



## STAFF REPORT (Item Specific)

Meeting Date:	February 4, 2026
Author:	Jacob Graichen, AICP, City Planner
Department:	Community Development
Division:	Planning
Subject:	Final Partition Plat
Type of Item:	Authorization of Mayor's Signature
CC:	City Administrator John Walsh

**Introduction:** A partition at 80 S. 21<sup>st</sup> Street is nearly complete. One of the remaining items are city signatures: one for the Mayor and the other for me.

The request to the Council is authorization of the Mayor's signature.

**Background:** The final plat is the formal document that is ultimately recorded with the County, making the partition official.

In addition to meeting many substantive and technical requirements, the final plat also requires several signatures.

If right-of-way dedication is included, the Mayor's signature is required.

This illustrates the concept and location→

**Staff Analysis:** Staff has determined that all necessary requirements have been met for the purpose of the Mayor signing the final plat.

As of the date this memo is prepared (Jan. 27, 2026) there are still some items needed before I sign the plat, but I want to at least get the Mayor's to keep things moving.

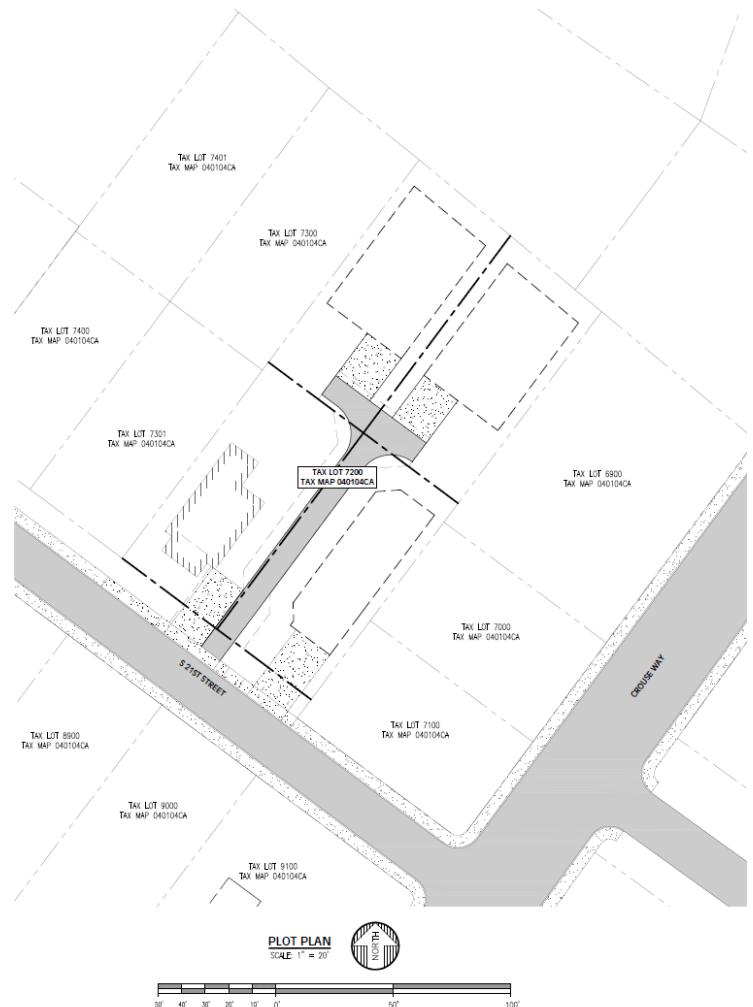
**Budget Impact:** None.

**Alternatives:** Not applicable.

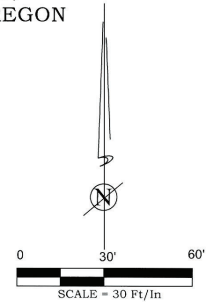
**Requested Action:** Please authorize the Mayor to sign the final plat for this Partition.

### Attachments:

- Copy of final plat to be signed. Note that the actual documents are on archival medium and need an archival ink pen.



PROPERTY LINE ADJUSTMENT &  
PARTITION PLAT NO. \_\_\_\_\_  
INSTRUMENT NO. \_\_\_\_\_  
IN THE SW 1/4 OF SECTION 4,  
T4N, R1W, W.M.,  
CITY OF ST. HELENS,  
COLUMBIA COUNTY, OREGON  
APRIL 1, 2025



MONUMENT NOTES:

