



**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, December 2, 2015, 1:00 p.m.**  
 City Council Chambers, 265 Strand Street, St. Helens

**City Council Members**

Mayor Randy Peterson  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Susan Conn  
 Councilor Ginny Carlson

**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.  | Visitor Comments   | 1:00 p.m. |
| 2.  | Semi-Annual Report from Columbia County Economic Team – <i>Chuck Daughtry</i>  | 1:05 p.m. |
| 3.  | Recommendations from Bicycle & Pedestrian Commission – <i>Councilor Locke</i>  | 1:20 p.m. |
| 4.  | Review Ordinance Amendments for Marijuana Related Businesses - <i>John</i>   | 1:30 p.m. |
| 5.  | Review Community Impact Agreement for Marijuana Related Businesses – <i>John</i>   | 1:40 p.m. |
| 6.  | Department Reports   | 1:45 p.m. |
| 7.  | Council Reports  | 2:05 p.m. |
| 8.  | Executive Session: ORS 192.660(2)(e) Real Property Transactions  | 2:25 p.m. |
| 9.  | Other Business   |           |
| 10. | Next Work Session Items  |           |
| 11. | Upcoming Dates to Remember:  |           |
|     | <ul style="list-style-type: none"> <li>• <b>December 2, Council Work Session, 1:00 p.m., Council Chambers</b></li> <li>• <b>December 2, Council Regular Session, 7:00 p.m., Council Chambers</b></li> <li>• December 8, Planning Commission, 7:00 p.m., Council Chambers</li> <li>• December 14, Parks Commission, 4:00 p.m., Council Chambers</li> <li>• December 15, Library Board, 7:15 p.m., Columbia Center Auditorium</li> </ul> |           |
| 12. | Future Public Hearing(s)/Forum(s):   |           |
|     | <ul style="list-style-type: none"> <li>• January 20, 6:30 p.m., PH: Development Code Amendments</li> </ul>   |           |

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.

## Kathy Payne

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**From:** Shanna Duggan  
**Sent:** Tuesday, November 24, 2015 8:42 AM  
**To:** Kathy Payne  
**Subject:** RE: Council Packet Deadline

**Recommendations for City Council from the Bicycle and Pedestrian Commission-** The Commission recommends a flashing light be installed at the Lewis and Clark crossing areas on Columbia Blvd. There have been two instances that have resulted in accidents. If only one light can be installed the Commission recommends that it be on the side of Red Apple.

In the Recognition from the League of American Bicyclists St. Helens was not granted the bike friendly status because of the lack of bike racks in the City. The Commission recommends the City of St Helens subsidize part of the cost to install bike racks in front of City businesses and also install them. The Commission would present the businesses with options for the bike racks to keep them all the same and cost effective.

The Commission would to use the Bicycle Pedestrian Commission's account with the City for their bicycle event in June. There will be payments going to and from people and other vendors that will need a place to credit and be paid from.

Councilor Locke will be presenting the recommendations to the City Council.

Let me know what questions you have!

Thank you! ☺

*Shanna Duggan*

Utility Billing Specialist

City of St. Helens

503.366.8213

Fax: 503.397.3490

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



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**From:** Kathy Payne  
**Sent:** Monday, November 23, 2015 10:47 AM

**City of St. Helens**  
**ORDINANCE NO. 3202**

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE  
CHAPTER 5.30 REGARDING LICENSES FOR  
MARIJUANA RELATED BUSINESSES

**WHEREAS**, the City of St. Helens requires businesses operating in the City to obtain a business license; and

**WHEREAS**, pursuant to Article XI, Section 2, of the Oregon Constitution, the City of St. Helens is a "home rule" municipal corporation having the authority that the constitution, statutes, and common law of the United States and this State expressly or implicitly grant or allow over the civil affairs of its City; and

**WHEREAS**, the City Council finds that the unique characteristic of marijuana related businesses require additional City resources to protect the public safety of the community; and

**WHEREAS**, the City Council passed Ordinance No. 3193 establishing a business license for all Marijuana Related Businesses operating in the City and now seeks to clarify that ordinance; and

**WHEREAS**, although the State of Oregon has authorized the legal use of medical and recreational marijuana, marijuana remains illegal under federal law. The City's licensing program attempts to reduce the risk to the public health, safety, and welfare related to marijuana facilities and the City's actions shall not be construed as an endorsement of such facilities or as an authorization to engage in any activity prohibited by law.

