



COUNCIL WORK SESSION

Wednesday, January 06, 2021 at 1:00 PM

COUNCIL MEMBERS:

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

<https://zoom.us/j/98918307907?pwd=cnptVWJJMzIHRy9FVXIUMkZTRThOZz09>

LOCATION & CONTACT:

Website | www.sthelensoregon.gov

Email | kathy@ci.st-helens.or.us

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

DISCUSSION TOPICS - *Council will take a break at approximately 3:00 p.m.*

- [1.](#) Police Station Ad-Hoc Committee Presentation
- [2.](#) Building Division Semi-Annual Report - *Mike*
- [3.](#) Review Proposed Bench Donation for McCormick Park
- [4.](#) Consideration of Right-of-Way Dedication by 970 Oregon Street - *Jacob*
5. Strategic Action Plan Updates
- [6.](#) City Administrator Report

OTHER BUSINESS

ADJOURNMENT

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:

- January 1, New Year's Day, ALL CITY OFFICES CLOSED
- January 6, 1:00 p.m., Council Work Session, via Zoom
- January 6, 6:45 p.m., Council Public Hearing, via Zoom
- January 6, 7:00 p.m., Council Regular Session, via Zoom
- January 11, 4:00 p.m., Parks & Trails Commission, via Zoom
- January 11, 7:15 p.m., Library Board, via Zoom
- January 12, 7:00 p.m., Planning Commission, via Zoom
- January 18, Martin Luther King Jr Day, ALL CITY OFFICES CLOSED

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

- PH: January 6, 6:45 p.m., Exemption from Competitive Bid Requirements - Campbell Park Sport Court Installation Project

VIRTUAL MEETING DETAILS

Join Zoom Meeting: <https://zoom.us/j/98918307907?pwd=cnptVWJJMzIHRy9FVXIUMkZTRThOZz09>

Meeting ID: 989 1830 7907

Passcode: 136990

Dial by your location: 1 669 900 6833

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.



St. Helens Public Safety Facility





Discovery

CURRENT FACILITY (1971)

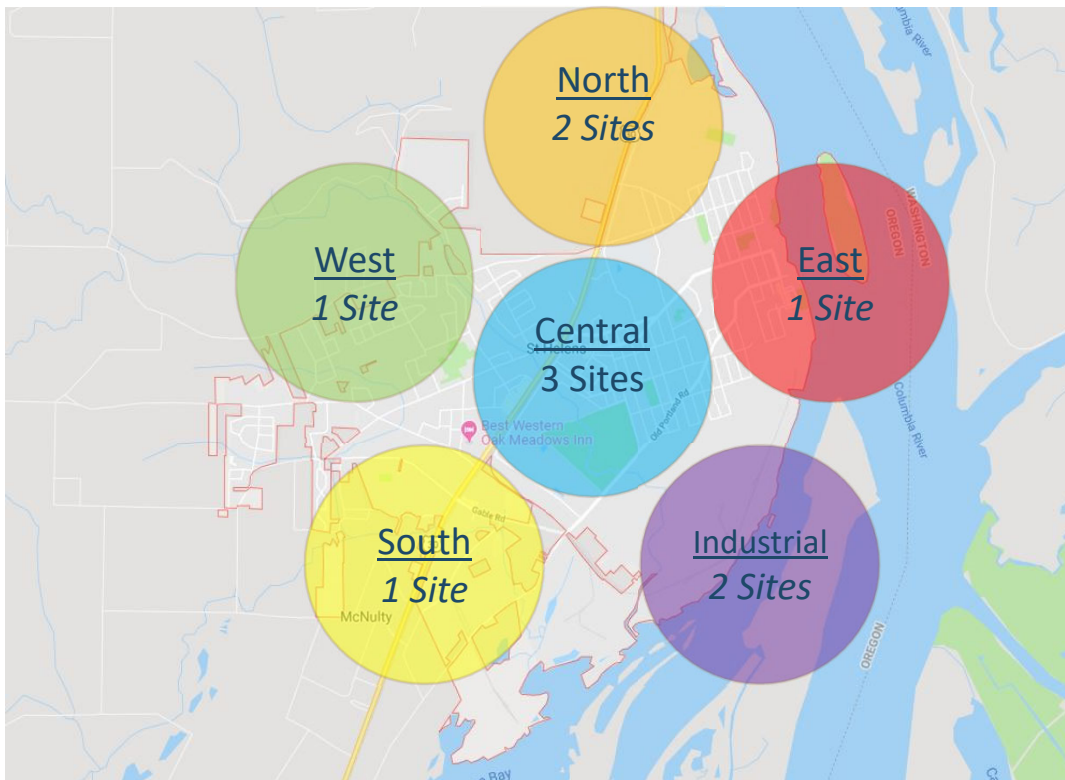
- Built in 1971 – 48 years old
- Facility Size
 - 2,200 Square Feet
- Failures
 - General office space needs
 - Private meeting & interview rooms
 - Training space
 - Briefing room
 - Evidence storage space
 - Locker Rooms
 - Break Room

NEW FACILITY (2021)

- Potentially in 2021 – 50 years later
- Facility Size
 - 22,000 Sq. Ft. estimated need
- Opportunities
 - Community Rooms
 - Municipal Court
 - Council Chambers



Potential Site Areas



Location Considerations

- Safety & Security
- Functionality
- Efficiency
- Public Experience
- Transit Access
- Quality
- Price



Site Selection

INDUSTRIAL SITE 2

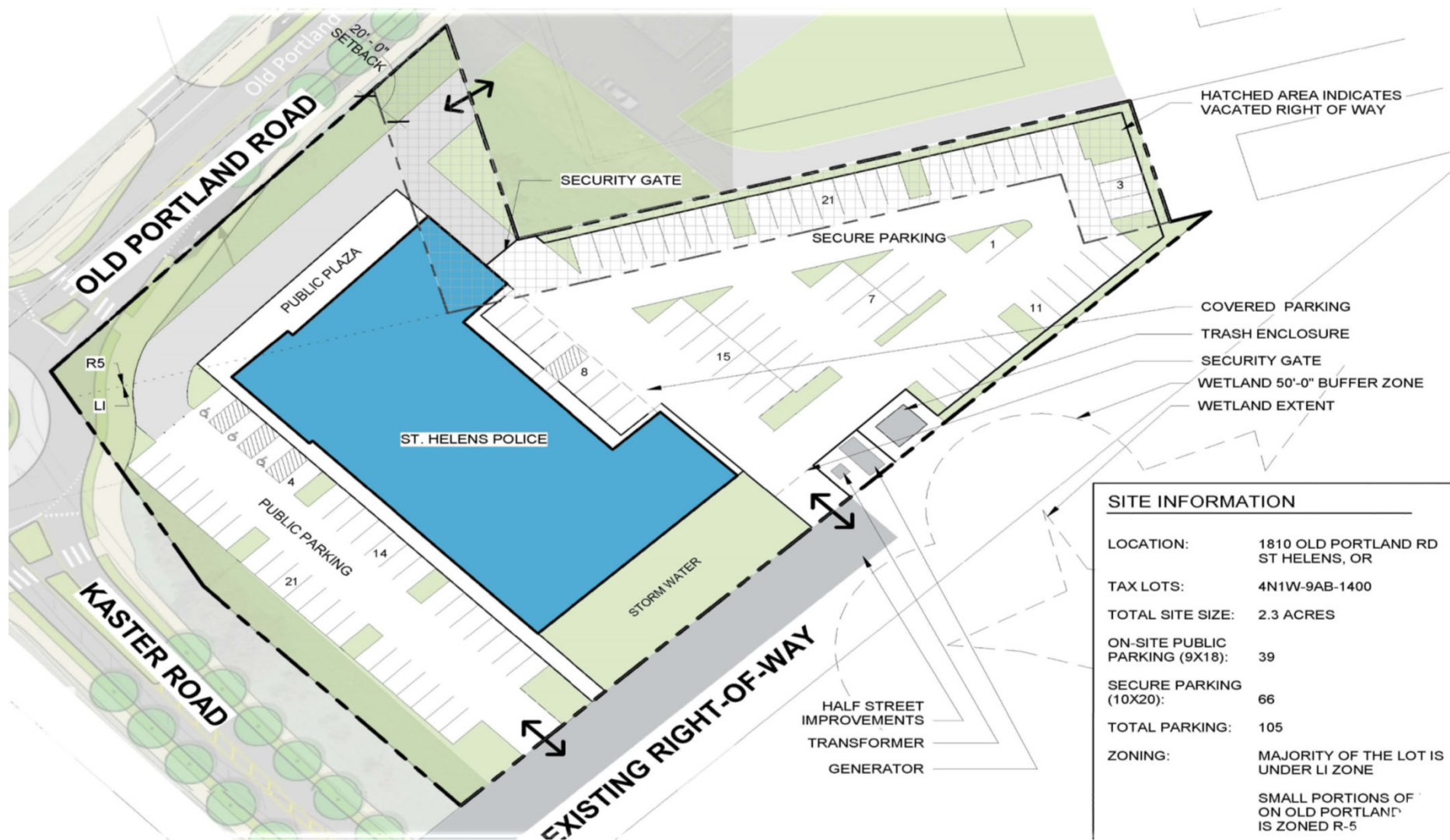
Initial Facts:

