



## COUNCIL REGULAR SESSION

Wednesday, April 21, 2021 at 7:00 PM

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### COUNCIL MEMBERS:

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

### LOCATION & CONTACT:

<https://zoom.us/j/97232150076>  
Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
Email | [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us)  
Phone | 503-397-6272  
Fax | 503-397-4016

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### ANNOUNCE & AWARD PRIZES TO "IF I WERE MAYOR..." STUDENT CONTEST WINNERS

### ORDINANCES – *Final Reading*

- 1. Ordinance No. 3261:** An Ordinance Vacating a Portion of S. 2nd Street Right of Way
- 2. Ordinance No. 3262:** An Ordinance to Annex and Designate the Zone of Certain Property at 35526 Firway Lane
- 3. Ordinance No. 3263:** An Ordinance to Annex and Designate the Zone of Certain Property at 58830 Firlok Park Street

### ORDINANCES – *First Reading*

- 4. Ordinance No. 3264:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.24, 17.32, 17.40, 17.56, 17.64, 17.68, 17.72, 17.80, 17.84, 17.88, 17.92, 17.96, 17.100, 17.104, 17.108, 17.124, 17.132, 17.136, 17.152, and 19.20, and Deleting Chapter 17.128, Focusing on Duplex Housing to Comply with Oregon House Bill 2001 and Other Matters

### RESOLUTIONS

- 5. Resolution No. 1914:** A Resolution Authorizing a Designated Agent for the Application to the State of Oregon Office of Emergency management for the Purpose of Obtaining Financial Assistance through the Hazard Mitigation Grant Program (HMGP)

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 6.** Extension of Agreement with Columbia Pacific Economic Development District for Grant Administrative Services for the Columbia Pacific Food Bank Project
- 7.** Contract Payments

### APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

- 8.** Appointments to City Boards and Commissions

**CONSENT AGENDA FOR ACCEPTANCE**

- [9.](#) Library Board Minutes dated March 8, 2021
- [10.](#) Parks & Trails Commission Minutes dated March 8, 2021

**CONSENT AGENDA FOR APPROVAL**

- [11.](#) Council Executive Session Minutes dated March 31, 2021 and Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated April 7, 2021
- [12.](#) Amended Associate Planner/Community Development Project Manager Job Description
- [13.](#) Accounts Payable Bill Lists

**WORK SESSION ACTION ITEMS****MAYOR SCHOLL REPORTS****COUNCIL MEMBER REPORTS****OTHER BUSINESS****ADJOURN****VIRTUAL MEETING DETAILS**

**Join Zoom Meeting:** <https://zoom.us/j/97232150076>

**Meeting ID:** 972 3215 0076

**Dial by your location:** 1 253 215 8782

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

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

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

City of St. Helens  
**ORDINANCE NO. 3261**

AN ORDINANCE VACATING A PORTION OF  
S. 2<sup>nd</sup> STREET RIGHT OF WAY

**WHEREAS**, a petition to vacate a portion of S. 2<sup>nd</sup> Street right of way was filed with the City Recorder on or about November 13, 2020; and

**WHEREAS**, a Notice of Street Vacation was published December 9, 2020 and December 16, 2020 in *The Chronicle* describing the property to be vacated, the date the petition was filed, the date and location for objections, and the date of the hearing; and

**WHEREAS**, copies of the Notice of Street Vacation were posted near the property proposed to be vacated December 2, 2020; and

**WHEREAS**, a public hearing was held on December 16, 2020 and testimony was received for the record.

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

**Section 1.** The City Council hereby adopts the following findings based on the record:

- a. The Council received notice of the petition and set the public hearing date.
- b. The Notice of Street Vacation was duly published and posted in the manner required by law.
- c. The City Recorder has searched the City records and certified that there are no outstanding liens against the property to be vacated. They also certified that the real estate taxes on this property are also current.
- d. The majority of affected property owners support the street vacation request.
- e. The S. 2<sup>nd</sup> Street right-of-way abutting the adjusted Lot 21 shall remain public right-of-way.
- f. The legal description and exhibit for this Ordinance was provided to the City within one year of December 16, 2020 as required by the Council.
- g. Lot Line Adjustment (LLA.2.20) was recorded within one year from December 16, 2020 as required by the Council.

**Section 2.** The portion of S. 2<sup>nd</sup> Street right-of-way of way requested to be vacated, hereby vacated from and after the effective date of this ordinance, is unimproved right of way that is described as follows:

Described per **Attachment "A"** attached hereto; and

Depicted per **Attachment "B"** attached hereto.

**Section 3.** The City Recorder shall file a certified copy of this Ordinance with the County Clerk, the

County Assessor, and the County Surveyor of Columbia County, Oregon.

Read the first time: April 7, 2021  
Read the second time: April 21, 2021

**APPROVED AND ADOPTED** this 21st day of April 2021 by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder





## KLS Surveying Inc.

1224 Alder Street  
Vernonia, OR 97064

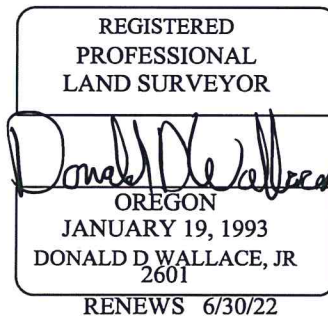
Phone: (503) 429-6115  
Fax: (866) 297-1402  
Email: [dwallace\\_ksl@msn.com](mailto:dwallace_ksl@msn.com)

Item #1.

### Exhibit A Street Vacation

Beginning at the Southeast corner of Lot 21, Block 24, City of St. Helens, Columbia County; thence North  $17^{\circ}03'22''$  West along the East line of said Lot 21, 7.25 feet to a 5/8" iron rod with a yellow plastic cap marked "KLS Surveying Inc."; thence North  $72^{\circ}56'38''$  East 16.39 feet to the West line of vacated 2nd Street as described in Deed Book 141, Page 211, Columbia County Deed Records, thence South  $15^{\circ}56'23''$  West along said vacated right of way line 30.11 feet to the East line of said Lot 21; Thence North  $17^{\circ}03'22''$  West along said East line 18.00 feet to the point of beginning.

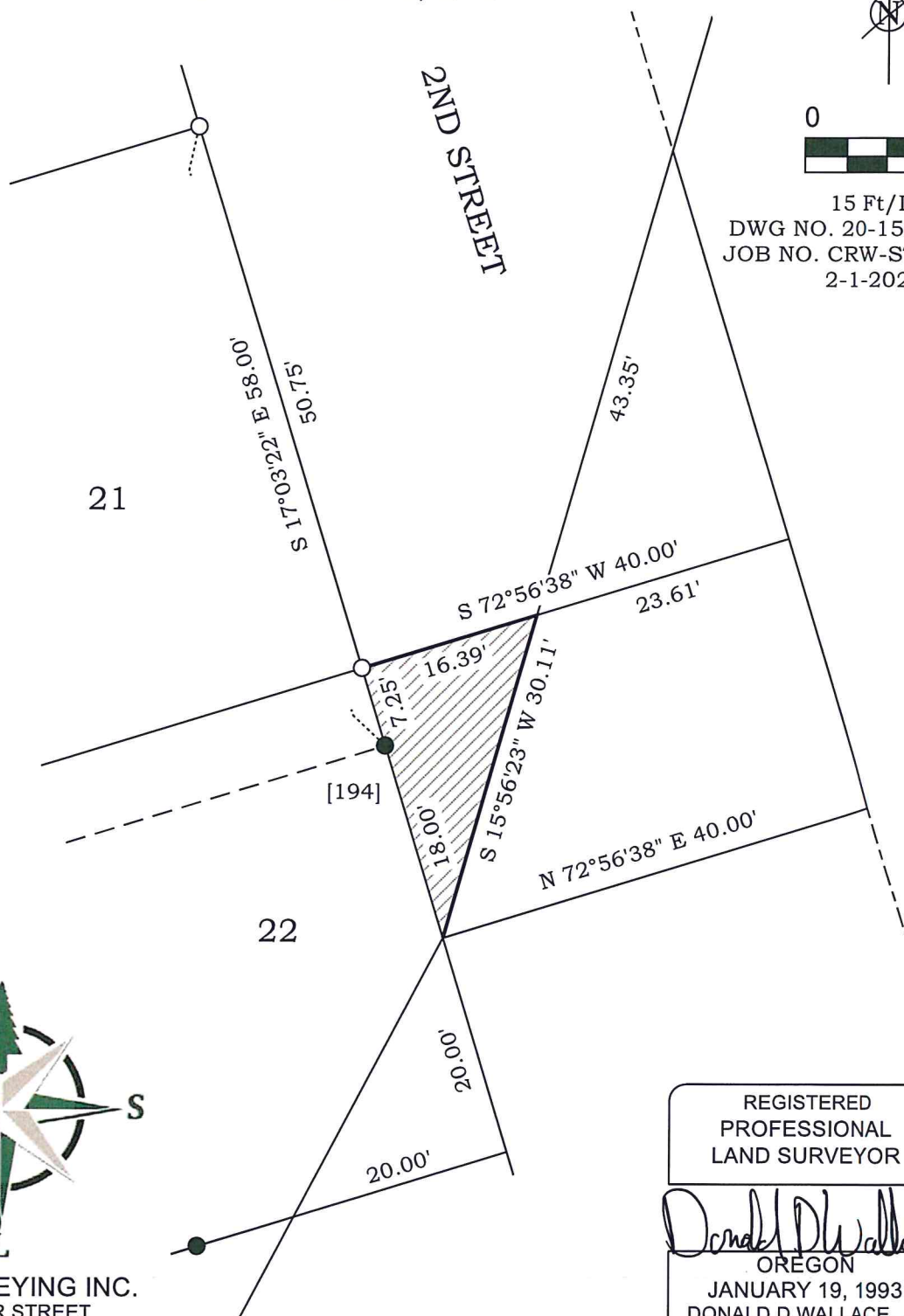
The Bearings are NAD 83 (2011) Oregon Coordinate Reference System, Columbia River West.





0 15'

15 Ft/In  
DWG NO. 20-159 Vacation  
JOB NO. CRW-ST. HELENS  
2-1-2021



**K.L.S. SURVEYING INC.**  
1224 ALDER STREET  
VERNONIA, OREGON 97064  
(503) 429-6115

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

Donald P. Wallace

OREGON  
JANUARY 19, 1993  
DONALD D WALLACE, JR  
2601

RENEWS 6/30/22

City of St. Helens  
**ORDINANCE NO. 3262**

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN  
PROPERTY AT 35526 FIRWAY LANE

**WHEREAS**, applicant Mark and Elizabeth Sell have requested to annex to the City of St. Helens certain property at 35526 Firway Lane. This property is also described as **Lots 11 and 12, Block 2 of the Golf Club Addition to St. Helens, Columbia County, Oregon** and depicted per **Exhibit A**.

**WHEREAS**, the applicant has consented in writing to the proposed annexation; and

**WHEREAS**, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

**WHEREAS**, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

**WHEREAS**, appropriate notice has been given and a public hearing was held March 17, 2021 on the annexation proposal; and

**WHEREAS**, the Council has considered findings of compliance with criteria and law applicable to the proposal.

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

**Section 1.** The above recitations are true and correct and are incorporated herein by this reference.

**Section 2.** The property described as **Lots 11 and 12, Block 2 of the Golf Club Addition to St. Helens, Columbia County, Oregon** and depicted in **Exhibit A** is hereby accepted for annexation to the City of St. Helens.

**Section 3.** The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Highway Commercial (HC).

**Section 4.** The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Highway Commercial (Incorporated).

**Section 5.** In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.2.20 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit B** and made part of this reference.

**Section 6.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: April 7<sup>th</sup>, 2021

Read the second time:

April 21<sup>st</sup>, 2021

**APPROVED AND ADOPTED** this 21<sup>st</sup> day of April, 2021 by the following vote:

Ayes:

Nays:

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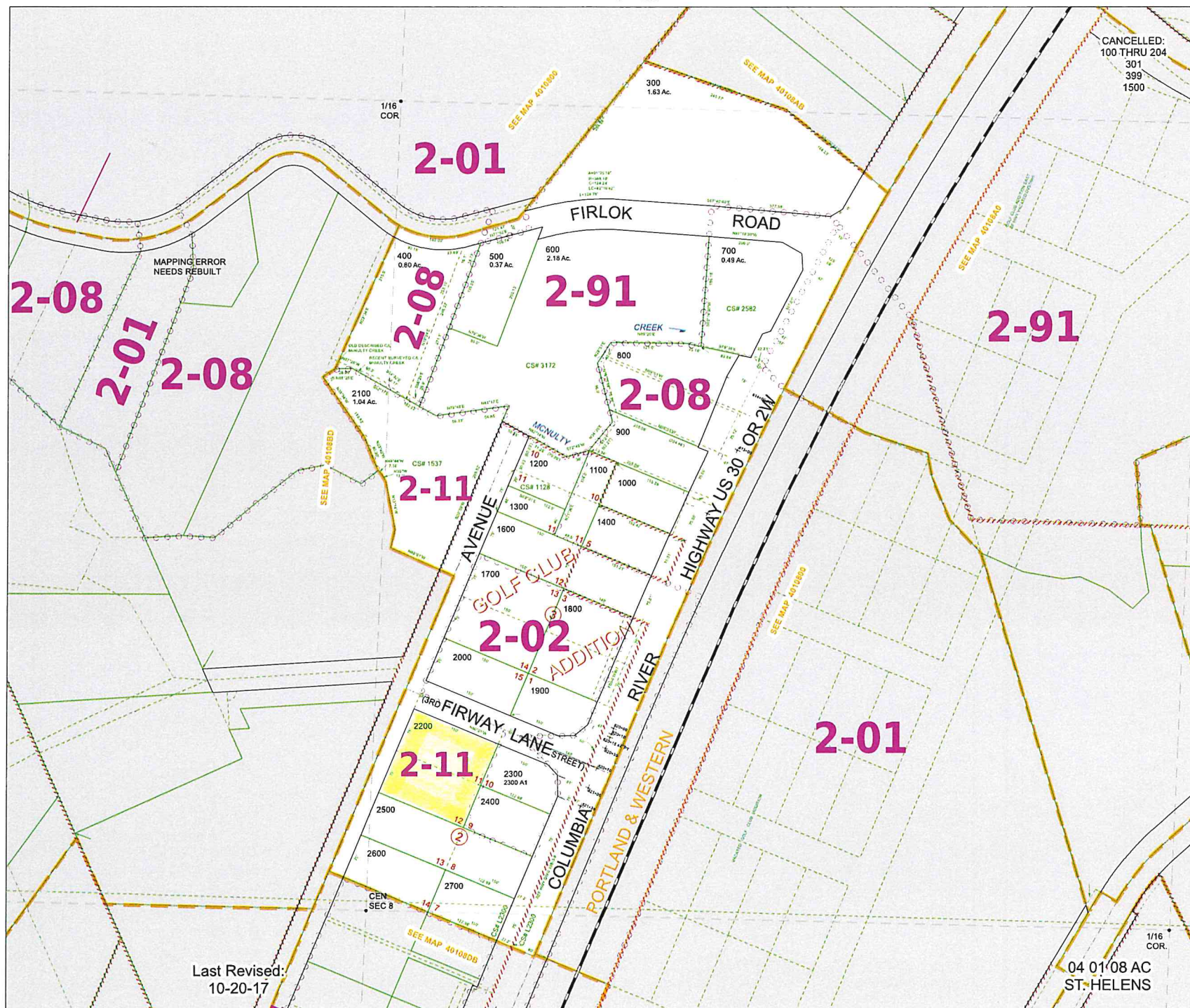
Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder







**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Annexation A.2.20**

**APPLICANT:** Mark & Elizabeth Sell  
**OWNERS:** Same  
**ZONING:** Columbia County's Commercial-General (C-3)  
**LOCATION:** 35526 Firway Lane, 4N1W-8AC-2200  
**PROPOSAL:** The property owner filed consent to annex because they desire to be within City limits.

**SITE INFORMATION / BACKGROUND**

The subject property is developed with a detached single-family dwelling on a square-shaped, corner lot at 22,500 square feet or 0.52 acres. It is made of two lots from the Golf Club Addition Subdivision. It is accessed by Firway Lane with a paved driveway to a covered carport (pictured on right below). Firway Lane is a developed local classified street without sidewalks on either side, but it does have a curb and gutter along the abutting property. The subject property also abuts Kavanaugh Street right-of-way to the west, which is a gravel undeveloped right-of-way also lacking frontage improvements (although it does have a curb abutting the subject property). Both streets are within the County's jurisdiction. The dwelling is connected to McNulty water and not connected to City sewer, although City sewer is available in Firway Lane and Kavanaugh Street.



*Subject property on left. Undeveloped Kavanaugh Street right-of-way pictured on right.*



*Subject property on left. Driveway approach shown with curb and gutter along Firway Lane.*

**Abutting Zoning**

North – City's Highway Commercial (HC)  
 East – City's Highway Commercial (HC)  
 South - County's Commercial-General (C-3)

West - County's Commercial-General (C-3) & County's Single-Family Residential (R-10)

### **PUBLIC HEARING & NOTICE**

Hearing dates are as follows:

February 9, 2021 before the Planning Commission

March 17, 2021 before the City Council

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on January 20, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on January 27, 2021. Notice was sent to the Oregon Department of Land Conservation and Development on January 5, 2021 via e-mail.

### **AGENCY REFERRALS & COMMENTS**

The Columbia County Planning Manager had no objection to this 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 Unincorporated Highway Commercial. 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) and 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 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 Commercial-General (C-3) and the City's only zoning option given annexation is Highway Commercial.**

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. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available.

**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 not a permitted use in the City's Highway Commercial zoning district, but the use can continue, subject to the City's non-conforming use rules. The applicant is aware of the creation of a non-conforming use of the property upon annexation into the City.

**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 Firway Lane and Kavanaugh Street. Both are classified as local streets without sidewalks on either side. City standards require such improvements.

**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 or right-of-way dedications.** As such, no conditions are warranted.

The existing right-of-way widths of 50 feet are adequate for the City’s local street standards.

**(e)** The subject property is not greater than 10 acres in gross size. 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 Unincorporated Highway Commercial (UHC). The City’s only zoning option given annexation is Highway Commercial (HC). The Comprehensive Plan designation would thus be Highway Commercial (Incorporated) (HC).

**Finding:** Upon annexation, the subject property’s Comprehensive Plan designation shall be Highway Commercial (Incorporated) and zoned Highway Commercial (HC).

#### **SHMC 17.112.020 – Established & Developing 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.

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 not zoned residential. This provision does not apply.

**Finding:** This provision does not apply.

#### CONCLUSION & DECISION

**Based upon the facts and findings herein and the recommendations of staff and the Planning Commission, the City Council approves this annexation, and that upon annexation, the subject property have a Comprehensive Plan designation of Highway Commercial (Incorporated) HC and be zoned Highway Commercial (HC).**

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

\_\_\_\_\_  
Rick Scholl, Mayor

\_\_\_\_\_  
Date

City of St. Helens  
**ORDINANCE NO. 3263**

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN  
PROPERTY AT 58830 FIRLOK PARK STREET

**WHEREAS**, Kathryn & Charles Frank have requested to annex to the City of St. Helens certain property at 58830 Firlok Park Street. This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

**WHEREAS**, the applicant has consented in writing to the proposed annexation; and

**WHEREAS**, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

**WHEREAS**, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

**WHEREAS**, appropriate notice has been given and a public hearing was held March 17, 2021 on the annexation proposal; and

**WHEREAS**, the Council has considered findings of compliance with criteria and law applicable to the proposal.

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

**Section 1.** The above recitations are true and correct and are incorporated herein by this reference.

**Section 2.** The property described in **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

**Section 3.** The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Apartment Residential (AR).

**Section 4.** The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as General Residential (GR).

**Section 5.** The land is classified as "Developing" in accordance with Chapter 17.112 of the St. Helens Community Development Code (SHMC Title 17) and OAR 660-08-0005.

**Section 6.** In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.3.20 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

**Section 7.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: April 7, 2021  
Read the second time: April 21, 2021

**APPROVED AND ADOPTED** this 21<sup>st</sup> day of April, 2021 by the following vote:

Ayes:

Nays:

---

Rick Scholl, Mayor

ATTEST:

---

Kathy Payne, City Recorder

EXHIBIT A  
LEGAL DESCRIPTION

A parcel of land located in the NW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of Section 8, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at a point, the **True Point of Beginning**, which is the Southwest corner of Lot 64 of the Firlok Park Subdivision, Columbia County, Oregon;

Thence, along the North line of the Fir Street right-of-way, North  $89^{\circ}27'$  West a distance of 95' to the Easterly right-of-way line of the Firlok Park Street right-of-way;

Thence, along the Easterly right-of-way line of the Firlok Park Street right-of-way, North  $0^{\circ}33'$  East a distance of 210';

Thence, South  $89^{\circ}27'$  East a distance of 95' to the Northwest corner of said Lot 64;

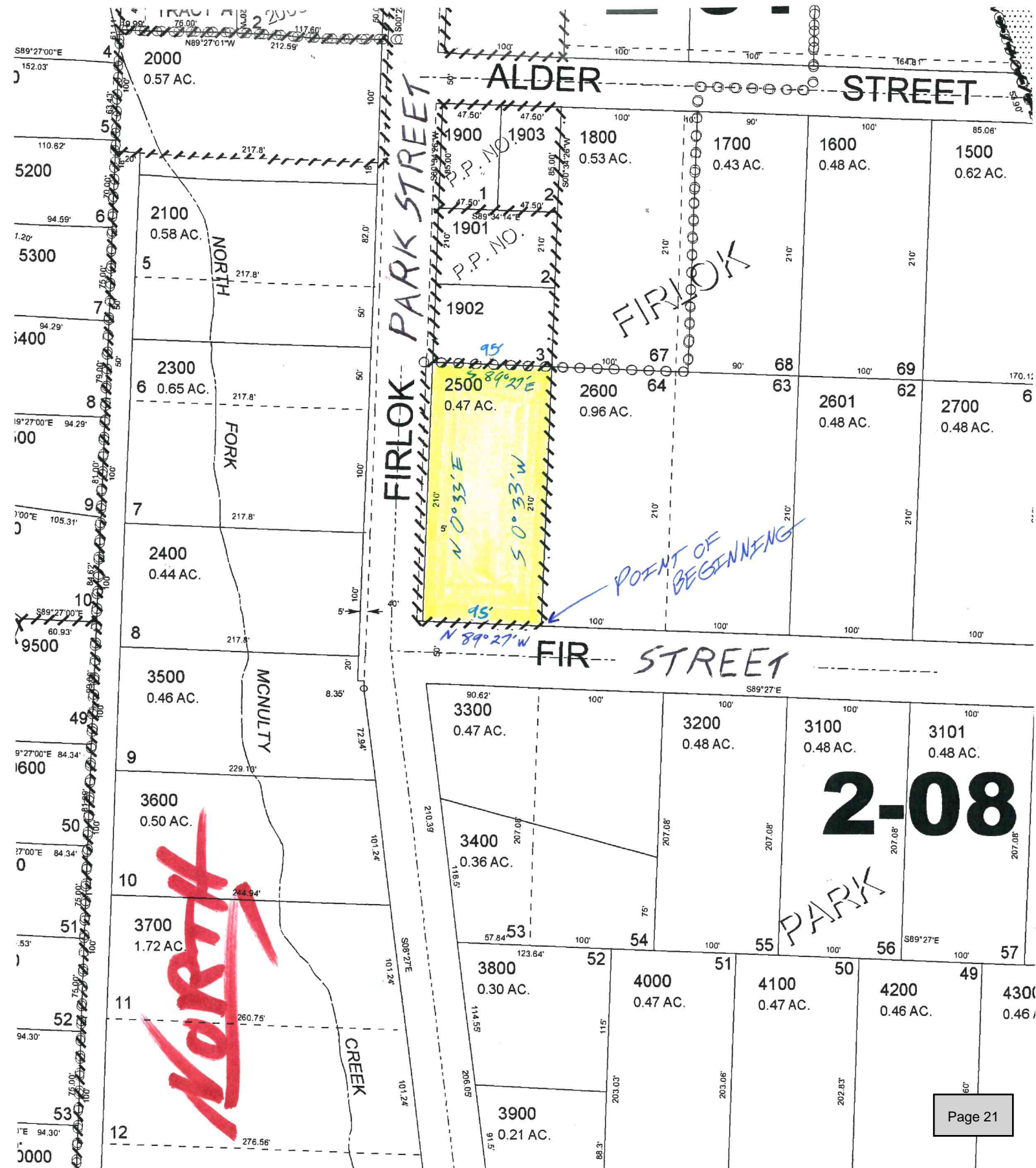
Thence, along the West line of said Lot 64 South  $0^{\circ}33'$  West a distance of 210' to the **True Point of Beginning**.



N.W.1/4 N.W.1/4 SEC.8 T.4N. R.1W. W.M.

COLUMBIA COUNTY

1" = 100'



**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT & CONCLUSIONS OF LAW  
Annexation A.3.20**

**APPLICANT:** Kathryn & Charles Frank  
**OWNERS:** Same  
**ZONING:** Columbia County's Multi-Family Residential (MFR)  
**LOCATION:** 58830 Firlok Park Street (Firlock Boulevard), 4N1W-8BB-2500  
**PROPOSAL:** The property owner filed consent to annex because they desired to connect to City water.

**SITE INFORMATION / BACKGROUND**

The subject property is a rectangular shaped lot at 20,473 square feet or 0.47 acres. It is located at the corner of Firlok Park Street (Firlock Boulevard) and Fir Street. It is currently vacant, but the applicant has received approval for a septic system for a detached single-family dwelling through the County. Firlok Park Street is a developed collector classified street without frontage improvements (sidewalks, curb, and landscape strip) on either side. Fir Street is a local street without any frontage improvements. Both roads are within the County's jurisdiction. The parcel is generally flat sloping towards the two streets with a few sparse trees around the perimeter. There is a stormwater ditch along Firlok Park Street and along the shared northern property line.



*Looking north along Firlok Park Street.  
Subject property on right.*



*Subject property looking south to Fir Street.*

**Abutting Zoning**

North – City Apartment Residential (AR)  
 East - County's Multi-Family Residential (MFR)  
 South - County's Single-Family Residential (R-10)  
 West – City Apartment Residential (AR) and County Multi-Family Residential (MFR)

## PUBLIC HEARING & NOTICE

Hearing dates are as follows:

February 9, 2021 before the Planning Commission

March 17, 2021 before the City Council

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on January 20, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on January 21, 2021. Notice was sent to the Oregon Department of Land Conservation and Development on January 5, 2021 via e-mail.

## AGENCY REFERRALS & COMMENTS

The Columbia County Planning Manager has no objection to this 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 Unincorporated Multi-Family Residential (UMFR). 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 Multi-Family Residential (MFR), and the City's only zoning option given annexation is Apartment Residential (AR).**

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 has access to connect to City water. The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

**Sewer** - The site is not currently hooked to City sewer. The site has been approved for an on-site septic system for the development of a detached single-family dwelling according to the County. The closest City sanitary sewer is in the Firlok Park Street right-of-way, but it is very shallow (only approximately 2 feet deep) and cannot supported by a gravity system. If the property could be served by City sewer in the future, capacity of the system is addressed below.

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. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available.

**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 proposed land use of the subject property is a detached single-family dwelling. This is a permitted use in the corresponding zoning district.

**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 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."*

City water and sewer capacities (should they connect in the future) are adequate to serve the subject property. There is no evidence that adequate infrastructure cannot be made available to serve the annexed area if redeveloped at a higher density the future.

- ***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 Firlok Park Street. Firlok Park Street is a collector-classified developed street without frontage improvements (sidewalks, curb, and landscape strip) on either side. City standards require such improvements. The existing right-of-way width of Firlok Park Street is also insufficient for the collector street right-of-way width standard of 60 feet. Fir Street is also lacking frontage improvements, though the existing right-of-way width meets the local street standard.

**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 conditions are warranted.

**(e)** The subject property is not greater than 10 acres in gross size. An 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 Unincorporated Multi-Family Residential (UMFR). The City’s only zoning option given annexation is Apartment Residential (AR). The Comprehensive Plan designation would thus be General Residential (Incorporated) (GR).

**Finding:** Upon annexation, the subject property’s Comprehensive Plan designation shall be General Residential (Incorporated) and zoned Apartment Residential (AR).

#### **SHMC 17.112.020 – Established & Developing 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:** This property should be designated as “developing.”

### CONCLUSION & DECISION

**Based upon the facts and findings herein and the recommendations of staff and the Planning Commission, City Council approves this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of General Residential (Incorporated) GR and be zoned Apartment Residential (AR) and designated as “developing.”**

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

\_\_\_\_\_  
Rick Scholl, Mayor

\_\_\_\_\_  
Date

City of St. Helens  
**ORDINANCE NO. 3264**

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS 17.16, 17.24, 17.32, 17.40, 17.56, 17.64, 17.68, 17.72, 17.80, 17.84, 17.88, 17.92, 17.96, 17.100, 17.104, 17.108, 17.124, 17.132, 17.136, 17.152, AND 19.20, AND DELETING CHAPTER 17.128, FOCUSING ON DUPLEX HOUSING TO COMPLY WITH OREGON HOUSE BILL 2001 AND OTHER MATTERS

**WHEREAS**, pursuant to St. Helens Municipal Code 17.20.020(1)(c) the Planning Director initiated a legislative change to adopt text amendments to the Community Development Code (St. Helens Municipal Code Title 17) and the St. Helens Comprehensive Plan (St. Helens Municipal Code Title 19); and

**WHEREAS**, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to: the Oregon Department of Land Conservation and Development on February 1, 2021, potentially affected property owners listed in the Columbia County Tax Assessor records on February 8, 2021, potentially affected agencies on February 17, 2021, and the local newspaper of record on February 24, 2021; and

**WHEREAS**, the St. Helens Planning Commission did hold a duly noticed public hearing on March 9, 2021 and, following deliberation, made a recommendation of approval to the City Council; and

**WHEREAS**, the St. Helens City Council conducted a public hearing on April 7, 2021 and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that the code amendments be approved.

