



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: January 3, 2024

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: 12.27.23

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—MISC.

Conducted final inspection for buildings J and K, B and C of the Broadleaf Arbor (Gable Road apartments) development. D (community building), B, C, E, F, G, H and I (multi-family buildings) inspected previously. J and J are the 9th and 10th of the eleven buildings. Only building A, the largest on site, remains. This effort, going back to 2018, is almost done.

The Police Station Conditional Use Permit, et. al., has been appealed to LUBA.

For Planning Department purposes, Burger King is 99% done. Some issue with the Building Department remains, but very little time needed (for Planning) to evaluate 100% completion.

Discovered some incorrect assessor address records for some of the marina properties along N and S River Street. Worked with Assessor to correct this.

Staff has started to work on Development Code amendments this month, much of which has been long awaited (measured in years!). Hoping to start vetting things with the Planning Commission, and maybe discuss at the March joint City Council/Planning Commission meeting.

DEVELOPMENT CODE ENFORCEMENT

Shed issue for a property along Whitetail Avenue, as noted in last month's report, is resolved.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

December 12, 2023 meeting (outcome): *As the Historic Landmarks Commission*, they consider alterations to the County Courthouse. There was a public hearing for items related to the old courthouse and a recommendation for items related to the new (1970s) courthouse addition. Both is for the same project related to state funds related to upgrade of the courtroom in the old courthouse.

Planning staff presented the department's semi-annual report (the same as presented to the Council). The Commission also discussed its \$30 per month stipend and agreed that it could be reduced to zero, if needed, to help offset budget issues.

January 9, 2024 meeting (upcoming): Staff will start vetting some of the 2024 batch of Development Code amendments to the Commission.

End of year summary and chair/vice chair selection, typical of January meetings, will be on the agenda.

COUNCIL ACTIONS RELATED TO LAND USE

The Council conducted a public hearing for the Comprehensive Plan and Zoning change at 475 N. 12th Street and agreed with the Planning Commission recommendation of approval.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Some time spent working with our engineering team for online GIS for field crew. This was largely the result of departure of one of the Engineering division's team members.

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Continue with technical assistance efforts ramping up given potential occupants/PGE parcel for substation.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: December Planning Department Report
Date: Wednesday, December 27, 2023 9:57:48 AM
Attachments: [image001.png](#)

Here are my additions to the December Planning Department Report.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk & County Culvert Project** – Site walkthrough held with ODOT and final walkthrough with TFT. Submitted final reimbursement request/project closeout form to ODOT.
2. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. 1st Reimbursement request processed (which included over 30 invoices). Working with finance and URA revenue projection consultant to support additional funding for undergrounding work. Provided an update to loan officer.
3. **Riverwalk Project (OPRD Grants x2)** – Project bidding closed on 9/19. All bids came back around \$5 million, which is higher than we had budgeted and estimated. Working on value engineering efforts to reduce project costs rebid the project and to ensure full utilization of grant funding. Working on new scope to omit playground, picnic shelter, and stage, and reduce general project costs. Submitted progress reports for both grants on 12/1.
4. **Community Development Block Grant (CDBG)** – \$2.5 million grant award to fund design/engineering/permitting for the City's Sanitary Sewer Improvement Project which 3 sanitary sewer basins identified as deficient in the adopted Wastewater Master Plan. Engineering is working on contracting with Consor. Attended permitting meeting with all stakeholders.
5. **CLG Historic Preservation Grant Program** – SHPO Certified Local Government Program. Received our contract for 17k. State approved work plan. Executed contract with property owners.
6. **DLCD Technical Assistance Program – Request successful for 60k!** Will fund a new Economic Opportunities Analysis (EOA)! Worked with DLCD on finalizing our grant contract which Council authorized on 12/20. Working with ECONW on a contract, scope of work, and terms of compensation.
7. **SHPO Veterans Memorial Grant Program** - 33k award for an expansion at McCormick Park Veterans Memorial. Project includes 7 branch of service monuments and corresponding flags. Project is almost complete! VFW working to get the correct flag hardware. Mason waiting on a cap which was damaged to arrive for final installation. Submitted progress report to OPRD on 12/29. Compiling all invoices/final reimbursement request.
8. **ODOT Community Paths Program** - Received 300k to study a trail route refinement project (30% design) from St. Helens to Scappoose. Award is \$300k, with a match of around 42k split between Scappoose, the County, and us. Received draft Statement of Work from ODOT. Compiled 2nd round of comments on the statement of work. ODOT has said contracts would come in December, but still no contract. We will keep working on

statement of work with ODOT and eventually invite Scappoose and the County to provide comments.

9. **Travel Oregon Grant Program – Received 100k grant to fund ADA components of the Riverwalk Project!** Thanks to Columbia Economic Team and our Regional Destination Marketing Organization for providing support.
10. **ODOT TGM Program** – Assisting Engineering Dept with Transportation Systems Plan. Statement of Work submitted to ODOT for final review and consultant solicitation. ODOT says it could be ~6-9 months before we see movement on this project.

PROJECTS & MISC

11. **Riverfront Streets/Utilities Project** – Attending weekly check-ins. Pump station just missing generator. Bluff trail construction is moving along. Tualatin staircase/bluff trailhead under construction. Water line under construction. Landscaping and irrigation near south water quality swale underway. Undergrounding at 1st Street and St. Helens Street design nearly complete. Emergency procurement will begin soon.
12. **St. Helens Industrial Business Park (SHIBP) Planning** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Project is on hold with potential user/sale of property.
13. **2023/2024 Code Amendments** – Working with Jacob on a large batch of code amendments, which has included research and compilation for other communities on various topics like various HBs, psilocybin, food trucks, and land use decision durations.

Jenny Dimsho, AICP | Community Development Project Manager

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