



## **CITY COUNCIL REGULAR SESSION**

**Wednesday, September 05, 2018**

265 Strand Street, St. Helens, OR 97051

[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

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### **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. **Call Regular Session to Order - 7:00 p.m.**
  2. **Pledge of Allegiance**
  3. **Visitor Comments**
  4. **Ordinances - First Reading**
    - 4.a. Ordinance No. 3229: An Ordinance Creating the Parks and Trails Commission, Adopting Regulations Therefore and Repealing St. Helens Municipal Code Chapters 2.16 and 2.64  
[Ord No 3229 - Creating a Parks & Trails Commission PENDING 091918.pdf](#)
    - 4.b. Ordinance No. 3231: An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Suburban Residential (SR) Designation to the Highway Commercial (HC) Designation and the Zoning District Map from the Moderate Residential (R7) Zone to the Highway Commercial (HC) Zone  
[Ord No 3231 - Comp Plan & Zone Map Change - Firlock Park Blvd - PENDING 091918.pdf](#)
    - 4.c. Ordinance No. 3232: An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.24, 17.32, 17.96, 17.108, 17.120, and 17.128  
[Ord No 3232 - Amending SHMC Title 17 PENDING 091918.pdf](#)
  5. **Resolutions**
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**The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.**

**Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!  
For more information or for an application, stop by City Hall or call 503-366-8217.**

- 5.a. Resolution No. 1827: A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting a City Employee Compensation Plan for Fiscal Year Beginning July 1, 2018  
[Res No 1827 - Adopt Employee Compensation Plan for FY18-19 PENDING 090518.pdf](#)

**6. Award Bid/Contract**

- 6.a. 3 Kings Environmental, Inc. for Concrete at McCormick Park Veterans' Memorial Expansion in the Amount of \$52,000  
[9-05-18AwardConcreteFinishingVeteransMemorial.pdf](#)
- 6.b. Pacific Stainless Products, Inc. & Web Steel Buildings NW for Covered Shelter at McCormick Park Veterans' Memorial Expansion in the Amount of \$17,030  
[9-05-18AwardShelterVeteransMemorial.pdf](#)
- 6.c. Columbia NW Heating & Cooling for New Heating/Cooling System Upstairs at City Hall in the Amount of \$10,447.28  
[9-05-18AwardRooftopHeatingUnit.pdf](#)

**7. Approve and/or Authorize for Signature**

- 7.a. Memorandum of Understanding with AFSCME Regarding Part-time Recreation Coordinator Position  
[AFSCME MOU.pdf](#)
- 7.b. Quote from Axon Enterprise, Inc. for Police Body Cameras  
[Quote from Axon Enterprise for Police Cameras.pdf](#)
- 7.c. Extension of Agreement with CCMH for Crisis Intervention Team Coordinator  
[Extension of Agreement for CIT Coordinator.pdf](#)
- 7.d. Request for Proposals for Flex Court Installation at McCormick Park  
[RFP - Flex Court.pdf](#)

**8. Appointments to Boards/Commissions**

- 8.a. Appointments to City Boards & Commissions  
[090518 Appts to Boards and Commissions.pdf](#)

**9. Consent Agenda for Acceptance**

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- 9.a. Parks Commission Minutes dated June 11, 2018  
[Parks Commission Minutes 6-11-18 Approved.pdf](#)
- 9.b. Planning Commission Minutes dated July 10, 2018  
[081418 PC Minutes GRANICUS APPROVED.pdf](#)
- 9.c. Library Board Minutes dated June 19, 2018  
[061918 LB Minutes APPROVED.pdf](#)
- 9.d. Arts & Cultural Commission Minutes dated May 22 and June 18, 2018  
[05-22-18 ACC Minutes Approved 8-28-18.pdf](#)  
[6-18-18 ACC Minutes Approved 8-28-18.pdf](#)

**10. Consent Agenda for Approval**

- 10.a. Youth Program Lead Job Description  
[Youth Program Lead 090518.pdf](#)
- 10.b. Exclusive Use Permit: Women's Softball at Campbell Park Fields 1&2  
[EUP - Women's Softball.pdf](#)
- 10.c. Exclusive Use Permit: Girls' Softball at Campbell Park Field 1  
[EUP - Girls' Softball.pdf](#)
- 10.d. Street Closure - Spirit of Halloweentown Activities  
[Street Closure - Halloweentown Activities.pdf](#)
- 10.e. Accounts Payable Bill Lists  
[Accounts Payable Bill Lists.pdf](#)

**11. Mayor Scholl Reports**

**12. Council Member Reports**

**13. Department Reports**

**14. Other Business**

**15. Adjourn**

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**City of St. Helens**  
**ORDINANCE NO. 3229**

AN ORDINANCE CREATING THE PARKS AND TRAILS COMMISSION,  
ADOPTING REGULATIONS THEREFORE AND REPEALING  
ST. HELENS MUNICIPAL CODE CHAPTERS 2.16 AND 2.64

**WHEREAS**, the Bicycle and Pedestrian Commission has had a difficult time filling vacant positions on their commission, which caused problems with having quorums for meetings, thereby cancelling many of their every other month meetings; and

**WHEREAS**, the City Council requested that the Parks Commission consider allowing the Bicycle and Pedestrian Commission to merge with the Parks Commission since many of the bicycle and pedestrian paths are located in parks, of which they agreed that it would be a benefit to the City; and

**WHEREAS**, the City Council was in favor of creating one commission out of the two commissions.

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

**Section 1.** There is hereby created within the City of St. Helens a Parks and Trails Commission. Rules and regulations for such commission are hereby enacted and shall read as follows:

Chapter 2.74

**PARKS AND TRAILS COMMISSION**

Sections:

2.74.010 Creation of commission.

2.74.020 Membership.

2.74.030 Terms of office.

2.74.040 Vacancies.

2.74.050 Removal/resignation.

2.74.060 Officers.

2.74.070 Secretary.

2.74.080 Meetings.

2.74.090 Responsibilities, powers and duties.

### **2.74.010 Creation of commission.**

There is hereby created within the city of St. Helens a parks and trails commission.

### **2.74.020 Membership.**

The parks and trails commission shall consist of ten members, including one council member and nine at-large members. One of the ten members shall be the member of the city council annually designated as parks and trails commissioner and council liaison to the public works (including parks) department by the mayor. The council member shall be an ex officio, nonvoting member of the commission. No less than six of the at-large members shall be residents of the city of St. Helens. At-large members are appointed by the mayor with the consent of the city council. Parks and trails commission membership is an unpaid voluntary appointed position and members shall receive no compensation for their service except for expenses specifically budgeted and authorized by the city council.

### **2.74.030 Terms of office.**

The terms of office of each at-large parks and trails commissioner shall be for a period of four years with no more than two full term commissioners being replaced each year. Appointments are normally made in December with terms of office to commence on January 1st. The provisions of the ordinance amending this section do not alter the terms of office of current commissioners and said positions shall continue in accordance with their terms.

### **2.74.040 Vacancies.**

Any vacancies on the parks and trails commission shall be filled by appointment of the mayor at any time, with the consent of the council. Said appointment shall be for the remainder of the unexpired term of the vacated commissioner position.

### **2.74.050 Removal/resignation.**

An at-large parks and trails commissioner may be removed from the commission, for cause, following a hearing before the city council. A commissioner may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the commissioner which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal, a parks and trails commissioner who is absent from three consecutive regular parks and trails commission meetings without an excused absence as approved by the commission shall be deemed to have resigned his/her position on the commission. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a commissioner who has resigned by operation of this section from being reappointed to the commission.

## **2.74.060 Officers.**

At the first meeting of each calendar year, the parks and trails commission shall elect a chairman and a vice-chairman to serve a one-year term.

## **2.74.070 Secretary.**

The city council may provide a secretary to the parks and trails commission and assign such other staff and consultant services as may be appropriate. In the event that the city staff cannot be provided, the parks and trails commission may designate one of its members or a volunteer as secretary to keep an accurate record of meetings of the parks and trails commission. The designated secretary need not be a member of the parks and trails commission.

## **2.74.080 Meetings.**

The parks and trails commission shall meet as often as deemed appropriate by the commission but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the parks and trails commission shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the commission shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested parties. The parks and trails commission shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the at-large commissioners that are currently appointed to the parks and trails commission at the time of the meeting. Minutes of parks and trails commission meetings and activities shall be regularly submitted to the city council for review and acceptance.

## **2.74.090 Responsibilities, powers and duties.**

The parks and trails commissioners shall have the responsibilities, obligations and duties of appointed public officers and the parks and trails commission shall have the responsibilities, obligations and duties of an advisory public body as provided for in laws of the state of Oregon and the laws of the city of St. Helens. The parks and trails commission shall have the power to act in an advisory capacity to the city council in all matters pertaining to the operation, planning, development, improvement, beautification, equipment and maintenance of public parks, trails, public bicycle and/or pedestrian ways, vacant park properties, public squares, public recreational facilities and publicly accessible buildings and associated grounds. The parks and trails commission shall have authority:

(1) To review and call to the attention of the city council any deteriorating condition of city public parks, trails, bicycle and/or pedestrian ways, vacant park properties, public squares and publicly accessible buildings and associated grounds, public recreational facilities, and their associated infrastructure improvements including but not limited to access roads, equipment, athletic fields, gardens, landscape areas, open spaces, natural areas, playgrounds, and parking areas.

- (2) To review and call to the attention of the city council the effectiveness, or lack thereof, of parks, trails, public bicycle and/or pedestrian ways, and recreation programs conducted by or for the city of St. Helens.
- (3) To review and make recommendations to the city council on the operation, administration, maintenance and equipment needs of the public works department relative to parks, trails, public bicycle and/or pedestrian ways and recreation and the other public facilities identified in this section.
- (4) To review and make recommendations to the city council on the annual budget of the public works department relative to parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (5) To review and make recommendations to the city council on master plans and capital improvement plans for parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (6) To review and make recommendations to the city council on public park, public bicycle and/or pedestrian ways and recreation facility development plans, construction plans, recreation use or development proposals, and such other park related activities as deemed advisable by the city council.
- (7) To make periodic site visits and inspections, in accordance with public meetings law, and with the approval of the city engineering director, of city park and recreation facilities, public bicycle and/or pedestrian ways and other public facilities identified herein, as are necessary for the parks and trails commission to carry out its assigned duties.
- (8) To request that the city council assign or direct staff to prepare reports and compile information necessary for the parks and trails commission to carry out its assigned duties.

**Section 2. Repeal of SHMC Chapters 2.16 and 2.64.** Having merged the Parks Commission provided for in SHMC Chapter 2.16 with the Bicycle and Pedestrian Commission provided for in Chapter 2.64 by this ordinance, Chapters 2.16 and 2.64 of the SHMC are no longer needed and are hereby repealed.

**Section 3. Amendments.** The following amendments to the St. Helens Municipal Code are made to reflect the name of the new commission adopted herein: (new language underlined)

**2.36.150 Parks and trails commission.**

The standards and procedures in this article are in addition to, not in derogation of, the St. Helens parks and trails commission review responsibilities for projects proposed in city parks or on city trails. Nothing herein exempts public art projects from compliance with all applicable federal, state, and local laws including, but not limited to, land development regulations and building code compliance.

**8.24.060 Commercial activity.**

- (1) Prior to issuance of any permit for periods of exclusive use over two weeks in duration, the director shall obtain review by the parks and trails commission and approval by the council.

#### **8.24.100 Special use areas.**

The director is authorized to set aside, establish, alter, and/or discontinue special use areas in one or more of the parks. These special use areas would include, but not be limited to, activities such as horse or pony riding, junior olympics, bicycle riding, camping activities, motorcycle riding, or any one or more of those activities otherwise prohibited under SHMC 8.24.090. Before establishing, altering or discontinuing such a special use area, the director shall determine, in his or her reasonable discretion, priority of need for such an area and whether the activity may be carried on without unreasonable interference or danger to other persons.

If the director establishes a special use area, the director may designate such hours or days of usage, the particular activity or activities that are permitted, and such conditions as he or she determines to be reasonably required for the safety and convenience of persons and property. He or she shall mark the boundaries of the special use area and post such signs and warnings concerning that special use area as he or she deems reasonably appropriate. No person shall use or injure any special use area, except for the purposes of one or more of the activities permitted in that special use area under any conditions specified by the director.

Prior to issuance of any permit for periods of exclusive use over two weeks in duration, the director shall obtain review by the parks and trails commission and approval by the council.

#### **8.24.210 Trespass.**

Any peace officer, or park official or employee may exclude any person who violates any applicable provision of law from any or all city parks for a period not to exceed 120 days. For purposes of this chapter, “applicable provision of law” includes any applicable provision of this chapter, or of any city ordinance, including criminal laws and vehicle codes, or any rule, regulation, order or permit issued by the director of parks or the city council on recommendation of the parks and trails commission, or any applicable federal or state law or regulation.

**Section 3. Severability.** Each section of this ordinance, and any part thereof, is severable. If any part of this ordinance is held to be invalid by a court of competent jurisdiction, the remainder of this ordinance remains in full force and effect.

Read the first time:	September 5, 2018
Read the second time:	September 19, 2018

**APPROVED AND ADOPTED** this 19<sup>th</sup> day of September, 2018, by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder



**City of St. Helens**  
**ORDINANCE NO. 3231**

AN ORDINANCE TO AMEND THE CITY OF ST. HELENS COMPREHENSIVE PLAN  
MAP FOR CERTAIN PROPERTY FROM THE SUBURBAN RESIDENTIAL (SR)  
DESIGNATION TO THE HIGHWAY COMMERCIAL (HC) DESIGNATION AND THE  
ZONING DISTRICT MAP FROM THE MODERATE RESIDENTIAL (R7) ZONE TO  
THE HIGHWAY COMMERCIAL (HC) ZONE

**WHEREAS**, applicants have requested to amend the City of St. Helens Comprehensive Plan Map and Zoning District Map for property described in **Attachment "A"** attached hereto and made part of this reference, from Suburban Residential (SR) to Highway Commercial (HC), and Moderate Residential (R7) to Highway Commercial (HC), respectively; and

**WHEREAS**, the St. Helens Planning Commission did hold a duly noticed public hearing and did conclude to recommend such a change to the City Council; and

**WHEREAS**, the City Council did hold a duly noticed public hearing and did find that after due consideration of all the evidence in the record compared to the criteria, that they agreed with the application; and

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

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

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

**Section 2.** The City of St. Helens Comprehensive Plan Map is amended to change the plan designation boundaries of the Suburban Residential (SR) designation to the Highway Commercial (HC) designation for the property described herein.

**Section 3.** The City of St. Helens Zoning District Map is amended to change the zoning district boundaries of the Moderate Residential (R7) zone to the Highway Commercial (HC) zone for the property described herein.

**Section 4.** In support of the aforementioned Comprehensive Plan Map and Zone District Map Amendment, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "B"** and made part of this reference.

**Section 5.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: September 5, 2018  
Read the second time: September 19, 2018

**APPROVED AND ADOPTED** this 19th day of September, 2018 by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder

RECORDING REQUESTED BY:



2534 Sykes Road, Ste C  
St Helens, OR 97051

## AFTER RECORDING RETURN TO:

Order No.: 473817002197-HT

Happy Heritage, LLC, an Oregon limited liability company

Vacant 14615 E 49th Street

Saint Helens, OR 97051 Yuma, AZ 85367

## SEND TAX STATEMENTS TO:

Happy Heritage, LLC

Vacant 146087 North Bay Road

Saint Helens, OR 97051 North Bend, OR 97459

APN: 13086

Map: 0291 4N1W08-AC-00600

Vacant, Saint Helens, OR 97051

COLUMBIA COUNTY, OREGON		<b>2018-00361</b>
DEED-D		
Cnt=1 Pgs=2 HUSERB	01/12/2018 02:16:03 PM	
\$10.00 \$11.00 \$10.00 \$20.00 \$5.00	<b>\$56.00</b>	
<small>I, Elizabeth E. Huser, County Clerk for Columbia County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.</small>		
Elizabeth E. Huser - County Clerk		

SPACE ABOVE THIS LINE FOR RECORDER'S USE

## STATUTORY WARRANTY DEED

Sante P. Valpiani and Judy R. Valpiani, Trustees, or their successors in trust, under the Valpiani Living Trust dated October 28, 2008, Grantor, conveys and warrants to Happy Heritage, LLC, an Oregon limited liability company, Grantee, the following described real property, free and clear of encumbrances except as specifically set forth below, situated in the County of Columbia, State of Oregon:

Beginning at a point which is South 1374.93 feet and East 2781.84 feet from the Northwest corner of the Thomas H. Smith Donation Land Claim in Section 8, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon, said point being the Northeast corner of the Pierre J. Jones tract as recorded in Deed Book 186, page 550; thence North 87°21'30" West 199.81 feet to the Northwest corner of said Jones tract and the true point of beginning of the parcel herein described; thence following the Southerly right of way line of Firlok Road North 87°21'30" West a distance of 143.41 feet; thence along the arc of a 338.10 foot radius curve to the left a distance of 104.96 feet (the long chord bears South 83°44'54" West 104.54 feet); thence South 74°51'18" West a distance of 31.18 feet to the East line of the Fred J. Baseel tract as recorded in Deed Book 177, page 653; thence following said Baseel tract South 20°01'35" West a distance of 195.18 feet; thence North 70°58'34" West a distance of 84.00 feet to the East line of the Robert W. Tyler tract as recorded in Deed Book 110, page 517; thence South 19°19'18" West along said Tyler tract a distance of 138.87 feet to the centerline of McNulty Creek; thence following down said centerline South 53°07' East a distance of 51.63 feet; thence North 75°30' East a distance of 54.37 feet; thence North 88°13' East a distance of 79.81 feet; thence South 77°15' East a distance of 128.51 feet; thence North 48°49' East a distance of 21.26 feet; thence North 6°53' West a distance of 37.28 feet; thence North 20°50'30" West a distance of 100.00 feet; thence North 43°40' East a distance of 21.17 feet; thence North 86°17' East a distance of 80.00 feet; thence South 85°16' East a distance of 91.74 feet to the West line of aforesaid Jones tract; thence North 2°38'30" East a distance of 186.01 feet to the true point of beginning.

THE TRUE AND ACTUAL CONSIDERATION FOR THIS CONVEYANCE IS ONE HUNDRED NINETY THOUSAND AND NO/100 DOLLARS (\$190,000.00). (See ORS 93.030).

## Subject to:

Rights of the public to any portion of the Land lying within the area commonly known as Firlok Road.

Any adverse claim based upon the assertion that:

- Said Land or any part thereof is now or at any time has been below the highest of the high watermarks of McNulty Creek, in the event the boundary of said McNulty Creek has been artificially raised or is now or at any time has been below the high watermark, if said McNulty Creek is in its natural state.
- Some portion of said Land has been created by artificial means or has accreted to such portion so created.
- Some portion of said Land has been brought within the boundaries thereof by an avulsive movement of McNulty Creek, or has been formed by accretion to any such portion.

The rights of the public and governmental bodies for fishing, navigation and commerce in and to any portion of the Land herein described, lying below the high water line of the McNulty Creek.

The right, title and interest of the State of Oregon in and to any portion lying below the high water line of McNulty Creek.

Ticor Title 473817002197

ATTACHMENT "A"

**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Comprehensive Plan Map and Zoning District Map Amendment CPZA.1.18**

**APPLICANT:** Rocky Allen  
**OWNER:** Happy Heritage, LLC  
**ZONING:** Moderate Residential, R7  
**LOCATION:** 4N1W-8AC-600  
Firlock Park Blvd. just west of the intersection of US 30  
**PROPOSAL:** Zone Map Amendment from Moderate Residential, R7 to Highway Commercial, HC and Comprehensive Plan Map change from Suburban Residential, SR to Highway Commercial, HC

The 120-day rule (ORS 227.178) for final action for this decision is **not applicable** per ORS 227.178(7).

**SITE INFORMATION/ BACKGROUND**

The subject property is located west of the intersection of US 30 and Firlock Park Blvd. The 2.18-acre site is vacant, grassy and mostly flat. It has a slight slope towards McNulty Creek, which runs along the southern boundary of the property. McNulty Creek is defined as a riparian corridor (R-MC-12 per Chapter 17.40.015) with a 50 foot upland protection zone. In 2008, a Natural Resource Assessment was conducted. Although dated and never subject to formal review or permitting by the City, it indicated there were no signs of wetlands on the property and that there is about an acre of usable property outside of the riparian upland protection zone. A significant portion of the property lies within an “Area of Special Flood Hazard” per Chapter 17.46 SHMC, also known as the 100-year floodplain. The assumed usable portion of the property identified in the assessment coincides approximately with the portion of the property that lies outside of the 100-year flood-plain.

**PUBLIC HEARING & NOTICE**

Hearing dates are as follows: June 12, 2018 before the Planning Commission and July 18, 2018 before the City Council

**At their June 12, 2018 hearing, the Planning Commission unanimously recommended approval of this proposal.**

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on May 19, 2018 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on May 30, 2018. Notice was sent to the Oregon Department of Land Conservation and Development on May 8, 2018.

**APPLICABLE CRITERIA, ANALYSIS & FINDINGS**

**SHMC 17.08.040(1) – Quasi-Judicial Amendments & Standards**

(a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:

(i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and

(ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and

(iii) The standards applicable of any provision of this code or other applicable implementing ordinance.

(iv) A proposed change to the St. Helens zoning district map that constitutes spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot-zoning is prohibited.

(b) Consideration may also be given to:

(i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

**(a)(i) Discussion:** The proposal is to amend the Zoning Map from Moderate Residential (R7) to Highway Commercial (HC) and the Comprehensive Plan Map from Suburban Residential (SR) to Highway Commercial (HC). The applicable Comprehensive Plan Policies are as follows:

**Finding(s):**

**SHMC 19.08.020 Economic goals & policies.**

(3) Policies. It is the policy of the city of St. Helens to:

[...]

(j) Allocate adequate amounts of land for economic growth and support the creation of commercial and industrial focal points.

[...]

(m) Make commercial designation large enough to accommodate a large variety of commercial development with sufficient buffers.

(n) Encourage land uses that are compatible with the transportation facilities.

This would add property to the City's commercial lands inventory. According to the 2008 Economic Opportunities Analysis (Ord. 3101), St. Helens has a shortage of commercial lands. This proposal supports the City's economic goals and policies.

**SHMC 19.12.080 Suburban residential category goals and policies.**

(1) Goals. To establish conditions which will maintain attractive, convenient residential living typical of moderate density semi-suburban areas.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Allow for the convenient location of grocery stores by the conditional use process.

(b) Permit a degree of flexibility in residential site design and a mixture of housing, including multi-dwelling units, through the planned development procedures.

(c) Promote the development of homesites at a density and standard consistent with: the level of services that can reasonably be provided and the characteristics of the natural environment.

(d) Review diligently all subdivision plats in the suburban residential category to ensure the establishment of a safe and efficient road system.

(e) Designate suburban residential lands as R-7, Moderate Residential, or R-10, Suburban Residential, on the city zoning map.

The key question here is if this proposal will be detrimental to the City's housing needs. With an SR Comprehensive Plan designation, only the R7 and R10 zones are possible. This (the subject property and an adjacent property developed with a detached single-family dwelling on the west side) is a small (approximately 2.55 acre) enclave of SR designation surrounded by either the Highway Commercial, HC designation (on the north, west and south sides) or the Unincorporated Multi Family Residential, UMFR designation to the west.

The R7 and R10 zones are the City's least dense, with less residential unit type options and larger lot sizes. That combined with the property's environmental constraints (creek, flood plain, and riparian area) and irregular shape, doesn't lend itself well to efficient residential use. In short, though a loss of residential land, it is not a loss of residential land that would by itself make a significant impact to the City's housing needs. Its loss as residential land is insignificant to the City's housing needs compared to its value as commercial land as discussed below.

Also being vacant, this proposal doesn't displace any existing residential use.

#### **SHMC 19.12.080 Highway commercial category goals and policies.**

(1) Goals.

(a) To create opportunities for the orderly business development along selected portions of arterials.

(b) To establish conditions which will assure that arterial traffic flows are not disrupted and that access to and from these locations is designed for safety.

(c) To prevent highway frontage from becoming a strip of mixed commercial, residential and other unrelated uses.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Designate as highway commercial such areas along portions of US 30 where highway business has already become well established.

(b) Designate as highway commercial such areas at major road intersections where access to business sites does not conflict with safe traffic movement.

(c) Encourage enterprises which cater to the traveling public to locate in this designation.

(d) Encourage curbing along Highway 30 and limit the number of curb-cuts to minimize traffic hazards as a result of conflicts between through traffic and shopper traffic.

(e) Preserve areas for business use by limiting incompatible uses within them.

