



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: November 4, 2020

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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:** 10.27.2020

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—MISC.**

Both Associate Planner Dimsho and I prepared the project action sheets for items listed in the Council's 2020-2022 strategic plan and other efforts related to the departments semi-annual report to the City Council for October 21<sup>st</sup> of this month.

The parties are in negotiation in the Schlumpberger v. City of St. Helens Land Use Board of Appeals (LUBA) case. It is possible the Schlumpberger and the third party (original appellant) which reach terms that will prevent a LUBA hearing.

means there is a mutually agreed upon opportunity to negotiate, which may prevent the case going before LUBA.

Did my final inspection for the Plymouth High School. The Middle School property project is done!

Inspections at the St. Helens Place apartments continue. This is the complex along Matzen, McBride and Brayden Streets. Only 2 of 18 buildings are not completed and occupied. They are still behind on their bike parking due to supplier issues, but have made headway recently, thankfully.

Assisted Associate Planner Dimsho with various legal documents related to the food bank project.

Assisted with the Gable Road apartments project. They are proposing to use HUD funding (via Section 8 vouchers), which requires a lot of extra bureaucracy. I'm helping with that. This month this meant tribal notification and dealing with nearby oil tanks.

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

October 13, 2020 meeting (outcome): Commission discussed HB 2001's duplex mandate and related code amendments.

**Three Commissioners were absent. If absent or need a refresh, I recommend watching the Oct. 13<sup>th</sup> Planning Commission meeting <https://www.sthelensoregon.gov/bc-pc/page/planning-commission-56> or the presentation to the City Council that is anticipated to be during the Council's November 4<sup>th</sup> Work Session.**

November 10, 2020 meeting (upcoming): Two public hearings are scheduled. One is for a Lot Line Adjustment / Minor Modification Conditional Use Permit to adjust a boundary between a lot and open space tract within the Meadowbrook Planned Development. The other is for a pair of Variances for development of a pair lot underdeveloped lot at the south terminus of S. 2<sup>nd</sup> Street.

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

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** October Planning Department Report  
**Date:** Monday, October 26, 2020 11:58:48 AM

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Here are my additions to the October 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. Received final Infrastructure Estimates & Phasing Plan from 3J. Awaiting final Infrastructure Financing Plan from ECO week of November 9.
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. 2nd Sport Court bid closed on 10/15 – no bids received again. Working with Sue and legal counsel on a different procurement process that still complies with state laws to solicit bids directly from contractors.
3. **EPA – CWA Grant Program** – Final reporting due within 90 days of 9/30. Began preparing final report, budget, and cost reimbursement request.
4. **CDBG- Columbia Pacific Food Bank Project** – Construction documents completed. Planned bid period is very soon. Waiting on private sewer easement from abutting property owner. Legal counsel provided a template, Jacob assisted with a legal description/exhibit for the easement.
5. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Kicked off engineering with David Evans. Survey/topo complete. Construction timeline provided by David Evans, who is working through design/engineering process.
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 January 2021 for board approval in February 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). Final application opens November 1 and is due January 2021.
8. **EPA Brownfield Multipurpose Grant Program** – Prepared application (15 page narrative) with consultant assistance for \$800k to fund environment site assessments, cleanup and reuse plans, cleanup activities, and overall plans for brownfield revitalization. Only 10 will be awarded nationally, usually 1 per region. Deadline is October 28, 2020.
9. **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 5<sup>th</sup> 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.

## MISC

10. Millard Road entry sign RoW application submitted to ODOT/ODOT rail to approve the location. ODOT Highway agreed to support location, working with P&W and ODOT rail now.
11. Urban Renewal Amendment – Assisted with final adoption PH on 10/21 at 6 PM by preparing ordinance and final amendment attachments.
12. Bennett Building (Water Department/ UB) – Kicked off design project with Arciform on 10/9 with the design firm specialized in historic preservation. As-built façade drawings expected soon.
13. Working with the Wellness Committee on a City-wide volunteer program to repair surplus Police Department bicycles for a community bicycle and helmet giveaway.
14. Riverwalk and Streets/Utilities design/engineering consulting services RFQs published on 10/22! Bids will be accepted until December 8, 2020.
15. Presented at and attended the Oregon Brownfields Conference on October 5/6 (virtually).
16. Attended the Oregon American Planning Association Conference on October 14, 15, and 16 (virtually).
17. Presented with Jacob the Planning Department Report to City Council WS on 10/21.
18. Adjusted temporary office location in the upstairs conference room while renovations upstairs at City Hall occur.

Jenny Dimsho, AICP

Associate Planner

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