



## **CITY COUNCIL WORK SESSION**

**Wednesday, November 07, 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. **Swearing in of New Police Officer Kolten Edwards**
  3. **Visitor Comments - Limited to five (5) minutes per speaker**
  4. **Discussion Topics**
    - 4.A. 1st Quarter Municipal Judge's Report - Amy
    - 4.B. 1st Quarter Prosecutor's Report - Sam
    - 4.C. 1st Quarter Municipal Court Report - Matt  
[04c. Municipal Court 1819 Qtr 1 Report.pdf](#)
    - 4.D. Review Emerald Meadows Subdivision Final Plat & Conditions - Jacob  
[04d. CC Memo - Sign Sub Mylar Emerald Estates.pdf](#)
    - 4.E. Update on New Fleet Management Program at Police Department - Joe
    - 4.F. Discussion Regarding National Fitness Campaign
    - 4.G. FY 2019/20 Budget Process Review - Matt
- 

**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.**

- 4.H. Request to Waive Building Permit Fees for Recreation Center Roof - Matt  
[04h. CAS - Request to Waive Building Permit Fees on Recreation Center Bldg  
Roof.pdf](#)

5. **Department Reports**

- 5.A. Administration & Community Development Departments Report  
[05. ADMIN Dept Report.pdf](#)

6. **Council Reports**

7. **Other Business**

8. **Adjourn**

**Executive Session** - *Following the conclusion of the Council Regular 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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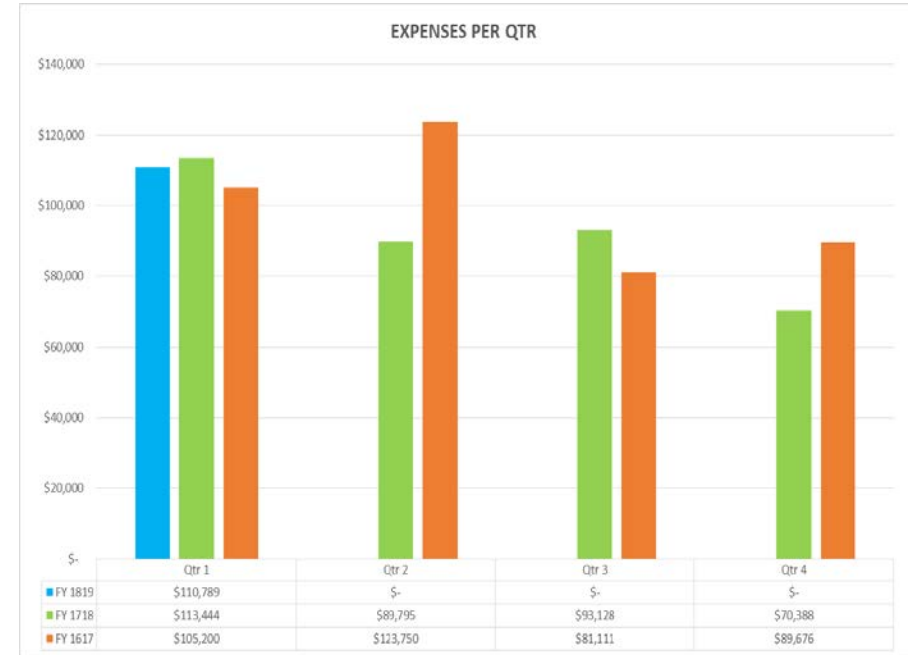
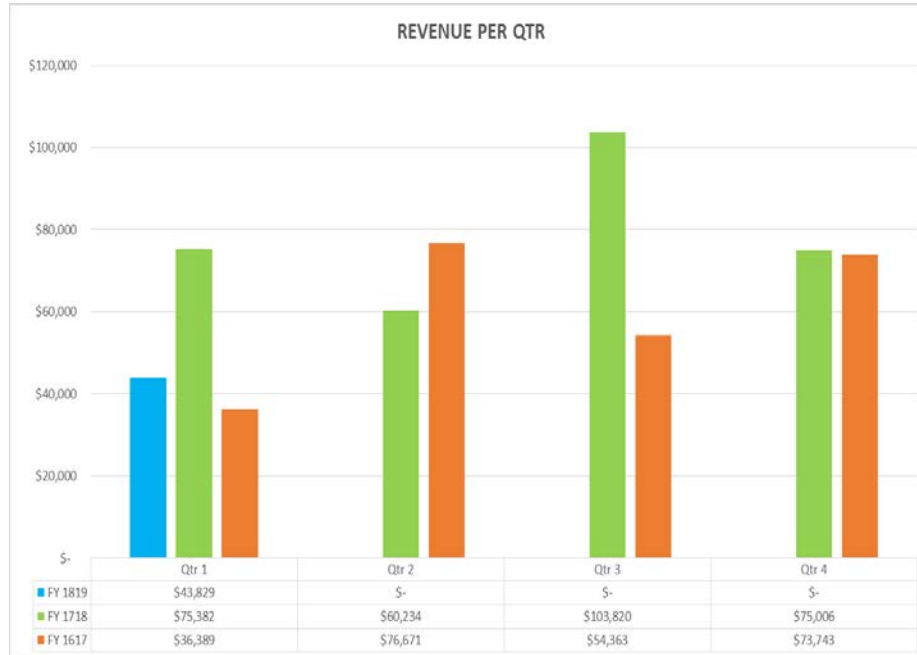
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TO: City Councilors & City Administrator  
 RE: Municipal Court Report – 7/1/18 through 09/30/18

