



COUNCIL WORK SESSION

Wednesday, April 03, 2024 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
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
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

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

DISCUSSION TOPICS - *The Council will take a break around 4:00PM*

- [1.](#) 2:10PM - Employee Length of Service Recognition - Terry Massey - 5 Years
- [2.](#) 2:15PM - Review "If I Were Mayor..." Student Contest Entries
- [3.](#) 2:30PM - Water Leak Adjustment Request for 404 N. 12th Street - *City Administrator John Walsh*
- [4.](#) 2:40PM - Water Leak Adjustment Request for 695 N. Columbia River Hwy - *City Administrator John Walsh*
5. 2:50PM - Discuss 13 Nights on the River Venue During Construction - *Council & E2C Corp.*
6. 3:10PM - Discuss St. Helens Industrial Business Park Property and Power - *Mayor Scholl*
7. 3:25PM - Review Survey Results regarding Disposition of the Flying Eagle Canoe
- [8.](#) 3:40PM - Report from City Administrator John Walsh

ADJOURN

EXECUTIVE SESSION

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

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

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

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- April 3, 2:00PM, Council Work Session, Council Chambers/Zoom
- April 3, 6:00PM, Council Special Session, Council Chambers/Zoom
- April 3, 7:00PM, Council Regular Session, Council Chambers/Zoom

- April 8, 4:00PM, Parks & Trails Commission, Council Chambers/Zoom
- April 8, 7:15PM, Library Board, Zoom
- April 9, 7:00PM, Planning Commission, Council Chambers/Zoom

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

- None scheduled at this time

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/86858668746?pwd=Z2c3dVZXZDZjElFsWkJwa1FhQk12dz09>

Passcode: 353767

Dial: 253-205-0468

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

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



LENGTH OF SERVICE RECOGNITION

To: Mayor and City Council
From: Kathy Payne, Human Resources Coordinator/City Recorder
Date: April 3, 2024

I am happy to announce that we have one employee who has reached a milestone in their employment with the City of St. Helens. The following individual will be recognized at the April 3 Work Session.

5 Years

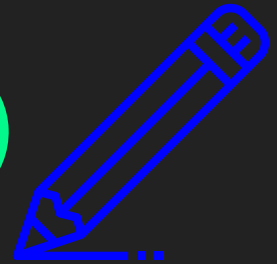
Terry Massey started as a Reserve Police Officer in June of 2018. In March of 2019, he was hired as a regular full-time Police Officer. He continues to serve in this capacity upholding the laws of St. Helens, the State of Oregon, and the country. He joins in the efforts of all of our other Police Department members in keeping our community a safe place to live and work.

Congratulations Terry and **thank you** for your service!



THINK

CREATE



WIN

**2024 IF I WERE MAYOR STUDENT CONTEST
3 CATEGORIES: 4-5 GRADE; 6-8 GRADE; 9-12 GRADE
\$150 FIRST PLACE & \$50 SECOND PLACE PRIZES
SUBMISSIONS DUE MARCH 15, 2024**

www.sthelensoregon.gov/news



IF I WERE MAYOR...

Item #2.

2023-24 STUDENT CONTEST

The Oregon Mayors Association and your city invite you to enter the "If I Were Mayor..." Contest

Share your creative ideas about what you would do as mayor.

Local winners are entered into the state contest for a chance to win a prize worth \$500!



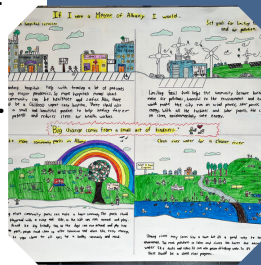
LOCAL CONTEST DEADLINE: Friday, March 15, 2024, 5:00 p.m.

CONTEST RULES

- All submissions must be accompanied by a completed entry form. All forms for students under the age of 18 must be signed by the student's parent or guardian.
- Only one submission per student and one student per entry will be accepted at the state level.
- Previous statewide winners may participate, but are not eligible to receive a prize in the same category they previously won in. They are eligible to receive a prize in a new category.
- State level submissions become property of the Oregon Mayors Association (OMA).
- OMA retains the right to publish state-level entries along with the names and likeness of each student.
- League of Oregon Cities (LOC) employees and dependents are not eligible to enter.

First-place statewide winners will receive their prizes during the OMA Summer Conference, to be held July 18-20, 2024 in Klamath Falls at the Running Y Ranch.

