



# COUNCIL REGULAR SESSION

Wednesday, November 18, 2020 at 7:00 PM

---

## COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

## LOCATION & CONTACT:

<https://zoom.us/j/94621357347?pwd=SGplK1V4czRRbm95aDgwSlZmd0c5Zz09>  
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

---

## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### ORDINANCES – *Final Reading*

- 1. Ordinance No. 3258:** An Ordinance Providing for Business Licenses, Instituting a Method for Issuing Licenses, Establishing Revocation and Suspension Procedures, Providing Penalties for Violations, and Repealing Code Chapter Title 5 Business Taxes, Licenses, and Regulations

### CONSENT AGENDA FOR APPROVAL

- 2.** Council Work Session, Executive Session, Special Session, Public Hearing, and Regular Session Minutes dated October 21, 26, and November 4, 2020
- 3.** Animal Facility Licenses

### WORK SESSION ACTION ITEMS

### MAYOR SCHOLL REPORTS

### COUNCIL MEMBER REPORTS

### OTHER BUSINESS

### ADJOURN

### VIRTUAL MEETING DETAILS

Join Zoom Meeting:  
<https://zoom.us/j/94621357347?pwd=SGplK1V4czRRbm95aDgwSlZmd0c5Zz09>  
Meeting ID: 946 2135 7347  
Passcode: 046403  
Dial by your location: 1 253 215 8782

---

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. 3258**

AN ORDINANCE PROVIDING FOR BUSINESS LICENSES,  
INSTITUTING A METHOD FOR ISSUING LICENSES,  
ESTABLISHING REVOCATION AND SUSPENSION PROCEDURES,  
PROVIDING PENALTIES FOR VIOLATIONS, AND REPEALING  
CODE CHAPTER TITLE 5 BUSINESS TAXES, LICENSES AND  
REGULATIONS

**THE CITY OF ST. HELENS ORDAIN AS FOLLOWS:**

**5.01 BUSINESS LICENSES**

**5.01.001 Short Title.**

The provisions of this Chapter create the terms of the "City of St. Helens Business License Code" and is referred to herein as "Business License Code" or "BLC."

**5.01.002 Purpose.**

The Business License Code facilitates the collection of information about businesses in the City. Police and Fire Departments are able to respond more effectively and safely to emergency situations at city businesses when they have information about the types of businesses and the contents of the structures in the city. Building Code compliance, Planning Code compliance, Fire Code compliance, and Wastewater discharge compliance are enhanced by obtaining data from business license applications about structures in which businesses are located. Business demographic information is also necessary to promote economic development. The Business License Code is designed to obtain that information. The public health, safety, and welfare are benefitted by this Business Licensing Code.

**5.01.003 Definitions.**

- (1) "APPLICANT" means owner, proprietor or duly authorized agent for the business requesting a license.
- (2) "BUSINESS", except as limited below, means any enterprise, trade, activity, profession, occupation, private educational facility, or any kind of activities conducted for profit within the City including businesses and rental properties that offer to rent or lease one or more residential rooms, units, or structures, and commercial building rentals containing one or more businesses. BUSINESS does not include the noncommercial on-premises sale of used household goods by a person who resides on the premises (a yard or garage sale) so long as the sales are conducted on no more than six days in any 12-month period.
- (3) "CITY" means the City of St. Helens, Oregon.

- (4) "CITY ADMINISTRATOR" means the person holding the position of City Administrator or designee.
- (5) "COMMERCIAL BUILDING RENTAL" means a building, portion of a building, or a group of buildings on a parcel of land within the city containing two or more businesses. A building or portion of a building containing two businesses shall not be considered a COMMERCIAL BUILDING RENTAL if the owner of the building conducts or has a majority ownership of a business in a portion of such building.
- (6) "COMMUNITY EVENT" means an event which is open to the public and which is approved by the City Administrator to use city street and sidewalk areas or held on private or public property with the consent of the owner or entity. A community event must be determined by the City Administrator to provide an overall community benefit, and must be sponsored by a service group or other organization, not an individual business.
- (7) "CITY COUNCIL" means the St. Helens City Council.
- (8) "DOING BUSINESS" means an act or series thereof performed in the course or pursuit of a business activity on more than one occasion or day in a calendar quarter and not as a one-time or isolated activity or event. A person is presumed to be doing business within the City if engaged in any of the following activities:
  - (A) Advertising or otherwise professing to be doing business within the City;
  - (B) Delivering goods or providing services to customers within the City;
  - (C) Owning, leasing, or renting personal or real property within the City which is used in a trade or business;
  - (D) Engaging in any transaction involving the production of income from holding property or the gain from the sale of property, which is not otherwise exempted in this chapter. Property may be personal, including intangible or real in nature; or
  - (E) Engaging in any activity in pursuit of gain which is not otherwise exempted in this chapter.
- (9) "EMPLOYEE" means a natural person who works for or on behalf of a business in exchange for compensation, not including those employees leased from another business, regardless of the number of hours per pay period or method of compensation. EMPLOYEE includes, but is not limited to, a sales agent who works primarily for or under the direction of a principal or a broker.
- (10) "FULL-TIME EQUIVALENT EMPLOYEES" or "FTE" means the number of employees of a business calculated as shown in Section 5.01.007.
- (11) "HEARINGS OFFICER" means the City Council, or an outside party not affiliated with the City, that is hired or selected to conduct an appeal proceeding.
- (12) "HOBBY BUSINESS" means a business that makes less than \$400 per year.

- (13) "HOME BUSINESS" means a business located and operated out of a person's place of residence.
- (14) "LICENSE" or "BUSINESS LICENSE" means the document issued by the City granting the privilege to carry on a business within the City.
- (15) "MAIN CONTRACTOR" means a prime contractor or general contractor that is responsible for the day-today oversight of a construction site, management of vendors and trades, and the communication of information to all involved parties throughout the course of a building project"
- (16) "MOBILE BUSINESS" means any business without a fixed location or which is operating from a self-propelled vehicle or which can be pushed or pulled on a sidewalk, street, or highway on which food, goods, or services is prepared, processed, or from which food or other goods are then sold or dispensed to the public.
- (17) "NONRESIDENT BUSINESS" means a business operating in the City where the headquarters or main branch is located outside the City.
- (18) "PERSON" means individuals and all sole proprietor, partnership, limited partnership, family limited partnership, joint venture, association, cooperative, trust, estate, corporation, personal holding company, limited liability company, limited liability partnership, or any other form of organization doing business in the City.
- (19) "RENTAL PROPERTY" means a building, portion thereof, or group of buildings within the City and which is rented, leased, let, or made available for compensation for sleeping or living purposes. The term includes all multi-dwelling unit premises having two or more dwelling units including hotels and motels, automobile or tourist courts, rooming or lodging houses, or mobile home and trailer parks. In the case of a mobile home or trailer park, the term DWELLING UNIT refers to the space, pad, or stall.
- (20) "SECONDHAND DEALER" means a person engaged in conducting, managing, or carrying on the business of buying, selling, trading, taking in pawn, accepting for sale on consignment, accepting for auctioning or auctioning secondhand goods and articles.
- (21) "SOLICITATION" means any oral or written request to purchase or trade any product or thing; to request a contribution or donation of money or property for any purpose or cause; to request opinions or answers to surveys on any subjects; or, to request endorsement or support by petition any product, candidate, or cause.
- (22) "SOLICITOR" means a person or persons engaged in solicitation.
- (23) "SPECIAL EVENT" means an event specifically approved by the City Administrator granting privileges for the use of street and sidewalk areas, or held on private or public property where goods or services are purchased or sold, excluding the noncommercial on-premises sale of used household goods by a person who resides on the premises (a yard or garage sale) so long as the sales are conducted on no more than six days in any 12-month period. Such EVENT must be held within a specifically defined area for a period of time not exceeding three consecutive days.

- (24) "SUBCONTRACTOR" means a company or person whom a general contractor (or prime contractor, or main contractor) hires to perform a specific task as part of an overall project.
- (25) "TEMPORARY BUSINESS" means a person conducting or operating a business within the City for a period of less than 60 consecutive days in any calendar year. Examples include, but are not limited to, Christmas tree lots, fireworks, and fruit/vegetable/plant stands not part of a farmers' market.
- (26) "TEMPORARY LICENSE" means a business license issued for a term of up to 60 consecutive days.

#### **5.01.004 License Required.**

- (1) Except as may otherwise be provided in 5.01.004(6) - (7) below, any person doing business within the City shall first obtain a license and pay the required annual fee.
- (2) Nonresident businesses must obtain a City business license and pay the required fees.
- (3) Solicitors must obtain a City business license and pay the required fees, except as may other be provided in 5.01.004(6) - (7) below. Additionally, solicitors must comply with Chapter 5.05.
- (4) Temporary businesses, mobile businesses and special events obtain a temporary business license and pay the fee specified by City Council resolution. Additionally, temporary businesses, mobile businesses and special events must comply with Chapter 5.02.
- (5) No person shall conduct business within the City as an employee, agent, or representative of a business without first having obtained a valid business license regardless of the locale of the principal office(s) of that business.
- (6) The following businesses and activities need not obtain a business license but instead will be issued, at no cost, an "exemption certificate" that shall record the location, purpose and contact information of the business or activity if one is applied for:
  - (A) Churches and government agencies, including publicly funded schools;
  - (B) Civic leagues or civic organizations operating exclusively for promotion of social welfare which may from time to time conduct business like activities on a temporary basis, the earnings of which are devoted exclusively to social welfare, religious, and/or fraternal purposes;
  - (C) Independent contractors, including but not limited to medical care providers or beauticians, working in a building where the owner has obtained a business license under one business name covering those located in the building engaged in like profession under the business name indicated on the license;
  - (D) Community events where a special event and other applicable permits have been granted by the City;

- (E) Any business or occupation specifically exempt from the payment of a business license fee under the state or federal law or constitution;
  - (F) Any business specifically exempted by City Council; or
  - (G) Producers of farm products raised in the state and sold by them or their immediate families.
- (7) The following businesses and activities neither need to obtain a business license nor an exemption certificate:
- (A) A service business operated by a person under the age of 18, including but not limited to lawn mowing, newspaper delivery, or lemonade stands;
  - (B) Solicitations for contributions or donations which are exclusively devoted to charitable, social welfare, religious, educational, political, or fraternal purposes;
  - (C) Owner-occupied residential dwellings where one room is rented or leased for sleeping or living purposes;
  - (D) Utilities currently franchised by and paying a franchise fee to the City;
  - (E) A household or garage sale conducted consistent with the terms of the Business License Code;
  - (F) Any activity specifically exempt from licensing under the state law or constitution or federal law or constitution;
  - (G) A warehouse used in connection with a business, but maintained at a separate location within the City, if the business which owns the warehouse maintains a valid business license.
- (8) A general contractor or prime contractor on a construction site is required to have a City of St. Helens business license. Subcontractors are not required to maintain a city business license.

#### **5.01.005 TERM.**

- (1) A business license shall have a term of one year.
- (2) A business license shall be effective as of the date of issuance and expire on the last day of the same month 12 months therefrom to be renewed annually thereafter no later than the last business day of that month.
- (3) An amended application or re-application for a business shall be made (and be exempt from payment of additional fees), prior to the effective date of any of the events listed below:
  - (A) A transfer in ownership or the name of the business; or
  - (B) A change of business location.
- (4) The business license is deemed expired:

- (A) At the point in time the type of business listed on the business license ceases to operate as said business; or
- (B) As specified in section (2) above.
- (5) A new application must be made and fees paid when:
  - (A) A business license has expired; or
  - (B) A material change in the type of business conducted occurs.