Though there is no established business on the subject property, it is important to look at the established pattern of Highway Commercial zoning and Comprehensive Plan designation (both in and out of the City). Within the approximate >11,000 linear feet along the west side of US30 between Millard Road and Pittsburg Road the HC zoning and/or designation is between 200' and 800' wide except in two places:

- An approximate 250' long segment between the US30/Columbia Boulevard and US30/St. Helens Street intersections, where the HC zone/designation is about 150' wide with Mixed Use and General Commercial zoning beyond; and
- This location where the approximate average width is about 150' but as little as approximately 85' at a point with residential zoning/designation beyond.

This proposal would make the HC zone/designation width comparable to that on the north and south sides and better reflect HC zoning/designation patterns elsewhere, which is more consistent with the intent of the Comprehensive Plan.

The subject property is located just to the west of the intersection of US 30 and Firlock Park Blvd., classified as a Major Arterial and Collector Street, respectively. This is a major intersection where commercial use would be of value. Further, this is not identified as a problem intersection in the City's Transportation Systems Plan and as a vacant property current access management policies can be implemented helping to avoid conflicts with safe traffic movement.

Having such close proximity to US30, the proposal would encourage enterprises catering to the travelling public.

Given the HC zoning/designation explanation above, a consistent width of HC zoning/designation establishes a predictable pattern of highway related commercial development, thus helping to minimize incompatible use patterns.

**In short, the proposal better reflects the Comprehensive Plan and the City's needs for commercial property without burdening the City housing needs.**

**(a)(ii) Finding(s):** The City has an adopted Comprehensive Plan; therefore the applicable Oregon Statewide Planning Goals do not need to be addressed per this criteria.

**(a)(iii) Finding(s):** There are no other applicable standards of any provision of this code or other applicable implementing ordinance to be reviewed for the purpose of this proposal not already addressed herein.

**(a)(iv) Discussion:** The definition of spot zoning means rezoning of a lot of parcel of land to benefit an owner for the use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

**Finding(s):** The proposal is bordered on three sides by the Highway Commercial designation as defined on the Comprehensive Plan map.

The change will result in one .37 acre parcel (35544 Firlok Park Blvd.) being alone with its R7 zoning and SR Comprehensive Plan designation. However, it is developed with a detached single family dwelling and any future use of that property is also allowed on the residential properties to the west (if they were annexed into the City). So though, it may look peculiar on the zoning map, it will not result in incompatible land use on the ground.

The proposal is not spot zoning.

**(b)(i) Finding(s):** There is no evidence of a change in the neighborhood or community. There is no conclusive evidence of a zoning mapping error. However, there is evidence of an error in the Comprehensive Plan map data used for transportation projections in the TSP, which is discussed further below.

#### **SHMC 17.08.060 – Transportation planning rule compliance**

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

[...]

(3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

**Discussion:** SHMC 17.156.030(1) states that a traffic impact analysis is required for a change in zoning or a comprehensive plan amendment designation, except when the change will result in a zone or plan designation that will result in less vehicle trips based on permitted uses (e.g., from a high density residential district to a lower density residential district or from a commercial district to a residential district).

**Finding(s):** There are a couple things to consider here. The first is land area. Though the gross property size is 2.18 acres, much is encumbered by McNulty Creek, associated floodplain (“Area of Special Flood Hazard” per Chapter 17.46 SHMC), and riparian and protection zones area (per Chapter 17.40 SHMC). The previous owner conducted a Natural Resource Assessment in 2008 which suggests there is approximately one usable acre of property. Although the assessment is about a decade old, it at least gives evidence (for the purpose of re-zoning considerations) that approximately half of the site is less likely to be developed.



The second issue is zoning. Comparing permitted uses in the R7 and HC zones, the HC zone allows uses that will generate more vehicular trips than those of the R7 zone, generally. The key issue here is impact on transportation facilities. The City's TSP, adopted in 2011, examined the City's transportation facilities based on assumptions of zoning designations at the time. Due to a data error, the City's Comprehensive Plan designation for the site, which guides zoning, indicated the site had a Comprehensive Plan designation of Highway Commercial (HC). The designation should have been Suburban Residential (SR) and the data was not corrected until around 2017 or so. Thus, since the 2011 TSP assumed this site was the Comprehensive Plan designation being proposed now, the change will not impact the findings made at that time and a traffic impact analysis is not required.

A traffic impact analysis will not be required for this request. The proposal complies with the TPR.

#### **CONCLUSION & DECISION**

**Based upon the facts and findings herein, the City Council approves this proposal.**

---

Rick Scholl, Mayor

---

Date

**City of St. Helens**  
**ORDINANCE NO. 3232**

**AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS  
17.16, 17.24, 17.32, 17.96, 17.108, 17.120, AND 17.128**

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

**WHEREAS**, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to: the Oregon Department of Land Conservation and Development on June 1, 2018, and the local newspaper of record on June 27, 2018; and

**WHEREAS**, the St. Helens Planning Commission did hold a duly noticed public hearing on July 10, 2018 and, following deliberation, made a recommendation of approval to the City Council; and

**WHEREAS**, the St. Helens City Council conducted a public hearing on August 15, 2018 and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that the code amendments be approved.

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

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

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

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

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

**Section 5.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

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

Read the first time: September 5, 2018  
Read the second time: September 19, 2018

**APPROVED AND ADOPTED** this 19<sup>th</sup> day of September, 2018 by the following vote:

Ayes:

Nays:

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

ATTEST:

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

underline words are added

~~words stricken~~ are deleted

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

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## **CHAPTER 17.16 DEFINITIONS**

[...]

### **17.16.010 General and land use definitions.**

Words used in this Development Code have their normal dictionary meaning unless they are listed below. Words listed below have the specific meaning stated, unless the context clearly indicates another meaning.

The definition of words with specific meaning in the Development Code are as follows:

[...]

“Dwelling, auxiliary or accessory” means ~~a second dwelling unit added to a lot with a detached or attached single unit dwelling and occupied by no more than one person per 300 square feet of unit living area and in compliance with the requirements of Chapter 17.128 SHMC~~ an interior dwelling unit or attached or detached residential dwelling unit structure that is used in connection with, or that is accessory to, a detached single-family dwelling unit (principal dwelling) and is located on the same lot or parcel as the principal dwelling. Auxiliary Dwelling Units are subject to Chapter 17.128 SHMC.

[...]

“Shopping plaza” means a group (two to seven business units) of commercial establishments planned, constructed and managed as a total entity with customer and employee parking provided on site, provision for goods delivery separated from customer access, aesthetic considerations and protection from the elements (also “mini mall”).

“Short-term rental” means the use of a dwelling unit or rooms within a dwelling unit by a person or groups of persons entitled to occupy for rent for a period of less than 31 consecutive days. Short-term rental does not include: (a) bed and breakfast, homestay, boarding house; (b) lodging facilities or rooming house; or (c) hotels and motels.

Side Lot Line. See “lot line – side.”

[...]

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

[...]

#### **17.24.040 Preapplication conference.**

[...]

(4) The following applications are exempt from the preapplication requirement of this section:

- (a) Tree removal permit.
- (b) Accessory structure permit.
- ~~(c) Home occupation permit, Type I.~~
- ~~(d) (c)~~ Nonconforming determination.
- ~~(e) (d)~~ Sign permits.

[...]

#### **17.24.120 Notice of decision by the director.**

[...]

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

[...]

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

- ~~(A) Home occupations — Type I, unlisted uses: abutting properties;~~
- ~~(B) (A)~~ Lot line adjustments, major site design reviews, minor modifications to conditional use permits, sensitive lands, temporary uses, accessory structures: 100 feet;
- ~~(C) (B)~~ Land partitions: 200 feet;
- ~~(D) (C)~~ Expedited land divisions: 300 feet;
- (iii) For home occupations — ~~Type II~~, see SHMC 17.120.060;

[...]

### **CHAPTER 17.32 ZONES AND USES**

[...]

#### **17.32.050 Suburban Residential Zone – R10**

[...]

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

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

- ~~(a)~~ (b) Home child care.
- ~~(b)~~ (c) Home occupation, ~~Types I and II (after compliance with per~~  
Chapter 17.120 SHMC).
- ~~(c)~~ (d) Public facilities, minor.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

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

- ~~(a) Auxiliary dwelling units.~~
- ~~(b)~~ (a) Children's day care or day nursery.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

#### **17.32.060 Moderate Residential Zone – R7**

[...]

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

- (a) Auxiliary dwelling unit (per Chapter 17.128 SHMC).
- ~~(a)~~ (b) Home child care.
- ~~(b)~~ (c) Home occupation, ~~Types I and II (after compliance with per~~  
Chapter 17.120 SHMC).
- ~~(c)~~ (d) Public facilities, minor

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

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

- ~~(a) Auxiliary dwelling units.~~
- ~~(b)~~ (a) Bed and breakfast, homestay, boarding house.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

#### **17.32.070 General Residential Zone – R5**

[...]

- (2) Uses Permitted Outright. In an R-5 zone, the following uses are permitted outright:
- (a) Auxiliary dwelling unit (per Chapter 17.128 SHMC).
  - ~~(a)~~ (b) Duplex dwelling units.
  - ~~(b)~~ (c) Home child care.
  - ~~(c)~~ (d) Home occupation, ~~Types I and II~~ (per Chapter 17.120 SHMC).
  - ~~(d)~~ (e) Public facility, minor.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

- (3) Conditional Uses (See Chapter 17.100 SHMC). In an R-5 zone, the following conditional uses may be permitted upon application:
- ~~(a) Auxiliary dwelling units.~~
  - ~~(b)~~ (a) Bed and breakfast, homestay, boarding house.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

#### **17.32.080 Apartment Residential Zone – AR**

[...]

- (2) Uses Permitted Outright. In an AR zone, the following uses are permitted outright:
- (a) Auxiliary dwelling unit (per Chapter 17.128 SHMC).
  - ~~(a)~~ (b) Duplex dwelling units.
  - ~~(b)~~ (c) Home child care.
  - ~~(c)~~ (d) Home occupation, ~~Types I and II~~ (per Chapter 17.120 SHMC).
  - ~~(d)~~ (e) Multidwelling units ~~residential facilities~~.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

- (3) Conditional Uses (See Chapter 17.100 SHMC). In an AR zone, the following conditional uses may be permitted upon application:
- ~~(a) Auxiliary dwelling units.~~
  - ~~(b)~~ (a) Bed and breakfast, homestay, boarding house.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

#### **17.32.090 Mobile Home Residential Zone – MHR**

[...]

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

- (a) Auxiliary dwelling unit (per Chapter 17.128 SHMC).
- ~~(a)~~ (b) Home child care.
- ~~(b)~~ (c) Home occupation, ~~Types I and II~~ (per Chapter 17.120 SHMC).
- ~~(c)~~ (d) Mobile home parks.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

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

- ~~(a) Auxiliary dwelling units.~~
- ~~(b)~~ (a) Bed and breakfast, homestay, boarding house.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

### **17.32.095 Mixed Use Zone – MU**

[...]

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

- (a) Animal sales and services: grooming, kennels, retail and veterinary (small animals).
- (b) Auxiliary dwelling unit (per Chapter 17.128 SHMC).
- ~~(b)~~ (c) Car washes.
- ~~(c)~~ (d) Congregate housing.
- ~~(d)~~ (e) Continuing care retirement community.
- ~~(e)~~ (f) Cultural and library services.
- ~~(f)~~ (g) Dwellings: single detached or attached, duplexes, and dwellings above permitted uses.
- ~~(g)~~ (h) Eating and drinking establishments.
- ~~(h)~~ (i) Equipment (small) sales, rental and repairs.
- ~~(i)~~ (j) Financial institutions.
- ~~(j)~~ (k) Hardware store, without outdoor storage.
- ~~(k)~~ (l) Home child care.
- ~~(l)~~ (m) Home occupation, ~~Types I and II~~ (per Chapter 17.120 SHMC).
- ~~(m)~~ (n) Hotels and motels.



*[editor's note – re-lettering to continue through list of permitted uses]*

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

- ~~(a) Auxiliary dwelling units.~~
- ~~(b)~~ (a) Amusement services.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

### **17.32.100 Highway Commercial – HC**

[...]

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

- (a) Animal sales and services: grooming, kennels, retail, veterinary (small animals), and veterinary (large animals).
- (b) Boat, trailer and recreational vehicle equipment sales, service and repair.
- (c) Building supply firms that conduct business completely within an enclosed building except for outdoor storage.
- (d) Bus and train stations/terminals.
- (e) Car washes.
- (f) Drive-up facilities (see specific requirements in Chapter 17.100 SHMC).
- (g) Eating and drinking establishments, including drive-up and carry-out.
- (h) Financial institutions, including drive-through (see specific requirements in Chapter 17.100 SHMC).
- (i) Gasoline stations.
- (j) Home occupation (per Chapter 17.120 SHMC).
- ~~(j)~~ (k) Motels and hotels.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

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

- (a) Amusement services.
- (b) Dry cleaners and laundromats.
- (c) Dwelling units above outright permitted uses.
- (d) Funeral homes.
- ~~(e) Home occupation in dwelling unit (per Chapter 17.120 SHMC).~~

(f) ~~(e)~~ Hospitals.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

#### **17.32.110 General Commercial – GC**

[...]

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

[...]

(j) Home occupation ~~in dwelling unit~~ (per Chapter 17.120 SHMC).

[...]

#### **17.32.171 Riverfront District – RD, Marina**

[...]

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

[...]

(f) Home occupation ~~in dwelling unit~~ (per Chapter 17.120 SHMC).

[...]

#### **17.32.172 Riverfront District – RD, Plaza**

[...]

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

(a) Historic residential structures with or without any auxiliary dwelling unit per Chapter 17.128 SHMC. This is listed here separate from other residential uses given SHMC 17.32.172(5)(a)(i). This does not mean historic residential structures are prohibited in other zones per SHMC 17.32.040(3)(a).

(b) Residential above Nonresidential Permitted Uses.

- (i) Dwelling, single-family.
- (ii) Dwelling, duplex.
- (iii) Dwelling, townhouse.
- (iv) Dwelling, multifamily.
- (v) Other residential uses as per ORS Chapter 443.
- (c) Home occupation (per Chapter 17.120 SHMC).
- ~~(e)~~ (d) Public and institutional uses.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

### **17.32.173 Riverfront District – RD, Mill**

[...]

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

- (a) Residential.
  - (i) Single dwelling units, attached.
  - (ii) Multidwelling units.
  - (iii) Auxiliary dwelling unit (per Chapter 17.128 SHMC).

[...]

- (e) Commercial.

[...]

- (xxii) ~~Type I and H-h~~ Home occupation (per Chapter 17.120 SHMC).

[...]

### **17.32.180 Houlton Business District – HBD**

[...]

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

- ~~(a) Historic residential structures (as listed in the comprehensive plan) with or without any auxiliary dwelling unit per Chapter 17.128 SHMC, and nonresidential historic structures (as listed in the comprehensive plan).~~

- ~~(b)~~ (a) Dwellings: single detached or attached, duplexes, and dwellings above permitted

uses.

- (b) Auxiliary dwelling unit (per Chapter 17.128 SHMC).
- (c) Public and institutional uses

[...]

(mm) ~~Type I and Type II~~ Home occupation (per Chapter 17.120 SHMC).

[...]

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

- (a) Animal sales and services: veterinary (small animals).
- (b) Auction sales, services and repairs.
- ~~(c) Auxiliary dwelling units.~~
- ~~(d)~~ (c) Broadcast facilities without dishes over 36 inches or transmitter/receiver towers.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

## **CHAPTER 17.96 SITE DEVELOPMENT REVIEW**

[...]

### **17.96.020 Applicability of provisions.**

Site development review shall be applicable to all new developments and major modification of existing developments, as provided in SHMC 17.96.070, except it shall not apply to:

[...]

- (6) Home child care;
- (7) Home occupations, ~~Type I and Type II~~;
- (8) Temporary use;

[...]

## **CHAPTER 17.108 VARIANCE**

[...]

### **17.108.050 Criteria for granting a variance.**

[...]

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

(a) The reduction of the setback area or increase in lot coverage established by the applicable zoning district shall be necessary to allow for the enlargement or remodeling of an existing building, ~~or~~ accessory structure, or Auxiliary Dwelling Unit;

(b) The increase in lot coverage established by the applicable zoning district may also allow for new accessory structures, or Auxiliary Dwelling Unit;

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

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

(e) The proposed building, accessory structure, ~~or~~ addition, or Auxiliary Dwelling Unit shall not encroach upon any existing easements;

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

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

[...]

## **CHAPTER 17.120 HOME OCCUPATION**

### **Sections:**

17.120.010 Purpose.

17.120.020 Applicability and exemptions.

17.120.040 ~~General~~ Approval criteria and standards.

17.120.050 ~~Type I and Type II home occupations defined~~ Prohibited home occupations and residential business ventures.

17.120.060 Permit procedures for ~~Type I and Type II~~ home occupations.

17.120.070 Submission requirements for ~~Type II~~ home occupation applications.

17.120.080 Conditions applicable to ~~Type II~~ home occupation approvals.

17.120.090 Revocation and expiration of home occupation permits.

17.120.100 Action regarding complaints and violation of standards.

17.120.110 Notice of decision and appeals.

17.120.120 Penalties.

[...]

### **17.120.020 Applicability and exemptions.**

(1) No person shall carry on a home occupation, or permit such use to occur, on property which that person owns or is in lawful control of, contrary to the provisions of this chapter.

(2) Exemptions from the provisions of this chapter are:

(a) Garage sales;

(b) For-profit production of produce or other food products grown on the premises. This may include temporary or seasonal sale of produce or other food products grown on the premises. Farming activities shall be consistent with the definition of farming contained in Chapter 17.16 SHMC (definitions);

(c) Hobbies which do not result in payment to those engaged in such activity; ~~and~~

(d) Business ventures that exhibit no evidence that a business is being conducted from the premises and comply with the following:

(i) There are no outside volunteers or employees to be engaged in the business activity other than the persons principally residing on the premises;

(ii) There is no exterior signage which identifies the property as a business location, except for vehicle signs as defined by Chapter 17.88 SHMC;

(iii) There are no clients or customers to visit the premises for any reason;

(iv) There is no exterior storage of materials; and

(v) The business venture does not exceed the provisions of SHMC 17.120.040(4); and

~~(d)~~ (e) Proven nonconforming home occupations as per SHMC 17.104.040(4)(e).

(3) A home occupation permit and associated fee is required for each property on which a home occupation is undertaken.

### **17.120.040 General ~~a~~Approval criteria and standards.**

All home occupations except those that have proven nonconforming status shall ~~observe the following criteria in addition to the standards established for Type I and Type II uses described in SHMC 17.120.050~~ comply with the following.

(1) Home occupations may be undertaken only by the principal occupant(s) of a residential property;

(2) There shall be no more than three deliveries per week to the residence by suppliers;

(3) There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line resulting from the operation. Home occupations shall observe the provisions of Chapter 17.52 SHMC, Environmental Performance Standards;

(4) The home occupation shall be operated entirely within the dwelling unit and any conforming accessory structure. The total area which may be used in the accessory building for either material product storage and/or the business activity shall not exceed 600 square feet. Otherwise, the home occupation and associated storage of materials and products shall not occupy more than 25 percent of the combined residence and accessory structure gross floor area. The indoor storage of materials or products shall not exceed the limitations imposed by the provisions of the building, fire, health, and housing codes;

(5) A home occupation shall not make necessary a change in the applicable building code (as administered by the building official) use classification of a dwelling unit. Any accessory building that is used must meet the applicable building code requirements and be in conformance with Chapter 17.124 SHMC;

(6) More than one business activity constituting two or more home occupations shall be allowed on one property only if the combined floor space of the business activities does not exceed 25 percent of the combined gross floor area of the residence and accessory structure. Each home occupation shall apply for a separate home occupation permit, if required as per this chapter, and each shall also have separate business licenses;

(7) There shall be no storage and/or distribution of toxic or flammable materials, nor spray-painting or spray-finishing operations that involve toxic or flammable materials which in the judgment of the fire marshal pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals which are engaged in home occupations shall make available to the fire marshal for review the Material Safety Data Sheets which pertain to all potentially toxic and/or flammable materials associated with the use;

(8) No home occupation shall require any on- or off-street parking other than that normally required for a residence;

~~(9) The following uses are not allowed as home occupations:~~

~~(a) Auto body repair and painting;~~

~~(b) Ongoing mechanical repair conducted outside of an entirely enclosed building;~~

~~(c) Junk and salvage operations; and~~

~~(d) Storage and/or sale of fireworks;~~

~~(10)~~ (9) There shall be no exterior storage of vehicles of any kind used for the business except that one commercially licensed vehicle of not longer than 25 feet or taller than 12 feet may be parked outside of a structure or screened area-;

(10) No more than one nonilluminated sign, not exceeding one and one-half square feet, which shall be attached to the residence or accessory structure or placed in a window shall be allowed;

(11) No more than one outside volunteer or employee who is not a principal resident of the premises shall be allowed;

(12) No more than six daily customers or clients. Customers and clients shall not visit the business between the hours of 10:00 p.m. and 8:00 a.m. and shall not generate excessive traffic or monopolize on-street parking;

(13) Any exterior storage of materials, goods, and equipment shall be screened entirely from view by a solid fence. Storage shall not exceed five percent of the total lot area and shall not occur within the front yard or the required side yard setback. If not proposed, exterior storage shall not be allowed. A new home occupation permit would be required; and

(14) Home occupation shall be listed as a permitted use in the applicable zoning district and the dwelling unit shall be legally established.

#### **17.120.050 Type I and Type II home occupations defined Prohibited home occupations and residential business ventures.**

~~Home occupations shall be administered as either Type I or Type II uses. A separate home occupation permit and/or fee is required for each property on which a Type II home occupation is undertaken. In addition to the general criteria outlined in SHMC 17.120.040, home occupations shall observe the following additional standards:~~

~~(1) Type I Home Occupations. A Type I home occupation shall exhibit no evidence that a business is being conducted from the premises. A Type I home occupation shall not permit:~~

~~(a) Outside volunteers or employees to be engaged in the business activity other than the~~

persons principally residing on the premises;

(b) Exterior signage which identifies the property as a business location;

(c) Clients or customers to visit the premises for any reason;

(d) Exterior storage of materials; or

(e) Exterior storage of vehicles of any kind primarily used in the business that is obvious by advertising or other features.

~~(2) Type II Home Occupations. Property on which a Type II home occupation is located may show evidence that a business is being conducted from the premises. Therefore, the following is allowed for Type II home occupations:~~

~~(a) One nonilluminated sign, not exceeding one and one half square feet, which shall be attached to the residence or accessory structure or placed in a window;~~

~~(b) No more than one outside volunteer or employee who is not a principal resident of the premises;~~

~~(c) No more than six daily customers or clients. Customers and clients may not visit the business between the hours of 10:00 p.m. and 8:00 a.m. and shall not generate excessive traffic or monopolize on-street parking;~~

~~(d) Storage of materials, goods, and equipment which is screened entirely from view by a solid fence. Storage shall not exceed five percent of the total lot area and shall not occur within the front yard or the required side yard setback.~~

The following uses are not allowed as home occupations or business ventures in or associated with dwelling units:

(1) Auto body repair and painting;

(2) Ongoing mechanical repair conducted outside of an entirely enclosed building;

(3) Junk and salvage operations; and

(4) Storage and/or sale of fireworks.

#### **17.120.060 Permit procedures for ~~Type I and Type II~~ home occupations.**

~~(1) Type I and II Home Occupations.~~ A person wishing to engage in a ~~Type I or Type II~~ home occupation must be a principal occupant of the property, pay a one-time review fee to the city, agree to abide by the provisions of this chapter, and acquire an annual business license.

~~(2) Additional Permit Procedures for Type II Home Occupations.~~ A person wishing to engage in a ~~Type II~~ home occupation is required to have a preapplication conference with city staff in accordance with SHMC 17.24.040 and is also required to submit an application and a fee.

(a) The decision to approve, approve with conditions, or deny an application for a ~~Type II~~ home occupation permit shall be made by the director upon findings of whether or not the proposed use:

(i) Is in conformance with the standards contained in this chapter;

(ii) Will be subordinate to the residential use of the property; and

(iii) Is undertaken in a manner that is not detrimental nor disruptive in terms of appearance or operation to neighboring properties and residents;

(b) The director's decision to deny an application or approve it with conditions may be appealed to the planning commission; and

(c) Upon approval of a ~~Type II~~ home occupation application, the director shall issue a preliminary notice of approval and provide notice of the same to the applicant and to property



owners within 300 feet of the property line of the proposed use. The decision shall be final within 20 days following the day of mailing of notice unless appealed to the planning commission.

(3) Appeals shall be made in accordance with SHMC 17.24.310(1) at a cost equal to 60 percent of the city's standard appeal fee.

