



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: January 6, 2021

Planning Division Report attached.

Business Licenses Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 12.28.2020

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—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for potential variances at 164 S. 1st Street.

Conducted a pre-application meeting for a potential RV park addition for the Motel 6 (Village Inn).

PLANNING ADMINISTRATION—MISC.

Holy cow! I think this has been the business holiday season of my entire career! I started in 2001, nearly 20 years ago; 13+ years have been with St. Helens. Both Associate Planner Dimsho and I were really stretched thin for most of this month. Fortunately, it is a sign of activity for this growing city.

Inspections at the St. Helens Place apartments continue and as of the very end of November, are done! This is the complex along Matzen, McBride and Brayden Streets. All 18 buildings are completed and occupied. The bike parking facilities got done in time too. Now the only remaining aspect of this project is the associated storage facility on the opposite side of Brayden Street.

Continue to work on the code amendments addressing Oregon House Bill 2001's duplex mandate. Got the initial working draft of amendments done just before Thanksgiving, and prepared materials to discuss setback requirements between buildings with the Planning Commission.

Participated as an interviewer (and acted as Zoom host) for Building Inspector interviews. The second round for the top three candidates was in-person. Selection was made and person accepted.

Ok'd some tree removal in/near wetlands near 2831/2833 Gable Road in County owned property based on the imminent danger provisions of our code. **See attached.**

Conducted Planning Commission interviews, which was Councilor Carlson's last official business. We had a pool of six candidates (including two incumbents), with one drop out before interviews. The Planning Commission Interview Committee (PCIC) ranked the pool in order of preference, with the incumbents at #1 and #3 and the other candidates at #2 and #4 (#4 for two of them). Unless #2 decides otherwise in the upcoming formalities before the Council's appointment, we will see one new face.

Iron Tribe is proposing to move into the SAFE facility, which is close to Graystone Estates.

We continue to review required materials as required by HUD as the “responsible entity” for the Northwest Housing Authority apartment project along Gable Road. The latest was documentation for wetlands and a separate Environmental Assessment Determinations and Compliance Findings documentation. These are required for HUD-assisted projects, per 24 CFR part 58. This documentation is not for the faint of heart; the latter document mentioned was close to 800 pages! What I gather from doing this is the Federal Government wants a party (the responsible entity) to verify facts as a check-and-balance or quality control measure.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

December 8, 2020 meeting (outcome): The Commission held three public hearings. The Commission approved a Conditional Use Permit for an automotive restoration business where Columbia County Brewing used to be in the Houlton area. The Commission also approved two Variances (access and reduces yard) for a proposed 2-unit attached single-family development at the south terminus of S. 2nd Street. *As the Historic Landmarks Commission*, they approved an alteration of the John Gumm School building for a proposed disabled person ramp.

The Commission had several discussion items. The Commission considered a right-of-way vacation at the south terminus of S. 2nd Street, for recommendation to the City Council. *As the Historic Landmarks Commission*, the Commission also discussed window options for the Bennet Building. We also attempted to discuss upcoming code amendments but ran out of time.

January 12, 2020 meeting (upcoming): We plan to discuss upcoming code amendments as well as the outcome of the Planning Commission Interview Committee (PCIC).

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Infrastructure finance plan (related to parcellation plan) seems to be wrapping up this month.

Group Mackenzie will investigate removing floodplain designations for the police station site. I sure hope this is possible.

DALTON LAKE

The City continues to pursue obtainment of the ODOT owned portion of Dalton Lake and surrounding area. As the local planning authority, I have a role in that – **see attached**. At this point this ODOT surplus property has completed the DAS process and after the conformance piece is completed (as attached), it will be just about ready for the city to hire an appraiser to determine value, per ODOT staff.

