



# COUNCIL WORK SESSION

Wednesday, April 01, 2026 at 3:00 PM

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## COUNCIL MEMBERS:

Mayor Jennifer Massey  
Council President Jessica Chilton  
Councilor Mark Gundersen  
Councilor Russell Hubbard  
Councilor Brandon Sundeen

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)  
Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)  
Phone | 503-397-6272  
Fax | 503-397-4016

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## UPDATED AGENDA

### CALL WORK SESSION TO ORDER

### DECLARATION OF CONFLICTS OF INTEREST

### CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Responses to March 18, 2026 Visitor Comments

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

### DISCUSSION TOPICS

2. Quarterly Reports from City Departments/Divisions - Building and Planning Divisions
3. Review of Proposed Changes in Building Department Fees - *Building Official Mike De Roia*
4. Review Ordinance No. 3323 regarding Operational Regulations of the Planning Commission & Historic Landmarks Commission - *City Planning Jacob Graichen*
5. Service Reduction Options Discussion (**Updated Memo**) - *City Administrator John Walsh*
6. Discussion regarding Community Day in the Park Event - *City Administrator John Walsh*
7. Request for breakdown of legal fees from the General Fund
8. Update on nuisance fee ordinance in light of stabbing that occurred at Broadleaf
9. Discussion regarding holding Council meetings once a month
10. 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:

- ORS 192.660(2)(d) To conduct deliberations with persons appointed to carry out labor negotiations;
- ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection;

- ORS 192.660(2)(h) To consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Authorized 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:

- April 1, 3PM, Council Work Session, Council Chambers/Zoom
- April 1, 7PM, Council Regular Session, Council Chambers/Zoom
- April 11, 11AM, State of the City, Council Chambers/Zoom

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

- PH: May 20, 6PM, Right-of-Way Vacation at N. 1st Street (Locke)
- PH: June 17, 5:45PM, FY27 Urban Renewal Budget Hearing & Adoption
- PH: June 17, 6PM, FY26 Supplemental Budget
- PH: June 17, 6:15PM, FY27 Budget Hearing, State Shared Revenue, & Adoption
- PH: July 15, 6PM, System Development Charges (SDCs) Methodology Update

### **VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/89123866468?pwd=ydyIgaEeagRJ8fMvlqKaR6YfpPnyPm.1>

Passcode: 514857

Phone one-tap: +13462487799

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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](http://www.sthelensoregon.gov) or call 503-366-8217.

# CLARIFICATION MEMO TO PUBLIC COMMENT



## For City Council Meetings held on March 18, 2026

There are no responses to visitor comments for the March 18, 2026, City Council meetings.

# QUARTERLY REPORT TO COUNCIL



Meeting Date: April 1st, 2026  
Prepared by: Michael De Roia  
Department: Community Development  
Division: Building  
Reporting Period: 1/2025-3/2025  
CC: City Administrator John Walsh

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## 1. General Operations (Qtr./YTD)

- Permits Issued (73/73)
- Inspection Performed (239/239)
- Plan Reviews (62/62)
- Permit Fee Summary – (\$47,110.84 Report Attached)
- Columbia City Services (See Attached Reports)

## 2. Staffing & Personnel

- The Building Division is staffed with 2.4 FTE's.
- In previous reports we were working on archiving permits and records that have been completed and given final approval. This project is complete and record archiving is up to date. Archiving is on a quarterly schedule now, provided staff resources allow.

## 3. Projects & Initiatives

### Projects

- **LOCAL:**
  - Permits:
    - CCMH Substance Disorder, Detox & Crisis Center – Foundation have been completed. Vertical construction has begun.
    - 115 N 6<sup>th</sup> St. – Mixed Use Residential and Commercial Building. Permits have been issued. Sewer and other utility work are underway.
    - Chubb's Chevron Addition and Alterations – Plumbing and Mechanical systems completed. Awaiting final inspection
    - 325 Strand – Building shell significantly completed. Additional permitting is required for Occupancies.
    - Shurlock's Market 2 – 161 St. Helens St. – New grocery/convenience market. Plumbing and Mechanical Systems completed. Awaiting final inspections.
    - White Lion Fuels – (Previously 58461 Columbia River Hwy) – Fuels station with 3900 SQFT convenience/grocery store. Currently under city review.
    - Klondike Addition and Elevator Project – Under plan review.
  - Updated Columbia County Homeland Security Emergency Management Commission (HSEMC) IGA – The subcommittee met in March. We are making a recommendation to the HSEMC body to suspend the efforts to renew an IGA,

but still maintain the HSEMC group and encourage mutli-jurisdictional and district participation as an advisory board to the County Emergency Management Department. However, the IGA is not required to maintain the HSEMC as Columbia County Board of Commissioners already has the ability to establish the commission under their own rules and ordinances.

- Coordinating with Columbia County APO IGA. Along with the routine updating of our APO data, the county has also begun assisting us in resolving some long-standing discrepancies which have historically led to customer and staff frustration. The county has provided a list of affected addresses and we are developing the steps and scheduling time to correct the errors in the original APO data.
- Building Permit Fees – The purpose of the proposed fee increase is cost recovery. In general, the proposed fee increases are 3% to keep in line with CPI-West. Some fees were further analyzed and adjusted to ensure the actual cost of the service provided is being recovered. Final draft notices and proposed fee schedules have been sent to and approved by the state building codes division. The proposed fee increases are set to be presented to Council as a resolution for adoption on 4/1/2026. Proposed adoption date is 4/2/2026.
- **STATE BUILDING CODES DIVISION (BCD):**
  - 2025 Oregon Structural Specialty Code (OSSC) and Oregon Mechanical Specialty Code (OMSC) adoption date 10/1/2025. Chapter 1 (Administration) provisions mandatory 10/1/2025. All other sections are mandatory after 4/1/2026.
    - Required code update training for both codes became available in February. Training is scheduled for mid-April.
  - 2026 Oregon Residential Specialty Code (ORSC) adoption – Scheduled adoption date is Oct. 1, 2026 with typical phase in periods. Currently the Code Review Committee has reviewed and approved (or disapproved) proposed code amendments to the Structural, Fire Life Safety and Energy codes (Ch. 11). These proposed amendments will be presented to the Residential and Manufactured Structures Board in April.
  - 2026 Oregon Plumbing Specialty Code (OPSC) adoption. Code committee has completed their review of proposed code amendments, both public and model code amendments. They will be presenting these to
  - Continued Education/Training -
    - Code Change training and certification renewal due June 30<sup>th</sup>, 2026

#### 4. Upcoming Events & Important Dates

*(Provide information on city-related events, meetings, and deadlines relevant to the department.)*

- April (day TDB) – BCD Residential & Manufactured Structures and Plumbing Boards
  - Review of 2026 code provisions and amendments.

- April 1<sup>st</sup> – Updated ICC Building Valuation Data for 2026/2027 goes into effect. This data is used to assess fees. This is required under state rule.
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**Attachments**

*Building Reviews Completed*

*Building Data Request Information*

*Columbia City Services Report*



## Building Data Request Information

For 01/01/2026 through 3/24/26

www.sthelensoregon.gov

buildingsafety@sthelensoregon.gov

Permit Type	Count	Valuation
Commercial Mechanical	5	\$138,386.11
Commercial Plumbing	8	
Commercial Structural - New	4	\$2,197,060.00
Commercial Structural - Other	8	\$56,716.00
Residential Mechanical	25	
Residential Plumbing	16	
Residential Structural - New 1 and 2 Family	1	\$480,000.00
Residential Structural - Other	6	\$134,065.60

Inspections:	Count
Commercial Mechanical Inspection	11
Commercial Plumbing Inspection	19
Commercial Structural - New Inspection	16
Commercial Structural - Other Inspection	29
Commercial Structural Non-Classified	4
Residential Mechanical Inspection	26
Residential Plumbing Inspection	36
Residential Structural - New 1 and 2 Family Inspection	13
Residential Structural - Other Inspection	59

**Report Description:****Permits Types Included:**

Records Types Include: Residential Manufactured Dwelling, Commercial Alarm or Suppression Systems, Residential Electrical Limited Energy, Residential Electrical Renewable Energy, Residential Electrical, Commercial Electrical Limited Energy, Commercial Electrical Renewable Energy, Commercial Electrical, Residential Mechanical, Commercial Mechanical, Residential Plumbing, Commercial Plumbing, Residential Phased Project, Commercial Phased Project, Residential Structural, Commercial Structural, 1 & 2 Family Dwelling, Residential Sign, Commercial Sign

**Permits Issued Portion**

The First\_Issued\_Date must fall between the Start and End Dates

Permit Status must not be Void or Withdrawn

Permit must have a applied payment for at least one Building State Surcharge

**Categorization Process:**

1. Permits are categorized as Commercial and Residential (using b1\_per\_type)
2. Permits are categorized as Electrical, Mechanical, Plumbing and Structural based on the Surcharge fee paid (1 & 2 Fam Dwelling will count in multiple categories)
3. Structural Permits are categorized by Custom Fields Type of Work and Category of Construction

**Inspections Portion (Inspection Trips Completed)**

The Inspection Completed Date must fall between the Start and End Dates

The Inspection Status must be 'Insp Completed' with a Result of 'Accepted', 'Approved', 'Approved with Conditions' or 'Not Required' OR Inspection Status must be 'Insp Cancelled' with a Result of 'Denied', 'Information Only', 'No Access' 'Not Ready', or 'Partial'

Inspections must have starting numbers between 1000 and 5999 or 6900 and 6999 or 8000 and 8999

**Categorization Process:**

1. Permits are categorized as Commercial and Residential (using b1\_per\_type)
2. Permits are categorized as Electrical, Mechanical, Plumbing and Structural based the beginning number of the inspection
3. Structural Permits are categorized by Custom Fields Type of Work and Category of Construction



# Building Reviews Completed

www.sthelensoregon.gov

1/1/2026-3/24/2026

buildingsafety@sthelensoregon.gov

		Al-Daomi	Bird	De Roia	Graichen	Hansen	Stirling	Tupper	Total
<b>Commercial</b>	<b>Additional Review</b>		1		2				3
	<b>Building Review</b>			9					9
	<b>Infrastructure Review</b>							1	1
	<b>Mechanical Review</b>			6					6
	<b>Planning Review</b>				7				7
	<b>Plumbing Review</b>					2			2
	<b>Site Review</b>		1						1
	<b>Total</b>		2	15	9	2		1	29
<b>Residential</b>	<b>Additional Review</b>		2				1		3
	<b>Building Review</b>			7					7

		Al-Daomi	Bird	De Roia	Graichen	Hansen	Stirling	Tupper	Total
<b>Residential</b>	<b>Infrastructure Review</b>						5	1	6
	<b>Planning Review</b>				9				9
	<b>Site Review</b>	4	3				1		8
	<b>Total</b>	4	5	7	9		7	1	33
<b>Total</b>		<b>4</b>	<b>7</b>	<b>22</b>	<b>18</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>62</b>



## Fee Summary by Account

Report run by: Michael De  
 Building Of Item #2.  
 503-366-8226  
 mdermia@sthelensoregon.gov

**Report options selected:**

Start date and time: 1/1/26 12:00 am  
 End date and time: 3/24/26 11:59 pm  
 Account code: 1  
 Account id: -All-  
 Module: -All-

<b>Account Id: 100-000-20400</b>	
CET - St Helens SD 502 - Res Use	\$21,201.28
CET - St Helens SD 502 - Com Use	\$2,362.34
CET - St Helens SD 502 - Admin Fee - Com Use	\$23.86
CET - St Helens SD 502 - Admin Fee - Res Use	\$214.16
<b>100-000-20400 Total:</b>	<b>\$23,801.64</b>

<b>Account Id: 100-000-20700</b>	
State of Oregon Surcharge -Plumb (12% of applicable fees)	\$361.11
State of Oregon Surcharge - Mech (12% of applicable fees)	\$371.32
State of Oregon Surcharge - Bldg (12% of applicable fees)	\$2,253.90
<b>100-000-20700 Total:</b>	<b>\$2,986.33</b>

<b>Account Id: 100-000-35003</b>	
Manufactured dwelling placement permit	\$430.45
Inspection for which no fee is specifically indicated - structural	\$387.68
Inspections outside normal business hours - structural	\$348.72
Each additional inspection - structural	\$94.93
Structural building permit fee	\$17,950.89
<b>100-000-35003 Total:</b>	<b>\$19,212.67</b>

<b>Account Id: 100-000-35004</b>	
City Permit Administration Fee	\$2,772.00
Administrative staff time - enter amount	\$504.00
<b>100-000-35004 Total:</b>	<b>\$3,276.00</b>

# Fee Summary by Account

Item #2.

