



## **CITY COUNCIL REGULAR SESSION**

**Wednesday, August 21, 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. **7:00 P.M. - Call Regular Session to Order**
2. **Pledge of Allegiance**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Deliberations: Street Vacation – South 15' of Umatilla ROW Abutting Lot 3, Block 102, St. Helens Subdivision – 504 S. 13th Street (Callister)**
5. **Ordinances - Final Reading**
  - 5.a. Ordinance No. 3244: An Ordinance Adopting the Housing Needs Analysis as an Addendum to the City of St. Helens Comprehensive Plan and Adding Chapter 19.26  
[05A. Ord No 3244 - Adopt Housing Needs Analysis in Comp Plan PENDING 082119.pdf](#)
6. **Resolutions**
  - 6.a. Resolution No. 1861: A Resolution Determining that a Nuisance Exists Upon Property Located at 406 South 12th Street within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises  
[06A. Res No 1861 - Existence of Nuisance 406 S 12th St Posting of Notice PENDING 082119.pdf](#)
  - 6.b. Resolution No. 1862: A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 1858

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For more information or for an application, stop by City Hall or call 503-366-8217.**

06B. Res No 1862 - Adopting a Universal Fee Schedule Superseding Res No 1858  
PENDING 082119.pdf

**7. Award Bid/Contract**

- 7.a. Purchase of Pickup Truck to Emmert Motors in the Amount of \$36,627 for Public Works  
[07A. 8-21-19AwardOperatorPickupPurchase.pdf](#)

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

- 8.a. Agreement with Shannon Kmetec for Pro Tem Judicial Services  
[08A. Contract - ProTem Judge 2019.pdf](#)
- 8.b. Contract Payments  
[08B. 082119 Contract Payments.pdf](#)

**9. Consent Agenda for Acceptance**

- 9.a. Parks & Trails Commission Minutes dated July 8, 2019  
[09A. 070819 PTC Minutes APPROVED.pdf](#)
- 9.b. Planning Commission Minutes dated July 9, 2019  
[09B. 070919 PC Minutes APPROVED.pdf](#)
- 9.c. Library Board Minutes dated July 8, 2019  
[09C. 070819 LB Minutes APPROVED.pdf](#)

**10. Consent Agenda for Approval**

- 10.a. Government Affairs & Project Specialist Job Description  
[10A. DRAFT Government Affairs & Project Support Specialist.pdf](#)
- 10.b. Accounts Payable Bill Lists  
[10B. AP Bill Lists.pdf](#)

**11. Mayor Scholl Reports**

**12. Council Member Reports**

**13. Department Reports**

**14. Other Business**

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15. **Adjourn**

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City of St. Helens  
**ORDINANCE NO. 3244**

AN ORDINANCE ADOPTING THE HOUSING NEEDS ANALYSIS AS AN  
ADDENDUM TO THE CITY OF ST. HELENS COMPREHENSIVE PLAN  
AND ADDING CHAPTER 19.26

**WHEREAS**, pursuant to St. Helens Municipal Code 17.20.020(1)(c) the Planning Director initiated a legislative change to the St. Helens Comprehensive Plan (St. Helens Municipal Code Title 19) to adopt the Housing Needs Analysis as an addendum to the Comprehensive Plan; and

**WHEREAS**, the City's most recent effort of this type was from the Periodic Review Work Task #1, Land Use Inventory from 1998 and such time has passed that an update is needed; and

**WHEREAS**, consultants have prepared the Housing Needs Analysis after extensive review of existing state and local plans and policies; inventorying of residential buildable lands; analysis of population trends and forecasts as they relate to residential land needs; consultation with the Oregon Department of Land Conservation and Development, Planning Commission serving as the citizen advisory committee, the City Council, and City staff; and public involvement; and

**WHEREAS**, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to: the Oregon Department of Land Conservation and Development on June 3, 2019, and the local newspaper of record on June 17, 2019; and

**WHEREAS**, the St. Helens Planning Commission did hold a duly noticed public hearing on July 7, 2019 and, following deliberation, made a recommendation of approval to the City Council; and

**WHEREAS**, the St. Helens City Council conducted a public hearing on July 17, 2019 and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that the proposed addendum and related amendments be approved.

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

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

**Section 2.** The City hereby adopts the Housing Needs Analysis, attached hereto as **Attachment "A"** and made part of this reference, as an addendum to the St. Helens Comprehensive Plan (St. Helens Municipal Code Title 19).

**Section 3.** The City of St. Helens Comprehensive Plan is hereby amended, attached hereto as **Attachment "B"** and made part of this reference.

**Section 4.** In support of the plan addendum and related amendments described herein, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "C"** and made part of this reference.

**Section 5. Severability.** If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given



effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

**Section 6.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

**Section 7.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: August 7, 2019  
Read the second time: August 21, 2019

**APPROVED AND ADOPTED** this 21<sup>st</sup> day of August, 2019 by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder



# City of St. Helens

## Housing Needs Analysis Volume 1: Summary Report



This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.

May 30, 2019

# ACKNOWLEDGEMENTS

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This work is made possible through the sincere input by City staff and the St. Helens Planning Commission which served as the Housing Needs Analysis advisory committee, as well as community members that participated in the planning process. We recognize and appreciate the time and attention dedicated to this work by the following people.

## **St. Helens Mayor and City Council**

Rick Scholl, Mayor

Doug Morten, Council President

Keith Locke, City Councilor

Stephen Topaz, City Councilor

Ginny Carlson, City Councilor

## **St. Helens Planning Commission (Housing Needs Analysis Advisory Committee)**

Russell Hubbard, Chair

Dan Cary, Vice Chair

Kathryn Lawrence

Greg Cohen

Julie Stenberg

Sheila Semling

Audrey Webster

## **City of St. Helens Staff**

John Walsh, City Administrator

Jenny Dimsho, Associate Planner

Jacob Graichen, City Planner

Mike De Roia, Building Official

## **Consultants**

### **FCS GROUP**

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## Section I. INTRODUCTION

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St. Helens has evolved over the past 185 years from a rustic river trading post in 1834 to a full service city and Columbia County seat with over 13,240 residents. The city's name sake is attributed to both the iconic mountain that arises in the northeast and St. Helens, England, the birthplace of Captain H.M. Knighton, who first platted the town around 1847.

Like many Northwest communities, St. Helens is experiencing growth from natural increases in population as well as in-migration from other states.

According to the U.S. Census Bureau, population in the Western U.S. is projected to grow at an average annual rate of 1.6%, compared to 1.0% nationally over the next 20 years.



The City of St. Helens (City) is in the process of updating the Housing Element of its Comprehensive Land Use Plan. FCS GROUP in conjunction with the Oregon Department of Land Conservation and Development (DLCD) provided technical assistance to the City by preparing products that comprise an up-to-date Housing Needs Analysis (HNA) for the City.

Major HNA technical work products include the following:

- A housing needs forecast for the St. Helens Urban Growth Boundary (UGB)
- A buildable land inventory (BLI) for residential and mixed-use designations in the UGB
- A residential land needs analysis for accommodating a 20-year housing demand forecast
- Identification of local policy measures for accommodating needed housing

All findings are also intended to comply with State of Oregon requirements for determining housing needs per Oregon land use planning Goals 10 and 14, OAR Chapter 660, Division 8, and applicable provision of ORS 197.295 to 197.314 and 197.475 to 197.490. ORS 197.303 was recently amended by passage of SB 1051 in 2017.

Funding for this project was provided to the City of St. Helens as a part of statewide legislation (SB 1051) aimed at addressing housing affordability issues throughout Oregon. Namely, the issue of “severely rent burdened” households (those which spend more than 50% of income on rent and utilities), a condition which over 25% of households in St. Helens are currently facing.

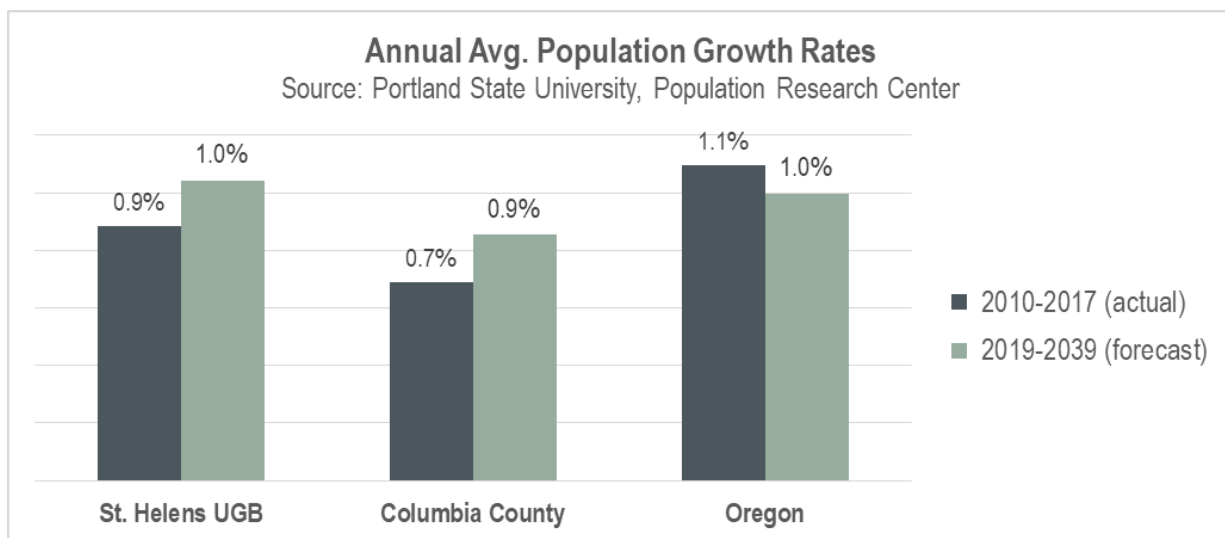
**Volume 1 of the St. Helens Housing Needs Analysis provides a summary of key findings and policy recommendations. Please refer to Volume 2: Technical Appendix, for additional detail regarding technical findings and the record of public input received during the HNA planning process.**



## Section II. TRENDS AND FORECASTS

St. Helens (City) has experienced steady growth for the past few decades. Population in the City increased by 32%, from 10,019 residents in 2000 to 13,240 in 2017.

The population growth forecast for the St. Helens UGB (prepared by Portland State University, Population Research Center), anticipates steady growth over the next 20 years. Population within the St. Helens UGB is projected to grow from an estimated 15,693 people in 2019 to 19,310 by year 2039 (1.0% average annual growth rate). As population increases, the demand for all types of housing will increase.



St. Helens currently has a fairly large number of family households, which is evidenced by that fact that there were 2.49 people per housing unit in 2017, well above the County and State average.

**Average Number of People per Unit, St. Helens, Columbia County, Oregon, 2017**

Source: U.S. Census Bureau, 2013-2017 American Community Survey, compiled by FCS Group

**2.49**

St. Helens

**2.39**

Columbia County

**2.32**

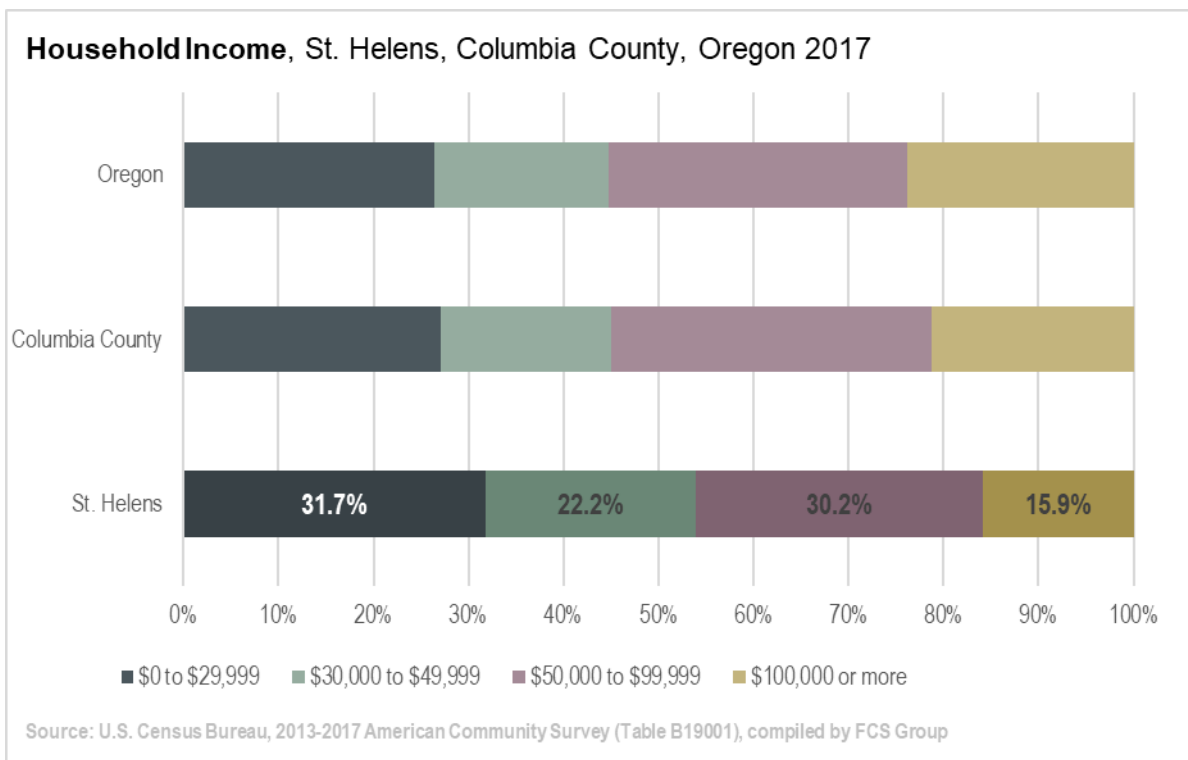
Oregon



St. Helens has a relatively high proportion of younger residents (under age 19) and a relatively lower share of older residents (over age 65) than Columbia County or the State of Oregon. The median age of local residents was 38.5 in 2017, measurably less than the County and State average.

Median Age, St. Helens, Columbia County, Oregon, 2017		
Source: U.S. Census Bureau, 2013-2017 American Community Survey, compiled by FCS Group		
<b>38.5</b>	<b>43.3</b>	<b>39.2</b>
St. Helens	Columbia County	Oregon

The median household income level in St. Helens (\$45,789) is below Columbia County (\$57,499) and Oregon (\$56,119). As shown below, in comparison with Columbia County and the state average, St. Helens has a relatively higher share of low income residents earning less than \$30,000 per year, and a relatively lower share of middle- and upper- income residents earning more than \$50,000.

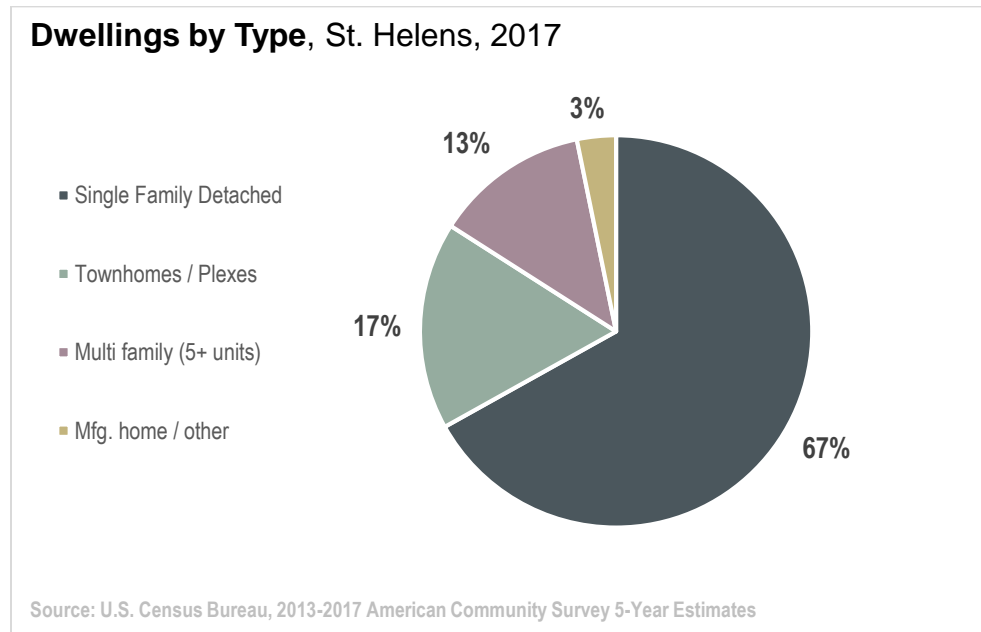


## II.A. EXISTING HOUSING CHARACTERISTICS

An analysis of historical development trends and local housing market dynamics provides insight regarding how the housing market functions.

## Housing Inventory

The existing housing stock in St. Helens is dominated by single family detached (classified as low density development) which accounts for over two-thirds of the inventory. The townhomes/plexes category, which includes housing with 2 to 4 dwellings per structure (medium density development) accounts for 17% of the existing housing inventory. Multifamily apartments and condos (with more than 5 units per structure) make up 13% of the inventory, and mobile homes/other housing types comprise the remainder.

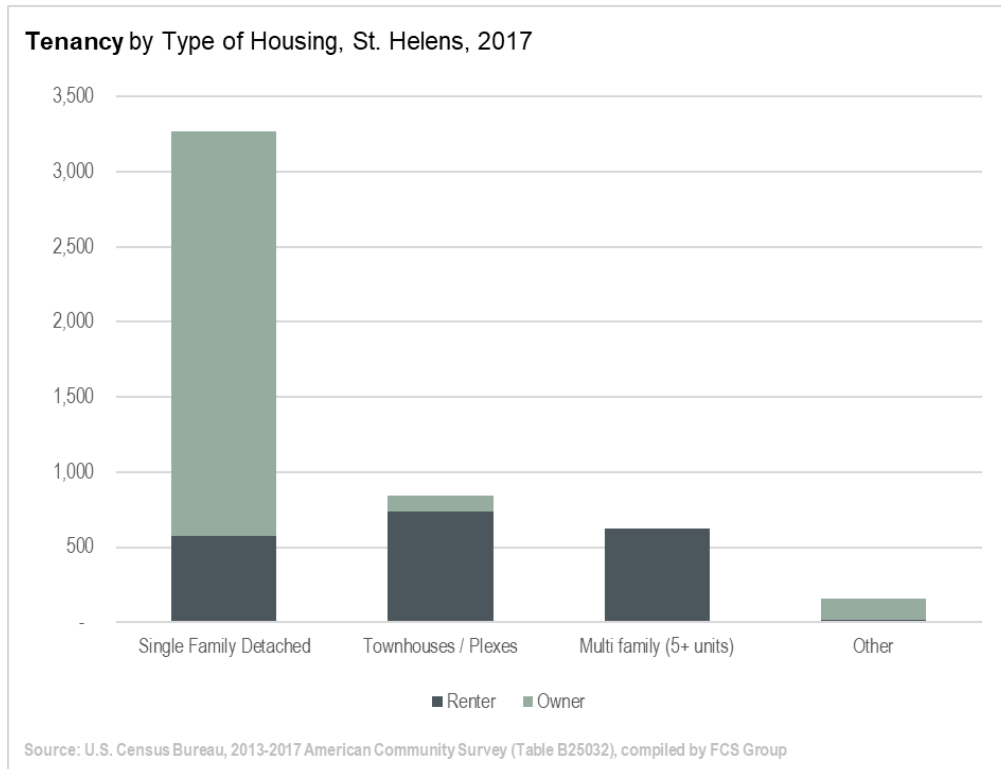


## Housing Occupancy and Tenancy

The vast majority of home owners reside in single family detached homes or mobile homes (aka. manufactured housing) and most renters reside in townhomes/plexes and multifamily units.

According to the U.S. Census, American Community Survey, the overall housing vacancy rate in St. Helens was about 8 percent overall. Over half of the vacant inventory reflects single family dwellings that were recently sold or listed for sale.

Vacancy rates for rental housing in St. Helens was 1.5% in 2017. Housing advocacy groups reported a 6 to 12 month wait list for government assisted housing units.



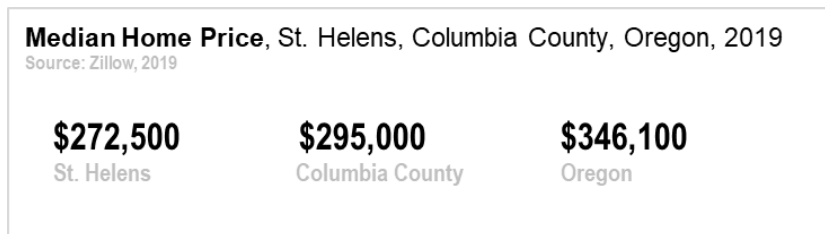
## Construction Permitting Activity

During the past several years, new housing in St. Helens has been comprised primarily of single family detached housing construction. The City issued 25-42 new construction permits annually since 2008, down significantly from pre-recession peak activity of 88+ new building permits in 2006-2007.

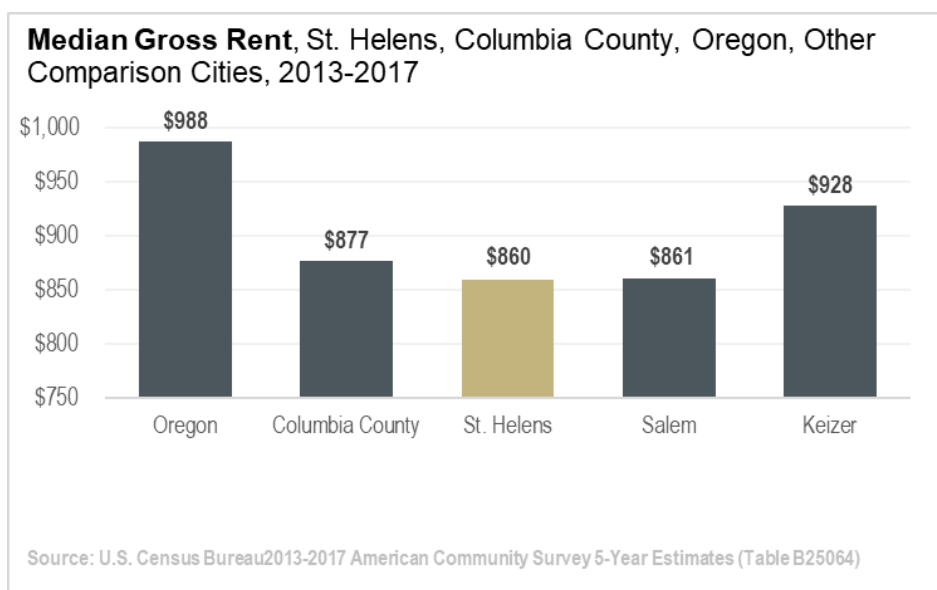
Over the past 12 months, there has been a significant uptick in local housing construction activity, with much more developer interest in building multifamily apartments and mixed-use developments. Presently, nearly 500 units have been approved in St. Helens which are expected to build out soon. The developments will include single family detached housing built in subdivisions as well as a significant number of apartments.

## Housing Affordability

Like many communities, local income levels have not kept pace with housing prices and rent levels in recent years, thereby creating a housing affordability challenge. The median home price in St. Helens was approximately \$272,500 (2019, 1<sup>st</sup> Q), below the average median home prices found in Columbia County and Oregon.



Rents in St. Helens were also slightly lower when compared with Columbia County as a whole. According to the U.S. Census, American Community Survey, the median gross rent in St. Helens was \$860 per month in 2017, which was about 2 percent below the county average.



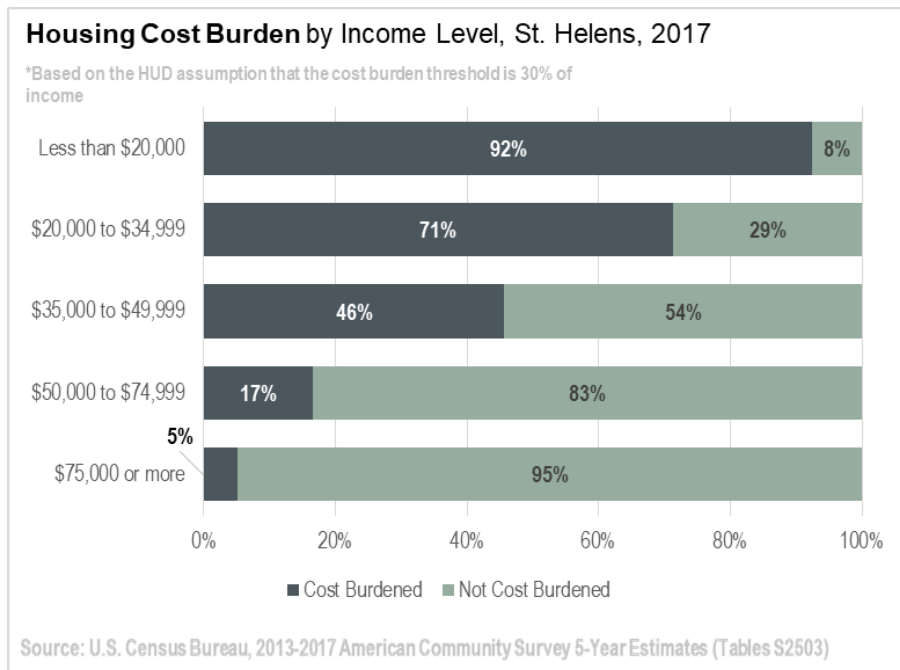
## Housing Cost Burdens

According to U.S. Housing and Urban Development (HUD), households are considered to be “cost burdened” if they pay over 30% of their income on housing. Households are “severely cost burdened” when they pay over 50% of their income on housing.

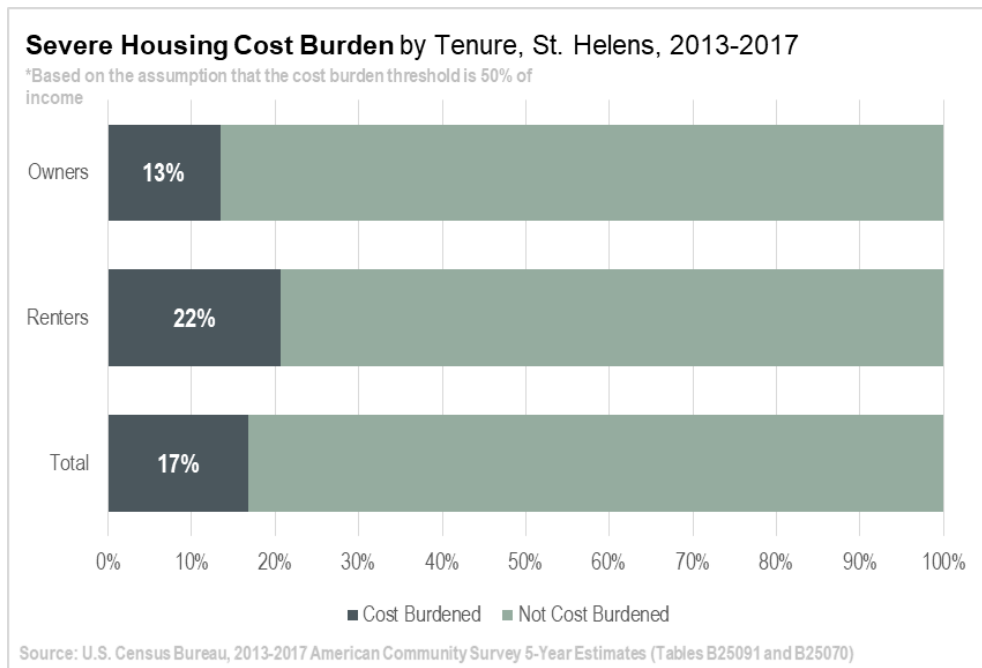
In 2017, about 13% of the households in St. Helens were considered to be cost burdened.

As shown below, households earning less than \$20,000 are experiencing the greatest hardship with respect to housing cost burdens. Nearly 3 out of 4 households with income between \$20,000 and

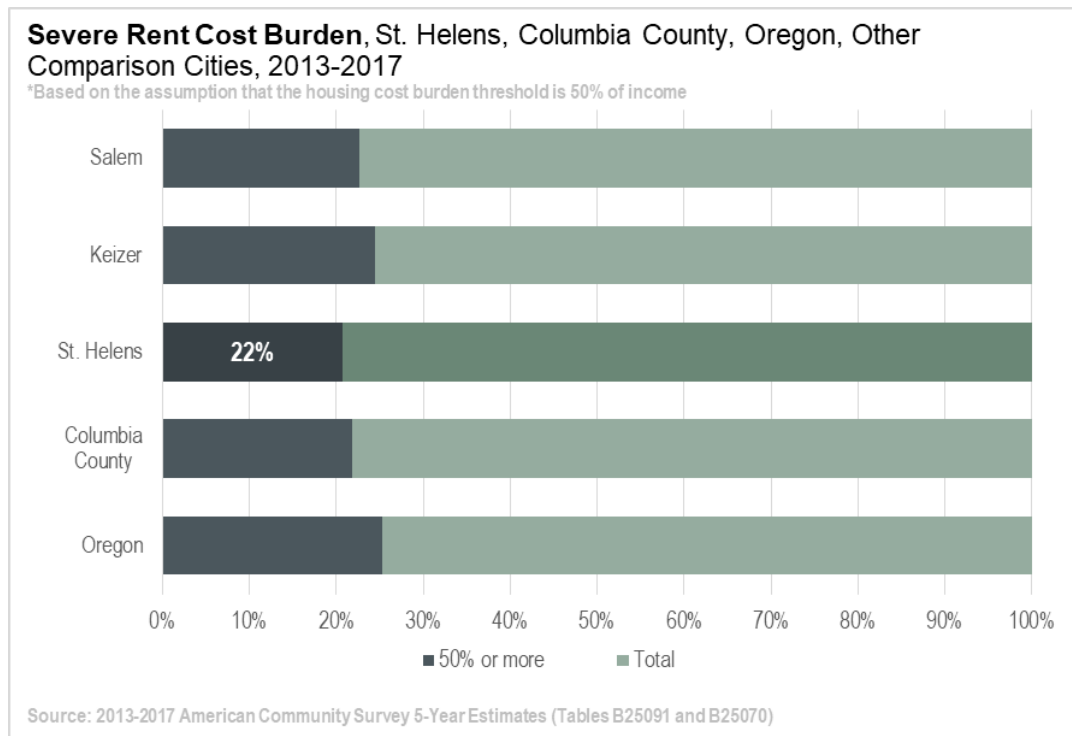
\$35,000 are housing cost burdened. And nearly half of households with income between \$35,000 and \$50,000 are cost burdened.



An analysis of severe rent burdens in St. Helens indicates that 22% of the renters and 13% of the home owners are paying more than 50% of their income on housing costs.



The overall share of severely rent burdened households in St. Helens is about on par with the Columbia County and State average.



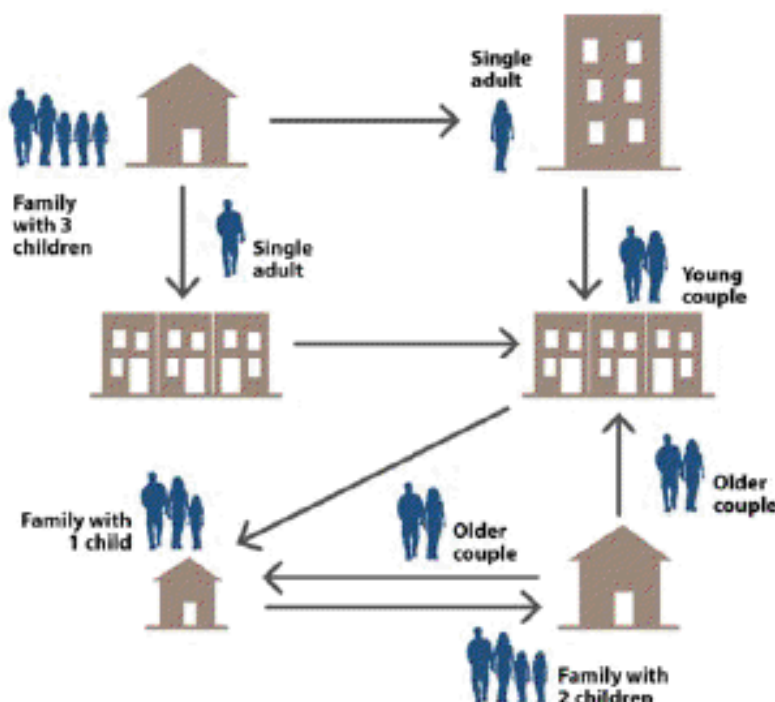
## II.B. HOUSING NEEDS

### Factors Affecting Housing Demand

There is a clear linkage between demographic characteristics and housing choice. As shown in the figure below, housing needs change over a person's lifetime. Other factors that influence housing include:

- Homeownership rates increase as income rises.
- Single family detached homes are the preferred housing choice as income rises.
- Renters are much more likely to choose multifamily housing options (such as apartments or plexes) than single-family housing.
- Very low income households (those earning less than 50% of the median family income) are most at-risk for becoming homeless if their economic situation worsens.

### Housing Life Cycle



#### Key definitions:

“**Households**” consist of all people that occupy a housing unit.

“**Family**” is a group two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together.

The relationship between demographic changes and housing needs can be used to forecast future housing needs. Three main demographic changes affected housing in St. Helens includes:

#### Aging Millennials (born early 1980s to early 2000s)

Millennials accounted for 23% of the St. Helens residents in 2017 (age 20 to 39), and this share is expected to increase moderately over the next two decades. Younger millennials tend to rent as they establish their careers and many are saddled with student debt. Older working millennials are usually considered to be prospective first-time homebuyers, and often prefer to live in single family homes (detached homes or townhomes/plexes).

#### Aging Baby Boom generation (those born 1946 to 1964)

Baby boomers accounted for 21% of the St. Helens residents in 2017 (age 55 to 74), and this segment is now growing more slowly than the millennial and younger family segments. Boomers usually prefer to “age in place” until they exceed age 75, then may downsize or move in with family members (sometimes opting to reside in accessory dwellings off the main house). As they approach age 80 some desire to move into assisted living facilities with nearby health care services and transit access.

### Families with Children

This category includes a subset of the baby boomers and millennials, and also includes householders between the age of 40 and 55. Taken as a whole, this category constitutes the majority of St. Helens population and is expected to increase moderately over the next two decades. Families prefer to live in a variety of single family housing options (detached homes or townhomes/plexes) at price points commensurate with their family income.

### Future Housing Need Forecast

The future (20 year) housing need forecast for St. Helens takes into account these factors. As reflected in the findings contained in Volume 2, Section II of the housing needs analysis, based on the projected population growth and housing market conditions, St. Helens is expected to add 3,617 people and that will require 1,621 net new dwelling units over the next 20 years.

As indicated below, this net new housing need is expected to consist of: 861 owner-occupied dwellings and 760 renter-occupied dwellings. As shown below, the types of housing that is most suited to meet qualifying income levels for home ownership vary by family income level.

Family Income Level	Owner-Occupied	Renter-Occupied	Total Dwellings	Dist. %	Attainable Housing Products
Upper (120% or more of MFI)	278	35	313	19%	Standard Homes, Townhomes
Middle (80% to 120% of MFI)	127	44	171	11%	Small Homes, Townhomes, Apartments
Low (50% to 80% of MFI)	236	182	417	26%	Small Homes, Townhomes, Mfgd. Homes, Plexes, Apts.
Very Low (30% to 50% of MFI)	140	218	359	22%	ADUs, Govt. Assisted Apts.
Extremely Low (less than 30% of MFI)	80	281	361	22%	Govt. Assisted Apts.
<b>Total</b>	<b>861</b>	<b>760</b>	<b>1,621</b>	<b>100%</b>	

*\* Source: based on projected housing need and 2017 ACS household income and tenancy data for City of St. Helens.*

The housing mix that addresses future demand will likely consist of: 959 single-family detached homes, 245 townhomes/duplexes, 333 multifamily housing units and 46 manufactured housing units. There will also be some “group quarters” housing demand for about 37 people that require shared living arrangements (such as congregate care or group housing).



## 20-year Dwelling Unit Demand, St. Helens UGB

Housing Type	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Total	Dist. %
Single Family Detached	790	169	959	59%
Townhomes / Plexes	29	216	245	15%
Multi family (5+ units)	0	333	333	21%
Mfg. home / other	42	4	46	3%
Group Quarters	0	37	37	2%
<b>Total Units</b>	<b>861</b>	<b>760</b>	<b>1,621</b>	<b>100%</b>

**Source:** derived from St. Helens HNA, Housing Needs Analysis, Task 2 findings, April, 2019.

The owner-occupied housing forecast that's suited to meet qualifying income levels is shown below.

### St. Helens Owner-Occupied Housing Needs: 2019-2039

Family Income Level	Upper Range of Qualifying Income	Upper Range of Home Price*	Housing Types	Estimated Distribution of Owner-Occupied Units	Projected Owner-Occupied Units Needed
Upper (120% or more of MFI)	Greater than \$89,640	Greater than \$469,000	Standard Homes	32%	278
Middle (80% to 120% of MFI)	\$89,640	\$469,000	Small and Standard Homes, Townhomes	15%	127
Low (50% to 80% of MFI)	\$59,760	\$313,000	Small Homes, Townhomes, Mfgd. Homes, Plexes	27%	236
Very Low (30% to 50% of MFI)	\$37,350	\$195,000	ADUs, Govt. Assisted	16%	140
Extremely Low (less than 30% of MFI)			Govt. Assisted	9%	80
<b>Total</b>				<b>100%</b>	<b>861</b>

\*Assumes 30% of income is used for mortgage payment, 20% downpayment, 5.5% interest, 30-year mortgage.

The rental housing forecast that's consistent with qualifying income levels is shown below.

#### Apirational Home Types and Price Points to Meet Attainability Goals\*

##### St. Helens Rental-Occupied Housing Needs: 2019-2039

Family Income Level	Upper Range of Qualifying Income	Upper Range of Monthly Rent*	Attainable Housing Products	Estimated Distribution of Units	Projected Renter-Occupied Units Needed
Upper (120% or more of MFI)	Greater than \$89,640	Greater than \$2,079	Standard Homes, Townhomes	5%	35
Middle (80% to 120% of MFI)	\$89,640	\$2,241	Small Homes, Townhomes, Apartments	6%	44
Low (50% to 80% of MFI)	\$59,760	\$1,494	Small Homes, Townhomes, Mfgd. Homes, Plexes, Apts.	24%	182
Very Low (30% to 50% of MFI)	\$37,350	\$934	ADUs, Govt. Assisted Apts.	29%	218
Extremely Low (less than 30% of MFI)			Govt. Assisted Apts.	37%	281
Total				<b>100%</b>	<b>760</b>

\*Assumes 30% of income is used for rental payments.

Currently the fair market rents within Columbia County range from \$1,131 for an efficiency unit to \$2,531 for a four-bedroom unit.

