



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: September 6, 2023

Planning Division Report attached.

Business License Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner
cc: Planning Commission

Date: 08.25.23

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.

ASSOCIATE PLANNER/PROJECT MANAGER—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for potential buyer of the now former Armstrong property along Old Portland Road and RR Avenue.

Had a preliminary Q&A meeting for potential buyer/developer of the city-owned Millard Road property.

Conducted a pre-application meeting for a potential partition of an approximate 4.5-acre parcel located between Grey Cliffs Drive and the Botanical Gardens Nature Park.

PLANNING ADMINISTRATION—MISC.

A double address conflict (two properties with same site address) came up recently for a couple properties by Don's Rentals. Old neighborhood and one building that has been a warehouse for a long time with no posted address. Assessor records had the same site address for the two properties. After a bit a research and discussion with the property owners, the path of least resistance was determined to fix the issue: change the addr of the warehouse building.

DEVELOPMENT CODE ENFORCEMENT

A new case came up on the 200 block of S. 4th Streety for an unlawful building (accessory structure).

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

August 8, 2023 meeting (outcome): Discussed the properties being donated to the city on the corner of Pittsburg Road and US30 and surrounding properties. This was strictly "for your information" purposes.

The Commission also discussed the scheduled September joint meeting with the City Council and felt that given there is nothing specific to talk about at this time, at least two Commissioners

will be out of town, and given a vacancy on the Commission and Council, it would be acceptable to cancel this joint meeting. The next one would be in December.

As the Historic Landmarks Commission, they reviewed and selected the recipient of the latest Historic Preservation Rehabilitation Grant that the city offers as a Certified Local Government. They also reviewed the latest changes proposed for 71 Cowlitz Street (Klondike Tavern), though, it was tabled to the September meeting due to some information gaps.

September 12, 2023 meeting (upcoming): The Commission will hold three public hearings—one for a Variance associated with a Lot Line Adjustment, a second for a zoning and comprehensive plan map change for the CCMH property, and a third for a Conditional Use Permit (and other associated files) for the new Police Station at the St. Helens Industrial Business Park.

As the Historic Landmarks Commission, they will consider reviewed the latest changes proposed for 71 Cowlitz Street (Klondike Tavern) as tabled from the August meeting.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Quarterly data updates this month.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: August Planning Department Report
Date: Friday, August 25, 2023 1:24:21 PM
Attachments: [image001.png](#)

Here are my additions to the August Planning Department Report.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk & County Culvert Project** – Construction with TFT began July 17, starting at the culvert near Gable Road. Trees have been removed. Culvert is installed. Grading work is ongoing. Retaining walls are coming soon. Flashing beacon and signage near elementary school is up next for installation.
2. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Columbia View Park improvements that are not covered by grants and Parks SDCs. 1st Reimbursement request is being processed (which included over 30 invoices). Submitted an amendment request (for scope of work changes and cost increases). Working with finance to support amendment request.
3. **Riverwalk Project (OPRD Grants x2)** – 100% design completed. Bid documents received. Compiled contract documents/bid documents with City Engineering. Bidding to occur 7/26. Deadline for bids extended to 9/12. We have issued 2 addenda and have 9 contractors on the planholders list. We had over 19 participants at the pre-bid meeting on 8/9!
4. **Community Development Block Grants (CDBG)** – \$2.5 million grant award to fund design/engineering/permitting for the City's Sanitary Sewer Improvement Project. This project covers 3 sanitary sewer basins which were identified as deficient and priorities for improvement in the adopted Wastewater Master Plan. Contracts are expected in August. Construction will be funded by a \$16.4 million loan (with up to \$4.5 million in loan forgiveness) from DEQ's revolving loan fund. Kicked off project and have almost completed our 1st draw requirements. Soliciting grant administration with an RFQ which opened on 8/23 and closes on 9/21. Engineering is working on Design/Engineering RFP to issue mid-September.
5. **Certified Local Government Historic Preservation Grant Program** – Received our contract for 17k. Commission scored 4 applicants and selected top-scoring applicant at 135 S. 3rd Street. Prepared package of project material for the state to begin review process which could take up to 75 days. Drafted local City grant contract for grantee to review and sign.
6. **DLCD Technical Assistance Program** – Grant cycle finally opened! Attended a webinar on 8/28 to learn about the program. Deadline for grant application 10/1. DLCD Regional Rep thinks updating our Economic Opportunities Analysis (EOA) could be funded. Prepared a resolution for Council to support our application on 9/6.
7. **Veterans Memorial Grant Program** - 33k award for an expansion at McCormick Park Veterans Memorial. Project includes 7 branch of service monuments and corresponding flags. The project includes matching funds of \$28,130 through in-kind labor and donations. Granite slabs are being prepared. Public Works is beginning on-site work.
8. **ODOT Community Paths Program** - Received 300k to study a trail route refinement

project (30% design) from St. Helens to Scappoose. Contracts are expected in October. Award is \$300k, with a match of around 42k split between Scappoose, the County, and us.

