



# COUNCIL WORK SESSION

Wednesday, October 02, 2024 at 2:00 PM

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## 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](http://www.sthelensoregon.gov)  
Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)  
Phone | 503-397-6272  
Fax | 503-397-4016

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## 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: Sergeant Jon Eggers - 25 Years
- [2.](#) 2:15PM - Review Proposed Rates Increases for Waste Management Drop Box Services - *City Administrator John Walsh*
- [3.](#) 2:25PM - Update on Waterfront Redevelopment Project - *Public Works Director Mouhamad Zaher*
- [4.](#) 2:45PM - Discussion Regarding Directional Signage on Columbia River Highway
- [5.](#) 3:05PM - Request for Donation to Merchants' Toy N Joy Auction
- [6.](#) 3:15PM - Assignment of Voting Delegate and Alternate for LOC Business Meeting
- [7.](#) 3:25PM - 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:

- October 2, 2:00PM, Council Work Session, Council Chambers/Zoom
- October 2, 7:00PM, Council Regular Session, Council Chambers/Zoom
- October 8, 6:00PM, Planning Commission, Council Chambers/Zoom
- October 14, 4:00PM, Parks & Trails Commission, Council Chambers/Zoom

- October 14, 7:15PM, Library Board, Zoom

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

- PH: November 6, 6:30PM, Development Code Amendments (City)
- PH: December 4, 6:15PM, Development Code Amendments (City)

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/85608953272?pwd=ECb67rg0JqchwVJ6aYZpNPazw7W4uo.1>

Passcode: 688467

Dial: +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.

## LENGTH OF SERVICE RECOGNITION



To: Mayor and City Council

From: Kathy Payne, Human Resources Coordinator/City Recorder

Date: September 18, 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 September 18 Work Session.

### **25 Years**

**Jon Eggers** began working for the City of St. Helens in September 1999 as a Police Officer. He was promoted to Sergeant in July of 2019. Over the course of his 25 years, Jon has also worked as a Police K-9 Handler. Sgt. Eggers has served the citizens well over these 25 years and is very well-respected by staff and the community. With his dedicated 25 years of service, Eggers will be retiring from the St. Helens Police Department at the end of September. We wish him nothing but the best in his future endeavors!

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



August 29, 2024

John Walsh  
City Administrator  
City of St. Helens  
265 Strand Street  
St Helens, OR 97051  
[jwalsh@ci.st-helens.or.us](mailto:jwalsh@ci.st-helens.or.us)

Re: 2024 Inflation Adjustment

Please find the enclosed 2024 rate schedule for garbage drop box collection services provided by WM to the City of St. Helens.

These rates are based upon the published Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services, or successor index ("CPI"), July to July, as published by the Bureau of Labor Statistics of the United States Department of Labor. This year's index changes are described on the attached page. The annual change is an increase of 4.533%. Per our contract, WM is allowed 50% of this annual change not to exceed 1.5% which results in a 1.5% increase.

Please review this schedule and let me know of any discrepancies as WM will adjust our billing system to reflect these changes effective October 1, 2024.

WM looks forward to providing quality garbage drop box collection services to the City of St. Helens in the years ahead.

Sincerely,

**KELLY EMERSON**  
Contract Compliance Administrator  
Public Sector, Pacific Northwest  
[kemerson@wm.com](mailto:kemerson@wm.com)

**Waste Management - Columbia County Operations**  
**St. Helens - Rates for Drop Box Services**  
**As of October 1, 2024**

	CPI	CPI
	1.50%	1.50%
	10/1/2023	10/1/2024
10 Yard Drop Box Haul	\$ 140.12	\$ 142.22
20 Yard Drop Box Haul	\$ 147.12	\$ 149.32
30 Yard Drop Box Haul	\$ 154.87	\$ 157.19
40 Yard Drop Box Haul	\$ 154.87	\$ 157.19
Compactor Haul	\$ 294.99	\$ 299.41
Rental Per Day - All sizes	\$ 4.69	\$ 4.76
Rental Per Month - All sizes	\$ 94.38	\$ 95.79
Mileage - All sizes	\$ 1.84	\$ 1.86
Disposal Rate/Ton	\$ 106.12	\$ 109.94
<b>Plus franchise fee added to total monthly charge:</b>	7%	7%

Effective 11/19/2020

**Section 6. Franchise Fee.** In consideration of the rights, privileges and franchise herein granted, Franchise Holder shall pay an annual franchise fee to the City equal to Seven percent (7%) of Franchise Holder's annual Gross Receipts. Franchise fees shall be paid on a quarterly basis and are due and payable within thirty (30) days of the end of each quarter. Annually, and no later than ninety (90) days following the close of Franchise Holder's fiscal year, Franchise Holder shall submit a written report to the City Administrator, that includes:

- a) a summary of Franchise Holder's previous year's customers, services provided, and new services, if any; and
- b) a calculation of Franchise Holder's Gross Receipts and the amount of franchise fees paid to the City during Franchise Holder's previous fiscal year.

**Section 7. Rates.** The rates to be charged for collection of Solid Waste under this Franchise are set forth at **Exhibit A** attached hereto, as the same shall be adjusted, during the term of this Franchise, in accordance with Sections 8 and 9 below.

