



PLANNING COMMISSION

Tuesday, October 12, 2021 at 7:00 PM

AGENDA

1. **7:00 P.M. CALL TO ORDER & FLAG SALUTE**
2. **CONSENT AGENDA**
 - A. Planning Commission Minutes dated August 10, 2021
 - B. Planning Commission & City Council Joint Meeting Minutes dated September 22, 2021
3. **TOPICS FROM THE FLOOR** (Not on Public Hearing Agenda): Limited to five minutes per topic
4. **SANITARY SEWER AND STORM SEWER MASTER PLAN PRESENTATION**
 - C. Sanitary Sewer Executive Summary
 - D. Waste Water Executive Summary
5. **PUBLIC HEARING AGENDA (times are earliest start time)**
 - E. 7:30 p.m. Variance at 544 & 564 S 12th Street - McGhie
 - F. 8:00 p.m. Annexation at 58241 Division Road - McPherson
 - G. 8:15 p.m. Annexation at 35285 Millard Road - Columbia Soil & Water Conservation District
6. **PLANNING COMMISSION TERM EXPIRATIONS AND VACANCIES**
7. **ACCEPTANCE AGENDA: Planning Administrator Site Design Review**
 1. Site Design Review (Minor) at 454 Milton Way – Crown Castle
 2. Site Design Review (Minor) at 155 N Columbia River Hwy – Victorico's
8. **PLANNING DIRECTOR DECISIONS** (previously e-mailed to the Commission)
 1. Sign Permit at 100 St. Helens Street – RY Industries, LLC
9. **PLANNING DEPARTMENT ACTIVITY REPORT**
 - H. Planning Department Report - August
 - I. Planning Department Report - September
10. **FOR YOUR INFORMATION ITEMS**
11. **ADJOURNMENT**

NEXT REGULAR MEETING: November 9, 2021

VIRTUAL MEETING DETAILS

Join:

<https://us06web.zoom.us/j/84082209945?pwd=RTg4dTFLVHNzSjE4RjlmU3RsenBBUT09>

Meeting ID: 840 8220 9945

Passcode: 939515

Dial by your location: +1 253 215 8782 US (Tacoma)

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.

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



PLANNING COMMISSION

Tuesday, August 10, 2021, at 7:00 PM

DRAFT MINUTES

Members Present: Chair Cary
Vice Chair Hubbard
Commissioner Webster
Commissioner Semling
Commissioner Lawrence
Commissioner Pugsley

Members Absent: Commissioner Cavanaugh

Staff Present: City Planner Graichen
Associate Planner Dimsho
Community Development Admin Assistant Sullivan
Councilor Birkle

Others: None

1. 7:00 P.M. CALL TO ORDER & FLAG SALUTE

2. CONSENT AGENDA

A. Planning Commission Minutes Dated July 13, 2021

Vice Chair Hubbard voiced concern about how to handle the individuals who come before the Planning Commission during Topics From the Floor and asked how the Planning Commission were to address their concerns. He asked if they should refer them to the City Council, or if they just have no response at all.

There was a small discussion on who would address those concerns.

Motion: Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the Draft Minutes dated July 13, 2021. [AYES: Vice Chair Hubbard, Commissioner Pugsley, Commissioner Lawrence, Commissioner Webster, Commissioner Semling
NAYS: None]

3. TOPICS FROM THE FLOOR (Not on Public Hearing Agenda): Limited to five minutes per topic

There were no topics from the floor.

4. PUBLIC HEARING AGENDA (times are earliest start time)

B. 7:05 p.m. Subdivision Preliminary Plat at undeveloped property at the intersection of Columbia River Hwy & Howard Street – St. Helens II, LLC

City Planner Graichen presented the staff report dated July 28, 2021. Graichen talked about the commercial subdivision and where it would be located. He said there was not a lot of development history, but the original subdivision plats involved dated back to 1891. He shared some of the land use decisions that were made during that history. He said the area was zoned Highway Commercial with a small portion of General Commercial.

He said there are no wetlands on the property and no trees to preserve. He also mentioned the property fronts the highway and that the applicant did not propose access from the highway. He also said there were already sidewalks in place along the highway. He said the only street that would need to be built is Howard Street that abuts the property. He said there was an access easement on the adjacent property as well.

Graichen mentioned they would need an easement that ties all these properties together. This would provide a shared access agreement for new development.

Graichen discussed the utilities of the site. He showed the original plan and that both water and sewer were in the right-of-way to the south. He said they propose to extend water to the southern boundary of the northernmost lot and sewer all the way to the north boundary of the site. He said the applicant did express concern about extending the sewer further north because of the difficulty of excavation and has requested the sanitary sewer end the same place as water. He said the Comprehensive Plan Policies mentions that the water and sewer are to be properly designed to serve designated Urban Growth areas and that those services are provided to vacant properties that may anticipate those needs. He said the other policy mentions that adequately sized water mains and sewer lines are to be installed initially to avoid costly expansion when the area becomes intensely developed. Graichen discussed in more detail the different options for developing these utility extensions.

There was a small discussion about the sewer being developed all the way north on the site or not.

McDonald, Bob. Applicant.— McDonald was called to speak. He mentioned that the extension of the sewer seemed unfair as the other abutting site owners did not develop their sites because of the cost of the sewer. Now he was being asked to develop the sewer to benefit all the locations there and take on the whole cost. He said the depth to make it all happen is very expensive and why they, as the applicant, would prefer to have an easement verses the whole development of the sewer line to the north side of the property. He also asked, if possible, to have the other properties help pay for the extension of the sewer. He also expressed concern not being able to add additional signs because of existing signs.

There was a small discussion about the signs.

The applicant also spoke about the different access points to the property and the impact it would have on the parking he was proposing.

There was a small discussion on different access points.

In Favor

Petersen, Al. Petersen was called to speak. Petersen is an architect working on the project. He said the criteria that is applicable to a subdivision approval is listed in the subdivision ordinance and that was all. He said there was no discussion about signs in the subdivision ordinance and did not apply to this application. He also raised concern there were too many conditions included that would later be reviewed after the development begins. He said he did not agree with adding the sewer line across the property all the way to the north. He said it seemed impractical. He said he felt the conditions including in the potential decision are for future development and seemed irrelevant to approval of a subdivision.

Neutral

No one spoke as neutral testimony.

In Opposition

No one spoke in opposition.

End of Oral Testimony

There were no requests to continue the hearing or leave the record open.

Close of Public Hearing & Record

The applicant waived the opportunity to submit final written argument after the close of the record.

Deliberations

There was a discussion about the conditions and whether they applied. Graichen mentioned conditions can be removed, but a footnote should be added as that would achieve the same purpose for a couple of items.

Commissioner Pugsley said she agreed with listing the conditions since they explain what the process for completion which is helpful for people not familiar with the process. She said listing the conditions makes it easier to understand.

There was a discussion about sewer extensions and sewer easements. Commissioner Pugsley agreed that it was the Planning Commission's obligation when approving a new subdivision that the property has proper access and utilities. She wants to ensure that they are putting any undue burden on the adjacent property owners.

Vice Chair Hubbard did not see the need to extend the sewer line the whole length of the property and suggested a manhole right on the property line, pushing the easement a little to the side of it.

There was a discussion about how far to run the sewer line and where the public utility easements could be located.

Motion: Upon Commissioner Webster's motion and Commissioner Hubbard's second, the Planning Commission unanimously approved the Subdivision Preliminary Plat as recommended by staff with amendments to conditions 5 and 6 to be considered a footnote and condition 2(c) as described in the memo to allow sanitary sewer to extend as far as the water line (south property line of the northernmost lot), for sanitary sewer construction and its easement to accommodate future service of properties to the north, and an additional condition noting this subdivision decision is not a Site Development Review or Conditional Use Permit. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

Motion: Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Chair to sign the Findings when prepared. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Pugsley; Nays: None]

5. ACCEPTANCE AGENDA: Planning Administrator Site Design Review

1. Site Design Review (Minor) at 2290 Gable Road – Wilcox & Flegel
2. Site Design Review at 495 S Columbia River Hwy – PM Design Group

Motion: Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Acceptance Agenda. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

6. PLANNING DIRECTOR DECISIONS (previously e-mailed to the Commission)

None

7. PLANNING DEPARTMENT ACTIVITY REPORT

C. Planning Department Report - July

8. FOR YOUR INFORMATION ITEMS

Associate Planner Dimsho reminded the Commission of her discussion on the Certified Local Government pass-through grant program for exterior historic work. She said they solicited over a hundred applicants through the mail and announced it on social media and received no complete applications. She said they had a few people ask about it. One for signage which is not eligible, one for an exterior paint job which is also not eligible, and the other request was not ready to proceed with renovations in time. So, there were no projects to review. She said they did have a backup project: the Bennett Building (aka the Court/Utility Billing building). She showed the renovations that needed to be done to this building. She talked about the metal cornice and the terracotta parapet roof. She said this would be a great way to spend the money for preservation.

Dimsho also showed the Commission the full Riverwalk design that was approved by the City Council. She said the construction of the Columbia View Park and the stage area would hopefully begin Summer of 2022. She shared some more details of the design and why it was designed this way. She did mention they are planning to get as close to the river as possible and increase the park size.

9. ADJOURNMENT**NEXT REGULAR MEETING: September 14, 2021**

There being no further business before the Planning Commission, the meeting was adjourned 9:15 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*



PLANNING COMMISSION & CITY COUNCIL JOINT MEETING

Wednesday, September 22, 2021 at 5:30 PM

Members Present:	Mayor Scholl Council President Morten Councilor Birkle Councilor Topaz Councilor Chilton Vice Chair Hubbard Commissioner Webster Commissioner Semling Commissioner Lawrence Commissioner Pugsley
Members Absent:	Commissioner Cavanaugh Chair Dan Cary
Staff Present:	City Administrator Walsh Government Affairs Barry City Planner Graichen Associate Planner Dimsho Community Development Admin Assistant Sullivan
Others:	None

This meeting was held in the Council Chambers.

Presentation and handout materials were distributed. A copy is included in the archive packet for this meeting. At 5:33 p.m., Mayor Rick Scholl opened the Joint Planning Commission and City Council Meeting.

The Council and Planning Commission discussed what they hoped to see in their city in the next five years.

Councilor Morten

- Shared Vision

Commissioner Webster

- Master Developer
- Increased Parking

Councilor Chilton

- Public Safety

Councilor Topaz

- Open Communication
- More Proactivity
- Environmental Challenges
- Working Waterfront

Commissioner Semling

- Safe Pedestrian Passage
- Improve Infrastructure

Commissioner Pugsley

- Historic Preservation

Mayor Scholl

- Vibrant Riverfront
- Storefront Restoration

Councilor Birkle

- Heritage Tourism
- Transportation Options
- Regional Resiliency

The roles of Council and Commission were discussed. Government Affairs Specialist Rachael Barry reviewed the definition of each and how they complement each other. She asked each of the participants to choose their favorite role or responsibility.

City Planner Jacob Graichen shared two previous decisions involving determining residential zoning, one where the Commission and Council disagreed about the decision and one where the groups agreed. He noted that both of these decisions predate the city's adoption of its Housing Needs Analysis (HNA) in 2019 and that future decisions will need to include HNA findings. We have not had a controversial residential zoning decision since adoption of the HNA, so these waters are yet untested.

Graichen discussed some different options with the two groups about the next phase of housing amendments. There was no direct opposition to his suggestions.

Associate Planner Jenny Dimsho presented information and status updates on future public projects happening and shared the timelines with the two groups. There was a small discussion about the different public projects happening, including the Riverfront Redevelopment and the Public Safety Facility Project.

*There being no further business the meeting was adjourned at 7:35 p.m.
Respectfully submitted,*

*Christina Sullivan
Community Development Administrative Assistant*

Rick Scholl, Mayor

Russell Hubbard, Vice Chair

DRAFT

CITY OF ST. HELENS, OR STORMWATER MASTER PLAN

SEPTEMBER 2021

PROJECT NO. 220060-001

PREPARED BY:



245 Commercial St. SE, Suite 210
Salem, OR 97301
(503) 364-2002

PREPARED FOR:



265 Strand St.
St. Helens, OR 97051
(503) 366-8243

SECTION 1 - EXECUTIVE SUMMARY

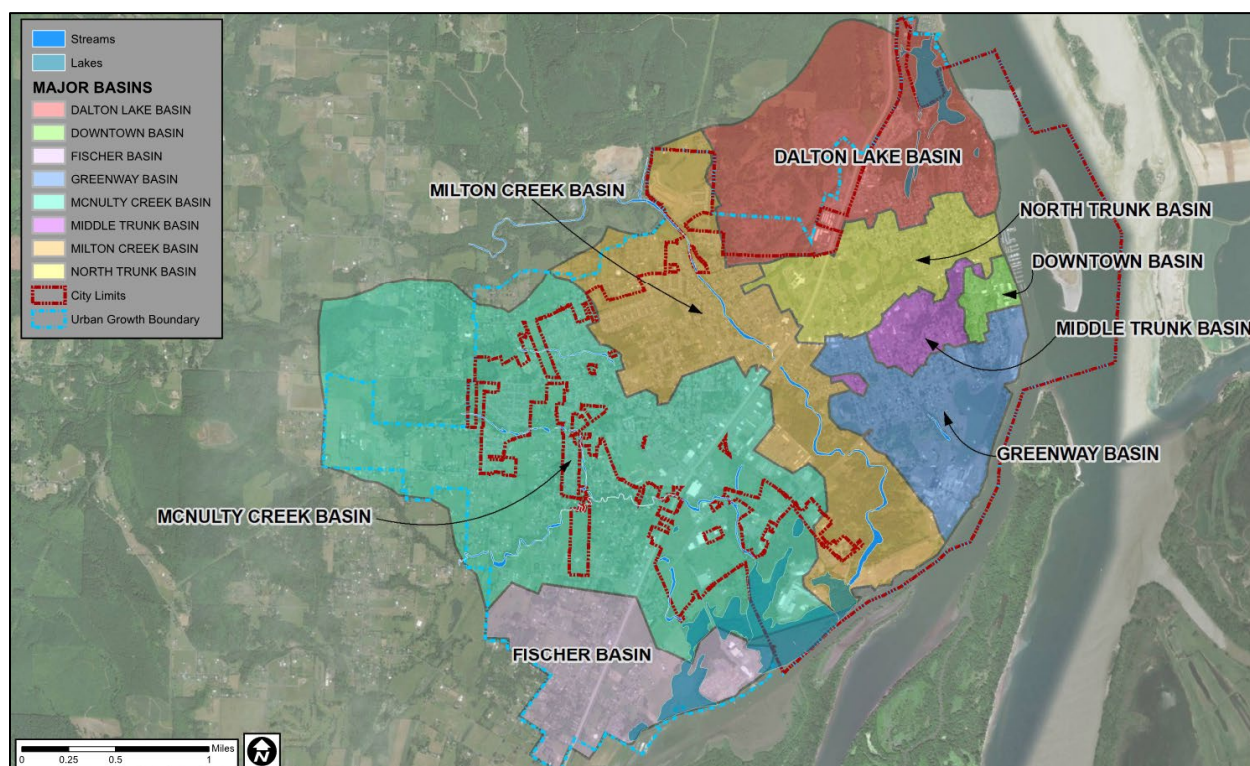
The City of St. Helens contracted with Keller Associates, Inc. to complete a stormwater master plan for the City's municipal stormwater system. This report was commissioned by the City in an effort to assess the current state of the stormwater system and plan for future needs. This section includes a summary of the stormwater planning criteria, existing system capacities, recommended improvements, and a capital improvement plan.

1.1 STUDY AREA

The study area within St. Helens is comprised of the areas within the City limits, the Urban Growth Boundary (UGB), and additional area outside of these two boundaries where stormwater runoff collects before it drains into the City's stormwater system. The City's UGB is made up of approximately 5,300 acres of land; approximately 600 acres of which is part of the Columbia River. Adding outside drainage area brings the total study area to approximately 6,000 acres and a total drainage area (excluding the Columbia River) of approximately 5,400 acres.

Stormwater from the study area drains into eight major drainage basins: Dalton Lake, North Trunk, Middle Trunk, Downtown, Greenway, Milton Creek, McNulty Creek, and Fischer Basin. The water collected from these major basins eventually drains into the Columbia River. The watersheds that drain across land within the UGB, as shown in Figure 1-1, are the focus in this study area.

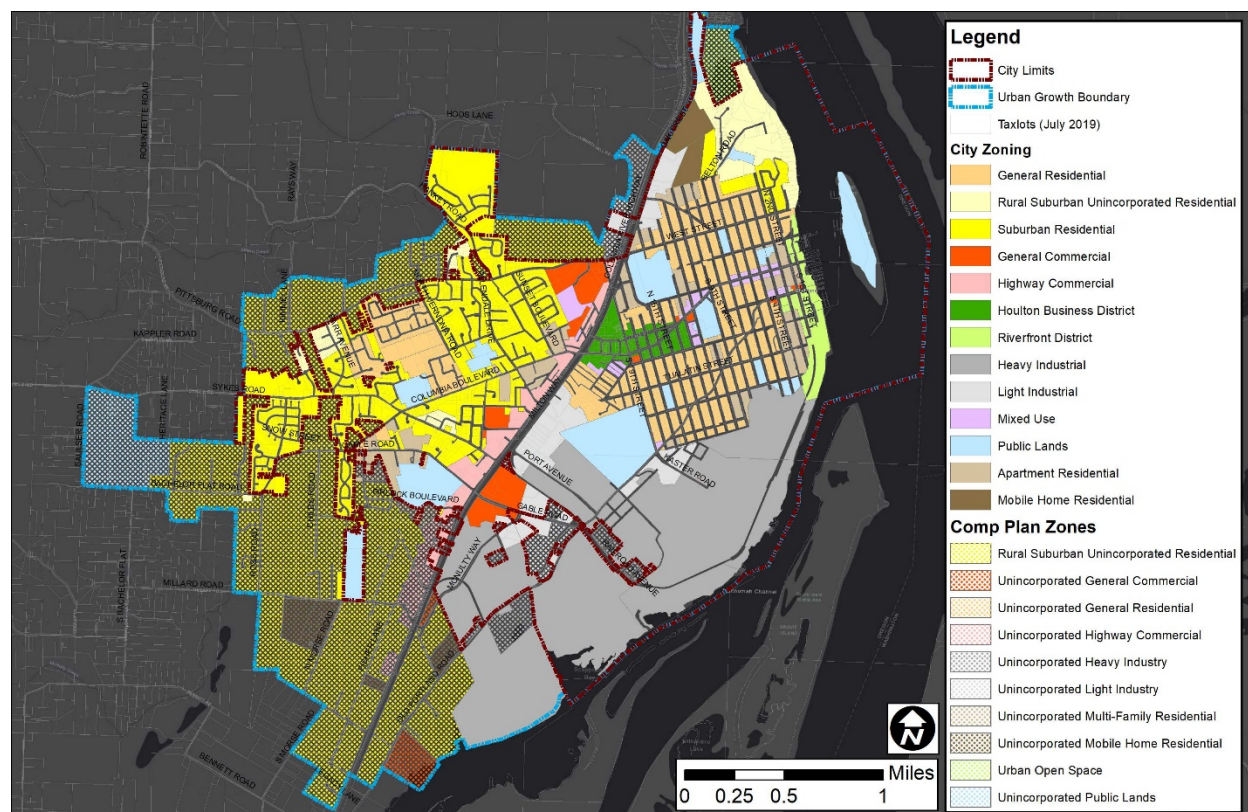
FIGURE 1-1: STUDY AREA AND MAJOR DRAINAGE BASINS



The City's zoning areas include residential, commercial, industrial, and public zoning within City Limits. Approximately half of the zoning within City Limits is residential due in part to an ordinance adopted in 2017 that re-mapped suburban and moderate residential density housing into a general residential zone. Heavy and light industrial zones are concentrated in the southern portion of the City, and most

commercial areas surround US Highway 30 or are located in the Houlton Business District or Riverfront District. A zoning map for the study area is shown in Figure 1-2.

FIGURE 1-2: STUDY AREA AND ZONING



1.2 PLANNING CRITERIA

Certain planning criteria were established with input incorporated from City staff. It is recommended that stormwater conveyance components be capable of passing runoff from the 25-year storm event (equal to 3.5 inches within 24-hours) without flooding or surcharging to within 0.5 feet of the rim elevation of any structure. It is also recommended that detention ponds be designed so the post-development peak release rates equal the pre-development release rates for their matching design storm event up to the 10-year design storm. The 25-year storm event peak release rate should not exceed the 10-year pre-development peak release rate.

Review and evaluation of water quality standards were not included in the scope of this study; however, water quality standards should be a consideration in any new stormwater facility. St. Helens is required to comply with the Total Maximum Daily Load (TMDL) and Water Quality Management Plan (WQMP) in the Willamette Basin and any future requirements set forth by the Oregon Department of Environmental Quality (DEQ). The City was recently named a designated management agency (DMA) for the Revised Willamette Basin Mercury TMDL and WQMP (2019). In conjunction with this stormwater master plan, the City is also developing an implementation plan to meet the revised TMDL requirements. Additionally, while the City of St. Helens is not currently regulated under a municipal separate storm sewer system (MS4) permit by the DEQ, the City will likely fall under an MS4 permit in the future. The city of St Helens would be regulated under a MS4 Phase II General Permit which covers cities with a population of less than 100,000 people.

