



## **CITY COUNCIL WORK SESSION**

**Wednesday, January 02, 2019**

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. **Oaths of Office: Mayor and Council Positions 1 and 3**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Discussion Topics**
  - 4.A. Discuss Council Appointments - Mayor Scholl
  - 4.B. Review IT Specialist Job Description - Matt  
[4b. IT Specialist DRAFT.pdf](#)
  - 4.C. Review RFP for Comprehensive Police Station Replacement Needs Assessment - Matt  
[4c. RFP - Police Station.pdf](#)
  - 4.D. Discussion Regarding Utility Rates - Matt  
[4d. Utility rate discussion files.pdf](#)
5. **Department Reports**
  - 5.A. Administration & Community Development Departments Report  
[5. ADMIN Dept Report.pdf](#)

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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.**

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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## City of St. Helens

**Job Title:** IT Specialist  
**Department:** Administration  
**FLSA Status:** Exempt  
**Union:** No  
**Created:** January 2, 2019  
**Wage Scale:** IT Specialist

### **GENERAL PURPOSE**

Assist in management of all aspects of the City's technology infrastructure. Provide highly skilled, escalated support to internal users. Identify opportunities in the areas of upgrades, service additions, and routing maintenance.

### **SUPERVISION RECEIVED**

Works under the general direction of the Finance Director.

### **SUPERVISION EXERCISED**

No supervision exercised.

### **JOB DUTIES AND RESPONSIBILITIES**

- Develop and maintain help desk ticket process and management through the use of a third party help desk ticket platform and/or creation and management of an internal ticketing system maintained by the City.
- Develop and maintain technical documentation. Review and update annually.
- Maintain a high level of communication with users and management on ongoing technical issues as well as status updates for items that take longer than anticipated to correct.
- Maintain system performance by system monitoring and completing all updates in a timely manner.
- Work with City vendors on opportunities for additional services, developing products, testing, evaluating and installing enhancements with new software.
- Assist with training and setup for new employees, which include phone usage when permitted, windows applications, new technology and suggesting training opportunities for users.
- Build/setup new computers. Erase/disable old equipment for recycling.
- Maintain and update equipment along the replacement/maintenance schedule.
- Troubleshoot system issues for resolution.
- Management of all current system software for the City.
- Setup and maintain user security, workflow development.
- Ability to establish successful working relationships
- Ability to communicate effectively verbally and in writing

### **PERIPHERAL DUTIES**

- Manage and complete special projects as assigned.
- Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Education and Experience:

- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.
- 5+ years of experience in a helpdesk support role is required.

- 5+ years of experience as IT Consultant or technician.
- CJS Certification (must be able to obtain within 90 days of employment)

#### Knowledge, Skills and Abilities:

- Strong analytical and problem determination/resolution skills.
- Ability to work in a self-directed manner to complete tasks in a professional and timely manner with minimal supervision.
- Must be able to lift desktops and servers which can weigh as much as 50 lbs.
- Excellent verbal and written communication skills, backed up by strong organizational and time management capabilities.

#### **SPECIAL REQUIREMENTS**

- A valid state driver's license.
- Flex schedule availability for after hours and weekend work may be required (Software Updates/etc.).

#### **TOOLS AND EQUIPMENT USED**

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, word, excel, access, Springbrook/Accela Software, Incode Software, Full Court Software, and City vehicle.

#### **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**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

## 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 **IT Specialist** 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: \_\_\_\_\_

# **REQUEST FOR PROPOSAL**

## **Comprehensive Police Station Replacement Needs Assessment**

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**JANUARY 2019**

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Issued By: City of St. Helens Oregon  
PO BOX 278  
265 Strand Street  
St. Helens, OR 97051  
  
Matt Brown, Finance Director      mattb@ci.st-helens.or.us

Issue Date: January 2, 2019

Submission Due: February 8, 2019

Questions: Questions can be sent to Matt Brown, at mattb@ci.st-helens.or.us

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## **1. INTRODUCTION**

The City of St. Helens is requesting proposals for a comprehensive needs assessment for the replacement of the current police station. The goal of this assessment is to determine the benefits and limitations of the current facility and determine what features are needed for the police department to properly serve the community. Ultimately, potential sites and preliminary building plans will be recommended which will be cost-based and meet the objectives of the City.

The selected consultant will coordinate this assessment project with the City's internal and potentially external advisors. Services for the Police Statement Replacement Needs Assessment will be funded by General Fund dollars.

## **2. SPECIAL INSTRUCTIONS**

### **A. Proposed Timelines**

January 2, 2019	Approval of RFP from City Council
January 3, 2019	RFP is advertised and placed on City website
January 18, 2019	Deadline for Questions
	Answers to Questions is issued as RFP addendum
February 8, 2019	Deadline for submission of proposals 3:00 PM
Week of Feb 11 <sup>th</sup>	Interviews (if necessary)
Week of Feb 18 <sup>th</sup>	Negotiation of Contract (if necessary)
March 6, 2019	Award of Contract by City Council Approval

### **B. General**

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The City will be the sole judge in determining award of an Agreement and reserves the right to reject all Proposals. The City reserves the right to change, cancel, or reissue this RFP at any time. RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal nor does it obligate the City to accept or contract for any expressed or implied services. The successful respondent must comply with local, state, and federal requirements regarding equal opportunity and employment practices. It is the responsibility of respondents to be aware of these requirements. The successful respondent must complete this request for proposal requirements in full to be considered, be qualified to conduct business in the City and State of Oregon, and be in good standing with Secretary of State.

### **C. Proposal Submittal**

The Proposal and all amendments must be signed and submitted no later than 3:00 PM local time, February 8, 2019 to the address below. Proposer must include five (5) physical printed copies of their submittal. To assure that your proposal receives priority treatment, please mark as follows:



Comprehensive Police Station Replacements Needs Assessment  
City of St. Helens Oregon  
Attn: Matt Brown, Finance Director  
PO BOX 278  
265 Strand Street  
St. Helens, Oregon 97051

Proposer shall put their name and address on the outside of the envelope. It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. The City shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modification, or late withdrawals shall not be considered accepted after the stated submission date and time. Facsimile and electronic (email) proposals will not be accepted.

**D. Protest of Scope of Work or Terms**

A Proposer who believes any details in the scope of work or terms detailed in the proposal packet and sample contract are unnecessarily restrictive or limit competition may submit a protest in writing, to Matt Brown, Finance Director. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The Finance Director shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarification via addenda to all interested Proposers.

To be considered, protests must be received at least five (5) days before the proposal closing date. The City shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established award of contract. All protests should be directed to the attention of the Finance Director, and be marked as follows:

Comprehensive Police Station Replacements Needs Assessment  
City of St. Helens Oregon  
Attn: Matt Brown, Finance Director  
PO BOX 278  
265 Strand Street  
St. Helens, Oregon 97051

If a protest is received in accordance with the section above, the proposal award date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

**E. Proposal Submission and Signing**

All requested items must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

**F. Cost of Preparing a Proposal**

The RFP does not commit the City to paying any costs incurred by Proposer in the submission or presentation of a proposal or in making the necessary studies for the preparation thereof.

**G. Interpretations and Addenda**

All questions regarding this project proposal shall be directed to Matt Brown, Finance Director. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an “Addendum” to all prospective Proposers within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, the City, at its discretion, can extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the “Acknowledgement of Addenda” with proposal (Appendix B). Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

**H. City’s Project Manager**

The City’s Project Manager for this work will be Matt Brown, Finance Director, who can be reached by email at [mattb@ci.st-helens.or.us](mailto:mattb@ci.st-helens.or.us).

**I. Proposal Validity Period**

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Award Date.

**J. Form of Contract**

The City expects the selected proposer to negotiate and execute a contract identifying the terms and conditions of the agreement to perform the scope of work and method(s) of payment for services and any deliverables.

The contract will incorporate the terms and conditions from the RFP document and the successful proposer’s response documents. Unsuccessful negotiation to develop a mutually agreeable contract will result in the City proceeding as specified in Section 9E below.

**K. Non-Collusion**

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

**L. Public Record**

All bid material submitted by bidder shall become the property of the City and is public record unless otherwise specified. A bid that contains any information that is considered trade secret under ORS 192.501(2) should be segregated and clearly identified as such. This information will be kept confidential and shall not be disclosed except in accordance

with the Oregon Public Records Law, ORS 192. The above restrictions may not include any subsequent cost or price information, which must be open to the public.

### **3. BACKGROUND**

#### **A. The City of St. Helens**

St. Helens is the county seat of Columbia County, Oregon. Founded back in 1845 as “Plymouth”, but changed in 1850 to St. Helens for its view of Mount St. Helens, roughly 39 miles away in Washington. The City is about 28 miles northwest of Portland Oregon. The City has a growing population of about 13,500 and is about a 70% commuter town for people who work in Portland and surrounding larger cities like Beaverton and Hillsboro.

#### **B. The Police Station**

The St. Helens Police Department building consists of about 2,200 square feet of office space and originally had a small, wood frame, detached garage. The building was originally designed in 1971 and built during the early 70’s. In the late 80’s our small garage was torn down and the current garage was built and attached to the existing building. The garage was designed and built (about 1988) with the understanding that we were rapidly outgrowing our building and so a second story addition was planned for the new garage. The addition was intended to contain about 5,100 square feet, for a planned total of about 7,300 square feet of office space.

In the early 90s, Chief Roger Roth undertook a project to add the second floor, as planned, to the police garage. In 1996 Chief Roth’s project resulted in the selection of an architect and generated preliminary costs estimates of around \$300,000.00. The project faltered and was never followed up on further.

In 2000, Chief Mike Cocklin took on the project of our shrinking workspace and hired another architect. This project resulted in a study that determined the Police Department should have about 13,300 square feet of office space, based on the department size and anticipated growth. That project resulted in a recommendation from the architect to build a new office building adjacent to the existing building and to abandon the project to add a second story on the garage. The cost estimate for the 2000 project (new building) was around 3 million dollars, so the project was not pursued.

In 2006 a preliminary review of the building and garage was conducted by the City’s building official. The resulting opinion was that the building and garage were seismically sound and that the garage would accept a second story.

During the 2007-2008 budget year an architect and an engineering firm were hired by the City to review the building and garage for structural integrity and to determine a recommendation as to the proper course to follow to increase the workspace for the Police Department. At the conclusion of the project, the architects recommended and the

City Council adopted a plan to remodel the existing 2,200 square feet and add an additional 5,340 square feet to the work space area by adding a ground-level addition on the south side of the existing building. This addition would be located on property already owned by the City. The estimated cost of the project was slightly more than \$2,000,000. The timing of the recommendation coincided with the beginning of the current economic downturn so no further activity was undertaken at that time.

#### **4. STUDY OBJECTIVES**

The City of St. Helens wishes to undergo a comprehensive assessment of the current police department and an evaluation of possible sites for a new facility that is fair, objective, and transparent and will:

1. Analyze the current site and facility limitations;
2. Evaluate future growth of the city and resultantly the desired growth for the police force;
3. Review up to (4) pre-determined sites on properties that are currently and not currently owned by the City for a new facility;
4. Provide preliminary concept designs for each proposed site;
5. Provide a matrix evaluation of the four (4) proposed sites with relevant evaluation points to determine the most efficient and beneficial choice for the new facility.

The study components below are required to achieve the study outcomes. Proposers are invited to use any alternative approaches they believe will meet the desired project outcome.

#### **5. SERVICES TO BE PROVIDED BY CONSULTANT**

The selected proposer shall work with the City to complete an analysis that shall include but not be limited to:

1. Introduction
  - a. Introduction of project, team, and team's relevant experiences pertaining to the analysis.
  - b. Executive summary of the analysis with outlined pertinent steps
2. Background
  - a. Background discussion of the City of St. Helens Police Department and how it currently services the City of St. Helens
  - b. Evaluate future growth of the City and resultantly the desired growth for the police force.
3. Existing Facility Assessment and Standards
  - a. Full evaluations of current facility and department, include all perceived deficiencies

- b. Evaluation of the current operations of the department
  - c. Provide precedential current standards for police department facilities and programs
  - d. Identification of facility needs for current and future operations of the department.
- 4. Potential Sites Evaluations
  - a. Selection of up to four (4) proposed site locations with availability ranking, these will be made up of properties that may or may not be owned already by the City of St. Helens
  - b. Preliminary site plans, adjacency diagrams and block diagrams for up to four sites
  - c. Preliminary facility plans and elevations for each proposed site
  - d. Preliminary site, facility, equipment, acquisition, department relocation and furnishing costs for each site
  - e. Projected dates of occupancy for each site
  - f. Evaluation of public access and acreage available for department needs and future expansion for each site.
- 5. Recommendations
  - a. Cost comparisons and recommendations
  - b. Conceptual designs for recommended site showing buildings and parking areas as well as other anticipated site development elements.
- 6. Path towards construction
  - a. Identify a clear path towards financing and construction milestones and goals for the City to begin construction within the next year, or longer if necessary.