#### **5.01.006 FEES, GENERALLY.**

- (1) There is imposed upon all persons doing business in the City the requirement to pay a fee established by City Council and obtain a business license for the privilege of doing business in the City.
- (2) Each branch of a business shall obtain a separate business license, except for warehouses used in connection with a licensed business.
- (3) The fee shall be due and payable on the application date of the business license. A fee shall be deemed delinquent 30 days after it is due. License fees are not refundable.

#### **5.01.007 FEES, CALCULATION.**

- (1) The annual fee for a business license shall be set by City Council resolution and be the combination of both a base amount and a charge for each full-time employee or full-time equivalent (FTE) employee, or blended into one fee, tiered by the number of FTEs.
- (2) To determine the number of FTEs, the following applies:
  - (A) Employees normally working 32 or more hours per week throughout the year shall be considered full-time and shall count as one FTE.
  - (B) Employees working less than 32 hours per week or who are temporary or seasonal shall be counted as one-half of an FTE.
  - (C) The annual business license fee shall be based upon the number of employees employed at the time of application for or renewal of a business license.
  - (D) For purposes of determining the number of full-time equivalent employees when renewing an existing business license, the count shall be based on the average of FTE employees during the previous 12-month period.

#### **5.01.008 APPLICATION PROCEDURE.**

- (1) A person seeking a City business license or renewal shall submit an application for same on a form provided by the City. Application shall be made at least 30 days prior to the date the license is requested to be effective. The application shall contain information as the City Administrator deems appropriate, including, but not limited to, the following:
  - (A) The name, mailing address, telephone, birthdate of all owners;



- (B) The name, mailing address, and telephone number of the business or proposed business and a description of the exact nature of the business to be operated;
- (C) A brief summary of the applicant's business history in any jurisdiction including:
  - (i) The business license or permit history of the applicant; and
  - (ii) Whether the applicant or any principal has ever had any business-related license or permit revoked or suspended, the reasons therefore and the business activity or occupation of the applicant or principal subsequent to the suspension or revocation.
- (D) Whether the applicant will be a sole proprietor, partnership, limited partnership, family limited partnership, joint venture, association, cooperative, trust, estate, corporation, personal holding company, limited liability company, limited liability partnership, or any other form of organization for doing business.
  - (i) If a partnership, the application must set forth the names, birthdates, addresses, telephone numbers, and principal occupations, along with all other information required of any individual applicant, of each partner, whether general, limited, or silent, and the respective ownership shares owned by each;
  - (ii) If a corporation or limited liability company, the application must set forth the corporate or company name, copies of the articles of incorporation or organization and the corporate bylaws or operating agreement, and the names, addresses, birthdates, telephone numbers, and principal occupations, along with all other information required of any individual applicant, of every officer, director, member or manager, and shareholder (owning more than 5% of the outstanding shares) and the number of shares held by each;
- (E) Proof of registration of the business with the State of Oregon, if applicable;
- (F) Any other information that the Chief of Police may reasonably feel is necessary to accomplish the goals of these provisions.

A license may be denied if the applicant fails to supply required information or submits false or misleading information.

- (2) On the basis of the application, the City Administrator shall compute the fee consistent with the schedule of fees established by City Council resolution.
- (3) If more than one business takes place at the same location and is operated under the same ownership, or majority ownership, but operates under more than one business name, one application may be filed provided each business is clearly identified and all relevant information is included in the unified application.

- (4) If a transfer of ownership, name of business, or a change of business location occurs, an amended application or re-application shall be made and be exempt from payment of additional fees.
- (5) A currently licensed business that physically relocates shall file an amended business license application, at no charge, to register the change of address.
- (6) No such application shall be accepted by the City unless all information contained therein is complete and verifiable.

#### **5.01.009 LICENSE ISSUANCE OR DENIAL.**

- (1) The City Administrator shall issue or renew a business license upon approval of the application and receipt of all required fees.
- (2) The City Administrator may deny issuance or renewal of a business license if the applicant fails to supply required information, pay required fees, or submits false or misleading information.

#### **5.01.010 NOTICE.**

In the event any person has failed to obtain a business license and is doing business in the City, the City's Code Enforcement Officer may:

(A) If the license required has an effective period in excess of one day, send notice to such person at the person's place of business or residence notifying the person that a license must be secured within five calendar days. If, after the five-day period, the person has failed to secure the license, the failure constitutes a violation of the Business License Code; or

(B) If the license requires an effective period of one day, notify the City's Police Department and the Police Department shall notify such person that a license is required immediately. If the notified person refuses to secure a license or attempts to conduct such business, such conduct is a violation of the Business License Code.

#### **5.01.011 LIMITATIONS.**

No license required under this chapter shall:

- (A) Be assignable or transferable;
- (B) Authorize a person other than the one named therein to operate the licensed business or activity; or
- (C) Authorize any other business or activity than set out in the license.

#### **5.01.012 REVOCATION OF LICENSE.**

- (1) The City Administrator may revoke a license upon finding that:
  - (A) Information supplied in the license application is found to be false or misleading.
  - (B) The requirements of this chapter are not being met or the business is in violation of this chapter.

- (C) The business is in violation of applicable local laws including but not limited to the Community Development Code.
  - (D) The business is conducted in a manner or is otherwise contrary to public health, safety, and welfare.
- (2) If the City Administrator determines that grounds for revocation exist, the City Administrator shall cause the licensee to be notified in writing of the revocation, stating the reasons therefore and informing the licensee of the appeal provisions of section 5.01.013. Notice shall be mailed by first-class mail, return receipt requested.
  - (3) The City Administrator may discontinue the revocation proceeding if the basis of the revocation is corrected.

#### **5.01.013 APPEAL.**

- (1) An applicant whose application to the City for a license has been revoked may, within ten business days after notice of the revocation is received by them, appeal said action to the City Council.
- (2) The appeal shall be in writing and received by the City Recorder's office not later than the fifteen business day after the notice is shown to have been received and set out the following:
  - (A) The name and address of the appellant;
  - (B) The nature of the determination being appealed;
  - (C) The reason the determination is being appealed;
  - (D) What the correct determination of the appeal should be.
- (3) Failure to have the appeal in the City Recorder's office within 15 business days will result in loss of the appeal.
- (4) If a notice of revocation is timely appealed, the revocation does not take effect until the final determination of the appeal. The City Council shall hear and determine the appeal based on the written statement and such additional evidence as it deems appropriate.

#### **5.01.014 POSTING OF LICENSE.**

- (1) The license shall be posted in a conspicuous place upon the business premises, available for inspection by the public, city enforcement officers, employees, and prospective employees of the business.
- (2) The license for a mobile business shall be posted in a conspicuous place upon the vehicle or carried on the person doing business and be available for inspection by the public, city enforcement officers, employees, and prospective employees of the business.

- (3) The license for a solicitor shall be carried on the person doing business and be available for inspection by the public, city enforcement officers, employees, and prospective employees of the business.

#### **5.01.015 PENALTY.**

- (1) It is unlawful for any person to make any false or misleading statement to the City for the purpose of determining the amount of any license fee to be paid to the City, or to fail or refuse to comply with any of the provisions of this chapter.
- (2) All persons doing business within the City for which a business license is required by this chapter shall make all records showing the number of employees or persons engaged in the business available to the City at its request for purposes of auditing and verifying license fees charged based upon employee counts. Such records shall be held to the extent permitted in confidence consistent with state law.
- (3) A business license fee due from any person and not paid in full when due is delinquent, and the City may avail itself of any and all remedies available to it to collect the fee from that person.
- (4) A person required by this chapter who fails to timely secure a license under this chapter before becoming delinquent is in violation of this code. The City shall collect, in addition to the appropriate license fee and other fines assessed, an additional penalty of 10% of the fee for each calendar month or fraction thereof the license is delinquent, up to a maximum total of fines and penalties of \$1,000.
- (5) In the event any provision of this chapter is violated by an entity, the officer(s) or person(s) in charge shall be personally liable for the penalties imposed by this section.

### **5.02 SPECIAL EVENTS, TEMPORARY, AND MOBILE BUSINESS LICENSE PERMITS**

#### **5.02.001 LICENSE REQUIRED.**

- (1) No person shall hold a special event or operate a temporary or mobile business, as those terms are defined in 5.01, without first obtaining a temporary business license and paying the required fee.
- (2) Applications for a temporary business license shall be on a form provided by the City. Incomplete applications, or applications submitted without the required fee, are subject to denial.
- (3) Issuance of a temporary business license is not to be construed to mean a permit. The fees prescribed herein are for revenue purposes and are not regulatory permit fees.
- (4) The operator of a special event, temporary or mobile business must provide written permission from the property owner, leasing agent, or manager of a site at which the business will operate.

**5.02.002 FEES.**

- (1) The fee for a temporary business license shall be set by City Council resolution and is not refundable.

**5.02.003 LICENSE DISPLAYED.**

- (1) The operator of a special event, temporary or mobile business shall post the temporary business license in a conspicuous place at the business and keep it posted during the entire period covered by the license. The temporary business license shall be available for inspection by the public, City enforcement officers, employees, and prospective employees of the business.
- (2) A special event, temporary or mobile business shall obtain any other required licenses, approvals, or permits from the appropriate agency including but not limited to the City Police, Fire District and/or County Public Health Department.

**5.02.004 LICENSE AND FEE EXEMPTIONS.**

- (1) The exemptions described in Chapter 5.01 apply to special events, temporary or mobile businesses.

**5.02.005 DENIAL, REVOCATION, OR SUSPENSION OF TEMPORARY LICENSE.**

- (1) If the information supplied in the application or renewal is false, contains a material misrepresentation or omission as to the current condition of the business, the temporary business license may be denied, revoked, or suspended until such time as the applicant provides accurate information.

**5.02.006 APPLICATION FOR A TEMPORARY LICENSE FOR A MOBILE BUSINESS, TEMPORARY BUSINESS, OR SPECIAL EVENT.**

- (1) An application for a temporary business license shall require payment of the license fee for each location of the business.
- (2) When a mobile business, temporary business or special event conducts business at any location for more than two hours at one time, the license application shall include the following information:
  - (A) Tax assessor's map and tax lot numbers for the sites proposed;
  - (B) Names and locations of adjacent streets;
  - (C) Addresses and location of any permanent structures on the site;
  - (D) Locations of all driveways on the sites and on adjacent properties;
  - (E) Location of all drive aisles and fire lanes on the sites;
  - (F) Diagram of on-site parking lot and parking space configuration (i.e., right-angle vs angled, single-loaded vs double-loaded);
  - (G) Proposed location of the business vehicle on the sites;

- (H) Dimensions from proposed temporary structure or vehicle location to all structures, drive aisles, and driveways;
- (I) Location of any temporary electrical hookups;
- (J) Location of any furniture, trash receptacles, and the like, to be placed in the immediate vicinity of the vehicle or business operation;
- (K) Documentation demonstrating compliance with minimum parking requirements; and
- (L) Documentation showing the consent of the property owner.

