





## MEMORANDUM

CITY OF ST. HELENS

DATE: October 26, 2016

---

TO: Randy Peterson, Mayor  
City Councilors  
John Walsh, City Administrator  
Matt Brown, Finance Director

FROM: Cynthia L. Phillips, Municipal Court Judge

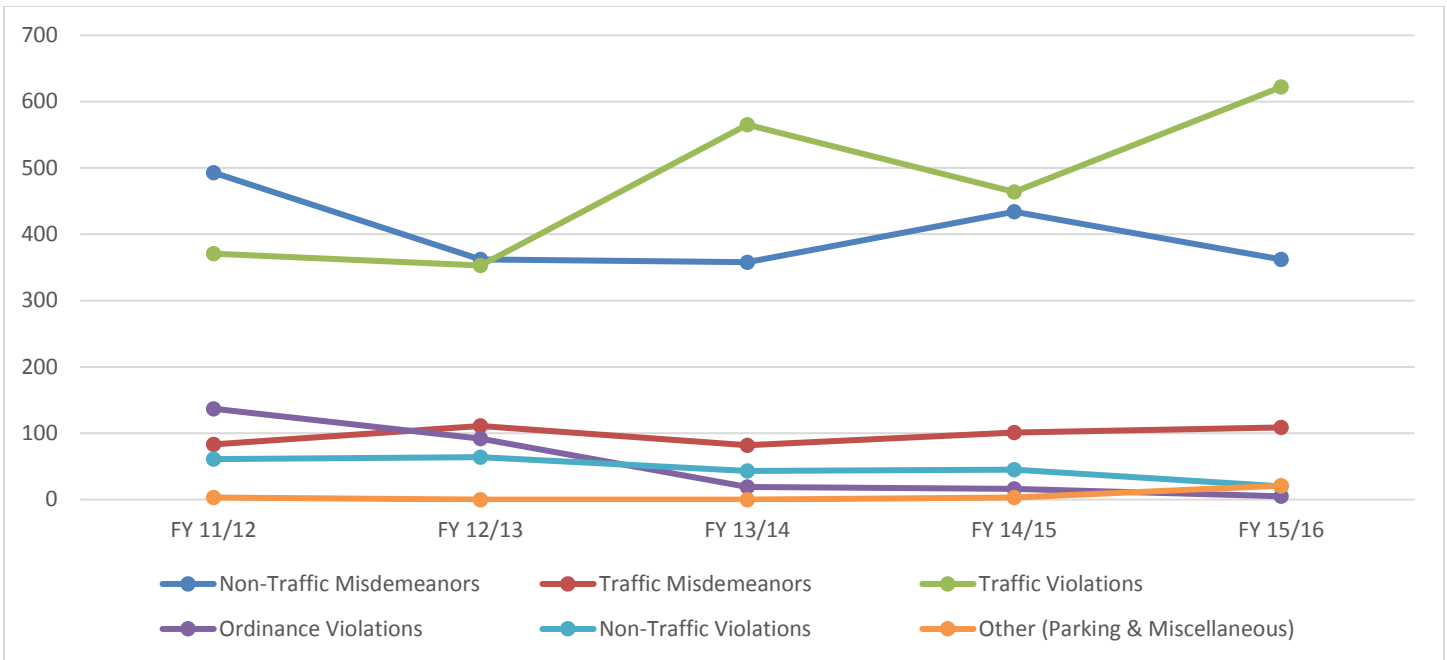
RE: Municipal Judge's Report (Period Ending 10-26-16)

---

As you can tell from the Municipal Court report, the Municipal Court workload continues to be fairly steady. At the end of this first quarter of 2016-2017, we are at 23% of the workload for FY 2015-2016. Cases are being filed and processed in a timely manner and people who violate the law are held accountable for their actions. I would also remind Council that we continue to do more with less, as we projected we would be able to do when the court was "right sized" in FY 2012-2013. Of course, this has very little to do with me – it has everything to do with the personnel who work for the court and prosecutor's office. I don't think I have ever seen a more dedicated group of employees. Each and every one of them is willing and able to drop whatever they are doing to provide excellent customer service to a citizen who needs information or assistance. In addition, none of our employees are "clock watchers." All of them are willing to put in extra hours if the need arises. And, the need has arisen several times in the last year. It is an honor to be able to work with such a fine group of people.

We will continue to work diligently for the general welfare of the citizens of St. Helens. Thank you for your continued support of your local Municipal Court, its employees, and your support of me as your judge. If you have any questions or comments, please come see me, call me or email me. I would love to talk to each of you and make sure that this court is living up to your expectations and vision for the citizens of the city of St. Helens.

