



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 2, 2024

Planning Division Report attached.

Suggestion Box Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: September 23, 2024

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

Conducted a pre-application meeting for potential triplex on a lot at N 5th Street and Wyeth Street. There was a triplex there but it burned several years ago. Because the lot is undersized for a triplex, several Variances are anticipated. The Building Official and I took this opportunity to convince the owner it is finally time to demolish the burned remains of the building due to trespassing, safety and not-so-happy neighbor concerns. It has been in this burned-out state for a number of years.



PLANNING ADMINISTRATION—MISC.

I have grand jury duty this and next month, which will have some impact on work output.

We received and commented on a county referral for a medical hardship at 58506 Kavanagh Avenue (County file TP 25-01)—*see attached*. This will likely result in an annexation of the last property not within city limits on the block with Les Schwab tires on one end and Mister Goose Sandwich House along US30. When I started working for the city in 2007, none of this block was annexed yet.

Conducted a final inspection for a detached single-family dwelling moved to a site along Gable Road across from the High School around 2016/2017. I would not normally comment on a dwelling completion, but this one was based on promises of completion to be sited, only to take almost a decade to complete. This is now 2520 Gable Road.

Helped a new landowner with an easement for city utilities and other questions for a property at S. 5th/St. Helens Streets. This is a proactive landowner after passing several hands (and asking us a number of questions) over the last several years.

Helped the City Prosecutor with facts on a trespassing case. Get a question from them every once and awhile. Note to self – talk about in semi-annual report.

Election season means political sign season. There seems to be greater emotion this year for city elected positions and this highlights the daily triage of tasks staff faces. As I type this paragraph (Sept. 17, 2024) complaints and concerns are surfacing, but at the same time project arcadia (the sale of the old Boise white paper mill) is in its due diligence period before the property has been created. There is a necessary land use action before it can be created. So, in this case, the triage matters are seasonal political sign issues or long-term economic development that supports future city budgets and thus multi department staffing.

Gave permission to the School District to drop some trees within the wetland complex on the west side of the Middle School property. This includes portions over the public sidewalk!



With the St. Helens Chronicle newspaper shutting down this month, we will need to use the Columbia County Spotlight for our public hearing notices. This will increase timing burden a bit because The Chronicle needed a legal ad the preceding Friday for publication on Wednesday. The spotlight is the preceding Friday for publication on Friday.

DEVELOPMENT CODE ENFORCEMENT

Unlawful accessory structure on the 60 block of S. 22nd Street has been resolved thanks to the efforts of Associate Planner/Community Development Project Manager Dimsho.

Some complain about political signs, as mentioned above. There was one complaint about a person being directly impacted, which some time was invested because of the immediate proximity to their home and impact thereof. This is similar to complaints like building being built too close to a property line—a property violation. Others are signs in right-of-way not impacting the complainant’s residence—off-site ROW violations.

However, in the sign code world, we cannot dictate sign copy or the message. To staff, a political sign in violation of being in the right-of-way, is a temporary sign violation. “Political sign” has no bearing. Given the first amendment and freedom of speech, we do not regulate based on content, only that a message is conveyed with the sign. This means, the candidate on a sign is a moot point. **We do not, have never, and I will not condone, selective sign enforcement based on the identity of the political hopeful or incumbent.** This would be unethical for government to act such.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

September 10, 2024 meeting (upcoming): The Commission approved a Variance for yard (setbacks) for Habitat for Humanity for a single-family dwelling project. We discussed subcommittee technicalities and commission term expirations.

As the Historic Landmarks Commission, they reviewed architectural changes to the 325 Strand building, which is proposed to be reconstructed one wall at a time to keep the building intact to preserve off-street parking exemptions allowed in the Riverfront District. They recommended some change.

October 8, 2024 meeting (upcoming): The Commission will hold a hearing (continued from September) for expansion of the CCMH campus along Gable Road. We need to continue the discussion about commission term expirations.