### **5.03 SECONDHAND DEALERS**

#### **5.03.001 PURPOSE AND SCOPE.**

This subchapter is designed:

- (1) To provide for regulation of certain business activities the City Council believes present an extraordinary risk of being used as a means of concealing criminal behavior involving the theft of personal property. Despite the best efforts of legitimate businesses to prevent it, this risk is present because of the large volume of goods processed in such businesses which can be subject to theft; and
- (2) To reduce criminal activity by providing more timely police awareness of business transactions involving materials which may have been obtained through illegal means.

#### **5.03.002 DEFINITIONS.**

As used in this subchapter, the singular includes the plural, and the following words and phrases, unless the context requires otherwise, shall have the following meanings:

- (1) "ANTIQUÉ" means an item of personal property possessed or valued because of its character, craft, style, rarity, and association with an earlier period of time that is purchased for more than \$50 by an antique dealer. ANTIQUE does not include vehicles and/or vehicle components.
- (2) "ANTIQUÉ DEALER" means a person engaged in, conducting, managing, or carrying on the business of selling antiques acquired by purchasing antiques from any person not representing a bona fide business, who appears with the article at the dealer's place of business, or by acquiring such items by purchasing from another bona fide, legitimate, and reputable business.
- (3) "ARTICLE" means an antique, secondhand, or precious metal and gem, as defined by this section.
- (4) "CHIEF OF POLICE" means the City of St. Helens Chief of Police or the Chief of Police's designee.

- (5) "DEALER" means a person operating as an antique dealer, precious metal and gem dealer, or secondhand dealer, or any of them.
- (6) "PRECIOUS METAL AND GEM" means any metal or gem that is valued for its character, rarity, beauty, or quality, including gold, silver, platinum, diamonds, rubies, sapphires, and pearls, and any other gems, whether as a separate item or in combination as a piece of jewelry, but excluding the following items:
  - (A) Gold bullion bars (0.995 fine or better);
  - (B) Silver bullion bars (0.995 fine or better); and
  - (C) Coins, whether actual currency or commemorative, from all countries.
- (7) "PRECIOUS METAL AND GEM DEALER" means a person engaged in, conducting, managing, or carrying on the business of selling precious metals and gems acquired by purchasing precious metals and gems from any person not representing a bona fide business, who appears with such article at the dealer's place of business, or by acquiring such items by purchasing from another bona fide, legitimate, and reputable business.
- (8) "PURCHASE" means transfer of an article from a person or business, including persons not representing a bona fide business, to any dealer regulated by this subchapter, for any valuable consideration. PURCHASE does not include consignment of property for sale.
- (9) "SECONDHAND ARTICLES" includes the following used personal property:
  - (A) Electronic equipment and/or digital devices and their accessories, including but not limited to recording devices, televisions, radios, stereos, speakers, amplifiers, cameras, camcorders, projectors, DVD players, and VCRs;
  - (B) Communication devices such as telephones, walkie-talkies, and cell phones;
  - (C) Household items and appliances such as microwave ovens, sewing machines, silverware, dishes, air conditioners, home accessories, and the like;
  - (D) Personal items such as clothing, jewelry, and watches;
  - (E) Firearms;
  - (F) Maintenance and landscaping equipment including but not limited to power tools, lawn mowers, edgers, trimmers, chainsaws, routers, air compressors, wrench sets and socket sets; and
  - (G) Office equipment, including but not limited to computers, typewriters, calculators, copy machines, and fax machines.
- (10) "SECONDHAND DEALER" means a person engaged in, conducting, managing, or carrying on the business of selling goods and articles acquired by purchasing secondhand articles from any person not representing a bona fide business, who

appears with such article at the dealer's place of business, or by acquiring items by purchasing from another bona fide, legitimate, and reputable business.

### **5.03.003 DEALER'S PERMIT REQUIRED.**

No person shall engage in business as a dealer in the City without first obtaining a permit from the City and paying a dealer's permit fee set by City Council resolution. This dealer's permit is separate from the requirement to obtain a business license as required by the terms of 5.01.

### **5.03.004 DEALER'S PERMIT APPLICATION.**

Application for a dealer's permit under 5.03 shall be made on a form provided by the City.

### **5.03.005 APPLICATION REVIEW.**

Applications for a dealer's permit shall be reviewed by the Chief of Police or designee who shall review and then approve or deny issuance of a dealer's permit consistent with the provisions of 5.03.006.

### **5.03.006 PERMIT PROCEDURE.**

A dealer shall apply for a dealer's permit in the following manner:

- (1) No dealer's permit shall be issued unless the applicant is operating from a fixed location in the City.
- (2) An applicant for a dealer's permit shall complete and submit an application (including required personal history forms) that sets forth the following information:
  - (A) The name, mailing address, telephone, birthdate, social security number and principal occupation of all owners and any person who will be directly engaged or employed in the management or operation of the business or the proposed business;
  - (B) The name, mailing address, and telephone number of the business or proposed business and a description of the exact nature of the business to be operated;
  - (C) The web address of any and all web pages used to acquire or offer for sale articles on behalf of the dealer, and any and all internet auction account names used to acquire or offer for sale articles on behalf of the dealer; and
  - (D) Written proof that all principals are at least 18 years of age.
  - (E) The business license and permit history of the applicant in operating a business identical to or similar to those regulated by these provisions.
  - (F) A brief summary of the applicant's business history in any jurisdiction including:
    - (i) The business license or permit history of the applicant; and
    - (ii) Whether the applicant or any principal has ever had any business-related license or permit revoked or suspended, the reasons therefore and the



business activity or occupation of the applicant or principal subsequent to the suspension or revocation.

- (G) Whether the applicant will be a sole proprietor, partnership, limited partnership, family limited partnership, joint venture, association, cooperative, trust, estate, corporation, personal holding company, limited liability company, limited liability partnership, or any other form of organization for doing business.
  - (i) If a partnership, the application must set forth the names, birthdates, addresses, telephone numbers, and principal occupations, along with all other information required of any individual applicant, of each partner, whether general, limited, or silent, and the respective ownership shares owned by each;
  - (ii) If a corporation or limited liability company, the application must set forth the corporate or company name, copies of the articles of incorporation or organization and the corporate bylaws or operating agreement, and the names, addresses, birthdates, telephone numbers, and principal occupations, along with all other information required of any individual applicant, of every officer, director, member or manager, and shareholder (owning more than 5% of the outstanding shares) and the number of shares held by each;
- (H) If the applicant does not own the business premises, a true and complete copy of the executed lease, and the legal description of the premises to be permitted, must be attached to the application; and
- (I) All arrests or convictions of each principal.
- (J) Upon request, principals and employees shall submit to the City Police Department the following information:
  - (i) Fingerprints;
  - (ii) Passport size photographs; and
  - (iii) A copy of the signature initials to be used by persons on article transaction report forms. Principals and employees must submit new photos if requested to do so by the City Police Department.
- (K) Any other information that the Chief of Police may reasonably feel is necessary to accomplish the goals of these provisions.

### **5.03.007 ISSUANCE OR DENIAL.**

The City Administrator shall issue a dealer's permit if the Chief of Police is assured that the dealer applicant and employees of the dealer have satisfied the conditions set out in 5.03.006. If the Chief of Police determines that the dealer's application should be denied, the Chief shall notify the applicant in writing. The notice shall state the reason for denial and inform the applicant of the review and appeal provisions in Chapter 5.01.

### **5.03.008 REVIEW OF DENIAL.**

An applicant for a dealer's permit whose application is denied may have the decision reviewed by the City Administrator by filing a written request with the City Administrator within ten days of the notice of denial from the Chief of Police. The City Administrator shall send a written notice of the decision to the applicant. A decision of the City Administrator which upholds a denial may be appealed to the City Council as provided by Chapter 5.01.

### **5.03.009 REVOCATION AND SUSPENSION.**

- (1) Along with the other regulatory enforcement authority granted in these provisions, the Chief of Police may revoke or suspend any permit issued to a dealer:
  - (A) For any cause that would be grounds for denial of a permit;
  - (B) Upon finding any violation of the provisions of this code relating to dealers;
  - (C) Upon a finding of a violation of federal, state, or other local law being committed connected with the operation of the dealer's business location so that the person in charge of the business location knew, or should reasonably have known, that violations or offenses were occurring;
  - (D) A lawful inspection has been refused; or
  - (E) If any statement contained in the application for the permit is false.
- (2) The Chief of Police, upon revocation or suspension of any permit issued pursuant to these provisions, shall give the dealer written notice of the revocation or suspension.
  - (A) Service of the notice will be accomplished by mailing the notice by regular and certified mail, return receipt requested.
  - (B) Mailing of the notice by regular mail will be prima facie evidence of receipt of the notice.
- (3) Revocation will be effective and final ten days after the giving of notice unless the revocation is appealed.
- (4) Suspension will be effective immediately upon the giving of notice, for the period of time set in the notice not to exceed 30 days.

### **5.03.010 DEALER REGISTER.**

- (1) Dealers shall keep a book register of all articles purchased by the dealer. The register shall contain a full, true, and complete description of the subject article, including any engraved identifying number, mark, or symbol.
- (2) The register shall show the hour and the day the article was received and the amount paid. In addition, the register shall include the name, address, and signature of the person from whom the purchase is made. The name and address shall be verified by obtaining two pieces of identification at the time of purchase.

- (3) The register information on a purchase shall be retained by the dealer for a period of not less than one year. Upon request, the Chief of Police shall be allowed to review the register and any articles in possession of the dealer and subject to Chapter 5.03. Inspection of register and articles shall be during regular business hours.
- (4) Each article identified in the dealer's register shall be identified in the register with a number, letter, or symbol. The article itself, while in possession of the dealer, shall be identified by placing that number, letter, or symbol on the article.

### **5.03.011 DEALER REPORT AND HOLDING OF ARTICLE.**

- (1) All dealers shall, at the time of purchase of an article, complete the form provided by the Chief of Police. Completed forms must be returned to the Chief of Police not later than the next business day following the purchase. Placing the completed form in the mail not later than the next business day following the purchase shall be considered timely return. Postmark of the mailing of the completed form shall be verification of the timeliness of the return.
- (2) Each article, subject to this subchapter, shall not be sold or otherwise disposed of for a period of 15 days from the date of purchase. Notwithstanding this requirement, the Chief of Police may authorize, in cases in which it is shown that extreme financial hardship will result from holding an article for the 15-day period, sale or transfer of such article before the expiration of this period. Any authorization to sell an article prior to the expiration of 15 days shall be in writing.
- (3) If the Chief of Police, upon reasonable suspicion, believes that an article is the subject of a theft, notifies the dealer in writing not to dispose of any specifically described article, the article shall be retained in substantially the same form and shall not be sold, exchanged, dismantled, or otherwise disposed of for a period of time, not to exceed 30 days, as determined by the Chief of Police.

## **5.04 LIQUOR LICENSES**

### **5.04.001 PURPOSE.**

The purpose of this Chapter is to implement guidelines allowing the City an opportunity to review and make written recommendations on liquor license applications before applications are considered by the Oregon Liquor Control Commission (OLCC). A new liquor or annual renewal liquor license application shall be processed in accordance with sections in 5.01. Special event winery and/or grower licenses and temporary sales liquor licenses shall be processed in accordance with 5.04.005.

