



**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, August 16, 2017, 1:00 p.m.**  
 City Council Chambers, 265 Strand Street, St. Helens

**City Council Members**

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Susan Conn  
 Councilor Ginny Carlson

**Welcome!**

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

- |     |   |           |
|-----|---|-----------|
| 1.  | Visitor Comments  | 1:00 p.m. |
| 2.  | Employee Length of Service Award  | 1:05 p.m. |
| 3.  | Semi-Annual Report from Senior Center – <i>Cheryl Young</i>   | 1:10 p.m. |
| 4.  | Discuss Live-Feed Camera System for Website – <i>Roger from Watch Point Video</i>                         | 1:25 p.m. |
| 5.  | Habitat for Humanity Request – <i>Jennifer Anderson, H4H Executive Director</i>                           | 1:40 p.m. |
| 6.  | Discuss Increasing 0.5FTE Building Inspector Position to 1.0FTE   | 1:50 p.m. |
| 7.  | Update on Activity Going on at Old Boise Mill Site  | 2:00 p.m. |
| 8.  | Discuss Amending City Codes to Include Parks in Proposed Subdivisions                                     | 2:15 p.m. |
| 9.  | Direct Access Franchise Fees - <i>John</i>  | 2:30 p.m. |
| 10. | Department Reports  | 2:45 p.m. |
| 11. | Council Reports   | 3:05 p.m. |
| 12. | Executive Session: ORS 192.660(2)(e) Real Property Transactions<br>ORS 192.660(2)(h) Consult with Counsel | 3:25 p.m. |
| 13. | Other Business  |           |
| 14. | Adjourn   |           |

**FOR YOUR INFORMATION**

Upcoming Dates to Remember:

- August 14, Parks Commission, 4:00 p.m., Council Chambers
- August 14, Youth Council, 7:00 p.m., Council Chambers
- August 16, Council Work Session, 1:00 p.m., Council Chambers
- August 16, Council Regular Session, 7:00 p.m., Council Chambers
- August 22, Arts & Cultural Commission, 6:30 p.m., Council Chambers
- August 22, Library Board, 7:15 p.m., Columbia Center Auditorium
- August 28, Youth Council, 7:00 p.m., Council Chambers
- August 31, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers

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

- PH: September 20, 6:15 p.m., Comprehensive Plan Map & Zone Change at 1160 & 1170 Deer Island Road (Everett)
- PF: October 4, 6:00 p.m., Potential Sweetened Beverage Tax

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.

## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: August 16, 2017

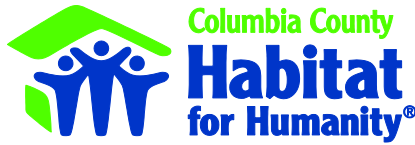
I am happy to announce that we have one employee who has reached a milestone in their employment with the City of St. Helens. The following individual will receive a certificate and pin at the August 16 Council work session.

### 5 Years

**John Walsh** came to work for the City in July of 2012. He was hired as the City Administrator and also has the duty of being the Community Development Director. John has been a tremendous asset to the City, especially in recent years where he has been instrumental in acquiring the Boise properties and working on plans for future development. He has pursued and been successful at getting grants for the City.

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

Thank you.



August 1, 2017

St. Helens City Council  
265 Strand Street  
St. Helens, OR 97051

Dear Councilors,

The purpose of this letter is to request your assistance with our effort to provide affordable housing to low income families in our community. Columbia County Habitat for Humanity operates with existing mortgage income, our ReStore income, and donations of time, materials and monies from individuals, groups, businesses and governments to build affordable housing in Columbia County. Families that qualify for these homes must earn below 60 percent of the median income, demonstrate financial responsibility and a willingness to help build their own home. We place importance on building affordable homes that fit into the existing neighborhoods. To date the City of St. Helens has supported our efforts by generously forgiving the System Development Charges for our homes. In addition, we have been invited to return for the same consideration when we were ready to build again. We are now poised to begin building another affordable home on North 12<sup>th</sup> Street.

The homes we have built in the last three years have been appraised at \$162,000 to \$232,000. As the price of homes has skyrocketed in St. Helens, we have been able to continue offering mortgage payments to our partner families of \$600 to \$700 per month. This is due in large part to the support we have received from the local government and businesses.

Columbia County Habitat for Humanity would be grateful for any help in reducing our costs of providing these affordable homes for responsible families in need of a hand up, not a handout. Any reduction or waiver of these fees will enhance our ability to complete other homes thereby offering more affordable home ownership opportunities. The fee waivers we are requesting are for the General SDC \$9,993.93 plus the Storm SDCs to be determined. Please let us know at your earliest convenience if it will be possible to extend the waiver of SDCs to our 12<sup>th</sup> street project.

Sincerely,

Jennifer Anderson  
Executive Director  
Columbia County Habitat for Humanity



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 16, 2017

---

*Planning Division Report* attached.

*Business License Reports* attached.

## **CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT**



**To:** City Council  
**From:** Jacob A. Graichen, AICP, City Planner

**Date:** 07.31.2017

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

### **PLANNING ADMINISTRATION**

Prepared adoption ordinance for Urban Renewal.

Received notice from the County regarding their currently proposed land use code amendments pertaining to marijuana uses. **See attached.** I believe we received such since the City owns property in the County (e.g., the watershed). The first public hearing on the matter is August 7<sup>th</sup>.

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGB for a 2 parcel land partition of a 3 acre property at 34299 Bachelor Flat Road. **See attached.**

### **PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)**

July 11, 2017 meeting (outcome): This was a late one lasting from 7pm to about midnight. The Commission approved all applications as detailed in last month's report. The exception was one of the Variances that was a part of the Community Action Team project at their N. 17<sup>th</sup> Street facility, which was denied.

August 8, 2017 meeting (upcoming): One public hearing for a Zone and Comprehensive Map change at 1160 and 1170 Deer Island Road. The Council will see this one in September. The Commission will also review the draft Branding and Wayfinding Master Plan.

### **HISTORIC PRESERVATION**

Both the Associate Planner and I have a meeting with State Historic Preservation staff for our 2<sup>nd</sup> four-year review. Purpose is to make sure we are fulfilling our obligations as a Certified Local Government (CLG) and to ask questions. Shared some good ideas, code amendment ideas and such. We remain a CLG!

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

Routine data updates. Software updates this month too.

### **MAIN STREET PROGRAM**

It is certain that we will not get a RARE participant this year. Given increasing development activity that Planning staff has to manage and that the city has directly helped SHEDCO for over 6 years with financial support exceeding \$100,000 as well as staff time to manage/supervise the

Main Street/Community Coordinator position, it's time to let SHEDCO be independent. That was the ultimate goal starting with coordinator #1 six years ago.

### **STREET VACATION MATERIALS REQUESTED**

When someone desires to vacate a public right-of-way, they need to begin by getting certain applications materials/information furnished by the Planning Department.

This month Harvey Bilton picked up such materials to vacate some of the 10<sup>th</sup> Street ROW between Columbia Boulevard (an improved street) and the Willamete Street ROW (unimproved Jackass Canyon).

Also Rick Scholl initiated the process to get such materials to vacate portion of right-of-way between where the N. 8<sup>th</sup> Street and N. 9<sup>th</sup> Street rights-of-way intersect with the Wyeth Street right-of-way.

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

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES  
Planning Division  
COURTHOUSE  
ST. HELENS, ORE GON 97051  
Phone: (503) 397-1501 Fax: (503) 366-3902

RECEIVED

June 30, 2017

JUL - 3 2017

**REFERRAL AND ACKNOWLEDGMENT**

CITY OF ST. HELENS

**To:** City of St Helens

**NOTICE IS HEREBY GIVEN** to notify you that Columbia County Board of Commissioners has proposed amendments to land use regulations that may affect the permissible uses of your property and other properties. The proposed regulations pertain to the review processes, and applicable standards for marijuana uses in unincorporated Columbia County. Our records indicate you own land in a zoning district that may be affected by proposed land use regulations relating to marijuana uses.

