

City of St. Helens

Planning Commission

September 13, 2016

Agenda

1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda**
 - a. Planning Commission Minutes July 12, 2016
3. **Topics from the Floor:** Limited to 5 minutes per topic (Not on Public Hearing Agenda)
4. **Public Hearing Agenda:** (times are earliest start time)
 - a. 7:00 p.m. - Comprehensive Plan Amendment from SR to GR/Zone Amendment from R7 to R5 at 35090 Pittsburg Rd. - Weigandt
5. **CLG Historic Preservation Grant Project Summary Report**
6. **Term Expirations**
7. **Ordinance 3209 Review**
8. **Planning Director Decisions:** (previously e-mailed to the Commission)
 - a. Accessory Structure at 2154 Oregon Street #18 – New storage shed
 - b. Home Occupation (Type I) at 244 S. 12th St. – Craft creation and online sales
 - c. Home Occupation (Type II) at 464 Grey Cliffs Ct. – House cleaning/janitorial business
 - d. Home Occupation (Type I) at 34566 Noble Rd. - Custom design glassware and apparel
 - e. Accessory Structure at 2154 Oregon Street #26 - New storage shed
 - f. Accessory Structure at 2154 Oregon Street #15 - New storage shed
 - g. Home Occupation (Type I) at 444 Grey Cliffs Dr. - Jewelry crafting with off-site sales
9. **Planning Department Activity Reports**
 - a. July 26, 2016
 - b. August 23, 2016
10. **For Your Information Items**
11. **Next Regular Meeting: November 8, 2016**

Adjournment

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City of St. Helens
Planning Commission Meeting
July 12, 2016
Minutes

Members Present: Dan Cary, Chair
Al Petersen, Vice Chair
Greg Cohen, Commissioner
Sheila Semling, Commissioner
Audrey Webster, Commissioner
Kathryn Lawrence, Commissioner
Russell Hubbard, Commissioner

Members Absent: Ginny Carlson, City Council Liaison

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Assistant Planner & Planning Secretary

Councilors Present: None

Others Present: Dale Clark

The Planning Commission meeting was called to order by Chair Dan Cary at 7:00 p.m. Chair Cary led the flag salute.

Consent Agenda

Approval of Minutes

Commissioner Webster moved to approve the minutes of the June 14, 2016 Planning Commission meeting with the correction on page 4 to change Vice Chair Cary to Vice Chair Petersen and change north to south on page 6 in the third sentence of deliberations. Vice Chair Petersen seconded the motion. Commissioner Semling did not vote due to her absence from that meeting. Motion carried with all in favor. Chair Cary did not vote as per operating rules.

□

Topics From The Floor

There were no topics from the floor.

□

Public Hearing

Edward Kim

Conditional Use Permit / CUP.5.16

264 N. Columbia River Hwy

City Planner Jacob Graichen said the applicant has withdrawn their application. He explained that it may take much longer to receive legal access to the property than the applicant originally thought, but they are still working on it. Commissioner Cohen asked how long they have to re-submit an application. Graichen said it will be a completely new application, so they will have as long as they need.

□

Rules of Operation Text Amendment Discussion

Graichen explained the background of the text amendment, which is included in the memo. The basis for the text amendments stems from when the Planning Commission adopted recommendations from a rules committee regarding rules of operation, as noted in the meeting minutes from 2000. Graichen explained further that this text amendment also stems from the quorum v. majority vote situation the Commission faced last fall for the Conditional Use Permit request at the Muckle Building.

Vice Chair Petersen said the text amendment needs to explain abstentions in a clearer way. The Commission agreed. The Commission worked with Graichen to help make the text amendments clearer to the reader.

Chair Cary asked how the Commission decides if a commissioner has gone through the whole process. For example, if a commissioner misses one part of a continued hearing, can they catch up by reading the minutes or listening to the audio? The Commission said yes. Regarding the chairman's ability to call special meetings, Commissioner Cohen requested to limit the chairman's power by requiring the concurrence of the majority of the Commission to call a previously announced special meeting. The Commission agreed.

Graichen said he will email the Commission the revised text amendments.

□

Public Hearing

Clark Signs

Historic Resource Review & Sign Permit / HRR.1.16 & S.12.16

61 Plaza Square

It is now 7:55 p.m. and Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated July 5, 2016 with attachments

Graichen introduced the Commission to the proposal and the recommended conditions of approval, as presented in the staff report. Commissioner Cohen asked if the sign will be illuminated. Graichen said no. Commissioner Cohen asked if the sign is bigger than the previous sign. Graichen said it is smaller than the existing signage.

IN FAVOR

Clark, Dale, Applicant. Clark said the sign is a replacement for the Pieper Ramsdell sign. He said the sign is the name and logo of the new insurance company. Chair Cary asked if the typeface was part of NFP's logo. Clark said yes. Chair Cary asked what the material of the sign is. Clark said the sign is a pan sheet metal, and the letters and logo are vinyl wrapped onto the white metal.

Commissioner Lawrence asked about vandalism. Clark said a vandal would do more damage to the existing sign. He said the new sign would be easier to replace should it be vandalized.

Chair Cary asked if this was the sign the client requested. Clark said yes. Chair Cary asked if there were other alternatives. Clark said that the sign is actually fabricated by a different sign company that does all of the signs nationwide for NFP. Clark Signs is just receiving the permits and installing the sign. Vice Chair Petersen asked if it was possible to have a different color background. Clark said he has not seen any other colors with their logo. He said the metal could feasibly come in other colors, but he does not know if NFP would approve of a different color in their logo. Chair Cary asked if the sign could have a border to make it look more historic. He explained the existing sign blends in, while the proposed signage is more industrial and blatant. Clark said that could be done, but he has not asked the fabricators of the sign this question.

IN OPPOSITION

No one spoke in opposition.

END OF ORAL TESTIMONY

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

CLOSE PUBLIC HEARING & RECORD

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

DELIBERATIONS

Chair Cary said the proposed sign is very stark, modern, and industrial looking. He would like to see softer colors and/or a border. Vice Chair Petersen agrees. He thinks the applicant could come up with a different background color, like light gray or something closer to the building color to make it more like a traditional sign. Commissioner Cohen agrees. Chair Cary said he would like to see a frame. Commissioner Lawrence and Chair Cary agree.

Vice Chair Petersen asked if they need to make a recommendation. Graichen said the Historic Resource Review is the Commission's decision, and they could recommend design changes for the administrative approval of the Sign Permit based on the Architectural Guidelines.

MOTION

Vice Chair Petersen moved to approve the Historic Resource Review and recommended a different background color and a border for the Sign Permit. Commissioner Webster seconded. All in favor; none opposed; motion carries.

Vice Chair Petersen moved for Chair Cary to sign the Findings and Conclusions once prepared.

Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

Planning Director Decisions

- a. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – 14th Annual Amani Center Luau & Auction Fundraiser
- b. Site Design Review (Minor) at 514 & 516 Milton Way – Outdoor storage
- c. Temporary Use Permit at 2295 Gable Rd. – Fireworks Stand
- d. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – Columbia County Fair

Commissioner Cohen asked about the outdoor storage on Milton Way. Graichen said the applicant will store tires in an entirely screened area. It is zoned Light Industrial, where outdoor storage is a permitted use.