Posters - take a photo and save as a PNG, JPEG, or PDF file



- Open to students enrolled in grades 4 & 5 or being home-schooled at the same grade level for the 2023-24 school year.
- Students are encouraged to be creative and may use any art medium (paint, felt pens, colored pencils, pastels, crayons, 3D art, etc.).

Essays - formats allowed: Word, PDF, PowerPoint



- The essay contest is open to students enrolled in grades 6-8 or being home-schooled at the same grade level for the 2023-24 school year.
- Essays must be 500-1,000 words in length and typed.

Digital Media Presentations - formats allowed: MP4 or online video format



- Open to students enrolled in grades 9-12 or being home-schooled at the same grade level for the 2023-24 school year.
- Presentations must be one to three minutes in length and may be submitted via email.

CONTACT US


For more information about the state contest please contact Angela Speier at aspeier@orcities.org.

For more information about your local city contest, please contact your city at: lscholl@sthelensoregon.gov or 503-366-8216


GLORY

I love animals and nature. My name is Glory and if I were a mayor I would...


I would make more animal shelters.




I would make more shelters for the homeless.




I would make more animal rescues.




I would give food to the poor.



I would give money to the poor.



I would give clothes and shoes to the poor.



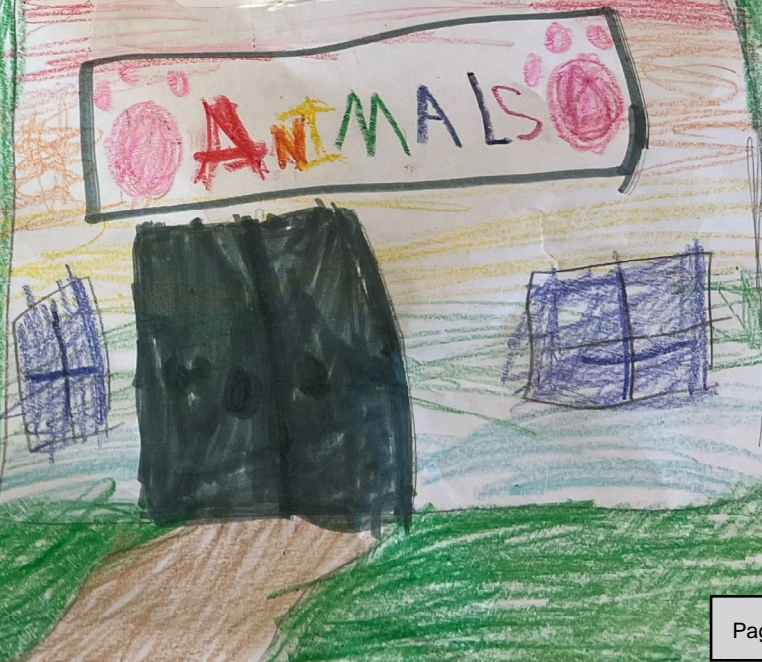

THE FUTURE WAS

MAYOR

I would

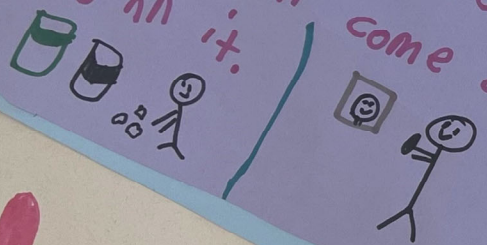
build an all
ages park
for
EVERYONE

make more
colorful and
a bigger
animal
shelters

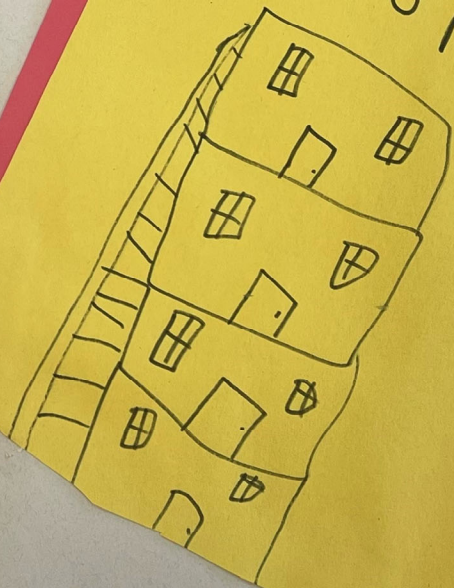


HOPE

I would do garbage
 Pick up e very
 3 months. Who
 ever picks up the
 most garbage
 gets there picture
 on the board and
 people can come and
 sign it.



I would make
 homeless shelters have
 over 200 rooms.



IF I WERE a Mayor...

