



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 18, 2021

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*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:** 07.27.2021

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**

Conducted a pre-application meeting for a potential phase of the Elk Ridge Estates subdivision. Based on the pre-app plans, this would finish Elk Ridge with approximately 125 new lots off Hankey Road. There are some old landfill issues that remain.

## **PLANNING ADMINISTRATION—MISC.**

We received a vision clearance concern on Pittsburg Road due to road improvements associated with the Emerald Meadows Subdivision. As a county road, County Public Works is the lead agency, and a no-parking designation would need to be approved by the County Commissioners. County PWs requested support from the city for this. **See attached.**

## **DEVELOPMENT CODE ENFORCEMENT**

In the March 2021 report I mentioned an enforcement case about fill and parking area expansion for a home close to downtown. This issue is now resolved.

In last months report I mentioned a complaint about illegal structures on the 400 Block of Greycliffs Drive. No response from the neighbor from the correspondence sent to them. Time to get Code Enforcement involved.

In 2016, we had a Conditional Use Permit application for a marijuana production facility at 264 N. Columbia River Highway. That permit was withdrawn. Recent activity on the site has prompted staff to investigate the matter. It has been sold recently.

In this year's February and April reports, I mentioned our dealings with the property on the SW corner of the US30/Pittsburg Road intersection. They have had three months to make headway. Having not seen any substantial progress in abating the illegal junkyard, I have asked our Code Enforcement officer to cite. **See photos below comparing Feb. 16<sup>th</sup> to July 16<sup>th</sup>.** Spoke to the occupant in April, hoping a conversation would be enough. No movement unfortunately.



02.16.2021 16:49



07.16.2019



02.16.2021 16:52



07.16.2019



02.16.2021 16:48



07.16.2019

Responded to a concern about a big pile of firewood with the LeMont Street right-of-way between N. 9<sup>th</sup> and N. 10<sup>th</sup> Streets. Speaking to the person responsible, the issue should be short term and all affected folks are anticipated to be at peace.

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

July 13, 2021 meeting (outcome): The Commission unanimously approved three public hearing items: the St. Helens High School renovation, the City of St. Helens Recreation Center at 2625 Gable Road and a building for Columbia Health Services at 174 Sunset Boulevard.

The Commission was given an update of the riverfront development efforts (i.e., the old veneer mill site).

August 10, 2021 meeting (upcoming): This Commission will have a public hearing for a four lot commercial subdivision along US30 just north of Howard Street.

*As the Historic Landmarks Commission*, they will review and consider the applications received for the latest Historic Preservation Rehabilitation Grant.

<https://www.sthelensoregon.gov/planning/page/historic-preservation-rehabilitation-grant>

**ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY**

Staff is working on outreach to select an engineering and architectural services for the city's new public safety facility. This department is not the lead but has assisted. Proposed deadline from firms is in August.

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



265 Strand Street  
St. Helens, Oregon  
97051

July 16, 2021

Columbia County Public Works  
1054 Oregon Street  
St. Helens, OR 97051

Via Email: [Scott.Toenjes@columbiacountyor.gov](mailto:Scott.Toenjes@columbiacountyor.gov)

RE: No parking designation request in response to vision clearance concern at 35186 Pittsburg Road

Dear Columbia County Public Works,

In May of this year, the city received a concern from the residents at 35186 Pittsburg Road about visibility restrictions. This property is within St. Helens city limits and abuts Pittsburg Road, a county road. The folks in question are Kathy and Dave Innocenti.

Kathy and Dave's concerns include both ingress and egress using their driveway as well as getting to their mailbox which is on the other side of Pittsburg Road. Kathy and Dave have owned this property since 1994 (per County records) and curvature of Pittsburg Road lying to the west of their property poses some challenges.