- Owned by City
- 1-Story Size Potential – 66,000 Sq. Ft.

Deciding Factors:

- City ownership
- Expansion Space
- Access ease to Hwy 30
- 1st Choice from Police Officers
- Staff Recommendation











Funding Considerations

General Obligation Bonds

- 20 Years
- 30 Years

Bond Characteristics

- Must be voter approved
- Increases property taxes
- Limited to construction costs
- User disparity (high value properties pay more)
- Renters may not directly contribute
- Impact to other jurisdictions



Funding Considerations

Public Safety Fund

- 20 Years
- 30 Years
- Multiple User Based Models

Public Safety Fund Characteristics

- No affect on property taxes
- Allows more financial flexibility
- Voter approval optional
- Rate may decrease with city growth
- Renters directly contribute
- User based rate model



Monthly Financial Cost

REPAYMENT	\$250k	\$300k	\$350k	\$400k	\$450k	\$500k
30 Year Bond	11.04	13.25	15.46	17.67	19.88	22.08
30 Year Public Safety Fund	7.00 – 15.83	7.00 – 15.83	7.00 – 15.83	7.00 – 15.83	7.00 – 15.83	7.00 - 15.83
20 Year Bond	15.21	18.25	21.29	24.33	27.38	30.42
20 Year Public Safety Fund	9.00 - 18.47	9.00 - 18.47	9.00 - 18.47	9.00 - 18.47	9.00 - 18.47	9.00 - 18.47



Ad-Hoc Committee Members

Jeff Auxier - Columbia County District Attorney

Alen Becker – CERT Member

Jonathan Bouchard – Industry (Cascade Tissue)

Gerald Cummings – St. Helens Baptist Church

Michelle Damis – Budget Committee Member

Diane Dillard – Local Business Owner

George Dunkel – Former CRFR Fire Chief

Carmin Dunn – Parks & Trails Commission Chair

Jennifer Herbert-Pugsley – Planning Commission
& Local Business Owner

Russ Hubbard – Planning Commission &
Local Business Owner

Dave Innocenti – Local Business Owner

Chris Iverson – Local Business Owner

Todd Jacobson – CCMH Executive Director

Bob Kunders – Retired St. Helens Principal

David McDaniel – UA Local 290 Rep

Janine Norris – CERT Member

Steve Pegram – County Emergency Mgmt.

Erin Salisbury – Local Business Owner

Eric Smyth – Interim CRFR Fire Chief

Scot Stockwell – SHSD Superintendent

Judy Thompson – NAMI Member



Ad-Hoc Committee Recommendation

- A. Robust Community Engagement Period
- B. Additional Polling after engagement period (if necessary)
- C. Increase funding for utility assistance programs
- D. Creation of Public Safety Fund
 - Ramped up fee (determined by City Council & staff, start low then increase)
 - IDEA > Start @ \$7, then increase yearly as/if needed
 - Creation of Public Safety Fund as “Administrative Action” by Council after community engagement period
- E. Sale of current police station to pay down debt
- F. Continue researching potential grants and other funding opportunities



Next Steps...

1. Discuss/Accept Committee Recommendation
 - Resolution on 1/20/20

2. January 20th City Council Meeting
 - Revisit Ad-Hoc Committee Recommendation
 - Discussion and decision on community engagement period



P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

BUILDING DEPARTMENT REPORT July 1st, 2020 – December 28th, 2020

Current Department Goals and Projects

ePermitting Software Implementation

- Go live October 26th
- Project Completed

Electronic Plan Submittal and Review

- Equipment
- Cost

Building Code Enforcement Process Review

- Revise current practices
- Remove conflicting or redundant code

Floating Structures Code Amendments

- Update code
- Provide additional prescriptive methods within code

Permits

324 permit application were submitted the City July 1st – December 28th, 2020.

2020							
Permits Issued/Month	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Single Family Dwellings	8	10	13	11	13	29	84
Commercial Structural (Includes: Multi-Family Dwellings)	7	4	4	5	2	4	26
Residential Structural	2	0	5	15	14	10	46
Comm/Resid. Mechanical	18	14	17	23	23	13	108
Comm/Resid. Plumbing	14	6	11	13	13	3	60
Totals	49	34	50	67	65	59	324

Plan Reviews

Of the permit applications submitted 232 required a plan review



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Inspections

During the final quarter of the this fiscal year, on average 86 inspections per week.

July: 315 Total – Average 78 inspections a week

August: 394 Total – Average 98 inspections a week

September: 389 Total – Average 97 inspections a week

October: 316 Total – Average 79 inspections a week

November: 298 Total – 85 inspections a week

December: 293 Total – 73 inspections a week (Only through Dec 28)

Michael De Roia
Buiding Official
City of St. Helens
Office: 503-366-8228
Fax: 503-397-4016
miked@ci.st-helens.or.us





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BUILDING DEPARTMENT REPORT July 1st – December 28th, 2020

The City had 324 permit applications during this time. A plan review is required on 232 of those applications. During this time we were performing, on average, 83 inspections a week. This is up from our last report of an average of 66 inspections per week. This work is currently performed with a staff of 2.4 FTE.

We are excited as we have completed the Oregon ePermitting implementation. Our go live date was October 26th, 2020. This new web based software system allows for customers to have better access to information about their permits. With an online portal that allows contractors to apply for, and for some conditions, have their permits issued online. An applicant can use the website to see their permits current status, see comments from the plan reviewers, and make payments on fees. We now provide three methods for the applicant to schedule inspections. They can call in using the IVR voice system, online, and texting. With our field equipment an applicant can have instant access to their inspection result including photos to help identify any corrections that may need to be resolved. With the reporting features of the system, the City will have quick access to reports to help us understand construction trends and plan for the future.

