



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: July 16, 2024

Planning Division Report attached.

Business License Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: June 26, 2024

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

Had a preliminary Q&A meeting and provided information to the developer the Council selected for the Millard Road property.

Had a preliminary Q&A meeting for potential redevelopment/remodel of the icehouse property along S. 1st Street.

Had a preliminary Q&A meeting for remodel of the “Gracie’s annex” building along Strand Street. This follows the Planning Commission denial of a parking variance that included a new building replacing the existing.

Had a preliminary Q&A meeting to discuss options for Elk Ridge Estates Phase 7. Currently up to phase 6, Elk Ridge is the development up Hankey Road. Due to historic landslide activity and geotechnical challenges, the additional lots possible may be significantly reduced.

PLANNING ADMINISTRATION—MISC.

Gave permission to remove hazardous trees near/in the creek for property along DuBois Lane close to Milton Way.

As mentioned in the March and April reports, the city and county have taken effort to get a RARE AmeriCorps person to assist with DEQ mandated TMDL efforts. Since the last time this was reported the City of St. Helens and Columbia County as a joint applicant was selected as a potential RARE person host. Five interviews conducted this month. Fingers crossed for the best person! If we get a person, start for 11-month period would be in the Fall. My role will be as an assistant supervisor.

Responded to a county referral for an action with the county, but within the St. Helens Urban Growth Boundary for a two-parcel partition at the Old Portland Road / Millard Road intersection. **See attached.**

Joint meeting with the City Council and Planning Commission this month.

DEVELOPMENT CODE ENFORCEMENT

Via unrelated complaints (as received by Code Enforcement) we discover a business along Eilertson Street in operation about a year or so without a business license. Issue was quickly resolved.

Discussed parking and other complaints with a neighbor on the 300 block of N 10th Street. Helped facilitate communication with Public Works with their requested for additional yellow curbing.

We received a tree house complaint for a public street (in the right-of-way) along the 400 block of S. 2nd Street. Appears to violate public tree provisions. Code enforcement notified.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

June 11, 2024 meeting (outcome): The Commission denied a off-street parking requirement variance to allow a significant reduction of parking for a potential project at 325 Strand Street (the old “Gracie’s annex” building). *As the Historic Landmarks Commission*, they approved a Historic Resource Review for proposed alterations to the building at 120 S. 1st Street, which is currently for sale. The applicant, a possible buyer, is not going to purchase the property after all, but did attend the hearing and provided some important input, nevertheless.

July 9, 2024 meeting (upcoming): This meeting has been cancelled! Happy summer!!!

COUNCIL ACTIONS RELATED TO LAND USE

Council approved a resolution to increase planning fees. Geneally, this is to keep the fees aligned with inflation, with some other updates.

Council approved the concept of the 2024 Development Code Amendments discussed with the Planning Commission since December. Council also posed no objection to continuing efforts to potentially address SB 8 (2021) and HB 2916 (2019). Though, this new effort will likely cause staff to divide the amendments into two parts to ensure the psilocybin land use rules are adopted before January 1, 2025.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: June Planning Department Report
Date: Monday, June 24, 2024 2:01:28 PM
Attachments: [image001.png](#)

Here are my additions to the June Planning Department Report.

GRANTS

1. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. Provided updates to loan officer. Waiting until new FY to submit for reimbursement.
2. **Riverwalk Project (OPRD Grants x2)** – Notice to proceed issued 5/16. Contractor has mobilized & set up erosion control. Coordinated with Communications on E-newsletter content. Reviewing/tracking submittals and RFIs. Attending bi-weekly check-ins with contractor and design team. Received OPRD LGGP time extension. Working with OPRD LWCF to increase grant award and extend timeline to match LGGP.
3. **Community Development Block Grant (CDBG): Sanitary Sewer Improvement Project** – \$2.5 million grant award to fund design/engineering/permitting for 3 sanitary sewer basins identified as deficient in the adopted Wastewater Master Plan. Preparing for first quarterly report/disbursement in July for services through June 30.
4. **CLG Historic Preservation Grant Program** – SHPO Certified Local Government Program. Received our contract for 17k. State approved work plan. Executed contract with grant recipients. Project to be completed by July 31, 2024. Grant recipient received windows which do not match the plans. Working to remove windows from the scope of approved work.
5. **DLCD Technical Assistance Program** – 60k will fund a new Economic Opportunities Analysis (EOA). Reviewed BLI data and employment forecasting, provided feedback. Reviewed materials for TAC meeting #1 on July 10. 1-hour discussion of EOA update at the joint PC/CC meeting on June 10.
6. **ODOT Community Paths Program: St. Helens Scappoose Trail Refinement Project** – 405k to study a trail route refinement project (30% design) from St. Helens to Scappoose. Award is \$363,407, with a match of around 42k split between Scappoose, the County, and us. Final ODOT grant contract executed at 6/5 Council meeting. IGAs with County/Scappoose executed at 6/5 Council meeting. SoW as approved by County and Scappoose sent to DOJ for review by ODOT.
7. **Travel Oregon Grant Program: Riverwalk Project** - 100k grant for Riverwalk Project. Received 50% of the grant as contract terms require. Will receive remainder when project is complete.
8. **ODOT TGM Program: Transportation Systems Plan** – ODOT says it could be 1-2 months before there is movement on the contract which allows us to move forward with

