



COUNCIL WORK SESSION

Wednesday, December 07, 2022 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Patrick Birkle
Councilor Stephen R. Topaz
Councilor Jessica Chilton

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to three (3) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 4:00 p.m.*

1. 2:10PM - Employee Length of Service Recognition - Cameron Page (5 years)
2. 2:15PM - Introduction of New Youth Librarian Aryn Keeney
3. 2:25PM - Parks and Recreation Semi-Annual Report - *Shanna and Tory*
4. 2:45PM - Review of Denial of an Animal Facility License - *Code Enforcement Officer Everardo Medina*
5. 3:00PM - Review Proposed Updates to Universal Fee Schedule - *Kathy*
6. 3:15PM - Report from City Administrator John Walsh

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- December 7, 2:00PM, Council Work Session, Council Chambers/Zoom
- December 7, 7:00PM, Council Regular Session, Council Chambers/Zoom
- December 12, 4:00PM, Parks & Recreation Commission, Council Chambers/Zoom
- December 12, 7:15PM, Library Board, Zoom
- December 13, 7:00PM, Planning Commission, Council Chambers/Zoom
- December 14, 4:00PM, Joint Council & Planning Commission, Council Chambers/Zoom

Future Public Hearing(s)/Forum(s):

- PH: January 4, 6:30PM, Street Vacation, N. 9th Street (Murphy Family Trust & Kylie Bellar)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/89712225135?pwd=N2tWcmZkSC9DaGV2dDk1VW90M3h6UT09>

Meeting ID: 897 1222 5135

Passcode: 414680

Dial: 669-444-9171

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

LENGTH OF SERVICE RECOGNITION



To: Mayor and City Council

From: Kathy Payne, Human Resources Coordinator/City Recorder

Date: December 7, 2022

I am happy to announce that we have one employee who has reached a milestone in their employment with the City of St. Helens. The following individual will be recognized at the December 7 Council Work Session.

5 Years

Cameron Page began working for the City as a Parks Utility I worker on November 27, 2017. He moved up to Parks Utility II on November 27, 2019 and was then promoted to Parks Specialist on March 18, 2020.

Congratulations, Cameron, and **thank you** for your service!

Parks and Recreation Division

Semi-Annual Report – December 7, 2022

Shanna Duggan

Parks and Recreation Manager

Tory Shelby

Parks Field Supervisor

City of St. Helens
FOUNDED 1850

Parks and Recreation: By the Numbers

13 City parks with over 135 acres

2 Recreation Facilities

11 Sports Fields

4 other City facilities groundskeeping maintained

3 Parks Staff

8 irrigation systems

Parks and Recreation Division



Parks and Recreation: By the Numbers

Over 500 programs since
January 1st

52 Volunteers/instructors

New league managed Coed
and Men's Softball



Parks and Recreation Division

Efficiencies

- Utilizing staff where needed and providing additional office support so that parks staff can focus on other tasks.
- Combined opportunities for grant funding.
- More streamlined approach for work orders and ordering.
- More public outreach with volunteer events and joint programming.
- Joint effort in creating spaces and programming for citizens.





Parks and Recreation Division

GRANTS 2021/2022

- \$25,000 CPCCO Grant
- \$10,000 Blazer PLAY! Grant
- \$20,000 Greys Family Foundation
- \$3,000 Early Learning Hub
- \$21,250 Oregon State Oregon Camps
- \$75,000 OCF 2021 K-12 Summer Learning
- \$25,000 OCF 2021 Early Learning Summer Support
- \$10,000 Additional Blazer PLAY! Grant
- \$1,500 Early Learning HUB
- \$15,000 Early Learning HUB
- \$150,000 NW ESD K-12 Summer Learning
- \$1,000 Portland Trail Blazers/Moda

Total: \$356,750

For recreation programming, supplies, and staffing.

Parks and Recreation Division

What does grant/sponsorship money mean for St. Helens?

- Jobs created especially in the summer for residents mainly high school students.
- Locally sourced contract instructors. Example: Vertex Gaming Co. Tween/Teen Nights, Art By Hope paint classes, Amy Nevitt sewing classes, Case Creations cookie decorating class, and more.
- Increased offering for various interests.
- Locally sourced products for programming.
- Facilities upgrades and equipment.
- Lower user fees for programs.



Parks and Recreation Division

2022 Successes so far

- Building stronger partnerships with local organizations and nonprofits.
- Reopened/maxed out afterschool program after school closures.
- Reopened programs due to COVID shutdowns.
- Soft opening of new Community Center.
- Updated picnic tables/trashcans that are easier for staff maintenance, and visually appealing to the community.
- Utilized shared equipment, staffing, and resources.
- Created a High Value list to accomplish some projects that have been pending. (Concrete dugouts at Campbell Park, Bench Projects, finishing up some work at the new sports court and playground).
- Collaboration of projects with service/user groups to help the Parks and Recreation Division utilize resources effectively.
- Communication and partnerships with the School District for out of school time activities and spaces.
- Huge summer program, that offered many different activities, in our outdoor and indoor spaces.
- Increased social media postings.
- Balancing fee-based program/free programming.



Parks and Recreation Division

Parks and Recreation Division

Goals for 2022/2023

- Continued collaboration with user groups to achieve common goals.
- Continuing and developing new partnerships with local organizations.
- Look at feasibility of hosting tournaments to generate revenue for the Division. (Basketball, Soccer, Softball, Baseball, Disc Golf, Volleyball, Pickleball, etc.)
- Continue to host diverse and safe programs and spaces for all interests, age groups, and abilities.
- CIP focus on projects that have been identified in the Parks Master Plan that we are able to do with the capacity and resources we have.
- Business/Resident Sponsorship Opportunities.
- Adopt a park program/volunteer outreach - launching in Spring 2023.
- Increase grant applications for both parks and recreation and other funding opportunities.
- Expanding our Community Wellness HUB.
- Revamping special use permits to make them more user friendly.
- Look at facility usage fees and rules, for consistency and ease for public users.
- Continuing to make indoor and outdoor spaces make sense and functional.
- Communications and outreach to citizens.
- Scholarship programs for accessibility.

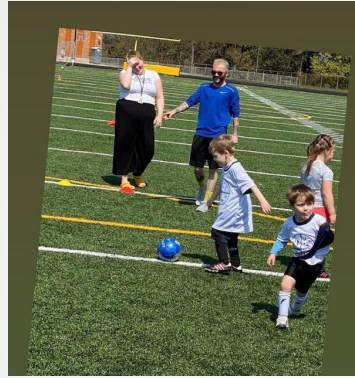


NEW PLAYGROUND EQUIPMENT AT MCCORMICK PARK

Completed! Upcoming projects: benches, drinking fountain,
signage, concrete path to the zipline.



Our why....Building Community Through Activity



Parks and Recreation Division



Partners and Community Groups



Parks and Recreation Division

Safe, clean, and desirable gathering spaces.....



Parks and Recreation Division



Parks and Recreation Division



Parks and Recreation Division

THANK YOU!

Questions?