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

**Section 1.** The City of St. Helens Municipal Code is hereby amended, attached hereto as **Attachment A** and made part of this reference.

**Section 2. Severability.** If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

**Section 3.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

**Section 4.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: December 2, 2015  
Read the second time: December 16, 2015

**APPROVED AND ADOPTED** this 16th day of December, 2015, by the following vote:

Ayes:

Nays:

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Randy Peterson, Mayor

ATTEST:

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Kathy Payne, City Recorder

## ATTACHMENT A

underline words are added  
~~words stricken~~ are deleted

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### CHAPTER 5.30 MARIJUANA BUSINESS REGULATIONS

#### 5.30.010 Purpose.

The purpose of this ordinance is to minimize any adverse public safety and public health impacts that may result from allowing marijuana related businesses in the City.

#### 5.30.015 Definitions.

As used in this ordinance, unless the context requires otherwise:

1. “Marijuana” means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
2. “Marijuana Related Business” means any commercial or public use or structure where marijuana is produced, processed, distributed, transferred, sold, or consumed.
3. “Person” means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.
4. “Retail” means any medical marijuana dispensary registered under ORS 475.314 or marijuana retailer licensed under section 22, chapter 1, Oregon Laws 2015.

#### 5.30.020 License Required; Fee.

1. In addition to obtaining a business license pursuant to SHMC 5.04, all Marijuana Related Businesses operating in the City shall possess a valid Marijuana Related Business License.

## ATTACHMENT A

2. License required. It shall be unlawful for any person to conduct a Marijuana Related Business within the City without first obtaining the appropriate business license and maintaining compliance with this chapter.
3. Fees for licenses required by this Chapter shall be set by resolution of the City Council.

### **5.30.025 License Requirements.**

A Marijuana Related Business shall provide to the City:

1. A detailed description of the type, nature, and extent of the proposed business operations; and
2. A detailed description of the proposed accounting and inventory systems for the business; and
3. ~~An executed community impact agreement.~~ Payment of the fee required by Section 5.30.020 of this Chapter.

### **5.30.030 Community Impact Agreement for Retail Marijuana Related Businesses.**

In addition to the license requirements of Section 5.30.025 of this Chapter, all Retail Marijuana Related Businesses shall jointly negotiate and execute a community impact agreement. ~~The City and a Marijuana Related Business shall jointly negotiate a community impact agreement.~~ The community impact agreement shall seek to mitigate the public safety and public health impacts of the Retail Marijuana Related Business on the community and shall include the payment of ~~an additional~~ a fee to the City for the mitigation efforts.

1. The fee shall be calculated based on the impacts to the community and increased burden on the City from the Marijuana Related Business.
2. Proceeds from the fee shall be dedicated to fund public safety and marijuana related programs.
3. The community impact agreement shall be approved by the City Council prior to becoming effective.
4. The business license fee paid to the City, pursuant to Section 5.30.020 of this Chapter, may be deducted from any payment due to the City as part of a community impact agreement.

## ATTACHMENT A

### 5.30.035 Characteristics of License.

1. Nontransferable. A license issued pursuant to this chapter is nontransferable.
2. Term. A license issued pursuant to this chapter shall remain in effect until such time as:
  - a. The Person who obtained the license ceases to operate the Marijuana Related Business;
  - b. The Person who obtained the Marijuana Related Business license ceases to possess a valid authorization from the Oregon Liquor Control Commission or Oregon Health Authority to legally operate in the State of Oregon;
  - c. The Person who obtained the Marijuana Related Business License ceases to comply with the provisions of SHMC 5.04, this chapter, or the terms of the community impact agreement; or
  - d. Federal or state statutes, regulations, or guidelines are modified, changed, or interpreted in such a way by state or federal law enforcement officials so as to prohibit operation of a business under this chapter.
3. The City may revoke a Marijuana Related Business License upon a finding that the license is no longer in effect, pursuant to SHMC 5.30.035.2. An aggrieved Person may appeal the City's decision to City Council by filing a written notice of appeal with the City Recorder within 10 days of the City's decision to revoke the license.