**THIS APPLICATION IS FOR:** ( ) Administrative Review; (X) Planning Commission, Hearing Date: **August 7, 2017**

**PLEASE RETURN BY:** 07/12/17

**Planner:** Deborah Jacob or Glen Higgins

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. \_\_\_\_\_ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. \_\_\_\_\_ Please see attached letter or notes below for our comments.
3. \_\_\_\_\_ We are considering the proposal further, and will have comments to you by \_\_\_\_\_.
4. \_\_\_\_\_ Our board must meet to consider this; we will return their comments to you by \_\_\_\_\_.
5. \_\_\_\_\_ Please contact our office so we may discuss this.
6. \_\_\_\_\_ We recommend denial of the application, for the reasons below:

**COMMENTS:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



COLUMBIA COUNTY



OREGON

DEPARTMENT OF LAND DEVELOPMENT SERVICES  
PLANNING DIVISION

Columbia County Courthouse, St. Helens, Oregon 97051  
Phone: (503)397-1501 Fax: (503)366-3902

**NOTICE OF LAND USE ACTION**  
(Required by ORS 215.503)

**This is to notify you that Columbia County Board of Commissioners has proposed amendments to land use regulations that may affect the permissible uses of your property and other properties. The proposed regulations pertain to the review processes, and applicable standards for marijuana uses in unincorporated Columbia County. Our records indicate you own land in a zoning district that may be affected by proposed land use regulations relating to marijuana uses.**

On August 7, 2017, at 6:30 p.m., the Columbia County Planning Commission will hold a public hearing regarding the adoption of amendments to the text of the Columbia County Zoning Ordinance relating to marijuana uses. The hearing will be held in Room 351 on the Third Floor of the Columbia County Courthouse, 230 Strand Street, St. Helens, Oregon.

The Columbia County Board of Commissioners has determined that adoption of these text amendments may affect the permissible uses of your property, and other properties in the affected zoning districts, and may change the value of your property. The proposed amendments are to the text of the Columbia County Zoning Ordinance in Section 1803, which contain special use standards for marijuana land uses. Amendments are proposed to specify County coordination procedures with State agencies issuing licenses and registrations for marijuana uses; to amend standards for marijuana growing and producing uses within the zoning districts in which marijuana growing and producing uses are currently allowed including the following zoning districts: PA-80, PF-80, FA-80, RR-5, RC, M-1, M-2, M-3 and to clarify how the minimum separation distance between marijuana uses and certain sensitive uses are to be measured.

The proposed amendments are available for inspection at the Columbia County Courthouse located in St. Helens, Oregon in the Land Development Services Department, 230 Strand Street, St. Helens, Oregon or by visiting our website at <http://www.co.columbia.or.us/departments/land-development-services-main/planning>.

A copy of the proposed amendments are available at a reasonable cost.

For additional information concerning these amendments, you may call Deb Jacob at the Columbia County Department of Land Development Services, at (503)397-7260 or Glen Higgins, at (503)397-7217.

COLUMBIA COUNTY

DEPARTMENT OF LAND DEVELOPMENT SERVICES



**PROPOSED AMENDMENTS TO COLUMBIA COUNTY ZONING ORDINANCE,  
ARTICLE IX SPECIAL USE STANDARDS  
SECTION 1803 MARIJUANA LAND USES**

Language Proposed to Be Changed is Highlighted

~~Deleted~~

**Added**

**1803 MARIJUANA LAND USES**

- .1 ~~State Issued Marijuana License or Registration Compliance with State Marijuana Licence and Registration Requirements Required.~~** All marijuana land uses except for those not required to be licensed by the Oregon Liquor Control Commission (OLCC) or registered by the Oregon Health Authority (OHA), such as home grown or home made marijuana, shall provide to the Land Development Services Department **written documentation from OLCC or OHA as follows:** ~~of the issuance of the applicable state issued marijuana license or registration at the time of application for a required land use permit.~~

**A . At the time of building permit application for buildings accommodating marijuana land uses, the applicant shall provide written documentation from OLCC or OHA that the proposed marijuana land use complies with applicable State application requirements.**

**B . Prior to Occupancy of buildings accommodating marijuana land uses the Applicant shall provide a copy of the OLCC licence or OHA registration for the marijuana land use.**

~~C. Applicants for recreational marijuana land uses including producing, processing, wholesaling, and retailing shall also show evidence of a completed County land use compatibility statement for the use for which the application is being submitted.~~

**A land use compatibility statement shall not be signed by the Land Development Services Department until any applicable County land use review procedures have been completed and a final land use decision has been made by the County.**

- .2** Marijuana Growing or Producing Uses. The following standards shall apply to marijuana growing or producing uses:

**A. Additional Standards for all zones in which marijuana growing and producing is allowed:**

- ~~A.~~ **1. Co-location with a Dispensary.** Medical grows may not be on the same site as a dispensary.
- 2. Glare:** No artificial light originating from within a grow building shall be visable from outside of the building at night.
- 3 Separation from Certain Sensitive Uses:** Marijuana growing and producing uses may not be located within 1,000 feet of a public elementary or secondary school, private or parochial elementary or secondary school, public park or child care center. For the purposes of this section, separation distance shall be measured as

**the minimum distance between the property line of the grow parcel and the property line of the sensitive use parcel.**

- B. ~~Within an Enclosed Building in Certain Zones. Growing and producing must be within an enclosed building in the RR-5, RC, M-3, M-2 and M-1 zones. For the purposes of growing and producing, an enclosed building includes an enclosed greenhouse.~~  
**Additional Standards in the RR-5, RC, M-3, M-2 and M-1 zones:**

**1. Growing and producing must be within an enclosed building. For the purposes of growing and producing, an enclosed building includes an enclosed greenhouse.**

**2 Grow buildings shall be equipped with an air filtration system designed and approved by an Oregon registered mechanical engineer to minimize odors perceptible outside of the building.**

- C. Additional Setbacks for Indoor Grows in Certain Zones. In the FA-80, PF-80, and RR-5 zoning districts, minimum front, side and rear yard setbacks for buildings accommodating marijuana growing and producing shall be increased by 50 feet.

- D. Additional Standards in the RR-5 Zone.

1. Growing and producing uses shall be operated by a resident or employee of a resident of the property on which the uses are located.
2. The growing and producing use shall employ on the site no more than five full-time or part-time persons.
3. No more than one State issued growing or producing registration or licence is allowed for each parcel of record.

**4. The minimum parcel size for growing and producing shall be five(5) acres.**

- .3 Marijuana Processing and Wholesaling Uses. The following standards shall apply to marijuana processing and wholesaling uses:

- A. Within an Enclosed Building. Marijuana processing and wholesaling uses in the M-3, M-2, and M-1 zones shall be within an enclosed building. For the purposes of processing and wholesaling, a greenhouse does not qualify as an enclosed building.
- B. Wholesaling and Extract Processing in Residential Zones: Marijuana wholesaling and extract processing is prohibited in residential zoning districts.

- .4 Marijuana Dispensary and Retailing Uses: The following standards shall apply to marijuana dispensary and retailing uses:

- A. Separation from Certain **Sensitive** Uses: Marijuana dispensary and retailing uses may not be located within 1,000 feet of a public



elementary or secondary school, private or parochial elementary or secondary school, public park or child care center. **For the purposes of this section, separation distance shall be measured as the minimum distance between the property line of the dispensary or retail use parcel and the property line of the sensitive use parcel.**

- B. Separation from Each Other: Marijuana dispensary and retailing uses may not be located within 1,000 feet of another marijuana dispensary or retailing use. **For the purposes of this section, separation distance shall be measured as the minimum distance between the property line of the dispensary parcel and the property line of the sensitive use parcel.**
- C. Prohibited in Residential Zoning Districts: Marijuana dispensaries and retailing uses are prohibited in residential zoning districts.

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES  
Planning Division  
COURTHOUSE  
ST. HELENS, ORE GON 97051  
Phone: (503) 397-1501 Fax: (503) 366-3902

RECEIVED  
JUL 12 2017  
CITY OF ST. HELENS

July 10, 2017

## REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

**NOTICE IS HEREBY GIVEN** to notify you that Robert Johnson has submitted an application for a Minor Partition to divide an approximate 3.04 acre property, into two parcels, as shown on Preliminary Map, of approximately 1.5 acres and 1.5 acres. The subject property is zoned Single Family Residential (R-10), and is identified as Tax Map Number 4107-BA- 00800, located at 34299 Bachelor Flat Road. MP 17-16

**THIS APPLICATION IS FOR:** (X) Administrative Review; ( ) Planning Commission, Hearing Date:

**PLEASE RETURN BY:** 07/24/17

**Planner:** Hayden Richardson

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

1. \_\_\_\_\_ We have reviewed the enclosed application and have no objection to its approval as submitted.
2. ☒ Please see attached letter or notes below for our comments.
3. \_\_\_\_\_ We are considering the proposal further, and will have comments to you by \_\_\_\_\_.
4. \_\_\_\_\_ Our board must meet to consider this; we will return their comments to you by \_\_\_\_\_.
5. \_\_\_\_\_ Please contact our office so we may discuss this.
6. \_\_\_\_\_ We recommend denial of the application, for the reasons below:

COMMENTS: PLEASE SEE ATTACHED MEMO DATED JULY 18, 2017.