**Account Id: 100-000-35005**

Water closet	\$266.00
Dishwasher	\$53.20
Other - plumbing	\$26.60
Balance of minimum permit fees - plumbing	\$285.07
Water service - Total linear feet	\$289.04
Interceptor/grease trap	\$26.60
Single Family Residence - Baths	\$548.00
Backflow preventer	\$26.60
Floor drain/floor sink/hub drain	\$26.60
Clothes washer	\$53.20
Ice maker	\$53.20
Tub/shower/shower pan	\$319.20
Water heater	\$106.40
Sanitary sewer - Total linear feet	\$317.65
Sink/basin/lavatory	\$585.20
Hose bib	\$26.60

**100-000-35005 Total: \$3,009.16**

**Account Id: 100-000-35006**

Flue vent for water heater or gas fireplace	\$18.56
Chimney/liner/flue/vent	\$12.39
Wood/pellet stove	\$12.39
Reinspection fee - mechanical	\$94.93
Inspections for which no fee is specifically indicated - mechanical	\$96.92
Gas or wood fireplace/insert	\$24.78
Ventilation fan connected to single duct	\$46.40
Water heater	\$9.28
Clothes dryer exhaust	\$9.28
Gas fuel piping outlets	\$5.25
Ductwork – no appliance/fixture	\$12.39
Furnace/burner including duct work/vent/liner	\$24.78
Range hood/other kitchen equipment	\$9.28
Balance of minimum permit fees - mechanical	\$1,041.19
Mini split system	\$49.56
Air conditioner	\$74.34
Attic/crawl space fans	\$18.56
Furnace - up to 100,000 BTU	\$136.29
Commercial mechanical permit (based on mechanical job value)	\$1,373.03
Heat pump	\$24.78

**100-000-35006 Total: \$3,094.38**

# Fee Summary by Account

Item #2.

<b>Account Id: 100-000-35009</b>		
Mechanical plan review	\$1,130.42	
Grading plan review 101 - 200,000 cubic yards - enter Grade/Fill permit fee amount	\$87.11	
Fire life safety plan review	\$4,741.93	
Plumbing plan review	\$123.52	
Structural plan review fee	\$11,069.25	
Professional Services - enter amount	\$18.00	
<b>100-000-35009 Total:</b>	<b>\$17,170.23</b>	

<b>Account Id: 100-000-35015</b>		
Planning Release fee	\$819.00	
<b>100-000-35015 Total:</b>	<b>\$819.00</b>	

<b>Account Id: 203-711-35020</b>		
Local Technology Fee - St Helens	\$1,380.16	
Technology Fee	\$(31.76)	
<b>203-711-35020 Total:</b>	<b>\$1,348.40</b>	

<b>Account Id: 301-000-34008</b>		
Transportation SDC	\$27,002.34	
<b>301-000-34008 Total:</b>	<b>\$27,002.34</b>	

<b>Account Id: 302-000-34008</b>		
Water SDC	\$8,263.00	
<b>302-000-34008 Total:</b>	<b>\$8,263.00</b>	

<b>Account Id: 303-000-34008</b>		
Sanitary Sewer SDC	\$16,420.00	
<b>303-000-34008 Total:</b>	<b>\$16,420.00</b>	

<b>Account Id: 304-000-34008</b>		
Storm Sewer SDC	\$3,100.05	
<b>304-000-34008 Total:</b>	<b>\$3,100.05</b>	

<b>Account Id: 305-000-34008</b>		
Parks SDC	\$16,012.00	
<b>305-000-34008 Total:</b>	<b>\$16,012.00</b>	

<b>Account Id: 601-000-34014</b>		
Water Connection	\$1,810.00	
<b>601-000-34014 Total:</b>	<b>\$1,810.00</b>	

# Fee Summary by Account

Item #2.
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<b>Account Id: 603-000-22110</b>	
Sanitary sewer capacity COA (non-SDC)	\$7,326.00

<b>603-000-22110 Total:</b>	<b>\$7,326.00</b>
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<b>Account Id: 703-000-35017</b>	
Additional engineering review/inspection	\$1,515.00
Major Engineering Services Plan Review	\$640.00
Minor Engineering Services Plan Review	\$300.00

<b>703-000-35017 Total:</b>	<b>\$2,455.00</b>
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Note: This report includes fees paid with ACH, Cash, Check, Credit Card, Credit Card (Other), Fund Transfer, Internal Transfer, Restore Payment and Journal Entry payment methods. Fees paid with Billed, Credit Memo, Fee Waiver, and Write Off payment methods are excluded.



## Building Data Request Information

For 01/01/2026 through 3/24/26

www.columbia-city.org

bldg@columbia-city.org

Permit Type	Count	Valuation
Commercial Structural - Other	2	\$52,150.00
Residential Mechanical	5	
Residential Plumbing	7	
Residential Structural - Manufactured Dwelling	1	\$10,000.00
Residential Structural - New 1 and 2 Family	4	\$1,152,330.20
Residential Structural - Other	2	\$9,350.00

Inspections:	Count
Commercial Plumbing Inspection	1
Commercial Structural - Other Inspection	12
Residential Mechanical Inspection	4
Residential Plumbing Inspection	24
Residential Structural - New 1 and 2 Family Inspection	43
Residential Structural - Other Inspection	2

**Report Description:****Permits Types Included:**

Records Types Include: Residential Manufactured Dwelling, Commercial Alarm or Suppression Systems, Residential Electrical Limited Energy, Residential Electrical Renewable Energy, Residential Electrical, Commercial Electrical Limited Energy, Commercial Electrical Renewable Energy, Commercial Electrical, Residential Mechanical, Commercial Mechanical, Residential Plumbing, Commercial Plumbing, Residential Phased Project, Commercial Phased Project, Residential Structural, Commercial Structural, 1 & 2 Family Dwelling, Residential Sign, Commercial Sign

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# Building Reviews Completed

		De Roia	Johnson	Peacock	Scott	Total
<b>Commercial</b>	<b>Building Review</b>	1				1
	<b>Fire Review</b>		1			1
	<b>Planning Review</b>				1	1
	<b>Total</b>	1	1		1	3
<b>Residential</b>	<b>Building Review</b>	9	2			11
	<b>Infrastructure Review</b>		2			2
	<b>Planning Review</b>				8	8
	<b>Site Review</b>		2	6		8
	<b>Total</b>	9	6	6	8	29
<b>Total</b>		<b>10</b>	<b>7</b>	<b>6</b>	<b>9</b>	<b>32</b>



# 3rd Party Provider Report

CITY OF COLUMBIA CITY  
 1840 Se  
 Columbia City, OR 97018  
 503-397-4010  
 FAX: 503-366-2870

Item #2.

www.columbia-city.org

1/1/2026 00:00:00 - 3/24/2026 23:59:59

bldg@columbia-city.org

## Summary By Record Type

	Columbia City	St. Helens	Total
<b>Commercial Structural</b>	<b>388.25</b>	<b>613.21</b>	<b>1,001.46</b>
<b>Residential 1 &amp; 2 Fam Dwelling (New Only)</b>	<b>83,168.54</b>	<b>14,621.87</b>	<b>97,790.40</b>
<b>Residential Manufactured Dwelling</b>	<b>22,431.02</b>	<b>42.13</b>	<b>22,473.15</b>
<b>Residential Mechanical</b>	<b>34.60</b>	<b>81.11</b>	<b>115.71</b>
<b>Residential Plumbing</b>	<b>206.85</b>	<b>454.23</b>	<b>661.08</b>
<b>Residential Structural</b>	<b>293.02</b>	<b>626.16</b>	<b>919.18</b>
<b>Total</b>	<b>106,522.28</b>	<b>16,438.70</b>	<b>122,960.98</b>

## Detail By Record Number

Item #2.

		<b>Columbia City</b>	<b>St. Helens</b>	<b>Total</b>
191-24-000064-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$-77.19		\$-77.19
	Local Technology Fee - Columbia City	\$-41.95	\$-125.85	\$-167.80
	Structural plan review fee	\$-472.29	\$-1,416.86	\$-1,889.14
	Structural building permit fee	\$-726.59	\$-2,179.78	\$-2,906.37
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$-348.76		\$-348.76
	CET - St Helens SD 502 - Admin Fee - Res Use	\$-121.53		\$-121.53
	CET - St Helens SD 502 - Res Use	\$-2,916.79		\$-2,916.79
	Structural plan review fee	\$399.50	\$1,198.49	\$1,597.99
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$291.15		\$291.15
	Structural building permit fee	\$614.61	\$1,843.84	\$2,458.45
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$3.86		\$3.86
	Local Technology Fee - Columbia City	\$36.81	\$110.42	\$147.22
	CET - St Helens SD 502 - Res Use	\$3,674.15		\$3,674.15
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$83.58		\$83.58
	Stormwater retention/detention tank/facility	\$4.52	\$13.57	\$18.09
	CET - St Helens SD 502 - Admin Fee - Res Use	\$153.09		\$153.09
	Stormwater retention/detention tank/facility	\$8.78	\$26.33	\$35.11
	<b>Total</b>	<b>\$564.95</b>	<b>\$-529.84</b>	<b>\$35.11</b>
191-25-000048-MD	CET - St Helens SD 502 - Res Use	\$2,093.78		\$2,093.78
	CET - St Helens SD 502 - Admin Fee - Res Use	\$87.24		\$87.24
	Driveway	\$15.00		\$15.00
	SDC - Water 3/4 in meter	\$4,292.00		\$4,292.00

		<b>Columbia City</b>	<b>St. Helens</b>	<b>Total</b>
191-25-000048-MD	SDC - Sewer 3/4 in meter - Columbia City	\$1,623.00		Item #2.
	SDC - Sewer 3/4 in meter - St Helens	\$4,117.00		\$4,117.00
	SDC - Storm Drainage	\$388.38		\$388.38
	SDC - Parks	\$2,018.93		\$2,018.93
	SDC - Transportation	\$4,575.00		\$4,575.00
	Water Connection - inside city 3/4 in meter - out subdivision, pav	\$3,000.00		\$3,000.00
	Local Technology Fee - Columbia City	\$3.54	\$10.63	\$14.17
	State of Oregon Surcharge - MFD (12% of applicable fees)	\$51.65		\$51.65
	Sewer Connection - inside city 3/4 in meter - residential	\$100.00		\$100.00
	State manufactured dwelling fee	\$30.00		\$30.00
	<b>Total</b>	<b>\$22,395.52</b>	<b>\$10.63</b>	<b>\$22,406.15</b>
191-25-000051-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$-11.35		\$-11.35
	Local Technology Fee - Columbia City	\$-1.02	\$-3.08	\$-4.10
	Local Technology Fee - Columbia City	\$2.90	\$8.70	\$11.60
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$41.35		\$41.35
	Structural investigation fee	\$62.50	\$187.50	\$250.00
	<b>Total</b>	<b>\$94.38</b>	<b>\$193.13</b>	<b>\$287.50</b>
191-25-000055-DWL	Structural plan review fee	\$-351.53	\$-1,054.58	\$-1,406.10
	Structural plan review fee	\$302.73	\$908.18	\$1,210.90
	Structural building permit fee	\$48.80	\$146.40	\$195.20
	Hood served by mechanical exhaust, including ducts for hood	\$2.32	\$6.96	\$9.28
	Air conditioner	\$3.10	\$9.29	\$12.39
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$13.00		\$13.00

		<b>Columbia City</b>	<b>St. Helens</b>	<b>Total</b>
191-25-000055-DWL	Driveway	\$15.00		Item #2.
	Backflow preventer	\$6.65	\$19.95	\$26.60
	Ventilation fan connected to single duct	\$9.28	\$27.84	\$37.12
	Mini split system	\$12.39	\$37.17	\$49.56
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$80.39		\$80.39
	Sewer Connection - inside city 3/4 in meter - residential	\$100.00		\$100.00
	CET - St Helens SD 502 - Admin Fee - Res Use	\$102.87		\$102.87
	Local Technology Fee - Columbia City	\$29.21	\$87.62	\$116.82
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$223.55		\$223.55
	Water Connection - inside city 3/4 in meter - in subdivision	\$600.00		\$600.00
	Single Family Residence - Baths	\$160.82	\$482.47	\$643.29
	SDC - Sewer 3/4 in meter - Columbia City	\$1,623.00		\$1,623.00
	Structural building permit fee	\$416.93	\$1,250.79	\$1,667.72
	SDC - Parks	\$2,018.93		\$2,018.93
	CET - St Helens SD 502 - Res Use	\$2,468.93		\$2,468.93
	SDC - Water 3/4 in meter	\$3,433.60		\$3,433.60
	SDC - Sewer 3/4 in meter - St Helens	\$4,117.00		\$4,117.00
	SDC - Transportation	\$4,575.00		\$4,575.00
<b>Total</b>	<b>\$20,011.97</b>	<b>\$1,922.09</b>	<b>\$21,934.05</b>	
191-25-000056-DWL	Structural plan review fee	\$-351.53	\$-1,054.58	\$-1,406.10
	Structural plan review fee	\$306.03	\$918.10	\$1,224.13
	Structural building permit fee	\$45.49	\$136.48	\$181.97
	Hood served by mechanical exhaust, including ducts for hood	\$2.32	\$6.96	\$9.28