In general construction still appears to be trending high in our community. This growth has only increased the need for additional building department staff. We are very pleased to report that the need is being fulfilled. We have offered a Building Inspector position and it was accepted by John Hicks. His first day will be on January 11th, 2021. With 30 years of construction experience, John will be starting primarily with residential inspection, though he does have credential that will allow for opportunity to expand into commercial/multi-family inspections and plan reviews. We are looking forward to John joining with the City to provide better services for our community.

Thank you

Michael De Roia
Building Official
City of St. Helens
Office: 503-366-8228
Fax: 503-397-4016
miked@ci.st-helens.or.us





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PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Building
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	E-Permitting Process
Estimated Completion:	SEPTEMBER 2020
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none"> The City pays state fees for Building/Planning/Mechanical permits. Through these fees, the State of Oregon has created an E-permitting software that can be used by Cities. This is seen as a more online friendly and electronic way to do standard business practices. 	
2. Current Status of Project: <ul style="list-style-type: none"> Completed 	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none"> Project Completed 	
4. Estimated Cost of Project: <ul style="list-style-type: none"> There will be additional costs of some equipment, like iPads, to use out in the field as opposed to writing things and reporting on current paper forms. These costs are already included in the Building Department budget. 	
5. Barriers to Complete: <ul style="list-style-type: none"> None 	

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Lead Department:	Building
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	Electronic Plan Submittal and Review
Estimated Completion:	September 2021

ACTION PLAN**1. Background of Project:**

- With the ePermitting implementation, new pathways are available to provide electronic plan submittal and review. This is the trend of the construction industry and has become even more evident of its value during the COVID-19 pandemic

2. Current Status of Project:

- Prioritize the types of electronic services to provide.

3. Strategic Steps to Accomplish Project:

- Prioritize service
- Establish standards and policy surrounding submittal and review
- Set up required equipment
- Implement

4. Estimated Cost of Project:

- There will be cost for equipment. However, a technology fee is in the new fee schedule and will provide funding.

5. Barriers to Complete:

- Full cost analysis of implementation of such a program.

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Lead Department:	Building
City Council Goal / Tactic:	Goal 5 – Long Term Planning
Project Summary:	Building Code Enforcement Process Review
Estimated Completion:	June 2021
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none"> Review the current practice and policies of code enforcement. 	
2. Current Status of Project: <ul style="list-style-type: none"> Staff has not started this project yet but plans to begin shortly. There is an opportunity to review organizationally/internally that may allow us to hire/move a Code Enforcement Officer position into the Building Department and possibly combine this with another Inspector position. 	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none"> Review Municipal Code with staff and re-write what changes are necessary. Attorneys review the changes along with State of Oregon (if required) City Council passes 	
4. Estimated Cost of Project: <ul style="list-style-type: none"> Limited cost with the review of code. Costs of moving FTE of Code Enforcement and potentially another Building Inspector 	
5. Barriers to Complete: <ul style="list-style-type: none"> Financially, hiring additional personnel will cost the General Fund and City. When ready, I will work with Finance to complete a full cost analysis and discuss options with Finance and City Administrator, then bring a recommendation to City Council when ready. 	

PROJECT ACTION PLAN

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Lead Department:	Building
City Council Goal / Tactic:	Goal 5 – Long Term Planning
Project Summary:	Floating Structure Code Amendments
Estimated Completion:	June 2021
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none"> Review the current practice and policies for code amendments 	
2. Current Status of Project: <ul style="list-style-type: none"> Project has not yet begun 	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none"> Review and provide recommendations for update Provide additional prescriptive methods within code Review recommendations with City Administrator and Attorney To Council for approval 	
4. Estimated Cost of Project: <ul style="list-style-type: none"> Limited cost with review of code Cost of attorney review 	
5. Barriers to Complete: <ul style="list-style-type: none"> Allocation of time to complete 	

City of St. Helens, Oregon

APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Kathy Syrstad Application No: _____
 Organization: St. Helens Lions Club Date Filed: Oct. 29, 2020
 Address: 58350 Lindsay Ln.
Warren, OR 97053
 Phone: 503-397-0624
 E-mail: syrsstadk@gmail.com

Detailed Description of Donated Item (attach additional pages, drawings, diagrams and photos, as necessary)

4 ft. long TREX Composite benches
 with back and arms.

Location (include reasons for location choice) ① McCormick Park, across bridge to left overlooking creek - popular play area. ② McCormick Park at "Y" of south part of exercise trail, near corner flower bed (18th & Old Portland Rd.) - good resting spot when walking the trail.

Placement (who, how, when) City. The bench legs will need to be attached to concrete with "L" brackets. We have one bench ready to go and should have the 2nd in the next month.

Term (length of time you would like the donated item to remain in place)

As long as in usable condition.

Maintenance (required maintenance and who will be expected to perform)

City, however the benches should require little to no maintenance.

Signature Kathy Syrstad

Signing this document means that you have read and understand the City's policy concerning the placement of donated items on City property, and that you, and by extension everyone belonging to the organization on behalf of whom you are filing this application, accept the terms and conditions as set forth in the Policy section of this document.

City of St. Helens, Oregon

APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Kathy Syrtstad

Application No: _____

Organization: St Helens Lions ClubDate Filed: Oct. 29, 2020

Arts & Cultural or Parks Commission			
	approve	approve w/ changes	decline
Concept:	12-14-20		
Location:	12-14-20		
Term:	12-14-20		
Maintenance:	12-14-20		

Council - Concept			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

Public Works			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Community Development			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: City Council
 FROM: Jacob A. Graichen, AICP, City Planner
 RE: Right-of-way dedication and Site Development Review SDR.7.20 at 970 Oregon Street
 DATE: December 28, 2020

When a property is developed, staff needs to consider many things such as required improvements and other requirements. Right-of-way dedication is one of those other things.

Recently, K&B Ventures, LLC applied for a Site Development Review to add 3,000 square feet of mini storage area to an existing mini storage facility at 970 Oregon Street. One of the requirements was 10' of right-of-way dedication.

The subject property lies along the length of Oregon Street between Deer Island Road and the Crestwood Manufactured Home park. The current right-of-way width is 40 feet.

Based on current standards, a 40' wide right-of-way is possible only for combined land uses that use it for access that do not exceed 200 average daily trips (ADT), which is the approximate equivalent of 20 detached single-family dwellings.