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

**Section 1.** The above recitations are true and correct and are incorporated herein by reference.

**Section 2.** The City of St. Helens Municipal Code (Development Code) and Comprehensive Plan are hereby amended, attached hereto as **Attachment "A"** and made part of this reference.

**Section 3.** In support of the code amendments described herein, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "B"** and made part of this reference.

**Section 4. Severability.** If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

**Section 5.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate

provisions need not be codified.

**Section 6.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: April 21, 2021

Read the second time: May 5, 2021

**APPROVED AND ADOPTED** this 5<sup>th</sup> day of May, 2021 by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

underlined words are added  
~~words-stricken~~ are deleted

[...] means skipping text as it reads in the code (e.g., to focus on text being edited in this document)

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## TITLE 17 COMMUNITY DEVELOPMENT CODE

### Chapters:

[...]

17.124 Accessory Structures  
~~17.128 Auxiliary Dwelling Units~~  
 17.132 Tree Removal

[...]

## CHAPTER 17.16 GENERAL AND LAND USE DEFINITIONS

[...]

### 17.16.010 General and land use definitions.

[...]

Auxiliary or Accessory Dwelling Unit. See “dwelling, auxiliary or accessory” ~~and Chapter 17.128 SHMC.~~

[...]

“Dwelling, auxiliary or accessory” means an interior dwelling unit or attached or detached residential dwelling unit structure that is used in connection with, or that is accessory to, a detached single-family dwelling unit (principal dwelling) and is located on the same lot or parcel as the principal dwelling. ~~Auxiliary dwelling units are subject to Chapter 17.128 SHMC.~~ Ordinance No. 3264, allows a second detached single-family dwelling or duplex on any lot that allows detached single-family dwellings as a permitted use. An allowed second dwelling unit is a principal use and may also be considered an auxiliary or accessory dwelling unit.

[...]

~~“Floodplain” means land adjacent to a watercourse that is covered with water during periods of flooding; normally defined as an area of land inundated by a flood having a one percent chance of occurring in any year.~~ See Chapter 17.46 SHMC.

~~“Floodway” means the normal stream or drainage channel and that adjoining area of the natural floodplain needed to convey the waters, and including the no-rise floodway area defined by the most current U.S. Corps of Engineers Flood Insurance Study. Floodways must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation.~~

[...]

“Yard” means an open space on a lot which is unobstructed from the ground upward, by buildings and structures for example, except as otherwise provided in this code. There are four types of yards: front, interior, rear, and side. When determining setback, yard does not include an access easement or street right-of-way.

“Yard – front” means a yard, the front of which is the front lot line measuring at right angles toward the building/structure the required distance or to the front exterior wall of the building/structure.

“Yard – interior” means a yard between buildings/structures on the same lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

“Yard – rear” means a yard between side lot lines and measured horizontally at right angles to the rear lot line from the rear lot line to the nearest point of the building/structure.

“Yard – side” means a yard not defined as front, ~~or~~ rear, or interior. On corner lots (see “lot, corner”) the side yard along the flanking street is the exterior side yard.

[...]

## CHAPTER 17.24 PROCEDURES FOR DECISION-MAKING – QUASI-JUDICIAL

[...]

### 17.24.120 Notice of decision by the director.

(1) Notice of the director’s decision on an application pursuant to SHMC 17.24.090 shall be given by the director in the following manner:

(a) Within 10 working days of signing the proposed decision, notice shall be sent by mail to:

[...]

(ii) All surrounding property owners of record of property within the applicable notice area of the property for the following types of director decisions:

(A) Lot line adjustments, major site ~~design~~ development reviews, minor modifications to conditional use permits, sensitive lands, temporary uses, accessory structures, subdivision final plats: 100 feet;

[...]

(4) If not listed in subsection (1) of this section, no notice of a director's decision is required (e.g., final plat partitions, ~~final plat subdivisions~~, building permits).

[...]

## CHAPTER 17.32 ZONES AND USES

[...]

### 17.32.050 Suburban residential zone – R-10.

(1) Purposes. The R-10 zone is intended to provide minimum development standards for residential purposes and to establish larger urban residential home sites.

(2) Uses Permitted Outright. In an R-10 zone, the following uses are permitted outright:

- (a) ~~Auxiliary dwelling unit (per Chapter 17.128 SHMC)~~ Duplex.
- (b) Home child care.
- (c) Home occupation (per Chapter 17.120 SHMC).
- (d) Public facilities, minor.
- (e) Public park after site ~~design~~ development review.
- ~~(f) Residential facility.~~
- ~~(g)~~ (f) Residential home.
- ~~(h)~~ (g) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(3) Conditional Uses (See Chapter 17.100 SHMC). In an R-10 zone, the following conditional uses may be permitted upon application:

- (a) Children's day care or day nursery.
- (b) Cultural exhibits and library services.
- (c) Elderly/convalescent care facility.
- (d) Private park.
- (e) Public facilities, major.
- (f) Public safety facilities.
- (g) Religious assembly.

(4) Standards. In the R-10 zone the following standards shall apply:

- (a) The minimum lot size shall be 10,000 square feet for all uses.
- (b) The minimum lot width at the building line shall be 70 feet, except on a corner lot it shall be 85 feet.
- (c) The minimum lot width at the street shall be 60 feet.
- (d) The minimum lot width at the street on an approved cul-de-sac shall be 30 feet.
- (e) The minimum lot depth shall be 100 feet.
- (f) The minimum front yard shall be 20 feet.
- (g) The minimum side yard width shall be 10 feet except on corner lots where the ~~setback~~ exterior side yard shall be 20 feet ~~when facing a street other than an alley.~~

(h) The minimum rear yard depth shall be 20 feet.

(i) The minimum interior yard shall be 10 feet.

~~(+)~~ (j) The minimum front and side yards or other setbacks as stated herein shall be increased where such yard or setback abuts a street having insufficient right-of-way widths to serve the area; in such cases, the planning commission shall determine the necessary setback requirements.

~~(+)~~ (k) The maximum building height shall be 35 feet, except as required in SHMC 17.68.040.

~~(+)~~ (l) Structures and buildings shall not occupy more than ~~35~~ 40 percent of the lot area.

~~(+)~~ (m) No lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92 shall have more than one principal building thereon, except as otherwise allowed in this section.

~~(+)~~ (n) The minimum landscaping shall be 25 percent of the lot area.

(5) All chapters of the Development Code apply.

(a) See Chapter 17.64 SHMC for additional yard requirements and exceptions.

(b) See SHMC 17.108.050(4) for yard reductions and structure/building coverage increases.

### **17.32.060 Moderate residential zone – R-7.**

(1) Purpose. The R-7 zone is intended to provide minimum development standards for residential purposes and to establish urban moderate density residential home sites.

(2) Uses Permitted Outright. In an R-7 zone, the following uses are permitted outright:

(a) ~~Auxiliary dwelling unit (per Chapter 17.128 SHMC)~~ Duplex.

(b) Home child care.

(c) Home occupation (per Chapter 17.120 SHMC).

(d) Public facilities, minor.

(e) Public park after site design review.

(f) Residential home.

(g) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(3) Conditional Uses (See Chapter 17.100 SHMC). In an R-7 zone, the following conditional uses may be permitted upon application:

(a) Bed and breakfast, homestay, boarding house.

(b) Children's day care/day nursery.

(c) Community recreation facility.

(d) Cultural exhibits and library services.

~~(e) Duplex residential units.~~

~~(+)~~ (e) Neighborhood store/plaza.

~~(+)~~ (f) Elderly/convalescent home.

~~(+)~~ (g) Private park.

~~(+)~~ (h) Public facilities, major.

~~(+)~~ (i) Public safety facilities.

~~(+)~~ (j) Religious assembly.

(4) Standards. In the R-7 zone the following standards shall apply:

(a) The minimum lot size is 7,000 square feet for all uses ~~except for duplexes which need 10,000 square feet on interior lots.~~

(b) The minimum lot width at the building line shall be 60 feet, except on a corner lot it shall be 85 feet.

(c) The minimum lot width at the street shall be 50 feet; ~~except for duplexes, the minimum lot width shall be 60 feet.~~

(d) The minimum lot width at the street on an approved cul-de-sac shall be 30 feet.

(e) The minimum lot depth shall be 85 feet.

(f) The minimum front yard shall be 20 feet.

(g) The minimum side yard shall be seven feet except on corner lots where the ~~setback exterior side yard~~ shall be 14 feet ~~when facing a street other than an alley.~~

(h) The minimum rear yard depth shall be 20 feet.

(i) The minimum interior yard shall be 7 feet.

~~(j)~~ (j) The minimum front and side yards or other setbacks as stated herein shall be increased where such yard or setback abuts a street having insufficient right-of-way widths to serve the area; in such cases, the planning commission shall determine the necessary setback requirements.

~~(k)~~ (k) The maximum building height shall be 35 feet.

~~(l)~~ (l) Buildings and structures shall not occupy more than ~~35~~ 40 percent of the lot area.

~~(m)~~ (m) No lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92 shall have more than one principal building thereon, except as otherwise allowed in this section.

~~(n)~~ (n) The minimum landscaping shall be 25 percent of the lot area.

(5) All chapters of the Development Code apply.

(a) See Chapter 17.64 SHMC for additional yard requirements and exceptions.

(b) See SHMC 17.108.050(4) for yard reductions and structure/building coverage increases.

### 17.32.070 General residential zone – R-5.

(1) Purpose. The R-5 zone is intended to provide minimum development standards for residential purposes and to establish ~~sites for single-dwelling, detached and attached units for medium density residential developments~~ urban moderately high density residential home sites.

(2) Uses Permitted Outright. In an R-5 zone, the following uses are permitted outright:

~~(a) Auxiliary dwelling unit (per Chapter 17.128 SHMC).~~

~~(b)~~ (a) Duplex ~~dwelling units.~~

~~(c)~~ (b) Home child care.

~~(d)~~ (c) Home occupation (per Chapter 17.120 SHMC).

~~(e)~~ (d) Public facility, minor.

~~(f)~~ (e) Public park.

~~(g) Residential facility.~~

~~(h)~~ (f) Residential home.

~~(i)~~ (g) Single-dwelling units, attached (five units maximum together).

~~(j)~~ (h) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(3) Conditional Uses (See Chapter 17.100 SHMC). In an R-5 zone, the following conditional uses may be permitted upon application:

(a) Bed and breakfast, homestay, and boarding house.

(b) Children's day care/day nursery.



- (c) Commercial recreation facility.
- (d) Cultural exhibits and library services.
- (e) Neighborhood store/plaza.
- (f) Multidwelling units.
- (g) Elderly/convalescent home.
- (h) Private park.
- (i) Public facilities, major.
- (j) Public safety facilities.
- (k) Religious assembly.

(l) Residential facility.

(4) Standards. In the R-5 zone, the following standards shall apply:

(a) For dwellings the minimum lot size shall be 5,000 square feet for the single-dwelling unit, detached and ~~5,800 square feet for a duplex dwelling structure~~ duplex and 2,500 square feet for each single-dwelling unit, attached (maximum of five units together). For multidwelling units, use ~~duplex size~~ 5,000 square feet as base plus 2,500 square feet for each multidwelling unit thereafter.

(b) The maximum building height shall be 35 feet except as required in SHMC 17.68.040.

(c) The minimum lot width at the building line and street shall be 50 feet for detached units and duplexes. For ~~duplex structures the width shall be a minimum of 58 feet and for~~ attached single-dwelling units the width shall be at least 25 feet wide each. ~~See SHMC 17.64.030 for multidwelling units.~~ No minimum for multidwelling unit lots. For flag lots the width at the street shall be a minimum of 20 feet.

(d) The minimum lot width at the street on an approved cul-de-sac shall be 30 feet.

(e) The minimum lot depth shall be 85 feet.

(f) The minimum front yard shall be 20 feet; ~~see SHMC 17.64.020.~~

(g) No side yard shall be less than five feet wide for single-dwelling, detached, duplexes and single-dwelling, attached structures and 10 feet for multidwelling structures ~~(see SHMC 17.64.030 for multidwelling units).~~ Corner lots shall have a minimum ~~side yard setback~~ exterior side yard of 10 feet ~~on the flanking street.~~

(h) The minimum rear yard depth shall be 10 feet. ~~(See SHMC 17.64.030 on multidwelling units.)~~

(i) The minimum interior yard shall be 6 feet. Multidwelling units shall also comply with SHMC 17.96.180(11).

~~(j)~~ (j) The minimum front and side yards or other setbacks as stated herein shall be increased where such yard or setbacks abut a street having insufficient right-of-way widths to serve the area; in such cases, the planning commission shall determine the necessary setback requirements.

~~(k)~~ (k) Buildings and structures shall not occupy more than ~~35~~ 40 percent of the lot area except for single attached and multidwelling units, which can be up to 50 percent.

~~(l)~~ (l) No lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92 shall have more than one principal building constructed thereon, except for multidwelling structures and as otherwise allowed in this section.

~~(l) Multidwellings shall be subject to the special standards of SHMC 17.64.030.~~

(m) The minimum landscaping for dwellings other than multidwellings shall be 25 percent of the lot area.

(5) All chapters of the Development Code apply.

(a) See Chapter 17.64 SHMC for additional yard requirements and exceptions.

(b) SHMC 17.96.180 includes many site development standards specific to multidwelling units.

(c) See SHMC 17.108.050(4) for yard reductions and structure/building coverage increases.

(d) Flag lots are possible in this zoning district. See SHMC 17.140.055.

~~(6) Flag lots are possible in this zoning district. See SHMC 17.140.055.~~

### **17.32.080 Apartment residential zone – AR.**

(1) Purpose. The AR zone is intended to provide minimum development standards for residential purposes where complete community services are available and to provide ~~for single dwellings, detached and attached, duplexes, and low/medium-rise multiple dwelling residential units~~ for ~~heavy~~ high density residential development.

(2) Uses Permitted Outright. In an AR zone, the following uses are permitted outright:

~~(a) Auxiliary dwelling unit (per Chapter 17.128 SHMC).~~

~~(b)~~ (a) Duplex ~~dwelling units~~.

~~(c)~~ (b) Home child care.

~~(d)~~ (c) Home occupation (per Chapter 17.120 SHMC).

~~(e)~~ (d) Multidwelling units.

~~(f)~~ (e) Public facility, minor.

~~(g)~~ (f) Public park.

~~(h)~~ (g) Residential facility.

~~(i)~~ (h) Residential home.

~~(j)~~ (i) Single-dwelling unit, attached residential units (five units maximum together).

~~(k)~~ (j) Single-dwelling unit, detached residential units. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(3) Conditional Uses (See Chapter 17.100 SHMC). In an AR zone, the following conditional uses may be permitted upon application:

(a) Bed and breakfast, homestay, and boarding house.

(b) Children's day care/day nursery.

(c) Community recreation, including structures.

(d) Commercial recreation facility.

(e) Neighborhood store/plaza.

(f) Hospitals, sanitariums, rest homes, and elderly homes.

(g) Lodge, fraternal, and civic assembly.

(h) Lodging facilities or rooming house.

(i) Parking facilities.

(j) Private parks.

(k) Public facilities, major.

(l) Religious assembly.

(m) Schools and related facilities.

(4) Standards. In the AR zone, the following standards shall apply:

(a) For dwellings the minimum lot size shall be ~~3,050~~ 4,000 square feet for single-dwelling, detached units; ~~5,000 square feet minimum lot size for~~ and duplexes ~~structures~~; 1,600

square feet minimum lot size for single-dwelling, attached units each (maximum of five units together); and 1,500 square feet minimum lot size for each multidwelling unit over the base of ~~5,000~~ 4,000 square feet for the first two units (with no maximum).

(b) The minimum front yard shall be 20 feet.

(c) For single-dwelling, detached units and duplexes the minimum lot width at the street and building line shall be ~~50~~ 40 feet; ~~30 feet for single detached dwelling units~~ and no minimum for multidwelling unit lots; for flag lots and single attached dwelling units the minimum lot width at the street is 20 feet.

(d) The minimum lot depth shall be 85 feet, except single-dwelling units, attached shall be 80 feet.

~~(e) No single-dwelling, detached unit yard shall be less than five feet wide on both sides; corners shall be 10 feet wide on flanking street sides. Duplexes, single attached unit buildings, and multiplexes shall have a minimum of 10 feet on side yards. No side yard shall be less than five feet wide for single-dwelling, detached, duplexes and single-dwelling, attached structures and 10 feet for multidwelling structures. Corner lots shall have a minimum exterior side yard of 10 feet.~~

(f) The minimum rear yard depth shall be 10 feet.

(g) The minimum interior yard shall be 6 feet. Multidwelling units shall also comply with SHMC 17.96.180(11).

~~(g)~~ (h) The minimum front and side yards or other setbacks as stated herein shall be increased where such yard or setbacks abut a street having insufficient right-of-way widths to serve the area; in such cases, the planning commission shall determine the necessary setback requirements.

~~(h)~~ (i) The maximum building height shall be 35 feet, except as required in SHMC 17.68.040.

~~(i)~~ (j) Buildings and structures shall not occupy more than 50 percent of the lot.

~~(j)~~ (k) No lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92 shall have more than one principal building constructed thereon, except for multidwelling structures, ~~in which case there is no such limitation~~ and as otherwise allowed in this section.

~~(k)~~ (l) The minimum landscaping shall be 25 percent of the lot area except for multidwelling structures.

(5) All chapters of the Development Code apply.

(a) See Chapter 17.64 SHMC for additional yard requirements and exceptions.

(b) SHMC 17.96.180 includes many site development standards specific to multidwelling units

(c) See SHMC 17.108.050(4) for yard reductions and structure/building coverage increases.

(d) Flag lots are possible in this zoning district. See SHMC 17.140.055.

~~(6) Flag lots are possible in this zoning district. See SHMC 17.140.055.~~

### **17.32.090 Mobile home residential zone – MHR.**

(1) Purpose. The MHR zone is intended to provide minimum development standards for residential purposes where complete community services are available, and where population concentrations of a moderate nature, including mobile home parks, may develop.

(2) Uses Permitted Outright. In the MHR zone, the following uses are permitted outright:

- (a) ~~Auxiliary dwelling unit (per Chapter 17.128 SHMC)~~ Duplex.
- (b) Home child care.
- (c) Home occupation (per Chapter 17.120 SHMC).
- (d) Mobile home parks.
- (e) Public parks.
- (f) Public facility, minor.
- ~~(g) Residential facility.~~
- ~~(h)~~ (g) Residential home.
- ~~(i)~~ (h) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(3) Conditional Uses (See Chapter 17.100 SHMC). In the MHR zone, the following conditional uses may be permitted upon application:

- (a) Bed and breakfast, homestay, and boarding house.
- (b) Children's day care or day nursery.
- (c) Community recreation including structures.
- ~~(d) Duplexes.~~
- ~~(e)~~ (d) Neighborhood store/plaza.
- ~~(f)~~ (e) Multidwelling units.
- ~~(g)~~ (f) Private park.
- ~~(h)~~ (g) Public facilities, major.
- ~~(i)~~ (h) Public or private school or college.
- ~~(j)~~ (i) Religious assembly.
- (j) Residential facility.
- (k) Sanitarium, rest home, senior or convalescent care facilities.
- ~~(l) Single dwelling unit, attached.~~
- ~~(m)~~ (l) Travel trailer parks.

(4) Standards. In the MHR zone, the same standards as in the R-5 zone shall apply except for the following:

- (a) Standards for mobile home parks shall conform to Chapter 17.60 SHMC.
- (5) All chapters of the Development Code apply.
- (a) Flag lots are possible in this zoning district. See SHMC 17.140.055.
- ~~(6) Flag lots are possible in this zoning district. See SHMC 17.140.055.~~

### 17.32.095 Mixed use zone – MU.

(1) Purpose. The MU zone is intended to provide for mixed uses in certain areas, generally between general commercial and residential zones. This method allows the market to mostly determine the uses.

(2) Uses Permitted Outright. In an MU zone, the following uses are permitted outright subject to the provisions of this code and especially the chapter on site development review (Chapter 17.96 SHMC):

- (a) Animal sales and services: grooming, kennels, retail and veterinary (small animals).
- ~~(b) Auxiliary dwelling unit (per Chapter 17.128 SHMC).~~
- ~~(c)~~ (b) Car washes.
- ~~(d)~~ (c) Congregate housing.
- ~~(e)~~ (d) Continuing care retirement community.

uses.

- ~~(e)~~ (e) Cultural and library services.
- ~~(f)~~ (f) Dwellings: single detached or attached, duplexes, and dwellings above permitted

- ~~(g)~~ (g) Eating and drinking establishments.
- ~~(h)~~ (h) Equipment (small) sales, rental and repairs.
- ~~(i)~~ (i) Financial institutions.
- ~~(j)~~ (j) Hardware store, without outdoor storage.
- ~~(k)~~ (k) Home child care.
- ~~(l)~~ (l) Home occupation (per Chapter 17.120 SHMC).
- ~~(m)~~ (m) Hotels and motels.
- ~~(n)~~ (n) Offices – all.
- ~~(o)~~ (o) Personal and business services such as barber shops, beauty shops, tailors, laundries, printing, and locksmiths.
- ~~(p)~~ (p) Plumbing, HVAC, electrical and paint sales and service, without outdoor storage.
- ~~(q)~~ (q) Produce stands.
- ~~(r)~~ (r) Public facility, minor.
- ~~(s)~~ (s) Repair and maintenance of permitted retail products.
- ~~(t)~~ ~~Residential facility.~~
- ~~(v)~~ (t) Residential home.
- ~~(w)~~ (u) Retail sales establishments, not specifically catering to motorists.
- ~~(x)~~ (v) Studios.
- ~~(y)~~ (w) Theaters, except drive-ins.

(3) Conditional Uses. In the MU zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

- (a) Amusement services.
- (b) Bar.
- (c) Bed and breakfast facilities, homestay, and boarding house.
- (d) Broadcast facilities without dishes over 36 inches or transmitter/receiver towers.
- (e) Bus and train stations/terminals.
- (f) Businesses with outdoor storage (those businesses permitted in subsection (2) of this section).
- (g) Child care facility/day nursery.
- (h) Drive-up businesses and services.
- (i) Dwellings on same level as nonresidential use.
- (j) Funeral homes.
- (k) Hospitals and senior or convalescent care facilities.
- (l) Laundromats and dry cleaners.
- (m) Lodge, fraternal and civic assembly.
- (n) Lodging facilities or rooming house.
- (o) Marijuana retailer and/or medical marijuana dispensary.
- (p) Multidwelling units.
- (q) Nurseries and greenhouses.
- (r) Parking lots.
- (s) Parks, public and private.
- (t) Pawn shops.

- (u) Public and private schools.
- (v) Public facilities, major.
- (w) Public safety facilities.
- (x) Recreation facilities (public or private).
- (y) Religious assembly, including cemeteries.

(z) Residential facility.

~~(z)~~ (aa) Shopping centers.

~~(aa)~~ (bb) Travel trailer parks.

~~(bb)~~ (cc) Vehicle repair, service, and sales.

- (4) Standards. In the MU zone the following standards shall apply:

(a) Wherever a proposed structure abuts a residential zone, it may be required to be set back per Chapter 17.72 SHMC.

(b) The maximum building height shall be 45 feet, except as required in SHMC 17.68.040.

(c) Outdoor storage abutting or facing a lot in a residential zone shall comply with Chapter 17.72 SHMC.

(d) Maximum nonresidential lot coverage including all impervious surfaces shall be 90 percent.

(e) Multidwelling units and units above permitted uses must comply with AR standards and other applicable sections of this code.

(f) Single-dwelling units, attached or detached, and duplexes shall comply with R-5 standards.

~~(g) Duplexes shall comply with R-5 standards.~~

- (5) All chapters of the Development Code apply.

(a) Flag lots are possible in this zoning district. See SHMC 17.140.055.

~~(6) Flag lots are possible in this zoning district. See SHMC 17.140.055.~~

[...]

### **17.32.172 Riverfront district – RD, plaza.**

[...]

(4) Standards Applicable to All Uses. In the plaza subdistrict, the following standards and special conditions shall apply and shall take precedence over any conflicting standards listed in this code:

[...]

(b) The maximum lot coverage including all impervious surfaces shall be 90 percent; ~~provided, however, for new construction or existing legally constructed buildings seeking new or revised development approvals, lot coverage may be increased up to 100 percent by payment of a lot coverage fee established by resolution of the city council. The lot coverage fee shall be deposited into the riverfront district community capital improvement account to offset loss of landscaping in the RD zone.~~

[...]

(f) ~~Interior or Side Yard Setbacks.~~ New buildings containing any nonresidential use abutting residential districts require one foot of setback for each foot of building wall height on the side abutting the residential zone, with a minimum setback of 10 feet. For yards abutting other nonresidential districts, no setback is required, subject to building code requirements.

Note: Where the plaza subdistrict abuts a residential zone and the uses are more than 30 feet above the proposed commercial use, then the height of the topography counts as part of the setback, e.g., 35-foot bluff behind a commercial building is same as 35-foot setback on that side.

~~(g) Rear Yard Setbacks. New buildings containing nonresidential uses abutting residential districts require one foot of setback for each foot of building wall height with a minimum setback of 10 feet (see above note). For yards abutting other nonresidential districts, no rear setback is required, subject to building code requirements.~~

~~(h)~~ (g) The minimum lot width at the street and building line shall be 20 feet.

~~(i)~~ (h) The minimum lot depth shall be 50 feet.

~~(j)~~ (i) Minimum open space shall be 10 percent, ~~except when the lot coverage fee is paid as per subsection (4)(b) of this section.~~

~~(k)~~ (j) No maximum building size.

~~(l)~~ (k) No additional or new on-site parking is required for sites with lawfully existing ~~development~~ building footprint coverage in excess of 50 percent of the ~~site~~ lot area (change of use or remodeling without a change to the existing footprint of lawfully existing ~~development~~ building(s) are also exempt).

~~(m)~~ (l) Except for subsection (4)~~(l)~~(k) of this section, new development shall meet required on-site parking requirements with credit, on one-for-one basis of parking spaces in rights-of-way abutting the site. On-street parking (in rights-of-way) shall be based upon parallel parking, or existing; fractions do not count. Moreover, parking standards shall be for normal sized vehicles, for the purpose of the parking credit.

~~(n) New development can buy out of on-site parking requirements by paying into the RD community capital improvement account (a fund shall be designated for future RD located parking facilities) in an amount set by city council in a resolution.~~

[...]

### 17.32.173 Riverfront district – RD, mill.

[...]

(2) Uses Permitted Outright. The following uses are permitted outright, subject to all provisions of the SHMC including specifically the modifications to development standards and conditions specified in this section. Moreover, the applicable provisions of Chapter 17.96 SHMC, Site Development Review, apply, except those modified by this chapter.

(a) Residential.

(i) Single dwelling units, attached.

(ii) Multidwelling units.

~~(iii) Auxiliary dwelling unit (per Chapter 17.128 SHMC).~~



[...]

(4) Standards Applicable to All Uses. The following standards and special conditions shall apply to all uses in the mill subdistrict:

[...]

(e) ~~Interior Setbacks.~~ New buildings containing any nonresidential use abutting a residential zoning district require one foot of setback for each foot of wall height with a minimum setback of 10 feet. For yards abutting nonresidential districts, no ~~interior~~ setback is required, subject to building code requirements. Note: this setback may be reduced proportionately when the residential zoning district is topographically above the base level of new construction.

[...]

### 17.32.180 Houlton business district – HBD.

[...]

(2) Uses Permitted Outright. In the HBD zone, the following uses are permitted outright, subject to the modifications to development standards and conditions as specified herein and all other applicable provisions of this code as noted under additional requirements:

- (a) Dwellings: single detached or attached, duplexes, and dwellings above permitted uses.
- ~~(b) Auxiliary dwelling unit (per Chapter 17.128 SHMC).~~
- ~~(e)~~ (b) Public and institutional uses.

*[editor's note: reformatting of items under (2) continues]*

- ~~(rr)~~ (qq) Shopping centers and plazas.
- ~~(ss) Residential facility.~~
- ~~(tt)~~ (rr) Residential home.

[...]

(3) Conditional Uses. In the HBD zone, the following conditional uses may be permitted upon application, subject to provisions of Chapter 17.100 SHMC and other relevant sections of this code:

[...]

- (m) Multidwelling units.
- (n) Religious assembly, excluding cemeteries.
- (o) Residential facility.
- ~~(p)~~ (p) Parking lots/facilities, private.
- ~~(q)~~ (q) Nurseries and greenhouses.



~~(q)~~ (r) Vehicle repair, service, and sales.

(4) Standards Applicable to All Uses. In the HBD zone, the following standards and special conditions shall apply and shall take precedence over any conflicting standards listed in this code:

[...]

(b) The maximum lot coverage including all impervious surfaces shall be 90 percent; ~~provided, however, for new construction or existing legally constructed buildings seeking new or revised development approvals, lot coverage may be increased up to 100 percent by payment of a lot coverage fee established by resolution of the city council. The lot coverage fee shall be deposited into the Houlton business district community capital improvement account to offset loss of landscaping and open space in the HBD zone.~~

[...]

(f) ~~Interior or Side Yard Setbacks.~~ New buildings containing any nonresidential use abutting residential districts require one foot of setback for each foot of building wall height on the side abutting the residential zone, with a minimum setback of 10 feet. For yards abutting other nonresidential districts, no setback is required, subject to building code requirements.

Note: Where the HBD zone abuts a residential zone and the uses are more than 30 feet above the proposed commercial use, then the height of the topography counts as part of the setback; e.g., a 35-foot bluff behind a commercial building is the same as a 35-foot setback on that side.