Fairly recently, the Emerald Meadows Subdivision was constructed. A portion of the Emerald Meadows property abuts Pittsburg Road and this portion is both adjacent to the Innocenti property and at the apex of the curve mentioned above. The Emerald Meadows subdivision resulted in street frontage improvements to this segment of Pittsburg Road, which resulted in an "extra wide" shoulder. This shoulder provides an area that some may confuse as on-street parking.

The city's Transportation Systems Plan identifies Pittsburg Road as a minor arterial street. The normal cross section for this type of street does not include on-street parking (see attached Figure 7-2).

To reduce the potential for hazards, it is important for the shoulder to be marked as "no parking" because otherwise the width is a temptation for on-street parking. It is the city's understanding that to establish this area as a "no parking" zone the Board of County Commissioners would need to approve such.

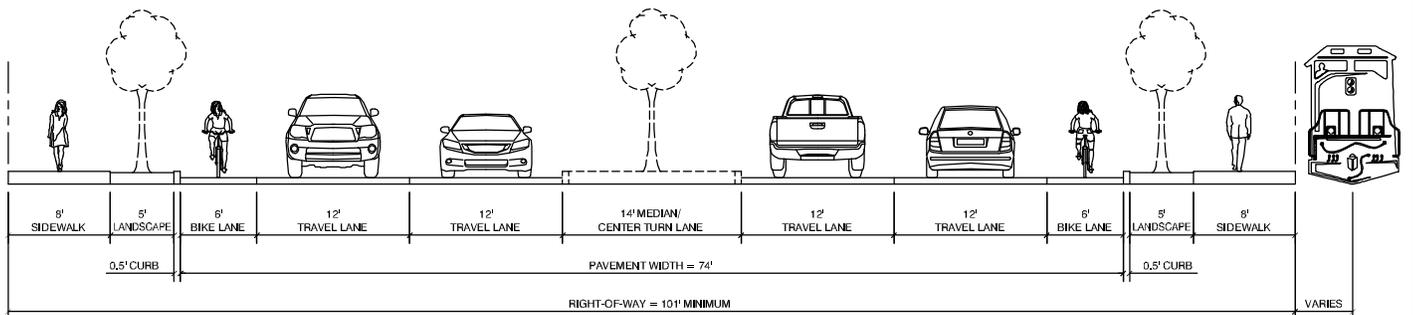
The City of St. Helens urges consideration of a "no parking" zone for this segment to support public health, safety and welfare for both local residents and users of Pittsburg Road.