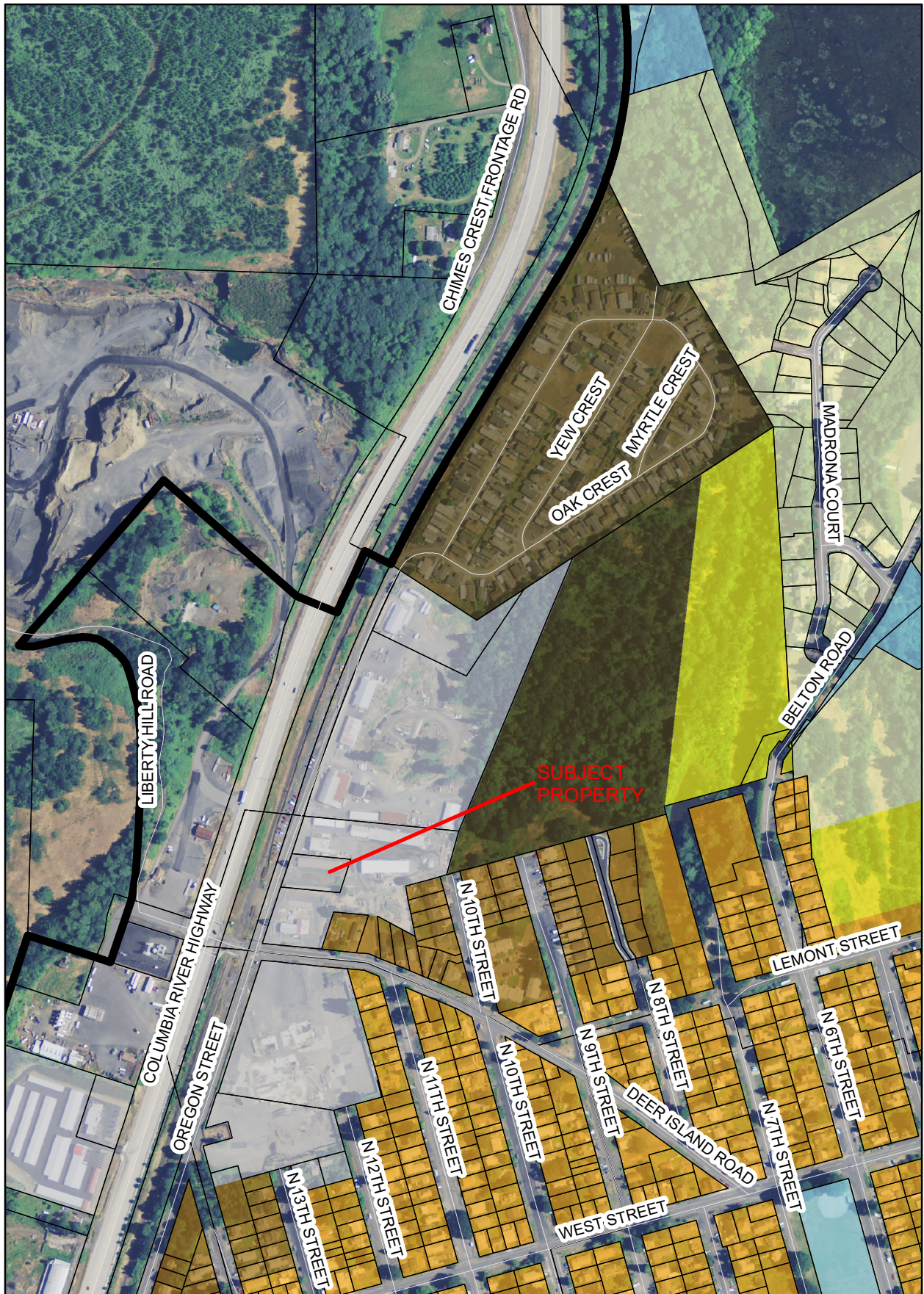
Based on current uses, the following land uses depend on this segment of Oregon Street for access: Crestwood (a 151-space manufactured home park), the Humane Society, Columbia County Public Works, and City of St. Helens Public Works. Just including Crestwood alone, the ADT easily exceeds 200; consider the following:

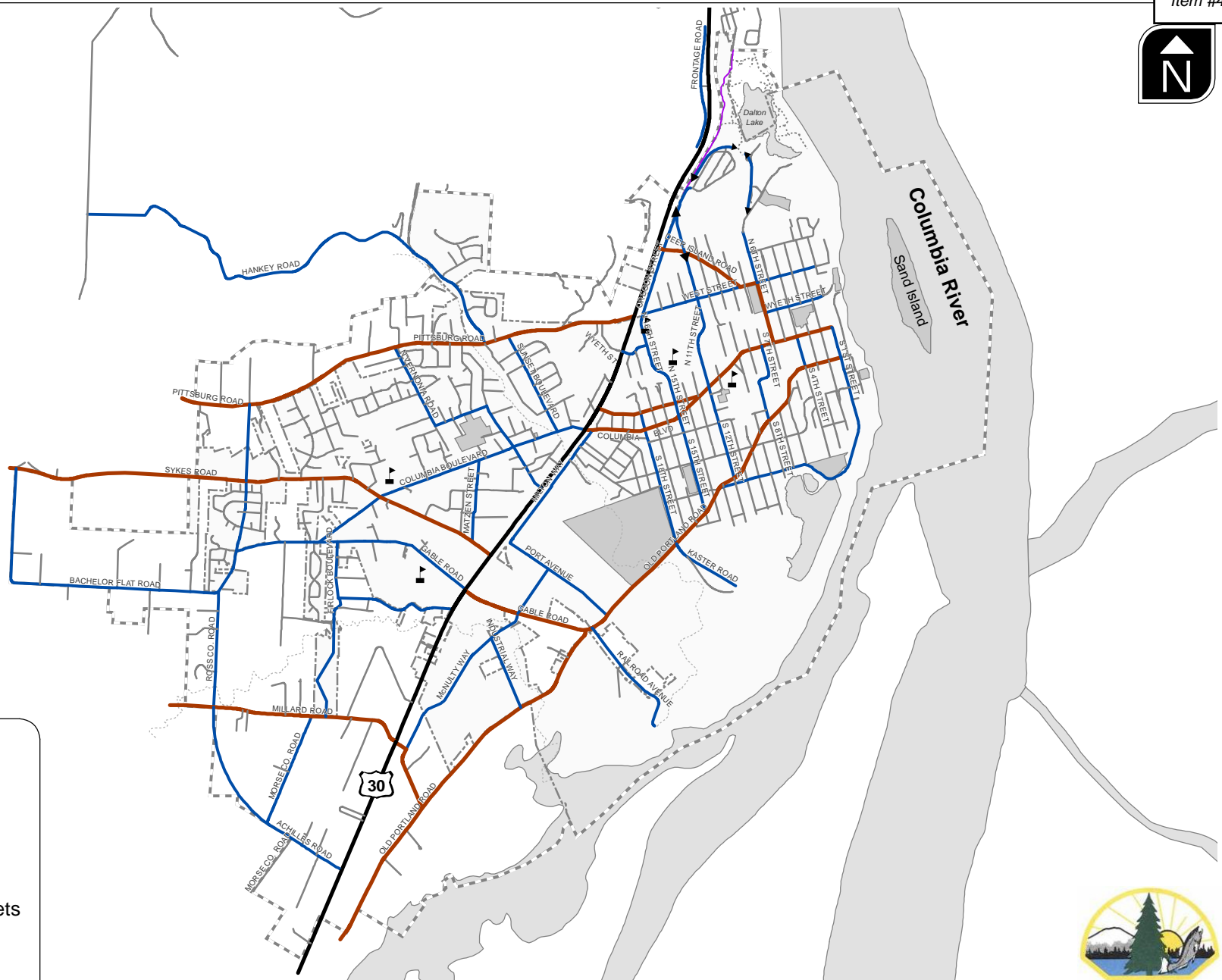
Based on the ITE Trip Generation Rates 9th Edition, the ADT per occupied unit is 4.99 for manufactured home parks. Thus, the total ADT for Crestwood alone would be 4.99 (rate) x 151 (no. spaces) or about 754 ADT. Including the other uses, the total ADT is much more.