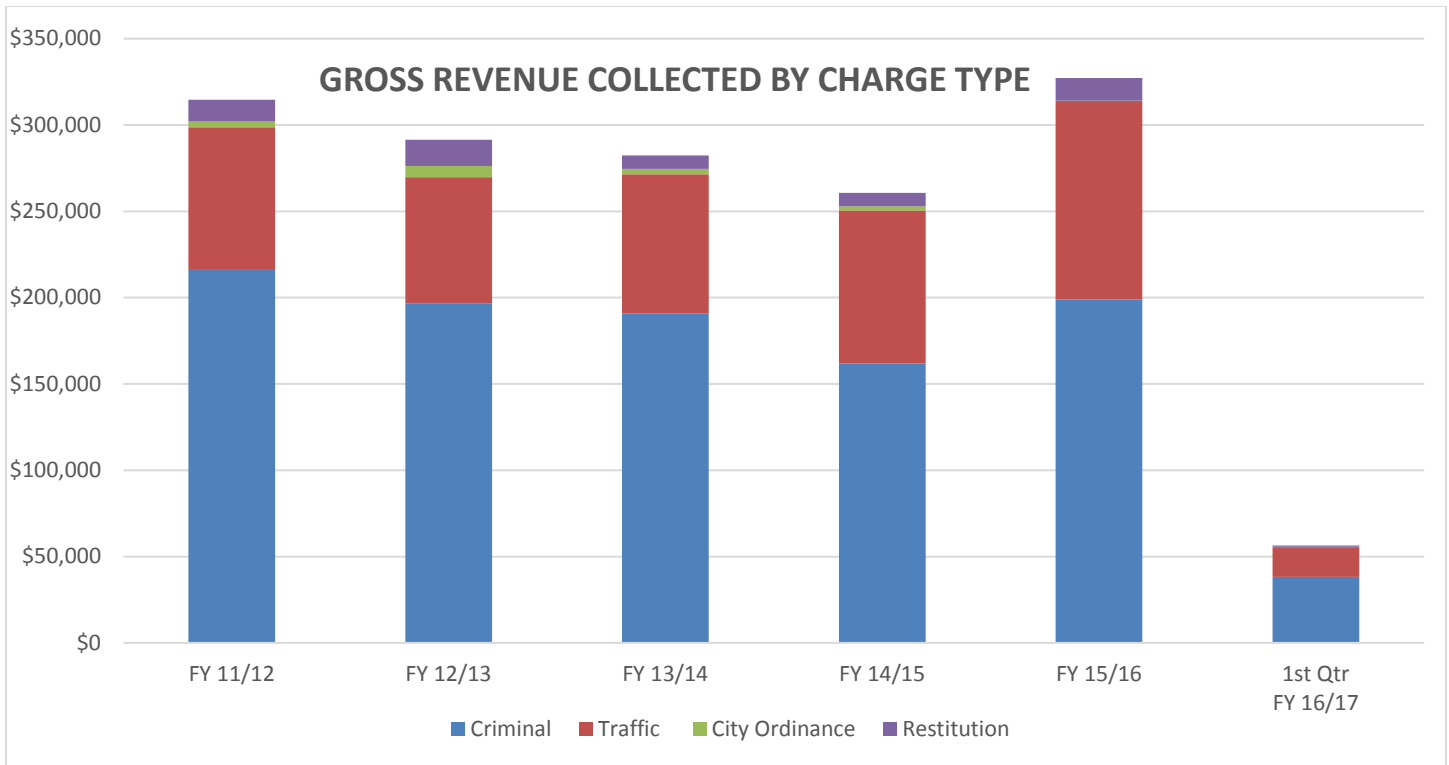
A handwritten signature in cursive script, reading "C. Phillips", is located at the bottom left of the page. The signature is written in dark ink on a light-colored background.



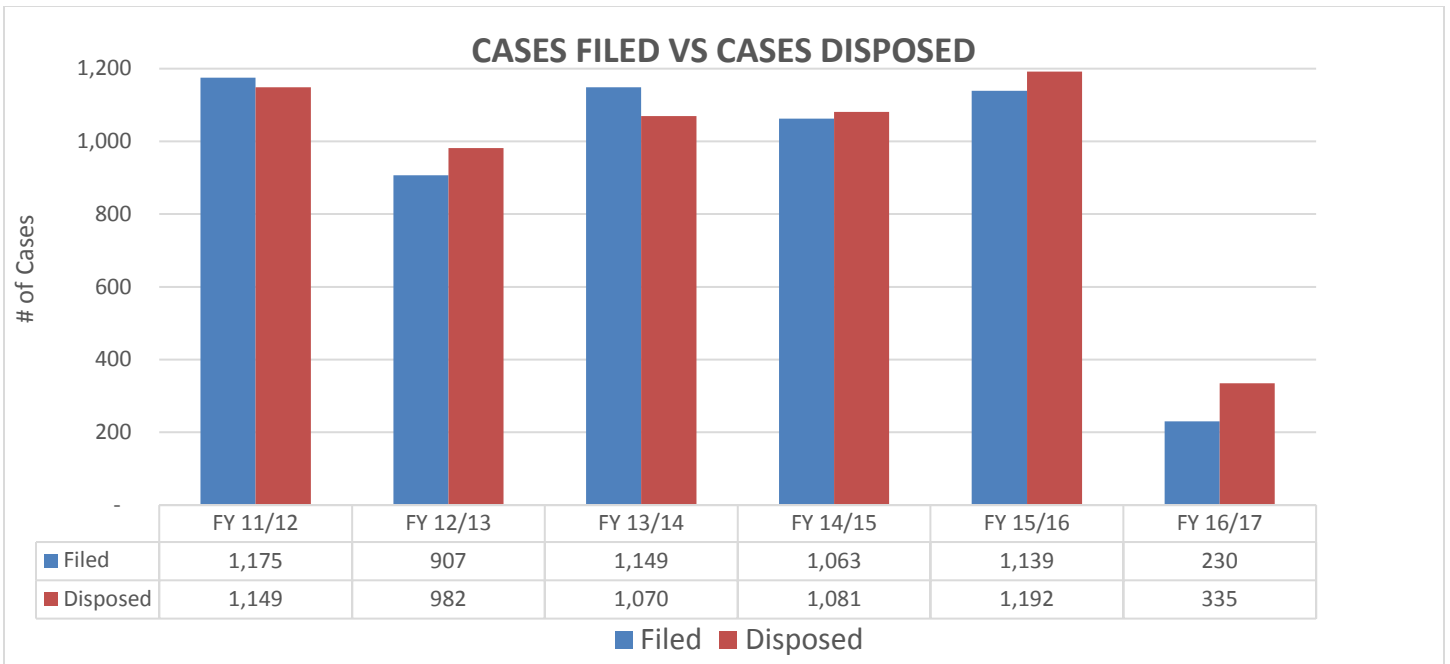
## St. Helens Municipal Court Trend Number of Cases Disposed

Cases Filed	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	1st Qtr FY 16/17	% of 15/16
<b>Non-Traffic Misdemeanors</b>	493	362	358	434	362	84	23%
<b>Non-Traffic Violations</b>	61	64	43	45	20	8	40%
<b>Traffic Misdemeanors</b>	83	111	82	101	109	22	20%
<b>Traffic Violations</b>	371	353	565	464	622	164	26%
<b>Municipal Code Misdemeanors</b>	1	0	3	-	-		0%
<b>Ordinance Violations</b>	137	92	19	16	5	5	100%
<b>Other (Parking &amp; Miscellaneous)</b>	3	0	0	3	21	1	5%
<b>Sub Totals:</b>							
<b>Misdemeanors</b>	577	473	443	535	471	106	
<b>Violations</b>	572	509	627	528	668	178	
<b>Total Cases Filed</b>	<b>1,149</b>	<b>982</b>	<b>1,070</b>	<b>1,063</b>	<b>1,139</b>	<b>284</b>	<b>25%</b>

