



# PLANNING COMMISSION

Tuesday, February 10, 2026 at 6:30 PM

## DRAFT MINUTES

**Members Present:** Vice Chair David B. Rosengard  
Commissioner Charles Castner  
Commissioner Scott Jacobson  
Commissioner Reid Herman  
Commissioner Trina Kingsbury  
Commissioner Patrick Birkle

**Members Absent:** Chair Brooke Sisco

**Staff Present:** City Planner Jacob Graichen  
Communications Officer Crystal King  
Community Development Administrative Assistant Angelica Artero

**Council Members:** Councilor Russ Hubbard

**Others:** Sid Hariharan Godt (Zoom)

**1. 6:30 P.M. CALL TO ORDER**

**2. TOPICS FROM THE FLOOR** (Not on Public Hearing Agenda): Limited to five minutes per topic  
None.

**3. CONSENT AGENDA**

A. Draft Minutes dated January 13, 2026

Commissioner Birkle noted that his name should be added to the "others" present at that meeting as he had been interviewed at that time.

**Motion:** Upon Commissioner Jacobson's motion and Commissioner Kingsbury's second, the Planning Commission voted to approve the draft minutes as amended dated January 13, 2026.

**AYES:** Commissioner Jacobson, Commissioner Kingsbury, Commissioner Castner, Commissioner Reid, Commissioner Birkle.

**NAYS:** None.

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

No discussion or questions.

#### **5. DISCUSSION ITEMS**

##### **Cost Saving changes to new police station design**

City Planner Jacob Graichen introduced the topic, noting that there was a memo in the commissioners' packet detailing potential changes to the police station design. Graichen explained that one of the goals was to avoid reopening the land use hearing again, but because the Planning Commission was heavily involved in the police station project, he wanted to ensure they had an opportunity to review the proposed changes. Sid Hariharan Godt with Mackenzie Inc. mentioned that there were several cost saving factors. The Commission reviewed the cost-saving elements with Hariharan which included gravel surfaces in lieu of concrete surfaces, fencing changes, and planter reductions. Graichen mentioned requiring a wheel stop for a future concrete pad for a Conex box as it didn't appear to have curb protection like the other proposed gravel areas.

Commissioner Birkle asked about the total cost of the police station development. Sid indicated he didn't have that figure available but noted that there was a budget approved by the City Council and they were trying to stay within those constraints. Councilor Hubbard mentioned he had been involved with the budget process for about two months, and they were trying to cut costs wherever possible without significantly diminishing the structure. Commissioner Jacobson expressed concern about the aesthetics of the fence for the neighborhood. Vice Chair Rosengard suggested that if the City later had additional funds, they could upgrade the fence. Councilor Hubbard agreed, noting that these were budget amounts and as they go out for bids, they might get better prices in the current economy, potentially allowing for add-backs of prioritized items.

Commissioner Birkle asked about the timeline. Councilor Hubbard explained that the property was already under acquisition by the City and had been cleaned up. He mentioned they needed to address asbestos remediation, and then they would obtain demolition and grading permits before getting the building permit. He emphasized it was crucial to apply for permits by April because code changes coming then would have a huge budget impact.

**Motion:** Upon Commissioner Jacobson's motion seconded by Commissioner Castner, the Commission voted that they were fine with the cost saving changes as presented.

**AYES:** Commissioner Castner, Commissioner Jacobson, Commissioner Kingsbury, Commissioner Reid, Commissioner Birkle.

**NAYS:** None.

##### **Planning Commission Policy, Continued**

Vice Chair David Rosengard introduced the discussion, noting one change which resulted from an Oregon state law that no longer prevented them from having two voting members engaged in real estate work as long as they had more than five people on the board.

The other changes concerned the vacancy, removal, and attendance processes that had been discussed earlier in the fall. Graichen reviewed proposed language for what would constitute an

unexcused absence that could potentially lead to a commissioner being recommended for removal, due to lack of advance notice to staff. Graichen did not recommend this aspect. Graichen's recommended language included missing four regularly scheduled meetings in a calendar year as the threshold for a public hearing for consideration of a commissioner's continued commissionership. This would replace the current threshold of missing three meetings in a row and the four-meeting threshold would represent one-third of the annual regularly scheduled monthly meetings. He noted that none of the commissioners had missed four meetings in 2025, so no one would have been in violation under this proposed standard.

Commissioner Castner supported the four-meeting option, noting that some absences cannot be known 48 hours in advance. Vice Chair Rosengard agreed, stating that if someone missed this amount of meetings in a year, it would be fair to have a discussion about it.

**Motion:** Upon Commissioner Castner's motion to recommend to the City Council the changes as expressed in the document, absent the rule of inexcusable absence and going with the four meetings option, and Vice Chair Rosengard's second, the Planning Commission approved the recommended changes as noted.

**AYES:** Commissioner Castner, Commissioner Jacobson, Commissioner Kingsbury, Commissioner Reid, Commissioner Birkle.

**NAYS:** None.

## **6. PROACTIVE ITEMS**

### **F. Architectural Standards**

No updates provided.

### **G. Vacant and Underutilized Storefronts**

Commissioner Jacobson distributed a document regarding vacant and underutilized storefronts. The commissioners briefly discussed the history of proactive items, including architectural standards and how they became agenda items.

Commissioner Jacobson explained that he was trying to create an inventory of vacant storefronts and was determining what data to capture. He noted that he had drawn from Astoria's planning approach, which they used before creating their code. He asked if there were other data points the commissioners thought should be included.

Commissioner Jacobson added that he planned to speak about code issues and had questions about enforcement and penalties. City Planner Graichen noted that enforcement would be a critical part of the equation, especially considering budget constraints.

## **7. CITY COUNCIL LIAISON REPORT**

Councilor Hubbard reported that the police station project was proceeding. He mentioned that they also had preliminary designs for the waterfront redevelopment area from the developer that looked nice, and developers were looking at it from a monetary value perspective in terms of what would sell and be buildable. He indicated the outlook was positive.

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

Graichen reminded the commissioners about the joint meeting on March 11 at 4 p.m. He noted they would discuss the Commission rules briefly, talk about the St. Helens Industrial Business Park (which the Mayor wanted to address), and cover proactive items as well.

## **9. ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned at 7:23pm.*

*Respectfully submitted,*

*Angelica Artero*

*Community Development Administrative Assistant*