



## COUNCIL WORK SESSION

Wednesday, August 03, 2022 at 1:00 PM

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### COUNCIL MEMBERS:

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

### LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | [www.sthelensoregon.gov](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 five (5) minutes per speaker*

**DISCUSSION TOPICS** - *The Council will take a break around 3:00 p.m.*

- [1.](#) Employee Length of Service Recognition - John Walsh, City Administrator (10 Years)
- [2.](#) Semi-Annual Library Department Report - *Suzanne Bishop, Library Director*
- [3.](#) Review Proposed New Librarian 1 (Youth Librarian) Job Description
- [4.](#) Review Proposed Psilocybin Moratorium Resolution & Notice of Measure Election
- [5.](#) City Administrator John Walsh Report

### 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:

- August 3, 1:00PM, Council Work Session, Council Chambers/Zoom
- August 3, 6:00PM, Council Public Hearing, Council Chambers/Zoom
- August 3, 7:00PM, Council Regular Session, Council Chambers/Zoom
- August 8, 4:00PM, Parks & Recreation Commission, Council Chambers/Zoom
- August 8, 7:15PM, Library Board, Zoom
- August 9, 7:00PM, Planning Commission, Council Chambers/Zoom

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

- PH: August 3, 6:00PM, Street Vacation of Sections of Right-of-Way along N. River Street, N. 1st Street, Columbia Blvd. and S. River Street (Keith Locke, et. al.)

**VIRTUAL MEETING DETAILS**

Join: [https://us02web.zoom.us/j/89094838496?pwd=UUSLBLYZTbCgfv\\_MWvAfEmnsZ7YTBx.1](https://us02web.zoom.us/j/89094838496?pwd=UUSLBLYZTbCgfv_MWvAfEmnsZ7YTBx.1)

Meeting ID: 890 9483 8496

Passcode: 342171

Dial: 346-248-7799

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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 AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, Human Resources Coordinator/City Recorder

Date: August 3, 2022

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

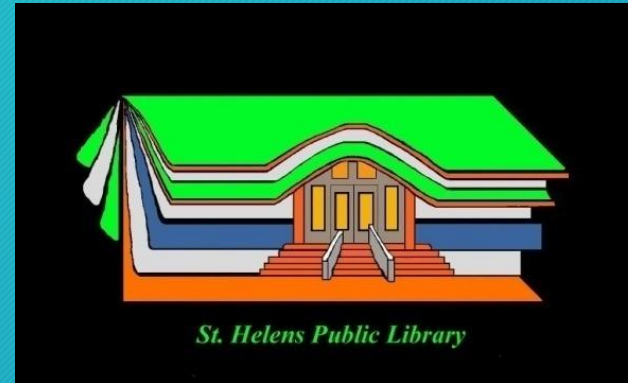
### **10 Years**

On July 30, 2012, the City hired **John Walsh** as City Administrator, where he has been serving the City and the community since his hire. John is an incredible visionary. His steady leadership has built a talented team, and in his 10 years, he has charted a forward-looking course for our growing city while keeping the mission of providing quality, effective, and efficient service to our citizens at the center of everything that we do. Under his direction, the City is currently undertaking several transformative projects, including the St. Helens Waterfront Redevelopment Project and a new Public Safety Facility.

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

*“. . . youth programs are vital to our most vulnerable populations living at or below the poverty line.”* - library patron

*“It's a wonderful opportunity for people to explore, learn to become creative and have a creative outlet, but also to build skills.”* - Rep. Suzanne Bonamici about the Makerspace



# St. Helens Public Library

Semiannual Report  
to the City Council  
August 3, 2022



# Fine Free!

Many grateful patrons

Opportunity to welcome our  
patrons back to the library

Began May 18, 2022



# U.S. Representative Suzanne Bonamici

April 19, 2022  
visit to the Makerspace



Bonomici poses for a photo with Hansen and other Makerspace innovators.