The new facility for the police department shall feature the “one facility concept,” such that all departmental functions shall be addressed at a single location. It is desired that the following needs be met for the new facility. Provide description of recommended facilities ability to provide the following:

- 1. Office and common work spaces
- 2. Personal records storage
- 3. Patrol division room, supervisory offices, files/storage/operations
- 4. Records availability and records archive
- 5. Information technology
- 6. Communications
- 7. Evidence Storage
- 8. Crime Analysis
- 9. Investigations
- 10. Evidence and crime scene processing
- 11. Interview rooms with closed circuit television
- 12. Multiple meeting rooms for training, conferences, major investigations/emergency operations, luncheons, community availability
- 13. Drug enforcement
- 14. Armory
- 15. Historical items/Photos display

16. Adequate storage space department wide
17. Locker rooms and showers
18. Janitor closets and storage
19. Public Parking
20. Secure parking for fleet and specialty vehicles
21. Secure employee parking
22. Building security
23. Emergency Power
24. Special teams preparations/storage area
25. Building and grounds expandability
26. ADA requirements
27. Antenna requirements
28. Secure public lobby

## **6. SERVICES/INFORMATION TO BE PROVIDED BY THE CITY**

The services/information to be provided by the City of St. Helens will include, but are not necessarily limited to, furnishing all reasonable and available records and information including:

1. Financial reports
2. Transportation plan
3. Existing zoning ordinance
4. Existing subdivision regulations
5. Any additional information as requested and as available

## **7. PROPOSAL CONTENT AND FORMAT**

### **A. FORMAT**

To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

1. Title Page  
Proposer should identify the RFP Title, name and title of the proposer's contact person, address, telephone, and email address
2. Transmittal Letter  
The transmittal letter should be not more than two (2) pages long and should include as a minimum the following:
  - a. A brief statement of the Proposer's understanding of the project and services to be performed;
  - b. A positive commitment to perform the services within the time period specified, starting and completing the project within the deadlines

submitted; and the names of person authorized to represent the Proposer, their title, address, and telephone.

3. Table of Contents

The table of contents should include a clear and complete identification by section and page number of the materials submitted.

4. Firm and Project Team Qualifications

- a. Background of the firm. This should include a brief history of the firm and types of services the firm is qualified to perform.
- b. Qualifications of the firm in performing this type of work. This should include examples of related experience and references for similar studies and projects.
- c. Proposers must identify the anticipated members of their firm that will be assigned to meet the work scope and timelines. Proposers should identify individuals and subcontractors who will provide the services, their experience, their individual qualifications, and their roles throughout the project. Pertinent resumes of assigned personnel should be included.
- d. Proposers are encouraged to provide details on the firm's and team member's experience with managing infrastructure financing models and projects.
- e. Firms should provide details on their firm's or any project team member's previous experience with the City
- f. References
- g. Provide references for projects similar to the work described in this packet that the firm has performed in the past 10 years. List contact name, address, phone number, and e-mail address for each reference and provide a brief description of the project. The City reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion of a project on schedule.

5. Project Understanding and Approach

Proposers should detail their understanding of the City's needs and the approach they will take to ensure successful completion of the project and why they feel the approach will provide the best outcome for the City. This project is time sensitive. At a minimum, project approach should include a general schedule of meetings, milestones, and deliverables and who from the proposed project team will address each step. The City encourages proposers to include details on their firm's experience on project management from a perspective of a prime consultant. Proposers should detail how their firms will address the scope challenges of the project that may delay segments of projects. Proposers should also detail how their firm will address quality control throughout the project.

6. Project Samples

Provide at least three (3) project samples comparable to the requested services performed by the firm within the last five (5) years. For the sample projects:

- a. Describe the sample project's relevance to the City's project, including descriptions of how any outstanding issues and project constraints were addressed and resolved, and how work on the previous project illustrates ability to deliver desired outcomes on this project.
- b. Include a brief description of project goals, infrastructure type, annual revenue received, duration and objectives; a list of key project staff and their roles; tasks performed by the firm to fulfill the project objectives; and whether the schedule and budget were met.
- c. Include 2 reference contacts for each project with valid contact information.

7. Cost Proposal

Proposers shall submit a cost proposal outlining hourly rates, estimated hours to complete the work and a "not to exceed" cost to complete this work.

B. ADDITIONAL SERVICES

Provide a brief description of any other services that your firm could provide the City. Such services would be contracted for on an "as needed" basis likely via an amendment to the contract so long as it is not drastically altering the scope of work.

C. ADDITIONAL INFORMATION

Please provide any other information you feel would help the Selection Committee evaluate your firm for this project.

**8. PROPOSAL EVALUATION PROCEDURES**

A. SELECTION COMMITTEE CRITERIA AND WEIGHT

A selection committee assembled by the City will review the written proposals. Proposals will be evaluated to determine which ones best meet the needs of the City. After meeting the mandatory requirements, the proposals will be evaluated on both their technical and fee aspects. The selection committee will select the Proposer which best meets the City's needs based on upon its evaluation of a Proposer's proposal. Proposals will be evaluated in accordance with the following:

CRITERIA	POINTS POSSIBLE
Consultant's understanding of the City's desires and general approach to the project as demonstrated in the project description and scope of work.	10 Points



Consultant's experience with projects of similar complexity and function.	10 Points
Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet schedules.	10 Points
Qualifications of the Consultant's staff being assigned to this project.	10 Points
Unique or special capability	10 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>50 Points</b>

**B. PRESENTATION/INTERVIEW**

At the option of the City, the top two or three Proposers may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal. The project manager will schedule the time and location of these presentations (if necessary) and notify the selected firms. Should one or more firms be selected for oral interviews, an additional 10 points in scoring will be assigned to the interview process.

**C. INVESTIGATIONS OF REFERECNES**

The City reserves the right to investigate references and the past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

**D. CLARIFICATION OF PROPOSALS**

The City reserves the right to obtain clarification of any point in regards to a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of their proposal.

**E. PROPOSAL REJECTION**

The City reserves the right to:

- a. Reject any or all proposals not in compliance with all public procedures and requirements;
- b. Reject any proposal not meeting the specifications set forth herein;
- c. Waive any or all irregularities in proposals submitted;
- d. Reject all proposals
- e. Award any or all parts of any proposal; and
- f. Request references and other data to determine responsiveness.

### CPI rates using LGPI US City Average

The CPI-U is a more general index and tracks retail prices as they affect all urban consumers. CPI-W is a more specialized index that tracks retail prices as they affect urban hourly wage earners and clerical workers.

<b>CPI-U</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>		
Jan	2.1%	2.5%	1.4%	-0.1%		
Feb	2.2%	2.7%	1.0%	0.0%		
Mar	2.4%	2.4%	0.9%	-0.1%		
Apr	2.5%	2.2%	1.1%	-0.2%		
May	2.8%	1.9%	1.0%	0.0%		
Jun	2.9%	1.6%	1.0%	0.1%		
Jul	2.9%	7.7%	0.8%	0.2%		
Aug	2.7%	1.9%	1.1%	0.2%		
Sep	2.3%	2.2%	1.5%	0.0%		
Oct	2.5%	2.0%	1.6%	0.2%		
Nov	2.2%	2.2%	1.7%	0.5%		
Dec		2.1%	2.1%	0.7%		
<i>Avg =</i>	<i>2.50%</i>	<i>2.62%</i>	<i>1.27%</i>	<i>0.13%</i>	0.8750%	35%
<b>CPI-W</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>		
Jan	2.1%	2.5%	1.2%	-0.8%		
Feb	2.3%	2.8%	0.7%	-0.6%		
Mar	2.4%	2.3%	0.5%	-0.6%		
Apr	2.6%	2.1%	0.8%	-0.8%		
May	3.0%	1.8%	0.7%	-0.6%		
Jun	3.1%	1.5%	0.6%	-0.4%		
Jul	3.2%	1.6%	0.4%	-0.3%		
Aug	2.9%	1.9%	0.7%	-0.3%		
Sep	2.3%	2.3%	1.2%	-0.6%		
Oct	2.7%	2.1%	1.4%	-0.4%		
Nov	2.2%	2.3%	1.5%	0.1%		
Dec		2.2%	2.0%	0.4%		
<i>Avg =</i>	<i>2.62%</i>	<i>2.12%</i>	<i>0.98%</i>	<i>-0.41%</i>	0.9164%	35%
<b>ENR- Census</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>		
<b>Yearly Rate</b>	5.84%	5.14%	5.10%	2.50%	1.7520%	30%

3.5%

**EXHIBIT 1**

**City of St. Helens  
Utility Billing Administrative Rules  
Approved by City Council as of ~~January~~ February 1, 2019**

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**1. NEW ACCOUNTS AND DEPOSITS**

To begin service a Utility Account Application must be filled out and turned into the Utility Billing office. The application is available at the office and online. Water service will not be turned on until an application is reviewed and approved by the Utility Billing staff. A renter is required to receive a signature from the property owner/~~property manager~~ approving the renter to begin service. With the owner's signature, the owner is acknowledging responsibility for any unpaid bill that is remaining on the account when service ends. ~~The owner can request may request a deposit be made by the renter up to a maximum of \$300.~~

Water Service can be turned on/off by Public Works employees from Monday through Friday 830 AM – 4 PM for no charge. Outside of the hours listed before, water service can be turned on/off by request for a flat fee of \$100. The \$100 will be placed as a charge on the account.

When a customer is new, any old account at the service address must be paid in full before a new account is started and water service is turned on. In the case of renters, an old account bill responsibility will fall to the homeowner to be paid before a new renter's service will be turned on. It is the owner/renter's responsibility to notify the utility billing department when a renter is moving out so that a final bill can be processed.

When any account is assessed a late fee three times or more within a calendar year, a deposit in the amount of equal to one month of utility service will be required to be paid to the City to continue service. This fee and the amount applied is at the discretion of the Finance Director of the City of St. Helens.

**2. UTILITY ASSISTANCE PROGRAM**

The Utility Assistance Program, formally known as the Senior Citizen Discount, was permanently discontinued in December 2013. Customers who previously qualified and were receiving assistance prior to December 2013 will continue to receive a fixed discount of \$10 per month as long as they continue to meet the following criteria each year:

1. ~~Name on account~~Account holder is age 65 or Older
2. Currently reside in ~~the~~ residence that receives the Utility Assistance Program
3. Residence is within City limits
4. Provides proof of residency ~~at property~~ (i.e. Electric bill, tax form, etc.) once per year

Failure to show proof of this criteria by June 30 each year will result in a loss of the Utility Assistance Program without the option of reapplying. Mailing to residents who receive this discount will begin in March and include instructions on how to continue with the discount program.

**3. MONTHLY BILLING**

Billings are mailed out through a separate business. Monthly billings are due on the 10<sup>th</sup> of every month. Payments can be made by cash, check, money order, credit/debit card, online and by our automated phone payment system. Payments over the phone are not allowed to be taken by staff, but can be forwarded to our automated phone payment system. Payments made online are posted to our accounting system daily.

**4. BILLING ADJUSTMENTS**

Misread Meters

If a meter is misread, the City will refund any/all late fees and re-read the meter and ~~produce a new adjust~~ bill accordingly for that period.

## EXHIBIT 1

### Leak Adjustments

- a) The water leak adjustment form is available on the City's website and at the Utility Billing counter. This form must be completed within 45 days of the billing date in question.
- b) The water leak adjustment form must be accompanied by a 3<sup>rd</sup> party statement (plumbing service, etc.) that says a leak was present and repaired and/or receipts for leak repair materials if completed by the homeowner.
- c) If the water leak adjustment is not approved, the customer will receive notification from the City with a specific reason why. A customer can request an appeal process with the Finance Director of the City.  
  
If the water leak is approved, the City will use the customer's average seasonal usage for the previous 3 years as a base for consumption. If the customer does not have enough history to complete this, the City will use the previous one to three consecutive months of consumption to calculate the leak and volume adjustment amount. Once approved, the leak adjustment amount will be credited back to the customer's account and the customer will be notified by the City.
- d) The City will not consider leak adjustment requests from customers who have already received a leak adjustment in the past 12 months unless there are extenuating circumstances.
- e) The minimum credit issued will be ~~\$25~~<sup>15.00</sup>.

## 5. PAYMENT PLANS

~~Customers may request a payment plan prior to the 10<sup>th</sup> (normal Due Date) of the month. Customers are allowed one payment plan approval in each calendar year. Payment plans must be completed by the next Shut-Off date. Having and keeping a payment plan in process will allow a customer to avoid receiving a late fee, but a customer will not avoid a Shut-Off if the payment plan is not completed by the Shut-Off day.~~

## 65. DELINQUENT ACCOUNTS

### Late Fee Assessment

A \$25 late fee is assessed on the ~~45<sup>th</sup>~~<sup>21<sup>st</sup></sup> of every month. Customers who carryover a balance of equal or less than \$25.00 will not be charged a late fee or shut off during the billing process.

