

# City of St. Helens

## Planning Commission

### February 9, 2016

## Agenda

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1. **7:00 p.m. Call to Order and Flag Salute**
2. **Consent Agenda**
  - a. Planning Commission Minutes dated January 6, 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. – Major Modification of a Conditional Use Permit at 1807 & 1809 Columbia Blvd. - G.O. Enterprises, LLC
5. **Chair/Vice Chair Discussion**
6. **Planning Director Decisions:** (previously e-mailed to the Commission)
  - a. Sign Permits (4) – Meyer Sign Co. of Oregon – 58761 S. Columbia River Hwy
  - b. Sign Permit (Banner) – 2100 Block of Columbia Blvd. – Dianna Holmes
  - c. Home Occupation (Type I) – 124 Park St. – Home office for commercial cleaning
  - d. Home Occupation (Type I) – 504 S. 14<sup>th</sup> St. – Home office for mobile pet sitting
  - e. Sign Permit (Banner) – 2100 Block of Columbia Blvd. – St. Helens Sports Booster Club
7. **Planning Department Activity Reports**
  - a. January 26, 2016
8. **For Your Information Items**
9. **Next Regular Meeting: March 8, 2016**

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## Adjournment

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

**Members Present:** Al Petersen, Chair  
Sheila Semling, Commissioner  
Audrey Webster, Commissioner  
Kathryn Lawrence, Commissioner  
Russell Hubbard, Commissioner

**Members Absent:** Greg Cohen, Commissioner  
Dan Cary, Vice Chair

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

**Councilors Present:** Ginny Carlson, City Council Liaison

**Others Present:** James Julian

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

## **Consent Agenda**

### **Approval of Minutes**

Commissioner Semling moved to approve the minutes of the December 8, 2015 Planning Commission meeting as presented. Commissioner Webster seconded the motion. Motion carried with all in favor. Commissioner Lawrence recused herself from voting due to her absence from that meeting. And Chair Petersen did not vote as per operating rules.

## **Topics From The Floor**

There were no topics from the floor.

## **Public Hearing**

**James Julian**

**Annexation / A.1.14**

**35092 Pittsburg Rd.**

It is now 7:02 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

City Planner Jacob Graichen entered the following items into the record:

- Staff report packet dated December 15, 2015 with attachments

Graichen acquainted the Commission with the location and description of the property proposed for annexation. He reminded the Commission that the decision tonight is a recommendation to City Council. Graichen discussed the two zoning alternatives for the property (R7 or R10) as included in the staff report. Commissioner Semling asked if there was enough lot frontage for R7. Graichen said yes. R7 is higher density than R10, so it is easier to divide and develop later. Commissioner Hubbard said R7 would allow the applicant greater flexibility for development. He noted the property is also surrounded by R7.

### **IN FAVOR**

**Julian, James. Applicant.** Julian explained that when they bought the property, they had a three foot sewer line that had to be dug up and re-built (septic system problem). The only option was to hook up to city sewer, so they requested a consent to annex back in 2014. They ran 800 feet of private sewer line (lateral) through their property to reach the southern city sewer main line. Julian said his mother lives on the property and wants nothing to do with development. He will not develop the property until his mother passes away. Chair Petersen asked if Julian has a preference about the zoning. Julian said R7 is preferable. When it comes time to develop the property, he will probably sell it to a developer who knows what they are doing.

### **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**

Commissioner Webster felt this annexation was fairly straightforward and that R7 zoning seemed appropriate for the property. The commission agreed.

### **MOTION**

Commissioner Webster moved to recommend that City Council approve of the annexation with R7 zoning.

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

□

## **Public Hearing**

### **City of St. Helens**

### **Text Amendments / ZA.3.15**

### **City-wide**

It is now 7:20 p.m. and Chair Petersen 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 December 22, 2015 with attachments

Graichen summarized the proposed text amendments for the Commission, as written in the staff report. Chair Petersen clarified the notice area change for minor modifications to conditional use permits. Graichen said this change is codifying how minor modifications to conditional use permits are already treated.

Chair Petersen recommended in 17.152.175 "Bikeways and off-street trails" to change the phrase "which include" to "including but not limited to" to make the sentence more clear. Commissioner Webster agreed and also recommended adding commas. Graichen noted that 18.32.010 "General requirements" should actually say "addendums" not "amendments." He explained that when city plans are adopted into the Comprehensive Plan, they are considered addendums.

### **IN FAVOR**

No one spoke in favor.

### **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**

The Commission felt the text amendments should be approved with changes as discussed.