Zoe Gottlieb / The Chronicle

[Buy Now](#)



# Community Support for our Youth Librarian

May 12, 2022 Budget Committee Meeting

- 32 written comments
- 11 citizens spoke at the meeting

Thank you to City Council and the Budget Committee for your support!



# Summer Library Challenge

- 63,168 minutes read and recorded
- Registrations
  - Birth - 11 200
  - 12 - 18 47
  - Adults 60



\* Data as of July 18, 2022

# New Library Board Members

Lynne Pettit

Aaron Martin

(Still looking for one  
more member)

*Thanks to  
Becky Bean and  
Amanda Heynemann  
for their service*



# Friends of the Library

- Hosted a book sale in May which earned \$660
- Sponsor 3 Little Libraries
- President Lynne Pettit





# Volunteers

- 17 active volunteers
- Logged 348 hours since January
- Shelving, book repair, preparing items for circulation, and more



# Community Engagement

- Cooling Center
- Innovation Hub Planning Grant
- Allen Hansen teaching at OMIC
- Columbia County Mental Health
- Dolly Parton Imagination Library
- Columbia County Museum Association





# Items Added to the Collections

January 1 through July 18, 2022

- 1,671 items
  - Includes books, DVDs and CDs
- Popular genres
  - Adult mysteries
  - Adult science fiction
  - Children's picture books





# Library Cardholders

- St. Helens : 1,437
- Passports : 302
- Non-residents : 312
- Businesses : 5



# Library of Things





# Fond Farewells

Margaret Jeffries

Gretchen Kolderup



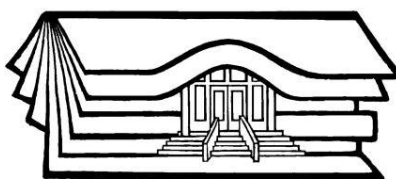
# Thank you

**Brenda Herren-Kenaga** *for steering the ship and preparing the library for our new director*

**Library staff** *for their dedication to the public and stellar service*

# Looking Ahead

- Hire Youth Librarian
- Complete Five-Year Plan
- Permanent funding for Allen Hansen's position
- 2023 Genealogy Conference
- Returning to youth and other in-person programming



**St. Helens Public Library**  
**Semiannual Report to City Council**  
**August 3, 2022**

January through July 2022 has been an unusual six months, even by pandemic standards. This has given us the opportunity to really feature the Makerspace and our Summer Library Challenge. Library staff have worked hard to maintain our high standards of service to the public and the public has demonstrated their ardent support of the library. Due to major staffing changes, much of our regular programming schedule is on hiatus. Here are some highlights of our service to the community from the past six months.

**Fine Free!**

On May 18, the library went fine free. Approved by City Council, this has made it possible for those patrons who couldn't afford to pay their fines to return. A public library's mission is to serve all our citizens and going fine free makes it possible for our patrons to borrow books, DVDs, Library of Things items such as a telescope, and use our online services and resources to help them acquire a certificate in a new field, do research for their homework or trace their family history.

**Makerspace**

*"It's a wonderful opportunity for people to explore, learn to become creative and have a creative outlet, but also to build skills."* – Rep. Suzanne Bonamici about the Makerspace

The library Makerspace continues to draw keen interest. No library card is needed to use the space and equipment to work with Allen Hansen on a personal or business project, take a class or learn a new skill. Examples include a group of homeschool families bringing their "Camp COVID" kids to try out robotics, a class for adults making survival bracelets, and a business owner designing their logo. Allen will soon be presenting one class a week, while continue to offer open hours and take appointments for individual and group activities. In addition to other community outreach, he is teaching a course at OMIC. We continue the search for funding that will allow us to support Allen's position and keep the Makerspace open.