In addition to current issues, the City's Transportation Systems Plan (TSP) also identifies a future street connection through the Crestwood property. Though that is a future issue, it highlights the potential that the ADT could increase substantially from the current. The TSP also classifies this street as a Collector, which normally requires a 60' width.

The applicant has filed an appeal to the Planning Commission. Because ROW dedications require authorization of the Mayor's signature, if the Council were to reject this, it could be considered to preempt the appeal and the appeal could be withdrawn. The appeal is based solely on the ROW dedication issue.

If the Council is not comfortable with this issue or unable reach a successful motion to reject the dedication under the current circumstances, the appeal will go to the Planning Commission.





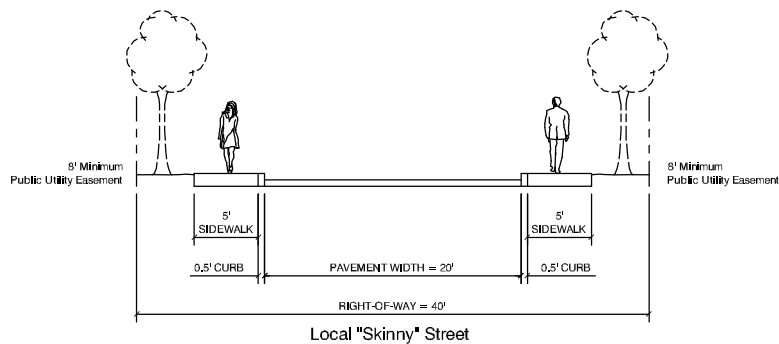
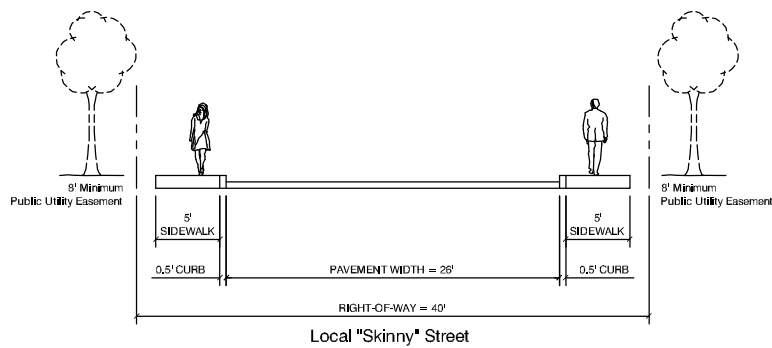
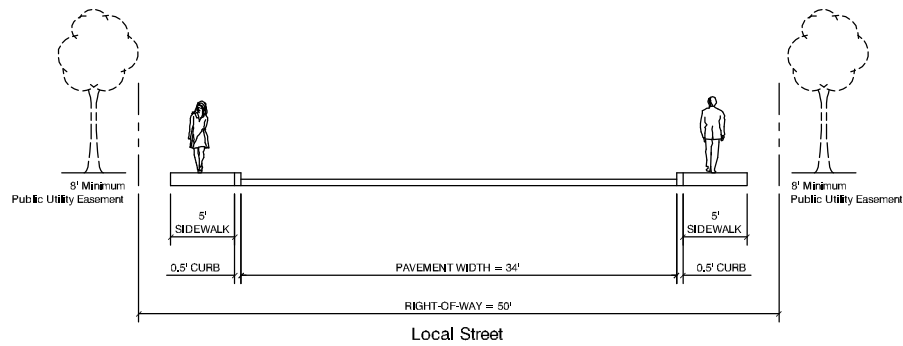
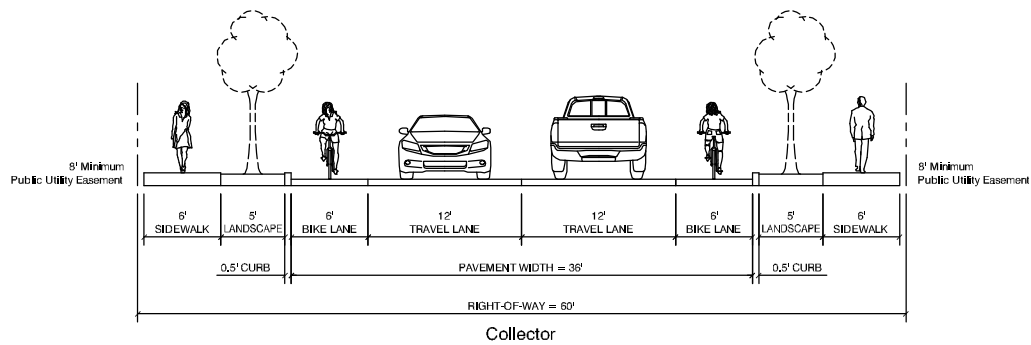
LEGEND

-  Schools
-  Major Arterials
-  Minor Arterials
-  Collector Streets
-  Local Streets
-  City Limits
-  City UGB