### 5.30.040 Penalties

A violation of the provisions of this Chapter shall constitute a Class C misdemeanor.

## **COMMUNITY IMPACT AGREEMENT**

This Community Impact Agreement ("Agreement") is entered into between the City of St. Helens, an Oregon municipal corporation ("City") and \_\_\_\_\_, a \_\_\_\_\_, ("Marijuana Related Business") collectively "the Parties."

### RECITALS

WHEREAS, the St. Helens City Council approved Ordinance No. 3196 on October 7, 2015, and Ordinance No. \_\_\_\_\_ on \_\_\_\_\_ 2015, amending St. Helens Municipal Code ("SHMC") Chapter 5.30 to allow Marijuana Related Businesses to operate in the City; and

WHEREAS, SHMC 5.30.020 requires Marijuana Related Businesses to obtain a Marijuana Related Business License from the City in order to legally operate in the City; and

WHEREAS, an executed community impact agreement is one requirement for Retail Marijuana Related Businesses to obtain a License from the City; and

WHEREAS, the Parties jointly wish to enter into this Agreement.

Now, THEREFORE, in consideration for the mutual covenants and agreements herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to seek to mitigate the public safety and public health impacts of the Marijuana Related Business on the St. Helens community. Marijuana Related Business has expressed a desire to positively contribute to the community, including through this Agreement.
2. DEFINITIONS. As used in this Agreement, unless the context requires otherwise:
  - a. "Administrator" means the Finance Director for the City of St. Helens or his/her designee.
  - b. "Gross Sales" means the total amount received in money, credits, property or other consideration from sales of marijuana, medical marijuana and marijuana-infused products.
  - c. "Marijuana" means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
  - d. "Person" means natural person, joint venture, joint stock company, partnership,



association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.

- e. "Purchase or Sale" means the acquisition or furnishing for consideration by any person of marijuana or marijuana-infused products within the City.
  - f. "Retail sale" means the transfer of goods or services in exchange for any valuable consideration.
3. CITY FINDINGS. The City hereby finds that the operation of the Marijuana Related Business in the City will contribute to the economic development of the City, but may also increase the demand on City services resulting from the use of marijuana, specifically on public safety and public health. The City therefore intends, by this Agreement, to increase support to public safety, enforcement, and health related programs in the City and broader community which are impacted by increased marijuana usage.
4. TERM. The term of this Agreement shall commence upon the approval of this Agreement by the City Council and execution by the Mayor and shall continue for five (5) years unless (i) sooner terminated as provided in this Agreement or (ii) extended as mutually agreed upon, in writing, by the Parties.
5. COMMUNITY IMPACT PAYMENTS. The Marijuana Related Business recognizes and acknowledges that the City may experience direct and indirect impacts resulting from the use of marijuana, specifically on public safety and public health. In order to mitigate those impacts, Marijuana Related Business shall make quarterly Community Impact Payments to City in the amount described in Section 6 of this Agreement. City shall appropriate funds from the Community Impact Payments to public safety and marijuana related programs in the City.
6. AMOUNT OF COMMUNITY IMPACT PAYMENTS.
- a. Marijuana Related Business shall pay to the City seven percent (7%) of the gross sale amount paid to the Marijuana Related Business of marijuana and marijuana-infused products for the first year of this Agreement. No later than December of each year, the City will review the amount of the Community Impact Payments and may, in its sole discretion, adjust that amount for the subsequent year, beginning in January. In no event shall the amount of the Community Impact Payment exceed seven percent (7%) of the gross sale amount.
  - b. The following deductions shall be allowed against sales received by the Marijuana Related Business providing marijuana or marijuana-infused products:
    - i. Refunds of sales actually returned to any purchaser.

