



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 7, 2020

Planning Division Report attached.

Business Licenses Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 9.28.2020

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—NOTEWORTHY ADMINISTRATIVE DECISIONS

Final plat decision issued for the Hannah Place Subdivision. This is the 10 attached single-family lot subdivision on N. 15th Street, just south of the Middle School.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted an on-site pre-application meeting for a potential partition to split the detached single family dwelling (former parsonage) from the Methodist church at Columbia Boulevard and N. 6th Street. This is a discussion that started in January of this year!

Had a preliminary Q&A meeting for potential Columbia Health Services facility on the church property along Sunset Boulevard. One of the primary services CHS provides is the WIC nutritional program.

PLANNING ADMINISTRATION—MISC.

Working with new landowner of property along N. 18th Street, which lies north and east of the Center Court Condominiums. The condo project was supposed to be bigger, but they had bankruptcy issues in the late 1990s. It is a real mess, which takes more time than usual to piece together. Even the County surveys from the era do not match! The immediate objective is to help the applicant with building permit for a home and to reserve an easement for a water main.

Inspections at the St. Helens Place apartments continue. This is the complex along Matzen, McBride and Brayden Streets. I have ok'd 14 of the 18 buildings now. They are still behind on their bike parking due to supplier issues. They will begin on the public improvements (like sidewalks) around the storage facility south of Brayden Street soon. They anticipate completion by Thanksgiving.

Prepared the legal record for the Andrew Schlumpberger and Lindsay Schlumpberger v. City of St. Helens Land Use Board of Appeals (LUBA) case.

Completed the presentation and determining the issues that need to be addressed given Oregon House Bill 2001's duplex mandate, which will end single-family zoning for St. Helens. Amendments need to be in place by June 31, 2021, so the window of the time to work on these code amendments is short. Presentation to the Planning Commission and City Council are on the horizon.

DEVELOPMENT CODE ENFORCEMENT

Received a complaint about potential Development Code violation for “tent structures” on a Tamarack Drive property in early August. Started looking into this this month. Last month, the Building Official determined no Building Code violation. Warning correspondence sent; anticipate cooperation.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

September 8, 2020 meeting (outcome): The Commission discussed the new City Council adopted Zoom Meeting Policies and Guidelines. Staff was able to provide two laptops at City Hall for Commissioner’s who are not comfortable using Zoom on their own device, which resolved the major concern. Staff anticipates that City Hall laptop access by some Commissioners will be ongoing.

The Commission discussed two term expirations. Both Commissioners whose terms expire in December desire another term. The other Commissioners did not object. Per the City Council adopted guidelines (Resolution No. 1648), we must advertise the positions. Two of the other Commissioners will be a part of the interview committee for potential applicants if any.

The Commission reviewed and approved the latest changes to the City’s Urban Renewal boundary.

October 13, 2020 meeting (upcoming): The Commission will discuss HB 2001’s duplex mandate and related code amendments. This is historic as it will end single-family zoning for St. Helens and other City’s in Oregon larger than 10,000 in population!

COUNCIL ACTIONS RELATED TO LAND USE

The City Council the Zoning and Comprehensive Plan Map change for the City’s Millard Road property. Their approval includes a provision that will be embodied in the adoption ordinance that development or use of the subject property (the Millard Road Property) is required to comply with the City’s Parks and Trails Master Plan adopted by Ordinance No. 3191, as amended, for the City’s community park needs as described in said plan, *but that the Ross Road Property is an alternative to the Millard Road Property for this purpose.* See attached exhibit of the Ross Road property will be a part of that Ordinance.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data updates.

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Analysis for placement of the future police station, etc. on the property continues. Staff and the Mayor met with the consultants. A final concept plan was decided, despite unresolved floodplain challenges (and yours truly really having no chance to review the options before the meeting). The floodplain is still a wild card issue. Interesting, the Oregon model flood code approved by FEMA last year includes description language about critical facilities (like police stations) as follows:

“Critical facilities like schools, hospitals, and fire stations often act as shelters and are required to provide aid during flood events, and should not be placed in special flood hazard area.”

This summarizes the importance of solving this riddle, which I truly hope can be solved. It is probably a matter of elevating the facility and making sure there is an access outside of the flood areas (which itself may pose surprises) or attempting to amend the flood map, which may or may not be time and money well spent. It is also possible to just move the building location on the site.

Staff reviewed draft #1 of the infrastructure funding plan component of the parcellation plan. Frankly, the consultants seem to have completely missed the mark. Associate Planner Dimsho is leading this and will try to get a usable product for the City. I believe she made good progress with the consultants.