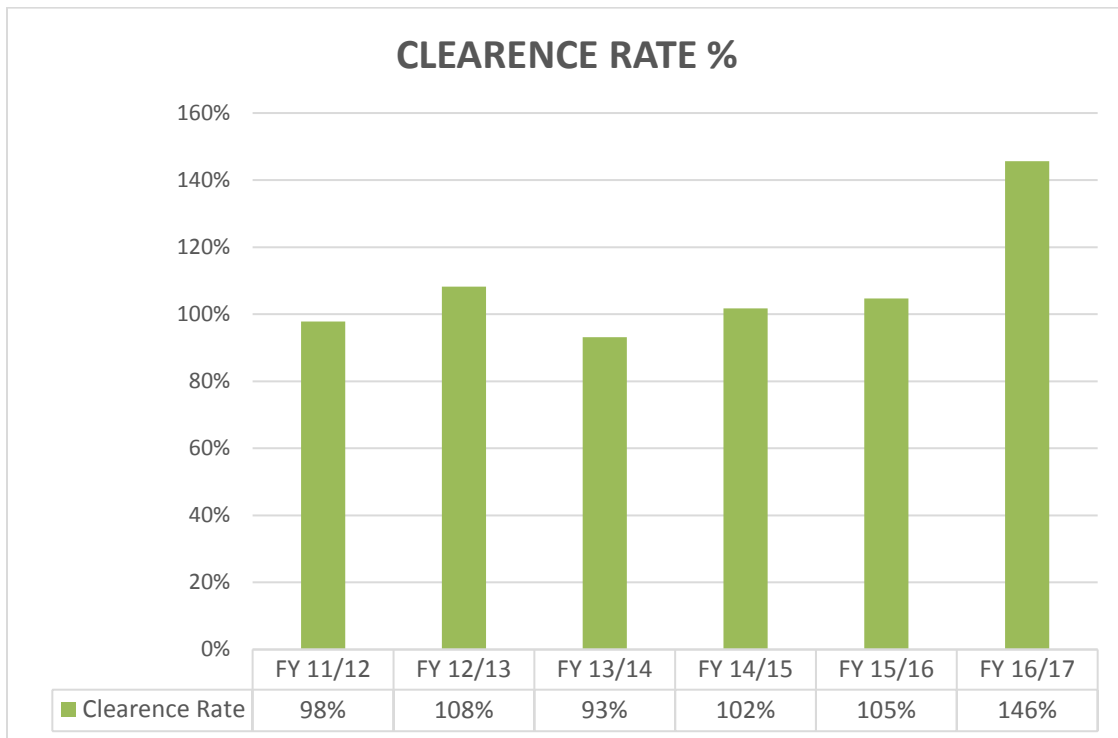
	Actual FY 11/12	Actual FY 12/13	Actual FY 13/14	Actual FY 14/15	Adopted FY 15/16	Year End FY 15/16	Adopted FY 16/17	07/01/16 - 09/30/16
<b>REVENUE</b>								
Fines	225,615	226,934	208,538	190,975	205,000	213,973	200,000	36,391
Court reimbursements	10,280	5,283	5,055	8,389	5,080	8,662	9,100	1,345
<b>TOTAL REVENUE</b>	<b>235,895</b>	<b>232,218</b>	<b>213,593</b>	<b>199,364</b>	<b>210,080</b>	<b>222,634</b>	<b>209,100</b>	<b>37,736</b>
<b>EXPENSES</b>								
<b>Personnel Services</b>								
Salary	185,442	83,520	89,870	84,549	114,790	91,404	97,020	23,778
Overtime	-	-	-	-	4,000	6,365	-	360
SSI taxes	14,161	6,349	6,921	6,477	6,750	7,581	7,450	1,844
Retirement	41,580	17,069	18,737	17,542	18,370	20,509	20,440	5,067
Workers comp	302	172	201	215	200	237	240	64
Medical benefits	37,722	33,135	40,105	35,721	36,110	42,815	47,790	11,526
Disability/life ins	547	389	409	405	420	400	420	96
Longevity	360	360	820	360	360	360	360	-
Unemployment	-	-	-	-	10,000	-	-	-
VEBA	3,073	1,811	1,648	1,520	1,560	1,560	1,560	390
Direct labor charge	-	-	-	-	12,560	15,264	32,990	32,990
PF health	805	208	-	198	1,080	627	1,200	198
<b>Total Personnel Services</b>	<b>283,992</b>	<b>143,013</b>	<b>158,711</b>	<b>146,987</b>	<b>206,200</b>	<b>187,122</b>	<b>209,470</b>	<b>76,313</b>
<b>Materials and Services</b>								
Attorney	2,770	1,490	-	-	-	-	-	-
Insurance	5,590	-	-	-	-	-	-	-
Office supplies	1,822	1,650	2,102	887	1,000	1,215	1,000	179
Jury / witness fees	50	1,434	758	1,152	1,700	310	1,250	-
Postage	1,642	-	-	-	-	-	-	-
Miscellaneous	-	(52)	258	96	100	739	200	22
Professional development	2,461	614	2,070	2,522	3,930	2,602	4,250	898
Information services	19,299	17,411	13,587	8,794	16,900	16,110	15,930	2,299
Reference materials	493	70	299	94	390	205	390	-
Professional services	45,311	119,533	118,645	128,940	131,100	124,240	136,240	29,698
Self-Insurance	-	-	-	-	-	-	580	-
Pro Tem Judge/Prosecutor	-	-	-	-	-	3,593	-	-
Indirect cost allocation	44,296	39,248	26,740	28,272	31,370	26,954	34,020	-
<b>Total Materials and Services</b>	<b>123,734</b>	<b>181,398</b>	<b>164,459</b>	<b>170,757</b>	<b>186,490</b>	<b>175,968</b>	<b>193,860</b>	<b>33,096</b>
<b>Transfers</b>								
Capital replacement reserve	4,800	4,800	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>412,526</b>	<b>329,211</b>	<b>323,170</b>	<b>317,744</b>	<b>392,690</b>	<b>363,090</b>	<b>403,330</b>	<b>109,409</b>
<b>DEPARTMENT NET =</b>	<b>(176,631)</b>	<b>(96,993)</b>	<b>(109,577)</b>	<b>(118,380)</b>	<b>(182,610)</b>	<b>(140,455)</b>	<b>(194,230)</b>	<b>(71,673)</b>