### **MOTION**

Commissioner Webster moved to recommend City Council approve the text amendments with changes as discussed. Commissioner Semling seconded. All in favor; none opposed; motion carries.

□

## **Acceptance Agenda: Planning Administrator Site Design Review**

- a. Site Design Review at 1965 Old Portland Road – Indoor nursery, greenhouse

Chair Petersen felt that the landscaping plan that was proposed with this development and approved by Graichen was lacking, especially since they are a nursery.

Commissioner Semling asked if processing of marijuana would be done on site. Graichen said they intend to be registered with OLCC as a “producer” not a “processor,” which means they are growing, not processing. They recently asked for an OLCC Land Use Compatibility Statement as a producer from the City. Graichen asked the Commission if they would interpret this proposal as an indoor nursery/greenhouse. The Commission agreed with the interpretation of the use as an indoor nursery/greenhouse because this proposal is in a Heavy Industrial zoning district. Chair Petersen clarified that the Columbia Boulevard proposal was denied because of its location in a commercially zoned district intended for retail uses and therefore the proposed use did not meet the Comprehensive Plan criteria for a commercial zone.

Commissioner Webster moved to approve the acceptance agenda. Commissioner Lawrence seconded. All in favor; none opposed; motion carries.

□

## **End of Year Summary Report**

Graichen said this End of Year Summary Report dates back to 2007, which is when he started with the City. It provides an interesting snapshot of his career thus far at the City of St. Helens.

□

## **Planning Director Decisions**

- a. Partition at Lot 17, Block 5, N. 13<sup>th</sup> Street - LaGrand Townhomes, LLC
- b. Home Occupation (Type I) at 324 N 11<sup>th</sup> St. Unit C – Home office for lawn service
- c. Home Occupation (Type I) at 2545 Columbia Blvd #5 – Home office for cleaning service

There were no comments.

□

## **For Your Information Items**

Graichen said the upcoming Waterfront Advisory Committee is scheduled for February. It will be open to the public, but will be listen only. They hope to have a framework plan adopted by the end of 2016.

□

There being no further business before the Planning Commission, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Jennifer Dimsho  
Planning Secretary

**2015 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							
03/08/16							
04/12/16							
05/10/16							
06/14/16							
07/12/16							
08/09/16							
09/13/16							
10/11/16							
11/08/16							
12/13/16							

DRAFT

**CITY OF ST. HELENS PLANNING DEPARTMENT**  
**STAFF REPORT**  
**Conditional Use Permit CUP.1.16**  
(major modification of CUP.4.15)

**DATE:** February 2, 2016  
**TO:** Planning Commission  
**FROM:** Jacob A. Graichen, AICP, City Planner

**APPLICANT:** Gary Reynolds & Oscar Nelson (dba G.O. Enterprises, LLC)  
**OWNER:** Marion K. Christensen Trust

**ZONING:** Houlton Business District, HBD  
**LOCATION:** 1807 & 1809 Columbia Boulevard; 4N1W-4CA-100  
**PROPOSAL:** Establish a medical marijuana dispensary/marijuana retailer in existing building

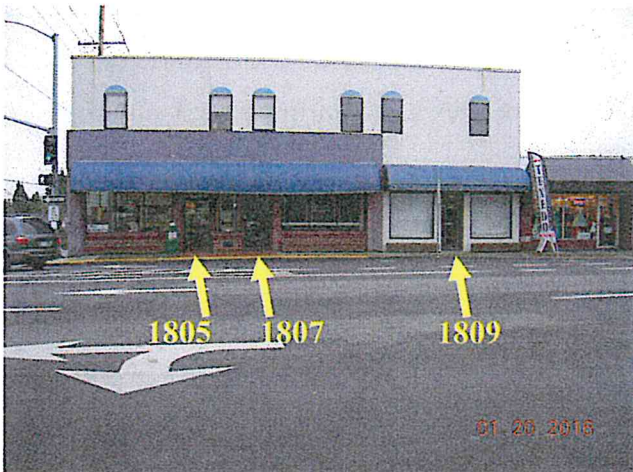
**The 120-day rule (ORS 227.178) for final action for this land use decision is May 19, 2016.**

**SITE INFORMATION / BACKGROUND**

This Conditional Use Permit (CUP) request is a major modification of CUP.4.16, which was approved by the Commission in August 2015. CUP.4.16 was for a specific suite at 1809 Columbia Boulevard. The applicant proposes to expand the area for the proposed use to include suite 1807 Columbia Boulevard.