COUNCIL ACTIONS RELATED TO LAND USE

A non-action. Due to no quorum, the scheduled public hearing for 2024 Development Code Amendments Part 1 couldn’t occur. So, the meeting will need to be re-scheduled. October is out due to the needed time to publish a new notice and it is anticipated that the second meeting in October will be cancelled due to LOC conference conflicts. Thus November. The hearings for Part 2 of the amendments is scheduled for November and December. This will impact other proactive efforts. Instead of working on new things, which I try to take advantage of the holidays for, we’ll be trying to wrap up the ’24 amendments at the end of the year.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: September Planning Department Report
Date: Tuesday, September 24, 2024 9:55:33 AM
Attachments: [image001.png](#)

Here are my additions to the September Planning Department Report.

GRANTS

- 1. Riverwalk Project (OPRD Grants x2)** – 2 of the 4 walls (the two gabion walls) have been complete. Rebar/forms for the remaining two walls (the concrete walls) is nearly complete. Coordinated with Communications on E-newsletter content. Reviewing/tracking submittals and RFIs. Attending bi-weekly check-ins with contractor and design team. Received and executed contract amendment to increase the LWCF grant award from **500k to 1.2 million!**
- 2. Community Development Block Grant (CDBG): Sanitary Sewer Improvement Project** – \$2.5 million grant award to fund design/engineering/permitting for 3 sanitary sewer basins identified as deficient in the adopted Wastewater Master Plan. Reviewed 30% design during workshop with consultant team. Prepared and executed CDBG amendment which allows the City to use more state funds (as opposed to local matching funds) for required environmental review components of the project. Preparing 2nd disbursement request for work through August.
- 3. CLG Historic Preservation Grant Program** – SHPO Certified Local Government Program. Received our contract for 17k. State approved work plan. Executed contract with grant recipients. Project to be completed by July 31, 2024. Most work has been completed as included in the work plan, but not all components. Windows were removed from work plan because the incorrect ones were ordered, and a few other components were not completed by deadline. Waiting on final invoice which includes work through July 31 and reimbursement request from applicant. SHPO closeout documents are in review.
- 4. DLCD Technical Assistance Program** – 60k will fund a new Economic Opportunities Analysis (EOA). Prepared for and attended TAC meeting #2 on 9/24. Reviewed draft comprehensive plan policies. Consultant continues to conduct 1-on-1 interviews to incorporate feedback into draft EOA. Working on first mid-disbursement report for DLCD to reimbursement 30k.
- 5. ODOT Community Paths Program: St. Helens Scappoose Trail Refinement Project** – 405k to study a trail route refinement project (30% design) from St. Helens to Scappoose. Award is \$363,407, with a match of around 42k split between Scappoose, the County, and us. IGAs with County/Scappoose executed at 6/5 Council meeting. SoW as approved by County and Scappoose sent to DOJ for review by ODOT. Invoiced project partners, received matching funds check from Scappoose. Waiting on check from the County.
- 6. Travel Oregon Grant Program: Riverwalk Project** - 100k grant for Riverwalk Project.

Anticipated to receive remaining 50k when project is complete by April 2025.

7. **ODOT TGM Program: Transportation Systems Plan** – ODOT says it could be 1 month before there is movement on the contract which allows us to move forward with consultant selection. Traffic counts via cameras to begin.

PROJECTS & MISC

8. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. Coordinated a site visit with our loan officer and went through our monitoring checklist which is typically completed at about 60% completion. We are preparing loan amendment to the Project Description to correspond with changes based on MEI's construction contract and to extend the deadline to match the anticipated completion deadline of the Riverwalk Project. We also submitted Disbursement Request #3 which puts us at about 70% complete with expenditures on the loan. Attending regular check-ins. Reviewed regular Waterfront E-newsletter content regarding construction updates, closures, progress, etc. Provided updates to City's website as needed. Follow the [City's Waterfront E-newsletter](#) for updates.
9. **St. Helens US 30 Entry Sign** – Held meeting with Columbia County Tourism Program Mgr to discuss potential funding source for a St. Helens entry sign on US 30. Worked with Ramsay Signs to update our cost estimates for the existing design in both an illuminated and non-illuminated version.
10. **Joint PC/CC meeting** – Attended on 9/25 to discuss Police station location and proactive PC items.
11. **Certified Local Government Workshop & OAPA Conference** – Registrations for upcoming conferences/workshops in October & November.