~~(g) Rear Yard Setbacks. New buildings containing nonresidential uses abutting residential districts require one foot of setback for each foot of building wall height with a minimum setback of 10 feet (see note in subsection (4)(f) of this section). For yards abutting other nonresidential districts, no rear setback is required, subject to building code requirements.~~

~~(h)~~ (g) The minimum lot width at the street and building line shall be 20 feet.

~~(i)~~ (h) The minimum lot depth shall be 50 feet.

~~(j)~~ (i) Minimum open space shall be 10 percent; ~~except when the lot coverage fee is paid as per subsection (4)(b) of this section.~~

~~(k)~~ (j) No maximum building size.

~~(l)~~ (k) No additional or new on-site parking is required for sites with lawfully existing ~~development~~ building footprint coverage in excess of 50 percent of the ~~site~~ lot area (change of use or remodeling without a change to the existing footprint of lawfully existing ~~development~~ building(s) ~~is~~ are also exempt).

~~(m)~~ (l) Except for subsection (4)~~(l)~~(k) of this section, new development shall meet required on-site parking requirements with credit, on a one-for-one basis of parking spaces in rights-of-way abutting the site. On-street parking (in rights-of-way) shall be based upon parallel parking or existing and fractions do not count. Moreover, parking standards shall be for normal sized vehicles, for the purpose of the parking credit.

~~(n) New development can buy out of on-site parking requirements by paying into the HBD community capital improvement account (a fund shall be designated for future HBD located parking facilities), an amount set by the city council in a resolution.~~

~~(h)~~ (m) Notwithstanding the standards of subsections (4)(a) through ~~(h)~~ (l) of this section, these residential uses are subject to the following:

[...]

## CHAPTER 17.40 ZONES PROTECTIVE MEASURES FOR SIGNIFICANT WETLANDS, RIPARIAN CORRIDORS, AND PROTECTION ZONES

[...]

### 17.40.015 Establishment of significant wetlands, riparian corridors and protection zones.

(1) Wetlands. Ordinance 2807 adopted in November 1999 established and listed significant wetland areas within the city of St. Helens. Such areas were added to the comprehensive plan.

[...]

(b) The following significant wetlands are hereby established as Type II:

D-1	D-20	M-5	MC-16
D-2	D-21	M-15	MC-17
<del>D-3</del>	D-22	MC-2	MC-20
D-4	F-2	MC-3	MC-21
D-7	<del>F-4</del>	MC-5	MC-22
D-8	J-6	MC-8	MC-26
D-19	M-3	MC-10	UB-6

[...]

### 17.40.040 Protection zone exceptions – Limited activities and uses within the protection zone.

[...]

(2) Micro-Siting Standards for Residential Lot of Record Development. When a “legally created lot or parcel of record” as defined in this chapter is proposed to be developed for ~~single-dwelling~~ residential use and all or part of the lot or parcel is encompassed within a protection zone, the development of the lot shall be permitted subject to compliance with the following micro-siting standards:

(a) The lot or parcel must be combined for development purposes with contiguous lots or parcels in the same ownership on the effective date of the ordinance codified in this chapter; and

(b) The building footprint encroaching into the protection zone shall be limited to that which is the minimum necessary to obtain reasonable use of the property for the primary use of ~~single-dwelling~~ residential purposes. Preference in location of the building footprint shall be given to areas devoid of native vegetation; and

(c) The director or approving authority shall adjust the underlying zone setback standards to the extent necessary to reduce or minimize encroachment into the protection zone. Design shall be to this adjustment. The director or approving authority may approve up to a 50 percent adjustment to any dimensional standard (e.g., front yard, side yard or other setbacks, including height or lot area) to permit development as far outside or upland of the protection zone as is possible; and

(d) The proposed development shall minimize disturbance to the protection zone by utilizing design options to minimize or reduce impacts of development: (i) multistory construction shall be used; (ii) parking spaces shall be minimized to no more than that required as a minimum for the use; (iii) no accessory structures allowed; (iv) paving shall be pervious; (v) engineering solutions shall be used to minimize additional grading and/or fill; and

(e) In no case shall the impervious surface area of the ~~single-dwelling~~ residential use (including building footprint, driveway, and parking areas and accessory structures) exceed 3,000 square feet or 50 percent of the protection zone on the lot or parcel, whichever is less; ~~and~~

(f) Residential use is limited to detached single family dwelling(s) or duplex as allowed by the zoning district and shall not exceed two dwelling units total; and

⊕ (g) All applicable general criteria in SHMC 17.40.055, including minimum restoration and enhancement requirements, shall be met.

[...]

#### **17.40.045 Resource exceptions – Limited activities and uses within significant wetlands, significant riparian corridors (resource areas).**

[...]

(1) Micro-Siting for Residential Lot of Record Development. When a “legally created lot or parcel of record” as defined in this chapter is proposed to be developed for ~~single-family~~ residential use and all or part of the lot or parcel is encompassed within a significant wetland or riparian corridor, minimum development of the lot necessary to avoid a taking claim shall be permitted subject to compliance with the following micro-siting standards:

(a) The lot or parcel must be combined for development purposes with contiguous lots or parcels in the same ownership on the effective date of the ordinance codified in this chapter; and

(b) The building footprint encroaching into the resource area shall be limited to that which is the minimum necessary to obtain reasonable use of the property for the primary use of ~~single-family~~ residential purposes. The application of the resource and protection zone to the lot or parcel, as evidenced by the environmental assessment, precludes all reasonable use of the parcel under the applicable zone designation and renders it not buildable, after consideration of all applicable limitations and restrictions in this code; and

(c) Preference in location of the building footprint shall be given to areas devoid of native vegetation; and

(d) The director or approving authority shall adjust the underlying zone setback standards to the extent necessary to reduce or minimize encroachment into the resource area and protection zone. Design shall be held to this adjustment. The director or approving authority may approve up to a 75 percent adjustment to any dimensional standard (e.g., front yard, side yard or other setbacks, including height or lot area) to permit development as far outside or upland of the

protection zone as is possible; and

(e) The proposed development shall minimize disturbance to the resource area and protection zone by utilizing design options to minimize or reduce impacts of development including but not limited to multistory construction, minimizing parking, garage space, and paving and use of retaining walls or other engineering solutions to minimize filling and grading; and

(f) In no case shall the impervious surface area of the ~~single-family-residence~~ residential use (including building footprint, driveway, and parking areas and accessory structures) exceed 3,000 square feet or 50 percent of the resource area and protection zone on the lot or parcel, whichever is less; ~~and~~

(g) Residential use is limited to detached single family dwelling(s) or duplex as allowed by the zoning district and shall not exceed two dwelling units total; and

~~(g)~~ (h) All applicable general criteria in SHMC 17.40.055, including minimum restoration and enhancement requirements at two-to-one area ratio, shall be met.

[...]

#### **17.40.050 Additional requirements for land divisions and new development.**

[...]

(2) Design Standards. Except as provided below, significant wetlands, significant riparian corridors and protection zones shall not be permitted as part of individual lots or new streets or infrastructure areas and shall be made part of separate preservation tracts to be managed by a homeowners association or other entity responsible for preservation.

(a) Protection zones may be made part of individual lots and protection zones may vary in width provided average protection zone width complies with this chapter in planned developments with a development agreement pursuant to ORS Chapter 94, provided additional protection zones or off-site mitigation over the minimum standard is provided as consideration for such flexibility.

(b) For parcels created by land partition per Chapter 17.140 SHMC, significant wetlands, significant riparian corridors and protection zones may be part of a parcel if:

(i) The parcel's area excluding the significant wetlands, significant riparian corridors and/or protection zone meets the minimum size and dimension requirements of the zoning district; and

(ii) A conservation easement benefitting the City of St. Helens shall be required for the portions of the parcel containing the significant wetlands, significant riparian corridors and/or protection zone. The easement shall be depicted on and incorporated into the recorded plat of the partition.

[...]

### **CHAPTER 17.56 DENSITY COMPUTATIONS**

[...]

### 17.56.020 Density Calculation.

(1) Net development area, in acres, shall be determined by subtracting the following land area(s) from the gross acres, which is all of the land included in the legal description of the property:

[...]

- (c) All land dedicated for public right-of-way:
  - (i) Single-dwelling units: allocate 20 percent of gross acres for public facilities; and
  - (ii) Multiple-dwelling units: allocate 15 percent of gross acres for public facilities;
- (d) All land proposed for private streets; and
- (e) A lot of at least the size required by the applicable base zoning district, if ~~an~~ lawfully existing ~~dwelling~~ use is to remain on the site.

(2) To calculate the net units per acre, divide the number of square feet in the net acres by the minimum number of square feet required for each lot by the applicable zoning district. Lots eligible for detached single-family dwellings or duplexes as allowed by the zoning district shall be treated as one unit per lot for the purpose of density calculations (i.e., the potential second unit on the lot does not burden the calculation).

[...]

## CHAPTER 17.64 ADDITIONAL YARD SETBACK REQUIREMENTS AND EXCEPTIONS

[...]

### 17.64.040 Exceptions to yard requirements.

(1) If there are dwellings on both abutting lots with front yard depths less than the required depth for the zone, the depth of the front yard for the intervening lot need not exceed the average depth of the front yards of the abutting lots.

(2) If there is a dwelling on one abutting lot with a front yard of less depth than the required depth for the zone, the front yard for the lot need not exceed a depth half-way between the depth of the abutting lot and the required front yard depth.

(3) Detached accessory structures that do not require a permit pursuant to SHMC 17.124.030(1)(a) do not need to comply with the yard requirements of the zoning district but shall still comply with SHMC 17.64.050(6) and shall not encroach into any easement or over any public utility or other infrastructure. Chapter 17.76 SHMC still applies.

### 17.64.050 Projections into required yards.

(1) Cornices, eaves, belt courses, sills, canopies/awnings, or similar architectural features may extend or project into a required front, interior, rear or side yard not more than ~~36 inches~~ four feet provided the width of such yard is not reduced to less than three feet.

(2) Fireplace chimneys may project into a required front, interior side, ~~or~~ rear, or side yard

not more than ~~three~~ four feet provided the width of such yard is not reduced to less than three feet.

(3) Open porches, decks, or balconies not more than ~~36~~ 48 inches in height and not covered by a roof or canopy may extend or project into a required rear or side yard provided such natural yard area is not reduced to less than three feet and the ~~deck~~ extension is screened from abutting properties. ~~Porches may extend into a required front yard not more than 36 inches. This does not apply to exterior side yards (on corner lots).~~

(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.

~~(4)~~ (5) Unroofed landings and stairs may project into required front, interior or rear yards, or exterior side yards (on corner lots) only.

~~(5)~~ (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.

(7) Table summarizing applicability of this section by yard type:

	<u>Front</u>	<u>Rear</u>	<u>Side</u>	<u>Exterior Side (on corner lots)</u>	<u>Interior</u>
<u>17.64.050(1), eves, etc.</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
<u>17.64.050(2), chimneys</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
<u>17.64.050(3), open porches, etc.</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>No</u>
<u>17.64.050(4), porches</u>	<u>Yes</u>	<u>No</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
<u>17.64.050(5), stairs and landings</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>Yes</u>

[...]

## CHAPTER 17.68 BUILDING HEIGHT LIMITATIONS – EXCEPTIONS

[...]

### 17.68.040 Building height criteria for scenic resources.

(1) No new development over one story, or 15 feet in height, shall significantly obstruct views of the Columbia River on lots fronting on Strand Street, South Second Street, North and South First Street, North and South River Street, River Way, and Riverside Drive.

[...]

## CHAPTER 17.72 LANDSCAPING AND SCREENING

[...]

### 17.72.080 Buffer and screening requirements.

(1) A buffer consists of an area within a required ~~interior-setback~~ yard adjacent to a shared property line and having a depth equal to the amount specified in the buffering and screening matrix and containing a length equal to the length of the property line of the abutting use or uses.

[...]

## CHAPTER 17.80 OFF-STREET PARKING AND LOADING REQUIREMENTS

[...]

### 17.80.020 General provisions.

- (1) Parking Dimensions. The minimum dimensions for parking spaces are:
- (a) ~~Eight~~ Nine feet, ~~eight inches~~ wide and 18 feet long for a standard space;
  - (b) Eight feet wide and 15 feet long for a compact space; ~~and~~
  - (c) Eight feet wide and 22 feet long for parallel spaces;
  - ~~(e)~~ (d) As required by applicable state of Oregon and federal standards for designated disabled person parking spaces; ~~and~~
  - (e) Special provisions for side-by-side parking for single-family dwellings (attached and detached) and duplexes:
    - (i) The total unobstructed area for side-by-side parking spaces for single-family dwellings (attached and detached) and duplexes shall still be 18 feet x 18 feet (two 9 foot x 18 foot standard spaces together), but the improved portion may be 16 feet in width centered within the 18 feet for the purposes of the surface (paving) requirements of this Chapter and, if the spaces are adjacent or close to the street, driveway approach width.
    - (ii) This does not apply to single parking spaces by themselves or rows of parking spaces that exceed two spaces. This only applies to two standard space parking areas where the spaces are adjacent to each other along the long side.

[...]

### 17.80.030 Minimum off-street parking requirements.

[...]



## (1) Residential.

~~(a) Auxiliary dwelling – one space.~~~~(b)~~ (a) Bed and breakfast, boarding house, homestay – one space per bedroom.~~(c)~~ (b) Caretaker – two off-street spaces for each dwelling unit.~~(d)~~ (c) Duplexes – two off-street spaces ~~for each dwelling unit~~ for each duplex. No more than two spaces are required for one duplex on a single lot.~~(e)~~ (d) Group care – one space per three residential beds plus one space for each employee on largest shift.~~(f)~~ (e) Group residential – one space for each guest room plus one space for each employee on largest shift.~~(g)~~ (f) Mobile home park – two off-street spaces for each dwelling unit.~~(h)~~ (g) Multiple dwelling (also see SHMC 17.80.020(7)):

(i) Studio – one space for each unit.

(ii) One bedroom – one and one-half spaces for each unit.

(iii) More than one bedroom per unit – two spaces for each.

~~(i)~~ (h) Single-dwelling units, ~~(attached or detached)~~ – two off-street spaces for each dwelling unit.(i) Single-dwelling units, detached – two off-street spaces for each dwelling unit or pair of dwelling units as allowed by the zoning district. No more than two spaces are required for one detached single-family dwelling on a single lot, or two detached single-family dwellings on a single lot.

[...]

**17.80.050 Parking dimension standards.**

## (1) Accessibility.

(a) Each parking space shall be accessible from a street or right-of-way, and the access shall be of a width and location as described by SHMC 17.84.070 and 17.84.080 as applicable.(b) All parking spaces shall be independently functional. This means the vehicle in the parking space is not dependent on another vehicle moving to get to the street or right-of-way from the parking space. For example, a two-vehicle garage with a garage opening and driveway, both 18 feet in width, can only count as two parking spaces (not four), since the vehicles in the garage cannot get to the street without the ones in the driveway moving out of the way.

## (2) Table of Standards.

(a) Minimum standards for a standard parking stall's length and width, aisle width, and maneuvering space shall be determined from the Table of Standards for Parking Spaces, Figure 14, below; Figure 14 includes the spaces identified by SHMC 17.80.020(1)(a)-(c) and other spaces if spaces larger than the minimum required are desired.(b) The width of each parking space ~~does not~~ includes a the stripe striping which separates each space as measured from the center of any shared stripe.

[...]

## CHAPTER 17.84

### ACCESS, EGRESS AND CIRCULATION



[...]

**17.84.040 Public street access.**

(8) Number of Access Points. ~~For single-family (detached and attached) and duplex housing types, one street access point is permitted per lot, except that two access points may be permitted for duplexes on corner lots (i.e., no more than one access per street), subject to the access spacing standards in subsection (5) of this section. The number of street access points for multiple dwelling unit residential, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with subsection (9) of this section, in order to maintain the required access spacing, and minimize the number of access points.~~ All access points, including additional ones as noted below, are subject to the access spacing standards in subsection (5) of this section and all other provisions of this of this Chapter. Specific standards based on use are as follows:

(a) For single-family dwellings, detached and duplexes, one street access point is permitted per lot/parcel except an additional (second) access point may be allowed when:

(i) The property is a corner lot/parcel and the additional access point is on the other street (i.e., one access per street).

(ii) The lot/parcel does not abut a street that provides any on-street parking on either side.

(b) For single-family dwellings, attached, one street access point is permitted per lot/parcel.

(c) The number of street access points for multiple dwelling unit residential, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the streets, bikeways, sidewalks, etc. for all users. Shared access may be required, in conformance with subsection (9) of this section, in order to maintain the required access spacing, and minimize the number of access points.

[...]

## CHAPTER 17.88 SIGNS

[...]

**17.88.040 Exemptions from requirement for permit.**

[...]

(3) Flags.

(a) Residential freestanding poles shall be limited to one per property and shall require a ~~building~~ sign permit if:

(i) The pole will be greater than 20 feet in height; or

(ii) The pole is located such that it could fall off site (i.e., the setback is less than the

height of the pole).

(b) Nonresidential freestanding poles shall require a ~~building permit regardless of height, and shall require the applicable land use permit(s)~~ sign permit if greater than 30 feet in height.

(c) Sign permits for flagpoles shall include footing or foundation details and certification from an engineer registered in the State of Oregon that the pole with flag(s) will not be a falling or other hazard.

[...]

#### **17.88.045 Temporary signs.**

[...]

(4) Temporary signs for community events (authorized by a temporary use permit per Chapter 17.116 SHMC or acknowledged by the city council) shall be allowed without the issuance of permits and shall not affect the amount or type of signage otherwise allowed by this chapter; provided, that said signs comply with the following:

(a) Signs shall only be placed on property where the community event is taking place, including rights-of-way subject to street closure for the purpose of the community event, except additional portable signs may be placed in rights-of-way for the exclusive purpose of identifying the community event and/or directing people to the community event provided such signage complies with subsections (5)(a)(ii)(A), (C), (D), (E) and (G) of this section; and

(b) Signs shall be allowed two weeks before and for the duration of the community event only. Signs shall be removed no more than 72 hours after the event.

[...]

#### **17.88.095 Freestanding signs.**

[...]

(7) Freestanding signs permitted in a commercial/industrial sign district shall not be located closer than 50 linear feet from the property line of any residential zoned property as measured along the street frontage.

(8) Sign permits for ground-mounted signs greater than six feet in height and all poles signs shall include footing or foundation details and certification from an engineer registered in the State of Oregon that the sign will not be a falling or other hazard.

[...]

### **CHAPTER 17.92**

#### **MIXED SOLID WASTE AND RECYCLABLES STORAGE IN NEW MULTI-UNIT RESIDENTIAL AND NONRESIDENTIAL BUILDINGS**

[...]

## 17.92.060 Location, design and access standards for storage areas.

[...]

### (2) Location Standards.

(a) To encourage its use, the storage area for source-separated recyclables shall be collocated with the storage area for residual mixed solid waste;

(b) Indoor and outdoor storage areas shall comply with Uniform Building and Fire Code requirements;

(c) Storage area space requirements can be satisfied with a single location or multiple locations, and can combine both interior and exterior locations;

(d) Exterior storage areas can be located within ~~interior~~ side yard or rear yard areas, but not within exterior side yards (on corner lots). Exterior storage areas shall not be located within a required front yard setback or in a yard adjacent to a public or private street;

[...]

## CHAPTER 17.96 SITE DEVELOPMENT REVIEW

[...]

## 17.96.180 Approval standards.

The director shall make a finding with respect to each of the following criteria when approving, approving with conditions, or denying an application:

(1) Provisions of ~~the following~~ all applicable chapters of the Community Development Code per SHMC 17.04.010:

- ~~(a) Chapter 17.44 SHMC, Sensitive Lands;~~
- ~~(b) Chapter 17.60 SHMC, Manufactured/Mobile Home Regulations;~~
- ~~(c) Chapter 17.56 SHMC, Density Computations;~~
- ~~(d) Chapter 17.124 SHMC, Accessory Structures;~~
- ~~(e) Chapter 17.64 SHMC, Additional Yard Setback Requirements and Exceptions;~~
- ~~(f) Chapter 17.68 SHMC, Building Height Limitations—Exceptions;~~
- ~~(g) Chapter 17.72 SHMC, Landscaping and Screening;~~
- ~~(h) Chapter 17.76 SHMC, Visual Clearance Areas;~~
- ~~(i) Chapter 17.80 SHMC, Off Street Parking and Loading Requirements;~~
- ~~(j) Chapter 17.84 SHMC, Access, Egress, and Circulation;~~
- ~~(k) Chapter 17.88 SHMC, Signs;~~
- ~~(l) Chapter 17.132 SHMC, Tree Removal;~~
- ~~(m) Chapter 17.152 SHMC, Street and Utility Improvement Standards; and~~
- ~~(n) Chapter 17.156 SHMC, Transportation Impact Analysis;~~

[...]

## CHAPTER 17.100 CONDITIONAL USE

[...]

### 17.100.150 Additional requirements for conditional use types.

[...]

(3) The additional dimensional requirements and approval standards for conditional use are as follows:

[...]

(e) Caretaker Residence.

- (i) Must have at least 20 feet of yard around the residence;
- (ii) The residence can only be occupied by the caretaker and the caretaker's family;
- (iii) The caretaker must be an employee and/or under a contract to perform "caretaker" duties (e.g., security);
- (iv) The yard must be at least 50 percent landscaped; ~~and~~
- (v) The maximum height of the caretaker residence shall be 35 feet; and
- (vi) Only one dwelling unit is allowed. More than one dwelling unit is prohibited;

[...]

(m) Travel Trailer Parks. In addition to the standards of the zone in which they are located and other references in this code, travel trailer parks shall comply to the standards of this subsection. If there is a conflict between the two standards, the standards of this subsection shall govern.

[...]

(vi) No trailer shall remain in a trailer park unless a trailer space is available, ~~and then only for a maximum of 30 consecutive days;~~

[...]

## CHAPTER 17.104 NONCONFORMING SITUATIONS

[...]

### 17.104.040 Criteria for nonconforming situations.

(1) Nonconforming Lots of Record.

- (a) Except as provided in subsections (1)(b), (2) and (3) of this section, no

nonconforming lot of record at the effective date of the ordinance codified in this code or amendment thereto shall be developed for any use, and no existing use on a nonconforming lot of record shall be enlarged, extended or reconstructed;

(b) If on the date of adoption of the ordinance codified in this code a legally constituted lot does not meet the lot size requirements of the applicable zoning district in which the property is located, the lot may:

(i) Be occupied by one use permitted outright in a commercial zoning district, if the lot is located within a commercial zoning district; or

(ii) Be occupied by detached single-dwelling unit(s) ~~and accessory structures~~ or a duplex as permitted outright in a residential zoning district, if located in a residential zoning district; the house may be rebuilt on the same size, or smaller, footprint if destroyed by fire or natural disasters over 60 percent of value (any changes to the footprint must meet all setbacks and other regulations of the zone);

[...]

(5) Conversion of accessory structures to second detached single-family dwellings. A lawfully existing accessory structure that does not comply with a yard or height requirement or lot coverage restriction (including the sum of all other buildings and structures) on a lot developed with one detached single-family dwelling, may be converted to a second detached single-family dwelling on the same lot if:

(a) A second detached dwelling unit is allowed by the zoning district;

(b) The conversion does not increase the nonconforming yard, height, or lot coverage;

(c) Any yard associated with the accessory structure is not the result of the exception pursuant to SHMC 17.64.040(3) or any applicable laws prior to Ordinance No. 3264 that allowed yard exceptions for accessory structures;

(e) The accessory structure does not encroach upon any easements or any public utility or other infrastructure;

(f) The location of the accessory structure does not interfere with future street extensions or increases in right-of-way width based on adopted plans and standards;

(g) The minimum off street parking requirements can be met (required if not); and

(h) It is not located in any of the following areas:

(i) Resource or resources per Chapter 17.40 SHMC;

(ii) Protection zones per Chapter 17.40 SHMC; or

(iii) Area of special flood hazard per Chapter 17.46 SHMC.

[...]

## CHAPTER 17.108 VARIANCES

[...]

### 17.108.050 Criteria for granting a variance.

[...]

(4) The ~~setback~~ yard requirements in the applicable zone may be reduced up to 20 percent (a reduction of 20 percent of the required setback) and/or the lot coverage standards increased up to five percent (maximum specified lot coverage plus five percent) without a variance, provided the following standards are satisfied:

(a) The reduction of the ~~setback-area~~ yard or increase in lot coverage established by the applicable zoning district shall be necessary to allow for the enlargement or remodeling of an existing principal building, accessory structure, or auxiliary dwelling unit as defined per SHMC 17.16.010;

(b) The increase in lot coverage established by the applicable zoning district may also allow for new accessory structures or auxiliary dwelling units;

(c) The garage or carport setback to the front property line satisfies the requirements of the applicable zoning district;

(d) Reductions to setback requirement do not apply to interior yards. Interior yards shall not be reduced per this subsection;

~~(d)~~ (e) The standards of Chapter 17.76 SHMC, Visual Clearance Areas, shall be satisfied;

~~(e)~~ (f) The proposed building, accessory structure, addition, or auxiliary dwelling unit shall not encroach upon any existing easements or any public utility or other infrastructure;

~~(f)~~ (g) When the proposed building or addition is within the rear yard, the setback adjacent to the rear property line shall be landscaped with sight-obscuring plantings in accordance with the standards set forth in SHMC 17.72.080, Buffering and screening requirements; ~~and~~

(h) The location of the proposed building, structure or addition shall not interfere with future street extensions or increases in right-of-way width based on adopted plans and standards; and

~~(g)~~ (i) Setback, buffering and screening requirements that apply when commercial and industrial zones abut a residential zone shall be satisfied.

[...]

#### **17.108.080 Exceptions to site development review standards.**

The approval authority may apply one or more of the following exceptions (1) – (3) as part of the findings of Site Development Review or Conditional Use Permit applications:

(1) The ~~director~~ approval authority may grant an exception to the ~~setback~~ yard requirements in the applicable zone based on findings that the approval will result in the following:

(a) An exception which is not greater than 20 percent of the required ~~setback~~ yard;

(b) No adverse effect to adjoining properties in terms of light, noise levels, and fire hazard;

(c) No reduction in safety for vehicular and pedestrian access to the site and on site;

(d) A more efficient use of the site which would result in more landscaping than the minimum required; and

(e) The preservation of natural features which have been incorporated into the overall design of the project.

(f) The decision authority shall determine that the basis for this exception is clear and objective to be allowed.

(2) The ~~director~~ approval authority may grant an exception or deduction to the off-street parking dimensional and minimum number of space requirements in the applicable zoning district based on the following findings:

(a) The application is for a use designed for a specific purpose which is intended to be permanent in nature (for example, senior citizen housing) and which has a demonstrated low demand for off-street parking;

(b) There is an opportunity for shared parking and there is written evidence that the property owners have entered into a binding agreement to share parking; or

(c) There is community interest in the preservation of particular natural feature(s) on the site, public transportation is available to the site, and reducing the standards will not adversely affect adjoining uses; therefore, the public interest is not adversely affected by the granting of the exception.

(3) The ~~director~~ approval authority may grant an exception or deduction to the private outdoor area and shared outdoor recreation areas requirements, provided the application is for a use designed for a specific purpose which is intended to be permanent in nature (for example, senior citizen housing) and which can demonstrate a reduced demand for a private outdoor recreational area based on any one or more of the following findings:

(a) There is direct access by a pedestrian path, not exceeding one-quarter mile, from the proposed development to public open space or recreation areas which may be used by residents of the development;

(b) The development operates a motor vehicle which is available on a regular basis to transport residents of the development to public open space or recreation areas; or

(c) The required square footage of either the private outdoor area or the shared outdoor recreation area may be reduced if together the two areas equal or exceed the combined standard for both.

~~(4) The director shall grant an exception to the landscaping requirements of this code, SHMC 17.96.150, upon finding that the overall landscape plan provides for at least 20 percent of the gross site to be landscaped.~~

~~(5) The director's decision may be appealed as provided by SHMC 17.24.310(1). No notice of the director's decision need be given.~~

(4) Uses not subject to Site Development Review or Conditional Use Permits (e.g., single dwelling units and duplexes) are not eligible for any of these exceptions.

[...]

## CHAPTER 17.124 ACCESSORY STRUCTURES

[...]

### 17.124.070 Approval criteria.

[...]

#### (2) Nondimensional Approval Criteria.

[...]

(a) Accessory structures or buildings shall comply with all requirements for the principal structure, except where specifically modified by this chapter;

(b) If an application proposed for an accessory structure meets the following criteria, the director shall approve the application proposal:

(i) No accessory building or structure shall be allowed in any required front or interior yard;

[...]

## **CHAPTER 17.128 AUXILLIARY DWELLING UNITS**

### **Sections:**

~~17.128.010—Purpose.~~

~~17.128.020—Applicability.~~

~~17.128.030—Design standards.~~

~~17.128.040—Addressing of auxiliary dwelling units.~~

~~17.128.050—Prohibited areas for auxiliary dwelling units.~~

~~17.128.060—Prohibited uses of auxiliary dwelling units.~~

~~17.128.070—Permit procedures for auxiliary dwelling units.~~

### **17.128.010 Purpose.**

~~Auxiliary dwelling units are allowed in certain situations to:~~

~~(1) Create new housing units while respecting the look and scale of single dwelling neighborhoods;~~

~~(2) Increase the housing stock of existing neighborhoods in a manner that is less intense than alternatives;~~

~~(3) Allow more efficient use of existing housing stock and infrastructure;~~

~~(4) Provide a mix of housing that responds to changing household needs, sizes and compositions;~~

~~(5) Provide a means for new homeowners to defray some of the costs associated with the purchase of a first home;~~

~~(6) Provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods and obtain extra income, security, companionship and services;~~

~~(7) Provide a broader range of suitable and affordable housing; and~~

~~(8) Create additional long-term family living situations, while avoiding the exploitation of this housing type through their use as short-term living and other related business.~~

### **17.128.020 Applicability.**

~~(1) An auxiliary dwelling unit may be added to or constructed or installed on the same lot or parcel as a detached single dwelling unit or manufactured home (principal dwelling) in any zone~~



where the existing principal use is permitted and where auxiliary dwelling unit is listed as a permitted use.

