

# **CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT**



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

**Date:** 11.22.2019

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—MISC.**

Responded to a county referral at 2125 Gable Road. **See attached.**

I was hoping to start working on the Development Code amendments related to residential beyond duplexes as was completed this year. The Thanksgiving holiday season is a traditional time to start such an effort. Unfortunately, not this year. Fingers crossed the Christmas season will allow a jump start in that effort.

## **DEVELOPMENT CODE ENFORCEMENT**

In the June, July and October department reports, I mentioned an unlawful structure case on the 400 Block of Greycliffs Drive. The person responsible has now been before the judge with a court mandate timeline of compliance by Dec. 2<sup>nd</sup>.

In the July, August and September department reports, I mention 264 N. Columbia River Highway. Due to no proactive efforts towards compliance from the tenant or owner, I asked code enforcement to get involved. The activity lacks both a business license and land use permitting, amongst other issues.

As a tool for certain enforcement actions, I am looking at using a provision that allows discontinuance of water service. Attempting to consult with legal counsel.

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

November 9, 2021 meeting (outcome): The Commission held public hearing for three annexations and recommended approval of all to the Council.

December 14, 2021 meeting (upcoming): Two public hearings are scheduled. One is for an annexation of property on the corner of US30 and First Street (by Les Schwab Tires). The other is for a Variance to allow a residential accessory structure larger than the normal maximum size at 2705 Columbia Boulevard.

If we are lucky, the Commission will discuss the outcome of the Planning Commission Interview Committee's candidate interviews for the vacancy we have. The deadline for potential applicants was November 19, 2021 and we received a few. We'll see if we can manage

interviews in a short timeframe with the holiday season; otherwise, this may need to be on a 2022 agenda for the Commission.

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

Quarterly data updates this month.

Our City Engineer was spearheading the 2021 Aerial Imaging and GIS Update Request for Proposal (RFP) (Dec. 2<sup>nd</sup> deadline) and abruptly retired this month. I assumed some involvement, but the vacancy of that position will increase my level of involvement. Glad this is starting though; we've been talking about it for YEARS. There have been several inquiries about the RFP so many proposals are anticipated.

## **ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY**

The Council authorized infrastructure, etc. planning for "phase 1" of the parcellation plan for this property at their November 17, 2021 regular session.

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

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES  
Planning Division  
COURTHOUSE  
ST. HELENS, OREGON 97051  
Phone: (503) 397-1501 Fax: (503) 366-3902

October 20, 2021

REFERRAL AND ACKNOWLEDGMENT

To: City of St. Helens

NOTICE IS HEREBY GIVEN that Nicolas Vipond, representing Waste Connections, Inc. has submitted an application for a Design Review to install a 312 square foot prefabricated office trailer with stairs as accessory to the existing use. The subject property is located at 2125 Gable Rd. The subject property is zoned Light Industrial (M-2). The site contains 1.15 acres and is identified as Tax Map No. 4109-BB-01900. DR 21-05

THIS APPLICATION IS FOR: (X) Administrative Review; ( ) Planning Commission, Hearing Date:

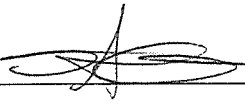
PLEASE RETURN BY: November 1, 2021

Planner: Ginger Davidson

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: PROPOSAL IS OK. AGREE THAT SMALL OFFICE IS AN ACCESSORY USE TO THE EXISTING PRINCIPAL USE OF THE SUBJECT PROPERTY. SEE ATTACHED FOR ADDITIONAL INFO.

Signed:  Printed Name: JACOB GRAFCHEN  
Title: CITY PLANNER Date: OCT. 27, 2021



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** Ginger Davidson, Planner, Columbia County  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Columbia County file DR 21-05  
**DATE:** October 27, 2021

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### **Zoning/Comprehensive Plan Designation:**

The subject property has a city Comprehensive Plan designation of Unincorporated Light Industrial. If annexed, the property would be zoned Light Industrial (LI).

Equipment/vehicle repair and storage is a permitted use in the city's LI zoning district.

The present use noted by the applicant on the county's General Land Use Permit application notes "commercial – vehicle repair facility." The property is also used for storage too (e.g., waste containers and portable privies). An observed use technicality.

### **City Utilities:**

City public water main is within abutting rights-of-way and available if needed.

City public sanitary sewer is not immediately available but if needed, a gravity sanitary sewer line could be extended southwesterly (500+ feet) to serve the site.

Connection to a city utility will require a consent to annex into the city of St. Helens.