**REVENUE:**      *FY Total =*        \$43,829  
                       *Monthly Avg. =*    \$14,610

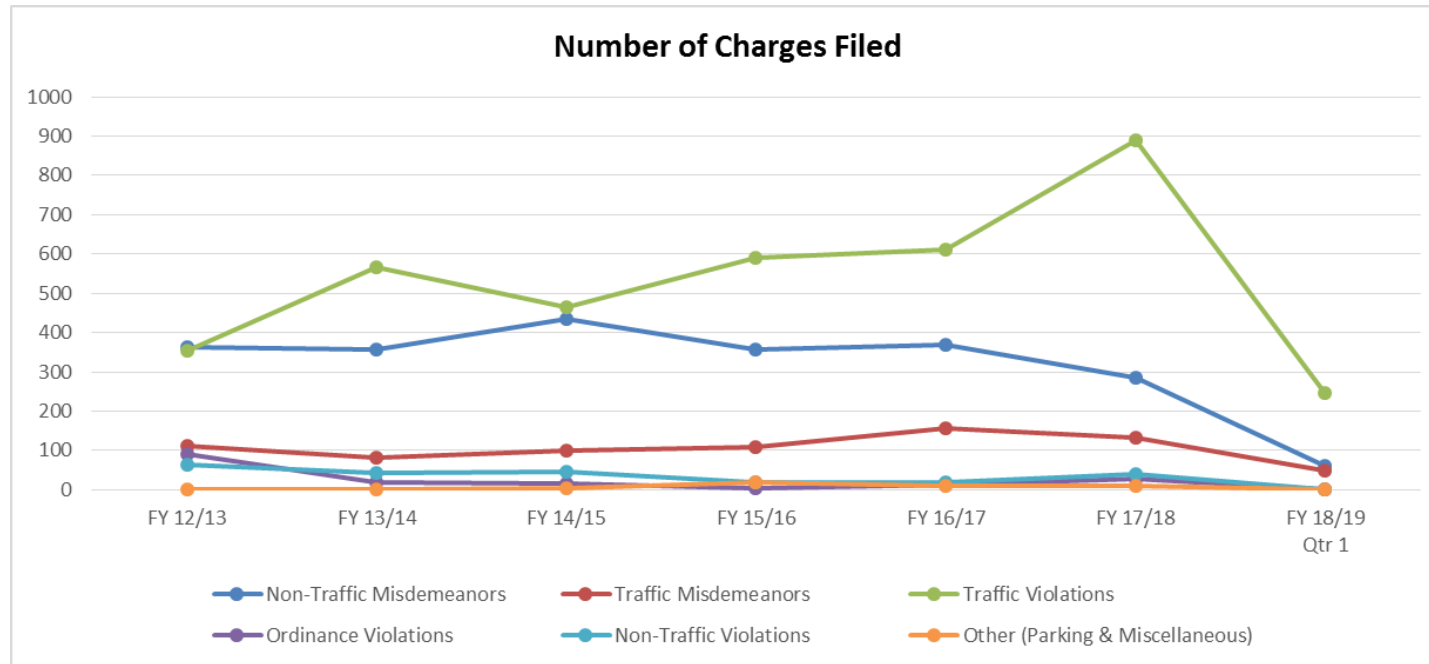
**EXPENSES:**      *FY Total =*        \$110,789  
                              *Monthly Avg. =*    \$36,929



**PREVIOUS YEARS HISTORY OF DEPARTMENT OUTLOOK:**

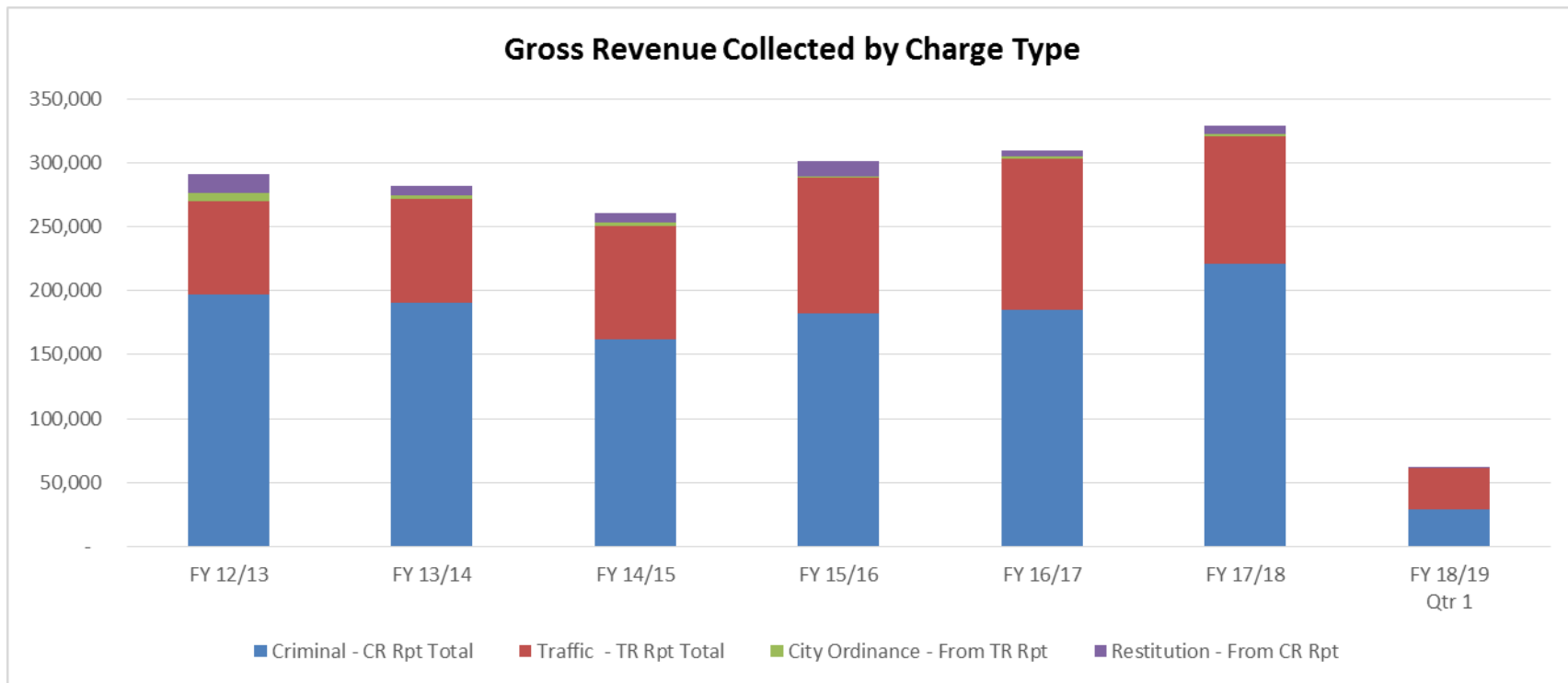
<u>FINANCIAL STABILITY</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19 – Qtr 1</u>
Revenues	208,538	190,975	222,634	209,100	345,230	43,829
Expenses	323,170	317,744	385,757	403,330	366,754	110,789
NET	(114,632)	(126,769)	(163,123)	(194,230)	(21,524)	(66,960)