**Section 8. Annual Rate Adjustments.** The rates shall be adjusted on October 1, 2021 and annually thereafter, by a percentage equal to one-half of the annual percent change in the average *Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services*, or successor index ("CPI"), July to July, for West-C, all items (1982-84 = 100), (Series CUUR0000SEHG, CUUS0000SEHG), as published by the Bureau of Labor Statistics, not seasonally adjusted, and not to exceed one and one-half percent (1.5%) (<http://www.bls.gov/cpi/home.htm>) for the 12-month period ending nearest, but at least SIXTY (60) days prior to, each annual adjustment date. Franchise Holder shall notify the City of any rate adjustments hereunder at least THIRTY (30) days in advance, provided however, that Franchise Holder's failure to notify the City of such rate adjustments prior to the annual adjustment date shall not waive Franchise Holder's right to adjust rates at any time thereafter. Adjustments to the rates shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) will not be considered in calculating adjustments. Annual CPI adjustments shall not be negative. If the CPI index series decreases year-on-year, no CPI adjustment will occur.

**Section 9. Other Rate Adjustments.** Franchise Holder may at any time request a rate revision whenever a significant change in revenue or expenses occurs or is anticipated, or in the event of Uncontrollable Circumstances (see Section 15). In the event Franchise Holder requests a rate revision, the City shall consider such request in good faith and shall act upon the request without undue delay, but in no case later than SIXTY (60) days from the date the request was made. In determining reasonable rates, the City Council shall consider all relevant factors, and the City and Franchise Holder shall work in good faith to develop and adjust the rates, as necessary, to allow Franchise Holder to earn a reasonable rate of return. The City agrees that it shall not unreasonably withhold its consent or unreasonably delay a rate review request submitted by Franchise Holder.

**Consumer Price Index - All Urban Consumers**  
**Original Data Value**

**Series Id:** CUUR0000SEHG,CUUS0000SEHG  
**Not Seasonally**  
**Series Title:** Water and sewer and trash collection services in U.S. city average, all urban consumers, not seasonally adjusted  
**Area:** U.S. city average  
**Item:** Water and sewer and trash collection services  
**Base Period:** DECEMBER 1997=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2	% of Change	0.50% of change	Not to exceed 1.5%
2011	175.754	177.194	177.694	178.033	178.521	178.640	179.820	180.762	181.569	181.916	182.254	182.758					
2012	183.984	185.499	186.280	187.473	187.788	188.489	189.750	191.927	191.833	192.370	192.921	193.237					
2013	194.553	195.505	195.981	196.319	196.727	196.989	198.173	198.736	198.804	199.759	200.004	200.203					
2014	201.169	202.149	202.657	203.084	203.124	203.396	205.022	206.171	206.363	207.633	208.562	209.414					
2015	210.243	211.397	211.738	212.153	212.542	212.863	213.873	215.844	216.173	216.380	217.004	217.386					
2016	218.370	219.036	219.649	220.506	221.360	221.396	221.358	222.554	223.111	223.420	224.399	224.745					
2017	226.411	227.277	227.553	228.133	228.396	228.599	229.008	229.772	230.142	230.614	231.522	231.842					
2018	232.977	233.858	234.215	235.141	235.878	236.493	237.186	238.439	238.512	238.936	241.774	242.204	234.760	239.509			
2019	241.606	242.011	242.611	243.49	243.774	244.322	244.943	245.549	245.903	246.741	247.364	247.567	242.969	246.345			
2020	248.846	249.751	250.359	250.673	250.921	251.435	252.401	253.974	254.266	254.781	255.65	256.456	250.331	254.588	3.045%	1.522%	1.500%
2021	257.722	258.763	259.204	259.581	259.542	260.4	261.706	262.81	263.747	264.278	264.58	265.365	259.202	263.748	3.687%	1.843%	1.500%
2022	268.128	269.521	269.621	270.419	270.844	271.925	273.097	274.984	276.759	276.892	277.824	278.464	270.076	276.337	4.353%	2.176%	1.500%
2023	281.461	283.663	284.166	285.052	286.322	287.457	289.005	290.975	291.279	291.683	292.694	292.915	284.687	291.425	5.825%	2.913%	1.500%
2024	297.079	298.751	299.183	300.178	299.987	300.652	302.106						299.305		4.533%	2.267%	1.500%

**From:** [Merchants Toy N Joy Auction Team](#)  
**To:** [Kathy Payne](#)  
**Subject:** [External] Save The Date! 42nd Annual Merchants Toy N Joy Auction  
**Date:** Wednesday, September 4, 2024 10:50:20 AM

## An important message from Merchants' Toy N Joy Auction.

Greetings to you, Friends of the Merchants' Toy N Joy Auction:

It is that time of year when the elves of the Toy N Joy Auction committee start looking ahead to our annual holiday fundraiser.

Thanks to the support of all our volunteers, merchants, organizations and individuals, the annual Toy N Joy Auctions have raised and distributed over \$800,000 throughout the past 41 holiday seasons! Funds raised have contributed to Columbia River Fire & Rescue Volunteers' Toy N Joy Program, Scappoose Care & Share, St. Helens Kiwanis' Holiday Hope, Community Action Team and Columbia Pacific Food Bank. Christmas toys and food baskets are distributed each December to families throughout CRFR's service district which stretches from Rainier to Warren.

The 2023 Annual Merchant's Toy N Joy Ugly Christmas Sweater Party Auction was a tacky, classy, and successful event raising over \$70,000 for our community between the online auction, the in-person event, and donations. **THANK YOU** for your support of our organization which in turn helps our community.