HUD Fair Market Rent (FMR) by Unit Type, Columbia County, 2019				
Source: U.S. Department of Housing and Urban Development				
<b>\$1,131</b>	<b>\$1,234</b>	<b>\$1,441</b>	<b>\$2,084</b>	<b>\$2,531</b>
Efficiency	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom

## Implications for St. Helens

As mentioned previously, the city of St. Helens has been issuing about 30 to 50 new housing construction permits annually over the past several years, and there are now nearly 460 units of private housing and 17 units of government assisted housing pending. Private developers and builders will likely continue to meet the majority of housing market demand for both owners and renters, particularly for households earning over 60-80% of the median family income (some developments will require subsidies for the provision of a percentage of units restricted to low income households).

To address the housing need associated with very low and extremely low income levels (less than 60% of the MFI), there will be increased pressure on non-profit developers to deliver "deed restricted" government subsidized housing units and mixed-income developments.

Local land use policies and other affordable housing recommendations that are intended to help address affordable housing needs are identified in Section 4.

## Section III. LAND NEEDS

### III.A. RESIDENTIAL BUILDABLE LAND INVENTORY

At the beginning of 2019, the St. Helens UGB had a residential buildable land inventory (BLI) of 705.4 acres. As shown below, the majority of the buildable land inventory included 577.2 acres of low-density designated land. There was also 93.5 acres of medium-density land, and 15.5 acres of high-density land. The BLI for commercial and mixed-use land area includes 19.2 acres (126.9 acres of vacant land plus 0.9 acres of redevelopment land multiplied by the 15% housing conversion factor).

Land Classification	Vacant & Part Vacant	Redevelopable Land	Housing Development Factor*	Total Buildable Residential Land
Low Density	569.7	7.5	100%	577.2
Medium Density	92.7	0.8	100%	93.5
High Density	14.9	0.7	100%	15.5
Commercial and Mixed Use	126.9	0.9	15%	19.2
<b>Grand Total</b>	<b>804.1</b>	<b>9.9</b>	<b>-</b>	<b>705.4</b>

Source: derived from prior tables using City of St. Helens GIS data.

\*Assumes a 15% housing redevelopment rate.

#### Definitions

**Buildable Residential Land:** includes land that is designated for residential development that is vacant and part-vacant and not constrained by existing buildings or environmental issues.

**Vacant land:** vacant and part-vacant land that is unconstrained and suitable for designated residential development.

**Part-vacant land:** unconstrained land that has some existing development, but can be subdivided to allow for additional residential development.

**Constrained land:** land that is unavailable for future net new residential development based on one or more factors, such as environmental protections, public lands, floodplains, or steep slopes.

**Development density:** expected number of dwelling units (per acre) based on current zoning designations.

Relative Housing Density	Housing Types	Local Zoning Classifications	Expected Avg. Density (DU per acre)
<b>Low Density</b>			
	Single family detached	R10, R-7	4
<b>Medium Density</b>			
	Small lot single family, townhomes, plexes, cottages	R-5	8
<b>High Density</b>			
	Apartments, condos	AR (apartment residential)	14
<b>Manufactured Home Park</b>			
	Manufactured homes, mobile homes	MHR (mobile home residential)	10
<b>Commercial and Mixed Use</b>			
	Apartments or condos with commercial	Mixed Use (MU), Riverfront Dist. (RD), Houlton Business Dist., General Commercial (GC), Highway Commercial (HC)	14

### III.B. RESIDENTIAL LAND DEMAND

As shown in the following table, the forecasted housing need (1,621 units) is expected to require 309 acres of buildable land area. Since the current UGB includes 705 acres, there is an overall residential land surplus of 397 acres at this time.

**The BLI findings indicate that the existing amount of vacant and redevelopable land within the St. Helens UGB is generally sufficient to accommodate planned 20-year housing needs.**

However, when you consider land needs for high density housing (primarily apartments) there is a slightly greater land need than the existing supply of high-density designated land by 8 acres.

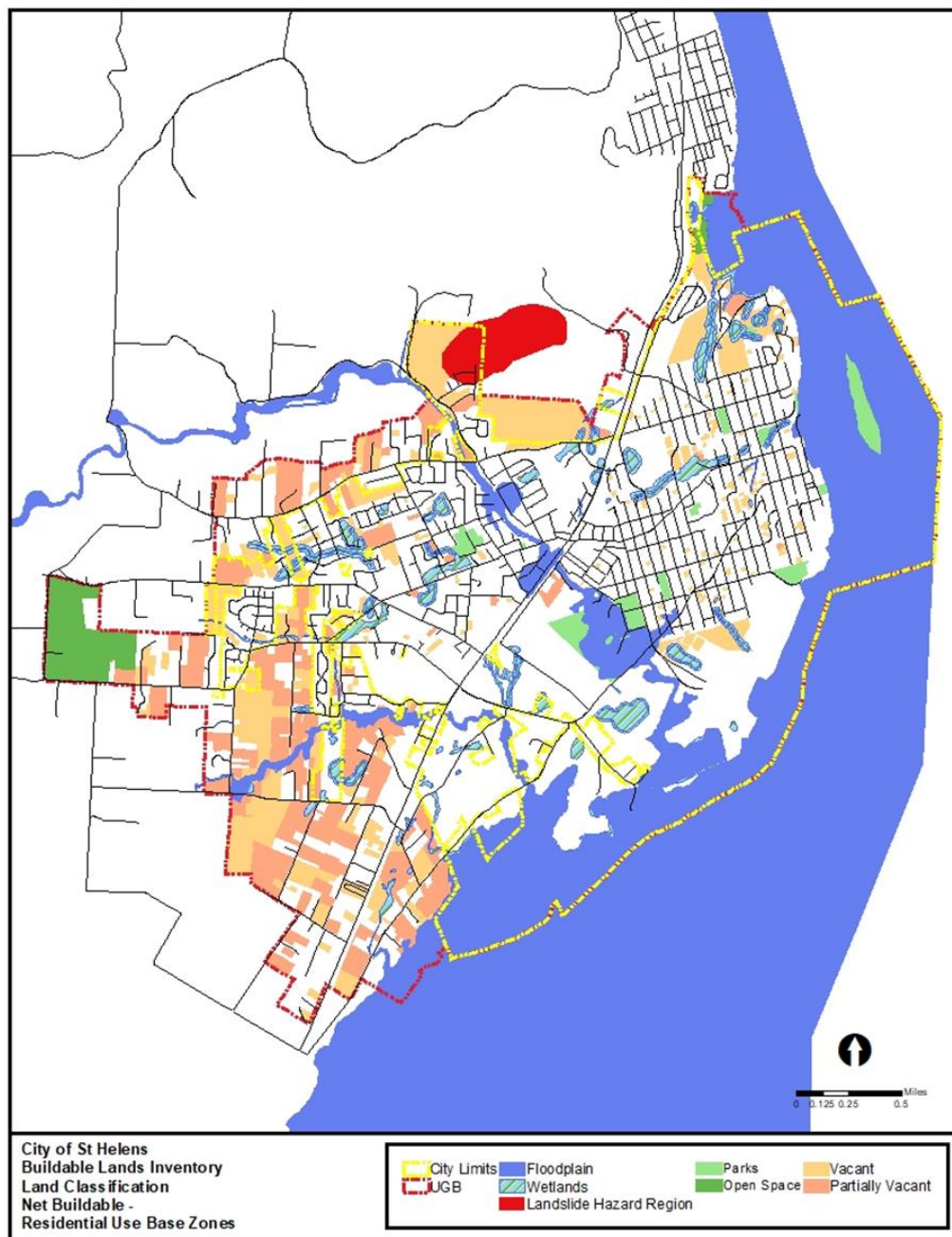
<b>Dwellings/Units</b>	
Low Density*	959
Medium Density**	283
High Density	333
Manufactured Dwelling Units	46
<b>Total</b>	<b>1,621</b>
<b>Land Need (net acres)</b>	
Low Density*	240
Medium Density**	40
High Density	24
Manufactured Home Parks	5
<b>Total</b>	<b>309</b>
<b>Buildable Land Inventory (net acres)</b>	
Low Density	532
Medium Density	93
High Density	16
Manufactured Home Parks	45
Commercial/Mixed Use	19
<b>Total</b>	<b>705</b>
<b>UGB Land Surplus/Deficit (net acres)</b>	
Low Density*	293
Medium Density**	53
High Density	(8)
Manufactured Home Parks	40
Commercial/Mixed Use	19
<b>Total</b>	<b>397</b>
<b>Adequacy of UGB to meet housing need</b>	<b>adequate</b>

\* Includes detached units and mobile homes. \*\* Includes townhomes, plexes and group quarters.

While the overall UGB land supply is adequate to meet future demand, there is currently a need to utilize commercial/mixed use sites for specific amounts of high density (apartment) development. These and other policy recommendations are described in Section 4.

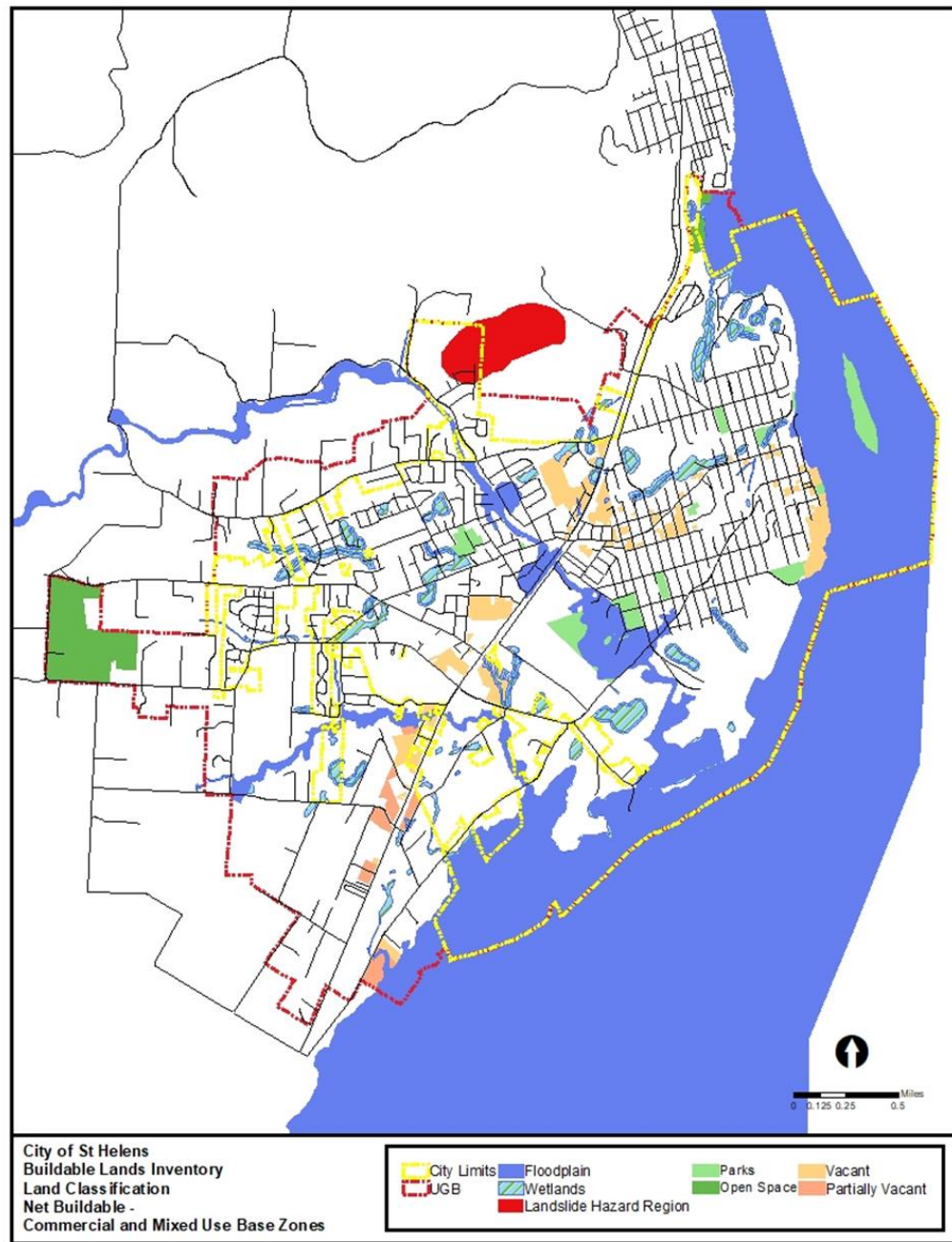
The following maps illustrate the location of buildable vacant and partially vacant buildable land areas for the residential and commercial/mixed-use land base within the St. Helens UGB.

**Residential Land Base with all constraints, St. Helens UGB, 2019**





**Commercial & Mixed-Use Land Base with all constraints, St. Helens UGB, 2019**





## Section IV. HOUSING POLICY STRATEGIES

---

### OVERALL FINDINGS

As mentioned previously, St. Helens population growth over the next 20 years will result in new households that will require additional housing and residential land.

Key findings of the housing needs analysis are:

- St. Helens population is forecast to grow at 1% per year over the next two decades, adding more than 3,600 new residents. About 53% will be owners and 47% will be renters.
- Population growth will require the addition of 1,621 new dwelling units between 2019 and 2039.
- Nearly 60% of the future housing need will consist of single family detached housing, 35% will be a mix of plexes, townhomes and apartments; and 5% will be comprised of manufactured housing and other housing types.
- The share of low-income households in St. Helens (those making 80% or less of the median family income level for Columbia County) is represented by nearly 7 in 10 households.
- Over 2 in 10 renter households are severely rent burdened with over 50% of their income going towards monthly housing costs.
- St. Helens has an existing deficit of affordable housing, as well as market-rate rental apartments.

The results of the housing needs analysis indicates that while the current UGB is sufficient to accommodate future housing needs. However, in light of the limited supply of high-density land for multifamily, it is likely that the land needed for apartments will exceed the vacant buildable high density land supply for that category.

### HOUSING POLICY RECOMMENDATIONS

The City of St. Helens Comprehensive Plan already has a number of housing goals, objectives and policies that complies with Oregon Planning Goal 10 Housing (see excerpts provided in **Appendix A**).

As part of this HNA update the following strategies and recommendations have been identified to supplement the current housing goals and policies.

#### Recommendations

Recommended policies regarding housing include the following:

- Development of a cottage cluster code which would specify design standards and dimensions for cottage cluster development.

- Continued monitoring and tracking of housing inventory and development.
- Clarify standards related to allowed density when annexing properties.
- Consider allowing duplexes in R7 zoned land.

This list of recommended policies is not exhaustive. The City should consider additional policies that may increase housing affordability and housing density.

## APPENDIX A: EXISTING HOUSING GOALS AND POLICIES

The following housing policies and goals are excerpted from the City of St. Helens municipal code section 19.08.050.

### Preface

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

### Housing Goals

1. To promote safe, adequate, and affordable housing for all current and future members of the community.
2. To locate housing so that it is fully integrated with land use, transportation and public facilities as set forth in the Comprehensive Plan.

### Housing Policies

1. Maintain adequate development and building codes to achieve the city's housing goals.
2. Encourage the distribution of low income and/or multifamily housing throughout the city rather than limiting them to a few large concentrations.
3. Work with all interested agencies to facilitate housing conservation and construction, and to improve substandard dwellings where cost effective.
4. Encourage and cooperate with all efforts to provide adequate housing for those with special needs.
5. Permit multifamily developments which conform to the following general conditions and criteria:
  - They should not be constructed within areas which are established and recognized as substantially well maintained single-family areas.
  - They should have safe and appropriate arrangement of buildings, open spaces, and parking access.
  - They should not be so large or close to single-family homes as to block their view or sunlight or to unduly interfere with an established single-family character; where conditionally used, they thus shall be subject to density criteria.
  - They should include adequate open space.
  - They should include ample off-street parking.

- They should not be located where undue noise or other factors will adversely affect residential living.
  - They shall be subject to a site design review process and minimum landscaping requirements.
6. Permit mobile home park development which conforms to the following general conditions and criteria:
- They should not be constructed within areas which are established and recognized as substantially well maintained single-family areas.
  - They should include adequate open space.
  - They should include ample off-street parking.
  - They should not be located where undue noise or other factors will not adversely affect residential living.
  - They shall be subject to a site design review process and minimum landscaping requirements and possibly fencing or screening requirements.
  - They should provide internal vehicular and pedestrian circulation and landscaping.
  - Re-evaluate city ordinances and, where possible, streamline administration and requirements in order to reduce development costs.
  - Encourage energy-efficient housing patterns in residential developments. (Ord. 2980 § 2, 2006)

## GLOSSARY OF TERMS

**Accessory Dwelling Unit (ADU):** A small living space located on the same lot as a single-family house.

**Buildable Lands Inventory (BLI):** An assessment of the capacity of land within the city's Urban Growth Boundary to accommodate forecasted housing and employment needs.

**Buildable Residential Land:** Includes land that is designated for residential development that is vacant and part-vacant and not constrained by existing buildings or environmental issues.

**Constrained land:** Land that is unavailable for future net new residential development based on one or more factors, such as environmental protections, public lands, floodplains, or steep slopes.

**Cost Burdened:** Defined by US Department of Housing and Urban Development (HUD) as households who spend over 30% of their income on housing.

**Cottages:** Small, single-level, detached units, often on their own lots and sometimes clustered around pockets of shared open space. A cottage is typically under 1,000 square feet in footprint.

**Density:** Defined by the number of housing units on one acre of land.

**Development density:** Expected number of dwelling units (per acre) based on current zoning designations.

**Family:** A group two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together.

**High Density:** Lots with the average density of 12+ dwelling units per acre. Best suited for multifamily housing such as apartments and condos.

**Housing Needs Analysis (HNA):** The Housing Needs Analysis consists of four distinct reports that analyze the state of housing supply, housing affordability issues and the City's ability to meet projected housing demand going into 2040.

**Housing Unit (or Dwelling Unit):** A house, an apartment or other group of rooms, or a single room is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters; that is, when the occupants do not live and eat with any other person in the structure and there is direct access from the outside or common hall.

**Household:** Consists of all people that occupy a housing unit.

**HUD:** Acronym for US Department of Housing and Urban Development, the federal agency dedicated to strengthening and supporting the housing market.

**Low Density:** Lots with the average density of 3-4 dwelling units per acre. Best suited for family housing such as single family detached homes.

**Manufactured Housing:** is a type of prefabricated home that is largely assembled of site and then transported to sites of use. The definition of the term in the United States is regulated by federal law (Code of Federal Regulations, 24 CFR 3280): "Manufactured homes are built as dwelling units of at

least 320 square feet in size, usually with a permanent chassis to assure the initial and continued transportability of the home. The requirement to have a wheeled chassis permanently attached differentiates "manufactured housing" from other types of prefabricated homes, such as modular homes.

**Manufactured Home Park (or manufactured home park):** a local zoning designation that is specifically intended to address demand for this housing type. OAR chapter 813, division 007 is adopted to implement section 9, chapter 816, Oregon Laws 2009, and sections 2, 3 and 4, chapter 619, Oregon Laws 2005, as amended by sections 10 to 12, chapter 816, Oregon Laws 2009, and sections 19, and 21, chapter 503, Oregon Laws 2011 for the purpose of regulating manufactured dwelling parks.

**Median Family Income (MFI):** The median sum of the income of all family members 15 years and older living in the household. Families are groups of two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.

**Medium Density:** Lots with the average density of 6-12 dwelling units per acre. Best suited for small lot housing such as single family attached, townhomes, plexes and cottages.

**Mixed Use:** Characterized as two or more residential, commercial, cultural, institutional, and/or industrial uses into one combined building or building(s) on the same parcel of land.

**Multi-Family Housing:** Stacked flats in a single buildings or groups of buildings on a single lot. Parking is shared, and entrance to units is typically accessed through a shared lobby.

**Oregon Administrative Rules (OAR):** Administrative Rules are created by most agencies and some boards and commissions to implement and interpret their statutory authority (ORS 183.310(9)). Agencies may adopt, amend, repeal or renumber rules, permanently or temporarily. Every OAR uses the same numbering sequence of a three-digit chapter number followed by a three-digit division number and a four-digit rule number. For example, Oregon Administrative Rules, chapter 166, division 500, rule 0020 is cited as OAR 166-500-0020. (oregon.gov)

**Part-vacant land:** Unconstrained land that has some existing development, but can be subdivided to allow for additional residential development.

**Plexes and Apartments:** Multiple units inside one structure on a single lot. Usually each unit has its own entry.

**Seasonal dwellings:** These units are intended by the owner to be occupied during only certain seasons of the year. They are not anyone's usual residence. A seasonal unit may be used in more than one season; for example, for both summer and winter sports. Published counts of seasonal units also include housing units held for occupancy by migratory farm workers. While not currently intended for year-round use, most seasonal units could be used year-round.

**Severely Cost Burdened:** Defined US Department of Housing and Urban Development (HUD) as households who spend over 50% of their income on housing.

**Single Family Attached:** Dwelling units that are duplexes without a subdividing property line between the two to four housing units. "Attached" duplexes require a single building permit for both

dwelling units. The “attached” units would be addressed with one numerical street address for the overall structure with separate alpha-numeric unit numbers for each dwelling.

**Single Family Detached:** Free standing residential building, unattached, containing separate bathing, kitchen, sanitary, and sleeping facilities designed to be occupied by not more than one family, not including manufactured and mobile homes.

**Townhome (also known as duplexes, rowhouse, etc.):** Attached housing units, each on a separate lot, and each with its own entry from a public or shared street or common area.

**Urban Growth Boundary (UGB):** Under Oregon law, each of the state’s cities and metropolitan areas has created an urban growth boundary around its perimeter – a land use planning line to control urban expansion onto farm and forest lands.

**Vacant housing unit:** A housing unit is vacant if no one is living in it at the time of enumeration, unless its occupants are only temporarily absent. Units temporarily occupied at the time of enumeration entirely by people who have a usual residence elsewhere are also classified as vacant.

**Vacant land:** Vacant and part-vacant land identified within the local buildable land inventory that is not developed and unconstrained for future planned residential development.





# City of St. Helens

## Housing Needs Analysis Volume 2: Technical Appendix



This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.

May 30, 2019



# ACKNOWLEDGEMENTS

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This work is made possible through the sincere input by City staff and the St. Helens Planning Commission as well as the numerous community members who participated in the process by attending meetings and providing input. We specifically recognize and appreciate the time and attention dedicated to this work by the following people.

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## Section I. INTRODUCTION

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The St. Helens Housing Needs Analysis (HNA) is intended to serve as a basis for the City to explore and document new information regarding the City's buildable land inventory (BLI), population and employment trends, and development policies and objectives aimed at strengthening the local economy and providing adequate land to handle the next 20 years of growth. The HNA evaluates housing demand, land needs policies to meet state and local housing objectives.

### I.A. OREGON REGULATORY REQUIREMENTS

The City of St. Helens (City) is in the process of updating the Housing Element of its Comprehensive Land Use Plan. FCS GROUP in conjunction with the Oregon Department of Land Conservation and Development (DLCD) is providing technical assistance to the City by preparing products that will comprise an up-to-date Housing Needs Analysis (HNA) for the City. Major HNA technical work products will include the following:

- A housing needs forecast for the St. Helens Urban Growth Boundary (UGB)
- A buildable land inventory (BLI) for residential and mixed-use designations in the UGB
- A residential land needs analysis for accommodating a 20-year housing demand forecast
- Identification of local policy measures for accommodating needed housing

**Please refer to the Glossary for a list of terms used in the Housing Needs Analysis.**

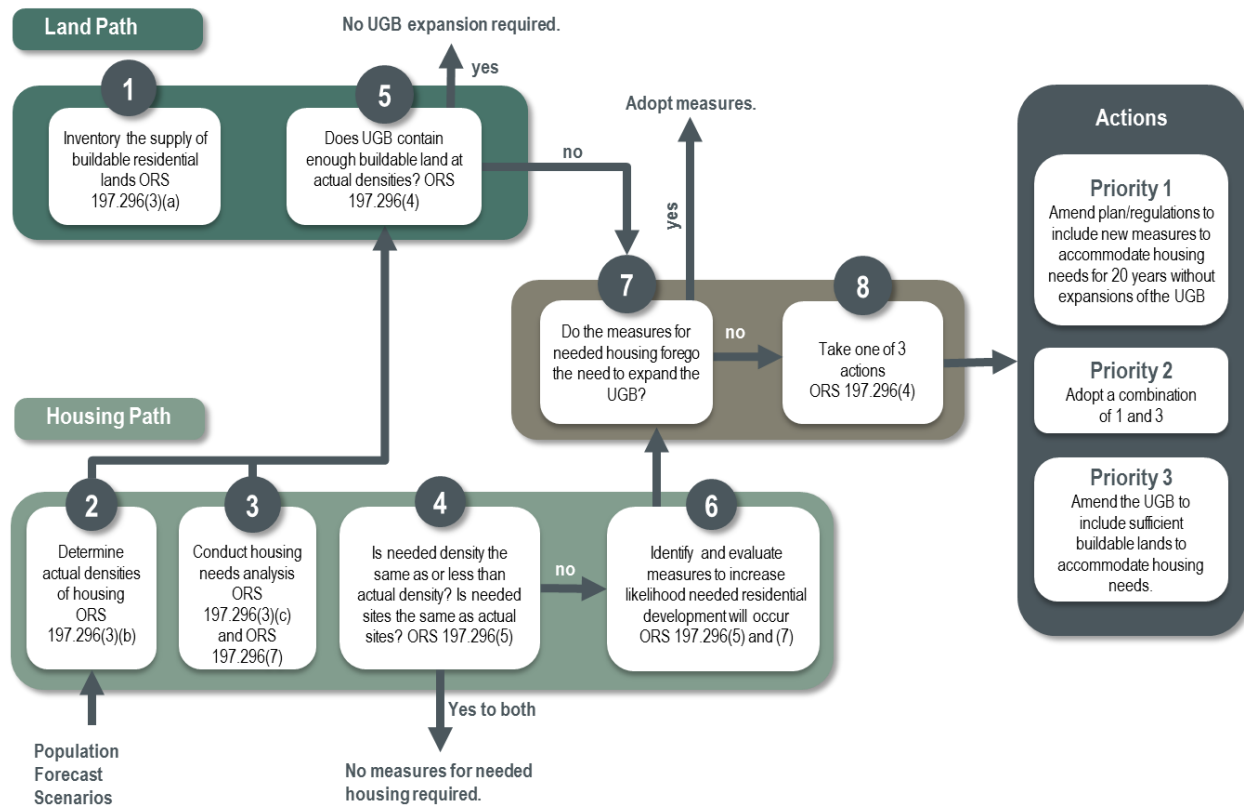
#### HNA Methodology

The approach used for the St. Helens HNA and related steps are illustrated in Exhibit I.2. This approach is consistent with the DLCD Goal 10 administrative rule, the supporting statutes, as well as guidance provided per the DLCD guidebook titled: Planning for Residential Growth (1997).

While ORS 197.296 specifically applies to cities with 25,000 or more population, this statute is generally followed to determine housing needs for St. Helens (2017 pop. 13,240). This analysis incorporates 20-year population growth for the St. Helens Urban Growth Boundary (UGB) based on forecasts provided by Portland State University's Population Research Center.

**The results from the St. Helens HNA indicate that no UGB expansion is required at this time to accommodate planned residential development over the next 20-years. Priority 1 Actions have been identified and are described in Volume 1 of the St. Helens HNA.**

**Exhibit I.2: St. Helens HNA Methodology and Approach**



## I.B. REPORT ORGANIZATION

This report provides the technical basis of findings to support proposed economic development and housing policy recommendations. Each section of this report provides current data, assumptions and results that comprise all findings and conclusions:

**I. Introduction:** summarizes what's considered when updating the housing elements of St. Helens's Comprehensive Land Use Plan.

**II. Housing Trends and Needs Forecasts:** provides a demographic overview and summary of market trends influencing housing growth in St. Helens.

**III. Buildable Land Inventory:** depicts vacant, part vacant and redevelopable residential land within the St. Helens UGB, and accounts for unbuildable land constraints. .

**IV. Land Needs Reconciliation:** forecasts housing growth and residential land needs for various housing types, and compares expected land demand to vacant land supply.

**V. Community Input:** highlights input obtained from community outreach, interviews and surveys.

**VI. Glossary:** list of key terms used in the housing needs analysis.

# Section II. HOUSING NEEDS PROJECTION

---

## INTRODUCTION

The City of St. Helens (City) is in the process of updating the Housing Element of its Comprehensive Land Use Plan. FCS GROUP in conjunction with the Oregon Department of Land Conservation and Development (DLCD) is providing technical assistance to the City by preparing products that will comprise an up-to-date Housing Needs Analysis (HNA) for the City. Major HNA technical work products include the following:

- A housing needs forecast for the St. Helens Urban Growth Boundary (UGB)
- A buildable land inventory (BLI) for residential and mixed-use designations in the UGB
- A residential land needs analysis for accommodating a 20-year housing demand forecast
- Identification of local policy measures for accommodating needed housing

**This Section addresses the first item listed above by providing a housing needs forecast for long-range planning purposes.**

The housing needs forecast represents a 20-year projection from 2019 through year 2039. These technical findings are also intended to be consistent with State of Oregon requirements for determining housing needs per Oregon land use planning Goals 10 and 14, OAR Chapter 660, Division 8, and applicable provision of ORS 197.295 to 197.314 and 197.475 to 197.490. ORS 197.303 was recently amended by passage of SB 1051 in 2017. Specifically, Section (1) now reads as follows:

“As used in ORS 197.307 (Effect of need for certain housing in urban growth areas), “needed housing” means all housing on land zoned for residential use or mixed residential and commercial use that is determined to meet the need shown for housing within an urban growth boundary at price ranges and rent levels that are affordable to households within the county with a variety of incomes, including but not limited to households with low incomes, very low incomes and extremely low incomes, as those terms are defined by the United States Department of Housing and Urban Development under 42 U.S.C. 1437a.”

Funding for this project was provided to the City of St. Helens as a part of statewide legislation (SB 1051) aimed at addressing housing affordability issues throughout Oregon. Namely, the issue of “severely rent burdened” households (those which spend more than 50% of income on rent and utilities), a condition which over 25% of households in St. Helens are currently facing.

## METHODOLOGY

The methodology for determining housing needs within the St. Helens UGB includes consideration of demographic and socio-economic trends, housing market characteristics and long-range population growth projections.

Regional (Columbia County) and local (City or UGB) population, households, income and market characteristics are described in this memorandum using data provided by sources such as the U.S. Census Bureau (Census and American Community Survey), the U.S. Department of Housing and Urban Development (HUD), Oregon Department of Housing and Community Services (OHCS), Portland State University (PSU) and the City of St. Helens. Where trends or long-range projections are provided by an identified data source, FCS GROUP has included extrapolations or interpolations of the data to arrive at a base year (2019 estimate) and forecast year (2039 projection). The result of this forecast translates population growth into households and households into housing needs by dwelling type, tenancy (owner vs. renter) and affordability level.

## DEMOGRAPHIC AND SOCIO-ECONOMICS

### II.A.1. Population

The City of St. Helens recorded an all-time high population of 13,240 year-round residents in 2017 (July 1 estimate by PSU). Taking into account residents living outside the city limits but inside the UGB, the total St. Helens UGB population was 15,371 in 2017 (estimate by PSU).

Over the past two decades, St. Helens has grown at a much higher rate than Columbia County. Average annual population growth in St. Helens and Columbia County and has outpaced statewide population growth rates as well (**Exhibit 2.1**).

Long-range population forecasts prepared by PSU anticipate approximately 3,617 residents will be added to the St. Helens UGB between 2019 and 2039. This equates to an annual average growth rate (AGR) of 1.0% and a 37% “capture rate” of future County-wide population growth for the St. Helens UGB (**Exhibit 2.2**).

#### Exhibit 2.1: Population Trends (2000-2017)

	2000	2010	2017	AGR 2000-2017
St. Helens City	10,019	12,890	13,240	1.7%
Columbia County	43,560	49,430	51,345	1.0%
Oregon	3,421,399	3,837,300	4,141,100	1.1%

**Source:** U.S. Census Bureau and Portland State University Population Research Center.

**Abbreviations:** AGR - Annual Growth Rate

## Exhibit 2.2: Population Projections (2019-2039)

	Estimate 2019	Forecast 2039	Proj. Change 20 Years	Proj. AGR (2019-2039)
St. Helens UGB	15,693	19,310	3,617	1.0%
Columbia County	52,225	61,902	9,677	0.9%
Oregon	4,224,122	5,151,616	927,494	1.0%

**Source:** Portland State University Population Center

Forecasts of Oregon's County Populations and Components of Change, 2017 - 2068

Compiled by FCS GROUP. AGR = Average Annual Growth Rate

## II.A.2. Income and General Characteristics

Median household and family income levels in St. Helens are below those observed in Columbia County and the state. This may be partially attributable to the relatively high concentration of young families in St. Helens (**Exhibit 2.3-2.4**).

### Exhibit 2.3: Households by Income Level, 2016

	City of St. Helens	Columbia County	Oregon
Median Household Income	\$45,789	\$57,449	\$56,119
Median Family Income	\$56,541	\$69,295	\$69,031
Household Income Level			
\$0 to \$29,999	31.7%	27.1%	26.4%
\$30,000 to \$49,999	22.2%	17.9%	18.4%
\$50,000 to \$99,999	30.2%	33.7%	31.5%
\$100,000 or more	15.9%	21.3%	23.8%
Total Households	100.0%	100.0%	100.0%

**Source:** 2013-2017 American Community Survey 5-Year Estimates for

City of St. Helens, Columbia County, and State of Oregon (Tables B19001, DP03)

As indicated in **Exhibit 2.4**, the two youngest cohorts (0-19 and 20-44) represent a larger share of the population in St. Helens relative to Oregon and Columbia County. Meanwhile, the cohorts that traditionally represents retirees (65 and older) is relatively low.

### Exhibit 2.4: Population by Age Cohort, 2017

Age Range	City of St. Helens	Columbia County	Oregon
0 to 19	28.9%	24.3%	23.9%
20 to 44	31.5%	28.0%	33.6%
45 to 64	27.3%	30.1%	26.2%
65 and older	12.2%	17.5%	16.3%
Total	100.0%	100.0%	100.0%

**Source:** 2013-2017 American Community Survey 5-Year Estimates (Table DP05).

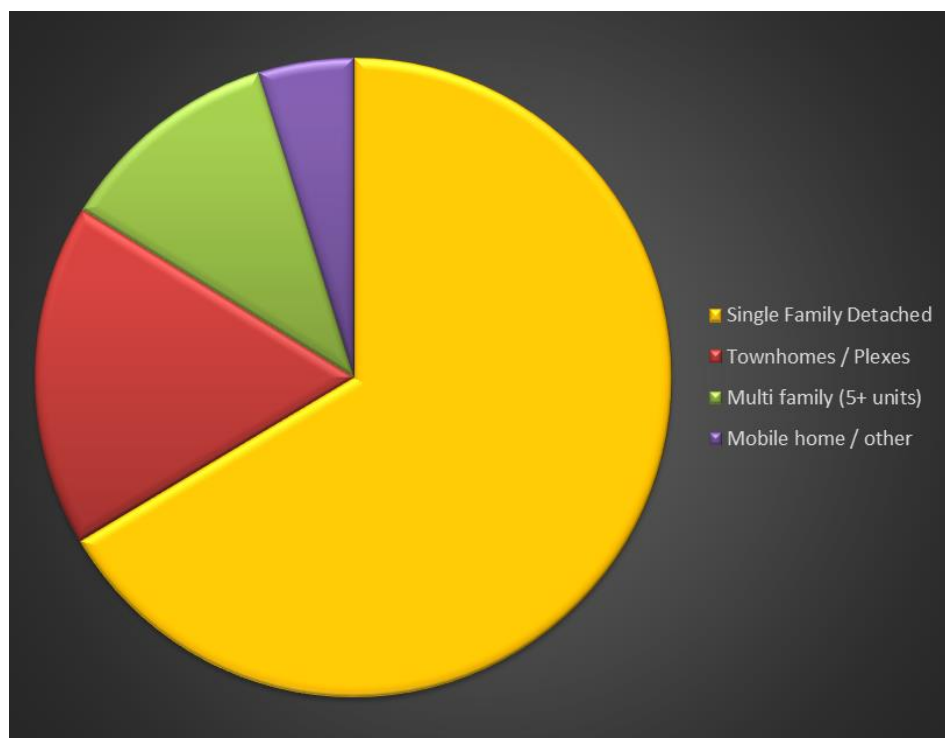


## HOUSING INVENTORY AND TENANCY

**The current housing inventory, mix and tenancy sheds light on existing conditions locally as well as market demand preferences.** According to the 2013-2017 American Community Survey, there were an estimated 5,100 housing units in the City of St. Helens in 2017, of which 4,798 units were classified as occupied while 302 units were classified as vacant.

Like most Oregon cities, single-family detached housing is the most prevalent housing type in St. Helens, representing 66% of the housing stock. The remaining housing inventory in St. Helens includes multi-family units (11% of the inventory), townhomes and duplexes (17%), and mobile homes and other units (5%), as shown in **Exhibits 2.5-2.6**.

**Exhibit 5: Existing Housing Mix and Tenancy, 2013-2017, City of St. Helens**



**Source:** U.S. Census, American Community Survey, 2013-2017.

According to the 2013-2017 U.S. Census, ACS estimates, owner-occupied housing units in the City of St. Helens account for 55% of the housing inventory while renter-occupied units account for 37% and 8% of the overall units were vacant. Most home owners reside in single-family detached units or manufactured homes/other units.

The majority of renters reside in townhouses or duplexes at 38%, closely followed by multi-family housing units (structures with 5 units or more) and then single-family detached homes (see **Exhibits 2.6-2.8**).

**Exhibit 2.6: Units by Tenure by Structure Type, 2013-2017, City of St. Helens**

Housing Type	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Vacant Units	All Dwelling Units
Single Family Detached	2,690	576	292	3,558
Townhomes / Plexes	99	737	75	911
Multi family (5+ units)	0	622	56	678
Mfg. home / other	142	15	14	171
<b>Total Units</b>	<b>2,931</b>	<b>1,950</b>	<b>437</b>	<b>5,318</b>
<b>Distribution</b>	<b>55%</b>	<b>37%</b>	<b>8%</b>	<b>100%</b>

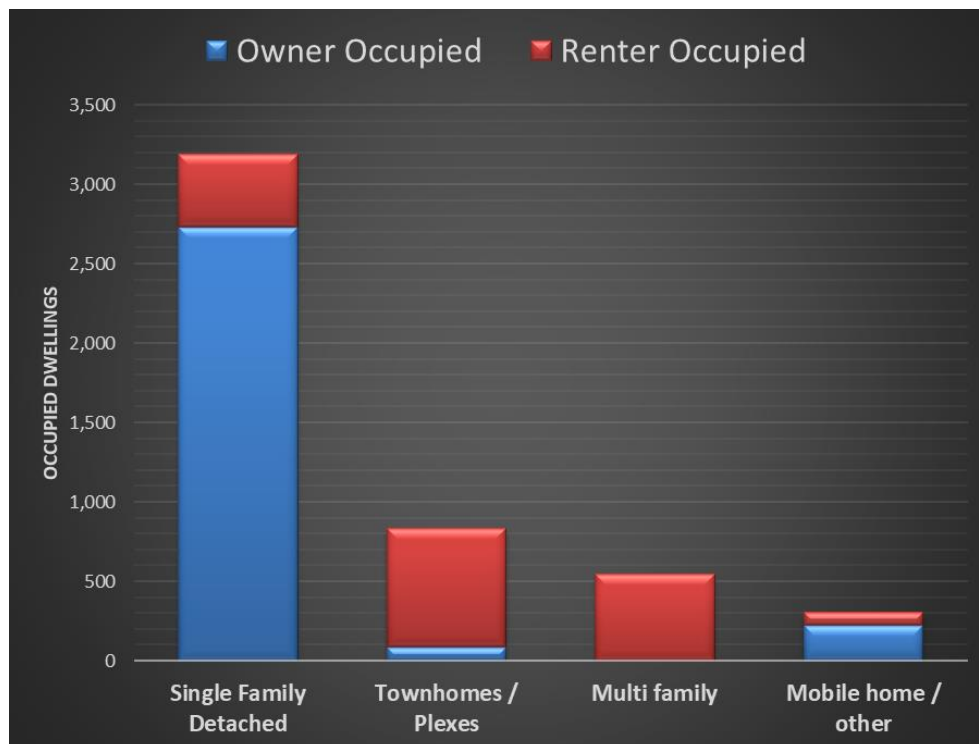
**Source:** American Community Survey, 2013-2017; compiled by FCS GROUP.