**CHART 1: NUMBER OF CHARGES FILED**



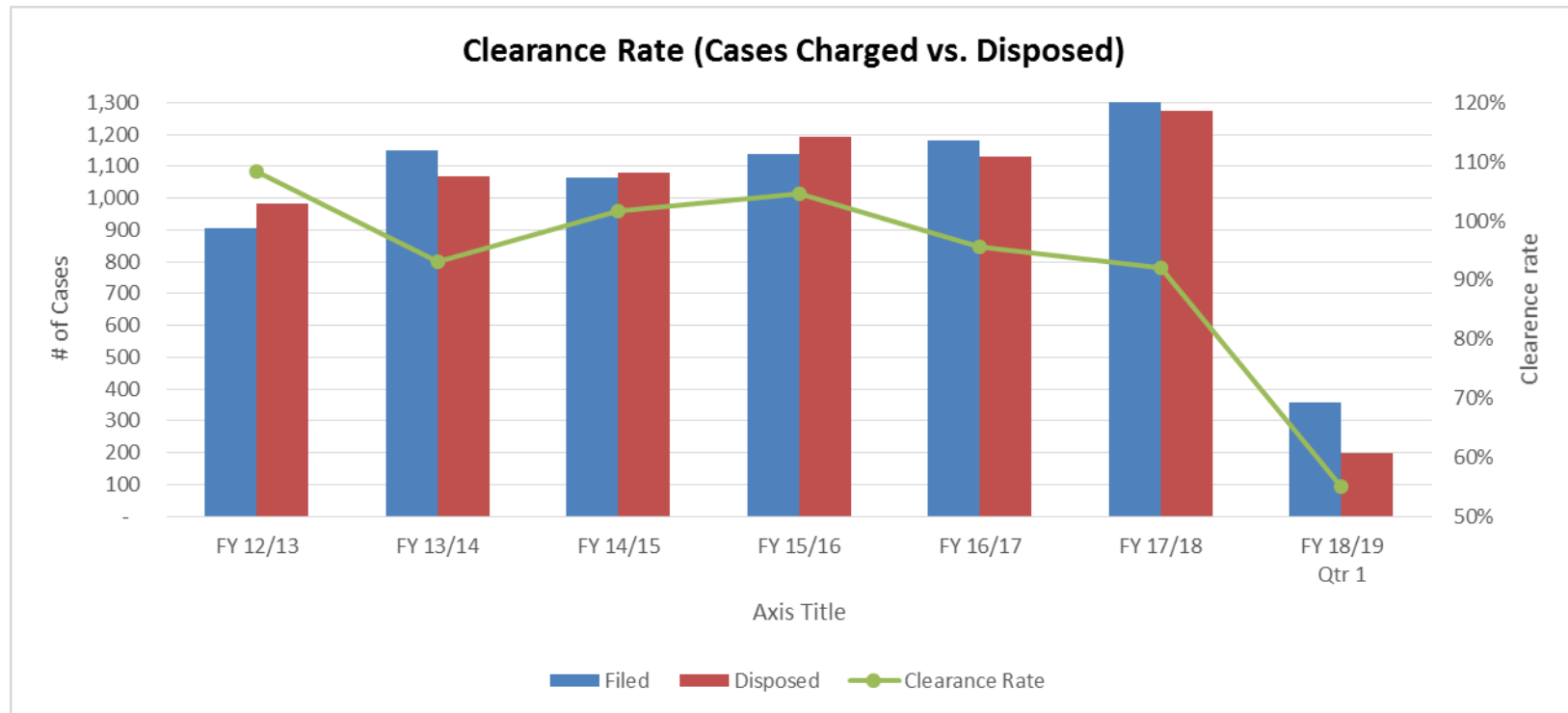
Charges Filed	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19 Qtr 1	EST. YE
Non-Traffic Misdemeanors	362	358	434	357	369	285	62	248
Non-Traffic Violations	64	43	45	19	19	41	-	-
Traffic Misdemeanors	111	82	101	109	158	132	49	196
Traffic Violations	353	565	464	589	610	890	245	980
Municipal Code Misdemeanors	0	3	-	-	-	-	-	-
Ordinance Violations	92	19	16	5	14	27	-	-
Other (Parking & Miscellaneous)	0	0	3	19	11	10	2	8
Sub Totals:								
Misdemeanors	473	443	535	466	527	417	111	444
Violations	509	627	528	632	654	968	247	988
Total Cases Filed	982	1,070	1,063	1,098	1,181	1,385	358	1,432

**CHART 2: GROSS REVENUE COLLECTED BY TYPE**



Charge Type	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19 Qtr 1	EST. YE
<b>Criminal - CR Rpt Total</b>	196,777	190,807	161,841	182,613	185,258	220,674	28,969	115,878
<b>Traffic - TR Rpt Total</b>	73,038	80,710	88,564	105,509	118,375	100,220	32,331	129,322
<b>City Ordinance - From TR Rpt</b>	6,505	3,144	2,507	1,349	1,684	1,716	31	124
<b>Restitution - From CR Rpt</b>	15,198	7,775	7,837	12,049	4,522	6,540	618	2,470
<b>Total collected</b>	<b>291,517</b>	<b>282,436</b>	<b>260,748</b>	<b>301,520</b>	<b>309,839</b>	<b>329,150</b>	<b>61,948</b>	<b>247,794</b>

**CHART 3: CLEARANCE RATE**



	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19 Qtr 1
<b>Filed</b>	907	1,149	1,063	1,139	1,181	1,385	358
<b>Disposed</b>	982	1,070	1,081	1,192	1,129	1,276	197
<b>Clearance Rate</b>	108%	93%	102%	105%	96%	92%	55%



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Authorize Mayor to sign final plat for the Emerald Meadows Subdivision  
**DATE:** October 30, 2018 (for the November 7, 2018 regular session)

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The final plat is the formal document that is ultimately recorded with the County, making the subdivision official. In addition to meeting many substantive and technical requirements, the final plat also requires several signatures. The City's approval of the final plat is signified by two signatures: the Mayor's and Planning Commission Chair's. Generally, by signing the final plat the City is saying that all requirements have been met, that all applicable improvements are in place (e.g. utilities, streets, etc.) or assured by a financial instrument, and that all improvements, rights-of-way and common areas proposed to be dedicated to the City are accepted by the City.

**Staff has determined that all necessary requirements have been met for the purpose of signing the final plat.**

**Except, a performance bond for sidewalks is still required. Staff wants to help with time by getting approval of signature before this, with the condition that it gets done before the actual signature.**

**Please authorize the Mayor to sign the final plat for the Emerald Estates Subdivision with the condition that the performance bond is in place to the City's satisfaction. Bond is required prior to actual signature.**

CURVE TABLE

CURVE	LOT	RADIUS	LENGTH	TANGENT	CHORD	BEARING	DELTA
C16	EXIST	54.50'	21.71'	11.00'	21.56'	N56°03'07"E	22°49'15"