1.3 MODEL DEVELOPMENT

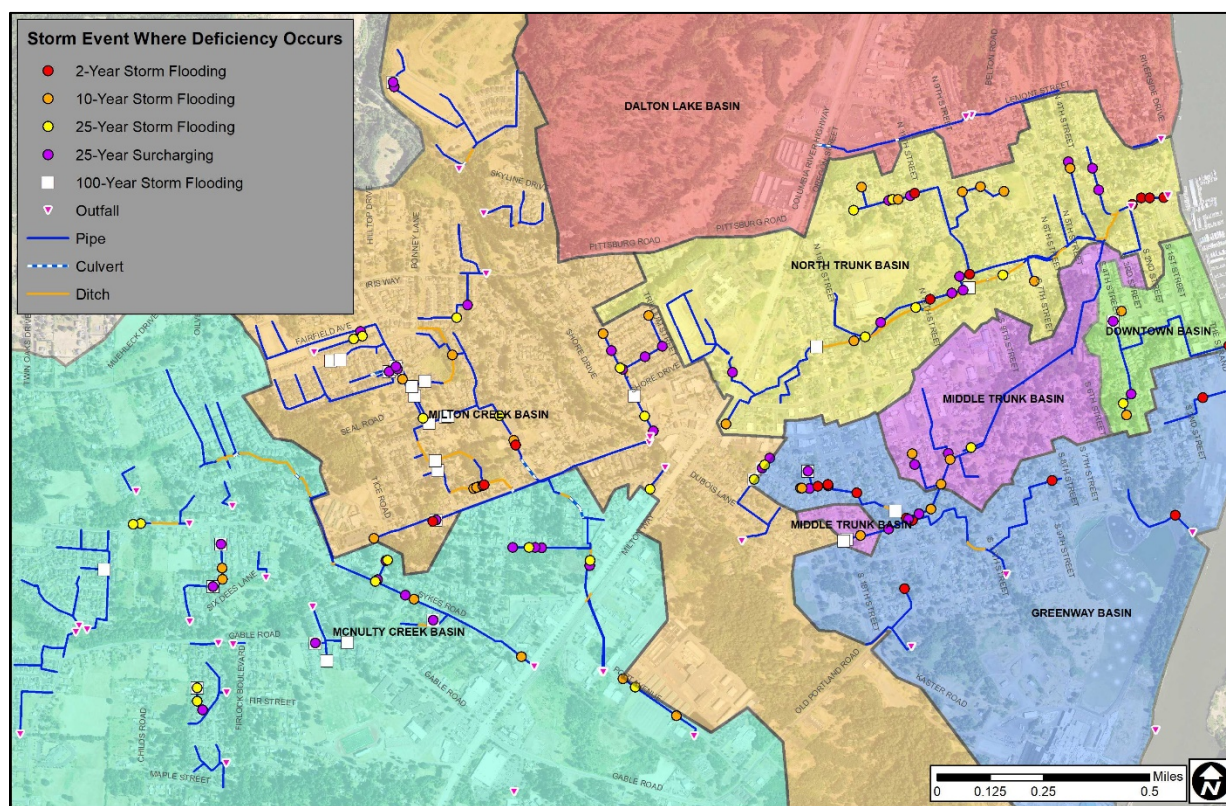
The stormwater modeling software InfoSWMM (Suite 14.7, Update #2) was used to assess stormwater runoff from the study area using the Natural Resources Conservation Service (NRCS) Unitless Hydrograph Method. Moreover, InfoSWMM was used to dynamically route the hydrologic model runoff through a hydraulic model representing the existing stormwater network of major trunklines (generally 12-inch and larger in diameter) and connected open channels and detention facilities. Gaps in the City's GIS data were filled by surveying key stormwater structures throughout the system to develop a representative hydraulic model. The survey resulted in locating approximately 200 stormwater structures and 2,500 LF of open channel ditches, which are included in the model. The computer model was calibrated using flow monitor data collected in January 2021.

1.4 EXISTING SYSTEM EVALUATION

St. Helens' existing stormwater system includes approximately 45 miles of closed-conduit pipe ranging in diameter from 2-inches to 66-inches and approximately 6.5 miles of open channel within the study area. The system also includes about 800 manholes and 1,500 catch basins. The pipelines were evaluated based on both existing condition and capacity to convey the design storm event. Multiple pipe segments were identified as greater than 50 years old and it is recommended that these pipes be inspected and either replaced or upsized. Additional pipes were found to be aligned underneath existing building structures based on the GIS data. If the pipes are running underneath existing structures, these areas should need to be field verified and re-aligned.

Capacity related deficiencies were identified both by City staff's historical observations and by the stormwater model. Deficiencies in the model were identified for the 2-, 10-, 25-, and 100-year storm events and were used to prioritize improvements, which are included in the capital improvement plan. Flooding and surcharging were identified in each of the major drainage basins excluding the Dalton Lake Basin and Fischer Basin. A summary of the modeled flooding and surcharging within 0.5 feet of rim elevation for each storm event is shown in Figure 1-3.

FIGURE 1-3: EXISTING SYSTEM FLOODING AND SURCHARGING



1.5 STAFFING EVALUATION

A high-level evaluation of existing stormwater staffing levels, deficiencies in existing staffing levels, and staffing recommendations was completed as part of this study. The City Public Works (PW) Operations staff, who are responsible for the operations and maintenance (O&M) of the stormwater system, were interviewed to collect information on existing staffing levels, annual O&M activities, and level of service (LOS) goals for the City stormwater infrastructure. In general, St. Helens' public works staff provide support for many City activities that are not directly related to public utility O&M (i.e. building maintenance, building remodels, City events, etc.), which reduces time and O&M activities they can spend on utility infrastructure. It is recommended that either additional full-time equivalent (FTE) be budgeted for the PW staff to complete the existing workload requested, or the responsibilities of the PW staff be reduced to focus solely on utility O&M. Additionally, it is advised that staffing needs be re-evaluated every two to three years.

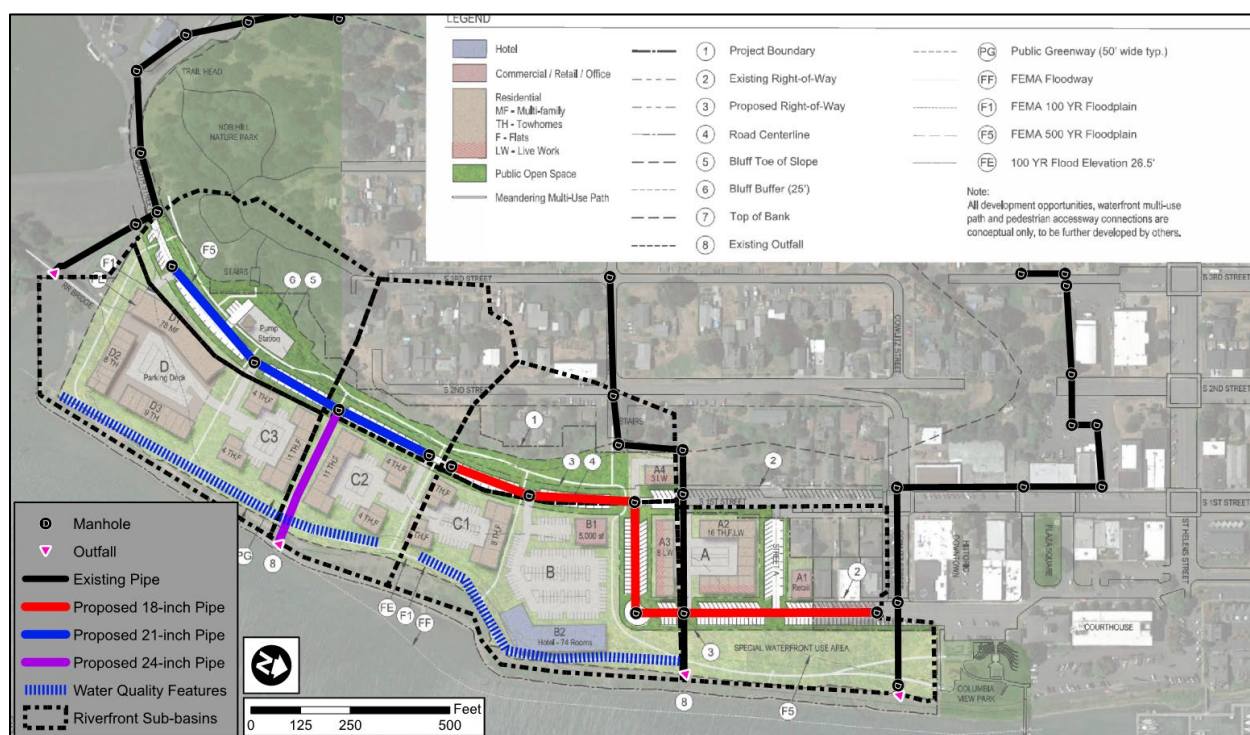
1.6 ALTERNATIVES ANALYSIS

Multiple alternatives were evaluated to address the deficiencies identified in the existing stormwater system. Some of the alternatives included rerouting flows, detaining flows, and upsizing existing pipes. The natural topography of the City was utilized where available to develop alternatives which would provide detention storage, reduce peak flows, and allow opportunities for water quality facilities. Pipes were recommended to be upsized where detention storage was not a viable option. The pros and cons of each alternative were evaluated, and a recommended alternative project was presented to the City to be included in the CIP.

1.7 FUTURE SYSTEM

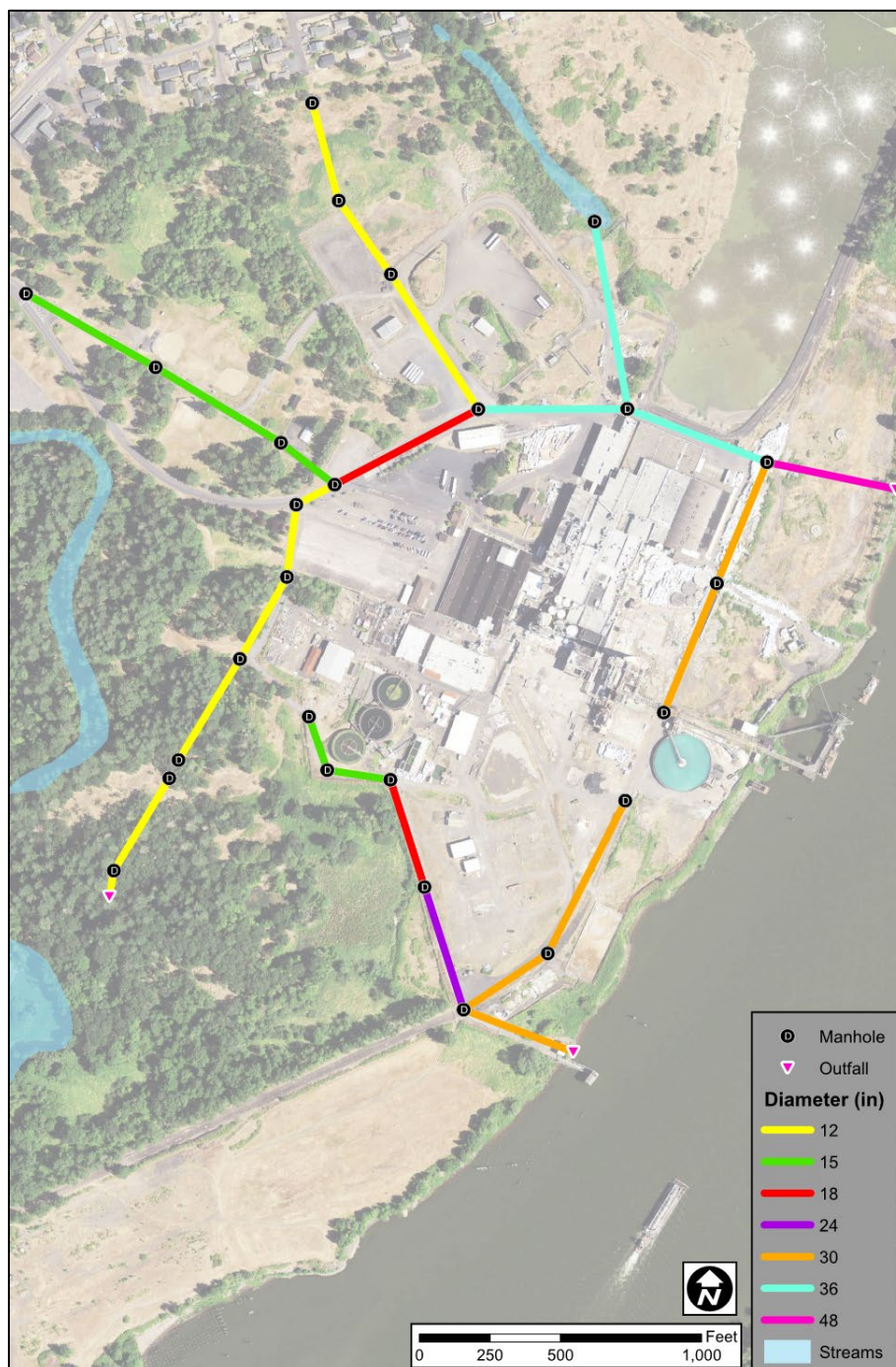
Development driven stormwater infrastructure was evaluated at a high level and drainage sub-basins for the 20-year development areas were delineated. A number of the proposed developments will likely drain to the existing stormwater network while others may drain to a new outfall location at one of the bodies of water within the study area. Stormwater conveyance infrastructure was evaluated in more detail for the City's Riverfront Development and Industrial Business Park. Stormwater piping alignment and sizes were recommended for the Riverfront Development as shown in Figure 1-4.

FIGURE 1-4: RIVERFRONT DEVELOPMENT PROPOSED STORMWATER INFRASTRUCTURE



Recommended pipe alignments and sizing for the City's Industrial Business Park are shown in Figure 1-5. The pipe alignments were based on the City's parcellation plan and pipes were aligned within the proposed right-of-way.

FIGURE 1-5: INDUSTRIAL BUSINESS PARK PROPOSED STORMWATER INFRASTRUCTURE



1.8 ENGINEERING DESIGN STANDARDS, CODE, & COMPREHENSIVE PLAN REVIEW

The City's existing development code (Title 17), engineering design standards (Title 18), and comprehensive plan (Title 19) were reviewed as they pertain to stormwater conveyance and treatment for new development to identify potential deficiencies and provide recommendations for updates. The primary recommendations for review, updates, and additions include the following:

- ▶ Clear triggers and requirements for water quality
- ▶ Promote best management practices (BMPs) and low impact development (LID)
- ▶ Specifics of required drainage report elements and City engineering process for review and approval of plans
- ▶ Detention facility requirements
- ▶ Hydrologic analysis requirements

The City should review and assess these recommended changes to these sections to City code, standards, and comprehensive plans to match current best practices in the industry. The City should then initiate the process of proposing changes to associated City documents to maintain consistency.

1.9 CAPITAL IMPROVEMENT PLAN (CIP)

Improvements were suggested to alleviate the flooding and surcharging identified in the existing system evaluation. The capital improvement plan (CIP) was categorized into three priorities. The criteria for each priority are shown in Table 1-1.

TABLE 1-1: CAPITAL IMPROVEMENT PLAN PRIORITIZATION CRITERIA

Priority	Criteria	Implementation Timeline
1	Alleviate historically known flooding identified by the City and some 2-year flooding.	0-5 Years
2	Alleviate additional 2-year flooding identified in the model or age identified replacement.	5-10 Years
3	Alleviate deficiencies identified in 10-year and 25-year storm events.	10-20 Years

System development charge (SDC) eligibility was evaluated for each of the improvement projects recommended. The SDC improvement amount is based on the percentage of future development area within the capital improvement's contributing drainage basin. The SDC eligibility for each project is summarized in Table 1-2.

TABLE 1-2: CAPITAL IMPROVEMENT PLAN SUMMARY

Priority	Project Description	Estimated Cost	SDC Eligibility	SDC Improvement Amount	City Amount
Priority 1 Improvements					
1A	Campbell Park Detention Pond (Milton Creek)	\$300,000	0%	\$0	\$300,000
1B	Columbia Boulevard Detention Pond (Milton Creek)	\$1,100,000	66%	\$727,000	\$373,000
1C	Columbia Boulevard Upsize (Milton Creek)	\$2,800,000	14%	\$392,000	\$2,408,000
1D	Middle Trunk Detention Ponds and Piping	\$2,000,000	5%	\$103,000	\$1,897,000
1E	Upsize and Realign Tualatin Street (Middle Trunk)	\$5,000,000	14%	\$677,000	\$4,323,000
1F	Detention Pond and Piping Between N 12th and N 7th Street (North Trunk)	\$1,600,000	17%	\$269,000	\$1,331,000
1G	Steinke Drive Pipe Installation	\$60,000	0%	\$0	\$60,000
Total Priority 1 Improvement Costs		\$12,900,000	-	\$2,200,000	\$10,700,000
Priority 2 Improvements					
2A	Upsize Pipes along West Street and N 10th Street (North Trunk)	\$1,400,000	0%	\$0	\$1,400,000
2B	S 4th Street to Outfall CCTV Inspection (Downtown)	\$20,000	0%	\$0	\$20,000
2C	Heinie Huemann Park Detention Pond (Greenway)	\$200,000	26%	\$52,000	\$148,000
2D	Upsize from S 20th Street to Heinie Huemann Park (Greenway)	\$1,100,000	29%	\$318,000	\$782,000
2E	Nob Hill Park CIP lining (Greenway)	\$400,000	0%	\$0	\$400,000
2F	Franz Street (Milton Creek)	\$400,000	0%	\$0	\$400,000
2G	Mayfair Drive CIP lining and Upsize (Milton Creek)	\$400,000	0%	\$0	\$400,000
2H	Riverfront Development Stormwater Infrastructure	\$3,300,000	100%	\$3,300,000	\$0
2I	Industrial Business Park Stormwater Infrastructure	\$8,600,000	100%	\$8,600,000	\$0
2J	S 16th Street to Old Portland Road Upsize (Greenway)	\$500,000	0%	\$0	\$500,000
2K	Stormwater Master Plan Update	\$200,000	0%	\$0	\$0
Total Priority 2 Improvement Costs		\$16,500,000	-	\$12,300,000	\$4,100,000
Priority 3 Improvements					
3A	Upsize N 13th Street to West Street (North Trunk)	\$200,000	0%	\$0	\$200,000
3B	Upsize from 6th Street Ball Park to N 10th Street (North Trunk)	\$900,000	0%	\$0	\$900,000
3C	Upsize Milton Way at Street Helens Street (North Trunk)	\$600,000	75%	\$450,000	\$150,000
3D	Upsize N 7th Street from Columbia Boulevard to Trunkline (North Trunk)	\$400,000	0%	\$0	\$400,000
3E	Upsize N 4th Street south of West Street (North Trunk)	\$1,400,000	0%	\$0	\$1,400,000
3F	Upsize and Regrade along S 14th Street (Middle Trunk)	\$600,000	50%	\$298,000	\$302,000
3G	Upsize existing pipes from Heinie Huemann to Tualatin Street (Middle Trunk)	\$400,000	0%	\$0	\$400,000
3H	Street Helens Street to South 4th Street Upsizing (Downtown)	\$500,000	0%	\$0	\$500,000
3I	S 4th Street to Outfall Pipe Upsizing (Downtown)	\$2,400,000	0%	\$0	\$2,400,000
3J	Crouse Way Upsize (Milton Creek)	\$1,000,000	14%	\$137,000	\$863,000
3K	Eilertson Street (Milton Creek)	\$100,000	0%	\$0	\$100,000
3L	N Vernonia Road from Oakwood to Ava Court (Milton Creek)	\$400,000	0%	\$0	\$400,000
3M	Ethan Lane Upsizing (Milton Creek)	\$600,000	0%	\$0	\$600,000
3N	Sunset Boulevard to Outfall Upsize (Milton Creek)	\$800,000	0%	\$0	\$800,000
3O	Sunset Boulevard, Trillium Street and Salmon Street upsize (Milton Creek)	\$1,100,000	0%	\$0	\$1,100,000
3P	Sykes Road Upsize from Columbia Boulevard to Outfall (McNulty Creek)	\$2,700,000	0%	\$0	\$2,700,000
3Q	McBride Street Upsize (McNulty Creek)	\$600,000	0%	\$0	\$600,000
3R	Port Avenue Upsize (McNulty Creek)	\$900,000	0%	\$0	\$900,000
3S	Whitetail Avenue Upsize (McNulty Creek)	\$800,000	0%	\$0	\$800,000
3T	Sykes Road Cuvert near Mountain View Drive Upsize (McNulty Creek)	\$80,000	0%	\$0	\$80,000
Total Priority 3 Improvement Costs		\$16,500,000	-	\$900,000	\$15,600,000
Total Capital Improvement Costs		\$45,900,000	-	\$15,400,000	\$30,400,000

The cost estimate herein is based on our perception of current conditions at the project location. This estimate reflects our professional opinion of accurate costs at this time and is subject to change as the project design matures. Keller Associates has no control over variances in the cost of labor, materials, equipment, services provided by others, contractor's methods of determining prices, competitive bidding or market conditions, practices, or bidding strategies. Keller Associates cannot and does not warrant or guarantee that proposals, bids, or actual construction costs will not vary from the cost presented herein.