**Exhibit 2.7: Share of Units by Tenure by Structure Type, 2013-2017, City of St. Helens**

Housing Type	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Other Vacant Units	All Dwelling Units
Single Family Detached	92%	30%	67%	67%
Townhomes / Plexes	3%	38%	17%	17%
Multi family (5+ units)	0%	32%	13%	13%
Mfg. home / other	5%	1%	3%	3%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Source:** American Community Survey, 2013-2017; compiled by FCS GROUP.

**Exhibit 2.8: Existing Housing Tenancy, 2013-2017, City of St. Helens**



**Source:** U.S. Census, American Community Survey, 2013-2017.

### II.A.3. Subsidized Housing Inventory

A 2016-17 statewide study of housing affordability was led by the OHCS which included all cities and counties, including Columbia County and the City of St. Helens. The study included an inventory of existing housing units subsidized by nonprofits, local, state, or federal entities in each community and compared the housing supply to the need (based on an equitable distribution of the total statewide inventory) for subsidized housing.

Overall findings from the subsidized housing inventory/needs analysis for the City of St. Helens and Columbia County are reflected in **Exhibit 2.9**. The OHCS study concluded that there were 294 subsidized affordable housing units in St. Helens, which was slightly in excess of the City's equitable statewide (demand) allocation.

**Exhibit 2.9: Current Inventory of Subsidized Housing Units**

	City of St. Helens	Columbia County
Affordable Housing Units in Inventory	294	455
Need (Equity) Distribution Percent	0.3%	0.8%
Equitable Distribution of Units	182	496
Actual Units / Equitable Distribution of Units	161.6%	91.7%

**Source:** Oregon Housing and Community Services Housing Needs Versus Inventory Summary

### II.A.4. Housing Attainability Income Levels

To help gauge housing attainability, FCS GROUP examined current median family income (MFI) (**Exhibit 2.10**) and median household income (MHI) (**Exhibit 2.11**) level data obtained through the US Census. According to the Census Bureau, the difference between these two indicators is as follows:

“A family consists of two or more people (one of whom is the householder) related by birth, marriage, or adoption residing in the same housing unit.

A household consists of all people who occupy a housing unit regardless of relationship. A household may consist of a person living alone or multiple unrelated individuals or families living together.”

Oregon DLCD guidance for determining housing need by income level requires a housing needs analysis to focus on median family income levels.<sup>1</sup> The 2017 estimate of median family income (MFI) for Columbia County was \$74,700. HUD guidelines for housing affordability assume 30% of income is allocated to housing; therefore middle-income families earning 80% of the MFI, a 4-person family should be able to afford monthly rents at \$1,494 or lower and homes priced at less than

<sup>1</sup> Oregon DLCD guidance noted per email from Kevin Young (DLCD) dated 1/24/19.

\$296,000. These price levels should be considered “attainable” to families earning 80% of the local MFI.

Using 2017 MFI statistics, the monthly affordable housing cost for low-income families in St. Helens is as follows:

- Extremely Low Income, \$560 or less
- Very Low Income, \$560 to \$934
- Low Income, \$934 to \$1,494

If families within these classifications pay more than these amounts they will be “rent burdened” to some degree.

**Exhibit 2.10: St. Helens Housing Cost Analysis (Based on Columbia County Median Family Income)**

<b>Columbia County Median Family Income (2017)*</b>		<b>\$74,700</b>
<b>Available Monthly Rent or Payment (@30% of income level)</b>		
	<b>Lower-end</b>	<b>Upper-End</b>
Upper (120% or more of MFI)	\$2,241	or more
Middle (80% to 120% of MFI)	\$1,494	\$2,241
Low (50% to 80% of MFI)	\$934	\$1,494
Very Low (30% to 50% of MFI)	\$560	\$934
Extremely Low (less than 30% of MFI)	\$560	or less
<b>Approximate Attainable Home Price**</b>		
	<b>Lower-end</b>	<b>Upper-End</b>
Upper (120% or more of MFI)	\$444,000	or more
Middle (80% to 120% of MFI)	\$296,000	\$444,000
Low (50% to 80% of MFI)	\$185,000	\$296,000
Very Low (30% to 50% of MFI)	\$111,000	\$185,000
Extremely Low (less than 30% of MFI)	\$111,000	or less

Notes:

\* based on Housing and Urban Development thresholds for Columbia County in 2017

Note, this analysis is generally consistent with 4-person household size characteristics.

\*\* assumes 20% down payment on 30-year fixed mortgage at 6.0% interest.

Source: analysis by FCS Group using Housing and Urban Development, and US Census data.

In contrast, if the rubric is 2017 MHI statistics, the monthly affordable housing cost for low-income families in St. Helens is as follows:

- Extremely Low Income, \$431 or less
- Very Low Income, \$431 to \$719
- Low Income, \$719 to \$1,150

If households within these classifications pay more than these amounts they will be “rent burdened” to some degree.

**Exhibit 2.11: St. Helens Housing Cost Analysis (Based on Columbia County Median Household Income)**

<b>Columbia County Median Household Income (2017)*</b>		<b>\$57,499</b>
<b>Available Monthly Rent or Payment (@30% of income level)</b>		
	<b>Lower-end</b>	<b>Upper-End</b>
Upper (120% or more of MHI)	\$1,725	or more
Middle (80% to 120% of MHI)	\$1,150	\$1,725
Low (50% to 80% of MHI)	\$719	\$1,150
Very Low (30% to 50% of MHI)	\$431	\$719
Extremely Low (less than 30% of MHI)	\$431	or less
<b>Approximate Attainable Home Price**</b>		
	<b>Lower-end</b>	<b>Upper-End</b>
Upper (120% or more of MHI)	\$342,000	or more
Middle (80% to 120% of MHI)	\$228,000	\$342,000
Low (50% to 80% of MHI)	\$142,000	\$228,000
Very Low (30% to 50% of MHI)	\$85,000	\$142,000
Extremely Low (less than 30% of MHI)	\$85,000	or less

Notes:

\* based on U.S. Census 2013-2017 American Community Survey Data

\*\* assumes 20% down payment on 30-year fixed mortgage at 6.0% interest.

**Source:** analysis by FCS Group using Housing and Urban Development guidelines, and US Census data.

As would be expected, upper-income households tend to own rather than rent, and the opposite is true for lower-income households, as shown in **Exhibit 2.12**.

#### Exhibit 2.12: St. Helens Tenancy by Income Level

<b>Qualifying Income Level</b>	<b>Lower-end</b>	<b>Upper-End</b>	<b>Count Owner</b>	<b>Count Renter</b>	<b>% Owner</b>	<b>% Renter</b>
			<b>Occupied</b>	<b>Occupied</b>	<b>Occupied</b>	<b>Occupied</b>
Upper (120% or more of MFI)	\$89,640	or more	950	89	32.3%	4.5%
Middle (80% to 120% of MFI)	\$59,760	\$89,640	433	113	14.7%	5.8%
Low (50% to 80% of MFI)	\$37,350	\$59,760	804	466	27.4%	23.9%
Very Low (30% to 50% of MFI)	\$22,410	\$37,350	480	560	16.3%	28.7%
Extremely Low (less than 30% of MFI)	\$22,410	or less	272	722	9.2%	37.0%
<b>Total</b>			<b>2,939</b>	<b>1,950</b>	<b>100%</b>	<b>100%</b>

**Source:** US Census Bureau 2013 - 2017 ACS (Table S2503), compiled by FCS GROUP

An evaluation of renter income levels versus available housing inventory indicates that there is a current shortfall or gap in available rental housing inventory in St. Helens at the upper- and lower-price points (**Exhibit 2.13**). This is understandable at the lowest price points where there is almost always more demand than supply. The fact that there is more housing demand for good quality rentals than what is in the current supply reflects an aging housing inventory and demonstrates strong “pent up” demand for new apartments that rent for over \$1,250 per month (with 2+ bedrooms).

It is likely that near-term multifamily development in St. Helens would address a significant share of the pent up housing need. Total pent-up demand is assumed to equate to 150 apartment units based on likely capture rates for market rate housing and development of government assisted housing.

## Exhibit 2.13: Rental Housing Gaps, City of St. Helens, 2017

St. Helens Rental Housing Gap Analysis, 2017								
Income Range	Affordable Monthly Rent Costs *	Renter-Occupied Households	Estimated Available Rental Units	Gap or Surplus	Pent Up Demand		Capture Rate for Analysis	Pent Up Housing Demand
\$75,000 or more:	\$1,875	153	124	(29)	(53)	market rate gap	75%	40
\$50,000 to \$74,999:	\$1,250-\$1,875	232	208	(24)				
\$35,000 to \$49,999:	\$875-\$1,250	370	571	201				
\$20,000 to \$34,999:	\$500-\$875	562	793	231				
Less than \$20,000:	Less than \$500	529	212	(317)	(335)	subsidized housing gap	33%	111
Zero or negative income	Requires Subsidy	61	43	(18)				
Total		1,907	1,950	43	(388)			150

Source: Previous Tables; and assumptions as stated.

\* Calculated as 30% of income range based on HUD guidelines

## HOUSING MARKET ANALYSIS

American Community Survey data from the 2006-2010 and 2013-2017 series' show that the number of units classified as renter-occupied in St. Helens increased by 216 (a rate of 31 per year) while dwellings identified as owner-occupied appear to have decreased during this time period (**Exhibit 2.14**). Note, these Census estimates include a standard error that may account for some of this variation in housing unit counts.

As mentioned previously in this report, the majority of housing in St. Helens is classified as single-family detached units, however, recent development patterns suggest a shift towards a more diverse mix of housing types. Between 2010 and 2017, most housing growth in the City has occurred in townhomes or plexes (31 units on average per year), multifamily (23 units on average per year), and mobile or manufactured homes (5 units on average per year).

Census estimates between 2010 and 2016 indicate that median home values in the City may have decreased slightly while rents increased. More recent trends indicate that median housing prices in St. Helens are now increasing as the City continues to grow.

**Exhibit 2.14: St. Helens Housing Inventory (2010-2017)**

	2010 ACS	2017 ACS*	2010-2017 Avg. Annual Change
Owner Occupied	2,997	2,939	-8
Renter Occupied	1,734	1,950	31
Vacant	275	437	23
<b>Total</b>	<b>5,006</b>	<b>5,326</b>	<b>46</b>
Owner Occupied %	63.3%	60.1%	
Renter Occupied %	36.7%	39.9%	
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	
Vacant Dwellings %	5.5%	8.2%	
Single-Family Detached	3,712	3,645	-10
Townhome/Plexes	686	905	31
Multifamily	411	573	23
Mobile Home	187	222	5
<b>Total</b>	<b>4,996</b>	<b>5,345</b>	<b>50</b>
Median Home Value*	\$187,100	\$179,300	
Median Gross Rent*	\$708	\$850	

**Source:** U.S. Census Bureau American Community Survey (ACS), 2006-10; 2013-2017 .

\* Home values and rents were derived from ACS 2012-2016 data (2017 not yet published).

In comparison to other local housing markets, St. Helens home values have been increasing at a significant rate (9.1%) year-over-year (November 2017 and November 2018). As indicated in **Exhibit 2.15**, median home sales prices in St. Helens jumped to \$264,000 in November 2018, which is much more in line with home prices in comparable cities.

**Exhibit 2.15: Median Home Sales Price Trends in Selected Markets**

	Nov-17	Nov-18	Change %
St. Helens	\$242,000	\$264,000	9.1%
Clatskanie	\$211,000	\$227,000	7.6%
Forest Grove	\$319,000	\$337,000	5.6%
Rainier	\$278,000	\$297,000	6.8%
Scappoose	\$300,000	\$325,000	8.3%

**Source:** Zillow.com; analysis by FCS 11/09/18.

Historic housing absorption rates (based on actual new residential building permits) illustrate recent market activity based on availability of vacant land by land use zone classification. The City issued new residential building permits at an average rate of 33 units per year between 2013 and 2017 with total units permitted decreasing slightly every year (**Exhibit 2.16**). The bulk of units permitted in this timeframe are single family dwellings (27.8 dwellings permitted annually) with other housing types

such as manufactured homes (3.4 units annually), plexes (0.4 units annually), and townhomes (0.2 units annually).

Future housing absorption levels will likely vary widely year to year depending upon several factors, such as national and regional economic activity, mortgage rates, infrastructure availability and development cost.

**Exhibit 2.16: Residential Permits Issued by Type, St. Helens (2012-2017)**

Type of Units	2013	2014	2015	2016	2017	Average Units Permitted Annually (2013-2017)
Single Family Dwelling	36	36	30	20	17	27.8
Manuf. Home	3	3	2	3	6	3.4
Duplex	1	0	0	0	1	0.4
Tri-Plex	0	0	0	0	1	0.2
Townhouses	4	0	0	2	0	1.2
<b>Total Dwelling Units</b>	<b>42</b>	<b>39</b>	<b>32</b>	<b>25</b>	<b>28</b>	<b>33.2</b>

Source: City Staff.

## HOUSING NEEDS SCENARIOS

### Summary of Housing Needs

Based on the population forecast described earlier in **Exhibit 2.2** and average household size estimates of 2.68 people per household (current estimate held constant into the future), the total net new housing demand within the St. Helens UGB is projected to be 1,433 housing units over the next 20 years (see **Exhibit 2.17**). This baseline housing need forecast assumes that the current average household size, group quarters share, and housing vacancy rate remains constant.

**Exhibit 2.17: Baseline Housing Growth Projection**

	Estimate 2019	Forecast 2039	Proj. Change 20 Years	Proj. AGR
St. Helens UGB Population	<b>15,693</b>	<b>19,310</b>	<b>3,617</b>	<b>1.04%</b>
Columbia County Population	52,225	61,902	9,677	0.85%
St. Helens Housing Needs				
Group Quarters Population	396	487	91	
Population in Households	15,297	18,823	3,526	
Avg. Household Size	2.68	2.68		
Occupied Housing Units	<b>5,708</b>	<b>7,024</b>	<b>1,316</b>	1.08%
Total Housing Units (baseline)	<b>6,219</b>	<b>7,652</b>	<b>1,433</b>	1.08%
Vacant Housing Units	511	629	118	1.08%
Percent of housing stock vacant	8%	8%	8%	

Source: Findings based on PSU Population Research Center data, Census data, and forecasts consistent with St. Helens UGB growth forecasts; FCS GROUP. AGR = annual average growth rate.



## Baseline Housing Demand by Dwelling Type and Tenancy

This baseline housing need forecast is consistent with the observed current mix of housing types throughout St. Helens and emerging market trends.

The baseline housing need forecast (shown in **Exhibit 2.18**) assumes that the UGB will accommodate 1,433 net new dwelling units over the next 20-years. This baseline scenario forecasts housing unit demand to include: 959 single-family detached homes; 245 townhomes/plexes, 183 multifamily units (apartments); and 46 mobile home/manufactured housing units. In addition, the local housing need also includes 37 additional residents that would need to be housed in shared living arrangements, single occupancy units, such as dormitories, congregate care, and other types of shared living arrangements.

**Exhibit 2.18: Baseline Housing Need Forecast by Structure Type**

	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Vacant Units	All Dwelling Units	Projected 20- year Change (Units)
Housing Tenure Distribution:	55.1%	36.7%	8.2%	100.0%	1,433
Housing Unit/Type Distribution					
Single Family Detached	92%	30%	67%	67%	959
Townhomes / Plexes	3%	38%	17%	17%	245
Multi family (5+ units)	0%	32%	13%	13%	183
Mfg. home/other	5%	1%	3%	3%	46
<b>Total Housing Units</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>1,433</b>
Group quarters (single room occupancy)					37
<b>Grand Total</b>					<b>1,470</b>

Source: Previous Tables

It should be noted that these housing forecasts are intended to account for net new housing that would be required to accommodate an increase in population by 3,617 residents, which is consistent with the PSU forecast for the St. Helens UGB. Additional housing would likely be required to replace the aging housing stock or to meet current pent up housing needs which have been expressed in prior tables.

## Expected Housing Demand by Dwelling Type and Tenancy

In light of the findings regarding current levels of pent-up housing demand discussed previously, the baseline housing need is expected to be supplemented by 150-units of pent up apartment demand. The resulting total 20-year housing need for St. Helens includes 1,621 units of housing, as summarized below in **Exhibit 2.19**.

Since Oregon SB 1051 resulted in changes to ORS 197.307 (Effect of need for certain housing in urban growth areas), cities are now required to provide adequate land zoned for residential use or commercial use or use land to meet needs of housing within the UGB at price ranges and rent levels that are affordable to households within the county, including but not limited to households with low incomes, very low incomes and extremely low incomes, as defined by U.S. Housing and Urban

Development. An analysis of net new housing need by income level is provided in below in **Exhibits 2.19.**

**Exhibit 2.19: St. Helens Total Housing Need Forecast by Income Level and Type**

Family Income Level	Owner-Occupied	Renter-Occupied	Total Dwellings	Dist. %	Attainable Housing Products
Upper (120% or more of MFI)	278	35	313	19%	Standard Homes, Townhomes
Middle (80% to 120% of MFI)	127	44	171	11%	Small Homes, Townhomes, Apartments
Low (50% to 80% of MFI)	236	182	417	26%	Small Homes, Townhomes, Mfgd. Homes, Plexes, Apts.
Very Low (30% to 50% of MFI)	140	218	359	22%	ADUs, Govt. Assisted Apts.
Extremely Low (less than 30% of MFI)	80	281	361	22%	Govt. Assisted Apts.
<b>Total</b>	<b>861</b>	<b>760</b>	<b>1,621</b>	<b>100%</b>	

*\* Source: based on projected housing need and 2017 ACS household income and tenancy data for City of St. Helens.*

# Section III. BUILDABLE LAND

## INVENTORY

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### OVERVIEW

In accordance with OAR 660-008-0005 (2), an estimate of buildable land inventory (BLI) within the St. Helens Urban Growth Boundary (UGB) has been created to determine that amount of land available to meet housing needs. The BLI analysis method is also consistent with the Oregon DLCD workbook “*Planning for Residential Growth – A Workbook for Oregon’s Urban Areas.*” The BLI analysis uses the most current Geographic Information Systems (GIS) data provided available for the St. Helens UGB (specific GIS data sources are shown in **Exhibit 3.1**).

### Buildable Land Inventory Methodology

The objective of the residential BLI is to determine the amount of developable land available for future residential housing development within the UGB. The steps taken to perform this analysis are as follows:

1. **Calculate gross acres** by plan designation, including classifications for fully vacant and partially-vacant parcels. This step entails “clipping” all of the tax lots that are bisected by the current UGB to eliminate land outside current UGB from consideration for development at this time. City staff input was provided to provide a level of quality assurance to review output is consistent with OAR 660-008-0005(2).
2. **Calculate gross buildable acres** by plan designation by subtracting land that is constrained from future development, such as such as existing public right-of-way, parks and open space, steep slopes, and floodplains.
3. **Calculate net buildable acres** by plan designation, by subtracting future public facilities such as roads, schools and parks from gross buildable acres.
4. **Determine total net buildable acres by plan designation** by taking into account potential redevelopment locations and mixed-use development opportunity areas.

### Exhibit 3.1: St. Helens BLI Data Sources

Dataset Name	Type	Description	Source
City Limits	GIS Layer	St. Helens City Limits Boundary	City of St. Helens
CSH UGB	GIS Layer	City of St. Helens Urban Growth Boundary	City of St. Helens
CSH Zoning	GIS Layer	City of St. Helens Zoning Designations	City of St. Helens
CSH Cmpln (in)	GIS Layer	City of St. Helens Comprehensive Plan Designations	City of St. Helens
CSH Cmpln (out)	GIS Layer	UGB Comprehensive Plan Designations	City of St. Helens
CSH Downtown Hist Dist	GIS Layer	City of St. Helens Downtown Historic District Area	City of St. Helens
McNulty Boundary	GIS Layer	McNulty Boundary Area	City of St. Helens
Warren Water Assoc.	GIS Layer	Warren Water Association within St. Helens UGB	City of St. Helens
S_FLD_HAZ_AR	GIS Layer	FEMA Floodways and 100-yr. Floodplains	City of St. Helens
LX_WWET_L	GIS Layer	Wetlands Inventory	City of St. Helens
Landslide_haz_region	GIS Layer	Landslide regions as identified by Hazard Category	City of St. Helens
Taxlots_(2018SEPT)	GIS Layer	Tax lots with Assessed Value and Property Class Code	City of St. Helens
taxlot19	GIS Layer	Tax lots with various lot identifiers. No valuation data.	City of St. Helens
LOOKUP_PROPERTY_CLASS	Tabular	Lookup Table for Assessed Value Property Class and Type	Columbia County Assessor <sup>1</sup>
LOOKUP_RMV_PROPERTY_CLASS	Tabular	Lookup Table for Real Market Value Property Class and Type	Columbia County Assessor <sup>1</sup>
ValueSummary	Tabular	Summation table of land and improvement values for tax lots	Columbia County Assessor <sup>1</sup>
NAIP 2016	GIS Service	Web service providing aerial imagery	Oregon-GEO <sup>2</sup>

1 - <http://www.co.columbia.or.us/departments/assessors-office-main/property-records-online>

2 - <http://imagery.oregonexplorer.info/arcgis/services>

The detailed steps used to create the land inventory are described below.

## RESIDENTIAL LAND BASE

The residential land base reflects current St. Helens Comprehensive Plan land use designations (Comprehensive Plan maps for City and County areas are provided as **Exhibits 3.2 and 3.3**).

Properties that are within the residential land base include the following classifications:

### **Residential Comprehensive Plan Use Classifications**

- Suburban Residential (SR)
- Rural Suburban Unincorporated Residential (RSUR)
- General Residential (GR)
- Mobile Home Residential (MHR)
- Unincorporated General Residential (UGR)
- Unincorporated Multi-Family Residential (UMFR)
- Unincorporated Mobile Home Residential (UMHR)

In addition, commercial land on which housing development is allowed was included the following Comprehensive Plan classifications:

### **Commercial and Mixed-Use Comprehensive Plan Land Use Classifications**

- General Commercial (GC)
- Unincorporated General Commercial (UGC)
- Unincorporated Highway Commercial (UHI)

For analysis purposes, each of these Comprehensive Plan classifications have been grouped into four residential development categories that represent the expected level of development based on the housing types/densities that are permitted by the City (housing types must be permitted outright or by conditional development approval). This includes: low, medium and high density residential categories; as well as a commercial/mixed use category (which allows a mix of medium and high density housing).

Draft BLI findings and results were reviewed by City Staff and subjected to public review, then refined accordingly based on the input received.



Exhibit 3.2. City of St. Helens Comprehensive Plan Designations

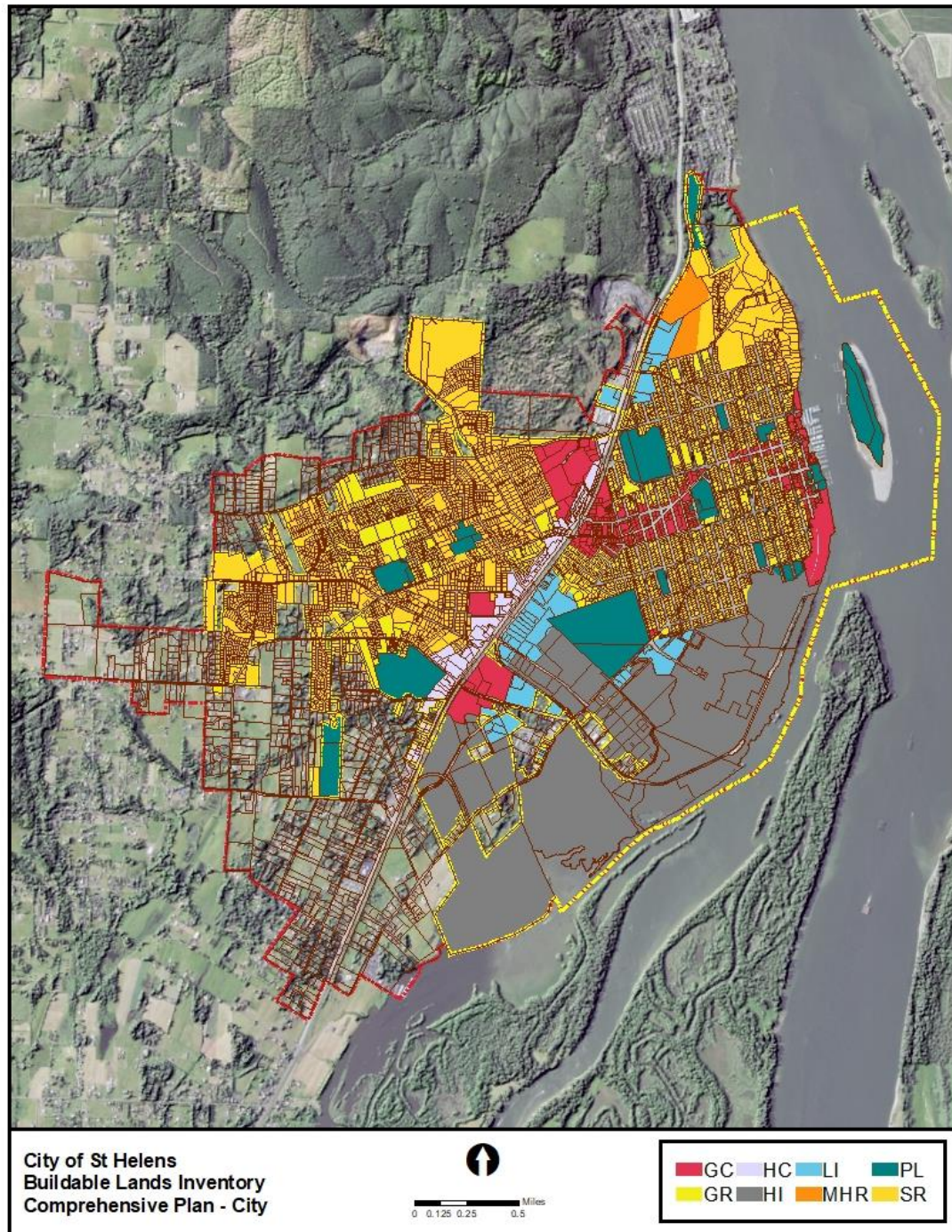
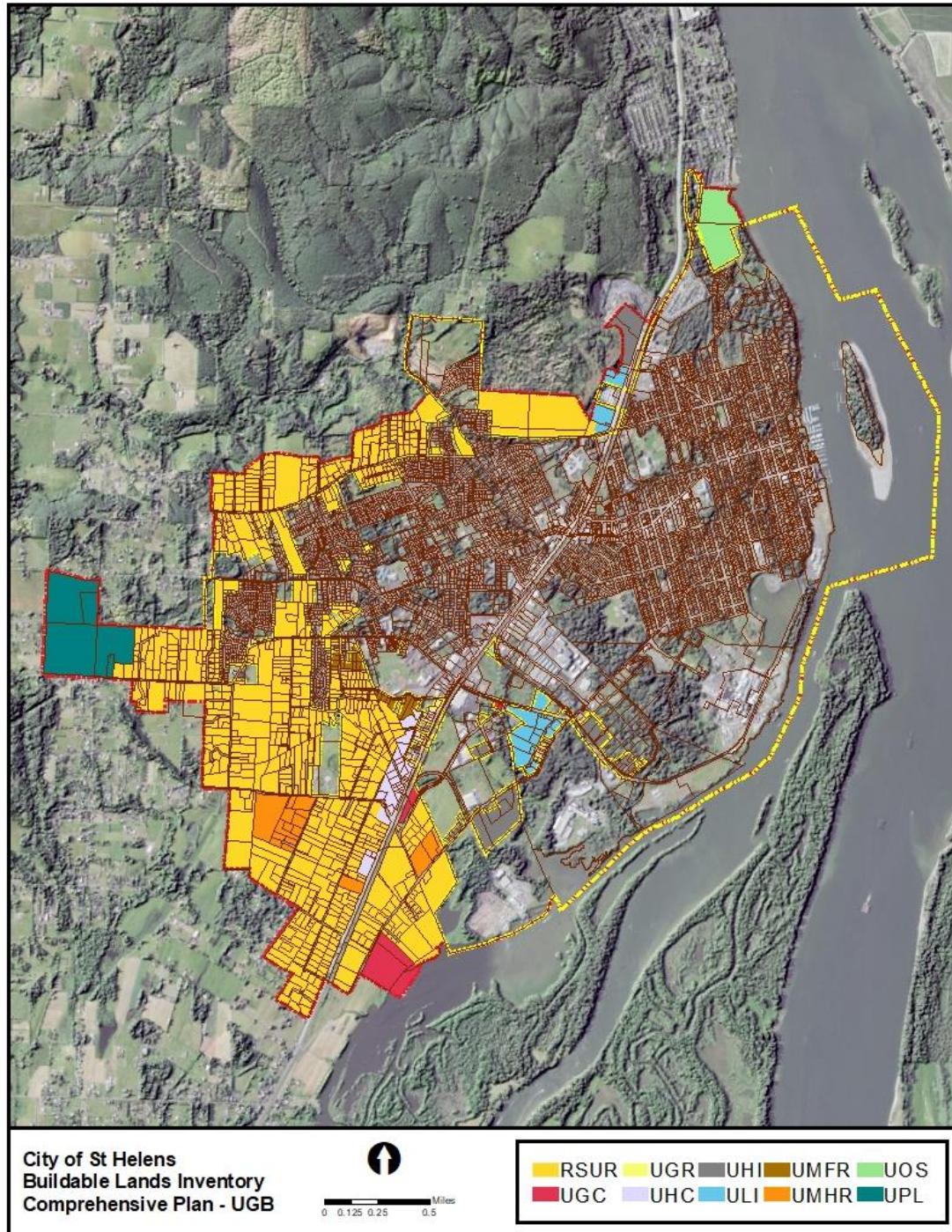




Exhibit 3.3. St. Helens UGB Comprehensive Plan Designations (outside city)



## LAND CLASSIFICATIONS

The next step includes classifying each tax lot (parcel) into one of the following categories.

- **Vacant land:** Properties with no structures or have buildings with very little value. For purpose of the BLI, residential lands with improvement value less than \$10,000 are considered vacant. These lands were also subjected to review using aerial photography; and if the land is in a committed use such as a parking lot, an assessment has been made to determine if it is to be classified as vacant, part vacant or developed.
- **Partially vacant land:** Properties that are occupied by a use (e.g., a home or building structure with value over \$10,000), but have enough land to be subdivided without the need for rezoning. This determination is made using tax assessor records and aerial photography. For lots with existing buildings, it is assumed that ¼ acre (10,890 sq. ft.) is retained by each existing home, and the remainder is included in the part vacant land inventory.
- **Vacant Undersized:** Properties that are vacant with less than 3,000 sq. ft. of land area. While this land area is not likely large enough to accommodate standard detached housing units, it may be suitable for accessory dwelling units (ADUs).
- **Developed & Non-Residential Land Base:** Properties unlikely to yield additional residential development for one of two reasons: they possess existing building structures at densities and are unlikely to redevelop over the planning period; or they include parcels with Comprehensive Land Use Plan designations not included in the aforementioned residential land use classifications.
- **Public and Constrained (unbuildable) land:** Properties which are regarded as unlikely to be developed because they are: under a certain size (3,000 square feet) or being restricted by existing uses such as: public ownership, roads and public right-of-way (ROW); common areas held by Home Owners Associations, parks/open space/recreation areas; cemeteries; and power substations.

These tax lot classifications were validated using aerial photos, building permit data, and assessor records. Preliminary results were refined based on City staff and public input received during the Housing Needs Analysis (HNA) planning process.

## DEVELOPMENT CONSTRAINTS

The BLI methodology for identifying and removing development constraints is consistent with state guidance on buildable land inventories per OAR 660-008-0005(2). By definition, the BLI is intended to include land that is “suitable, available, and necessary for residential uses.”

“Buildable Land” includes residential designated land within the UGB, including vacant, part vacant and land that is likely to be redeveloped; and suitable, available and necessary for residential uses. Public-owned land is generally not considered to be available for residential use unless it is the intent of the public agency to see it developed for residential (i.e., as part of a public/private development or redevelopment project).



Land is considered to be “suitable and available” unless it is:

- Is severely constrained by natural hazards as determined by the Statewide Planning Goal 7;
- Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- Has slopes over 25 percent;
- Is within the 100-year flood plain; or
- Cannot be provided with public facilities.

Based on state guidelines and data provided by the City of St. Helens, the following constraints have been deducted from the residential lands inventory.

- Land within waterbodies and floodways. Lands identified within waterbodies and floodways per the FEMA FIRM maps.
- Land within floodplains. This includes lands in flood-hazard areas (the 100-year floodplain) from the buildable land inventory.
- Land within wetlands. This includes areas identified as an environmental constraint in the St. Helens Comprehensive Plan. It should be noted that wetlands are locally protected from future development according to the St. Helens Municipal Code (SHMC) 17.40.
- Land with slopes greater than 25%. This includes land slide hazard areas identified in the St. Helens Comprehensive Plan.
- Land within natural resource protection measures. This includes parks and open spaces that are identified in the St. Helens Comprehensive Plan.