Reflecting on the origin of the angel trees that pop up before the holiday and the reason why we work diligently to host this event, this year's theme is Paper Angels. Don your finest attire (whether it be denim and boots or a gown and pearls) and join us for an elegant evening full of fun and friendly bidding competition. The dinner, silent and live auctions, will be held on Saturday, December 7th at the Columbia County Fairgrounds.

We will have online auction opportunities during the weeks leading up to the live event and look forward to sharing more information about the auction and availability of tickets with you soon.

We have a lot of work to do to help fund holiday food baskets and toys for the local kids and families during the upcoming holiday season. This is where you come in. We will only be able to host a successful event if we receive your generosity through donation(s), your time or both, as these are key component to this fundraiser. The last several years our successful online auctions were so much fun for participants who want to participate but are unable to attend our in-person event or those who want to enjoy both; the online auction and the event. Some items will be online only, and other items will be live only. Raffle tickets will be available online first and if there are tickets available at the live event, we will continue to sell them until sold out.

We wish to extend to you an opportunity to participate in our 42nd Annual Merchants' Toy N Joy Auction. Use the following link [Your Personal Link](#) to find out more on how you can provide one or more of the following:

- A gift certificate from any local business
- Item for gift baskets for either our raffle, live, or online auction
- A bottle of wine to be part of our live event.



- Cash or check (either for us to purchase gift certificates for the auction or as a straight donation)
- Your involvement in planning or working at the event on December 7th

Best to you  
Mindy Sass, President  
Merchants' Toy N Joy Auction

NOTE: Please do not forward this email. Your Personal Link is tied to YOUR account.

This email is being sent automatically from Merchants' Toy N Joy Auction 2024, powered by SchoolAuction.net.  
[Unsubscribe](#)

Powered by:



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 2, 2024

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Planning Division Report attached.

Suggestion Box Report attached.

## CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

**Date:** September 23, 2024

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—PREAPPLICATIONS MEETINGS**

Conducted a pre-application meeting for potential triplex on a lot at N 5<sup>th</sup> Street and Wyeth Street. There was a triplex there but it burned several years ago. Because the lot is undersized for a triplex, several Variances are anticipated. The Building Official and I took this opportunity to convince the owner it is finally time to demolish the burned remains of the building due to trespassing, safety and not-so-happy neighbor concerns. It has been in this burned-out state for a number of years.



### **PLANNING ADMINISTRATION—MISC.**

I have grand jury duty this and next month, which will have some impact on work output.

We received and commented on a county referral for a medical hardship at 58506 Kavanagh Avenue (County file TP 25-01)—*see attached*. This will likely result in an annexation of the last property not within city limits on the block with Les Schwab tires on one end and Mister Goose Sandwich House along US30. When I started working for the city in 2007, none of this block was annexed yet.

Conducted a final inspection for a detached single-family dwelling moved to a site along Gable Road across from the High School around 2016/2017. I would not normally comment on a dwelling completion, but this one was based on promises of completion to be sited, only to take almost a decade to complete. This is now 2520 Gable Road.

Helped a new landowner with an easement for city utilities and other questions for a property at S. 5<sup>th</sup>/St. Helens Streets. This is a proactive landowner after passing several hands (and asking us a number of questions) over the last several years.

Helped the City Prosecutor with facts on a trespassing case. Get a question from them every once and awhile. Note to self – talk about in semi-annual report.

Election season means political sign season. There seems to be greater emotion this year for city elected positions and this highlights the daily triage of tasks staff faces. As I type this paragraph (Sept. 17, 2024) complaints and concerns are surfacing, but at the same time project arcadia (the sale of the old Boise white paper mill) is in its due diligence period before the property has been created. There is a necessary land use action before it can be created. So, in this case, the triage matters are seasonal political sign issues or long-term economic development that supports future city budgets and thus multi department staffing.

Gave permission to the School District to drop some trees within the wetland complex on the west side of the Middle School property. This includes portions over the public sidewalk!



With the St. Helens Chronicle newspaper shutting down this month, we will need to use the Columbia County Spotlight for our public hearing notices. This will increase timing burden a bit because The Chronicle needed a legal ad the preceding Friday for publication on Wednesday. The spotlight is the preceding Friday for publication on Friday.

## DEVELOPMENT CODE ENFORCEMENT

Unlawful accessory structure on the 60 block of S. 22<sup>nd</sup> Street has been resolved thanks to the efforts of Associate Planner/Community Development Project Manager Dimsho.

Some complain about political signs, as mentioned above. There was one complaint about a person being directly impacted, which some time was invested because of the immediate proximity to their home and impact thereof. This is similar to complaints like building being built too close to a property line—a property violation. Others are signs in right-of-way not impacting the complainant’s residence—off-site ROW violations.

However, in the sign code world, we cannot dictate sign copy or the message. To staff, a political sign in violation of being in the right-of-way, is a temporary sign violation. “Political sign” has no bearing. Given the first amendment and freedom of speech, we do not regulate based on content, only that a message is conveyed with the sign. This means, the candidate on a sign is a moot point. **We do not, have never, and I will not condone, selective sign enforcement based on the identity of the political hopeful or incumbent.** This would be unethical for government to act such.

## PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

September 10, 2024 meeting (upcoming): The Commission approved a Variance for yard (setbacks) for Habitat for Humanity for a single-family dwelling project. We discussed subcommittee technicalities and commission term expirations.

*As the Historic Landmarks Commission*, they reviewed architectural changes to the 325 Strand building, which is proposed to be reconstructed one wall at a time to keep the building intact to preserve off-street parking exemptions allowed in the Riverfront District. They recommended some change.