Parks and Recreation Division

Council Action Sheet



To: City Council

From: Lisa Scholl, Deputy City Recorder

Date: December 7, 2022

Subject: Recommendation for Denial of Animal Facility License

Background

Michele King, located at 60002 Ridgeway Loop, applied for an Animal Facility License because she has four dogs. SHMC 6.04.040(5)(a)(ii) states that "No single-family residence shall contain more than three adult dogs and one litter of puppies under six months of age." However, the Code does allow for an Animal Facility License in this case.

Code Enforcement Officer Medina and Police Officer Coy conducted an inspection of the site and determined that King should not be granted an Animal Facility License because she is not in compliance with City Ordinances and there is a potential risk to Public Safety.

Recommendation

Code Enforcement Officer Medina recommends denial of the request for an Animal Facility License.

Attachments:

- SHMC Ch. 6.04.080 Animal Facility Licensing
- Animal Facility License Application
- Inspection Report
- Incident Detail Reports

6.04.080 Animal facility licensing.

An animal facility shall require a license from the city, and no such animal facility may lawfully be operated except upon application and payment of prescribed fees for the license. It shall be unlawful for any person to own or have custody of any animals as defined in SHMC [6.04.040\(5\)\(b\)](#).

(1) License Issuance.

(a) Issuance of an animal facility license shall require compliance with land use regulations and permits as required by federal law, state statutes, and city ordinances.

(b) Exhibitions or parades of wildlife, dangerous animals, livestock or exotic animals may be conducted only upon securing a special date-specific permit from the city and complying with any directions set forth by the St. Helens police department.

(2) License Approval. Approval, denial or revocation of animal facility licenses shall be under the authority of the city council.

(3) Facility Inspection. An officer shall inspect any animal facility for which the license is sought, to determine whether the facility and its operation complies with all applicable provisions of this chapter and other applicable state and federal laws. The officer shall issue a written review of the site including any written statements from neighbors whose property borders the site.

(4) Facility Requirements. In addition to any requirements outlined in subsection (3) of this section, an officer inspecting the facility must be convinced that the animals housed in the facility will not represent a threat to the safety of the public. The officer may require any animals currently housed within to be removed for the city in a timely and reasonable manner, until such time that an animal facility license is approved.

(5) License Application. Application for an animal facility license shall be made upon forms furnished by the city and shall include all information required therein and shall be accompanied by the review of the animal facility site by an officer and payment of the required fee. Fees may be refunded if the animal facility license is denied, but not if the license is issued and later revoked. A refund request shall be in writing to the city recorder. An inspection to verify that your property is in compliance with this chapter may be conducted.

(6) Proof of Liability Insurance. An applicant for a license must demonstrate satisfactory proof to respond in damages for bodily injury or death of any person or for damage to any property, which may result from the keeping, owning or control of the animal. The city council may require posting of an adequate bond or proof of liability insurance to remain in effect during any license period.

(7) Licensing Term. An animal facility license shall be valid for two years, beginning on the date the animal facility license is approved by the city council.

(8) Licensing Display. A copy of the license shall be conspicuously displayed on the facility premises. The original must be presented upon request by an officer.

(9) License Inspection. A holder of a license may be inspected at any time during their licensing period and shall keep available for inspection by any city representative or officer a record of the name, address and telephone number of the owner of each animal kept at the facility, the date each animal was received, the purpose for the animal being kept, the name and address of the person from whom the animal was purchased or received, and a description of each animal including age, breed, sex and color, and the animal's veterinarian, if known.

(10) Animal Identification. Any animals removed from the licensed animal facility must bear identification either directly on the animal, if not contained, or on the animal's container.

(11) License Revocation. An animal facility license may be denied or revoked by the city council for failure to comply with any of the provisions of this chapter, or for furnishing false information on an application for a license. If any application for a license is denied, or revoked, the applicant may appeal the denial or revocation to the court. The court's determination shall be final.

(12) License Exceptions. The provisions of this section do not apply to animals owned by a licensed research animal facility, housed by a government operated or licensed animal shelter, or a retail pet store business. (Ord. 3179 § 2, 2014; Ord. 3130 §§ 2, 3, 2010; Ord. 2733, 1996; Ord. 2725 § 8, 1996)

City of St. Helens

265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: <u>Michele R. King</u>			Name: <u>Sandon King</u>	
Mailing address: <u>60002 Ridgeway Loop</u>			Mailing address: <u>same</u>	
City/State/Zip: <u>Saint Helens OR 97051</u>			City/State/Zip: _____	
Cell ph: _____			_____	
Home: _____			_____	
Email: _____			_____	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Min Pin	Bailey	F (S)	5 YRS	9/29/23
2. Min Pin	Barron aka Bear	M (N)	2 YRS	11/30/24
3. Min Pin	Baxter	M (N)	1 YR	3/20/23
4. Min Pin	Bella	F	1 YR	11/30/23
5.				
6.				
Veterinarian Information				
Name: <u>Columbia Vet Clinic</u>		Phone: <u>503-397-1928</u>		
Address: <u>150 15th St.</u>		City/State/Zip: <u>Saint Helens OR 97051</u>		
Liability Insurance Information				
Agent's Name: _____				
Insurance Com: _____				
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

10 lbs
20 lbs
11 lbs
7 lbs

AUTHORIZATION

I, Michele King, understand that I am applying for an animal facility license to keep the above listed animal(s) at 60002 Ridgeway Loop, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Michele R King
Applicant Signature

11/15/22
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>11/15/22</u>	Officer assigned: <u>C.O.E. Medina</u>	Date forwarded to City Recorder: <u>11/23/22</u>
Received by: <u>Lisa</u>	Date/Time of inspection: <u>11/18/22</u>	Council meeting date: <u>12/7/22</u>
Receipt No.: <u>R00170408</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>11/15/22</u>	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>Lisa</u>		Expiration date:

NOV 23 2022

Item #4.

**ST. HELENS POLICE DEPARTMENT**

150 S. 13th Street, St. Helens Oregon 97051
Office (503)397-3333 FAX (503)397-0619

CITY OF ST. HELENS

Brian Greenway
Chief of Police

On Friday, 11/18/2022 at approximately 15:50 hours, Officer Coy and I met with Michele King at her residence at 60002 Ridgeway Loop, St. Helens, OR 97051 to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premise is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from Allstate Insurance (Policy #) and information regarding where they seek veterinary care for their animals, Columbia Veterinary Clinic.

Michele's home is a single-family home in a residential neighborhood. Michele explained that the facility license is to allow more than 3 dogs at her residence as she would like to, and currently does, have 4.

Michele pointed out that the shared mailbox for the neighborhood is on the sidewalk in front of her house. She said that neighbors frequently park streetside in front of her house to pick up their mail. She said many neighbors have complained about her dogs barking and attacking them.

I responded to a call at Michele's address on 10/27/2022 at 11:35AM. The reporting party on this call who resides at 59972 Ridgeway Loop told dispatch that two of Michele's dogs were loose and tried to bite him. He also stated that Michele became confrontational during this incident.