**Exhibits 3.4-3.7** illustrate these types of “environmental” constraints.

Exhibit 3.4. Floodplains and Waterways

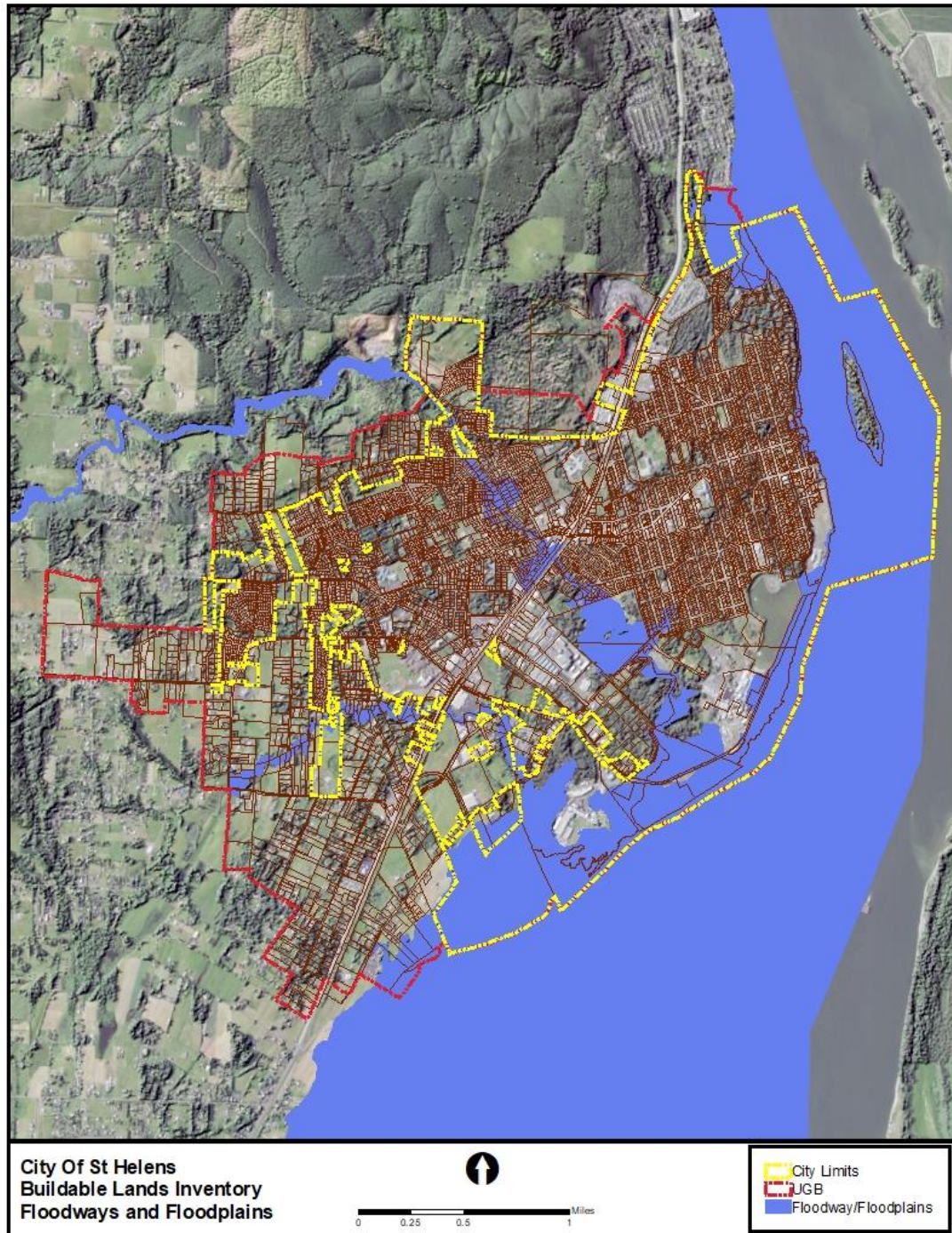




Exhibit 3.5. Wetlands

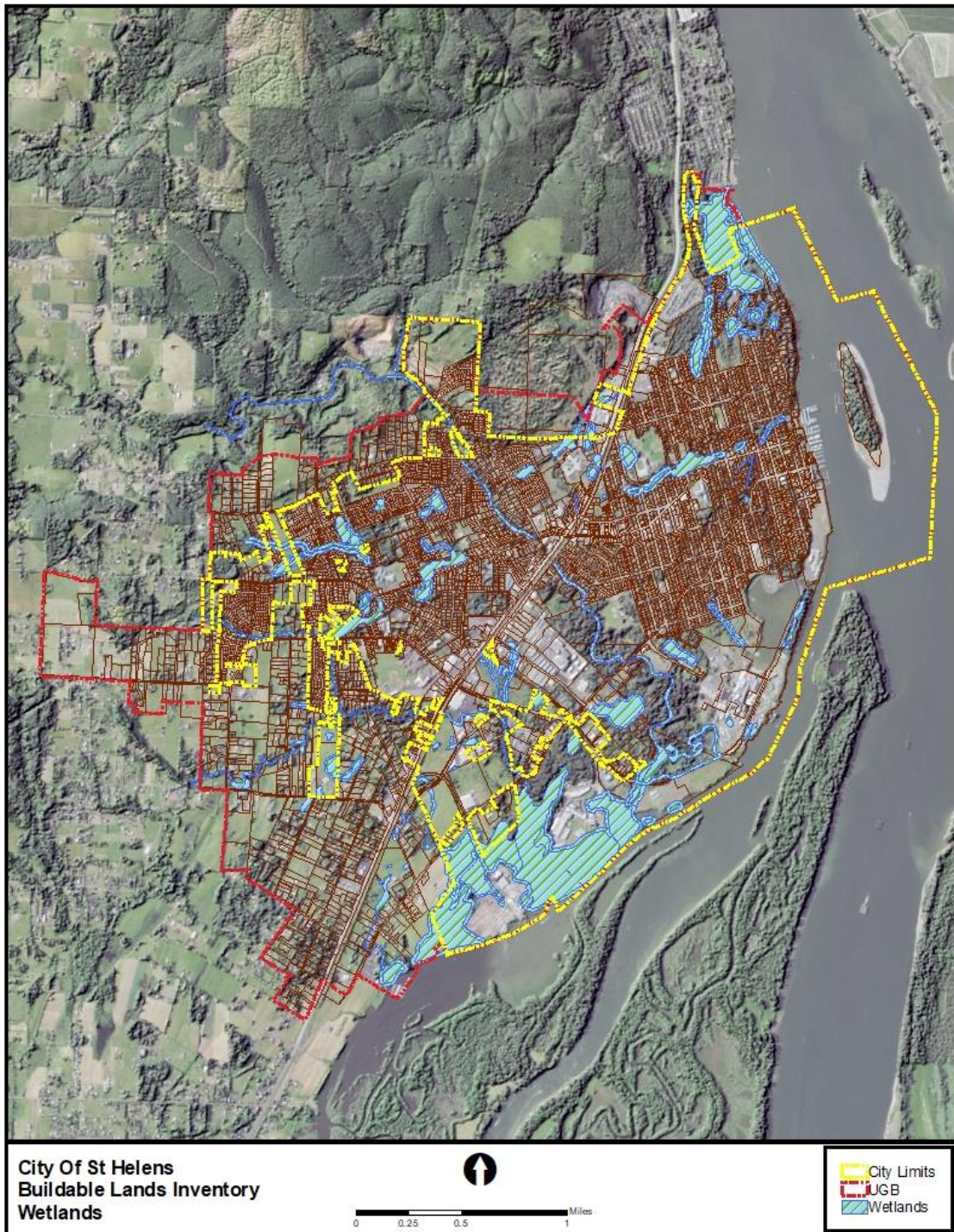
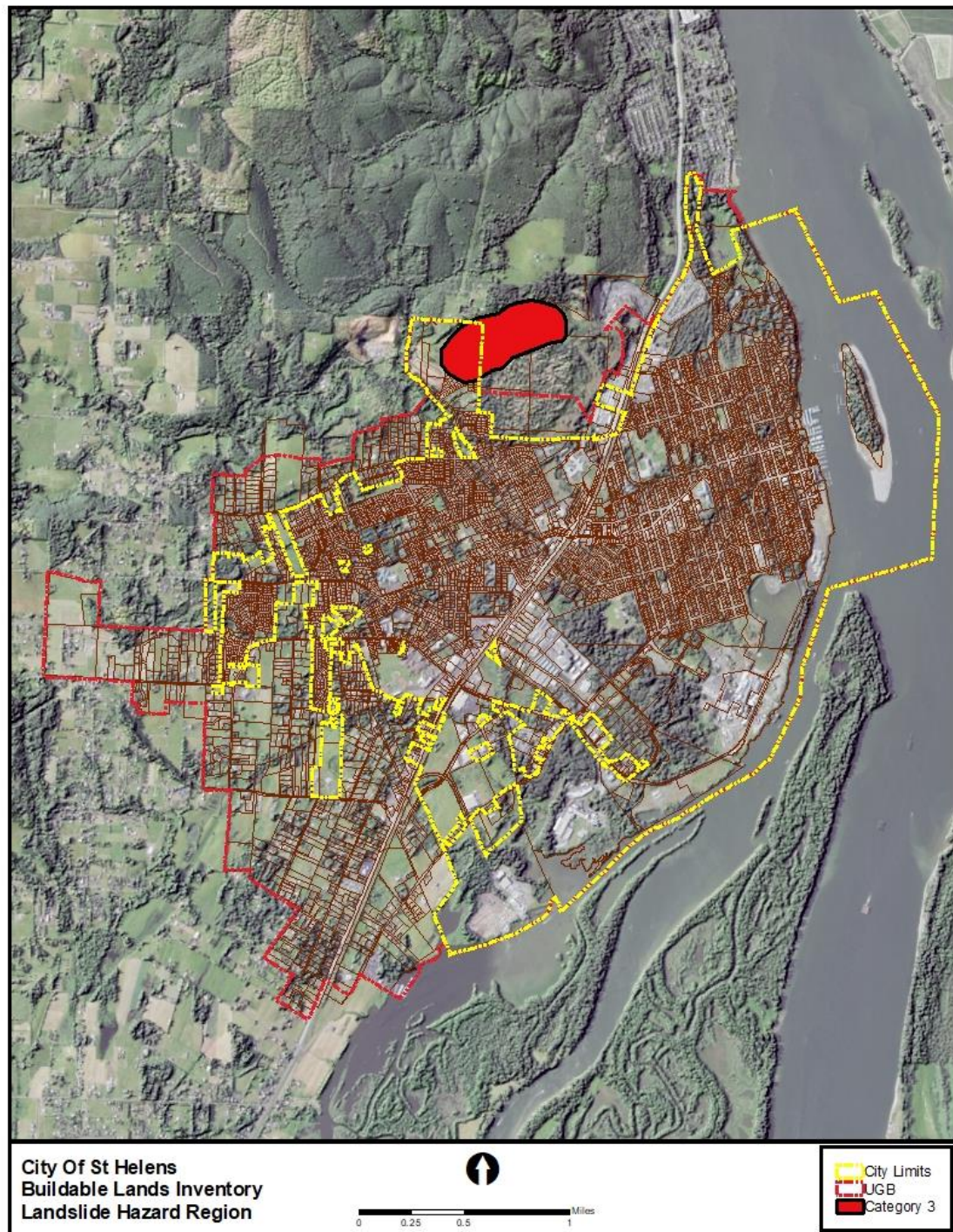


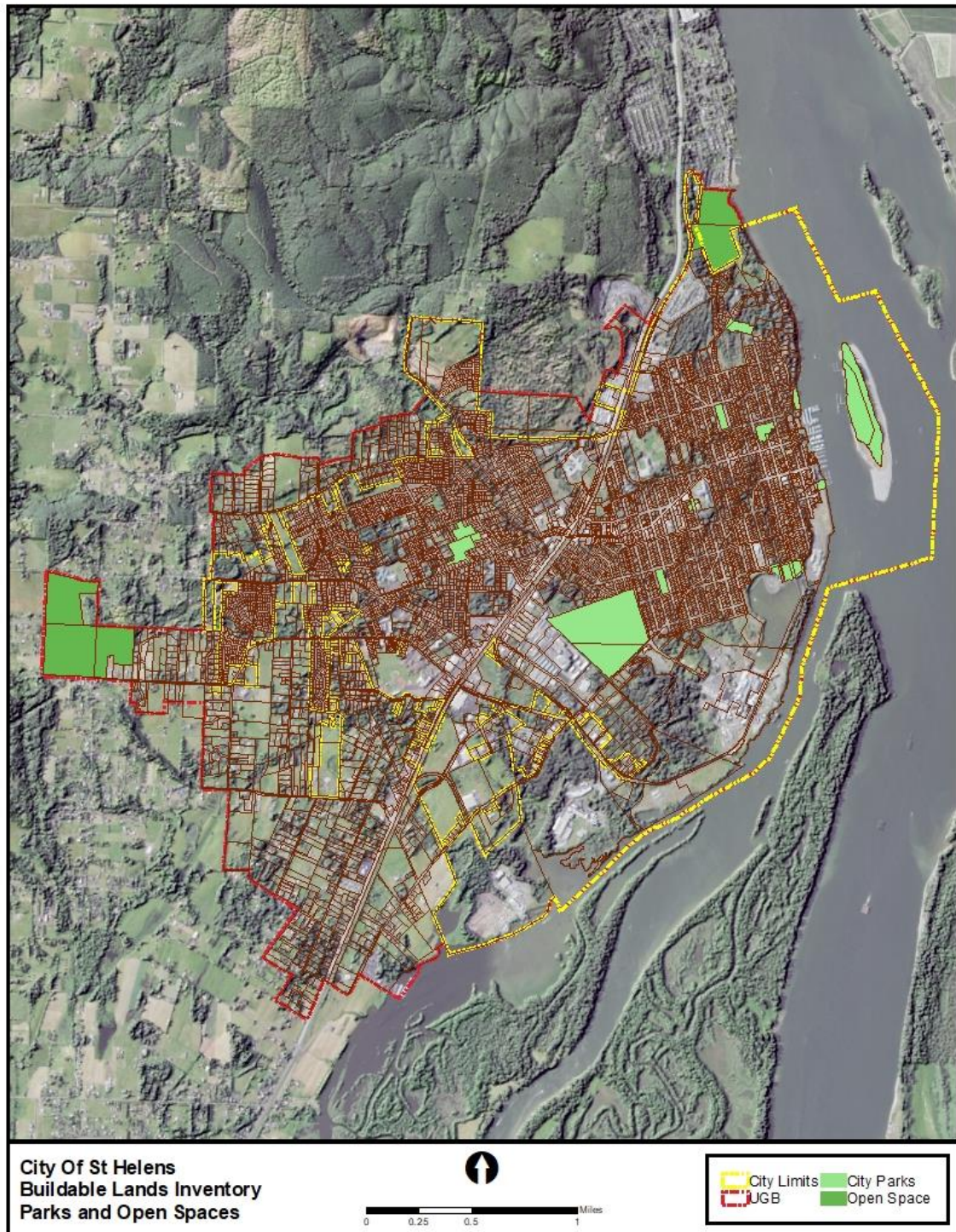


Exhibit 3.6. Land Slide Hazard Areas (slopes over 25%)





### Exhibit 3.7. Parks and Open Space



## RESIDENTIAL BUILDABLE LAND INVENTORY RESULTS

### Land Base

As noted above, the residential land base for the BLI includes all tax lots in the UGB in residential, commercial and mixed-use designations. A summary of the land base by generalized plan designation is provided in **Exhibit 3.8**. The findings indicate that there are 5,952 tax lots in the land base with 3,130 gross acres.

**Exhibit 3.8: Gross Acreage in Residential Land Base, St. Helens UGB**

Generalized Plan Designation	Number of		Total Gross	
	Taxlots	Percent	Acres	Percent
Low-Density Residential	2,676	45%	1,887	60%
Medium-Density Residential	2,101	35%	698	22%
High-Density Residential	539	9%	206	7%
Commercial/Mixed Use	636	11%	338	11%
<b>Total</b>	<b>5,952</b>	<b>100%</b>	<b>3,130</b>	<b>100%</b>

Source: City of St. Helens GIS data, FCS GROUP analysis.

### Development Status

Before the deduction of environmental constraints, the residential land base has been classified by development status to estimate land that is “committed” and not likely to be developed for additional residential uses. These definitions include residential land that is developed, tax lots that exempt residential development, and public right-of-way<sup>2</sup>, as described previously (results are summarized in **Exhibit 3.9**).

<sup>2</sup> Includes right-of-way that is defined as a tax lot in the GIS database, which exempts residential development. This includes most major existing right-of-way which is excluded from the buildable land base.

### Exhibit 3.9: Residential Land Base before environmental constraints are applied, St. Helens UGB

Generalized Plan Designation	Acres on Vacant Taxlots	Acres on Part-Vacant Taxlots	Total Vacant & Part-Vacant Acres	Developed, non-residential and other constrained acres			
				Developed or Non-Res Land Base	Public/Unbuildable	Undersized (less than 3,000 SF)	Total Committed Acres
Low-Density Residential	428	412	840	802	245	0.25	1,047
Medium-Density Residential	110	38	148	327	222	0.95	551
High-Density Residential	17	3	19	156	31	0.33	187
Commercial/Mixed Use	110	37	147	127	63	0.52	191
<b>Total</b>	<b>665</b>	<b>490</b>	<b>1,154</b>	<b>1,412</b>	<b>561</b>	<b>2</b>	<b>1,975</b>

Source: City of St. Helens GIS data, FCS GROUP analysis.

### Buildable land after constraints

After allowing for future public facilities and future right-of-way, there are 804 net buildable acres. The buildable land inventory includes 570 acres with low-density plan designations, 93 acres with medium-density designations, 15 acres with high-density designations and 127 acres in commercial and mixed-use designations (see **Exhibit 3.10**).

As noted above, approximately 58% of the buildable land inventory is classified as vacant land and 42% is classified as partially vacant land.

### Exhibit 3.10: Residential Land Base with all constraints, St. Helens UGB, 2019

Generalized Plan Designation	Total Acres	Committed Acres	Env. Constrained Acres	Less Future Public Facilities*	Net Buildable Acres
Low-Density Residential	1,887	1,047	81	190	570
Medium-Density Residential	698	551	24	31	93
High-Density Residential	206	187	5	-	15
Commercial/Mixed Use	338	191	20	-	127
<b>Total</b>	<b>3,130</b>	<b>1,975</b>	<b>129</b>	<b>221</b>	<b>804</b>

Source: City of St. Helens GIS data, FCS GROUP analysis.

\* assumes 25% of buildable low and medium density land area is utilized for future public facilities.

### Commercial and Mixed-Use Land Assumptions

It should be noted that all vacant and part-vacant commercial and mixed-use land (127 acres in total) is included in the table above. This land was included because housing development is a permitted use (i.e. it is allowed) on land with commercial and mixed-use zoning. However, since most commercial and mixed-use zoned land area will be developed for non-residential use (e.g., retail, services, office, etc.), it is assumed that only 15% of the commercial and mixed-use land area will be developed as housing over the next 20 years. That assumption will be reflected in the “Residential BLI Results” section of this report below.

### Redevelopment Areas

In accordance with OAR 660-024-0050, FCS GROUP also considered “redevelopable” lands, defined as follows by OAR 660-008-0005(7):



“Redevelopable Land” means land zoned for residential use on which development has already occurred but on which, due to present or expected market forces, there exists the strong likelihood that existing development will be converted to more intensive residential uses during the planning period.”

Given the unpredictable nature of real estate development, especially as it relates to residential redevelopment projects resulting in demolition and replacement of existing structures and development of net new housing units, the following broad-based methodology was used to estimate redevelopment potential in St. Helens:

- To comply with the redevelopment definition above, the St. Helens buildable land inventory includes an analysis of developed residential/commercial & mixed-use properties that have existing structures and are located within the St. Helens UGB.
- In order to sharpen the focus on land most likely to “be converted to more intensive residential use during the planning period”, the redevelopment land inventory includes: tax lots with over 10,890 square feet (1/4 acre) of buildable land area; and tax lots with “land values” that are greater than “improvement values” based on current county assessor records. As a proxy for “present or expected market forces” which will drive redevelopment, these remaining properties were considered the universe of “redevelopable” lands.
- Like the analysis of vacant and part-vacant lands described in preceding sections, “redevelopable” lands were by low, medium, high density residential and commercial/mixed-use categories based on their underlying comprehensive plan and zoning classifications, and environmental constraints were removed to determine net buildable land area.
- Finally, this analysis assumes a rate of redevelopment which results in net new housing of the properties identified above. It is assumed that redevelopment will occur on 3% of properties in St. Helens. This factor was applied to the total universe of redevelopment land area to determine the net redevelopable land to be included in the St. Helens residential buildable land inventory (**Exhibit 3.11**).

**Exhibit 3.11: Redevelopable Land Inventory, St. Helens UGB, 2019**

Land Classification	Taxlots	Map Acres	Environmenta		Redevelopabl
			I Constraints	Net Lot Acres	e Acres*
Low Density	318	256.0	6.3	249.7	7.5
Medium Density	77	27.3	1.1	26.2	0.8
High Density	37	22.6	0.6	22.0	0.7
Commercial and Mixed Use	51	30.7	0.2	30.4	0.9
<b>Grand Total</b>	<b>483</b>	<b>336.7</b>	<b>8.2</b>	<b>328.4</b>	<b>9.9</b>

Source: City of St. Helens GIS data, FCS GROUP analysis.

\*Assumes a 3% redevelopment rate.

## Summary of Residential Buildable Land Inventory

The combination of vacant, part-vacant and redevelopable land area for the residential and commercial/mixed use classifications results in the total St. Helens residential buildable land inventory.



As shown in **Exhibit 3.12**, the sum of all categories provides 577.2 acres of low-density land (569.7 acres of vacant land and 7.5 acres of redevelopable land); 93.5 acres of medium-density land (92.7 acres of vacant and 0.8 acres of redevelopable land); and 15.5 acres of high-density land (14.9 acres of vacant and 0.7 acres of redevelopable land). The commercial and mixed-use land area expected for housing includes 19.2 acres (126.9 acres of vacant land plus 0.9 acres of redevelopment land multiplied by the 15% housing conversion factor). The sum of all categories provide 705.4 acres of buildable residential land within the St. Helens UGB.

**Exhibit 3.12: Summary of Residential Buildable Land Inventory, St. Helens UGB, 2019**

Land Classification	Vacant & Part Vacant	Redevelopable Land	Housing Development Factor*	Total Buildable Residential Land
Low Density	569.7	7.5	100%	577.2
Medium Density	92.7	0.8	100%	93.5
High Density	14.9	0.7	100%	15.5
Commercial and Mixed Use	126.9	0.9	15%	19.2
<b>Grand Total</b>	<b>804.1</b>	<b>9.9</b>	<b>-</b>	<b>705.4</b>

Source: derived from prior tables using City of St. Helens GIS data.

\*Assumes a 15% housing redevelopment rate.

**Exhibits 3.13 and 3.14** illustrate the buildable vacant and partially vacant buildable land areas for the residential and commercial/mixed-use land base within the St. Helens UGB.

Exhibit 3.13: Residential Land Base with all constraints, St. Helens UGB, 2019

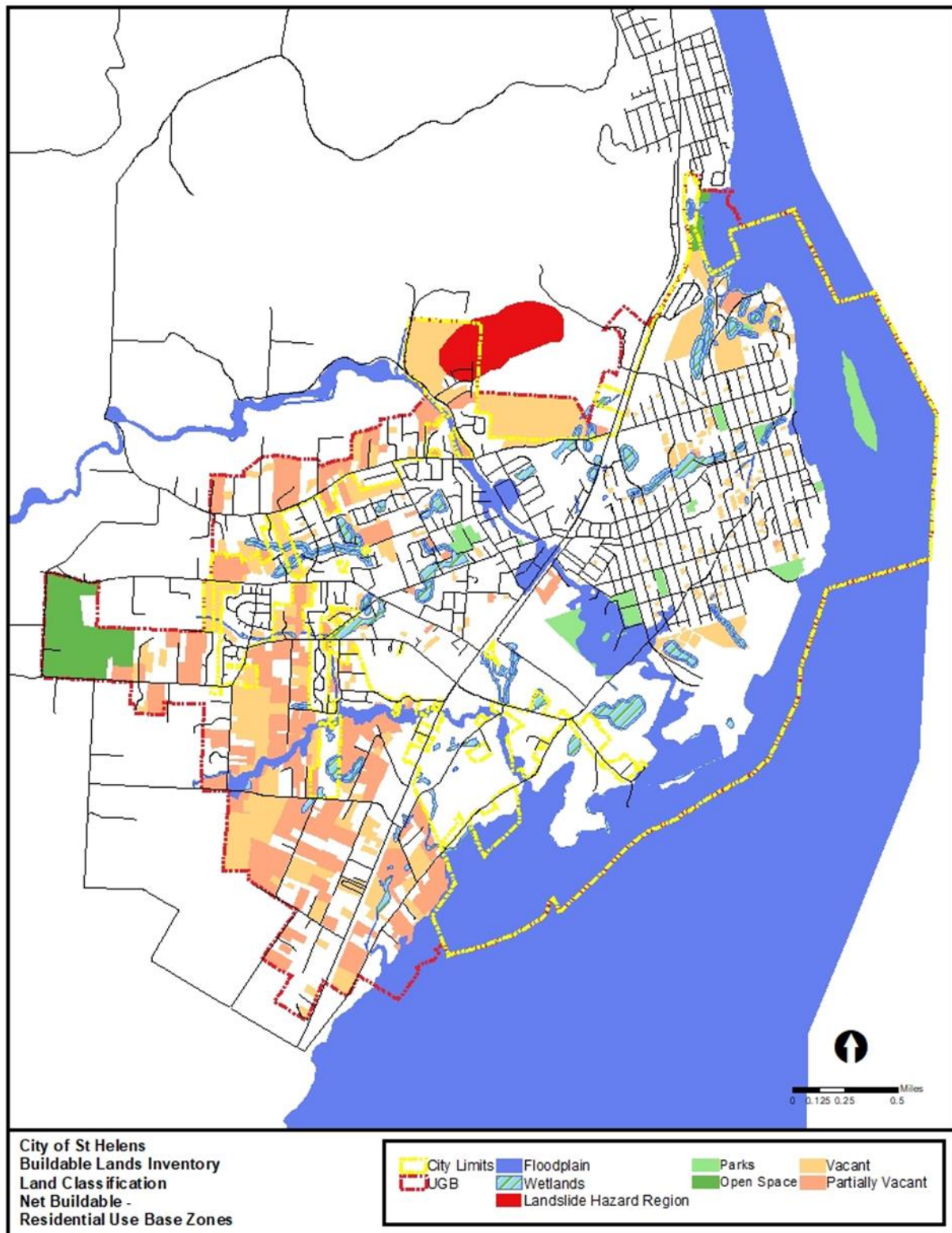
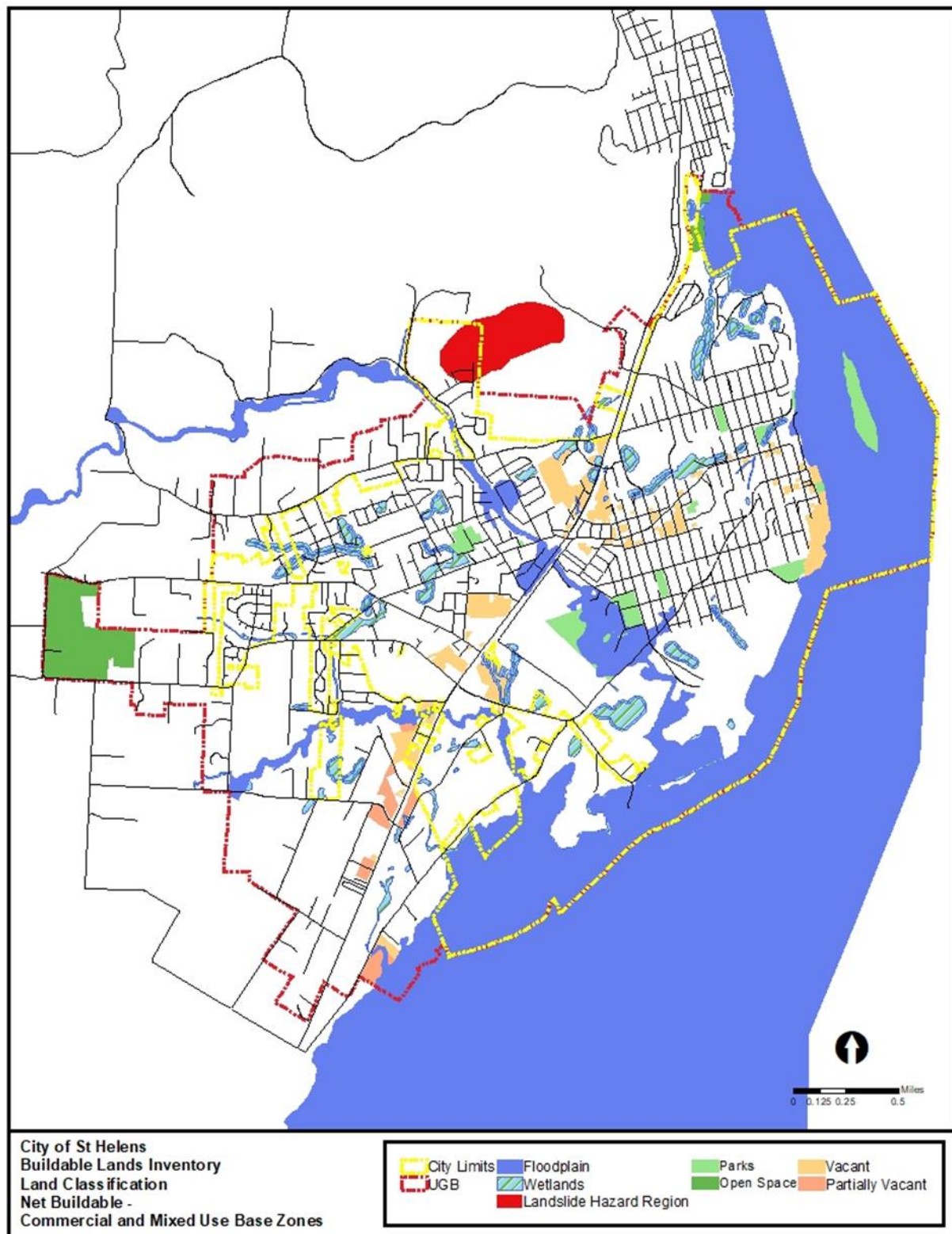


Exhibit 3.14: Commercial & Mixed-Use Land Base with all constraints, St. Helens UGB, 2019



# Section IV. LAND NEEDS

## RECONCILIATION

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### METHODOLOGY

The methodology for projecting housing needs within the St. Helens UGB takes into account 3 methods that are consistent with safe harbor provisions; and 2 methods that reflect the demographic and socio-economic trends, housing market characteristics and long-range population growth projections described in Task 2 (Housing Needs Forecast).

Findings from Task 3 (Buildable Land Analysis) are also utilized as a means of reconciling housing land demand with buildable land supply within the St. Helens UGB.

The steps taken to determine land needs using the safe harbor provisions include the following guidelines contained in OAR 660-024-0040(1)-(8).

#### Coordinated Population Growth Forecast

The land needs determination for a potential UGB expansion must be based upon the coordinated population growth forecast for the urban area as determined under rules in OAR-660-032. For this analysis, the 20-year planning period is 2019-2039.

**As indicated in Appendix A Table 1, the population within the St. Helens UGB is projected to increase from 15,371 to 19,310, resulting in 3,617 net new residents by 2039.**

#### Average Household Size

Relevant findings regarding specific requirements include:

*(a) A local government may estimate persons per household for the 20-year planning period using the persons per household for the urban area indicated in the most current data for the urban area published by the U.S. Census Bureau.*

**The most current estimate of persons per household is 2.68** per U.S. Census, American Community Survey: 2013-2017 estimates for the City of St. Helens.

#### Local Development Code Provisions

Relevant findings regarding specific requirements include:

*(b) If a local government does not regulate government-assisted housing differently than other housing types, it is not required to estimate the need for government-assisted housing as a separate housing type.*

**St. Helens does not regulate government assisted housing differently than other housing types.**



*(c) If a local government allows manufactured homes on individual lots as a permitted use in all residential zones that allow 10 or fewer dwelling units per net buildable acre, it is not necessary to provide an estimate of the need for manufactured dwellings on individual lots.*

**St. Helens allows manufactured homes on individual lots as a permitted use in all residential zones that permit 10 or fewer dwelling units per net buildable acre, subject to development standards.**

*(d) If a local government allows manufactured dwelling parks required by ORS 197.475 to 197.490 in all areas planned and zoned for a residential density of six to 12 units per acre, a separate estimate of the need for manufactured dwelling parks is not required.*

**St. Helens allows manufactured dwelling parks only within areas zoned mobile home residential (MHR).**

### Housing Vacancy Rate Assumptions

*(e) A local government outside of the Metro boundary may estimate its housing vacancy rate for the 20-year planning period using the vacancy rate in the most current data published by the U.S. Census Bureau for that urban area that includes the local government.*

**The most current estimate of overall housing vacancy in the City of St. Helens is 10.4% per U.S. Census, American Community Survey, 2013-2017 estimates (see Appendix A Table C).**

### Housing Land Needs Forecast Methods

There are three (3) types of safe harbor methods that are being considered for the determination of housing need for St. Helens which are consistent with OAR 660-024-0040(8), including

1. Safe Harbor Combined Housing Mix and Density Method
2. Safe Harbor Incremental Mix Method A
3. Safe Harbor Incremental Mix Method B

In addition, there are two additional methods that are consistent with the housing needs analysis developed during Task 2, and local development density assumptions that vary by land use and zoning type:

4. Localized Housing Density Method A
5. Localized Housing Density Method B

Additional details and findings are provided below.

## SAFE HARBOR METHODS

### Method 1. Combined Housing Mix and Density Method

This method is described in OAR 660-024-0040(8)(f) and “Table 1” from the rule (included in Appendix B). St. Helens is grouped into the category of cities with a future population of 10,001 to 25,000. As indicated in **Exhibit 4.1**, this method assumes 631 net new dwelling units, with a required mix as follows: 55% low-density, 25% medium-density, and 20% high-density.

This method requires an overall (citywide) minimum density within residential base zones of: 5 dwellings per net acre; 7 dwellings/acre for UGB analysis; and the city must allow at least 9 units per

acre overall (citywide) on its buildable residential land base. **This method results in a potential UGB residential land need of 208 net buildable acres.**

#### Exhibit 4.1

Method 1					
Safe Harbor Combined Housing Mix and Density Method 1, Determination of Residential Land Need, St. Helen					
Factor		Finding	Units	Source Notes	
1 20-Yr Population Growth Forecast:		19,310	population	Table A	
2 Is Growth Forecast 10,001 to 25,000?		Yes			
3 20-Yr Population Change		3,617		Table A	
4 Population in Group Quarters		91	population	Table B	
5 Population in Households		3,526	population	calculation	
6 Average Household Size		2.68		Table B	
7 Number of Households		1,316	households	calculation	
8 Vacancy Factor		10.4%	137	population	Table C
9 Dwelling Units Added		1,453	dwellings		
10 Dwelling Mix Safe Harbor		Percent	Dwellings		
	Low Density Residential*	55%	799	dwellings	see OAR 660-024-0040(f)
	Medium Density Residential	25%	363	dwellings	see OAR 660-024-0040(f)
	High Density Residential	20%	291	dwellings	see OAR 660-024-0040(f)
	Total	100%	1,453	dwellings	calculation
11 Dwelling Unit Density Requirements		DU/Net Acre***	UGB Land Need Net Acres		
	Required overall minimum	5			see OAR 660-024-0040(f)
	Assume for UGB analysis	7	208	net acres	see OAR 660-024-0040(f)
	Zone to Allow	9			see OAR 660-024-0040(f)
* Includes mobile homes.					
** Analysis consistent with OAR 60-024-0040(f).					
*** This applies to all residential zones within City.					

#### Method 2. Incremental Mix Method A

This method is described in OAR 660-024-0040(8)(h). St. Helens is grouped into the category of cities with a future population of 10,001 to 25,000. This method takes into account the existing overall housing density level of 3.6 dwellings per net acre, then factors that up by 25 percent, to 5.5 dwellings/acre for future housing development.

Applying safe harbor housing mix requirements as in Method 1, this method results in the same number of net new housing units as described in Method 1, but at a lower overall housing density (5.5 dwellings per acre). The city would still need to zone to allow at least 9 units per acre overall (citywide) on its buildable residential land base. **This method results in a potential overall UGB residential land need of 266 net buildable acres (see Exhibit 4.2).**

## Exhibit 4.2

### Method 2

#### Safe Harbor Incremental Mix Method 2, Determination of Residential Land Need, St. Helens UGB

					Source Notes
1 Existing Percentage of Density of Developed Land	Existing Dwellings	Existing Mix	Developed Acres***	Current DUs Per Acre	
Low Density Residential*	3,792	71%			Table C
Medium Density Residential	902	17%			Table C
High Density Residential	622	12%			Table C
Total	5,316	100%	1,218	4.4	BLI
2 Increase Overall Density as follows:	Increase Mix by:			New Overall Density	
Average Increase	25%			5.5	see OAR 660-024-0040(h)
3 Planned Percentage of Housing Mix	Percent	Dwellings			
Low Density Residential*	55%	799	dwellings		see OAR 660-024-0040(f)
Medium Density Residential	25%	363	dwellings		see OAR 660-024-0040(f)
High Density Residential	20%	291	dwellings		see OAR 660-024-0040(f)
Total	100%	1,453	dwellings		calculation
4 Zone to allow new housing mix	New Dwellings	Zone to Allow ***	UGB Assumption	Max UGB Land Need (Net Acres)	
Low Density Residential*	799	4.0			
Medium Density Residential	363	7.0			
High Density Residential	291	16.0			
Total/Average	1,453	9.0	5.5	266	see OAR 660-024-0040(h)

\* Includes mobile homes.

\*\* Analysis consistent with OAR 660-024-0040(h).

\*\*\* This applies to all residential zones within City.

### Method 3. Incremental Mix Method B

This method is described in OAR 660-024-0040(8)(i) and “Table 3” from the rule (provided in **Appendix C** for reference). St. Helens is grouped into the category of cities with a future population of 10,001 to 25,000. This method takes into account the existing housing mix by residential type (low, medium and high density), and then factors up the mix of medium density housing by 10 percentage points, and high density housing up by 5 percentage points to arrive at a future planned housing mix. This results in a planned housing mix for St. Helens as follows: 56% low density, 27% medium density, and 17% high density. This would result in a higher number of low density dwellings and a lower number of high density dwellings than would be planned under the two prior methods.

Applying safe harbor housing density requirements reflected in **Appendix B & C**, this method requires 7 units per acre overall, and the city would still need to zone to allow at least 9 units per acre overall (citywide) on its buildable residential land base. **This method results in an overall UGB residential land need of 370 net buildable acres (see Exhibit 4.3).**

### Exhibit 4.3

Method 3					
Safe Harbor Incremental Mix Method 3, Determination of Residential Land Need, St. Helens UGB					
					Source Notes
1 Existing Percentage of Density of Deve	Existing Dwellings	Existing Mix	Developed Acres***	Current DUs Per Acre	
Low Density Residential*	3,792	71%			Table C
Medium Density Residential	902	17%			Table C
High Density Residential	622	12%			Table C
Total	5,316	100%	1,218	4.4	BLI
2 Increase Percentage of Density as follo	Increase Mix by:	New Mix			
Low Density Residential*		56%			see OAR 660-024-0040(i)
Medium Density Residential	10%	27%			see OAR 660-024-0040(i)
High Density Residential	5%	17%			see OAR 660-024-0040(i)
Total		100%			calculation
3 Zone to allow new housing mix	Net New Dwellings	Zone to Allow***	UGB Assumption	Max UGB Land Need (Net Acres)	
Low Density Residential*	818	4.0	3.0	273	see OAR 660-024-0040(i)
Medium Density Residential	392	7.0	5.0	78	see OAR 660-024-0040(i)
High Density Residential	243	16.0	13.0	19	see OAR 660-024-0040(i)
Total/Average	1,453	9.0	7.0	370	see OAR 660-024-0040(i)
* includes mobile homes.					
** Analysis consistent with OAR 60-024-0040(i).					
*** This applies to all residential zones within City.					

## LOCAL DENSITY AND HOUSING MIX METHODS

In addition to the safe harbor methods for determining residential land needs, two additional methods have been included that forecast the UGB land need based on the local housing market trends and local experience regarding development density.

### Method 4. Local Market Demand and Density Forecast A

This method evaluates the land needs based on the projected housing needs described in Task 2, which reflect the future baseline housing demand for dwellings and families living in group quarters (shared living arrangements). This method is consistent with Oregon Administrative Rules for projecting land needs takes into account the expected average development density levels using estimates provided by city planning staff based on local experience. **This method results in 5.0 units per acre for new housing, and an overall UGB residential land need of 298 net buildable acres (see Exhibit 4.4).**



#### Exhibit 4.4

Method 4					
Local Mix and Density Method, Determination of Residential Land Need, St. Helens UGB					
					Source Notes
		Net New Dwellings Expected	Planned Mix		
1	Future Housing Need				
	Low Density Residential*	959	65%		Table D
	Medium Density Residential**	283	19%		Table D
	High Density Residential, baseline	183	12%		Table D
	Manufactured Housing	46	3%		Table D
	Total	1,470	100%		
		UGB Land Need (Net Acres)			
2	Expected Housing Density	DUs per acre***			
	Low Density Residential*	4.0	240		calculation
	Medium Density Residential**	7.0	40		calculation
	High Density Residential, baseline	14.0	13		calculation
	Manufactured Housing	10.0	5		
	Total/Average	4.9	298		calculation

\* Includes detached units and mobile homes. \*\* Includes townhomes, plexes and group quarters.  
\*\*\* Density estimates derived from Appendix D.

Source: compiled by FCS GROUP.

#### Method 5. Local Market Demand and Density Forecast B

This method for projecting land needs takes into account baseline housing growth (described in Method 4) plus a portion of pent-up housing demand. In addition to the 1,470 dwellings required to meet the baseline forecast, it is assumed that the market potential also exists to address pent up demand for market rate and government subsidized rental housing. Assumptions regarding current gaps in rental housing inventories are shown in **Appendix A, Table D**. For analysis purposes, it is assumed that 75% of the pent-up demand for market-rate apartments (40 units) and 33% of the pent-up demand for government subsidized housing (111 units) are provided over the next 20 years.

**This method results in 5.3 units per acre for new housing, and an overall UGB residential land need of 309 net buildable acres (see Exhibit 4.5).**

It should be noted that Method 5 is a departure from Oregon Administrative Rules thus it would likely result in a population growth forecast that exceeds the baseline 20-year population forecast. As such, Method 5 cannot be used for justification of a UGB expansion (if one is to be considered at this time).

#### Exhibit 4.5

Method 5					
Local Mix and Density Method, Determination of Residential Land Need, St. Helens UGB					
					Source Notes
1	Future Housing Need	Dwellings Expected	Planned Mix		
	Low Density Residential*	959	59%		Table D
	Medium Density Residential**	283	17%		Table D
	High Density Residential, baseline	183	11%		Table D
	High Density Residential, pent-up	150	9%		Table E
	Manufactured Housing	46	3%		Table D
	Total	1,621	100%		
2	Expected Housing Density	DUs per acre***	UGB Land Need (Net Acres)		
	Low Density Residential*	4.0	240		calculation
	Medium Density Residential**	7.0	40		calculation
	High Density Residential, baseline	14.0	13		calculation
	High Density Residential, pent-up	14.0	11		calculation
	Manufactured Housing	10.0	5		
	Total/Average	5.3	309		calculation

\* Includes detached units and mobile homes. \*\* Includes townhomes, plexes and group quarters.  
\*\*\* Density assumptions derived from Appendix D.  
Source: compiled by FCS GROUP.

## RECONCILIATION OF RESIDENTIAL LAND NEED/SUPPLY

The reconciliation of UGB residential land need and land supply is summarized in **Exhibit 4.6**. The results indicate that the current buildable residential land supply within the St. Helens UGB (705 net acres within residential and commercial zones) is sufficient for addressing the overall 20-year land needs for housing under Methods 1-5.