Chair Cary asked why there are RVs being stored behind the marijuana growing operation on Columbia Blvd. Graichen said there have been past decisions affecting outdoor storage on the property. In the most recent decision for the property, based on past uses of the site, there was a condition that the property could not be exclusively used for storage.

□

Planning Department Activity Reports

There were no comments.

□

For Your Information Items

Vice Chair Petersen asked what was going on at Gable Rd. Graichen said that is within Columbia County's jurisdiction. He said they started work before they received their grade/fill permit from the County. Since then, he has walked the site with the landowner to confirm there were no wetlands on the property. Graichen said there is interest from the landowner in developing the site with storage buildings, but there are no utilities to the site currently. They would need to file a consent to annex into the City if they extend and connect to city utilities.

□

There being no further business before the Planning Commission, the meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Jennifer Dimsho
Planning Secretary

2016 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/12/16	P	P	P	A	A	P	P
02/09/16	A	P	P	P	P	P	P
03/08/16	P	P	P	A	P	P	P
04/12/16	P	P	P	P	P	P	P
05/10/16	P	P	A	P	P	P	P
06/14/16	P	P	P	P	P	A	P
07/12/16	P	P	P	P	P	P	P
08/09/16							
09/13/16							
10/11/16							
11/08/16							
12/13/16							

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
CPZA.1.16**

DATE: September 6, 2016
TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner
Jennifer Dimsho, Assistant Planner

APPLICANT: Wayne Weigandt
OWNER: Same

ZONING: Moderate Residential (R7)
LOCATION: 4N1W-5BC-8400 & 7500, 4N1W-5BD-9100
35090 Pittsburg Rd.

PROPOSAL: Comprehensive Plan Amendment from Suburban Residential (SR) to General Residential (GR)
Zone Map Amendment from Moderate Residential (R7) to General Residential (R5)

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable per ORS 227.178(7).

SITE INFORMATION / BACKGROUND

The approximately 12.57 acre site is primarily undeveloped with one single family dwelling on tax lot 7500 off Pittsburg Road. Tax lot 7500 was annexed with a “developing” overlay, which will affect its density calculations when further development occurs. The subject property has street frontage on N. Vernonia Road along its east side and Pittsburg Road along its north side. In addition, two streets terminate along the south property line: Catarin Street and Camden Street.

PUBLIC HEARING & NOTICE

Hearing dates are as follows:

September 13, 2016 before the Planning Commission
October 19, 2016 before the City Council

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on August 22, 2016 via first class mail. Notice was sent to agencies by mail or e-mail on August 22, 2016. Notice was published in the The Chronicle on August 31, 2016. Notice was sent to the Oregon Department of Land Conservation and Development on August 10, 2016.

AGENCY REFERRALS & COMMENTS

As of the date of this staff report, no agency referrals/comments have been received that are pertinent to the analysis of this proposal.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.

(a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, and Goal 10.

Finding (s):

Statewide Planning Goal 1: Citizen Involvement.

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. The City has met these requirements and notified DLCDC of the proposal. In addition, the City has sent notice to property owners potentially impacted by the proposed changes in land uses allowed on property as required by ORS 227.186.

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

Statewide Planning Goal 2: Land Use Planning.

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below.

Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

Statewide Planning Goal 10: Housing

This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

The proposed zoning map amendment would allow for a greater density of housing units than could currently be developed under existing zoning. Given the demand for additional housing units in St. Helens and the region, Goal 10 is satisfied.

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the residential zone change request.

Finding: There are no known applicable federal or state statutes or guidelines applicable to this zone change request.

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. The applicable Comprehensive Plan goals and policies are:

19.08.050 Housing goals and policies.

(1) Preface. Residents of the city of St. Helens are demographically in different stages of socioeconomics. As such, they vary in their family sizes, economic capabilities and interests and will desire different types of housing. The strategy is to ensure that sufficient lands are designated for those different phases and desires of current and future residents and to encourage policies and decisions to allow all residents the ability to find affordable housing.

(2) Goals.

(a) To promote safe, adequate, and affordable housing for all current and future members of the community.

(b) To locate housing so that it is fully integrated with land use, transportation and public facilities as set forth in the Comprehensive Plan.

(3) Policies. It is the policy of the city of St. Helens to:

(a) Maintain adequate development and building codes to achieve the city's housing goals.

(b) Encourage the distribution of low income and/or multifamily housing throughout the city rather than limiting them to a few large concentrations.

[...]

(h) Encourage energy-efficient housing patterns in residential developments.

Finding (s): There is greater demand and need for additional housing units in the region and in St. Helens. The proposed zoning map amendment would allow for a greater density of housing units than could currently be developed under existing zoning. Higher density development is also a more energy-efficient pattern of residential development. This proposal is not contrary to these Comprehensive Plan housing goals and policies.

Discussion: The request is to change the property from Comprehensive Plan designation from Suburban Residential (SR) to General Residential (GR), so review of SHMC 19.12.030 and 19.12.020 is important. Also note that the unincorporated version of the SR zone, Rural Suburban Unincorporated Residential (RSUR), also allows for R5 under certain circumstances.

19.12.030 Suburban residential category goals and policies.

(1) Goals. To establish conditions which will maintain attractive, convenient residential living typical of moderate density semi-suburban areas.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Allow for the convenient location of grocery stores by the conditional use process.

(b) Permit a degree of flexibility in residential site design and a mixture of housing, including multi-dwelling units, through the planned development procedures.

(c) Promote the development of homesites at a density and standard consistent with: the level of services that can reasonably be provided and the characteristics of the natural environment.

(d) Review diligently all subdivision plats in the suburban residential category to ensure the establishment of a safe and efficient road system.

(e) Designate suburban residential lands as R-7, Moderate Residential, or R-10, Suburban Residential, on the city zoning map.

19.12.020 General residential category goals and policies.

(1) Goals. To create conditions suitable for higher concentrations of people in proximity to public services, shopping, transportation and other conveniences.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Require undeveloped public ways of record to be improved to applicable city standards as a condition to the issuance of building permits for lots that front these ways.

(b) Encourage the infilling of areas presently undeveloped due to topographical limitations to achieve a more efficient use of the land.

(c) Allow for the convenient location of grocery stores by the conditional use process.

(d) Develop rules for multifamily dwellings which are consistent with housing policies.

(e) Designate general residential lands as R-5, General Residential or AR, Apartment Residential on the city zoning map.

Finding (s): The Comprehensive Plan designation of the subject property needs to change from Suburban Residential (SR) to General Residential (GR) in order for the zoning district to change from Moderate Residential (R7) to General Residential (R5).

The Commission needs to decide if the zoning change request is consistent with the Comprehensive Plan goals and policies.

(d) Discussion: This criterion requires that the proposal not conflict with the applicable provisions of the implementing ordinances.

Finding (s): The allowed uses have been included as an attachment to this report. When development occurs, the provisions of the implementing ordinances will apply.

Note the definition of “spot zoning” per Chapter 17.16 SHMC as follows:

Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

The Commission needs to determine that this proposal is not a spot zoning in order for this criterion to be met. In addition, the Commission can consider other implementing ordinances.