OAR 603-015-0040 (subsection 4) requires that indoor animal facilities have "storage of equipment and to protect food and bedding from vermin infestation and contamination." While performing the inspection, Michele showed us her back deck. Michelle stated that she lets the dogs onto the deck frequently. There was a small dog bed placed on the deck, which was dirty, unkempt, and directly exposed to the elements. There was also a small kiddie pool on the same deck which was partially filled with dirty water and debris from the trees. This presents a hazard for the health and welfare of the dogs.

I also noted that the deck had a gap at the bottom of the railing, which leaves it unsecure for the smaller sized dogs. They could easily escape and move down to the yard, which is not fenced. Due to the previous calls regarding the dogs being aggressive with neighbors, this is a major concern for public safety.

OAR 603-015-0040 (subsection 5) requires that "Provision for the removal and disposal of excreta, bedding, dead animals, shall be made. Disposal facilities shall be constructed and operated in such manner as to minimize disease hazards, offensive odors, and vermin infestation." During our inspection, Michele showed us the area of the house (near the entry way) which she stated the dogs spent the majority of their time at. I saw that there were multiple tarps placed on the floor, covering most of that room. The room smelled very strongly of urine and excrement. I saw that there were stains on the carpet in the areas of the floor which were not covered. I saw that there were "potty training" pads in multiple rooms of the house. Most of these pads were soaked in urine and/or feces and every room had an overwhelming odor of urine.

St. Helens Municipal Code 6.04.080 subsection 4 states that: "In addition to any requirements outlined in subsection (3) of this section, an officer inspecting the facility must be convinced that the animals housed in the facility will not represent a threat to the safety of the public. The officer may require any animals currently housed within to be removed for the city in a timely and reasonable manner, until such time that an animal facility license is approved."

The animal's food bowls, and water bowls were directly on the floor and not lifted which presents a health hazard for the animals.

Based on my observations, and the complaints from neighbors regarding the aggression of the dogs, I believe the dogs represent a danger to the public, the facility does not meet the requirements of OAR, and the facility license should not be approved.

Please reference Incident OP220045243 for the animal complaint Joseph West submitted to Dispatch. Also refer to Incident OP220048264 regarding the follow up call from the animal complaint.

Code Enforcement Officer



Everardo Medina

Incident Detail Report

Item #4.

Data Source: Data Warehouse
Incident Status: Closed
Incident number: OP220045243
Case Numbers:
Incident Date: 10/27/2022 11:34:36
Report Generated: 11/23/2022 16:36:10

Incident Information

Incident Type:	SERVICE	Alarm Level:	
Priority:	P4	Problem:	ANM - ANIMAL COMPLAINT
Determinant:		Agency:	PD
Base Response#:		Jurisdiction:	Columbia PD
Confirmation#:		Division:	St Helens PD
Taken By:	LELOFF, JEROD	Battalion:	St Helens PD
Response Area:	O STP O CRFR 71 1	Response Plan:	SHPD
Disposition:	S1 - CANNOT LOCATE PERSON	Command Ch:	
Cancel Reason:		Primary TAC:	
Incident Status:	Closed	Secondary TAC:	
Certification:	PD Call	Delay Reason (if any):	
Longitude:	122829824	Latitude:	45865740

Incident Location

Location Name:		County:	COLUMBIA O
Address:	59972 Ridgeway Loop	Location Type:	
Apartment:		Cross Street:	STEINKE DR/SKYLINE DR
Building:		Map Reference:	NOT FOUND
City, State, Zip:	ST HELENS OR		

Call Receipt

Caller Name:	JOSEPH WEST	Call Back Phone:	
Method Received:		Caller Location:	
Caller Type:		Caller Location Phone:	
Caller Address:		Caller Apartment:	
Caller Building:		Caller County:	

Time Stamps

Description	Date	Time	User	Elapsed Times	Description	Time
Phone Pickup	10/27/2022	11:34:31				
1st Key Stroke	10/27/2022	11:34:36			Received to In Queue	00:00:57
In Waiting Queue	10/27/2022	11:35:33			Call Taking	00:04:21
Call Taking Complete	10/27/2022	11:38:57	LELOFF, JEROD		In Queue to 1st Assign	00:03:33.0
1st Unit Assigned	10/27/2022	11:39:06			Call Received to 1st Assign	00:04:35.0
1st Unit Enroute	10/27/2022	11:39:06			Assigned to 1st Enroute	-00:00:00.
1st Unit Arrived	10/27/2022	11:48:58			Enroute to 1st Arrived	00:09:52.7
Closed	10/27/2022	12:01:57	Mobile1		Incident Duration	00:27:26

Resources Assigned

Unit	Primary Flag	Assigned	Disposition	Enroute	Staged	Arrived	At Patient	Delay Avail	Complete	Odm. Enroute	Odm. Arrived	Cancel Reason
730	Y	11:39:06	S1 - CANNOT LOCATE PERSON	11:39:06		11:48:58			12:01:57			

Personnel Assigned

Unit	Name
730	MEDINA-ATRISTAIN, EVERARDO (60242)

Caution Notes

No Caution Notes found

Pre-Scheduled Information

No Pre-Scheduled Information

Transports

No Transports Information

Transport Legs

No Transports Information

Comments

Date	Time	User	Type	Conf.	Comments
10/27/2022	11:35:10	53916	Response		[1] DOG LIVES 3 HOUSES TO RIGHT/LIGHT BLUE IN COLOR
10/27/2022	11:35:20	53916	Response		[2] AGGRESSIVE DOGS POSS 5-6
10/27/2022	11:35:27	53916	Response		[3] 2 WERE LOOS THIS AM AND ATTEMPTED TO BITE RP
10/27/2022	11:36:06	53916	Response		[4] FEM BECAME CONFRONTATIONAL
10/27/2022	11:37:35	53916	Response		[5] CAUSING ISSUES FOR ELDERLY NBRS NOT BEING

10/27/2022	11:37:40	53916	Response	
10/27/2022	11:38:46	53916	Response	
10/27/2022	12:01:48	MEDINA-ATRISTAIN, EVERARDO	Response	Y

TO CHECK MALE
 [6] *CHECK MAIL*
 [7] RP AVAIL FOR CONTACT IF NEEDED
 [8] 730 - stp00001 - House Problem is 60002 with possible 5-6 dogs at location. Nobody at house at the time. I left call back notice at house

Item #4.