9. **SHPO Oregon Heritage grant Program** - Grant program opened! Attended a grant webinar on 8/28 for how to apply for our Warrior Rock Lighthouse Replica Project which includes restoration of the warrior rock lighthouse replica on County-property near Columbia View Park. We would like to cover the design and cost of materials for the replica, a kiosk, and signage. Some work could be completed in-house as a match requirement by Public Works staff.

PROJECTS & MISC

10. **Riverfront Streets/Utilities Project** – Attending weekly check-ins. Pump station 90% complete. Sewer line nearly complete. Bluff trail construction is moving along. Stormwater improvements south of Columbia View park ongoing. Water line under construction. Undergrounding at 1st Street and St. Helens Street design corrections ongoing.
11. **S. 1st Street & St. Helens St. Gateway Project** – Design was completed by the stakeholder group and went to City Council for final approval on 8/16. Council voted 2-3 against moving forward, so this project is on hold. The underground footings will still be installed so that the design can be revisited at a later date without having to rip up new roadway improvements to install footings.
12. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Mackenzie provided preliminary PT for PGE parcel. City will facilitate partition process, PGE will prepare other land use applications.
13. **Central Waterfront Video** - Attending scoping meeting with communications team on a Central Waterfront video production project.
14. **PSU Annual Housing Unit & Population Survey** - Coordinated our annual housing unit numbers for 2023 which had a deadline at the end of August.

Jenny Dimsho, AICP | Community Development Project Manager

City of St. Helens | Planning Department
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P: (503) 366-8207 | jdimsho@sthelensoregon.gov



8-28-2023 1:16 PM
 PACKET: 00641 License Packet 8-28-23 Approvals
 SEQUENCE: , License #

F O R M S R E G I S T E R

JAL 8-29-23

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00024	6/19/23- 6/19/24	AUTHORITY DOCK & DOOR INC	DOORS DOORS	0.00
00028	7/04/23- 7/04/24	NW BLUE SKY INC	CONTPUM CONTRACTOR-PLUMBING	0.00
00046	8/09/23- 8/09/24	COOLSYS COM & IND SOLUTIONS	REPAIR REPAIR - GENERAL	0.00
00054	8/23/23- 8/23/24	ROAD END DESIGN	2NDHAND 2ND HAND DEALER/PAWN	0.00
00060	8/17/23- 8/17/24	CANBY DRYWALL INC	CONTSHEE CONTRACTOR-SHEETROCK	0.00
00063	8/27/23- 8/27/24	PLATINUM51 SALON LLC	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00205	1/01/23- 1/01/25	LIVELY REPAIR LLC	AUTO AUTO REPAIR	0.00
00311	2/02/23- 2/02/24	HAVEN SPA POOL & HEARTH	CONTMECH CONTRACTOR-MECHANICA	0.00
00441	1/27/23- 1/27/24	CHAMPION WINDOW CO	CONTGEN CONTRACTOR-GENERAL	0.00
00672	3/02/23- 3/02/24	EDWARD D. JONES & CO. LP	INVEST INVESTING	0.00
00859	3/14/23- 3/14/24	RIVERVIEW APARTMENTS	RENTAPT RENTAL - APARTMENTS	0.00
00949	7/02/23- 7/02/24	N.W.O.H.A	RENTAPT RENTAL - APARTMENTS	0.00
00960	7/23/23- 7/23/24	INSULATION CONTRACTORS OF WASH	CONTINDU CONTRACTOR-INDUSTRIA	0.00
00961	8/02/23- 8/02/24	Legacy Telecommunications, LLC	INTERNET INTERNET SERVICES	0.00
00967	8/11/23- 8/11/24	ATI PHYSICAL THERAPY	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00975	9/05/23- 9/05/24	HOOD TO COAST HEATING & COOL	CONTHVAC CONTRACTOR-HVAC	0.00
01111	7/13/23- 7/13/24	FIRST STUDENT INC	TRANS TRANSPORTATION/TRAVE	0.00
01122	8/16/23- 8/16/24	HURLIMAN CPA INC	ACCOUNT ACCOUNTING	0.00
01124	8/20/23- 8/20/24	*TUGBOAT DESIGNS LLC	CONTMISC CONTRACTOR-MISC.	0.00
01128	8/26/23- 8/26/24	TAXNBOOKS INC	ACCOUNT ACCOUNTING	0.00
01140	9/21/23- 9/21/24	ST HELENS LIQUOR	ALCOHOLT ALCOHOL/TASTING	0.00
01222	8/18/23- 8/18/24	CROOKED CREEK BREWERY	RESTAURA RESTAURANT	0.00
01234	8/01/23- 8/01/24	KT CONTRACTING CO, INC	MISC MISCELLANEOUS	0.00
01235	7/25/23- 7/25/24	CASSIDY & HEYM LLP	LAW LAW OFFICES	0.00
01236	7/26/23- 7/26/24	GARCIA LAWN CARE	LANDSCAP LANDSCAPING	0.00
01237	7/28/23- 7/28/24	*3 BOXERS DESIGNS	RET Cloth RETAIL - CLOTHING	0.00
01239	8/04/24- 8/04/25	*DROPPING ROCKS LLC	BLOG BLOG	0.00
01240	8/04/23- 8/04/24	*TIDY HAVEN HOME CLEANING	JANITOR JANITORIAL SERVICES	0.00
01241	8/04/23- 8/04/24	BLACK WING BODYWORK LLC	MASSAGE MASSAGE	0.00
01242	8/15/23- 8/15/24	*THE OUTDOOR GUYS	MISC MISCELLANEOUS	0.00
01243	8/17/23- 8/17/24	PEAK LANDSCAPE, INC	LANDSCAP LANDSCAPING	0.00
01244	8/22/23- 8/22/24	FOSTER MARY	2NDHAND 2ND HAND DEALER/PAWN	0.00
01245	8/24/23- 8/24/24	*R&R LANDSCAPING & IRRIGATION	LANDSCAP LANDSCAPING	0.00

