



PLANNING COMMISSION

Tuesday, September 12, 2023, at 6:00 PM

DRAFT MINUTES

Members Present: Chair Dan Cary
Vice Chair Jennifer Shoemaker
Commissioner Ginny Carlson
Commissioner Russ Hubbard
Commissioner Russ Low

Members Absent: Commissioner Charles Castner

Staff Present: City Planner Jacob Graichen
Associate Planner Jenny Dimsho
Community Development Admin Assistant Christina Sullivan
City Councilor Mark Gunderson

Others: Brady Preheim
Jen Massey
Jenni Gilbert
Jane Garcia
Steve Toschi
S. Moore
Dorinda Aschoff
Jason Mills
Adrienne Linton
Thomas Peck
Shauna Harrison

CALL TO ORDER & FLAG SALUTE

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

Toschi, Steve. Toschi was called to speak. Toschi expressed concern about the law placed on the commissions and boards from the City Council. He felt it placed an unfair burden on the Commission to make decisions that might be hard and was used to try to steer the Commission to move towards a political agenda. He said the Commission has a role and duty to make decisions that are fair and promote the health, safety, and welfare of the St. Helens citizens.

CONSENT AGENDA

A. **Planning Commission Minutes Dated August 08, 2023**

Motion: Upon Commissioner Hubbard's motion and Vice Chair Shoemaker's second, the Planning Commission unanimously approved the Draft Minutes dated August 8, 2023. [AYES: Vice Chair Shoemaker, Commissioner Hubbard, Commissioner Carlson, Commissioner Low; NAYS: None]

PUBLIC HEARING AGENDA (times are earliest start time)

B. 6:05 p.m. Variance and Lot Line Adjustment at 155 S 6th Street – Jason Mills

Chair Dan Cary opened the Public Hearing at 6:07 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Jenny Dimsho presented the staff report dated August 25, 2023. She shared that the applicant owns three individual lots and two of those lots have one single-family dwelling developed on them. She mentioned that the single-family dwelling was built over the lot line on the third lot. She said the reason was because of the topography and the steep slope behind the home.

She said the applicant would like to move the lot line south so that it meets the single-family dwelling setback requirement of five feet on the side and ten feet in the back.

She said the applicant located a property corner marker and that was what the measurements were based on. So, if the application was approved, there would be a requirement to have the property lines approved by a surveyor.

She also mentioned they look at lot dimensional standards and one of the requirements for this zoning district is that the lots minimum width is 50-feet. She said the applicant was proposing a 46-foot-wide lot, which is why a variance was required. She said there is an incredibly steep slope which creates a unique circumstance for development. She also said this was not self-imposed because the applicant did not build the home over the property line.

Mills, Jason. Applicant. Mills was called to speak. He said his goal was to keep it as a buildable lot. He was not sure how that would work since the lot is very steep. He said he was not sure what would be built there in the future, but he wanted to do the work ahead of time to make it easier if they did decide to sell or build.

In Favor

No one spoke in favor of the application.

Neutral

No one spoke in neutral of the application.

In Opposition

Schmidt, John. Schmidt lives at 175 South 6th Street. He was not in favor of this property being separated because he did not want to see more dwellings built on this street. He said the traffic was already heavy and he did not wish to see more.

Rebuttal

Mills, Jason. Applicant. He said he had already spoken with his neighbors about what he planned to do if it was approved. He said there was still a requirement for a survey to be done and he was willing to talk more with his neighbors to not create more traffic in their area.

End of Oral Testimony

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

Close of Public Hearing & Record**Deliberations**

Vice Chair Shoemaker said she did not see a 46-foot lot as an issue as there are many in the area that are like that.

The Commission felt this was a very straight-forward decision.