### **5.04.002 LIQUOR LICENSE APPLICATION NOTICE AND FEES.**

- (1) Any person or business submitting an initial or renewal application for a liquor license with the OLCC shall also provide written notice of such application to the City.

- (2) The notification shall consist of legible copy of the OLCC's Liquor License Application form
- (3) Any person or business seeking an initial or renewal liquor license shall also complete the City's Commercial Business License Application.
- (4) Any person or business seeking an initial or renewal liquor license shall pay the requisite associated fees, as established by the City Council and listed in the City of St. Helens Universal Fee Schedule.

#### **5.04.003 LIQUOR LICENSE APPLICATION REVIEW PROCESS.**

- (1) Upon receipt of the written notice and fees required by 5.04.002, the City Administrator or designee shall cause the liquor license application to be reviewed by the Chief of Police or designee and/or any other department manager, for the purpose of obtaining information necessary to make a recommendation.
- (2) The Chief of Police or designee who is authorized to perform a criminal records check through a law enforcement data system (LEDS), is authorized to conduct a criminal and/or driver records check on the applicant or licensee requesting a liquor license in the City, including persons who are an employee, volunteer, or agent of a holder of the liquor license.
- (3) The Chief of Police or designee shall review the suitability of the liquor license application, including criminal and/or driver records, and make recommendation to the City Council based on the findings.
- (4) If the Chief of Police or designee finds no basis for an unfavorable recommendation, the matter shall be scheduled as a consent agenda item before the City Council.
- (5) If the Chief of Police or designee finds there are valid grounds to make an unfavorable recommendation, based on substantial evidence relevant to the license refusal basis as prescribed by state liquor laws (ORS Chapter 471), the matter shall be scheduled as a public hearing before the City Council and notice to the applicant or licensee shall be given by registered mail, postmarked no later than seven business days prior to the public hearing at which the matter will be considered.
- (6) The public hearing notice shall state the time and place of the hearing and reason(s) for making an unfavorable recommendation.
- (7) Any person wishing to present testimony at the public hearing shall be given an opportunity to do so before the closing of the hearing.
- (8) After due consideration of pertinent information and testimony, the City Council shall make its recommendation.
- (9) In case of an adverse recommendation, based on substantial evidence relevant to the license refusal basis as prescribed by state liquor laws, findings shall be produced and forwarded to the OLCC along with the City Council recommendation.

#### **5.04.004 TIMEFRAMES FOR RECOMMENDATION**

- (1) Within 45 days of receipt of the written notice by the City for a new liquor license, the City shall provide the OLCC with:
  - (A) A favorable recommendation;
  - (B) An unfavorable recommendation; or
  - (C) A request additional time from the OLCC stating the reason needed for additional time, a statement that the City is considering making an unfavorable recommendation, and the specific grounds on which the City is considering making an unfavorable recommendation.
- (2) Within 60 days of receipt of the written notice by the City for a renewal of a liquor license, the City shall provide the OLCC with:
  - (A) A favorable recommendation;
  - (B) An unfavorable recommendation; or
  - (C) A request additional time from the OLCC stating the reason needed for additional time, a statement that the City is considering making an unfavorable recommendation, and the specific grounds on which the City is considering making an unfavorable recommendation.

#### **5.04.005 SPECIAL EVENT/TEMPORARY LIQUOR LICENSE.**

- (1) In order to expedite service to applicants or licensees seeking written recommendation for a special event or temporary sales liquor license, the City Council delegates to the City Administrator or designee its authority to review special event winery and/or grower permits and temporary sales liquor license applications and make recommendation to OLCC.
- (2) The City's special event and temporary sales liquor license rules, fees, and recommendation shall be as follows:
  - (A) The applicant or licensee shall pay prior to processing a special event permit or temporary sales liquor license application, an application fee, set in the maximum amount allowed by state law, and as specified by City Council resolution. The City's application processing fee shall be nonrefundable.
  - (B) The applicant or licensee must verify, if applicable, that he or she has obtained a valid City temporary business license for an event held in the City. Special events are subject to the provisions of Chapter 5.01, business license required.
  - (C) In case of an adverse recommendation, the City Administrator or designee shall comply with the guidelines prescribed in chapter 5.04.002 and 5.04.003.

- (D) The City Administrator or designee may refuse to accept any liquor license application if the applicant or licensee has not allowed at least seven days before the event date to obtain recommendation from the City and/or the liquor license application was not submitted in the form prescribed in 5.04.002.
- (E) In case of refusal to accept a liquor license permit or application, the City Administrator or designee shall prepare a written letter addressed to the OLCC stating the reason(s) for refusal or non-acceptance of the liquor license permit or application.

## **5.05 SOLICITORS**

### **5.05.001 POSTED.**

- (1) No person shall enter onto any residential or commercial property for the purpose of solicitation where a sign or placard has been posted stating "No Solicitors" or "No Solicitation" or similar words to that effect unless such person has been expressly invited to do so by the person occupying or in control the property.
- (2) Signs posted under this section shall not exceed 12 inches by 12 inches in dimension and otherwise comply with the City's sign regulations.

### **5.05.002 HOURS.**

Permitted solicitation shall only occur between the hours of 9:00 a.m. and 7:00 p.m.

### **5.05.003 BUSINESS LICENSE REQUIRED.**

Except for not-for-profit organization fundraising, any person conducting door-to-door solicitation within the City limits is required to obtain a business license pursuant to Chapter 5.01 and produce the business license upon request by the person occupying or in control of the property. A person associated with a not-for-profit organization shall provide, upon request, other sufficient form of identification demonstrating the person's association with the organization.

### **5.05.004 REMOVAL OF SIGNS.**

No person shall remove, deface, destroy, or otherwise interfere with the posted signs unless authorized to do so by the person occupying or in control of the property.

### **5.05.005 PENALTIES.**

A violation of any of these provisions of this chapter shall constitute a Class C Misdemeanor.

## **5.06 MARIJUANA RELATED ACTIVITIES**

### **5.06.001 STATEMENT OF PURPOSE.**

The purpose of this subchapter is to promote the public health, safety, and general welfare by establishing standards in the City for the operation of marijuana-related activities as allowed by state law.

### **5.06.002 DEFINITIONS.**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

- (1) "MARIJUANA-RELATED ACTIVITIES" means an activity involved with the growing, processing, wholesaling, or selling of marijuana, cannabinoid product, cannabinoid concentrate, or cannabinoid extract regulated by the Oregon Health Authority or the Oregon Liquor Control Commission.
- (2) "MARIJUANA ITEMS" means marijuana, cannabinoid products, cannabinoid concentrates and cannabinoid extracts, as further defined in ORS 475B.015.
- (3) "MARIJUANA RETAILER" means a person that sells marijuana items to a consumer in this state and who holds a retail license issued by the Oregon Liquor Control Commission.
- (4) "RETAIL SALE PRICE" means the price paid for a marijuana item, excluding tax, to a marijuana retailer by or on behalf of a consumer of the marijuana item.
- (5) "MARIJUANA" means the plant Cannabis family Cannabaceae, any part of the plant Cannabis family Cannabaceae and marijuana seeds. It does not include industrial hemp or prescription drugs including those containing one or more cannabinoids that are approved by the United States Food and Drug Administration and dispensed by a pharmacy.

### **5.06.003 REQUIREMENTS.**

- (1) A marijuana-related activity must comply with all applicable requirements of state law.
- (2) A marijuana-related activity must obtain a City business license pursuant to section 5.01 prior to opening.
- (3) All products and paraphernalia sold to the public or members of a club or organization must be enclosed in an opaque bag or container upon exiting a dispensary or retail facility.
- (4) A marijuana-related activity must provide secure disposal or render impotent marijuana remnants or by-products, including any item with marijuana residue.
- (5) Fees for licenses required by this chapter shall be set by resolution of the City Council.

#### **5.06.004 CHARACTERISTICS OF LICENSE.**

- (1) Nontransferable. A license issued pursuant to this chapter is nontransferable.
- (2) Term. A license issued pursuant to this subchapter shall remain in effect until such time as:
  - (A) The person who obtained the license ceases to operate the marijuana-related business;
  - (B) The person who obtained the marijuana-related business license ceases to possess a valid authorization from the Oregon Liquor Control Commission or Oregon Health Authority to legally operate in the state of Oregon;
  - (C) The person who obtained the marijuana-related business license ceases to comply with the provisions of Chapter 5.04 SHMC or this chapter; or
  - (D) State statutes, regulations, or guidelines are modified, changed, or interpreted in such a way by state or federal law enforcement officials so as to prohibit operation of a business under this chapter.
- (3) The City may revoke a marijuana-related business license upon a finding that the license is no longer in effect, pursuant to subsection (2) of this section. An aggrieved person may appeal the City's decision to City Council by filing a written notice of appeal with the City Recorder within 10 days of the City's decision to revoke the license.

#### **5.06.005 TAX IMPOSED.**

As authorized by ORS 475B.491, the adoption by City Council of Resolution No. 1753 on July 20, 2016, and the approval of Ballot Measure 5-260 by the electors of the City, a three percent (3%) tax shall be imposed on the retail sale price of all marijuana items sold by a marijuana retailer in the City.

#### **5.06.006 COLLECTION OF TAX AND PENALTIES**

- (1) The tax shall be collected at the point of sale and remitted by each marijuana retailer that engages in the retail sale of marijuana items. The tax is considered a tax upon the Marijuana Retailer that is required to collect the tax, and the Marijuana Retailer is considered a taxpayer.
- (2) Marijuana Retailer shall file a return to the Department of Revenue on or before the last day of January, April, July and October of each year for the previous calendar quarter and shall pay the tax not later than with each quarterly return.
- (3) Marijuana Retailer may seek an extension of not more than 30 days from the Department of Revenue for filing a return by submitting a written request to the Department of Revenue during or prior to the period for which the extension may be granted.



- (4) Interest shall be added at the same rate established under ORS 305.220 from the time the return was originally required to be filed by the Marijuana Retailer to the time of payment.
- (5) If Marijuana Retailer fails to file a return or pay the tax, a penalty shall be imposed by the Department of Revenue upon the Marijuana Retailer in the manner provided under ORS 314.400.

#### **5.06.007 DUTY TO KEEP RECEIPTS, INVOICES AND OTHER RECORDS.**

- (1) Marijuana Retailer shall keep receipts, invoices and other pertinent records related to retail sales or marijuana items as required by rules or regulations adopted pursuant to this subchapter. Each record shall be preserved for five years from the time to which the record relates, or for as long as Marijuana Retailer retains the marijuana items to which the record relates, whichever is longer. During the retention period and at any time prior to the destruction of records, the City may give written notice to the marijuana retailer not to destroy records described in the notice without written permission of the City.
- (2) The City or its authorized representative or designee, upon oral or written demand, may make examinations of the books, papers, records and equipment of persons making retail sales of marijuana items and any other investigations as the City deems necessary to carry out the provision of this subchapter.

#### **5.06.008 RULES AND REGULATIONS.**

The City Administrator or their designee may establish rules and regulations necessary to implement the provisions of this subchapter. For the purposes of this section, the City Administrator's designee may include the Oregon Department of Revenue pursuant to an agreement entered into under ORS 305.620.