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES

COURTHOUSE  
230 STRAND  
ST. HELENS, OREGON 97051  
(503) 397-1501

192-21-000225-PLNG

General Application

No. DR 21-05 File

GENERAL LAND USE PERMIT APPLICATION

TYPE OF PERMIT:

\_\_\_\_ Zone Change  
\_\_\_\_ Temporary Permit  
X Site Design Review  
\_\_\_\_ Resource Management Plan

Other: \_\_\_\_\_

APPLICANT: Name: Nicholas Vipond

Mailing address: 1500 SW 1st Avenue, Suite 240, Portland, OR 97201

Phone No.: Office 503-932-3002x123 Home \_\_\_\_\_

Email: nicholasv@livermoreAE.com

Are you the \_\_\_\_\_ property owner? X owner's agent?

PROPERTY OWNER: \_\_\_\_\_ same as above, OR: Michellec@wasteconnections.com

Name: Waste Connection, INC. attn. Yuta Naganuma

Mailing Address: 501 SE Columbia Blvd. Vancouver WA 98661

Email: yuta.naganuma@wasteconnections.com 360-216-9263

PROPERTY ADDRESS (if assigned): 2125 Gable Road, St. Helens, OR 97051

TAX ACCOUNT NO.: 4109-BB-01900 Acres: 1.15 Zoning: M-2 (light industrial)

\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

\_\_\_\_ Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

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

Use:

Approx. Acres

Commercial - Vehicle Repair Facility

\_\_\_\_\_  
Total acres (must agree with above): \_\_\_\_\_

General Application

File  
No. \_\_\_\_\_

**PROPOSED USES:**

No Change to existing use. Proposed installation of 312sf prefabricated office trailer, ramp, and stair  
as accessory to existing use.

**WATER SUPPLY:**

Unknown. No change to  
existing plumbing or sanitary.

\_\_\_\_ Private well. Is the well installed? \_\_\_\_  
Yes \_\_\_\_ No

\_\_\_\_ Community system.

Name \_\_\_\_\_

**METHOD OF SEWAGE DISPOSAL:**

\_\_\_\_ Community Sewer. Name \_\_\_\_\_  
☒ Not applicable.  
\_\_\_\_ Septic System.

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

If no, is the property approved for a 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>
4109-BB-01800	1.14	_____
4109-BB-02000	0.56	_____
_____	_____	_____

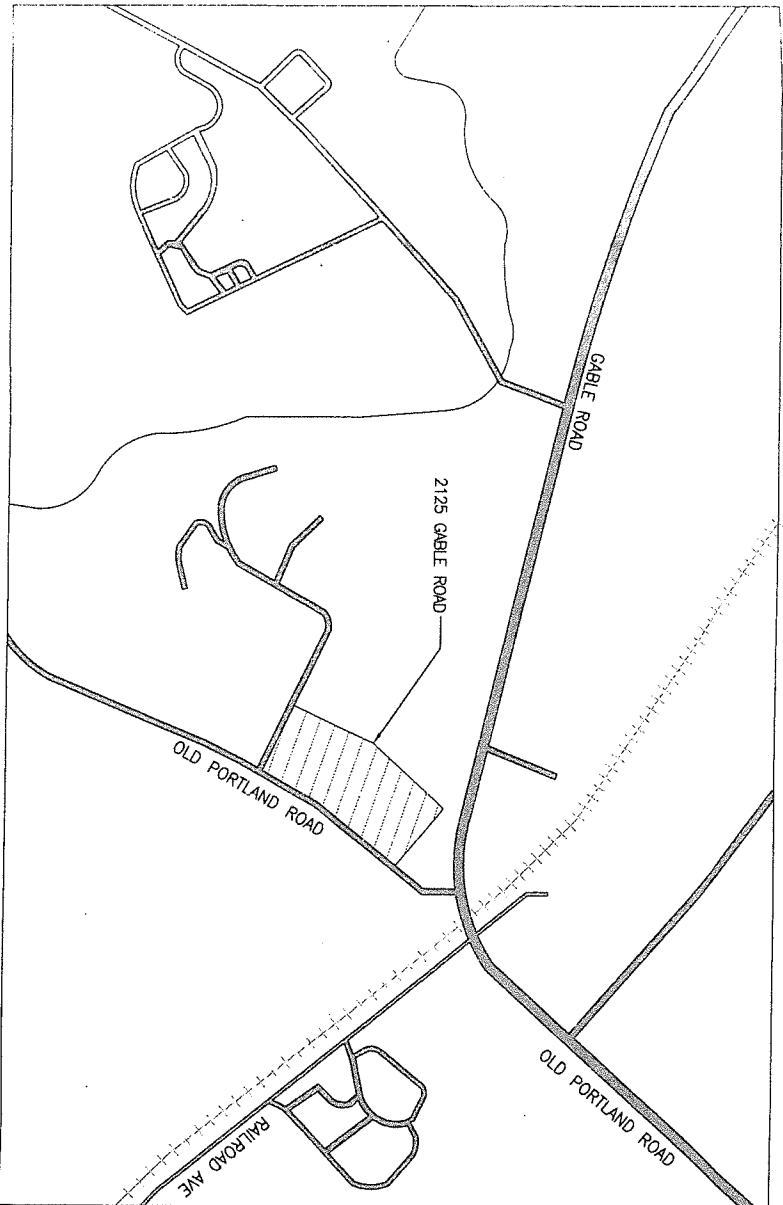
**CERTIFICATION:**

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.