Address Changes
 No Address Changes

Priority Changes
 No Priority Changes

Alarm Level Changes
 No Alarm Level Changes

Activity Log

Date	Time	Radio	Activity	Location	Log Entry	User
10/27/2022	11:35:32		Problem Nature		Incident problem nature changed from <Blank> to ANM - ANIMAL COMPLAINT~PD	53916
10/27/2022	11:35:34		Query Sent	59972 Ridgeway Loop	Location Query sent for address 59972 Ridgeway Loop, ST HELENS	QS
10/27/2022	11:35:34		Incident Transfer	59972 Ridgeway Loop	Incident has been has been transferred, fusion ID 635acf76e675e06cc7d71379	C2C1
10/27/2022	11:38:57		UserAction		User clicked Exit/Save	53916
10/27/2022	11:39:06	730	Dispatched	59972 Ridgeway Loop		730
10/27/2022	11:39:06	730	Enroute	59972 Ridgeway Loop	Responding From = S 1ST ST\ST HELENS.	730
10/27/2022	11:48:58	730	Arrived	59972 Ridgeway Loop		730
10/27/2022	11:58:58		Incident Late		Active incident marked as late	
10/27/2022	12:00:07	730	Reset System Timer	RIDGEWAY LOOP\STEINKE	[Timer] Reset System Timer [Reset Reason] Status Check [Next Late Check Time] 10/27/2022 12:05:06	55312
10/27/2022	12:01:56	730	Response Closed	59972 Ridgeway Loop	Response Disposition: S1 - CANNOT LOCATE PERSON	730
10/27/2022	12:01:57	730	Disposition Available	59972 Ridgeway Loop	S1 - CANNOT LOCATE PERSON	730
10/27/2022	12:01:57	730		59972 Ridgeway Loop	Unit Cleared From Incident OP220045243	730

Edit Log

Date	Time	Field	Changed From	Changed To	Reason	Table	Workstation	User
10/27/2022	11:34:31	Agency Name		PD	(Response Viewer)	Incident	C911-3	53916
10/27/2022	11:34:39	Address	(Blank)	59972 RIDGE	New Entry	Response_Master_Incident	C911-3	53916
10/27/2022	11:34:40	Jurisdiction		Columbia PD	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:34:40	Division		St Helens PD	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:34:40	Battalion		St Helens PD	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:34:40	Response_Area		O STP O CRFR 71	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:34:40	ResponsePlanType0		1	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:34:40	Address	59972 RIDGE	59972 RIDGEWAY LOOP	Entry Selected/Returned from GeoLocator	Response_Master_Incident	C911-3	53916
10/27/2022	11:34:40	City		ST HELENS	Updated City	Response_Master_Incident	C911-3	53916
10/27/2022	11:34:40	Latitude	0	45865740	Entry Selected/Returned from GeoLocator	Response_Master_Incident	C911-3	53916
10/27/2022	11:34:40	Longitude	0	122829824	Entry Selected/Returned from GeoLocator	Response_Master_Incident	C911-3	53916
10/27/2022	11:35:32	Problem		ANM - ANIMAL COMPLAINT	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:35:32	Response_Plan		SHPD	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:35:32	DispatchLevel		PD ROUTINE	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:35:32	ResponsePlanType0		1	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:35:32	Priority_Description		P4		Response_Master_Incident	C911-3	53916
10/27/2022	11:35:32	Priority_Number	0	4		Response_Master_Incident	C911-3	53916
10/27/2022	11:35:32	Incident_Type		SERVICE	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:35:32	Certification_Level		PD Call	(Response Viewer)	Response_Master_Incident	C911-3	53916
10/27/2022	11:35:35	Pickup_Map_Info		NOT FOUND		Response_Transports	C911-3	
10/27/2022	11:35:35	Map_Info		NOT FOUND		Response_Master_Incident	C911-3	

10/27/2022	11:36:10	Caller_Name	JOSEPH WEST	(Response Viewer)	Response_Master_Incident	C911-3	Item #4.
10/27/2022	11:36:20	Call Back Phone		(Response Viewer)	Incident	C911-3	53916
10/27/2022	11:36:21	Call_Back_Phone		(Response Viewer)	Response_Master_Incident	C911-3	53916

Custom Time Stamps
No Custom Time Stamps

Custom Data Fields
No Custom Data Fields

Attachments
No Attachment



St. Helens Universal Fee Schedule

POLICE DEPARTMENT FEES				
Vehicle Impound Fee	\$ 100.00	Per vehicle		
Bicycle Impound Fee	\$ 1.00	Per bicycle		
Parking Citation	\$ 25.00	Per ticket		
Handicap Zone Violation	\$ 250.00	Per ticket		
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$ 50.00			
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$ 125.00			
Police Reports	\$ 20.00	Per case (Up to 30 pages)		MOVED FROM MISCELLANEOUS
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD/USB		MOVED FROM MISCELLANEOUS



St. Helens Universal Fee Schedule

MISCELLANEOUS FEES				
Appeals Fee - General	\$ 175.00	Per appeal		
Non-Sufficient Check Charge	\$ 25.00	Per check		
Permit - Parade	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - Public Assembly	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Amplify Sound	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - Engage in Commercial Activity	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day		MOVED TO PARKS & REC
Permit - To Use Special Use Area	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use Sidewalk Area for Furniture	\$ 50.00	Per 50 feet of street frontage used, rounded up.		
Photocopies & Printouts				
Black & White: 8.5" x 11"	\$ 0.50	\$0.25 Per side		
Black & White: 8.5" x 14"	\$ 0.75	\$0.35 Per side		
Black & White: 11" x 17"	\$ 1.00	\$0.50 Per side		
Color Copies: 8.5" x 11"	\$ 1.00	\$0.50 Per side		
Color Copies: 8.5" x 14"	\$ 1.25	\$0.75 Per side		
Color: 11" x 17"	\$ 1.00	Per side		
Up to 22" x 34" (B&W or Color)	\$ 3.00	Per page		
Up to 26" x 36" Up to 24" x 36" (B&W or Color)	\$ 6.00	\$4.00 Per page		
Greater than 24" x 36" (B&W or Color)	\$ 5.00	Per page		
Reproduction of Audio/Video from City Meetings	\$ 20.00	Per Cassette/CD/DVD/USB		
Police Reports	\$ 20.00	Per case (Up to 30 pages)		MOVED TO POLICE
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD		MOVED TO POLICE
Public Records Request	\$ 20.00	Deposit. If staff time is less than 15 min, deposit is refunded. If staff time is more than 15, labor is charged to the 1/4 hour. Minimum deposit. Deposit may be more depending upon the extent of the request. If staff time is less than 15 minutes, only materials costs will be charged. If staff time is more than 15 minutes, labor is charged to the 1/4 hour. Any overpayment will be refunded.		
Lien Search	\$ 26.00	29.00 Per Lien Search		
Declaration of Candidacy Fee (to run for City Council)	\$ 50.00			
Advertising Bench - Annual Inspection Fee	\$ 5.00	Per bench		
Reinspection Fee by CRFR for noncompliance with code provisions	\$ 50.00	Per reinspection		
CD/DVD request for information & video	\$ 20.00			
Request for Information	\$ 20.00	Per Cassette/CD/DVD/USB		
Special Abatement of Illegal Notices or Advertisements	\$ 10.00	Per notice or advertisement		