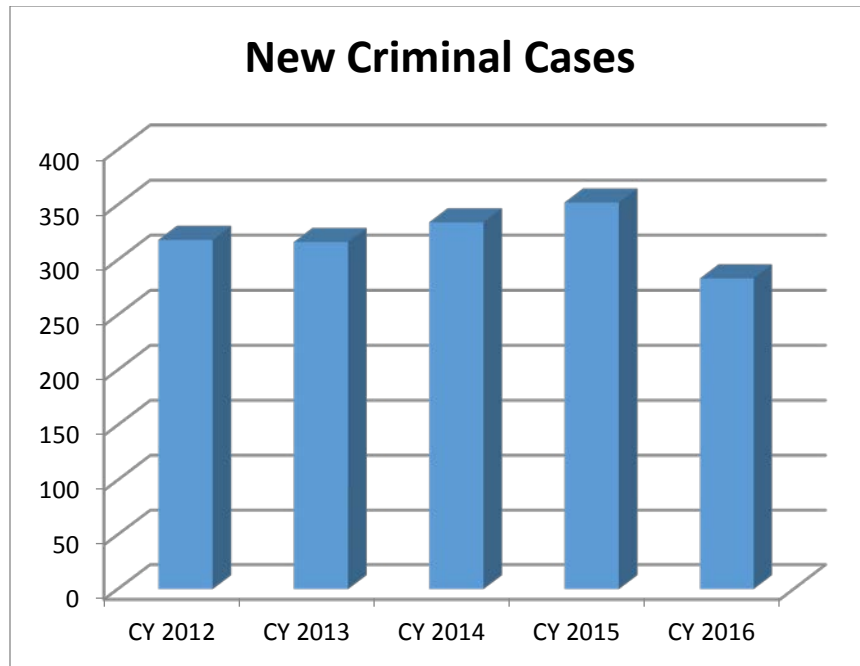


Charge Type	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	1st Qtr FY 16/17	% of 15/16
<b>Criminal</b>	\$216,599	\$196,777	\$190,807	\$161,841	\$198,967	\$38,202	19%
<b>Traffic</b>	\$82,006	\$73,038	\$80,710	\$88,564	\$114,958	\$17,323	15%
<b>City Ordinance</b>	\$3,385	\$6,505	\$3,144	\$2,507	\$140	\$75	54%
<b>Restitution</b>	\$12,672	\$15,198	\$7,775	\$7,837	\$13,128	\$886	7%
<b>Total collected</b>	<b>\$314,661</b>	<b>\$291,517</b>	<b>\$282,436</b>	<b>\$260,748</b>	<b>\$327,193</b>	<b>\$56,486</b>	<b>17%</b>



	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
<b>Filed</b>	1,175	907	1,149	1,063	1,139	230
<b>Disposed</b>	1,149	982	1,070	1,081	1,192	335
<b>Clearance Rate</b>	98%	108%	93%	102%	105%	146%





Year	CY 2012	CY 2013	CY 2014	CY 2015	CY 2016	Projected 2016
# Cases	318	316	334	352	283	333
	-25%	-1%	6%	5%		

**NOTES:**

- CY 2016 cases listed are as of 9/30/2016

- These numbers are generated on a calendar year basis rather than a fiscal year basis



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

10/19/2016

Fiscal year estimated income	\$289,000
Loss of Scappoose jurisdiction	<u>-40,000</u>
Adjusted estimated income	\$249,000
First quarter actual income	\$74,315
2 <sup>nd</sup> quarter trending	\$35,000
3 <sup>rd</sup> quarter trending (current fee rate)	\$45,000
4 <sup>th</sup> quarter trending (current fee rate)	<u>\$65,000</u>
Project fiscal year income	\$219,315
3 <sup>rd</sup> quarter trending (new fee rate)	\$47,250
4 <sup>th</sup> quarter trending (new fee rate)	<u>\$68,250</u>
Project fiscal year income (new fee rate 1-1-17)	\$224,815
Previous year indirect labor allocation	\$17,180
Current year budgeted indirect labor allocation	\$25,890
Increase from last year	\$ 8,710 = 33% increase

Bob Johnston  
Building Official  
City of St Helens  
(503) 397-6272  
bobj@ci.st-helens.or.us





BUILDING DEPARTMENT FEES			
City of St. Helens Fee Schedule Effective 1-1-2015			
I. STRUCTURAL PERMIT FEES		PREVIOUS FEE RATE	NEW FEES
<b>A. TOTAL VALUATION OF IMPROVEMENT:</b> The valuation of building construction shall be the total construction cost for all classes of		ORS 455.020 & 455.210	
\$1.00 to \$ 2,000		\$64.58	\$94.58
\$2,001 to \$5,000		\$112.98	\$118.63
\$5,001 to \$25,000	\$112.98 for first \$5000 plus \$12.20 for each additional \$1000 or fraction thereof, to including \$25,000		\$112.98
\$25,001 to \$ 50,000	\$357.00 for the first \$25,000 plus \$9.15 for each additional \$1,000, or fraction thereof, to and including \$50,000	\$340.00	\$357.00
\$ 50,001 to \$100,000	\$585.90 for the first \$50,000 plus \$6.10 for each additional \$1,000, or fraction thereof, to and including \$100,000	\$558.00	\$585.90
\$100,001 and up	\$890.93 for the first \$100,000 plus \$5.09 for each additional \$1,000, or fraction thereof.	\$848.50	\$890.93
<b>B. PLAN REVIEW FEE:</b>			
Plan Review Fee is 65% of Structural Permit Fee		65% of structural fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)		\$95.76/hour	\$95.76/hour
Fire/Life/Safety Plan review (if required)		40% of structural fee	
Planning & Engineering Review fees could apply.		(see Planning/Eng. Fees)	
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>			
Inspections required outside normal business hours (min. 2 hr. charge)		\$116.24/hour	\$116.24/hour
Reinspection Fee (after 2 same-type failed inspections)		\$94.93	\$94.93
New addition of planning release fee (if planning sig. is required)		See Planning Fee Schedule	
Inspection fee which no fee is specifically indicated		\$96.92/hour	\$96.92/hour
Administration fee		\$42	\$42.00
<b>D. STATE OF OREGON SURCHARGE FEE:</b>			
Subject to yearly increases, currently at 12%		Current State Surcharge (___% x structural fee)	
II. PHASED CONSTRUCTION (all types; Residential & Commercial)			
<b>A. PERMIT FEE:</b> Flat Fee (for all types); \$100 for commercial codes or \$50 residential codes, for each separate phase of the project.		\$105 Commercial / \$52.50 Residential	\$105 comm/\$52.50 res
<b>B. PLAN REVIEW FEE:</b> The plan review fee shall be increased in an amount equal to 10% of the building permit fee calculated using the value of the particular phase of the project, not to exceed an additional \$1,500 for each phase.		Additional 10% to standard plan review for construction type	OAR 918-480-0020
III. DEFERRED SUBMITTALS (all types; Residential & Commercial)			
<b>A. PERMIT FEE:</b> The fee is for administration, processing, & reviewing deferred plans shall be an amount equal to 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project. This fee is <u>in addition</u> to the project plan review fee based on total project value.		65% of deferred value	OAR 918-460-0070 OAR 918-480-0030
IV. DEMOLITION PERMIT FEES			
<b>A. Residential;</b> Flat Fee		\$95	\$94.50
<b>B. Commercial;</b> Based on job value		Refer to; I. Structural Permit Fee	