- ii. Any adjustments in sales which amount to a refund to a purchaser, providing such adjustment pertains to the actual sale of marijuana or marijuana-infused products and does not include any adjustments for other services furnished by Marijuana Related Business.
- c. Marijuana Related Business may treat as a credit, against its community impact payments, the amount paid to the City for a Marijuana Business License.

## 7. METHOD AND TIMING OF PAYMENTS.

- a. Marijuana Related Business shall, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) make a return to the Administrator, on forms provided by the City, specifying the total sales pursuant to this Agreement and the amount of the Community Impact Payment.
- b. Marijuana Related Business must keep and preserve in an accounting format established by the Administrator records of all sales and such other books or accounts as may be required by the Administrator. All such books, invoices and other records shall be retained for a period of three (3) years. The Administrator shall have the right to inspect all such records at all reasonable times.

## 8. REFUNDS.

- a. Whenever the amount of the Community Impact Payment has been overpaid or paid more than once, or has been erroneously collected or received by the City, it may be refunded as provided in subsection b. of this section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Administrator within one year of the date of payment. The claim shall be on forms furnished by the Administrator.
- b. The Administrator shall have twenty (20) calendar days from the date of receipt of a claim to review the claim and make a determination in writing as to the validity of the claim. The Administrator shall notify the Marijuana Related Business in writing of the Administrator's determination. Such notice shall be mailed to the address provided on the claim form. In the event a claim is determined by the Administrator to be a valid claim, Marijuana Related Business may claim a refund, or take as credit against future Community Impact Payments in the amount overpaid, paid more than once, or erroneously collected or received. Marijuana Related Business shall notify Administrator of its choice no later than fifteen (15) days following the date Administrator mailed the determination. In the event Marijuana Related Business has not notified the Administrator of its choice within the fifteen (15) day period and Marijuana Related Business is still in business, a credit will be granted against the Community Impact Payment for the next quarter. If the Marijuana Related Business is no longer in business, a refund check will be mailed to the address provided in the claim form. Any credit for erroneous overpayment taken on a

subsequent Community Impact Payment for refund of an amount erroneously overpaid by Marijuana Related Business must be so taken or filed within three (3) years after the date on which the overpayment was made to the City.

- c. No refund shall be paid under the provisions of this section unless the Marijuana Related Business established the right by written records showing entitlement to such refund and the Administrator acknowledged the validity of the claim.
9. TERMINATION. This Agreement shall be terminated:
- a. At any time upon mutual agreement of the Parties.
  - b. If Marijuana Related Business breaches this Agreement and fails to cure the breach within thirty (30) calendar days' notice from the City. Termination shall be effective immediately following the time to cure.
  - c. Pursuant to SHMC 5.30.035, should federal or state statutes, regulations, or guidelines be modified, changed, or interpreted in such a way by state or federal law enforcement officials so as to prohibit legal operation of a Marijuana Related Business. Termination shall be effective immediately.
  - d. If the City revokes the Marijuana Related Business License, pursuant to SHMC 5.30.035(2).
  - e. If the City amends or repeals SHMC 5.30 to eliminate the City's authority to enter into a community impact agreement. Termination shall be effective immediately upon the effective date of the amending ordinance.
10. CONFIDENTIALITY. Except as otherwise required by law, it shall be unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this Agreement. Nothing in this section shall prohibit:
- a. The disclosure of the names and addresses of any person who is operating Marijuana Related Business; or
  - b. The disclosure of general statistics in a form which would not reveal Marijuana Related Business' financial information; or
  - c. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures.
11. AUDIT OF BOOKS, RECORDS, OR PERSONS.
- a. The City, for the purpose of determining the correctness of the Community Impact Payment, may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of Marijuana Related Business' state

and federal income tax return. All books, invoices, accounts and other records shall be made available within the city limits and be open at any time during regular business hours for examination by the Administrator or an authorized agent of the Administrator.