#### **17.120.070 Submission requirements for ~~Type-H~~ home occupation applications.**

An application for a ~~Type-H~~ home occupation shall be made on forms provided by the director and shall be accompanied by:

(1) One copy of the applicant's statement or narrative which explains how the proposal conforms to the approval criteria in SHMC 17.120.040 ~~and 17.120.050~~;

(2) The required fee;

(3) A site plan of the property drawn to scale with a north arrow indicated. The site plan shall show all major features of the property including buildings, major vegetation, access for public streets, sidewalks, any proposed exterior storage related to the home occupation per SHMC 17.120.040(13), etc.;

(4) One floor plan of all structures on the property which are to be used for the home occupation(s);

(5) One title transfer instrument; and

(6) Property owner's signature(s) or written authorization.

#### **17.120.080 Conditions applicable to ~~Type-H~~ home occupation approvals.**

The director may impose conditions upon the approval of a ~~Type-H~~ home occupation permit to ensure the requirements of this chapter are complied with. These conditions may include, but are not limited to, the following:

[...]

(13) Limiting the type and number of vehicles or equipment to be parked or stored on the site; ~~and~~

(14) Requirements to minimize public health and safety impacts of any hazardous materials used; and

~~(14)~~ (15) Any other limitations which the director considers to be necessary or desirable to make the use comply with the purposes stated in SHMC 17.120.040 and 17.120.050 this chapter.

[...]

### **CHAPTER 17.128 AUXILIARY DWELLING UNITS**

Sections:

17.128.010 Purpose.

17.128.020 Applicability.

17.128.030 Design standards.

- 17.128.040 Addressing of auxiliary dwelling units.
- 17.128.050 Prohibited areas for auxiliary dwelling units.
- 17.128.060 Prohibited uses of auxiliary dwelling units.
- 17.128.070 Permit procedures for auxiliary dwelling units.

#### **17.128.010 Purpose.**

Auxiliary dwelling units are allowed in certain situations to:

- (1) Create new housing units while respecting the look and scale of single-dwelling neighborhoods;
- (2) Increase the housing stock of existing neighborhoods in a manner that is less intense than alternatives;
- (3) Allow more efficient use of existing housing stock and infrastructure;
- (4) Provide a mix of housing that responds to changing household needs, sizes and compositions;
- (5) Provide a means for new homeowners to defray some of the costs associated with the purchase of a first home;
- (6) Provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods and obtain extra income, security, companionship and services; ~~and~~
- (7) Provide a broader range of suitable and affordable housing-; and
- (8) Create additional long-term family living situations, while avoiding the exploitation of this housing type through their use as short term living and other related business.

#### **17.128.020 Applicability.**

- (1) An auxiliary dwelling unit may be added to or constructed or installed on the same lot or parcel as a ~~house, attached house~~ detached single-dwelling unit, or manufactured home (principal dwelling) in any zone where the existing principal use is permitted and where auxiliary dwelling unit is listed as a permitted use.
- (2) Only one auxiliary dwelling unit is allowed per lot or parcel developed with a detached single-family dwelling or manufactured home (principal dwelling).

#### **17.128.030 Design standards.**

- (1) Standards for creating auxiliary dwelling units address the following purposes:
  - (a) Ensure that auxiliary dwelling units are compatible with the desired character and livability of St. Helens residential zones;
  - (b) Respect the general building scale and placement of structures to allow sharing of common space on the lot, such as driveways and yards;
  - (c) Ensure that auxiliary dwelling units are smaller in size than ~~houses, attached houses~~ detached single-family dwellings, or manufactured homes;
  - (d) Provide adequate flexibility to site buildings so that they fit the topography of sites; and
  - (e) The design standards for auxiliary dwelling units are stated ~~above~~ herein. If not addressed in this section, the base zone development standards apply.

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

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

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

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

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

(iv) Constructing a new ~~house, attached house~~ detached single-family dwelling, or manufactured home with an internal or detached auxiliary dwelling unit; or

(v) Converting a lawfully existing accessory structure;

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

~~(c) Owner Occupancy. The owner of the property must occupy either the primary residence or the auxiliary dwelling unit;~~

~~(d) Heated Floor Area. The heated floor area of the auxiliary dwelling shall be 100 percent of the floor area of the auxiliary dwelling unit;~~

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

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

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

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

1. When none of the roadways in abutting streets are at least 20 feet wide; ~~or~~

2. When none of the abutting streets allow on-street parking; or

3. When the auxiliary dwelling unit is created at the same time as the ~~house, attached house~~ detached single-family dwelling, or manufactured home. An auxiliary dwelling unit is considered created at the same time as the principle dwelling even if a permit per this Chapter is applied for within one year from the date of Certificate of Occupancy of the principal dwelling.

(ii) When an additional off-street parking space is required it shall comply with the Development Code and shall be independently functional. Independently functional means the vehicle in the parking space is not dependent on another vehicle moving to get to the street from the parking space. For example, a two-vehicle garage with a garage door and driveway both 20'

in width, can only count as two parking spaces (not four), since the vehicles in the garage cannot get to the street without the ones in the driveway moving out of the way. In this instance, a new (additional) parking area would need to be created to the side of the garage or elsewhere while still complying with the Development Code (e.g., parking and access standards).

(f) Size.

(i) Minimum Size. The size of the auxiliary dwelling unit ~~may~~ shall be no less than ~~220 square feet~~ as allowed by the Building Code;

(ii) Maximum Size. The size of the auxiliary dwelling unit ~~may~~ shall be no more than ~~30~~ 75 percent of the living area of the ~~house, attached house~~ detached single-family dwelling, or manufactured home or ~~1,000~~ 1,200 square feet, whichever is less. Living area means all areas subject to heat/air conditioning inclusive of walls. This does not include non-heated/non-air conditioned areas including but not limited to porches, garages, carports, balconies, hot tub/pool enclosure/rooms, etc.

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

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

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

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

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

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

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

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

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

(h) The provisions of SHMC 17.128.030(3)(a) - (f) do not apply when converting a lawfully existing accessory structure in its entirety or a portion thereof to an auxiliary dwelling unit provided the conversion does not increase the accessory structure's footprint or height.

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

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

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

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

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

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

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

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

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

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

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

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

**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Development Code Amendments ZA.1.18**

**APPLICANT:** City of St. Helens  
**LOCATION:** Citywide  
**PROPOSAL:** Text Amendments to the Development Code related to auxiliary dwelling units, home occupations, and significant wetland and riparian area upland protection zones

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

**PUBLIC HEARING & NOTICE**

Hearing dates are as follows: July 10, 2018 before the Planning Commission and August 15, 2018 before the City Council.

Notice was published in the The Chronicle on June 27, 2018. Notice was sent to the Oregon Department of Land Conservation and Development (DLCD) on June 1, 2018. Notice was sent to agencies by mail or e-mail on June 21, 2018.

**APPLICABLE CRITERIA, ANALYSIS & FINDINGS**

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

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

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.

**(a) Discussion:** This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, Goal 5, and Goal 10.

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

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

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

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. The City has met these requirements and notified DLCD of the proposal. In addition, the City has sent notice to property owners potentially impacted by the proposed changes in land uses allowed on property as required by ORS 227.186.

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

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

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

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal.

Comprehensive Plan consistency is addressed further below.

Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied

***Statewide Planning Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces***

*This goal is about protecting natural resources and conserving scenic and historic areas and open spaces to promote a healthy environment and natural landscape that contributes to Oregon's livability. It requires that riparian corridors and wetlands are inventoried and protected.*

The City maintains an inventory of riparian corridors and wetlands and plans for their protection with upland protection zones. Significant wetlands and riparian areas will still be protected with a reduced upland protection zone. **Reduction of the protection zone is desired by the Council to reduce the barriers to economic development.**

In order to find that the proposal complies with Goal 5, the City must reexamine why it adopted the rules it did. To start see ORD No. 2890 (the ORD that adopted the City's wetland and riparian area protection regulations).

The City adopted its riparian regulations based on the "safe harbor" provisions of OAR 660-023-0090. The OAR references a 75' upland protection area for streams with a flow greater

than 1,000 cubic feet per second and a 50' upland protection area for streams with less flow. This is directly reflected in SHMC 17.40.015. We can't reduce the 75' requirement unless the city explores the "safe harbor alternative" as provided in said OAR.

The wetland protection regulations are based on the ESEE process in OAR-023-0040. The city considered much for its existing rules as detailed in said ORD No. 2890. Finding No. 8 lists the ESEE issues. Note finding 8.n, which provides basis for having 50' / 75' wide protection zones for wetlands. In order to change this, the City would have to go through an entire new process to adopt new findings. Note that Ordinance No. 2890 states that "the Planning Commission has spent over two years developing a Significant Wetland/Riparian Corridor Protection Plan and implementing ordinances." It appears care was taken at this time to adopt the most appropriate rules for the City.

This proposal does not conflict with the state and federal regulations for the protection natural resources given compliance as noted above. Goal 5 is not satisfied without a complete reanalysis and findings to replace that of ORD No. 2890, at the least.

**As such, no changes pertaining to the City's wetland and riparian areas are proposed.**

#### ***Statewide Planning Goal 10: Housing***

*This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.*

With the passage of Senate Bill 1051 (referenced in more detail below), the State (and DLCD) have been an advocate in developing best practices for the provisions of ADUs. This is because ADUs can provide additional housing at a greater density and for a lower cost than traditional development. In order to help meet the housing needs of the City and of the State, the City is proposing to change the ADU permitting process to more closely align with the recommended best practices.

**Finding:** The proposed Development Code amendments further the statewide planning goals.

**(b) Discussion:** This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the Development Code amendments.

On August 15, 2017, Senate Bill 1051 was signed into law. Among the provisions, it stated:

*A city with a population greater than 2,500 or a county with a population greater than 15,000 shall allow in areas zoned for detached single-family dwellings the development of at least one accessory dwelling unit for each detached single-family dwelling, **subject to reasonable local regulations related to siting and design.***



**Note:** An accessory dwelling unit is the same as an auxiliary dwelling unit for the purposes of our Development Code.

Though our current rules may comply with SB 1051, they do not meet the current best practices for such. Therefore, our rules could be seen as “unreasonable”, especially compared to other jurisdictions that are addressing SB 1051, including the City of Scappoose.

**Finding:** The proposed amendments will help the City comply with the known federal and state statutes in regards to the Development Code changes.

**(c) Discussion:** This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices and maps. For the ADU amendments, the applicable goals and policies are:

**19.08.050 Housing goals and policies.**

*(1) Preface. Residents of the city of St. Helens are demographically in different stages of socioeconomics. As such, they vary in their family sizes, economic capabilities and interests and will desire different types of housing. The strategy is to ensure that sufficient lands are designated for those different phases and desires of current and future residents and to encourage policies and decisions to allow all residents the ability to find affordable housing.*

*(2) Goals.*

*(a) To promote safe, adequate, and affordable housing for all current and future members of the community.*

*(b) To locate housing so that it is fully integrated with land use, transportation and public facilities as set forth in the Comprehensive Plan.*

*(3) Policies. It is the policy of the city of St. Helens to:*

*(a) Maintain adequate development and building codes to achieve the city’s housing goals.*

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

*[...]*

*(h) Encourage energy-efficient housing patterns in residential developments.*

**19.12.020 General residential category goals and policies.**

*(1) Goals. To create conditions suitable for higher concentrations of people in proximity to public services, shopping, transportation and other conveniences.*

*(2) Policies. It is the policy of the city of St. Helens to:*

*(a) Require undeveloped public ways of record to be improved to applicable city standards as a condition to the issuance of building permits for lots that front these ways.*

*(b) Encourage the infilling of areas presently undeveloped due to topographical limitations to achieve a more efficient use of the land.*

*(c) Allow for the convenient location of grocery stores by the conditional use process.*

- (d) Develop rules for multifamily dwellings which are consistent with housing policies.*
- (e) Designate general residential lands as R-5, General Residential or AR, Apartment Residential on the city zoning map.*

**19.12.030 Suburban residential category goals and policies.**

- (1) Goals. To establish conditions which will maintain attractive, convenient residential living typical of moderate density semi-suburban areas.*
- (2) Policies. It is the policy of the city of St. Helens to:*
  - (a) Allow for the convenient location of grocery stores by the conditional use process.*
  - (b) Permit a degree of flexibility in residential site design and a mixture of housing, including multi-dwelling units, through the planned development procedures.*
  - (c) Promote the development of homesites at a density and standard consistent with: the level of services that can reasonably be provided and the characteristics of the natural environment.*
  - (d) Review diligently all subdivision plats in the suburban residential category to ensure the establishment of a safe and efficient road system.*
  - (e) Designate suburban residential lands as R-7, Moderate Residential, or R-10, Suburban Residential, on the city zoning map.*

The ADU text amendments support the Comprehensive Plan's housing policy of providing a range of affordable housing options for residents who are in demographically different stages of socioeconomics. Because ADUs are smaller and typically cost less to develop, the text amendments also support the wider distribution of lower cost housing, rather than limited them to a few concentrated areas. Both of the residential comprehensive plan designations support the additional density and efficient infill development that ADUs offer, as long as the development is consistent with the level of services that can be reasonably provided and consistent with the characteristics of the natural environment. The amendments to allow for ADUs will not change the underlying zoning requirements related to lot coverage, setbacks, landscaping, and density.

For the Home Occupation text amendments, the applicable goals and policies are:

**19.08.020 Economic goals and policies.**

*[...]*

- (2) Goals.*
  - (a) To maintain favorable conditions for a growing, healthy, stable and diversified business and industrial climate.*
  - (b) To encourage the expansion of employment opportunities within the urban area so residents can work within their communities rather than commute to jobs outside the county.*
  - (c) To promote industrial development necessary to provide a balanced tax base for the operation of local government services.*
  - (d) To establish greater local control over the destiny of the local economic development.*

The text amendments related to Home Occupations will remove a permit for businesses that essentially have no outward indication that a business is being operated out of the residence. This will encourage local employment for residents within the City, reducing the number of commuters and encouraging growth in the number of small businesses in the community.

**19.08.060 Natural factors and local resources goals and policies.**

[...]

**(2) Goals.**

*(a) To maintain and, where possible, enhance the air, water, and land resources of the St. Helens area.*

[...]

*(d) To ensure the conservation of substantial fish and wildlife habitats.*

*(e) To preserve open spaces within and between urban living areas.*

*(f) To encourage the protection of the forest area within the urban growth boundary.*

*(g) To preserve for the public benefit outstanding scenic areas.*

**(3) Policies. It is the policy of the city of St. Helens to:**

*(a) Participate in resource management planning through participation in collective federal, state, and regional agency planning programs.*

[...]

*(f) Encourage the preservation, restoration, and functionality of the open space corridors or rezone to open space zone the following lands:*

*(i) The canyon area adjoining Godfrey Park.*

*(ii) The unimproved gullies and creekbed systems.*

*(iii) The lands along significant riparian corridors and connecting wetlands.*

**Finding:** Goal 5 analysis is necessary to amend the City's wetland and riparian regulation pertaining to protection zones. As this analysis has not been done as part of these amendments, the City cannot change these provisions at this time.

**(d) Discussion:** This criterion requires analysis of the applicable provisions of the implementing ordinances.

**Finding:** The proposal modifies the Development Code but findings as to other applicable implementing ordinances are not necessary.

**CONCLUSION & DECISION**

**Based upon the facts and findings herein, the City Council approves the proposed text amendments to the Development Code.**

---

Rick Scholl, Mayor

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Date

**City of St. Helens**  
**RESOLUTION NO. 1827**

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST.  
HELENS, OREGON, ADOPTING A CITY EMPLOYEE COMPENSATION  
PLAN FOR FISCAL YEAR BEGINNING JULY 1, 2018**

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of St. Helens, Oregon, that the City employees are to be paid salaries in monthly installments effective July 1, 2018, as respectfully set out after their positions, as per attachment A.

**APPROVED AND ADOPTED by the City Council** on this 5<sup>th</sup> day of September, 2018 by the following vote:

Ayes:

Nays:

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


ATTEST:

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

<b>CITY OF ST. HELENS</b> <b>Compensation Plan</b> <b>FY 2018-2019 (effective 7-1-18)</b>							
POSITION		MONTHLY SALARY RANGE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Seasonal Public Works Summer Crew Leader	Unrep	-	-	-	-	-	-
Seasonal Recreation Youth Program Lead	Unrep	-	-	-	-	-	-
Recreation Assistant	Unrep	-	-	-	-	-	-
Library Assistant	AFSCME	2,251	2,364	2,482	2,606	2,737	-
Secretary / Clerical	AFSCME	2,715	2,851	2,993	3,143	3,300	-
Front Office Specialist	AFSCME	2,715	2,851	2,993	3,143	3,300	-
Police Records Specialist	SHPA	3,059	3,238	3,418	3,611	3,823	4,036
Library Technician I	AFSCME	3,132	3,288	3,453	3,624	3,805	-
Parks Utility I	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Receptionist / Utility Billing Specialist	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Office Assistant	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Utility Worker I	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Library Technician II	AFSCME	3,302	3,467	3,640	3,824	4,012	-
Code Enforcement Officer	SHPA	3,278	3,512	3,748	3,983	4,215	4,452
Utility, Banking, & Court Specialist	AFSCME	3,370	3,539	3,717	3,903	4,098	-
Police Support Specialist	SHPA	3,319	3,484	3,659	3,842	4,034	4,236
Building / Admin Secretary	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Planning Secretary	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Legal Assistant	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Municipal Court Clerk	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Public Works Office Assistant	AFSCME	3,484	3,658	3,844	4,101	4,237	-
WWTP Operator I	AFSCME	3,484	3,658	3,844	4,101	4,237	-
Assistant Planner	AFSCME	3,760	3,948	4,146	4,353	4,570	-
Accounting Assistant	Unrep	3,775	3,961	4,159	4,368	4,583	-
Deputy City Recorder	Unrep	3,775	3,961	4,159	4,368	4,583	-
Parks Utility II	AFSCME	3,877	4,071	4,277	4,490	4,713	-
Utility Worker II	AFSCME	3,877	4,071	4,277	4,490	4,713	-
Librarian I	AFSCME	4,072	4,403	4,536	4,673	4,812	-
Parks Specialist	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Collections System Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Mechanic II	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Building Maintenance Utility Worker	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Utility Plumber	AFSCME	4,094	4,296	4,511	4,737	4,973	-
WWTP Operator II	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Water Systems Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Water System Filtration Operator	AFSCME	4,094	4,296	4,511	4,737	4,973	-
Patrol Officer	SHPA	4,063	4,358	4,608	4,933	5,293	5,465
Engineering Technician I	AFSCME	4,377	4,591	4,821	5,061	5,314	-
Associate Planner	AFSCME	4,377	4,591	4,821	5,061	5,314	-
Accounting Technician	Unrep	4,416	4,634	4,865	5,108	5,362	-
Water Treatment Operator	AFSCME	4,501	4,743	4,986	5,226	5,468	-
WWTP Operator III	AFSCME	4,615	4,848	5,089	5,345	5,610	-
Detective	SHPA	-	-	-	-	-	5,740
Engineering Technician II	AFSCME	4,868	5,111	5,365	5,636	5,918	-

<b>CITY OF ST. HELENS</b> <b>Compensation Plan</b> <b>FY 2018-2019 (effective 7-1-18)</b>							
POSITION		MONTHLY SALARY RANGE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
PW Construction Inspector	AFSCME	4,868	5,111	5,365	5,636	5,918	-
WWTP Operator III / Pretreatment Coordinator	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Building Inspector	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Communications Officer	AFSCME	4,868	5,111	5,365	5,636	5,918	-
Field Supervisor / Safety Coordinator	Unrep	5,073	5,327	5,592	5,874	6,166	-
Water Filtration Facility Supervisor	Unrep	5,073	5,327	5,592	5,874	6,166	-
WWTP Operator IV	Unrep	5,073	5,327	5,592	5,874	6,166	-
Engineering Technician - Project Manager	AFSCME	5,365	5,636	5,918	6,216	6,527	-
City Recorder	Unrep	5,586	5,864	6,156	6,457	6,779	-
Sergeant	Unrep	-	-	-	-	7,004	-
WWTP Superintendent	Unrep	5,934	6,236	6,550	6,875	7,223	-
Building Official	Unrep	6,523	6,849	7,192	7,552	7,929	-
City Planner	Unrep	6,523	6,849	7,192	7,552	7,929	-
Library Director	Unrep	6,531	6,859	7,167	7,543	7,937	-
Public Works Engineering Director	Unrep	6,590	6,919	7,265	7,628	8,010	-
Public Works Operations Director	Unrep	6,590	6,919	7,265	7,628	8,010	-
Lieutenant	Unrep	6,729	7,064	7,417	7,787	8,178	-
Finance Director	Unrep	7,270	7,633	8,014	8,416	8,835	-
Chief of Police	Unrep	7,489	7,861	8,255	8,668	9,102	-
Public Works Director	Unrep	7,675	8,055	8,459	8,882	9,323	-
City Administrator	Unrep	8,441	8,746	9,304	9,767	10,256	-

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director	
<b>Date:</b>	5 September 2018	
<b>Subject:</b>	Award Contract for McCormick Park Veterans Memorial Expansion, Interior Colored Concrete Slab Project, M-487	

### Background:

In 2011, the McCormick Park Veterans Memorial area was expanded to include monuments which are replicas of the old wooden plaques that had previously been displayed along Highway 30 honoring the soldiers from Columbia County who died during World War I, II and the Korean War. The City has obtained an Oregon Parks & Recreation Grant for additional improvements and expansion of the Veterans Memorial Plaza. The largest portion of this project includes a new concrete slab that will greatly expand the Memorial area and improve accessibility.

Plans for the improvements have been developed by Lower Columbia Engineering. They are doing this work at no fee to the City as a tribute to the Veterans. Recently, bids were requested through the public bid process for the placement of the large colored concrete slab. Only one bid was received for \$76,212 which far exceeded the project estimate of \$50-\$55k. However, Oregon contracting rules allow direct negotiation with a contractor when bids exceed the budgeted amount. After conferring with the City's contract attorney, discussion were initiated with 3 Kings Environmental, Inc., Lower Columbia Engineering, and City staff to modify the project to fit within the available budget and not compromise on the finished product. An alternative method of coloring and finishing the concrete was determined to be acceptable and a revised quote was submitted as follows:


<b>FIRM</b>	<b>LOCATION</b>	<b>BID</b>
3 Kings Environmental, Inc.	Battle Ground, WA	\$52,000.00

The project is identified as a Capital Improvement project in the 2018/19 adopted budget.

### Recommendation:

Award the contract for the McCormick Park Veterans Memorial Expansion, Interior Colored Concrete Slab project, M-487 to 3 Kings Environmental, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Construction Contract for the McCormick Park Veterans Memorial Expansion, Interior Colored Concrete Slab project. Contract will be at the rate prescribed in that firm's submitted bid.

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director	
<b>Date:</b>	5 September 2018	
<b>Subject:</b>	Award Contract for McCormick Park Veterans Memorial Expansion, Covered Shelter, Project, M-487	

### Background:

In 2011, the McCormick Park Veterans Memorial area was expanded to include monuments which are replicas of the old wooden plaques that had previously been displayed along Highway 30 honoring the soldiers from Columbia County who died during World War I, II and the Korean War. The City has obtained an Oregon Parks & Recreation Grant for additional improvements and expansion of the Veterans Memorial Plaza. One of the major new features of the expansion is the addition of a new 20-ft X 40-ft covered shelter adjacent to the expanded concrete plaza. This shelter will be multi-purpose and can be used as a stage area or a seating area protected from the weather for a large number of people during ceremonies and/or events.

Specifications for the shelter have been developed by Lower Columbia Engineering. They are doing this work at no fee to the City as a tribute to the Veterans. An informal request for quotes was distributed to a total of seven qualified firms. Below are the results:

<b>FIRM</b>	<b>LOCATION</b>	<b>BID</b>
Pacific Stainless Products, Inc. & Web Steel Buildings NW	St. Helens, OR Sandy, OR	\$17,030*
JH Kelly, LLC	Longview, WA	\$22,563 <sup>#</sup>

\*Includes delivery

<sup>#</sup>Does not include delivery


The project is identified as a Capital Improvement project in the 2018/19 adopted budget.

### Recommendation:

Award the purchases for the McCormick Park Veterans Memorial Expansion, Covered Shelter project, M-487 to Pacific Stainless Products, Inc. (\$12,737) and Web Steel Buildings NW (\$4,293) as the lowest responsive bidders and authorize purchase orders for the specified materials and products for the McCormick Park Veterans Memorial Expansion, Covered Shelter project. Purchase orders will be at the rate prescribed in those firms submitted quotes.



## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director	
<b>Date:</b>	5 September 2018	
<b>Subject:</b>	Award Bid to Replace City Hall Rooftop Heating & Cooling Unit	

### Background:

In early summer of 2018, one of the hottest summers on record in the greater Portland area, the compressor on one of the rooftop heating/cooling units at City Hall stopped functioning. This caused the unit to completely stop working and no cooling was possible for the 3 offices and lobby area on the east side of the building, the Planning and Engineering Departments. The City currently contracts with TCMS of Longview, WA for heating and cooling maintenance needs. After diagnosing the 19+ year old unit, they offered 2 options – replace the compressor for \$3,400 or replace it with a new, more efficient unit. In addition to the heating unit, it was found that the individual zone control system was also defunct and can no longer be repaired. The system is obsolete and parts are no longer available. After staff discussion, it was determined that this type of individually controlled zone was not necessary and that it would be acceptable for the offices and lobby to be controlled from one central thermostat, a cost savings of up to \$7,600. However, the existing ductwork will have to be adjusted to balance the airflow between the existing individual zones.

Because this would be a major purchase, 3 firms were contacted to provide quotes to replace the unit. Below are the results:

<b>FIRM</b>	<b>LOCATION</b>	<b>BRAND</b>	<b>ADJUST DUCTS</b>	<b>QUOTE</b>
TCMS	Longview, WA	Carrier	Included	\$16,514.00
Feltons'	Longview, WA	Ruud	Not Included	\$10,340.00
Columbia NW	Scappoose, OR	Carrier	Included, estimated	\$10,447.28

The project will be funded from the Major Facilities Fund as identified in the 2018/19 Budget.

### Recommendation:

Award the bid for replacement of the City Hall rooftop heating/cooling unit to Columbia NW Heating & Cooling as the lowest and most responsive bidder and authorize the Mayor to execute a Materials & Services Contract for the specified work. Contract will be at the rate prescribed in that firm's submitted quote.

**MEMORANDUM OF UNDERSTANDING**

**between**

**THE CITY OF ST. HELENS**

**and**

**THE CITY OF ST. HELENS GENERAL**

**EMPLOYEES**

**LOCAL 1789, COUNCIL 75**

**AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, AFL-CIO**

**September 5, 2018**

## **PARTIES**

“City” - City of St. Helens, Oregon

“Union” - City of St. Helens General Employees, AFSCME Local 1789, Council 75

## **RECITALS**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into as of August 1, 2018 (the “Effective Date”), by and between the City of St. Helens (the “City”), and the City of St. Helens General Employees, AFSCME Local 1789, Council 75 (the “Union”).

A. The City has established a new part-time position for a Recreation Coordinator. The job will be posted internally and the City anticipates that a current full-time employee may apply for this position.

B. The City has discussed the new position with the Union.

C. The City and the Union wish to enter into a MOU to address this new position and issues of seniority and workweek in order to allow an employee to work two part-time positions and be treated as a full-time employee under the Collective Bargaining Agreement (the “Agreement”), and to retain their seniority within the class in which the employee was initially full-time

### **THE CITY AND THE UNION UNDERSTAND AND AGREE TO THE FOLLOWING:**

1. Seniority. The Parties agree that under the Agreement, seniority is the length of continuous service worked by a bargaining unit member for the city since the last date of hire in the bargaining unit. Seniority shall be broken if an bargaining unit member (1) quits, (2) is discharged for just cause, (3) fails to avail himself or herself to the recall language or (4) retires. Seniority shall be retained within an established job family grouping if a full-time employee accepts a second part-time position with the City which are not in the same job family grouping.

2. Workweek. The Parties agree that full-time bargaining unit members will normally be scheduled to work forty (40) hours in a workweek. Regular part-time bargaining unit members will normally be scheduled to work at least twenty four (24) hours in a workweek but less than forty (40) hours in a workweek. Bargaining unit members who are scheduled to work forty (40) hours in a workweek in two part-time positions shall be treated as a full-time bargaining unit member for purposes of this Agreement. The workweek shall normally consist of five (5) days with eight (8) hours except that the City at its discretion may elect to establish a four (4) days with ten (10) hours schedule or any other alternative schedule for a bargaining unit member(s) with fourteen (14) calendar days written notice to the employee(s).

3. Application of Sections 1 and 2 to Recreation Program Coordinator position. The Parties agree that a current full-time Utility, Banking & Court Specialist position has been divided into two part-time positions, which includes one part-time Utility, Banking & Court Specialist and one part-time Recreation Program Coordinator position, which pursuant to Section 2 above, will be treated as the equivalent of one full-time position. In the event the one part-time Recreation Program Coordinator position is eliminated, due to circumstances other than disciplinary action on the part of the employee in said position, then pursuant to Section 1 above, the employee would revert back to the position of full-time Utility Billing, Banking & Court Specialist.

4. All other terms and conditions of the 2016-2019 CBA shall remain in effect.

This Memorandum of Understanding is entered into on this 5th day of September, 2018 and acknowledged by the following signers:

AFSCME LOCAL NO. 1789

CITY OF ST. HELENS

---

Heidi Davis, President

---

Rick Scholl, Mayor

---

Micaela Shapiro-Shellaby, Council Rep.  
AFSCME Council 75

---

John Walsh, City Administrator

APPROVED AS TO FORM

---

Tim Ramis, City Attorney



**Axon Enterprise, Inc.**  
17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
Phone: (800) 978-2737

**Q-115652-43339.735TM**

Issued: 08/27/2018



**Quote Expiration: 04/30/2018**

**Account Number: 113553**

**Start Date: 07/31/2018**

**Payment Terms: Net 30**

**Delivery Method: Fedex - Ground**

**SALES REPRESENTATIVE**

Robert Wagner

Phone:

Email: rwagner@axon.com

Fax: 480-378-6639

**PRIMARY CONTACT**

Terry Moss

Phone: (503) 397-3333

Email: terrym@ci.st-helens.or.us

**SHIP TO**

Terry Moss  
Saint Helens Police Dept. - OR  
150 S 13TH ST  
SAINT HELENS, OR 97051  
US

**BILL TO**

Saint Helens Police Dept. - OR  
150 S 13TH ST  
SAINT HELENS, OR 97051  
US

**Year 1**

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>					
80012	BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	15	180.00	180.00	2,700.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
80022	PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	2	468.00	468.00	936.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.00	0.00
<b>Hardware</b>					
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	17	499.00	324.35	5,513.95
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	17	0.00	0.00	0.00
74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	17	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM	17	0.00	0.00	0.00
74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	3	1,495.00	1,495.00	4,485.00
Subtotal					13,634.95
Estimated Shipping					0.00
Estimated Tax					0.00
Total					13,634.95

## Year 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>					
80023	PRO EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	2	468.00	468.00	936.00
80013	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	15	180.00	180.00	2,700.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.75	1,500.00
				Subtotal	5,136.00
				Estimated Tax	0.00
				Total	5,136.00

## Year 3

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>					
80024	PRO EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	2	468.00	468.00	936.00
80014	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	15	180.00	180.00	2,700.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.75	1,500.00
				Subtotal	5,136.00
				Estimated Tax	0.00
				Total	5,136.00

## Year 4

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>					
80025	PRO EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	2	468.00	468.00	936.00
80015	BASIC EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	15	180.00	180.00	2,700.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00

## Year 4 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages (Continued)</b>					
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.75	1,500.00
				Subtotal	5,136.00
				Estimated Tax	0.00
				Total	5,136.00

## Year 5

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>					
80026	PRO EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	2	468.00	468.00	936.00
80016	BASIC EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	15	180.00	180.00	2,700.00
85110	EVIDENCE.COM INCLUDED STORAGE	150	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	60	0.00	0.00	0.00
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.75	1,500.00
				Subtotal	5,136.00
				Estimated Tax	0.00
				Total	5,136.00

<b>Grand Total</b>	<b>34,178.95</b>
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## Discounts (USD)

Quote Expiration: 04/30/2018

List Amount	38,648.00
Discounts	4,469.05
<b>Total</b>	<b>34,178.95</b>

*\*Total excludes applicable taxes and shipping*

## Summary of Payments

Payment	Amount (USD)
Year 1	13,634.95
Year 2	5,136.00
Year 3	5,136.00
Year 4	5,136.00
Year 5	5,136.00
<b>Grand Total</b>	<b>34,178.95</b>



Typically, hardware shipment occurs between 4 – 6 weeks after purchase date. Product availability for new or high demand products may impact delivery time.

## Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

<b>Signature:</b>	_____	<b>Date:</b>	_____
<b>Name (Print):</b>	_____	<b>Title:</b>	_____
<b>PO# (Or write N/A):</b>	_____		

Please sign and email to Robert Wagner at [rwagner@axon.com](mailto:rwagner@axon.com) or fax to 480-378-6639

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store [buy.axon.com](http://buy.axon.com)

Quote: Q-115652-43339.735TM

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## **EXTENSION OF AGREEMENT FOR CRISIS INTERVENTION TEAM COORDINATOR**

This Extension is made on September 5, 2018, between the City of St. Helens (the “City”), an Oregon municipal corporation, and **Columbia Community Mental Health** (“CCMH”), an Oregon non-profit corporation.

### **RECITALS**

**A. WHEREAS**, on or about July 20, 2016, the City and CCMH entered into an agreement (“Agreement”) in which CCMH agreed to hire a full-time Crisis Intervention Team (CIT) Coordinator and pay all wages, taxes and benefits as accrue to other CCMH employees; and

**B. WHEREAS**, grant funding for the CIT Coordinator has been extended an additional year; and

**C. WHEREAS**, this Agreement is set to expire on September 13, 2018, and City wishes and CCMH agrees to extend the Agreement an additional year, as per the original Agreement conditions.

### **AGREEMENT**

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

- 1.** The term of the Agreement is extended to September 13, 2019.
- 2.** All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

**ST. HELENS:**

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

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

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

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

**CCMH:**

**COLUMBIA COMMUNITY MENTAL  
HEALTH**, an Oregon non-profit corporation

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

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

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

# **REQUEST FOR PROPOSALS**

## **Flex Court Installation**

## **City of St. Helens Oregon**

**DATE:  
September 6, 2018**

**City of St. Helens  
PO BOX 278  
265 Strand Street  
St. Helens OR 97051  
(503) 366-8227**

## **GENERAL INFORMATION**

The City of St Helens seeks proposals from interested in providing Flex Court Installation at McCormick Park for courts that include 2 NBA regulation basketball courts with lines for Volleyball and Pickle ball. All equipment (hoops, nets, etc.) will be required as part of the request for proposal. We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service and enhancement to create a successful end product that will last for many years.

We encourage you to be creative and educational in your response. Include information about prior community projects around the local area. While your format must be consistent with the requirements of the RFP, if you believe there is additional information that would be beneficial to us, there is a section at the end where you can provide such information.

A City review panel, consisting of staff from multiple departments will review RFP for pricing and service. We intend to see installation and finalization of the project by June 30, 2019.

The complete RFP will be made available on the City's website ([www.ci.st-helens.or.us](http://www.ci.st-helens.or.us))

### **ESTIMATED TIMETABLE OF RFP:**

Distribution of RFP	September 6, 2018
Deadline for Questions	September 16, 2018
Proposal Submission	September 20, 2018
City Panel Review	September 24-28, 2018
Notification of Finalist(s)	September 28, 2018
Interview Finalist(s) if needed	October 1-5, 2018
Notification of Selected Provider	October 5, 2018
Contract Signing & Implementation	TBD within Contract

We have made every effort to include sufficient information within this RFP for a vendor to prepare a responsive, comprehensive proposal. The timing of the proposal process is as follows:

- a) Distribution of Request for Proposal: September 6, 2018
- b) Deadline for Questions is September 16, 2018. All questions must be asked no later than this date to ensure that all proposers can receive the information.
- c) Proposal Submission: Proposals must be delivered directly to the City no later than **September 20<sup>th</sup> @ 3:00 PM**. Late submissions after the deadline or proposals delivered via fax/email will not be accepted. A total of five (5) identical proposals must be submitted and labeled as follows:

City of St. Helens  
PO BOX 278  
265 Strand Street  
St. Helens OR 97051  
ATTENTION: Matt Brown, Finance Director

- d) Notification: We anticipate sending written notification to all vendors regarding the outcome of the review and begin the contract aware process with the selected vendor by September 28. Upon written request, we will provide a copy of the winning proposal at no cost to the requestor.
- e) Conversion Activities: The awarded vendor will be required to coordinate with our staff all the activities necessary to ensure smooth installation. Activities will begin upon execution of the contract and are dated as TBD and agreed upon execution of the agreement.

We will make every effort to administer the proposal process in accordance with the terms and dates discussed in the RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.

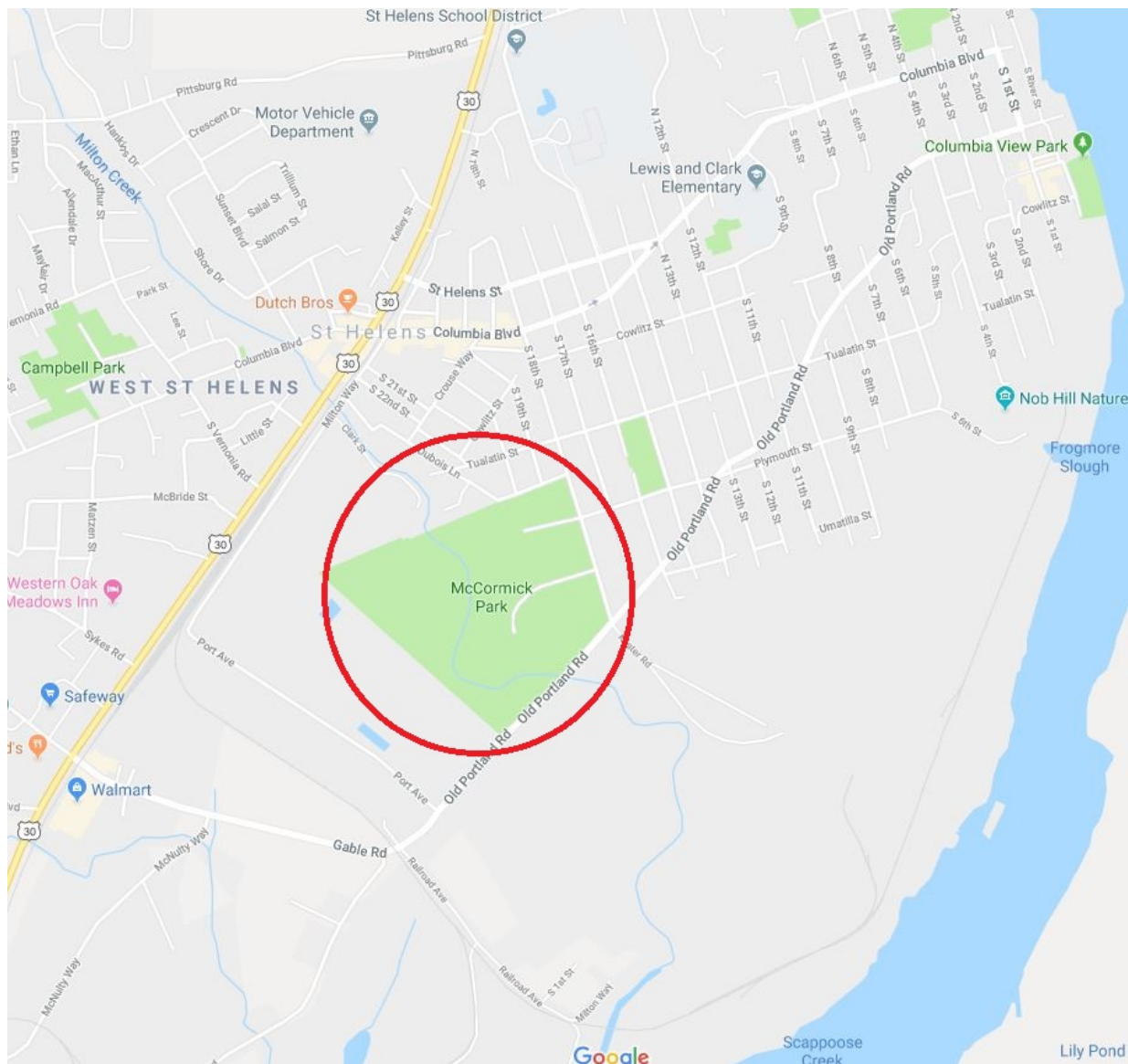
## Site Review

Below is information regarding the desired location of the new flex court installation at McCormick Park. This is a new installation on a site that was previously grass and dirt. No flex court or concrete work has been done on this particular site.

### **McCormick Park**

The address of McCormick Park is 475 South 18<sup>th</sup> Street St. Helens OR 97051.

The park includes about 70 acres of park amenities that include a Veterans Memorial, 2 softball fields, skate park, BMX track, sand volleyball court, horseshoe court, 2.5 miles of fitness and nature trails, picnic areas, playground and restrooms.

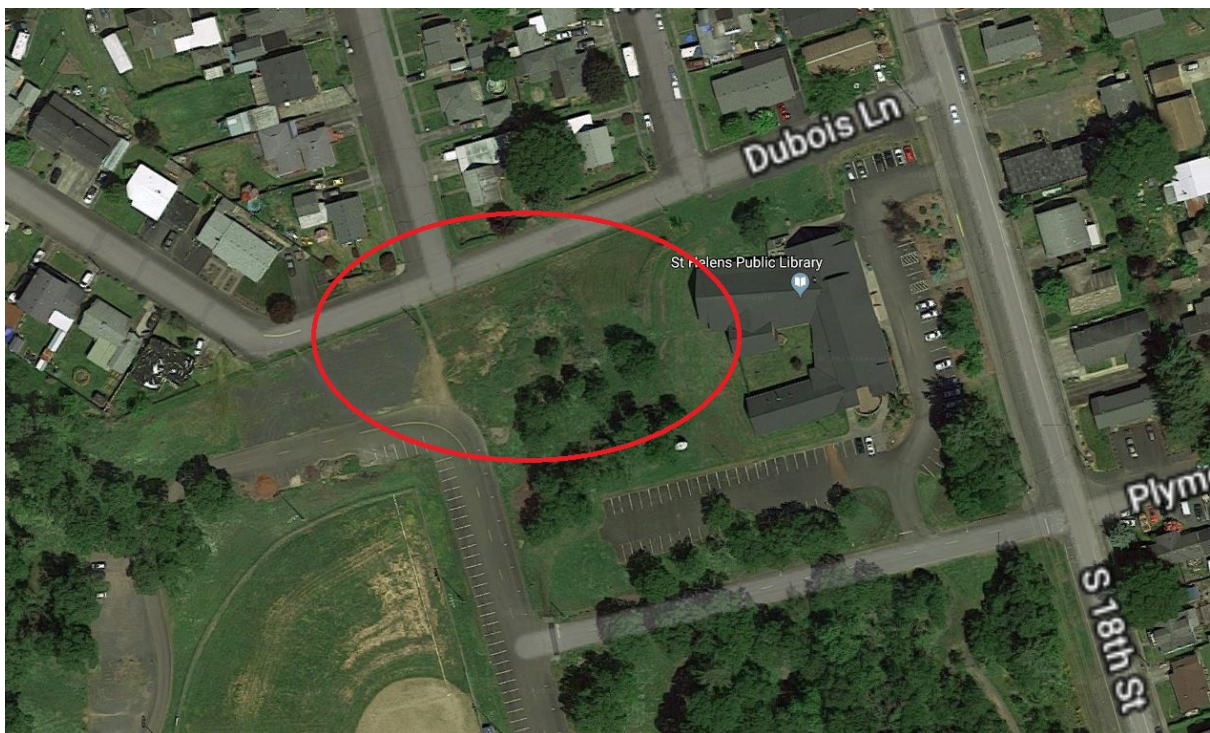




Below is a large aerial view of McCormick Park. The red circled area is the specific site location of the proposed new flex court installation.



Below is a closer view of the installation area which is located behind the St. Helens Public Library.



## **GENERAL FLEX COURT REQUIREMENTS**

### 1. Quality Assurance

- a. A Successful bidder will submit a minimum of (4) four completed projects of similar magnitude and complexity within the last (3) three years. The list of projects will include name, address, phone number, and contact person for reference checks and possibly site visit if deemed necessary.
- b. If your company has done any prior work in Oregon or Washington, please list your prior projects in these areas. Please keep in mind that these more local sites may be visited by staff during the RFP process review.
- c. Warranty assurances from your company and installation materials should be noted in your response.
- d. Installation shall be installed and/or supervised by authorized factory trained dealer or representative.

### 2. Preparation Work

- a. In your proposal, you are required to specify what specific prep work is required before the installation can begin from your company. This may include any specific information as to the size and specifications of the base concrete work or other required material needed before you begin installation.
- b. Your requirements for preparation will be used for an additional RFP for a local contractor to complete the prep and concrete work before installation is set to begin. If your company has sample RFP that can be used for this prep work, you are encouraged to include this in addition to your proposal for our flex court installation.

### 3. Scope

- a. The City of St. Helens is looking to install 2 flex courts that will mainly be used for outdoor basketball recreation. The basketball courts should preferably be NBA regulation size with all pertinent regulation lines.
  - i. Basketball hoops should be included in your RFP response. It is requested for you to include a “best/1<sup>st</sup> choice” option as well as a “low cost” option.
  - ii. The outside border of the entire flex court should include at least a 2” border on the perimeter of the court system.
- b. Both flex courts should have lines for the courts to be used for outdoor Pickle ball and Volleyball with all regulation lines in different colors to easily differentiate between each.
  - i. Your RFP should include pricing and installation of a full adjustable net system for both Pickle Ball and Volleyball with diagrams/pictures of current installations.
- c. The City would like to explore fencing around the flex court. You are invited to “bid” the fencing around the flex court, however, please include this as a separate line item in case the City decides to seek our bids separately at a later time.

### 4. Maintenance

- a. You should provide detailed care and cleaning procedures and recommend any tool(s) for disassembly and reassembly.

### 5. Extra Materials

- a. Manufacturer will supply 2% extra material for each color of regulation lines for use by Owner for implementing any repairs.



## **Required Format Proposal**

In order for us to adequately compare and evaluate proposals objectively, **all proposals must be submitted with this format. Not doing so will be reflected in the overall scoring. The maximum number of pages for submission is 8 pages. Sheets printed on the front and back are considered 2 pages. Font size shall be no smaller than 12 pt.**

### Title Page/Cover

It should include the name of the proposing vendor, principle business address, phone number and email address of a specific contact individual. (Cover page is not counted as one of the 8 submitted pages)

### Table of Contents

One printed page maximum

### Transmittal Letter

The letter should address the vendor's willingness and commitment, if selected, to provide the services, and why the vendor believes it should be selected. The letter should be address to Matt Brown, Finance Director, City of St. Helens Oregon, PO BOX 278, 265 Strand Street, St. Helens OR 97051 and signed by the manager assigned to our account.

### Section 1 – Business Profile and Staff

- a) Please provide a brief history of your company including how long you have been in business and your experience.
- b) Include at least 4 relatable projects that were completed in the last 3 years. If you have additional projects that were completed in the Oregon/Washington area, please list if applicable. Please include a photo or photos and final cost estimates for any projects you include.
- c) Relationship Manager: Describe the relationship team that will be assigned to service our relationship. Describe individual roles, their responsibilities and briefly detail credentials and experience.

### Section 2 – Pricing

- a) Provide in this section the pricing for specifications mentioned in the earlier page and any other applicable costs for the entire project that you believe may have been left off of this RFP if necessary.
- b) If possible, please provide a sample of the material you would suggest using for this project
- c) If possible, please provide a picture/diagram of what the finish product could look like with suggested colors
  - a. You should include color options if possible for us to review

### Section 3 – Other Info / Services

This is YOUR opportunity to include any information or services that it may require that are not listed and any other services you would make available to the City of St. Helens that are not mentioned in the RFP. In this section, you may also provide any such information that you feel you need to share to help the City make the best selection for a provider.

## **EVALUATION OF PROPOSALS**

The evaluation criteria will include the following:

- A. **Comprehensiveness of Services Provided:** Overall capabilities of the vendor to meet the service levels described in this RFP. (Scoring = 0-4)
- B. **Public Sector Experience and Resources:** The vendor's experience in provided service to the public sector, as well as dedicated resources and personnel. (Scoring = 0-5)
- C. **Reference List:** Points provided if reference list includes other public entities. (Scoring = up to 4 points) (1 pt. for each possible public entity reference)
- D. **Assigned Relationship Manager / Team:** The credentials and experience of the person(s) assigned to our relationship. (Scoring = 0-4)
- E. **Service Enhancements:** The vendor's efforts to understand our needs and goals, and the creativity the vendor shows in giving ideas for a better or longer lasting product. (Scoring = 0-4)
- F. **Other Factors:** Any other factors that we believe are in our best interest to consider which were not previously described above. This may include providing additional information about ideas that were not considered or any potential above and beyond information provided by a vendor. (Scoring 0-5)
- G. **Format Completeness:** Full points awarded if the vendor has followed the format proposal reflected in this RFP. (Scoring = 0-4)

Total Points Possible = 30 Points Max

**Final Comments:**

The City of St. Helens is committed to providing equal opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. We reserve the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and to request additional information from proposing vendors. All costs incurred in connection with preparing and submitting a proposal is the responsibility of the vendor. Our decision to award a contract will be based upon many factors including, but not limited to, service, and innovation. No single factor, such as cost, will determine the final decision to award. All respondents will be informed of the decision made about the consultant selected. Respondents will not be provided with detailed information about the rating of their response or the relative rating ranking of respondents. Respondents must comply with relevant federal, state, and local laws, regulations, rules and other requirements.