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### Shut-Off Procedure

General Process for Shut-off account status:

- |    |                                |   |
|----|--------------------------------|---|
| 1) | Official due date of billing > | 10 <sup>th</sup> of every month (or next available business day)                                      |
| 2) | Late Fee Assessed >            | <del>21<sup>st</sup></del> <sup>45<sup>th</sup></sup> of every month (or next available business day) |
| 3) | Shut-Off Process >             | Begins on the 20 <sup>th</sup> of every month   |

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~~After the late fee is assessed, a pre-recorded message will go out for customer who are currently delinquent requesting payment or their service will be shut off near the end of the month.~~ On the actual shut-off day, if an account is still in shut-off status, an additional \$75 Reconnection Fee is placed onto the account and the account must be paid in full by cash, debit, or credit card. Payments via check at this time will not be accepted. Payments made online during shut-off may be required to wait until the next business day and posting of the payment is made by Utility Billing staff before service is restored.

Utility Workers are not allowed to accept any form of payment. Accounts must be made to bring the account below a \$25 carryover threshold before the meter and water service is turned back on. Water shut-off and reconnection service will not be available during Holidays and weekends. After normal business hours request to turn on/off water service can be done with a fee of \$150. Normal business days/hours are Monday through Friday 8:30 AM till 4:00 PM.

## 7. FINAL BILLING

## EXHIBIT 1

The City requires that all homeowners and/or tenants give the City notice of the intent to vacate a property to prepare a final bill and shut-off the account. A forwarding address is required for the final bill to be mailed. Final billings, if not paid by the scheduled due date, will be immediately sent to a collection agency for processing or water will be shut off to the property until paid.

### **8. TEMPORARY SERVICES FOR NEW CONSTRUCTION**

The City allows temporary service during construction of a new structure needing water, sewer and storm drainage. The contractor will be required to complete an application just like a new customer. All of the Administration Rules contained herein remain in effect. A \$25.00 non-refundable deposit is required.

### **9. NSF PAYMENTS**

Accounts will only be allowed two NSF (non-sufficient funds) before a note is placed on the account to no longer accept checks as payment. If the City receives an NSF notice for a utility payment, the payment is immediately reversed and the account is charged a \$25.00 processing fee. A notice will go out to the owner/renter and payment must be made immediately or the account will be added to the current shut-off notice list and begin the shut-off process within three business days of notification or water service will be shut off until full payment is received.

### **10. TAMPERING WITH METERS & BLOCKING METER ACCESS**

It is illegal to ~~temper~~ tamper with City meters. This includes turning on/off your meter. City staff should be the only people addressing meters on site. If tampering is found to ~~happen have happened~~ on a meter, the homeowner is ultimately responsible and will be charged a minimum of \$50.00 up to and possibly including the cost of the meter ~~if it needs to be replaced~~ and labor time.

If a customer is currently on the City's shut-off list and it is found that the water meter was turned on illegally after City staff turned the service off for non-payment, the account will be charged a minimum of \$100 up to and possibly including the cost of the meter plus labor time if it needs to be replaced. The \$100 fee will be placed on the account and must be paid immediately before service will be properly restored.

If a customer's meter is currently on "lock" status by City staff and it is found that the meter and/or shut-off attachment has been tampered in any way to turn water service on illegally, the account will be charged a minimum of \$200 up to and including the cost of replacing the meter, labor time and potentially including a ticket from the Police Department for tampering which will include a separate fee amount and an appearance day in Municipal Court.

If an account is in shut-off status and the meter is blocked, a fee up to \$75 will be assessed including potential towing/moving costs if necessary that will be the responsibility of the registered owner of the property moved.

**City of St. Helens**  
**Water Utility Rates and Charges**

Billings for customers include two components: Fixed rate and a volume charge for the amount consumed. The two components are added together to compute an invoice for each customer. Fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged for connection to the water system. Volume rates are based on the customer class for each 100 cubic feet (CCF) of water. The following table lists rates for customers within the City of St. Helens, retail customers outside the City of St. Helens, and wholesale customers.

City of St. Helens rates and charges are effective for billing cycles starting on or after dates shown below. Rates and charges shall be applied to all accounts on a monthly or bi-monthly basis. Certain designated accounts that may be deemed "Large Volume" accounts are billed monthly.

<b>WATER UTILITY RATE COMPONENTS</b>	<b>INSIDE CITY LIMITS Effective 2/1/2019</b>	<b>OUTSIDE CITY LIMITS Effective 2/1/2019</b>
Fixed Rate		
Monthly Billing	<del>10.82</del> <u>11.20</u>	<del>21.64</del> <u>22.40</u>
<del>Bi-Monthly Billing</del>	<del>21.64</del>	<del>43.27</del>
Volume Rate		
Residential	<del>5.3871</del> <u>5.5756</u>	<del>10.7743</del> <u>11.1514</u>
Multifamily:		
Duplex	<del>5.2003</del> <u>5.3823</u>	<del>10.3996</del> <u>10.7636</u>
Apartments	<del>5.0960</del> <u>5.2744</u>	<del>10.1916</del> <u>10.5483</u>
Commercial / Industrial	<del>4.3684</del> <u>4.5213</u>	<del>8.7357</del> <u>9.0415</u>
Wholesale		<del>3.2556</del> <u>3.3695</u>

Outside the City limits of the City of St. Helens

Except as indicated in the Enterprise Zone Ordinance No. 2500, all properties outside the city limits shall be charged rates identified above.

Application for new service connection outside the city limits for surplus city water shall be reviewed by the Public Works Director and the City Council for facilities planning. Such application shall not be approved by the City Council unless the necessary size of main is extended to serve anticipated growth in the relevant area of the City's Urban Growth Boundary.

No Connection for new service outside the city limits for City water shall be installed unless a consent to annex is submitted to the Planning Department and an outside City water user agreement is signed and received by the City Administrator.

Hydrant Meter

Any customer who receives a permit for a hydrant meter shall pay a deposit of \$200 and shall pay Commercial/Industrial rates for such water usage. Such customer shall also pay a monthly rental fee for

the meter of \$25 per month, or portion thereof. Meters must be returned every 12 months for assessment of condition, meter readings and billings of usage.

#### Water Testing Charges

Upon request by a City water customer, the City will provide testing for total coliform and fecal coliform. The City will charge the customer \$45 for testing. This charge also applies to construction requests for the same test on new pipelines.

#### Meter Testing

A customer may request the meter providing water service to their property be tested for accuracy. The test will require the following deposits to be collected before testing:

METER SIZE	DEPOSIT
One inch or less	\$100
> One inch and < One and a half inches	\$150
> One and a half inches	<del>Up to Public Works Director</del> <u>\$200</u>

If testing results show the meter was faulty, the deposits will be refunded; if not, then no refund will be given. Adjustments will be governed by the Utility Billing Administrative Rules.

**City of St. Helens  
Sewer Utility Rates and Charges**

Billings for customers include two components: Fixed rate and a volume charge for the amount consumed. The two components are added together to compute an invoice for each customer. Fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged for connection to the water system. Volume rates are based on the customer class for each 100 cubic feet (CCF) of water. The following table lists rates for customers within the City of St. Helens, retail customers outside the City of St. Helens, and wholesale customers.

City of St. Helens rates and charges are effective for billing cycles starting on or after dates shown below. Rates and charges shall be applied to all accounts on a monthly or bi-monthly basis. Certain designated accounts that may be deemed "Large Volume" accounts are billed monthly.

SEWER UTILITY RATE COMPONENTS	INSIDE CITY LIMITS Effective <del>12/1/2018</del>	OUTSIDE CITY LIMITS Effective <del>12/1/2018</del>
Fixed Rate		
Monthly Billing	<del>15.76</del> <u>16.31</u>	<del>19.71</del> <u>20.40</u>
<del>Bi-Monthly Billing</del>	<del>31.51</del>	<del>39.38</del>
Volume Rate		
Residential (SFR)	<del>6.0536</del> <u>6.2655</u>	<del>7.5644</del> <u>7.8292</u>
Multifamily		
Two Residential Sewer	<del>6.6952</del> <u>6.9295</u>	<del>8.3716</del> <u>8.6646</u>
Duplex	<del>4.8325</del> <u>5.0016</u>	<del>6.0329</del> <u>6.2441</u>
Apartments	<del>4.6463</del> <u>4.8089</u>	<del>5.8156</del> <u>6.0192</u>
Commercial		
Low Strength	<del>5.4328</del> <u>5.6230</u>	<del>6.7883</del> <u>7.0259</u>
Medium Strength	<del>6.8711</del> <u>7.1116</u>	<del>8.5889</del> <u>8.8895</u>
High Strength	<del>9.5616</del> <u>9.8963</u>	<del>11.9416</del> <u>12.3596</u>
Wholesale		<del>1.8420</del> <u>1.9065</u>

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**Residential Sewer Accounts – Winter Averaging**

Volume will be based on a 4-month winter averaging of water consumption. The winter average period will be defined as the 4-month period starting with the first full billing cycle starting on or after December 15<sup>th</sup> of each year.

Accounts with an average usage of less than 1 CCF of water consumption are automatically assessed at the 5.50 CCF average.

Customers may request in writing to have the sewer based on actual usage if the property is vacant or consistently averages below 1 CCF per billing cycle over a 12-month period.

The assigned average for water consumption may be appealed to the Finance Director and could be modified pending a review of the account and findings thereof.



Table Utilized to Define Commercial Strengths

<b>Strength Classification</b>	<b>BOD (mg/l)</b>	<b>TSS (mg/l)</b>
Low	0-250	0-300
Medium	251-500	301-600
High	501-1,000	601-1,200
Special	1,001+	1,201+

The responsible person for paying the sewer charge may appeal the strength classification made by the City. Such appeal shall be made in writing to the Finance Director. The person appealing must provide sufficient information as to the strength of the sewer discharge created by their use so that the Finance Director or designee may evaluate the evidence and determine the proper strength of the waste generated.

#### Outside City Limit Customers

Except as indicated in the Enterprise Zone Ordinance No. 2500, all properties outside the city limits shall be charged rates identified above or designated specifically by address in Exhibit 5 of this resolution.

Application for new service connection outside the city limits for City sewer shall be reviewed by the Public Works Director and the City Council for facilities planning. Such application shall not be approved by the City Council unless the necessary size of main is extended to serve anticipated growth in the relevant area of the City's Urban Growth Boundary.

No connection for new service outside the city limits for City sewer shall be installed unless a consent to annex is submitted to Planning Department and an outside City sewer user agreement are signed are received by the Water Department.

#### Dormant Sewer Lines

Testing of a dormant existing sewer line connected to an old building or to be reused for a new building will be at a cost of time and materials.

#### Surcharges – Special Strength

All surcharges shall be based on total metered water supply into the premises for flow and customers will provide to the City regular testing results of samples. A sewer flow meter and alternative sampling or re-sampling at customer expense may be approved by the Wastewater Treatment Plant Superintendent. The concentration of each pollutant in excess of the above limits shall be used to determine the monthly surcharge for the period throughout the time interval between sample periods. The concentration shall be the average value of five consecutive daily tests taken over a period of five days, except when another period is specified by the Wastewater Treatment Plan Superintendent. Samples shall be taken at an approved manhole or other location determined by the Wastewater Treatment Plant Superintendent to be suitable so that samples will be representative.

EXHIBIT 3

Surcharges – Special Strength charges are as follows:

<u>BOD (mg/l)</u>	<u>TSS (mg/l)</u>	<u>Rate per ccf of Usage</u>
<u>1,001-2,000</u>	<u>1,201-2,400</u>	<u>\$13.29</u>
<u>2,001-4,000</u>	<u>2,401-4,800</u>	<u>\$20.60</u>
<u>4,001-8,000</u>	<u>4,801-9,600</u>	<u>\$34.00</u>
<u>8,001-16,000</u>	<u>9,601-19,200</u>	<u>\$59.45</u>
<u>16,001-32,000</u>	<u>19,201-38,400</u>	<u>\$109.94</u>

Acceptance and pricing for loads in excess of table above will be at the discretion of the Wastewater Treatment Plan Superintendent.

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**City of St. Helens**  
**Storm Utility Rates and Charges**

Billings for customers are based on amount of impervious surface for a property. The measurements are broken down into components of single family units or equivalent residential units.

City of St. Helens rates and charges are effective for billing cycles starting on or after dates shown below. Rates and charges shall be applied to all accounts on a monthly or bi-monthly basis. Certain designated accounts may be deemed “Large Volume” accounts are billed monthly.