October 8, 2024 meeting (upcoming): The Commission will hold a hearing (continued from September) for expansion of the CCMH campus along Gable Road. We need to continue the discussion about commission term expirations.

## COUNCIL ACTIONS RELATED TO LAND USE

A non-action. Due to no quorum, the scheduled public hearing for 2024 Development Code Amendments Part 1 couldn’t occur. So, the meeting will need to be re-scheduled. October is out due to the needed time to publish a new notice and it is anticipated that the second meeting in October will be cancelled due to LOC conference conflicts. Thus November. The hearings for Part 2 of the amendments is scheduled for November and December. This will impact other proactive efforts. Instead of working on new things, which I try to take advantage of the holidays for, we’ll be trying to wrap up the ’24 amendments at the end of the year.

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** September Planning Department Report  
**Date:** Tuesday, September 24, 2024 9:55:33 AM  
**Attachments:** [image001.png](#)

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Here are my additions to the September Planning Department Report.

## GRANTS

1. **Riverwalk Project (OPRD Grants x2)** – 2 of the 4 walls (the two gabion walls) have been complete. Rebar/forms for the remaining two walls (the concrete walls) is nearly complete. Coordinated with Communications on E-newsletter content. Reviewing/tracking submittals and RFIs. Attending bi-weekly check-ins with contractor and design team. Received and executed contract amendment to increase the LWCF grant award from **500k to 1.2 million!**
2. **Community Development Block Grant (CDBG): Sanitary Sewer Improvement Project** – \$2.5 million grant award to fund design/engineering/permitting for 3 sanitary sewer basins identified as deficient in the adopted Wastewater Master Plan. Reviewed 30% design during workshop with consultant team. Prepared and executed CDBG amendment which allows the City to use more state funds (as opposed to local matching funds) for required environmental review components of the project. Preparing 2<sup>nd</sup> disbursement request for work through August.
3. **CLG Historic Preservation Grant Program** – SHPO Certified Local Government Program. Received our contract for 17k. State approved work plan. Executed contract with grant recipients. Project to be completed by July 31, 2024. Most work has been completed as included in the work plan, but not all components. Windows were removed from work plan because the incorrect ones were ordered, and a few other components were not completed by deadline. Waiting on final invoice which includes work through July 31 and reimbursement request from applicant. SHPO closeout documents are in review.
4. **DLCD Technical Assistance Program** – 60k will fund a new Economic Opportunities Analysis (EOA). Prepared for and attended TAC meeting #2 on 9/24. Reviewed draft comprehensive plan policies. Consultant continues to conduct 1-on-1 interviews to incorporate feedback into draft EOA. Working on first mid-disbursement report for DLCD to reimbursement 30k.
5. **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. IGAs with County/Scappoose executed at 6/5 Council meeting. SoW as approved by County and Scappoose sent to DOJ for review by ODOT. Invoiced project partners, received matching funds check from Scappoose. Waiting on check from the County.
6. **Travel Oregon Grant Program: Riverwalk Project** - 100k grant for Riverwalk Project.

Anticipated to receive remaining 50k when project is complete by April 2025.

7. **ODOT TGM Program: Transportation Systems Plan** – ODOT says it could be 1 month before there is movement on the contract which allows us to move forward with consultant selection. Traffic counts via cameras to begin.

## PROJECTS & MISC

8. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Riverwalk improvements. Coordinated a site visit with our loan officer and went through our monitoring checklist which is typically completed at about 60% completion. We are preparing loan amendment to the Project Description to correspond with changes based on MEI's construction contract and to extend the deadline to match the anticipated completion deadline of the Riverwalk Project. We also submitted Disbursement Request #3 which puts us at about 70% complete with expenditures on the loan. Attending regular check-ins. Reviewed regular Waterfront E-newsletter content regarding construction updates, closures, progress, etc. Provided updates to City's website as needed. Follow the [City's Waterfront E-newsletter](#) for updates.
9. **St. Helens US 30 Entry Sign** – Held meeting with Columbia County Tourism Program Mgr to discuss potential funding source for a St. Helens entry sign on US 30. Worked with Ramsay Signs to update our cost estimates for the existing design in both an illuminated and non-illuminated version.
10. **Joint PC/CC meeting** – Attended on 9/25 to discuss Police station location and proactive PC items.
11. **Certified Local Government Workshop & OAPA Conference** – Registrations for upcoming conferences/workshops in October & November.

### Jenny Dimsho, AICP | Community Development Project Manager

City of St. Helens | Planning Department  
 265 Strand Street, St. Helens, OR 97051 | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
 P: (503) 366-8207 | [jdimsho@sthelensoregon.gov](mailto:jdimsho@sthelensoregon.gov)



COLUMBIA COUNTY  
Land Development Services



ST. HELENS, OR 97051

230 Strand St.  
Direct (503) 397 1501  
columbiacountyor.gov

**Referral and Acknowledgement**

**Responding Agency:**

**NOTICE IS HEREBY GIVEN** that Thomas and Linda Mahaffey submitted an application for a Temporary Permit application to site manufactured home as a medical hardship. The area is zoned General Commercial (C-3). The tax account is 16983 and identified by map# 4108-AC-02500. The property is .47 Acres. TP 25-01

**Planner: Deborah Jacob**

**Comment Due: 9/9/2024**

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

- 1.  We have reviewed the enclosed application and have no objection to its approval as submitted.
- 2.  Please see attached letter or notes below for our comments.
- 3.  We are considering the proposal further and will have comments to you by \_\_\_\_\_.
- 4.  Our board must meet to consider this; we will return their comments to you by \_\_\_\_\_.
- 5.  Please contact our office so we may discuss this.
- 6.  We recommend denial of the application, for the reasons below:

COMMENTS: PLEASE SEE ATTACHED MEMO DATED AUGUST 28, 2024 &  
EMAIL FROM AUGUST 13, 2024.