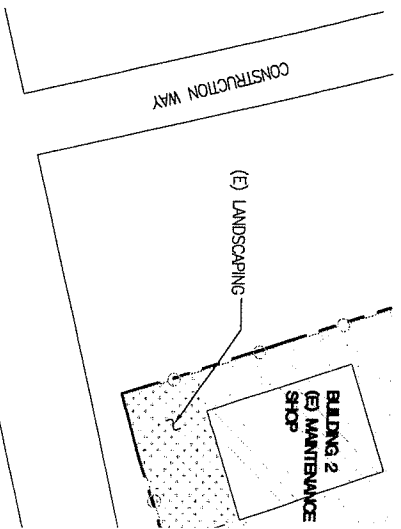
Date: 05/17/2021 Signature: Nicholas Vipond



**NOTE:** Please attach an accurate and detailed plot plan, including property lines, existing and proposed structures, location of septic tank and drain field, farm - forest areas, large natural features



NORTH  
 1 VICINITY MAP  
 T101 NOT TO SCALE



**GENERAL NOTES**

- THE CONTRACTOR SHALL HAVE A FULL SET OF THE PROJECT SITE AT ALL TIMES
- ALL WORK SHALL COMPLY WITH THE LOCAL JUR
- THE CONTRACTOR SHALL VERIFY ALL EXISTING C WORK PRIOR TO THE START OF CONSTRUCTION

GENERAL	
ACCOUNT NUMBER	
MAP TAXLOT NUMBER	
ZONING	
SITE AREA	

GENERAL	
EXISTING BUILDING 1 FOOT PRINT	
EXISTING BUILDING 2 FOOT PRINT	
PREFABRICATED OFFICE TRAILER FOOT PRINT	

TRUE PLAN  
 NORTH NORTH  
 2 SITE PLAN  
 T101 1" = 40'-0"

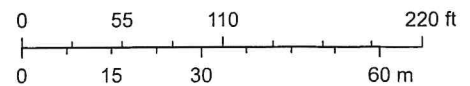


# DR 21-05, Aerial Map



5/20/2021, 10:42:17 AM

1:1,200



- Override 1
- Taxlots
- Sections
- Township & Range
- City Limits
- Railroads
- Minor Roads
- Arterial Roads
- Oregon State Aerial - 2018
- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3

Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Framework Implementation Team, Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c)