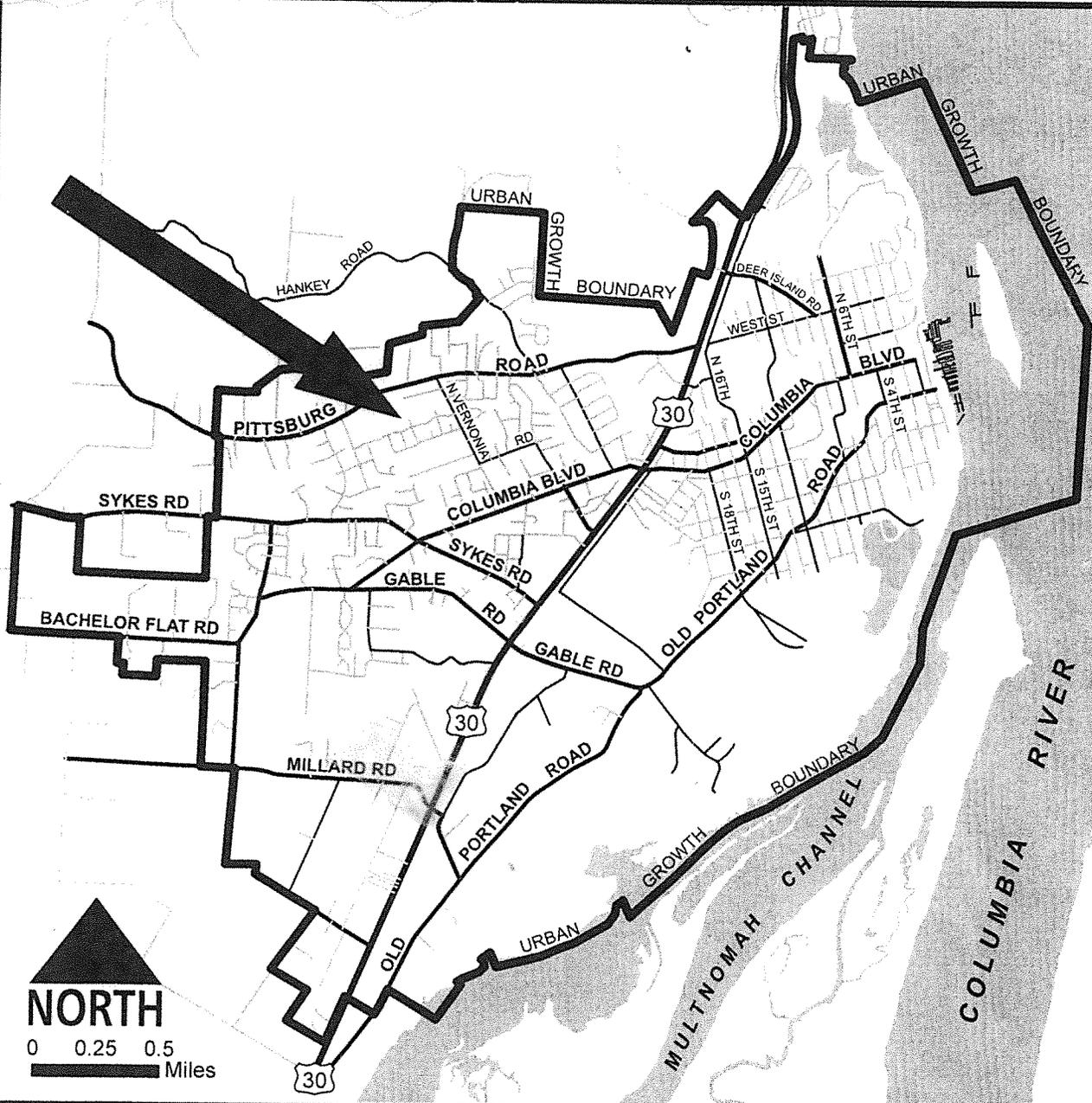
CONCLUSION & RECOMMENDATION

The Commission needs to determine their recommendation to the City Council who the decision authority on this matter.

Attachment(s): *Maps (4)*
Zone Comparison Table
Applicant's Narrative

SUBJECT PROPERTY

~ Approximate Location ~



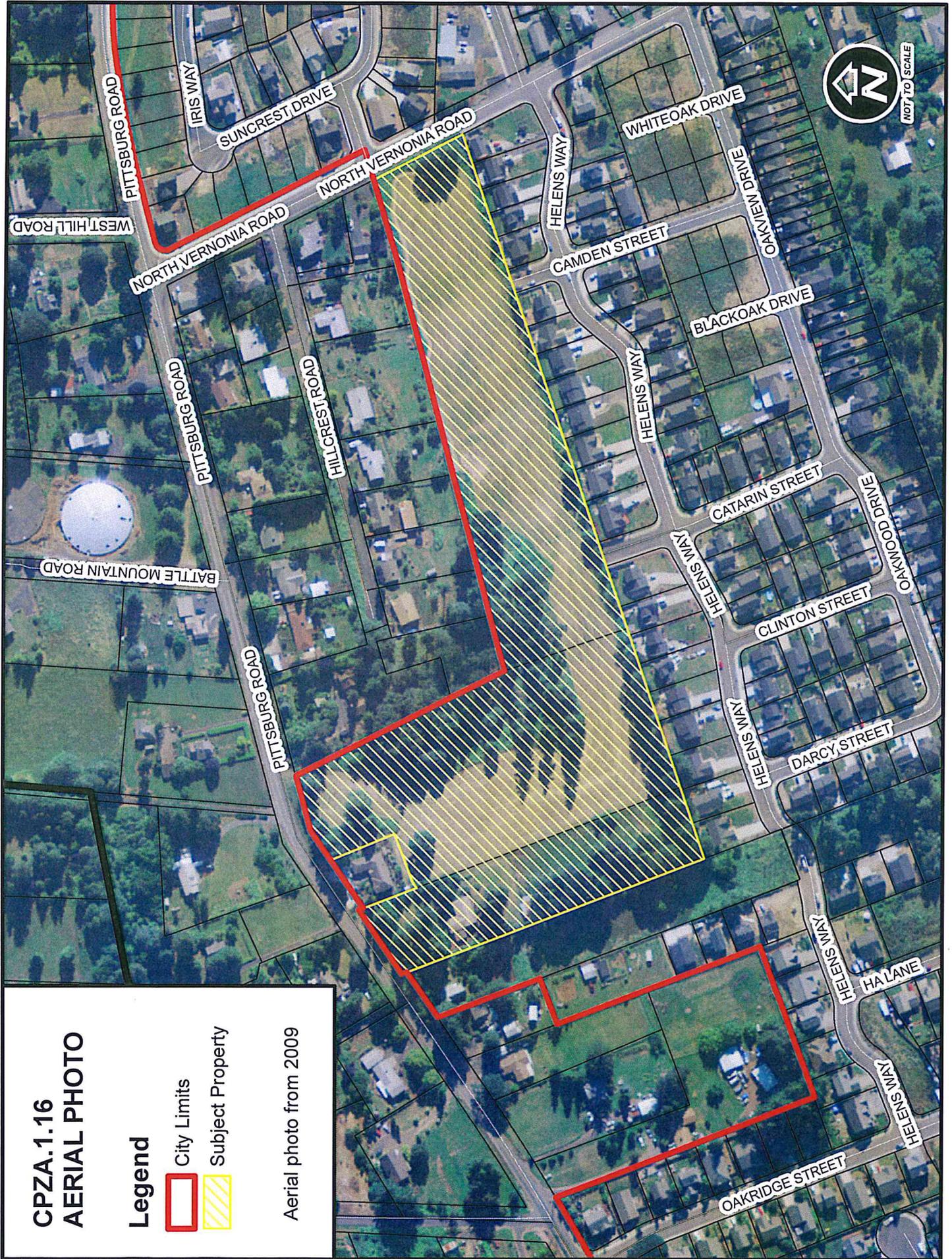
City of St. Helens Urban Growth Boundary Area Vicinity