## LEGEND

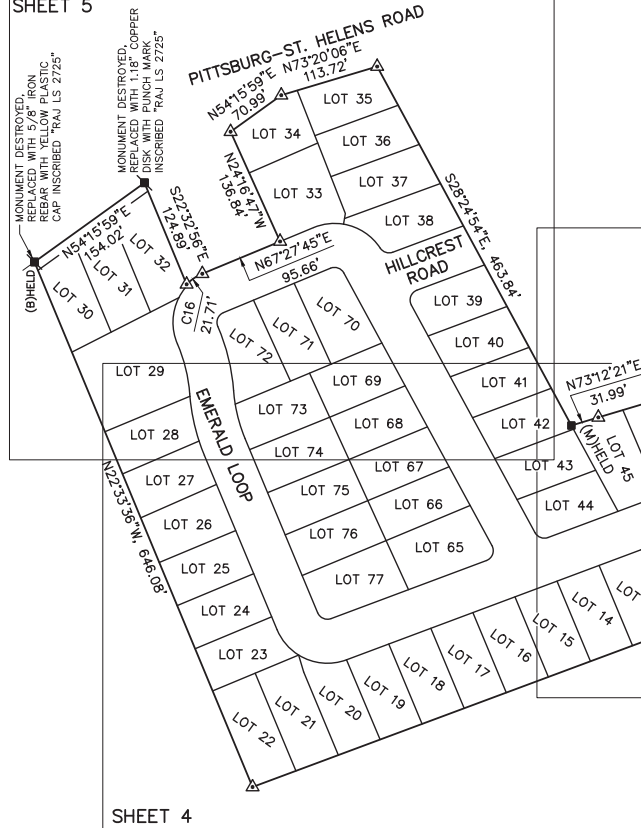
- (A) FOUND MONUMENT, SEE DESCRIPTIONS ON MAP SHEETS  
 (B) HELD, FOUND 5/8"x30" IRON REBAR W/YPG INSCRIBED "RAJ LS 2725", SET IN PARTITION PLAT NO. 2007-22  
 (C) HELD, FOUND 5/8" REBAR W/YPG INSCRIBED "LAND TECH", SET IN "COUNTRY MEADOW ESTATES"  
 (D) HELD, FOUND 5/8" REBAR W/YPG INSCRIBED "PHIL DEWEY LS 847", SET IN PARTITION PLAT NO. 1991-14  
 (E) COLUMBIA COUNTY SURVEY RECORD REFERENCE  
 CS COUNTY SURVEY NUMBER

PLAT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ INSTRUMENT NO. \_\_\_\_\_

## EMERALD MEADOWS

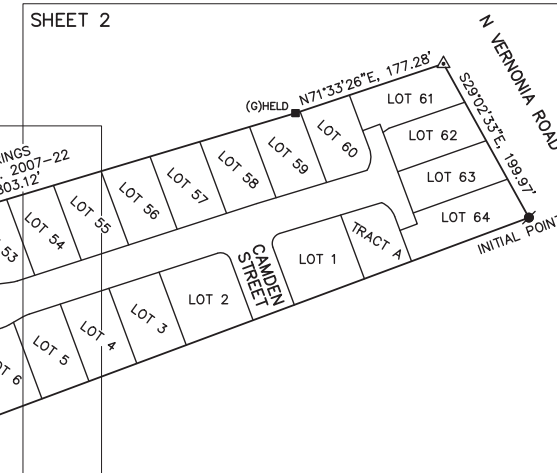
A REPLAT OF PARCEL 1, PARTITION PLAT NO. 1991-14 AND  
 A REPLAT OF PARCELS 1 AND 2, PARTITION PLAT NO. 2007-22  
 IN THE NW 1/4 OF SEC. 5, T4N, R1W, WM  
 CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON  
 SURVEYED AUGUST 10, 2018

SHEET 5



SHEET 4

SHEET 2



SHEET 3

## COLUMBIA COUNTY PLAT AND SURVEY RECORDS

- [1] COUNTY SURVEY MAP NO. 172 (1922)  
 [2] COUNTY SURVEY MAP NO. 187 (1923)  
 [3] COUNTY SURVEY MAP NO. 841 (1956)  
 [4] COUNTY SURVEY MAP NO. 1343 (1960)  
 [5] COUNTY SURVEY MAP NO. L-59 (1965)  
 [6] COUNTY SURVEY MAP NO. L-419 (1972)  
 [7] COUNTY SURVEY MAP NO. 3266 (1981)  
 [8] COUNTY SURVEY MAP NO. 3613 (1988)  
 [9] COUNTY SURVEY MAP NO. 1991-14 (1991)  
 [10] COUNTY SURVEY MAP NO. 5061 (2003)  
 [11] "COUNTRY MEADOW ESTATES" (2003)  
 [12] COUNTY SURVEY MAP NO. 5345 (2006)  
 [13] "LONE OAK ESTATES" (2007)  
 [14] PARTITION PLAT NO. 2007-22

## COLUMBIA COUNTY DEED RECORDS

- "D1" DEED BOOK 125, PAGE 568 (1955)  
 "D2" DEED BOOK 161, PAGE 228 (1965)  
 "D3" DEED BOOK 188, PAGE 182 (1972)  
 "D4" COUNTY CLERK'S INSTRUMENT NO. 91-05993  
 "D5" COUNTY CLERK'S INSTRUMENT NO. 91-07519  
 "D6" COUNTY CLERK'S INSTRUMENT NO. 92-05615  
 "D7" COUNTY CLERK'S INSTRUMENT NO. 94-06209  
 "D8" COUNTY CLERK'S INSTRUMENT NO. 94-06991  
 "D9" COUNTY CLERK'S INSTRUMENT NO. 99-02956  
 "D10" COUNTY CLERK'S INSTRUMENT NO. 99-16412  
 "D11" COUNTY CLERK'S INSTRUMENT NO. 2000-08378  
 "D12" COUNTY CLERK'S INSTRUMENT NO. 2001-11430  
 "D13" COUNTY CLERK'S INSTRUMENT NO. 2007-002553  
 "D14" COUNTY CLERK'S INSTRUMENT NO. 2007-007510  
 "D15" COUNTY CLERK'S INSTRUMENT NO. 2007-009186  
 "D16" COUNTY CLERK'S INSTRUMENT NO. 2008-006922

## SHEET INDEX

- SHEET 1 MAP INDEX, MAP SHEET LOCATIONS, BOUNDARY  
 SHEETS 2-5 CURVE DATA, DETAILS, MAP, LEGEND, DESCRIPTIONS OF FOUND MONUMENTS  
 SHEET 6 APPROVALS, DECLARATION, ACKNOWLEDGMENT, NARRATIVE, SURVEYOR'S CERTIFICATE, NOTES, MONUMENTATION CERTIFICATE

I CERTIFY THAT THIS TRACING IS A  
 TRUE AND EXACT COPY OF THE  
 PLAT OF "EMERALD MEADOWS".

REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

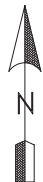
OREGON  
 JULY 25, 1995  
 ROBERT ALAN JOHNSON  
 #2725

EXPIRES 6/30/19

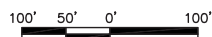
JOHNSON LAND SURVEYING, INC.

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

SHEET 1 OF 6



SCALE 1"=100'





## COUNCIL ACTION SHEET

**ISSUE:** Building Permit Waiver – Recreation Center Roof

**STAFF PERSON:** Matt Brown, Finance Director

**ACTION REQUIRED:**        ☐ FYI            ☒ Motion        ☒ Documents attached

**DATE:** 11/7/18

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**SUBJECT:** New roof at the Recreation Center (old FARA Building)

The recreation center received a new roof on the flat portion of the room, just in time for winter weather of rain and snow. The cost of the actual permit is technically \$491.49. I am requesting council approval to waive this Building Permit fee on the basis that the work was done on a City-owned building.

The Building Department is in the General Fund and is not a separate “enterprise fund” so it is unlike SDCs that technically and legally cannot be waived/reduced. If you decide not to waive the building permit fee, I would need to do a check request from the City, to the City to pay ourselves for the building permit.

