



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: November 6, 2024

Planning Division Report attached.

Business License 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: October 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 new indoor skatepark, and mix of uses such as retail and office in the old Midway Electric building (who closed c. 2011) along Columbia Boulevard by the CRFR fire station.

Kick off meeting for pump station #7 along Old Portland Road occurred, as part of the city's overall sanitary sewer upgrade efforts. Being by a creek, there are some potential flood / riparian considerations.

Conducted a pre-application meeting for a potential new gas station and convenience store along the highway just north of Les Schwab Tires. This has been an off and on discussion for a number of years, but I think they are more serious this time.

PLANNING ADMINISTRATION—MISC.

In September, things started to get bogged down with workload, and this continued into October. Luckily, I have not been backed up (behind) in work for many months prior to September.

The Armstrong World Industries site at 1645 Railroad Avenue has been purchased by Upland Data Center, LLC. We have had preliminary discussions about a data center here, but nothing formal permit-wise yet. A business license was submitted for Upland Data Center, LLC indicating an employee county of 1. It seems they are serious about the site based on the purchase.

November and December include three scheduled public hearings for the 2024 code amendments (both Planning Commission and City Council). So, much effort for notices, preparation and such this month. The 2024 Development Code amendment efforts started last November (2023); I'm guessing it will be a 14-month process, including the final ordinances following the public hearings.

Notice of some of the 2024 code amendments sent to > 5,000 thousand properties within the city. Staff have fielded several calls this month about this, all of which have been pleasant. People just want to understand it better.

Economic Opportunities Analysis (EOA) efforts continue with efforts with the Technical Advisory Group and review of the draft EOA document.

Continue to assist City Engineering with the city-wide sanitary sewer upgrade efforts.

DEVELOPMENT CODE ENFORCEMENT

City Hall accessibility concern reported to the safety committee on Sept. 30, 2024, the Monday after the first Spirit of Halloweentown weekend. This is what it looked like:



This is an important staff entrance, but also a critical emergency exit, especially for people on the 2nd floor of this hall if, for example, the stairs are blocked by fire. After speaking to our safety coordinator, who spoke to the tourism contractor, this has not repeated itself.

Was able to squeeze some political sign abatement (removal from city property/public right-of-way) in the middle of the month, with some outreach to Public Works and Code Enforcement for additional assistance. We received more complaints this year about political signs than in the past 17+ years I've worked here (at least as I recall), and it's been many years since we've had to take such action.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

October 8, 2024 meeting (outcome): The Commission approved an Access Variance and Unlisted Use from a multi-permit application for an expansion of the CCMH campus along Gable Road. There was a Conditional Use Permit component that was continued to a future TBD date and time, which will require a new notice.

The Commission discussed term expirations of its members and due to a desire to discuss attendance expectations and to see the results of the upcoming election (a Commissioner is running for City Council), pushed this matter to the November meeting.

November 12, 2024 meeting (upcoming): The Commission will have a public hearing for part 2 of the 2024 Development Code amendments. Commission term expirations will also be on the agenda again.

ST. HELENS INDUSTRIAL BUSINESS PARK

Finally, was able to get initial decision out for the Lot Line Adjustments in the early part of this month to create a parcel to contain the bulk of the old Boise paper mill for the “project arcadia” project and another parcel for a PGE substation on the St. Helens Industrial Business Park. The public hearing to sell the—to be determined—project arcadia parcel was at the end of August, but September was very busy. Interestingly, it was last October (2023) that I had a preliminary decision drafted for the PGE substation parcel when the solar manufacturer came to St. Helens looking for a large industrial site. The potential solar manufacturer delayed that decision, and now a year later, an actual decision has been issued.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: October Planning Department Report
Date: Tuesday, October 22, 2024 3:45:49 PM
Attachments: [image001.png](#)

Here are my additions to the October Planning Department Report.