consultant selection.

9. **CDBG – Columbia Pacific Food Bank** – Request from Executive Director to act on the City’s 2-year public contract warranty for leaks in their roof during this past winter. Coordinated with the contractor JH Kelly on repairs. Repairs were completed and restarted warranty for an additional year to allow the Food Bank to monitor roof this winter during the rainy season.

PROJECTS & MISC

10. **Riverfront Streets/Utilities Project** – Attending weekly check-ins. Pump station generator to be installed soon. Tualatin staircase/bluff trailhead and Wapama Way intersection under construction. Traffic circle and elevated picnic platform under construction. North and south water quality swales underway. Joint utility trenching nearly complete. Undergrounding contract for 1st & St. Helens intersection work is nearly completed.
11. **Urban Renewal Agency** – Prepared for FY 24-25 budget adoption with Gloria/John. URA Budget Committee meeting held on 5/16. URA meeting and budget adoption PH to be held on 6/5. Prepared a Resolution/IGA to set up to recapture funds utilized by the City to create and implement the URA. Will be put on Council agenda and URA agenda on 6/5.
12. **Library Solar Array Project** – Assisting library with grant-funded solar planning project. Planning grant is complete. Working on completing final reporting to receive reimbursement from ODOE.
13. **VFW Post 1440 Veterans Memorial** – Organized a discussion with our local VFW and Lower Columbia Engineering about how to use VFW’s remaining funds on improvements to the memorial in McCormick Park.
14. **Citizens Day in the Park** – Planned City’s booth, attended Citizens Day in McCormick Park to share construction updates on City infrastructure projects.

Jenny Dimsho, AICP | Community Development Project Manager

City of St. Helens | Planning Department
265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov
P: (503) 366-8207 | jdimsho@sthelensoregon.gov





CITY OF ST. HELENS PLANNING DEPARTMENT
M E M O R A N D U M

TO: Jack Niedermeyer, Planner, Columbia County
FROM: Jacob A. Graichen, AICP, City Planner
RE: Columbia County file MP 24-06 & V 24-04
DATE: June 20, 2024

Please include the following conditions:

1. Redevelopment/shadow plan required prior to the County's approval of the final plat. This shall be subject to city review and approval. This includes both the plat itself and accompanying legal documentation.
2. Approved redevelopment/shadow plan shall be recorded with the final plat and referenced on the final plat with a line to write the instrument number of the redevelopment/shadow plan.
3. Right-of-way dedication of Millard Road to achieve 30' from right-of-way centerline shall be required on the final plat.
4. Only one access for both parcels (and the redevelopment/shadow plat) shall be allowed. This access point subject to city approval (in addition to Columbia County Public Works).
5. The final plat shall include a reciprocal access easement for the approved single point of access for both parcels.
6. LDS shall be in receipt of a will serve letter from the city required before water connections. City requirements including but not limited to consent to annex and payment of Systems Development Charges will be require before the city produces this will serve letter.

-----basis for conditions and other comments/considerations below-----

Zoning/Comprehensive Plan Designation:

The subject property has a City of St. Helens Comprehensive Plan designation of Rural Suburban Unincorporated Residential, RSUR. If annexed in the future, based on today's assumptions, the most likely zoning would be the City's R7 (7,000 s.f. lot size) or R10 zones (10,000 s.f. lot size).

A shadow plat or redevelopment plan is necessary to help ensure these densities are possible once utilities, sanitary sewer in particular, are available in the to-be-determined future. Generally, the conceptual lots should be between 10,000 – 13,999 s.f. (the min. size for R10 and just under twice the size for R7) and lot dimensions to meet city specifications. New buildings shall be required to fit within the future development plan's conceptual property lines. Document(s) to be recorded on the deeds of the lots/parcels at the same time as the final plat and be binding on all current and future owners

Incorporation of the shared access (see comments below) into the shadow plat / redevelopment plan is necessary.

