



CITY COUNCIL WORK SESSION

Wednesday, July 15, 2020

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

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 PM - Call Work Session to Order**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics** - *The Council will take a 10-minute break around 3:00 PM.*
 - 3.A. Annual Report from Parks & Trails Commission
[2020 Parks and Trails Commission Annual Report.pdf](#)
 - 3.B. Presentation by Wilsonville Concrete Products
 - 3.C. Review LOC's List of Legislative Priorities - John
[03c. LOC 2021 Leg Priority Ballot - Final.pdf](#)
 - 3.D. Strategic Workplan Review - Rachael
[03e. St. Helens 2020 Strategic Workplan FINAL.pdf](#)
 - 3.E. Municipal Court Semi-Annual Report - Matt
[03f. Court Report.pdf](#)
 - 3.F. Judge & Prosecutor Semi-Annual Reports – Amy & Sam
[03g0. Judge Report.pdf](#)
[03g1. Report from City Prosecutor 071520.pdf](#)
 - 3.G. Finance Semi-Annual Report - Matt
[03h0. Finance Report.pdf](#)

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.

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

03h1. Action Plans - Admin.pdf
03h2. Action Plans - Finance.pdf

3.H. Building Semi-Annual Report – Mike
03i0. Building Report Jan-Jun_2020(2).pdf
03i1. Action Sheets - Building.pdf

3.I. Review Proposed Building Department Fee Changes - Mike
03j. Res No 1894 - Set Building Department Fees PENDING 071520.pdf

3.J. City Administrator Report – John
03k0. Admin & CD Report.pdf
03j1. Action Sheets - Admin John.pdf
03j2. PW Dept Report.pdf

4. Other Business

5. Adjourn

Executive Session -

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

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

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

Zoom Meeting Details -

Join Zoom Meeting: <https://zoom.us/j/91657905381>

Meeting ID: 916 5790 5381

Dial by your location: 1 253 215 8782

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PARKS & TRAILS COMMISSION 2020 Annual Report

Presented 7/15/2020

2020 MEMBERSHIP

Paul Barlow

Jerry Belcher

Howard Blumenthal, Re-Appointed

John Brewington

Carmin Dunn, Chair

Walter Fowler, New Member

Elisa Mann, Vice Chair

Lynne Pettit

Specific Parks & Trails Updates

MCCORMICK PARK

- Veteran Memorial Expansion complete and looks great.
- BMX Park – rebuilding of the track complete. 1100 yards of dirt donated by Kaufman excavation
- Replacement of playground equipment – past life expectancy
 - play equipment they chose is affordable at \$73k and found people to install it but fall protection mats are \$80+k so May need to investigate smaller footprint.
- Blazers Moda Assist all abilities playground
 - \$20 for every assist, we won with over 48,000 votes.
- Looking into drainage and artificial turf on the infields.
- Continues to be high usage of the park and all the amenities it has to offer.
- Master Plan addition: turn a ballfield into a larger multi-sport field with artificial turf

CAMPBELL PARK

- Replacement of playground equipment – past life expectancy
- Timed doors added on the restrooms

GREY CLIFFS PARK

- Redo of the upper trail staircase is great – huge improvement
- Kayak launch has been well received by the community
- Future improvement: fence around the dog park area

COLUMBIA VIEW PARK

- Bathrooms were closed due to fire damage – repairs have been completed
- Timed doors added on the restrooms

BOTANICAL GARDENS

- Previous interest with a Friends of group and investigating a 501c3 to aid in getting donations for park improvements – interest in this has dissipated
- Future coordination for cleaning trails, garbage cleanup, remove invasive plants. Blackberries, ivy and poison oak. A lot of that needs to be cleaned up
- Future: add more curb appeal - gravel parking area and a kiosk at entrance
- Columbia County Beekeepers have been asked to come up with a plan to improve bee habitat

NOB HILL NATURE PARK

- A lot of work from the Friends of group – 175 combined hours in 2019
- Working out the placement for new benches in the park
- Work party was held in November - trail maintenance and work on staircase for better drainage. More planting took place
- City of Portland Garden Club \$500 grant
- New techniques for invasive plants: red shiny geranium

DALTON LAKE NATURE PRESERVE

- SOLV cleanup happened in September, and monthly work parties are scheduled every month starting in June with “Friends” and SOLVE.
- Educational walks were happening on the second Saturday of every month through the Recreation Department pre COVID
- Dalton Lake Nature Preserve Advisory Committee
- Friends of Dalton Lake Nature Preserve Facebook page
- Barlow Bikes and Cycle Columbia County submitted a grant to purchase a bike rack with repair station, and they will be donated to the Preserve.
- Kiosk built - materials donated by Dahlgren’s and local carpenter Ron Youngberg donated time to build the Kiosk. Signage for the kiosk has been ordered.
- Sign on the Rutherford Parkway, St Helens side, will be added denoting the Preserve is 0.4 mi. to the entry.
- Signage for plant and tree identification along the trail will begin soon. Materials and printing to be donated.
- Plastic donations to Trex by local Kathy Syrstad and the Advisory Committee will help to build benches for the Preserve. The first Trex bench has been ordered – on it’s way
- A donated concrete bench is now at the City Shop, to be placed in the Preserve later this summer.
- Parking: Sue Nelson consulted with Buck Tupper, Public Works Field Supervisor to solve a parking concern, for two vehicles, at the north end of the Preserve.
- ODOT Outfall Enhancement - Enhancement to the outfall for fish passage and it was all at their expense. Manually removing ivy from trees was the primary focus at this time – done by contractor

GODFREY PARK

- New nature-based playground progress continues – surveying is complete and the hillside has been cleared.
- Interested in having an on-leash pet area added at some point
- Arts & Cultural Commission Free Little Libraries – moved from Campbell Park to Godfrey Park due to vandalism

CIVIC PRIDE PARK

- Currently just benches and a small path, a lot of room for growth
- Great location because it's by the school and pool. Improvements in the Master Plan are all priority level 3 and include a splash pad, restrooms, sprinkler system, playground, equipment.
- Master Plan addition: Add a sport court
- Would like to see some progress in the next year to boost visitation and make that area more useful.

WALNUT TREE PARK

- Neighborhood citizens are keeping up the Little Library, sponsored by the Friends of the SH Public Library.

URBAN TRAIL

- Re-evaluate where trail should go and revise the plan since the first part of the 5th street trail is complete.

SAND ISLAND MARINE PARK

- Now managed by a 3rd party; new amenities includes a free shuttle and camp host
- Positive feedback from community
- Would like to see postings about rules and how to leave a campsite

MILLARD ROAD PROPERTY PARK DESIGNS

- Presented with 2 options, we recommended Option 1 to utilize the wetlands to the benefit of the park. Ball fields, potential turf outfield and multi-use field, not just for baseball. Playground by the fields and an off-leash dog area. Natural overlook, sport court, concession stand and restroom near the parking lot so it's easy to maintain.
- We don't want to be short-sighted on growth. We get a lot of feedback that we don't have enough fields to accommodate youth sports.

Other Items

- Events
 - Trunk or Treat - table to hand out candy and brochures
 - Had banners made for tables at future events, once the threat of COVID has passed. Consistent design with the city wayfinding signage.
- Discussions on electronic scheduling
- Discussions on fees
 - New higher fees but if groups want to do maintenance, they can put down the hours and receive at most a 50% credit on fees.
- Friends of Groups
 - Staff finalized of [Friends Of Parks & Trails](#) Program Guidelines and Policies
- Interest from community on connection of trails
- Trail from McCormick Park to Scappoose Bay. There are only five landowners between those two and a beautiful greenway along the water.
 - More people walking on trails in the past couple of years.
 - Master Plan addition: Develop and designate water trails
- Discussion on volunteer forms and identification
 - New form to accommodate this – based on community member feedback.
- Master Plan Updates
 - Hope to have a master plan for each park
 - Many projects in the 2015 Master Plan that were feasible should be done in the next couple of years. Time to think about future vision of the Parks Department.
- Timing for Master Plan updates:
 - Nothing in the budget and due to amount of work, may need a consultant.
 - Cities typically update every ten years – helpful to have updated census
 - Continuing to add things to a running list and looking into making addendums to existing plan 2x/year.
 - Makes it easier to go for grants and other funding opportunities.

Thank You & Acknowledgements

- Parks employees: always maintaining and keeping our parks looking nice and functional. Continues to come up in all of our meetings. Huge thank you to all!
- City staff continue to keep us running and provide us with updates regularly, are always prepared, knowledgeable and passionate about the work they do.
 - Jenny Dimsho for all of the work on all the grants she has obtained for Parks & Trails
 - Sue Nelson on her professional and timely work on the new Preserve and other Parks.
 - Sue Nelson and Dave Elder for steps at Grey Cliff.
 - Thad for always helping us out, working with volunteers, and keeping us updated
- Moda Assist - We were a last-minute inclusion and staff did an amazing job of pulling things together quickly.
- Members of the public who come forward with suggestions and improvements to our parks
- Big thanks to everyone in the City who voted in the Moda Assist contest



June 5, 2020

Dear Chief Administrative Official:

For the past three months, seven policy committees have been working to identify and propose specific actions as part of the LOC's effort to develop a pro-active legislative agenda for the 2021 session. They have identified legislative objectives as set forth in the enclosed ballot and legislative recommendation materials. These objectives span a variety of issues and differ in the potential resources required to seek their achievement. Therefore, it is desirable to prioritize them in order to ensure that efforts are focused where they are most needed.

While the attached ballot reflects the top policies developed in each of the policy committees, each undertook a broad look at a range of issues impacting cities. Many issues reflect the LOC's ongoing mission to support cities' work and their home rule authority to develop and use a variety of tools to meet the needs of residents. Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors as it prepares to adopt the LOC's 2021 legislative agenda. After your city council has had the opportunity to review the proposals and discuss them with your staff, please return the enclosed ballot indicating the top four issues that your city council would like to see the LOC focus on during the 2021 session. **The deadline for response is August 7, 2020.** The board of directors will then review the results of this survey of member cities, along with the recommendations of the policy committees, and determine the LOC's 2021 legislative agenda.

Your city's participation and input will assist the board in creating a focused set of specific legislative targets that reflect the issues of greatest importance to cities. If you have individual questions about the ballot topics do not hesitate to reach out to committee members who serve on the seven policy committees. Thank you for your involvement, and thanks to those among you who gave many hours of time and expertise in developing these proposals.

Do not hesitate to contact me or Jim McCauley, Legislative Director, with additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Cully", with a horizontal line extending to the right.

Mike Cully
Executive Director

A handwritten signature in blue ink, appearing to read "Jim McCauley", with a stylized, cursive script.

Jim McCauley
Legislative Director

INSTRUCTIONS

Each city should submit one form that reflects the consensus opinion of its city council on the **top four** legislative priorities for 2021. Here are the ways to submit your ballot. **Ballots in any form must be submitted by August 7, 2020.**

1. Fill out the online survey that has been sent to your city's chief administrative official; or
2. Fill out the attached hard copy form and return it to the LOC at the address or fax number provided below. Simply place an **X or check mark** in the space to the right of the city's top four legislative proposals. The top four do not need to be prioritized.

Return hard copy ballots to:

Jenna Jones
League of Oregon Cities
1201 Court St. NE, Suite 200
Salem, OR 97301
Fax – (503) 399-4863
jjones@orcities.org

Thank you for your participation.

Please mark 4 boxes with an X or check mark that reflects the top 4 issues that your city recommends be added to the priorities for the LOC's 2021 legislative agenda.

A. Beer and Cider Tax Increase	
B. Broadband Infrastructure and Technical Assistance Funding	
C. Building (Reach) Code – Energy Efficiency Local Option	
D. COVID-19 Economic Recovery Investments	
E. Digital Equity and Inclusion	
F. Expedited Siting for Shelter and Affordable Housing	
G. Green Energy/Renewables – Expanded Local Option	
H. Housing and Services Investment	
I. Increased Budgetary Flexibility During Budgetary Emergency	
J. Infrastructure Financing and Resilience	
K. Local Climate Action Planning Resources	
L. Local Energy Generation Project Support	
M. Local Speed Setting Authority	
N. Long Term Transportation Infrastructure Funding	
O. Low-Income Energy Efficiency and Affordability Programs	
P. Marijuana Tax Local Rate Limitation Increase	
Q. Mental Health Service Delivery	
R. Municipal Broadband and Municipal Pole Protection	
S. New Mobility Services	
T. Photo Enforcement Safety Cameras	
U. Property Tax Reform	
V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”	
W. Right-of-way/Franchise Fees Authority Preservation	
X. State Highway Funds Formula	
Y. Tort Liability Reform	
Z. Water Utility Rate and Fund Assistance	

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You are reviewing the hard copy of the ballot. There are hyperlinks in the digital copy that may provide more background information. You can find the digital version with hyperlinks by going to this web address: https://www.orcities.org/download_file/1038/0. It is best opened in Google Chrome.

A. Beer and Cider Tax Increase

Legislation:

The League proposes increasing the state taxes on beer and cider to assist with rising public safety costs, improve public health, reduce alcohol consumption by minors, and provide alcohol tax equity with wine and liquor.

Background:

Oregon's tax has not been increased since 1978 and is currently \$2.60 per barrel which equates to about 8 cents on a gallon of beer. The tax is by volume and not on the sales price, meaning the tax is less than 5 cents on a six-pack. Oregon has the lowest beer tax in the country, and to get to the middle of the states Oregon would need to raise the tax to \$30.00 per barrel or 54 cents per six pack (a more than 10-fold increase). Given recent challenges to the craft brewing industry tied to bar and restaurant closures it may be appropriate to delay or phase-in the increase. Cities are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% of the state alcohol revenues, but the state takes 50% of beer and wine taxes off the top prior to this distribution. Cities have significant public safety costs related to alcohol consumption, and the beer tax does not come close to covering its fair share of these costs.

Presented by the Finance and Taxation Committee

B. Broadband Infrastructure and Technical Assistance Funding

Legislation:

Seek additional state support and funding for increased broadband infrastructure deployment and technical assistance.

Background:

The deployment of broadband and telecommunications networks and services (public and/or private) throughout Oregon is critical to economic development, education, health and safety and the ability of residents to be linked to their governments. Research shows areas of the state either not served or underserved by competitive broadband technology. A significant barrier to the deployment of broadband infrastructure is funding. Cities need additional funding and support from various sources, including the state and federal government, allocated for increased or new, reliable, low latency broadband infrastructure that reaches speeds of at least 25 Mbps download and 3 Mbps upload or any updated speed standards as adopted by the FCC. Many federal grant programs require localities to have a broadband strategic plan in place before they are eligible for funds. Therefore, there is a need for funding sources to help cities with technical assistance as well as infrastructure.

Presented by the Telecom, Broadband & Cable Committee

C. Building (Reach) Code – Energy Efficiency Local Option

Legislation:

The LOC will pursue/support legislation to allow communities to adopt the Reach Code as the mandatory residential or commercial building code within the city's jurisdictional boundaries. The Reach Code would represent a building energy code that would be at least 10 percent more efficient than the statewide building code. Under this proposal, cities would be able to adopt the more efficient Reach Code or would continue to use the standard statewide building code as the base code.

Background:

Under current state law, cities are preempted from adopting local building codes. Instead, development is subject to statewide codes, including for new residential and commercial development. In 2009, legislation was passed to implement a new, optional code (Reach Code) that would allow developers to exceed statewide codes and streamline the construction of higher-performance buildings through efficiencies gained in the building exterior envelope as well as heating, ventilation, air conditioning, piping insulation and lighting. The Reach Code is optional for builders to use, but a local government can't mandate a builder to use it. This legislative recommendation would allow a city to adopt the Reach Code within their jurisdiction in order to promote additional energy efficiency for new residential and commercial structures. If a city does not wish to adopt the Reach Code, the statewide code would remain in place. The LOC Energy & Environment Committee discussed whether this recommendation would impact housing costs and believes that long-term cost savings may be gained through increased energy efficiency in newly built units. Ultimately, the decision on whether to utilize the standard code or the enhanced (Reach) code would be at the discretion of the city.

Presented by the Energy and Environment Committee

D. COVID-10 Economic Recovery Investments**Legislation:**

The League will advocate for continued economic recovery strategies and investments for small business and workforce assistance in response to the economic impacts of the COVID-19 pandemic.

Background:

The COVID-19 pandemic has had a devastating impact on Oregon's small businesses and workforce. While the federal government and the state have made recent investments to support small business, these resources have yet to meet current needs and more resources will be needed to support long term economic recovery for Oregon's communities. The League will work in coordination with economic development partners to advocate for continued investments to support long-term recovery and economic development.

Presented by the Community Development Committee

E. Digital Equity and Inclusion**Legislation:**

Support legislation and policies that are inclusive and equitable to all, individuals and communities, so that they have the information technology capacity needed for full participation in our society, democracy and economy.

Background:

Connectivity is crucial to modern life. It is being relied on more for how people do business, learn, and receive important services like healthcare. As technology has evolved, the digital divide has become more complex and nuanced. It is no longer about the existence of technology in certain places. Now, the discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds and to the skills and training they need to effectively use it. The LOC will partner with schools, healthcare, and other stakeholders to ensure technologies are relevant, available, affordable, and accessible to the diverse populous and communities of Oregon. Additionally, the LOC will advocate for digital literacy programs to help learn these new technologies.

Presented by the Telecom, Broadband & Cable Committee

F. Expedited Siting for Shelter and Affordable Housing

Legislation:

The League will pursue legislation to expedite the siting of emergency shelter and other affordable housing that follows the intent of the 2020 shelter siting bill (HB 4001) but retains more local decision making in the process. The League will pursue this priority in coordination with affordable housing partners and other land use stakeholders.

Background:

The League worked closely with city and county partners during the 2020 session to gain improvements to HB 4001, which sought to preempt all local siting and zoning regulations and the land use appeals process, for approving the siting of emergency shelters for a one-year period. HB 4001 received strong legislative support in 2020. Draft omnibus legislation for a potential future special session has included the text of HB 4001 and the League expects to see HB 4001 reintroduced in the 2021 session.

This priority will empower cities and counties to proactively introduce alternative legislation, similar to existing statute in California, which requires jurisdictions to identify places where shelters can locate instead of mandating that jurisdictions allow shelters to be sited anywhere. The California model requires cities and counties to accommodate their need for emergency shelters on sites where the use is allowed without a conditional use permit and requires cities and counties to treat transitional and supportive housing projects as a residential use of property.

Presented by the Community Development Committee

G. Green Energy/Renewables – Expanded Local Option

Legislation:

The LOC will pursue/support policies that increase local control opportunities for cities that want to establish a community-scale green energy program. This program would be optional for cities that choose to pursue it. Cities who choose to, would be allowed to adopt resolutions that would opt-in residential, commercial, and industrial customers to a voluntary renewable energy option if it is provided by an investor owned utility that serves the city and its electric customers. Under this proposed program, a city would be able to pursue a more aggressive green energy portfolio and would better position cities to meet local climate action goals.

Background:

Under current law, customers of investor-owned utilities can opt-in to voluntary renewable energy options for their customers. These options allow customers to invest in additional green energy generation. In 2019, the state of Utah passed legislation (SB 411) that allows cities and counties to opt-in to programs on a community-scale basis, while still allowing individual customers to opt-out. Under this proposal, any city within the territory of an investor-owned utility, would be able to pursue this option for community-scale renewable energy (net-100% renewable).

Presented by the Energy and Environment Committee

H. Housing and Services Investment

Legislation:

The League will support increased investments for affordable housing, homeless assistance, and related services including funding for: shelter, homeless services, case management, rent assistance, the development and preservation of affordable housing, and permanent supportive housing.

Background:

Cities large and small were facing escalating homelessness rates before the COVID-19 pandemic and the current economic downturn will only increase the number of Oregonians facing eviction or experiencing homelessness. State general fund programs like the Emergency Housing Assistance (EHA) and State Homeless Assistance Program (SHAP) have seen record investments in previous legislative sessions. The legislative emergency board also voted recently to dedicate \$12M in general funds to support rent assistance and safe shelter in response to COVID-19.

Oregon's lack of available housing, high rents and high home prices are causing housing instability and homelessness to increase. The Legislature has made record investments in recent years to fund the LIFT affordable housing program and preserve Oregon's existing affordable housing infrastructure. These programs are funded through general obligation bonds and lottery backed bonds.

Permanent Supportive Housing is a key strategy for ending chronic homelessness that reduces downstream costs to public systems like public safety, emergency health care and corrections. The 2019 Legislature invested over \$50M to stand up a three-pronged permanent supportive housing program that includes 1) development costs to build, 2) rent assistance to keep units deeply affordable, and 3) wrap around services that are key to ensuring residents' long-term stability. The state should continue investing in this model to bring more Permanent Supportive Housing across the state and ensure that the housing developed with the original \$50M continues receive the necessary ongoing funding for rent assistance and supportive services.

Presented by the Community Development Committee

I. Increased Budgetary Flexibility During Budgetary Emergency**Legislation:**

The League proposes relaxing budgetary constraints in state law so that cities may better be able to withstand revenue losses related to natural disasters and public health emergencies. These losses will inevitably force many cities to cut services and lay off staff, the legislature can reduce the effect of losses by increasing flexibility for use of funds during and after a declared emergency.

Background:

Cities anticipate a tremendous loss in revenue due to the COVID-19 pandemic. Reduced revenues already include losses to lodging taxes, gas taxes, park fees, development fees, parking fees, utility charges, and so on. Further out, there is widespread concern that there will be impacts to the real estate market going into 2021, and by extension a reduction in 2021-22 property tax revenues. Cities want maximum flexibility in using funds that are subject to statutory limitations but will negotiate terms on individual funding sources including payback requirements if necessary. This flexibility should apply during and after declared emergencies, including both the current pandemic and future natural disasters.

Presented by the Finance and Taxation Committee

J. Infrastructure Financing and Resilience**Legislation:**

The League will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, and Regionally Significant Industrial Site loan program. The advocacy will include seeking an investment and set aside through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.

Background:

Cities continue to face the challenge of how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments. This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment.

Presented by the Community Development Committee

K. Local Climate Action Planning Resources**Legislation:**

The LOC will seek grant funding and technical assistance resources for cities to pursue, adopt or expand local climate action plans. In addition, the LOC will pursue opportunities to work with the Oregon Climate Change Research Institute (through Oregon State University) to provide cities and counties with local/regional data that can better inform the adoption and implementation of climate adaptation and mitigation at the local level.

Background:

According to the Oregon Department of Energy's 2018 Biennial Energy Report (BER), since the early 1990s, major international and U.S. scientific assessments have concluded that both climate change mitigation and adaptation efforts are necessary in response to climate change. The BER goes on to explain that adaptation is often thought of as actions "to prepare for and adjust to new conditions, thereby reducing harm or taking advantage of new opportunities or simply to reduce society's vulnerability to climate change impacts." Local climate action plans, adopted by cities or counties, can help communities better understand how climate change will impact their communities, and can provide localized solutions to help mitigate against the impacts of climate change. The LOC is aware of fourteen cities that have adopted local climate action plans. There are other cities that are interested in doing the same but that do not have the financial and/or staffing resources that are necessary.

Presented by the Energy and Environment Committee

L. Local Energy Generation Project Support**Legislation:**

The LOC will support/pursue funding, technical assistance and other tools that make local energy generation more feasible for cities to pursue.

Background:

Local energy generation projects can better position cities to pursue and achieve local climate action goals, address capacity constraints of existing electric transmission lines, and can help cities respond to individual businesses that may be seeking green energy options. The types of local energy generation projects discussed by the committee include, but are not limited to, small-scale hydropower, in-conduit hydropower, methane capture, biomass and solar. Such projects are not intended to conflict with existing low-carbon power purchase agreements but can position cities to pursue local climate action goals and supplement energy needs through renewable generation. Under this recommendation, the LOC will work to identify barriers and potential solutions to local energy generation and will pursue funding assistance for feasibility studies and project implementation.

Presented by the Energy and Environment Committee

M. Local Speed Setting Authority

Legislation:

Support legislation that provides legislative authority for ODOT to delegate local speed setting authority to Oregon cities that meet state criteria. I Improve safety and speed limit consistency in Oregon cities by establishing a clear delegation process that is consistent with recently adopted statewide speed zone rules. (OAR 734-020-0014, 734-020-0015, and 734-020-0016). This will be permissive legislation allowing cities to opt-in and thus will not be a mandate.

Background:

The state of Oregon and cities across the state are all committed to improving safety on our streets. National and international research has shown that setting appropriate speed limits on city streets is a critical tool for improving safety and saving lives. During the 2020 legislative session, HB 4103 gained widespread support for setting up a collaborative process with ODOT and cities that opt into a process for gaining local speed setting authority. Despite strong support, HB 4103 did not pass due to the legislative clock running out. Going forward, LOC will work with safety advocates and cities and use HB 4103 from the 2020 session as a template for legislation in 2021. Delegated authority should be made available to all cities that meet ODOT's criteria; participation by cities is permissive (not required). Cities should be able to determine speeds that are adequate and safe for their communities, working within the OAR speed zone framework. This will improve safety and make speed setting more consistent across local government jurisdictions.

Presented by the Transportation Committee

N. Long Term Transportation Infrastructure Funding

Legislation:

Support expansion and consideration of revenue-generating options to fund multimodal transportation infrastructure, which includes state and local facilities. Support state and local projects that are part of the Statewide Transportation Improvement Program.

Background:

Oregon has made two significant state-wide transportation investments in the last 15 years. In 2009 the Jobs and Transportation Act (JTA). This was a successful effort from local governments and the business community to invest in maintenance and capacity building projects state-wide. In 2017, HB 2017 established Oregon's first ever comprehensive, multimodal, transportation investment with what is known as "Keep Oregon Moving," which was a \$5.3 billion package. Although HB 2017 will not have its full funding until 2024 LOC and other transportation advocates will need to constantly explore other sources of revenue including a possible future replacement of Oregon's gas tax with a road user charge system. Oregon has been pioneering a vehicle miles traveled (VMT) tax within the MyOReGo pilot program. The program is voluntary and can provide several benefits to users. Ultimately the long-term structure for transportation investment may well take on a similar structure.

Presented by the Transportation Committee, endorsed by the Community Development Committee

O. Low-Income Energy Efficiency and Affordability Programs

Legislation:

The LOC will provide support for programs that seek to expand upon low-income energy and heating assistance programs, including programs targeted to make energy more affordable for rental properties. In addition, the LOC will work to support programs that provide for energy bill payment assistance and expand opportunities for low-income Oregonians to access resources for home weatherization.

Background:

According to Oregon Housing & Community Services, approximately 396,182, or about 25 percent of all households, are considered energy-burdened because of their energy-related expenditures (as of 2018). A household is considered energy burdened if six percent or more of its gross income is consumed by energy-related expenses. In recent years, legislation has been introduced in Oregon that would have provided additional assistance to low-income homeowners and renters that struggle with energy affordability. Unfortunately, legislation did not pass. The need for such assistance has increased as a result of the economic hardships resulting from COVID-19. In addition to bill payment assistance, there is a need for programs that will support low-income home weatherization in order to make energy bills more affordable in the long-term.

Presented by the Energy and Environment Committee

P. Marijuana Tax Local Rate Limitation Increase**Legislation:**

The League proposes increasing the current 3% cap on local marijuana taxes. This would give local voters greater choice in choosing a rate that reflects their needs or their community.

Background:

Retailers licensed by the Oregon Liquor Control Commission (OLCC) are required to charge a state-imposed retail sales tax of 17 percent for all recreational marijuana sold. Cities and counties (unincorporated areas only) may also impose a local retail sales tax of up to 3%, subject to voter approval. Tax rates for recreational marijuana vary widely across the states, but the total Oregon tax burden at a maximum of 20% is the lowest of West Coast states. Washington imposes a 37% state excise tax, but with a state sales tax of 6.5% and local rates of up to 1.9% the total rate can reach over 45%. California has a retail tax of only 15%, but with a state sales tax of 7.5% and local taxes up to 15.25% the total rate can reach up to 37.75%. Oregon consistently ranks among the lowest of the states for marijuana prices. Cities are sensitive to the desire to not push consumers to the black market and will work with the legislature on an increased cap that balances that concern with local revenue needs.

Presented the Finance and Tax Committee

Q. Mental Health Service Delivery**Legislation:**

Support the delivery of mental health services in order to reduce negative police interactions and ensure that those in need receive the help they require.

Background:

The Committee and the LOC membership have prioritized the delivery of mental health services periodically over the last 5 years. Items contained in this priority have included crisis intervention training for police officer, mobile police and social worker teams to proactively work with people in danger of going into crisis, jail diversion, mental health courts and greater access to care. In the immediate past short session, the LOC worked with its coalition partners to obtain \$9 million in additional funding for aid-and-assist, community care and jail diversion but was unsuccessful due to a lack of quorum.

While the measurements are subjective and not in general agreement, most surveys of behavioral health and alcohol and drug addiction service availability place Oregon near or at the bottom of state rankings. As a result, Oregon ranks third in the nation for alcohol related deaths, and above the national average in suicides. Anecdotal, most police chiefs that have participated in LOC conversations on this topic report a growing number of calls for service stemming from people in mental health crisis. The COVID-19 pandemic has exacerbated some of these issues with Portland Police Bureau reporting a 41% increase in suicide related calls (including attempts and threats) over this time last year. This priority would include but not be limited to:

Investment: The stark truth is that Oregon has never financially supported mental health services at a level commensurate with need. More beds and more capacity will allow for greater delivery. The spending plan may be complicated but many advocates bristle at the idea of “mental health reform” when it’s never been funded as a priority. The League does not have a specific number at this time but is in conversation with partners to develop one.

Decimalization of Mental Illness: People suffering from mental illness that interact with the criminal justice system typically spend more time incarcerated and suffer a disruption in treatment. Jail diversion has been something the League has advocated for in previous sessions and but will require changes in law, training and investments.

Workgroups Outcomes: There are currently several workgroups developing behavioral health reform plans that have yet to be completed, much of that work has been interrupted by COVID 19. LOC staff can update the Committee on these their work continues but cannot make recommendations on them now.

Alcohol Availability: The prevalence of cheap and potent alcoholic beverages that are produced and sold for the express purpose of achieving rapid intoxication has been a concern for Oregon Recovers, an advocacy group for those recovering from addiction. OLCC sells several 750 ml bottles for under \$10 and some as low as \$5. Creating a minimum price per international unit of alcohol has had an impact on consumption of cheap, potent beverages in Scotland and is believed to have had an impact on consumption there. Raising the price of low cost but high-volume products would also increase city shared revenue and provide additional funding for behavioral health services.

Mental Health Parity: Oregon and the federal government have enacted statutes to ensure that mental health services are treated as a health issues in a manner identical to physical health by health insurers. The legislative intent behind these laws has not been met as evidence by reports of denied coverage. Ensuring effective parity would increase treatment an access.

Presented by the General Government/Human Resources Committee, endorsed by the Community Development Committee

R. Municipal Broadband and Pole Protection

Legislation:

Oppose legislative efforts to restrict existing municipal authority to provide broadband services, and own and operate poles in the rights-of-way.

Background:

As the public grows more dependent on the Internet for expanding parts of their lives, community choices for gaining access at a reasonable price, for both consumers and producers, are dwindling. Some municipalities choose to become service providers themselves. Municipal broadband is sometimes the only way to bring high speed internet to a community and it can serve as an access point to neighboring communities. Additionally, municipal broadband adds competition to the market and can help lower prices for community members. As there is a push for more connectivity and bridging the digital the divide, the LOC will protect localities rights to be internet service providers for their own communities. Additionally, as more and more small cell and 5G technology is deployed in the rights-of-way, the LOC will protect the right of municipalities to own, operate and regulate attachments that are allowed on their poles.

Presented by the Telecom, Broadband & Cable Committee

S. New Mobility Services

Legislation:

Support for a variety of new mobility services that promote a safe, sustainable, and equitable multimodal transportation system, while preserving local government's authority to regulate services and ensure they best serve the local context.

Background:

Transportation mobility has been rapidly changing over the last few years. The emergence of ridesharing services such as Transportation Network Companies (TNCs) now provide the public with more options to get from point “a” to point “b.” New platforms continue to emerge such as scooters, shared bikes, electric delivery tricycles for package delivery and the possibility of future driverless delivery and vehicle fleets. Cities must have the flexibility to address the impacts of emerging technologies on their communities such as increased congestion and air pollution while protecting consumers and maintaining a safe transportation network that recognizes the unique needs of individual communities.

Presented by the Transportation Committee

T. Photo Enforcement Safety Cameras

Legislation:

Support continuation and expansion of fixed speed and red-light cameras and mobile speed radar state-wide to improve public safety in high-crash corridors. Explore changes that enable more streamlined processing of citations. Allow for local governments to form IGA’s with other local governments to facilitate the use of safety cameras and mobile radar in their communities.

Background:

The Oregon Transportation Safety Action Plan sets a goal of no deaths or life-changing injuries on Oregon’s transportation system by 2035. In 2015, the Oregon Legislature granted the city of Portland the authority to implement a fixed speed safety camera program (HB 2621). Portland’s fixed speed camera systems have been operating on “urban high crash corridors” for the past several years. Data collected at these locations shows a distinct change in driver behavior that has reduced the risk of collisions (See PBOT Report). Under existing statutes, photo radar is allowed in the cities of Albany, Beaverton, Bend, Eugene, Gladstone, Medford, Milwaukie, Oregon City, Portland and Tigard. LOC’s goal is to bring this authority state-wide providing all cities with the choice of operating speed radar in their communities to improve safety and reduce the risk of high-speed crashes.

Presented by the Transportation Committee

U. Property Tax Reform

Legislation:

The League of Oregon Cities proposes that the Legislature refer a constitutional measure and take statutory action to reform the property tax system as part of the 2021 session. With the passage of the Corporate Activities Tax Oregon has taken a step towards long term financial stability at the state and school district level, but local budgetary challenges persist and the legislature must take action to allow cities and other local governments to adequately fund the services that residents demand.

Background:

The property tax system is broken and in need of repair due to Measures 5 and 50, which are both now over 20 years old. The current system is inequitable to property owners and jurisdictions alike, is often inadequate to allow jurisdictions to provide critical services, removes all local choice, and is incomprehensible to the majority of taxpayers. Local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. Therefore, the League will take a leadership role in forming coalitions to help draft and advocate for

both comprehensive and incremental property tax reform option packages. The League will remain flexible to support all legislation that improves the system, with a focus on a property tax package that includes, but may not be limited to these elements:

- To restore local choice, a system that allows voters to adopt tax levies and establish tax rates outside of current limits and not subject to compression (requires constitutional referral).
- To achieve equity, a system that has taxpayers' relative share tied to the value of their property, rather than the complex and increasingly arbitrary valuation system based on assessed value from Measure 50 (requires constitutional referral).
- To enhance fairness and adequacy, a system that makes various statutory changes, some of which would adjust the impact of the above changes. For example, as a part of comprehensive reform the League supports a new reasonable homestead exemption (percentage of RMV with a cap) but also supports limiting or repealing various property tax exemptions that do not have a reasonable return on investment.

Presented by the Finance and Tax Committee, endorsed by the Community Development Committee

V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”

Legislation:

The LOC will work with other stakeholders, including the Oregon Association of Clean Water Agencies address challenges resulting from wipes and other non-flushable items. Legislation pursued will likely focus on requirements for manufacturers to clearly label product packaging to indicate that the product should not be flushed, however, the LOC will additionally explore other viable opportunities to address the public health, environmental and economic challenges resulting from improper disposal of these products.

Background:

In recent years, public wastewater systems have experienced significant increases in sewer line clogs, environmental impacts, infrastructure impacts and costs associated with wipes being flushed down toilets. Most wipes don't break down when flushed, and even wipes that are labeled as “flushable” can clog pipelines and pumps and can cause sewage overflows in residences and the environment. The COVID-19 pandemic has made this challenge even worse due to shortages of toilet paper and increased use of disinfecting wipes. The EPA and other national organizations, as well as statewide and local wastewater agencies, are working to get the message out to avoid costly as well as environmental impacts of wipes in our sewer and treatment systems. In March of 2020, the state of Washington passed legislation requiring manufacturers to label products with a “do not flush” logo if the product does not meet national “flushability” standards (i.e. breaking down in the sewer system).

Presented by the Water/Wastewater Committee

W. Right-of-Way/Franchise Fees Authority Preservation

Legislation:

Oppose legislation that, in any way, preempts local authority to manage public rights-of-way and cities' ability to set the rate of compensation for the use of such rights-of-way.

Background:

In its commitment to the protection of Home Rule and local control, the LOC consistently opposes restrictions on the rights of cities to manage their own affairs. From time to time, in the context of public rights-of-way management authority discussions, legislative proposals to restrict this authority arise. Efforts to restrict local authority often include proposals for a statewide right-of-way access policy and compensation system as well as limiting the ability of cities to charge fees of other government entities. This is contrary to local government management authority; the ability to enter into agreements with users of the right-of-way either by agreement/contract or ordinance; to set terms of right-of-way use and to set the rate of compensation. In recent

years the FCC has passed rulemaking through various orders like the Small Cell Orders (FCC 18-133 and FCC 18-111) and the Cable Franchising Order (FCC 19-80) that erode cities' right-of-way and franchising authority. Local governments around the U.S. are fighting these orders in court. There is a fear that the language of these orders will be codified in state legislatures. This would mean if the orders are overturned in court at the federal level, they will still impact cities in states that have passed laws codifying the orders.

Presented by the Telecom, Broadband & Cable Committee

X. State Highway Funds Formula

Legislation:

Consider opening the state highway fund distribution formula to allow for an additional percentage to cities. Currently the split is 50-30-20 with the State receiving 50%, Counties receiving 30% and the balance going to Cities 20%.

Background:

Oregon has had a distribution formula for the state highway fund for decades. This fund combines the revenues generated from the state's gas tax, weight-mile tax on heavy trucks, licenses, fees, and bond proceeds. Approximately 77 percent of the total revenue collected by Oregon Department of Transportation (ODOT) is from state sources, while only 23 percent comes from federal sources. During the 2017 session base level funding for the least populated counties was established along with a \$5 million-dollar small city fund for cities under 5,000 in population with a maximum award of \$100,000 and no match requirement. LOC will engage with other transportation interests to determine if there is adequate support to advance legislation that would revisit the current 50-30-20 distribution.

Presented by the Transportation Committee

Y. Tort Liability Reform

Legislation:

COVID-19 and existing federal court decisions have added risk exposure to cities in areas where their authority has been limited or have not received adequate support. This priority seeks to ensure that cities are not held liable in these areas.

Background:

CIS has already had a COVID related claim filed against it for a COVID related exposure. While there may be many legitimate reasons for a person to seek damages related to the outbreak, local governments have been hampered by inadequate supplies of PPE, testing capability, direct financial support, and legislative relief.

Additionally, the Boise decision that prevents cities from enforcing no camping rules and ordinances subject cities to additional tort liability. The ruling holds that if a person has no place else to go, a city must allow them to sleep somewhere. While there is a logical basis for the core of the ruling, if a city allows a person to sleep in an area that is not designed for camping, such as a park, the person may seek damages. Please note that recreational users of parks may not seek damages due to Oregon's recreational immunity statute that were corrected in 2017.

Finally, in previous sessions, legislation has been introduced but not passed to require cities to permit shelters in areas where they may not be appropriate and "codify" the Boise decision in state law. This legislation did not include immunity from tort liability while removing city authority.

Presented by the General Government/Human Resources Committee

Z. Water Utility Rate and Fund Assistance

Legislation:

The League will work during the 2021 legislative session to provide water utility funding assistance for ratepayers that are experiencing ongoing or recent economic hardships. In addition, the LOC will work to identify opportunities for additional investments in public infrastructure, including water supply, wastewater treatment, stormwater management, green infrastructure opportunities and resilience for water systems. Finally, the LOC Water & Wastewater Policy Committee has identified a need for additional, targeted grant funding assistance that will benefit smaller communities. This includes additional funding to conduct rate studies, feasibility studies and funding to help communities comply with new regulatory requirements, including the requirement to include a seismic risk assessment and mitigation plan within regular water master plan updates.