(2) Only one auxiliary dwelling unit is allowed per lot or parcel developed with a detached single family dwelling or manufactured home (principal dwelling).

### **17.128.030 Design standards.**

(1) Standards for creating auxiliary dwelling units address the following purposes:

(a) Ensure that auxiliary dwelling units are compatible with the desired character and livability of St. Helens residential zones;

(b) Respect the general building scale and placement of structures to allow sharing of common space on the lot, such as driveways and yards;

(c) Ensure that auxiliary dwelling units are smaller in size than detached single family dwellings or manufactured homes;

(d) Provide adequate flexibility to site buildings so that they fit the topography of sites; and

(e) The design standards for auxiliary dwelling units are stated herein. If not addressed in this section, the base zone development standards apply.

(2) Requirements for All Auxiliary Dwelling Units. All auxiliary dwelling units must meet the following standards:

(a) Creation. An auxiliary dwelling unit may only be created through the following methods:

(i) Converting existing living area, attic, basement or attached garage of the detached single family dwelling or manufactured home;

(ii) Adding floor area to the detached single family dwelling or manufactured home;

(iii) Constructing a detached auxiliary dwelling unit on a developed site;

(iv) Constructing a new detached single family dwelling or manufactured home with an internal or detached auxiliary dwelling unit; or

(v) Converting a lawfully existing accessory structure;

(b) Entrances. Only one entrance to the house may be located on the front facade of the detached single family dwelling or manufactured home facing the street, unless the detached single family dwelling or manufactured home contained additional front door entrances before the conversion to an auxiliary dwelling unit was created. An exception to this regulation is entrances that do not have access from the ground, such as entrances from balconies or decks;

(c) Parking. The parking requirements balance the need to provide adequate parking with maintaining the character of single dwelling neighborhoods and reducing the amount of impervious surface on a site. More parking is required when a vacant lot is being developed because, generally, the site can more easily be designed to accommodate two parking spaces while minimizing impervious surface. In situations where an auxiliary dwelling unit is being added to a site with an existing dwelling unit, it is appropriate to not require additional impervious surface if adequate on-street parking is available:

(i) The following parking requirements apply to auxiliary dwelling units:

(A) No Additional Parking Space Required. No additional parking space is required for the auxiliary dwelling unit if it is created on a site with an existing detached single family dwelling or manufactured home and the roadway of at least one abutting street is at least 20 feet wide and allows on-street parking;

~~(B) One Additional Parking Space Required. One additional off-street parking space is required for the auxiliary dwelling unit as follows:~~

- ~~1. When none of the roadways in abutting streets are at least 20 feet wide;~~
- ~~2. When none of the abutting streets allow on-street parking; or~~
- ~~3. When the auxiliary dwelling unit is created at the same time as the detached single-family dwelling or manufactured home. An auxiliary dwelling unit is considered created at the same time as the principal dwelling even if a permit per this chapter is applied for within one year from the date of certificate of occupancy of the principal dwelling.~~

~~(ii) When an additional off-street parking space is required it shall comply with the development code and shall be independently functional. "Independently functional" means the vehicle in the parking space is not dependent on another vehicle moving to get to the street from the parking space. For example, a two-vehicle garage with a garage door and driveway, both 20 feet in width, can only count as two parking spaces (not four), since the vehicles in the garage cannot get to the street without the ones in the driveway moving out of the way. In this instance, a new (additional) parking area would need to be created to the side of the garage or elsewhere while still complying with the development code (e.g., parking and access standards).~~

~~(d) Size.~~

~~(i) Minimum Size. The size of the auxiliary dwelling unit shall be no less than as allowed by the building code;~~

~~(ii) Maximum Size. The size of the auxiliary dwelling unit shall be no more than 75 percent of the living area of the detached single-family dwelling or manufactured home or 1,200 square feet, whichever is less. "Living area" means all areas subject to heat/air conditioning inclusive of walls. This does not include nonheated/non-air conditioned areas including but not limited to porches, garages, carports, balconies, hot tub/pool enclosure/rooms, etc.;~~

~~(iii) Building Height. The maximum building height of a detached auxiliary dwelling unit shall not exceed the height allowed by the zoning district or the height of the detached single-family dwelling or manufactured home, whichever is less. This provision does not apply when converting a lawfully existing accessory structure in its entirety or a portion thereof to an auxiliary dwelling unit provided the conversion does not increase the accessory structure's footprint or height.~~

~~(3) Additional requirements for detached auxiliary dwelling units or for auxiliary dwelling units created through the addition of floor area to the detached single-family dwelling or manufactured home:~~

~~(a) Exterior Finish Materials. The exterior finish material must be the same, or visually match in type, size and placement, the exterior finish material of the detached single-family dwelling or manufactured home;~~

~~(b) Roof Pitch. The roof pitch must be the same as the predominant roof pitch of the detached single-family dwelling or manufactured home;~~

~~(c) Trim. Trim on edges of elements on the addition or detached unit must be the same in type, size, and location as the trim used on the rest of the detached single-family dwelling or manufactured home;~~

~~(d) Windows. Windows must match those in the detached single-family dwelling or manufactured home in proportion (relationship of width to height) and orientation (horizontal or vertical);~~

~~(e) Eaves. Eaves must project from the building walls the same distance as the eaves on the rest of the detached single-family dwelling or manufactured home;~~

~~(f) Setbacks. The auxiliary dwelling unit must meet the same setback requirements as principal dwelling units in the zone or as otherwise allowed by the development code; and~~

~~(g) Lot Coverage. The detached auxiliary dwelling unit may not have a larger footprint than the footprint of the detached single family dwelling or manufactured home, and the combined footprint of all detached structures shall not exceed the lot coverage restriction of the zone or as otherwise allowed by the development code.~~

~~(h) The provisions of subsections (3)(a) through (f) of this section do not apply when converting a lawfully existing accessory structure in its entirety or a portion thereof to an auxiliary dwelling unit provided the conversion does not increase the accessory structure's footprint or height.~~

#### **~~17.128.040 Addressing of auxiliary dwelling units.~~**

~~(1) Auxiliary dwelling units shall use the same address number as the principal dwelling, but with a unit or similar number. For example, an auxiliary dwelling unit for a principal dwelling addressed as 101 Anystreet would have an address of 101B Anystreet.~~

~~(2) The applicant for or the owner of the auxiliary dwelling unit shall coordinate with the postmaster for its mailbox location.~~

#### **~~17.128.050 Prohibited areas for auxiliary dwelling units.~~**

~~(1) In addition to zoning regulations, auxiliary dwelling units are prohibited in the following areas:~~

- ~~(a) Resource or resources per Chapter 17.40 SHMC;~~
- ~~(b) Protection zones per Chapter 17.40 SHMC; and~~
- ~~(c) Area of special flood hazard per Chapter 17.46 SHMC.~~

#### **~~17.128.060 Prohibited uses of auxiliary dwelling units.~~**

~~(1) Given the purpose of auxiliary dwelling units per SHMC 17.128.010 and because they are not considered principal uses, the following uses are prohibited for them:~~

- ~~(a) Short-term rentals;~~
- ~~(b) Bed and breakfast, homestay, boarding house; and~~
- ~~(c) Lodging facilities or rooming house.~~

~~(2) Home occupations may be allowed in auxiliary dwelling units given compliance with Chapter 17.120 SHMC.~~

#### **~~17.128.070 Permit procedures for auxiliary dwelling units.~~**

~~Notice and process for auxiliary dwelling units shall follow the same as for site development review, major, except for criteria and standards, which shall comply with this chapter.~~

[...]

## **CHAPTER 17.132 TREE REMOVAL**

[...]

#### **17.132.025 Tree plan requirement.**

[...]

(3) Trees removed within the period of one year prior to a development application listed above will be inventoried as part of the tree plan above and will be replaced ~~according to SHMC 17.132.070(4)~~ per this Chapter.

[...]

#### **17.132.030 Permit requirement.**

[...]

(3) Commercial forestry as defined by SHMC 17.132.020(1)~~(b)~~ and excluding subsection (2)(d) of this section is permitted after a plan per SHMC 17.132.025 is reviewed and approved and only in accordance with the approved plan.

[...]

### **CHAPTER 17.136 LAND DIVISION – SUBDIVISION**

[...]

#### **17.136.060 Approval standards – Preliminary plat.**

[...]

(5) ~~The planning commission may attach such conditions as are necessary to carry out the comprehensive plan and other applicable ordinances and regulations and may require:~~

~~(a) Reserve strips be granted to the city for the purpose of controlling access to adjoining undeveloped properties.~~

Control of access to adjoining properties, including but not limited to continuation of streets, shall be granted to the city via reserve strips or language in lieu of reserve strips as a note on the plat. Generally, language in lieu of reserve strips is preferred.

(6) The planning commission may require additional conditions as are necessary to carry out the comprehensive plan and other applicable ordinances and regulations.

[...]

### **CHAPTER 17.152 STREET AND UTILITY IMPROVEMENT STANDARDS**

[...]

**17.152.030 Streets.**

[...]

(5) Minimum Rights-of-Way and Street Widths. Unless otherwise indicated on an approved street plan or adopted corridor plan, or as needed to continue an existing improved street, street right-of-way and roadway widths shall not be less than the minimum width described in Figure 19. Where a range is indicated, the width shall be determined by the decision-making authority based upon anticipated average daily traffic (ADT) on the new street segment. (The city council may adopt, by resolution, design standards for street construction and other public improvements. The design standards will provide guidance for determining improvement requirements within the specified ranges.) (See “City of St. Helens Engineering Department Public Facilities Construction Standards Manual.”)

(a) The planning director shall recommend, to the decision-making body, desired right-of-way width and pavement width of the various street types within the subdivision or development after consideration of the following:

(i) The type of road as set forth in Figure 19, Road Standards;

**ROAD STANDARDS**  
**MINIMUM RIGHTS-OF-WAY AND STREET WIDTHS (see Transportation Systems**  
**Plan [TSP] Figures 7-2 and 7-3)**  
**Figure 19**

Type of Street	Right-of-Way Width	Roadway Width	Moving Lanes	Bicycle Lanes*
Major Arterial	101' minimum	74'	4	2 @ 6'
Minor Arterial (Typical)	60'	36'	2	2 @ 6'
Minor Arterial (One-Way, Uptown)	80'	46'	2	1 @ 6'
Minor Arterial (Two-Way, Downtown)	80'	52'	2	2 @ 6'
Collector	60'	36'	2	2 @ 6'
Local	50'	34'	1 – 2	None
Local “Skinny” Street	40	<del>20' or 26'</del> <u>28'</u> **	1 – 2	None

\* Applies to bicycle lanes required in Transportation Systems Plan (TSP) or Public Facilities Plan (PFP)

\*\* This differs from TSP Figure 7-3.

[...]

(11) Cul-de-Sacs. A cul-de-sac street shall only be used when environmental or topographical constraints, existing development patterns, or compliance with other standards in this code preclude street extension and through circulation. When cul-de-sacs are provided, all of the following shall be met:

(a) A cul-de-sac shall be no more than 400 feet long nor provide access to greater than 20 dwelling units (residential lots eligible for two detached single-family dwellings or a duplex as allowed by the zoning district shall be considered one dwelling unit for the purpose of determining the number dwelling units):

[...]

(27) Local “Skinny” Streets. Such streets, as set forth in Figure 19, Road Standards, of this chapter, may be allowed, provided:

(a) The street will provide access to land uses whose combined average daily trip rate (ADT) is 200 ADT or less (residential lots eligible for two detached single-family dwellings or a duplex as allowed by the zoning district shall be considered one detached single-family dwelling for the purposes of determining ADT); and

(b) ~~Where the roadway/pavement width will be 20 feet, on-street parking shall be prohibited.~~ Roadway width less than 28 feet is prohibited. This includes 20 feet for travel lanes and 8 feet on one side for on-street parking.

[...]

## CHAPTER 19.20 MAPS

[...]

### 19.20.060 Map and list of significant wetlands.

[...]

(2) List of Significant Wetlands.

[...]

Dalton

D1

D2

~~D3~~

[...]

Frogmore Slough

F2

~~F4~~

**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Development Code Amendments CPZA.1.21**

**APPLICANT:** City of St. Helens

**PROPOSAL:** Amend the following Chapters of the St. Helens Municipal Code: 17.16 general and land use definitions, 17.24 procedures for decision-making – quasi-judicial, 17.32 zones and uses, 17.40 protective measures for significant wetlands, riparian corridors, and protection zones, 17.56 density computations, 17.64 additional yard setback requirements and exceptions, 17.68 building height limitations – exceptions, 17.72 landscaping and screening, 17.80 off-street parking and loading requirements, 17.84 access, egress and circulation, 17.88 signs, 17.92 mixed solid waste and recyclables storage..., 17.96 site development review, 17.100 conditional use, 17.104 nonconforming situations, 17.108 variances, 17.124 accessory structures, 17.132 tree removal, 17.136 land division – subdivision, 17.152 street and utility improvement standards, and 19.20 maps.

Remove Chapter 17.128 Auxiliary Dwelling Units.

**The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable.**

### **BACKGROUND**

These amendments address several Chapters of the Development Code. The main catalyst of this effort is Oregon House Bill (HB) 2001 (July 2, 2019), which creates an entitlement for two dwellings on a single property that allows a detached single-family dwelling. As a “medium city” per this HB (i.e., city with a population between 10,000 – 12,500) St. Helens is required to enact laws that achieves the “2-dwelling” requirements of the HB by June 30, 2021.

Because this effort necessitated a thorough review of the Development Code, staff used this opportunity to amend other matters to improve the code (i.e., code housekeeping).

### **PUBLIC HEARING & NOTICE**

Hearing dates are as follows: March 9, 2021 before the Planning Commission and April 7, 2021 before the City Council.

Notice of this proposal was sent to property owners of land zoned residential (R10, R7, R5, AR and MHR) and some mixed-use zones (MU and HBD) on February 8, 2021. This notice was sent to approximately 4,000 different properties to satisfy any requirements per ORS 227.186 in addition to providing information to citizens.

Notice was sent to agencies by mail or e-mail on February 17, 2021.

Notice was published in the The Chronicle on February 24, 2021.



Notice was sent to the Oregon Department of Land Conservation and Development on February 1, 2021.

### AGENCY REFERRALS & COMMENTS

None received other than feedback from Oregon DLCD to ensure compliance with HB 2001.

### APPLICABLE CRITERIA, ANALYSIS & FINDINGS

#### SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens zoning district map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot zoning is prohibited.

**(a) Findings:** This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are: Goal 1 and Goal 10.

#### ***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 required too. The City has met these requirements and notified DLCD of the proposal as required by State law.

Efforts prior to the scheduled public hearings:

- October 13, 2020 – Initial presentation before the Planning Commission to vet the issues.
- November 4, 2020 – Initial presentation to the City Council to vet the issues. Feedback helped to guide staff's efforts.

- December 8, 2020 – Follow-up discussion with the Planning Commission (limited discussion due to the Commission’s workload). Feedback helped to guide staff’s efforts.
- January 12, 2021 – Follow-up discussion with the Planning Commission to vet issues based on Council feedback from the November 4, 2020 effort. Feedback helped to guide staff’s efforts.
- January 20, 2021 – Follow-up discussion with the City Council explaining concepts proposed and request for approval of concepts as required by SHMC 17.20.020(2)(b) to officially start the legislative process. Feedback helped to guide staff’s efforts.
- February 8, 2021 – Notice was sent to the owners of approximately 4,000 different properties as noted under the Public Hearing and Notice section above.
- February 9, 2021 – Preparatory discussion with the Planning Commission in anticipation of the March public hearing.
- February 19, 2021 – City Communications staff posts information about the code amendments on the City’s Facebook page <https://www.facebook.com/cityofsthelens/>.
- February 26, 2021 – The city’s March 2021 e-newsletter includes an article about the code amendments.

***Statewide Planning Goal 10: Housing.***

*Goal 10 requires buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.*

Housing is a major component of this proposal. Moreover, this Goal must be addressed as residential lands or any land where needed housing is possible are potentially affected.

This Goal has a couple components: 1) inventorying of land for housing need, and 2) demographic broad spectrum housing availability in both quantity and variety of type.

**Inventorying**

St. Helens completed and adopted a Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) in 2019 (Ordinance No. 3244). The results of the housing needs analysis indicates that the current St. Helens Urban Growth Boundary is sufficient to accommodate future housing needs, with a small deficiency of high-density land for multi-family development. Commercial/Mixed Use land can make up for the high-density land deficiency. Even though there are no guarantees Commercial/Mixed Use lands will be used for residential purposes, the following residential developments on commercial/mixed use lands since the inventorying effort of the HNA creation process are noteworthy:

- St. Helens Place Apartments at 700 Matzen Street. Originally approved by Conditional Use Permit CUP.2.18 in 2018, this 204 unit multidwelling project was completed late 2020.

Zone: General Commercial. Total acres used: 7.72 out of 7.72 ac.

- Unnamed project being developed by the Northwest Oregon Housing Authority (NOHA) and Community Development Partners at 2285 Gable Road (address will change). Originally approved by Conditional Use Permit CUP.3.19, this 238 unit multidwelling project is in its final design stage with development plan submittal anticipated in April. The site has wetlands that will be preserved so only a portion of the property will be developed.

Zone: General Commercial, GC. Total acres used: approx. 13.7 ac. out of 16.7 ac.

Based on these two projects alone, the high-density deficiency is resolved, or at least will be assuming the completion of the NOHA project on Gable Road.

The BLI did not assume the affect HB 2001 would have on the city's housing supply. Generally, these amendments facilitate higher densities and more efficient use of land within the city's corporate boundaries. Quantifying this change is challenging and will most likely occur gradually. ORS 197.296(6)(b) allows jurisdictions to assume up to a three percent increase in capacity compared to that allowed by current zoning districts. Thus, over time (the HNA planning period), each zoning district is assumed to be 3% more efficient, which adds additional surplus to all non-high density residential lands and softens the high-density residential land deficit (in addition to the General Commercial development mentioned above).

<b>Land Need (net acres)</b>	
Low Density*	240
Medium Density**	40
High Density	24
Manufactured Home Parks	5
<b>Total</b>	<b>309</b>
<b>Buildable Land Inventory (net acres)</b>	
Low Density	532
Medium Density	93
High Density	16
Manufactured Home Parks	45
Commercial/Mixed Use***	19
<b>Total</b>	<b>705</b>
<b>UGB Land Surplus/Deficit (net acres)</b>	
Low Density*	293
Medium Density**	53
High Density	(8)
Manufactured Home Parks	40
Commercial/Mixed Use	19
<b>Total</b>	<b>397</b>
<b>Adequacy of UGB to meet housing need</b>	<b>adequate</b>

\* Includes detached units and mobile homes. \*\* Includes townhomes, plexes and group quarters.

**Left:** Table showing the city's HNA findings. St. Helens has adequate land across most categories. The high-density deficit could be addressed in the commercial/mixed use land surplus.

The amendments enable more efficient use of residential land uses in the city's residential zones (R10, R7, R5, AR and MHR) and some mixed use zones (MU and MHR).

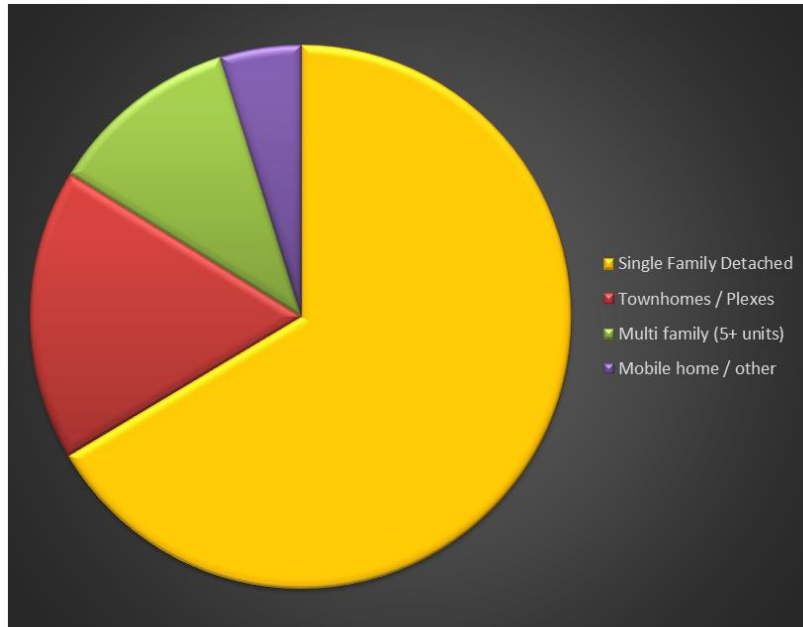
Though the amendments do not address multidwelling development, it will still help facilitate greater use of high density areas and mixed use areas, helping to offset the small high density deficit.

The HNA includes a policy goal to develop a cottage cluster code. Though, these amendments do not do that, staff did use the HB2001 model code for "large cities" to propose building separation standard limits that would be within the cottage clusters allowances. This way, the separation standards proposed now will translate to cottage clusters when the city pursues a cottage cluster code in the future.

### Demographic broad spectrum housing availability in both quantity and variety of type

This proposal increases the potential number of dwelling units in the R7 and R10 zones where duplexes are restricted or not allowed at all. In the R5 and AR zones, where duplexes regulations are less burdensome, this still will facilitate an increase in dwelling units by putting duplexes on the same regulatory footing as detached-single family dwellings. These provisions will help create more duplexes throughout the city's residential zoning districts. Moreover, since St. Helens has decided to allow two-detached single-family dwellings anywhere where duplexes are allowed, this adds a new option to the housing menu in St. Helens.

Note that the ADU Chapter is being removed. An ADU is a smaller unit on a lot with a detached single-family dwelling per St. Helens law. Since two detached dwellings can be allowed with no required size differential per these amendments, the ADU Chapter is moot.



**Left:** Existing housing mix 2013-2017, City of St. Helens.

A key objective of HB 2001 is to support the balance of “middle housing” types compared to the traditional single detached single-family dwelling per lot.

The amendments create more opportunity for plexes (2-unit at least), which are considered a type of middle housing. This should help shift the makeup of housing types in this community over time to be less dominated by the traditional single detached single-family dwelling per lot housing type.

**Source:** U.S. Census, American Community Survey, 2013-2017.

These amendments help facilitate housing options, adding to housing type diversity and increased density which helps to broaden housing options for people. This proposal advances the flexibility of housing location, type and density as required by this Goal.

**(b) Findings:** This criterion requires analysis of any applicable federal or state statutes or guidelines.

This proposal is largely driven by Oregon House Bill 2001. The Bill requires St. Helens to adopt certain two-unit entitlements on detached single-family lots by the end of June 2021 or do nothing and be mandated to follow a model code. St. Helens seeks to adopt its own code in compliance with the restrictions of the House Bill as per OAR 660-046.

In addition to mandating Development Code changes, HB 2001 requires local governments to *consider* ways to increase the affordability of middle housing per Section 3, Chapter 639, Oregon Laws 2019:

- (4) In adopting regulations or amending a comprehensive plan under this section, a local government shall consider ways to increase the affordability of middle housing by considering ordinances and policies that include but are not limited to:
- (a) Waiving or deferring system development charges;
  - (b) Adopting or amending criteria for property tax exemptions under ORS 307.515 to 307.523, 307.540 to 307.548 or 307.651 to 307.687 or property tax freezes under ORS 308.450 to 308.481; and
  - (c) Assessing a construction tax under ORS 320.192 and 320.195.

It is not a requirement to adopt these measures, but at least include them in the conversation as part of the code amendment adoption process. The policies cited above are specific to the

subsidization of middle housing development and affordable housing generally. But this does not mean the city cannot consider other factors to advance middle housing in the community.

The Planning Commission discussed this at their March 9, 2021 public hearing. Staff mentioned the following:

- This batch of code changes is more comprehensive than the minimum requirements of HB2001. \*For example:
  - The city is allowing a second detached single-family dwelling on a lot in addition to duplexes as an outright permitted use. This eliminates additional permitting and other standards (i.e., less hurdles) pertaining to Auxiliary Dwelling Units (ADUs).
  - The city is increasing the building/structure lot coverage from 35% to 40% for all residential lands, except Apartment Residential, which is already 50%.
  - Decreasing the side yard standards for attached single-family dwellings from 10 feet to 5 feet in the Apartment Residential zone.
  - Expanding yard (setback) encroachments allowed.
  - Considering reduced parking space improvement dimensions for single-family dwellings (detached and attached) and duplexes.
  - Expanding driveway options in addition to ensuring single-family dwellings and duplexes are treated equally as required by HB2001.
  - Provisions for conversion of lawfully existing accessory structures to second detached dwelling units (on lots already developed with one detached single-family dwelling) despite noncompliance of the accessory structure in regards to yard (setback), height, or lot coverage.

\*Staff's discussion with the Commission was not this thorough but is summarized here to help the City Council understand how these amendments exceed the minimum requirements of HB2001.

- The City has allowed payment plans for System Development Charges upon request.
- The City allows duplexes and two detached single-family dwellings to share a water meter. The City's System Development Charges are based on water meter size, thus, sharing a meter is a substantial System Development Charge cost reduction.

The Planning Commission (also the acting Historic Landmarks Commission) discussion focused on incentives within the St. Helens Downtown Historic District as listed on the National Register of Historic Places but did not detail what those would be. There is concern about the loss of historic buildings being removed for more intense housing.

This could be an effort of inventorying potential historic landmarks and creating incentives for them to help dissuade removal, for example.

The City Council discussed this at their April 7, 2021 public hearing. Staff mentioned similar points provided to the Planning Commission, and added the following:

- The City has waived local fees (e.g., sidewalk fee) for Columbia County Habitat for Humanity housing projects.
- The City has provided technical assistance to affordable housing projects.
- The City has recently offered surplus property to affordable housing entities before market rate developers.

The City Council acknowledged the efforts noted and the concerns of the Planning Commission.

In addition to that mentioned above, some of the other changes proposed that are not a result of HB 2001 relate to other State law.

**(c) Findings:** This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices and maps.

**For these findings, the comprehensive plan addendums will be examined followed by policies.**

#### **Comprehensive Plan Addendums:**

The applicable addendums to the Comprehensive Plan include the **Economic Opportunities Analysis** (Ord. No. 3101), **Waterfront Prioritization Plan** (Ord. No. 3148), **Transportation Systems Plan** (Ord. No. 3150), **Corridor Master Plan** (Ord. No. 3181), **Parks & Trails Master Plan** (Ord. No. 3191), **Riverfront Connector Plan** (Ord. No. 3241), and **Housing Needs Analysis** (Ord. No. 3244).

The applicable addendum is the **Housing Needs Analysis** (HNA). One of the HNA recommended policies regarding housing included consider[ing] allowing duplexes in R7 zoned land. Currently, duplexes are a conditional use in this zone and the HNA suggested making them permitted uses. This proposal does that and much more.

Another recommended policy of the HNA included development of a cottage cluster code which would specify design standards and dimensions for cottage cluster development. Though this is not being specifically addressed at this time, allowing two detached single-family dwellings anywhere a duplex or single detached single-family dwelling would go is a step towards cottage clusters. In addition, in examining distance between building requirements for the current proposal, staff looked at the model code for large cities (OAR 660-046 Exhibit B – Large Cities Middle Housing Model Code) as a guide for standards that could apply to cottage clusters in the future that are consistent with other standards being proposed now.

#### **Comprehensive Plan Policies:**

The overall purpose of these amendments is to increase housing choice and supply. This supports the following policies of SHMC 19.08.050(3):

(b) Encourage the distribution of low income and/or multifamily housing throughout the city rather than limiting them to a few large concentrations

With more housing choice and supply, there is greater probability for housing for low income. Though these amendments do not specifically pertain to multifamily development, they will enable two-dwelling units on the majority of single-family lots in the city, rather than a concentrated area.

Moreover, a second dwelling unit on a property could allow for rental income, which may bring some into the housing market who could not otherwise afford it (e.g., without rental income subsidy).

(d) Encourage and cooperate with all efforts to provide adequate housing for those with special needs

With more housing choice and supply, there is greater probability for housing for people with special needs. Moreover, enabling a second dwelling unit on property provides additional options for people who want to care for their loved ones on their own property.

(g) Re-evaluate city ordinances and, where possible, streamline administration and requirements in order to reduce development costs

Because Oregon House Bill 2001 required staff to review the city's code in detail, it presented an opportunity to make improvements for better clarity.

HB 2001 required changes eliminate conditional use permit requirements for duplexes in the R7 zone and makes them possible in the R10 zone. It reduces the number of parking spaces from four to two and reduces most standards that apply to duplexes.

Some changes not necessarily mandated by HB 2001 but are included with these amendments are listed above (page 7). Many of the changes streamline administration and lessen the burden to develop duplexes or second (on already developed lot) detached single-family dwellings.

**(d) Findings:** This criterion requires analysis of the applicable provisions of the implementing ordinances. This proposal updates the City's implementation ordinances as embodied in the Development Code.

Chapter 17.156 SHMC requires the city to consider a traffic impact analysis as part of amendments that could potentially increase vehicle trips. In this case Section 3, Chapter 639, Oregon Laws 2019 eliminates consideration of this:

(5) When a local government makes a legislative decision to amend its comprehensive plan or land use regulations to allow middle housing in areas zoned for residential use that allow for detached



single-family dwellings, the local government is not required to consider whether the amendments significantly affect an existing or planned transportation facility.