Methods 3 and 5, however, would result in a greater number of multifamily apartments than the other methods, which in turn could require more land zoned for high-density development.

The ability for the City of St. Helens to provide an adequate land supply to address Methods 3 or 5 would require utilization of 100% of the vacant high density residential land and some portion (up to 8 acres) of the land zoned for commercial and mixed use to be utilized for apartments. New land use policies should be considered to encourage additional apartment development on commercial sites to address the housing demand associated with Methods 3 or 5.

**It is recommended that the City of St. Helens pursue Method 5 as part of the Housing Needs Analysis and consider new policy measures aimed at encouraging apartment development on selected areas zoned commercial or mixed use.** Potential policy measures are identified and discussed during Task 4 of the Housing Needs Analysis.

**Exhibit 4.6**

	Method 1	Method 2	Method 3	Method 4	Method 5
<b>Dwellings/Units</b>					
Low Density*	799	799	818	959	959
Medium Density**	363	363	392	283	283
High Density	291	291	243	183	333
Manufactured Dwelling Units				46	46
<b>Total</b>	<b>1,453</b>	<b>1,453</b>	<b>1,453</b>	<b>1,470</b>	<b>1,621</b>
<b>Land Need (net acres)</b>					
Low Density*			205	240	240
Medium Density**			56	40	40
High Density			15	13	24
Manufactured Home Parks				5	5
<b>Total</b>	<b>208</b>	<b>294</b>	<b>276</b>	<b>298</b>	<b>309</b>
<b>Buildable Land Inventory (net acres)</b>					
Low Density	532	532	532	532	532
Medium Density	93	93	93	93	93
High Density	16	16	16	16	16
Manufactured Home Parks	45	45	45	45	45
Commercial/Mixed Use***	19	19	19	19	19
<b>Total</b>	<b>705</b>	<b>705</b>	<b>705</b>	<b>705</b>	<b>705</b>
<b>UGB Land Surplus/Deficit (net acres)</b>					
Low Density*	-	-	328	293	293
Medium Density**	-	-	38	53	53
High Density	-	-	0	2	(8)
Manufactured Home Parks	-	-	45	40	40
Commercial/Mixed Use	-	-	19	19	19
<b>Total</b>	<b>498</b>	<b>412</b>	<b>430</b>	<b>408</b>	<b>397</b>
<b>Adequacy of UGB to meet housing need</b>	adequate	adequate	adequate	adequate	adequate

\* Includes detached units and mobile homes. \*\* Includes townhomes, plexes and group quarters.

\*\*\* reflects 3% of total potential redevelopment properties, per St. Helens Buildable Land Inventory, March 2019.

Source: FCS based on previous tables.

## Appendix A

**Table A**

**St. Helens Population & Housing: Baseline 20-Year Forecast**

**Population Forecasts**

	2017	2020	2025	2030	2035
Columbia County	51,500	53,212	56,048	60,716	94,765
St. Helens UGB	15,371	15,839	16,757	18,641	18,359
Oregon	4,141,100	4,252,100	4,516,200	4,768,000	4,995,200

**Source:** Portland State University Population Research Center

Forecasts of Oregon's County Populations and Components of Change, 2010-2050.

Compiled by FCS Group. AGR = average annual growth rate.

	2017	Estimate 2019	2030	Forecast 2039	Proj. Change 20 Years
St. Helens UGB	15,371	15,693	18,641	19,310	3,617
Columbia County	51,500	52,225	60,716	61,902	9,677

**Source:** Portland State University Population Research Center; interpolated by FCS GROUP.

Forecasts of Oregon's County Populations and Components of Change, 2017-2068.

Compiled by FCS Group. AGR = average annual growth rate.

**Table B**

**Demographics, St. Helens and Columbia County, 2013-2017**

	St. Helens	Columbia County
Total population	13,169	49,645
Group quarters population	332	428
share of population in group quarters	2.5%	0.9%
Total households	4,798	18,941
Average household size	2.68	2.60

**Source:** 2013-2017 American Community Survey (Tables DP04, DP03, DP05, S1101 & B26001)

**Table C**

**City of St. Helens Housing Inventory (2012 - 2017)**

	2012 ACS	2017 ACS
Owner Occupied	3,490	3,318
Renter Occupied	2,595	2,739
Vacant	484	706
<b>Total</b>	<b>6,569</b>	<b>6,763</b>
Owner Occupied %	57.4%	54.8%
Renter Occupied %	42.6%	45.2%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>
Vacant Dwellings %	7.4%	10.4%
Single-Family Detached	3,780	3,645
Townhome/Plexes	727	902
Multifamily	440	622
Mobile Home	176	147
<b>Total</b>	<b>5,123</b>	<b>5,316</b>

**Source:** U.S. Census Bureau, and American Community Survey

2013 to 2017 (Tables DP04, B25077 and B25064).

**Table C**

**20-year Dwelling Unit Demand, Baseline Forecast, St. Helens UGB**

	Owner-Occupied Dwelling Units	Renter- Occupied Dwelling Units	Vacant Units	All Dwelling Units	Projected 20- year Change (Units)
Housing Tenure Distribution:	55.1%	36.7%	8.2%	100.0%	1,433
Housing Unit/Type Distribution					
Single Family Detached	92%	30%	67%	67%	959
Townhomes / Plexes	3%	38%	17%	17%	245
Multi family (5+ units)	0%	32%	13%	13%	183
Mfg. home/other	5%	1%	3%	3%	46
<b>Total Housing Units</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>1,433</b>
Group quarters (single room occupancy)					37
<b>Grand Total</b>					<b>1,470</b>

Source: St. Helens Housing Needs Forecast Memorandum, FCS GROUP

**Table D**

**St. Helens Rental Housing Gap Analysis, 2017**

Income Range	Affordable Monthly Rent Costs *	Renter- Occupied Households	Estimated Available Rental Units	Gap or Surplus	Pent Up Demand	Capture Rate for Analysis	Pent Up Housing Demand
\$75,000 or more:	\$1,875	153	124	(29)	(53)	market rate gap	40
\$50,000 to \$74,999:	\$1,250-\$1,875	232	208	(24)			
\$35,000 to \$49,999:	\$875-\$1,250	370	571	201			
\$20,000 to \$34,999:	\$500-\$875	562	793	231			
Less than \$20,000:	Less than \$500	529	212	(317)	(335)	subsidized housing	111
Zero or negative income	Requires Subsidy	61	43	(18)			
<b>Total</b>		<b>1,907</b>	<b>1,950</b>	<b>43</b>	<b>(388)</b>		<b>150</b>

Source: St. Helens Housing Needs Forecast Memorandum, FCS GROUP

\* Calculated as 30% of income range based on HUD guidelines

## Appendix B

**Table 1: Housing Mix/Density Safe Harbors**

A. Coordinated 20- Year Population Forecast	B. Housing Density Safe Harbor Numbers are in Dwelling Units (DU) per net buildable acre	C. Housing Mix Safe Harbor (Percentage of DU that Must be <i>Allowed</i> by zoning)		
		Low Density Residential	Medium Density Residential	High Density Residential
Less than 2,500	<ul style="list-style-type: none"> <li>Required Overall Minimum: 3</li> <li>Assume for UGB Analysis: 4</li> <li>Zone to Allow: 6</li> </ul>	70%	20%	10%
2,501 – 10,000	<ul style="list-style-type: none"> <li>Required Overall Minimum: 4</li> <li>Assume for UGB Analysis: 6</li> <li>Zone to Allow: 8</li> </ul>	60%	20%	20%
10,001 – 25,000	<ul style="list-style-type: none"> <li>Required Overall Minimum: 5</li> <li>Assume for UGB Analysis: 7</li> <li>Zone to Allow: 9</li> </ul>	55%	25%	20%
More than 25,000 but not subject to ORS 197.296	<ul style="list-style-type: none"> <li>Required Overall Minimum: 6</li> <li>Assume for UGB Analysis: 8</li> <li>Zone to Allow: 10</li> </ul>	50%	25%	25%

- **Low Density Residential:** A residential zone that *allows* detached single family and manufactured homes and other needed housing types on individual lots in the density range of 2-6 units per net buildable acre (DU/NBA). The specified mix percentage is a maximum; a local government may allow a lower percentage.
- **Medium Density Residential:** A residential zone that *allows* attached single family housing, manufactured dwelling parks and other needed housing types in the density range of 6-12 units per net buildable acre. The specified mix percentage is a minimum; a local government may allow a higher percentage.
- **High Density Residential:** A residential zone that *allows* multiple family housing and other needed housing types in the density range of 12-40 units per net buildable acre. The specified mix percentage is a minimum; a local government may allow a higher percentage.
- **More than 25,000 but not subject to ORS 197.296:** The current population estimate for the city is less than 25,000 but the 20-year population forecast for the UGB is 25,000 or more. This safe harbor is not available for a jurisdiction subject to ORS 197.296 at the time of a UGB amendment.

## Appendix C

**Table 3: Methodology to Calculate Housing Mix for the  
“Incremental Housing Mix Safe Harbor” in OAR 660-024-0040(8)(i)**

**Example 1:** The developed housing mix in the UGB currently consists of 93% Low Density, 6% Medium Density and 1% High Density.

**Step 1:**  $5\% + 1\% = 6\%$  High Density Residential

**Step 2:**  $10\% + 6\% = 16\%$  Medium Density Residential

**Step 3:** Total for Medium and High Density:  $6\% + 16\% = 22\%$  Medium and High Density Residential\*

**Step 4:**  $100\% - 22\% = 78\%$  Low Density Residential

Under the Alternative Housing Mix **safe harbor** in OAR 660-024-0040(8)(i), buildable land in the UGB must be Zoned to Allow:

**Safe Harbor Housing Mix** = 78% Low Density, 16% Medium Density and 6% High Density.

**Example 2:** The developed housing mix in the UGB currently consists of 91% Low Density, 9% Medium Density and 0% High Density

**Step 1:**  $5\% + 0\% = 5\%$  High Density Residential

**Step 2:**  $10\% + 9\% = 19\%$  Medium Density Residential

**Step 3:** Total for Medium and High Density:  $5\% + 19\% = 24\%$  Medium and High Density Residential\*

**Step 4:**  $100\% - 24\% = 76\%$  Low Density Residential

Under the Alternative Housing Mix **Safe Harbor** in OAR 660-024-0040(8)(i), buildable land in the UGB must be Zoned to Allow:

**Safe Harbor Housing Mix** = 76% Low Density, 19% % Medium Density and 5% High Density.

\* If current housing mix has two tiers instead of three (for example, Low Density Residential and Medium-High Density, or Single-Family and Multi-Family), apply the “Low Density Residential” safe harbor percentage for Low Density Residential or Single-Family, and apply the combined “Medium Density” and “High Density” safe harbor percentages of 10% and 5%, or 15%, to Medium-High Density or Multi-Family.

## Appendix D

St. Helens Land Use Plan Designations and Allowable Development Assumptions						
Generalized Plan Designation	City Zoning	UGB	Dwelling Units/Acre		Min Density (DU/acre)	Max Density (DU/ acre)
Low	R-10		Suburban Residential	Min lot size: SFD 10,000 sq ft	n/a	3.5
Low	R-7	SR, RSUR	Moderate Residential	Minlot size: SFD 7,000 sq ft, Duplex 10,000 sq ft	n/a	7.0
Med	R-5	GR, UGR, MHR,	General Residential	Min lot size: SFD 5,000 sq ft, SFA 2,500 sq ft, Duplex 5,800 sq ft, Multi 5,800 sq ft for first two	n/a	14.5
Med	MHR	UMHR	Mobile Home Residential	Same as R5	n/a	14.5
High	AR	UMFR	Apartment Residential	Min lot size: SFD 3,050 sq ft, SFA 1,600 sq ft, Duplex 5,000 sq ft, Multi 5,000 sq ft for first two units + 1,500 sq ft for each unit above two	n/a	23.4
Comm/Mixed	MU		Mixed Use	See notes	n/a	23.4
Comm/Mixed	GC		General Commercial	See notes	n/a	23.4
Comm/Mixed	RD:Ma	GC, UGC,	Riverfront District: Marina	See notes	n/a	23.4
Comm/Mixed	RD:P	HC, UHC	Riverfront District: Plaza	Units based on ea. 500 sq ft of non-residential	n/a	n/a
Comm/Mixed	RD: Mi		Riverfront District: Mill	No maximum density	n/a	n/a
Comm/Mixed	HBD		Houlton Business District	See notes	n/a	23.4
Comm/Mixed	HC		Highway Commercial	No density listed in HC zone	n/a	n/a
Key						
P = Permitted						
PS = Permitted With Standards						
C = Conditional						
N = Not Permitted						



Generalized Plan Designation	City Zoning	UGB	Notes
Low	R-10	SR, RSUR	Structures and buildings shall not occupy more than 35% of lot area
Low	R-7		Structures and buildings shall not occupy more than 35% of lot area
Med	R-5	GR, UGR, MHR, UMHR	Buildings and structures shall not occupy more than 35 percent of the lot area except for single attached and multidwelling units, which can be
Med	MHR		Same standards as R5, except for Manufactured Home Parks. Only zone that allows MH Parks.
High	AR	UMFR	Buildings and structures shall not occupy more than 50 percent of the lot area
Comm/Mixed	MU	GC, UGC, HC, UHC	SFD, SFA and Plexes require R5 standards; Multi requires AR standards
Comm/Mixed	GC		Multi requires AR standards
Comm/Mixed	RD:Ma		Multi requires AR standards; units abover permitted uses are P
Comm/Mixed	RD:P		No ground level residential use; SFD and associated ADUs possible for official histooric structures
Comm/Mixed	RD: Mi		There is no minimum lot size requirement. Lots or parcels shall be of sufficient size to accommodate all applicable development standards for intended or potential land uses.
Comm/Mixed	HBD		SFD, SFA and Plexes require R5 standards; Multi requires AR standards
Comm/Mixed	HC		Maximum lot coverage including all impervious surfaces shall be 90 percent. Dwellings only allowed above ground floor.

## Section V. ADVISORY COMMITTEE AND PUBLIC INPUT

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The St. Helens Housing Needs Analysis included opportunities for participation throughout the planning process.

The community participation process is designed to meet the following objectives:

- Provide a forum to share, develop and refine useful information and data.
- Ensure a shared understanding of current conditions, issues, concerns and opportunities.
- Provide avenues for the public, applicable committees, and supporting agencies to be involved.
- Build support for eventual adoption and implementation.

### Public and Stakeholder Engagement Activities

#### **Project Advisory Committee**

The HNA Project Advisory Committee (PAC) for the St. Helens HNA included the City Planning Commission.

The PAC was charged with providing recommendations on key project issues and decisions, helping shape policy options, guiding stakeholder and community engagement strategies, acting as liaisons to specific constituencies or groups, hosting public events and encouraging community members to participate in the process. The PAC met (3) times during the course of the project.

During each meeting the HNA consultant presented and discussed interim findings, and received input and direction from the PAC and the public.

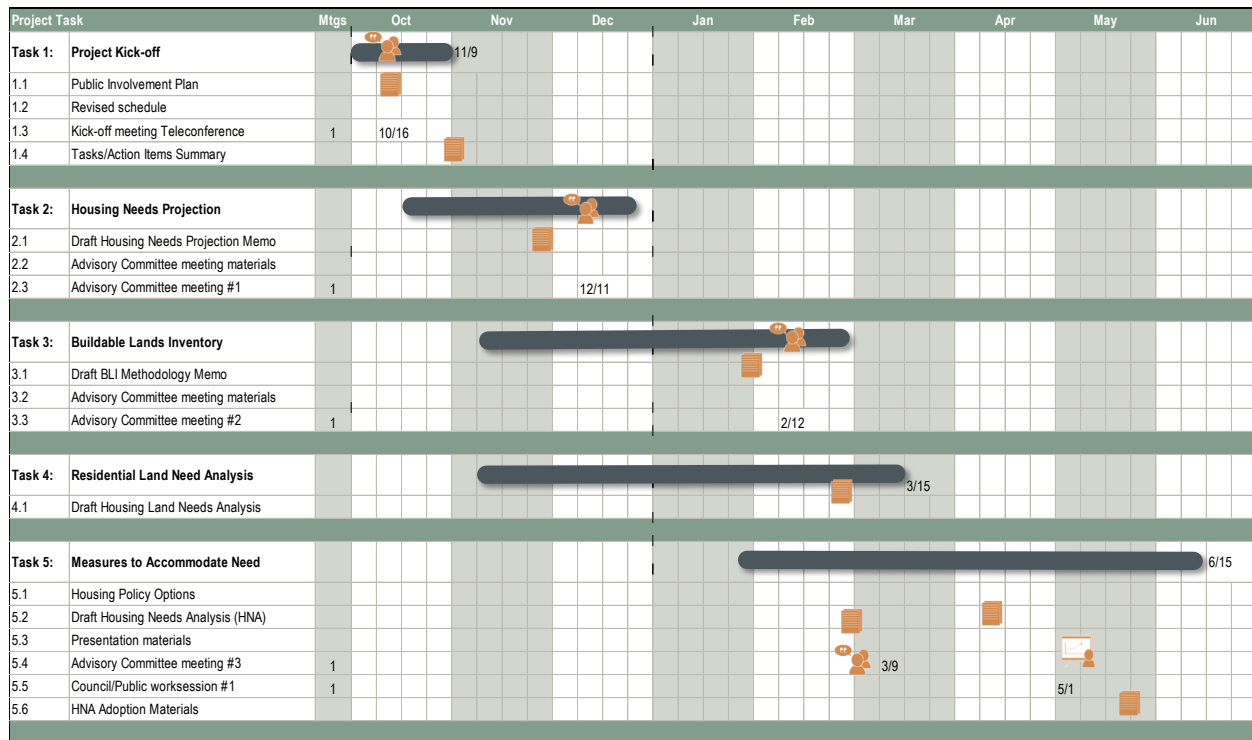
HNA PAC/Planning Commission meetings were open to the public and were promoted with an ad in local newspapers, social media posts, and a press release sent to media outlets in the area.

The overall HNA planning process and work schedule is shown below.

#### **City Council and Public Meeting**

The HNA will also be discussed with the St. Helens City Council in a meeting open to the public.

## St. Helens Housing Needs Analysis, Project Schedule



## ADVISORY COMMITTEE MEETING NO. 1

### Meeting Notes

The initial St. Helens Housing Needs Analysis (HNA) Advisory Committee (AC) meeting was held on December 12 at the City of St. Helens, City Hall Council Chambers at 6 p.m. The meeting agenda, meeting sign-in sheet and Powerpoint presentation are attached, and an audio recording of this meeting is on file at the City of St. Helens.

- City Planner Jacob Graichen provided a brief introduction of the HNA and House Bill 4006 process. He informed the attendees that the study is being funded by Oregon Department of Land Conservation and Development (DLCD) in part because the current level of severely rent burdened households in the City.
- Todd Chase, FCS GROUP provided a summary of the overall project schedule, list of tasks/action items, and project background. Todd noted that the St. Helens Planning Commission would be acting as the Advisory Committee for the HNA process.
- Tim Wood, FCS GROUP summarized the findings from the Task 2 Housing Needs Projections using supporting tabular materials from the Task 2 memorandum and Powerpoint presentation.
- Todd noted that the draft baseline housing needs forecast summarized in the December 10, 2018 Memorandum assumes the need for 1,398 net new housing units (plus additional group quarters housing to house approximately 92 people) over the next 20 years.
- Todd noted that additional housing need forecast scenarios could be developed to take into account pent up demand or local objectives to support targeted development types (such as apartments or manufactured housing parks). Such scenarios should be included as part of the Task 4 Residential Land Needs forecast discussion.

### Advisory Committee Discussion for the HNA

Todd requested input or questions from the Housing Advisory Committee:

- Chair Hubbard asked why townhomes and plexes were considered separately from multifamily dwelling units. Todd responded that the U.S. Census separates housing by type in part because the structural and building/fire code requirements for single family attached units (2 to 4 units per structure) is different than for multifamily units with 5 or more units per structure; and that both types of housing appeal to different households at varying price and density levels.
- Commissioner Stenberg commented that there are few options for senior housing in St. Helens and requested that FCS GROUP keep that in mind as they go forward in the analysis. Todd commented that there could be a housing scenario where additional senior housing developments are added to the baseline scenario.

## Public Input for the HNA

Todd Chase requested input or questions from the public about the HNA; and Jennifer Dimsho added that members of the public that do not wish to speak can fill out a comment card if they so choose. A summary of public input received included:

- Rudy Johnson (local resident) noted that she has observed over time that good paying jobs have been replaced by low paying service jobs in the local area, and that may be a reason why income levels are low and poverty rates are high in St. Helens. She also indicated that low income apartment rents doubled after remodels. Councilor Ginny Carlson noted that some workforce housing/apartments were converted to (Northwest Oregon Housing Authority (NOHA) affordable housing, which bumped rents up to the minimum NOHA rates, citing rent increases from \$890 to \$1,290 for same size units.
- Michelle Brooks (local resident) asked about the ability of the HNA to address “tiny homes.” Graichen responded by indicating that the City is considering a new provision in the zoning code that would allow “cottage homes” and that the City is committed to accommodating a wide variety of housing. Graichen also noted that the City recently adopted a new Auxiliary Dwelling Unit (ADU) provision that makes providing ADUs easier than in the past.
- Rich Bailey (local builder and contractor) commented about the high cost of housing construction. He indicated that a combination of increasing construction costs, permitting costs, fees, SDCs and unique environmental factors (i.e., hard rock, wetlands) are driving up the cost of creating buildable lots in the City to about \$200,000 or more per lot. Bailey requested that the City utilize this process to consider ways to lower development costs, such as revising wetland mitigation requirements, changing zoning to allow more townhomes, and lowering or deferring or waiving SDCs for affordable housing developments. Bailey also indicated that the availability of vacant buildable lots is scarce in the City once you take into account development constraints.
- Shauna Stroup-Harrison (local resident and realtor) expressed concern over the demand now created by “Portland residents” that are moving to exurbs like St. Helens in search of more affordable single family housing. She noted that the state’s requirement to accommodate 20 years of housing demand will result in thousands of people moving to St. Helens and that would lead to reduced quality of life for everyone here as it would place significant demand on scarce resources. She indicated that grocery stores and CC Rider transit service, in particular, is inadequate. She asked if the City-owned Millard Road property would be considered in the HNA. Graichen said this process will help inform the future zoning of the property.
- Associate Planner Jenny Dimsho noted that there were comment cards near the sign in sheet if anyone preferred to provide written testimony.

## Next Steps for the HNA

Todd indicated that this input will help the project team refine the draft baseline housing needs forecast scenario. At the next scheduled HNA Advisory Committee meeting on February 12, FCS GROUP will present the draft Buildable Land Inventory (Task 3) and begin to compare that with the draft Residential Land Needs findings (Task 4).

### HB 4006 Public Input

With the Planning Commission comments and public input addressed, the meeting transitioned into the HB 4006 meeting (opened by the Chair Russell Hubbard at 6:37 p.m.) regarding the causes and consequences of severe rent burdens within the City, the barrier to reducing rent burdens, and possible solutions. In addition to the issues noted above, this portion of the meeting provided opportunity for the public to share concerns and observations regarding severely rent burdened households. Comments proceeded as follows:

- Julia Jackson, Executive Director of Columbia Community Mental Health reported that since April 2017, there have been 206 clients that reported being transient or homeless. There are currently 150 clients that are transient or homeless in the local area. She noted that there are certainly more because they may be living with family and/or do not consider themselves homeless. She said 16 temporary housing shelter units are being constructed by Community Action Team, which will help, but does not come close to addressing the extent of the problem. She suggested that her organization would like to work with the City and other partners to provide transitional housing for those experiencing mental health issues. She noted that her organization has data to help understand the landscape of the mental health issues facing Columbia County and St. Helens, and that her organization owns land that could be developed for transitional/homeless and/or special needs housing. They are working on securing funding and will be meeting with Oregon Behavioral Health to discuss partnering.

**In addition to the in-person public comments received at the public open house, one comment was received via email (Exhibit A) and is hereby made part of the public record.**

With no additional public comments received, the HB 4006 public meeting was adjourned at 6:47 p.m.

## ADVISORY COMMITTEE MEETING NO. 2

The second St. Helens Housing Needs Analysis (HNA) Advisory Committee (AC) meeting was held on February 12, 2019 at City Hall at 6 p.m. A meeting attendance list and the Buildable Lands Inventory (BLI) Report and Presentation are on file with the City and uploaded to the [Project Website](#).

### Buildable Land Inventory Methodology Overview:

- Todd Chase provided summary of prior meeting (Task 2 Housing Needs Forecast) and HNA project overview.
- Tim Wood provided a BLI Presentation and an updated BLI Report. Tim noted overall findings that have not changed significantly from the prior draft, but the current report is intended to provide additional detail about the BLI requirements per Oregon Administrative Rules (OARs) and respond to city and Department of Land Conservation & Development (DLCD) staff comments received to date.
- The HNA AC indicated that they understood the BLI methodology and generally agreed with its findings. Commissioner Cohen asked if there is an ideal number of acres a City should have available for housing. He wondered if 700 acres of buildable land was too much or too little. Todd Chase said it depends on how quickly the City grows. If the City grows faster than it has in the past, then more land may be needed to accommodate needed housing. This HNA exercise should be repeated every ten years or so to see if the City is growing as expected.
- Commissioner Semling asked how far south the Urban Growth Boundary goes.
- There was a discussion about some of the larger parcels of vacant land identified on the BLI map.
- City staff noted that there may be subdivisions (i.e., Graystone Estates) that are now in predevelopment phases and asked whether they should be included in the BLI as vacant land. Todd recommended that all vacant land that existed as of December 31, 2018 should be included in the BLI since the forecast period includes 20 years (2019 to 2039) of growth.
- It was noted that the BLI does include the Riverfront property even though it is publicly owned because it is being planned for a mix of development which includes housing.
- City staff also noted that there are potentially one or two other properties that may need to be added to the BLI, which can be considered buildable residential land. City staff will provide FCS more details next week.
- City staff indicated there is a publicly-owned property (Millard Road property) that could be rezoned to accommodate housing in the future. It is currently zoned Public Lands. Todd and Tim recommended that the BLI be based on current zoning so if housing is prohibited that land would not typically be included in the BLI; however Todd noted redevelopment properties can be included in the BLI at the discretion of the City as long as they meet the BLI criteria and are not 100 percent constrained by the various factors included in the BLI



methodology. It was agreed to leave this property out of the BLI in order to help the City inform its re-zoning after the HNA is completed.

- No one from the audience testified about the BLI methodology presentation.
- The next HNA AC meeting is scheduled for March 12, 2019 at 6:00 p.m. before the regularly scheduled Planning Commission meeting in the Council Chambers. The agenda will focus on revised findings of Task 2 and Task 3 and reconciliation of St. Helens residential land demand and supply.

The meeting adjourned at 6:33 p.m.

## ADVISORY COMMITTEE MEETING NO. 3

The third St. Helens Housing Needs Analysis (HNA) Planning Commission (PC) advisory committee and public meeting was held on March 12, 2019 at City Hall at 6 p.m. A meeting attendance list and the Buildable Lands Inventory (BLI) Report and Presentation are on file with the City and uploaded to the [Project Website](#).

### Land Need Reconciliation Overview

Tim Wood, Project Consultant with FCS GROUP introduced the Planning Commission to the Land Need Reconciliation Table which he explained is the key takeaway from the Task 4 Residential Land Need Analysis. Wood explained that there were 5 methods considered, each of which showed St. Helens had adequate residential land except for high-density land, which St. Helens needs more of. The public and planning commission had questions including the following:

- A member of the public asked if the projected dwelling unit need was reflective of a given timeframe. Wood clarified that it was meant to represent demand over a 20-year timeframe.
- A Commission member noted that the land supply numbers had changed since the last time FCS GROUP had reported to the Planning Commission. Wood noted that City Staff had identified tax lots and land use categories which were overlooked in the initial buildable land inventory. He stated that those lands were subsequently added, shifting buildable acre figures slightly.
- A Commission member asked whether the buildable land inventory had considered steep basalt as a constraint given that it is difficult and expensive to build on. Wood clarified that steep slopes over 25% have been removed from the buildable land inventory, but specific types of rock or geologic profiles (over and above that which is reflected in the 25% slope layer) were not included as land development constraints.
- A Commission member asked if infrastructure had been considered. The Buildable Land Inventory methodology assumes that adequate public facilities can be functionally provided over the next 20 years for roads, sewer, and water systems for the buildable vacant land inventory within the current Urban Growth Boundary.
- A Commission member asked whether it makes sense to analyze land based on its zoned density given bills being considered at the Legislature which might outlaw single family zoning. Wood said that FCS GROUP recommends that cities do not count on the speculative passage of new bills and carry on with the HNA process assuming no changes to state law.

### Policy Consideration Overview:

The meeting transitioned to policy considerations that St. Helens might undertake to address some issues uncovered throughout the HNA process. The purpose of this discussion was to allow the Planning Commission to weigh in on whether the policies were feasible.

### Minimum Density Standard

This policy would require builders to obtain a certain unit per acre standard when developing a parcel. Jacob Graichen pointed out that typically, builders do build as many units as they can because they want to produce as many units as they can sell. Commissioners were reluctant to comment because there was not a specific density standard proposed. Additionally, there was a preference by one commissioner to allow developers to determine market-based development densities.

### Allowing Duplexes Outright

This policy suggestion was to allow duplexes by right in R-7 zoned land rather than being conditionally allowed as is current practice. Commissioners mostly voiced opposition to this policy consideration because it could be disruptive to neighborhood character and the current practice gives more oversight with regards to when a duplex is allowed. They observed that the current practice (allowing duplexes as a conditional use) works and that duplexes have been built under the existing regime.

### Reduce Parking Requirements for Multifamily Development

This policy recommendation would have allowed conditional reductions in the provision of parking required for multifamily developments in St. Helens. The developer would be required to fund a parking study showing that the impacts of a reduction in parking provided on sight would be negligible. Commissioners mostly voiced opposition to this policy proposal given that parking is an issue that animates local politics already and to allow for less parking would make the situation worse. Additionally, they observed that St. Helens is more auto-dependent than many communities which adopt such policies. Some Commissioners voiced support for such a policy closer to downtown St. Helens or the Houlton Business District but that proposal did not garner further support from the broader commission.

### Allow Cottage Clusters

This policy recommendation would call for St. Helens to draft and adopt rules allowing and regulating cottage clusters in the City. Essentially, these developments would consist of small homes on a single property. Commissioners had questions about specifics such as the average size of the homes and the density allowed for such developments. Mr. Graichen told Commissioners that specifics would be developed as the policy is written. Commissioners were broadly supportive of this recommendation.

### Increase Allowable Density for Annexing Properties

Currently, properties annexing from unincorporated Columbia County into St. Helens must meet certain criteria to achieve higher density zoning upon annexation (such as R-5 and Apartment Residential). This policy recommendation calls for St. Helens to examine those standards and consider relaxing them to provide higher density housing on the periphery of the city. Commission members noted that the existing regime worked and did allow higher density for annexing properties but there should be some oversight to ensure that such density would not disrupt the character of the surrounding residential areas.

The meeting adjourned at 7pm.

## CITY COUNCIL AND PUBLIC MEETING

The St. Helens Housing Needs Analysis (HNA) City Council & Public Forum was held on May 1, 2019 at City Hall at 6 p.m. A PowerPoint presentation is on file with the City and uploaded to the [Project Website](#). Formal minutes of the Public Forum will be uploaded to the City's Minutes Page once they are approved.

### HNA Project Overview

Todd Chase, Principal and Economist with FCS GROUP introduced the City Council to the concept of the HNA, the process, and the project schedule for the St. Helens project. The principal conclusions of the analysis performed by FCS GROUP are that St. Helens has adequate developable residential land within the UGB for the next 20 years. The HNA document will go before the Planning Commission and City Council for adoption into the Comprehensive Plan in 2019.. Despite the conclusion that there is adequate residential developable land, there are some changes to city policy governing housing that could help builders provide more affordable housing. The policies will be further discussed, refined, and adopted, likely in 2020. Policies under consideration by staff, Council, and the Planning Commission are outlined below:

#### Requiring a Minimum Density Standard

This policy would require builders to obtain a certain unit per acre standard when developing a parcel. Locally, builders typically do build as many units as they can because they want to produce as many units as they can sell but this could help provide more housing overall. When introduced to the Planning Commission, members were reluctant to comment because there was not a specific density standard proposed. Additionally, there was a preference by one commissioner to allow developers to determine market-based development densities. Among the City Council the reaction was similar, with members unwilling to change something that is not currently an issue.

#### Allowing Duplexes Outright

This policy suggestion was to allow duplexes by right in R7 zoned land rather than being conditionally allowed as is current practice. When this policy was introduced to the Planning Commission, members mostly voiced opposition to this policy consideration because it could be disruptive to neighborhood character and the current practice gives more oversight with regards to when a duplex is allowed. City Councilors, meanwhile, expressed similar reservations with some saying they would like to see it debated given that the current process to cite a duplex in R7 land is onerous and the protections to neighborhood character are somewhat inequitable.

#### Reducing Parking Requirements for Multifamily Development

This policy recommendation would allow conditional reductions in the provision of parking required for multifamily developments in St. Helens. The developer would be required to fund a parking study showing that the impacts of a reduction in parking provided on sight would be negligible. When introduced to the Planning Commission, members mostly voiced opposition to this policy proposal given that parking is an issue that animates local politics already and to allow for less parking would make the situation worse. City Councilors largely agreed with the conclusions of the Planning Commission.

### Allowing Cottage Clusters

This policy recommendation would call for St. Helens to draft and adopt rules allowing and regulating cottage clusters in the City. Essentially, these developments would consist of small homes on a single property. When introduced to the Planning Commission, members expressed support for such a policy, pending dimensions and specifications regarding design. The City Council referred to the proposal as a “slam dunk” saying they were eager to see it enacted.

### Increasing Density for Annexing Properties

Currently, properties annexing from unincorporated Columbia County into St. Helens must meet certain criteria to achieve higher density zoning upon annexation (such as R5 and Apartment Residential). This policy recommendation calls for St. Helens to examine those standards and consider relaxing them to provide higher density housing on the periphery of the city. When introduced to the Planning Commission, members noted that the existing regime worked and did allow higher density for annexing properties but there should be some oversight to ensure that such density would not disrupt the character of the surrounding residential areas. The City Council, in contrast, was supportive of such a suggestion, pending more specifics.

### Questions from City Council Members

City Council members were actively engaged throughout the meeting and asked several questions of FCS GROUP. Highlights are as follows:

- Councilor Morten asked if transportation facilities are factored in to the “buildability” of land analyzed. Mr. Chase responded that it was factored in along with other infrastructure considerations.
- Councilor Morten clarified the annexation process for the City.
- Mayor Scholl asked if the statewide need for affordable housing had been considered in this analysis. Mr. Chase responded that it was the impetus for the state funding the studies in the first place but otherwise, no. The analysis focused on St. Helens.
- Several councilors asked how challenging expanding the urban growth boundary (UGB) would be. Mr. Chase responded that such processes are very time consuming and that several instances had taken nearly a decade from start to finish.
- A member of the public, Shawna Stroup-Harrison, shared her concern that the recommendations would sacrifice the livability of St. Helens in the name of density and affordability. The Council assured her that the policies discussed at this meeting were merely recommendations made by FCS GROUP and that the Council would debate each policy before adoption.

The meeting adjourned at 7:18 pm.

## PUBLIC INPUT: HABITAT FOR HUMANITY



March 29, 2019

TO: Jennifer Dimsho & Jacob Graichen, Planning Department, City of St. Helens; St. Helens Planning Commission; Mayor Rick Scholl and the St. Helens City Council

FROM: Jennifer Anderson, Executive Director, Columbia County Habitat for Humanity

RE: City of St. Helens Housing Needs Analysis

Thank you for the opportunity to provide input to your housing needs analysis. I attended the first and third public meetings. It was my intention to just gather information, but requests for input from Jennifer Dimsho and Ginny Carlson inspired this memo. I hope you will find this useful.

### High Density Housing

Working directly with applicants for Habitat houses gives me a window into the struggles of low-income families. Statistics are helpful, but do not tell the whole story. You may have more high-density housing than you realize. It is very common to have multiple family units living in a single family dwelling. Most applicants for Habitat houses complain about overcrowding. These applicant statements are typical:

"I have three children and one grandchild living with us. I sleep on the couch and my husband sleeps on the floor."

"There are ten of us living in my grandmother's house. My family of five including the baby live in one bedroom. We have one bathroom and the septic system is not keeping up."

"My family sleeps on air mattresses in my parent's living room."

We have high density housing. The question is: "How can the city provide high-density housing that promotes human dignity."

### Under-Utilized Housing

Another demographic we encounter through our home repair and ramp building efforts are elderly widows. Almost all of them are living in houses by themselves and cannot afford to move. They do not have the income, skill or physical capability to maintain the home. Most likely by the time they pass on, the home will be unsalvageable or in need of extensive rehabilitation causing it to remain on the market for a long time. Low cost senior housing is needed in St. Helens and could possibly free up some single family homes.

### Cottage Clusters

I was very happy to hear the planning commission enthusiastic about cottage clusters. We would love to build a cottage cluster modeled on plans that have a common green space in the center and parking on the perimeter. It is a more efficient use of land and still has the feel and appeal of single family homes. An additional idea that may work well with this is a community land trust.

### Community Land Trusts

I have attended several conferences with presentations given by Proud Ground. They manage Community Land Trust to preserve "permanent affordability." The idea is to sell houses without the cost of land included. When the homeowner sells the home they are required to sell to another low income person/family. The



seller retains a portion of the appreciated value and the rest goes back to the managing trust. The executive director of Proud Ground offered to come to St. Helens to give a presentation on community land trusts. Combining a community land trust with a cottage cluster would provide homeownership opportunities to very low income people.

#### **Duplexes**

Columbia County Habitat for Humanity supports the building of more duplexes. Replacing one higher priced unit with two more affordable homes seems like an obvious win. I was surprised the planning commission was reluctant to add more duplexes to the mix of housing for St. Helens. There is a trend toward smaller family units. There may be more of a need for duplexes in the future.

#### **Mobile Home Parks**

Mobile homes do provide a lower price point for people wanting to buy a home. However, mobile homes depreciate over time and therefore do not allow families to build wealth. Many mobile homes in the County are in poor condition with no gutters, leaking roofs, mold and rot. The disposal of these homes is very expensive leaving the family no choice but to patch up what they can. Mobile homes do not hold up well in this climate. I visited an owner of a mobile home in Clatskanie. The home had large holes in the siding with insulation actually falling out. The floor was sagging and it was obvious the home was a total loss. The cost of removal would have been close to \$10,000.

#### **Additional thoughts**

At the housing needs analysis meetings, members of the planning commission when presented with a recommendation from the consultants agreed to "decide on a case-by-case basis." There may be some reluctance to alter code without knowing what the full impact of those decisions might be. From a developer standpoint, delays in construction cost money. Adding additional meetings, fees, etc. to the approval process will increase the cost and therefore the price of the homes.