ED SUBMITTALS

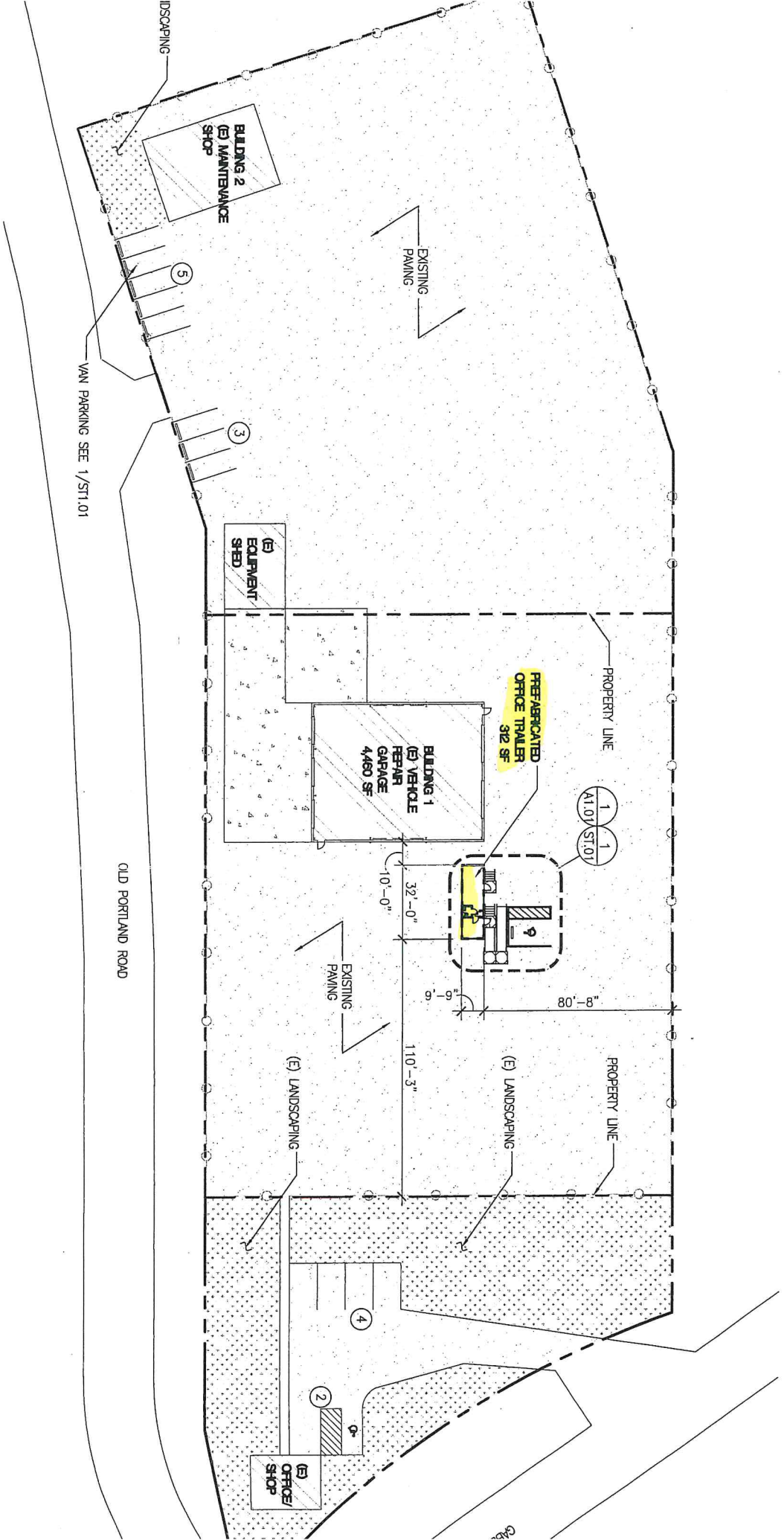
ITEMS ARE DEFERRED SUBMITTALS TO BE SUBMITTED TO THE AUTHORITY HAVING JURISDICTION AT A

ED METAL RAMP AND STAIR (OTHERS)

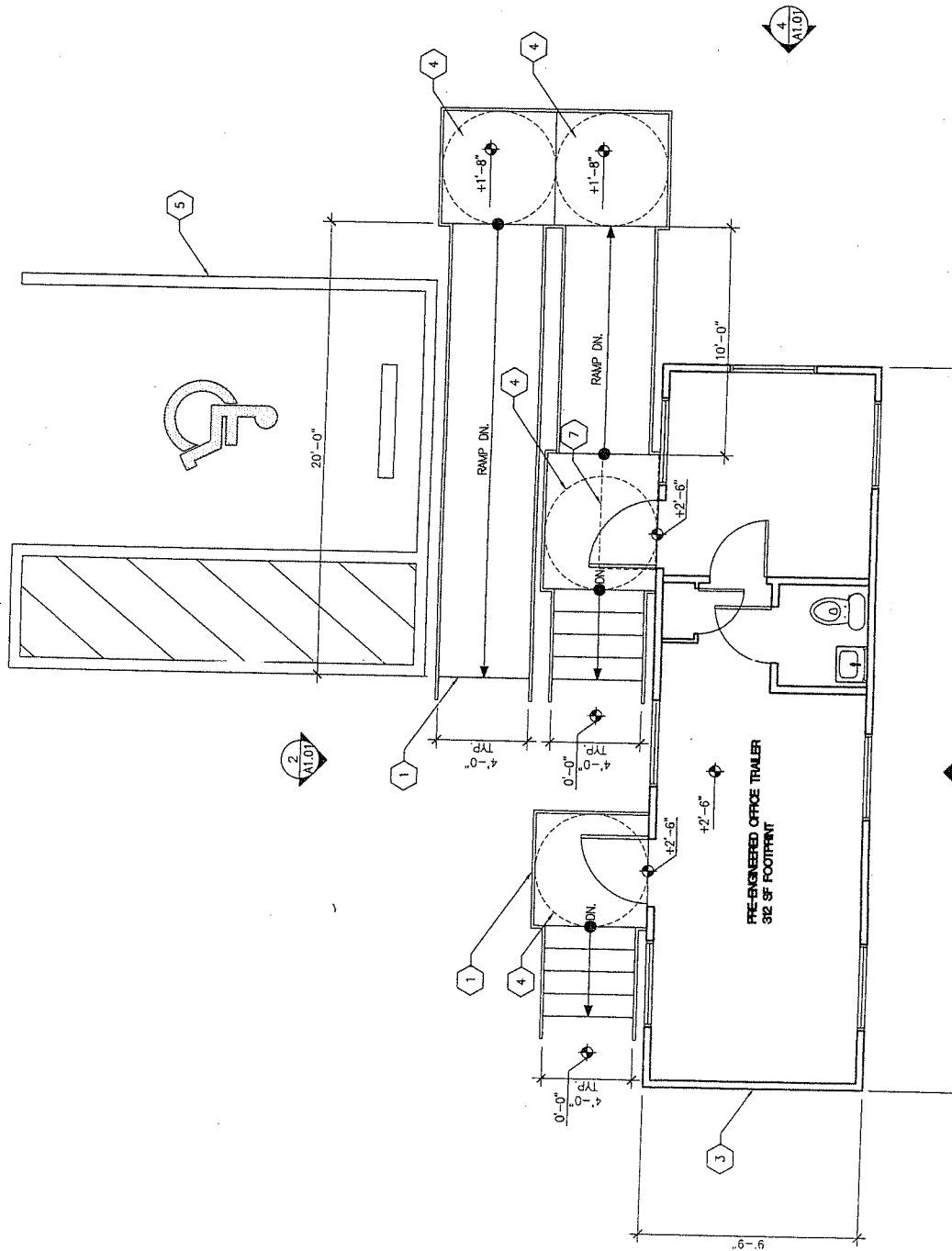
ED "BY CONTRACTOR," CONTRACTOR SHALL PROVIDE COMPLETE DESIGN DRAWINGS AND STAMPED BY A LICENSED ENGINEER. DRAWINGS SHALL BE SUBMITTED TO ARCHITECT FOR REVIEW. BY THE ARCHITECT CONTRACTOR SHALL BE RESPONSIBLE FOR SUBMITTING DRAWINGS AND TO THE AUTHORITY HAVING JURISDICTION AND FOR ANY REQUIRED PLAN CHECK OR PERMIT FEES.