**RECOMMENDATION:**

It is recommended that the City Council waive the \$491.49 Building Permit fee for the new roof on the recreation center.



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: November 7, 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:** 10.30.2018

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**

Participated in a County pre-application meeting for a potential food cart pod on property at the corner of Gable Road and McNulty Way. This property is outside the city limits boundary but with our Urban Growth Boundary.

Conducted a pre-application meeting for potential commercial development on Lot 4 of the Matzen Subdivision.

Updated Home Occupation forms given recent adopted code amendments (ORD No. 3232).

Participated in a County pre-application meeting for a potential land division of property off of Bachelor Flat Road just a bit SW of the Ridgecrest Planned Development. About half of it is outside of the City's Urban Growth Boundary and it is one parcel with five dwellings on it. Soil conditions and impractical sanitary sewer connection potential are obstacles.

Had a preliminary Q&A meeting for a potential buyer of the former Ralph's auto wrecking yard at 1955 Old Portland Road.

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGM for a 2-parcel land partition at 57710 Old Portland Road (County File: MP 19-04).  
**See attached.**

Attended the second St. Helens Brownfield Assessment Program advisory committee meeting. Outreach to property owners and the community about related funding opportunities to follow over the next months.

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

**October 9, 2018 meeting (outcome):** The Commission approved three variances that will enable a two parcel partition for a property at 1070 Deer Island Road with two detached single-family dwellings on it.

The Commission also discussed two upcoming term expirations amongst it ranks. Interview committee formed.

The Planning Commission accepted being the advisory committee for the Housing Needs Analysis project.

November 13, 2018 meeting (upcoming): This meeting has been cancelled. The Commission could use a break anyways, having spent many long nights in the chambers this year, in addition to copious materials to review beforehand.

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

The saga of the Conditional Use Permit for a proposed marijuana retailer/medical marijuana dispensary at 100 St. Helens Street continues. Originally denied by the Planning Commission and then approved by the City Council, an appeal to the Oregon Land Use Board of Appeals (LUBA) has been filed.

### **HOUSING NEEDS ANALYSIS**

As noted in the July report, DLCD selected us as a recipient of the 2018-2019 Housing Needs Analysis project. Basically, the State passed a bill to fund this for various cities.

We received the final MOU from DLCD signed by the City (back in August) and now DLCD. We will have a consultant work with us to update the statutory required Housing Needs Analysis data, documents, etc. It is anticipated the City will adopt the product(s) after the work with the consultant is complete, which is supposed to be mid-2019. The consultant will be FCS Group.

<http://fcsgroup.com/>

We worked with FCS Group and DLCD this month to refine schedules and work plan. Also provided data and information to FCS Group.

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

Based on feedback from various entities the consultants created some revised intersection concepts around 12<sup>th</sup> Street/Old Portland Road/Plymouth Street. This was before the Council update on October 17<sup>th</sup>. This will help get a head start in the next task, which includes further refinement.

Staff updated the Council this month. The Project Management Team also met to discuss next steps, which includes code amendments related to the project.

Bi monthly cost match report completed.

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

October 23, 2018

## REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

**NOTICE IS HEREBY GIVEN** Timothy Comer has submitted an application for a Minor Partition to divide an approximate 2 acre property, into two parcels, as shown on Preliminary Map, of approximately 1 acre each. The subject property is zoned Single Family Residential (R-10), and is identified as Tax Map Number 4117-B0-02400 located at 57710 Old Portland Road.

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

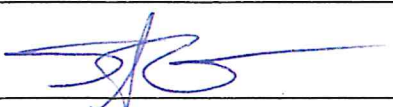
**PLEASE RETURN BY:** 11/05/18

**Planner:** Hayden Richardson

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

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

COMMENTS: SEE ATTACHED MEMO DATED OCT. 29, 2018


Signed:  Printed Name: JACOB A. GRAICHEN

Title: CITY PLANNER Date: OCT. 29, 2018



## CITY OF ST. HELENS PLANNING DEPARTMENT

**M E M O R A N D U M**

TO: Hayden Richardson, Planner, Columbia County  
 FROM: Jacob A. Graichen, AICP, City Planner   
 RE: Columbia County file MP 19-04  
 DATE: October 29, 2018

Please include the following conditions:

- Each parcel shall share a single shared access with a reciprocal access easement and maintenance agreement. Two access points (i.e., one per parcel) shall be prohibited. The final plat shall include the easement. Any easement and maintenance agreement documentation separate from the final plat itself, shall be recorded with the final plat and referenced on the final plat.
- The location and driveway design shall be such to prevent vehicular backing movements or other maneuvering within the Old Portland Road right-of-way.
- The shared access shall be paved at least 25 feet back from Old Portland Road for its entire width prior to final plat. The remainder may be gravel per County standards.
- If the existing driveway that serves the existing dwelling will not be used as the shared single-access point, it needs to be removed/abandoned prior to final plat.
- Future development plan approved by the County and City of St. Helens shall be recorded with the final plat and referenced on the final plat.

-----basis for conditions and other comments/considerations below-----

The City's Comprehensive Plan designation for this property is Rural Suburban Unincorporated Residential, RSUR. If ever annexed, the property would most likely be zoned the City's R10 or R7. This allows a minimum lot size for detached single-family dwellings of 10,000 and 7,000 square feet, respectively.

#### City Utilities:

City water is location within the Old Portland Road right-of-way. Connection would require consent to annex.

#### Access:

Old Portland Road is classified as a Minor Arterial per the City's Transportation Systems Plan. Given this classification, access is one of the major concerns of the City for this proposal.

This is a County Road at this location but it is still within the City's Urban Growth Boundary.

Old Portland Road appears to have a right-of-way width of 60 feet, which is acceptable.

The City's access spacing standards between driveways and driveways and streets (as measured from the middle of the driveway/street) is 200 feet. It doesn't appear possible to meet this standard with two separate Old Portland Road access points as proposed. Each parcel must share a single shared access with a reciprocal access easement and maintenance agreement.

The location and driveway design shall be such to prevent vehicular backing movements or other maneuvering within the Old Portland Road right-of-way. It also shall be paved at least 25 feet back from Old Portland Road for the entire width of the access point.

If the existing driveway that serves the existing dwelling will not be used as the shared single-access point, it needs to be removed/abandoned.

### **Future Development Plans**

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

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES

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

RECORDED 192-18-00542-16  
16

PARTITION  
General Information

File No. MP 19-04

APPLICANT: Name: Timothy Comer  
Mailing address: 57710 Old Portland Rd. Warren, OR 97053  
Phone No.: Cell 503-729-3327 City State Zip Code  
Office Home 503-577-7201

Are you the ☒ property owner? ☐ owner's agent?