From: [Jamie Ford](#)
To: [John Walsh](#); [Kathy Payne](#); [Lisa Scholl](#)
Cc: [Dawn Richardson](#)
Subject: Full Leak Adjustment Request
Date: Tuesday, March 26, 2024 10:47:31 AM
Attachments: [image001.png](#)
[LIM LEAK ADJUSTMENT REQUEST.pdf](#)

Good Morning,

Chhiu Kuy Lim and her husband Jake Wakeman reached out regarding a Leak Adjustment. They found that they had a connection problem in one of their pipes as well as a crack that was causing a continuous leak. The leak was active for 2 billing cycles, beginning in February, and was fixed in March by Caliber Builders Inc. – Caliber Builders assessed and repaired the water line. Their Labor included new fittings and/or valves on the existing water line, draining water, removing water, and releasing pressure as needed. Replacement of petcock and opening of the main water line to check for leaks. Their invoice came to a total of \$2,250.00 (receipt in attached packet).

When processing the adjustments for these customers, the adjustment totals I calculated for 50% of the Leak Amount came to a total of \$1,717.70 which would have left the customers a balance of \$1,950.06. However, the Customers are seeking a **full** adjustment for the months affected by the leak. I informed them, per our policy, that any adjustment above \$1,000.00 would require Council Approval and they would need to request that adjustment in writing (attached in packet above).

Chhiu’s account began 08/28/2007 and her average monthly bill prior to the leak was \$91.09.

The adjustment amounts are as follows:

DATE	ADJUSTMENT AMOUNT
03/15/2023	\$ 1,217.70
02/15/2023	\$ 2,217.70
CUSTOMER SEEKING FULL ADJUSTMENT	\$ 3,435.40
OF:	

Thank you,

..Jamie Ford..

Administrative Billing Specialist

City of St. Helens

503-397-6272

275 Strand Street, St. Helens, OR 97051

www.sthelensoregon.gov | jford@sthelensoregon.gov



Jamie Ford

From: Dawn Richardson
Sent: Monday, March 25, 2024 3:53 PM
To: Jamie Ford
Subject: FW: Full Leak Adjustment Credit Request

Dawn Richardson
Administrative Billing Specialist
City of St. Helens
Ph: 503-397-6272
www.sthelensoregon.gov



From: Jake Wakeman <jwakeman@rdus.com>
Sent: Monday, March 25, 2024 11:19 AM
To: Jamie Edwards <jedwards@sthelensoregon.gov>; Dawn Richardson <drichardson@sthelensoregon.gov>
Subject: [External] Full Leak Adjustment Credit Request

Good morning,

On Thursday, 3/21/24, I turned in a form for leak adjustment credit request along with an invoice for the repairs. Because of the slow but constant nature of the leak and the prolonged length of it before it was remedied, the original request only covers a small portion of what is now an over \$3,000 bill. We are a single income family of four (myself, my wife and my two young daughters), so I am requesting a Full Leak Adjustment Credit and hopefully the City Council will approve during their next meeting to alleviate the remainder of the over usage cost due to the leak that was occurring. The invoice and original leak adjustment should be on file for reference. Please let me know if there is anything else I need to provide to better the chances of getting this request approved.

Address of service:
404 N. 12th St.
St. Helens, OR 97051

Account #: 22-01371-000

Phone # on Record: (503) 410-0780

Thanks,
Jake Wakeman
RADIUS RECYCLING
12005 N. Burgard Way
Portland, OR 97203
503.793.3104 (m) jwakeman@rdus.com

LEAK ADJUSTMENT REQUEST - Residential

Item #3.

Prepared By: Jamie Ford
 Customer Name: Chhiu Kuy Lim
 Account #: 22-01371-000

Date Filled Out: 03/22/24
 Date of Bill: 03/15/24

Enter Billing Specifics:		<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
RESIDENTIAL	}	Water	Consumption	1,240.38	21,278	5.8294 Residential
		Water	Fixed	11.71		
		Water	Utility Assist			No
		Sewer	Winter Avg	23.49	321	7.3192 Winter Avg
		Sewer	Fixed	18.73		Standard Fixed
		Public Safety	Fixed	10.00		
		Storm	Fixed	16.79	-	
Original Bill Amount =				1,321.10		

<u>Previous Years Average</u>	
<u>Month / Year</u>	<u>Consumption</u>
03/15/2023	306
03/15/2022	357
03/15/2021	504
Average =	389

<u>LEAK ADJUSTMENT (50% Leak Amount)</u>					
<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>	
Water	Consumption	608.85	10,445	5.8294	
Sewer	Winter Avg				
		608.85			

Adjustment Dollars:	608.85
Adj Water Volume	10,445
Adj Sewer Volume	1,305

Notes:
 Customer found broken pipes. It was found to be a connection problem at a pipe section as well as a small crack that was causing a continuous leak. Caliber Builder's Inc was hired to repair and assess the water line. (Receipt Included). Used last 3 years for average consumption history.

