



**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, September 20, 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 Awards   | 1:05 p.m. |
| 3.  | Proposal to Reduce Barriers to Library Access – <i>Gretchen</i>   | 1:10 p.m. |
| 4.  | Request from Cheryl Gardner regarding Easement at 301 S. 2 <sup>nd</sup> Street   | 1:25 p.m. |
| 5.  | Promotional Insert in Resident Business License Renewals - <i>Margaret</i>  | 1:40 p.m. |
| 6.  | Discuss TGM Grant from ODOT for Riverfront Connector Plan – <i>Jacob</i>  | 1:45 p.m. |
| 7.  | Review of Final Plat for Land Partition at 2554 Columbia Blvd. - <i>Jacob</i>   | 1:55 p.m. |
| 8.  | Discuss Proposed Building Codes Amendments – <i>Bob</i>   | 2:00 p.m. |
| 9.  | Review Proposed Branding & Wayfinding Master Plan – <i>Jenny</i>  | 2:15 p.m. |
| 10. | Request to Waive Fees for Halloweentown Events:   | 2:35 p.m. |
|     | <ul style="list-style-type: none"> <li>• Scarecrows: Tales in the Dark</li> <li>• Spirit of Halloweentown Parade</li> <li>• Monster Dash</li> </ul> |           |
| 11. | Discuss Intersections at 1 <sup>st</sup> & Cowlitz Streets and 1 <sup>st</sup> & St. Helens Streets   | 2:45 p.m. |
| 12. | Department Reports  | 3:00 p.m. |
| 13. | Council Reports   | 3:20 p.m. |
| 14. | Executive Session: ORS 192.660(2)(e) Real Property Transactions   | 3:40 p.m. |
| 15. | Other Business  |           |
| 16. | Adjourn   |           |

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.

## FOR YOUR INFORMATION

### Upcoming Dates to Remember:

- September 18, Library Board, 7:15 p.m., Columbia Center Auditorium
- September 20, Council Work Session, 1:00 p.m., Council Chambers
- September 20, Council Public Hearing, 6:15 p.m., Council Chambers
- September 20, Council Public Hearing, 6:45 p.m., Council Chambers
- September 20, Council Regular Session, 7:00 p.m., Council Chambers
- September 25, Youth Council, 7:00 p.m., Council Chambers
- September 26, Arts & Cultural 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)
- PH: September 20, 6:45 p.m., Easement Extinguishment at 2554 Columbia Blvd. (Coombs/Melton)
- PF: October 4, 6:00 p.m., Potential Sweetened Beverage Tax

## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: September 20, 2017

I am happy to announce that we have three employees who have reached a milestone in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the September 20 Council work session.

### **10 Years**

**José Castilleja** came to work for the City as a Police Officer in August of 2007. In July of 2013, he was promoted to Sergeant, which is where he currently serves. He was also a Detective at one time during his employment.

**Jacob Graichen** began working for the City as an Assistant Planner in August of 2007. In July of 2011, he was promoted to City Planner, which is where he currently serves.

**Curt LeMont** began working for the City as a Parks Utility Worker in August of 2007. In November of 2008, he was transferred to Public Works Utility Worker where he currently serves.

**Congratulations, José, Jacob and Curt, and thank you** for your service!

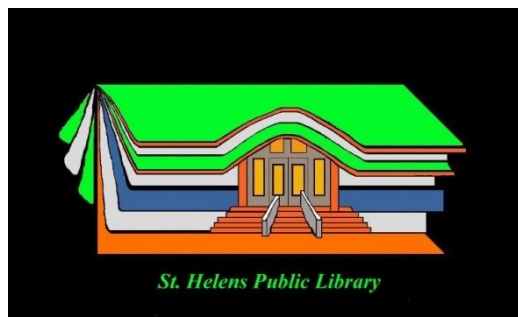
Thank you.

## Request for Council Action

From: St. Helens Public Library Access

Working Group members:

- Diane Barbee, Library Technician II
- Marsha Caton, Library Board member
- Amanda Heyneman, Library Board member
- Gretchen Kolderup, Youth Librarian



Date: September 20, 2017

Subject: Proposal to Remove Barriers to Library Access by Changing Fines and Fees and Joining the Oregon Library Passport Program

**Background:** After the City Council's approval of the St. Helens Public Library strategic plan, working groups of Library staff and board members were formed to begin implementing the tactics in the plan. The Access Working Group has focused specifically on Goal 3, Access to Library Services, specifically the objective to "evaluate current fines and fee structure to eliminate unnecessary barriers."

What stood out to the working group as barriers to access in the community feedback that was gathered during strategic planning focus groups is the following:

- There is still widespread misinformation about the cost of our non-resident cards, and some individuals and families feel \$35 per year is prohibitively expensive.
- Overdue library fines are a barrier to access, either because individuals or families accrue overdue fines and stop using the Library as a result or never use the Library at all because of the fear of accumulating overdue fines.
- Patrons feel our fees for replacing lost or damaged Library materials (which were originally set about 20 years ago) are unfairly high.
- Patrons increasingly expect to be able to access other libraries' collections with their St. Helens Public Library card as they would in places with a county library system.
- Community members would like to use the Columbia Center meeting rooms (the use of which the Library facilitates) outside of the Library's normal operating hours.

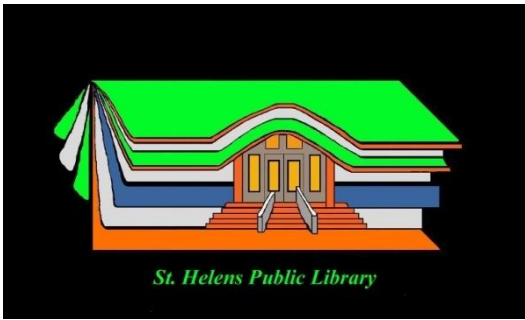
The Access Working Group has identified potential changes to the current City fee schedule that would eliminate or mitigate the barriers to Library use listed above:

- Re-introduce quarterly payments for non-resident cards. For this fiscal year, the non-resident card fee is \$35 a year; we recommend an option to pay \$10 for three months.
- Eliminate overdue fines on all youth materials, but still charge a lost item fee if materials are not returned within 21 days after their due date.
- Reduce fines on most adult materials (everything except DVDs and cultural passes) from 25 cents per day to 15 cents per day and reduce the maximum fine per item from \$15 to \$10.
- Lower lost and damaged item fees to more accurately reflect the actual cost to the Library:
  - Set lost and damaged item replacement fees for all materials at the original list price of the item.
  - Lower the fee for a lost or damaged DVD or CD case from \$10 to \$5, but introduce a \$7 fee for the loss or damage of a DVD or CD paper insert.
- Join the Oregon Library Passport Program on a one-year trial basis
- Make the Columbia Center meeting rooms available outside of normal Library operating hours if staffing availability permits for a fee of \$45 per hour. This rate covers the cost of having Library staff work additional hours.

More detailed information on each of these items, including estimated impacts, has been included in a supplementary document.

One of the City Council's goals for 2017 is to improve service, communication, and relationships by providing open, inclusive, and transparent government; improving communication; delivering excellent customer service; and improving community relationships. Reducing barriers to Library access and increasing patron satisfaction with Library services will contribute to accomplishing this goal.

**Recommendations: Approve the implementation of the changes outlined above, effective January 1, 2018.**



## Proposed Changes to Library Fines and Fees and Their Impact

A working group of Library staff and board members, working under the guidance of the Library’s recently adopted strategic plan and in consultation with the Library Director, recommends changes to Library fines and fees that will improve access and eliminate unnecessary barriers to library use.

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## Reintroduce quarterly payments for non-resident cards

### *Rationale*

- Paying \$35 all at once can be a hardship for some, whereas paying \$10 every three months would be less of a burden.
- Families with children have some library access during the school year via their school libraries, but during the summer months when the schools are closed, they no longer have access. Being able to purchase a non-resident card just for the summer months would offer them the opportunity to have library access throughout the year.
- There are also people who are in town seasonally; this may be an appealing option for them.
- The City previously had quarterly payment options for non-resident cards (from approximately 2003 to 2007).

### *Potential impact*

- The barrier to access for non-residents and seasonal residents will be reduced.
- There will be an increase in staff time spent on processing payments and creating new cards, and non-residents who pay for an entire year on a quarterly basis will have to go through the short process of renewing their card and paying four times a year instead of once a year.
- There may be a small increase in non-resident card fee revenue.
  - Seasonal residents and families seeking library access only over the summer may opt to purchase three-month cards, whereas currently many are unwilling to pay a full year's cost for a few months of access.
  - People for whom the full \$35 all at once is prohibitively expensive may be able to more easily afford \$10 for three months; after a year, the City will have received \$40 from them instead of \$35.

## Eliminate overdue fines on youth materials

### *Rationale*

- We want to encourage use of the Library and raise the next generation of readers and Library users. Overdue fines on youth materials discourages this or makes it more difficult.
  - Families with younger children often check out many board books or picture books at once, and being even one day late in returning them can push them over their maximum fine limit and keep them from checking out more items.
  - We lose both patrons and materials to large overdue fines. Sometimes, once patrons have large overdue fines, they sever their relationship with the Library entirely, and in extreme cases we never receive the items back.
  - Sometimes parents won't let their children use the Library from the start because they're worried about accumulating overdue fines.
  - For children and teens who have their own cards, they are often dependent on a parent to get to the Library to return materials; we don't want to penalize them for things outside of their control.
- Many libraries nationwide have decided to do this, including the Nashville Public Library, the Cleveland Public Library, the Milwaukee Public Library, the Free Library of Philadelphia, the Public Library of Cincinnati and Hamilton County, and, more locally, Fort Vancouver Regional Library, the Multnomah County Library, and Washington County libraries.
  - As people move from these areas to St. Helens, they expect this from their library.
  - Multnomah County provided us with their initial results after eliminating youth fines:
    - They had an extremely positive response from patrons.
    - Youth materials are being returned a few days later than before, but more materials are coming back overall.
    - They've seen an increase in new youth cards issued.

### *Potential impact*

- Lower fines means fewer patrons being blocked from using their accounts. Fewer blocked accounts means more patrons using the Library.
- No fear of overdue fines means more patrons getting cards and using the Library.
- More of our materials are likely to come back if patrons aren't scared off by large fines.
  - There will be less staff time spent on trying to reach patrons and persuade them to bring their materials back to the Library.
  - Money formerly spent replacing lost items can be used to purchase new books and other materials.
  - Fewer patrons being sent to collections means better public perception of the Library and the City.
- Patrons may need to wait a few more days for materials they have on hold.
  - If patrons do not return their youth materials within 21 days after the due date, we do intend to charge a lost item fee (as we do with all items presumed lost), so there is still incentive for items to come back.
- This will also reduce staff time in collecting fines and will reduce the number of unpleasant interactions with patrons who don't think they should have been assessed overdue fines.

- Over the last five fiscal years, an average of \$4,353 was paid each year in overdue fines on youth materials. This is revenue we would not see in future fiscal years.

## Reduce fines on most adult materials and reduce the maximum amount per item

### Rationale

- Our daily overdue fines on most materials as well as our maximum fine per item stand out as unusually high when compared to other Oregon libraries with similar service populations:

	Chetco Community PL	Cornelius PL	St Helens PL	Scappoose LD	Fern Ridge LD
Service population	13,720	13,311	13,095	12,607	12,588
County	Curry	Washington	Columbia	Columbia	Lane
<b>Fines</b>					
Fines per day for books	\$0.15	\$0.15	\$0.25	\$0.20	\$0.10
Fines per day for DVDs	\$1.00	\$1.00	\$0.50	\$0.25	\$0.50
Fines per day for other items	N/A	N/A	\$1.50/day for cultural passes	N/A	\$0.25/day for new fiction
Fines per day for children's materials	Same as adult	Same as adult	Same as adult	\$0.10	Same as adult
Max fine amount per item	\$7.00 DVD; \$4.00 other	\$5.00	\$15.00	\$10.00	\$5.00
Fine amount at which borrowing privileges are revoked	\$6.00	\$10.00	\$10.00	\$10.00	When fines exceed \$5.00 or item >5day late or fines >2months old

- The working group recommends reducing the daily overdue fine on most adult materials (not DVDs or cultural passes) from \$0.25 per day to \$0.15 per day and reducing the maximum fine per item from \$15 to \$10.
- Overdue fines are a barrier to access, and many patrons stop using the Library after incurring large fines, meaning we do not collect that money and we don't see them again as patrons and, sometimes, items aren't returned to us.

### Potential impact

- Lower fines means fewer patrons being blocked from using their accounts. Fewer blocked accounts means more patrons using the Library.
- More of our materials are likely to come back if patrons aren't scared off by large fines.
  - There will be less staff time spent on trying to reach patrons and persuade them to bring their materials back to the Library.
  - Money formerly spent replacing lost items can be used to purchase new items.
- Fewer patrons being sent to collections means better public perception of the Library and the City.
- Patrons do not often hit the per-item maximum, so the fiscal impact of changing the maximum amount per item is likely to be small.
- Over the last five fiscal years, an average of \$1,092 less would have been paid in overdue fines for adult materials if these overdue fine were \$0.15 per day instead of \$0.25 on most adult materials. This is revenue we will not see in future fiscal years.

## Change replacement costs for lost and damaged items

### *Rationale*

- The current replacement fee schedule for lost and damaged items was originally set about 20 years ago.
- Staff find it difficult to justify charging patrons \$30 for a worn hardcover book (for example) when the patron points out that they can so easily find it for less on Amazon, even accounting for staff time and processing costs.
- Comparable libraries generally charge the list price plus a processing fee.
- The current replacement costs for damaged DVD and CD cases and paper inserts are higher than the actual cost in dollars and staff time to replace them.
- The working group recommends changing the lost or damaged item fee to the list price
  - We are able to purchase most items at a discount from our vendors, so if patrons pay the full list price of the item, staff time and processing costs will generally be covered.
- The working group also recommends changing the replacement cost of a lost or damaged DVD or CD case from \$10 to \$5 as well as introducing a new fee of \$7 for a lost or damaged DVD or CD paper insert. These more accurately reflect the cost to the Library in materials and staff time for replacing them.

### *Potential impact*

- Setting replacement costs at something closer to our actual cost to replace them means staff will no longer feel the need to justify seemingly arbitrary replacement costs to patrons – a positive outcome for both staff and users of the Library.
- Because we don't have list price data for items that were damaged or lost in previous fiscal years, it is difficult to estimate the fiscal impact of this proposed change.
  - We may see a small decrease in revenue since the fees will be lower, but we may also see patrons be more willing to pay their fees for lost or damaged items if they feel the assessed fee is more reasonable.
  - The average yearly amount over the last five fiscal years for lost and damaged items is \$1,172, so even if we see something as dramatic as a 20% reduction in what we collect, the fiscal impact would only be about \$235 per fiscal year.

## Join the Oregon Library Passport Program

### *Background*

The Oregon Library Passport Program (OLPP) allows cardholders at one participating Oregon library to access materials (sometimes with limitations) at other participating Oregon libraries without paying additional fees. The Access Working Group recommends St. Helens Public Library join the OLPP on a one-year trial basis.

Joining OLPP would give St. Helens residents access to things it would be difficult for SHPL to have at the same scale, like the resources at academic and medical libraries, Hillsboro's Library of Things (where one can check out objects such as musical instruments, kitchen tools, cameras, and other items), and Multnomah County's digital resources. In return, SHPL would issue free cards to cardholders at other OLPP libraries, and they would be able to access our collections, with some limitations: they would only be able to check out five items at a time, would only be able to place three holds at a time, and would not be able to check out Cultural Passes, access our digital collections, or request interlibrary loans.

### *Rationale*

- Patrons will immediately have increased access to other collections, including those of libraries who offer things we do not, or offer more of things we already offer.
- It would also allow residents of St. Helens who spend the summer elsewhere in the state or who work in Multnomah or Washington County to access those libraries without any additional cost.
- People inquire if we're part of the program, and they express disappointment when they find out we are not
  - Among Columbia County public libraries, Scappoose and Vernonia are members, whereas Clatskanie, Rainier, and St. Helens are not.
  - Other metro-area libraries that are part of the program include Multnomah County Library, Washington County libraries, and Clackamas County libraries

### *Potential impact*

- Increased access to other library collections for St. Helens residents.
- Improved public perception of the Library and the City.
- Potential increase in usage as members of other libraries activate their OLPP cards at SHPL.
  - May result in increased wear on our materials and increased demands on staff time.
  - May result in an increase in items from other libraries returned to us (or vice versa). This could be especially problematic since we are not part of a courier network.
  - Other OLPP member libraries reported that these were not overwhelming problems when they joined the program. The program has also been in existence for four years, so patrons who are currently members of OLPP libraries are already likely to understand how the program works, and SHPL can get guidance from the Oregon Library Association or other participating libraries if necessary.
- Again, the fiscal impact is difficult to estimate.
  - There is a potential for a decrease in non-resident cards purchased
    - People who live in an area without having tax-funded library service who are currently paying for a SHPL non-resident card may opt to save \$10 by getting a Scappoose non-resident card instead and then activating their Passport card at the St. Helens Public Library for free.

- However, they would no longer have access to our cultural passes or Freegal, neither of which Scappoose have. This serves as an incentive to continue to purchase our non-resident card.
- We may instead see an increase in non-resident cards purchased
  - People who did not think a SHPL non-resident card was worth \$35 a year may decide to pay for a card once it gets them access to not just our collection but to those of many other libraries in the state.
- While it is difficult to estimate the financial impact, our currently active non-resident cards represent \$6,685 in yearly revenue. Even if we saw something as large as a 10% percentage decrease, that would be only \$669 per year – and we may instead see an increase as the perceived value of our cards increases.

## Offer use of Columbia Center meeting rooms outside of normal Library hours for an additional fee

### *Rationale*

- Both in strategic planning focus groups and when people reserve the Columbia Center meeting rooms, community members have expressed interest in reserving the meeting rooms during times when the Library is not open, including early mornings, evenings, and weekend hours.
- A Library staff member must be present in the building when it is being used, but our current staffing levels are generally only sufficient to covering normal Library operations during normal Library hours.
- To offer room reservation options outside of normal operating hours, additional staff hours would need to be allocated.
- Charging a fee for after-hours room usage would cover these increased staff costs. An hourly rate of \$45 would cover the maximum possible cost to the Library (the fully burdened hourly wage for a Step 5 Librarian I).
  - While this may not represent the actual cost to the Library, depending on which staff member worked during those additional hours, the fee should be a flat rate.
- Meeting rooms would only be available for booking outside of normal Library operating hours if there is a staff member who is willing to work during that time.

### *Potential impact*

- Increased access to the meeting rooms, especially for groups that must meet outside of normal business hours.
- Potential for new community partnerships.
- Potential increased wear and tear on the rooms if there are a lot of additional bookings.
- Because the hourly rate paid by the organization booking the room is likely to be higher than the actual payroll costs of additional staff hours, this could result in a small increase in revenue for room rentals.

LIBRARY FEES		
Fines for overdue adult books, magazines, audio recordings and CDs	\$ 0.15	Per item per day. Max fine \$10 per item.
Fines for overdue juvenile/children's and young adult/teen books, magazines, audio recordings, CDs, and DVDs	\$ -	Overdue fines are not assessed for items in the youth collections. If youth materials have not been returned 21 days after their due date, the item will be assumed lost and the appropriate fees will be charged. If the item is returned in good condition and there are no outstanding issues with the patron's account, the lost item fee will be waived.
Fines for overdue DVDs and other video recordings	\$ 0.50	Per item per day. Max fine \$10 per item.
Fines for overdue Cultural Passes	\$ 1.50	Per pass per day. Max fine of \$10 per pass.
Nonresident Borrower Card Fee	\$35	per year
	\$10	per three (3) months
Resident Business Borrower Card Fee	\$ -	No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.
Oregon Library Passport Program Card	\$ -	No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.
Interlibrary Loan	\$ 3.00	Per item
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.
Books, magazines, DVDs, CDs, or any other material/media	\$ -	Original list price
Cultural Pass	\$ 30.00	
Replacing a borrower's lost card	\$ 2.00	
Missing bar code label	\$ 2.00	
Lost or damaged case for CDs or DVDs	\$ 5.00	
Lost or damaged insert for CDs or DVDs	\$ 7.00	
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.
Auditorium	\$25.00	Per hour
	\$75.00	Per half day (up to 4 hours)
	\$150.00	All day (Open hours)
Armstrong	\$20.00	Per hour
	\$50.00	Per half day (up to 4 hours)
	\$95.00	All day (Open hours)
Both Rooms	\$40.00	Per hour
	\$110.00	Per half day (up to 4 hours)
	\$210.00	All day (Open hours)
Use of one or both meeting rooms outside normal Library hours	\$45	Per hour

## City Of St Helens Planning Commission

I would like to request a variance for ordinance NO. 3153

I own a home at 301 S. 2<sup>nd</sup> st, St Helens. (Corner of Cowlitz and 2<sup>nd</sup> st.)

A few months ago I installed a wooded privacy screen partially along the rear of my property. Just a screen to provide some privacy for the master bedroom and part of the side yard due to the houses sitting very close to each other.

I believed at that time that it was Ok to put this screen up because of the ordinance vacating a portion of the Cowlitz Street and south 3<sup>rd</sup> street right of way that was completed in Jan 2012. (City of St Helens ordinance NO. 3153). Which gave me the south 15 feet of Cowlitz street right of way abutting Lots 11 and 12, Block 25.

I received a letter from Jacob Graichen, City Planner on June 26, 2017 instructing me to remove the fence. Stating that the first 15 feet of the property along Cowlitz St. includes a public access easement.

When I purchased this property three years ago, the yard was completely covered with shrubs and trees, with a deck and gazebo on the side yard. No throughway was possible. Because this hundred year old house was built on SOLID ROCK and has NEVER had a public sidewalk going thru it due to the solid rock formation running throughout the property. And also because the existing sidewalk currently ends at my property line, as well as the 15 foot vacate that was initiated by the prior owner. I felt it was Ok to install the Privacy Screen, which was a replacement for the tall shrubs that were there when I made the purchase.

So I am asking this Commission to allow a Variance of ordinance No 3153, to **exclude** the public access easement for my lot, since it seems very unlikely and also a very expensive undertaking to install a sidewalk through this property at some future date.

Thank You for your consideration in this matter,

Cheryl Gardner.





265 Strand / PO Box 278  
St. Helens, Oregon  
97051

Cheryl Gardner  
275 S. 2<sup>nd</sup> Street  
St. Helens, OR 97051

RE: recently erected fence at 301 S. 2<sup>nd</sup> Street

Dear Property Owner,

Please remove the fence recently installed at 301 S. 2<sup>nd</sup> Street. The first 15' of the property along Cowlitz Street includes a public access easement per Ordinance No. 3153 (2011). This includes the area the sidewalk ends on the west side of the property and further back (close to the northern wall of the 301 S. 2<sup>nd</sup> Street dwelling).

The fence is a direct violation of the access easement.

Please remove to avoid penalty of law.

You may contact this office if you have any questions.



Respectfully yours,

Jacob A. Graichen, AICP, City Planner

cc: Code Enforcement

4/26/2017

Jacob A. Graichen, AICP

RE: Recently erected fence at 301 S. 2<sup>nd</sup> street, St Helens

I received your letter instructing me to remove my fence due to a 15 ft. public access easement, Ordinance No. 3153. (2011). Stating it is a direct violation of the access easement. And to remove to avoid penalty of law.

I have attached a copy of my legal description of my lot, provided by Ticor Title at the time of my purchase. **Which states that the 15 ft. easement was vacated and recorded on Jan. 23, 2012.** Along with all the houses along the eastern side of Third Street between Cowlitz street and Tualatin street. And the houses on both the Southern and Northern side of Cowlitz street, between 2<sup>nd</sup> street and 3<sup>rd</sup> street.

I also wanted to let you know:

Fence height is only 6 feet.

Fence sits at the rear of my property, back one foot from the property line (on my side) between 301 s. 2<sup>nd</sup> street property and the 201 Cowlitz street property.

**Fence ends 19 ft. from the Cowlitz st. road.**

The city sidewalk has always ended at the property line between the 301 s. 2<sup>nd</sup> street property and the 201 Cowlitz street property. Due to a large SOLID Basalt formation that sits in my yard and extends to Cowlitz street.

I have included pictures of the fence and yard, for your reference.

Respectfully yours,

Cheryl Gardner

CC: Code Enforcement

Jacob Graichen, City Planner

06/28/2017

RE: recently erected fence at 301 S. Street.

Jacob,

As you probably already know, on Monday 06/26/2017 I talked with Officer Adam Hartless.

He informed me that my privacy screen (not a Fence) cannot extend past my property line into the vacated area. Because even though, there has never been public access thru my yard or a sidewalk put down by the city in the past 100 plus years, due to most of this lot being SOLID rock. The screen in question is still blocking where the public access would have been. The current sidewalk ends at my property line.

So I have called KLS surveying in Vernonia. Talked to them twice this week and I am waiting for them to schedule the property to be surveyed.

Once that is complete, I will go from there on what action I will be taking in regards to my Privacy Screen.

Respectfully,

Cheryl Gardner

CC: Code Enforcement

**After recording return to:**

City of St. Helens  
PO Box 278  
St. Helens, OR 97051

**City of St. Helens**  
**ORDINANCE NO. 3153**

**AN ORDINANCE VACATING A PORTION OF THE COWLITZ STREET AND SOUTH 3RD STREET (OAK STREET) RIGHTS OF WAY**

**WHEREAS**, a petition to vacate a portion of the Cowlitz Street and South 3<sup>rd</sup> Street (Oak Street) rights of way was filed with the City Recorder on or about September 2, 2011; and

**WHEREAS**, a Notice of Street Vacation was published October 5, 2011 and October 12, 2011 in *The Chronicle* describing the property to be vacated, the date the petition was filed, the date and location for objections, and the date of the hearing; and

**WHEREAS**, copies of the Notice of Street Vacation were posted near the property proposed to be vacated October 7, 2011; and

**WHEREAS**, a public hearing was held on October 19, 2011 and testimony was received for the record.

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

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

- a. The Council received notice of the petition and set the public hearing date.
- b. The Notice of Street Vacation was duly published and posted in the manner required by law.
- c. The City Recorder has searched the City records and certified that there are no outstanding liens against the property to be vacated. They also certified that the real estate taxes on this property are also current.
- d. The majority of affected property owners support the street vacation request.

**Section 2.** The portion of Cowlitz Street and South 3<sup>rd</sup> Street (Oak Street) rights of way requested to be vacated, hereby vacated from and after the effective date of this ordinance, is partially improved right of way that is described as follows:

The north 15 feet of the Cowlitz Street right-of-way abutting lots 1 and 22, Block 26; and

The south 15 feet of the Cowlitz Street right-of-way abutting Lots 11 and 12, Block 25; and

The east 15 feet of the S. 3<sup>rd</sup> Street (Oak Street) right-of-way abutting Lot 1 and the southerly 21 feet of Lot 2, Block 26; and

The east 15 feet of the S. 3<sup>rd</sup> Street (Oak Street) right-of-way abutting Lot 6 except the southerly 2.03 feet, and Lots 7 through 11, Block 25; and

The west 15 feet of the S. 3<sup>rd</sup> Street (Oak Street) right-of-way abutting Lots 12 and 13, Block 34 and the portion of the vacated Cowlitz Street right-of-way between Lot 12, Block 34 and the John Gumm Subdivision to the City of St. Helens, Columbia County, Oregon;

COLUMBIA COUNTY, OREGON 2012-000307

DEED-VAC

Cnt=1 Pgs=2 HUSERB 01/23/2012 09:08:35 AM

\$10.00 \$11.00 \$15.00 \$5.00 \$10.00 = \$151.00



00149493201200003070020021

I, Elizabeth E. Huser, County Clerk for Columbia County, Oregon  
certify that the instrument identified herein was recorded in the Clerk  
records

Elizabeth E. Huser - County Clerk

All of the above described being within the St. Helens Subdivision to the City of St. Helens, Columbia County, Oregon.

**Section 3.** The City reserves to itself and any operating public utility provider, easements over the entire vacated street right-of-way for access, maintenance and repair of any existing or future public facility or public utility, except such easement is not reserved for the following vacated area:

The east 15 feet of the S. 3<sup>rd</sup> Street (Oak Street) right-of-way abutting Lot 1 and the southerly 21 feet of Lot 2, Block 26.

**Section 4.** The City reserves to itself an easement over the entire vacated street right-of-way for public access, except such easement is not reserved for the following vacated area:

The east 15 feet of the S. 3<sup>rd</sup> Street (Oak Street) right-of-way abutting Lot 1 and the southerly 21 feet of Lot 2, Block 26; and

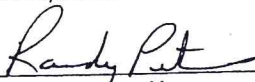
The west 15 feet of the S. 3<sup>rd</sup> Street (Oak Street) right-of-way abutting Lots 12 and 13, Block 34 and the portion of the vacated Cowlitz Street right-of-way between Lot 12, Block 34 and the John Gumm Subdivision.

**Section 5.** The City Recorder shall file a certified copy of this Ordinance with the County Clerk, the County Assessor, and the County Surveyor of Columbia County, Oregon.

Read the first time: November 2, 2011  
Read the second time: November 16, 2011

**APPROVED AND ADOPTED** this 16<sup>th</sup> day of November, 2011.

Ayes: Morten, Locke, Martyn, Peterson  
Nays: None

  
Randy Peterson, Mayor

ATTEST

  
Kathy Payne, City Recorder



2-01

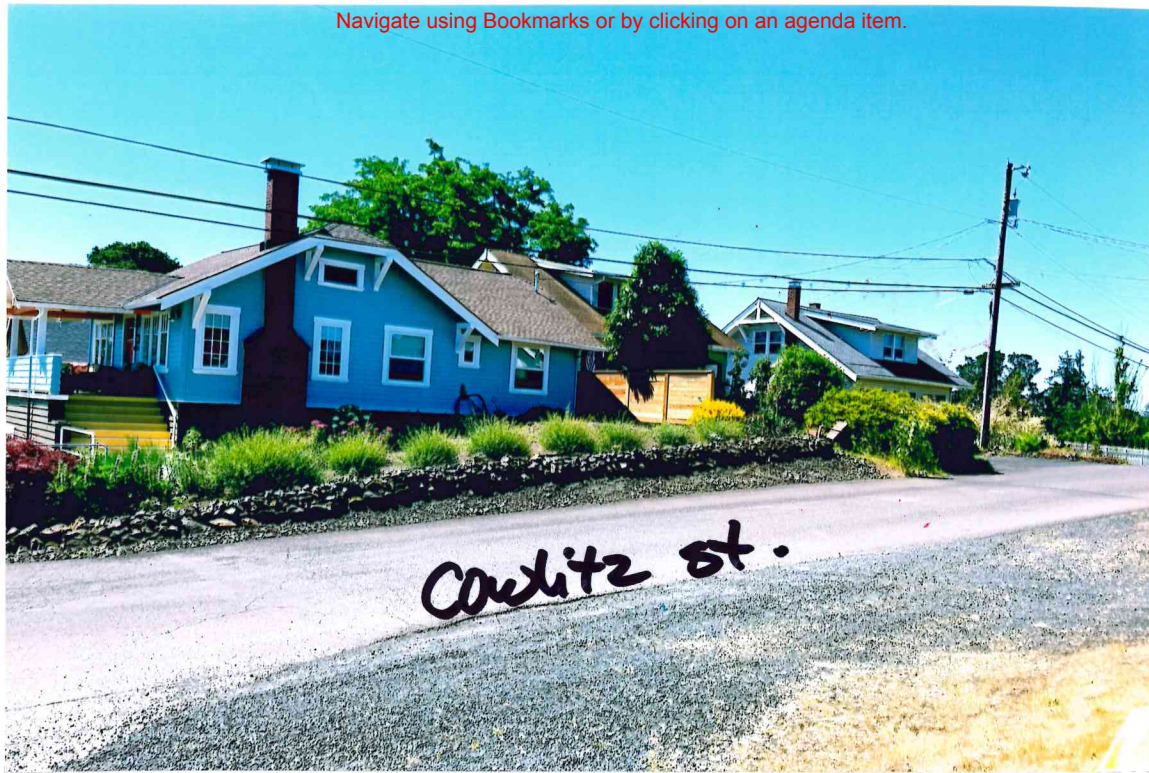
100' **TICOR TITLE** **STREET**  
This map and the accompanying  
legal description are provided solely  
to assist in locating the subject property.  
Ticor Title assumes no liability for discrepancies.

**PRELIMINARY REPORT**  
(Continued)

Order No.: 73813009951-TTCOL07

**EXHIBIT "ONE"**

Beginning at the Northeast corner of Lot 12 in Block 25, City of St. Helens; and running thence Westerly along the Northerly line of said Lot 12, 65 feet to a point; thence Southerly and parallel with the Easterly line of Lot 12, 40 feet to a point; thence Easterly and parallel with the Southerly line of Lot 12, 65 feet to a point in the Easterly line of said Lot 12; thence Northerly along the Easterly line of said Lot 12 to the place of beginning and being a part of Lot 12 in Block 25, in the City of St. Helens, Columbia County, Oregon. ALSO that portion of Cowlitz Street vacated by Ordinance No. 3153, recorded January 23, 2012, as Instrument No. 2012-000307, Records of Columbia County, Oregon, which inures to the property by operation of law.







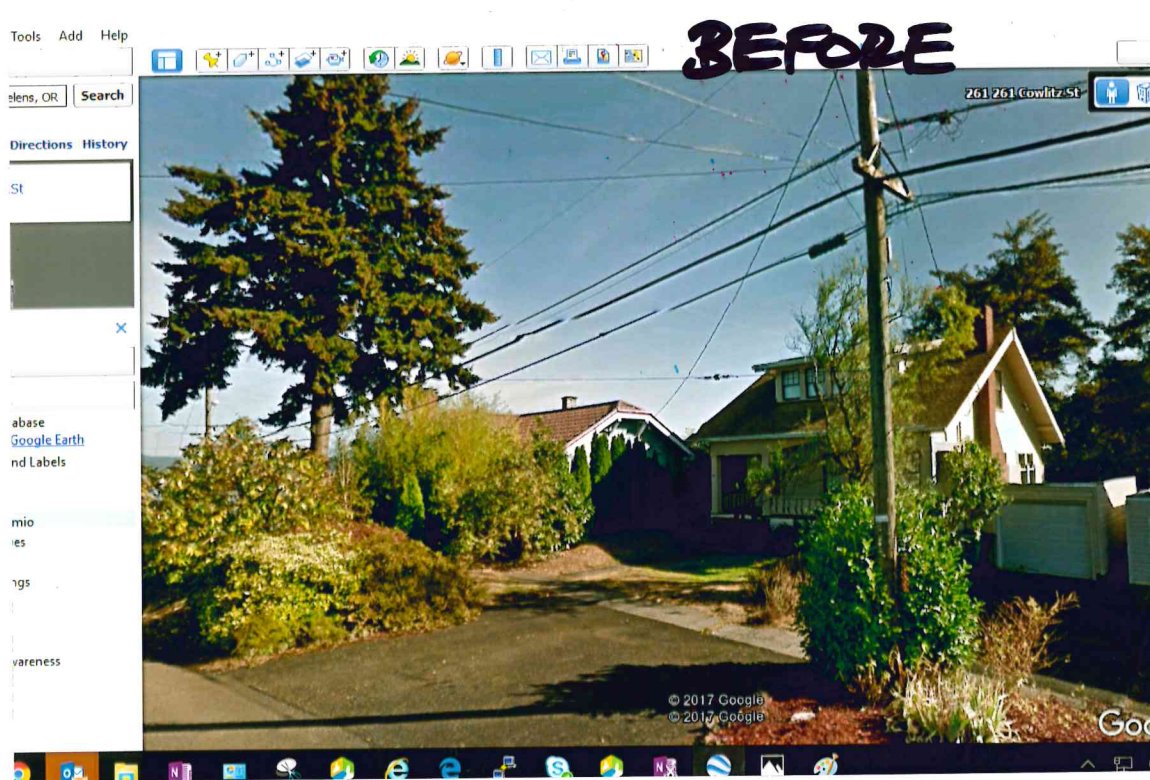
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Navigate using Bookmarks or by clicking on an agenda item.





## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** 301 S. 2<sup>nd</sup> Street access easement discussion  
**DATE:** September 14, 2017



Along Cowlitz Street facing east.

The fence that currently blocks the potential continuance of the sidewalk and is within the access easement. The 301 S. 2<sup>nd</sup> is on the other side of the fence.



At N. 2<sup>nd</sup>/Cowlitz Street facing west.

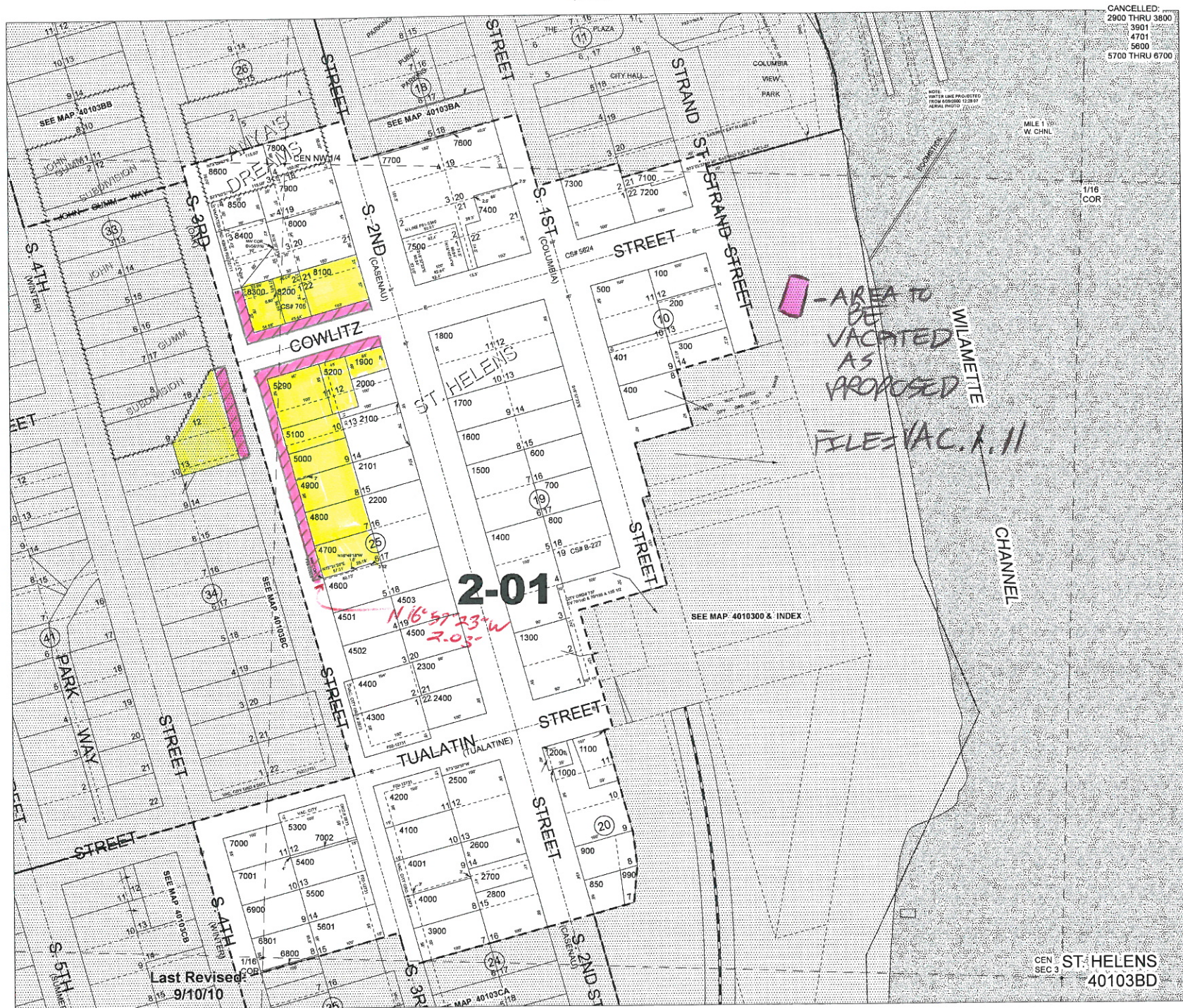
The opposite side as the picture above. 301 S. 2<sup>nd</sup> is the visible home.

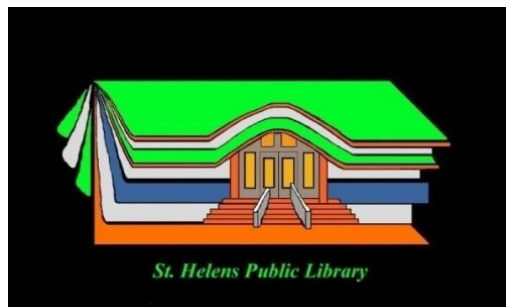


S. 2<sup>nd</sup> Street facing North. The S. 2<sup>nd</sup> Street/Cowlitz Street intersection shown with the arrow.

Given the split road, it is unlikely there will ever be a sidewalk on the other side (where the power lines are shown). Thus, the public passageway at this location will be in front of 301 S. 2<sup>nd</sup> (by the arrow) for the foreseeable future.

**CANCELLED:**  
2900 THRU 3800  
3901  
4701  
5600  
5700 THRU 6700





## Request for Council Action

September 8, 2017

To: The Mayor and Members of the City Council

From: Margaret Jeffries, Library Director

Subject: Promotional Insert with Resident Business License Renewals

### **Recommendation:**

The Library Director requests permission to include an insert promoting library cards in the annual mailing for resident business license renewals.

**Background:** Resolution 1489 authorizes the issuance of St. Helens Public Library cards to resident businesses with current business licenses.

### **Suggested Verbiage on the Insert:**

Did you know that when you get a City of St. Helens resident business license that you are also able to get a St. Helens Public Library card at no additional charge?

With your library card, you can:

1. Borrow any of the 45,000+ items in our collection
2. Check-out audiobooks and e-books through Library2Go
3. Download free music using Freegal
4. Use our online databases 24/7, and
5. Visit five different cultural institutions in the Portland metro area with our Cultural Passes!

To get your card, you will need:

1. Your current business license
2. Your unexpired Oregon Driver's License
3. A letter listing the employees or family members authorized to use the library card

Your card is valid for the same period as your business license.



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** 2017/2018 TGM Grant – Authorization of Signature for IGA  
**DATE:** September 12, 2017

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This was formally addressed to the Council over a year via Resolution 1743 on May 18, 2016 which authorized an application submission.

Since then, the City has successfully been accepted as a grant project recipient and much work has occurred to get to this point: request for the Mayor's signature of the Intergovernmental Agreement (IGA) between the City and ODOT. Once the IGA is executed by all parties, the actual project can begin.

The project is for a corridor plan (a *refinement plan* of our Transportation Systems Plan as adopted in 2011) addressing various streets such as Old Portland Road, Gable Road, McNulty Way, and Plymouth Street. The intent is to build off the corridor plan adopted in January 2015 and address issues that arose from the City's recent waterfront planning efforts (e.g., future problem intersections).

**Attached to the IGA is the Statement of Work (SOW) that describes the responsibilities of the various entities involved.** Consultants will perform most of the technical work. This document has been reviewed by City staff, various ODOT staff, and various consultants.

This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by the federal Fixing America's Surface Transportation Act ("FAST Act"), local government, and State of Oregon funds.

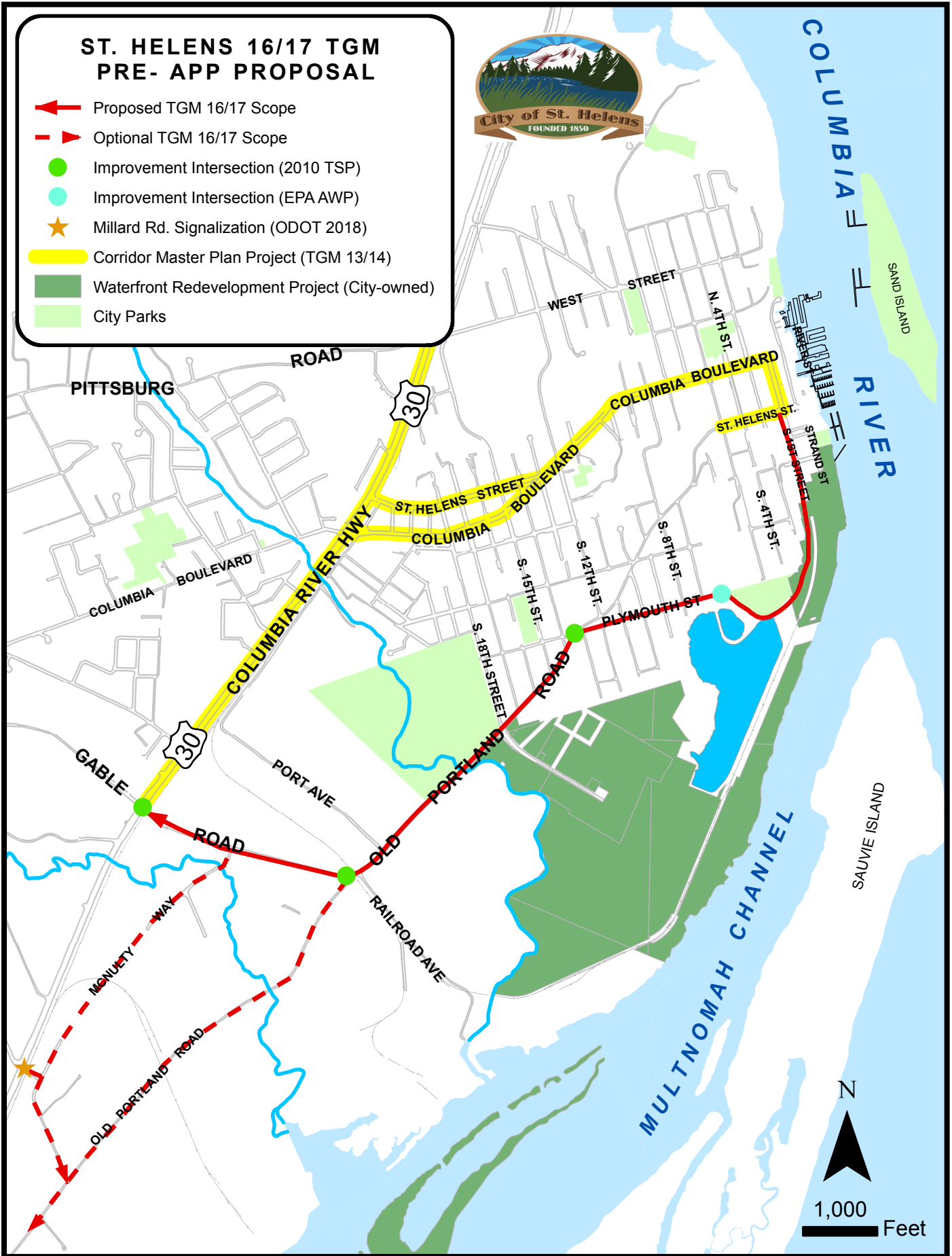
**The grant amount for the project is up to \$208,550.** The City's match is \$28,470 or 12.01% of the total project cost. This may be paid in the form of cash, staff time and/or direct project expenses. It is anticipated that all required match will be staff time and direct project expenses (e.g., mailing and notice costs).

**Anticipated project timeline is October 2017-June 2019.** It was supposed to start in June but was delayed due to staffing issues at the Oregon Department of Justice.

Note that Task 2.2. of the SOW talks about the makeup of the advisory committee for this project and includes, as willing and able, representation from the Planning Commission and Council. This may be a good time to discuss Council representation on this committee.

**Please authorize the Mayor's signature of the attached IGA so staff can forward to ODOT and this project can formally begin.**

**Attached:** Map from TGM Grant Application  
2013/2014 TGM Grant IGA



## **INTERGOVERNMENTAL AGREEMENT**

### **City of St. Helens, St. Helens Riverfront Connector Plan**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation (“ODOT” or “Agency”), and the City of St. Helens (“City” or “Grantee”).

### **RECITALS**

1. The Transportation and Growth Management (“TGM”) Program is a joint program of ODOT and the Oregon Department of Land Conservation and Development.
2. The TGM Program includes a program of grants for local governments for planning projects. The objective of these projects is to better integrate transportation and land use planning and develop new ways to manage growth in order to achieve compact pedestrian, bicycle, and transit friendly urban development.
3. This TGM Grant (as defined below) is financed with federal Fixing America’s Surface Transportation Act (“FAST Act”) funds. Local funds are used as match for FAST Act funds.
4. By authority granted in Oregon Revised Statutes (“ORS”) 190.110, state agencies may enter into agreements with units of local government or other state agencies to perform any functions and activities that the parties to the agreement or their officers or agents have the duty or authority to perform.
5. City has been awarded a TGM Grant which is conditional upon the execution of this Agreement.
6. The parties desire to enter into this Agreement for their mutual benefit.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### **SECTION 1. DEFINITIONS**

Unless the context requires otherwise, the following terms, when used in this Agreement, shall have the meanings assigned to them below:

A. “City's Amount” means the portion of the Grant Amount payable by ODOT to City for performing the tasks indicated in Exhibit A as being the responsibility of City.

B. “City's Matching Amount” means the amount of matching funds which City is required to expend to fund the Project.

C. “City's Project Manager” means the individual designated by City as its project manager for the Project.

D. “Consultant” means the personal services contractor(s) (if any) hired by ODOT to do the tasks indicated in Exhibit A as being the responsibility of such contractor(s).

E. “Consultant’s Amount” means the portion of the Grant Amount payable by ODOT to the Consultant for the deliverables described in Exhibit A for which the Consultant is responsible.

F. “Direct Project Costs” means those costs which are directly associated with the Project. These may include the salaries and benefits of personnel assigned to the Project and the cost of supplies, postage, travel, and printing. General administrative costs, capital costs, and overhead are not Direct Project Costs. Any jurisdiction or metropolitan planning organization that has federally approved indirect cost plans may treat such indirect costs as Direct Project Costs.

G. “Federally Eligible Costs” means those costs which are Direct Project Costs of the type listed in Exhibit D incurred by City and Consultant during the term of this Agreement.

H. “Grant Amount” or “Grant” means the total amount of financial assistance disbursed under this Agreement, which consists of the City's Amount and the Consultant’s Amount.

I. “ODOT’s Contract Administrator” means the individual designated by ODOT to be its contract administrator for this Agreement.

J. “PSK” means the personal services contract(s) executed between ODOT and the Consultant related to the portion of the Project that is the responsibility of the Consultant.

K. “Project” means the project described in Exhibit A.

L. “Termination Date” has the meaning set forth in Section 2.A below.

M. “Total Project Costs” means the total amount of money required to complete the Project.

N. “Work Product” has the meaning set forth in Section 5.I below.

## **SECTION 2. TERMS OF AGREEMENT**

A. Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. This Agreement terminates on November 30, 2019 (“Termination Date”).

B. Grant Amount. The Grant Amount shall not exceed \$208,550.

C. City's Amount. The City's Amount shall not exceed \$0.

D. Consultant’s Amount. The Consultant’s Amount shall not exceed \$208,550.

E. City's Matching Amount. The City's Matching Amount is \$28,470 or 12.01% of the Total Project Costs.

## **SECTION 3. CITY’S MATCHING AMOUNT**

A. Subject to submission by City of such documentation of costs and progress on the Project (including deliverables) as are satisfactory to ODOT, the City may use as part of the City’s Matching Amount, only Direct Project Costs that are Federally Eligible Costs that City incurs after the execution of this Agreement. Generally accepted accounting principles and definitions of ORS 294.311 shall be applied to clearly document verifiable costs that are incurred.

B. City shall present cost reports, progress reports, and deliverables to ODOT’s Contract Administrator no less than every other month. City shall submit cost reports for 100% of City’s Federally Eligible Costs.

C. ODOT shall limit use, as part of the City’s Matching Amount, travel expenses in accordance with current State of Oregon Accounting Manual, General Travel Rules, effective on the date the expenses are incurred.

## **SECTION 4. CITY'S REPRESENTATIONS, WARRANTIES, AND CERTIFICATION**

A. City represents and warrants to ODOT as follows:

1. It is a municipality duly organized and existing under the laws of the State of Oregon.

2. It has full legal right and authority to execute and deliver this Agreement and to observe and perform its duties, obligations, covenants and agreements hereunder and to undertake and complete the Project.

3. All official action required to be taken to authorize this Agreement has been taken, adopted and authorized in accordance with applicable state law and the organizational documents of City.

4. This Agreement has been executed and delivered by an authorized officer(s) of City and constitutes the legal, valid and binding obligation of City enforceable against it in accordance with its terms.

5. The authorization, execution and delivery of this Agreement by City, the observation and performance of its duties, obligations, covenants and agreements hereunder, and the undertaking and completion of the Project do not and will not contravene any existing law, rule or regulation or any existing order, injunction, judgment, or decree of any court or governmental or administrative agency, authority or person having jurisdiction over it or its property or violate or breach any provision of any agreement, instrument or indenture by which City or its property is bound.

6. The statement of work attached to this Agreement as Exhibit A has been reviewed and approved by the necessary official(s) of City.

B. As federal funds are involved in this Grant, Grantee, by execution of this Agreement, makes the certifications set forth in Exhibits B and C. For purposes of the certifications in Exhibits B and C, references to "Contractor" shall be deemed references to City.

C. City understands and agrees that ODOT's obligation hereunder is contingent on ODOT having received funding, appropriations, limitations or other

expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

## **SECTION 5. GENERAL COVENANTS OF CITY**

A. Grantee shall be responsible for the City's Matching Amount, and that portion of the Total Project Costs in excess of the Grant Amount. City shall complete the Project; provided, however, that City shall not be liable for the quality or completion of that part of the Project which Exhibit A describes as the responsibility of the Consultant.

B. City shall, in a good and workmanlike manner, perform the work on the Project, and provide the deliverables for which City is identified in Exhibit A as being responsible.

C. City shall perform such work identified in Exhibit A as City's responsibility as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform such work. City shall also be responsible for providing for employment-related benefits and deductions that are required by law, including, but not limited to, federal and state income tax withholdings, unemployment taxes, workers' compensation coverage, and contributions to any retirement system.

D. All employers, including City, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126(2). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. City shall require each of its subcontractors, if any, to comply with, and shall ensure that each of its subcontractors, if any, complies with these requirements.

E. City shall not enter into any subcontracts to accomplish any of the work described in Exhibit A, unless it first obtains written approval from ODOT.

F. City agrees to cooperate with ODOT's Contract Administrator. At the request of ODOT's Contract Administrator, City agrees to:

- (1) Meet with the ODOT's Contract Administrator; and
- (2) Form a project steering committee (which shall include ODOT's Contract Administrator) to oversee the Project.

G. City shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contracting Code. Without limiting the generality of the foregoing, City expressly agrees to comply with: (1) Title VI of Civil Rights Act of 1964; (2) Title V of the Rehabilitation Act of 1973; (3) the Americans with Disabilities Act of 1990 and ORS 659A.142; (4) all regulations and administrative rules established pursuant to the foregoing laws; and (5) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

H. City shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, City shall maintain any other records pertinent to this Agreement in such a manner as to clearly document City's performance. City acknowledges and agrees that ODOT, the Oregon Secretary of State's Office and the federal government and their duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans, and writings of City that are pertinent to this Agreement to perform examinations and audits and make copies, excerpts and transcripts.

City shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

I. (1) All of City's work product related to the Project that results from this Agreement ("Work Product") is the exclusive property of ODOT. ODOT and City intend that such Work Product be deemed "work made for hire" of which ODOT shall be deemed the author. If, for any reason, such Work Product is not deemed "work made for hire", City hereby irrevocably assigns to ODOT all of its rights, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. City shall execute such further documents and instruments as ODOT may reasonably request in order to fully vest such rights in ODOT. City forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

(2) ODOT hereby grants to City a royalty free, non-exclusive license to reproduce any Work Product for distribution upon request to members of the public.

(3) City shall ensure that any work products produced pursuant to this Agreement include the following statement:

“This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by the federal Fixing America’s Surface Transportation Act (“FAST Act”), local government, and State of Oregon funds.

“The contents of this document do not necessarily reflect views or policies of the State of Oregon.”

(4) The Oregon Department of Land Conservation and Development and ODOT may each display appropriate products on its “home page”.

J. Single Audit Act Requirements. The TGM Program receives FAST Act grant funds through the Catalog of Federal Domestic Assistance (“CFDA”) No. 20.205: Highway Planning and Construction and is subject to the regulations of the U.S. Department of Transportation (“USDOT”). City is a sub-recipient.

(1) Subrecipients receiving federal funds in excess of \$750,000 in the subrecipient’s fiscal year are subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. The Grantee, if subject to this requirement, shall at its own expense submit to ODOT a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Agreement and shall submit or cause to be submitted to ODOT the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of the Grantee responsible for the financial management of funds received under this Agreement.

(2) Audit costs for audits not required in accordance with 2 CFR part 200, subpart F are unallowable. If the Grantee did not expend \$750,000 or more in Federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, costs for performance of that audit shall not be charged to the grant received under this Agreement.

(3) The Grantee shall save, protect and hold harmless ODOT from the cost of any audits or special investigations performed by the Federal awarding agency or any federal agency with respect to the funds expended under this Agreement. The Grantee acknowledges and agrees that any audit costs incurred by the Grantee as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between the Grantee and the State of Oregon.

Exhibit E sets out the information required by 2 CFR 200331(a)(1). Records must be available as provided in Section 5.H. above..

K. Unless otherwise specified in Exhibit A, City shall submit all final products produced in accordance with this Agreement to ODOT's Contract Administrator in the following form:

- (1) two hard copies; and
- (2) in electronic form using generally available word processing or graphics programs for personal computers via e-mail or on compact diskettes.