Pursuant to SHMC 17.100.050(2)(c), an increase in floor area by a nonresidential use by more than 10% is a major modification of a CUP. Per 17.100.050(3) a major modification requires a new CUP. Thus, CUP.1.16.

The site is fully developed with a single attached building with multiple suites. One of suites is the proposed location of the medical marijuana dispensary.



Columbia Boulevard (front) view of the subject property/building. 1807 and 1809 are the subject suites of CUP.1.16. 1805 is occupied by the St. Helens Chronicle newspaper.



Back (N. 18<sup>th</sup> Street or Church Street) view of the subject property. The only access to the subject suites from this side appears to be the back door lacking stairs to the far left.

## PUBLIC HEARING & NOTICE

Hearing dates are as follows: February 9, 2016 before the Planning Commission.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on January 21, 2016 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on January 27, 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 17.100.040(1) - CUP Approval standards and conditions

(1) The planning commission shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the following criteria:

(a) The site size and dimensions provide adequate area for the needs of the proposed use;

(b) The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features;

(c) All required public facilities have adequate capacity to serve the proposal;

(d) The applicable requirements of the zoning district are met except as modified by this chapter;

(e) The supplementary requirements set forth in Chapter 17.88 SHMC, Signs; and Chapter 17.96 SHMC, Site Development Review, if applicable, are met; and

(f) The use will comply with the applicable policies of the comprehensive plan.

**(a) This criterion requires that the site size and dimensions provide adequate area for the needs of the proposed use.**

**Finding(s):** There is no evidence to the contrary. This site operates as a multiple suite/business property.

**(b) This criterion requires that the characteristics of the site be suitable for the proposed use.**

**Finding(s):** See analysis of SHMC 17.100.150(3)(p) below, specifically pertaining to marijuana retailers and/or medical marijuana dispensaries.

Due to a lack of stairs, platform, landing and such from the back door of the suite (several feet above grade), a secure trash (a requirement for the use—see below) may necessitate access improvements on the back side of the building. There is no trash enclosure, which is typically



required for new development. Any improved secure trash area for this proposal would also need to be screened as required by Chapter 17.72 SHMC.

Other than that, there is no evidence to the contrary.

**(c) This criterion requires that public facilities have adequate capacity to serve the proposal.**

**Finding(s):** There is no evidence that public facilities are inadequate for this proposal.

**(d) This criterion requires that the requirements of the zoning district be met except as modified by the Conditional Use Permit (CUP) chapter.**

**Finding(s):** The property is zoned Houlton Business District. “Marijuana retailer and/or medical marijuana dispensary” is listed as a conditionally permitted use in this zoning district.

See analysis of SHMC 17.100.150(3)(p) below, specifically pertaining to marijuana retailers and/or medical marijuana dispensaries.

**(e) This criterion requires analysis of the sign chapter and site design review chapter.**

**Finding(s): With regards to signs,** any new sign or modified sign shall require a sign permit per Chapter 17.88 SHMC

**With regards to site development review standards,** as the site is developed and there are no substantial proposed improvements to the site to accommodate the proposed use (e.g., new development), many aspects don’t apply. The noteworthy aspects are as follows:

**With regards to off-street parking,** note that the HBD zone includes an off-street parking provision as follows:

No additional or new on-site parking is required for sites with existing development footprint coverage in excess of 50 percent of the site area (change of use or remodeling without a change to the existing footprint of existing development is also exempt).

The subject property is approximately 5,720 square feet in size. The multiple suite building on the property has a footprint of approximately 50’ x 60’ or 3,000 square feet. 3,000 is 52% of 5,720, thus, off-street parking requirements are generally exempt.

**The site is also void of landscaping.** Because this is a Conditional Use Permit, the Commission can require landscaping related conditions, if such is determined to be warranted. See **SHMC 17.100.040(3)** below. This is potentially feasible since almost half of the site is just a gravel area behind the building.

**(f) This criterion requires compliance with the applicable policies of the Comprehensive Plan.**

**Finding(s):** The proposal does not appear to be contrary to any Comprehensive Plan policy.

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**SHMC 17.100.150(3)(p) – Additional requirements for conditional use types**

(p) Marijuana retailer and/or medical marijuana dispensary.

(i) No marijuana retailer and/or medical marijuana dispensary shall be permitted to locate within 1,000 feet of any public or private: child care facility; preschool; elementary school; or junior, middle, or high school that lawfully exists at the time the Conditional Use Permit application is deemed complete.