GRANTS

1. **Riverwalk Project (OPRD Grants x2)** – All four retaining walls are complete and backfilled. Contractor is working on the seatwalls, and remaining utilities. Construction timeline looks on track for an early completion. 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. Added design for pump station #7 into project and kicked this effort off with a meeting and site visit on 10/2. Prepared & received 2nd disbursement for design/engineering work through August. At approximately 30% of funds expended.
3. **CLG Historic Preservation Grant Program** – SHPO Certified Local Government Program. Received our contract for 17k. **Received final reimbursement from SHPO and closed out the project with a check for the full amount mailed to the applicant!**
4. **DLCD Technical Assistance Program** – 60k will fund a new Economic Opportunities Analysis (EOA). TAC meeting #2 provided feedback on comprehensive plan policies, which were incorporated into the final version to be reviewed at the final TAC meeting on 11/19. Submitted materials and mid-project report to receive 30k from DLCD for the work completed so far.
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. Invoiced project partners, received matching funds check from Scappoose and the County. SoW as approved by County and Scappoose sent to DOJ for review by ODOT.
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 began.

PROJECTS & MISC

8. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. 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 is anticipated by the end of October. Preparing Disbursement Request #4 for mid-November which puts us at about 85% complete with expenditures on the loan. Attending regular check-ins. Reviewed regular Waterfront E-newsletter content regarding construction updates, closures, progress, etc. Follow the [City’s Waterfront E-newsletter](#) for timely updates.
9. **St. Helens US 30 Entry Sign** – Attended Columbia County Tourism Program Manager 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. **OAPA Conference** – Attended Oregon Planning Association Conference 10/17-10/18 in Portland, Oregon.

