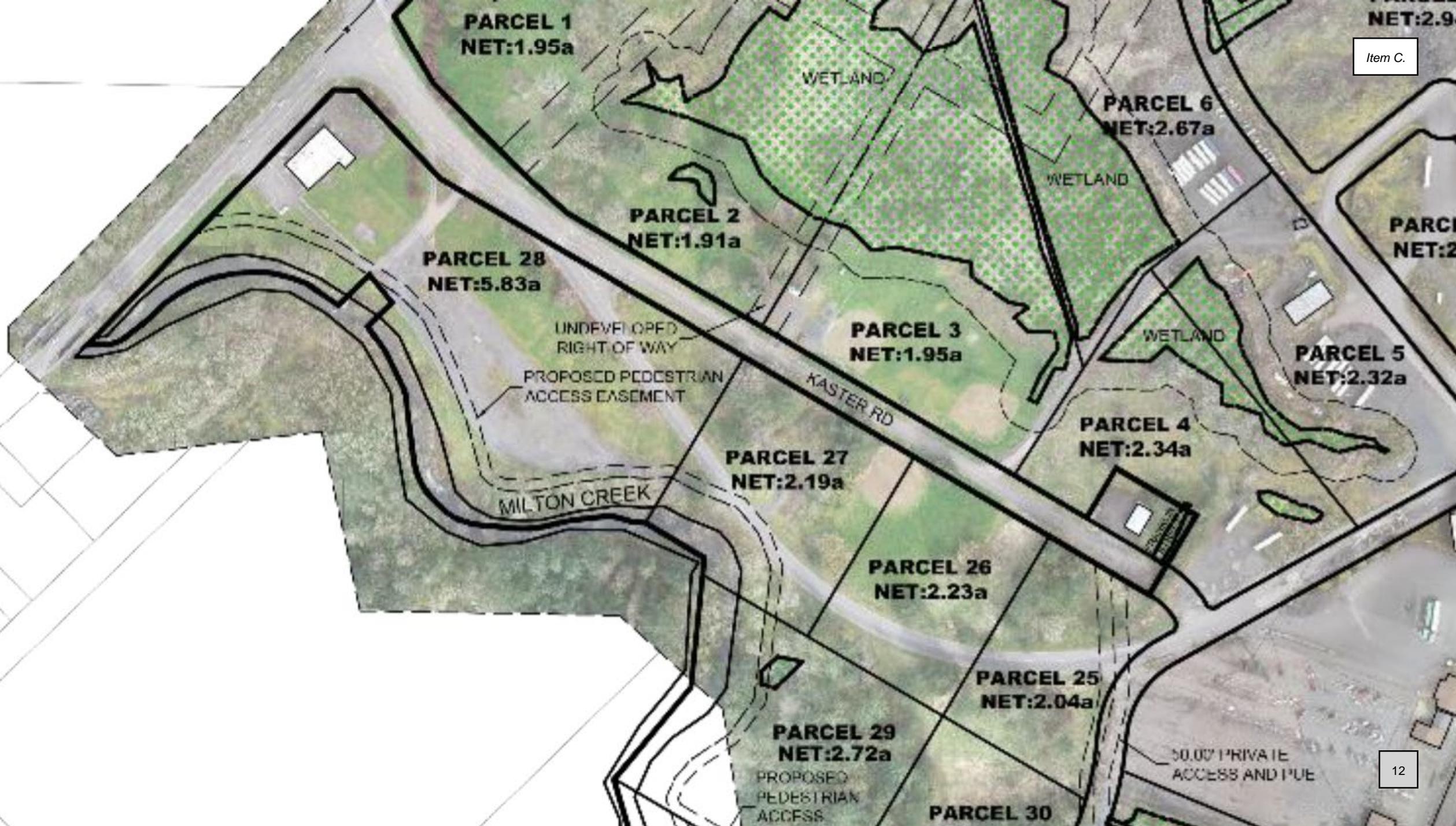
Zoning: Light Industrial (LI)

Division Status: Parcel 28 is already a legally separate lot.

