



## **CITY COUNCIL WORK SESSION**

**Wednesday, December 04, 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. **1:00 P.M. - Call Work Session to Order**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics**
  - 3.A. Employee Length of Service Award  
[120419 Memo to Council re LOS Award.pdf](#)
  - 3.B. Semi-Annual Report from Columbia County Economic Team - Chuck Daughtry
  - 3.C. Presentation and Request from Chamber of Commerce - Chrissy Marquardt  
[03c. Chamber Proposal City of St Helens.pdf](#)
  - 3.D. Millard Road Property Site Development Review Proposal - Jacob  
[millard prop \(aerial map for SDR\).pdf](#)
  - 3.E. Planning Division Report - Jenny
4. **Department Reports**
  - 4.A. Administration and Community Development Departments Report  
[ADMIN-CD Dept Report.pdf](#)

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**The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.**

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

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

**Executive Session** - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

- *Labor Negotiations, under ORS 192.660(2)(d);*
- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

*Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: December 4, 2019

I am happy to announce that we have one employee who has reached a milestone in her employment with the City of St. Helens. The following individual will receive a certificate and pin at the December 4 Council work session.

### **5 Years**

**Jenny Dimsho** came to the City as a RARE student in September of 2013. In July of 2014, she was hired on as a Temporary Term-Limited Assistant Planner. In July of 2015, she was hired as a Regular Assistant Planner. Then in April of 2017, her position was reclassified as an Associate Planner. The great news that we received last month was that Jenny passed the American Institute of Certified Planners (AICP) exam and is now a certified planner!

**Congratulations, Jenny,** and **thank you** for your service!



**South Columbia County**  
Chamber of Commerce

November 23, 2019

The City of St Helens  
Attention: John Walsh, City Administrator  
265 Strand Street  
St Helens, OR 97051

To the City Administration and the Members of the City Council,

The enclosed letter is a proposal to support and participate in the on-going Small Business Development Center and Visitor Center at the South Columbia County Chamber of Commerce.

The South Columbia County Chamber of Commerce is a membership-based organization that thrives on the power of networking, intimate connections, and economic exchange amongst members. Our members are business owners, non-profit organizations, individuals and educators who wish to make an impact in their communities, who foster growth and who believe in collaborative partnerships over competition. The core values of the chamber are promotion, education, and advocacy for our members and the greater community.

The chamber would like to facilitate the continued partnership with The City by proposing a sponsorship of the following:

**1. Renewing your partnership with The Chamber of Commerce at The \$1000 Columbia Level Sponsorship.**

At the \$1000 annual membership level, the City is not only showing it's the support of the chamber, but also re-enforcing a partnership that is in alignment with our mutual mission of economic growth and viable business growth in Columbia County.

At the Columbia Level partnership, the City can expect the following support from the Chamber of Commerce:

- Recognition as a Columbia Level tier at all Chamber events
- Logo featured at the bottom of every newsletter blast
- Promotion of city events, initiatives, job postings and more through the chamber's bi-monthly newsletters as well as advertising on social media
- Logo featured on every page of the website footer

- 8 additional sponsored city employees at the Clarke level
- 8 complimentary tickets to the Chamber Annual Award Banquet, which had over 300 people in attendance in 2019.
- The City's location featured on the QR wall map in the Visitor Center

**2. Sponsoring the completion and installation of the 3-part compartment sink needed for the coffee cart to become fully operational.**

This is one of the outstanding projects to be completed for the business development center. The coffee cart is something that will not only be a tremendous addition to the chamber, but will serve the community in the following ways:

- Providing a local walk-in coffee shop for St Helens
- Being a complementary addition to the business center and Cakehouse
- Pouring local dollars back into the local economy
- Supporting local employment.

The chamber is requesting sponsorship to complete the following:

- \$400 to purchase a 3 part compartment sink
- \$300 for the faucet
- \$100 for additional parts
- \$1500 for labor and installation

**3. Sponsor the installation of exterior lighting for the Chamber of Commerce and the Visitor Center**

As an enhancement to the exterior of the chamber and the ongoing renovation of the visitor center, the Chamber is requesting. A \$1500 sponsorship to install plugins and install exterior lighting around the Chamber building.