St. Helens Universal Fee Schedule

LIBRARY FEES						
Nonresident Borrower Card Fee	\$ 35.00	Per year				
	\$ 10.00	Per three (3) months				
Resident Business Borrower Card Fee	\$ -	No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.				
Oregon Library Passport Program Card	\$ -	No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.				
Interlibrary Loan	\$ 3.00	Per item				
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.				
Books, magazines, recordings, DVDs, CDs, or any other material	->	Original list price				
Cultural Pass	\$ 30.00					
Replacing a borrower's lost card	\$ 2.00					
Missing bar code label	\$ 2.00					
Lost or damaged case for CDs and DVDs	\$ 5.00					
Lost or damaged insert for CDs and DVDs	\$ 7.00					
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.				
Auditorium	\$25.00	Per hour				
	\$75.00	Per half day (up to 4 hours)				
	\$150.00	All day (Open hours)				
Armstrong	\$20.00	Per hour				
	\$50.00	Per half day (up to 4 hours)				
	\$95.00	All day (Open hours)				
Both Rooms	\$40.00	Per hour				
	\$110.00	Per half day (up to 4 hours)				
	\$210.00	All day (Open hours)				
Use of one or both meeting rooms outside normal Library hours	\$ 45.00	Per hour				
Makespace consumable materials	->	Current market price, as listed in the Makespace				
Photocopies & Printouts						
Black & White Copies: 8.5" x 11"	\$ 0.10	Per side				
Black & White Copies: 8.5" x 14"	\$ 0.10	Per side				
Color Copies: 8.5" x 11"	\$ 0.50	Per side				
Color Copies: 8.5" x 14"	\$ 0.50	Per side				



St. Helens Universal Fee Schedule

MUNICIPAL COURT FEES				
Civil Compromise Costs	\$ 300.00			
Collection Fee per ORS 137.118 (3) (Maximum \$250)	25%			
Community Service Fee	\$ 2.00 Per hour			
Default Judgment	\$ 20.00			
Discovery	\$ 20.00 Per case number (up to 30 pages)			
Driver's License Reinstatement/Offense (City Portion)	\$ 20.00			
Driving Record - Traffic Offenses Only (non-certified)	\$ 1.00			
Failure to Appear for Bench Trial	\$ 150.00			
Failure to Appear for Jury Trial	\$ 300.00			
Installment Fee - for 6 month plan	\$ 25.00			
Installment Fee - for 12 month plan	\$ 50.00			
Warrant Issued	\$ 100.00			
Withholding on County Assessment	10% at monthly distribution			
Probation Violation	\$ 50.00			
Court Appointed Attorney Rates - Misdemeanor	\$ 200.00 Per misdemeanor with maximum of \$400 unless approved by court			
Court Appointed Attorney Rates - Probation Violation	\$ 125.00 Per case with maximum of \$250 unless approved by court			
Court Appointed Attorney Rates - Bench Trial	\$ 400.00			
Court Appointed Attorney Rates - Jury Trial	\$ 600.00			



St. Helens Universal Fee Schedule

BUSINESS LICENSE FEES						
Residential Business License						
00 - 9.99 full-time equivalents	\$	65.00				
10 - 24.99 full-time equivalents	\$	85.00				
25 - 49.99 full-time equivalents	\$	105.00				
50 - 99.99 full-time equivalents	\$	125.00				
100+ full-time equivalents	\$	145.00				
Non-Resident Business License	\$	150.00				
Residential Rentals	\$	20.00	Per Unit			
Commercial Rentals	\$	50.00	Per Unit			
Non-Resident Temporary Business License	\$	75.00	6 Month Business License			
Late Renewal Fee	\$	50.00	After 60 Days Late Renewal			
Appeals Processing Fee	\$	150.00				
OLCC New Application	\$	100.00				
OLCC Application Change Fee	\$	75.00				
OLCC Application Renewal Fee	\$	35.00				
Sidewalk Vendor Application Fee	\$	65.00				
Sidewalk Vendor Permit Fee	\$	65.00				
Sidewalk Vendor Appeal Fee	\$	150.00				
Marijuana Business Licenses:			<u>According to OAR 845-025-2040</u>			
Producers:			<u>Indoor / Outdoor Production Size Limitations</u>			
Micro Tier I	\$	250.00	Up to 625 sf / Up to 2,500 sf			
Micro Tier II	\$	500.00	626 to 1,250 sf / 2,501 to 5,000 sf			
Tier 1	\$	1,000.00	1,251 to 5,000 sf / 5,001 to 20,000 sf			
Tier II	\$	1,500.00	5,001 to 10,000 sf / 20,001 to 40,000 sf			
Medical Canopy	\$	65.00				
Processors	\$	1,000.00				
Wholesalers	\$	1,000.00				
Retailers	\$	1,000.00				



St. Helens Universal Fee Schedule

SOCIAL GAMING FEES				
Non-refundable Application Fee	\$ 50.00	Per 12 month lease		
License Fee for 1-10 Tables	\$ 50.00	Per 12 month lease		
License Fee for each additional table over 10	\$ 10.00	Per table per 12 month lease		



St. Helens Universal Fee Schedule

ENGINEERING FEES					
Right-Of-Way Permit: <i>Required for work performed in the public right-of-way, including pavement cuts, utility construction, maintenance, or repair, sidewalk construction or repair, driveways, curb cuts, aerial work, temporary street/right-of-way use, and parklets.</i>	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.			
Pavement Disturbance Fee: <i>Assessed to the Right-of-Way Permit fee for work in the public right-of-way that cuts, damages, removes, replaces, mars, trenches, digs, bore, or disturbs pavement. Includes paved streets, bikeways, driveways, curbs, sidewalks, or other paved areas in the right-of-way.</i>	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.			
Plan Review for Public Improvements: <i>Design plan review is the first step for private development projects that require improvements to or expansion of streets, sidewalks, curbs, driveways, storm drainage facilities, sanitary sewer, water main extensions, or other improvements in the public right-of-way.</i>	2.0% based on the Engineer's Preliminary Project Cost Estimate	Plan Review fee includes up to three plan review iterations, after which additional plan review fees will apply.			
Plan Review - Additional Reviews	\$120/hour, 1 hour minimum	Plan review fees for plan reviews that exceed three review iterations.			
Permit for the Construction of Public Improvements	3.0% based on the Engineer's Final Project Cost Estimate	Permit issued after plans have been reviewed and approved by the Engineering Division. Fee includes the cost of inspections.			
Blasting Permit: <i>Required for all blasting operations and the use of explosives in City limits.</i>	\$ 1,200.00	Fee includes Blast plan compliance inspections.			
Engineering Services for Building Permits	\$320 each	Fee includes System Development Charges (SDCs) review, plan review, and up to three inspections, including final inspection.			
Fee for Additional Engineering Inspections	\$75/hour, 1 hour minimum	Engineering inspections for any work performed in the public right-of-way not covered by an existing permit or fee.			