STORM DRAINAGE UTILITY RATES	MONTHLY Effective <del>12/1/2018</del> <u>9</u>	BI-MONTHLY Effective <del>1/1/2018</del> <u>9</u>
Residential	<del>11.33</del> <u>11.73</u>	<del>22.66</del>
Commercial	<del>11.33</del> <u>11.73</u>	<del>22.66</del>
Industrial	<del>11.33</del> <u>11.73</u>	<del>22.66</del>
All other Users	<del>11.33</del> <u>11.73</u>	<del>22.66</del>

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## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: January 2, 2019

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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:** 12.27.2018

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

Met with the School District and their contractors about occupancy of the CCEC building. They want to have classes in their starting in January.

Provided guidance to PGE as they plan for a future substation in the former Boise white paper site (St. Helens industrial park) and a new transmission line to serve the site. If the reader of this memo doesn't already know, PGE has exclusive rights to serve this property (i.e., CRPUD cannot).

An interesting note I found from a OAPA conference in Bend in October. Bend has a population of approximately 100,000 people and a community development department of about 90 people. This is about 1:1,111 ratio. St. Helens has 2 or maybe 2.5 if you include some of the City Administrator, giving us a ratio around 1:5,200 to 1:6,500. Of course, Bend is growing fast.

See **attached** year end summary. Not surprising permit numbers are up for 2018. What this doesn't show is the magnitude of projects. Definitely more large projects in 2018 too, which will consume time into 2019.

The Planning Commission ad hoc interview subcommittee is anticipated to interview an applicant on December 28<sup>th</sup>.

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGM for a couple of food service units (food carts) at 2225 Gable Road (County File: DR 19-02). **See attached**. This is not included on the year-end summary because we received it late his month with surprise.

## DEVELOPMENT CODE ENFORCEMENT

In the May report from earlier this year, I noted a "BIG shed issue" on West Street. This large shed, shown partially constructed in May is now gone as is a smaller shed constructed in the right-of-way that we observed after receiving complaints around 2012. Aside from the size of the BIG shed and permitting requirements and standards, it also obstructed the address.



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

December 11, 2018 meeting (outcome): We had our first Housing Needs Analysis meeting. The Commission approved a Conditional Use Permit for a veterinarian building in the “Houlton hole.”

**As the Historic Landmarks Commission**, the commission reviewed and made recommendations as to some exterior improvements to 50 plaza.

The Commission also discusses term expirations; we thought we may not get any applicants as the deadline was the Friday after this Tuesday meeting. But, we ended up getting an applicant, so this will be an issue for future Commission agenda.

January 8, 2018 meeting (upcoming): The Commission will hold a public hearing for a Conditional Use Permit for a childcare facility at 2353 and 2355 Columbia Boulevard. Commissioner term expirations, end of year summary and chair/vice chair selection are also on the docket.

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

Routine data updates.

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

## Comparison of Land Use Actions by Year

Planning Commission Public Hearings & Planning Administrator Decisions

Land Use Action	2010	2011	2012	2013	2014	2015	2016	2017	2018
Accessory Structure	1	1	1	1	2	3	6	8	7
Amended Land Use Decision	0	1	2	3	0	2	1	1	1
Annexation (Processed)	1	1		0	2	0	1	2	2
Annexation (Submitted, Not Processed)		2	0	4	1	0	1	0	1
Appeals	0	1	0	2	0	1	1	1	1
Map/Text Ammendment	4	2	1	0	1	4	4	2	2
Conditional Use Permit	2	1	1	3	2	6	7	6	5
Conditional Use Permits/Minor Modif.	2	0	1	1	0	0	0	1	0
Development Agreement	0	0	0	0	0	0	0	0	1
Expedited Land Division	0	0	0	0	0	0	0	0	0
Extension of Time	2	0	0	0	1	2	1	1	4
Historic Site Review	0	0	0	0	0	0	1	0	0
Home Occupations, Type I*	18	13	18	11	13	9	11	16	18
Home Occupations, Type II	6	5	9	5	6	1	4	1	3
Lot Line Adjustment	2	1	3	0	0	0	3	3	3
Non-Conforming Use Determination	1	0	0	0	0	0	0	0	0
Partition	0	0	0	0	0	2	2	2	6
Planned Development	0	0	0	0	0	0	0	0	1
Revocation	0	0	0	0	0	0	0	0	0
Sensitive Lands Permit	0	1	2	3	2	0	4	3	4
Sign Permit	30	31	34	35	32	35	24	34	23
Sign Exception/Variance	0	0	0	1	0	0	0	0	6
Site Design Review	4	2	4	5	2	6	4	7	6
Site Design Review (Minor)	10	15	11	9	6	5	6	8	10
Site Design Review (Scenic Resource)	0	1	0	3	1	1	4	0	1
Subdivisions	0	0	1	2	0	0	1	3	2
Subdivision Final Plat Approval	0	0	0	1	1	0	0	0	3
Variances	1	3	4	5	3	4	9	7	6
Temporary Use Permits	7	10	7	2	3	4	2	5	13
Tree Removal Permit		1	0	0	0	0	1	1	0
Other Public Hearing Subjects (i.e. Periodic Review)	0	0	0	0	0	0	0	0	0
Columbia County Referrals	6	4	3	3	0	0	0	9	5
<b>Total Land Use Actions</b>	<b>97</b>	<b>96</b>	<b>102</b>	<b>100</b>	<b>78</b>	<b>85</b>	<b>97</b>	<b>121</b>	<b>134</b>

\*Ord. No. 3232 made HOIs exempt from permitting in 9/18

**2018 Year End Summary**  
**Planning Commission & Planning Administrator Land Use Actions**  
**Planning Commission Work Sessions, Discussions & Interpretations**

<b>Accessory Structure</b>		<b>Annexation</b>	
1. Maria Pena & Yesenia Felix (S. 13th Street) 2. Hugh & Becky Fitzgerald (Magnolia Cir.) 3. Stacy & Scott Pieper (Willie Lane) 4. Juan & Filipina Ortiz (Elizabeth Lane) 5. Richard Erickson (West Street) 6. Josh Hafner (S. 8th Street) 7. John & Teresa Leonard (Pittsburg Road)		1. Eric & Linda Zahl (Barrick Lane)	
<b>Appeal</b>		<b>Comprehensive Plan/Zone Map Amendment</b>	
1. Robert Lee & Robert Lucas (St. Helens Street)		1. Rocky Allen (Firlock Park Blvd.) 2. City of St. Helens (Various)	
<b>Conditional Use Permit</b>		<b>Conditional Use Permits (Minor Modifications)</b>	
1. Elliot Michael (S. 1st Street) 2. Multi Tech Engineering (Matzen & McBride Street) 3. Robert Lee (St. Helens Street) 4. Frank Robison Vet. Service LLC (Columbia Blvd.) 5. Pebbles Stone (Columbia Blvd.)		1.	
<b>Extension of Time</b>		<b>Home Occupations, Type II*</b>	
1. Dan Hatfield (N. 15th Street) 2. 3J Consulting, Inc. (Elk Meadows Drive) 3. Wayne Weigandt (Vernonia Road) 4. St. Helens Church of the Nazarene (Gable Road)		1. Jeffrey Freese (Shore Drive) 2. Charles Hildrith (Mango Street) 3. Viki & Mark Overbay (Whitetail Ave.) <b>*Post Ordinance 3232 - Type II are just Home Occs</b>	
<b>Home Occupations, Type I**</b>		<b>Tree Removal Permit</b>	
1. Reyes Navarro (Wyeth Street) 2. John Stermer (Madrona Ct.) 3. Jeffrey Smith (N. 1st Street) 4. Lilia Estanislao (Columbia Blvd.) 5. Cheri Elliott (S. 3rd Street) 6. Cheri Elliott (Columbia Blvd.) 7. Mathieu Douglass (Sykes Road) 8. Nathan Peterson (Ethan Lane) 9. Heather Gillis (S. 16th Street) 10. Josh & Sarah Pattillo (Darcy Street) 11. Robert Wilson (N. 6th Street) 12. Chad England (S. 6th Street) 13. Melissa Stewart (S. 17th Street) 14. John Mayer (Grey Cliffs Court) 15. Jeffrey MacDannald (Oregon Street) 16. Terry Hansen (Alexandra Lane) 17. Mike Laird (Harper Lane) 18. Anna Blancas (N. 9th Street) <b>**Ordinance 3232 Removed Type I Home Occ.</b>		1.	



<b>Lot Line Adjustment</b>		<b>Partition</b>	
1. Oeggy & David Hoxsey (Windy Ridge Drive) 2. 3J Consulting, Inc. (Elk Meadows Drive) 3. Arthur Pochert (St. Helens Street)		1. City of St. Helens (Kaster Road) 2. John Luttrell (N. 12th Street) 3. John Luttrell (S. 2nd Street) 4. John Luttrell (N. 9th Street) 5. Peter Frank (Deer Island Road) 6. Brad Weigandt (S. 16th Street)	
<b>Sign Permit</b>		<b>Sensitive Lands Permit</b>	
1. Stan & Nancy Girard (Columbia Blvd.) 2. Dianna Holmes (Columbia Blvd.) 3. Composites Universal Group (Old Portland Road) 4. St. Helens Youth Football (Columbia Blvd.) 5. Amani Center (Columbia Blvd.) 6. Anthony Vanella & Ryan Drake (Columbia Blvd.) 7. St. Helens Bible Church (Millard Road) 8. St. Helens Kiwanis Club (Columbia Blvd.) 9. Lower Columbia Engineering LLC (McNulty Way) 10. Columbia County Fairgrounds (Columbia Blvd.) 11. Ramsay Signs (Gable Road) 12. Ramsay Signs (Gable Road) 13. Ramsay Signs (Gable Road) 14. NW Antique Airplane Club (Columbia Blvd.) 15. Security Signs, Inc. (S. Columbia River Hwy) 16. Heather Epperly Agency, Inc. (Columbia Blvd.) 17. Donna LeBleu (Columbia Blvd.) 18. Integrity Signs Oregon (S. Columbia River Hwy) 19. Integrity Signs Oregon (S. Columbia River Hwy) 20. CRFR /Toy & Joy (Columbia Blvd.) 21. St. Helens PD (Columbia Blvd.) 22. City of St. Helens (Old Portland Road) 23. Clark Signs (S. Columbia River Hwy)		1. Kessi Engineering & Consulting (Sykes Road) 2. Gable Road LLC (Gable Road) 3. Neil Kelly Company (Shore Drive) 4. Brian & Shannon Vaerewyck (DuBois Lane)	
<b>Site Design Review (Major)</b>		<b>Unlisted Use</b>	
1. Nathan Sasaki (Columbia River Hwy) 2. Josh Daoust (Sykes Road) 3. Kert Nass (Columbia River Hwy) 4. AKAAN Architecture & Design (Columbia Blvd.) 5. Mighty 6, LLC (Renton Ave.) 6. Gary Kervin (Old Portland Road)		1.	
<b>Site Design Review (Minor)</b>		<b>Nonconforming Use Determination</b>	
1. Verizon Wireless (Milton Way) 2. Lower Columbia Engineering LLC (McNulty Way) 3. Doug Alley (N. 10th Street) 4. Velocitel (Milton Way) 5. Crown Castle (Port Ave.) 6. City of St. Helens (River Street) 7. City of St. Helens (S. 18th Street) 8. Columbia County Jail (Port Ave.) 9. City of St. Helens (S. 13th Street)		1.	

10. Sunset Equipment (Port Ave.)

<b>Variance</b>		<b>Temporary Use Permit</b>	
1.	Hugh & Becky Fitzgerald (Magnolia Cir.)	1.	Cascade Tissue Group (Kaster Road)
2.	St. Helens Bible Church (Millard Road)	2.	TNT Fireworks (Gable Road)
3.	John Leonard (Pittsburg Road)	3.	Juana Macias (S. Columbia River Highway)
4.	Robert Johnson (Deer Island Road)	4.	Mark & Lynn Braun (Grey Cliffs Court)
5.	Robert Johnson (Deer Island Road)	5.	Bethel Fellowship (S. Columbia River Highway)
6.	Robert Johnson (Deer Island Road)	6.	Shoestring Community Players (S. 1st St. & Strand St.)
		7.	Cheryl Breslin (S. Columbia River Highway)
		8.	Columbia County Pod LLC (Bowling Alley)
		9.	Faster Permits (Fairfield Ct.)
		10.	Faster Permits (Fairfield Ct.)
		11.	I&E Construction (Matzen St.)
		12.	Pellham Cutting LLC (Milton Way)
		13.	Adam Sailer (Helens Way)
<b>Historic Resource Review</b>		<b>Columbia County Referral</b>	
1.		1.	AKAAN (58646 McNulty Way)
		2.	Kearsley (Ross Road)
		3.	Comer (Old Portland Road)
		4.	Prettyman (Morse Road)
		5.	Hill (Pittsburg Road)
<b>Scenic Resource Review</b>		<b>Subdivision</b>	
1.	John Luttrell (S. 2nd Street)	1.	Kessi Engineering & Consulting (Sykes Road)
		2.	AKS Engineering & Forestry (N. Columbia River Hwy)
<b>Subdivision (Final Plat)</b>		<b>Planned Development/Development Agreement</b>	
1.	Multi Tech Engineering (Matzen & McBride Street)	1.	Kessi Engineering & Consulting (Sykes Road)
2.	Wayne Weigandt (Pittsburg Road)		
3.	St. Helens Assets LLC (Elk Meadows Drive)		
<b>Auxiliary Dwelling Units</b>			
1.			