PROPERTY OWNER: ☒ same as above, OR:

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

Mailing Address: \_\_\_\_\_  
City State Zip Code

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

PROPERTY ADDRESS (if assigned): 57710 Old Portland Rd. Warren, OR 97053

TAX MAP NO.: 4117-B0-02400 Acres: 2 Zoning: R-10

PROPOSED PARCEL SIZES (acres): 1 1

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

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

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

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

CERTIFICATION:

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

Signature: [Signature] Date: 10-1-18

Planning Department Use Only

Date Rec'd. 10-1-18 Hearing Date: \_\_\_\_\_ or Admin. \_\_\_\_\_

Receipt No. \_\_\_\_\_ Staff Member: [Signature]

Previous Land Use Actions: MP 10-13 Stormwater & Erosion Control Fees: \_\_\_\_\_



1. ☒ The subject parcel(s) DO NOT have a water right.

Water is supplied to this property by \_\_\_\_\_

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: 10-1-18

Sign this form and file it with your Preliminary Plat. Thank you.

2. \_\_\_\_\_ The subject parcel(s) DO have a water right, as follows:

Permit # \_\_\_\_\_ Certificate # \_\_\_\_\_ for \_\_\_\_\_ use

Permit # \_\_\_\_\_ Certificate # \_\_\_\_\_ for \_\_\_\_\_ use

Tax Map Number

Acres

Tax Map Number

Acres

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. The water right has been put to beneficial use within the past 5 years: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Don't know

4. The water right has been continuously used without a 5 year interruption since it was established and documented:  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Don't know

5. \_\_\_\_\_ The water right WILL NOT be modified for this plat.

\_\_\_\_\_ The water right WILL be modified and the property owner has filed for: \_\_\_\_\_ a change of use.

\_\_\_\_\_ a change in the point of diversion.

\_\_\_\_\_ a change in the place of use.

\_\_\_\_\_ an additional point of diversion.

\_\_\_\_\_ cancellation of the water right.

6. The above information is true and complete to the best of my knowledge and belief:

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please do not write below this line. Thank you.

## Preliminary Stormwater Plan

18

Proposed Driveway Easement on North property

Gravel Driveway will be built

Water flow will Drain to the east of property

towards the bay

Property has a slight slope to the east of property

Stormwater to be absorbed

Gutter water will be discharged on sight

Tim Comer



## DEPARTMENT OF LAND DEVELOPMENT SERVICES

230 Strand, Columbia County Courthouse, St. Helens, Oregon 97051

Phone: (503)397-1501 Fax: (503)366-3902

www.CoColumbia.or.us

19

August 7, 2018

Timothy Comer  
57710 Old Portland Rd.  
Warren, OR 97053

### EVALUATION REPORT FOR AN ON-SITE SEWAGE DISPOSAL SYSTEM

SUBJECT Map: 4117-B0-02400  
Receipt: 385871

Acreage: P.O. 2.0  
File #: 192-18-000203-EVAL

I have made an evaluation of a proposed sewage disposal system construction site to support a single family residence on the above described property.

Based on the results of this study, sewage disposal appears feasible. Site conditions will require the use of a STANDARD SYSTEM for the original system, as described in the attached construction detail and site drawing reports. For the replacement area a STANDARD SYSTEM will be required.

Based on the results of this study, sewage disposal appears feasible through the construction of a STANDARD SEWAGE DISPOSAL SYSTEM, as described in the attached site drawing and construction detail reports.

**Before construction of a subsurface sewage disposal system can take place, A PERMIT MUST BE PURCHASED FROM COLUMBIA COUNTY LAND DEVELOPMENT SERVICES.**

Only the property owner or a licensed installer can construct a subsurface sewage disposal system or part thereof. A detailed, to-scale plot plan of the proposed development and list of construction materials must be submitted with the permit application.

Only a limited area of your property appears suitable for this type of system. Please refer to the enclosed diagram for specifics concerning dimensions and/or special conditions of the approved site.

Please note that this approval is site specific to the area tested and does not address the feasibility of locating the system elsewhere on the property. Should you wish to relocate the disposal system, a new evaluation(with appropriate fees) will be required.

This study was done on Map/Tax Lot 4N-1W-17-B0-02400.

This approval is limited to a dwelling of FOUR bedrooms maximum. The definition of "bedroom" means any room within a dwelling which is accepted as such by the local authorized building official.

This approval will remain valid until the system is installed and approved. Conditions on this property or adjacent properties are not to be changed in any manner conflicting with applicable State rules which would prohibit issuance of a permit. Partitioning or subdivision of this property, alteration of the natural conditions in the area of approval and/or water well development on this or adjacent properties may void this approval.

Technical rule changes which take place after the date of this report will not invalidate this approval, except that construction standards may be changed to meet codes applicable at the time of permit issuance.

The approval of this property and the conditions set forth in this letter in no way waive requirements as may be set by the zoning of the area. A permit to construct a system on this property will be subject to the review and approval of Columbia County Land Development Services.

**You are cautioned not to place commercial, or other septic system cleaners or additives in your disposal system; doing so could increase the drainfield clogging potential, as well as kill the internal organisms necessary for proper operation. This warning is given with full knowledge of product statements to the contrary.**

To prevent accidental injuries, this office recommends the test holes be filled.