City Utilities:

City water is within both the Old Portland Road and Millard Road rights-of-way. The subject property appears to be outside of the McNulty Water District area boundary.

Connection to city water will require the owner to record a consent to annex on the deed records, and payment of a connection fee and System Development Charges to the city. Actual annexation cannot happen until the property is abutting city limits, which is probably many years away. But the consent to annex enables the city to annex when this time comes.

Streets/Access:

The City's Transportation Systems Plan classifies both Old Portland Road and Millard Road as minor arterial streets. This classification calls for a 60' wide public right-of-way.

Old Portland Road already has a 60' wide right-of-way (ROW). Millard Road is only 40 feet. Right-of-way dedication to achieve a width of 30 from the ROW centerline (10 feet) will be necessary as part of the partition. This right-of-way shall be deeded via the partition plat.

Access requirements for arterial streets are stringent. Measured from center of road or driveway the spacing standard between driveways and driveways/roads is 200 feet. This is impossible to meet along Millard, but is possible along Old Portland Road. Regardless of where the access is located, it is imperative that both parcels utilized the same access with a reciprocal access easement. This easement shall be included on the final plat.

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES
COURTHOUSE
230 STRAND
ST. HELENS, OREGON 97051
(503) 397-1501

192-24-000064
\$ 2553.37

PARTITION
General Information

File No. MP 24-06

APPLICANT: Name: Wayne W. Weigandt

Mailing address: 310 Riverside Dr. St. Helens OR 97051
City State Zip Code

Phone No.: Office (503) 396-0065 Home _____

Email: Weigandt@opusnet.com

Are you the _____ property owner? owner's agent?

PROPERTY OWNER: _____ same as above, OR:

Name: Mary Ann Pinon

Mailing Address: 5796 N. Rose Springs Ave. Meridian Idaho 83646
City State Zip Code

Phone No: Office 503-406-1134 Home: _____

PROPERTY ADDRESS (if assigned): _____

TAX MAP NO.: 4117-A0-00700 Acres: 1.846 Zoning: R-10

PROPOSED PARCEL SIZES (acres): .92 acres

WATER SUPPLY: _____ Private well. Is the well installed? _____ Yes _____ No
 Community system. Name City of St. Helens

METHOD OF SEWAGE DISPOSAL: _____ Community Sewer. Name _____
_____ Not applicable.
 Septic System.

If Septic, does the subject property already have a system? _____ Yes No

If no, is the property approved for a Septic System? Yes _____ No

CERTIFICATION:

I hereby certify that all of the above statements and all other documents submitted are accurate and true to the best of my belief and knowledge.

Signature: Wayne Weigandt Date: 3/20/24

Planning Department Use Only

Date Rec'd. 3/20/2024 Hearing Date: _____ or Admin.

Receipt No. _____ Staff Member: Jack Niedermeyer

Previous Land Use Actions: _____ Stormwater & Erosion Control Fees: _____

Columbia County Land Development Services
STATEMENT OF WATER RIGHTS

1. the subject parcel(s) DO NOT have a water right.

Water is supplied to this property by _____

Name (please print): _____

Address: _____

Signed: _____ Dated: _____

Sign this form and file it with your Preliminary Plat. Thank you.

+++++
2. _____ The subject parcel(s) DO have a water right, as follows:

Permit # _____ Certificate # _____ for _____ use

Permit # _____ Certificate # _____ for _____ use

Tax Map Number	Acres	Tax Map Number	Acres
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. The water right has been put to beneficial use within the past 5 years: _____ Yes _____ No _____ Don't know

4. The water right has been continuously used without a 5 year interruption since it was established and documented:
_____ Yes _____ No _____ Don't know

5. _____ The water right WILL NOT be modified for this plat.

_____ The water right WILL be modified and the property owner has filed for: _____ a change of use.

- _____ a change in the point of diversion.
- _____ a change in the place of use.
- _____ an additional point of diversion.
- _____ cancellation of the water right.

