



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: November 2, 2022

Planning Division Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 10.24.2022

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 “phase 1” of the St. Helens Industrial Business Park. A major component is creating a new parcel for a new PGE substation. The substation is an inevitable project as the current one cannot serve additional uses.

PLANNING ADMINISTRATION—MISC.

Prepared semi-annual report for the City Council, which took place this month.

Prepared planning fee increase documents for City Council approval. Hoped to have done this in the summer, which has been typical of past years, but there was too much happening then. We plan on adding a fee for preapplication meetings and prepared a new form for that purpose.

Good amount of time spent on addressing floodplain development at 150 Belton Road. Plans did not capture all of the details well, which happens sometimes, so “during construction” discussions become important.

Signed a DEQ LUCS for the generator installed as part of the “new” armory. This was approved back in 2008 (CUP.7.08). This is not normally report worthy but gives me an excuse to add before and after photos of this project in Planning’s next semi-annual report in the Spring.

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

October 11, 2022 meeting (outcome): The Commission approved a Conditional Use Permit and Variances for a mixed use building adjacent to 150 St. Helens Street. If completed, this will finish the old “Houlton hole.”

The Commission discussed potential times for a joint meeting with the Council before the new year and, briefly, the Comstock decision. They also discussed HB 3115 as their proactive item.

As the Historic Landmarks Commission, they reviewed and recommended approval of some architectural changes (roof work) for the Klondike building at 71 Cowlitz Street.

November 8, 2022 meeting (upcoming): The Commission will conduct a public hearing for a yard (setback) Variance at 134 N. 2nd Street.

Planning staff will present the semiannual report. And if interviews can be done in time, the Commission may discuss and take action on the Planning Commission Interview Committee's recommendations, though this may be pushed to December.

COUNCIL ACTIONS RELATED TO LAND USE

Council authorized signature of the final order for the Comstock Subdivision. This is report worthy, as a condition of the applicant indemnifying the city in the event of a sanitary sewer surcharge was omitted from the final order a part of the authorization.

Council approved Planning fees increases.

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

See Planning Administration—Preapplication Meetings on the previous page.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: October Planning Department Report
Date: Monday, October 24, 2022 9:04:28 AM

Here are my additions to the October Planning Department Report.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Culvert project (County) will be a separate project than the sidewalks project. Bidding is anticipated late Fall 2022 with construction in Spring/Summer 2023. Amendment approved to push completion deadline from November 2022 to February 2024. Project cost estimates came in x3 what we budgeted for the project. Engineering Dept. to slim the scope of work as much as possible to be able to still fund the project.
2. **Business Oregon – Infrastructure Finance Authority** – Loan Contract documents finalized for streets/utilities construction and Riverwalk project not covered by OPRD grants. Will submit first reimbursement once design work is complete for Riverwalk project.
3. **Riverwalk Project (OPRD Grants x2)** – Moving into 90% design, continued regular PM meetings and TAC meetings. For permitting, stage and structure will require architectural review before the PC (anticipated in the early fall with the building permit). LWCF grant contract will be subject to the Build America requirements which could have budget/timeline implications. Executed additional scope of work for compliance with Build America waiver/compliance.
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 environmental permit specialist before starting moving this project forward – waiting to hear back from the state on this.

PROJECTS & MISC

5. **Riverfront Streets/Utilities Design/Engineering** – Construction contract granted to Moore Excavation. Pre-construction meeting held on 10/17. Planning for construction start on Nov 1. Planning for ground breaking ceremony on Nov 2. and kickoff business/resident meetings on 10/24 at 1 pm and 5 pm. Assisting project team with outreach efforts including website updates/press releases/promotion materials.
6. **1st/Strand Undergrounding Utilities** – Attending mandatory pre-proposal meeting for undergrounding of utilities along Strand/1st Street. RFP closes on 11/1.
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. Pre-application meeting held on 10/13 to discuss applications needed for PGE parcellation and new sub-station. Goal is for PGE to be able to buy the parcel from the City. Mackenzie is revising footprint to accommodate feedback from Cascades regarding use of the existing mill buildings.
8. **OAPA conference** in Pendleton, OR on 10/26-10/28 and **Oregon Mainstreet Conference** in Klamath Falls 10/5-10/7.
9. Attended DEQ led info session regarding the former Boise White Paper Mill site in-water

sediment preferred cleanup alternative with Office Max's voluntary cleanup program on 10/18.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

jdimsho@sthelensoregon.gov