**FUNCTIONAL CLASSIFICATION PLAN
ST. HELENS, OREGON**

**FIGURE
7-1**



LEGEND



TREES TO BE PROVIDED AS APPROPRIATE PER CITY CODE AND LOCATION SPECIFIC CONSIDERATIONS



STANDARD CROSS SECTIONS
ST. HELENS, OREGON

FIGURE
7.2

970 Oregon Street, St. Helens OR 97051

ALLOT # 13376
TAX LOT NO. # 5133-DB-00300

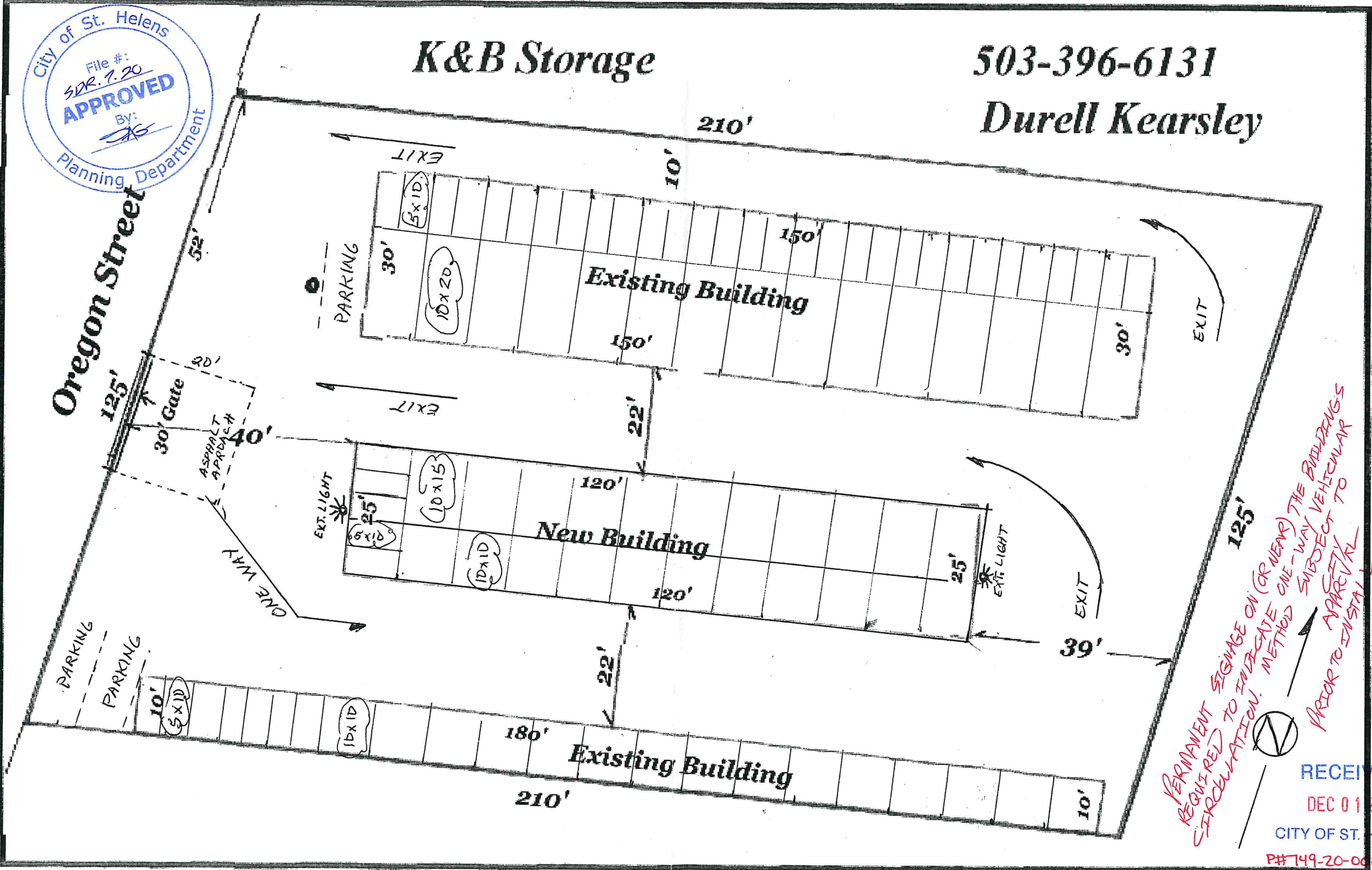


Oregon Street

K&B Storage

503-396-6131

Durell Kearsley



PERMANENT SIGNAGE ON (OR NEAR) THE BUILDINGS
REQUIRED TO INDICATE ONE-WAY VEHICULAR
CIRCULATION. METHOD SUBJECT TO
CITY APPROVAL
PRIOR TO INSTALL



RECEIVED
DEC 01 2020
CITY OF ST. HELENS
P# 749-20-00010



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: January 6, 2021

Planning Division Report attached.

Business Licenses Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 12.28.2020

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.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for potential variances at 164 S. 1st Street.

Conducted a pre-application meeting for a potential RV park addition for the Motel 6 (Village Inn).

PLANNING ADMINISTRATION—MISC.

Holy cow! I think this has been the business holiday season of my entire career! I started in 2001, nearly 20 years ago; 13+ years have been with St. Helens. Both Associate Planner Dimsho and I were really stretched thin for most of this month. Fortunately, it is a sign of activity for this growing city.

Inspections at the St. Helens Place apartments continue and as of the very end of November, are done! This is the complex along Matzen, McBride and Brayden Streets. All 18 buildings are completed and occupied. The bike parking facilities got done in time too. Now the only remaining aspect of this project is the associated storage facility on the opposite side of Brayden Street.

Continue to work on the code amendments addressing Oregon House Bill 2001's duplex mandate. Got the initial working draft of amendments done just before Thanksgiving, and prepared materials to discuss setback requirements between buildings with the Planning Commission.

Participated as an interviewer (and acted as Zoom host) for Building Inspector interviews. The second round for the top three candidates was in-person. Selection was made and person accepted.

Ok'd some tree removal in/near wetlands near 2831/2833 Gable Road in County owned property based on the imminent danger provisions of our code. **See attached.**

Conducted Planning Commission interviews, which was Councilor Carlson's last official business. We had a pool of six candidates (including two incumbents), with one drop out before interviews. The Planning Commission Interview Committee (PCIC) ranked the pool in order of preference, with the incumbents at #1 and #3 and the other candidates at #2 and #4 (#4 for two of them). Unless #2 decides otherwise in the upcoming formalities before the Council's appointment, we will see one new face.

Iron Tribe is proposing to move into the SAFE facility, which is close to Graystone Estates.

We continue to review required materials as required by HUD as the “responsible entity” for the Northwest Housing Authority apartment project along Gable Road. The latest was documentation for wetlands and a separate Environmental Assessment Determinations and Compliance Findings documentation. These are required for HUD-assisted projects, per 24 CFR part 58. This documentation is not for the faint of heart; the latter document mentioned was close to 800 pages! What I gather from doing this is the Federal Government wants a party (the responsible entity) to verify facts as a check-and-balance or quality control measure.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

December 8, 2020 meeting (outcome): The Commission held three public hearings. The Commission approved a Conditional Use Permit for an automotive restoration business where Columbia County Brewing used to be in the Houlton area. The Commission also approved two Variances (access and reduces yard) for a proposed 2-unit attached single-family development at the south terminus of S. 2nd Street. *As the Historic Landmarks Commission*, they approved an alteration of the John Gumm School building for a proposed disabled person ramp.

The Commission had several discussion items. The Commission considered a right-of-way vacation at the south terminus of S. 2nd Street, for recommendation to the City Council. *As the Historic Landmarks Commission*, the Commission also discussed window options for the Bennet Building. We also attempted to discuss upcoming code amendments but ran out of time.

January 12, 2020 meeting (upcoming): We plan to discuss upcoming code amendments as well as the outcome of the Planning Commission Interview Committee (PCIC).

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Infrastructure finance plan (related to parcellation plan) seems to be wrapping up this month.

Group Mackenzie will investigate removing floodplain designations for the police station site. I sure hope this is possible.

DALTON LAKE

The City continues to pursue obtainment of the ODOT owned portion of Dalton Lake and surrounding area. As the local planning authority, I have a role in that – **see attached**. At this point this ODOT surplus property has completed the DAS process and after the conformance piece is completed (as attached), it will be just about ready for the city to hire an appraiser to determine value, per ODOT staff.

ASSOCIATE PLANNER—*In addition to routine tasks, the Associate Planner has been working on:*
See attached.

ESTIMATE

Item #6.



Service Address

2833 Columbia Blvd
St Helens, OR 97051

Bill To

Columbia County
Board Of
Commissioners
230 Strand St. County
Courthouse Room
338
St Helens, OR 97051
(503) 397-4322

Cutting Edge TREE Service LLC

PO BOX 622
St Helens , OR 97051
Phone: (503) 380-5985
Email: chldrith@gmail.com

Estimate # 002294
Date 12/02/2020

Description

Total

Maples ,2 that approaching house \$1,300.00

Chip and haul all material, Trees will be climbed and took down in a safe matter to minimize any damage to other trees or bushes to minimize damage to wet lands.home owner gave permission to take section out of fence to have close access.

Maple tree c \$600.00

Remove all materials and remove with minimal damage as described above.

3 maples in center group \$650.00

If city allows there are 3 that are damaged and needs to be removed to prevent property damage. They will be removed like ones that are above.

Subtotal \$2,550.00

Total **\$2,550.00**

Notes:

The city will have to ok the removal of trees from wet land. The trees will be climbed and took down in manageable pieces to minimize the damage to the wet lands. All materials will be removed thru fence that homeowner gave permission to go thru there fence so easy access to jeopardized trees.

Payment is due on completion of job. There is a 3% charge for paying with credit card.

Item #6.

By signing this document, the customer agrees to the services and conditions outlined in the document.

Item #6.