Signed: [Signature] Printed Name: JACOB GRAICHEN  
Title: CITY PLANNER Date: AUGUST 28, 2024





## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

**TO:** Deborah Jacob, Planner, Columbia County  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Columbia County file TP 25-01  
**DATE:** August 28, 2024

Please include the following condition, if possible, or at least note the key need from the city's perspective:

Columbia County LDS shall be in receipt of a will serve letter from the city required before sanitary sewer connections. City requirements including but not limited to consent to annex and payment of Systems Development Charges will be require before the city produces this will serve letter.

-----basis for conditions and other comments/considerations below-----

The property has a Comprehensive Plan designation of unincorporated Highway Commercial, UHC. If annexed, it would be zoned Highway Commercial, HC.

Per an email + response between Deborah Jacob and I from August 13, 2024, the proximity and availability of sanitary sewer was noted within the Kavanaugh Avenue right-of-way.

According to the application to the County, the city sanitary system is proposed to be used, though an existing on-site septic system is currently in place.

Thus, for sanitary sewer connection the city's requirements for consent to annex, sanitary sewer system development charges and connection fee will be necessary for the city to issue a will serve letter to allow the applicable County permits to make the connection.

The city's medical hardship rules are different than the County's in that RV' s can be used (not manufactured homes) and each temporary permit is good for up to six months. The property will not be annexed immediately, but this is the last property to be annexed within this block, and with the sewer connection will be inevitable, eventually. The differences between the County's and City's medical hardship rules, could make things awkward upon annexation.

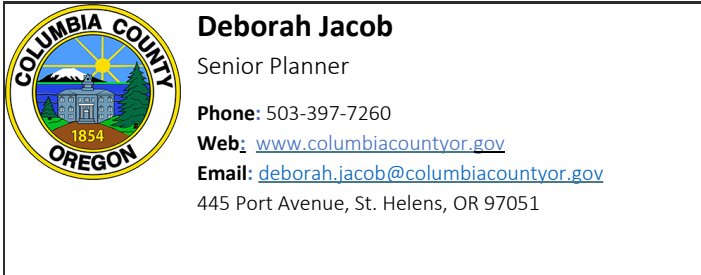
Also, please note that once annexed, the detached single-family dwelling will be an existing nonconforming use, given the Highway Commercial zoning.

**From:** [Deborah Jacob](#)  
**To:** [Jacob Graichen](#)  
**Subject:** RE: [External] 58506 Kavanagh Ave  
**Date:** Tuesday, August 13, 2024 4:06:49 PM  
**Attachments:** [image001.png](#)

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Jacob,

The County will accept this written confirmation from the City of St. Helens, provided said confirmation is submitted concurrent with the Temporary Hardship Home Permit/Application. Thank you!



---

**From:** Jacob Graichen <[jgraichen@sthelensoregon.gov](mailto:jgraichen@sthelensoregon.gov)>  
**Sent:** Tuesday, August 13, 2024 3:57 PM  
**To:** Deborah Jacob <[Deborah.Jacob@columbiacountyor.gov](mailto:Deborah.Jacob@columbiacountyor.gov)>  
**Subject:** 58506 Kavanagh Ave

Debbie,

The property addressed as 58506 Kavanagh Ave abuts a City of St. Helens sanitary sewer line located within the Kavanagh right-of-way.

This line is available for connection, but some things need to be done before the city can issue a formal will serve letter to allow the connection.

Is this enough for the county to consider a temp hardship permit, land use-wise?

**Jacob A. Graichen, AICP, City Planner**

City of St. Helens

[jgraichen@sthelensoregon.gov](mailto:jgraichen@sthelensoregon.gov)

(503) 397-6272



**Referral and Acknowledgement**

**Responding Agency:**

**NOTICE IS HEREBY GIVEN** that Thomas and Linda Mahaffey submitted an application for a Temporary Permit application to site manufactured home as a medical hardship. The area is zoned General Commercial (C-3). The tax account is 16983 and identified by map# 4108-AC-02500. The property is .47 Acres. TP 25-01

**Planner: Deborah Jacob**

**Comment Due: 9/9/2024**

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. \_\_\_\_\_ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. \_\_\_\_\_ Please see attached letter or notes below for our comments.
3. \_\_\_\_\_ We are considering the proposal further and will have comments to you by \_\_\_\_\_.
4. \_\_\_\_\_ Our board must meet to consider this; we will return their comments to you by \_\_\_\_\_.
5. \_\_\_\_\_ Please contact our office so we may discuss this.
6. \_\_\_\_\_ We recommend denial of the application, for the reasons below:

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

RECEIVED  
AUG 20 2024  
Land Development Services

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES  
COURTHOUSE  
230 STRAND  
ST. HELENS, OREGON 97051  
(503) 397-1501

#192-24-000192 Item #7.  
\$ 814.73 Total

File No. TP 25-01

CCZO SECTION 1505 - TEMPORARY USE PERMIT APPLICATION

Use Not Allowed in District  Temporary Residence While Building  Care of Relative

Emergency Shelter  Storage of Structures or Equipment

APPLICANT: Name: Tom Mahaffey / Linda Mahaffey

Mailing address: 58506 Kavanaugh ST Saint Helens OR 97051

Phone No.: Office \_\_\_\_\_ Home 541 219 9909

Email: \_\_\_\_\_

Are you the \_\_\_\_\_ property owner? yes owner's agent?