MILLARD ROAD PROPERTY

As discussed under **COUNCIL ACTIONS RELATED TO LAND USE** above, the zone change is completed, except for formalities like adopting the ordinance and similar tasks to close the file.

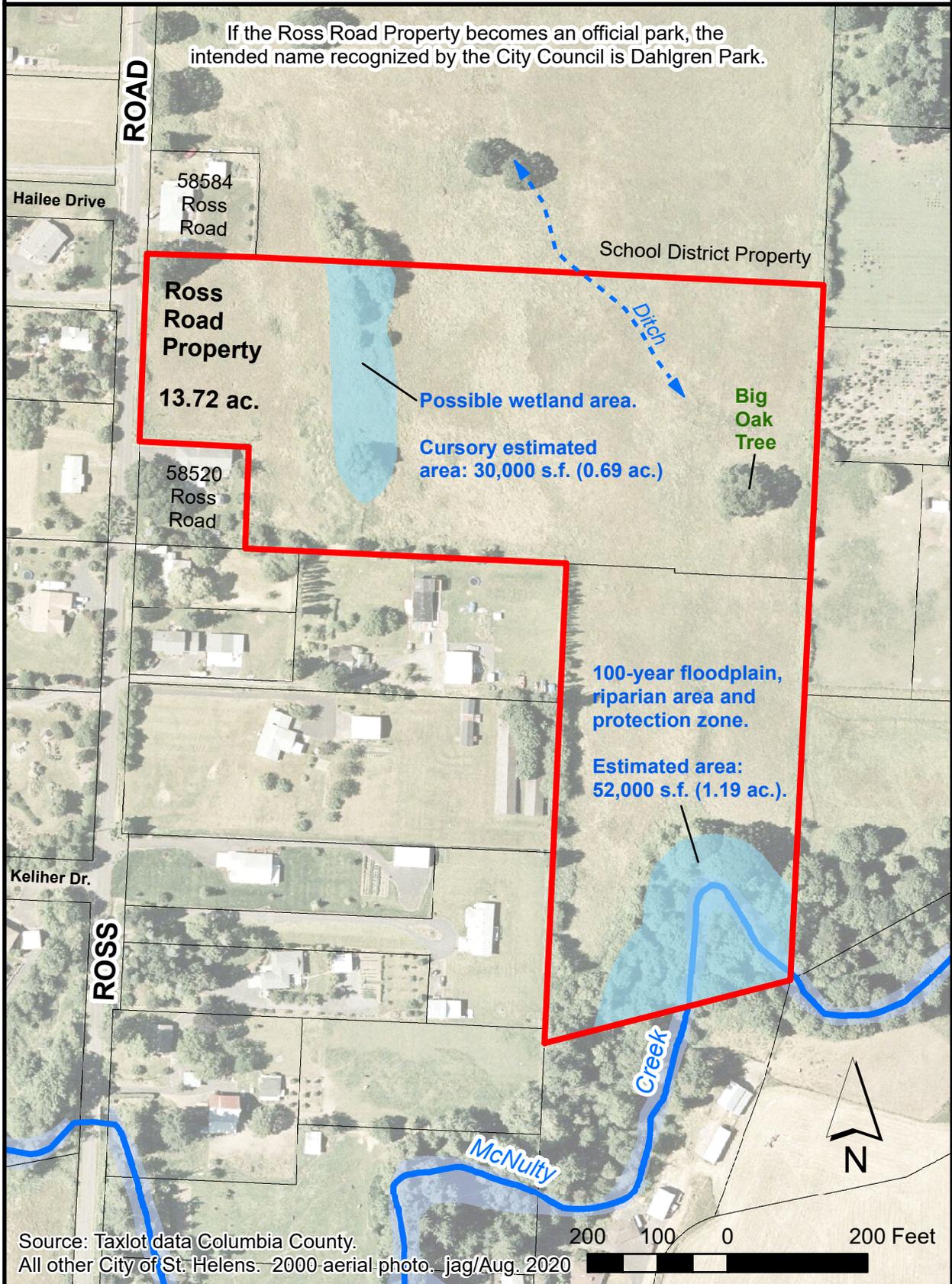
SAND ISLAND

Finished some preliminary details with the designer that St. Helens Marina has hired to do some parking improvements along N. River Street. This will be six new public street parking spaces between the St. Helens and Dillard Marinas. As long as sensitive lands are not impacted, which is proposed, no land use permitting required. But public improvements (civil) plans are required.