Planning Division  
COURTHOUSE  
ST. HELENS, OREGON 97051  
Phone: (503) 397-1501 Fax: (503) 366-3902

RECEIVED

DEC 20 2018

CITY OF ST. HELENS

December 18, 2018

REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

NOTICE IS HEREBY GIVEN that **Brent Painter** has submitted an application for a **Type 1 Site Design Review** to allow the establishment of a food cart on the **0.74 acre-property** addressed at **2225 Gable Road** within the City of St. Helens' Urban Growth Boundary. The site contains an existing internet sales office and an improved parking area, is zoned for **General Commercial (C-3)** development and is associated with current Tax Map ID No. **4108-AD-00300. DR 19-02**

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

PLEASE RETURN BY: 12/28/18

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. ☒ 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: SEE ATTACHED MEMO DATED DEC. 27, 2018.


WE HAD A PRE-APPLICATION MEETING ON OCT. 4, 2018 & THE CITY PROVIDED A MEMO TO THE COMMENTS: COUNTY ON OCT. 5, 2018 STATING MANY OF THE CONCERNS WE HAVE NOW, INCLUDING THE BASIS FOR DENIAL. THERE WAS FURTHER DIALOG AMONGST CITY & COUNTY STAFF & THE APPLICANT IN OCTOBER. THERE WAS NO FURTHER DIALOG WITH THE CITY SINCE THEN, THIS SURPRISE ABOUT THIS APPLICATION TO THE COUNTY. SEE ATTACHED MEMO DATED DEC. 27, 2018.

Signed: [Signature] Printed Name: JACOB GRAECHEN  
Title: CITY PLANNER Date: DEC. 27, 2018



# CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

TO: Hayden Richardson, Planner, Columbia County  
 FROM: Jacob A. Graichen, AICP, City Planner   
 RE: Columbia County file DR 19-02  
 DATE: December 27, 2018

This application doesn't meet the standards of the County's C-3 zoning district. It should be denied based on the units being mobile, contrary to the intent of design review for permanent uses, and not served directly by public water and sewer as required pursuant CCZO 814.1 via CCZO 825.

This application simply doesn't meet the County's standards. CCZO 201 seems to be very explicit about code compliance.

This proposal is also contrary to the City's practice of approving such use via its Temporary Use provisions. We are concerned about incompatible practices between the County and City.

\* \* \*

However, if this proposal is approved including the resolution of all appeals, the following conditions should be considered:

1. The food carts shall be fixed to a permanent foundation of sorts so as to not be portable/mobile and be served directly by public water and sewer pursuant to CCZO 814.1 via CCZO 825.
2. Connection to a City utility (water and/or sanitary sewer) requires a consent to annexation to be applied for and recorded in the County Clerk deeds records prior to connection(s). This is in addition to permits and other related fees associated with the connection(s).
3. Landscaping around the perimeter of the improved parking lot shall be installed to visual soften the hardscape. Landscaping plants shall include a balance of vertical and low lying plants.
4. Off-street parking, vehicle maneuvering areas and pedestrian walkways related to this use shall be paved.
5. Use of existing Gable Road accesses is acceptable to the City provided they were legally permitted by the County prior to the City taking jurisdiction of this segment of Gable Road.
6. Any sign permit issued by the County shall comply with the City's standards.



7. No improvements allowed within a public right-of-way. Except, the City may allow landscaping in the right-of-way at its discretion. This does not guarantee the City's allowance of such. City approval required for any improvement or other impact to its rights-of-way.
8. The site plan needs to be revised/validated as follows:
  - a. As applicable per 1-7 above.
  - b. The location of the right-of-way boundaries in relation to other existing improvements shall be validated via a survey or other undisputable means. Site plan shall incorporate this information and be revised as needed.
  - c. In addition to room for vehicle maneuvering, a pedestrian way of the appropriate width needs to connect the off-street parking area with the walk-up area where customers would order/receive food, beverages and such.

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

#### **Zoning and Use:**

The subject property has a City of St. Helens Comprehensive Plan designation of Unincorporated General Commercial, UGC. Upon annexation it would likely be zoned General Commercial.

Eating and drinking establishments are a permitted use in the City's GC zoning district. For years the City has permitted food carts/trucks/trailers via a temporary use permit as they are mobile and don't constitute a permanent fixture like typical "brick and mortar" establishments.

The County should consider the following:

- Deny this application and, if possible, administer under the County's Temporary Use process.

Or (if this decision is approved including the resolution of all appeals)

- Require the food carts to be fixed to a permanent foundation of sorts so as to not be portable/mobile and be served directly by public water and sewer per CCZO 814.1 as per CCZO 825.

#### **City Utilities:**

The City's sanitary sewer line is within the Gable Road right-of-way along the subject property. Our records show it is about 4.5 to 5' deep at the manhole. If needed, the applicant/owner should be able to connect, although they may have to pump if elevations don't allow for gravity flow.

City water is available within the McNulty Way right-of-way.

Connection to a city utility requires a consent of annexation to be applied for and filed/recorded before the connection is made.

**Landscaping:**

Landscaping, where possible, around the perimeter of the parking area to visually soften the hardscape should be required, which is typical of City requirements.

**Parking/Paving:**

Off-street parking, vehicular maneuvering area and pedestrian walkways need to be paved. This is a typical City requirement for commercial use.

**Access:**

Both Gable Road and McNulty Way abutting the subject property are under the City's jurisdiction. The City's Transportation Systems Plan identifies Gable Road as a minor arterial and McNulty Way as a collector. The two existing access points along Gable Road appear to have been in place for a long time and preceding the City taking jurisdiction of Gable Road from the County. Use of the existing driveways is acceptable provided they were legally approved by the County.

**Signs:**

Any sign permit issued by the County shall comply with the City's standards.

**Traffic Impact Analysis:**

A traffic impact analysis doesn't seem warranted.

**ROW frontage improvements:**

The magnitude of the proposal doesn't warrant frontage improvements.

**Site Design:**

The City has concerns over the accuracy of the site plan provided. We estimate about 40-43' from the front of the building closest to Gable Road to the Gable Road right-of-way line. The site plan shows 4' landscaping + 18' length of parking stalls + 25' for a vehicular drive aisle. This adds up to 47'. The site plan indicates 49 feet between said building and the right-of-way line. This is a substantial difference.

Moreover, there is no dedicated pedestrian way and may not be room for that.

No improvements shall occur within the public right-of-way other than maybe some landscaping that doesn't interfere with any city utility. Placement of the building in relation to the property line needs to be confirmed and reflected on a revised plan accordingly. Any work within the right-of-way needs to be approved by the City. There is no guarantee the City will allow any landscaping within the right-of-way.

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES

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

192-18-000404-39 Ping

Site Application

File No. DR 19-02

SITE DESIGN REVIEW APPLICATION

TYPE OF SITE: ☐ Zone Change ☐ Temporary Permit  
☒ Site Design Review ☐ Resource Management Plan

Other: \_\_\_\_\_

APPLICANT: Name: BRENT PAINTNER

Mailing address: 870 COWLITZ ST ST. HELENS, OR 97051

Phone No.: Office 503-410-1134 Home \_\_\_\_\_

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

PROPERTY OWNER: ☒ same as above, OR:

Name: BRENT PAINTNER

Mailing Address: 870 COWLITZ ST ST HELENS 97051

PROPERTY ADDRESS (if assigned): 2225 GABLE RD

ST. HELENS, OR 97051

TAX MAP NO.: 4N1W06-AD-00500 Acres: .47 Zoning: COMMERCIAL

4N1W08-AD-00400 Acres: .21 Zoning: "

☒ 4N1W08-AD-00300 Acres: .06 Zoning: "

PRESENT USES: (farm, forest, bush, residential, etc.)

Use:

Approx. Acres

OFFICE BUILDING - INTERNET SALES

SHOP

Total acres (must agree with above):

0.74 acres

Site Application

File No. DR 19-02

## PROPOSED USES:

SET UP (2) FREE STANDING  
FOOD CARTS AS ONE BUSINESS

WATER SUPPLY: ☒ Private well ☐ Community system

Name of community water system: \_\_\_\_\_

SEWAGE DISPOSAL SYSTEM: \_\_\_\_\_ Subsurface Septic \_\_\_\_\_ Community

Is the property approved for a subsurface sewage disposal system?


☐ Yes ☐ No ☒ Not Applicable SELF CONTAINED GREY WATER

CONTIGUOUS PROPERTY: List all other properties you own which have boundary lines touching this property:

<u>Tax Account No.</u>	<u>Acres</u>	<u>Co-owners (if any)</u>
<u>NA</u>		

## CERTIFICATION:

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

Date: 12/5/18 Signature: 

NOTE: Please attach an accurate and detailed plot plan, including property lines, existing and proposed structures, location of septic tank and drainfield, farm - forest areas, large natural features (cliffs, streams, etc.).

+++++

Planning Department Use Only

Date Rec'd. 12/5/18 Hearing Date: \_\_\_\_\_

Or: Administrative \_\_\_\_\_

Receipt No. 387129 ck 6359

Zoning: C-3 Staff Member: HR

PRE 19-03



## PROPERTY HISTORY

4

APPLICANT PURCHASED THE PROPERTY IN 1978 AND HAS ALWAYS HAD A SHOP AND OFFICE BUILDING LOCATED ON THE SITE. IT IS LOCATED IN COLUMBIA COUNTY, IT IS ZONED COMMERCIAL,

## PROJECT NARRATIVE

APPLICANT PROPOSES TO SET (2) MOBIL FOOD CARTS THAT OPERATE AS ONE BUSINESS. (1) CART IS 91 S.F. AND THE OTHER IS 104 S.F. BOTH CARTS ARE FULLY SELF CONTAINED AS PER POTABLE WATER AND WASTE GREY WATER. APPLICANT HAS DISPOSAL OF WASTE WATER AGREEMENT IN PLACE WITH HUDSON. REQUIRED PARKING SPACE ARE 4 WHICH APPLICANT PROPOSES (4) PLUS (1) HANDICAPPED SPACE. (1) BICYCLE SPACE WILL BE PROVIDED. APPLICANT ALSO PROPOSES INSTALLING 1965 S.F. OF ASPHALT PAVING AT PARKING SPACES AND UNDER AND IN FRONT OF FOOD CARTS. ADEQUATE LIGHTING IS INSTALLED AROUND AND IN FRONT OF FOOD CARTS FOR SECURITY AND SAFETY. LANDSCAPING WILL BE INSTALLED ALONG GABLE RD AND MCCLINTY ROAD PERIMETER. REQUIRED STREET TREES, SHRUBS AND A (5) FOOT PLANTING STRIP WILL BE INSTALLED. THE SITE IS RELATIVELY FLAT LESS THAN 1% SLOPE THAT DRAINS TO THE EXISTING DITCHES ALONG GABLE RD AND MCCLINTY RD. BALANCE OF SITE IS DISPERSED AND ABSORBED INTO NATIVE SOIL,

APPLICANT HAS A RESTROOM AGREEMENT <sup>142</sup>  
PLACE IN THE EXISTING OFFICE ON THE SITE.  
THIS IS SERVICED BY AN EXISTING SEPTIC  
TANK AND DRAINFIELD.