- b. If the examinations or investigations disclose that any reports of Marijuana Related Business filed with the Administrator pursuant to the requirements herein have shown incorrectly the amount of the Community Impact Payment accruing, the Administrator may make such changes in subsequent reports and payments, or make such refunds, as may be necessary to correct the errors disclosed by its examinations or investigations.
  - c. Marijuana Related Business shall reimburse the City for reasonable costs of the examination or investigation if the action disclosed that the Marijuana Related Business paid ninety five percent (95%) or less of the amount owing for the period of the examination or investigation. In the event that such examination or investigation results in an assessment by and an additional payment due to the City, such additional payment shall be subject to interest at the rate of nine percent (9%) per year from the date the original payment was due.
  - d. Marijuana Related Business shall keep a record in such form as may be prescribed by the Administrator of all sales of marijuana and marijuana-infused products. The records shall at all times during the business hours of the day be subject to inspection by the Administrator or authorized officers or agents of the Administrator.
  - e. Marijuana Related Business shall maintain and keep, for a period of three (3) years, all records of marijuana and marijuana-infused products sold.
12. FORMS. City shall provide to Marijuana Related Business a form on which Marijuana Related Business shall report the sales of marijuana and marijuana-infused products to City and determination of the Community Impact Payment.
13. AMENDMENTS. Amendments to this Agreement must be made in writing and approved by all Parties.
14. NON-ASSIGNMENT. This Agreement may not be assigned by any of the Parties without written consent of the other Parties.
15. ENTIRE AGREEMENT. This Agreement incorporates by reference SHMC Chapter 5.30 and constitutes the entire agreement between the Parties.
16. SEVERABILITY. The Parties agree that, if any term of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms will not be affected.

**CITY:**

**CITY OF ST. HELENS**, a municipal corporation of the State of Oregon

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: City Administrator

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

**MARIJUANA RELATED BUSINESS:**

\_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

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

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

City Attorney



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: December 2, 2015

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*Planning Department Report attached.*

*Business License Reports attached.*

# CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

**Date:** 11.23.2015

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**

Revised the Planning Commission's quasi-judicial script; this hasn't been significantly updated for probably 10 years or more. This included legal counsel consultation and took longer than expected.

Spent time working with consultants who are working on USDA funded apartment improvements to the apartment complexes at 244 N. 14<sup>th</sup>, 345 N. 16<sup>th</sup>, and 184 Bradley Street. Since federal funding is involved, zoning letters and other acknowledgements in writing are necessary to satisfy the USDA bureaucracy. There is also an impending change in ownership involved.

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

November 20, 2015 meeting (outcome): The Commission tentatively denied a Conditional Use Permit at 1771 Columbia Boulevard. The Commission will review the findings of the decision in December.

December 8, 2015 meeting (upcoming): The Commission will review the findings for the Conditional Use Permit denial at 1771 Columbia Boulevard. Other matters in the agenda, if any, are yet to be determined.

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

Routine data updates.

## **MAIN STREET PROGRAM**

I attended the SHEDCO Board of Directors meeting on October 29, 2015 at the Kozy Korner Diner.

RARE program official site visits occurred this month. This is a normal part of the RARE program where RARE program officials visit the locations of RARE participants. In sum, things are good in regards to the City as a host site.

We discussed the future of using a RARE participant for the Mainstreet/Community Coordinator position for the principal benefit of SHEDCO, considering increasing statewide demand for the limited number of RARE participants.