### **Funding for Youth Librarian**

*“ . . . youth programs are vital to our most vulnerable populations living at or below the poverty line.” – library patron*

An outpouring of community support for the Youth Librarian helped provide the impetus for the Budget Committee to recommend that the position stay in the FY 2023 library budget. The Council and committee received 32 written comments and 11 people testified before the Budget Committee.

### **Summer Library Challenge**

The library is hosting its annual Summer Library Challenge, which offers a variety of incentives for children, teens and adults. Since June 20, 2022, 200 children (aged birth through 11), 47 teens (aged 12 to 18) and 60 adults (18 and over) have registered and logged 63,168 minutes read, as well as completing activities that got them reading, learning, making and helping in the community. Prizes include free books, a variety of small prizes for children who “spin the wheel,” a Bluetooth speaker for teens, and numerous gift cards from local restaurants for adults. We have seen an uptick in library visitors, much of which can be attributed to in large part to this program.

### **Volunteers**

Volunteers are an important part of a healthy public library. Currently, we have 17 active volunteers who have logged 348 hours since January. They shelve items, repair books, prepare items for the circulation and perform a variety of other support tasks freeing library staff to provide more direct patron services.

### **Friends of the Library**

The Friends continue to be active supporters of the library and provide valuable community outreach, including three Little Libraries at the St. Helens Marina, the Food Bank and Walnut Tree Park. Their May 6 - 7 book sale netted \$660 to support library programs and other needs.

### **Library Board**

In July, the Library Board welcomed two new members: Lynne Pettit and Aaron Martin and bid a fond farewell to board members Becky Bean and Amanda Heynemann. The Board played an active role in advocating for the retention of the Youth Librarian, among other library support.

**Items added to the Collections**

1,671 items including books, DVDs and CDs (January 1 through July 18, 2022)

The 17 new Wi-Fi hotspots, part of the Library of Things collection, are almost always checked out, demonstrating the continued need for this support in the community.

**Library Cardholders**

- St. Helens : 1,437
- Passports : 302
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- Businesses : 5

**Looking Ahead**

- Hire Youth Librarian
- Complete Five-Year Plan
- Secure permanent funding for Allen Hansen's position
- Return to youth and other in-person programming
- 2023 Genealogy Conference

Submitted by Suzanne Bishop, Library Director  
August 3, 2022





## **Librarian I (Youth Librarian)**

**DEPARTMENT:** Library  
**DIVISION:** N/A  
**SUPERVISOR:** Library Director  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **GENERAL PURPOSE**

Under direction, performs a variety of professional duties involved in planning, coordinating and implementing library services and programs focusing on youth; provides complex professional and technical library services to the community; and performs other related work as necessary.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Library Director.

### **SUPERVISION EXERCISED**

May exercise technical and functional direction over lower-level library staff, including library technicians, library assistants, library aides, interns, and volunteers, subject to collective bargaining unit language.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Plans, develops, and evaluates programs and services for patrons ages birth to 18 and their families, educators, caregivers, and support workers.
- Plans and produces developmentally appropriate events for children, teens, families, and educators, including STEM programs and those that use resources in the library's makerspace.
- Designs, trains staff on, evaluates, and reports on the Youth Summer Library Challenge.
- Selects, determines purchases, weeds, evaluates, and otherwise develops the youth collections.
- Advises readers, creates book displays and booklists, and pursues other methods in order to connect young people to their next read
- Instructs young patrons, parents/caregivers, educators, and others in the use of library collections and services.
- Conducts outreach, especially to underserved or marginalized populations, and designs and distributes marketing materials.
- Builds and sustains partnerships with other community organizations.
- Regularly evaluates youth programs and services using both qualitative and quantitative methods and uses the results to evolve library services.