		<b>Columbia City</b>	<b>St. Helens</b>	<b>Total</b>
191-25-000056-DWL	Air conditioner	\$3.10	\$9.29	Item #2.
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$13.00		\$13.00
	Driveway	\$15.00		\$15.00
	Backflow preventer	\$6.65	\$19.95	\$26.60
	Ventilation fan connected to single duct	\$9.28	\$27.84	\$37.12
	Mini split system	\$12.39	\$37.17	\$49.56
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$80.39		\$80.39
	Sewer Connection - inside city 3/4 in meter - residential	\$100.00		\$100.00
	CET - St Helens SD 502 - Admin Fee - Res Use	\$104.21		\$104.21
	Local Technology Fee - Columbia City	\$29.46	\$88.37	\$117.83
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$225.99		\$225.99
	Water Connection - inside city 3/4 in meter - in subdivision	\$600.00		\$600.00
	Single Family Residence - Baths	\$160.82	\$482.47	\$643.29
	SDC - Sewer 3/4 in meter - Columbia City	\$1,623.00		\$1,623.00
	Structural building permit fee	\$425.33	\$1,275.98	\$1,701.31
	SDC - Parks	\$2,018.93		\$2,018.93
	CET - St Helens SD 502 - Res Use	\$2,500.99		\$2,500.99
	SDC - Water 3/4 in meter	\$3,433.60		\$3,433.60
	SDC - Sewer 3/4 in meter - St Helens	\$4,117.00		\$4,117.00
	SDC - Transportation	\$4,575.00		\$4,575.00
<b>Total</b>	<b>\$20,056.46</b>	<b>\$1,948.04</b>	<b>\$22,004.49</b>	
191-25-000063-STR	Bus Lic - Non-Resident Business - Annual	\$100.00		\$100.00
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00

		Columbia City	St. Helens	Total
191-25-000063-STR	Local Technology Fee - Columbia City	\$7.56	\$22.69	Item #2.
	Structural building permit fee	\$146.43	\$439.30	\$585.73
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$70.29		\$70.29
	<b>Total</b>	<b>\$334.79</b>	<b>\$493.49</b>	<b>\$828.27</b>
191-26-000001-PLM	Sink/basin/lavatory	\$13.30	\$39.90	\$53.20
	Tub/shower/shower pan	\$6.65	\$19.95	\$26.60
	Local Technology Fee - Columbia City	\$0.91	\$2.74	\$3.65
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$9.58		\$9.58
	<b>Total</b>	<b>\$40.94</b>	<b>\$94.09</b>	<b>\$135.03</b>
191-26-000002-STR	Structural building permit fee	\$28.25	\$84.74	\$112.98
	Local Technology Fee - Columbia City	\$1.16	\$3.49	\$4.65
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$13.56		\$13.56
	<b>Total</b>	<b>\$53.47</b>	<b>\$119.72</b>	<b>\$173.19</b>
191-26-000003-DWL	Land Use Plan Review - Residential	\$25.00		\$25.00
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural plan review fee	\$351.53	\$1,054.58	\$1,406.10
	Structural plan review fee	\$-351.53	\$-1,054.58	\$-1,406.10
	Structural plan review fee	\$296.94	\$890.81	\$1,187.74
	Structural building permit fee	\$54.59	\$163.77	\$218.36
	Range hood/other kitchen equipment	\$2.32	\$6.96	\$9.28
	Clothes dryer exhaust	\$2.32	\$6.96	\$9.28

		<b>Columbia City</b>	<b>St. Helens</b>	<b>Total</b>
191-26-000003-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	\$12.63		Item #2.
	Driveway	\$15.00		\$15.00
	Backflow preventer	\$6.65	\$19.95	\$26.60
	Ventilation fan connected to single duct	\$9.28	\$27.84	\$37.12
	Mini split system	\$12.39	\$37.17	\$49.56
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$80.39		\$80.39
	Sewer Connection - inside city 3/4 in meter - residential	\$100.00		\$100.00
	CET - St Helens SD 502 - Admin Fee - Res Use	\$100.20		\$100.20
	Local Technology Fee - Columbia City	\$28.74	\$86.22	\$114.96
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$219.27		\$219.27
	Water Connection - inside city 3/4 in meter - in subdivision	\$600.00		\$600.00
	Single Family Residence - Baths	\$160.82	\$482.47	\$643.29
	Structural building permit fee	\$402.23	\$1,206.70	\$1,608.93
	SDC - Sewer 3/4 in meter - Columbia City	\$1,623.00		\$1,623.00
	SDC - Parks	\$2,018.93		\$2,018.93
	CET - St Helens SD 502 - Res Use	\$2,404.80		\$2,404.80
	SDC - Water 3/4 in meter	\$3,433.60		\$3,433.60
	SDC - Sewer 3/4 in meter - St Helens	\$4,117.00		\$4,117.00
	SDC - Transportation	\$4,575.00		\$4,575.00
	<b>Total</b>	<b>\$20,311.60</b>	<b>\$2,960.34</b>	<b>\$23,271.94</b>
191-26-000004-DWL	Land Use Plan Review - Residential	\$25.00		\$25.00
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural plan review fee	\$351.53	\$1,054.58	\$1,406.10

		<b>Columbia City</b>	<b>St. Helens</b>	<b>Total</b>
191-26-000004-DWL	Structural plan review fee	\$-351.53	\$-1,054.58	Item #2.
	Structural plan review fee	\$296.94	\$890.81	\$1,187.74
	Structural building permit fee	\$54.59	\$163.77	\$218.36
	Range hood/other kitchen equipment	\$2.32	\$6.96	\$9.28
	Clothes dryer exhaust	\$2.32	\$6.96	\$9.28
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$12.63		\$12.63
	Driveway	\$15.00		\$15.00
	Backflow preventer	\$6.65	\$19.95	\$26.60
	Ventilation fan connected to single duct	\$9.28	\$27.84	\$37.12
	Mini split system	\$12.39	\$37.17	\$49.56
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$80.39		\$80.39
	Sewer Connection - inside city 3/4 in meter - residential	\$100.00		\$100.00
	CET - St Helens SD 502 - Admin Fee - Res Use	\$100.20		\$100.20
	Local Technology Fee - Columbia City	\$28.74	\$86.22	\$114.96
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$219.27		\$219.27
	Water Connection - inside city 3/4 in meter - in subdivision	\$600.00		\$600.00
	Single Family Residence - Baths	\$160.82	\$482.47	\$643.29
	Structural building permit fee	\$402.23	\$1,206.70	\$1,608.93
	SDC - Sewer 3/4 in meter - Columbia City	\$1,623.00		\$1,623.00
	SDC - Parks	\$2,018.93		\$2,018.93
	CET - St Helens SD 502 - Res Use	\$2,404.80		\$2,404.80
SDC - Water 3/4 in meter	\$3,433.60		\$3,433.60	
SDC - Sewer 3/4 in meter - St Helens	\$4,117.00		\$4,117.00	

		<b>Columbia City</b>	<b>St. Helens</b>	<b>Total</b>
191-26-000004-DWL	SDC - Transportation	\$4,575.00		Item #2.
	<b>Total</b>	<b>\$20,311.60</b>	<b>\$2,960.34</b>	<b>\$23,271.94</b>
191-26-000005-DWL	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural plan review fee	\$546.73	\$1,640.18	\$2,186.91
	Land Use Plan Review - Residential	\$25.00		\$25.00
	<b>Total</b>	<b>\$582.23</b>	<b>\$1,671.68</b>	<b>\$2,253.91</b>
191-26-000008-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - plumbing	\$9.10	\$27.30	\$36.40
	Tub/shower/shower pan	\$6.65	\$19.95	\$26.60
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-26-000009-STR	Structural building permit fee	\$37.40	\$112.19	\$149.58
	Structural plan review fee	\$24.31	\$72.92	\$97.23
	Local Technology Fee - Columbia City	\$2.17	\$6.50	\$8.66
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$17.95		\$17.95
	<b>Total</b>	<b>\$92.32</b>	<b>\$223.10</b>	<b>\$315.42</b>
191-26-000010-DWL	Land Use Plan Review - Residential	\$25.00		\$25.00
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural plan review fee	\$296.94	\$890.81	\$1,187.74
	<b>Total</b>	<b>\$332.44</b>	<b>\$922.31</b>	<b>\$1,254.74</b>
191-26-000011-DWL	Land Use Plan Review - Residential	\$25.00		\$25.00

		Columbia City	St. Helens	Total
191-26-000011-DWL	City Permit Administration Fee	\$10.50	\$31.50	Item #2.
	Structural plan review fee	\$296.94	\$890.81	\$1,187.74
	<b>Total</b>	<b>\$332.44</b>	<b>\$922.31</b>	<b>\$1,254.74</b>
191-26-000012-DWL	Land Use Plan Review - Residential	\$25.00		\$25.00
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural plan review fee	\$296.94	\$890.81	\$1,187.74
	<b>Total</b>	<b>\$332.44</b>	<b>\$922.31</b>	<b>\$1,254.74</b>
191-26-000013-DWL	Land Use Plan Review - Residential	\$25.00		\$25.00
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural plan review fee	\$296.94	\$890.81	\$1,187.74
	<b>Total</b>	<b>\$332.44</b>	<b>\$922.31</b>	<b>\$1,254.74</b>
191-26-000014-MECH	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$0.79	\$2.36	\$3.15
	Balance of minimum permit fees - mechanical	\$15.49	\$46.46	\$61.95
	Gas fuel piping outlets	\$0.26	\$0.79	\$1.05
	State of Oregon Surcharge - Mech (12% of applicable fees)	\$7.56		\$7.56
	<b>Total</b>	<b>\$34.60</b>	<b>\$81.11</b>	<b>\$115.71</b>
191-26-000015-STR	Local Technology Fee - Columbia City	\$1.02	\$3.08	\$4.10
	State of Oregon Surcharge - Bldg (12% of applicable fees)	\$11.35		\$11.35
	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural building permit fee	\$23.65	\$70.94	\$94.58
	<b>Total</b>	<b>\$46.52</b>	<b>\$105.51</b>	<b>\$152.03</b>
191-26-000016-MD	Land Use Plan Review - Residential	\$25.00		\$25.00

		<b>Columbia City</b>	<b>St. Helens</b>	<b>Total</b>
191-26-000016-MD	City Permit Administration Fee	\$10.50	\$31.50	Item #2.
	<b>Total</b>	<b>\$35.50</b>	<b>\$31.50</b>	<b>\$67.00</b>
191-26-000017-STR	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Structural plan review fee	\$24.31	\$72.92	\$97.23
	Land Use Plan Review - Residential	\$25.00		\$25.00
	<b>Total</b>	<b>\$59.81</b>	<b>\$104.42</b>	<b>\$164.23</b>
191-26-000019-PLM	City Permit Administration Fee	\$10.50	\$31.50	\$42.00
	Local Technology Fee - Columbia City	\$2.71	\$8.13	\$10.84
	State of Oregon Surcharge -Plumb (12% of applicable fees)	\$38.30		\$38.30
	Clothes washer	\$6.65	\$19.95	\$26.60
	Water heater	\$6.65	\$19.95	\$26.60
	Hose bib	\$13.30	\$39.90	\$53.20
	Sink/basin/lavatory	\$19.95	\$59.85	\$79.80
	Tub/shower/shower pan	\$13.30	\$39.90	\$53.20
	Water closet	\$13.30	\$39.90	\$53.20
	Expansion tank	\$6.65	\$19.95	\$26.60
	<b>Total</b>	<b>\$131.31</b>	<b>\$279.03</b>	<b>\$410.34</b>
<b>Total for All Records</b>		<b>\$106,522.28</b>	<b>\$16,438.70</b>	<b>\$122,960.98</b>

# QUARTERLY REPORT TO COUNCIL



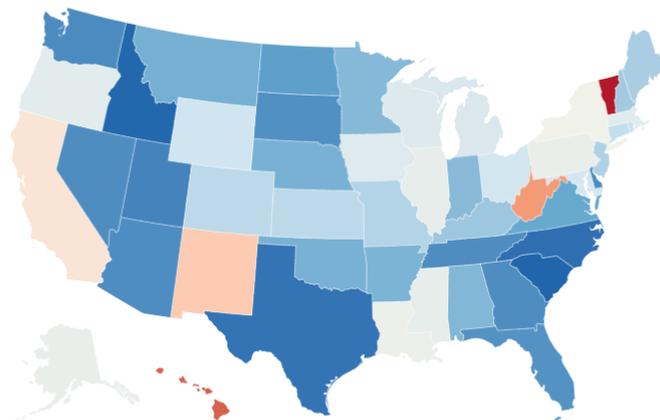
Meeting Date: April 1, 2026  
Prepared by: Jacob A. Graichen, AICP, City Planner  
Department: Planning  
Division: Community Development  
Reporting Period: January 2026 – March 2026  
CC: City Administrator John Walsh / Planning Commission

## 1. General Operations

- **January:** Assist Public Works staff with maintenance possibilities on a couple of open space/utility tracts that include wetlands.
- **January:** Effort spent on a public records request, related to police station proposal at the Kaster Road site.
- **January:** For last quarter's report I mentioned St. Helens' population estimate showing growth of 80 people between July 2024 to July 2025. This figure has been certified by PSU's Population Research Center. Other cities in Columbia County also had marginal growth (Scappoose and Rainier increased by 5 people each, and Clatskanie and Vernonia 25 and 24 people, respectively). Columbia County as a whole increased 145 people (to 53,785), a paltry 0.3% with St. Helens' contribution of 80 people representing 55% of that.