- The signs of the visitor center can be readable after dark
- It helps to highlight important aspects of the historic building
- Improved awareness resulting in improved traffic
- Building safety, especially for chamber members and groups that use the conference room after hours
- The most important point that I would like to emphasize is that the Chamber of Commerce building is the gateway to the City of St Helens, and additional lighting at night time would make the building more attractive for evening events.

**4. \$500/monthly contribution towards the visitor center**

Inevitably, a small part of my role with the chamber is assisting with tourism and helping visitors to the area. That being said, it would be a tremendous benefit to have a dedicated staff person at the chamber to help with tourism, so that I can spend more of my time serving chamber members by being out in the community. The chamber would like to propose a \$500 per month sponsorship towards the visitor center to help facilitate

the following:

- Foster economic growth and development for Columbia County.
- Keeping the chamber building open while I am out in the community
- Funding additional resources needed for tourism, including maps, brochures, and tourism guides for Columbia County
- Ongoing chamber support and advocacy

## **The Long Term Mission and Strategy for South Columbia County Chamber of Commerce**

### **1-Year Vision Goals ( 2020):**

- Increase active chamber partnerships to 200 members
- Begin to Diversify revenue streams:
  - Advertising revenue from the website
  - Advertising revenue from newsletter blasts
  - Applying for eligible grants for rural chamber of commerce
  - Annual Award Banquet Sponsorship
  - Event fundraiser and sponsorship
  - Charging a sponsor fee for hosting Coffee & Commerce
  - Charging non-members a fee to attend Coffee & Commerce
  - Offering business education classes to chamber members and the general public
  - Restructuring the chamber membership tier to be more industry-specific for business owners
  - Charging a daily fee to use the InRoads conference room and advertising this space throughout Columbia County.
  - Adding an enhanced chamber membership tier ( President's Circle of Platinum, Gold, Silver & Bronze Level at \$2,500. \$1,500, \$1,000 and \$500 each)
- Increasing the value proposition for chamber members
  - Offer digital and paper Welcome Packet and checklist for new chamber members
  - Email welcome series to new and renewing chamber members to increase education and awareness of how to make the most of their membership
  - Dedicated Chamber Ambassador program to help with the marketing, promotion, and advocacy of the Chamber
  - Creating new marketing materials to distribute to potential prospects
  - An enhanced website that is in alignment with the mission of the chamber of commerce and has more information and resources for chamber members and the business community - including business licensing, business directory and more detailed explanation of benefits, testimonials and chamber success stories
  - Part-time staff member through Workforce or Rescare to be in the chamber so that I can be more active in the community
  - Offer clear advertising package for chamber members
  - Enhanced newsletter that is more member-centric
- Community and Outreach
  - Building relationships with City of Scappoose, St Helens, Columbia City, and Vernonia

- Offering additional networking opportunities through classes
- Commencing Chamber Video Chats in 2020

#### 2-5 Year Vision Goals (2022-2025)

- Becoming a Chamber of Commerce and less of a Chamber of Events
- Increase staffing in chamber to 2-3 FTE to have a dedicated staff for sales and marketing, membership growth and retention and administrative/customer service
- Continuation of the Small Business Incubator program
- Collaborating with and uniting all of the various groups and organizations that have the same common goal of furthering economic development
- Coffee Cart open 5 days a week
- Rent out the small office space for a minimum of \$500/month
- Stronger continued partnership with the cities and the county larger
- Active involvement with tourism and economic development - including the development of a tourism website and marketing campaign called “We Are Columbia County” brand to attract visitors to the area
- Local support and active involvement with larger business industry
- Signature Chamber Events - Annual Award Banquet and another event that mutually benefits the community and the chamber
- Diversified revenue streams from memberships, advertising, venue rental, grants and enhanced payment systems for automatic membership dues
- Junior Chamber Ambassador program
- Stronger partnership with Vernonia and Vernonia chamber members
- More active involvement and advocacy with the State
- An active and vibrant chamber ambassador program
- 500 chamber members