**(e) Findings:** This criterion is intended to prevent spot zoning, which does not apply in this case.

#### **CONCLUSION & DECISION**

**Based upon the facts and findings herein, the City Council approves of the code amendments proposed except the Council rejects any allowance for tandem parking in the amendments.**

---

Rick Scholl, Mayor

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Date

City of St. Helens  
**RESOLUTION NO. 1914**

A RESOLUTION AUTHORIZING A DESIGNATED AGENT FOR  
 THE APPLICATION TO THE STATE OF OREGON OFFICE OF  
 EMERGENCY MANAGEMENT FOR THE PURPOSE OF OBTAINING  
 FINANCIAL ASSISTANCE THROUGH THE HAZARD MITIGATION  
 GRANT PROGRAM (HMGP)

**WHEREAS**, the City of St. Helens is making application to the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program; and

**WHEREAS**, the City is requesting \$510,000 for further study of the lagoon berm on the Central Waterfront property.

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

**Section 1.** The City Council of the City of St. Helens hereby authorizes John Walsh, City Administrator, to execute for and on behalf of the City of St. Helens, a public entity established under the laws of the State of Oregon, all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program (HMGP), or Hazard Mitigation Grant Program Post Fire (HMGP-PF), or the Building Resilient Infrastructure and Communities (BRIC) program under the Disaster Recovery Reform Act of 2018 (DRRA) or the Flood Mitigation Assistance (FMA) program, as pertains to federal mitigation grant programs indicated below (check all that apply):

☒ HMGP      ☐ HMGP-PF      ☐ BRIC      ☐ FMA

**Approved and adopted** by the City Council on April 21, 2021, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
 Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
 Kathy Payne, City Recorder

**City of St. Helens****EXTENSION OF PERSONAL SERVICES AGREEMENT****Grant Administration Services for CDBG Grant for  
Columbia Pacific Food Bank Project**

This Extension is made on April 21, 2021, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Columbia Pacific Economic Development District** ("Contractor").

**RECITALS**

**A. WHEREAS**, on or about March 6, 2019, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") of grant administration services for the Community Development Block Grant (CDBG) for the Columbia Pacific Food Bank design and construction project; and

**B. WHEREAS**, Paragraph 3 of the Contract provides that the Agreement terminates on April 30, 2021, and that the City reserves the right to extend the Agreement for a period of two (2) years in one (1) year increments; and

**C. WHEREAS**, St. Helens and Contractor mutually desire to extend the term of the Agreement for an additional year.

**AGREEMENT**

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** The termination date of the Agreement signed on or about March 6, 2019, shall be amended to reflect a **termination date of April 30, 2022**, unless earlier terminated according to the terms of the Contract.

**2.** All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

**ST. HELENS:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

**CONTRACTOR:**

**COLUMBIA PACIFIC ECONOMIC  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_

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

Its: \_\_\_\_\_

**CONTRACT PAYMENTS**

City Council Meeting  
April 21, 2021

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**Emery & Sons Construction Group, LLC**

Project: N. Vernonia Rd Sidewalks (PR#3) \$ **160,055.33**

**Keller Associates, Inc.**

Project: P-511 Stormwater Master Plan Update (Inv#210649) \$ 11,032.43

Project: P-511 Sanitary Sewer Master Plan Update (Inv#210650) \$ 11,893.80

**Total \$ 22,926.23**



City of St. Helens  
Department of Public Works - Engineering Division  
265 Strand Street, St. Helens, OR 97051  
Phone: 503.397.6272 Fax: 503.366.3782

CONTRACTOR:

**Emery & Sons Construction Group, LLC**

P.O. Box 13069

Salem, OR 97309

APPROVED FOR PAYMENT

INITIALS: *[Signature]* DATE: 4-7-21  
ACCOUNT PAYABLE: 4-13-2021  
FINANCE SUPERVISOR

# Payment Request #3

PROJECT: N. VERNONIA ROAD SIDEWALK (ST. HELENS)

PROJECT #: R-687

DATE: 4/12/2021

DEPARTMENT: Public Works Department - Engineering Division

Previous Contract Payments		Retainage Held		Previous Amount Paid		Invoice Date	
PR#	Previous Contractor Billing						
1	\$	123,411.00	\$	6,170.55	\$	117,240.45	12/28/2020
2	\$	314,337.71	\$	15,716.89	\$	298,620.82	2/9/2021
Total Previous Amount Paid		\$	415,861.27	Total Retainage Held To-Date:		\$	30,311.40

**PAYMENT DUE** **\$160,055.33**

## Contract Bid Items

Item #	Description	Unit	Qty	Unit Price	Contract Price	Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period	Remaining or Over	Cost Remaining (or Over)
TEMPORARY FEATURES AND APPURTENANCES											
1	MOBILIZATION	LS	1	\$ 49,500.00	\$ 49,500.00	1.00	\$ 49,500.00		\$ -	0	\$ -
2	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	LS	1	\$ 11,000.00	\$ 11,000.00	0.75	\$ 8,250.00	0.25	\$ 2,750.00	0	\$ -
3	TEMPORARY SIGNS	SF	200	\$ 16.00	\$ 3,200.00	200.00	\$ 3,200.00		\$ -	0	\$ -
4	TEMPORARY BARRICADES, TYPE III	EA	4	\$ 32.00	\$ 128.00	4.00	\$ 128.00		\$ -	0	\$ -
5	STRIPE REMOVAL	FT	30	\$ 13.00	\$ 390.00		\$ -		\$ -	30	\$ 390.00
6	FLAGGERS	HR	750	\$ 60.00	\$ 45,000.00	555.00	\$ 33,300.00	217.50	\$ 13,050.00	-22.5	\$ (1,350.00)
7	EROSION CONTROL	LS	1	\$ 7,500.00	\$ 7,500.00	0.75	\$ 5,625.00	0.25	\$ 1,875.00	0	\$ -
8	CHECK DAM, TYPE 3	EA	8	\$ 50.00	\$ 400.00	8.00	\$ 400.00		\$ -	0	\$ -
9	INLET PROTECTION, TYPE 3	EA	12	\$ 80.00	\$ 960.00	13.00	\$ 1,040.00		\$ -	-1	\$ (80.00)
10	INLET PROTECTION, TYPE 10	EA	1	\$ 80.00	\$ 80.00	1.00	\$ 80.00		\$ -	0	\$ -
11	POLLUTION CONTROL PLAN	LS	1	\$ 650.00	\$ 650.00	1.00	\$ 650.00		\$ -	0	\$ -
ROADWORK											
12	CONSTRUCTION SURVEY WORK	LS	1	\$ 16,000.00	\$ 16,000.00	1.00	\$ 16,000.00		\$ -	0	\$ -
13	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$ 2,300.00	\$ 2,300.00	1.00	\$ 2,300.00		\$ -	0	\$ -
14	ASPHALT PAVEMENT SAW CUTTING	FT	200	\$ 5.00	\$ 1,000.00	122.00	\$ 610.00	813.00	\$ 4,065.00	-735	\$ (3,675.00)
15	CLEARING AND GRUBBING	LS	1	\$ 11,500.00	\$ 11,500.00	1.00	\$ 11,500.00		\$ -	0	\$ -
16	GENERAL EXCAVATION	CY	520	\$ 42.00	\$ 21,840.00	793.49	\$ 33,326.58	120.00	\$ 5,040.00	-393.49	\$ (16,526.58)
DRAINAGE AND SEWER											
17	24 INCH CULVERT PIPE, 5 FT DEPTH	FT	7	\$ 215.00	\$ 1,505.00		\$ -		\$ -	7	\$ 1,505.00
18	CONCRETE INLETS, TYPE G-2	EA	1	\$ 2,250.00	\$ 2,250.00	2.00	\$ 4,500.00		\$ -	-1	\$ (2,250.00)
19	ADJUSTING BOXES	EA	21	\$ 130.00	\$ 2,730.00	18.00	\$ 2,340.00	1.00	\$ 130.00	2	\$ 260.00
20	MINOR ADJUSTMENT OF MANHOLES	EA	2	\$ 600.00	\$ 1,200.00	2.00	\$ 1,200.00		\$ -	0	\$ -
STRUCTURES											
21	SIDEWALK COPING	FT	212	\$ 50.00	\$ 10,600.00	192.00	\$ 9,600.00	9.00	\$ 450.00	11	\$ 550.00
22	WALL # 1	SF	400	\$ 44.00	\$ 17,600.00	312.00	\$ 13,728.00	30.00	\$ 1,320.00	58	\$ 2,272.00
	WALL # 2	SF	400	\$ 44.00	\$ 17,600.00	305.00	\$ 13,420.00	30.00	\$ 1,320.00	65	\$ 2,280.00



## Contract Bid Items

Item #	Description	Unit	Qty	Unit Price	Contract Price	Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period	Quantity Remaining or Over	Cost Remaining (or Over)
24	WALL # 3	SF	350	\$ 49.00	\$ 17,150.00	207.00	\$ 10,143.00	28.00	\$ 1,372.00	115	\$ 5,635.00
<b>BASES</b>											
25	AGGREGATE BASE	TN	1500	\$ 38.50	\$ 57,750.00	1,177.85	\$ 45,347.23	237.34	\$ 9,137.59	84.81	\$ 3,265.19
<b>WEARING SURFACES</b>											
26	COMMERCIAL ASPHALT CONCRETE PAVEMENT	TN	50	\$ 240.00	\$ 12,000.00			64.00	\$ 15,360.00	-14	\$ (3,360.00)
27	18 INCH ASPHALT CONCRETE PAVEMENT REPAIR	SF	43	\$ 24.50	\$ 1,053.50			43.00	\$ 1,053.50	0	\$ -
28	EXTRA FOR ASPHALT APPROACHES	EA	2	\$ 550.00	\$ 1,100.00			2.00	\$ 1,100.00	0	\$ -
29	CONCRETE CURBS, CURB AND GUTTER	FT	200	\$ 53.50	\$ 10,700.00	126.00	\$ 6,741.00	26.00	\$ 1,391.00	48	\$ 2,568.00
30	CONCRETE CURBS, STANDARD CURB	FT	80	\$ 35.00	\$ 2,800.00					80	\$ 2,800.00
31	CONCRETE DRIVEWAYS	SF	900	\$ 12.25	\$ 11,025.00	774.00	\$ 9,481.50	516.00	\$ 6,321.00	-390	\$ (4,777.50)
32	CONCRETE WALKS	SF	18200	\$ 7.40	\$ 134,680.00	13,766.00	\$ 101,868.40	2,278.00	\$ 16,857.20	2156	\$ 15,954.40
33	EXTRA FOR CURB RAMPS	EA	22	\$ 700.00	\$ 15,400.00	15.00	\$ 10,500.00	3.00	\$ 2,100.00	4	\$ 2,800.00
34	TRUNCATED DOMES ON NEW SURFACES	SF	264	\$ 35.00	\$ 9,240.00	180.00	\$ 6,300.00	36.00	\$ 1,260.00	48	\$ 1,680.00
<b>PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES</b>											
35	PAVEMENT BAR, TYPE B-HS	SF	48	\$ 13.00	\$ 624.00					48	\$ 624.00
36	RECTANGULAR RAPID FLASHING BEACON	LS	1	\$ 19,300.00	\$ 19,300.00			1.00	\$ 19,300.00	0	\$ -
37	SPEED DISPLAY SIGN ASSEMBLY	EA	2	\$ 13,200.00	\$ 26,400.00			2.00	\$ 26,400.00	0	\$ -
<b>RIGHT OF WAY DEVELOPMENT AND CONTROL</b>											
38	PERMANENT SEEDING	AC	0.1	\$ 13,500.00	\$ 1,350.00			0.10	\$ 1,350.00	0	\$ -
39	SOIL CONDITIONER	CY	25	\$ 53.00	\$ 1,325.00			25.00	\$ 1,325.00	0	\$ -
40	DECIDUOUS TREES, 2.5 INCH CALIPER	EA	26	\$ 725.00	\$ 18,850.00			26.00	\$ 18,850.00	0	\$ -
41	WOOD CHIP MULCH	CY	26	\$ 53.00	\$ 1,378.00			8.00	\$ 424.00	18	\$ 954.00
42	COMPOST MULCH	CY	8	\$ 53.00	\$ 424.00			26.00	\$ 1,378.00	-18	\$ (954.00)
43	BOULDERS	EA	10	\$ 275.00	\$ 2,750.00	10.00	\$ 2,750.00			0	\$ -
44	ROOT BARRIER	FT	840	\$ 10.00	\$ 8,400.00			840.00	\$ 8,400.00	0.00	\$ -
45	CL-4R CHAIN LINK FENCE	FT	212	\$ 28.50	\$ 6,042.00					212	\$ 6,042.00
46	SINGLE MAILBOX SUPPORTS	EA	4	\$ 275.00	\$ 1,100.00			4.00	\$ 1,100.00	0	\$ -
47	MULTIPLE MAILBOX SUPPORTS	EA	5	\$ 450.00	\$ 2,250.00			8.00	\$ 3,600.00	-3	\$ (1,350.00)
48	MAILBOX CONCRETE COLLARS	EA	5	\$ 50.00	\$ 250.00			8.00	\$ 400.00	-3	\$ (150.00)
<b>WATER SUPPLY SYSTEMS</b>											
49	RELOCATE 1-INCH WATER METER ASSEMBLY	EA	1	\$ 1,875.00	\$ 1,875.00					1	\$ 1,875.00
				<b>Totals:</b>	<b>\$ 590,149.50</b>		<b>\$ 403,828.71</b>		<b>\$ 168,479.29</b>		<b>\$ 17,841.51</b>

## Contract Change Orders

Item #	Description	Unit	Qty	Unit Price	Contract Price	Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period	Quantity Remaining or Over	Cost Remaining (or Over)
C1-1	Install 18" Dia M12 Storm Drain Pipe, 0' to 5' Depth	LF	150	\$ 128.00	\$ 19,200.00	190.00	\$ 24,320.00			-40.00	\$ (5,120.00)
C1-2	Install 6" Dia DI Storm Drain Pipe, 0' to 5' Depth	LF	40	\$ 240.00	\$ 9,600.00	40.00	\$ 9,600.00			0.00	\$ -
C1-3	Rock Excavation	CY	0	\$ 250.00	\$ -					0.00	\$ -
<b>Totals:</b>					<b>\$ 28,800.00</b>		<b>\$ 33,920.00</b>		<b>\$ -</b>		<b>\$ (5,120.00)</b>

## 3

12-Apr-2021

Change Order Summary					
Approved Change Orders					
Number	Additions	Deductions			
C1-1	\$19,200.00				
C1-2	\$9,600.00				
Totals	\$28,800.00		\$0.00		
Net Changes by Change Orders		\$28,800.00			

1. ORIGINAL CONTRACT PRICE \$ 590,149.50

2. Net change by Change Orders \$28,800.00

3. CURRENT CONTRACT PRICE (Line 1 + 2) \$ 618,949.50

4. TOTAL COMPLETED AND STORED TO DATE \$ 606,228.00

(From Paymaster Spreadsheet)

5. RETAINAGE:

a. Retainage Bond Submitted - NA N/A


b. 0% x \$0.00 - Stored Material N/A

c. Total Retainage (5%) 30,311.40

6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c) \$ 575,916.60

7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) (From Paymaster Spreadsheet) \$ 415,861.27

8. AMOUNT DUE THIS APPLICATION \$ 160,055.39

<p><b>9. BALANCE TO FINISH, INCLUDING RETAINAGE</b> (From Paymaster Spreadsheet + Line 5 above)</p>		\$	73,344.30
<p><b>CONTRACTOR'S CERTIFICATION</b></p> <p>The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p>		<p>By:  Date: 4/12/21</p>	
<p>Payment of:</p>	<p>(Line 8 or other - attach explanation of other amount)</p>	\$160,055.33	
<p>is recommended by:</p>	<p>(Project Manager)</p>	(Date)	
<p>Payment of:</p>	<p>(Line 8 or other - attach explanation of other amount)</p>	\$ 160,055.33	
<p>is approved by:</p>	<p>(Owner)</p>	(Date)	



Work Order No: R-687 Estimate No: 3  
Name: N. Vernonia Rd Sidewalk Pay Period: 2/1/2021 - 3/31/2021

Emery & Sons Construction Group										PROPOSED BID FROM CONTRACTOR FOR WORK TO BE COMPLETED				PREVIOUS WORK COMPLETED BY CONTRACTOR				WORK COMPLETED THIS MONTH BY CONTRACTOR				TOTAL WORK COMPLETED AND STORED BY CONTRACTOR			
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	\$ TOTAL	CO TOTAL	UNITS COMPLETE	\$ COMPLETE	UNITS COMPLETE	Net Paid to Contractor This Month	UNITS COMPLETE	\$ COMPLETE	UNITS COMPLETE	\$ TOTAL COMPLETE	Percent Complete										
1	MOBILIZATION	1	LS	\$ 49,500.00	\$ 49,500.00		1.00	\$ 49,500.00		\$ -		\$ 49,500.00	1.00	\$ 49,500.00	100.00%										
2	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	1	LS	\$ 11,000.00	\$ 11,000.00		0.75	\$ 8,250.00	0.25	\$ 2,750.00		\$ 8,250.00	0.75	\$ 11,000.00	100.00%										
3	TEMPORARY SIGNS	200	SF	\$ 16.00	\$ 3,200.00		200.00	\$ 3,200.00		\$ -		\$ 3,200.00	200.00	\$ 3,200.00	100.00%										
4	TEMPORARY BARRICADES, TYPE III	4	EA	\$ 32.00	\$ 128.00		4.00	\$ 128.00		\$ -		\$ 128.00	4.00	\$ 128.00	100.00%										
5	STRIPE REMOVAL	30	FT	\$ 13.00	\$ 390.00			\$ -		\$ -		\$ -		\$ -	0.00%										
6	FLAGGERS	750	HR	\$ 60.00	\$ 45,000.00		555.00	\$ 33,300.00	217.50	\$ 13,050.00		\$ 33,300.00	217.50	\$ 46,350.00	103.00%										
7	EROSION CONTROL	1	LS	\$ 7,500.00	\$ 7,500.00		0.75	\$ 5,625.00	0.25	\$ 1,875.00		\$ 5,625.00	0.75	\$ 7,500.00	100.00%										
8	CHECK DAM, TYPE 3	8	EA	\$ 50.00	\$ 400.00		8.00	\$ 400.00		\$ -		\$ 400.00	8.00	\$ 400.00	100.00%										
9	INLET PROTECTION, TYPE 3	12	EA	\$ 80.00	\$ 960.00		13.00	\$ 1,040.00		\$ -		\$ 1,040.00	13.00	\$ 1,040.00	108.33%										
10	INLET PROTECTION, TYPE 10	1	EA	\$ 80.00	\$ 80.00		1.00	\$ 80.00		\$ -		\$ 80.00	1.00	\$ 80.00	100.00%										
11	POLLUTION CONTROL PLAN	1	LS	\$ 650.00	\$ 650.00		1.00	\$ 650.00		\$ -		\$ 650.00	1.00	\$ 650.00	100.00%										
12	CONSTRUCTION SURVEY WORK	1	LS	\$ 16,000.00	\$ 16,000.00		1.00	\$ 16,000.00		\$ -		\$ 16,000.00	1.00	\$ 16,000.00	100.00%										
13	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	\$ 2,300.00	\$ 2,300.00		1.00	\$ 2,300.00		\$ -		\$ 2,300.00	1.00	\$ 2,300.00	100.00%										
14	ASPHALT PAVEMENT SAW CUTTING	200	FT	\$ 5.00	\$ 1,000.00		122.00	\$ 610.00	813.00	\$ 4,065.00		\$ 610.00	813.00	\$ 4,675.00	467.50%										
15	CLEARING AND GRUBBING	1	LS	\$ 11,500.00	\$ 11,500.00		1.00	\$ 11,500.00		\$ -		\$ 11,500.00	1.00	\$ 11,500.00	100.00%										
16	GENERAL EXCAVATION	520	CY	\$ 42.00	\$ 21,840.00		793.49	\$ 33,326.58	120.00	\$ 5,040.00		\$ 33,326.58	120.00	\$ 38,366.58	175.67%										
17	24 INCH CULVER PIPE, 5FT DEPTH	7	FT	\$ 215.00	\$ 1,505.00			\$ -		\$ -		\$ -		\$ -	0.00%										
18	CONCRETE INLETS, TYPE G-2	1	EA	\$ 2,250.00	\$ 2,250.00		2.00	\$ 4,500.00		\$ -		\$ 4,500.00	2.00	\$ 4,500.00	200.00%										
19	ADJUSTING BOXES	21	EA	\$ 130.00	\$ 2,730.00		18.00	\$ 2,340.00	1.00	\$ 130.00		\$ 2,340.00	1.00	\$ 2,470.00	90.48%										
20	MINOR ADJUSTMENT OF MANHOLES	2	EA	\$ 600.00	\$ 1,200.00		2.00	\$ 1,200.00		\$ -		\$ 1,200.00	2.00	\$ 1,200.00	100.00%										
21	SIDEWALK COPING	212	FT	\$ 50.00	\$ 10,600.00		192.00	\$ 9,600.00	9.00	\$ 450.00		\$ 9,600.00	9.00	\$ 10,050.00	94.81%										
22	Wall #1	400	SF	\$ 44.00	\$ 17,600.00		312.00	\$ 13,728.00	30.00	\$ 1,320.00		\$ 13,728.00	30.00	\$ 15,048.00	85.50%										
23	Wall #2	400	SF	\$ 44.00	\$ 17,600.00		305.00	\$ 13,420.00	30.00	\$ 1,320.00		\$ 13,420.00	30.00	\$ 14,740.00	83.75%										
24	Wall #3	350	SF	\$ 49.00	\$ 17,150.00		207.00	\$ 10,143.00	28.00	\$ 1,372.00		\$ 10,143.00	28.00	\$ 11,515.00	67.14%										
25	AGGREGATE BASE	1500	TN	\$ 38.50	\$ 57,750.00		1177.85	\$ 45,347.23	237.34	\$ 9,137.59		\$ 45,347.23	237.34	\$ 54,484.82	94.35%										
26	COMMERCIAL ASPHALT CONCRETE PAVEMENT	50	TN	\$ 240.00	\$ 12,000.00			\$ -	64.00	\$ 15,360.00		\$ 15,360.00	64.00	\$ 15,360.00	128.00%										
27	18 INCH ASPHALT CONCRETE PAVEMENT REPAIR	43	SF	\$ 24.50	\$ 1,053.50			\$ -	43.00	\$ 1,053.50		\$ 1,053.50	43.00	\$ 1,053.50	100.00%										
28	EXTRA FOR ASPHALT APPROACHES	2	EA	\$ 550.00	\$ 1,100.00			\$ -	2.00	\$ 1,100.00		\$ 1,100.00	2.00	\$ 1,100.00	100.00%										
29	CONCRETE CURBS, CURB AND GUTTER	200	FT	\$ 53.50	\$ 10,700.00		126.00	\$ 6,741.00	26.00	\$ 1,391.00		\$ 6,741.00	26.00	\$ 8,132.00	76.00%										
30	CONCRETE CURBS, STANDARD CURB	80	FT	\$ 35.00	\$ 2,800.00			\$ -		\$ -		\$ -		\$ -	0.00%										
31	CONCRETE DRIVEWAYS	900	SF	\$ 12.25	\$ 11,025.00		774.00	\$ 9,481.50	516.00	\$ 6,321.00		\$ 9,481.50	516.00	\$ 15,802.50	143.33%										
32	CONCRETE WALKS	18200	SF	\$ 7.40	\$ 134,680.00		13766.00	\$ 101,868.40	2278.00	\$ 16,857.20		\$ 101,868.40	2278.00	\$ 118,725.60	88.15%										
33	EXTRA FOR CURB RAMPS	22	EA	\$ 700.00	\$ 15,400.00		15.00	\$ 10,500.00	3.00	\$ 2,100.00		\$ 10,500.00	3.00	\$ 12,600.00	81.82%										
34	TRUNCATED DOMES ON NEW SURFACES	264	SF	\$ 35.00	\$ 9,240.00		180.00	\$ 6,300.00	36.00	\$ 1,260.00		\$ 6,300.00	36.00	\$ 7,560.00	81.82%										
35	PAVEMENT BAR, TYPE B-HS	48	SF	\$ 13.00	\$ 624.00			\$ -		\$ -		\$ -		\$ -	0.00%										
36	RECTANGULAR RAPID FLASHING BEACON	1	LS	\$ 19,300.00	\$ 19,300.00			\$ -	1.00	\$ 19,300.00		\$ 19,300.00	1.00	\$ 19,300.00	100.00%										
37	SPEED DISPLAY SIGN ASSEMBLY	2	EA	\$ 13,200.00	\$ 26,400.00			\$ -	2.00	\$ 26,400.00		\$ 26,400.00	2.00	\$ 26,400.00	100.00%										
38	PERMANENT SEEDING	0.1	AC	\$ 13,500.00	\$ 1,350.00			\$ -	0.10	\$ 1,350.00		\$ 1,350.00	0.10	\$ 1,350.00	100.00%										
39	SOIL CONDITIONER	25	CY	\$ 53.00	\$ 1,325.00			\$ -	25.00	\$ 1,325.00		\$ 1,325.00	25.00	\$ 1,325.00	100.00%										
40	DECIDUOUS TREES, 2.5 INCH CALIPER	26	EA	\$ 725.00	\$ 18,850.00			\$ -	26.00	\$ 18,850.00		\$ 18,850.00	26.00	\$ 18,850.00	100.00%										
41	WOOD CHIP MULCH	26	CY	\$ 53.00	\$ 1,378.00			\$ -	8.00	\$ 424.00		\$ 1,378.00	8.00	\$ 424.00	30.77%										
42	COMPOST MULCH	8	CY	\$ 53.00	\$ 424.00			\$ -	26.00	\$ 1,378.00		\$ 424.00	26.00	\$ 1,378.00	325.00%										
43	BOULDERS	10	EA	\$ 275.00	\$ 2,750.00		10.00	\$ 2,750.00		\$ -		\$ 2,750.00		\$ 2,750.00	100.00%										
44	ROOT BARRIER	840	FT	\$ 10.00	\$ 8,400.00			\$ -		\$ 8,400.00		\$ 8,400.00	840.00	\$ 8,400.00	100.00%										
45	CL-4R CHAIN LINK FENCE	212	FT	\$ 28.50	\$ 6,042.00			\$ -		\$ -		\$ -		\$ -	0.00%										



Work Order No: R-687		Estimate No: 3		2/1/2021 - 3/31/2021									
Name: N. Vernonia Rd Sidewalk		Pay Period											
Emery & Sons Construction Group													
ITEM	DESCRIPTION	QTY	PROPOSED BID FROM CONTRACTOR FOR WORK TO BE COMPLETED			CO TOTAL	PREVIOUS WORK COMPLETED BY CONTRACTOR		WORK COMPLETED THIS MONTH BY CONTRACTOR		TOTAL WORK COMPLETED AND STORED BY CONTRACTOR		
			UNIT	UNIT PRICE	\$ TOTAL		UNITS COMPLETE	\$ COMPLETE	UNITS COMPLETE	Net Paid to Contractor This Month	UNITS COMPLETE	\$ TOTAL COMPLETE	Percent Complete
46	SINGLE MAILBOX SUPPORTS	4	EA	\$ 275.00	\$ 1,100.00					\$ 1,100.00	4.00	\$ 1,100.00	100.00%
47	MULTIPLE MAILBOX SUPPORTS	5	EA	\$ 450.00	\$ 2,250.00					\$ 3,600.00	8.00	\$ 3,600.00	160.00%
48	MAILBOX CONCRETE COLLARS	5	EA	\$ 50.00	\$ 250.00					\$ 400.00	8.00	\$ 400.00	160.00%
49	RELOCATE 1-INCH WATER METER ASSEMBLY	1	EA	\$ 1,875.00	\$ 1,875.00					\$ -	0.00	\$ -	0.00%
Change Orders													
C1-1	INSTALL 18" DIAMETER N12 STORM DRAIN PIPE, 0' TO 5' DEPTH	150	LF	\$ 128.00		\$ 19,200.00		190.00		\$ 3,648,000.00			
C1-2	INSTALL 6" DIAMETER DI STORM DRAIN PIPE, 0' TO 5' DEPTH	40	LF	\$ 240.00		\$ 9,600.00		40.00		\$ 384,000.00			
TOTALS					\$ 590,149.50	\$ 28,800.00				\$ 4,435,828.71		\$ 168,479.29	
Reference Inspector Ticket #s 487861 - 487863							PREVIOUS PAYMENTS (less Retainage)						
TOTAL AMOUNT COMPLETE TO DATE		\$ 606,228.00					AMOUNT						
LESS PREVIOUS PAYMENT		\$ 415,861.27					Payment 1		\$ 117,240.45		Comments		
Less Retainage		\$30,311.40					Payment 2		\$ 299,620.82		Comments		
DUE THIS ESTIMATE		\$ 160,055.33					Payment 3				Comments		
PERCENT OF PROJECT COMPLETE		97.94%					Payment 4				Comments		



A-5805  
T-46320/46390

Page 87

487863

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE			
		ENG		4/8/2021			
NAME							
Emery and Sons							
ADDRESS							
CITY, STATE, ZIP							
SOLD BY		CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
1 em 11							
QUANTITY	DESCRIPTION			PRICE	AMOUNT		
1	26ea (40) Dil: 6 wootlers 26 am						
2	3/18/2021						
3	8 ea (41) wood chry mulch						
4	3/19/2021						
5	26 ea (42) compost mulch						
6	3/19/2021						
7	810 ea (49) Root Barriers						
8	3/18/2021 - 3/18/2021						
9	4 ea (46) single mail box supports						
10	3/4/2021 counted						
11	8 ea (47) multi: mail box supports						
12	3/4/2021 counted						
13	8 ea (48) mail box concrete collars						
14	3/4/2021						
15	217 <sup>30</sup> (6) Flagger 3/8/2021						
16							
17							
18							
RECEIVED BY							

487864

Item #7.