L. Within 30 days after the Termination Date, City shall

- (1) pay to ODOT City's Matching Amount less Direct Project Costs that are Federally Eligible Costs previously reported as City's Matching Amount. ODOT may use any funds paid to it under this Section 5.L (1) or any of the City's Matching Amount that is applied to the Project pursuant to Section 3.A to substitute for an equal amount of the federal FAST Act funds used for the Project or use such funds as matching funds; and
- (2) provide to ODOT's Contract Administrator, in a format provided by ODOT, a completion report. This completion report shall contain:
  - (a) The permanent location of Project records (which may be subject to audit);
  - (b) A summary of the Total Project Costs, including a breakdown of those Project costs that are being treated by City as City's Matching Amount; and
  - (c) A list of final deliverables.

## **SECTION 6. CONSULTANT**

If the Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with the Consultant to accomplish the work described in Exhibit A as being the responsibility of the Consultant. In such a case, even though ODOT, rather than City is the party to the PSK with the Consultant, ODOT and City agree that as between themselves:

- A. Selection of the Consultant will be conducted by ODOT in accordance with ODOT procedures with the participation and input of City;
- B. ODOT will review and approve Consultant's work, billings and progress reports after having obtained input from City;
- C. City shall be responsible for prompt communication to ODOT's Contract Administrator of its comments regarding (A) and (B) above; and
- D. City will appoint a Project Manager to:
  - (1) be City's principal contact person for ODOT's Contract Administrator and the Consultant on all matters dealing with the Project;
  - (2) monitor the work of the Consultant and coordinate the work of the Consultant with ODOT's Contract Administrator and City personnel, as necessary;
  - (3) review any deliverables produced by the Consultant and communicate any concerns it may have to ODOT's Contract Administrator; and
  - (4) review disbursement requests and advise ODOT's Contract Administrator regarding payments to Consultant.

## **SECTION 7. ODOT'S REPRESENTATIONS AND COVENANTS**

- A. [Reserved]
- B. ODOT represents that the statement of work attached to this Agreement as Exhibit A has been reviewed and approved by the necessary official(s) of ODOT.
- C. ODOT will assign a Contract Administrator for this Agreement who will be ODOT's principal contact person regarding administration of this Agreement and will participate in the selection of the Consultant, the monitoring of the Consultant's work, and the review and approval of the Consultant's work, billings and progress reports.
- D. If the Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with the Consultant to perform the work described in Exhibit A designated as being the responsibility of the Consultant, and in such a case ODOT agrees to pay the Consultant in accordance with the terms of the PSK up to the Consultant's Amount.

## **SECTION 8. TERMINATION**

This Agreement may be terminated by mutual written consent of all parties. ODOT may terminate this Agreement effective upon delivery of written notice to City, or at such later date as may be established by ODOT under, but not limited to, any of the following conditions:

A. City fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, or fails to perform any of the provisions of this Agreement and does not correct any such failure within 10 days of receipt of written notice or the date specified by ODOT in such written notice.

B. Consultant fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, and does not correct any such failure within 10 days of receipt of written notice or the date specified by ODOT in such written notice.

C. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or ODOT is prohibited from paying for such work from the planned funding source.

D. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

In the case of termination pursuant to A, B, C or D above, ODOT shall have any remedy at law or in equity, including but not limited to termination of any further disbursements hereunder. Any termination of this Agreement shall not prejudice any right or obligations accrued to the parties prior to termination.

## **SECTION 9. GENERAL PROVISIONS**

A. Time is of the essence of this Agreement.

B. Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to ODOT or City at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this Section. Any communication or notice so

addressed and mailed is in effect five (5) days after the date postmarked. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against ODOT, such facsimile transmission must be confirmed by telephone notice to ODOT's Contract Administrator. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

C. ODOT and City are the only parties to this Agreement and are the only parties entitled to enforce the terms of this Agreement. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons (including but not limited to any Consultant) unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

D. Sections 5(H), 5(I), and 9 of this Agreement and any other provision which by its terms is intended to survive termination of this Agreement shall survive.

E. The parties agree as follows:

(a) Contribution.

If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or Grantee ("Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's contribution obligation under this Section 9(E) with respect to the Third Party Claim.

With respect to a Third Party Claim for which ODOT is jointly liable with the Grantee (or would be if joined in the Third Party Claim ), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable

considerations. The relative fault of ODOT on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with ODOT (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

(b) Choice of Law; Designation of Forum; Federal Forum.

(1) The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

(2) Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

(3) Notwithstanding Section 9.E (b)(2), if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This Section 9.E(b)(3) applies to a claim brought against the State of Oregon only to the extent Congress has appropriately

abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This Section 9.E(b)(3) is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

(c) Alternative Dispute Resolution.

The parties shall attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding mediation or non-binding arbitration) to resolve the dispute short of litigation.

F. This Agreement and attached Exhibits (which are by this reference incorporated herein) constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No modification or change of terms of this Agreement shall bind either party unless in writing and signed by all parties and all necessary approvals have been obtained. Budget modifications and adjustments from the work described in Exhibit A must be processed as an amendment(s) to this Agreement and the PSK. No waiver or consent shall be effective unless in writing and signed by the party against whom such waiver or consent is asserted. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

G. This Agreement may be executed in several counterparts (facsimile or otherwise), all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives are duly authorized, have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**City**

*City of St. Helens*

By: \_\_\_\_\_  
(Official's Signature)

\_\_\_\_\_  
(Printed Name and Title of Official)

Date: \_\_\_\_\_

**ODOT**

STATE OF OREGON, by and through  
its Department of Transportation

By: \_\_\_\_\_  
Jerri Bohard, Division Administrator or  
designee  
Transportation Development Division

Date: \_\_\_\_\_

**ATTORNEY GENERAL'S OFFICE**

Approved as to legal sufficiency by the  
Attorney General's office.

By: Marvin Fjordbeck  
(Official's Signature)

Date: by email August 30, 2017

**Contact Names:**

Jacob Graichen  
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Naomi Zwerdling, Contract Administrator  
Transportation and Growth Management Program  
455 Airport Rd. SE Bldg. B,  
Salem, OR 97310-5395  
Phone: 503-986-2836  
Fax: 503-986-2840  
E-Mail: Naomi.zwerdling@odot.state.or.us

**Exhibit A**  
**STATEMENT of WORK and DELIVERY SCHEDULE**  
**for**  
**TGM 2D-16**  
**City of St. Helens**  
**Riverfront Connector Plan**

Name: Address:  Phone: Fax: Email:	<u><b>Agency Project Manager (APM)</b></u> Naomi Zwerdling ODOT Region 2 455 Airport Rd SE Bldg B Salem, OR 97301 503-986-2836 503-986-2840 Naomi.ZWERDLING@odot.state.or.us	Name: Address:  Phone: Fax: Email:	<u><b>Consultant Project Manager</b></u> Chris Brehmer, PE Kittelson & Associates, Inc. 610 SW Alder St, Suite 700 Portland OR 97205 503.535.7433 503-273-8169 <a href="mailto:CBREHMER@kittelson.com">CBREHMER@kittelson.com</a>
Name: Address:  Phone: Fax: Email:	<u><b>City Project Manager</b></u> <u>Jacob Graichen, AICP</u> PO Box 278 St. Helens, OR 97051  503-366-8204 503-397-4016 jacob@ci.st-helens.or.us		Agency Contract Administrator is the same person as Agency Project Manager.

**Definitions:**

Agency/ODOT – Oregon Department of Transportation

APM – Agency Project Manager

City – City of St. Helens

COOLPPL - Committee Overseeing Overt Long-range Passageway Planning

GIS – Geographic Information System

PMT – Project Management Team

Project – City of St. Helens Riverfront Connector Plan

TPAU – Transportation Planning Analysis Unit

TSP – Transportation System Plan

**WOC – Work Order Contract**

**PROJECT DESCRIPTION and OVERVIEW of SERVICES**

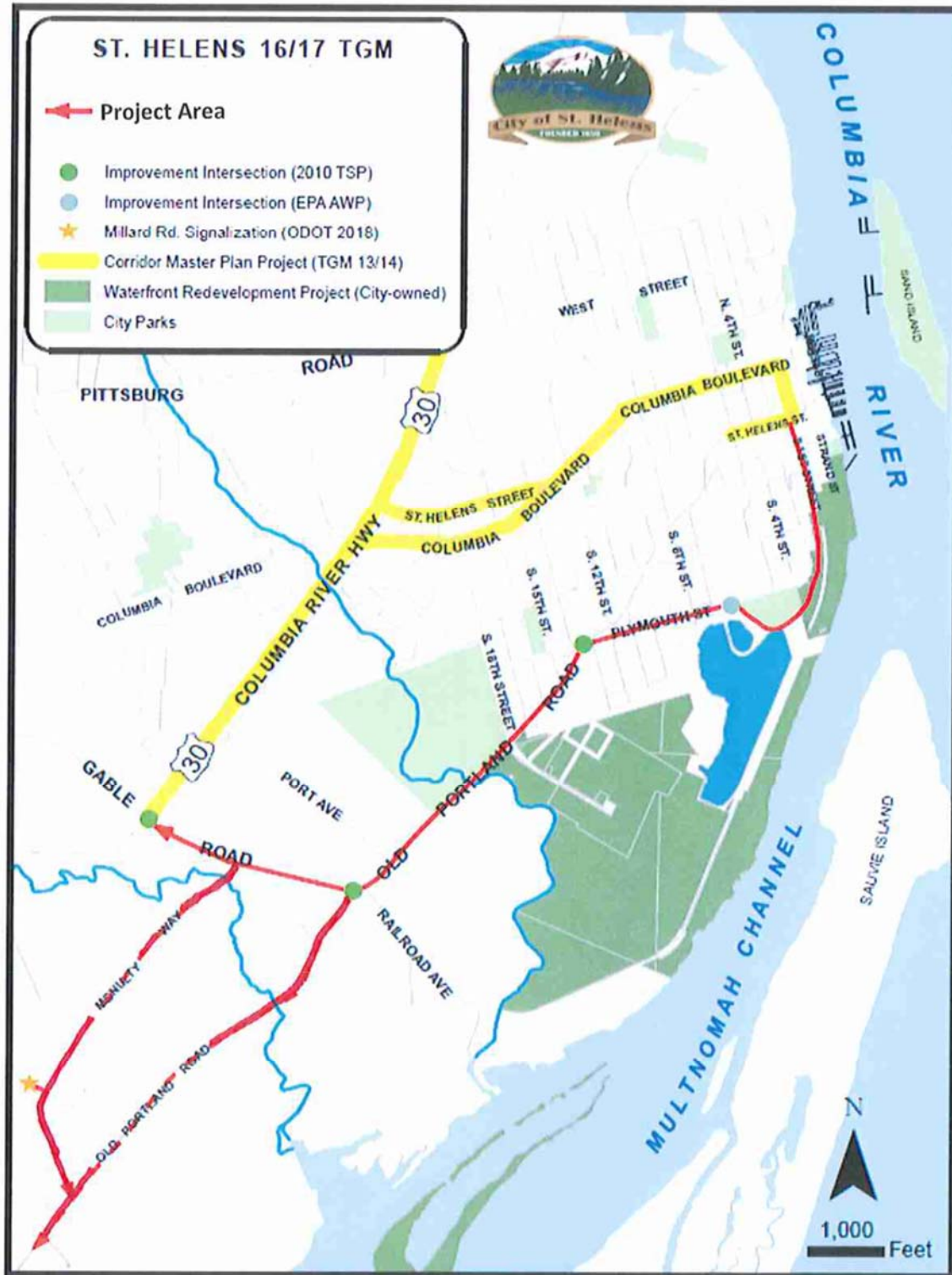
Agency is contracting with Consultant for Services in connection with the following project (the “Project”):

### **Project Purpose and Transportation Relationship and Benefits**

Under this Statement of Work and Delivery Schedule (this “SOW”), Consultant shall develop a “Riverfront Connector Plan” for the City of St. Helens from US 30 to the waterfront redevelopment area, building upon the guiding principles for waterfront development that were developed through the City’s Waterfront Redevelopment Project. The Riverfront Connector Plan will complete the City’s business loop planning concept included in the US 30 & Columbia Blvd./St. Helens Street Corridor Master Plan, adopted in 2015, and the City’s Transportation System Plan adopted in 2011. In The Riverfront Connector Plan, Consultant shall plan for a cohesive, multi-modal, inviting loop through the downtown, along the waterfront, and connecting to US 30.

### **Project Area**

The “Project Area” includes the following Project area corridors - South 1<sup>st</sup> Street (South of St. Helens Street), Plymouth Street, Old Portland Road, McNulty Way, Millard Road and Gable Road (East of US 30) – and the adjacent properties. Project Area will be refined during Task 1.



Prepared 3/9/16  
JD

## **Background**

In 2015, the City purchased over 230 acres of underutilized industrial waterfront property. This included an approximate 25-acre property immediately adjacent to the City's historic downtown (Riverfront District). This 25-acre property was purchased with the goal of improving public access to the Columbia River and redeveloping the former industrial property with a mix of commercial, industrial, and residential uses. In August 2015, the City was awarded an EPA Brownfields Area-Wide Planning Grant for \$200,000 to develop a framework plan for the waterfront. Initial work on that project resulted in a transportation analysis that identified deficiencies along key intersections leading to the Waterfront Redevelopment Project area.

Consultant shall address these transportation deficiencies in the Project Area with detailed streetscape recommendations, intersection improvements, and bicycle and pedestrian enhancements along this key corridor. It is anticipated that once completed, the City will adopt The Riverfront Connector Plan as an addendum to its 2011 TSP.

## **SOW Objectives**

1. Build upon the guiding principles that were developed through the City's Waterfront Redevelopment Project.
2. Redevelopment should connect the various St. Helens neighborhoods together, the people back to the waterfront, and create a connection to the greater local region.
3. Encourage green and sustainable development.
4. Ensure safe and secure public access to greenspace.
5. Provide a platform for economic development.
6. Ensure the Project Area serves the traveling public through better street connectivity and design and accommodates the orderly development of adjacent lands.
7. Ensure multi-modal access to the Project Area.

## **Expectations about Written and Graphic Deliverables:**

All written (text) and graphic deliverables must be provided in electronic format. All documents must be written in plain language and use an easily understood format. Any deliverables specified for posting on the Project website must be submitted in pdf format.

Electronic versions of written (text) deliverables must be in MS Word. Written deliverables must include the Project name, a title that refers to the contract deliverable, draft number, subtask number, and date of preparation.

Graphic deliverables must be in software compatible with software currently used at ODOT, including AutoCAD, SketchUp, ArcMap, Adobe Illustrator, InDesign, PcMaps, and Geographic Information System ("GIS") software, as appropriate to the deliverable. The GIS software must be compatible with ESRI software currently used at ODOT. All graphic deliverables must be well documented, with Project name, a title that corresponds to the contract deliverable, draft number, a legend, and the date of preparation. Electronic versions of base and plan maps must be in color and display-sized maps must be printed in color when important to public comprehension. Color deliverables must be readable when reproduced in black and white. Consultant shall provide GIS deliverables with data sets or updated data sets to City and Agency's Project Manager ("APM").

Consultant shall perform the main portion of the technical work. [ODOT,] Project Management Team (“PMT”), and the Committee Overseeing Overt Long-range Passageway Planning (“COOLPPL”) shall review Consultant’s Work Product. Consultant shall use professional judgment to incorporate input received.

Consultant shall prepare final, adoption-ready plans and amendments to plans as final policy statements of the local government, and must not include conditional language such as “it is recommended...” or “City should...” Consultant shall prepare new and amended code language as final, adoption-ready regulatory statements of the City. Final plan, plan amendments, code, and code amendments must include all necessary amendments or deletions to existing City plans and codes to avoid conflicts and enable full integration of the proposed Riverfront Connector Plan with existing City documents.

Final plans and amendments must exclude Consultant names and logos, Transportation and Growth Management Program [references?], and ODOT logos or project codes throughout the document including in headers, footers, and graphics. These informational items must only appear on the acknowledgement page.

Consultant shall ensure that any work products produced pursuant to this WOC include the following statement:

This Project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by the federal Fixing America’s Surface Transportation Act (“FAST Act”), local government, and the State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.

### **Meeting Requirements**

Consultant shall: schedule meeting dates and times with meeting participants, prepare agendas and meeting materials, make presentation, and facilitate discussion of relevant issues.

City shall: reserves meeting location, places advertisements in local media, and posts notices in public locations (such as City buildings and libraries).

### **Traffic Analysis**

Consultant shall submit all of its data calculations and supporting documents to City Project Manager and APM for review and record keeping. Electronic file copies of analysis data are required. These written and electronic deliverables must be in ODOT and City compatible formats.

When required, in its traffic analysis, Consultant shall comply with the following requirements:

- An Oregon-registered professional engineer (civil or traffic) must perform or oversee all traffic analysis services. Final memoranda containing traffic analysis must be stamped by a Professional Engineer.
- Traffic analysis software must follow Highway Capacity Manual 2010 procedures. Signalized intersection volume to capacity ratios require Highway Capacity Manual 2000 for computation.

Traffic analysis must comply with ODOT's Analysis Procedures Manual available at:

<http://www.oregon.gov/ODOT/TD/TP/Pages/apm.aspx>.

- Traffic analysis at non-state intersections must be compatible with ODOT procedures and must follow standard engineering procedures and practices.
- Results reported must include volume to capacity ratios for key intersections along with any queuing analysis where needed. Agency mobility targets in the 1999 (Amended through May 2015) Oregon Highway Plan and the 2012 Highway Design Manual to evaluate traffic operations must be used.
- Consultant shall detail traffic analysis methodologies, procedures and assumptions, which must be submitted to ODOT's Transportation Planning Analysis Unit ("TPAU") and Region 2 Traffic for review and comment. Appropriate drawings with traffic volume development must be included.

### **Public Involvement Requirements**

[Consultant's] Public Involvement arrangements must allow residents and business owners of City and its environs an opportunity to provide input into the Project. City shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. **Fair treatment** means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. **Meaningful involvement** means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that affects their environment or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision making process; and (4) the decision makers seek out and facilitate the involvement of those potentially affected.

[Consultant's] public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. City and Consultant shall utilize the ODOT Title VI (1964 Civil Rights Act) Plan guidance to identify Title VI populations, formulate public involvement strategies, and report outreach efforts to and participation by Title VI communities.

Throughout Project, City shall provide information and prepare updates on the Project and announce meetings in the community newspaper, on the Project Website, on the City website, and via email to local organizations.

In addition to public meetings, City may present Project to other groups interested in civic affairs in an effort to raise awareness of the planning process. Examples of these groups may include Rotary, Lions, chamber of commerce, local bodies representing low-income or disadvantaged groups, or other groups that may be interested in the Project.

### **TASKS, DELIVERABLES and SCHEDULE**

Unless the WOC is terminated or suspended, Consultant shall complete all tasks and provide all deliverables (collectively, the "Services") included in this WOC and in accordance with the performance

requirements and delivery schedules included in this WOC. For purposes of standardization, the task numbering in this SOW may be non-sequential.

The delivery schedule is consolidated in a table at the end of Section E.

## **Task 1: Project Start-Up and Management**

### **Subtasks:**

- 1.1 PMT Roster: City shall form the PMT and prepare a roster of team members including e-mail contact information. PMT is expected to consist of:

- a. City Project Manager;
- b. APM; and
- c. Consultant Project Manager.

The purpose of the PMT is to review the Consultant's deliverables and ensure that final deliverables reflect input from COOLPPL, Project stakeholders, Planning Commission and the general public. PMT meetings are listed in the Tasks in which they occur.

- 1.2 Background Documents: City shall compile "Background Documents" (as defined below) and provide to Consultant in hard copy or electronic version (preferred) prior to or at PMT Meeting #1. Background Documents means, at a minimum, the following documents for the Project Area:

- a. Most recent aerial photos of Project Area.
- b. Relevant, up-to-date GIS data, including (as available), but not limited to: tax lot parcels with Columbia County assessor's data, address points, sewer, water and stormwater utility line locations and sizes, building footprints (with height data), curb lines, zoning designations, comprehensive plan designations, land uses, roadway centerlines, right of way line, driveway locations, traffic signal locations, railroad tracks, bodies of water (including wetlands), designated bike routes, crosswalk locations, city boundary, Urban Growth Boundary, Project Area important landmarks (schools, etc.), shopping areas, parks, transit routes and stops, easements, and speed zones.
- c. Completed Traffic Impact Studies for approved developments that have not yet been constructed and occupied in Project Area.
- d. St. Helens Municipal Code (includes Community Development Code, Comprehensive Plan, Engineering Standards Manual, Public Services, Streets Sidewalks and Public Spaces, and Vehicles and Traffic, Chapter 12.06 Street Trees and Street Improvements); Waterfront Redevelopment Project work to date; 2011 TSP including background documents, traffic analysis and models; 2015 St. Helens - US 30 & Columbia Blvd./St. Helens St. Corridor Master Plan; 2015 Parks and Trail Master Plan; 2007 Tourism Plan; 1997 *A Vision for St. Helens in the Year 2020*, 2005 City's Strategic Plan; 2007 Economic Development Plan, 2009 Lower Columbia River Rail Corridor Rail Safety Study; 2009 Columbia County Community Wide Transit Plan and US 30 Transit Access Plan; 2012 St. Helens Architectural Design Guidelines for Olde Towne; and Waterfront Framework Plan (2016).
- e. Current development proposals (locations, type, and stage of planning process).
- f. Franchise Utility Data, if needed by Consultant and readily available in GIS format.
- g. Stormwater management plans and standards.
- h. Locations of Title VI populations.

City shall provide additional documents as agreed upon at PMT Meeting #1.

- 1.3 Project Area GIS: Consultant shall prepare Project Area GIS, including an integrated GIS data file, and maps for Project Area. Consultant shall build on existing layers provided by the City in Subtask 1.2 and add any available GIS layers from ODOT highway inventory reports. Consultant shall distribute Project Area GIS to PMT for review at PMT Meeting #1. Note: Consultant-created data layers must show approximate locations; Consultant will not perform survey work in connection with this task.
- 1.4 PMT Meeting #1: Consultant shall conduct PMT Meeting #1 at City offices. The purpose of PMT Meeting #1 is to assure that the City Project Manager, Consultant and key City personnel involved clearly understand Project Objectives, SOW, roles, assignments, and deliverables. Tasks at PMT Meeting #1 must include:
- Project Area must be discussed, refined and finalized.
  - Consultant shall prepare in advance and discuss a draft schedule of activities including target dates for PMT, COOLPPL meetings, neighborhood meetings, City Council updates and Planning Commission work sessions and public meetings.
  - PMT shall discuss COOLPPL membership
  - PMT shall discuss the content of materials for the COOLPPL Meeting #1 and identify sites of interest to include in the virtual tour or overview of the Project Area, both in Task 2.
  - PMT shall identify other Background Documents or data to be provided to Consultant by the City.
- City shall schedule PMT Meeting #1 and distribute materials. Consultant shall prepare the agenda and meeting summary.
- 1.5 Refined Project Schedule: Consultant shall prepare Refined Project Schedule, a work program spreadsheet, including the following within two weeks after PMT Meeting #1:
- Task list with Project timing of each deliverable;
  - Responsible parties of each deliverable; and
  - Draft calendar of PMT meetings, COOLPPL meetings, neighborhood meetings, Planning Commission and City Council updates and Planning Commission work sessions and public meetings.
- 1.6 Project Area Map: Consultant shall prepare Project Area Map that outlines the geographic extent of the Project Area as agreed upon at PMT Meeting #1, within two weeks following PMT Meeting #1.
- 1.7 Project Website: Consultant shall develop and maintain Project Website within two weeks following PMT Meeting #1. Project website must include the following:
- Up to date information regarding Project;
  - Project schedule and calendar;
  - Meeting agendas and summaries;
  - Background maps;
  - Riverfront Connector design option maps;
  - Draft and final reports;

- City staff contact information;
- COOLPPL roster; and
- Opportunity to submit email comments on the Project website, including comments about specific locations within the Project Area using an interactive mapping tool.

Project related information must be approved by APM prior to posting on the Project Website.

### **City Deliverables**

- 1A PMT Roster
- 1B Background Documents
- 1C PMT Meeting #1
- 1D Project Website Link

### **Consultant Deliverables**

- 1A Project Area GIS
- 1B PMT Meeting #1
- 1C Refined Project Schedule
- 1D Project Area Map
- 1E Project Website

## **Task 2: Citizen, Public and Agency Involvement and Project Kick-Off**

### **Subtasks:**

- 2.1 Stakeholder Mailing List: City shall develop and maintain Stakeholder Mailing List of all interested and involved citizens, business owners and property owners for the purposes of providing information and updates on the Project.
- 2.2 COOLPPL Roster: City shall identify and invite key stakeholders to serve on COOLPPL, the technical and primary citizen reviewers throughout the Project, and prepare COOLPPL Roster, including e-mail addresses. COOLPPL is expected to include (as willing and available):
  - a. City Council and Planning Commission members
  - b. Business leaders
  - c. Property owners
  - d. Community members
  - e. PMT
  - f. City
  - g. Columbia County Representatives (Road Department and Transit Division)
  - h. Department of Land Conservation and Development
  - i. ODOT Region 2
  - j. ODOT Rail
  - k. Portland & Western Railroad
  - l. Port of St. Helens
  - m. Other agencies and service providers as deemed appropriate by PMT

COOLPPL meetings are listed under the Tasks in which they occur.

- 2.3 Draft Technical Memo #1: Consultant shall prepare draft Technical Memo #1 summarizing the plans and policies from Background Documents as well as City and ODOT policies, standards and practices for access management, highway design, signals, crosswalks, street lighting, and landscaping. Draft Technical Memo #1 must build on similar work conducted during the 2011 TSP process, 2015 US 30 & Columbia Blvd./St. Helens Street Corridor Master Plan, and the Waterfront Redevelopment Project. Consultant shall include the following ODOT documents in the review, in addition to the documents provided by the City:

- a. Access Management Rules (Oregon Administrative Rules chapter 734 division 51)
- b. 2006 Oregon Transportation Plan
- c. 1999 Oregon Highway Plan and amendments
- d. 2016 Oregon Bicycle and Pedestrian Plan
- e. 2012 Highway Design Manual and amendments
- f. 2016 ODOT Traffic Manual
- g. Oregon Administrative Rules 734, Division 20 for traffic signal approval and operation

Consultant shall provide Draft Technical Memo #1 and all supporting files and documents to PMT for review and for distribution to the COOLPPL at COOLPPL Meeting #1.

- 2.4 Neighborhood Meeting #1: City shall arrange and Consultant shall conduct Neighborhood Meeting #1 with property owners within or adjacent to Project Area which is intended to engage the neighborhood in the Project Area in the process, gather information on the usage of their property accesses, and determine their needs and desires for the Project Area in the future. City shall highlight key decision points and later meeting dates from Refined Project Schedule. Consultant shall prepare meeting summary of feedback provided and decisions made.

- 2.5 COOLPPL Meeting #1: Consultant shall conduct COOLPPL Meeting #1, a kick-off meeting to introduce Project, orient members to conditions in the Project Area, discuss COOLPPL members' needs and desires for the future of the Project Area and to identify potential opportunities, concerns and problems to address. Consultant shall describe Project Objectives, Refined Project Schedule and statement of work requirements to COOLPPL. Consultant shall prepare and distribute handouts that include the following:

- a. A discussion of the public involvement activities and the COOLPPL role and responsibilities;
- b. A virtual tour or overview of the Project Area, using maps or similar software with Consultant complying with applicable rules for usage according to the software that is used;
- c. A basic overview, "Corridor Master Planning 101," to ensure that COOLPPL participants understand the nature of the planning process, including a primer on roadway functional classifications and management objectives, streetscape design, benefits of access management regulations and techniques (safety and operations), roadway design standards, site and urban design, planning, zoning and facilitation of multiple travel modes.
- d. Solicit input on transportation safety and mobility, future property owners' plans or expectations, multimodal access, connectivity and streetscape aesthetics and economic

revitalization for the development of the Project's Vision and Goals so the input can be incorporated into the Draft Vision and Goals and Guiding Principles in Task 3.

Consultant shall discuss how the Project will be incorporated into the City's Comprehensive Plan, Development Code, and Capital Improvement Program to guide future land development and transportation improvements in Project Area. Consultant shall prepare meeting summary.

#### **City Deliverables**

- 2A Stakeholder Mailing List
- 2B COOLPPL Roster
- 2C Neighborhood Meeting #1
- 2D COOLPPL Meeting # 1
- 2E Consolidated comments on each Task 2 draft Consultant deliverable

#### **Consultant Deliverables**

- 2A Draft Technical Memo #1
- 2B Neighborhood Meeting #1
- 2C COOLPPL Meeting # 1

### **Task 3: Develop Project Vision and Goals and Guiding Principles**

#### **Subtasks**

- 3.1 Draft Vision and Goals and Guiding Principles: Consultant shall prepare draft Vision and Goals and Guiding Principles, which must build upon Project Objectives and Waterfront Redevelopment Project and incorporate Task 2 input. Consultant shall distribute draft Vision and Goals and Guiding Principles to PMT for review and for City distribution to COOLPPL. Consultant shall post Draft Vision and Goals and Guiding Principles to Project Website along with an input mechanism to get feedback from the Public.
- 3.2 Revised Vision and Goals and Guiding Principles: Consultant shall revise the Draft Vision and Goals and Guiding Principles, based on feedback from City, COOLPPL and Public from the Project Website. Consultant shall provide Revised Vision and Goals and Guiding Principles to PMT.

#### **City Deliverables**

- 3A Distribution of Draft Vision and Goals and Guiding Principle
- 3B Consolidated comments on Task 3 draft Consultant deliverable

#### **Consultant Deliverables**

- 3A Draft Vision and Goals and Guiding Principles
- 3B Revised Vision and Goals and Guiding Principles

### **Task 4: Existing Conditions, Opportunities and Constraints**

#### **Subtasks:**

- 4.1 Draft Technical Memo #2: Consultant shall develop Draft Technical Memo #2 to analyze existing transportation system conditions along Project Area roadways and summarize the results

on a map and table that identify problem locations. Consultant shall provide Draft Technical Memo #2 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

Draft Technical Memo #2 will build upon the existing conditions analysis from the 2011 TSP as the starting point to document the existing system and needs. ODOT will provide Traffic analysis for 14 study intersections using new traffic count data. Draft Technical Memo #2 must address transportation facilities for vehicular, pedestrian, and bicycle travel within and across Project Area Corridors. Draft Technical Memo #2 must include:

- a. Traffic and transportation data from 2011 TSP. City shall provide this information to the Consultant.
- b. Safety Analysis. Consultant shall obtain the most recent available five years of crash data from ODOT's Crash Analysis and Reporting Unit for Project Area Corridors. Consultant shall assemble an inventory and identify crash patterns in the history of collisions on the transportation system among all users (for example, trucks, autos, buses, pedestrians, and bicyclists). Inventory must include the following:
  1. Location;
  2. Crash type and characteristics;
  3. Severity (property damage, injury, or fatality);
  4. Summary review of pedestrian/bicycle crashes; and
  5. Summary review of fatal crashes.

Consultant's data for state highways must include locations of top 5% and 10% Safety Priority Index System sites.

Consultant shall calculate study intersections crash rates. Critical crash rates must be calculated for the study intersections based on the methodology outlined in Part B of the Highway Safety Manual. If a critical crash rate cannot be calculated due to limited data, a crash rate per million entering vehicles must be calculated and compared to the published 90<sup>th</sup> percentile rates shown in Table 4-1 of the ODOT Analysis Procedure Manual. Consultant shall calculate the crash rate of study segments and compare them to Table II in the statewide Crash Rate Book to identify study segments with more crashes than other similar facilities in Oregon.

Consultant shall identify and present crash patterns and potential mitigation measures for intersections and roadway segments that exceed the critical crash rate, 90<sup>th</sup> percentile rate, or the Table II rate. Consultant shall use Crash Modification Factors from the Highway Safety Manual or the Crash Modification Factors Clearinghouse with a star rating of 3 or better for summarizing the potential crash reduction of each mitigation measure.

- c. Pedestrian and Bicycle Facility Conditions: Consultant shall summarize the pedestrian and bicycle inventory information, including transit facilities, and the bicycle and pedestrian facility needs (gaps) as they relate to Project Area. Consultant shall prepare an

assessment of Pedestrian and Bicyclist Level of Traffic Stress for Project Area Corridors in Project Area.

- d. Transportation Operating Conditions: Consultant shall obtain 16-hour classification counts with pedestrian and bicycle movements for the following 14 intersections in 15-minute breakdowns from ODOT.
  - i. Old Portland Road/Millard Road
  - ii. US 30/Millard Road
  - iii. US 30/Gable Road
  - iv. McNulty Way/Gable Road
  - v. Old Portland Road/Gable Road
  - vi. Railroad Avenue/Gable Road
  - vii. Port Avenue/Old Portland Road
  - viii. S. 18<sup>th</sup> Street/ Old Portland Road
  - ix. S. 15<sup>th</sup> Street/ Old Portland Road
  - x. Old Portland Road/Plymouth Street
  - xi. S. 12<sup>th</sup> Street/ Old Portland Road
  - xii. S. 8<sup>th</sup> Street/ Old Portland Road
  - xiii. S. 1<sup>st</sup> Street/ St. Helens Street
  - xiv. Millard Road/McNulty Way

ODOT will provide a saturation flow rate study of the US 30/Gable Road intersection during the 7:00-9:00 AM and 4:00-6:00 PM periods.

Consultant shall summarize the count data to provide traffic volume profiles at the intersections that will be used to inform the planning process as to time-of-day traffic patterns.

Using the 16-hour traffic count data provided by ODOT, Consultant shall identify a peak 1-hour traffic analysis period for operations analysis review at all 14 study intersections (assumed to be the weekday PM peak hour based on the 2011 TSP).

In addition to the PM peak 1-hour, Consultant shall analyze weekday AM peak hour conditions at the following 5 intersections to ensure that the PM peak hour captures peak intersection demand

- i. US 30/Millard Road
- ii. US 30/Gable Road
- iii. Old Portland Road/Gable Road
- iv. S. 18<sup>th</sup> Street/ Old Portland Road
- v. Old Portland Road/Plymouth Street

Consultant shall provide Draft Technical Memo #2 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

- 4.2 Draft Technical Memo #3: Consultant shall prepare Draft Technical Memo #3 which documents future transportation conditions and analysis results on a map and table and provides a summary of problem locations, planned improvements for those locations, and evaluates whether the planned improvements are sufficient to address future conditions.

Draft Technical Memo #3 must build upon the future (20-year), no-build conditions analysis from the 2011 TSP as the starting point to document the projected future transportation system and needs. Consultant shall modify the year 2031 future traffic conditions analysis in the TSP to account for additional growth anticipated in the Riverfront and Port areas as determined from land use data to be developed during the planning process. Land use assumptions must be documented in Technical Memo #4. Draft Technical Memo #3 must address transportation facilities for vehicular, pedestrian, and bicycle travel within and across Project Area Corridors. This transportation facilities analysis for the 2031 future traffic conditions analysis is expected to focus exclusively on the weekday PM peak hour for consistency with the 2011 TSP.

Consultant shall provide Draft Technical Memo #3 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

- 4.3 Draft Technical Memo #4: Consultant shall prepare Draft Technical Memo #4, a land use and urban design analysis of the existing and future conditions within Project Area. Future land uses must be based on assumptions used in developing the 2011 TSP, as updated by Consultant based on results of the Waterfront Redevelopment project and any other anticipated changes in future land use conditions identified by the City. Updated land use conditions will be based on readily available information from existing planning documents or planning level assumptions related to projected land uses, housing units or employees in areas within or adjacent to the Project Area.

In addition to updating assumptions about future development projections, the land use and urban design analysis must generally describe the different land uses, types of non-conforming uses, code violations, landscaping, zoning, building, and site design characteristics (including signage) of the existing development within Project Area. Regarding non-conforming uses, City shall identify specific areas of concern, or specific geographic areas and parcels, and types of violations that the recommendations must address. Draft Technical Memo #4 will not be a parcel-by-parcel survey, but must identify and describe typical characteristics using tools such as photographs and diagrams that must directly inform Technical Memo #5. Consultant shall provide Draft Technical Memo #4 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

- 4.4 Draft Technical Memo #5: Consultant shall prepare Draft Technical Memo #5, Design Ideas Report, intended to summarize the findings of earlier memos for the public. Draft Technical Memo #5 must:

- Describe and illustrate different approaches to street design within the Project Area that can be used to meet the Project Objectives.
- Identify specific locations where enhanced access management, roadway changes, building orientation, and bicycle and pedestrian friendly design standards could improve safety and mobility.

Consultant shall develop a toolbox of technical design and planning and land use strategies, and identify sections of the Project Area Corridors or intersections where technical design and planning options could be considered. Consultant shall develop and evaluate up to two design concepts at up to eight study intersections. The technical design and planning for the intersections of Gable Road and Millard Road with US 30 must be in compliance with ODOT design standards or be clearly identified as non-standard. Recommended improvements to the intersection of Gable Road and Millard Road with US 30 shall be coordinated with ODOT Region 2 Traffic.

Design ideas must be related to the following aspects of Project Area Corridors and land uses in Project Area:

- a. Streetscape.
- b. Lane widths.
- c. Curb extensions: designs, dimensions, uses of additional space, landscaping.
- d. Mid-block curb extensions: wider sidewalks, potential pedestrian crossings.
- e. Crosswalk enhancements: paving, pavement markings, signs, advance stop bars, lighting.
- f. Sidewalk paving: materials and patterns.
- g. Street trees: locations, grates or pavers, species.
- h. Street lights: pole design, banner hangers, flower baskets.
- i. Street furniture: locations, benches, trash cans, and style.
- j. Driveways and curb cuts (a.k.a. access management).
- k. Direction signs & wayfinding.
- l. Gateway treatments.
- m. Pedestrian and bicycle connections between commercial, public and residential uses
- n. Pedestrian and bicycle facilities
- o. Public art locations.
- p. Architectural design.
- q. Setbacks.
- r. Building height and massing.
- s. Building street interface and presence, including orientation, windows, awnings and overhangs.
- t. Parking and parking lot landscaping and design.
- u. Walls and fences.
- v. Special opportunity areas that can include small plazas.
- w. Mixed use development.
- x. On-site stormwater management that can include green streets strategies.

Consultant shall prepare graphics to clearly explain opportunities to members of the public. Consultant shall provide Draft Technical Memo #5 and all supporting files and documents to PMT for review, comment and City distribution to COOLPPL.

The Design Ideas Report developed for this task will build from and include relevant aspects of the Streetscape Design Toolkit that was developed as part of the St. Helens – U.S. 30 & Columbia Blvd./St. Helens St. Corridor Master Plan.

- 4.5 COOLPPL Meeting #2: City shall arrange and Consultant shall conduct COOLPPL Meeting #2 to gather input on technical memos and provide an update on Project processes. Consultant shall:
- Discuss major findings, opportunities and constraints for streetscape and transportation facility improvements, access management, urban design, and site development in Project Area contained in Draft Technical Memos #1, 2, 3, 4, & 5.
  - Provide handouts of figures from Draft Technical Memos #2, 3, 4, and 5 to illustrate key features of existing and future conditions analysis.
  - Lead discussion to determine if there are outstanding data gaps, inaccuracies or other issues to be addressed.
  - Present the Revised Vision and Goals and Guiding Principles.

Consultant shall prepare meeting summary.

- 4.6 Neighborhood Meeting #2: City shall arrange and Consultant shall conduct a workshop with property owners within or adjacent to Project Area to discuss opportunities and constraints regarding future streetscape and site design, including reactions to Draft Technical Memo #5: Design Ideas Report. Participants also will discuss general strategies for access management to help address safety and mobility objectives. Consultant shall use “visual preference survey” or a similar type of method to obtain response on the vision for the future of the Project Area from Task 2. Neighborhood Meeting #2 must occur on the same day as Public Meeting #1. Consultant shall prepare meeting summary.

- 4.7 Joint Planning Commission Work Session and Public Meeting #1: City shall arrange and Consultant shall conduct Joint Planning Commission Work Session and Public Meeting #1. Consultant shall:

- Explain Project Purpose, Project Objectives, and the Revised Vision and Goals and Guiding Principles developed in Task 3.
- Present findings of Draft Technical Memos #1 through 5.
- Give a “Corridor Master Planning 101” presentation.

City shall mail meeting notification to Stakeholder Mailing List, publish ad in the local newspaper(s), send emails to interested parties, and post information on the City’s website for Joint Planning Commission Work Session and Public Meeting #1. The City shall provide meeting notification to COOLPPL members and other citizens to provide information about the meeting and encourage attendance via Facebook posts and other social media. Consultant shall prepare graphic displays and handouts to present Project information, and may include an electronic presentation. Consultant shall document public comments at Joint Planning Commission Work Session and Public Meeting #1.

Meeting materials must be incorporated in an online open house, providing other community members to review and comment on the materials and respond to the same questions as participants in the Joint Planning Commission Work Session and Public Meeting. Links to the online open house must be provided in the City and Project websites. City shall prepare official minutes of the meeting. Consultant shall summarize results of the online open house.

- 4.8 Final Technical Memos #1, #2, #3, #4, and #5: Consultant shall incorporate feedback from COOLPPL, Planning Commission, Neighborhood Meeting #2 and public and prepare Final

Technical Memos #1, 2, 3, 4 & 5. Consultant shall provide Final Technical Memos #1, 2, 3, 4 & 5 to the PMT.

- 4.9 Project Website Update: Consultant shall post deliverables prepared to date, agenda and meeting summaries for Neighborhood Meetings #1 and #2, COOLPPL Meetings #1 and #2, and Joint Planning Commission Work Session and Public Meeting #1 on the Project Website. Project information must be approved by APM prior to posting on the Project Website.
- 4.10 City Council Update #1: City shall brief City Council on the Project work to date at a regularly scheduled City Council meeting.

#### **City Deliverables**

- 4A Distribution of Draft Technical Memo #2
- 4B Distribution of Draft Technical Memo #3
- 4C Distribution of Draft Technical Memo #4
- 4D Distribution of Draft Technical Memo #5
- 4E COOLPPL Meeting #2
- 4F Neighborhood Meeting #2
- 4G Joint Planning Commission Work Session and Public Meeting #1
- 4H City Council Update #1
- 4I Consolidated comments on each Task 4 draft Consultant deliverable

#### **Consultant Deliverables**

- 4A Draft Technical Memo #2
- 4B Draft Technical Memo #3
- 4C Draft Technical Memo #4
- 4D Draft Technical Memo #5
- 4E COOLPPL Meeting #2
- 4F Neighborhood Meeting #2
- 4G Joint Planning Commission Work Session and Public Meeting # 1
- 4H Final Technical Memos #1, #2, #3, #4, & #5
- 4I Project Website Update

#### **Milestone**

APM will review the summaries of COOLPPL Meeting #1, Neighborhood Meeting #2, Joint Planning Commission Work Session and Public Meeting #1, and City Council Update #1 to determine if there is sufficient consensus on major Project components to make it appropriate to proceed with remaining tasks. Work on Task 5 must not commence without prior written authorization by APM to Consultant.

### **Task 5: Draft Riverfront Connector Plan Design Options and Implementation Strategy**

#### **Subtasks:**

- 5.1 Draft Riverfront Connector Plan Design Options: Consultant shall prepare Draft Riverfront Connector Plan Design Options, including alternative design options for subareas and intersections within the Project Area that will help achieve the project goals and incorporate elements of the Design Ideas Report in Final Technical Memo #5, the Project Objectives and the Revised Draft Vision and Goals and Guiding Principles. Project Design Options must focus on

the physical placement of design elements within the Project Area. For each option, Consultant shall describe the purpose and general attributes, prepare concept level diagrams with a narrative description, and identify potential impacts and benefits for travel for all modes within and across Project Area Corridors.

Consultant shall prepare the following alternative design options for sub-areas and intersections within the Project Area. The number of options in each sub-area may be adjusted if approved by the City and ODOT and agreed to by the Consultant.

Corridor sections and design concepts

- Waterfront area: Extension of 1<sup>st</sup> Street – one cross-section, consistent with recommendations in the Waterfront Plan
- Waterfront area: 1<sup>st</sup> Street to Plymouth Street – two to three alternative cross-sections
- Plymouth Street: two alternative cross-sections
- Old Portland Road: two alternative cross-sections at least a low cost concept incorporate existing, built-out facility
- Gable Road: one alternative cross-section, consistent with the TSP design, and up to three options in the area between US 30 and McNulty Way

Intersection improvements (assume two concepts in each location, except as noted)

- Plymouth Street (east end)
- Plymouth Street/Old Portland Road (minimum of two and up to four options)
- Old Portland Road/Gable Road
- Gable Road/US 30
- 18<sup>th</sup> Street/Kaster Road /Old Portland Road
- McNulty Way/Gable Road

Prior to beginning development of Draft Riverfront Connector Plan Design Options, City and APM shall conduct a conference call with Consultant to discuss and select the design options for Consultant to use in this task.

As part of preparing Draft Riverfront Connector Plan Design Options, Consultant shall provide an early version to APM, who will distribute Draft Riverfront Connector Plan Design Options to ODOT for review and comment to identify any elements which could necessitate a “design exception” to 2012 Highway Design Manual standards to construct the US 30 and Gable Road intersection improvements. The ODOT Region 2 Traffic Unit will review and comment on improvements needing formal approval such as traffic signals and crosswalks. APM will consolidate comments and provide to Consultant for incorporation into the “final” Draft Riverfront Connector Plan Design Options.

Consultant shall distribute Draft Riverfront Connector Plan Design Options to PMT for review and City’s distribution to the COOLPPL, Neighborhood, Planning Commission and Public. Consultant shall post Draft Riverfront Connector Plan Design Options to Project Website.

- 5.2 COOLPPL Meeting #3: City shall arrange and Consultant shall conduct COOLPPL Meeting #3 to discuss key aspects of Draft Riverfront Connector Plan Design Options, discuss how the design options would implement the Revised Draft Vision and Goals and Guiding Principles, and

solicit COOLPPL input. City shall distribute Draft Riverfront Connector Plan Design Options. Consultant shall prepare the agenda and meeting summary.

- 5.3 Neighborhood Meeting #3: City shall arrange and Consultant shall conduct Neighborhood Meeting #3 with property owners within or adjacent to Project Area to further discuss the feasibility and attractiveness of potential access consolidation opportunities. At Neighborhood Meeting #3, Consultant shall present key elements of Final Technical Memos #1-5 and Draft Riverfront Connector Plan Design Options. Consultant shall lead a discussion to determine participants' opinions of the design options. Neighborhood Meeting #3 must occur on the same day as COOLPPL Meeting #3. City shall distribute Technical Memos #1-5 and Draft Riverfront Connector Plan Design Options. Consultant shall prepare agenda and meeting summary.
- 5.4 Joint Planning Commission Work Session and Public Meeting #2: City shall arrange and Consultant shall conduct Joint Planning Commission Work Session and Public Meeting #2. The City shall provide advisory committee members and other citizens information about the meeting and encourage attendance via Facebook posts and other social media. Consultant shall present information on the Draft Riverfront Connector Plan Design Options. Consultant shall provide graphic materials illustrating design options. At the discretion of City Project Manager and APM, Joint Planning Commission Work Session and Public Meeting #2 presentations may include verbal presentation of information in a large or small-group format. Opportunities for citizen comments on the Draft Riverfront Connector Design Options must be provided. Consultant shall document public comments at the meeting. City shall distribute Draft Riverfront Connector Design Options and prepare official minutes. Consultant shall prepare agenda and meeting summary.

Meeting materials must be incorporated in an online open house, providing other community members to review and comment on the materials and respond to the same questions as participants in the Joint Planning Commission Work Session and Public Meeting. Links to the online open house must be provided in the City and Project Websites. Consultant shall summarize results of the online open house.
- 5.5 Project Website Update: Consultant shall post deliverables prepared to date, agendas and meeting summaries for COOLPPL Meeting #3, Neighborhood Meeting #3 and Joint Planning Commission Work Session and Public Meeting #2 on the Project Website. Project information must be approved by APM prior to posting on the Project Website.
- 5.6 City Council Update #2: City shall update City Council on the Project work to date at a regularly scheduled City Council meeting.

#### **City Deliverables**

- 5A Draft Riverfront Connector Plan Design Options Conference Call
- 5B COOLPPL Meeting #3
- 5C Neighborhood Meeting #3
- 5D Joint Planning Commission Work Session and Public Meeting #2
- 5E City Council Update #2
- 5F Consolidated comments on each Task 5 draft Consultant deliverable

### **Consultant Deliverables**

- 5A Draft Riverfront Connector Plan Design Options
- 5B COOLPPL Meeting #3
- 5C Neighborhood Meeting #3
- 5D Joint Planning Commission Work Session and Public Meeting # 2
- 5E Project Website Update

### **Milestone**

APM will review the summaries of COOLPPL Meeting #3, Neighborhood Meeting #3, Joint Planning Commission Work Session and Public Meeting #2 and City Council Update #2 to determine if there is sufficient consensus on major Project components to make it appropriate to proceed with remaining tasks. Work on Task 6 must not commence without prior written authorization by APM to Consultant.

### **Task 6: Riverfront Connector Plan Design Options Evaluation**

#### **Subtasks:**

- 6.1 PMT Meeting #2: Consultant shall arrange and conduct PMT Meeting #2 to consider recommendations from the following on the Draft Riverfront Connector Plan Design Options:
- COOLPPL;
  - Neighborhood;
  - Planning Commission; and
  - Public

Consultant shall advise on the preparation of the Draft and Final Riverfront Connector Plan Design Option and Evaluation Report and Visual Simulations described in the following subtasks. Consultant shall prepare agenda and meeting summary.

- 6.2 Draft Riverfront Connector Plan Design Options and Evaluation Report: Consultant shall prepare Draft Riverfront Connector Plan Design Option and Evaluation Report. Consultant shall:
- a. identify (based on the evaluation of the street design options using the goals and guiding principles developed in Task 3 and recommendations from COOLPPL, Neighborhood, Planning Commission and public) a recommended Design Option for each segment of Project Area Corridors, and discuss outstanding issues or concerns, if any; and
  - b. identify a preliminary list of policy and regulatory changes that may be necessary to implement the recommended Design Options. Draft Riverfront Connector Plan Design Options and Evaluation Report must consider expected land use changes and their impacts on the recommended Design Options. Any proposed deviations or exceptions from ODOT standards must be identified for coordination with Agency. Consultant shall obtain approval of analysis and conclusions from TPAU and Region 2 Traffic Section prior to submitting the Draft Riverfront Connector Plan Design Options and Evaluation Report.

Consultant shall provide Draft Riverfront Connector Plan Design Options and Evaluation Report to PMT for review and comment and City distribution to COOLPPL.

- 6.3 COOLPPL Meeting #4: City shall arrange and Consultant shall conduct COOLPPL Meeting #4 to present Draft Riverfront Connector Plan Design Option and Evaluation Report, documenting comments of attendees. City shall distribute materials. Consultant shall prepare agenda and meeting summary.
- 6.4 Joint Planning Commission Work Session and Public Meeting #3: City shall arrange and Consultant shall conduct Joint Planning Commission Work Session and Public Meeting #3 to present Draft Riverfront Connector Plan Design Options and Evaluation Report to the public and get input on the recommended Design Option. City shall mail notification to all property owners in Project Area and to all parties listed on the Stakeholder Mailing List. The City shall provide COOLPPL members and other citizens information about the meeting and encourage attendance via Facebook posts and other social media. Consultant shall present Draft Riverfront Connector Plan Design Options and Evaluation Report and provide graphic material (e.g., visual simulations or other graphics) illustrating evaluation results. At the discretion of City's Project Manager and APM, presentations may include verbal presentation of information in a large or small-group format. Consultant shall document public comments. City shall distribute materials and prepare official minutes. Consultant shall prepare agenda and meeting summary.

Consultant shall include meeting materials an online open house to allow other community members to review and comment on the materials and respond to the same questions as participants in the Joint Planning Commission work session and Public Meeting. City and Project websites must include links to the online open house. Consultant shall summarize results of the online open house.

- 6.5 Final Riverfront Connector Plan Design Options and Evaluation Report: Consultant shall prepare Final Riverfront Connector Plan Design Options and Evaluation Report, which must include visual simulations. The visual simulations must illustrate the preferred streetscape design option for each segment of Project Area Corridors. Visual simulations must include two to four 3-D renderings, photo simulations, or other refined graphics. Graphics must be provided in electronic and hard copy format, with hard copies provided in sizes suitable for use as displays in Public Meetings.

Consultant shall incorporate input received from COOLPPL, Planning Commission, and the public on Draft Riverfront Connector Plan Design Options and Evaluation Report: City shall reconcile conflicting input.

Consultant shall distribute Final Riverfront Connector Plan Design Options and Evaluation Report and Visual Simulations to PMT.

- 6.6 Project Website Update: Consultant shall post deliverables prepared to date, agenda and meeting summaries for COOLPPL Meeting #4 and Joint Planning Commission Work Session and Public Meeting #3. Project information must be approved by APM prior to posting on the Project Website.
- 6.7 City Council Update #3: City shall brief City Council on the Project work to date at a regularly scheduled City Council meeting.

### **City Deliverables**

- 6A PMT Meeting #2
- 6B COOLPPL Meeting #4
- 6C Joint Planning Commission Work Session and Public Meeting #3
- 6D City Council Update #3
- 6E Consolidated comments on each Task 6 draft Consultant deliverable

### **Consultant Deliverables**

- 6A PMT Meeting #2
- 6B Draft Riverfront Connector Plan Design Options and Evaluation Report
- 6C COOLPPL Meeting #4
- 6D Joint Planning Commission Work Session and Public Meeting #3
- 6E Final Riverfront Connector Plan Design Options and Evaluation Report
- 6F Project Website Update

### **Milestone**

APM will review the summaries of COOLPPL Meeting #4, Joint Planning Commission Work Session and Public Meeting #3 and City Council Update #3 to determine if there is sufficient consensus on major Project components to make it appropriate to proceed with remaining tasks. Work on Task 7 and Task 8 must not commence without prior written authorization from APM to Consultant.

### **Task 7: Refinement of Riverfront Connector Plan and Implementation Report**

#### **Subtasks:**

- 7.1 PMT Meeting #3: City shall arrange and Consultant shall conduct PMT Meeting #3 to get input from PMT for Consultant preparation of draft Riverfront Connector Plan. Consultant shall solicit input on technical and planning design features and issues in Final Riverfront Connector Plan Design Options and Evaluation Report and Visual Simulations that require further refinement. City shall distribute materials. Consultant shall prepare agenda and meeting summary.
- 7.2 Draft Implementing Policies and Ordinances: Consultant shall prepare Draft Implementing Policies and Ordinances. Draft Implementing Policies and Ordinances must include proposed amendments to City Comprehensive Plan and Development Code to implement the recommended site and urban design elements. Site and urban design elements must include recommended provisions for the following:
  - Pedestrian and bicycle connections between commercial, public and residential uses
  - Building street interface and presence, including orientations, windows, awnings and overhangs
  - Architectural design
  - Building height and massing
  - Streetscape
  - Lane widths
  - Mid-block Curb Extensions: Wider sidewalks, potential pedestrian crossings
  - Curb extensions: designs, dimensions, uses of additional space, landscaping

- Crosswalk enhancements: paving, pavement markings, signs, advance stop bars, lighting
- Driveways and curbcuts (aka access management)
- Sidewalk paving: materials and patterns
- Street trees: locations, grates or pavers, species
- Setbacks
- Parking and parking lot landscaping and design
- Gateway treatments
- Direction signs & wayfinding
- Pedestrian and bicycle facilities
- Public art locations
- Street lights: pole design, banner hangers, flower baskets
- Street furniture: locations, benches, trash cans, and style
- Walls and fences
- Special opportunity areas that can include small plazas
- Mixed use development
- On-site stormwater management that can include green streets strategies

Consultant shall provide Draft Implementing Policies and Ordinances to PMT for review, comment and City distribution to COOLPPL.

7.3 COOLPPL Meeting #5: City shall arrange and Consultant shall conduct COOLPPL Meeting #5 to present Draft Implementing Policies and Ordinances. Consultant shall document comments from attendees. City shall distribute materials. Consultant shall prepare agenda and meeting summary.

7.4 Draft Riverfront Connector Plan: Consultant shall prepare Draft Riverfront Connector Plan, which integrates the technical memoranda, maps and reports produced throughout Project, and may include but not be limited to the following elements:

- i. Acknowledgements
- ii. Table of Contents
- iii. Introduction
- iv. Planning Process, Public and Agency Involvement
- v. Plan Goals and Objectives, Vision and Goals and Guiding Principles
- vi. Existing Conditions and Opportunities
- vii. Design recommendations
- viii. Final technical design options
- ix. Recommended designs
- x. List of Figures, Tables and Photographs (including visual simulations)
- xi. Appendices (Technical Memos)

Consultant shall provide to PMT for review and comment and City distribution to Planning Commission and City Council for Joint Planning Commission and City Council Work Session in Task 8.

- 7.5 Project Website Update: Consultant shall post deliverables prepared to date, agenda and meeting summary for COOLPPL Meeting #5 on the Project Website. Project information must be approved by APM prior to posting on the Project Website.
- 7.6 City Council Update #4: City shall brief City Council on the Project work to date at a regularly scheduled City Council meeting.