Signed: \_\_\_\_\_ Printed Name: JACOB GRAICHEN

Title: CITY PLANNER Date: JULY 18, 2017



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

**TO:** Hayden Richardson, Planner, Columbia County  
**FROM:** Jacob A. Graichen, AICP, City Planner   
**RE:** Columbia County file MP 17-16  
**DATE:** July 18, 2017

The City's Comprehensive Plan designation for this property is Rural Suburban Unincorporated Residential, RSUR. If ever annexed, the property would most likely be zoned the City's R10 or R7.

City water or sewer are not at the subject property at this time. The property is within the McNulty Water People's Utility District.

Bachelor Flat Road at this location is a County Road. The City's Transportation Systems Plan classifies this portion of Bachelor Flat Road as a Collector.

The minimum right of way width for Collector Streets is 60'. The current right-of-way width is only 40'. Right of way dedication should be required as part of the partition plat; to be reflected on the final plat, such that there is 30' from ROW centerline (about 10' of ROW dedication).

Per City regulations, along Collector streets driveway approaches should be spaced no less than 100' as measured from the center of each driveway. It appears this separation requirements will be met given the proposed access for proposed parcel 2 and existing driveway locations in either direction along Bachelor Flat Road.

New driveway shall be paved entirely, or at least paved a minimum of 25' back from Bachelor Flat Road.

Given the proposed parcel sizes, a future development plan (shadow plat) shall be approved by the County and City showing how the parcels could be divided further (e.g., when City sewer is available). New buildings shall be required to fit within the future development plan's conceptual property lines. Document to be recorded on the deeds of the parcels at the same time as the final plat and be binding on all current and future owners.

**Given the above: please include the following conditions:**

- **Right of way dedication to Bachelor Flat Road to be reflected on the final plat.**
- **Future development plan approved by the County and City of St. Helens shall be recorded with the final plat and referenced on the final plat.**
- **When installed, new driveway for proposed Parcel 2 shall be paved entirely or at a minimum of no less than 25' back from Bachelor Flat Road.**

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES

COURTHOUSE  
230 STRAND  
ST. HELENS, OREGON 97051  
(503) 397-1501

PARTITION

General Information

File No. MP 17-16

APPLICANT: Name: Robert Alan Johnson

Mailing address: 10185 SW Hoodview Dr., Tigard, OR 97224  
City State Zip Code

Phone No.: Office 503-401-9966 Home \_\_\_\_\_

Are you the \_\_\_\_\_ property owner? ☒ owner's agent?

PROPERTY OWNER: \_\_\_\_\_ same as above, OR:

Name: Joe Kessi, OHM Equity Partners, LLC

Mailing Address: 33470 Chinook Plaza, Scappoose, OR 97056  
City State Zip Code

Phone No.: Office 503-310-7921 Home \_\_\_\_\_

PROPERTY ADDRESS (if assigned): 34299 Bachelor Flat Rd, St. Helens, OR 97051  
16823

TAX ACCOUNT NO.: Tax Map No. 4N1W07-BA-80 Acres: 3.04 Zoning: R-10

PROPOSED PARCEL SIZES (acres): 1.5 acres 1.5 acres

WATER SUPPLY: \_\_\_\_\_ Private well. Is the well installed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
☒ Community system. Name McNally Water PUD

METHOD OF SEWAGE DISPOSAL: \_\_\_\_\_ Community Sewer. Name \_\_\_\_\_  
\_\_\_\_\_ Not applicable.  
☒ Septic System.

If Septic, does the subject property already have a system? ☒ Yes \_\_\_\_\_ No

If no, is the property approved for a Septic System? ☒ Yes \_\_\_\_\_ No

CERTIFICATION:

I hereby certify that all of the above statements and all other documents submitted are accurate and true to the best of my belief and knowledge.

Signature: Robert Alan Johnson Date: 6/01/17

Planning Department Use Only

Date Rec'd. 6-1-17 Hearing Date: \_\_\_\_\_ or Admin. \_\_\_\_\_

Receipt No. 20210 2846 du Staff Member: \_\_\_\_\_

Previous Land Use Actions: \_\_\_\_\_ Stormwater & Erosion Control Fees: \_\_\_\_\_



COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES

COURTHOUSE  
230 STRAND  
ST. HELENS, OREGON 97051  
(503) 397-1501

PARTITION  
General Information

File No. MP 17-16

APPLICANT: Name: Robert Alan Johnson

Mailing address: 10185 SW Hoodview Dr., Tigard, OR 97224  
City State Zip Code

Phone No.: Office 503-407-9966 Home \_\_\_\_\_

Are you the \_\_\_\_\_ property owner? ☒ owner's agent?

PROPERTY OWNER: \_\_\_\_\_ same as above, OR:

Name: Mindy Sass, Sass Enterprises, LLC

Mailing Address: Po Box 492, St. Helens, OR 97051  
City State Zip Code

Phone No.: Office \_\_\_\_\_ Home \_\_\_\_\_

PROPERTY ADDRESS (if assigned): 34299 Bachelor Flat Rd, St. Helens, OR 97051  
16823

TAX ACCOUNT NO.: Tax Map No. 4N1W07-BA-800 Acres: 3.04 Zoning: R-10

PROPOSED PARCEL SIZES (acres): 1.5 acres 1.5 acres

WATER SUPPLY: \_\_\_\_\_ Private well. Is the well installed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
☒ Community system. Name McNally Water PUD

METHOD OF SEWAGE DISPOSAL: \_\_\_\_\_ Community Sewer. Name \_\_\_\_\_  
\_\_\_\_\_☒ Not applicable.  
\_\_\_\_\_☒ Septic System.

If Septic, does the subject property already have a system? ☒ Yes \_\_\_\_\_ No

If no, is the property approved for a Septic System? ☒ Yes \_\_\_\_\_ No

CERTIFICATION:

I hereby certify that all of the above statements and all other documents submitted are accurate and true to the best of my belief and knowledge.