### The fastest-growing (and shrinking) states

Rate of population growth  
-0.29 0 1.46



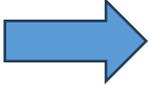
Map: Addy Bink, Nexstar - Source: US Census Bureau - Get the data - Created with Datawrapper

**Left:** Observing national trends, Oregon is not shrinking like a few states including California, but it is not growing like neighboring states such as Washington, Idaho and Nevada.

This broader national trend could be an aspect that impacts the city's budget, at least for the near term.

Not too long ago, Oregon was briskly growing, which was reflected in our development permitting.

- **January:** We received notice from Columbia County about updated on-site (septic) system usage rules within Urban Growth Boundaries. There is basically a physically and legally available question whether the city and county allow it or not, and that is still the case, just a little different than before. Some new forms not previously needed are required now. This resulted in updating notes I had from 2012! If you are curious, see OAR 340-071-0160.
- **February:** Started working on the Planning Department budget as this year's budget season begins.
- **February:** Thinking about the budget issues, once staff shrinks and/or are subject to furlough days, one thing we'll need to consider is having a message at the bottom of emails like Columbia County:

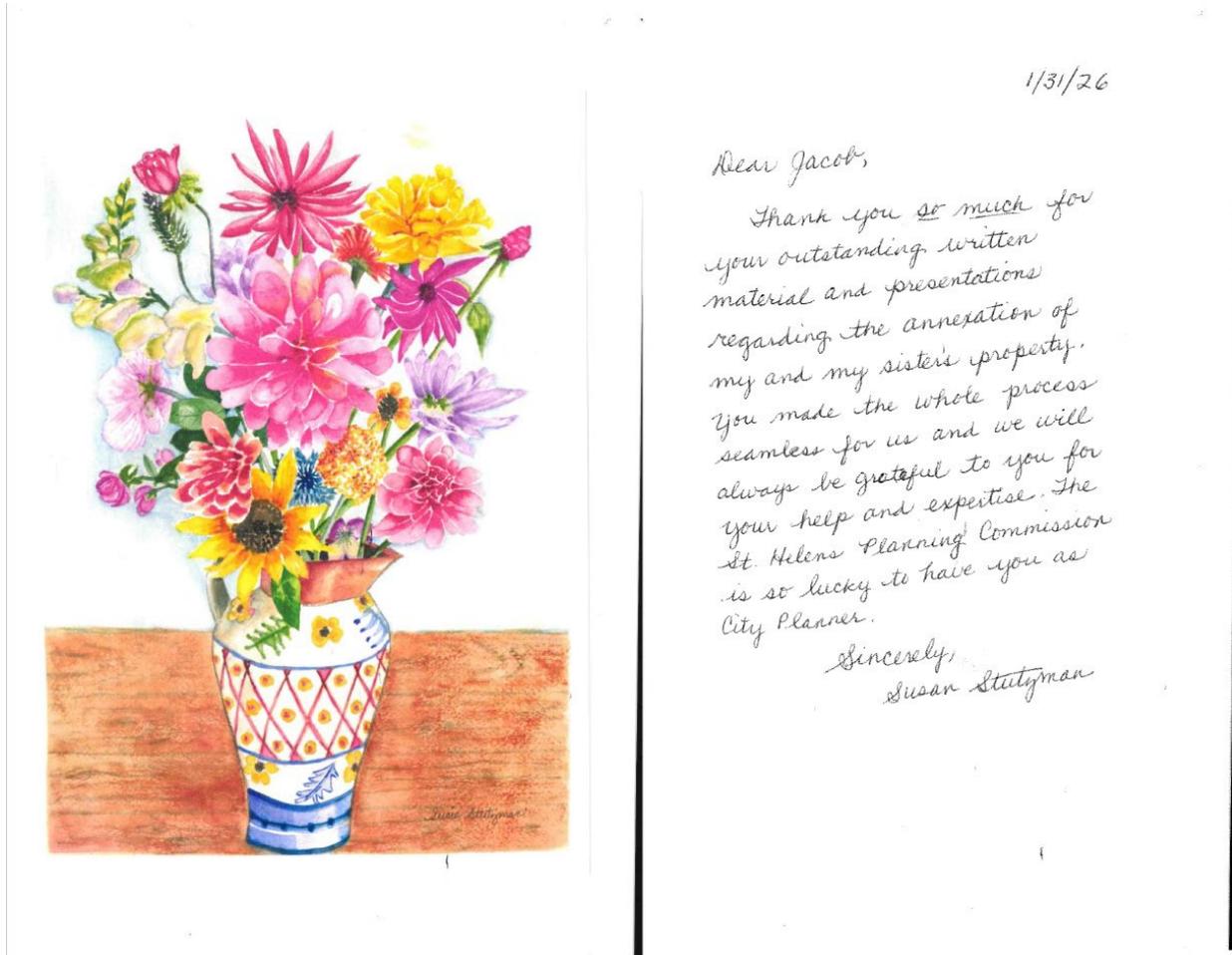


**\*\*Due to Columbia County's mandate of 19 unpaid furlough days, response time to emails and phone calls may be delayed. We apologize for the inconvenience and thank you for your patience.\*\***

- **February:** A troop master for a local St. Helens scout troop asked if the city had any projects a scout unit could help with. I directed them to the Parks Commission regarding the woodland reserve project with potential trail development.
- **Pre-application / early assistance meetings:**
  - **January:** Held a pre-app meeting for an RV park proposal behind the Village Inn / OYO Hotel.
  - **January:** City staff visited Sand Island as part of the effort to resolve private management, lease and compliance issues there.
  - **February-March:** Millard Road property response to plan version 11 through 14. Plan #15 is in my in box (and not reviewed yet) as I finish this quarterly report.
  - **March:** Attended a County pre-app meeting for a mobile home park on property located along Millard Road. This would require extension of city sewer which is approximately 1,900 feet away, with consideration of the city's sewer conveyance shortcomings, unless exceptions are made. This is **not** the city owned Millard Road property.
- **Planning Commission had their normally scheduled monthly meeting on January 13, 2026.** Outcome:
  - The Commission selected their Chair and Vice Chair for 2026.
  - The Commission interviewed two Planning Commission candidates to fill a vacant position, recommending one for appointment to the Council.
  - The Commission reviewed the end of year summary report (of land use permitting) for 2025.
  - The Commission had the opportunity to review and discuss the previous Planning Department's quarterly report to the Council.
- **Planning Commission had their normally scheduled monthly meeting on February 10, 2026.** Outcome:
  - The Commission reviewed some cost saving changes to the recently approved Police Station site at 1771 Columbia Boulevard and had no objection.
  - The Commission continued the discussion regarding proposed operational rules from previous meetings. They have reached a point of agreement with the proposal, so we can discuss with the Council.
  - The Commission discussed the Vacant and Underutilizes storefronts proactive item, focusing on a potential list of details for inventorying purposes.

- **Planning Commission cancelled their normally scheduled monthly meeting on March 10, 2026.**
- **Planning Commission had their normally scheduled quarterly joint meeting with the City Council on March 11, 2026.** Outcome:
  - Discussed Planning Commission operation rules amendments.
  - Discussed the SHIPB, PGE related matters (substation and transmission lines) and potential RV park.
  - Discussed the Parks and Trails Commission’s woodland reserve status, which is basically on hold pending resolution of PGE needs. In other words where will substation and transmission lines be located, which is still TBD.
  - Discussed vacant and underutilized storefronts.
  - Discussed waterfront property development, generally, based on latest exhibit from Romano Capital, Inc. The exhibit discussed is **very preliminary**, especially the architectural stylings shown.
- **Development Code Enforcement.**
  - **January:** Trying to resolve some sign enforcement issues (permanent private signs installed without property permitting) along US30 and Columbia Boulevard. Both sites are smoke/tobacco shops. Business owner seems ok; sign contractor is imperfect in their approach. Later in the month the sign issue at 555 S. Columbia River Hwy has been resolved. **February:** The Columbia Boulevard site has been resolved.
  - **January - March:** Attended municipal court on for an ongoing issue on the 100 block of S. 15<sup>th</sup> Street. Though a chronic lack of cooperation throughout the entirety of 2025, we may be achieving progress.
  - **January:** A wetland enforcement issue that started in 2025 along Mountain View Drive has been resolved.
  - **February:** Unauthorized permanent wall sign for Pure Serenity Massage along Columbia Boulevard has been resolved with proper permitting. Issue dates back to around last October.
- **Geographic Information Systems (GIS).**
  - **February:** Quarterly updates. Also updates for an adopted annexation.
  - **February:** Updated the city’s official Zoning Map and Comprehensive Plan Map, which can be found here: <https://www.sthelensoregon.gov/planning/page/zoning-maps-gis>. The previous ones were from 2023 and out of date.
  - **March:** 2026 US Census Boundary and Annexation Survey (BAS) updates. This is important because the Census Bureau uses this boundary information for analysis and allocation of federal funds for health, welfare, infrastructure, education, and other federal programs and services. Updates needed this year based on recent annexations. Updates not finished this month; waiting for follow-up message to finish.
  - **March:** Need to start exploring WCAG ADA compliance for the GIS interface available to the public. Worst case scenario, if the matter is not resolvable, is discontinuing the service: <https://sh.metroplanning.com/>
- **Related City Council actions / decisions (Planning Commission FYI):**

- **January:** The Council approved an annexation proposal for land south of Sykes Road and north of the terminus of Morton Lane and they appointed Patrick Birkle to the Planning Commission. The Annexation applicant sent a thank you card to me once everything was done:



## 2. Staffing & Personnel

- **January:** City of St Helens Winter Cyber Security Learning Plan online training.
- **January:** Attended a DLCD virtual workshop regarding the latest on Oregon Housing Needs Analysis (OHNA) updates. St. Helens is obligated by the state to conduct updated housing studies in the coming years. Interestingly, it addresses housing numbers and needs but not infrastructure shortcomings, which new housing units depend on.
- **January:** Former St. Helens Planner Jenny Dimsho who resigned last year landed a position with Oregon Parks and Recreation Department as the new Local Government Grant Program Coordinator. Congratulations to her!
- **January:** Attended housing and land use bill webinar hosted by DLCD. Less money is anticipated for state grant programs. Fortunately, a priority for the **Housing Planning Assistance Grant Program** are projects that fulfill a housing related statutory obligation. This includes St. Helens' Housing Capacity Analysis, described below.

## 3. Projects & Initiatives

## A. Ongoing Key Projects

**Riverfront District, Mill Subdistrict** development (former veneer mill property):  
**January – March:** Attended meetings with Romano Capitol as part of their exclusive negotiation agreement with the City.

- **Parks Commission’s Woodland Reserve.** Staff technical support for the SHIBP Woodland Reserve concept.

PGE substation and transmission line assessment is a key thing to finalize the boundary. In the meantime, there was potential for boundary assessment efforts based on a June 2025 joint meeting discussion. Despite topographic maps created based on that joint meeting discussion and sent to some Parks/Trails Commissioners and others in June and September last year, nothing has happened to date.

- **ODOT Community Paths Program: St. Helens Scappoose Trail Refinement Project –** \$405k to study a trail route refinement project (30% design) from St. Helens to Scappoose. City Engineering is lead, with Planning providing support. **January:** Supporting committees being formed. **February:** Staff review of stuff including tech memos, draft website, draft flyers. **March:** Early project efforts continue.
- **ODOT TGM Program: Transportation Systems Plan –** TBD \$\$ for new Transportation Systems plan. City Engineering is lead, with Planning providing support. **January:** Staff review of Work Order Contract. **February:** Effective Feb. 25<sup>th</sup>, we received the Notice to Proceed from ODOT for this project. Basically, this is the transition point from preliminary efforts to developing the plan. **March:** Staff starting to review early project documents and track time as part of the grant match.
- **New Water Reservoir –** City Engineering is lead, with Planning providing support. **March:** Communicating with appraiser who is examining the value of the property determined to be most suitable for the new reservoir.
- **Utility Master Plan Development Code Amendments –** These amendments based on the recommendations of the Wastewater (2021), Stormwater (2021), and Water (2022) plans. So now, several years have passed. **No update this quarter.**
- **SHIBP Project Arcadia –** The Record of Survey was filed with the Columbia County Survey this quarter in **February** and is the last item related to the real estate transaction. This item will be removed from future reports.
- **SHIBP PGE Parcel –** Continue working with consultants on proposal for professional services for some design and survey work to to create a new PGE Parcel for a new sub-station. City met with PGE and State staff in **March**. Upcoming items:
  - Finish statement of work between city and PGE. The remaining item is determining general locations of transmission lines to serve new sub station.
  - Finish scope with consultants for discovery work related to the sub station pad and transmission lines. PGE will not accept anything without this information.

- In a few months PGE will need a future opportunity map, including anticipated targeted industries (i.e., future PGE customers). They need this for dealing with the PUC.
- **Housing Capacity Analysis / Housing Production Strategy** – For St. Helens, the due dates on these are:
  - **Housing Capacity Analysis (HCA): due December 31, 2028**
  - **Housing Production Strategy (HPS): due December 31, 2029**

This will be different than the previous, because it will need to go through the new Goal 10 OHNA process. **January:** Started basic planning, in particular as it relates to budget preparation. It appears that the **Housing Planning Assistance Grant Program** does not require a match. More activity on this matter is anticipated for this beginning next quarter. I anticipate grant orientation in May with the grant application window beginning in June and lasting until early August.