Motion: Upon Vice Chair Shoemaker's motion and Commissioner Carlson's second, the Planning Commission unanimously approved the Variance and Lot Line Adjustment as recommended by staff. [AYES: Vice Chair Shoemaker, Commissioner Carlson, Commissioner Hubbard, Commissioner Low; NAYS: None]

Motion: Upon Vice Chair Shoemaker's motion and Commissioner Carlson's second, the Planning Commission unanimously approved the Chair to sign the Findings. [AYES: Vice Chair Shoemaker, Commissioner Carlson, Commissioner Hubbard, Commissioner Low; NAYS: None]

C. **6:30 p.m. Comprehensive Plan and Zoning Map Amendment at 58646 McNulty Way – Columbia Mental Health**

Chair Dan Cary opened the Public Hearing at 6:30 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Dimsho presented the staff report dated August 25, 2023. She shared where the subject property was located. She mentioned that most of the development on the property had occurred post-2003 to current. She said they sent out notices to all the utilities and Columbia County said they didn't have any concerns with this zone change and that Gable Road in this location was a City-owned street.

She said zone changes require them to look at statewide planning goal compliance and she shared some of the relevant codes. She said the request of the applicant was to turn a Light Industrial area into General Commercial. She said they compared the Economic Opportunities Analysis to see if the rezone would affect their industrial lands. She mentioned the EOA, in 2008, concluded that there was a surplus of industrial lands. She said since 2008 they have rezoned some of the industrial land to other zone types, but still had 52 acres of "extra" industrial land which would be enough to support the rezoning of this property. She also mentioned the EOA found there was a shortage of Commercial lands.

She said they also look at the applicable Comprehensive Plan Policies. She highlighted the Light Industrial and General Commercial comprehensive policies to support the rezoning of this property. She said they encourage the development of general commercial in that area. She mentioned Gable Road was very accessible, highly trafficked, and there are several other areas abutting the property that are General Commercial.

She discussed the existing uses of the site. She said currently they are using their space for offices, which is an allowed use in the General Commercial zone, but not in the Light Industrial zone. She said this was the main reason the applicant looked to change the zoning, because any office expansion on this site would not be allowed without the change.

She also shared that traffic impact to the area would need to be considered when there is a possible zone change, and how it will affect the area. She said the applicant hired a traffic engineer who provided a detailed memo for a review. There was a focus on the larger parcel for future development, since the smaller parcel is already built out. They generated a trip cap which would allow them to comply with the Transportation Planning Rule (TPR) which was many more trips than they expect their future daily trips to be.

Jacobsen, Todd. Applicant. Jacobsen is the Director of Columbia Community Mental Health. He shared that community mental health for the area should serve residents of all Columbia County. He said they are working to increase their services as the mental health crisis increases in the community and within the state. He emphasized that they did not have any intent in creating a large complex on their property. He said what they proposed to develop was a Shelter in Care programs that were intended to help prevent homelessness. He said they would only serve Columbia County residents. He said the traffic cap that was highlighted by the traffic engineer memo was a high number, and they did

not think the staff and small number of individuals who would participate in the program would not come close to the cap given. He mentioned the reason behind wanting to expand was because they had received Oregon Health Authority grant funds that are based on these types of facilities to expand their care.

Petersen, Al. Applicant. Petersen is the architect for the project. He said the way the development code is written, they will be required, when submitting permits, to do a transportation traffic analysis. He said instead of doing it twice, they hired a traffic engineer to do a study ahead of time, with real scenarios based on what they plan to build. He also said the proposed development is a form of non-traditional housing. He said he compared what they plan to develop to the St. Helens Housing Needs Analysis, and it showed a deficiency in this type of housing.

In Favor

No one spoke in favor of the application.

Neutral

Toschi, Steve. Toschi was called to speak. He said he thought the area for the proposed zone change looked like spot zoning. He said the general area and how it was being developed was primarily light industrial. He said the type of use the applicant proposed did not seem to fit the description of what is allowed in a General Commercial Zone.

Massey, Jennifer. Massey was called to speak. She expressed concern about this property being developed into something residential. She said the County did not have enough law enforcement and was concerned there would not be enough to cover more people being moved in, especially for individuals who struggle with drug addiction or mental health. She wanted to know how the City could take on more people when the people who maintain public safety are already stretched so thin.