We sincerely appreciate the efforts of all the vendors and their respective staffs have put forth in responding to the Flex Court Installation Request for Proposals.

**Questions regarding this RFP may be directed to:**

Matt Brown, Finance Director

265 Strand Street

St. Helens, OR 97051

Office: 503-366-8227

Email: [mattb@ci.st-helens.or.us](mailto:mattb@ci.st-helens.or.us)

# **APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS**

City Council Meeting ~ September 5, 2018

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**Pending applications received:**

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Jeff Vitale	Arts & Cultural or Parks Commission	2/26/18	2/26/18
• Ken Forcier	Arts & Cultural or Plng. Commission	6/7/18	6/8/18
• Patrick Birkle	Library Board	7/20/18	7/20/18
• John Dreeszen	Library Board	8/7/18	8/7/18
• Becky Bean	Library Board	8/14/18	8/14/18
• Lisa Beardslee	Library Board	8/24/18	8/24/18

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

- Kannikar Petersen resigned. Her term expires 9/30/2018.
- Jenn Farrington resigned. Her term expires 9/30/2020.

**Status:** There are currently two vacancies. A press release went out on August 29 with a deadline of September 28, 2018. There are currently two applications.

**Next Meeting:** September 25, 2018

**Recommendation:** The Commission met on August 28 and recommended reappointing Kimberly O'Hanlon and Lisa Brooke to additional 3-year terms.

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**Library Board (4-year terms)**

- The Board added positions.
- Marsha Caton's term expires 6/30/2018 but she doesn't wish to be reappointed.
- Nancy Herron resigned. Her term expires 6/30/2020.
- Barbara Lines resigned. Her term expires 6/30/2021.

**Status:** Currently, there are four vacancies. A press release was sent out on June 21, including a display ad, with a deadline of July 31, 2018. Another press release and display were done with a deadline of August 17. We have received four applications so far.

**Next Meeting:** September 18, 2018

**Recommendation:** None at this time.

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

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson  
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne  
Kathy Payne, City Recorder

# City of St. Helens Parks Commission

Approved

June 11, 2018

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**Members Present:** Elisa Mann  
Howard Blumenthal  
Carmin Dunn  
John Brewington  
Jerry Belcher

**Members Absent:** Jacob Woodruff  
Stan Chiotti

**Staff Present:** Matt Brown  
Sue Nelson  
Sheri Ingram  
Jennifer Dimsho  
Paul Barlow  
Keith Locke

**Others:**

1) **Call Meeting to Order**

Meeting was called to order by Vice Chair Belcher at 4:00 p.m.

2) **Approval of Minutes**

**Motion:** Upon Howard Blumenthal's motion and Carmin Dunn's second, the Commission unanimously approve the minutes of April 9, 2018. [AYES: Elisa Mann, Howard Blumenthal, Carmin Dunn, John Brewington, Jerry Belcher; Nays: None]

3) **Topics from the Floor: From attendees not otherwise on the agenda**

Jenny Dimsho passed out a letter of support for a Federal Transportation grant. At the last meeting, they had talked about combining with the Bicycle and Pedestrian Commission and since none of the formalities have happened with that yet, she is coming to them because they still deal with trails. The waterfront sight has potential for expansion of Columbia View Park and access along the water's edge. This grant focuses on transportation and focuses on the extension of S. 1<sup>st</sup> Street and The Strand and a boardwalk through existing Col View park which will transition into some type of greenway trail beyond the boardwalk. This will not fund the greenway piece, just the transportation network and the boardwalk piece. We have a developer who wants to build a 100-unit boutique hotel and this would complement any visitors who stay at the hotel to have this beautiful amenity along the water. The boardwalk would be 16 feet wide and at least 400 feet long. They are doing cost estimates to figure out how long they could actually make it.

**Motion:** Upon Howard Blumenthal's motion and John Brewington's second, the Commission unanimously approve signing a letter of recommendation for transportation grant. [AYES: Elisa Mann, Howard Blumenthal, Carmin Dunn, John Brewington, Jerry Belcher; Nays: None]

Matt Brown gave them a handout with preliminary staff discussions about parks project recommendations that are in the 2015 Master Plan. The Budget Committee approved a reinvestment into parks and trails for \$500,000 and he assumes it will be passed by Council on the 20<sup>th</sup> and that would mean they could start on projects in the coming fiscal year. Staff has had meetings and discussed what kind of projects they think should be done and when they could fit them into a schedule. He would like a general consensus or approval if they should continue and let them know if there are any projects missing. When they get the list nailed down, they will have more public meetings and Council involvement. Blumenthal asked how we get Parks brochure updated. Can we use some of this money? Brown said this could be an option for some of that funding. Dimsho said with the Parks & Rec program coming up, maybe there was an opportunity for the Coordinator to work with someone on a design. It's really a matter of design work. Brown said they have worked on keeping the recreation program separated from the parks so he didn't know if that would work but he didn't see why they couldn't put it into this plan. That would be the best route to get money and it would be consultant work so it wouldn't take staff time. Dimsho said the issue now is not having staff time to work on a brochure.

**Motion:** Upon John Brewington's motion and Howard Blumenthal's second, the Commission unanimously approve a recommendation that Council move forward with the proposal for projects recommended in the Master Plan with the money approved by the Budget Committee for reinvestment into parks. [AYES: Elisa Mann, Howard Blumenthal, Carmin Dunn, John Brewington, Jerry Belcher; Nays: None]

4) **Councilor's Report - None**

5) **New Business – None**

6) **Old Business**

6.A **Annual Report To Council**

Dunn and Brewington are going to give the annual report to Council on June 20<sup>th</sup> at 1:00. Dunn had a draft and said anyone who had things to add could e-mail them to her by the end of the week. Nelson gave her an update on the Veterans Memorial Expansion and she said we also didn't get the grant for Godfrey Park and the Council did approve the raising of the SDC fees.

6.B **Defining "Friends" Groups**

Move to next meeting since Morten isn't in attendance.

6.C **Parks Reports - Campbell Park and Grey Cliffs Park**

Brewington reported on Campbell Park. Campbell ball fields came into being as a result of Mens Fast Pitch moving from 6<sup>th</sup> Street. They built the concessions and dugouts and eventually the restrooms and second field were built and now it's used for youth softball. It is nine acres and has a playground and two picnic shelters and had tennis courts that the City has been talking about replacing for years. The high school did use the courts at Campbell at one point but they have six courts at the school now. It is one of the City's



highest usage parks and he is glad to see improvements suggested in Brown's presentation. A proposed trail also might be a good grant project. Belcher reported on Grey Cliffs Waterfront Park. He passed out a map with some additional property on it and read the park information in the Master Plan. It is a 1.6 acre neighborhood park. The City got a grant and is going to put in a new restroom in the near future. The Master Plan also suggests a fishing pier, a non-motorized boat launch and signage, a covered picnic shelter and a sprinkler system. He said that Dimsho said the gravel parking area will eventually be paved and striped so they can get a lot more cars in there. He would like to see a fence put around  $\frac{3}{4}$  of the dog park for safety reasons so dogs don't run down in the bushes or off the cliff. The bottom trail also needs to be redone.

**6.D Update Parks Brochure** - Was discussed earlier during Brown's presentation.

**7) Discussion Items**

Belcher wanted to discuss the urban trail he has talked about before. He had everyone pair into groups and come up with ideas for the trail. Some ideas were signage, ADA access sidewalks or space to walk where there aren't sidewalks, crosswalks, cost estimate, a kiosk by Seaman, a trail map on the website. After some discussion, they decided to form a sub-committee of Belcher, Mann, Dunn, and Blumenthal and they will meet at Belcher's house on the next Wednesday at 4:00.

Blumenthal said they are working with the Columbia Soil & Water Conservation District and they may be able to do some blackberry spraying at Nob Hill. Belcher said there is a larch patch at Grey Cliffs that could be sprayed too that he forgot to mention earlier. Blumenthal said sometimes Houk has the County work crew do things like remove blackberries so that might be something they could do. Ingram said that is something he could call Houk about and ask any time. They don't have to wait for a meeting to bring it up.

**8) Other Business – none**

**9) Adjournment**

Meeting was adjourned at 5:45 p.m.

Respectfully submitted by Sheri Ingram, Parks Commission Secretary.

# City of St. Helens Planning Commission

Approved Minutes

July 10, 2018

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**Members Present:** Chair Russell Hubbard  
Commissioner Greg Cohen  
Commissioner Kathryn Lawrence  
Commissioner Sheila Semling  
Commissioner Julie Stenberg  
Commissioner Audrey Webster

**Members Absent:** Vice Chair Cary

**Staff Present:** Councilor Ginny Carlson  
Associate Planner Jennifer Dimsho  
City Planner Jacob Graichen

**Others:** Patty & Bill Conroy  
Rich Bailey  
Al, Kannikar, and Agnes Petersen  
Bud Hickey  
Robert Lucas  
Linda Zahl

- 1) **7:00 p.m. Call to Order and Flag Salute**
- 2) **Consent Agenda: Approval of Minutes**  
2.A Draft Minutes Dated June 12, 2018

Commissioner Semling said that Councilor Carlson was accidentally included in the votes for each motion.

**Motion:** Upon Commissioner Webster's motion and Commissioner Cohen's second, the Planning Commission unanimously approved Draft Minutes dated June 12, 2018 with the removal of Councilor Carlson voting during each motion. Commissioner Semling did not vote due to her absence from that meeting. [Ayes: Commissioner Cohen, Commissioner Lawrence, Commissioner Stenberg, Commissioner Webster; Nays: None]

- 3) **Topics from the Floor: Limited to 5 minutes per topic (not on public hearing agenda)**

**Petersen, Al.** Petersen wanted to bring up the issue of driveway and access spacing. There was a lot of discussion related to the access off of Pittsburg Road during the Emerald Meadows Subdivision decision. He feels that streets and driveways should be viewed differently. One of the main reasons for not allowing that access to be a street was the existing driveway did not meet access spacing standards. One of the Comprehensive Plan goals is a well-connected street network. Streets should have a higher priority than existing driveways. In the Emerald

Meadows Subdivision decision, the existing driveway took priority over long-term planning of the street network. By turning that access into a street, the developer would have solved fire safety concerns and would have increased neighborhood connectedness with a second means of access. Chair Hubbard said the Emerald Meadows Subdivision was frustrating for everyone.

**4) Public Hearings (times reflect earliest start time)**

4.A 7:00 p.m. - Text Amendments to the Development Code - ADUs, Home Occupations, and significant wetland/riparian area upland protection zones

Chair Hubbard opened the Public Hearing at 7:06 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Jacob Graichen entered the staff report dated July 2, 2018 into the record.

Graichen described the proposal and recommended conditions of approval, as presented in the staff report. The Commission is to make a recommendation to City Council. He said there are three main topics proposed for text amendments: exemptions to Type I Home Occupations, reductions to the significant Wetland and Riparian upland protection zones, and changes to permitting Auxiliary Dwelling Units (ADUs). He said that Department of Land Conservation and Development commented that the proposed wetland and riparian rule changes require more study to comply with Statewide Planning Goal 5. Graichen recommends postponing these changes until staff can look into it further, since altering them is not as simple as originally anticipated.

Graichen explained that staff is proposing exemptions for Type I Home Occupations because they have no outward appearance of the business. The Commission has no problem with this. Graichen noted the amendments suggest removing home occupations from the Highway Commercial (HC) zone. Commissioner Lawrence thinks they should be allowed outright in the HC zone. The Commission agrees. Commissioner Cohen wanted to be sure that the applicant has to disclose if hazardous materials are being used in home occupation operations.

Graichen said he has never permitted an ADU in his ten years with the City, likely because the existing ADU standards are too burdensome. Senate Bill 1051 (passed in August 2017) stated that cities with a population greater than 2,500 people must allow at least one accessory dwelling unit for areas zoned for detached single-family dwellings, subject to reasonable local regulations. This is, in part, why the City is amending the ADU chapter now.

Graichen went through the recommended ADU text amendments, as presented in the staff report. He asked the Commission how they feel about allowing someone to convert an accessory structure to an ADU. Commissioner Cohen does not feel they should be converted. Chair Hubbard said there are some cases where a shop already has utilities and it would be easy to convert. Commissioner Semling asked about the accessory structures that are built with a second level to be used as a dwelling unit. Graichen said that the amendments, as proposed, would not allow this. Commissioner Lawrence does not have an issue with someone converting a shed into a dwelling unit, provided they can meet all of the other requirements. Chair Hubbard suggested allowing a shop that has been previously legally approved to be converted to an ADU. He noted that building code would ensure it is safe for habitation. The Commission agrees with this.

Commissioner Lawrence asked if an existing structure can be converted, even if it does not meet setbacks. Graichen said yes, they could convert it according to our nonconforming chapter

because it would be considered grandfathered. He noted that, unless they had to demolish the entire structure in order to convert it, the location of the structure would be considered grandfathered in.

The Commission agreed to remove the heated/air conditioned floor area section as a requirement so that a portion of a legal accessory structure could be converted. The Commission would also like to include an exemption for architectural features for legal nonconforming structures.

### **In Favor**

**Petersen, Agnes.** Petersen lives in Deer Island. She has a legal office in St. Helens. She was born and raised in St. Helens. She is in support, but disappointed in some of the proposed ADU restrictions. She said the date by which we are supposed to be complying with Senate Bill 1051 is July 1, 2018. She brought a copy. She does not think handicap and elderly populations should be restricted to a "chicken coop" sized ADU. She said the house she was raised in was 1,500 square feet. With the 50 percent maximum size proposed, the size of the ADU would only be 750 square feet. She feels disabled and elderly populations will be a majority of those applying for ADUs. A new report from Harvard finds that over seven million households have an adult with a disability. According to the U.S. Census Bureau, almost 20 percent of the U.S. population has a disability, many of whom are senior citizens. Most challenges involve mobility and lifting or grasping objects. Petersen said there are design features that help those with mobility challenges: a step free entryway, a single-floor layout, and wide doors and hallways. She talked to a builder who designs handicap-accessible housing. A minimum of 1,050 square feet is needed for a two-bedroom accessible home. She took care of her mother from 1997 to 2005. She thinks that a maximum size of 50 percent of the principal dwelling is too small. She suggested 95 percent or 75 percent. She entered an accessibility and handicap report created by the American Association of Retired Persons (AARP) and a 2013 report written by a doctor of design at Harvard into the record. She also entered into the record a list of other communities with a larger maximum ADU size. Lastly, she thinks residents should be able to convert a portion of an existing structure into an ADU, as long as it meets the size requirement.

**Petersen, Al.** Petersen said he is in favor of the text amendments with a few suggestions. Regarding home occupations, he noted that signage on pickup trucks is an issue in Columbia City. Petersen suggested that Graichen may become the enforcement of signage on vehicles, unless vehicular signage is allowed. He would not get too wrapped up in having applicants disclose hazardous materials because building code addresses it.

Regarding the conversion of an ADU, he said not to worry too much about safety because the building code will address those concerns. Regarding two doors, would a legal non-conforming structure have to move its door? He agrees with exempting the architectural features if the building is already existing. He thinks a maximum of 50 percent of the principal dwelling is not large enough. Seventy-five percent is recommended by the State. He thinks the City should pick a maximum square footage, instead of a percentage. In his research, he said he could not find any ADA-accessible two-bedroom house plan under 1,100 square feet. He suggested making the maximum size at least 1,000 square feet.

**Zahl, Linda.** Zahl lives off of Hankey Road. She moved here over 20 years ago with her elderly parents. An ADU was too difficult to build in the County back then. The City needs more affordable housing, so she is very excited for the City to adopt these new rules. She is in favor

of the text amendments but would like to suggest a larger maximum size. Zahl has an adult child who is handicap, in addition to elderly parents. ADUs are not always used as rentals. Many ADUs are for loved ones who may be handicap or elderly. Fifty percent is too small, especially with lots that have older existing housing, which are traditionally smaller. ADA accessible housing has to have large bathrooms. Zahl is on the fence about parking requirements. She suggests allowing tandem parking because requiring additional parking decreases pervious surface. She noted many ADU dwellers may not need additional parking because they are handicap or do not have vehicles. She asked about architectural variances for situations where the ADU is not visible from the street or neighbors.

### **In Opposition**

No one spoke in opposition.

### **Further Questions of Staff**

Regarding signage on cars for home occupations, Commissioner Cohen suggested exempting vehicular signage. Commissioner Stenberg agreed. For maximum size of ADUs, Commissioner Cohen would like more time to review other examples. Graichen recommended including a size of 1,200 square feet. Chair Hubbard would like to use a flat number, instead of a percentage. Commissioner Webster said ADU creation will still be limited by the size and space available on the lots. The Commission prefers a maximum size of 1,200 square feet, given the testimony regarding ADA standards tonight.

### **End of Oral Testimony**

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

### **Close of Public Hearing & Record**

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

### **Deliberations**

The Commission is in favor of the proposed text amendments as written with the changes as discussed.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Lawrence's second, the Planning Commission recommended approval to City Council of the text amendments to the Development Code with the changes as discussed. [Ayes: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

4.B            7:30 p.m. - Conditional Use Permit at 100 St. Helens Street - Establish marijuana retailer

Chair Hubbard opened the Public Hearing at 9:05 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Graichen entered the staff report dated July 3, 2018 into the record.

Graichen described the proposal and recommended conditions of approval, as presented in the staff report. Graichen described the various testimony received, including a letter from Elliot Michael that was received after the staff report was sent out. He noted that there are two marijuana retailers operating in the City. There was an approved Conditional Use Permit for a marijuana retailer in the Muckle Building, but it was never established. Now the timeframe for establishing the use has lapsed, which left an opportunity for this applicant to apply.

Graichen noted that we have an approved Conditional Use Permit for a childcare facility at the Masonic Building, which is located within the 1,000 foot buffer required between marijuana retailers and childcare facilities. However, the Building Official has not received any permits for that building, which means the use has not been legally established and vested. Graichen said the nearest childcare facility is about 1,300 feet away on Columbia Blvd. Commissioner Lawrence asked about the proximity to the Columbia Theatre where children congregate. Graichen said in the rules, it calls out specific uses where children are known to congregate, but it does not call out theaters. Councilor Carlson asked about the youth programs that occur in the Resonate Church, which is also within 1,000 feet. Graichen said that the principal use of the Resonate Church is religious assembly, not childcare/youth services. Commissioner Stenberg asked about whether or not approval of this Conditional Use Permit would affect the City's ability to receive federal grants. Associate Planner Dimsho said we have received grants from multiple federal agencies since the City has been approving marijuana retailers. There appears to be no effect. Graichen noted allowing marijuana retailers was approved by a majority of the citizens of Columbia County.

### **In Favor**

**Lee, Robert. Applicant.** Lee has been in the cannabis business for about six years, primarily building new marijuana storefronts in Portland. He is building several currently. He has created a high-end marijuana brand. Contrary to what people assume with a cannabis business going into a community, he has seen marijuana businesses improve blight and create positive impacts. The proposed St. Helens location has been vacant for about a year, located right at the entrance to the downtown. They stay away from traditional flashy signage. Lee said he would improve the storefront and add to the vitality of the downtown, not detract from it. A bar is allowed to be within 50 feet of a school, which allows consumption on site. They will be dispensing medicine to patrons, not consuming it. Per state regulations, the state does not allow advertising to children through branding. They want to contribute to the community in a positive way.

**Lucas, Robert. Property Owner.** Lucas is a practicing attorney in Rainier. He has owned the building for about 25 years. It used to be a small restaurant. He expanded it when he bought it. He also put in landscaping when he remodeled. The City complimented him when he completed the remodel. He also remodeled the derelict Muckle Building prior to the current owner. He would not rent his building to anyone who would do damage to his building. Lucas said he did not personally vote for marijuana legalization, but the people of Oregon did. He thinks this use will be an addition to downtown. He noted you do not smoke it on the site, like you would drink at a bar. Lucas feels it is more detrimental to children to see drunken adults leaving bars than it is to see people buying marijuana. He said the Commission has approved three sites, one of which is in the Riverfront District. The proposed tenant is a reputable marijuana company, and this is a good location. He hopes the Commission will not listen to emotional arguments based on shaky facts. Approval of this use will not prohibit the childcare facility from getting occupancy. The City Council did not recommend including a theater in the 1,000 foot buffer. To bring this

idea up now in order to deny this request is wrong. Lucas has no problem with adding car stops. He also noted there used to be two spaces on the side of the building, not just one. He said there are two floodlights, one front door light, and a street light on the corner, so he does not see the need for additional lighting. He said there is no alley behind the building. He also said you cannot see the HVAC units from the street. He does not feel they should be required to do additional landscaping or screening. He said they have received no complaints. He said additional landscaping would be difficult to provide.

## **Opposition**

**Hickey, Bud.** Hickey was born in St. Helens. He has lived here for about 80 years. He has owned the building behind the applicant for about 50 years. He has never had any problems with people damaging his building. He is not familiar with marijuana. He does not know the difference between high-end and low-end marijuana. He is concerned about the security of his building. He does not want this use to create vandalism potential. He does not want mingling or gathering of people that may vandalize his building. He said there are sometimes problems a few blocks down the street, and he does not want this new use to attract problems. He has nothing against marijuana specifically, but if it becomes a problem, how can it be addressed?

**Petersen, Agnes.** Petersen said she pre-dates both Lucas and Hickey. She started practicing law in 1960. Petersen said she is not going to be emotional. She is going to look at codes. Petersen said the Commission has the ability to interpret the code. First, she wanted to explain who she represents. She represents Van Natta & Petersen, a law firm that owns the building kitty-corner from the proposal. She rents the downstairs to a church. She said the pastor would be here if he had not been recently injured. She also represents the Petersen Children Trust, who owns the building across from the proposal. This is the building where Wild Currant Catering and an architecture firm are located. Both Van Natta & Petersen and the Petersen Children Trust are vehemently opposed to this Conditional Use Permit. She asked the Commission to consider that the building is not a suitable location for this use. The intent of the 1,000 buffer is to protect children. She said the Columbia Theatre is incredibly child-friendly. The theater owner has a partnership with the School District to get children to attend the theater. She also mentioned the children who exercise on the street. She said there are two childcare facilities within 1,000 feet from the proposed location. She suggested to the Commission that they interpret the term "lawfully exists" as approval of a Conditional Use Permit by the Commission. She asked what the City is doing to develop the downtown. The community never once said anything about marijuana shops. She entered an item into the record, which includes photos of the Little Spooks Parade, which starts in front of the building. She asked what the purpose of the 1,000 feet buffer is, if it is not to protect children.

**Petersen, Al.** Petersen's office is across the street. He is member of the Petersen Children Trust. Petersen is disappointed that the City decided to sell eight acres of industrial property to a marijuana producer. He is disappointed that, should this decision be appealed, it may go to the City Council, which has already shown their intent. He has been involved in multiple efforts to improve the conditions of the area. He does not see where or how marijuana retailers are a positive aspect that can contribute to redevelopment of downtown. He feels the Council sold out to the marijuana industry. He does not feel the jobs that were promised will materialize. He used to sit on the Planning Commission, and he does not envy the Commission now. He does not want to repeat the same things, but he agrees with the previous testimony, and he is in opposition of this proposal.

## **Rebuttal**

**Lee, Robert. Applicant.** Lee said if we are looking strictly at the criteria for approval, the application should be conditionally approved. He recognizes that he is an outsider coming into a community that has a history and a vested interest. Lee said, as business owner and someone who has seen the positive effects in other communities, he wants to be a part of that. He is not trying to be a nuisance to the community. He wants to respect neighbors. He provides medicine for adults that is consumed in the privacy of their own homes. Public consumption is not allowed. Customers are educated to medicate at home. The OLCC requires that they provide educational materials to all customers. Commissioner Lawrence asked if they will be serving medical and recreational clients. Lee said both. Commissioner Stenberg asked if any establishments have ever received violations. He said no. He said one of his locations was a block away from the North Precinct of the Portland Police Department, and they would stop in regularly to check on things. Councilor Carlson asked if there is any process to control odors. Lee said he will usually replace the existing sheet rock and install a vapor barrier and re-caulk sufficiently. There are also carbon filtration systems. Councilor Carlson noted that there are issues with people smoking out front of the building at other locations. She noted that there are residences adjacent to this building. Lee said when he trains employees, he ensures that they understand medication cannot be consumed on the premises, even in their car on site. Councilor Carlson asked if they spoke to business owners. Lee said no, but he is open to it. His background is urban planning and community development. He would follow up with residents and business owners if they express concerns. Chair Hubbard asked how they handle the cash from sales. Lee said they bank through a credit union in Woodburn, Oregon. They take cash out daily, so there would never be excess cash in the building. Lee said the transactions are like convenience store transactions. There is no congregation of people outside. Regarding saturation, Lee noted that he is developing a brand in a way that the competition may not be. He noted that the OLCC allows marijuana retailers to be open until 10 p.m., but he would likely close at 8 p.m.