- **Food cart/pod rules.** Currently, only allowed by Temporary Use, the goal is to create rules for permanent use and maybe improved temporary provisions. This issue goes back to 2015 when we made the decision to start allowing these kinds of uses via the city's Temporary Use provisions. So, this is about a decade old issue. [No progress has been made in this reporting period.](#)
- **Flood code amendments related to Endangered Species Act.** In 2009 FEMA was sued based on floodplain rules violating the Endangered Species Act. In 2016 the National Marine Fisheries Services (NMFS) issued a biological opinion that Oregon's flood plain policies jeopardizes several threatened species such as salmon. In July 2024, FEMA announced a new program of pre-implementation compliance measures (PICM) for short term measures to be effective Dec. 1, 2024, separate from the long term, estimated for completion in 2027. Basically, flood development is supposed to include impacts to fish habitat, not just the loss of human-made structures.

[No updates this reporting period.](#)

- **TMDL** – Total Maximum Daily Load (TMDL) is a regulatory mechanism under the Clean Water Act that serves as a plan for restoring impaired or polluted waters. In Oregon, DEQ is responsible for developing and implementing TMDLs. In 2006 the Willamette Basin TMDL identified some communities to be Designated Management Agencies (DMAs) to administer TMDL efforts. St. Helens was not one of them, until a 2021 update. Now St. Helens is a DMA for mercury and temperature, which covers streams in the Willamette Basin. Though a significant burden to city Engineering and Public Works, Planning is involved too. **February:** Staff meeting to discuss upcoming DEQ requirements and deadlines. Because steam temperature is related to tree canopy around a stream, how our existing riparian protection and floodplain rules protect tree canopy as it relates to DEQ expectations will need to be examined.

## B. Upcoming Projects

- I anticipate efforts for the statutorily required **Housing Capacity Analysis / Housing Production Strategy** will start next quarter as noted above.

#### 4. Upcoming Events & Important Dates

- No noteworthy events, special meetings or significant deadlines to mention.
- 

#### Attachments

- No attachments for this report.



265 Strand Street, St. Helens, OR 97051  
 Phone: (503) 397-6272 Fax: (503) 397-4016  
[www.sthelensoregon.gov](http://www.sthelensoregon.gov)

To: Mayor and Council members  
 RE: Proposed Building Fee Schedule

Greetings Mayor and Councilors,

The building division is pleased to present council with a proposed building division fee schedule adjustment. The only purpose for the proposed fee adjustment is cost recovery, which will relieve building division burden on the general fund. This is also in accordance with ORS 455.210(3), that allows the city to adopt fees that cover the cost of the building division administering and enforcing the state building codes.

Our last fee adjustment was in 2020, which had some increase but primarily was to align with the state for ePermitting participation.

Fees methodologies are set by state rules, which are cited in each fee section. The methodologies use either project valuation, progressive scales or flat rates to establish fee amounts. As an Oregon ePermitting participating jurisdiction, our first step was to work with ePermitting to ensure the fees are compatible and calculable within the permit software. This also allows us to setup up our fees in a staging environment within the software in order to thoroughly test the fees to be used in production. Once ePermitting approves, we send a notice 45 days prior to the date that council will meet and provide time for public comment and discussion. The state publicizes this information to all the state stakeholders and allows for comments and appeals.

In general, fees are proposed to increase by 3%. This is intended to keep up with rising labor and material cost and is based on the CPI-West (2025). However, each fee was reviewed against the actual cost of the service provided. Where the cost burden was greater than the fee, we are proposing an adjustment to cover the typical labor and materials for the service. In review of the services that the division provides, we established a plan review consulting fee. This is to recoup the cost where we need to send out complex structural reviews, as defined, to design professional(s) for review and comment. Lastly, we increased the technology fee from 3 to 4 percent. The technology fee was established to fund for the purchase and maintenance of software and equipment related to the electronic permitting services. Since we have established the technology fee we have added electronic plan review software.

Please feel free to contact me with any questions or concerns

Michael De Roia  
 Building Official  
 City of St. Helens, OR  
 Office: 503-366-8228  
 Fax: 503-397-4016  
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**BUILDING DEPARTMENT FEES  
City of St. Helens Fee Schedule  
Effective April 2nd, 2026**

<b>I. STRUCTURAL PERMIT FEES</b>		<b>NOTES</b>
<b>A. TOTAL VALUATION OF IMPROVEMENT:</b>		ORS 455.020 & 455.210
<p><b>Residential:</b> Structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation. Permit fees for an alteration or repair shall be calculated based on the fair market value as approved by the building official.</p> <p><b>Commercial:</b> Valuation shall be the greater of either: A) The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or (B) The value as stated by the applicant.</p>		OAR 918-050-0100
<b>Value</b>	<b>Fee</b>	
Minimum Fee	\$117	
\$1 to \$5,000	\$117	
\$5,001 to \$25,000	\$117 for first \$5000 plus \$13 for each additional \$1,000, or fraction thereof, to including \$25,000	
\$25,001 to \$ 50,000	\$377 for the first \$25,000 plus \$10 for each additional \$1,000, or fraction thereof, to and including \$50,000	
\$ 50,001 to \$100,000	\$627 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000	
\$100,001 and up	\$977 for the first \$100,000 plus \$6 for each additional \$1,000, or fraction thereof.	
<b>B. COMMERCIAL FIRE SUPPRESSION SYSTEM:</b>		OAR 918-050-0100
Fee shall be based on value of project.	Use above; I. Structural Fee Chart	
<b>C. RESIDENTIAL STAND ALONE FIRE SUPPRESSION SYSTEM:</b>		OAR 918-050-0140
Fee table below is based on square footage of the structure. This fee covers the cost of normal plan review & inspections.		
0-2000 Square Feet	\$368	
2001-3600 Square Feet	\$397	
3601-7200 Square Feet	\$441	
7201 and greater	\$500	
<b>D. SOLAR STRUCTURAL INSTALLATION PERMIT:</b>		OAR 918-050-0180
<b>Prescriptive installation:</b> Flat fee for installations that comply with the prescriptive path described in section 3111.5.3 of the Oregon Structural Specialty Code. This includes permit review and one inspection.	\$270	OAR918-050-0180
<b>All other installations:</b> Fee based on valuation of structural elements for the; Panels, including Racking, Mounting, Rails & cost of Labor (excluding electrical equipment, collector panels, & inverters). Use the above I. A. Structural Fee chart above. Per 3111.5.3 OSSC	Use above; I. Structural Fee Chart	OAR918-050-0180
<b>E. PHASED CONSTRUCTION:</b> The fee shall be based on the application fee and shall be increased in an amount equal to 10% of the total project building permit fee not to exceed \$1,500 for each phase.	Phasing Application Fee \$165 Plus 10% of the Total Project Building Permit Fee	OAR 918-050-0160
<b>F. DEFERRED SUBMITTAL:</b> The fee is for administration, processing, & reviewing deferred plans shall be an amount equal to 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project with a minimum fee of \$250. This fee is in addition to the project plan review fee based on total project value.	65% of the value of the particular deferred portion(s) of the project with a minimum fee of \$250	OAR 918-460-0070 OAR 918-480-0030

<b>G. PLAN REVIEW:</b>		OAR 918-050-0110
Plan Review Fee is 65% of Structural Permit Fee (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of structural fee	
Additional plan review required by changes, additions or revisions to approved plans (min. 1/2 hr.)	\$100/hour	
Fire/Life/Safety Plan review (if required)	40% of structural fee	
Planning & Engineering Review fees could apply.	(see Planning/Eng. Fees)	
Plan Review Consulting Fees – May be applicable to Complex projects. Complex projects are those that require a registered design professional by ORS 671 and 672 or where requesting Modification or Alternatives to the code.	Hourly Rate (Per Current Service Agreement)	
<b>H. DEMOLITION PERMIT:</b>		
Residential; Flat Fee	\$110	
Commercial; Flat Fee	\$270	
<b>I. INSPECTION &amp; OTHER FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Temporary Certificate of Occupancy- Valid for 30 Days upon issuance	\$163 Residential / \$276 Commercial	
Reinspection Fee (after 2 same-type failed inspections)	\$150	
Special inspection or Consult – Structural	\$110	
Each additional inspection - above allowable (1 hr. min.)	\$110	
New addition of planning release fee (if planning sig. is required)	See Planning Fee Schedule	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45.00/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>J. STATE OF OREGON FEES:</b>		ORS 455.210; 455.220
<b>State of Oregon Surcharge Fee:</b> (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Structural fee)	

<b>II. PLUMBING FEE</b>		
<b>A. Residential:</b> plumbing permit fee for new construction includes one kitchen and is based on the number of bathrooms, from one to three, on a graduated scale. An additional set fee shall be assessed for each additional bath or kitchen. Permit fees for an addition, alteration, or repair shall be calculated based on the number of fixtures, appurtenances, and piping, with a set minimum fee.		OAR 918-050-0100
<b>NEW 1 &amp; 2 FAMILY DWELLINGS:</b> includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.	<b>Fee</b>	
<b>1 Bathroom</b>	\$467	
<b>2 Bathroom</b>	\$564	
<b>3 Bathroom</b>	\$663	
Additional Bathroom or Kitchen (new construction)	\$98 each	
Water service: first 100 feet (new construction excluded)	\$66	
Sanitary & Storm water service; first 100 feet (new construction excluded)	\$66 per service	
Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)	\$36	
Residential Fixture Fee (per fixture)	\$28 per fixture	
Minimum Residential Permit Fee	\$66	
<b>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>		OAR 918-050-0100
Minimum Fee	\$110	
Fixture Fee	\$30 each	
Water service (first 100 feet)	\$80	
Building sanitary sewer (first 100 feet)	\$80	
Building storm sewer (first 100 feet)	\$80	
Add'l 100' or part thereof (water or sewer)	\$80	
<b>C. RESIDENTIAL MULTIPURPOSE FIRE SUPPRESSION SYSTEM:</b>		OAR 918-050-0140
Permit fees shall each be calculated as separate flat fees based on the square footage of the structure with graduated rates for dwellings. Fees include plan review and inspection.		
0-2000 Square Feet	\$368	
2001-3600 Square Feet	\$397	
3601-7200 Square Feet	\$441	
7201 and greater	\$500	
<b>D. PARKS; RV and MANUFACTURED DWELLING PARKS:</b>		OAR 918-600-0030
1-5 spaces	\$289	
6-19 spaces (\$289 plus cost per spaces)	\$50 per space	
20 or more spaces (\$989 plus cost per spaces)	\$28 per space	
Manufactured Home Utilities (Water, Sanitary & Storm Sewer)	\$66/100ft (per service)	
<b>E. PLUMBING PLAN REVIEW FEE:</b>		OAR 918-780-0040
Plan Review Fee is 30% of Plumbing Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	30% of plumbing fee	
Additional plan review required by changes, additions or revisions to approved plans (min 1/2 hr.)	\$100/hour	

<b>F. MEDICAL GAS PLUMBING PERMIT FEE:</b>		OAR 918-780-0045
Based on value of installation cost, system equipment, inlets, outlet fixtures & appliances.	See structural Fee Schedule IA	
Plan Review Fee is 30% of the Permit Fee	30% of plumbing fee	
<b>G. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Minimum Plumbing Permit Fee	\$66	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>H. STATE OF OREGON FEES:</b>		ORS 455.210; 455.220
<b>State of Oregon Surcharge Fee:</b> (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Plumbing fee)	

<b>III. MECHANICAL PERMIT</b>		
<b>A. RESIDENTIAL:</b> Unless otherwise noted, fees apply to both gas & electric appliances, including piping.		OAR 918-050-0100
Air conditioner	\$14	
Air handling unit of up to 10,000 cfm	\$14	
Air handling unit 10,001 cfm and over	\$14	
Appliance vent installation, relocation or replacement not included in an appliance permit	\$14	
Attic/crawl space fans	\$14	
Barbecue	\$14	
Chimney/liner/flue/vent	\$14	
Clothes dryer exhaust	\$14	
Decorative gas fireplace	\$14	
Ductwork – no appliance/fixture	\$14	
Evaporative cooler other than portable	\$14	
Floor furnace, including vent	\$14	
Flue vent for water heater or gas fireplace	\$14	
Furnace - greater than 100,000 BTU	\$14	
Furnace - up to 100,000 BTU	\$14	
Furnace/burner including duct work/vent/liner	\$14	
Gas or wood fireplace/insert	\$14	
Gas fuel piping outlets	First outlet \$14 Each additional outlet \$2	
Heat pump	\$14	
Hood served by mechanical exhaust, including ducts for hood	\$14	
Hydronic hot water system	\$14	
Installation or relocation domestic-type incinerator	\$14	
Mini split system	\$14	
Oil tank/gas/diesel generators	\$14	
Pool or spa heater, kiln	\$14	
Radon mitigation	\$14	
Range hood/other kitchen equipment	\$14	
Suspended heater, recessed wall heater, or floor mounted unit heater	\$14	
Ventilation fan connected to single duct	\$14	
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$14	
Water heater	\$14	
Wood/pellet stove	\$14	
Other heating/cooling	\$14	
Other fuel appliance	\$14	
Other environment exhaust/ventilation	\$14	
Minimum Mechanical Permit Fee	\$66	
<b>B. COMMERCIAL, INDUSTRIAL &amp; MULTI-FAMILY RESIDENTIAL:</b>		OAR 918-050-0100
\$1.00 to \$7,000	\$110 (Minimum Fee)	
\$7,001 to \$25,000	\$110 for the first \$7,000, plus \$11 for each additional \$1,000, or fraction thereof, to and including \$25,000.	
\$25,001 to \$50,000	\$308 for the first \$25,000, plus \$8 for each additional \$1,000, or fraction thereof, to and including \$50,000.	
\$50,001 to \$100,000	\$508 for the first \$50,000, plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000.	
\$100,001 and up	\$858 for the first \$100,000, plus \$6 for each additional \$1,000, or fraction thereof.	