In Opposition

Moore, Sabrina. Moore is a neighboring property owner. She said with a zone change, despite what the applicant promises, it would allow them to do whatever that zone allows for them to build. So even if they promise small facility, they could build larger. She mentioned that the areas surrounding the property are all Light Industrial zone and wanted the Commission to consider that historically it has always been Light Industrial zone. She also said the area has potential for more growth with the Light Industrial zone. She is also not a fan of the type of development that would bring in those with mental health and drug addictions to the area. She said it creates more crime and property damage. She shared multiple incidents where there had been random people on her property from the applicant's facility who were caught using drugs or in areas they were not supposed to be in. She was also concerned about the sewer and said they were not serviced by City sewer and the septic system was already at capacity.

Preheim, Brady. Preheim was called to speak. He said even though he was sympathetic to the housing crisis, he did not agree with adding additional people being moved into that area because of the already large residential facilities across the street. He did mention the sewer capacity would be an issue because of the already full septic system. He said Light Industrial brings in money for the City and the residential properties on commercial lots do not contribute to revenue. He said this will burden the citizens of the City by bringing in more residents who need so much care.

Harrison, Shauna. Harrison was called to speak. She expressed concern that allowing this type of change would deter any future industries from developing near the proposed property. She said there was a need for more jobs and that what they planned to develop there could cause safety concerns for future developers. She felt that what the applicant planned to build there would be a financial burden

to the citizens of St. Helens and without the zone change, the applicant could not build what they hope to as it would not be an approved use for that light industrial zone.

Rebuttal

Petersen, Al. Applicant. Petersen was called to speak. He wanted to clarify what the applicant proposed to build there was an appropriate use if the zone was changed to General Commercial. He said they are already working with a traffic engineer and when a design is prepared, they will do a traffic analysis as required. He said the safety issues of the design would be dealt with after the design is completed, but they can not do that until the zone change is made. He said the applicant would like to make their property into a campus to do the same type of work they have already been doing.

End of Oral Testimony

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

Close of Public Hearing & Record

Deliberations

Commissioner Ginny Carlson said with the amount of change happening on that corner, she thought changing to a General Commercial zone was moving in the right direction.

Commissioner Russ Hubbard said he still felt like there was a shortage of Light Industrial properties and he did not agree with changing this zone. He said he would like to see more business move into the area, and if all the properties go away, that will not happen. He said these small properties could provide an opportunity for smaller business to come to town and he felt that small business is the direction our town was headed.

There was a small discussion on the traffic and the number of trips to be made to this site.

There was a discussion on what zoning is most appropriate for the area and possibly making a split zone for the property.

Vice Chair Shoemaker said she agreed with Commissioner Hubbard about keeping the property as Light Industrial. She said even at half of the capacity for the site, that would still be about 500 vehicle trips a day and that would be challenging. She said Gable Road is already a nightmare with traffic. She did say this was a gateway to the City and would like to see the area cleaned up, so that it gave a better reflection of St. Helens. She agreed that small industrial sites were the route our city was headed and was not in favor of the zone change.

Chair Cary shared he thought the applicant needed to have more use of their campus. He said even though they were not discussing the particular use of the property that the applicant was proposing for the future, he felt the proposed use of the property for the future was really needed to help the health of the City. He said he was in favor of the zone change.

Commissioner Low said he did not disagree with the idea or the need for more help for mental health services in the community, but he was not a fan of losing more Light Industrial property. He said he was not in favor of the zoning change.

Commissioner Carlson made a motion to recommend a split zone option. There was not a second, so the motion failed.

Motion: Upon Commissioner Hubbard's motion and Vice Chair Shoemaker's second, the Planning Commission recommended to the City Council to deny the zone change based on the need to retain

industrial lands. [AYES: Vice Chair Shoemaker, Commissioner Hubbard, Commissioner Low; NAYS: Commissioner Carlson]

D. 7:30 p.m. Conditional Use Permit, Sensitive Lands Permit (x2), & Sign Permit at southeast corner of the Old Portland Road / Kaster Road intersection for new police station – City of St. Helens

Chair Dan Cary opened the Public Hearing at 8:02 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Toschi expressed his concern that there was an issue with Commissioner Carlson because she was on the City Council during the selection of the site, and possibly two other Commissioners who served on the Ad Hoc committee for the selection of the site.

The Commission discussed the concern and determined that no one had any conflicts of interest or bias in the matter.