Finance Director Authorization & Date Above

 Entered By & Date Above

LEAK ADJUSTMENT REQUEST - Residential

Item #3.

Prepared By: Jamie Ford
 Customer Name: Chhiu Kuy Lim
 Account #: 22-01371-000

Date Filled Out: 03/22/24
 Date of Bill: 02/15/24

Enter Billing Specifics:		<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
RESIDENTIAL	}	Water	Consumption	2,240.94	38,442	5.8294 Residential
		Water	Fixed	11.71		
		Water	Utility Assist			No
		Sewer	Winter Avg	23.49	321	7.3192 Winter Avg
		Sewer	Fixed	18.73		Standard Fixed
		Public Safety	Fixed	10.00		
		Storm	Fixed	16.79	-	
Original Bill Amount =				2,321.66		

<u>Previous Years Average</u>		<u>LEAK ADJUSTMENT (50% Leak Amount)</u>				
<u>Month / Year</u>	<u>Consumption</u>	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
02/15/2023	335	Water	Consumption	1,108.85	19,022	5.8294
02/15/2022	357					
02/15/2021	504					
Average =	399	Sewer	Winter Avg			
				<u>1,108.85</u>		

Adjustment Dollars: 1,108.85 Adj Water Volume 19,022 Adj Sewer Volume 1,305	Notes: Customer found broken pipes. It was found to be a connection problem at a pipe section as well as a small crack that was causing a continuous leak. Caliber Builder's Inc was hired to repair and assess the water line. (Receipt Included). Used last 3 years for average consumption history.
Finance Director Authorization & Date Above	
Entered By & Date Above	

CITY OF ST. HELENS UTILITIES



265 Strand Street

St. Helens, OR 97051

Phone: 503-397-6272

Fax: 503-397-3490

Email: utilitybilling@sthelensoregon.gov

REQUEST FOR BILLING LEAK ADJUSTMENT FORM

The City of St. Helens Utilities has a policy of issuing partial adjustment for water leaks that are repaired by customers in a timely manner. Generally, we expect customers to repair leaks within 10 days of discovery or notification. Adjustments issued are based on your average usage for the same period in previous years. This average is deducted from the total consumption used during the time of the leak and an adjustment 50% of the water loss will be credited to your account.

DESCRIBE THE REPAIRS OR SPECIFIC CIRCUMSTANCE OF YOUR REQUEST

After receiving water bill in excess of \$2,000 we called plumber in to check for any broken pipes or leaks. It was found to be a connection problem at a pipe section as well as a small crack that was causing a small but continuous leak at all times. Once found, we had the plumber get necessary repairs done to mitigate the leak. Looking back, we did notice a small reduction of water pressure, but not to the extent of anything that was broken or leaking.

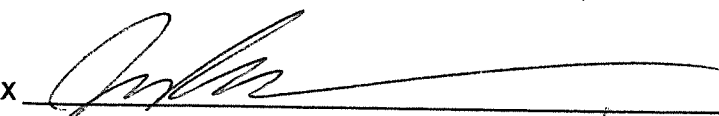
ACCOUNT # 22-01371-000

ACCOUNT NAME: Chhia Kuy Lim

PHONE NUMBER 503-410-0780 (Jake)

SERVICE ADDRESS: 404 N. 12th St. St. Helens OR 97051

MAILING ADDRESS: 404 N. 12th St. St. Helens, OR. 97051

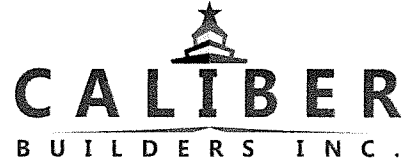
x 
WATER CLERK Jamie Ford

INVOICE

Item #3.