PROPERTY OWNER: yes same as above, OR:

Name: Tom Mahaffey

Mailing Address: 58506 Kavanaugh ST Saint Helens OR 97051

Email: \_\_\_\_\_

RELATIONSHIP OF PROPERTY OWNER AND APPLICANT: \_\_\_\_\_

PROPERTY ADDRESS (if assigned): \_\_\_\_\_

TAX ACCOUNT NO.: 16983 Acres: 0.47 acs Zoning: C-3

4108-AC-02500 Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

PRESENT USES: (farm, forest, bush, residential, etc.)

Use: Residential

Approx. Acres

0.47

Total acres (must agree with above): \_\_\_\_\_

File No. TP 25-01

PROPOSED USES: CARE OF Elderly Mother That is  
ILL

WATER SUPPLY:  Private well. Is the well installed?  Yes  No  
McNulty Community system. Name McNulty

METHOD OF SEWAGE DISPOSAL: city Sanitary Sewer System  
Septic System.

If Septic, does the subject property already have a system?  Yes  No

Has the property owner/applicant submitted an Authorization Notice Application to Land Development Services for the new use of the existing septic system?  Yes  No

CONTIGUOUS PROPERTY: List all other properties you own which have boundary lines touching this property:

Tax Account No.	Acres	Co-owners (if any)
_____	_____	_____
_____	_____	<u>NONE</u>
_____	_____	_____

**CERTIFICATION:**

I hereby certify that all of the above statements, and all other documents submitted, are accurate and true to the best of my knowledge and belief.

Date: 5-10-24 Applicant Signature: Tom Mahaffey

Property Owner Signature if different than Applicant: \_\_\_\_\_

**NOTE:** Please attach an accurate and detailed plot plan, including property lines, existing and proposed structures, location of septic tank and drainfield, farm - forest areas, large natural features (cliffs, streams, etc.).

\*\*\*\*\*  
Planning Department Use Only

Date Rec'd. 8/20/24 Hearing Date: \_\_\_\_\_  
Or: Administrative \_\_\_\_\_

Receipt No. \_\_\_\_\_

Zoning: C-3 Staff Member: \_\_\_\_\_

Doctor statement on file (§1505.3 "Care of a Relative" only

\*\*\*\*\*



Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Framework Implementation Team

6/4/2024 11:43 AM

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# COLUMBIA County Assessor's Summary Report

## Real Property Assessment Report

FOR ASSESSMENT YEAR 2023

Item #7.

August 21, 2024 9:13:55 am

<b>Account #</b> 16983 <b>Map #</b> 4N1W08-AC-02500 <b>Code - Tax #</b> 0211-16983 <b>Legal Descr</b> GOLF CLUB ADDITION Block - 2 Lot - 8 13 <b>Mailing Name</b> MAHAFFEY THOMAS B <b>Agent</b> <b>In Care Of</b> <b>Mailing Address</b> 58506 KAVANAUGH ST ST HELENS, OR 97051 <b>Prop Class</b> 401 <b>MA</b> <b>SA</b> <b>NH</b> <b>Unit</b> <b>RMV Class</b> 401      06   61   000   17501-1	<b>Tax Status</b> ASSESSABLE <b>Acct Status</b> ACTIVE <b>Subtype</b> NORMAL  <b>Deed Reference #</b> 2019-6762 <b>Sales Date/Price</b> 08-20-2019 / \$256,500.00 <b>Appraiser</b> ANDREA J
---	---

Situs Address(s)	Situs City
ID# 58506 KAVANAGH AVE	ST HELENS

Code Area	RMV	MAV	Value Summary		RMV Exception	CPR %
			AV			
0211 Land	205,940	114,470	114,470		Land	0
Impr.	187,960	103,960	103,960		Impr.	0
<b>Code Area Total</b>	<b>393,900</b>	<b>218,430</b>	<b>218,430</b>			<b>0</b>
<b>Grand Total</b>	<b>393,900</b>	<b>218,430</b>	<b>218,430</b>			<b>0</b>

Code Area	ID#	RFPD	Ex	Plan Zone	Value Source	Land Breakdown			LUC	Trended RMV
						TD%	LS	Size		
0211					OSD - SINGLE FAMILY	100				69,200
0211	1	<input checked="" type="checkbox"/>		CO:C-3	Rural Site	120	A	0.47	003	136,740
<b>Grand Total</b>								<b>0.47</b>		<b>205,940</b>

Code Area	ID#	Yr Built	Stat Class	Description	Improvement Breakdown			Trended RMV
					TD%	Total Sq. Ft.	Ex% MS Acct #	
0211	1	1956	131	One story	113	900	187,960	
<b>Grand Total</b>							<b>900</b>	<b>187,960</b>

**Comments:** See Voucher history. Acreage corrected to .47 AC for 2010. ms

COLUMBIA COUNTY  
Land Development Services



ST. HELENS, OR 97051

230 Strand St.  
Direct (503) 397-1501  
columbiacountyor.gov

August 28, 2024

**ADMINISTRATIVE NOTICE**  
**Temporary Permit / TP 25-01**  
**Tax Account Number: 4108-AC-02500**

NOTICE IS HEREBY GIVEN that Thomas and Linda Mahaffey submitted an application for a Temporary Permit to site a manufactured home as a medical hardship on their .47 Acres. This property is zoned General Commercial (C-3) and identified by account #16983 and map# 4108-AC-02500. TP 25-01

Section 1505.3 of the Columbia County Zoning Ordinance (CCZO) permits the Planning Director to approve the above Temporary Use Permit according to the procedures and requirements of Section 1601 of the CCZO for a period of one year.