City Planner Jacob Graichen presented the staff report dated August 30, 2023. Graichen shared where the existing Police Station is located and the location of where the City plans to build a new police station.

Graichen shared some history on the police station, including how old the building is and that it currently is not able to house the officers we have or provide the appropriate amount of storage and security required for the growth of the police force. He also mentioned that because of some of these deficiencies, it has made it an issue for the Police Chief to obtain grant funding related to policing..

He showed the subject property and where the proposed building would be placed on that lot. He said the proposed site was irregular in shape and surrounded by public rights of way. He did say that only two of those rights-of-way were developed, but not completely with sidewalks and curbs.

He showed that there was a rock bluff and wetland area on the site with a 50-foot upland protection zone.

He discussed the portion of the site where the flood boundaries are located as identified by the flood maps. He shared that a portion of the site was in the 500-year and 100-year flood plain. He said that the portion closest to Old Portland Road was the side of the property proposed to be developed and the opposite side closer to the wetland area was the portion that would be used for expansion in the future. He explained that Milton Creek flows southeast into the Multnomah Channel and what the flood maps show is when the creek encounters some of our roads and bridges, it creates a mushroom (or dam) effect. He showed where that happens along Columbia River Highway and where the same happens along Old Portland Road where the subject property is located. He also discussed some of the flooding that happens not associated with the creek or the channel. He said McCormick Park is the greater flood plain area not associated with the river, and he noted how some of that mushroom effect extends past the subject property up Old Portland Road. He also showed that it is up to S. 15th Street where there is a secondary access proposed that is unencumbered by flood waters to the subject property. Graichen said they hired a hydrologist, and they confirmed the pattern of floods to that property. As part of the study, there was a possibility to amend the map if there was better data provided than the model used and apply through FEMA, but he said after the study, the flood area could potentially be worse and add more 500-year flood area to the proposed property, so they did not move forward with remapping the area.

Graichen showed the placement of the police station and how it was laid out on the flood map. He noted that the flood maps are for insurance purposes and not just for development purposes. For development purposes, the flood line on the map is an approximation. He showed the flood boundaries, and that the 100-year flood plain is just about touching the west most side of the building

and the proposed building is mostly encumbered by the 500-year flood plain. He shared some information about the flood depth over Old Portland Road and Kaster Road and could end up being a serious water situation.

He also noted there was no other access to the street network other than Old Portland Road and Kaster Road. So, if they went further down Kaster Road there was no outlet to the street grid. He said the Industrial Park plan does have an access connection to S. 10th Street, but there is nothing forecasted as to when that will be developed.

Graichen talked about how the police station is considered a public safety facility and the proposed property district requires a Conditional Use Permit. He shared there were several criteria to meet the conditions for approval of a Conditional Use Permit, but the one that was most important to note was site suitability. It considers size, shape, location, topography, and natural features. They would consider if the use of this building for this property made sense based on those characteristics.

He mentioned when you look at flood policy, the police station is a type of critical facility. He said in the flood language that a critical facility is one that, in even a slight chance of flooding, might be too great, and they would need to consider if the City had done enough to mitigate some of the potential hazard to move forward with this location. He mentioned there is also an alternative sites analysis component to consider.

He also said something to consider is having access that is elevated from a flood standpoint. He said it was not practical to elevate the access from Old Portland Road and Kaster five feet (the approximate assumed flood depth over the streets). But he did say there was a route using the subject property that avoided the mapped flood area.

Graichen discussed the alternative site analysis which resulted in this proposed property selection. He shared there was a three-phase approach to narrowing down which site to choose. He said they started with about ten locations and narrowed it down. He shared the different sites considered and why they did or did not move forward into the next phase two.

He shared phase two of the selection process was a little more in depth and the consultant team used a site scoring system with 18 different categories to consider and score the different sites that moved forward to phase two. He said the scoring was used to elicit more discussion around the properties, not necessarily to rank them. But if used by rank, the subject property was third place in the lineup of four.

He said that phase three was when the subject properties were brought before the City Council and they were asked to decide which property to move forward with. . Graichen mentioned there was some input from the police chief which was channeling input from some of the officers. He said the police chief took broke the issue down to four components and shared with the City Council why the site was suitable for the police.