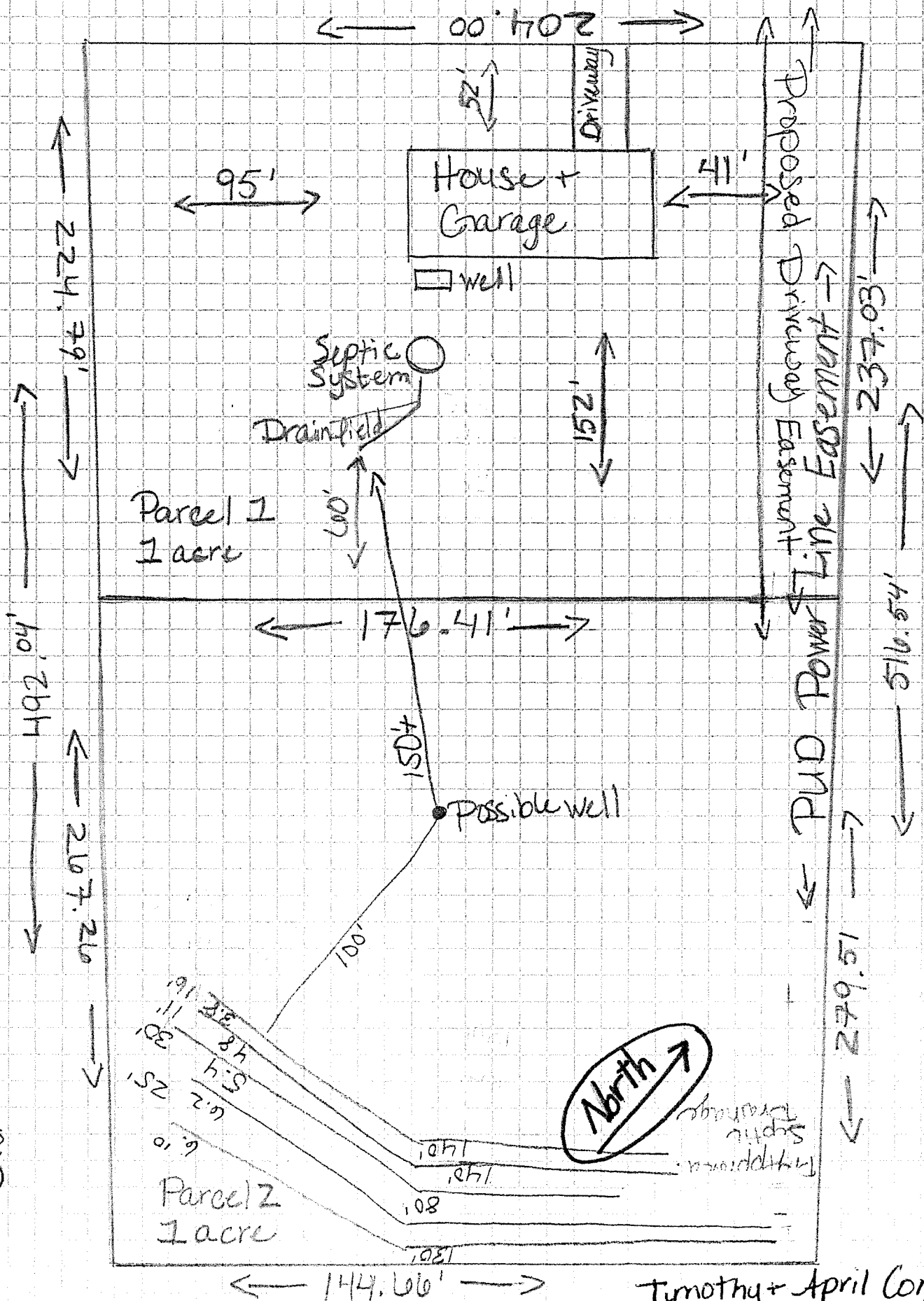
If you have any questions, feel free to call.

Sincerely,

A handwritten signature in black ink that reads "Larry Olander". The signature is fluid and cursive, with the first name "Larry" and last name "Olander" clearly distinguishable.

Larry Olander, WWS  
Environmental Services Specialist

cc: Kevin Schwarz



Timothy + April Comer  
57710 Old Portland Rd.  
Warren, OR 97053

Tax lot 4117-BD-07.400

11UT 70 scale  
but Accurate



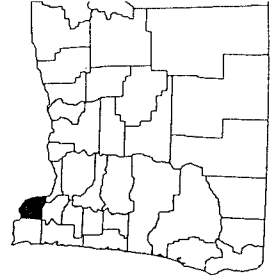
MP 19-04  
Address Map

4  
10-10-1948  
10-10-1948  
10-10-1948

6-10-68

Population of Columbia County

KEY TO COUNT

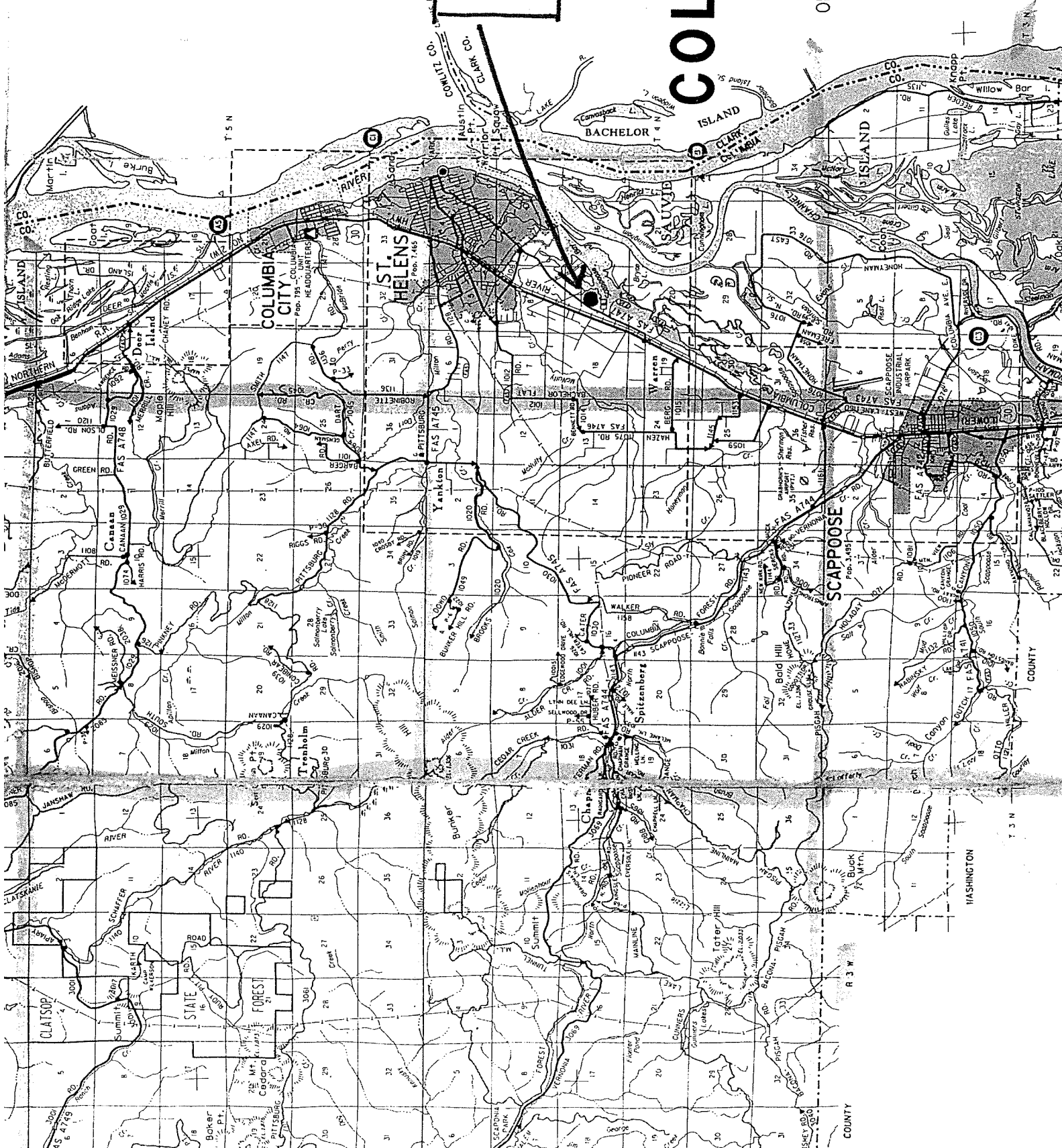


MP 19-04  
Vicinity Map

# ROAD INDEX COLUMBIA OREGON

PREPARED BY T  
OREGON DEPARTMENT OF  
IN COOPERATION WITH  
U.S. DEPARTMENT OF TR  
FEDERAL HIGHWAY ADMIN

1987  
23  
SCALE  
0 1 2  
1 0 1 2 3



## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Thursday, October 25, 2018 1:54 PM  
**To:** Jacob Graichen  
**Subject:** October Planning Department Report

Here are my additions to the October Planning Department Report.