Signature: Robert Alan Johnson Date: 6/01/17

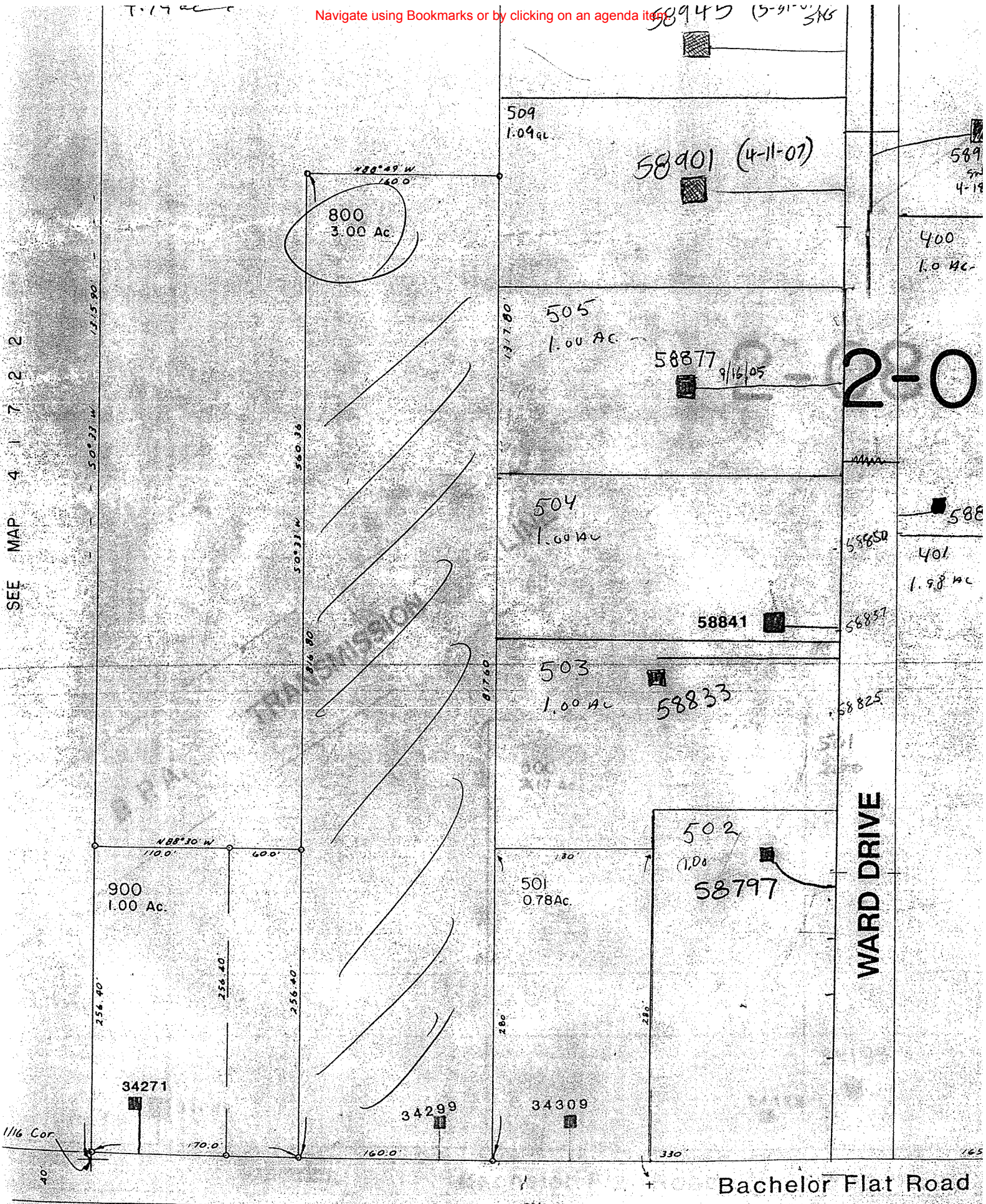
Planning Department Use Only

Date Rec'd. \_\_\_\_\_ Hearing Date: \_\_\_\_\_ or Admin. \_\_\_\_\_

Receipt No. \_\_\_\_\_ Staff Member: \_\_\_\_\_

Previous Land Use Actions: \_\_\_\_\_ Stormwater & Erosion Control Fees: \_\_\_\_\_





"D1" DEED BOOK 7B, PAGE 6 (1945)  
 "D2" COUNTY CLERK'S INSTRUMENT NO. 91-3304  
 "D3" COUNTY CLERK'S INSTRUMENT NO. 97-12550  
 "D4" COUNTY CLERK'S INSTRUMENT NO. 2007-009740  
 "D5" COUNTY CLERK'S INSTRUMENT NO. 2012-005840  
 "D6" COUNTY CLERK'S INSTRUMENT NO. 2016-008533  
 "D7" COUNTY CLERK'S INSTRUMENT NO. 2016-008534

COLUMBIA COUNTY  
SURVEY RECORDS

- [1] SN 954 (1956)
- [2] SN 3664 (1989)
- [3] PARTITION PLAT 90-2
- [4] PARTITION PLAT 2006-17
- [5] PARTITION PLAT 2006-18

## NOTES

- 1) ELEVATIONS ARE BASED ON AN ASSUMED VERTICAL DATUM.
- 2) FEATURES SHOWN ON THIS MAP ARE BASED ON FIELD OBSERVATIONS AND UTILITY LOCATES THAT ARE INCOMPLETE.
- 3) A TITLE REPORT WAS PROVIDED FOR THIS PROJECT BY TITCOR TITLE COMPANY OF OREGON, TITLE NO. 473818001203.
- 4) THE PURPOSE OF THIS PROPOSED PARTITION IS TO CREATE TWO PARCELS.
- 5) THE EXISTING IMPROVEMENTS, UTILITIES, AND STRUCTURE ARE TO REMAIN.
- 6) THE EXISTING STORM DRAINAGE SYSTEMS WILL REMAIN AND CURRENTLY DRAINS TO AN EXISTING DITCH AND GROUND SURFACES.
- 7) THE EXISTING HOUSE IS CONNECTED TO PUBLIC WATER SYSTEMS PROVIDED BY MCNUITY WATER PUD. THE MCNUITY PUD IS LOCATED AT 34240 WILLARD ROAD, WARREN, OR 97003.
- 8) NEW SEPTIC SYSTEMS WILL BE INSTALLED ON BOTH PARCELS TO SERVE THE EXISTING HOUSE AND PROPOSED HOUSE AND WILL BE AT LEAST 10.00' FROM PROPERTY LINES.

## ADDRESS




34299 BACHELOR FLAT  
ROAD, SAINT HELENS,  
OREGON 97051

SCALE 1"=100'

# PARTITION SITE PLAN

OF THE LAND DESCRIBED IN COUNTY CLERK'S  
INSTRUMENT NO. 2016-008533  
IN THE NW 1/4 OF SECTION 7, T4N, R1W,  
WILLAMETTE MERIDIAN, COLUMBIA COUNTY, OREGON  
SURVEYED MAY 22, 2017

## LEGEND

- |   |  |   |  |   |
|---|--|---|--|---|
| <br>CP-1<br>215<br>13<br>H&T | FOUND SURVEY MONUMENT<br>CONTROL POINT WITH ELEVATION<br>SURVEY RECORD REFERENCE<br>HUB AND TACK<br>H&T<br>IE<br>MN<br>ROWD<br>SN<br>E220.4' | INVERT ELEVATION<br>MAG NAIL<br>RIGHT-OF-WAY DEDICATION<br>SURVEY NUMBER<br>SPOT ELEVATION<br>ELECTRIC METER<br>LIGHT POLE<br>MAILBOX<br>WATER METER<br>ROOF DRAIN<br>SERVICE POLE<br>TEST PIT<br>WELL<br>ASPHALT | <br>CONCRETE<br>FENCE CHAINLINK<br>FENCE WIRE<br>FENCE WOOD<br>PIPE | <br>OVERHEAD SERVICE LINES<br>TONE MARKS: NORTHWEST NATURAL GAS LINE<br>TONE MARKS: WATER LINE<br>TONE MARKS: WATER LINE |
|---|--|---|--|---|

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 25, 1995  
ROBERT ALAN JOHNSON  
#2725

**EXPIRES 6/30/17**



JOHNSON LAND SURVEYING, INC.