CUSTOMER'S ORDER NO. 5-687		DEPARTMENT Eng		DATE 8/12/2021	
NAME Emery and sons					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY Tom	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.
PAID OUT					
QUANTITY	DESCRIPTION			PRICE	AMOUNT
1	8134 (24) A/C security				
2	measured PWS TABS ET				
3	3/4/2021				
4					
5	24				
6	94 (21) SW copying				
7	measured 3/4/2021 201 total				
8					
9	120 (16) General exc.				
10	cdid total 160 2				
11	3/4/2021				
12					
13					
14					
15					
16					
17					
18					
RECEIVED BY					

A-5805  
T-46320/46350

KEEP THIS SLIP FOR REFERENCE





Item #7.

245 Commercial St SE, Suite 210  
Salem, OR 97301

(503) 364-2002

April 2, 2021

City of St Helens  
Attn: City Administrator  
265 Strand St  
St Helens, OR 97051

**Transmitting Invoice No. 210649 – St Helens - Stormwater Master Plan**

City of St Helens:

Please find attached invoice in the amount of \$11,032.43 for project number 220060-001. During the month of February, Keller Associates completed the following engineering services:

- Project management
- Site visit preparation
- Site visit / staff interviews
- Hydrologic model development
- Model calibration and review
- Existing system evaluation

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

**KELLER ASSOCIATES, INC.**

*Peter Olsen*

Peter Olsen, P.E.  
Project Manager

APPROVED  
INITIALS  
DATE  
4-7-21  
4-7-2021  
FINANCIAL  
SUPERVISOR

304-000-52019



Item #7.

245 Commercial St SE, Suite 210  
Salem, OR 97301

(503) 364-2002

City of St Helens  
Attn: City Administrator  
265 Strand St  
St Helens, OR 97051

March 18, 2021

Project No: 220060-001

Invoice No: 0210649

Project 220060-001 St Helens - Stormwater Master Plan  
Project Manager: *[Signature]***Professional Services from February 1, 2021 to February 28, 2021**

Task 001 Project Management &amp; Meetings

**Fee**

Total Fee 23,715.00

Percent Complete 43.00 Total Earned 10,197.45

Previous Fee Billing 9,960.30

Current Fee Billing 237.15

**Total Fee 237.15****Total this Task \$237.15**

Task 002 Data Acquisition &amp; Surveying

Task 2A: Data Acquisition / Review

**Fee**

Total Fee 32,448.00

Percent Complete 100.00 Total Earned 32,448.00

Previous Fee Billing 29,203.20

Current Fee Billing 3,244.80

**Total Fee 3,244.80****Total this Task \$3,244.80**

Task 2B: Survey / Field Work

**Billing Limits**

	Current	Prior	To-Date
Total Billings	0.00	10,000.00	10,000.00
Limit			10,000.00

**Total this Task 0.00****Total this Task \$3,244.80**

Task	003	Technical Analysis		
Fee				
Total Fee		48,047.00		
Percent Complete		61.00	Total Earned	29,308.67
			Previous Fee Billing	22,582.09
			Current Fee Billing	6,726.58
			<b>Total Fee</b>	<b>6,726.58</b>
			<b>Total this Task</b>	<b>\$6,726.58</b>

Task	004	Engineering Standards and Comprehensive		
Fee				
Total Fee		5,110.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			<b>Total Fee</b>	<b>0.00</b>
			<b>Total this Task</b>	<b>0.00</b>

Task	005	Staffing Level Analysis		
Fee				
Total Fee		3,745.00		
Percent Complete		22.00	Total Earned	823.90
			Previous Fee Billing	0.00
			Current Fee Billing	823.90
			<b>Total Fee</b>	<b>823.90</b>
			<b>Total this Task</b>	<b>\$823.90</b>

Task	006	Capital Improvement Plan		
Fee				
Total Fee		18,877.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			<b>Total Fee</b>	<b>0.00</b>
			<b>Total this Task</b>	<b>0.00</b>

Task	007	Final Plan Documentation and Public Meetings		
Fee				
Total Fee		13,137.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			<b>Total Fee</b>	<b>0.00</b>
			<b>Total this Task</b>	<b>0.00</b>

Total this Invoice
 

\$11,032.43



**Outstanding Invoices**

Number	Date	Balance
0210362	2/15/2021	18,679.96
		<b>18,679.96</b>

**Billings to Date**

	Current	Prior	Total
Fee	11,032.43	61,745.59	72,778.02
Consultant	0.00	10,000.00	10,000.00
<b>Totals</b>	<b>11,032.43</b>	<b>71,745.59</b>	<b>82,778.02</b>



Item #7.

245 Commercial St SE, Suite 210  
Salem, OR 97301

(503) 364-2002

April 2, 2021

City of St Helens  
Attn: City Administrator  
265 Strand St  
St Helens, OR 97051

**Transmitting Invoice No. 210650 – St Helens – Sanitary Sewer Master Plan**

P-511

City of St Helens:

Please find attached invoice in the amount of \$11,893.80 for project number 220060-002. During the month of February, Keller Associates completed the following engineering services:

- Project management
- Site visit preparation
- Site visit / staff interviews
- Columbia City adjustments to planning criteria
- Future growth meeting
- Process flow monitoring data
- Model loading allocations
- Model calibration and review

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

**KELLER ASSOCIATES, INC.**

*Peter Olsen*

Peter Olsen, P.E.  
Project Manager

APPROVED FOR PAYMENT

INIT	DATE
<i>MM</i>	4-7-21
<i>SN</i>	4-7-2021
ACCOUNTABLE	
FINANCE	
SUPERVISOR	

303-000-52019



Item #7.

245 Commercial St SE, Suite 210  
Salem, OR 97301

(503) 364-2002

City of St Helens  
Attn: City Administrator  
265 Strand St  
St Helens, OR 97051

March 18, 2021

Project No: 220060-002

Invoice No: 0210650

Project 220060-002 St Helens - Sanitary Sewer Master Plan

Project Manager: *[Signature]***Professional Services from February 1, 2021 to February 28, 2021**

Task 001 Project Management &amp; Meetings

**Fee**

Total Fee 23,715.00

Percent Complete 43.00 Total Earned 10,197.45

Previous Fee Billing 9,960.30

Current Fee Billing 237.15

**Total Fee 237.15****Total this Task \$237.15**

Task 002 Data / Survey

Task 2A: Data Gathering / Review / I&amp;I Evaluation

**Fee**

Total Fee 47,483.00

Percent Complete 87.00 Total Earned 41,310.21

Previous Fee Billing 37,036.74

Current Fee Billing 4,273.47

**Total Fee 4,273.47****Total this Task \$4,273.47**

Task 2B: Survey / Field Work

**Billing Limits**

Total Billings 0.00

Limit

Prior To-Date

5,000.00 5,000.00

5,000.00

**Total this Task 0.00****Total this Task \$4,273.47**

Task 003 Technical Analysis

**Fee**

Total Fee 46,852.00

Percent Complete

55.00

Total Earned

25,768.60

Previous Fee Billing

19,209.32

Current Fee Billing

6,559.28

**Total Fee**

**6,559.28**

**Total this Task**

**\$6,559.28**

Task 004 Engineering Standards and Comprehensive Plan

**Fee**

Total Fee 5,110.00

Percent Complete

0.00

Total Earned

0.00

Previous Fee Billing

0.00

Current Fee Billing

0.00

**Total Fee**

**0.00**

**Total this Task**

**0.00**

Task 005 Staffing Level Analysis

**Fee**

Total Fee 3,745.00

Percent Complete

22.00

Total Earned

823.90

Previous Fee Billing

0.00

Current Fee Billing

823.90

**Total Fee**

**823.90**

**Total this Task**

**\$823.90**

Task 006 Capital Improvement Plan

**Fee**

Total Fee 21,268.00

Percent Complete

0.00

Total Earned

0.00

Previous Fee Billing

0.00

Current Fee Billing

0.00

**Total Fee**

**0.00**

**Total this Task**

**0.00**

Task 007 Final Plan Documentation and Public Meetings

**Fee**

Total Fee 13,138.00

Percent Complete

0.00

Total Earned

0.00

Previous Fee Billing

0.00

Current Fee Billing

0.00

**Total Fee**

**0.00**

**Total this Task**

**0.00**

**Total this Invoice**

**\$11,893.80**

Outstanding Invoices

Number	Date	Balance
0210363	2/15/2021	20,333.60
		<b>20,333.60</b>

Billings to Date

	Current	Prior	Total
Fee	11,893.80	66,206.36	78,100.16
Consultant	0.00	5,000.00	5,000.00
<b>Totals</b>	<b>11,893.80</b>	<b>71,206.36</b>	<b>83,100.16</b>

# APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #8.

City Council Meeting ~ April 21, 2021

## Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application</u>	<u>Referred by Email</u>
		<u>Received</u>	<u>To Committee(s)</u>
• Joshua Hughes	Arts & Cultural Commission	7/30/19	8/4/19
• Andrea Luttrell	Arts & Cultural Commission	9/27/19	9/30/19
• Chris Warr-King	Arts Comm. & Planning Comm.	2/18/20	2/18/20
• Dana Lathrope	Arts, Parks & Trails, Planning	2/18/20	2/18/20
• Virginia Carlson	Budget Comm. & Parks & Trails	12/31/20	3/4/21
• Jeff Grundy	Budget, Library, Parks & Trails	2/19/21	3/4/21
• Jessica Sturdivant	Library Board	3/4/21	3/4/21
• Shannon Mullican	Budget, Parks & Trails, Planning	3/11/21	3/12/21
• Brandon Sundeen	Parks & Trails Commission	3/23/21	3/23/21

## Arts & Cultural Commission (3-year terms)

- Maggie Clayton resigned. Her term expires 9/30/2021.
- Patrick Nicholson resigned. His term expires 9/30/2022.
- Kimberly O'Hanlon resigned. Her term expires 9/30/2021.
- Leticia Juarez-Sisson resigned. Her term expired 9/30/2020.
- Jenna Reineking's term expired 9/30/2020.

**Status:** Currently, the Commission is on hiatus.

**Next Meeting:** TBD

**Recommendation:** None at this time.

## Library Board (4-year terms)

- The Board added positions.
- Heather Anderson-Bibler resigned. Her term expires 6/30/2021.
- Patrick Birkle became City Councilor. His term expires 6/30/2024.
- Lisa Beardslee resigned. Her term expires 6/30/2021.
- Marjorie Stanko resigned. Her term expires 6/30/2023.

**Status:** Currently, there are five vacancies. A second press release was sent out with a deadline of February 26. We have received two applications.

**Next Meeting:** May 10, 2021

★ **Recommendation:** At their regular meeting on April 12, the Board recommended that the Council appoint Jessica Sturdivant to fill a vacant position.

## Parks & Trails Commission (4-year terms)

- Walter Fowler resigned. His term expires 12/31/2022.

**Status:** A press release was sent out on February 23 with a March 23 deadline. We have received 5 applications to date.

**Next Meeting:** May 10, 2021

★ **Recommendation:** At their regular meeting on April 12, the Commission recommended that the Council appoint Brandon Sundeen to fill the vacant position.

**City of St. Helens**  
**RESOLUTION NO. 1648**

**A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT  
OF ST. HELENS BOARD, COMMITTEE AND COMMISSION MEMBERS,  
SUPERSEDING RESOLUTION NO. 1521**

**WHEREAS**, the City Council wished to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

**WHEREAS**, Resolution No. 1521 established general recruitment, selection and appointment guidelines for appointments to the City of St. Helens boards, committees and commissions; and

**WHEREAS**, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

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

1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application to the City Recorder's Office.
4. Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a position. The number of applicants to be interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject

all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

9. Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee or commission and his/her stated willingness to continue.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.
11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

**PASSED AND ADOPTED** by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder



City of St. Helens  
***Library Board***  
**Minutes from Monday, March 8, 2021**  
 St. Helens Public Library via ZOOM

**Members Present**

Becky Bean  
 Dan Davis  
 Melisa Gaelrun-Maggi, Chair  
 Amanda Heynemann, Past Chair  
 Margie Stanko, Vice Chair

**Members Absent**

Lisa Beardslee

**Guests**

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Margaret Jeffries, Library Director  
 Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:18 pm by Chair Gaelrun-Maggi.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes were reviewed and approved.

**LIBRARY BOARD VACANCY:** Director Jeffries stated that two applications were received for the vacant board position. The board has a total of nine positions available and we are currently at six. The group discussed the interview process. The interview panel is composed of Member Stanko and Chair Gaelrun-Maggi and they agreed that the interviews will be held using Zoom. Even though only one position was advertised, there wouldn't be a problem recommending two. Interviews will be held prior to the next board meeting.

**RECAP OF DISCUSSIONS AT FEBRUARY MEETING:** Director Jeffries stated that several changes in the Municipal Code were talked about at the last board meeting. These changes reflect current library practices. Director Jeffries described the progress of the new Makerspace. There are tables and chairs and a number of new pieces of

equipment have been set up. After discussions with staff, it was agreed that the renewal period for residential cards should be increased from a one-year period to a two-year period. Library policies will be modified to reflect this change.

**REVIEW FY21-22 BUDGET PROPOSAL:** Director Jeffries stated that the budget proposal shows almost flat, with exceptions for some items related to building maintenance and personnel. There are likely increased costs for janitorial services and some maintenance issues due to the age of the building. There are some increases in insurance costs and PERS allocations on the personnel side. There were some positions budgeted for in the current year that were not filled. One of the positions was a Part Time Library Assistant that will likely get posted after the Job Description is updated.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries stated that there have been several recent inquiries about when the building will reopen. Columbia County is still at high risk and gathering spaces like the conference rooms are not yet available. Schools are open today for the younger students. Some variants are still out there and with Spring Break we could see another surge. We will maintain curbside services and computer appointments are getting closer to being available. Member Bean stated that the Library should offer classes for sessions on how to sign up for Covid-19 shots. Using the public computers for such a purpose would be a valuable service.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that the Council is getting ready for the budget process. Recent news about books by Dr. Seuss being pulled is disappointing. It is good to see that schools are opening and every week a new group becomes eligible for the Covid-19 vaccine.

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** N/A

**SUMMARIZE ACTION ITEMS:** Chair Gaelrun-Maggi stated that she and Member Stanko will schedule interviews. Chair Gaelrun-Maggi also stated that she will email Director Jeffries about ideas for this year's report to City Council.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, April 12, 2021 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chari Gaelrun-Maggi adjourned the meeting at 7:58 pm.



Respectfully submitted by:

---

Library Board Secretary, Dan Dieter

# 2020-2021 Library Board Attendance Record

Item #9.

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	VACANT	VACANT
07-10-2020	Meeting Cancelled								
08-10-2020	P	P	P	E	P	P	E		
09-14-2020	P	E	E	P	P	P	E		
10-12-2020	P	P	P	P	P	E	P		
11-9-2020	P	E	P	P	P	P	P		
12-14-2020	P	P	P	P	E	P	E		
01-11-2021	Meeting Cancelled								
02-24-2021	E	E	-	P	P	P	P		
03-08-2021	P	E	-	P	P	P	P		
04-12-2021									
05-10-2021									
06-14-2021									



## PARKS AND TRAILS COMMISSION

Monday, March 8, 2021 at 4:00 PM

### MINUTES

#### **PRESENT**

Vice Chair Elisa Mann  
Commissioner Jerry Belcher  
Commissioner Howard Blumenthal  
Commissioner John Brewington  
Commissioner Lynne Pettit  
Commissioner Jacob Woodruff

#### **ABSENT**

Chair Carmin Dunn  
Commissioner Paul Barlow

#### **STAFF PRESENT**

Doug Morten  
Mouhamed Zaher  
Sheri Ingram  
Thad Houk  
Shanna Duggan  
Jenny Dimsho

#### **OTHERS PRESENT**

Clair Catt  
Terry Knoop  
Pat Jewett

#### **CALL TO ORDER - 4:03 P.M.**

#### **APPROVAL OF MINUTES**

1. Approve Minutes of January 11, 2021

**Motion** made by Commissioner Blumenthal, Seconded by Commissioner Pettit to approve the Minutes of January 11, 2021.

Voting Yea: Vice Chair Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Brewington, Commissioner Pettit, Commissioner Woodruff

**TOPICS FROM THE FLOOR:** From attendees not otherwise of the agenda**COUNCILOR'S REPORT**

Morten said one issue he still has lingering is trail connectivity. There is a 50-foot buffer around wetlands so on the Millard property, he thinks the Council is in favor of a trail going through the property to Firlok Park Blvd. which connects to the school area. It is a perfect opportunity to look at trail connectivity in that area. The wetland areas could be considered park area. Brewington said it could also go to the Ross Road property and back around to Gable Road to make a nice little loop. Morten said it does open up all kinds of opportunities.

Regarding the Master Plan, quite some time ago, he suggested the Commissioners each adopt the parks we do have and report on them. There is the Master Plan. He would suggest they get the minutes for the reports the last several years for each park and what each park needs. We need reminders because a lot of things still haven't been done and when it comes time to do a new Master Plan, a lot of things get forgotten about.

**NEW BUSINESS**

## 2. Vacancy

Ingram said Walter Fowler had to resign as he moved to McMinnville and we can only have one commissioner reside outside the city limits and that is Pettit. Kathy Payne will be advertising and taking applications until March 23<sup>rd</sup> so hopefully we will have some new applicants to talk with during the April meeting.

## 3. Code of Ethics

Ingram said Lisa Scholl had e-mailed them all an updated Code of Ethics and Scholl wanted to remind them there is an acknowledgement page they need to be sure and sign and return as soon as they can. They can drop it off at City Hall or the PW shop or mail them in.

## 4. Millard Road Property Update

Matt Brown said the City is moving forward with an RFP with Eco Northwest to develop an RFP process for a developer to come into Millard Road. The property is zoned Mixed Use and there are several wetland areas the developer will have to take into consideration. A specific RFP has not been approved yet. They have just had some general conversations with the City Council on what they would like to see and the Council will have to approve it. Hopefully in the next month or so, they will come back to the Council with a document and they have 30-45 days for an RFP process and another 30-45 days for interviews and final selection. The idea behind it is to sell the property, develop it and use the money to purchase property near Ross Road. In the 2015 Parks Master Plan, they identified Ross Road as a second option to the Millard Road property for park services out there and they have already been in discussions with the School District to potentially purchase the portion they own by the church to create a continuous park with a couple of parcels the City already owns.

Brewington asked if there is a process that has to be gone through to annex the Ross Road property and Brown said he wasn't sure of it was in our out of City limits. If it is out, there would be a process to annex it in but that would be a City Planner question. Brewington said they had a discussion about having a small park at the end of the Millard property by the creek and he thinks the bridge is still there and Brown said there was discussion at the Council meeting that they would like to see some

nature trails or connections through the property to the other side. The developer may also include some kind of park but that would be up to the developer and the Council to negotiate that.

Belcher asked how big the property was and Brown said he wasn't sure but Graichen had given a number of how many acres were developable versus how many acres were wetlands including the 50' buffer at the last Council meeting. Dimsho said there are 17 developable acres. Belcher was wondering about ball fields and said he was talking about the Ross Road property and Brown said in theory they could do a softball complex or some sort of field use on that property and it would have to be in the Master Plan. The School District originally bought their piece of property with the intention of building an elementary school and that is off the table now so they no longer need it and are open to selling it. Brown said when Graichen and Dimsho went through the rezoning process of the Millard Road property, there was language put in the resolution that basically pointed that Ross Road property would be the Millard road property park so it's kind of already been memorialized that the Ross Road property would be the park on that side of the highway.

## OLD BUSINESS

### 5. Parks & Rec Program Update – Born Learning Trails

Duggan said they had talked about the Born Learning Trails at the January meeting and United Way is willing to purchase and donate the materials so we can put it at McCormick Park. It's a program for mostly 0-6 year olds though she can see everybody benefitting from the things you can do on it. They went to McCormick a few weeks ago and looked at where on the trail system would be a good place to have it. They thought the old campgrounds would be a great place. That is where they had launched their reading trail. It's an easy place for people with littles to access especially with the new playground going in. She had a picture of an existing trail to show them. She is hoping to have it going by the summer of 2021.

Belcher asked if they could go over the list of activities and Claire Catt, Executive Director of United Way of Columbia County said they are excited for St. Helens to be the first community to install these trails with the goal of enhanced opportunities for early learning. There aren't a lot of childcare centers so kids can do fun things with their families like the library is doing. She doesn't have a list but she has been on a few of these trails and the activities range from math to science exploration to early literacy. There are some suggestions based on the child's age like to find things of a certain color, finding leaves that are different shapes, finding things that start with different letters of the alphabet. Shanna showed a picture of hopscotch and that one has a variety of physical activities. They are activities that are basic and take zero equipment and can be done for 30 seconds or 30 minutes depending on how long the family wants to spend at each station.

### 6. Urban Trails Project Update

Zaher said at the last meeting, someone had asked a question about the Urban Trails Project. He met with Parks and Engineering to learn more about this project and it looks like there was a presentation from this Commission. It looks like a wonderful project to him however the issue seems to be that it was picked up a couple of times and died because it's not in the Parks Master Plan. This kind of project requires resources and funding and we don't have that in the budget so it's on hold status.

### 7. Parks Master Plan Update

Zaher said he looked at the Master Plan which is available on the website if anyone has any questions about what is in it. When we re-examine the Master Plan, that would be a good time to reintroduce the Urban Trail Project and any other major project the Commission would suggest. This would be a good time to involve all the stakeholders into the process of bringing the plan up to date. His goal is to

get all of the Public Works Master Plans up to date every five years. The Parks Master Plan was done in 2015 so this is the perfect time to update it and he has proposed that in the budget. This process will be picking up once the budget is finalized. Dimsho did an excellent job on the Master Plan but this time we are going to have a consultant come in to help us develop a solid Master Plan that will be more enhanced than the previous one. That will be faster than working in it internally so he hopes it will be done in a year. He will move forward with it as a priority. Brewington asked if he heard right that the McCormick playground project is going to start on March 15<sup>th</sup> and Zaher said yes and we are in the process of preparing the location now.

Belcher said he thought they had made a motion to put the Urban Trail on the Master Plan. Morten said they have to save some kind of flexibilities of things that come up for purchase of new parks if someone donates land or whatever. There have been projects come up that are not in the Master Plan so that is changing. He thinks the Council needs to reserve the idea of amendments to the Master Plan so if the Parks Commission wants something done in a five year period, amendments could be recommended to the Council. We have to think about budgeting. Dalton Lake went from a nature park to a nature preserve so a lot of things we have done have skirted the Master Plan. The current administration wants to make sure everything is in the Master Plan. If something innovative comes up, they need a tool to make sure it can be recommended to the Council to accept a proposal into the Master Plan as an amendment. Zaher need to make sure he is not off base with that and make certain it is a workable plan. He feels we need to set aside money in the budget meetings for projects they want to do. They need to have money to get the Urban Trail going in phases if they can.

Zaher said we have an opportunity with an outside professional service to help with the Master Plan, we have to design it with flexibility and all of those factors will be taken into consideration.

Blumenthal said we talk about money and we have a lot of people from outside our local area and would like to propose that they try to tap Tourism money for eco-tourism. Brewington said the Ordinance only allows that money to be used for certain functions so the Ordinance would have to be changed to allow that. Morten said it's a good point and it's a budget issue so he should show up at the Budget Committee meeting and testify.

#### 8. Dalton Lake Update

Pettit said last Friday they had an Advisory Committee Meeting. Wetland plants are being donated Thursday. They have picked out native species and will be planted in the north wetland area and there are 62 plants. They want to get them planted on March 20. Deborah in their group has figured out how to get codes on the plant stakes so they can just hold up their phones and get the plant info. They are also working on a Master Plan for Dalton lake and what is being done in there.

Another kiosk is being built that they will put somewhere close to the south entrance that they don't have access to yet because it is private property. They will also have another bench in a couple of months and they plan on putting it on one of the trails that lead out to the Columbia.

She was going to report on the analysis meeting that Jason Smith from CREST was going to have but the meeting got delayed because of snow so they will have it on the 23<sup>rd</sup> or 24<sup>th</sup> of March.

Zaher said they had the gentleman from Dalton Lake talk about the signs. Pettit had talked about sending all of the residents a letter and he thinks it would be redundant now because they went over the issues with the signs and the responsibilities of the City and the residents. They came to an agreement and he wrote up rules they have to follow and if it is violated at any point, the signs will go back up permanently. The R.E.C. Board person Terry and Mike signed the letter on behalf of all the residents and they are all under the understanding that it is a nature preserve and nobody should be

touching anything on the property. He thinks sending out more letters would just create confusion so he would just leave it at that.

9. Nob Hill Work Party

Blumenthal said they are having their annual work party April 3rd in the afternoon. The Watershed Council may be doing a work party earlier the same day with some other kids doing some planting and clearing. At their work party, they are hoping to do some plants, maintenance on some caging, weeding and trail work where they took down some trees by the 5<sup>th</sup> Street trail. He asked Houk about the timeline on the benches and Houk said they had planned on putting one where they were going to do the trail work when that was finished.

They will also have a Plant Walk with Native Plant Society of Portland on April 11<sup>th</sup> and another one on May 27<sup>th</sup>.

10. Master Plan List Additions

### DISCUSSION ITEMS

Blumenthal said he was supposed to get a map of where they are dumping at Grey Cliffs Park and after the storm, a huge amount of material just got deposited above the trail across from a couple of the houses. They are continuing to dump by the "No Dumping" sign. They are dumping non-native plants that are going to take root. There are a bunch of branches and stuff has rolled down just above the trail. He doesn't know where to go and he has gone to Code Enforcement. They are dumping 3-4 yards over the cliff a year. Morten said bring the map and info to the next Council meeting. He will follow up with a recommendation that they get letters to each of the residents on that road and remind them of the Ordinance and what the penalties are.

Blumenthal saw in the paper that it sounds like their idea of having an RV park behind the FARA building may be getting momentum with them purchasing the new site for the Parks & Recreation District.

Belcher said he would still like to see a pet area at Godfrey Park on the right where you come in from 4<sup>th</sup> Street. That area is very unattractive in his opinion to the right of the access road. He thinks they could dump some dirt in there and plant some grass. It would give people a place to take their pets and make it look more attractive. Mann said if they do that, they should put up a sign that says it is an on-leash pet area so they don't have people thinking it is an off-leash area.

Houk said the old playground equipment was gone at McCormick and they will meet with the installer Wednesday to do the final stake-out of the area. They say they will have it done by the end of April.

### ADJOURNMENT - 5:10 PM



# City of St. Helens

## Consent Agenda for Approval

### CITY COUNCIL MINUTES

Presented for approval on this 21<sup>st</sup> day of April, 2021 are the following Council minutes:

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2021

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- Executive Session Minutes dated March 31, 2021
- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated April 7, 2021

#### After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name & signature block on Word document & copy Word document into Council minutes folder in Shared Drive
- ☐ Upload & publish in MuniCode
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HPRMS
- ☐ Add packet and exhibits to HPRMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

March 31, 2021

*This meeting was held at the Recreation Center.*

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Patrick Birkle, Councilor  
Jessica Chilton, Councilor

**Members Absent:** Stephen R. Topaz, Councilor

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Bill Monahan, City Attorney with Jordan Ramis PC  
Peter Hicks, City Attorney with Jordan Ramis PC  
Matthew Kahl, City Attorney with Jordan Ramis PC

**Others:** None



At 5:15 p.m., after giving all members time to make it to the meeting, Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Representatives of the news media were directed to not report on any of the material in Executive Session, except to state the general subject of the session as announced. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Exempt Records/Confidential Memos, under ORS 192.660(2)(f)**
  - Consider information or records that are exempt by law from public inspection.
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
  - Consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The Executive Session was adjourned at 7:31 p.m.



ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

\_\_\_\_\_  
Rick Scholl, Mayor



# COUNCIL WORK SESSION

Wednesday, April 07, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Brian Greenway, Police Chief  
Mouhamad Zaher, Public Works Director  
Rachael Barry, Government Affairs & Project Support Specialist

Crystal King, Communications Officer  
Bill Monahan, City Attorney  
Matthew Kahl, City Attorney  
Peter Hicks, City Attorney  
Jenny Dimsho, Associate Planner  
Shanna Duggan, Parks & Recreation Manager  
Tina Curry, Event Coordinator

### OTHERS

Judy Thompson	Lynne Pettit	Gulgun Mersereau
Chris Iverson	Scot Stockwell	Duncan Brown
Adam Olsen	Jeff Humphreys	

### CALL WORK SESSION TO ORDER – 1:00 p.m.

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

- ◆ Scot Stockwell. He is here to comment on the Public Safety Facility. The current police station is well over 50 years old. The community has overgrown it and law enforcement has significantly changed since then, including size, diversity, and services. They need a safe and welcoming space for citizens. He is asking Council to consider supporting the proposed Public Safety Facility. There is talk nationally about defunding police, but now is the time to fund them. The sky is the limit with the right facility. He thanked the Council for their work.

### DISCUSSION TOPICS

#### 1. **Recreation Program Semi-Annual Report - Parks & Recreation Manager Shanna Duggan**

1:04 p.m.

Parks & Recreation Manager Shanna Duggan reviewed her report. A copy is included in the archive packet for this meeting.

- Funding
  - \$79,250 in grants
  - \$110,000 in programs the first year

- Only \$6,000 in programs since COVID
- The \$2 Rec Utility Fee provided \$130,000. However, it is scheduled to sunset in December 2021.
- Programs and activities have changed since COVID
  - Mostly outdoor or drive-thru pickups
- Church purchase adjacent to the high school
  - Future Community Center Hub
- Reviewed Partnerships, Sponsorships, & Volunteers
  - New Youth Leadership Program
  - Instructor partnerships
- Reviewed goals for 2021
- Reviewed Recreation youth sports and adult sports

Councilor Topaz asked how Duggan finds out about grants. Duggan responded that they are mostly found through research and networking.

Councilor Chilton asked Duggan to talk about school partnerships. Duggan explained that they are able to use school facilities at no cost. The City provides Recreation staff to maintain safety and cleanup. There is also a portable at Lewis & Clark Elementary School that is designated for their use. Duggan talks to Scot often about how they can improve partnerships. Scot added that the School District is creating a Family Resource Center. They want to provide a Spanish-speaking person at the front counter. He is discussing the need to share that person with the Recreation Program. There are many opportunities for partnerships.

