



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: May 3, 2023

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: 04.24.2023

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.

Broadleaf Arbor (Gable Road apartments) conducted final inspection for Building E. D, the community building (no residential units) inspected previously. E is the 2nd of 10 buildings and the first one with families moving into the site.

Helping City Engineering with review of their CAD standards manual. The intent of this is to standardize the electronic data received for projects.

Conducted annual performance evaluation for Associate Planner/Community Development Project Manager.

Prepared and conducted semi-annual report to the City Council.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

April 11, 2023 meeting (outcome): The Commission recommended approval of three annexations, which will go before the Council soon. The Commission also spent much time hammering out their recommendation to the Council to address Oregon HB 3115. They also selected who will represent the Commission for the gateway project at 1st and St. Helens Street.

As the Historic Landmarks Commission, they reviewed proposed changes to the Klondike Tavern at 71 Cowlitz.

May 9, 2023 meeting (upcoming): The Commission will have two public hearings: one for an appeal of a Sensitive Lands Permit for a large retaining wall and a Site Development Review modification/Variance for the Skinny's Texaco complex parking lot addition.

The Commission will also consider its annual report to the Council and possibly review of the architectural changes to the mixed-use building proposal on the corner of N. 6th Street and Columbia Boulevard to meet a condition of approval.

Also possible, more Oregon HB3115 review, depending on how quick legal counsel review occurs and the outcome of that.

COUNCIL ACTIONS RELATED TO LAND USE

The Council considered the Planning Commission recommendations to address Oregon HB 3115 and, generally, agreed with the approach with a couple considerations as we move closer to the final draft, including not specifying designated camping sites in the ordinance itself (but retaining the ability to designate sites) and giving law enforcement the latitude to allow longer camping stays instead of that being a burden falling squarely on the council. More to come with legal counsel review.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Annual software license renewals for Planning and Engineering this month.

2020 – received original electronic wetland data for the SHIBP delineations. **March 2023** – after working with the data more closely (due to workload this was the first opportunity since 2020) noted some errors. Reached out to firm who did the work and received revised data.

April 2023 – edited raw data for use in the city's GIS system. Done 😊.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: April Department Report
Date: Monday, April 24, 2023 9:22:11 AM

Here are my additions to the April Planning Department Report.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Culvert project (County) will be a separate project than the sidewalks project. Will process a sensitive lands permit for this work as soon as property owner signs application. Construction on sidewalk to begin June 2023. County working through acquiring construction/slope easements for affected property owners.
2. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Columbia View Park improvements that are not covered by grants and Parks SDCs. Will submit 1st reimbursement request design work is complete for Riverwalk project.
3. **Riverwalk Project (OPRD Grants x2)** – Submitted 2 Quarterly Project Reports for each LGGP and LCWF grant. Submitted time extension for LGGP. Prepared for Council presentation on 4/5 to review updated stage rendering. Given notice to proceed into final design which should be completed by May 5. Attended 2 interpretive signage review meetings, compiled feedback for signage content in coordination with the CCMA. Compiled City feedback on the Mayer/Reed Bid Assistance/Construction Mgmt scope of work for final approval on 5/3 Council meeting.
4. **Community Development Block Grants (CDBG)** – Submitted application for \$2.5 million for a design-only project to fund sanitary sewer design/engineering/permitting. CDBG apps include over 30 attachments/narrative/budget/etc. Coordinated initial review of application with state prior to the deadline of 4/30.
5. **Certified Local Government Historic Preservation Grant Program** – Received our contract for 17k in funding. Mailed announcement letters to 93 eligible property owners. Updated project materials on website and coordinated social media outreach. Began answering questions from property owners about potential projects.
6. **DLCD Technical Assistance Program** – Grant cycle will likely open in August and closes in October. DLCD Regional Rep thinks updating our Economic Opportunities Analysis (EOA) could be funded. Compiled resources to assist with scoping our EOA update and writing our grant application this August.
7. **Veterans Memorial Grant Program** - In partnership with the local VFW, we submitted a grant to fund a flag/monument expansion at the McCormick Park veterans memorial. Grant was due March 31. Request was for \$33k, with a match \$28k of in-kind labor/management/VFW donations.

PROJECTS & MISC

8. **Riverfront Streets/Utilities Project** – Attending weekly check-ins to stay in tune with project schedule and any construction delays/issues. Attending a joint utility coordination meeting for all franchise utilities and to discuss undergrounding project as it relates to the project. Reviewed 50% design and cost estimate for Undergrounding utilities.