St. Helens Universal Fee Schedule

UTILITY BILLING FEES				
Water Service Shut off/on: Mon-Fri 830 AM - 430 PM	\$ -	No Charge		
Water Service Shut off/on: During off business hours	\$ 150.00	Per request		
Failed Payment Arrangement	\$ 50.00			
Late Fee	\$ 25.00	Fee waived if bill is < \$25		
Reconnection Fee (if Shutoff due to non-payment)	\$ 75.00	Fee applied on Shut-off Day		
Temporary Service for New Construction	\$ 25.00			
Tampering with Meter Fees				
Tampering: Turning water on/off without City Personnel	\$ 50.00	Up to and possibly including cost of meter replacement & Labor		
Tampering: Turning water on while on the current shut-off list	\$ 100.00	Up to and possibly including cost of meter replacement & Labor		
Tampering: Breaking installed Lock to turn on meter	\$ 200.00	Up to and possibly including cost of meter replacement & Labor & Ticket from Police		
Utility Billing Insert - B&W, 1-Sided, 8.5x11	\$ 500.00	Available to Non-Profits Only		
Utility Billing Insert - B&W, 2-Sided, 8.5x11	\$ 650.00	Available to Non-Profits Only		
Utility Billing Insert - Color, 1-Sided, 8.5x11	\$ 1,100.00	Available to Non-Profits Only		
Utility Billing Insert - Color, 2-Sided, 8.5x11	\$ 1,550.00	Available to Non-Profits Only		



St. Helens Universal Fee Schedule

WASTEWATER TREATMENT PLANT FEES				
Pretreatment Program Administrative Fee (Choose Option)				
Annual	\$ 1,500.00			
Monthly	\$ 125.00			
Annual DEQ Fees Assessed to the City	\$ -	Actual cost of DEQ		
New Industrial Discharge Permit Issuance	\$ 500.00			
Renewal Industrial Discharge Permit Issuance	\$ 300.00			
Non Discharge Annual Permit Fee	\$ 500.00			
Demand Inspection Fee	\$ 100.00			
Demand Sampling and Monitoring Fee	\$ -	Actual cost of service		
Enforcement Activities	\$ -	Actual cost of service		



St. Helens Universal Fee Schedule

PARKS AND RECREATION FEES						
Park Areas for Reservation						
McCormick Park						
Area 1 - Veterans Pavilion	\$ 25.00	Per 3 hour Session				
Areas 2-4	\$ 15.00	Per 3 hour Session				
Campbell Park						
Areas 1-2	\$ 15.00	Per 3 hour Session				
Columbia View Park						
Area 1 - Gazebo Amphitheater	\$ 25.00	Per 3 hour Session				
Field Areas for Reservation						
McCormick Park						
Softball Fields 1-2	\$ 10.00	Per 3 hour Session				
T-ball Fields 1-2	\$ 5.00	Per 3 hour Session				
Soccer Field (Combines both T-ball Fields)	\$ 10.00	Per 3 hour Session				
6th Street Park						
Baseball Fields 1-2	\$ 5.00	Per 3 hour Session				
Campbell Park						
Softball Fields 1-2	\$ 10.00	Per 3 hour Session				
Recreation Center						
Softball Fields 1-3	\$ 5.00	Per 3 hour Session				
Dock moorage fee	\$ 15.00	Per day				
Dock electrical connection	\$ 5.00	Per 24 hours				
Recreation Center						
Recreation Center Rental	\$ 30.00	Per Hour				
Security Deposit (refundable)	\$ 50.00	Refundable security deposit				
Community Center						
Community Center Small Meeting Room	\$ 10.00	Per Hour Non-profits 50% reduction with proof of non-profit letter				
Community Center Main Room Rental (kitchen not rentable)	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter				
Community Center Theatre Room Rental	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter				
Toddler Play Gym ages 0-5 years old	\$ 25.00	Per Hour				
Permit - Parade	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - Public Assembly	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - To Amplify Sound	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - Engage in Commercial Activity	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day				MOVED FROM MISCELLANEOUS
Permit - To Use Special Use Area	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Late Fees						
General Park Use (7 business days)	\$ 10.00					
Public Assembly (45 business days)	\$ 25.00					
Parade & Walks (45 business days)	\$ 50.00					
Tournament Fee	\$ 10.00	Per Team				
Use of Field Lights	\$ 25.00					



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: December 7, 2022

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: 11.29.2022

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—NOTEWORTHY ADMINISTRATIVE DECISIONS

Issued a decision for a second lot of the Columbia Commons commercial subdivision. Previously, a Burger King was approved. This time it is a for a vehicle quick lube business. The quick lube business development application does reference Dairy Queen as a potential occupant of an adjacent lot, but no formal application has been submitted. There are four lots total.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for potential partition in the Urban Growth Boundary along Bachelor Flat Road and Morten Lane. If applied for, this will be an application with the county, but the city is still involved being in our UGB.

Conducted a pre-application meeting for a potential multi building shopping center on the commercial lots of the Greystone Estates Subdivision (across the street from where Burger King is proposed at the Howard and Kelly Streets intersection. The meeting was with OTAK folks mostly. They noted years of experience and having been through many pre-app meetings with other jurisdictions, they said this pre-app was the most thorough one they've had. Customer service matters!

Sand Island cabins and picnic shelter development process when we inspected the site this month and staff noted many trees missing and the buildings placed in a different arrangement from the approved plans. The original plans noted "no trees greater than 6" DBH shall be harmed or removed as part of this project." However, upon inspection and later revised plan, 35 trees were cut down. They will replace the trees removed, mostly cottonwoods, with more enduring species (Big Leaf Maples and Douglas Fir), so this should prove a better investment in the long run despite an apparent miscommunication between the island operator, designer, and workers, and the inefficiency of needing revised plans and reinspection.

PLANNING ADMINISTRATION—MISC.

The Planning Commission Interview Committee conducted interviews this month and selected 2 candidates out of 5 applicants (only 4 interviews). They could have selected a potential 3rd

person in the event Commission Toschi was elected to the Council, but decided to leave that until the election and, if needed, will re-advertise for that position with the folks who interviewed kept in the running if they choose. Ultimately, Commissioner Toschi was not elected to Council, so no 3rd opening to fill.

DEVELOPMENT CODE ENFORCEMENT

Earlier this CRFR started conducting activity on property and installed a sign without proper permitting for use or the sign. Consultants for CRFR have been communicating with staff about this property throughout the year and my hope was through that the issues would be resolved without the need for formal enforcement correspondence. However, after receiving correspondence from CRFR's legal counsel this month, a reply was in order. Please note staff informed the CRFR Fire Chief Joel Medina, Deputy Chief Eric Smythe and Board President Hans Feige of these issues in person earlier this year, so there shouldn't be any surprise. **See attached letter from CRFR and the reply from the city.**

Some councilors, commissioners and staff may remember the 2nd floor conference room before the remodel when it was in the corner of the building. Somehow, despite no declaration of surplus, the table (big and solid hardwood) and many solid hardwood chairs ended up in the main building that ACSP (business now defunct) occupied. **See attached.**

As noted in the September report, I met with the site manager for the ACSP / Orgrotech business at 1400 Kaster Road. They need to move a shed placed on a city easement by the end of the year. Since then, they have allegedly sold all of their state marijuana production licenses and said all of the small sheds, including the one required to be moved, will be removed from the site.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

November 8, 2022 meeting (outcome): The Commission approved a yard (setback) Variance at 134 N. 2nd Street and approved a motion recommending two new commissioners as recommended by the Planning Commission interview subcommittee. Staff also presented the department's semiannual report. The Commission also made some formal recommendations related to potential actions pursuing how to address Oregon's HB 3115 (**see attached**).

December 13, 2022 meeting (upcoming): The Commission will hold a public hearing for improvements to the John Gumm Scholl building as part of Columbia County's plans to reuse for their purposes. This includes their role as the *Historic Landmarks Commission* as a proposal to alter this designated landmark. They will also review a right-of-way vacation of a portion of N. 9th Street to provide recommendation to the Council.