32	V. PLUMBING FEE			
33	<b>A. 1 &amp; 2 FAMILY DWELLINGS:</b>	<b>Fee</b>	<b>Notes</b>	
34	1 bathroom (new construction)	\$452.71	OAR 918-050-0100 (pg. 3)	\$475.35
35	2 bathroom (new construction)	\$548.00		\$575.40
36	3 bathroom (new construction)	\$643.28		\$675.44
37	Bathroom (each additional; new construction)	\$95.29		\$100.05
38	Water service; first 100 feet (new construction excluded)	\$63.50		\$66.68
39	Sanitary & Storm water service; first 100 feet (new construction excluded)	\$63.53 each		\$63.53 each
40	Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)	\$34.92		\$36.67
41	Minor installation (per fixture including additions/remodels, alterations & repairs)	\$23.84		\$25.03
42	Irrigation/Backflow Device (first 100 feet)(if not counted as a minor install minimum permit fee applies)	Minimum Plumbing Permit Fee \$63.00		\$63.00
43	Special equipment or DWV alteration	\$63.53		\$63.53
44	<b>B. MANUFACTURED STRUCTURES &amp; PREFABRICATED STRUCTURES:</b>			
45	Connection to existing drain, sewer & water (initial installation)	\$63.53	OAR 918-050-0120	\$63.53
46	New, sanitary and storm water connection	\$63.53/each		\$63.53 each
47	New water service	\$63.53		\$63.53
48	Add'l 30' or part thereof (water, sanitary & storm sewer)	\$34.92		\$34.92
49	<b>C. PARKS; RV and MANUFACTURED DWELLING PARKS:</b>			
50	Base fee (includes 5 or less spaces)	\$280.35		\$294.37
51	6-19 spaces (base fee plus cost per spaces)	\$48.30/per space		\$48.30 per space
52	20 or more spaces (base fee plus cost per spaces)	\$26.57		\$27.90
53	<del>Structures &amp; storm sewer systems (per fixture)</del>	\$22.05	Water, Sanitary & Storm Sewer (per fixture)	\$23.15
54	<b>D. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>			OAR 918-050-0100 (pg.4)
55	3 or less fixtures	\$79.80		\$83.79
56	Base fee (includes 4 to 10 fixtures)	\$195.30		\$205.07
57	11 or more fixtures (base fee plus cost per fixture)	\$23.84		\$25.03
58	Water service (first 100 feet)	\$63.53		\$66.71
59	Building sanitary sewer (first 100 feet)	\$63.53		\$66.71
60	Building storm sewer (first 100 feet)	\$63.53		\$66.71
61	Add'l 100' or part thereof (water or sewer)	\$34.92		\$36.67
62	<b>E. PLAN REVIEW FEE:</b>			
63	Plan Review Fee is 30% of Plumbing Permit Fee	30% of plumbing fee		
64	Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour	\$91.20/hour	
65	<b>F. INSPECTION FEES &amp; MISC. FEES:</b>			
66	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour		
67	Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each	90.41/each	
68	Specially requested inspections (1 hr. min.)	\$94.93/hour	90.41/hour	
69	Inspection fee which no fee is specifically indicated	\$94.93/hour	90.41/hour	
70	Minimum Plumbing Permit Fee	\$63.00		
71	<b>G. STATE OF OREGON SURCHARGE FEE:</b>			
72	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Plumbing fee)		

73	<b>VI. MECHANICAL PERMIT</b>		
74	<b>A. RESIDENTIAL:</b> Unless otherwise noted, fees apply to both gas & electric appliances, including piping.		
75	Gas Test: 1-4 outlets	\$4.13	\$4.34
76	Gas Test; for each above 4 outlets	\$1.05/ea.	\$1.05 each
77	Air Conditioning or Heat pump	\$12.39	\$13.01
78	Bath/Laundry Fans or Misc house fans	\$9.28	\$9.74
79	BBQ gas line	\$12.39	\$13.01
80	Vacuum Sustum	\$12.39	\$13.01
81	Gas dryer gas test (will require dryer vent fee)	\$4.13	\$4.34
82	Dryer Vent	\$9.28	\$9.74
83	Fireplace (all types)	\$12.39	\$13.01
84	Furnace/Duct Work	\$12.39	\$13.01
85	Heat Pump (electric)	\$12.39	\$13.01
86	Propane Insert	\$12.39	\$13.01
87	Range/Cook Top; gas (No permit required if electrical.)	\$12.39	\$13.01
88	Range Hood/Vent	\$9.28	\$9.74
89	Water Heater; gas (No mechanical permit required if electrical BUT a Plumbing permit is required for all types.)	\$9.28	\$9.74
90	Woodstove	\$12.39	\$13.01
91	<b>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>		
92	\$1,000 to \$6,000	\$96.60	\$101.43
93	\$6,001 to \$7,000	\$106.26	\$111.57
94	\$7,001 to \$25,000	\$106.26 for the first \$7,000, plus \$10.19 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.	\$106.26
95	\$25,001 to \$50,000	\$289.78 for the first \$25,000, plus \$7.64 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.	\$289.78
96	\$50,001 to \$100,000	\$480.88 for the first \$50,000, plus \$5.09 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.	\$480.88
97	\$100,001 and up	\$735.50 for the first \$100,000, plus \$5.25 for each additional \$1,000 or fraction thereof.	\$735.50
98	Phased Construction	See II. (above)	
99	Deferred Submittals	See III. (above)	
100	<b>C. PLAN REVIEW FEE:</b>		
101	Plan Review Fee is 65% of Mechanical Permit Fee	65% of mechanical fee	
102	Additional plan review required by changes, additions or revision to approved plans (minimum 1 hr.)	\$95.76/hour	\$95.76 per hour
103	Fire/Life/Safety Plan review (if required)	40% of structural fee	
104	<b>D. INSPECTION FEES &amp; MISC. FEES:</b>		
105	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$116.24/hour
106	Reinspection Fee (after 2 same-type-failed inspections)	\$94.93 each	\$90.41/each
107	Specially requested inspections (1 hr. min.)	\$94.93/hour	\$90.41/hour
108	Inspection fee which no fee is specifically indicated	\$94.93/hour	\$90.41/hour
109	Minimum Mechanical Permit Fee	\$63.53	
110	<b>E. STATE OF OREGON SURCHARGE FEE:</b>		
111	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	