(A) Distance shall be measured in a straight line, without regard to intervening structures, objects or roads, from the closest point of the structure or portion of structure containing the proposed marijuana retailer and/or medical marijuana dispensary, to the closest property line of the property upon which the other uses specified in subsection (3)(p)(i) of this section is listed.

(ii) No marijuana retailer and/or medical marijuana dispensary shall be permitted to locate within 2,000 feet of any other marijuana retailer and/or medical marijuana dispensary that lawfully exists at the time the Conditional Use Permit application is deemed complete.

(A) Distance shall be measured in a straight line, without regard to intervening structures, objects or roads, from the closest point of the structure or portion of structure containing the proposed marijuana retailer and/or medical marijuana dispensary, to the closest point of the structure or portion of structure containing the existing marijuana retailer and/or medical marijuana dispensary.

(B) If multiple Conditional Use Permit applications are submitted for locations within the distance specified in subsection (3)(p)(ii) of this section but are not yet legally established, the valid Conditional Use Permit submitted first shall take precedence for the purpose of this subsection.

(iii) No marijuana retailer and/or medical marijuana dispensary shall be allowed as a temporary use and shall be located in a permanent building.

(iv) Any marijuana retailer and/or medical marijuana dispensary shall have refuse containers or refuse collection areas that are secure from entry outside the facility.

(v) Any marijuana retailer and/or medical marijuana dispensary shall comply with all applicable state and local laws.

**(i) This criterion requires a separation of 1,000 feet from child day care and schools from pre to high.**

**Finding(s):** Using the prescribed method of measurement, the closest known day care or school as listed per SHMC 17.100.150(3)(p)(i), is the St. Helens Middle School at 354 N. 15<sup>th</sup> Street, a distance of approximately 1,500 feet.

**(ii) This criterion requires a separation of 2,000 feet from other marijuana retailers and/or medical marijuana dispensaries.**

**Finding(s):** There are no other known retailers or dispensaries currently operating within the St. Helens city boundary or St. Helens' urban growth area.

Using the prescribed method of measurement, there is an approved and still valid CUP for the same use at 365 S. Columbia River Highway, a distance of approximately 2,400 square feet. There is also an approved and still valid CUP application for 31 Cowlitz, much further away.

This is a major modification of CUP.4.15 and thus is not considered an additional medical marijuana dispensary/marijuana retailer at the subject property, which would not be allowed.

**(iii) This criterion requires the use be located in a permanent building and not a temporary use.**

**Finding(s):** The subject suite is part of a permanent building and a temporary use is not being sought.

**(iv) This criterion requires refuse containers or refuse collection areas that are secure from entry outside the facility.**

**Finding(s):** Based on the Commissions CUP4.15 decision, this shall be a condition of approval.

In this case, due to a lack of stairs, platform, landing and such from the back door of the suite (several feet above grade), the secure trash requirements may necessitate access improvements on the back side of the building. There is no trash enclosure, which is typically required for new development. Any improved secure trash area for this proposal would also need to be screened as required by Chapter 17.72 SHMC.



For CUP.4.15, the Commission discussed a screened trash area as required by Chapter 17.72 SHMC and found that the absence of such for the subject property (and its multiple suites) is a concern and that such should be required as a condition of approval for the site. This shall be a condition of approval.

**(v) This criterion requires compliance with applicable state and local laws.**

**Finding(s):** This shall be a condition of approval in addition to overall compliance with the Development Code.

The City's business license law warrants discussion for informational purposes (the Commission has no authority over business licenses). The City addresses business licenses in Chapter 5.04 SHMC. This chapter requires a business license for most businesses conducting business within city limits. Note that SHMC 5.04.100(1) reads:

In addition to any other requirements of this chapter, a licensee shall:

- (1) Abide by all federal, state, and local laws, zoning regulations, and provisions of this chapter, with the exception of the Controlled Substances Act as it applies to marijuana legal under the laws of the state of Oregon.

In addition, Chapter 5.30 SHMC, requires that all marijuana related businesses operating in the city shall possess a valid marijuana related business license.

The CUP and Business License are separate issues and obtaining one does not guarantee approval of the other.

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### **SHMC 17.100.040(3) - CUP Approval standards and conditions**

(3) The planning commission may impose conditions on its approval of a conditional use, which it finds are necessary to ensure the use is compatible with other use in the vicinity. These conditions may include, but are not limited to, the following:

- (a) Limiting the hours, days, place, and manner of operation;
  - (b) Requiring design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor, and dust;
  - (c) Requiring additional setback areas, lot area, or lot depth or width;
  - (d) Limiting the building height, size or lot coverage, or location on the site;
  - (e) Designating the size, number, location, and design of vehicle access points;
  - (f) Requiring street right-of-way to be dedicated and the street to be improved;
  - (g) Requiring landscaping, screening, drainage and surfacing of parking and loading areas;
  - (h) Limiting the number, size, location, height, and lighting of signs;
  - (i) Limiting or setting standards for the location and intensity of outdoor lighting;
  - (j) Requiring berming, screening or landscaping and the establishment of standards for their installation and maintenance;
  - (k) Requiring and designating the size, height, location, and materials for fences;
- and
- (l) Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, and drainage areas.