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

ORD No. 3256 - ATTACHMENT "B" - Ross Road Property

If the Ross Road Property becomes an official park, the intended name recognized by the City Council is Dahlgren Park.



From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: September Planning Department Report
Date: Monday, September 28, 2020 1:16:04 PM

Here are my additions to the September 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. Reviewed draft Infrastructure Funding Plan with EcoNW and 3J Consulting. Provided feedback which should be addressed by early-to-mid October. Submitted a quarterly report to DLCD due on September 31, 2020. Due to budget shortfalls at the state level (because of COVID), the grant award was reduced from \$50k to ~\$41k. We will still complete the project in its entirety.
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. Sport Court bid closed on 9/3. Public Works finished demolition of the old courts and the fence removal. Confirmed SBWC can supplying native plants for the retention area.
3. **EPA – CWA Grant Program** – Final Public Meeting scheduled for September 16 at 6 pm before City Council. Final project to be completed by September 2020, with final reporting due within 90 days of completion. 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. Submitted quarterly report on 9/2.
6. **Business Oregon – Infrastructure Finance Authority** – Worked with John Walsh, Sue Nelson, and Matt Brown to prepare an Project Intake Form and required attachments to apply for a low-interest loan to cover initial public investments (water, sewer, streets, public access) on the Riverfront District development site. We will be invited for a full application in October/November with final review/approval by the board expected in December 2020.
7. **ODOT Community Paths Program** – Researched eligibility of new ODOT program which awards funds for paths not within existing rights-of-way. Attended webinar on grant program and discussed project potential with staff. Pursued partnership with County and Scappoose on a regional trail planning/initial refinement effort for an off-street trail between St. Helens and Scappoose. Met with Kittelson & Associates to discuss grant

- application assistance (budgeting, scope of work). Deadline for a letter of interest in October 31, with a final application due January 2021.
8. **EPA Brownfield Multipurpose Grant Program** – Researched eligibility and project competitiveness for a combined EPA grant program that will fund environment site assessments, cleanup and reuse plans, cleanup activities, and overall plans for revitalization. Grant awards are for \$800k and only 10 will be awarded nationally. 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 5th 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 – URA meeting on 9/2 to move the major boundary amendment to the PC, taxing districts, and the County, and ultimately to the CC public hearing. Attending PC meeting on 9/8. Attended County Commissioner briefing on 9/23. Reviewed all documentation, utility billing insert for 9/22, packet preparation, staff reports, etc. Prepared final adoption PH on 10/21 at 6 PM by preparing ordinance and final amendment attachments.
12. Prepared an agreement with Arciform for design services for the Bennet Building (Water/Court Department) which was approved at the 9/16 Council meeting. Scheduled kick-off site visit for 10/9 with the firm.
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. Drafted RFQ for the Riverwalk Phase I with John/Sue. This includes 100% design for the Riverwalk Phase I and Amphitheater, and 30% design for Phase II which extends to Plymouth Street to the south. Planning on presentation and approval of Draft RFQ to Council on 10/21. Started working with Sue on the RFQ for the utilities/street design.
15. Reviewed the Planning Department's webpage for broken links, inaccurate references, and uploaded all new forms with the new City URL.
16. Selected to be a presenter at the Oregon Brownfields Conference on October 5/6. Worked on PowerPoint on St. Helens Riverfront Redevelopment and practiced for this. Also registered for the state American Planning Association Conference on October 14, 15, and 16.
17. Worked with Jacob to prepare for the Annual Planning Department Report to City Council, which is planned for October 21 at the CC Work Session.
18. New work laptop now serves as my new work computer. Installed all required software and worked through technical issues with new setup.

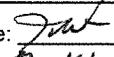
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BUSINESS LICENSE REPORT

City Department Approval: 9/14/2020

The following occupational business licenses are being presented for City approval:

Signature: 
Date: 9-14-20

RESIDENT BUSINESS – RENEWAL 2020

- None

RESIDENT BUSINESS – NEW 2020

- *Alexaner Lull Photography Photography
- Burrito USA Food Services
- *James Allen Inc DBA Aerodrop Services Providers HVAC
- Roads End Design Upholstery/Resale

NON-RESIDENT BUSINESS - 2020

- AA Landscaping & Garden Maint Inc Landscaping
 - Bearwood Contractors LLC General Contractors
 - Elaine Howard Consulting LLC Consutling LLC
 - Eric's Lawn Maintenance Landscape
 - Max Plumbing Service Inc Plmbing
 - Prestige Home Construction LLC General Contractor
 - Wayman LLC Business Solutions
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*Denotes In-Home Business