Jenny Dimsho, AICP | Community Development Project Manager

City of St. Helens | Planning Department
265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov
P: (503) 366-8207 | jdimsho@sthelensoregon.gov





Referral and Acknowledgement

Responding Agency:

NOTICE IS HEREBY GIVEN that Thomas and Linda Mahaffey submitted an application for a Temporary Permit application to site manufactured home as a medical hardship. The area is zoned General Commercial (C-3). The tax account is 16983 and identified by map# 4108-AC-02500. The property is .47 Acres. TP 25-01

Planner: Deborah Jacob

Comment Due: 9/9/2024

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. We have reviewed the enclosed application and have no objection to its approval as submitted.
2. Please see attached letter or notes below for our comments.
3. We are considering the proposal further and will have comments to you by _____.
4. Our board must meet to consider this; we will return their comments to you by _____.
5. Please contact our office so we may discuss this.
6. We recommend denial of the application, for the reasons below:

COMMENTS: PLEASE SEE ATTACHED MEMO DATED AUGUST 28, 2024 &
EMAIL FROM AUGUST 13, 2024.

Signed: Printed Name: JACOB GRAICHEN
Title: CITY PLANNER Date: AUGUST 28, 2024



CITY OF ST. HELENS PLANNING DEPARTMENT
M E M O R A N D U M

TO: Deborah Jacob, Planner, Columbia County
FROM: Jacob A. Graichen, AICP, City Planner
RE: Columbia County file TP 25-01
DATE: August 28, 2024

Please include the following condition, if possible, or at least note the key need from the city's perspective:

Columbia County LDS shall be in receipt of a will serve letter from the city required before sanitary sewer connections. City requirements including but not limited to consent to annex and payment of Systems Development Charges will be require before the city produces this will serve letter.

-----basis for conditions and other comments/considerations below-----

The property has a Comprehensive Plan designation of unincorporated Highway Commercial, UHC. If annexed, it would be zoned Highway Commercial, HC.

Per an email + response between Deborah Jacob and I from August 13, 2024, the proximity and availability of sanitary sewer was noted within the Kavanaugh Avenue right-of-way.

According to the application to the County, the city sanitary system is proposed to be used, though an existing on-site septic system is currently in place.

Thus, for sanitary sewer connection the city's requirements for consent to annex, sanitary sewer system development charges and connection fee will be necessary for the city to issue a will serve letter to allow the applicable County permits to make the connection.

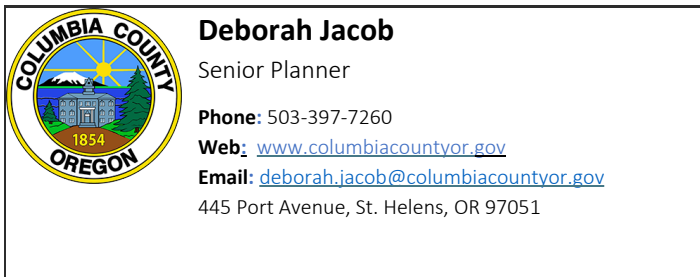
The city's medical hardship rules are different than the County's in that RV' s can be used (not manufactured homes) and each temporary permit is good for up to six months. The property will not be annexed immediately, but this is the last property to be annexed within this block, and with the sewer connection will be inevitable, eventually. The differences between the County's and City's medical hardship rules, could make things awkward upon annexation.

Also, please note that once annexed, the detached single-family dwelling will be an existing nonconforming use, given the Highway Commercial zoning.

From: [Deborah Jacob](#)
To: [Jacob Graichen](#)
Subject: RE: [External] 58506 Kavanagh Ave
Date: Tuesday, August 13, 2024 4:06:49 PM
Attachments: [image001.png](#)

Jacob,

The County will accept this written confirmation from the City of St. Helens, provided said confirmation is submitted concurrent with the Temporary Hardship Home Permit/Application. Thank you!



From: Jacob Graichen <jgraichen@sthelensoregon.gov>
Sent: Tuesday, August 13, 2024 3:57 PM
To: Deborah Jacob <Deborah.Jacob@columbiacountyor.gov>
Subject: 58506 Kavanagh Ave

Debbie,

The property addressed as 58506 Kavanagh Ave abuts a City of St. Helens sanitary sewer line located within the Kavanagh right-of-way.

This line is available for connection, but some things need to be done before the city can issue a formal will serve letter to allow the connection.

Is this enough for the county to consider a temp hardship permit, land use-wise?