**Discussion:** These are items the Commission may consider for this proposal.

**Findings:** For CUP.4.15 the Commission determined that the absence of a sight-obscuring trash enclosure as required by Chapter 17.72 SHMC is a concern and should be required for the subject property (all suites and uses thereon). Per SHMC 17.72.110(4):

Screening of Refuse Containers Required. Except for one- and two-unit dwellings, any refuse container or refuse collection area which would be visible from a public street, parking lot, residential or commercial area, or any public facility such as a school or park shall be screened or enclosed from view by placement of a solid wood fence, masonry wall or evergreen hedge.

The back area of the subject suite and building is at the corner of S. 18<sup>th</sup> Street and Church Street and visible from these public streets/rights-of-way.

### CONCLUSION & RECOMMENDATION

**Based upon the facts and findings herein, staff recommends approval of this Conditional Use Permit with the following conditions:**

1. This **Conditional Use Permit** approval is valid for a limited time pursuant to SHMC 17.100.030.

*<<Planning Commission question – this means that the CUP doesn't live forever. To explain, a CUP is good for 1.5 years. If it is not "used" it expires in that time. A one-year time extension is possible, with a, application for and approval of such. Since this is a modification of a previous CUP (from last August), should the clock start from when that decision took effect or should the clock start anew for this CUP?>>*

2. The following shall be required prior to Certificate of Occupancy, final inspection (if no Certificate of Occupancy is required) by the City Building Official, or commencement of the proposal:
  - a. Proof that the facility is licensed by the appropriate State agencies shall be submitted to the City.
  - b. Any marijuana retailer and/or medical marijuana dispensary shall have refuse containers or refuse collection areas that are secure from entry outside the facility. Applicant shall submit plans for approval to the City for review and approval demonstrating how this will be addressed.

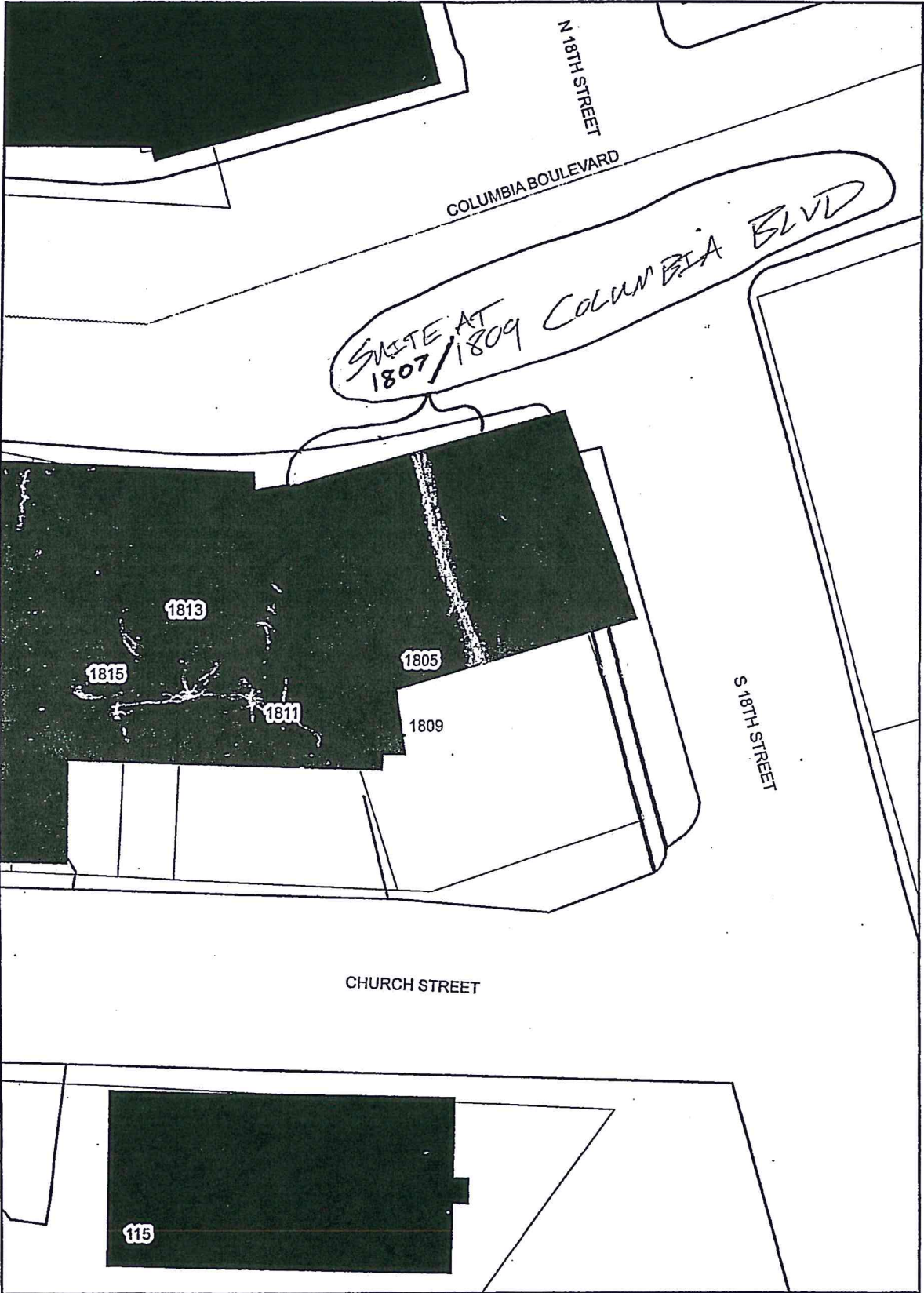
In this case, due to a lack of stairs, platform, landing and such from the back door of the suite (several feet above grade), the secure trash requirements may necessitate access improvements on the back side of the building. Any improved secure trash area for this proposal would also need to be screened as required by Chapter 17.72 SHMC since the subject property lacks any trash/refuse collection enclosures.