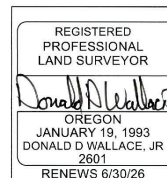
- [1992]  
NE CORNER PARCEL 2, PARTITION PLAT 2007-24  
FOUND A 5/8" IRON ROD WITH A BURNT Y.P.C. PER PARTITION PLAT NO. 2007-24, (HELD)
- [2152]  
FOUND A 2 1/4" ALUMINUM CAP MARKED "AKS ENG" PER CS NO. 5777, (HELD)
- [11111]  
FOUND A 2 1/2" ALUMINUM CAP MARKED "AKS ENG" PER CS NO. 5777, (HELD)
- [11112]  
FOUND A 1 1/4" BRASS DISK MARKED "AKS ENGR" PER CS NO. 5777, (HELD)
- [11113]  
FOUND A 1/2" IRON PIPE PER CS NO. M-51, (HELD)
- [11114]  
FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "BRADY LS 1860" PER CS NO. L-2166, MONUMENT BEARS N 38°23'31" E 1.06' FROM THE NORTH LINE OF VINTAGE FRIENDS LLC TRACT
- [11028]  
SE CORNER PARCEL 1, PARTITION PLAT 2007-24  
FOUND A 5/8" IRON ROD PER PARTITION PLAT NO. 2007-24, MONUMENT LIES S 11°39'37" W 0.13'
- [11029]  
FOUND A 1/2" IRON PIPE, ORIGIN UNKNOWN, AS NOTED ON PARTITION PLAT NO. 2007-24, (HELD)
- [11031]  
FOUND A SMOOTH 5/8" IRON ROD, ORIGIN UNKNOWN, (HELD)
- [11036]  
FOUND A 1/2" IRON PIPE PER CS NO. M-51, (HELD)
- [11041]  
NE CORNER PARCEL 1, PARTITION PLAT 2007-24  
FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "LANDESIGN GROUP LLC" PER PARTITION PLAT NO. 2007-24, (HELD)
- [11043]  
FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "LANDESIGN GROUP LLC" PER PARTITION PLAT NO. 2007-24, (HELD)

REFERENCES:

- SURVEYS  
1 = CS NO. 5777  
2 = CS NO. L-2166  
3 = CS NO. M-51  
4 = PARTITION PLAT NO. 2007-24
- DEEDS  
1 = INSTRUMENT NO. 2005-010694  
2 = INSTRUMENT NO. 2013-009583  
3 = INSTRUMENT NO. 2016-006483  
4 = INSTRUMENT NO. 2017-001230  
5 = INSTRUMENT NO. 2022-04192  
6 = INSTRUMENT NO. 2023-05772  
7 = BOOK 67, PAGE 553 OLD PARCEL 1  
8 = BOOK 71, PAGE 380 OLD PARCEL 2

LEGEND

- FOUND MONUMENT AS NOTED
- SET A 5/8" X 30" IRON ROD WITH A Y.P.C. MARKED "KLS SURVEYING INC."
- [X] MONUMENT POINT NO
- ( ) RECORD SURVEY DATA
- [ ] RECORD DEED DATA
- CS NO. SURVEY NUMBER, COLUMBIA COUNTY SURVEY RECORDS
- Y.P.C. YELLOW PLASTIC CAP
- S.F. SQUARE FEET
- x—x— FENCE



SHEET 1 OF 2

JOB No. CRW-ST. HELENS  
DRAWING NAME: 23-256 PP S1  
DRAWN BY: ORM  
FIELD: SWMJR/CAM  
EQUIPMENT: NOMAD/NIKON  
REVISED: 11-19-2025

## SURVEYOR'S CERTIFICATE:

I, DONALD D. WALLACE, JR., DO HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS, IN ACCORDANCE WITH ORS CHAPTER 92, PARCELS 1, 2, & 3, IN THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 4 NORTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON, THE BOUNDARY BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INITIAL POINT BEING A 5/8" IRON ROD WITH A BURNT YELLOW PLASTIC CAP AT THE NORTHEAST CORNER OF PARCEL 2, PARTITION PLAT NO. 2007-24, COLUMBIA COUNTY SURVEY RECORDS; THENCE SOUTH 51°36'29" EAST ALONG THE NORTH LINE OF THAT TRACT OF LAND CONVEYED TO VINTAGE FRIENDS LLC IN DEED RECORDED AS INSTRUMENT NO. 2023-05772, COLUMBIA COUNTY DEED RECORDS, 100.50 FEET TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 35°08'10" WEST ALONG THE EAST LINE OF SAID VINTAGE FRIENDS LLC, TRACT 215.73 FEET TO THE NORTH RIGHT OF WAY LINE OF SOUTH 21ST STREET; THENCE NORTH 54°51'10" WEST ALONG THE NORTH RIGHT OF WAY LINE OF SAID SOUTH 21ST STREET 50.00 FEET; THENCE NORTH 35°01'44" EAST 113.81 FEET; THENCE NORTH 54°51'10" WEST 50.13 FEET TO THE WEST LINE OF SAID VINTAGE FRIENDS LLC TRACT; THENCE NORTH 35°08'15" EAST ALONG SAID WEST LINE, 107.61 FEET TO THE INITIAL POINT.