10185 SW HOODVIEW DR, TIGARD, OR 97224  
503-407-9966 jsurvey@frontier.com jsurvey.com

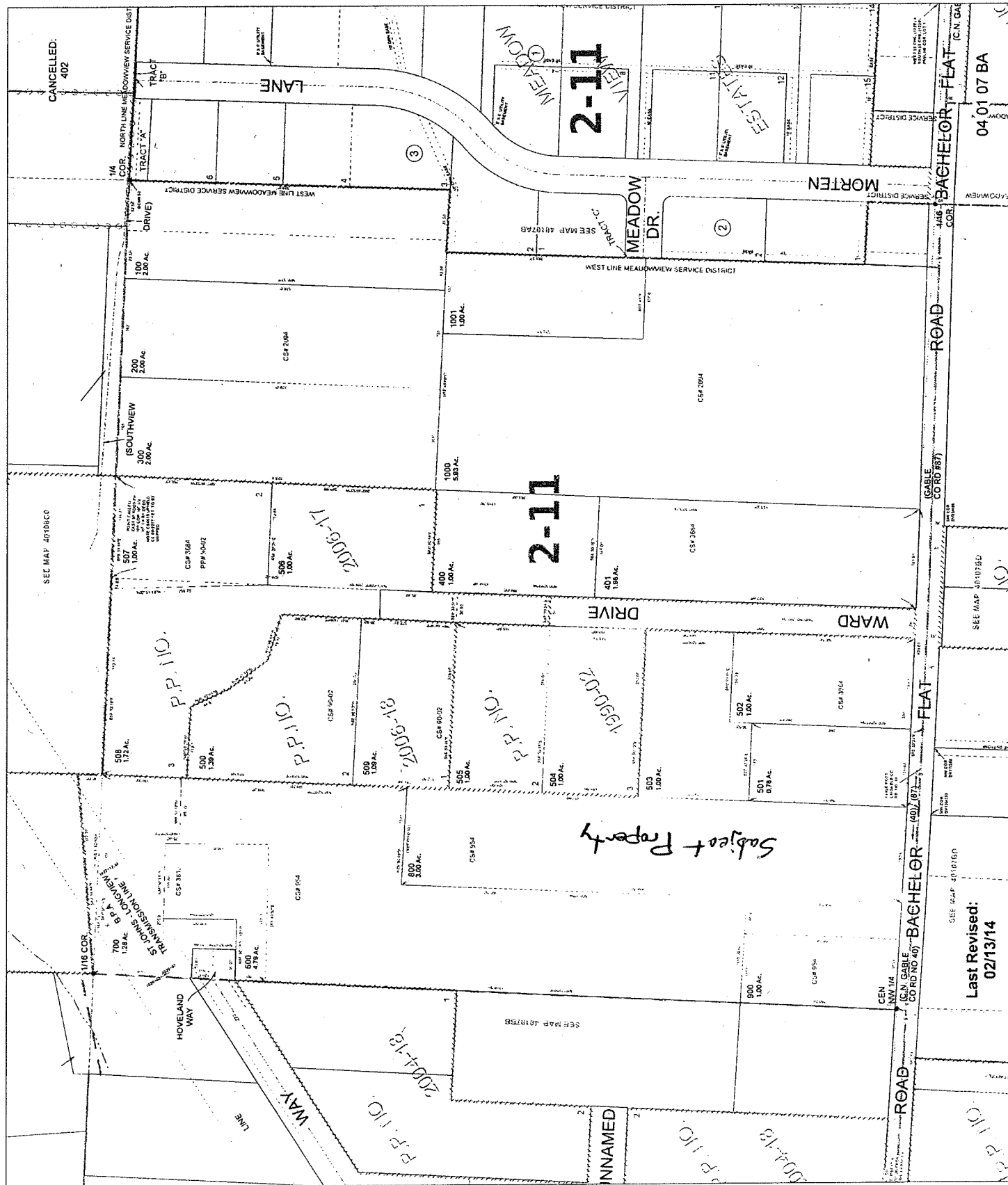
SHEET 2 OF 2

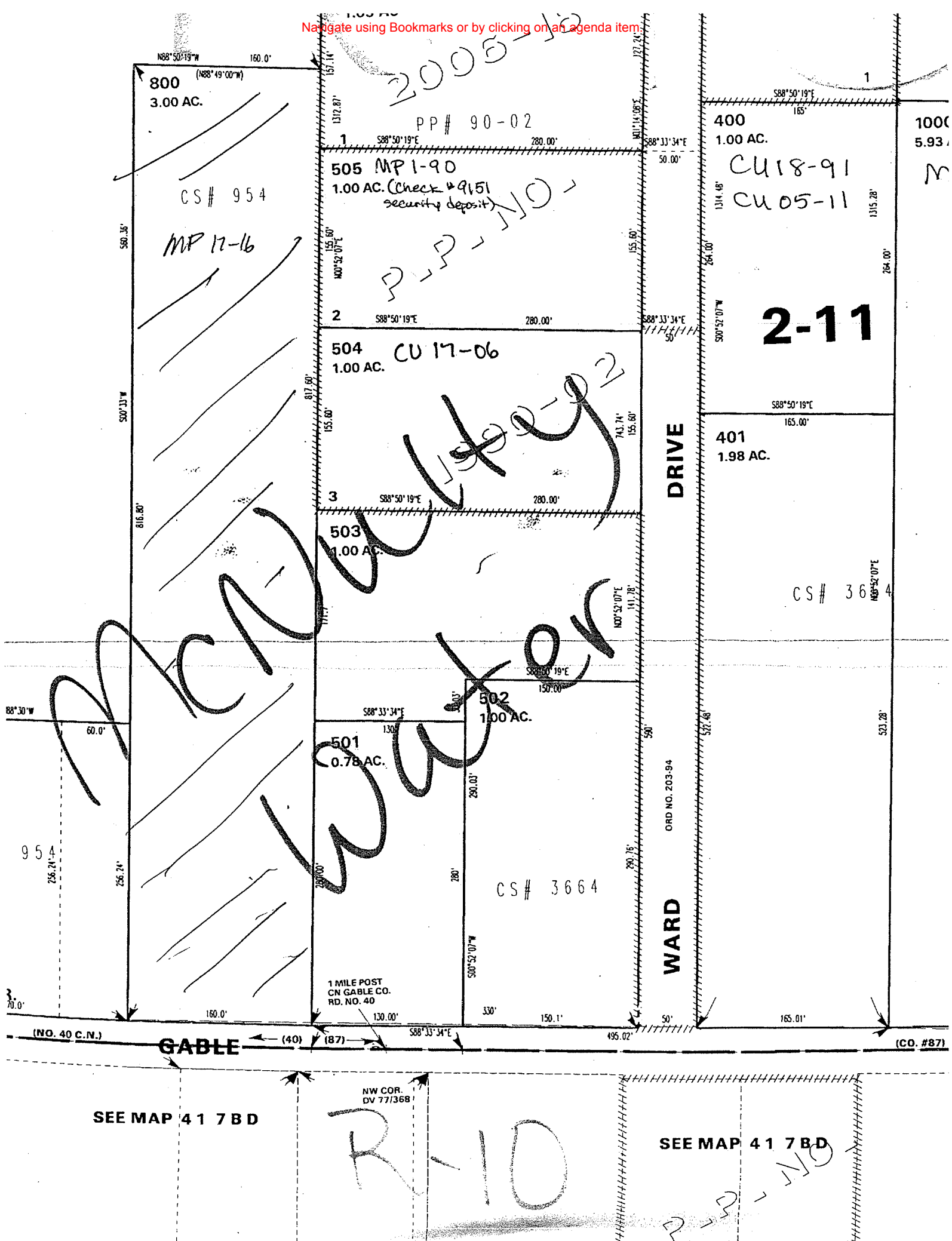


04 01 07 BA

0 25 50 100 Feet

**1" = 100'**





## Jacob Graichen

---

**From:** Jennifer Dimsho  
**Sent:** Wednesday, July 26, 2017 10:09 AM  
**To:** Jacob Graichen  
**Subject:** July Planning Department Report

Here are my addition to the July Planning Department Report.

### GRANTS

1. Received the EPA Community-Wide Assessment Grant for 300k – Kickoff conference call June 14. Helped prepare draft Work Plan for final deadline of July 19 (Includes estimated project budget). Helped prepare all necessary federal forms to submit before Cooperative Agreement can begin. Met at MFA to discuss project scope (July 27).
2. Travel Oregon Grant –Branding & Wayfinding Master Plan: Draft Plan circulated for staff feedback. Temporary signage location/content planning.
3. Local Government (CLG) Historic Preservation Grant. Award \$12,500 to help cover City Hall façade cleaning and repairs. Site visit from SHPO July 17 to introduce project. Calculated and tracked in-kind hours.
4. Kickoff meeting for the OPRD Veterans Memorial Grant on July 17. Grant is for \$46,770 - Total project is \$68,400. Discussed plan revisions and planned to stake out project on site.
5. HEAL Cities Grant (5k award) – Nob Hill Nature Park staircase and kiosk installation should occur between June 30 – September 30. Final project report is due October 13, 2017.
6. Worked with Police Department on COPS grant for a School Resource Officer. Grant award for 3 year program – 125k maximum award for 3 year program – Deadline was July 7.
7. Worked on ACRES Grant Reporting for the EPA AWP grant closeout

### URBAN RENEWAL

8. Prepared and presented for City Council Public Hearing and Urban Renewal Plan/Report adoption on July 19. Plan/Report unanimously adopted by Council.