3. The proposal shall comply with the applicable state and local laws. This includes but is not limited to the City's business license laws.
4. Owner/applicant is still responsible to comply with the City Development Code (SHMC Title 17). In addition, this approval does not exempt the requirements of or act as a substitute for review of other City departments (e.g., Building and Engineering) or other agencies.

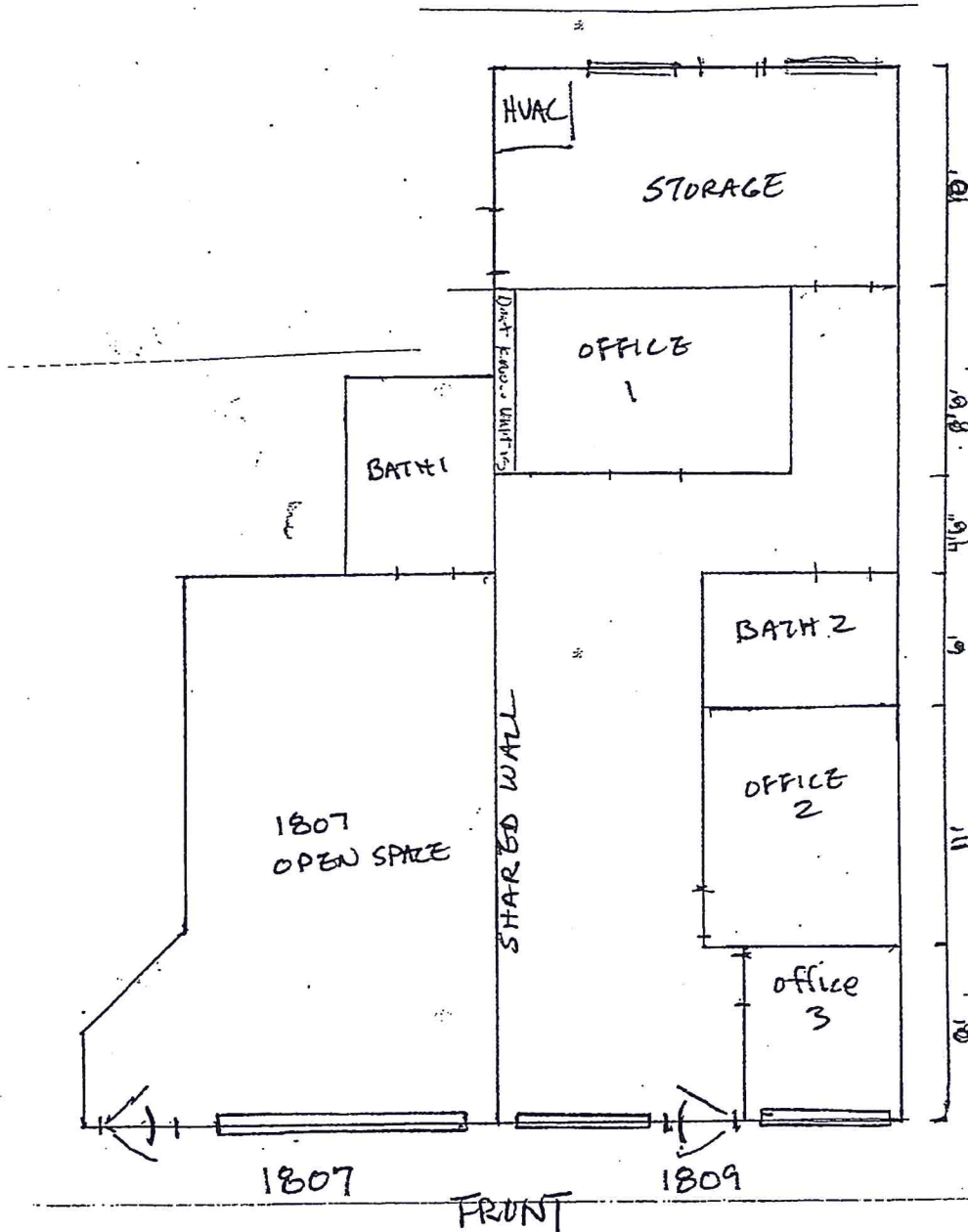
**Attachment(s):** Site Plan

Floor plans (existing and proposed)



