



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: September 1, 2021

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: 08.24.2021

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

Attended a Columbia County pre-application meeting for a proposal to add an approx. 3,000 s.f. accessory building for the church at 58690 Ross Road. This property is within St. Helens' Urban Growth Area.

PLANNING ADMINISTRATION—MISC.

In the May 2021 report, I mentioned the 4-year review of the city as a Certified Local Government. As usual, this was done by a SHP staff person. We will keep our CLG status another four years!

Prepared maps and legal descriptions for Oregon Dept. of Revenue preliminary review for four annexations. Two are new (2021) and two old (2005 and 2011). The older consents were given at a time the properties were not contiguous to city limits, but they are now and thus eligible for annexation. These will go before the Planning Commission and Council sometime later this year most likely.

City and CRPUD staff have been discussion electric charging stations in the Riverfront District. CRPUD has some funds for this. County may be interested too. Stay tuned for some EV spaces downtown! Spaces are proposed somewhat behind the John Gumm school amongst the public parking area.

The last two (of a total of 78) building permits for the residential lots of the Graystone Estates Subdivision were issued this month. If it was not for some easement issues, they would have been issued long ago. Fortunately, the easement issues were resolved.

DEVELOPMENT CODE ENFORCEMENT

Manager of Crestwood Manufactured Home Park noted some vegetation removal atop a required berm that runs along the Rutherford Parkway. I wrote the **attached letter** to help them (and the owner) deal with the responsible tenant.

We had a real-estate sign that was an “instant hit” with the neighbors because it blocked the view of a very busy intersection (Hankey and Pittsburg Roads). It did not last long; was abated within 24 hours after being placed. See **photo to right** →



Continued investigation into 264 N. Columbia River Highway as noted in last month’s report. Observed multiple issues. More to come...

In this year’s February, April and July reports, I mentioned our dealings with the property on the SW corner of the US30/Pittsburg Road intersection. The tenant we have been dealing with for years apparently passed away recently, complicating the enforcement issue.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

August 10, 2021 meeting (outcome): The Commission unanimously approved a four lot commercial subdivision along US30 just north of Howard Street.

The Commission was also briefed on the riverfront development efforts underway.

As the Historic Landmarks Commission, they were briefed on the latest Historic Preservation Rehabilitation Grant, which due to a lack of applicants, the city will use for the utility billing/court building at 175/177 Strand Street.

September 14, 2021 meeting (upcoming): We anticipate having the joint Planning Commission/City Council meeting to discuss city goals and such at this meeting.

The Commission will also discuss term expirations.

COUNCIL ACTIONS RELATED TO LAND USE

Not related to land use per se, I helped facilitate a discussion about beekeeping within the city, currently prohibited. Council ok’d pursuit if beekeeping allowances. Figure I can start to dig into this matter sometime between now and the fall.

Andrew Schlumpberger asked the Council to consider the interpretation what the “hybrid” decision meant for the appeal of the Partition at 160 Belton. Ultimately, they made no change to the conditions as written. This is important to avoid creating an opening for the opponents to challenge the matter.

Council ok'd pursuit of the closure of Marshall Street at US30 as requested by a predominant property owner, with some cautionary caveats. Staff will work with ODOT to continue this matter, which we started on around May. Associate Planner/Project Manager Dimsho will take the lead on this now.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data updates, largely due to recent annexations.

Also, quarterly update of the data we use and the APO data for the building department's e-permitting system.

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

Note many comments about city projects.

Also note the food bank project is up to request for information (RFI) #22! This means the plans were lacking for the developers.



265 Strand Street
St. Helens, Oregon
97051

August 9, 2021

CRESTWOOD/CABANA PROPERTIES LLC
527 W DOLAN RD
RATHDRUM, ID 83858

Brad Casey, Manager
2154 Oregon Street #1
St. Helens, OR 97051

Susan Elzia, Tennant
2154 Oregon Street #2
St. Helens, OR 97051

RE: Removal of vegetation on berm behind lot 2 of the Crestwood Manufactured Home Park in St. Helens, Oregon

Dear property owner, manager and tenant:

The west side of the Crestwood Manufactured Home Park abuts the Rutherford Parkway, a nonmotorized public passageway.

When Crestwood was originally approved in the 1990s, one of the conditions required a landscape buffer along the west side with a 3-4 foot planted berm.