#### **City Deliverables**

- 7A PMT Meeting #3
- 7B Distribution of Draft Implementing Policies and Ordinances
- 7C COOLPPL Meeting #5
- 7D City Council Update #4
- 7E Consolidated comments on each Task 7 draft Consultant deliverable

#### **Consultant Deliverables**

- 7A PMT Meeting #3
- 7B Draft Implementing Policies and Ordinances
- 7C COOLPPL Meeting #5
- 7D Draft Riverfront Connector Plan
- 7E Project Website Update

#### **Task 8: Adoption**

##### **Subtasks:**

- 8.1 Joint Planning Commission and City Council Work Session: City shall arrange and conduct a Joint Planning Commission and City Council Work Session to present the Draft Riverfront Connector Plan and Draft Implementing Policies and Ordinances and solicit feedback. Consultant shall prepare presentation-scale graphics or slide presentation and handouts to communicate the key findings and recommendations in Draft Riverfront Connector Plan.  
  
Consultant shall prepare agenda and distribute electronically to City for review and comment prior to the Joint Planning Commission and City Council Work Session. City shall schedule, provide legal notice, and distribute agenda and copies of the Draft Riverfront Connector Plan to all members of the Planning Commission and City Council at least one week (two weeks preferred) prior to Joint Planning Commission and City Council Work Session. City shall prepare meeting summary of Joint Planning Commission and City Council Work Session and distribute meeting summary electronically to PMT.
- 8.2 Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances: Consultant shall prepare Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances, revisions to reflect input received at the Joint Planning Commission and City Council Work Session. Consultant shall distribute Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances electronically to PMT.
- 8.3 Findings of Fact and Recommendation: City shall prepare Findings of Fact and Recommendation as a decision document for the Planning Commission and City Council approval.

- 8.4 Department of Land Conservation and Development Notice: City shall submit a copy of the Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances to the Department of Land Conservation and Development at least 35 days prior to the first evidentiary hearing as directed by Oregon Revised Statutes 197.610 and OAR 660-018-020.
- 8.5 Planning Commission Public Hearing: City shall arrange and conduct Planning Commission Public Hearing to present Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances. Consultant shall attend and be available to answer questions as necessary. City shall schedule, provide legal notice, and prepare and distribute agenda and staff packets including Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances, Findings of Fact and Recommendation, and a proposed adoption schedule to Planning Commission members. City shall prepare meeting summary and distribute meeting summary electronically to PMT.
- 8.6 City Council Public Hearing: City shall arrange and conduct City Council Public Hearing to present the Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances. Consultant shall attend and be available to answer questions as necessary. City tasks for City Council Public Hearing must include the following:
- Schedule City Council Public Hearing
  - Provide legal notice
  - Prepare and distribute agenda and staff packets including Adoption Draft Riverfront Connector Plan and Adoption Draft Implementing Policies and Ordinances, a log of specific changes suggested by Planning Commission at its hearing, Findings of Fact and Recommendation to City Council members.
  - Prepare meeting summary and distribute electronically to PMT.
- 8.7 Final Riverfront Connector Plan and Final Implementing Policies and Ordinances: Consultant shall prepare Final Riverfront Connector Plan and Final Implementing Policies and Ordinances, which incorporates City Council actions. Consultant shall provide Final Riverfront Connector Plan and Final Implementing Policies and Ordinances electronically to PMT.
- Consultant shall provide three hard color copies and two CDs or USB flash drives of these deliverables to both APM and City. Electronic versions must be provided in both MS Word and pdf formats.
- 8.8 Title VI Report: Consultant shall prepare and submit to APM a report delineating Title VI activities, documenting Project process and outreach for all low income, race, gender, and age groups.
- 8.9 Project Website Update: Consultant shall post deliverables prepared to date, agenda and meeting summaries from Joint Planning Commission and City Council Work Session, Planning Commission Public Hearing, City Council Public Hearing. Project information must be approved by APM prior to posting on the Project Website.

**City Deliverables:**

- 8A Joint Planning Commission and City Council Work Session
- 8B Findings of Fact and Recommendation
- 8C Department of Land Conservation and Development Notice
- 8D Planning Commission Public Hearing
- 8E City Council Public Hearing

**Consultant Deliverables:**

- 8A Joint Planning Commission and City Council Work Session
- 8B Adoption Draft Riverfront Connector Plan
- 8C Adoption Draft Implementing Policies and Ordinances
- 8D Planning Commission Public Hearing
- 8E City Council Public Hearing
- 8F Final Riverfront Connector Plan
- 8G Final Implementing Policies and Ordinances
- 8H Title VI Report
- 8I Project Website Update

**Schedule**

<b>Task # &amp; Description</b>	<b>Project Schedule</b>
Task 1: Project Start-Up & Management	October 2017
Task 2: Citizen, Public & Agency Involvement & Project Kick-Off	October 2017 - December 2017
Task 3: Develop Project Vision & Goals & Guiding Principles	December 2017 – February 2018
Task 4: Existing Conditions, Opportunities & Constraints	February 2018 – May 2018
Task 5: Draft Riverfront Connector Plan Design Options & Implementation Strategy	June 2018 – August 2018
Task 6: Riverfront Connector Plan Design Option Evaluation	September 2018 – November 2018
Task 7: Refinement of Riverfront Connector Plan & Implementation Report	December 2018 – February 2019
Task 8: Adoption	March 2019 – June 2019

### CONSULTANT AMOUNTS PER DELIVERABLE

<i>Task</i>	<i>Description</i>	<i>Total Fixed Amount Per Deliverable</i>	<i>Total Amount Per Task</i>
<b>1</b>	<b>Project Start-Up &amp; Management</b>		
1A	Project Area GIS	\$3,230	
1B	PMT Meeting #1	\$3,850	
1C	Refined Project Schedule	\$1,160	
1D	Project Area Map	\$1,860	
1E	Project Website	\$3,570	
	<b>Subtotal</b>		<b>\$13,670</b>
<b>2</b>	<b>Citizen, Public &amp; Agency Involvement &amp; Project Kick-Off</b>		
2A	Draft Technical Memo #1	\$2,840	
2B	Neighborhood Meeting #1	\$2,990	
2C	COOLPPL Meeting # 1	\$3,860	
	<b>Subtotal</b>		<b>\$9,690</b>
<b>3</b>	<b>Develop Project Vision &amp; Goals &amp; Guiding Principles</b>		
3A	Draft Vision and Goals and Guiding Principles	\$1,970	
3B	Revised Vision and Goals and Guiding Principles	\$870	
	<b>Subtotal</b>		<b>\$2,840</b>
<b>4</b>	<b>Existing Conditions, Opportunities &amp; Constraints</b>		
4A	Draft Technical Memo #2	\$17,080	
4B	Draft Technical Memo #3	\$10,620	
4C	Draft Technical Memo #4	\$7,790	
4D	Draft Technical Memo #5	\$19,880	
4E	COOLPPL Meeting # 2	\$2,720	
4F	Neighborhood Meeting #2	\$1,920	
4G	Joint Planning Commission Work Session and Public Meeting # 1	\$4,230	
4H	Final Technical Memos #1, #2, #3, #4 & #5	\$5,680	
4I	Project Website Update	\$1,290	
	<b>Subtotal</b>		<b>\$71,210</b>
<b>5</b>	<b>Draft Riverfront Connector Plan Design Options &amp; Implementation Strategy</b>		
5A	Draft Riverfront Connector Plan Design Options	\$26,120	
5B	COOLPPL Meeting #3	\$2,190	
5C	Neighborhood Meeting #3	\$1,680	
5D	Joint Planning Commission Work Session and Public Meeting # 2	\$4,230	
5E	Project Website Update	\$1,290	
	<b>Subtotal</b>		<b>\$35,510</b>

<i>Task</i>	<i>Description</i>	<i>Total Fixed Amount Per Deliverable</i>	<i>Total Amount Per Task</i>
<b>6</b>	<b>Riverfront Connector Plan Design Options Evaluation</b>		
6A	PMT Meeting #2	\$2,210	
6B	Draft Riverfront Connector Plan Design Options and Evaluation Report	\$19,520	
6C	COOLPPL Meeting #4	\$2,190	
6D	Joint Planning Commission Work Session and Public Meeting #3	\$3,630	
6E	Final Riverfront Connector Plan Design Options and Evaluation Report	\$9,570	
6F	Project Website Update	\$1,290	
	<b>Subtotal</b>		<b>\$38,410</b>
<b>7</b>	<b>Refinement of Riverfront Connector Plan and Implementation Report</b>		
7A	PMT Meeting #3	\$1,810	
7B	Draft Implementing Policies and Ordinances	\$7,190	
7C	COOLPPL Meeting #5	\$1,970	
7D	Draft Riverfront Connector Plan	\$9,210	
7E	Project Website Update	\$1,290	
	<b>Subtotal</b>		<b>\$21,470</b>
<b>8</b>	<b>Adoption</b>		
8A	Joint Planning Commission and City Council Work Session	\$3,270	
8B	Adoption Draft Riverfront Connector Plan	\$3,870	
8C	Adoption Draft Implementing Policies and Ordinances	\$1,790	
8D	Planning Commission Public Hearing	\$1,170	
8E	City Council Public Hearing	\$1,170	
8F	Final Riverfront Connector Plan	\$1,560	
8G	Final Implementing Policies and Ordinances	\$970	
8H	Title VI Report	\$660	
8I	Project Website Update	\$1,290	
	<b>Subtotal</b>		<b>\$15,750</b>
	<b>Project Total</b>		<b>\$208,550</b>

**EXHIBIT B (Local Agency or State Agency)**

**CONTRACTOR CERTIFICATION**

Contractor certifies by signing this contract that Contractor has not:

- (a) Employed or retained for a commission, percentage, brokerage, contingency fee or other consideration, any firm or person (other than a bona fide employee working solely for me or the above consultant) to solicit or secure this contract,
- (b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- (c) paid or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above consultant), any fee, contribution, donation or consideration of any kind for or in connection with, procuring or carrying out the contract, except as here expressly stated (if any):

Contractor further acknowledges that this certificate is to be furnished to the Federal Highway Administration, and is subject to applicable State and Federal laws, both criminal and civil.

**AGENCY OFFICIAL CERTIFICATION (ODOT)**

Department official likewise certifies by signing this contract that Contractor or his/her representative has not been required directly or indirectly as an expression of implied condition in connection with obtaining or carrying out this contract to:

- (a) Employ, retain or agree to employ or retain, any firm or person or
- (b) pay or agree to pay, to any firm, person or organization, any fee, contribution, donation or consideration of any kind except as here expressly stated (if any):

Department official further acknowledges this certificate is to be furnished to the Federal Highway Administration, and is subject to applicable State and Federal laws, both criminal and civil.

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**EXHIBIT C**

Federal Provisions  
Oregon Department of Transportation

**I. CERTIFICATION OF NONINVOLVEMENT IN ANY DEBARMENT AND SUSPENSION**

Contractor certifies by signing this contract that to the best of its knowledge and belief, it and its principals:

- |   |   |
|---|---|
| 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;  | contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery falsification or destruction of records, making false statements or receiving stolen property; |
| 2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or | 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and            |

4. Have not within a three-year period preceding this contract had one or more public transactions (federal, state or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such prospective participant shall submit a written explanation to Department.

List exceptions. For each exception noted, indicate to whom the exception applies, initiating agency, and dates of action. If additional space is required, attach another page with the following heading: Certification Exceptions continued, Contract Insert.

#### **EXCEPTIONS:**

Exceptions will not necessarily result in denial of award, but will be considered in determining Contractor responsibility. Providing false information may result in criminal prosecution or administrative sanctions.

The Contractor is advised that by signing this contract, the Contractor is deemed to have signed this certification.

#### **II. INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY COVERED TRANSACTIONS**

1. By signing this contract, the Contractor is providing the certification set out below.
2. The inability to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The Contractor shall explain why he or she cannot provide the certification set out below. This explanation will be considered in connection with the Oregon Department of Transportation determination to enter into this transaction. Failure to furnish an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the Department determined to enter into this transaction. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government or the Department may terminate this transaction for cause or default.
4. The Contractor shall provide immediate written notice to the Department if at any time the Contractor learns that its certification was

erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Department's Program Section (Tel. (503) 986-3400) to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The Contractor agrees by entering into this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transactions with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
7. The Contractor further agrees by entering into this contract that it will include the Addendum to Form FHWA-1273 titled, "Appendix B--Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", provided by the Department entering into this covered transaction without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List published by the U. S. General Services Administration.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government or the Department, the Department may terminate this transaction for cause or default.

### III. ADDENDUM TO FORM FHWA-1273, REQUIRED CONTRACT PROVISIONS

This certification applies to subcontractors, material suppliers, vendors, and other lower tier participants.

- Appendix B of 49 CFR Part 29 -

#### **Appendix B--Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions**

##### Instructions for Certification

1. By signing and submitting this contract, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this contract is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this contract is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this contract that it will include this clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the nonprocurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

#### **Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions**

- a. The prospective lower tier participant certifies, by submission of this proposal, that neither it

nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall submit a written explanation to Department.

#### IV. EMPLOYMENT

1. Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this contract and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractors, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranting, Department shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
2. Contractor shall not engage, on a full or part-time basis or other basis, during the period of the contract, any professional or technical personnel who are or have been at any time during the period of this contract, in the employ of Department, except regularly retired employees, without written consent of the public employer of such person.
3. Contractor agrees to perform consulting services with that standard of care, skill and diligence normally provided by a professional in the performance of such consulting services on work similar to that hereunder. Department shall be entitled to rely on the accuracy, competence, and completeness of Contractor's services.

#### V. NONDISCRIMINATION

During the performance of this contract, Contractor, for himself, his assignees and successors in interest, hereinafter referred to as Contractor, agrees as follows:

1. Compliance with Regulations. Contractor agrees to comply with Title VI of the Civil Rights Act of 1964, and Section 162(a) of the Federal-Aid Highway Act of 1973 and the Civil Rights

Restoration Act of 1987. Contractor shall comply with the regulations of the Department of Transportation relative to nondiscrimination in Federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated by reference and made a part of this contract. Contractor, with regard to the work performed after award and prior to completion of the contract work, shall not discriminate on grounds of race, creed, color, sex or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contract covers a program set forth in Appendix B of the Regulations.

2. Solicitation for Subcontractors, including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations made by Contractor for work to be performed under a subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this contract and regulations relative to nondiscrimination on the grounds of race, creed, color, sex or national origin.
3. Nondiscrimination in Employment (Title VII of the 1964 Civil Rights Act). During the performance of this contract, Contractor agrees as follows:
  - a. Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this nondiscrimination clause.

- b. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex or national origin.
4. Information and Reports. Contractor will provide all information and reports required by the Regulations or orders and instructions issued pursuant thereto, and will permit access to his books, records, accounts, other sources of information, and his facilities as may be determined by Department or FHWA as appropriate, and shall set forth what efforts he has made to obtain the information.
5. Sanctions for Noncompliance. In the event of Contractor's noncompliance with the nondiscrimination provisions of the contract, Department shall impose such agreement sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to Contractor under the agreement until Contractor complies; and/or
  - b. Cancellation, termination or suspension of the agreement in whole or in part.
6. Incorporation of Provisions. Contractor will include the provisions of paragraphs 1 through 6 of this section in every subcontract, including procurement of materials and leases of equipment, unless exempt from Regulations, orders or instructions issued pursuant thereto. Contractor shall take such action with respect to any subcontractor or procurement as Department or FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event Contractor becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such direction, Department may, at its option, enter into such litigation to protect the interests of Department, and, in addition, Contractor may request Department to enter into such litigation to protect the interests of the State of Oregon.

## VI. DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY

In accordance with Title 49, Code of Federal Regulations, Part 26, Contractor shall agree to abide by and take all necessary and reasonable steps to comply with the following statement:

### DBE POLICY STATEMENT

**DBE Policy.** It is the policy of the United States Department of Transportation (USDOT) to practice nondiscrimination on the basis of race, color, sex and/or national origin in the award and administration of USDOT assist contracts. Consequently, the DBE requirements of 49 CFR 26 apply to this contract.

**Required Statement For USDOT Financial Assistance Agreement.** If as a condition of assistance the Agency has submitted and the US Department of Transportation has approved a Disadvantaged Business Enterprise Affirmative Action Program which the Agency agrees to carry out, this affirmative action program is incorporated into the financial assistance agreement by reference.

**DBE Obligations.** The Oregon Department of Transportation (ODOT) and its contractor agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR 26 have the opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, Contractor shall take all necessary and reasonable steps in accordance with 49 CFR 26 to ensure that Disadvantaged Business Enterprises have the opportunity to compete for and perform contracts. Neither ODOT nor its contractors shall discriminate on the basis of race, color, national origin or sex in the award and performance of federally-assisted contracts. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of such contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as ODOT deems appropriate.

The DBE Policy Statement and Obligations shall be included in all subcontracts entered into under this contract.

**Records and Reports.** Contractor shall provide monthly documentation to Department that it is subcontracting with or purchasing materials from the DBEs identified to meet contract goals. Contractor shall notify Department and obtain its written approval before replacing a DBE or making any change in the DBE participation listed. If a DBE is unable to fulfill the original obligation to the contract, Contractor must demonstrate to Department the Affirmative Action steps taken to replace the DBE with another DBE. Failure to do so will result in withholding payment on those items. The monthly documentation will not be

required after the DBE goal commitment is satisfactory to Department.

Any DBE participation attained after the DBE goal has been satisfied should be reported to the Departments.

**DBE Definition.** Only firms DBE certified by the State of Oregon, Department of Consumer & Business Services, Office of Minority, Women & Emerging Small Business, may be utilized to satisfy this obligation.

## CONTRACTOR'S DBE CONTRACT GOAL

DBE GOAL 0 %

By signing this contract, Contractor assures that good faith efforts have been made to meet the goal for the DBE participation specified in the contract for this project as required by ORS 200.045, and 49 CFR 26.53 and 49 CFR, Part 26, Appendix A.

## VII. LOBBYING

The Contractor certifies, by signing this agreement to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering

into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor also agrees by signing this agreement that he or she shall require that the language of this certification be included in all lower tier subagreements, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

FOR INQUIRY CONCERNING ODOT'S  
DBE PROGRAM REQUIREMENT  
CONTACT OFFICE OF CIVIL RIGHTS  
AT (503)986-4354.

EXHIBIT D
ELIGIBLE PARTICIPATING COST
DESCRIPTION
<b>PERSONNEL SERVICES</b>
<i>Salaries</i> - Straight time pay for regular working hours in a monthly period. Includes standard labor distributions like Social Security Taxes, Workers' Compensation Assessments and Medical, Dental, Life Insurance. Excludes mass transit tax, vacation leave, sick leave and compensatory time taken.
<i>Overtime</i> - Payments to employees for work performed in excess of their regular work shift.
<i>Shift Differential</i> - Payments to employees, in addition to regular pay, for shift differential work as described in labor contracts or Personnel Rules.
<i>Travel Differential</i> - Payments to employees, in addition to regular pay, for travel time to and from work on projects in excess and beyond an 8 hour day as described in labor contracts or Personnel Rules.
<b>SERVICES AND SUPPLIES</b>
<b>In-State Travel - Per Rates Identified in State Travel Handbook</b>
<i>Meals &amp; Misc.</i> - Payment for meals incurred while traveling within the State of Oregon.
<i>Lodging &amp; Room Tax</i> - Payment for lodging, including room taxes, incurred while traveling within the State of Oregon.
Fares, Taxi, Bus, Air, Etc.
<i>Per Diem</i> - Payment for per diem, incurred while traveling within the State of Oregon.
<i>Other</i> - Payment for other miscellaneous expense, incurred while traveling within the State of Oregon.
<i>Private Car Mileage</i> - Payment for private car mileage while traveling within the State of Oregon.
<b>Office Expense</b>
<i>Direct Project Expenses Including:</i>
<i>Photo, Video &amp; Microfilm Supplies</i> - Payment for photography, video and microfilm supplies such as film for cameras, blank video tapes, storage folders, etc.
<i>Printing, Reproduction &amp; Duplication</i> - Expenditures for services to copy, print, reproduce and/or duplicate documents.
<i>Postage</i> - Payment for direct project postage.
<i>Freight &amp; Express Mail</i> - Payment for direct project freight services on outgoing shipments.
<b>Telecommunications</b>
<i>Phone Toll Charges (long-distance)</i> - Payment for telephone long distance charges.
<b>Publicity &amp; Publication</b>
<i>Publish &amp; Print Photos</i> - Payment for printing and publishing photographs to development of publicity and publications.
<i>Conferences</i> (costs to put on conference or seminars)
<b>Equipment \$250 - \$4,999</b>
<b>NOT ELIGIBLE</b>
<b>Employee Training, Excluding Travel</b>
<b>NOT ELIGIBLE</b>
<b>Training In-State Travel</b>
<b>NOT ELIGIBLE</b>
<b>CAPITOL OUTLAY</b>
<b>NOT ELIGIBLE</b>

## EXHIBIT E

### Information Required by 2 CFR 200331(a) (1)

1. Federal Award Identification: 0000(253)
2. Grantee Name (which must match the name associated with 3 below): City of St. Helens
3. Grantee's unique entity identifier (i.e. DUNS number): 076401504
4. Federal Award Identification Number (FAIN): 0000(253)
5. Federal Award Date: September 9, 2016
6. Period of Performance Start and End Date: From September 2017 to November 2019
7. Total Amount of Federal Funds Obligated by this Agreement: \$208,550

A. Total Amount of Federal Award: \$208,550

Federal award project description: 2015-17 Transportation and Growth Management

Program

Name of Federal awarding agency: FHWA

Contact information for awarding official: Linda Swan

Indirect cost rate: 10%

i.a. CFDA Number and Name: 20.205 - Highway Planning and Construction

i.b. Amount: \$208,550

ii.a. CFDA Number and Name: \_\_\_\_\_

ii.b. Amount: \_\_\_\_\_

iii.a. CFDA Number and Name: \_\_\_\_\_

iii.b. Amount: \_\_\_\_\_

B. Total Amount of Federal Award: \_\_\_\_\_

Federal award project description: \_\_\_\_\_

Name of Federal awarding agency: \_\_\_\_\_

Contact information for awarding official: \_\_\_\_\_

Indirect cost rate: \_\_\_\_\_

i.a. CFDA Number and Name: \_\_\_\_\_

i.b. Amount: \_\_\_\_\_

ii.a. CFDA Number and Name: \_\_\_\_\_

ii.b. Amount: \_\_\_\_\_

iii.a. CFDA Number and Name: \_\_\_\_\_

iii.b. Amount: \_\_\_\_\_

C. Total Amount of Federal Award: \_\_\_\_\_

Federal award project description: \_\_\_\_\_

Name of Federal awarding agency: \_\_\_\_\_

Contact information for awarding official:

Indirect cost rate: \_\_\_\_\_

i.a. CFDA Number and Name: \_\_\_\_\_

i.b. Amount: \_\_\_\_\_

ii.a. CFDA Number and Name: \_\_\_\_\_

ii.b. Amount: \_\_\_\_\_

iii.a CFDA Number and Name: \_\_\_\_\_

iii.b Amount: \_\_\_\_\_

8. Total Amount of Federal Funds Obligated to Grantee: \$208,550

9. Is Award R&D?        Yes       X   No



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Authorize Mayor to sign final plat for Land Partition at 2554 Columbia Blvd  
**DATE:** September 14, 2017

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The final plat is the formal document that is ultimately recorded with the County, making the partition official.

In addition to meeting many substantive and technical requirements, the final plat also requires several signatures.

If right-of-way dedication is included, the Mayor's signature is required.

In this case, some dedication was required per City law for the benefit of Columbia Boulevard.

**Staff has determined that all necessary requirements have been met for the purpose of signing the final plat.** Note however that the attached final plat requires some minor corrections. For time sake, staff is seeking signature authorization for the revised final plat yet to come. This way it doesn't have to wait to the October 4, 2017 meeting.

**Please authorize the Mayor to sign the final plat for this Partition.**

## Legend

- Denotes monument found as noted.
- ⊗ Denotes 5/8" iron rod with "REYNOLDS LAND SURVEYING INC" yellow plastic cap found per P.P. 1999-22.
- ⊕ Denotes mag nail with 1 1/2" brass washer stamped "REYNOLDS LS 2157" in sidewalk found per P.P. 1999-22.
- Denotes 5/8"x30" iron rod with yellow plastic marked "REYNOLDS LAND SURVEYING INC" set.
- ⊙ Denotes 1" copper disc stamped "REYNOLDS LS 2157" set in sidewalk.
- Denotes calculated position.
- 1[ ] Denotes record data per County Survey No. 951 (Wagner, September 1951, Also Stamped by Dewey)
- 2[ ] Denotes record data per County Survey No. L-1603 (Dewey, September 1982)
- 3[ ] Denotes record data per County Survey No. 2053 (Swaney, February 1968)
- 4[ ] Denotes record data per County Survey No. 1791 (No surveyor or date listed, it appears to be a Van Orshoven work map.
- 5[ ] Denotes record data per Instrument No. 2016-008798.

## Notes

- Easement A is a 20' wide easement for storm drain to the City of St. Helens per Deed Bk. 140, Pg. 62. The easement goes under the existing house on Parcel 1. The City of St. Helens has begun the process of extinguishing the easement.
- Easement B is an easment for ingress, egress and utilities for the benefit of Parcel 2 of this partition as granted in Instrument No. . Easement B is covered by a Road Maintenance Agreement per Instrument No. . Easement B is also a Public Utility Easement as granted in Instrument No. .
- Easement C is hereby granted as a 5' wide Utility Easement for the benefit of Parcel 2 of this Partition.
- Easement D is hereby granted as a 15' Utility Easement for the benefit of Parcel 2 of this Partition.
- The Southerly 5' of the 10' wide additional right of way dedication is covered by an easement to the City of St. Helens for right of way for street purposes and access per Deed Bk. 150, Page 66.

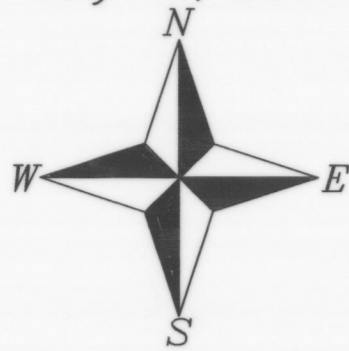
## Narrative

The purpose of this survey is to facilitate a 2 parcel partition of the tract of land described in Instrument No. 2016-008798.

Basis of bearings is my survey for Partition Plat No. 1999-22 between monuments found at points A and B. I held said monuments for the N.E. and S.E. corners of the subject tract. I held the monument found at point E for the N.E. corner. I held the monument found at point D for alignment of the East line. This monument fit the possession line as evidenced by the fence. I set the monument at C at the extension of line E-D at 10' from the Donation Land Claim Line. I monumented the partition corners as shown. The City of St. Helens file number for this partition is PT.1.17.

## Partition Plat No. \_\_\_\_\_ Recorded As Instrument No. \_\_\_\_\_

For Meltons and Coombs  
Sited In The S.E. 1/4  
Section 5, T.4N., R.1W., W.M.  
City of St. Helens  
Columbia County, Oregon  
July 14, 2017



Scale: 1"=40'

CF:99018B  
SF:99018B9  
JN:17014C  
FB:116

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 26, 1985  
DAVID E. REYNOLDS  
2157

RENEWAL DATE: 12-31-2018

Reynolds  
Land Surveying, Inc.  
32990 Stone Road  
Warren, Oregon 97053  
(503) 397-5516

## Surveyor's Certificate

I, David E. Reynolds, a Registered Professional Land Surveyor in the State of Oregon, do hereby certify that I have correctly surveyed and marked with proper monuments the land represented on the attached Partition Map with the boundaries being described as follows:

Beginning at the Initial Point which is marked with a 1" iron pipe found at the Northwest corner of the Craig J. Melton, Ronda L. Melton and David R. Coombs tract as described in Instrument No. 2016-008798 recorded on October 10, 2016 in the Clerk's Records of Columbia County, Oregon, said Initial Point being called South 68°14' West 1534.81 feet and North 38°16' West 335.61 feet and South 68°37' West 100.0 feet from that corner of the Aaron Broyles Donation Land Claim that is given as 13.00 chains West of the Southeast corner of said Broyles Donation Land Claim, said Initial Point also being the Northeast corner of Parcel 1 of Partition Plat No. 1999-22 as recorded on June 30, 1999 in the Clerk's Records of Columbia County, Oregon; thence South 38°20'50" East, along the West line of said Melton and Coombs tract and along the East line of said Partition Plat No. 1999-22, a distance of 325.57 feet to the Northerly right of way line of J. Skusa County Road No. 194 (commonly known as Columbia Boulevard); thence North 68°14'00" East, along said Northerly right of way line, a distance of 98.69 feet to the Southeast corner of said Melton and Coombs tract; thence North 38°09'09" West, along the East line of said Melton and Coombs tract, a distance of 325.00 feet to the Northeast corner thereof; thence South 68°21'53" West, along the North line of said Melton and Coombs tract, a distance of 99.92 feet to the Initial Point.

## Declaration

Know all people by these presents that we, Craig J. Melton, Ronda L. Melton and David R. Coombs are the owners of the land represented on the annexed partition map and more particularly described in the accompanying Surveyor's Certificate and have caused the same to be partitioned into parcels as shown on the annexed map, in accordance with ORS Chapter 92 and do hereby grant the easement as shown and noted for the purposes as shown and noted hereon and do hereby dedicate the 10 foot wide additional right of way to the Public.

Craig J. Melton Craig J. Melton Ronda L. Melton Ronda L. Melton

David R. Coombs David R. Coombs

## Acknowledgment

State of Oregon }  
County of Columbia } S.S.

This instrument was acknowledged before me on this 31st day of August, 2017 by Craig J. Melton, Ronda L. Melton and David R. Coombs

Notary Public-Signed Nina J. Reed

Notary Public-Printed Nina J. REED

Notary Public-State of Oregon

Commission No. 952882

My Commission Expires 7-26-2020

## Approvals

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_

By: \_\_\_\_\_  
Planning Director, City of St. Helens

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_

By: \_\_\_\_\_  
Columbia County Surveyor

All taxes, fees, assessments, or other charges as provided for by O.R.S. 92.095 have been paid through \_\_\_\_\_, 201\_\_\_\_

By: \_\_\_\_\_  
Columbia County Tax Collector

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_

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

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

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

Columbia County Board of Commissioners

State of Oregon }  
County of Columbia } S.S.

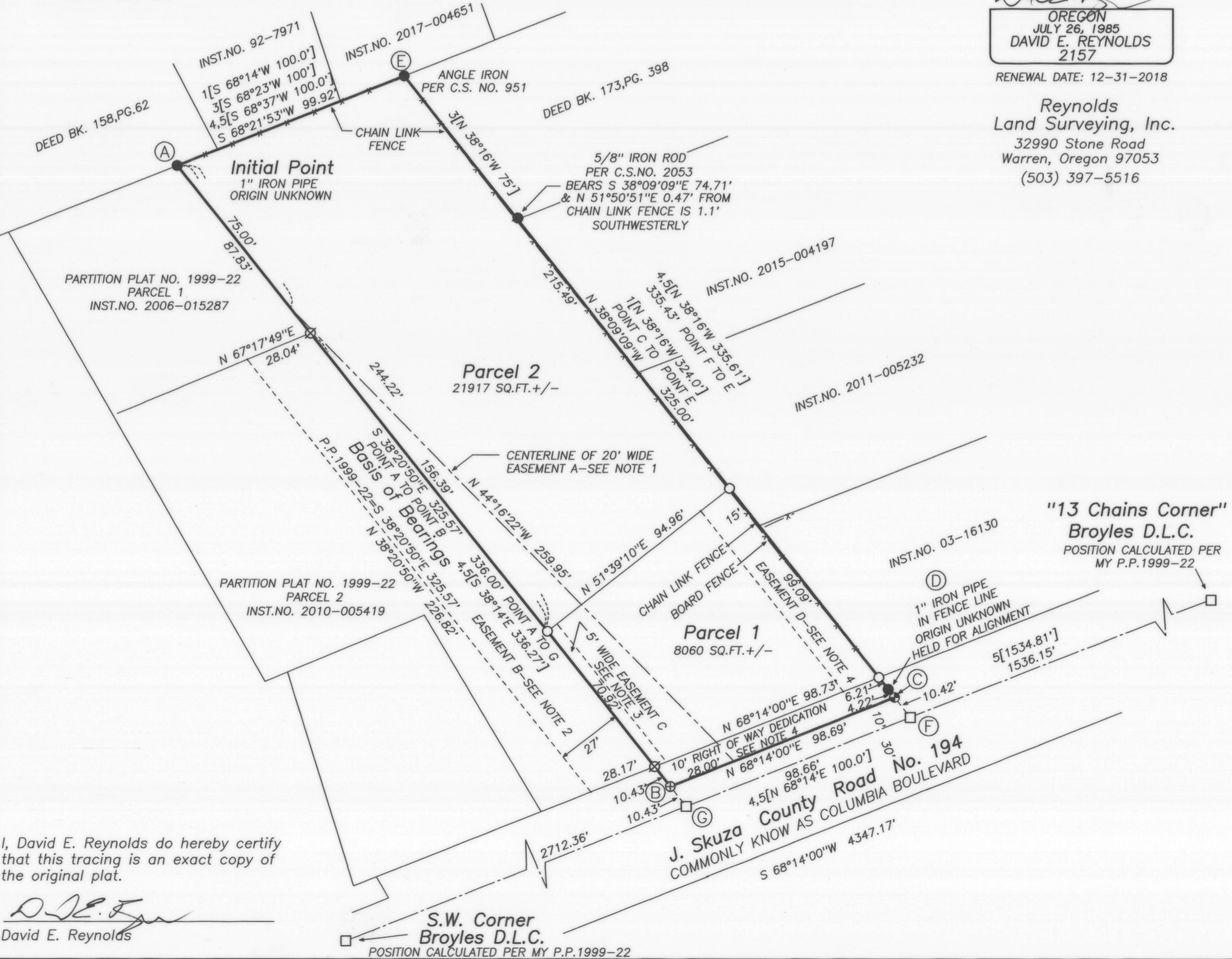
I do hereby certify that the attached Partition Plat

was received for recording on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_ at \_\_\_\_\_ O'clock

\_\_\_\_M., Instrument No. \_\_\_\_\_ and  
recorded as Partition Plat No. \_\_\_\_\_

Columbia County Clerk

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



I, David E. Reynolds do hereby certify that this tracing is an exact copy of the original plat.

David E. Reynolds  
David E. Reynolds

S.W. Corner  
Broyles D.L.C.  
POSITION CALCULATED PER MY P.P. 1999-22

**City of St. Helens**  
**ORDINANCE NO. 3218**

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE CHAPTERS  
15.04 AND 15.20 RELATING TO OREGON STATE BUILDING CODES  
AND THE CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS**

**WHEREAS**, Chapters 15.04 and 15.20 are in need to updating to reflect current state law and best practices in building and abatement of dangerous buildings

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

**Section 1.** SHMC 15.04.110 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.110 Structural Code.

(1) Enforcement of State Code. The ~~2007~~ currently adopted Oregon Structural Specialty Code, as amended, as adopted by OAR 918-460-0010 through 918-460-0016, except as modified in this chapter, is enforced as part of this code. The following ~~appendix is~~ appendices are specifically adopted: ~~Appendix~~Appendices J, and F. The following appendices are excluded from this adoption: Appendices A, B, D, E, ~~F~~, G, H, I and K.

(2) Excavation and Grading/Erosion Control. Appendix ~~Chapter 33 J~~ Chapter 33 J of the ~~2007~~ currently adopted Oregon Structural Specialty Code, as adopted above, govern excavation and grading/erosion control. ~~In addition, the Fee Tables 33-A and 33-B from the 1997 Uniform Building Code Appendix Chapter 33 from The fees set forth in the currently adopted St Helens Fee Schedule are adopted and enforced as part of this code shall apply.~~ All references to Figure ~~J108.1~~ 1808.7.1 entitled "Foundation Clearance From Slopes," in the ~~2004~~ currently adopted Oregon Structural Specialty Code and shall refer to Figure R403.1.9.1, entitled "Foundation Clearance From Slopes," of the ~~2005~~ currently adopted Oregon Residential Specialty Code are adopted and enforced as part of this code.

**Section 2.** SHMC 15.04.120 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.120 Mechanical code.

(1) Enforcement of State Rules. The ~~2007 Edition~~ currently adopted edition of the Oregon Mechanical Specialty Code, as adopted by OAR 918-440-0010 through 918-440-0015, except as modified in this chapter, is adopted and enforced as part of this code.

**Section 3.** SHMC 15.04.130 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.130 Plumbing code.

(1) Enforcement of State Code. The ~~2008~~ currently adopted Oregon Plumbing Specialty Code, as adopted by OAR 918-750-0010 through 918-750-0190, except as modified in this chapter, is enforced as part of this code.

**Section 4.** SHMC 15.04.140 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.140 Electrical code.

(1) Enforcement of State Code. The currently adopted edition of the Oregon Electrical Specialty Code, ~~2008 Edition~~, as adopted by OAR 918-305-0000 through 918-305-0700, except as modified in this chapter, is enforced as part of this code.

**Section 5.** SHMC 15.04.150 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.150 One- and two-family dwelling code.

(1) Enforcement of State Code. The ~~2008~~ currently adopted Oregon Residential Specialty Code, as adopted by OAR 918-480-0005 through 918-480-0130, including Mechanical and Structural Sections and all appendices, except as modified in this chapter, are enforced as part of this code.

(2) Notwithstanding R602 (Wall Construction) of the above-referenced Residential Specialty Code, the upper limit of the moisture content of lumber shall not exceed 19 percent as recognized in the AF&PA's NDS.

**Section 6.** SHMC 15.04.160 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.160 Manufactured dwelling code.

(1) Parks.

(a) Enforcement of State Rules. The ~~2002 Edition~~ currently adopted edition of the Oregon Manufactured Dwelling and Park Specialty Code, as adopted by OAR 918-600-0005 through 918-600-0030, except as modified in this chapter, is adopted and enforced as part of this code.

(2) Manufactured Home Installations.

(a) Enforcement of State Rules. The current edition of the Oregon Manufactured Dwelling Installation Specialty Code Rules, adopted by OAR 918-500-0005 through 918-500-0470, 918-525-0005 through 918-525-0520, and 918-530-0005 through 918-530-0340, except as modified in this chapter, is adopted and enforced as part of this code.

**Section 7.** SHMC 15.04.180 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

15.04.180 Dangerous buildings code.

(1) Unsafe Buildings.

(a) All buildings or structures regulated by this code which are structurally unsafe, fail to provide adequate means of egress, constitute a fire hazard, or are otherwise dangerous to human life are, for the purpose of this section, unsafe. Any use of buildings or structures constituting a hazard to safety, health or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage or abandonment is, for the purpose of this section, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary and other appendages or structural members which are supported by, attached to, or a part of a building and which are in deteriorated condition or otherwise unable to sustain the design loads which are specified in this code are hereby designated as unsafe building appendages.

(b) All such unsafe buildings, structures or appendages are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with the procedures set forth in the Dangerous Buildings Code or such alternate procedures as may have been or as may be adopted by this jurisdiction. As an alternative, the building official, or another employee or official of the city of St. Helens as designated by the governing body, may institute any other appropriate action to prevent, restrain, correct or abate the violation.

(2) Adoption of Uniform Code for the Abatement of Dangerous Buildings. The currently adopted edition of the International Existing Building Code ~~1997 ICBO Uniform Code for the Abatement of Dangerous Buildings~~ is hereby adopted and will be enforced as part of this code. References to the currently adopted edition of the International Existing Building Code ~~Uniform Building Code in the Uniform Code for the Abatement of Dangerous Buildings~~, Chapter 15.20 SHMC, shall be to the corresponding sections in the applicable adopted specialty code, including but not limited to the Oregon Structural Specialty Code and the International Existing Building Code.

**Section 8.** SHMC Chapter 15.20 is hereby amended to read as follows (additions underlined; deletions ~~stricken~~):

## Chapter 15.20

### **~~UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS~~**

Sections:

15.20.010 ~~1997 Uniform Code for the Abatement of Dangerous Buildings~~ Currently adopted edition of the International Existing Building Code.

#### **~~15.20.010 1997 Uniform Code for the Abatement of Dangerous Buildings~~** **Currently adopted edition of the International Existing Building Code.**

(1) Preface. The provisions of this code were developed to afford jurisdictions reasonable procedures for the classification and abatement of dangerous buildings.

This code is designed to be compatible with the ~~Uniform~~ International Existing Building Code and the ~~Uniform Housing Code~~. While the housing code is applicable only to residential buildings, the ~~Uniform Code for the Abatement of Dangerous~~ International Existing Buildings Code is designed to apply to all types of buildings and structures. The notices, orders and appeals procedures specified have been found to be workable and are referenced by the Uniform Building Code.

If properly followed, the provisions of this code will provide the building official with the proper legal steps in abating dilapidated, defective buildings which endanger life, health property and public safety within concepts of fair play and justice.

(2) ~~Uniform~~ Code for the Abatement of Dangerous Buildings.

## Chapter 1

### TITLE AND SCOPE

#### SECTION 101 — TITLE

These regulations shall be known as the ~~Uniform~~ Code for the Abatement of Dangerous Buildings, may be cited as such, and will be referred to herein as "this code."

#### SECTION 102 — PURPOSE AND SCOPE

102.1 Purpose. It is the purpose of this code to provide a just, equitable and practicable method, to be cumulative with and in addition to any other remedy provided by the Building Code, Housing Code or otherwise available by law, whereby buildings or structures which from any cause endanger the life, limb, health, morals, property, safety or welfare of the general public or their occupants may be required to be repaired, vacated or demolished.

The purpose of this code is not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this code.

102.2 Scope. The provisions of this code shall apply to all dangerous buildings, as herein defined, which are now in existence or which may hereafter become dangerous in this jurisdiction.

## SECTION 103 — ALTERATIONS, ADDITIONS AND REPAIRS

All buildings or structures which are required to be repaired under the provisions of this code shall be subject to the provisions of ~~Section 3403~~ of the currently adopted edition of the International Existing Building Code.

## Chapter 2

## ENFORCEMENT

## SECTION 201 — GENERAL

201.1 Administration. The building official is hereby authorized to enforce the provisions of this code.

The building official shall have the power to render interpretations of this code and to adopt and enforce rules and supplemental regulations in order to clarify the application of its provisions. Such interpretations, rules and regulations shall be in conformity with the intent and purpose of this code.

201.2 Inspections. The health officer, the fire marshal and the building official are hereby authorized to make such inspections and take such actions as may be required to enforce the provisions of this code.

201.3 Right of Entry. When it is necessary to make an inspection to enforce the provisions of this code, or when the building official or the building official's authorized representative has reasonable cause to believe that there exists in a building or upon a premises a condition which is contrary to or in violation of this code which makes the building or premises unsafe, dangerous or hazardous, the building official may enter the building or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that if such building or premises be occupied that credentials be presented to the occupant and entry requested. If such building or premises be unoccupied, the building official shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry. If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.

"Authorized representative" shall include the officers named in Section 201.2 and their authorized inspection personnel.

## SECTION 202 — ABATEMENT OF DANGEROUS BUILDINGS

All buildings or portions thereof which are determined after inspection by the building official to be dangerous as defined in this code are hereby declared to be public

nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with the procedure specified in Section 401 of this code.

## SECTION 203 — VIOLATIONS

It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of this code.

## SECTION 204 — INSPECTION OF WORK

All buildings or structures within the scope of this code and all construction or work for which a permit is required shall be subject to inspection by the building official in accordance with and in the manner provided by this code and Sections ~~108~~ 110 and 1701 of the Building currently adopted edition of the Oregon Structural Specialty Code and Section R109 of the currently adopted edition of the Oregon Residential Specialty Code.

## SECTION 205 — BOARD OF APPEALS

205.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretations of this code, there shall be and is hereby created a board of appeals consisting of members who are qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the jurisdiction. The building official shall be an ex officio member and shall act as secretary to said board but shall have no vote upon any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant, with a duplicate copy to the building official. Appeals to the board shall be processed in accordance with the provisions contained in Section 501 of this code. Copies of all rules or regulations adopted by the board shall be delivered to the building official, who shall make them freely accessible to the public.

205.2 Limitations of Authority. The board of appeals shall have no authority relative to interpretation of the administrative provisions of this code nor shall the board be empowered to waive requirements of this code.

## Chapter 3

## DEFINITIONS

## SECTION 301 — GENERAL

For the purpose of this code, certain terms, phrases, words and their derivatives shall be construed as specified in either this chapter or as specified in the Building Code or

the Housing Code. Where terms are not defined, they shall have their ordinary accepted meanings within the context with which they are used. Webster's Third New International Dictionary of the English Language, Unabridged, copyright 1986, shall be construed as providing ordinary accepted meanings. Words used in the singular include the plural and the plural the singular. Words used in the masculine gender include the feminine and the feminine the masculine.

BUILDING CODE is the currently adopted edition of the International Existing Uniform Building Code ~~promulgated by the International Conference of Building Officials~~, as adopted by this jurisdiction.

DANGEROUS BUILDING is any building or structure deemed to be dangerous under the provisions of Section 302 of this code.

HOUSING CODE is the currently adopted edition of the International Existing Building Uniform Housing Code ~~promulgated by the International Conference of Building Officials~~, as adopted by this jurisdiction.

#### SECTION 302 — DANGEROUS BUILDING

For the purpose of this code any building or structure which has any or all of the conditions or defects hereinafter described shall be deemed to be a dangerous building, provided that such conditions or defects exist to the extent that the life, health, property or safety of the public or its occupants are endangered.

1. Whenever any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size or is not so arranged as to provide safe and adequate means of exit in case of fire or panic.
2. Whenever the walking surface of any aisle, stairway or other means of exit is so warped, worn, loose, torn or otherwise unsafe as to not provide safe and adequate means of exit in case of fire or panic.
3. Whenever the stress in any materials, member or portion thereof, due to all dead and live loads, is more than one and one half times the working stress or stresses allowed in the Building Code for new buildings of similar structure, purpose or location.
4. Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose or location.
5. Whenever any portion or member or appurtenance thereof likely to fail, or to become detached or dislodged, or to collapse and hereby injure persons or damage property.
6. Whenever any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored,

attached or fastened in place so as to be capable of resisting a wind pressure of one half of that specified in the Building Code for new buildings of similar structure, purpose or location without exceeding the work stresses permitted in the Building Code for such buildings.

7. Whenever any portion thereof has wracked, warped, buckled or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.

8. Whenever the building or structure, or any portion thereof, because of (i) dilapidation, deterioration or decay; (ii) faulty construction; (iii) the removal, movement or instability of any portion of the ground necessary for the purpose of supporting such building; (iv) the deterioration, decay or inadequacy of its foundation; or (v) any other cause, is likely to partially or completely collapse.

9. Whenever, for any reason, the building or structure, or portion thereof, is manifestly unsafe for the purpose for which it is being used.

10. Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one third of the base.

11. Whenever the building or structure, exclusive of the foundation, shows 33 percent or more damage or deterioration of its supporting member or members, or 50 percent damage or deterioration of its nonsupporting members, enclosing or outside walls or coverings.

12. Whenever the building or structure has been so damaged by fire, wind, earthquake or flood, or has become so dilapidated or deteriorated as to become (i) an attractive nuisance to children; (ii) a harbor for vagrants, criminals or immoral persons; or as to (iii) enable persons to resort thereto for the purpose of committing unlawful or immoral acts.

13. Whenever any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the building regulations of this jurisdiction, as specified in the Building Code or Housing Code, or of any law or ordinance of this state or jurisdiction relating to the condition, location or structure of buildings.

14. Whenever any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, has in any nonsupporting part, member or portion less than 50 percent, or in any supporting part, member or portion less than 66 percent of the (i) strength, (ii) fire-resisting qualities or characteristics, or (iii) weather-resisting qualities or characteristics required by law in the case of a newly constructed building of like area, height and occupancy in the same location.

15. Whenever a building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by the health officer to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

16. Whenever any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire resistant construction, faulty electric wiring, gas connections or heating apparatus, or other cause, is determined by the fire marshal to be a fire hazard.

17. Whenever any building or structure is in such a condition as to constitute a public nuisance known to common law or in equity jurisprudence.

18. Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

## Chapter 4

### NOTICES AND ORDERS OF BUILDING OFFICIAL

#### SECTION 401 — GENERAL

401.1 Commencement of Proceedings. When the building official has inspected or caused to be inspected any building and has found and determined that such building is dangerous building, the building official shall commence proceedings to cause the repair, vacation or demolition of the building.

401.2 Notice and Order. The building official shall issue a notice and order directed to the record owner of the building. The notice and order shall contain:

1. The street address and a legal description sufficient for identification of the premises upon which the building is located.
2. A statement that the building official has found the building to be dangerous with a brief and concise description of the conditions found to render the building dangerous under the provisions of Section 302 of this code.
3. A statement of the action required to be taken as determined by the building official.

3.1 If the building official has determined that the building or structure must be repaired, the order shall require that all required permits be secured therefor and the work physically commenced within such time (not to exceed 60 days from the date of the order) and completed within such time as the building official shall determine is reasonable under all of the circumstances.

3.2 If the building official has determined that the building or structure must be vacated, the order shall require that the building or structure shall be vacated within a time certain from the date of the order as determined by the building official to be reasonable.

3.3 If the building official has determined that the building or structure must be demolished, the order shall require that the building be vacated within such time as the building official shall determine is reasonable (not to exceed 60 days from the date of the order); that all required permits be secured therefor within 60 days from the date of the order; and that the demolition be completed within such time as the building official shall determine is reasonable.

4. Statements advising that if any required repair or demolition work (without vacation also being required) is not commenced within the time specified, the building official (i) will order the building vacated and posted to prevent further occupancy until the work is completed, and (ii) may proceed to cause the work to be done and charge the costs thereof against the property or its owner.

5. Statements advising (i) that any person having any record title or legal interest in the building may appeal from the notice and order or any action of the building official to the board of appeals, provided the appeal is made in writing as provided in this code and filed with the building official within 30 days from the date of service of such notice and order; and (ii) that failure to appeal will constitute a waiver of all right to an administrative hearing and determination of the matter.

401.3 Service of Notice and Order. The notice and order, and any amended or supplemental notice and order, shall be served upon the record owner and posted on the property; and one copy thereof shall be served on each of the following if known to the building official or disclosed from official public records: the holder of any mortgage or deed of trust or other lien or encumbrance of record; the owner or holder of any lease of record; and the holder of any other estate or legal interest of record in or to the building or the land on which it is located. The failure of the building official to serve any person required herein to be served shall not invalidate any proceedings hereunder as to any other person duly served or relieve any such person from any duty or obligation imposed by the provisions of this section.

401.4 Method of Service. Service of the notice and order shall be made upon all persons entitled thereto either personally or by mailing a copy of such notice and order by certified mail, postage prepaid, return receipt requested, to each such person at their address as it appears on the last equalized assessment roll of the county or as known to the building official. If no address of any such person so appears or is known to the building official, then a copy of the notice and order shall be so mailed, addressed to such person, at the address of the building involved in the proceedings. The failure of any such person to receive such notice shall not affect the validity of any proceedings taken under this section. Service by certified mail in the manner herein provided shall be effective on the date of mailing.

401.5 Proof of Service. Proof of service of the notice and order shall be certified to at the time of service by a written declaration under penalty of perjury executed by the persons effecting service, declaring the time, date and manner in which service was made. The declaration, together with any receipt card returned in acknowledgment of receipt by certified mail shall be affixed to the copy of the notice and order retained by the building official.

#### SECTION 402 — RECORDATION OF NOTICE AND ORDER

If compliance is not had with the order within the time specified therein, and no appeal has been properly and timely filed, the building official shall file in the office of the county recorder a certificate describing the property and certifying (i) that the building is a dangerous building and (ii) that the owner has been so notified. Whenever the corrections ordered shall thereafter have been completed or the building demolished so that it no longer exists as a dangerous building on the property described in the certificate, the building official shall file a new certificate with the county recorder certifying that the building has been demolished or all required corrections have been made so that the building is no longer dangerous, whichever is appropriate.

#### SECTION 403 — REPAIR, VACATION AND DEMOLITION

The following standards shall be followed by the building official (and by the board of appeals if an appeal is taken) in ordering the repair, vacation or demolition or any dangerous building or structure:

1. Any building declared a dangerous building under this code shall be made to comply with one of the following:
  - 1.1 The building shall be repaired in accordance with the current building code or other current code applicable to the type of substandard conditions requiring repair; or
  - 1.2 The building shall be demolished at the option of the building owner; or
  - 1.3 If the building does not constitute an immediate danger to the life, limb, property or safety of the public it may be vacated, secured and maintained against entry.
2. If the building or structure is in such condition as to make it immediately dangerous to the life, limb, property or safety of the public or its occupants, it shall be ordered to be vacated.

#### SECTION 404 — NOTICE TO VACATE

404.1 Posting. Every notice to vacate shall, in addition to being served as provided in Section 401.3, be posted at or upon each exit of the building and shall be in substantially the following form:

DO NOT ENTER

## UNSAFE TO OCCUPY

It is a misdemeanor to occupy this building, or to remove or deface this notice.

Building Official

.....of.....

404.2 Compliance. Whenever such notice is posted, the building official shall include a notification thereof in the notice and order issued under Section 401.2, reciting the emergency and specifying the conditions which necessitate the posting. No person shall remain or enter any building which has been so posted, except that entry may be made to repair, demolish, or remove such building under permit. No person shall remove or deface any such notice after it is posted until the required repairs, demolition or removal have been completed and a certificate of occupancy issued pursuant to the provisions of the Building Code.

## Chapter 5

### APPEAL

501.1 Form of Appeal. Any person entitled to service under Section 401.3 may appeal from any notice and order or any action of the building official under this code by filing at the office of the building official a written appeal containing:

1. A heading in the words: "Before the board of appeals of the ..... of ....."
2. A caption reading: "Appeal of ....., " giving the names of all appellants participating in the appeal.
3. A brief statement setting forth the legal interest of each of the appellants in the building or the land involved in the notice and order.
4. A brief statement in ordinary and concise language of the specific order or action protested, together with any material facts claimed to support the contentions of the appellant.
5. A brief statement in ordinary and concise language of the relief sought and the reasons why it is claimed the protested order or action should be reversed, modified or otherwise set aside.
6. The signatures of all parties named as appellants and their official mailing addresses.
7. The verification (by declaration under penalty of perjury) of at least one appellant as to the truth of the matters stated in the appeal.

The appeal shall be filed within 30 days from the date of the service of such order or action of the building official; provided, however, that if the building or structure is in such condition as to make it immediately dangerous to the life, limb, property or safety

of the public or adjacent property and is ordered vacated and is posted in accordance with Section 404, such appeal shall be filed within 10 days from the date of the service of the notice and order of the building official.

501.2 Processing of Appeal. Upon receipt of any appeal filed pursuant to this section, the building official shall present it at the next regular or special meeting of the board of appeals.

501.3 Scheduling and Noticing Appeal for Hearing. As soon as practicable after receiving the written appeal, the board of appeals shall fix a date, time and place for the hearing of the appeal by the board. Such date shall not be less than 10 days nor more than 60 days from the date the appeal was filed with the building official. Written notice of the time and place of the hearing shall be given at least 10 days prior to the date of the hearing to each appellant by the secretary of the board either by causing a copy of such notice to be delivered to the appellant personally or by mailing a copy thereof, postage prepaid, addressed to the appellant at the address shown on the appeal.

#### SECTION 502 — EFFECT OF FAILURE TO APPEAL

Failure of any person to file an appeal in accordance with the provisions of Section 501 shall constitute a waiver of the right to an administrative hearing and adjudication of the notice and order or any portion thereof.

#### SECTION 503 — SCOPE OF HEARING ON APPEAL

Only those matters or issues specifically raised by the appellant shall be considered in the hearing of the appeal.

#### SECTION 504 — STAYING OF ORDER UNDER APPEAL

Except for vacation orders made pursuant to Section 404, enforcement of any notice and order of the building official issued under this code shall be stayed during the pendency of an appeal therefrom which is properly and timely filed.

### Chapter 6

#### PROCEDURES FOR CONDUCT OF HEARING APPEALS

##### SECTION 601 — GENERAL

601.1 Hearing Examiners. The board may appoint one or more hearing examiners or designate one or more of its members to serve as hearing examiners to conduct the hearings. The examiner hearing the case shall exercise all powers relating to the conduct of hearings until it is submitted to the board for decision.

601.2 Record. A record of the entire proceedings shall be made by tape recording or by any other means of permanent recording determined to be appropriate by the board.

601.3 Reporting. The proceedings at the hearing shall also be reported by a phonographic reporter if requested by any party thereto. A transcript of the proceedings shall be made available to all parties upon request and upon payment of the fee prescribed therefor. Such fees may be established by the board, but shall in no event be greater than the cost involved.

601.4 Continuances. The board may grant continuances for good cause shown; however, when a hearing examiner has been assigned to such hearing, no continuances may be granted except by the examiner for good cause shown so long as the matter remains before the examiner.

601.5 Oaths – Certification. In any proceedings under this chapter, the board, any board member, or the hearing examiner has the power to administer oaths and affirmations and to certify to official acts.

601.6 Reasonable Dispatch. The board and its representatives shall proceed with reasonable dispatch to conclude any matter before it. Due regard shall be shown for the convenience and necessity of any parties or their representatives.

## SECTION 602 — FORM OF NOTICE OF HEARING

The notice to appellant shall be substantially in the following form, but may include other information:

"You are hereby notified that a hearing will be held before (the board of appeals or name of hearing examiner) at.....on the ..... day of ....., 2....., at the hour ....., upon the notice and order served upon you. You may be present at the hearing. You may be, but need not be, represented by counsel. You may present any relevant evidence and will be given full opportunity to cross-examine all witnesses testifying against you. You may request the issuance of subpoenas to compel the attendance of witnesses and the production of books, documents or other things by filing an affidavit therefor with (board of appeals or name of hearing examiner)."