Respectfully yours,

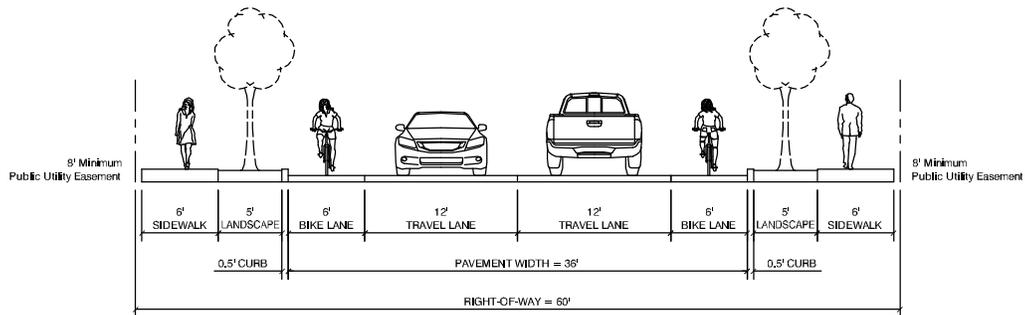
Jacob A. Graichen, AICP, City Planner



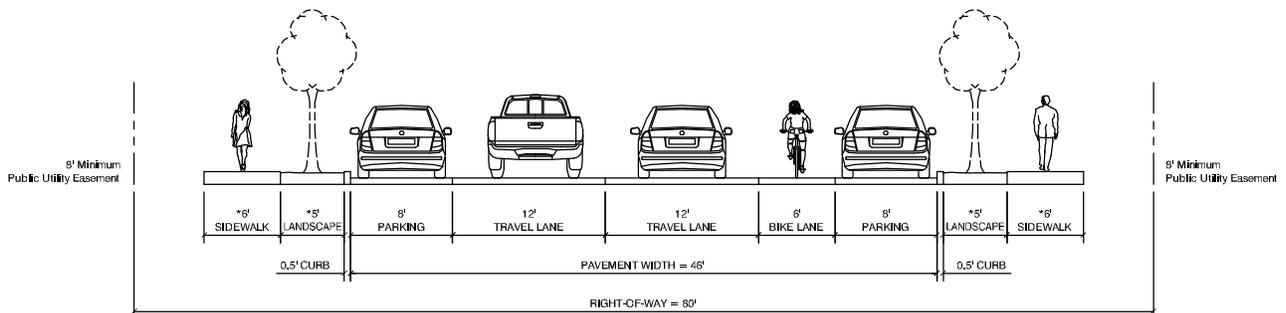
**Above:** the driveway serving 35186 Pittsburg Road is in the foreground. The portion of Pittsburg Road improved as part of the Emerald Meadows Subdivision is identified by the sidewalk, curb and greater width from the fog line. The temptation to use this for on-street parking is shown as well as the visual problem on-street parking can create on this busy road.



Major Arterial (US 30)\*

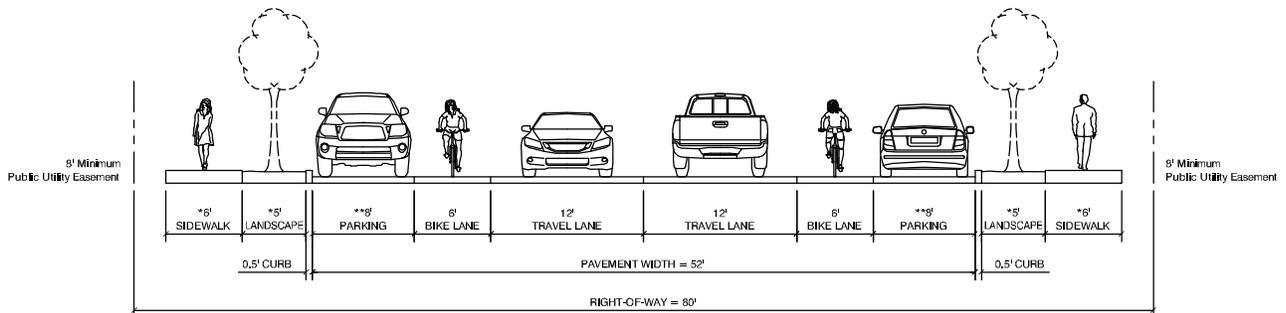


Minor Arterial (Typical)



\*Optional 11' sidewalk with tree wells.

Minor Arterial (One-Way - Columbia Boulevard/  
St Helens Street - US 30 to 13th Street)



\*Optional 11' sidewalk with tree wells.

\*\*On-street parking may be reduced to allow for installation of a left-turn lane where needed.

Minor Arterial (Two-Way Downtown)

LEGEND



TREES TO BE PROVIDED AS APPROPRIATE PER CITY CODE AND LOCATION SPECIFIC CONSIDERATIONS

\*The US 30 Cross-Sections are shown to be consistent with ODOT Standards. Specific roadway designs will be developed through a refinement plan or project development process. Design and future improvements to US 30 must also address ORS 366.215 (Reduction in Vehicle Carrying Capacity) on this national freight network facility.



STANDARD CROSS SECTIONS  
ST. HELENS, OREGON

FIGURE  
7-2

H:\profile\10639 - St. Helens TSP Update\dwg\figs\draft TSP\10639fig7-1.dwg Jul 25, 2011 - 2:59pm - jsommerville Layout Tab: Fig7-2

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** July Planning Department Report  
**Date:** Tuesday, July 27, 2021 8:51:41 AM

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Here are my additions to the July Planning Department Report.