Though invasive and nonnative blackberries are common on this berm today and may be removed, other vegetation on the berm was planted to meet the buffer requirement as noted. It appears that some of this intentionally planted and required buffer vegetation has been removed along the portion of berm behind space #2 (see photo →).



Speaking with the other planner with the city, it sounds like tenant Susan Elzia asked about removing blackberries, but not other vegetation. Please remember this distinction in the future.

Please replant the berm with vertical vegetation to restore the buffer. As a condition of approval to allow the manufactured home park, this is a matter of compliance of law.

Please contact this office if you have any questions.

Respectfully yours,

Jacob A. Graichen, AICP, City Planner

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: August Planning Department Report
Date: Monday, August 23, 2021 12:21:43 PM

Here are my additions to the August 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. Soil amendment work scheduled for 8/28. Concrete work scheduled for the following few weeks.
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 5th 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** – 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, so Plan B work plan is for the City's Court/Utility Billing exterior roof and cornice work. Worked with SHPO on work plan and began working through scope with contractors to begin soliciting direct bids.
7. **Technical Assistance Grant with the Oregon State Marine Board**- To assist with design and permitting of an in-water facility at Grey Cliffs Park. Preliminary conversations for the project include an accessible non-motorized floating boat launch dock with a separate

area designated for fishing. Coordinated survey work to be conducted by OSMB the week of 8/23. Once survey work is complete, a more detailed contract will be drafted for review and approval by Council for the assistance.

PROJECTS & MISC

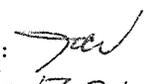
8. **Riverwalk Design/Engineering (OPRD Grants x2)** –Prepared for and reviewed materials for Council presentation of preferred design on August 4. Handled press inquiries, reviewed press release, and materials in advance of the meeting. Begin preparing for Work Order #2 from Mayer/Reed for the 2nd half of this project. Updated the TAC with the process and next steps. Working through NEPA compliance/permitting scope.
9. **Riverfront Streets/Utilities Design/Engineering** – Roadway alignment determined and approved by Council at their 6/16 meeting. 30% design received and reviewed. Internal meeting to discuss phasing of work, budget, and scoping. Continued ongoing meetings with TAC to revise design. Work session held to discuss pump station location and stormwater treatment design/locations.
10. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design (Phase I)** – Attended a scoping meeting with the firm that scored the highest (Mackenzie) by the review committee. Reviewed 2nd draft scope of work and met internally on 8/25 to consolidate City feedback to Mackenzie for Work Order 1.
11. **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 worked through BOLI concerns with legal counsel at the request of Atkins & Dame. Staff is planning a meeting with Atkins & Dame to tweak the site plan. Planning for a September or October presentation to Council by the proposed developer.
12. **Waterfront Video Project** – Attended regular meetings with production team. Helped coordinate interviews and filming sessions with the production team.
13. **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 ended 8/6. Coordinated approval to business owners.
14. Reviewed and submitted the **2021 Portland State Annual Housing Unit & Population Study** for the City. This is required annually and requires coordination with the Building Dept. on data collection. Thanks Heidi!
15. **Parks & Recreation Master Plan update** - Assisting Deputy City Admin. and Parks & Rec. Manager with review of the Request for Qualifications to find a consulting firm to do this work in 2022

Jenny Dimsho, AICP
Associate Planner / Community Development Project Manager
City of St. Helens
(503) 366-8207

Please note new email address: jdimsho@sthelensoregon.gov

BUSINESS LICENSE REPORT

City Department Approval: 08/4/21

Signature: 

Date: 8-17-21

The following business licenses are being presented for City Approval

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00019	7/02/21- 7/02/22	HAIR JUNKYZ	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00021	6/11/21- 6/11/22	KELLER ASSOCIATES INC	ENG ENGINEERING	0.00
00036	7/10/21- 7/10/22	FISK COMMUNICATIONS CONT INC	CONTMISC CONTRACTOR-MISC.	0.00
00922	5/13/21- 5/13/22	*WILD HANDS HAIR STUDIO	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00947	6/18/21- 6/18/22	EDISON & IVES	2NDHAND 2ND HAND DEALER/PAWN	0.00
00954	7/12/21- 7/12/22	SWINE AND CHEESE	RETVARI RETAIL - VARIETY	0.00
00956	7/14/21- 7/14/22	JAMES E JOHN CONSTRUCTION CO	CONTGEN CONTRACTOR-GENERAL	0.00
00958	7/20/21- 7/31/22	ROCK-IT SALON	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00959	7/20/21- 7/20/22	CHERYL BIGHAUS CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
00960	7/21/21- 7/21/22	INSULATION CONTRACTORS OF WASH	CONTINDU CONTRACTOR-INDUSTRIA	0.00
00961	7/29/21- 7/31/22	Legacy Telecommunications, LLC	INTERNET INTERNET SERVICES	0.00
00018	6/10/21-6/10/22	SHIVER ME ICE CREAM	FOOD TRUCK	0.00