He shared the rendering and the site plan of the proposed building. He talked about the 7th Street right of way that was vacated and no longer exists. He said one of the stipulations for that was obtaining an easement for power for the Columbia River PUD. The site plan shows those power poles still in place. It also depicts the wetland buffer and the protection zones. He mentioned there was little impact to the wetland protection zone for the secondary access. He mentioned where it was proposed to be impacted was a good place, as there was already preexisting impact in that location.

He shared about the parking and how some of it was secured parking and some that was open to the public. He did say this proposed location, there was no additional street parking, and the only overflow parking would be across the street (at 1810 Old Portland Road). He also discussed the frontage improvements and if it was justified for this project. He said there was a roundabout proposed to be built at the Old Portland Road/Kaster Road intersection as part of the future transportation plan, so the

curbs and sidewalks required for this development could be different. Staff recommended leaving the frontage area near the proposed roundabout for a future improvement, but requiring frontage along the remainder of the subject property instead.

He discussed how the City worked to mitigate the flood issues. He said the building itself would be built up at least two feet above grade. He also discussed the flood impacts to the main access and to the street. He discussed his conversation with the Fire Marshall about emergency vehicle access and how that was incorporated into the plans.

He also talked about the ability for this police station to expand. He said they needed to be picky about access to maximize the expansion potential. He said it should be feasible for future upgrades or expansion to the building and need for growth.

Greenway, Brian. Applicant. Greenway is the Police Chief for St. Helens. He said this location was selected and unanimously approved through the City Council. He said the Ad Hoc committee that helped narrow down the locations were also active and participated in the site location as well. He talked about the current location of the police station and said the property does not have the ability to expand which is why they needed to move to a different area to prepare for growth in the City. He said the other locations considered were on the outskirts of the city and they felt it better to be in a more prominent location.. He said it should be easily accessible by the community and easy to find. He said one of the major reasons they selected this location was because of the trains. They said this location allows them to have different access points to traverse through to Highway 30.

Varricchione, Brian. Applicant. Varricchione works for Mackenzie, the architect for the project. He shared some of the information about the inadequacies of the existing police station. He said the conditions recommended for approval seemed appropriate and something the applicant would be able to meet. He explained why the access was off Kaster Road and far enough away from the future roundabout that could be built there. He said the back (secondary) access from the wetland area would be gated and secure and not used by the public. He shared there was additional space to add more storage or space for vehicles in the back of the building. He said the topography is designed to drain to the east of the property into a storm facility with sediment and vegetation. He said the building would be elevated more than two-feet above the flood plain. He also shared that the secondary access would not be used on a regular basis and that the road narrows to about 15-foot width in a small section. He said the Fire Marshall did not have concern over the narrow portion of the 2nd access road.

Peck, Thomas. Applicant. Peck works for Mackenzie, the architect for the project. He said there were a lot of considerations that have gone into developing the site and the building for this location. He said he wanted to share more about celebrating the building and making it easily viewed and having clear discernable access to the facility. He said this consideration is why it was placed in the location the way it was. He shared the design elements of the building including the color and the materials that were selected.

There was a discussion prompted by the commission about the timing of this permit .

In Favor

No one spoke in favor of the application.

Neutral

Aschoff, Dorinda. Aschoff was called to speak. She said the police have always been available to help and are on standby and she said if the police need a new facility, she did not mind her tax money going towards it.

In Opposition

Preheim, Brady. Preheim was called to speak. He said he did not think they needed a new police station, but rather the current station needed a remodel and storage which would be more affordable. He also said they need law enforcement officers first before building a huge police station that the city cannot afford. He said with the current climate change and amount of weather phenomenon happening, the 100-year and 500-year flood plain were not likely an accurate measure. He said critical facility sites are not allowed to be in a flood plain period and they have already wasted so much money on designing the huge facility in a poor location. He said there had to be a better solution. He also said the amount of work that was already being done to the site implies there is a political pressure to push this decision through without taking into consideration the health and safety of the citizens and he asked the Commission to say no and not allow the disaster to move forward.