#### **Chamber Success Stories:**

##### **Cakehouse**

A great example of this is the success of the chamber’s small business incubator program and partnership with Erynn Peau of Cakehouse. This would not have happened without the City’s support and financial contribution in renovating the chamber space into a small business development center. As a result of the above, the chamber was able to offer Cakehouse a retail space, and her business has experienced tremendous growth and exposure as a result.

To quote Erynn directly:

“I had a wonderful opportunity to serve the Governor of Oregon in Eugene recently. I had the opportunity to meet and form a relationship with commissioners Henry Heim Mueller and Margeret Magruder because I had a retail space at the chamber. They have become clients of mine and subsequently offered me the opportunity to serve at the Oregon Elected Officials Conference in Eugene for a group of 400. I would 100% say I would not have a legitimate business and have become the only licensed domestic bakery and kitchen in St. Helens without the support of the

business incubation program through the chamber. No one took me seriously before. Also, I now have 2 contracts holding wholesale deals because of Chamber connections.”

### **The Annual Award Ceremony**

The annual award ceremony in 2019 had over 300 people in attendance and was the first time in Columbia County that participants came from all of the local cities to participate. That is a huge success to be celebrated, and it is my hope to continue bringing the cities of our chamber together in partnership.

### **My Commitment to the Chamber and to Columbia County**

I believe in the Chamber of Commerce and I believe in Columbia County.

The reason that I took the role of Executive Director is that I see the potential for Columbia County, and I want to make an impact and a difference in the community. I had a vision for the chamber when I joined in 2015 and when I rejoined in 2018, and now I have a tremendous opportunity to be a leader, an agent for change and to execute on that vision.

I am involved as the chamber liaison with the Scappoose Economic Development team and I am also involved with the Columbia County Economic Development team. I am in the process of planning a business education series in Columbia County 2020 and it is something I would love the City to be involved with from a business licensing and education piece.

