



## **CITY COUNCIL WORK SESSION**

**Wednesday, October 03, 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 Work Session to Order - 1:00 p.m.**
2. **Presentation of Plaque to Resigning Library Board Member Barbara Lines**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Discussion Topics**
  - 4.A. Employee Length of Service Awards  
[100318 Memo to Council re LOS Award.pdf](#)
5. **Department Reports**
  - 5.A. Administration/Community Development Department Report  
[05. ADMIN Dept Report.pdf](#)
6. **Council Reports**
7. **Other Business**
8. **Adjourn**

**Executive Session** - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss Real Property Transactions, under ORS 192.660(2)(e) and Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h). Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

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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.**

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## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council  
From: Kathy Payne, City Recorder  
Date: October 3, 2018

I am happy to announce that we have two employees who have reached a milestone in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the October 3 Council work session.

### **15 Years**

In August of 2003, **Lisa Scholl** became the City Planning Secretary where she served until November of 2010 when she became the City's Administrative Assistant. In 2015, her position was reclassified into the Deputy City Recorder position where she currently serves.

### **10 Years**

**Stewart Hartley** came to work for the City in August of 2008 as a Wastewater Treatment Plant Operator III. In 2012, he received his certifications to become an Operator IV where he continues to serve.

**Congratulations, Lisa and Stewart, and thank you** for your service!

Thank you.



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 3, 2018

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*Planning Division Report attached.*

*Business License Reports attached.*

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



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

**Date:** 9.26.2018

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

## **PLANNING ADMINISTRATION**

For a lot of administrative duties (including permit review) we are about 45 days behind. Some of the large project submittals and other long range planning efforts (e.g., the Riverfront Connector Plan) really took their toll in August. Though, I anticipate us continuing to be busy reacting to development proposals, I hope to shorten this lag through fall/winter.

I wrote a letter to the Army Corps of Engineers (**attached**) to help one of our last remaining large (10+ acres) commercial parcels be used to its full potential. This is actually the third such letter for this site (1<sup>st</sup> in May 2012 and the 2<sup>nd</sup> in May 2018), but with more detail the 3<sup>rd</sup> go around.

Had a preliminary Q&A meeting for a couple of potential food cart pods; one along US30 and another off of Bowling Alley. Both properties are already improved. The location along US30 had a hot dog stand more than 10 years ago. We've noticed a sudden uptake in people's interest in this kind of use.

Conducted a pre-application meeting for a potential triplex on property across from the County Transit Center on Deer Island Road.

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

September 11, 2018 meeting (outcome): The Commission approved a Conditional Use Permit for a 204 unit multidwelling complex along Matzen Street. This was a continued public hearing from August. The Commission also approved the preliminary plat for the Graystone Estates Subdivision (78 residential lots + 2 commercial lots), which is located just south of Columbia Commons (500 N. Columbia River Highway). Finally, the Commission made a recommendation to the Council for a ROW vacation request for portions of N. 8<sup>th</sup>, N.9<sup>th</sup> and Wyeth Streets, which was a continued discussion from August.

October 9, 2018 meeting (upcoming): The Commission has a public hearing to consider a three Variances, which are necessary to allow a two-parcel land partition of 1070 Deer Island Road. The Commission will also discuss two terms that expire at the end of the year.

## **COUNCIL ACTIONS RELATED TO LAND USE**

The Council conducted the public hearing for the Scholl/Shlumpberger right-of-way vacation on Sept. 19, 2018 and decided to continue the public hearing to a date uncertain to allow time to visit the site (will take multiple visits to avoid a quorum). Legal notice for continued date will be necessary once that time is determined.

The Council also conducted the continued deliberations for the appealed Conditional Use Permit denial for a proposed marijuana retailer/medical marijuana dispensary at 100 St. Helens Street.

They unanimously approved the application with additional conditions in regards to time of operation, maximum quantities that may be sold, and off site impacts (odor) restrictions.

#### **ST. HELENS RIVERFRONT CONNECTOR PLAN (TGM FILE NO. 2D-16)**

The advisory committee for this project met this month and we conducted a public meeting and Planning Commission workshop to attain further input as the options in the plans are refined. This included providing comment sheets for people.

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

Data updates sent to our GIS consultant to update the public and internal system.

#### **HB 4006 (2018)**

Watched a webinar on this. This bill is helping us do our Housing Needs Analysis (in preliminary stage). It also has public meeting and survey requirements, both that apply to St. Helens because we have more than 10,000 population and have more than 25% population as “severely rent burdened” which means renters pay >50% of monthly income on rent. St. Helens is at 27% for this. From what I can tell, the public meeting and survey requirements are annual and perpetual.

**ASSOCIATE PLANNER**—*In addition to routine tasks, the Associate Planner has been working on:*  
**See attached. Note this include both the August and September summaries from the Associate Planner.**



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

September 13, 2018

Ms. Danielle Erb  
U.S. Army Corps of Engineers  
Regulatory Branch  
P.O. 2946  
Portland, Oregon 97208-2946

Via Email: [danielle.h.erb@usace.army.mil](mailto:danielle.h.erb@usace.army.mil)

RE: Development of undeveloped commercially zoned property in St. Helens lying on the NE corner of the intersection Gable Road/US 30 (and railroad), more-or-less, identified as Columbia County Assessor map and taxlot number 4N1W-8AA-200.

