



PLANNING COMMISSION

Tuesday, October 12, 2021, at 7:00 PM

DRAFT MINUTES

Members Present: Chair Cary
Vice Chair Hubbard
Commissioner Webster
Commissioner Semling
Commissioner Lawrence
Commissioner Pugsley

Members Absent: Commissioner Cavanaugh

Staff Present: City Planner Graichen
Associate Planner Dimsho
Community Development Admin Assistant Sullivan
Councilor Birkle

Others: Peter Olsen
Keller Associates

1. 7:00 P.M. CALL TO ORDER & FLAG SALUTE

2. CONSENT AGENDA

A. Planning Commission Minutes Dated August 10, 2021

Commissioner Webster requested a correction under "deliberations."

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Draft Minutes as amended dated August 10, 2021. [AYES: Vice Chair Hubbard, Commissioner Pugsley, Commissioner Lawrence, Commissioner Webster, Commissioner Semling NAYS: None]

B. Planning Commission & City Council Joint Meeting Minutes dated September 22, 2021

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Draft Minutes dated September 22, 2021. [AYES: Vice Chair Hubbard, Commissioner Pugsley, Commissioner Lawrence, Commissioner Webster, Commissioner Semling NAYS: None]

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

There were no topics from the floor.

4. SANITARY SEWER AND STORM WATER MASTER PLAN PRESENTATION

C. Storm Water Executive Summary

D. Sanitary Sewer Executive Summary

Peter Olsen, with Keller Associates, presented the report. He said they take all the data they collect through the study and establish a storm and planning criteria to develop and evaluate future Storm Water and Sanitary Sewer Master Plans. He said they create a hydrologic and hydraulic computer model to try to mimic the system that is currently in place and then they evaluate where the deficiencies are. Then they add in future development and pipelines to address those deficiencies. The presentation showed the differences between the current and proposed updates. He also reviewed the engineering design standards, Municipal Code, and Comprehensive Plan for our City when creating the Master Plan. They gave several recommendations to update the code. They provided recommendations for staffing for yearly replacements of pipeline, manholes, pump stations and catch basins.

Chair Cary asked about the stormwater treatment requirements for development on new projects. Olsen explained the plan was to recommend improvements and identify deficiencies for the system, but not for the quality of the stormwater.

Chair Hubbard asked about new development and if they would be required to put in a retention system. Olsen agreed that this would be a requirement based on the City design standards.

There was some discussion about some problematic areas in the city for drainage.

5. PUBLIC HEARING AGENDA (times are earliest start time)

E. 7:30 p.m. Variance at 544 & 564 S 12th Street - McGhie

Commissioner Pugsley recused herself from the hearing as she is the co-owner of the real estate company who has been hired to sell the property for the City. She stated that the applicant is also Commissioner Pugsley's client.

Chair Cary's ex parte contact did not impact his ability to make a fair decision in the matter.

City Planner Jacob Graichen presented the staff report dated October 5, 2021. He mentioned this was a City surplus lot. He said the property was unique as it had several public utilities running through the center of the property requiring a 15-foot easement. He said the applicant was requesting a variance for the front setback in order to maintain a reasonable building footprint. Graichen mentioned there could be a zero-foot front setback. He said the Commission could also recommend a six-foot setback instead of the normal 20-feet. He said with the new Development Code amendments there was a front porch encroachment into the setback that is allowed. It was increased from three-feet to four-feet. He mentioned the applicant was requesting to move the porch all the way to the lot line which would be six-foot.

He discussed the street and sidewalk development. He said this was in an area with an 80-foot right-of-way. He mentioned even if a zero-foot setback was allowed the house would still be very far back from the street since the improved road is skewed to the opposite side of the right-of-way. Graichen showed a map of the houses currently on the street and how there were already houses located at the zero-foot setback.

McGhie, John. Applicant. McGhie said he is excited to build a house in St. Helens. He understood the sewer easements were important, and he is just trying to build a house correctly according to the City Development Code.

In Favor

No one spoke in favor.

Neutral

No one spoke as neutral testimony.

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 of Public Hearing & Record

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

Deliberations

There was a small discussion about the setbacks and the porch encroachment.