COUNCIL ACTIONS RELATED TO LAND USE

Council agreed to have one last joint meeting with the Planning Commission on Dec. 14 @ 4pm. They agreed with my suggestion that councilors who won the election and newly appointed commissioners attend as a “changing of the guard.”

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Quarterly data updates. This was more involved than the typical quarterly update given new utility data added to the system Public Works uses. Also updated my own map with more of the new data from this year. With these updates, I finally feel 100% done with the aerial photo/planimetric update project that was “mostly” finished earlier this year.

Created public ownership map to help navigate HB 3115 (homeless/camping) issue.

Received some information from the County Assessor about conflicting addresses that will take some time to review for comments. This is report worthy as an important but time consuming “surprise task.”

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Continue to work with our consultants and PGE to figure out how PGE’s new substation will fit.

Finally started to put review time into the initial application for the new public safety facility, which I’m hoping will be ready for a public hearing before the Planning Commission early next year.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: November Planning Department Report
Date: Monday, November 28, 2022 10:40:19 AM

Here are my additions to the November Planning Department Report. My report is light on project management, but I am no less busy. We are processing a Street Vacation application and received two Site Development Review applications (Chinese Restaurant & Riverside Community Outreach) in November.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Culvert project (County) will be a separate project than the sidewalks project. Construction in Spring/Summer 2023. Amendment approved to push completion deadline from November 2022 to February 2024. Project cost estimates came in x3 what we budgeted for the project. Engineering will still bid the project with a design which was made as lean as possible. If bids come back too high, we may have to shelf the plans until additional funding can be sourced.
2. **Business Oregon – Infrastructure Finance Authority** – Loan Contract documents finalized for streets/utilities construction and Riverwalk project not covered by OPRD grants. Will submit first reimbursement once design work is complete for Riverwalk project.
3. **Riverwalk Project (OPRD Grants x2)** – Moving into 90% design, continued regular PM meetings and TAC meetings. For permitting, stage and structure will require architectural review before the PC (anticipated in the early 2023 with the Building permit). LWCF grant contract will be subject to the Buy America Build America (BABA) requirements which could have budget/timeline implications. Executed additional scope of work to determine if compliance or waiver is recommended. Recommendation is to comply with the BABA requirements, as the cost implications are around 6% increased for the project.
4. **Oregon Community Paths Program** – Received confirmation that our pre-application to the program was successful and our project is eligible. Project will fund an off-street trail refinement project (30% design) from St. Helens to Scappoose. Application is due January 31, 2023. Grant ask will likely be around 300k, and a 10% cash match is required. Will work to partner with Scappoose/Columbia County on sharing cash match if we are successful with the grant application.

PROJECTS & MISC

5. **Riverfront Streets/Utilities Design/Engineering** – Construction contract granted to Moore Excavation. Groundbreaking ceremony held on Nov 2 and kickoff business/resident meetings held in late October. Assisting project team with outreach efforts including website updates/press releases/promotion materials. Attending weekly check-ins to stay in tune with project schedule.
6. **1st/Strand Undergrounding Utilities** – Attending mandatory pre-proposal meeting for undergrounding of utilities along Strand/1st Street. RFP closed on 11/1. Only 1 proposal received, and they were not selected to do the work. Selection Committee recommended a new solicitation process for an electrical engineer to complete design work so that we can go out for a bid process instead of the RFP process.
7. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – Work Order 1

approved - 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Pre-application meeting held on 10/13 to discuss applications needed for PGE parcellation and new sub-station. 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.

8. **Utility Billing/Bennett Building cornice** – Met with Pacific stainless to select cornice color and discuss method of attachment with Public Works and fabricator.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

jdimsho@sthelensoregon.gov



CLARK I. BALFOUR

cbalfour@cablehuston.com

November 4, 2022

SENT VIA USPS AND EMAIL

John Walsh
City Manager
265 Strand Street
St. Helens, OR 97051

Jacob Graichen
Planning Director
265 Strand Street
St. Helens, OR 97051

Re: Columbia River Fire and Rescue
Parcel ID: 28762
4N1300400

Mr. Walsh and Mr. Graichen,

We represent Columbia River Fire and Rescue (CRFR), owner of the above referenced parcel. CRFR has questions for the City of St. Helens (City):

1. The property is referenced in both the Central Waterfront Plan (CWP) and the St. Helens Industrial Business Park Plan. The parcel is identified as Map ID 427 in Table 2-1 of the Phase 1 Site Characterization Report prepared by Maul Foster in May 2020 for the CWP. CRFR is listed as the owner, which is true. But it is also referenced in the St. Helens Industrial Business Park Plan as Parcel 9A as a separate lot of record and as a “future expansion area not under City ownership.” See the St Helens Industrial Business Park-Parcelization Framework prepared by 3J Connelly in May 2020. There is another reference in the Phase 1 map referring to Parcel 9A that makes a very similar statement. We ask the City to confirm which plan includes the CRFR parcel so that CRFR can exercise its rights of participation as a landowner.
2. Earlier this summer, CRFR applied to the County for a temporary electrical permit to perform some work on the parcel. County staff denied the permit based on instructions from Jacob Graichen, City Planning Director. CRFR’s architect, Robert Evenson, contacted Jacob Graichen via email and received a response that, among other things, included reference to an existing sign the City claims is unlawful and unpermitted. We understand that the sign is exempt under Development Code Section 17.88. Please let us know the reason for the claim of violation.

3. In the same email, Jacob Graichen stated that denial was also based on “ownership issues and legitimacy of the parcel” (also stated in a voice mail by Jacob Graichen to Jesse Hlyva, CRFR’s contractor, on August 24, 2022). Fire Chief Joel Medina has also indicated that in other conversations previous to August 24, John Walsh stated that the City did not believe CRFR was the rightful owner. CRFR has the following questions:
- Does the City dispute that title to this parcel is vested in CRFR?
 - If the City does dispute CRFR’s title, what is the basis?
 - Does the City claim it is the owner of the parcel?
 - What is the meaning of Jacob’s phrase questioning the legitimacy of the parcel?
 - If CRFR submits a development application, would the City deny based on ownership questions?

CRFR is intent on preserving its ownership rights regarding its continuing use of the property for public safety training purposes and participating in the ongoing public processes as the City seeks to implement its vision. So that CRFR is not prejudiced in the exercise of these rights, please provide your answers by November 18, 2022.

Sincerely,



Clark I. Balfour

CIB/vc

cc: Jenny Dimsho (via email)
CRFR Board
Chief Medina



265 Strand Street
St. Helens, Oregon
97051

November 22, 2022

Clark I Balfour
Cable Huston
1455 SW Broadway, Suite 1500
Portland, OR 97201-3412

RE: Property identified as Columbia County Assessor Account No. 28762 and map and tax lot number 4N1W-3-400. Ownership and use concerns.