Jacob A. Graichen, AICP, City Planner

City of St. Helens

jgraichen@sthelensoregon.gov

(503) 397-6272



Referral and Acknowledgement

Responding Agency:

NOTICE IS HEREBY GIVEN that Thomas and Linda Mahaffey submitted an application for a Temporary Permit application to site manufactured home as a medical hardship. The area is zoned General Commercial (C-3). The tax account is 16983 and identified by map# 4108-AC-02500. The property is .47 Acres. TP 25-01

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The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. _____ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. _____ Please see attached letter or notes below for our comments.
3. _____ We are considering the proposal further and will have comments to you by _____.
4. _____ Our board must meet to consider this; we will return their comments to you by _____.
5. _____ Please contact our office so we may discuss this.
6. _____ We recommend denial of the application, for the reasons below:

COMMENTS: _____

Signed: _____ Printed Name: _____

Title: _____ Date: _____

RECEIVED
AUG 20 2024
Land Development Services

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES
COURTHOUSE
230 STRAND
ST. HELENS, OREGON 97051
(503) 397-1501

#192-24-000192 PLUG
\$ 814.73 Total

File No. TP 25-01

CCZO SECTION 1505 - TEMPORARY USE PERMIT APPLICATION

Use Not Allowed in District Temporary Residence While Building Care of Relative

Emergency Shelter Storage of Structures or Equipment

APPLICANT: Name: Tom Mahaffey / Linda Mahaffey

Mailing address: 58506 Kavanaugh ST Saint Helens OR 97051

Phone No.: Office _____ Home 541 219 9909

Email: _____

Are you the _____ property owner? yes owner's agent?

PROPERTY OWNER: yes same as above, OR:

Name: Tom Mahaffey

Mailing Address: 58506 Kavanaugh ST Saint Helens OR 97051

Email: _____

RELATIONSHIP OF PROPERTY OWNER AND APPLICANT: _____

PROPERTY ADDRESS (if assigned): _____

TAX ACCOUNT NO.: 16983 Acres: 0.47 acs Zoning: C-3

4108-AC-02500 Acres: _____ Zoning: _____

PRESENT USES: (farm, forest, bush, residential, etc.)

Use: Residential

Approx. Acres
0.47

Total acres (must agree with above): _____

PROPOSED USES: CARE OF Elderly Mother That is
ILL

WATER SUPPLY: Private well. Is the well installed? Yes No
McNulty Community system. Name McNulty

METHOD OF SEWAGE DISPOSAL: city Sanitary Sewer System
Septic System.

If Septic, does the subject property already have a system? Yes No

Has the property owner/applicant submitted an Authorization Notice Application to Land Development Services for the new use of the existing septic system? Yes No

CONTIGUOUS PROPERTY: List all other properties you own which have boundary lines touching this property:

<u>Tax Account No.</u>	<u>Acres</u>	<u>Co-owners (if any)</u>
_____	_____	<u>NONE</u>
_____	_____	_____
_____	_____	_____

CERTIFICATION:

I hereby certify that all of the above statements, and all other documents submitted, are accurate and true to the best of my knowledge and belief.

Date: 5-10-24 Applicant Signature: Tom Mahaffey

Property Owner Signature if different than Applicant: _____

NOTE: Please attach an accurate and detailed plot plan, including property lines, existing and proposed structures, location of septic tank and drainfield, farm - forest areas, large natural features (cliffs, streams, etc.).

Planning Department Use Only

Date Rec'd. 8/20/24 Hearing Date: _____
Or: Administrative _____

Receipt No. _____

Zoning: C-3 Staff Member: _____

Doctor statement on file (§1505.3 "Care of a Relative" only

Columbia County Web Map



Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Framework Implementation Team

6/4/2024 11:43 AM

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Disclaimer: This map was produced using Columbia County GIS data. The GIS data is maintained by the County to support its governmental activities and is subject to change without notice. This map should not be used for survey or engineering purposes. Columbia County assumes no responsibility with regard to the selection, performance or use of information on this map