- Analyzes community needs, cultural trends, and emerging library practices to inform library services.
- Actively and continually solicits ideas from both the community and other library staff to develop youth services and offerings.
- Seeks federal, state or private funding opportunities and may write grants or cultivate other donations or gifts.
- Pursues professional development opportunities to improve knowledge, skills, and abilities.
- Supports library colleagues in serving young people.
- Represents the library in the local community and the wider library community.
- Contributes to the smooth operation of the library by covering the desk, staffing the Makerspace, shelving, opening/closing, and performing other customer service operations and tasks as required to make the library a welcoming place that meets community needs.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Works evenings and weekends as required.
- Contributes to other library-wide projects and initiatives as assigned or required.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. A master's degree in library science from an American Library Association (ALA) accredited institution.
- b. Previous experience working with young people.
- c. Proficiency with Microsoft Office.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Interested in, and affinity for, young people and knowledge of youth development principles.
- b. Knowledge of current library practices, especially as they relate to youth services.
- c. Knowledge of youth literature, media, and culture.
- d. Knowledge of principles of STEM and maker programs for young people.
- e. Ability to think strategically and see connections and possibilities across the library, City, and community.
- f. Strong interpersonal skills, with demonstrated success in working with people from many ages, backgrounds, and perspectives.
- g. Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm, courteous, and solutions-focused in stressful situations.
- h. Ability to work both independently and in a collaborative team environment.
- i. Commitment to public service and community.
- j. Enthusiasm for learning new things, a flexible approach, and an orientation to mistakes as opportunities to learn and innovate.
- k. Ability to adhere to safety and confidentiality policies.
- l. Ability to exercise sound judgment while upholding high integrity and ethical standards.



- m. Strong organizational skills.
- n. Demonstrated problem-solving skills.
- o. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- p. Strong attention to detail.
- q. Ability to communicate in the English language in person, by phone, and in video calls in both one-to-one and group settings.

### **SPECIAL REQUIREMENTS**

- Must pass a background check.
- Must have a valid driver's license.
- Must obtain valid CPR/First Aid Card as offered.

### **DESIRED QUALIFICATIONS**

- a. Previous experience in public library youth services.
- b. Previous experience with youth STEM events, makerspace technologies, coding, and/or digital design or creation tools.
- c. Previous experience in community education, especially non-formal or self-directed learning.
- d. Spanish language fluency.

### **TOOLS AND EQUIPMENT USED**

- Use of computer or laptop for use in word processing, spreadsheets, desktop publishing, and other related software.
- Typical office equipment such as copier/printer/scanner, telephone, barcode scanner, and comb binder.
- Educational robots, microscopes, 3D pens, button maker, and other STEM/maker equipment for young people.
- Possible/occasional use of consumer-grade maker equipment such as a laser cutter, 3D printer, digital cutter, heat press, sewing machine, laminator, breadboards and electronic components, hand tools, and soldering kit.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close

vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on activities.



## EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Librarian I (Youth Librarian)** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Librarian I (Youth Librarian)

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

# City of St. Helens

## RESOLUTION NO. 1961

### A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF ST. HELENS AT THE NOVEMBER 8, 2022 GENERAL ELECTION, THE QUESTION OF WHETHER TO PROHIBIT PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS WITHIN THE CITY

**WHEREAS**, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery, and administration of psilocybin at licensed facilities; and

**WHEREAS**, ORS 475A requires Oregon Health Authority ("OHA") to begin accepting applications for licenses to manufacture, deliver and administer psilocybin on January 2, 2023; and

**WHEREAS**, OHA has initiated its rulemaking process; however, the regulatory program will not likely be complete by September 8, 2022, which is the deadline for local governments to refer a measure for the November ballot; and

**WHEREAS**, ORS 475A provides that a city council may refer to the electors of the city the question of whether to prohibit the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

**WHEREAS**, the City Council of St. Helens desires to refer this question to the electors of the City of St. Helens.

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

**Section 1. Measure.** A measure election is called in and for the City of St. Helens, Columbia County, Oregon, for the purpose of submitting a measure prohibiting psilocybin service centers and the manufacture of psilocybin products. City Council hereby adopts the attached Ordinance, incorporated as "Exhibit 1", as the measure to be referred to the electors of the city.