Background:

In response to economic impacts associated with the spread of COVID-19, many of Oregon's drinking water and wastewater utility providers have offered additional assistance to ratepayers. The LOC is aware that most water utility providers have temporarily ceased water service shut offs (disconnections) for non-payment or past due bill collection during this period of economic hardship. Impacts associated with residential ratepayer revenue losses and decreased water consumption from businesses that have either closed or limited operations has resulted in revenue losses for many Oregon water utility providers. Some water utilities have outstanding debt from prior infrastructure investments and have expressed concerns that reductions in revenue may impact the ability to make the ongoing debt payments. In addition, the economic hardships that are being experienced by many Oregonians, especially in low-income and minority communities, will be ongoing; highlighting the need for additional ratepayer assistance investments that focuses on equity and our most vulnerable populations.

The LOC will work to identify funding for water utility ratepayer assistance and will work to establish a framework for the distribution of funds and will seek to ensure that this crisis does not exacerbate existing inequities, especially for Black, Indigenous, other Communities of Color and for rural Oregonians.

In addition, while COVID-19 has created unique revenue challenges for water utility providers, a key issue that most cities continue to face is how to fund infrastructure improvements (including maintaining, repairing and replacing existing infrastructure and building new infrastructure to address capacity and regulatory requirements). Increasing resources in programs that provide access to lower-rate loans and infrastructure-specific grants will assist cities in investing in vital infrastructure improvements which will also help bolster economic recovery. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments.

The LOC will pursue additional funding through the state's Special Public Works Fund, which provides funding assistance through Business Oregon for a variety of public infrastructure needs and will explore state bonding capacity opportunities for water-specific infrastructure needs. In addition, LOC will pursue funding for small communities that face regulatory and operational challenges. Examples of small-community funding assistance opportunities may include expanded grant opportunities through existing funding programs and additional funding assistance to help communities with regulatory compliance and engage in utility best practices, including rate studies.

Presented by the Water/Wastewater Committee, endorsed by the Community Development Committee

Acknowledgements

Thank you to all that participated in the policy committee process.

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St. Helens 2020 Strategic Work Plan





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Vision

To provide quality, effective and efficient service to our community.

Mission

- Develop and preserve the highest possible quality of life for residents, businesses, and visitors.
- Provide a safe and healthy environment within a sound economic framework.
- Provide leadership which is open and responsive to the needs of the community and works for the benefit of all.

Goals

- Effective and efficient organization
- Community and civic engagement
- Livable and safe community
- Economic development
- Long-term planning



Executive Summary

We are pleased to present the 2020-2021 City of St. Helens Strategic Workplan. This plan is the result of a series of organizational development workshops, community input and a deeper look at how we can best serve all residents of our city. Through this process, our Council has taken the City's vision and mission to heart, evaluated our goal areas and, in this time of great opportunity, is looking strategically to our future.

About this plan: This annual effort began in 2005 with the development and adoption of a Strategic Plan (Adopted December 2005, Resolution 1417). This workplan adheres to the vision of that first plan and strives to meet that same need: to determine if our City government is structured and working in the best possible manner, to meet the needs of the community and to provide Council and staff a "report card" on how we are doing in leading and serving the City. The work 15 years ago defined the mission of the City which sets our core reason for serving.

Our city is growing rapidly. We have welcomed 2,410 new neighbors since our last strategic plan 15 years ago. Today we serve close to 14,000 residents and are poised to grow rapidly in the next decade. This plan serves as a road map to meet today's needs and lays a strong foundation for the future in service to you, our residents. This plan will guide the work in core goal areas: effective and efficient organization, community and civic engagement, livable and safe community, economic development and long-term planning.

This approach keeps us transparent and holds us accountable to focusing resources on strategies that best serve the needs and aspirations of our community. In the coming years, we will need support and partnership from all across our community to further St. Helens' continued livability, smart growth, and prosperity. Please read the workplan, ask questions and share your input so that we can continue our progress together.

Sincerely,
Rick Scholl, Mayor



GOAL AREA ONE: Effective and Efficient Organization



This goal area reflects our first and most important responsibility. As elected officials and public servants, it is our responsibility to honor our history and hold our City in trust for the future. We have limited resources and our citizens expect that we make the most efficient use of public funds. We strive to provide effective leadership to ensure that residents receive the most value out of every public dollar.



GOAL AREA 1 – EFFECTIVE & EFFICIENT ORGANIZATION		DEPT	DONE BY	ACTION PLAN	CURRENT STATUS
Objective	<u>Create and Maintain an Effective Organization</u>				
Tactic	Review City Goals & Objectives to Prioritize City Projects				
Tactic	Maintain a Balanced and Sustainable Budget				
Tactic	Attend Opportunities in Professional Development				
Tactic	Review City Organizational Structure				
Project	Update Council Roles/Rules/Responsibilities	Admin	Nov 2020	PDF LINK	In Process
Project	Update/Review Internal Organizational Chart	Admin	Nov 2020	PDF LINK	In Process
Project	Review all Job Descriptions for FLSA Updates	Admin	Dec 2020	PDF LINK	In Process
Project	Create On/Off Boarding Process for Internal Employees	Admin	Aug 2020	PDF LINK	In Process
Project	Create On/Off Boarding Process for Council/Commissioners	Admin	Nov 2020	PDF LINK	In Process
Project	Review Rules/Roles for City Commissions and Boards	Admin	Nov 2020	PDF LINK	In Process
Tactic	Attend Regional Meetings and Represent the Community				
Objective	<u>Recruit and Retain Talented Staff</u>				
Tactic	Review Wage & Benefits with Comparable Cities				
Project	Update Personnel & IT Policies	Admin	Sept 2020	PDF LINK	In Process



GOAL AREA 1 – EFFECTIVE & EFFICIENT ORGANIZATION		DEPT	DONE BY	ACTION PLAN	CURRENT STATUS
<u>Objective</u>	<u>Maintain a Professional and Effective City Council</u>				
Tactic	Provide Support and Guidance for Commissions				
Project	Review Job Descriptions to Provide Support for Commissions	Admin	Nov 2020	PDF LINK	In Process
Project	Review Rules/Roles for City Commissions	Admin	Nov 2020	PDF LINK	In Process
Tactic	Attend Opportunities in Professional Development Trainings				
Project	Media Training for Council and Commissions	Admin	Dec 2020	PDF LINK	In Process



GOAL AREA TWO: Community and Civic Engagement



In this goal we outline how we will support and promote opportunities for community engagement. We strive to build a sense of community and preserve our small-town feel. This goal prioritizes open and accountable city government through effective communication to foster active citizen participation. The relationships with other local and regional jurisdictions, state and federal partners is critically important to the quality of life in our community. This goal recognizes that we can't do it alone: engaged community members and strong partners are key to success.



GOAL AREA 2 – COMMUNITY AND CIVIC ENGAGEMENT		DEPT	DONE BY	ACTION PLAN	CURRENT STATUS
Objective	<u>Be Responsive to Community Needs</u>				
Objective	<u>Expand Communication Efforts</u>				
Tactic	Encourage & Build Collaboration with Organizations				
Project	Explore Video Communication Channel	Admin	Dec 2020	PDF LINK	In Process
Project	Create a Strategic Communications Plan	Admin	June 2021	PDF LINK	In Process
Objective	<u>Expand Civic Participation</u>				
Tactic	Explore Opportunities to Enhance Civic Participation				
Project	Recreation Community Meeting Nights	Rec	Dec 2021	PDF LINK	In Process
Project	2020 Community Survey	Admin	Sept 2020	PDF LINK	In Process



GOAL AREA THREE: Livable and Safe Community



Our primary duty is to the people we serve. This goal area focuses on the needs of a growing community. It guides how we grow by addressing infrastructure needs, including upgrades, modernization, and replacement of existing structures that we all depend on. Public Safety is a key objective that directly relates to our city's livability. It is critical that we partner with the community to ensure public safety and infrastructure systems that can meet community needs well into the future.



GOAL AREA 3 – LIVABLE AND SAFE COMMUNITY		DEPT	DONE BY	ACTION PLAN	CURRENT STATUS
Objective	Create and Maintain a Safe Community				
Tactic	Improve Safety throughout the Community				
Project	North Vernonia Sidewalk Installation	PW	July 2021	PDF LINK	In Process
Project	5 th Street Trail Grant Project	Planning	COMPLETED	COMPLETED	COMPLETED
Project	Safe Routes to School – Col. Blvd. from Gable-Sykes Grant Project	PW	Dec 2021	PDF LINK	In Process
Project	Develop/Improve Internal Police Operations	PD	Jun 2021	PDF LINK	In Process
Project	Decrease Crime Incidents by 5%	PD	Jun 2021	PDF LINK	In Process
Project	Increase Traffic Safety and Reduce Traffic Accidents by 5%	PD	Jun 2021	PDF LINK	In Process



GOAL AREA 3 – LIVABLE AND SAFE COMMUNITY		DEPT	DONE BY	ACTION PLAN	CURRENT STATUS
Objective	<u>Maintain Safe and Inviting Public Services and Facilities</u>				
Tactic	Improve Public Services and Facilities				
<i>Project</i>	<i>Build/Create a Financially Stable Rec Program</i>	Rec	Dec 2021	PDF LINK	In Process
<i>Project</i>	<i>Campbell Park Improvement Grant Project</i>	PW	Dec 2021	PDF LINK	In Process
<i>Project</i>	<i>Godfrey Park Improvement Project – New Installations</i>	PW	July 2021	PDF LINK	In Process
<i>Project</i>	<i>McCormick Park Improvement Project – New Installations</i>	PW	Dec 2021	PDF LINK	In Process
<i>Project</i>	<i>Gable Road Improvement Project – Sidewalk & Widening</i>	PW	July 2020	PDF LINK	In Process
<i>Project</i>	<i>Creation of a Makerspace Lab</i>	Library	Sept 2020	PDF LINK	In Process
<i>Project</i>	<i>Columbia Center Improvements – Building Updates</i>	Library	Sept 2020	PDF LINK	In Process
<i>Project</i>	<i>Replace Steel Water Mains – Tualatin, Little, N. 11th</i>	PW	July 2021	PDF LINK	In Process
<i>Project</i>	<i>Water Main Replacement – N. 7th, N. 9th, N. 11th</i>	PW	COMPLETED	COMPLETED	COMPLETED
<i>Project</i>	<i>Gable/Old Portland Rd. – Hwy 30/Milton Creek Bridge</i>	PW	Aug 2021	PDF LINK	In Process
<i>Project</i>	<i>Utility Billing & Court Building Improvement - Facade</i>	Admin	Aug 2021	PDF LINK	In Process
<i>Project</i>	<i>CDBG – Columbia County Food Bank Grant</i>	Planning	Mar 2021	PDF LINK	In Process



GOAL AREA FOUR: Economic Development



This goal area seeks to build a solid economic foundation for a strong, diverse, and sustainable local economy. Objectives in this area focus on streamlining the permitting process and internal capacity while preparing for new businesses to locate here. The focus is on taking advantage of our outstanding location in the region and our relationship with the Columbia River. We are on the cusp of a riverfront revival and are putting systems in place to promote and encourage development of the Riverfront area as a vibrant, accessible economic center and destination for residents and tourists.



GOAL AREA 4 – ECONOMIC DEVELOPMENT		DEPT	DONE BY	ACTION PLAN	CURRENT STATUS
Objective	<u>Develop Policies and Programs to Promote Economic Development</u>				
Tactic	Review City Policies and Program to Promote Economic Development				
Project	Update Business License Codes/Rules/Forms	Finance	Oct 2020	PDF LINK	In Process
Project	Update Website for Businesses (Current and New)	Finance	Oct 2020	PDF LINK	In Process
Project	Code Amendment – Housing / State Mandates	Planning	Sept 2020	PDF LINK	In Process
Project	E-Permitting Installation	Building	Sept 2020	PDF LINK	In Process
Project	Digitized Aerial Imaging	PW	July 2021	PDF LINK	In Process
Tactic	Review Process throughout Community Development				
Objective	<u>Develop City Owned Property for Development</u>				
Tactic	Create an Industrial Park Development Plan				
Project	Industrial Park - 1 - ACSP Partition	Community Dev.	Sept 2020	PDF LINK	In Process
Project	Industrial Park - 2 - Overall Master Plan	Community Dev.	Sept 2020	PDF LINK	In Process
Project	Industrial Park - 2 – Marketing IGA with Port	Community Dev.	COMPLETED	COMPLETED	COMPLETED
Project	Industrial Park - 2 - Topography Study	Community Dev.	TBD	PDF LINK	Not Started



GOAL AREA 4 – ECONOMIC DEVELOPMENT		DEPT	DONE BY	ACTION PLAN	CURRENT STATUS
Objective	<u>Develop City Owned Property for Development</u>				
Tactic	Create an Industrial Park Development Plan				
Project	Industrial Park - 3 - PGE Substation Planning	Community Dev.	TBD	PDF LINK	Not Started
Project	Industrial Park - 4 - Site Preparation	Community Dev.	TBD	PDF LINK	Not Started
Project	Industrial Park - 5 - Potential Park Creation	Community Dev.	TBD	PDF LINK	Not Started
Tactic	Create a Central Waterfront Development Plan				
Project	Central Waterfront - 1 - Lagoon Study - Phase 1 Study/Outreach	Admin	Sept 2020	PDF LINK	In Process
Project	Central Waterfront - 2 - Lagoon Study - Phase 2 Study/Outreach	Admin	TBD	PDF LINK	Not Started
Project	Central Waterfront - 3 - New WWTP Feasibility Study	Community Dev.	TBD	PDF LINK	Not Started
Project	Central Waterfront - 4 - Frogmore Trestle Planning	Community Dev.	TBD	PDF LINK	Not Started
Tactic	Create a Riverfront District for Development Plan				
Project	Riverfront - 1 - Topography Study	Community Dev.	TBD	PDF LINK	Not Started
Project	Riverfront - 2 - Geotech Study	Community Dev.	TBD	PDF LINK	Not Started
Project:	Riverfront - 3 - Subdivide Parcels & Create Right-of-Way	Community Dev.	TBD	PDF LINK	Not Started
Project:	Riverfront - 4 - Boardwalk Design/Construction	Community Dev.	TBD	PDF LINK	Not Started
Project:	Riverfront - 4 - Infrastructure Design	Community Dev.	TBD	PDF LINK	Not Started
Project:	Riverfront - 4 - Columbia View Park Expansion	Community Dev.	TBD	PDF LINK	Not Started
Project:	Riverfront - 5 - Infrastructure Financing Plan	Community Dev.	TBD	PDF LINK	In Process



GOAL AREA 4 – ECONOMIC DEVELOPMENT		DEPT	DONE BY	ACTION PLAN	CURRENT STATUS
<u>Objective</u>	<u>Develop City Owned Property for Development</u>				
Tactic	Create a Riverfront District for Development Plan				
Project:	<i>Riverfront - 5 - Return on Investment Study</i>	Community Dev.	TBD	PDF LINK	Not Started
Project:	<i>Riverfront - 5 - Marketing Materials for Developers</i>	Community Dev.	TBD	PDF LINK	Not Started
Project:	<i>Riverfront - 6 - Development Solicitation RFP/RFQ</i>	Community Dev.	TBD	PDF LINK	Not Started
Project:	<i>Riverfront - 7 - Infrastructure Construction</i>	Community Dev.	TBD	PDF LINK	Not Started
Project:	<i>Riverfront - 8 - Development Agreements for Parcels</i>	Community Dev.	TBD	PDF LINK	Not Started
Tactic:	Review City-Owned Property for Development				
Project:	<i>Identify Properties for Potential Re-Development</i>	Admin	Sept 2020	PDF LINK	In Process
Project:	<i>Clean up Property Lines on N. 10th/11th Street Bluff</i>	Planning	June 2022	PDF LINK	Not Started
Project:	<i>Grey Cliffs In-Water Facility Planning</i>	Planning/PW	Dec 2021	PDF LINK	In Process
<u>Objective:</u>	<u>Develop Urban Renewal Agency for Economic Development</u>				
Tactic:	Create and Maintain Urban Renewal Agency				
Project:	<i>Update Financial Model for URA</i>	Planning	Sept 2020	PDF LINK	In Process



GOAL AREA FIVE: Long-Term Planning



This approach keeps us transparent and holds us accountable for focusing resources on strategies that best serve the needs and aspirations of our community. As we grow, we recognize that planning, maintenance, and strong internal systems are key components to a successful and thriving community.



GOAL AREA 5 – LONG TERM PLANNING		DEPT	DONE BY	ACTION PLAN	CURRENT STATUS
<u>Objective</u>	<u>Maintain Effective Master Plans and Facility Plans</u>				
Tactic	Create and Maintain Enterprise Master Plans				
Project	Update Sewer Master Plan	PW	Dec 2021	PDF LINK	In Progress
Project	Update Storm Master Plan	PW	Dec 2021	PDF LINK	In Progress
Project	Update Water Master Plan	PW	Dec 2022	PDF LINK	Not Started
Project	Update Parks Master Plan	Planning	Dec 2021	PDF LINK	Not Started
Project	Police Facility Plan	Admin	Dec 2020	PDF LINK	In Process
<u>Objective</u>	<u>Maintain Reserves for Major Equipment Replacement</u>				
Tactic	Build and Maintain IT Infrastructure for City Operations				
Project	IT Infrastructure Upgrades at all City Facilities	Finance	Jun 2021	PDF LINK	In Process
<u>Objective</u>	<u>Maintain City Municipal Code to Guide/Enforce City Policy</u>				
Tactic	Identify Potential Changes/Updates to Municipal City Code				
Project	Flood and Accessory Structures Code Amendments	Planning	Dec 2020	PDF LINK	In Process
Project	Floating Structure Code Amendments	Building	TBD	PDF LINK	In Process
Project	Building Code Enforcement Process Review	Building	TBD	PDF LINK	In Process



FUTURE IDENTIFIED PROJECTS

FUTURE IDENTIFIED PROJECTS		DEPT	ESTIMATE COST
Project	Increase Open Hours for Public Library	Library	Unknown
Project	Build a Program for Elimination of Overdue Fines	Library	Unknown
Project	Build a Program for Free Library Cards for all Students	Library	Unknown
Project	Build a Program for Free Library Cards for all Educators	Library	Unknown
Project	Library Facility Master Planning	Library	\$50,000
Project	Courier Service Between Columbia County Libraries	Library	Unknown
Project	City Hall Facility Master Planning	Admin	\$50,000
Project	City Operated Utility – Fiber Connection	Admin	Unknown
Project	Police Station Bond Campaign	Admin	Unknown
Project	Records Retention – Implementation	Planning	Unknown
Project	Planning Pamphlets Update	Planning	\$1,000
Project	Code Amendments – Food Carts / Truck Rules	Planning	Unknown
Project	Install Millard Rd. Entry Sign	Planning	Unknown



FUTURE IDENTIFIED PROJECTS		DEPT	ESTIMATE COST
Project	<i>N. 7th/N. 8th Drainage Improvements</i>	Public Works	\$200,000
Project	<i>Install Liner in 48" Lagoon Bypass Line</i>	Public Works	\$120,000
Project	<i>N. 4th St. Storm Extension</i>	Public Works	\$500,000
Project	<i>Columbia Boulevard Storm</i>	Public Works	\$400,000
Project	<i>1st St. & Columbia Blvd Intersection Improvements</i>	Public Works	\$500,000
Project	<i>Extend S. 1st Street to Wyeth</i>	Public Works	\$250,000
Project	<i>Deer Island Road Improvements</i>	Public Works	\$1,500,000
Project	<i>S. 12th Street Improvements</i>	Public Works	\$750,000
Project	<i>Sykes Rd. Improvements</i>	Public Works	\$2,500,000
Project	<i>N. Vernonia Rd. Widening</i>	Public Works	\$750,000
Project	<i>Columbia Boulevard Bulb Outs</i>	Public Works	\$3,500,000
Project	<i>Columbia Boulevard Gateway</i>	Public Works	\$500,000
Project	<i>McCormick Park Frontage Sidewalks</i>	Public Works	\$75,000
Project	<i>Columbia Blvd. Sidewalks</i>	Public Works	\$1,750,000
Project	<i>Sykes Rd. Sidewalks</i>	Public Works	\$300,000
Project	<i>Upgrade Intersection at Plymouth & Old Portland Rd.</i>	Public Works	\$2,000,000



FUTURE IDENTIFIED PROJECTS		DEPT	ESTIMATE COST
Project	Old Portland Rd. & S. 18 th Roundabout	Public Works	\$2,000,000
Project	Old Portland Rd. & Port Ave. Reconfiguration	Public Works	\$1,000,000
Project	Aubuchon Sidewalks	Public Works	\$250,000
Project	Milton Creek Bridge Replacement	Public Works	\$1,200,000
Project	River St. to S. 2 nd Roadway Extension	Public Works	\$500,000
Project	Bradley, Park & S. 13 th Street Waterline Replacements	Public Works	\$300,000
Project	New 4MG Reservoir and Transmission Main	Public Works	\$10,000,000
Project	Increase Capacity at Water Filtration Facility	Public Works	\$2,000,000
Project	Relocate WWTP	Public Works	Unknown
Project	Develop Incentive Program to Remove Storm Sump Pumps	Public Works	\$100,000
Project	Resolve Five-Property Party Line on S. 20 th Street	Public Works	\$200,000
Project	Relocate Pump Station #11	Public Works	\$1,500,000
Project	Upsize Pump Station #4	Public Works	\$600,000
Project	Upsize South Trunk Sewer	Public Works	\$1,500,000
Project	Interceptor Trunk Main Upgrades	Public Works	\$250,000



FUTURE IDENTIFIED PROJECTS		DEPT	ESTIMATE COST
Project	Middle Trunk Sanitary Upgrades	Public Works	Unknown
Project	Install Floating Pier for Fishing & Non-Motorized Boat Launch	Public Works	\$75,000
Project	New Restrooms at Heinie Heumann Park	Public Works	\$150,000
Project	New Restrooms at Civic Pride Park	Public Works	\$150,000
Project	New Restrooms at 6 th Street Park	Public Works	\$150,000
Project	McCormick Park Softball Field Improvements	Public Works	Unknown
Project	Public Works Facility Master Planning	Public Works	\$35,000
Project	Seismic Upgrades – Milton Creek at Pittsburg Rd. Bridge	PW	Unknown

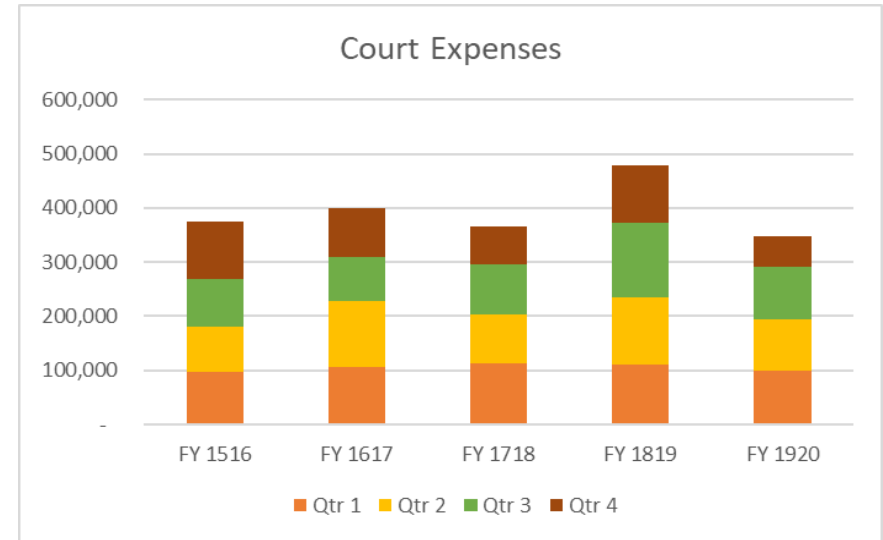
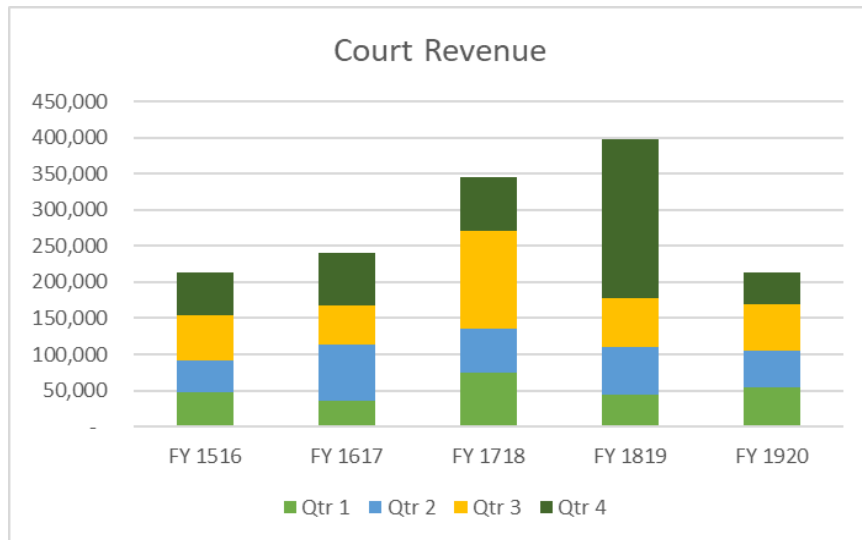
To: City Council
RE: Municipal Court Report 7/1/19 – 6/30/20



Quarterly Report of Municipal Court Operations:
Matt Brown – Assistant City Administrator
Amy Lindgren – City Judge
Sam Erskine – City Prosecutor

Over the last 2 years, the Municipal Court has gone through a revitalization process that saw the review of court procedures and staffing both internally and contractors (Judge & Prosecutor). Over the past 2 years, the Court Department has reviewed old files, updated collection procedures, and finalized many pending charges held as liabilities to the City. The results of those past 2 years are shown financially in FY 1718 and FY 1819 with the higher-than-normal revenue shown below. Additional court expenses were seen in mostly FY 1819 when additional time was needed for our Judge/Prosecutor as well as overtime for internal staff to ensure that items were finalized as we went into fiscal year 1920. Revenue returned to a more normal yearly amount along with reduced expenses from previous years (roughly \$30k in savings). Staff is starting to use our new Court software and I do not have updated statistics for FY 1920 regarding types of tickets issued or clearance rates. I expect to have a more in-depth report by our next meeting. Overall, I am very pleased with the staffing and contractors that you have allowed to work in your Municipal Court and am eager to see them continue their hard work and dedication.

City Prosecutor Sam Erskine and City Judge Amy Lindgren will report independently and be available for any questions you may have.





265 Strand Street, St. Helens, OR 97051
phone: 503.397.6272 fax: 503.366.7932
www.ci.st-helens.or.us

July 9, 2020

ST. HELENS MUNICIPAL COURT BI-ANNUAL REPORT

I. Court Operations Due to COVID-19

COVID-19 certainly took everyone by surprise and the Chief Justice of the Oregon Supreme Court issued a number of orders limiting court operations due to the pandemic. The orders applied to circuit courts, not municipal courts. However, we chose to comply with the directives of the Chief Justice's Order to protect the health and safety of court staff and the general public. Most of the municipal courts in the state completely shut down beginning in March. I am proud to say that because of earlier measures taken over the last two years to go digital with the jail, the court was able to maintain operations for criminal cases. I felt it was important to public trust that the court continue to process and handle criminal cases.

Although the municipal court continued to operate, from mid-March to June the courtroom itself was closed to the general public. I was able to continue virtual hearings through a video feed and over the phone. Ms. Payne and/or Ms. Messenger were the only ones in the courtroom with me while the record was on. Mr. Erskine, the defense attorneys, and defendants all appeared virtually. The continued court operations would not have been possible without the amazing teamwork and commitment of all the parties (Ms. Payne, Ms. Messenger, Mr. Erskine, Ms. Heil and Mr. Root). Ms. Heil and Mr. Root bore the brunt of the changes since they had to track their clients down, ensure that the clients were prepared with the proper documents filled out and also get their client connected online or over the phone. I am truly grateful for everyone's hard work and, because of it, the municipal court has seen little backlog due to the COVID-19 pandemic.

The court has had to make a number of modifications, however, because of the closure of outside agencies and internal safety precautions outlined below:

1. **Jail Bookings:** Columbia County Jail was not accepting inmates to serve sentences or arrests on warrants from March through early June for misdemeanor cases. To accommodate the jail, defendants were ordered to turn themselves into the jail once it reopened. When a defendant was arrested on a warrant, he/she was cited to appear in court rather than arrested and the warrant was cleared.
2. **Court Obligations:** Work Crew, community service and classes were shut down as well. Work crew is running again, however, many non-profits are still closed and the in-

person classes remain shut down. The Court found a few alternative options for online classes when the referral is appropriate. Also, defendants have all been given extensions for their obligations due to the COVID-19 closures.

3. **Traffic Violations:** The court reset all traffic violations that were set from mid-March through early June. The court is scheduled to handle all the reset traffic violations on Thursday, July 16th. After those hearings, there will not be any backlog due to the COVID-19 pandemic.
4. **Driver's Licenses:** Driver's license suspensions for failure to pay have been eliminated for the time being. On October 1, 2020, the Court will no longer be able to suspend driving privileges for failure to pay due to HB 4210. However, the court will remain able to suspend licenses for failure to appear in court.
5. **Collections Cases:** Matt Brown and I decided to hold off sending the backlog of collections cases to Western Collections due to the pandemic because of the severe financial impact many Oregonians are facing. Once the emergency order is removed, the cases will be forwarded to Western Collections.
6. **Courtroom Protocol:** In the courtroom, there is a limited number of people allowed in the room. Everyone is spaced out at least 6 feet apart and everyone, including staff, are required to wear masks unless there is an exemption requested. Thus far, no requests for exemptions have been made. Additional safety measures include the following: everyone entering must answer a series of questions related to his/her exposure to COVID-19, mandatory hand sanitization, and temperatures are taken. Also, the city installed plexiglass barriers between the clerk's desk and defendants. As scientists learn more about the spread of the virus, the court may take additional precautions to protect the staff and public. This may include closing the courtroom again and conducting remote hearings.

II. **Truancy Court Possibility**

A number of municipal courts in Oregon have truancy court programs. With the school closures and remote learning last spring, I believe a truancy court could be a valuable tool to make sure children, particularly lower income children, are attending school and not falling between the cracks.

If City Council is interested in this possibility, we can research it further. The police department conducted some preliminary research outlined on the following page. There appears to be some need in Columbia County at this point since the Juvenile Department is only handling truancy issues with juveniles actively in the system. The next step would be to reach out to the Superintendent and Northwest Regional Education Service District (NWRESA) to see what resources and enforcement they are currently doing.

Truancy Court Research by PD

The administration at St. Helens Middle School, specifically Mark Janke, was the first to admit that truancy cases are no longer referred to the courts. He said that has not been the process for the last couple of years. He said that they handle truancy, “in house” by contacting the family and offering them suggestions and support.

That being said, Janke discussed the process that the St. Helens School District used prior to the last couple of years. That process is as follows:

1. A letter is sent to the family regarding the truancy and the school’s concern
2. A Truancy Officer, who is employed by the Northwest Educational Service District (NWESD), does a home visit to further discuss the school’s concerns with the family
3. The Truancy Officer sets a mandatory meeting with the family and school district staff
4. The Truancy Officer issues a citation for the family to appear in court
5. The court (Circuit Court, Judge Grant) gives the family additional warnings and time to improve
6. If the family does not adhere to those warnings a fine can result

The Middle School Administration was under the impression Juvenile Department only becomes involved if the juvenile already has open cases with the Juvenile Department. I spoke to the Juvenile Department (Liz Ring) and she said that the department typically stays out of the truancy proceedings. She said that occasionally the Juvenile Department is involved with a “beyond parental control petition” but that those are largely ineffective. She said that the Juvenile Department and Judge are not able to do anything if the parents do not adhere to the stipulations.

Law-Enforcement does not have a role in this process and does not typically get reports of truancy; In my five years at the agency including one as School Resources Officer, I have not responded to a truancy call/complaint.

In the short-term I think a truancy program would create some additional work for the SRO positions, depending on what all their involvement entails. I do think that the SRO being involved would be a positive thing and that the involvement of law-enforcement could help deter future truancy. I think the truancy program would be most-effective as a collaboration between the schools, courts and law-enforcement.

I have also reached out to Superintendent Stockwell to get his feedback on the topic. I have not heard back from him at this time. I have been advised that he is primarily working from home. On 5-11-2020 I sent Stockwell an email with some basic questions regarding the truancy program. On 5-12-2020 district employee Stacey Mendoza said that she was talking to Stockwell and would advise him of my email. I will update you with his stance on the topic when I am able to connect with him.

2020 Prosecution Update

Mayor Scholl and Council Members:

The prevailing narrative of this update, as I am sure it is with many updates you receive these days, concerns the impact of the COVID-19 pandemic and its associated consequences on the court and prosecution operations. I imagine that Judge Lindgren will share with you some information about the continued operation of the court during the pandemic, but I want to briefly re-emphasize in my report the significance of this accomplishment. It is my belief that maintaining continual operation of the court provided significant financial savings to the city as a result of avoiding the complications and logistical difficulties associated with closing and re-opening, which would have undoubtedly consumed a considerable amount of staff time. It also represented a bright spot of continuity of 'normal' life during what was (and continues to be) a difficult period for everyone.

I also want to take a paragraph to acknowledge Chief Greenway's and SHPD's response both to pandemic-related issues and to the innumerable challenges presented by responding to the nationwide protest-related issues that also touched St. Helens during the past few months. I had the opportunity to attend an inter-agency meeting led by Chief Greenway that was meant to coordinate the local response to some of these issues and I came away from that meeting incredibly impressed by Chief Greenway's leadership and thoughtfulness, and also by the tireless work and positivity of the SHPD officers supporting him. I apologize for the simplicity of the comparison (and for the lack of meaning to any non-basketball fans), but I left that meeting thinking that Chief Greenway was demonstrating Gregg Popovich-like commitment to preparation and leadership. I really cannot sing his (and SHPD's) praises high enough for how these difficulties were handled.

To close, it bears mentioning that the court faces a number of imminent logistical difficulties with respect to conducting jury trials under the ever-changing conditions presented by the pandemic. As with any other organization, continuing adaptability will be essential to overcoming these difficulties, and I am committed to being as adaptable as I can be in my role as city prosecutor. As you can see from the numbers below (taken from my records), criminal case referrals have continued to come in, albeit with some amount of ebb and flow:

Criminal Cases Referred by Month (2020)

January – 37
February – 13
March – 16
April – 15
May – 38
June - 15

Thank you for the opportunity to present you with this brief written update. If there are any requests for additional information or follow-up based on the information presented here, I will be happy to try to provide responsive information in whatever format might be requested.

I hope you all are healthy and wish the best for each of you and your families.

Sincerely,
Sam Erskine

CITY OF ST. HELENS
Financial Report
7/1/19 - 6/30/20

For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a “true cost” outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance; that difference is Contingency and Unappropriated Fund Balance which are not included with the expenditures.

For all graph representations; **BLUE** = Budget **RED** = Actuals

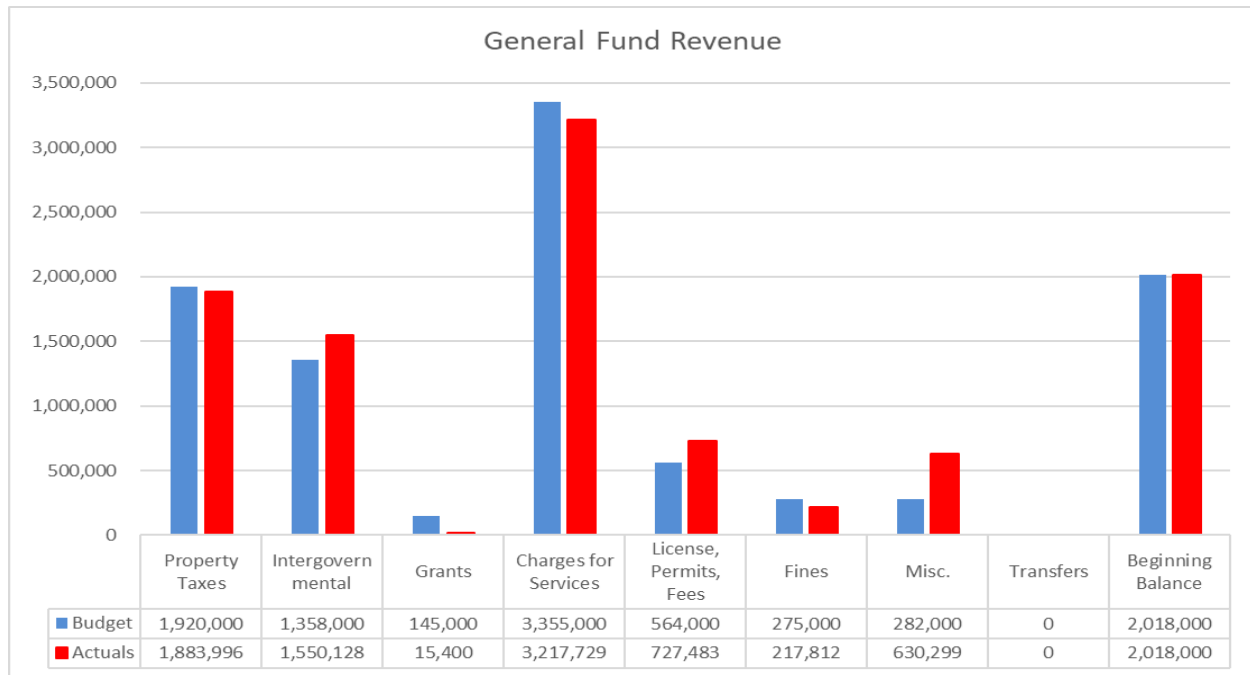


General Fund – Revenue

The City has received 103% of the budgeted revenues for the fiscal year.

Budget Revenue = 9,917,000

Actual Revenue = 10,260,847

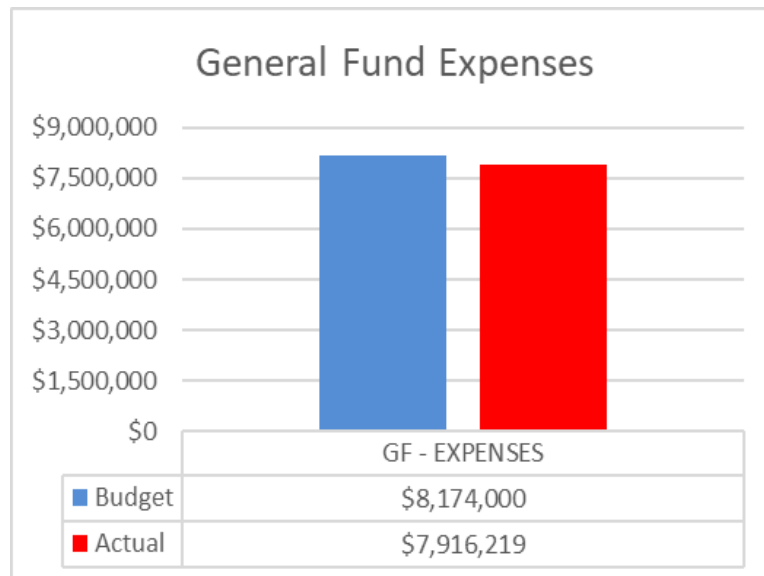


General Fund – Expenses

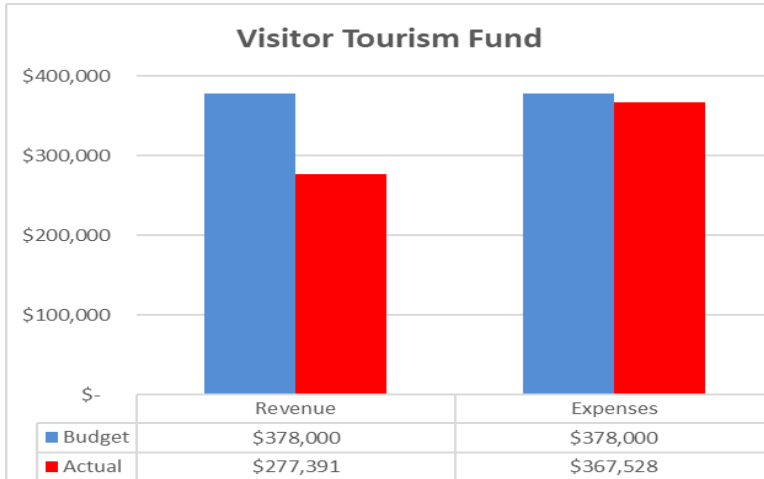
The City spent 96% of the budgeted expenses for the fiscal year.