### GRANTS

1. **Columbia Care Organization (CCO) Community Wellness Investment Fund – Received notice of award of \$20,000 for the Recreation Program!** Received contract and check forthcoming.
2. Travel Oregon - Medium Grants Program (100k) – Implementation Phase One of the Wayfinding Master Plan – Draft Request for Proposals (RFP) circulated with staff. Final RFP published and advertised in DJC Oct 18. Closing date for proposals is Nov 15, with project kickoff by January 2019.
3. OPRD – Veterans Memorial Grant – Poured colored slabs and foundation for shelter. Demolition of existing monument. Worked through re-design of existing monument area and new wall memorial to accommodate the names of the existing monument. Prepared for covered shelter installation and delivery October 29.
4. TGM – Riverfront Connector Plan – Prepared and presented City Council update on October 17. Project Management Team meeting to discuss new intersection design for Plymouth/OPR and next steps on October 23. Next COOLPPL meeting and Council Update will be in December.
5. EPA – CWA Grant Program – Scheduled Brownfields Advisory Committee Meeting #2 on October 26 at 1 p.m. Reviewed South 80 investigation report and planned for private property owner solicitation. Discussed Open House #1. Submitted Quarterly Report October 31.
6. Submitted Safe Routes to School Grant Application (Total Project Cost ~400k. 320k ask, 80k match) – Project is approx. 1,100 feet of sidewalk along Columbia Blvd. between Gable Road and Sykes Road and intersection improvements on both ends of the corridor. Prepared detailed budget, application narrative with input from the school district, letters of support from the school district and Columbia County Roads Department, and coordinated with County regarding maintenance and ROW authority.
7. Housing Needs Analysis Kickoff Meeting – Phone conference on October 16. Worked through data needs memo and provided consultants with relevant data for study. Mapped out Advisory Committee Meeting dates.
8. Community Development Block Grant (CDBG) – Phone call to finalized budget for Columbia Pacific Food Bank building renovations. Final budget to be incorporated into contract with Business Oregon. Due to contract backlog, contract not expected to be final until January 2019, so work on the project cannot start
9. Researched Nike's Community Impact Fund – Potential for contributions to the National Fitness Campaign's fitness court installation project. Potential for 20k if we apply by December 1.

### MISC

10. Met with Tokola Properties to discuss preliminary site plan for Waterfront Redevelopment Project. Prepared press release/outreach and presentation for Waterfront Redevelopment Project Update on October 17 at 6 p.m. Updated Project Website.
11. Coordinating with ODOT about entrance sign location at Millard Road intersection
12. Attended the Oregon Planning Association Conference in Bend, OR October 18 & 19
13. Cancellation of the November 13 PC 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)



# BUSINESS LICENSE REPORT

City Department Approval: 10/01/2018

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

Signature: [Signature]  
Date: 10/1/18

## RESIDENT BUSINESS – RENEWAL 2018

- ☐
- ☐
- ☐

## RESIDENT BUSINESS – NEW 2018

- |                          |                       |                               |
|--------------------------|-----------------------|-------------------------------|
| <input type="checkbox"/> | GRACE AND GLAMOUR LLC | RETAIL SALES - ONLINE         |
| <input type="checkbox"/> | GRAHAM CONSULTING     | WEBSITE & SOCIAL MEDIA DESIGN |
|                          | PNWW LLC              | RETAIL PHONE SALES            |

## NON-RESIDENT BUSINESS - 2018

- |                          |                                     |              |
|--------------------------|-------------------------------------|--------------|
| <input type="checkbox"/> | CASCADE ELECTRICAL LLC              | ELECTRICAL   |
| <input type="checkbox"/> | PACIFIC PRIME CONSTRUCTION LLC      | CONSTRUCTION |
| <input type="checkbox"/> | TOBEY A METZNER CONSTRUCTION        | CONTRACTOR   |
| <input type="checkbox"/> | TRI COUNTY TEMP CONTROL             | HVAC         |
|                          | DBA FIST CALL HEATING & COOLING     |              |
| <input type="checkbox"/> | WHITTINGTON & SONS PLUMBING COMPANY | PLUMBING     |

## RENTALS - 2018

## MISCELLANEOUS - 2018

\*Denotes In-Home Business

# BUSINESS LICENSE REPORT

City Department Approval: 10/15/2018

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

Signature: [Signature]  
Date: 10/14/18

## RESIDENT BUSINESS – RENEWAL 2018

### RESIDENT BUSINESS – NEW 2018

- |                          |                          |                           |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | E@T GEORGE'S             | FOOD TRUCK                |
| <input type="checkbox"/> | JO'S GRUB SHACK & BAKERY | FOOD TRAILER (CONCESSION) |

### NON-RESIDENT BUSINESS - 2018

- |                          |                                     |                                      |
|--------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | BROUWER BUILDING & REMODELING LLC   | REMODEL                              |
| <input type="checkbox"/> | EMERY & SONS CONSTRUCTION GROUP LLC | GENERAL CONTRACTOR/CONSTRUCTION      |
| <input type="checkbox"/> | CASCADE CASEWORK CORP               | COMMERCIAL CABINETRY MFG             |
| <input type="checkbox"/> | GEN-NEXT CONSTRUCTION, LLC          | GENERAL CONSTRUCTION, REMODEL        |
| <input type="checkbox"/> | JEFF PEDERSON PLASTERING LLC        | STUCCO/PLASTER                       |
| <input type="checkbox"/> | LOUIE FAMILY ENTERPRISES LLC        | GENERAL CONTRACTOR                   |
| <input type="checkbox"/> | MOUNTAIN MAN NUT & FRUIT CO LLC     | MOBILE RETAIL NUTS, FRUITS & CANDIES |
| <input type="checkbox"/> | NORTH SKY COMMUNICATIONS INC        | TELECOM/WIRELESS                     |
| <input type="checkbox"/> | OHM EQUITY PARTNERS LLC             | REHAB PROPERTY                       |
| <input type="checkbox"/> | ROOF TOPPERS INC                    | ROOFING CONTRACTOR                   |

### RENTALS - 2018

### MISCELLANEOUS - 2018

- |                          |                                     |                    |
|--------------------------|-------------------------------------|--------------------|
| <input type="checkbox"/> | HOCRAFFER LAW P.C. (ADDRESS CHANGE) | LAW OFFICE         |
| <input type="checkbox"/> | VAULT ELITE CHEER (OWNER CHANGE)    | TUMBLE & CHEER GYM |

\*Denotes In-Home Business