FIGURE 1-6: CAPITAL IMPROVEMENT PLAN

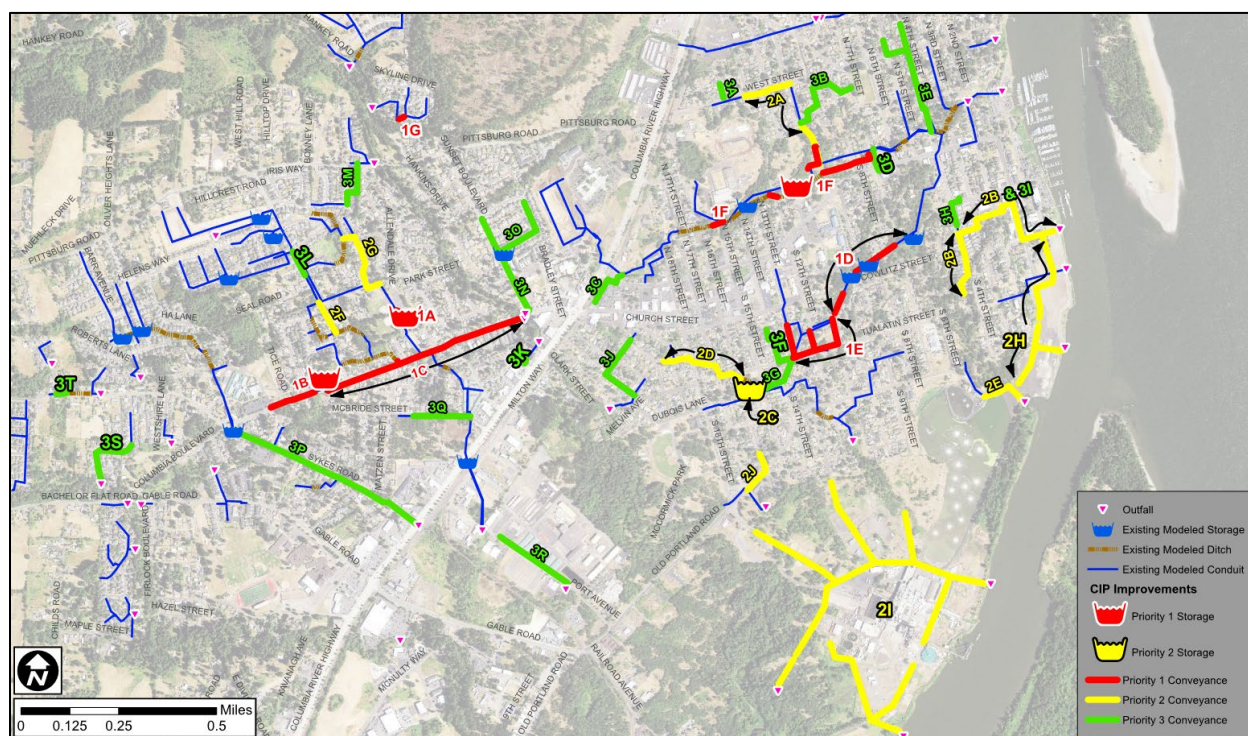


TABLE 1-3: SUMMARY OF ANNUAL REPLACEMENT COSTS

Item	Lifespan	Total Quantity	Annual Cost ¹ (rounded)
Lineal Feet of Storm Lines	75 Years	237,000	\$600,000
Number of Catch Basins	50 Years	1,500	\$110,000
Number of Manholes	50 Years	800	\$180,000
Total (Rounded)			\$900,000
1) Storm pipes unit price equal to average unit price of 12" to 30". Manhole unit price equal to average of 48" and 60" manhole.			

Additionally, as part of the City's maintenance program, the locations indicated in the existing evaluation as being underneath a structure should be investigated and abandoned if it is determined the pipes are actually underneath existing structures.

Currently, additional projects and work the PW staff are requested to complete will significantly decrease the budgeted FTE that can be spent on stormwater O&M. It is estimated that approximately 4.25-4.5 FTE are needed to meet the current recommended level of O&M to meet the City's LOS goals. It is recommended that either additional FTE be budgeted for the PW staff to complete the extra workload requested, or the responsibilities of the PW staff be reduced to focus solely on utility O&M. In addition, it is advised that staffing needs be reevaluated every two to three years.

1.12 OTHER FINANCIAL CONSIDERATIONS

The City should complete a full-rate study for the stormwater utility to evaluate the potential user rate and SDC impacts of the recommended CIP. Estimated SDC eligibility for each identified capital improvement is included in Table 1-2 for use in completing a full rate study. It is recommended the City actively pursue opportunities with funding sources for grant funds, low-interest loans, or principal forgiveness to mitigate user rate impacts. As the City begins to prepare and proceed on CIP projects, if outside funding is desired, it is recommended the City setup a one-stop meeting with Business Oregon to identify and assess the potential funding sources for stormwater projects.

SECTION 1 - EXECUTIVE SUMMARY

In 2020, the City of St. Helens, Oregon (City), contracted with Keller Associates, Inc. (Keller) to complete a wastewater master plan (WWMP) for the City's wastewater collection system. The study area consists of all areas within the City's Urban Growth Boundary (UGB). This section summarizes the major findings of the wastewater master plan, including brief discussions of alternatives considered and final recommendations.

1.1 PLANNING CRITERIA

City-defined goals and objectives, Public Works Design Standards (PWDS), engineering best practices, and regulatory requirements form the basis for evaluation and planning within this study. Applicable regulatory requirements include the Oregon Department of Environmental Quality (DEQ) Pump Station Regulatory Requirements, Capacity Management, Operation and Maintenance (CMOM) Guidance, Land Use and Comprehensive Plan Requirements, and City Municipal Code.

The capacity of the City's conveyance system is based on the ability of the system to convey projected 20-year peak instantaneous flow rates associated with the 5-year, 24-hour storm event. For the collection system model evaluation, pipes are considered at capacity when peak flows exceed 85% of full depth in accordance with industry standards. When sizing gravity collection systems, pipelines shall be sized to convey 20-year, projected peak flows at 85% or less depth to diameter ratio (d/D). Pump stations will be evaluated and sized (if necessary) to handle these peak flows with the largest pump out of service (defined as firm capacity).

1.2 PLANNING CONDITIONS

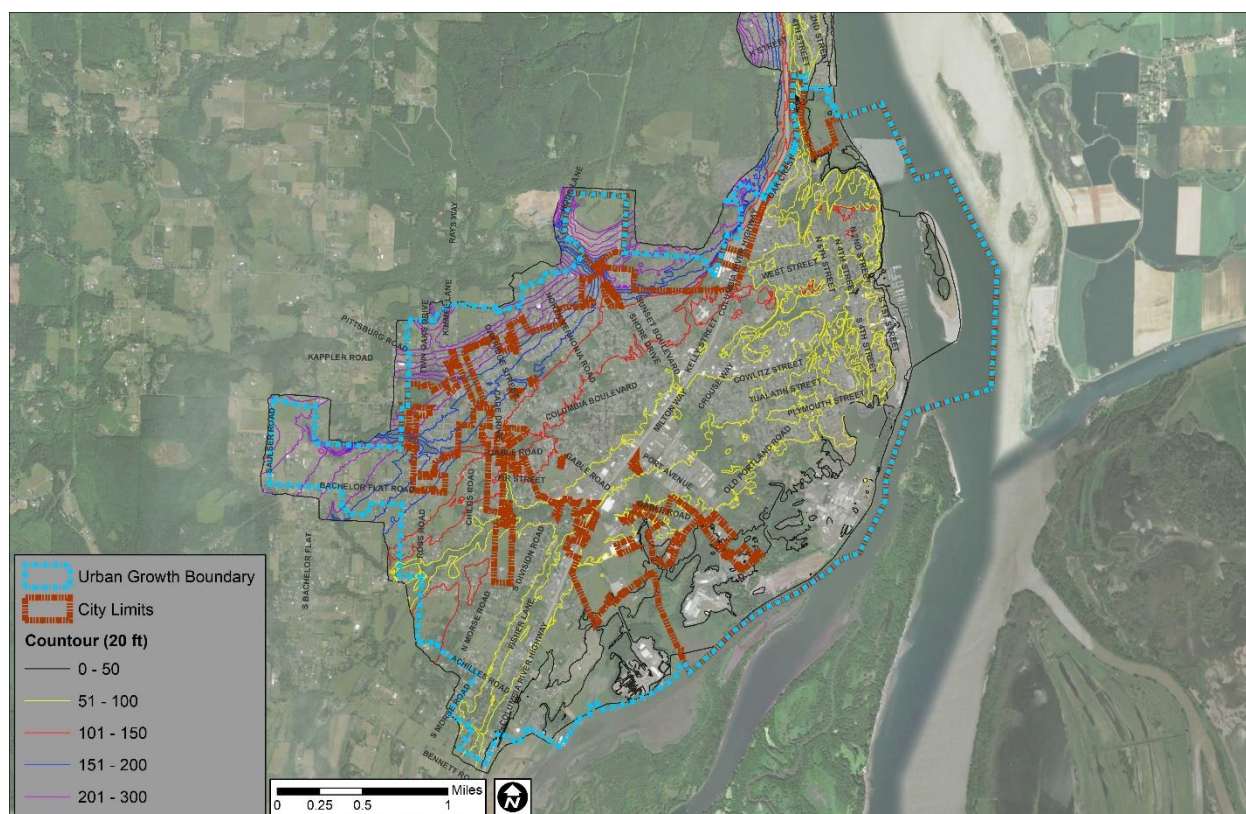
1.2.1 STUDY AREA AND LAND USE

The study area, consisting of the City's UGB and general topography, are shown in Figure 1-1. The study area slopes to the south and east toward the Columbia River. The City of St. Helens owns and operates a wastewater collection system within its UGB. Columbia City's wastewater collection system discharges to the collection system in St. Helens and flows to the City's Wastewater Treatment Plant (WWTP) for treatment. Evaluation of the Columbia City system, aside from the impacts of population growth and infiltration and inflow (I/I) on the St. Helens system, is not included in the scope of this study. The wastewater system currently serves only areas within the St. Helens and Columbia City UGBs. Further expansion of the UGB was not considered in this report.

1.2.2 DEMOGRAPHICS

The City's population has been increasing at a steady rate over the past few decades, but has leveled out in recent years. Historic populations for the City of St. Helens and Columbia City were obtained from the U.S. Census and Columbia County in cooperation with Portland State University (PSU). PSU analyzes historical trends and anticipates growth patterns to develop growth rates for 5-year increments. The most current population estimate provided by PSU for the combined area of St. Helens and Columbia City was 15,895 in 2020. The PSU coordinated growth rates provide a population projection for 2040 to be 19,506, which is St. Helens and Columbia City combined. These growth rates were reviewed and approved by the technical advisory committee (TAC) for this planning study. The estimated average annual growth rate from 2019 to 2040 is approximately 1.1% for St. Helens and 0.5% for Columbia City.

FIGURE 1-1: CITY LIMITS, UGB, AND TOPOGRAPHY



1.2.3 WASTEWATER FLOWS

Historical wastewater flows were evaluated using statistical methods following DEQ guidance to develop planning flows and provide flow projections for the planning period. Observed flows for each year from 2015–2019 and planning flows are summarized in Table 1-1 below. During the system flow evaluation process, it was discovered that the current influent flow measurement at the WWTP may not reliably measure peak influent flows during high flow events. The City provided direction to review available data, use engineering judgement, and estimate system flow planning criteria values to reflect the current system demand. Modified planning criteria was established and is presented in Table 1-1.

TABLE 1-1: OBSERVED HISTORICAL FLOWS & PLANNING FLOWS

St. Helens Historical Flows (MGD ¹)								
Year	2015	2016	2017	2018	2019	5-Year Avg	Planning	Modified Planning
Population	15,050	15,085	15,225	15,225	15,395		15,895	15,895
ADWF	0.98	1.31	1.25	0.95	1.09	1.11	1.11	1.11
MMDWF ₁₀	2.71	2.56	2.87	3.03	2.79	2.79	3.03	3.03
AADF	2.35	2.43	2.64	1.92	1.85	2.24	2.24	2.24
AWWF	3.73	3.56	4.01	2.90	2.59	3.36	3.36	3.36
MMWWF ₅	7.88	7.81	5.84	4.46	3.99	5.99	7.88	7.88
PWkF	14.19	7.54	8.93	5.90	8.86	9.08	14.19	14.19
PDAF ₅	21.19	13.08	17.76	9.60	21.90	16.71	21.90	19.90
PIF ₅	31.4	27.4	24.6	13.9	32.2	25.90	33.98	26.00
Yearly Total (MG ¹)	856	889	955	700	669			
Total Rainfall (in/yr)	47	48	51	31	33			

1) MGD = million gallons per day; MG = million gallons

ADWF = Average Dry-Weather Flow

AADF = Average Annual Daily Flow

MMWWF₅ = Maximum Monthly Wet-Weather Flow

PDAF₅ = Peak Daily Average Flow

MMDWF₁₀ = Maximum Monthly Dry-Weather Flow

AWWF = Average Wet-Weather Flow

PWkF = Peak Week Flow

PIF₅ = Peak Instantaneous Flow

Comparison of the dry weather and wet weather system flows in Table 1-1 shows that the City of St. Helens experiences large increases in flow during wet weather events. The high wet weather flows are associated with large inflow and infiltration (I/I) influence in the system.

To project the planning flows derived from the analysis, a projected flow per capita (reported in gallons per capita per day, [gpcd]) was developed. Projected planning system flows (millions of gallons per day [MGD]) are based on 2019 modified planning flows with the addition of the product of projected unit flows (gpcd) and projected population increase shown in Table 1-2. Actual future flows will depend on several variables and could potentially be decreased through aggressive I/I reduction efforts.

TABLE 1-2: PROJECTED PLANNING FLOWS

	Planning Flow (MGD)	Planning Unit Flow (gpcd)	Projected Unit Flow (gpcd)	Projected Planning Flow (MGD)				
Year	2019	2019	2019	2020	2025	2030	2035	2040
Population	15,395	15,395	15,395	15,895	16,727	17,605	18,530	19,506
ADWF	1.11	72	72	1.15	1.21	1.28	1.34	1.41
MMDWF ₁₀	3.03	197	197	3.12	3.29	3.46	3.64	3.83
AADF	2.24	145	145	2.31	2.43	2.56	2.69	2.83
AWWF	3.36	218	218	3.47	3.65	3.84	4.04	4.25
MMWWF ₅	7.88	512	300	8.03	8.28	8.54	8.82	9.11
PWkF	14.19	922	325	14.35	14.62	14.91	15.21	15.53
PDAF ₅	19.90	1293	375	20.09	20.40	20.73	21.08	21.44
PIF ₅	26.00	1689	525	26.26	26.70	27.16	27.65	28.16

1.3 COLLECTION SYSTEM EVALUATION

The existing wastewater collection system consists of approximately 60 miles of gravity sewer mains, 2.5 miles of force main, and nine pump stations.

1.3.1 PUMP STATION EVALUATION

There are nine pump stations and approximately 2.5 miles of force main operated and maintained by the City in its wastewater collection system. High level facility evaluations were completed in October of 2020 with City operations personnel to review conditions of the pump station facilities, current maintenance activities, and known operational problems encountered by City staff.

Each pump station is a duplex pump station with submersible pumps located in the wetwell, with the exception of Pump Station 2 (PS#2). PS#2 is a duplex self-priming pump station that operates on a variable frequency drive (VFD) with a high and low setting. Table 1-3 below provides a summary for the pump stations evaluated.

TABLE 1-3: PUMP STATION INVENTORY

Name	PS#1	PS#2	PS#3	PS#4	PS#5	PS#7	PS#8	PS#9	PS#11
Type	Duplex, Submersible	Duplex, Self-Priming	Duplex, Submersible	Duplex Submersible	Duplex, Submersible	Duplex, Submersible	Duplex, Submersible	Duplex, Submersible	Duplex, Submersible
Year Constructed	1950s	1990	1997	1995	1994	1986	1991	1994	1996
Pump Type	Paco / Hydromatic Submersible	Gorman Rupps VSP (High / Low)	Wilo Type FA 10.51A Submersible	FLYGT NP - 3085	ABS AFP AFP(K) 1049.1- M105/4FM	Wilo Submersible	ABS SJS10W	Barns 4SE3724L	Hydromatic S4HVX- 1500JD
Pump hp	36 / 30	40 / 22.5	6.2	3	14	15.5	1	3.7	15
Design Flow (gpm)	550	700 / 250	500	130	145	390	Unknown	200	143
Design Head (ft)	110	82 / 52	10.7	22	98	83	4	24	74
Low Level Alarm (ft)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.42	N/A
Pump Off Level (ft)	1.33	1.50	2	6.2	2.00	3.83	2.83	0.58	0.75
Lead On Level (ft)	2	3	3.5	8.9	4.00	10.00	4.93	1.167	1.65
Lag On Level (ft)	2.5	3.5	4.33	10.0	5.00	10.5	Unknown	2.75	2
High Level Alarm (ft)	6	7.5	5.83	11.8	5.00	11	5.45	3.75	3.1
Level Control Type	Ultrasonic Level Sensor	Float Relays	Ultrasonic Level Sensor	Float Relays	Ultrasonic Level Sensor	Ultrasonic Level Sensor	Float Relays	Float Relays	Float Relays
Flow Meter	No	No	No	No	No	No	No	No	No
Pressure Gauge	Yes	No	No	No	No	No	No	No	No
Auxiliary Power Type	Portable Generator	On-Site Generator	Portable Generator	Portable Generator	On-site Generator	On-site Generator	Portable Generator	Portable Generator	Portable Generator
Transfer Switch	MTS	ATS	MTS	MTS	ATS	ATS	MTS	MTS	MTS
Bypass Piping	No	No	No	Yes	No	No	No	No	No
Order Control	None	None	None	None	None	None	None	None	None
Wet Well Depth (ft)	18	9	15.5	20.6	10.5	16	4	13	6.15
Wet Well Diameter (ft)*	12.67	5	7	6	6	6	3	5	5
Force main Diameter (in)	6	6	6	4	4	6 / 8	3	6	4
Force Main Length (ft)**	1,010	1,050	20	610	1,700	2,620	260	70	2,500

*Pump Station 1 has a rectangular wetwell

**Estimated using City GIS data

The pump station evaluation presents general observations and recommendations, along with specific recommendations for individual pump station sites. The general recommendations are provided as a guideline to allow the City to maintain the pump stations for the 20-year planning period. Overall, the pump stations are in good condition and are well maintained with minor housekeeping items such as partial installation of redundant high-level alarms, lack of fall protection, and lack of up-to-date accurate pump station drawings and pump information. These housekeeping items were identified during observations and discussions with City staff. No significant deficiencies were identified in the overall pump station condition evaluation.

1.3.2 INFILTRATION & INFLOW

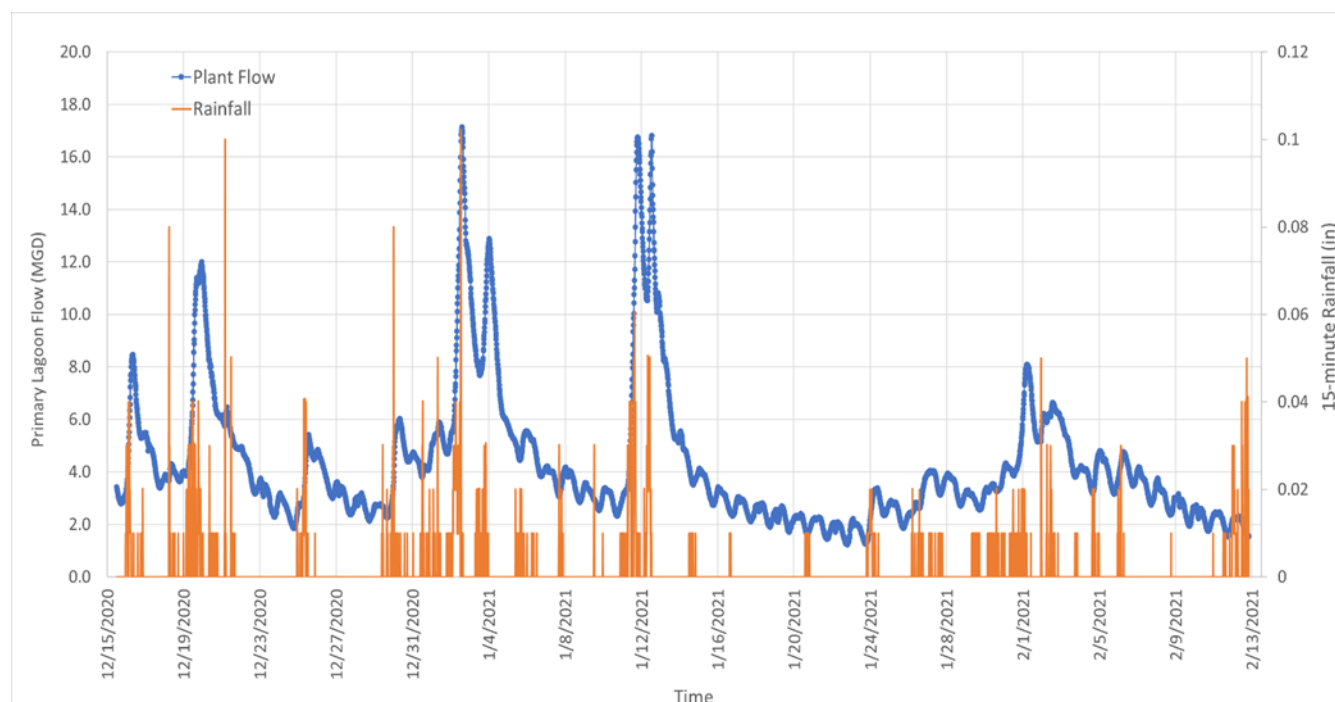
Infiltration and Inflow (I/I) is a concern in the St. Helens collection system. The rapid response between precipitation events and increased flows suggests that a significant component of peak flow is from storm water inflow. Estimated peak flows in the collection system are 20-25 times higher than annual dry weather flows. The sustained increase in flow over several days following a large storm event suggests that groundwater is also infiltrating into the City's wastewater collection system. Visual evidence of I/I influence in the system can be seen in Chart 1-1, which displays WWTP primary lagoon flow vs. 15-minute rainfall data for December 2020 through February 2021. The data is representative of typical wet weather seasonal response in the collection system.

Since the completion of the 2008 Wet Weather Capacity Evaluation, which documented I/I in St. Helens, the City has performed smoke testing and closed-circuit television (CCTV) inspections on the collection system. The City has also taken steps to address I/I in the system via pipeline replacement, pipe repair (including cure-in-place-pipe [CIPP] lining and spot repairs), and manhole rehabilitation and replacement. City staff have reported that the effort has produced noticeable I/I reduction (annual reported overflows have been reduced), but I/I still persists in the system.

This study included a high-level evaluation of I/I in the system. A preliminary evaluation to identify areas likely to experience the highest I/I was completed using available data. Pipeline age and material data, areas of suspected sump pump connections, City reported issues, and priority pipelines from the 2008 evaluation not addressed in the I/I reduction projects were compared to identify areas anticipated to have the highest I/I influence. The pipelines identified as highest risk for I/I should be considered as high priority for CCTV inspection and subsequent repair and/or replacement as needed. Overall, the evaluation identified approximately 8,000 feet of Priority 1 pipelines; 15,200 feet of Priority 2 pipelines; and 18,250 feet of Priority 3 pipelines for CCTV inspection. The primary area identified by City staff as likely to have improper stormwater sump pump connections was marked for additional investigations in order to locate and disconnect any stormwater sump pumps.

I/I prioritization and identification is an ongoing, evolving process. As the City collects more data, the prioritization evaluation needs to be updated to reflect the most recent data available. It is recommended the City work towards regular inspection of all system pipes and include this information in their ongoing I/I prioritization process.