Caliber Builders Inc - NV
7450 W Cheyenne Ave Ste 103
PMB 1141
Las Vegas, NV 89129

info@caliberbuildersinc.com
+1 (702) 766-0677
caliberbuildersinc.com



Chhiu Kuy Kao

Bill to
Chhiu Kuy Kao
404 N. 12th St
St. Helens, OR 97051

Ship to
Chhiu Kuy Kao
404 N. 12th St
St. Helens, OR 97051

Invoice details

Project Name: Plumbing Repairs

Invoice no.: 4730
Terms: Within 5 days
Invoice date: 02/26/2024
Due date: 03/02/2024

#	Date	Product or service	Qty	Rate	Amount
1.		Materials and Labor Assess and repair water line. Labor includes new fittings and/or valves on the existing water line, draining water, remove water, and release pressure as needed. Replace the petcock and open the main water line to check for leaks. Invoice includes service call fee of \$250.	1	\$2,250.00	\$2,250.00
2.		OR CCB 166881			\$0.00
3.		Sales 03/05 Payment by check received!			-\$2,250.00
Total					\$0.00

Thank you for your business.

Ways to pay



Note to customer

Payment terms:
DEPOSIT: for scheduling, \$1,000 or 10% of the total contract price, whichever is less.
START DATE: 50% of the balance after the deposit will be due.
BALANCE: Balance to be paid upon completion.
*If the total invoice is less than \$1,000, the total balance will be due upon completion.

NRS 624.520: Payment may be available from the Residential Recovery Fund if you are damaged financially by a project performed on your residence pursuant to a contract, including

From: [Dawn Richardson](#)
To: [Kathy Payne](#); [Lisa Scholl](#)
Subject: Leak Adjustment
Date: Wednesday, March 27, 2024 10:19:28 AM
Attachments: [image001.png](#)
[doc08608220240327100105.pdf](#)
[Cora Adams.pdf](#)

Good morning,
Please see the attached leak adjustment for a credit of -\$1141.08. Customer is elderly and had a very high bill due to a mainline break during the freeze. Her normal bills are around \$40.00 per month and most of the time she stays elsewhere with her son, not at home.

Please let me know if you need anything else.

Dawn Richardson
Administrative Billing Specialist
City of St. Helens
Ph: 503-397-6272
www.sthelensoregon.gov



CITY OF ST. HELENS UTILITIES



265 Strand Street
St. Helens, OR 97051
Phone: 503-397-6272
Fax: 503-397-3490

Email: utilitybilling@sthelensoregon.gov

REQUEST FOR BILLING LEAK ADJUSTMENT FORM

The City of St. Helens Utilities has a policy of issuing partial adjustment for water leaks that are repaired by customers in a timely manner. Generally, we expect customers to repair leaks within 10 days of discovery or notification. Adjustments issued are based on your average usage for the same period in previous years. This average is deducted from the total consumption used during the time of the leak and an adjustment 50% of the water loss will be credited to your account.

DESCRIBE THE REPAIRS OR SPECIFIC CIRCUMSTANCE OF YOUR REQUEST

Broken water line. Mainline break right where it
Replaced water line. Comes into house
Replaced with parts from Ace by himself.

ACCOUNT # 21-04579-000

ACCOUNT NAME: Cora Adams

PHONE NUMBER 509 630 8130

SERVICE ADDRESS: 1095 N. Col. River Hwy St. Helens OR 97051

MAILING ADDRESS: _____

x [Signature]
WATER CLERK _____

* pw turned water on to make sure leak has been fixed. They confirmed it has.

THANK YOU FOR SHOPPING AT
ACE HARDWARE - ST. HELENS
(503) 366-1363

03/12/24	1:12PM JA	601	SALE
44675	1 ST	\$6.99	ST N
PIPE SCH40 1/2"X10P END			\$6.99
43104	4 EA	.99	EA N
COUPLE 1/2" SXS SCH40			\$3.96
43116	1 EA	\$1.39	EA N
ADAPTR SCH40 1/2SL1/2MPT			\$1.39
49088	1 EA	\$6.99	EA N
CEMENT PVC 40Z			\$6.99

SUB-TOTAL:\$ 19.33 TAX: \$.00
 DISCOUNT: TOTAL: \$ 19.33
 BC AMT: \$ 19.33

BK CARD#: XXXXXXXXXXXX6900
 MID:****3013 TID:**1319
 AJTH: 031208 AMT: \$ 19.33
 Host reference #:355553 Bat#1854

TransactionID: 464072727284754
 Validation Code: MT4L
 TID:401319
 TRANS TYPE: PURCHASE
 PAYMENT TYPE: Credit Card

Chip Read
 CARD TYPE:VISA EXPR: XXXX
 ATD : A0000000031010
 TVR : 8080008000
 IAD : 0601120360A000
 TSI : 6800
 ARC : 00
 MODE : Issuer
 CVM :
 Name : VISA DEBIT
 ATC :00C2
 AC : 389821E3C9F6E8BF
 TxnID/ValCode: 464072727284754 MT4L