Those notified have 10 calendar days in which to either submit comments and objections to the Columbia County Planning Department or to request a public hearing on the matter before the Planning Commission. A fee of \$250.00 is required to refer this item to the Planning Commission.

If no one requests a review by the Planning Commission and submits the \$250.00 fee, the Director will determine if the application meets the necessary criteria in the Columbia County Zoning Ordinance, and if so may approve the request.

If you have any concerns or questions please contact the project planner.

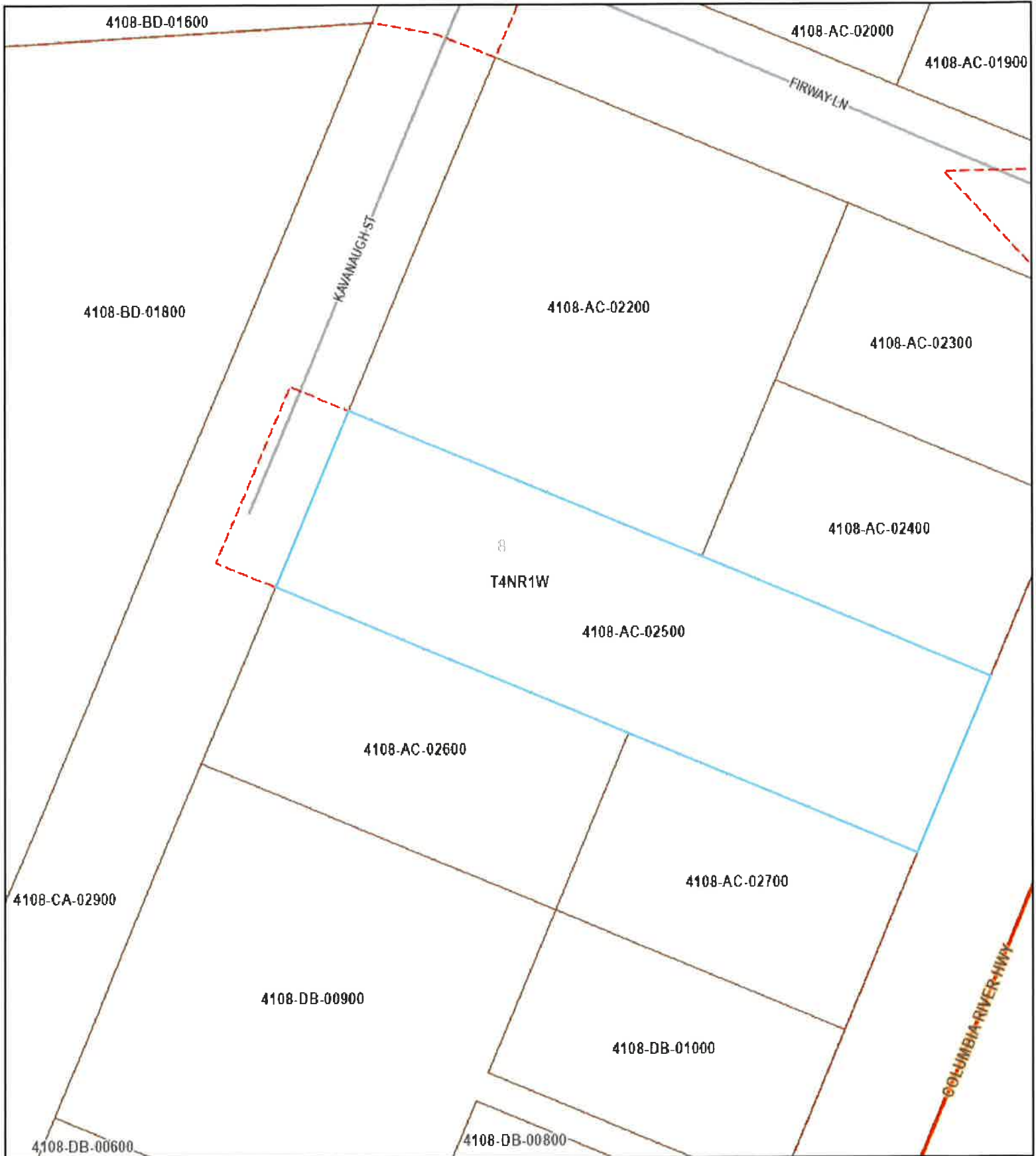
Project planner: Deborah Jacob  
Telephone: 503.397.7260  
Email: Deborah.Jacob@columbiacountyor.gov

cc: File



# Columbia County Web Map

Item #7.



