



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: July 20, 2022

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Planning Division Report attached.

Business Licenses Report(s) attached.

# CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

**Date:** 07.01.2022

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 a potential subdivision, etc. development that could result in around 20 lots on property just south of the Elk Ridge Estates Subdivision. We had a similar meeting for this property in 2019 with discussions dating as far back as 2016. The new issue since the previous meetings are the sanitary sewer limitations now know given our recently adopted sanitary sewer master plan.

Attended a Columbia County pre-application meeting for a proposal for the Port of Columbia County's proposed 10,000+ s.f. new maintenance building along Old Portland Road by property addressed as 58240 Old Portland Road.

Associate Planner Dimsho conducted a pre-application meeting for a potential new indoor skatepark at 1271 Columbia Blvd.

## **PLANNING ADMINISTRATION—MISC.**

CRFR has started to inquire about developing an area of land under its ownership that came from Boise Cascade. Provided some basic info about developing the property. The 1989 property conveyance is unusual in that there is no city partition file on record, which would have been required at the time and it includes a "right of reverter: clause that says if no fire related use or written development plans for continued use, then the property reverts back to the grantor (Boise Cascade) or its successor (City of St. Helens).

The Planning Department's final inspection conducted for the conex box 8-plex along S. 7<sup>th</sup> Street by 6<sup>th</sup> Street Park.

Popeyes Louisiana Kitchen final inspection conducted. I can finally clean out my Violette's Villa Outlook file! I have emails going back to 2012 for this!!

The site improvements for the city's new recreation facility at 2625 Gable Road, as required by Conditional Use Permit CUP.1.21, are completed except for the path connecting to the SHHS property. We are delaying that until the school district's path to Alexandra Lane is installed. The path on the school property is included on the plans for the high school renovation, so everything is properly forecast.

## **DEVELOPMENT CODE ENFORCEMENT**

The “old” Barlow Bikes and Boards suite at 315 S. Columbia River Highway has some potential issues with illegitimate addressing and use. Both the Building Official and I have made contact with the owner and some tenants.

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

June 14, 2022 meeting (outcome): The review of the potential public right-of-way vacation at the intersection of N./S. 1<sup>st</sup> Street and Columbia Boulevard including much public testimony, and the commission did conclude their recommendation. Council will see this in August. The Commission confirmed the final version of their new Proactive Procedures and had some other discussions about emails and quorums, ACSP and the new conex box 8-plex on city owned property at 245 N. 7<sup>th</sup> Street.

*As the Historic Landmarks Commission*, they consider the architecture proposed for a new sanitary sewer pump station house on the city’s waterfront property (vener property).

July 12, 2022 meeting (upcoming): This will be another a long meeting. The commission has three public hearing: Planned Developed (overlay zone) and Subdivision for the Comstock property, and a wall/fence height Variance.

Discussions about ACSP, the new conex box 8-plex on city owned property at 245 N. 7<sup>th</sup> Street, and the final plat for the Columbia Commons commercial subdivision are also on the agenda.

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

We are starting to receive new data for our aerial photo and data updates. As of the date of this report I have not reviewed.

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

We had another meeting with our consultants and PGE about PGE’s new substation and all of the moving parts (permits and other things that need to happen).

## **SAND ISLAND**

After about a year since the Site Development Review and some back and forth with the designer over flood Elevation Certificate and tree information, we finally received a building permit for the six cabins and two picnic shelters last month. I was able to review and sign-off on this, this month.

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** June Planning Department Report  
**Date:** Friday, July 1, 2022 2:41:33 PM

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Here are my additions to the June Planning Department Report.

## GRANTS

1. **CDBG- Columbia Pacific Food Bank Project** – Contract completion deadline was 6/30. JHK submitted final invoicing. Working with COLPAC to process final report paperwork for CDBG. Final disbursement request from state is anticipated in July. Final Occupancy is pending work items in progress. 7/20 scheduled 2<sup>nd</sup> Public Hearing for project closeout.
2. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Held meeting on 5/26 to review 60% design. Submitted quarterly Report on 6/1. Bidding is anticipated late Fall 2022 with construction in Spring/Summer 2023. Amendment approved to push completion deadline from November 2022 to February 2024.
3. **Business Oregon – Infrastructure Finance Authority** – Contract documents finalized. Will submit first reimbursement once design work is complete and Riverwalk/Streets & Utilities projects are out to bid. Held a joint Riverwalk/Streets & Utilities project financing meeting to discuss loan budget on 6/27.
4. **Technical Assistance Grant with the Oregon State Marine Board** - To assist with design and permitting of an in-water fishing dock and paddlecraft launch facility at Grey Cliffs Park. Feedback summarized submitted to OSMB to move forward. They would like to hire their permit specialist before starting moving this project forward. Hiring is anticipated in August 2022.