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

ESTIMATE



Service Address
2833 Columbia Blvd
St Helens, OR 97051

Bill To
Columbia County
Board Of
Commissioners
230 Strand St. County
Courthouse Room
338
St Helens, OR 97051
(503) 397-4322

Cutting Edge TREE Service LLC

PO BOX 622
St Helens , OR 97051
Phone: (503) 380-5985
Email: childrith@gmail.com

Estimate # 002294
Date 12/02/2020

Description	Total
Maples ,2 that approaching house Chip and haul all material, Trees will be climbed and took down in a safe matter to minimize any damage to other trees or bushes to minimize damage to wet lands.home owner gave permission to take section out of fence to have close access.	\$1,300.00
Maple tree c Remove all materials and remove with minimal damage as described above.	\$600.00
3 maples in center group If city allows there are 3 that are damaged and needs to be removed to prevent property damage. They will be removed like ones that are above.	\$650.00
Subtotal	\$2,550.00
Total	\$2,550.00

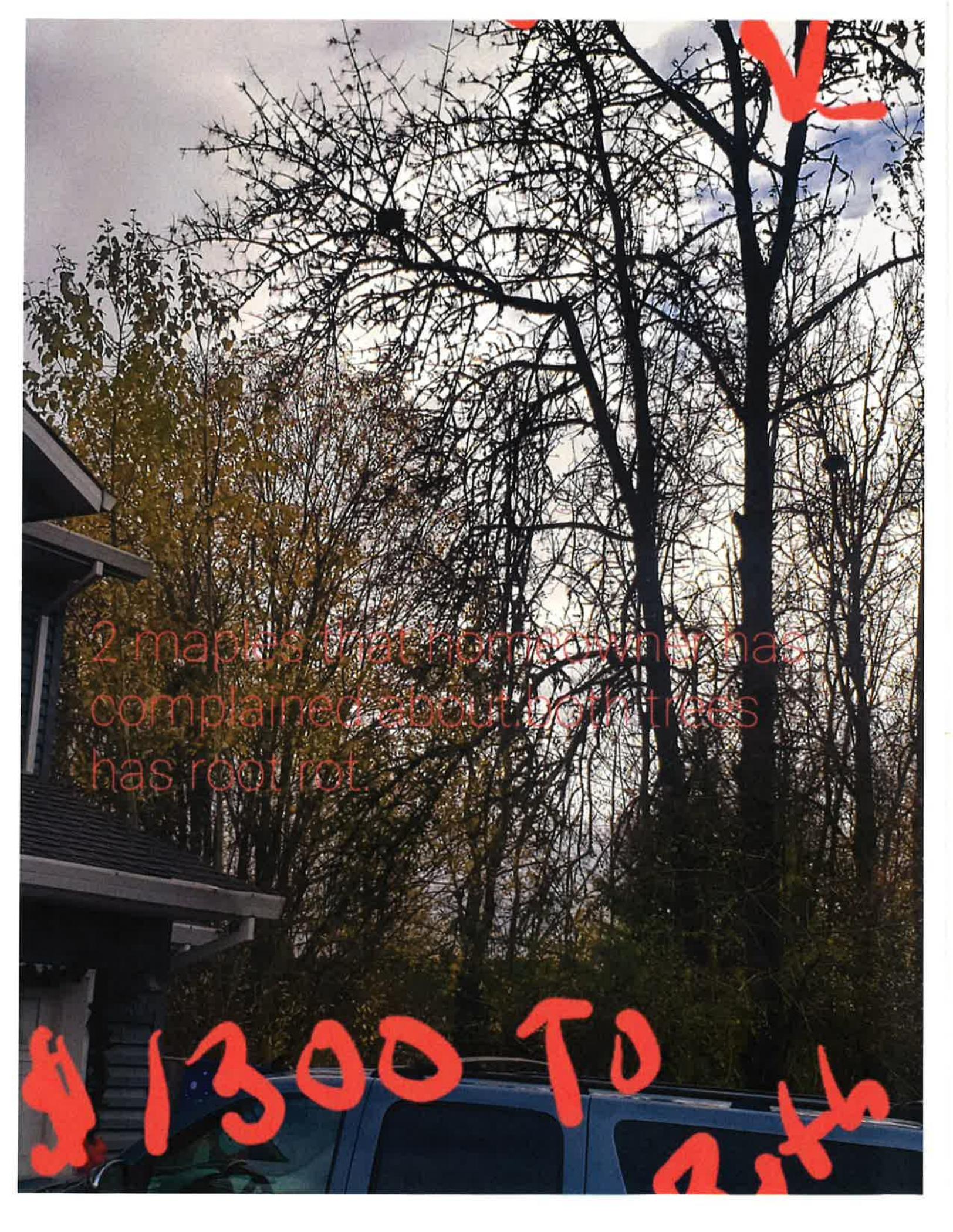
Notes:

The city will have to ok the removal of trees from wet land. The trees will be climbed and took down in manageable pieces to minimize the damage to the wet lands. All materials will be removed thru fence that homeowner gave permission to go thru there fence so easy access to jeopardized trees.