LIVERMORE ARCHITECTURE & ENGINEERING, INC. STRUCTURAL

CONTACT: GARY LIVERMORE, P.E., ARCHITECT  
1500 SW FIRST AVE, SUITE 240  
PORTLAND, OR 97239  
PHONE: (503) 892-3002  
EMAIL: gary@livermorede.com



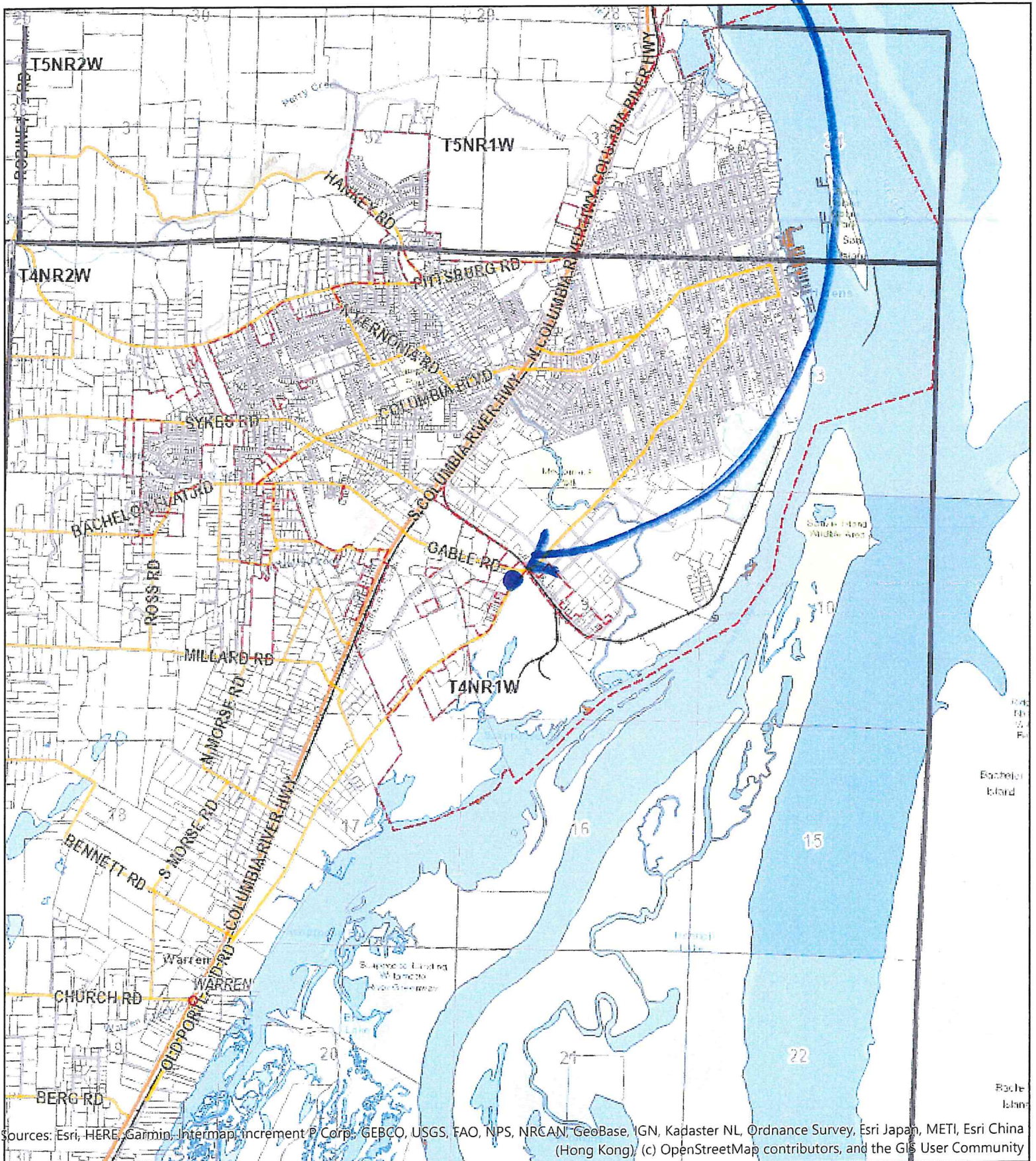
- 2 5'-0" MINIMUM STAIR AND RAMP
- 3 9'-9" WIDE X --SEE DRAWING
- 4 5'-0" MINIMUM
- 5 VAN ACCESSIBLE
- 6 FOUNDATION SKI
- 7 4'-0" X 5'-0"