Bank card USD\$ 19.33



====> JRNL# D55553/6
 CUST NO: *9

THANK YOU TERRY D CHURCH
 FOR YOUR PATRONAGE

LEAK ADJUSTMENT REQUEST - Residential

Prepared By: Dawn Richardson
 Customer Name: Cora Adams
 Account #: 21-04579-000

Date Filled Out: 03/13/24
 Date of Bill: 02/15/24

Enter Billing Specifics: RESIDENTIAL	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
	Water	Consumption	2,286.58	39,225	5.8294 Residential
	Water	Fixed	10.95		
	Water	Utility Assist			No
	Sewer	Consumption	-		Consumption
	Sewer	Fixed			Standard Fixed
	Public Safety	Fixed	9.35		
	Storm	Fixed	15.71	-	
Original Bill Amount =			2,322.59		
Previous Years Average		LEAK ADJUSTMENT (50% Leak Amount)			
<u>Month / Year</u>	<u>Consumption</u>	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>
02/15/2023	31	Water	Consumption	1,141.08	19,575
01/15/2023	52				5.8294
02/15/2021	144				
Average =	76	Sewer	Consumption		
		1,141.08			
Adjustment Dollars: 1,141.08		Notes: Customer had broken mainline right before the house. Replaced with parts from Ace, receipts provided and PW confirmed leak has been fixed.			
Adj Water Volume 19,575					
Adj Sewer Volume 1,305					
Finance Director Authorization & Date Above					
Entered By & Date Above					



CITY OF ST. HELENS
 PO Box 35147 #2748
 SEATTLE, WA 98124-5147
 (503) 397-6272
 sthelensoregon.gov



Account Number	21-04579-	Item #4.
AMOUNT DUE	Previous Balance	
\$2,563.09	\$240.50	
Due Date	Previous Balance Due Date	
3/8/2024		
Amount Enclosed		

CITY OF ST. HELENS
 P.O. BOX 35147 #2748
 SEATTLE, WA 98124-5147

Cora Adams
 1018 Murray Dr W
 The Dalles, OR 97058-4548

**There will be a charge on all returned checks.
 Please return this portion with your payment.
 When paying in person, please bring both portions of this bill.**

21045790000000002563090000002563094

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

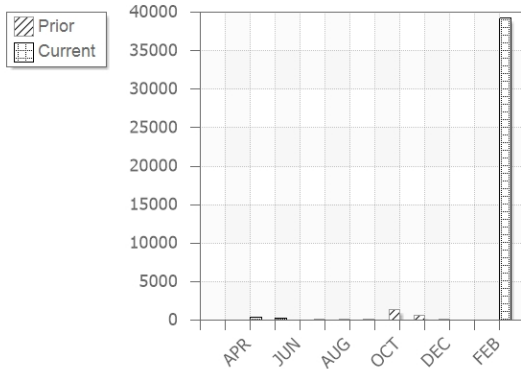
Name		Service Address			Account Number	
Cora Adams		695 N Columbia River Hwy			21-04579-000	
Status	Service Dates			Bill Date	Due Date	Penalty Date
	From	To	# Days			
Disconnect	1/15/2024	2/13/2024	29	2/22/2024	3/8/2024	

**** FINAL BILL ****

PREVIOUS BALANCE	\$140.50
PAYMENTS	\$0.00
ADJUSTMENTS	\$75.00
PENALTIES	\$25.00
PAST DUE AMOUNT	\$240.50

METER #	CURRENT READING	PREVIOUS READING	USAGE
10203059	79,887	40,662	39,225

Water-Res-Fixed	10.95
Water-Res-Usage	2,286.58
Storm Fixed	15.71
Public Safety	9.35
CURRENT BILL	\$2,322.59
AMOUNT DUE	\$2,563.09
	\$2,563.09



ONLINE PAYMENTS MAY BE DONE AT: <https://www.sthelensoregon.gov/>. OR PLEASE CALL 1-833-259-4016 TO PAY BY PHONE

THIS IS YOUR FINAL BILL FOR SERVICE



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: April 3, 2024

Planning Division Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: March 26, 2021