PACKET: 00183 08022021 License Packet 8/2/2021 Approvals

SEQUENCE: License #

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	3	0.00
CONTGEN CONTRACTOR-GENERAL	2	0.00
CONTINDU CONTRACTOR-INDUSTRIA	1	0.00
CONTMISC CONTRACTOR-MISC.	1	0.00
ENG ENGINEERING	1	0.00
INTERNET INTERNET SERVICES	1	0.00
RETVARI RETAIL - VARIETY	1	0.00
TOTAL ALL CODES:	11	0.00

PACKET: 00183 08022021 License Packet 8/2/2021 Approvals

SEQUENCE: License #

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ

License Codes: All

Balance: 9999999999R thru 9999999999

Fee Codes:

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 **

BUSINESS LICENSE REPORT

Signature: 
Date: 8-17-21

City Department Approval: 08/17/21

The following business licenses are being presented for City Approval

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00068	9/12/21- 9/12/22	*JAMES ALLEN INC	CONTHVAC CONTRACTOR-HVAC	0.00
00060	8/15/21- 8/15/22	CANBY DRYWALL INC	CONTSHEE CONTRACTOR-SHEETROCK	0.00
00048	8/12/21- 8/12/22	CC POD LLC	RENTCOMM RENTAL - COMMERICAL	0.00
00059	8/15/21- 8/15/22	CHAD E DAVIS CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00072	9/09/21- 9/09/22	DOUBLE D'S DRIP'N DONUTS	CATER CATERING/MISC FOOD E	0.00
00966	8/09/21- 8/09/22	H & H SWEETS LLC	FOODCART FOOD TRUCK	0.00
00078	9/18/21- 9/18/22	JEFF & SONS CONCRETE	CONTCONC CONTRACTOR-CONCRETE	0.00
00062	8/21/21- 8/21/22	MAX PLUMBING SERVICE INC	CONTPLUM CONTRACTOR-PLUMBING	0.00
00050	8/12/21- 8/12/22	MOTEL 6 RV & STUDIOS	HOTEL HOTEL/MOTEL/B&B	0.00
00076	9/16/21- 9/16/22	TURBO PAINTING LLC	CONTPAIN CONTRACTOR-PAINTING	0.00
00051	8/12/21- 8/12/22	VILLAGE INN RESTAURANT	RESTAURA RESTAURANT	0.00
00079	9/19/21- 9/1/22	A&J CUSTOM CABINETS INC	CABIENTS	0.00
00049	8/12/21- 8/12/22	*SYNCQUILITY	CONSULTING	0.00
00963	8/3/21- 8/31/22	CHILL9	INTERET SALES	0.00

PACKET: 00192 8/17/21 License Packet 8/17/2021 APPROVALS 2021

SEQUENCE: Contact

LICENSE CODE	TOTAL	BALANCE
CATER CATERING/MISC FOOD E	1	0.00
CONTCNC CONTRACTOR-CONCRETE	1	0.00
CONTGEN CONTRACTOR-GENERAL	1	0.00
CONTHVAC CONTRACTOR-HVAC	1	0.00
CONTPAIN CONTRACTOR-PAINTING	1	0.00
CONTPLUM CONTRACTOR-PLUMBING	1	0.00
CONTSHEE CONTRACTOR-SHEETROCK	1	0.00
FOODCART FOOD TRUCK	1	0.00
HOTEL HOTEL/MOTEL/B&B	1	0.00
RENTCOMM RENTAL - COMMERICAL	1	0.00
RESTAURA RESTAURANT	1	0.00
TOTAL ALL CODES:	11	0.00

PACKET: 00192 8/17/21 License Packet 8/17/2021 APPROVALS 2021

SEQUENCE: Contact

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ

License Codes: All

Balance: 999999999R thru 9999999999

Fee Codes:

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 **