## PROJECTS & MISC

5. **Riverwalk Project (OPRD Grants x2)** – Columbia View Park expansion land use process completed! Parks & Rec. Comm reviewed 60% design at their June 13 meeting. Staff review of 60% is in process. Will review all comments and cost estimates at the upcoming TAC meeting scheduled for July 19. Stage and covered structure will require Architectural review before the PC, but this will likely occur at the building permitting stage (anticipated in the early fall). Submitted letter of support for the NPS (and subsequently the LWCF) to be included in a 6-month exemption from Buy America/Build America Program. This could have major financial impacts to our funding source for the Riverwalk if we are subjected to Buy America/Build America requirements.
6. **Riverfront Streets/Utilities Design/Engineering** – Pump station SDR approved by staff and reviewed by PC at their June 14 meeting. Streets/Utilities Project went to bid on 6/30, with mandatory pre-bid meeting on 7/19 and bid opening on 8/2.
7. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design**– Work Order 1 approved - 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. 2nd meeting with PGE to further sub-station facility design held on 6/30. Anticipated land use applications include: CUP for sub-station facility, SDRm for modifications to mill site (impacts to parking lot, buildings, access, etc), Partition for the land division, and Sensitive Lands permitting for transmission lines which may impact wetlands or riparian areas/protection zones. Preparing for a pre-application meeting with

Mackenzie and PGE to prepare for these applications. Goal is for PGE to be able to buy the parcel from the City.

8. **Nob Hill Nature Park Map** – Portland Community College student finished final map.  
Printed for lamination at the NHNP kiosks.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

[jdimscho@sthelensoregon.gov](mailto:jdimscho@sthelensoregon.gov)

PACKET: 00383 061022 License Approvals 061022 License Approvals  
SEQUENCE: Contact