CONTAINING 0.37 ACRES MORE OR LESS

## DECLARATION:

KNOW ALL PEOPLE BY THESE PRESENTS THAT VINTAGE FRIENDS LLC IS THE OWNER OF THE LAND REPRESENTED ON THE ANNEXED PLAT, AND MORE PARTICULARLY DESCRIBED IN THE ACCOMPANYING SURVEYOR'S CERTIFICATE, AND IT HAS CAUSED THE SAME TO BE SURVEYED AND PARTITIONED INTO PARCELS 1, 2, & 3 AS SHOWN ON THE ANNEXED PARTITION PLAT IN ACCORDANCE WITH O.R.S. CHAPTER 92 AND DOES HEREBY GRANT ALL EASEMENTS AS SHOWN OR NOTED ON SAID PLAT AND HEREBY DEDICATE THE ADDITIONAL RIGHT OF WAY TO THE PUBLIC

  
BRAD HENDRICKSON, MANAGER

## ACKNOWLEDGEMENT:

STATE OF OREGON )  
COUNTY OF COLUMBIA ) SS

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON  
January 27, 2024 BY BRAD HENDRICKSON,  
MANAGER OF VINTAGE FRIENDS LLC

NOTARY SIGNATURE:  
  
NOTARY PUBLIC - OREGON

COMMISSION NO. 1051776

MY COMMISSION EXPIRES September 22, 2028

## CONSENT AFFIDAVIT:

A CONSENT AFFIDAVIT FROM INROADS FEDERAL CREDIT UNION, AN OREGON CORPORATION, A BENEFICIARY OF THE LINE OF CREDIT TRUST DEED RECORDED AS DOCUMENT NO. 2023-005773, COLUMBIA COUNTY DEED RECORDS AND HAS BEEN RECORDED AS INSTRUMENT NO. \_\_\_\_\_, COLUMBIA COUNTY DEED RECORDS.

## CITY OF ST. HELENS APPROVALS:

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
CITY OF ST. HELENS PLANNING DIRECTOR  
BY \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
CITY OF ST. HELENS MAYOR  
BY \_\_\_\_\_

## NARRATIVE:

--THIS SURVEY WAS COMPLETED AT THE REQUEST OF BRAD HENDRICKSON TO MONUMENT A PROPERTY LINE ADJUSTMENT BETWEEN LOTS OF RECORD CONTAINED IN THOSE TRACTS OF LAND CONVEYED TO VINTAGE FRIENDS LLC AS INSTRUMENT NO. 2023-05772, COLUMBIA COUNTY DEED RECORDS. THE NEW LINE WAS ESTABLISHED AT THE LOCATION SHOWN PER THE REQUEST OF OUR CLIENT. THIS SURVEY WAS ALSO TO PARTITION THE NEW PARCEL AS SHOWN HEREON.

--THE BASIS OF BEARINGS IS OREGON COORDINATE REFERENCE SYSTEM COLUMBIA RIVER WEST ZONE, NAD83 (2011) EPOCH 2010.00. DISTANCES SHOWN ARE GROUND DISTANCES.

--FOR CONTROL I HELD THE MONUMENTS AS NOTED IN THE MONUMENT NOTES.

CROUSE WAY:  
--I HELD MONUMENTS 2152, 11112, AND 11113 FOR THE WESTERLY RIGHT OF WAY LINE.

SOUTH 21ST STREET:  
--I HELD MONUMENTS 11112 AND 11029 FOR THE NORTHERLY RIGHT OF WAY LINE.

INSTRUMENT NO. 2023-05772:  
--I HELD MONUMENT NO. 1992 FOR THE NORTHWEST CORNER. I HELD MONUMENT NO. 11036 FOR THE NORTHEAST CORNER. I HELD MONUMENT NO. 11029 FOR THE SOUTHWEST CORNER. TO REESTABLISH THE SOUTHEAST CORNER, I PROPORTIONED BETWEEN MONUMENT NO. 11029 AND MONUMENT NO. 11112 AS SHOWN.

## NOTES:

- 1) THIS PLAT IS SUBJECT TO THE TERMS AND CONDITIONS PER THE CITY OF ST. HELENS PLANNING DEPARTMENT CASEFILE NO. PT.1.24 & LLA.1.24.
- 2) A MAINTENANCE AGREEMENT FOR THE ACCESS AND PRIVATE & PUBLIC UTILITY EASEMENT HAS BEEN RECORDED AS INSTRUMENT NO. \_\_\_\_\_
- 3) THIS PLAT IS SUBJECT TO AN EASEMENT FOR A CITY SEWER & DRAIN PIPES PER BOOK 180, PAGE 687. THE EXACT LOCATION IS NOT DISCLOSED.
- 4) THIS PLAT IS SUBJECT TO AN EASEMENT FOR A CITY SEWER & DRAIN PIPES PER BOOK 180, PAGE 699. THE EXACT LOCATION IS NOT DISCLOSED.