CHART 1-1: DAILY FLOW AND PRECIPITATION DURING WET WEATHER



1.3.3 STAFFING EVALUATION

A high-level evaluation of existing wastewater staffing levels, deficiencies in existing staffing levels, and staffing recommendations was completed as part of this study. The City Public Works (PW) Operations staff, who are responsible for the operations and maintenance (O&M) of the wastewater collection system, and the WWTP staff, who are responsible for the O&M of the City's nine pump stations, were interviewed to collect information on existing staffing levels, annual O&M activities, and level of service (LOS) goals for the City wastewater infrastructure. In general, St. Helens' public works staff provide support for many City activities that are not directly related to public utility O&M (i.e. building maintenance, building remodels, City events, etc.), which reduces time and O&M activities they can spend and complete on utility infrastructure. It is recommended that either additional Full Time Employee (FTE) be budgeted for the PW Operations staff to complete the existing workload requested, or the responsibilities of the PW Operations staff be reduced to focus solely on utility O&M. Additionally, it is advised that staffing needs be re-evaluated every two to three years.

1.3.4 PIPELINE CAPACITY EVALUATION

A wastewater collection system model was developed using InfoSWMM software (Suite 14.7 Update #2) to evaluate existing and 20-year collection system capacity. Wastewater trunklines (10-inch diameter and larger) were included in the model as well as five pump stations. Some 8-inch pipelines were modeled to connect disparate areas that were served by 10-inch pipelines. Continuous flow monitoring was completed at six locations during the wet weather period between December of 2020 and January of 2021. The six flow monitoring locations divided the system into six monitoring basins, shown in Figure 1-2. The collected data was analyzed along with continuous precipitation data to establish typical 24-hour patterns, average base flows at each site, and gauge rainfall influence in the system. Both dry weather (minimal to no rain in days prior) and wet weather periods were used for base flows and calibration efforts.

Gravity pipelines were evaluated according to the City's Public Works Design Standards. Pipe capacity was assessed by evaluating the ratio of the depth of maximum flow to the diameter of the pipe (d/D), with pipes considered undersized if they exceed a ratio of 0.85. This planning criteria was established in meetings with City staff. Pump stations were evaluated based on the capacity to handle peak flows with the largest pump out of service (defined as firm capacity).

The calibrated model was used to assess the effects of a 5-year, 24-hour design storm event on the existing system. The existing system evaluation showed a significant portion of the modeled trunk lines operating at or above capacity. There are pipelines operating at or above capacity in each of the six monitoring basins, and almost all have manholes with the potential to overflow. The deficiencies found in the evaluation are caused by high peak flows and undersized trunklines. Figure 1-3 shows locations of over-capacity pipes in the existing system model, displayed in orange and red, with potential overflow locations marked with a red circle.

FIGURE 1-2: FLOW METER LOCATIONS AND MONITORING BASINS

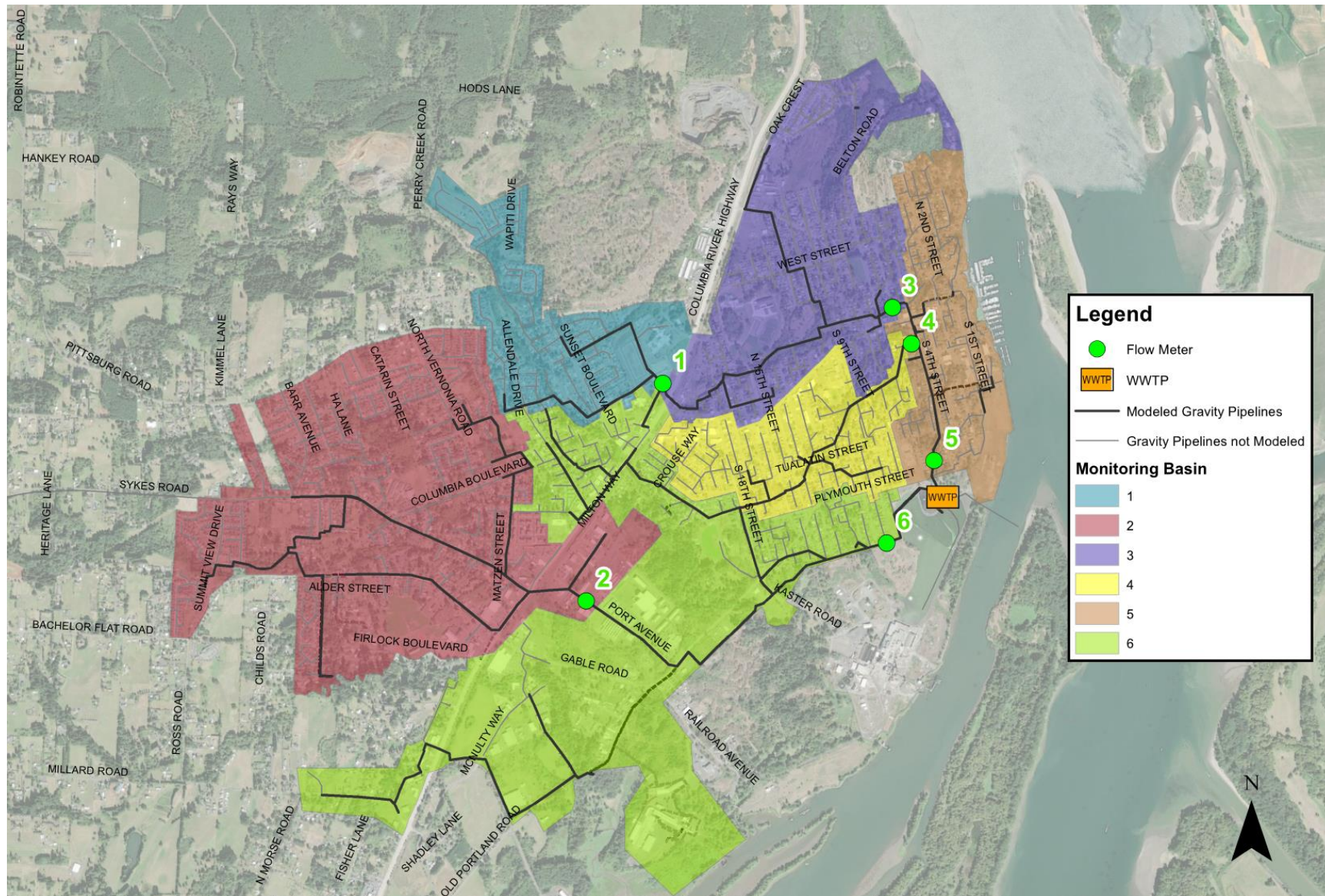
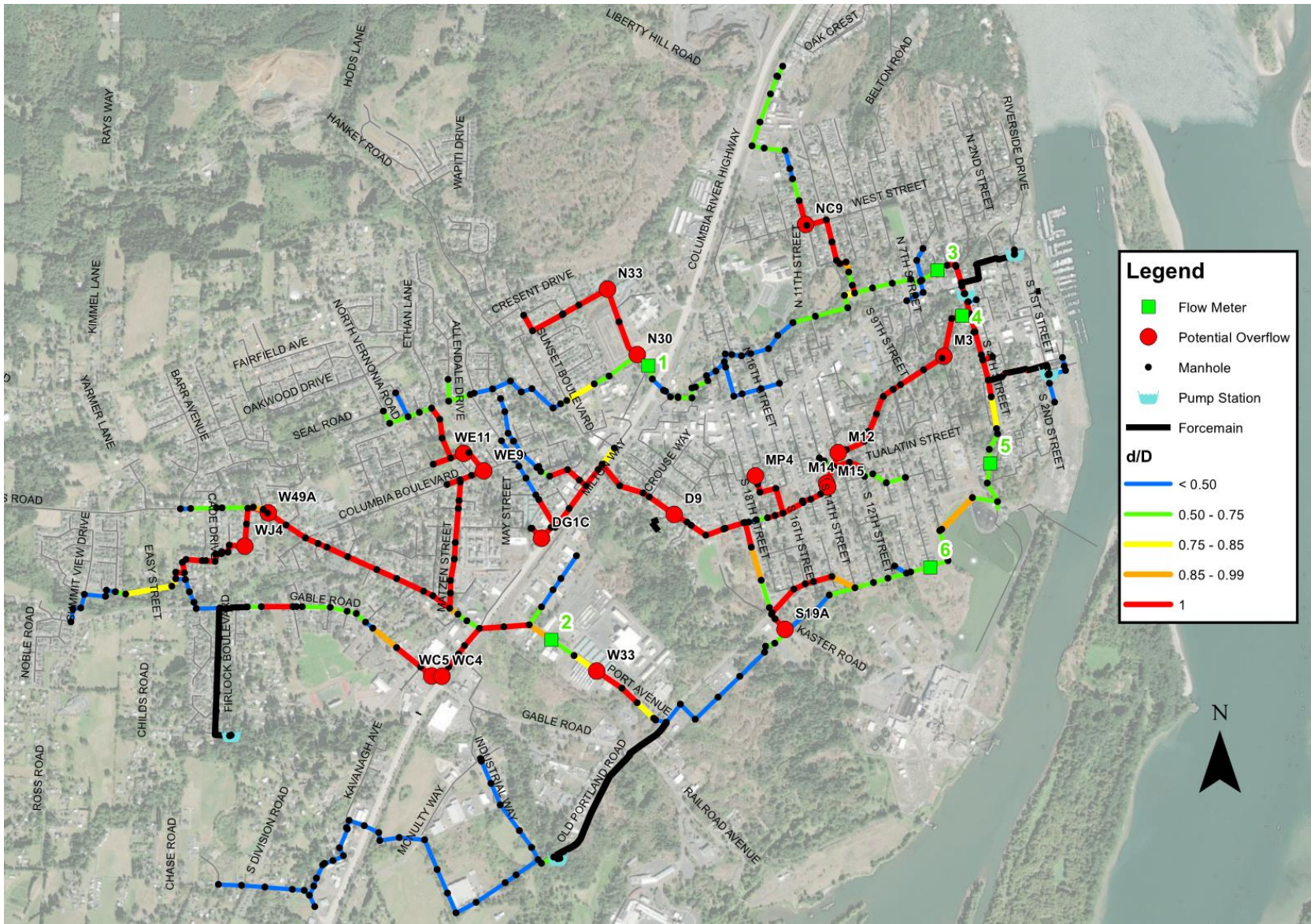


FIGURE 1-3: EXISTING SYSTEM EVALUATION - D/D AND POTENTIAL OVERFLOW LOCATIONS



For the 20-year capacity evaluation, future loads were distributed based on PSU population projections and City anticipated future residential, commercial, and industrial growth areas, shown in Figure 1-4. A majority of the areas anticipated to develop have topography that would allow for gravity flow to the existing collection system, while four growth areas may require additional infrastructure. These four identified areas are the Riverfront District (Growth Area #2), the Business Industrial Park (Growth Area #17), and Growth Areas #1 and #9 located near Pump Station 11 (PS#11).

The City is currently evaluating development options for the Riverfront District, which includes the relocation of Pump Station 1 (PS#1). A 10-inch pipeline at minimum slope would have the capacity to convey the projected 20-year flows through the Riverfront District. The proposed pipeline would be routed underneath the proposed roadways depicted in the current City planning documents.

The City is seeking new opportunities for the Industrial Business Park and completed parcellation framework report for the site. To provide sewer service for the future development, a pump station will be required. The pump station will likely need to be located near the waterfront to follow existing topography. The gravity sewer piping will follow the proposed roadway alignments and drain to the proposed pump station location. The force main can be routed along existing and/or proposed roadways and discharge to the existing trunkline on Kaster Road. The existing gravity trunkline downstream on Old Portland Road has a section of parallel pipes which are capacity limited and should be evaluated as part of the development process and plans.

The City has expressed interest in relocating PS#11 further north, to the intersection of Firlok Park Street and Hazel Street. If relocated, the depth of the wetwell could be sized at predesign to receive flow via a gravity line from the northern portions of Growth Areas #1 and #9, which would involve a bore under McNulty Creek to serve Growth Area #1. The southern portion of both growth areas could be served by 8-inch pipelines conveyed to existing gravity trunklines. Grinder pumps might need to be installed at residences adjacent to McNulty Creek, as the relative elevation of these locations may make serving them via gravity pipeline not feasible.

Overall, problem areas identified in the 20-year evaluation reflect the same areas identified in the existing system analysis, with many of the deficiencies being caused by high peak flows and undersized trunklines exacerbated in the 20-year model. Figure 1-5 shows locations of over-capacity pipes in the 20-year model, displayed in orange and red, with potential overflow locations marked with a red circle.

FIGURE 1-4: ANTICIPATED 20-YEAR GROWTH LOCATIONS

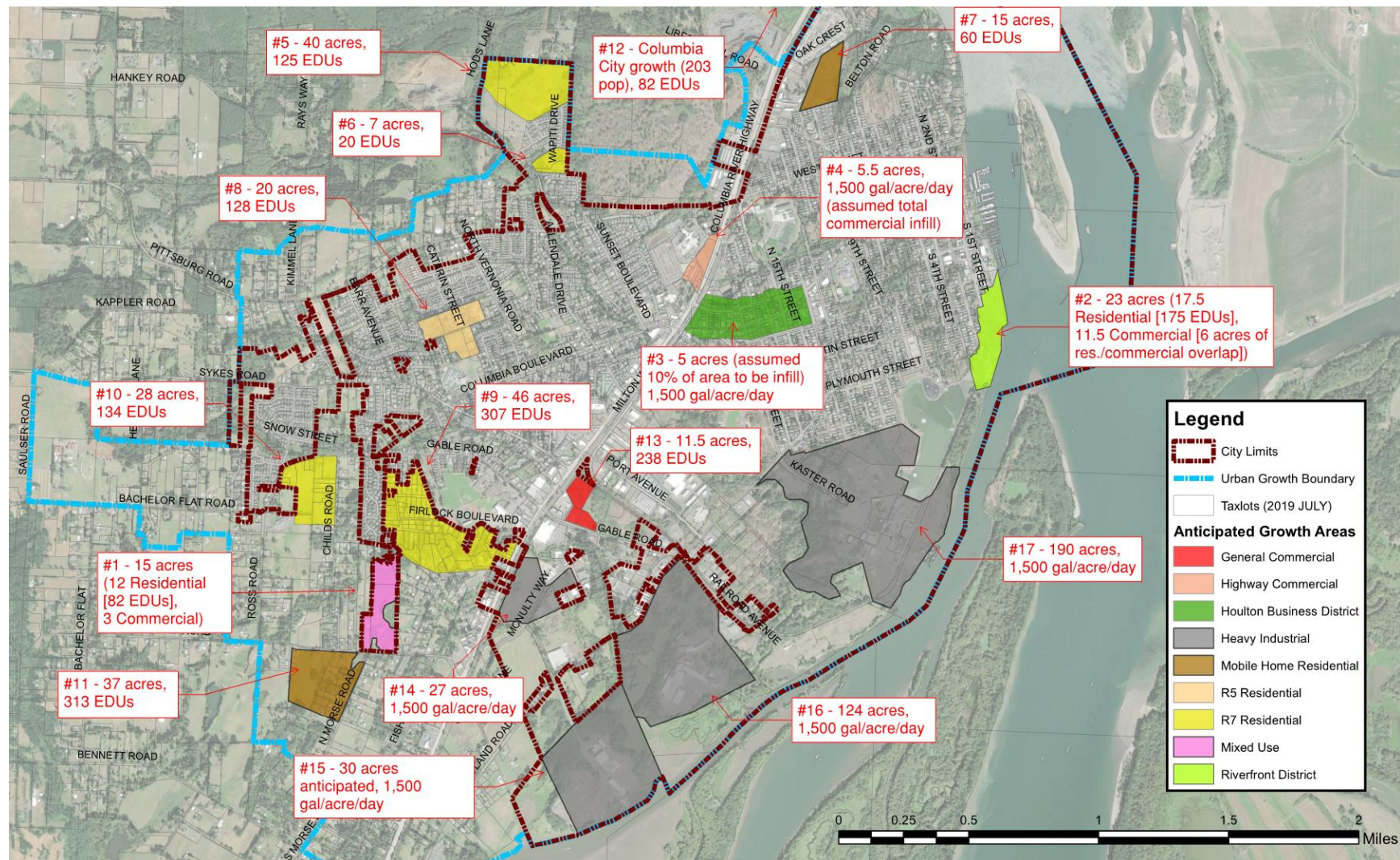
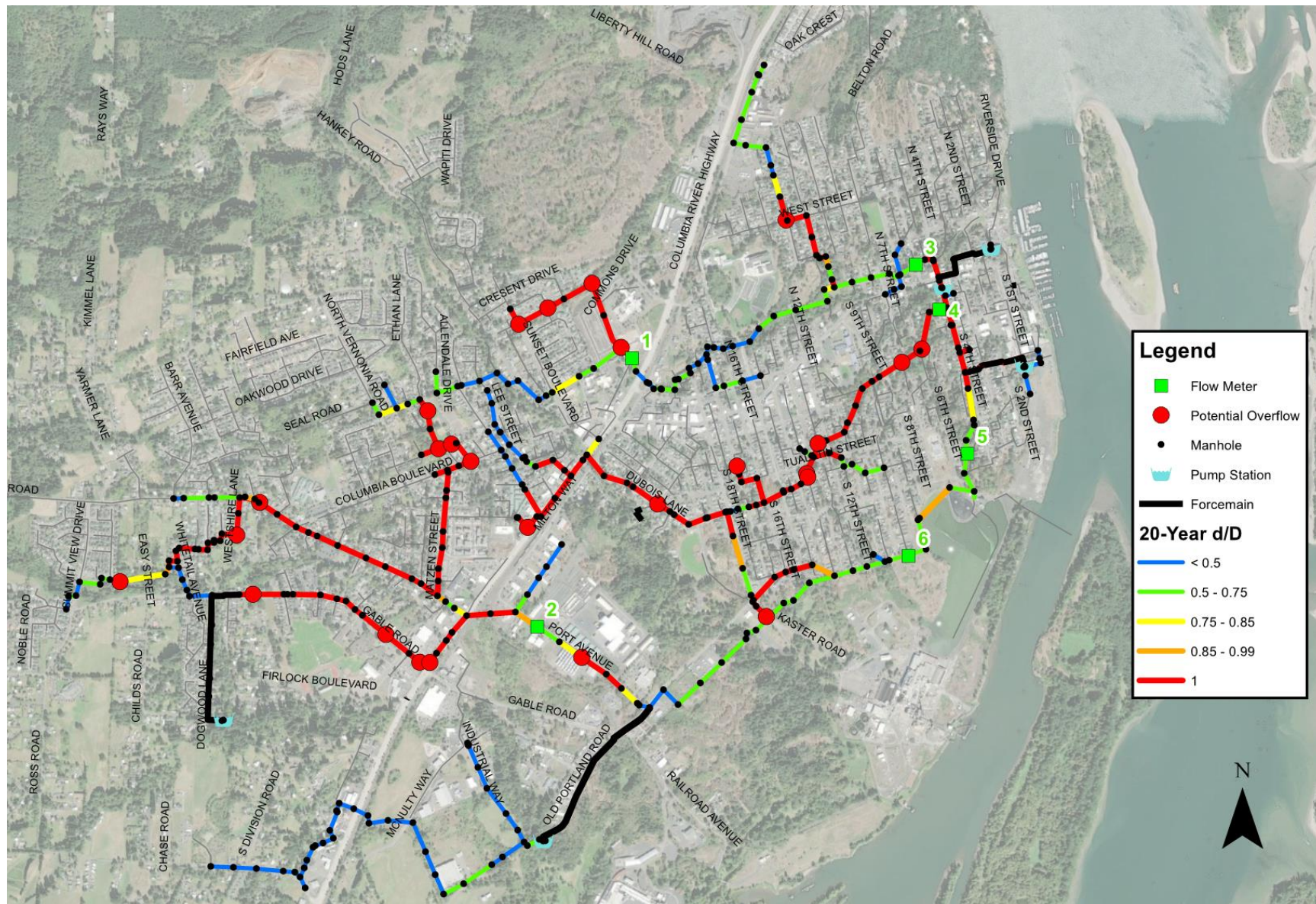


FIGURE 1-5: 20-YEAR SYSTEM EVALUATION - D/D AND POTENTIAL OVERFLOW LOCATIONS



1.3.5 PUMP STATION RESILIENCY

The compilation of this master plan included an assessment of pump station resiliency using a risk of failure evaluation. The risk of failure of an asset is a combination of the likelihood of failure and consequence of failure. Likelihood of failure is a measure of how likely an asset is to fail. An evaluation of the risks of failure can provide an importance, urgency, or priority to assets and provide guidance on the order in which asset deficiencies should be addressed. Assets with the highest risk of failure (product of likelihood of failure and consequence of failure) should be repaired or replaced first as they pose the largest threat to a system and community.

The analysis shows that PS#1 and PS#2 have the highest risks of failure. A failure at one of these pump stations would have the largest impact on the community and is most likely to happen based on the factors evaluated, indicating that deficiencies at these pump stations should be addressed soon after identified.

1.4 COLLECTION SYSTEM ALTERNATIVES

Alternatives to address collection system deficiencies discussed are summarized in the sections below. A few of the deficiencies identified do not have multiple, feasible, or cost-effective alternatives for improvements. Recommended improvements for these deficiencies are also included below.

1.4.1 SUMP PUMPS

Six alternatives were identified to address the presence of private sump pumps discharging into the collection system. The alternatives included: targeted distribution of educational material, smoke testing, dye testing and CCTV, visual inspection, point-of-sale inspection, and a reward-based disconnection incentive program. These alternatives were not considered mutually exclusive and could be performed in conjunction if the City chose to perform multiple projects at a time.

1.4.2 CONVEYANCE SYSTEM

Alternatives for conveyance were established for each flow metering basin. While some of the conveyance system deficiencies do not have multiple feasible alternatives, construction of new trunklines to redirect flow away from undersized pipelines or suspected points of overflow was considered by the City. The redirection of the conveyance system was considered a feasible alternative for Basins 2, 4, and 6. Upsizing the existing undersized trunklines to handle 20-year peak flows was considered a feasible alternative for each basin.