Toschi, Steve. Toschi was called to speak. Toschi said he thought for the type of meeting this was and how important of a decision it was meant to be, he thought the findings that the Commission were just brushed over. He wanted to be sure the criteria were all brought up to be able to approve this Conditional Use Permit. He shared about some of the recent weather disasters that had happened throughout the nation and how the lack of coordination between emergency services made the situation worse. He did not want this to happen in St. Helens. He said that there should never be an option considered where our emergency responders are hampered from being able to respond in a timely fashion, or at all, because that is when people die. He said that is why placing a critical facility in a flood zone is such an important criterion to consider when deciding if this location is appropriate. He said the State created statutory law to keep critical facilities out of the flood zones to protect the health and safety of people. He said they had cities adopt statutory framework around these laws for the same purpose and it was the Commissions job to uphold these even if there is political pressure. He shared some of the criteria from the Development Code Flood chapter and said the Commission needed to consider those criteria. To approve a critical facility in this location, they would have to find that this new critical facility could only be built at the proposed location if there was no other feasible alternative site available. He said the City had the burden to prove that there was no other suitable site available and in fact, there were many sites that were viable alternatives.

Rebuttal

Greenway, Brian. He said they were not talking about the need for the police station, they were to consider the location. He said the police do not usually sit in the police station, but are out in the public and community. He said the police will go to where they are needed. He also said he felt the secondary access was wide enough to get out if needed.

Varricchione, Brian. He discussed the provision in the development code to critical facilities. He said that technically since this building was outside the special flood zone area, that particular provision of the code did not apply to this building. He said even though the building is not subject to this portion of the code, it was still designed as if it was to meet all the criteria for elevating it out of the flood zone.

End of Oral Testimony

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

Close of Public Hearing & Record

Deliberations

Commissioner Russ Low said he felt it was late in the game for them to be discussing the flood zone aspects of the location. He said he felt they were put in a position with no positive solution. He said he felt the alternative access road should be widened. If it were a two-lane road, it would make it more accessible. Otherwise, he felt problems would arise in an emergency, especially in a flood.

Vice Chair Shoemaker said she was part of the Ad Hoc committee who helped select the location. She said they clearly need a new facility and supports law enforcement but feels duped that the flood issues were glazed over during the selection process and were hardly mentioned. She said that even with the building not in the flood zone, if you cannot get to it because of flood waters, that is a problem. She also said with all the recent catastrophic weather events, she was not surprised that a flood map change may worsen the flood conditions in that area. She also said when the committee was looking at different locations in the beginning, there was no discussion on the line from the code that said if no other viable alternative exists. She also said the City should be held to the same standards for frontage improvements that they enforce on other developers.

Commissioner Hubbard said he was also on the Ad Hoc committee and there were other locations that were better suited for the police station. But when he brought up those locations, they were turned down quickly by the previous City employee who was managing the project. He also said he was brushed off when he had questions about the flood zone and told to talk to the Planning Department. He said if one person is compromised because there is a flood, and the police cannot do their job, the Planning Commission did not do their job.

Commissioner Carlson also said when she was on the City Council during the beginning of the selection process, she felt that some of the alternative sites were better locations and said the flood zone issues were never mentioned when considering the proposed site.

There was a small discussion about alternative access and whether it was a suitable solution for the site being in a flood zone.

The Commission discussed the other locations that were considered.

Motion: Upon Commissioner Hubbard's motion and Commissioner Carlson's second, the Planning Commission unanimously denied the Conditional Use Permit, Sensitive Lands Permit (x2), and Sign Permit based on the flood hazards in the area. [AYES: Vice Chair Shoemaker, Commissioner Carlson, Commissioner Hubbard, Commissioner Low; NAYS: None]

Motion: Upon Vice Chair Carlson's motion and Commissioner Shoemaker's second, the Planning Commission unanimously approved the Chair to sign the Findings. [AYES: Vice Chair Shoemaker, Commissioner Carlson, Commissioner Hubbard, Commissioner Low; NAYS: None]

DISCUSSION ITEMS

E. Architectural Review at 71 Cowlitz Street (The Klondike Tavern)

Associate Planner Dimsho mentioned at the last meeting they tried to discuss this item, but the Commission had a lot of questions for the applicant.