### MISC

9. Certified Local Government Periodic Review/Site Visit with State Historic Preservation Office July 17.
10. Completed Annual PSU Housing Unit & Population Questionnaire for 2017
11. Learned how to use the new audio recording system in Council Chambers
12. Attended Parks Commission site tour to old Boise park behind the FARA building July 17
13. Apartment Residential Zoning GIS research in preparation for housing-related text amendments
14. 2695 Gable Road Apartment Pre-Application/Site Design Review research
15. Scheduled review of Waterfront RFP Submission for August 11.
16. Attended Arts & Cultural Commission (July 25) to discuss logistics of Gateway P.2 installation, ribbon cutting ceremony, and sculpture viewing party. Planned subcommittee meetings, coordinated volunteers, discussed to-do items.

### Jenny Dimsho

Associate Planner  
City of St. Helens  
(503) 366-8207  
[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)

## BUSINESS LICENSE REPORT

City Department Approval: July 17, 2017

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

Signature: [Signature]  
Date: 7/24/17

### RESIDENT BUSINESS – NEW 2017

- |                          |                        |                                    |
|--------------------------|------------------------|------------------------------------|
| <input type="checkbox"/> | Christian Heil         | Retail and Artworks                |
| <input type="checkbox"/> | Ernie's Part Shack     | Sales of Used Parts Online         |
| <input type="checkbox"/> | Lucas & Associates LLC | Law Office                         |
| <input type="checkbox"/> | Welcome Home           | Resale-2 <sup>nd</sup> Hand Dealer |

### NON-RESIDENT BUSINESS - 2017

- |                          |                          |                                    |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | Fluent Home              | Home Security Sales & Installation |
| <input type="checkbox"/> | Michael J Hoover Drywall | Drywall Install                    |
| <input type="checkbox"/> | PKNW Construction LLC    | General Contractor                 |

\*Denotes In-Home Business

## BUSINESS LICENSE REPORT

City Department Approval: August 7, 2017

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

Signature: [Signature]  
Date: 8/7/17

### RESIDENT BUSINESS – RENEWAL 2017

- |                          |                                 |        |
|--------------------------|---------------------------------|--------|
| <input type="checkbox"/> | Wink Funky Fun Stuff & Antiques | Resale |
|--------------------------|---------------------------------|--------|

### RESIDENT BUSINESS – NEW 2017

- |                          |                            |                                  |
|--------------------------|----------------------------|----------------------------------|
| <input type="checkbox"/> | The Galaxy Duo             | Reselling Used & New Items       |
| <input type="checkbox"/> | *Happy Tails Transport LLC | Pet Transport, Sitting & Walking |
| <input type="checkbox"/> | Kathy Blackburn            | Resale Antiques                  |
| <input type="checkbox"/> | Noodlesox LLC              | Retail Knitted Hats              |

### NON-RESIDENT BUSINESS - 2017

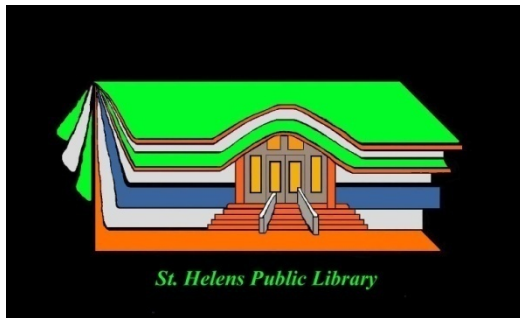
- |                          |                                   |                       |
|--------------------------|-----------------------------------|-----------------------|
| <input type="checkbox"/> | EJ Excavation & Construction LLC  | Excavation            |
| <input type="checkbox"/> | Hawk & Wolf Columbia Couriers LLC | Delivery Service Food |
| <input type="checkbox"/> | Mosbius                           | Pressure Washing      |
| <input type="checkbox"/> | Nuwave Concrete Inc               | Concrete Construction |
| <input type="checkbox"/> | Portland Marine Contractors LLC   | Construction          |
| <input type="checkbox"/> | Steven Little                     | Insurance             |

### MISCELLANEOUS - 2017

- |                          |                             |                            |
|--------------------------|-----------------------------|----------------------------|
| <input type="checkbox"/> | Davis Plumbing              | 7 Day: Plumbing Contractor |
| <input type="checkbox"/> | Trendz a Coburn LLC Company | Name Change: Retail        |

\*Denotes In-Home Business





**August 9, 2017**

**From:** Margaret Jeffries, Library Director

**To:** The Mayor and Members of the City Council

**Subject:** Library Department Report

### **Make it**

Get hands-on with STEM, arts, and DIY activities! Use your imagination to create things and solve problems and maybe discover a new hobby or interest along the way.

*Ages 6-14*

*Space is limited, so please call the Library at 503.397.4544 to sign up.*

- August 9th: Coding
- August 16th: LEGO

**Wednesdays, June 21st through August 16th, 2-3:30 pm, Auditorium**

### **Summer Reading Party**


The annual end-of-summer party is for all families who participated in the Summer Reading Program. Join us in the courtyard at the Library for yard games and ice cream and to claim your final prizes.

**Saturday, August 12th, 11am - 12:30pm, Courtyard**

### **Story Times**

The last two family story times of the summer will be Thursday, August 10<sup>th</sup> and August 17<sup>th</sup> at 11:15am in the Children's Room. Regular weekly story times for babies, toddlers and preschoolers will resume the week of Labor Day. More details are available on the Library calendar and the soon to be published Fall Event Calendar.

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	16 August 2017	
<b>Subject:</b>	July Status Summary	

## Engineering

1. Awarded contract for city-wide paving project.
2. Completed annual sanitary sewer pipe root control project.
3. Met with various private developers regarding upcoming potential development projects.
4. Completed plan reviews for waterline extension, grading project, and utility and street upgrades.
5. See complete report.

## Parks

1. Repaired playground equipment at Godfrey and Columbia View Parks.
2. Planted street trees; watered street trees.
3. Prepped for power and planted grass seed around new covered shelter at McCormick Park.
4. Repaired sprinklers and fertilized ball fields.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 132 standard water meters with new radio read meters.
2. Assisted WWTP staff with removing pump at PS#3.
3. Installed a water service to the new dog park at Heinie Heumann Park.
4. Repaired a sink hole at N. 8<sup>th</sup> and West Streets.
5. Serviced and/or made repairs on over 34 vehicles and/or equipment and assisted with mowing.
6. Responded to twelve after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 59.8 million gallons of filtered drinking water, an average of 1.93 million gal/day.
2. Replaced the piping to the chemical feed system.
3. Worked with contractor replacing sensors on fire alarm call-out system.
4. See complete report.

## Waste Water Treatment Plant

1. Set up sampling points in system for local limits testing.
2. Responded to citizen complaint about discharging foam to the river. DEQ determined is natural, not the WWTP.
3. Repaired check valves on PS#6.
4. Replaced battery on SolarBee D.
5. See complete report.



## Engineering Department Status Report

7 August 2017



### **WATER PROJECTS**

#### 2MG Reservoir Drain

A leak was discovered in the drain pipe of the reservoir. Because the pipe is located directly under the bottom of the tank, it cannot be dug up and replaced. Public Works and Engineering staff have worked together to find a way to work around this and safely abandon the faulty pipe while still being able to drain the reservoir for future maintenance needs. Work was completed at the end of July.

### **DEVELOPMENT PROJECTS**

#### Gable Road Watermain Extension

The developer of the property near the intersection of Gable and Old Portland Road has submitted preliminary drawings for review to extend an 8" main approximately 550 linear feet to serve water to their site. The property is currently outside of the city limits and connection to the City's water system will require that the owner apply for annexation.

#### First Street Improvements

The owner of the undeveloped lot on the corner of First Street and Kavanaugh Street, directly behind Les Schwab, has submitted preliminary drawings to review for a watermain extension, storm drainage improvements, and partial street improvements. The lot is being developed for commercial use, with no specific tenant in mind. The lot is within the city limits but the rights-of-way are currently maintained by Columbia County. When a development occurs on an underdeveloped County roadway that is within the city limits and/or the UGB, the County defers to the City's improvement standards.

#### Emerald Meadows Subdivision Grading Permit

A grade and fill permit has been applied for by the owner of the property between N. Vernonia and Pittsburg Roads that was recently approved for a subdivision preliminary plat as Emerald Meadows. The permit is for completing the site grading and establishing erosion control before the wet weather sets in. After grading has been completed, construction of the infrastructure would follow with the goal of the developer being able to apply for building permit in spring of 2018.