9. **S. 1st Street & St. Helens St. Gateway Project** – Created a stakeholder group based on Council feedback. Coordinated and attended internal kickoff meeting with LCE. Prepared for and coordinated stakeholder group kickoff meeting on 4/28 (first of 3 total design meetings). Prepared project schedule with LCE. Anticipated completion date of design is 7/10.
10. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Mackenzie revised footprint to accommodate feedback from Cascades regarding use of the existing mill buildings. PGE said no further reduction in size is possible for the sub-station, so we are moving forward with design as presented. Kicked off Phase II grading work effort.
11. **Warrior Rock Lighthouse Replica Project** – Restoration of the warrior rock lighthouse replica on County-property near Columbia View Park. Councilor Sundeen was able to locate original Warrior Rock lighthouse plans! Coordinated a meeting with SHPO to discuss the 2023 Oregon Heritage grant opportunity which opens this August 2023. This could potentially fund the design and cost of materials for the replica, a kiosk, and signage. Work would be completed in-house by Public Works staff.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

jdimsho@sthelensoregon.gov

4-21-2023 4:06 PM

FORMS REGISTER

PACKET: 00562 4-21-23 Approvals 4-21-23 Approvals

SEQUENCE: License #

Date: 4-26-23

ID	PERIOD	NAME	LICENSE CODE	BALANCE
00114	1/01/23- 1/01/24	D.R. GARRISON CPA & P.C	ACCOUNT ACCOUNTING	0.00
00128	1/02/23- 1/02/24	MAY MARTIAL ARTS	MARTIALA MARTIAL ARTS	0.00
00133	1/02/23- 1/02/24	*TONY MANDELLA'S FIN CARPENTRY	CONTMISC CONTRACTOR-MISC.	0.00
00141	1/01/23- 1/01/24	COLUMBIA HEARING CENTER	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00148	1/01/23- 1/01/24	*R.L. OUTDOORS GUIDE SERVICE	REC OUT DOOR RECREATION	0.00
00152	1/01/23- 1/01/24	MARK A. GORDON P.C.	LAW LAW OFFICES	0.00
00169	1/01/23- 1/01/24	STARBUCKS COFFEE 313327	CATER CATERING/MISC FOOD E	0.00
00177	1/01/22- 1/01/23	EASY 2 WASH LLC	CARWASH CAR/TRUCK WASH	0.00
00179	1/02/23- 1/02/24	DIANNA'S FORMAL AFFAIR	RETCLOTH RETAIL - CLOTHING	0.00
00188	1/01/23- 1/01/24	CARLSON'S HEATING & AC INC	CONTHVAC CONTRACTOR-HVAC	0.00
00195	1/01/23- 1/01/24	MORE POWER COMPUTERS INC	COMPUTE COMPUTER	0.00
00317	2/02/23- 2/02/24	VIVINT INC	CONTMISC CONTRACTOR-MISC.	0.00
00320	2/01/23- 2/01/24	PACIFIC TECH CONSTRUCTION INC	CONTGEN CONTRACTOR-GENERAL	0.00
00321	2/02/23- 2/02/24	NWESTCO LLC	CONTMISC CONTRACTOR-MISC.	0.00
00322	2/01/23- 2/01/24	AMERICOOOL HEATING & A/C	CONTGEN CONTRACTOR-GENERAL	0.00