#### **5.06.009 PENALTY.**

- (1) Notwithstanding the provisions of section 5.01, a person who commits, permits, assists in, or attempts a violation of any provision of 5.06 is subject to a civil penalty in the amount of not less than \$100 for the first violation, \$500 for the second violation, and \$1,000 for each subsequent violation within a two-year period starting from the issuance of the first notice of violation.
- (2) Each day during which any provision of 5.06 is violated constitutes a separate offense.
- (3) A violation of the provisions of this chapter shall constitute a class C misdemeanor.

Read the first time: November 4, 2020  
Read the second time: November 18, 2020

**APPROVED AND ADOPTED** this 18th day of November, 2020 by the following vote:

Ayes:

Nays:

---

Rick Scholl, Mayor

ATTEST:

---

Kathy Payne, City Recorder

**City of St. Helens**  
*Consent Agenda for Approval*  
**CITY COUNCIL MINUTES**

Presented for approval on this 18<sup>th</sup> day of November, 2020 are the following Council minutes:

---

2020

---

- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated October 21, 2020
- Special Session and Executive Session Minutes dated October 26, 2020
- Work Session, Executive Session, and Regular Session Minutes dated November 4, 2020

**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 signature block on Word document & Publish in MuniCode
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Update file name & signature block of Word ES document & copy in Admin drive
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HPRMS
- ☐ Add packet and exhibits to HPRMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet



# COUNCIL WORK SESSION

Wednesday, October 21, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

### STAFF PRESENT

John Walsh, City Administrator	Margaret Jeffries, Library Director
Matt Brown, Assistant City Administrator	Mike De Roia, Building Official
Kathy Payne, City Recorder	Jacob Graichen, City Planner
Sue Nelson, Interim Public Works Director	Jenny Dimsho, Associate Planner
Bill Monahan, City Attorney	Tina Curry, Event Coordinator
Rachael Barry, Government Affairs & Project Support Specialist	

### OTHERS

Lynne Pettit  
 Jason Smith

### CALL WORK SESSION TO ORDER – 1:00 p.m.

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

No visitor comments were received.

### DISCUSSION TOPICS

#### 1. Planning Department Semi-Annual Report - *Jacob*

1:01 p.m.

City Planner Jacob Graichen and Associate Planner Jenny Dimsho were in attendance to give the semi-annual Planning report. A copy of the report is included in the archive packet for this meeting. They reviewed some of the current, past, and upcoming projects:

- St. Helens Industrial Business Park
- Flood plain and accessory structure Code amendments
- State mandated code amendments for duplexes
- Urban Renewal revenue projections update and major amendment
- Riverwalk Phase I design/construction
- Bennett Building front façade design
- Community Development Block Grant for Columbia Pacific Food Bank relocation
- Millard Road property
- Proposed RV park
- Proposed apartments
- Veterinarian building on Columbia Blvd.

- Partition on Belton Road has been appealed to LUBA
- Subdivision near middle school
- Middle school project is complete
- Commercial building at the corner of McNulty Way and Industrial Way
- Potential subdivision at the end of N. 8<sup>th</sup> Street
- Grey Stone Estates Subdivision adjacent to DMV
- Armstrong World Industries property line adjustments
- Grocery Outlet adjacent to Legacy Clinic
- Apartments on Matzen Street
- Apartments on Gable Road
- Three annexations
- Police station analysis
- Staff training
- Connection of S. River Street to N. 2<sup>nd</sup> Street
- Cottage cluster Code amendments
- Created temporary parklet applications
- Capital project grant funding
- Planning feasibility for trail from Scappoose to St. Helens
- Office remodel upstairs
- Building Division e-Permitting begins on Monday
- It has been a very busy October!

Mayor Scholl expressed excitement about upcoming projects.

Councilor Carlson thanked them for their hard work creating parklets.

Councilor Topaz has concerns about the boardwalk and conceptual plans of the Veneer plant. The boardwalk does not have handicap access. He asked the Engineering Division for a list of permits needed for a kayak launch at Grey Cliffs Park. Many of those same permits will be needed for the boardwalk. He has not received a list yet. His big concern is that the boardwalk will be closed off by the condos and there will be no easy access for handicap. Dimsho responded that the RFQ is asking for design services for the permit processes and expertise in water permitting. They are very aware of the permits needed for work in water. The grant requires that the boardwalks be completely ADA accessible. They are aware that people want access to the water, and it will be provided. Mayor Scholl assured Councilor Topaz that the Waterfront will have complete public access the entire length and will be ADA accessible.

Councilor Topaz talked about the partition on the St. Helens Industrial Park property, where the marijuana facility is located. The partition has not been approved by the Council. Will that interfere with the Urban Renewal process since some of the work began earlier? He went on to talk about the lack of rent being paid. Mayor Scholl responded that Councilor Topaz appears to be overreaching by requesting information from entities.

Council President Morten asked where Councilor Topaz is getting his information about condos. They are proposed to be apartments. Councilor Topaz said the proposed site plan looks like condos.

Mayor Scholl clarified that there will be complete ADA access to the river front. He has no idea what Councilor Topaz is talking about the mill, Urban Renewal, and agreements that he is trying to dig up without talking to the rest of the Council. Everything has been done through attorneys and Planning. Experts are used to move the City forward.

Discussion ensued. There was emphasis on the river being accessible to all abilities.

## **2. Presentation by Columbia River Estuary regarding Dalton Lake Restoration - Jason Smith, CREST Project Manager**

1:44 p.m.

Jason Smith reviewed his presentation. A copy is included in the archive meeting packet. He reviewed background information and projects done by CREST.

Dalton Lake Nature Preserve:

### Goals

- improve/restore/maintain ecosystem processes
- promote multi-species benefits
- maintain public access

### Competitive bidding process

- Put out an RFP to hire an engineering and design consultant to investigate the feasibility of restoration at the Dalton Lake site

Received proposals from six highly qualified consulting forms

- Inter-Fluve Inc.
- Lower Columbia Engineering
- Otak
- Wolf Water Resources
- R2 Resource Constants Inc.
- Stillwater Sciences

### Process/Timeline

- Proponent selection, NOA/contracting
- Data collection, background research
- Modeling
- Alternative analysis
- Bring selected alternative to the 30% design level

Councilor Carlson asked about the cost and how it will be covered. Jason explained that Bonneville Power is contributing all the feasibility funds. CREST will go back to them after that to score the project based on the benefits to salmon, which will determine what Bonneville funds. Bonneville could potentially fund it in full. CREST also has other resources for funding.

Councilor Carlson asked where the public can get more information and if there will be opportunity for public involvement. Jason said there will be information on the CREST website. They would appreciate any input from the community.

Council President Morten asked about the effectiveness of Dalton Lake as it sits with the Columbia River and salmon smolts. Jason responded that the area was focused on because it is critical for salmon and their migration. This provides an opportunity for off-channel habitats, which is lacking.

Mayor Scholl said that area was not accessible to fish prior to the pipeline being put in. Will it dry up the lake in the summer? Jason responded that this project is very similar to a project being done in Scappoose. There will be an extensive modeling review. They do not want to drain the wetlands. Discussion ensued.

Councilor Topaz asked if they plan to investigate logging that was done there in the late 1800s. There was nearby ship building that may have affected it. Jason said their data normally only includes information from 1930s and forward.

**3. Review Proposed Technology & Telework Policies & Procedures Handbook - Matt**

2:08 p.m.

Assistant City Administrator Brown reviewed the proposed policy. A copy is included in the archive packet for this meeting. It is on tonight's agenda for approval. It will need to be signed by all employees.

**4. Review Proposed Athletic Field Rental Process - Matt**

2:09 p.m.

Assistant City Administrator Brown reviewed the proposed changes. A copy is included the archive packet for this meeting. This is on tonight's agenda for approval. They are currently not accepting athletic field reservations due to COVID. This proposal changes who handles the athletic field reservations, which is proposed to be done by Recreation Program staff. It creates three tiers for reservations; 1) the City and School District; 2) returning tournaments and in-city organizations; 3) new tournaments and out-of-city organizations. If organizations have concerns or input, they can contact Recreation Manager Shanna Duggan. Parks and Trails Commission recommended approval. There were no concerns from the School District. Members from softball organizations were notified but they did not provide input.

**5. Review Proposed Memorandum of Understanding with St. Helens Police Association Regarding Police Uniforms - Matt**

2:17 p.m.

Assistant City Administrator Brown reviewed the proposal. A copy is included in the archive packet for this meeting. It is on tonight's agenda for approval.

**6. Review Proposed Building Inspector Job Description - John**

2:19 p.m.

City Administrator Walsh reviewed the draft job description. A copy is included in the archive packet for this meeting. Building has been very busy. This will really help the Building Official.

Mayor Scholl congratulated Building Official Mike De Roia on receiving the Silver Sparky Award!

**7. Review Proposed RFQ for St. Helens Riverwalk Project - John**

2:22 p.m.

City Administrator Walsh reviewed the proposed RFQ. A copy is included in the archive packet for this meeting. They plan to release as early as tomorrow. The deadline for submittals is December 8 and they hope to award the contract in February. The project is scheduled to last about a year. This is a design bid building; it is not for construction. The firm will be responsible for all permits.

Walsh talked about the improvements that will be made to the amphitheater and Columbia View Park. It is more than just the Riverwalk. He thanked Associate Planner Dimsho and Interim Public Works Director Nelson for their help with this project.

**8. Review Proposed RFQ for S. 1st & Strand Streets, Road & Utility Extensions Project - Sue**

2:28 p.m.

Interim Public Works Director Nelson reviewed the proposed RFQ. A copy is included in the archive packet for this meeting. She explained that this project works in concert with the Riverwalk RFP. It is the connection from S. 1<sup>st</sup> Street to Plymouth Street, through the Waterfront Property. There will be opportunities for community and staff input.

Councilor Topaz asked if rock will be removed on the Waterfront Property to straighten the street. Nelson responded that some may. Discussion ensued about straightening the road to allow for clear vision at the corner for safety of pedestrians and bicyclists.

**9. Review Proposed Library Policies - Margaret**

2:34 p.m.

Library Director Jeffries reviewed the proposed policies. A copy is included in the archive packet for this meeting. These are on tonight's agenda for approval. These will be made available on the Library webpage, which is required per State Legislation. The policies determine how they gather materials, protect confidentiality, and what is included in their collection.

**10. Strategic Action Plan Updates**

2:38 p.m.

Assistant City Administrator Brown reviewed the updates:

- The City is moving ahead with refinancing the bonds. They are planning to enter into an accelerated payment plan that should save the City over one million dollars and will pay off the debt services in 2029 instead of 2037. Walsh pointed out that the City's bond rating is very high.
- The Business License Code language has been revised and reviewed by the City's attorneys. A proposal has been sent to the Chamber of Commerce for their members to review.

**11. City Administrator Report**

2:41 p.m.

- The State Fire Marshal awarded Mike DeRoia and the other building officials in the County. The relationship among all of them is stronger than it has ever been. This is the first time this award was given to building officials. Congratulations to them!
- The Health Department visited Spirit of Halloweentown last weekend. They left very pleased and gave us a certificate of compliance. Most people who visit are very compliant. It has been a challenge to control the number of people who to come visit. People are encouraged to attend the virtual party on October 31. It is a COVID-friendly Halloween party.

**OTHER BUSINESS**

2:44 p.m.

Councilor Topaz acknowledged the school nurses who are working on how to keep students safe when they return.