Additionally, the installation of parallel facilities or taking no action was presented to the City. The City could choose to construct parallel facilities in areas with limited remaining capacity, however this alternative was ultimately dismissed. Taking no action is not a viable option because surcharging and the potential for overflows would only worsen, which could result in negative impacts to human health and the environment, in addition to the increased risk of fines from the DEQ.

1.5 RECOMMENDED COLLECTION SYSTEM IMPROVEMENTS

To address the identified system deficiencies, the following improvements are recommended. Cost estimates for each of the recommended improvements are included in the section and incorporated in the Capital Improvement Plan (CIP).

1.5.11 WWTP INFLUENT FLOW METER

Priority 1 WWTP influent flow meter improvements address the suspected inaccurate influent peak flow measurement at the WWTP and would provide accurate measurement of influent peak flows during wet weather events. The total estimated cost for this improvement is \$68,000.

1.5.2 PUMP STATIONS

Priority 1 pump station improvements address the continuation of upgrades the City of St. Helens is currently performing as well as the operations improvements, which include the installation of overflow alarms and adding a SCADA alarm to sound when both pumps in a pump station turn on. It is recommended that pump station runtimes continue to be recorded and reviewed by staff in conjunction with the recommended alarm data if both pumps are running to track as pump stations may be nearing firm capacity. Additionally, it is recommended that Pump Station 3 be equipped with an on-site generator to address its backup power deficiency and simplify portable generator operations during outages. The total estimated cost for these improvements is \$100,000.

Priority 2 pump station improvements assume that the Riverfront District and Growth Areas #1 and #9 require the relocation of Pump Stations 1 and 11. Additionally, Priority 2 improvements address the general deficiencies, such as under-capacity pumps, fall protection provisions, level sensor redundancy, as well as flow and pressure monitoring. The total estimated costs for these improvements is \$5,000,000.

1.5.3 INFLOW AND INFILTRATION (I/I)

The City is advised to create an annual budget to fund an ongoing I/I reduction program, which would promote annual I/I improvement projects throughout the City. This type of work is anticipated to be a combination of sump pump identification and removal, lateral replacement, and mainline and manhole inspections and rehabilitation/replacement. System I/I reductions could reduce, delay, or eliminate the need for capacity-related pipeline upsizing projects and provide cost savings to the City over the planning period. Rather than have a separate replacement budget and I/I improvement budget, it is recommended the City adopt a combined fund of \$500,000 annually for the 20-year planning period. This dollar amount is reflective of the estimated annual pipeline replacement cost, presented in Table 1-4.

1.5.4 SUMP PUMPS

It is recommended the City pursue a combination of educational material distribution, point-of-sale inspection, and a reward-based incentive program. A portion of the recommended I/I annual budget should be reserved for the printing and distribution of educational materials and to support a sump pump disconnection incentive program. Additionally, the City ought to update its code to include language requiring the seller to evaluate and disconnect any sump pumps from the sanitary sewer during inspection and before the property transfers ownership.

1.5.5 CONVEYANCE SYSTEM

Priority 1 improvements address potential overflows near the downtown and “tunnel” pipelines for the City (Basin 5), as well as deficiencies in Basin 4. Improvements include rerouting Basin 4’s trunkline along Tualatin St. to Basin 6, and upsizing gravity mains on S 4th Street, S 16th Street and S 17th Street. The annual I/I reduction projects could have significant impacts to the peak flows in Basin 5. It is recommended that flow monitoring be included in the concept design phase of this project to further define existing flows and compare the peak flows in Basin 5 following the I/I reduction work and Basin 4 improvements. The total estimated cost for these improvements is \$8,100,000.

Priority 3 improvement projects will alleviate remaining existing and future capacity limitations in the collection system, but an intentional, ongoing I/I reduction program could reduce, delay, or eliminate the need for some of these improvements. These improvements include upsizing of existing undersized pipelines in Basins 1, 2, 3, and 6, and also involve construction of a new pipeline to reroute flow from Gable Road to Sykes Road, and reroute flow near Old Portland Road and Kaster Road in Basin 6. The total estimated cost for these improvements is \$17,800,000.

1.5.6 FUTURE INFRASTRUCTURE

There are four anticipated growth areas in the 20-year planning period that may require additional infrastructure to connect with the existing system, which include the Riverfront District (Growth Area #2), the Business Industrial Park (Growth Area #17), and Growth Areas #1 and #9 located near PS#11. Priority 2 improvements address the required infrastructure needed to serve the Riverfront District, Business Industrial Park, and Growth Areas #1 and #9. The costs for the proposed infrastructure at the Riverfront District are tied into the cost of the PS#1 relocation. The estimated cost of the proposed Riverfront District and Business Industrial Park infrastructure is \$13,500,000. The proposed infrastructure for Growth Areas #1 and #9 is tied into the cost to relocate PS#11 and is estimated at \$1,900,000.

1.5.7 OPERATIONS AND MAINTENANCE

In addition to regular maintenance, it is recommended that an annual pipeline replacement program be established. Typically, a budget for replacing the system components is based on average useful life. Average useful life of manholes and cleanouts are shown in Table 1-4.

It is recommended that the \$500,000 amount presented in the I/I section above serve as a combined I/I reduction program budget and annual replacement budget. It should be noted that this is an interim amount presented for City budgeting purposes, with the purpose of increasing over time to the recommended \$790,000 annual replacement budget for the system. Even after I/I improvements have significantly reduced peak flows in the system, the City should continue to maintain an annual replacement budget to fund ongoing O&M and meet the City's LOS goals.

Pipelines should be cleaned approximately every three to five years (frequency can be adjusted based on pipe material plus scour conditions and observations by City staff). Manhole rehabilitation and service line repairs should be coordinated with pipeline rehabilitation work. Emphasis should be placed on areas where pipe conditions pose the largest threat of sanitary sewer surcharging or more immediate threat of collapse.

TABLE 1-4: ANNUAL REPLACEMENT BUDGET

Item	Lifespan	Cost/Year
Pipelines	75 Years	\$ 570,000
Manholes	50 Years	\$ 210,000
Cleanouts	50 Years	\$ 5,000
Total (rounded)		\$ 790,000

1.5.8 PLANNING RECOMMENDATIONS

The City is recommended to update their planning documents every 5 years. Updates to the planning documents and models allow the City to re-assess needs and properly allocate budgets to address system deficiencies. The next update should include an evaluation of both the wastewater collection system and WWTP. A Master Plan Update for both the wastewater collection system and the treatment plant was included as a Priority 2 improvement, with an estimated cost of \$300,000.

1.5.9 ENGINEERING DESIGN STANDARDS, CODE, AND COMPREHENSIVE PLAN REVIEW

The City's existing development code (Title 17), engineering design standards (Title 18), and comprehensive plan (Title 19) were reviewed for new development, as they pertain to wastewater conveyance, to identify potential deficiencies and provide recommendations for updates. The primary recommendations for review, updates, and additions include the following:

- Scheduling requirements
- Matching references to the Oregon Department of Transportation (ODOT)/ American Public Works Association (APWA) Oregon Standard Specifications for Construction (OSSC).
- Pipeline sizing, slope, cover, and utility spacing requirements
- Manhole design requirements
- Stream and creek crossing requirements

The City is advised to review and assess these recommended changes to these sections to City code, standards, and comprehensive plans to match current best practices in the industry. The City should then initiate the process of proposing changes to associated City documents to maintain consistency.

1.6 CAPITAL IMPROVEMENT PLAN

This section outlines the recommended plan to address the wastewater collection system deficiencies identified in previous sections. The alternative evaluation and recommended projects, with input from City staff, are the basis for the CIP for the wastewater collection system presented in this section.

1.6.1 SUMMARY OF COSTS

The cost summary of the 20-year CIP is listed in Table 1-5. Capital costs developed for the recommended improvements are Class 4 estimates as defined by the Association for the Advancement of Cost Engineering (AACE). Actual construction costs may differ from the estimates presented depending on specific design requirements and the economic climate when a project is at bid. An AACE Class 4 estimate is normally expected to be within -50 and +100 percent of the actual construction cost, which is typical for planning documents. As a result, the final project costs will vary from the estimated costs presented in this document. The costs are based on experience with similar recent collection system and WWTP upgrade projects. Equipment pricing from manufactures of the large equipment items was also used to develop the estimates. The total estimated probable project costs include contractor markups and 30% contingencies, which is typical of a planning-level estimate. Overall project costs include total construction costs, costs for engineering design, construction management services, inspection, as well as administrative costs. For the collection system projects, the contractor's overhead and profit are worked into the line items. Priorities are set for today and will be re-evaluated when there is a need for re-assessment. The CIP is based on modeling data that was available during the completion of this facilities plan. When projects are carried forward, the model, data, assumptions, etc., should be re-evaluated to make any necessary adjustments to the basis of the project. An estimated schedule for the next six years is shown in Table 1-6.

TABLE 1-5: 20-YEAR CAPITAL IMPROVEMENT PLAN (CIP)

Project No.	Project Name	Primary Purpose	Total Estimated Cost (2021)	SDC Growth Apportionment		City's Estimated Portion
				%	Cost	
Priority 1 Improvements						
1.1	WWTP Influent Flow Meter	Operations	\$ 68,000	11%	\$ 8,000	\$ 60,000
1.2	Basin 4 Pipeline Upsize and Reroute	Capacity	\$ 3,600,000	0%	\$ -	\$ 3,600,000
1.3	Basin 5 Pipeline Upsize	Capacity	\$ 4,500,000	3%	\$ 150,000	\$ 4,350,000
1.4	Install Overflow Alarms	Operations	\$ 9,000	24%	\$ 2,000	\$ 7,000
1.5	Pump Station 3 On-site Generator	Operations	\$ 90,000	0%	\$ -	\$ 90,000
1.6	Annual I/I Reduction Program (6-Year)	Capacity	\$ 3,000,000	24%	\$ 730,000	\$ 2,270,000
Total Priority 1 Improvement Cost (rounded)			\$ 11,300,000			\$ 10,400,000
Priority 2 Improvements						
2.1	Riverfront District Trunkline and Pump Station 1 Relocation	Capacity, Operations	\$ 2,400,000	22%	\$ 530,000	\$ 1,870,000
2.2	Relocate Pump Station 11	Capacity, Operations	\$ 1,900,000	49%	\$ 920,000	\$ 980,000
2.3	Industrial Business Park Trunklines and Pump Station	Capacity, Operations	\$ 11,100,000	100%	\$ 11,100,000	\$ -
2.4	Pump Station Upgrades	Operations, Safety	\$ 700,000	24%	\$ 170,000	\$ 530,000
2.5	Master Plan Update	Operations	\$ 300,000	100%	\$ 300,000	\$ -
2.6	Annual I/I Reduction Program (8-Year)	Capacity	\$ 4,000,000	24%	\$ 980,000	\$ 3,020,000
Total Priority 2 Improvement Cost (rounded)			\$ 20,400,000			\$ 6,400,000
Priority 3 Improvements						
3.1	Basin 6 Pipeline Upsize and Reroute	Capacity	\$ 6,200,000	8%	\$ 480,000	\$ 5,720,000
3.2	Basin 2 Pipeline Upsize and Reroute	Capacity	\$ 8,600,000	14%	\$ 1,190,000	\$ 7,410,000
3.3	Basin 1 Pipeline Upsize	Capacity	\$ 1,800,000	9%	\$ 170,000	\$ 1,630,000
3.4	Basin 3 Pipeline Upsize	Capacity	\$ 1,200,000	3%	\$ 40,000	\$ 1,160,000
3.5	Annual I/I Reduction Program (6-year)	Capacity	\$ 3,000,000	24%	\$ 730,000	\$ 2,270,000
Total Priority 3 Improvement Cost (rounded)			\$ 20,900,000			\$ 18,200,000
Total Collection System Improvement Costs (rounded)			\$ 52,600,000			\$ 35,000,000

Note:

The cost estimate herein is concept level information only based on our perception of current conditions at the project location and its accuracy is subject to significant variation depending upon project definition and other factors. This estimate reflects our opinion of probable costs at this time and is subject to change as the project design matures. This cost opinion is in 2021 dollars and does not include escalation to time of actual construction. Keller Associates has no control over variances in the cost of labor, materials, equipment, services provided by others, contractor's methods of determining prices, competitive bidding or market conditions, practices or bidding strategies. Keller Associates cannot and does not warrant or guarantee that proposals, bids, or actual construction costs will not vary from the cost presented herein.

TABLE 1-6: PRIORITY 1 CIP SCHEDULE

Project No.	Item	Cost (2021)	Opinion of Probable Costs					
			2022	2023	2024	2025	2026	2027
Priority 1 Improvements								
1.1	WWTP Influent Flow Meter	\$ 68,000	\$ 68,000					
1.2	Basin 4 Pipeline Upsize and Reroute	\$ 3,600,000		\$ 400,000	\$ 3,200,000			
1.3	Basin 5 Pipeline Upsize	\$ 4,500,000				\$ 500,000	\$ 4,000,000	
1.4	Install Overflow Alarms	\$ 9,000	\$ 9,000					
1.5	Pump Station 3 On-site Generator	\$ 90,000	\$ 90,000					
1.6	Annual I/I Reduction Program (6-Year)	\$ 3,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Total (Rounded)		\$ 11,300,000	\$ 700,000	\$ 900,000	\$ 3,700,000	\$ 1,000,000	\$ 4,500,000	\$ 500,000

Note:

The cost estimate herein is concept level information only based on our perception of current conditions at the project location and its accuracy is subject to significant variation depending upon project definition and other factors. This estimate reflects our opinion of probable costs at this time and is subject to change as the project design matures. This cost opinion is in 2021 dollars and does not include any escalation. Keller Associates has no control over variances in the cost of labor, materials, equipment, services provided by others, contractor's methods of determining prices, competitive bidding or market conditions, practices or bidding strategies. Keller Associates cannot and does not warrant or guarantee that proposals, bids, or actual construction costs will not vary from the cost presented herein.

1.6.2 OTHER ANNUAL COSTS

In addition to the capital improvement costs presented in Table 1-5 and Table 1-6, the following expected annual operating costs are recommended for consideration in setting annual budgets for the collection system:

Additional collection system replacement/rehabilitation needs: Based on linear feet of pipeline, and number of manholes and cleanouts, the City should ideally budget a total of \$790,000/year for pipeline replacement/rehabilitation. Currently, it is recommended the City should establish a \$500,000 annual fund for system replacement/rehabilitation. I/I replacement and rehabilitation projects performed as part of the Annual I/I Reduction Program may offset a portion or majority of these recommended costs, as pipeline rehabilitation addresses defects and extends pipeline lifespan.

The City should target the infiltration and inflow (I/I) projects as a part of the annual pipeline replacement/rehabilitation budget. Prioritizing these projects should help to reduce I/I flows into the system and potentially delay capital improvements triggered by increased system flows.

It is recommended that the City maintenance staff develop a program to clean the entire collection system every three years, and CCTV the entire collection system every six years.

Annual O&M costs for the collection system may increase slightly if Priority 3 improvements are made, as they increase the total linear feet of pipeline in the system.

It is estimated that approximately 3.5-4.0 FTE are needed to meet the recommended level of O&M for the City's LOS goals. As budgeted, the existing wastewater collections FTE staff appears to be adequate. However, the additional projects and work the PW Operations staff are currently requested to complete significantly decreases the budgeted FTE hours that can be spent on wastewater collections O&M. It is recommended that either additional FTE be budgeted for the PW Operations staff to complete the existing workload requested, or the responsibilities of the PW Operations staff be reduced to focus solely on utility O&M. In addition, it is recommended that staffing needs be reevaluated every two to three years.

1.6.3 OTHER FINANCIAL CONSIDERATIONS

The City previously had several wastewater debts that were refinanced into a single debt service in 2020. The yearly transfer for this payment is \$600,000 and is set to mature in 2034. The City is currently exploring options for paying off the sewer debt sooner, potentially between 2026 and 2031.

The City should complete a full-rate study for the wastewater utility in order to evaluate potential user rate and system development charge (SDC) impacts of the recommended CIP. Estimated SDC eligibility for each identified capital improvement is included in Table 1-5 for use in completing a full rate study. It is recommended the City actively pursue opportunities for grant funds, low-interest loans, or principal forgiveness funding sources to mitigate user rate impacts. As the City prepares to proceed on CIP projects, if outside funding is desired, it is recommended the City setup a one-stop meeting with Business Oregon to identify and assess potential funding sources for the sewer projects.

**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Variance V.3.21**

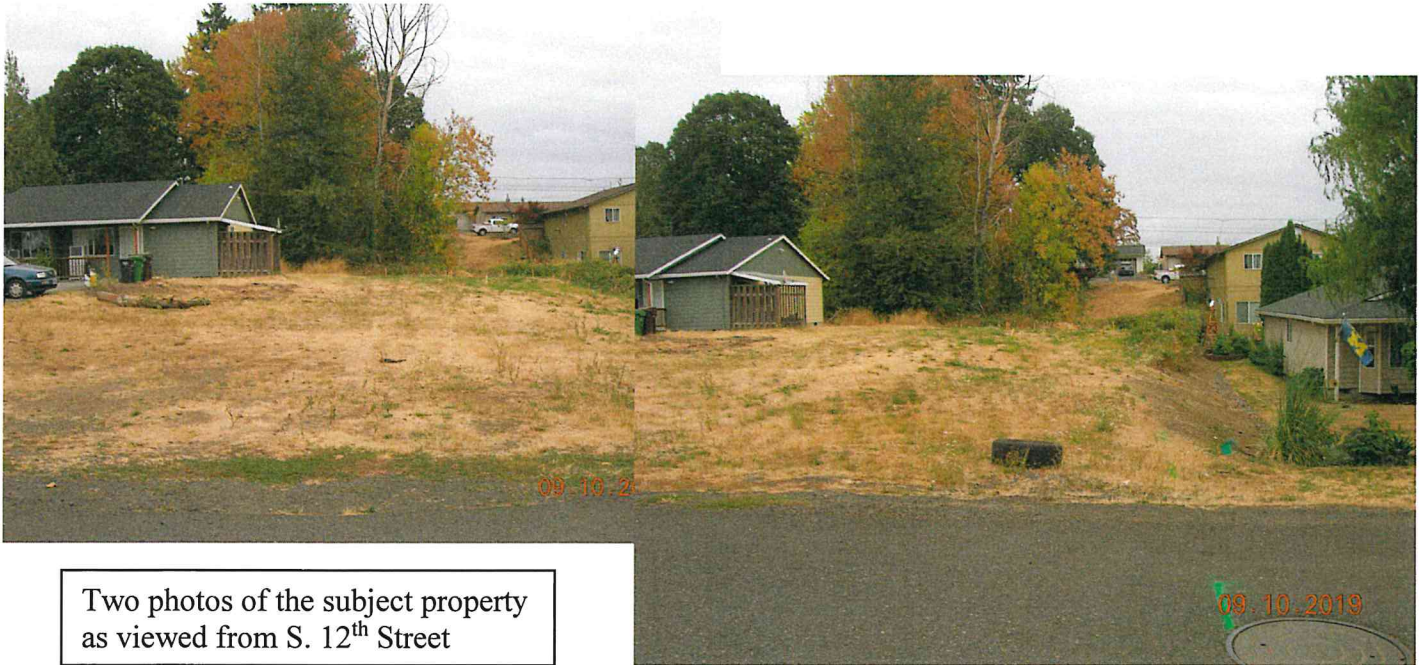
DATE: October 5, 2021
TO: Planning Commission
FROM: Jacob A. Graichen, AICP, City Planner

APPLICANT: John McGhie
OWNER: City of St. Helens

ZONING: General Residential, R5
LOCATION: 4N1W-4DD-4305; Lot 6, Block 100, St. Helens
PROPOSAL: Variance for a reduced front yard (setback)

SITE INFORMATION / BACKGROUND

The site is an undeveloped lot. The lot is fairly level with some slope on the south and rear sides. There is no significant vegetation. Both a city sanitary sewer and storm sewer main encumber the property.



Two photos of the subject property
as viewed from S. 12th Street

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission: October 12, 2021

Notice of this proposal was sent to surrounding property owners within 100 feet of the subject property(ies) on September 17, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on September 29, 2021 in The Chronicle newspaper.

APPLICATION COMPLETENESS

This application was originally received and deemed complete on September 2, 2021. The 120-day rule (ORS 227.178) for final action for this land use decision is December 20, 2021.

AGENCY REFERRALS & COMMENTS

No comments.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

DISCUSSION:

The applicant requested a reduced front yard. The normal minimum front yard is 20 feet in the R5 zone. The applicant requests this to be reduced to 6 feet.

The applicant also requests a reduction of the front yard projection allowance per SHMC 17.64.050(4) with limitations per (6):

(4) Porches may extend into a required front yard or exterior side yard (on corner lots) not more than four feet. Porches may be covered but shall not include any other floor space horizontally (e.g., non-porch area on the same floor) or vertically (e.g., floor space directly above the porch on the second floor) for this to be allowed.

(6) When there is a minimum yard requirement of the zoning district, no building, structure, or portion thereof, regardless of size and whether or not a permit is required for its placement, shall be placed closer than three feet to a property line or to another building or structure.

A porch is allowed to encroach into a required front yard (setback) up to four feet per (4). However, per (6) in no case shall the setback be less than three feet. The applicant requests that the porch encroachment be allowed within the entire 6' front yard.

CRITERIA:

SHMC 17.108.050 (1) – Criteria for granting a Variance

- (a) The proposed variance will not be significantly detrimental in its consequence to the overall purposes of this code, be in conflict with the applicable policies of the comprehensive plan, to any other applicable policies and standards of this code, and be significantly detrimental in its consequence to other properties in the same zoning district or vicinity;

- (b) There are special circumstances that exist which are peculiar to the lot size or shape, topography or other circumstances over which the applicant has no control, and which are not applicable to other properties in the same zoning district;
- (c) The use proposed will be the same as permitted under this code and city standards will be maintained to the greatest extent that is reasonably possible while permitting some economic use of the land;
- (d) Existing physical and natural systems, such as but not limited to traffic, drainage, dramatic landforms, or parks, will not be adversely affected any more than would occur if the development were located as specified in the code; and
- (e) The hardship is not self-imposed and the variance requested is the minimum variance which would alleviate the hardship.