Payment is due on completion of job. There is a 3% charge for paying with credit card.

By signing this document, the customer agrees to the services and conditions outlined in this document.

Columbia County Board Of Commissioners

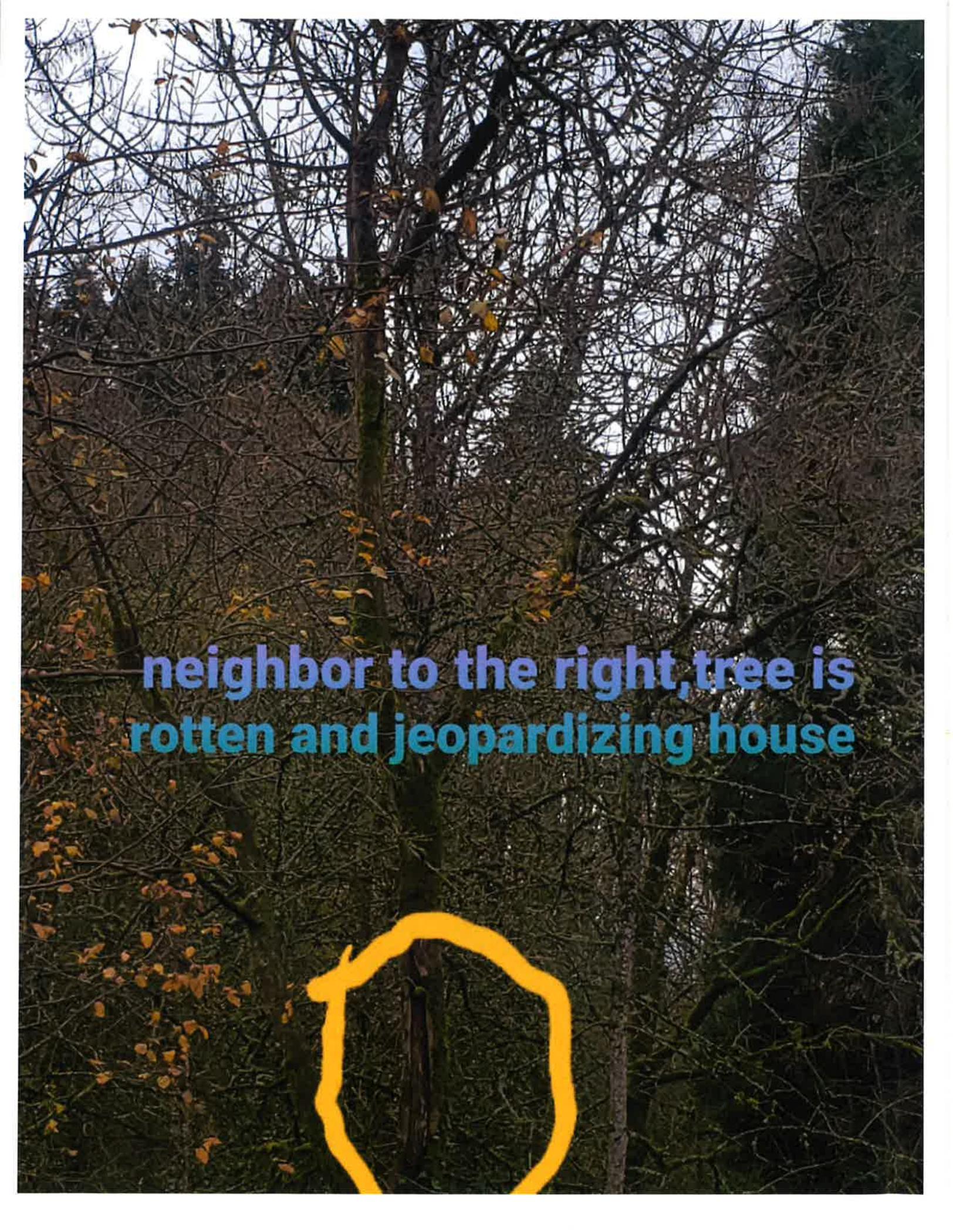


2 maples that homeowner has
complained about both trees
has root rot.