Budget Expense = 8,174,000

Actual Expense = 7,916,219

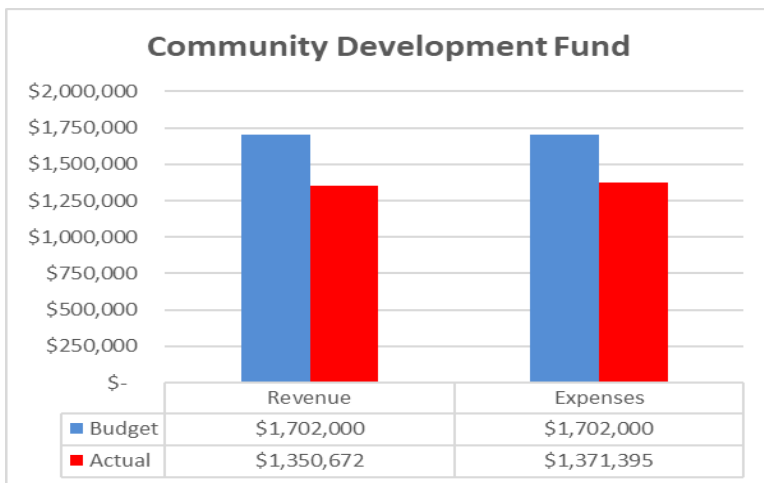


SPECIAL REVENUE FUNDS



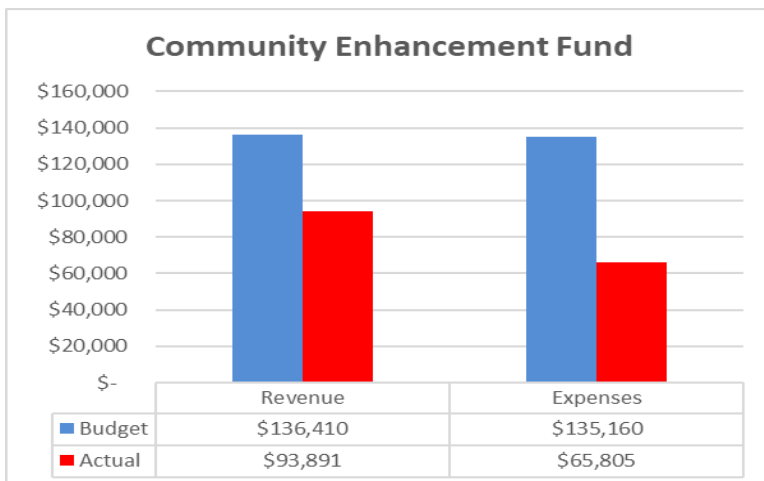
Notes:

- Tourism moved to Community Development Fund as a separate department
- *Future review/discussion of Revenue & Expense guidelines for City & Contractor*



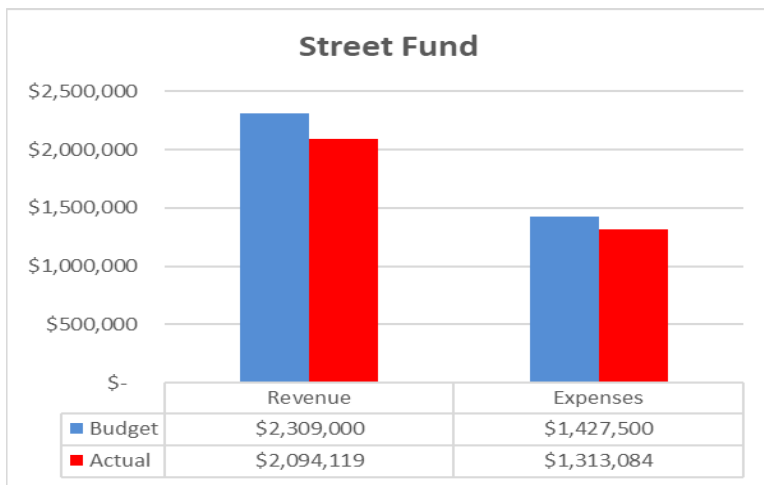
Notes:

- Need to discuss future Timber cutting for revenue. This revenue is used to help with costs of Riverfront, Central Waterfront, and Industrial Park development.
- *Future review/discussion of Revenue & Expense guidelines for City*



Notes:

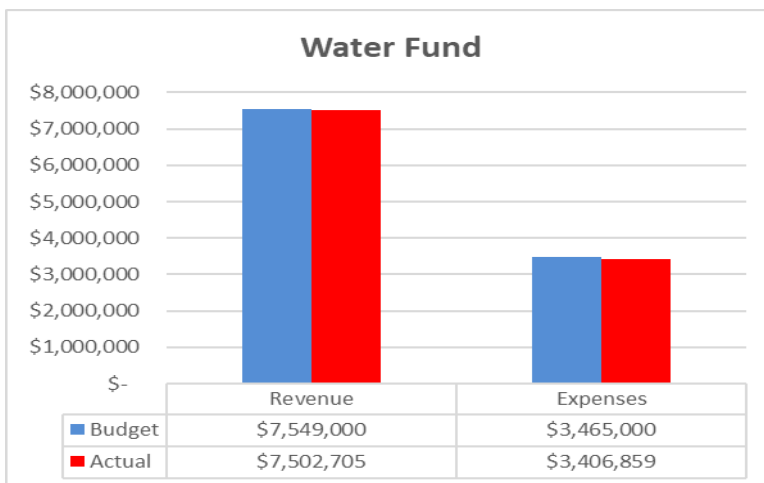
- This is mainly used by special revenue/expense restricted uses (like Grants) and is mainly utilized by the Library.



Notes:

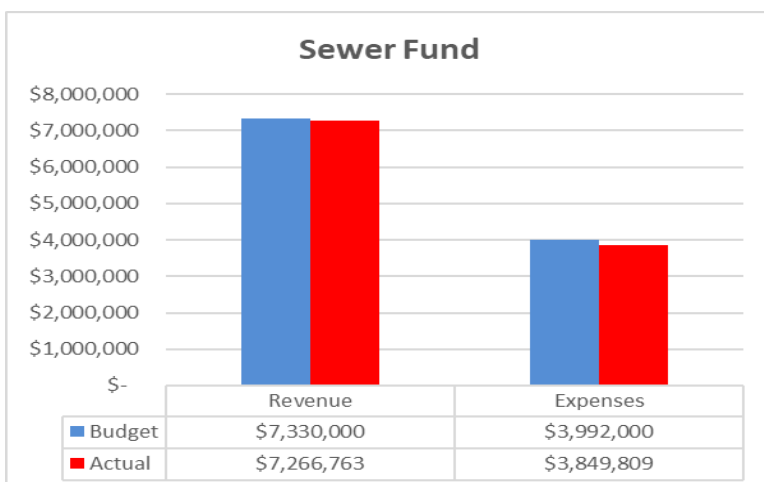
- Motor Vehicle Tax came in to 94% based on our budgeted revenue. City expects a small collection % in the future years. This will impact future capital projects that have been identified on the 5-year Capital Improvement Plan.
 - Intersection Improvements on 1st & Old Portland Rd. put on hold (\$500k cost)

ENTERPRISE FUNDS



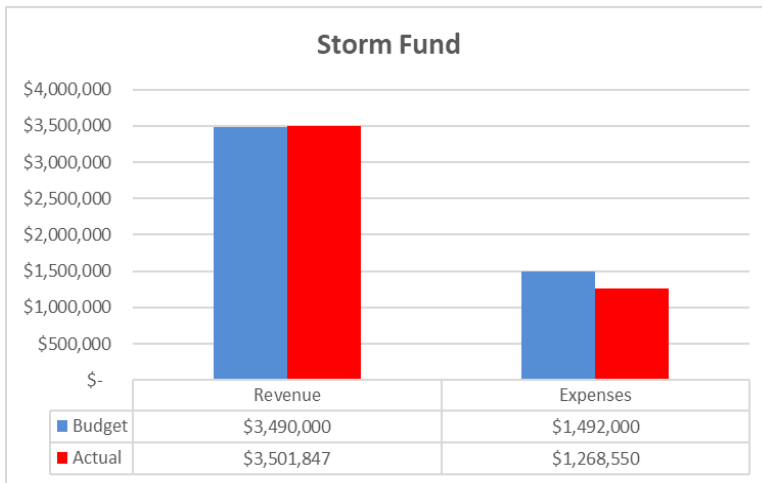
Notes:

- Water utility revenue came in at 95%



Notes:

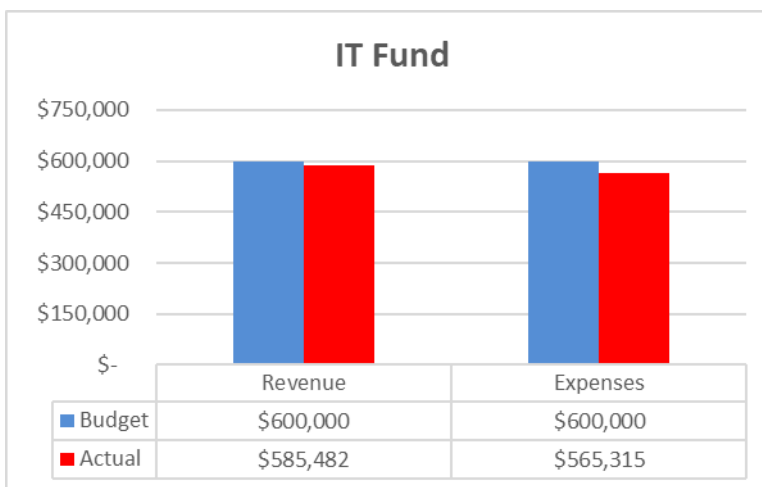
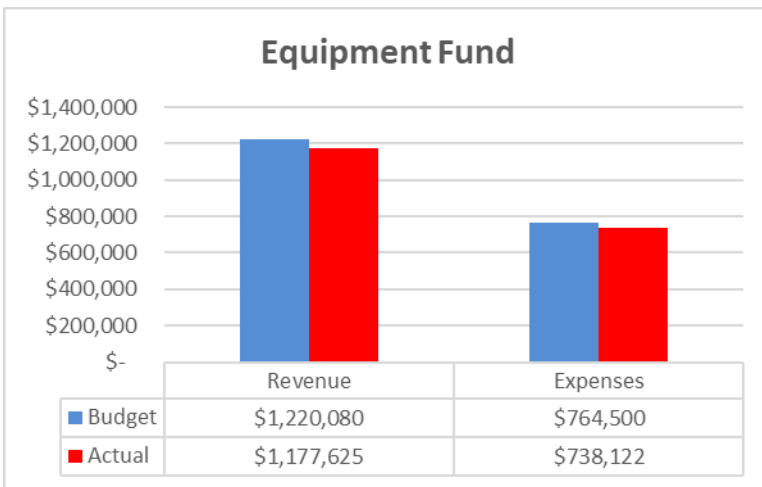
- Sewer utility revenue came in at 96%



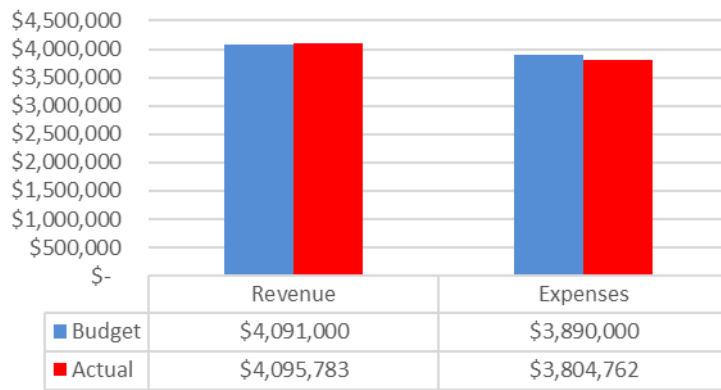
Notes:

- Storm utility revenue came in at 102%

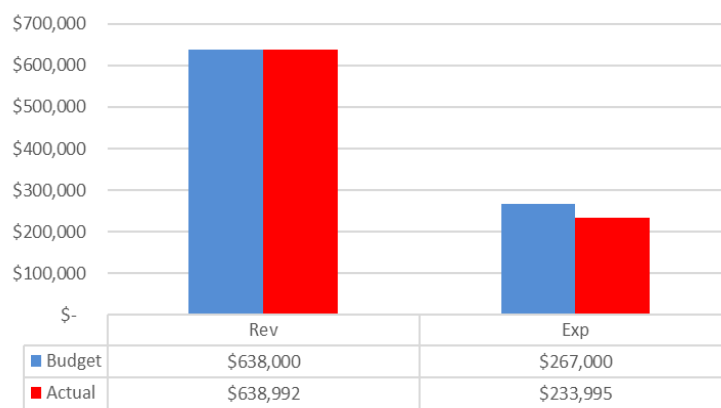
INTERNAL SERVICE FUNDS



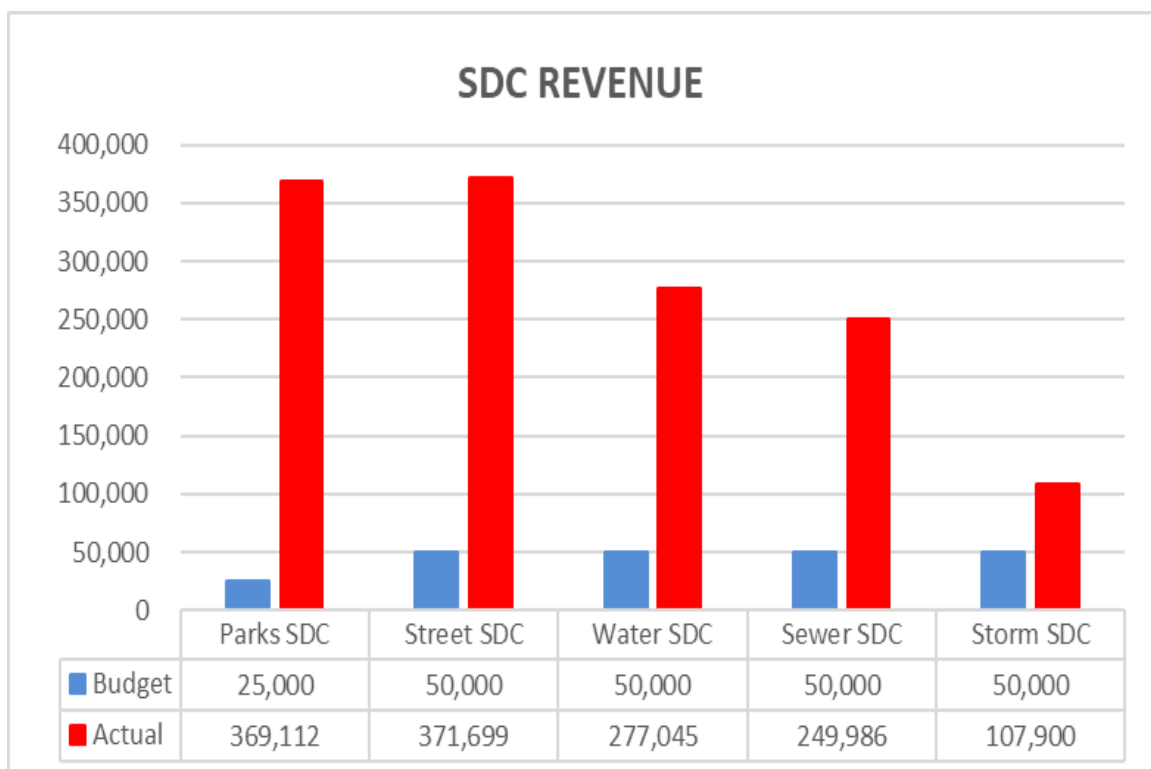
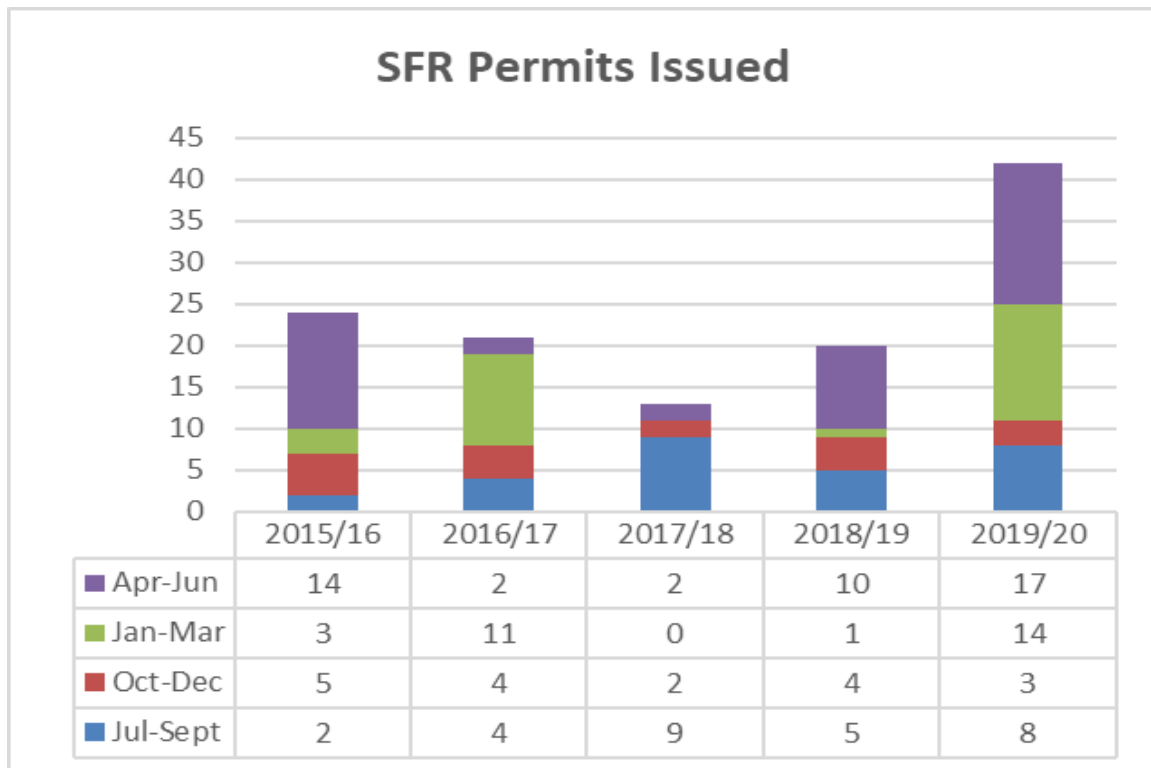
Public Works Operations



Facility Fund



COMMUNITY DEVELOPMENT - FYI



PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Admin
City Council Goal / Tactic:	Goal 1 – Create and Maintain an Effective Organization
Project Summary:	Review all Job Descriptions for FLSA Updates
Estimated Completion:	December 2020
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">• The City needs to send job descriptions to LGPI for FLSA Updates. This will help confirm that job descriptions are/are not exempt as it relates to State of Oregon and Federal rules/laws.	
2. Current Status of Project: <ul style="list-style-type: none">• Need to send Job descriptions.	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">• Just need to send/wait for LGPI to review	
4. Estimated Cost of Project: <ul style="list-style-type: none">• Minimal costs to project. Small costs for LGPI to review.	
5. Barriers to Complete: <ul style="list-style-type: none">• There are no barriers to complete this project.	

PROJECT ACTION PLAN

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Lead Department:	Admin
City Council Goal / Tactic:	Goal 1 – Create and Maintain an Effective Organization
Project Summary:	Create On/off boarding process for Staff
Estimated Completion:	August 2021

ACTION PLAN

1. Background of Project:

- In past practice there has been a loosely followed on-boarding process for staff members and minimal or no on-boarding process for Commission Members and/or City Councilors. The goal of this project is to identify the needs and process for future incoming staff, commission members and city councilors.

2. Current Status of Project:

- In process of creating a list of all on-boarding activities and on-boarding activities identified by each department that is identified and assigning to specific staff within the department to fulfill and sign-off on items that are listed.

3. Strategic Steps to Accomplish Project:

- Staff is currently meeting between City Recorder (HR), Finance, IT, and Administrator/Department Managers that help oversee Commissions throughout the City.

4. Estimated Cost of Project:

- This project should have no financial impact on the City other than future printing costs

5. Barriers to Complete:

- There are no barriers to complete this project and I anticipate completing this project earlier then estimated.

PROJECT ACTION PLAN

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Lead Department:	Admin
City Council Goal / Tactic:	Goal 1 – Create and Maintain an Effective Organization
Project Summary:	Update Personnel and IT Policies
Estimated Completion:	September 2020
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">• The City needs to review/update Personnel Policies and IT Policies city wide. This has not been done for several years.	
2. Current Status of Project: <ul style="list-style-type: none">• Personnel Policy updates were completed/approved by Council in June 2020.• IT Policies are still being written/reviewed.	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">• IT Policies should be reviewed internally by Aug 2020.• CIS/Attorney will review IT Policies after that.• City Council would approve IT Policies in September 2020.	
4. Estimated Cost of Project: <ul style="list-style-type: none">• Minimal costs to project. Small costs for attorneys to review.	
5. Barriers to Complete: <ul style="list-style-type: none">• There are no barriers to complete this project.	

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Lead Department:	Admin
City Council Goal / Tactic:	Goal 1 – Create/Maintain an effective Organization
Project Summary:	Review Staff Job Descriptions to provide Support for Commissions
Estimated Completion:	November 2020
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">• In current practice, all but one commission has a staff support liaison to assist in running meetings, preparing meeting agendas and minutes along with several small administrative support functions. This “assignment” is not technically in any job descriptions and is typically assigned by a Department Manager or City Administrator.	
2. Current Status of Project: <ul style="list-style-type: none">• Current Commission Groups and current staff liaison include:<ul style="list-style-type: none">○ Planning Commission – Community Development Administrative Assistant○ Parks & Trails Commission – PW Office Assistant○ Arts & Culture Commission – Administrative Billing Specialist (Potentially Friends of Group?)○ Library Board – Library Assistant○ Budget Committee – Accountant○ Youth Council – no staff assignment (Does this need an assignment?) (Potentially Friends of Group?)	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">• Step 1: Initial meeting to be scheduled with AFSCME for initial discussion (not scheduled yet)• Step 2: Update needed job descriptions• Step 3: Union approval• Step 4: City Council approval	
4. Estimated Cost of Project: <ul style="list-style-type: none">• This project should have little financial impact on the City other attorney review costs (if needed).	
5. Barriers to Complete: <ul style="list-style-type: none">• Updates to job descriptions involve AFSCME Union discussion and agreement. This can potentially impact how long it takes to get this task done with additional meetings.	

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Lead Department:	Admin
City Council Goal / Tactic:	Goal 4 – Develop City Owned Property for Development
Project Summary:	Council Direction on City Owned Property for Development
Estimated Completion:	September 2020
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">• Discussion with City Council for Admin staff to get direction on reviewing a list of currently city-owned property and discussion on any desire to market/sell property for development.	
2. Current Status of Project: <ul style="list-style-type: none">• July 2020 – Initial discussion with Council for staff to review City-Owned property for direction.	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">• 8/19: Council will review/discuss properties and direct staff, if any, properties to earmark for potential marketing/development• Sept-Feb: Staff works internally on potential changes to property and getting marketing materials, appraiser, and potential selling agency on board• Mar: Market properties for selling/development	
4. Estimated Cost of Project: <ul style="list-style-type: none">• Initial costs of appraisals for properties moving forward.• Unknown costs to prepare for selling (internal/external studies, re-zoning process, etc.)• Commission cost if 3rd party real estate company is used	
5. Barriers to Complete: <ul style="list-style-type: none">• Staff time can be limited for any internal processes• No cost barriers for the City	

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Lead Department:	Admin
City Council Goal / Tactic:	Goal 5 – Maintain Effective Master and Facility Plans
Project Summary:	Facility Plans for new Police Station
Estimated Completion:	December 2020
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">• The City has begun a planning and feasibility study on a new potential Police Station. The current Police Station does not meet current/future needs. This planning/feasibility study will select a location and look at multiple financing plans to identify what would be best for the community moving forward.	
2. Current Status of Project: <ul style="list-style-type: none">• Initial site analysis complete – Selected 18th/Old Portland Rd. as 1st option for new PD Station• Currently awaiting Topography study of the area to better assess wetlands around the area	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">• After topography study, Mackenzie Architecture in Portland will begin a more in-depth plan for the building with a floorplan and rendering.• Complete a cost estimate of the building.• Potential 2021 Bond?	
4. Estimated Cost of Project: <ul style="list-style-type: none">• Most of the costs of the study have already been incurred. Additional costs may be involvement with community outreach needs and potential bond marketing materials	
5. Barriers to Complete: <ul style="list-style-type: none">• Having a plan to build a Police Station and then actually building a Police Station are 2 very different discussions. The barriers to finishing the study are minimal and reside mainly on staff/Mackenzie Architecture time. Barriers to building the Police Station will be based on funding requirements.	

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Lead Department:	Admin
City Council Goal / Tactic:	ECONOMIC DEVELOPMENT
Project Summary:	Fiber Service Utility – Feasibility Study
Estimated Completion:	Feasibility Study – likely 6 Months from signed agreement
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">The City has been looking at opportunities for beginning a Fiber Service Utility for the City and potentially surrounding communities of Columbia City and Scappoose. The first step is completing in in-depth feasibility study.	
2. Current Status of Project: <ul style="list-style-type: none">The city did an initial small study on feasibility of a potential fiber service throughout the City. The study looked promising but was only an initial quick study that left many unanswered questions.John and Matt have had numerous meetings with current fiber service entities from Hillsboro, Sandy, Independence/Monmouth/Dallas, Columbia County, Link Oregon, and a highly recommended contractor that does feasibility studies throughout the Country but has done many studies for entities in Oregon.	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">The next logical step is to complete an in-depth study that would outline the entire business opportunity along with potential costs/funding mechanisms available. Once the study is completed, it would help identify the next steps if the Council decided to move forward.	
4. Estimated Cost of Project: <ul style="list-style-type: none">Around \$70,000 will be required to complete the full study. Potential funding could come from surrounding communities (Scappoose, Columbia City), Columbia County, as well as opportunities in State/Federal funding. We are currently looking for funding opportunities.	
5. Barriers to Complete: <ul style="list-style-type: none">The main barrier to get started is the initial funding to complete the study.Once the study is completed, this should identify potential funding opportunities that may be available to begin the actual Fiber construction.	

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Lead Department:	Administration – Finance - UB
City Council Goal / Tactic:	Goal 3 – Maintain Safe/Inviting Public Services & Facilities
Project Summary:	Redo front façade of Utility Billing and Court Department (known as Bennet Building)
Estimated Completion:	TBD – Unknown – Pending Approval

ACTION PLAN

1. Background of Project:

- UB went through a complete interior remodel. Court went through small interior remodel. UB remodel involved redoing HVAC and changing drop ceiling that involved tearing out old HVAC that went into front windows, causing a need for replacement. The window replacement was not on the original Building Permit and was replaced with what is there now. Work stopped when a Planning Commission member did not like the choice of windows.

2. Current Status of Project:

- Planning Department is going to meet with Planning Commission in July/Aug to discuss Historic District Guidelines within municipal code and what is required/requested for façade improvements.

3. Strategic Steps to Accomplish Project:

- Approval from Planning Commission. Past meeting was met with disagreements between staff/commission members on requirements via historic district vs historic buildings vs city municipal code.

4. Estimated Cost of Project:

- Unknown – Pending what is approved by Planning Commission and then ultimately by City Council. Pending requests from Planning Commission, costs could be much higher than originally anticipated.

5. Barriers to Complete:

- Differences of interpretation of municipal code and building requirements in the historic district.
- Cost of potential improvements will need to be approved by City Council once completed (contract out vs PW)

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Lead Department:	Finance
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	Redo Business License Code/Rules/Forms/Process
Estimated Completion:	October 2020

ACTION PLAN

1. Background of Project:

- Municipal code language for business licenses has not been reviewed/rewritten in many years. There is a lot of code language that is outdated or not in use anymore. Along with code changes, the City got new business license software through our new financial software. I am reviewing business license processes to improve efficiency and purpose.

2. Current Status of Project:

- Municipal Code has been re-written and reviewed by staff. Attorneys are currently reviewing language.
- New business license software is in place and starting to be used in Utility Billing

3. Strategic Steps to Accomplish Project:

- Attorneys review and OK for moving forward
- First/Second reading at City Council for approval

4. Estimated Cost of Project:

- Limited cost of Professional Services for attorneys to review municipal code language

5. Barriers to Complete:

- No barriers exist currently

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Lead Department:	Finance
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	Update Website for Businesses (Current and New)
Estimated Completion:	October 2020
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">Updating website to be more business friendly as well as a better driver of bringing economic development into the City. The City lacked several key information characteristics to give current businesses more information on assistance and lacked local demographics/employer information in regard to potentially re-locating a business into St. Helens.	
2. Current Status of Project: <ul style="list-style-type: none">Status is COMPLETED as of July 2020Under “Business & Development”, there is a variety of more information links to provide information to local and potentially incoming businesses.A business directory was added that includes all businesses with business licenses as of 2019 and current 2020 businesses in the St. Helens area.A “Current City Projects” list was created to ensure opportunity for community members to stay up to date with local projects. This list will be updated by staff regularly through myself or our communications officer.	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">Project Completed	
4. Estimated Cost of Project: <ul style="list-style-type: none">Business directory cost is \$300 per year. This is paid for annually from business license revenue. All other updates to website was all done internally at no additional cost.	
5. Barriers to Complete: <ul style="list-style-type: none">None	

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Lead Department:	Admin
City Council Goal / Tactic:	Goal 5 – Maintain Reserves for Major Equipment Replacement
Project Summary:	IT Infrastructure of City Operations
Estimated Completion:	June 2021

ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">As of May 2020, the City chose to move away from Centerlogic IT Services after 10+ years of IT service to the City. Local company, MorePower, was selected as the new IT Service company. The City recently went through an IT event that shows potential vulnerabilities throughout the City, so the IT Department within the City of St. Helens along with MorePower will begin a rebuild of the IT Infrastructure.	
2. Current Status of Project: <ul style="list-style-type: none">Internal IT staff is working daily with MorePower on replacements of computers, servers, cloud infrastructure, email domain server updates, website domain updates, and additional IT services as needed	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">Computer replacement schedule will be updated by end of June 2022 with maximum 5-year replacement schedules for computers/equipment. This is funded through internal charges.Next big IT changeover is the new email server domain and email address change for city employees.WIFI equipment replacement around City Hall and other facilities will begin in July.New IT policies and procedures are being written by internal IT and MorePower. These policies will be reviewed by CIS Insurance, Department Managers then approved by City Council and signed off by each employee as a condition of employment.	
4. Estimated Cost of Project: <ul style="list-style-type: none">Many of the costs will be incurred in the first year as new equipment that was once leased from Centerlogic is purchased new and setup time for new processes and policies are put into place. The costs will go towards needed equipment replacement, cloud infrastructure, wireless hardware, and other variable equipment/software purchases.	
5. Barriers to Complete: <ul style="list-style-type: none">As we continue the rebuild process through this fiscal year, the City may need to incur IT expenses that were unplanned. If any expenses are larger than anticipated, staff will communicate to City Council along with financing options available through internal charges to affected departments.	



P.O. Box 278, St. Helens, OR 97051
 Phone: (503) 397-6272 Fax: (503) 397-4016
 www.ci.st-helens.or.us

BUILDING DEPARTMENT REPORT July 1st, 2019 – June 30th, 2020

Current Department Goals and Projects

ePermitting Software Implementation

- Training
- Data Transfer
- Fee Schedule
- Go live

Electronic Plan Submittal and Review

- Equipment
- Cost

Building Code Enforcement Process Review

- Revise current practices
- Remove conflicting or redundant code

Floating Structures Code Amendments

- Update code
- Provide additional prescriptive methods within code

Permits

The City issued 614 permits during fiscal 2019/2020.

2019/2020													
Permits Issued/Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTALS
Single Family Dwellings	3	3	5	0	0	5	7	4	3	7	3	7	47
Commercial Structural (Includes: Multi-Family Dwellings)	34	13	25	48	9	6	9	12	28	9	5	4	202
Residential Structural	5	7	3	6	7	5	1	8	5	14	6	9	76
Comm/Resid. Mechanical	18	20	12	18	12	13	11	0	10	18	13	21	166
Comm/Resid. Plumbing	15	13	8	11	11	14	3	6	10	17	7	8	123
Totals	75	56	53	83	39	43	31	30	56	65	34	49	614

Plan Reviews

Of the permits issued 217 required a plan review



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Inspections

During the final quarter of the this fiscal year, on average 66 inspections per week.

April- 256 Total – Weekly Average = 57/wk

May- 275 Total – Weekly Average = 69/wk

June- 330 Total – Weekly Average = 83/wk

Michael De Roia
Buiding Official
City of St. Helens
Office: 503-366-8228
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miked@ci.st-helens.or.us



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Lead Department:	Building
City Council Goal / Tactic:	Goal 5 – Long Term Planning
Project Summary:	Building Code Enforcement Process Review
Estimated Completion:	June 2021
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">Review the current practice and policies of code enforcement.	
2. Current Status of Project: <ul style="list-style-type: none">Staff has not started this project yet but plans to begin shortly. There is an opportunity to review organizationally/internally that may allow us to hire/move a Code Enforcement Officer position into the Building Department and possibly combine this with another Inspector position.	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">Review Municipal Code with staff and re-write what changes are necessary.Attorneys review the changes along with State of Oregon (if required)City Council passes	
4. Estimated Cost of Project: <ul style="list-style-type: none">Limited cost with the review of code.Costs of moving FTE of Code Enforcement and potentially another Building Inspector	
5. Barriers to Complete: <ul style="list-style-type: none">Financially, hiring additional personnel will cost the General Fund and City. When ready, I will work with Finance to complete a full cost analysis and discuss options with Finance and City Administrator, then bring a recommendation to City Council when ready.	

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Lead Department:	Building
City Council Goal / Tactic:	Goal 5 – Long Term Planning
Project Summary:	Floating Structure Code Amendments
Estimated Completion:	June 2021

ACTION PLAN

1. Background of Project:

- Review the current practice and policies for code amendments

2. Current Status of Project:

- Project has not yet begun

3. Strategic Steps to Accomplish Project:

- Review and provide recommendations for update
- Provide additional prescriptive methods within code
- Review recommendations with City Administrator and Attorney
- To Council for approval

4. Estimated Cost of Project:

- Limited cost with review of code
- Cost of attorney review

5. Barriers to Complete:

- Allocation of time to complete

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Lead Department:	Building
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	E-Permitting Process (PART 1 of 2)
Estimated Completion:	SEPTEMBER 2020

ACTION PLAN

1. Background of Project:

- The City pays state fees for Building/Planning/Mechanical permits. Through these fees, the State of Oregon has created an E-permitting software that can be used by Cities. This is seen as a more online friendly and electronic way to do standard business practices.

2. Current Status of Project:

- City staff is currently in the process of training and setting up the new software.

3. Strategic Steps to Accomplish Project:

- Training
- Migration of Data from Springbrook
- GIS Data
- Implementation/Go-Live date tentatively scheduled right now for August 2020

4. Estimated Cost of Project:

- There will be additional costs of some equipment, like iPads, to use out in the field as opposed to writing things and reporting on current paper forms. These costs are already included in the Building Department budget.

5. Barriers to Complete:

- Go-Live date is not confirmed and relies heavily on GIS and Springbrook Data. Building Staff training is nearly complete. With new processes for staff and our customer base, there will be a time of adjustment for many individuals and companies that do business with the City of St. Helens. That transition for everyone to get comfortable and gain confidence in the new system will take time, but the overall project should be completed by September 2020.

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Lead Department:	Building
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	E-Permitting Process (PART 2 of 2)
Estimated Completion:	September 2021
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">With the ePermitting implementation, new pathways are available to provide electronic plan submittal and review. This is the trend of the construction industry and has become even more evident of its value during the COVID-19 pandemic	
2. Current Status of Project: <ul style="list-style-type: none">Prioritize the types of electronic services to provide.	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">Prioritize serviceEstablish standards and policy surrounding submittal and reviewSet up required equipmentImplement	
4. Estimated Cost of Project: <ul style="list-style-type: none">There will be cost for equipment. However, a technology fee is in the new fee schedule and will provide funding.	
5. Barriers to Complete: <ul style="list-style-type: none">Full cost analysis of implementation of such a program.	

City of St. Helens
RESOLUTION NO. 1894

A RESOLUTION TO SET BUILDING DEPARTMENT FEES

WHEREAS, St. Helens Municipal Code Chapter 15.04.200 authorizes the City Council to establish Building Department fees by resolution; and

WHEREAS, the City Council and staff finds it necessary from time to time to review these fees and adjust them accordingly based on state fee methodologies, current estimated and actual costs of materials, staff time, etc.

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

Section 1. The Building Department fees set forth in **Exhibit A**, attached, are hereby adopted.

Section 2. This Resolution supersedes all previous resolutions setting forth Building Department fees.

Section 3. This Resolution is effective July 15, 2020.

Approved and adopted by the City Council on July 15, 2020 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

BUILDING DEPARTMENT FEES City of St. Helens Fee Schedule Effective July 15th, 2020		
I. STRUCTURAL PERMIT FEES		NOTES
A. TOTAL VALUATION OF IMPROVEMENT:		ORS 455.020 & 455.210
Residential: Structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation. Permit fees for an alteration or repair shall be calculated based on the fair market value as approved by the building official. Commercial: Valuation shall be the greater of either: A) The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or (B) The value as stated by the applicant.		OAR 918-050-0100
Value	Fee	
\$1.00 to \$ 2,000	\$94.58	
\$2,001 to \$5,000	\$112.98	
\$5,001 to \$25,000	\$112.98 for first \$5000 plus \$12.20 for each additional \$1,000, or fraction thereof, to including \$25,000	
\$25,001 to \$ 50,000	\$356.98 for the first \$25,000 plus \$9.15 for each additional \$1,000, or fraction thereof, to and including \$50,000	
\$ 50,001 to \$100,000	\$585.73 for the first \$50,000 plus \$ 6.10 for each additional \$1,000, or fraction thereof, to and including \$100,000	
\$100,001 and up	\$890.73 for the first \$100,000 plus \$5.09 for each additional \$1,000, or fraction thereof.	
B. COMMERCIAL FIRE SUPPRESSION SYSTEM:		OAR 918-050-0100
Fee shall be based on value of project.	Use above; I. Structural Fee Chart	
C. RESIDENTIAL STAND ALONE FIRE SUPPRESSION SYSTEM:		OAR 918-050-0140
Fee table below is based on square footage of the structure. This fee covers the cost of normal plan review & inspections.		
0-2000 Square Feet	\$357.00	
2001-3600 Square Feet	\$385.35	
3601-7200 Square Feet	\$427.35	
7201 and greater	\$485.10	
D. SOLAR STRUCTURAL INSTALLATION PERMIT:		OAR 918-050-0180
Prescriptive installation: Flat fee for installations that comply with the prescriptive path described in section 3111.5.3 of the Oregon Structural Specialty Code. This includes application fee & 1 inspection	\$155.93	OAR918-050-0180
All other installations: Fee based on valuation of structural elements for the; Panels, including Racking, Mounting, Rails & cost of Labor (excluding electrical equipment, collector panels, & inverters). Use the above I. A. Structural Fee chart above. Per 3111.5.3 OSSC	Use above; I. Structural Fee Chart	OAR918-050-0180
E. PHASED CONSTRUCTION: The fee shall be based on the application fee and shall be increased in an amount equal to 10% of the total project building permit fee not to exceed \$1,500 for each phase.	Phasing Application Fee \$150 Plus 10% of the Total Project Building Permit Fee	OAR 918-050-0160
F. DEFERRED SUBMITTAL: The fee is for administration, processing, & reviewing deferred plans shall be an amount equal to 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project with a minimum fee of \$250. This fee is <u>in addition</u> to the project plan review fee based on total project value.	65% of the value of the particular deferred portion(s) of the project with a minimum fee of \$250	OAR 918-460-0070 OAR 918-480-0030

<u>G. PLAN REVIEW:</u>		OAR 918-050-0110
Plan Review Fee is 65% of Structural Permit Fee (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of structural fee	
Additional plan review required by changes, additions or revisions to approved plans (min. 1/2 hr.)	\$95.76/hour	
Fire/Life/Safety Plan review (if required)	40% of structural fee	
Third Party Plan Review.	??	
Planning & Engineering Review fees could apply.	(see Planning/Eng. Fees)	
<u>H. DEMOLITION PERMIT:</u>		
Residential; Flat Fee	\$95.00	
Commercial; Flat Fee	\$250.00	
<u>I. INSPECTION & OTHER FEES:</u>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Temporary Certificate of Occupancy- Valid for 30 Days upon issuance	\$157.50 Residential / \$267.50 Commercial	
Reinspection Fee (after 2 same-type failed inspections)	\$94.93	
New addition of planning release fee (if planning sig. is required)	See Planning Fee Schedule	
Inspection fee which no fee is specifically indicated	\$96.92/hour	
Administration Fee	\$42.00/hour (Minimum 1 hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1 hour)	
<u>J. STATE OF OREGON SURCHARGE FEE:</u>		ORS 455.210; 455.220
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (___% x Structural fee)	

II. PLUMBING FEE		
A. Residential: plumbing permit fee for new construction includes one kitchen and is based on the number of bathrooms, from one to three, on a graduated scale. An additional set fee shall be assessed for each additional bath or kitchen. Permit fees for an addition, alteration, or repair shall be calculated based on the number of fixtures, appurtenances, and piping, with a set minimum fee.		OAR 918-050-0100
NEW 1 & 2 FAMILY DWELLINGS: includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.	Fee	
1 Bathroom	\$452.71	
2 Bathroom	\$548.00	
3 Bathroom	\$643.29	
Additonal Bathroom or Kitchen (new construction)	95.29 each	
Water service; first 100 feet (new construction excluded)	\$63.53	
Sanitary & Storm water service; first 100 feet (new construction excluded)	\$63.53 per service	
Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)	\$34.92	
Residential Fixture Fee (per fixture)	26.60 per fixture	
Special equipment or DWV alteration	\$63.53	
Minimum Residential Permit Fee	\$63.00	
B. COMMERCIAL, INDUSTRIAL & DWELLINGS OTHER THAN 1 & 2 FAMILY:		OAR 918-050-0100
Minimum Fee	\$106.40	
Fixture Fee	26.60 each	
Water service (first 100 feet)	\$63.53	
Building sanitary sewer (first 100 feet)	\$63.53	
Building storm sewer (first 100 feet)	\$63.53	
Add'l 100' or part thereof (water or sewer)	\$34.92	
C. RESIDENTIAL MULTIPURPOSE FIRE SUPPRESSION SYSTEM:		OAR 918-050-0140
Permit fees shall each be calculated as separate flat fees based on the square footage of the structure with graduated rates for dwellings.		
0-2000 Square Feet	\$357.00	
2001-3600 Square Feet	\$385.35	
3601-7200 Square Feet	\$427.35	
7201 and greater	\$485.10	
D. PARKS; RV and MANUFACTURED DWELLING PARKS:		OAR 918-600-0030
1-5 spaces	\$280.35	
6-19 spaces (\$280.35 plus cost per spaces)	\$48.30/per space	
20 or more spaces (\$280.35 plus cost per spaces)	\$26.57	
Manufactured Home Utilities (Water, Sanitary & Storm Sewer)	\$22.05/100ft (per service)	
E. PLUMBING PLAN REVIEW FEE:		OAR 918-780-0040
Plan Review Fee is 30% of Plumbing Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	30% of plumbing fee	
Additional plan review required by changes, additions or revisions to approved plans (min 1/2 hr.)	\$95.76/hour	

<u>F. MEDICAL GAS PLUMBING PERMIT FEE:</u>		OAR 918-780-0045
Based on value of installation cost, system equipment; inlets, outlet fixtures & appliances.	See structural Fee Schedule IA	
Plan Review Fee is 30% of the Permit Fee	30% of plumbing fee	
<u>G. INSPECTION FEES & MISC. FEES:</u>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Minimum Plumbing Permit Fee	\$63.00	
Administration Fee	\$42.00/hour (Minimum 1hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<u>H. STATE OF OREGON SURCHARGE FEE:</u>		ORS 455.210; 455.220
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (___% x Plumbing fee)	

III. MECHANICAL PERMIT		
A. RESIDENTIAL: Unless otherwise noted, fees apply to both gas & electric appliances, including piping.		OAR 918-050-0100
Air conditioner	\$12.39	
Air handling unit of up to 10,000 cfm	\$12.39	
Air handling unit 10,001 cfm and over	\$12.39	
Appliance vent installation, relocation or replacement not included in an appliance permit	\$12.39	
Attic/crawl space fans	\$9.28	
Barbecue	\$12.39	
Chimney/liner/flue/vent	\$12.39	
Clothes dryer exhaust	\$9.28	
Decorative gas fireplace	\$12.39	
Ductwork – no appliance/fixture	\$12.39	
Evaporative cooler other than portable	\$12.39	
Floor furnace, including vent	\$12.39	
Flue vent for water heater or gas fireplace	\$9.28	
Furnace - greater than 100,000 BTU	\$12.39	
Furnace - up to 100,000 BTU	\$12.39	
Furnace/burner including duct work/vent/liner	\$12.39	
Gas or wood fireplace/insert	\$12.39	
Gas fuel piping outlets	\$1.05	
Heat pump	\$12.39	
Hood served by mechanical exhaust, including ducts for hood	\$9.28	
Hydronic hot water system	\$12.39	
Installation or relocation domestic-type incinerator	\$12.39	
Mini split system	\$12.39	
Oil tank/gas/diesel generators	\$12.39	
Pool or spa heater, kiln	\$12.39	
Radon mitigation	\$9.28	
Range hood/other kitchen equipment	\$9.28	
Suspended heater, recessed wall heater, or floor mounted unit heater	\$12.39	
Vacuum System	\$12.39	
Ventilation fan connected to single duct	\$9.28	
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$9.28	
Water heater	\$9.28	
Wood/pellet stove	\$12.39	
Other heating/cooling	\$12.39	
Other fuel appliance	\$12.39	
Other environment exhaust/ventilation	\$9.28	
B. COMMERCIAL, INDUSTRIAL & MULTI-FAMILY RESIDENTIAL:		OAR 918-050-0100
\$1.00 to \$6,000	\$96.60 (Minimum Fee)	
\$6,001 to \$7,000	\$106.26	
\$7,001 to \$25,000	\$106.26 for the first \$7,000, plus \$10.19 for each additional \$1,000, or fraction thereof, to and including \$25,000.	
\$25,001 to \$50,000	\$289.68 for the first \$25,000, plus \$7.64 for each additional \$1,000, or fraction thereof, to and including \$50,000.	
\$50,001 to \$100,000	\$480.68 for the first \$50,000, plus \$5.09 for each additional \$1,000, or fraction thereof, to and including \$100,000.	
\$100,001 and up	\$735.18 for the first \$100,000, plus \$5.25 for each additional \$1,000, or fraction thereof.	

<u>C. PLAN REVIEW FEE:</u>		OAR 918-050-0110
Plan Review Fee is 65% of Mechanical Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of mechanical fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76 per hour	
<u>D. INSPECTION FEES & MISC. FEES:</u>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Minimum Mechanical Permit Fee	\$63.00	
Administration Fee	\$42.00/hour (Minimum 1 hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1 hour)	
<u>E. STATE OF OREGON SURCHARGE FEE:</u>		ORS 455.210; 455.220
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (____% x Plumbing fee)	

IV. MANUFACTURED DWELLINGS		
A. MANUFACTURED HOME SITING PERMIT:		OAR 918-050-0130
Installation and Setup Fee	\$430.45 (per Dwelling)	
Separate Permit(s) required for decks, other accessory structures, and foundation that do not comply with the prescriptive requirements of the Oregon Manufactured Dwelling Code, utility connections beyond 30 lineal feet, new plumbing, alterations and other such items.	(See Structural, Plumbing, and Mechanical Fees)	
Planning & Engineering Review fees could apply.		
B. INSPECTION FEES & MISC. FEES:		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Administration Fee	\$42.00/hour (Minimum 1hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
C. STATE OF OREGON SURCHARGE FEE:		ORS 455.210; 455.220
Manufactured Dwelling State Fee	Currently \$30.00	
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (___% x Plumbing fee)	
V. MANUFACTURED DWELLING/RV PARKS - AREA DEVELOPMENT PERMIT (ADP)		
The Area Development Permit fee is to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation to the Structural Permit Schedule IA		OAR 918-600-0030; 918-650-0030
Plan Review Fee is 65% of ADP Fee	65% of structural fee	
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Administration Fee	\$42.00/hour (Minimum 1hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
VI. MISCELLANEOUS FEES		
A. Administration Fee; outside of issuing building permits (min. 1 hr. then 1/2 hour fraction there after)	\$42.00/hour	
B. Records Request	Time & Materials	
C. Refund Policy	Refund must be greater than \$75, or no refund can be issued.	
D. Minimum Fee for all types of permits, if not previously indicated.	\$63.00	
E. Planning & Engineering Reviews could apply.	See Planning/Engineering Fee Schedule	

VII. GRADE & FILL PERMIT		
A. PLAN REVIEW FEE: (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)		SHMC 15.04.110; 15.04.200
50 cubic yards or less	No Permit Required	
51 to 100 cubic yards	\$40.95	
101 to 200,001	65% of the fill and grade permit fee	
B. PERMIT FEES:		SHMC 15.04.110; 15.04.200
50 cubic yards or less	No Permit Required	
51 to 100 cubic yards	\$63.00	
101 to 1,000 cubic yards	\$63.00 for the first 100 cubic yards, plus \$23.67 for each additional 100 cubic yards or fraction thereof	
1,001 to 10,000 cubic yards	\$276.03 for the first 1,000 cubic yards, plus \$19.37 for each additional 1,000 cubic yards thereof	
10,001 to 100,000	\$450.36 for the first 10,000 cubic yards, plus \$88.83 for each additional 10,000 cubic yards thereof	
100,001 cubic yard or more	\$1,249.83 for the first 100,000 cubic yards, plus \$48.40 for each additional 10,000 cubic yards or fraction thereof	
C. STATE OF OREGON SURCHARGE FEE:		ORS 455.210; 455.220
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (____% x Plumbing fee)	
D. INSPECTION FEES & MISC. FEES:		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Administration Fee	\$42.00/hour (Minimum 1 hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1 hour)	



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: July 15, 2020

Planning Division Report attached.

Business Licenses Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner
cc: Planning Commission

Date: 06.29.2020

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 for potential attached single-family dwellings on the southern end of S. 2nd Street. Properties with a view.

PLANNING ADMINISTRATION—MISC.

Provided comments for a new RV Park proposed along Kavanagh Avenue. County file DR 20-03. **See attached.** Also provided additional comments after reviewing staff report. **See attached.** Attended the virtual meeting with the County Planning Commission for this proposal on June 15, 2020. They approved it with some minor changes to the conditions of approval. This will be one of the first real tests of the Urban Service Agreement between the City and McNulty as water providers.

Matt Brown, Assistant City Administrator, posed some building examples to some admin and police staff for a vote to help guide the architecture of a new police station. Currently, the anticipated location is at the intersection of Old Portland Road and Kaster Road. There are not architectural standards in this area, so this is not a compliance exercise. **See attached.** Top 3 are numbers 15, 3 and 4.

The apartments along Matzen Street keep moving. They probably won't ask for another building to be occupied until late July. Monument signs have been installed. Some trees within the center of the site will probably not be able to be saved due to health issues. Luckily, one of the group is in good health, so it is not a total loss. The developer has been good about informing us about these things instead of "doing and asking for forgiveness."

9 apartment units, along the south side of Campbell Park and accessed by Columbia Boulevard, intended for seniors are complete.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

June 9, 2020 meeting (outcome): The Commission approved a Conditional Use Permit for a new retail use/artisan workshop with outdoor storage at 254 N. Columbia River Highway.

The hearing for an appeal of a staff level Partition decision at 160 Belton Road was continued for additional written testimony and final written argument (as allowed by state law) with deliberations occurring on July 1, 2020. The Council not meeting on this day helped. We did

this instead of the normal July 14th meeting due to the 120 day rule (i.e., the time a city is supposed to have a final decision).

As the Historic Landmarks Commission, they reviewed and made recommendations for proposed exterior alterations at 330 S. 1st Street.

July 14, 2020 meeting (upcoming): The Commission will hold a public hearing for a Conditional Use Permit for New 7-unit multi-dwelling complex with one commercial suite, with two related Variances, one for increased dwelling unit density and the other for reduced yards (setbacks). This was reviewed by the Commission three years ago, but the permits expired.

As the Historic Landmarks Commission, they will consider exterior additions/changes to the Bennett Building as they relate to the Riverfront District's architectural standards. *At least staff hopes to be ready for this for this meeting.* The Bennet building issues was discussed at the Commission's February and March meetings too.

COUNCIL ACTIONS RELATED TO LAND USE

On June 18, 2020 the Council approved 8 of the 9 Lennar Homes Variances to allow an increase building/structure lot coverage for certain lots within the Emerald Meadows Subdivision. The 9th one was withdrawn as another builder purchased the lot, which was odd. The Council included a condition that no more variances of this type are allowed for new homes in this subdivision. So, though the Commission denied all of the Variances and Lennar appealed the matter to the Council, the Council still took heed of the Commission's message.

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

The partition to carve off the ACSP (industrial agriculture business) on the former Boise White Paper site is finally done. The plat and associated legal documents have been recorded.

In February I assisted City staff with DSL lease legal descriptions and exhibit as City works to amend its least along the Columbia River and Multnomah Channel, to bring a potential third part (sublease) on board. Amended that work this month based on DSL's needs.

We are working with consultants to get topographic, floodplain and similar data for portion of property around the Old Portland Road / Kaster Road intersection. A major driver of this is the police station planning and the Council's selection of this property for that. We want to make sure the complications of floodplain issues will not be too burdensome. Police station are "critical facilities" in the floodplain management world which have higher standards for development in floodplains.

The parcellation plan for the property continues.

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

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

May 19, 2020

REFERRAL AND ACKNOWLEDGMENT

CC.
FILE:
DR 20-03

To: City of St Helens

NOTICE IS HEREBY GIVEN that Mark Comfort, represented by Lower Columbia Engineering, has submitted an application for a RV Park. The proposed park will have 30 spaces and will a 40' X 50' Clubhouse, there will be a space for a park host and an 18' wide one way loop to provide access to the sites.

THIS APPLICATION IS FOR: () Administrative Review; (X) Planning Commission, Hearing Date: **June 15, 2020**

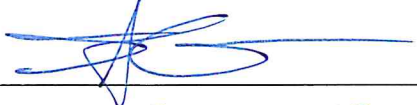
PLEASE RETURN BY: 05-27-2020

Planner: **Deborah Jacob**

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

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

COMMENTS: PLEASE SEE ATTACHED MEMO DATED MAY 28,
2020. THERE WAS LITTLE TIME TO PREPARE COMMENT.

Signed:  Printed Name: JACOB GRAICHEN
Title: CITY PLANNER Date: MAY 28, 2020



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Deborah Jacob, Planner, Columbia County
 FROM: Jacob A. Graichen, AICP, City Planner
 RE: Columbia County file DR 20-03
 DATE: May 28, 2020

Please include the following conditions/considerations:

1. Subject property shall connect to City water and McNulty PUD water shall not be used for this proposal per the current Urban Services Agreement between the two water providers.
2. City waterline shall be extended up to Kavanagh Avenue and then northeasterly within the Kavanagh Avenue to at least the midpoint of the subject property's Kavanagh Avenue frontage or further if needed. **This shall occur prior to any building / development permit issuance.**
3. Consent to annex shall be required before connection to any City utility (water or sanitary sewer). This is in addition to connection permits.
4. Existing overhead utilities along Kavanagh may remain as long as the project does not result in new poles. Power and such shall be underground on the subject property.
5. Ensure no wetland agency compliance issues with the Oregon State Division of State Lands, US Army Corps of Engineers, or any other applicable agency.
6. Final plans submitted for development/building permit issuance shall include all fencing already installed or proposed. Plans shall properly indicate actual proposal.
7. Property lines shall be verified prior to development/building permit issuance so all improvements can be fixed (e.g., if fencing was improperly located) or appropriately located per approved plans.
8. The County Planning Commission should consider a buffer, yard or setback requirement from the north and west sides abutting residential zoning. For example, 10 feet. The Commission may consider exemption of this along the "pole" portion of the flag lot that abuts the north side of the subject property, except for screening which can be accommodated by sight-obscuring fencing.
9. All areas used for parking or maneuvering of vehicles shall be paved.

10. The driveway approach shall not be more than 40 feet wide or smaller if required by the County Road Department.
11. Road access permit shall be obtained.
12. If for some reason the City water main does not need to be extended, the portion Kananagh Avenue frontage abutting the portion of the subject property to be developed shall include frontage improvements (e.g., sidewalk, curb and driveway approach). **In this case, civil plans shall be approved prior to Development/Building Permit issuance and improvements done before occupancy or commencement of use.**
13. Any sign permit issued by the County shall comply with the City's standards.
14. This proposal does not allow storage as a use of the subject property.
15. Please notify City of new address if the County assigns it. City may assign the address if the County wishes.

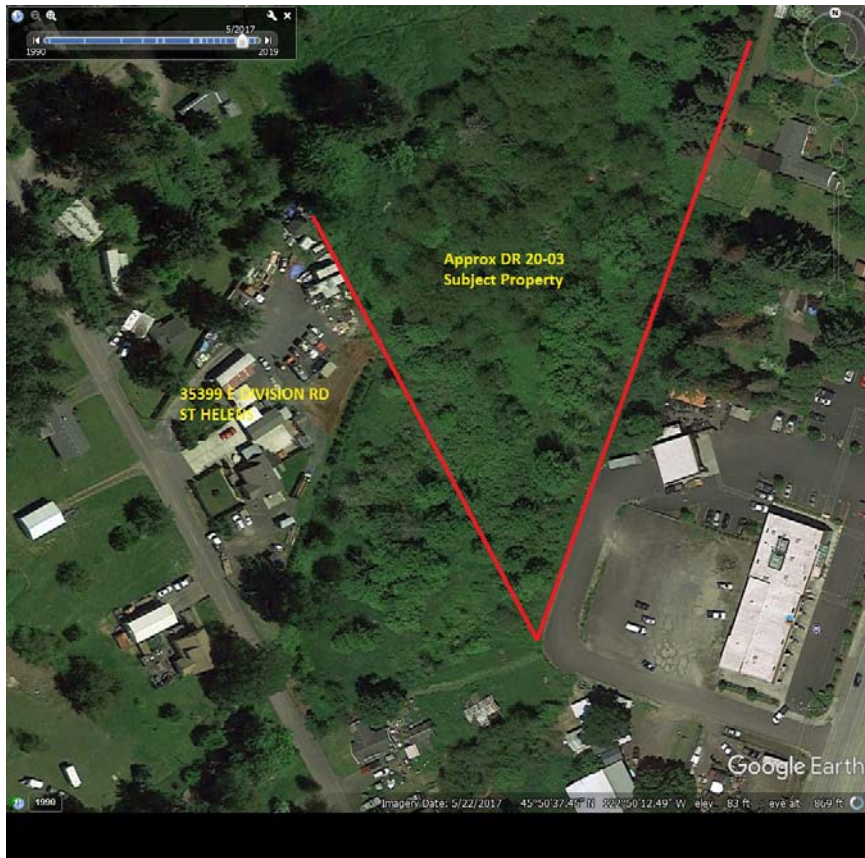
-----basis for conditions and other comments/considerations below-----

Zoning:

The subject property is within the St. Helens Urban Growth Boundary. The City's Comprehensive Plan map identifies the subject property as Unincorporated Highway Commercial, UHC. Given that designation, upon annexation the property would be zoned Highway Commercial, HC.

In the City's Highway Commercial, HC zone, travel trailer parks are a conditional use. The City has no issue with the proposed use.

Storage is not an allowed use. If this project is completed, this may not be an issue. However, if it is not completed in a reasonable timeframe, there is a zoning concern. We know there are no previous uses or substantial development (i.e., no grandfathered uses/circumstance). Viewing the site via aerial imagery, much storage of vehicles/equipment is evident at 35399 E Division Road where the landowner resides. **See aerial images below.** The E Division Road property is separate from the subject property and different zoning (Columbia County's R-10, a residential zone). If this storage expanded or transferred to this site, it would clearly be a new use subject to zoning and development laws. As storage is not an allowed use in the City's HC zone (or any zone except industrial), this would not be supported.



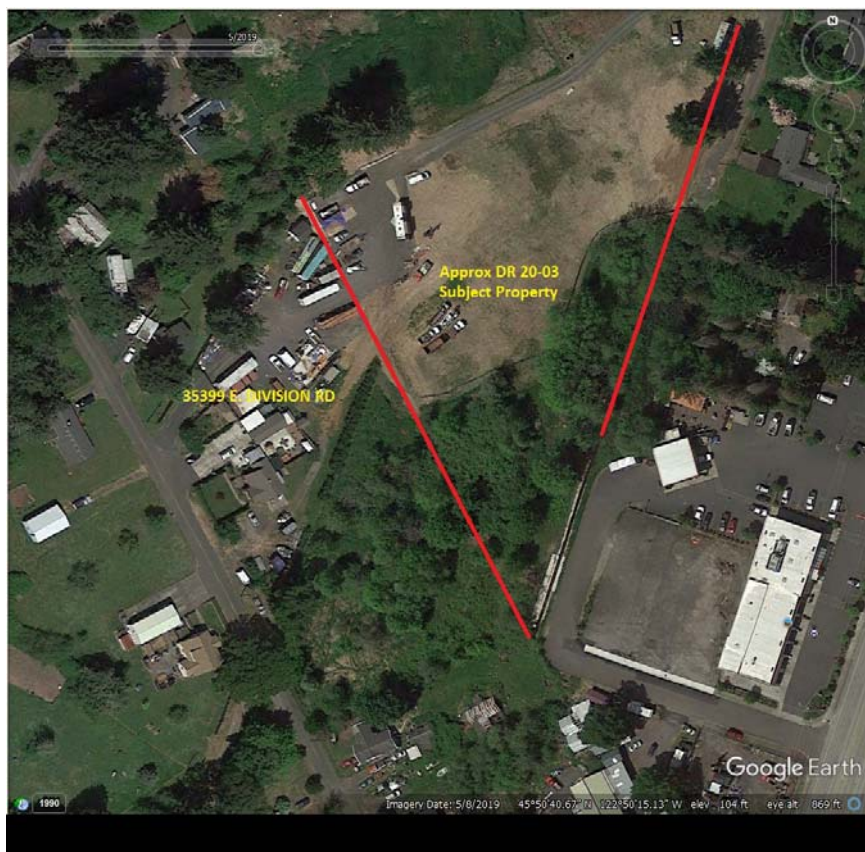
Google Earth in May 2017 (above) and May 2019 (below). Note substantial preparation work.

The fence described below along Kavanagh Avenue is visible in the 2019 image.

The property owner resides at 35399 E. Division Road. Things stored/located on that property are seen encroaching onto the subject property in May 2019.

If this RV park proposal does not happen in a timely manner, this may constitute a zoning/land use violation.

Also, note that the earthwork shown between the two photos was before any 1200-C permit was issued by DEQ.



Addressing:

Looks like the area uses the County's five-digit address system. Please let us know the address if the County assigns it.

City Utilities:

City of St. Helens Sanitary Sewer is available within the Kavanagh Avenue right-of-way. Plans indicate connection to this.

City Water is available within the First Street right-of-way less than 150 feet from the southerly point of the property. Plans indicate connection to McNulty PUD water within Firway Lane. However, the City of St. Helens and McNulty PUD have an Urban Service Agreement approved in 2013 to help determine who serves what. Per Section 2.4 of that agreement "properties zoned commercial and industrial west of Highway 30" are to be served by the City. This is one of those properties. By this agreement, McNulty PUD water is not available.

On a related note, given connection to City sanitary sewer, annexation is inevitable and per St. Helens Municipal Code Section 13.04.020(7) all water users in the city whose closest property line is within 160 feet of a city water main shall be connected to City water.

To serve this property, the City water line is anticipated to need to be extended up to Kavanagh Avenue and then northeasterly within the Kavanagh Avenue to at least the midpoint of the subject property's Kavanagh Avenue frontage or further if needed. In order to ensure proper timing of site improvements in relation to the services for those improvements, no building or development permit should be issued until the water main is extended.

Connection to City utilities requires a consent to annex. As the property abuts St. Helens' city limits, the property is eligible for immediate annexation, following the appropriate process.

In addition to annexation, there are permits and system development charges that apply. Extensions of public infrastructure requires approved civil plans by an engineer.

Other utilities:

Existing overhead utilities along Kavanagh may remain as long as the project does not result in new poles. Power and such should be underground on the subject property.

Wetlands:

Counties (under ORS 215.418) and cities (under ORS 215.350) are required provide notice to the Department of State Lands when they receive development applications in or near wetlands. The City did this on May 27, 2020 to help County staff, as it didn't appear this was done yet.

There are wetlands in the area. Some vegetation (like cattails) is indicative of this. Also, work done about 10 years ago by Les Schwab Tires also indicated wetlands on the subject property of this

proposal. See [attached](#) pages from Les Schwab's wetland work they needed to do to improve a portion of Kavanagh Avenue.

This wetland is not "significant" to the City. But State and Federal agencies may have applicability. Note that when the applicant started land preparation about a year ago, they installed a fence along Kavanagh Avenue within what appears to be a wetland.



Photo of newly installed fence at time of photograph. This photo taken from Kavanagh Avenue looking at the subject property just behind Les Schwab Tires at 58405 Columbia River Highway.



Photo of the back side of newly installed fence at time of photograph.



Furthest extent of his portion of fence on the same date as this memo. This is where the road turns into the Les Schwab Tires property.



This is just past the end of the fence as shown on the last photo on the previous page.

This debris is mostly concrete and may contribute to maximum fill allowed by the State of Oregon Division of State Lands.

It's also the potential beginnings of a dumping area.

City recommends ensuring that there are no agency (Oregon Division of State Lands or US Army Corps of Engineers) issues with improvements done to date and if so, they be resolved as part of this proposal.

In addition, on Sheet C-1 as submitted, note 11 under the STANDARD EROSION AND SEDIMENT CONTROL PLAN NOTES reads: "Maintain and delineate any existing natural buffer within 50 feet of waters of the state." Waters of the State of Oregon includes wetlands. Plan appears to conflict with this?

Fencing:

For commercial and industrial projects, fencing is an aspect typically reviewed through site development review or similar land use procedures. In addition to the fence installed along Kanavagh Avenue described above, fencing is also already being installed elsewhere.



These photos taken from the same place at the Kavanagh Avenue / Firway Lane intersection looking west towards the proposed access point for the RV park.



In the above photo (November 2019) fence posts are clearly visible. In the below photo (May 2020) improvements have been added. Plans submitted call this a cedar fence but this fence is clearly not wood.

All fencing that has been installed needs to be included in this proposal. Plans should identify all fencing that has been installed and as proposed. Also, the current plans do not reflect work that has been done. For example, plans identify a 6" cedar fence screening, but the fence shown in the photos above does not resemble cedar.

Also, plans indicate "property lines shall be verified." This is important to ensure proper fence location and this verification as noted on the applicant's plans should be a condition of approval.

Landscaping:

Trees and varied height plants along the portion of the site to be developed along Kavanagh Avenue is good.

The north and west sides of the subject property abut residential zoned property developed with residential uses. The application references Columbia County Zoning Ordinance Section 822.6,

identifying the proposal as “commercial recreation.” The City has buffer standards of commercial uses from residential area. For example, 20’ for a commercial use and 10’ for parking areas with 4-50 spaces. A related example is 10’ for mobile home parks, which is related to RV parks.

City recommends the Planning Commission consider a setback from the north and west sides abutting residential zoning for buffering plus sight-obscuring screening. However, the Commission may consider exemption of buffer this along the “pole” portion of the flag lot that abuts the north side of the subject property. But screening (sight obscuring fence) still makes sense there.

Parking/Paving:

Per City standards, all areas used for parking or maneuvering of vehicles is required to be paved. City recommends this standard, especially given surrounding residential uses.

Access:

The driveway approach is really wide at 60’ feet. This is excessive. Width should not exceed 40 feet at the most. 30’ should be considered.

Signs:

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

ROW frontage improvements:

Given the mandate to connect to City water and expenses to extend the water main, additional expense for public infrastructure may not be warranted. However, if for some reason there was no water line extension, the driveway approach and remaining portion of the Kananagh Avenue frontage to be developed should include frontage improvements. If this is the case, no building or development permit should be issued until the public improvement civil plans are reviewed and approved. Occupancy or use commencement should not be granted until the improvements are in place.

Note that before his retirement in late 2019, the City inquired with Lonny Welter, County Transportation Planner about road access permitting for this property. Despite having a new driveway into the property as seen by the above aerial imagery, no road access permit had been obtained at that point. Has one been applied for yet?

* * * * *

Attachments: City of St. Helens Resolution No. 1634 – Urban Service Agreement between the City of St. Helens and McNulty Water PUD

2 pages from a 2011 wetland report for improvements to Kavanagh Avenue by Les Schwab Tires. This portion of Kavanagh Avenue abuts the southerly portion of the subject property

City of St. Helens
RESOLUTION NO. 1634

**A RESOLUTION TO APPROVE THE URBAN SERVICE AGREEMENT BETWEEN
THE CITY OF ST. HELENS AND MCNULTY PEOPLE'S UTILITY DISTRICT
RELATING TO PROVISION OF WATER SERVICE**

WHEREAS, the City of St. Helens ("City") and McNulty People's Utility District ("McNulty") provide water service in the area designated as the St. Helens' Urban Growth Area ("UGA"); and

WHEREAS, the City and McNulty, in an effort to delineate the roles and responsibilities with regard to the provision of future water service within the UGA have negotiated an Urban Service Agreement Relating to Provision of Water Service ("Urban Service Agreement"); and

WHEREAS, the St. Helens Charter, ORS 195.060 through ORS 195.085 and ORS 190.003 through ORS 190.030 authorize the City to enter into the Urban Service Agreement; and

WHEREAS, the St. Helens City Council finds it in the best interest of the City to enter into the Urban Service Agreement.

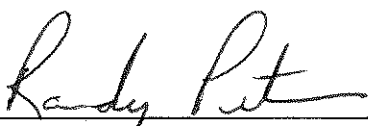
NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. The City of St. Helens City Council approves and adopts the Urban Service Agreement attached and incorporated as Exhibit A.

Approved and adopted by the City Council on August 21, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None



Randy Peterson, Mayor

ATTEST:



Kathy Payne, City Recorder

URBAN SERVICE AGREEMENT

RELATING TO PROVISION OF WATER SERVICE

This Urban Service Agreement is hereby entered into by and between the City of St. Helens ("City"), an Oregon municipal corporation and McNulty Water People's Utility District ("McNulty"), a People's Utility District formed under ORS Chapter 261 (collectively, the "Parties").

RECITALS

A. The Parties have the authority to enter into this Agreement pursuant to their respective Charter, Principal Acts, ORS 195.060 to 195.085, and ORS 190.003 through 190.030;

B. The Parties desire to enter into an agreement for the provision of water service by the City and McNulty within current City boundaries and eligible to be annexed by the City in the City's Urban Growth Boundary that are within McNulty's boundary ("Service Area");

C. The Parties undertook an extensive analysis of the water systems including current and forecasted demand, system capacity and capital improvements, financial and rate considerations, customer equity, governance, management, quantity and quality of service, physical characteristics of the Service Area, economic development, economies of scale and service related issues. The document containing the analysis is entitled "ORS 195 Criteria Review, Analysis and Work Product" dated May 10, 2012 as amended on October 11, 2012, all as set forth on Exhibit 1, attached hereto and incorporated by reference ("Study");

D. The City and McNulty have conducted public meeting processes regarding the Study described above and the adoption of this Agreement. The Parties agree that designating how water service will be provided under this Agreement is in the best interest of the citizens and customers served by the respective entities;

E. The Parties have a common interest in coordinating the planning, permitting, construction, operation and maintenance of necessary water infrastructure within the Service Area. The Parties further recognize the need to establish coordinated water service in the Service Area so as to prevent fragmented and duplicative service in the Service Area and to assign responsibility for service in such areas where the City's boundary and McNulty's boundary overlap;

F. City and McNulty have sufficient resources and facilities, either currently in place or that may be constructed, to provide urban level water service within the Service Area, both as the City now exists and as the City may expand its boundaries through future annexations, consistent with the Comprehensive Plan and land uses regulations of the City and Columbia County ("County"); and

G. The Parties have considered the factors required of an urban services agreement as prescribed by ORS 195.070 as set forth in the Study and are satisfied, in the reasonable exercise of their discretion, that all associated requirements are met by this Agreement.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES PROVIDED.** Except as otherwise provided, during the term of this Agreement, City and McNulty shall be the exclusive providers of water service within their jurisdictional boundaries. All water service will be provided to properties by City or McNulty subject to the respective Rules and Regulations for Service adopted by either, moreover, such rules may be amended from time to time by the respective governing bodies of City or McNulty. Furthermore, City and McNulty shall be wholly responsible for the construction, operation, repair and maintenance of all related infrastructure and facilities, including any labor and materials, required to provide service under this Agreement.

2. **ANNEXATION BY CITY WITHIN MCNULTY TERRITORY.** McNulty agrees not to contest or oppose annexation by the City of territory within the Service Area so long as such annexation and provision of water service is consistent with the terms of this Agreement.

2.1 **Property Owner Consent.** The Parties agree that City annexation of property within the Service Area shall occur only by consent of the property owner of the parcel to be annexed except as provided in Section 2.2 below.

2.2 **Health Hazard Abatement Exception.** In the event an involuntary annexation becomes necessary under ORS 222.120(4)(c) to address a finding of a danger to public health issued by the Oregon Health Authority, the affected property owners may elect to remain customers of McNulty, provided the condition causing the danger to public health is not impure or inadequate domestic water.

2.3 **Property East of Highway 30.** The Parties agree that all properties within McNulty's boundaries lying east of Highway 30 and set forth on Exhibit 2, attached hereto and incorporated by reference, shall be served by the City following annexation and upon City water service availability. Upon annexation, the City shall have sole responsibility to provide service to the parcels when City water service is available.

2.4 **Properties Zoned Commercial and Industrial West of Highway 30.** The Parties agree that those properties within McNulty's boundaries lying west of Highway 30 zoned commercial or industrial at the time of annexation, (depicted on Exhibit 2 as of the date of this Agreement) shall be served by the City upon annexation and availability of City water. Upon annexation City shall have sole responsibility to provide water service to those commercial and industrial properties following annexation and City water service availability.

2.5 **North of Pittsburg Road and West of Battle Mountain Road.** McNulty shall be responsible to serve the area north of Pittsburg Road and west of Battle Mountain Road as shown on Exhibit 2.

2.6 **Residential Properties.** Existing or new residential properties within McNulty's boundaries meeting existing County zoning and density may continue as McNulty customers until the property is subdivided. Existing or new residential property owners within McNulty's boundaries who do not subdivide may request to connect the property

to the City's sanitary sewer system and apply to the City for sewer service. At the time the property owner requests sanitary sewer service, the property owner may elect to receive water service from McNulty or from the City. The election for water service and the provision of City sanitary service require all of the following:

- 2.6.1 The property owner agrees to pay all charges, fees and costs to McNulty or City and comply with all system requirements depending upon which water system service is chosen.
- 2.6.2 The property owner executes a non-revocable consent to annexation effective only if the property is subdivided such that the density or number of dwellings exceeds the County's zoning allowance for the property. If the property is not subdivided, then no annexation will occur unless the property owner requests it.
- 2.6.3 The property owner executes an agreement to connect the new properties created by subdivision to the City's water system when the City system is available following subdivision approval and annexation.
- 2.6.4 The property owner executes an agreement to construct the improvements to connect to the City's sanitary sewer system.
- 2.7 System Development Charges. When the property is subdivided, the new parcels created by subdivision will be required to pay all applicable City Water system development charges and other applicable connection fees. If there is an existing dwelling that was connected to the McNulty system that is part of the subdivided parcel, then that lot and dwelling may connect to the City system without payment of the City system development charge, or any tap or connection fee associated with the connection to the City system.
- 2.8 Fees and Charges. City and McNulty may assess and collect all legally permissible fees and charges for services provided to any existing or future property they serve within the Service Area under this Agreement.

3. **FINANCIAL IMPACT.** The execution of this Agreement shall not require any financial remuneration among the City and McNulty initially. The Parties enter into this Agreement upon the assumption that the annexation by City of McNulty territory will occur over an extended period as housing demands increase causing subdivision of land and development. The Parties believe the City's Urban Growth boundary will provide land for City growth through 2060. McNulty and City recognize that water utilities have both fixed and variable costs and that financial analysis is required to assess the impact of annexation on McNulty over time. Given the supply and storage capacity of McNulty, the overall state of its water system and its ability to control costs, neither party expects any significant adverse impact on McNulty water customers in the near term. Financial impacts will be considered and analyzed as part of Review, Section 8, below.

4. **COMPENSATION.** If the City and McNulty agree, then the City may take and incorporate McNulty water distribution infrastructure (not including the source waters, storage or transmission mains) (collectively "Distribution System Assets") into the City system following annexation by the City and transfer of customers to the City system. The City will compensate McNulty for the

depreciated book value of the Distribution System Assets based upon their remaining useful life determined by asset management standards developed by the American Water Works Association. It is anticipated the City would take and incorporate Distribution System Assets if they meet City design and construction standards. If the City and McNulty agree that City will take Distribution System Assets that are not designed and constructed to City standards, then City must pay McNulty if those Distribution System Assets remain in service after two (2) years. The Parties agree to execute a mutual use agreement if a Distribution System Asset is used to serve both City and McNulty customers.

5. COORDINATION. The Parties hereby agree to engage in a cooperative, coordinated approach to data sharing, meter and usage information, infrastructure planning, land use permitting, development review, and capital planning, especially as those activities relate to existing and future water service or associated utility corridor or right of way development. City and McNulty are responsible for the development and amendment of any needed facilities to ensure continued service within their boundaries. City and McNulty will consult with each other and provide opportunity for review and comment on any plans or amendments to such facilities that would affect water service within the Service Area.

The Parties further agree to share data and information relevant to such planning, including (but not limited to) economic growth; demographics, housing and building details, land use and zoning; development applications, planned annexations, building activity and planned transportation improvements; major capital improvements, opportunities for joint development of sites; and other information that may be relevant to conduct or complete the necessary planning by all Parties.

6. SPECIAL CONDITIONS. City and McNulty also agree to comply with the following special conditions:

6.1 Use of City Right of Way. Subject to the City's permitting process and engineering coordination of location within the City's right of way, McNulty shall be entitled to locate, maintain and relocate necessary facilities within the City right of ways during the term of this Agreement upon payment of a five percent (5%) privilege tax for use of the right of way in accordance with ORS 221.450. The 5% privilege tax shall be calculated on revenue generated on water sales to McNulty customers within the City boundaries, and will be payable by McNulty on a quarterly basis, each payment due thirty (30) days after the date McNulty sends out quarterly billing statements to its customers. Wherever technically feasible and according to prudent utility practices, facilities installed by McNulty within the City after the date of this Agreement shall be so located as to cause minimum interference with the proper use or development of streets, alleys and other public ways and places, and to cause minimum interference with the rights or reasonable convenience of property owners who adjoin any of the streets, alleys or other public ways or places. McNulty shall obtain street opening permits for all street cuts and shall comply with the provisions of City's street cut ordinance.

6.2 Restoration. In case of any disturbance of pavement, sidewalk, driveway or other existing surfacing by McNulty as caused by normal operations (including but not limited to pipeline repair, main line extensions, or other access to buried facilities) McNulty shall, at its own cost and expense and in a manner approved by City, replace and restore all paving, sidewalk, driveway or surface of any street or alley disturbed, in

as near as practicable condition as before the disturbance. If McNulty fails to make restoration as required, City shall cause the repairs to be made at the expense of McNulty. Such restoration will meet all existing material specifications required by the City.

7. **APPROVAL; AMENDMENT.** This Agreement, and any amendments thereto, must be approved by resolution of the governing body of each Party, and signed by an authorized representative of each Party. This Agreement shall be reviewed by the parties under the Review Section below or if legislative or court decisions so require but any amendment must be approved as provided in this Section.

8. **REVIEW.** McNulty and City agree to meet upon request of any Party but at least once every five years to review the terms of this Agreement and provision of service in the Service Area. The Parties shall meet within 30 days of written notice by McNulty to City if it appears City annexation will result in (i) a ten percent (10%) reduction in McNulty customers in the Service Area; or (ii) a five percent (5%) reduction in total McNulty customers as a result. In all circumstances, City and McNulty will use good faith efforts to mitigate those impacts which includes, but is not limited to, financial remuneration for negative impacts, loss of revenue payment of proportionate shares of debt and other mutually agreed amendments to this Agreement.

9. **TERM OF AGREEMENT.** This Agreement shall continue in full force and effect unless terminated under mutual agreement in writing by all Parties. The Parties agree that at the expiration of each twenty (20) year term, they will re-open, revise, and extend the Agreement as necessary for an additional twenty (20) year term.

10. **DISPUTE RESOLUTION.** The Parties hereby agree that resolution of any and all disputes arising out of the terms of this Agreement or interpretation thereof shall follow a prescribed process beginning with negotiation and subsequently moving to mediation, provided the dispute remains unresolved.

10.1 **Negotiations.** Within thirty (30) days following receipt of written notice regarding a dispute ("Dispute Notice"), the parties to the dispute ("Disputing Parties") shall assign a representative to participate in good faith negotiations for a period not to exceed sixty (60) days after appointment of the representatives.

10.2 **Mediation.** If after the sixty (60) day period of negotiation (or a period not to exceed ninety (90) days following the receipt date of the Dispute Notice), the dispute(s) cannot be resolved, the Disputing Parties agree to submit the matter to non-binding mediation. The Disputing Parties shall attempt to agree on a mediator in a period not to exceed thirty (30) days (or a period not to exceed one hundred twenty (120) days following the receipt date of the Dispute Notice) and proceed accordingly.

10.3 **Litigation.** If the Parties cannot agree on a mediator within the allocated time, or if the mediator cannot resolve the dispute(s) within one hundred eighty (180) days following the receipt date of the Dispute Notice, either of the Disputing Parties may initiate litigation in the Circuit Court of the State of Oregon for Columbia County and seek all available remedies. Moreover, each of the Disputing Parties shall bear its own legal and expert witness fees at all stages of the dispute resolution process, including at trial or on

any appeals. In addition, nothing shall prevent the Disputing Parties from waiving any of the steps by mutual consent.

11. ADDITIONAL PROVISIONS.

11.1 Other Necessary Acts. Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.

11.2 Severability. If one or more of the provisions contained in this Agreement is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall continue in full force and effect.

11.3 Notices. Any notice herein required or permitted to be given shall be given in writing, shall be effective when actually received, and may be given by hand delivery or by United States mail, first class postage prepaid, addressed to the parties as follows:

City Administrator	Chair, Board of Directors
City of St. Helens	McNulty Water PUD
P.O. Box 278	P.O. Box 260
St. Helens, Oregon 97051	St. Helens, Oregon 97051

These addresses may be changed by written notice to the other Parties.

11.4 No Third-Party Beneficiaries. The Parties to this Agreement are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly or indirectly or otherwise, to third persons.

11.5 Nonwaiver. Failure by any Party at any time to require performance by any other Party or Parties of any of the provisions of this Agreement shall in no way affect such Party's rights hereunder to enforce the same, nor shall any waiver by any Party or Parties of the breach of this Agreement be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

11.6 Applicable Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

11.7 Compliance with Laws. In connection with their activities under this Agreement, all Parties shall comply with all federal, state, and local laws, comprehensive plans and ordinances applicable to this Agreement, or any work performed pursuant to this Agreement.

11.8 Assignment. No Party shall assign this Agreement, in whole or in part, or any right or obligation hereunder, without written approval of the other Party, which shall not be unreasonably withheld.

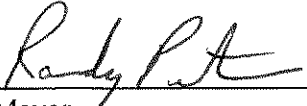
11.9 Binding Effect. The covenants, conditions, and terms of this Agreement shall extend to and be binding upon and inure to the benefit of the successors of the parties hereto.

IN WITNESS WHEREOF, the parties have, pursuant to official action, duly authorized their respective officers to execute this Agreement on their behalf.

Dated this _____ day of _____, 2013.

CITY OF ST. HELENS

**MCNULTY WATER PEOPLE'S
UTILITY DISTRICT**

By: 
Mayor

By: _____
Chair

Attest: 
City Recorder

Attest: _____
Secretary

APPROVED AS TO FORM





APPROVED AS TO FORM

City Attorney

Legal Counsel

4822-8786-9972, v. 1

LEGEND

-  WETLANDS
-  ORDINARY HIGH WATER LIMITS
-  DATA POINT LOCATION AND NUMBER
-  PHOTO-DOCUMENTATION POINT

SL WD # 08-0476
 Approval Issued 10/22/2008
 Approval Expires 10/22/2013

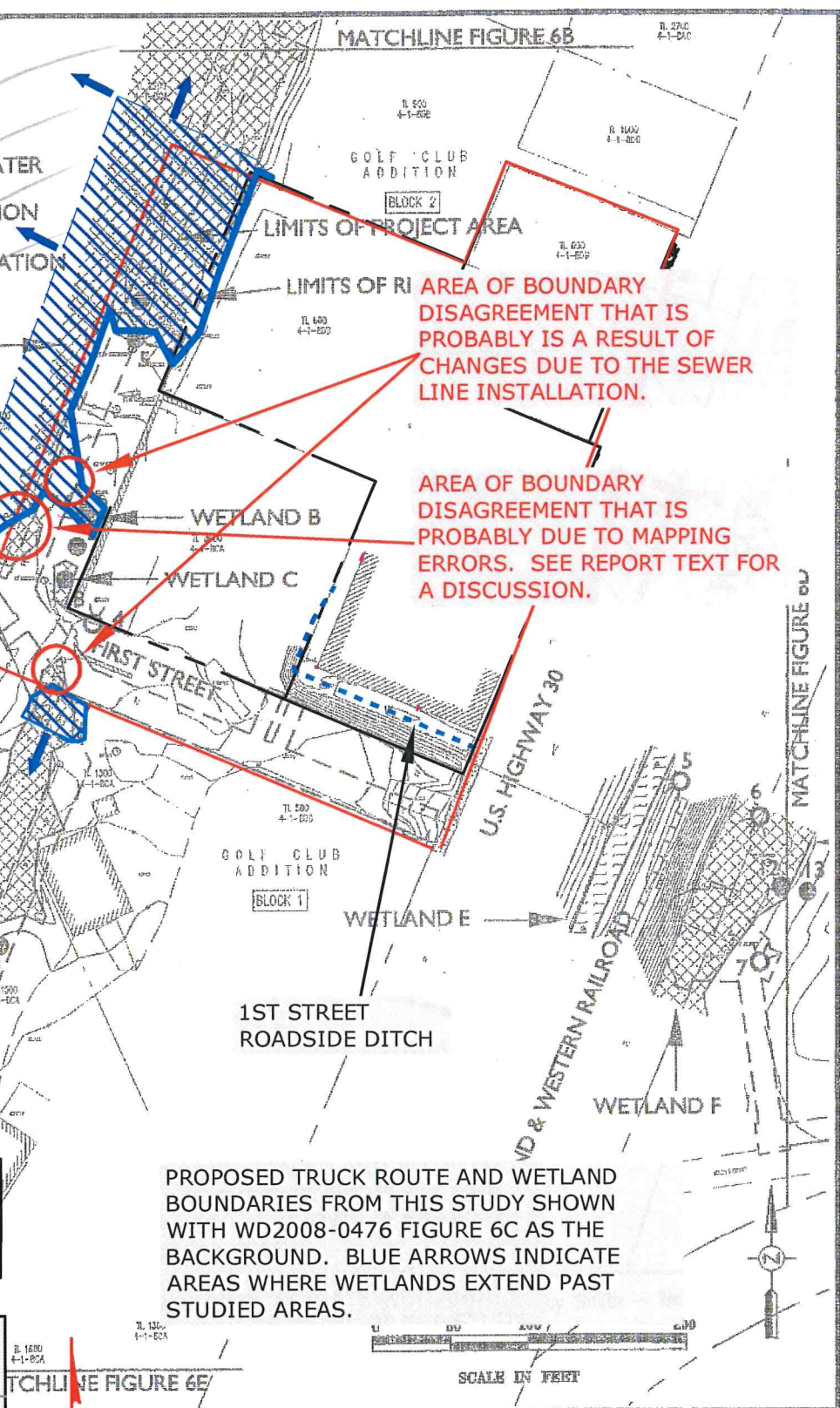


environmental
 technology
 consultants

WWW.etcEnvironmental.NET

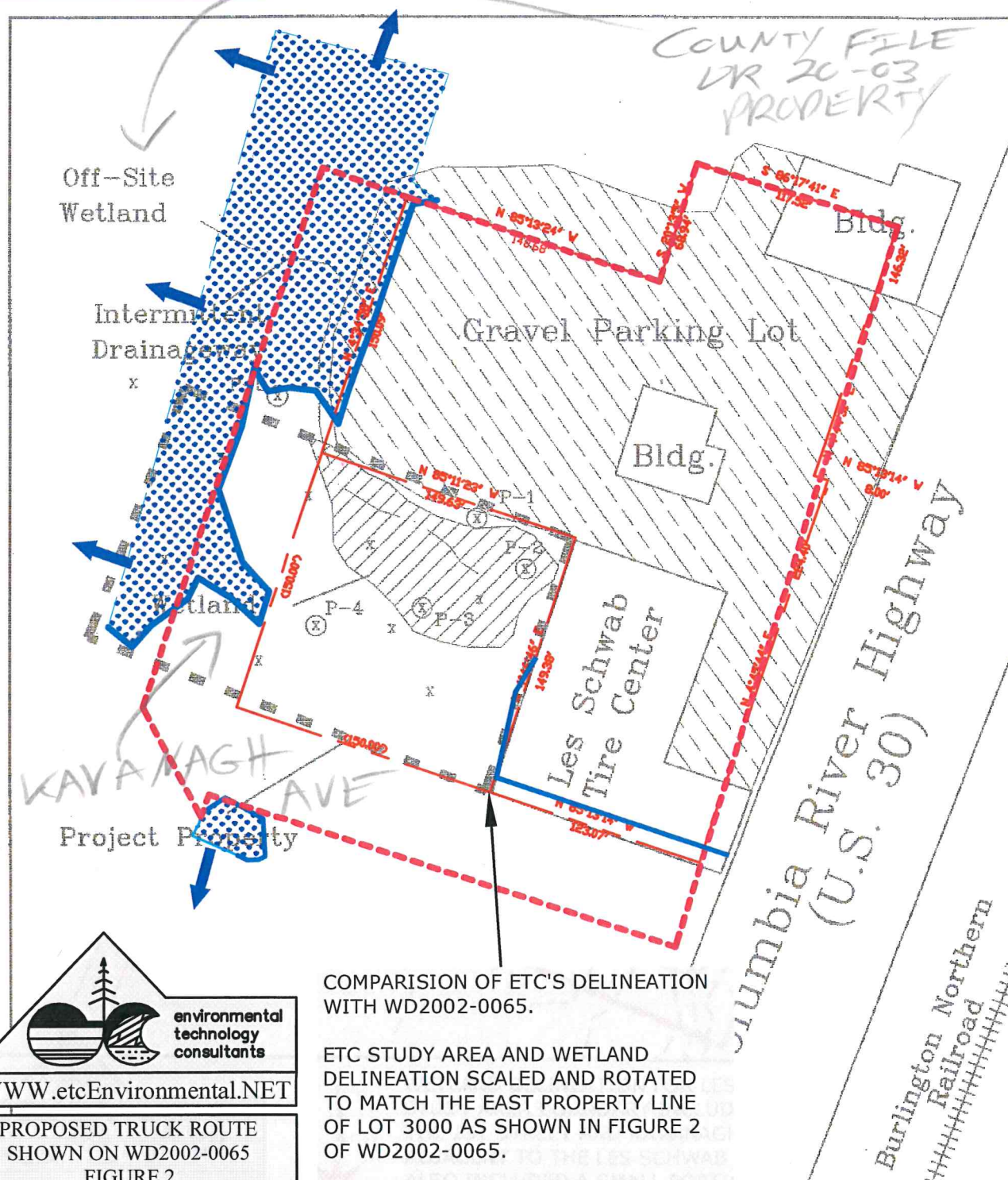
PROPOSED TRUCK ROUTE SHOWN ON WD2008-0476 FIGURE 6C

LES SCHWAB TRUCK ACCESS ROUTE ST HELENS, OR 97051	
FIGURE	3B
SCALE	1" = 100'
DRAWN BY	J. McConnaughey
DATE	FEBRUARY 2011
JOB #	EVA 10-009



ations, data point locations and photo-documentation points
 hagh Street Sewer LID project in Columbia County, Oregon.
 ovided by Group Mackenzie. Wetlands surveyed by Northwest
 rvey accuracy is sub-centimeter.

FIGURE
 6C



environmental
technology
consultants

WWW.etcEnvironmental.NET

PROPOSED TRUCK ROUTE
SHOWN ON WD2002-0065
FIGURE 2

LES SCHWAB
TRUCK ACCESS ROUTE
ST HELENS, OR 97051

FIGURE	3C
SCALE	1" = 80'
DRAWN BY	J. McConnaughey
DATE	APRIL 2011
JOB #	EVA 10-009A

Railroad
Building



Gravel Parking Lot
Wetland*

Foundations were not surveyed, but drawn on the map in the field.
Accuracy is estimated to be between 3 to 6 feet.

ay Smith - Wetland Delineation

Figure 2. Project Features Map
St. Helens - Columbia River Highway Property
\\CAD40\F74206\Figure 2a.dwg


Jones & Stokes



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Deborah Jacob, Planner, Columbia County
Columbia County Planning Commission

FROM: Jacob A. Graichen, AICP, City Planner 

RE: Columbia County file DR 20-03, additional comments

DATE: June 15, 2020

Please accept this memo as additional comments from the City of St. Helens for this proposal. These are in addition to those provided on the May 28, 2020.

The City wants the applicant/owner to understand the City's expectations.

First, for water service, McNulty PUD water is simply not an option due to the inevitable connection to City sanitary sewer, the consequent annexation, the provisions of the Urban Service Agreement between the City and McNulty PUD, and St. Helens Municipal Code 13.04.020(7) which requires connection to City water if a property is within 160 of a City water main. The plans and improvements need to address and reflect the City as the water provider.

Attached to this memo is a sheet from the "as built" drawings for the most recent water line extension within First Street. This shows that the water line is within approximately 130' of the subject property.

Second, site plan changes appear inevitable and may be substantial. Both the City's standards for RV parks (called "travel trailer park" in the City's code) and OAR 918-650 have space separation requirements from property lines and the spaces themselves. The preliminary plan appears to conflict with those. Several spaces abut property lines and the "central spaces" have zero separation. In any case, the City's standards are included at the end of this memo. See Finding 13 in the County's report for applicability of City standards for this development.

Third, sight obscuring vegetation must be on the subject property to qualify. Vegetation on an adjacent property does not count. Because vegetation needs more than 0' to grow and survive, this in addition to other provisions as discussed above, will result in some setback of the RV spaces from property lines.

Fourth, System Development Charges apply for water and sewer connections in addition to other miscellaneous permits and fees.

The City's standards for travel trailer (RV) parks are per St. Helens Municipal Code 17.100.150(3)(m) as follows:

(m) Travel Trailer Parks. In addition to the standards of the zone in which they are located and other references in this code, travel trailer parks shall comply to the standards of this subsection. If there is a conflict between the two standards, the standards of this subsection shall govern.

(i) Trailer parks shall be located on well-drained sites, and shall be so located that their drainage shall not endanger any life or property. All such trailer parks should be located in areas free from marshes, swamps, or other potential breeding places for insects or rodents;

(ii) The area of the trailer park shall be large enough to handle: the designated number of trailer spaces, necessary streets and drives, off-street parking, service areas, recreation areas, and setbacks;

(iii) Each trailer space shall contain a minimum of 1,200 square feet, except that at the option of the owner, the minimum size may be 1,000 square feet if an area of 100 square feet for each trailer space is provided for recreation. Each trailer space shall be a minimum of 25 feet in width, and shall abut on a drive with unobstructed access to a street. Such spaces shall be clearly defined. Trailers shall be located in such spaces with a minimum of 15 feet between trailers, or between a trailer and any building;

(iv) No trailer shall be located less than five feet from a side or rear property line;

(v) No trailer shall be located less than 25 feet from any street or highway, or so that any part of such trailer will obstruct any drive or walkway;

*(vi) No trailer shall remain in a trailer park unless a trailer space is available, and then only for a maximum of 30 consecutive days;

(vii) Access drives shall be provided to each trailer space, shall be continuous, shall connect with a street, and shall have a minimum width of 20 feet, with a minimum total width of 36 feet for exterior connections;

(viii) Improved walkways, not less than two feet in width, shall be provided from each trailer space to service buildings;

(ix) Access drives within the park shall be paved according to the city's developmental standards;

(x) Off-street parking shall be provided with a minimum of one and one-half parking spaces for each trailer space. Minimum width access drives shall not be considered in fulfilling this requirement;

(xi) Recreation areas which may be provided according to subsection (3)(m)(iii) of this section shall be suitably equipped, maintained and restricted to such uses. Such areas shall be protected from streets, drives and parking areas. The minimum size of each such recreation area shall be 2,500 square feet;

(xii) No permanent additions of any kind shall be built onto, nor become part of, any trailer. Skirting of trailers is permissible, but such skirting shall not attach the trailer to the ground;

(xiii) Permanent structures located within any trailer space shall be used for storage purposes only, shall have a maximum area of 25 square feet, shall be located not less than six feet from any trailer, and shall be subject to all applicable city building codes;

(xiv) Wheels of trailers shall not be removed, except temporarily when in need of repairs; the wheels or jacking system must be attached to the site only by quick disconnect type utilities and security devices; and

(xv) A sight-obscuring fence of not less than eight feet in height shall be provided along any lot line which abuts or faces a more restricted residential district;

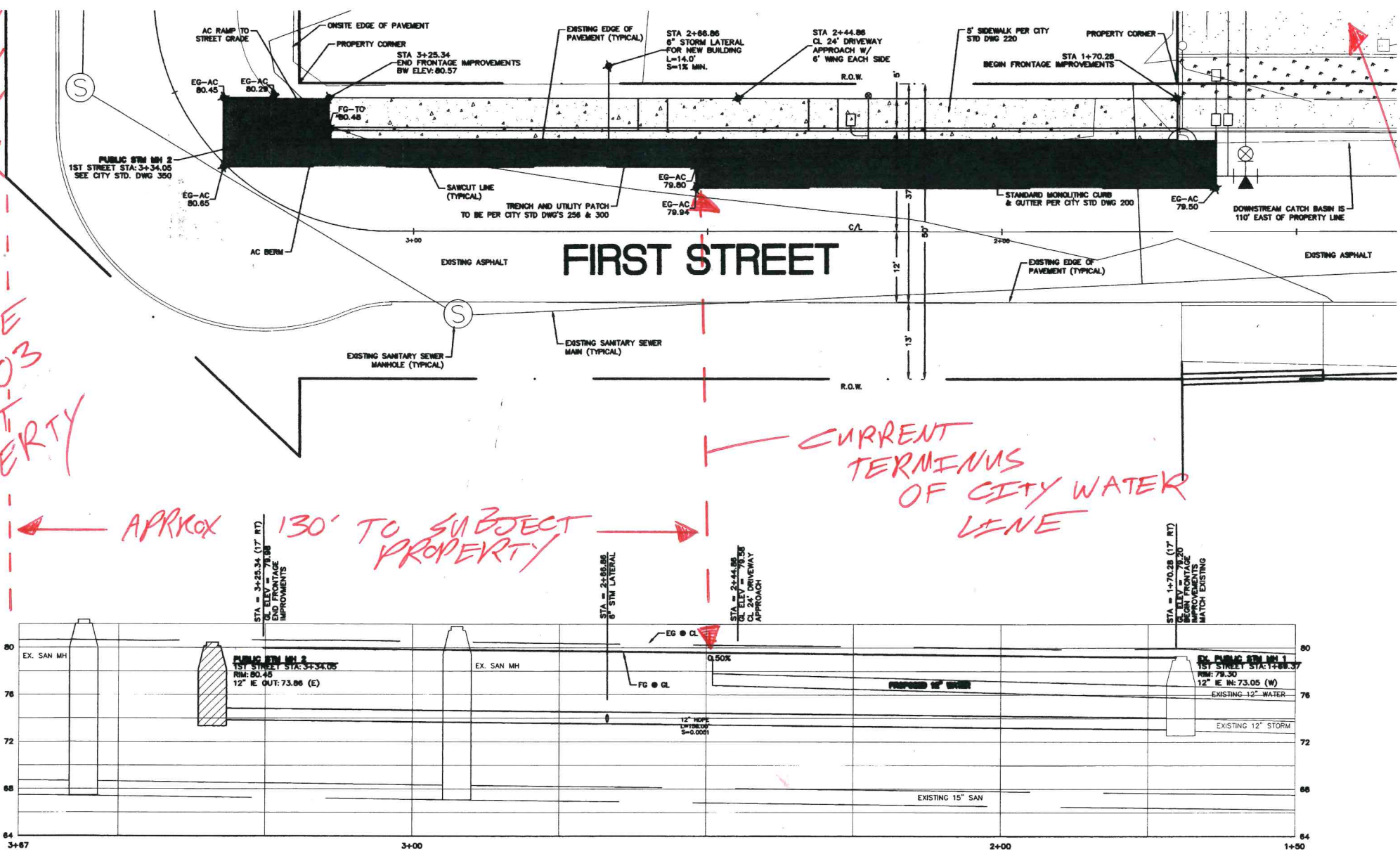
REVISIONS	BY
REVISED PER CITY COMMENTS (8-8-17)	JVM
REVISED (8-28-18)	JDM
AS-BUILT DRAWINGS (12-18-18)	JAS

1ST STREET IMPROVEMENTS
WAYNE WEIGANDT

Public Street/Storm Plan & Profile

SISUL ENGINEERING
100 PORTLAND AVENUE
CLATSOP COUNTY, OREGON 97130
(503) 887-0188
DRAWING: 17-049 - 1ST STREET.dwg

DATE	JUNE 2017
SCALE	1"=10'
DRAWN	JVM
JOB	SGL17-049
SHEET	3
OF	5 SHEETS

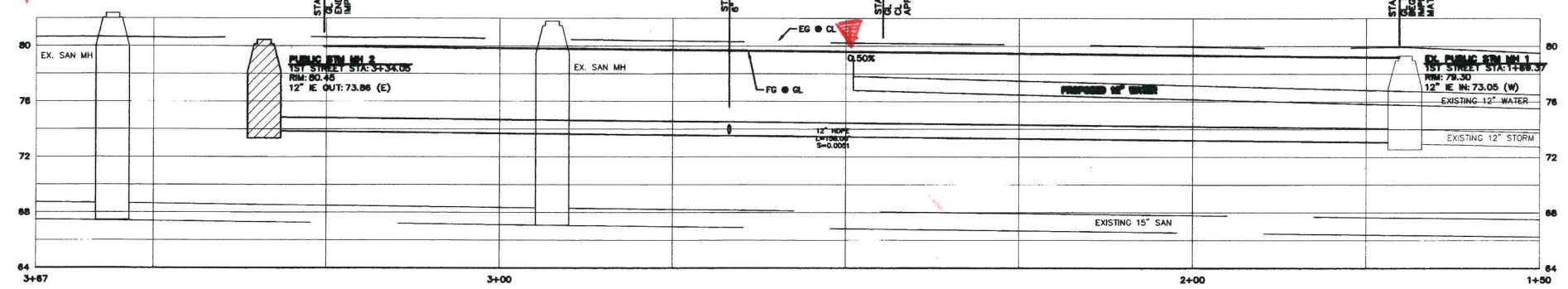


SOUTH END OF COUNTY FILE DR 20-03 SUBJECT PROPERTY

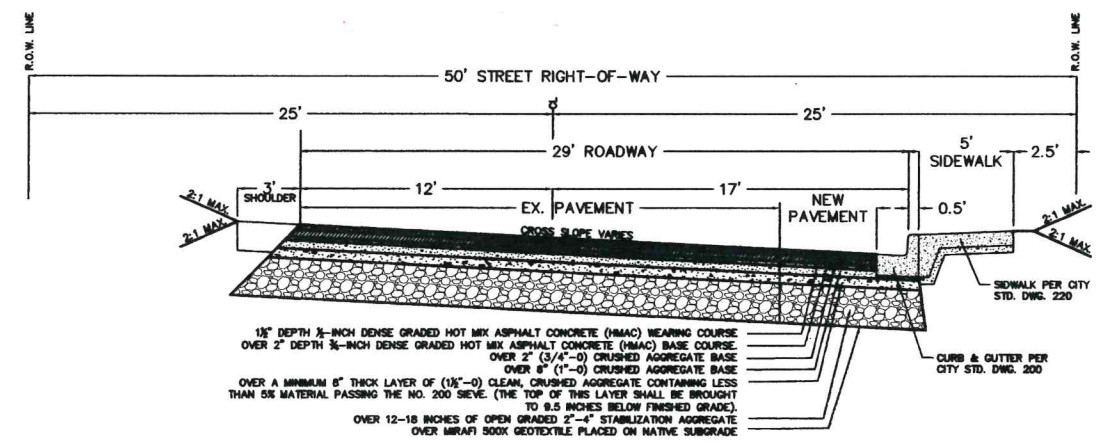
APPROX 130' TO SUBJECT PROPERTY

CURRENT TERMINUS OF CITY WATER LINE

LES SCHWAB TIRES



1ST STREET
HORIZONTAL SCALE: 1"=10'
VERTICAL SCALE: 1"=5'



FIRST STREET TYPICAL CROSS SECTION
SCALE: HORIZ. 1" = 20'
VERT. 1" = 5'

AS BUILT



**COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES**

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

General Application

File No. DR 20-03

GENERAL LAND USE PERMIT APPLICATION

TYPE OF PERMIT: Zone Change Temporary Permit
 X Site Design Review Resource Management Plan

Other: _____

APPLICANT: Name: Lower Columbia Engineering

Mailing address: 58640 McNulty Way, St. Helens, OR 97051

Phone No.: Office 503-366-0399 Home _____

Are you the _____ property owner? X owner's agent?

PROPERTY OWNER: _____ same as above, OR:

Name: Mark Comfort

Mailing Address: PO Box 284, St. Helens, OR 97051

PROPERTY ADDRESS (if assigned): _____

TAX ACCOUNT NO.: 4108-BD-01800 Acres: 2.28 Zoning: C-3

4108-CA-02900 Acres: 1.29 Zoning: C-3

_____ Acres: 3.57 Zoning: _____

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

Use:

Approx. Acres

Bush	3.57
_____	_____
_____	_____

Total acres (must agree with above):

3.57

File No. DR 2003

PROPOSED USES:

30 RV Park 5 paces

WATER SUPPLY: _____ Private well. Is the well installed? ____ Yes ____ No
 _____ X Community system. Name McNulty Water PUD

METHOD OF SEWAGE DISPOSAL: X Community Sewer. Name City of St. Helens
 Not applicable.
 Septic System.


If Septic, does the subject property already have a system? _____ Yes _____ No
If no, is the property approved for a Septic System? _____ Yes _____ No

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

<u>Tax Account No.</u>	<u>Acres</u>	<u>Co-owners (if any)</u>
4108-CA-00800	1.11	

CERTIFICATION:

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

Date: 3/23/2020 Signature:  Andrew Niemi
Lower Columbia

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

+++++

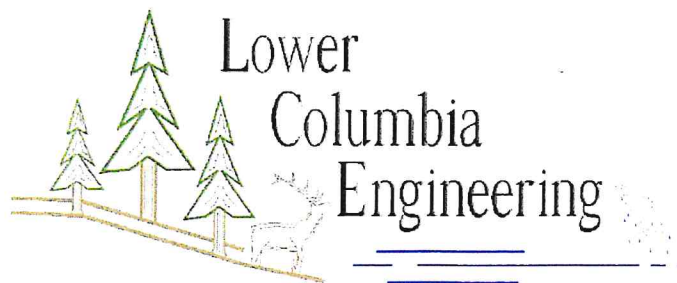
Planning Department Use Only

Date Rec'd. 3/23/2020 Hearing Date: _____
Or: Administrative _____

Receipt No. 391589 Stormwater & Erosion Control Fees ^y 370

Zoning: C-3 Staff Member: DW Jack

+++++



58640 McNulty Way
St. Helens, OR 97051

Phone: (503) 366-0399
www.lowercolumbiaengr.com

PROJECT NARRATIVE

History

This site has just been a brushy field with no buildings.

— ALSO NO FENCE!

Name

Deer Meadow RV Park

Who

Owner: Mark Comfort

Contact Person/Applicant: Lower Columbia Engineering, LLC
Andrew Niemi, P.E. (503) 366-0399

What

This is a proposed 30 Space RV Park as illustrated on the attached plans. It includes a 40' x 50' Clubhouse, space for a park host and an 18' wide one-way loop to provide access to the sites.

When

It is anticipated that construction would begin early summer 2020 and continue through summer with completion towards the end of 2020.

Where

The project is located at the intersection of Kavanagh Avenue and Firway Lane just West and within the Urban Growth Boundary of the City of St. Helens. It includes Tax Account No's: 4108-BD-01800 and 4108-CA-02900.

How

Mark W. Comfort Construction, CCB #91380 will be the general contractor. Northwest Plumbing Services, CCB # 77141, will address the plumbing requirements. Lower Columbia Engineering is addressing the civil engineering and Akaan Architecture + Design is handling the architectural responsibilities for the club house.

Traffic Impacts

Based on the 10th Edition of the ITE Trip Generation manual, when completely occupied, the park would generate six AM (7-9 AM) trips per hour and eight PM (4-6 PM) trips per hour. The manual doesn't provide average daily trips. However, in our opinion the best estimate is approximately 60 per day for this type of park

Section 820 GENERAL COMMERCIAL

C - 3

C - 3

821 Purpose: The General Commercial District is intended to provide for the broad range of commercial operations and services required for the proper and convenient functioning of Commercial Centers serving broad suburban areas. Uses permitted are intended to include all retail and service operations that may be appropriately located within a shopping district and that are normally required to sustain a community.

822 Permitted Uses:

- .1 Any use permitted in a C-5 and C-4 District.
- .2 Single-family dwelling accessory to a permitted use and contained in the main building.
- .3 Two-family dwelling accessory to a permitted use and contained in the main building.
- .4 Multi-family dwelling.
- .5 Boarding, lodging, or rooming house.
- .6 Commercial recreation.
- .7 Motel, hotel, including an eating and drinking establishment in conjunction therewith.
- .8 Group cottages.
- .9 Church.
- .10 Public or private school or college.
- .11 Community meeting building.
- .12 Utility facilities necessary for public service.
- .13 Hospital, sanitarium, rest home, and nursing home.
- .14 Governmental structure such as a fire station or library but excluding a storage or repair type facility.
- .15 Radio or television transmitter tower.
- .16 Retail trade establishment such as food store, drug store, gift shop, hardware store, and furniture store except marijuana retailing.
- .17 Repair and maintenance service of the type of goods to be found in the above permitted retail trade establishments provided such service is performed wholly within an enclosed building.

vicinity map
DR 20-03

ROAD INDEX MAP UMBIA COUNTY OREGON

PREPARED BY THE
OREGON DEPARTMENT OF TRANSPORTATION

IN COOPERATION WITH THE
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

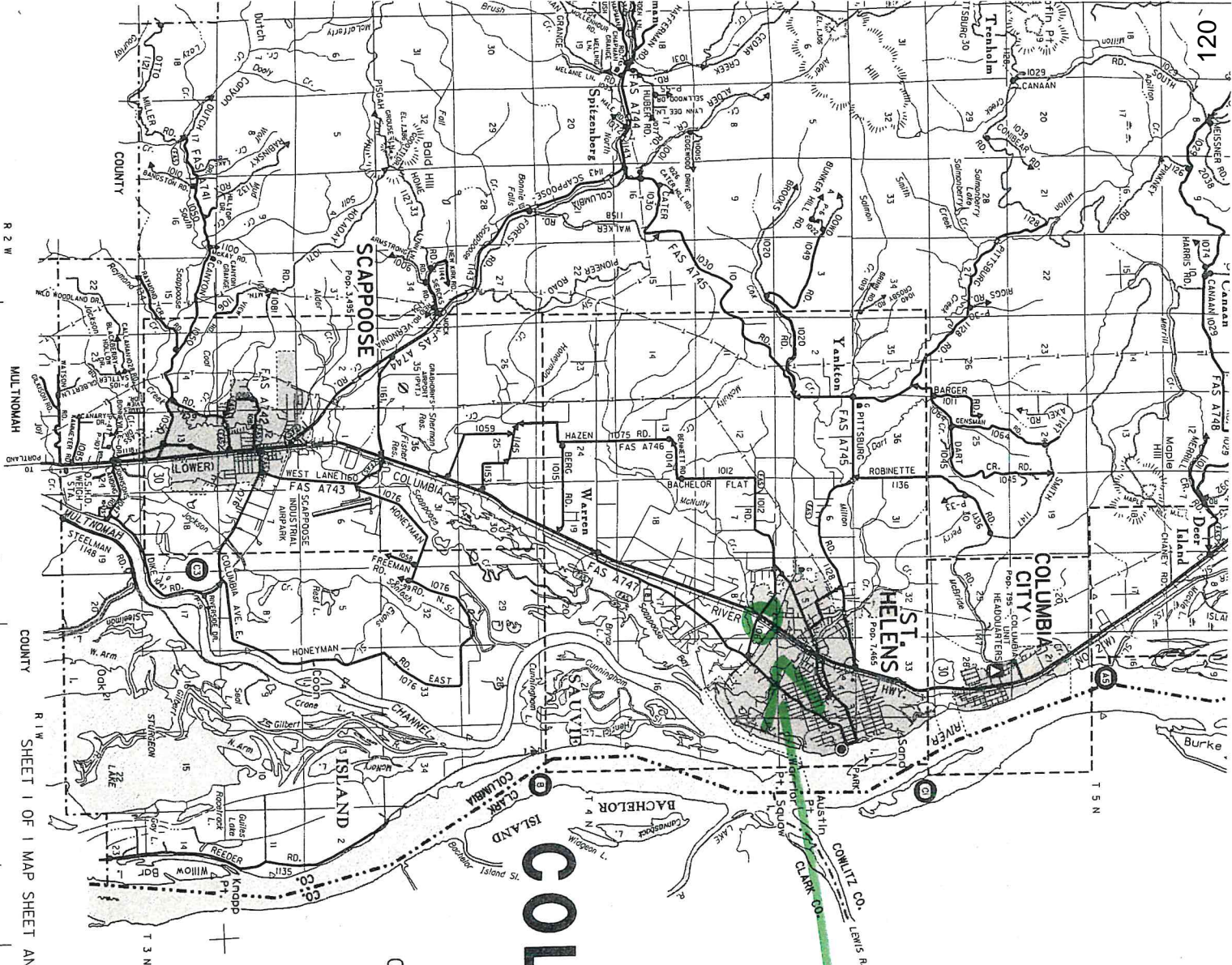
1987

State Plane Coordinate on Lambert Projection
Oregon North Zone in Thousands of Feet

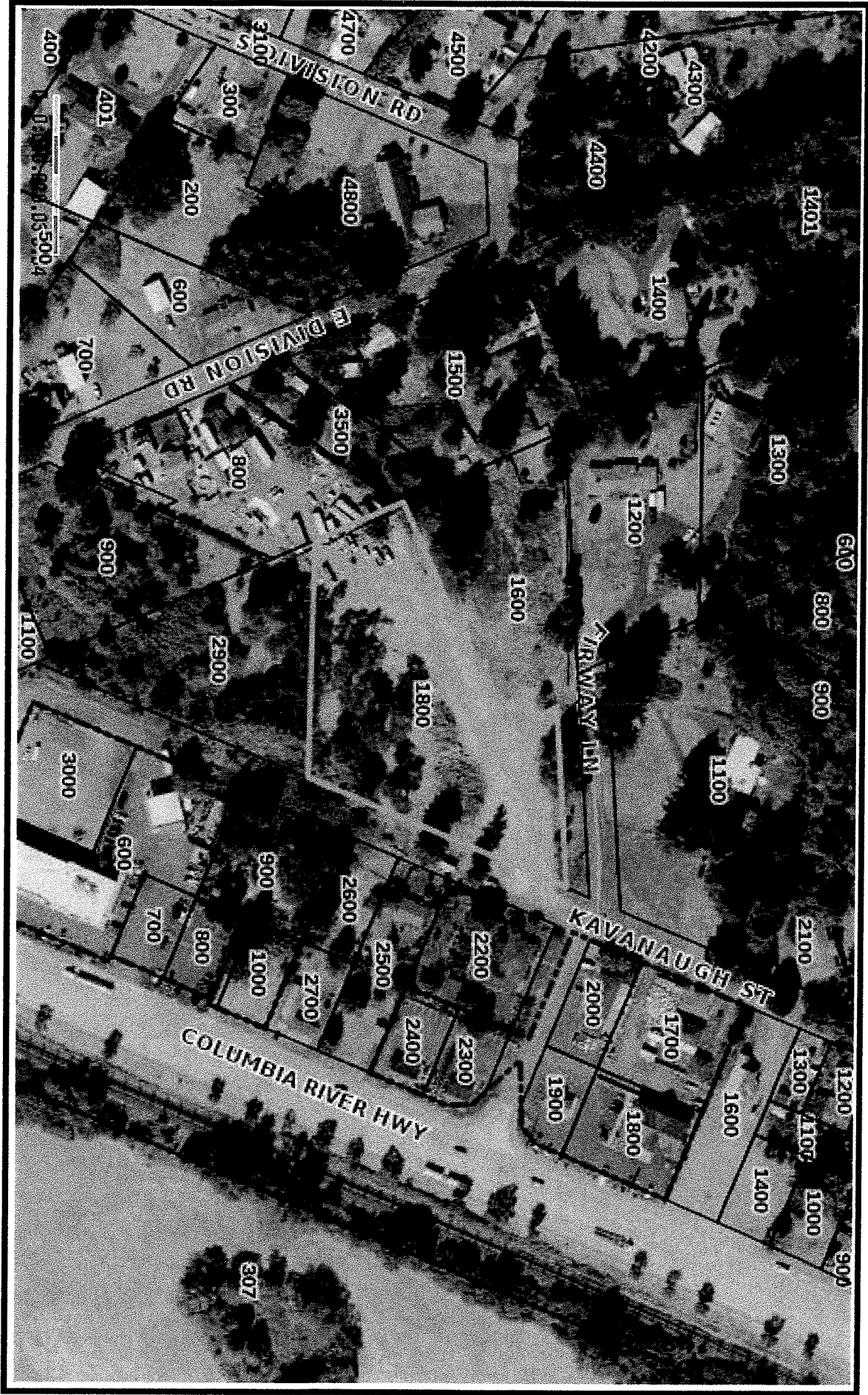
R 1 W
SHEET 1 OF 1 MAP SHEET AND 3 SUPPLEMENTAL SHEETS

COMPUTER GENERATED

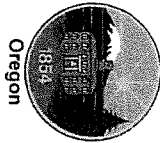
SHEET 1



Aerial Map DR 20-03



Columbia County



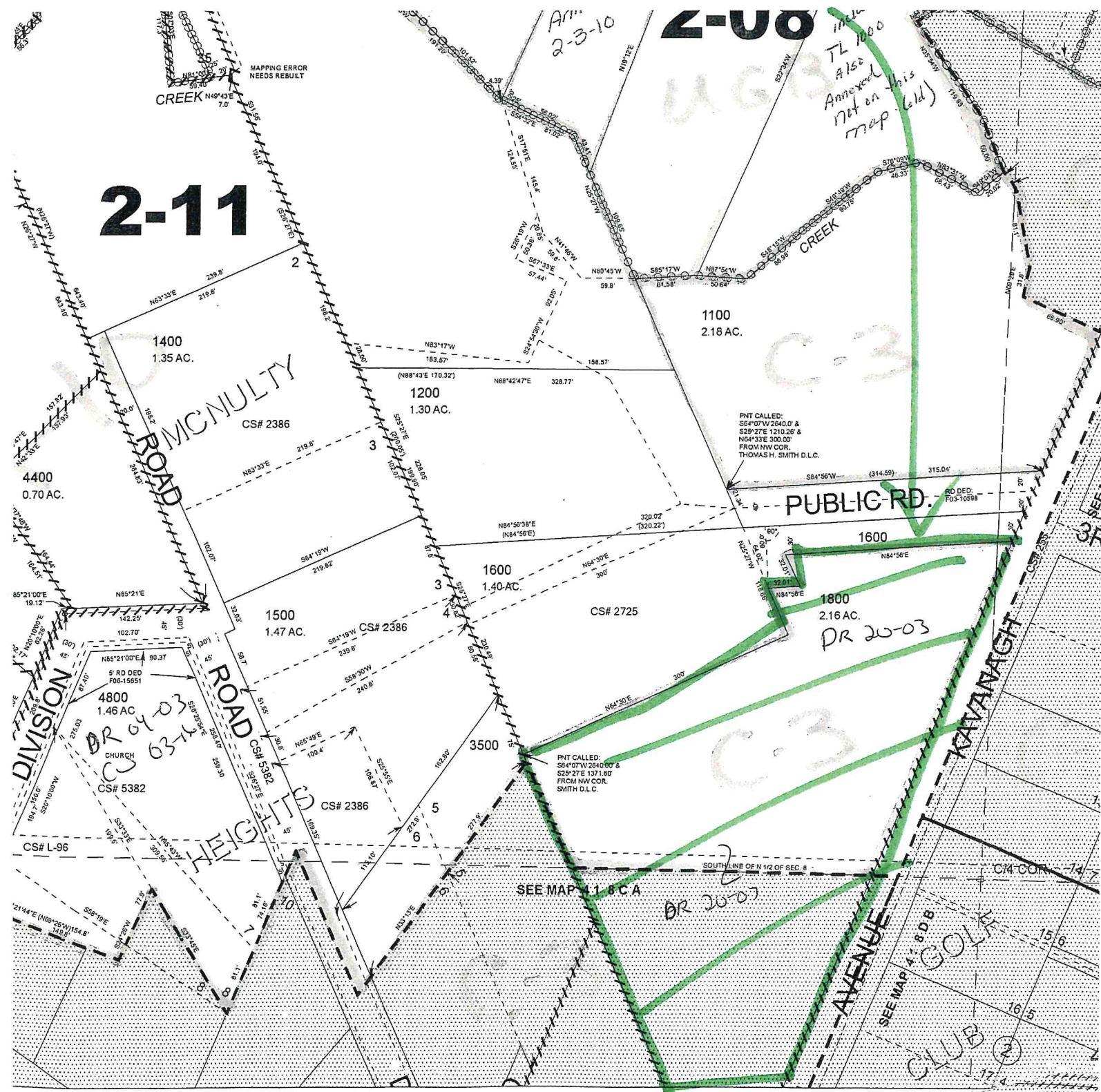
Columbia County Web Maps

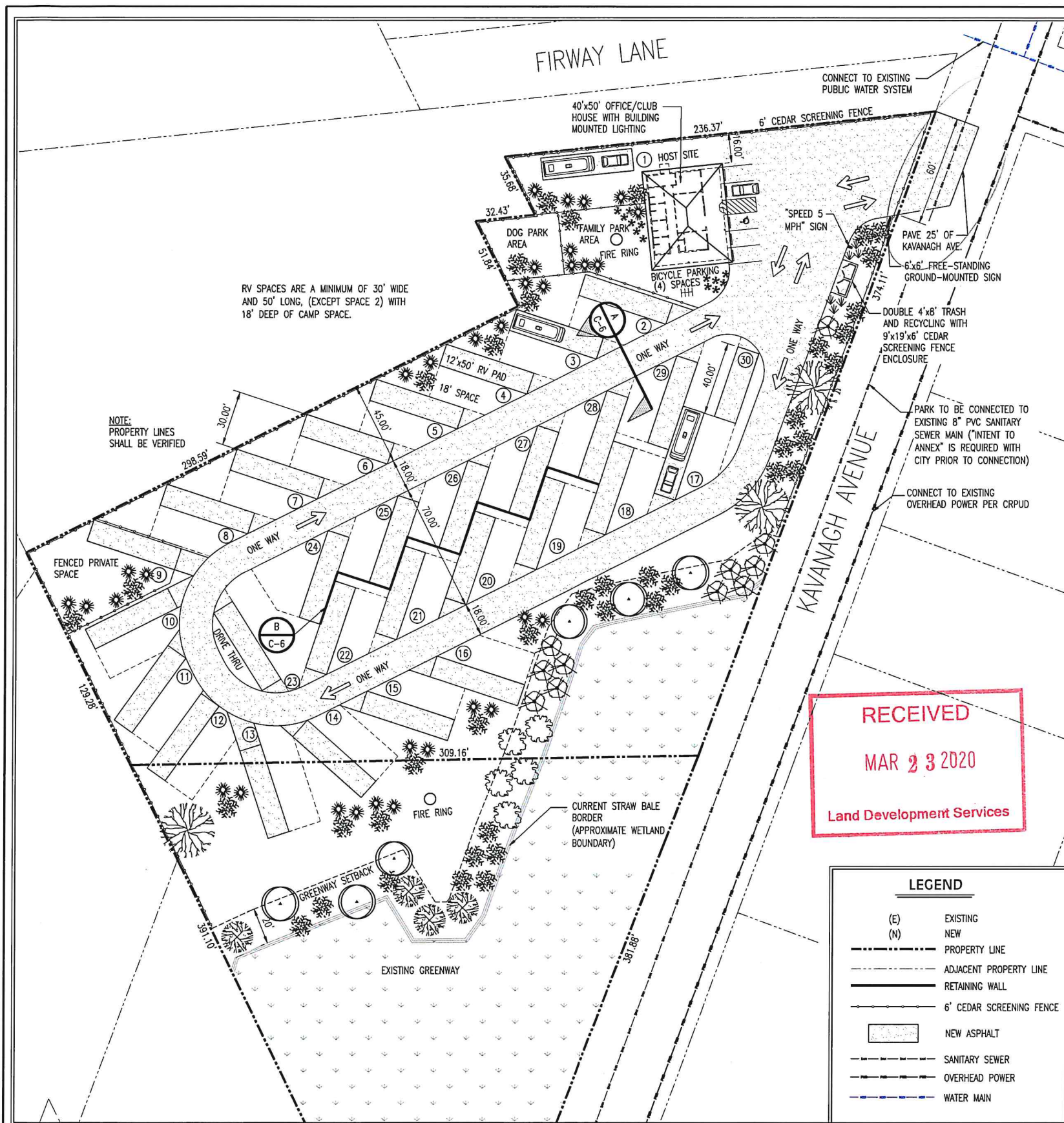
Disclaimer: This map was produced using Columbia County GIS data. The GIS data is maintained by the County to support its governmental activities and is subject to change without notice. This map should not be used for survey or engineering purposes. Columbia County assumes no responsibility with regard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





Geotitles





DEER MEADOW RV PARK

ST. HELENS, OR

30 TOTAL SPACES

UTILITY LOCATES

(48 HOUR NOTICE PRIOR TO EXCAVATION)
OREGON LAW REQUIRES YOU TO FOLLOW THE RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH 952-001-0100. (YOU MAY OBTAIN COPIES OF THE RULES FROM THE CENTER BY CALLING 503 246 1987.)

ONE CALL SYSTEM.....1 800 332 2344
ON LINE <http://www.callbeforeyoudig.org/>

DRAWING INDEX

DRAWING NUMBER	DESCRIPTION
D-2783-G-1	SITE PLAN, DRAWING INDEX & VICINITY MAP
D-2783-C-1	EROSION AND SEDIMENT CONTROL COVER SHEET
D-2783-C-2	EXISTING SITE PLAN
D-2783-C-3	MASS GRADING AND STABILIZATION ESC PLAN
D-2783-C-4	EROSION AND SEDIMENT CONTROL DETAILS
D-2783-C-5	LANDSCAPE AND DRAINAGE PLAN
D-2783-C-6	SITE DETAILS

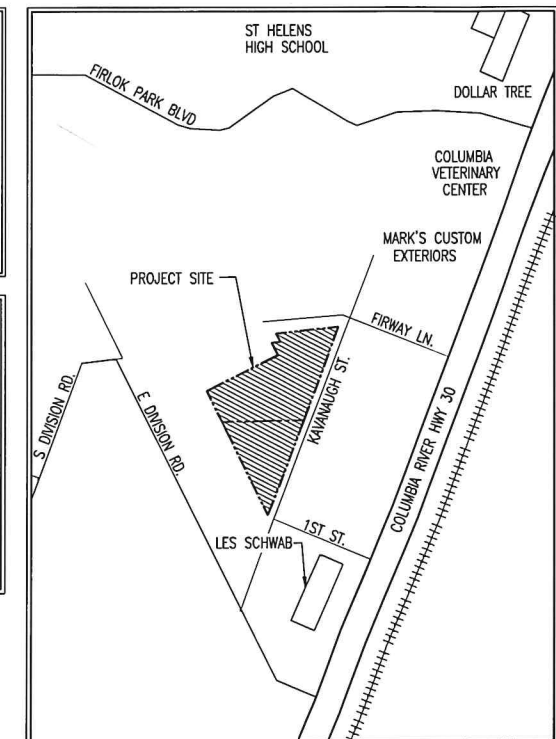
NOTE:
ALL SITE TOPOGRAPHY SHOWN REPRESENTS THE EXISTING CONDITIONS OF THE PROPERTY.

PROJECT TEAM

ARCHITECT (CLUB HOUSE)
AKAAN ARCHITECTURE + DESIGN, LLC
101 ST. HELENS STREET, ST. HELENS, OR 97051
PHONE: (503) 366-3050
CONTACT: AL PETERSEN
alpetersen@akaandesign.com

CIVIL ENGINEER
LOWER COLUMBIA ENGINEERING, LLC
58640 McNULTY WAY, ST. HELENS, OR 97051
PHONE: (503) 366-0399
CONTACTS: ANDREW NIEMI, P.E.
andrew@lowercolumbiaengr.com

OWNER
MARK COMFORT
PO BOX 284
ST. HELENS, OREGON 97051
PHONE: (503) 396-0271
m.comfortconstruction@gmail.com



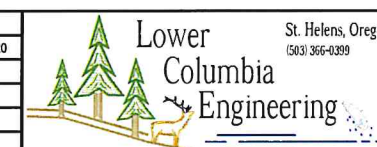
VICINITY MAP
SCALE: NTS



SITE PLAN
SCALE: 1" = 30'



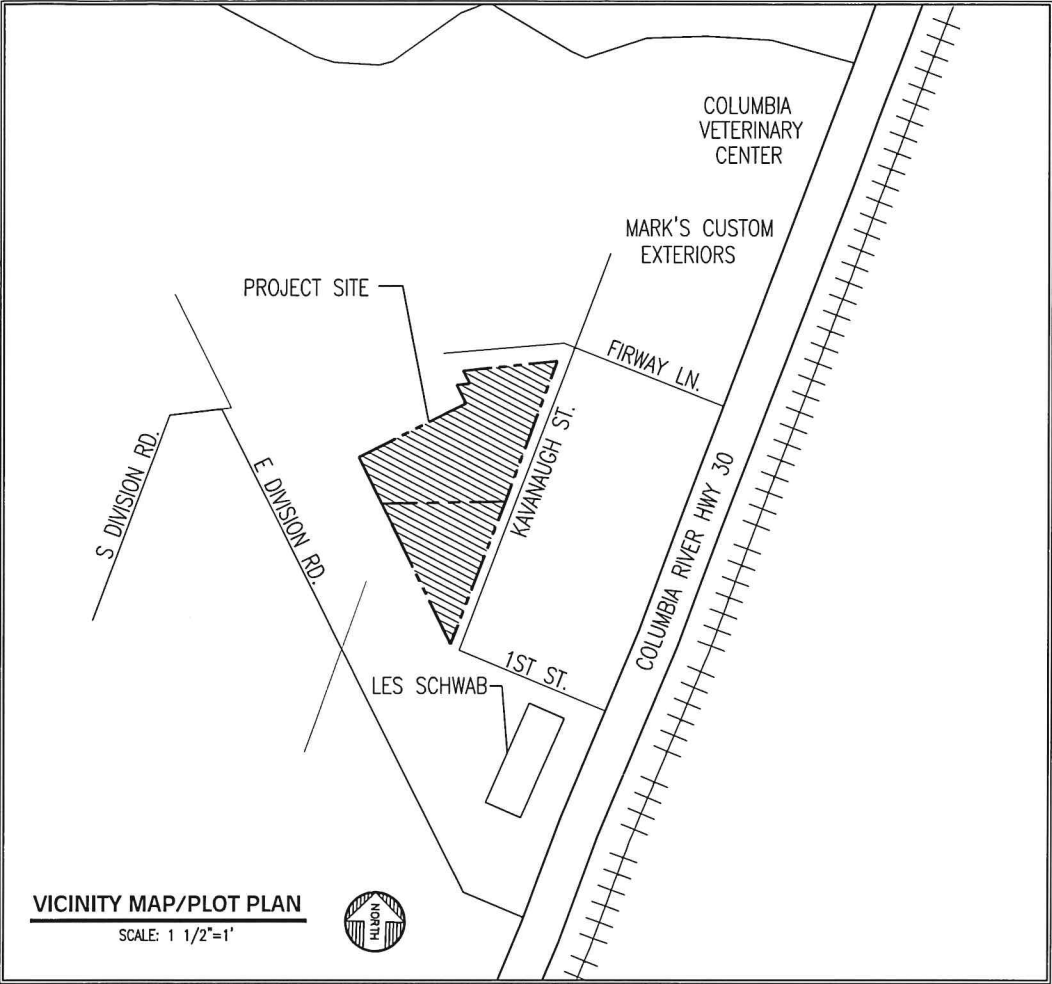
REV.	REVISION RECORD	DATE
A	GENERAL UPDATES	3/13/2020



PROJ. NO.	2783	SITE PLAN, DRAWING INDEX, VICINITY MAP
DWG. BY	CAT	DEER MEADOW RV PARK
APPR. BY	MARK COMFORT	SHEET
FILE	D-2783-G-1-A	DATE 08/07/18
		G-1

DATE: 3/18/2020
REVISED PRINT
VOID ALL PREVIOUS

DATE: 3/13/2020
ISSUED
FOR APPROVAL



EROSION & SEDIMENT CONTROL PLANS (ESCP)

DEER MEADOW RV PARK

LOCAL AGENCY-SPECIFIC EROSION CONTROL NOTES

- OWNER OR DESIGNATED PERSON SHALL BE RESPONSIBLE FOR PROPER INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES, IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS.
- PRIOR TO ANY LAND DISTURBING ACTIVITIES, THE BOUNDARIES OF THE CLEARING LIMITS, VEGETATED BUFFERS, AND ANY SENSITIVE AREAS SHOWN ON THIS PLAN SHALL BE CLEARLY DELINEATED IN THE FIELD. DURING THE CONSTRUCTION PERIOD, NO DISTURBANCE IS PERMITTED BEYOND THE CLEARING LIMITS. THE OWNER/PERMITTEE MUST MAINTAIN THE DELINEATION FOR THE DURATION OF THE PROJECT. NOTE: VEGETATED CORRIDORS TO BE DELINEATED WITH ORANGE CONSTRUCTION FENCE OR APPROVED EQUAL.
- PRIOR TO ANY LAND DISTURBING ACTIVITIES, THE BMP'S THAT MUST BE INSTALLED ARE A GRAVEL CONSTRUCTION ENTRANCE, PERIMETER SEDIMENT CONTROL, AND INLET PROTECTION. THESE BMP'S MUST BE MAINTAINED FOR THE DURATION OF THE PROJECT.
- IF VEGETATIVE FIELD MIXES ARE SPECIFIED, SEEDING MUST TAKE PLACE NO LATER THAT SEPTEMBER 1; THE TYPE AND PERCENTAGES OF SEED IN THE MIX MUST BE IDENTIFIED IN THE PLANS.
- ALL PUMPING OF SEDIMENT LADEN WATER SHALL BE DISCHARGED OVER AN UNDISTURBED, PREFERABLY VEGETATED AREA, AND THROUGH A SEDIMENT CONTROL BMP I.E. (FILTER BAG).
- THE ESC PLAN MUST BE KEPT ON SITE. ALL MEASURES SHOWN ON THE PLAN MUST BE INSTALLED PROPERLY TO ENSURE THAT SEDIMENT OR SEDIMENT LADEN WATER DO NOT ENTER A SURFACE WATER SYSTEM, ROADWAY, OR OTHER PROPERTIES.
- THE ESC MEASURES SHOWN ON THIS PLAN ARE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THESE MEASURES SHALL BE UPGRADED AS NEEDED TO COMPLY WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL EROSION CONTROL REGULATIONS. CHANGES TO THE APPROVED ESC PLAN MUST BE SUBMITTED IN THE FORM OF AN ACTION PLAN TO DEQ PER THE 1200 C PERMIT.
- IN AREAS SUBJECT TO WIND EROSION, APPROPRIATE BMP'S MUST BE USED WHICH MAY INCLUDE THE APPLICATION OF FINE WATER SPRAYING, PLASTIC SHEETING, MULCHING, OR OTHER APPROVED MEASURES.
- ALL EXPOSED SOILS MUST BE COVERED DURING THE WET WEATHER PERIOD.

INSPECTION FREQUENCY

SITE CONDITION	MINIMUM FREQUENCY
1. ACTIVE PERIOD	DAILY WHEN STORMWATER RUNOFF, INCLUDING RUNOFF FROM SNOWMELT, IS OCCURRING. AT LEAST ONCE EVERY FOURTEEN (14) CALENDAR DAYS, REGARDLESS OF WHETHER STORMWATER RUNOFF IS OCCURRING.
2. PRIOR TO THE SITE BECOMING INACTIVE OR IN ANTICIPATION OF SITE INACCESSIBILITY	ONCE TO ENSURE THAT EROSION AND SEDIMENT CONTROL MEASURES ARE IN WORKING ORDER. ANY NECESSARY MAINTENANCE AND REPAIR MUST BE MADE PRIOR TO LEAVING THE SITE.
3. INACTIVE PERIODS GREATER THAN FOURTEEN (14) CONSECUTIVE CALENDAR DAYS.	ONCE EVERY MONTH.
4. PERIODS DURING WHICH THE SITE IS INACCESSIBLE DUE TO INCLEMENT WEATHER.	IF PRACTICAL, INSPECTIONS MUST OCCUR DAILY AT A RELEVANT AND ACCESSIBLE DISCHARGE POINT OR DOWNSTREAM LOCATION.
5. PERIODS DURING WHICH DISCHARGE IS UNLIKELY DUE TO FROZEN CONDITIONS	MONTHLY. RESUME MONITORING IMMEDIATELY UPON MELT, OR WHEN WEATHER CONDITIONS MAKE DISCHARGES LIKELY.

- HOLD A PRE-CON MEETING OF PROJECT CONSTRUCTION PERSONNEL THAT INCLUDES THE EC INSPECTOR.
- ALL INSPECTIONS MUST BE MADE IN ACCORDANCE WITH DEQ 1200C PERMIT REQUIREMENTS.
- INSPECTION LOGS MUST BE KEPT IN ACCORDANCE WITH DEQ'S 1200C PERMIT REQUIREMENTS.
- REVISIONS TO THE APPROVED ESC PLAN MUST BE SUBMITTED TO DEQ OR AGENT IN ACCORDANCE WITH CURRENT 1200-C PERMIT.

GENERAL CONTRACTOR
MARK W. COMFORT CONSTRUCTION
PO BOX 284
ST. HELENS, OREGON 97051
PHONE: 503-543-2896

ENGINEERING FIRM
LOWER COLUMBIA ENGINEERING
58640 MCNUITY WAY
ST. HELENS, OREGON 97051
PHONE: 503-366-0399

NARRATIVE DESCRIPTION

EXISTING SITE CONDITIONS

- VEGETATED GRASSY AREAS
- SINGLE LANE GRAVEL ROAD
- EXISTING STOCKPILES

DEVELOPED CONDITIONS

CONSTRUCTION OF NEW RV PARK

RECEIVING WATER BODIES

MCNUITY CREEK

PROJECT LOCATION

LOCATED ON THE NORTHWEST SIDE OF KAVANAUGH RD. JUST WEST OF HWY. 30 IN SAINT HELENS, OREGON. LATITUDE 45D 50' 42" N, LONGITUDE 122D 50' 9" W

PROPERTY DESCRIPTION

TAX LOT 1800, SECTION 8 BD, TOWNSHIP 4N, RANGE 1W, WILLAMETTE MERIDIAN, COLUMBIA COUNTY, OREGON
TAX LOT 2900, SECTION 8 CA, TOWNSHIP 4N, RANGE 1W, WILLAMETTE MERIDIAN, COLUMBIA COUNTY, OREGON

NATURE OF CONSTRUCTION ACTIVITY AND ESTIMATED TIME TABLE

- NEW RV PARK
- 11/2019-03/2020 CLEARING, DEMOLITION, AND ESC BMP INSTALLATION.
- 03/2020-04/2020-SITE GRADING AND CONSTRUCTION
- 09/2020-12/2020-FINAL STABILIZATION AND PLANTING

TOTAL SITE AREA = 3.58 ACRES

TOTAL DISTURBED AREA = 2.56 ACRES

SITE SOIL CLASSIFICATION

1A - ALOHA
40B - QUATAMA
69 - WOLLENT

PERMITTEE'S SITE INSPECTOR

ANDREW NIEMI, P.E., LOWER COLUMBIA ENGINEERING
58640 MCNUITY WAY, ST. HELENS, OREGON 97051
PHONE: 503-366-0399

DESCRIPTION OF EXPERIENCE: REGISTERED ENGINEER WITH OVER 200 HOURS OF ON THE JOB EXPERIENCE ASSOCIATED WITH INSTALLATION, MAINTENANCE AND MONITORING OF EROSION AND SEDIMENT CONTROL WORK, AND THE IMPLEMENTATION OF BEST MANAGEMENT PRACTICES.

TYLER JOKI, LOWER COLUMBIA ENGINEERING
58640 MCNUITY WAY, ST. HELENS, OREGON 97051
PHONE: 503-366-0399

DESCRIPTION OF EXPERIENCE: CERTIFIED EROSION AND SEDIMENT CONTROL LEAD / CESCL NUMBER: 80170 (NWETC) CERTIFICATION EXPIRES: 3/29/2020. 4 YEARS POLLUTION INVESTIGATOR (P.I./MST2/USCG). 11 YEARS CONSTRUCTION OVERSIGHT.

MILES MITCHELL, E.I.T., LOWER COLUMBIA ENGINEERING
58640 MCNUITY WAY, ST. HELENS, OREGON 97051
PHONE: 503-366-0399

DESCRIPTION OF EXPERIENCE: CERTIFIED EROSION AND SEDIMENT CONTROL LEAD / CESCL NUMBER: 81203 (NWETC) CERTIFICATION EXPIRES: 10/11/2021. 2 YEARS OF CONSTRUCTION OVERSIGHT.

ATTENTION EXCAVATORS:

OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010-THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THESE RULES FROM THE CENTER BY CALLING 503-232-1987. IF YOU HAVE ANY QUESTIONS ABOUT THE RULES, YOU MAY CONTACT THE CENTER. YOU MUST NOTIFY THE CENTER AT LEAST TWO BUSINESS DAYS, BEFORE COMMENCING AN EXCAVATION. CALL 503-246-6699.

STANDARD EROSION AND SEDIMENT CONTROL PLAN NOTES

- HOLD A PRE-CONSTRUCTION MEETING OF PROJECT CONSTRUCTION PERSONNEL THAT INCLUDES THE INSPECTOR TO DISCUSS EROSION AND SEDIMENT CONTROL MEASURES AND CONSTRUCTION LIMITS. (SCHEDULE A.8.c.i.(3))
- ALL INSPECTIONS MUST BE MADE IN ACCORDANCE WITH DEQ 1200-C PERMIT REQUIREMENTS. (SCHEDULE A.12.b AND SCHEDULE B.1)
- INSPECTION LOGS MUST BE KEPT IN ACCORDANCE WITH DEQ'S 1200-C PERMIT REQUIREMENTS. (SCHEDULE B.1.c AND B.2)
- RETAIN A COPY OF THE ESCP AND ALL REVISIONS ON SITE AND MAKE IT AVAILABLE ON REQUEST TO DEQ, AGENT, OR THE LOCAL MUNICIPALITY. DURING INACTIVE PERIODS OF GREATER THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, THE ABOVE RECORDS MUST BE RETAINED BY THE PERMIT REGISTRANT BUT DO NOT NEED TO BE AT THE CONSTRUCTION SITE. (SCHEDULE B.2.c)
- ALL PERMIT REGISTRANTS MUST IMPLEMENT THE ESCP. FAILURE TO IMPLEMENT ANY OF THE CONTROL MEASURES OR PRACTICES DESCRIBED IN THE ESCP IS A VIOLATION OF THE PERMIT. (SCHEDULE A.8.a)
- THE ESCP MUST BE ACCURATE AND REFLECT SITE CONDITIONS. (SCHEDULE A.12.c.i)
- SUBMISSION OF ALL ESCP REVISIONS IS NOT REQUIRED. SUBMITTAL OF THE ESCP REVISIONS IS ONLY UNDER SPECIFIC CONDITIONS. SUBMIT ALL NECESSARY REVISION TO DEQ OR AGENT WITHIN 10 DAYS. (SCHEDULE A.12.c.iv. AND v)
- PHASE CLEARING AND GRADING TO THE MAXIMUM EXTENT PRACTICAL TO PREVENT EXPOSED INACTIVE AREAS FROM BECOMING A SOURCE OF EROSION. (SCHEDULE A.7.a.ii)
- IDENTIFY, MARK, AND PROTECT (BY CONSTRUCTION FENCING OR OTHER MEANS) CRITICAL RIPARIAN AREAS AND VEGETATION INCLUDING IMPORTANT TREES AND ASSOCIATED ROOTING ZONES, AND VEGETATION AREAS TO BE PRESERVED. IDENTIFY VEGETATIVE BUFFER ZONES BETWEEN THE SITE AND SENSITIVE AREAS (E.G., WETLANDS), AND OTHER AREAS TO BE PRESERVED, ESPECIALLY IN PERIMETER AREAS. (SCHEDULE A.8.c.i.(1) AND (2))
- PRESERVE EXISTING VEGETATION WHEN PRACTICAL AND RE-VEGETATE OPEN AREAS. RE-VEGETATE OPEN AREAS WHEN PRACTICABLE BEFORE AND AFTER GRADING OR CONSTRUCTION. IDENTIFY THE TYPE OF VEGETATIVE SEED MIX USED. (SCHEDULE A.7.a.v)
- MAINTAIN AND DELINEATE ANY EXISTING NATURAL BUFFER WITHIN THE 50-FEET OF WATERS OF THE STATE. (SCHEDULE A.7.B.I AND (2)(a)(b))
- INSTALL PERIMETER SEDIMENT CONTROL, INCLUDING STORM DRAIN INLET PROTECTION AS WELL AS ALL SEDIMENT BASINS, TRAPS, AND BARRIERS PRIOR TO LAND DISTURBANCE. (SCHEDULE A.8.c.i.(5))
- CONTROL BOTH PEAK FLOW RATES AND TOTAL STORMWATER VOLUME, TO MINIMIZE EROSION AT OUTLETS AND DOWNSTREAM CHANNELS AND STREAMBANKS. (SCHEDULE A.7.c)
- CONTROL SEDIMENT AS NEEDED ALONG THE SITE PERIMETER AND AT ALL OPERATIONAL INTERNAL STORM DRAIN INLETS AT ALL TIMES DURING CONSTRUCTION, BOTH INTERNALLY AND AT THE SITE BOUNDARY. (SCHEDULE A.7.d.i)
- ESTABLISH CONCRETE TRUCK AND OTHER CONCRETE EQUIPMENT WASHOUT AREAS BEFORE BEGINNING CONCRETE WORK. (SCHEDULE A.8.c.i.(6))
- APPLY TEMPORARY AND/OR PERMANENT SOIL STABILIZATION MEASURES IMMEDIATELY ON ALL DISTURBED AREAS AS GRADING PROGRESSES. TEMPORARY OR PERMANENT STABILIZATIONS MEASURES ARE NOT REQUIRED FOR AREAS THAT ARE INTENDED TO BE LEFT UNVEGETATED, SUCH AS DIRT ACCESS ROADS OR UTILITY POLE PADS.(SCHEDULE A.8.c.ii.(3))
- ESTABLISH MATERIAL AND WASTE STORAGE AREAS, AND OTHER NON-STORMWATER CONTROLS. (SCHEDULE A.8.c.i.(7))
- PREVENT TRACKING OF SEDIMENT ONTO PUBLIC OR PRIVATE ROADS USING BMPs SUCH AS: CONSTRUCTION ENTRANCE, GRAVELED (OR PAVED) EXITS AND PARKING AREAS, GRAVEL ALL UNPAVED ROADS LOCATED ONSITE, OR USE AN EXIT TIRE WASH. THESE BMPs MUST BE IN PLACE PRIOR TO LAND-DISTURBING ACTIVITIES. (SCHEDULE A.7.d.ii AND A.8.c.i.(4))
- WHEN TRUCKING SATURATED SOILS FROM THE SITE, EITHER USE WATER-TIGHT TRUCKS OR DRAIN LOADS ON SITE. (SCHEDULE A.7.D.II.(5))
- CONTROL PROHIBITED DISCHARGES FROM LEAVING THE CONSTRUCTION SITE, I.E., CONCRETE WASH-OUT, WASTEWATER FROM CLEANOUT OF STUCCO, PAINT AND CURING COMPOUNDS. (SCHEDULE A.6)
- USE BMPs TO PREVENT OR MINIMIZE STORMWATER EXPOSURE TO POLLUTANTS FROM SPILLS; VEHICLE AND EQUIPMENT FUELING, MAINTENANCE, AND STORAGE; OTHER CLEANING AND MAINTENANCE ACTIVITIES; AND WASTE HANDLING ACTIVITIES. THESE POLLUTANTS INCLUDE FUEL, HYDRAULIC FLUID, AND OTHER OILS FROM VEHICLES AND MACHINERY, AS WELL AS DEBRIS, FERTILIZER, PESTICIDES AND HERBICIDES, PAINTS, SOLVENTS, CURING COMPOUNDS AND ADHESIVES FROM CONSTRUCTION OPERATIONS. (SCHEDULE A.7.e.i.(2))
- IMPLEMENT THE FOLLOWING BMPs WHEN APPLICABLE: WRITTEN SPILL PREVENTION AND RESPONSE PROCEDURES, EMPLOYEE TRAINING ON SPILL PREVENTION AND PROPER DISPOSAL PROCEDURES, SPILL KITS IN ALL VEHICLES, REGULAR MAINTENANCE SCHEDULE FOR VEHICLES AND MACHINERY, MATERIAL DELIVERY AND STORAGE CONTROLS, TRAINING AND SOWAGE, AND COVERED STORAGE AREAS FOR WASTE AND SUPPLIES. (SCHEDULE A.7.e.iii.)
- USE WATER, SOIL-BINDING AGENT OR OTHER DUST CONTROL TECHNIQUE AS NEEDED TO AVOID WIND-BLOWN SOIL. (SCHEDULE A.7.a.vi)
- THE APPLICATION RATE OF FERTILIZERS USED TO REESTABLISH VEGETATION MUST FOLLOW MANUFACTURER'S RECOMMENDATIONS TO MINIMIZE NUTRIENT RELEASES TO SURFACE WATERS. EXERCISE CAUTION WHEN USING TIME-RELEASE FERTILIZERS WITHIN ANY WATERWAY RIPARIAN ZONE. (SCHEDULE A.9.b.ii)
- IF AN ACTIVE TREATMENT SYSTEM (FOR EXAMPLE, ELECTRO-COAGULATION, FLOCCULATION, FILTRATION, ETC.) FOR SEDIMENT OR OTHER POLLUTANT REMOVAL IS EMPLOYED, SUBMIT AN OPERATION AND MAINTENANCE PLAN (INCLUDING SYSTEM SCHEMATIC, LOCATION OF SYSTEM, LOCATION OF INLET, LOCATION OF DISCHARGE, DISCHARGE DISPERSION DEVICE DESIGN, AND A SAMPLING PLAN AND FREQUENCY) BEFORE OPERATING THE TREATMENT SYSTEM. OBTAIN PLAN APPROVAL BEFORE OPERATING THE TREATMENT SYSTEM. OPERATE AND MAINTAIN THE TREATMENT SYSTEM ACCORDING TO MANUFACTURER'S SPECIFICATIONS. (SCHEDULE A.9.d)
- TEMPORARILY STABILIZE SOILS AT THE END OF THE SHIFT BEFORE HOLIDAYS AND WEEKENDS, IF NEEDED. THE REGISTRANT IS RESPONSIBLE FOR ENSURING THAT SOILS ARE STABLE DURING RAIN EVENTS AT ALL TIMES OF THE YEAR. (SCHEDULE A.7.b)
- AS NEEDED BASED ON WEATHER CONDITIONS, AT THE END OF EACH WORKDAY SOIL STOCKPILES MUST BE STABILIZED OR COVERED, OR OTHER BMPs MUST BE IMPLEMENTED TO PREVENT DISCHARGES TO SURFACE WATERS OR CONVEYANCE SYSTEMS LEADING TO SURFACE WATERS. (SCHEDULE A.7.e.ii.(2))
- CONSTRUCTION ACTIVITIES MUST AVOID OR MINIMIZE EXCAVATION AND BARE GROUND ACTIVITIES DURING WET WEATHER. (SCHEDULE A.7.a.i)
- SEDIMENT FENCE: REMOVE TRAPPED SEDIMENT BEFORE IT REACHES ONE THIRD OF THE ABOVE GROUND FENCE HEIGHT AND BEFORE FENCE REMOVAL. (SCHEDULE A.9.c.i)
- OTHER SEDIMENT BARRIERS (SUCH AS BIOBAGS): REMOVE SEDIMENT BEFORE IT REACHES TWO INCHES DEPTH ABOVE GROUND HEIGHT AND BEFORE BMP REMOVAL. (SCHEDULE A.9.c.i)
- CATCH BASINS: CLEAN BEFORE RETENTION CAPACITY HAS BEEN REDUCED BY FIFTY PERCENT. SEDIMENT BASINS AND SEDIMENT TRAPS: REMOVE TRAPPED SEDIMENTS BEFORE DESIGN CAPACITY HAS BEEN REDUCED BY FIFTY PERCENT AND AT COMPLETION OF PROJECT. (SCHEDULE A.9.c.iii& iv)
- WITHIN 24 HOURS, SIGNIFICANT SEDIMENT THAT HAS LEFT THE CONSTRUCTION SITE, MUST BE REMEDIATED. INVESTIGATE THE CAUSE OF THE SEDIMENT RELEASE AND IMPLEMENT STEPS TO PREVENT A RECURRENCE OF THE DISCHARGE WITHIN THE SAME 24 HOURS. ANY IN-STREAM CLEAN-UP OF SEDIMENT SHALL BE PERFORMED ACCORDING TO THE OREGON DIVISION OF STATE LANDS REQUIRED TIMEFRAME. (SCHEDULE A.9.b.i)
- THE INTENTIONAL WASHING OF SEDIMENT INTO STORM SEWERS OR DRAINAGEWAYS MUST NOT OCCUR. VACUUMING OR DRY SWEEPING AND MATERIAL PICKUP MUST BE USED TO CLEANUP RELEASED SEDIMENTS. (SCHEDULE A.9.b.ii)
- THE ENTIRE SITE MUST BE TEMPORARILY STABILIZED USING VEGETATION OR A HEAVY MULCH LAYER, TEMPORARY SEEDING, OR OTHER METHOD SHOULD ALL CONSTRUCTION ACTIVITIES CEASE FOR 30 DAYS OR MORE. (SCHEDULE A.7.i.i)
- PROVIDE TEMPORARY STABILIZATION FOR THAT PORTION OF THE SITE WHERE CONSTRUCTION ACTIVITIES CEASE FOR 14 DAYS OR MORE WITH A COVERING OF BLOWN STRAW AND A TACKIFIER, LOOSE STRAW, OR AN ADEQUATE COVERING OF COMPOST MULCH UNTIL WORK RESUMES ON THAT PORTION OF THE SITE. (SCHEDULE A.7.i.ii)
- DO NOT REMOVE TEMPORARY SEDIMENT CONTROL PRACTICES UNTIL PERMANENT VEGETATION OR OTHER COVER OF EXPOSED AREAS IS ESTABLISHED. ONCE CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED, ALL TEMPORARY EROSION CONTROLS AND RETAINED SOILS MUST BE REMOVED AND DISPOSED OF PROPERLY, UNLESS DOING SO CONFLICTS WITH LOCAL REQUIREMENTS. (SCHEDULE A.8.c.ii.(1) AND D.3.c.ii AND iii)

BMP MATRIX FOR CONSTRUCTION PHASES

REFER TO DEQ GUIDANCE MANUAL FOR A COMPREHENSIVE LIST OF AVAILABLE BMP'S

YEAR:		2019		2020												
BMP'S	MONTH #:	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
BIOBAGS																
BIOSWALES																
CHECK DAMS																
COMPOST BERM																
COMPOST BLANKETS																
COMPOST SOCKS																
CONCRETE TRUCK WASHOUT																
CONSTRUCTION ENTRANCE		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DEWATERING (TREATMENT LOCATION, SCHEMATIC AND SAMPLING PLAN REQ.)																
DRAINAGE SWALES																
EARTH DIKES (STABILIZED)																
ENERGY DISSIPATORS																
EROSION CONTROL BLANKETS & MATS (SPECIFY TYPE)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HYDROSEEDING																
INLET PROTECTION																
MULCHES (SPECIFY TYPE)																
MYCORRHIZAE/BIOFERTILIZERS																
NATURAL BUFFER ZONE																
ORANGE FENCING (PROTECTING SENSITIVE/PRESERVED AREAS)																
OUTLET PROTECTION		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PERMANENT SEEDING AND PLANTING								X	X	X	X	X	X	X	X	X
PIPE SLOPE DRAINS																
PLASTIC SHEETING																
PRESERVE EXISTING VEGETATION		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SEDIMENT FENCING		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SEDIMENT BARRIER																
SEDIMENT TRAP																
SODDING																
SOIL TACKIFIERS																
STORM DRAIN INLET PROTECTION																
STRAW WATTLES (OR OTHER MATERIALS)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
TEMPORARY DIVERSION DIKES																
TEMPORARY OR PERMANENT SEDIMENTATION BASINS																
TEMPORARY SEEDING AND PLANTING																
TREATMENT SYSTEM (0 & M PLAN REQUIRED)																
UNPAVED ROADS GRAVELED OR OTHER BMP ON THE ROAD																
VEGETATIVE BUFFER STRIPS																

RATIONALE STATEMENT

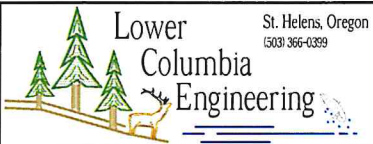
A COMPREHENSIVE LIST OF AVAILABLE BEST MANAGEMENT PRACTICES (BMP) OPTIONS BASED ON DEQ'S GUIDANCE MANUAL HAS BEEN REVIEWED TO COMPLETE THIS EROSION AND SEDIMENT CONTROL PLAN. SOME OF THE ABOVE LISTED BMP'S WERE NOT CHOSEN BECAUSE THEY WERE DETERMINED TO NOT EFFECTIVELY MANAGE EROSION PREVENTION AND SEDIMENT CONTROL FOR THIS PROJECT BASED ON SPECIFIC SITE CONDITIONS, INCLUDING SOIL CONDITIONS, TOPOGRAPHIC CONSTRAINTS, ACCESSIBILITY TO THE SITE, AND OTHER RELATED CONDITIONS. AS THE PROJECT PROGRESSES AND THERE IS A NEED TO REVISE THE ESC PLAN, AN ACTION PLAN WILL BE SUBMITTED.

INITIAL

DATE: 3/13/2020
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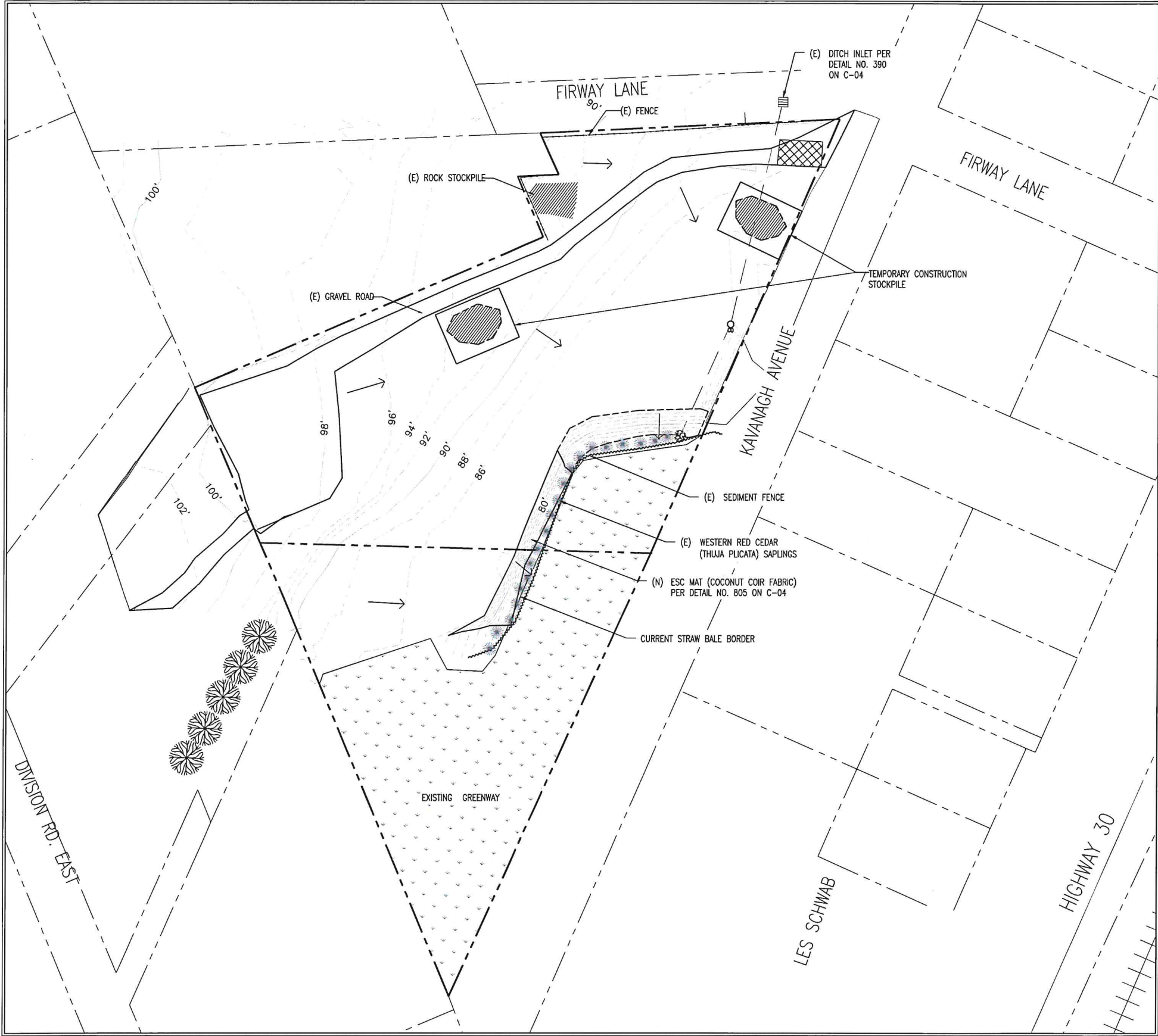
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REV.	REVISION RECORD	DATE
A	GENERAL UPDATE, REMOVE INDEX ON THIS PAGE	3/13/2020



St. Helens, Oregon
503 366-0399

PROJ. NO.	2783	EROSION AND SEDIMENT CONTROL COVER SHEET	
DWG. BY	CAT	DEER MEADOW RV PARK	
APPR. BY	MARK COMFORT	SHEET	
FILE	D-2783-C-1-A	DATE	08/08/19
		C-1	



LEGEND

E.O.G. EDGE OF GRAVEL
E.O.P. EDGE OF PAVEMENT
(E) EXISTING
(N) NEW

PROPERTY LINE
ADJACENT PROPERTY LINE
TOP OF BANK
RIPARIAN SETBACK

10' EXISTING MAJOR CONTOUR
2' EXISTING MINOR CONTOUR
10' NEW MAJOR CONTOUR
2' NEW MINOR CONTOUR

SAN SANITARY SEWER
STM STORM SEWER
SLOPE ARROW

SEDIMENT FENCE (REQUIRED)
SEDIMENT FENCE (IF REQUIRED)
ORANGE CONSTRUCTION FENCE (AS REQUIRED)
WATTLES (AS NEEDED)
OPL OVERHEAD POWER LINE
UTILITY POLE
TELCO PEDESTAL

EXISTING GRAVEL
CONSTRUCTION ENTRANCE SEE DETAIL 4-5
ESC MAT

- PRE-CONSTRUCTION, CLEARING, & DEMOLITION NOTES**
- ALL BASE ESC MEASURES (INLET PROTECTION, PERIMETER SEDIMENT CONTROL, GRAVEL CONSTRUCTION ENTRANCES, ETC.) MUST BE IN PLACE, FUNCTIONAL, AND APPROVED IN AN INITIAL INSPECTION, PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES.
 - SEDIMENT BARRIERS APPROVED FOR USE INCLUDE SEDIMENT FENCE, BERMS CONSTRUCTED OUT OF MULCH OR OTHER SUITABLE MATERIAL, STRAW WATTLES, OR OTHER APPROVED MATERIALS.
 - SENSITIVE RESOURCES INCLUDING, BUT NOT LIMITED TO TREES, WETLANDS AND RIPARIAN PROTECTION AREAS SHALL BE CLEARLY DELINEATED WITH ORANGE CONSTRUCTION FENCING OR CHAIN LINK FENCING IN A MANNER THAT IS CLEARLY VISIBLE TO ANYONE IN THE AREA. NO ACTIVITIES ARE PERMITTED TO OCCUR BEYOND THE CONSTRUCTION BARRIER.
 - CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ADDITIONAL MEASURES INCLUDING, BUT NOT LIMITED TO, STREET SWEEPING AND VACUUMING MAY BE REQUIRED TO INSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT.
 - RUN-ON AND RUN-OFF CONTROLS SHALL BE IN PLACE AND FUNCTIONING PRIOR TO BEGINNING SUBSTANTIAL CONSTRUCTION ACTIVITIES. RUN-OFF AND RUN-ON CONTROL MEASURES INCLUDE: SLOPE DRAINS (WITH OUTLET PROTECTION), CHECK DAMS, SURFACE ROUGHENING AND BANK STABILIZATION.

- EROSION AND SEDIMENT CONTROL BMP IMPLEMENTATION**
- ALL BASE ESC MEASURES (INLET PROTECTION, PERIMETER SEDIMENT CONTROL, GRAVEL CONSTRUCTION ENTRANCES, ETC.) MUST BE IN PLACE, FUNCTIONAL, AND APPROVED IN AN INITIAL INSPECTION, PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES.
 - ALL "SEDIMENT BARRIERS (TO BE INSTALLED AFTER GRADING)" SHALL BE INSTALLED IMMEDIATELY FOLLOWING ESTABLISHMENT OF FINISHED GRADE AS SHOWN ON THESE PLANS.
 - LONG TERM SLOPE STABILIZATION MEASURES "INCLUDING MATTING", SHALL BE IN PLACE OVER ALL EXPOSED SOILS BY OCTOBER 1.
 - THE STORM WATER FACILITY SHALL BE CONSTRUCTED AND LANDSCAPED PRIOR TO THE STORM WATER SYSTEM FUNCTIONING AND SITE PLANNING.
 - INLET PROTECTION SHALL BE IN-PLACE IMMEDIATELY FOLLOWING PAVING ACTIVITIES.

EXISTING SITE PLAN WITH CLEARING AND DEMOLITION
EROSION AND SEDIMENT CONTROL PLAN SPECIFICATIONS

SCALE: 1"= 40'

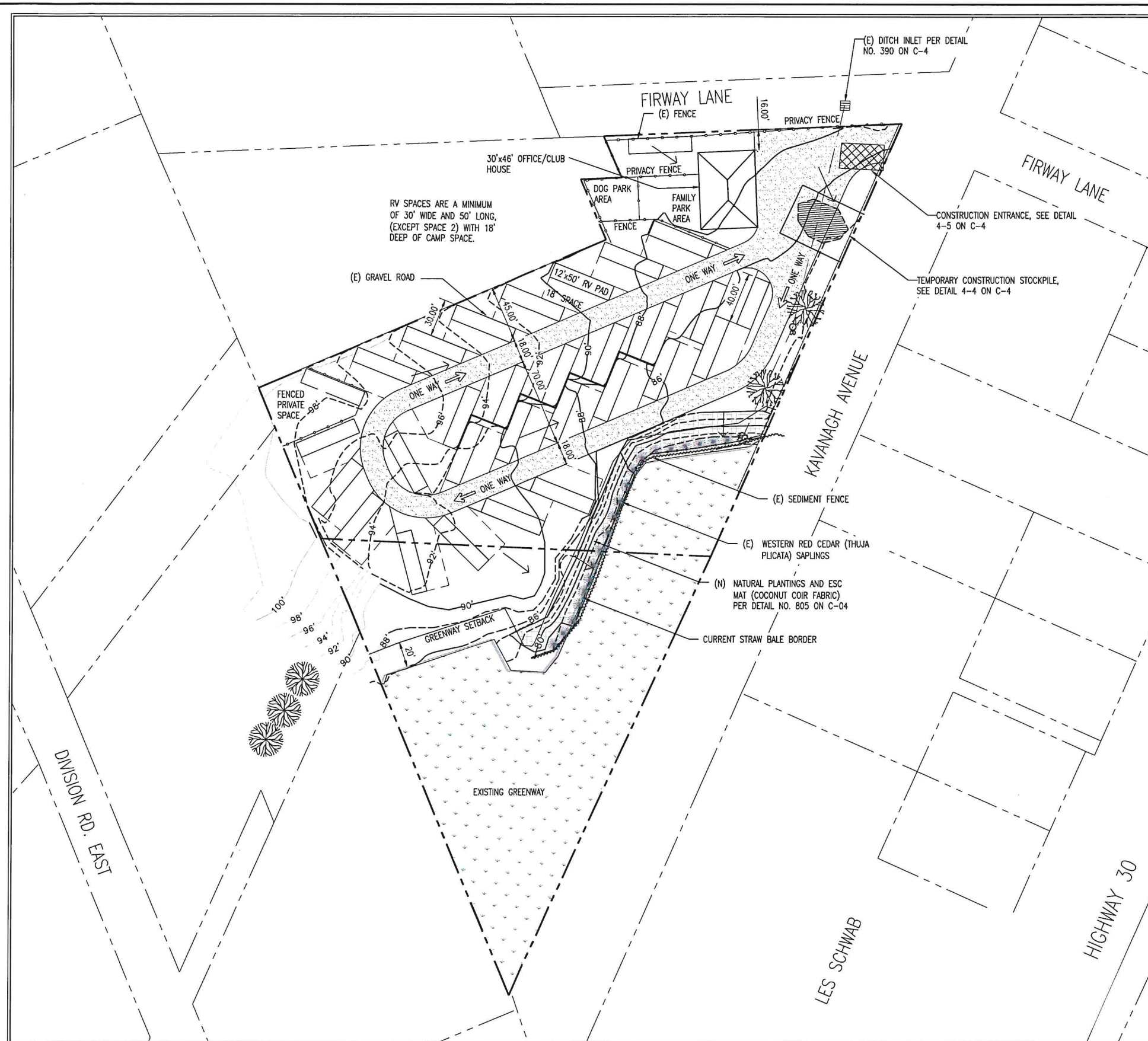


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PROJ. NO.	2783	EXISTING SITE PLAN
DWG. BY	CAT	DEER MEADOW RV PARK
APPR. BY	MARK COMFORT	SHEET
FILE	D-2783-C-2	DATE 08/08/19
		C-2

DATE: 3/13/2020
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LEGEND	
E.O.G.	EDGE OF GRAVEL
E.O.P.	EDGE OF PAVEMENT
(E)	EXISTING
(N)	NEW
---	PROPERTY LINE
- - -	ADJACENT PROPERTY LINE
- . - . -	TOP OF BANK
- - -	RIPARIAN SETBACK
10	EXISTING MAJOR CONTOUR
2	EXISTING MINOR CONTOUR
10	NEW MAJOR CONTOUR
2	NEW MINOR CONTOUR
---	SANITARY SEWER
- - -	STORM SEWER
←	SLOPE ARROW
▨	BIO BAG
~~~~~	SEDIMENT FENCE (REQUIRED)
~~~~~	SEDIMENT FENCE (IF REQUIRED)
—○—○—	ORANGE CONSTRUCTION FENCE (AS REQUIRED)
- - -	WATTLES (AS NEEDED)
- x - x -	HAY WATTLES
—	RETAINING WALL
○	UTILITY POLE
□	TELCO PEDESTAL
▨	NEW ASPHALT
▨	CONSTRUCTION ENTRANCE SEE DETAIL 4-5
▨	NATIVE PLANTING

GRADING, STREET AND UTILITY EROSION AND SEDIMENT CONSTRUCTION NOTES

- SEED MIX WILL CONSIST OF ANY OF THE FOLLOWING BUT IS NOT LIMITED TO ACCORDING TO APPROVAL BY THE ENGINEER OR PROJECT MANAGER:
 - SLOUGH SEDGE (CAREX OBNUPA)
 - AMERICAN SLOUGHGRASS (BECKMANNIA SYZIGACHNE)
 - TUFTED HAIRGRASS (DESCHMAPSIA CESPITOSA)
 - BLUE WILDRYE (ELYMUS GLAUCUS)
 - RED FESCUE (FESTUCA RUBRA)
 - SPIKERUSH (JUNCUS EFFUSUS)
 - ANNUAL RYEGRASS (LOLIUM MULTIFLORUM)
 - SPIKE BENTGRASS (AGROSTIS EXARATA)
- SLOPE TO RECEIVE TEMPORARY OR PERMANENT SEEDING SHALL HAVE THE SURFACE ROUGHENED BY MEANS OF TRACK-WALKING OR THE USE OF OTHER APPROVED IMPLEMENTS. SURFACE ROUGHENING IMPROVES SEED BEDDING AND REDUCES RUN-OFF VELOCITY.
- LONG TERM SLOPE STABILIZATION MEASURES SHALL INCLUDE THE ESTABLISHMENT OF PERMANENT VEGETATIVE COVER VIA SEEDING WITH APPROVED MIX AND APPLICATION RATE.
- TEMPORARY SLOPE STABILIZATION MEASURES SHALL INCLUDE: COVERING EXPOSED SOIL WITH PLASTIC SHEETING, STRAW MULCHING OR OTHER APPROVED MEASURES.
- STOCKPILED SOIL OR STRIPPINGS SHALL BE PLACED IN A STABLE LOCATION. STOCKPILES SHALL BE COVERED WITH PLASTIC SHEETING OR STRAW MULCH. SEDIMENT FENCE IS REQUIRED AROUND THE PERIMETER OF THE STOCKPILE.
- EXPOSED CUT OR FILL AREAS SHALL BE STABILIZED THROUGH THE USE OF TEMPORARY SEEDING AND MULCHING, EROSION CONTROL BLANKETS OR MATS, MID-SLOPE SEDIMENT FENCES OR WATTLES, OR OTHER APPROPRIATE MEASURES. SLOPES EXCEEDING 25% MAY REQUIRE ADDITIONAL EROSION CONTROL MEASURES.
- AREAS SUBJECT TO WIND EROSION SHALL USE APPROPRIATE DUST CONTROL MEASURES INCLUDING THE APPLICATION OF A FINE SPRAY OF WATER, PLASTIC SHEETING, STRAW MULCHING, OR OTHER APPROVED MEASURES.
- CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ADDITIONAL MEASURES INCLUDING, BUT NOT LIMITED TO, TIRE WASHES, STREET SWEEPING, AND VACUUMING MAY BE REQUIRED TO INSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT.
- ACTIVE INLETS TO STORM WATER SYSTEMS SHALL BE PROTECTED THROUGH THE USE OF APPROVED INLET PROTECTION MEASURES. ALL INLET PROTECTION MEASURES ARE TO BE REGULARLY INSPECTED AND MAINTAINED AS NEEDED.
- SATURATED MATERIALS THAT ARE HAULED OFF-SITE MUST BE TRANSPORTED IN WATER-TIGHT TRUCKS TO ELIMINATE SPILLAGE OF SEDIMENT AND SEDIMENT-LADEN WATER.
- NOTE DELETED.
- SWEEPINGS FROM EXPOSED AGGREGATE CONCRETE SHALL NOT BE TRANSFERRED TO THE STORM WATER SYSTEM. SWEEPINGS SHALL BE PICKED UP AND DISPOSED IN THE TRASH.
- AVOID PAVING IN WET WEATHER WHEN PAVING CHEMICALS CAN RUN-OFF INTO THE STORM WATER SYSTEM.
- USE BMP'S SUCH AS CHECK-DAMS, BERMS, AND INLET PROTECTION TO PREVENT RUN-OFF FROM REACHING DISCHARGE POINTS.
- COVER CATCH BASINS, MANHOLES, AND OTHER DISCHARGE POINTS WHEN APPLYING SEAL COAT, TACK COAT, ETC. TO PREVENT INTRODUCING THESE MATERIALS TO THE STORM WATER SYSTEM.

EROSION AND SEDIMENT CONTROL BMP IMPLEMENTATION

- ALL BASE ESC MEASURES (INLET PROTECTION, PERIMETER SEDIMENT CONTROL, GRAVEL CONSTRUCTION ENTRANCES, ETC.) MUST BE IN PLACE, FUNCTIONAL, AND APPROVED IN AN INITIAL INSPECTION, PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES.
- ALL "SEDIMENT BARRIERS (TO BE INSTALLED AFTER GRADING)" SHALL BE INSTALLED IMMEDIATELY FOLLOWING ESTABLISHMENT OF FINISHED GRADE AS SHOWN ON THESE PLANS.
- LONG TERM SLOPE STABILIZATION MEASURES "INCLUDING MATTING", SHALL BE IN PLACE OVER ALL EXPOSED SOILS BY OCTOBER 1.
- THE STORM WATER FACILITY SHALL BE CONSTRUCTED AND LANDSCAPED PRIOR TO THE STORM WATER SYSTEM FUNCTIONING AND SITE PLANNING.
- INLET PROTECTION SHALL BE IN-PLACE IMMEDIATELY FOLLOWING PAVING ACTIVITIES.

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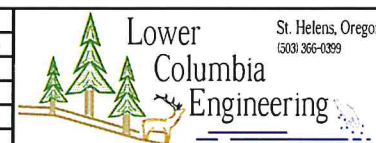
DATE: 3/13/2020
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MASS GRADING AND STABILIZATION EROSION AND SEDIMENT CONTROL PLAN

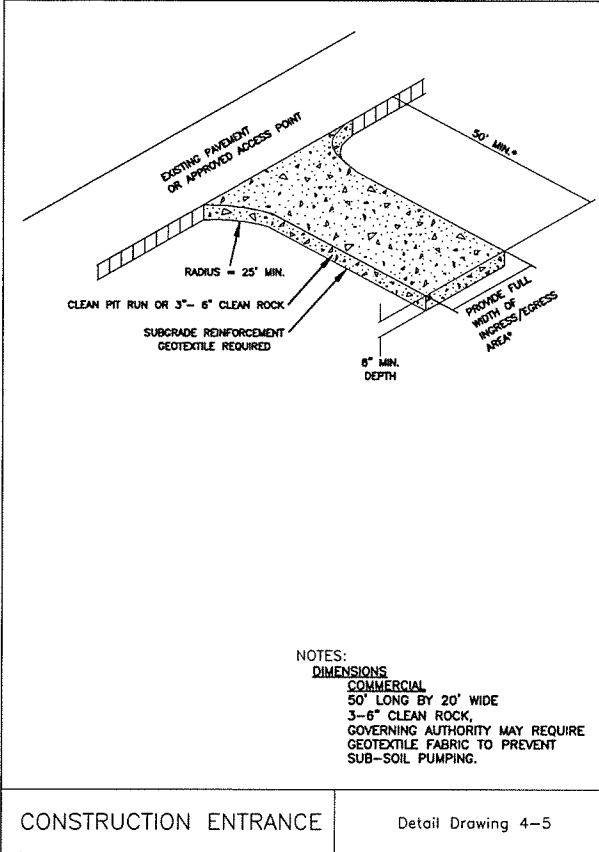
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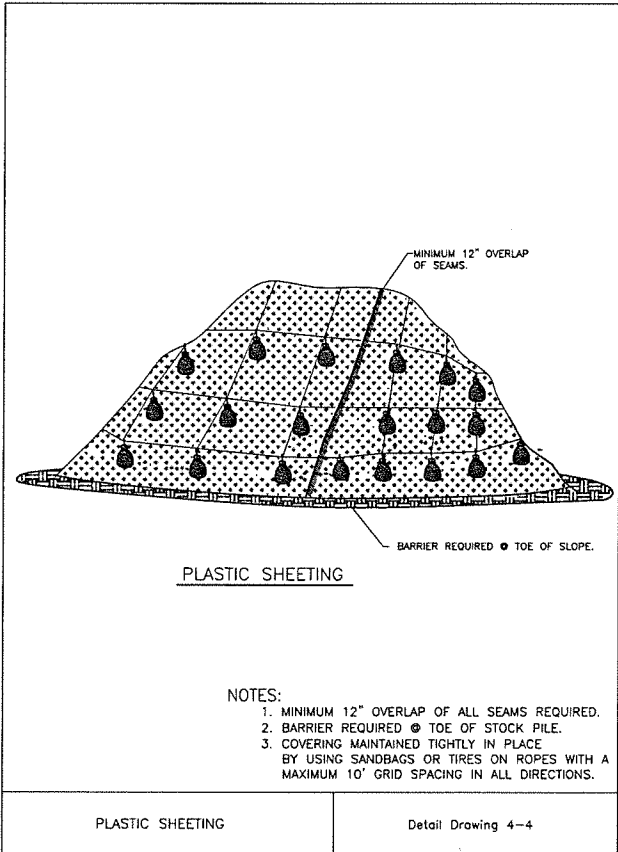
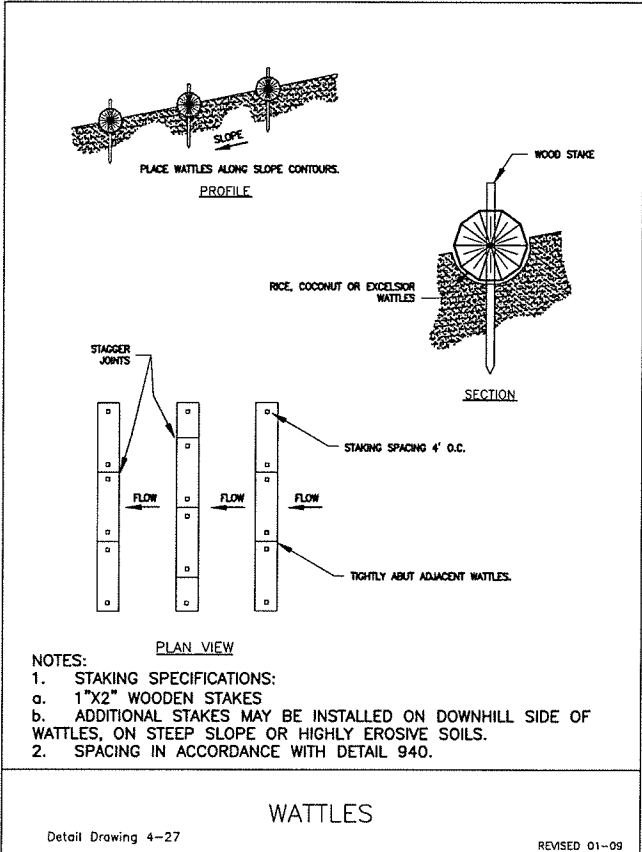
REV.	REVISION RECORD	DATE
A	GENERAL UPDATES	3/13/2020



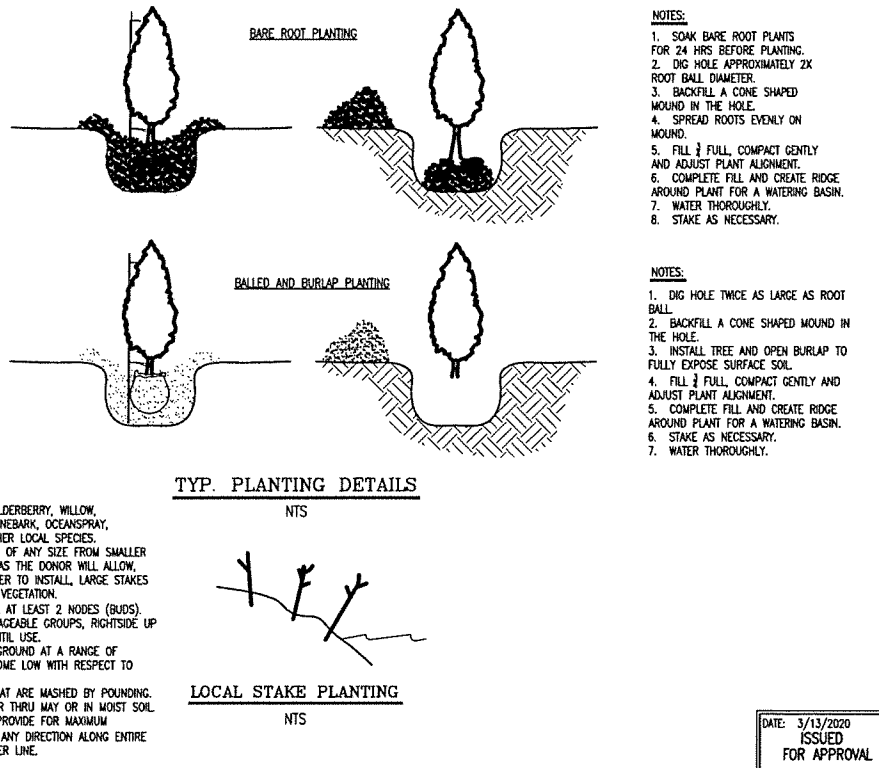
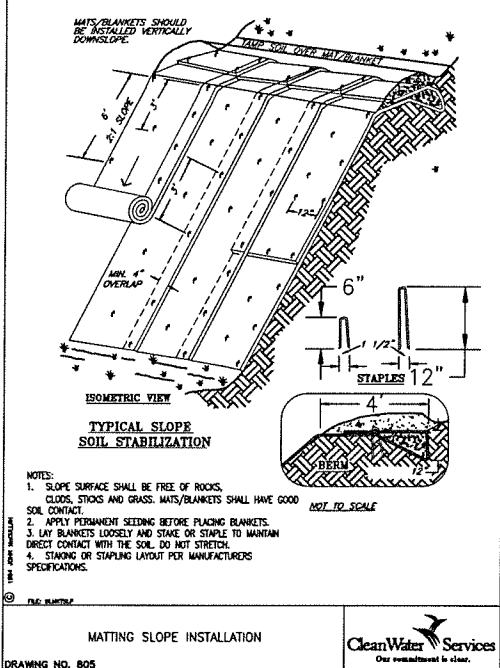
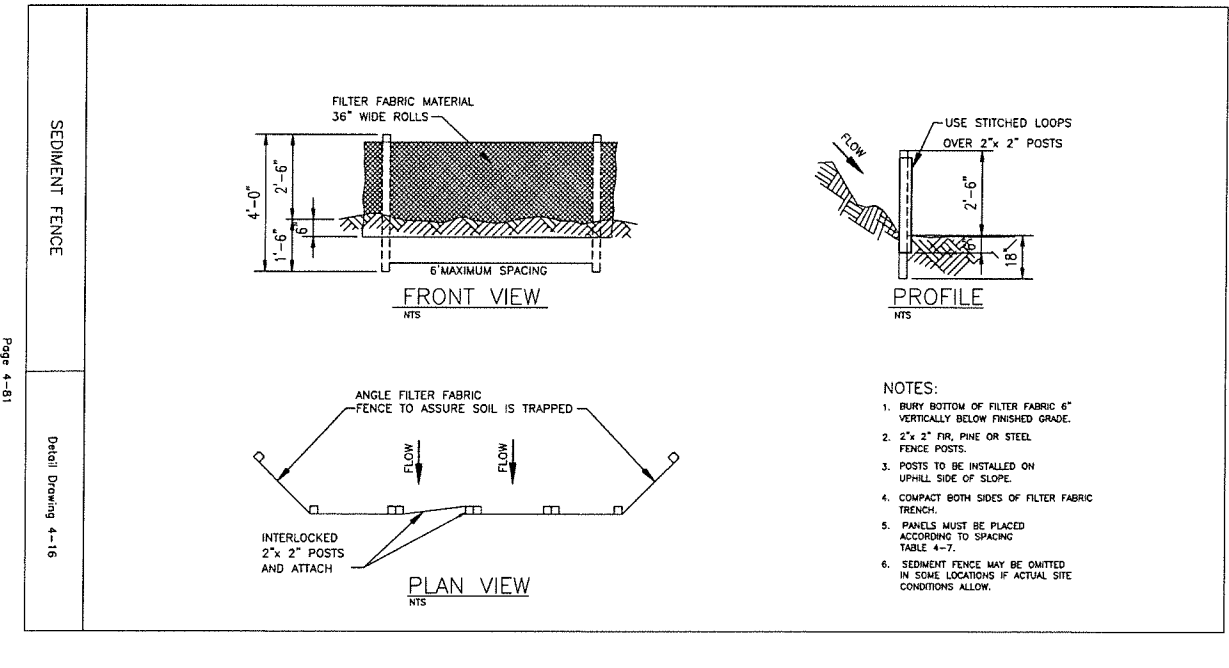
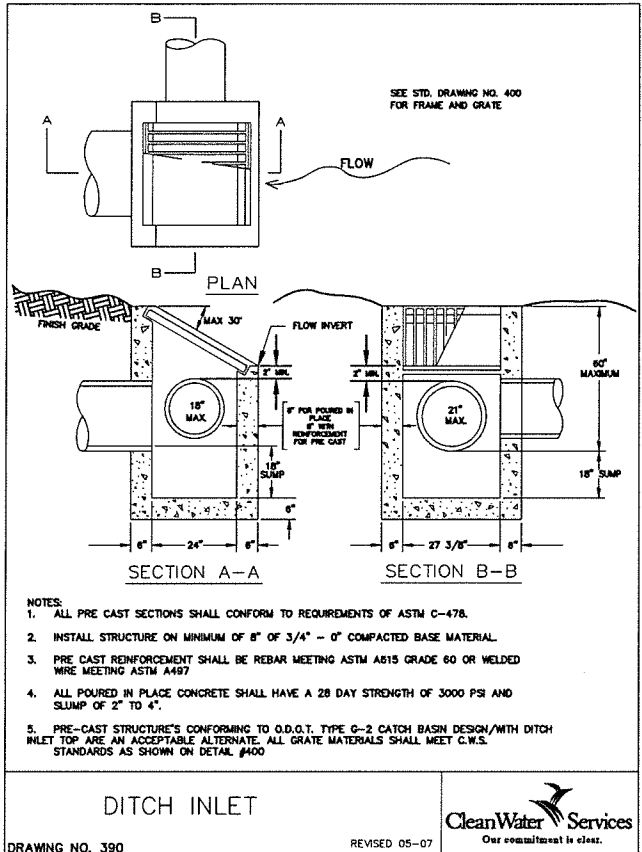
PROJ. NO.	2783	MASS GRADING AND STABILIZATION ESC PLAN
DWG. BY	CAT	DEER MEADOW RV PARK
APPR. BY	MARK COMFORT	SHEET
FILE	D-2783-C-3-A	DATE 08/08/19
		C-3



Page 4-42



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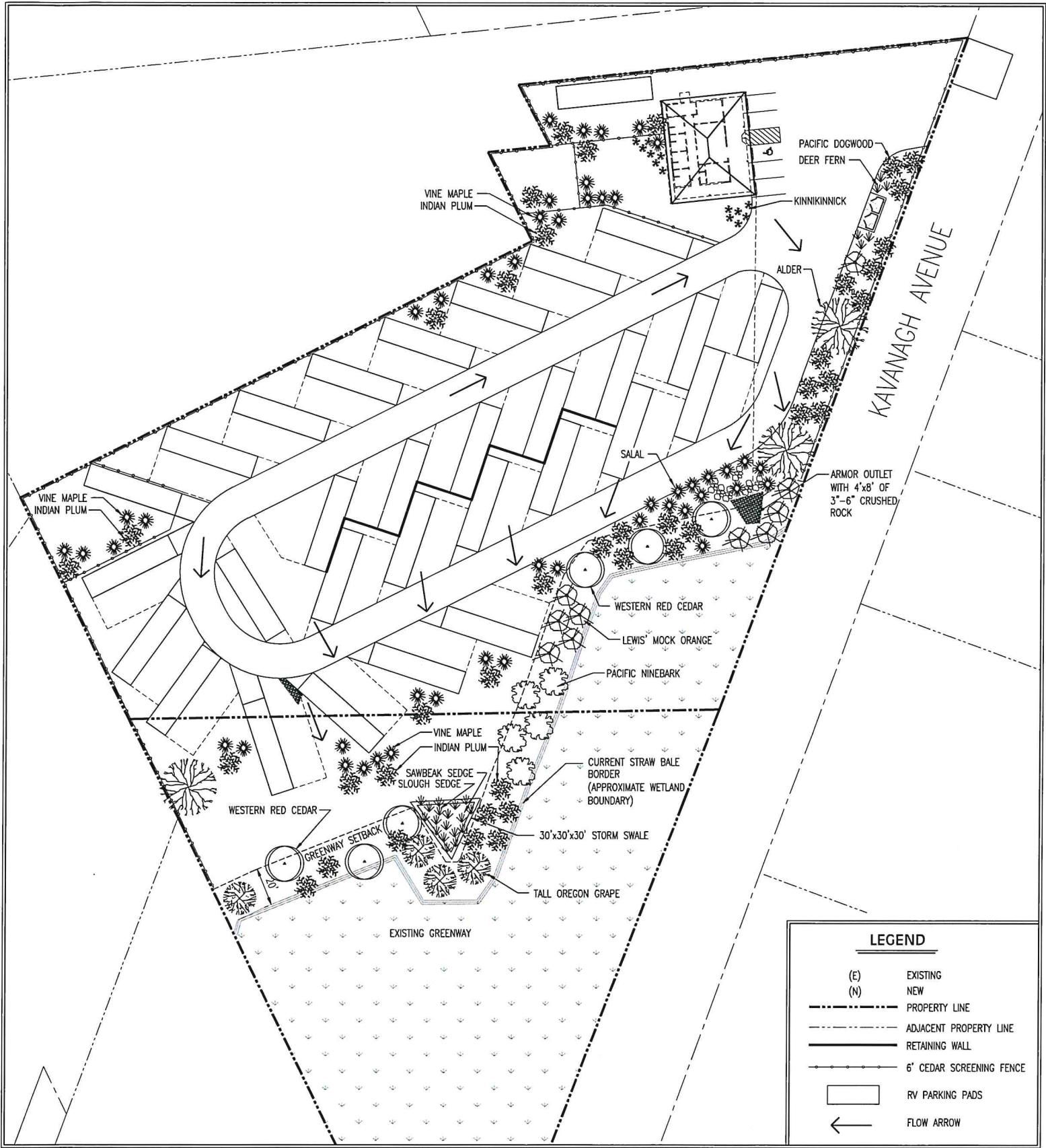


REV.	REVISION RECORD	DATE	PROJ. NO.	2783	EROSION AND SEDIMENT CONTROL DETAILS
			DWG. BY	JJ	DEER MEADOW RV PARK
			APPR. BY	MARK COMFORT	SHEET
			FILE	D-2783-C-4	DATE 08/08/19

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St. Helens, Oregon
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C-4



LANDSCAPE & DRAINAGE PLAN
SCALE: 1" = 30'



PACIFIC NW NATIVE PLANTS KEY

COMMON NAME	BOTANICAL NAME	MATURITY WIDEX TALL	CHARACTERISTICS	CONDITIONS	D/E*	QUAN
LARGE TREES						
WESTERN RED CEDAR		15'-35'		☀ ☀ ☀	E	
ALDER		15'-35'		☀ ☀ ☀	D	
SMALL TREES						
WESTERN FLOWERING DOGWOOD PACIFIC DOGWOOD	CORNUS NATALLII	20'-30'	WHITE SPRING FLOWERS, RED BERRY CLUSTERS, OFTEN REPEAT FALL BLOOM	☀ ☀ ☀	D	
VINE MAPLE	ACER CIRCINATUM	15'-20'	RED/WHITE SPRING FLOWERS, SHOWY FALL FOLIAGE	☀ ☀ ☀	D	
LARGE SHRUBS						
PACIFIC NINEBARK	PIYUSCARPUS CAPITATUS	5'x10'	CLUSTERS OF WHITE LATE SPRING FLOWERS, RED SEED CLUSTERS	☀ ☀ ☀	D	
LEWIS' MOCK ORANGE	PHILADELPHUS LEWISII	5'x10'	VERY FRAGRANT WHITE SUMMER FLOWERS,	☀ ☀ ☀	D	
TALL OREGON GRAPE	MOHONIA AQUIFOLIUM	4'x7'	YELLOW SPRING FLOWERS, SPREADS BY RHIZOMES	☀ ☀ ☀	E	
INDIAN PLUM	OEMLERIA CERASIFORMIS	6'x12'	WHITE EARLY SPRING FLOWERS, PLUM-LIKE FRUIT	☀ ☀ ☀	D	
SMALL TO MEDIUM SHRUBS						
SALAL	GAULTHERIA SHALLON	3'x4'	PINK SUMMER FLOWERS, EDIBLE BERRIES, SPREADS BY RHIZOMES	☀ ☀ ☀	E	
DULL OREGON-GRAPE	MAHONIA NERVOSA	2'x2'	YELLOW EARLY SPRING FLOWERS, FALL FRUIT	☀ ☀ ☀	E	
DEER FERN	BLECHNUM SPICANT	3'x3'	DENSE SPREADING FRONDS WITH REDDISH NEW GROWTH	☀ ☀ ☀	E	
GROUND COVERS & NATIVE SEDGES						
SAWBEAK SEDGE	CAREX STIPATA	10"-40"	DENSELY TUFTED PERENNIAL, DENSE TAN FLOWERS, PREFERENCES WET/MOIST	☀ ☀ ☀	E	
SLOUGH SEDGE	CAREX OBNUPA	22"-60"	DENSE TAN FLOWERS ON BRIGHT GREEN STALKS, PREFERENCES WET/MOIST	☀ ☀ ☀	E	
KINNIKINNICK	ARCTOSTAPHYLOS UVA-URSI	6'x8"	PINK SPRING FLOWERS, RED BERRIES, DENSE GROUND COVER	☀	E	

NATIVE GRASS TURF

SUNMARK SEEDS INTERNATIONAL, INC.
PO Box 1210
Fairview OR 97024
503-241-7333
888-214-7333

Native EcoTurf

Sunmark Prairie Mix

Acres: 1
Quantity: 43.67 lbs.

Botanical Name	Common Name	% by Weight	Seeds per lb. of Mix	Seeds per lb.	Actual % by Seed Size	Lbs. Needed	% Requested
Festuca rubra rubra	Native Red Fescue	45.00%	225000	500,000	35.67%	14.50	35%
Bouteloua gracilis	Blue Grama	25.00%	204250	825,000	31.62%	14.10	35%
Bouteloua distachyoides	Buffalograss	20.00%	11000	50,000	1.83%	19.71	3%
Koeleria macrantha	Prairie Junegrass	7.00%	162050	2,315,000	26.41%	1.26	25%
Trifolium fragiferum	Strawberry Clover	3.00%	9000	300,000	1.47%	1.91	2%
TOTALS:		100.00%	613500		100%	43.67	100%

Seeding Rate:
1.89 PLS lbs. per 1000 sq. ft.
43.67 PLS lbs. per acre

REV.	REVISION RECORD	DATE

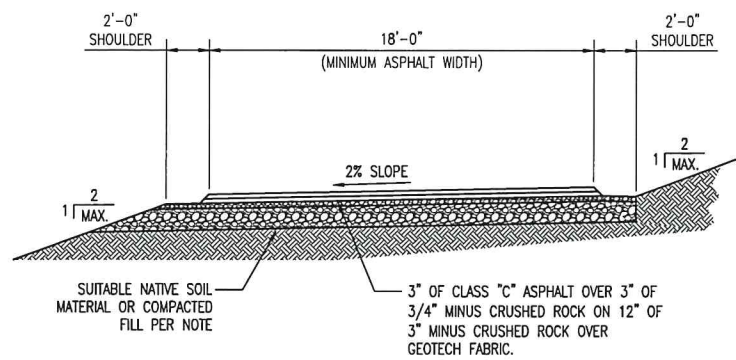


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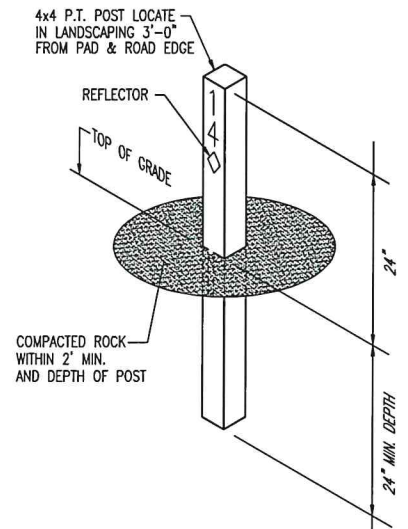
PROJ. NO.	2783	DRAINAGE & LANDSCAPE PLAN	
DWG. BY	CAT	DEER MEADOW RV PARK	
APPR. BY	MARK COMFORT	SHEET	
FILE	D-2783-C-5	DATE	08/07/18

C-5

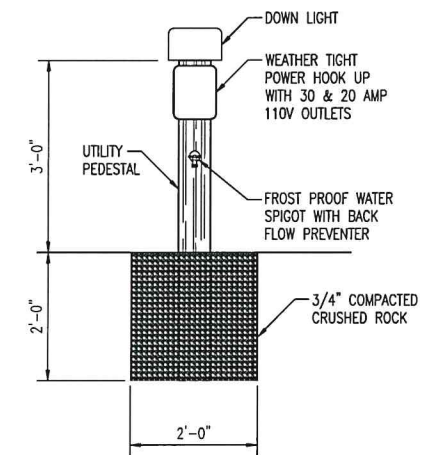
DATE: 3/13/2020
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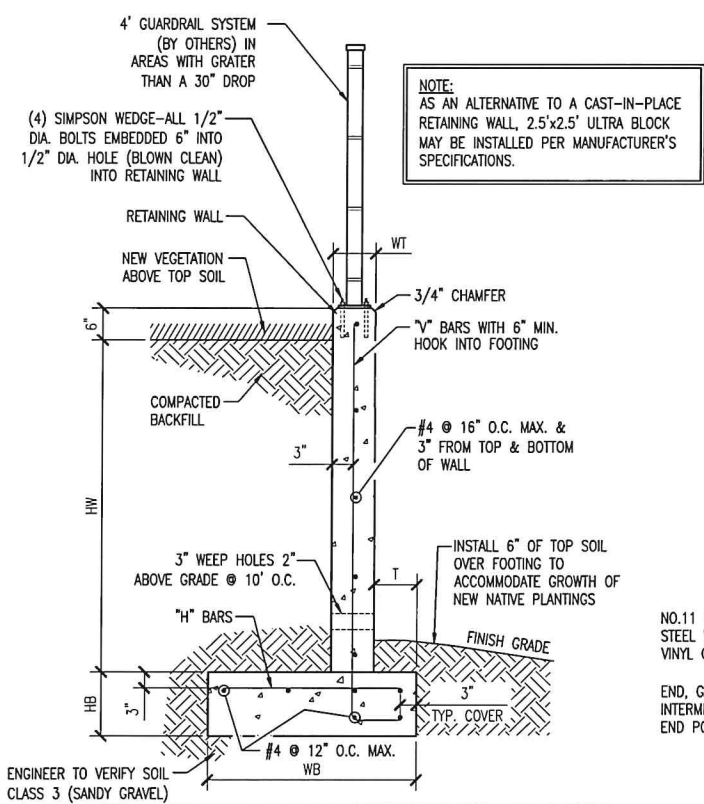
A PROPOSED DRIVEWAY CROSS SECTION
C-6 SCALE: 1/4"=1'-0"



TYPICAL NUMBERED PEDESTAL DETAIL
SCALE: 1"=1'-0"



TYPICAL UTILITIES PEDESTAL
SCALE: 3/4"=1'-0"

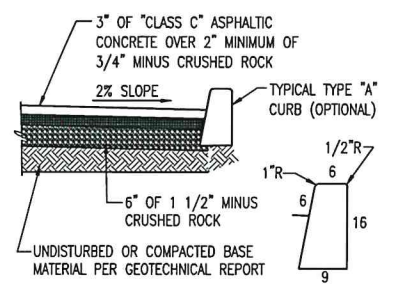


DIMENSION TABLES - VEHICLE LOADING

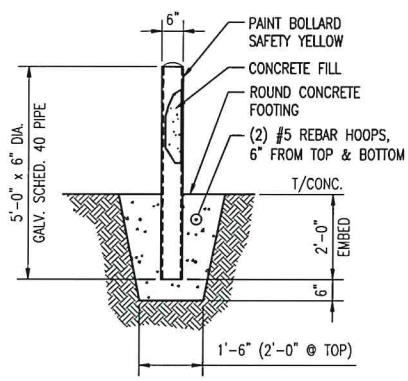
HW	WT	T	WB	HB	BAR "H"	BAR "V"
UP TO 4'-0"	8"	5"	3'-0"	1'-0"	#4 @ 16" O.C.	#4 @ 16" O.C.
4'-1" TO 6'-0"	8"	9"	4'-3"	1'-0"	#4 @ 12" O.C.	#4 @ 12" O.C.
6'-1" TO 8'-0"	10"	13"	5'-3"	1'-2"	#5 @ 16" O.C.	#5 @ 16" O.C.
8'-1" TO 10'-0"	12"	19"	6'-4"	1'-2"	#5 @ 12" O.C.	#5 @ 12" O.C.

NOTES:
1. ENGINEER SHALL SPECIFICALLY ADDRESS ANY RETAINING WALLS OVER 10'-0" TALL.
2. ASSUMES VEHICLE LOADING ADJACENT TO WALLS.

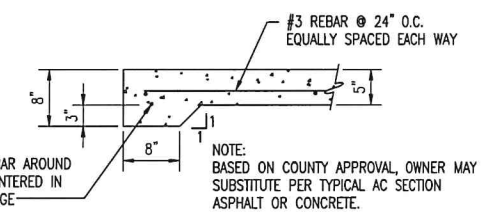
B CAST IN PLACE RETAINING WALL DETAIL
C-6 SCALE: 3/4"=1'-0"



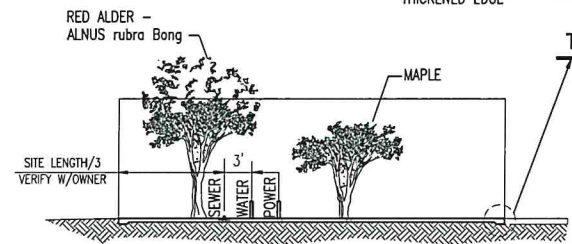
TYPICAL PARKING SECTION
SCALE: 1/2"=1'-0"



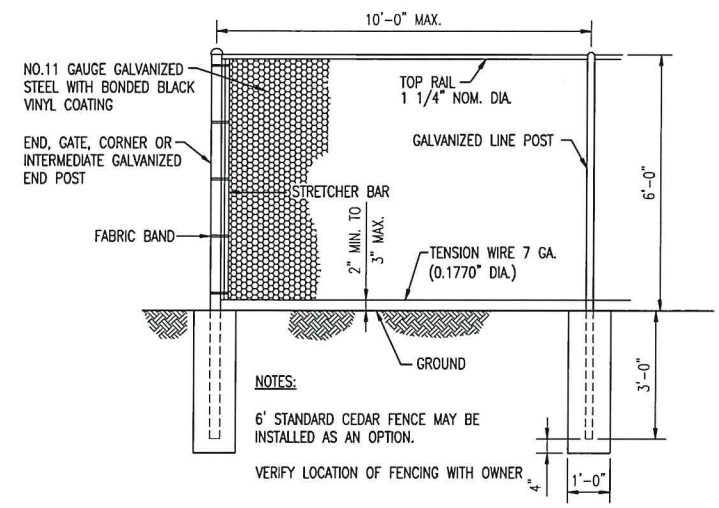
BOLLARD ASSEMBLY DETAIL
SCALE: 1/2" = 1'-0"



TYPICAL PAD EDGE DETAIL
SCALE: 1"=1'-0"



TYPICAL SITE PROFILE
SCALE: NTS



CHAIN LINK FENCE DETAIL
SCALE: 1/2"=1'-0"

REVISION RECORD

REV.	REVISION RECORD	DATE



PROJECT INFORMATION

PROJ. NO.	2783	SITE DETAILS
DWG. BY	CAT	DEER MEADOW RV PARK
APPR. BY	MARK COMFORT	
FILE	D-2783-C-6	DATE 08/07/18

DATE: 3/13/2020
ISSUED
FOR APPROVAL

C-6

St. Helens Police Department

Vision Boards | 05.12.2020

Updated 06.04.2020

1



2



3



4



5



6



7



8



9



10



11



12



13



14



15



16



17



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22



23



24



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Land Use Planning · Transportation Planning · Landscape Architecture

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From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: June Planning Department Report
Date: Monday, June 29, 2020 4:00:23 PM

Here are my additions to the June Planning Department Report

GRANTS

1. **DLCD 2019-2021 Technical Assistance Program** – Grant contract with DLCD authorized to prepare a *Boise White Paper Industrial Site Master Plan* which will include a parcelization framework and an infrastructure finance planning for the former mill site. Received revised Parcelization Plan (version 2). Scheduled to send City comments by 7/7. Submitted DLCD Quarterly Report June 30, 2020.
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. Worked on drafting public improvement RFP for contractor to concrete foundation and flex court install.
3. **Oregon Community Foundation – Nike Impact Fund – 5th Street Trail Project** – This project has been completed thanks to Public Works and the Columbia River Youth Corps! We surveyed one property corner close to the trail and PW will construct some type of permanent barrier. PW to install signage.
4. **Travel Oregon - Medium Grants Program (100k)** – Submitted final project report and reimbursement request.
5. **EPA – CWA Grant Program** – Project to be closed out by September 2020. 50 Plaza Square . Follow up South 80 sampling week of 2/24. Draft report sent to EPA/DEQ. 50 Plaza Square report forthcoming. Working on scheduling final Brownfield Advisory Committee Meeting. Final project to be completed by September 2020.
6. **CDBG- Columbia Pacific Food Bank Project** – Construction documents complete. Building Permit application submitted week of 3/24. Bid documents reviewed by State and legal counsel. Planned bid period is for June/July (revised because of pandemic). Building Permit comments are being addressed by Lower Columbia. Private sewer/storm and construction easements needed from abutting property owners.
7. **Certified Local Government – Historic Preservation Grant Program** – Submitted final project report and reimbursement request to close out the project.
8. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Kicked off engineering with David Evans. Survey/topo complete. Construction timeline provided by David Evans.

MISC

9. The Millard Road signalization ODOT project is moving forward with a project schedule. Jacob, Sue, and I have been working on getting an approved location from ODOT/ODOT

- rail for installation. Ramsay is working on an updated sign quote with internal illumination.
10. Tiberius Solutions to completed URA revenue projections. They are drafting a memo summarizing the conclusions and recommended steps for kickstarting revenues to the agency.
 11. Working with John Walsh on a scope of work for a low-interest loan proposal through the Infrastructure Finance Authority to fund waterfront-related infrastructure projects in conjunction with potential and pending grants.

Thank you,

Jenny Dimsho, AICP
Associate Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: 6/10/2020

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

Signature: 
Date: 6-10-20

RESIDENT BUSINESS – RENEWAL 2020

- | | |
|---------------------------------|------------------------------------|
| • Dark Moon Curiosities | Secondhand Antiques & Collectables |
| • Moonlight Mountain Mercantile | Retail-Artisan |
| • Vanderwalls Vendormall | Secondhand Store |

RESIDENT BUSINESS – NEW 2020

- | | |
|-----------------------------------|--------------------------|
| • Borton Law LLC | Law Firm |
| • Crunchy Littles Consignment | Consignment Sale |
| • St Helens Place Apartment Homes | Residential Apartments |
| • *Victoria Hand Design | Graphic Art and Fine Art |
| • Walts Produce LLC | Produce Market |

NON-RESIDENT BUSINESS - 2020

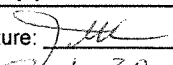
- | | |
|---------------------------------|------------------------------------|
| • Edward Mullen Plumbing | Residential Plumbing |
| • Fatbeam LLC | Telecommunication Service Provider |
| • McCallum Rock Drilling Inc | Rock Drilling and Blasting |
| • Molecular Inc | Epoxy Coatings |
| • Naturalist Carpet Cleaning Co | Carpet/Tile cleaning |
| • Pacific Ground Works Inc | Excavation New Homes |
| • Pipe System LLC | Plumbing |
| • Plumbing Concepts Inc | Plumbing |
| • PR Drywall LLC | Drywall Installer |
| • Shiver Me Ice Cream | Ice Cream Truck |
| • Sight Construction LLC | Construction |
| • Suppression Systems Inc | Suppression Systems |

*Denotes In-Home Business

BUSINESS LICENSE REPORT

City Department Approval: 6/29/2020

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

Signature: 
Date: 6-1-20

RESIDENT BUSINESS – RENEWAL 2020

- Donilu McGinnis Secondhand Merchandise

RESIDENT BUSINESS – NEW 2020

- *CTRR Marketing Consultin Market Research

NON-RESIDENT BUSINESS - 2020

- Authority Dock & Door Inc Commercial Doors
- Goat Brothers Inc Trucking, Demolition, Excavation
- Keller Associates Inc Civil Engineering-Consulting
- Platinum Electric Inc Electrical Contracting
- Precise Electri LLC Electrical Contractor
- Vasquez Landscaping & Mainenance Inc Landscaping
-

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Admin
City Council Goal / Tactic:	Goal 1 – Create/Maintain an effective Organization
Project Summary:	Update Council Roles, Rules, and Responsibilities
Estimated Completion:	November 2020

ACTION PLAN

1. Background of Project:

- City Administration will be reviewing Council Roles, Rules and Responsibilities.
- Council roles and responsibilities are outlined in the City Charter as well as the City Council Operating Rules and Procedures which are adopted under the authority granted in the St. Helens Charter, Chapter III, Section 13. A Governing Policy was also adopted by Council in March of 2019. These are reviewed periodically to update our practices to current and changing times. The last review occurred in 2019. City staff has many examples of from other cities and municipalities.
- Over the course of Council Governance retreats the need to further streamline and clarify roles and responsibilities was identified.

2. Current Status of Project:

- Based on discussion in Council retreats as part of goal setting in 2020, it was determined that additional clarity in Governing Policy would help maintain an effective organization.
- City Administration staff will be reviewing and creating a sample draft of updated Roles, Rules, and Responsibilities for City Council to review, revise, and eventually approve. The goal is to have these in place by November 2020.

3. Strategic Steps to Accomplish Project:

- City staff is reviewing the Charter, City Council Operating Rules & Procedures and the Governing Policy.
- City staff is compiling examples from other municipalities.
- Staff will draft a sample, comprehensive Operating Rules & Procedures for City Council review.
- City Council will review in Sept/Oct timeframe.
- City Council consider approval in late October or early November meetings.

4. Estimated Cost of Project:

- This project should have no financial impact other than attorney review of the documents.

5. Barriers to Complete:

- There are no barriers anticipated to complete this project.

PROJECT ACTION PLAN

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Lead Department:	Admin
City Council Goal / Tactic:	Goal 1 – Create/Maintain an effective Organization
Project Summary:	Create On/off boarding process for Staff/Commissioners/Councilors
Estimated Completion:	November 2020
ACTION PLAN	
1. Background of Project: <ul style="list-style-type: none">City Council and City staff recognized the need for improvements to the onboarding process in their SWOT Analysis.	
2. Current Status of Project: <ul style="list-style-type: none">Taking information identified from the SWOT analysis will help determine what changes may be suggested from Administration staff regarding the internal organizational chart of the City.Council and management team members have identified potential improvements in organizational structure to meet changing needs and the resource available to deliver services efficiently.	
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">City Administration will draft an position specific onboarding process document for Council's consideration.Approval from the City Council is identified to be done by November 2020.	
4. Estimated Cost of Project: <ul style="list-style-type: none">This project should have no financial impact on the City.	
5. Barriers to Complete: <ul style="list-style-type: none">There are no barriers to complete this project.	


PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Admin
City Council Goal / Tactic:	Goal 1 – Create/Maintain an effective Organization
Project Summary:	Review Rules and Roles for City Commissions and Boards
Estimated Completion:	November 2020

ACTION PLAN
1. Background of Project: <ul style="list-style-type: none">City Administration will be reviewing Commissions and Board roles, rules, and responsibilities. Board and Commission roles and responsibilities are outlined in municipal code. With improvements, it will be practice to review these sections on a regular basis and update our practices to current and changing times.
2. Current Status of Project: <ul style="list-style-type: none">City Administration staff is currently reviewing these rules, updating, and will be proposing changes in the future for City Council approval.In the process of creating an on/offboarding process for volunteers, each Board and Commission code section will be reviewed with the volunteer and department staff to identify suggestions for changes.Rules for operations of boards and commissions are governed generally by Oregon Public Meetings Law and the actual function is loosely based on Robert's Rules of Order and relevant code sections. In this time, meetings are also being conducted via video/phone conference or a hybrid of in person and video.The first review was conducted at a member orientation on July 6, 2020. This will be refined and offered to all new members on a rolling basis.
3. Strategic Steps to Accomplish Project: <ul style="list-style-type: none">City Administration staff will review current rules and roles of Commissions and Boards.City Administration staff will propose changes to City Council by September 2020.City Council will discuss potential changes and approve any needed changes by November 2020.
4. Estimated Cost of Project: <ul style="list-style-type: none">This project should have no financial impact on the City other than attorney review.
5. Barriers to Complete: <ul style="list-style-type: none">There are no barriers to complete this project on time.

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	15 July 2020	
Subject:	June Public Works Department Activity Summary	

Engineering

1. Worked with County and Design Engineer to finalize Gable Road improvements. The road is open.
2. Completed final review of plans for the N. Vernonia Road sidewalk project.
3. Held pre-construction meeting and gave notice to proceed for work at McNulty & Industrial Way.
4. Worked with private developer, their engineer, and the County to coordinate a sewer extension.
5. See complete report.

Parks

In addition to mowing, general parks maintenance, watering street trees, and collecting garbage:

1. Two restrooms have re-opened; resuming cleaning in the mornings; more thorough cleaning is required.
2. Moved picnic tables & trash cans from downtown before protests and replaced them afterwards.
3. Turned on all of the sprinkler systems in various parks and other City grounds.
4. Installed the new timed doors at the Columbia View restrooms.
5. See complete report.

Public Works Operations & Maintenance

1. Prepared Plaza and County Courthouse for graduation ceremony held on June 5.
2. Worked on building improvements at the Library and Police Department.
3. Built and installed holders/stakes for storybook pages for a "story stroll" trail in McCormick Park.
4. Removed a LARGE beaver dam at the outlet from Dalton Lake.
5. Serviced and/or made repairs on 41 vehicles and/or equipment.
6. Responded to 12 after-hours call outs.
7. See complete reports.

Water Filtration Facility

1. Produced 41.2 million gallons of filtered drinking water, an average of 1.37 million gal/day.
2. Worked with Tim from Public Works on various maintenance and repair projects.
3. Worked with More Power personnel to create backup operating programs.

Waste Water Treatment Plant

1. Prepping to relocate SolarBees from Primary lagoon to Secondary lagoon.
2. Relocated aerator in Secondary lagoon.
3. Cleaned contact tanks.
4. Collected samples for pretreatment permits at ORPET and Letica.
5. See complete report.



Engineering Department Status Report

2 July 2020



Most of the restrictions implemented in March by the City, County, and State due to the COVID-19 pandemic continue to remain in place. Although contractors and Public Works employees continue to work, various safety precautions have been instigated including social distancing, restricting the number of people that can be in a vehicle, increased frequency of hand washing, mandatory hand sanitizer in vehicles, also have soap and clean water available on job sites if possible or required if hand sanitizer is not available. Private contractors and City employees are required to follow these rules.

In addition to the above requirements, the staff at the City Shops remain working a staggered schedule to reduce the number of people that are in the building before each shift and during breaks and lunch. This makes it possible for them to maintain social distancing protocols. City Hall offices are closed to the public and available by appointment only. The WWTP staff is working an altered schedule to reduce the amount of time that they would be in close proximity to each other since they are working within a lab and/or office environment more frequently than the Operations staff at the Shops and at the Parks Department.

DEVELOPMENT PROJECTS

Greystone Estates Subdivision

The developer is still working on testing and finalizing the underground utilities so that they can pave and submit for their final plat.

St. Helens Place Apartment Project

The public improvements have been completed for this project. The Developer continues to move rapidly on the remainder of the apartment buildings.

Brayden Street Storage Building

The preliminary plans for public improvements have been submitted, reviewed, and returned to the design engineer for corrections. This work is being done by the owner of the new St. Helens Place Apartments for construction of a storage building at the southeast corner of Matzen and Brayden Streets to be used by the apartment tenants. Frontage upgrades on both streets will be required including sidewalks, storm drainage, and a new fire hydrant for required fire protection.

Hanna's Place Development

The Project Engineer is waiting to finalize the project until some last-minute details are completed.

Control Solutions Development at McNulty & Industrial Way

Work has started on the storm drain and frontage improvements for this new light industrial development at the corner of McNulty and Industrial Way.

Potential New Retail Store at Violette's Villa Property

We have talked with the project Engineer regarding submittal requirements for the anticipated public improvements that will be constructed for this upcoming project.

St. Helens Industrial Business Park Development

Have reviewed and provided comments on the preliminary drafts for development of the St. Helens Industrial Business Park site.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

Paving is complete and the roadway is now open. The concrete sub-contractor has some corrections that have not been finished and these will be done within the coming weeks. The primary contractor, TFT Construction, is responsible for planting approximately 70 new trees in the fall during the specified appropriate planting period.

N. Vernonia Road Sidewalk Project

The finalized plans have been received and are close to going out to bid. Because we cannot have the previously planned open house because of COVID restrictions, we will be notifying all property owners along the route of the upcoming project and informing them of changes that will be made to their driveways (if any) and about any trees to be removed. Funding for this work is approximately half from the Oregon Surface Transportation Block Grant Fund Exchange Program and half from System Development Charges.

Columbia Boulevard Sidewalk Safe Routes to School Grant Project

Survey work has been complete and the preliminary plans are being prepared by the Design Engineer.

Annual Striping Project

The contract with Apply-A-Line Inc. has been finalized. This work is typically scheduled for August but can be done at any time.

St. Helens Entry Sign

Working with the Planning Department to reserve a location for a new entry sign on the ODOT plans for the signalized intersection at Millard Road and Highway 30.

WATER SYSTEM PROJECTS

N. 7th, N. 9th, and N. 11th Waterline Improvements Project

A walk-thru of the project was held with City staff and the Contractor. Their work was found to be excellent and they went above the minimum requirements on some items. The project has been accepted.

2MG Reservoir Rehabilitation Project

The Contractor has provided the City information from two different lining companies to install the alternate liner product at no cost to the City. We have informed them that both products would be acceptable to the City provided that they stop the leaking and they are installed as soon as possible with no damage to the reservoir and at no cost to the City.

Water Filtration Facility Computer and SCADA Upgrade

Working with the City's IT manager, the WFF staff, and MorePower to create a reliable back-up system for the SCADA controls at the WFF and upgrade their ancient computers, which are patched together with duct tape and baling wire....well, almost.

SANITARY SEWER AND STORM DRAIN SYSTEM PROJECTS

2020 Sanitary Sewer Rehabilitation Project

The Contractor is nearly finished with this work to repair and/or replace various portions of the sanitary sewer main and manholes at multiple locations. There have been some challenging locations, such as under the sidewalk adjacent to Highway 30, and on the South Truck within an overgrown, undeveloped right-of-way.

Sanitary Sewer and Storm Drain Master Plan Project

The contract has been finalized and Keller & Associates is preparing for the project kick-off.

Columbia Boulevard Sanitary Sewer Extension

A property owner has proposed to extend the public sanitary sewer at the intersection of Gable Road and Columbia Boulevard, approximately 400 feet northerly up Columbia to a location where his property can be served by the public system. They have been working with the County to ensure their design will not interfere with Columbia County's planned culvert replacement across Columbia Boulevard, tentatively planned for 2021.

S. 14th Street Backyard Storm Extension

Obtained survey information and are now investigating the possibility of extending a storm lateral into the yard at 314 S. 14th Street, where there have been previous sewer overflows. Storm runoff drains naturally to this low area from the surrounding neighborhood.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Blazers Moda Assist Program

Although we were fortunate enough to win this grant, the final amount is not yet known due to the impacts of COVID-19 on the NBA season. When we learn of the total grant amount, we will use those funds to purchase all-inclusive playground equipment to augment the new play structure for McCormick Park.

Right-of-Way and Construction Permits

There was one permit issued in June to Century Link for a new service.

Miscellaneous Projects

Management staff continues to spend a considerable amount of time discussing and implementing the COVID-19 protocols, which change on an almost daily basis. There has been a lot of coordinating with various departments to ensure the safety and well-being of all of our employees and the public to the best of our capabilities.

Selected the replacement for the Water Filtration Facility Supervisor position.

Coordinating with Tina on upcoming events and assisting her with various projects and requests.

Training Workshops and Committee Meetings

Participated in the quarterly Executive Risk Management Team meeting.

Participated by video in the monthly Columbia County Traffic Safety Commission meeting.

Participated by video in the monthly Parks & Trails Commission meeting. Working with the various Friends of parks volunteer groups to implement their projects, such as installing kiosks, benches, and signage at Dalton Lake Nature Preserve and additional signage for Nob Hill Nature Park.



Parks Department for June 2020



Daily duties were performed which include: restocking portable restrooms, garbage pickup, mowing, and general parks maintenance.

****Reminder that the Parks Staff is currently down one position that has not been filled, and we have just been given authorization to hire temporary summer helpers. Additionally, the community service workers are not able to assist due to COVID-19 restrictions. There is likely a noticeable reduction of overall parks maintenance due to the lack of staffing.****

MOWED & MOWED & MOWED

Relocated picnic tables in the parks

Attended meetings about cleaning restrooms

Restocked all restrooms

Removed tables and trash cans for the protest

Returned all tables and trash cans after the protest

Mowed the waterfront

Painted restrooms doors for Columbia View Park

Epoxied the restroom floors at McCormick Park

Moved bark dust to the Veterans Memorial for the Youth Council to put in the flower beds

Mowed along the walking trails at McCormick Park

Repaired mowers

Weed wacked when time allowed at McCormick Park

Started cleaning the restroom at Grey Cliffs Park in accordance with required State rules

Removed the plexiglass covers at the Columbia View restrooms to improve ventilation

Installed timed doors at the Columbia View restrooms

Started cleaning the restroom at Columbia View Park in accordance with required State rules

Removed graffiti from a dog bag dispenser

Placed a garbage can in front of Molly's Market

Planted flowers in the Veterans Memorial flower beds and added bark dust

Cleared brush for Public Works off of Helens Way

Created a fuel report for Sue for a multi-county emergency management report

Moved fencing from the warehouse to City Hall for Tina

Turned on all the sprinkler systems

Created door latches for the Columbia View doors to remain open during the day

Public Works Work Report

June 2020

Water Dept:

Read meters and heavy users
Installed 6 new radio read meters
Replaced shut-off at 120 Mill St. Unit A
Raised meter box at 240 Mayfair
Weedeated around fence line at shop
Turned water on at Campbell Park
Set up for protest & take down next day
Set up for graduation & take down that afternoon
Weedeated Spains Hill and sprayed weeds along rock wall
Replaced meter box at 35175 Firlok Park Blvd.
Weedeated sidewalks on Columbia from Hwy. to Sykes Rd.
Replaced shut-off at 725 Harper Ln.
Replaced break-away kit on hydrant at Madrona Ct. & Forest Park Dr.
Put Storz adapters on hydrant at St. Helens Apartments
Graveled along side of 400 blk. S. 12th St.
Did data logs at 55 Dubois Ln. and 105 Dubois Ln.
Moved picnic tables back to Columbia View after protest
Replaced service at 494 N. 12th St.
Weedeated and sprayed weeds along rock wall on S. 1st St.
Changed out two $\frac{3}{4}$ " shut-offs to 1" at Emerald Meadows
Repaired leak on main on Sykes Rd.

Sewer Dept:

Hauled brush to tree farm – a few days
Hauled debris to County shop – a few days
Set up for protest & take down next day
Set up for graduation & take down that afternoon
Cleaned grate at Dalton Lake
Wire located Cherrywood for Blackrock
Cleaned dump station at WWTP
Mowed Madrona Ct. & Lemont St.
Located sewer at Sykes Rd. & Columbia Blvd.
Installed storm on Columbia Blvd. by McBride school
Jetted storm at 1944 St. Helens St.
Vacuumed valve boxes for TFT on Gable Rd.
Pulled witches hats at Elk Ridge & others
Set up for another protest
Unplugged and derooted sewer at 252 S. 12th St.
Picked up trench box by credit union for Blackrock
Removed beaver dam at Dalton Lake – three days
Cleared right-of-way at Darcey St. & Helens Way
Cleaned catch basins by Senior Center
Helped repair water leak in Main at Sykes Rd.
& Columbia Blvd.

Building Maintenance/Other

Built Covid shields for City Hall & Library
Installed parking signs at PD
Set up for protest & take down next day
Set up for graduation & take down that afternoon
Repaired kiosk
Replaced delineators on Little St.
Installed hand sanitizers at City Hall
Painted and hung picture frames in Courts
Worked on street signs
Worked on bench at Library
Pressure washed and cleaned up around Stimpson building
Worked on Library remodel four days
Worked on PD remodel three days
Fixed door at City Hall
Painted reservoir pump house
Painting Stimpson building
Installed signs for Library

Call-Outs

315 S. Col. River Hwy. flooding (smoke shop) - our lines were clear – private problem
Pipe bomb at Gable Rd. & Columbia Blvd. – was a pipe TFT used for concrete forms.
Alarm - yard beam at shop
Water on for inspection at 406 S. 12th St.
Leak at 397 N. 6th – nothing found – had lots of rain
Water off for repair at 448 S. 10th St.
Sewer plug at 252 S. 12th St.
Water off for repair – 164 N. 12th St. Unit 3
Water on at 204 S. Vernonia Rd.
Porta potty full at Campbell during softball tournament we didn't know they were having
Red light burned out at S. 18th St. & OPR
Alarm – yard beam at shop – deer in yard

Miscellaneous:

Swept streets
Marked 103 locates
Checked wells & reservoirs daily

June 1st to 30th

June 1st

- Shop Mowed the grass in the front yard and mowed around the property weed elated hosed off the wash rack
- PW Fabricated some dowsing rods and welded up a ground for the line locator
- PW Received a part from Pape machinery for the excavator went to install it found that they sent the wrong part called Pape and ordered another one hopefully it is the right one

June 2nd

- Office Computer work
- PW #5 Checked for a leak in the right front tire found nothing
- PW #78 Installed a new Joy stick control

June 3rd

- Parks #23 Loaded the mower and the small riding mower onto the trailer from the Water Treatment Plant and brought them to the shop for repairs
- PW Went and started 6 vehicles at the Boise property Towed one vehicle from the downtown area back to the Boise property
- PW Picked up the Fish sculpture and blocks of wood from the Plaza down town and delivered them to the water front property

June 4th

- WT Removed the right- hand front axle as it chewed up the bearings and the spacers also ordered new blades and bolts that hold the blades on because the blades fell off after 50 hours, Full service.
- PW #8 Removed the left hand rear Dual tires and replaced then with new ones cut in the side wall
- Parks #23 Made up another hydraulic line
- PW #33 Picked up the truck at Public Works rear flat tire another cut in the side wall of the tire

June 5th

- Shop Cleaned the restroom and shop sink emptied the garbage's
- Parks #23 Installed the new hydraulic line into the frame of the mower and hooked up both connections test ran the mower cleaned off the mower deck
- WT Ordered a Thimble for the mower deck after trying to install the blades

June 8th

- PW #33 Pressure wash the dump truck and start the service also repaired a coolant leak
- WT Installed a new mandrel for the blades and installed two new blades
- PW Went to Scappoose for Weed Eater Blades

June 9th

- PW #33 Finished service repaired a bracket and installed four new rear tires
- Parks #23 Cleaned and greased the Mower and returned it to the Parks Dept.

June 10th

PW #16 Full service Lubed the Boom and debris body

WT Installed new Wheel bearings and a front spindle on the mower

June 11th

PW #14 Full service installed new stickers

Parks #20 Repaired a flat tire on the mower deck

June 12th

Shop Cleaned the restroom and shop sink swept the floor and cleaned the welding table

PW #55 Did some research on a new style of gutter broom for the sweeper

Parks Checked the equipment

Keith Sick

June 15th

PW #20 Put the spare tire on the front of the backhoe ordered new tires also

Later in the day the machine was brought to the shop and removed the grill to straighten it out
Was hit hard with a big rock

PW Went to Scappoose with a weed eater that needed warranty work brought the weed eater back
to the public works shop

Shop Cleaned the hoist area up also repaired a plate in the floor

June 16th

PW #20 Full service and delivered it back to public works

June 17th 18th 19th

Brett Vacation

June 22nd

Shop Cleaned the floor and used a weed eater in the parking area inside the fence
Also did the inventory

Parks #20 Flat tire ordered a new tire and tube from Eaton's

June 23rd

Shop Cleaned out the tire dunk tank and filled with water

PW Checked on a tire at Eaton's for the John Deere Mower not in yet

Parks Picked up the flatbed trailer took it to public works and cleaned it off brought it back to the shop
and loaded the small riding mower on it

June 24th

Office Computer work Filled paper work

Parks #20 Installed a new tire on the mower deck

WT Took the riding mower back to the treatment plant

PW Went over the vehicle inventory list to see how many diesel vehicles we have

June 25th

PW Loaded truck with dirt all day

June 26th

PW Loaded trucks dirt all day

Parks #23 Mower deck mount broke removed the deck to weld it up

June 29th

PW Loaded trucks and moved dirt at public works

Parks #23 Started welding up the mower deck cut some metal for added support

June 30th

Parks #23 Finished welding up the mower deck

PW Loaded trucks and moved dirt



City of St. Helens, Oregon
Public Works
Water Filtration Facility
Water Filtration
Facility Journal
June 2020
PH: (503) 397-1311 FAX: (503) 397-3351



Water Production: 41.2
which averages 1.37

million gallons,
million gallons per day

Week 1 Produced and sent
extinguishers. Sent sewer
batteries full, (fork lift, hi-

May's OHA reports to the State. Performed monthly check on fire
readings to Columbia City public works. Charging all units to keep
lift, riding mower).

Week 2 Riding mower to
shrubby cut back, CI-17

mechanics for maintenance, bleach delivery, power washing and
reagents replaced.

Week 3 Finished flushing racks, beginning CIPs, More Power imaging SCADA 1 & 2, Tim applying herbicide
to grounds.

Week 4 Finished CIPs, changed rack 4 V1010 (no longer seating on close command), bleach delivery, interior
lighting work, Tim replacing the cracked PVC piping into Neut tank

Week 5 Quarterly calibration of 1720e turbidimeters, Tim's soldering assistance allowed for replacement of all
1720e light sources.

Respectfully submitted Guy Davis

WWTP Monthly Operations and Maintenance Report

June 2020

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 6/2-Replaced anchor cable on aerator #10.
- 6/2-Prepped electrical at spot #4 for air master aerator.
- 6/11-Moved air master to spot #4. Connected anchor line and electrical.
- 6/16-Finished connecting air master and brought in old anchor from spot #4. Also removed as much old electrical cable from spot #16.
- 6/16-Greased aerators on Sub #3.
- 6/22-Back flushed sample pump and piping.
- 6/22-Moved spare aerator to spot 13 to be wired later.
- 6/30-Peak Elec. here to wire up aerators in spots 4 and 13 and disconnect aerator #18 so it can be brought back to the hoist to check for leaks. They will be back to work on the buckets in the MCCs.

Primary System Report

- 6/24-Cleaned up and raised SolarBees in preparation of move.

Pump Stations

- 6/5-PS#5-Pumped down so contractor could install liner in receiving manhole.
- 6/26-PS#11-Pump 1 failure alarm. Reset and running fine. Lowered high level alarm float and disconnected limit switch in hopes it shows what is causing the alarms.

Sodium Hypochlorite System

- 2119 gallons used this month.
- 6/1-Hypo delivery-5100 gallons
- 6/4-Installed new pump in south spot.
- 6/9-17-New pump not pumping as expected. Found it wasn't the pump and found broken valve.

Call-outs

- No after hour call-outs in June.

Plant

- All month-worked on replacing screws in shop roof.
- Performed annual maintenance routines on garage roll up doors.
- 6/2-Cleaned south contact tank.
- 6/17-Cleaned south contact tank.
- 6/18-Cleaned north contact tank.
- 6/26-Mounted weatherproof box for headworks hoist pendant.

Pretreatment

- 6/2-Sampling ORPET. Sent in samples on 6/3.
- 6/5-Issued waste hauler permits to Blue Heron and ME Moore Cont.
- 6/17-Sampled Letica and sent to ALS.

Other

- 6/2-Quality Control Services here to do annual lab calibrations.
- 6/9-Level sensor in MilliPore DI water unit failed. Ordered new one.
- 6/9-10-Annual DMRQA proficiency testing.
- 6/11-Copper BLM testing on river.
- 6/12-Buell Calibrations here to do biannual calibrations. Found bad puck in PE temperature probe. Will order new one and install.
- 6/17-Buell Calibrations here to replace temperature pucks. Also found bad input card on SCADA. Rewired input to new channel.
- 6/22-Tom Damon here to reprogram input to new channel for the Primary Effluent temperature and clean up the SCADA screen.
- 6/30-Darin down to replace Aaron's computer.

Next Month

- Quarterly sampling.
- Move SolarBees from primary to the secondary.