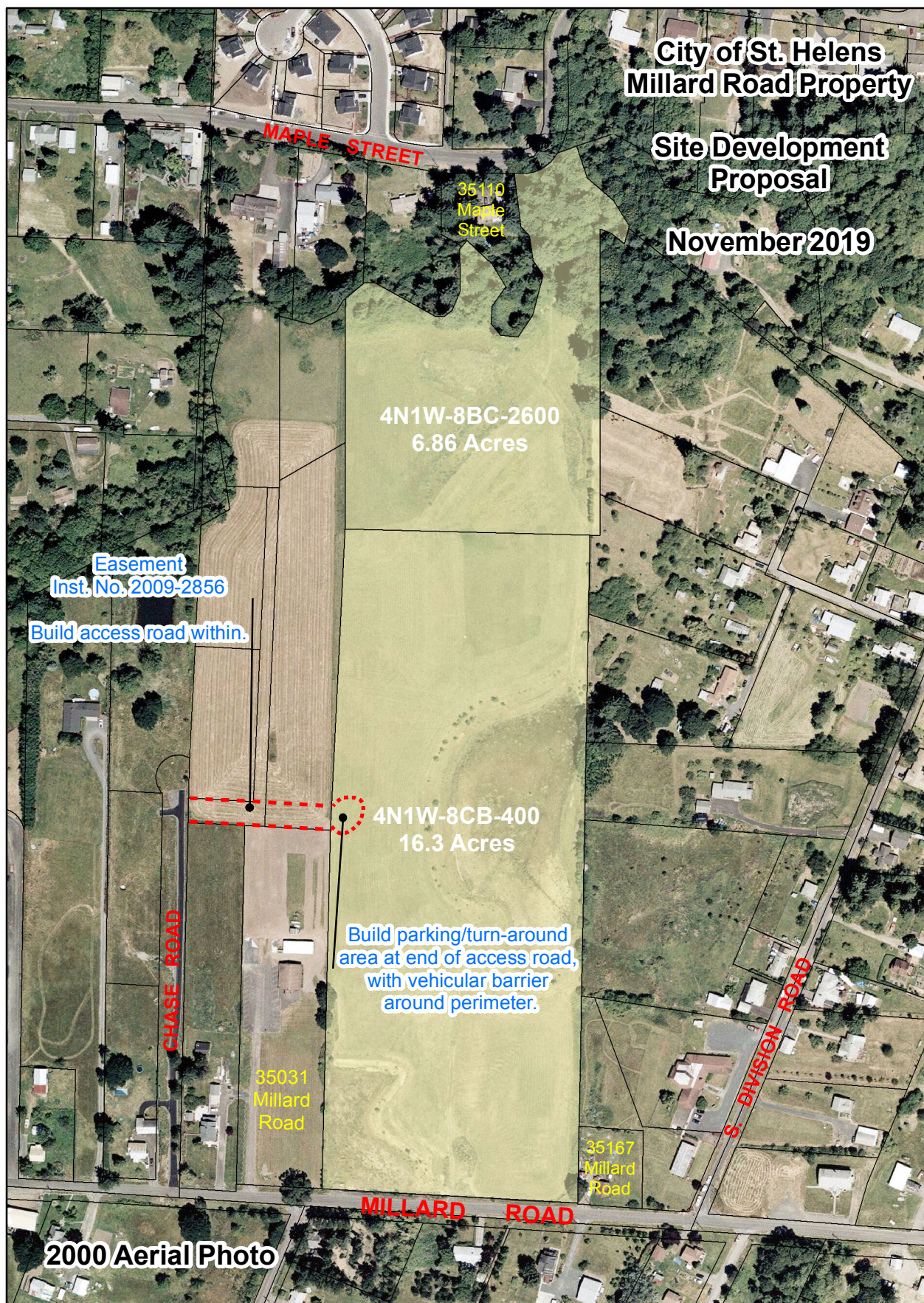
I believe the chamber of commerce is an asset to Columbia County. I am currently working at reduced pay and partial volunteer hours, because I believe in the mission of the chamber and the community.

Thank you for your consideration of this proposal. At this time, I would like at this time to request a meeting to have further discussion and to answer any questions or concerns that the City may have. Your support will continue to foster and strengthen the growing partnership between the Chamber of Commerce and the City of St Helens.

Sincerely,

Chrissy Marquardt  
Executive Director  
South Columbia County Chamber of Commerce  
[mgr@sccchamber.org](mailto:mgr@sccchamber.org)  
503.397.0685  
503.395.7725









## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: December 4, 2019

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*Planning Division Report* attached.

*City Council Queue* attached.

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



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

**Date:** 11.25.2019

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

## **PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS**

Had a preliminary Q&A meeting on-site and at City Hall for a potential partition of property at 160 Belton Road.

## **PLANNING ADMINISTRATION—MISC.**

Community Assistance Visits (CAV) are part of being a part of the National Flood Insurance Program. This program allows for flood insurance (with FEMA) within the community and requires the City to enact floodplain rules. The last CAV was in 2006, until the early part of this month. For the recent CAV we had a State (DLCD) staff member visit. A noteworthy result of this CAV is a requirement that we update our floodplain ordinance within 6 months.##They gave us guidelines on the necessary updates. **Attached** is the follow-up letter from the CAV.

I took the CAV as an opportunity to inquire about a strange thing on our official FEMA mandated floodplain maps. See **attached letter** (with related email) to DLCD.

Started working on the floodplain rule changes this month. Not an anticipated task before this month, it will push other tasks planned for the “slow” holiday season to the side unfortunately.

Building Official and I spoke to new owners of 260 S. 2<sup>nd</sup> Street early this month. This is the property formerly owned by Timothy M. "Rock" Pizzo. It has both a challenging sanitary sewer issue and some zoning implications for use as a detached single-family dwelling. We explained some of these things to them; was a good conversation. They subsequently submitted an application to add the building to the City's Designated Landmarks Register, which both the Planning Commission and City Council will see in the coming months.