COLUMBIA County Assessor's Summary Report

Real Property Assessment Report

FOR ASSESSMENT YEAR 2023

August 21, 2024 9:13:55 am

Account # 16983 Map # 4N1W08-AC-02500 Code - Tax # 0211-16983 Legal Descr GOLF CLUB ADDITION Block - 2 Lot - 8 13 Mailing Name MAHAFFEY THOMAS B Agent In Care Of Mailing Address 58506 KAVANAUGH ST ST HELENS, OR 97051 Prop Class 401 MA SA NH Unit RMV Class 401 06 61 000 17501-1	Tax Status ASSESSABLE Acct Status ACTIVE Subtype NORMAL Deed Reference # 2019-6762 Sales Date/Price 08-20-2019 / \$256,500.00 Appraiser ANDREA J
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Situs Address(s)	Situs City
ID# 58506 KAVANAGH AVE	ST HELENS

Code Area	RMV	MAV	Value Summary		RMV Exception	CPR %
			AV			
0211 Land	205,940	114,470	114,470	Land	0	
Impr.	187,960	103,960	103,960	Impr.	0	
Code Area Total	393,900	218,430	218,430		0	
Grand Total	393,900	218,430	218,430		0	

Code Area	ID#	RFPD	Ex	Plan Zone	Value Source	Land Breakdown			LUC	Trended RMV
						TD%	LS	Size		
0211					OSD - SINGLE FAMILY	100				69,200
0211	1	<input checked="" type="checkbox"/>		CO:C-3	Rural Site	120	A	0.47	003	136,740
Grand Total								0.47		205,940

Code Area	ID#	Yr Built	Stat Class	Description	Improvement Breakdown			Trended RMV
					TD%	Total Sq. Ft.	Ex% MS Acct #	
0211	1	1956	131	One story	113	900	187,960	
Grand Total							900	187,960

Comments: See Voucher history. Acreage corrected to .47 AC for 2010. ms



August 28, 2024

ADMINISTRATIVE NOTICE
Temporary Permit / TP 25-01
Tax Account Number: 4108-AC-02500

NOTICE IS HEREBY GIVEN that Thomas and Linda Mahaffey submitted an application for a Temporary Permit to site a manufactured home as a medical hardship on their .47 Acres. This property is zoned General Commercial (C-3) and identified by account #16983 and map# 4108-AC-02500. TP 25-01

Section 1505.3 of the Columbia County Zoning Ordinance (CCZO) permits the Planning Director to approve the above Temporary Use Permit according to the procedures and requirements of Section 1601 of the CCZO for a period of one year.

Those notified have 10 calendar days in which to either submit comments and objections to the Columbia County Planning Department or to request a public hearing on the matter before the Planning Commission. A fee of \$250.00 is required to refer this item to the Planning Commission.