00334	2/01/23- 2/01/24	STONER ELECTRIC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00348	2/01/23- 2/01/24	COLUMBIA NW HEATING INC	CONTEMECH CONTRACTOR-MECHANICA	0.00
00355	2/01/23- 2/01/24	K&C LANDSCAPE LLC	LANDSCAP LANDSCAPING	0.00
00356	2/02/23- 2/02/24	JOHN BURGER HEATING & A/C	CONTEMECH CONTRACTOR-MECHANICA	0.00
00407	2/02/23- 2/02/24	BRACKIN CPA PC	ACCOUNT ACCOUNTING	0.00
00421	2/01/22- 2/01/23	HUDSON PORTABLE TOILET SERVICE	SANITATI SANITATION	0.00
00427	1/23/23- 1/23/24	INLAND ELECTRIC INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00430	1/24/23- 1/24/24	INDUSTRIAL TIRE SERVICE INC	DELIVERY DELIVERY SERVICE	0.00
00439	1/27/23- 1/27/24	EXCEL PAINTING	CONTPAIN CONTRACTOR-PAINTING	0.00
00440	1/26/23- 1/26/24	APOLLO MECHANICAL CONTRACTORS	CONTEMECH CONTRACTOR-MECHANICA	0.00
00452	1/27/23- 1/27/24	BLAIRCO INC	CONTEMECH CONTRACTOR-MECHANICA	0.00
00453	1/27/23- 1/27/24	ARIEL TRUSS CO INC	DELIVERY DELIVERY SERVICE	0.00
00457	1/28/23- 1/28/24	CECO INCO	SALESERV SALES/SERVICE/MAINT	0.00
00466	1/27/23- 1/27/24	PACWEST ELECTRIC INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00473	1/27/23- 1/27/24	EAGLE STAR ROCK PRODUCTS LLC	ROCKPROD ROCK PRODUCTS	0.00
00476	1/27/23- 1/27/24	AMERICAN GUTTER SERVICE INC	GUTTERS GUTTERS	0.00
00478	1/28/23- 1/28/24	SECURE PACIFIC CORP	SECURITY SECURITY	0.00
00479	1/28/23- 1/28/24	SHEAR PERFECTION	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00484	1/29/23- 1/29/24	TAURUS POWER & CONTROLS INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00510	2/04/23- 2/04/24	SMART HOME PROS INC	SOLICIT SOLICITATIONS	0.00
00564	2/10/23- 2/10/24	*WATERMAN GARAGE DOORS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00591	2/19/23- 2/19/24	OVERHEAD DOOR CO OF PORTLAND	DOORS DOORS	0.00
00606	2/18/23- 2/18/24	KENNEDY JENKS CONSULTANTS INC	ENG ENGINEERING	0.00
00693	4/02/23- 4/02/24	ARCTIC GLACIER USA, INC	DELIVERY DELIVERY SERVICE	0.00
00703	4/02/23- 4/02/24	POINT MONITOR CORPORATION	CONTELEC CONTRACTOR-ELECTRICA	0.00
00717	3/11/23- 3/11/24	HRB TAX GROUP INC	ACCOUNT ACCOUNTING	0.00
00724	3/11/23- 3/11/24	CENTERLOGIC	COMPUTE COMPUTER	0.00
00755	3/12/23- 3/12/24	ROBERTSON & OLSON CONST INC	CONTGEN CONTRACTOR-GENERAL	0.00
00763	3/02/23- 3/02/24	AMERICAN EXTERM. PLUS, INC.	PEST PEST CONTROL	0.00
00773	3/12/23- 3/12/24	SLB STUDIO	2NDHAND 2ND HAND DEALER/PAWN	0.00
00784	3/12/23- 3/12/24	RUBY RHINO VINTAGE	2NDHAND 2ND HAND DEALER/PAWN	0.00
00789	3/13/23- 3/13/24	ROCKET TRAVEL INC	RENTSVCS RENTAL SERVICES	0.00
00795	3/13/23- 3/13/24	FAST WATER HEATER	CONTMISC CONTRACTOR-MISC.	0.00
00796	3/13/23- 3/13/24	MARSH CLARISSA	2NDHAND 2ND HAND DEALER/PAWN	0.00
00798	3/13/23- 3/13/24	LESSARD STRENGTH & CONDITIONIN	PHYSFIT PHYSICAL FITNESS	0.00