## SECTION 603 — SUBPOENAS

603.1 Filing of Affidavit. The board or examiner may obtain the issuance and service of a subpoena for the attendance of witnesses or the production of other evidence at a hearing upon the request of a member of the board or upon the written demand of any party. The issuance and service of such subpoena shall be obtained upon the filing of an affidavit therefor which states the name and address of the proposed witness; specifies the exact things sought to be produced and the materiality thereof in detail to the issues involved; and states that the witness has the desired things in possession or under control. A subpoena need not be issued when the affidavit is defective in any particular.

603.2 Cases Referred to Examiner. In cases where a hearing is referred to an examiner, all subpoenas shall be obtained through the examiner.

603.3 Penalties. Any person who refuses without lawful excuse to attend any hearing or to produce material evidence which the person possesses or controls as required by any subpoena served upon such person as provided for herein shall be guilty of a misdemeanor.

## SECTION 604 — CONDUCT OF HEARING

604.1 Rules. Hearings need not be conducted according to the technical rules relating to evidence and witnesses.

604.2 Oral Evidence. Oral evidence shall be taken only on oath or affirmation.

604.3 Hearsay Evidence. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions in courts of competent jurisdiction in this state.

604.4 Admissibility of Evidence. Any relevant evidence shall be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions in courts of competent jurisdiction in this state.

604.5 Exclusion of Evidence. Irrelevant and unduly repetitious evidence shall be excluded.

604.6 Rights of Parties. Each party shall have these rights, among others:

1. To call and examine witnesses on any matter relevant to the issues of the hearing;
2. To introduce documentary and physical evidence;
3. To cross-examine opposing witnesses on any matter relevant to the issues of the hearing;
4. To impeach any witness regardless of which party first called the witness to testify;
5. To rebut the evidence; and
6. To be represented by anyone who is lawfully permitted to do so.

604.7 Official Notice.

604.7.1 What may be noticed. In reaching a decision, official notice may be taken, either before or after submission of the case for decision, of any fact which may be judicially noticed by the courts of this state or of official records of the board or departments and ordinances of the city or rules and regulations of the board.

604.7.2 Parties to be notified. Parties present at the hearing informed of the matters to be noticed, and these matters noted in the record, referred to therein, or appended thereto.

## Chapter 7

### ENFORCEMENT OF THE ORDER OF THE BUILDING OFFICIAL OR THE BOARD OF APPEALS

#### SECTION 701 — COMPLIANCE

701.1 General. After any order of the building official or the board of appeals made pursuant to this code shall have become final, no person to whom any such order is directed shall fail, neglect or refuse to obey any such order. Any such person who fails to comply with any such order is guilty of a misdemeanor.

701.2 Failure to Obey Order. If, after any order of the building official or board of appeals made pursuant to this code has become final, the person to whom such order is directed shall fail, neglect or refuse to obey such order, the building official may (i) cause such person to be prosecuted under Section 701.1 or (ii) institute any appropriate action to abate such building as a public nuisance.

701.3 Failure to Commence Work. Whenever the required repair or demolition is not commenced within 30 days after any final notice and order issued under this code becomes effective:

1. The building official shall cause the building described in such notice and order to be vacated by posting at each entrance thereto a notice reading:

#### DANGEROUS BUILDING

#### DO NOT OCCUPY

It is a misdemeanor to occupy this building, or to remove or deface this notice.

Building Official

.....of.....

2. No person shall occupy any building which has been posted as specified in this section. No person shall remove or deface any such notice so posted until the repairs, demolition or removal ordered by the building official have been completed and a certificate of occupancy issued pursuant to the provisions of the Building Code.

3. The building official may, in addition to any other remedy herein provided, cause the building to be repaired to the extent necessary to correct the conditions which render the building dangerous as set forth in the notice and order; or, if the notice and order required demolition, to cause the building to be sold and demolished or demolished and the materials, rubble and debris therefrom removed and the lot cleaned. Any such

repair or demolition work shall be accomplished and the cost thereof paid and recovered in the manner hereinafter provided in this code. Any surplus realized from the sale of any such building, or from the demolition thereof, over and above the cost of demolition and of cleaning the lot, shall be paid over to the person or persons lawfully entitled thereto.

#### SECTION 702 — EXTENSION OF TIME TO PERFORM WORK

Upon receipt of an application from the person required to conform to the order and by agreement of such person to comply with the order if allowed additional time, the building official may grant an extension of time, not to exceed an additional 120 days, within which to complete said repair, rehabilitation or demolition, if the building official determines that such an extension of time will not create or perpetuate a situation imminently dangerous to life or property. The building official's authority to extend time is limited to the physical repair, rehabilitation or demolition of the premises and will not in any way affect the time to appeal the notice and order.

#### SECTION 703 — INTERFERENCE WITH REPAIR OR DEMOLITION WORK PROHIBITED

No person shall obstruct, impede or interfere with any officer, employee, contractor or authorized representative of this jurisdiction or with any person who owns or holds any estate or interest in any building which has been ordered repaired, vacated or demolished under the provisions of this code; or with any person to whom such building has been lawfully sold pursuant to the provisions of this code, whenever such officer, employee, contractor or authorized representative of this jurisdiction, person having an interest or estate in such building or structure, or purchaser is engaged in the work of repairing, vacating and repairing, or demolishing any such building, pursuant to the provisions of this code, or in performing any necessary act preliminary to or incidental to such work or authorized or directed pursuant to this code.

### Chapter 8

#### PERFORMANCE OF WORK OF REPAIR OR DEMOLITION

##### SECTION 801 — GENERAL

801.1 Procedure. When any work of repair or demolition is to be done pursuant to Section 701.3, Item 3, of this code, the building official shall, issue an order therefor to the director of public works and the work shall be accomplished by personnel of this jurisdiction or by private contract under the direction of said director. Plans and specifications therefor may be prepared by said director, or the director may employ such architectural and engineering assistance on a contract basis as deemed reasonably necessary. If any part of the work is to be accomplished by private contract, standard public works contractual procedures shall be followed.

801.2 Costs. The cost of such work shall be paid from the repair and demolition fund, and may be made a special assessment against the property involved, or may be made

a personal obligation of the property owner, whichever the legislative body of this jurisdiction shall determine is appropriate.

## SECTION 802 — REPAIR AND DEMOLITION FUND

802.1 General. The legislative body of this jurisdiction shall establish a special revolving fund to be designated as the repair and demolition fund. Payments shall be made out of said fund upon the demand of the director of public works to defray the costs and expenses which may be incurred by this jurisdiction in doing or causing to be done the necessary work of repair or demolition of dangerous buildings.

802.2 Maintenance of Fund. The legislative body may at any time transfer to the repair and demolition fund, out of any money in the general fund of this jurisdiction, such sums as it may deem necessary in order to expedite the performance of the work of repair or demolition, and any sum so transferred shall be deemed a loan to the repair and demolition fund and shall be repaid out of the proceeds of the collections hereinafter provided for. All funds collected under the proceedings hereinafter provided for shall be paid to the treasurer of this jurisdiction who shall credit the same to the repair and demolition fund.

## Chapter 9

## RECOVERY OF COST OF REPAIR OR DEMOLITION

### SECTION 901 — ACCOUNT OF EXPENSE, FILING OF REPORT

The director of public works shall keep an itemized account of the expense incurred by this jurisdiction in the repair or demolition of any building done pursuant to the provisions of Section 701.3, Item 3, of this code. Upon the completion of the work of repair or demolition, said director shall prepare and file with the clerk of this jurisdiction a report specifying the work done, the itemized and total cost of the work, a description of the real property upon which the building or structure is or was located, and the names and addresses of the persons entitled to notice pursuant to Section 401.3.

### SECTION 902 — NOTICE OF HEARING

Upon receipt of said report, the clerk of this jurisdiction shall present it to the legislative body of this jurisdiction for consideration. The legislative body of this jurisdiction shall fix a time, date and place for hearing said report and any protests or objections thereto. The clerk of this jurisdiction shall cause notice of said hearing to be posted upon the property involved, published once in a newspaper of general circulation in this jurisdiction, and served by certified mail, postage prepaid, addressed to the owner of the property as the owner's name and address appears on the last equalized assessment roll of the county, if such so appears, or as known to the clerk. Such notice shall be given at least 10 days prior to the date set for the hearing and shall specify the day, hour and place when the legislative body will hear and pass upon the director's

report, together with any objections or protests which may be filed as hereinafter provided by any person interested in or affected by the proposed charge.

#### SECTION 903 — PROTESTS AND OBJECTIONS

Any person interested in or affected by the proposed charge may file written protests or objections with the clerk of this jurisdiction at any time prior to the time set for the hearing on the report of the director. Each such protest or objection must contain a description of the property in which the signer thereof is interested and the grounds of such protest or objection. The clerk of this jurisdiction shall endorse on every such protest or objection the date of receipt. The clerk shall present such protests or objections to the legislative body of this jurisdiction at the time set for the hearing, and no other protests or objections shall be considered.

#### SECTION 904 — HEARING OF PROTESTS

Upon the day and hour fixed for the hearing, the legislative body of this jurisdiction shall hear and pass upon the report of the director together with any such objections or protests. The legislative body may make such revision, correction or modification in the report or the charge as it may deem just; and when the legislative body is satisfied with the correctness of the charge, the report (as submitted or as revised, corrected or modified) together with the charge, shall be confirmed or rejected. The decision of the legislative body of this jurisdiction on the report and the charge, and on all protests or objections, shall be final and conclusive.

#### SECTION 905 — PERSONAL OBLIGATION OR SPECIAL ASSESSMENT

905.1 General. The legislative body of this jurisdiction may thereupon order that said charge shall be made a personal obligation of the property owner or assess said charge against the property involved.

905.2 Personal Obligation. If the legislative body of this jurisdiction orders that the charge shall be a personal obligation of the property owner, it shall direct the attorney for this jurisdiction to collect the same on behalf of this jurisdiction by use of all appropriate legal remedies.

905.3 Special Assessment. If the legislative body of this jurisdiction orders that the charge shall be assessed against the property, it shall confirm the assessment, cause the same to be recorded on the assessment roll, and thereafter said assessment shall constitute a special assessment against and a lien upon the property.

#### SECTION 906 — CONTEST

The validity of any assessment made under the provisions of this chapter shall not be contested in any action or proceeding unless the same is commenced within 30 days after the assessment is placed upon the assessment roll as provided herein. Any appeal

from a final judgment in such action or proceeding must be perfected within 30 days after the entry of such judgment.

#### SECTION 907 — AUTHORITY FOR INSTALLMENT PAYMENT OF ASSESSMENTS WITH INTEREST

The legislative body of this jurisdiction, in its discretion, may determine that assessments in amounts of \$500.00 or more shall be payable in not to exceed five equal annual installments. The legislative body's determination to allow payment of such assessments in installments, the number of installments, whether they shall bear interest, and the rate thereof shall be by a resolution adopted prior to the confirmation of the assessment.

#### SECTION 908 — LIEN OF ASSESSMENT

908.1 Priority. Immediately upon its being placed on the assessment roll, the assessment shall be deemed to be complete, the several amounts assessed shall be payable, and the assessments shall be liens against the lots or parcels of land assessed, respectively. The lien shall be subordinate to all existing special assessment liens previously imposed upon the same property and shall be paramount to all other liens except for state, county and property taxes with which it shall be upon a parity. The lien shall continue until the assessment and all interest due and payable thereon are paid.

908.2 Interest. All such assessments remaining unpaid after 30 days from the date of recording on the assessment roll shall become delinquent and shall bear interest at the rate of 7 percent per annum from and after said date.

#### SECTION 909 — REPORT TO ASSESSOR AND TAX COLLECTOR: ADDITION OF ASSESSMENT TO TAX BILL

After confirmation of the report, certified copies of the assessment shall be given to the assessor and the tax collector for this jurisdiction, who shall add the amount of the assessment to the next regular tax bill levied against the parcel for municipal purposes.

#### SECTION 910 — FILING COPY OF REPORT WITH COUNTY AUDITOR

If the county assessor and the county tax collector assess property and collect taxes for this jurisdiction, a certified copy of the assessment shall be filed with the county auditor on or before August 10th. The descriptions of the parcels reported shall be those used for the same parcels on the county assessor's map books for the current year.

#### SECTION 911 — COLLECTION OF ASSESSMENT PENALTIES FOR FORECLOSURE

The amount of the assessment shall be collected at the same time and in the same manner as ordinary property taxes are collected and shall be subject to the same penalties and procedure and sale in case of delinquency as provided for ordinary

property taxes. All laws applicable to the levy, collection and enforcement of property taxes shall be applicable to such assessment.

If the legislative body of this jurisdiction has determined that the assessment shall be paid in installments, each installment and any interest thereon shall be collected in the same manner as ordinary property taxes in successive years. If any installment is delinquent, the amount thereof is subject to the same penalties and procedure for sale as provided for ordinary property taxes.

#### SECTION 912 — REPAYMENT OF REPAIR AND DEMOLITION FUND

All money recovered by payment of the charge or assessment or from the sale of the property at foreclosure sale shall be paid to the treasurer of this jurisdiction, who shall credit the same to the repair and demolition fund.

**Section 9.** Any and all sections of Chapter 15.04 and 15.20 not specifically amended by reference herein remain unamended and in full force and effect.

Read the first time: September 20, 2017

Read the second time: October 4, 2017

**APPROVED AND ADOPTED** by the City Council this 4th day of October, 2017, by the following vote:

Ayes:

Nays:

---

Rick Scholl, Mayor

ATTEST:

---

Kathy Payne, City Recorder

# City of St. Helens Branding & Wayfinding Master Plan

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*prepared by:*  
Alta Planning + Design  
711 SE Grand Avenue  
Portland, Oregon 97214



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This project was made possible in part by a grant from Travel Oregon.

# Executive Summary

*The **City of St. Helens Branding and Wayfinding Master Plan** provides a strategy for the City to implement a citywide wayfinding system*

*The City of St. Helens is located on the Columbia River, north of Portland, Oregon. Highway 30, which follows the path of the Columbia River to the Pacific Ocean, runs through the community and serves as a major transportation route for commercial and recreational trips. St. Helens has a resident population of approximately 13,000 people and welcomes visitors throughout the year. St. Helens was established as a river port on the Columbia River in the 1840s and still has a strong connection to the river for recreational and commercial activities.*

The City of St. Helens Branding and Wayfinding Plan provides a strategy for the City to implement a citywide wayfinding system. This plan provides guidance on sign placement and route prioritization, in addition to a preferred design for a family of wayfinding signs.

The preferred design incorporates national best practices, community input, local materials, and distinctive architectural details to create a unique wayfinding identity rooted in the history and landscape of St. Helens.



The historic 1906 Columbia River Courthouse with Mount St. Helens in the background.

# Preferred Design

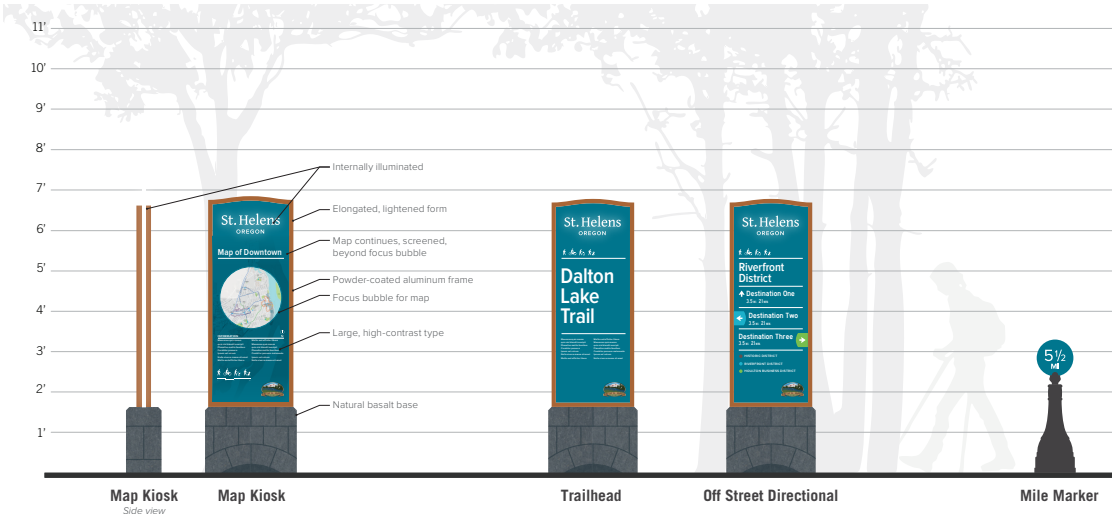
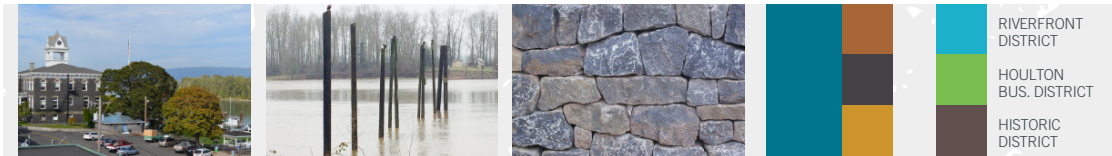
The family of wayfinding elements for St. Helens will define a sense of place in a way that is clear and simple, reflects local character, and integrates well among other landscape, streetscape, and transportation elements.

The bright, clean, and modern interpretation of a nautical color palette will be used throughout the sign family, with large and legible text. The soft arching wave shape will be used in the top of the larger signs, with color

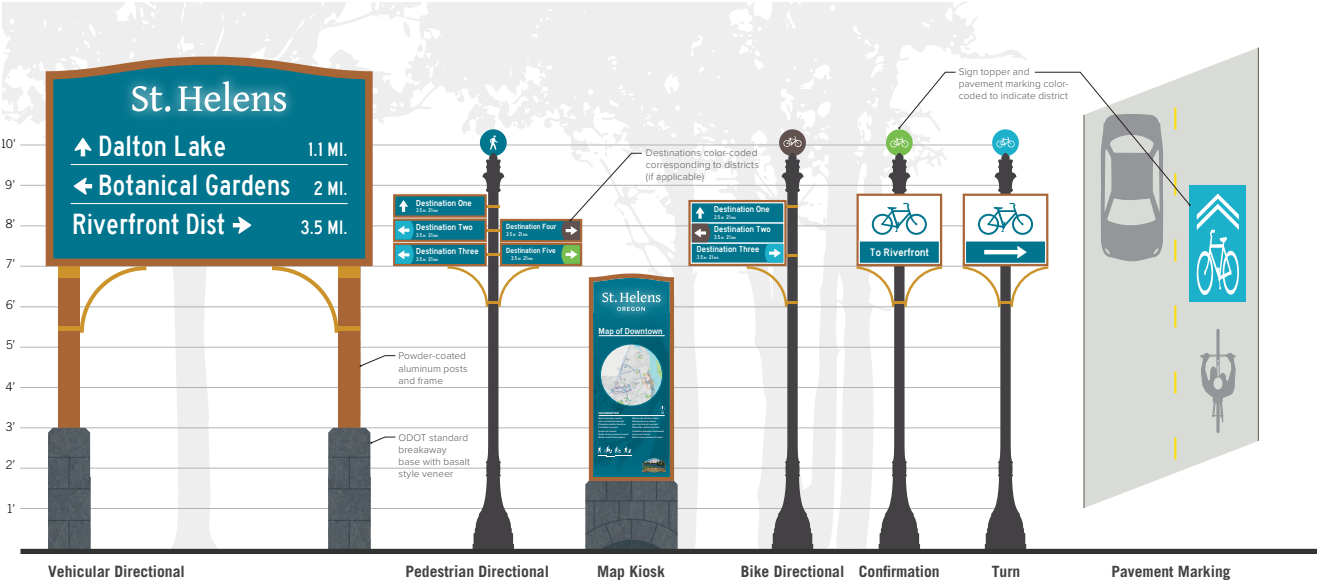
coded directional arrows and pavement markings used to indicate the district. The sign poles are chosen to match the existing, historic light poles in St. Helens.

The Gateway Arch, to be placed over Columbia Boulevard, will be constructed of painted aluminum for ease of maintenance.

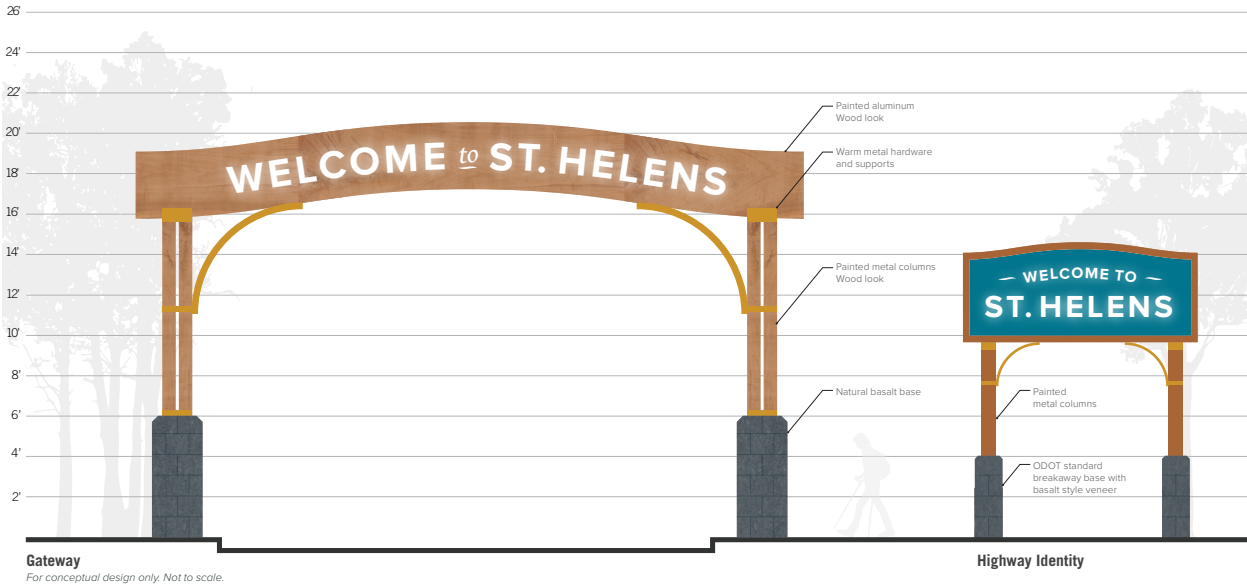
## Enhanced Navigational Elements - Off Street Signage



Fundamental Navigational Elements - On Street Signage



Identity Signage



## Chapter 1

# Introduction

*The **City of St. Helens Branding and Wayfinding Master Plan** provides a strategy for the City to implement a citywide wayfinding system. The plan is a product of the community's goals to connect residents and visitors to city services and destinations like the Riverfront, to support and enhance tourism, and to encourage travel off Highway 30 and into St. Helens.*

*With its beautiful riverfront location, Historic District, and access to Highway 30, St. Helens offers a unique visitor and shopping experience.*

Strategically placed and branded wayfinding signage will help both visitors and residents navigate to key points of interest in the City. Unified directional signage, informational kiosks, and gateways will enliven business districts by making them easier to locate from Highway 30, increasing foot traffic, and encouraging visitors to explore different parts of the City once they have arrived. Most St. Helens amenities are to the east of Highway 30; therefore, the planning effort focused on the area between the highway and the Columbia River.



There are many destinations and attractions throughout St. Helens, including the river, commercial districts, and parks.

## Overview

The City of St. Helens is located on the Columbia River, north of Portland, Oregon. Highway 30, which follows the path of the Columbia River to the Pacific Ocean, runs through the community and serves as a major transportation route for commercial and recreational trips. St. Helens has a resident population of approximately 13,000 people and welcomes visitors throughout the year. St. Helens was established as a river port on the Columbia River in the 1840s and still has a strong connection to the river for recreational and commercial activities.

St. Helens has two commercial districts (in addition to the commercial corridor along Highway 30) – the Historic District downtown and the Houlton Business District to the west near Highway 30. The Historic District is situated near the river and is defined by walkable streets, historic storefronts, and mature street trees. The Houlton Business District is less densely built than the Historic District and contains more surface parking lots and empty lots.

Effective wayfinding is important as residents and visitors explore St. Helens through different modes of transportation, including walking, biking, and driving, and from different entry points. This plan provides a comprehensive and consistent approach for wayfinding signage that will benefit the entire City.



Art along a roadway provides visual interest and a sense of place in St. Helens.



A historic photo of St. Helens showing the corner of 4th and Old Portland Road.

A good wayfinding system equips residents and visitors with easy to read information allowing a logical, intuitive experience by which to explore a local area, its services, and attractions. Clean and concise navigation information creates a welcoming experience and signage is an effective investment to encourage tourism and improve access to local destinations.

## Background Review

In developing the Branding and Wayfinding Master Plan, municipal plans and policies were reviewed in relation to multi-modal transportation and wayfinding signage.

In the following documents, there are references to Old Town/Olde Towne/Riverfront District. In order to better reflect the City's future redevelopment, City Council changed the district name from Olde Towne to Riverfront District.

### St. Helens Waterfront Framework Plan

The St. Helens Waterfront Framework Plan (2016) calls for wayfinding improvements to “help people find downtown retail and existing business district, attract people on Hwy 30 to St. Helens downtown, and integrate corridor master planning and other efforts.” The plan goes on to say that “there is a perception that Old Town and especially the waterfront are hard to find from Highway 30. A wayfinding program would help promote existing businesses and attractions and provide greater ease of travel for visitors”.

### St. Helens Municipal Code: Community Development Code

Section 17.88: “Signs” provides guidance on signs in St. Helens. The stated purpose of the sign code is to “improve the effectiveness of signs, to provide for safe construction, location, erection and maintenance of signs, to prevent proliferation of signs and sign clutter, to minimize adverse visual safety factors to travelers on public highways and streets and on private areas open to public travel”. The code provides guidance on sign size, placement, illumination restrictions, and when design review is required.

### Architectural Design Guidelines for the Conversation of Traditional Design in Olde Towne

The Architectural Design Guidelines for the Conversation of Traditional Design in Olde Towne, St. Helens (2012), while not providing specific guidance on wayfinding, offers guidance on lighting, commercial signage, and material and color palettes.

### City of St. Helens Parks and Trails Master Plan

The City of St. Helens Parks and Trails Master Plan (2012) recommends providing wayfinding signage along high boat



Downtown St. Helens

traffic areas, such as water trails, at Sand Island Marine Park, Grey Cliffs Park, and Columbia View Waterfront Park, to capitalize on the boat traffic generated by the Columbia River. The Parks and Trails Master Plan also recommends adding interpretive installations, kiosks, and wayfinding signage along trail routes, as well as utilizing the St. Helens Arts and Cultural Commission or local artists to provide art along trail systems.

### **St. Helens Economic Development Corporation's Local Program Evaluation**

The St. Helens Economic Development Corporation's Local Program Evaluation (2015) recommends the City "embrace a bike friendly program" and capitalize on

its unique setting along a popular cycling route between Portland and the Pacific Ocean. The recommendation calls for the creation of bicycle-oriented signage along Highway 30 to bring cyclists onto Main Street. The plan also recommends highway signage on Highway 30 and "standard attraction and amenities signs within (ODOT's) right-of-way". The consideration of a gateway sign that reaches across Columbia Boulevard near the highway is also recommended.

### **City of St. Helens Planning Department Memorandum on Sign Pollution Concerns**

The City of St. Helens Planning Department Memorandum on Sign Pollution Concerns (2011) discusses the

City's concern with the use of signs and their impact to the City's appearance, including the resulting sign pollution. The memo notes that public signs (SHMC 17.88.015) are signs "placed by or with the approval of government within the right-of-way. Examples include street and traffic signage. No permit required." The memo recommends using ODOT-approved advertising signage (applicable to the highway only) for tourist-oriented directional signs and signs through the Oregon Travel Information Council.

### Corridor Master Plan

The Corridor Master Plan (2015) recommends the installation of wayfinding signage, community kiosks, and gateway markers in greater downtown area of St. Helens (Houlton and Riverfront Districts), in order to improve aesthetics and sense of place. Specific recommendations call for a gateway at the US 30 / Columbia Boulevard intersection, with additional gateway elements at 13th Street to mark the entrance to Houlton's commercial couplet, and one at Columbia Boulevard and 1st Street to make the entrance of the Riverfront District. Another specific recommendation is to install a community kiosk mid-block on the south side of Columbia Boulevard at 16th Street, adjacent to the St. Helens Post Office.



The neon City Hall sign offers an interesting contrast against the historic stone building.

### Towards Sustainable Tourism

Towards Sustainable Tourism (2007) recommends new waterfront signage on the Columbia River to "welcome boaters into downtown St. Helens", in addition to wayfinding signage along the Columbia River Highway that is artistic and includes important wording such as "historical" and "riverfront".

## Objectives

The City of St. Helens Branding and Wayfinding Master Plan is designed to create a comprehensive and cohesive wayfinding system, along with a plan for implementing signage to serve residents and visitors who are walking, biking, and driving in St. Helens. The plan aims to:

- Create wayfinding signage that will meet the needs of residents and visitors whether traveling through St. Helens as a pedestrian, in a motor vehicle, or by transit or cycling.
- Establish a high quality brand identity and design that captures local character and is coherent and attractive.
- Consider graphic standards focused on local identity and aesthetic.
- Understand key entrances and gateways to St. Helens, including decision points and sites where navigation information is suited.
- Give sign placement guidance for specific corridors or areas of the community.



St. Helens has many important destinations that draw both local residents and visitors.

## Wayfinding Principles

The “legibility” of a place describes how easy it is to understand. Places are more legible when they are arranged so people can intuitively determine the location of destinations, identify routes, and recognize areas of different character. A wayfinding system helps to make places more legible by better enabling individuals to:

- Easily and successfully find their destination.
- Understand where they are with respect to other key locations.
- Orient themselves in an appropriate direction with little misunderstanding or stress.
- Discover new places and services.

The following guiding principles, based on best practices from around North America, will help create the most effective wayfinding systems. Together, these wayfinding principles create a wayfinding system plan that is both legible and easy to navigate. These principles should be applied in St. Helens’ wayfinding sign placement and destination logic to effectively enhance the legibility of the community.

## Wayfinding Principles:



### Be Predictable

Effective wayfinding networks are predictable. When information is predictable, patterns emerge, and users of the network are able to rely on the system to provide information when they expect it. Predictability also helps users understand new situations quickly, whether it be navigating a new intersection or traveling to a destination for the first time.

Users come to trust a predictable wayfinding network, making new journeys easier to attempt and complete. Every time a new trip is completed, users' confidence in the wayfinding network will be sustained or increased.

Predictability should relate to all aspects of wayfinding placement and design (i.e., sign materials, dimensions, colors, forms, and placement). Similarly, maps should employ consistent symbology, fonts, colors, and style. The system must be designed in accordance with local, state, and federal guidelines to ensure funding eligibility through state and federal sources.



### Keep Information Simple

For a wayfinding network to be effective, information needs to be presented clearly and logically. The presentation of information needs to be balanced: too much information can be difficult to understand; too little and decision-making becomes impossible. The placement of signs and the information provided at each placement are also critical. To be successful, wayfinding information must be provided in advance of where major changes occur and confirmed when the maneuver is complete.

Wayfinding signage design should be accessible and comprehensible by a wide range of users, including people of all ages and ability levels. Special consideration should be taken for those without high educational attainment, English language proficiency, or spatial reasoning skills. In areas with high rates of users with English as a second language, the wayfinding should use text and symbols that will be understood by non-English speakers. Designers should minimize the use of bilingual text or separate-language signs, as including these elements can make signs cluttered and reduce overall legibility.

It is important to provide information in manageable amounts. Too much information can be difficult to understand; too little and decision-making becomes impossible.



## Maintain Motion

Bicycling and walking require physical effort, and frequently pausing to check directions may lead to frustration and discouragement. Consistent, clear, and visible wayfinding elements allow pedestrians and bicyclists to navigate while maintaining their state of motion. To help users maintain motion, wayfinding information must be quickly read and easily comprehended.



## Promote Active Travel

A wayfinding network should encourage increased rates of active transportation by creating a clear and attractive system that is easy to understand and navigate. The presence of wayfinding signs should communicate that walking and bicycling to many destinations is convenient

An effective wayfinding system makes active transportation facilities more visible and helps to increase use of both on-street and off-street facilities. Wayfinding improvements are a cost-effective way of drawing attention to existing facilities and how they connect people to the places they want to go.



## Connect Places

An effective wayfinding system enables residents and visitors alike to travel between destinations and discover new destinations and services. Wayfinding connects neighborhoods and provides navigational assistance to both local and regional destinations. Effective wayfinding is an extension of the transportation network and provides a seamless travel experience for people walking, biking, or driving.

Wayfinding connectivity goes beyond physical signage. Wayfinding signage elements can create a deeper connection to a place, cultivate a sense of pride by reflecting community values and identity, and support local economic development by encouraging residents and visitors to use services.

## Chapter 2

# Information Scan

*Understanding a community's signage and wayfinding needs begins with an exploration of the city including such places as popular parks, main transportation corridors, and commercial areas. Observing the existing conditions in St. Helens is a key element in developing a wayfinding plan.*

*To better understand the existing conditions and community, the project team explored St. Helens by motor vehicle and on foot. City corridors, districts, and destinations were visited to get a sense of the community and understand the experience of those living in and visiting St. Helens.*

St. Helens is comprised of two business districts that are over one mile apart. This separation poses challenges when trying to create a walkable commercial destination without wayfinding signage. The two districts, with surrounding neighborhoods and industrial or vacant areas, appears to be accessible by all modes of travel despite being largely oriented toward motor vehicle traffic. Sidewalks, bike lanes, and trails provide opportunities for walking and biking throughout St. Helens.



The Arts & Cultural Commission banners (above and following page) are attractive welcome banners in St. Helens.

## St. Helens' Existing Wayfinding System

The City of St. Helens has signage installed intermittently throughout the community. The City has implemented many different types of signs, ranging from fundamental wayfinding elements to celebrating local culture and achievements. The planning team reviewed existing signage conditions against the wayfinding principles presented in this plan and concluded the following:

- Some wayfinding exists in the city, but it is not comprehensive. There are long corridors with little to no wayfinding signage.
- Wayfinding signs have been installed at different times by different departments, resulting in a range of signage aesthetics.
- There is a general lack of standardization in sign information, hierarchy and placement practices.

Combined, these characteristics limit the effectiveness of the wayfinding system. The lack of signage consistency makes the system unpredictable and often difficult to understand. Additionally, signage is inconsistent and not always scaled appropriately based on location, making navigation between destinations difficult. There are many opportunities to improve St. Helens' wayfinding system. This section provides an overview of how the existing system performs according to each of the five wayfinding principles and indicates where opportunities for improvement exist.



## Gateway Signs

St. Helens has entrance and gateway signs along Highway 30. Banner signs and wood gateway structures are also wayfinding elements that welcome and orient people to the community.

The existing wayfinding signage is well designed. However, variation in graphic design elements and branding is inconsistent. Current welcome signs on the edge of the city feature simple timber design and are difficult to see from the highway. Additionally, the existing signage does not effectively represent the community character of St. Helens.



Examples of existing wayfinding signage in St. Helens includes gateway signage and banner signs.

### Wayfinding Signage

St. Helens has a mix of wayfinding signage directed at motor vehicles, pedestrians, and cyclists. Local tourism signs advertise the Riverfront District and Business District and destinations such as the Elks Lodge, the Amphitheater, and civic buildings.

Signage is varied in style, color, design, and scale and not uniformly located relative to destinations. Street signs, parking signs, or local destination signs are most effective when located at logical decision points. Pedestrians, cyclists, motorists, and transit users all need and use a range of signage to reach their destinations or to find their way around the community.



Signage is varied across St. Helens and lacks a consistent look and feel.

### *Local Character and Identifying Elements*

St. Helens has a rich history of logging and ship building, with a strong connection to the Columbia River as a port town. Attractive local basalt stone is used as a construction material in many historic civic and residential buildings, in addition to historic infrastructure and retaining walls, throughout St. Helens. Weathered wood, remnants of the town's legacy as a ship building hub, dots the landscape and provide a maritime identity to the community.

Local art enhances the natural landscape, with motifs of fish, animals, and Native American-inspired patterns.



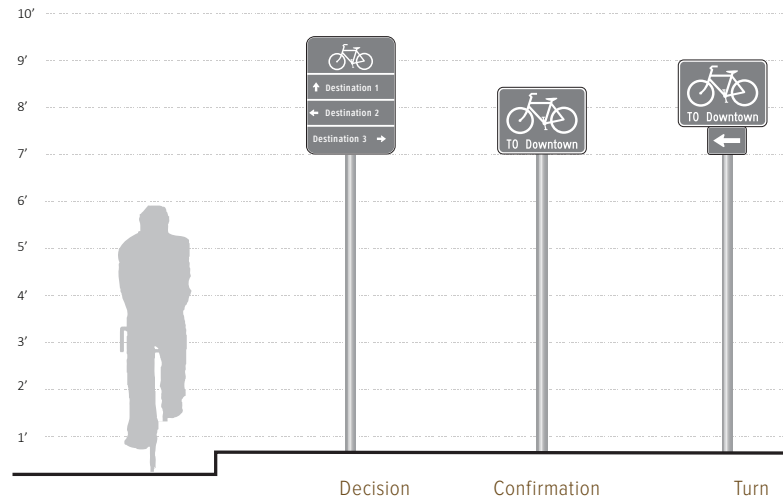
Historic architecture, scenic views, and local artwork are all part of St. Helens' unique character.

## Chapter 3

# Best Practices

*The goal of wayfinding signage is to enhance the user's experience.*

Figure 1. Navigation Signage Elements



*This section describes the fundamental navigational elements that are recommended to increase legibility along St. Helens' on- and off-street network. This section also describes enhanced wayfinding tools that can be integrated into the wayfinding system to provide additional clarity and opportunities to create custom components reflecting the character of St. Helens.*

The fundamental and enhanced elements described apply to both the on-street and off-street transportation and recreation network.

Wayfinding elements reviewed in this section include:

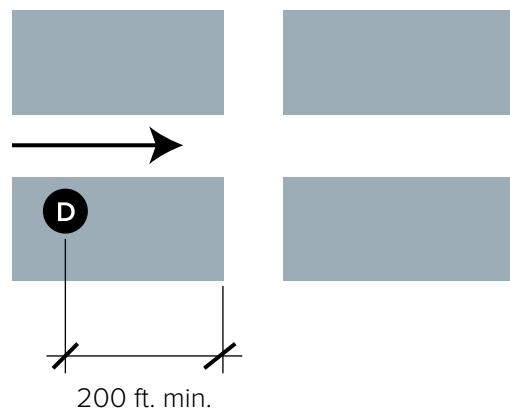
#### **Fundamental Navigational Elements**

- Vehicular Oriented Decision sign
- On-street Bicycle Decision sign
- On-street Bicycle Confirmation sign
- On-street Bicycle Turn sign

#### **Enhanced Navigational Elements**

- Pavement Markings
- Mile Markers
- Map Kiosks
- Gateway Monuments
- Pedestrian Decision Sign
- Off-street Decision Sign
- Trailhead Identity Sign

Figure 2. Vehicular Signage Placement



Vehicular signage should be located 200' from an intersection (MUTCD).

## Fundamental Navigational Elements

The fundamental family of signs that provide navigational information consists of decision, confirmation, and turn signs. The function, content, and placement of each are described below.

### Vehicular Oriented Decision Signs

The Manual on Uniform Traffic Control Devices (MUTCD) is a document issued by the Federal Highway Administration of the United States Department of Transportation. It is the national standard for all traffic control devices installed on any street, highway, bikeway, or private road open to public travel.

While the MUTCD provides standards and guidelines for the design, size, and content of roadway signs (see pages 28-32 for more detail on these standards), many jurisdictions have implemented unique signs to enhance visibility or reinforce local identity (See Section 2D.50 Community Wayfinding Signs).

The following guidance is specified in the MUTCD:

#### *Devices should be designed so that:*

- Size, shape, color, composition, lighting or retroreflection, and contrast combine to draw attention to the devices.
- Size, shape, color, and simplicity of message combine to produce a clear meaning.
- Legibility and size combine with placement to permit adequate time for response.
- Uniformity, size, legibility, and reasonableness of the message combine to command respect.
- The correct font and size is used. (Federal approval required for font types other than Highway Gothic fonts).
- All letters have a minimum 6" height.
- Design layouts for conventional road guide signs show centerline spacing, edge spacing, and other specification details per the "Standard Highway Signs and Markings" book (see Section 1A.11).

### *Size of Legend:*

- The longer the legend is on a guide sign, the longer it will take road users to comprehend it, regardless of letter size.
- Guide signs should be limited to no more than three lines of destinations, which include place names, route numbers, street names, and cardinal directions.
- The maximum length for a single destination title should be 19 characters (including spaces) in title case. The ideal maximum length for a single destination title is 10-14 characters (including spaces) in title case.

### *Color Coded Districts:*

- Color coding is sometimes used on community wayfinding guide signs to help road users distinguish between multiple potentially confusing traffic generator destinations located in different neighborhoods or subareas within a community or area.
- Per the MUTCD, community wayfinding guide signs may use background colors other than green in order to provide a color identification for the wayfinding destinations by geographical area within the overall wayfinding guide signing system.

### *Placement:*

- Locate community wayfinding signs away from intersections where high-priority traffic control devices are present.
- On curved alignments, determine the angle of placement by the direction of approaching traffic rather than by the roadway edge at the point where the sign is located.
- Community wayfinding guide signs can not be used to provide direction to highway routes or streets.

Figure 3. Bicycle Decision Sign



MUTCD approved on-street bicycle decision sign (OR MUTCD Supplement 2009)

On-Street Bicycle Decision Sign

Function and Content:

Decision signs clarify route options when many are available. Signs typically consist of a system landmark and space for up to three destinations. Decision signs may also include the specific route or path name. A minimum text height of 2 inches per destination should be used, and character width may vary according to destination length. Oregon’s supplement to the MUTCD allows adding distance in miles and/or time (10 miles per hour/6 minute per mile travel speed for bicyclists; 3 miles per hour/20 minutes per mile for pedestrians).

Per the MUTCD and Standard Highway Signs, the standard size for a sign that lists destinations in three lines is 18 inches high by 30 inches wide. However, many municipalities use a vertical format sign that measures 24 inches wide by 30 or 36 inches tall. This is accomplished by omitting the bicycle symbol from each separate line and instead having a single symbol at the top of the sign. Generally, providing 6 inches of vertical space per destination line allows for the 2 inch minimum text height. Sign width is not standardized by the MUTCD.

Table 1 : Letter Height Guidance

	Capital Letter Height	Lowercase Letter Height
Roadway Signage	8 inches	6 inches
Bike Signage	2 inches	1.5 inches

Placement:

Decision signs should be placed before decision making points or intersections. Sufficient distance prior to the intersection (based on design speed, number of destinations, and other sign placement factors) should be provided to allow for safe recognition and response to information provided. Care should be taken so the turns or options the sign refers to are obvious. Decision signs should not be placed near side or access paths that could be confused with the primary route.

Figure 4. Bicycle Turn and Confirmation Signs



MUTCD turn sign



MUTCD confirmation sign

### On-Street Bicycle Turn Sign

#### *Function and Content:*

Turn signs clarify a specific route at changes in direction when only one route option is available. These signs may include a system landmark, route or pathway name, and directional arrow. Standard D1-1 series signs may be used to indicate turns. Turn signs use height and width considerations similar to decision signs. Standard turn arrow signs (M5 and M6 series) may also be used in conjunction with bike route signs to clarify turn movements.

#### *Placement:*

Placement signs are located prior to turns to provide users advance notice of a change in direction. Turn signs may be used in conjunction with a decision sign at complex intersections warranting additional guidance.

### On-Street Bicycle Confirmation Sign

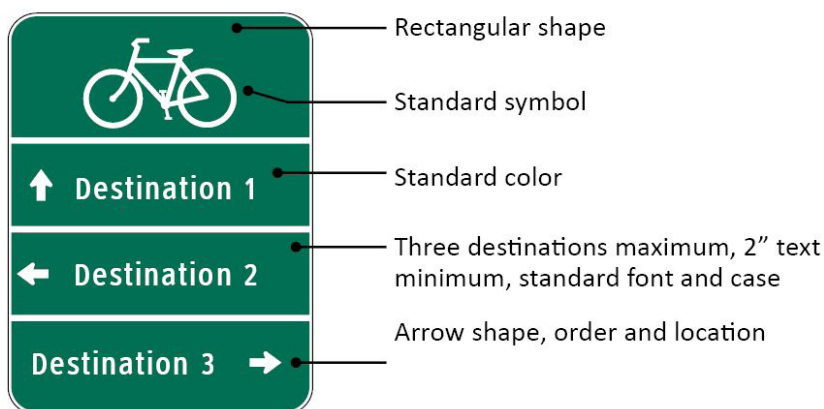
#### *Function and Content:*

Confirmation signs, placed after a turn movement or intersection, reassure users that they are on the correct route. System landmark and/or route name may be included. A minimum size of 24 inches wide by 18 inches high should be used for on-street bike route signs.

#### *Placement:*

Signs should be placed 50 to 100 feet after decision points. Confirmation signs need not occur after every intersection. They should be prioritized at locations where a designated route is not linear and after complex intersections. Complex intersections include those having more than four approaches, non-right angle turns, roundabouts, or in-direct routing.

Figure 5.Bicycle Decision Sign



Standard MUTCD compliant decision sign

## National Signage Guidance

The MUTCD specifies the standard for all traffic control devices (including wayfinding signs and pavement markings) installed on any street, highway, bikeway (including paved shared use paths), or private road open to public travel. The MUTCD was established to achieve uniformity and consistency in traffic control devices so information would be readily recognized and understood by travelers. Both on-street and off-street bicycle facilities are required to follow the standards within the MUTCD.

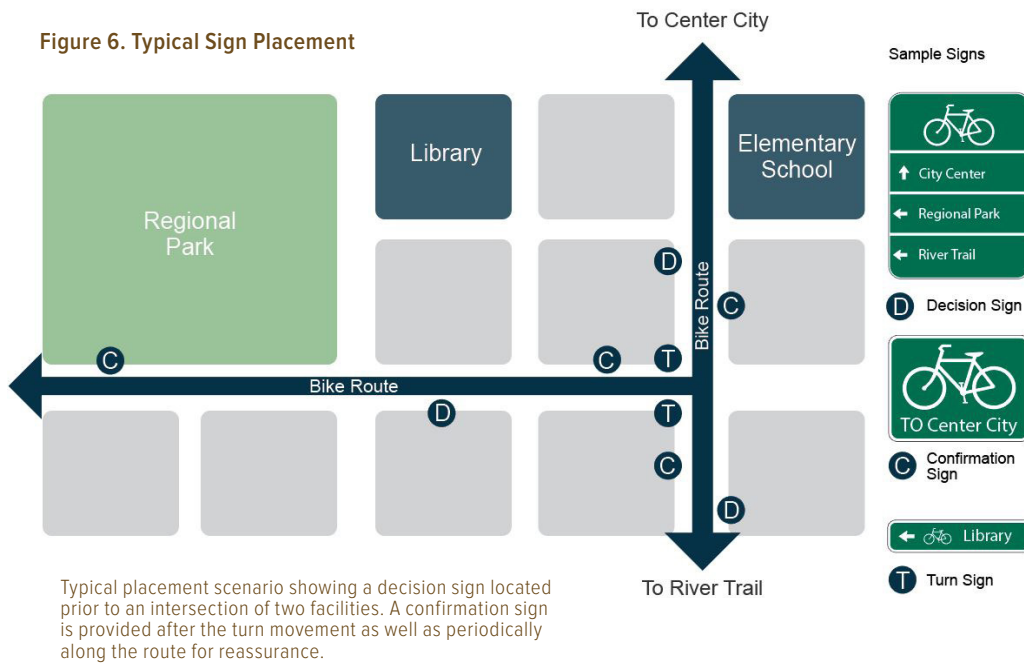
Per the MUTCD, signs should be designed so that:

- Size, shape, color, composition, lighting or retro-reflection, and contrast are combined to draw attention to the sign; simplicity of message combine to produce a clear meaning.
- Legibility and size combine with placement to permit adequate time for response.
- Uniformity, size, legibility, and reasonableness of the message combine to command respect.

Additionally, the MUTCD recommends the arrangement and amount of text, also referred to as legend, on each section of each sign:

- Decision signs should be limited to no more than three lines of destinations, but a single line destination is highly recommended. These include place names, route numbers, street names, and cardinal directions.
- A straight-ahead location should always be placed in the top slot followed by the destination to the left and then the right. If two destinations occur in the same direction, the closer destination should be listed first followed by the farther destination.
- Arrows shall be depicted as shown above for glance recognition, meaning straight and left arrows are to be located to the left of the destination name; while an arrow indicating a destination to the right shall be placed to the right of the destination name. The approved arrow style must be used.
- If limiting the destination name to a single line, the maximum length for a destination title should be 19 characters (including

Figure 6. Typical Sign Placement



spaces) in title case. An ideal length for a single destination title is 10-14 characters (including spaces) in title case. These character limits often necessitate the use of abbreviations or icons, which are also helpful in serving non-English speaking travelers. Standard icon sets and abbreviations will be provided in the final document.

- In situations where two destinations of equal significance and distance may be properly designated and the two destinations cannot appear on the same sign, the two names may be alternated on successive signs.
- Approved fonts include the Federal Series (series B, C, or D), also known as Highway Gothic. FHWA granted interim approval for use of the Clearview font in 2004, but rescinded this approval in January 2016. A contrast level of 70% needs to be achieved between foreground (text and graphics) and background.

FHWA and USDOT have made statements encouraging a flexible approach in support of facilities for bicycling and walking:

- "...DOT encourages transportation agencies to go beyond the minimum requirements, and proactively provide convenient, safe, and context-sensitive facilities that foster increased use by bicyclists and pedestrians of all ages and abilities, and utilize universal design characteristics..." (2010)
- Federal Highway Administration's (FHWA) support for taking a flexible approach to bicycle and pedestrian facility design. (2013)

While the MUTCD provides standards and guidelines for the design, size, and content of wayfinding signs, many jurisdictions have implemented unique signs to enhance visibility while reinforcing local identity.

Figure 7. MUTCD Spectrum



The MUTCD Spectrum (Fig. 7) shows a range of wayfinding elements that have been implemented by municipalities around the U.S. The range extends from rigid MUTCD on the left to the more flexible options on the right. Signs that adhere to the MUTCD basic minimum standards are readily understood by a wide audience, economical, and simple to fabricate and maintain. Because of their

strict MUTCD compliance, these signs are also clearly eligible to be implemented with federal transportation funding sources. Signs that follow the community wayfinding standards may be costlier to design, fabricate, and maintain, however they have the added benefits of reflecting local character and identity.

Figure 8. Fundamental Wayfinding Elements - On-Street Sign

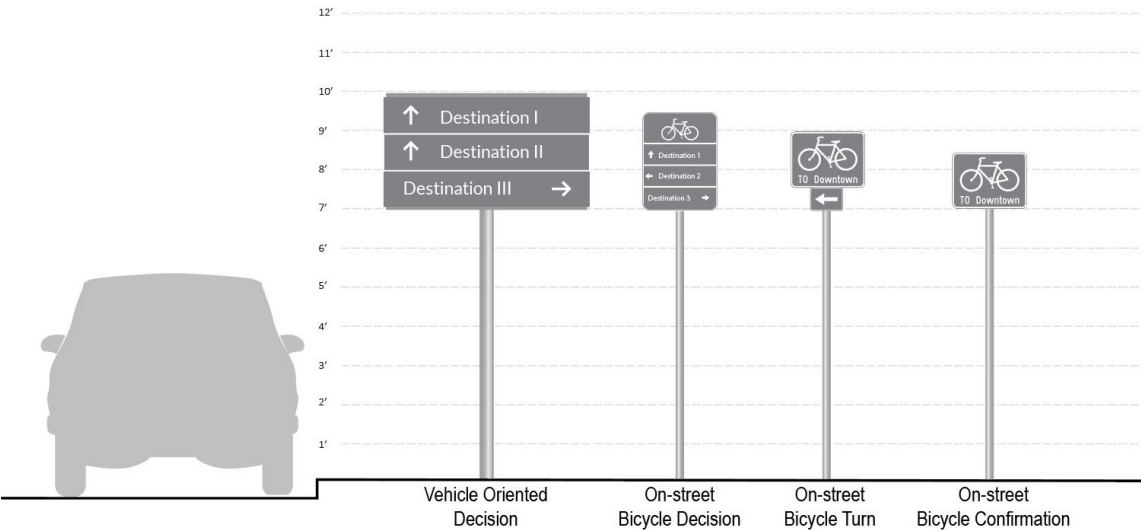


Figure 9. Fundamental Wayfinding Elements - Additional Elements

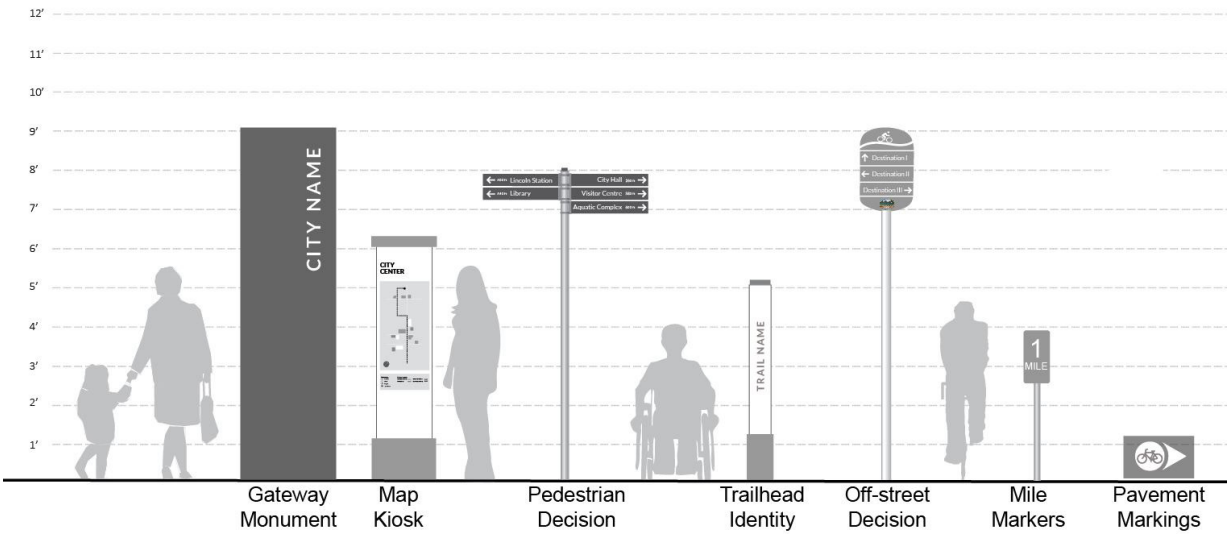
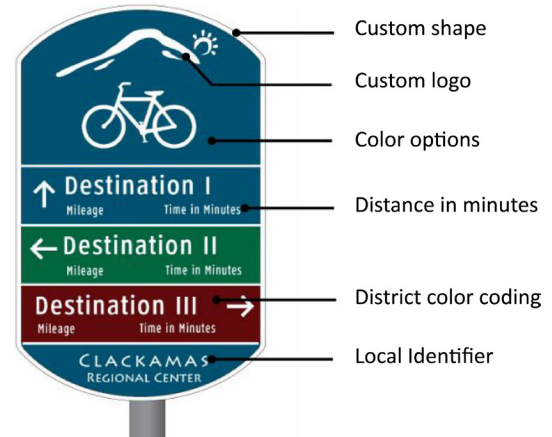


Figure 10. Flexible Decision Sign



Flexible decision sign incorporating community wayfinding standards

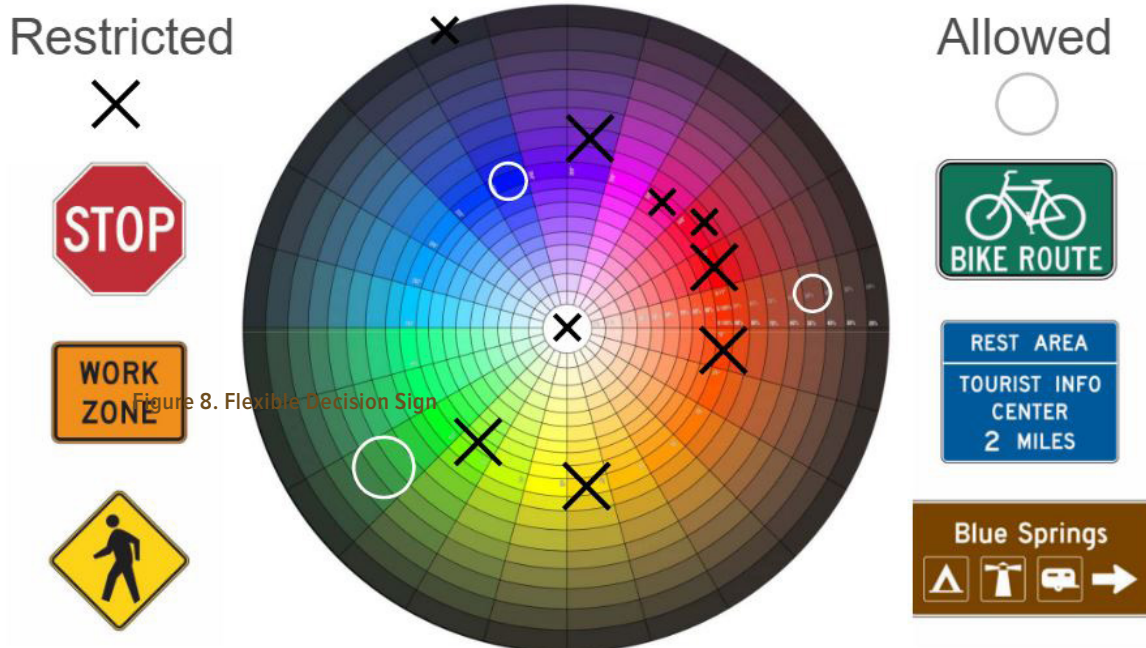
## Community Wayfinding Standards

Wayfinding signs, which allow for an expression of community identity and pride, reflect local values and character and may provide more information than signs which strictly follow the basic guidance of Part 9 in the MUTCD. Section 2D.50 of the MUTCD describes community wayfinding signs as follows:

- Community wayfinding guide signs are part of a coordinated and continuous system of signs that direct tourists and other users to key civic, cultural, visitor, and recreational attractions and other destinations within a city or a local urbanized or downtown area.
- Community wayfinding guide signs are a type of destination guide sign with a common color and/or identification enhancement marker for destinations within an overall wayfinding guide sign plan for an area.