## COLUMBIA COUNTY APPROVALS:

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
COLUMBIA COUNTY SURVEYOR

BY \_\_\_\_\_

ALL TAXES, FEES, ASSESSMENTS OR OTHER CHARGES AS PROVIDED BY ORS 92.095 HAVE BEEN PAID AS OF THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

COLUMBIA COUNTY TAX COLLECTOR

BY \_\_\_\_\_

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
COLUMBIA COUNTY BOARD OF COMMISSIONERS

BY \_\_\_\_\_

BY \_\_\_\_\_

BY \_\_\_\_\_

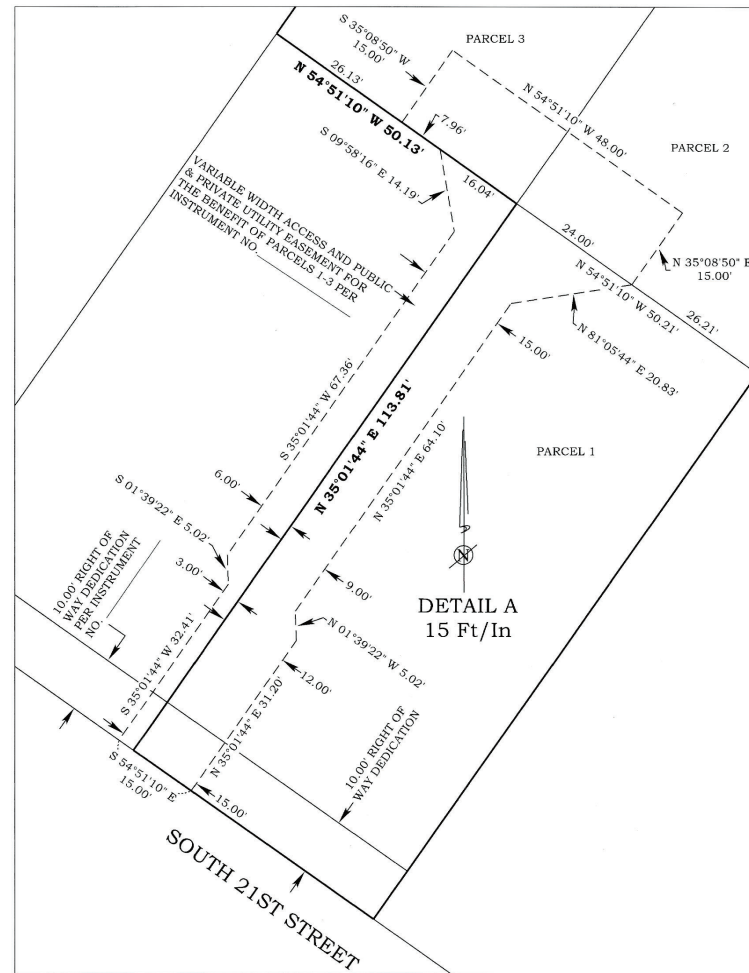
STATE OF OREGON )  
COUNTY OF COLUMBIA ) SS

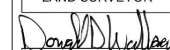
I DO HEREBY CERTIFY THAT THIS PARTITION PLAT WAS RECEIVED FOR RECORD ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_, AND RECORDED AS INSTRUMENT NO. \_\_\_\_\_ AND AS PARTITION PLAT NUMBER \_\_\_\_\_, COLUMBIA COUNTY RECORDS

BY \_\_\_\_\_  
COLUMBIA COUNTY CLERK

## PROPERTY LINE ADJUSTMENT & PARTITION PLAT NO. \_\_\_\_\_ INSTRUMENT NO. \_\_\_\_\_

IN THE SW 1/4 OF SECTION 4,  
T4N, R1W, W.M.,  
CITY OF ST. HELENS,  
COLUMBIA COUNTY, OREGON  
APRIL 1, 2025



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
  
OREGON  
JANUARY 19, 1993  
DONALD D. WALLACE, JR.  
2601  
RENEWS 6/30/26

  
K.L.S. SURVEYING INC.  
1224 ALDER STREET  
VERNONIA, OREGON 97064  
(503) 429-6115

SHEET 2 OF 2

JOB No. CRW-ST. HELENS  
DRAWING NAME: 23-256 PP S2  
DRAWN BY: ORM  
FIELD: SWM/JR/CAM  
EQUIPMENT: NOMAD/NIKON  
REVISED: 12-18-2025