House Bill 2003, which was signed into law following the 2019 Legislative Session, includes the requirement for the Land Conservation and Development Commission to establish a schedule for regular Housing Needs Analysis updates by Oregon cities with a population above 10,000. As it pertains to St. Helens (approx. 13,000 population), the law stipulates that cities outside the Portland Metro region will need to update their HNAs every eight years. LCDC is charged with adopting the schedule for required HNA updates by December 31, 2019. We provided input to the state this month for this effort. **See attached spreadsheet**. Luckily, we just adopted our most recent HNA this year.

**Associate Planner Dimsho is now a certified planner! She passed the American Institute of Certified Planners (AICP) exam this month. Please congratulate her when you see her.**

## **DEVELOPMENT CODE ENFORCEMENT**

Investigated some logging in the Dalton View Estates Subdivision based on a concern from a neighbor. Concern was trees too close Dalton Lake being removed. Protected trees are on City owned tracts created in 2005 for the Dalton Lake wetland protection buffer. From the best that I can tell (without surveyed property corners) the City's owned tracts were left alone.

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

November 12, 2019 meeting (outcome): This meeting was cancelled.

December 10, 2019 meeting (upcoming): The Commission has a public hearing to consider a Comprehensive Plan map and Zoning Map change of property at the corner of Matzen and Brayden Streets from residential to commercial. This is related to the nearby apartment complex currently under construction.

Staff also intends on discussing some changes to our Accessory Structure rules to include those with FEMA/DLCD mandated floodplain regulation changes that are forthcoming (see discussion of Community Assistance Visit (CAV) above).

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

Ordinance no. 3245 was adopted this month. This is for annexation of CCMH property along Gable Road.

## **ST. HELENS INDUSTRIAL PARK WETLAND DELINIATION EFFORTS**

Revised application needs, mostly cartographic stuff, sent to our surveyor/engineering firm to update the application for both Oregon DSL and the Army Corps of Engineers. That information was given to the agencies to continue their review. City Council authorized

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



# Oregon

Kate Brown, Governor

## Department of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: (503) 373-0050

Fax: (503) 378-5518

[www.oregon.gov/LCD](http://www.oregon.gov/LCD)

November 13, 2019

Jacob Graichen, City Planner  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

also via email to: [jacob@ci.st-helens.or.us](mailto:jacob@ci.st-helens.or.us)



Dear Jacob:

I hope this letter finds you well. I would like to thank you for meeting with me on November 4, 2019. Please allow this letter to serve as a summary of the relevant points covered during the visit, and the follow-up actions that DLCD and the community will need to undertake to complete the Community Assistance Visit process.

After careful review of the City of St. Helens' floodplain management program, I would like to acknowledge the efforts your community has undertaken to ensuring that any development that occurs within the floodplain meets the required standards for the National Flood Insurance Program (NFIP).

During our meeting we discussed the process for permitting floodplain development in St. Helens during which you described the application process for Sensitive Lands permits of which floodplain development forms a part. The city uses the DFIRMs which form a part of the city's GIS system in order to determine location of the proposed work within the Special Flood Hazard Area (SFHA). You indicated that the General Land Use application is the form used for such applications. Following the submission of this information additional information may be requested including pre-construction Elevation Certificates, site plans and construction documents. At the conclusion of structural floodplain development that requires a building permit, the floodplain administrator reviews a final as-built Elevation Certificate prior to the Certificate of Occupancy being issued by the Columbia County Building Official. The city requires a Sensitive Lands permit for structural development that does not require a building permit, however, pre-construction Elevation Certificates and final as-built Elevation Certificates are not required for this type of development. Floodplain development permits are also required for non-structural development. Substantial Improvement analysis is performed for work proposed to pre-FIRM structures located in the floodplain. You conduct inspections on work permitted within the floodplain. You have recently begun keeping both a paper and a digital copy of elevation certificates. Overall the program appears to be well administered.