The design of the directional arrows provide clarity and are approved by the FHWA (Fig. 10). The standard arrow has been deemed by engineering studies to have superior legibility. Enhancement markers may occupy up to 20% of the sign face on the top or side of the sign.

Figure 11. Color Wheel Diagram



Each of the colors depicted with an "X" are not allowed for use on community wayfinding signs. Colors and the nature of their message is the following: blue (services), brown (recreation), green (guide), orange (construction), pink (incident management), purple (toll roads), red (regulatory), yellow (warning), yellow-green (school zone).

### Colors:

Per the community wayfinding standards, color coding may be used on wayfinding guide signs to help users distinguish between multiple potentially confusing traffic generator destinations located in different neighborhoods or subareas within a community or area. Community wayfinding guide signs may use background colors other than green in order to provide a color identification for the wayfinding destinations by geographical area within the overall wayfinding guide signing system.

The MUTCD prohibits the use of some background colors, known as "assigned colors", for community wayfinding signs to minimize possible confusion with critical, higher-priority regulatory and warning sign color meanings readily understood

by road users. "Assigned colors" consist of the standard colors of red, orange, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green, and fluorescent pink.

The color wheel diagram (Fig. 11) depicts colors that are already assigned specific meanings and thus shall not be used on community wayfinding signs. Green is the standard color for guide signs. Blue and brown are also used for traveler information including destination and street name signs. The remaining colors are eligible for use on community wayfinding signs as long as they are sufficiently different from "assigned colors".

## Enhanced Navigational Elements

### Pavement Markings

Directional pavement markings indicate confirmation of user presence on a designated route and where users should change direction. Especially in urban settings, pavement markings can often be more visible and can help supplement or reinforce signs.

#### On-Street Markings

The following images show different types of pavement markings used for wayfinding purposes. While the shared lane marking (right, top) is currently the only FHWA approved pavement marking, some cities are testing the effectiveness of other options.

In some places in the US, the chevrons on the top of the MUTCD-standard bicycle symbol are used to indicate the direction of intended travel. Although this practice is not approved by the FHWA or eligible for federal funding, many local transportation engineers are confident that the benefits of the turned, directional chevrons outweigh the risks. For example, Portland, OR installs standard shared lane markings with federal funds and then makes modifications later with local funds to add the directional wayfinding component.

#### Off-Street Markings

Some pavement markings, including off-street shared use path markings, can give an identity to the route and include directional and trip information, including distances and/or times. While such markings are not included as traffic control devices within the



On-street shared lane marking



Directional shared lane marking (not FHWA approved)



Off-street pavement marking

MUTCD, numerous communities have implemented off-street markings using thermoplastic or other materials. The installation of thermoplastic on concrete trails requires the use of a binder. Other marking materials, such as an epoxy paint, may be more appropriate for this trail surface type.



Mile marker along the Razorback Greenway in Arkansas



Orientation map with color coded districts in Portland, OR.

## Mile Markers

Mile markers assist users by measuring distance traveled along an on-street or off-street facility. Furthermore, mile markers provide emergency response personnel points of reference to identify maintenance needs or locations of emergency events. System brandmark, facility name, and distance information in miles may be included as well as jurisdiction identification.

Mile markers should be placed every 1/4 to 1/2 mile along a route. Point zero should begin at the southernmost and/or westernmost terminus points of a facility. Mile numbering is often reset at zero as a facility crosses a jurisdictional boundary, but regionally-significant facilities may choose continuous numbering.

Although it is ideal to place mile markers on the right-hand side of the path facing bicycle traffic, they may also be installed on one side of a pathway, on a single post, front and back or embedded in the facility surface itself.

## Map Kiosks

Kiosks with area and/or citywide orientation maps can provide helpful navigational information, especially where cyclists and pedestrians may be stopping long enough to digest more information (i.e. transit stations or stops, busy intersections, trail heads). The use of icons and high contrasting colors can make maps comprehensible to a wider audience.

Adding circles that indicate walk and bike times provides encouragement to explore urban areas. Additionally, orienting signs with respect to the audience's view (known as a "heads up orientation") is considered by wayfinding practitioners to be more intuitive than maps where north is at the top.



Lents Town Center gateway in the Lents neighborhood in Portland, OR



Cedar Park Entry Monument in Cedar Park, TX

## Gateway Monuments

A Gateway Monument is typically any freestanding structure or sign that will communicate the name of a local entity. Gateway signs provide the first welcome to visitors while reinforcing community identity, pride, and sense of place. They should be integrated into the greater wayfinding plan in order to create a unified, welcoming, and legible system.

### Gateway Monuments should:

- Be visible from the traveled way and should be placed at the approach into a local entity, to avoid motorist distraction and visual clutter. There should be a maximum of one Gateway Monument.
- Include the officially adopted seal or slogan of the local entity, however this is not required.
- Be located well beyond the clear recovery zone or otherwise placed to minimize the likelihood of being struck by an errant vehicle.
- Be kept clean, free of graffiti, and in good repair. Their care should be incorporated into City maintenance schedules prior to their installation.
- Be developed and placed to require low or no maintenance to minimize exposure of workers and others to potential risks. Protective graffiti resistant coatings should be applied.
- Be composed of materials that are durable for the projected life span of the project.
- Be appropriate to the proposed setting and community context.
- Be in proper size and scale with its surroundings.



Philadelphia pedestrian wayfinding system



Directional sign currently being implemented in Kelowna, British Columbia

## Pedestrian Decision Sign

Pedestrian decision signs can enhance a user's awareness of surrounding destinations by using color to clearly recognize districts and attractions. Expressing the proximity to local destinations encourages locals and visitors to explore and visit historic areas and landmarks.

## Off-street Decision Sign

Directional signs use arrows to point to nearby destinations, especially at intersections where navigational decisions must be made. These signs name the destinations and may also provide the distance to them.

For pedestrians, the placement of directional signs can be more flexible because pedestrians have more time to pause and interpret the sign. Cyclists, who may be riding faster or together with automobile traffic, require directional signs at prescribed distances before a potential decision point so that they can properly position themselves to make a turn.

Off-street decision signs should be placed a minimum of 24 inches from edge of the facility and be mounted at least 4 feet high.



Trail sign along the Razorback Greenway in Arkansas.

### Trail Identity Sign

Trail identity signs can be located at intersections or trailheads to communicate the facility name. A sign blade indicating the name of the off-street facility can also help bring awareness and attention. Signs should meet MUTCD standards. If signs cannot be provided, pavement markings can provide similar information.



Burke-Gilman trail in Seattle, WA

# Wayfinding Sign Placement Guidance

## Wayfinding Placement Logic

A hierarchy of destinations is established in to order consistently select and arrange destination names for inclusion on signs. It is not possible to name all places on signs, therefore a system of prioritization is used to stagger signs along a route.

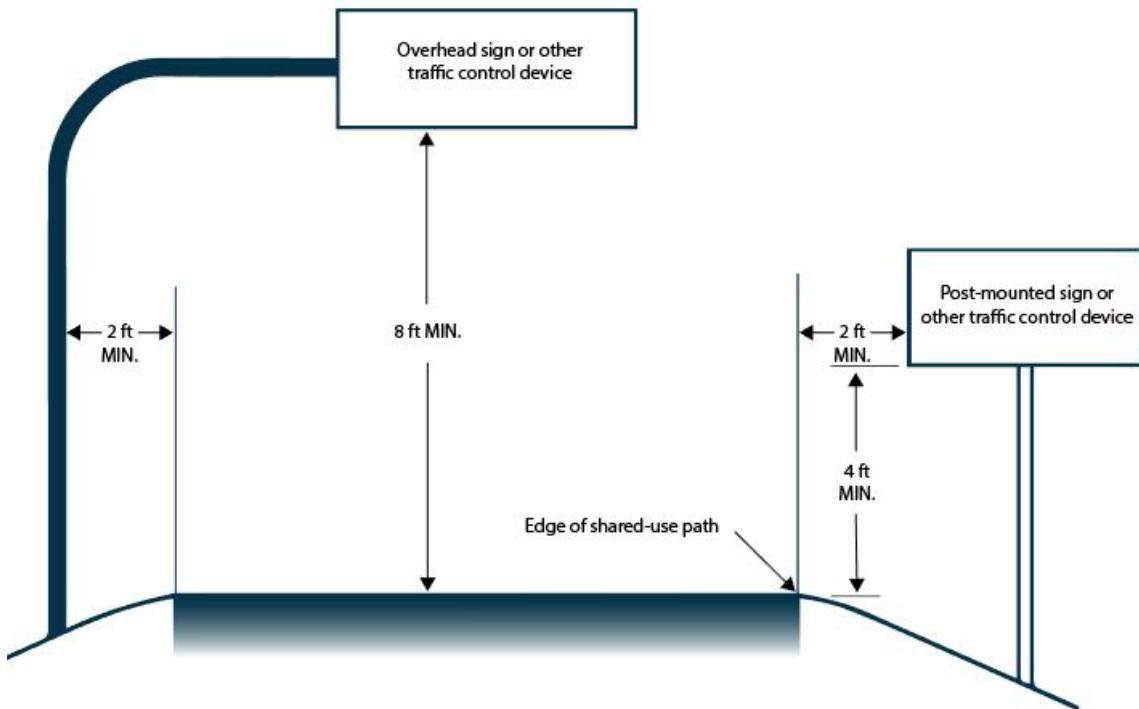
Developing a wayfinding system follows a process that includes identifying and prioritizing destinations; identifying common routes that link to major destinations; identifying important transfer locations or decision points along these routes; and finally determining the best location to place signage.

The *Guide for the Development of Bicycle Facilities* by the American Association of State Highway Transportation Officials (AASHTO) provides information on the physical infrastructure needed to support bicycling facilities. Most of this guidance applies to off-street facilities as well. The AASHTO Guide largely defers to Part 9 of the MUTCD for basic guidelines related to the design of wayfinding systems.

Additional information provided by AASHTO regarding wayfinding is as follows:

- Many communities find that a wayfinding system as a component of an active transportation network enhances other encouragement efforts, because it provides a visible invitation to new users, while also encouraging current or experienced users to explore new destinations.
- Wayfinding signs should supplement other infrastructure improvements so that conditions are favorable, as signs alone do not improve safety or rider comfort.
- Guide signs may be used to designate continuous routes that may be composed of a variety of facility types and settings.
- Wayfinding guidance may be used to provide connectivity between two or more major facilities, such as a street with bike lanes and/or sidewalks and a shared-use path.
- Wayfinding may be used to provide guidance and continuity in a gap between existing sections of a facility, such as a bike lane or shared-use path.
- Road/path name signs should be placed at all path-roadway crossings to help users track their locations.
- Reference location signs (mile markers) assist path users in estimating their progress, provide a means for identifying the location of emergency incidents, and are beneficial during maintenance activities.

Figure 12. Minimum Clearances on Shared-Use Paths



(Source: MUTCD Figure 9B-1)

## Accessibility Standards

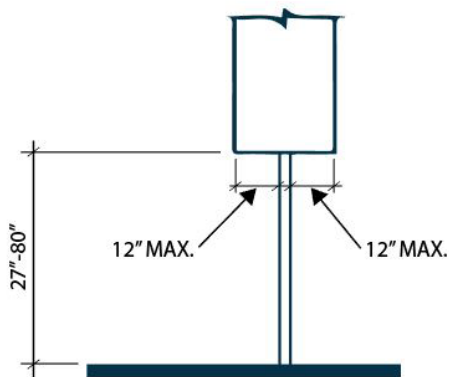
As wayfinding systems often relate to accessible routes or pedestrian circulation, it is important to meet technical guidance from the Americans with Disabilities Act 2010 Standards for Accessible Design in order to implement wayfinding elements that do not impede travel or create unsafe situations for those with disabilities.

The following are standards that should be considered when designing and placing wayfinding signs.

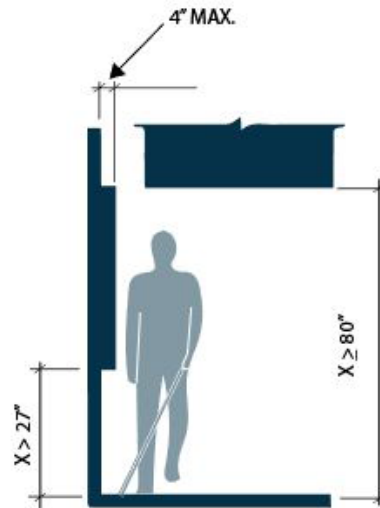
## Vertical Clearance

Vertical clearance shall be 96 inches high maximum (when overhanging the an off-street facility), or 48 inches minimum from the grade of the off-street facility to the bottom of the sign and 24 inches from the edge of the facility tread to the edge of the sign when the sign is mounted adjacent to the facility.

Figure 13. ADA Standards Diagrams



(Source: ADA Standards Figure 307.3)



(Source: ADA Standards Figure 307.2)

## Post-Mounted Objects

Where a sign or other obstruction is mounted between posts or pylons and the clear distance between the posts or pylons is greater than 12 inches, the lowest edge of such sign or obstruction shall be 27 inches minimum or 80 inches maximum above the finish floor or ground.

## Protruding Objects

Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path.

## Required Clear Width

Protruding objects may not, in any case, reduce the clear width required for accessible routes. Generally, this requirement is met by maintaining 4 feet minimum clear width for people maneuvering mobility devices. This requirement applies to sidewalks and other pedestrian circulation paths.

## Shared Use Paths

Accessibility standards for shared-use paths are being developed by the Architectural and Transportation Barriers Compliance Board (Access Board).

## Chapter 4

# Mapping

*A central principle of wayfinding is consistent, easily understood and legible communication of destination names.*

## Destination Hierarchy

There are three types of potential destinations that could be included on signs. Level 1 destinations should receive first priority on wayfinding signs, followed by Level 2. Level 3 destinations should only be included when other destinations are not present to fill available slots on a sign. All destinations to be included on the signs should be open and accessible to the public.

### *Level 1—Districts and Neighborhoods*

Level 1 destinations provide specific navigational information by directing users to recognizable districts and neighborhoods. These may be city centers; historic, commercial, cultural, or educational districts; or neighborhoods with a distinct and recognizable name and character. Emphasis should be placed on districts providing a mix of services. Level 1 destinations should be included on signs up to four miles away.

### *Level 2—Landmarks*

Level 2 destinations are specific landmarks or major attractions which generate a high volume of visitors. Landmarks include transit stations, major

tourist venues, regional parks, open spaces, and post-secondary educational institutions. Level 2 destinations should be signed up to two miles away.

### *Level 3—Local Destinations*

Level 3 destinations are local destinations such as civic buildings, parks, high schools, shopping centers, and healthcare facilities. They typically occur on signs in low-density areas where few other destinations are present or along pathways not connecting higher priority (Level 1 and 2) destinations. Level 3 destinations may be signed up to one mile away.

## Naming Guidance

Sign guidance outlines a standard approach for names of destinations that can reasonably fit on signage. Typically, 14-15 characters (including spaces) is the ideal length for destination names, and 19 characters is roughly the longest that will fit on a sign.

## Approved Destinations

For St. Helens, Level 1 destinations are the Historic District, the Houlton Business District, and the proposed Riverfront District that will be redeveloped in the future. Level 2 destinations are major attractions or landmarks and Level 3 destinations are local attractions.

Table 2 shows the approved destinations, along with the abbreviated name of the destination as it will appear on wayfinding signage.

Table 2: Approved Destinations

Tier 1 - Neighborhoods & Districts	
Tier 1 destinations include neighborhoods and districts of St. Helens that have been identified within City documents. Districts are generally areas that include several destinations which together generate traffic.	
NAME	ABBREVIATION
Houlton Business District	Houlton Bus Dist
Riverfront District	Riverfront Dist
St. Helens Downtown Historic District	Historic Dist
Tier 2 - Landmarks	
Tier 2 destinations are specific landmarks that generate a high amount of interest and travel for visitors and residents alike.	
NAME	ABBREVIATION
Grey Cliffs Park	Grey Cliffs Park
Columbia View Park	Columbia View Park
McCormick Park	McCormick Park
McCormick Park Veteran’s Memorial	Veteran’s Memorial
Campbell Park	Campbell Park
Dalton Lake	Dalton Lake
Nob Hill Nature Park	Nob Hill Park
Eisenschmidt Pool	Pool
Botanical Gardens	Botanical Gardens

City Hall	City Hall
Columbia County Courthouse	Courthouse
County Sheriff's Office & Justice Facility	Sheriff's Office
County Courthouse Plaza	Courthouse Plaza
St. Helens Marina Boat Launch	Boat Launch
Public Docks	Public Docks
St. Helens Public Library	Library
Oregon State Police	State Police
St. Helens Police Station	Police
Fire Station	Fire Station
Legacy Urgent Care Clinic	Urgent Care
Columbia Community Mental Health	CC Mental Health
CC Rider Transit Center	Transit Center
South Columbia County Chamber of Commerce	Chamber of Com
St. Helens Senior Center	Senior Center
Columbia County Fairgrounds	Fairgrounds
Scappoose Bay Marina	Scappoose Bay

### ***Tier 3 - Local Destinations***

Tier 3 destinations are locally important places and receive a tertiary level of priority.

<b>NAME</b>	<b>ABBREVIATION</b>
St. Helens High School	High School
St. Helens Middle School	Middle School
Lewis & Clark Elementary School	Lewis & Clark Elem
McBride Elementary School	McBride Elem
Post Office	Post Office
Department of Motor Vehicles	DMV
Columbia River Fire & Rescue Administration Office	Fire Dist. Office
National Guard Armory	Armory
Columbia County Road Department	County Road Dept
Public Health Foundation of Columbia County	Public Health
Columbia County History Museum	History Museum

## Mental Mapping

Exploring how members of a community remember and perceive the built and natural environment is part of the process of developing a wayfinding system. In order to understand common destinations in St. Helens, members of the wayfinding committee were asked to draw a map of St. Helens from memory. Drawing a map from memory reveals the mental or cognitive maps individuals retain of a place, their perceptions of a place, and the locations that are most important to them.

The mental maps of St. Helens (Fig. 14) highlight prominent routes, major landmarks, and city features. Each map is different yet the maps contained many similar defining features of St. Helens.

Highway 30, Old Portland Road/Gable Road, and Columbia Boulevard/St. Helens Street are defining paths into and out of St. Helens. The mental maps confirmed the main nodes as the Historic and the Houlton Districts, where people travel for shopping, dining, civic destinations, and recreation. The City's numerous parks are noted on the mental maps, as are the public docks and waterfront areas.

The Columbia River is also a defining feature as it travels through the region. Major landmarks include the Columbia County Courthouse, City Hall and the St. Helens Public Library. The mental maps help form an understanding of St. Helens. The maps also provide qualitative feedback on the priority destinations list and the route prioritization modeling by confirming important decision points, destinations, and commonly used routes throughout the community.

The following is a list of the common routes and destinations that were detailed in the participants' drawings:

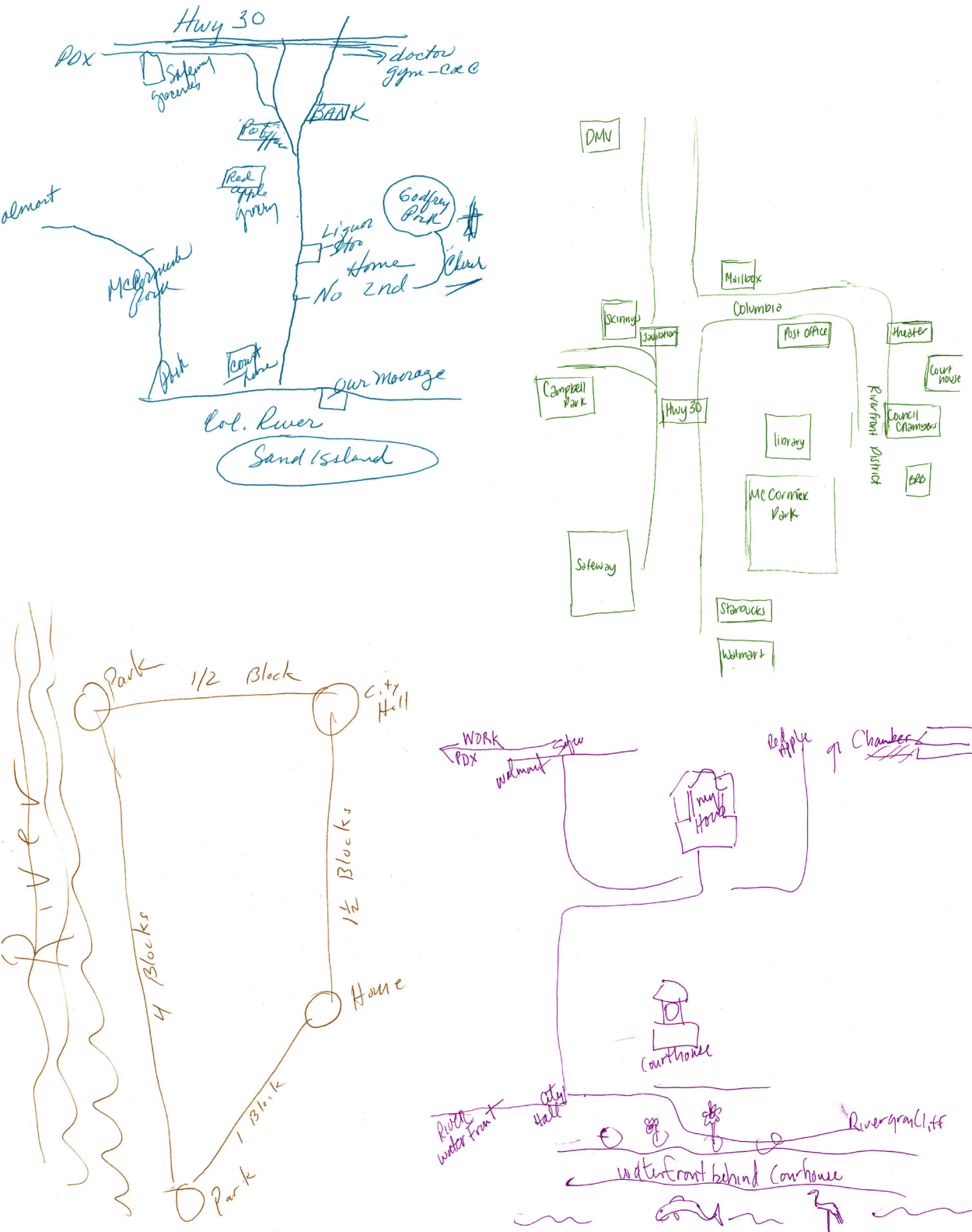
### *Destinations*

- Columbia River
- Columbia County Courthouse
- City Hall
- St. Helens Public Library
- Plaza Square
- St. Helens High School
- St. Helens Middle School
- St Helens Marina
- Walmart (Highway 30 and Gable Road)
- Safeway (Highway 30 and Gable Road)
- Grey Cliffs Waterfront Park
- Columbia View Park
- McCormick Park
- Campbell Park
- Godfrey Park
- Post Office
- DMV

### *Routes*

- Highway 30
- Old Portland Road
- St Helens St.
- 6th Street
- Gable Road
- Columbia Boulevard
- Pittsburg Road
- West Street
- Millard Road

Figure 14. Mental Mapping Exercise Drawings



## Sign Placement

Highway 30 and arterial roadways have higher traffic speeds and volumes, and offer important connections to and through St. Helens. Collector roadways and local streets have moderate to lower traffic volume and serve routes within the community. Wayfinding signage and directional signage is located on appropriate or major routes. Pedestrians travel a diversity of routes, all bound by the distance they can comfortably walk.

Decision or access points highlight the logical stages of a journey where travel decisions may be made and where wayfinding information is appropriate.

Map 1 shows the recommended sign placement locations. Bicycle signs are illustrated in dark blue dots, pedestrian signs are illustrated in blue triangles, and vehicle signs are illustrated in red squares.

Vehicular directional signs are not included on Highway 30, as ODOT will not allow vehicular directional signs within the ODOT right of way that differ from MUTCD.

Map 1. Sign Placement



0 0.1250.25  
MILES



LEGEND

- Bicycle Sign
- ▲ Pedestrian Sign
- Vehicle Sign
- Destination Districts
- Parks

## Route Prioritization

As part of the planning process, routes were prioritized based on route readiness, proximity to destinations, and overall need and gap closure as there relate to navigational challenges in the City. The results of the prioritization process helped to select and prioritize locations for wayfinding improvements. The results are visualized in the initial vehicle route prioritization (Map 2), the initial bicycle route prioritization (Map 3) and the final route prioritization (Map 4).

### Wayfinding Route Prioritization Methodology

A route prioritization score was assigned to each street segment in the project area. The prioritization criteria are based on an analysis of available data in St. Helens and best practices in bicycle wayfinding system design. Applying the criteria to the study area produced two separate scores for each street segment: one for bicycle wayfinding and one for motor vehicle wayfinding. Sufficient data are not available for a quantitative prioritization of pedestrian routes. Therefore, the bicycle prioritization results were adopted and applied to pedestrian routes through a qualitative process.

### Prioritization Criteria

#### *Bicycle Facilities*

Each segment received a score based on the presence of a bicycle facility (existing, planned, or no facility). This criterion only applies to the bicycle wayfinding score. Segments with existing or planned bicycle facilities are a higher priority for bicycle routes and wayfinding.

#### *Proximity to Destinations*

Each segment received a score based on the number (and tier) of destinations within a half mile. The more destinations near the segment, the greater the need for wayfinding improvements. This criterion was weighted higher than the others because the relationship to destinations is a key aspect of wayfinding.

#### *Population and Employment Density*

Each segment received a score based on the number of people who live and work nearby (within 0.25 miles). The population score was drawn from the 2010 Census, at the Census Block level. The employment score was derived from 2014 Longitudinal Employer–Household Dynamics (LEHD) data. A composite score was created by totaling the population and employment scores for each segment. The composite scores were converted to a scale from 2-10, with 10 representing the greatest number of people living and working near the segment.

#### *Houlton and Riverfront District Corridors*

Segments received a score based on their presence within the Houlton and Riverfront District Corridors. The Houlton and Riverfront District Corridors are focus areas for street improvements in the 2015 St. Helens Corridor Master Plan. Segments within these corridors were scored higher for the motor vehicle wayfinding score because of these scheduled infrastructure investments.

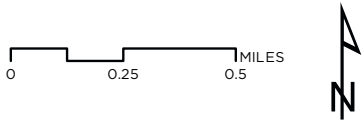
Map 2. Initial Motor Vehicle Route Prioritization



Map 3. Initial Bicycle Route Prioritization



Map 4. Final Route Prioritization



- LEGEND
- Primary Route
  - Secondary Route
  - Points of Interest
  - Destination Districts
  - Parks

## Chapter 5

# Design

*The design incorporated national best practices, community input, local materials, and distinctive architectural details to create a unique wayfinding identity rooted in the history and landscape of St. Helens.*

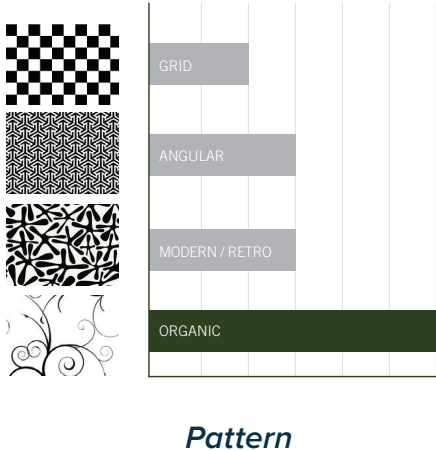
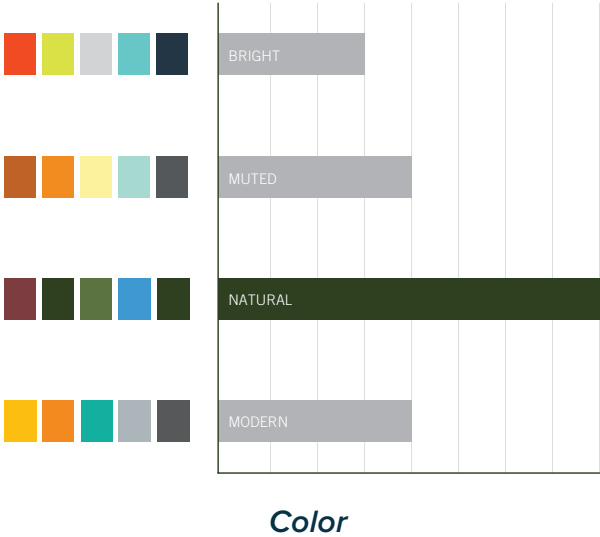
## Design Process

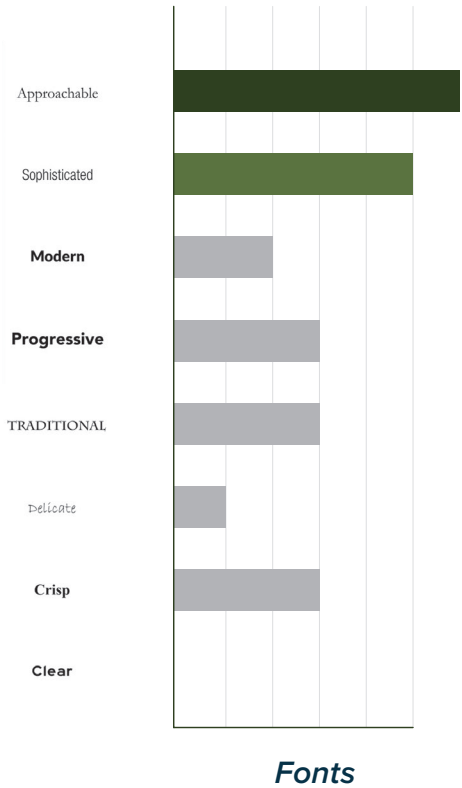
*Consultation with City staff and community stakeholders provided the design team with valuable information to guide the City of St. Helens Branding and Wayfinding Master Plan.*

A visual preference survey (Fig. 15) was shared with stakeholders to gain a better understanding of the preferred design aesthetic of St. Helens, and the potential direction for the design concepts of the wayfinding sign family.

By asking what words, colors, icons, fonts, typography, materials, and patterns best convey the desired experience and qualities of St Helens, the design team was able to prepare a series of preliminary conceptual designs (Fig. 17-19), which were later finalized into the preferred design (Fig. 20-22).

Figure 15. Visual Identity Preference Activity





Fonts



Lifestyle

FRIENDLY  
INVITING  
PEACEFUL  
ACCESSIBLE  
HEALTHY  
ADVENTURE  
CONNECTED  
SAFE  
ORGANIC  
RELAXED  
ENDURING  
ENERGETIC  
BOLD  
FUN  
EXERCISE  
SIMPLE

Themes



SENSE OF HISTORY



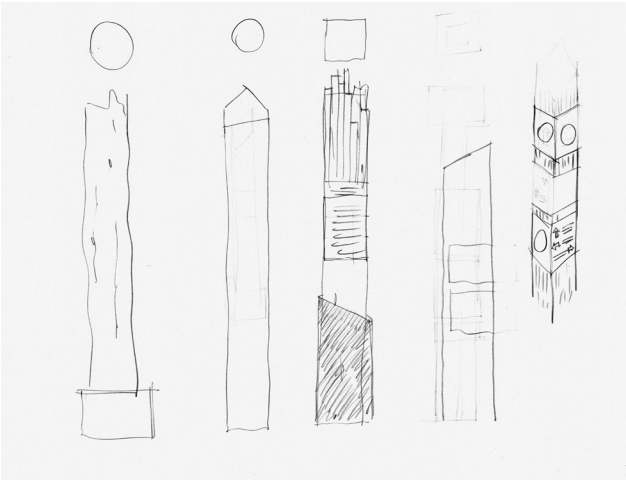
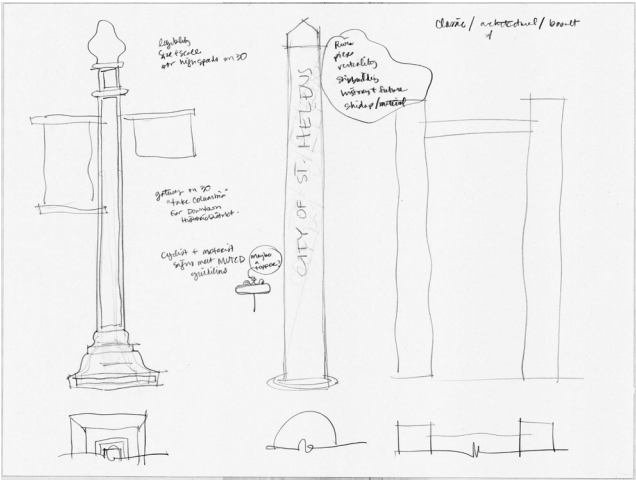
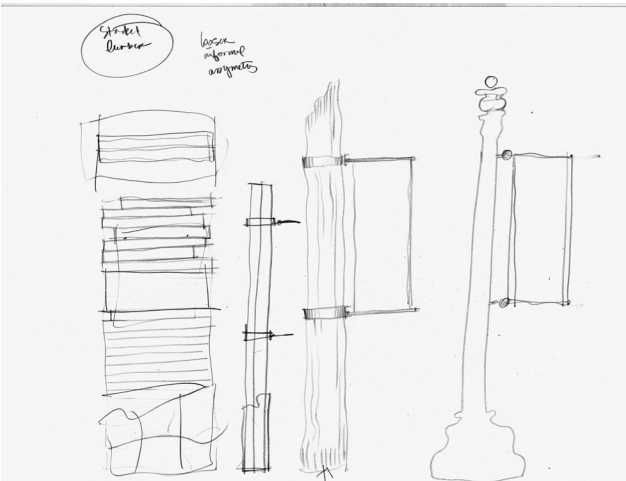
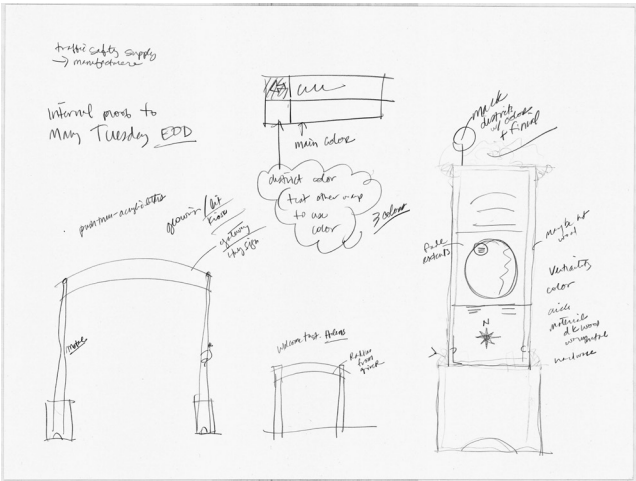
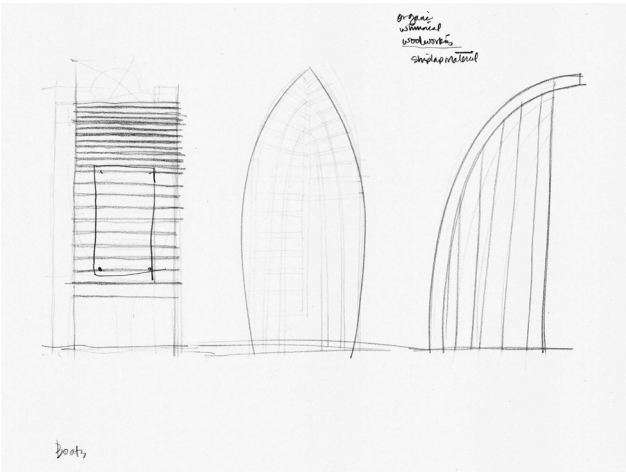
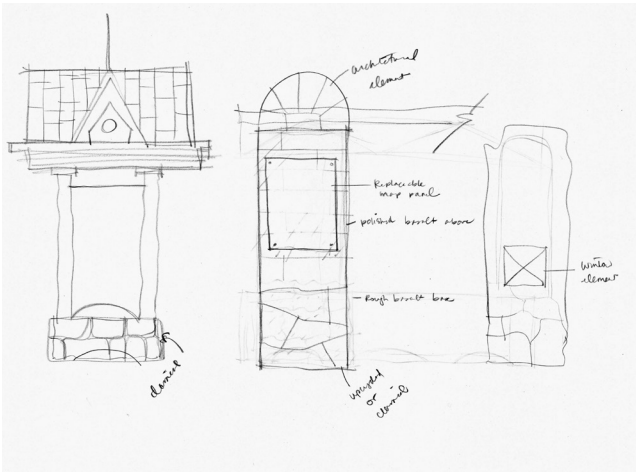
CONNECTION TO THE COLUMBIA RIVER



LANDMARK ARCHITECTURE

Context

Figure 16. Sketches



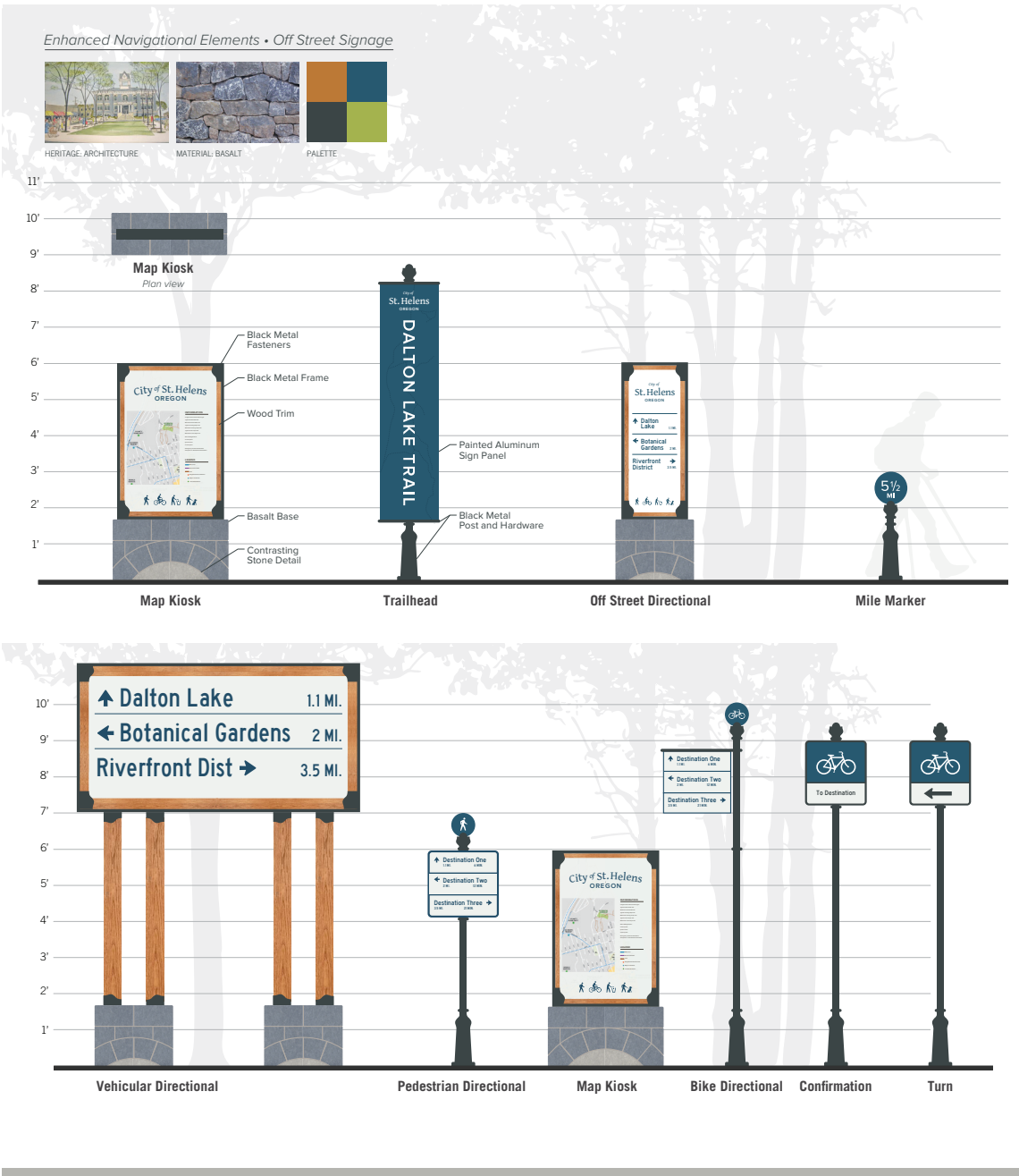
# Design Options

Three design options were developed based on community feedback through the visual preference survey.

## Option 1: Stone

The Stone concept is inspired by the distinctive architectural style of St. Helens historic civic buildings. Local basalt is at the heart of the materials palette, complemented by wood and dark metal. This concept is intended to harmonize with the existing streetscape.

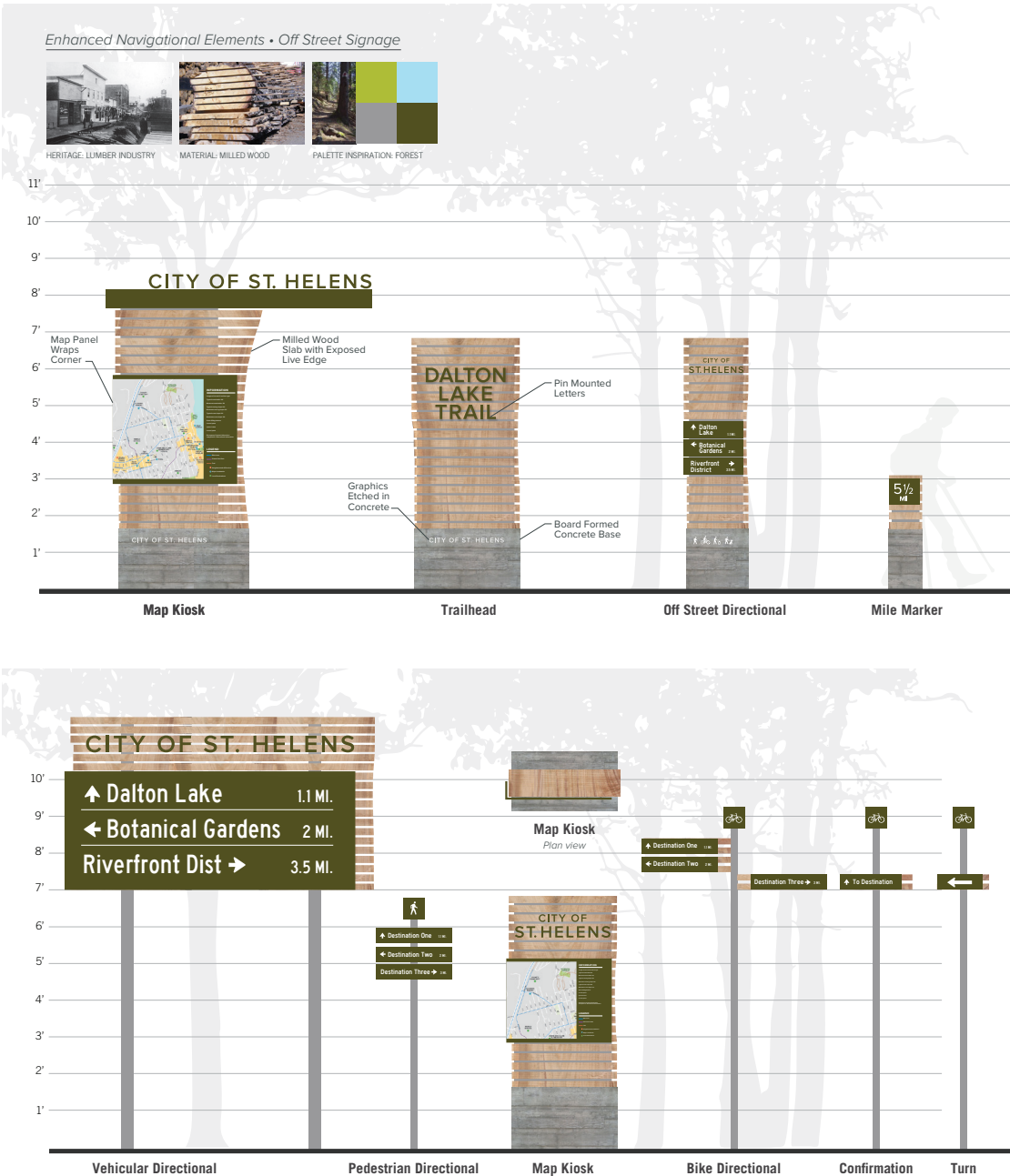
Figure 17. Option 1: Stone



Option 2: Timber

The Timber concept celebrates St. Helens’ history as a lumber mill town and port. The design of the slatted wood signs is based on the sculptural forms of freshly milled lumber stacked for air drying at a lumberyard. Board-formed concrete and a forest-inspired colors round out the palette.

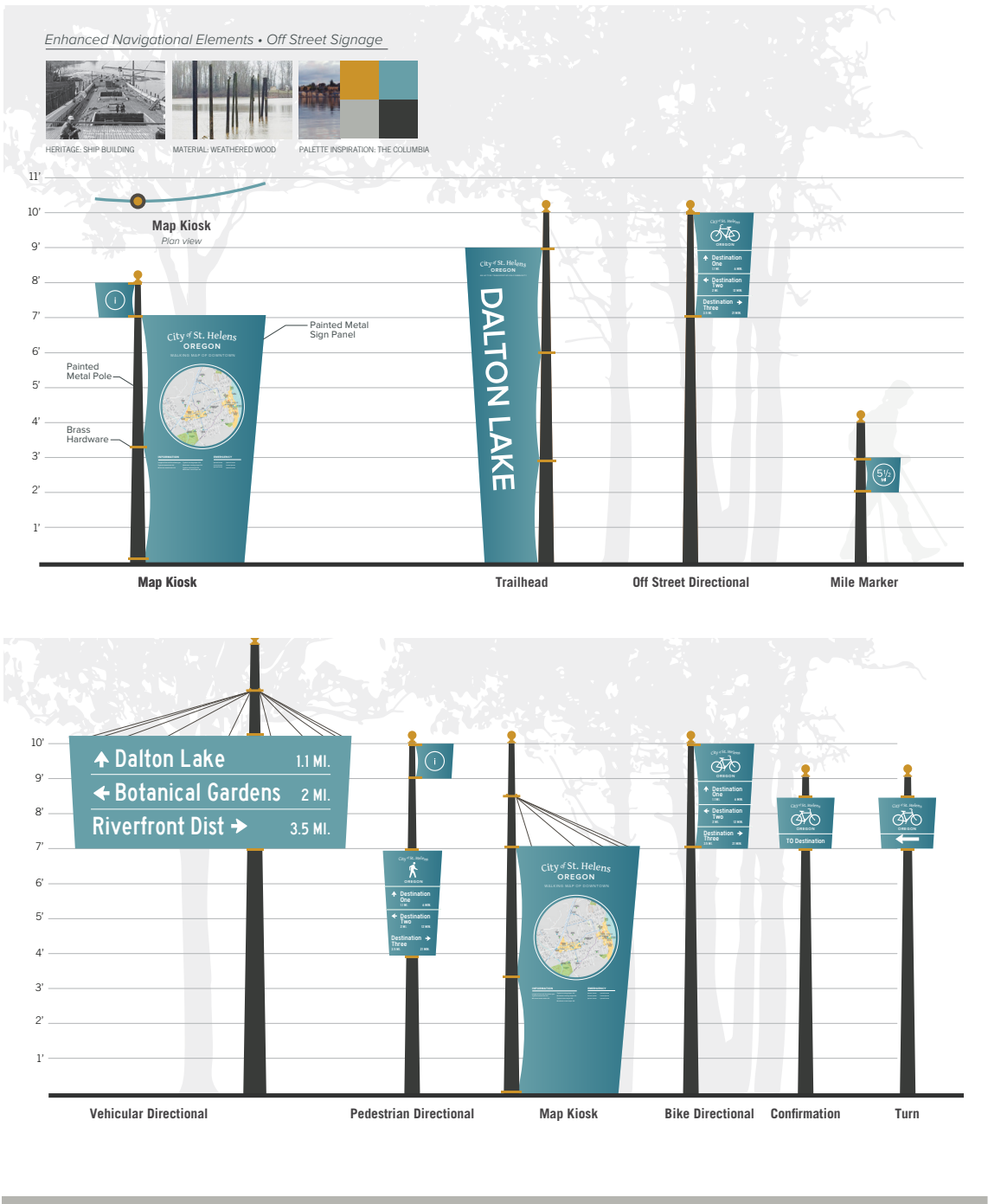
Figure 18. Option 2: Timber



Option 3: River

The River concept highlights St. Helens’ connection to the Columbia and the town’s legacy of ship building. The organic forms and light, airy color palette are intended to create an approachable, inviting family of signs.

Figure 19. Option 3: River



# Preferred Design

Based on community feedback from the three design options, a preferred design was developed.

The family of wayfinding elements for St. Helens will define a sense of place in a way that is clear and simple, reflects local character, and integrates well among other landscape, streetscape, and transportation elements.

The bright, clean, and modern interpretation of a nautical color palette will be used throughout the sign family, with large and legible text. The soft arching wave shape will be used in

the top of the larger signs, with color coded directional arrows and pavement markings used to indicate the district (Fig.20-21). The sign poles are chosen to match the existing, historic light poles in St. Helens (Fig. 21).

The Gateway Arch (Fig. 22), to be placed over Columbia Boulevard, will be constructed of painted aluminum for ease of maintenance.

The wayfinding design elements can be incorporated into facility and other municipal signage, as signs are updated.

Figure 20. Enhanced Navigational Elements - Off Street Signage



Figure 21. Fundamental Navigational Elements - On Street Signage

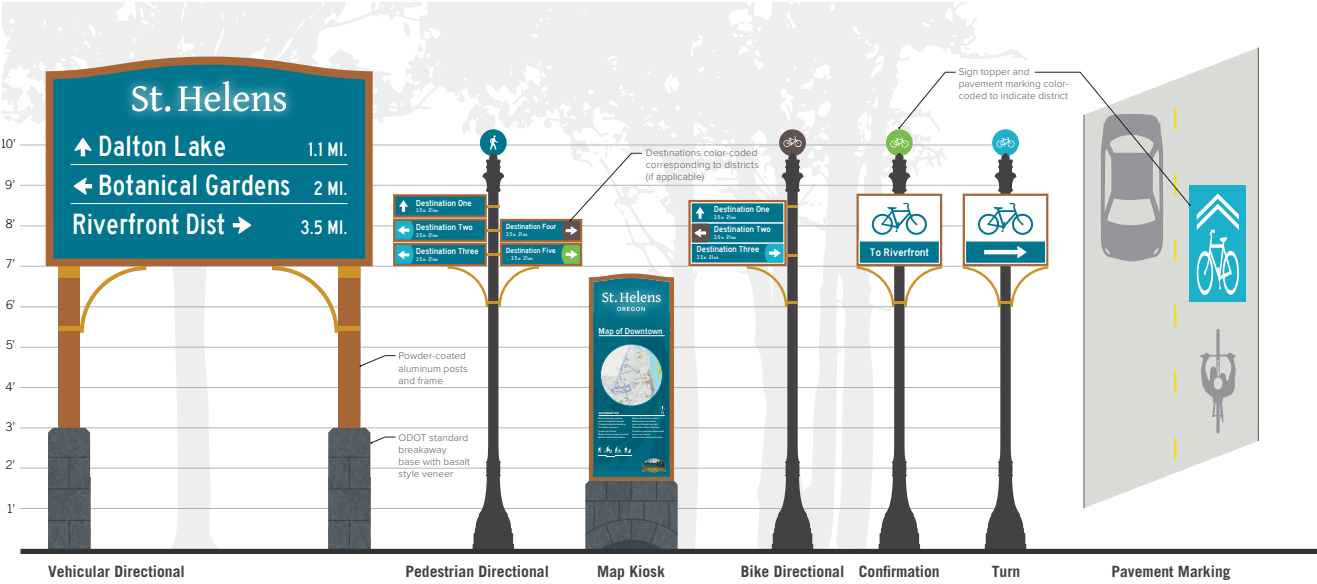
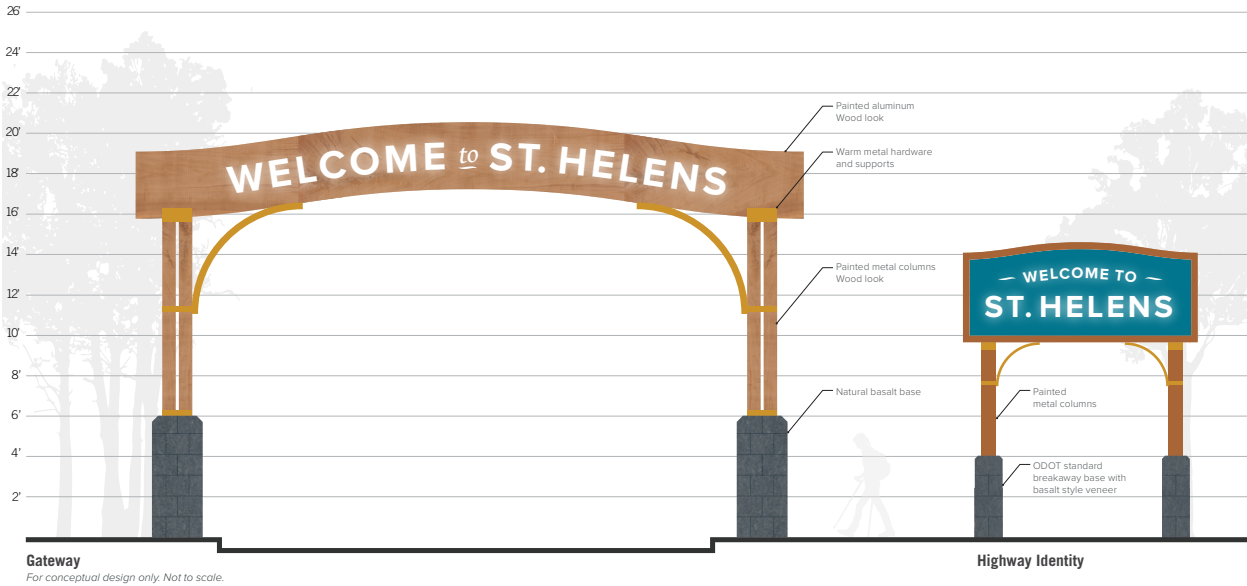


Figure 22. Identity Signage



## Chapter 6

# Appendices



# Appendix A: References

## Abbreviations

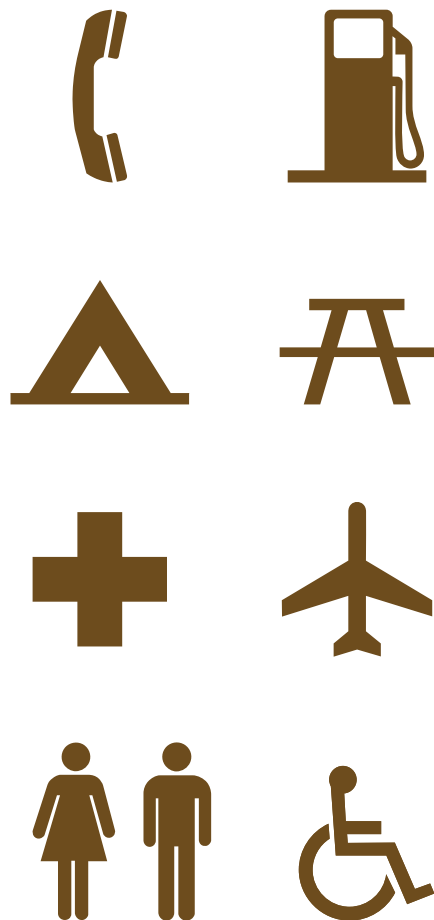
When placing destination names on signs, the use of abbreviations should be kept to a minimum whenever possible.

When insufficient space is available for full wording, abbreviations may be used. Acceptable abbreviations according to the MUTCD are included below. Unless necessary to avoid confusion, periods,

commas, apostrophes, question marks, ampersands, and other punctuation marks or characters that are not letters or numerals should not be used in any abbreviation.

Word Message	Abbreviation
Alternate	ALT
Avenue	AVE
Bicycle	BIKE
Boulevard	BLVD
Center (as part of a place name)	CTR
Circle	CIR
Court	CT
Crossing (other than highway)	X-ING
Drive	DR
East	E
Hospital	HOSP
Information	INFO
International	INTL

Word Message	Abbreviation
Junction/Intersection	JCT
Mile(s)	MI
Minutes Per Hour	MPH
Minute(s)	MIN
Mount	MT
Mountain	MTN
National	NATL
North	N
Parkway	PKWY
Pedestrian	PED
Place	PL
Road	RD
South	S
Street	ST
Telephone	PHONE
Terrace	TER
Trail	TR
West	W



## Icons & Symbols

Icons and symbols can be welcome additions to wayfinding signage design toolkit because they help to communicate information simply and expand comprehension beyond those with English language proficiency. Where proficiency is low, icons and symbols can substitute for words or concepts that are hard to explain or translate, such as trailhead, transit, or school.