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



9-27-2024 11:55 AM

FORMS REGISTER

PACKET: 00891 9-27-24 Approvals 9-27-24 Approvals

SEQUENCE: License #

Jak 9/27/24

| ID | PERIOD | -----NAME----- | LICENSE CODE | BALANCE |
|-------|-------------------|--------------------------------|-------------------------------|---------|
| 00054 | 8/24/24- 8/24/25 | ROAD END DESIGN | 2NDHAND 2ND HAND DEALER/PAWN | 0.00 |
| 00060 | 8/18/24- 8/18/25 | CANBY DRYWALL INC | CONTSHEE CONTRACTOR-SHEETROCK | 0.00 |
| 00063 | 8/28/24- 8/28/25 | PLATINUM51 SALON LLC | BEAUTYSH BEAUTY/BARBER SHOP | 0.00 |
| 00088 | 10/25/24-10/25/25 | *BODY MIND SPIRIT HEALING LLC | THERAPY THERAPY/HEALING | 0.00 |
| 00089 | 11/01/24-11/01/25 | H & I STONE CASTING LLC | CONTCONC CONTRACTOR-CONCRETE | 0.00 |
| 00167 | 9/03/24- 9/03/25 | HOUBEN DEBORAH | CHILDCAR CHILD CARE | 0.00 |
| 00707 | 8/11/24- 8/11/25 | *JESSICA LINCE PORTRAITS | PHOTO PHOTOGRAPHY | 0.00 |
| 00864 | 8/14/24- 8/14/25 | OREGON INSULATION & REMODELING | CONTINSU CONTRACTOR-INSULATIO | 0.00 |
| 00962 | 8/02/24- 8/02/25 | PANTHEON COMICS & GAMES | RETVARI RETAIL - VARIETY | 0.00 |
| 00967 | 8/12/24- 8/12/25 | ATI PHYSICAL THERAPY | PHYSICIA PHYSICIAN/HEALTH CAR | 0.00 |
| 00968 | 8/20/24- 8/20/25 | *SP TECH | MISC MISCELLANEOUS | 0.00 |
| 00973 | 9/04/24- 9/04/25 | WESTERN WOOD STRUCTURES INC | CONTGEN CONTRACTOR-GENERAL | 0.00 |
| 00986 | 9/26/24- 9/26/25 | *LILI'S HOUSEKEEPING | JANITOR JANITORIAL SERVICES | 0.00 |
| 00995 | 10/15/24-10/15/25 | FAMILY RESOURCE HOME CARE | HOMECARE HOME CARE | 0.00 |
| 00997 | 10/21/24-10/21/25 | HALEY & ALDRICH, INC | CONSULT CONSULTING | 0.00 |
| 01000 | 11/08/24-11/08/25 | INFUSIONS & INJECTIONS | PHYSICIA PHYSICIAN/HEALTH CAR | 0.00 |
| 01002 | 11/11/24-11/11/25 | NATIONAL CONST. RENTALS INC. | FENCE FENCE | 0.00 |
| 01004 | 11/11/24-11/11/25 | HOFFMAN STRUCTURES, INC. | CONTCONC CONTRACTOR-CONCRETE | 0.00 |
| 01006 | 11/11/24-11/11/25 | HOFFMAN CONSTRUCTION COMPANY | CONTGEN CONTRACTOR-GENERAL | 0.00 |
| 01009 | 11/20/24-11/20/25 | COLUMBIA COUNTY MOBILE PT | HOME HOME HEALTH CARE | 0.00 |
| 01011 | 11/26/24-11/26/25 | MAJORS REAL ESTATE | REALEST REAL ESTATE | 0.00 |
| 01128 | 8/27/24- 8/27/25 | TAXNBOOKS INC | ACCOUNT ACCOUNTING | 0.00 |
| 01138 | 9/18/24- 9/18/25 | ALL N ONE ASPHALT SWEEPING LLC | MISC MISCELLANEOUS | 0.00 |
| 01140 | 9/22/24- 9/22/25 | ST HELENS LIQUOR | ALCOHOLT ALCOHOL/TASTING | 0.00 |
| 01142 | 9/25/24- 9/25/25 | ASURION APPLIANCE REPAIR LLC | REPAIR REPAIR - GENERAL | 0.00 |
| 01147 | 10/05/24-10/05/25 | WESTSIDE LAUNDRY | LAUNDRY LAUNDROMAT/CLEANING | 0.00 |
| 01148 | 10/05/24-10/05/25 | WESTSIDE LAUNDRY | LAUNDRY LAUNDROMAT/CLEANING | 0.00 |
| 01222 | 8/19/24- 8/19/25 | CROOKED CREEK BREWERY | RESTAURA RESTAURANT | 0.00 |
| 01240 | 8/05/24- 8/05/25 | *TIDY HAVEN HOME CLEANING | JANITOR JANITORIAL SERVICES | 0.00 |
| 01243 | 8/18/24- 8/18/25 | PEAK LANDSCAPE, INC | LANDSCAP LANDSCAPING | 0.00 |
| 01244 | 8/23/24- 8/23/25 | FOSTER MARY | 2NDHAND 2ND HAND DEALER/PAWN | 0.00 |
| 01245 | 8/25/24- 8/25/25 | *R&R LANDSCAPING & IRRIGATION | LANDSCAP LANDSCAPING | 0.00 |
| 01261 | 9/15/24- 9/15/25 | *GABRIELLE'S BABRIELLES | ART ART | 0.00 |
| 01267 | 9/26/24- 9/26/25 | NORTH BY NORTHWEST SVCS LLC | CONTELEC CONTRACTOR-ELECTRICA | 0.00 |
| 01270 | 9/29/24- 9/29/25 | AMERICAN MARKET B | RETAIL RETAIL | 0.00 |
| 01277 | 11/01/24-11/01/25 | COCHRAN, INC. | CONTELEC CONTRACTOR-ELECTRICA | 0.00 |
| 01361 | 9/05/24- 9/05/25 | C.S.U.I | CONTMISC CONTRACTOR-MISC. | 0.00 |
| 01366 | 9/12/24- 9/12/25 | CHARTER MECHANICAL CONTRACTORS | CONTPLUM CONTRACTOR-PLUMBING | 0.00 |
| 01367 | 9/01/24- 9/01/25 | TREADWAY EVENTS ENTERTAINMENT | EVENTPLA EVENT PLANNING | 0.00 |
| 01368 | 9/17/24- 9/17/25 | *MARY HUBBARD PROPERTY MGMT | RENTSVCS RENTAL SERVICES | 0.00 |
| 01371 | 9/17/24- 9/17/25 | QUEEN BEADZ | HOBBY HOBBY/CRAFT | 0.00 |
| 01374 | 9/18/24- 9/18/25 | TENNESSEE CABLE SERVICE INC | CONTMISC CONTRACTOR-MISC. | 0.00 |
| 01375 | 9/18/24- 9/18/25 | TAK FISK, LLC | CONTMISC CONTRACTOR-MISC. | 0.00 |
| 01379 | 9/20/24- 9/20/25 | HOFFMAN LAYOUT & MODELING INC. | SURVEY SURVEYOR | 0.00 |