Councilor Birkle talked about the Sacajawea Center at Lewis & Clark. That had a community resource model that was similar to the Community Center Hub in Duggan's report. He is excited to see essential services, in addition to the fun activities. He congratulated Duggan on her new position. Her enthusiasm and ability to research is valuable. She is well positioned to lead the new Youth Leadership Program. He would like to see Youth Council continue as well. Council President Morten talked about Youth Council being encouraged to participate in the Boards and Commission. He enjoys when they show up. Duggan agreed. The new Youth Leadership Club will help build that foundation to see what the students are interested in. It is a place and space for everyone. It is important for them to be part of the discussion.

Mayor Scholl congratulated Duggan on her new position.

## **2. Mackenzie Architecture - Public Safety Facility Report**

1:29 p.m.

Assistant City Administrator Brown introduced Jeff Humphreys and Adam Olsen of Mackenzie Architecture to review the presentation. A copy is included in the archive packet for this meeting.

- Reviewed the space needs for the next 20+ years
- Toured police facilities in the region
- Conducted site evaluations
- Created a vision for the building
- Drafted a concept development of the Old Portland Road/Kaster Road property
- Reviewed estimate of project cost
  - Approximately \$17 million - \$18.5 million
- Next steps
  - Timeline and budget
  - Confirm funding strategy
  - Hire a hydrologist
  - Continue public outreach via Ad-Hoc Committee

Councilor Topaz asked if the building can be remodeled when they outgrow it or do they have to start over? Is there a spot for digital observation? Jeff responded that the building size should be adequate for 50 years. Most of the growth they will see is in patrol, which does not create a need to expand the building. If they outgrow it, they should consider a separate precinct. Chief Greenway added that the current facility would not support a digital camera facility. He came from an agency that could view videos from Ring doorbells, business surveillance cameras, etc. They were monitored 24/7. The proposed facility could provide space for that type of camera footage. If that is desired, he recommends going with the high-end option. Due to lack of staff, it would take time to have that available. Technology is growing and they cannot keep up with it.

Councilor Topaz asked if there will be charging stations for future electric patrol cars. Jeff said the objective is to have the project very sustainable. The project will meet the latest energy code. Adam added that they do not have them included at this time, but they could be easily added in the future.

Councilor Chilton asked about safety features available to citizens. Jeff pointed out the lockdown vestibule with a panic button to lock the outside doors and a call button to access dispatch. Also, these buildings can sometimes become targets. The planters and bollards provide a vehicular deterrent. All of the glass windows are projectile deterrent. The building materials are chosen to increase safety.

Mayor Scholl talked about the pricing being based on prior projects and current market conditions. The City is an Opportunity Zone. Would it benefit the City to have a private builder construct the building and the City lease it for 10 years and then purchase it? Opportunity Zones allow a tax break 10 years after the initial investment. The contractor may spend \$11 million building it and the City spends \$17 million purchasing it. The City will still save \$2 million. Jeff responded that he has not dealt with anything like that in the past. The developers will still have to pay prevailing wage. Mayor Scholl would like to at least investigate the idea to save money.

Councilor Topaz talked about Washington D.C. giving money. Can the City try to get some of that money? Mayor Scholl agreed they could investigate federal grants.

Councilor Chilton asked how the City could lease their own property. Mayor Scholl responded that the City could sell the property for a \$1 with the understanding that they will lease it and then purchase it in 10 years. Jeff added that they will still need to go through an RFP process for the developer. There are developers that do that sort of thing. They do need to make sure it is built to the design specifications. Mayor Scholl explained that the Opportunity Zone is created for investors to make some tax-free money.

Mayor Scholl asked how many police stations they have designed. Jeff responded that they have been engaged in 35 police facilities. He talked about their recent projects. Mayor Scholl asked where the City's current facility ranks based on their other projects. Jeff responded that the City's facility is very lacking. The public would be horrified if they knew the conditions the police have to work in. The facility is also important for recruitment. Who would want to work in this facility? He would rank it as a 5. There are a lot of requirements not being met.

Councilor Topaz asked if there are police facilities with sleeping quarters. Jeff said the proposal includes a wellness room, which is required by the State, and acts as a dual-purpose room.

### **3. Public Safety Facility Staff Presentation**

2:12 p.m.

A copy of the presentation is included in the archive packet for this meeting.

- Chief Greenway reviewed the timeline of events. It began in March 2019.
- Communications Officer King reviewed the community engagement process.
- Assistant City Administrator Brown reviewed the public comments received.

- Public Safety Facility Ad-Hoc Committee Chair Chris Iverson reviewed the Committee recommendations.
  - Community engagement period
  - Creation of Public Safety Fund administratively by City Council
  - Increased funding for utility assistance
  - Sell current station location to pay down future debt
  - Continue researching other funding sources
- Staff recommendation
  - Creation of oversight committee
- Brown reviewed why the Committee chose a Public Safety Fund
  - Does not increase property taxes
  - Can be used for construction and ongoing maintenance
  - Most equitable for renters and homeowners
  - Monthly rate lowers as city grows (or steady and payoff faster)
  - More flexible with other funding options (pay down faster)
  - Overall, less expensive for residents
- Review of funding sources
- City Administrator Walsh recommends Council direct staff to come back with a Public Safety Fund. That ordinance would have a provision to create the fee by a future resolution. That fee would be a future discussion.

Mayor Scholl was in favor of using dedicated yearly revenues and grants. Brown pointed out that using dedicated yearly revenues will take from other programs. However, it could be done incrementally.

Councilor Topaz pointed out that people are saying we need a police station. He is in favor of going for it and letting the financial experts recommend the best way to fund it. Brown said the financial experts are in attendance if the Council has any questions for them.

Gulgun Mersereau, Bond Lawyer. She practices in financings for Oregon governments. If the Council decides to move forward, they will come back with a bond authorization. They would pledge their full faith and credit. They would be expected to pay from the dedicated fee. Investors would get information about the fee when they are deciding of whether or not to buy the bond. It is very common in Oregon and would not be surprising to investors.

- Government Affairs & Project Support Specialist Barry talked about the process if the Council decides to conduct a General Obligation Bond through property taxes. It would cost approximately \$100,000 to conduct the campaign. Staff and City resources cannot be used for the campaign.

Walsh reviewed the options:

- Create fund, dedicate revenue, pass surcharge administratively
- Referral to voters
  - Referral of General Obligation Bond (Property Taxes)
  - Referral of Public Safety Surcharge
- No action

Council needs to direct staff at tonight's meeting.

#### **4. Review Updates to Personnel Policies & Procedures Handbook - *Kathy***

City Recorder Payne reviewed the proposed updates. A copy is included in the archive packet for this meeting. The City's attorney reviewed the updates and made some clarification. The updates will be on tonight's agenda for approval.

Councilor Topaz talked about marijuana. He recently found out about the problems with marijuana when anesthetizing someone. How does that affect the City? Payne responded that CIS has recommended

language for marijuana. The City adopted a no-tolerance property. Employees should not be using it. If something happens and they are tested because of an accident, or they are suspicious, that is a whole other issue.

**5. Strategic Action Plan Updates**

Continued to tonight's meeting.

**6. City Administrator Report**

Continued to tonight's meeting.

**ADJOURNMENT – 3:09 p.m.**

**EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

April 7, 2021

*This meeting was held electronically via Zoom.*

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Patrick Birkle, Councilor  
Stephen R. Topaz, Councilor  
Jessica Chilton, Councilor

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Bill Monahan, City Attorney with Jordan Ramis PC  
Peter Hicks, City Attorney with Jordan Ramis PC  
Matthew Kahl, City Attorney with Jordan Ramis PC

**Others:** None



At 3:22 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Exempt Records/Confidential Memos, under ORS 192.660(2)(f)**
  - Consider information or records that are exempt by law from public inspection.

Councilor Topaz stated that he needed to leave at 3:44 p.m. but only turned his camera off. At 3:50 p.m., I removed him from the meeting after Attorney Monahan noted that he may still be in the meeting even though he excused himself.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Discussion on potential purchase of property on Childs Road.

At 4:12 p.m., the Mayor recessed the Executive Session until after the Regular Session. It is estimated to start at 7:30 p.m. The media was notified by email.

At 8:38 p.m., the Mayor reconvened the Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection and (e) real property transactions, however, there was no discussion under real property transactions.

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Patrick Birkle, Councilor



**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Bill Monahan, City Attorney with Jordan Ramis PC  
Peter Hicks, City Attorney with Jordan Ramis PC  
Matthew Kahl, City Attorney with Jordan Ramis PC

**Others:** None

The Executive Session was adjourned at 8:49 p.m.



ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# COUNCIL PUBLIC HEARING

Wednesday, April 07, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten (arrived at 7:07 p.m.)  
 Councilor Stephen R. Topaz (arrived at 6:54 p.m.)  
 Councilor Patrick Birkle  
 Councilor Jessica Chilton

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner (arrived at 6:18 p.m.)  
 Crystal King, Communications Officers (arrived at 6:56 p.m.)

### OTHERS

Sean Edging, Oregon Department of Land Conservation & Development (DLCD)  
 SH Resident (arrived at 6:07 p.m.)  
 Autumn Oliver (arrived at 6:33 p.m.)  
 Shauna Stroup (arrived at 6:54 p.m.)

### OPEN PUBLIC HEARING – 6:00 p.m.

### TOPIC

#### 1. Amendments to the St. Helens Community Development Code

City Planner Graichen covered preliminary matters and presented the staff report, a copy of which is included in the archive packet for this meeting. There were no ex-parte contacts, conflicts of interest, or bias in this matter. There were no objections from the audience for the Council to make a fair decision.

Sean Edging, representing DLCD, is in attendance and available to address any questions.

Graichen explained that many of these amendments are due to House Bill No. 2001, which was enacted in July of 2019, and predominantly focuses on allowing duplexes in all residential zones. There are also some housekeeping amendments being proposed. He reviewed the following:

- Zoning
- Residential Uses
- Attached and detached duplexes
- Distance between detached buildings proposed as:
  - R10 – 10 feet
  - R7 – 7 feet
  - R5 and AR – 6 feet
- Lot area coverage proposed as 40% for all zoning
- Porch, stairs, and landings are proposed to not be included in lot coverage

- Encroachment increased to four feet
- HB 2001 does not allow the City to require more than two parking spaces
  - Planning Commission recommends requiring two
  - Recommended parking flexibility options
    - Allow the improved area to be a minimum of 16 feet wide
    - Consider tandem parking when lots are 39 feet wide or less
      - Not eligible on flag lots
- Street Standards
  - Local "Skinny" Streets
    - Pavement width of 28 feet with eight-foot parking on one side
- Number of driveways allowed
  - Attached single-family dwelling
    - One access per lot
  - Corner lot
    - Duplex can have one access on each street
- Scenic Resource Review Rules
  - Planning Commission recommends including River Way
  - Label River Streets with "North" and "South"
- Discuss Middle Housing Affordability
  - Proposed amendments help with the following:
    - Makes auxiliary dwelling units easier
    - Increases lot coverage
    - Expanding yard encroachment
    - Relief for side-by-side parking
    - Tandem parking
    - Increasing driveway options
    - Provisions making it easier to convert accessory structures into a second dwelling
  - System Development Charge (SDC) payment plans
  - Allow shared water meters for duplexes and two detached dwellings on a lot
  - SDCs are based on meter size
  - Waived local fees for Habitat for Humanity homes
  - Reserved the sale of surplus property to affordable housing entities
  - Planning Commission expressed concerns about historic structures being removed for more intense housing. An incentive could be created to help dissuade removal.

Councilor Topaz arrived at 6:54 p.m.

**PUBLIC COMMENTS** - None

Council questions.

Councilor Topaz asked how much of the amendments are mandated by the State. Graichen responded that about 75% of the amendments are required.

Councilor Topaz asked what determines historic. Graichen explained that it has to go through a process and meet Code guidelines. Discussion ensued.

Mayor Scholl recognized the thorough job Graichen, and the Planning Commission did. He agreed with all of the recommendations.

Councilor Chilton asked how the zoning changes will affect property values. Graichen responded that property value is a finicky thing. They are opening opportunities to use your property to a greater degree.

Typically, that increases value. However, this is something that will be implemented over time. A lot of changes can happen over that time, including housing increase and decrease demands.

Councilor Topaz asked if his property value will be affected if the neighbors take advantage of the Code changes. Graichen said it could and that is a typical fear. He has not seen a study to show that.

Mayor Scholl would like staff to investigate cottage clusters. Graichen agreed. That will be part of the Planning Division quarterly report.

Council President Morten arrived at 7:07 p.m.

Sean Edging, DLCD, addressed affordable housing. The State is asking cities to consider the following:

- What do they do for SDCs, in relation to middle housing?
- Do they have a construction tax that would be used for affordable housing?
- Would they leverage property tax exemptions to incentivize the construction of middle housing?

Sean acknowledged that the City is addressing those considerations.

**CLOSE PUBLIC HEARING – 7:09 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# COUNCIL REGULAR SESSION

Wednesday, April 07, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Mouhamad Zaher, Public Works Director  
 Brian Greenway, Police Chief  
 Joe Hogue, Police Lieutenant  
 Jacob Graichen, City Planner

Jenny Dimsho, Associate Planner  
 Crystal King, Communications Officer  
 Tina Curry, Event Coordinator  
 Bill Monahan, City Attorney  
 Matthew Kahl, City Attorney (arrived at 7:24 p.m.)  
 Peter Hicks, City Attorney (arrived at 7:31 p.m.)

### OTHERS

Tim Goodman	Autumn Oliver	Sean Edging, DLCD
Shauna Stroup	Erin Salisbury	Judy Thompson
Brady Preheim	Tammy Maygra	Bob Brawand

### CALL REGULAR SESSION TO ORDER – 7:09 p.m.

### PLEDGE OF ALLEGIANCE

Mayor Scholl recited the Pledge of Allegiance.

### VISITOR COMMENTS – Limited to five (5) minutes per speaker

- ◆ Brady Preheim. He is not happy about the City allowing Comcast to give away their local office. He wishes more thought had gone into allowing that.

*Brady read the Mayor's statement into the record from when he ran for Mayor.* Brady declared that he will not vote for anyone on the Council again if they choose to make a decision on the Public Safety Facility without going to the voters. The people need to make the decision. There are fewer police officers now than in 2011. He does not support the new building, but would support some maintenance upgrades, increasing the size of the locker room, and fencing. Two weeks ago, Councilor Topaz put out false information by saying the building was \$4-8 million. The numbers have only been released recently. That needs to be made clear, as well as letting the people vote.

- ◆ Erin Salisbury. Thanked the Mayor and Councilors for allowing her to speak. She loves the opportunity to follow up after Brady's comments. She was a member of the Ad-hoc Committee. She has been a resident of Columbia County since 2006. Her husband has been an attorney in Columbia County since 2000. They have a very diverse law practice. She does not live within the city limits and cannot vote for council members or City tax levies. However, she and

her husband own a piece of property in St. Helens, which is used for his law practice. They would be affected by any property tax measures. There were other members on the Ad-hoc Committee who had business interest in the city but did not live within the city limits. The citizens elected the Council to represent them and make decisions. The Ad-hoc Committee was overwhelmingly in support of the Public Safety Facility moving forward. Anyone who has seen and toured the current police station knows that. She urged the Council to use their elected representational powers to make a decision. Staff has done a phenomenal job of doing the groundwork. The Ad-hoc Committee recommends using the utility bill for a Public Safety Fund. That was the most equitable way to distribute the cost, as well as accounting for growth. Putting it out for a vote only delays the decision. She sees no reason to spend more of the City's resources.

- ◆ Shauna Stroup. She feels going out for a public vote would be most prudent for a new Public Safety Facility. The community feedback is that this is being pushed through. There is no doubt that a better facility is needed. There is quite a bit going on in the community. The agendas are not being uploaded onto the website. There is a public hearing on April 21, but she cannot find any information out about it. She called to find out what today's public hearing was about and was told it was in regard to the new Public Safety Facility, which it was actually about the proposed Code changes. It used to be posted a month in advance but has not been lately. She also asked why the Oregon Department of Transportation recently put in two traffic counters on N. Vernonia Road and S. Vernonia Road.
- ◆ Tammy Maygra. She asked for the Council to allow the public to vote for the proposed Public Safety Facility. They are the ones paying for it. That shows them that the Council is interested in their opinions. After she toured the current police station, she agreed with the need for a new facility. It is ratty looking and not a good representation of our City.

## DELIBERATIONS

### 1. Amendments to the St. Helens Community Development Code

Mayor Scholl expressed his appreciation of the thorough job City Planner Graichen and the Planning Commission did.

Councilor Birkle participated in the Planning Commission deliberation as the Council liaison. He admires the work Planning staff did on the Code amendments. He supports the recommendation of the Planning Commission and staff.

Councilor Chilton does not agree with the tandem parking. She does not see the need for it at this time. Other than that, she agrees with the recommendations. City Planner Graichen pointed out that they are not mandated to allow tandem parking. They are recalibrating the Code and that was germane discussion. The motion could be to accept the staff recommendations, except for tandem parking allowances. Councilor Chilton agreed with that recommendation. She sees the problems associated with tandem parking.

Council President Morten agreed with Councilor Chilton about tandem parking. He acknowledged the hard work done by Planning Commission.

Mayor Scholl clarified that tandem parking would have to be approved by staff in certain situations. Graichen responded that it would only be allowed in cases that the attached single-family dwelling lot width was 39 feet or less in width.

Mayor Scholl agreed with staff's recommendation, and allow tandem parking as explained by Graichen.

Councilor Birkle understands the concerns of Council President Morten and Councilor Chilton but stands by the Planning Commission and staff recommendation.

Councilor Topaz is not in favor of tandem parking. It is okay for short-term visitors but a mess for full-time residents.

Discussion ensued about tandem parking.

**Motion:** Motion made by Councilor Topaz and seconded by Councilor Chilton to accept staff recommendations, except for tandem parking allowances. **Vote:** Yea: Council President Morten, Councilor Topaz, and Councilor Chilton. Nay: Mayor Scholl and Councilor Birkle

#### **ORDINANCES – Final Reading**

2. **Ordinance No. 3260:** An Ordinance Granting Comcast of Delaware, II, Inc. a Non-Exclusive Franchise and Right to Continue to Operate, Construct, and Maintain a Cable System in the City of St. Helens, Oregon

Mayor Scholl read Ordinance No. 3260 by title for the final time. **Motion:** Motion made by Councilor Birkle and seconded by Council President Morten to adopt Ordinance No. 3260.

Discussion.

Council President Morten acknowledged the flexibility and deliberations they had with Comcast. They showed good faith in going forward with the demands that were asked.

**Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **ORDINANCES – First Reading**

3. **Ordinance No. 3261:** An Ordinance Vacating a Portion of S. 2nd Street Right of Way

Mayor Scholl read Ordinance No. 3261 by title for the first time. The final reading will be held at the next regular session.

4. **Ordinance No. 3262:** An Ordinance to Annex and Designate the Zone of Certain Property at 35526 Firway Lane

Mayor Scholl read Ordinance No. 3262 by title for the first time. The final reading will be held at the next regular session.

5. **Ordinance No. 3263:** An Ordinance to Annex and Designate the Zone of Certain Property at 58830 Firlok Park Street

Mayor Scholl read Ordinance No. 3263 by title for the first time. The final reading will be held at the next regular session.

#### **RESOLUTIONS**

6. **Resolution No. 1913:** A Resolution to Adopt an Updated City of St. Helens Personnel Policies and Procedures Handbook, Superseding Resolution No. 1893

Mayor Scholl read Resolution No. 1913 by title. **Motion:** Motion made by Councilor Birkle and seconded by Councilor Chilton to adopt Resolution No. 1913, amending Section 003(H) Religious Observances Leave and Accommodation Policy to include the word "practices" as well as beliefs and observances and to amend the last sentence to read, "Request for religious leave or accommodation should be made with your immediate supervisor. If the employee's request does not contain enough information for the City to make a determination on the accommodation request, and the City has a reasonable doubt as to the basis of the accommodation request, the City may make a limited inquiry into the facts and circumstances of the accommodation request." **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

7. Intergovernmental Agreement with St. Helens School District for School Resource Officers
8. Agreement with WEST Consultants, Inc. for Milton Creek FEMA Letter of Map Revisions



9. Contract with A West Pacific Contractors LLC for Playground Equipment and Fall Protection Installation at McCormick Park
10. Contract Payments

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '7' through '10' above.

Discussion.

Councilor Chilton asked about the St. Helens School District agreement for School Resource Officers. Assistant City Administrator Brown explained that they currently have an IGA with the School District. The School District pays a portion of their salary and benefits. This is updating and extending the agreement, as well as additional language and clarification for City staff and the School District.

**Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **CONSENT AGENDA FOR APPROVAL**

11. Council Work Session, Executive Session, Public Hearings, and Regular Session Minutes dated March 17, 2021
12. OLCC Licenses
13. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Morten and seconded by Councilor Birkle to approve '11' through '13' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **WORK SESSION ACTION ITEMS**

##### **Public Safety Facility**

Mayor Scholl would like staff to look at every option for the fee and return with a recommendation.

Councilor Chilton agreed. She would like to move in the direction of the Public Safety Fund.

Councilor Birkle expressed his appreciation of the visitor comments regarding whether or not they should go to the public for a vote. Prior to the election and joining the Council, he probably would have agreed with going to the voters. However, he has been persuaded through the process of the Ad-hoc Committee, participating in the forums, and speaking with residents and business owners. He would like to see the staff give the Council recommendations to move forward with the establishment of a Public Safety Fund.

Councilor Topaz thinks the population has actually voted. He does not think they need to go through the paperwork and expense of running it down the ballot box.

Council President Morten said he has always been an advocate of the voting process and listening to the public through the ballot box. However, studies, citizen input, work done by consultants, and the recommendation by the Ad-hoc Committee shows the need and cannot keep getting put off. This is a safety issue. They are losing their effectiveness of efficient policing. He agrees with the recommendation to move forward with the Public Safety Fund. This is the best, most efficient, and most effective way of doing this.

City Administrator Walsh explained that creating the Public Safety Fund now, will not prevent the Council from going out for a vote later.

Consensus of Council to proceed with the recommendation.

##### **Strategic Action Plan Updates – continued from Work Session**

Brown explained that Council technically approved this already tonight. It was to hire a hydrologist to review and redo the 500- and 100-year floodplain lines on the FEMA map in coordination with Planning staff.

Councilor Topaz asked Graichen if the 500- and 100-year floodplain is mainly because of the creek. Graichen said yes. Councilor Topaz asked that because the creek has been moved around during the time the mills have been there. Is it possible to remove the 500-floodplain by re-rooting or digging the creek deeper? Or is that outside of the law? Graichen responded that it is possible that they would have to mess with the creek. They believe that the reason the floodplain balloons at that point is because of the bridge. That may be a choke point in a flood event. It is a fish-bearing stream. He hopes they do not have to mess with the creek to change the map.

Discussion ensued about the creek and fish regulations.

**City Administrator Report** – continued from Work session

- They have been super busy. The new world of infrastructure funding has staff scrambling to work on projects. They are working with legislatures to receive additional funding.
- Waterfront projects are moving along. The Technical Advisory Committee will meet on April 14.
- Locates are being done for the Veneer property streets project.
- April 13 and 27 - Budget Committee meetings.
- April 15 – Council Special Session to discuss tourism.
- April 21 – Council Public Forum for a central waterfront update. Working with a film crew to produce a short documentary on that project.
- Still working on a plan for fireworks.
- Working with Sheri on the Main Street Program.
- The boat and dock saga continues. They are working on a registration process for incoming boats and assigning a staff member to oversee that.
- Working with CCET to apply for Travel Oregon grants. They are looking for funding for transportation back and forth to Sand Island but decided to support the Sand Island Campground and their park development plans.
- Through the Tourism program, Tina is organizing a community garage sale on June 19 to support the Kiwanis. There will not be a parade again this year due to COVID.

**MAYOR SCHOLL REPORTS**

- Meeting with Western Fireworks on Friday to talk about 4<sup>th</sup> of July logistics.
- Need to continue receiving vaccinations, wearing masks, and washing your hands.
- He and Walsh are going to meet with NEXT Renewable's Executive Board.
- Continuing to foster relationships with the Port and new businesses.
- The housing market is phenomenal right now.
- Continuing to stay in contact with the other elected officials in the area.
- Things are happening and the city is growing.

**COUNCIL MEMBER REPORTS**

Council President Morten reported...

- Celebrates the development of the Parks and Recreation Division. Congratulations to Shanna Duggan! It is exciting to see her enthusiasm and partnership with the School District.
- He hopes everyone is taking note of the Highway 30 corridor on the north side and the south side. Kudos to Public Works for continuing to have pride and clean it up. The community is benefiting from it.
- He acknowledged the volunteers who are taking care of each other during COVID. There was talk in the past about recognizing community service groups, including Kiwanis, Rotary, and Lions Club. City Engineer Sue Nelson asked ODOT if they could display a sign recognizing those groups along the highway. It was unanimous to put it in front of the Chamber building. He would like to proceed with the plaque placement, which was approved by ODOT. He suggested discussing it at the next meeting or directing Public Works Director Zaher to work on it.

Mayor Scholl agreed with directing Zaher to work on it since it has already been approved by ODOT. He appreciates the work of the volunteers and agreed that it was a unanimous approval from the former Council to proceed.

Councilor Topaz reported...

- The Library is preparing to open for limited hours.
- He would like a way to access the City from Highway 30 over the railroad. Now is the time to do it with federal funding.

Councilor Birkle reported...

- He participated in the Nob Hill work party on Saturday. It was great having Scout groups there to help. Scappoose Bay Watershed Council will be coming back with plants.
- It is wildflower time in the St. Helens parks. The downside is the invasive species that are taking over parks space and yards. He encouraged people to weed out the invasive plants to make room for the native plants.
- He did some homework after Council President Morten expressed concerns from citizens that the Council is not conforming to the City Charter. As far as he can tell, they are in conformance with the Charter. He suggested holding a Public Forum to help explain the Charter and how the City conforms to it.

Councilor Chilton reported...

- She echoed the appreciation of volunteers. She and her family attended the drive thru MEGGA Egg Hunt this year. There were a lot of volunteers and it was a great event.
- Enjoying watching youth sport events happening again.
- The weather has been great. She has started her garden.
- Continuing public outreach with community members regarding the Public Safety Facility.
- Looking forward to the Budget Committee meeting and tourism workshop next week.
- Thank you to the citizens who trust her to represent them to make hard and swift decisions to benefit the community.

## **OTHER BUSINESS**

**ADJOURNMENT – 8:33 p.m.**

## **EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



## Associate Planner/**Community Development Project Manager**

**DEPARTMENT:** Community Development  
**DIVISION:** Planning  
**SUPERVISOR:** City Planner  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **POSITION SUMMARY**

Performs a variety of routine and complex administrative, technical, and professional work in the current and long-range planning programs of the city related to the development and implementation of land use and related municipal plans and policies. Assists with economic development programs, including Urban Renewal Agency projects, and activities.

### **SUPERVISION RECEIVED**

Works under the direct supervision and oversight, including day-to-day work assignments/tasks of the City Planner. Also, works under the general guidance and direction of the Community Development Director and Urban Renewal Administrator.

### **SUPERVISION EXERCISED**

~~This position has no supervisory responsibilities.~~ Has no direct supervisory responsibilities but may exercise general project specific oversight over temporary or technical staff as needed and assigned. Supports St. Helens Main Street staff as needed and assigned.

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

- Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups, and the general public.
- Communicates official plans, policies, and procedures to staff and the general public.
- Coordinates and plans public information meetings and promotes local projects, including preparing appropriate exhibits, plans, and information.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Reviews design plans, specifications, bid documents, evaluates bids, makes bid award recommendations, and reviews contract pay requests.
- Participates in project budget administration, cost accounting, and scheduling.

- Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the City's needs and any intergovernmental agreements or requirements.
- Evaluates land use proposals for conformity to established plans and ordinances; evaluates land use proposals to ensure compliance with applicable City, State and/or Federal laws; evaluates proposals' development impact as they relate to the adopted plans of the City; and make recommendations.
- Approves shoreline development permits, sign permits, subdivision plats, boundary line adjustments, and land development proposals within scope of authority and responsibility.
- Coordinates with contractors, other departments and agencies, and other interested parties to solve construction difficulties and problems and makes adjustments in original designs as needed.
- Maintains accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
- Provides support to the Planning Commission, Urban Renewal Agency, and Historic Landmarks Commission as needed and assigned.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Serves when needed as a member of a planning task force composed of City, County or State groups.
- Prepares and administers, and writes grant applications components relating to geographies, maps, plats, site plans, etc. for projects identified in long-range planning documents.
- Assists with or directly manages projects and grants related to land use planning and ~~for~~ community development projects.
- Develops and maintains a database of information for planning purposes.
- Responds to local citizens inquiring about City planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Performs other related duties as assigned.

## **PERIPHERAL DUTIES**

- Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.
- Assists in designs for parks, streetscapes, landscapes, and other municipal projects.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, landscape architecture or a closely related field; and
- b. ~~Four~~ Six years of progressively responsible professional experience in City, County or

Regional planning work, including grant application and community development project management; or

- c. Any equivalent combination of education and experience, with additional education substituting on a year-for-year basis for the required experience.

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

- a. Thorough knowledge of applicable zoning laws and comprehensive plans including their information, process of adoption, and enforcement; extensive knowledge of planning programs and processes; working knowledge of personal computers and GIS applications.
- b. Skill in the area of drafting and designing; skill in the operation of the listed tools and equipment.
- c. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships.
- d. Ability to review, oversee, and successfully manage grant and community development projects with time sensitive deadlines and cost-effective budgeting.
- e. Substantial knowledge of City and department operations, policies, and procedures.
- f. Substantial knowledge of pertinent Federal, State, and local laws, codes, and ordinances.