Following our meeting and my tour of the floodplain areas of the City of St. Helens, I have concluded that the city can improve the floodplain permitting process by addressing the issues below. The items I have flagged for follow up with the community and associated timeframes for completion are:

1. DLCD will provide an example of Standard Operating Procedures (SOPs) for a community to process floodplain development permits (**enclosed with this letter**).
2. The City of St. Helens will please review the example (SOPs) and adopt SOPs tailored to the City by **01/03/2020**.

Apart from no requirements for Elevation Certificates for structural development that does not require a building permit, your procedures appear sound. This requirement is geared toward documenting the process for the benefit of your designee or for future floodplain administrators.

3. DLCD will provide a copy of the Oregon model floodplain development permit including Substantial Improvement/Substantial Damage analysis and a Non-conversion agreement template (**enclosed with this letter**).
4. The City will please review the model floodplain development permit and adopt a floodplain development permit tailored to the City by **01/03/2020**.

During our conversation, you appeared to be interested in adopting a more thorough permit application to allow you to capture required information to administer Chapter 17.46 Floodplains and Floodways.

5. Prior to our meeting I provided you with the 2019 Oregon Model Flood Hazard Ordinance and a review checklist to identify specific revisions that need to be made to the City of St. Helens' floodplain regulations based on this FEMA approved model ordinance. **Completed**, but attached herein for convenience.
6. The City will please adopt revisions to their floodplain to reflect updated language shown in the model flood hazard ordinance currently required by FEMA for compliance with the National Flood Insurance Program and to reflect changes to the State of Oregon building code in 2014 that amended sections of the specialty code which pertain to flood hazard areas by **5/5/2020**.

Please note that DLCD must review and approve any changes to your floodplain regulations prior to adoption. This requirement is for the community's benefit to ensure that the updated regulations meet both state and federal requirements prior to adoption. During your community's adoption process, I will be available to work with you to assist with any questions and concerns. Your community will also need to submit proposed revisions to DLCD through the [online PAPA portal](#) as part of the official review process.

I encourage the City of St. Helens to continue to utilize our DLCD floodplain management staff, if they have questions, as a community resource to assist with floodplain management activities. Please feel free to contact me with any questions, my contact information is provided below.

Sincerely,



**Katherine Daniel, AICP, CFM**

Natural Hazards Planner | Planning Services Division  
Oregon Department of Land Conservation and Development  
Direct: 503-934-0010 | Main: 503-373-0050  
[katherine.daniel@state.or.us](mailto:katherine.daniel@state.or.us) | <https://www.oregon.gov/LCD>

Encl.: Example of Standard Operating Procedures  
Oregon model floodplain development permit  
2019 Oregon Model Flood Hazard Ordinance  
Checklist review of St. Helens' floodplain ordinance

cc: (via email only)  
Mayor Rick Scholl ([ricks@ci.st-helens.or.us](mailto:ricks@ci.st-helens.or.us))  
Celinda Adair, Oregon NFIP Coordinator ([cadair@state.or.us](mailto:cadair@state.or.us))  
Roxanne Pilkenton, FEMA Region X ([roxanne.reale-pilkenton@fema.dhs.gov](mailto:roxanne.reale-pilkenton@fema.dhs.gov))



265 Strand Street  
St. Helens, Oregon  
97051

November 8, 2019

**Katherine Daniel, AICP, CFM**

Natural Hazards Planner | Planning Services Division  
Oregon Department of Land Conservation and Development  
635 Capitol Street NE, Suite 150 | Salem, OR 97301-2540

Via Email: [katherine.daniel@state.or.us](mailto:katherine.daniel@state.or.us)

RE: Premature termination of Milton Creek Floodway within the City of St. Helens, Oregon

Dear Katherine Daniel,

The Flood Insurance Rate Maps revised November 26, 2010 for St. Helens include a peculiarity. On FIRM Map No. 41009C0452D the floodway associated with Milton Creek appears to terminate prematurely. Rather than continuing to Scappoose Bay/Multnomah Channel like the other creek in our community (McNulty Creek) it just ends. This seems strange as there is a clear channel past that point where you would expect a floodway to be.