CPZA.1.16 AERIAL PHOTO

Legend

-  City Limits
-  Subject Property

Aerial photo from 2009



CPZA.1.16 COMP PLAN

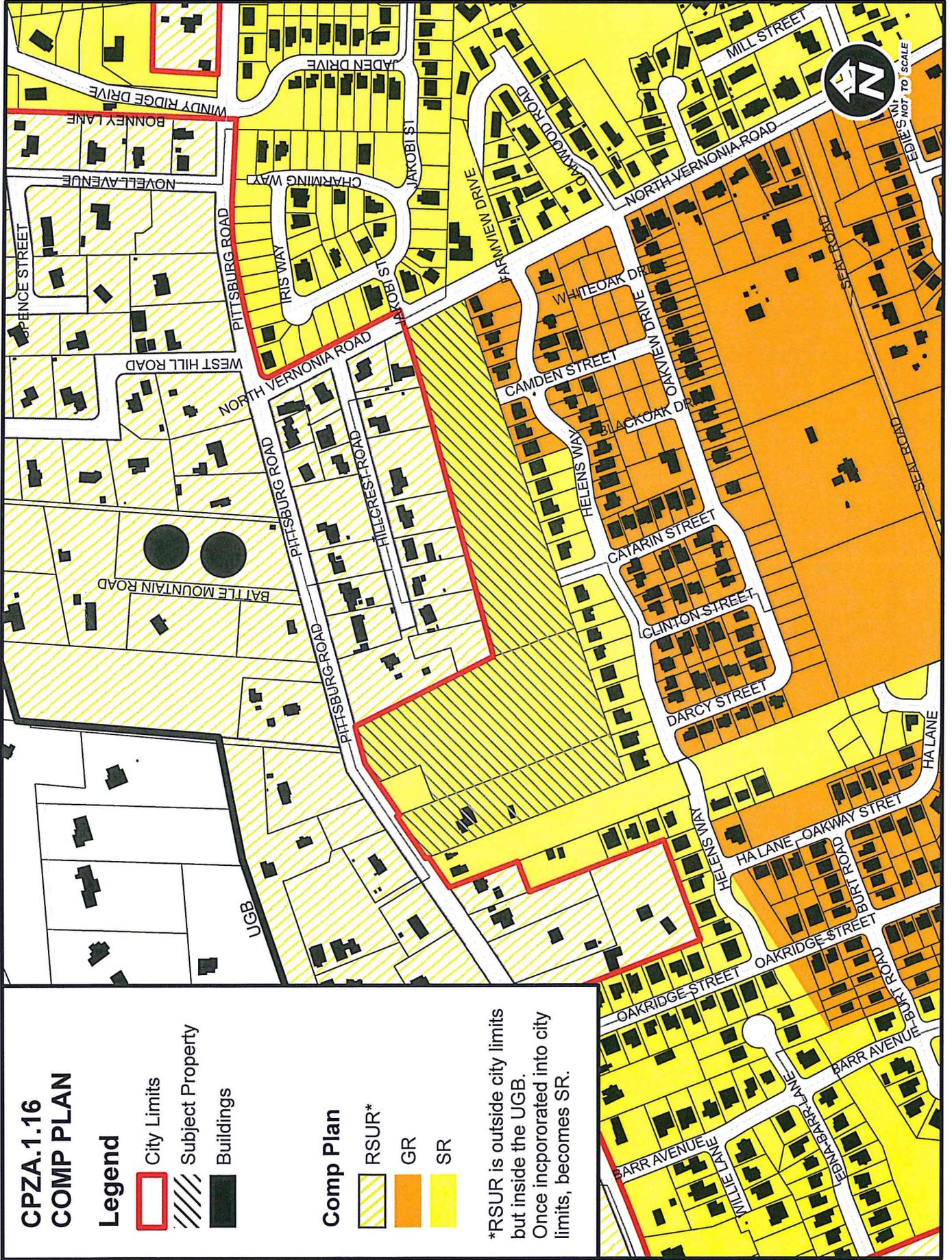
Legend

-  City Limits
-  Subject Property
-  Buildings

Comp Plan

-  RSUR*
-  GR
-  SR

*RSUR is outside city limits but inside the UGB. Once incorporated into city limits, becomes SR.



ZONING**R5****R7**

Density	med	med
Minimum Lot Size for Detached Single Family Dwellings	5000 sq. ft.	7000 sq. ft.
Lot Dimensions	med	med
Max Lot Coverage	35%*	35%
Max Building Height	35'	35'

*Except for single attached & multidwelling units, which can be 50%

PERMITTED USES

Duplex	Y	N*
Home Child Care	Y	Y
Home Occupations	Y	Y
Public Facility, Minor	Y	Y
Public Park	Y	Y
Residential Facility	Y	N
Residential Home	Y	Y
Single Family Dwelling, Attached (5 units max)	Y	N
Single Family Dwelling, Detached	Y	Y

* Allowed as a conditional use in the R7 zone

CONDITIONAL USES

Auxiliary Dwelling Units	Y	Y
Bed & Breakfast, Homestay, Boarding House	Y	N
Children's Day Care/Day Nursery	Y	Y
Commercial Recreation Facility	Y	N
Cultural Exhibits & Library Services	Y	N
Community Recreation Including Structures	N	Y
Neighborhood Store/Plaza	Y	Y
Multidwelling Units	Y	N
Elderly/Convalescent Home (Care Facility)	Y	Y
Private Park	Y	Y
Public Facility, Major	Y	Y
Public Safety Facility	Y	Y
Religious Assembly	Y	Y

This table is not a substitute for the Development Code and is for general comparison only. August 2016

Zone Change Request

Wayne Weigandt
310 Riverside Drive
St Helens, OR 97051
July 14, 2016

PROPERTY OWNER AND APPLICANT

Wayne Weigandt
310 Riverside Drive
St Helens, OR 97051

SITE INFORMATION

Parcel number: 4N1W5BD9100, 4N1W5BC8400 & 4N1W5BC7500
Size: 12.57 combined
Zoning: R-7
Existing Use: Primarily vacant, with one residence on TL 7500
Surrounding Zoning: R-5 and R-7: To the south
R-7: To the east
R-10 -County: To the north and west

INTRODUCTION

APPLICANTS REQUEST

The applicant respectfully requests a recommendation by staff and the City's Planning Commission to rezone the subject properties from R-7 to R-5 and to place the matter before City Council for a final decision.

APPLICABLE CRITERIA

17.08.020 – Legislative amendments:

Legislative amendments to this code and to the zoning map shall be in accordance with the procedures and standards as set forth in Chapter 17.20 SHMC.

Finding: The applicant proposes a legislative amendment to the zoning map, which will be in accordance with the standards and procedures of Chapter 17.20.

17.08.060 – Transportation Planning Rule compliance:

(1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")). "Significant" means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or
- (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.