6. The above information is true and complete to the best of my knowledge and belief:

Name (please print): _____

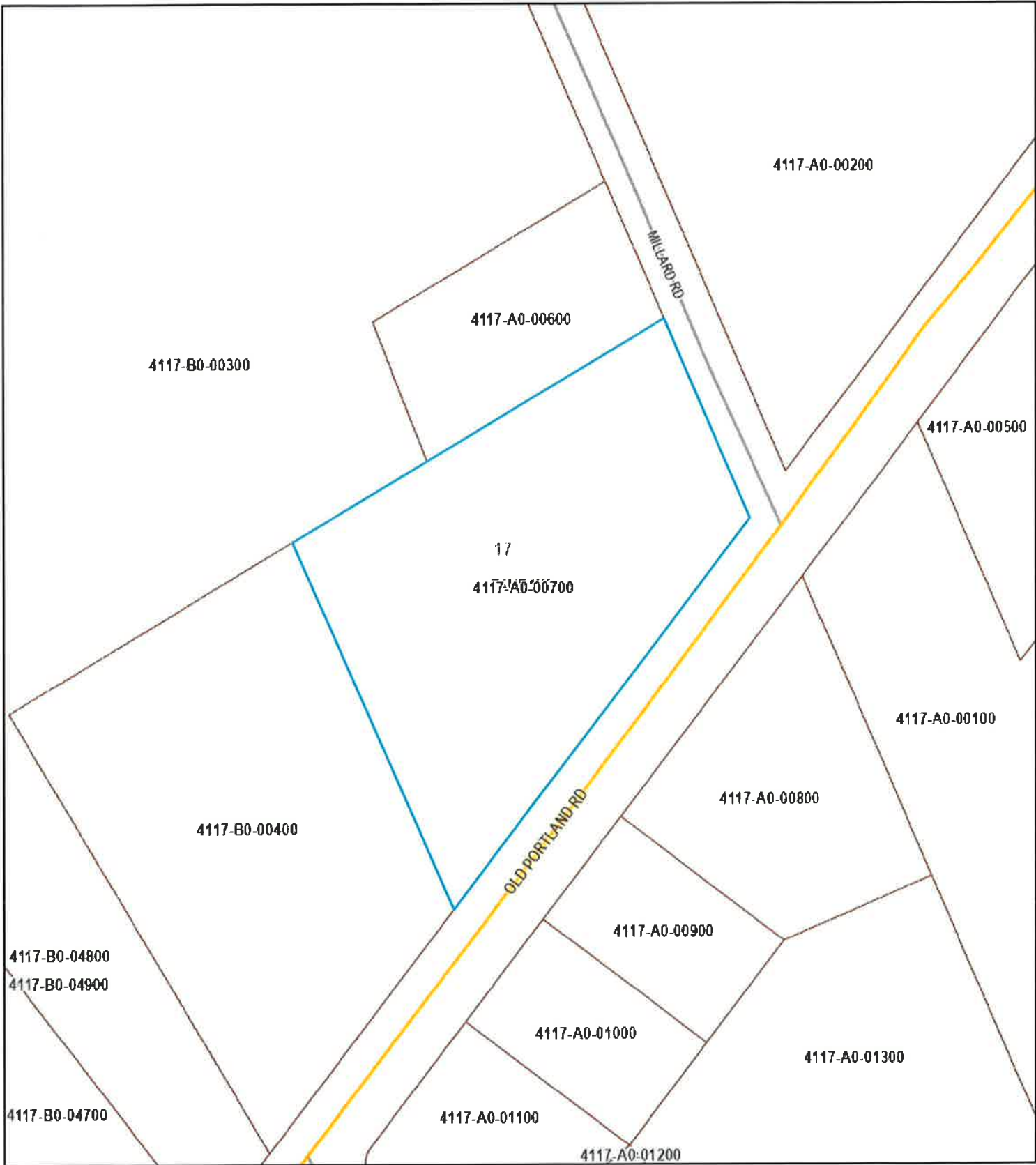
Address: _____

Signed: _____ Dated: _____

Please do not write below this line. Thank you.

+++++

Columbia County Web Map



6/11/2024 3:35 PM

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Disclaimer: This map was produced using Columbia County GIS data. The GIS data is maintained by the County to support its governmental activities and is subject to change without notice. This map should not be used for survey or engineering purposes. Columbia County assumes no responsibility with regard to the selection, performance or use of information on this map