Councilor Topaz reported that a filter system has been installed in the Library.

**ADJOURNMENT – 2:55 p.m.****EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor



# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

October 21, 2020

*This meeting was held electronically via Zoom.*

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Ginny Carlson, Councilor  
Stephen R. Topaz, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Bill Monahan, City Attorney with Jordan Ramis PC

**Others:** None



At 3:00 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
  - Receipt of a letter concerning a real property transaction the City made.
- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Potential acquisition of the Dalton Lake property owned by ODOT.
  - Potential acquisition of the Sykes Road property owned by Boise.
  - Discussion regarding the potential future of the Millard Road property.
  - Potential acquisition of the Masonic Building.
  - Discussion regarding property off of Gable Road that is for sale.

The Executive Session was adjourned at 4:05 p.m.



ATTEST:

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

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



# COUNCIL PUBLIC HEARING

Wednesday, October 21, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

### MEMBERS ABSENT

Councilor Keith Locke

### STAFF PRESENT

John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Sue Nelson, Interim Public Works Director  
Jacob Graichen, City Planner  
Jenny Dimsho, Associate Planner

### OTHERS

Brady Preheim  
Elaine Howard

### OPEN PUBLIC HEARING – 5:45 p.m.

### TOPIC

#### 1. Request to Extinguish Public Sanitary Sewer Easement at 205 Brayden Street

City Planner Jacob Graichen presented the staff report. A copy is included in the archive packet for this meeting. The purpose of the request is for an easement extinguishment. The property is located on Brayden Street off of Matzen Street, where the new apartments are built. The sewer easement is located between two originally platted lots. The property for Grocery Outlet merged those two properties but the easement still exists. Graichen showed the location of the new sewer easement. He recommends the easement be vacated but only after the sanitary sewer line is rerouted and a new easement area is established for the relocated line. He requests Council make this conditional to help with construction timelines, as opposed to delay the decision until the reroute and new easements are done.

Interim Public Works Director Nelson added that the new sewer line is in the ground and has been tested. The only thing left to do is abandon the old line by filling it with grout, so it does not collapse.

PUBLIC COMMENT – No comments received.

**Motion:** Motion made by Councilor Topaz and seconded by Councilor Carlson to approve the easement extinguishment as recommended. Voting Yea: Mayor Scholl, Council President Morten, Councilor Carlson, Councilor Topaz

### CLOSE PUBLIC HEARING – 5:57 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL PUBLIC HEARING

Wednesday, October 21, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke (arrived at 6:08 p.m.)  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Sue Nelson, Interim Public Works Director  
 Jenny Dimsho, Associate Planner

### OTHERS

Brady Preheim  
 Elaine Howard  
 Lynne Pettit

### OPEN PUBLIC HEARING – 6:00 p.m.

### TOPIC

#### 1. Consider an Ordinance for the Adoption of the Proposed St. Helens Urban Renewal Plan Amendment

City Administrator Walsh reviewed Ordinance No. 3257 to amend the Urban Renewal Plan. A copy is included in the archive packet for this meeting. Consultant Elaine Howard is here if there are any questions. Walsh displayed the map of parcels that are proposed to be added and deleted and gave a brief history.

Associate Planner Dimsho reviewed the community involvement that has taken place for the amendment:

- Planning Commission recommended approval.
- Columbia County Board of County Commissioners recommended approval.
- Physical notices were sent to all of the affected taxing districts.
  - A comment was received from Columbia River Fire & Rescue. Marit Nelson requested a copy of the original 2017 plan to compare the financial impact then and proposed. The amendment will lessen the impact to taxing districts due to revenue projections being less than anticipated. They were satisfied with that response. Marit also pointed out that the letter included an explanation of the impact to taxing districts. It said that the Columbia River Fire & Rescue was not one of the most impacted. However, that is not true and was corrected in the narrative of the final report and the letter they received. It did not change anything financially.

- Notices were sent to all utility billing customers, which is why she scheduled the hearing for 6:00 p.m., in case there was a large attendance with public comment. She did receive a few phone calls with questions and was able to explain to them that it does not affect the taxes they pay.

PUBLIC COMMENT - No comments received.

Councilor Locke arrived at 6:08 p.m.

Mayor Scholl expressed his appreciation of the support from taxing districts.

Discussion of the process.

Dimsho thanked Government Affairs & Project Support Specialist Rachael Barry for her assistance.

**CLOSE PUBLIC HEARING – 6:15 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor



# COUNCIL REGULAR SESSION

Wednesday, October 21, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Sue Nelson, Interim Public Works Director  
 Margaret Jeffries, Library Director  
 Jose Castilleja, Police Sergeant  
 Tina Curry, Event Coordinator

### OTHERS

None

### CALL REGULAR SESSION TO ORDER – 7:00 p.m.

### PLEDGE OF ALLEGIANCE

Mayor Scholl led the Pledge of Allegiance.

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

- ◆ Jose Castilleja, Police Sergeant. He is humbly requesting partial funds for the annual Police Awards Banquet. The total is about \$1,500. They would be grateful for any contribution.

Councilor Locke added that this is an awards ceremony for the officers. It is a great way to show recognition for their hard work. Castilleja has done a great job organizing it.

Council expressed their support of the Police Department.

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to donate \$500 from Community Support Funds. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

Councilor Topaz asked if they plan to bring back First Thursdays. Castilleja confirmed they plan to when it can be done safely.

**DELIBERATIONS** - Easement Extinguishment at 205 Brayden Street

**Motion:** Motion made by Councilor Topaz and seconded by Councilor Carlson to approve the easement extinguishment as recommended by staff. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

**DELIBERATIONS** - Amendments to St. Helens Urban Renewal Plan

**Motion:** Motion made by Councilor Carlson and seconded by Council President Morten to approve the amendments as recommended by staff. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

**ORDINANCES** – *First Reading*

1. **Ordinance No. 3257:** An Ordinance Making Certain Determinations and Findings Relating to and Approving the St. Helens Urban Renewal Plan Amendment 2 and Directing that Notice of Approval be Published

Mayor Scholl read Ordinance No. 3257 by title for the first time. The final reading will be held at the next regular session.

**RESOLUTIONS**

2. **Resolution No. 1901:** A Resolution Adopting a City of St. Helens Technology & Telework Policies & Procedures Handbook

Mayor Scholl read Resolution No. 1901 by title. Motion made by Councilor Locke and seconded by Councilor Topaz to adopt Resolution No. 1901. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

3. **Resolution No. 1902:** A Resolution to Adopt the St. Helens Public Library Collection Development, Circulation, and Confidentiality Policies

Mayor Scholl read Resolution No. 1902 by title. Motion made by Councilor Topaz and seconded by Councilor Carlson to adopt Resolution No. 1902. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

4. Memorandum of Understanding with St. Helens Police Association regarding Uniforms

**Motion:** Motion made by Councilor Carlson and seconded by Councilor Topaz to approve '4' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

**CONSENT AGENDA FOR ACCEPTANCE**

5. Planning Commission Minutes dated September 8, 2020
6. Parks & Trails Commission Minutes dated September 14, 2020
7. Library Board Minutes dated September 14, 2020

Motion made by Councilor Carlson and seconded by Councilor Topaz to approve '5' through '7' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

**CONSENT AGENDA FOR APPROVAL**

8. Request for Qualifications for St. Helens Riverwalk Project
9. Request for Qualifications for S. 1st & Strand Streets, Road & Utility Extensions Project
10. Athletic Field Use Process
11. Amendment to Building Inspector Job Description

## 12. Accounts Payable Bill Lists

Councilor Locke asked if electricity will be underground on the Waterfront Property. City Administrator Walsh confirmed that it will be. All of the private utilities will be underground.

**Motion:** Motion made by Councilor Carlson and seconded by Councilor Topaz to approve '8' through '12' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

## WORK SESSION ACTION ITEMS

None

## MAYOR SCHOLL REPORTS

- Looking forward to the elections being over. They will have results by the next meeting.
- Columbia County continues to do really well keeping COVID numbers down. He continues to wash his hands, not touch his face, and wear a mask when needed.
- There is a lot of stuff going on with the City. He recommends people watch the work session to stay updated.
- The Waterfront is moving forward with a boardwalk that will be ADA accessible. He is looking forward to seeing the results they receive from the RFQs.

## COUNCIL MEMBER REPORTS

Council President Morten reported...

- Attended the League of Oregon Cities (LOC) virtual conference.
  - Congratulations to Walsh! He was selected to be on the LOC Board.
  - City of Scappoose City Manager Mike Sykes received an outstanding award from LOC.
- The Parks & Trails Commission recommended staff move forward with a plan for an urban trail map design. He is requesting support from Council for staff to proceed.

Discussion ensued on an urban trail map. Consensus of Council to add this to the November 18 work session and invite someone from Parks & Trails Commission to discuss it further.

Councilor Locke reported...

- Requested adding an agenda item to the next work session to discuss some of the issues at Cascade, including the two and a half years of stuff that was dumped in the City's lagoon and how that will be handled. He suggested Wastewater Treatment Plant Superintendent Aaron Kunders give a presentation on what happened. Consensus of Council for Walsh to consult with legal counsel and then report at the November 18 Council work session if it is appropriate.

Councilor Carlson reported...

- Thank you to the Recreation Program and Library Department for creating activities on wheels. They have become mobile and are visiting different areas in the community.
- A Drive-Through Boo will be held at the Recreation Center on Halloween. It replaces the Trunk-or-Treat at the Police Station. She appreciates staff working with community partners to make it happen.
- Congratulations to Building Official Mike De Roia for his Silver Sparky award.
- Planning Commission has two terms expiring at the end of this year. People interested in serving their community and have an interest in Planning, should apply. Applications are online.
- Veterans' Day is November 11. Is there something we can do virtually to appreciate and celebrate veterans?

Councilor Topaz reported...

- The kayak meeting in downtown Portland had three presentations.



- He is going to make a motion to have a three-year audit of the Tourism Halloween affair, including time, effort, and storage contributed by Public Works. People want to see an outside audit.

Councilor Carlson pointed out that he has brought this up three times and it has been discussed.

Council President Morten suggested including it in the regular audit. Assistant City Administrator Brown reported that the City is audited every year. Council receives a report, and it is on the website. The audit includes the Tourism Fund. Councilor Topaz seems to be insinuating that our current report does go deep enough into individual transactions of the Tourism Fund. An audit of the Tourism Fund done in greater detail would be a separate audit and would not be included in our annual audit. Councilor Topaz confirmed that is correct. This is what he is being asked by the citizens of St. Helens. There is a lot of anger over Spirit of Halloweentown.

Mayor Scholl does not want to comment too much on it because he has seen the comments on Facebook from the mother and daughter. This year is unique. He is appalled that people would say they are getting kickbacks. Last year, Council agreed to audit Tourism but then COVID happened. Tax dollars are not being used for these events. Tourism funds come from hotel taxes. If an audit is going to be done, that will be paid for by tax dollars.

Discussion ensued about Councilor Topaz's request. This will be added to a work session agenda in December for further discussion.