Finding: The proposal to change the subject property from R-7 to R-5 is not expected to have a significant effect on the local transportation facilities. The subject property would have frontage on N. Vernonia Road, classified as a Collector street in the City's TSP, with additional frontage on Helens Way

(classified as a local street), and on Pittsburg Road (classified as a Minor Arterial). The proposal will not change the functional classifications of the above mentioned roadways. No development is proposed at this time.

(2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:

(a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.

(b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.

(c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.

(d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.

Finding: The proposal to change the subject property from R-7 to R-5 is not expected to have a significant effect on the local transportation facilities.

(3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter [17.156](#) SHMC.

Finding: City Staff has indicated that a TIA is not warranted at this time, but will be required once development is proposed.

17.20 Procedures for Decision Making - Legislative

17.20.020 - The application process

(1) A request for a legislative change may be initiated by:

(a) Order of the council;

(b) Resolution of a majority of the commission;

(c) The director;

(d) Any person or the person's agent authorized in writing to make the application.

Finding: The property owner is initiating the application for zone change.

17.20.120 – The standard of the decision

(1) The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

(a) The statewide planning goals and guidelines adopted under ORS Chapter [197](#), including compliance with the Transportation Planning Rule, as described in SHMC [17.08.060](#);

(b) Any federal or state statutes or guidelines found applicable;

(c) The applicable comprehensive plan policies, procedures, appendices and maps; and

(d) The applicable provisions of the implementing ordinances.

(2) Consideration may also be given to:

(a) Proof of a change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or implementing ordinance which is the subject of the application.

Finding: The applicable statewide planning goals and guidelines, comprehensive plan policies, and implementing ordinances can be found in the narrative below.

STATEWIDE PLANNING GOALS

Citizen Involvement (Goal 1)

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Finding: The City's acknowledged Comprehensive Plan and Development Code include citizen involvement procedures with which the review of this application will comply. This process allows for citizens to communicate their input into this application review conducted by the City at public hearings or by submitting written comments. This process complies with this goal.

Land Use Planning (Goal 2)

To establish a land use planning process and policy framework as a basis for all decision and actions related to use.

Finding: The procedural requirements for a zone change are contained in the St Helens Municipal Code, which involve assessment of the applications merits, notice to affected parties, and public hearings. The proposal is to change the zoning on the subject property from R-7 to R-5, in compliance with Goal 2. Notice of the zoning map amendment will be provided by the City of St Helens to the Oregon Department of Land Conservation and Development (DLCD), as required. The City's decision is based on findings of fact.

Agricultural Lands (Goal 3)

To preserve and maintain agricultural lands.

Finding: This Goal is not applicable since the land is within the City limits, is anticipated to be developed at an urban scale, and no identified agricultural resources are listed on site.

Forest Lands (Goal 4)

To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

Finding: This Goal is not applicable since the land is within the City limits, is anticipated to be developed at an urban scale, and no identified forest lands are identified on site.

Open Spaces, Scenic and Historic Areas and Natural Resources (Goal 5)

To protect natural resources and conserve scenic and historic areas and open spaces.

Finding: There are no identified Goal 5 resources on or near the site. The subject site is not designated as open space, a scenic site or historic site by the City of St Helens, therefore, this Goal is not applicable.

Air, Water and Land Resources Quality (Goal 6)

To maintain and improve the quality of the air, water, and land resources of the state.

Finding: The site is currently zoned for residential use, and is proposed to remain as residential use. The zone change request will have no impact with regard to this Goal.

Areas Subject to Natural Disasters and Hazards (Goal 7)

To protect people and property from natural hazards.

Finding: The subject site is not located within a potential landslide, earthquake, or flooding hazard area. The zoning map amendment proposal is consistent with avoidance of natural disasters and hazards under Goal 7.

Recreational Needs (Goal 8)

To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

Finding: The site is presently zoned R-7, and is proposed to be zoned R-5. The site has not been planned for recreational use. The requested zoning map amendment will not result in a reduction of land planned or reserved for recreational use. Consequently, the requested zoning map amendment is in compliance with this Goal.

Economic Development (Goal 9)

To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Finding: This Goal is not applicable to this request.

Housing (Goal 10)

To provide for the housing needs of citizens of the state.

Finding: The site is currently zoned R-7. The proposed zoning map amendment to R-5 would allow more intense development than is currently permitted under R-7 zoning, which would enable the City to provide additional needed housing units once the site is developed for residential use. The proposed zoning map amendment is in compliance with this Goal.

Public Facilities and Services (Goal 11)

To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Finding: Full urban services are available to serve the site and will be constructed/extended at the applicants expense at the time of development.

Transportation (Goal 12)

To provide and encourage a safe, convenient and economic transportation system.

Finding: This Goal requires the City to prepare and implement a Transportation System Plan (TSP). The City of St Helens completed a TSP update in 2011 and assumed that this site would be developed under the City's current R-7 zoning designation. The proposal to change the subject property from R-7 to R-5 is not expected to have a significant effect on the local transportation facilities. The subject property would have frontage on N. Vernonia Road, classified as a Collector street in the City's TSP, with

additional frontage on Helens Way (classified as a Local street), and on Pittsburg Road (classified as a Minor Arterial). The proposal will not change the functional classifications of the above mentioned roadways. No development is proposed at this time. At the time of development, a TIS will be performed to address any impacts to area roadways and transportation facilities.

Energy Conservation (Goal 13)

To conserve energy.

Finding: The site is located immediately adjacent to other residential land. The proposed zoning map amendment would permit development in accordance with the Comprehensive Plan, with the potential to create an energy efficient land use pattern within the City limits of St Helens.

Urbanization (Goal 14)

To provide for an orderly and efficient transition from rural to urban land use.

Finding: The subject property is within City limits, and has been planned for urban land use. Development of the site will trigger requirements for the developer to provide infrastructure, including necessary utilities and street improvements in an orderly and efficient pattern.

Goals 15 through 19

Finding: The following Goals are not applicable to this application:

- Willamette River Greenway (Goal 15)
- Estuarine Resources (Goal 16)
- Coastal Shorelands (Goal 17)
- Beaches and Dunes (Goal 18)
- Ocean Resources (Goal 19)

APPLICABLE COMPREHENSIVE PLAN POLICIES

19.12.160 Rural suburban unincorporated residential category goals and policies

(1) Goals: To provide sufficient are for urban development that will accommodate a variety of housing types.

(2) Policies: It is the policy of the city of St Helens to:

- (a) Work with the county on partition and subdivision applications for these lands to ensure that they are divided in a manner that does not hinder future urbanization.**

- (b) Zone the rural suburban unincorporated residential as R-7 or R-10 upon annexation to the City unless circumstances listed in subsection (2)(c) of this section exist.**
- (c) Consider zoning lands with the rural suburban unincorporated residential category for R-5 or AR if the following conditions are found:**
 - (i) The parcel is vacant and larger than two acres in size.**
 - (ii) The carrying capacity of the public services including but not limited to streets, sewer, and water are sufficient for higher density development.**
 - (iii) The county and city determine, due to the pattern of development in the city and within the urban growth area, that other lands are more appropriate for these designations.**

Finding: The subject site is currently inside City limits, however, the City has provisions for zoning lands upon annexation at a higher density if the parcels meets the requirements in (c)(i)(ii). The subject site is vacant and is greater than two acres in size. The carrying capacity of public services including streets, sewer and water is sufficient for the slightly higher density that is requested, and the subject site is adjacent to existing R-5 zoning. The requirements noted in (c)(i)(ii) have been met.