\$1300 TO
get

Dead

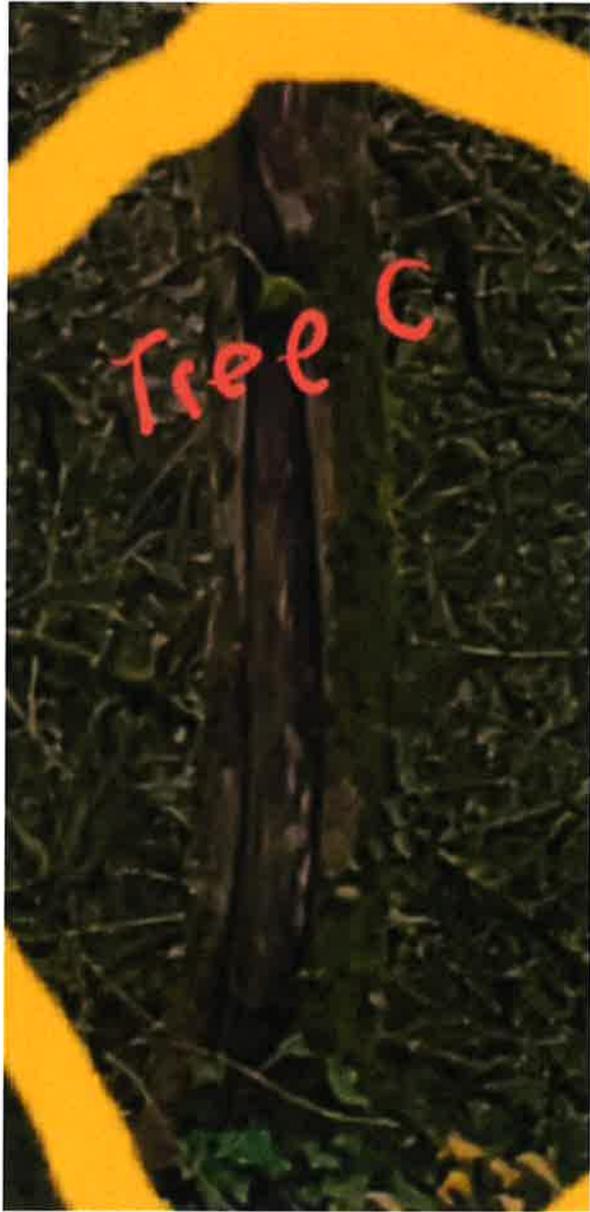




neighbor to the right, tree is
rotten and jeopardizing house



Tree





Tree looks like a cork



Oregon

Kate Brown, Governor

Department of Transportation
Region 2 Right of Way
455 Airport Road SE, Building A
Salem, OR 97301-5397
Phone: (503) 986-2601
Fax: (503) 986-2622
Toll Free: (888) 769-7342

December 22, 2020

City of St. Helens Planning Department
265 Strand Street
St. Helens, OR 97051
jacob@ci.st-helens.or.us
503-366-8204

RE: Land Division Status of Property to Be Sold by ODOT

File No.: PM205A-001

St. Helens Planning Department:

ODOT plans to sell the property described in the attached exhibit(s). One step in our sale process is to verify with the local jurisdiction whether or not the property is a lawfully established unit of land. **Please check one of the following boxes:**

1. The subject property is a lawfully established unit of land;
 - Created by a legally approved partition, subdivision, or other land division process.
 - Divided by an acquisition of right of way for a state highway and may be sold as a lawfully established unit of land. See ORS 92.010(9).
 - Created by deed or land sales contract before there were applicable subdivision or partition ordinances; and, thus, it has "grandfather rights" as an individual piece of property and may be sold as such.