Universal symbology and iconography that have been developed by the AIGA (telephone, first aid, toilets), National Park Service (campsite, toilet, scenic view, airport, picnic area), and others (handicap, passenger rail, light rail) are familiar to most people and translate across most languages and cultures.

Use of symbols and icons on wayfinding signage, especially within names of destinations, can save space and improve legibility and comprehension.

## Sources

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“Assessment of the Impact of the Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick.” Indiana University Public Policy Institute, March, 2015. <http://policyinstitute.iu.edu/uploads/PublicationFiles/15-C02%20CulturalTrail%20Assessment.pdf>

“Design Guidelines for Bicycle Wayfinding.” City of Oakland, CA, 2009.

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*Standard Highway Signs.* Federal Highway Administration, 2012.

“Wayfinding Signs for Shared-Use Paths.” National Committee on Uniform Traffic Control Devices, Spring 2014. <http://www.ncutcdbtc.org/sponsors.html>

United States Access Board. <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/shared-use-paths/about-this-rulemaking>

## Appendix B: Design Intent





# DESIGN INTENT DRAWINGS

St. Helens  
Wayfinding  
August 2017



City of St. Helens  
265 Strand Street  
St. Helens, Oregon, 97051

Contact: Jennifer Dimsho, Associate Planner  
Ph: 503.366.8207

## TABLE OF CONTENTS

The purpose of these drawings is to illustrate design intent. Drawings are not for construction. Written dimensions on these drawings have precedence over scaled dimensions.

The further development and engineering of these drawings shall be submitted as shop drawings to the Project Owner. Contractors shall verify and be responsible for all final quality, dimensions, materials and conditions on the job.

Project owner shall be notified of any variations from the dimensions and conditions shown by these drawings prior to the execution of any work, including changes to graphic designs or typography.

Drawing scale shown on plans is for full size plans only. Alta shall not be responsible for scale discrepancies caused by reduced or enlarged drawings.



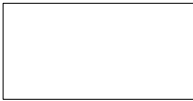












Graphic Standards	2	Vehicular Directional Sign Detail	11
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**Alta Planning + Design**  
711 SE Grand Ave  
Portland, Oregon, 97214  
Ph: 503.230.9862

MATERIALS PALETTE

Contractor shall be responsible for supplying samples for all colors and materials within the palette.

								
	 White	 Blue	 White - Reflective	 Brown	 Gold	 Dark Grey	 Light Green	 Light Blue
Color:	White	Pantone 2222 C	MP18071	Pantone 168 C	Pantone 1375 C	WBK - Weathered Black	Pantone 3501 C	Pantone 2190 C
Materials:	Matthews Paint	Matthews Paint	3M 3930 High Intensity Retroreflective	Matthews Paint	Matthews Paint	Sternberg Lighting	Matthews Paint	Matthews Paint
Process:	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant	Surface painted, with Matthews Polyurethane Clear Coat Protectant























TYPOGRAPHY

Fabricator is responsible for acquiring project related fonts.

Proxima Nova
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890
Gentium Book Basic
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

ARTWORK

All artwork illustrated on this page shall be provided by Project Owner as electronic vector art.

	 HISTORIC DISTRICT	 <u>Kayaking</u>	 <u>Restroom</u>	<p>Contractor is responsible for matching all colors and materials as specified and is required to provide color and material sample to the Project Owner for approval.</p> <p>All painted surfaces to receive Matthews Paint Ultraviolet (UV) and Anti-Graffiti coating. All retroreflective material to receive UV/Anti-Graffiti overlaminate, or owner approved equal.</p> <p>No substitute typefaces will be accepted. Set kerning tracks to visually approximate sign drawings. Kerning shown may vary from exact kerning used to create sign drawings. Refer to specific applications for type sizes and leading requirements.</p>
 RIVERFRONT DISTRICT	 <u>Food Service</u>	 <u>Drinking Fountain</u>		
 HOULTON BUSINESS DISTRICT	 <u>Bike Repair</u>	 <u>Biking</u>		
 <u>Arrow</u>	 <u>Bus Station</u>	 <u>Swimming</u>		
 <u>Sign Accent</u>	 <u>Hospital</u>	 <u>Skateboarding</u>		
 <u>Pedestrian Symbol</u>	 <u>Bicycle Symbol</u>	 <u>Garbage Receptacle Symbol</u>	 <u>Dog Friendly Symbol</u>	
		 <u>Trailhead</u>	 <u>Hiking</u>	
		<u>Activity Icons</u>		



GENERAL NOTES

- These drawings are intended to illustrate design intent only and are not for construction. All final engineering and conditions of the project are the responsibility of the fabricator. Shop drawings by the fabricator must be submitted for approval, prior to proceeding with fabrication.
- The quality of fit and finish on the final product must meet or exceed the requirements of these design intent documents. Any variations to design, materials, or fabrication methods must be approved by the Owner or Representative.
- Welds: All welds shall be ground smooth, paint all seams.
- Hardware: All exposed hardware shall be tamper proof fasteners.
- All exposed edges painted to match adjacent face.
- Colors shown are for reference only and are subject to the limitations of the printing process. Refer to referenced color systems contained within these drawings for actual specifications.
- Scaled examples shown are for reference only, and do not necessarily reflect actual site conditions. Detailed site surveys are required prior to fabrication and installation.
- Messages shown in these drawings are for general reference only. Refer to message schedules for actual required messages.

City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

Graphic Standards

SHEET TITLE

2

SHEET NUMBER

GENERAL NOTES

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City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

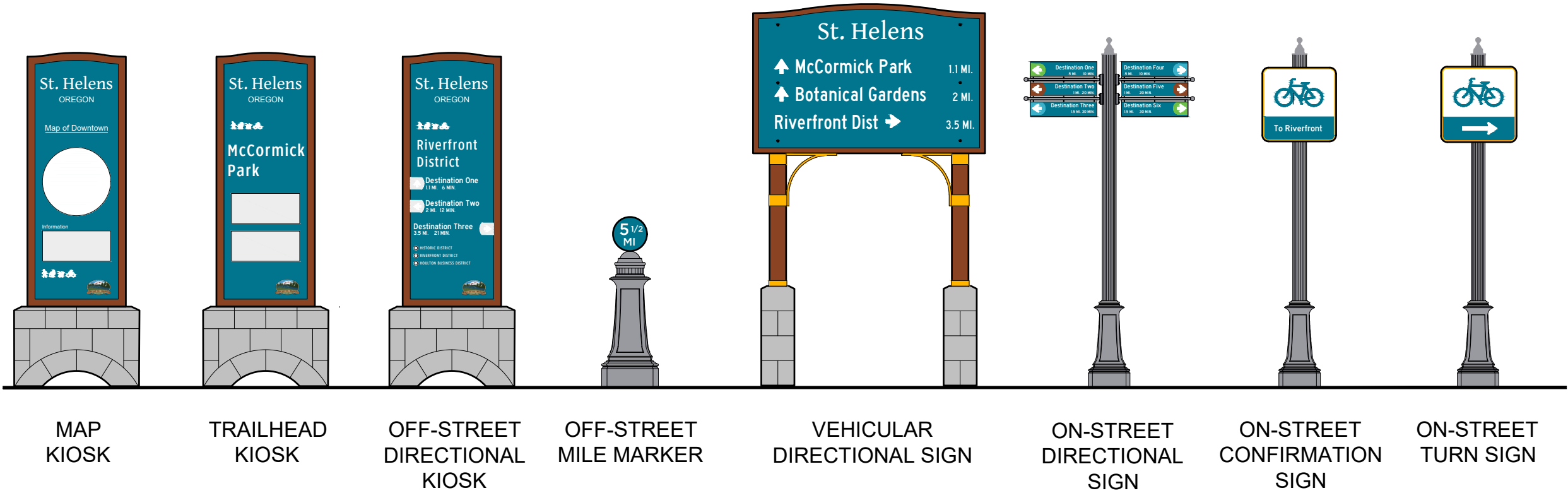
System Overview

SHEET TITLE

3

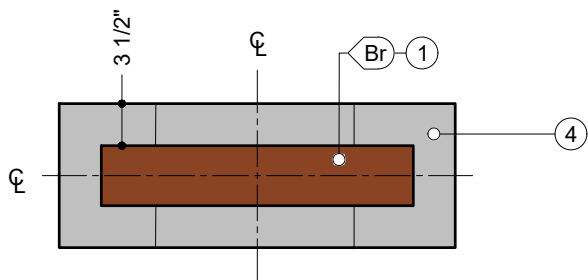
SHEET NUMBER

SIGNS



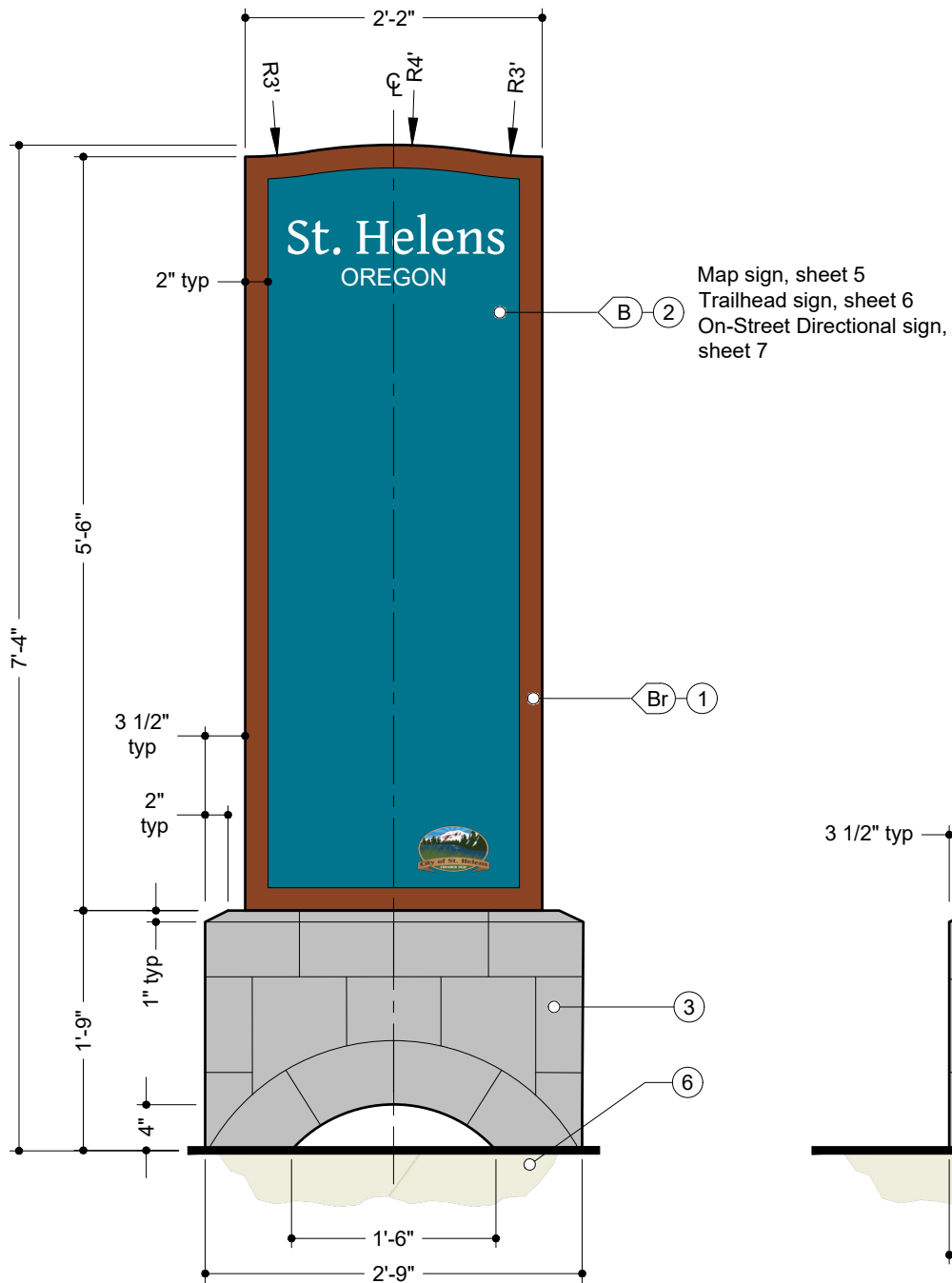
PAVEMENT MARKINGS





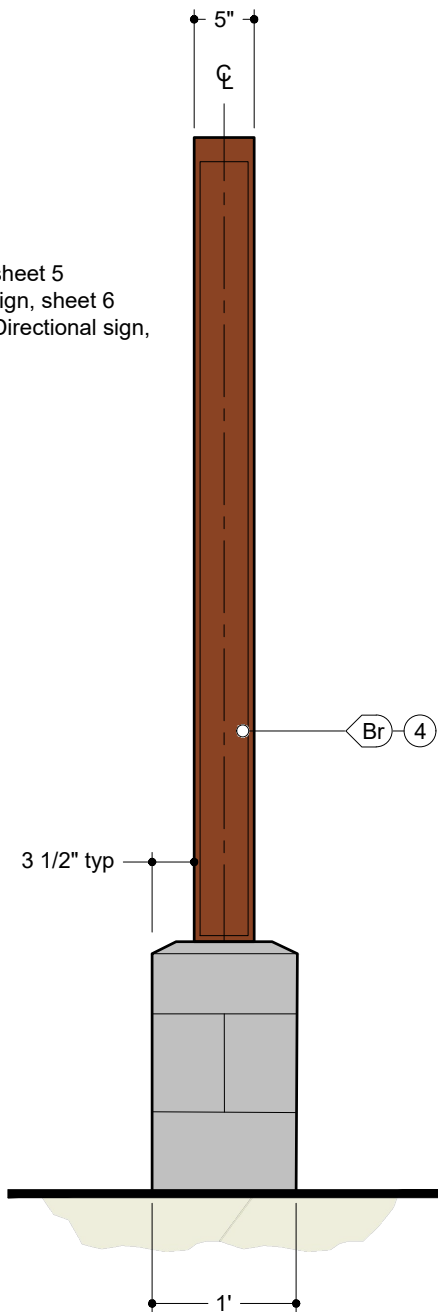
4 Plan View

Scale: 3/4" = 1'-0"



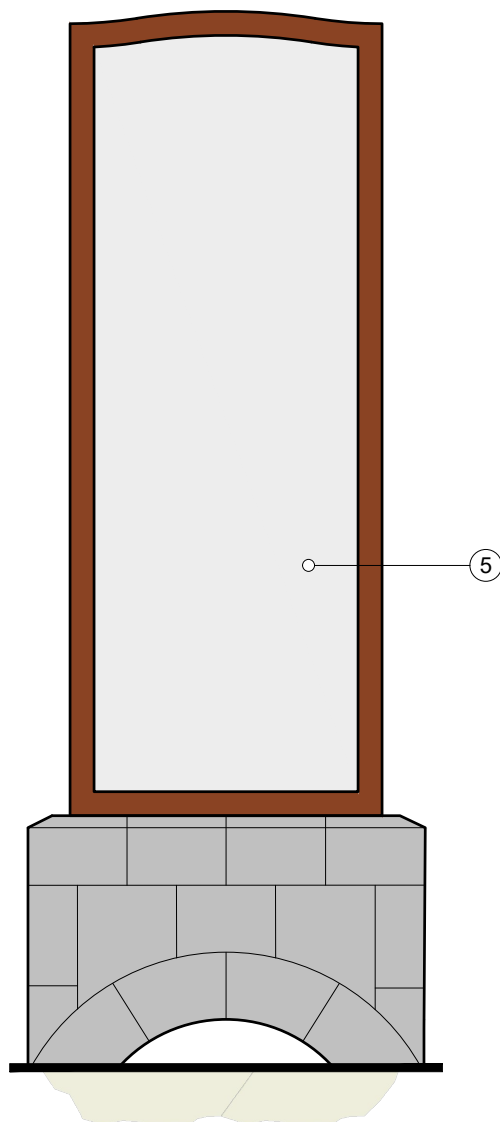
1 Front Elevation

Scale: 3/4" = 1'-0"



2 Side Elevation

Scale: 3/4" = 1'-0"



3 Back Elevation

Scale: 3/4" = 1'-0"

KEY NOTES

1. SIGN CABINET

MATERIAL: 1/8" thick aluminum  
Fabricated from heavy gauge aluminum with aluminum angle internal frame and support cradles. Cabinet is supported by steel tube uprights in concrete footers.

2. SIGN PANEL

MATERIAL: 1/8" thick aluminum  
FABRICATION PROCESS: router cut, internally illuminated  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed, graphics to be internally lit illuminated with LED backlights mounted to fabricated light tray fixed to internal structure

3. BASALT BASE

SIZE: 2'-9" L x 1'-0" W x 1'-9" H  
MATERIAL: Basalt veneer over CMU / precast concrete

4. SIDE ACCESS PANEL

SIZE: allow for electrical maintenance. Include access on top of sign as required.

5. BULLETIN PANEL

SIZE: 1/8" thick cork  
FABRICATION PROCESS: outdoor, locking and weatherproof 24" x 36" snap frame. Mechanically attach to aluminum panel with hidden fasteners. Display to hold city flyers and public posting information.  
EDGES: routed, finished smooth

6. FOUNDATION (NOT SHOWN)

SIZE: to engineer's specifications



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City of St. Helens

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PROJECT

August 2017

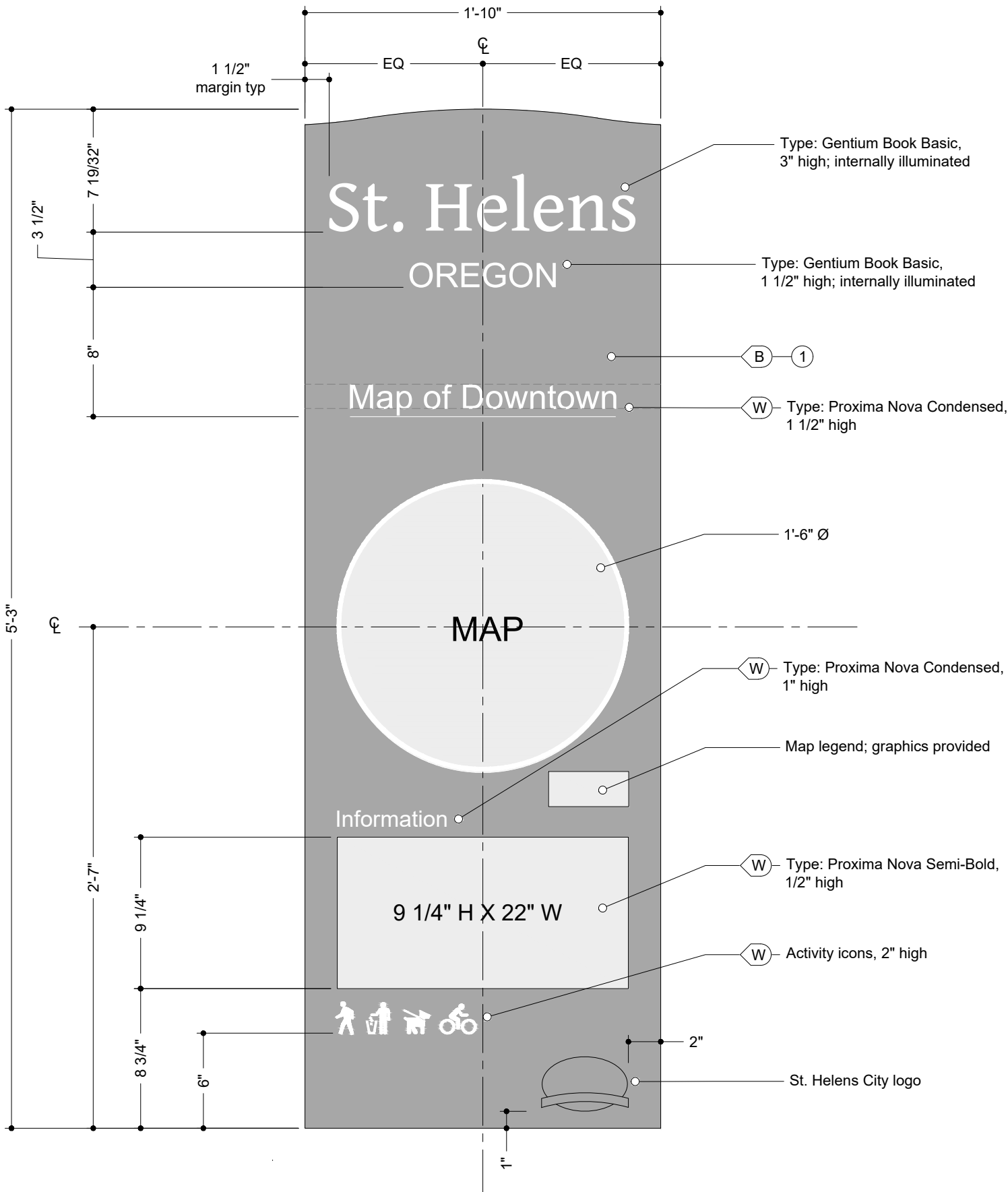
DOCUMENT ISSUE

Typical Kiosk

SHEET TITLE

4

SHEET NUMBER



1 Typical Sign Detail  
Scale: 1 1/2" = 1'-0"

KEY NOTES

**1. SIGN PANEL**  
MATERIAL: 1/8" thick aluminum  
FABRICATION PROCESS: router cut, internally illuminated  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed, graphics to be internally lit illuminated with LED backlights mounted to fabricated light tray fixed to internal structure

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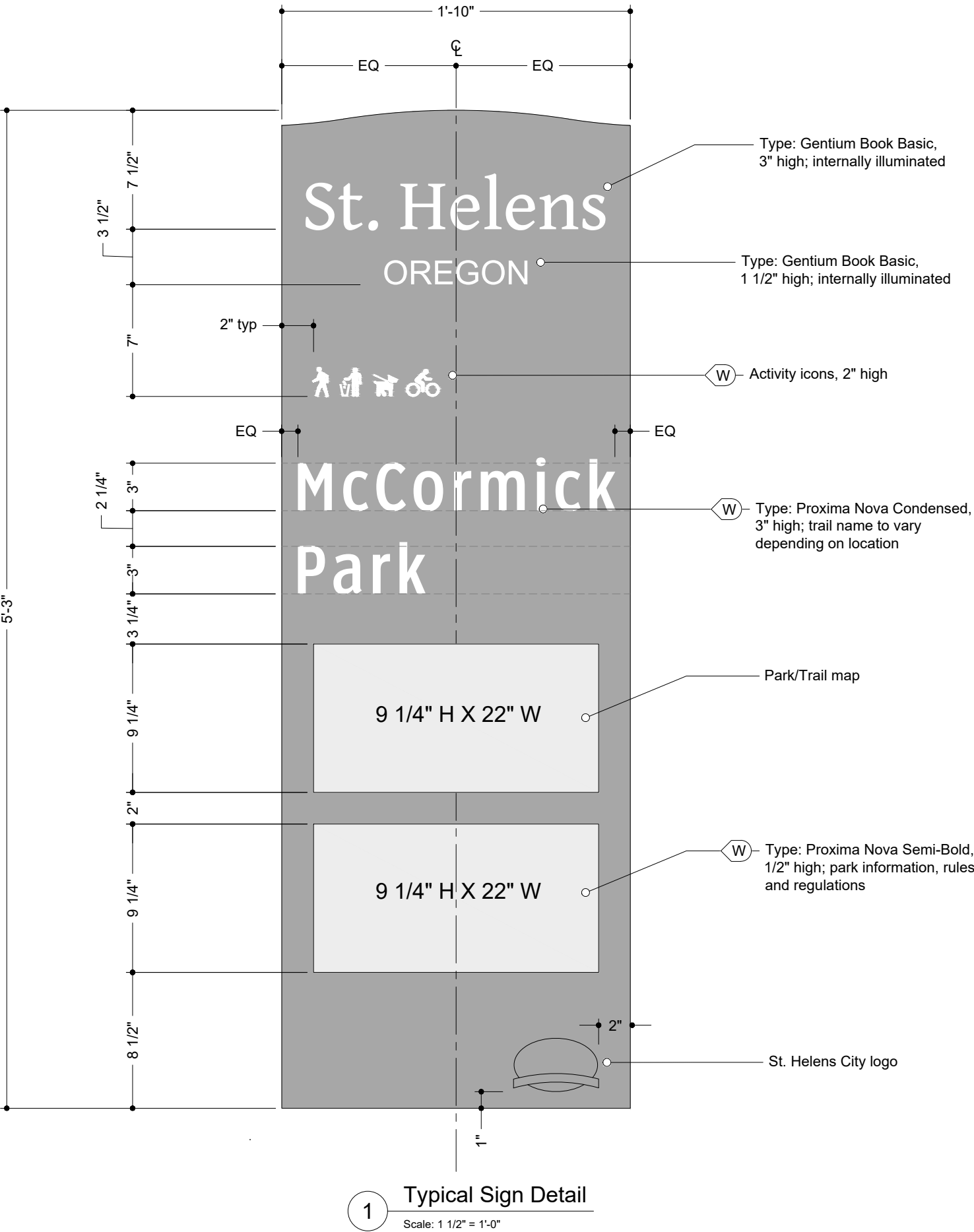
DOCUMENT ISSUE

Typical Map Sign Detail

SHEET TITLE

5

SHEET NUMBER



**1. SIGN PANEL**  
MATERIAL: 1/8" thick aluminum  
FABRICATION PROCESS: router cut, internally illuminated  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed, graphics to be internally lit illuminated with LED backlights mounted to fabricated light tray fixed to internal structure

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- GENERAL NOTES
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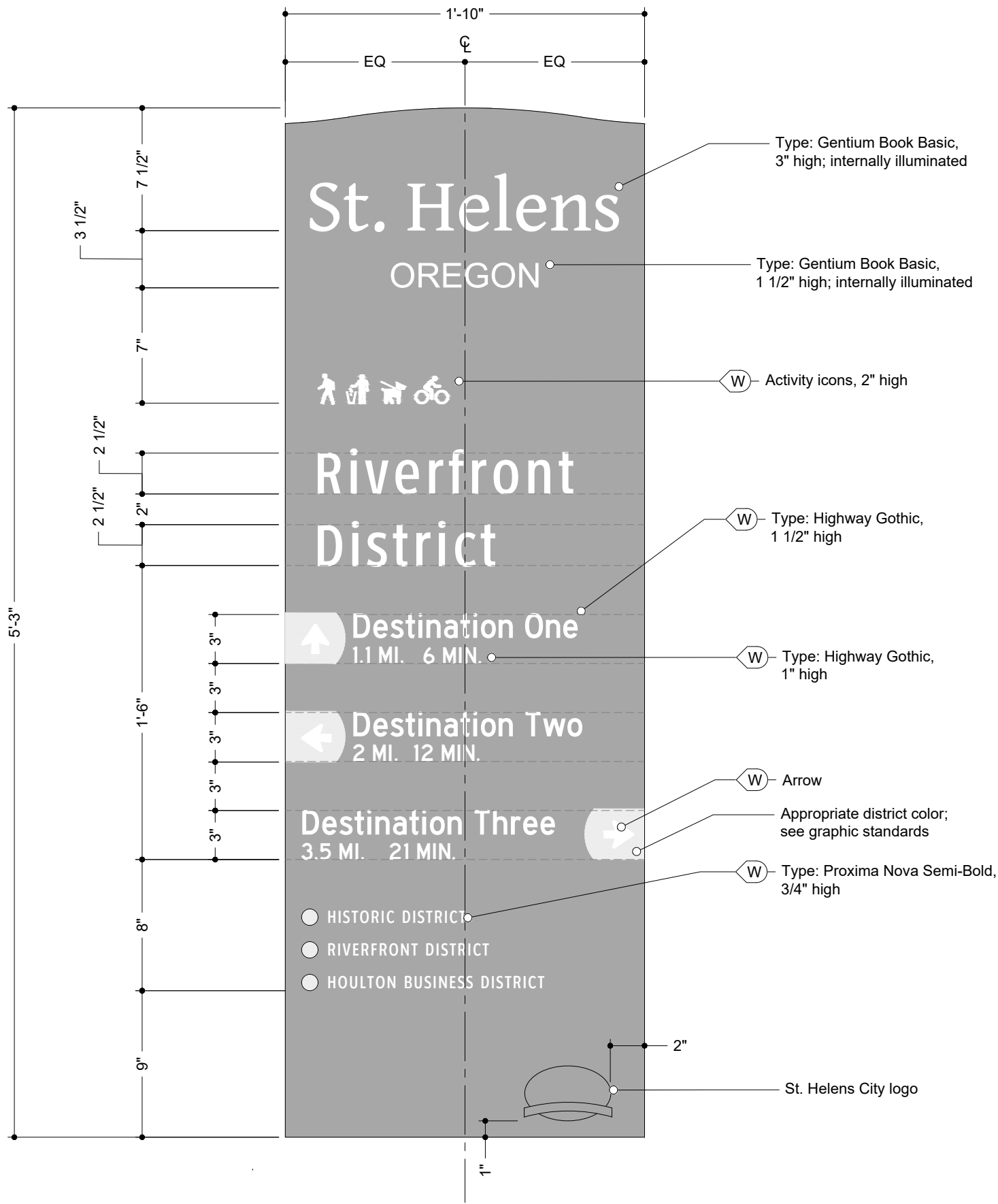
DOCUMENT ISSUE

Typical Trailhead Sign Detail

SHEET TITLE

6

SHEET NUMBER



1 Typical Sign Detail  
Scale: 1 1/2" = 1'-0"

KEY NOTES

- 1. SIGN PANEL**  
MATERIAL: 1/8" thick aluminum  
FABRICATION PROCESS: router cut, internally illuminated  
EDGES: routed, finished smooth  
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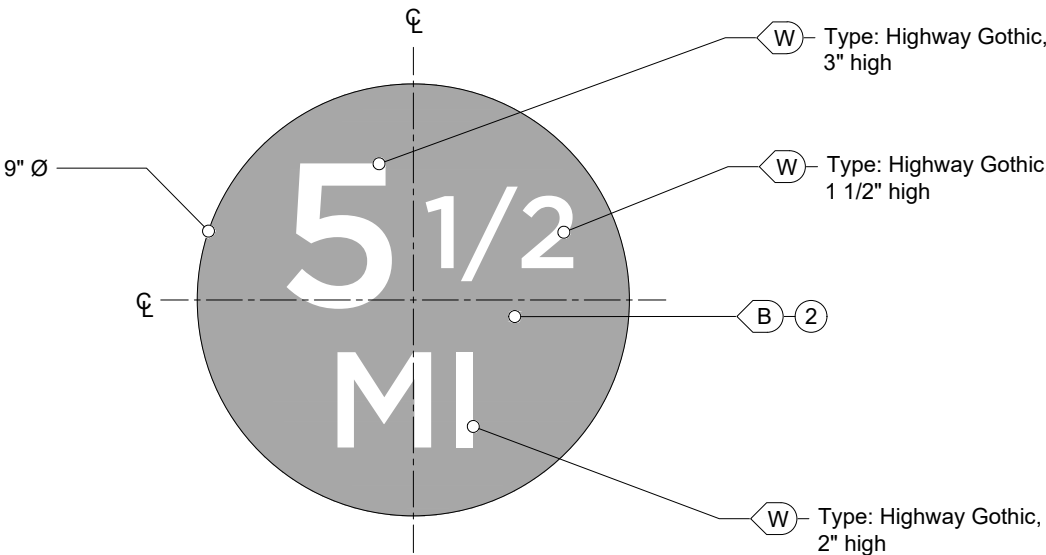
DOCUMENT ISSUE

Typical Off-Street Directional Sign Detail

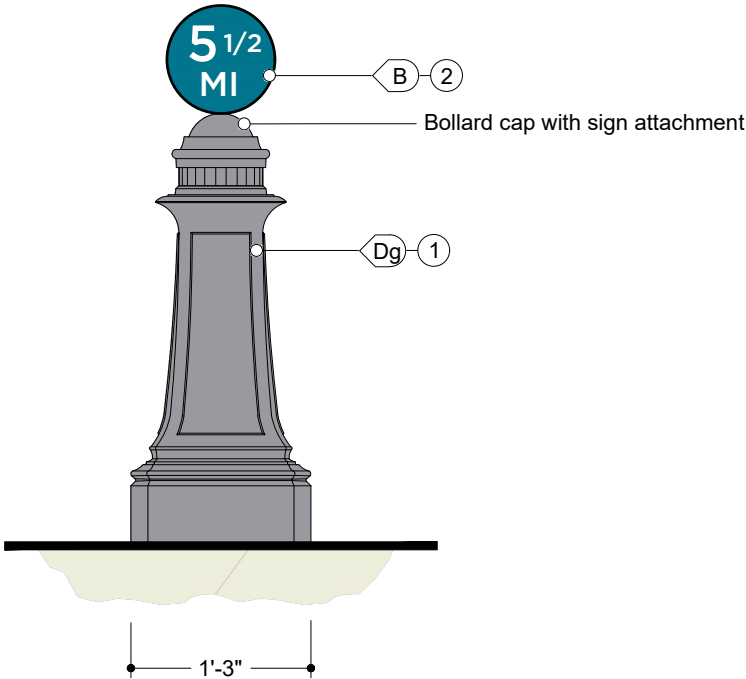
SHEET TITLE

7

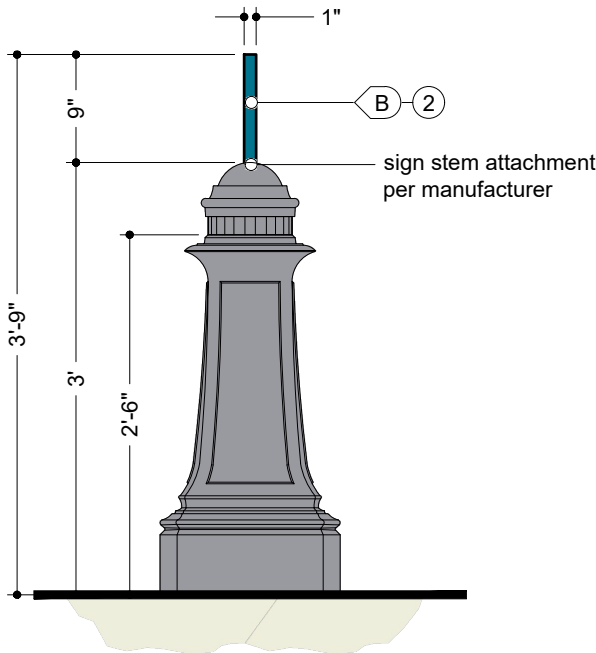
SHEET NUMBER



3 Typical Sign Detail  
Scale: 3" = 1'-0"



1 Front Elevation  
Scale: 3/4" = 1'-0"



2 Side Elevation  
Scale: 3/4" = 1'-0"

KEY NOTES

- 1. DECORATIVE BOLLARD**  
MATERIAL: structural grade aluminum  
MANUFACTURER: Sternberg 8401B bollard
- 2. MILE MARKER SIGN**  
MATERIAL: aluminum  
SIZE: 9" dia. X 1"thick  
FABRICATION PROCESS: router cut  
EDGES: router cut, smooth finished smooth  
FASTENER: to manufacturers specifications  
GRAPHICS/TEXT: screen printed

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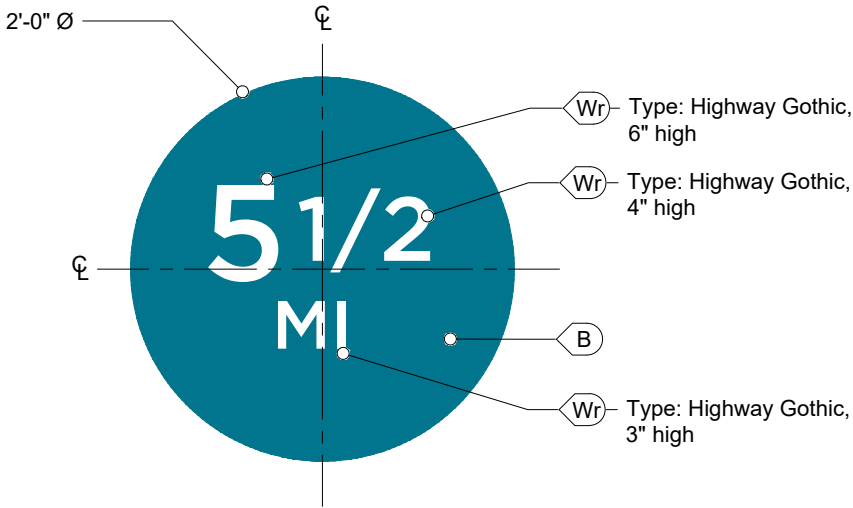
DOCUMENT ISSUE

Off-Street Mile Marker

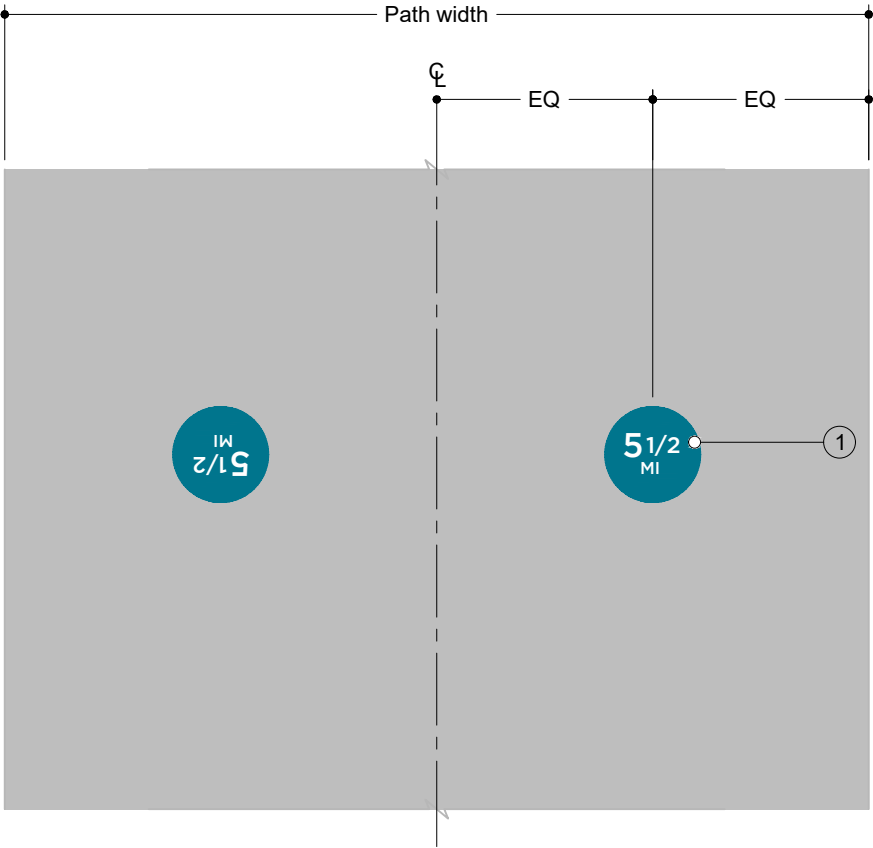
SHEET TITLE

8

SHEET NUMBER



1 Detail  
Scale: 3/4" = 1'-0"



2 Typical Placement Plan  
Scale: 1/4" = 1'-0"

KEY NOTES

1. THERMOPLASTIC GRAPHIC PAVEMENT  
MARKER  
MATERIAL: thermoplastic  
SIZE: 2'-0" dia



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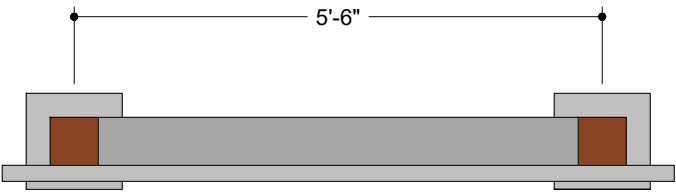
DOCUMENT ISSUE

Off-Street Pavement Marking

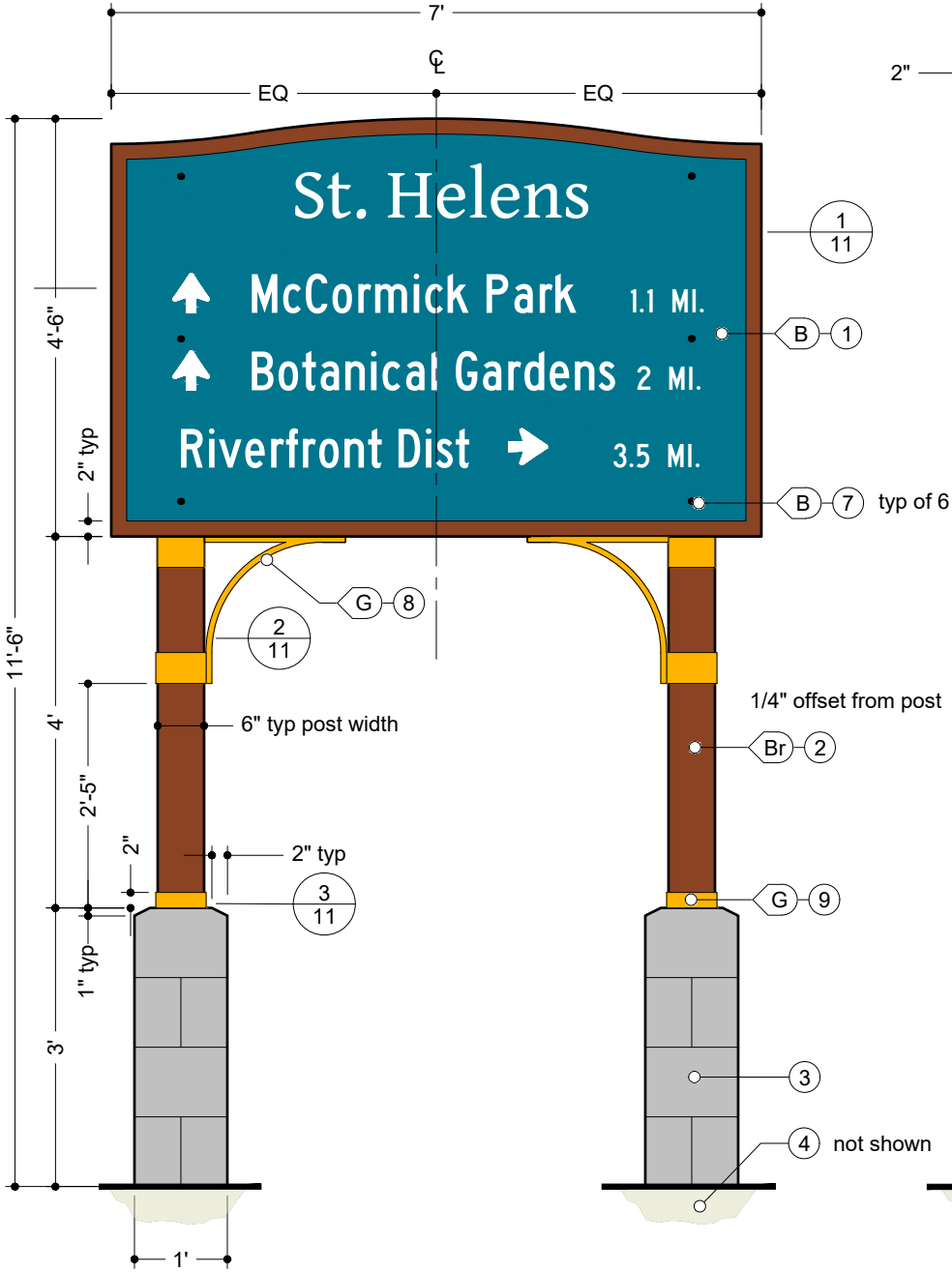
SHEET TITLE

9

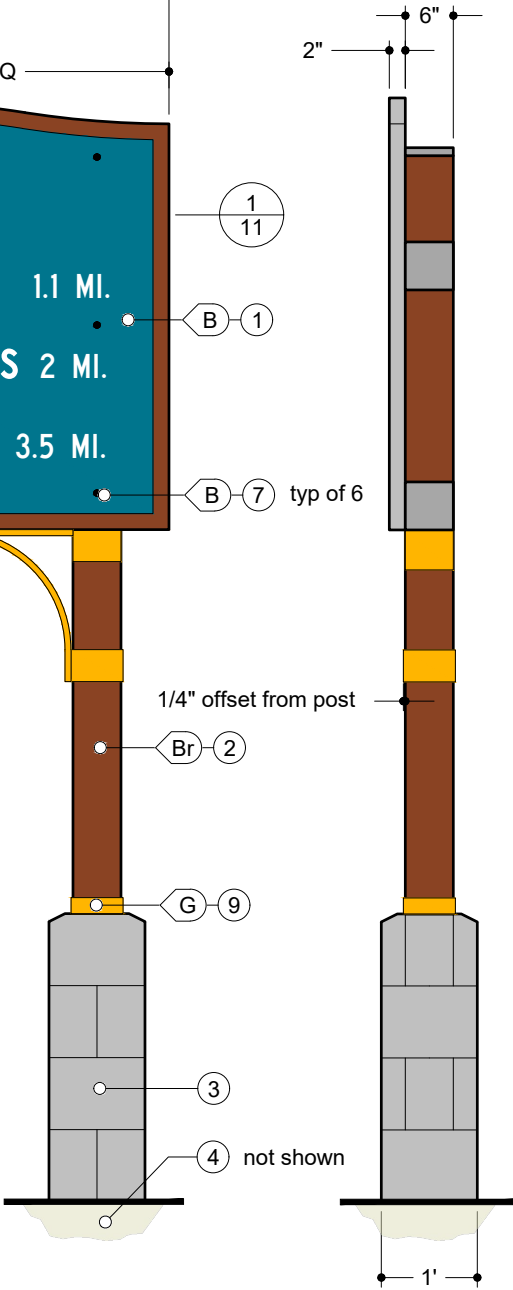
SHEET NUMBER



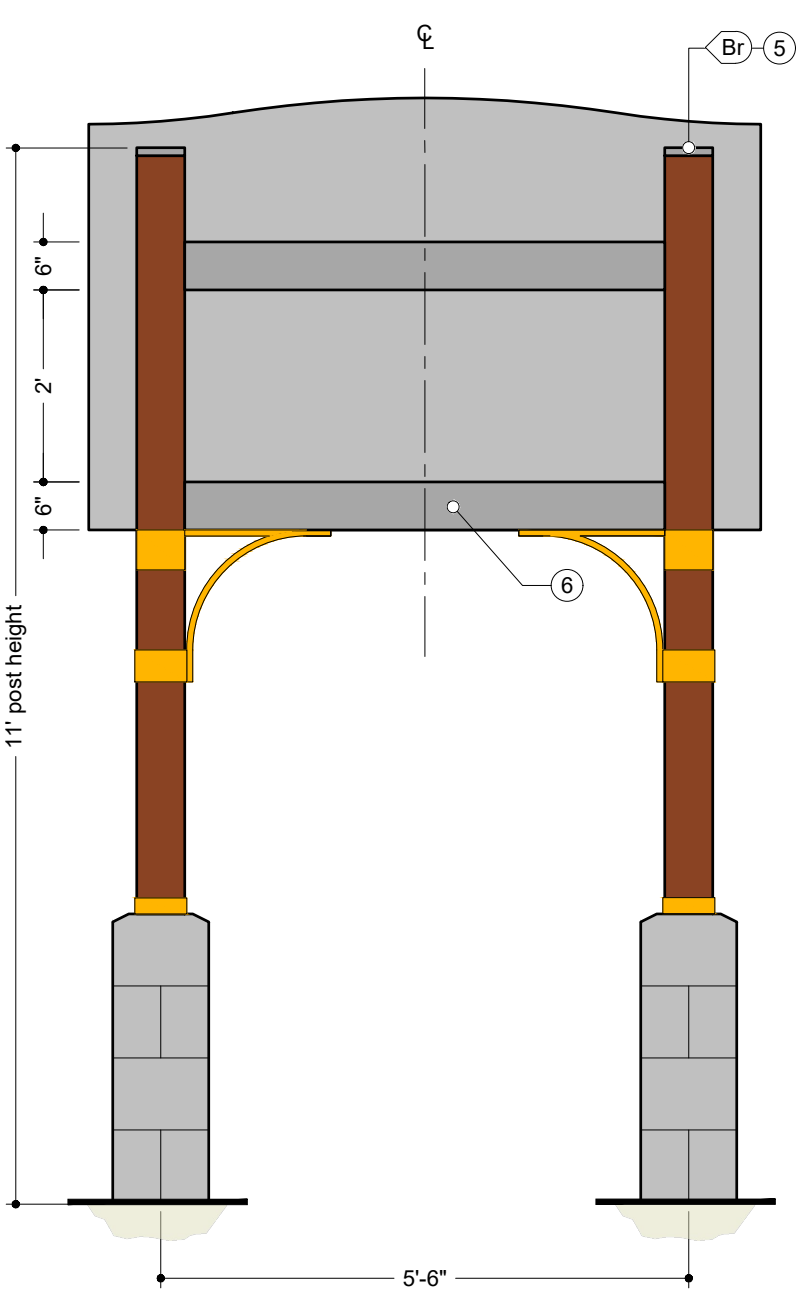
4 Plan View  
Scale: 1/2" = 1'-0"



1 Front Elevation  
Scale: 1/2" = 1'-0"



2 Right Side Elevation  
Scale: 1/2" = 1'-0"



3 Rear Elevation  
Scale: 1/2" = 1'-0"

KEY NOTES

- SIGN PANEL**  
MATERIAL: 2" thick aluminum  
FABRICATION PROCESS: router cut  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed  
COATING: UV protection  
FASTENER: mechanically fastened
- POST**  
MATERIAL: 6" x 6" square steel tube,  
fabricator to engineer wall thickness,  
powder-coated aluminum
- FOOTING**  
MATERIALS: Basalt style veneer  
SIZE: Per engineer's specifications
- FOUNDATION**  
SIZE: Per engineer's specifications
- POST CAP**  
MATERIAL: 1/4" steel plate  
FABRICATION PROCESS: welded
- SUPPORT BEAM**  
MATERIAL: (2) 6" x 6" steel tube, welded to  
posts
- BOLTS**  
(6) Tamper-proof thru-bolts, lock washers and  
nuts; fabricator to determine size  
MATERIAL: stainless steel; powder coated
- DECORATIVE BRACKET**  
MATERIAL: Steel  
FABRICATION PROCESS: Welded
- DECORATIVE BAND**  
MATERIAL: Steel  
FABRICATION PROCESS: Welded



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DOCUMENT ISSUE

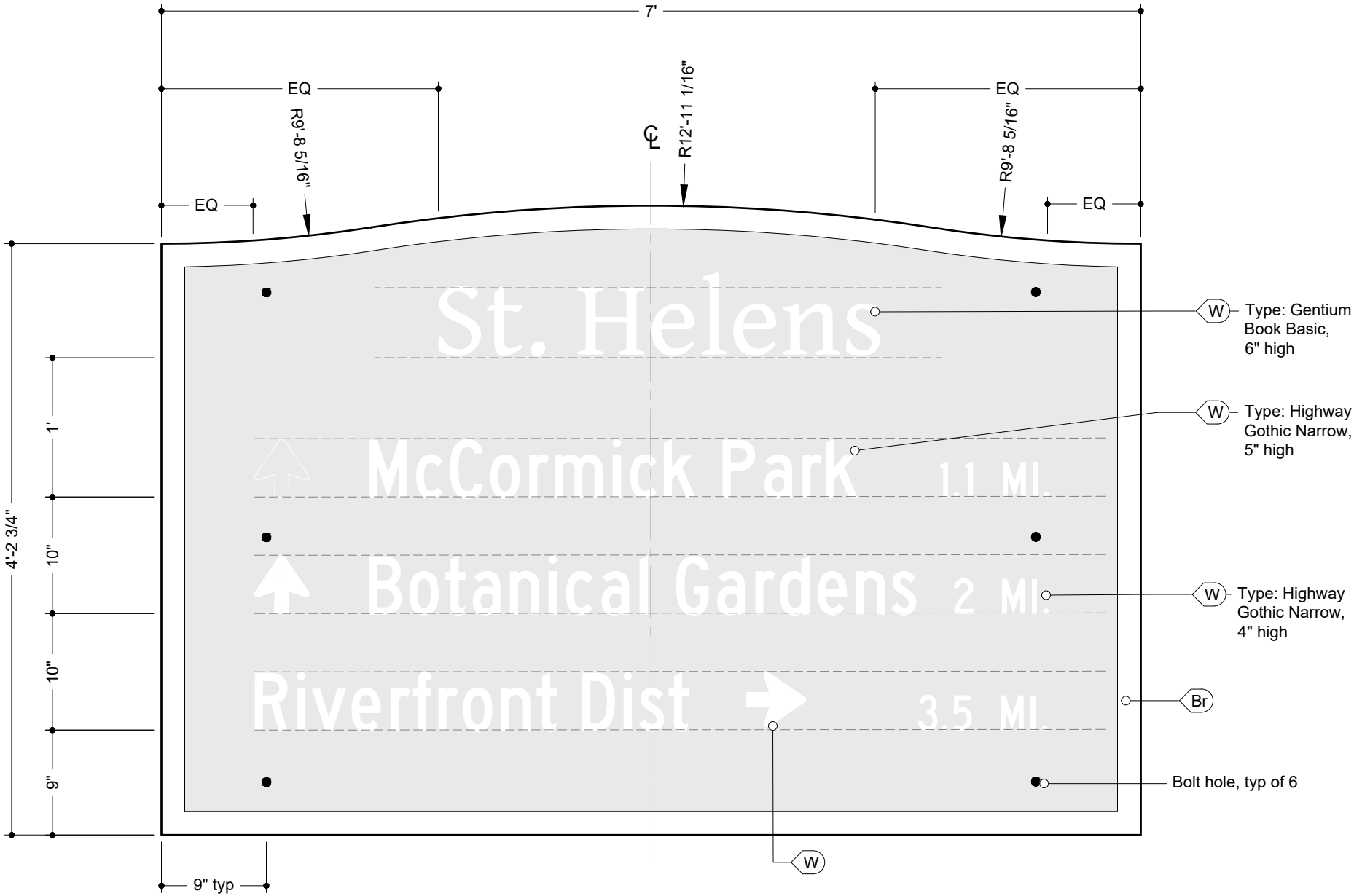
Typical Vehicular Directional Sign

SHEET TITLE

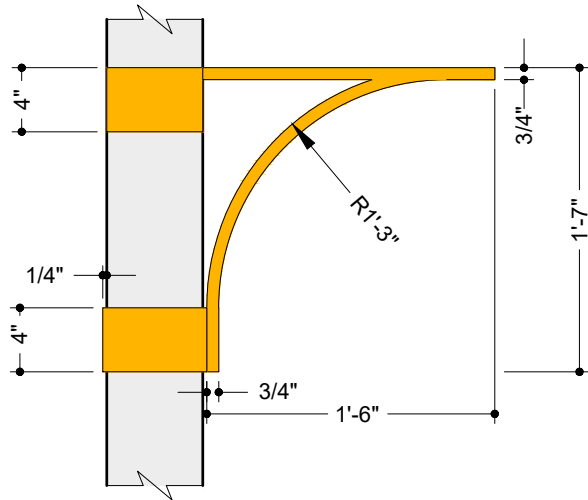
10

SHEET NUMBER

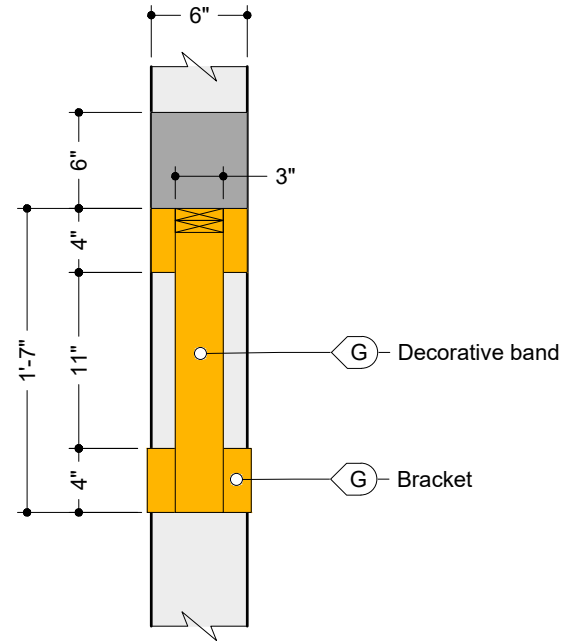
Vehicular directional signs not located within the Highway 30 right-of-way.