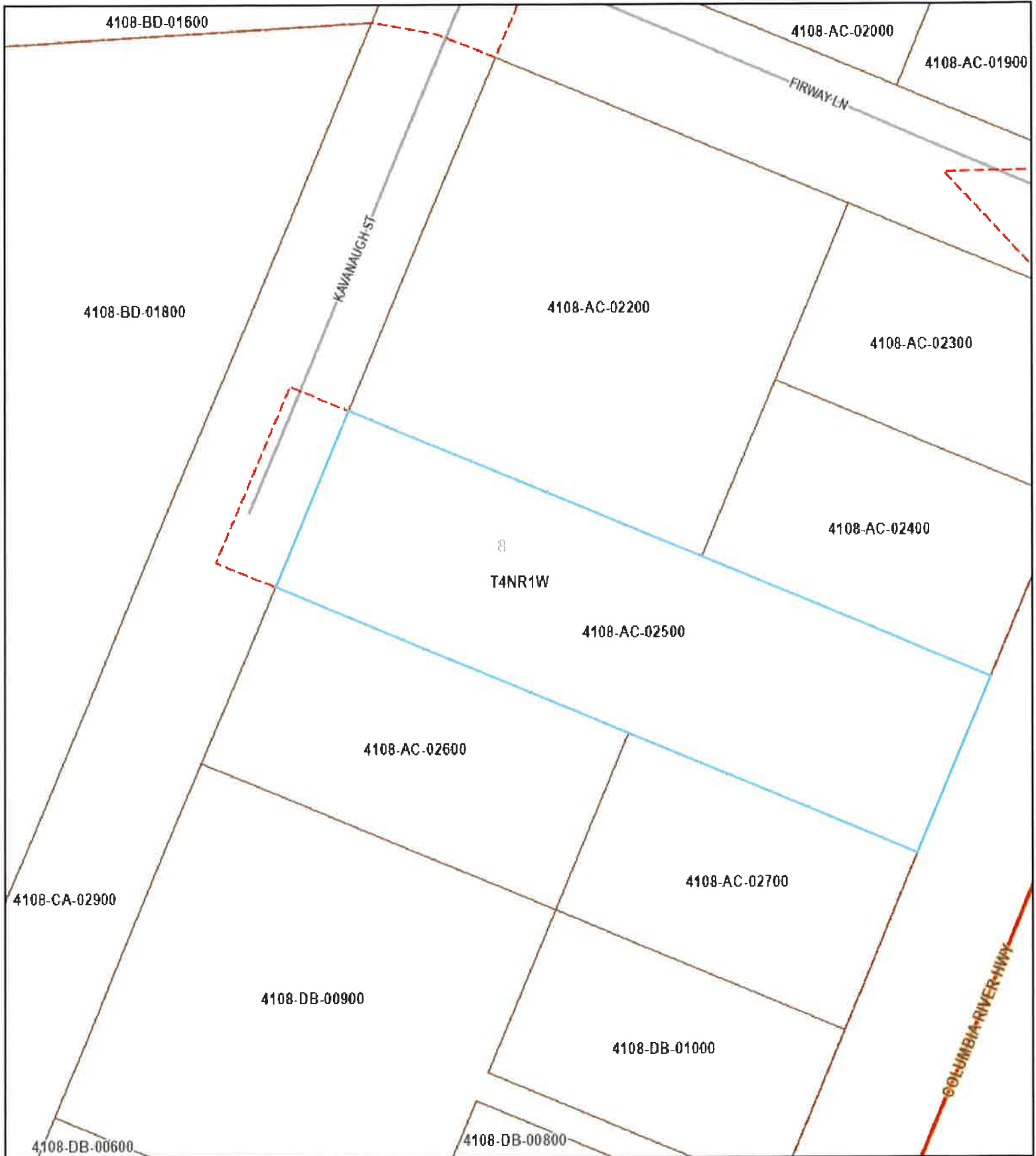
If no one requests a review by the Planning Commission and submits the \$250.00 fee, the Director will determine if the application meets the necessary criteria in the Columbia County Zoning Ordinance, and if so may approve the request.

If you have any concerns or questions please contact the project planner.

Project planner: Deborah Jacob
Telephone: 503.397.7260
Email: Deborah.Jacob@columbiacountyor.gov

cc: File

Columbia County Web Map



8/28/2024 11:41 AM

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Disclaimer: This map was produced using Columbia County GIS data. The GIS data is maintained by the County to support its governmental activities and is subject to change without notice. This map should not be used for survey or engineering purposes. Columbia County assumes no responsibility with regard to the selection, performance or use of information on this map.