 2. The subject parcel is not a lawfully established unit of land.
 - The subject parcel may only be sold via a lot line adjustment
 - The subject parcel does not meet local requirements and needs:
 - a) Variances (list): _____
 - b) Partitioning
 - The subject parcel does not meet local requirements for the following reason(s):

- Existing zoning: _____
- Additional comments: _____

Please sign this letter on page two and return it to me within 30 days. My mailing address is in the letterhead above, and my phone and email are included below. Alternatively, if your jurisdiction requires that this information be requested using a specific form, please send me the form and let me know the applicable filing fee and other submission requirements, if any.

Thank you,

Tyger Liner
Tel.: (503) 986-3617

Additional Comments from the City of St. Helens:

THE MAJORITY OF THE SITE IS PARCEL 1 OF PARTITION PLAT NO. 1996-21 OF
42.90 AC. COUNTY SURVEY NO. 4157 IDENTIFIES OLD & NEW PROPERTY LINES,
INDICATING LOT LINE ADJUSTMENT(S). SAID PARTITION PARCEL &
ADJUSTMENT(S) CONSTITUTES THE TOTAL AREA PROPOSED FOR SALE.

City of St. Helens Information Provided By:

Signature



JACOB A. GRAICHEN

Printed Name

CITY PLANNER

Title

(503) 366-8204

Phone Number

jacobg@ci.st-helens.or.us

E-mail Address

To be Sold

A parcel of land lying in the Joseph Capels Donation Land Claim No. 42 and the Francis A. Lemont Donation Land Claim No. 43 in the SW¼ of Section 27, SE¼ of Section 28, NE¼ of Section 33 and the NW¼ of Section 34 Township 5 North, Range 1 West, W.M., Columbia County, Oregon and being those properties designated as Parcel 1 in those Deeds to the State of Oregon, by and through its Oregon Department of Transportation, recorded November 13, 1995 as Fee No. 95-09642, and January 10, 1997 as Fee No. 97-00216, both of Columbia County Clerk's Office, and those properties designated as Parcel 1 in those Warranty Deeds to the State of Oregon, by and through its Oregon Department of Transportation, recorded March 12, 1996 as Fee No. 96-02589, August 27, 1996 as Fee No. 96-0919, and March 8, 1996 as Fee No. 96-02431, all of Columbia County Clerk's Office, and that property designated as Parcel 1 in that Corrected Warranty Deed to the State of Oregon, by and through its Oregon Department of Transportation, recorded October 15, 1997 as Fee No. 97-11232, Columbia County Clerk's Office and that Perpetual Easement designated as Parcel 1 and acquired by the State of Oregon, by and through its Oregon Department of Transportation in that Stipulated General Judgement dated December 16, 1997 entered as Circuit Court Case No. 96-2045 Columbia County, Oregon and recorded February 3, 1998 as Deed of Easement No. 98-01086, Columbia County Clerk's Office.

This Parcel contains 57.12 acres more or less.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

DIGITALLY SIGNED
Jan 3 2018 7:53 AM

OREGON
JUNE 13, 2008
MICHAEL RAEY FALLERT
78960

RENEWS: 12-31-2019



City of St. Helens

P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

October 22, 2020

Darrin Brightman, AICP, MRED,
Sr. Equity Portfolio Manager
Department of Administrative Services
Enterprise Asset Management, Real Estate Services
1225 Ferry Street SE U100
Salem, OR 97301-4281
Darrin.W.Brightman@oregon.gov

Subject: City of St. Helens Notice of Interest, Dalton Lake
File #: PM205A-001, Columbia County
Location: T5N, R1W, Sections 27, 28, 33 and 34, St. Helens, Oregon

Mr. Brightman,

On behalf of the City of St. Helens, please accept this letter as the City of St. Helens' interest in acquiring the approximately 57.12 acre Dalton Lake Property (your file #: PM205A-001, located at T5N, R1W, Sections 27, 28, 33 and 34, St. Helens, Oregon). As you may be aware the City has managed the property for many years and has recently designated the property as the Dalton Lake Nature Reserve.

Thank you for the opportunity and we look forward to working with you in the transfer of this property. If you need additional information, please contact me.