APPLICABLE IMPLEMENTING ORDINANCES

17.32.070 – General residential zone – R-5

- (1) Purpose.** The R-5 zone is intended to provide minimum development standards for residential purposes and to establish sites for single-dwelling, detached and attached units for medium density residential developments.
- (2) Uses Permitted Outright.** In an R-5 zone, the following uses are permitted outright:
 - (a) Duplex dwelling units.**
 - (b) Home child care.**
 - (c) Home occupation, Types I and II**
 - (d) Public facility, minor.**
 - (e) Public park.**
 - (f) Residential facility.**
 - (g) Residential home.**
 - (h) Single-dwelling units, attached (five units maximum together).**
 - (l) Single-dwelling unit, detached.**

Finding: At the time of development, the above list of uses would be permitted outright under the R-5 zone.



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council & Planning Commission acting as Historic Landmarks Commission
FROM: Jenny Dimsho, Assistant Planner
RE: 2015-2016 Historic Preservation Rehabilitation Grant Program
DATE: August 30, 2016

As a Certified Local Government (CLG), a designation given to St. Helens from the National Parks Service in January of 2009, the City has access to certain grant funds. One use of those funds is to pass on that money to citizens to help preserve or restore their federally recognized historic buildings. Luckily in this regard, the City has a federally listed St. Helens Downtown Historic District with several eligible properties.

For this CLG grant cycle the City conducted its **third** pass-through grant program (the first was during the 2011-2012 cycle). The City helped fund four projects with CLG money. See the summary below and the individual projects funded.

- A total of **\$13,000** was received by private property owners after completion of their respective projects. This money came from the State Historic Preservation Office grant funds. There was no direct cost to the City other than incident expenses (staff time). Staff time during the formal grant cycle timeframe (March 2015 to August 2016) included approximately **24 hours** of the **Assistant Planner**.
- The largest grant award to any one project was **\$3,250**. These were matching grants which means the grant does not pay for all expenses, but does make projects easier to do (i.e., created financial incentive or “seed money” for projects).
- This program funded three commercial projects and one residential project:

61 Plaza Square

Built in 1897, this is one of a handful of remaining buildings that survived a fire of 1904 that destroyed a great deal of the Riverfront District. Originally built as a church, the building is currently the location of what is formally known as the Pieper-Ramsdell Agency, Inc. They are now owned by NFP insurance. This project funded the replacement of dry rot at the front entry of the building, including a 6'x6' post, an ornate fascia board, and molding. It also funded replacement of broken and missing shingles, and paint for the entire exterior, including the window frames. Broken and missing glass panes were replaced at the entry and sides of the building, including the golden stained portions of the golden stained glass windows.

Grant Award: \$3,250

Total Project: \$6,502



Before: Dry rot along fascia



(Above) **Before:** Missing window panes, chipped shingles
(Right) **After:** New post, window panes, shingles and paint

220 S. 1st Street

Built in 1925, this is a centrally located commercial building in the St. Helens Downtown Historic District. It is a concrete building with a stucco façade and retractable fabric awnings. Over time, moisture penetrated the stucco and the concrete, causing the reinforcing bars to corrode. The corrosion of the reinforcing bars and subsequent expansion of the corroded steel caused the concrete to fall away from the façade.

Upon removal of the awning, it was discovered that the extent of the damage was greater than originally anticipated. The rebar in the bottom of the beam had corroded and expanded extensively, causing the concrete to almost completely fall away from the entire length of the beam. A structural engineer was contacted and made recommendations on the repair and/or replacement of rebar and reviewed the specifications of the material used in repairing the concrete.



Before: The deepest cracks appeared on the edges of the façade or the corners of the building where moisture could most easily penetrate.

All damaged concrete was chipped away and all exposed rebar was treated with an anti-corrosive bonding agent. At the bottom of the beam where the most damage was evident, one rebar was replaced. Concrete was pumped into place and the new concrete was covered with stucco.

Grant Award: \$3,250

Total Project: \$39,685



During & After: Concrete was pumped into the forms after replacing the rebar and the new concrete was covered with stucco.



231/235 S. 1st Street (Masonic Building)

This building was constructed in 1913 as the St. Helens Masonic Lodge. It is now in operation as a commercial building with uses on both floors. This grant helped fund the disposal and replacement of the dilapidating stairway and roof on the secondary building. It also helped fund the repair of the stained glass window in the front of the building and installation of eight new white vinyl windows in the rear of the building. New gutters and downspouts were also installed.

Grant Award: \$3,250

Total Project: \$15,400



Before: Dilapidated staircase with missing steps, a falling roof, and broken windows in the rear of the building. A broken stained glass in the front of the building.



During & After: Old staircase removed and being rebuilt. New roofing on secondary building and 8 new white vinyl windows. Stained glass replaced on front of building.

170 Columbia Blvd.

This project helped fund a roof replacement of a historic Queen Anne-style St. Helens home, originally built in 1908. The scope included tear off of the existing, worn roof, which will provide better longevity for the new roofing material and installation of a new 30-year shingle roof.

Grant Award: \$3,250

Total Project: \$7,275



(Above) **Before:** Front of house
(Below) **Before:** Back of house and carport



(Above) **After:** Front of house
(Below) **After:** Back of house and carport





CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner
RE: Proposed Planning Commission meeting operational
DATE: August 18, 2016

At the Commission's July meeting, we worked on some language to adopt procedural rules into the city's Municipal Code. That resulted in improved language and (via email in July) consent from the Commission to present the issue to the City Council.

At their August 17, 2016 work session, the Council was agreeable to the proposed rules except for the "abstention on motion" issue, where if a commission participates in the process and then abstains from vote, it is an automatic "yes" vote. The Council feels that this shouldn't be an option, thus, under the scenario described a Commissioner has an obligation to vote "yes" or "no." The Council also noted that Commissioners should explain the basis for their vote (which could be via deliberations).

The Council wanted the Commission to revisit this issue and table the adoption ordinance until we figure this out.

* * *

So here is how SHMC 2.08.070(2)(e) reads now:

Current language:

(e) "An abstention on a motion" means a commissioner participates in the process (public hearing, testimony, deliberations, etc.) and then abstains from the vote. "An abstention on a motion" shall be considered an affirmative vote. Not participating in the process for reasons such as conflict of interest or personal bias shall not be counted as a vote.

Here is a proposed change to help get the conversation started with the Commission:

Proposed language:

(e) Unless a Commissioner does not participate in the process for reasons such as conflict of interest or personal bias, they shall vote affirmative or negative. No action can be taken until all Commissioners who are able to vote, do so.

As far as the Commission explaining why they voted the way they did, it makes sense that this would be gleaned via deliberations. I don't have recommended code language for that at this time. However, we can discuss that too.