SITE PLAN SUBMITTAL FORM

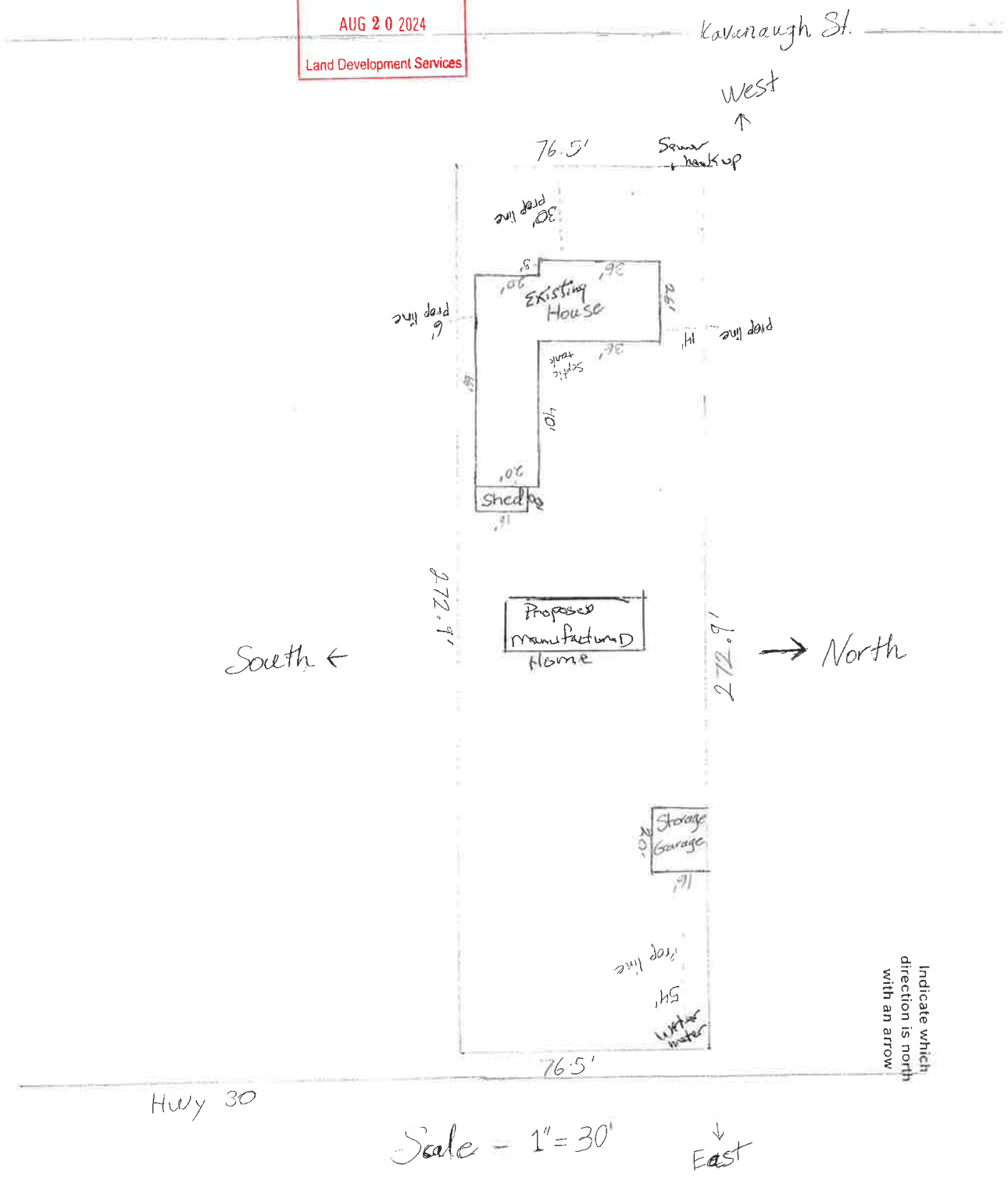
OWNER NAME: _____	Map and Taxlot #: _____	APPLICANT NAME: _____
PHONE #: _____	_____	PHONE #: _____
ADDRESS: _____	_____	ADDRESS: _____
_____	Scale: 1" = 30'	_____

NOTICE: The applicant is ultimately responsible for completing new work in accordance with this site plan once approved. Approval of construction inspections shall not be construed as approval of work not in accordance with this site plan. Work that deviates from this site plan shall be formally documented and approved through submission of a site plan amendment prior to commencing such work.

RECEIVED

AUG 20 2024

Land Development Services



Indicate which direction is north with an arrow

Suggestion Boxes

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
4/10/24	The library was a crucial element in my upbringing. I can honestly say that if it wasn't for the love of reading, I wouldn't be here today.	None	No	D.P.	Great	10/2/24	Library Director Suzanne Bishop	N/A	10/2/24
4/13/24	Single working mom who used services all the time kids were growing up. No home computer. No cable. Checked out videos. Kids are now in college. I still use the computer for my needs and printing services. Love all the classes, events, opportunities for all ages. Staff members rock!	None	No	Kelli M.	Excellent!	10/2/24	Library Director Suzanne Bishop	N/A	10/2/24
7/15/24	Very professional people and setting. Appreciate secure computer network and quiet work environment.	More of a heads up before computer logs off and work is lost.	No	Ryan R.	Great	10/2/24	Library Director Suzanne Bishop		
7/17/24	Before I moved here from California, I stalked the library website and it looked so great I moved here.	None	No	R.A.	Great	10/2/24	Library Director Suzanne Bishop	N/A	10/2/24

City Hall – 1st Floor Lobby/ Council Chambers Lobby/Utility Billing & Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None