112	<b>VII. MANUFACTURED DWELLINGS</b>		
113	<b><u>A. RESIDENTIAL:</u></b>		
114	Installation Fee	\$211.68	OAR 918-050-0130 (pg 5) \$222.26
115	New or relocated Sewer & Storm Sewer	\$63.53 each	
116	New or relocated water service	\$63.53	\$66.71
117	Connection to drain, sewer & water	\$63.53	\$66.71
118	State of Oregon Code Development Fee	\$31.50	\$33.08
119	Additional Permits are required for decks, garage, pole buildings, & plumbing/mechanical changes per current codes.	(see specific fees above)	
120	<b><u>B. RUNNERS / CONCRETE SLAB*</u></b>		
121	If the applicant is going to construct runners or a slab, the following fees shall be added to the sitting permit fee. The runners/concrete slab permit fees are based on valuation (fair labor costs & materials);		
122	\$1,000 to \$6,000.00	\$94.50	\$99.23
123	\$6,001 to \$7,000	\$103.61	\$108.79
124	\$7,001 to \$8,000	\$113.56	\$119.24
125	\$8,001 to \$9,000	\$123.50	\$129.68
126	\$9,001 to \$10,000	\$133.44	\$140.11
127	\$10,001 to \$11,000	\$143.39	\$150.56
128	\$11,001 to \$12,000	\$153.33	\$161.00
129	\$12,001 to \$13,000	\$163.28	\$171.44
130	\$13,001 to \$14,000	\$173.22	\$181.88
131	Runners or a slab are not required by Oregon law. You may site a manufactured dwelling on a pad of gravel with pier blocks, in accordance with the current Oregon Manufactured Dwelling Standards for installation.		
132	<b><u>C. MOVABLE COMMERCIAL INSTALLATION</u></b>		
133	Installation Fee	\$196.35	\$206.17
134	Connection to water service	\$63.53	\$66.71
135	Connection to sewer service or holding tank	\$63.53 each	
136	<b><u>D. PLAN REVIEW FEE:</u></b>		
137	For Runners/Concrete Slab; Plan Review Fee is 65% of Runner/Slab Fee	65% x (___) runner/slab amt. only	
138	Movable Commercial Installation; Flat Plan Review Fee (plans required for anchoring)	\$43.05	\$45.20
139	Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour	\$95.76/hour
140	Planning & Engineering Review fees could apply.		
141	<b><u>E. INSPECTION FEES &amp; MISC. FEES:</u></b>		
142	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
143	Reinspection Fee (after 2 same-type-failed inspections)	\$94.93 each	\$90.41/each
144	Specially requested inspections (1 hr. min.)	\$94.93/hour	\$90.41/hour
145	Inspection fee which no fee is specifically indicated	\$94.93/hour	\$90.41/hour
146	<b><u>F. STATE OF OREGON SURCHARGE FEE:</u></b>		
147	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Installation fees)	
148	Current State Development fee	Currently \$30.00	

149	<b>VIII. SOLAR STRUCTURAL INSTALLATION FEES</b>		
150	<b>A. PERMIT FEE:</b> Flat fee for installations that comply with the prescriptive path described in section 3111.5.3 of the Oregon Structural Specialty Code. This includes 1 plan review & 1 inspection	\$155.93	\$155.93
151	Per 3111.1 OSSC: All other installations shall be based on valuation of structural elements for the; Panels, including Racking, Mounting, Rails & cost of Labor (excluding electrical equipment, collector panels, & inverters). Use the above I. A Structural Fee chart above.	Use above; I. Structural Fee Chart	
152	<b>B. PLAN REVIEW FEE:</b>		
153	Plan Review Fee is 65% of Structural Permit Fee	65% of solar structural fee	
154	Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour	\$91.20/hour
155	Fire/Life/Safety Plan review (if required)	40% of solar structural fee	
156	<b>C. INSPECTION FEES &amp; MISC. FEES:</b>		
157	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
158	Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each	\$90.41/each
159	Specially requested inspections (per hour)	\$94.93/hour	\$90.41/hour
160	Inspection fee which no fee is specifically indicated	\$94.93/hour	\$90.41/hour
161	<b>D. STATE OF OREGON SURCHARGE FEE:</b>		
162	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Installation fees)	
163	<b>IX. FIRE SUPPRESSION SYSTEMS</b>		
164	<b>A. RESIDENTIAL PERMIT FEE:</b> based on square footage of the structure, below. This fee covers the cost of normal plan review & inspections.		
165	0-2000 Square Feet	\$357.00	\$374.85
166	2001-3600 Square Feet	\$385.35	\$404.62
167	3601-7200 Square Feet	\$427.35	\$448.72
168	7201 and greater	\$485.10	\$509.36
169	<b>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>		
170	Fee shall be based on value of project.	Use above; I. Structural Fee Chart	
171	<b>C. INSPECTION FEES &amp; MISC. FEES:</b>		
172	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
173	Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each	90.41/each
174	Specially requested inspections (per hour)	\$94.93/hour	90.41/hour
175	Inspection fee which no fee is specifically indicated	\$94.93/hour	90.41/hour
176	A backflow device could also be required.	Minor Installation fee; <del>\$60.50</del> \$60.00 per fixture or minimum plumbing	
177	<b>D. PLAN REVIEW FEE:</b>		
178	Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee	
179	Additional plan review required by changes, additions or revisions to approved plans (minimum 1/2 hr.)	\$95.76/hour	
180	<b>X. MEDICAL GAS INSTALLATIONS</b>		
181	<b>A. PERMIT FEE:</b> Based on value of installation cost, system equipment; inlets, outlet fixtures & appliances.	Use above structural Fee calculation (I.A)	
182	<b>B. PLAN REVIEW FEE:</b>		
183	Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee	
184	Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour	
185	Fire/Life/Safety Plan review (if required)	40% of structural fee	
186	<b>C. INSPECTION FEES &amp; MISC. FEES:</b>		
187	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
188	Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each	\$90.41/each
189	Specially requested inspections (1 hr. min.)	\$94.93/hour	\$90.41/hour
190	Inspection fee which no fee is specifically indicated	\$94.93/hour	\$90.41/hour
191	Minimum Building Permit Fee	60	
192	<b>D. STATE OF OREGON SURCHARGE FEE:</b>		
193	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	