<b>C. PLAN REVIEW FEE:</b>		OAR 918-050-0110
Plan Review Fee is 65% of Mechanical Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of mechanical fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$100 per hour	
<b>D. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>E. STATE OF OREGON FEES:</b>		ORS 455.210; 455.220
State of Oregon Surcharge Fee: (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Mechanical fee)	

<b>IV. MANUFACTURED DWELLINGS</b>		
<b>A. MANUFACTURED DWELLING PLACEMENT PERMIT:</b>		OAR 918-050-0130
Manufactured Dwelling Placement Fee:	\$540 (per Dwelling)	
Separate Permit(s) required for decks, other accessory structures, and foundation that do not comply with the prescriptive requirements of the Oregon Manufactured Dwelling Code, utility connections beyond 30 lineal feet, new plumbing, alterations and other such items.	(See Structural, Plumbing, and Mechanical Fees)	
Planning & Engineering Review fees could apply.		
<b>B. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>C. STATE OF OREGON FEES:</b>		ORS 455.210; 455.220
Manufactured Dwelling State Fee	Currently \$30.00	
State of Oregon Surcharge Fee: (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Permit fee)	
<b>V. MANUFACTURED DWELLING/RV PARKS</b>		
<b>Construction Permit Fee.</b> The construction permit fee shall be as established by the municipality administering the manufactured dwelling or mobile home park program and shall be paid to the authority having jurisdiction prior to beginning construction. Valuation of construction cost shall be based on ICC Building Valuation Data Table current as of April 1 of each year with construction type of VB and Occupancy Type U (1/2 Rate).		OAR 918-600-0030; 918-650-0030
Construction Permit Fee	See Structural Schedule 1A	
<b>Area Development Fee.</b> The area development fee shall be determined from Table 1-MD using the valuation for all facilities for which the permit is issued. The fees in Table 1-MD shall be based on valuation Table 2-MD or be determined by the applicant with documentation acceptable to the authority having jurisdiction. Permit fees shall be paid to the authority having jurisdiction before any work begins.		
Area Development Fee	Table 1	
Plan Review Fee is 65% of ADP Fee	65% of structural fee	
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>VI. MISCELLANEOUS FEES</b>		
<b>A.</b> Administration Fee; outside of issuing building permits (min. 1 hr. then 1/2 hour fraction thereafter)	\$45/hour	
<b>B.</b> Records Request	Time & Materials	
<b>C.</b> Refund Policy	Refund request must be greater than \$75, or no refund can be issued.	
<b>D.</b> Minimum Fee for all types of permits, if not previously indicated.	\$110	
<b>E.</b> Planning & Engineering Reviews could apply.	See Planning/Engineering Fee Schedule	
<b>F.</b> Plan Review Consulting Fees – May be applicable to Complex projects. Complex projects are those that required a registered design professional by ORS 671 and 672 or where requesting Modification or Alternatives to the code	Hourly Rate (Per Current Service Agreement)	

**VII. GRADE & FILL PERMIT**

<b>A. PLAN REVIEW FEE:</b> (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)		SHMC 15.04.110. 15.04.200
Plan Review Fee:	65% of the fill and grade permit fee	
<b>B. PERMIT FEES:</b>		SHMC 15.04.110. 15.04.200
1 to 100 cubic yards	\$110	
101 to 1,000 cubic yards	\$110 for the first 100 cubic yards, plus \$25 for each additional 100 cubic yards or fraction thereof	
1,001 to 10,000 cubic yards	\$335 for the first 1,000 cubic yards, plus \$20 for each additional 1,000 cubic yards thereof	
10,001 to 100,000	\$515 for the first 10,000 cubic yards, plus \$92 for each additional 10,000 cubic yards thereof	
100,001 cubic yard or more	\$1,343 for the first 100,000 cubic yards, plus \$50 for each additional 10,000 cubic yards or fraction thereof	
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$150/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$150/each	
Each additional inspection - above allowable (1 hr. min.)	\$110/hour	
Inspection fee which no fee is specifically indicated	\$110/hour	
Administration Fee	\$45/hour (Minimum 1hour)	
Technology Fee (Applicable upon the date that ePermitting system is implemented)	4% (Applied to the permit fee)	
Investigation Fee	\$250.00/hour (Minimum 1hour)	



265 Strand Street, St. Helens, OR 97051  
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www.sthelensoregon.gov

To: Oregon State Building Codes Division  
Attention: Richard Donovan  
RE: City of St. Helens Fee Schedule

Greetings,

As required by OAR 918-020-0220, please use this letter as notice of a new fee schedule proposed for adoption by the City of St. Helens.

- a. The fee increase will affect all building division programs administered by the City of St. Helens. Structural, Mechanical, Plumbing, Manufactured Structures, Manufactured Home and RV Parks/Camps, Building Site Development (grading).
- b. In general, fees are being increased based on the CPI-West (3%).
- c. The proposed adoption date is April 1st, 2026. Effective April 1st, 2026
- d. The previous fee schedule was effective July 1<sup>st</sup>, 2020
- e. ORS 294.160 The anticipated date for public comments is 7pm on April 1st, 2026 at St. Helens Council Chambers 265 Strand, St. Helens, OR
- f. Contact person: Michael De Roia, City of St. Helens Building Official. 503-396-2686.
- g. The purpose of the fee increase is cost recovery. In general, meeting these recovery needs is achieved using the CPI-West (3%) to keep up with rising labor and material costs. Where the CPI-West does not provide for full cost recovery, we re-evaluated the fee based on average labor and materials expended for the service.

Thank you

Michael De Roia  
Building Official  
City of St. Helens, OR  
Office: 503-366-8228  
Fax: 503-397-4016  
mderoia@sthelensoregon.gov



**BUILDING DEPARTMENT FEES**  
**City of St. Helens Fee Schedule Effective**  
**April 1st, 2026**

<b>I. STRUCTURAL PERMIT FEES</b>		<b>New Fee</b>
<b><u>A. TOTAL VALUATION OF IMPROVEMENT:</u></b>		
<p><b>Residential:</b> Structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation.                      Permit fees for an alteration or repair shall be calculated based on the fair market value as approved by the building official.</p> <p><b>Commercial:</b> Valuation shall be the greater of either:                      A) The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or                      (B) The value as stated by the applicant.</p>		
<b>Value</b>	<b>Fee</b>	
<del>\$1.00 to \$2,000</del> <b>Minimum Fee</b>	<del>\$94.58</del>	\$117
<del>\$2,001</del> 1.00 to \$5,000	<del>\$112.98</del>	\$117
\$5,001 to \$25,000	<del>\$112.98</del> for first \$5000 plus <del>\$12.20</del> for each additional \$1,000, or fraction thereof, to including \$25,000	\$117, \$13
\$25,001 to \$ 50,000	<del>\$356.98</del> for the first \$25,000 plus <del>\$9.15</del> for each additional \$1,000, or fraction thereof, to and including \$50,000	\$377, \$10
\$ 50,001 to \$100,000	<del>\$585.73</del> for the first \$50,000 plus <del>\$ 6.10</del> for each additional \$1,000, or fraction thereof, to and including \$100,000	\$627, \$7
\$100,001 and up	<del>\$890.73</del> for the first \$100,000 plus <del>\$5.09</del> for each additional \$1,000, or fraction thereof.	\$977, \$6
<b><u>B. COMMERCIAL FIRE SUPPRESSION OR FIRE ALARM SYSTEM:</u></b>		
Fee shall be based on value of project.	Use above; I. Structural Fee Chart	
<b><u>C. RESIDENTIAL STAND ALONE FIRE SUPPRESSION SYSTEM:</u></b>		
Fee table below is based on square footage of the structure. This fee covers the cost of normal plan review & inspections.		
0-2000 Square Feet	<del>\$357.00</del>	\$368
2001-3600 Square Feet	<del>\$385.35</del>	\$397
3601-7200 Square Feet	<del>\$427.35</del>	\$441
7201 and greater	<del>\$485.40</del>	\$500
<b><u>D. SOLAR STRUCTURAL INSTALLATION PERMIT:</u></b>		
<b>Prescriptive installation:</b> Flat fee for installations that comply with the prescriptive path described in section 3111.5.3 of the Oregon Structural Specialty Code. This includes <b>one inspection and permit review.</b>	<del>\$155.93</del>	\$270
<b>All other installations:</b> Fee based on valuation of structural elements for the; Panels, including Racking, Mounting, Rails & cost of Labor (excluding electrical equipment, collector panels, & inverters). Use the above I. A. Structural Fee chart above. Per 3111.5.3 OSSC	Use above; I. Structural Fee Chart	
<b>E. PHASED CONSTRUCTION:</b> The fee shall be based on the application fee and shall be increased in an amount equal to 10% of the total project building permit fee not to exceed \$1,500 for each phase.	Phasing Application Fee <del>\$150</del> Plus 10% of the Total Project Building Permit Fee	\$165
<b>F. DEFERRED SUBMITTAL:</b> The fee is for administration, processing, & reviewing deferred plans shall be an amount equal to 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project with a minimum fee of \$250. This fee is in addition to the project plan review fee based on total project value.	65% of the value of the particular deferred portion(s) of the project with a minimum fee of \$250	

<b>G. PLAN REVIEW:</b>		OAR 918-050-0110
Plan Review Fee is 65% of Structural Permit Fee (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of structural fee	
Additional plan review required by changes, additions or revisions to approved plans (min. 1/2 hr.)	<del>\$95.76</del> /hour	\$100
Fire/Life/Safety Plan review (where required)	40% of structural fee	
Planning & Engineering Review Division Review and inspection fees.	(see Planning/Eng. Fees)	
Plan Review Consulting Fees – May be applicable to Complex projects. Complex projects are those that require a registered design professional by ORS 671 and 672 or where requesting Modification or Alternatives to the code.		Hourly Per current service agreement.
<b>H. DEMOLITION PERMIT:</b>		
Residential; Flat Fee	<del>\$95.00</del>	\$110
Commercial; Flat Fee	<del>\$250.00</del>	\$270
<b>I. INSPECTION &amp; OTHER FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	<del>\$116.24</del> /hour	\$150
Temporary Certificate of Occupancy- Valid for 30 Days upon Issuance.	<del>\$157.50 Residential / \$267.50 Commercial</del>	\$163/276
Reinspection Fee (after 2 same-type failed inspections)	<del>\$94.93</del> /Each	\$150
Special inspection or Consult – Structural	N/A	\$110/hr
Each additional inspection - above allowable (1 hr. min.)		\$110/hr
Planning release fee (if planning approval is required)	See Planning Fee Schedule	
Inspection fee which no fee is specifically indicated	<del>\$96.92</del> /hour	\$110
Administration Fee	<del>\$42.00</del> /hour (Minimum 1hour)	\$45
Technology Fee	<del>3%</del> (Applied to the permit fee)	4%
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>J. STATE OF OREGON FEES:</b>		
State of Oregon Surcharge Fee: (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Structural fee)	