#### **The other side of the equation.**

Since affordable housing is defined as a percentage of gross income, increasing area wages is also a tactic for addressing affordable housing. A strong tourism industry generates more service jobs that typically pay less than other types of employment. The Employment and Industry Growth Chart from OR Housing and Community Services Data sheet (attached) shows a 26 percent increase in lower paying "leisure, hospitality industry" jobs and a significant reduction in higher paying jobs in a variety of industries. In my position, I have the opportunity to network regularly with Executive Directors at other Habitat for Humanity affiliates in Oregon and Washington. It is noteworthy that there are real challenges to providing affordable housing in areas with strong tourism because of they tend to have higher property values and a large number of low-paying service jobs.

Thank you again for the opportunity to participate in this process.

In partnership,



Jennifer Anderson  
Executive Director  
Columbia County Habitat for Humanity

habitat@opusnet.com  
503-366-1400 x2

## Section VI. GLOSSARY

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**Accessory Dwelling Unit (ADU):** A small living space located on the same lot as a single-family house.

**Buildable Lands Inventory (BLI):** An assessment of the capacity of land within the city's Urban Growth Boundary to accommodate forecasted housing and employment needs.

**Buildable Residential Land:** Includes land that is designated for residential development that is vacant and part-vacant and not constrained by existing buildings or environmental issues.

**Constrained land:** Land that is unavailable for future net new residential development based on one or more factors, such as environmental protections, public lands, floodplains, or steep slopes.

**Cost Burdened:** Defined by US Department of Housing and Urban Development (HUD) as households who spend over 30% of their income on housing.

**Cottages:** Small, single-level, detached units, often on their own lots and sometimes clustered around pockets of shared open space. A cottage is typically under 1,000 square feet in footprint.

**Density:** Defined by the number of housing units on one acre of land.

**Development density:** Expected number of dwelling units (per acre) based on current zoning designations.

**Family:** A group two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together.

**High Density:** Lots with the average density of 12+ dwelling units per acre. Best suited for multifamily housing such as apartments and condos.

**Housing Needs Analysis (HNA):** The Housing Needs Analysis consists of four distinct reports that analyze the state of housing supply, housing affordability issues and the City's ability to meet projected housing demand going into 2040.

**Housing Unit (or Dwelling Unit):** A house, an apartment or other group of rooms, or a single room is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters; that is, when the occupants do not live and eat with any other person in the structure and there is direct access from the outside or common hall.

**Household:** Consists of all people that occupy a housing unit.

**HUD:** Acronym for US Department of Housing and Urban Development, the federal agency dedicated to strengthening and supporting the housing market.

**Low Density:** Lots with the average density of 3-4 dwelling units per acre. Best suited for family housing such as single family detached homes.

**Manufactured Housing:** is a type of prefabricated home that is largely assembled of site and then transported to sites of use. The definition of the term in the United States is regulated by federal law (Code of Federal Regulations, 24 CFR 3280): "Manufactured homes are built as dwelling units of at least 320 square feet in size, usually with a permanent chassis to assure the initial and continued

transportability of the home. The requirement to have a wheeled chassis permanently attached differentiates "manufactured housing" from other types of prefabricated homes, such as modular homes.

**Manufactured Home Park (or manufactured home park):** a local zoning designation that is specifically intended to address demand for this housing type. OAR chapter 813, division 007 is adopted to implement section 9, chapter 816, Oregon Laws 2009, and sections 2, 3 and 4, chapter 619, Oregon Laws 2005, as amended by sections 10 to 12, chapter 816, Oregon Laws 2009, and sections 19, and 21, chapter 503, Oregon Laws 2011 for the purpose of regulating manufactured dwelling parks.

**Median Family Income (MFI):** The median sum of the income of all family members 15 years and older living in the household. Families are groups of two or more people (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.

**Medium Density:** Lots with the average density of 6-12 dwelling units per acre. Best suited for small lot housing such as single family attached, townhomes, plexes and cottages.

**Mixed Use:** Characterized as two or more residential, commercial, cultural, institutional, and/or industrial uses into one combined building or building(s) on the same parcel of land.

**Multi-Family Housing:** Stacked flats in a single buildings or groups of buildings on a single lot. Parking is shared, and entrance to units is typically accessed through a shared lobby.

**Oregon Administrative Rules (OAR):** Administrative Rules are created by most agencies and some boards and commissions to implement and interpret their statutory authority (ORS 183.310(9)). Agencies may adopt, amend, repeal or renumber rules, permanently or temporarily. Every OAR uses the same numbering sequence of a three-digit chapter number followed by a three-digit division number and a four-digit rule number. For example, Oregon Administrative Rules, chapter 166, division 500, rule 0020 is cited as OAR 166-500-0020. (oregon.gov)

**Part-vacant land:** Unconstrained land that has some existing development, but can be subdivided to allow for additional residential development.

**Plexes and Apartments:** Multiple units inside one structure on a single lot. Usually each unit has its own entry.

**Seasonal dwellings:** These units are intended by the owner to be occupied during only certain seasons of the year. They are not anyone's usual residence. A seasonal unit may be used in more than one season; for example, for both summer and winter sports. Published counts of seasonal units also include housing units held for occupancy by migratory farm workers. While not currently intended for year-round use, most seasonal units could be used year-round.

**Severely Cost Burdened:** Defined US Department of Housing and Urban Development (HUD) as households who spend over 50% of their income on housing.

**Single Family Attached:** Dwelling units that are duplexes without a subdividing property line between the two to four housing units. "Attached" duplexes require a single building permit for both dwelling units. The "attached" units would be addressed with one numerical street address for the overall structure with separate alpha-numeric unit numbers for each dwelling.

**Single Family Detached:** Free standing residential building, unattached, containing separate bathing, kitchen, sanitary, and sleeping facilities designed to be occupied by not more than one family, not including manufactured and mobile homes.

**Townhome (also known as duplexes, rowhouse, etc.):** Attached housing units, each on a separate lot, and each with its own entry from a public or shared street or common area.

**Urban Growth Boundary (UGB):** Under Oregon law, each of the state's cities and metropolitan areas has created an urban growth boundary around its perimeter – a land use planning line to control urban expansion onto farm and forest lands.

**Vacant housing unit:** A housing unit is vacant if no one is living in it at the time of enumeration, unless its occupants are only temporarily absent. Units temporarily occupied at the time of enumeration entirely by people who have a usual residence elsewhere are also classified as vacant.

**Vacant land:** Vacant and part-vacant land identified within the local buildable land inventory that is not developed and unconstrained for future planned residential development.

underline words are added  
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**CHAPTER 19.26**  
**HOUSING NEEDS ANALYSIS**

Sections:

19.26.010 Housing Needs Analysis adoption by reference.

**19.34.010 Housing Needs Analysis adoption by reference.**

The city hereby adopts the Housing Needs Analysis, attached to the ordinance codified in this chapter as Attachment “A” and made part of this reference, as an addendum to the St. Helens Comprehensive Plan (this title).

**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Comprehensive Plan Amendment CP.1.19**

**APPLICANT:** City of St. Helens

**PROPOSAL:** Adopt a Housing Needs Analysis as an addendum to the Comprehensive Plan (Title 19 SHMC)

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

**BACKGROUND**

The Department of Land Conservation and Development (DLCD) received a special appropriation of funds for 2018-2019 (HB 4006) to assist cities in updating their comprehensive plans and land use regulations to promote housing availability and affordability across the state. The City was selected for this first round of funding from DLCD to complete a Housing Needs Analysis (HNA) due to our “severely rent-burdened” classification and because the City’s most recent Housing Needs Analysis (HNA) was from the Periodic Review Work Task #1, Land Use Inventory from 1998. Given the age of the previous analysis, population growth, and increasing housing demands in the last 20 years, this new HNA is critical to inform zoning amendments and housing policy. This analysis is also necessary to ensure the City is in compliance with Statewide Planning Goal 10.

**PUBLIC HEARING & NOTICE**

Hearing dates are **July 9, 2019** before the Planning Commission and **July 17, 2019** before the City Council.

**At their July 9, 2019 hearing, the Planning Commission unanimously recommended approval of this proposal.**

Notice was published in The Chronicle on **June 26, 2019**. Notice was sent to the Oregon Department of Land Conservation and Development on **June 4, 2019**.

**APPLICABLE CRITERIA, ANALYSIS & FINDINGS**

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

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

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



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

**(a) Discussion:** This criterion requires analysis of the applicable statewide planning goals. The potentially applicable goals in this case are: Goal 1, Goal 10, and Goal 11.

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

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

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

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. The City has met these requirements and notified DLCD of the proposal.

The HNA itself was developed with an extensive public engagement process. The Planning Commission served as the HNA Advisory Committee, which met three times throughout the planning process. A final City Council meeting and Public Forum was held to gather any feedback about the HNA findings and housing policy recommendations. All four meetings were advertised and open to the public. In addition, targeted outreach to organizations who assist with housing or low-income assistance programs (including Community Action Team, Columbia County Habitat for Humanity, the Columbia Pacific Food Bank, and Columbia Community Mental Health) was conducted to ensure they had opportunity to provide input. Throughout the length of the project, a Project Website (<https://www.ci.st-helens.or.us/planning/page/housing-needs-analysis>) was updated with project materials and advertised upcoming meetings.

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

***Statewide Planning Goal 10: Housing.***

*Goal 10 requires buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density*

**Finding:** The HNA and Buildable Lands Inventory was developed in order to satisfy Goal 10 requirements.

***Statewide Planning Goal 11: Public Facilities and Services.***

*Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural*

*development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."*

The HNA document estimated the amount of buildable land for residential development within the Urban Growth Boundary. "Buildable Land" is defined in OAR 660-008-0005(2) as land that is "suitable, available, and necessary for residential uses." The definition specifically excludes land constrained by natural hazards, containing protected natural resources, with slopes of 25 percent or greater, within the 100-year floodplain or which public facilities cannot be provided. An updated Buildable Land Inventory will allow the City to more effectively develop a more orderly and efficient arrangement of public facilities and services.

**Finding:** Goal 11 is satisfied.

**(b) Discussion:** This criterion requires analysis of any applicable federal or state statutes or guidelines. There are no federal level statutes or guidelines that were specifically analyzed, except where already incorporated in state level statutes or guidelines.

The applicable state level statutes/guideline is ORS 227.186(2), which states:

*All legislative acts relating to comprehensive plans, land use planning or zoning adopted by a city shall be by ordinance.*

**Finding:** The HNA will be adopted by ordinance in compliance with this statute.

**(c) Discussion:** This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices and maps. The relevant comprehensive plan policy is below.

***SHMC 19.08.050 Housing Goals & Policies.***

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

*(2) Goals.*

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

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

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

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

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

- (c) Work with all interested agencies to facilitate housing conservation and construction, and to improve substandard dwellings where cost effective.*
- (d) Encourage and cooperate with all efforts to provide adequate housing for those with special needs.*
- (e) Permit multifamily developments which conform to the following general conditions and criteria:*
  - (i) They should not be constructed within areas which are established and recognized as substantially well maintained single-family areas.*
  - (ii) They should have safe and appropriate arrangement of buildings, open spaces, and parking access.*
  - (iii) They should not be so large or close to single-family homes as to block their view or sunlight or to unduly interfere with an established single-family character; where conditionally used, they thus shall be subject to density criteria.*
  - (iv) They should include adequate open space.*
  - (v) They should include ample off-street parking.*
  - (vi) They should not be located where undue noise or other factors will adversely affect residential living.*
  - (vii) They shall be subject to a site design review process and minimum landscaping requirements.*
- (f) Permit mobile home park development which conforms to the following general conditions and criteria:*
  - (i) They should not be constructed within areas which are established and recognized as substantially well maintained single-family areas.*
  - (ii) They should include adequate open space.*
  - (iii) They should include ample off-street parking.*
  - (iv) They should not be located where undue noise or other factors will not adversely affect residential living.*
  - (v) They shall be subject to a site design review process and minimum landscaping requirements and possibly fencing or screening requirements.*
  - (vi) They should provide internal vehicular and pedestrian circulation and landscaping.*
- (g) Re-evaluate city ordinances and, where possible, streamline administration and requirements in order to reduce development costs.*
- (h) Encourage energy-efficient housing patterns in residential developments.*

**Finding:** One of the long term goals of the HNA is to inform potential housing policy changes to encourage a more diversity among housing types. The HNA complies with the comprehensive plan, as it helps facilitate the City's housing goals and policies.

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

**Finding:** The HNA is not contrary to the City's implementing ordinances (e.g. SHMC Title 17, Community Development Code).

(e) **Discussion:** This criterion confirms that the change in zoning and comprehensive plan map are not considered spot zoning.

**Finding:** Since this request is not a zone change or a comprehensive plan map change, this is not applicable to this proposal.

#### **CONCLUSION & DECISION**

**Based upon the facts and findings herein, the City Council approves this Comprehensive Plan addendum and amendment to the Comprehensive Plan (Title 19 SHMC).**

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Rick Scholl, Mayor

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Date

**City of St. Helens**  
**RESOLUTION NO. 1861**

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY  
LOCATED AT 406 SOUTH 12<sup>TH</sup> STREET WITHIN THE CITY OF ST. HELENS AND  
DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID  
PREMISES**

**WHEREAS**, St. Helens Municipal Code (SHMC) Section 8.12.070(1)(a) provides that "No person in charge of any premises shall permit: (a) To remain unguarded upon said premises any machinery, automobile bodies or parts thereof, equipment, structures, buildings or other devices having the characteristic of an attractive nuisance or which is liable to attract children;" and

**WHEREAS**, SHMC Section 8.12.090(1) provides that "No person in charge of property shall permit upon such property, or upon the sidewalk, parking strip or sidewalk area abutting such property, or in adjacent streets or alleys, any noxious weed or growth, or any brush, ferns, shrubs, or grass that are, or constitute, a fire hazard, a menace to public health or safety, or are unsightly;" and

**WHEREAS**, SHMC Section 8.12.100(1) and (3) provides that "No person shall throw, dump or deposit upon any street, alley or other public place any injurious or offensive substance or any sort of rubbish, trash, debris, garbage or refuse or any substance which would mar the appearance, create a stench or detract from the cleanliness or safety of such public place, or would be likely to injure any animal, vehicle or person traveling upon such public way" and "No such materials shall be placed, piled, or deposited so as to cause an unsightly appearance or condition, nor shall any such materials be placed, piled or deposited so as to provide a harboring for rats, mice or other rodents;" and

**WHEREAS**, SHMC Section 8.12.150(2) provides that "Keeping of Junk Prohibited. It is hereby determined and declared that the keeping of or allowing of junk to be on or remain out of doors on any public or private premises within the city, unless the same is completely enclosed within a building, is a nuisance and is unlawful;" and

**WHEREAS**, the property located at 406 South 12<sup>th</sup> Street, St. Helens, Oregon, has been determined by the Code Enforcement Officer to be in violation of one or more provisions of Chapter 8.12 of the St. Helens Municipal Code as described above and therefore a nuisance pursuant to the Code.

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

**Section 1.** The property located at 406 South 12<sup>th</sup> Street, St. Helens, Oregon, constitutes a nuisance under SHMC Chapter 8.12.070(1)(a), 8.12.090(1), 8.12.100(1) and (3), and 8.12.150(2), based on the photographs of the premises, attached hereto and incorporated herein by reference as Exhibit A, and information from the Code Enforcement Officer. Council finds that the photographs show automobile body parts, overgrown blackberry bushes and shrubbery, trash, rubbish, debris, evidence of rodents, and junk. Council hereby directs that the person(s) in charge of the premises located as 406 South 12<sup>th</sup> Street, shall, within 30 days after such Council determination, remove or abate such nuisance.

**Section 2.** Pursuant to SHMC 8.12.250(10), Council hereby delegates, "If within the time fixed, as provided in this chapter, the nuisance has not been abated by the person in charge of the property, the common Council shall cause the nuisance to be abated." Council further directs that this nuisance be permanently abated within 30 days from the date of this Resolution.

**Section 3.** Council hereby directs a notice to be posted on property located at 406 South 12<sup>th</sup> Street, St. Helens, Oregon, which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless such structures are immediately sufficiently secured to prevent access into them, the City will perform temporary nuisance abatement and secure said structures and that the costs shall be a lien against the property; furthermore, unless a permanent abatement of the nuisance is performed within 30 days of this Resolution, the City will permanently remove the nuisance and secure the property and that the costs shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

**Section 4.** The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in Section 3, supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

**Approved and adopted** by the City Council on August 21, 2019, by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder



















**City of St. Helens**  
**RESOLUTION NO. 1862**

**A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND  
SUPERSEDING RESOLUTION NO. 1858**

**WHEREAS**, the City finds that it is in the public's interest to revise the parks fee schedule; and

**WHEREAS**, the City is adopting this fee schedule after review and recommendation from the Parks and Trails Commission.

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

**Section 1.** Exhibit A, Fee Schedule, is hereby adopted as amended.

**Section 2.** Exhibit A, Fee Schedule, is effective August 21, 2019.

**Section 3.** This Resolution supersedes Resolution No. 1858.

**Approved and adopted** by the City Council on August 21, 2019, by the following vote:

Ayes:

Nays:

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

ATTEST:

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





## St. Helens Universal Fee Schedule

### POLICE DEPARTMENT

Vehicle Impound Fee	\$ 100.00	Per vehicle
Bicycle Impound Fee	\$ 1.00	Per bicycle
Parking Citation	\$ 25.00	per ticket
Handicap Zone Violation	\$ 250.00	per ticket
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$ 50.00	
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$ 125.00	



## St. Helens Universal Fee Schedule

### MISCELLANEOUS FEES

Appeals Fee - General	\$ 175.00	Per appeal
Non-Sufficient Check Charge	\$ 25.00	Per check
Permit - Parade	\$ 50.00	Per event
Permit - Public Assembly	\$ 50.00	Per event
Permit - To Amplify Sound	\$ 50.00	Per event
Permit - Engage in Commercial Activity	\$ 50.00	Per event
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day
Permit - To Use Special Use Area	\$ 50.00	Per event
Permit - To Use Sidewalk Area for Furniture	\$ 50.00	Per 50 feet of street frontage used, rounded up.
Photocopies & Printouts		
8.5" x 11"	\$ 0.50	
8.5" x 14"	\$ 0.75	
11" x 17"	\$ 1.00	
Up to 36" x 36"	\$ 6.00	
Color Copies: 8.5" x 11"	\$ 1.00	
Color Copies: 8.5" x 14"	\$ 1.25	
Reproduction of Audio/Video from City Meetings	\$ 20.00	Per Cassette/CD/DVD
Police Reports	\$ 20.00	Per case (Up to 30 pages)
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD
Public Records Request	\$ 20.00	Deposit. If staff time is less than 15 min, deposit is refunded. If staff time is more than 15, labor is charged to the 1/4 hour
Lien Search	\$ 26.00	Per Lien Search
Declaration of Candidacy Fee	\$ 50.00	
Advertising Bench - Annual Inspection Fee	\$ 5.00	Per bench
Reinspection Fee by CRFR for noncompliance with code provisions	\$ 50.00	Per reinspection
CD/DVD request for information & video	\$ 20.00	
Special Abatement of Illegal Notices or Advertisements	\$ 10.00	Per notice or advertisement



## St. Helens Universal Fee Schedule

### LIBRARY FEES

Fines for overdue adult books, magazines, audio recordings and CDs	\$ 0.15	Per item per day. Max fine \$10 per item
Fines for overdue DVDs and other video recordings	\$ 0.50	Per item per day. Max fine \$10 per item
Fines for overdue Cultural Pass	\$ 1.50	Per pass per day. Max fine of \$10 per pass.
Nonresident Borrower Card Fee	\$ 35.00	Per year
	\$ 10.00	Per three (3) months
Interlibrary Loan	\$ 3.00	Per item
<b>Fees for Lost or Destroyed Materials</b>		
Books, magazines, recordings, DVDs, CDs, or any other material	-> Original list price	
Cultural Pass	\$ 30.00	
Replacing a borrower's lost card	\$ 2.00	
Missing bar code label	\$ 2.00	
Covers damaged or missing - DVD, CD or any other digital or electronic material/media	\$ 7.00	
<b>Meeting Room Fees</b>		
Auditorium	\$25.00	Per hour
	\$75.00	Per half day (up to 4 hours)
	\$150.00	All day (Open hours)
Armstrong	\$20.00	Per hour
	\$50.00	Per half day (up to 4 hours)
	\$95.00	All day (Open hours)
Both Rooms	\$40.00	Per hour
	\$110.00	Per half day (up to 4 hours)
	\$210.00	All day (Open hours)
Use of one or both meeting rooms outside normal Library hours	\$ 45.00	Per hour



## St. Helens Universal Fee Schedule

### COURT FEES

Civil Compromise Costs	\$ 300.00
Collection Fee per ORS 137.118 (3) (Maximum \$250)	25%
Community Service Fee	\$ 2.00 Per hour
Default Judgment	\$ 20.00
Discovery	\$ 20.00 Per case number (up to 30 pages)
Driver's License Reinstatement/Offense (City Portion)	\$ 20.00
Driving Record - Traffic Offenses Only (non-certified)	\$ 1.00
Failure to Appear for Bench Trial	\$ 150.00
Failure to Appear for Jury Trial	\$ 300.00
Installment Fee - for 6 month plan	\$ 25.00
Installment Fee - for 12 month plan	\$ 50.00
Warrant Issued	\$ 100.00
Withholding on County Assessment	10% at monthly distribution
Expungements	\$ 252.00
Probation Violation	\$ 50.00
Court Appointed Attorney Rates - Misdemeanor	\$ 200.00 per misdemeanor with maximum of \$400 unless approved by court
Court Appointed Attorney Rates - Probation Violation	\$ 125.00 per case with maximum of \$250 unless approved by court
Court Appointed Attorney Rates - Bench Trial	\$ 400.00
Court Appointed Attorney Rates - Jury Trial	\$ 600.00



## St. Helens Universal Fee Schedule

### BUSINESS LICENSE FEES

Resident Business	\$ 65.00	Cap of \$1,000
Per Employee	\$ 5.00	If business location is inside City limits
Non-Resident Business	\$ 120.00	
Residential Rentals	\$ 15.00	Per unit
Commercial Rentals	\$ 45.00	Per unit
7-Day License (non-residents only)	\$ 40.00	
Taxicab Company Permit - Initial Fee	\$ 65.00	
Taxicab Driver Permit - Initial Fee	\$ 65.00	
Taxicab Driver Permit - Renewal Fee	\$ 65.00	
Taxicab Driver Permit - Replacement Fee	\$ 10.00	Per event
Late Renewal Fee	\$ 40.00	Per month (Cap of \$120)
Transfer of License / Change of Business Ownership / Location Change	\$ 25.00	
Non-Refundable Appeals Fee	\$ 150.00	
OLCC Original Application Processing Fee	\$ 100.00	
OLCC Change in Ownership, Location, or Privilege Processing Fee	\$ 75.00	
OLCC Renewal or Temporary Applciaiton Processing Fee	\$ 35.00	
Sidewalk Vendor Application Fee	\$ 65.00	
Sidewalk Vendor Permit Fee	\$ 65.00	
Sidewalk Vendor Appeal Fee	\$ 150.00	
Marijuana Business Licenses:		<i>According to OAR 845-025-2040</i>
Producers:		<i>Indoor / Outdoor Production Size Limitations</i>
Micro Tier I	\$ 250.00	Up to 625 sf / Up to 2,500 sf
Micro Tier II	\$ 500.00	626 to 1,250 sf / 2,501 to 5,000 sf
Tier I	\$ 1,000.00	1,251 to 5,000 sf / 5,001 to 20,000 sf
Tier II	\$ 1,500.00	5,001 to 10,000 sf / 20,001 to 40,000 sf
Medical Canopy	\$ 65.00	
Processors	\$ 1,000.00	
Wholesalers	\$ 1,000.00	
Retailers	\$ 1,000.00	





## St. Helens Universal Fee Schedule

### SOCIAL GAMES FEES

Non-refundable Application Fee	\$ 50.00	per 12 month lease
License Fee for 1-10 Tables	\$ 50.00	per 12 month lease
License Fee for each additional table over 10	\$ 10.00	per table per 12 month lease



## St. Helens Universal Fee Schedule

### ENGINEERING FEES

Design Review Fee		1% Based on Engineer's Estimate
Permit for Construction of Public Improvements & Project Inspection		2% Based on Revised Engineer's Estimate
Right-Of-Way Permit	\$ 50.00	
Pavement Disturbance Fee	\$ 50.00	Fee waived for projects < \$1,000 or if part of Construction Permit
Erosion Control Permit & Inspection		> Included with Construction Permit
Other Special Services	\$ 30.00	Per hour labor, if in excess of 15 minutes



## St. Helens Universal Fee Schedule

### UTILITY BILLING FEES

Water Service Shut off/on: Mon-Fri 830 AM - 430 PM	\$ -	No Charge
Water Service Shut off/on: During off business hours	\$ 150.00	Per request
Failed Payment Arrangement	\$ 50.00	
Late Fee	\$ 25.00	Fee waived if bill is < \$25
Reconnection Fee (if Shutoff due to non-payment)	\$ 75.00	Fee applied on Shut-off Day
Temporary Service for New Construction	\$ 25.00	
Tampering with Meter Fees		
Tampering: Turning water on/off without City Personnel	\$ 50.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Turning water on while on the current shut-off list	\$ 100.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Breaking installed Lock to turn on meter	\$ 200.00	Up to and possibly including cost of meter replacement & Labor & Ticket from Police
Utility Billing Insert - B&W, 1-Sided, 8.5x11	\$ 500.00	Available to Non-Profits Only
Utility Billing Insert - B&W, 2-Sided, 8.5x11	\$ 650.00	Available to Non-Profits Only
Utility Billing Insert - Color, 1-Sided, 8.5x11	\$ 1,100.00	Available to Non-Profits Only
Utility Billing Insert - Color, 2-Sided, 8.5x11	\$ 1,550.00	Available to Non-Profits Only



## St. Helens Universal Fee Schedule

### PUBLIC WORKS - WWTP

Pretreatment Program Administrative Fee (Choose Option)		
Annual	\$ 1,500.00	New Fee
Monthly	\$ 125.00	New Fee
Annual DEQ Fees Assessed to the City	\$ -	Actual cost of DEQ
New Industrial Discharge Permit Issuance	\$ 500.00	New Fee
Renewal Industrial Discharge Permit Issuance	\$ 300.00	New Fee
Demand Inspection Fee	\$ 100.00	New Fee
Demand Sampling and Monitoring Fee	\$ -	Actual cost of service
Enforcement Activities	\$ -	Actual cost of service




## St. Helens Universal Fee Schedule

### PARKS FEES

Park Areas for Reservation		
McCormick Park		
Area 1 - Veterans Pavillion	\$	25.00 Per Session
Areas 2-4	\$	15.00 Per Session
Campbell Park		
Areas 1-2	\$	15.00 Per Session
Godfrey Park		
Area 1	\$	15.00 Per Session
Columbia View Park		
Area 1 - Gazebo Amphitheater	\$	25.00 Per Session
Field Areas for Reservation		
McCormick Park		
Softball Fields 1-2	\$	10.00 Per Session
Tball Fields 1-2	\$	5.00 Per Session
Soccer Field (Combines both Tball Fields)	\$	10.00 Per Session
6th Street Park		
Baseball Fields 1-2	\$	5.00 Per Session
Campbell Park		
Softball Fields 1-2	\$	10.00 Per Session
Recreation Center		
Softball Fields 1-3	\$	5.00 Per Session
Late Fees		
General Park Use (7 business days)	\$	10.00
Public Assembly (45 business days)	\$	25.00
Parade & Walks (45 business days)	\$	50.00
Tournament Fee	\$	10.00 Per Team
Use of Field Lights	\$	25.00 Per Session

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Interim Public Works Director	
<b>Date:</b>	7 August 2019	
<b>Subject:</b>	Award Pickup Purchase for Water Department	

### Background:

The 2019/20 Budget includes \$160,000.00 for the purchase of a two new full-size pickup trucks for use by the Public Works Department and one SUV to be shared by the Engineering and Planning Departments. One of the vehicles required is a standard duty 4WD truck to be used by the Water System Operator. With this vehicle and the previous purchase of the crew cab pickup for the water system crew, other fleet vehicles will be shifted around and the result will be that the vehicle used by the former Public Works Operations Director will be re-assigned to be used by the Engineering and Planning Departments staff, eliminating the need to purchase one of the vehicles identified in the budget and resulting in a substantial savings.

A specification was prepared by the mechanics from Joint Maintenance for a truck with the appropriate features needed to perform the tasks required by the Water System Operator. Based on these specifications, three bids for a Chevrolet 1500 4WD with a crew cab and short bed were provided with the following results:

<b>FIRM</b>	<b>LOCATION</b>	<b>QUOTE</b>
Emmert Motors	St. Helens, OR	\$36,627.00
NW Bellingham Chevrolet	Bellingham, WA	\$39,499.00
Gilchrist Chevrolet	Tacoma, WA	\$39,172.00

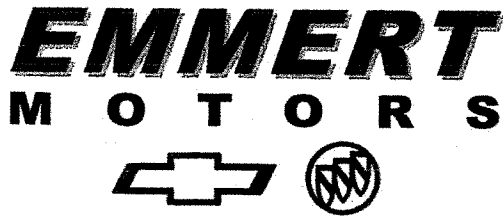
### Recommendation:

Council award bid for the Chevrolet 1500 pickup purchase to Emmert Motors of St. Helens, Oregon in the amount of \$36,627.00. Pricing does not include license, title, and fees.

### Attachments:

Quotes received.





Date/Time: 6/21/2019 10:19:36 AM

Buyer: Brett City  
 Home Phone: (503) 397-7825  
 Address: 264 Strand St Po Box  
 278  
 St Helens, OR 97051

Salesperson: Jeffrey Carpenter

## 2019 Chevrolet Silverado 1500 LT 9C99



VIN: 1GCUYDED3KZ257956  
 Odometer: 8  
 Color: Summit White  
 Body Type: Truck

MSRP/Retail	\$48,580.00
Selling Price	\$45,727.00
Rebate	\$9,200.00
Total Savings + Rebate	\$12,053.00
Total Payment	\$36,527.00
ADD FOR 6FT BOX	\$ 100.00

Based on Bank/Credit Union Approval.

X

Customer Signature

Date


X




Manager Signature

Date

Re: Vehicle Information At NW Chevy

From: Johnny Bloxom (jbloxom@bellinghamchevrolet.com)  
 To: greganderson539@yahoo.com  
 Date: Thursday, July 11, 2019, 11:52 AM PDT



Bellingham Chevrolet
 



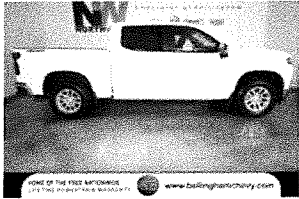
Home of the FREE Nationwide Lifetime Powertrain Warranty

Greg,  
 Thanks for reaching out! This is Johnny Bloxom over at NW Chevy of Bellingham. Just wanted to touch base and let you know I've received your request for more information regarding the [2019 Chevrolet Silverado 1500](#) on our lot- good news, it's still available! Please call or text me at 360.932.0393 to schedule a time to drop in and check out the truck. Thanks!  
 Here's a bit of detailed info regarding the Silverado 1500 for you to look over at your convenience:

Requested Vehicle Information for 2019 Chevrolet Silverado 1500 Crew Cab LT

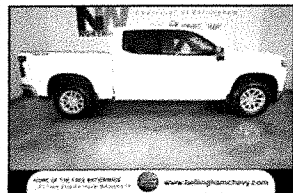
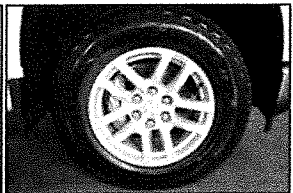
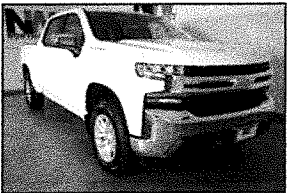



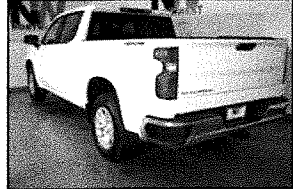
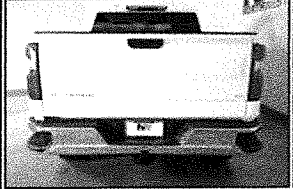
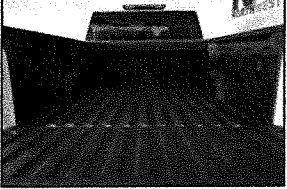
All-Star Edition, Convenience Package, Engine: 5.3L EcoTec3 V8, Bed Protection Package, Heavy-Duty Rear Locking Differential, Trailering Package, Wheels: 18" x 8.5" Bright Silver Painted Aluminum, Integrated Trailer Brake Controller, Tires: 265/65R18SL AT BW, 5.3L V8, automatic, Crew Cab, 11 miles, Summit White, stock # NT8514, new...

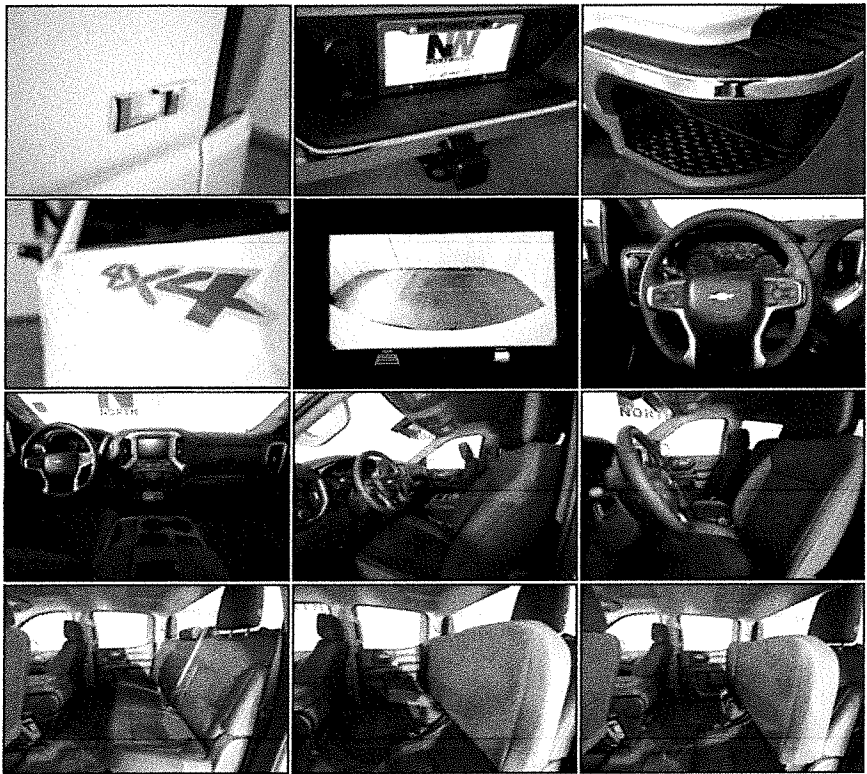
[More Details](#)



**Comments**  
 Price includes: \$1,000 - General Motors Consumer Cash Program. Exp. 07/31/2019, \$1,750 - Chevrolet Bonus Cash Program. Exp. 07/31/2019 Exp: 07/31/2019 Must Finance with one of our preferred lenders \$500 Exp:7/31/2019 Must trade 2010 or newer with under 100k miles \$2,000 Summit White 2019 Chevrolet Silverado 1500 LT 4WD 8-Speed Automatic EcoTec3 5.3L V8Prices valid for in-state purchase only. All vehicles are one of each. All Pre-Owned or Certified vehicles are used. Prices valid for retail purchases only, a negotiable dealer documentary service fee of up to \$150 may be added to the sale price or capitalized cost. All financing is subject to credit approval. Prices exclude tax, title, and license. All transactions are negotiable including price, trade allowance, interest rate (of which the dealer may retain a portion), term, and documentary service fee. Any agreement is subject to execution of contract documents. Every reasonable effort is made to ensure the accuracy of this data. Please verify any information in question with a dealership sales representative.

Vehicle Photos



**Options**

**Technical**

- Automatic Transmission
- Compressor - Intercooled turbo
- 5.3 liter V8 engine
- 4 Doors
- Four-wheel drive
- Fuel economy EPA highway (mpg): 22 and EPA city (mpg): 16
- Bed Length - 69.9 "
- Cylinder Deactivation
- Tire pressure monitoring system
- Transmission hill holder

**Safety**

- 4-wheel ABS brakes
- Traction control - ABS and driveline
- Head airbags - Curtain 1st and 2nd row
- Passenger Airbag
- Daytime running lights
- Dusk sensing headlights
- Self-leveling headlights - Self-leveling
- Stability control - With Anti-Roll

**Interior**

- Front seat type - Split-bench
- Split-bench rear seats

**Exterior**

- Engine hour meter
- Intermittent window wipers
- Pickup Bed Type - Regular
- Privacy/tinted glass

**Convenience**

- Bluetooth
- Remote power door locks
- Power windows with 4 one-touch
- Air conditioning
- Cruise control
- Audio controls on steering wheel
- Power heated mirrors
- Compass
- External temperature display
- Tachometer
- Clock - In-radio display
- Overhead console - Mini with storage
- Speed-proportional power steering
- Trip computer
- Video Monitor Location - Front

My goal is to ensure you have the easiest, fastest, and most stress-free shopping experience! If you have any questions, or if you would simply like to come by and test drive the Silverado 1500, please let me know which day and time works best for you to do so, and I'll be sure to make myself completely available to help. Thanks again!

\*Click [HERE](#) to learn about our free **NATIONWIDE** lifetime powertrain warranty!\*

Thank You,  
Johnny B.

**NEW 2019 CHEVROLET SILVERADO 1500**  
**Crew Cab Short Box 4-Wheel Drive LT All Star Edition**

**DRIVE IT NOW \$39,499**  
**MSRP ~~\$49,265~~**

[See Important Disclosures Here](#)



1 of 21

Pricing Information	Specifications
MSRP	\$49,265
Incentives	\$5,250
Our Selling Price	\$44,749
Drive It Now	\$39,499
Total Savings	\$9,766



**VEHICLE DESCRIPTION**

Price includes: \$1,000 - General Motors Consumer Cash Program. Exp. 07/31/2019, \$1,750 - Chevrolet Bonus Cash Program. Exp. 07/31/2019 Exp: 07/31/2019 Must Finance with one of our preferred lenders \$500 Exp:7/31/2019 Must trade 2010 or newer with under 100k miles \$2,000 Summit White 2019 Chevrolet Silverado 1500 LT 4WD 8-Speed Automatic EcoTec3 5.3L V8

Prices valid for in-state purchase only. All vehicles are one of each. All Pre-Owned or Certified vehicles are used. Prices valid for retail purchases only, a negotiable dealer documentary service fee of up to \$150 may be added to the sale price or capitalized cost. All financing is subject to credit approval. Prices exclude tax, title, and license. All transactions are negotiable including price, trade allowance, interest rate (of which the dealer may retain a portion), term, and documentary service fee. Any agreement is subject to execution of contract documents. Every reasonable effort is made to ensure the accuracy of this data. Please verify any information in question with a dealership sales representative.

**VEHICLE AT A GLANCE**

## RE:Re: Welcome to the Gilchrist Family

From: Jenn Townsend (jenn.townsend@gilchristautocenter.edealerhub.com)

To: greganderson539@yahoo.com

Date: Thursday, July 11, 2019, 3:20 PM PDT

Hi Greg,

The rebates and incentives are pretty straight forward on this truck.