194	<b>XI. MISCELLANEOUS FEES</b>		
195	<b>A.</b> Administration Fee; outside of issuing building permits (min. 1 hr. then 1/2 hour fraction there after)	\$42.00/hour	
196	<b>B.</b> Records Request	Time & Materials	
197	<b>C.</b> Temporary Certificate of Occupancy	\$157.50 Residential / \$267.50 Commercial	\$157.50 res/\$267.5 comm
198	<b>D.</b> Refund Policy	Refund must be greater than \$75, or no refund can be issued.	
199	<b>E.</b> Minimum Fee for all types of permits, if not previously indicated.	\$63.00	\$63.00
200	<b>F.</b> Planning & Engineering Reviews could apply.	See Planning/Engineering Fee Schedule	
201	<b>G.</b> Administration Fee	\$42.00	\$42.00
202	<b>H.</b> Plan Review/Release Fees	Non-refundable	
203	<b>XII. GRADE &amp; FILL PERMIT</b>		
204	<b>PLAN REVIEW FEE</b>		
205	50 cubic yards or less	No fee	
206	51 to 100 cubic yards	\$40.95	\$40.95
207	101 to 200,001	65% of the fill and grade permit fee	
208	<b>PERMIT FEES</b>		
209	50 cubic yards or less	No fee	
210	51 to 100 cubic yards	\$63.00	\$63.00
211	101 to 1,000 cubic yards	\$63.00 for the first 100 cubic yards, plus \$23.67 for each additional 100 cubic yards or fraction thereof	\$63.00
212	1,001 to 10,000 cubic yards	\$267.10 for the first 1,000 cubic yards, plus \$19.37 for each additional 1000 cubic yards thereof	\$262.95 1,000
213	10,001 to 100,000	\$450.45 for the first 10,000 cubic yards, plus \$88.83 for each additional 10,000 cubic yards thereof	\$429.00
214	100,001 cubic yard or more	\$1249.92 for the first 100,000 cubic yards, plus \$48.40 for each additional 10,000 cubic yards or fraction thereof	\$1,190.40
215	<b>A. STATE OF OREGON SURCHARGE FEE:</b>		
216	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	



BUILDING DEPARTMENT FEES				
City of St. Helens Fee Schedule Effective 1-1-2017				
I. STRUCTURAL PERMIT FEES	ST HELENS	SCAPPOOSE	COLUMBIA CITY	COLUMBIA COUNTY
<b>A. TOTAL VALUATION OF IMPROVEMENT:</b> The valuation of building construction shall be the total construction cost for all classes of work. Includes architectural, structural, electrical, plumbing, heating and ventilation devices & equipment to also <u>include</u> contractors profit.				
\$1.00 to \$ 2,000	\$94.58	\$94.50	\$100.00	\$104.00
\$2,001 to \$5,000	\$112.98	\$103.61	\$104.00 for first \$2000, plus \$3.30 for each additional \$1000 or fraction thereof up to and including \$4000.	\$100.00 for first \$2000, plus \$3.42 for each additional \$1000 or fraction thereof up to and including \$4000.
\$5,001 to \$25,000	\$112.98 for first \$5000 plus \$12.20 for each additional \$1000 or fraction thereof, to including \$25,000	\$103.61 for first \$7000 plus \$9.94 for each additional \$1000 or fraction thereof, to including \$25,001	\$106.60 for first \$4000, plus \$11.33 for each additional \$1000 or fraction thereof up to and including \$7000 * \$140.59 for first \$7001, plus \$10.57 for each additional \$1000 or fraction thereof up to and including \$25,000	\$110.84 for first \$4000, plus \$11.73 for each additional \$1000 or fraction thereof up to and including \$7000 * \$146.03 for first \$7001, plus \$10.94 for each additional \$1000 or fraction thereof up to and including \$25,000
\$25,001 to \$ 50,000	\$357.00 for the first \$25,000 plus \$9.15 for each additional \$1,000, or fraction thereof, to and including \$50,000	\$282.60 for the first \$25,000 plus \$7.45 for each additional \$1,000, or fraction thereof, to and including \$50,001	\$330.85 for first \$25,000, plus \$8.30 for each additional \$1000 or fraction thereof up to and including \$50,000	\$342.95 for the first \$25,000 plus \$8.59 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$ 50,001 to \$100,000	\$585.90 for the first \$50,000 plus \$6.10 for each additional \$1,000, or fraction thereof, to and including \$100,000	\$468.97 for the first \$50,000 plus \$4.97 for each additional \$1,000, or fraction thereof, to and including \$100,001	\$538.35 for first \$50,000, plus \$5.45 for each additional \$1000 or fraction thereof up to and including \$100,000	\$557.70 for the first \$50,000 plus \$5.73 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 and up	\$880.93 for the first \$100,000 plus \$5.09 for each additional \$1,000, or fraction thereof.	717.30 for the first \$100,000 plus \$4.13 for each additional \$1,000, or fraction thereof.	\$815.35 for first \$100,000, plus \$4.62 for each additional \$1000 or fraction thereof.	\$844.20 for the first \$100,000 plus \$4.78 for each additional \$1,000, or fraction thereof.
<b>B. PLAN REVIEW FEE:</b>				
Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee	65% of structural fee	75% of structural fee	75% of structural fee
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour	\$94.50/hour	\$93.00/hour	\$104.00/hour
Fire/Life/Safety Plan review (if required)	40% of structural fee	40% of structural fee	40% of structural fee	40% of structural fee
Planning & Engineering Review fees could apply.	(see Planning/Eng. Fees)	(see Planning/Eng. Fees)	(see Planning/Eng. Fees)	(see Planning/Eng. Fees)
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>				
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$94.50/hour	\$93.00/hour	\$104.00/hour
Reinspection Fee (after 2 same-type failed inspections)	\$94.93	\$94.50 each	\$93.00 each	\$104.00 each
New addition of planning release fee (if planning sig. is required)	See Planning Fee Schedule	See Planning Fee Schedule	\$73.00	\$63.00
Inspection fee which no fee is specifically indicated	\$96.92/hour	\$94.50/hour	\$93.00/hour	\$104.00/hour
Administration fee	\$42	NA	\$93.00	
<b>D. STATE OF OREGON SURCHARGE FEE:</b>				
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)
<b>II. PHASED CONSTRUCTION (all types; Residential &amp; Commercial)</b>				
<b>A. PERMIT FEE:</b> Flat Fee (for all types); \$100 for commercial codes or \$50 residential codes, for each separate phase of the project.	\$105 Commercial / \$52.50 Residential	\$100.00 Commercial/\$50.00 Residential	N/A	\$150
<b>B. PLAN REVIEW FEE:</b> The plan review fee shall be increased in an amount equal to 10% of the building permit fee calculated using the value of the particular phase of the project, not to exceed an additional \$1,500 for each phase.	Additional 10% to standard plan review for construction type	OAR 918-480-0020	N/A	Additional 10% to standard plan review for construction type
<b>III. DEFERRED SUBMITTALS (all types; Residential &amp; Commercial)</b>				
<b>A. PERMIT FEE:</b> The fee is for administration, processing, & reviewing deferred plans shall be an amount equal to 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project. This fee is <u>in addition</u> to the project plan review fee based on total project value.	65% of deferred value	OAR 918-460-0070 and OAR 918-480-0030	75% of deferred value	65% of deferred value
<b>IV. DEMOLITION PERMIT FEES</b>				
<b>A. Residential:</b> Flat Fee	\$95	\$94.50	Use valuation for building and plan review fee-minimum \$100.00	Use valuation for building and plan review fee-minimum \$104.00
<b>B. Commercial:</b> Based on job value	Refer to: I. Structural Permit Fee	Refer to: I. Structural Permit Fee	Use valuation for building and plan review fee-minimum \$100.00	Use valuation for building and plan review fee-minimum \$104.00