Holcombe Waller is the owner of the Klondike Tavern and shared what the changes were to the design. He said they wanted to move to a more direct solution for ADA access that did not involve an exterior wheelchair lift. They would be building a ramp down to a future elevator instead. He said they would expedite the elevator phase. Dimsho mentioned this elevator would create access to the hotel as well for luggage, strollers, and other items that would be difficult to take up stairs. This change would streamline access to all levels.

Waller also shared the changes he made to the lower level for future usable space. He said to prepare for that, they added a window and a door to the elevation that would use historic materials. He also said they added permanent accordion type windows to make the patio area usable during the inclement seasons. He said they would also meet the historic guidelines.

He also shared the design for the banister and enclosure of the porch and how it would match the waterline of the building and use the same columns and a tongue and groove style for the siding. They wanted to match the existing architectural elements.

There was a small discussion about how the restaurant would be servicing the patio.

Waller shared how the service window would not be a slider, but an inswing window for service.

Motion: Upon Commissioner Shoemaker’s motion and Commissioner Carlson’s second, the Planning Commission unanimously recommended that the application, as revised, complies with the architectural guidelines. [AYES: Vice Chair Shoemaker, Commissioner Carlson, Commissioner Hubbard, Commissioner Low; NAYS: None]

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

- F. Temporary Sign Permit at 2100 Block of Columbia Blvd – Columbia County Fairgrounds
- G. Temporary Sign Permit at 2100 Block of Columbia Blvd – The Big Halloween Parade
- H. Lot Line Adjustment at 821 Columbia Blvd & 115 S 8th Street – Ryan Holmes & Joel Warner

There was no discussion on the Planning Director Decisions.

PLANNING DEPARTMENT ACTIVITY REPORT

- I. Planning Department Activity Report – August

Graichen said Broadleaf Arbor were continuing to move along and get more buildings occupied.

There was a small discussion about the sidewalk and crosswalk put in near this project.

PROACTIVE ITEMS

- J. Architectural Standards

There was no discussion on the proactive items.

FOR YOUR INFORMATION ITEMS

Dimsho said in the original CLG Grant decision they forgot to pick a back-up project. She said she looked at all their scores and the second-place project were tied between the Columbia County clock tower and the Klondike Tavern restaurant project. She mentioned what was happening with the first-place project was they had to work with the insurance company and were struggling to get the restoration contractor to comply with the historic preservation guidelines and there was a deadline. Commissioner Shoemaker said she was willing to move towards the Klondike Tavern as her second choice because they had shown they had the funding to match. The Commission decided the second-place project should be the Klondike Tavern.

There was a small discussion about the property located on Grey Cliffs Drive abutting the east side of the botanical gardens. Graichen mentioned they had a pre-application meeting with the new owners, and they were discussing partitioning it. He said it would be a similar situation to the Belton Road project because of the narrow road.

Graichen also mentioned the Joint City Council and Planning Commission Meeting was cancelled for this month.

Graichen shared they had three candidates for the Planning Commission vacancy, and it dropped down to two. The interview committee recommended approval of David Rosengard to be the new appointment. Vice Chair Shoemaker said there was a clear difference in application and interview. She

said he had a strong background in historical presentation and was very well prepared and engaging. Commissioner Hubbard agreed with Vice Chair Shoemaker.

Motion: Upon Commissioner Carlson’s motion and Commissioner Hubbard’s second, the Planning Commission unanimously recommended to the City Council appointment of David Rosengard to the vacant Planning Commission seat. [AYES: Vice Chair Shoemaker, Commissioner Carlson, Commissioner Hubbard, Commissioner Low; NAYS: None]

Councilor Gundersen wanted to make sure the Commission feels they could make decisions without political pressure from the Council.

Commissioner Carlson asked questions about the parks and why there was no green grass and long-term shrubs being kept alive. She asked Councilor Gundersen if these were being prioritized. She said the city should take pride in their land and be good stewards of their properties. Councilor Gundersen said he agreed and understood her concern.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 10:46 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*