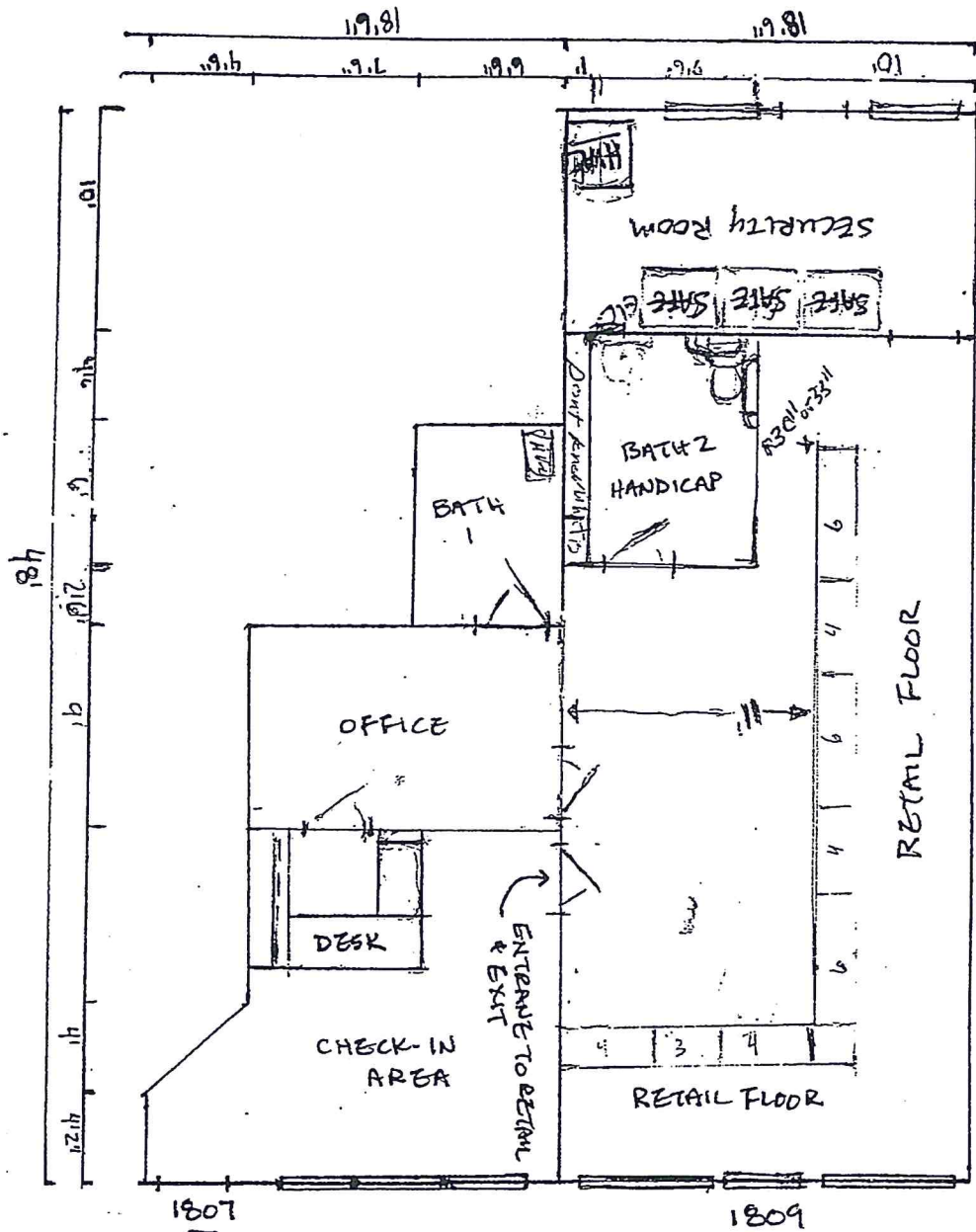


# EXISTING





# PROPOSED



FRONT

# CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

**Date:** 1.26.2016

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**

Helped review the draft Existing Conditions report created by the City's Maul Foster & Alongi consultants for the waterfront area-wide plan effort.

## **DEVELOPMENT CODE ENFORCEMENT**

After receiving some indirect complaints about a certain busing posting advertising on utility poles, I contacted the business owner who said they would have them removed.

## **PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)**

January 12, 2016 meeting (outcome): The Commission had two public hearings. The Commission recommended adoption of the latest batch of code amendments to the Council. The Commission also recommended approval of an annexation at 35092 Pittsburg Road. The Council is the approval authority on these matters.

I also asked for feedback on how to address a land use permit (Site Design Review) issue for 1965 Old Portland Road. This was part of the Commission's acceptance agenda.

February 9, 2016 meeting (upcoming): One public hearing is scheduled for a major modification of a Conditional Use Permit at 1809 Columbia Boulevard. This is required due to request for expansion of floor area for the proposed use.

The Commission will also address its annual chair and vice chair positions selection.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Starting to explore attaining new aerial imagery. The most recent imagery we personally possess as a city is from 2009.

Assisted EcoNorthwest, a consultant firm utilized by the City, with some GIS data for their work with us.

## **MAIN STREET PROGRAM**

Worked with the Community Coordinator to finish the 1<sup>st</sup> quarterly assessment required by the RARE program.

## **UPCOMING LAND USE ISSUES BEFORE COUNCIL**

On Feb. 3<sup>rd</sup>, the Council will have two public hearings. One is an appeal of a denial of a Conditional Use Permit by the Planning Commission at 1771 Columbia Boulevard. Please avoid ex parte contacts on this matter; some controversy is possible. This will be followed by an annexation along Pittsburg Road, which shows no controversy thus far.