MSRP: \$49,230

Price Reduction Below MSRP: \$2,846

July Chevy Discount (Dealer Discount): \$2,462

Package Cash Allowance: \$2,000

Purchase Bonus Cash: \$1,750

Customer Cash: \$1,000

Total Discount: \$10,058

Sale Price: \$39,172

All the discounts listed everyone qualifies for. No exclusions, you don't have to do anything else.

As far as out the door numbers, since you're an Oregon resident you would be tax exempt, you would need your driver's license and proof of residency (utility bill of some sort). Plus you would get a 3-day trip permit to get get home and get your vehicle registered at the DMV closest to you.

Oregon does require a usage tax to be paid which is .05% of the vehicle amount. That needs to be paid before you leave the dealership, but it's quick and painless and only ends up being a couple hundred dollars.

Let me know if you need any other information and if you want to come in on this truck. I need to make sure it's still here for when you arrive. As of right now it is available.

Thanks so much!

Jenn

---

Hello, thank you for emailing me back. I like that specific truck (1GCUYDED3KZ157453). Can you email me a breakdown of the price after rebates? Thank you.

On Thursday, July 11, 2019, 11:16:51 AM PDT, Kristina Anklam wrote:

Hello Greg,

My name is Jenn and I am a member of the internet team at Gilchrist Chevrolet Buick GMC. My system notified me that you are interested in a specific Silverado 1500 we have on our website. I wanted to let you know that our inventory is continuously changing and we might have other vehicles that fit your needs or budget better! Our online prices are very aggressive to our market and we do our best to shop our competition to save you the time and get the best deal here at Gilchrist.

Link to the specific Silverado 1500 here at Gilchrist Auto you were interested in:

[https://www.gilchristauto.com/VehicleDetails/new-2019-Chevrolet-Silverado\\_1500-LT-Tacoma-WA/3336155163](https://www.gilchristauto.com/VehicleDetails/new-2019-Chevrolet-Silverado_1500-LT-Tacoma-WA/3336155163)

Chevrolet offers a variety of option packages and trim levels that appeal to a wide range of customers. Chevrolet also offers a wide variety of other vehicles with a wide variety of features, what interests you most about the specific Silverado 1500 you are watching the price on. Every person has a different list of "wants" and "must haves" to accommodate different lifestyles and budgets. I gave some examples of common features below, what things might be on your "wants" or "must haves" list?

- ~ Is there a specific color you are looking for or might you be open to a few options?
- ~ Leather seats?
- ~ Moonroof?

If I can be of assistance in any other way please feel free to call or text my cell number listed below. If email is your preferred method of contact that works just as well! Many customers like yourself have transitioned to using the internet for searching for a vehicle. I am sure that you will be getting contacted by other dealers in the area and I wanted to let you know some of the advantages of becoming a part of the Gilchrist Family.

- We have a price match guarantee
- We offer lifetime oil changes
- We are open on the weekends for your convenience
- We offer service rental vehicles for major services
- You can schedule your own service appointments online at your convenience

Cheers,  
Jenn Townsend  
Internet Sales  
EmailMe  
C. 253-284-4469

<https://www.gilchristauto.com/>

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Email Optout Link

Click here if you are having problems viewing this email



**City of St. Helens**  
**PERSONAL SERVICES AGREEMENT**

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Shannon Kmetic** (“Contractor”).

**RECITALS**

**A.** The City is in need of **pro tem judicial services**, and Contractor is qualified and prepared to provide such services.

**B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

**AGREEMENT**

**1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to **pro tem judicial services** and Contractor accepts such engagement. The principal contact for Contractor shall be **Shannon Kmetic, 503-659-1025**.

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

**3. Term.** Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on **June 30, 2020**. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

**4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment C.

**5. Payment.**

**5.1** The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor’s cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

**5.2** Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following

approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

**5.3** The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

**5.4** Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

**5.5** Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

**6. Document Ownership.** Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

**7. Notices.** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

**CITY:** City of St. Helens  
Attn: City Administrator  
PO Box 278  
St. Helens OR 97051

**CONTRACTOR:** Shannon Kmetic  
217 7<sup>th</sup> Street  
Oregon City, OR 97045  
503-659-1025  
shannon@bertrandkmeticlawn.com

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

**8. Standard of Care.** Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

**9. Consequential Damages.** Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by

one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

## **10. Insurance.**

**10.1** At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

**10.2** All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

**10.3** Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

**10.4** At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**10.5** The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

**11. Termination.** Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

**12. No Third-Party Rights.** This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

**13. Modification.** Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

**14. Waiver.** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**15. Indemnification.** Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful

misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

**16. Governing Laws.** This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

**17. Compliance with Law.**

**17.1** Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

**17.2** Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

**17.3** Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

**17.4** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

**17.5** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. \_\_\_\_\_]

**18. Confidentiality.** Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

**19. Publicity.** Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

**20. Succession.** This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

**21. Assignment.** This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

**22. Default.**

**22.1** A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

**22.2** Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**22.3** Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

**22.4** If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

**23. Attorney Fees.** If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

**24. Inspection and Audit by the City.**

**24.1** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

**24.2** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

**24.3** This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**25. Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

**26. Severance.** If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

**IN WITNESS WHEREOF,** the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

**CITY:**

**CITY OF ST. HELENS**

Council Meeting Date: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

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

**CONTRACTOR:**

**Shannon Kmetec**

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

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

Title: \_\_\_\_\_

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



## **ATTACHMENT A**

### **Scope of Work**

For the term of this contract and any subsequent extensions, Mr. Wood will provide judicial services to the City of St. Helens on mutually agreed upon scheduled dates and/or assigned cases consisting of the following:

- Work with court on coordinating mutually acceptable scheduling for providing Pro-tem Judicial services
- Preside in court on mutually agreed upon schedule for that particular court day;
- On assigned cases and/or dates, be available by telephone to “C-Com” within 10 minutes of their placing the call to answer questions relating to release status and orders pertaining to release for individuals who are subject to arrest either because an arrest warrant is outstanding or under circumstances leading a reasonable person to believe that a contempt of court charge or a probation violation charge may be initiated by the court;
- Be generally available, subject to reasonable notice, for meetings with the City Administrator pertaining to the conduct of the Court’s business, as required by the City Administrator;
- Submit all requested reports pertaining to the functioning of the Courts as required by the City Administrator or the City Council, as requested; and
- Such other judicial functions as may be necessary or advisable under the circumstances.

#### **EXPECTATIONS:**

It is expected that Ms. Kmetc will provide judicial services to the City of St. Helens on specific assigned dates and/or specific cases, generally from the hours of 8:30 a.m. to 5:00 p.m. or some portion thereof.

## ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
<b>General Liability</b>	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	NO
Please indicate if Claims Made or Occurrence			
<b>Automobile Liability</b>	Combined Single – covering any vehicle used on City business	\$2,000,000	YES
<b>Workers' Compensation</b>	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		NO
<b>Professional Liability</b>	Per occurrence  Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	YES

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

City Administrator  
City of St. Helens  
P.O. Box 278  
St. Helens, OR 97051

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

**ATTACHMENT C**  
**Terms of Compensation**

Contractor will provide services described in Attachment A as an independent contractor. Municipal Court staff will coordinate schedule with Contractor on a per case basis. Contractor shall be entitled to receive an hourly fee of **one-hundred dollars (\$100.00) per hour** as payment for his services to St. Helens, prorated for periods of time less than an hour.

Any business license requirements associated with contract's services provided specifically and limited thereof to this contract will be paid by the City.

This contract shall not be deemed to prevent Contractor from entering into other or additional contracts not inconsistent with providing judicial services to City of St. Helens.

## **CONTRACT PAYMENTS**

City Council Meeting  
August 21, 2019

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### **Turney Excavating, Inc.**

Project: W-464 2019 Waterline Improvements Project (PR#4) \$ **9,323.45**



City of St. Helens

265 Strand Street, St. Helens, Oregon 97051  
Phone: 503.397.6272 | Fax: 503.366.3782

# Contract Payment Request #4 - FINAL

## CONTRACTOR:

**TURNEY EXCAVATING, INC.**

P.O. Box 21597

Keizer, OR 97307

PROJECT NO.: W-464

PROJECT NAME: 2019 WATERLINE IMPROVEMENTS PROJECT

DEPARTMENT: Public Works Department - Engineering

DATE SUBMITTED: 8/15/2019

Original Contract Amount	\$174,620.00	Total Amount Earned To-Date	\$186,469.00
Total Change Orders Amount	\$0.00	Total Earned This Month	\$0.00
Adjusted Contract Amount	\$174,620.00	Less 5% Retainage This Month	\$0.00

## Previous Payment Requests

PP#	Previous Billing With Retainage	Retainage	Previous Amounts Paid	Invoice Date
1	\$83,360.00	\$4,168.00	\$79,192.00	04/22/19
2	\$92,359.00	\$4,617.95	\$87,741.05	05/06/19
3	\$10,750.00	\$537.50	\$10,212.50	05/28/19

Less Total of Previously Earned ..... \$177,145.55

Total Retainage Due To-Date..... \$9,323.45

**Total Amount Due (RETAINAGE ONLY) \$9,323.45**

Bid Item No.	Description	Unit	Qty	Unit Price	Contract Price	Completed Prior to Pay Period		Completed This Pay Period	
						Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period
1	Mobilization, Bonds, Insurance, Demobilization	LS	1	\$17,000.00	\$17,000.00	1.00	\$17,000.00		\$0.00
2	Temporary Work Zone Traffic Control, Complete	LS	1	\$10,000.00	\$10,000.00	1.00	\$10,000.00		\$0.00
3	6-inch DI Water Main Pipe, Fittings, Couplings, Restrained Joints, Class B Backfill with Paved Surface Restoration	LF	152	\$150.00	\$22,800.00	350.00	\$52,500.00		\$0.00
4	6-inch DI Water Main Pipe, Fittings, Couplings, Restrained Joints, Class B Backfill with Unimproved Surface Restoration	LF	1,002	\$60.00	\$60,120.00	772.00	\$46,320.00		\$0.00
5	Plan sheet W1, Sta 0+00: Hot Tap Connection of New 6-inch Water Main to Existing, Complete	LS	1	\$6,000.00	\$6,000.00	1.00	\$6,000.00		\$0.00
6	Plan sheet W3, Sta 1+00: Connection of New 6-inch Water Main, Complete	LS	1	\$6,000.00	\$6,000.00	1.00	\$6,000.00		\$0.00
7	Plan sheet W3, Sta 4+68: Connection of New 6-inch Water Main and Const 4" Future Stub out, Complete	LS	1	\$6,000.00	\$6,000.00	1.00	\$6,000.00		\$0.00
8	Install New Fire Hydrant Assembly	EA	4	\$5,000.00	\$20,000.00	4.00	\$20,000.00		\$0.00
9	Install Temp. Blowoff Assembly w/ 6" Gate Valve	EA	1	\$1,900.00	\$1,900.00	1.00	\$1,900.00		\$0.00
10	Connect Exist. 2" Water Main to New Water Main	EA	2	\$1,500.00	\$3,000.00	2.00	\$3,000.00		\$0.00
11	Cut and Cap Exist. 2" or 1-1/2" Water Main	EA	2	\$400.00	\$800.00	1.00	\$400.00		\$0.00
12	Over Excavation and Select Backfill	CY	10	\$90.00	\$900.00	0.00	\$0.00		\$0.00
13	Rock Excavation	CY	104	\$150.00	\$15,600.00	100.66	\$15,099.00		\$0.00
14	Construction Staking and As-built Survey	LS	1	\$4,500.00	\$4,500.00	0.50	\$2,250.00		\$0.00
<b>Totals:</b>					<b>\$174,620.00</b>		<b>\$186,469.00</b>		<b>\$0.00</b>

601-000-056101

APPROVED FOR PAYMENT

INIT

DATE

*[Signature]*

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

8/15/19  
8-15-19



Turney Excavating Inc. CCB #214481  
 PO Box 21597  
 Keizer, OR 97307  
 503-307-7522  
 mitch@turneyexcavating.com

## Invoice

### BILL TO

City of Saint Helens  
 265 Strand Street  
 St. Helens, OR 97051

**INVOICE #** 1358  
**DATE** 08/14/2019  
**DUE DATE** 09/13/2019  
**TERMS** Net 30

### ACTIVITY

### AMOUNT

#### Sales

Retention for 2019 Waterline Project #W-464

9,323.45

BALANCE DUE

**\$9,323.45**





## EXHIBIT H

### CERTIFICATE OF FINAL COMPLETION

Project Number: W-464

Project: 2019 WATERLINE IMPROVEMENTS

Contractor: TURNEY EXCAVATING INC.

Contract Signed: 3/6/2019

Contract Expires: 11/1/2019

Contract Completed: 8/15/19

Delinquent: 0

I hereby certify that I have completed my contract, furnished the materials, and performed the work as shown by the final estimate of the City Engineer, according to the plans and specifications.

[Signature] President 8/15/19  
Contractor Title Date

The City has determined the project is 100% complete in compliance with all contract documents.

[Signature]  
Inspector/Supervisor

8-15-19  
Date

[Signature]  
Project Engineer

8-15-19  
Date

[Signature]  
City of St. Helens

City Administrator  
Title

8-15-19  
Date

Unless otherwise provided as a Special Provision, when City accepts the Certificate of Final Completion, the date the Contractor signs the Certificate of Final Completion shall be the date the City accepts ownership of the work and the start date of the warranty period.

# City of St. Helens

## Parks & Trails Commission

July 8, 2019

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**Members Present:** Carmin Dunn  
Elisa Mann  
Howard Blumenthal  
Jerry Belcher  
John Brewington  
Lynne Pettit  
Paul Barlow

**Members Absent:** Jacob Woodruff

**Staff Present:** Doug Morten  
Jennifer Dimsho  
Sheri Ingram  
Sue Nelson  
Steve Topaz

**Others:** Kristine Hopkins

1) **Call Meeting to Order** - 4:02 p.m.

2) **Approval of Minutes**  
2.A Approve Minutes of June 10, 2019

**Motion:** Upon Carmin Dunn's motion and Lynne Pettit's second, the Commission approved the Minutes of June 10, 2019. [Ayes: Carmin Dunn, Elisa Mann, Howard Blumenthal, Jerry Belcher, John Brewington, Lynne Pettit, Paul Barlow; Nays: None]

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

4) **Councilor's Report**

He has one issue that comes from his report that Mr. Topaz was referring to in the newspaper about him suggesting that Topaz doesn't matter on the Council. That is quite the opposite of anything he has ever said. One of things they were talking about was the recommendation that the Parks Commission forwarded to the Council and then the Council basically deliberated and when they deliberated, Mr. Topaz was very outspoken on many issues with the children's park in Godfrey Park. He came back to the Commission and reported that Mr. Topaz voted a different way but it was a 4-1 vote and Topaz voted against it because he wanted to open the canyon where the storm water outfall is to children. He felt that opening the canyon was conducive to imagination, creativity and exploration. His point was well taken but the Council voted against it. Brewington asked if there were any liability concerns brought up during the deliberation and he said yes. He brought up safety concerns for children. He didn't think the canyon was appropriate to open up for those kinds of activities. He made the comment that, yes, there were safety concerns and liabilities but the Councilor did not care about that. He

cared more about the creativity, the exploration and the imagination of what that canyon could give to the kids. That is why he needs to clarify what he said because the editorial newspaper made it seem like he didn't care about Mr. Topaz and so he wanted to clear the air on that and he apologizes if there was any misunderstandings about what he said. He thinks Mr. Topaz is a credible person on the Council and he values his comments but Mr. Topaz is one vote, not all five votes and they voted 4-1 to accept the Parks Commission's recommendation to go forward with the conceptual plans for the children's park. He just wants to put out any drama that has been brought up in the newspaper and he doesn't think the paper is an appropriate place to play that drama out. He thinks it's more important to be here and apologize if there were any misunderstandings. Belcher said we don't all agree but we need to be respectful and as far as the Parks Commission, we have done that very well.

## 5) **New Business**

### 5.A **2019 BUILD Letter of Support**

Dimsho has a letter of support for the BUILD grant which is a Federal transportation grant that would fund the first phase of transportation improvements on the Veneer site. The first phase basically covers the extension of 1<sup>st</sup> Street to Tualatin Street and Strand to where it cuts over and the Atwater's Edge which is the boardwalk and trail along the water's edge. It is about \$12 million that they are asking for and a significant portion is going to the Atwater's Edge piece. Dunn asked if it was open to cars all the way around 1<sup>st</sup> Street to Strand Street and Dimsho said it is a 60' ROW with sidewalks, landscape strips and parking. It's a full complete street. Where it says "Development Block" is where they anticipate the first phase of private development. The grant is due next Monday. Last year, we were scored a little bit of a riskier project on the "Project Readiness" portion because of the potential State and Federal permitting at the water's edge. This year, we are coming back with having initiated some of the permitting process so we feel like we have addressed the weakness from last year. They approved the letter by consensus and Belcher signed it.

### 5.B **Review Report to Council**

Dunn said she did not have it done yet but she would e-mail it out by the end of the weekend and they will be doing the report next Wednesday.

### 5.C **Park Report - Botanical Garden**

Belcher said we have two nature parks in St. Helens – Nob Hill and the Botanical Gardens. The Friends of the Botanical Gardens met about three weeks ago and some of the things they talked about doing were cleaning the trails and pick up garbage and remove invasives. There are two parts to park. On one, you enter off 6th Street and walk down into a gully and there are wetlands. He calls that the lower park. Up above is an old quarry with rock piles all over the place. There are two things he thinks we should do. The curb appeal is not great so he would like to see a parking area with gravel and a kiosk at the entrance.

## 6) **Old Business**

### 6.A **Kristine Hopkins - Botanical Garden**

They had their first meeting and there were eight of them there. They focused on the structure of the committee and who the stakeholders are and discussed becoming a non-profit. They talked about what they can do without money and they can start with the ivy and that is the biggest part. So their focus will go where there is no money needed while she does the paperwork for the corporate formation. Belcher invited the

committee to do the tour later and not all of them have been in there. She visited the Leach Botanical Garden in Portland which is in the middle of a neighborhood. She took a ton of pictures for ideas. She encouraged her committee members to go with her to see it in the next couple of weekends. She wanted to meet this month but everyone has been so busy but she wants to encourage them to go even if it's on their own. She's not sure when their next meeting will be. Dunn said at the last meeting, they encouraged her to go forward with a "friends" group but she doesn't know if it's legal to do a non-profit with a City park. Morten said we should have the Finance Director come to a meeting and talk about that. Blumenthal asked now that we are up to three friends groups, where did the paperwork go on how they defined a friends group. Morten said he took it to Council and it was defined as a loosely-knit organization that deals with maintenance issues and recommendations on new amenities. Blumenthal would like to have something they could give out to potential "friends" groups so they have some guidelines. Belcher said we will put it on the agenda for August.

#### **6.B Redistribute Parks List**

Ingram suggested dividing off the skate park and BMX track and giving them to Barlow since he is the most knowledgeable on them and Barlow agreed to take them. Chiotti had Walnut Tree and Heinie Heumann and Ben Tiscareno resigned from the Parks Commission earlier today so if they want, they can wait until they get a new member and give them to the new person. Pettit said she has been weeding Walnut Tree and her husband helps mow it so she will take that one. Civic Pride was not on the list and Dunn said she would take it.

#### **7) Discussion Items**

Barlow said the contractor will start rebuilding the BMX track next week. They have 1100 yards of dirt to toss around. He was wondering what the City policy is on other people running City equipment because they are trying to get a front-end loader, a skid steer and a rubber tire roller.

#### **8) Other Business**

#### **9) Adjournment - 4:38 p.m.**

Respectfully submitted by Sheri Ingram

# City of St. Helens Planning Commission

Approved Minutes

July 9, 2019

**Members Present:** Chair Hubbard  
Commissioner Lawrence  
Commissioner Semling  
Commissioner Stenberg  
Vice Chair Cary

**Members Absent:** Commissioner Cohen  
Commissioner Webster

**Staff Present:** Councilor Carlson  
City Planner Graichen  
Associate Planner Dimsho

**Others:** Al Petersen  
Steve Topaz

- 1) **7:00 p.m. - Call to Order and Flag Salute**
- 2) **Consent Agenda: Approval of Minutes**  
2.A Planning Commission Minutes Dated June 11, 2019

**Motion:** Upon Vice Chair Cary's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved Planning Commission Minutes Dated June 11, 2019. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary; Nays: None]

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

There were no topics from the floor.

- 4) **Public Hearings (times reflect earliest start time)**  
4.A 7:00 p.m. - Comprehensive Plan Amendment (Housing Needs Analysis) - City of St. Helens

Chair Hubbard opened the Public Hearing at 7:01 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Jacob Graichen entered the staff report dated July 2, 2019 into the record. Graichen reminded the Commission that the planning process to develop the Housing Needs Analysis (HNA) was paid for by the state, and it was a very condensed timeline. Associate Planner Dimsho summarized the findings of the HNA, as presented in the staff report. She described that the adoption of the HNA will put us in compliance with Statewide Planning Goal 10 - Housing. She said these findings will also support the housing code amendments to be developed in the future. Vice Chair Cary noted that

the availability of acreage may not be as high as anticipated because of the bedrock and cliffs in St. Helens. Graichen said there are inherently imperfections in the data, but overall conclusions remain the same. We have enough residential land to accommodate the various housing types needed for the next 20 years of growth within the Urban Growth Boundary (UGB). Vice Chair Cary said this also means our UGB does not need to expand to accommodate residential land. Graichen noted that House Bill 2001 may also require that the City adopt certain regulations that will affect our housing code amendments to be developed. Commissioner Lawrence asked the difference between a duplex and multi-family dwellings. Graichen said duplexes are two dwelling units in a single building and multi-family is a building with three or more units. Also, for duplexes only one principal building is allowed per parcel, but there is no such limit for multi-family development.

### **In Favor**

No one spoke in favor.

### **Neutral**

**Petersen, Al.** Petersen said since 2007, we have not been building enough housing nationally. A report on NPR said we need 1.6 million houses annually, but we have only been building about 1.3 million. We have a deficit, not just in Oregon. For financing real estate, a loan officer first asks how many units you are financing. If it is under four, it is considered a residential loan. If it is over four dwellings, it is considered a commercial loan. This is a well-established banking standard. He cited some examples from Tualatin's housing code changes, including cottage clusters, courtyard housing, quads, ADUs, and duplex rules. He explained a scenario where two duplexes are required to get a partition and another scenario where the County surveyor required removal of an encroaching fence before recording a subdivision plat. These are examples where government is getting in the way of development. If we are serious about building more housing, we need to change our interpretation of the code. He said that Avamere has two duplexes on the same lot. He also noted that one of the excuses from Oregon Department of Transportation to not signalize Bennett Road is that it is outside of the UGB.

**Topaz, Steve.** Topaz described the housing where he grew up in Baltimore, Maryland. He said their official lot size is 25 feet by 250 feet, but it changed over time. He thinks two duplexes should be allowed on a lot. He is worried about requiring mandatory low-income housing with development. He does not want to end up with a large unemployed population. He is worried about changing the character of the city.

### **In Opposition**

No one spoke in opposition.

### **End of Oral Testimony**

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

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

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



## **Deliberations**

Vice Chair Cary asked if the City could expand the UGB with these HNA findings. Graichen said these findings do not support an expansion based on the need for residential land, so it would likely be a very time-consuming and complex process to expand it.

**Motion:** Upon Commissioner Stenberg's motion and Commissioner Semling's second, the Planning Commission unanimously recommended to the City Council approval of the Comprehensive Plan Amendment. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary; Nays: None]

### **4.B        7:30 p.m. - Conditional Use Permit at 1771 Columbia Blvd. - Establish religious assembly in an existing commercial building**

Chair Hubbard opened the Public Hearing at 7:45 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. Graichen entered the staff report dated July 2, 2019 into the record. He described the proposal and recommended conditions of approval, as presented in the staff report. Graichen said the Commission has reviewed this building many times. He said religious assembly has a higher parking requirement than some other uses. He explained that this property is split-zoned. Houlton Business District (HBD) allows adjacent on-street parking to count for off-street parking, but General Commercial (GC) does not. If the entire property was zoned HBD, parking would not be an issue because there is ample on-street parking. Unfortunately, it is the same property owner who advocated for this split zoning when the HBD zone was created in 2008. Graichen also noted that outdoor storage is not allowed as a principal use, even though it is occurring on the site. Outdoor storage is only allowed as an incidental use to an approved use.

Graichen recommended a change to condition 2g to allow for an additional access off of a local-classified street. He also recommended adding a new condition in lieu of conditions 2a through 2h. The new condition would allow a zone change application to change the GC portion to HBD for the entire parcel, instead of conditions 2a through 2h. If the zone change fails, additional off-street parking would have to be addressed. Commissioner Lawrence asked if there would be any downside to the current tenant if a zone change was processed. Graichen did not think so.

## **In Favor**

No one testified in favor.

## **In Opposition**

No one spoke in opposition.

## **End of Oral Testimony**

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

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

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

## Deliberations

The Commission wanted to incorporate Graichen's recommended changes to the conditions.

**Motion:** Upon Vice Chair Cary's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Conditional Use Permit with an additional condition as modified by Graichen to allow for a zone change in lieu of conditions 2a through 2h and a modification to 2g to allow for additional access off of a local classified street. [Ayes: Commissioner Lawrence, Commissioner Semling, Commissioner Stenberg, Vice Chair Cary; Nays: None]

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

### 5) Planning Director Decisions

There were no comments.

### 6) Planning Department Activity Report 6.A June Planning Department Report

There were no comments.

### 7) For Your Information Items

Councilor Carlson asked the Commission for feedback on the 4th of July celebration. Commissioner Lawrence said her neighbor's grandchildren were able to camp on Sand Island and had a great time. Chair Hubbard said it was nice that the fireworks were on the island. He said it seemed orderly and there were lots of attendees. He suggested having a phone number that residents can call for more information or to complain. Commissioner Stenberg appreciated the police presence directing traffic after the show was over.

Chair Hubbard asked about the Millard Road property park design. Dimsho said Mackenzie, a landscape architect consultant, has been hired to determine where the park boundary should be based on the park amenities and design. This will inform the zone change application. There was a discussion on the status of the Graystone Estates preliminary subdivision.

### 8) Next Regular Meeting - August 13, 2019

### 9) Adjournment

*There being no further business before the Planning Commission, the meeting was adjourned at 8:53 p.m.*

*Respectfully submitted,*

*Jennifer Dimsho  
Associate Planner*

City of St. Helens  
***Library Board***  
**Minutes from Monday, July 8, 2019**  
St. Helens Public Library

**Members Present**

Heather Anderson-Bibler, Vice Chair  
Lisa Beardslee  
Patrick Birkle  
Melisa Gaelrun-Maggi  
Amanda Heynemann, Chair

**Members Absent**

Becky Bean

**Guests**

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:18pm by Chair Heynemann.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes were reviewed, and approved with two corrections noted.

**LIBRARY BOARD VACANCIES:** Chair Heynemann reported that she and Member Gaelrun-Maggi met with prospective board members Dan Davis and Marjorie Stanko. Both candidates were recommended by the Board be presented to the City Council for approval. Vote was unanimous. Director Jeffries asked if the candidates were asked about sub-committee placement. The candidates will be given an opportunity to choose.

**BOOK CLUB UPDATE:** Member Gaelrun-Maggi reported that the theme for the July 30th meeting will be 'Summer'. Upcoming themes are 'Southern Authors' for the September meeting, and 'Murder Mystery' for the November meeting. All of the Book Club themes for 2020 have been presented to Library Assistant Burkhardt for flyer creation. The group discussed the old language on the book mark that stated 'snacks and drinks' would be available. The group has agreed to move away from that convention in the future.

**MUNICIPAL CODE CHANGES:** This item will be tabled until next month.

**CITY COUNCILOR'S REPORT:** Councilor Topaz reported that the City's budget discussions are beginning, and so far they have not been very detailed. The Budget Committee has also asked for more detail, as the level of detail in the budget discussions is a change in practice from years past. Member Birkle stated that this year's discussions are different and there are fewer meetings scheduled. Director Jeffries stated that in years past there were more 'opportunities' to consider and that this year there are fewer.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries reported that the LSTA Catalog Merger grant ended 6/30/2019 and the St Helens and Scappoose Libraries are still working on the final reporting. One thing that was promised for the grant was a survey of patrons about the merged catalog. The survey is finished and the number of online submissions was the same as the number of paper submissions. The results of the survey were distributed to the group.

The survey results listed 68 respondents, 34 replied online and 34 replied on paper. 148 Scappoose residents have come to St Helens for a passport card since it has been offered. Respondents indicated that their home library was as follows: 51 as St Helens, 15 as Scappoose, and 2 as 'other'. 46 respondents knew that their card can be used at the neighboring library (22 did not). 30 respondents indicated that they have a card at both libraries (38 did not). 32 respondents indicated that they have gone to the neighboring library to check out materials (36 did not). 43 respondents indicated that they used their library's online catalog to search for materials (25 did not). 47 respondents knew that the libraries combined their catalogs in December 2018 (21 did not). 11 respondents found the combined catalog easier to use, 19 found it the same, 11 found it more difficult and 18 indicated that they don't use the catalog to search. 24 respondents indicated they were able to find more access to information in the combined catalog, and 21 indicated that it was the same. 28 respondents indicated that they were satisfied with finding information in the combined catalog, 16 indicated that it was the same, and 2 indicated that they were unsatisfied.

The online survey responses included comments, which ranged from requests for a courier service between St Helens and Scappoose, to confusion about the way catalog search results are shown. The group discussed the results and the comments that were submitted with the online responses. The group discussed different options for a courier service, as that was mentioned in a number of responses. The group discussed one of the response comments about how Warren is not within either library system.

Director Jeffries and Scappoose Library Director Jeff Weiss have been discussing ideas about how to make the searching easier. There are details within the individual catalog entries when an item is placed into the systems that are different between the two libraries. Aligning these entries will help correct the items searched for. Going

forward, there is a possibility that Clatskanie and Vernonia might be interested in joining the combined catalog. Director Jeffries also stated that the Scappoose Library has a higher overall Passport card circulation between the two libraries than St Helens does. Member Anderson-Bibler asked about using volunteers for a courier service, but the need for bonding and insurance might be a limiting factor. Councilor Topaz agreed that there would be obstacles such as procedures, logistics and funding. The group discussed the differences between the libraries and the need to resolve issues before effectively moving forward. Member Anderson-Bibler noted that at least all of the responses were helpful and no one stated 'don't do this'. Member Gaelrun-Maggi stated that we should continue to educate patrons on how the system works. Director Jeffries noted that there were many comments about ebooks being included in the search results. Ebook users seem pleased to have these resources listed in the search results while non-ebook users felt they cluttered the search results.

Director Jeffries stated that the catalog system is now on the 'cloud' and as such, regular software updates are automatic, so making changes to the system is much better than it used to be. All of the software is on The Library Corporation's (TLC) servers, which makes it faster and more efficient. It also removes the expense of maintaining our own equipment.

**BOARD MEMBER REPORTS:** Member Anderson-Bibler reported that the Washington Library Association / Oregon Library Association conference was well attended. She attended the session on working with patrons experiencing homelessness, and picked up a copy of the presenter's book on how to deal with the homeless population and how to enforce rules equitably among a varied population. Director Jeffries reported that Library Technician Woodruff recently attended the Community Action Team (CAT) roundtable, where their new facility was discussed. Perhaps we can get an updated list of service facilities for the various populations. Councilor Topaz stated that some of the homeless are coming from farther away. Member Anderson-Bibler also stated that she attended sessions on collaborative library outreach and leading through change.

**SUMMARIZE ACTION ITEMS:** No report available.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, August 12, 2019 at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Chair Heynemann adjourned the meeting at 8:40 pm.

✍

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2019-2020 Library Board Attendance Record

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

Date	Anderson-Bibler	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	VACANT
07-08-2019	P	E	P	P	-	P	P	-	
08-12-2019									
09-09-2019									
10-14-2019									
11-12-2019									
12-09-2019									
01-13-2020									
02-10-2020									
03-09-2020									
04-13-2020									
05-11-2020									
06-08-2020									



## City of St. Helens

**Job Title:** Government Affairs and Project Support Specialist  
**Department:** Administration  
**FLSA Status:** Exempt  
**Union:** Unrepresented  
**Created:** August 21, 2019

### **GENERAL PURPOSE**

Supports the Administration Department by assisting with government affairs initiatives, facilitating the completion of special projects, and performing various administrative activities.

### **SUPERVISION RECEIVED**

Works under the general direction of the City Administrator.

### **SUPERVISION EXERCISED**

No supervision exercised.

### **JOB DUTIES AND RESPONSIBILITIES**

- Government Affairs
  - Establish and maintain essential relationships and necessary linkages with government officials, businesses, economic development, community leaders, and select media.
  - Develop policy guidance for the City on specific and complex strategic issues. Develop materials to communicate and promote these positions across all regional stakeholders.
  - Develop issue and tactical strategies with internal colleagues, contract lobbyists, and external associations and coalitions. Ensure strategies take into account local and regional policies as well as business interests.
  - Monitor legislative and regulatory proceedings, provide analysis and manage presentation of the City's position in written and oral testimony before state and local commissions and other external audiences
  - Create and present information on legislative and political activities for internal groups such as City Council, internal subject matter experts, and relevant external stakeholders.
  - Act as a City representative in front of local and community organizations in support of the City's initiatives.
  - Facilitate the completion of special projects related to strategic issues as assigned by the City Administrator. Provide necessary policy analysis of complex issues and drive internal processes through City departments and Council review where necessary.
  - Convene and coordinate advisory groups related to City activities, agency rulemaking, and development of legislation.
- Project Support
  - Assist in developing project plans containing complete scope of work identifying all project requirements, tasks, resource assignments, and an accurate estimate for task completion.
  - Provide input into project related policy decisions to produce desired business results.
  - Communicate status and updates for projects; keep stakeholders informed of project progress and potential roadblocks, as well as providing final assessment.
  - Research, develop proposals, secure and manage public, private and philanthropic grants and contracts.
  - Assist in documentation of project goals, progress reporting, and outcomes.
  - Assist with project plan updates on a regular basis.

## **PERIPHERAL DUTIES**

- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

- Bachelor's degree and 4+ years of increasingly responsible related experience, or any equivalent combination of related education and experience of community/government/public relations experience.
- Experience working with the Oregon legislature.
- Experience working with local, regional, state, and federal representatives.

### Knowledge, Skills and Abilities:

- Ability to effectively meet and deal with the public appropriately.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to maintain a high level of organization.
- Ability to establish successful working relationships.

## **PREFERRED QUALIFICATIONS**

- Previous experience performing clerical functions, such as data entry, minutes, and mail merge documents.
- Experience working with the media.
- Strong problem-solving, organization and communication skills and the ability to self-direct work.
- Possess research skills, ability to analyze data, and arrive at conclusions.
- Excellent communication skills (written/verbal).
- Ability to make oral and written recommendations and present plans of action.
- Strong interpersonal skills including effective communications with internal and external stakeholders regarding issues which may be sensitive in nature.
- Highly self-motivated, flexible, able to follow through, and can work under pressure with associated deadlines
- Able to exercise judgment and discretion on sensitive or confidential matters.
- Demonstrated computer proficiency; including word processing and spreadsheet applications.
- Ability to work with many different types of perspectives/personalities.

## **SPECIAL REQUIREMENTS**

- A valid state driver's license.

## **TOOLS AND EQUIPMENT USED**

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, Word, Excel, 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 25 pounds.

**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.

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 **Government Affairs and Project Support Specialist** job description. I understand that it is my responsibility to adhere to the job duties and responsibilities outlined within this job description.