PACKET: 00641 License Packet 8-28-23 Approvals

SEQUENCE: \ License #

LICENSE CODE		TOTAL	BALANCE
2NDHAND	2ND HAND DEALER/PAWN	2	0.00
ACCOUNT	ACCOUNTING	2	0.00
ALCOHOLT	ALCOHOL/TASTING	1	0.00
AUTO	AUTO REPAIR	1	0.00
BEAUTYSH	BEAUTY/BARBER SHOP	1	0.00
BLOG	BLOG	1	0.00
CONTRGEN	CONTRACTOR-GENERAL	1	0.00
CONTHVAC	CONTRACTOR-HVAC	1	0.00
CONTINDU	CONTRACTOR-INDUSTRIA	1	0.00
CONTMECH	CONTRACTOR-MECHANICA	1	0.00
CONTMISC	CONTRACTOR-MISC.	1	0.00
CONTPLUM	CONTRACTOR-PLUMBING	1	0.00
CONTSHEE	CONTRACTOR-SHEETROCK	1	0.00
DOORS	DOORS	1	0.00
INTERNET	INTERNET SERVICES	1	0.00
INVEST	INVESTING	1	0.00
JANITOR	JANITORIAL SERVICES	1	0.00
LANDSCAP	LANDSCAPING	3	0.00
LAW	LAW OFFICES	1	0.00
MASSAGE	MASSAGE	1	0.00
MISC	MISCELLANEOUS	2	0.00
PHYSICIA	PHYSICIAN/HEALTH CAR	1	0.00
RENTAPT	RENTAL - APARTMENTS	2	0.00
REPAIR	REPAIR - GENERAL	1	0.00
RESTAURA	RESTAURANT	1	0.00
RET Cloth	RETAIL - CLOTHING	1	0.00
TRANS	TRANSPORTATION/TRAVE	1	0.00
TOTAL ALL CODES:		33	0.00

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
License Codes: All
Balance: 9999999999R thru 9999999999
Fee Codes: All
Fee Paid Status: Paid and Unpaid
Origination Dates: 0/00/0000 thru 99/99/9999
Effective Dates: 0/00/0000 thru 99/99/9999
Expiration Dates: 0/00/0000 thru 99/99/9999
Renewal Dates: 0/00/0000 thru 99/99/9999
Payment Dates: 0/00/0000 thru 99/99/9999
Print Dates: 0/00/0000 thru 99/99/9999
License Status: Active
Termination Code:
Paid Status: Paid
City Limits: Inside and Outside
Printed: No
Comment Code:

** END OF REPORT **