**Section 2. Election Conducted by Mail.** The measure election shall be held on Tuesday, November 8, 2022, which is the next general election. The precinct for the election shall be all of the territory within the corporate limits of the City of St. Helens. As required by ORS 254.465, the measure election will be conducted by mail by the Columbia County Elections Department, according to the procedures adopted by the Oregon Secretary of State.

**Section 3. Notice of Ballot Title.** The City Elections Officer is directed to publish notice of receipt of the ballot title in the Columbia County Spotlight or The Oregonian in compliance with ORS 250.275(5).



**Section 4. Ballot Title.** Pursuant to ORS 250.285 and ORS 254.095, the City Council of St. Helens directs the City Elections Officer to file a notice of City Measure Election in substantially the form of "Exhibit 2," with the Columbia County Elections Office, unless pursuant to a valid ballot title challenge, a judge at the Columbia County Circuit Court judge certifies a different Notice of City Measure Election be filed, such filing shall occur no earlier than the eighth business day after the date on which Exhibit 2 is filed with the City Elections Officer and not later than September 8, 2022.

**Section 5. Explanatory Statement.** The explanatory statement for the measure, for publication in county voters' pamphlet, which is attached and incorporated as "Exhibit 3," is approved; said statement shall be filed with the Columbia County Elections Office at the same time the Notice of City Measure Election is filed by the City Elections Officer.

**Section 6. Delegation.** The City Council of St. Helens authorizes the City Administrator or designee to act on behalf of the city of St. Helens and to take further action as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law.

**Section 7. Effect of "Yes" Vote.** If a majority of eligible voters vote "yes" on the measure, psilocybin service centers and the manufacture of psilocybin products will be prohibited within the corporate limits of the City of St. Helens for two years.

This resolution was PASSED and ADOPTED this 3<sup>rd</sup> day of August, 2022, and takes effect upon passage.

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder

APPROVED AS TO FORM:

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City Attorney

**EXHIBIT 1****ORDINANCE NO.****AN ORDINANCE DECLARING A TWO-YEAR TEMPORARY BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS**

**WHEREAS**, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

**WHEREAS**, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

**WHEREAS**, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

**WHEREAS**, as of August 3, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of St. Helens is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

**WHEREAS**, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

**WHEREAS**, the St. Helens City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries to enable the adoption of the state's psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of St. Helens; and

**WHEREAS**, the City Council seeks to refer to the voters of St. Helens the question of whether to establish a two-year temporary ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries.

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

**Section 1. Prohibition.** The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the city of St. Helens.

**Section 2. Effective Date.** This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

**Section 3. Sunset.** This ordinance is repealed on December 31, 2024.



# Notice of Measure Election

City

SEL

Item #4.

rev 01/18 ORS 250.03  
250.275, 250.285, 254.095, 254.465

## Notice

Date of Notice

Name of City or Cities

Date of Election

St. Helens

November 8, 2022

**Final Ballot Title** The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

**Caption** 10 words which reasonably identifies the subject of the measure.

Prohibits psilocybin-related businesses with St. Helens for two years.

**Question** 20 words which plainly phrases the chief purpose of the measure.

Shall St. Helens prohibit psilocybin-related businesses for two years?

**Summary** 175 words which concisely and impartially summarizes the measure and its major effect.

State law allows for the manufacturing, transportation, delivery, sale and purchase of psilocybin, the psychedelic drug found in certain mushrooms. State law provides that a local government may adopt an ordinance to be referred to the voters to prohibit the establishment of licensed psilocybin product manufacturers and/or psilocybin service centers. The St. Helens City Council adopted an ordinance to refer to the voters that temporarily prohibits psilocybin-related businesses within the city's jurisdiction to enable the city to consider local regulations once the Oregon Health Authority establishes the state's psilocybin regulatory program. Approval of the measure would prohibit the establishment of psilocybin product manufacturers and psilocybin service centers within the St. Helens city limits until December 31, 2024.