- Three presentations were made at the Portland Harbor meeting.
  - Have to re-dredge the channel that was dredged 10 years ago. They are required to sample the spoil areas. It is the first time they are able to dig dirt out and clear the channel in four and a half years, due to the bureaucracy. Someone suggested closing the Portland Harbor and not dredge it at all since they are getting rid of fossil fuels.
  - Cleaning the tar and oil from the old gas plant that was getting into the river. Someone commented on contaminating the water at Cathedral Park. It was explained that none of the gunk on the east side never gets to the west side, it goes down the Multnomah Channel. He pointed out that it is all coming to St. Helens. The stuff dug out needs to be certified that it will never go back.

## OTHER BUSINESS

Councilor Carlson gave a frost warning. It is supposed to freeze over the weekend.

## ADJOURN – 8:15 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

Special Session Minutes

October 26, 2020

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Ginny Carlson, Councilor  
Stephen R. Topaz, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator (until approx. 11:26 a.m.)  
Kathy Payne, City Recorder  
Ed Trompke, City Attorney (until approx. 11:26 a.m.)  
Matt Kahl, City Attorney (until approx. 11:26 a.m.)

**Interviewees:** Mouhamad Zaher (from approx. 11:00 a.m. – 12:00 p.m.)  
Ty Barger (from approx. 1:00 p.m. – 2:00 p.m.)  
Sue Nelson (from approx. 2:00 p.m. – 3:00 p.m.)



At 10:05 a.m., Mayor Scholl called the Special Session to order.

At 10:06 a.m., Mayor Scholl moved into Executive Session pursuant to the ORS 192.660(2)(h) Consult with Counsel/Potential Litigation and under ORS 192.660(2)(a) Consider Employment of Public Officer/Employee to conduct interviews for a Public Works Director.

At 11:03 a.m., Mayor Scholl returned to Special Session.

**Motion:** Upon Carlson's motion and Morten's second, the Council unanimously approved moving Sue Nelson's interview from 10:00 a.m. to 2:00 p.m.

**Motion:** Carlson moved to add three staff members to the interview panel including their scores in the assessment process: City Administrator John Walsh, Asst. City Administrator Matt Brown, and City Recorder Kathy Payne. Morten seconded.

Discussion ensued and Matt Brown removed himself from the panel due to the fact that Councilor Topaz is not going to recuse himself from the interviews.

**Amended Motion:** Carlson amended her motion to just have John Walsh and Kathy Payne added to the interview panel. Morten seconded the motion. Motion passes with four in favor and one opposed (Councilor Topaz).

There was discussion regarding the potential conflict of interest with Councilor Topaz interviewing one of the candidates. There was continued discussion about Councilor Topaz not recusing himself from the process. The Council asked Topaz to recuse himself and he refused. Topaz said that he believed that Mayor Scholl said he could not make a fair decision and got upset. Mayor

Scholl stated for the record that there is a potential conflict of interest with Topaz participating in the interviews but Topaz refused to recuse himself.

Mayor Scholl said that there was a motion made and seconded to add two staff members to the panel.

City Attorney Ed Trompke said that there are two items up for discussion: 1) put together a committee to interview the candidates to include the City Council and two staff members; and 2) take the high and low scores off each candidate's scores.

**Motion:** Mayor Scholl moved to form a committee including the City Council and two staff members (Walsh and Payne); and to throw out the high and low scores of each candidate. Morten seconded the motion. All in favor. Motion passes.

**Motion:** Mayor Scholl moved and Morten seconded to have Payne read the interview questions and disclose to each interviewee the potential conflict of interest with Councilor Topaz. All in favor. Motion passes.

Councilor Carlson commented that this is a difficult process but we were elected so we do our best.

The Council returned to Executive Session at 11:26 a.m.

At 4:01 p.m., the Council moved back into Special Session.

**Motion:** Upon Topaz's motion and Carlson's second, the Council unanimously directed staff to make the offer to the top candidate contingent upon them passing the background investigation.

The Special Session was adjourned at 4:03 p.m.



ATTEST:

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

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

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

October 26, 2020

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Ginny Carlson, Councilor  
Stephen R. Topaz, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator (until approx. 11:26 a.m.)  
Kathy Payne, City Recorder  
Ed Trompke, City Attorney (until approx. 11:26 a.m.)  
Matt Kahl, City Attorney (until approx. 11:26 a.m.)

**Interviewees:** Mouhamad Zaher (from approx. 11:00 a.m. – 12:00 p.m.)  
Ty Barger (from approx. 1:00 p.m. – 2:00 p.m.)  
Sue Nelson (from approx. 2:00 p.m. – 3:00 p.m.)



At 10:06 a.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**
  - Discussion with City Attorney regarding compliance with Government Ethics Law and Potential Litigation
- **Consider Employment of a Public Officer/Employee**, under **ORS 192.660(2)(a)**
  - Conduct interviews for the position of Public Works Director

The Executive Session was recessed at 11:03 a.m.

The Executive Session resumed at 11:26 a.m.

The Executive Session recessed for lunch at 12:15 p.m.

The Executive Session resumed at 1:02 p.m.

The Executive Session recessed for a break at 3:06 p.m.

The Executive Session resumed at 3:20 p.m.

The Executive Session was adjourned at 4:01 p.m.



ATTEST:

Item #2.

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor



# COUNCIL WORK SESSION

Wednesday, November 04, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Stephen R. Topaz

### MEMBERS ABSENT

Councilor Ginny Carlson

### STAFF PRESENT

John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Sue Nelson, Interim Public Works Director  
Jacob Graichen, City Planner  
Bill Monahan, City Attorney  
Rachael Barry, Government Affairs & Project Support Specialist

### OTHERS

Lynne Pettit

### CALL WORK SESSION TO ORDER – 1:00 p.m.

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

No visitor comments were received.

### DISCUSSION TOPICS

#### 1. Review HB 2001 and Proposed Duplexes Code Changes - *Jacob*

City Planner Jacob Graichen reviewed his report. A copy is included in the archive packet for this meeting. HB 2001 was adopted on July 2, 2019:

- It effects medium cities outside the Portland Metro boundary with a population between 10,000 and 25,000.
- Allows duplexes on every lot or parcel that allows a detached single-family home.
- Amendments must be made by June 30, 2021.

Graichen reviewed how the requirements affect zoning. The main changes are with R10, R7, and MHR. HB 2001 allows permitted duplexes in those zones now.

Discussion of attached and detached duplexes. Planning Commission recommends attached duplexes.

- Council President – the quality of life is better for detached duplexes.
- Councilor Topaz – interprets a duplex as being attached side-by-side. Vertical would be an apartment. They need to be constructed at the same time and need to look alike.

- Mayor Scholl – detached should be allowed if they meet setbacks and have sufficient parking, especially on properties that are a lot and a half.

Council President Morten asked if owners could add on to their existing home to make it a duplex. Graichen responded that they can. Mayor Scholl asked if it could be considered as an ADU as well. Graichen confirmed it can. Existing buildings could be converted to duplexes as well, as long as they meet Building Code.

Mayor Scholl, Council President Morten, and Councilor Locke were in favor of allowing detached duplexes. Councilor Topaz was opposed.

Discussion of parking requirements. HB 2001 says you cannot require more than two spaces per duplex. Planning Commission recommends two. Consensus of Council to require two spaces, at least 9x18 each.

Discussion of driveways, skinny streets, and private streets. Graichen recommends allowing two driveways along streets with no on-street parking. Council concurred.

Graichen reviewed street classifications and standards. Planning Commission recommends eliminating skinny streets that prohibit parking on both sides and requiring skinny streets to have parking on both sides. Council concurred with eliminating skinny streets that prohibit parking on both sides. Consensus of Council to allow on-street parking to some capacity.

Council President Morten expressed safety concerns where sidewalks do not exist on private streets. Discussion ensued. Consensus of Council to use the recommendations listed on page 24.

Discussion of setbacks. No concerns from Council.

Discussion of lot coverage. It is currently 35%. Consensus of Council to allow 40% coverage for new construction and additional 5% if they come back to add an accessory structure. This amendment will be included.

Discussion of design standards. Councilor Topaz suggests that front doors need to face the street. Council President Morten agreed. Mayor Scholl disagreed. Front doors do not face the street on mobile units. Graichen agreed it would be a problem for manufactured homes. Council President Morten suggested making exceptions for mobile home parks that are reviewed by the Planning Commission. He would like the door to front the street where addressed. There was no clear consensus. Due to time constraints for duplex amendments, Graichen will address the design standards during the review of ADUs.

Graichen reviewed the timeline. Consensus of Council for Graichen to proceed with the amendments and return to Council with the refinements for Council to discuss prior to the public hearings.

Discussion of street vacations. There is no requirement that they go to Planning Commission for recommendation.

### **Break 3:01 p.m.**

## **2. Discuss Final Plat for Hanna Place Subdivision - *Jacob***

3:09 p.m.

City Planner Graichen reviewed the Hanna Place Subdivision Final Plat memo. A copy is included in the archive packet for this meeting. This is on tonight's agenda for approval.

Councilor Topaz pointed out that there is no fire access to the rear of the property. Graichen confirmed that rear access is limited to emergency response. It is designed to Code.

Mayor Scholl has no concerns with the final plat.

Council President Morten asked if there were comments received from the Fire District. Graichen responded that no comments were received from the Fire Marshal.

**3. Discuss Final Plat for Graystone Estates Subdivision - Jacob**

3:19 p.m.

City Planner Graichen reviewed the Graystone Estates Subdivision final plat memo. A copy is included in the archive packet for this meeting. This is included in tonight's agenda for approval.

No concerns from Council.

**4. Review Proposed Business License Amendments - Matt**

3:21 p.m.

Assistant City Administrator Matt Brown reviewed the proposed amendments. A copy is included in the archive meeting packet. It is on tonight's agenda for the first reading. Staff, the City's attorney, and Chamber members have been given an opportunity to review the amendments.

Brown pointed out a few changes:

- Only general contractors will be required to obtain a business license. Currently, both general contractors and subcontractors are required. They hope to see this expedite the building process. They will still be required to obtain a State license.
- This is a complete revision of the Code.
- Seven-day licenses are being eliminated and replaced with a 60-day license.
- Reviewed the proposed fees. It does reduce fees for resident businesses with multiple employees.

**5. Strategic Action Plan Updates**

3:32 p.m.

Assistant City Administrator Brown talked about the Public Safety Facility Ad-hoc meetings. Polling needs to take place to find out if there is community support of a Bond in May 2021. The polling needs to take place in late November. He is requesting Council authorize Walsh to conduct polling. No objection from Council. It will be on tonight's agenda for approval.

**6. City Administrator Report**

3:35 p.m.

- Walsh welcomed the two new councilor elects, Patrick Birkle and Jessica Chilton. Orientations, trainings, and tours will be conducted soon.
- The Riverwalk, First Street, and Strand Street Design RFQs are open. There has been interest.
- Made it through Spirit of Halloweentown! Safety protocols worked well. There were fewer visitors, but they spent more money at local businesses.
- Working with Event Coordinator Tina Curry on Christmas Ships and Santa.
  - Working to make the Christmas Ship dinner COVID compliant.
  - Participation depends on weather.
  - Possibility of fireworks.
  - No tree lighting event. The tree will go up and be turned on.

Mayor Scholl was in favor of fireworks. There is room on the Waterfront Property to physically distance.

Walsh said they need to discuss what they want to do and how it will be paid for.

Councilor Locke is in favor of Christmas Ships. He is not sure about the dinner and fireworks.