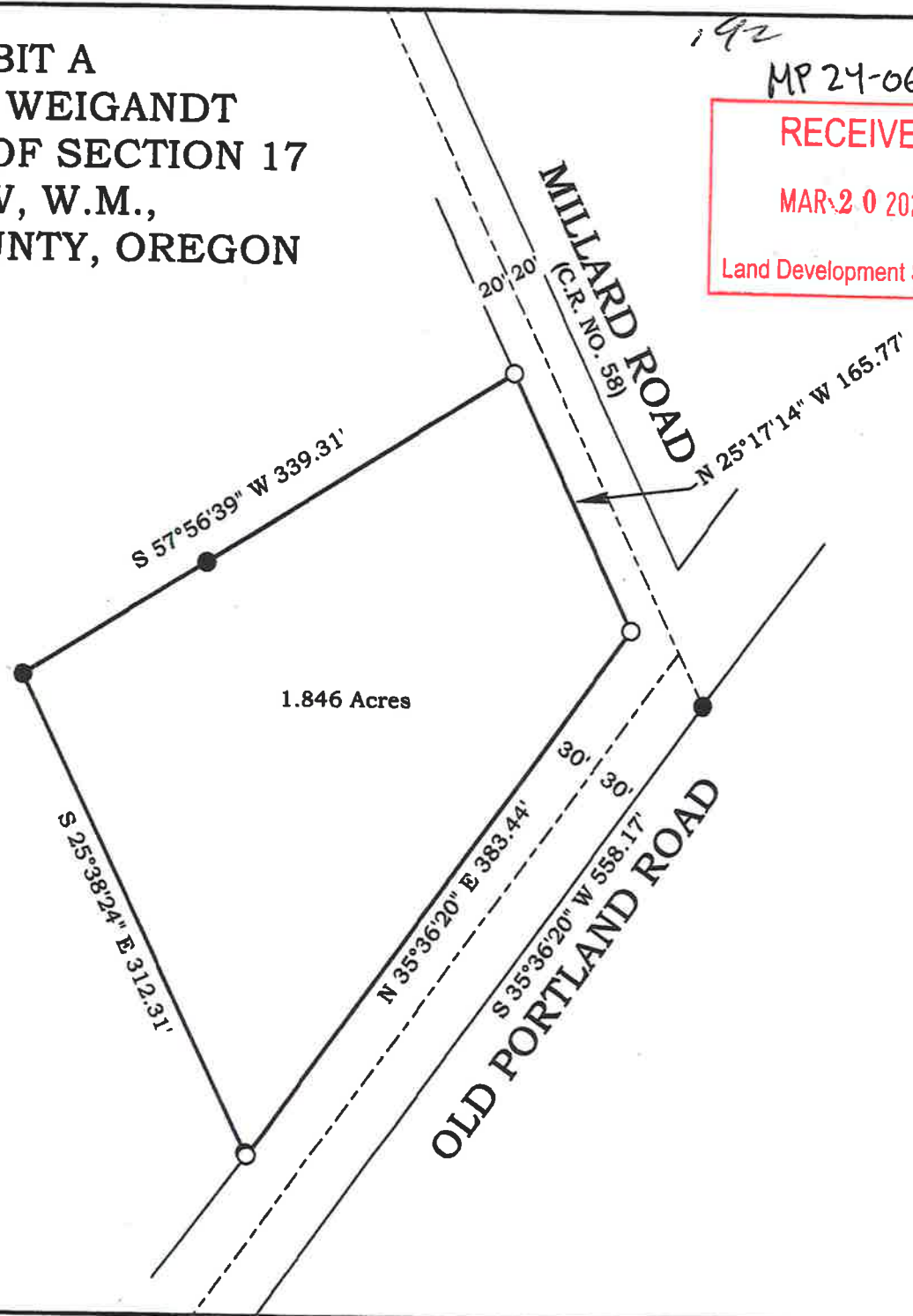
EXHIBIT A
 FOR WAYNE WEIGANDT
 IN THE NE 1/4 OF SECTION 17
 T4N, R1W, W.M.,
 COLUMBIA COUNTY, OREGON

192
 MP 24-06, U24-04

RECEIVED
 MAR 20 2024
 Land Development Services



100 Ft/In
 DWG NO. 23-214 EXHIBIT
 JOB NO. CRW-ST. HELENS
 10-13-2023



1.846 Acres



K.L.S. SURVEYING INC.
 1224 ALDER STREET
 VERNONIA, OREGON 97064
 (503) 429-6115

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

PRELIMINARY

OREGON
 JANUARY 19, 1993
 DONALD D WALLACE, JR
 2601

RENEWS 6/30/24

PROPOSED MINOR PARTITION PLAT
 MARY ANN PINON &
 HOMERO CORTEZ
 IN THE NE 1/4 OF SECTION 17,
 T4N, R1W, W.M.,
 COLUMBIA COUNTY, OREGON