<b>II. PLUMBING FEE</b>		
<b>A. Residential:</b> plumbing permit fee for new construction includes one kitchen and is based on the number of bathrooms, from one to three, on a graduated scale. An additional set fee shall be assessed for each additional bath or kitchen. Permit fees for an addition, alteration, or repair shall be calculated based on the number of fixtures, appurtenances, and piping, with a set minimum fee.		
<b>NEW 1 &amp; 2 FAMILY DWELLINGS: includes one kitchen,</b> first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.	<b>Fee</b>	
<b>1 Bathroom</b>	<del>\$452.71</del>	\$467
<b>2 Bathroom</b>	<del>\$548.00</del>	\$564
<b>3 Bathroom</b>	<del>\$643.29</del>	\$663
Additional Bathroom or Kitchen (new construction)	<del>95.29</del> each	\$98
Water service: first 100 feet ( <b>new construction excluded</b> )	<del>\$63.53</del>	\$66
Sanitary & Storm water service; first 100 feet ( <b>new construction excluded</b> )	<del>\$63.53</del> per service	\$66
Add'l 100' or part thereof; water, sanitary, & storm sewer ( <b>no charge for 1st 100' of new construction</b> )	<del>\$34.92</del>	\$36
Residential Fixture Fee (per fixture)	<del>26.60</del> per fixture	\$28
<del>Special equipment or DWV alteration</del>	<del>\$63.53</del>	DELETED
Minimum Residential Permit Fee (Limited to one inspection)	<del>\$63.00</del>	\$66
<b>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>		
Minimum Fee	<del>\$106.40</del>	\$110
Fixture Fee	<del>26.60</del> each	\$30
Water service (100 feet or less)	<del>\$63.53</del>	\$80
Sanitary sewer (100 feet or less)	<del>\$63.53</del>	\$80
Storm sewer (100 feet or less)	<del>\$63.53</del>	\$80
Add'l 100' or fraction thereof (water, sewer or storm)	<del>\$34.92</del>	\$50
<b>C. RESIDENTIAL STAND-ALONE MULTIPURPOSE FIRE SUPPRESSION SYSTEM:</b>		
Permit fees shall each be calculated as separate flat fees based on the square footage of the structure with graduated rates for dwellings. <b>Fees include plan review and inspection.</b>		
0-2000 Square Feet	<del>\$357.00</del>	\$368
2001-3600 Square Feet	<del>\$385.35</del>	\$397
3601-7200 Square Feet	<del>\$427.35</del>	\$441
7201 and greater	<del>\$485.40</del>	\$500
<b>D. PARKS: RV and MANUFACTURED DWELLING PARKS:</b>		
1-5 spaces	<del>\$280.35</del>	\$289
6-19 spaces ( <del>\$280.35</del> plus cost per spaces)	<del>\$48.30</del> /per space	\$289+\$50 per space
20 or more spaces ( <del>\$280.35</del> plus cost per spaces)	<del>\$26.57</del>	\$289+\$28 per space
Manufactured Home Utilities (Water, Sanitary & Storm Sewer)	<del>\$22.05</del> /100ft (per service)	\$66
<b>E. PLUMBING PLAN REVIEW FEE:</b>		
Plan Review Fee is 30% of Plumbing Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	30% of plumbing fee	
Additional plan review required by changes, additions or revisions to approved plans (min 1/2 hr.)	<del>\$95.76</del> /hour	\$100

<b>F. MEDICAL GAS PLUMBING PERMIT FEE:</b>		
Based on value of installation cost, system equipment, including but not limited to, inlets, outlet fixtures & appliances.	See structural Fee Schedule IA	
Plan Review Fee is 30% of the Permit Fee	30% of plumbing fee	
<b>G. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$ <del>116.24</del> /hour	\$150
Reinspection Fee (after 2 same-type failed inspections)	\$ <del>94.93</del> /each	\$150
Each additional inspection - above allowable (1 hr. min.)	\$ <del>94.93</del> /hour	\$110
Inspection fee which no fee is specifically indicated	\$ <del>94.93</del> /hour	\$110
Minimum Plumbing Permit Fee	\$ <del>63.00</del>	\$66
Administration Fee	\$ <del>42.00</del> /hour (Minimum 1hour)	\$45
Technology Fee	3% (Applied to the permit fee)	4%
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>H. STATE OF OREGON FEES:</b>		
State of Oregon Surcharge Fee: (Subject to increase by State of Oregon, BCD)	Current State Surcharge ( <u>12%</u> x Plumbing fee)	

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<b>III. MECHANICAL PERMIT</b>		
<b>A. RESIDENTIAL:</b> Unless otherwise noted, fees apply to both gas & electric appliances, including piping.		
Air conditioner	\$12.39	\$14
Air handling unit of up to 10,000 cfm	\$12.39	\$14
Air handling unit 10,001 cfm and over	\$12.39	\$14
Appliance vent installation, relocation or replacement not included in an appliance permit	\$12.39	\$14
Attic/crawl space fans	\$9.28	\$14
Barbecue	\$12.39	\$14
Chimney/liner/flue/vent	\$12.39	\$14
Clothes dryer exhaust	\$9.28	\$14
Decorative gas fireplace	\$12.39	\$14
Ductwork – no appliance/fixture	\$12.39	\$14
Evaporative cooler other than portable	\$12.39	\$14
Floor furnace, including vent	\$12.39	\$14
Flue vent for water heater or gas fireplace	\$9.28	\$14
Furnace - greater than 100,000 BTU	\$12.39	\$14
Furnace - up to 100,000 BTU	\$12.39	\$14
Furnace/burner including duct work/vent/liner	\$12.39	\$14
Gas or wood fireplace/insert	\$12.39	\$14
Gas fuel piping outlets	\$1.05	First outlet \$14 + 2 for each additional outlet
Heat pump	\$12.39	\$14
Hood served by mechanical exhaust, including ducts for hood	\$9.28	\$14
Hydronic hot water system	\$12.39	\$14
Installation or relocation domestic-type incinerator	\$12.39	\$14
Mini split system	\$12.39	\$14
Oil tank/gas/diesel generators	\$12.39	\$14
Pool or spa heater, kiln	\$12.39	\$14
Radon mitigation	\$9.28	\$14
Range hood/other kitchen equipment	\$9.28	\$14
Suspended heater, recessed wall heater, or floor mounted unit heater	\$12.39	\$14
<del>Vacuum System</del>	\$12.39	DELETED
Ventilation fan connected to single duct	\$9.28	\$14
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$9.28	\$14
Water heater	\$9.28	\$14
Wood/pellet stove	\$12.39	\$14
Other heating/cooling	\$12.39	\$14
Other fuel appliance	\$12.39	\$14
Other environment exhaust/ventilation	\$9.28	\$14
<b>Minimum Mechanical Permit Fee</b>		\$66
<b>B. COMMERCIAL, INDUSTRIAL &amp; MULTI-FAMILY RESIDENTIAL:</b>		
\$1.00 to \$67,000	\$96.60 (Minimum Fee)	\$110
<del>\$6,001 to \$7,000</del>	<del>\$106.26</del>	DELETED
\$7,001 to \$25,000	\$106.26 for the first \$7,000, plus \$10.19 for each additional \$1,000, or fraction thereof, to and including \$25,000.	\$110 / \$11
\$25,001 to \$50,000	\$289.68 for the first \$25,000, plus \$7.64 for each additional \$1,000, or fraction thereof, to and including \$50,000.	\$308 / \$8

\$50,001 to \$100,000	<del>\$480.68</del> for the first \$50,000, plus <del>\$5.09</del> for each additional \$1,000, or fraction thereof, to and including \$100,000.	\$508 / \$7
\$100,001 and up	<del>\$735.18</del> for the first \$100,000, plus <del>\$5.25</del> for each additional \$1,000, or fraction thereof.	\$858 / \$6

<b>C. PLAN REVIEW FEE:</b>		
Plan Review Fee is 65% of Mechanical Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of mechanical fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	<del>\$95.76</del> per hour	\$100
<b>D. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	<del>\$116.24</del> /hour	\$150
Reinspection Fee (after 2 same-type-failed inspections)	<del>\$94.93</del> /each	\$150
Each additional inspection - above allowable (1 hr. min.)	<del>\$94.93</del> /hour	\$110
Inspection fee which no fee is specifically indicated	<del>\$94.93</del> /hour	\$110
Administration Fee	<del>\$42.00</del> /hour (Minimum 1hour)	\$45
Technology Fee	<del>3%</del> (Applied to the permit fee)	4%
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>E. STATE OF OREGON FEES:</b>		
<b>State of Oregon Surcharge Fee:</b> (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Mechanical fee)	

<b>IV. MANUFACTURED DWELLINGS</b>		
<b>A. MANUFACTURED DWELLING PLACEMENT PERMIT:</b>		
Manufactured Dwelling Placement Fee:	\$430.45 (per Dwelling)	540
<b>Separate Permit(s):</b> Required for decks, other accessory structures, and foundation that do not comply with the prescriptive requirements of the Oregon Manufactured Dwelling Code, utility connections beyond 30 lineal feet, new plumbing, alterations and other such items.	(See Structural, Plumbing, and Mechanical Fees)	
Planning & Engineering Review fees could apply.		
<b>B. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$150
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	\$150
Each additional inspection - above allowable (1 hr. min.)	\$94.93/hour	\$110
Inspection fee which no fee is specifically indicated	\$94.93/hour	\$110
Administration Fee	\$42.00/hour (Minimum 1hour)	\$45
Technology Fee	3% (Applied to the permit fee)	4%
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>C. STATE OF OREGON FEES:</b>		
State (Cabana) Fee	Currently \$30.00	
State of Oregon Surcharge Fee: (Subject to increase by State of Oregon, BCD)	Current State Surcharge (12% x Siting Permit fee)	
<b>V. MANUFACTURED DWELLING/RV PARKS</b>		
<b>Construction Permit Fee.</b> The construction permit fee shall be as established by the municipality administering the manufactured dwelling or mobile home park program and shall be paid to the authority having jurisdiction prior to beginning construction. Valuation of construction cost shall be based on ICC Building Valuation Data Table current as of April 1 of each year with construction type of VB and Occupancy Type U (1/2 Rate).		
Construction Permit Fee	See Structural Schedule 1A	
<b>Area Development Fee.</b> The area development fee shall be determined from Table 1-MD using the valuation for all facilities for which the permit is issued. The fees in Table 1-MD shall be based on valuation Table 2-MD or be determined by the applicant with documentation acceptable to the authority having jurisdiction. Permit fees shall be paid to the authority having jurisdiction before any work begins.		
Area Development Fee	Table 1	
Plan Review Fee is 65% of ADP Fee	65% of structural fee	
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$150
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	\$150
Each additional inspection - above allowable (1 hr. min.)	\$94.93/hour	\$110
Inspection fee which no fee is specifically indicated	\$94.93/hour	\$110
Administration Fee	\$42.00/hour (Minimum 1hour)	\$45
Technology Fee	3% (Applied to the permit fee)	4%
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>VI. MISCELLANEOUS FEES</b>		
A. Administration Fee; outside of issuing building permits (min. 1 hr. then 1/2 hour fraction thereafter)	\$42.00/hour	\$45
B. Records Request	Time & Materials	
C. Refund Policy	Refund request must be greater than \$75, or no refund can be issued.	
D. Minimum Fee for all types of permits, if not previously indicated.	\$63.00	\$110
E. Planning & Engineering Reviews could apply.	See Planning/Engineering Fee Schedule	
F. Plan Review Consulting Fees – May be applicable to Complex projects. Complex projects are those that required a registered design professional by ORS 671 and 672 or where requesting Modification or Alternatives to the code		Hourly Per current service agreement.

<b>VII. GRADE &amp; FILL PERMIT</b>		
<b>A. PLAN REVIEW FEE:</b> (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)		
<del>50 cubic yards or less</del>	<del>No Permit Required</del>	
<del>51 to 100 cubic yards</del>	<del>\$40.95</del>	
<del>101 to 200,001 PLAN REVIEW FEE</del>	65% of the fill and grade permit fee	
<b>B. PERMIT FEES:</b>		
<del>50 cubic yards or less</del>	<del>No Permit Required</del>	
1 to 100 cubic yards	<del>\$63.00</del>	\$110
101 to 1,000 cubic yards	<del>\$63.00</del> for the first 100 cubic yards, plus <del>\$23.67</del> for each additional 100 cubic yards or fraction thereof	\$110 / 25
1,001 to 10,000 cubic yards	<del>\$276.03</del> for the first 1,000 cubic yards, plus <del>\$49.37</del> for each additional 1,000 cubic yards or fraction thereof	\$335 / 20
10,001 to 100,000	<del>\$450.36</del> for the first 10,000 cubic yards, plus <del>\$88.83</del> for each additional 10,000 cubic yards or fraction thereof	\$515 / 92
100,001 cubic yard or more	<del>\$1,249.83</del> for the first 100,000 cubic yards, plus <del>\$48.40</del> for each additional 10,000 cubic yards or fraction thereof	\$1343 / 50
<b>C. STATE OF OREGON SURCHARGE FEE:</b>		DELETED
<del>Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)</del>	<del>Current State Surcharge (12% x Permit fee)</del>	DELETED
<b>D. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	<del>\$116.24</del> /hour	\$150
Reinspection Fee (after 2 same-type-failed inspections)	<del>\$94.93</del> /each	\$150
<del>Each additional inspection - above allowable (1 hr. min.)</del>	<del>\$94.93</del> /hour	\$110
Inspection fee which no fee is specifically indicated	<del>\$94.93</del> /hour	\$110
Administration Fee	<del>\$42.00</del> /hour (Minimum 1hour)	\$45
Technology Fee	<del>3%</del> (Applied to the permit fee)	4%
Investigation Fee	\$250.00/hour (Minimum 1hour)	

City of St. Helens  
**ORDINANCE NO. 3323**

Item #4.

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS 2.08 AND 17.36, AND CREATING CHAPTER 2.10 REGARDING THE PLANNING COMMISSION AND HISTORIC LANDMARKS COMMISSION OPERATIONAL REGULATIONS

**WHEREAS**, the Planning Commission considered its operational regulations and after refinement, made recommendations to the City Council; and

**WHEREAS**, given the Planning Commissions efforts, staff took the opportunity to make other housekeeping changes related to the Planning Commission and Historic Landmarks Commission.