Signature: *[Handwritten Signature]*  
Date: *6-10-22*

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00234	1/01/22- 1/01/23	*BELOW ZERO	FOODCART FOOD TRUCK	0.00
00176	1/01/22-12/31/22	*HOLMES HEATING & COOLING	CONTMECH CONTRACTOR-MECHANICA	0.00
00900	4/16/22- 4/16/23	*JUAN'S YARD MAINTENANCE	LANDSCAP LANDSCAPING	0.00
00040	7/25/22- 7/25/23	*ZAMBUKI LLC	MARKETIN MARKETING	0.00
01106	6/06/22- 6/06/23	AMAN & KAMAL LLC	GASSVCS GAS/SERVICE STATION	0.00
01107	6/06/22- 6/06/23	AMAN & KULWINDER LLC	GASSVCS GAS/SERVICE STATION	0.00
00208	1/01/21-12/31/21	AMERICAN TIRE INC	WHOLESALE WHOLESALE	0.00
01108	6/06/22- 6/06/23	C & M RENOVATIONS	FENCE FENCE	0.00
00923	5/20/22- 5/20/23	COLLSON FANCHON	2NDHAND 2ND HAND DEALER/PAWN	0.00
00945	6/18/22- 6/18/23	DARLING INGREDIENTS	DELIVERY DELIVERY SERVICE	0.00
00915	5/04/22- 5/04/23	FAMILY VISION OF OREGON	OPTOMETR OPTOMETRY	0.00
00454	1/27/22- 1/27/23	FELTONS HEATING & COOLING INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00036	7/11/22- 7/11/23	FISK COMMUNICATIONS CONT INC	CONTMISC CONTRACTOR-MISC.	0.00
01103	5/26/22- 5/26/23	FLORI CONSTRUCTION INC.	CONTCOCON CONTRACTOR-CONCRETE	0.00
00924	5/21/22- 5/21/23	GALE CONTRACTOR SERVICES	CONTINSU CONTRACTOR-INSULATIO	0.00
00907	4/28/22- 4/28/23	H.M. RENTALS (COMMERCIAL)	RENTCOMM RENTAL - COMMERCIAL	0.00
00908	4/28/22- 4/28/23	H.M. RENTALS (RESIDENTIAL)	RENTRESI RENTAL - RESIDENTIAL	0.00
00281	1/01/21-12/31/21	HALLOWS PIZZA LLC	FOODCART FOOD TRUCK	0.00
00636	2/23/21- 2/23/22	HUBBARD CONSTRUCTION CORP	CONTGEN CONTRACTOR-GENERAL	0.00
00956	7/15/22- 7/15/23	JAMES E JOHN CONSTRUCTION CO	CONTGEN CONTRACTOR-GENERAL	0.00
00495	6/01/22- 6/01/23	JB INSULATION	CONTMISC CONTRACTOR-MISC.	0.00
00445	1/27/22- 1/27/23	LOY CLARK PIPELINE CO	CONTMISC CONTRACTOR-MISC.	0.00
00292	1/01/21-12/31/21	MAILBOXES NORTHWEST	MAIL MAIL ORDER	0.00
00008	6/04/22- 6/04/23	MCCALLUM ROCK DRILLING INC	CONTMISC CONTRACTOR-MISC.	0.00
00949	7/01/22- 7/01/23	N.W.O.H.A	RENTAPT RENTAL - APARTMENTS	0.00
00028	7/03/22- 7/03/23	NW BLUE SKY INC	CONTPLUM CONTRACTOR-PLUMBING	0.00
00944	6/18/22- 6/18/23	PACIFIC BELLS LLC/TACO BELL	RESTAURA RESTAURANT	0.00
00157	1/01/21-12/31/21	PACIFIC STAINLESS PRODUCTS	MANUF MANUFACTURING	0.00
00824	3/12/22- 3/12/23	PAM POWELL RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00962	7/31/22- 7/31/23	PANTHEON COMICS & GAMES	RETVARI RETAIL - VARIETY	0.00
00925	5/21/22- 5/21/23	PAPARAZZI ACCESSORIES	MISC MISCELLANEOUS	0.00
00288	1/01/21-12/31/21	PNW METAL RECYCLING INC	SANITATI SANITATION	0.00
00929	5/29/22- 5/29/23	QUIET HEART COUNSELING LLC	COUNSEL COUNSELING	0.00
00847	3/13/22- 3/13/23	R & D PROPERTIES	RENTRESI RENTAL - RESIDENTIAL	0.00
00883	4/01/22- 4/01/23	RY INDUSTRIES LLC	MARIJUAN MARIJUANA	0.00
00295	1/01/21-12/31/21	SOLAGEN INCORPORATED	MANUF MANUFACTURING	0.00
00003	5/31/22- 5/31/23	ST HELENS PLACE APARTMENT HOME	RENTAPT RENTAL - APARTMENTS	0.00
00926	5/21/22- 5/21/23	STANLEY CONVERGENT SEC. SOL.	SECURITY SECURITY	0.00
00889	5/01/22- 5/01/23	STEBBINS ENGINEERING & MFG CO	CONTMISC CONTRACTOR-MISC.	0.00
00884	4/01/22- 4/01/23	STEINKE REBECCA	2NDHAND 2ND HAND DEALER/PAWN	0.00
00206	1/01/21-12/31/21	STORAGE PAL LLC	STORAGE STORAGE UNITS	0.00
00733	4/01/22- 4/01/23	T&L COMMUNICATIONS, INC.	CONTMISC CONTRACTOR-MISC.	0.00
00609	2/18/22- 2/18/23	THE LIBRARY CORPORATION	MISC MISCELLANEOUS	0.00
00752	3/11/22- 3/11/23	THE MEADOW HOUSE	2NDHAND 2ND HAND DEALER/PAWN	0.00
00952	7/08/22- 7/08/23	THE SHERWIN-WILLIAMS CO #1996	RETVARI RETAIL - VARIETY	0.00
00323	2/01/22- 2/01/23	THERAPEUTIC ASSOCIATES-SH PT	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
01104	5/26/22- 5/26/23	TOSCHI STEVE	RENTRESI RENTAL - RESIDENTIAL	0.00
00917	5/04/22- 5/04/23	TYGO, LLC	REALEST REAL ESTATE	0.00
00198	1/01/21-12/31/21	US PIPE FRABICATION	MISC MISCELLANEOUS	0.00
00840	3/13/22- 3/13/23	WORLD WIDE ATM LLC	CONTMISC CONTRACTOR-MISC.	0.00