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Variance allowing a 0' front yard (setback) as recommended by staff. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Chair to sign the Findings when prepared. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Pugsley; Nays: None]

F. 8:00 p.m. Annexation at 58241 Division Road – McPherson

Associate Planner Jennifer Dimsho presented the staff report dated October 5, 2021. She presented a map to orient the Commission on where the property was located. She said the applicant wants to connect to the sewer so they can develop the back portion of the property. She said they would review the improvements of development later in the process, not at Annexation. She said Columbia County did not have any concerns with this property annexing into the City. She mentioned the current zoning was Columbia County R10 and based on our Comprehensive Plan zoning, it could be zoned into the City as R10 or R7. She said staff recommended R7. Dimsho said that in addition to consistency with adjacent zoning, there is surplus of R10 properties based on the Housing Needs Analysis.

In Favor

No one spoke in favor.

Neutral

No one spoke as neutral testimony.

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 of Public Hearing & Record

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

Deliberations

The Commission agreed with staff's recommendation for approval.

Motion: Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously recommended approval of the Annexation to City Council as recommended by staff. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

G. 8:15 p.m. Annexation at 35285 Millard Road – Columbia Soil & Water Conservation District

Associate Planner Jennifer Dimsho presented the staff report dated October 5, 2021. She shared a map of the property to orient the Commission on where it was located. She said the annexation has been on hold since May of 2011. She recommended R7 zoning for this property, due to the surrounding zoning. She said they could not approve this annexation unless the previous annexation for 58241 Division Road was approved, so that the subject property would be abutting property in City limits. She said Columbia County had no concerns with annexation. She mentioned the use, upon annexation, would be a public facility (major), which means it would not create a non-conforming use.

In Favor

No one spoke in favor.

Neutral

No one spoke as neutral testimony.

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 of Public Hearing & Record

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

Deliberations

The Commission agreed with staff's recommendation for approval.

Motion: Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Annexation as recommended by staff. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

6. PLANNING COMMISSION TERM EXPIRATIONS AND VACANCIES

Graichen discussed the upcoming vacancies of Commissioner Pugsley and Vice Chair Hubbard. He asked them if they wished to continue for another term. He said neither had served two full terms so if they wished to continue it would just move forward.

Both Commissioners agreed to continue.

Motion: Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Commissioner Pugsley and Vice Chair Hubbard to another term. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

Graichen also discussed Commissioner Cavanaugh. She has missed three consecutive meetings without an approved absence. This is presumed to be nonconformance of duty and justification to be removed from the Commission. He mentioned the Council would have to provide a public hearing to provide an opportunity for any rebuttal to formally vacate the position. He mentioned himself and Community Development Administrative Assistant Sullivan reached out several times to make a connection via email or phone with Commissioner Cavanaugh with no response.

Motion: Upon Commissioner Lawrence's motion and Vice Chair Hubbard's second, the Planning Commission unanimously agreed that no excuse was granted for absence of Commissioner Cavanaugh and to vacate the position. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

Graichen discussed the interview committee to bring on another Commissioner. He asked if anyone would like to volunteer. Commissioner Pugsley, Vice Chair Hubbard and Commissioner Webster all volunteered.

7. ACCEPTANCE AGENDA: Planning Administrator Site Design Review

1. Site Design Review (Minor) at 454 Milton Way – Crown Castle
2. Site Design Review (Minor) at 155 N Columbia River Hwy – Victorico's

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Acceptance Agenda. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

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

1. Sign Permit at 100 St. Helens Street – RY Industries, LLC

9. PLANNING DEPARTMENT ACTIVITY REPORT

- H. Planning Department Report – August

Vice Chair Hubbard asked a question about the southwest corner of the Pittsburg and Highway 30 location and was wondering about the continuance of cleanup. Graichen mentioned he had spoken with Code Enforcement and had planned to go out again to check the progress.

- I. Planning Department Report – September

10. FOR YOUR INFORMATION ITEMS

Dimsho said that in preparing for the Annual Planning Department report to Council, she discovered that on average, the City has processed one annexation every year for nine years and that this year they were on track to process nine annexations before the end of the year. She said it was a signal of the growth coming to our city.

Councilor Birkle discussed the joint City Council and Planning Commission meeting. He said he thought there was a desire from the Planning Commission to not just be informed but be more actively involved in the recommendations that go before the City Council.

11. ADJOURNMENT

NEXT REGULAR MEETING: November 9, 2021

There being no further business before the Planning Commission, the meeting was adjourned 9:23 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*