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

PACKET: 00562 4-21-23 Approvals 4-21-23 Approvals

SEQUENCE: License #

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00806	3/12/23- 3/12/24	CHEVERON ST HELENS	GASSVCS GAS/SERVICE STATION	0.00
00811	3/13/23- 3/13/24	NATIONAL ENTERTAINMENT NETWORK	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
00812	3/13/23- 3/13/24	THE CELLULAR CONNECTION LLC	RETAIL RETAIL	0.00
00814	3/13/23- 3/13/24	KEZEFF'S CURIOUS GOODS LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00815	3/13/23- 3/13/24	CURIOSITY MARKET LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00817	3/13/23- 3/13/24	BLACKBURN KATHY	2NDHAND 2ND HAND DEALER/PAWN	0.00
00824	3/13/23- 3/13/24	PAM POWELL RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00842	3/14/23- 3/14/24	ROUTE 30 LIQUIDATORS LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00
00843	3/14/23- 3/14/24	DS SERVICES OF AMERICA INC	DELIVERY DELIVERY SERVICE	0.00
00848	3/14/23- 3/14/24	NESSY'S NICK NACKS	2NDHAND 2ND HAND DEALER/PAWN	0.00
00861	3/14/23- 3/14/24	BARLOW ENTERPRISES INC	RETBIKE RETAIL - BIKE	0.00
00862	3/14/23- 3/14/24	2CS VENDOR MALL	2NDHAND 2ND HAND DEALER/PAWN	0.00
00873	3/27/23- 3/27/24	GREEN TERESA	2NDHAND 2ND HAND DEALER/PAWN	0.00
00900	4/17/23- 4/17/24	*JUAN'S YARD MAINTENANCE	LANDSCAP LANDSCAPING	0.00
00905	4/28/23- 4/28/24	NORTHWEST PROTECTION SERVICES	SECURITY SECURITY	0.00
01075	3/21/22- 3/21/23	*OHLER ORIGINALS	ART ART	0.00
01081	4/01/23- 4/01/24	*SUNNY DAY CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
01095	4/19/23- 4/19/24	G SMITH HOLDINGS	RENTRESI RENTAL - RESIDENTIAL	0.00
01097	4/21/23- 4/21/24	HEALING HANDS THERAPEUTIC	MASSAGE MASSAGE	0.00
01098	4/23/23- 4/23/24	*THE WATERING HOLE LLC	FOODCART FOOD TRUCK	0.00
01195	3/30/23- 3/30/24	BERGEN CONSTRUCTION INC	CONTMISC CONTRACTOR-MISC.	0.00
01196	4/03/23- 4/03/24	JRT MECHANICAL INC	CONTPLUM CONTRACTOR-PLUMBING	0.00
01197	4/03/23- 4/03/24	62 BISTRO	RESTAURA RESTAURANT	0.00
01198	4/03/23- 4/03/24	*A2W CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
01199	4/03/23- 4/03/24	PATRIOT BURGER	FOODCART FOOD TRUCK	0.00
01200	4/03/23- 4/03/24	*AMY'S MARKETING	MARKETIN MARKETING	0.00
01201	4/04/23- 4/04/24	BREMIX CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
01202	4/10/23- 4/10/24	FIVE STAR BUILDERS, INC	CONTGEN CONTRACTOR-GENERAL	0.00
01203	4/13/23- 4/13/24	SPLIT INK GALLERY	ART ART	0.00
01204	4/19/23-10/19/23	KOEHLER PLUMBING	7 DAY 6 MONTH LICENSE	0.00
01205	4/19/23-10/19/23	LUNA DESIGN AND CONSTRUCTION	7 DAY 6 MONTH LICENSE	0.00
01206	4/20/23- 4/20/24	SHIELDS INSTALLATION CF INC	CONTMISC CONTRACTOR-MISC.	0.00

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

PACKET: 00562 4-21-23 Approvals 4-21-23 Approvals

SEQUENCE: License #

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	10	0.00
7 DAY 6 MONTH LICENSE	2	0.00
ACCOUNT ACCOUNTING	3	0.00
AMUSEVEN AMUSEMENT/VENDING/BO	1	0.00
ART ART	2	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
CARWASH CAR/TRUCK WASH	1	0.00
CATER CATERING/MISC FOOD E	1	0.00
COMPUTE COMPUTER	2	0.00
CONTELEC CONTRACTOR-ELECTRICA	5	0.00
CONTCEN CONTRACTOR-GENERAL	7	0.00
CONTHVAC CONTRACTOR-HVAC	1	0.00
CONTCMECH CONTRACTOR-MECHANICA	4	0.00
CONTCMISC CONTRACTOR-MISC.	7	0.00
CONTCPAINT CONTRACTOR-PAINTING	1	0.00
CONTCPLUM CONTRACTOR-PLUMBING	1	0.00
DELIVERY DELIVERY SERVICE	4	0.00
DOORS DOORS	1	0.00
ENG ENGINEERING	1	0.00
FOODCART FOOD TRUCK	2	0.00
GASSVCS GAS/SERVICE STATION	1	0.00
GUTTERS GUTTERS	1	0.00
LANDSCAP LANDSCAPING	2	0.00
LAW LAW OFFICES	1	0.00
MARKETIN MARKETING	1	0.00
MARTIALA MARTIAL ARTS	1	0.00
MASSAGE MASSAGE	1	0.00
PEST PEST CONTROL	1	0.00
PHYSFIT PHYSICAL FITNESS	1	0.00
PHYSICIA PHYSICIAN/HEALTH CAR	1	0.00
REC OUT DOOR RECREATION	1	0.00
RENTRESI RENTAL - RESIDENTIAL	2	0.00
RENTSVCS RENTAL SERVICES	1	0.00
RESTAURA RESTAURANT	1	0.00
RETAIL RETAIL	1	0.00
RETBIKE RETAIL - BIKE	1	0.00
RETCLOTH RETAIL - CLOTHING	1	0.00
ROCKPROD ROCK PRODUCTS	1	0.00
SALESERV SALES/SERVICE/MAINT	1	0.00
SANITATI SANITATION	1	0.00
SECURITY SECURITY	2	0.00
SOLICIT SOLICITATIONS	1	0.00
TOTAL ALL CODES:	82	0.00

4-21-2023 4:06 PM FORMS REGISTER
PACKET: 00562 4-21-23 Approvals 4-21-23 Approvals
SEQUENCE: License #

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
License Codes: All
Balance: 9999999999R thru 9999999999
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 **