1 Typical Sign Detail  
Scale: 1" = 1'-0"



2 Bracket Detail  
Scale: 1" = 1'-0"



3 Bracket and Band Elevation  
Scale: 1" = 1'-0"



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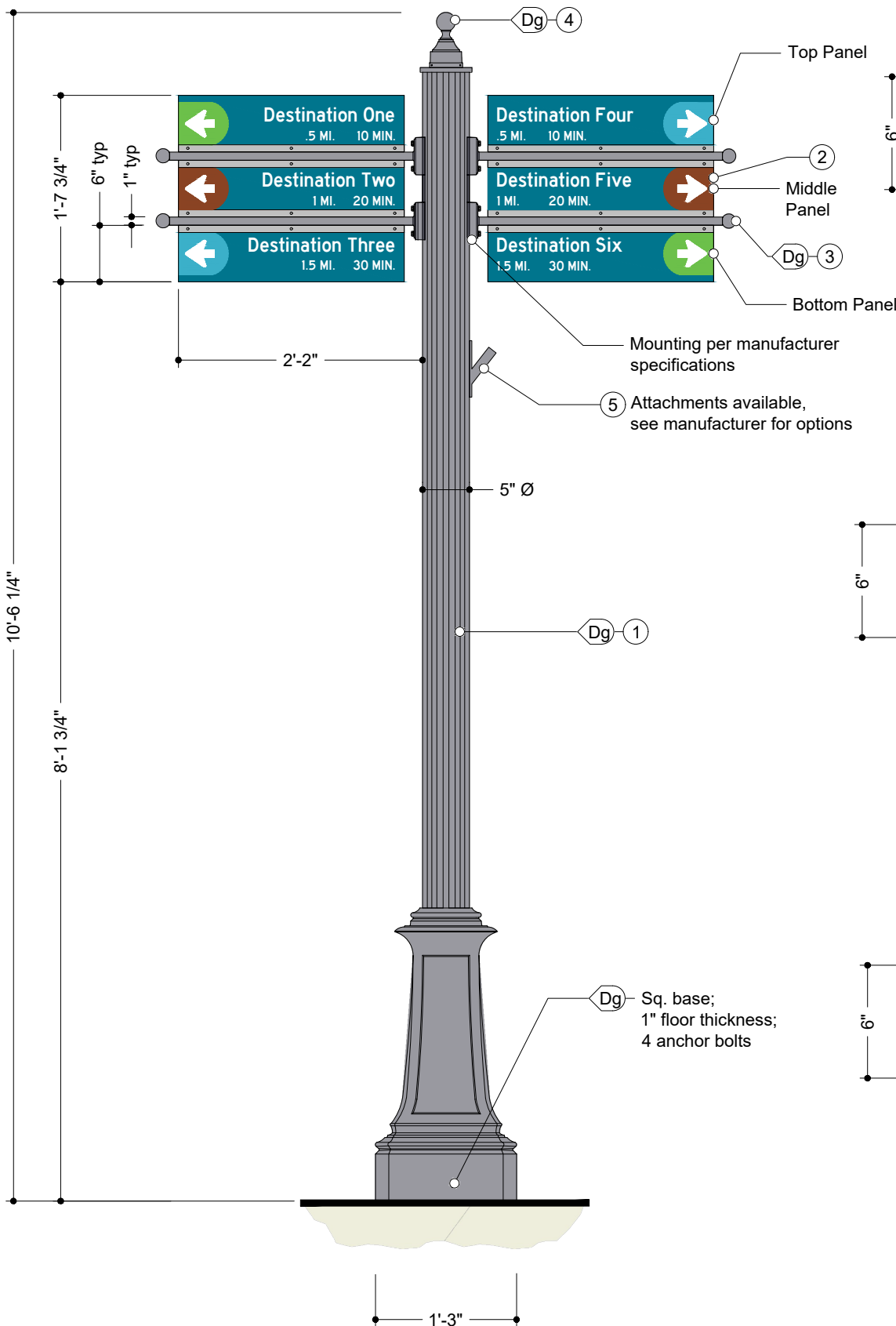
DOCUMENT ISSUE

Typical Vehicular Directional Sign Detail

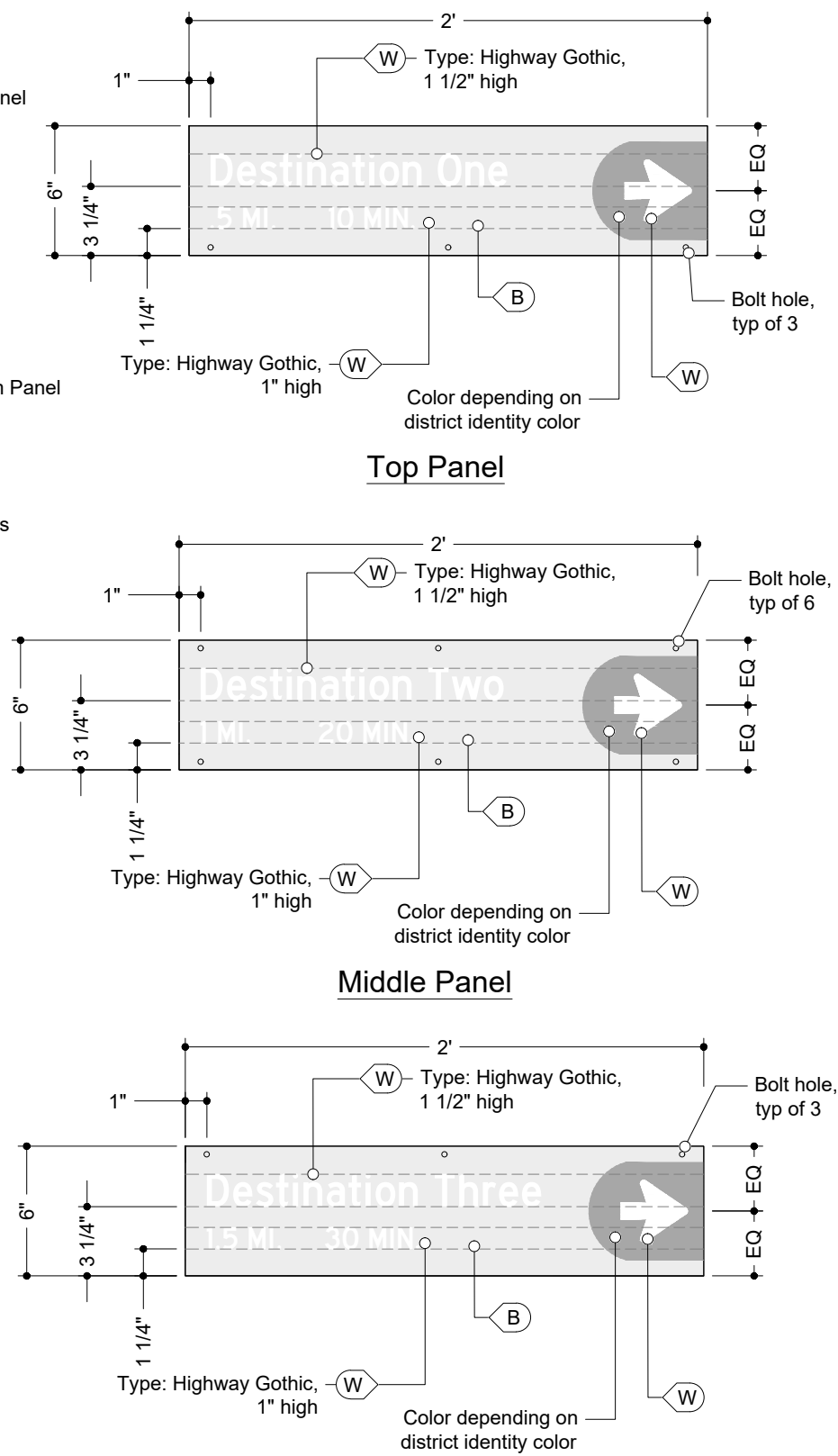
SHEET TITLE

11

SHEET NUMBER



1 Front Elevation  
Scale: 3/4" = 1'-0"



2 Typical Sign Detail  
Scale: 1 1/2" = 1'-0"

KEY NOTES

- 1. DECORATIVE POLE**  
MATERIAL: 5" diameter aluminum; .188 wall thickness 6061-Tg structural grade; fluted  
MANUFACTURER: Sternberg Lighting; built for single unit construction; 15" sq. base, 1" floor thickness, 4 anchor bolts
- 2. SIGN BLADE**  
MATERIAL: 1/8" thick aluminum  
SIZE: 24" x 6", double sided  
MANUFACTURER: Sternberg Lighting; model 2-SABA
- 3. BANNER ARM**  
MATERIAL: aluminum  
MANUFACTURER: Sternberg Lighting; Sternberg banner arm with 4 24" long channels; 1/4" wide 1/8" deep
- 4. CAP**  
MATERIAL: aluminum  
MANUFACTURER: Sternberg Lighting; BCC - Ball Center Cap
- 5. OPTIONAL POST ATTACHMENTS**  
MATERIAL: aluminum FH Flag Pole Holder; WHK Wreath Hook Mount  
MANUFACTURER: Sternberg Lighting



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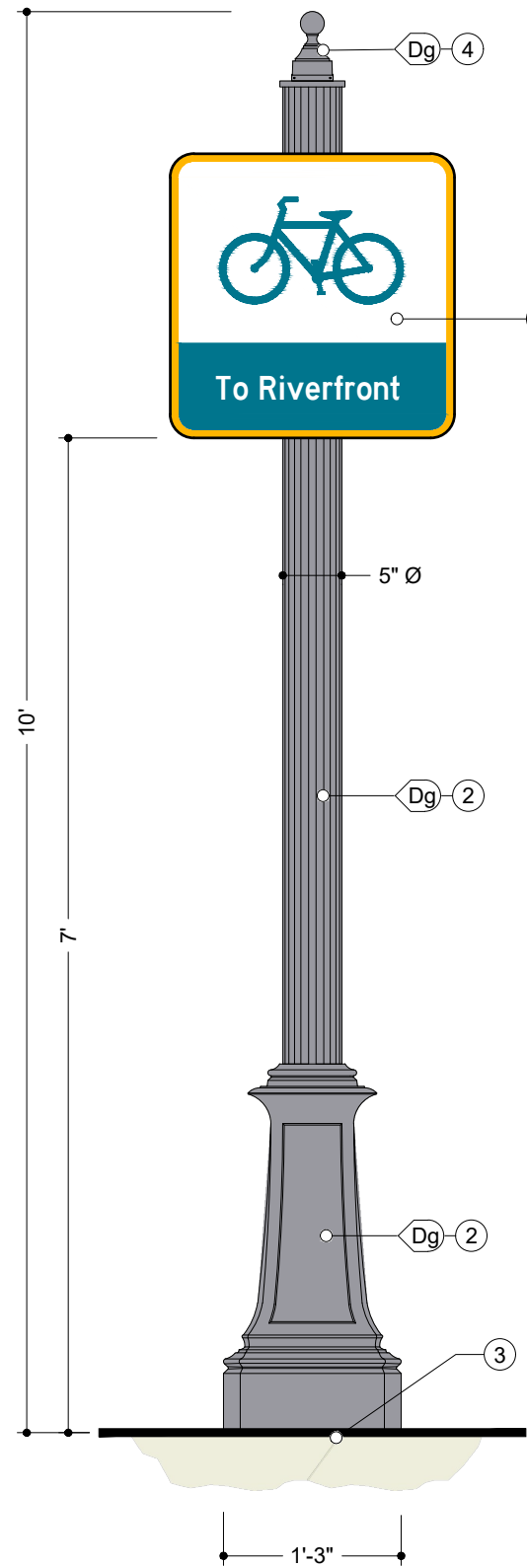
DOCUMENT ISSUE

On-Street Directional Sign

SHEET TITLE

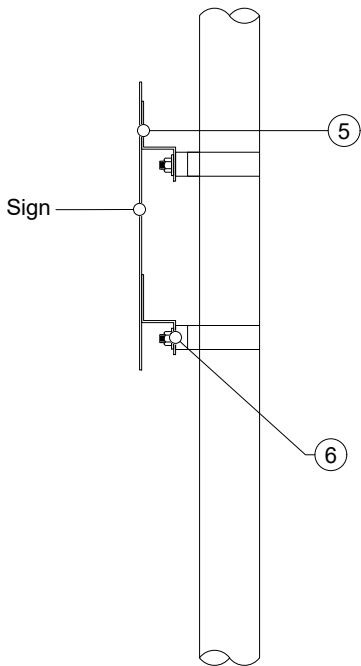
12

SHEET NUMBER



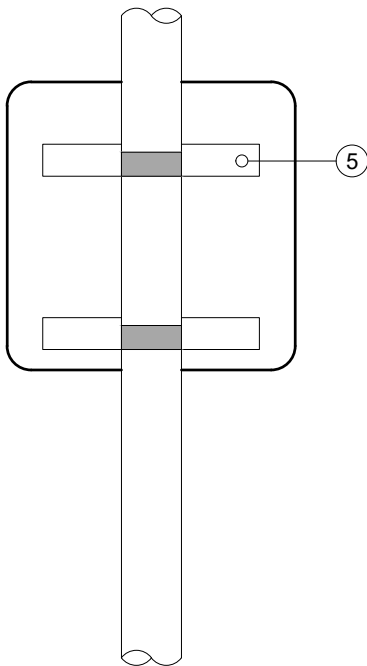
Confirmation Sign

1 Front Elevation  
Scale: 3/4" = 1'-0"



Side

2 Sign Mounting Detail  
Scale: 3/4" = 1'-0"



Back

KEY NOTES

- SIGN PANEL**  
MATERIAL: 1/8" thick aluminum  
FABRICATION PROCESS: router cut  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed  
COATING: UV protection  
FASTENER: (2) 5/16" x 2-1/2" SST bolts w/ SST washers
- DECORATIVE POLE**  
MATERIAL: 5" diameter aluminum; .188 wall thickness 6061-Tg structural grade; fluted  
MANUFACTURER: Sternberg Lighting; built for single unit construction; 15" sq. base, 1" floor thickness, 4 anchor bolts
- FOUNDATION**  
SIZE: to engineer's specifications
- CAP**  
MATERIAL: aluminum  
MANUFACTURER: Sternberg Lighting; built for single unit construction
- Z-ANGLE BRACKET**  
MATERIAL: aluminum z-angle bracket  
FASTENER: fill weld to back of sign panel
- BOLTS**  
Tamper-proof through-bolts, lock washers and nuts; fabricator to determine size  
MATERIAL: stainless steel



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St. Helens Wayfinding

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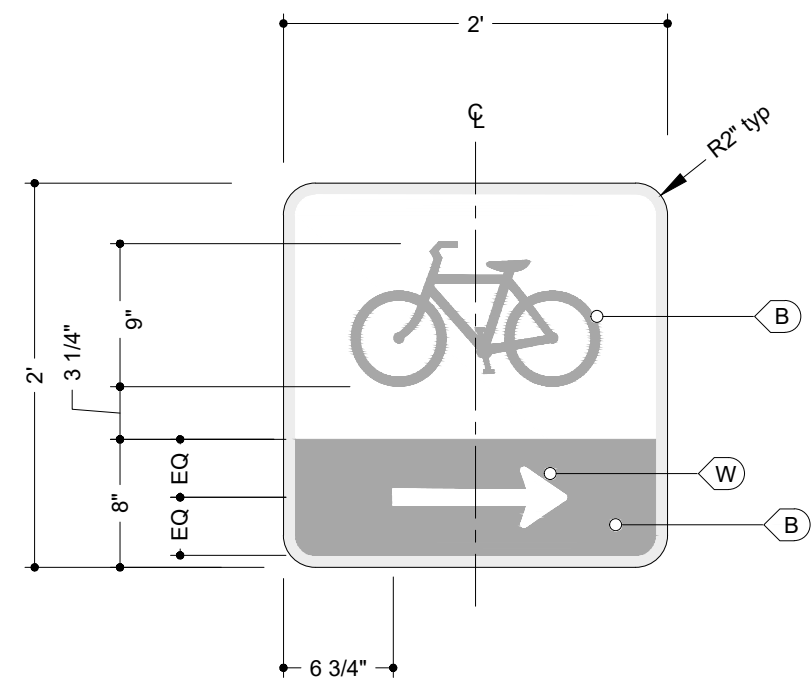
DOCUMENT ISSUE

On-Street Sign

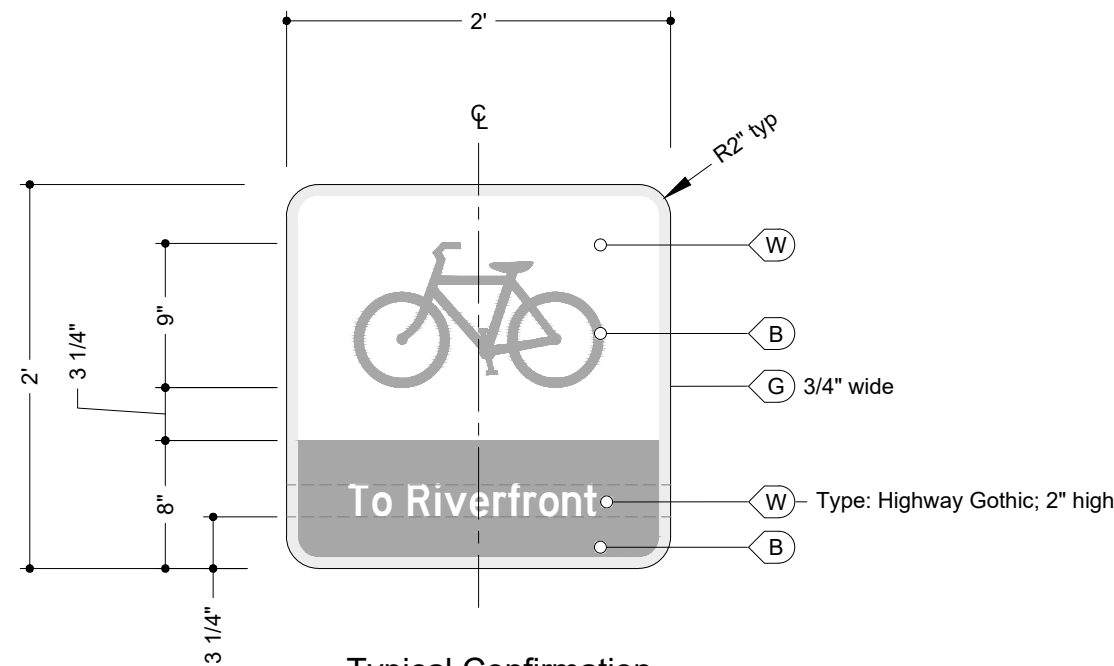
SHEET TITLE

13

SHEET NUMBER



Typical Turn



Typical Confirmation

1 Sign Detail  
Scale: 1" = 1'-0"



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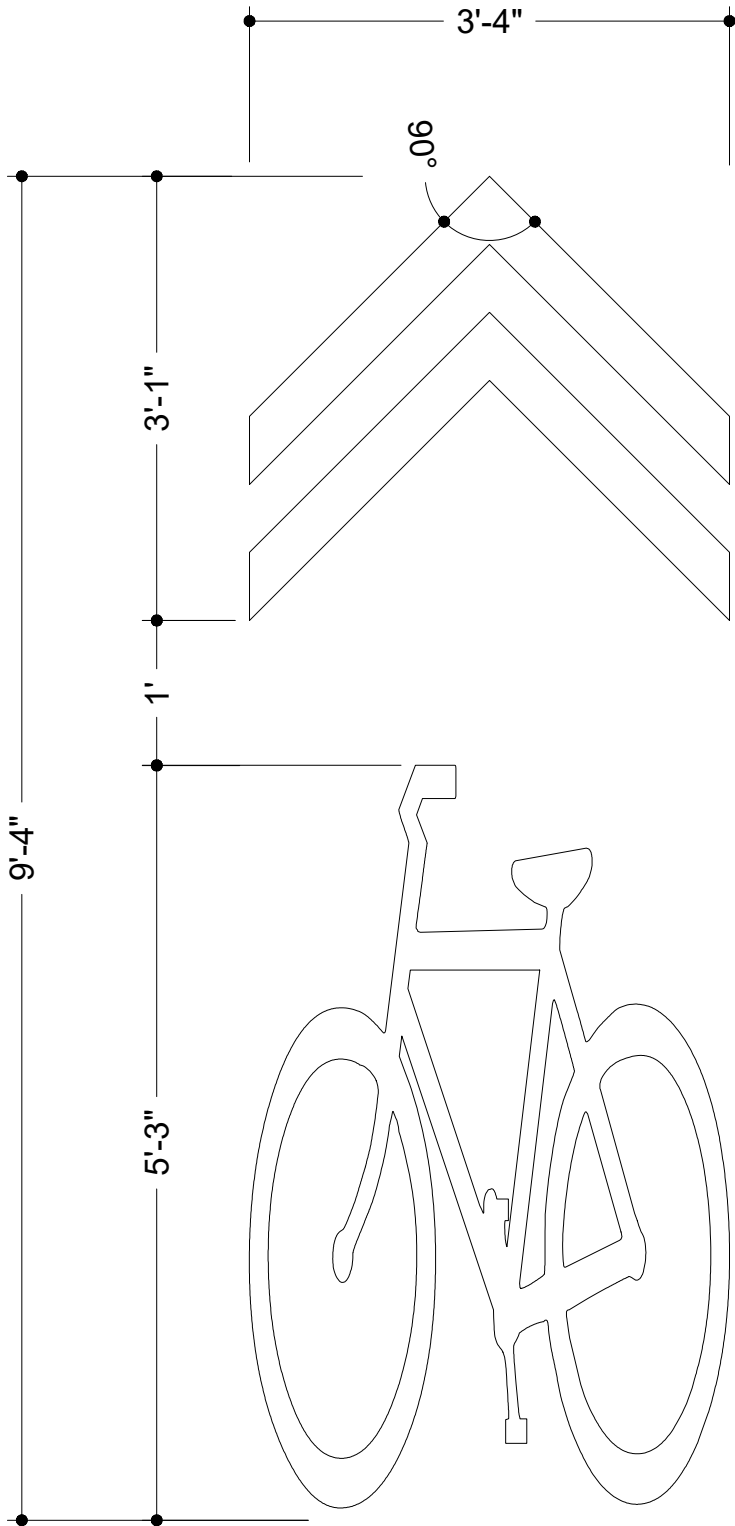
DOCUMENT ISSUE

Confirmation & Turn Layout

SHEET TITLE

14

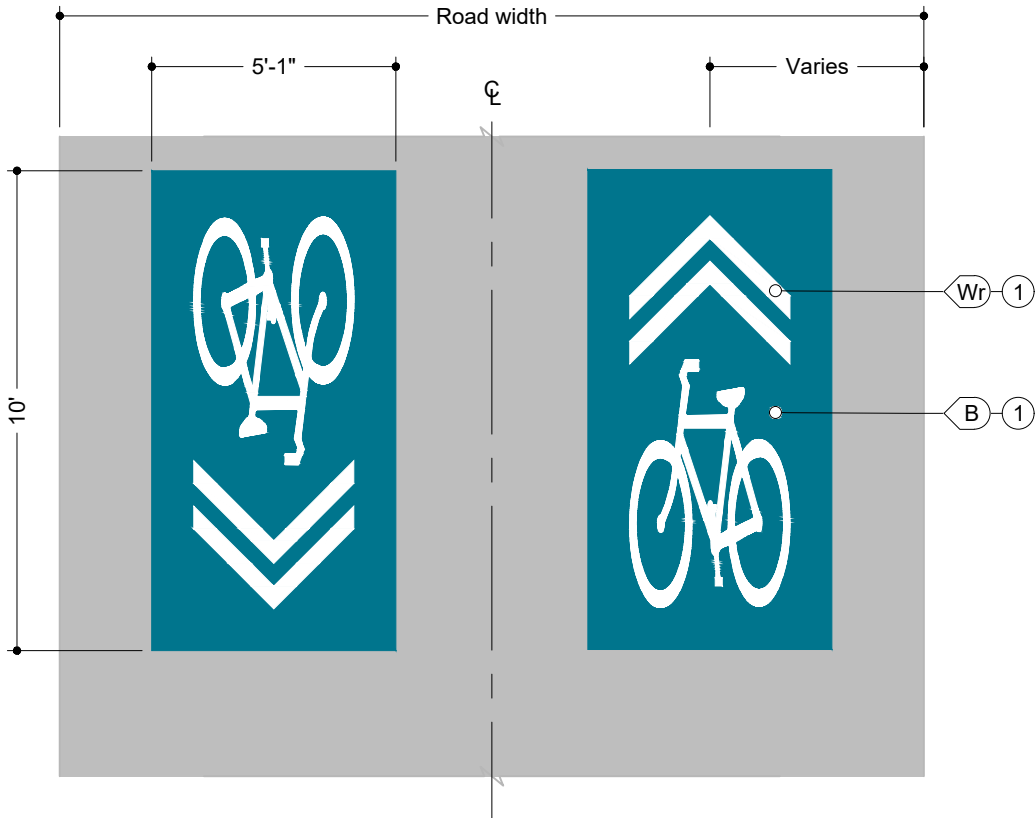
SHEET NUMBER



1

Detail

Scale: 3/4" = 1'-0"



2

Typical Placement Plan

Scale: 1/4" = 1'-0"

KEY NOTES

1. THERMOPLASTIC GRAPHIC PAVEMENT

MARKER

MATERIAL: thermoplastic

SIZE: 3'-4"W x 9'-4" L



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- Hardware: All exposed hardware shall be tamper proof fasteners.
- All exposed edges painted to match adjacent face.
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- Messages shown in these drawings are for general reference only. Refer to message schedules for actual required messages.

City of St. Helens

CLIENT

St. Helens Wayfinding

PROJECT

August 2017

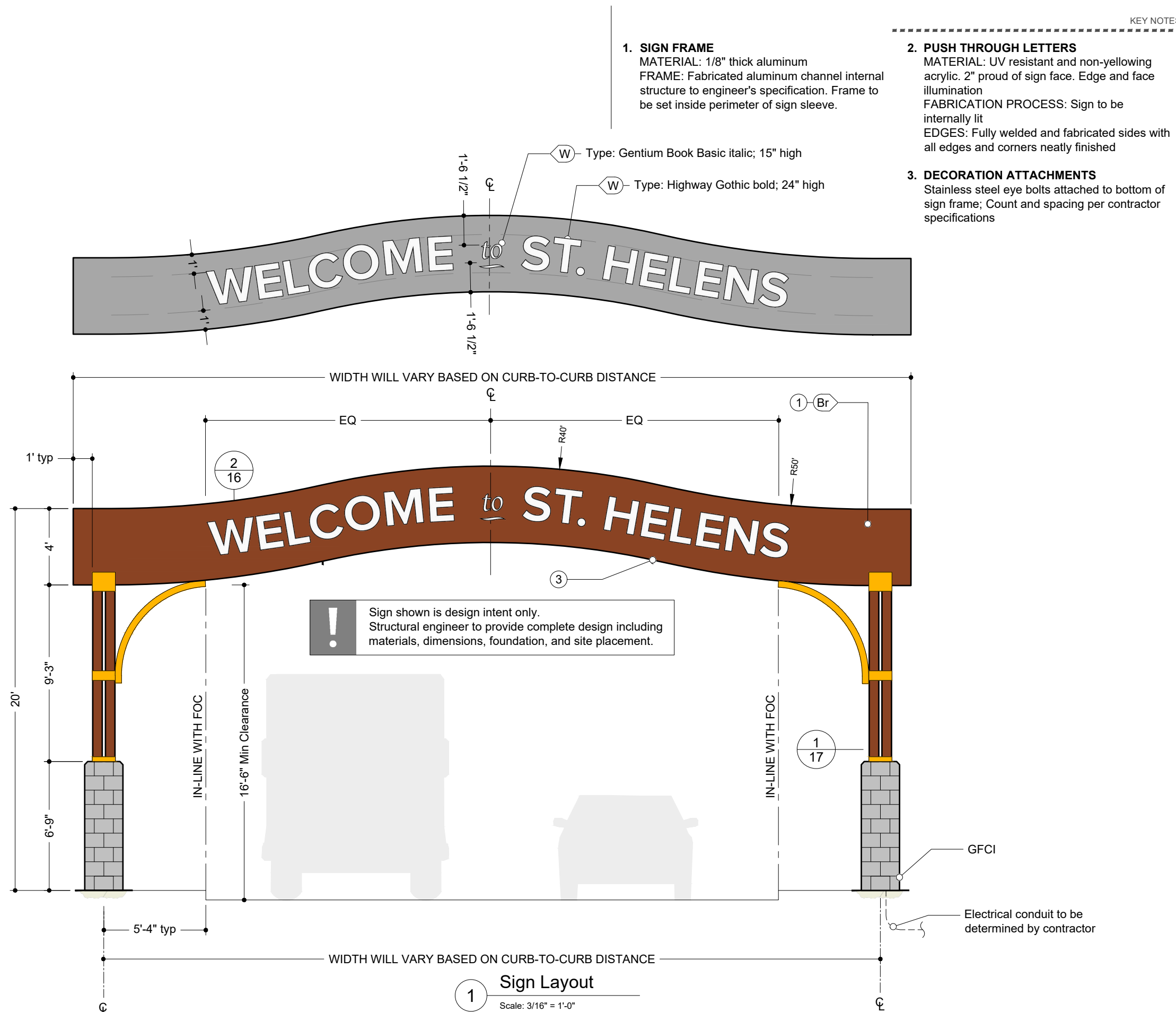
DOCUMENT ISSUE

On-Street Pavement Marking

SHEET TITLE

15

SHEET NUMBER



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City of St. Helens

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## St. Helens Wayfinding

PROJECT

August 2017

DOCUMENT ISSUE

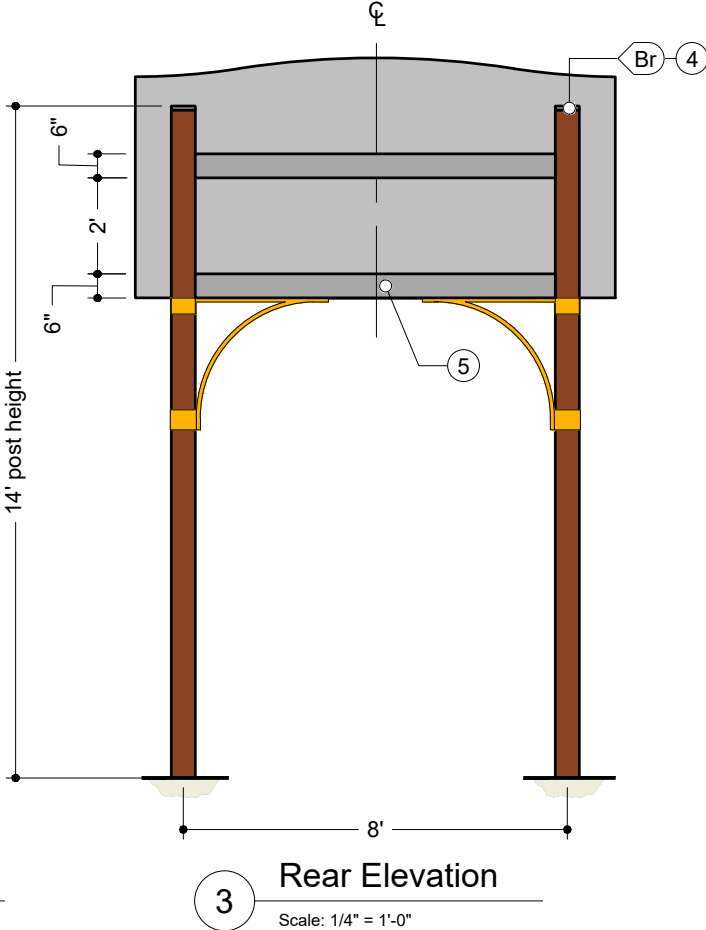
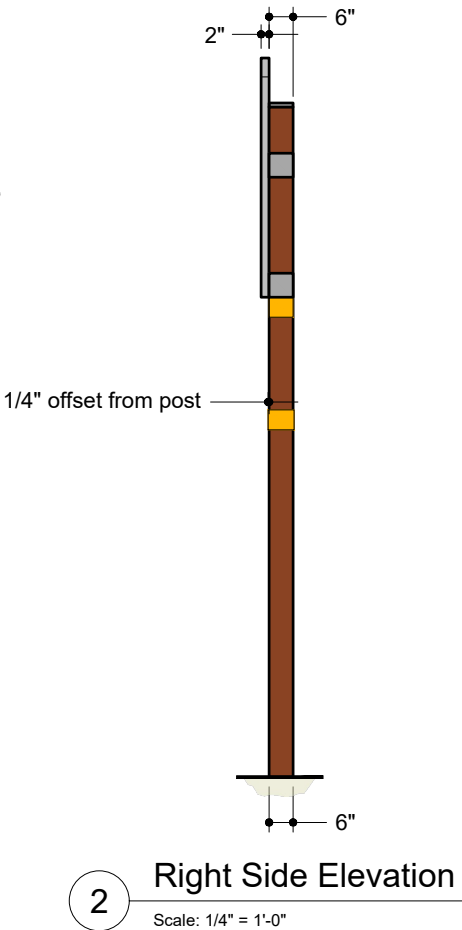
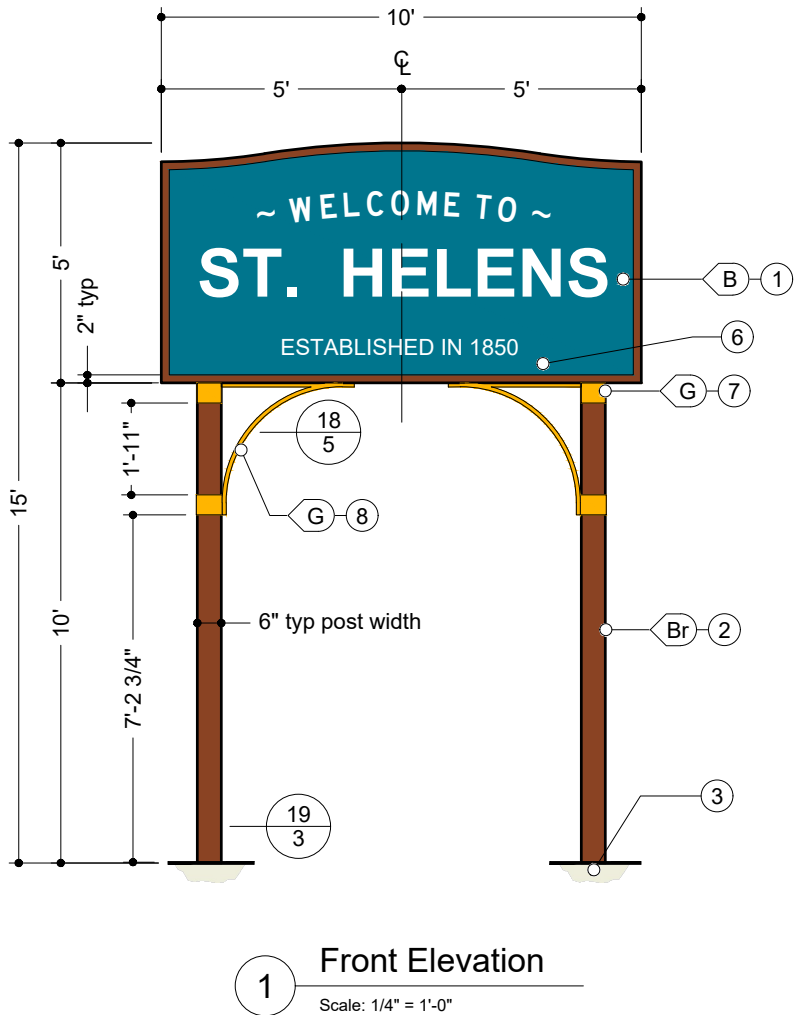
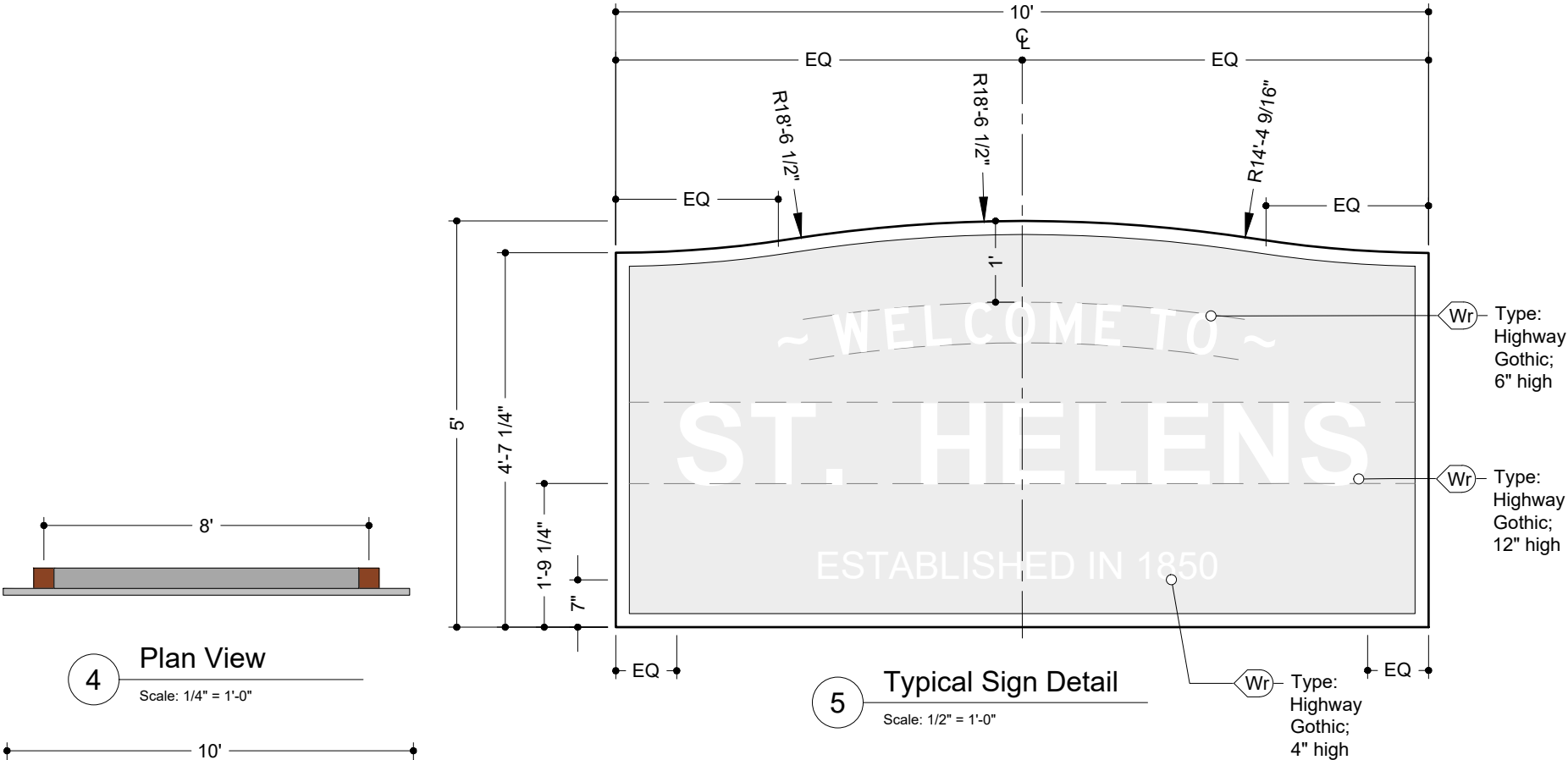
### Gateway Sign

SHEET TITLE

16

SHEET NUMBER





- 1. SIGN PANEL**  
MATERIAL: 2" thick aluminum  
FABRICATION PROCESS: router cut  
EDGES: routed, finished smooth  
GRAPHICS/TEXT: screen printed  
COATING: UV protection  
FASTENER: mechanically fastened
- 2. POST**  
MATERIAL: (2) 6" x 6" square steel tube, fabricator to engineer wall thickness, powder-coated aluminum
- 3. FOOTING**  
MANUFACTURER: ODOT square tube sign support with triangle base breakaway; DET4241
- 4. POST CAP**  
MATERIAL: 1/4" steel plate  
FABRICATION PROCESS: welded
- 5. SUPPORT BEAM**  
MATERIAL: (2) 6" x 6" steel tube, welded to posts
- 6. BOLTS**  
(6) Tamper-proof thru-bolts, lock washers and nuts; fabricator to determine size  
MATERIAL: stainless steel
- 7. DECORATIVE BRACKET**  
MATERIAL: Steel  
FABRICATION PROCESS: Welded
- 8. DECORATIVE BAND**  
MATERIAL: Steel  
FABRICATION PROCESS: Welded

KEY NOTES



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City of St. Helens

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St. Helens Wayfinding

PROJECT

August 2017

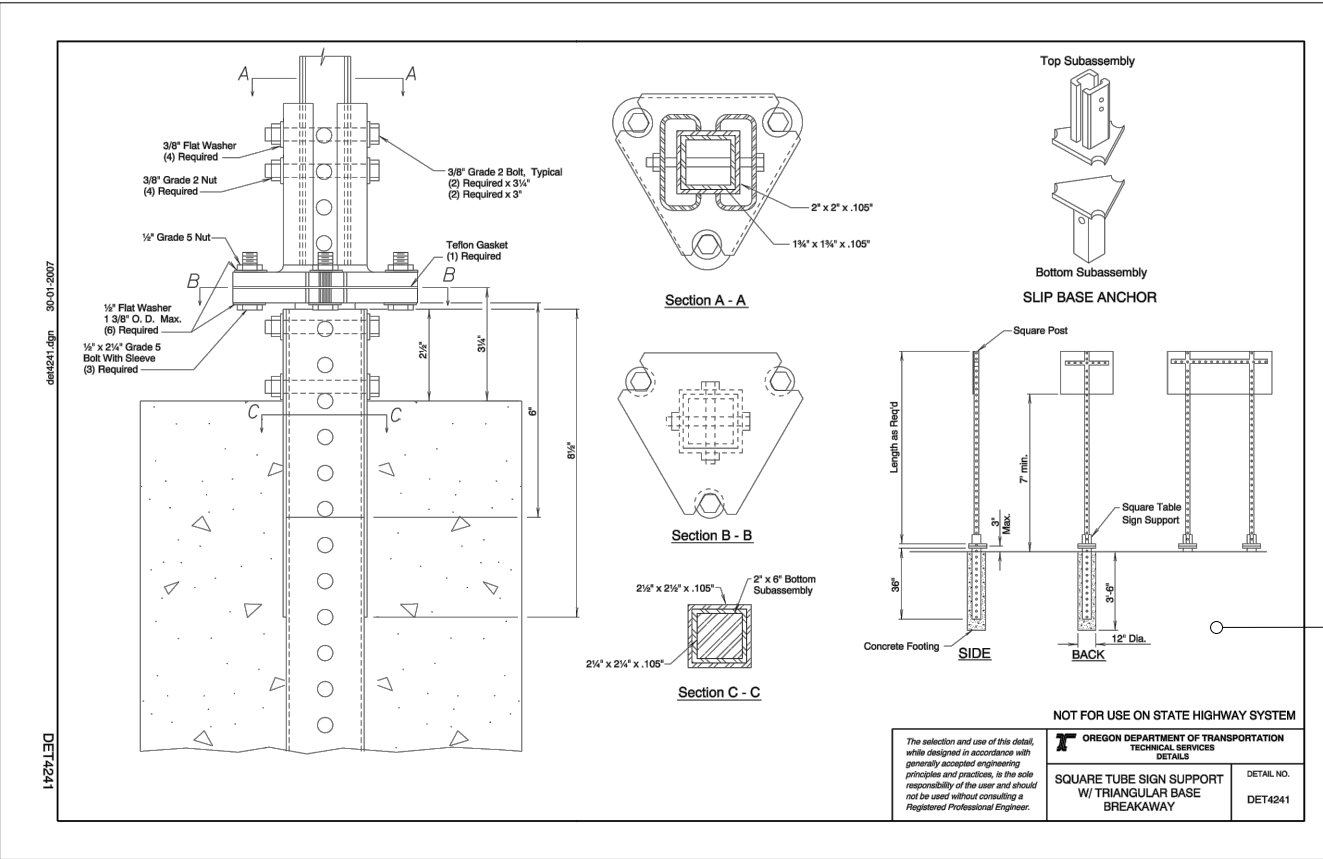
DOCUMENT ISSUE

Highway Identity Sign

SHEET TITLE

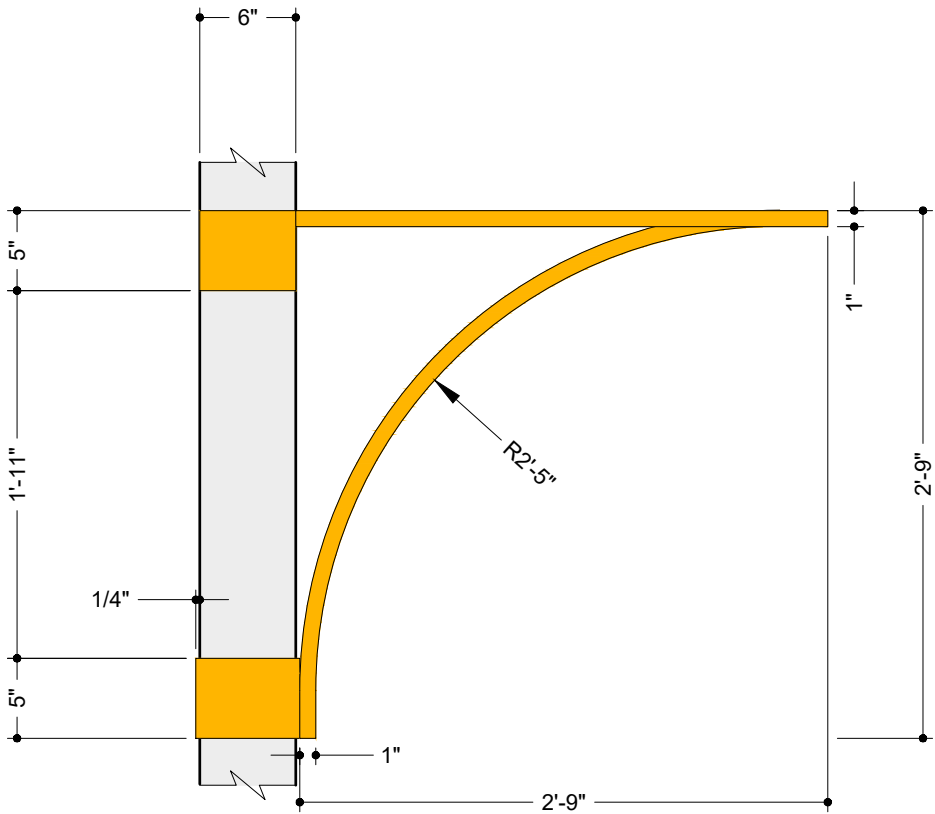
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SHEET NUMBER

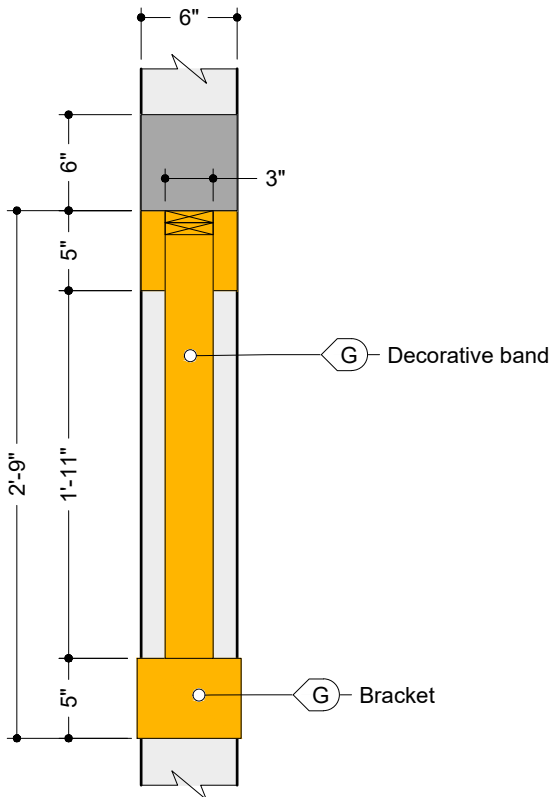


ODOT base detail;  
Sign base to be sized  
appropriately for post size

3 ODOT Triangle Breakaway Base Detail  
No Scale



1 Bracket Detail  
Scale: 1" = 1'-0"



2 Bracket and Band Elevation  
Scale: 1" = 1'-0"



Alta Planning + Design  
711 SE Grand Ave.  
Portland, Oregon 97214  
ph: 503.230.9862

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City of St. Helens  
CLIENT

St. Helens Wayfinding  
PROJECT

August 2017  
DOCUMENT ISSUE

Highway Identity Sign Details  
SHEET TITLE

19  
SHEET NUMBER

# SIGN PLACEMENT PLANS

St. Helens  
Wayfinding  
June 2017



CLIENT:  
JENNY DIMSHO, CITY OF ST. HELENS, OR

PROJECT:  
ST HELENS WAYFINDING MASTER PLAN

DOCUMENT ISSUE:  
SEPTEMBER 2017

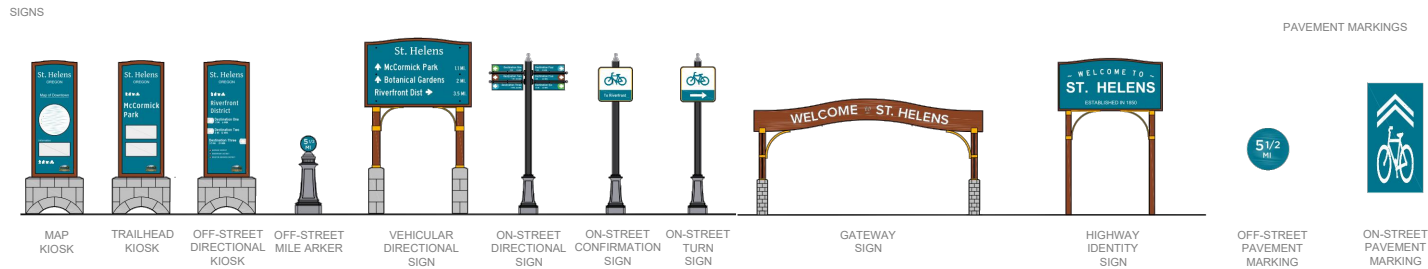
# SIGN SCHEDULE

ID	Sign Type	Arrows	Destinations	Distance/Time		Installation Location Detail (Sheet #)
1	Highway Identity	N/A	N/A	N/A	N/A	2
2	Highway Identity	N/A	N/A	N/A	N/A	2
3	Gateway	N/A	N/A	N/A	N/A	2
4	Kiosk	N/A	N/A	N/A	N/A	2
5	On-Street Directional	↑	Riverfront Dist	1.0 mi	6 min	3
		↑	Grey Cliffs Park	1.2 mi	7 min	
		→	McCormick Park	0.3 mi	2 min	
6	On-Street Confirmation	N/A	N/A	N/A	N/A	3
7	On-Street Directional	↑	Historic District	0.8 mi	5 min	3
		↑	Columbia View Park	1.0 mi	6 min	
		←	Transit Center	0.9 mi	6 min	
		←	Middle School	0.4 mi	3 min	
8	On-Street Confirmation	N/A	N/A	N/A	N/A	3
9	Vehicular Directional	↑	Historic District	0.6 mi	3 min	4
		↑	Riverfront Dist	0.7 mi	4 min	
		↑	Courthouse Plaza	0.9 mi	6 min	
10	On-Street Directional	→	Transit Center	0.3 mi	2 min	4
		→	Middle School	0.8 mi	5 min	
11	On-Street Confirmation	N/A	N/A	N/A	N/A	4
12	On-Street Directional	←	McCormick Park	0.4 mi	3 min	4
		←	Library	0.4 mi	3 min	
		←	Veteran's Memorial	0.6 mi	3 min	
13	On-Street Confirmation	N/A	N/A	N/A	N/A	5
14	On-Street Confirmation	N/A	N/A	N/A	N/A	5
15	Vehicular Directional	↑	Riverfront Dist	0.4 mi	3 min	5
		↑	Historic District	0.3 mi	2 min	
		↑	Courthouse Plaza	0.6 mi	3 min	
16	On-Street Directional	↑	Houlton Business District	0.4 mi	3 min	5
		↑	McCormick Park	1.0 mi	6 min	
		→	6th Street Park or Botanical Gardens	0.7 mi	4 min	
17	On-Street Directional	↑	Riverfront District	0.2 mi	1 min	6
		←	Godfrey Park	0.1 mi	1 min	
		→	Nob Hill Park	0.6 mi	3 min	
18	On-Street Directional	↑	Houlton Business District	0.5 mi	3 min	6
		↑	McCormick Park	1.0 mi	6 min	
		←	Nob Hill Park	0.5 mi	3 min	
19	On-Street Turn		N/A	N/A	N/A	6
20	On-Street Directional	↑	Riverfront District	0.1 mi	1 min	6
		↑	Columbia View Park	.25 mi	1 min	
		↑	Grey Cliffs Park	0.5 mi	3 min	
21	On-Street Directional	←	Riverfront Dist	.05 mi	1 min	7
		←	Historic Dist	.05 mi	1 min	
		←	Columbia View Park	0.3 mi	2 min	
22	On-Street Directional	←	Nob Hill Park	0.2 mi	1 min	7
		→	Godfrey Park	0.4 mi	3 min	
23	On-Street Turn		N/A	N/A	N/A	7
24	On-Street Directional Sign	←	Grey Cliffs Park	0.3 mi	3 min	7
		←	Boat Launch	0.2 mi	1 min	
		→	Courthouse Plaza	0.1 mi	1 min	
		↗	City Hall	0.1 mi	1 min	
		↗	Columbia View Park	0.1 mi	1 min	
25	Kiosk	N/A	N/A	N/A	N/A	8
26	Kiosk	N/A	N/A	N/A	N/A	8
27	Vehicular Directional	→	Historic District	0.1 mi	1 min	8
		→	Riverfront District	0.1 mi	1 min	
		→	Columbia View Park	.25 mi	1 min	
28	On-Street Directional Sign	←	Grey Cliffs Park	0.1 mi	1 min	8
		←	Boat Launch	.05 mi	1 min	
		→	Courthouse Plaza	.25 mi	1 min	
		→	Columbia View Park	0.3 mi	1 min	

# OVERVIEW MAP



# SIGN REFERENCE



Sign Type	Design Intent Detail (Sheet #)
Map Kiosk	Sheet 4-7
Trailhead Kiosk	Sheet 4-7
Off-Street Directional Kiosk	Sheet 4-7
Off-Street Mile Marker	Sheet 8
Vehicular Directional Sign	Sheet 10-11
On-Street Directional Sign	Sheet 12
On-Street Confirmation Sign	Sheet 13-14
On-Street Turn Sign	Sheet 13-14
Gateway Sign	Sheet 16-17
Highway Identity Sign	Sheet 18-19
Off-Street Pavement Marking	Sheet 9
On-Street Pavement Marking	Sheet 15



## St. Helens Wayfinding

Jenny Dimsho  
St. Helens, OR

CLIENT

St. Helens Wayfinding Master Plan  
St. Helens, OR

PROJECT

SEPTEMBER 2017

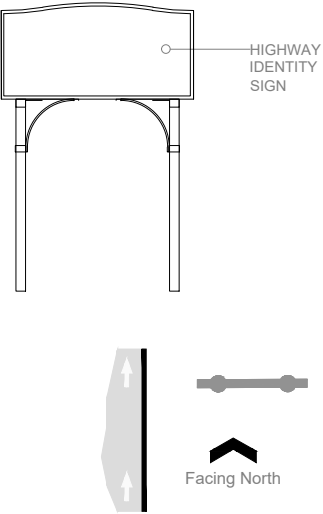
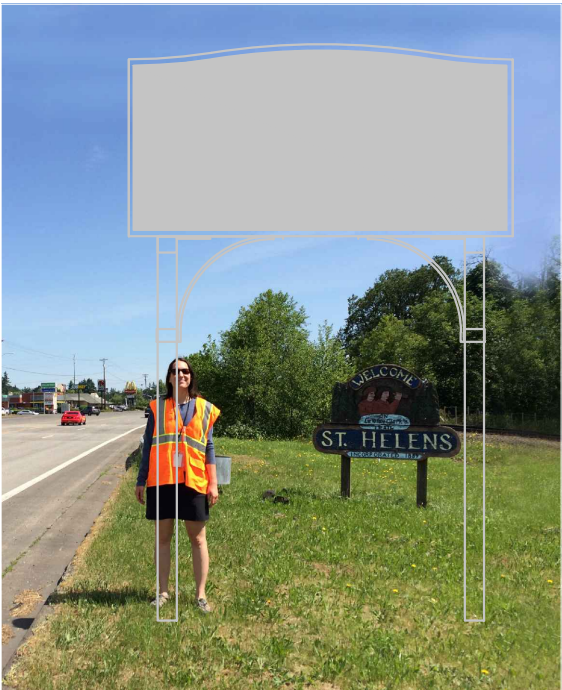
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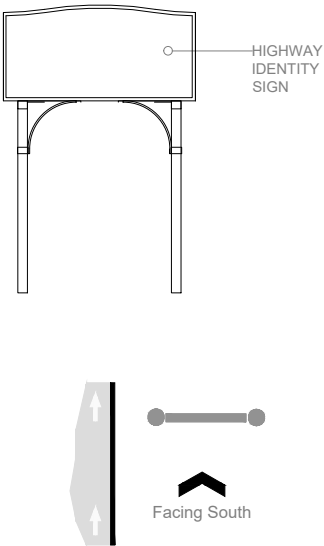
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1

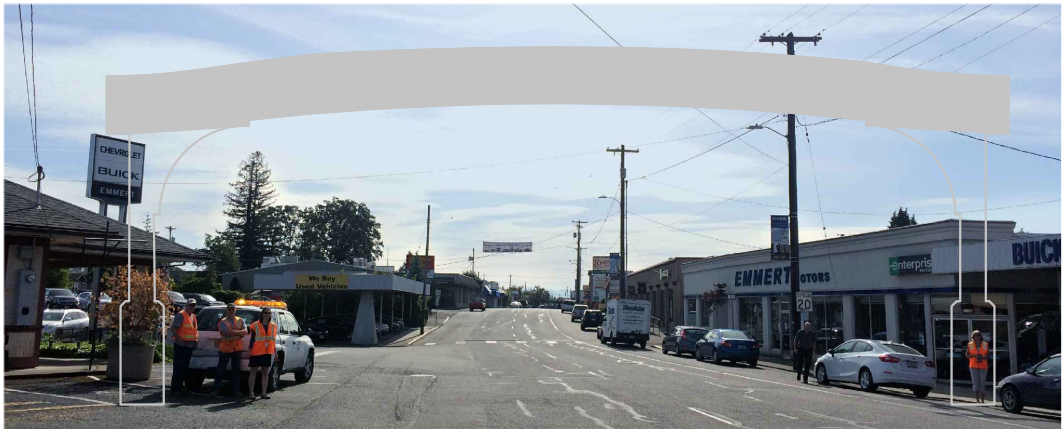
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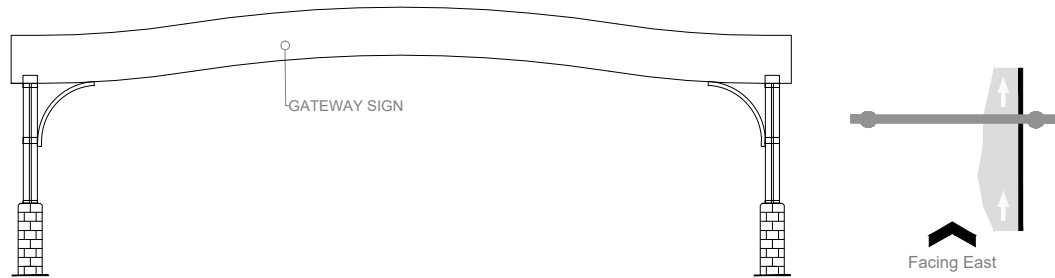
1 HWY 30 SOUTH OF FIRLOCK BLVD  
NTS



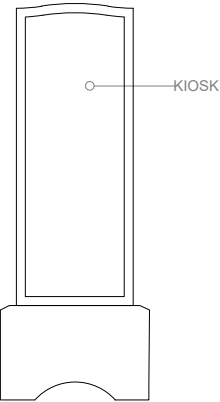
2 HWY 30 SOUTH OF LIBERTY HILL RD  
NTS



NOTE: POTENTIAL LOCATION. FINAL LOCATION TO BE DETERMINED AFTER FURTHER STUDY.