OWNERS:
 MARY ANN PINON
 1612 N BARKER RD 100
 GREENACRES WA 99016

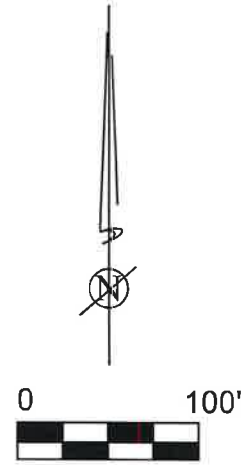
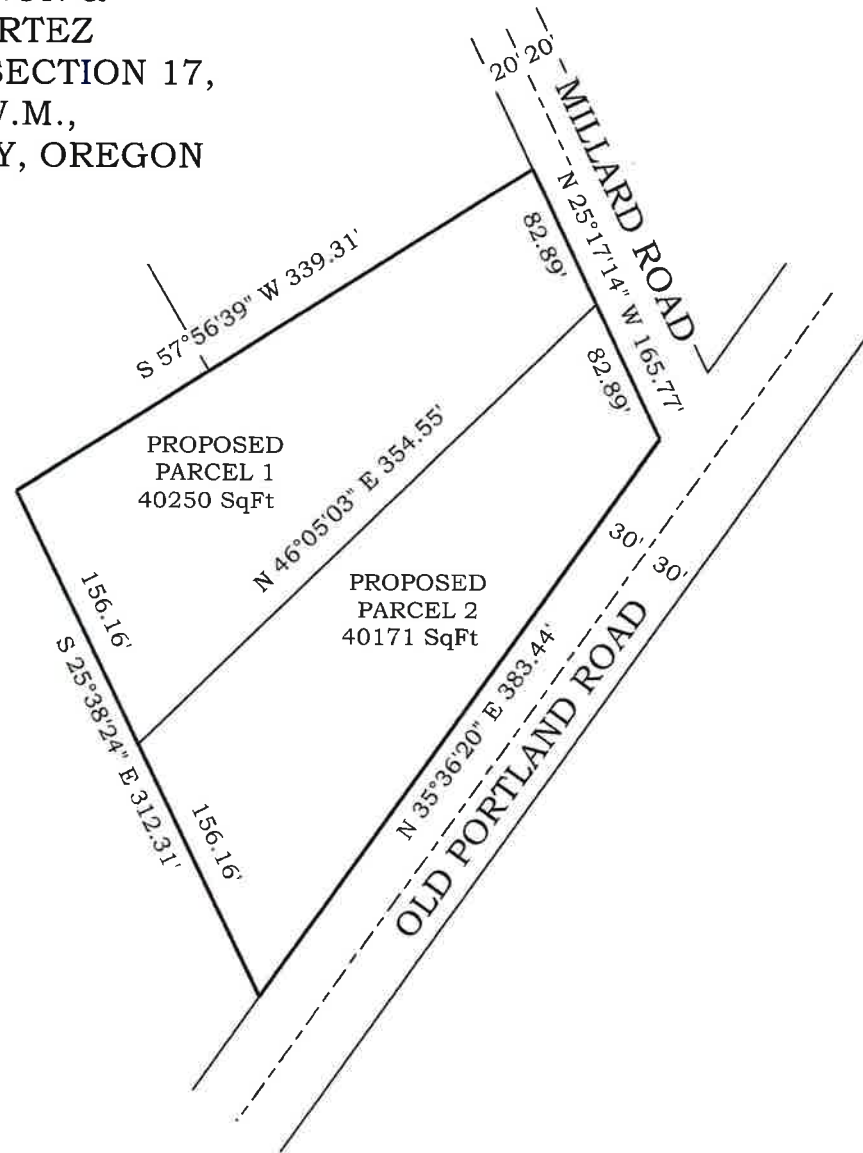
HOMERO CORTEZ
 35510 MILLARD ROAD,
 WARREN OR 97053