Columbia County Board Of Commissioners

2 maples that homeowner has
complained about both trees
has root rot.

\$1300 TO

Dead

neighbor to the right, tree is
rotten and jeopardizing house



Tree







Oregon

Kate Brown, Governor

Item #6.

Department of Transportation
Region 2 Right of Way
455 Airport Road SE, Building A
Salem, OR 97301-5397
Phone: (503) 986-2601
Fax: (503) 986-2622
Toll Free: (888) 769-7342

December 22, 2020

City of St. Helens Planning Department
265 Strand Street
St. Helens, OR 97051
jacob@ci.st-helens.or.us
503-366-8204

RE: Land Division Status of Property to Be Sold by ODOT

File No.: PM205A-001

St. Helens Planning Department:

ODOT plans to sell the property described in the attached exhibit(s). One step in our sale process is to verify with the local jurisdiction whether or not the property is a lawfully established unit of land. Please check one of the following boxes:

1. The subject property is a lawfully established unit of land;
 - ☒ Created by a legally approved partition, subdivision, or other land division process.
 - ☐ Divided by an acquisition of right of way for a state highway and may be sold as a lawfully established unit of land. See ORS 92.010(9).
 - ☐ Created by deed or land sales contract before there were applicable subdivision or partition ordinances; and, thus, it has "grandfather rights" as an individual piece of property and may be sold as such.
2. The subject parcel is not a lawfully established unit of land.
 - ☐ The subject parcel may only be sold via a lot line adjustment
 - ☐ The subject parcel does not meet local requirements and needs:
 - a) ☐ Variances (list): _____
 - b) ☐ Partitioning
 - ☐ The subject parcel does not meet local requirements for the following reason(s):

Existing zoning: _____
Additional comments: _____

Please sign this letter on page two and return it to me within 30 days. My mailing address is in the letterhead above, and my phone and email are included below. Alternatively, if your jurisdiction requires that this information be requested using a specific form, please send me the form and let me know the applicable filing fee and other submission requirements, if any.

Thank you,

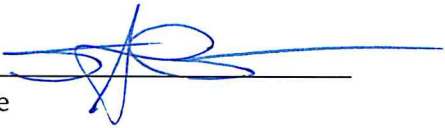
Tyger Liner
Tel.: (503) 986-3617

Additional Comments from the City of St. Helens:

THE MAJORITY OF THE SITE IS PARCEL 1 OF PARTITION PLAT NO. 1996-21 OF
42.90 AC. COUNTY SURVEY NO. 4157 IDENTIFIES OLD & NEW PROPERTY LINES,
INDICATING LOT LINE ADJUSTMENT(S). SAID PARTITION PARCEL &
ADJUSTMENT(S) CONSTITUTES THE TOTAL AREA PROPOSED FOR SALE.

City of St. Helens Information Provided By:

Signature



JACOB A. GRAICHEN

Printed Name

CITY PLANNER

Title

(503) 366-8204

Phone Number

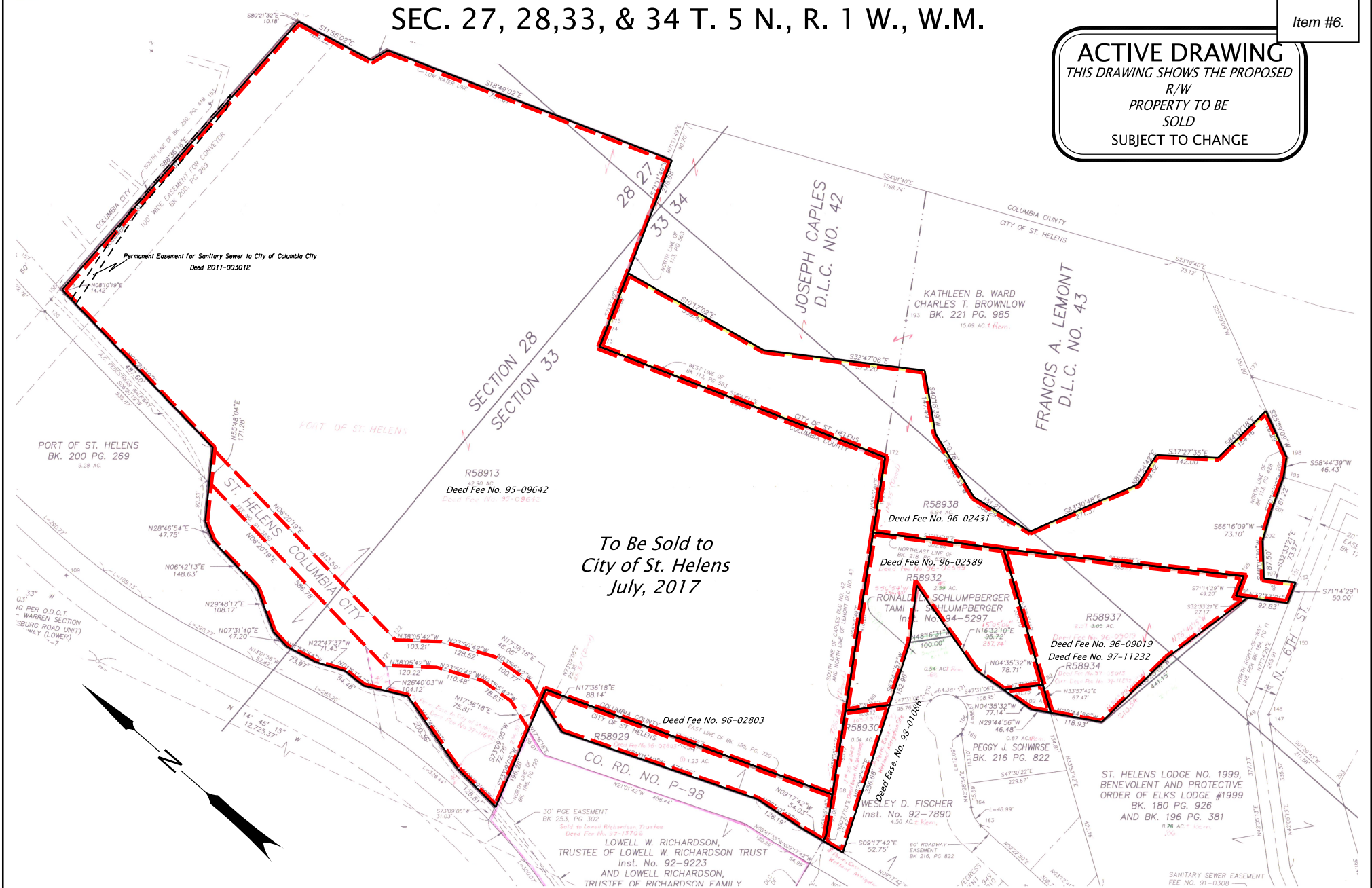
jacobg@ci.st-helens.or.us


E-mail Address

SEC. 27, 28,33, & 34 T. 5 N., R. 1 W., W.M.

Item #6.