## **GRANTS**

1. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with three flex sport courts, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021, likely to need extension. Pre-construction meeting on 7/1 with general contractor selected. Geotech work scheduled this week. Soil additive likely to be next week.
2. **CDBG- Columbia Pacific Food Bank Project** – JH Kelly continuing \$1.6 million construction bid. Demolition complete. Tracking all requests for information and submittals to ensure questions are answered. Up to RFI #22(!!!) Tracking all invoices, and coordinating with grant manager on reimbursement requests and quarterly reports to the state. Project to be completed by December 2021.
3. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Worked through change to schedule to allow an additional year for bidding the project to allow the County to replace a culvert which collapsed in 2020 during a heavy rainstorm. New schedule has bidding of the project in January 2022, with construction occurring Summer 2022.
4. **Business Oregon – Infrastructure Finance Authority** – Application for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Resolution to apply approved by Council on 3/17. Submitted a full application in early March. Reviewed Business Oregon staff report and recommendation in May, prepared presentation for board review/approval on June 4 with John Walsh. Successful presentation and approval for the project! Contracting is underway.
5. **Oregon Watershed Enhancement Board (OWEB)** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5<sup>th</sup> Street trail and Nob Hill Nature Park. Continued tracking all in-kind contributions from the City on this effort. First round of blackberry removal completed by contractor in July.
6. **Certified Local Government – Historic Preservation Grant Program** – Prepared and uploaded online the outreach materials (solicitation letter, grant fact sheet, grant application, and attachments) for our 2021-2022 cycle. Letters went out to eligible property owners on 5/24 announcing that there is \$12k available with a 1 to 1 match requirement and a grant deadline of 7/26. Only 1 incomplete application received. Prepared for next steps with this project. Prepared for and provided materials to SHPO regarding our 4-year CLG review to be held with SHPO staff via zoom on 7/28.

## **MISC**

7. **Riverwalk Design/Engineering (OPRD Grants x2)** –Prepared for and reviewed materials

- for Council presentation of preferred design on August 4. Handled press inquiries, reviewed press release, and materials in advance of the meeting. Begin preparing for Work Order #2 from Mayer/Reed for the 2<sup>nd</sup> half of this project. Updated the TAC with the process and next steps.
8. **Waterfront Streets/Utilities Design/Engineering** – Roadway alignment determined and approved by Council at their 6/16 meeting. Attending every-other-week check-ins for 30% design, with particular attention to pedestrian connections and the intersection/gateway treatments.
  9. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure RFQ** – Discussed next steps with the team for this project after scoring. Attended a scoping meeting with the firm that scored the highest (Mackenzie) by the review committee. Reviewed summary of this meeting and awaiting first phase scope of work.
  10. **Millard Road City-Owned Property Request for Proposals** - RFP closed on 6/11. At the 6/16 Council meeting, Council requested an interview/presentation from Atkins & Dame, Inc. Staff is working through BOLI concerns with legal counsel at the request of Atkins & Dame prior to planning for a presentation. BOLI Concerns have been addressed, and now staff is worked with Atkins & Dame on tweaking the site plan to reduce the number of code exceptions. Planning for a September presentation to Council by the proposed developer.
  11. **Waterfront Video Project** – Attended regular meetings with production team. Helped coordinate interviews and filming sessions with the production team. 3<sup>rd</sup> or 4<sup>th</sup> production day is scheduled for 7/28.
  12. **Parklet Permit** – Received another application for a parklet in front of two businesses on Strand Street. Reviewed for completeness, prepared notice area and letters to business/property owners. 14-day required comment period will end on 8/6.
  13. Reviewed new Council Chamber A/V equipment processes so I will be prepared to serve as a back-up/coverage for Christina.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

**New email address** [jdimsho@sthelensoregon.gov](mailto:jdimsho@sthelensoregon.gov)