SURVEYOR:
 DON WALLACE
 KLS SURVEYING INC.
 1224 ALDER ST.
 VERNONIA, OREGON 97064

ZONNING:
 R-10



K.L.S. SURVEYING INC.
 1224 ALDER STREET
 VERNONIA, OREGON 97064
 (503) 429-6115



100 Ft/In
 DWG NO. 23-214 EXHIBIT
 JOB NO. CRW-ST. HELENS
 4-29-2024

RECEIVED
MAY 31 2024
 Land Development Services

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

PRELIMINARY

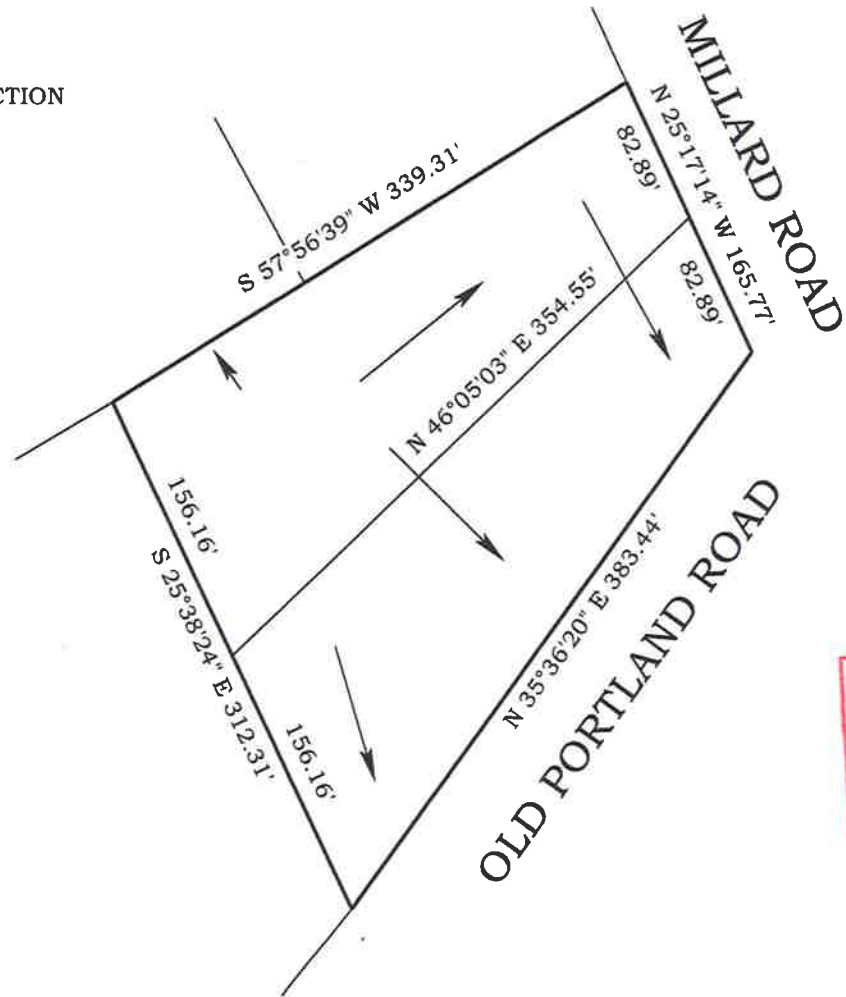
OREGON
 JANUARY 19, 1993
 DONALD D WALLACE, JR
 2601

RENEWS 6/30/24

STORMWATER PLAN
MARY ANN PINON &
HOMERO CORTEZ
IN THE NE 1/4 OF SECTION 17,
T4N, R1W, W.M.,
COLUMBIA COUNTY, OREGON

NOTES:

1.) ARROWS INDICATE DIRECTION
OF DRAINAGE



100 Ft/In
DWG NO. 23-214 STORM WATER
JOB NO. CRW-ST. HELENS
4-29-2024



RECEIVED
MAY 02 2024
Land Development Services

K.L.S. SURVEYING INC.
1224 ALDER STREET
VERNONIA, OREGON 97064
(503) 429-6115



KLS Surveying Inc.

1224 Alder Street
Vernonia, OR 97064

Phone: (503) 429-6115
Fax: (866) 297-1402
Email: don@klssurveying.com

CONCEPTUAL STORM WATER NARRATIVE

Storm water will infiltrate into ground and/or run down hill. There will be no changes in the way that storm water will be treated due to this proposed partition.

Existing Conditions Plan

Arrows on the accompanying map show the direction of storm water flow off the site.

Soil types are defined on enclosed soil report.

Preliminary Development Plan

There is no proposed development at this time that will influence storm water run-off.

3/20/24
Conceptual Storm Water
Plan:

Down spouts will
drain into splash blocks.
When home is constructed

Wayne
Weyandt



Jak 6/10/24

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00250	1/03/24- 5/03/25	*LAMBS ROOFING LLC	CONTRROOF CONTRACTOR-ROOFING	0.00
00279	1/03/24- 1/03/25	FEATHERS & LEATHERS BY HEIDI	RETCLOTH RETAIL - CLOTHING	0.00
00495	6/03/24- 6/03/25	JB INSULATION	CONTMISC CONTRACTOR-MISC.	0.00
00887	5/03/24- 5/03/25	WILCOX & FLEGEL (DIV/WILSON)	OILGAS OIL/GAS DISTRIBUTORS	0.00
00888	5/03/24- 5/03/25	RICHARDSON'S FURNITURE	RETFURN RETAIL - FURNITURE	0.00
00890	5/03/24- 5/03/25	OREGON'S ATTIC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00909	5/02/24- 5/02/25	GEODESIGN INC	CONSULT CONSULTING	0.00
00910	5/01/23- 5/01/24	FARMER BROS CO	WHOLESAL WHOLESALER	0.00
00961	8/03/24- 8/03/25	Legacy Telecommunications, LLC	INTERNET INTERNET SERVICES	0.00
01103	5/28/24- 5/28/25	FLORI CONSTRUCTION INC.	CONTCOCONC CONTRACTOR-CONCRETE	0.00
01340	5/06/24- 5/06/25	GOLD RUSH FOODS, INC	RESTAURA RESTAURANT	0.00
01344	5/21/24- 5/21/25	FCE LLC	EXCAV EXCAVATION	0.00
01345	5/23/24- 5/23/25	*DISTANCE REIKI WITH MARGIE	MISC MISCELLANEOUS	0.00