Dear Mr. Balfour:

The City of St. Helens (the "City") acknowledges receipt of your letter of November 4, 2022 on behalf of your client, Columbia River Fire and Rescue ("CRFR"). Your letter posed several questions based on CRFR's alleged ownership of the parcel noted above ("Parcel"), and request information as to certain actions taken by the City. We will respond to each of your questions below.

The City will respond to your last question first, as the response to that set of questions is relevant to the City's responses to your other questions. The City believes there is a significant question whether CRFR actually is the owner of the Parcel. According to a review of the relevant land records, CRFR took ownership of the property in May of 1989 with a BARGAIN AND SALE DEED WITH RIGHT OF REVERTER recorded as instrument no. 89-2674. Language in that document clearly states that if the property is not used for fire related protection purposes for a period of three (3) years, and there are no written development plans to use or continue to use the property for a fire training site or other fire prevention or control purposes, then the property shall revert to the Grantor or its successor. The City is not aware of any use of the Parcel by CRFR for fire related protection purposes nor of any written plan that was prepared regarding the same between May 2, 1989 and May 2, 1992. In the absence of such use or preparation of plans, the City believes that title to the Parcel automatically reverted to the prior property owner. In light of the concerns noted above, the City does not believe it appropriate to move forward with any type of application for use of the property until the title issue is clear.

The City also has concerns whether the Parcel is a legal lot or parcel per ORS Chapter 92. The City cannot find evidence it was legally created. In 1989 the City had rules about land partitions and there is no record of an approved partition or even an application for such. Creation by deed alone in 1989 was not a lawful way of creating a parcel.

As it pertains to this property's reference in the St. Helens Industrial Business Park – Parcelization Framework Plan adopted by Resolution No. 1910, Parcel 9a is referenced as being *within* a separate lot of record, as opposed to being as lot of record itself. Please note there is no adopted central waterfront plan.

Complicating matters further is use of the property, which, in light of the questions regarding ownership of the Parcel and, as discussed below, the absence of any permits, potentially includes unlawful use of it as training grounds and unlawful installation of a sign. This potentially unlawful activity has been documented by observations by staff of the sign installed earlier this year and a CRFR Facebook post on July 11, 2022, which was highlighted in a July 13, 2022 article in The Chronicle newspaper. Please understand that continued and unabated unlawful acts may result in enforcement action.

Even if CRFR is the owner of the Parcel, which is not at all certain, the CRFR's use is in violation of applicable law. The property is zoned Heavy Industrial ("HI"). Under current zoning regulations CRFR training grounds would fall under "public safety and support facilities." This is a conditionally permitted use in the HI zone and requires a Conditional Use Permit to be obtained regardless of whether buildings or structures are proposed. The use is not exempt from permitting and thus the use without proper permitting and compliance with the conditions thereof is a violation. There is no land use permit establishing a use of the property in the City's records from before 1989 to today.

Temporary uses are also regulated by Chapter 17.116 SHMC, and this includes temporary buildings. The Columbia County Land Development Services was instructed to deny a temporary electrical permit for this site this summer because there is no legitimate permanent or temporary use for the site. The electrical permit was for an office modular building according to the applicant (Electro-Wire Inc.), which if placed without proper permitting from the City per the SHMC would be a violation. In fact, there is no clear category for a temporary building per Chapter 17.116 SHMC to be placed on the site, so the building and related site improvements (required and proposed) would need to be approved on a permanent basis (i.e., Conditional Use Permit and subsequent building/development permits).

As it pertains to the "Training Grounds" sign, contrary to the assertion in your letter, a sign permit is required to install a new sign pursuant to SHMC 17.88.020(2) and the existing sign is not exempt from permitting per this Chapter. There is no permit for this sign, nor is the City aware of any application for a sign permit having been filed.

As noted above, the City believes that the existing sign is unlawful and that such a sign cannot be placed on the Parcel without a permit. Pursuant to its authority under SHMC 17.88.155, please accept this letter as official notice that the City deems the sign to be in violation of the provisions of SHMC 17.88, and the City hereby requests that CRFR immediately remove the sign. A failure on the part of CRFR to do could result in the City removing the sign pursuant to its authority under SHMC 17.88.155.

Should you have any questions in this regard, please do not hesitate to contact this office.

Respectfully yours,



Jacob A. Graichen, AICP, City Planner

cc: CRFR; 270 Columbia Blvd; St. Helens, OR 97016

From: [Jacob Graichen](#)
To: [Rick Scholl](#); [Doug Morten](#); [Patrick Birkle](#); [Jessica Chilton](#); [Stephen Topaz](#)
Cc: [John Walsh](#); [Kathy Payne](#); [Brian Greenway](#)
Subject: ACSP and city furniture not declared surplus
Date: Tuesday, November 15, 2022 11:11:00 AM
Attachments: [LoopNet Screenshot 11152022.jpg](#)
[1400-Kaster-Rd-Saint-Helens-OR-1400-Kastor-Rd-8-24-LargeHighDefinition.jpg](#)

Dear City Council,

When city hall was remodeled somewhat recently the conference room on the second floor was moved to a smaller room. The sad part of that for many staff folks was loss of a large wooden table, which we hoped to reuse someday.

What troubles me is this table and many of the wooden chairs are unquestionably visible in one of the scrolling photos on the LoopNet site: <https://www.loopnet.com/Listing/1400-Kaster-Rd-Saint-Helens-OR/26715202/>

I attached a screenshot and the photo itself as downloaded.

Because these furnishings were not declared surplus, this seems like theft.

Jacob A. Graichen, AICP, City Planner

City of St. Helens

jgraichen@sthelensoregon.gov

(503) 397-6272

1400 Kaster Rd

21,119 SF | Vacant | Industrial Building | Saint Helens, OR | \$6,500,000 (\$308/SF)

Industrial Properties / Oregon / Saint Helens / 1400 Kaster Rd, Saint Helens, OR 97051



INVESTMENT HIGHLIGHTS

- HI Zoning
- Rail Road Spur holds 10-12 rails cars +large flat lay down area
- 8.62 Acres
- 5 Buildings
- Water Access
- Vacant

EXECUTIVE SUMMARY

Heavy Industrial property with 5 buildings. Sitting on 8.62 acres with rail road and water access. Excellent opportunity for any heavy Industrial , lumber lay down yard, finished wood ect.... Renewables/

blending location. This property is ready for you and your business. "Owner carry/flexible terms

PROPERTY FACTS



Jeff Yarbor



503-546-9955

9755 SW Barnes Rd
Suite 560
Portland, OR 97225





CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: John Walsh, City Administrator
Brian Greenway, Chief of Police
Suzanne Bishop, Library Director
Jacob Graichen, City Planner
Patrick Birkle, City Councilor

FROM: Christina Sullivan, Community Development Administrative Assistant

RE: Planning Commission motion(s) from their November 8, 2022 meeting

DATE: November 22, 2022

At their November 8, 2022 meeting, the Planning Commission approved the following motions:

A resolution to have the City Administrator keep the Planning Commission subcommittee advised of all potential solutions being actively considered by the city.

A resolution to have the subcommittee meet with the police, the library and they form a stakeholder group and regroup and discuss in January.

These relate to HB 3115 and homelessness. If you have any questions, please talk to the City Planner.