The Commission needs to find all these criteria **(a)** – **(e)** are met in order to approve the variance

FINDINGS:

(a) This criterion requires a finding that the variance will not be detrimental.

- See applicant's narrative. Note that the applicant states that "there is still 50' or so to the pavement of 12th Street." The roadway is within an oversized right-of-way of 80 feet (normal width if created today would be 50 feet) and the road is skewed to the opposite side. This is why there is approximately 50 feet from the roadway to the front property line of the subject property.
- Staff comment(s): The sanitary and storm sewer mains need to remain unencumbered for access. This is a balance of maintaining clear access of the utilities while still allowing reasonable use of the property.

It is common for a portion of the 20' yard area to be used for a residential lot's off-street parking. This Variance would not exempt that. Due to the extra challenge this Variance could pose to off-street parking, it should be noted as a condition that these standards still apply.

(b) The criterion requires a finding that there are special and unique circumstances.

- Staff comment(s): The storm and sanitary sewer mains cutting diagonally across the property in two different places is a special and unique circumstance for this lot.

(c) This criterion prohibits a use variance and requires a finding that the applicable standards are maintained to the greatest extent that is reasonably possible.

- Staff comment(s): Both the reduced front yard and projection allowance should be considered.

Plans provided by the applicant are conceptual and thus subject to change.

The Commission should first consider allowing to reduce the front yard (from 20' to 6') and if so, consider the front yard projection allowance further.

If the front yard was allowed to be reduced by the Commission (from 20' to 6'), but not any front yard projection reductions, a front porch could still be within 3' of the front property line (i.e., up to three of the four feet allowance would still be possible). If the normal front yard projection exception was allowed, and the "no closer than 3' provision" exempted, it could project up to four feet (i.e., could be within 2' of the front property line).

Unless the Commission wants to grant a zero-front yard (setback), staff recommends allowing the 6' front yard (setback), and for the front porch projection per SHMC 17.64.050(4) to be allowed in its 4' entirety, which means reducing 17.64.050(6) to 2' for the purpose of allowing 17.64.050(4). This is an important discussion considering the minimum variance to allow the proposal findings. See red text in conditions below.

(d) This criterion requires a finding that existing physical and natural systems will not be adversely affected as a result of the requested Variance.

- See applicant's narrative. As noted above, the road for S. 12th Street is skewed to the opposite side of the right-of-way from the subject property. The reduced yard is thus not anticipated to impact through travel. The applicant also notes other properties on the block that have reduced front yards. This primarily refers to properties addressed as 594, 596 and 598 that have reduced yards being developed with sensitive land encumbrances.
- Staff comment(s): The sanitary and storm sewer mains need to remain unencumbered for access. This is a balance of maintaining clear access of the utilities while still allowing reasonable use of the property.

(e) This criterion requires a finding that the variance issue is not self-imposed and that the variance is the minimum necessary to alleviate the hardship.

- Staff comment(s): It is not a self-imposed hardship. This property has been in city ownership for many years. This is somewhat common (based on staff's anecdotal observations) for lots substantially encumbered with public utilities.

In regard to the minimum necessary consideration, refer to the red text under criterion (c) above.

CONCLUSION & RECOMMENDATION

Based upon the facts and findings herein, staff recommends approval of this Variance with the following conditions:

1. This Variance approval is valid for a limited time pursuant to SHMC 17.108.040.
2. The Planning Commission grants the following:

- a. Reduced front yard from 20' to 6'.

[or]

The Commission could allow a reduced front yard from 20' to 0'.

[if the commission allows a 0' front yard, no need to discuss further. If not, the front porch yard projection allowance must be considered]

- b. The front porch projection per SHMC 17.64.050(4) may be allowed within the entire reduced 6' front yard, but not more than 6 feet.

[or]

The front porch projection per SHMC 17.64.050(4) to be allowed in its 4' entirety, which means reducing 17.64.050(6) to 2' for the purpose of allowing 17.64.050(4).

[or]

No variance to SHMC 17.64.050(4) or (6) is granted.

3. The off-street parking requirements of the Development Code still apply.
4. Owner/applicant and their successors are still responsible to comply with the City Development Code (SHMC Title 17), except for the Variance(s) granted herein.

Attachment(s): Applicant's narrative
 AKAAN architecture + design lot and utility layout (originally done for Habitat for Humanity)
 Lot layout
 Site plan with conceptual development
 Conceptual front elevation

554 South 12th St.

Item E.

Dear Planning Commission:

Hi my name is John. I first moved to Oregon in 1994. I retired from working in the Hillsboro area. At the time I had a sailboat moored at St. Helens Marina. That is when I fell in love with St. Helens...

I would like to build a small retirement house for me and my dog. Unfortunately this lot has a storm sewer easement diagonally through the center of it [See page 1]. I've spent some time measuring/staking things out and believe if the city would allow me a variance up to the property line, I can fit a small home on this lot. Even at the property line there is still 50 feet or so to the pavement of 12th St.

There are several homes on the street that are already past property lines (in fact further up than what I am asking for) so I am not setting any precedence here [See page 2]

Page 3 shows a basic footprint of what I'm hoping to do. I plan to work with an architect to make sure that everything fits properly and meets all codes and setbacks required by the city. Page 4 shows elevations of a small cute house that I'd like to build on that lot.

I hope the city can grant me this variance.

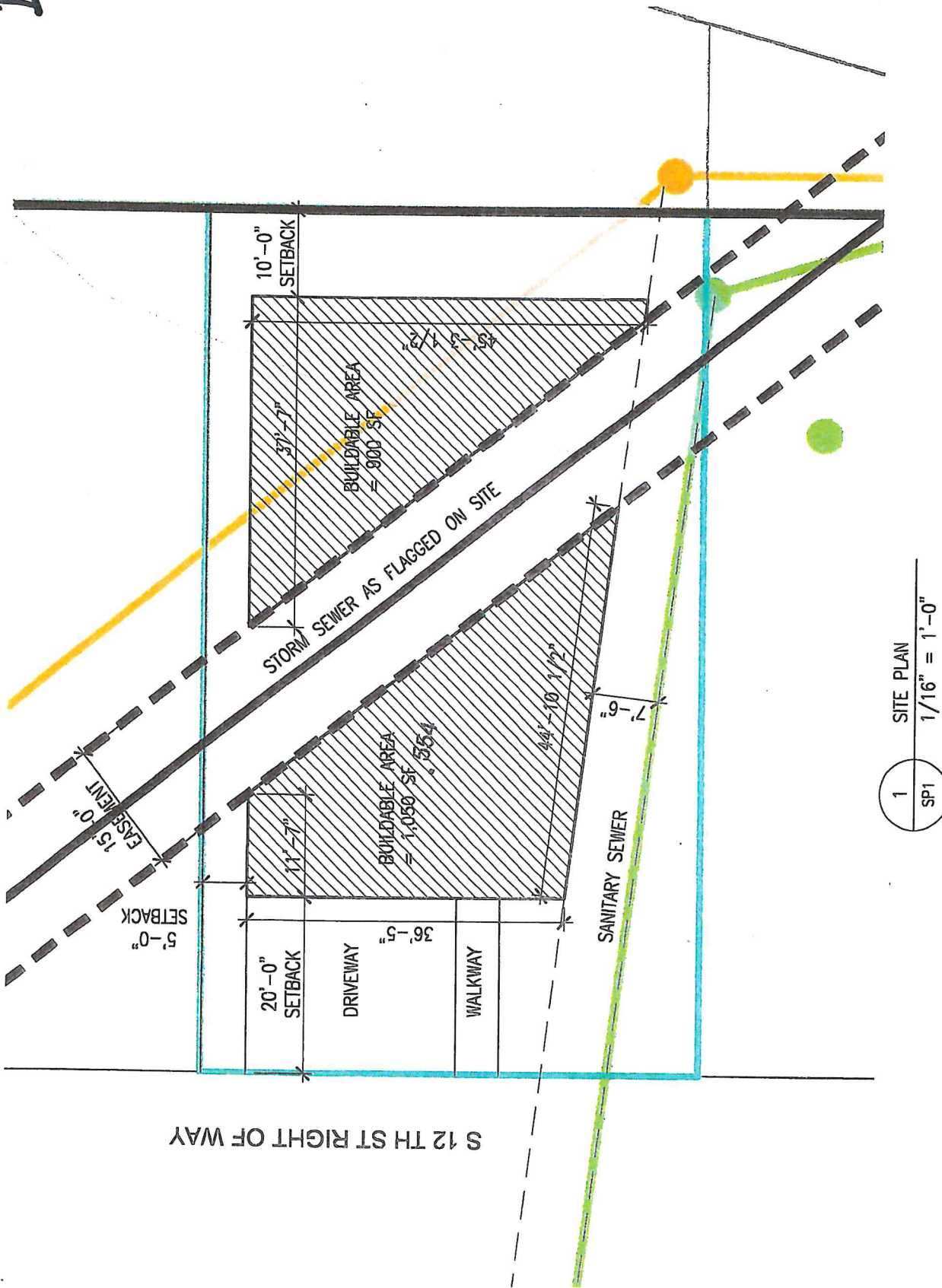
Thanks in advance,

John McGhie

johnnymcghie@yahoo.com

(541) 270-2369

1



1 SITE PLAN
SP1 1/16" = 1'-0"

AKAAN architecture + design llc
101 St Helens St, St Helens, OR 97051
T: 503 366 3050 F: 503 366 3055

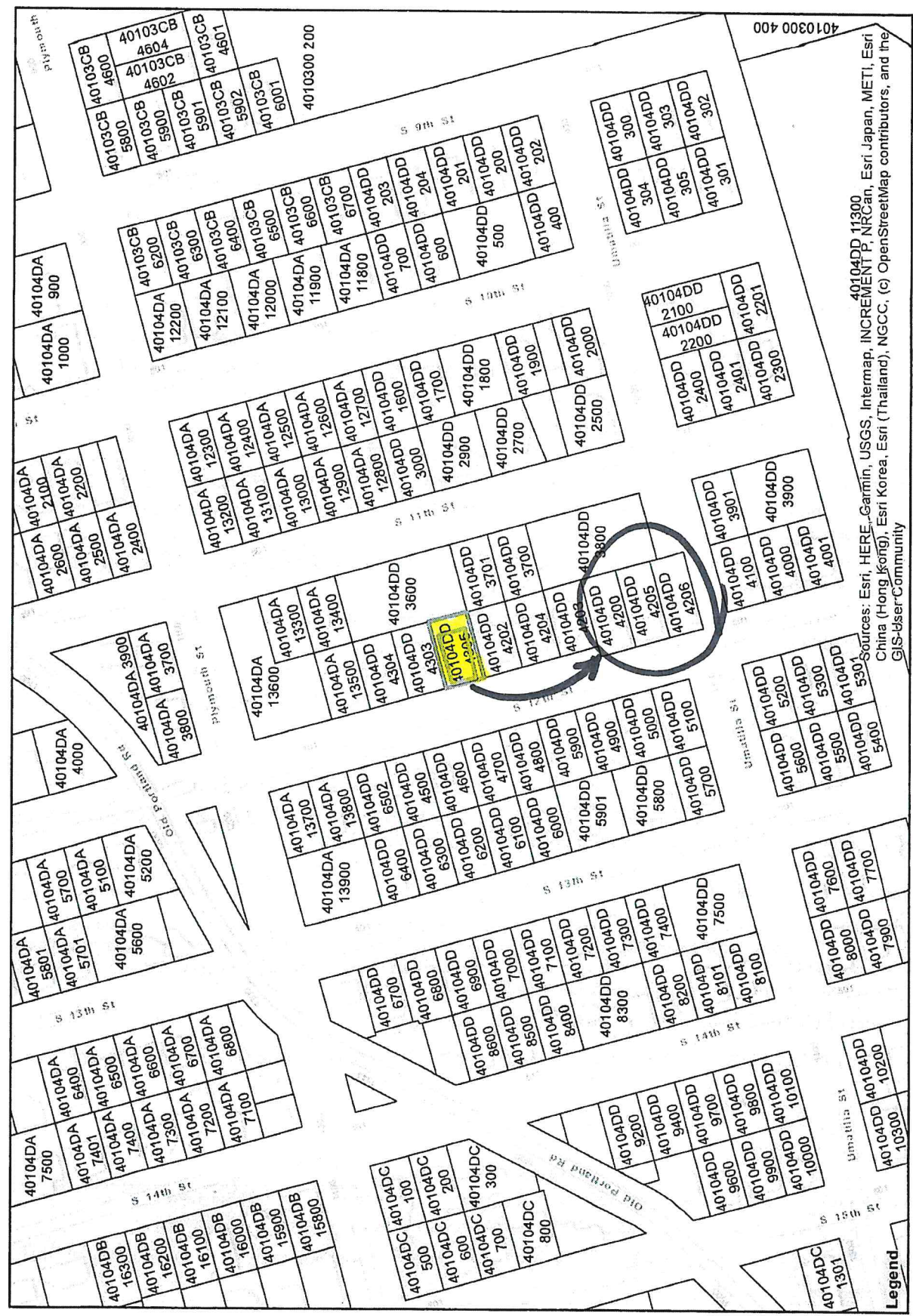
SITE ANALYSIS
554 S.12TH ST, ST HELENS, OR

drawing no: SP1
date: 4/9/2021
project no: #1604

Item E.

2

WD20210107 Location

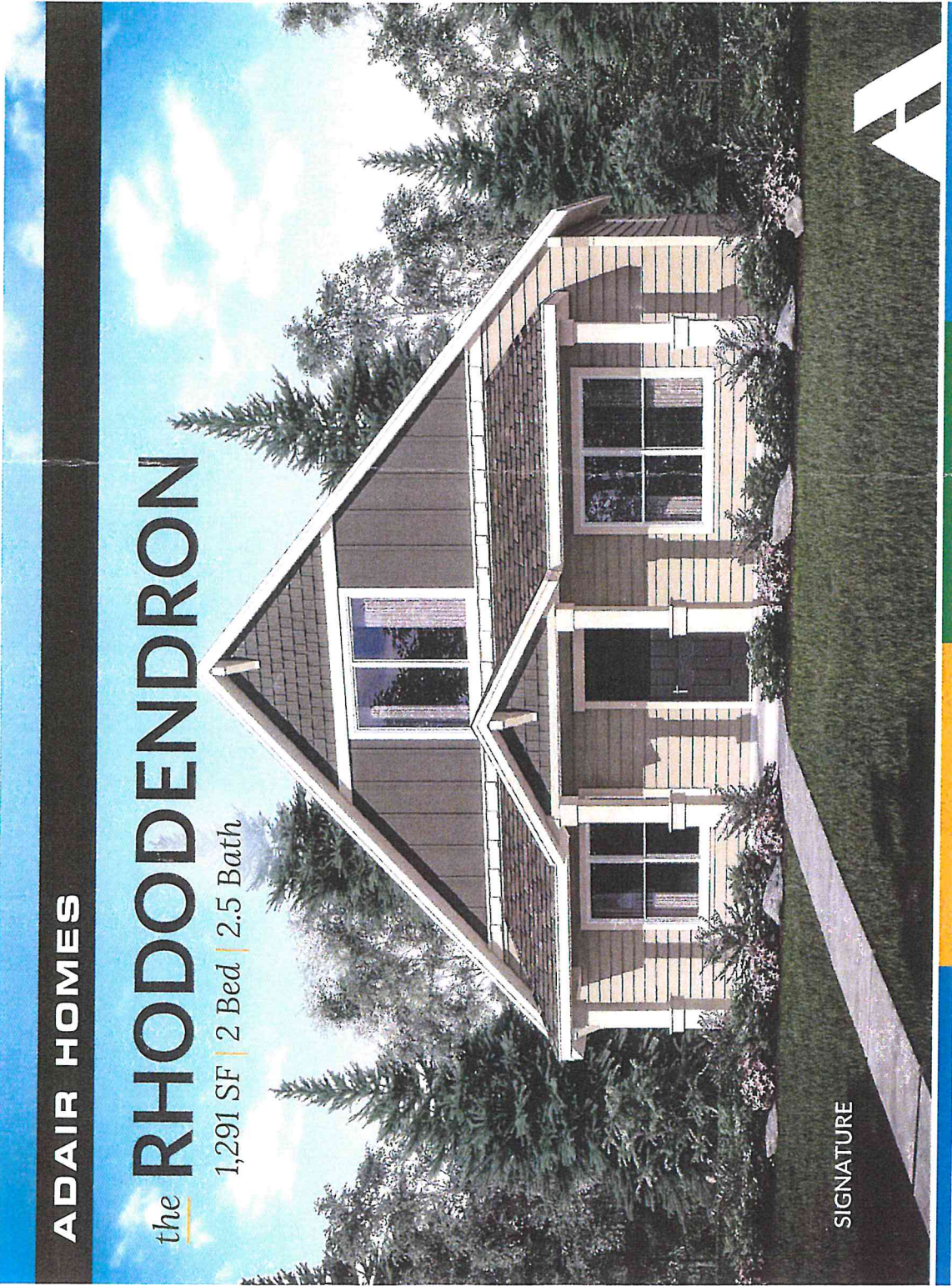




ADAIR HOMES

the **RHODODENDRON**
1,291 SF | 2 Bed | 2.5 Bath

SIGNATURE



**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Annexation A.4.21**

DATE: October 5, 2021
TO: Planning Commission
FROM: Jennifer Dimsho, AICP, Associate Planner

APPLICANT: Michael McPherson
OWNER: Same

ZONING: Columbia County's Single-Family Residential (R-10)
LOCATION: 58241 South Division Road; 4N1W-8CB-1501
PROPOSAL: The property owner filed a consent to annex because they desired to connect to City utilities and to use our development regulations for the undeveloped "back half" of the subject property

SITE INFORMATION / BACKGROUND

The subject property is a 1.01-acre site developed with a detached single-family dwelling (manufactured home). In 2014, this property was sold by the Calvary Lutheran Church (which abuts the property to the north and west) to the applicant. The property abuts both South Division Road to the east and Millard Road to the south. Access to the dwelling is off South Division Road with a paved driveway approach. The site is connected to McNulty water, but not connected to City sewer, although it is available within Millard Road. Both Millard Road and South Division Road do not have sufficient right-of-way to meet our minimum width standards, and they lack frontage improvements abutting this property. Should this property be the subject of a development proposal in the future, some or all of these requirements may be warranted as part of the approval.



Subject property detached single-family dwelling taken from across S. Division Rd.



"Back half" of the subject property which is undeveloped

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: October 12, 2021. Public hearing before the City Council: November 3, 2021.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on September 7, 2021 through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property on September 17, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on September 29, 2021 in The Chronicle newspaper.

AGENCY REFERRALS & COMMENTS

The Columbia County Public Works Department had no comments or concerns for the annexation.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
 - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Rural Suburban Unincorporated Residential (RSUR). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

(b) There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).

"Significant" means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or

- (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
 - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County’s Single-Family Residential (R-10) and the City’s zoning options are Suburban Residential (R10) or Moderate Residential (R7).**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City’s zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and

- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a) Water – The site is currently connected to McNulty Water.

Sewer – The site is not currently connected to City sewer. With regards to capacity, the City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Therefore, existing and future uses that could occur on the subject property can be accommodated by the City's sanitary sewer system.

Transportation – As described above, this proposal poses no significant impact on a transportation facility.

Finding: Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) The land use of the subject property is a detached single-family dwelling. This is a permitted use in the corresponding zoning districts.

Finding: There is no known conflict with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on the west side of the subject property. Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals. The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

The subject property is served by McNulty water. Should the applicant desire a connection to the City sewer, capacities are adequate to serve the subject property. This is explained above. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a “safe, convenient and economic transportation system.” This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule (“TPR”). The TPR contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City’s provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property abuts South Division Road and Millard Road.

South Division Road is a local street without sidewalks on either side. The existing right-of-way is also not 50’ wide, which is the minimum for local streets.

Millard Road is classified as a minor arterial without sidewalks on either side. The existing right-of-way is also not 60’ wide, which is the minimum for minor arterials.

However, this property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements, right-of-way dedications, or other requirements. As such, no improvements are warranted with this proposal.

(e) The subject property is not greater than 10 acres in gross size. Thus a needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city’s zoning district which most closely implements the city’s comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Rural Suburban Unincorporated Residential (RSUR). The City’s zoning options given annexation are Moderate Residential (R7) or Suburban Residential (R10). The Comprehensive Plan designation would thus be Suburban Residential (Incorporated) (SR). **Staff recommends R7 zoning in this case to be consistent with the surrounding zoning.**

Finding: Upon annexation, the remainder of the subject property’s Comprehensive Plan designation shall be Suburban Residential (Incorporated) and be zoned **Moderate Residential (R7) or Suburban Residential (R10), based on the determination of the Planning Commission and City Council.**

SHMC 17.112.020 – Established & Developed Area Classification criteria

(1) Established Area.

- (a) An “established area” is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A “developing area” is an area which is included in the city’s buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered “suitable and available” unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

Discussion: OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is zoned residential and is classified as buildable.

Finding: The subject property should be designated as “developing” in accordance with SHMC 17.112.