Dear Ms. Danielle Erb,

I have been working with the property owner, Elliott Michael, to meet our community's needs in developing the property described above.

This is a large commercial site, of a gross size of 13.9 acres. Per the City Economic Opportunities Analysis (ORD No. 3101), the City has a shortage of commercial lands, in particular, those around 10 acres. As such, this is a valuable property in that regard, especially as it may be the last remaining undeveloped commercial property of such size.

Wetlands are scattered throughout and they impact the site's acreage that can be developed. Amongst those wetlands is MC-22 which is significant to the City per its local wetlands inventory and located on the east side of the site. The MC-22 associate wetland area is not proposed to be impacted. The City supports filling of wetlands not determined as significant to the City on this important commercial site.

In addition to the Economic Opportunities Analysis and the site's size, this site is commercially important for the City given its location and tax base needs. The intersection of Gable Road/US30 is the busiest intersection in all of Columbia County. This is a key commercial hub. Moreover, Oregon relies greatly on property tax for revenue, which the City uses to advance public health, safety and welfare. St. Helens is one of many cities in Oregon suffering from tax rate compression resulting from Measures 5 and 50 adopted in the 1990s. So property value is also a consideration and maximizing the potential of this property is important for that.

In addition to simple tax base, this property is within the City's recently adopted Urban Renewal District. This district is a Tax Increment Financing mechanism to fund projects identified in the City's adopted plans. This includes waterfront development along former industrial property in the City's downtown (Riverfront District) area. This industrial property includes fill placed along the shores of the Columbia River at a time when environmental law in the United States

was not as robust as today. The City's waterfront planning includes shoreline/habitat enhancement. Thus, added value to Mr. Michael's property will help the City advance environmental conditions elsewhere. Enhancements to the shoreline of the Columbia River adds protection value to listed ESA species (e.g., salmonids). I'm am not aware of any ESA species on Mr. Michael's property.

Please also note that affordable housing is a well-documented regional problem and different housing types, including apartments, are necessary to help with that. Apartments are possible in the General Commercial zone. Thus, this property can provide commercial space for our growing economic market needs as well as need housing.

The City has worked with Elliot Michael on the development and restoration of several buildings in our Riverfront District and nationally listed historic district. He has been supportive of the community and his past projects have been valuable to us.

All development must comply with Federal, state and local laws. If you have any questions about land use regulations or other applicable City laws related to development of the property, please contact me.

Respectfully yours,

A handwritten signature in purple ink, appearing to read 'JAG', is positioned above the typed name.

Jacob A. Graichen, AICP  
City Planner



## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Wednesday, September 05, 2018 12:53 PM  
**To:** Jacob Graichen  
**Subject:** August Planning Department Report

Here are my additions to the August Planning Department Report.

### GRANTS

1. **Travel Oregon - Medium Grants Program (100k) – Implementation Phase One of the Wayfinding Master Plan for community-wide signage– Received notice of award! \$75k award for a \$145k project. To be completed by July 2020.** Contract fully executed.
2. OPRD – Recreational Trails Program – Grey Cliffs Park Restrooms - Worked on delivery details and site preparation with Public Works staff. Worked through land use (Minor Site Design Review) building, electrical, and plumbing permitting. Added engineered foundation drawings to contract for restroom. Scheduled delivery and worked with Roger to coordinate City work, electrician, and plumber.
3. OPRD – Veterans Memorial Grant – Construction work window to be Sept 4 – Oct 31. Received one bid for concrete work that is over-budget. Worked through options to reduce scope of work and/or solicit other bids. Ultimately selected a contractor and received word of donated and reduced concrete and rock. Shelter fabrication to be from Pacific Stainless.
4. TGM – Riverfront Connector Plan –COOLPPL Meeting, and Public Meeting to be held in September 10/11. Coordinated public outreach/press release/invites.
5. EPA – CWA Grant Program – Project check-in on August 2. Update on South 80 site work and discussed next Brownfields Advisory Committee meeting in late September. Date TBD.
6. Safe Routes to School Research – Met with SH School District to discuss priority routes and potential projects on August 7. Determined if we can apply for two projects. Submitted Letters of Intent for two sidewalk/crosswalk projects, one by McBride and one by Lewis & Clark. (Due August 31). Full Application due October 15.
7. Columbia Care Organization (CCO) funding– Discussed potential funding for the FARA building to convert to the St. Helens Recreation Center. Submitted application for the Community Wellness Impact Fund (CWIF) for programming of the Recreation Program. Grant for 20k. Will hear back by early to mid-September if successful. Discussed with CCO staff for further capital funding for building renovations.
8. Researched Care Oregon Community Benefit Grant Program for funding renovations to the new St. Helens Recreation Program Center

### MISC

11. Parks Commission – Millard Road Property Zoning Discussion August 13
12. Technical Assistance through DLCD to prepare a Housing Needs Analysis awarded – Submitted a draft Scope of Work, and draft MoU to the state. MoU signed by Mayor. Notice to proceed is forthcoming.
13. Submitted a park inventory of amenities to OPRD for a statewide mapping project to be developed by December 31, 2018.
14. Attended Parks Commission (August 13) to discuss Millard Road Property Rezoning
15. Scheduled Urban Renewal Meeting September 5 at 6 p.m. to adopt FY18-19 budget. Created packet, advertised, and attended meeting.

