

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 01.25.2021

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—NOTEWORTHY ADMINISTRATIVE DECISIONS

After much time and effort, the main building permit for Grocery Outlet has been issued this month.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for St. Helens High School renovations. Additional such meetings anticipated prior to application submission. Same principal design firm as the Middle School project is working on this.

PLANNING ADMINISTRATION—MISC.

If you like the Happy Garden Chinese restaurant at US30/Gable Road, you should know that it will be a physical therapy office soon. Coincidentally, we've been getting a lot of questions the last month about someone looking for property for a new Chinese restaurant.

Continue to help the Building Department with APO (Address/Property Owner) data for the new e-permitting system. We hope this nightmare will end soon.

The "8-step process" for the housing project on Gable Road is complete. The Affidavit of Publication for the Final Notice has been received and the public comment period has expired with no comments received. I am involved in this as the Responsible Entity (RE) and is required by HUD based on the funding for this housing project.

Continue to work on the code amendments, largely related to HB2001. Refined presentation and summary to get Council authorization to proceed. This project continues to be a considerable time commitment, but it needs to be done correctly.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

January 12, 2021 meeting (outcome): The Commission accepted the recommendations of the Planning Commission Interview Committee (PCIC). One incumbent will stay and another will be replaced. The Commission selected Chair and Vice Chair; the current ones basically switched. The Commission reviewed the end of summary report for last year's land use actions.

The Commission also spent time discussing certain aspects of the upcoming code amendments for this year.

February 9, 2021 meeting (upcoming): The Commission will conduct a pair of public hearings for annexations. Staff will also present the recent Council adopted parcellation plan for the City's St. Helens Industrial Business Park for information purposes. Finally, the Commission will spend some time preparing for this year's code amendments in advance of their March hearing (the Commission's anticipated hearing day for the amendments).

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

The Council adopted the **ST. HELENS INDUSTRIAL BUSINESS PARK PARCELIZATION FRAMEWORK AND FUNDING PLAN** via Resolution No. 1910. This is not an official land use document but will still be a valuable tool to help develop this property.

MILLARD ROAD PROPERTY

We are starting the process to solicit interest in the development of this property.

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

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: January Planning Department Report
Date: Friday, January 22, 2021 11:33:23 AM

Here are my additions to the January Planning Department Report.

GRANTS

1. **DLCD 2019-2021 Technical Assistance Program** – Prepared for final presentation and adoption by resolution on 1/20/21. Council adopted unanimously. Final closeout and reimbursement request accepted by DLCD. Scheduled presentation with Planning Commission for 2/9/21 to present the final report.
2. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with two tennis flex courts and one flex sport court, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021. Given the lack of bids for two ITB cycles, Sue and I worked on a direct bid process that was DJC/Chronicle and a public hearing. The deadline for receiving bids from direct bidding is 1/26. Depending if bids are received, we are hoping contract authorization will go before Council on 2/3/21 for lowest/best bidder.
3. **EPA – CWA Grant Program** – Final report and reimbursement due 12/31/20. Submitted final report, budget, and cost reimbursement request. Awaiting EPA review.
4. **CDBG- Columbia Pacific Food Bank Project** – Selected contractor for \$1.6 million bid. Contract documents signed on 01/04/21. Two pre-construction meetings held in January. Work to begin in February. Applied for 1-year time extension and budget modification to accommodate the overage of the estimated construction cost.
5. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process.
6. **Business Oregon – Infrastructure Finance Authority** – Accepted our intake form. Invitation to apply received for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Deadline to submit full application in February 2021 for board approval in April 2021.
7. **ODOT Community Paths Program** – Submitted letter of interest (due October 31) for a regional trail planning/initial refinement effort for an off-street trail between St. Helens and Scappoose. Grant ask will be around \$172,000 with a required 10% match which can be in-kind (staff time). Went through the application materials with a contractor who will assist with sections of the grant application. Worked with Kittelson to submit full grant application which is due 01/29/21.
8. **Oregon Watershed Enhance Board** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5th Street trail and Nob Hill Nature Park. Will hire a crew in 2020-2021 to remove invasive species and re-plant native species in the oak woodland habitat. Kicked off the project with a meeting on 11/30. Site visited scheduled for 01/06/21 to discuss boundaries and scope of work. Thanks to the parks crew for taking down a number of trees on 1/21/21 which were requested for removal! Began tracking all in-kind contributions from the City on this effort.

9. **OPRD – Local Government Grant Program** – 500k request submitted back in May 2020 for Riverwalk construction. Large grants require a presentation to the board. These presentation were delayed due to COVID until now. Our presentation in 02/04/21 via ZOOM. Updated and practiced presentation due on 01/27/20. These grants will be **highly competitive** this cycle as the funds were reduced due to COVID-19. Less than 20% of the grant applicants will be rewarded funds.

MISC

10. **Bennett Building** (Water Department/ UB) – Arciform presented as-built drawings, and two proposed alternatives. Discussed how to prioritize and phase the work and prepared for a presentation to Council at their 12/2 meeting. Site visit/measurements on 01/08/21 for Phase I work which includes all new window replacement. Selected black high gloss paint color for the wooden windows. Submitted building permit. Windows ordered. Installation date TBD.
11. **Riverwalk design/engineering consulting services** RFQs published on 10/22. Bids closed on 12/8/20. Selected shortlist with a Selection Committee which includes staff, members of Council, a member of the PTC and PC with a meeting on 12/28. Interviewed 3 shortlisted firms on 1/13/21. Mayer Reed selected. De-briefed with all firms not selected who requested a de-brief. Contract negotiation authorized by Council on 1/20/21. Contract negotiation meeting with Mayer Reed scheduled for 1/27/21 to discuss budget, timeline, and scope of work.
12. Annual **U.S Census Bureau Boundary & Annexation Survey** prepared and submitted for two boundary changes (annexations into the City) that occurred prior to January 1, 2021 but after January 1, 2020.
13. Attended Pre-Construction Meeting for the **Millard Road/US 30 ODOT Signalization Project** on 1/25. Work expected to begin in early March 2021. This is a \$7.5 million safety improvement project which will increase the turning radius of the right turn lane from U.S. 30 to Bennett Road by widening and restriping the roadway near the intersection, restrict left turns onto U.S. 30 from Bennett Road by creating a median, add a traffic signal at U.S. 30 and Millard Road and widening Millard to provide access to U.S. 30 that will relieve traffic pressure upgrade the rail crossings at both Bennett and Millard Roads.
14. **Millard Road City-Owned Property Request for Proposals** - With guidance from management, I worked with EcoNorthwest to prepare a scope of work for them to assist drafting an RFP and assist with solicitation of developers who want to submit a development proposal for the property. The scope of work will include drafting City goals in conjunction with feedback from Council for the property and prioritizing them so that a scoresheet for ranking proposals can be developed. A PSA is going before Council on 2/3/21 for approval to begin this work.

Jenny Dimsho, AICP

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