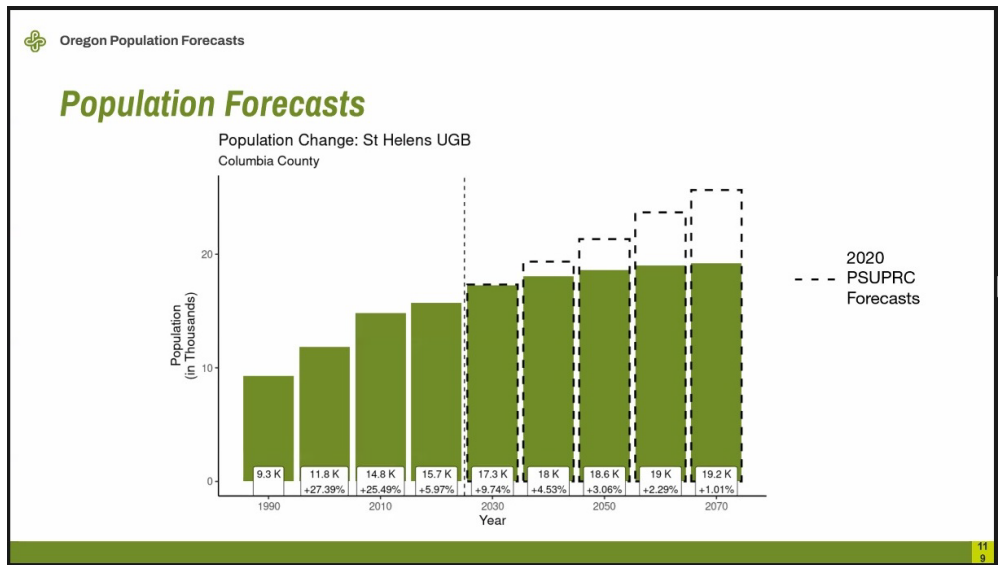
This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City’s website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

ASSOCIATE PLANNER/PROJECT MANAGER—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

PLANNING ADMINISTRATION—MISC.

Prepared legal description and map for Oregon Dept. of Revenue review, which is our typical first step after receiving an Annexation application. In last month’s report, I mentioned two annexations that will probably be processed this year. The one referred to in this report is #3.

Attended virtual Portland State University Population Research Center PSUPRC Forecast Proposal Meeting on March 6, 2024. Most recent projections show jump in the near term with a slower long term growth rate for St. Helens. This is a toned-down projection from previous assumptions as shown on the slide



on **the right**. This reflects forecast adjustments since the 2020 forecast. Another interesting tidbit is that Scappoose growth is expected to be higher than Columbia County and the region.

Conducted (almost) final inspection for temporary occupancy of the Fast Lube and Oil business along US30 by Burger King. There is still some more work to do, mostly pertaining to a shared pedestrian path with the adjacent lot where Dairy Queen is proposed. This followed pre-inspection to assist with city expectations.

Pre-final occupancy inspection to assist with city expectations of the St. Heles High School to open a phase of school. That final inspection anticipated soon.

Participated in Resource Assistance for Rural Environments application preparation with City Engineering and Columbia County LDS for someone to help (for 11 months) with the DEQ mandated TMDL requirements that the city and county are now facing.

TMDL: <https://www.oregon.gov/deq/wq/tmdls/pages/default.aspx>

RARE: <https://rare.uoregon.edu/>

Assisted Engineering with review of speed hump policy they have initiated to address the somewhat common speed bump requests.

Presented to the Columbia County Board of Realtors along with Columbia County's Director of Land Development Services at the library building this month.

DEVELOPMENT CODE ENFORCEMENT

"Training grounds" sign on CRFR property on the west side of the wastewater treatment pond installed in 2022 without permits under the previous Fire Chief, has been removed. After 2022 correspondence between attorneys (about more than just the sign), I emailed the current chief last December about this. The sign was removed sometime after that message with no further drama. I hadn't discussed this matter with the chief until this reporting period.

Visited a site where kids were allegedly were crossing a protected creek with a dirt bike in the Barr Avenue area. As luck would have it, maybe it was because of spring break, I caught them doing that when I visited. So not alleged but legit. 2-cycle engines will get you noticed.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

March 12, 2024 meeting (outcome): The Commission held three public hearings including a Historic Resource Review of the historic landmark at 175 S. 1st Street *As the Historic Landmarks Commission*), a pair of yard (setback) Variances to allow two duplexes to be attached along a shared property line, and an appeal of a 3-parcel partition/lot line adjustment. All were approved.

Also, *as the Historic Landmarks Commission*, they reviewed and provided recommendation to staff for an architectural review of the Klondike building.