3 COLUMBIA BLVD AT MILTON WAY  
NTS



4 COLUMBIA BLVD AT MILTON WAY  
NTS



Alta Planning + Design  
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Portland, OR 97214  
ph: 503-230-9862



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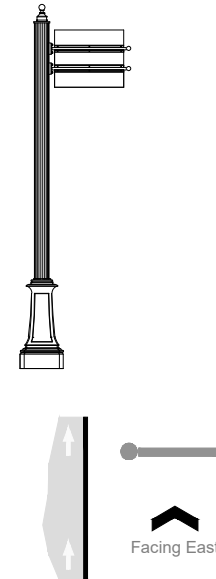
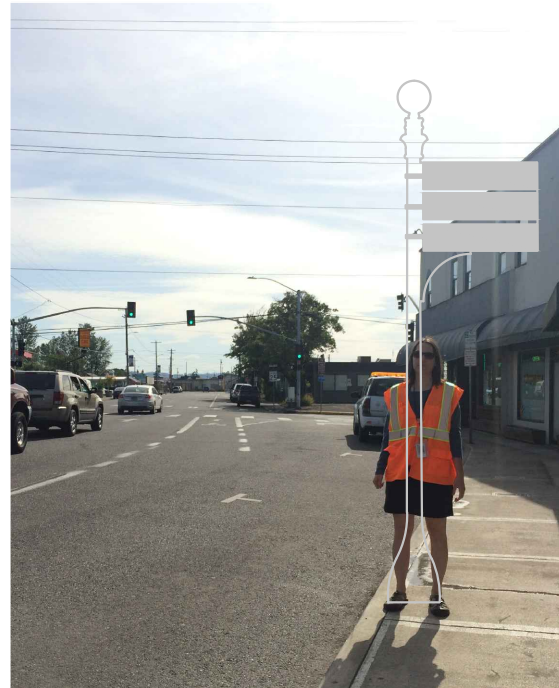
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SEPTEMBER 2017

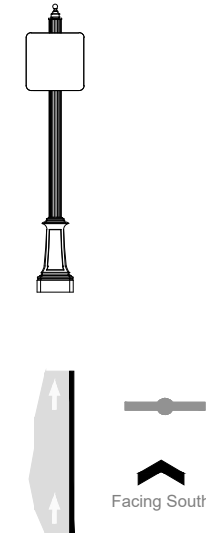
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Sign Placement

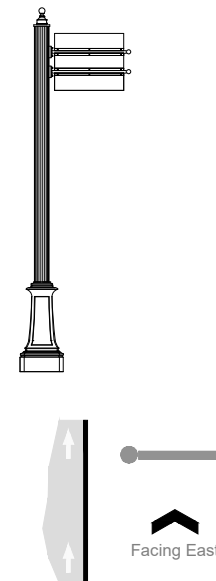
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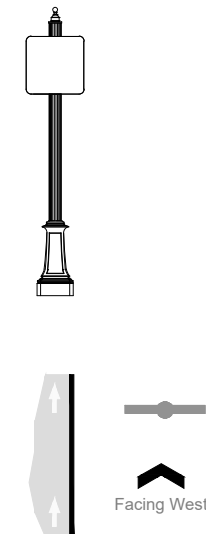
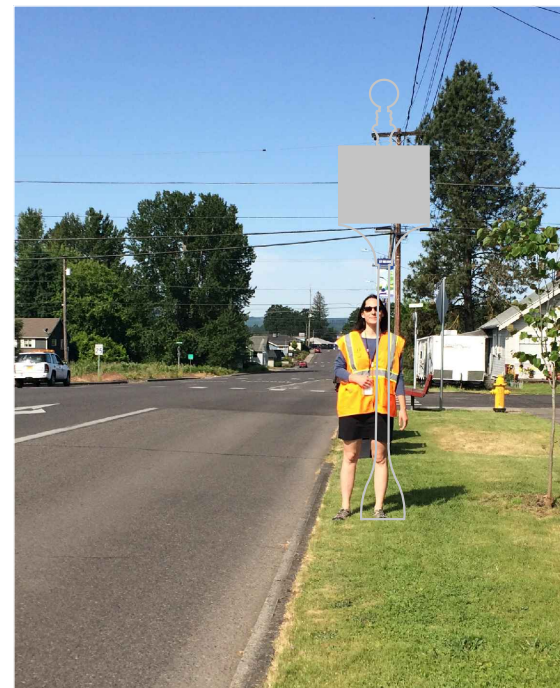
5 COLUMBIA BLVD WEST OF S 18TH STREET  
NTS



6 S 18TH STREET SOUTH OF COLUMBIA BLVD  
NTS



7 COLUMBIA BLVD WEST OF S 15TH STREET  
NTS



8 ST HELENS STREET WEST OF N 13TH STREET  
NTS



## St. Helens Wayfinding

Jenny Dimsho  
St. Helens, OR

CLIENT

St. Helens Wayfinding Master Plan  
St. Helens, OR

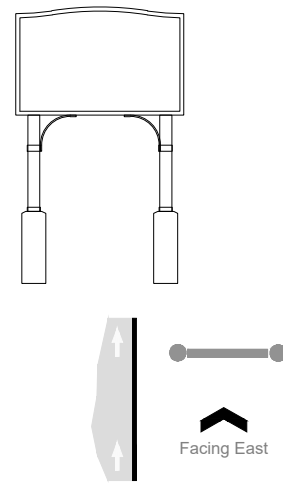
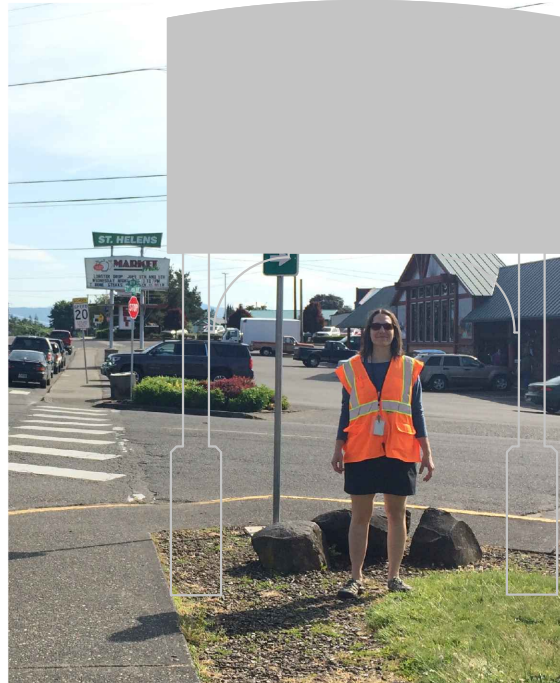
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SEPTEMBER 2017

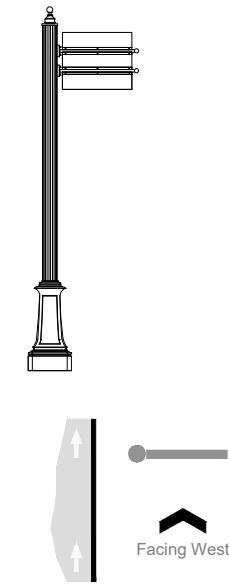
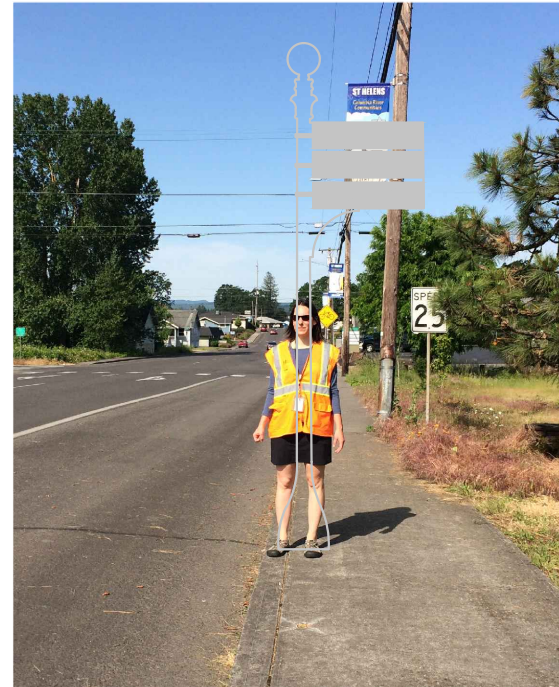
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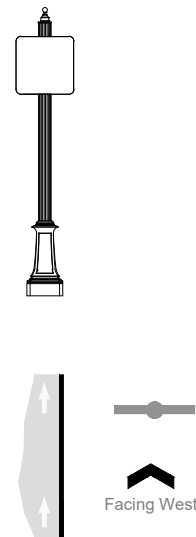
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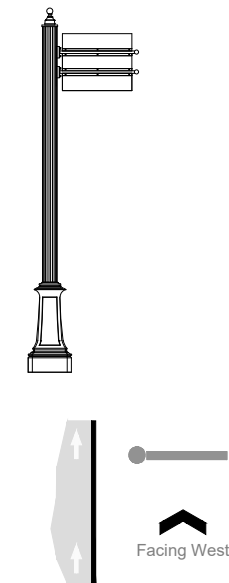
9 COLUMBIA BLVD WEST OF S 12TH STREET  
NTS



10 ST HELENS STREET WEST OF N 14TH STREET  
NTS



11 ST HELENS STREET WEST OF N 15TH STREET  
NTS



12 ST HELENS ST WEST OF N 17TH STREET  
NTS



## St. Helens Wayfinding

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St. Helens, OR

CLIENT

St. Helens Wayfinding Master Plan  
St. Helens, OR

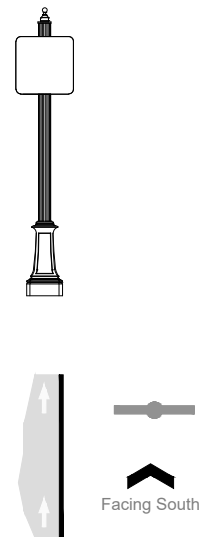
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SEPTEMBER 2017

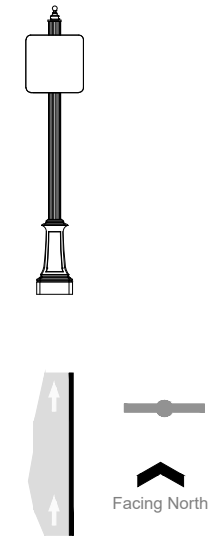
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Sign Placement

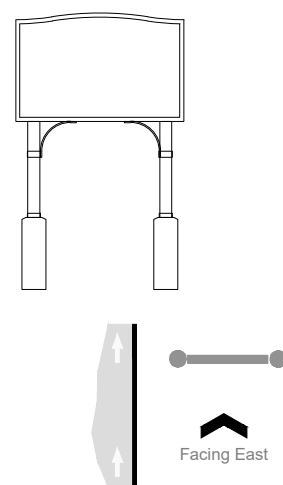
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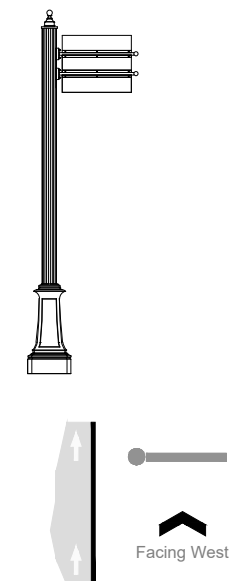
13 N 18TH STREET SOUTH OF ST HELENS STREET  
NTS



14 COLUMBIA BLVD AT S 9TH STREET  
NTS



15 COLUMBIA BLVD WEST OF S 7TH STREET  
NTS



16 COLUMBIA BLVD WEST OF N 5TH STREET  
NTS



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St. Helens, OR

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St. Helens, OR

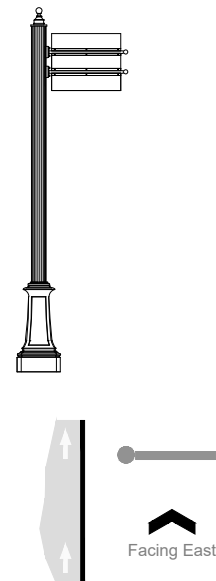
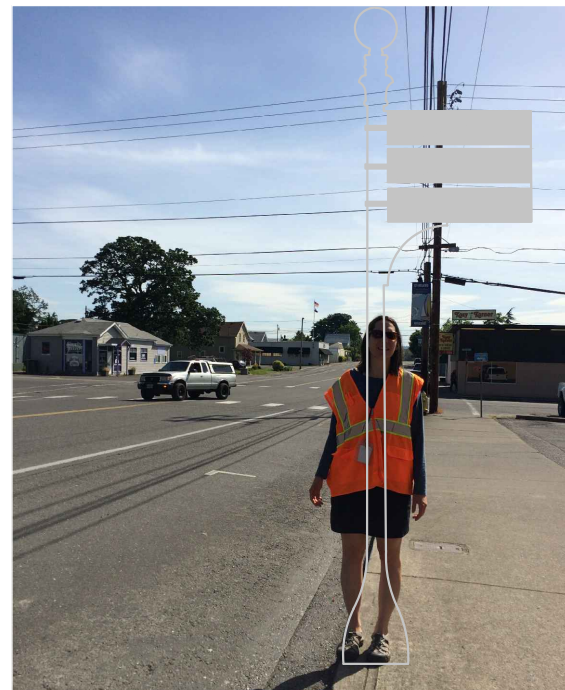
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SEPTEMBER 2017

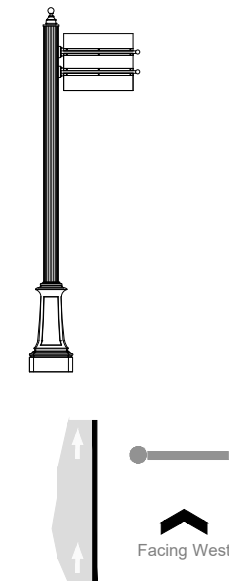
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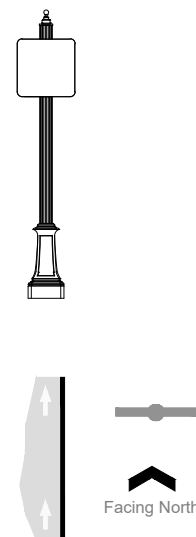
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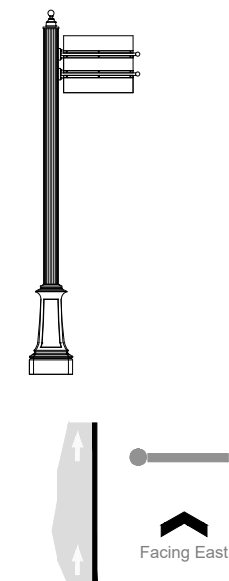
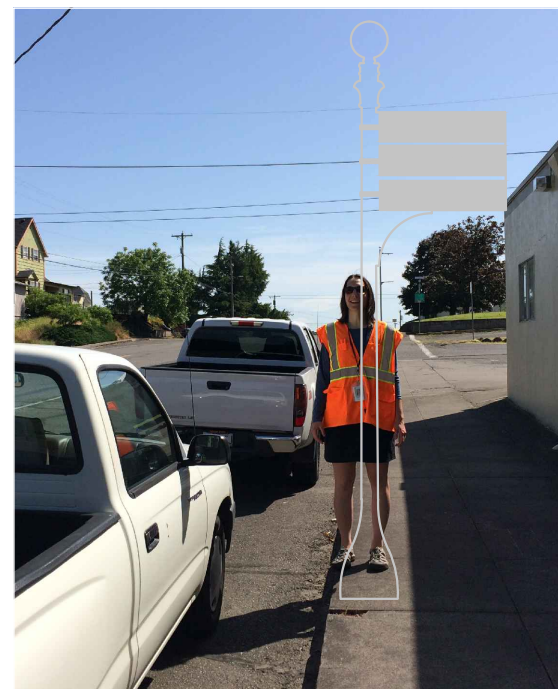
17 COLUMBIA BLVD WEST OF N 4TH ST  
NTS



18 COLUMBIA BLVD WEST OF N 3RD STREET  
NTS



19 S 3RD STREET SOUTH OF COLUMBIA BLVD  
NTS



20 ST HELENS STREET WEST OF S 3RD STREET  
NTS



## St. Helens Wayfinding

Jenny Dimsho  
St. Helens, OR

CLIENT

St. Helens Wayfinding Master Plan  
St. Helens, OR

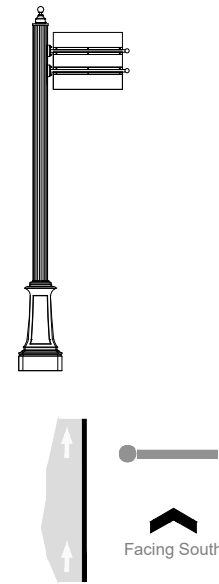
PROJECT

SEPTEMBER 2017

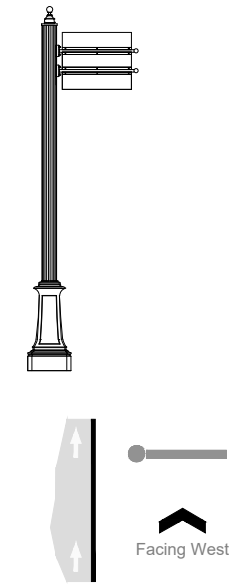
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Sign Placement

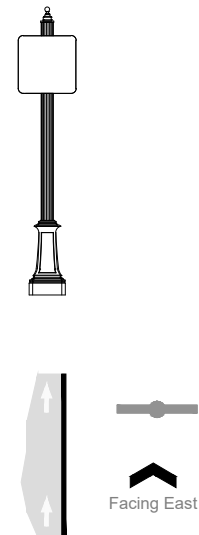
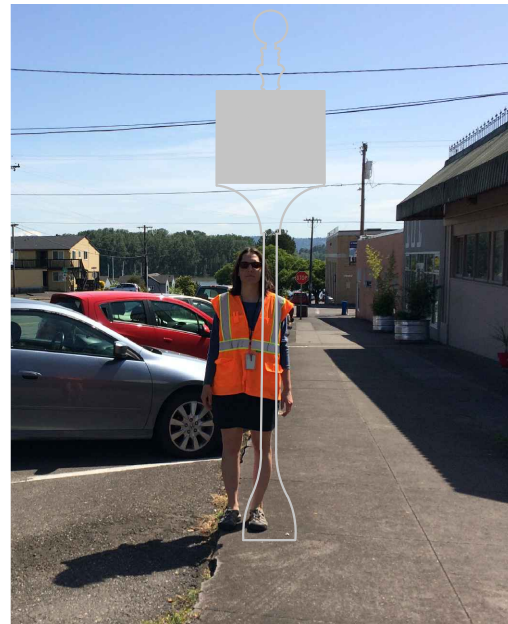
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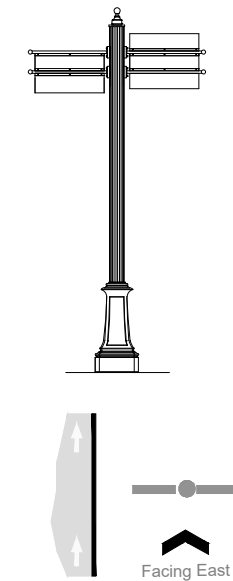
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NTS



22 ST HELENS STREET WEST OF S 3RD STREET  
NTS



23 ST HELENS STREET WEST OF S 1ST STREET  
NTS



24 S 1ST STREET SOUTH OF ST HELENS STREET  
NTS



## St. Helens Wayfinding

Jenny Dimsho  
St. Helens, OR

CLIENT

St. Helens Wayfinding Master Plan  
St. Helens, OR

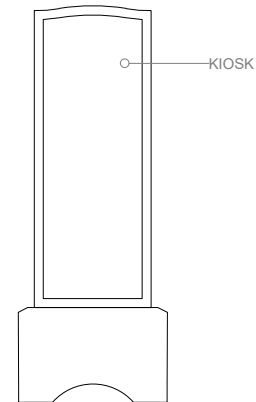
PROJECT

SEPTEMBER 2017

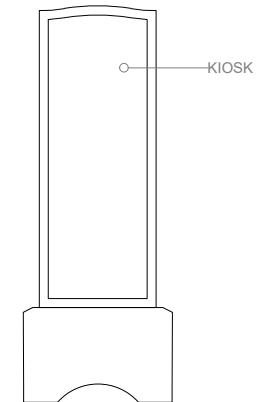
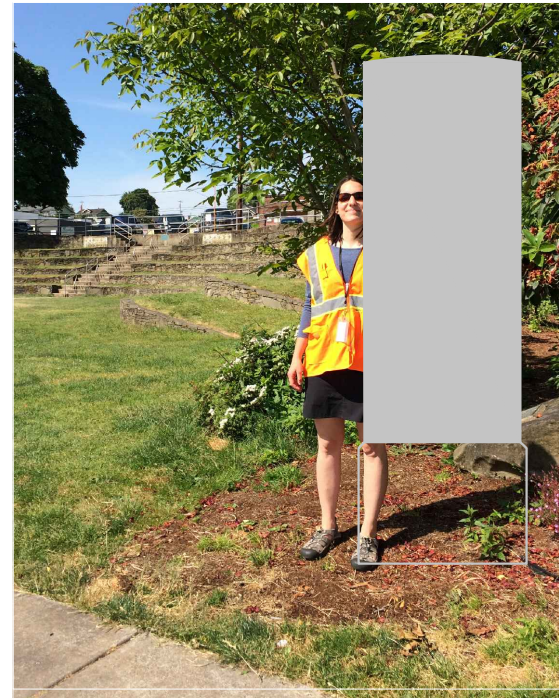
DOCUMENT ISSUE

Sign Placement

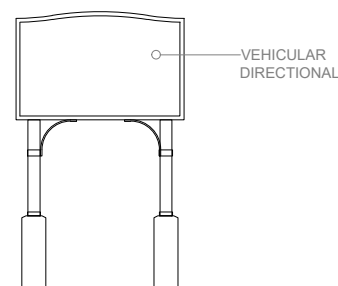
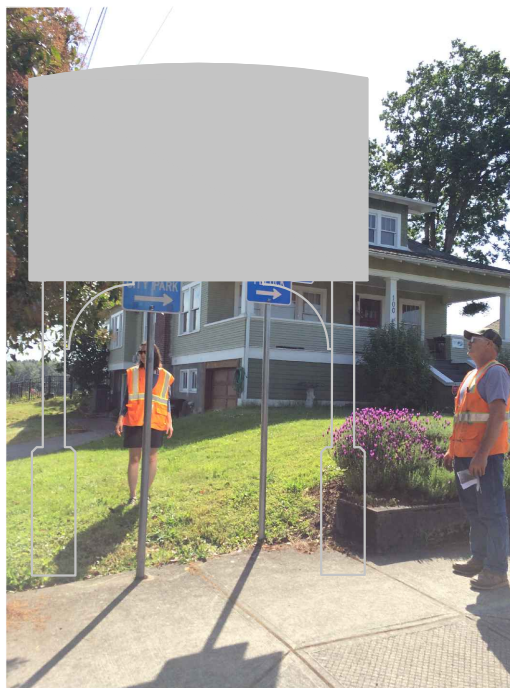
SHEET TITLE



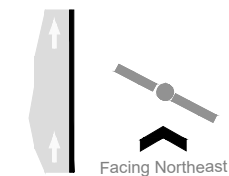
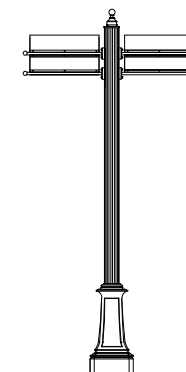
25 S 1ST STREET AT PLAZA SQUARE  
NTS



26 COLUMBIA VIEW PARK  
NTS



27 COLUMBIA BLVD EAST OF S 1ST STREET  
NTS



28 RIVER STREET SOUTH OF BOAT LAUNCH  
NTS



## St. Helens Wayfinding

Jenny Dimsho  
St. Helens, OR

CLIENT

St. Helens Wayfinding Master Plan  
St. Helens, OR

PROJECT

SEPTEMBER 2017

DOCUMENT ISSUE

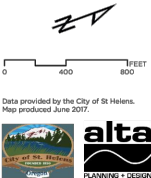
Sign Placement

SHEET TITLE

# HIGHWAY 30 EXISTING SIGNS

## SIGNS ALONG HIGHWAY 30

### ST. HELENS WAYFINDING



### NOTE:

ALL NEW SIGNS SHALL HAVE TEXT HEIGHT AT A SCALE VISIBLE AT 50 MPH OR THE 85TH PERCENTILE OF AVERAGE TRAFFIC SPEED, WHICH EVER IS GREATER.

# DEMO & RELOCATION SCHEDULE

Number	Description	Type	Disposition	Responsible ODOT department	Details	Other
1	Railroad Intersection Ahead	Regulatory	To remain			outside city limits
2	Speed 45	Regulatory	To remain			outside city limits
3	Begin Right Turn Lane - Yield to Bikes	Regulatory	To remain			outside city limits
4	Right Lane Must Turn Right	Regulatory	To remain			outside city limits
5	US 30 Astoria/Portland Directional		To remain			outside city limits
6	Speed 45	Regulatory	To remain		needs cleaning	outside city limits
7	St. Helens Church of Christ		To be removed			outside city limits
8	Speed 40		To remain			outside city limits
9	State Offices DMV Right Lane	Regulatory	To be replaced		Replace with directional sign include "DMV" only	outside city limits
10	Rainier/Scappoose Mileage Sign (Pittsburg Rd.)		To be removed			outside city limits
11	Entering St. Helens		To be replaced		Replace with new Highway Identity sign	
12	Railroad Intersection Ahead	Regulatory	To remain			outside city limits
13	State Offices DMV Directional	Regulatory	To be removed			outside city limits
14	Speed 35	Regulatory	To remain		Suggest adding speed feedback sign	
15	Speed 40	Regulatory	To remain			
16	Leftward Turn Prohibited	Regulatory	To remain			
17	Oregon Visitors Information - Chamber of Commerce Next Left		To be removed		Replaced by directional sign 19	
18	Scappoose/Portland Mileage & Rainier/Astoria Mileage		To remain			
19	Courthouse City Park Next Left / Anchor Symbol		To be replaced		Consolidate signs 17, 19, 20, 22, 23. Selected destinations (Whitson Bus Dist. left, Chamber of Commerce, left, Riverfront Dist, left) are for Columbia Blvd at location 19 and remove all others.	
20	CC Rider		To remain			
21	Right Lane Must Turn Right	Regulatory	To remain			
22	Ind. Area / City Center / Co. City Bldgs. & Post Office & Library/Columbia Center		To be removed		Replaced by directional sign 19	
23	Columbia Center Arrow & Columbia County Fairgrounds / Vernonia / Mist Mileage		To be removed		Replaced by directional sign 19	
24	City Center / Portland/Scappoose/Rainier/Astoria Mileage		To be replaced		Replace with directional sign "Riverfront Dist" straight, "Dalton Lake" or "Botanical Gardens" left, "Scappoose Bay" right.	
25	Columbia Center & City Center/Co. City Bldgs.		To be replaced		Locate sign farther south, before right turn lane begins. Destinations are library, right, courthouse plaza, right, city hall, right.	
26	No Parking	Regulatory	To remain			
27	No Parking	Regulatory	To remain			
28	Milton Creek/Scappoose Bay Watershed		To remain			
29	No Parking	Regulatory	To remain			
30	No Parking	Regulatory	To remain			
31	Speed 35	Regulatory	To remain			
32	No Parking	Regulatory	To remain			
33	Lodging Right 1/4 Mile (East Western)		To remain		Is this still active/can it be removed?	
34	No Parking & Speed 35	Regulatory	To remain			
35	No Parking	Regulatory	To remain			
36	Begin Right Turn Lane - Yield to Bikes	Regulatory	To remain			
37	Right Lane Must Turn Right	Regulatory	To remain			
38	No Parking	Regulatory	To remain			
39	Sheriff / Jail / State Police Next Left		To be replaced		Replace with directional sign "Sheriff's Office" left, "State Police" left	
41	US 30		To be removed		duplicate	
40	Rainier/Scappoose Mileage / US 30		To remain			
42	CC Rider		To remain			
43	Begin Right Turn Lane - Yield to Bikes	Regulatory	To remain			
44	Right Lane Must Turn Right	Regulatory	To remain			
45	Gable Road / Industrial Area / N.G. Armory / SR. High School / Co. Fairgrounds Mileage		To be removed		Replace with new sign at sign location 42 "McCormick Park" left, "Armory" left, "High School" right.	
46	Gable Road SR. High School / Co Fairgrounds / Ind. Area / NG Armory / Co - City Bldgs Mileage		To be replaced		Replace with new directional sign located south of beginning of right turn lane left, "High School" left, "Armory" right	
47	US 30 & Astoria/Portland Arrow		To remain			
48	No Parking	Regulatory	To remain			
49	No Parking	Regulatory	To remain			
50	High School Athletic Field		To remain			
51	Speed 45	Regulatory	To remain			outside city limits
52	Center Lane Turn Only	Regulatory	To be replaced		or cleaned	outside city limits
53	Railroad Intersection Millard Rd.	Regulatory	To remain			outside city limits
55	Begin Right Turn Lane - Yield to Bikes	Regulatory	To remain			outside city limits
54	State Police Arrow		To remain			outside city limits
56	Right Lane Must Turn Right	Regulatory	To remain			outside city limits
57	Scappoose & St. Helens Arrows / US 30		To remain			outside city limits
58	Millard Road / Grange Hall Arrow		To remain			outside city limits
59	Speed 45	Regulatory	To remain			outside city limits
60	St. Helens/Scappoose Arrow & US 30		To remain			outside city limits
61	Center Lane Turn Only	Regulatory	To remain			outside city limits
62	Begin Right Turn Lane - Yield to Bikes	Regulatory	To remain			outside city limits
63	State Police Arrow		To remain			outside city limits
64	Millard Rd. & Grange Hall Arrow		To remain			outside city limits
65	Speed 45	Regulatory	To remain			outside city limits
66	Center Lane Turn Only	Regulatory	To remain			outside city limits
67	Adopt a Landscape Program: The Saint Helens Church of Christ		To remain		Is this still active/can it be removed?	outside city limits
68	Next Right: Camping/Food		To remain		Is this still active/can it be removed?	outside city limits
69	Speed 35	Regulatory	To remain		Suggest adding speed feedback sign	outside city limits
70	Welcome St. Helens		To be relocated		Relocated (Location TBD) Replace with new Highway Identity sign	outside city limits
71	Mohuly Creek Scappoose Bay Watershed		To remain			
74	Entering St. Helens/Lewis & Clark Trail		To remain			
73	Sheriff/Jail/State Police Next Right		To be replaced		Replace with directional sign "Transit Center" forward, "Sheriff's Office" right, "State Police" right	
75	Gable Road Signal Ahead	Regulatory	To remain			
72	CC Rider Arrow		To remain			
76	Begin Right Turn - Yield to Bikes	Regulatory	To remain			
77	Right Lane Must Turn Right	Regulatory	To remain			
79	Lodging Left 1/4 Mile		To remain		Is this still active/can it be removed?	
78	Speed 35 No Parking	Regulatory	To remain			
80	Welcome to St. Helens/National Community Achievement Winner 1998		To be relocated		Relocated (Location TBD)	
81	Vernonia/Mist Mileage Arrow		To remain		240 south	
82	Lodging Arrow		To remain		Is this still active/can it be removed?	
83	Center Lane Turn Only	Regulatory	To remain			
84	Right 1/4 Mile Natl. Downtown Historic District/Riverfront District/Columbia View Amphitheater		To be removed		Replaced by directional sign 86	
85	Speed 35	Regulatory	To remain			
86	Oregon Visitors Information: Chamber of Commerce Rt. at Signal		To be removed			
87	Milton Creek Scappoose Bay Watershed		To remain			
88	Signal Ahead	Regulatory	To remain			
89	Right Turn Begins - Yield to Bikes	Regulatory	To remain			
90	Courthouse City Park / Marina Anchor Next Right		To be replaced		Replace with directional sign "Historic Dist" right, "Riverfront Dist" right, and "Post Office" right.	
91	CC Rider Arrow		To remain			
92	No Parking	Regulatory	To remain			
93	Right Natl. Downtown Historic District/Riverfront District/Columbia View Amphitheater Mileage		To be removed		Replaced by directional sign 90	
94	Right Lane Must Turn Right	Regulatory	To remain			
95	Columbia Blvd. / Post Office Arrow / Library Columbia Learning Center Arrow		To be removed		Replaced by directional sign 90	
96	No Right Hand Turn / No Parking	Regulatory	To remain			
97	Center Lane Turn Only	Regulatory	To remain			
98	State Offices / DMV Left Lane		To be removed		Replaced by directional sign 102	
99	Railroad Intersection Ahead	Regulatory	To remain		trim back landscape	
100	Speed 40	Regulatory	To remain		trim back landscape	
101	Begin Right Turn - Yield to Bikes	Regulatory	To remain			
102	CC Rider Arrow		To be replaced		Replace with directional sign DMV "left", Transit Center "right", Middle School "right"	
103	Middle School Arrow		To be removed		Replaced by directional sign 102	
104	Right Lane Must Turn Right	Regulatory	To remain			
105	State Offices DMV Arrow		To be removed		Replaced by directional sign 102	
106	Pittsburg Rd / Yankton Arrow		To remain			
107	Speed 45	Regulatory	To remain			
108	Intersection Ahead	Regulatory	To be replaced		Is this obvious, do we really need a sign?	
109	Adopt-A-Highway Program - First Christian Church		To remain		Is this still active/can it be removed?	
110	Railroad Intersection Ahead	Regulatory	To remain			
111	Right Lane Must Turn Right	Regulatory	To remain			
112	Speed 50	Regulatory	To be replaced		letters peeling off	
113	Police Chief Ralph Painter Memorial Highway		To remain			

Jennifer Dimsho

St.Helens, OR

CLIENT

St. Helens Wayfinding Master Plan

St. Helens, OR

PROJECT

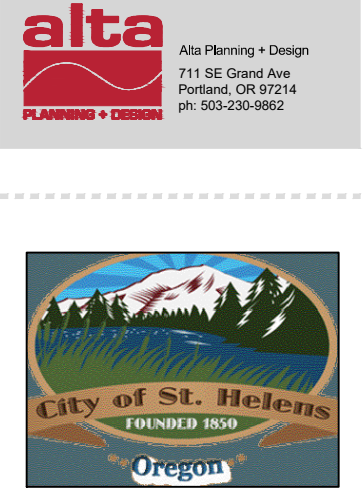
SEPTEMBER 2017

DOCUMENT ISSUE

HWY 30 Sign Demo & Relocation Schedule

9 SHEET TITLE

SHEET NUMBER



## St. Helens Wayfinding

# Memorandum

To: City Council

From: Kathy Payne, City Recorder

Date: September 20, 2017

Subject: Fees Waiver Request from Shoestring Community Players

Attached is a letter we received from the Shoestring Community Players requesting the waiver of fees related to the Special Use Permit for *Scarecrows: Tales in the Dark* at McCormick Park. The total approximated SUP fees to be waived equals \$700.00, as shown below:

Fee Type	Days	Fee Amount	Total
Park Reservation	6	\$50.00	\$300.00
Public Assembly		\$50.00	\$50.00
Engage in Commercial Activity		\$50.00	\$50.00
Amplify Sound		\$50.00	\$50.00
Use during hours of closure		\$50.00	\$50.00
Use of special use area		\$50.00	\$50.00
Use of electrical connections	6	\$25.00	\$150.00
<b>Total SUP Fees Requesting to be Waived</b>			<b>\$700.00</b>



**ShoeString Community Players**  
**PO BOX 481**  
**St. Helens, OR 97051**  
**(503) 366-4406**

August 30, 2017

City of St. Helens  
City Council

Dear Mayor and City Council,

We would like to thank you again for letting us help with the **Spirit of Halloweentown** event during the upcoming month of October. ShoeString Community Players is planning on returning this year with the "Scarecrows: Tales in the dark" in McCormick Park, to continue to provide a variety of entertainment. SSCP would like to have the assessed city fees associated with performing and presenting the "Scarecrow: Tales in the Dark" in McCormick Park, and the operation of the ticket booth in the Rose Garden with concessions to be waived.

SSCP will be scheduling rehearsals during the month of October on 23, 24, 25 & 26 with the following advertised performance dates of, October 27 and 28. On behalf of the ShoeString Community Players, I thank you for your continued support of the arts and the preservation of our town history.

Sincerely

A handwritten signature in black ink, appearing to read "Shannon Vaerewyck". The signature is stylized with a large, sweeping 'S' and a long, horizontal stroke at the end.

Shannon Vaerewyck  
President  
ShoeString Community Players

Internal Revenue Service  
District Director

Department of the Treasury

P.O. Box 2508  
Cincinnati, OH 45201

Date: 10:00 1987

Person to Contact:

D. Downing

Telephone Number:

513-241-5199

Fax Number

513-684-5936

Federal Identification Number:

93-0837691

Shoe String Community Players  
P.O. Box 481  
St. Helens, OR 97051

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in December 1983 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

-2-

Shoe String Community Players  
93-0837691

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

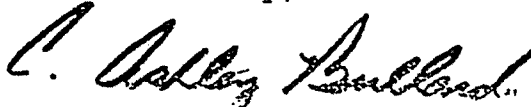
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in dark ink, appearing to read "C. Ashley Bullard". The signature is fluid and cursive, with the first name "C." and last name "Bullard" clearly legible.

C. Ashley Bullard  
District Director

# Memorandum

To: City Council

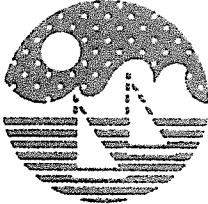
From: Kathy Payne, City Recorder

Date: September 20, 2017

Subject: Fees Waiver Request from Chamber of Commerce

Attached is a letter we received from the South Columbia County Chamber of Commerce requesting the waiver of fees related to the Special Use Permit for the *Spirit of Halloweentown Parade*. The total approximated SUP fees to be waived equals \$50.00, as shown below:

Fee Type	Days	Fee Amount	Total
Public Assembly		\$25.00	\$25.00
Parade		\$25.00	\$25.00
<b>Total SUP Fees Requesting to be Waived</b>			<b>\$50.00</b>



**South Columbia County Chamber of Commerce**

2194 Columbia Blvd. St. Helens, OR 97051

Phone: 503-397-0685 Fax: 503-397-7196

Website: [www.sccchamber.org](http://www.sccchamber.org)

7-19-17

To whom it may concern:

Please consider waiving the fees for an the Oct 1 2017 event hosted by the South Columbia County Chamber of Commerce is a 501©6.

We are hosting this event as a fundraiser.

Thank you in advance.

*Gretchen M Williams*

South Columbia County Chamber of Commerce

2194 Columbia Blvd.

St. Helens, OR 97051

# Memorandum

To: City Council

From: Kathy Payne, City Recorder

Date: September 20, 2017

Subject: Fees Waiver Request from Columbia County Rotary

Attached is an email we received from Columbia County Rotary requesting the waiver of fees related to the Special Use Permit for the *Monster Dash*. The total approximated SUP fees to be waived equals \$180.00, as shown below:

Fee Type	Days	Fee Amount	Total
Park Reservation	1	\$30.00	\$30.00
Public Assembly		\$50.00	\$50.00
Parade/Run/Walk		\$50.00	\$50.00
Amplify Sound		\$50.00	\$50.00
<b>Total SUP Fees Requesting to be Waived</b>			<b>\$180.00</b>

## Heidi Davis

---


**From:** Terry Moss  
**Sent:** Tuesday, September 12, 2017 8:50 AM  
**To:** Heidi Davis  
**Subject:** Monster Dash 2017

The Columbia County Rotary is hosting the fourth annual Monster Dash this coming October 14, 2017. Monster Dash is a 5k and 10k running event benefiting local veterans. The event is being held in conjunction with other Halloweentown events and is being advertised as a Halloweentown function. As the Columbia County Rotary Club is a non-profit organization and the funds generated from this event are donated to local charities, we respectfully ask that the permit fees for this event be waived.

Sincerely,

Terry Moss  
Columbia County Rotary Club  
Past-President

# 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>	20 September 2017	
<b>Subject:</b>	August Status Summary	

## Engineering

1. Reviewed and evaluated consultant proposals for the Gable Road Improvement Project.
2. Reviewed and approved plans for a waterline extension on Gable Road near OPR.
3. Started work on a paving and overlay project on multiple streets around the city.
4. Reviewed and issued a grading permit for a new subdivision near N. Vernonia and Pittsburg Road.
5. See complete report.

## Parks

1. Repaired sprinklers and removed brush from the Highway 30 landscape strip.
2. Cleaned graffiti from waterfront property.
3. Trimmed trees and sprayed the flower beds around the Columbia Center.
4. Repaired concession stand, equipment shed, and bleachers at McCormick Park.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 13 standard water meters with new radio read meters.
2. Applied environmentally friendly dust palliative to gravel streets.
3. Installed new storm drain extensions at N. 4<sup>th</sup> & Lemont and N. 5<sup>th</sup> & Lemont Streets.
4. Assisted Roger with a bunch of stuff – from installing TP holders to boarding up nuisance houses.
5. Serviced and/or made repairs on 42 vehicles and/or equipment and transported art sculptures.
6. Responded to five after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 64.4 million gallons of filtered drinking water, an average of 2.08 million gal/day.
2. Started integrating upgrades to HMI system.
3. Performed annual backflow testing.
4. See complete report.

## Waste Water Treatment Plant

1. Replaced aerator 15.
2. Cleaned headworks on Channel #2, and north & south contact tanks.
3. Installed new Mission system to monitor activities at the Plant.
4. Responded to pump malfunction at Pump Station #9.
5. See complete report.



## Engineering Department Status Report

11 September 2017



### **WATER PROJECTS**

#### *S. 8<sup>th</sup> Street Watermain Extension*

Reviewed and approved plans for a short watermain extension on S. 8<sup>th</sup> Street to serve a new duplex to be constructed. A pre-construction meeting was held with the project engineer, contractor, and developer. Work is expected to begin in September.

### **DEVELOPMENT PROJECTS**

#### *Gable Road Watermain Extension*

Completed review of plans and held a preconstruction meeting for a project to extend an 8-inch watermain from the Old Portland Road/Gable Road intersection approximately 550 feet to a new development site on Gable Road. The property owner will be applying for annexation to qualify for receiving City utility services.

#### *First Street Improvements*

Plans were reviewed for frontage improvements for a lot on the corner of First Street and Kavanaugh Street, directly behind Les Schwab, including water and storm drain extensions and street and sidewalk 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*

The grade and fill permit was reviewed and issued for 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. The Developer is anticipating submitting infrastructure plans for the subdivision in early September.

#### *Elk Ridge Estates Phase VI*

Not much work has progressed on the installation of the booster pump station for Phase 6 of the subdivision. This is to be expected, having worked with the Developer's contractor in the past.

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

Construction is underway again on the 5 new RV spots located at the corner of N. River Street and Wyeth Street. The Developer will be re-grading a portion of the Wyeth right-of-way and is working on relocating a water line.

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

#### *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 has been completed. A walk-thru was conducted with the Contractor and the work was completed to the satisfaction of the Engineering and Public Works staff. The project involved repair, replacement, and/or rehabilitation of approximately 900 feet of sanitary sewer pipe, mainly located on the South Trunk sewer main.

### **STREET AND TRANSPORTATION PROJECTS**

#### 2017 HMAC Paving and Overlay Project

TFT Construction is well underway on this project. The Public Works Inspector has been with the Contractor throughout the project and work is proceeding without any major issues. 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 take approximately 2 to 3 weeks to complete everything on the schedule.

#### 2017 Annual Street Striping Project

This project is now complete.

#### LED Street Light Upgrade Project

The fixtures that were ordered have arrived and the Contractor is working on scheduling installation.

#### Gable Road Improvement Project

After review by City and County staff, a consulting firm was selected for the Gable Road Improvement project. The County will now work on finalizing the Scope of Work and fees but we hope to have the team under contract by October. 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 draft report was received and several comments were provided back to the consultant to revise.

### **MISCELLANEOUS PROJECTS**

#### Right-of-Way and Construction Permits

There were three Right-of-Way/Construction permits issued in August 2017 – A new Comcast service; a new NW Natural service; and a temporary partial sidewalk closure for building painting and maintenance scaffolding.



## Parks Department for August 2017



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

Organized the parks shop and the tools

Top dressed the softball fields at McCormick Park

Watered the street trees

Repaired a banner at 7<sup>th</sup> and Columbia

Took Waste Water personnel out into the river to take samples

Top dressed Columbia View Park

Planted new street trees

Repaired sprinklers on the Highway strip at the Chamber of Commerce

Washed off and treated the moss on the concession stand at McCormick Park

Repaired the sprinklers at OPR and 18<sup>th</sup>

Trimmed trees at the library

Cut up and removed a downed tree at Heinie Heumann Park

Repaired and painted picnic tables

Repaired the sprinklers at OPR and 18<sup>th</sup>

Painted over graffiti on the waterfront property

Removed trees at Grey Cliffs Park

Repaired ramp to the equipment shed at McCormick Park

Repaired sprinklers McCormick Park

Repaired and repainted the bleachers at McCormick Park

Placed new rules signs at the City docks

Removed brush from the Highway 30 landscape strip

Cleared a lot on S 3<sup>rd</sup>

Mowed the trail at Dalton Lake until the mower broke

Repainted benches at Grey Cliffs Park and McCormick Park

Sprayed the flower beds at the Library

Sprinkler repair at Campbell Park

## **Public Works Work Report**

### **July 2017**

#### **Water Dept:**

Installed 13 radio read meters  
Read heavy users  
Read meters  
Turned off and on 24 delinquents  
Poured concrete at reservoir  
Helped Roger install new toilet paper holders in the parks restrooms  
Repaired two leaks on the main @ 14<sup>th</sup> St. & Columbia Blvd.  
Replaced three meter boxes  
Helped Roger board up a house for the compliance officer  
Replaced bulb in traffic light at S. 18<sup>th</sup> St. & Old Portland Rd.  
Helped Roger with torch-downs  
Helped Roger build stairs at Nob Hill  
Helped work on reservoir leak problem  
Replaced shut-offs at 950 & 930 West St.  
Picked up large old gas tank someone dumped at Salmonberry  
Installed sign at WWTP

#### **Sewer Dept:**

Installed new storm drain and catch basin at N. 4<sup>th</sup> St & Lemont St.  
Installing new storm drain at N. 5<sup>th</sup> St. & Lemont St.

#### **Call-Outs:**

Tree limbs down at Heinie Heumann park  
Water leak at 14<sup>th</sup> St. & Columbia Blvd.  
Water leak on Pittsburg Rd. – not ours  
Turned water on at 135 N. 12<sup>th</sup> St.  
Pumped out River St. pump station and checked motor per Stewart

#### **Miscellaneous:**

Swept streets  
Mowed ROWs  
Dust coated gravel streets  
Marked 71 locates  
Checked wells & reservoirs daily

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

August 1<sup>st</sup>

Brett vacation 1<sup>st</sup> threw the 4<sup>th</sup>

August 7<sup>th</sup>

Office Computer work

Parks Repaired a chainsaw bar

PW #22 Rewired the wiring for the generator and the amp gauge

Parks Looked at the chipper with Tory it was plugged up

August 8<sup>th</sup>

Police S-10 Repaired the front brakes

PW #1 Installed the rearview mirror

August 9<sup>th</sup>

Office Computer work

PW Took the posts for the bridge to Portland to be galvanized

PW #80 Hauled the forklift out to the shop for repairs

PW #8 Welded a spreader chain

WWTP Looked at a drain grate

PW #71 Jump started the truck

August 10<sup>th</sup>

PW #80 Removed front tires to check brakes found that the master cylinder is bad ordered a new one

WWTP Fabricated washers for the great at the plant

Police S-7 Installed anew rear tail light, had to make modifications to the light for the police lights

Parks #46 Installed a new light plug

August 11<sup>th</sup>

Office Computer work

PW Went to Longview to drop off a generator at Arts electric also went to Portland and picked up parts at lift truck service

PW #80 Installed prop rods for the hood removed 5 spark plugs and replaced them broke the sixth One off in the head

Keith Sick

August 14<sup>th</sup>

PW #80 Broken spark plug in the cylinder head Removed the exhaust manifold, removed the broken Ez out and started drilling out the broken spark plug, started taping the hole to put threads back in it

August 15<sup>th</sup>

PW #80 Finished up the repair on the cylinder head test ran and installed a new master cylinder

PW Delivered a fire hose to PW for Dave

#### August 16<sup>th</sup>

Brett Sick day  
PW #80 Took the forklift back to PW  
PW Ordered Bits for the hammers  
PW #34 Installed a bit on the hammer

#### August 17<sup>th</sup>

PW #22 Went to Longview to pick up the generator and installed it on the truck, test ran the truck  
PW #34 Looked at the hammer bit

#### August 18<sup>th</sup>

Office Computer work  
Shop Cleaned the restroom and the shop sink  
PW #85 Filled the gas tank

#### August 21<sup>st</sup>

Office Computer work  
PW Tried to straighten a valve wrench  
PW #34 Installed a new bit in the hammer  
Police S-5 Installed a new bulb in the headlight and scanned the car for codes  
Parks Removed the plugs for the leaf vacuum and cleaned them started the engine

#### August 22<sup>nd</sup>

Office Filled paper work  
PW Finished straightening a valve wrench  
PW #34 Checked on the excavator and hammer

#### August 23<sup>rd</sup>

PW #72 Installed new batteries  
Police S-9 Full service and checked for a broken motor mount

#### August 24<sup>th</sup>

PW #31 Repaired the left rear tire  
PW #34 Checked the hammer on the excavator  
PW Bent a manhole hook for Buck

#### August 25<sup>th</sup>

Police S-10 Installed new front brakes  
Shop Cleaned the restroom and shop sink

#### August 28

Brett Sick day

#### August 29<sup>th</sup>

PW Went to Portland twice to pick up the Art Sculptures and the steel post brackets  
For the highway 30 project

August 30<sup>th</sup>

PW     Hauled the art sculptures and the steel posts out to the bridge on Hwy 30 and helped install the steel posts to the bridge also unloaded the pickup and put both trailers away

August 31<sup>st</sup>

Office   Computer work

        Safety Meeting

PW     #29 Checked the truck box and it will need to be cleaned up before it goes to Portland for a new camera

PW     #34 Checked the hammer on the excavator

Parks   Checked on the equipment at the parks shop

Brett   1hr early

Keith   Vac. day



**City of St. Helens, Oregon**  
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Water Filtration Facility  
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St. Helens, OR 97051  
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## Water Filtration Facility Journal

### August 2017

Water Production: 64.6 million gallons which averages 2.08 million gallons per day

**Week 1** Produced and sent July OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Ordered chlorine. Changed out Chlorine monitor reagents. At midnight Saturday morning I received an alarm call from the WFF that the DeviceNet portion of our process failed. Fortunately the WFF was not running at the time, but I still had to come in to the WFF and reset the control panel to clear the alarms so the WFF would begin operating again when the reservoirs call for water. This is one of the “joys” of having computers run our lives, but we do learn how to play nicely with each other. (The WFF did operate normally for the remainder of the weekend.

**Week 2** Gathered and sent out the Aug LT2 (Giardia/Cryptosporidium) sample. The TAG SCADA computer integrator, Rick, remoting in to our system to install the improvements and changes he has been working on to our HMI (the interface to control the WFF process). While he is logged on, he is also creating and making changes to our PLC daily/weekly/monthly data report generating system without interrupting our process. Ordered chlorine. Purchased a replacement pneumatic drive pump for our recycling of instrument process water to the BWR system. Extremely smoky air quality along with high humidity. Received chlorine delivery.

**Week 3** Buck on site performing the annual testing of the WFF backflow devices.

**Week 4** Ordered chlorine for a delivery to be made later this week. Chlorine came in Wednesday. Caustic ordered for 2<sup>nd</sup> week in September. TAG integrator logging in to inspect his data collection system, he is very pleased to let us know that the program is collecting data as it supposed to and generating reports for us. Still more work to be done on the new SCADA system in other areas, but we are making steady progress. The contractor that is replacing the street lights around the City called and asked if we have room to store some pallets of fixtures for the WFF. This is the first we have heard that the WFF was being included in the scope of the light replacement project. The last event we experienced was the contractor installing an electric monitoring tool at our facility to collect data to see if putting in LED fixtures would be a cost benefit here at the WFF. Since we did not hear back about the results of the study for the WFF, we assumed we were not going to be part of the lighting project, now it appears that we are destined for some new lighting fixtures. DeviceNet CIP system failed, which triggers a critical shutdown alarm to come in. The only way to address and clear this alarm requires the operator to come in to the WFF and reset the CIP system, which enables the chemical pumps, neut. tank and BWR systems to function during normal operation of the WFF process. When this part of the WFF process network fails, it triggers 38 alarms and systems to shut down simultaneously and must be manually reset to clear all the various interlocking process systems, in order to allow the entire WFF process to come back on line. There is nothing that warns us of an upcoming DeviceNet failure, so there is no warning as to when it will occur, it just happens, but when it does, you have a plan of action in order to deal with it.

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

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

**August 2017**

To: Sue Nelson

From: Aaron Kunders

### **Secondary System Report**

- 8/8-Aerator 15- Blown wire, needs replaced. Hamer here on the 14<sup>th</sup> to fix.
- 8/9-SolarBee A all ragged up. Battery needs replaced.
- 8/9-Replaced “brain board” on SolarBee F.
- 8/10-New aerator delivered.
- 8/14-Aerator 18 tripped. Reset and kind of runs. Found a large chunk of liner in the impeller. Needed to disconnect and bring to the dock to remove.
- 8/15-Reanchored aerator 15.

### **Primary System Report**

- All normal monthly routines complete.

### **Pump Stations**

- 8/8-PS#3-Hamer Elec. here to install new pumps.
- 8/21-PS#4-No run hours on pump 2. Pump does run when called to. Hour meter no good. Did not replace-Mission now keeps track of hours.
- 8/25-PS#7-Pump #1 will not run in hand. Needed to reset on the soft start panel.
- 8/30-PS#9-Arnie with Hamer here to replace high level float.

### **Sodium Hypochlorite System**

- 2723 gallons used this month.
- 2235 gallons used last month.
- 8/31-Hypo delivery. Approx. 4836 gallons delivered.

### **Call-outs**

- 8/19-PS#9-Wetwell full and pump won't keep running. Stewart here and called Johnny in and Keith from public works. They cleaned out the wetwell, pulled the pump and found it bound with rags.

### **Plant**

- 8/1-DND Electrical here to install Mission at the WWTP.
- 8/3-Cleaned out headworks channel 2.
- 8/4-Cleaning North contact tank.
- 8/7-Flash mixer in contact tank tripped and won't reset locally. Needed reset in the garage.
- 8/10-Roger here from public works to secure storm water grate in front parking lot.
- 8/11-Cleaning South contact tank.
- 8/16-Replaced sump pump in Secondary overflow structure. Added float to it so it will stay pumped down.

- 8/24-Berm built along edge of asphalt in back of plant to keep rain water from washing out rock.
- 8/28-Tom Damon here to connect SCADA numbers to new Mission unit and trouble shoot recent SCADA issues.
- 8/30-Cleaned area around septage receiving station.

#### **Pretreatment**

- 8/1-7-Local limits testing in collection system.
- 8/28-Discussed sampling requirements with Cascades.
- 8/29-Inspected Armstrong.
- 8/31-Split sample with Cascades for their priority pollutant scan.

#### **Other**

- 8/9-Contacted DEQ regarding DMRQA testing.
- 8/30-Meeting with DEQ and Cascades regarding clarifier and future Pretreatment expectations.

#### **Next Month**

- Hopefully replace pumps at PS#9.