CONCLUSION & RECOMMENDATION

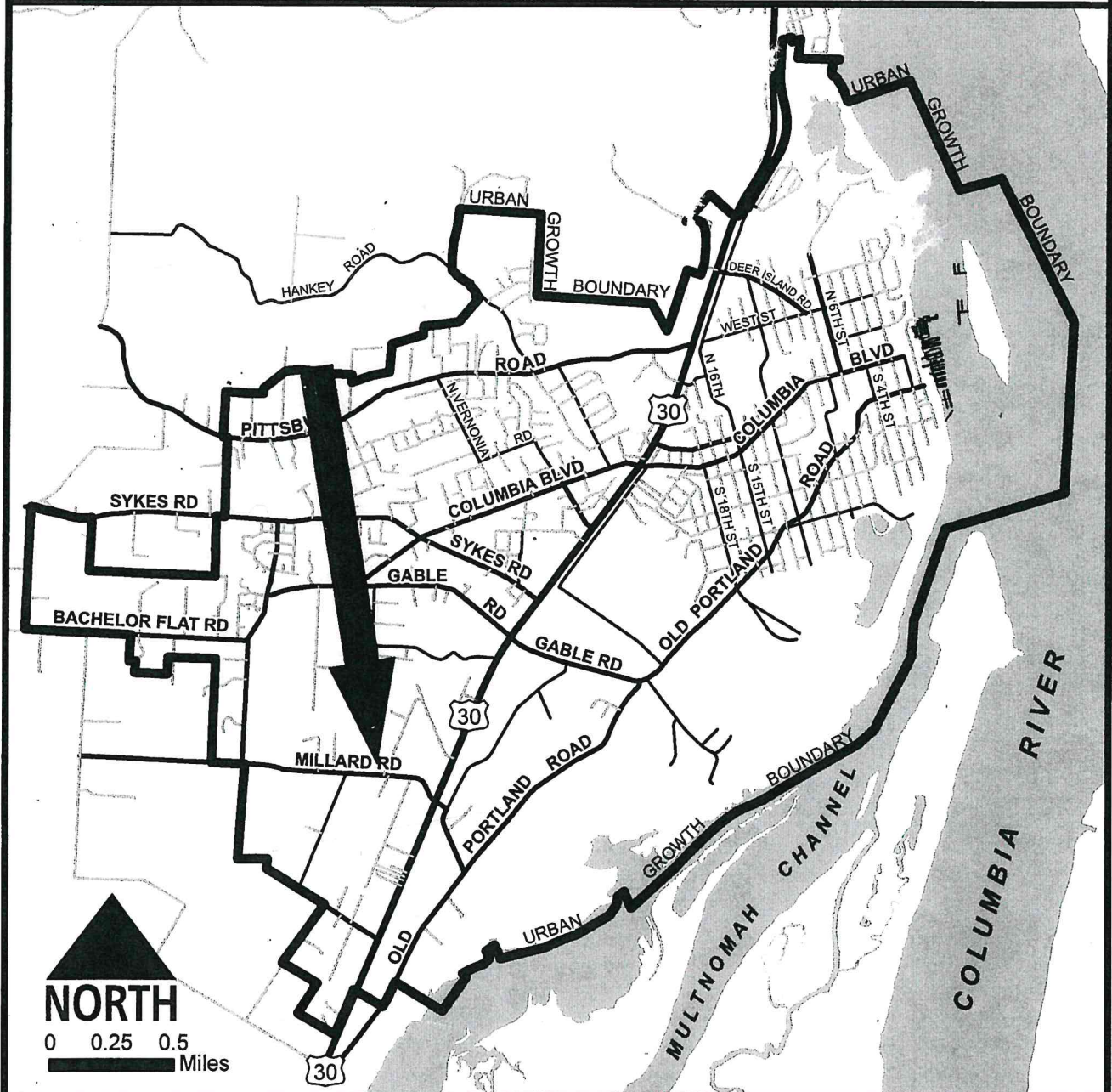
Based upon the facts and findings herein, staff recommends approval of this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Suburban Residential (Incorporated) SR, be zoned **Moderate Residential (R7), and designated as “developing.”**

*This annexation will **not** be subject to voter approval subsequent to this land use process.*

Attachments: General Map
Taxlot Map
Aerial Map

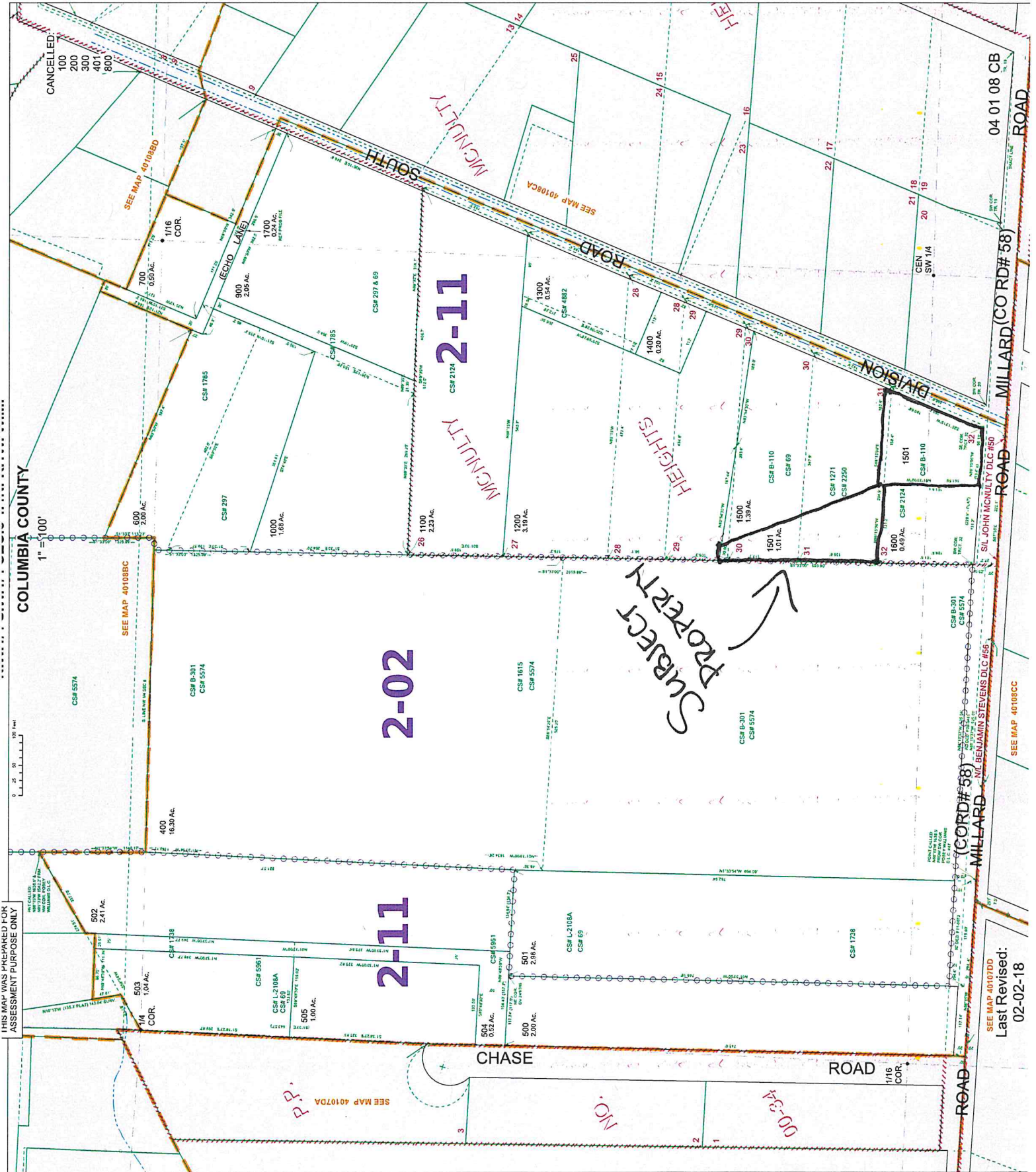
SUBJECT PROPERTY

~ Approximate Location ~



City of St. Helens Urban Growth Boundary Area Vicinity

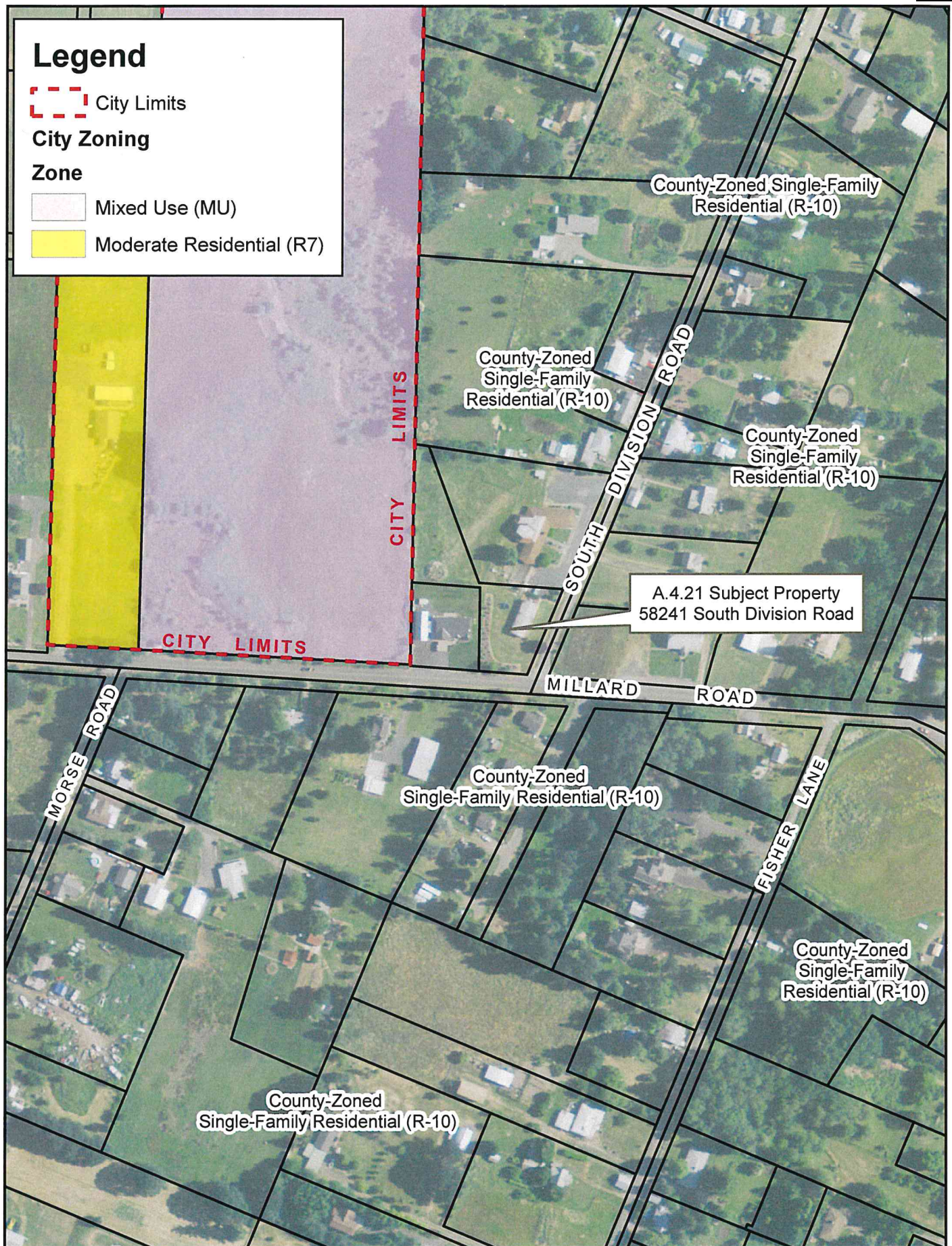
jag/Dec. 2013



SEE MAP 40107DA
Last Revised:
02-02-18

A.4.21 Annexation Aerial Map

Item F.



**CITY OF ST. HELENS PLANNING DEPARTMENT
STAFF REPORT
Annexation A.2.11**

DATE: October 5, 2021
TO: Planning Commission
FROM: Jennifer Dimsho, AICP, Associate Planner

APPLICANT: Columbia Soil & Water Conservation District (CSWCD)
OWNER: Same

ZONING: Columbia County's Single-Family Residential (R-10)
LOCATION: 35285 Millard Road; 4N1W-8CA-2800
PROPOSAL: The property owner filed a consent to annex in May 2011 because they desired to connect to City sewer. They completed their connection to City sewer, but the annexation was on hold until the subject property abutted City limits. In conjunction with Annexation A.4.21 (58241 South Division Road), this property will abut City limits and be eligible for annexation.

SITE INFORMATION / BACKGROUND

The subject property is 1.05 acres and was the former location of the Warren Grange and Calvary Chapel Fellowship Church. In 2011, the County approved a Determination of Similar Use permit (DSU 11-01) to convert the building into space for Columbia Soil & Water Conservation District (CSWCD) facilities. The approval allowed the "non-conforming Warren Grange, Community Service Institutional Use" to be modified for CSWCD use. CSWCD also leases a portion of the building to the National Resource Conservation Service (NRCS), a wing of the US Department of Agriculture (USDA). Between 2012 and 2013, a two-story garage was built on the property adjacent to the parking lot for NRCS vehicles and general storage. The subject property abuts South Division to the east and Millard Road to the south. Both roads are deficient in their right-of-way widths and lack frontage improvements, although a portion of Millard Road is improved with sidewalks abutting the property. The property is accessed from Millard Road into a fully developed, paved parking lot.



Subject property from Millard Road



*Subject property's parking lot and
garage/storage building*

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: October 12, 2021. Public hearing before the City Council: November 3, 2021.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on September 7, 2021 through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property on September 17, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on September 29, 2021 in The Chronicle newspaper.

AGENCY REFERRALS & COMMENTS

The Columbia County Public Works Department had no comments or concerns with the annexation.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
 - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Rural Suburban Unincorporated Residential (RSUR). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

With the condition that Annexation (A.4.21) at 58241 South Division Road is approved, this proposal meets these criteria, and will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

(b) There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).

"Significant" means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or

- (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
 - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's Single-Family Residential (R-10), and the City's zoning options are Suburban Residential (R10) or Moderate Residential (R7).**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and

- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a) Water – The site is currently connected to McNulty Water.

Sewer – The site is currently connected to City sewer. With regards to capacity, the City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the “loading” or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Therefore, existing and future uses that could occur on the subject property can be accommodated by the City's sanitary sewer system.

Transportation – As described above, this proposal poses no significant impact on a transportation facility.

Finding: Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) This use would be considered a public facility (major) which is a conditionally allowed use in the Moderate Residential (R7) and Suburban Residential (R10) zoning districts.

Finding: There is no known conflict with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and, **with the condition that Annexation (A.4.21) at 58241 South Division Road is approved**, City of St. Helens corporate limits will lie on the west side of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the

electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.

The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

The subject property is served by McNulty water. The subject property is served by City sewer, which is explained above. The existing development is adequately served.

- **Statewide Planning Goal 12: Transportation.**

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a “safe, convenient and economic transportation system.” This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule (“TPR”). The TPR contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City’s provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property abuts South Division Road and Millard Road.

South Division Road is a local street without sidewalks on either side. The existing right-of-way is also not 50’ wide, which is the minimum for local streets.

Millard Road is classified as a minor arterial with sidewalks that abut only a portion of the subject property. The existing right-of-way is also not 60’ wide for the entire right-of-way that abuts the property, which is the minimum for minor arterials.

However, this property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements, right-of-way dedications, or other requirements. As such, no improvements are warranted with this proposal.

(e) The subject property is not greater than 10 acres in gross size. Thus a needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city’s zoning district which most closely implements the city’s comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Rural Suburban Unincorporated Residential (RSUR). The City’s zoning options given annexation are Moderate Residential (R7) or Suburban Residential (R10). The Comprehensive Plan designation would thus be Suburban Residential (Incorporated) (SR). **Staff recommends R7 zoning in this case to be consistent with the surrounding zoning.**

Finding: Upon annexation, the remainder of the subject property’s Comprehensive Plan designation shall be Suburban Residential (Incorporated) and be zoned Moderate Residential (R7) or Suburban Residential (R10), **based on the determination of the Planning Commission and City Council.**

SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
 - (a) An “established area” is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A “developing area” is an area which is included in the city’s buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered “suitable and available” unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

Discussion: OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is publicly owned.

Finding: The subject property should be designated as “established” in accordance with SHMC 17.112.

CONCLUSION & RECOMMENDATION

Based upon the facts and findings herein, staff recommends approval of this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Suburban Residential (Incorporated) SR, **be zoned Moderate Residential (R7), and designated as “established” with the condition that:**

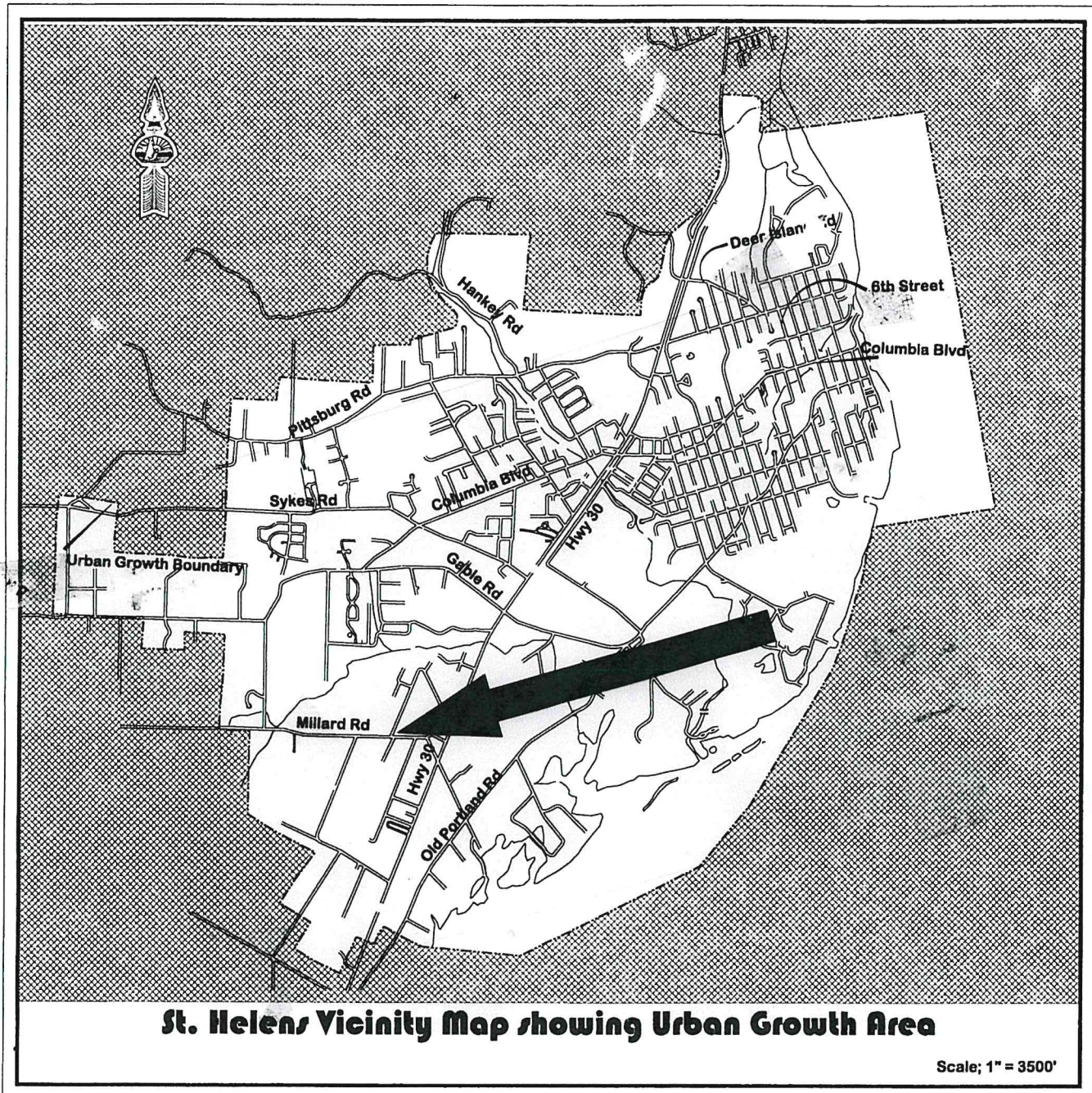
This annexation shall only be processed if Annexation A.4.21 at 58241 South Division Road is also approved.