THE SITE HAS TWO EXISTING SITE  
ENTRANCES WHICH HAVE APPROVAL FROM  
THE FIRE MARSHAL FOR ACCESS AND  
EXIT FOR EMERGENCY VEHICLES,

NO SIGNS WILL BE PROPOSED FOR THIS  
APPLICATION

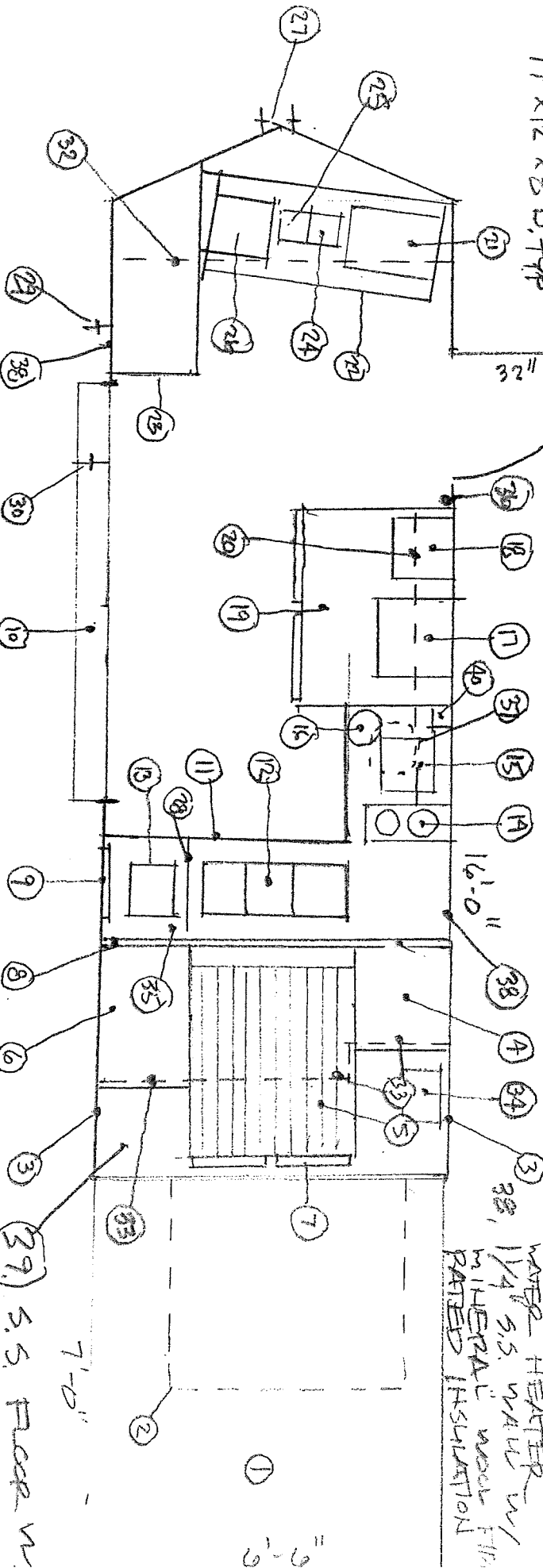
# LEGEND

- 1, FOLD DOWN FLOOR w/ ALUM. DIAMOND CHECKERPLATE
- 2, RETRACTABLE ALUMINUM
- 3, 1/4" FIRE MASTER WALL SYSTEM
- 4, VERTICAL BOLLER
- 5, GAS CHARBROILER
- 6, DEEP FAT FRYER
- 7, 2 DRAWER STORAGE BELOW w/ PAPER TOWELS
- 8, 2 1/2" FIRE MASTER WALL SYSTEM
- 9, PAPER TOWELS
- 10, S.S. SHELF / SERVICE
- 11, S.S. COUNTER w/ STORAGE
- 12, TRIPLE SINK w/ DRAIN, BD, 14" x 12" x 8" D, TYP

- 13, HAND WASH SINK 12" x 10" x 8"
- 14, WARMING LAMPS
- 15, NACHOS
- 16, SOUP WEL
- 17, CHURRIOS
- 18, CHIP WARMER
- 19, S.S. COUNTER w/ DBL, REF. BELOW
- 20, STORAGE SHELF S.S.
- 21, SHOW CASE
- 22, S.S. COUNTER w/ STORAGE
- 23, S.S. COUNTER
- 24, COFFEE BEAN GRINDER
- 25, COFFEE BREWER

- 26, ESPRESSO MACHINE
- 27, FRESH WATER TBL
- 28, S.S. DIVIDER
- 29, FRESH WATER DISBURS
- 30, WASTE WATER DRAINAGE
- 31, 32" MAIN DOOR
- 32, S.S. SHELF
- 33, FIRE SUPPRESSION HOOD SYSTEM

- 34, HAND WASH SINK w/ SOAP 14" x 16" x 8"
- 35, SOAP
- 36, EMERGENCY FIRE SUPPRESSION PULL
- 37, 6 GAL. ELEC. / PROP. WATER HEATER 1/4" S.S. WALL w/ MINERAL WOOL FIBER INSULATION



FOOD CART PLAN 'A'

0'-11" x 1'-11"

37, S.S. FLOOR w/ S.S. WALKS  
40, ELEC. PANEL

# FOOD CART 'A' TANK SIZES

GREY WATER  $22'' \times 68'' \times 9'' = 7.79 \text{ CUBIC FT.} = 58 \text{ GAL.}$   
 (16 GAL. MILD STEEL)

FRESH WATER  $22'' \times 68'' \times 7.5'' = 6.58 \text{ CUBIC FT.} = 49 \text{ GAL.}$   
 (16 GAL. STAINLESS STL) 15% LESS THAN GREY WATER

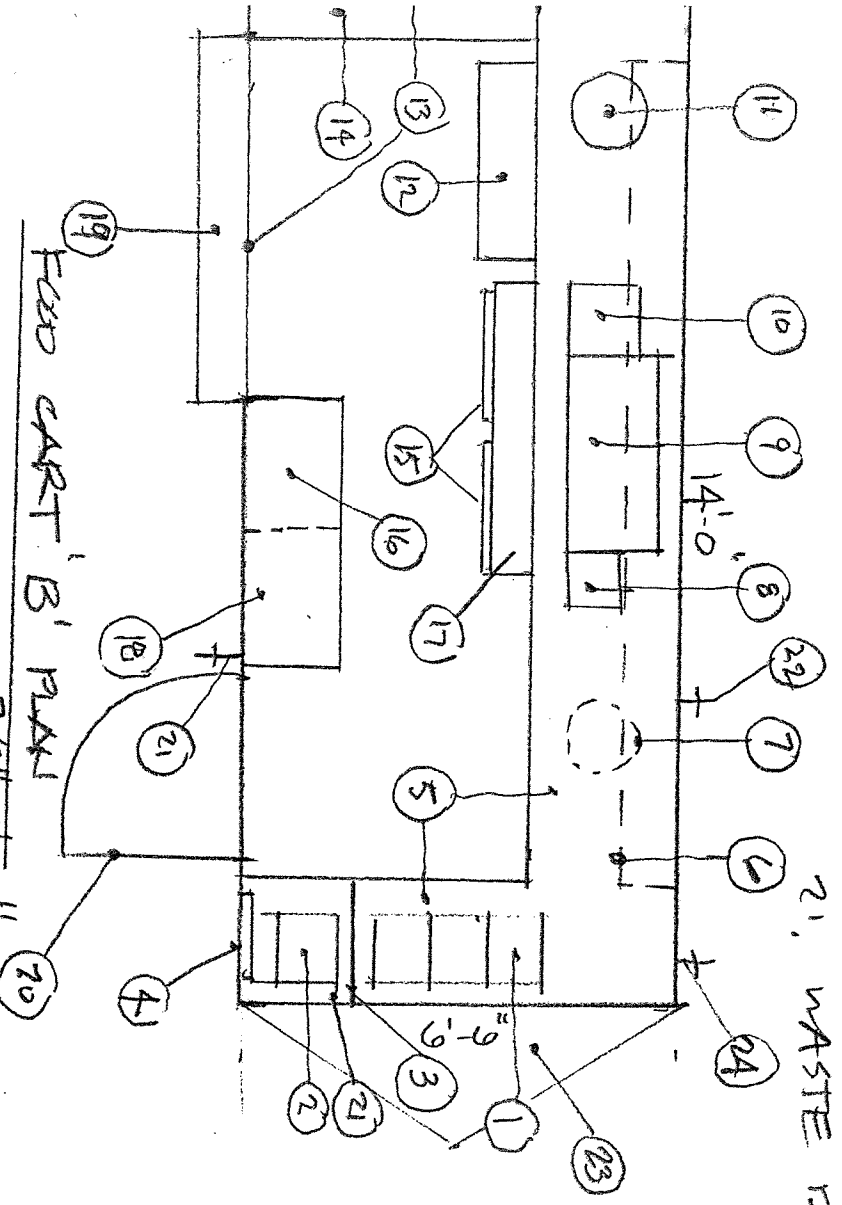
# LEGEND

54

1. SS TRIPLE SINK w/ 14"x8" DRAIN BOARD 12"x14"x8"
- 2, 45, H AND WASH SINK 17 1/2" x 12" x 8"
- 3, SS. DIVIDER
- 4, PAPER TOWELS
- 5 SS COUNTERS w/ SPACE BELOW
- 6, SS SHELF
- 7, 6 GAL ELEC. / PROP WATER HEATER
- 8 16" x 10" WARMING POT
9. HOT DDB POWER

10. 10" x 10" WARMING POT
11. RICE COOKER
- 12, ICE MACHINE
- 13, OPENING IN WALL
- 14, S.S. SHELF
- 15, (2) DOOR REF.
- 16, CASH REGISTER - BELOW
- 17, CUTTING BOARD
18. CUTTING BOARD w/ STORAGE BELOW
- 19, S.S. SERVING SHELF
- 20, 32" MAX DEEP
21. WASTE DISCHARGE

- 22, FRESH WATER FIL
- 23, REFR. COMPARTMENT
- 24, GAS FILL



## TRAILER CONSTRUCTION

FLOORS: ALUM. CHEEKER PLATE w/ 6" INSULATION  
 CHEEKER PLATE BASE  
 WALLS: S.S. PANELS w/ INSULATION 2 1/2" w/ EXTERIOR ALUM PANELS  
 CEILING: INSULATED FRP PANELS, SS 2 1/2" FIRE MASTER PANELS

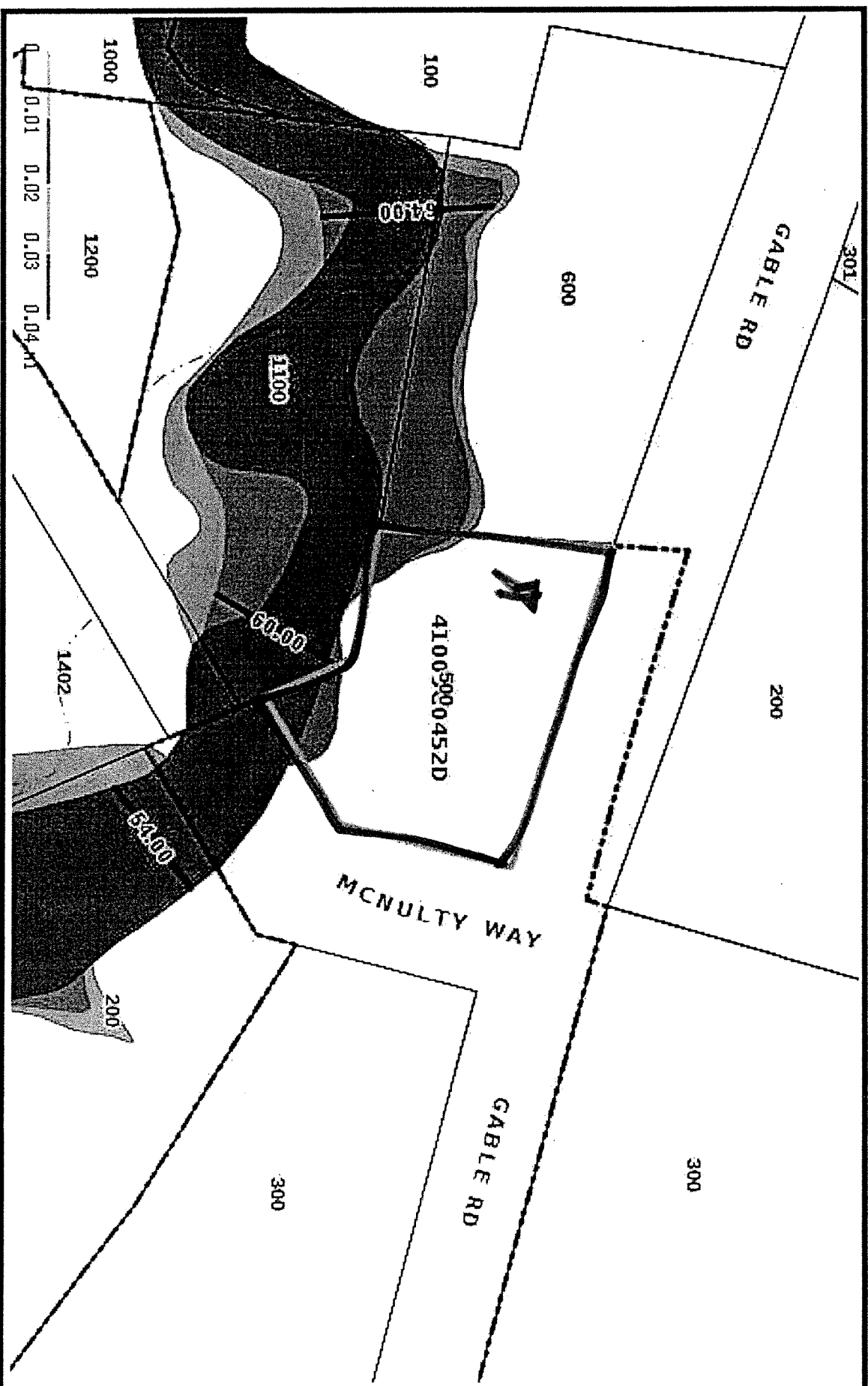
# FOOD CART 'B' TANK SIZES,

GREY WATER  $22'' \times 63'' \times 9'' = 7.22 \text{ CUBIC FT} = 54 \text{ GAL}$ ,  
(16 GA. MILD STEEL)

FRESH WATER  $22'' \times 59'' \times 8'' = 6 \text{ CUBIC FT} = 44 \text{ GAL}$   
(16 GA. STAINLESS STL.) 22% LESS THAN GREY WATER

# FIRM FIRM 41009C0452D

27



Columbia County

## Columbia County Web Maps

GeoInfo



Oregon

Disclaimer: This map was produced using Columbia County GIS data. The GIS data is maintained by the County to support its governmental activities and is subject to change without notice. This map should not be used for survey or engineering purposes. Columbia County assumes no responsibility with regard to the selection, performance or use of information on this map.