# DR 21-05, Vicinity Map



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

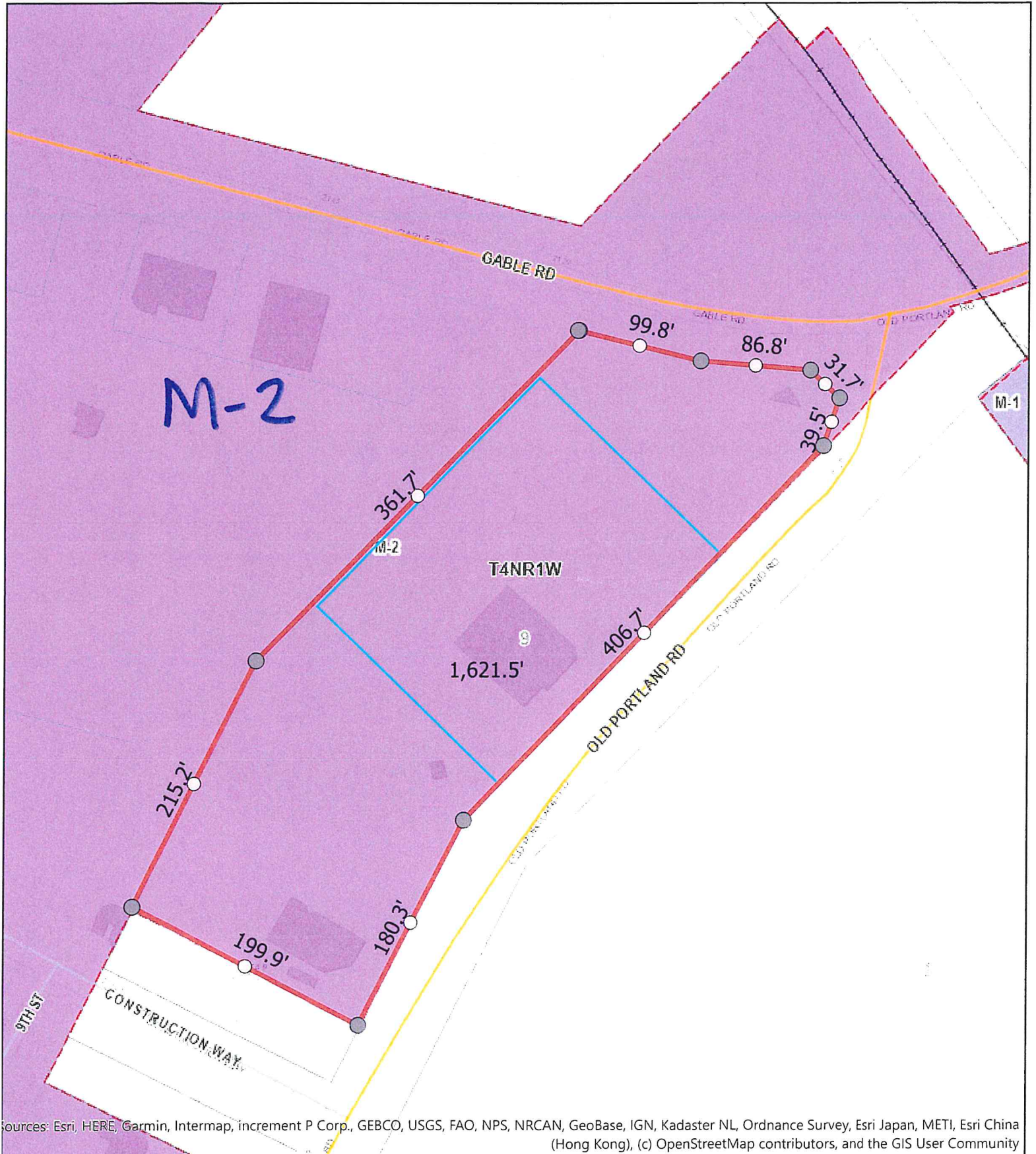
5/20/2021 10:49 AM

**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



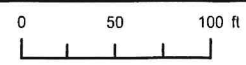


# DR 21-05, Zoning Map



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

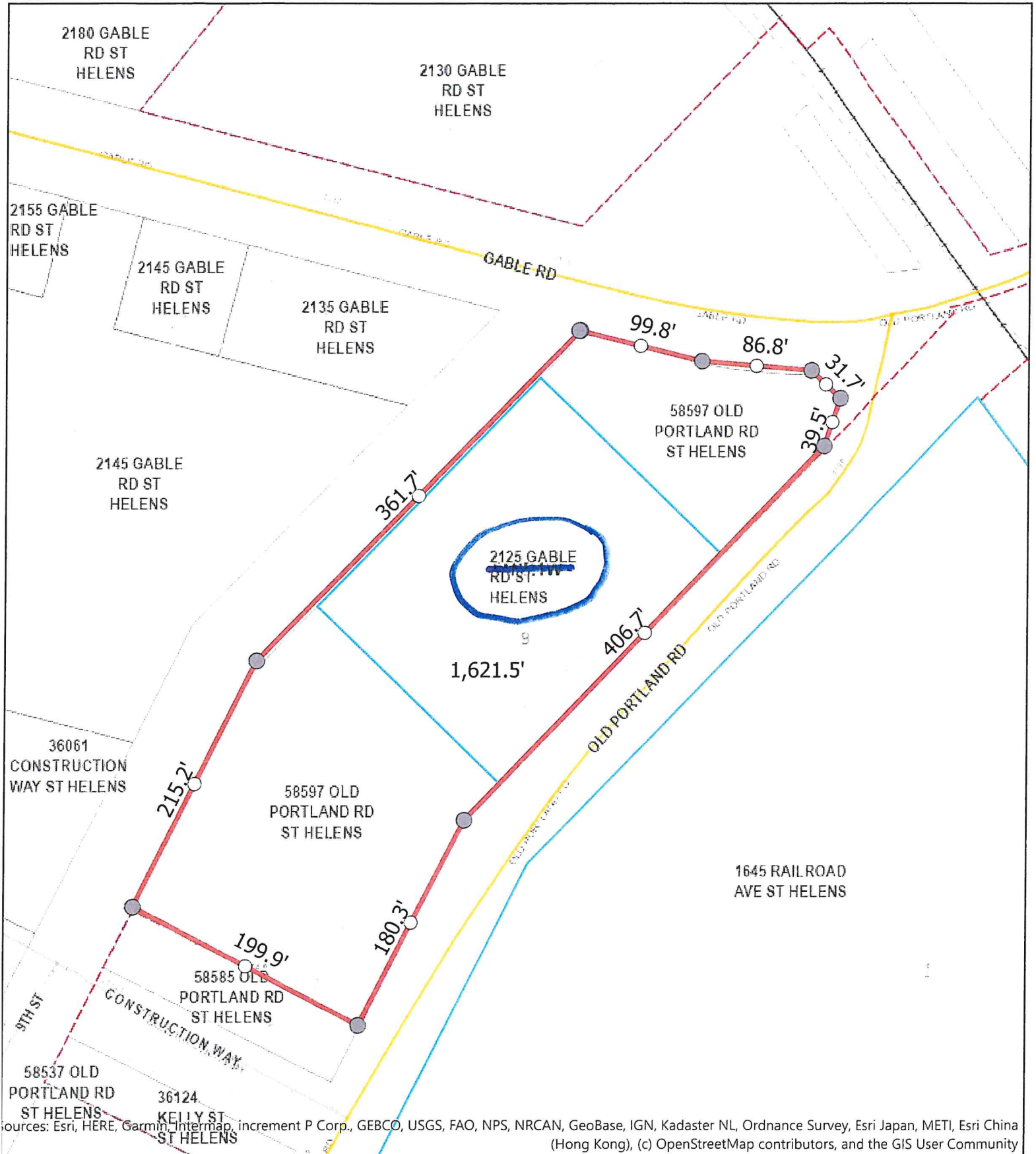
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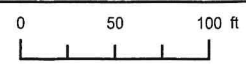


# DR 21-05, Address Map



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

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**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** November Planning Department Report  
**Date:** Monday, November 22, 2021 10:54:18 AM

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Here are my additions to the November Planning Department Report.