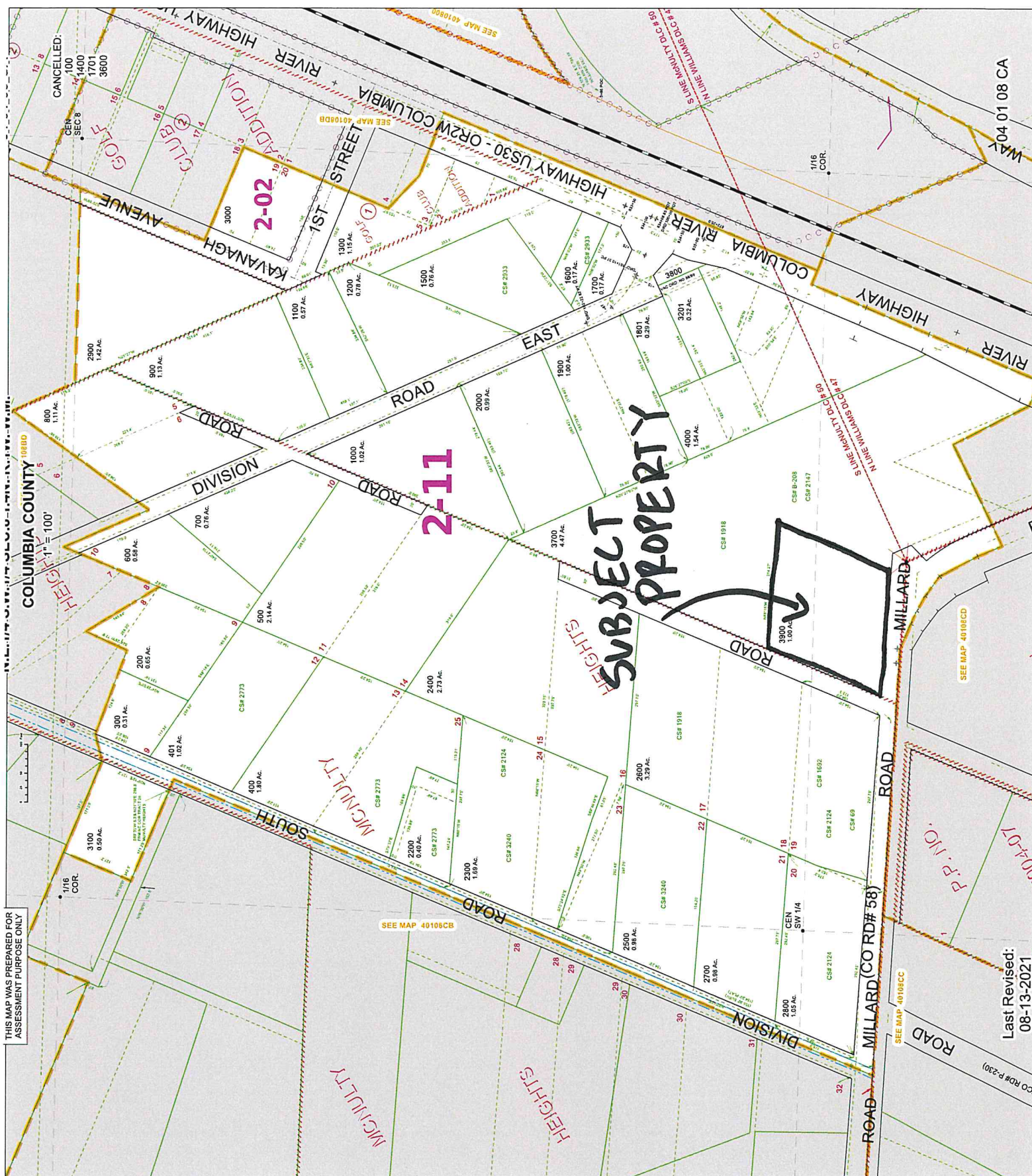
*This annexation will **not** be subject to voter approval subsequent to this land use process.*

Attachments: General Map
Taxlot Map
Aerial Map

Subject Property

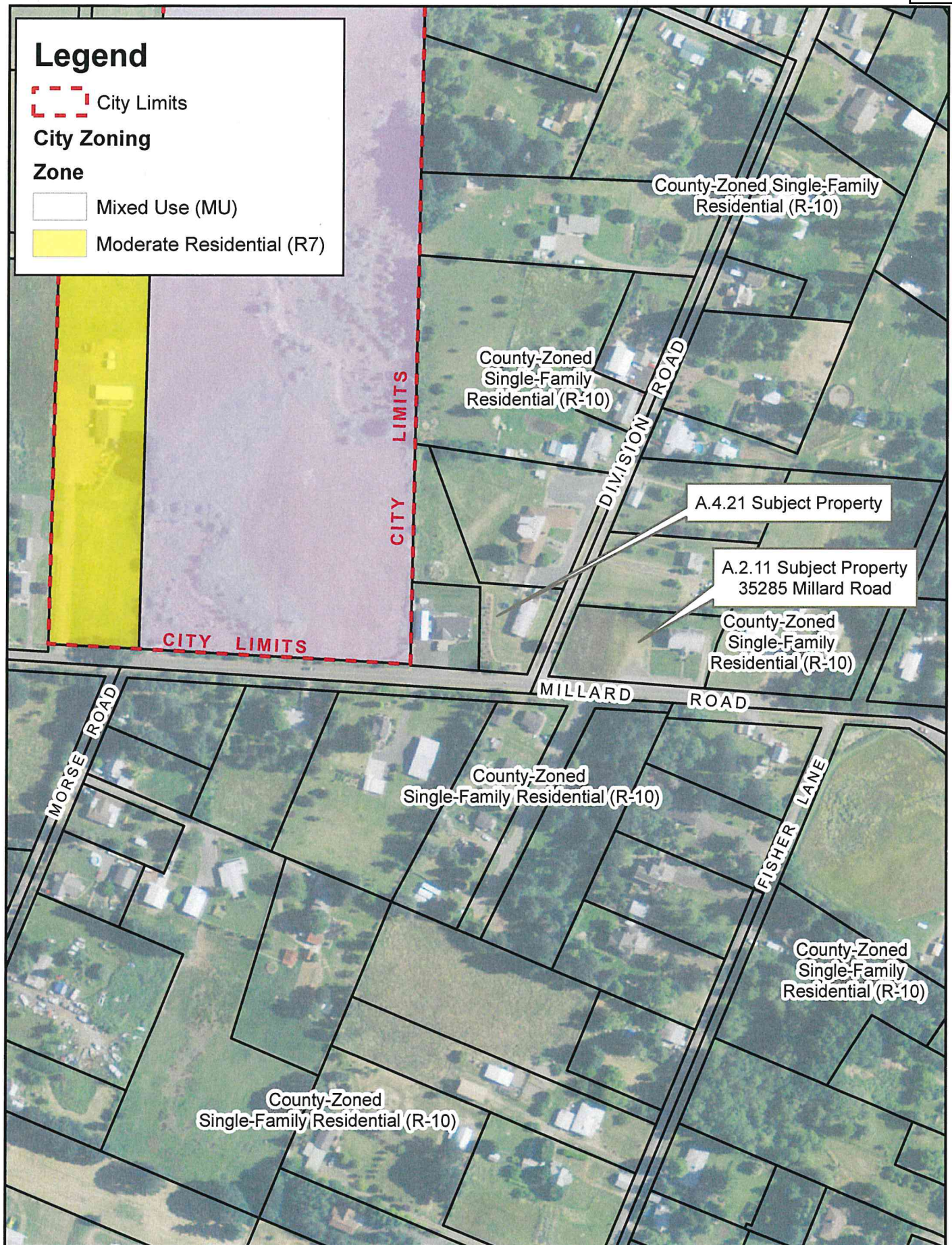
~ Approximate Location ~





A.2.11 Annexation Aerial Map

Item G.



CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 08.24.2021

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

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Attended a Columbia County pre-application meeting for a proposal to add an approx. 3,000 s.f. accessory building for the church at 58690 Ross Road. This property is within St. Helens' Urban Growth Area.

PLANNING ADMINISTRATION—MISC.

In the May 2021 report, I mentioned the 4-year review of the city as a Certified Local Government. As usual, this was done by a SHP staff person. We will keep our CLG status another four years!

Prepared maps and legal descriptions for Oregon Dept. of Revenue preliminary review for four annexations. Two are new (2021) and two old (2005 and 2011). The older consents were given at a time the properties were not contiguous to city limits, but they are now and thus eligible for annexation. These will go before the Planning Commission and Council sometime later this year most likely.

City and CRPUD staff have been discussion electric charging stations in the Riverfront District. CRPUD has some funds for this. County may be interested too. Stay tuned for some EV spaces downtown! Spaces are proposed somewhat behind the John Gumm school amongst the public parking area.

The last two (of a total of 78) building permits for the residential lots of the Graystone Estates Subdivision were issued this month. If it was not for some easement issues, they would have been issued long ago. Fortunately, the easement issues were resolved.

DEVELOPMENT CODE ENFORCEMENT

Manager of Crestwood Manufactured Home Park noted some vegetation removal atop a required berm that runs along the Rutherford Parkway. I wrote the **attached letter** to help them (and the owner) deal with the responsible tenant.

We had a real-estate sign that was an “instant hit” with the neighbors because it blocked the view of a very busy intersection (Hankey and Pittsburg Roads). It did not last long; was abated within 24 hours after being placed. See **photo to right →**



Continued investigation into 264 N. Columbia River Highway as noted in last month’s report. Observed multiple issues. More to come...

In this year’s February, April and July reports, I mentioned our dealings with the property on the SW corner of the US30/Pittsburg Road intersection. The tenant we have been dealing with for years apparently passed away recently, complicating the enforcement issue.

PLANNING COMMISSION (& acting [HISTORIC LANDMARKS COMMISSION](#))

August 10, 2021 meeting (outcome): The Commission unanimously approved a four lot commercial subdivision along US30 just north of Howard Street.

The Commission was also briefed on the riverfront development efforts underway.

As the [Historic Landmarks Commission](#), they were briefed on the latest Historic Preservation Rehabilitation Grant, which due to a lack of applicants, the city will use for the utility billing/court building at 175/177 Strand Street.

September 14, 2021 meeting (upcoming): We anticipate having the joint Planning Commission/City Council meeting to discuss city goals and such at this meeting.

The Commission will also discuss term expirations.

COUNCIL ACTIONS RELATED TO LAND USE

Not related to land use per se, I helped facilitate a discussion about beekeeping within the city, currently prohibited. Council ok’d pursuit if beekeeping allowances. Figure I can start to dig into this matter sometime between now and the fall.

Andrew Schlumpberger asked the Council to consider the interpretation what the “hybrid” decision meant for the appeal of the Partition at 160 Belton. Ultimately, they made no change to the conditions as written. This is important to avoid creating an opening for the opponents to challenge the matter.

Council ok'd pursuit of the closure of Marshall Street at US30 as requested by a predominant property owner, with some cautionary caveats. Staff will work with ODOT to continue this matter, which we started on around May. Associate Planner/Project Manager Dimsho will take the lead on this now.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data updates, largely due to recent annexations.

Also, quarterly update of the data we use and the APO data for the building department's e-permitting system.

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

Note many comments about city projects.

Also note the food bank project is up to request for information (RFI) #22! This means the plans were lacking for the developers.



265 Strand Street
St. Helens, Oregon
97051

August 9, 2021

CRESTWOOD/CABANA PROPERTIES LLC
527 W DOLAN RD
RATHDRUM, ID 83858

Brad Casey, Manager
2154 Oregon Street #1
St. Helens, OR 97051

Susan Elzia, Tennant
2154 Oregon Street #2
St. Helens, OR 97051

RE: Removal of vegetation on berm behind lot 2 of the Crestwood Manufactured Home Park in St. Helens, Oregon

Dear property owner, manager and tenant:

The west side of the Crestwood Manufactured Home Park abuts the Rutherford Parkway, a nonmotorized public passageway.

When Crestwood was originally approved in the 1990s, one of the conditions required a landscape buffer along the west side with a 3-4 foot planted berm.

Though invasive and nonnative blackberries are common on this berm today and may be removed, other vegetation on the berm was planted to meet the buffer requirement as noted. It appears that some of this intentionally planted and required buffer vegetation has been removed along the portion of berm behind space #2 (see photo →).



Speaking with the other planner with the city, it sounds like tenant Susan Elzia asked about removing blackberries, but not other vegetation. Please remember this distinction in the future.

Please replant the berm with vertical vegetation to restore the buffer. As a condition of approval to allow the manufactured home park, this is a matter of compliance of law.

Please contact this office if you have any questions.

Respectfully yours,

Jacob A. Graichen, AICP, City Planner

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: August Planning Department Report
Date: Monday, August 23, 2021 12:21:43 PM

Here are my additions to the August Planning Department Report.

GRANTS

1. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with three flex sport courts, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021, likely to need extension. Pre-construction meeting on 7/1 with general contractor selected. Soil amendment work scheduled for 8/28. Concrete work scheduled for the following few weeks.
2. **CDBG- Columbia Pacific Food Bank Project** – JH Kelly continuing \$1.6 million construction bid. Demolition complete. Tracking all requests for information and submittals to ensure questions are answered. Up to RFI #22(!!!) Tracking all invoices, and coordinating with grant manager on reimbursement requests and quarterly reports to the state. Project to be completed by December 2021.
3. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Worked through change to schedule to allow an additional year for bidding the project to allow the County to replace a culvert which collapsed in 2020 during a heavy rainstorm. New schedule has bidding of the project in January 2022, with construction occurring Summer 2022.
4. **Business Oregon – Infrastructure Finance Authority** – Application for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Resolution to apply approved by Council on 3/17. Submitted a full application in early March. Reviewed Business Oregon staff report and recommendation in May, prepared presentation for board review/approval on June 4 with John Walsh. Successful presentation and approval for the project! Contracting is underway.
5. **Oregon Watershed Enhancement Board (OWEB)** – 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. Continued tracking all in-kind contributions from the City on this effort. First round of blackberry removal completed by contractor in July.
6. **Certified Local Government – Historic Preservation Grant Program** – Letters went out to eligible property owners on 5/24 announcing that there is \$12k available with a 1 to 1 match requirement and a grant deadline of 7/26. Only 1 incomplete application received, so Plan B work plan is for the City's Court/Utility Billing exterior roof and cornice work. Worked with SHPO on work plan and began working through scope with contractors to begin soliciting direct bids.
7. **Technical Assistance Grant with the Oregon State Marine Board** – To assist with design and permitting of an in-water facility at Grey Cliffs Park. Preliminary conversations for the project include an accessible non-motorized floating boat launch dock with a separate

area designated for fishing. Coordinated survey work to be conducted by OSMB the week of 8/23. Once survey work is complete, a more detailed contract will be drafted for review and approval by Council for the assistance.

PROJECTS & MISC

8. **Riverwalk Design/Engineering (OPRD Grants x2)** –Prepared for and reviewed materials for Council presentation of preferred design on August 4. Handled press inquiries, reviewed press release, and materials in advance of the meeting. Begin preparing for Work Order #2 from Mayer/Reed for the 2nd half of this project. Updated the TAC with the process and next steps. Working through NEPA compliance/permitting scope.
9. **Riverfront Streets/Utilities Design/Engineering** – Roadway alignment determined and approved by Council at their 6/16 meeting. 30% design received and reviewed. Internal meeting to discuss phasing of work, budget, and scoping. Continued ongoing meetings with TAC to revise design. Work session held to discuss pump station location and stormwater treatment design/locations.
10. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design (Phase I)** – Attended a scoping meeting with the firm that scored the highest (Mackenzie) by the review committee. Reviewed 2nd draft scope of work and met internally on 8/25 to consolidate City feedback to Mackenzie for Work Order 1.
11. **Millard Road City-Owned Property Request for Proposals** - RFP closed on 6/11. At the 6/16 Council meeting, Council requested an interview/presentation from Atkins & Dame, Inc. Staff worked through BOLI concerns with legal counsel at the request of Atkins & Dame. Staff is planning a meeting with Atkins & Dame to tweak the site plan. Planning for a September or October presentation to Council by the proposed developer.
12. **Waterfront Video Project** – Attended regular meetings with production team. Helped coordinate interviews and filming sessions with the production team.
13. **Parklet Permit** – Received another application for a parklet in front of two businesses on Strand Street. Reviewed for completeness, prepared notice area and letters to business/property owners. 14-day required comment period ended 8/6. Coordinated approval to business owners.
14. Reviewed and submitted the **2021 Portland State Annual Housing Unit & Population Study** for the City. This is required annually and requires coordination with the Building Dept. on data collection. Thanks Heidi!
15. **Parks & Recreation Master Plan update** - Assisting Deputy City Admin. and Parks & Rec. Manager with review of the Request for Qualifications to find a consulting firm to do this work in 2022

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

Please note new email address: jdimsho@sthelensoregon.gov

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 09.28.2021

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

PLANNING ADMINISTRATION—NOTEWORTHY ADMINISTRATIVE DECISIONS

The lot line adjustment for the [former] Armstrong site at 1645 Railroad Avenue is complete. As a reminder, this was to separate pollution remedied uplands from the not so pollution remedies lowlands. This is an important step towards the sale and reuse of the upland (developed) portion of this long-time industrial site.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Had a preliminary Q&A meeting for potential right-of-way vacations around 90 Columbia Boulevard.

PLANNING ADMINISTRATION—MISC.

Authorized removal of about three smallish trees within a sensitive lands protected are behind property addressed as 35111 Roberts Lane. One was leaning well into the property and other had dead tops. Allowed removal as an imminent hazard.

Prepared maps and legal descriptions for Oregon Dept. of Revenue preliminary review for two more annexations (following four last month). One is vacant and 12 acres (though partly encumbered by wetlands) and will mostly likely result in a residential subdivision. However, determining zoning as part of the annexation is the first order of business. There will be a number of options for zoning for Planning Commission and City Council consideration. The other are a couple commercial lots (with a home) off US30 just a bit north of Les Schwab Tires.

The marijuana dispensary at 100 St. Helens Street was authorized to open this month. Some of you may recall how tumultuous the original land use approval was. The Planning Commission denied the Conditional Use Permit, which was appealed to the Council who approved it and was then appealed to LUBA who upheld the Council's approval.

Effective January 1, 2022 HB 2560 requires public meetings to allow for virtual participation. The city will implement this now. This resulted is some busy work this month updating our legal notice templates for land use matters.

Continue to review information as part of the city's water, sanitary sewer and storm sewer master plan update, managed by the Engineering Department.

DEVELOPMENT CODE ENFORCEMENT

In the June and July department reports, I mentioned an unlawful structure case on the 400 Block of Greycliffs Drive. Asking that code enforcement issue a citation since no progress has been made. This is the second of such request from code enforcement, the first of which was last month.

264 N. Columbia River Highway was mentioned in last month's report. Enforcement correspondence sent last month and some contact with the "tenant" has been made. Neither owner or tenant are local folks.

1771 Columbia Boulevard has unwanted occupants who are contributing to blight on this block. Staff (building, planning, and code enforcement) have been in contact with the owner as this matter is handled.

Not Development Code related but helped city's prosecuting attorney with a trespassing case.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

September 14, 2021 meeting (outcome): The normal meeting was cancelled. Instead, the Planning Commission and City Council had a joint meeting on September 22nd to discuss city goals and such. All Councilors and the Mayor were present along with 5 of the 7 Planning Commissioners. All felt the meeting was worthwhile.

October 12, 2021 meeting (upcoming): The Commission will have at least three public hearings: two annexations and a variance for a lot the city is selling on the 400/500 block of S. 12th Street. Term expirations will be discussed. The soon to be adopted sanitary sewer and storm sewer master plans will also be presented to the Commission by the consultant team working on that.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The Port of Columbia County is embarking on an Industrial Land Inventory Project. They are asking for various data and plans for cities, including St. Helens. Much of this is GIS data. Updated the road shapefile to properly reflect the city's street classification for this effort. The Port anticipates completion by December of this year.

Started to create a redevelopment/shadow plat shapefile this month. These are land use restrictions whose purpose is to ensure efficient future divisibility. Problem is that they are done, only sometimes, as part of land divisions. Many of these over the course of years in both the county (within the UGB) and city—where we are at now—makes this challenging to track. GIS helps immensely with this, but only if the data is created. This will be an ongoing process.

Assisted City of Scappoose by providing information on how we create our APO data for the e-permitting system.

MILLARD ROAD PROPERTY

Planning staff continues to guide potential buyer/developer prior to a presentation to council (as property owner, not review entity) for their acceptance of a development concept, which we anticipate in the next couple months.

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

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: September Planning Department Report
Date: Monday, September 27, 2021 1:41:45 PM

Here are my additions to the September Planning Department Report.

GRANTS

1. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with three flex sport courts, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is 10/31 likely to need extension. Soil amendment work completed. Concrete work scheduled. Working with Shanna on scheduling planting work for the stormwater area.
2. **CDBG- Columbia Pacific Food Bank Project** – JH Kelly continuing \$1.6 million construction bid. Demolition complete. Tracking all requests for information and submittals to ensure questions are answered. Up to RFI #22(!!!) Tracking all invoices, and coordinating with grant manager on reimbursement requests and quarterly reports to the state. Project to be completed by December 2021.
3. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Worked through change to schedule to allow an additional year for bidding the project to allow the County to replace a culvert which collapsed in 2020 during a heavy rainstorm. New schedule has bidding of the project in January 2022, with construction occurring Summer 2022.
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5. **Oregon Watershed Enhancement Board (OWEB)** – 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. Continued tracking all in-kind contributions from the City on this effort. First round of blackberry removal completed by contractor in July. Meeting on site 9/28 prior to 2nd round of treatment and to discuss project with Shanna D.
6. **Certified Local Government – Historic Preservation Grant Program** – Letters went out to eligible property owners on 5/24 announcing that there is \$12k available with a 1 to 1 match requirement and a grant deadline of 7/26. Only 1 incomplete application received, so Plan B work plan is for the City's Court/Utility Billing exterior roof and cornice work. Worked with SHPO on work plan and began working through scope with contractors to begin soliciting direct bids. Site visit from 4 contractors on 9/24.
7. **Technical Assistance Grant with the Oregon State Marine Board-** To assist with design and permitting of an in-water facility at Grey Cliffs Park. Preliminary conversations for the project include an accessible non-motorized floating boat launch dock with a separate

area designated for fishing. Coordinated survey work to be conducted by OSMB the week of 8/23. Once survey work is complete, a more detailed contract will be drafted for review and approval by Council for the assistance.

8. **US Economic Development Administration (EDA) funding** – Met with Rachael Barry and Aryeann (COLPAC) on 9/29 to discuss potential federal funding sources for transportation and utility infrastructure to and within the SHIBP

PROJECTS & MISC

9. **Riverwalk Design/Engineering (OPRD Grants x2)** – Prepared for and reviewed materials for Council presentation of preferred design on August 4. Handled press inquiries, reviewed press release, and materials in advance of the meeting. Initiated Work Order 2, coordinated TAC meeting scheduling through December 2021. Held our kickoff TAC meeting for 2nd work order. Held our 2nd TAC meeting focused on the “Recreation Hub” at the south end. NEPA (federal) compliance will require an archeological survey for the tribes consultation. This will be covered with additional grant funds. Environmentally, the project is categorically excluded which means we won’t need a full Environmental Assessment!
10. **Riverfront Streets/Utilities Design/Engineering** – Roadway alignment determined and approved by Council at their 6/16 meeting. 30% design review complete. Initial cost estimates higher than anticipated, working on a phased approach to reduce costs. Discussed pump station area and stormwater treatment in detail. Kicked off “Work Order 1” amendment which added Cowlitz Street extension and deals with the re-do of Strand near the courthouse on 9/23. Design work still anticipated to be complete 1/3/22.
11. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design (Phase I)** – Met with Mackenzie again to discuss Work Order 1 in detail. Made suggested changes, and awaiting their response. Scope of work is getting refined before going to Council to proceed.
12. **Millard Road City-Owned Property Request for Proposals** - RFP closed on 6/11. At the 6/16 Council meeting, Council requested an interview/presentation from Atkins & Dame, Inc. Staff worked through BOLI concerns with legal counsel at the request of Atkins & Dame. Staff met with Atkins & Dame & Designer to tweak design so that less variances would be needed. Held follow up meeting with Atkins and Dame on 9/28. Still planning for an October presentation to Council by the proposed developer.
13. **Waterfront Video Project** – Attended regular meetings with production team. Helped coordinate interviews and filming sessions with the production team. Reviewed preliminary videos of interviews and video edits.
14. **PC/Council Joint Session** – Reviewed materials and prepared for 9/22 joint PC/CC session.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

Please note new email address: jdimsho@sthelensoregon.gov