This is of great concern for the City of St. Helens as it creates uncertainty and additional burden for development given hydraulic and hydrologic modeling ("no-rise" analysis) required for any development within the area of special flood hazard (regulatory floodplain). This impacts the City's largest park, McCormick Park, where the floodway arbitrarily ceases and about eight properties downstream from the park.

The properties downstream from the park are owned by the City of St. Helens or the Port of Columbia County and are zoned for industrial use. Given this zoning, they are critical employment lands for this community.

In addition to the FIRM noted above, it also affects FIRM Map No. 41009C0454D, 0456D and 0458D.

If the floodway could be determined in the area as described, it will prevent a hinderance on economic development, which are key goals of both the City and Port. Requiring "no-rise" analysis for any development on these properties simply because the floodway was not modeled entirely within this area is a major deterrence to development. We want to be as friendly to development as possible, while still honoring our duties as a participating community in the National Flood Insurance Program.

As such, please inquire with FEMA about mapping this floodway.

Respectfully yours,

Jacob A. Graichen, AICP, City Planner



## Jacob Graichen

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**Subject:** FW: Follow up letter from NFIP CAV meeting 11/4/19

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**From:** Daniel, Katherine <[katherine.daniel@state.or.us](mailto:katherine.daniel@state.or.us)>

**Sent:** Tuesday, November 05, 2019 3:12 PM

**To:** Jacob Graichen <[jacob@ci.st-helens.or.us](mailto:jacob@ci.st-helens.or.us)>

**Cc:** Adair, Celinda <[celinda.adair@state.or.us](mailto:celinda.adair@state.or.us)>

**Subject:** Follow up letter from NFIP CAV meeting 11/4/19

Hello Jacob,

Thank you for your time yesterday. Please find attached the draft follow up letter and the attachments. Please take a look and let me know if the dates are workable and if I missed anything you would like included or that I got wrong. You will see a one item I did not find during my permit review. If you can provide that quickly, I can remove the mention of it from the letter. I suspect the final EC for the townhomes is somewhere in your records since it is a recent project.

Another confusion I had was the project to replace the storm sewer in Godfrey Park. Was this project located in the floodplain? When I locate Godfrey Park on the online mapping service, it doesn't appear to be located in the floodplain. Perhaps the storm sewer replacement was somewhat removed from the park. Not sure.

You had asked about the truncated floodway of Milton Creek. Our best guess (Celinda Adair and myself) is that there were limited funds available and the cost to map the floodway through town owned park property. If you can write me a letter that outlines the areas that would be advantageous to map the floodway on and the number of developable properties that would be positively impacted by such mapping, we can push that up to FEMA for consideration as an unmet mapping need. In the meanwhile, the property owner will have to develop a BFE using hydraulic and hydrologic modeling as laid out in the section on Before Regulatory Floodway.

Yours,  
Katherine



**Katherine Daniel, AICP, CFM**

Natural Hazards Planner | Planning Services Division  
Oregon Department of Land Conservation and Development  
635 Capitol Street NE, Suite 150 | Salem, OR 97301-2540  
Direct: 503-934-0010 | Main: 503-373-0050  
[katherine.daniel@state.or.us](mailto:katherine.daniel@state.or.us) | <https://www.oregon.gov/LCD>

Current Status of Adopted and Acknowledged  
Housing Needs Analyses for Communities Impacted  
By Oregon HB 2003 (i.e., >10,000 population)