### **SPECIAL REQUIREMENTS**

- Valid state driver's license or ability to obtain one.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to stand or walk. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

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

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

## EMPLOYEE ACKNOWLEDGMENT

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

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

I acknowledge that I have received a copy of the **Associate Planner/Community Development Project Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

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

### Signatures:

\_\_\_\_\_  
Associate Planner/Community Development Project Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
City Planner

\_\_\_\_\_  
Date





St. Helens, OR

# Expense Approval Register

Packet: APPKT00308 - AP 4.2.2021

Item #13.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
INGRAM LIBRARY SERVICES	51738506	03/29/2021	BOOKS 20C7921	100-706-52035	24.03
INGRAM LIBRARY SERVICES	51738507	03/29/2021	BOOKS 20C7921	100-706-52033	45.93
INGRAM LIBRARY SERVICES	51738511	03/29/2021	BOOKS 20C7921	100-706-52033	105.18
INGRAM LIBRARY SERVICES	51774368	03/29/2021	BOOKS 20C7921	100-706-52033	132.11
INGRAM LIBRARY SERVICES	51774369	03/29/2021	BOOKS 20C7921	100-706-52035	26.53
INGRAM LIBRARY SERVICES	51774372	03/29/2021	BOOKS 20C7921	100-706-52033	6.37
INGRAM LIBRARY SERVICES	51805777	03/29/2021	BOOKS 20C7921	100-706-52033	38.21
CBM SYSTEMS LLC	220200	03/30/2021	JANITORIAL SERVICES	100-705-52023	957.70
CBM SYSTEMS LLC	220200	03/30/2021	JANITORIAL SERVICES	100-706-52023	2,499.07
CBM SYSTEMS LLC	220200	03/30/2021	JANITORIAL SERVICES	100-708-52023	120.05
CBM SYSTEMS LLC	220200	03/30/2021	JANITORIAL SERVICES	100-709-52023	143.44
CBM SYSTEMS LLC	220200	03/30/2021	JANITORIAL SERVICES	100-715-52023	1,192.30
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-706-52023	8.59
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-708-52001	6.75
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-708-52001	44.85
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-708-52001	20.59
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-708-52001	18.99
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-708-52001	25.90
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-708-52001	40.56
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-708-52001	63.98
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-715-52001	0.69
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	100-715-52001	45.77
TIAA COMMERCIAL FINANCE I...	8022459	03/30/2021	CONTRACT PAYMENT 414520...	100-715-52021	150.00
BEMIS	9587	03/30/2021	PERMITS ISSUED FORM	100-711-52001	74.00
WENDY DECKER	INV0001427	03/30/2021	OVER PAYMENT FOR BUSINESS..	100-000-35002	50.00
CYNTHIA MURRAY	INV0001428	03/30/2021	OVER PAYMENT FOR BUSINESS..	100-000-35002	50.00
DAWN RICHARDSON - AP	INV0001429	03/30/2021	MILEAGE REIMB. 3/4 3/11 3/18	100-707-52001	87.36
ST. HELENS SCHOOL DISTRICT	INV0001432	03/30/2021	MIDDLE SCHOOL RENTAL	100-701-52019	126.50
ERSKINE LAW PRECTICE LLC	1.1.2021	04/01/2021	3/17-3/31/2021	100-705-52019	3,466.32
ARMSCOR CARTRIDGE INCOR...	13418	04/01/2021	9MM / 40 SW223 REM	100-705-52001	4,165.00
TOP NOTCH THRIFT STORE	3.30.2021	04/01/2021	RESTITUTION KYLE C VOLTZ	100-000-21000	21.50
MIDWEST TAPE	500168115	04/01/2021	DVD / ABD 2000010011	100-706-52034	22.49
MIDWEST TAPE	500184036	04/01/2021	DVD / ABD 2000010011	100-706-52034	81.47
MIDWEST TAPE	500184037	04/01/2021	DVD / ABD 2000010011	100-706-52035	99.97
MIDWEST TAPE	500215529	04/01/2021	DVD / ABD 2000010011	100-706-52034	174.69
MIDWEST TAPE	500218470	04/01/2021	DVD / ABD 2000010011	100-706-52035	29.99
INGRAM LIBRARY SERVICES	51883292	04/01/2021	BOOKS 20C7921	100-706-52033	7.51
INGRAM LIBRARY SERVICES	51883293	04/01/2021	BOOKS 20C7921	100-706-52033	18.03
INGRAM LIBRARY SERVICES	51883294	04/01/2021	BOOKS 20C7921	100-706-52033	26.40
INGRAM LIBRARY SERVICES	51883295	04/01/2021	BOOKS 20C7921	100-706-52033	393.84
INGRAM LIBRARY SERVICES	51885146	04/01/2021	BOOKS 20C7921	100-706-52035	269.14
INGRAM LIBRARY SERVICES	51906969	04/01/2021	BOOKS 20C7921	100-706-52033	11.74
INGRAM LIBRARY SERVICES	51906970	04/01/2021	BOOKS 20C7921	100-706-52033	16.06
INGRAM LIBRARY SERVICES	51906971	04/01/2021	BOOKS 20C7921	100-706-52033	30.75
INGRAM LIBRARY SERVICES	51906972	04/01/2021	BOOKS 20C7921	100-706-52033	11.84
INGRAM LIBRARY SERVICES	51906973	04/01/2021	BOOKS 20C7921	100-706-52033	88.84
INGRAM LIBRARY SERVICES	51906974	04/01/2021	BOOKS 20C7921	100-706-52035	120.23
NET ASSETS	95-202103	04/01/2021	ESCROW TITLE SERVICES	100-707-52019	675.00
SOLUTIONS YES	INV270086	04/01/2021	CONTRACT C11379-01 CITY HA...	100-702-52001	201.31
PEAK ELECTRIC GROUP LLC	21989	04/02/2021	REPLACE PLUGS DOCKS	100-708-52046	662.59
<b>Fund 100 - GENERAL FUND Total:</b>					<b>16,700.16</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
CITY OF ST. HELENS	INV0001431	03/30/2021	01-00178-001 MASONIC BUILD..	202-725-52003	40.83

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TEE PEE ADVERTISING CO.	210072	04/01/2021	RFID PHONE WALLET	202-725-52028	336.56
TEE PEE ADVERTISING CO.	210073	04/01/2021	AGRADE ASTORIA KEY CHAINS	202-725-52028	487.55
COLUMBIA RIVER PUD	3.23.2021	04/01/2021	94111	202-725-52003	165.76
Fund 202 - COMMUNITY DEVELOPMENT Total:					1,030.70
Fund: 203 - COMMUNITY ENHANCEMENT					
ST. HELENS SCHOOL DISTRICT	3.31.2021	04/02/2021	MENDOZA / SOCIAL DIST FLO...	203-701-52028	3,605.28
Fund 203 - COMMUNITY ENHANCEMENT Total:					3,605.28
Fund: 205 - STREETS					
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	205-000-52001	11.28
Fund 205 - STREETS Total:					11.28
Fund: 301 - STREETS SDC					
EJ USA INC	110210014844	03/30/2021	WTRMSR 5 STORZ NOZ GABLE...	301-000-39001	2,445.90
Fund 301 - STREETS SDC Total:					2,445.90
Fund: 305 - PARKS SDC					
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	305-000-53001	10.47
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	305-000-53001	8.75
Fund 305 - PARKS SDC Total:					19.22
Fund: 601 - WATER					
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	601-731-52001	9.49
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	601-731-52001	7.16
H.D FOWLER COMPANY	I5664326	03/30/2021	WATER METER FROST PLATE	601-731-52001	2,551.36
H.D FOWLER COMPANY	I5667808	03/30/2021	RUBER METER GASKET	601-731-52001	74.00
H.D FOWLER COMPANY	I5717029	03/30/2021	WATER METER	601-731-52001	1,227.96
NORTHSTAR CHEMICAL	191271	04/01/2021	SODIUM HYPOCHLORITE 12.5%	601-732-52083	531.40
BLACK ROCK UNDERGROUND ...	INV0001434	04/01/2021	REFUND HYDRANT METER RE...	601-000-37004	143.86
H.D FOWLER COMPANY	I5716696	04/02/2021	WATER METER	601-731-52001	1,235.22
Fund 601 - WATER Total:					5,780.45
Fund: 603 - SEWER					
ALLSTREAM	17405459	03/30/2021	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.47
ALLSTREAM	17405459	03/30/2021	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.47
CBM SYSTEMS LLC	220200	03/30/2021	JANITORIAL SERVICES	603-736-52023	218.99
HASA	737851	04/02/2021	MULTI CHLOR	603-736-52083	5,051.01
Fund 603 - SEWER Total:					5,320.94
Fund: 702 - INFORMATION SYSTEMS					
MORE POWER TECHNOLOGY ...	11658	03/30/2021	MICROSOFT 365 BUS STANDA...	702-000-52019	1,248.00
ALLSTREAM	17405459	03/30/2021	ALLSTREAM PHONE ACCT 754...	702-000-52010	50.93
CENTURY LINK	3.17.2021	03/30/2021	025B	702-000-52010	39.40
CENTURY LINK	3.17.2021	03/30/2021	369B	702-000-52010	39.40
COMCAST	3.21.2021	03/31/2021	COMCAST CABLE 8778108990...	702-000-52003	1,833.45
CENTURY LINK	INV0001433	04/01/2021	966B	702-000-52010	334.95
Fund 702 - INFORMATION SYSTEMS Total:					3,546.13
Fund: 703 - PW OPERATIONS					
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	703-734-52001	18.31
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	703-734-52001	38.94
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	703-734-52001	202.92
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	703-734-52001	31.49
U.S BANK EQUIPMENT FINANCE	438893687	03/30/2021	ENGINEERING CONTRACT PA...	703-733-52005	207.90
SCAPPOOSE CHIROPRACTIC PC	INV0001430	03/30/2021	CDL PHYSICALS	703-734-52019	125.00
Fund 703 - PW OPERATIONS Total:					624.56
Fund: 704 - FACILITY MAJOR MAINTNANCE					
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53018	67.50
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53018	25.37
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53018	6.90
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53018	27.48
DAHLGREN'S DO IT BEST BUIL...	3.26.2021	03/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53018	3.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KJ SECURITY SOLUTIONS & LO...	0003886	04/01/2021	RE KEY NEW LOCKS	704-000-53018	551.00
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					682.24
Grand Total:					39,766.86

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	16,700.16
202 - COMMUNITY DEVELOPMENT	1,030.70
203 - COMMUNITY ENHANCEMENT	3,605.28
205 - STREETS	11.28
301 - STREETS SDC	2,445.90
305 - PARKS SDC	19.22
601 - WATER	5,780.45
603 - SEWER	5,320.94
702 - INFORMATION SYSTEMS	3,546.13
703 - PW OPERATIONS	624.56
704 - FACILITY MAJOR MAINTNANCE	682.24
<b>Grand Total:</b>	<b>39,766.86</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-21000	Court Restitution Paymen...	21.50
100-000-35002	Business Licenses	100.00
100-701-52019	Professional Services	126.50
100-702-52001	Operating Supplies	201.31
100-705-52001	Operating Supplies	4,165.00
100-705-52019	Professional Services	3,466.32
100-705-52023	Facility Maintenance	957.70
100-706-52023	Facility Maintenance	2,507.66
100-706-52033	Printed Materials	932.81
100-706-52034	Visual Materials	278.65
100-706-52035	Audio Materials	569.89
100-707-52001	Operating Supplies	87.36
100-707-52019	Professional Services	675.00
100-708-52001	Operating Supplies	221.62
100-708-52023	Facility Maintenance	120.05
100-708-52046	Dock Services	662.59
100-709-52023	Facility Maintenance	143.44
100-711-52001	Operating Supplies	74.00
100-715-52001	Operating Supplies	46.46
100-715-52021	Equipment Maintenance	150.00
100-715-52023	Facility Maintenance	1,192.30
202-725-52003	Utilities	206.59
202-725-52028	Projects & Programs	824.11
203-701-52028	Projects & Programs	3,605.28
205-000-52001	Operating Supplies	11.28
301-000-39001	Beginning Fund Balance	2,445.90
305-000-53001	Capital Outlay	19.22
601-000-37004	Miscellaneous - General	143.86
601-731-52001	Operating Supplies	5,105.19
601-732-52083	Chemicals	531.40
603-736-52010	Telephone	25.47
603-736-52023	Facility Maintenance	218.99
603-736-52083	Chemicals	5,051.01
603-737-52010	Telephone	25.47
702-000-52003	Utilities	1,833.45
702-000-52010	Telephone	464.68
702-000-52019	Professional Services	1,248.00
703-733-52005	Small Equipment	207.90
703-734-52001	Operating Supplies	291.66
703-734-52019	Professional Services	125.00
704-000-53018	Capital Outlay - City Hall	682.24
Grand Total:		39,766.86

**Project Account Summary****Project Account Key**

\*\*None\*\*

**Expense Amount**

39,766.86

**Grand Total:****39,766.86**



St. Helens, OR

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
LAWRENCE COMPANY	14319	04/05/2021	UNEMPLOYMENT SERVICES	100-715-52019	100.00
PEAK ELECTRIC GROUP LLC	22034	04/05/2021	INSTALL MINIMAL ASSEMBLY L...	100-708-52019	996.87
INGRAM LIBRARY SERVICES	51651340	04/05/2021	BOOKS 20C7921	100-000-21300	42.79
INGRAM LIBRARY SERVICES	51651341	04/05/2021	BOOKS 20C7921	100-706-52033	421.99
COMMUNICATIONS NORTHW...	70631	04/05/2021	WAX GUARD NANOCARE	100-705-52001	130.20
MIDWEST TAPE	99920495	04/05/2021	DVD / ABD 2000010011	100-706-52034	62.48
MIDWEST TAPE	99920497	04/05/2021	DVD / ABD 2000010011	100-706-52034	5.99
ORKIN	209910981	04/06/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	150.00
ORKIN	211007417	04/07/2021	265 STRAND PEST SERVICE CIT...	100-715-52019	88.00
ORKIN	211007602	04/07/2021	265 STRAND PEST SERVICE CIT...	100-715-52019	152.00
U.S BANK EQUIPMENT FINANCE	439808361	04/07/2021	CONTRACT PAYMENT 500052...	100-707-52001	99.00
DEPARTMENT OF TRANSPORT...	L0020824472	04/07/2021	DMV SERVICES ACCT 67431	100-705-52001	27.00
COLUMBIA COUNTY SHEFIFFS ...	MAR 21- SHPD	04/07/2021	FIRING RANGE USAGE 3/13 A...	100-705-52018	200.00
EBSCO INFORMATION SERVICES	0519671	04/08/2021	MATERIALS	100-706-52031	1,323.72
PERMA-BOUND	1886386-00	04/08/2021	BOOKS	100-706-52033	92.75
INGRAM LIBRARY SERVICES	51984679	04/08/2021	BOOKS 20C7921	100-706-52033	16.41
INGRAM LIBRARY SERVICES	51984680	04/08/2021	BOOKS 20C7921	100-706-52033	16.79
INGRAM LIBRARY SERVICES	51984681	04/08/2021	BOOKS 20C7921	100-706-52033	12.64
INGRAM LIBRARY SERVICES	51984682	04/08/2021	BOOKS 20C7921	100-706-52033	29.93
INGRAM LIBRARY SERVICES	51984683	04/08/2021	BOOKS 20C7921	100-706-52033	30.96
INGRAM LIBRARY SERVICES	51984684	04/08/2021	BOOKS 20C7921	100-706-52033	-41.98
INGRAM LIBRARY SERVICES	51984684	04/08/2021	BOOKS 20C7921	100-706-52033	109.93
STAPLES BUSINESS CREDIT	1634211919	04/09/2021	OFFICE SUPPLIES	100-707-52001	37.34
STAPLES BUSINESS CREDIT	1634211919	04/09/2021	OFFICE SUPPLIES	100-715-52001	259.59
CHAVES CONSULTING INC	192031	04/09/2021	MONTHLY USER FEE PER USER...	100-702-52019	296.16
ORKIN	211005940	04/09/2021	PEST CONTROL POLICE	100-705-52023	98.00
ROSS DENISON LAW	4.5.2021	04/09/2021	ATTORNEY SERVICES	100-704-52019	400.00
ACE HARDWARE - ST. HELENS	60176-3.31.21	04/09/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	76.10
ACE HARDWARE - ST. HELENS	60180-3.31.21	04/09/2021	MATERIALS ACE ACCT 60180	100-715-52023	25.07
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	100-708-52001	20.97
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	100-708-52046	18.99
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	100-708-52046	9.98
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	100-708-52046	42.76
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	100-708-52046	38.97
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	100-708-52047	22.54
WEX BANK	70799931	04/09/2021	FUEL PURCHASES PD	100-705-52022	3,705.62
WEX BANK	70799931	04/09/2021	FUEL PURCHASES BUILDING D...	100-711-52022	42.85
WEX BANK	70799931	04/09/2021	FUEL PURCHASES CITY HALL	100-715-52022	53.35
SHRED-IT C/O STERICYCLE INC	8181739632	04/09/2021	CITY HALL SHRED SERVICE	100-715-52019	88.58
METRO PRESORT	IN632084	04/09/2021	UB BILL PRINTING	100-707-52008	4,043.95
SECURE PACIFIC CORPORATION	INV0001443	04/09/2021	150 S 13TH ST	100-705-52023	94.35
SECURE PACIFIC CORPORATION	INV0001443	04/09/2021	375 S 18TH ST	100-706-52023	125.85
SECURE PACIFIC CORPORATION	INV0001443	04/09/2021	475 S 18TH	100-708-52023	133.65
HUDSON GARBAGE SERVICE	INV0001448	04/09/2021	7547	100-705-52023	96.59
HUDSON GARBAGE SERVICE	INV0001448	04/09/2021	1554	100-706-52003	59.80
HUDSON GARBAGE SERVICE	INV0001448	04/09/2021	7056	100-709-52023	28.99
HUDSON GARBAGE SERVICE	INV0001449	04/09/2021	1026	100-705-52023	130.56
DEPARTMENT OF TRANSPORT...	L0020803310	04/09/2021	DMV SERVICES ACCT 61018	100-702-52001	5.10
<b>Fund 100 - GENERAL FUND Total:</b>					<b>14,023.18</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
MASON BRUCE & GIRARD INC	28685	04/08/2021	FOREST MANAGEMENT 01031...	202-724-52019	9,565.98
ECONORTHWEST	23778	04/09/2021	WHITE PAPER SITE FRAMEW...	202-721-52019	4,210.00
MASONIC BUILDING LLC	4.15.2021	04/09/2021	LEASE PAYMENT MAY	202-725-52028	3,000.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA PACIFIC EDD	8	04/09/2021	GRANT ADMIN JAN 2021-MAR...	202-721-52096	4,078.49
JH KELLY LLC	JS 263158	04/09/2021	COL PAC FOOD BANK RENO	202-721-52096	6,014.58
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>26,869.05</b>
<b>Fund: 205 - STREETS</b>					
COLUMBIA RIVER PUD	3000253	04/07/2021	73638	205-000-52003	181.60
DAVID EVANS AND ASSOCIATE...	484375	04/09/2021	COLUMBIA BLVD. SIDEWALK R...	205-000-53002	51.27
DAVID EVANS AND ASSOCIATE...	484376	04/09/2021	N VERNONIA RD SIDEWALKS S...	205-000-53019	213.71
ACE HARDWARE - ST. HELENS	60179-3.31.21	04/09/2021	60179 ACE ACCT MATERIALS	205-000-52001	77.98
ACE HARDWARE - ST. HELENS	60179-3.31.21	04/09/2021	60179 ACE ACCT MATERIALS	205-000-52001	9.99
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	205-000-53019	8.37
<b>Fund 205 - STREETS Total:</b>					<b>542.92</b>
<b>Fund: 301 - STREETS SDC</b>					
EJ USA INC	110210014844-2	04/09/2021	FREIGHT CHARGE	301-000-39001	145.00
DAVID EVANS AND ASSOCIATE...	484375	04/09/2021	COLUMBIA BLVD. SIDEWALK R...	301-000-53001	51.28
<b>Fund 301 - STREETS SDC Total:</b>					<b>196.28</b>
<b>Fund: 305 - PARKS SDC</b>					
PLAY AND PARK STRUCTURES	PJI-0043714	04/07/2021	PLAYGROUND EQUIPMENT M...	305-000-53001	199,694.53
PLAY AND PARK STRUCTURES	PJI-0043729	04/07/2021	PLAYGROUND EQUIPMENT M...	305-000-53001	29,820.88
<b>Fund 305 - PARKS SDC Total:</b>					<b>229,515.41</b>
<b>Fund: 601 - WATER</b>					
ONE CALL CONCEPTS INC	1030489	04/09/2021	REGULAR / MODEM DELIVERY ...	601-731-52019	20.38
HACH	12392877	04/09/2021	REAGENT SET CHLORINE FREE ...	601-731-52001	76.08
HACH	12392877	04/09/2021	REAGENT SET CHLORINE FREE ...	601-732-52023	141.27
CITY OF COLUMBIA CITY	3.26.2021	04/09/2021	001754-001	601-732-52003	82.46
EAGLE STAR ROCK PRODUCTS ...	39310	04/09/2021	ROCK	601-731-52001	85.68
EAGLE STAR ROCK PRODUCTS ...	39363	04/09/2021	ROCK	601-731-52001	141.64
EAGLE STAR ROCK PRODUCTS ...	39379	04/09/2021	ROCK	601-731-52001	130.62
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	601-731-52001	52.48
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	601-731-52001	50.98
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	601-731-52001	8.99
LAWRENCE OIL COMPANY	CFSI-1411	04/09/2021	247752	601-732-52022	28.43
SECURE PACIFIC CORPORATION	INV0001443	04/09/2021	1215 4TH PL	601-732-52023	157.20
<b>Fund 601 - WATER Total:</b>					<b>976.21</b>
<b>Fund: 603 - SEWER</b>					
COLUMBIA RIVER PUD	4.1.2021	04/05/2021	38633 594 S 9 ST POWER	603-737-52003	9,903.52
THOMAS DAMON	SH2101	04/05/2021	WWTP DATA PULL RAIN FLOW...	603-736-52019	980.00
MAILBOXES NORTHWEST	4.2.2021	04/07/2021	POSTAGE	603-736-52001	7.07
MAILBOXES NORTHWEST	4.2.2021	04/07/2021	POSTAGE	603-737-52001	7.07
ONE CALL CONCEPTS INC	1030489	04/09/2021	REGULAR / MODEM DELIVERY ...	603-735-52019	20.38
ACE HARDWARE - ST. HELENS	60180-3.31.21	04/09/2021	MATERIALS ACE ACCT 60180	603-735-52001	59.99
ACE HARDWARE - ST. HELENS	60180-3.31.21	04/09/2021	MATERIALS ACE ACCT 60180	603-736-52001	47.12
ACE HARDWARE - ST. HELENS	60180-3.31.21	04/09/2021	MATERIALS ACE ACCT 60180	603-737-52001	47.11
ACE HARDWARE - ST. HELENS	60180-3.31.21	04/09/2021	MATERIALS ACE ACCT 60180	603-738-52001	6.99
CALTEST ANALYTICAL LABORA...	616091	04/09/2021	TESTING	603-737-52064	908.00
SECURE PACIFIC CORPORATION	INV0001443	04/09/2021	451 PLYMOUTH ST	603-736-52023	47.10
SECURE PACIFIC CORPORATION	INV0001443	04/09/2021	451 PLYMOUTH ST	603-737-52023	47.10
<b>Fund 603 - SEWER Total:</b>					<b>12,081.45</b>
<b>Fund: 701 - EQUIPMENT</b>					
COLUMBIA RIVER FIRE AND RE...	21-02 FEB	04/07/2021	SHARED BILLING FOR MAINTA...	701-000-52023	1,185.92
SUNSET AUTO PARTS INC - NA...	3.31.2021	04/07/2021	AUTO PARTS ACCT 6355	701-000-52001	1,988.61
GENERAL EQUIPMENT COMP...	75924	04/07/2021	NOZZLE SOLID	701-000-52001	133.03
CARQUEST AUTO PARTS STOR...	3.31.21	04/08/2021	AUTO PARTS ACCT 151010 31...	701-000-52001	131.65
COLUMBIA RIVER FIRE AND RE...	21-03 MARCH	04/09/2021	SHARED BILLING FOR MAINTA...	701-000-52023	791.30
ACE HARDWARE - ST. HELENS	60179-3.31.21	04/09/2021	60179 ACE ACCT MATERIALS	701-000-52001	19.99
SUPERIOR TIRE SERVICE	6549298	04/09/2021	TIRES	701-000-52001	294.80
EATONS TIRE AND AUTO REPA...	77343	04/09/2021	AIGNMENT	701-000-52001	72.95
<b>Fund 701 - EQUIPMENT Total:</b>					<b>4,618.25</b>

## Expense Approval Register

Packet: APPKT0

Item #13.

1

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 703 - PW OPERATIONS</b>					
KANAITEK INC	1647	04/07/2021	HOSTING / SUPPORT SEWER S...	703-733-52006	720.00
SCAPPOOSE SAND AND GRAVE...	5220	04/09/2021	DUMP FEES	703-734-52019	110.44
ACE HARDWARE - ST. HELENS	60180-3.31.21	04/09/2021	MATERIALS ACE ACCT 60180	703-734-52001	50.98
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	703-734-52001	40.97
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	703-734-52001	66.97
LAWRENCE OIL COMPANY	CFSI-1411	04/09/2021	247748 PUBLIC WORKS	703-734-52022	1,332.54
LAWRENCE OIL COMPANY	CFSI-1411	04/09/2021	247750 PUBLIC WORKS	703-734-52022	71.14
SECURE PACIFIC CORPORATION	INV0001443	04/09/2021	984 OR ST	703-734-52023	94.14
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>2,487.18</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
ACE HARDWARE - ST. HELENS	60174-3.31.21	04/09/2021	ACE MATERIALS ACCT 60174	704-000-53018	9.98
ACE HARDWARE - ST. HELENS	60180-3.31.21	04/09/2021	MATERIALS ACE ACCT 60180	704-000-53025	23.99
ACE HARDWARE - ST. HELENS	60181-3.31.21	04/09/2021	ACE MATERIALS ACCT 60181	704-000-53018	15.97
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>49.94</b>
<b>Grand Total:</b>					<b>291,359.87</b>



## Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	14,023.18
202 - COMMUNITY DEVELOPMENT	26,869.05
205 - STREETS	542.92
301 - STREETS SDC	196.28
305 - PARKS SDC	229,515.41
601 - WATER	976.21
603 - SEWER	12,081.45
701 - EQUIPMENT	4,618.25
703 - PW OPERATIONS	2,487.18
704 - FACILITY MAJOR MAINTNANCE	49.94
<b>Grand Total:</b>	<b>291,359.87</b>

## Account Summary

Account Number	Account Name	Expense Amount
100-000-21300	Library Replacement Fines	42.79
100-702-52001	Operating Supplies	5.10
100-702-52019	Professional Services	296.16
100-704-52019	Professional Services	400.00
100-705-52001	Operating Supplies	157.20
100-705-52018	Professional Development	200.00
100-705-52022	Fuel	3,705.62
100-705-52023	Facility Maintenance	419.50
100-706-52003	Utilities	59.80
100-706-52023	Facility Maintenance	125.85
100-706-52031	Periodicals	1,323.72
100-706-52033	Printed Materials	689.42
100-706-52034	Visual Materials	68.47
100-707-52001	Operating Supplies	136.34
100-707-52008	Printing	4,043.95
100-708-52001	Operating Supplies	97.07
100-708-52019	Professional Services	996.87
100-708-52023	Facility Maintenance	133.65
100-708-52046	Dock Services	110.70
100-708-52047	Marine Board	22.54
100-709-52023	Facility Maintenance	178.99
100-711-52022	Fuel	42.85
100-715-52001	Operating Supplies	259.59
100-715-52019	Professional Services	428.58
100-715-52022	Fuel	53.35
100-715-52023	Facility Maintenance	25.07
202-721-52019	Professional Services	4,210.00
202-721-52096	CDBG Grant Expenses	10,093.07
202-724-52019	Professional Services	9,565.98
202-725-52028	Projects & Programs	3,000.00
205-000-52001	Operating Supplies	87.97
205-000-52003	Utilities	181.60
205-000-53002	Safe Routes to School	51.27
205-000-53019	North Vernonia Improve...	222.08
301-000-39001	Beginning Fund Balance	145.00
301-000-53001	Capital Outlay	51.28
305-000-53001	Capital Outlay	229,515.41
601-731-52001	Operating Supplies	546.47
601-731-52019	Professional Services	20.38
601-732-52003	Utilities	82.46
601-732-52022	Fuel	28.43
601-732-52023	Facility Maintenance	298.47
603-735-52001	Operating Supplies	59.99
603-735-52019	Professional Services	20.38
603-736-52001	Operating Supplies	54.19

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
603-736-52019	Professional Services	980.00
603-736-52023	Facility Maintenance	47.10
603-737-52001	Operating Supplies	54.18
603-737-52003	Utilities	9,903.52
603-737-52023	Facility Maintenance	47.10
603-737-52064	Lab Testing	908.00
603-738-52001	Operating Supplies	6.99
701-000-52001	Operating Supplies	2,641.03
701-000-52023	Facility Maintenance	1,977.22
703-733-52006	Computer Maintenance	720.00
703-734-52001	Operating Supplies	158.92
703-734-52019	Professional Services	110.44
703-734-52022	Fuel	1,403.68
703-734-52023	Facility Maintenance	94.14
704-000-53018	Capital Outlay - City Hall	25.95
704-000-53025	Capital Outlay - Sr Center	23.99
<b>Grand Total:</b>		<b>291,359.87</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	291,359.87
<b>Grand Total:</b>	<b>291,359.87</b>