## **GRANTS**

1. **OPRD - Local Government Grant – Campbell Park Improvements** - 6-month grant extension granted for the COVID-19 related delay of court surfacing materials. New deadline is April 2022. Concrete pad poured. Waiting on dry weather for PW to finish grading of stormwater area (plants ordered and pick up, soil delivered). Fencing is up. Basketball hoops installed. Surfacing materials arrived and is waiting at warehouse for installation.
2. **CDBG- Columbia Pacific Food Bank Project** – JH Kelly continuing \$1.6 million construction bid. Tracking all requests for information and submittals to ensure questions are answered. Received approval from state for ~16 Change Orders. Will need to submit a final budget amendment and timeline extension. Delay is mostly due to # of Change Orders and COVID-19 relayed lead times for construction materials. Deadline is Dec 31, 2021, but may be granted a 6-month time extension by the state.
3. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Worked through change to schedule to allow an additional year for bidding the project to allow the County to replace a culvert which collapsed in 2020 during a heavy rainstorm. New schedule has bidding of the project in January 2022, with construction occurring Summer 2022.
4. **Business Oregon – Infrastructure Finance Authority** – Application for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Contracting is underway.
5. **Oregon Watershed Enhancement Board (OWEB)** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5<sup>th</sup> Street trail and Nob Hill Nature Park. Continued tracking all in-kind contributions from the City on this effort. Assisting with property line dispute with an abutting property owner. Meeting on site in December.
6. **Certified Local Government – Historic Preservation Grant Program** – Letters went out to eligible property owners on 5/24 announcing that there is \$12k available with a 1 to 1 match requirement and a grant deadline of 7/26. Only 1 incomplete application received, so Plan B work plan is for the City's Court/Utility Billing exterior roof and cornice work. Worked with SHPO on work plan and began working through scope with contractors to begin soliciting direct bids. Site visit from 2 contractors so far. Notice to proceed from SHPO received on 11/1. Bids are forthcoming.
7. **Technical Assistance Grant with the Oregon State Marine Board** - To assist with design and permitting of an in-water facility at Grey Cliffs Park. Preliminary conversations for the project include an accessible non-motorized floating boat launch dock with a separate area designated for fishing. Coordinated survey work to be conducted by OSMB the week of 8/23. A more detailed contract will be drafted for review and approval by Council for

the assistance.

8. **US Economic Development Administration (EDA) funding** – Working with Rachael Barry and Ayreann (COLPAC) on 10/26 to discuss potential federal funding sources for transportation and utility infrastructure to and within the SHIBP.

## **PROJECTS & MISC**

9. **Riverwalk Design/Engineering (OPRD Grants x2)** – Held our 4<sup>th</sup> TAC meeting on 11/10 focusing on 30% design for the entire Riverwalk. Added an archeological survey to the scope based on tribal feedback. Preparing materials and planning for Open House on 12/15 at the Recreation Center focused on 30% design feedback.
10. **Riverfront Streets/Utilities Design/Engineering** – Held two meetings related to “Work Order 1” amendment which added Cowlitz Street extension and Strand near the courthouse. Working on developing a phased approach for construction based on 30% and 60% cost estimates. 100% design work still anticipated to be complete 1/3/22.
11. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design (Phase I)** – Scope of work and fee is being refined with Mackenzie before going to Council for approval on 11/17.
12. **Millard Road City-Owned Property Request for Proposals** - RFP closed on 6/11. At the 6/16 Council meeting, Council requested an interview/presentation from Atkins & Dame, Inc. Staff has continued work with Atkins & Dame designer to refine the design and reduce the number of code exceptions/variances proposed in the design. Council directed staff to work through terms with Atkins & Dame.
13. **Waterfront Video Project** – Attended regular meetings with production team. Helped coordinate interviews and filming sessions with the production team. Continued review of preliminary/draft videos of interviews and overall video edits.
14. **Special Session for Council on Transportation Plans and Urban Renewal** – Assisting John with a 1/05 Council Special Session meeting. Began organizing an agenda, presentation, and presenters for this meeting.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

**Please note new email address:** [jdimsho@sthelensoregon.gov](mailto:jdimsho@sthelensoregon.gov)

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

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**Please note new email address:** [jdimsho@sthelensoregon.gov](mailto:jdimsho@sthelensoregon.gov)