PACKET: 00383 061022 License Approvals 061022 License Approvals

SEQUENCE: Contact

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	3	0.00
CONTCONC CONTRACTOR-CONCRETE	1	0.00
CONTGEN CONTRACTOR-GENERAL	2	0.00
CONTINSU CONTRACTOR-INSULATIO	1	0.00
CONTMECH CONTRACTOR-MECHANICA	2	0.00
CONTMISC CONTRACTOR-MISC.	7	0.00
CONTPLUM CONTRACTOR-PLUMBING	1	0.00
COUNSEL COUNSELING	1	0.00
DELIVERY DELIVERY SERVICE	1	0.00
FENCE FENCE	1	0.00
FOODCART FOOD TRUCK	2	0.00
GASSVCS GAS/SERVICE STATION	2	0.00
LANDSCAP LANDSCAPING	1	0.00
MAIL MAIL ORDER	1	0.00
MANUF MANUFACTURING	2	0.00
MARIJUAN MARIJUANA	1	0.00
MARKETIN MARKETING	1	0.00
MISC MISCELLANEOUS	3	0.00
OPTOMETR OPTOMETRY	1	0.00
PHYSICIA PHYSICIAN/HEALTH CAR	1	0.00
REALEST REAL ESTATE	1	0.00
RENTAPT RENTAL - APARTMENTS	2	0.00
RENTCOMM RENTAL - COMMERICAL	1	0.00
RENTRESI RENTAL - RESIDENTIAL	4	0.00
RESTAURA RESTAURANT	1	0.00
RETVARI RETAIL - VARIETY	2	0.00
SANITATI SANITATION	1	0.00
SECURITY SECURITY	1	0.00
STORAGE STORAGE UNITS	1	0.00
WHOLESAL WHOLESALER	1	0.00
TOTAL ALL CODES:	50	0.00

PACKET: 00383 061022 License Approvals 061022 License Approvals

SEQUENCE: Contact

\*\*\* 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 \*\*

PACKET: 00397 07/06/22 Bus License Approvals 07/06/2022 Approvals

SEQUENCE: Contact

Signature: [Handwritten Signature]  
Date: 7/7/22

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
01105	6/03/22- 6/03/23	*A MOTHERS TOUCH	HOUSECLE HOUSECLEANING	0.00
00937	6/16/22- 6/16/23	*ALL IN BOOKKEEPING	ACCOUNT ACCOUNTING	0.00
00932	5/29/22- 5/29/23	BETWEEN THE BUN	FOODCART FOOD TRUCK	0.00
01108	6/06/22- 6/06/23	C & M RENOVATIONS	FENCE FENCE	0.00
00877	3/26/22- 3/26/23	CINDY WOOHOO'S	2NDHAND 2ND HAND DEALER/PAWN	0.00
00950	7/08/22- 7/08/23	COLUMBIA RIVER RECEPTION	BANQUET BANQUET/CONVENTION/C	0.00
00914	5/04/22- 5/04/23	DAVIS-RICH PROPERTIES	RENTCOMM RENTAL - COMMERCIAL	0.00
01110	6/13/22- 6/13/23	DBA POPEYE'S 13792	RESTAURA RESTAURANT	0.00
00019	7/03/22- 7/03/23	HAIR JUNKYZ	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00122	1/01/22- 1/01/23	JOHNSTUN INJURY LAW LLC	LAW LAW OFFICES	0.00
00961	8/01/22- 8/01/23	Legacy Telecommunications, LLC	INTERNET INTERNET SERVICES	0.00
00292	1/01/22-12/31/22	MAILBOXES NORTHWEST	MAIL MAIL ORDER	0.00
00545	2/09/22- 2/09/23	NORTH WEST HANDLING SYSTEMS	CONTMISC CONTRACTOR-MISC.	0.00
00953	7/13/22- 7/13/23	ROOF TOPPERS INC	CONTRROOF CONTRACTOR-ROOFING	0.00
00732	3/10/22- 3/10/23	SUNBELT RENTALS INC	DELIVERY DELIVERY SERVICE	0.00
00337	2/01/22- 2/01/23	TFT CONSTRUCTION INC	CONTGEN CONTRACTOR-GENERAL	0.00
00163	1/01/22- 1/01/23	WALGREENS #10056	RETVARI RETAIL - VARIETY	0.00

PACKET: 00397 07/06/22 Bus License Approvals 07/06/2022 Approvals

SEQUENCE: Contact

\*\*\* SELECTION CRITERIA \*\*\*

License Range: thru ZZZZZZZZZZ

License Codes: All

Balance: 9999999999R thru 99999999999

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 \*\*