- The pros: RARE is looking into increasing the number of annual members (currently 25) to 30. And we have been good host for the Americorps\*VISTA volunteers and Americorps RARE participants, which helps our likelihood of being selected as a future host site.
- The cons: per RARE, SHEDCO should start looking into ways to be self-sufficient given that this is their 5<sup>th</sup> year with Americorps assistance. RARE wouldn't give a definite answer as to how much longer their program can be used, but, generally, they want their resources to be used to build capacity as opposed to a default crutch. **In short RARE cannot staff this position indefinitely.**

**ASSISTANT PLANNER**—*In addition to routine tasks, the Assistant Planner has been working on:*

**See attached.**

## **OTHER**

I participated in the POW flag raising ceremony at the Police station on November 6<sup>th</sup> by singing the Star Spangled Banner.

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Friday, November 20, 2015 10:54 AM  
**To:** Jacob Graichen  
**Subject:** November Planning Department Report

Here are my additions to the November Planning Department Report:

1. Arts & Cultural Commission (ACC): Gateway Sculpture Phase 2 Project – Helped craft the non-profit organization outreach email, Kickstarter timeline, rewards list, launch promotion ideas, and video production ideas. Began conversation with Ampersand Productions in Portland for video production.
2. Attended MFA meetings for upcoming EPA Community-Wide Assessment (CWA) Grant Application (Deadline: Dec. 18). Worked on 15-page application narrative updates, narrowing our brownfield site selection, drafting and receiving letters of support from 20+ local and state agencies
3. Attended 2 EPA CWA Grant Application Preparation webinars
4. Reviewed EPA AWP draft existing conditions material from MFA
5. Interviews with key stakeholders scheduled for Port of St. Helens Intergovernmental Partnership Program (IPP) economic impact transportation study in early December
6. Helped with KOHI radio broadcast to promote the city's December holiday events and the ACC Gateway P.2 Project
7. Began working on the 3-panel Parks & Trails Brochure in Adobe InDesign
8. Worked on a batch of text amendments related to Parks & Trails Master Plan

### **Jennifer Dimsho**

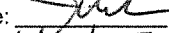
Assistant Planner  
City of St. Helens  
(503) 366-8207  
[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)



## BUSINESS LICENSE REPORT

City Department Approval: November 2, 2015

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

Signature:   
Date: 11/2/15

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### RESIDENT BUSINESS – NEW 2015

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- |                          |  |                     |
|--------------------------|--|---------------------|
| <input type="checkbox"/> | Dianna's Formal Affair<br>1811 Columbia Blvd                                     | Formal Wear/Apparel |
| <input type="checkbox"/> | Elsa's Boutique<br>231 S. 1 <sup>st</sup> Street & 215 S. 1 <sup>st</sup> Street | Secondhand Items    |

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### NON-RESIDENT BUSINESS - 2015


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- |                          |                                 |   |
|--------------------------|---------------------------------|---|
| <input type="checkbox"/> | American Chimney & Masonry Inc. | Chimney Cleaning & Repair                 |
| <input type="checkbox"/> | Crystal Ridge Construction LLC  | Construction                              |
| <input type="checkbox"/> | Finksinc                        | Marketing, communications, comm. develop. |
| <input type="checkbox"/> | J.R. Johnson Inc.               | Construction                              |
| <input type="checkbox"/> | Team Titan LLC                  | Plumbing                                  |

## BUSINESS LICENSE REPORT

City Department Approval: November 16, 2015

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

Signature:   
Date: 11/16/15

### RESIDENT BUSINESS – NEW 2015

- |                          |   |                   |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | Automotive Services<br>124 Marshall Street    | Automotive Repair |
| <input type="checkbox"/> | *D & J Mobile Mechanic<br>370 N Vernonia Road | Mobile Mechanic   |

### NON-RESIDENT BUSINESS - 2015

- |                          |                                       |  |
|--------------------------|---------------------------------------|--|
| <input type="checkbox"/> | KJ Security Solutions & Locksmith LLC | Locksmith                                |
| <input type="checkbox"/> | Priceline.com LLC                     | Travel Reservation Facilitation Services |
| <input type="checkbox"/> | Quicksilver Neon and Signs LLC        | Sign Company                             |
| <input type="checkbox"/> | Tom Bishop Construction LLC           | Hearth Products & Service                |