Regards,

John Walsh,

City Administrator

City of St. Helens

265 Strand Street

St. Helens, OR 97051

Phn: 503-366-8211

Fax: 503-397-4016

jwalsh@ci.st-helens.or.us

www.ci.st-helens.or.us

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: December Department Report
Date: Monday, December 28, 2020 9:59:00 AM

Here are my additions to the December Planning Department Report.

GRANTS

1. **DLCD 2019-2021 Technical Assistance Program** – Grant contract with DLCD authorized to prepare a *Boise White Paper Industrial Site Master Plan* which will include a parcelization framework and an infrastructure finance planning for the former mill site. Final Parcelization Plan completed. Final Infrastructure Funding Plan completed after compiling remainder of staff comments for revisions. Scheduled a final presentation and adoption by resolution January 20. Prepared final closeout and reimbursement report for DLCD by 12/31/20.
2. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with two tennis flex courts and one flex sport court, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021. Given the lack of bids for two ITB cycles, I am working with Sue on a direct bid process that includes advertisement in the DJC/Chronicle and a public hearing. This will allow us to recruit from contractors without a bid process.
3. **EPA – CWA Grant Program** – Final report and reimbursement due 12/31/20. Submitted final report, budget, and cost reimbursement request.
4. **CDBG- Columbia Pacific Food Bank Project** – Selected contractor for \$1.6 million bid. Preparing contract documents to execute by 01/04/21.
5. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Quarterly report due 12/2.
6. **Business Oregon – Infrastructure Finance Authority** – Accepted our intake form. Invitation to apply received for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Deadline to submit in February 2021 for board approval in April 2021.
7. **ODOT Community Paths Program** – Submitted letter of interest (due October 31) for a regional trail planning/initial refinement effort for an off-street trail between St. Helens and Scappoose. Grant ask will be around \$172,000 with a required 10% match which can be in-kind (staff time). Went through the application materials with a contractor who will assist with sections of the grant application. Prepared small contract for grant assistance with Kittelson. Grant application due 01/31/21.
8. **Oregon Watershed Enhance Board** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5th Street trail and Nob Hill Nature Park. Will hire a crew in 2020-2021 to remove invasive species and re-plant native species in the oak woodland habitat. Kicked off the project with a meeting on 11/30. Site visited scheduled for 01/06/21 to discuss boundaries and scope of work.
9. **OPRD – Local Government Grant Program** – 500k request submitted back in May 2020

for Riverwalk construction. Large grants require a presentation to the board. These presentation were delayed due to COVID until now. Our presentation in 02/04/21 via ZOOM.

MISC

10. Urban Renewal Amendment – Prepared to record the final document with the County on second week of Dec. Published notice of adoption in the Spotlight. URA Amendment process completed.
11. Bennett Building (Water Department/ UB) – Arciform presented as-built drawings, and two proposed alternatives. Discussed how to prioritize and phase the work and prepared for a presentation to Council at their 12/2 meeting. Kicking off project with a site visit/measurements on 01/08/21 for Phase I work which includes all new window replacement.
12. Riverwalk design/engineering consulting services RFQs published on 10/22! Answered several detailed contractor questions. Bids closed on 12/8/20. Selected shortlist with a Selection Committee which includes staff, members of Council, a member of the PTC and PC with a meeting on 12/28. Worked to schedule interviews with the shortlisted candidates.
13. Moved entirely into my new office location with remodels upstairs at City Hall.
14. Attended ongoing conversations with DEQ regarding the SHIBP/in-water uses.

Jenny Dimsho, AICP

Associate Planner

City of St. Helens

(503) 366-8207

jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: 12/7/2020

The following occupational business licenses are being presented for City approval:

Signature: 
Date: 12-10-20

RESIDENT BUSINESS – RENEWAL 2020

- None
-

RESIDENT BUSINESS – NEW 2020

- | | |
|----------------------------------|---------------------|
| • *Beauty by Kimber | Salon-Esthetics |
| • Columbia Veterinary Clinic | Veterinary Medicine |
| • Patriot Burger/Harts Foods LLC | Food Cart |
-

NON-RESIDENT BUSINESS - 2020

- | | |
|---------------------------|--------------------------|
| • Epic Land Solutions Inc | Appraisal & Right of Way |
| • Selix Cabinets Inc | Custom Cabinetry |
| • UPS Inc | Parcel Delivery |
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