## **End of Oral Testimony**

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

## **Close of Public Hearing & Record**

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

## **Deliberations**

Commissioner Cohen requested that the Commission review the Comprehensive Plan economic goals and policies. Commissioner Cohen noted that the General Commercial policy in SHMC 19.12.070 2 (f) to, "preserve areas for business use by limiting incompatible uses within them," seems to apply to this case. Commissioner Webster remembered that Resonate Church said they would be offering childcare and after school programs when they applied for the Conditional Use Permit. Graichen said that was not noted in the application, but it may have been stated during oral testimony. Commissioner Webster said the proposed location is a gathering place for children, between the gym, church, and theater. Commissioner Semling said she did not feel she could approve something so close to the church where childcare is occurring. Graichen said the church's principal use is religious assembly. He asked if the



Commission wants to apply the church's auxiliary use of childcare to the required 1,000 foot buffer.

Commissioner Webster asked how long the approval of the Conditional Use Permit lasts for the childcare facility. Graichen said they have a year and a half, with a one-year time extension to legally establish the use. Commissioner Cohen said a lot of time and effort has been spent on economic development of the downtown area. He would like to look long-term at the commercial potential of the area.

Commissioner Lawrence suggested that required landscaping or hedges may actually increase the possibility for crime and hiding. Commissioner Stenberg suggested a condition about loitering. Graichen said enforcement of such a condition would likely be reactionary, not proactive. Commissioner Cohen wanted to be sure that there is enough lighting, but he thinks that OLCC rules will cover that. He asked if the other approved Conditional Use Permits for marijuana retailers had regulated the hours of operation. Graichen said no, but each location is specific, so that does not mean this location could not have limitations to the hours of operation. Commissioner Cohen suggested closing times to ensure compatibility with the neighborhood.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Stenberg's second, it was moved to approve the Conditional Use Permit as written with the additional condition that the business will close Monday through Thursday at 8 p.m., Friday and Saturday at 9 p.m., and Sunday at 7 p.m. [Ayes: Commissioner Cohen, Commissioner Stenberg; Nays: Commissioner Lawrence, Commissioner Semling, Commissioner Webster] Motion failed.

**Motion:** Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission denied the Conditional Use Permit based on proximity to childcare/daycare facilities and incompatibility with the surrounding land uses based on Comprehensive Plan policies. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Webster; Nays: Commissioner Cohen, Commissioner Stenberg]

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Chair to sign the Findings & Conclusions once prepared. [Ayes: Commissioner Cohen, Commissioner Lawrence, Commissioner Stenberg, Commissioner Webster; Commissioner Semling; Nays: None]

## 5) **Discussion Items**

### 5.A **Millard Road Property Zoning Discussion**

Graichen said the discussion for Millard Road Property Zoning is not an essential item, so it will be moved to another meeting when there is less on the agenda. The Commission agreed.

## 6) **Acceptance Agenda: Planning Administrator Site Design Review**

- a. Site Design Review (Minor) at 550 Milton Way - Modifications to an existing telecommunications facility
- b. Site Design Review (Minor) at 544 N. 10th Street - ADA and related site improvements
- c. Site Design Review (Minor) at 150 Port Ave. - Modifications to an existing telecommunications facility

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Acceptance Agenda: Planning Administrator Site Design Review. [Ayes: Commissioner Cohen, Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

**7) Planning Director Decisions**

- a. Accessory Structure at 71 West Street - New carport
- b. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Columbia County Fair & Rodeo
- c. Temporary Use Permit at 735 S. Columbia River Highway - Fireworks stand
- d. Home Occupation (Type I) at 2154 Oregon Street #30 - Home office for painting business

There were no comments.

**8) Planning Department Activity Report**  
8.A June Planning Department Report

There were no comments.

**9) For Your Information Items**

There were no items.

**10) Next Regular Meeting - August 14, 2018**

**11) Adjournment**

There being no further business before the Planning Commission, the meeting was adjourned at 10:57 p.m.

Respectfully submitted,

Jennifer Dimsho  
Associate Planner

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, June 19, 2018**  
St. Helens Public Library

**Members Present**

Amanda Heynemann  
Marsha Caton  
Barbara Lines  
Melisa Gaelrun-Maggi  
Heather Anderson-Bibler

**Members Absent**

Nancy Herron, Past Chair  
Mary Ellen Funderburg, Chair  
Leanne Murray, Vice Chair

**Guests**

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:17 pm by Member Caton.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved with one change, adding back the missing word "collaboration" in the Councilor's Report from the May 1, 2018 Library Board meeting.

**VOTE TO APPROVE AN ADDITIONAL TERM FOR BOARD MEMBER AMANDA HEYNEMANN:** The board voted unanimously to approve Member Heynemann for a second term.

**POSTING FOR LIBRARY BOARD VACANCY:** There was a discussion about posting vacancies for either one or two positions. Director Jeffries stated that Kathy Payne suggested posting two positions in the newspaper. The board agreed that there should be two positions posted.

**CREATE SUB-COMMITTEE FOR BOARD MEMBER SELECTION:** Member Murray and Member Gaelrun-Maggi volunteered to be on the Board Member Selection sub-committee. Member Funderburg would meet with them to discuss process details. Director Jeffries suggested that the screening include information about how much time

needs to be committed to fill a Board position. The vote for the sub-committee assignments was unanimous.

### **SELECT NEW VICE CHAIR AND CONFIRM CHAIR AND PAST CHAIR POSITIONS:**

There was a discussion about the Chair and Past Chair assignments. Member Murray has already volunteered to be the new Board Chair. Member Funderburg will become the new Past Chair, and Member Heynemann volunteered to be the new Vice Chair. The vote for the new slate of officers was unanimous.

**LIBRARY DIRECTOR'S REPORT:** Summer Library Challenge: The Summer Calendar was distributed to the Board. The total number of participants after two days of sign-ups is 461. The volume of youth participation is attributed to Youth Librarian Kolderup, as she has visited all of the local schools, including Arthur Academy, Columbia Family School and Sauvie Island Academy. "Libraries Rock" is the national theme for summer reading programs this year.

Review Library's new Facebook Page – Collect Board Suggestions for additional posts: Director Jeffries used the projector to display the Library's new Facebook page. The Board was asked for ideas about what could be on the Facebook page. One suggestion was to show how a book is placed into circulation. The Board also viewed postings on: Library Staff book reviews; information about "Red Yarn", a musical group that will be performing at the Summer Library Challenge kick-off party on June 23; and information about "Knit In Day". Other suggestions for postings were: having a poll on paperback vs. hardback; profiling what Library Board members are reading; making a call for volunteers; describing how books are repaired, and what not to do when you check out a book; and creating a challenge on "what to name a book" based on it's cover.

A flyer for "Kindness Rocks" was distributed to the Board. This will be a community event where participants will paint rocks with designs and quotes. The rocks would then be hidden in the community, where the "goal is to recruit every person who stumbles upon a Kindness Rock to join in the pursuit of inspiring others through random acts of kindness."

The group discussed the City's "Recreation Directory", the joint venture between the City and the School District. Shanna Duggan was named the new Recreation Director. For the next publication of the Directory, the Library will need to submit a list of activities that are scheduled from August to December. The submission deadline is July 15th. Councilor Conn stated that the Directory is a pilot for this publication.

Scappoose Public Library Project Update: Director Jeffries stated that the Library is waiting to hear about the grant that the LSTA committee is reviewing. The grant has been passed onto the State Library Association. We should hear back from them this week.

Director Jeffries reported that the door for the back of the Library has been ordered. Also that the Building Inspector has given specifications for what needs to be done for lighting, security systems and sidewalk access. The Building Inspector also suggested that there are automatic windows that could be placed in the Children's Room.

**COUNCILOR'S REPORT:** No report.

**FRIENDS' REPORT:** N/A

**BOARD MEMBER COMMENTS:** None

**SUMMARIZE ACTION ITEMS:** The group discussed the postings for new board members. City Recorder Kathy Payne will handle the postings. Applications should be sent to the sub-committee. The postings should be open for two months and then be extended if necessary.

Library Board Book Club themes will also need to be ready for the next Recreation Directory. There was a suggested theme of 'Family' with an optional date of October 18th for the Book Club meeting.

The St. Helens Public Library Friends are planning the next book sale for the 12th and 13th of October.

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, July 17, 2018 at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Member Caton adjourned the meeting at 8:14 p.m.

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Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2016-2017 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
07/18/2017	P	P	P	P	P	E	P	P
08/15/2017	E	E	P	P	P	P	P	P
09/18/2017	P	P	P	P	P	P	P	P
10/17/2017	P	P	P	E	P	P	E	P
11/14/2017	<b>CANCELLED</b>							
Special working groups mtg 11/27/17	P	P	P	P	P	P	P	E
12/12/2017	E	P	P	E	P	P	P	P
01/22/2018	P	P	P	P	P	P	P	E
02/20/2018	<b>CANCELLED</b>							
03/20/2018		P	P	E	P	P	P	P
04/16/2018	<b>NO QUORUM – RESCHEDULED FOR 5/1/18</b>							
05/1/2018	E	P	P	P	P	P	P	P
05/15/2018	<b>CANCELLED</b>							
06/19/2018	P	P	E	P	E	P	P	E

# City of St. Helens

## Arts & Cultural Commission

Minutes

May 22, 2018

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**Members Present:** Lisa Brooke  
Leticia Juarez-Sisson  
Patrick Nickelson  
Jennifer Farrington, Chair  
Kimberly O'Hanlon, Vice Chair

**Members Absent:** Janet Anderson  
Kannikar Petersen

**Staff Present:** Margaret Jeffries, Library Director  
Susan Conn, Councilor  
Jamie Edwards, Secretary

**Others:** Makayla Sutton  
Sophie  
Ken Forcier

1) **Open Public Hearing**

The public hearing was called to order at 6:00 p.m. by Chair Farrington

1.A **Proposed Bike Rack Installation**

**Vice Chair O'Hanlon** reported on the proposed location for the artistic bike rack made by the St. Helens High School Metal and Fabrications Class in front of the Columbia Pacific Food Bank at 1421 Columbia Blvd., St. Helens OR 97051

The Commission reviewed the attached packet with the letter to surrounding property owners, proposal for the bike rack, pictures of the artwork and the dimensions.

1.B **Public Comments on Proposed Art**

None

1.C **Deliberation on Bike Rack Installation**

**Vice Chair O'Hanlon** advised that the bike rack installation will be on hold until the Columbia Feed and Seed has moved out and the Columbia Pacific Food Bank has moved in.

**Motion:** Vice Chair O'Hanlon moved to proceed with the bike rack installation. Commissioner Sission seconded. All in favor; none opposed; motion carries.

2) **Close Public Hearing**

The public hearing was adjourned at 6:02 p.m. by Chair Farrington

3) **Call Regular Meeting to Order**

The meeting was called to order at 6:02 p.m. by Chair Farrington.

4) **Visitors Address the Commission**

Visitor Makayla Sutton advised that she is a senior at St. Helens High School and for their senior project they would like more awareness of projects they can do within the City and who to talk too. The students have to select their senior project within the first two months of the school year. Chair Farrington advised the Commission's contact information is on the City's website and inquired on who the Commission can contact at the High School to increase awareness on projects.

Visitor Sophie wanted to know why the Arts & Cultural Commission picked the 4th of July for the trash can painting competition; she is interested in this project but they are always out of town for the holiday. Chair Farrington advised the Commission has held this competition for the last eight years prior to any of them being on the Commission and believes the date was picked based on a large amount of people attending the 4<sup>th</sup> of July celebration. Farrington also advised the Commission is planning additional events throughout the year.

5) **Approval of Minutes**

5.A **April 23, 2018 Minutes**

**Motion:** Commissioner Sisson moved to approve the April 23, 2018 minutes. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.

6) **Review Fiscal Report**

6.A **Balance Report**

The Commission reviewed the fiscal report.

7) **Discussion Items**

7.A **Ken Forcier: Discuss the Flying Eagle Canoe**

Visitor Ken Forcier shared pictures of the Flying Eagle Canoe and reported on its history. It is now a historic landmark owned by the City of St. Helens that has historically been taken out every year and rides given. The previous captain is looking for someone to take over the tradition. Forcier is requesting that the canoe be released again this year for rides. There will be a fund raising party for the Insurance for the canoe as the prior insurance foundation has been dissolved. The City of St. Helens is looking into establishing their own insurance policy. Forcier would like to present to the ACC that the Canoe is an artistic asset and would like to have it displayed throughout the year on the waterfront development, preferably encased in plexiglass so that it's not climbed on, causing liability concerns and damage.

7.B **Blues & Folk Music Workshops Update:  
Registration Minimums, Project Needs & To-Dos**

**Commissioner Sisson** reported there is one registrant at the moment. If the Commission does not have enough registrants, the musicians and Meriwether Place would need to be contacted to find out about their cancellation policy. Then all grants, sponsorships, and tickets would have to be refunded if it is cancelled. Chair Farrington advised the subcommittee needs to calculate the minimum ticket sales needed and deadline date for cancellation.

7.C **Downtown Mural Project Update:  
CCCC Grant, Topics Chosen, Project Needs & To-Dos**

**Commissioner Brooke** reported the original wall has been prepped and is ready. They added another meeting to the schedule while the kids are working on their individual pieces. They received a \$500 sponsorship from the Columbia County Cultural Coalition. They have



been supported by the St. Helens Arts & Cultural Commission, the Columbia County Cultural Coalition and the Community Grant from 4H.

**7.D Trash Can Painting Contest Update:  
Flyer, PR, Project Needs & To-Dos**

Chair Farrington advised they have updated the guidelines and applications. A press release went out and she has flyers for the Commission to take and put up around town. They have asked Michael Curry to notify the Commission as they have barrels become available during the year so they can be picked up. Six barrels are coming from Wilcox and Flegel. They are accepting design applications until noon the day of the Commission's next meeting.

**7.E County Fair Art Judging Update:**

Commissioner Brooke advised she has been in contact with the representative in charge of organizing the fair and reported the Commission plans to proceed with providing award baskets. Commissioner Brooke and Nickelson will get together to shop for the gift baskets. Secretary Jamie Edwards advised she will check with the finance director on purchasing and reimbursement requirements.

Chair Farrington suggested taking photos of the award baskets and winning entries.

**7.F Availability: Kindness Rocks Tables & Arts, Culture, & Conversation events**

Chair Farrington reported she sent an email to the Commissioners to confirm they have members available for each event.

**7.G Annual Reports: Changes to Current FY17/18 File, & Process Moving Forward**

Chair Farrington advised the annual report went really well. Moving forward she would like the group to submit information as projects are finished. Farrington wants to save key images, press releases and people to thank at the end of the year.

**7.H Arts, Culture, & Conversation: May Meeting Report**

Chair Farrington reported the May meeting was great; there was a lot of participation and idea building. Some fun ideas that came out of the meeting was story telling and chain link fence art. The Commission discussed some possible ideas around these potential programs.

**7.I Resignation Letter & Interview Subcommittee**

Chair Farrington reported Commissioner Petersen submitted her letter of resignation and the Commission will need to create an interview subcommittee. Chair Farrington reported that Commissioner Petersen had been on the Commission for 10 years and been highly involved in the community. Chair Farrington, Commissioner Brooke and Commissioner Sission will be on the subcommittee.

**8) Community News**

**Commissioner Sission** shared the Columbia Century Challenge is scheduled for June 16, 2018.

**9) Adjournment**

The meeting was adjourned at 7:44 p.m.

# City of St. Helens

## Arts & Cultural Commission

Minutes

June 18, 2018

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**Members Present:** Lisa Brooke  
Leticia Juarez-Sisson  
Patrick Nickelson  
Jennifer Farrington, Chair

**Members Absent:** Janet Anderson  
Kannikar Petersen  
Kimberly O'Hanlon, Vice Chair

**Staff Present:** Margaret Jeffries, Library Director  
Susan Conn, Councilor  
Jamie Edwards, Secretary  
Keith Locke, Councilor  
Ginny Carlson, Councilor

**Others:** Shanna Duggan  
William Guilart  
Joan Youngberg  
St. Helens Youth Council

### 1) **Call Meeting to Order**

The meeting was called to order at 6:02 p.m. by Chair Farrington

### 2) **Visitors Address the Commission**

Visitor Shanna Duggan, the City of St. Helens Recreation Coordinator, shared the recreation program's list of events that the Commission may be interested in setting up Kindness Rocks at or This is Us painting events. Any classes or projects the Commission would like to host and have included in the fall calendar need to be submitted by July 15, 2018.

Visitor William Guilart, also known as Willow Bill, shared his website and news broadcast on willowbill.com Reindeer Art he does with the public making reindeer out of willow branches. He would like to bring this to St. Helens and asks the Commission to come up with the money. A week class runs about \$600.

### 3) **Review Fiscal Report**

#### 3.A Fiscal Report

The Commission reviewed the fiscal report.

### 4) **Discussion Items**

#### 4.A Flying Eagle Canoe Update: City Council Feedback, Project Needs & To-Do's

Councilor Keith Locke advised the City Council met about the canoe and the request to take it out on the river. The City has recently taken over the canoe and, in the past, Locke maintained it. Locke shared the history of the canoe. The Council is looking into having the waiver updated and adding insurance. The canoe also needs some repairs and updates with

marine oil. Councilor Locke suggested maybe the Commission take over the canoe. It's a beautiful piece of art that needs to be kept up and displayed. It's made from a cedar log that needs repairs and oil every year to two years

Commissioner Brooke reported she would like to follow the lead and guidance of the City Council for the canoe maintenance, events and requirements. Councilor Locke advised the Commission would make recommendation to the City Council on any repairs or maintainance that is needed, as well as events they would like to do with the canoe. The City Public Work Staff would complete the repairs and maintainance.

#### 4.B [Blues & Folk Music Workshops Update:](#) [Project Needs & To-Dos](#)

Commissioner Sission reviewed the attached update on the Blues & Folk Music Workshop. Currently the Commission has 24 people signed up and the Commission received the \$500 Walmart Foundation grant.

#### 4.C [Trash Can Painting Contest Update:](#) [chose designs, barrel priming party, Project Needs & To-Dos](#)

The Commission reviewed the seven applications submitted and approved them all. Secretary Jamie Edwards will notify applicants.

A priming party is scheduled for this Saturday at Library Director Margaret Jeffries' house at 9 a.m.; Jeffries advised the tops of the cans will need a protectant to prevent bag tearing.

#### 4.D [County Fair Art Judging Update: Project Needs & To-Dos](#)

Commissioner Brooke inquired on how they will pay for the materials. They can make a list of items and have Secretary Jamie Edwards purchase them online with they City credit card. Otherwise items will have to be purchased out-of-pocket and receipts Submitted for reimbursement.

#### 4.E [Kindness Rocks & Chalk Art:](#) [ACC/Playgroup?, Chalk Art @ 13 Nights?, Volunteer Outreach](#)

Chair Farrington advised the Kindness Rocks is going great but it's a lot of labor; in order to keep it interesting, Farrington suggested alternating the activity between Kindness Rocks and chalk art. Possibly, sectioning off little areas for people to make chalk art would be a good idea.

#### 4.F [Recreation Activity Guide:](#) [Projects for Fall Issue, deadline: July 15, 2018](#)

Chair Farrington advised the Commission needs to make a list of projects they want included in the fall Recreation guide. Currently, the only projects that could be added are the pumpkin painting and the Library's book drop being painted.

#### 4.G [Downtown Mural Project Update:](#) [Project Needs & To-Dos](#)

Commissioner Brooke reported they had to hold off on presenting the mural to the City Council and will reschedule for a later time. Brooke reported they are needing a lift or scaffolding.

**Motion:** Commissioner Brooke moved to recommend to Council to have Public Works help with the lift or scaffolding from August 6, 2018- August 12, 2018. Commissioner Sisson seconded. All in favor; none opposed; motion carries.

#### 4.H Subcommittee changes, updates

Commissioner Brooke requested to remove herself from the Mosaic Park Benches project. The Commission reviewed the current subcommittee elections.

#### 4.I This Is Us: Grant & Location Updates, request for financial support

Visitor Joan Youngberg with "This is Us" St. Helens reported they have hit 2,000 houses and is confident they will hit over 4,000 houses. Joan invites the Commission to her house to finish painting the final houses Tuesday, July 31, 2018 at 7 p.m. They did not receive the second grant they were looking for so they are running a little short on funds to finish the project. The estimated cost needed is \$800. She is asking the Commission for a donation. Chair Farrington reported the Commission has budgeted funds to help support this community project for the 2018/2019 year. Farrington would like the Commission to financially support this project. Commissioner Brooke agreed.

**Motion:** Commissioner Sission moved the Commission support the "This Is Us" St. Helens project with up to \$800 in a reimbursement donation. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.

Youngberg advised they need insurance to display the houses in the Rose Garden and thought that since it's a City project that maybe the City of St. Helens could provide the insurance. The ownership of the houses will belong to the Columbia Art Guild and St. Helens Arts & Cultural Commission.

#### 4.J Proposals:

##### ACC Youth Members, Joint ACC/Parks Subcommittee, ACC attendance @ Youth & Parks Commission meetings

Chair Farrington inquired on adding a high school student or Youth Council member to the Arts & Cultural Commission to increase youth involvement. Farrington thought it could be a senior project. Councilor Ginny Carlson reported the senior project ended this year. Farrington advised ideally the student involvement would be a one-year term. Councilor Keith Locke suggested starting by working with the Youth Council before adding a member specifically to the Arts & Cultural Commission.

#### 5) Community News

Commissioner Brooke reported the Columbia County Historic Museum has a walking art tour of the history of St. Helens. They have an app that can be downloaded.

Library Director Margaret Jeffries reported there are quarterly art shows that are put on by the Friends of the Library. This August they are featuring the Quilt Guild.

#### 6) Adjournment

The meeting was adjourned at 7:42 p.m.

## **JOB ANNOUNCEMENT**

The City of St. Helens will begin a search for applicants to fill a Youth Program Lead position that will assist/lead an after school Program at Lewis and Clark Elementary School. This after school program is new to the City of St. Helens Recreation Program and to the St. Helens School District.

The School District and City will be publicizing interest in the program and a minimum number of students must register to start this program and officially hire a Youth Program Lead position. If the minimum number of registrants are not met, the City of St. Helens will not hire for this position.

## City of St. Helens

**Job Title:** Youth Program Lead  
**Department:** Administration  
**FLSA Status:** Non-Exempt  
**Union:** None, Seasonal  
**Created:** September 5, 2018

### **GENERAL PURPOSE**

A variety of duties and tasks may be assigned. A pre-employment background check will be conducted by the St. Helens School District. This position is responsible for ensuring that children, ages five to 12, have a safe and positive educational and recreational experience by acting as leader assisting in operations of an after-school activities program by the St. Helens Recreation Program in partnership with the St. Helens School District.

Hours per week: 0-30 (Position is employed only during the St. Helens School District school year, so this position is considered “seasonal”)

### **SUPERVISION RECEIVED**

Works under the general supervision of the City’s Administration Department and follows directions from the Recreation Coordinator.

### **SUPERVISION EXERCISED**

None.

### **JOB DUTIES AND RESPONSIBILITIES**

- Ensures the safety of children who attend the St. Helens Recreation After School Youth Program. Programs consist of a maximum ratio of one program counselor to fifteen children.
- Ensures necessary supplies have been purchased and are available and ready for use.
- Coordinates and implements a positive program that includes group active games, individual leisure time, homework and reading and writing time, arts and crafts, meals and snacks breaks, and bathroom breaks.
- Prints and uses daily rosters to track attendance throughout the day, ensuring that all children are safe and accounted for at all times.
- Monitors parent and guardian pick up and checkout procedures, and ensures all paperwork and documentation has been adequately signed.
- Ensures safe use of equipment, toys, furniture, etc.
- Intervenes and manages children’s behaviors, as needed.
- Provides necessary and appropriate consequences to help manage challenging behaviors and communicates with management when child behavior becomes unmanageable or unsafe.