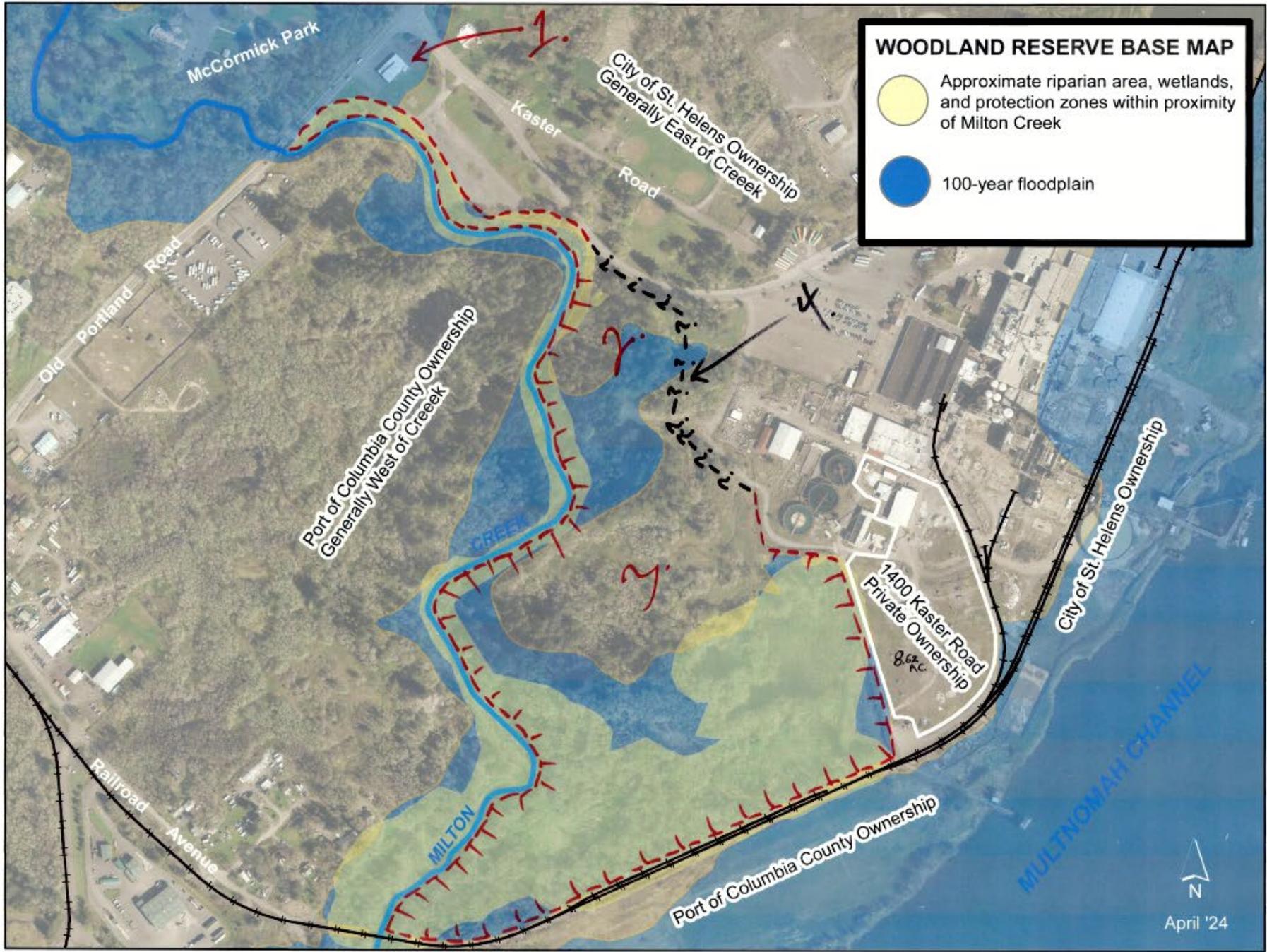
Use and Design Considerations:

- 1. Zoning, status of existing building, and EOA considerations
- 2. Property line / parcel creation
- 3. Trail / Woodland Reserve
- 4. Riparian buffer
- 5. Kaster spur
- 6. Roundabout
- 7. PGE parcel and related transmission lines
- 8. Floodplain, including ESA considerations
- 9. TMDL





Item C.



Item C.

1. POTENTIAL AREA W/ DEVELOPMENT / USE OF BLDG TO SUPPORT WOODLAND RESERVE (BUT OUT SIDE OF RESERVE)

2. AGE PARCEL / DEV. OTHER PARCELS?

3. OTHER PARCELS?

4. FINE TUNE BOUNDARY

MAR. 21, 2025 NOTES

Recommended Intersection

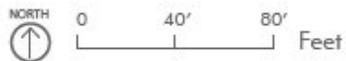
At the intersection of Old Portland Rd. and Kaster Rd. Option B (roundabout) is the preferred design, allowing for through-movement in all directions without queuing at a signal.

The roundabout serves as both a traffic calming function and as a gateway treatment while providing capacity comparable to a signalized intersection with separate left-turn lanes on all approaches.

Truck movements through the Old Portland Road/Kaster Road intersection have been a key topic of discussion, and the roundabout has been designed to accommodate these vehicles through sufficient size and a mountable apron. The design will accommodate the type and size of trucks that typically access the industrial facilities to the south (e.g., those with a wheelbase of 64 feet).

The radius of the roundabout, and size of the travel lanes and aprons allows for a roundabout center that is non-mountable. However, this design could be modified through a more detailed design process in the future.

(continued on page 126)



INTERSECTION: OLD PORTLAND ROAD & KASTER ROAD