6-07-2024 3:48 PM

F O R M S R E G I S T E R

PACKET: 00824 06-07-2024 APPROVALS 06-07-2024 APPROVALS

SEQUENCE: License #

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	1	0.00
CONSULT CONSULTING	1	0.00
CONTCNC CONTRACTOR-CONCRETE	1	0.00
CONTMISC CONTRACTOR-MISC.	1	0.00
CONTRROOF CONTRACTOR-ROOFING	1	0.00
EXCAV EXCAVATION	1	0.00
INTERNET INTERNET SERVICES	1	0.00
MISC MISCELLANEOUS	1	0.00
OILGAS OIL/GAS DISTRIBUTORS	1	0.00
RESTAURA RESTAURANT	1	0.00
RETCLOTH RETAIL - CLOTHING	1	0.00
RETFURN RETAIL - FURNITURE	1	0.00
WHOLESALE WHOLESALE	1	0.00
TOTAL ALL CODES:	13	0.00

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
License Codes: All
Balance: 9999999999R thru 99999999999
Fee Codes: All
Fee Paid Status: Paid and Unpaid
Origination Dates: 0/00/0000 thru 99/99/9999
Effective Dates: 0/00/0000 thru 99/99/9999
Expiration Dates: 0/00/0000 thru 99/99/9999
Renewal Dates: 0/00/0000 thru 99/99/9999
Payment Dates: 0/00/0000 thru 99/99/9999
Print Dates: 0/00/0000 thru 99/99/9999
License Status: Active
Termination Code:
Paid Status: Paid
City Limits: Inside and Outside
Printed: No
Comment Code:

** END OF REPORT **

06/07/2024 2:29 PM
LICENSES: THRU ZZZZZZZZZZ
PAID STATUS: PAID
LIC CODES: ALL

B U S I N E S S L I C E N S E L I S T
SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 0/00/0000 TO
EFFECTIVE DATES: 0/00/0000 TO
EXPIRATION DATES: 0/00/0000 TO

ID	CODE	NAME	PHONE #	MAILING ADDRESS	PROPERTY ADDRESS
00250	CONTROOF	*LAMBS ROOFING LLC	503-457-6778	375 S 14TH ST B SAINT HELENS, OR 97051	375 S 14TH ST B
00279	RETCLOTH	FEATHERS & LEATHERS BY HEIDI	503-98	235 S 5TH ST ST HELENS, OR 97051	295 S 1ST ST
00887	OILGAS	WILCOX & FLEGEL (DIV/WILSON)	503-397-0130	PO BOX 69 LONGVIEW, WA 98632	2290 GABLE RD
00888	RETFURN	RICHARDSON'S FURNITURE	503-397-1329	PO BOX 808 ST HELENS, OR 97051	2015 COLUMBIA BLVD
00890	2NDHAND	OREGON'S ATTIC	503-317-5681	2740 SYKES ROAD ST HELENS, OR 97051	215 S 1ST ST
01340	RESTAURA	GOLD RUSH FOODS, INC	971-203-2480	405 N COLUMBIA RIVER HWY ST HELENS, OR 97051	405 N COLUMBIA RIVER HWY
01345	MISC	*DISTANCE REIKI WITH MARGIE	503-544-0115	700 MATZEN ST #212 ST HELENS, OR 97051	700 MATZEN ST 212

TOTAL LICENSES: 7

SELECTION CRITERIA

REPORT SELECTION

LICENSE RANGE: 0 THROUGH ZZZZZZZZZZ
ORIGINATION DATE FROM: 00/00/0000 THROUGH 99/99/9999
EFFECTIVE DATE FROM: 00/00/0000 THROUGH 99/99/9999
EXPIRATION DATE FROM: 00/00/0000 THROUGH 99/99/9999
STATUS: Active
LICENSE CODE: All
BUSINESS CLASS: All
REPORT CODE: Exclude: COMM RENT , NRES, RES RENT
COMMENT CODE: None
COMMENT FILTER: None
SORT OPTION: License Number
CITY LIMITS: Inside Only
PAID STATUS: Paid
PRINTED STATUS: Not Printed
COMPLETE ADDRESS: Yes

ADDITIONAL FIELDS FOR THE REPORT

PHONE NUMBER
MAILING ADDRESS
PROP. ADDRESS

END OF REPORT