**Explanatory Statement** 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the city governing body; **or**

→ any initiative or referendum, if required by local ordinance.

**Explanatory Statement Attached?**

☒ Yes

☐ No

**Authorized City Official** Not required to be notarized.

Name

Title

Mailing Address

Contact Phone

*By signing this document:*

→ I hereby state that I am authorized by the city to submit this Notice of Measure Election; **and**

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature

Date Signed

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### **EXHIBIT 3**

#### **EXPLANATORY STATEMENT**

Approval of this measure would establish a two-year prohibition on psilocybin product manufacturers and psilocybin service centers within the city of St. Helens. Psilocybin is the psychedelic drug derived from certain mushrooms. Oregon voters legalized psilocybin through Ballot Measure 109 (2020), which directs the Oregon Health Authority (OHA) to develop a psilocybin licensing and regulatory program for the state by January 2, 2023. OHA's psilocybin regulatory program is in development, and the city would like to consider local regulations for psilocybin-related businesses once OHA's program is established.

Ballot Measure 109 (2020) also allows a local government to adopt an ordinance to be referred to the voters prohibiting the establishment of certain licensed psilocybin-related businesses. The St. Helens City Council has adopted such an ordinance for referral to the voters that temporarily prohibits psilocybin-related businesses to enable the city to consider local regulations once the state psilocybin program is established. If approved, this measure would prohibit psilocybin product manufacturers and psilocybin service centers within the city of St. Helens until December 31, 2024.



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 3, 2022

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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:** 07.26.22

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 the potential public safety facility (police station, etc.) at Kaster Road/Old Portland Road.

## PLANNING ADMINISTRATION—MISC.

Gave permission to remove a tree in a protected wetland for property along Alderwood Drive. Leaning growth and rotting base.

Public improvement (civil) plans submitted to the Engineering Dept. for review. Planning provides comments too for consistency with the conditions of approval.

Gave permission to remove two medium size trees based on the imminent threat provisions of the Development Code within protected wetlands by Alderwood Court. This subdivision was before the wetland rules and if done today, this would include a 75' upland protection buffer. But such rules did not exist when the subdivision was created, putting improved yards and buildings in close proximity to the protected wetlands.

## DEVELOPMENT CODE ENFORCEMENT

Started communication with the St. Helens Community Bible Church on Millard Road about an RV being lived in on the premises. Church is cooperating to abate the issue in a reasonable timeframe.

## PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

July 12, 2022 meeting (outcome): The commission held three public hearings: Planned Developed (overlay zone) and Subdivision for the Comstock property, and a wall/fence height Variance. The Planned Development was recommended to the Council with a restricted approval, the Subdivision was denied and the wall/fence Variance was approved. Meeting was 7pm to just before 1am!

August 9, 2022 meeting (upcoming): At a minimum, the Commission will discuss the order/conduct of public hearings (i.e., incorporating a testimony time limit) and Oregon's measure 109 related to Psilocybin.

*As the Historic Landmarks Commission*, they will consider proposed changes to the non-historic portion of the county's courthouse annex at 230 Strand.

## **COUNCIL ACTIONS RELATED TO LAND USE**

The Council upheld the Planning Commission recommendations for the Comstock property Planned Development Overlay Zone.

The Council authorized the Mayor's signature for the Columbia Commons Subdivision (commercial not residential) final plat.

The Council discussed 2020 Oregon Measure 109 legalizing psilocybin (magic mushrooms) for limited non-recreational use. As allowed by the measure, the Council will put a two-year moratorium on implementation of this for our community as a referendum in the upcoming General Election, to allow time to see how things play out elsewhere in the state, to better gauge and have proper time to determine what time, place and manner rules are appropriate for St. Helens within the limitations of the measure.

