



# PLANNING COMMISSION

Tuesday, April 08, 2025 at 6:30 PM

## DRAFT MINUTES

**Members Present:** Chair Jennifer Shoemaker  
Vice Chair Brooke Sisco  
Commissioner Charles Castner  
Commissioner Reid Herman  
Commissioner Scott Jacobson  
Commissioner Trina Kingsbury

**Members Absent:** Commissioner David Rosengard

**Staff Present:** City Planner Jacob Graichen  
Associate Planner Jennifer Dimsho  
Communications Officer Crystal King  
Community Development Administrative Assistant Angelica Artero  
Councilor Russell Hubbard

**Others:** None

### 1. 6:30 P.M. CALL TO ORDER & FLAG SALUTE

Chair Shoemaker called the meeting to order at 6:30 p.m.

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

There were no topics from the floor.

### 3. CONSENT AGENDA

- A. Planning Commission Minutes dated March 11, 2025
- B. City Council Planning Commission Joint Meeting Minutes dated March 12, 2025

**Motion:** Upon Commissioner Jacobson's motion and Vice Chair Sisco's second, the Planning Commission voted to approve the Planning Commission minutes dated March 11, 2025.

[AYES: Vice Chair Sisco, Commissioner Castner, Commissioner Herman, Commissioner Jacobson, Commissioner Kingsbury, NAYS: None]

**Motion:** Upon Commissioner Jacobson's motion and Vice Chair Cisco's Second, the planning Commission voted to approve the Planning Commission minutes dated March 12, 2025. [AYES: Commissioner Kingsbury, Commissioner Reid, Vice Chair Cisco, Commissioner Castner, Commissioner Jacobson, NAYS: None]

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

- C. 6:35 p.m. – Zoning Map Amendment at 1771 Columbia Blvd. – City of St. Helens

Chair Shoemaker opened the public hearing at 6:36 p.m. City Planner Graichen reviewed the staff report with the Planning Commission. The property is under consideration for a public safety facility. The zoning needs to be changed to allow for a police station on the property. Changing the zoning

increases the variety housing types allowed in the district. The zone change also cleans up the spot zoning created by the 2009 Houlton Business District (HBD) zoning updates.

Chair Shoemaker asked if the property owner was in favor of this. City Planner Graichen said the property owner is concerned about the RV park usage going away and had some concerns. However, the staff recommendation is to change it so that it cleans up the spot zoning issue regardless of the sale going through for a police facility. Chair Shoemaker mentioned this was a "poster child of spot zoning."

### **In Favor**

No one spoke in favor of the application.

### **Neutral**

No one spoke as neutral of the application.

### **Opposition**

No one spoke in opposition of the application.

### **End of Oral Testimony**

### **Close of the Public Hearing & Record**

### **Deliberations**

The Commission felt like this was a pretty cut and dry zone change. Commissioner Castner made a motion that they recommend changing the doing as per staff recommendations.

**Motion:** Upon Commissioner Castners motion and Commissioner Jacobson's second, the Planning Commission unanimously voted to recommend approval to the City Council of the zoning map amendment as recommended by staff.

[AYES: Vice Chair Sisco, Commissioner Castner, Commissioner Herman, Commissioner Jacobson, Commissioner Kingsbury, NAYS: None]

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

- D. Sign Permits (2) (Temporary) – 2100 Block of Columbia Blvd – Columbia Economic Team
- E. Sensitive Lands Permit – 134 S. 6th Street - Scholl

There was no discussion on either of the sign permits or the sensitive lands permit.

### **6. PLANNING DEPARTMENT ACTIVITY REPORT**

- F. Planning Department Activity Report – March 2025

There was no discussion.

### **7. PROACTIVE ITEMS**

- G. Architectural Standards

Chair Shoemaker mentioned that the commission was willing to start with windows for architectural standards, as discussed in the Joint Planning Commission City Council meeting.

- H. Vacant Storefronts

Commissioner Jacobson reported that he was still working on researching vacant storefronts. He mentioned speaking with local businesses and finding that many did not perceive vacant storefronts as a significant issue. Commissioner Jacobson stated he was looking into the Astoria model and had

received materials from the Main Street Alliance. He expressed hope to present his findings at the next Joint meeting with the City Council.

The Commission discussed inviting Marcia Sanders to present again on the Main Street program, potentially at the next joint meeting. They also considered renaming the agenda item to "Vacant and Underutilized Storefronts" to better reflect the scope of the issue.

I. The Plaza Square

Chair Shoemaker noted that this item would be tabled for now due to ongoing discussion between the County and the City.

## **8. FOR YOUR INFORMATION ITEMS**

Associate Planner Dimsho said the Oregon Government Ethics Commission filing of economic interest is due for all Commissioners.

Associate Planner Dimsho said she went on a 260 S. 2nd Street Historic Resource Review final inspection last week. One condition of approval which was not met was the siding facing South 2nd Street. The back siding was supposed to be replaced with visually similar siding that matches what exists. They do not match and the condition was explicit. Associate Planner Dimsho spoke with owner on the phone and he submitted a letter asking for forgiveness with his reasoning. The applicant noted the asbestos siding was not original and it is not possible to source an exact match. The Commission agreed to waive the condition due to the difficulty of sourcing similar looking material.

Chair Shoemaker requested to add an agenda item to allow Council Liaisons the opportunity to report out.

Councilor Hubbard said the police station site is something that was previously looked at when he was on the Commission. He thinks the Houlton location is a good site.

There was a brief discussion about a parking plan for the waterfront site. City Planner Graichen said the new Transportation Systems Plan (TSP) will occur before refined parking plans will likely occur.

## **9. ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned at 7:32 p.m.*

*Respectfully submitted,*

*Angelica Artero*

*Community Development Administrative Assistant*