- Builds positive, enriching relationships with children and their families by providing an encouraging and supportive environment at all times; communicates regularly with parents and guardians regarding student's progress and behavior.
- Provides parents and guardians with accident or incident reports for signature or review if needed.
- Assists with marketing efforts relating to youth programs.
- Assists in setting a calendar for seasonal staff meetings and discussing topics appropriate to the needs of the program.
- Leads by example, coaches, and corrects incorrect or unsafe behaviors and techniques.
- Opens and closes the facilities, following the opening and closing checklist, as needed.
- Follows laws of mandatory reporting.
- Communicates effectively to participants, provides information and assistance to participants regarding general inquiries, programs, and schedules.
- Ensures the safety, cleanliness and organization of classrooms and other trafficked areas, by assisting with daily cleaning tasks like wiping down furniture, sweeping, mopping, washing and sanitizing dishes and toys, and laundering soiled towels and clothing.
- Assists in responding to emergency situations in the work place by following the emergency action plan, contacting the appropriate agencies, and documenting incidents as necessary; assists in ensuring First Aid and CPR supplies are maintained and ready for use.

### **MINIMUM QUALIFICATIONS**

- Must be age 18 years or older.
- High school diploma or general education degree (GED).
- Related experience and/or training working with children ages five to 12.
- Ability to read, analyze, and interpret general business procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, customers, and the general public.

### **DESIRED QUALIFICATIONS**

- Displays excellent communication skills required in working with coworkers/public, including the ability to communicate effectively and remain calm and courteous under pressure.
- Demonstrates abilities to work collaboratively in a team environment with a spirit of cooperation.
- Maintains punctual, regular, and predictable attendance.
- Maintains a neat and professional appearance and follows dress code protocol where assigned.
- Respectfully takes direction from the supervisor.
- Follows policies, procedures, and guidelines as described in the City of St. Helens Personnel Policies and Procedures Manual and other documentation related to this position.

## **SPECIAL REQUIREMENTS**

- Food Handler's License required within 60 days of hire.
- CPR/First Aid certification required within 60 days of hire.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment consists of indoor and outdoor supervision of children ages 5-12 within Lewis and Clark Elementary School.



## EMPLOYEE ACKNOWLEDGEMENT

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Youth Program Lead** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature:\_\_\_\_\_

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

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

Manager Signature:\_\_\_\_\_

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

## City of St. Helens

## Exclusive Use Application

As per Ordinance Nos. 2003 and 2250 and all amending ordinances.



## Athletic Fields

Please complete this application for periods  
of exclusive use over two weeks.



## SECTION 1 Applicant Information

Group/Organization Name St. Helens Women's Softball Phone 503-757-9987  
 Authorized Agent Name Misty Casey Phone \_\_\_\_\_  
 Address 59531 Varmer Ln City, State, Zip St. Helens, OR 97051  
 Mailing Address (if different) \_\_\_\_\_

## SECTION 2 Permit Information

Park/Field Campbell Park Field 1 & 2  
 Activity Description (i.e. softball, soccer, etc.) Softball games  
 Dates Aug 13<sup>th</sup> 2018 to Sept. 26 2018

Days/Hours of Use:

Monday 6pm - 10pm

Tuesday \_\_\_\_\_

Wednesday 6pm - 10pm

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Do you intend to sell any merchandise or service? ☒ No ☐ Yes

If "yes", describe \_\_\_\_\_

Will you require use of the concessions stand? ☒ No ☐ Yes

Other Comments/Information \_\_\_\_\_

## FOR OFFICE USE

Application date 8-14-18☒ Insurance☐ Summary Report☒ Fee paidReceipt # 102530☒ Calendar☒ Parks → ☐ Council

## Approval dates

☒ Parks 8-13-18☐ Council \_\_\_\_\_☐ Permit issued \_\_\_\_\_

## DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Misty Casey  
 Signature of Authorized Agent

8-13-18  
 Date signed

## FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$10 PER FIELD, PER DAY

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>13</u> fields X <u>2</u> days =	\$ <u>260</u>
Use of field lights (add'l fee)	<input checked="" type="checkbox"/> \$10.00 per day X <u>13</u> fields X <u>2</u> days =	\$ <u>260</u>
TOTAL AMOUNT DUE		\$ <u>520</u>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/04/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
RPS Bollinger  
150 JFK PARKWAY, 4TH FLOOR  
PO Box 390  
SHORT HILLS, NJ 07078  
PHONE: 1-800-446-5311 FAX: 973-921-8474

**CONTACT**

NAME:  
PHONE: (A/C, No. Ext): 800-446-5311 FAX: (A/C, No.): 973-921-8474  
E-MAIL:  
ADDRESS:

**INSURED**  
USA Softball Adult Team Registration-Liability Insurance Program  
2801 N.E. 50th Street  
Oklahoma City, OK 73111

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Market Insurance Company	38970
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

**COVERAGES**

POLICY CHANGE NUMBER: ATL20172707

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			3602AH230069	06/05/2018	01/01/2019	EACH OCCURRENCE	\$2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$10,000*
	<input checked="" type="checkbox"/> Participants Liab						PERSONAL & ADV INJURY	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$5,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/PROP AGG	\$2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	HIRED AUTOS							\$
	NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	
	EXCESS LIAB						AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E&L EACH ACCIDENT	\$
	Y/N <input type="checkbox"/> *yes, describe under DESCRIPTION OF OPERATIONS below						E&L DISEASE - EA EMPLOYEE	\$
							E&L DISEASE - POLICY LIMIT	\$
	OTHER							

No Accident insurance is provided by this certificate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

COVERAGE UNDER THIS POLICY SHALL APPLY TO LIABILITY OF ST. HELEN'S ADULT SOFTBALL LEAGUE ARISING OUT OF THE ADMINISTRATION, PLAY OR PRACTICE OF AMATEUR SOFTBALL/BASEBALL, BUT ONLY FOR INCIDENTS INVOLVING BODILY INJURY, PERSONAL INJURY OR PROPERTY DAMAGE. THE CERTIFICATE HOLDER BELOW IS NAMED AS AN ADDITIONAL INSURED TO THIS POLICY. ALL UMPIRES MUST BE USA SOFTBALL REGISTERED OR THE UMPIRES AND ANY ADDITIONAL INSURED WILL HAVE NO COVERAGE FOR AN UMPIRE LIABILITY CLAIM. 100% REGISTRATION IN USA SOFTBALL FOR TEAMS AND UMPIRES IS REQUIRED.

**CERTIFICATE HOLDER****CANCELLATION**

City of St. Helen's  
Attn: Risk Management  
265 Strand Street  
St. Helen's, OR 97051

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Athletic Fields

Please complete this application for periods of exclusive use over two weeks.



## SECTION 1 Applicant Information

Group/Organization Name Girls Softball Phone \_\_\_\_\_  
 Authorized Agent Name Misty Casey Phone 503-757-9987  
 Address 59531 Varmer Ln City, State, Zip St. Helens, OR 97051  
 Mailing Address (if different) \_\_\_\_\_

## SECTION 2 Permit Information

Park/Field Campbell Park Field 1  
 Activity Description (i.e. softball, soccer, etc.) Softball Practice  
 Dates Aug 30<sup>th</sup> 2018 to October 4<sup>th</sup> 2018

Days/Hours of Use:

Monday \_\_\_\_\_  
 Tuesday \_\_\_\_\_  
 Wednesday \_\_\_\_\_  
 Thursdays 5pm - 7pm  
 Friday \_\_\_\_\_  
 Saturday \_\_\_\_\_  
 Sunday \_\_\_\_\_

Do you intend to sell any merchandise or service? ☒ No ☐ Yes

If "yes", describe \_\_\_\_\_

Will you require use of the concessions stand? ☒ No ☐ Yes

Other Comments/Information \_\_\_\_\_

### FOR OFFICE USE

Application date 8-4-18

☒ Insurance not needed

☐ Summary Report

☒ Fee paid

Receipt # 102531

☒ Calendar

☒ Parks → ☐ Council

### Approval dates

☐ Parks \_\_\_\_\_

☐ Council \_\_\_\_\_

☐ Permit issued \_\_\_\_\_

## DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Misty Casey  
 Signature of Authorized Agent

8-13-18  
 Date signed

## FEE SCHEDULE

**ATHLETIC FIELDS = \$10 PER FIELD, PER DAY**

**USE OF FIELD LIGHTS, additional = \$10 PER FIELD, PER DAY**

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>6</u> fields X <u>1</u> days =	\$ <u>60.00</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X <u>—</u> fields X <u>—</u> days =	\$ <u>—</u>
<b>TOTAL AMOUNT DUE</b>		\$ <u>60.00</u>



# PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

You must attach a map of street area to be closed.

I/we, the undersigned, request that the St. Helens City Council allow temporary closure of the following streets.

Street Closure #1			
Street Name	16 <sup>th</sup> Street		
Beginning Point	St. Helens	Ending Point	Cowlitz
Start Date	Weekends Oct 1	End Date	Oct 29
Time to Begin Closure	Friday 11 P.M.	Time to Reopen	Sundays 6 p.m.
Purpose of Closure	tourism traffic <b>Halloweentown</b>		
Street Closure #2			
Street Name	<del>Columbia Blvd</del>		
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			
Street Closure #3			
Street Name	Strand		
Beginning Point	City Hall	Ending Point	Cowlitz
Start Date	7 Fridays 11 p.m.	End Date	7 Sundays 6 p.m. Oct 29
Time to Begin Closure	Weekends Oct 1	Time to Reopen	Weekends
Purpose of Closure	tourism traffic <b>Halloweentown</b>		

Approval of emergency responders: (required)

<u>See next page</u>		<u>See next page</u>		<u>JP 8-30-18</u>	
<b>Fire District</b>	<b>Date</b>	<b>Police Department</b>	<b>Date</b>	<b>Public Works</b>	<b>Date</b>
270 Columbia Blvd.	503-397-2990	150 S. 13 <sup>th</sup> St.	503-397-3333	984 Oregon St.	503-397-3532

## DECLARATION

I/we understand that any barricades or other devices to close off the street must be provided at my (our) expense or may be provided by the City at my/our expense for specific times and dates. I/we also understand that arrangements for placement of barricades/devices must be made with the Public Works Department (503.397.3532). I/we certify that I/we have notified all affected property owners, business owners and/or tenants in person or in writing of my/our intent to close the street/s listed above and that written consents of each are attached. It is my/our belief that there are no major conflicts with this closure.

<b>Petitioner Signature</b> <u>Tina Cannard / City of St. Helens</u>	<b>Date Signed</b> <u>March 1 / 2018</u>
<b>Print Name</b> <u>Tina Cannard</u>	<b>Phone</b> <u>360 241 6456</u>
<b>Mailing Address</b> <u>2316 NE Minnehaha</u>	<b>City, State, Zip</b> <u>Vanc. WA 98665</u>
<b>Petitioner Signature</b> _____	<b>Date Signed</b> _____
<b>Print Name</b> _____	<b>Phone</b> _____
<b>Mailing Address</b> _____	<b>City, State, Zip</b> _____

## FOR OFFICIAL USE ONLY

Date Rec'd \_\_\_\_\_ Rec'd by \_\_\_\_\_ Date sent to CC \_\_\_\_\_ City Council ☐ Approved ☐ Denied Meeting date \_\_\_\_\_

Attested \_\_\_\_\_, City Administrator Date \_\_\_\_\_



# PETITION FOR TEMPORARY CLOSURE OF CITY STREET(S)

You must attach a map of street area to be closed.

I/we, the undersigned, request that the St. Helens City Council allow temporary closure of the following streets.

Street Closure #1			
Street Name	16 <sup>th</sup> Street		
Beginning Point	St. Helens	Ending Point	Cowlitz
Start Date	Weekends Oct 1	End Date	Oct 29
Time to Begin Closure	Friday 11 P.M.	Time to Reopen	Sundays 6 p.m.
Purpose of Closure	tourism traffic		
Street Closure #2			
Street Name	<del>Volcania Ave</del>		
Beginning Point		Ending Point	
Start Date		End Date	
Time to Begin Closure		Time to Reopen	
Purpose of Closure			
Street Closure #3			
Street Name	Strand		
Beginning Point	City Hall	Ending Point	Cowlitz
Start Date	7 Fridays 11 p.m.	End Date	7 Sundays 6 p.m. Oct 29
Time to Begin Closure	7 Weekends Oct 1	Time to Reopen	7 Weekends
Purpose of Closure	tourism traffic		

Approval of emergency responders: (required)

<b>Fire District</b>	<b>Date</b>	<b>Police Department</b>	<b>Date</b>	<b>Public Works</b>	<b>Date</b>
270 Columbia Blvd.	503-397-2990	150 S. 13 <sup>th</sup> St.	503-397-3333	984 Oregon St.	503-397-3532

## DECLARATION

I/we understand that any barricades or other devices to close off the street must be provided at my (our) expense or may be provided by the City at my/our expense for specific times and dates. I/we also understand that arrangements for placement of barricades/devices must be made with the Public Works Department (503.397.3532). I/we certify that I/we have notified all affected property owners, business owners and/or tenants in person or in writing of my/our intent to close the street/s listed above and that written consents of each are attached. It is my/our belief that there are no major conflicts with this closure.

Petitioner Signature Tina Cannard / City of St. Helens Date Signed March 1 / 2018  
 Print Name Tina Cannard Phone 360 241 6456  
 Mailing Address 2316 NE Minnehaha City, State, Zip Vanc. WA 98665  
 Petitioner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
 Print Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Date Rec'd \_\_\_\_\_ Rec'd by \_\_\_\_\_ Date sent to CC \_\_\_\_\_ City Council ☐ Approved ☐ Denied Meeting date \_\_\_\_\_

Attested \_\_\_\_\_, City Administrator Date \_\_\_\_\_

January 2018

**Becky Bean**

---

**From:** Brian Greenway  
**Sent:** Wednesday, August 29, 2018 3:56 PM  
**To:** Becky Bean  
**Subject:** RE: Street Closure for Halloweentown

Approved.. 😊

---

**From:** Becky Bean  
**Sent:** Wednesday, August 29, 2018 2:21 PM  
**To:** Brian Greenway <briang@ci.st-helens.or.us>  
**Subject:** FW: Street Closure for Halloweentown

Good afternoon Chief Greenway,

I was wondering whether it would be possible to get your signature on the street closure portion of the Halloweentown Special Use Permit?

An e-signature would work as well, if you were comfortable (I could attach an email saying you approve).

**Becky Bean**

City of St. Helens  
Office Specialist  
503.366.8209  
[beckyb@ci.st-helens.or.us](mailto:beckyb@ci.st-helens.or.us)





**CITY STREET CLOSURE CONSENT FORM***Applicant must take this form to each affected business for consent signatures.*

Applicant Tina Cannard City of St. Helens Phone \_\_\_\_\_  
 Name of Event Halloweentown Date(s) of Event Sept 22 - Nov 1st Time(s) \_\_\_\_\_  
 Street(s) to be closed for event various - 1st Street / Strand / Courthouse Plaza

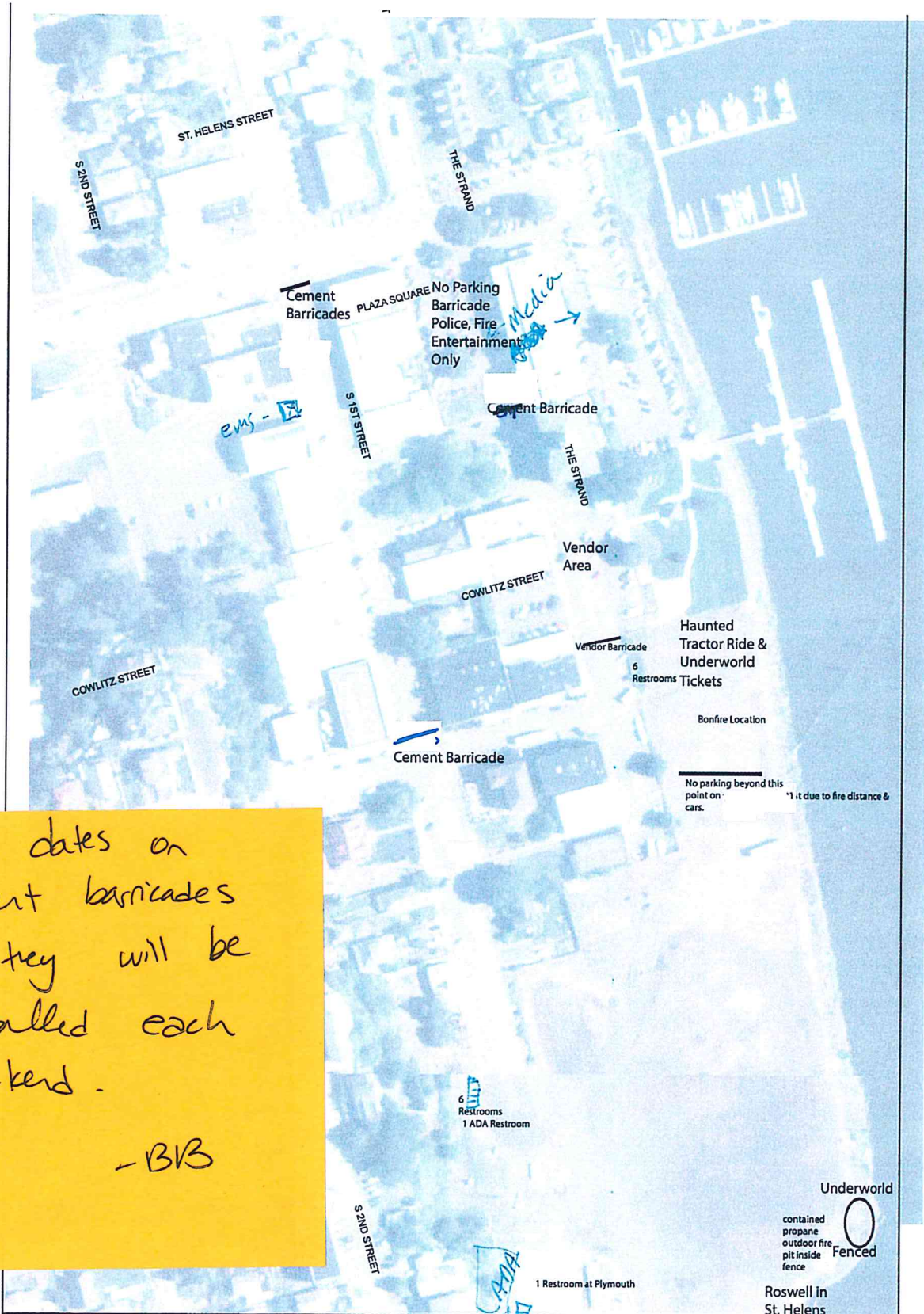
The following affected businesses/individuals have been contacted and informed of the event listed above and have marked whether they consent or not to the closure of the street(s) listed above on the date(s) listed above:

Business name <u>CrossFit St Helens</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Carleen Mathews</u> Date signed <u>4/13/18</u>
Business name <u>Cuts +</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Bobbie Crouser</u> Date signed <u>4-13-18</u>
Business name <u>20's Vendor Mall</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Mitzi D Power</u> Date signed <u>10 May 2018</u>
Business name <u>Jelly</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>T. J. Owens</u> Date signed <u>5/12/18</u>

Business name <u>Running Dogs Brewer</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Maggie Clayton</u> Date signed <u>5/12/18</u>
Business name <u>Wild Current</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>D. Boyes</u> Date signed <u>5-14-18</u>
Business name <u>Columbia Theatre</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Leah Tillotson</u> Date signed <u>8/14/18</u>
Business name <u>Bernie's Printing</u> <input checked="" type="checkbox"/> I/We consent to street closure <input type="checkbox"/> I/We DO NOT consent to street closure Signature <u>[Signature]</u> Printed name <u>Andrew Bliss</u> Date signed <u>8/15/18</u>

**Return this to City Hall with your  
 Petition for Temporary Closure of City Street(s)**





no dates on  
Cement barricades  
as they will be  
installed each  
weekend.

-BVB

ADA parking - Golf  
Cart

WMTA - ATM  
turn of lights

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 08/23/2018 - 2:44PM  
 Batch: 00010.08.2018 - AP 8/23/16 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
PETTY CASH - MATT BROWN									
027959									
08232018	8/23/2018	100.00	0.00	08/23/2018				False	0
201-000-052074	Events - 13 Nights			CASH FOR 13 NIGHTS / TINA					
		<hr/>							
	08232018 Total:	100.00							
		<hr/>							
	PETTY CASH - MATT BR	100.00							
		<hr/>							
		<hr/>							
	Report Total:	100.00							
		<hr/>							
		<hr/>							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 08/24/2018 - 9:53AM  
 Batch: 00011.08.2018 - AP 8/24/16 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
WILD CURRANT CATERING									
037008									
4593	8/21/2018	19.00	0.00	08/24/2018				False	0
100-701-052018 Professional Development				CITY COUNTY MEETING FOOD					
4593	8/21/2018	38.00	0.00	08/24/2018				False	0
100-702-052018 Professional Development				CITY COUNTY MEETING FOOD					
4593	8/21/2018	57.00	0.00	08/24/2018				False	0
100-703-052018 Professional Development				CITY COUNTY MEETING FOOD					
4593	8/21/2018	19.00	0.00	08/24/2018				False	0
100-705-052018 Professional Development				CITY COUNTY MEETING FOOD					
4593	8/21/2018	19.00	0.00	08/24/2018				False	0
100-707-052018 Professional Development				CITY COUNTY MEETING FOOD					
4593	8/21/2018	38.00	0.00	08/24/2018				False	0
703-734-052018 Professional Development				CITY COUNTY MEETING FOOD					
4593	8/21/2018	575.00	0.00	08/24/2018				False	0
100-000-037004 Miscellaneous - General				CITY COUNTY MEETING FOOD					
4593 Total:		765.00							
WILD CURRANT CATER		765.00							
Report Total:		765.00							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 08/23/2018 - 11:31AM  
 Batch: 00007.08.2018 - AP 8/24/16 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ALEXIN ANALYTICAL LABS, INC.									
001650									
34307	7/31/2018	375.00	0.00	08/24/2018				False	0
601-731-052064 Lab Testing				TESTING					
34307 Total:		375.00							
ALEXIN ANALYTICAL L		375.00							
BIO-MED TESTING SERVICE, INC.									
003505									
65212	8/9/2018	85.00	0.00	08/24/2018				False	0
100-702-052019 Professional Services				S. WILLIAMS RANDOM SELECTION TEST					
65212 Total:		85.00							
BIO-MED TESTING SERV		85.00							
BOISE WIITE PAPER LLC									
003720									
08152018	8/15/2018	12,500.00	0.00	08/24/2018				False	0
202-722-055001 Principal				SEPT 2018 NOTE PAYMENT					
08152018 Total:		12,500.00							
BOISE WIITE PAPER LL		12,500.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
BULLARD LAW 004880									
34937	8/7/2018	378.00	0.00	08/24/2018				False	0
100-705-052019 Professional Services				GENERAL LEGAL SERVICES					
		<hr/>							
34937 Total:		378.00							
		<hr/>							
BULLARD LAW Total:		378.00							
		<hr/>							
CASCADE CONCRETE PRODUCTS,INC. 005925									
71710	8/13/2018	159.00	0.00	08/24/2018				False	0
603-735-052001 Operating Supplies				BLUELINE CONCRETE					
		<hr/>							
71710 Total:		159.00							
		<hr/>							
CASCADE CONCRETE P		159.00							
		<hr/>							
CENTERLOGIC, INC. 011595									
47554	8/8/2018	399.00	0.00	08/24/2018				False	0
702-000-052005 Small Equipment				LASER PRINTER SHPD					
		<hr/>							
47554 Total:		399.00							
		<hr/>							
47561	8/13/2018	111.00	0.00	08/24/2018				False	0
702-000-052001 Operating Supplies				BLACK TONER					
		<hr/>							
47561 Total:		111.00							
		<hr/>							
47564	8/17/2018	1,253.90	0.00	08/24/2018				False	0
702-000-052006 Computer Maintenance				MICROSOFT PSA PROJECT SPECIAL T M					
		<hr/>							
47564 Total:		1,253.90							
		<hr/>							
47682	8/17/2018	1,056.25	0.00	08/24/2018				False	0
702-000-052019 Professional Services				IT SUPPORT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
47682 Total:		1,056.25							
CENTERLOGIC, INC. To		2,820.15							
CENTURY LINK									
034002									
08052018	8/5/2018	42.22	0.00	08/24/2018				False	0
702-000-052010 Telephone		796B CH							
08052018	8/5/2018	50.48	0.00	08/24/2018				False	0
702-000-052010 Telephone		131B POLICE							
08052018	8/5/2018	427.74	0.00	08/24/2018				False	0
702-000-052010 Telephone		818B WFF							
08052018	8/5/2018	41.78	0.00	08/24/2018				False	0
702-000-052010 Telephone		651B CH							
08052018 Total:		562.22							
CENTURY LINK Total:		562.22							
CENTURY LINK- ACCESS BILLING									
034004									
3263X201S18226	8/14/2018	82.22	0.00	08/24/2018				False	0
702-000-052010 Telephone		01S3							
3263X201S18226 Total:		82.22							
3263X204S18223	8/14/2018	82.22	0.00	08/24/2018				False	0
702-000-052010 Telephone		04S3							
3263X204S18223 Total:		82.22							
CENTURY LINK- ACCES		164.44							
CENTURYLINK, BUSINESS SERVICES									
45215									
1447776508	8/11/2018	212.96	0.00	08/24/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
702-000-052010 Telephone				88035002 LONG DISTANCE SERVICES FOR ALL LINE!					
1447776508 Total:		212.96							
CENTURYLINK, BUSINE		212.96							
CHINOOK SALES & RENTALS, INC.									
006763									
122737	8/9/2018	116.20	0.00	08/24/2018				False	0
100-708-052001 Operating Supplies				FILED BACK ORDER					
122737 Total:		116.20							
CHINOOK SALES & REN		116.20							
CINTAS CORPORATION									
037620									
5011391008	8/1/2018	25.81	0.00	08/24/2018				False	0
603-736-052001 Operating Supplies				CABINET REFILL					
5011391008	8/1/2018	25.82	0.00	08/24/2018				False	0
603-737-052001 Operating Supplies				CABINET REFILL					
5011391008 Total:		51.63							
840772706	8/10/2018	68.43	0.00	08/24/2018				False	0
100-708-052001 Operating Supplies				CABINET REFILL					
840772706 Total:		68.43							
CINTAS CORPORATION		120.06							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
180378	8/1/2018	259.14	0.00	08/24/2018				False	0
100-702-052019 Professional Services				MONTHLY USER FEE OR 0486 ERMS SAAS					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
180378 Total:		259.14							
CLOUD RECORDS MAN		259.14							
CNA SURETY									
007157									
08202018	8/20/2018	175.00	0.00	08/24/2018				False	0
100-702-052018 Professional Development				SURETY BOND KATHY PAYNE					
08202018 Total:		175.00							
CNA SURETY Total:		175.00							
COLUMBIA 9-1-1 COMMUNICATION DISTRICT									
007260									
08072018	8/7/2018	1,100.00	0.00	08/24/2018				False	0
100-705-052001 Operating Supplies				EVERRIDGE OUTCALL NOTIFICATION SYSTEM 7/1-					
08072018 Total:		1,100.00							
COLUMBIA 9-1-1 COMM		1,100.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201807CSH	8/3/2018	1,125.00	0.00	08/24/2018				False	0
100-708-052019 Professional Services				PARKS WORK CREW					
201807CSH	8/3/2018	1,125.00	0.00	08/24/2018				False	0
703-734-052019 Professional Services				PW WORK CREW					
201807CSH Total:		2,250.00							
COLUMBIA CO. DEPT. O		2,250.00							
COLUMBIA CO. TREASURER									