I passed Measure 109 information and the city's intent on to the County's Planning Manager, since land use in the UBG but outside city limits has a county component but can still impact our citizens. The County's Board of Commissioners is anticipated to talk about this at their July 27 meeting.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Reviewed the new GIS data and aerial photos, and 5' x 5' printed enlargement for the Council Chambers. Much to look at and a some back and forth with the folks preparing the final products. We got the final deliverables and sent the final payment.

A 5' x 5' photo enlargement has been installed in the Council Chambers and the 2<sup>nd</sup> floor city hall conference room (i.e., the St. Helens room).

The remaining part of the data update project is internal organization. Hope to get caught up on normal planning duties before this final step.

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** July Planning Department Report  
**Date:** Monday, July 25, 2022 11:33:39 AM

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Here are my additions to the July Planning Department Report.

## GRANTS

1. **CDBG- Columbia Pacific Food Bank Project** – Contract completion deadline was 6/30. JHK submitted final invoicing. Working with COLPAC to process final report paperwork for CDBG. Final disbursement request from state is anticipated in late July. Final Occupancy is pending work items in progress. Held 7/20 Public Hearing and adopted Resolution for project closeout.
2. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Held meeting with County on 7/7 to discuss separation of the culvert project (County) with the sidewalks project. 90% design anticipated soon. Submitted quarterly Report on 6/1. Bidding is anticipated late Fall 2022 with construction in Spring/Summer 2023. Amendment approved to push completion deadline from November 2022 to February 2024.
3. **Business Oregon – Infrastructure Finance Authority** – Contract documents finalized. Will submit first reimbursement once design work is complete for Riverwalk project.
4. **Technical Assistance Grant with the Oregon State Marine Board** - To assist with design and permitting of an in-water fishing dock and paddlecraft launch facility at Grey Cliffs Park. Feedback summarized submitted to OSMB to move forward. They would like to hire their permit specialist before starting moving this project forward. Hiring is anticipated in August 2022.

## PROJECTS & MISC

5. **Riverwalk Project (OPRD Grants x2)** – Reviewed all staff comments of 60% design at 7/19 TAC meeting. Reviewed 60% cost estimate. Moving into 90% design. Held a construction strategy session on 7/25 with PW to see what in-kind work can be done as part of the project. Inventoried splash pad equipment for determining salvageability of existing equipment for consultants. Discussed Flying Eagle canoe placement with Council on 7/20. For permitting, stage and structure will require architectural review before the PC (anticipated in the early fall with the building permit). Submitted letter of support for the NPS (and subsequently the LWCF) to be included in a 6-month exemption from Buy America/Build America Program. This could have major financial impacts to our funding source for the Riverwalk if we are subjected to Buy America/Build America requirements.
6. **Riverfront Streets/Utilities Design/Engineering** –Streets/Utilities Project went to bid on 6/30. Attended mandatory pre-bid meeting/project walkthrough on 7/19. Bid opening scheduled for 8/2.
7. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design**– Work Order 1 approved - 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. 2nd meeting with PGE to further sub-station facility design held on 6/30. Anticipated land use applications include: CUP for sub-station facility, SDRm for modifications to mill site (impacts to parking lot, buildings, access, etc), Partition for the land division, and Sensitive Lands permitting for transmission lines which may impact



- wetlands or riparian areas/protection zones. Preparing for a pre-application meeting with Mackenize and PGE to prepare for these applications. Goal is for PGE to be able to buy the parcel from the City.
8. Organized attendance (and attended myself) for any volunteer commissioners to attend a virtual **OAPA/DLCD Planning Commissioner Training** on 7/14. It was very informative and worth the very small registration fee!
  9. **Safety Committee** – I've been serving as alt for Mike DeRoia as the City Hall rep on this committee, but I've never attended a meeting until 7/19. Conducted safety walk-through of City Hall and the Court/UB buildings on 7/26 with Mike.

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