#### Potential Development at Highway 30 & McBride Street

Engineering, Public Works, and Planning staff met with a potential developer of a large parcel of property located near Highway 30 and McBride Street. The proposed development would include a mixture of multi-family residential and commercial uses. The potential developer has not yet submitted a formal application, but preliminary survey of the site is taking place.

#### Potential Development, Gable Road and Alder Street

Engineering, Building, and Planning staff met with the owner of property located on Gable Road, extending through to Alder Street. The owner is contemplating construction of apartments. With the information they obtained regarding zoning, development codes, and infrastructure requirements, their team indicated they will reconfigure their preliminary configuration before returning with a formal application.

#### Elk Ridge Estates Phase VI

The Developer's contractor has started some site work for the placement of the new booster pump station. Work is progressing at a snail's pace, as expected. Their Engineer is still working with DEQ to finalize the revision to the storm water outfall.

#### St. Helens Marina Wyeth Street RV Park

No change in status since last month - Construction has been paused on the five new RV spots located on the north side of the existing RV park. This project will include relocation of a public water main and improvements and paving in a portion of the Wyeth Street right-of-way.

### **SANITARY SEWER AND STORM DRAIN PROJECTS**

#### 2017 I&I Video Inspection Project

The work on this project has been completed and the majority of the as-built documents have been submitted for review. The information will be very beneficial to the city by providing a more accurate layout of the internal sanitary sewer system. What was found during the project differs significantly from the "as-built" provided by the developer after construction of the park. Several points of direct rainwater inflow and infiltration have been identified. Once all of the videos have been reviewed, the property owner will be notified to repair the deficiencies.

#### Annual Root Control Project

In 2007, the City started an annual systematic maintenance program to clear roots from sanitary sewer mainlines. Each year, a list of sanitary mains is generated based on age, location, and observed physical condition. To save costs, the City is able to utilize the city of Portland's competitive bidding process and obtain de-rooting services. The 2017 project was successfully completed in July, de-rooting 7,412 linear feet, or 1.4 miles, of sewer pipe.

#### Pump Station No. 9 Upgrades Project

Engineering has been working with the selected contractor on finalizing the contract for the upgrades to sanitary sewer Pump Station No. 9. This project will involve replacing the 20 year old pumps with new, more efficient models and bringing the controls and electrical systems up to meet current codes.

#### 2017 I&I Sanitary Sewer Rehabilitation Project

Work on the repairs and rehabilitation of several sections of the City's sewer mains is continuing on schedule. The project involves repair, replace, and/or rehabilitation of approximately 900 feet of sanitary sewer pipe, mainly located on the South Trunk sewer main.

#### N. 11<sup>th</sup> Street, Lot 7

Work by a private contractor to install the new storm pipe across N. 11<sup>th</sup> Street has been completed. The new pipe, which continues on the east side of the street, is expected to improve the flow of stormwater through the area.

### **STREET AND TRANSPORTATION PROJECTS**

#### 2017 HMA Paving and Overlay Project

The contract for this project was awarded at the last Council session, on July 19<sup>th</sup> to TFT Construction of Scappoose. Streets identified for work include S. 1<sup>st</sup>, S. 6<sup>th</sup>, N. 7<sup>th</sup>, Lemont, N. 9<sup>th</sup>, N. 17<sup>th</sup>, N. 18<sup>th</sup>, N. 15<sup>th</sup>, N. 2<sup>nd</sup>, Sykes, and repairs on Old Portland and Gable Roads. Plans and specifications were developed by the Engineering staff. Work is expected to start in mid-August and should take approximately 2 weeks to complete everything on the schedule.

2017 Annual Street Striping Project

The contractor is scheduled to start work to re-apply the long line pavement markings during the week of August 7<sup>th</sup>.

LED Street Light Upgrade Project

Only a handful of overhead street lighting fixtures are waiting to be converted to LED fixtures. Some additional fixture were ordered to finish up the project.

Gable Road Improvement Project

The RFP for a full-service engineering firm to perform the large scope of work for the Gable Road Improvement project is due on August 12 and will be reviewed by City and County staff at a joint meeting on August 15. The City will work with the County throughout this project with the end goal of transferring jurisdiction of the improved roadway to the City once all of the improvements are complete.

Wayfinding and Branding Project

The final report is pending for this project to improve signage and directional information for tourist and residents. Full-sized replicas of some of the proposed signage

**MISCELLANEOUS PROJECTS**

Cost of Services Analysis

The final Cost of Services Analysis report by Steve Donovan was presented to the Council at the last Work Session on July 19.

Right-of-Way and Construction Permits

There were four Right-of-Way/Construction permits issued in June 2017 – A new Comcast service; temporary 2 hour parking for a SHHS project open house; plan review for a watermain extension; and a plan review for street and utility improvements.



## Parks Department for July 2017



Daily duties were performed which include: cleaning restrooms, garbage pickup, Sand Island maintenance, and general parks maintenance.

Moved the cannon from the police department to Hellers for repairs

Cleaned up the waterfront from the July 4<sup>th</sup> celebration

Dug a ditch for power to the new shelter at McCormick Park

Returned extra picnic tables and trash cans to McCormick Park

Repaired the play structure at Columbia View Park

Put bark dust in the flower beds at McCormick Park

Repaired picnic tables

Assessed a tree on N. 3<sup>rd</sup> Street

Fertilized Columbia View & Grey Cliffs parks

Watered street trees

Held the employees picnic lunch at McCormick Park

Painted the Gazebo at Columbia View Park

Transported road kill to the tree farm

Prepped the area around the new shelter at McCormick Park for seeding

Assessed the trees along Clark Street

Fertilized the McCormick Park ballfields

Trimmed a tree on N. 3<sup>rd</sup> Street

Removed tables from the creek

Chipped up and removed downed tree limbs at the reservoir

Placed a picnic table and trash can at the Heinie Heumann dog park

Restocked all the restroom storage areas

Assessed a tree on 1<sup>st</sup> Street

Put away and organized supplies

Repaired the blue gate at Boise Paper property

Pressure washed the mower shed

Repaired picnic tables

Weed-eated the west side of the Hwy sidewalk from St. Helens St. to Wyeth St.

Repaired sprinklers on the McCormick Park softball fields

Repaired teeter totter at Godfrey Park

Removed debris from the retention pond on Wyeth Street

Removed a tree on N. 3<sup>rd</sup> Street

Washed the windows at City Hall

Fertilized the tee ball fields at McCormick Park

Weed-eated the basketball court at Campbell Park

Sprinkler repair at Campbell Park

Dug a hole for a street tree on St. Helens Street

Trimmed trees on the Hwy

Sprayed weeds along the Hwy

Removed a broken street tree on St. Helens Street

Replanted trees on St. Helens Street

Bark dusted all the flower beds McCormick Park



## **Public Works Work Report July 2017**

### **Water Dept:**

Installed 132 radio read meters  
Read heavy users  
Installed water service at Henie Heumann dog park  
Poured concrete at reservoir and Dubois Ln.  
Made new 4" tap at reservoir on drain line for concrete hose

### **Sewer Dept:**

TVed sewer lines by new construction site off Kelley St.  
Repaired sink hole at N. 8<sup>th</sup> St. & West St.  
Uncovered paved-over manhole and raised it at 1450 West St.  
Helped WWTP pull pump at lift station by Kozy  
Installed new storm system at N. 4<sup>th</sup> St & Lemont St.  
Tapped sewer for new services at 424 & 426 N. 13<sup>th</sup> St.