| LICENSE CODE | TOTAL | BALANCE |
|-------------------------------|-------|---------|
| 2NDHAND 2ND HAND DEALER/PAWN | 2 | 0.00 |
| ACCOUNT ACCOUNTING | 1 | 0.00 |
| ALCOHOLT ALCOHOL/TASTING | 1 | 0.00 |
| ART ART | 1 | 0.00 |
| BEAUTYSH BEAUTY/BARBER SHOP | 1 | 0.00 |
| CHILDCAR CHILD CARE | 1 | 0.00 |
| CONSULT CONSULTING | 1 | 0.00 |
| CONTCNC CONTRACTOR-CONCRETE | 2 | 0.00 |
| CONTELEC CONTRACTOR-ELECTRICA | 2 | 0.00 |
| CONTGEN CONTRACTOR-GENERAL | 2 | 0.00 |
| CONTINSU CONTRACTOR-INSULATIO | 1 | 0.00 |
| CONTMISC CONTRACTOR-MISC. | 3 | 0.00 |
| CONTPLUM CONTRACTOR-PLUMBING | 1 | 0.00 |
| CONTSHEE CONTRACTOR-SHEETROCK | 1 | 0.00 |
| EVENTPLA EVENT PLANNING | 1 | 0.00 |
| FENCE FENCE | 1 | 0.00 |
| HOBBY HOBBY/CRAFT | 1 | 0.00 |
| HOME HOME HEALTH CARE | 1 | 0.00 |
| HEMOCARE HOME CARE | 1 | 0.00 |
| JANITOR JANITORIAL SERVICES | 2 | 0.00 |
| LANDSCAP LANDSCAPING | 2 | 0.00 |
| LAUNDRY LAUNDROMAT/CLEANING | 2 | 0.00 |
| MISC MISCELLANEOUS | 2 | 0.00 |
| PHOTO PHOTOGRAPHY | 1 | 0.00 |
| PHYSICIA PHYSICIAN/HEALTH CAR | 2 | 0.00 |
| REALEST REAL ESTATE | 1 | 0.00 |
| RENTSVCS RENTAL SERVICES | 1 | 0.00 |
| REPAIR REPAIR - GENERAL | 1 | 0.00 |
| RESTAURA RESTAURANT | 1 | 0.00 |
| RETAIL RETAIL | 1 | 0.00 |
| RETVARI RETAIL - VARIETY | 1 | 0.00 |
| SURVEY SURVEYOR | 1 | 0.00 |
| THERAPY THERAPY/HEALING | 1 | 0.00 |
| TOTAL ALL CODES: | 44 | 0.00 |

9-27-2024 11:55 AM

F O R M S R E G I S T E R

PACKET: 00891 9-27-24 Approvals 9-27-24 Approvals

SEQUENCE: License #

*** 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 **

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 |
|---------------|--|---|---------------------|------------------------------|---------------------------------|----------------------------|----------------|-------------------------|-------------|
| 5/22/24 | Michele is a blessing. I love her. She needs pay. | Wonderful | No | Janet T. | Great | 11/6/24 | Suzanne Bishop | N/A | 11/6/24 |
| 6/19/24 | I suggest the Library be closed on Juneteenth. | None | No | Jessica L. | Great | 11/6/24 | | | |
| 6/19/24 | The Library is wonderful! | Please take Juneteenth off in the future! | No | None | Great | 11/6/24 | | | |
| 9/7/24 | So happy you have a copier here on a Saturday. The staff were super helpful. | None | No | None | Great | 11/6/24 | Suzanne Bishop | | 11/6/24 |

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 |
|---------------|---------|------------|---------------------|------------------------------|---------------------------------|----------------------------|----------------|-------------------------|-------------|
|---------------|---------|------------|---------------------|------------------------------|---------------------------------|----------------------------|----------------|-------------------------|-------------|

None