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
007701									
08222018	8/22/2018	109.00	0.00	08/24/2018				False	0
100-000-020900 County Assessment				JAIL ASSESSMENT					
08222018	8/22/2018	540.80	0.00	08/24/2018				False	0
100-000-020900 County Assessment				COUNTY ASSESSMENT					
08222018	8/22/2018	-64.98	0.00	08/24/2018				False	0
100-000-036002 Fines - Court				CITY COURT COSTS					
08222018 Total:		584.82							
COLUMBIA CO. TREASU		584.82							
COLUMBIA RIVER P.U.D.									
008325									
0002875	8/22/2018	2.07	0.00	08/24/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISTRIBUTION L. BRADFORD					
0002875 Total:		2.07							
08142018	8/14/2018	494.77	0.00	08/24/2018				False	0
100-705-052003 Utilities				7493					
08142018	8/14/2018	1,077.64	0.00	08/24/2018				False	0
100-706-052003 Utilities				7493					
08142018	8/14/2018	1,070.21	0.00	08/24/2018				False	0
100-708-052003 Utilities				7493					
08142018	8/14/2018	40.32	0.00	08/24/2018				False	0
100-708-052047 Marine Board				7493					
08142018	8/14/2018	230.87	0.00	08/24/2018				False	0
100-708-052046 Dock Services				7493					
08142018	8/14/2018	3,674.44	0.00	08/24/2018				False	0
205-000-052003 Utilities				7493					
08142018	8/14/2018	926.07	0.00	08/24/2018				False	0
100-715-052003 Utilities				7493					
08142018	8/14/2018	304.81	0.00	08/24/2018				False	0
703-734-052003 Utilities				7493					
08142018	8/14/2018	3,286.40	0.00	08/24/2018				False	0
601-731-052003 Utilities				7493					
08142018	8/14/2018	5,783.44	0.00	08/24/2018				False	0
601-732-052003 Utilities				7493					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
08142018	8/14/2018	1,161.24	0.00	08/24/2018				False	0
603-737-052003 Utilities				7493					
08142018	8/14/2018	3,483.71	0.00	08/24/2018				False	0
603-736-052003 Utilities				7493					
08142018	8/14/2018	29.57	0.00	08/24/2018				False	0
605-000-052003 Utilities				7493					
08142018	8/14/2018	579.31	0.00	08/24/2018				False	0
603-738-052003 Utilities				7493					
08142018 Total:		22,142.80							
COLUMBIA RIVER P.U.D		22,144.87							
COMCAST									
COMCAST									
08072018	8/7/2018	113.80	0.00	08/24/2018				False	0
702-000-052003 Utilities				9144 PW					
08072018 Total:		113.80							
08092018	8/9/2018	62.45	0.00	08/24/2018				False	0
603-736-052003 Utilities				0082 WWTP					
08092018	8/9/2018	62.45	0.00	08/24/2018				False	0
603-737-052003 Utilities				0082 WWTP					
08092018 Total:		124.90							
081222018	8/12/2018	155.35	0.00	08/24/2018				False	0
702-000-052003 Utilities				3238 WFF					
081222018 Total:		155.35							
COMCAST Total:		394.05							
COMMUNICATIONS NORTHWEST									
48721									
66664	6/20/2018	55.00	0.00	08/24/2018				False	0
100-705-052006 Computer Maintenance				RADIO REPROGRAMMING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
66664 Total:		55.00							
COMMUNICATIONS NO		55.00							
CUSTOM HOME SERVICES LLC, CHS PAINTING 009644									
1015	8/16/2018	14,020.00	0.00	08/24/2018				False	0
704-000-053013 Capital Outlay - Library					EXTERIOR PAINTING OF LIBRARY				
1015 Total:		14,020.00							
CUSTOM HOME SERVIC		14,020.00							
DAILY JOURNAL OF COMMERCE, INC 009900									
743874740	7/25/2018	57.50	0.00	08/24/2018				False	0
704-000-053012 Capital Outlay Parks					REQUEST FOR BIDS				
743874740 Total:		57.50							
DAILY JOURNAL OF CO		57.50							
DON'S RENTAL 010700									
516998	8/6/2018	8.66	0.00	08/24/2018				False	0
603-736-052001 Operating Supplies					PROPANE				
516998	8/6/2018	8.66	0.00	08/24/2018				False	0
603-737-052001 Operating Supplies					PROPANE				
516998 Total:		17.32							
517126	8/9/2018	5.18	0.00	08/24/2018				False	0
100-703-052041 Council Discrenary					PROPANE				
517126 Total:		5.18							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
517173	8/10/2018	19.35	0.00	08/24/2018				False	0
100-703-052041 Council Discrenary				PROPANE					
517173 Total:		19.35							
DON'S RENTAL Total:		41.85							
DUKE'S ROOT CONTROL, INC.									
010933									
14326	7/13/2018	7,361.73	0.00	08/24/2018				False	0
603-000-053010 Sewer Main Replacement				MANHOLE ROOT CONTROL					
14326 Total:		7,361.73							
DUKE'S ROOT CONTRO		7,361.73							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
34548	7/26/2018	126.47	0.00	08/24/2018				False	0
205-000-052001 Operating Supplies				ROCK STREETS					
34548 Total:		126.47							
34558	7/27/2018	137.81	0.00	08/24/2018				False	0
603-735-052001 Operating Supplies				ROCK N 9TH ST SEWER					
34558 Total:		137.81							
34666	8/17/2018	139.73	0.00	08/24/2018				False	0
704-000-053012 Capital Outlay Parks				ROCK GREY CLIFF					
34666 Total:		139.73							
EAGLE STAR ROCK PRO		404.01							
EASYPERMIT POSTAGE									
025602									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
08122018	8/12/2018	1,000.00	0.00	08/24/2018				False	0
100-707-052009 Postage				POSTAGE REFILL					
08122018 Total:		1,000.00							
EASYPERMIT POSTAGE		1,000.00							
ENNIS PAINT INC									
011409									
225571	7/26/2018	7,017.98	0.00	08/24/2018				False	0
205-000-052001 Operating Supplies				MATERIALS					
225571 Total:		7,017.98							
225896	8/3/2018	1,179.20	0.00	08/24/2018				False	0
205-000-052001 Operating Supplies				COMBI ARW					
225896 Total:		1,179.20							
ENNIS PAINT INC Total:		8,197.18							
ERSKINE LAW PRACTICE LLC									
011522									
08142018	8/14/2018	6,412.50	0.00	08/24/2018				False	0
100-704-052019 Professional Services				CITY PROSECUTOR 8/1-8/14					
08142018 Total:		6,412.50							
ERSKINE LAW PRACTIC		6,412.50							
FLOWING SOLUTIONS LLC									
42114									
2967	7/30/2018	1,875.00	0.00	08/24/2018				False	0
202-721-052019 Professional Services				BOARDWALK BUILD APPLICATION					
2967 Total:		1,875.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	FLOWING SOLUTIONS L	1,875.00							
GREENWAY, BRIAN GREE									
08212018	8/21/2018	2,500.00	0.00	08/24/2018				False	0
100-705-052018 Professional Development					MILEAGE / PODS RENTAL REIMB. HOTEL STAY NEW				
	08212018 Total:	2,500.00							
	GREENWAY, BRIAN Tota	2,500.00							
H.D. FOWLER CO. 012650									
I4917791	8/9/2018	803.85	0.00	08/24/2018				False	0
601-731-052001 Operating Supplies					EJ DUCTILE IRON COVER WITH REAER				
	I4917791 Total:	803.85							
	H.D. FOWLER CO. Total:	803.85							
HAMER ELECTRIC, INC. 014475									
40969	8/7/2018	4,164.58	0.00	08/24/2018				False	0
100-708-052047 Marine Board					REPLACE BREAKER				
	40969 Total:	4,164.58							
	HAMER ELECTRIC, INC	4,164.58							
HASA 014771									
612458	8/14/2018	4,641.50	0.00	08/24/2018				False	0
603-736-052083 Chemicals					MULTI CHLOR				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
612458 Total:		4,641.50							
HASA Total:		4,641.50							
HELLER ENTERPRISES 015064									
26506	8/14/2018	167.50	0.00	08/24/2018				False	0
704-000-053012 Capital Outlay Parks				CUT AND DEBUR					
26506 Total:		167.50							
HELLER ENTERPRISES		167.50							
INDUCTIVE AUTOMATION 016068									
1118406	8/22/2018	2,075.21	0.00	08/24/2018				False	0
601-732-052001 Operating Supplies				UPGRADING CONTRACT MAIN TO TOTAL CARE					
1118406 Total:		2,075.21							
INDUCTIVE AUTOMATI		2,075.21							
INGRAM LIBRARY SERVICES, INC. 016240									
35778985	8/6/2018	-16.17	0.00	08/24/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
35778985 Total:		-16.17							
3586074	8/10/2018	531.92	0.00	08/24/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
3586074 Total:		531.92							
35929489	8/15/2018	276.27	0.00	08/24/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	35929489 Total:	276.27							
	INGRAM LIBRARY SERV	792.02							
KAGELER, JERRY RAY J.KAGELE 0002873	8/22/2018	75.00	0.00	08/24/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISTRIBUTION MICHAEL WILLIAMS					
	0002873 Total:	75.00							
	KAGELER, JERRY RAY T	75.00							
KRP DATA SYSTEMS KRP.DATA SHPD-008	8/20/2018	160.00	0.00	08/24/2018				False	0
100-705-052001 Operating Supplies				WEBLEDS 4 MONTH SUBSCRIPTION SERVICE					
	SHPD-008 Total:	160.00							
	KRP DATA SYSTEMS To	160.00							
LEAGUE OF OREGON CITIES 018100 4,950	8/7/2018	450.00	0.00	08/24/2018				False	0
100-703-052018 Professional Development				LOC 93ND ANNUAL CONFERENCE					
	4,950 Total:	450.00							
	LEAGUE OF OREGON C	450.00							
LEAVY, JOHNNY LEA 07272018	7/27/2018	122.60	0.00	08/24/2018				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
603-736-052018 Professional Development				J LEAVY MILEAGE AND MEALS REIMB CONFERENC					
07272018 Total:		122.60							
LEAVY, JOHNNY Total:		122.60							
LIM, PETE									
P.LIM									
08112018	8/11/2018	91.56	0.00	08/24/2018				False	0
100-708-052018 Professional Development				DPSST RECERT FOR UNARMED SECURITY P. LIM RI					
08112018 Total:		91.56							
LIM, PETE Total:		91.56							
MASONIC BUILDING LLC, C/O ELLIOT MICHAEL									
012950									
08152018	8/15/2018	1,000.00	0.00	08/24/2018				False	0
201-000-052059 Events - General				SEPT 2018 LEASE PAYMENT					
08152018 Total:		1,000.00							
MASONIC BUILDING LL		1,000.00							
MAUL FOSTER ALONGI, INC.									
019555									
32599	8/8/2018	7,418.85	0.00	08/24/2018				False	0
202-721-052050 Community Wide Assessment				COMMUNITY WIDE ASSESSMENT					
32599	8/8/2018	8,218.02	0.00	08/24/2018				False	0
202-723-052019 Professional Services				WWTP LAGOON ON CAL SERVICES					
32599	8/8/2018	430.00	0.00	08/24/2018				False	0
202-721-052019 Professional Services				BWP ON CALL SERVICES					
32599 Total:		16,066.87							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
	MAUL FOSTER ALONGI	16,066.87							
METROPRESORT									
020292									
IN600470	8/10/2018	380.36	0.00	08/24/2018				False	0
100-707-052019 Professional Services				PAST DUE NOTICE PRINTING 625 - NOTICES 16690					
IN600470 Total:		380.36							
IN600604	8/16/2018	3,037.90	0.00	08/24/2018				False	0
100-707-052019 Professional Services				REGULAR STATEMENT PRINTING					
IN600604 Total:		3,037.90							
METROPRESORT Total:		3,418.26							
MIDWEST TAPE									
020427									
96320396	8/3/2018	59.98	0.00	08/24/2018				False	0
100-706-052035 Audio Materials				ADB					
96320396 Total:		59.98							
96339833	8/10/2018	14.99	0.00	08/24/2018				False	0
100-706-052035 Audio Materials				ADB WHISHING SPELL					
96339833 Total:		14.99							
MIDWEST TAPE Total:		74.97							
NAS ASSOCIATES, INC.									
028148									
19882	8/7/2018	4,300.00	0.00	08/24/2018				False	0
603-737-052064 Lab Testing				TESTING					
19882 Total:		4,300.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
NAS ASSOCIATES, INC.		4,300.00							
<hr/>									
NATIONAL TESTING NETWORK 030205									
5067	8/3/2018	500.00	0.00	08/24/2018				False	0
100-702-052011 Public Information				ANNUAL NTN MEMBERSHIP RENEWAL KATHY PAYI					
<hr/>									
5067 Total:		500.00							
<hr/>									
NATIONAL TESTING NE		500.00							
<hr/>									
NORTHSTAR CHEMICAL, INC. 021556									
128355	8/7/2018	528.52	0.00	08/24/2018				False	0
601-732-052083 Chemicals				SODIUM HPOCHLORITE 12.5					
<hr/>									
128355 Total:		528.52							
<hr/>									
128356	8/9/2018	6,962.84	0.00	08/24/2018				False	0
601-732-052083 Chemicals				SODIUM HYDROXIDE 25%					
<hr/>									
128356 Total:		6,962.84							
<hr/>									
NORTHSTAR CHEMICAL		7,491.36							
<hr/>									
NORTHWEST NATURAL GAS 021400									
08102018	8/10/2018	15.92	0.00	08/24/2018				False	0
703-734-052003 Utilities				8675					
08102018	8/10/2018	7.96	0.00	08/24/2018				False	0
603-735-052003 Utilities				7720					
08102018	8/10/2018	7.96	0.00	08/24/2018				False	0
601-731-052003 Utilities				7720					
<hr/>									
08102018 Total:		31.84							
<hr/>									
08132018	8/13/2018	19.56	0.00	08/24/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-708-052003 Utilities				3047					
08132018	8/13/2018	15.92	0.00	08/24/2018				False	0
100-705-052003 Utilities				5638					
08132018	8/13/2018	27.84	0.00	08/24/2018				False	0
603-736-052003 Utilities				5750					
08132018	8/13/2018	15.92	0.00	08/24/2018				False	0
100-715-052003 Utilities				5285					
08132018	8/13/2018	15.92	0.00	08/24/2018				False	0
100-715-052003 Utilities				2848					
08132018	8/13/2018	38.17	0.00	08/24/2018				False	0
100-708-052003 Utilities				8563					
08132018	8/13/2018	23.11	0.00	08/24/2018				False	0
100-706-052003 Utilities				7673					
08132018 Total:		156.44							
NORTHWEST NATURAL		188.28							
NORTHWEST PUMP & EQUIP.									
021470									
2929845-00	8/8/2018	733.31	0.00	08/24/2018				False	0
100-708-052001 Operating Supplies				FUEL PUMP AND METER					
2929845-00 Total:		733.31							
NORTHWEST PUMP & E		733.31							
ODOT HIGHWAY DUGET CAO CORR DINATOR MS 22									
44555									
0002876	8/22/2018	25.00	0.00	08/24/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISTRIBUTION S. CONGER					
0002876 Total:		25.00							
ODOT HIGHWAY DUGET		25.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
OREGON DEPT. OF REVENUE									
023202									
08222018	8/22/2018	1,439.30	0.00	08/24/2018				False	0
100-000-020800 State Assessment				STATE					
08222018	8/22/2018	441.00	0.00	08/24/2018				False	0
100-000-020800 State Assessment				STATE DUII DIVERSION					
08222018	8/22/2018	160.73	0.00	08/24/2018				False	0
100-000-020800 State Assessment				UNITARY					
08222018	8/22/2018	7.00	0.00	08/24/2018				False	0
100-000-020800 State Assessment				STATE COURT FACILITY					
08222018	8/22/2018	12.00	0.00	08/24/2018				False	0
100-000-020800 State Assessment				LEMLA					
08222018 Total:		2,060.03							
OREGON DEPT. OF REV		2,060.03							
OREGON GOVERNMENT ETHICS COMMISSION, DAS SHARED F									
022409									
AIE08093	8/20/2018	665.16	0.00	08/24/2018				False	0
100-703-052018 Professional Development				ORG. GOV. ETHICS COMMISSION 7/1-6/30/19					
AIE08093 Total:		665.16							
OREGON GOVERNMEN		665.16							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/									
031685									
07312018	7/31/2018	399.75	0.00	08/24/2018				False	0
100-702-052011 Public Information				CLASSIFIED LINERS					
07312018 Total:		399.75							
PAMPLIN MEDIA GROU		399.75							
PAPE MACHINERY									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
024755									
11103968	8/9/2018	480.00	0.00	08/24/2018				False	0
701-000-052001 Operating Supplies				HOSE ASSEMBLE					
	11103968 Total:	480.00							
	PAPE MACHINERY Total	480.00							
PAUL, LINDA									
PAUL.L									
08152018	8/15/2018	235.50	0.00	08/24/2018				False	0
203-706-037017 Donations - Ukulele Club				UKULELE SONG BOOKS REIMB. 25					
	08152018 Total:	235.50							
	PAUL, LINDA Total:	235.50							
PEAK ELECTRIC GROUP, LLC									
PEAK.ELE									
180278-2	8/8/2018	892.50	0.00	08/24/2018				False	0
100-706-052023 Facility Maintenance				EXIT SIGN INSTALL LIGHT FISTURE / OUTDOOR / C					
	180278-2 Total:	892.50							
	PEAK ELECTRIC GROU	892.50							
PORTLAND GENERAL ELECTRIC									
025702									
08142018	8/14/2018	20.72	0.00	08/24/2018				False	0
202-722-052003 Utilities				1650931000 - 1300 KASTER RD.					
08142018	8/14/2018	117.66	0.00	08/24/2018				False	0
100-709-052003 Utilities				0153585940 - FARA REC					
	08142018 Total:	138.38							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
PORTLAND GENERAL E		138.38							
PRECISION ENGRAVING, INC.									
026004									
58647	8/11/2018	14.00	0.00	08/24/2018				False	0
100-705-052004 Office Supplies				PLATE FOR RYDER					
58647 Total:		14.00							
PRECISION ENGRAVING		14.00							
RADLER WHITE PARKS & ALEXANDER LLP									
02600									
17324	7/31/2018	1,170.00	0.00	08/24/2018				False	0
202-721-052019 Professional Services				RELEVANT BUILDING 7 TH STREET AFFORDABLE H					
17324 Total:		1,170.00							
RADLER WHITE PARKS		1,170.00							
ROOF									
ROOF									
08212018	8/21/2018	516.80	0.00	08/24/2018				False	0
100-703-052041 Council Discrenary				ROOM RENTAL / BEVERAGES					
08212018 Total:		516.80							
ROOF Total:		516.80							
SCAPPOOSE SAND & GRAVEL									
030050									
T28826	7/31/2018	127.36	0.00	08/24/2018				False	0
704-000-053012 Capital Outlay Parks				SAND SALT AND PEPER					
T28826	7/31/2018	127.36	0.00	08/24/2018				False	0
601-731-052001 Operating Supplies				SAND SALT AND PEPER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
T28826 Total:		254.72							
SCAPPOOSE SAND & GR		254.72							
STAN'S REFRIGERATION									
031900									
57820	7/3/2018	57.50	0.00	08/24/2018				False	0
603-736-052001 Operating Supplies				REPAIR WORK					
57820	7/3/2018	57.50	0.00	08/24/2018				False	0
603-737-052001 Operating Supplies				REPAIR WORK					
57820 Total:		115.00							
STAN'S REFRIGERATION		115.00							
SUPRY, AMANDA									
SUPRY.A									
0002874	8/22/2018	25.00	0.00	08/24/2018				False	0
100-000-021000 Court Restitution Payments				RESTITUTION DISTRIBUTION G. SCHILLER					
0002874 Total:		25.00							
SUPRY, AMANDA Total:		25.00							
TRAVEL PORTLAND									
15221									
27091	8/2/2018	350.00	0.00	08/24/2018				False	0
201-000-052011 Public Information				PARTNER ANNUAL DUES RENEWAL					
27091 Total:		350.00							
TRAVEL PORTLAND Tot		350.00							

TVW INC



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
033827									
0036401-IN	7/31/2018	1,616.22	0.00	08/24/2018	JANITORIAL SERVICE CITY HALL			False	0
100-715-052023 Facility Maintenance									
0036401-IN Total:		1,616.22							
0036402-IN	7/31/2018	1,472.16	0.00	08/24/2018	JANITORIAL SERVICE COL CENTER			False	0
100-706-052023 Facility Maintenance									
0036402-IN Total:		1,472.16							
0036403-IN	7/31/2018	570.37	0.00	08/24/2018	JANITORIAL SERVICE POLICE			False	0
100-705-052023 Facility Maintenance									
0036403-IN Total:		570.37							
TVW INC Total:		3,658.75							
U.S. BANK EQUIPMENT FINANCE									
033955									
364289827	8/15/2018	150.00	0.00	08/24/2018	CONTRACT PAYMENT KYOCERA			False	0
100-715-052021 Equipment Maintenance									
364289827 Total:		150.00							
U.S. BANK EQUIPMENT		150.00							
WEBER, SHAWN									
WEB									
0002877	8/22/2018	25.00	0.00	08/24/2018	RESTITUTION DISTRIBUTION M. THOMPSON			False	0
100-000-021000 Court Restitution Payments									
0002877 Total:		25.00							
WEBER, SHAWN Total:		25.00							

WILCOX & FLEGEL

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
037003									
0290938-IN	8/10/2018	476.11	0.00	08/24/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
0290938-IN Total:		476.11							
0291609-IN	8/13/2018	2,841.40	0.00	08/24/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
0291609-IN Total:		2,841.40							
WILCOX & FLEGEL Tota		3,317.51							
Report Total:		148,135.65							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 08/30/2018 - 1:36PM  
 Batch: 00013.08.2018 - AP 8/30/18 FY 18-19



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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PETTY CASH - MATT BROWN									
027959									
08302018	8/30/2018	200.00	0.00	08/30/2018				False	0
201-000-052074 Events - 13 Nights				EVENT PETTY CASH 13 NIGHTS					
		<hr/>							
	08302018 Total:	200.00							
		<hr/>							
	PETTY CASH - MATT BR	200.00							
		<hr/>							
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	Report Total:	200.00							
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