### **Call-Outs:**

Power problem at 13 Nights  
Water off for plumbing repair on S. 20<sup>th</sup> St.  
Neal called out four times for July 4<sup>th</sup> things  
Tree branch in road on Belton Rd.  
Dead deer at Gable Rd. & Columbia Blvd.  
Dirty water complaint at 1864 Columbia Blvd. - hot water only, not our issue  
Water coming out of sidewalk at 34689 Alpine Ave. – from downspouts  
Sinkhole at Gable Rd & Firlok Park – C-Com to call County – their issue  
Sewer plugged at 135 S. 3<sup>rd</sup> St. – was on homeowner's side

### **Miscellaneous:**

Swept streets  
Mowed ROWs  
Dust coated gravel streets  
Marked 51 locates  
Checked wells & reservoirs daily

## Monthly Report July 1<sup>st</sup> to 31<sup>st</sup>

July 3<sup>rd</sup>

WWTP Took the radiator to Hart Radiator for repairs

Brett Vac. Day

July 5<sup>th</sup>

Police S-8 Repaired a flat tire and full service

WT #3 Installed a new battery for Howie

Parks Looked at the ladder that needs to be repaired on one of the playground structures at Columbia view Park the ladder needs to be taken down and brought to the shop for the repairs to be done

PW Welded up a wrench for the reservoir

July 6<sup>th</sup>

Office Computer work

PW Finished up fabricating the items needed for the drain at the reservoir

Parks Welded up a ladder for Columbia view park

July 7<sup>th</sup>

PW Checked on equipment

PW Worked on the plate for the reservoir

July 10<sup>th</sup>

Brett Vacation

July 11<sup>th</sup>

Brett Vacation

July 12<sup>th</sup>

Office Computer work

PW #23 Installed a new heater hose

WWTP #66 Installed a new radiator

PW Fabricated a round plate for the reservoir

WWTP Fabricated a door stop for the shop doors

Parks #9 Removed a mirror

July 13<sup>th</sup>

PW #55 Full service

Parks #9 Installed a new mirror

PW Adjusted the cables on the gene high lift

July 14<sup>th</sup>

Shop Cleaned the restroom and shop area also took apart the oil drain in the oil room removed the sump and tank cleaned and put it back together cleaned oil off the floor, removed the drain on the filter crusher cleaned that and put it back together

Keith Sick

July 17<sup>th</sup>

Office Computer work

PW Checked the batteries filled the batteries with water

July 18<sup>th</sup>

Office Computer work and filled paper work

PW #76 Jump started the truck and ran it for a while

July 19<sup>th</sup>

Police S-10 Full service

Parks Looked at a tree with Paul north third

July 20<sup>th</sup>

Office Filled paper work

PW #5 Filled the DEF fluid

July 21<sup>st</sup>

Shop Clean up the floor and clean the restroom and the shop sink

July 24<sup>th</sup>

Office Computer work

Shop Mowed grass

PW Helped check the backflow device at the JMF helped take it apart and put it back together

Police S23 Started service

July 25<sup>th</sup>

Police S-23 Finished full service

Police S-8 Repaired a tire

July 26<sup>th</sup>

PW #17 Replaced a hydraulic line for the dump box on the truck and also fabricated a piece of steel for the box to sit on

PW Looked at a propane tank for the Forklift

July 27<sup>th</sup>

PW Safety meeting

PW Hauled the concrete ballast for the tent to City hall and helped put up the tent

PW #23 Removed right front tire for repair

PW #2 Looked at the front tires on the backhoe need new ones

July 28<sup>th</sup>

PW #23 Installed Front tire

Police S-6 Service

Parks #20 Installed a mower deck belt

PW Ground the ends off the manhole hooks

July 31<sup>st</sup>

Brett vacation



**City of St. Helens, Oregon**  
Public Works  
Water Filtration Facility  
PWS 4100724  
P.O. Box 278  
St. Helens, OR 97051  
PH: (503) 397-1311 FAX: (503) 397-3351



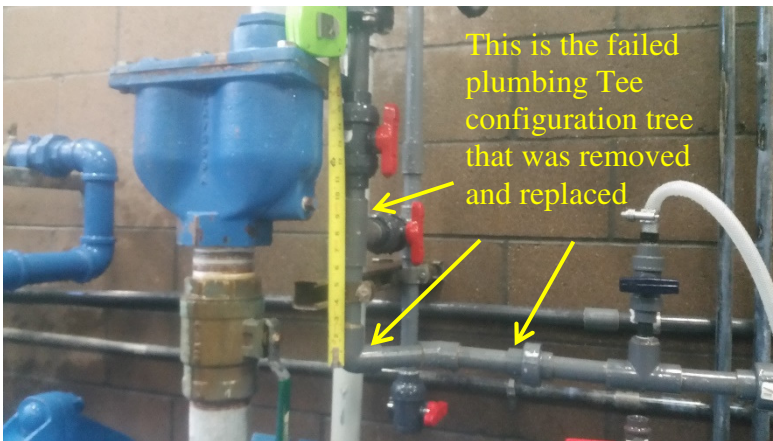
## Water Filtration Facility Journal July 2017

Water Production: 59.8 million gallons which averages 1.93 million gallons per day

**Week 1** Produced and sent June OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Ordered first chlorine delivery for the new fiscal year. Changed out Chlorine monitor reagents.

**Week 2** Gathered and sent out the July LT2 (Giardia/Cryptosporidium) sample. Received chlorine delivery. Rogers's machine on site to service our air compressors. Replacement chlorine reagents have arrived, along with our DPD chlorine testing pillows. DTS fire alarm systems on site still trying to get our system up and running.

**Week 3.** Fire alarm contractor on site working on the system, replacing sensors, so far so good, no fire alarms after hours or during working hours. A&E electric on site to replace our failed VFD controller on a raw water pump. Ordered some PVC components to make a major repair on our caustic feed system. We developed a pin hole leak in the molded elbow joint of a schedule 40 Tee. We cannot just put a patch on the Tee, so we had to remove and replace the entire plumbing tree configuration by creating a new tree with all the elbows, unions and nipples. We robbed the two Tru-union fittings that connect the two isolation valves in this configuration, from a spare valve we have in our parts inventory. Then we



glued in the new Tee, a new 90 and 45. We completed the plumbing configuration by using one half of a new union that joined up perfectly with the existing union to complete the piping into the caustic feed header. We truly appreciated having Tim there to share his experience in building this new plumbing tree. Thank you Tim!

**Week 4** Received chlorine delivery today. Thad brought the county work crew over this morning, sure appreciate the assistance this provides to tame the weeds. Today Tim replaced the faulty plumbing tree with the new plumbing tree that had the weekend to "cure" before putting it into service. Once again, a big thank you Tim!

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

## **WWTP Monthly Operations and Maintenance Report**

**July 2017**

To: Sue Nelson

From: Aaron Kunders

### **Secondary System Report**

- 7/3-Reed Electric here to take aerator motor 22 in for rebuild. Found catastrophic failure. Ordered a new motor.
- 7/10-Took apart old floating platform and took to the dump.
- 7/11-Found air relief line broken under the floor of the secondary building. Called Tim, with PW, and he came out and fixed on the 19<sup>th</sup>.
- 7/14-Aerator 15 failed. Tried to reset, but will not run.
- 7/18-Programmed 24 hour composite sampler to flow proportional.
- 7/18-Replaced battery on SolarBee D. Also tried to reset SolarBee F, but brain board has failed and needs replaced.
- 7/18-Found broken ground wire on aerator 15. Fixed but still won't run.

### **Primary System Report**

- 7/1-3-False readings on the Primary Flow meter. Stilling well had large buildup of solids and needs flushed more often.

### **Pump Stations**

- 7/6-PS#6-Repaired checkvalves.
- 7/13-Got portable generator back from Joint Maintenance.
- 7/20-PS#3-Checked to ensure the new pumps will seat correctly.
- 7/21-Quarterly alarm testing.
- 7/23-PS#2-Low level alarms. Checked and found ultrasound level controller fell a few feet and needed readjusted.
- 7/24-PS#2-Raised extra floats and reset HydroRanger parameters.

### **Sodium Hypochlorite System**

- 2235 gallons used this month.
- 2129 gallons used last month.
- 7/10-Hypo delivery.

### **Call-outs**

- No after hour call outs in July.

### **Plant**

- 7/6-Plant security system failure. Found that the phone line had been discontinued.
- 7/17-TCMS here for routine maintenance.

### **Pretreatment**

- 7/19-Meeting at Armstrong regarding permit.

- 7/19-Phone call with Letica about pretreatment fees. We determined that since they do not have a permit, the fees do not apply.
- 7/26-Set up manhole risers and samplers for local limits testing.
- 7/31-Armstrong notified us they will be using only one clarifier for up to three weeks while repairs are made to the other.

### **Other**

- 7/10-Citizen complaint to DEQ about our “foam” in the river. DEQ determined through google earth, that it was naturally occurring and has been in the same location since 2003.
- 7/11-17-Quarterly sampling.

### **Next Month**

- Local Limits testing
- Upgrade PS#9
- Install new Mission at WWTP