**NOW, THEREFORE, THE CITY OF ST. HELENS ORDAINS AS FOLLOWS:**

**Section 1.** The above recitations are true and correct and are incorporated herein by reference.

**Section 2.** The City of St. Helens Municipal Code is hereby amended, attached hereto as **Attachment "A"** and made part of this reference.

**Section 3. Severability.** If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

**Section 4.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

**Section 5.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: April 1, 2026  
Read the second time: April 15, 2026

**APPROVED AND ADOPTED** this 15<sup>th</sup> day of April, 2026 by the following vote:

Ayes:  
Nays:  
Abstain:

\_\_\_\_\_  
Jennifer Massey, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

underlined words are added  
~~words-stricken~~ are deleted

[...] means skipping text as it reads in the code (e.g., to focus on text being edited in this document)

## CHAPTER 2.08 PLANNING COMMISSION

[...]

### 2.08.020 Membership.

The commission may consist of up to seven members. The councilmember(s) in charge of planning shall be entitled to sit with the commission and take part in its discussions, but shall not have the right to vote. The following regulations shall also apply to the planning commission:

[...]

~~(2) No more than two voting members shall be engaged principally in the buying, selling, or developing of real estate for profit as individuals, or by members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit.~~ No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

[...]

### 2.08.040 Vacancies and removal.

~~Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the city council after a hearing for misconduct or nonperformance of duty. A member who is absent from three consecutive meetings without an excuse as approved by the planning commission is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise following the hearing.~~

#### (1) Filling vacancies.

(a) Appointments of a Commissioner shall follow the guidelines and procedures adopted by the City Council; and

(b) Appointments to fill vacancies shall be for the remainder of the unexpired term.

(2) Removal. An appointed Commissioner may be removed from their position by the City Council if at a hearing the Council finds the Commissioner has engaged in misconduct and/or nonperformance of duty.

(a) A hearing may be initiated by the City Council;

(b) The Commission may request a hearing be initiated by the City Council by an approved motion for such;

(c) If the City Council removes a Commissioner, that position shall become vacant

immediately; and

(d) For the purpose of this Section, nonperformance of duty includes but is not limited to a Commissioner being absent for a regularly scheduled monthly meeting pursuant to SHMC 2.08.070(1) at least four times in a one-calendar-year period.

### **2.08.050 Presiding members.**

At its first meeting of each calendar year, the commission shall elect a ~~chairman~~ chairperson and ~~vice-chairman~~ vice-chairperson to serve one-year terms. The chair and vice-chair shall not hold consecutive yearly terms unless the Commission finds it is in the public interest to do so.

[...]

### **2.08.070 Meetings.**

(1) The commission shall meet at least once a month. Meetings of the commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. Upon the request and concurrence of the majority of the commission, the ~~chairman~~ may call a previously unannounced special meeting of the commission for a time not earlier than 24 hours after the notice is given. Notice of a previously unannounced meeting shall be telephoned to the newspaper, posted at the St. Helens City Hall and, to the extent feasible, provided to interested persons at least 24 hours prior to the meeting. Notice shall comply with the Development Code, as applicable.

#### **(2) Rules of Operation.**

(a) A majority of the members appointed to the planning commission shall constitute a quorum. A vacancy is not considered an appointed position when determining a majority quorum.

(b) The ~~chairman~~'s role is to facilitate discussion. As such, the ~~chairman~~ or the commissioner presiding over the meeting in the ~~chairman~~'s absence only votes in the following circumstances:

(i) To break a tie vote; or  
(ii) When there are not enough concurring votes to meet the minimum number required to make a decision per the table below.

(c) When the ~~chairman~~ is absent or must abstain from a meeting's agenda item, the vice chair shall preside over the meeting or the particular agenda item. When neither the ~~chairman~~ or vice chair can participate, the commission shall elect a commissioner to serve as temporary ~~chairman~~.

[...]

## CHAPTER 2.10 HISTORIC LANDMARK COMMISSION

### 2.10.010 Membership.

(1) The mayor with council concurrence shall appoint a Historic Landmark Commission, hereinafter the commission, of at least three but not to exceed five members with a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this chapter. A majority of the members shall reside within the corporate boundaries of the city of St. Helens. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service.

Alternatively, the Planning Commission per Chapter 2.08 SHMC may serve as the historic landmarks commission when thus appointed, provided the appointed members of the planning commission have a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of Chapter 17.36 SHMC.

(2) Initial appointments to the commission (originally three members) shall be for terms of one, two, and three years. Subsequent or new terms of appointment shall be for three years or, in the case of a replacement, for the remainder of the unexpired term. Members shall be eligible for reappointment.

### **2.10.020 Meetings.**

(1) A simple majority of the seated members shall constitute a quorum to conduct official business.

(2) A chair and vice-chair shall be elected annually by and from the seated membership. Officers are eligible for reelection.

(3) The commission shall meet at least twice a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state and local law. Minutes, applications, staff reports, findings, and decisions of the commission shall be maintained as public records in accordance with applicable state law.

### **2.10.030 Powers and duties.**

The commission has the following powers and duties:

(1) The commission may adopt and amend by-laws, subject to approval by the city of St. Helens council, to regulate its internal operations.

(2) For purposes consistent with this chapter and subject to the approval of the city council, the commission may seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; and employ clerical and expert assistance.

(3) The commission may undertake to inform the citizens of, and visitors to, the city of St. Helens regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the city council.

(4) The commission may develop and publish, or adopt, written and graphic guideline and example materials to clarify the criteria in this chapter and to assist applicants in developing complete and viable applications.

(5) Employing the procedures and criteria in SHMC 17.36.025, the commission shall

periodically identify and evaluate the historic resources of the city of St. Helens and maintain an inventory of historic resources. At such time as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.

(6) Employing the procedures and criteria in SHMC 17.36.030, the commission shall recommend to the city council revisions (i.e., adding or deleting properties) to the Designated Landmarks Register and/or comprehensive plan as needed.

(7) Employing the applicable procedures and criteria of Chapter 17.36 SHMC, the commission shall review and act upon applications for the alteration, relocation, or demolition of designated landmarks and historic resources of statewide significance.

(8) The commission shall advise and make policy recommendations to the city council and the planning commission on matters relating to historic preservation; and shall make an annual report, in writing, to the city council on its activities and expenditures during the preceding 12 months, and its projected activities and expenditures for the following 12 months.

(9) The commission shall make recommendations for architecture character review pursuant to SHMC 17.32.172(7) and 17.32.173(5)(b).

[...]

## CHAPTER 17.36 HISTORIC SITES AND OVERLAY DISTRICT

[...]

### ~~17.36.020 Historic landmark commission.~~

~~(1) The mayor with council concurrence shall appoint a historic landmark commission, hereinafter the commission, of at least three but not to exceed five members with a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this chapter. A majority of the members shall reside within the corporate boundaries of the city of St. Helens. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service.~~

~~Alternatively, the planning commission may serve as the historic landmarks commission when thus appointed, provided the appointed members of the planning commission have a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this chapter.~~

~~(2) Initial appointments to the commission (originally three members) shall be for terms of one, two, and three years. Subsequent or new terms of appointment shall be for three years or, in the case of a replacement, for the remainder of the unexpired term. Members shall be eligible for reappointment.~~

~~(3) A simple majority of the seated members shall constitute a quorum to conduct official business.~~

~~(4) A chair and vice chair shall be elected annually by and from the seated membership. Officers are eligible for reelection.~~

~~(5) The commission shall meet at least twice a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state law. Minutes, applications, staff reports, findings, and decisions of the commission shall be maintained as~~

~~public records in accordance with applicable state law.~~

~~(6) The commission has the following powers and duties:~~

~~(a) The commission may adopt and amend by laws, subject to approval by the city of St. Helens council, to regulate its internal operations.~~

~~(b) For purposes consistent with this chapter and subject to the approval of the city council, the commission may seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; and employ clerical and expert assistance.~~

~~(c) The commission may undertake to inform the citizens of, and visitors to, the city of St. Helens regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the city council.~~

~~(d) The commission may develop and publish, or adopt, written and graphic guideline and example materials to clarify the criteria in this chapter and to assist applicants in developing complete and viable applications.~~

~~(e) Employing the procedures and criteria in SHMC 17.36.025, the commission shall periodically identify and evaluate the historic resources of the city of St. Helens and maintain an inventory of historic resources. At such time as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.~~

~~(f) Employing the procedures and criteria in SHMC 17.36.030, the commission shall recommend to the city council revisions (i.e., adding or deleting properties) to the Designated Landmarks Register and/or comprehensive plan as needed.~~

~~(g) Employing the applicable procedures and criteria of this chapter, the commission shall review and act upon applications for the alteration, relocation, or demolition of designated landmarks and historic resources of statewide significance.~~

~~(h) The commission shall advise and make policy recommendations to the city council and the planning commission on matters relating to historic preservation; and shall make an annual report, in writing, to the city council on its activities and expenditures during the preceding 12 months, and its projected activities and expenditures for the following 12 months.~~

~~(i) The commission shall make recommendations for architecture character review pursuant to SHMC 17.32.172(7) and 17.32.173(5)(b).~~



## Memorandum

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TO: Mayor and City Council  
 FROM: John Walsh, City Administrator  
 Date: April 1, 2026

**SUBJECT: General Fund Service Reduction Options and Budget Balancing Strategy**

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### BACKGROUND

The City is experiencing a structural imbalance in the General Fund. Of the \$12.2 million in General Fund revenue, approximately \$2.2 million is derived from property taxes, while the remaining \$10 million comes from other sources, including state-shared revenues, franchise fees, licenses and permits, transfers, and other revenues.

Property tax growth is limited to approximately 3 percent annually, while personnel costs and inflation continue to rise at a higher rate. As a result, revenues are not keeping pace with expenditures, creating an ongoing deficit.

The General Fund supports essential City services, including Police, Finance, Library, Parks, Administration, Municipal Court, Planning, Building, and other core functions. Unlike enterprise funds (Water, Sewer, and Storm), the General Fund does not have the ability to adjust rates to meet service demands.

The City has already implemented cost-saving measures, including holding vacant positions open, freezing pay increases, and reducing operational expenses. Staffing has been reduced from 85 employees in FY2022 to 73 currently (approximately 20 percent reduction), and departments are operating at near-minimum service levels.

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### CURRENT SITUATION

On March 3, staff were notified of the City's intent to implement furloughs and potential layoffs to maintain General Fund solvency. The initial proposal included reducing non-sworn General Fund employees from 40 hours per week to 32 hours per week (a 20 percent reduction in pay). Both bargaining units have requested to bargain these impacts.

The Council has referred a General Services Fee to the May 19, 2026 ballot. While approval of the proposed \$24 fee would provide additional revenue and improve financial stability, it will not fully eliminate the need for service reductions.

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### ISSUE

The City must adopt a strategy to balance the General Fund budget while maintaining critical services. Without action, the City will be unable to sustain current service levels.

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## OPTIONS

All options begin with reductions in non-essential spending (materials, supplies, and discretionary expenses). The primary policy decision is how to prioritize personnel and program reductions.

### Option 1: Furloughs First (Maintain Services)

- Furlough all non-sworn General Fund employees (up to 20% reduction in pay)
- Use layoffs only if necessary

### Option 2: Layoffs First (Maintain Core Services)

- Implement layoffs prior to furloughs
- Reduce staffing consistent with collective bargaining agreements

### Option 3: Program Reductions

- Suspend or significantly reduce non-essential programs
- Potential impacts to Library, Recreation, and Parks services

Each option results in varying levels of service reduction and organizational impact.

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## RECOMMENDATION AND STAFF CONSIDERATIONS

Staff recommends a balanced, phased approach to addressing the General Fund deficit that maintains core services while distributing impacts more equitably across the organization. The City's most important asset is its employees. A full 20 percent pay reduction through furloughs places a significant burden on staff and does not reflect the value of their contributions. The current financial situation is not the result of staff performance; most departments are operating at or below budget, and many cost pressures including legal expenses, operational transitions, and external factors are outside of staff control. This is fundamentally a revenue issue.

To balance fiscal responsibility with workforce impacts, staff recommend a blended strategy that:

- Implements reduced furloughs (approximately 10 percent reduction in pay)
- Achieves remaining savings through targeted layoffs, consistent with bargaining agreements
- Continues reductions in non-essential spending

This approach allows the City to meet its legal obligation to adopt a balanced budget while preserving core services, maintaining institutional knowledge, and reducing long-term impacts to morale and retention.

This strategy should remain adaptive. If the May 19 General Services Fee is approved, impacts to both staffing and compensation can be reduced. If revenues fall short, additional reductions—including further layoffs or program changes may be necessary.

Staff request Council direction on this recommended approach and the preferred balance between furloughs, layoffs, and service reductions.

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**FINANCIAL IMPACT**

The City is legally required to adopt a balanced budget. The recommended approach provides a pathway to achieve necessary cost savings while maintaining essential services. Approval of the General Services Fee would reduce, but not eliminate, the need for service reductions.

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**PROPOSED MOTION**

“I move that the City Council direct staff to implement a balanced approach to General Fund reductions, including reduced furloughs of approximately 10 percent, targeted layoffs consistent with collective bargaining agreements, and continued reductions in non-essential spending, in order to achieve a balanced budget.”