### Jenny Dimsho

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

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Tuesday, September 25, 2018 1:39 PM  
**To:** Jacob Graichen  
**Subject:** September Planning Department Report

Here are my additions to the September Planning Department Report.

### GRANTS

1. **Travel Oregon - Medium Grants Program (100k) – Implementation Phase One of the Wayfinding Master Plan for community-wide signage– Received notice of award! \$75k award for a \$145k project. To be completed by July 2020.** Contract fully executed.
2. Columbia Care Organization (CCO) funding – Presented to the Advisory Committee for our application to the Community Wellness Impact Fund (CWIF) for programming of the Recreation Program. Ongoing discussions about additional funding for the Recreation Program Center renovations (FARA building). Will receive notice of award very soon.
3. OPRD – Recreational Trails Program – Grey Cliffs Park Restrooms – Restroom installed. Paving of parking lot to occur Spring 2019. Began preparing grant reporting/documenting in-kind labor hours.
4. OPRD – Veterans Memorial Grant – Continued coordination as construction begins. Site is prepared for internal concrete slab pour. Discussions with VFW/Project Engineer about revisions to memorial design because of a granite slab falling off the existing monument during site preparation for the expansion. Covered area/stage is ordered. New granite slabs ordered.
5. TGM – Riverfront Connector Plan –COOLPPL Meeting, and Public Meeting September 10/11. Coordinated public outreach/press release/invites. Attended meetings and provided feedback.
6. EPA – CWA Grant Program – next Brownfields Advisory Committee TBD. Results of the South 80 investigation reviewed.
7. Prepared to submit Safe Routes to School Grant Application (Approximately \$500k) – (Full Application due October 15) Site walk, took photos, narrowed down scope to sidewalk along Columbia Blvd. between Gable Road and Sykes Road. Prepared detailed budget, application narrative, school district and Columbia County Roads Department letter of support, coordination with Columbia County regarding maintenance and RoW.

### MISC

8. Research parking requirements for food trucks/pods in other communities
9. Urban Renewal Budget Final Adoption follow-ups – Meeting minutes, etc.
10. Worked with PSU graphics design on Parks & Trails Brochure update
11. Prepared press release and presentation for Public Forum – Waterfront Redevelopment Project Update on October 17 at 6 p.m.
12. Coordinating with ODOT about entrance sign location at Millard Road intersection
13. Met with Public Health Foundation staff to discuss outdoor eating locations in St. Helens

### Jenny Dimsho

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# BUSINESS LICENSE REPORT

City Department Approval: 09/06/2018

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

Signature: [Signature]  
Date: 9/7/18

## RESIDENT BUSINESS – RENEWAL 2018

- ☐
- ☐

## RESIDENT BUSINESS – NEW 2018

- |                          |                                |            |
|--------------------------|--------------------------------|------------|
| <input type="checkbox"/> | COLUMBIA RIVER AUTO GLASS, LLC | AUTO GLASS |
| <input type="checkbox"/> | GENOA HEALTHCARE               | PHARMACY   |

## NON-RESIDENT BUSINESS - 2018

- |                          |                              |                             |
|--------------------------|------------------------------|-----------------------------|
| <input type="checkbox"/> | CAPITAL PAINTING CO          | PAINTING COMPANY            |
| <input type="checkbox"/> | COAST TO COAST CARPORTS, INC | CARPOTS                     |
| <input type="checkbox"/> | INTEGRITY SIGNS OREGON       | MANUFACTURE & INSTALL SIGNS |
| <input type="checkbox"/> | NEW EXTERIORS LLC            | GENERAL CONTRACTOR          |
| <input type="checkbox"/> | POINTE PEST CONTROL-OR, LLC  | PEST CONTROL SERVICES       |
| <input type="checkbox"/> | STRATUS CORPORATION          | EXCAVATION                  |
| <input type="checkbox"/> | UNDERGROUND SOLUTIONS LLC    | SEWER REPAIR                |
| <input type="checkbox"/> | WEITMAN EXCAVATION           | EXCAVATING CONTRACTOR       |

## RENTALS - 2018

## MISCELLANEOUS - 2018

- |                          |                                      |                                 |
|--------------------------|--------------------------------------|---------------------------------|
| <input type="checkbox"/> | EAGLE STRIPING SERVICES, INC (7-DAY) | CONTRACTOR–PARKING LOT STRIPING |
|--------------------------|--------------------------------------|---------------------------------|

\*Denotes In-Home Business