Attached: Draft ORD No. 3209 as presented to the Council at their August 17, 2016 work session

City of St. Helens
ORDINANCE NO. 3209

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE
CHAPTER 12.08 REGARDING PLANNING COMMISSION RULES OF OPERATION

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

Section 1. Section 2.08.070 of the St. Helens Municipal Code ("SHMC") is hereby amended to read as follows (underline words are added except for the table which is also added, ~~words stricken~~ are deleted):

(1) ~~A majority of the members appointed to the planning commission shall constitute a quorum.~~ The commission shall meet at least once a month. Meetings of the commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Upon the request and concurrence of the majority of the commission, ~~the chairman upon his own motion may, or at the request of three members of the commission, may~~ call a previously unannounced special meeting of the commission for a time not earlier than 24 hours after the notice is given. Notice of a previously unannounced meeting shall be telephoned to the newspaper, posted at the St. Helens City Hall and, to the extent feasible, provided to interested persons at least 24 hours prior to the meeting. Notice shall comply with the Development Code, as applicable.

(2) Rules of Operation.

(a) A majority of the members appointed to the Planning Commission shall constitute a quorum. A vacancy is not considered an appointed position when determining a majority quorum.

(b) The chairman's role is to facilitate discussion. As such, the chairman or the commissioner presiding over the meeting in the chairman's absence, only votes in the following circumstances:

(i) To break a tie vote; or

(ii) When there are not enough concurring votes to meet the minimum number required to make a decision per the table below.

(c) When the chairman is absent or must abstain from a meeting's agenda item, the vice chair shall preside over the meeting or the particular agenda item. When neither the chairman or vice chair can participate, the commission shall elect a commissioner to serve as temporary chairman.

(d) The table below shows the number of concurring votes (affirmative or negative) required to pass or reject a motion. Assuming a quorum is present, the number of concurring votes required varies according to the number of members voting.

(e) "An abstention on a motion" means a commissioner participates in the process (public hearing, testimony, deliberations, etc.) and then abstains from the vote. "An abstention on a motion" shall be considered an affirmative vote. Not participating in the process for reasons such as conflict of interest or personal bias shall not be counted as a vote.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 7.27.2016

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

PLANNING ADMINISTRATION

Had a preliminary Q&A meeting with other city staff and the fire marshal about a potential project on the City owner former Boise white paper site.

Worked with legal counsel, public works and engineering to put together a public sewer encroachment license related to St. Helens Marina development.

Annual employee evaluation for Jenny Dimsho, Assistant Planner conducted this month.

Phone call-in for a local civil case in circuit court between a neighbor and builder/owner focused around construction of a new detached single-family dwelling on Madrona Court. My input requested regarded wetland/upland vegetation rules.

I attended a meeting hosted by FEMA regarding the recent Biological Opinion from the National Marine Fisheries Service (NMFS) as mentioned in last month's department report. This provided some clarity. By approximately April 2018 local governments in Oregon (251 out of 271 Oregon Communities) will need to adopt new "interim rules" that help protect fish habitat per guidance from FEMA. Looking further into the future, revised floodplain mapping and further rule adoption of permanent rules to protect fish habitat are in order. On the shorter term, FEMA will ask for reporting from communities about each community's floodplain development details (e.g., as they pertain to fish habitat such as new impervious area and tree loss).

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

July 12, 2016 meeting (outcome): A public hearing for a land use matter continued from last month was very short since the Conditional Use Permit was withdrawn. The Commission reviewed a new sign that will face into the Columbia Courthouse Plaza; they made recommendations in regards to the City's architectural design standards for the Waterfront District and approved a Historic Resource Review application at 61 Plaza.

The Commission also reviewed and draft Planning Commission operational rules. Staff took their recommendations and confirmed the final draft via email after the meeting. These will go to the Council soon for adoption.

August 9, 2016 meeting (upcoming): As there are no pressing agenda items for August, the Commission elected to not meet; this is their "summer break."

MAIN STREET PROGRAM

I attended the SHEDCO Board of Directors meeting on July 1, 2016 at the Chamber of Commerce. This is the last month for our current Community Coordinator (#5).

Interviews for Community Coordinator #6 were conducted this month. We interviewed eight candidates, which I believe is a record number of applicants for us. We should know who will be CC#6 in August. Their anticipated start date is September 12th.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Monday, July 25, 2016 9:03 AM
To: Jacob Graichen
Subject: July Planning Department Report

Here are my additions to the July Planning Department Report.

GRANTS

1. Worked on closeout of McCormick Park Bridge OPRD Grant – Finalized budget numbers, photos, prepared reimbursement paperwork and final report submission

EPA AWP

2. Waterfront Redevelopment Open House: July 6, 5:30 – 8 pm – Uploaded project materials online. Debriefed Open House and discussed next steps July 20. Scheduled last Advisory Comm. Meeting
3. Met with Region 10 EPA Grant Project Coordinator about project progress
4. Conference call feedback with EPA regarding unsuccessful CWA #2 grant application on July 21

MISC

5. Gateway Sculpture Project Kickstarter debrief – Updating supporters, sending out surveys, preparing for reward deliveries/shipments
6. Attended ACC on July 26 to discuss Gateway Sculpture Phase 2 fundraising and debrief
7. Migrated the Planning Department and Waterfront Redevelopment Page to new City's aHa website (New site launches August 1). Developed a Land Use Planning FAQ page and reorganized the Planning Department Page. Uploaded images and simplified the Waterfront Redevelopment page
8. Attended Oregon Ethics Training July 12
9. Prepared and submitted PSU 2016 Annual Housing Unit & Population Questionnaire
10. Voter approved annexation mail-out to agencies July 13
11. Sat in on eight RARE interviews for next Main Street Community Coordinator
12. Attended Columbia Health Coalition on July 26 – Discussed draft strategic plan with guest speaker from Clatsop County
13. Conference call with Scappoose Bay Watershed Council about involvement with wetland restoration work on City-owned property

Jennifer Dimsho

Assistant Planner
City of St. Helens
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jdimsho@ci.st-helens.or.us

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 8.23.2016

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

PLANNING ADMINISTRATION

Prepared a development process and development standards memo for the City's consultants working on the waterfront development master plan for the veneer site. They requested this information to help develop the master plan.

We've been selected as a 2016/2017 TGM grant recipient (noted in the March report)! This will help create a transportation "refinement" plan for roadways that complement the city's last adopted corridor plan and is related to the City's recently acquired industrial properties (see attached map). There is behind the scenes stuff that needs to happen in the meantime; the actual project timeframe is anticipated to be June 2017 to June 2018.

The University of Oregon is working with the Department of Land Conservation and Development on research informing the administrative rulemaking process for House Bill 4079. The bill requires DLCD establish an affordable housing pilot program. As part of this effort U of O is using some communities as case studies. St. Helens has been asked to participate. You can read the rule here:

<https://olis.leg.state.or.us/liz/2016R1/Downloads/MeasureDocument/HB4079/Enrolled>

Also, DLCD provides the following summary of the legislation:

"This rulemaking implements HB 4079 (Chapter 52, Oregon Laws 2016), which directs the Land Conservation and Development Commission to establish a pilot Urban Growth Boundary expansion process for development of land dedicated to affordable housing. The law directs LCDC to adopt rules for selecting pilot projects and other rules related to the pilot program, as well as requires a local government to protect a pilot project site for continued use as affordable housing for 50 years. The law limits the pilot program to two cities, one under 25,000 in population and one with a population of 25,000 or more, and specifies that certain local governments are not eligible to participate."

Conducted a pre-application meeting for a potential land partition at 755 N. Columbia River Hwy.