Council President Morten said they should not bring the ship crews into the Council Chambers. Walsh said they are looking at doing boxed meals to send with them. He wants to continue honoring the tradition and show appreciation of them coming.



- The Building Inspector position has been announced. Building Official Mike De Roia has been very busy. Thanked the County for their help with residential inspections to allow De Roia to catch up on plan review.
- The top Public Works Director candidate has accepted the position. He is excited to begin. His first day is November 16.
- Veterans Day is next Wednesday. Unfortunately, the regular events have been cancelled. There is an event at the middle school. There was a request to hang a banner on Columbia Blvd.
- Submitted an \$840,000 multi-purpose grant request to EPA for the in-water portion around the lagoon and Waterfront Property.
- The Urban Renewal Plan Amendment is complete.
- The funding for the Waterfront utilities is coming soon.
- He attended a SHEDCO meeting. They are very interested in City support of a Mainstreet Program. Staff is working on a proposal.
- Government Affairs & Project Support Specialist Rachael Barry has been nominated to the Governor's Board for Regional Equity and Recovery Counsel. They are continuing to keep diversity, equity, and inclusion on the forefront.
- He has been appointed to the Broadband Advisory Committee for the County.

Council President Morten asked if LOC still has a Broadband Committee. Walsh will check on that.

#### **OTHER BUSINESS**

3:49 p.m.

Councilor Topaz asked about numbers at the last meeting and was cut off. He is going to re-ask them. As of November, the marijuana production facility owed the City \$605,000. Has that been paid yet? Also, there should be insurance on product liability and workers compensation. Has the City seen those documents? If anything goes wrong, the City could be held liable.

Walsh will work on getting answers to those questions. Mayor Scholl encouraged Councilor Topaz to ask those questions prior to the Council meeting to give staff time to find out the information in advance.

#### **ADJOURNMENT – 3:54 p.m.**

#### **EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

November 4, 2020

*This meeting was held electronically via Zoom.*

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Stephen R. Topaz, Councilor

**Members Absent:** Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Bill Monahan, City Attorney with Jordan Ramis PC

**Others:** None



At 3:54 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Real Property Transactions**, under **ORS 192.660(2)(e)**
  - Potential purchase of property off of Gable Road.
- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**
  - Potential litigation regarding discrimination/harassment complaint.
  - Potential litigation regarding particular lease with City.

The Executive Session was adjourned at 4:16 p.m.



ATTEST:

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

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



# COUNCIL REGULAR SESSION

Wednesday, November 04, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten (arrived at 7:13 p.m.)  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Sue Nelson, Interim Public Works Director

### OTHERS

Shauna Stroup  
 Patrick Birkle

### CALL REGULAR SESSION TO ORDER – 7:00 p.m.

### PLEDGE OF ALLEGIANCE

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

- ◆ Shauna Stroup. She has a concern about tenants having a hard time paying their water bill. She understands that water is not being shut off. She encouraged the Council to create a solution for people who only deal with cash and are not computer savvy. She is super concerned about people getting behind.

Mayor Scholl suggested paying with a money order in the drop box.

Assistant City Administrator Brown reported that people can pay by cash with an appointment. He confirmed that water shutoffs are not happening, but they are sending late notices to inform users of the growing balance. They are also encouraged to contact Community Action Team (CAT) for utility payment assistant.

Shauna said the trees in front of her house have been taken down. She appreciates the work they are doing. She wished everyone peace, love, and health. She asked if there is an update on the lagoon.

City Administrator Walsh reported that some technical work has been completed. It is available on the website. There is an upcoming virtual community engagement piece that will be announced.

**ORDINANCES – Final Reading**

1. **Ordinance No. 3257:** An Ordinance Making Certain Determinations and Findings Relating to and Approving the St. Helens Urban Renewal Plan Amendment 2 and Directing that Notice of Approval be Published

Mayor Scholl read Ordinance No. 3257 by title for the final time. **Motion:** Motion made by Councilor Locke and seconded by Councilor Topaz to adopt Ordinance No. 3257. Voting Yea: Mayor Scholl, Councilor Locke, Councilor Carlson, Councilor Topaz

**ORDINANCES - First Reading**

2. **Ordinance No. 3258:** An Ordinance Providing for Business Licenses, Instituting a Method for Issuing Licenses, Establishing Revocation and Suspension Procedures, Providing Penalties for Violations, and Repealing Code Chapter Title 5 Business Taxes, Licenses, and Regulations

Mayor Scholl read Ordinance No. 3258 by title for the first time. The final reading will be held at the next regular session.

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

3. Final Plat for Hanna Place Subdivision
4. Final Plat for Graystone Estates Subdivision
5. (Ratify) Personal Services Agreement with Epic Land Solutions, Inc. for Right-of-Way Acquisition
6. Contract Payments

**Motion:** Motion made by Councilor Locke and seconded by Councilor Carlson to approve '3' through '6' above. Voting Yea: Mayor Scholl, Councilor Locke, Councilor Carlson, Councilor Topaz

**CONSENT AGENDA FOR APPROVAL**

7. City Council Work Session, Executive Session, and Regular Session Minutes dated October 7 and 16, 2020
8. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Carlson and seconded by Councilor Topaz. To approve '7' and '8' above. Voting Yea: Mayor Scholl, Councilor Locke, Councilor Carlson, Councilor Topaz

**WORK SESSION ACTION ITEMS**

**Motion:** Motion made by Councilor Topaz and seconded by Councilor Locke to give Walsh permission to sign an agreement for polling. Voting Yea: Mayor Scholl, Councilor Locke, Councilor Carlson, Councilor Topaz

**MAYOR SCHOLL REPORTS**

- There is a lot of activity going on within the City.
  - Builders are busy.
  - Public Works have been busy working on the highway and the City Hall remodel.
  - Staff is working diligently.
  - Waterfront is moving forward.
- Congratulations to the winners of the election. This is about serving the citizens. It is an honor to serve for two more years. Get involved and be the difference.

Council President Morten arrived at 7:13 p.m.

**COUNCIL MEMBER REPORTS**

Councilor Locke reported...

- It is important for everyone to participate in spreading the word about the need for the police bond.

- He requested permission to remain on the Police Facility Ad-hoc Committee.

Councilor Carlson reported...

- Nothing to report.
- She apologized for missing the earlier meeting.

Councilor Topaz reported...

- The Library is reviewing their five-year plan and what was met. There are services they are not able to provide due to COVID.

Council President Morten reported...

- This is exciting times!
- Elected officials are coming and going. He thanked Councilor Carlson for her contributions. She is such a diplomat and will be missed.
- Congratulated and welcomed the newly elected members to the Council.
- He is a Vietnam Veteran. He reminded everyone to thank veterans for their service. Unfortunately, this year's Veterans Day activities have been cancelled due to COVID.

Councilor Carlson added that St. Helens Middle School is doing a Veterans Day flag raising.

Mayor Scholl reminded Councilor Carlson that she still has work to do in the next month and a half.

Councilor Carlson suggested using social media to recognize the veterans. Council concurred.

#### **OTHER BUSINESS**

None

#### **ADJOURN – 7:28 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor

**City of St. Helens**  
*Consent Agenda for Approval*

**ANIMAL FACILITIES**

The following facilities have been inspected by City of St. Helens Police Department and are recommended for approval of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
• Cindy Corbus	88 Salmon Street	Multiple Dogs



## CITY OF ST. HELENS OREGON DEPARTMENT OF POLICE

On Tuesday September 08, 2020, at approximately 1200 hours, I met with Ms. Cindy Corbus at her residence at 88 Salmon St, in St. Helens, OR to conduct a prescheduled Animal Facility License inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance information from American Family Insurance Company ( ) and information regarding where they seek veterinary care for their animals Is Midway Vet located at 34453 McGarry Ln Warren OR, 97053

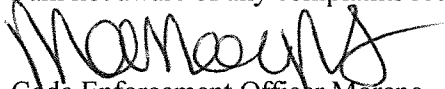
I noticed her home is a single-family home in a residential neighborhood. Cindy explained to me that the animal facility license is to allow her to have a larger number of family dogs and not to run a shelter,

Cindy has a yard encircled with a sturdy 6' fence. The fence was in good condition. This space has adequate runoff to prevent water pooling. Cindy has divided her yard into two parts one where the pets roam freely and another area where she has her outside furniture and plants.

Cindy invited me into her home. The dogs were running around the house and kept jumping on me but did not appear to be aggressive. They all have Columbia County Issued dog licenses. The home has working electricity, potable water and wash facilities to keep clean. The home was a comfortable 72 degrees (approximately). The food was stored in a sealed plastic container to prevent vermin infestation. The food and water are served in bowls sitting on the floor. Cindy has four adult dogs which include a Springer Spaniard, Husky, Cocker Spaniel and a Miniature Pinscher. Cindy also stated that all the dogs have been fixed.

The house and yard were clean and orderly. Cindy said she cleans up feces regularly and disposes of it into the garbage. While Cindy does not have a quarantine area for possible diseased animals, she stressed she does take her animals for veterinary care when needed.

I am not aware of any complaints received by the City of St Helens

  
Code Enforcement Officer Moreno

# City of St. Helens

265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \_\_\_\_\_

Item #3.

## Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: <u>Cindy Corbus</u>			Name: <u>Jacy Normine</u>	
Mailing address: <u>588 Salmon St</u>			Mailing address: <u>588 Salmon St</u>	
City/State/Zip: <u>St Helens OR 97051</u>			City/State/Zip: <u>St Helens OR 97051</u>	
Cell   _____			Cell phone: _____	
Home _____			Home phone: _____	
Email _____			Day/time of week that works best for you: _____	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. <u>Springer Sp.</u>	<u>Bailey</u>	<u>F</u>	<u>20 mo</u>	<u>10/30/2020</u> ✓
2. <u>Husky</u>	<u>Belle</u>	<u>F</u>	<u>17 mo</u>	<u>7/30/2020</u> ✓
3. <u>Cocker Sp.</u>	<u>Nellie</u>	<u>Spayed</u>	<u>18.5 yrs</u>	<u>12/31/2020</u> ✓
4. <u>Min Pin</u>	<u>Cora</u>	<u>Spayed</u>	<u>1.5 yrs</u>	<u>7/31/2020</u> ✓
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
Veterinarian Information				
Name: <u>Madigan Vet. Hosp</u>			Phone: <u>503 397 6470</u>	
Address: <u>34453 McGarry Ln</u>			City/State/Zip: <u>Washburn OR 97053</u>	
Liability Insurance Information				
Agent's Name: <u>Aaron Stoker</u>			Phone: <u>503 543 3500</u>	
Insurance Company: <u>American Family</u>			Policy No.: _____	
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

### AUTHORIZATION

I, Cindy Corbus, understand that I am applying for an animal facility license to keep the above listed animal(s) at 588 Salmon St, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Cindy Corbus  
Applicant Signature

2/13/2020  
Date Signed

### FOR OFFICE USE ONLY

Date received: <u>2/14/20 (partial)</u>	Officer assigned: <u>C.E.O. Moreno</u>	Date forwarded to City Recorder: <u>11/2/20</u>
Received by: <u>LS</u>	Date/Time of inspection: <u>9/8/20, 12pm</u>	Council meeting date: <u>11/18/20</u>
Receipt No.: <u>1563208 (3/12/20)</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>3/12/20</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>Lisa</u>		Expiration date: