



## **CITY COUNCIL WORK SESSION**

**Wednesday, August 05, 2020**

265 Strand Street, St. Helens, OR 97051

[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

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### **Welcome!**

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **1:00 P.M. - Call Work Session to Order via Zoom**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics - The Council will take a 10-minute break around 3:00 P.M.**
  - 3.A. Employee Length of Service Award  
[080520 Memo to Council re LOS Award.pdf](#)
  - 3.B. Presentation on Lewis & Clark National Historic Trail Partnership - Derek Schimmel  
[Lewis & Clark National Historic Trail Partnership.pdf](#)
  - 3.C. Senior Center Semi-Annual Report - Kathy Innocenti, Manager  
[Senior Center Total Meals Served 2019-2020.pdf](#)
  - 3.D. Request from United Way regarding Book-Giving Program - Claire Catt, Executive Director  
[United Way Request.pdf](#)
  - 3.E. Library Semi-Annual Report - Margaret  
[Library presentation to Council 2020-08-05.pdf](#)  
[Action Plan - Library - Columbia Center Imps Update Phase 1.pdf](#)  
[Action Plan - Library - Makerspace Phase 1.pdf](#)
  - 3.F. Review Distribution of Coronavirus Relief Funds - Rachael

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

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

[03f. Council Memo CRF request.pdf](#)

- 3.G. Request for Relief of Water Leak Charges from Citizen - Matt  
[Request for UB Adjustment from Resident.pdf](#)
- 3.H. Appoint Voting Delegates for LOC Annual Membership Meeting (October 15)  
[LOC Voting Delegates.pdf](#)
- 3.I. Strategic Action Plan Updates  
[Council Memo re Police Station Feasibility Comm.pdf](#)
- 3.J. City Administrator Report  
[City Administrator 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/94916128369>*

*Meeting ID: 949 1612 8369*

*Dial by your location: (669) 900-6833*

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## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council  
From: Kathy Payne, City Recorder  
Date: August 5, 2020

I am happy to announce that we have one employee who has reached a milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the August 5 Council work session.

### **5 Years**

**Jamin Coy** began working for the City in July of 2015 as a Patrol Officer. In October of 2016, the City re-established a Code Enforcement Program and Jamin was appointed to the Code Enforcement Officer role. Then in March of 2017 he was promoted to Patrol Officer, where he continues to serve.

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





# Lewis and Clark National Historic Trail Experience

*Retrace the Expedition and Explore New People, Places, and Stories*



*Captain's Cabin Bed & Breakfast - Tammy Donelson*

## Put your tourism business or point of interest on the map

**We strive to promote sustainable tourism—tourism that sustains or enhances the geographical character of a place, its environment, culture, aesthetics, heritage, and the well-being of its residents.**

The National Park Service invites you to partner with us on a sustainable tourism program to help travelers find unique local tourism experiences along the Lewis and Clark National Historic Trail. Nominate your business or points of interest in your community to be shared with travelers on [www.lewisandclark.travel](http://www.lewisandclark.travel).

We want residents and local business owners to tell the world what is special about their destination because we believe that the best travel advice comes from the people who live there. As a resident along the Trail, you are invited to nominate a business, event, public area, or other point of interest to be included on this website.

This is an opportunity to showcase what is special about your tourism business or simply tell the world why they should visit your destination. Your nomination will help to promote travel to your region.

It is completely free and only takes a few minutes to nominate a place to be included on the website.

For more information, contact [info@lewisandclark.travel](mailto:info@lewisandclark.travel).

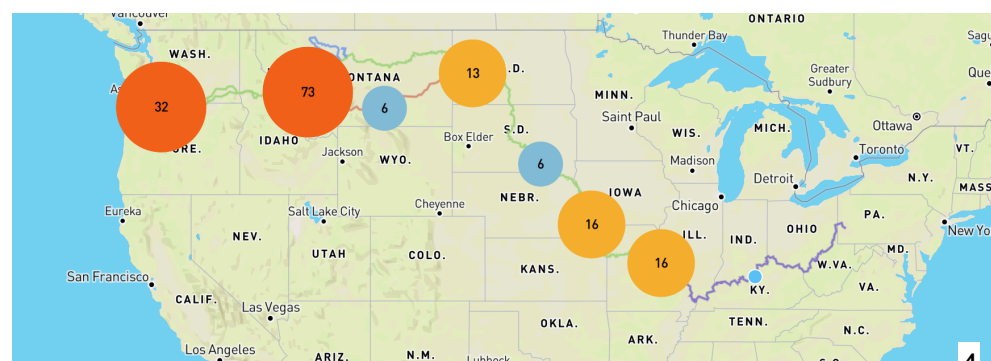
### Nominations can include

- Unique places to stay
- Scenic landscapes
- Native American sites
- Historic buildings
- Parks and trails
- Local places to eat
- Historic & cultural sites
- Festivals & events
- Artist studios & galleries
- Local guides



### Get started

Go to [www.lewisandclark.travel](http://www.lewisandclark.travel) and click Nominate a Place at the bottom of the page.





<Community PR Contact Information>  
<Community PR Contact Information>

FOR IMMEDIATE RELEASE:

**[CITY NAME] CELEBRATES CONNECTION TO LEWIS AND CLARK EXPEDITION**  
*National Park Service Designates [CITY NAME] a “Lewis and Clark National Historic Trail Community”*

| **<CITY, ST., DATE>**— Today, the National Park Service recognized the [CITY NAME] as a participant in its Lewis and Clark National Historic Trail Sustainable Community Partnership Program. The Program celebrates [CITY NAME] historic connection to Lewis and Clark’s 1803 expedition, known popularly as the Corps of Discovery expedition.

In order to qualify for this designation, the National Park Service requires that a community demonstrates its connection to the Corps of Discovery and that the connection is showcased and celebrated in a public way. As a community partner, [CITY NAME] will act as a steward in growing the Lewis and Clark National Historic Trail Geotourism project.

In [CITY NAME] application to participate in the program, [TOURISM LEADER NAME], [POSITION AND ORGANIZATION] noted:

“[ADD QUOTE]”

With its designation as a Lewis and Clark National Historic Trail Sustainable Community Partner, [CITY NAME] will receive tourism marketing support and resources to help educate visitors and residents about the community’s connection to the Lewis and Clark National Historic Trail. [CITY NAME] will also be featured on the Trail’s tourism promotion website, [www.LewisandClark.Travel](http://www.LewisandClark.Travel).

“The Lewis and Clark National Historic Trail provides an opportunity for people from across the country and around the world to follow in the footsteps of the most iconic explorers of the American frontier,” says Dan Wiley, Chief of Integrated Resources for the Trail. “The new community partnership program showcases those communities along the Trail where visitors can learn about the historic expedition and the legacy which helped make these towns the communities they are now.”

The Lewis and Clark National Historic Trail, administered by the National Park Service, is more than 4,900 miles long, traverses sixteen states and many tribal lands, along the historic route of the expedition. The Lewis and Clark National Historic Trail was designated by Congress in 1978 to commemorate the 1803 to 1806 Corps of Discovery expedition.

This epic journey contributed significant scientific knowledge and profound political, social, economic, cultural, and environmental changes to the peoples and landscapes of the North American continent.

###

More information about the Lewis and Clark National Historic Trail is available at [www.LewisandClark.Travel](http://www.LewisandClark.Travel).

More information about the Sustainable Community Partnership Program is at <https://lewisandclark.travel/partner-community-program>.

For more information, contact:

Dan Wiley  
Chief, Integrated Resources Stewardship  
Lewis and Clark National Historic Trail  
National Park Service  
[Dan\\_Wiley@nps.gov](mailto:Dan_Wiley@nps.gov)

Derek Schimmel  
Project and Communications Manager  
Solimar International  
[d.schimmel@solimarinternational.com](mailto:d.schimmel@solimarinternational.com)

# Lewis and Clark National Historic Trail

Sample Resolution for City or County Council



A resolution in support of the community of \_\_\_\_\_'s participation in a partnership program with the **Lewis and Clark National Historic Trail**.

**WHEREAS**, the Lewis and Clark National Historic Trail is a federally administered route across the United States commemorating the Lewis and Clark Expedition of 1804 to 1806; and,

**WHEREAS**, the Lewis and Clark National Historic Trail Sustainable Tourism Partnership Program is a program administered by the National Park Service which provides tourism marketing and management resources to communities along the Trail; and,

**WHEREAS**, the community of \_\_\_\_\_ is located adjacent to the Lewis and Clark National Historic Trail; and

**WHEREAS**, the community of \_\_\_\_\_ recognizes and celebrates its connection to the Lewis and Clark Expedition and wishes to promote its association with the Expedition in its destination marketing and tourism promotion activities.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of \_\_\_\_\_, that the community:

- Article 1.* Supports the decision to participate in the Lewis and Clark National Historic Trail Sustainable Community Partnership Program;
- Article 2.* Endorses the program's stated goals of economic development, tourism promotion, and cultural heritage preservation.
- Article 3.* Encourages the agency responsible for tourism marketing to leverage the program to the greatest extent possible to promote cultural travel and tourism to the community.

ADOPTED ON THIS DAY OF \_\_\_\_\_.

\_\_\_\_\_  
*President of Council's signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mayor's signature*

\_\_\_\_\_  
*Date*



ST HELENS SENIOR CENTER TOTAL MEALS SERVED							
			2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
	CM	HD	Total				
July	1,257	2,918	4,175				
Aug	1,428	3,063	4,491				
Sept	1,305	2,956	4,261				
Oct	1,374	3,266	4,640				
Nov	1,199	3,056	4,255				
Dec	1,131	3,227	4,358				
Jan	1,232	3,482	4,714				
Feb	1,134	3,037	4,171				
Mar	766	3,197	3,963				
Apr	233	3,305	3,538				
May	211	3,222	3,433				
June	298	3,395	3,693				
<b>Grand Total</b>	11,568	38,124	49,692	45,020	33,575	25,437	32,817
<b>% +/-</b>	-14%	36%	10%	34%	32%	-29%	1.70%



To: City of St Helens

Columbia County Readers Advisory Group is searching for sponsors for the Dolly Parton Imagination Library. This is not a United Way Campaign but a standalone program with fiscal management done by United Way.

Some quick facts about the program:

- Became available to all children in Columbia County in June 2018
- FREE to any child birth to their fifth birthday living in Columbia County
- Currently @ 1,284 children enrolled and 360 graduated (aged out) since July 2018
- Census states that there are approximately 2,500 students eligible living in Columbia County
- Books are mailed to children every month by way of Bulk mail
- Costs are about \$25 per year per child
- Tests have shown that children participating in this program for 2 or more years are 30% more likely to be ready for Kindergarten than those not participating
- Columbia County has room for improvement with early literacy

Would you be willing to sponsor a group of children to receive free books through this program?

Ready Reader Sponsor	*	\$5-\$25
Dynamic Duo Sponsor	*	\$26-\$99
Fabulous Foursome Sponsor	*	\$100-\$499
<b>Literature Lover Sponsor</b>	*	<b>\$500-\$999</b>
Bookworm Sponsor	*	\$1,000-\$2,400
Future Readers Sponsor	*	\$2,500-\$4,999
Star Readers Sponsor	*	\$5,000 +

- Sponsors will be acknowledged on FaceBook, printed brochures and from time to time the books being mailed for a period of time depending on the level of sponsorship
- Please consider a three year commitment with your donation it helps keep this program sustainable.

The United Way of Columbia County and our community partners feel this program has tremendous value to the children of this community, who are undoubtedly our most valuable assets.

It is our hope that community groups and foundations will want to sponsor children on a renewing cycle to ensure that **EVERY** child here begins their schooling with the ability to be successful in their academic careers.

Please make checks payable to United Way of Columbia County and write "Imagination Library" on the memo line.

**Mail to:** United Way of Columbia County, PO Box 538, Rainier, OR 97048-0538

Thank you for your consideration,

**Columbia County Readers Advisory Group**

Friends of St. Helens, Scappoose, Vernonia, Columbia City Libraries

St. Helens Rotary, St. Helens Lions, Day Breaker Kiwanis, St. Helens Kiwanis- Noon Club

**United Way of Columbia County**

Claire Catt, Director

Cell: (360) 430-6778



# Library Report to City Council

**August 5, 2020**



# Library Makerspace

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# Background

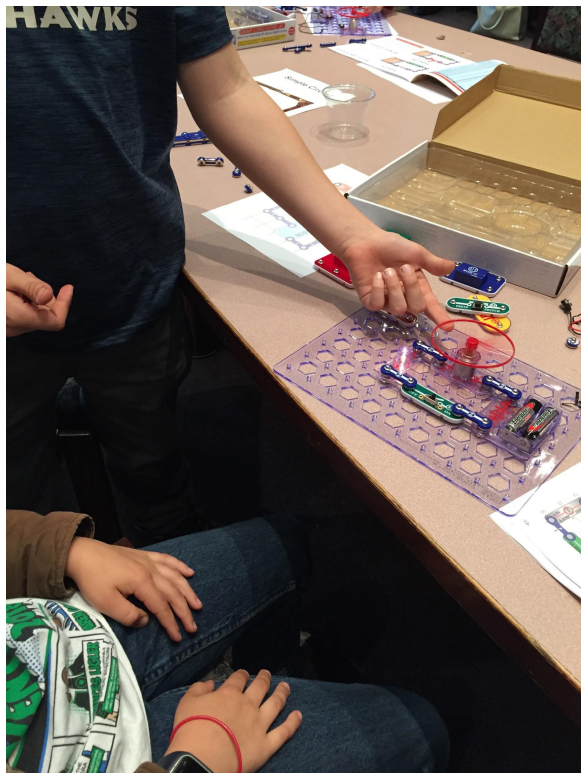


# Background





# Background



# Background



# What Will the Makerspace Accomplish?

The St. Helens Public Library's makerspace will provide a permanent home for the Library's Make It! program, which offers STEM, creative art, and do-it-yourself programs for elementary school age youth.

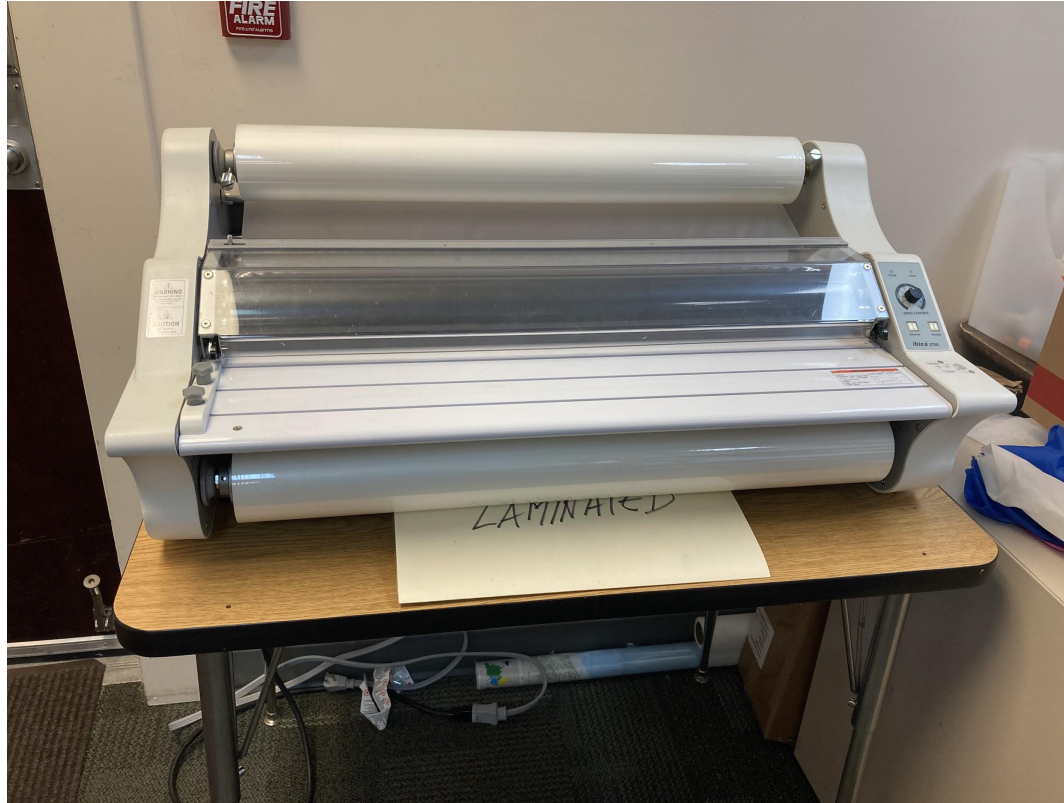
As the resources of this space are enhanced, the offerings will include equipment, programs, and expanded hours to serve older youth and adults to aid their skill development and creative endeavors.



# What Will the Makerspace Accomplish?



# What Will the Makerspace Accomplish?



# What Will the Makerspace Accomplish?



# Our Vision for the Future



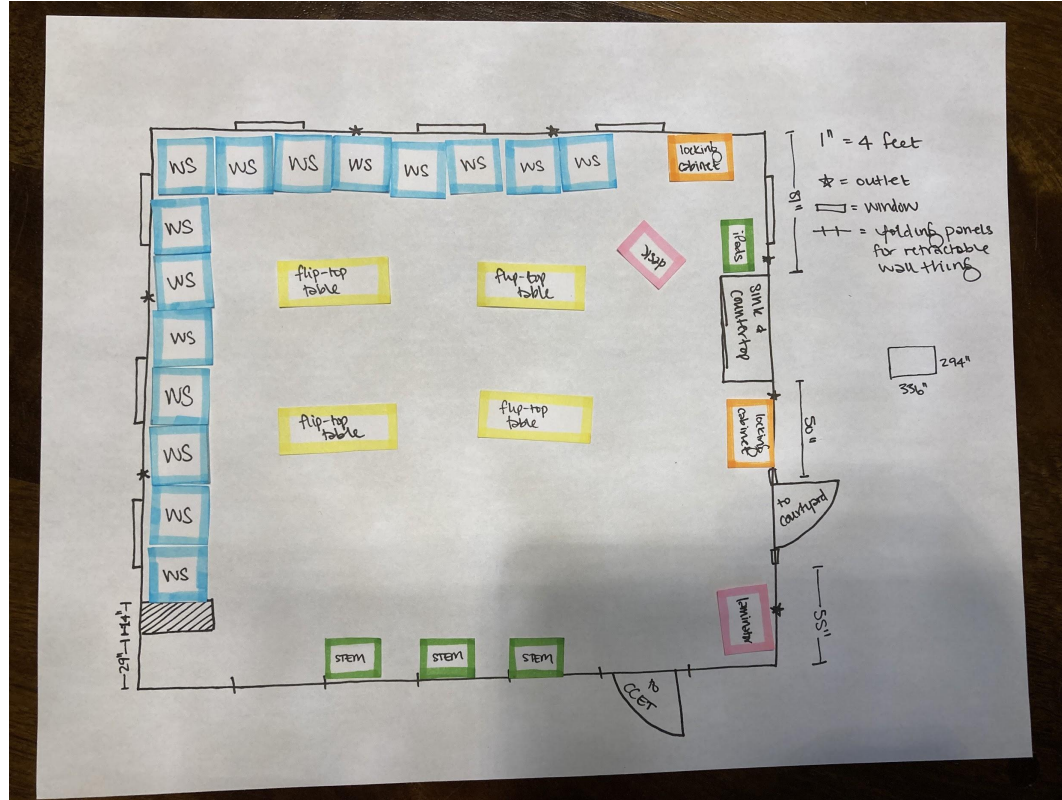


# Our Vision for the Future





# Our Vision for the Future



# Remaining Steps to Ready the Space

- Sidewalk Construction
- Door Hardware Installation / Electrical
- Ceiling Tile Replacement
- Current Equipment and Furniture Moved

# Library Services During the Pandemic

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# Partnering with the Recreation Program on Outreach



# McCormick Park Story Stroll








# Outdoor Storytime and Art

- Tuesdays in August
- At McCormick Park
- All-ages family storytime with books, songs, and dancing
- Individually packaged art projects
- Details on the Rec Program or Library Facebook pages or on the Library's event calendar on the website

# Virtual Programs






St. Helens Public Library





June 4 · 

**Toddler and Preschool Storytime - June 4**

We're visiting a farm today and singing songs about farm animals 🐔🐷🐘 and learning to use money with the fruit grown on the farm 🍇

 See Less






 6

 Like  Comment  Share 

**Up Next**

We currently don't have any more videos for you

Comments [See All](#)

 Comment as St. Hele...    

# Virtual Programs

## Youth Summer Library Challenge

June 15, 2020 - August 09, 2020

Overview

Challenge Badges

Point Badges

Activity Badges

Earned Badges

Rewards

### Activity Badges



**Read #1**  
Gold Book



**Read #2**  
Fuschia Book



**Read #3**  
Yellow Book

# Curbside Pick-Up of Library Materials



# Digital-Only Library Card

Want a library card but the library is closed?

No problem!

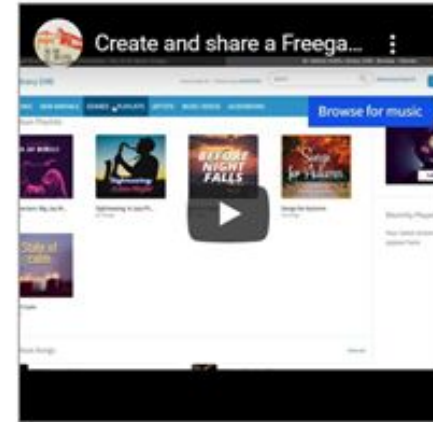
Signup for our new digital-only library card!





# Enhanced Social Media Presence

- Library staff have created 14 “how-to” videos
- Number of library patrons engaged online
  - 1,347 for how to sign up for summer reading
  - 2,038 for the first week of summer reading and kits
  - 3,402 for the digital-only card
- Facebook followers have increased by 10%



# Next Steps

- Arts Guild and Writers' Guild meetings in-person
- Book Group in-person or online
- Online meetings for Genial Genealogy in September
- Computer Appointments

# Questions?

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### **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.

<b>Lead Department:</b>	Library
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community
<b>Project Summary:</b>	Columbia Center Improvements – Building Updates – Phase I
<b>Estimated Completion:</b>	Completed

<b>ACTION PLAN</b>
<b>1. Background of Project:</b> <ul style="list-style-type: none"><li>• The public areas of the Columbia Center have been heavily used since the building was built and the floor coverings had not been replaced in 24 years. This project was originally planned for FY20/21 but the closure due to the pandemic provided a rare opportunity to accomplish this work.</li></ul>
<b>2. Current Status of Project:</b> <ul style="list-style-type: none"><li>• The public areas of the Columbia Center – Armstrong Room, auditorium, lobby, and restrooms – have been painted and had their flooring replaced.</li><li>• Non-working lighting fixtures in one small office area were updated with LED fixtures.</li><li>• Chair rails were added in the lobby to prevent damage to the walls.</li><li>• Unused dispensers were removed from bathrooms and sheetrock was replaced.</li><li>• Additional steps were added in the auditorium to facilitate exiting.</li><li>• The seating and the drapes in the auditorium will be re-installed after concerns about COVID-19 have subsided. Chairs that are easily cleaned and can be placed at a 6' separation will be used in the meantime.</li></ul>
<b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"><li>• Project Completed – Phase I</li><li>• Phase II of Columbia Center Improvements will include replacement of the upholstered furniture that is original to the building.</li></ul>
<b>4. Cost of Project:</b> <ul style="list-style-type: none"><li>• \$25,103 – flooring, paint, lighting<ul style="list-style-type: none"><li>○ \$22,293 from the Library Facility Fund</li><li>○ \$2,810 from the Library's FY19/20 General Fund Budget</li></ul></li></ul>
<b>5. Barriers to Complete:</b> <ul style="list-style-type: none"><li>• None</li></ul>

### **PROJECT ACTION PLAN**

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<b>Lead Department:</b>	Library
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community
<b>Project Summary:</b>	Creation of a Library Makerspace – Phase I
<b>Estimated Completion:</b>	September 2020

#### **ACTION PLAN**

##### **1. Background of Project:**

- The St. Helens Public Library's makerspace will provide a permanent home for the Library's Make It! program which offers STEM, creative art, and do-it-yourself programs for elementary school age youth.
- As the resources of this space are enhanced, the offerings will include equipment, programs, and expanded hours to serve older youth and adults to aid their skill development and creative endeavors.

##### **2. Current Status of Project:**

- The remaining renovation steps include new ceiling tiles, new door hardware, and sidewalk installation.
- Furniture and equipment will be moved into the space afterwards.

##### **3. Strategic Steps to Accomplish Project:**

- The Creation of a Library Makerspace represents the first phase in the development of a community resource that can be expanded to include more equipment and programs to serve older youth and adults. As this is enhanced, the funding of additional personnel to support and staff it will be required.

##### **4. Estimated Cost of Project:**

- \$3,600 in annual rental
- \$35,175 to renovate the space – flooring, data/electrical, plumbing, sidewalk, door openers/hardware, cabinetry, furniture
  - \$28,750 from the Library Facility Fund
  - \$6,425 from the Library's FY19/20 General Fund Budget

##### **5. Barriers to Complete:**

- None - Public Works will plan the remaining work as their scheduling priorities allow.





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## CITY COUNCIL MEMO

TOPIC: CORONAVIRUS RELIEF FUNDS (CRF FUNDS)

DATE: 8-5-2020

COUNCIL ACTION REQUEST: CONSENSUS

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### **BACKGROUND**

CARES Act funding to the State of Oregon is approximately \$1.6 Billion. Oregon has allocated funds per-capita to each city/county. St. Helens is allocated \$394,198.43 through the formula. The money is requested to reimburse specific expenses related to COVID-19. The CARES Act requires all payments be used to cover expenses that:

1. Are necessary due to the public health emergency with respect to the current COVID-19 pandemic.
2. Were not accounted for in the budget most recently approved.
3. Were incurred during the period between 3/1/2020 ending on December 30, 2020, and that
4. Maintain maximum flexibility under Treasury guidance on expenditures.

- CRF Funds cannot be used to replace revenue.
- Whatever is not used, must be returned to Department of Administrative Services (DAS).

### **CURRENT CITY APPROACH**

The City has received reimbursement for expenses of \$29,850 thus far. We are waiting on a second reimbursement of \$64,380.20 submitted on 7/23. Unbudgeted, COVID-related expenses to date include additional cleaning costs, PPE Equipment, COVID leave time and payments, expenses relating to teleworking, and the initial outbreak support for Columbia Pacific Food Bank (CPFB), St. Helens Senior Center, and Columbia County Economic Team (CCET).

Federal Treasury guidance indicates that local governments are a priority recipient of CRF funds and that ***local government-based partnerships are an intended use of those funds, to be blended between local government essential service needs, business support, and social service programs.*** These funds will ensure that each community has the greatest ability to fill the gaps that remain.

- Ongoing internal expenses include COVID leave time and payments, additional cleaning supplies and staffing, as well as teleworking capability for employees.

***We have the opportunity to support community-level solutions in partnership with local business organizations and service providers.***

- City staff has reached out to the Food Bank (CPFB), Columbia Community Mental Health (CCMH), Community Action Team (CAT), St. Helens Senior Center, St. Helens School District to get an idea of community service needs related to the pandemic. We heard a range of needs related to service delivery, utility assistance, childcare, food, shelter, and other essentials of everyday life.
- Staff is in close contact with Columbia County, Columbia-Pacific Economic Development District (Col-Pac) and CCET as they deploy small business grants. In the first round of grant applications, \$238,000 of an available \$250,000 was requested in Columbia County. We will continue to collaborate and identify opportunities for business support.

## **RECOMMENDATION**

City purchases/expenses and community support:

- Additional HALO air filters for public facilities (Library/Rec Center)	\$7,000
- PPE Supplies for city facilities	\$3,000 (+ ongoing expenses)
- COVID leave pay and payments	\$60,000 (estimate July-Dec)
- Columbia County Food Bank for food services	\$10,000
- Senior Center for services	\$10,000
- Columbia Community Mental Health for homeless prevention	\$10,000
- Community Action Team for homeless prevention	\$15,000
- CCET for Business Grant opportunities	\$15,000
- Teleworking capabilities and IT Infrastructure equip.)	\$100,000 (Laptops, docks, other

TOTAL	\$230,000
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Beginning Available Funds =	\$394,198
Already Reimbursed/Requested =	\$ 94,320
Expenses Outlined Above =	\$230,000

Estimated Remaining Funds =	\$69,878
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Additional input and identification of community needs is welcome. City staff would like to report back to Council in October on remaining funds and additional COVID related City expenses and community partner support opportunities.

Thank you



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## CITY COUNCIL MEMO

TOPIC: UTILITY BILLING ADJUSTMENT REQUEST FROM RESIDENT

STAFF MEMBER: MATT BROWN, ACA

DATE: 8/5/2020

DECISION: TO BE MADE AT EVENING REGULAR SESSION ON 8/5/2020

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### **BACKGROUND**

The City of St. Helens Administrative Rules for Utility Billing currently allow residents to submit a leak adjustment request when leaks become present. Under Section 4 of the Administrative Billing Rules:

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

### **CURRENT CITY APPROACH**

The attached letter is a request from a resident regarding the adjustment amount that is normally given in this situation. The resident is requesting a larger than normal leak adjustment. Given the size of this adjustment, I do not feel comfortable making any decision without the Council being aware of the request given the amount.

### **STAFF RECOMMENDATION**

It would be my recommendation given the circumstances to grant this request and adjust the full amount off the resident's utility bill.

AHN: MATT Brown & City Counsel  
**RECEIVED**

7/24/2020

JUL 27 2020

CITY OF ST. HELENS

RE: Nancy Wilson Acct # 22-04533-001  
[REDACTED]

Mr Brown,

I'm writing you regarding my water bill. I had an undetected leak (Break) where my line attached to the meter. My last 2 bills total ~~\$2509.00~~<sup>(2499.00)</sup>. Your office has the authorization to reduce up to 1/2. The balance is over \$1300.00. I'm a widow on a fixed income and I can barely make it as it is. There is no way I can pay this. Please make an exception for me and reduce or waive this unfortunate event. If I have to I can add a little each month to my current bill until this is paid for. Thank you for taking my situation under consideration.

Nancy Wilson

## Kathy Payne

---

**From:** Jenna Jones <jjones@orcities.org>  
**Sent:** Friday, July 24, 2020 10:26 PM  
**Subject:** [Email from external sender] City Voting Delegates for the LOC Annual Membership Meeting

Dear City Chief Administrative Official and City Recorder –

In concert with the 95th LOC Annual Conference, the LOC's Annual Membership Meeting is scheduled for Thursday, October 15, at 2:15 p.m. This public meeting is open to all. Each member city is entitled to cast one vote at the membership meeting. City officials do not need to be registered for the LOC's conference to attend the membership meeting. However, all cities are encouraged to attend the membership meeting. Members will vote on the LOC Board of Directors for 2021. If you have officials who plan to attend the meeting this year, please [complete the form online by clicking here](#). Your completed form is due by **Friday, August 28**.

The voting delegate form tells us who will be voting on behalf of your city during the Annual Membership Meeting on Thursday afternoon, October 15. Please note that delegates may not vote without giving the LOC their email and cell phone number on the electronic form. Voting by proxy is not permitted. Voting will happen live at the meeting. Since we are voting virtually, we ask that the city consider someone who is comfortable with many mediums of technology to be their voting delegate. Delegates will receive specific voting instructions prior to the membership meeting.

Thank you, and please let me know if you have any questions.



Jenna Jones, *Legislative Analyst*

503-588-6550 direct: 503-540-6608; cell: 971-707-0304

1201 Court St. NE, Suite 200, Salem, OR 97301-4194

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## CITY COUNCIL MEMO

TOPIC: POLICE STATION FEASIBILITY – ADVISORY AD-HOC COMMITTEE  
DATE: 8-5-2020

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### **BACKGROUND**

As the City move forward in planning for a Police Station, staff would like to create an ad-hoc advisory committee made up of community members to give feedback and direction.

### **CURRENT CITY APPROACH**

The advisory board would be short term, likely 2-4 meetings with the following roles:

- Acting as a sounding board regarding community needs
- Provide community feedback about proposed police facility
- Discuss financing possibilities for a proposed new police facility
- Apprising staff of the community's vision and needs for police services
- Make recommendations to City Council and staff on final direction

#### PROPOSED AD-HOC COMMITTEE MAKE-UP:

1. City Councilor Member (Councilor Locke as he oversees PD)
2. School District Board Member
3. Faith Leader in the Community
4. CCMH Staff Member
5. SHSD student or recent graduate
6. Budget Committee Member (Claire Catt has expressed interest already)
7. Planning Commission Member
8. Local Business Owner
9. Local Business Owner
10. CCOM Staff Member
11. Community Member at Large
12. Community Member at Large

#### STAFF SUPPORT FOR AD-HOC COMMITTEE:

1. Matt Brown / John Walsh
2. Rachael Barry
3. Brian Greenway / Joe Hogue
4. PD Officer
5. PD Officer

### **STAFF RECOMMENDATION**

Staff is presenting this idea to City Council for review. We would like City Council to return any feedback to Matt Brown. This item would be placed on the agenda at the next Council Meeting for 8/19/2020 for creation and starting to accept applications (to be approved by City Council). Meetings would tentatively start in late September and go through December.



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 5, 2020

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*Planning Division Report* attached.

*Business Licenses Reports* attached.

*Tourism Report* attached.

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



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

**Date:** 07.27.2020

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—NOTEWORTHY ADMINISTRATIVE DECISIONS**

Development of the old Violette's Villa mobile home park continues with some land use decisions this month. I approved an application for Grocery Outlet, but had to deny a business with drive-up proposal. The grocer project was much further along and I don't think the applicant put as much time into the drive-up business. They don't have a specific business for that yet. If Grocery Outlet is developed as proposed, only one commercial building site will remain.

## **PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS**

Conducted a pre-application meeting for potential attached single-family dwellings on the southern end of S. 2<sup>nd</sup> Street. Properties with a view. Anticipate a Lot Line Adjustment and a Variance or two to a Planning Commission near you.

Had a preliminary Q&A meeting for potential fuel station, convenience store, offices (and future coffee drive through) on property along US30 just north of Les Schwab Tires. These are the same folks that own the gas station in Columbia City. They don't have plans yet. I spoke to them about the same property, which that own, a couple years ago when I had to tell them that mini storage was not possible due to zoning. Thankfully, they remembered that conversation.

## **PLANNING ADMINISTRATION—MISC.**

Many changes happening at City Hall. This includes improvements to the City's digital files. Had to spend time this month reviewing and transferring digital files to other folders as part of our IT staff's reorganization of the city server. Included looking through "old stuff" (pre 2007 when I started here) to delete files to help clean things up. Old server file gets deleted on July 31, 2020, so procrastination is not an option, despite elevated building activity.

Per a message from the Board Chair of the Northwest Oregon Housing Authority: *...funding for NOHA's Gable Road development project was recommended for funding by the Oregon Housing and Community Services Housing Stability Council and we were approved for funding on Friday, July 10<sup>th</sup>!* This is the 238 unit multi-family proposal the Planning Commission approved along Gable Road by US30 last September.

The new veterinarian development in Houlton along N. 15<sup>th</sup> / St. Helens Street / Columbia Boulevard (the old "hole") is complete.

Inspections at the St. Helens Place apartments continue. This is the complex along Matzen, McBride and Brayden Streets. I have ok'd 10 of the 18 buildings now. Bicycle facilities have been a little behind the building completion, but are stating to catch up.

The project on the corner of McNulty Way and Industrial Way had a slight setback. Plans said trees roots to be protected by hand digging. But upon inspection, that did not appear to be the case. This was for some storm water infrastructure close to the property developed with the Lower Columbia Engineering office. Building plans were recently submitted and this will need to be resolved before those are issued. Interestingly, Lower Columbia Engineering is the applicant and designer.



Met with the developer of the Graystone Estates Subdivision this month. About a year ago they asked about purchasing a city owned property adjacent to the subdivision. This would be incorporated into one of the commercial lots of the subdivision. They are reigniting that conversation.

I was part of the staff panel for the Public Works Director interviews.

## PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

July 1, 2020 meeting (outcome): The Commission deliberated on an appeal of a Partition decision at 160 Belton Road. This was the continuation of the hearing that occurred on June 9, 2020. The Commission reversed the staff decision and denied the Partition via unanimous vote.

*\*\*Note on July 27<sup>th</sup> the city received mailed notice of the applicant's Notice of Intent to Appeal to the Land Use Board of Appeals. The applicant is using a different attorney firm for the LUBA appeal. This saga continues... \*\**

July 14, 2020 meeting (outcome): The Commission approved a Conditional Use Permit and two Variances Permit for new 7-unit multi-dwelling complex with one commercial suite on an undeveloped property on the corner of Columbia Boulevard and N. 12<sup>th</sup> Street.

*As the Historic Landmarks Commission*, they discussed exterior additions/changes to the Bennett Building (where utility billing and municipal court are located). Meeting the was productive and a continued discussion from the February and March meetings. See **attached memo to Assistance City Administrator Matt Brown** that summarizes this.

This will help staff with the next steps on this project.

August 11, 2020 meeting (upcoming): *As the Historic Landmarks Commission*, they will hold a public hearing for consideration new main entry doors for the old courthouse. The old courthouse is an official designated landmark. The Commission will also hold a public hearing for the Zoning and Comprehensive Plan Map amendments of the City owned Millard Road property.

## FLOODPLAIN MANAGEMENT (NFIP)

The City's most recent Community Assistance Visit (CAV), a requirement of the National Flood Insurance Program, is official concluded. See **attached close-out letter** from the State of Oregon, who conducted the CAV on behalf of FEMA.

## ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

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. Made revisions last month based on DSL's needs. Made additional revisions this month, which should finally put this issue to bed. See **attached DSL lease map**. The 5 parcels do not represent 5 uses. The only new use proposed is Wilsonville Concrete Products, Inc (WCP). The others are based on legal descriptions factors. When new uses are proposed and we need to do new subleases or change the DSL lease category, we will need to update further. As shown on the attached, the yellow parcels are under a special category to help the City revitalize the waterfront, the red will be in a new category given the sublease to WCP.



## **MILLARD ROAD PROPERTY**

Public hearings for the zoning and comprehensive plan map changes are scheduled.

## **ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY**

The parcellation plan for the property continues. We provided comments on draft #2 of the parcellation aspect of the plan. Once that is done, the utility planning can be incorporated.

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



## CITY OF ST. HELENS PLANNING DEPARTMENT

# M E M O R A N D U M

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**TO:** Matt Brown, Assistant City Administrator  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Bennett Building (275 and 277 The Strand) and the City's Riverfront District  
Architectural Design Guidelines  
**DATE:** July 20, 2020

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Please see **attached** memo to the Planning Commission provided to them before their July 14, 2020 meeting. This memo and the attached is meant to inform and provide background information for other reports, as necessary. For example, correspondence to the City Council about expenditures.

This memo summarizes the discussion with the Commission on this matter at their July 14, 2020 meeting. The Commission focused on the transom windows but delved beyond that a bit.

### **Transom windows.**

The Commission does not recommend trying to paint the now installed fiberglass windows to achieve appearance goals of the City's Riverfront District Architectural Guidelines. That was a unanimous "no." To achieve a positive recommendation from the Commission, the recently installed fiberglass windows will need to be replaced.

I asked the Commission about glass type since the original glass was semi-opaque and textured. They did not have a specific opinion. So, glass type is TBD. The Commission did understand that some of the original transom windows, difficult to replace exactly, were removed years ago on each end of the building.

The Commission felt that the size, division (including mullion width), and shape of the new transom windows should match the originals as much as possible. Wood or original materials are preferred.

Since the original windows were true divided light, that is the "best practice" approach.

### **Other.**

The Commission does not believe the tile along the bottom side of the street façade should be replaced. The tiles are assumed to be original. If individual tiles need to be replaced, we will need to tackle that carefully.

You asked about color. The Commission did not have any specific recommendations aside from using the architectural guidelines. So, color from old photos (e.g., white areas) is less relevant.

For replacement doors, it was noted that there are many original doors in the Riverfront District area that can be observed for ideas. Old photos can be used too. The current doors are not original and their replacement would be an enhancement to the building.

It was recommended that the City get a specialist contractor to assist with a condition assessment and scope of work for design.

**Closing remarks.**

We still need to provide the final proposal to the Commission for their recommendation. But this is their *recommendation* and not their decision. It is a staff level decision, though, I would prefer that the Commission approve of what we do.

For any proposal, we will still need to use the guidelines, but a key thing to remember is that the guidelines emphasizes preservation and restoration when possible. Much of this building appears original, so that is an important overall consideration.



## CITY OF ST. HELENS PLANNING DEPARTMENT

# M E M O R A N D U M

**TO:** Planning Commission  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Bennett Building (275 and 277 The Strand) and the City's Riverfront District  
Architectural Design Guidelines  
**DATE:** July 6, 2020

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History of this matter thus far:

Building permit (#14773) was **submitted to the Building Department on January 22, 2020** by Matt Brown, Assistant City Administrator for “window replacement [of] transom windows replaced with prefabricated fiberglass windows.” There were no plans that accompanied the permit.

Building Permits usually gets routed to multiple departments starting with the Planning Department. The Planning Department received the permit towards the end of January. **Planning inspected the building on January 30, 2020 observing that the windows had already been in place.**

The City started to receive comments of concerns from citizens almost immediately.

Please note that the City did not have intent to avoid the normal process and permitting. After speaking to the staff people involved, this was the result of miscommunications.

Staff introduced the issue to the Planning Commission (as their role as the acting Historic Landmarks Commission) at the Commission's **February 11, 2020 meeting**. At that meeting, the Commission asked that Matt Brown (as project manager for the Bennet Building renovations) attend the next meeting in March.

On **March 10, 2020**, Matt Brown worked with Group Mackenzie (consultants) showing planning staff a concept, that we quickly reviewed and commented on. Group Mackenzie provided revised illustration based on Planning Staff's cursory review and comments. **See attached**. This was for the transom windows and other changes proposed sometime in the future.

That evening the Planning Commission met and discussed the matter. There were several citizens present who also commented. Matt Brown explained the issue/circumstances. That the permit was supposed to come before the Commission prior to any decision or work was discussed, amongst a variety of other things. To help gauge a clear message from the conversation, Commission Chair Hubbard called for an informal vote of those present (this was before the COVID-19 restrictions), and the message taken from that was most were more concerned about the windows and that they be replaced correctly (as opposed to being concerned about the botched architectural review process).

Due to workload, planning staff was unable to put more time into this—to help get it right—until the later half of June 2020.

There are two general issues to address: 1) fixing the transom windows, and 2) the remainder of the proposed face list. **This memo is specific to the transom windows (#1).**

\* \* \*

Before diving into the issues, lets first look at the law that applies. The Bennett Building is within the Riverfront District, Plaza Subdistrict but is not a “designated landmark.”

This means that the historic preservation provisions of Chapter 17.36 SHMC do not apply, but those of SHMC 17.32.172(7) do as follows:

**(7) Architectural Character Review.**

(a) In the plaza subdistrict, permanent exterior architectural changes to buildings (including new construction and signs) and freestanding signs that are not designated landmarks or historic resources of statewide significance as defined and otherwise governed by Chapter 17.36 SHMC shall comply with the architectural design guidelines, attached to Ordinance No. 3164 as [Attachment A](#), as amended, except:

(i) For ordinary maintenance not requiring a building permit.

(ii) Painting of buildings except when painting previously unpainted masonry or stone.

(b) The historic landmark commission as established by Chapter 17.36 SHMC shall advise the approving authority on the character of permanent exterior architectural changes to all buildings within the plaza subdistrict that are not designated landmarks or historic resources of statewide significance as defined and otherwise governed by Chapter 17.36 SHMC.

(c) The historic landmark commission shall make a recommendation to the approving authority as to whether the commission believes any proposed permanent exterior architectural changes to buildings, including new construction, per subsections (7)(a) and (b) of this section comply with the architectural design guidelines. Such recommendation shall be prior to any such applicable decision being made, including but not limited to limited land use decisions of the planning commission or director, and other authorizations of the director such as building permit approval.

The guidelines can be found online here: <https://www.ci.st-helens.or.us/planning/page/riverfront-district-architectural-design-guidelines>

\* \* \*

## **Transom Windows**

Transom windows are a classic architectural feature of many historic buildings in the United States including St. Helens. If the building was new construction transom windows would be one of the façade elements sought per Section 2.4 of the Guidelines.

Windows are a key feature for older buildings. Thus, the Guidelines have a section dedicated to windows (Section 9). Section 9.3 talks about existing windows:

**Original windows are to be maintained; original windows which are covered should be uncovered.**

- When replacing or repairing windows, do not use substitute materials that neither convey the same appearance nor are physically compatible.
- Transom windows should be preserved; if previously covered, they should be restored.
- Do not cover or obscure historical windows, particularly on upper levels. Where structural rehabilitation requires covering of windows, fill the window cut with complementing building materials.
- Install interior storm windows where original windows are character-defining or when exterior storm windows would obstruct or alter original trim or other character-defining features.
- Introducing or changing the location or size of windows is not appropriate.

Les Watters, Museum Curator was kind enough to put together a website for this building:

<https://sites.google.com/colcomuseum.org/bennettbldg/home>

There are several images of the building, but none earlier than 1941. Even so, it appears that the transom windows removed were most likely original.

**The issues with the code would be removal and replacement of original windows and a change in the size of the transoms with different and varied width mullions.**



Another question is the importance of true divided light; the currently installed fiberglass windows are not true divided light but the original ones where, although the original windows had a smokey glaze to them, so the true divided light nature on the originals was less visible.

Local architect and former Historic Landmarks Commission and Planning Commission member Al Petersen observes that the type of glass—reed patterned glass—such as those made by Anderson are available today. The glass type was also called prism glass in past meetings.

<https://www.andersenwindows.com/windows-and-doors/options-and-accessories/glass-options/> (scroll down towards the bottom of page).

Al Petersen also notes a wood window company in Portland that makes historically correct windows <https://www.versatilewp.com/>, and has the capability to frame glass in such a way to keep the mullions thin. This could require the work of a master carpenter.

Some have also suggested painting the fiberglass windows to see how that looks, as white gives the impression of vinyl.



**Above:** building after transom windows replaced outside of the architectural review process. Photo taken June 30, 2020.

**Right:** building in 2010. Note the awning.



**Right:** building in 1941.

**Below:** building in 1983.

The awning is absent. Its removal doesn't appear to be historically significant and it is not functionally necessary as the entry is recessed.



**Questions for the Commission – related to the transom window issue only.**

1. Is the Commission willing to explore painting the fiberglass transom windows to achieve the appearance goals? Multiple colors could be used to achieve the proper affect possibly.
2. Use of clear glass ok or should prism or reed glass be used more like the originals?
3. How important is true divided light? Current windows are not. Originals were. Our guidelines do not specify.
4. Size, division and shape of new windows in relation to previous. The guidelines say that “whenever possible, the original size, division and shape, and materials should be retained, restored, or duplicated.” How should we address this?

There is also a feasibility / cost question related to this.

5. Mullions. The original mullions were thin and uniform. The fiberglass windows installed results in thicker and varied mullions. Thicker ok? Uniformity v. varied thicknesses?

Use existing windows but do something to make mullions appear to be similar in width?

6. Anything else?

**Note that if costs exceed \$5,000, the City Council has to approve the expense. This input from the Commission may assist with the Council’s considerations.**

**Attached:** March 10, 2020 elevation study effort (3 pages):

1. Before image (showing “new” fiberglass transom windows installed earlier this year)
2. Draft of proposal image as marked up by Planning staff based on a 5 minute over-the-counter-review
3. Proposal image based on staff 5 minute over-the-counter-review comments.









City of St Helens | Elevation Study  
03.10.2020

After  
© 2020 Mackenzie | 2200084.00

M.







July 16, 2020

Mayor Rick Scholl and  
Jacob Graichen, City Planner via email to [jacob@ci.st-helens.or.us](mailto:jacob@ci.st-helens.or.us) and [ricks@ci.st-helens.or.us](mailto:ricks@ci.st-helens.or.us)  
St. Helens City Hall  
265 Strand St.  
St. Helens, OR 97051

Re: Community Assistance Visit – National Flood Insurance Program

Dear Mayor Scholl and Mr. Graichen:

This letter is to notify you that DLCD has finalized the Community Assistance Visit (CAV) report for the City of St. Helens and has forwarded the final CAV report to the Federal Emergency Management Agency (FEMA) to complete the CAV process. The overall finding is that the City of St. Helens' floodplain management program and regulations are in compliance with the National Flood Insurance Program.

A copy of DLCD's written report is attached. It has been a pleasure working with your community's staff throughout this CAV process. Please feel free to contact me if you have any questions about the attached report and its findings (*my contact details are provided below*).

Sincerely,

Jason Gately  
Natural Hazards Planner  
Oregon DLCD  
635 Capitol St. NE  
Salem, OR 97301-2540  
(503) 934-0010  
[Jason.gately@state.or.us](mailto:Jason.gately@state.or.us)

cc: (via email only)

Anne Debbaut, Regional Representative, DLCD, [adebbaut@dlcd.state.or.us](mailto:adebbaut@dlcd.state.or.us)

Celinda Adair, NFIP Coordinator, DLCD, via email to [celinda.adair@state.or.us](mailto:celinda.adair@state.or.us)

Mitch Paine, Floodplain Management Specialist, FEMA, via email to

[mitch.paine@fema.dhs.gov](mailto:mitch.paine@fema.dhs.gov)

Encl.: Final CAV report for City of St. Helens





National Flood Insurance Program (NFIP) – State of Oregon  
**Community Assistance Visit (CAV) Final Report for the City of St. Helens**

**Community:** City of St. Helens (Columbia County)

**Community ID:** 410040

**Report Date:** July 16, 2020

**CAV Overview**

**CAV date:** November 4, 2019

**CAV Conducted by:** Katherine Daniel

**Attendees:** Jacob Graichen (City Planner and FPA)

**Community Information:**

**Date Joined NFIP:** 09/29/1986

**Flood Insurance Study & Flood Insurance Rate Maps (FIRM):**

**Effective date:** 11/26/2010

**Number of FIRM Panels:** 7 panels and 1 FIS

**Number of LOMCs:** 9

**NFIP Regulatory Level and Flood Ordinance Information:**

**NFIP regulatory level:** 60.3(d)

**Flood ordinance information:** The last update of the City of St. Helen's flood ordinance was in September 2010 via Ordinance 3138. The current ordinance was adopted on May 20, 2020 as Ordinance 3253.

**Higher standard(s):** inclusion of multiple optional definitions as recommended in the Oregon Model Flood Hazard Ordinance, additional freeboard for residential and non-residential construction and in areas where base flood elevation data has not been provided and for critical facilities.

**Last Community Assistance Visit (CAV) and Community Assistance Contact (CAC):**

**Last CAV date:** Prior to this, the most recent CAV with the City of St. Helen's was conducted by FEMA in September of 2006. No findings or follow up actions are noted in FEMA Community Information System (CIS) for this CAV. CAV's were also conducted in 1998 and 1989.

**Last CAC date:** According to FEMA CIS, there have been no CAC's with the City of St. Helen's.

**Tax Lots and Acres within Regulatory Floodplain:** There are approximately 543 acres of floodplain in the city.

**Insurance Policy/Claims Overview:**

**Number of NFIP policies:** 83 NFIP policies.

Total coverage in force: \$24,151,700.

Total premiums paid annually: \$79,855.

Average premium: \$962.

Total paid claims: 22.

Total paid in claims: \$219,433.

**Community Background Notes:**

The City of St. Helens has a population of approximately 51,900 (2018 Oregon Blue Book). It is located along the Columbia River about 75 miles upstream from the river's mouth near Astoria.

The City joined the NFIP in 1986. There are 83 total policies in effect in the city. Of these, 71 are single family, 6 are multi-family, 1 is other residential and 5 are non-residential. 16 are preferred policies and 58 are Pre-FIRM.

**Recent Flood History:** The flood history of Columbia County indicates that there are two distinct periods of flooding: winter, when rainstorms cause usually rapid but short rises on the streams within Columbia County; and late spring, when snowmelt from the upper Columbia basin causes a slow but prolonged rise on the Columbia River along the northern and eastern boundaries of the county. During particularly severe winter storms, flooding usually occurs on many streams throughout the study area.

Flooding is caused by heavy rainfall augmented by snowfall at a time when the soil is near saturation. Damaging floods may occur any time between late October and late April. The most severe floods occur in December, January, and February. Fairly high amounts of rainfall and the impermeability of the underlying geologic strata produce substantial runoff over much of the county. Runoff in various basins differs considerably. Runoff is greater in some basins because clear-cut logging or forest fires have reduced the forest cover. In addition, steeper valley slopes and higher elevations along the basin rim can induce more rainfall. Some flooding in Columbia County is caused by log jams. Log jams usually occur on the smaller streams in upland areas, where the stream gradient is steep. Flooding from log jams, however, is usually not a serious problem in developed areas.

The largest floods in Columbia County during the past 60 years occurred in 1948, 1964, 1972, 1974, 1996, and 2007. The June 1948 flood along the Columbia River resulted from spring snowmelt in the upper Columbia Basin, had a recurrence interval of 48 years, and was the cause of the inundation of eight drainage districts along the Columbia River in Columbia County. This flood resulted in substantial damage to the Clatskanie central business district and the St. Helens industrial port area. At The Dalles, Oregon, where the nearest gaging station with a reliable discharge measurement is located, this flood event produced a peak discharge of 1,101,000 cubic feet per second (cfs). Although inundation of the industrial waterfront and port areas of St. Helens still occurs from major flooding from the Columbia River in the late spring and there is coincident flooding on Multnomah Channel, flooding along the Columbia River for the majority of the county is limited due to the relatively high and steeply sloping banks.

The principle flooding sources in the City of St. Helens, other than the Columbia River and Multnomah Channel, are Milton and McNulty Creeks. Because of intense, heavy rainfall in winter and early spring,



flooding can occur for short periods. According to city officials, the worst flood that occurred on Milton Creek was in December 1955, when several homes were damaged in areas adjacent to the creek. The largest recent flood on McNulty Creek occurred in December 1974; no structures located along the creek were reported to be flooded and flood damage was negligible. Flood elevations on the lower 0.2 miles of McNulty Creek are controlled by backwater from floods on the Columbia River. (Flood Insurance Study, FEMA, 11/26/2010)

**Community's Floodplain Regulations/Ordinance:**

The City's floodplain development ordinance was updated in 2019 and 2020 and was adopted on 05/20/2020 as Ordinance 3253. Prior to this, the last ordinance update occurred in September 2010 as Ordinance 3138.

**Community Floodplain Development Permitting Process (administrative and enforcement procedures):**

The City utilizes a Sensitive Lands permit application for floodplain development. The City uses the DFIRMs which form a part of the city's GIS system in order to determine location of the proposed work within the Special Flood Hazard Area (SFHA).

Following the submission of the application, additional information may be requested including pre-construction Elevation Certificates, site plans and construction documents. At the conclusion of structural floodplain development that requires a building permit, the floodplain administrator reviews a final as-built Elevation Certificate prior to the Certificate of Occupancy that is issued by the Columbia County Building Official.

The City also requires a Sensitive Lands floodplain permit for structural development that does not require a building permit, however, pre-construction Elevation Certificates and final as-built Elevation Certificates are not required for this type of development. Floodplain development permits are also required for non-structural development. Substantial Improvement analysis is performed for work proposed to pre-FIRM structures located in the floodplain. Inspections are conducted on work permitted within the floodplain.

**Community Floodplain Development Permit Forms and Recordkeeping:**

As noted above, the City utilizes a Sensitive Lands permit application for floodplain development. The city uses the DFIRMs which form a part of the city's GIS system in order to determine location of the proposed work within the Special Flood Hazard Area (SFHA). Records are kept in paper and electronic format.

**Endangered Species Act and Biological Opinion Compliance:**

On April 14th, 2016 the National Marine Fisheries Service (NMFS) delivered a Biological Opinion (BiOp) to the Federal Emergency Management Agency (FEMA). Based on the BiOp, FEMA will be setting new minimum requirements for local floodplain development ordinances based on federal requirements to protect endangered species. These changes will be incorporated into the National Flood Insurance Program (NFIP).

The City continues to comply with the requirements of the Endangered Species Act and is monitoring FEMA's implementation of the Biological Opinion.

**Floodplain Mapping Information Availability, Usage, and Issues:**

The FIRM panels for the City of St. Helens are digitized and are also available on the FEMA Map Service Center website. FIRMs and the FIS are also available in hard copy at the City Planning office.

**Other Floodplain Management Program Issues:**

None. Overall the program is well administered.

**Areas Visited During Field Inspection:**

All areas located in the SFHA were visited. No evidence of NFIP violations were discovered.

Below are a couple of photos of development in the floodplain that were taken during the CAV site visit.



134 N River St.



255 Shore Dr.

### **Training**

No training for staff was required at the time of the CAV.

### **Summary and Status of Follow-up Items (Requirements) to be Addressed to Complete this CAV:**

DLCD provided the community with a follow-up letter reviewing the principal topics covered during the CAV listing the follow up actions to be taken by DLCD and the City of St. Helens. They are as follows:

#### **DLCD**

1. Provided the City with an example of Standard Operating Procedures (SOPs) to assist the City in developing a formal process for reviewing and processing floodplain development permits.
2. Provided a copy of the Oregon model floodplain development permit including Substantial Improvement/Substantial Damage analysis and a Non-conversion agreement template.
3. Provided the City with the 2019 Oregon Model Flood Hazard Ordinance and a review checklist to identify specific revisions that needed to be made to the City's floodplain regulations based on this FEMA approved model ordinance.

#### **City of St. Helen's**

1. The City of St. Helens reviewed the example (SOPs) and adopted SOPs tailored to the City.
2. The City reviewed the model floodplain development permit and adopted a floodplain development permit tailored to the City.

3. The City adopted revisions to their floodplain to reflect updated language shown in the model flood hazard ordinance currently required by FEMA for compliance with the National Flood Insurance Program and to reflect changes to the State of Oregon building code in 2014 that amended sections of the specialty code which pertain to flood hazard areas.

**CAV NFIP Compliance and Closure:**

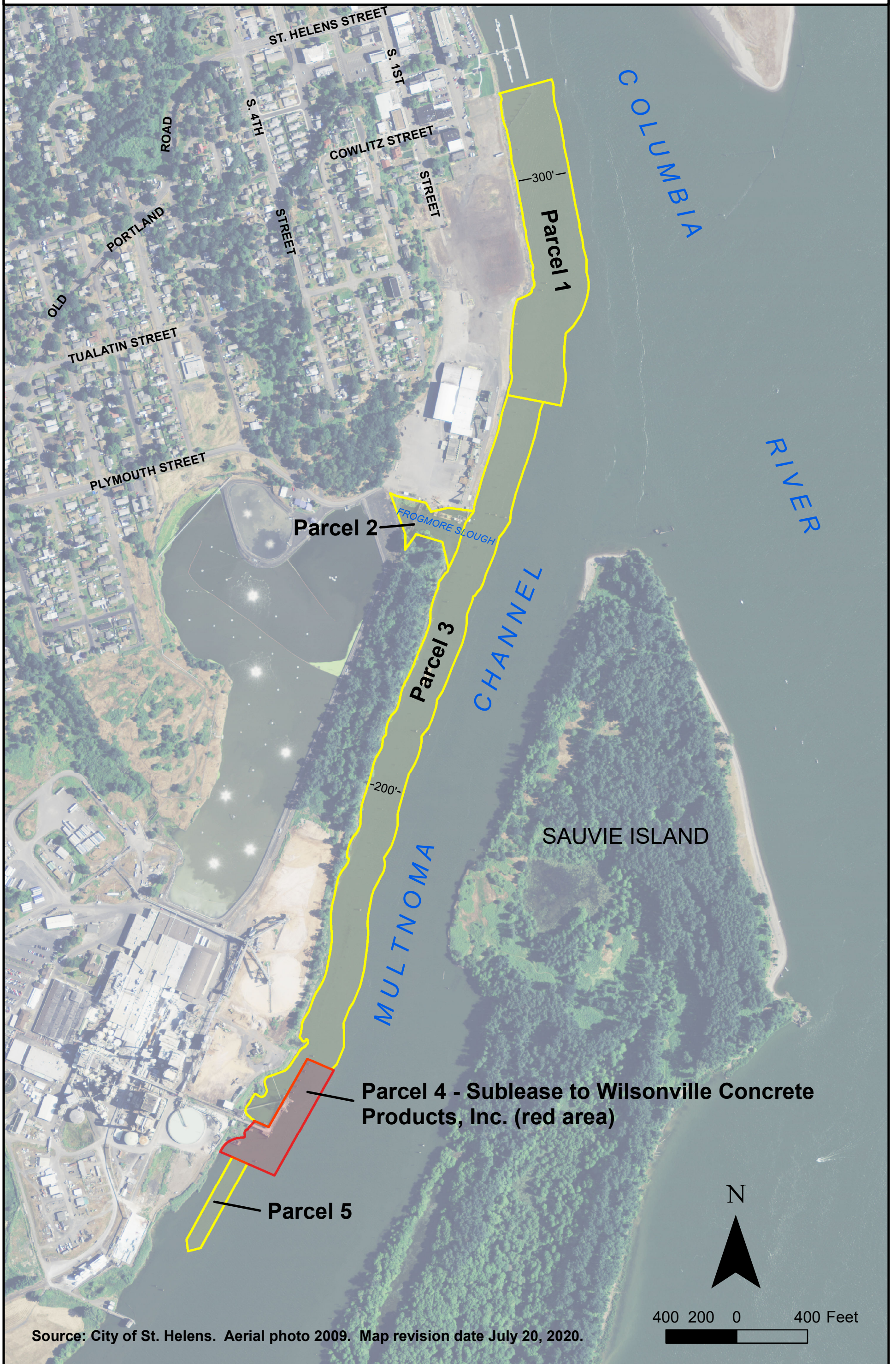
The required ordinance revisions were completed and adopted by the City. No violations were observed.

The City of St. Helens is found to be in compliance with the NFIP and the CAV was closed on 07/16/2020.

JG



# Oregon DSL Lease Area Map - Parcels 1 - 5





**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** July Planning Department Report  
**Date:** Friday, July 24, 2020 11:47:13 AM

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Here are my additions to the July 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 final Parcelization Plan! Kicked off Infrastructure Funding Plan with EcoNW. Working on summarizing available revenues sources and potential revenue sources to fund the infrastructure.
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 with Sue on Request for Proposals/Bid Document for court installation. RFP to be released in August!
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)** – Project closed out and final reimbursement check sent!
5. **EPA – CWA Grant Program** – Project to be closed out by September 2020. South 80 follow up sent to DEQ. 50 Plaza Square report complete. 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 July because of pandemic and building permit comments. Building Permit comments are being addressed by Lower Columbia. Private sewer easement needed from abutting property owner. Coordinating with legal counsel on a template and in-house preparation of a legal description/exhibit to be completed by Jacob.
7. **Certified Local Government – Historic Preservation Grant Program** – Received reimbursement and closed 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.
9. **Business Oregon – Infrastructure Finance Authority** – Worked with John Walsh and Sue Nelson (for cost estimations) to prepare an initial Project Intake Form and required attachments to apply for a low-interest loan to cover initial public investments (water, sewer, streets, public access) on the Riverfront District development site. We will be

invited for a full application once initial review is completed by the Regional Project Manager.

## **MISC**

10. The Millard Road signalization ODOT project is moving forward with a project schedule. RoW application submitted to ODOT/ODOT rail to approve the location. Ramsay provided a cost estimate.
11. Scheduled URA meeting for 8/5 to discuss updated TIF projections and a potential a major amendment to amend the boundary in order to kickstart agency revenues. Worked to prepare a contract and scope of work for amending the boundary and preparing the legal description and maps.
12. Data migration to the new server as required by the IT Department
13. Worked with Heidi on the PSU Annual Housing Unit Population Survey for 2019-2020.
14. Assisted with soliciting assistance for architectural/design services with historic preservation expertise for the Bennet Building (Water/Court Department).
15. Working with the Wellness Committee to help write guidance for a Volunteer Program that will repair surplus Police Department/Public Works bicycles for a community bicycle and helmet giveaway
16. Solicited sample Request for Qualifications from variance landscape architecture firms to assist staff in preparation for a Riverwalk Phase I RFQ
17. Attended 2 Municode trainings, which is the new public meetings agenda/packet generator software that will replace Granicus, hopefully in the fall
18. Attended the first Commissioner Orientation hosted by Rachael Barry for a new Planning Commissioner

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# BUSINESS LICENSE REPORT

City Department Approval: 7/22/2020

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

Signature: [Signature]  
Date: 7-23-2020

## RESIDENT BUSINESS – RENEWAL 2020

- None

## RESIDENT BUSINESS – NEW 2020

- |                                   |                |
|-----------------------------------|----------------|
| • Hair Junkyz                     | Hair Salon     |
| • Jennifer Myrick Attorney At Law | Legal Services |
| • Luisa Tattoos                   | Tattoo Artist  |

## NON-RESIDENT BUSINESS - 2020

- |                                       |                                |
|---------------------------------------|--------------------------------|
| • CBM Systems LLC                     | Janitorial Services            |
| • Colins Custom Builds Inc            | Construction                   |
| • Fisk Communications Contracting Inc | Underground Utility Contractor |
| • GG Mechanical Inc                   | Heating & Cooling              |
| • H & M Overhead Doors Inc            | Garage Doors/Openers           |
| • NW Blue Sky Inc                     | Sewage Pumper                  |
| • Stephen Walsh Plumbing Inc          | Plumbing                       |

## RENTALS - 2020

- |                              |                      |
|------------------------------|----------------------|
| • HPA Borrower 2018-1 MS LLC | Residential Property |
|------------------------------|----------------------|

5<sup>th</sup> Night of 13 Nights on the River. We continue to be on schedule to remain in the black through ticket sales, vendor and sponsor fees. We have shifted into a “all mask” status regardless of distance. People seem to be doing well with this new. Additional signage has been ordered to reinforce the message. We take photos so that people can see others practicing safe distance although the new order uses the words “If you can’t keep at a safe distance masks are required outdoors.” We remain with hourly cleaning of restrooms. We remain at limiting numbers attending. Staff is required to wear masks or work at a point of no contact with guests. Attendee feedback is very positive. There are some people in the community that feel we are not safe; however, they have no concern for community events like plant sales and bars. We need to remain vigilant. The wind conditions are also helpful.

The police have been very quick to react to any calls and in keeping a “distant presence” that we can count on should we need any assistance.

We currently have made up a one sheet on all upcoming street closures and also placed one in the message board on the plaza. We feel this is a better way to alert all and any that may want to know upcoming closures or partial closures from tourism activities. Each store and location is receiving hand delivered for their own posting so that it will never be a situation of “I was in a rush when I signed that and didn’t really read it.” This way 100% of all their staff can be alerted simply by posting it inside shops and businesses. Scandalous thinks this is a FANTASTIC idea.

Our 1<sup>st</sup> Spirit of Halloweentown meeting happened. We met with anyone that owned a business that wanted to attend and got direct feedback about our new plan to manage people. This includes parking permits for residential areas, paid parking areas, customer and staff parking areas and general directions for the weekends. We will be limiting and following any guidelines that we are required by Governors order. Any staff or council that has questions on what the “new” Spirit of Halloweentown operations and direction is going can simply make an appointment anytime with Tina to have all their questions answered. We are getting many calls, and emails regarding Halloweentown activities. We launched our new website <http://www.spiritofhalloweentown.com> and have sold our first tickets. Encouraging people flying in to get flight insurance because we will always be following the state directives. We also have received feedback from visitors who are excited to attend. We received very positive feedback from Scandalous of our new format for Stores and private customers. An open invitation exists for any and all that want to see the operational side of this.

We’ve been working with Sue and Dave and Thad on various items relating to operations of upcoming events and timelines. Thad did a huge sweep of the park by Boise that will keep it clean for future use after we had a lot of brush and dead limbs removed and it had started to grow up again. They are always responsive and professional in their interactions with tourism and with others involved. This August 1<sup>st</sup> we will have a partial street closure with a FREE invite to bring a chair and listen to some live music – between Mollys and Running Dogs and Plymouth Pub and Jillys. They are excited we are trying to bring

Grab and Go customers to their door. We anticipate it will be well received and we will be engaging in similar to 13 Nights on the River where we do not sell alcohol.

We received a contract from WAUNA Credit Union to be a City Wide Sponsor and a commitment to continue to be our stage sponsor. This is approximately another 12,000 dollar commitment. We announced this through press releases and updated our press kit to include the main locations in Portland and surrounding with new contact information. You may notice the new sign that goes across Columbia Blvd announcing 13 Nights and the City/Wauna relationship.

I met with commissioners Henry and Margaret to discuss their quest for a new County Courthouse for town hall meetings. We were able to give them some other options. John Walsh was very helpful. Alex

Tardiff and I met regarding some economic development ideas. Met with Casey Garrett regarding the Rose Garden. Everyone loves the new plan including the County Commissioners and we have a commitment to get this done from Casey, Henry, and others. We'll be meeting to discuss timelines on this. We believe we can accomplish this without a huge amount of anguish on how to pay for it by utilizing county staff and some city help on initial ground work. Wouldn't it be wonderful to bring something good for citizens to enjoy during this stressful time. Some items like the lampposts may require a "fundraiser" or two to install at a later date. We are relying on staff for information and expertise as it should be.

E2C Productions is working with the city on some other activities outside of tourism which will hopefully ease the new Covid requirements while working within the confines of City of St. Helens staff. One such thing is our kite flying. We will be flying kites on the waterfront and citizens can come and see the colorful array planned. Thru our tourism efforts we'll be allowing others to sign out the kites too.

The Masonic Building is being completed, the top floor is almost ready for opening and the bottom floor is visibly being constructed, worked on and active. We plan on the bottom Haunted Hotel to be open September, October and November. We are getting extraordinary responses to the Dark Market being held here as a retail operations for the subsequent times during the year. Dark Markets are planned for 3 other times during the year on weekends that need pick me ups in spring and summer time. Those weekends we will also have the upper floors open. We are also working on year round escape rooms and these are very time intensive to initiate and themed.

Sand Island Campground is at full capacity on several weekends. The new Adventure Ride is now going to launch as well. This tourism activity should bring in additional revenues which will be helpful in continuing to engage guests to return. Since opening they are now at a 4.5 star rating and everyday new people comment on how awesome the camp host is, how amazing the island is and more. It's common to get comments like, "This is my new favorite campground." Coming online are still other activities for the island that will further develop guest experience. The Sand Island Campground now has a new updated look and campers can see their sites virtually instead of on a hand drawn map.

I've been meeting with a number of groups and businesses to adjust demand in areas that are warranted for promoting them. This is an ongoing commitment that helps council to be seen in a



positive light and one whose actively engaged in making their community business members successful. Matt Brown has been involved in several topics of discussion and implementation on this front too.

We're updating Explore Local and will be adding more community businesses.

On <http://www.discovercolumbiacounty.com> we are continuing to reach out to nonprofits and others to promote their activities whether it is online auctions like Toy N Joy or the SHHS Band.

The Checks Out for Children Books that we created is going to be benefitting the SHHS Band Program. It will result in a \$4,000 dollar donation to the band with some help with their fund raising committee.

We've been promoting on social media and some outbound media to keep focus on St. Helens, OR as a viable, community inspired place to live.

In the lower half of the Masonic Building where the Haunted Hotel will reside and then the Dark Markets will also contain space for us to use in some new retail driven ways that are being considered throughout the year. Stay tuned for details. Next week we'll be nudging the planet earth 2 degrees north off current state. Have a great August everyone.