April 9, 2024 meeting (upcoming): One public hearing is scheduled for a yard (setback) Variance for a property along N. Vernonia Road. Code review of the 2024 Development Code amendments will start and the Commission will be asked to determine who will be a part of the Technical Advisory Committee for the upcoming EOA effort.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Work for data related to Economic Opportunity Analysis (EAO) effort. Certain GIS data is used to inform the buildable lands inventory aspect of the EAO. Included review of data for 862 taxlots. Tedium abounds in this sort of effort.

Annual software renewal efforts start this month for GIS products used by the Planning, Engineering and Public Works Departments.

COUNCIL ACTIONS RELATED TO LAND USE

The quarterly joint meeting with the City Council and Planning Commission occurred this month.

The City Council ok'd a 45-day extension to continue to pause the Police Station matter to the state Land Use Board of Appeals (LUBA).

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: March Planning Department Report
Date: Monday, March 25, 2024 4:43:09 PM
Attachments: [image001.png](#)

Here are my additions to the March Planning Department Report.

GRANTS

1. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. Provided updates to loan officer. Compiled invoices and submitted our 2nd loan disbursement request. Received confirmation that this was received/processed.
2. **Riverwalk Project (OPRD Grants x2)** – 4 bids opened on March 7! Lowest bidder was Advanced Excavating Specialists for just under \$3 million. Council awarded bid on 3/20. Working on contract to be approved on April 17 with anticipated Notice to Proceed in May. Working with state grant coordinators on project timeline, budget, and forthcoming amendment. Working with County on an agreement to use County’s parking lot as the construction access into Columbia View Park. Erosion & Sediment Control inspections by Lower Columbia Engineering agreement to be approved on 4/3 Council meeting.
3. **Community Development Block Grant (CDBG)** – \$2.5 million grant award to fund design/engineering/permitting for the City’s Sanitary Sewer Improvement Project which 3 sanitary sewer basins identified as deficient in the adopted Wastewater Master Plan. Consor contract approved on 2/21 by Council after meeting to discuss local land use and environmental permitting required. Working with CRPUD to get a triangular-shaped property annexed into the City which contains City sewer to be upsized as part of this project near US 30. Held kickoff meeting on 3/14.
4. **CLG Historic Preservation Grant Program** – SHPO Certified Local Government Program. Received our contract for 17k. State approved work plan. Executed contract with property owners. Project to be completed by July 31, 2024. SHPO asked for an update. Applicant stated that they did a walkthrough with contractor and received a new construction scheduled which states work to be completed by mid-May.
5. **DLCD Technical Assistance Program** – 60k will fund a new Economic Opportunities Analysis (EOA). Contract approved with the state and with our consultants. Kicked off project with monthly check ins. Received initial Buildable Lands Inventory (BLI) data based on City’s GIS data. Working on initial BLI feedback by the end of March. Drafted EOA Technical Advisory Committee list of potential 10-12 members and sent invites out. Finalizing list by April 10.
6. **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. Award is \$363,407, with a match of around 42k split between Scappoose, the County, and

us. We finally received our draft/initial contract from ODOT. Contract needed a few changes which ODOT submitted again to DOJ for review. Met with Scappoose & Columbia County to work through draft Statement of Work (SoW). SoW can now be sent to DOJ for review. Working on IGAs for County & Scappoose in the meantime to cover our required match.

7. **Travel Oregon Grant Program –100k grant for Riverwalk Project** - Thanks to Columbia Economic Team and our Regional Destination Marketing Organization for providing support. Received 50% of the grant as contract terms require.
8. **ODOT TGM Program: Transportation Systems Plan** – Assisting with planning process. ODOT says it could be ~6 months before we see movement on this project. Coordinated & attended another meeting with a contractor interested in the project.

PROJECTS & MISC

9. **Riverfront Streets/Utilities Project** – Attending weekly check-ins. Pump station generator to be installed soon. Tualatin staircase/bluff trailhead and Wapama Way intersection under construction. Traffic circle and elevated picnic platform under construction. North and south water quality swales underway. Undergrounding contract for 1st & St. Helens intersection awarded to lowest bidder (Landis & Landis) on 3/6. Undergrounding project pre-construction meeting scheduled for 3/28 which means work at 1st & St. Helens intersection to restart soon.
10. **Urban Renewal Agency** – Prepared for upcoming FY 24-25 budget process with Gloria/John.
11. **CDBG** – Met with Beth Pulito at the Amani Center to discuss CDBG eligibility and pros/cons if they were to utilize CDBG funding for their resource/health center.

Jenny Dimsho, AICP | Community Development Project Manager

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