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

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Tuesday, January 26, 2016 11:37 AM  
**To:** Jacob Graichen  
**Subject:** January Planning Department Report

Here are my additions for the January Planning Department Report.

1. Arts & Cultural Commission (ACC): Gateway Sculpture Phase 2 Project – Met with Ampersand Productions on 01/15 for Kickstarter video plan and worked on pre-production. Continued drafting content for Kickstarter campaign. Held Sub-Committee meeting and attended ACC meeting to update group.
2. Collaborated with Columbia Community Mental Health on a Mobile Crisis Services Grant Application (Potentially 750k for 3 years of programming) – Met weekly at CCMH throughout January
3. Reviewed Draft Task #1 -Existing Conditions for AWP – Scheduled AWP Meeting #1 with Advisory Committee and prepared invite
4. Met with EcoNW to discuss Port of St. Helens IPP scope of work. Followed up with Port of St. Helens for grant reporting requirements.
5. Met with Col-Pac to discuss Agora platform and how it could benefit the City for funding capital projects
6. Participated on the KOHI “City Talk” News Broadcast – 1/22
7. Began work on OPRD’s 2016 Local Government Grant Program for a parks picnic shelter - Drafted cost estimates, letter of support, & application narrative
8. Helped prepare and submit application to Portland State University’s Oregon Innovation Award (Potential for 1,000 hours of work from a student in the Center for Public Service program)
9. Researched OPRD’s Oregon Heritage Commission – Museum Grant Program Guidelines and met with CC Museum Curator to brainstorm potential projects
10. Attended Columbia Health Coalition at the Public Health Foundation of CC – 1/26

### Jennifer Dimsho

Assistant Planner  
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