0

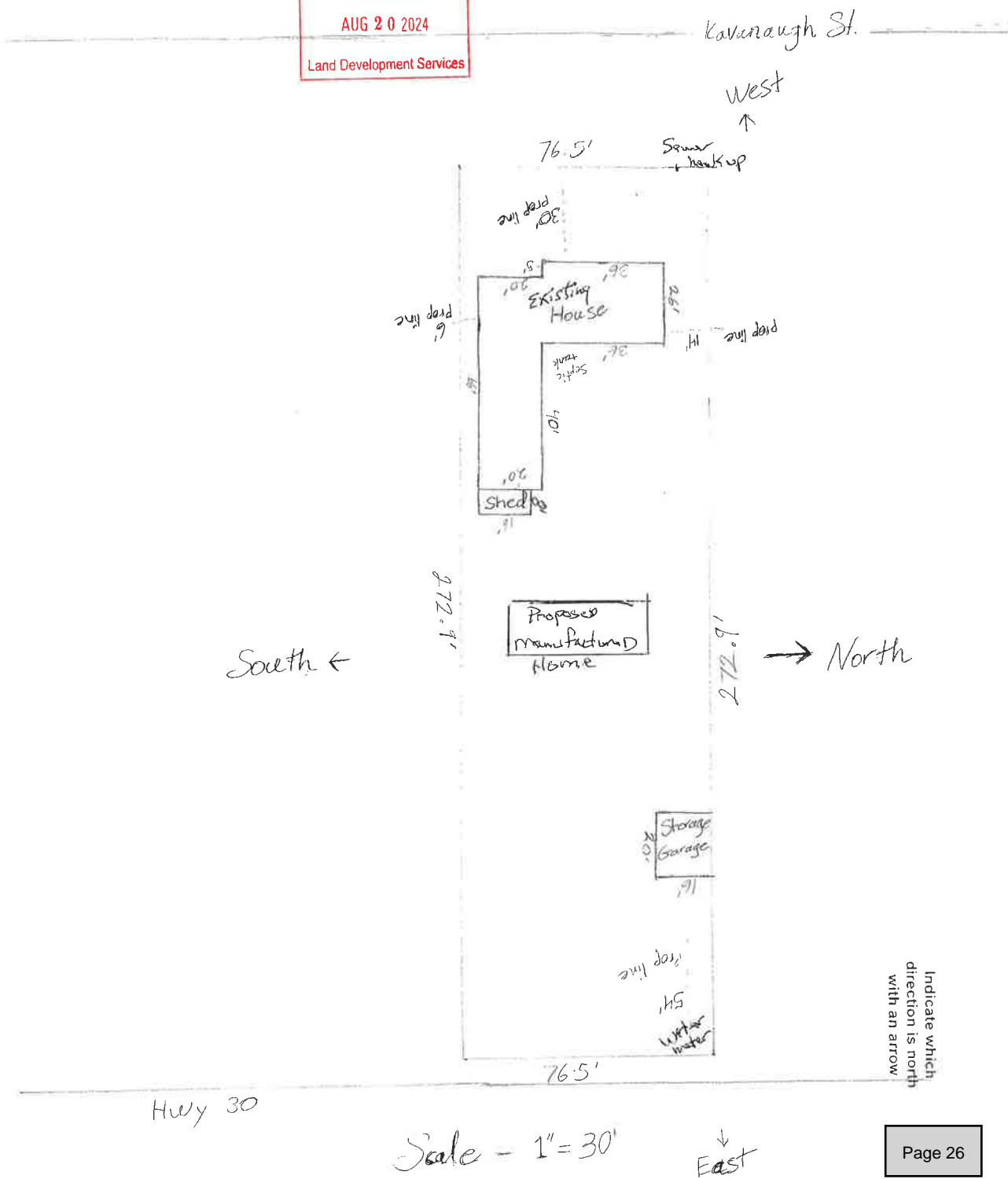
8/28/2024 11:41 AM

# SITE PLAN SUBMITTAL FORM

OWNER NAME: _____	Map and Taxlot #: _____	APPLICANT NAME: _____
PHONE #: _____	_____	PHONE #: _____
ADDRESS: _____	_____	ADDRESS: _____
_____	Scale: 1" = 30'	_____

NOTICE: The applicant is ultimately responsible for completing new work in accordance with this site plan once approved. Approval of construction inspections shall not be construed as approval of work not in accordance with this site plan. Work that deviates from this site plan shall be formally documented and approved through submission of a site plan amendment prior to commencing such work.

**RECEIVED**  
 AUG 20 2024  
 Land Development Services



Indicate which direction is north with an arrow

# Suggestion Boxes

## Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
4/10/24	The library was a crucial element in my upbringing. I can honestly say that if it wasn't for the love of reading, I wouldn't be here today.	None	No	D.P.	Great	10/2/24	Library Director Suzanne Bishop	N/A	10/2/24
4/13/24	Single working mom who used services all the time kids were growing up. No home computer. No cable. Checked out videos. Kids are now in college. I still use the computer for my needs and printing services. Love all the classes, events, opportunities for all ages. Staff members rock!	None	No	Kelli M.	Excellent!	10/2/24	Library Director Suzanne Bishop	N/A	10/2/24
7/15/24	Very professional people and setting. Appreciate secure computer network and quiet work environment.	More of a heads up before computer logs off and work is lost.	No	Ryan R.	Great	10/2/24	Library Director Suzanne Bishop		
7/17/24	Before I moved here from California, I stalked the library website and it looked so great I moved here.	None	No	R.A.	Great	10/2/24	Library Director Suzanne Bishop	N/A	10/2/24

## City Hall – 1st Floor Lobby/ Council Chambers Lobby/Utility Billing & Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None