Printed 12/14/2018

2-08

DR 19-02

2-08

Zoning Map

SEE MAP 40108A0

CS# 3264

300  
0.08 AC.

CS# 3264

WAY

McNULTY

WAY

CS# 3264

200  
4.17 AC.

CS# 3264

Annexed

M2

COLUMBIA COMMUNITY  
MENTAL HEALTH  
FACILITIES

CS# 621

CS# 3264

CS# 3264A

1402  
1.68 AC.

NO.

McNULTY

W LINE SMITH DLC # 40

E LINE McNULTY DLC # 50

CS# 3264

40109BB

2008-17

Annexed  
8-06  
205-04



Scale 1" = 100'

SEE MAP 41811

DR 19-02

Address Map

600  
2.24 AC.

500  
0.47 AC.

300  
0.05 AC.

400  
0.21 AC.

1100  
1.92 AC.

1200  
1.00 AC.

200  
4.17 AC.

1300  
2.35 AC.

1600  
3.50 AC.

1400  
3.37 AC.

2-08

INDUSTRIAL

WAY

Semling  
Storage

58611  
BEEK

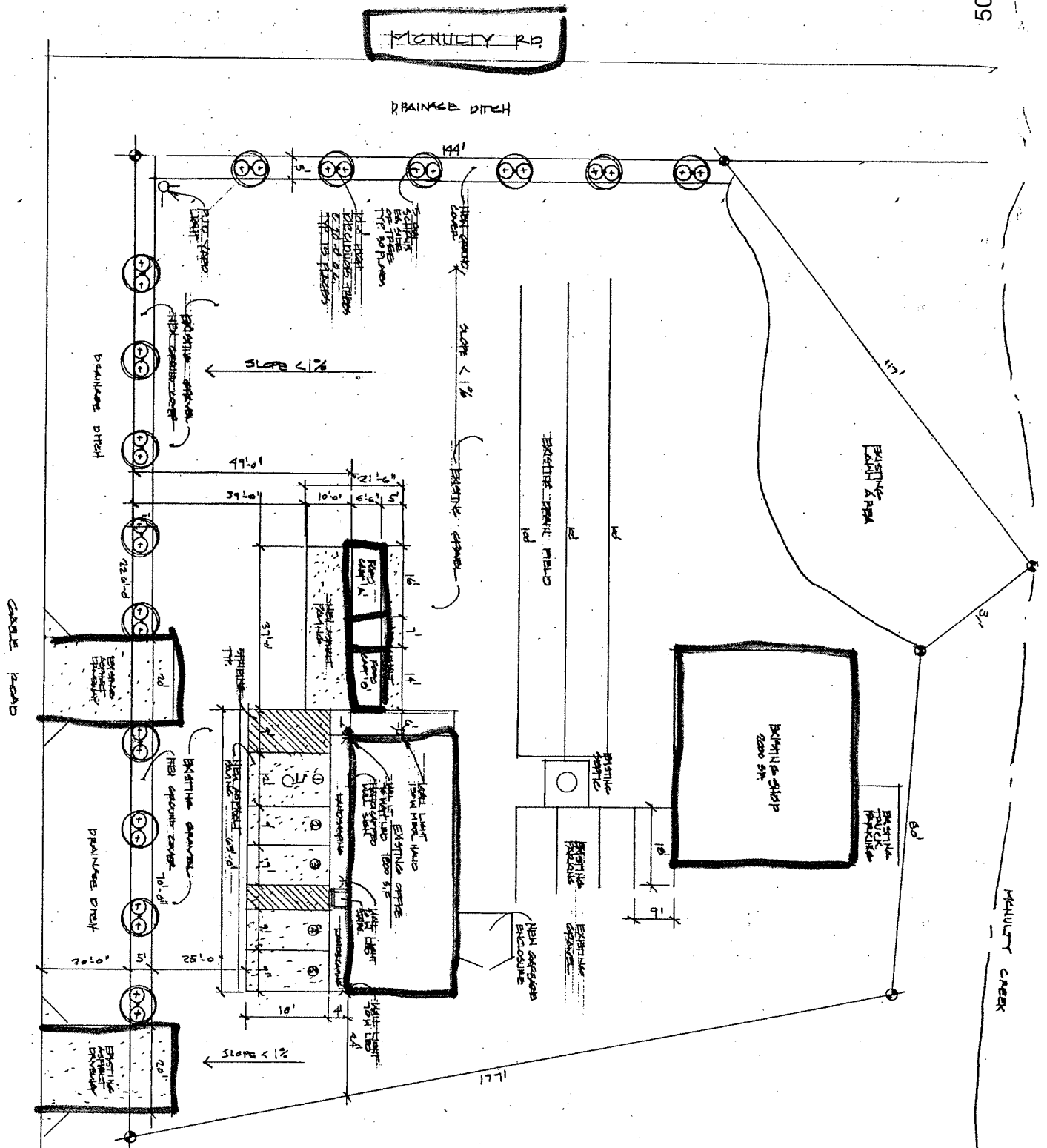
INDU

58613  
58621  
58646  
58646  
58653

35855  
11-22-05  
KSP

CS# 3964

CS  
CS  
CS



SITE DATA

APPLICANT: BRETT PALMISTE

SITE ADDRESS

211- ADD PAGE  
2225 CALIF. PG

1225 CALLE PAB  
ST, HELENA

ST. HELENS  
COUNTY COURT

CELESTIAL COURT  
STATE STREET APPROX 2 A.

PROD CHART & 104.5.F

Feb 27 1961 10:51  
Feb 28 1961 9:51

Feb 24, 1951 B' = 91 S.F.

4 5 pages

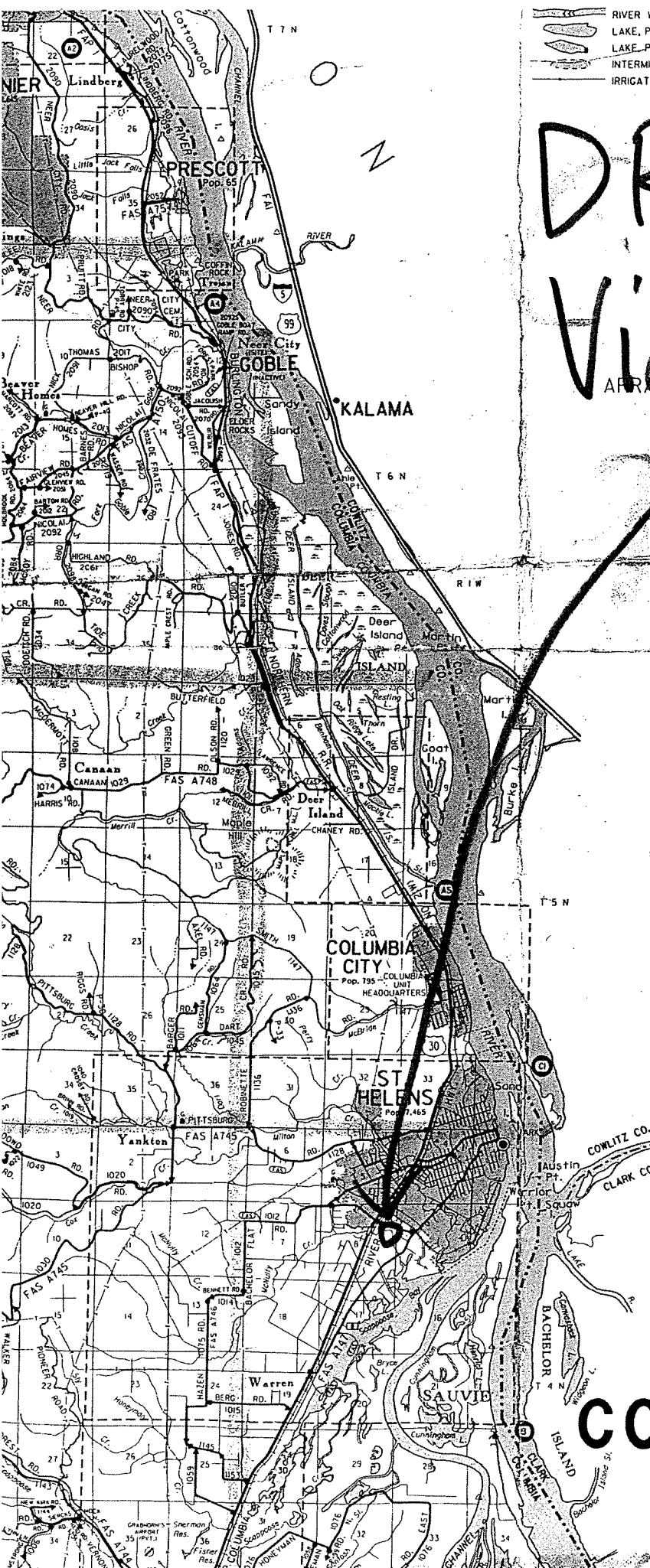
parties present 5

PAPPIRUS 3 SPACES  
BICYCLE PAPPIRUS 1 PHONES

BICYCLE PAPER  
NEET ASPIRANT PAPER

FOOD CAPT SALES





- RIVER WITH RAPIDS
- LAKE, POND, OR RESERVOIR
- LAKE, POND, OR RESERVOIR WITH DAM
- INTERMITTENT LAKE OR POND
- IRRIGATION OR DRAINAGE DITCH

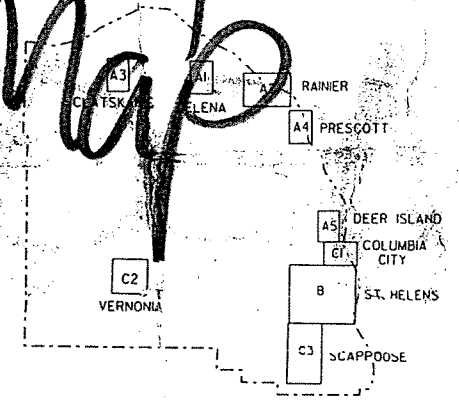
- FISH HATCHERY
- TRIANGULATION STATION
- LOOKOUT-TRIANGULATION LOOKOUT
- US FOREST SERVICE LOOKOUT

51 QUARTERS

DR 19-02

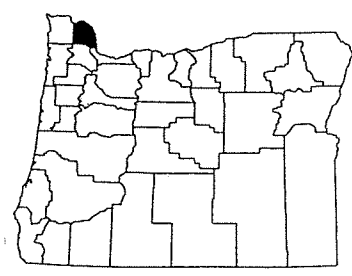
Vicinity Map

ARRANGEMENT OF SHEETS FOR COLUMBIA COUNTY



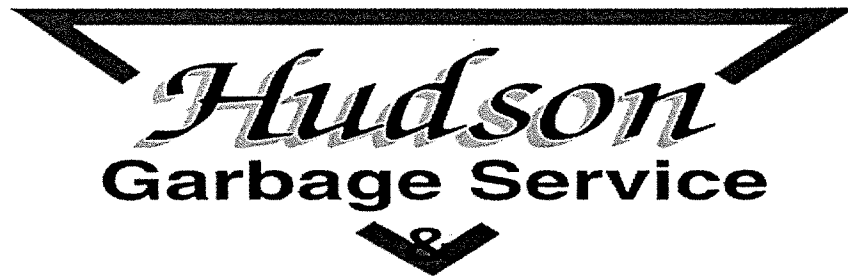
Population of Columbia County 1986 Estimate 36,100

KEY TO COUNTIES



# ROAD INDEX MAP COLUMBIA COUNTY OREGON

PREPARED BY THE  
OREGON DEPARTMENT OF TRANSPORTATION



## Portable Toilet Service

*Proudly serving Columbia County since 1970*

### Portable Mobile Food Cart Quote for Brent Paintner

**2225 Gable Rd St Helens 97051**

1 Time Per Week	\$130.56
<u>2 Times Per Week</u>	<u>\$261.12</u>

Pricing above reflects a monthly charge. Charges will include cleaning, and fuel fee.