Nov. 2019

City	HNA Prepared, not yet adopted	Date of Most Recent Adopted Housing Needs Analysis
Albany		2007
Ashland		2015
Beaverton		2018
Bend		2017
Canby	2019	
Central Point		2019
Coos Bay		2000
Cornelius	not sure	
Corvallis		2019
Cottage Grove		2018
Dallas	2019	
Eugene		2017
Forest Grove		2019
Gladstone	not sure	
Grants Pass		2014
Gresham		2013
Happy Valley		1997
Hermiston		2011
Hillsboro		2017
Keizer	2019	
Klamath Falls	2019	
La Grande	2019	
Lake Oswego		2013
Lebanon	2019	2004
McMinnville	2019	
Medford		2009
Milwaukie		2016
Newberg	2019	
Newport		2014
Ontario	2007	
Oregon City		2004
Pendleton	2019	
Portland		2011
Prineville	2019	
Redmond	2019	
Roseburg	2019	
Salem	2015	
Sandy		2015
Sherwood	In process	
Silverton		2001
Springfield		2011
St. Helens		2019
The Dalles		2017
Tigard		2013
Troutdale		2014
Tualatin	In process	
West Linn		1999
Wilsonville		2014
Woodburn	2019	

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Monday, November 25, 2019 9:56 AM  
**To:** Jacob Graichen  
**Subject:** November Department Report

Here are my additions to the November Planning Department Report.

### GRANTS

1. **DLCD's 2019-2021 Technical Assistance Program** – Received tentative approval for 50k of technical assistance to prepare a *Boise White Paper Industrial Site Master Plan* which will include a parcelization framework and an infrastructure finance planning for the site! Working with DLCD on a detailed scope of work, timeline, and contract.
2. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with two tennis flex courts and one flex sport court, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021. Began working on Request for Bid document for court installation.
3. **Oregon Community Foundation – Nike Impact Fund – 5th Street Trail Project** (19k) to install approximately 1,000 feet of new off-street trail and a small boardwalk in the undeveloped 5th Street right-of-way. Site visit on 10/30 to determine trail alignment within Nob Hill Nature park. Follow site visit is next to flag entire route and determine extent of boardwalk.
4. **Travel Oregon - Medium Grants Program (100k)** – More bicycle/pedestrian signage installed by Public Works. Additional signs ordered for existing signs and a few signs to be corrected.
5. **Veterans Memorial** – Successful ribbon cutting ceremony held on 11/1.
6. **EPA – CWA Grant Program** – Council update on 11/20. 50 Plaza Square eligibility received. Work plan in process of development. Potential additional air sampling work on the South 80 to satisfy DEQ's comments on the initial work.
7. **CDBG- Columbia Pacific Food Bank Project** – Processed/documented invoices. Architectural/Design services underway. Check in call on 11/25.
8. **Certified Local Government – Historic Preservation Grant Program** - Columbia Theater work plan approved through SHPO and met NEPA requirements. Given notice to proceed on new marquee/signage installation!
9. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Prepared quarterly report due 12/4. Discussed applicability of Sensitive Lands Permit.
10. **2019 BUILD Grant** awards announced – St. Helens was unsuccessful with our bid. Helped prepare press release of this announcement. Working on follow-up funding strategies and projects, such as fence removal, park expansion, etc.

### MISC

11. **I passed my American Institute of Certified Planners (AICP) Exam on November 17, 2019!** This was a huge milestone for me, and I'd been studying religiously for the past few months.
12. **Millard Road Park Property** – 11/6 update. Council moved forward with Phase I improvements on the Millard Road park property in order to vest easement. City's application for Phase I Park improvements received.
13. **Columbia View Park Amphitheater** - Researched various outdoor amphitheater and open air band shell contractors to compile a list of options/contractors
14. Worked on text amendment memo regarding Accessory Structure Permit applicability for PC presentation on 12/10.
15. Attended CPR training on 11/15.

# City of St. Helens

## City Council Queue

Council Meeting Date	Issue/Task	Status Update	Person(s)	Deadline Date
				Update Date
				Completion Date
10/2/19	Audobon Society (brought up by Councilor Carlson)			
10/2/19	Local Attorney at City Council Meetings (brought up by Council President Morten)			
	Municipal Broadband		John Walsh	