ACTIVE DRAWING
THIS DRAWING SHOWS THE PROPOSED
R/W
PROPERTY TO BE
SOLD
SUBJECT TO CHANGE



<div><div>OREGON DEPARTMENT OF TRANSPORTATION</div><div><i>RIGHT OF WAY</i></div><div><i>ENGINEERING</i></div><div><i>SKETCH MAP</i></div></div>	SECTION	<i>DALTON LAKE</i>	SCALE	<i>1" = 300'</i>
	HIGHWAY	<i>LOWER COLUMBIA</i>	DATE	<i>JULY, 2017</i>
	COUNTY	<i>COLUMBIA</i>	FILE	<i>58913A</i>
	PURPOSE	<i>SALE</i>	<i>SEE DRAWING 1A</i>	

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EXHIBIT A - Page 1 of 1

58913A

1A-22-28

7/28/2017

To be Sold

A parcel of land lying in the Joseph Capels Donation Land Claim No. 42 and the Francis A. Lemont Donation Land Claim No. 43 in the SW¼ of Section 27, SE¼ of Section 28, NE¼ of Section 33 and the NW¼ of Section 34 Township 5 North, Range 1 West, W.M., Columbia County, Oregon and being those properties designated as Parcel 1 in those Deeds to the State of Oregon, by and through its Oregon Department of Transportation, recorded November 13, 1995 as Fee No. 95-09642, and January 10, 1997 as Fee No. 97-00216, both of Columbia County Clerk's Office, and those properties designated as Parcel 1 in those Warranty Deeds to the State of Oregon, by and through its Oregon Department of Transportation, recorded March 12, 1996 as Fee No. 96-02589, August 27, 1996 as Fee No. 96-0919, and March 8, 1996 as Fee No. 96-02431, all of Columbia County Clerk's Office, and that property designated as Parcel 1 in that Corrected Warranty Deed to the State of Oregon, by and through its Oregon Department of Transportation, recorded October 15, 1997 as Fee No. 97-11232, Columbia County Clerk's Office and that Perpetual Easement designated as Parcel 1 and acquired by the State of Oregon, by and through its Oregon Department of Transportation in that Stipulated General Judgement dated December 16, 1997 entered as Circuit Court Case No. 96-2045 Columbia County, Oregon and recorded February 3, 1998 as Deed of Easement No. 98-01086, Columbia County Clerk's Office.

This Parcel contains 57.12 acres more or less.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

DIGITALLY SIGNED

Jan 3 2018 7:53 AM

OREGON
JUNE 13, 2008
MICHAEL RAEY FALLERT
78960

RENEWS: 12-31-2019



City of St. Helens

P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

October 22, 2020

Darrin Brightman, AICP, MRED,
Sr. Equity Portfolio Manager
Department of Administrative Services
Enterprise Asset Management, Real Estate Services
1225 Ferry Street SE U100
Salem, OR 97301-4281
Darrin.W.Brightman@oregon.gov

Subject: City of St. Helens Notice of Interest, Dalton Lake
File #: PM205A-001, Columbia County
Location: T5N, R1W, Sections 27, 28, 33 and 34, St. Helens, Oregon

Mr. Brightman,

On behalf of the City of St. Helens, please accept this letter as the City of St. Helens' interest in acquiring the approximately 57.12 acre Dalton Lake Property (your file #: PM205A-001, located at T5N, R1W, Sections 27, 28, 33 and 34, St. Helens, Oregon). As you may be aware the City has managed the property for many years and has recently designated the property as the Dalton Lake Nature Reserve.

Thank you for the opportunity and we look forward to working with you in the transfer of this property. If you need additional information, please contact me.

Regards,
John Walsh,
City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051
Phn: 503-366-8211
Fax: 503-397-4016
jwalsh@ci.st-helens.or.us
www.ci.st-helens.or.us

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: December Department Report
Date: Monday, December 28, 2020 9:59:00 AM

Here are my additions to the December Planning Department Report.

GRANTS

1. **DLCD 2019-2021 Technical Assistance Program** – Grant contract with DLCD authorized to prepare a *Boise White Paper Industrial Site Master Plan* which will include a parcelization framework and an infrastructure finance planning for the former mill site. Final Parcelization Plan completed. Final Infrastructure Funding Plan completed after compiling remainder of staff comments for revisions. Scheduled a final presentation and adoption by resolution January 20. Prepared final closeout and reimbursement report for DLCD by 12/31/20.
2. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with two tennis flex courts and one flex sport court, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021. Given the lack of bids for two ITB cycles, I am working with Sue on a direct bid process that includes advertisement in the DJC/Chronicle and a public hearing. This will allow us to recruit from contractors without a bid process.
3. **EPA – CWA Grant Program** – Final report and reimbursement due 12/31/20. Submitted final report, budget, and cost reimbursement request.
4. **CDBG- Columbia Pacific Food Bank Project** – Selected contractor for \$1.6 million bid. Preparing contract documents to execute by 01/04/21.
5. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Quarterly report due 12/2.
6. **Business Oregon – Infrastructure Finance Authority** – Accepted our intake form. Invitation to apply received for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Deadline to submit in February 2021 for board approval in April 2021.
7. **ODOT Community Paths Program** – Submitted letter of interest (due October 31) for a regional trail planning/initial refinement effort for an off-street trail between St. Helens and Scappoose. Grant ask will be around \$172,000 with a required 10% match which can be in-kind (staff time). Went through the application materials with a contractor who will assist with sections of the grant application. Prepared small contract for grant assistance with Kittelson. Grant application due 01/31/21.
8. **Oregon Watershed Enhance Board** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5th Street trail and Nob Hill Nature Park. Will hire a crew in 2020-2021 to remove invasive species and re-plant native species in the oak woodland habitat. Kicked off the project with a meeting on 11/30. Site visited scheduled for 01/06/21 to discuss boundaries and scope of work.
9. **OPRD – Local Government Grant Program** – 500k request submitted back in May 2020

for Riverwalk construction. Large grants require a presentation to the board. These presentation were delayed due to COVID until now. Our presentation in 02/04/21 via ZOOM.

MISC

10. Urban Renewal Amendment – Prepared to record the final document with the County on second week of Dec. Published notice of adoption in the Spotlight. URA Amendment process completed.
11. Bennett Building (Water Department/ UB) – Arciform presented as-built drawings, and two proposed alternatives. Discussed how to prioritize and phase the work and prepared for a presentation to Council at their 12/2 meeting. Kicking off project with a site visit/measurements on 01/08/21 for Phase I work which includes all new window replacement.
12. Riverwalk design/engineering consulting services RFQs published on 10/22! Answered several detailed contractor questions. Bids closed on 12/8/20. Selected shortlist with a Selection Committee which includes staff, members of Council, a member of the PTC and PC with a meeting on 12/28. Worked to schedule interviews with the shortlisted candidates.
13. Moved entirely into my new office location with remodels upstairs at City Hall.
14. Attended ongoing conversations with DEQ regarding the SHIBP/in-water uses.

Jenny Dimsho, AICP

Associate Planner

City of St. Helens


(503) 366-8207

jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: 12/7/2020

The following occupational business licenses are being presented for City approval:

Signature: 
Date: 12-10-20

RESIDENT BUSINESS – RENEWAL 2020

- None

RESIDENT BUSINESS – NEW 2020

- | | |
|----------------------------------|---------------------|
| • *Beauty by Kimber | Salon-Esthetics |
| • Columbia Veterinary Clinic | Veterinary Medicine |
| • Patriot Burger/Harts Foods LLC | Food Cart |

NON-RESIDENT BUSINESS - 2020

- | | |
|---------------------------|--------------------------|
| • Epic Land Solutions Inc | Appraisal & Right of Way |
| • Selix Cabinets Inc | Custom Cabinetry |
| • UPS Inc | Parcel Delivery |

*Denotes In-Home Business