Please feel free to reach out me with any questions, or changes you may have –

Karina Babb

Portable Toilet Accounts Manager

Karinak@wcnx.org 503-397-1534



RECEIVED  
DEC 05 2018  
Columbia County Land Development Services  
Land Development Services

Columbia County Land Development Services  
230 Strand, St. Helens, OR 97051  
Phone: 503-397-1501 Inspection Request: 1-888-299-2821

RECEIVED  
11/29/18  
ENTERED

FIRE SERVICE AGENCY REVIEW

TO THE APPLICANT: Take this form to the Structural Fire Service Provider \* that serves your property along with the following (please check off items below):

- ☒ A site plan drawn to scale showing the subject property, its improvements, location of fire hydrants and driveway information;
- ☒ A floor plan of the proposed development; and
- NA ☐ A fire flow report from your water purveyor (if applicable)

After the fire official signs this form, include it with your building permit application material. See Fire Code Application Guide for fire-related access standards and fire flow information.

\*If your property is not served by a structural fire service provider, your project is to be reviewed by the appropriate building official serving your property.

The structural Service Providers in Columbia County are: Clatskanie Fire District, Columbia River Fire & Rescue, Mist-Birkenfeld Fire District, Scappoose Fire District and Vernonia Fire District.

Address of Site: 2225 GABLE RD ST. HELENS  
Map & Tax Lot or Tax account number: 4N1W06-AD-00500, 4N1W06-AD-00300, 00400 / 14989  
Description of Proposed Use: (2) FOOD CARTS 14988  
Total Square Footage of Building (including roof projections & eaves): 19559 14990  
Applicant Name: BRETT PAINTNER Phone: 503-610-1134  
Mailing Address: 870 COWLITZ ST. ST. HELENS 97051  
City: ST. HELENS State: OR Zip Code: 97051 Email: —

STRUCTURAL FIRE SERVICE AGENCY REVIEW

Fire Agency completing this form: CLFR / SRPD Date of Review: 12/5/18  
Please check applicable box:

- ☒ The subject property is located within our service boundaries or is under contract.
- ☐ The subject property is outside of our service boundaries and will not be providing fire protection services via contract. (Additional review is not needed.)

\*\* Access Review by Structural Fire Service Agency Providing Service \*\*

- ☐ The proposed development is in compliance with the fire apparatus access standards of the Oregon Fire Code standards as implemented by our agency.
- ☐ The following access improvements must be completed prior to issuance of the Certificate of Occupancy.
  - ☐ See Attached Driveway Form

- ☐ The proposed development is not in compliance with the adopted Fire Service Agency's access standards.
- ☐ The proposed building/structure is required to have a fire sprinkler system installed in compliance with Section 903.3.1.3 (NFPA 13D) of the Oregon Fire Code.

Fire Official: Please sign or stamp the presented Site plan & floor plan and attach it to this form.

Shelly Booth Permit Technician  
Signature & Title of Fire Official

CLFR - St. Helens

## STRUCTURAL FIRE SERVICE AGENCY REVIEW, CONTINUED.

**\*\* Fire Flow by Structural Fire Service Agency Providing Service \*\*****FIRE SERVICE AGENCY-PLEASE CHECK APPROPRIATE BOX BELOW**

- ☒ The structure, building or addition is exempt from the fire flow standards of the OFC B-105.2.
- ☐ The proposed non-commercial structure is less than 3600 sq. ft. (including all levels and the horizontal projections of the roof) and there is 1000 gallons per minute of fire-flow available at 20 psi from public water lines. No mitigation measures are necessary.
- ☐ The proposed non-commercial structure is more than 3600 sq. ft. (including all levels and the horizontal projections of the roof) and the fire-flow & flow duration at 20 psi is available from public water lines or private well or static water source and is in compliance with minimums specified in Appendix B, Table B105.2 of the Oregon Fire Code. No mitigation measures are necessary.
- ☐ The existing fire-flow & flow duration available from public water lines, private well or static water source is not adequate to serve the proposed non-commercial structure in compliance with Appendix B of the Oregon Fire Code. The following mitigation measures are necessary \* and must be installed prior to occupancy or use of the structure.
- ☐ A monitored fire alarm must be installed
  - ☐ A class A or non-combustible roof materials must be installed.
  - ☐ Defensible space of 30 feet around the structure/building/addition.
  - ☐ Defensible space of 100 feet around the structure/building/addition due to slopes greater than 20%.
  - ☐ A fire sprinkler system meeting Section 903.3.1.3 (NFPA 13D) of the Oregon Fire Code shall be installed.
  - ☐ Other: \_\_\_\_\_

\*The above required structural features are required by the Oregon Fire Code and shall be shown clearly on all building plans.

**918-480-0125 Uniform Alternate Construction Standards for One and Two Family Dwellings (attached).**

A building official shall give consideration to advice of the State Fire Marshal or local fire official that does not conflict with this rule, but shall retain the authority to make final decisions. Decisions to consider a Uniform Alternate Construction Standard and the selection of one or more Uniform Alternate Construction Standards by a building official are final. Prepare and sign a letter for a Alternate Construction Standard to submit with your building plans for consideration to the Building Official prior to permit issuance and after Fire Official determination.

**Commercial / Industrial Buildings & Uses.**

- ☐ The minimum fire flow and flow duration is available from public water lines or private well as Specified in Appendix B, Table B105.2. No mitigation measures are required.
- ☐ The minimum fire flow & flow duration is not available from public water lines or private well As specified in Appendix B, Table B105.2. The following mitigation measures are required:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Shelly Booth Permit Technician  
 Signature & Title of Fire Official

**To the Fire Official:**

- o Land Use Planning has determined that the proposed building will qualify as an Exempt Farm Structure and the property owner has indicated that the building will be used solely for farm purposes and they intend on using the provision under ORS 455.315 and will not be obtaining a building permit for its construction.

\_\_\_\_\_  
 Columbia County Land Use Planning

**Columbia County**  
**Fire Service Road Improvement Inspection**  
**For Roads over 150 feet in Length**

Owner Name BRENT PANTHER Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

Property Address 2225 GABLE RD OR Tax Map Number \_\_\_\_\_

Applicant BRENT PANTHER Phone (83) 410-1134 Email —  
 (If other than the Property owner)

**\*FIRE SERVICE PERSONNEL AND DRIVEWAY INSPECTORS TO COMPLETE BELOW THIS LINE ONLY\***

YES NO N/A

- ☒ ☐ ☐ All paperwork identified and complete.
- ☒ ☐ ☐ Is the grade within the applicable standard (Less than 12 % or up to 15% for less than 200 feet)? *OFC 503.2.7 & D103.2*
- ☐ ☒ ☐ Is paving required for this driveway? *County Ordinance*
- ☐ ☒ ☐ Is the driveway over 17%? If so an NFPA 13D system is required. *County Ordinance, OFC 503.2.7 & D103.2*
- ☐ ☐ ☐ If the driveway serve more than one home are address signs posted at the driveway and the house? *County Ordinance*
- ☐ ☒ ☐ If there is a bridge or culvert, Has the weight limit been posted? *OFC 503.2.6*
- ☐ ☒ ☐ Is the roadway subject to runoff? If so, has drainage been mitigated? *OFC D103.3.1*
- ☐ ☒ ☐ Is the driveway more than 400 feet?
- ☐ ☐ ☐ If so, are turnouts installed (20' wide by 40' long)? *County Ordinance*
- ☐ ☐ ☐ Has an emergency vehicle turnaround been installed or identified? *OFC 503.2.5 & D103.4*
- ☒ ☐ ☐ Is the roadway 12 feet wide with 4 feet of clearance on each side (20 feet total clearance)? *County Ordinance & OFC 503.2.1*
- ☐ ☒ ☐ Is the address posted on the building and access road? *OFC 505*
- ☐ ☐ ☐ If there is a locked access is a fire department approved lock or access been installed? *OFC 503.4, 503.6, 506 & D103.5*
- ☒ ☐ ☐ Is the angle of departure or approach within limits? *OFC 503.2.8*
- ☒ ☐ ☐ Is the vertical clearance at 13' 6"? *OFC 503.2.1*
- ☐ ☒ ☐ All turning radius greater than 45 feet on corners & curves of more than 30 degrees? (Gravel required full 20' width) *OFC D103.3*
- ☐ ☐ ☐ If there is a bridge, are the weight limitations posted on the entrance side? *County Ordinance OFC 503.2.6*

Comments and required Improvements: Address posted, no paving needed.

First Inspection Fire Official: Shelly Booth - Permut Date: 12/5/18 Agency: CEFF/SRFD

Re-Inspection Fire Official: \_\_\_\_\_ Date: \_\_\_\_\_ Agency: \_\_\_\_\_

Final Inspection Fire Official: \_\_\_\_\_ Date: \_\_\_\_\_ Agency: \_\_\_\_\_

\_\_\_\_ Improvement needed, access not granted

☒ Temporary Access Granted with re-inspection prior to occupancy

\_\_\_\_ The roadway improvements meet the access for fire service equipment.

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Wednesday, December 19, 2018 10:44 AM  
**To:** Jacob Graichen  
**Subject:** December Planning Department Report

Here are my additions to the December 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 grant award check
2. Travel Oregon - Medium Grants Program (100k) – Signage firm selected via selection committee scoring. Contract prepared with scope of work and budget. Council authorization for contract with Ramsay Signs on 12/19 meeting
3. OPRD – Veterans Memorial Grant – Shelter installation. Prepared revised budget for project based on re-creation of the old monuments. Prepared a progress report & time extension request for grant. Researched timeline for 2019-2020 application for additional funds needed to complete the re-creation of the old monuments. Prepared documents to file insurance claim for damaged monument
4. TGM – Riverfront Connector Plan – Reviewed materials for and prepared for final COOLPPL Meeting on 12/11. Prepared materials and presented for City Council Update 12/19. Planned for Joint PC/Council Work Session 2/20
5. EPA – CWA Grant Program – Reviewed South 80 final report. Property owner brochure finalized. Sent to print company. Public Meeting #1 scheduled for 2/6/19. Planned communications outreach
6. Housing Needs Analysis – Reviewed Draft Housing Needs Projection. Updated project website materials. Attended kickoff meeting 12/11. Finalized meeting notes/minutes for approval. Planned for HNA Advisory Committee meeting 2/12
7. Researched EPA's Environmental Justice Small Grants Program for potential of 30k funding for outreach related to lagoon repurposing project. Unfortunately, government agencies were ineligible

### MISC

8. Continued coordination with ODOT about entrance sign location at Millard Road intersection
9. Prepared presentation about the Veneer site redevelopment efforts and attended Waterfront Redevelopment Project meeting with Regional Solutions Team on 12/12. Followed up with DLCD and Business Oregon about funding sources for site planning at the St. Helens Industrial Business Park
10. Discussion about bicycle parking with staff in the Riverfront District based on a request from a business to become a "Bicycle Friendly Business" as defined by Travel Oregon. Location & product tentatively selected
11. Scheduled PC interview for expiring term and pre-app for Klondike building renovations

### 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: 12/28/18

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

Signature: [Signature]  
Date: 12-28-18

## RESIDENT BUSINESS – RENEWAL 2018

☐

## RESIDENT BUSINESS – NEW 2018

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> ECOATM LLC            | BUY-BACK OF USED ELECTRONICS FOR CASH |
| <input type="checkbox"/> SUSAN'S KITSCH        | SECONDHAND DEALER                     |
| <input type="checkbox"/> TINY PAWS DOG WALKING | DOG WALKING                           |

## NON-RESIDENT BUSINESS - 2018

- |  |                             |
|--|-----------------------------|
| <input type="checkbox"/> ALL PIPE SYSTEMS                      | GAS LINE INSTALL            |
| <input type="checkbox"/> BATES CONSTRUCTION LLC                | GENERAL CONTRACTOR          |
| <input type="checkbox"/> BRENT WOODWARD, INC                   | POWERLINE EXCAVATION        |
| <input type="checkbox"/> HUBBARD CONSTRUCTION CORP             | CONSTRUCTION/DEVELOPMENT    |
| <input type="checkbox"/> JBLM LLC                              | LANDSCAPE MAINTENANCE       |
| <input type="checkbox"/> RICHMOND AMERICAN HOMES OF OREGON INC | REAL ESTATE                 |
| <input type="checkbox"/> SALEM SIGN CO. INC                    | MFG, INSTALL & REPAIR SIGNS |

## RENTALS - 2018

## MISCELLANEOUS - 2018

\*Denotes In-Home Business