Conducted a pre-application meeting for a potential 10 lot subdivision across Sykes Road from the Ridgecrest Subdivision, Phase 1.

DEVELOPMENT CODE ENFORCEMENT

Called a property owner about some fence complaint issues in the Elk Ridge Subdivision. Called a property manager and a tenant at 1805 St. Helens about a use complaint. Called one of the owners of the new and first to open Marijuana retailer in St. Helens about some portable signs complaints we've received. In all of these cases, my hope is to inform and avoid unnecessary enforcement actions.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

August 9, 2016 meeting (outcome): This meeting was cancelled.

September 13, 2016 meeting (upcoming): The Commission will have a public hearing for a Comprehensive Plan and Zoning Map amendment for about 12.5 mostly vacant acres approximately at the SW corner of the Pittsburg Road/N. Vernonia Road intersection. The Commission will also discuss some miscellaneous items.

HISTORIC PRESERVATION

The CLG grant for rehabilitation of historic buildings ends this month. Rehab projects are supposed to be completed.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Routine data updates.

MAIN STREET PROGRAM

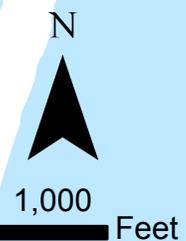
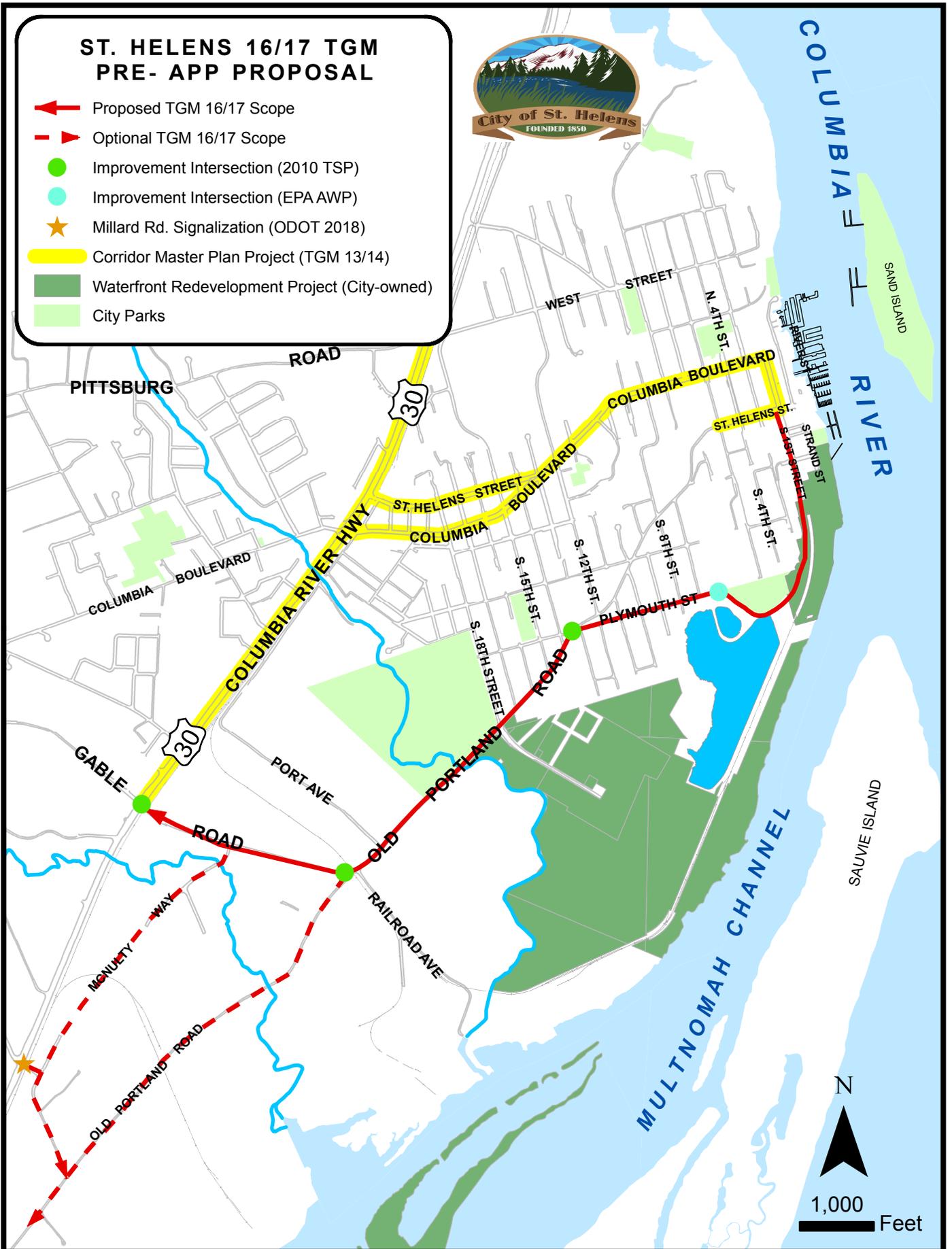
Community Coordinator #6 will be Jasmine Jordan from Ohio, starting September 12th.

As part of the RARE AmeriCorps program, which we use to staff the Community Coordinator position, I participated in the mandatory supervisor orientation.

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

ST. HELENS 16/17 TGM PRE- APP PROPOSAL

-  Proposed TGM 16/17 Scope
-  Optional TGM 16/17 Scope
-  Improvement Intersection (2010 TSP)
-  Improvement Intersection (EPA AWP)
-  Millard Rd. Signalization (ODOT 2018)
-  Corridor Master Plan Project (TGM 13/14)
-  Waterfront Redevelopment Project (City-owned)
-  City Parks



Jacob Graichen

From: Jennifer Dimsho
Sent: Friday, August 19, 2016 10:10 AM
To: Jacob Graichen
Subject: August Planning Department Report

Here are my additions to the August Planning Department Report.

GRANTS

1. CLG Historic Preservation Grant Program Grant Closeout– Received and compiled project documents for reimbursement (during & after photos), created final report for SHPO and Council/PC, request for reimbursement to SHPO
2. Received notice of award for the OPRD McCormick Picnic Shelter Grant! (16k grant, 30k project). Grant agreement will be sent out in September.
3. Received noticed of award for the Riverfront Connector TGM grant! Grant specifics (cost, scope) to be worked out in coming months.
4. Looked into 2016 HEAL Cities Grant – Brainstormed possible projects (5k-15k awards) Due: Sept. 30

EPA AWP

5. Prepared for next EPA AWP Advisory Committee Meeting (Sept. 12)
6. Conference call and other communication with EcoNW/MFA about implementation plan strategies

MISC

7. Gateway Sculpture Project Kickstarter Reward deliveries
8. Updated handout for business-focused pledges for potential interpretive signage donors
9. Put together ACC Postcard kits & submitted CCCC grant closeout materials (budget, photos, etc.). Created flier and plan for businesses to sell kits. Promoted on City's FB. Recruited locations to sell postcards.
10. Attended Columbia County Year of Wellness meeting on Aug. 18 – Discussed potential HEAL Cities grant projects
11. Prepared large mailed notice for a zoning map and comp plan zone map change - PC hearing Sept. 13

Jenny Dimsho

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