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

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

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

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

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

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 08/07/2019 - 10:28AM  
 Batch: 00003.08.2019 - AP 8.8.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
A+ ENGRAVING LLC									
45875									
1071	7/23/2019	588.00	0.00	08/08/2019				False	0
100-715-052004 Office Supplies				MATTE BLACK WHITE PLASTIC NAME PLATES -COI					
1071 Total:		588.00							
A+ ENGRAVING LLC To		588.00							
ACCELA, INC. #774375									
000496									
INV-ACC47792	7/31/2019	640.00	0.00	08/08/2019				False	0
100-707-052020 Bank Service Fees				CIVIC PAY TRAN FEE					
INV-ACC47792 Total:		640.00							
ACCELA, INC. #774375 T		640.00							
ACE HARDWARE									
000500									
60174	7/31/2019	17.06	0.00	08/08/2019				False	0
100-715-052001 Operating Supplies				MATERIALS ACE ACCT					
60174 Total:		17.06							
60176	7/31/2019	565.14	0.00	08/08/2019				False	0
100-708-052001 Operating Supplies				MATERIALS ACE ACCT 60176					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
60176 Total:		565.14							
60177	7/31/2019	10.50	0.00	08/08/2019				False	0
100-705-052001 Operating Supplies				60177 MATERIALS ACE ACCT					
60177 Total:		10.50							
60180	7/31/2019	34.42	0.00	08/08/2019				False	0
603-736-052001 Operating Supplies				ACE MATERIALS					
60180	7/31/2019	34.43	0.00	08/08/2019				False	0
603-737-052001 Operating Supplies				ACE MATERIALS					
60180	7/31/2019	20.97	0.00	08/08/2019				False	0
603-737-052001 Operating Supplies				ACE MATERIALS					
60180	7/31/2019	20.98	0.00	08/08/2019				False	0
603-736-052001 Operating Supplies				ACE MATERIALS					
60180	7/31/2019	38.98	0.00	08/08/2019				False	0
703-734-052001 Operating Supplies				ACE MATERIALS					
60180	7/31/2019	9.56	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				ACE MATERIALS					
60180	7/31/2019	101.49	0.00	08/08/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				ACE MATERIALS					
60180 Total:		260.83							
60181	7/31/2019	17.98	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT					
60181	7/31/2019	50.98	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT					
60181	7/31/2019	61.97	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT					
60181	7/31/2019	13.57	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT					
60181	7/31/2019	59.89	0.00	08/08/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				MATERIALS ACE ACCT					
60181	7/31/2019	19.98	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT					
60181	7/31/2019	19.98	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT					
60181	7/31/2019	2.99	0.00	08/08/2019				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
703-734-052001 Operating Supplies				MATERIALS ACE ACCT					
60181	7/31/2019	28.68	0.00	08/08/2019				False	0
703-734-052001 Operating Supplies				MATERIALS ACE ACCT					
60181	7/31/2019	15.04	0.00	08/08/2019				False	0
100-708-052047 Marine Board				MATERIALS ACE ACCT					
60181	7/31/2019	38.48	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT					
60181	7/31/2019	6.99	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				MATERIALS ACE ACCT					
60181 Total:		336.53							
ACE HARDWARE Total:		1,190.06							
BEACH PUMP & SERVICES									
45131									
2242	6/10/2019	4,241.48	0.00	08/08/2019				False	0
603-737-052026 Equipment Fund Charges				NEW ELECTRIC MOTOR WWTP					
2242 Total:		4,241.48							
BEACH PUMP & SERVIC		4,241.48							
BEMIS PRINTING									
002701									
8803	7/10/2019	30.40	0.00	08/08/2019				False	0
100-702-052018 Professional Development				TRODAT 4914 NOTARY LISA SCHOLL					
8803 Total:		30.40							
BEMIS PRINTING Total:		30.40							
BUREAU OF LABOR AND INDUSTRIES, BOLI									
004933									
08062019	8/6/2019	250.00	0.00	08/08/2019				False	0
205-000-053001 Capital Outlay				2019 CRACK SEALING PROJECT PUBLIC WORKS FEI					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
08062019 Total:		250.00							
BUREAU OF LABOR AN		250.00							
CARQUEST AUTO PARTS STORES									
005845									
07312019	7/31/2019	53.92	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS 315752					
07312019	7/31/2019	110.54	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS 315752					
07312019	7/31/2019	78.36	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS 315752					
07312019	7/31/2019	75.00	0.00	08/08/2019				False	0
703-734-052022 Fuel / Oil				AUTO PARTS 315752					
07312019 Total:		317.82							
CARQUEST AUTO PART		317.82							
CENTERLOGIC, INC.									
011595									
53677	8/1/2019	826.25	0.00	08/08/2019				False	0
702-000-052019 Professional Services				IT SUPPORT					
53677 Total:		826.25							
53815	8/4/2019	1,802.50	0.00	08/08/2019				False	0
702-000-052006 Computer Maintenance				AGREEMENT MSP SONICWALL FAAS VEEAM CSAAS					
53815 Total:		1,802.50							
53912	8/4/2019	187.50	0.00	08/08/2019				False	0
702-000-052006 Computer Maintenance				AGREEMENT OFFICE 365 CSP					
53912 Total:		187.50							
54014	8/5/2019	325.00	0.00	08/08/2019				False	0
702-000-052006 Computer Maintenance				SECURE BACKUP					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
54014 Total:		325.00							
CENTERLOGIC, INC. To		3,141.25							
CENTURY LINK									
034002									
07252019	7/25/2019	346.12	0.00	08/08/2019				False	0
702-000-052010 Telephone				966B					
07252019 Total:		346.12							
CENTURY LINK Total:		346.12							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES									
006630									
190540	8/1/2019	296.16	0.00	08/08/2019				False	0
100-702-052019 Professional Services				MONTHLY USER FEE					
190540 Total:		296.16							
CLOUD RECORDS MAN		296.16							
COLUMBIA FEED & SUPPLY									
008120									
24635	7/31/2019	17.50	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				MATERIALS					
24635 Total:		17.50							
24649	7/31/2019	141.97	0.00	08/08/2019				False	0
100-708-052001 Operating Supplies				MATERIALS					
24649 Total:		141.97							
24669	7/31/2019	9.99	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	24669 Total:	9.99							
24673	7/31/2019	359.95	0.00	08/08/2019				False	0
701-000-052001	Operating Supplies			MATERIALS					
	24673 Total:	359.95							
	COLUMBIA FEED & SUP	529.41							
COLUMBIA NW HEATING INC									
008265									
12343753	7/9/2019	4,035.00	0.00	08/08/2019				False	0
704-000-053025	Capital Outlay - Sr Center			SENIOR CENTER INSTALL COMPRESSOR ADD REF					
	12343753 Total:	4,035.00							
12384435	7/10/2019	259.00	0.00	08/08/2019				False	0
704-000-053025	Capital Outlay - Sr Center			SENIOR CENTER INSTALL AC RE NEW					
	12384435 Total:	259.00							
12469430	7/29/2019	139.95	0.00	08/08/2019				False	0
704-000-053025	Capital Outlay - Sr Center			SENIOR CENTER COMMERCIAL DIAGNOSTIC CHAR					
	12469430 Total:	139.95							
19-19779	6/12/2019	1,137.90	0.00	08/08/2019				False	0
704-000-053025	Capital Outlay - Sr Center			INSTALL A HONEYWELL REDLINK VISION PRO					
	19-19779 Total:	1,137.90							
	COLUMBIA NW HEATIN	5,571.85							
COLUMBIA RIVER P.U.D.									
008325									
08012019	8/1/2019	5,051.86	0.00	08/08/2019				False	0
603-737-052003	Utilities			38633					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
08012019 Total:		5,051.86							
<hr/>									
COLUMBIA RIVER P.U.D		5,051.86							
COMCAST									
COMCAST									
07212019	7/21/2019	1,052.22	0.00	08/08/2019				False	0
702-000-052003 Utilities				4669					
<hr/>									
07212019 Total:		1,052.22							
07252019	7/25/2019	106.85	0.00	08/08/2019				False	0
702-000-052003 Utilities				3930					
<hr/>									
07252019 Total:		106.85							
<hr/>									
COMCAST Total:		1,159.07							
<hr/>									
DAVID EVANS & ASSOCIATES INC									
011550									
447396	7/15/2019	8,008.21	0.00	08/08/2019				False	0
205-000-053019 North Vernonia Improvements				N VERNONIA RD SIDEWALKS STHN0000-0001					
<hr/>									
447396 Total:		8,008.21							
<hr/>									
DAVID EVANS & ASSOC		8,008.21							
<hr/>									
DEPARTMENT OF ENVIROMENTAL QUALITY									
010144									
WQ18DOM-0958	12/7/2017	14,705.00	0.00	08/08/2019				False	0
603-737-052066 Permit Fees				FEES OAR 340-0045-0070 AND 0075 WATER QUALITY					
<hr/>									
WQ18DOM-0958 Total:		14,705.00							
WQ19DOM-0926	12/10/2018	15,735.00	0.00	08/08/2019				False	0
603-737-052066 Permit Fees				FEES OAR 340-0045-0070 AND 0075					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	WQ19DOM-0926 Total:	15,735.00							
WQ20WSC-0324	4/26/2019	1,840.00	0.00	08/08/2019				False	0
603-737-052066 Permit Fees				FEES OAR 340-049-0065(2) OP YEAR 2020					
	WQ20WSC-0324 Total:	1,840.00							
	DEPARTMENT OF ENVI	32,280.00							
DEQ BUSINESS OFFICE 15222									
08052019	8/5/2019	6,250.00	0.00	08/08/2019				False	0
603-000-055003 Loan Fee				ANNUAL FEE CWSRF LOAN FEE REMINDER R6801					
	08052019 Total:	6,250.00							
	DEQ BUSINESS OFFICE	6,250.00							
EAGLE STAR ROCK PRODUCTS, INC. 010970									
36410	7/26/2019	137.14	0.00	08/08/2019				False	0
704-000-053022 Capital Outlay - Veterans Proj				ROCK - VETERANS MEMORIAL					
	36410 Total:	137.14							
36442	8/1/2019	80.42	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				ROCK 2ND ST WATER					
	36442 Total:	80.42							
	EAGLE STAR ROCK PRO	217.56							
EMMERT MOTORS, INC. 020693									
28454	7/24/2019	606.11	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				BRAKE FLUID LEAKING SIERRA WHITE GMC					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
28454 Total:		606.11							
EMMERT MOTORS, INC		606.11							
ERSKINE LAW PRACTICE LLC									
011522									
08012019	8/1/2019	3,835.00	0.00	08/08/2019				False	0
100-704-052019 Professional Services				7/18-7/30					
08012019 Total:		3,835.00							
ERSKINE LAW PRACTIC		3,835.00							
HACH COMPANY									
014200									
11573936	8/1/2019	68.07	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				REAGENT SET CHLORINE FREE					
11573936	8/1/2019	136.15	0.00	08/08/2019				False	0
601-732-052023 Facility Maintenance				REAGENT SET CHLORINE FREE					
11573936 Total:		204.22							
HACH COMPANY Total:		204.22							
HUDSON GARBAGE SERVICE									
015875									
10391954	8/1/2019	59.80	0.00	08/08/2019				False	0
100-706-052003 Utilities				1554					
10391954 Total:		59.80							
10392209	8/1/2019	96.59	0.00	08/08/2019				False	0
100-705-052023 Facility Maintenance				7547					
10392209 Total:		96.59							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
10392643	8/1/2019	96.59	0.00	08/08/2019				False	0
100-709-052023 Facility Maintenance				7056					
10392643 Total:		96.59							
10392715	8/1/2019	123.42	0.00	08/08/2019				False	0
202-722-052023 Facility Maintenance				1026					
10392715 Total:		123.42							
10392766	8/1/2019	528.00	0.00	08/08/2019				False	0
201-000-052057 Events - Fireworks				2134					
10392766 Total:		528.00							
HUDSON GARBAGE SER		904.40							
JORDAN RAMIS PC									
030274									
159417	7/29/2019	115.00	0.00	08/08/2019				False	0
603-735-052019 Professional Services				PAUL JOE BANKRUPTCY					
159417 Total:		115.00							
159713	7/29/2019	70.00	0.00	08/08/2019				False	0
100-701-052019 Professional Services				GENERAL					
159713	7/29/2019	614.50	0.00	08/08/2019				False	0
100-704-052019 Professional Services				GENERAL					
159713 Total:		684.50							
159714	7/29/2019	230.00	0.00	08/08/2019				False	0
202-722-052019 Professional Services				BOISE CASCADE PROPERTY SALE TO ASCP					
159714 Total:		230.00							
159715	7/29/2019	195.00	0.00	08/08/2019				False	0
202-721-052019 Professional Services				COMMUNITY DEVELOPMENT					
159715 Total:		195.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
159716	7/29/2019	245.00	0.00	08/08/2019				False	0
703-733-052019 Professional Services				PUBLIC WORKS ENGINEERING					
159716 Total:		245.00							
159769	7/29/2019	58.50	0.00	08/08/2019				False	0
202-722-052019 Professional Services				BOISE WHITE PAPER REAL ESTATE TRANSACTION					
159769 Total:		58.50							
JORDAN RAMIS PC Tota		1,528.00							
LANG, ATTORNEY AT LAW, MARK J.									
018006									
2000	7/31/2019	200.00	0.00	08/08/2019				False	0
100-704-052019 Professional Services				SH MISD FLAT RATE					
2000 Total:		200.00							
LANG, ATTORNEY AT LA		200.00							
LAWRENCE OIL CO.									
018030									
019001-1921201	7/31/2019	1,495.72	0.00	08/08/2019				False	0
703-734-052022 Fuel / Oil				247748					
019001-1921201	7/31/2019	37.23	0.00	08/08/2019				False	0
100-715-052022 Fuel/Oil				2247749					
019001-1921201	7/31/2019	121.58	0.00	08/08/2019				False	0
703-734-052022 Fuel / Oil				247750					
019001-1921201	7/31/2019	63.81	0.00	08/08/2019				False	0
703-734-052022 Fuel / Oil				247751					
019001-1921201	7/31/2019	46.56	0.00	08/08/2019				False	0
601-732-052022 Fuel / Oil				247752					
019001-1921201 Total:		1,764.90							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	LAWRENCE OIL CO. Tot	1,764.90							
MACKENZIE 3114									
1061739	7/3/2019	5,057.94	0.00	08/08/2019				False	0
607-000-052019 Professional Services					MILLARD ROAD PARK MASTER PLAN 2190242.00				
	1061739 Total:	5,057.94							
	MACKENZIE Total:	5,057.94							
MUNNELL & SHERRILL 41151									
308832	7/31/2019	406.64	0.00	08/08/2019				False	0
601-732-052001 Operating Supplies					BRACKET AND ADAPTER COMPLETE SET				
	308832 Total:	406.64							
	MUNNELL & SHERRILL	406.64							
NET ASSETS 020888									
95-201907	8/1/2019	423.00	0.00	08/08/2019				False	0
100-707-052019 Professional Services					TITLE ESCROW SERVICES				
	95-201907 Total:	423.00							
	NET ASSETS Total:	423.00							
NORTHSTAR CHEMICAL, INC. 021556									
149946	7/31/2019	467.70	0.00	08/08/2019				False	0
601-732-052083 Chemicals					SODIUM HYPOCHLORITE 12.5				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
149946 Total:		467.70							
NORTHSTAR CHEMICAL		467.70							
NORTHWEST DELI DISTRIBUTION INC 021184									
358737-2	7/30/2019	84.43	0.00	08/08/2019				False	0
100-708-052001 Operating Supplies				BOWL CLEANER					
358737-2 Total:		84.43							
NORTHWEST DELI DIST		84.43							
NORTHWEST OCCUPATIONAL 021449									
007	7/2/2019	800.00	0.00	08/08/2019				False	0
203-705-052080 PD Reserve Officer Expense				MED SCREENING EVAL CHRIS BURGIS / EVERARDC					
007 Total:		800.00							
NORTHWEST OCCUPAT		800.00							
OREGON DEQ, BUSINESS OFFICE 02200									
08052019	8/5/2019	50,000.00	0.00	08/08/2019				False	0
603-000-055001 Principle				PRINCIPAL R6801 CWSRF LOAN REPAYMENT					
08052019 Total:		50,000.00							
OREGON DEQ, BUSINES		50,000.00							
OREGON DEQ, BUSINESS OFFICE 022011									
08052019	8/5/2019	20,985.00	0.00	08/08/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
603-000-055003 Loan Fee					CWSRF LOAN FEE R80163				
08052019 Total:		20,985.00							
OREGON DEQ, BUSINES		20,985.00							
OREGON DEQ, BUSINESS OFFICE 022013									
08052019	8/5/2019	93,490.00	0.00	08/08/2019				False	0
603-000-055001 Principle					CWSRF LOAN PAYMENT PRINCIPAL R80163				
08052019	8/5/2019	59,386.00	0.00	08/08/2019				False	0
603-000-055002 Interest					CWSRF LOAN PAYMENT INTEREST R80163				
08052019 Total:		152,876.00							
OREGON DEQ, BUSINES		152,876.00							
ORKIN ORKIN									
187015972	8/2/2019	85.00	0.00	08/08/2019				False	0
100-715-052023 Facility Maintenance					PEST CONTROL CITY HALL				
187015972 Total:		85.00							
ORKIN Total:		85.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH 025390									
03-076353	8/1/2019	135.00	0.00	08/08/2019				False	0
100-708-052019 Professional Services					CAMERON PAGE DOT PHYSICAL EXAM				
03-076353 Total:		135.00							
PEACEHEALTH MEDICA		135.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PETTY CASH- JAMIE EDWARDS									
018757									
07302019	7/30/2019	20.00	0.00	08/08/2019				False	0
100-000-034001 Dockside Services					PETTY CASH - PEDESTALS REFUND 16				
07302019	7/30/2019	50.00	0.00	08/08/2019				False	0
100-715-052024 Miscellaneous					PETTY CASH - MEANS NURSERY GIFT CARD K CERI				
07302019	7/30/2019	15.00	0.00	08/08/2019				False	0
100-707-052018 Professional Development					PETTY CASH - CIS MEETING LUNCH				
07302019	7/30/2019	12.65	0.00	08/08/2019				False	0
100-707-052018 Professional Development					PETTY CASH - CIS MEETING LUNCH				
07302019	7/30/2019	2.00	0.00	08/08/2019				False	0
100-000-037002 Miscellaneous - Parks					PETTY CASH - SHOWER REFUND COL VIEW PARK				
07302019 Total:		99.65							
PETTY CASH- JAMIE ED		99.65							
RUBENS LAWN SERVICE, JENNIFER MEABE									
028033									
0002496	7/27/2019	80.00	0.00	08/08/2019				False	0
100-705-052023 Facility Maintenance					JULY LAWN SERVICE				
0002496 Total:		80.00							
RUBENS LAWN SERVIC		80.00							
SONSRAY MACHINERY LLC									
031592									
W06131-10	7/30/2019	3,755.35	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies					MF 4235 TRACOR CA				
W06131-10	7/30/2019	3,755.35	0.00	08/08/2019				False	0
205-000-052001 Operating Supplies					MF 4235 TRACOR CA				
W06131-10 Total:		7,510.70							
SONSRAY MACHINERY		7,510.70							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
SPEAKWRITE BILLING DEPT. 445218									
98F83952	8/1/2019	1,713.00	0.00	08/08/2019				False	0
100-705-052019 Professional Services				TRANSCRIPTION SERVICES					
98F83952 Total:		1,713.00							
SPEAKWRITE BILLING		1,713.00							
STAPLES BUSINESS CREDIT 031983									
1624975691	7/25/2019	37.99	0.00	08/08/2019				False	0
100-707-052004 Office Supplies				OFFICE SUPPLIES JENNS OFFICE 1037057LA					
1624975691 Total:		37.99							
STAPLES BUSINESS CR		37.99							
SUNSET AUTO PARTS, INC. 020815									
07302019	7/30/2019	9.71	0.00	08/08/2019				False	0
100-708-052001 Operating Supplies				AUTO PARTS 6355					
07302019	7/30/2019	84.47	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS 6355					
07302019	7/30/2019	25.14	0.00	08/08/2019				False	0
601-731-052001 Operating Supplies				AUTO PARTS 6355					
07302019	7/30/2019	31.77	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS 6355					
07302019 Total:		151.09							
SUNSET AUTO PARTS, I		151.09							
THE LAW OFFICE OF JOSEPH D ROOT 47741									



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
1137	8/5/2019	200.00	0.00	08/08/2019				False	0
100-704-052019 Professional Services				JULIA RACHIELE					
1137 Total:		200.00							
1138	8/5/2019	200.00	0.00	08/08/2019				False	0
100-704-052019 Professional Services				TAYLOR WEBSTER					
1138 Total:		200.00							
1139	8/5/2019	200.00	0.00	08/08/2019				False	0
100-704-052019 Professional Services				JESUS BELLMAS					
1139 Total:		200.00							
1140	8/5/2019	125.00	0.00	08/08/2019				False	0
100-704-052019 Professional Services				CARLEE RAMSDELL					
1140 Total:		125.00							
THE LAW OFFICE OF JO		725.00							
U.S. BANK EQUIPMENT FINANCE									
033955									
391451275	7/31/2019	99.00	0.00	08/08/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT 7/25-8/25					
391451275 Total:		99.00							
U.S. BANK EQUIPMENT		99.00							
WILCOX & FLEGEL									
037003									
0389518-IN	6/5/2019	38.95	0.00	08/08/2019				False	0
701-000-052001 Operating Supplies				AIR 1 DEF W SPOUT					
0389518-IN Total:		38.95							
MAY0027-FC	6/5/2019	2.65	0.00	08/08/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
701-000-052001	Operating Supplies			AIR 1 DEF W SPOUT FIN CHARGE					
	MAY0027-FC Total:	2.65							
	WILCOX & FLEGEL Tota	41.60							
	Report Total:	320,930.62							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
Printed: 08/14/2019 - 3:55PM  
Batch: 00004.08.2019 - AP 8.15.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ALTA PLANNING AND DESIGN INC									
00138									
00-2019-089-1	5/17/2019	3,144.33	0.00	08/15/2019				False	0
202-721-052019 Professional Services				BUILD GRANT RIVERFRONT BOARDWALK					
00-2019-089-1 Total:		3,144.33							
00-2019-089-2	6/20/2019	8,379.82	0.00	08/15/2019				False	0
202-721-052019 Professional Services				BUILD GRANT RIVERFRONT BOARDWALK					
00-2019-089-2 Total:		8,379.82							
00-2019-089-3	7/16/2019	9,737.13	0.00	08/15/2019				False	0
202-721-052019 Professional Services				BUILD GRANT RIVERFRONT BOARDWALK					
00-2019-089-3 Total:		9,737.13							
ALTA PLANNING AND D		21,261.28							
BEMIS PRINTING									
002701									
8802	7/10/2019	28.00	0.00	08/15/2019				False	0
100-704-052004 Office Supplies				COURT STAMP					
8802 Total:		28.00							
BEMIS PRINTING Total:		28.00							

BRUSCO, MICHAEL

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
87461									
0002938	8/8/2019	550.00	0.00	08/15/2019				False	0
100-000-020200 Bail Deposit				M. BRUSCO BOND TRANSFER					
	0002938 Total:	550.00							
	BRUSCO, MICHAEL Tota	550.00							
CARDINAL SERVICES, INC.									
005829									
1169454	8/9/2019	696.00	0.00	08/15/2019				False	0
703-734-052001 Operating Supplies				JIM FOULKE					
	1169454 Total:	696.00							
1169867	8/16/2019	696.00	0.00	08/15/2019				False	0
703-734-052001 Operating Supplies				JIM FOULKE					
	1169867 Total:	696.00							
	CARDINAL SERVICES, I	1,392.00							
CENTERLOGIC, INC.									
011595									
53979	8/5/2019	1,729.20	0.00	08/15/2019				False	0
702-000-052006 Computer Maintenance				BARRACUDA MESSAGE ARCHIVER ENERGIZER UPI					
	53979 Total:	1,729.20							
	CENTERLOGIC, INC. To	1,729.20							
CENTURY LINK									
034002									
08052019	8/5/2019	1,088.45	0.00	08/15/2019				False	0
702-000-052010 Telephone				228 909 798 130 967 579 131 651 162 796 818					
08052019	8/5/2019	207.70	0.00	08/15/2019				False	0
603-736-052010 Telephone				488 600 654 293 688					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
08052019	8/5/2019	207.70	0.00	08/15/2019				False	0
603-737-052010 Telephone				488 600 654 293 688					
08052019 Total:		1,503.85							
CENTURY LINK Total:		1,503.85							
CHINOOK SALES & RENTALS, INC.									
006763									
135045	7/2/2019	290.79	0.00	08/15/2019				False	0
100-708-052001 Operating Supplies				TIRE VALVE STEM RIM AND WHEEL TIRE					
135045 Total:		290.79							
135337	7/9/2019	174.30	0.00	08/15/2019				False	0
100-708-052001 Operating Supplies				SPINDLE					
135337 Total:		174.30							
CHINOOK SALES & REN		465.09							
CITY OF COLUMBIA CITY									
007370									
07262019	7/26/2019	80.06	0.00	08/15/2019				False	0
601-732-052003 Utilities				001754-001					
07262019 Total:		80.06							
CITY OF COLUMBIA CIT		80.06							
CODE PUBLISHING, INC.									
007162									
64398	8/8/2019	277.50	0.00	08/15/2019				False	0
100-702-052019 Professional Services				MUNICIPAL CODE					
64398 Total:		277.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	CODE PUBLISHING, INC	277.50							
COKER, DANIEL COK									
0002943	8/13/2019	15.00	0.00	08/15/2019				False	0
100-000-036002 Fines - Court				OVERAGE REFUND PARKING CITES					
	0002943 Total:	15.00							
	COKER, DANIEL Total:	15.00							
COLUMBIA AUDIO SPEC.. INC.									
007300									
40581	6/21/2019	768.00	0.00	08/15/2019				False	0
701-000-052001 Operating Supplies				MOTOROLA RADIO					
	40581 Total:	768.00							
	COLUMBIA AUDIO SPEC	768.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
20197CSH	8/2/2019	375.00	0.00	08/15/2019				False	0
703-734-052019 Professional Services				WORK CREW					
20197CSH	8/2/2019	1,125.00	0.00	08/15/2019				False	0
100-708-052019 Professional Services				WORK CREW					
	20197CSH Total:	1,500.00							
	COLUMBIA CO. DEPT. O	1,500.00							
COLUMBIA CO. TREASURER									
007701									
JULY 2019	8/8/2019	54.00	0.00	08/15/2019				False	0
100-000-020900 County Assessment				JAIL ASSESSMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
JULY 2019	8/8/2019	904.00	0.00	08/15/2019				False	0
100-000-020900 County Assessment				COUNTY ASSESSMENT					
JULY 2019	8/8/2019	-95.80	0.00	08/15/2019				False	0
100-000-036002 Fines - Court				CITY COURT COSTS					
JULY 2019 Total:		862.20							
COLUMBIA CO. TREASU		862.20							
COLUMBIA COUNTY ANIMAL CONTROL 007502									
0002942	8/8/2019	50.00	0.00	08/15/2019				False	0
100-000-021000 Court Restitution Payments				REST DISBURSEMENT M. WEND					
0002942 Total:		50.00							
COLUMBIA COUNTY AN		50.00							
COLUMBIA COUNTY CLERK 007500									
08132019	8/13/2019	286.00	0.00	08/15/2019				False	0
100-710-052011 Public Information				REC FEES STAT DEVELOP AGREEMENT FOR FOREST					
08132019 Total:		286.00							
COLUMBIA COUNTY CL		286.00							
COLUMBIA COUNTY CLERK 0075112									
08142019	8/14/2019	101.00	0.00	08/15/2019				False	0
100-711-052019 Professional Services				CLAIM OF LIEN 922 COWLITZ ST HOWARD					
08142019 Total:		101.00							
COLUMBIA COUNTY CL		101.00							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
COMCAST									
COMCAST									
08012019	8/1/2019	166.90	0.00	08/15/2019				False	0
702-000-052003 Utilities				4924					
08012019 Total:		166.90							
COMCAST Total:		166.90							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
36451	8/2/2019	271.48	0.00	08/15/2019				False	0
603-735-052001 Operating Supplies				ROCK 9TH ST SEWER					
36451 Total:		271.48							
36459	8/5/2019	149.97	0.00	08/15/2019				False	0
603-735-052001 Operating Supplies				ROCK 9TH ST SEWER					
36459 Total:		149.97							
36471	8/6/2019	130.83	0.00	08/15/2019				False	0
601-731-052001 Operating Supplies				ROCK WATER DEPT.					
36471 Total:		130.83							
EAGLE STAR ROCK PRO		552.28							
FLINN, STEPHEN ATTORNEY AT LAW									
854114									
08072019	8/7/2019	975.00	0.00	08/15/2019				False	0
100-704-052019 Professional Services				DODGE FORD OLIVER MAHAR BREWINGTON BREW					
08072019 Total:		975.00							
FLINN, STEPHEN ATTOR		975.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
GENERAL EQUIPMENT COMPANY									
013285									
70076	7/24/2019	2,481.63	0.00	08/15/2019				False	0
701-000-052001 Operating Supplies				HOSE BOOM					
70076 Total:		2,481.63							
GENERAL EQUIPMENT		2,481.63							
GUTIERREZ, JESUS									
JES									
07252019	7/25/2019	161.00	0.00	08/15/2019				False	0
100-000-036002 Fines - Court				RE ISSUE CK 122153					
07252019 Total:		161.00							
GUTIERREZ, JESUS Tota		161.00							
HARTLEY, STEWART									
014669									
08122019	8/12/2019	134.68	0.00	08/15/2019				False	0
603-736-052018 Professional Development				TRAVEL REIMB. STEWART HARTLEY MILEAGE ROC					
08122019	8/12/2019	134.68	0.00	08/15/2019				False	0
603-737-052018 Professional Development				TRAVEL REIMB. STEWART HARTLEY MILEAGE ROC					
08122019 Total:		269.36							
HARTLEY, STEWART To		269.36							
HORN, JAMES C.									
015758									
08082019	8/8/2019	100.00	0.00	08/15/2019				False	0
100-000-036002 Fines - Court				EMILY MARSHALL 2017-CR-000197 COMP FINE TO V					
08082019 Total:		100.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
HORN, JAMES C. Total:		100.00							
HUDSON GARBAGE SERVICE									
015875									
10392066	8/1/2019	156.92	0.00	08/15/2019				False	0
603-736-052003	Utilities			8333					
10392066	8/1/2019	156.93	0.00	08/15/2019				False	0
603-737-052003	Utilities			8333					
10392066 Total:		313.85							
10392208	8/1/2019	96.59	0.00	08/15/2019				False	0
100-715-052023	Facility Maintenance			7539					
10392208 Total:		96.59							
10392210	8/1/2019	90.49	0.00	08/15/2019				False	0
703-734-052003	Utilities			7555					
10392210 Total:		90.49							
10392211	8/1/2019	483.79	0.00	08/15/2019				False	0
100-705-052003	Utilities			7598					
10392211 Total:		483.79							
10392212	8/1/2019	355.52	0.00	08/15/2019				False	0
100-715-052023	Facility Maintenance			7601					
10392212 Total:		355.52							
10392213	8/1/2019	196.84	0.00	08/15/2019				False	0
100-708-052023	Facility Maintenance			7636					
10392213 Total:		196.84							
HUDSON GARBAGE SER		1,537.08							

INEXPENSIVE TREE CARE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
016160									
9381	8/8/2019	550.00	0.00	08/15/2019				False	0
100-708-052019 Professional Services				HAZARD TREE CLEARING					
9381 Total:		550.00							
INEXPENSIVE TREE CA		550.00							
INGRAM LIBRARY SERVICES, INC.									
016240									
41097507	7/26/2019	56.79	0.00	08/15/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41097507 Total:		56.79							
41097508	7/26/2019	25.91	0.00	08/15/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41097508 Total:		25.91							
41097509	7/26/2019	24.74	0.00	08/15/2019				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
41097509 Total:		24.74							
41097510	7/26/2019	48.32	0.00	08/15/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41097510 Total:		48.32							
41097511	7/26/2019	68.84	0.00	08/15/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41097511 Total:		68.84							
41130383	7/29/2019	-7.99	0.00	08/15/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41130383 Total:		-7.99							
41252085	8/6/2019	63.85	0.00	08/15/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-706-052033 Printed Materials				BOOKS 20C7921					
41252085 Total:		63.85							
INGRAM LIBRARY SERV		280.46							
JORDAN RAMIS PC 030274									
158735	7/25/2019	595.50	0.00	08/15/2019				False	0
202-721-052019 Professional Services				LEGAL SERVICES GENERAL ENVIRONMENTAL					
158735 Total:		595.50							
JORDAN RAMIS PC Tota		595.50							
KOLDERUP, GRETCHEN 007249									
08062019	8/6/2019	39.74	0.00	08/15/2019				False	0
100-706-052028 Projects & Programs				REIMB. MAKE IT SUPPLIES SLIME					
08062019 Total:		39.74							
KOLDERUP, GRETCHEN		39.74							
LANDRETH, KENNY L. LANDRE.K									
08082019	8/8/2019	250.00	0.00	08/15/2019				False	0
100-000-021000 Court Restitution Payments				RE ISSUE CK 117857					
08082019 Total:		250.00							
LANDRETH, KENNY L. T		250.00							
LUCY HEIL ATTORNEY AT LAW 9585									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
07262019	7/26/2019	3,485.00	0.00	08/15/2019				False	0
100-704-052019 Professional Services				HERING FOCKS WORKMAN SWARTZ CLARK CRANE					
07262019 Total:		3,485.00							
LUCY HEIL ATTORNEY		3,485.00							
MACKENZIE									
3114									
1062266	8/7/2019	4,060.76	0.00	08/15/2019				False	0
704-000-053024 Capital Outlay - PD Station				ST. HELENS POLICE NEEDS ASSESSMENT					
1062266 Total:		4,060.76							
1062313	8/7/2019	5,008.40	0.00	08/15/2019				False	0
607-000-052019 Professional Services				MILLARD ROAD PARK MASTER PLAN 2190242..00					
1062313 Total:		5,008.40							
MACKENZIE Total:		9,069.16							
MAUL FOSTER ALONGI, INC.									
019555									
36025	8/9/2019	266.25	0.00	08/15/2019				False	0
202-722-052019 Professional Services				BWP ON CALL SERVICES					
36025	8/9/2019	1,033.75	0.00	08/15/2019				False	0
202-722-052019 Professional Services				WWTP LAGOON ON CALL SERVICES					
36025	8/9/2019	41,126.04	0.00	08/15/2019				False	0
202-722-052019 Professional Services				IGA PAHSE 1 LAGOON REPURPOSING					
36025	8/9/2019	7,855.00	0.00	08/15/2019				False	0
202-722-052019 Professional Services				GOVERNANCE AND PUBLIC ENGAGEMENT					
36025	8/9/2019	6,530.00	0.00	08/15/2019				False	0
202-721-052050 Community Wide Assessment				COMMUNITY WIDE ASSESSMENT					
36025 Total:		56,811.04							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	MAUL FOSTER ALONGI	56,811.04							
METROPRESORT 020292									
IN612623	8/7/2019	3,301.99	0.00	08/15/2019				False	0
100-707-052019 Professional Services				UB BILL PRINTING					
	IN612623 Total:	3,301.99							
	METROPRESORT Total:	3,301.99							
MIDWEST TAPE 020427									
97696656	7/26/2019	89.21	0.00	08/15/2019				False	0
100-706-052034 Visual Materials				DVD					
	97696656 Total:	89.21							
	MIDWEST TAPE Total:	89.21							
NATIONAL TESTING NETWORK 030205									
6119	8/6/2019	500.00	0.00	08/15/2019				False	0
100-702-052011 Public Information				ANNUAL RENEWAL NTN MEMBERSHIP REC SERVIC					
	6119 Total:	500.00							
	NATIONAL TESTING NE	500.00							
NELSON, JAKOB 87445									
08132019	8/13/2019	10.00	0.00	08/15/2019				False	0
100-709-052019 Professional Services				FOOD HANDLERS CARD REIMB.					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
08132019 Total:		10.00							
NELSON, JAKOB Total:		10.00							
NIEMI, LILLIAN									
8421									
08122019	8/12/2019	10.00	0.00	08/15/2019				False	0
100-709-052019 Professional Services				FOOD HANDLERS CARD REIMB.					
08122019 Total:		10.00							
NIEMI, LILLIAN Total:		10.00							
OCLC INC									
021704									
0000678845	7/31/2019	1,371.10	0.00	08/15/2019				False	0
100-706-052019 Professional Services				CATEXPRESS INDIVIDUAL 1000 TITLES / EXCESS US					
0000678845 Total:		1,371.10							
OCLC INC Total:		1,371.10							
OREGON DEPT. OF REVENUE									
023202									
JULY 2019	8/8/2019	438.00	0.00	08/15/2019				False	0
100-000-020800 State Assessment				STATE					
JULY 2019	8/8/2019	1,223.00	0.00	08/15/2019				False	0
100-000-020800 State Assessment				STATE MISD					
JULY 2019	8/8/2019	1,902.00	0.00	08/15/2019				False	0
100-000-020800 State Assessment				STATE VIOLATION					
JULY 2019	8/8/2019	645.00	0.00	08/15/2019				False	0
100-000-020700 State Surcharge				STATE DUII DIVERSION					
JULY 2019	8/8/2019	640.00	0.00	08/15/2019				False	0
100-000-020700 State Surcharge				STATE DUII CONVICTION FEE					
JULY 2019	8/8/2019	52.00	0.00	08/15/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-000-020800 State Assessment JULY 2019	8/8/2019	7.00	0.00	08/15/2019	UNITARY			False	0
100-000-020800 State Assessment JULY 2019	8/8/2019	5.00	0.00	08/15/2019	STATE COURT FACILITY			False	0
100-000-020800 State Assessment					LEMLA				
JULY 2019 Total:		4,912.00							
OREGON DEPT. OF REV		4,912.00							
PAYNE, GREGORY 025415 08032019	8/3/2019	850.00	0.00	08/15/2019				False	0
703-733-052019 Professional Services					SUB CONSTRUCTION PLAN REVIEW				
08032019 Total:		850.00							
PAYNE, GREGORY Total:		850.00							
PORTLAND GENERAL ELECTRIC 025702 08132019	8/13/2019	41.33	0.00	08/15/2019				False	0
202-722-052003 Utilities					4854421000				
08132019 Total:		41.33							
PORTLAND GENERAL E		41.33							
PR DIAMOND PRODUCTS, INC. 026005 0053354-IN	8/12/2019	350.00	0.00	08/15/2019				False	0
601-731-052001 Operating Supplies					MULTI PURPOSE BLADE / WATER DEPT				
0053354-IN Total:		350.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	PR DIAMOND PRODUCT	350.00							
RICOH USA, INC. 027294									
102435548	8/2/2019	235.52	0.00	08/15/2019				False	0
100-705-052023 Facility Maintenance				1496666-3356313					
	102435548 Total:	235.52							
	RICOH USA, INC. Total:	235.52							
ROSE CITY ASTRONOMERS 84512									
07262019	7/26/2019	75.00	0.00	08/15/2019				False	0
100-706-052028 Projects & Programs				PRESENTATION					
	07262019 Total:	75.00							
	ROSE CITY ASTRONOM	75.00							
SHRED-IT USA, LLC SHRED-IT									
8127825738	7/31/2019	288.18	0.00	08/15/2019				False	0
100-705-052019 Professional Services				13664225 SHRED POLICE					
	8127825738 Total:	288.18							
	SHRED-IT USA, LLC Tot	288.18							
ST. HELENS MARKET FRESH IGA 029225									
02-3165507	7/3/2019	16.35	0.00	08/15/2019				False	0
100-705-052024 Miscellaneous				GATERAID / DRINKS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
02-3165507 Total:		16.35							
ST. HELENS MARKET F		16.35							
SUNSET EQUIPMENT CO.									
032700									
63817	7/8/2019	23.01	0.00	08/15/2019				False	0
100-708-052001 Operating Supplies				SUPER CHISEL CHAIN					
63817 Total:		23.01							
SUNSET EQUIPMENT C		23.01							
TCMS- LONGIEW									
033013									
75801	8/1/2019	1,151.25	0.00	08/15/2019				False	0
100-715-052023 Facility Maintenance				C10625 8/1-10/31					
75801 Total:		1,151.25							
TCMS- LONGIEW Total:		1,151.25							
THE DOOR WORKS CO INC									
01522									
53754	8/13/2019	350.00	0.00	08/15/2019				False	0
704-000-052028 Projects & Programs				REPAIR DOOR CITY HALL					
53754 Total:		350.00							
THE DOOR WORKS CO		350.00							
THORNTON, MEGAN									
032897									
0002939	8/8/2019	722.00	0.00	08/15/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-000-021000 Court Restitution Payments					JAMES IRELAND REST DISBURSEMENT				
0002939 Total:		722.00							
THORNTON, MEGAN To		722.00							
TIGARDS LANDMARK FOR LINCOLN 841121									
06042019	6/4/2019	2,585.00	0.00	08/15/2019				False	0
100-705-052026 Equipment Fund Charges					SERVICE POLICY MAINT CARE 2019 FOR EXP STOCK				
06042019 Total:		2,585.00							
TIGARDS LANDMARK F		2,585.00							
TOP NOTCH THRIFT STORE 4521									
0002940	8/8/2019	33.00	0.00	08/15/2019				False	0
100-000-021000 Court Restitution Payments					REST DISBURSEMENT LOGAN DAMON				
0002940 Total:		33.00							
TOP NOTCH THRIFT STO		33.00							
TYLER TECHNOLOGIES INC 452112									
025-268180	7/31/2019	3,250.00	0.00	08/15/2019				False	0
702-000-052019 Professional Services					UB CONVERSION				
025-268180 Total:		3,250.00							
TYLER TECHNOLOGIES		3,250.00							
VERIZON WIRELESS 000720									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
9835108900	8/1/2019	171.06	0.00	08/15/2019				False	0
702-000-052010 Telephone				242060134-00001					
9835108900 Total:		171.06							
VERIZON WIRELESS To		171.06							
WAID, JUSTIN									
87112									
08122019	8/12/2019	10.00	0.00	08/15/2019				False	0
100-709-052019 Professional Services				FOOD HANDLERS CARD REIMB.					
08122019 Total:		10.00							
WAID, JUSTIN Total:		10.00							
WEBER, SHAWN									
WEB									
0002941	8/8/2019	10.00	0.00	08/15/2019				False	0
100-000-021000 Court Restitution Payments				REST DISBURSEMENT MICHAEL THOMPSON					
0002941 Total:		10.00							
WEBER, SHAWN Total:		10.00							
Report Total:		128,549.33							