V. PLUMBING FEE				
<b>A. 1 &amp; 2 FAMILY DWELLINGS:</b>				
	<b>Fee</b>			
1 bathroom (new construction)	\$452.71	\$367.50	\$389.00	\$403.00
2 bathroom (new construction)	\$548.00	\$477.75	\$506.00	\$524.00
3 bathroom (new construction)	\$643.28	\$633.15	\$670.00	\$693.00
Bathroom (each additional; new construction)	\$95.29	\$88.20	\$92.00	\$95.00
Water service; first 100 feet (new construction excluded)	\$63.50	\$42.00	\$44.00	\$46.00
Sanitary & Storm water service; first 100 feet (new construction excluded)	\$63.53 each	\$42 each	\$44.00	\$46.00
Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)	\$34.92	\$32.55	\$34.00	\$35.00
Minor installation (per fixture including additions/remodels, alterations & repairs)	\$23.84	\$22.05	\$61.00	\$23.00
Irrigation/Backflow Device (first 100 feet)(if not counted as a minor install minimum permit fee applies)	Minimum Plumbing Permit Fee \$63.00	\$94.50		Minimum Plumbing Permit Fee \$104.00
Special equipment or DWV alteration	\$63.53	\$58.80	\$61.00	\$63.00
<b>B. MANUFACTURED STRUCTURES &amp; PREFABRICATED STRUCTURES:</b>				
Connection to existing drain, sewer & water (initial installation)	\$63.53	\$94.50	\$61.00	\$63.00
New, sanitary and storm water connection	\$63.53/each	\$94.50	\$42.00	\$46.00
New water service	\$63.53	\$94.50	\$42.00	\$46.00
Add'l 100' or part thereof (water, sanitary & storm sewer)	\$34.92	\$32.55	\$34.00	\$35.00
<b>C. PARKS; RV and MANUFACTURED DWELLING PARKS:</b>				
Base fee (includes 5 or less spaces)	\$280.35	\$280.35	\$297.00	\$307.00
6-19 spaces (base fee plus cost per spaces)	\$48.30	\$48.30	\$50.00	\$52.00
20 or more spaces (base fee plus cost per spaces)	\$26.57	\$26.56	\$34.00	\$35.00
Structures and storm sewer systems (per fixture)	\$22.05	\$22.05	\$22.00	\$23.00
<b>D. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>				
3 or less fixtures	\$79.80	\$86.10	\$90.00	\$93.00
Base fee (includes 4 to 10 fixtures)	\$195.30	\$181.65	\$192.00	\$199.00
11 or more fixtures (base fee plus cost per fixture)	\$23.84	\$22.05	\$22.00	\$23.00
Water service (first 100 feet)	\$63.53	\$58.80	\$61.00	\$63.00
Building sanitary sewer (first 100 feet)	\$63.53	\$58.80	\$61.00	\$63.00
Building storm sewer (first 100 feet)	\$63.53	\$58.80	\$61.00	\$63.00
Add'l 100' or part thereof (water or sewer)	\$34.92	\$32.55	\$34.00	\$35.00
<b>E. PLAN REVIEW FEE:</b>				
Plan Review Fee is 30% of Plumbing Permit Fee	30% of plumbing fee	25% of plumbing fee	35% of plumbing fee	35% of plumbing fee
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour	\$94.50/hour	\$100/hour	\$104/hour
<b>F. INSPECTION FEES &amp; MISC. FEES:</b>				
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$94.50	\$93.00/hour	\$104.00/hour
Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each	\$94.50/each	\$93.00 each	\$104.00 each
Specially requested inspections (1 hr. min.)	\$94.93/hour	\$94.50/hour	\$93.00/hour	\$104.00/hour
Inspection fee which no fee is specifically indicated	\$94.93/hour	\$94.50/hour	\$93.00/hour	\$104.00/hour
Minimum Plumbing Permit Fee	\$63.00	\$94.50	\$93.00	\$104.00
<b>G. STATE OF OREGON SURCHARGE FEE:</b>				
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Plumbing fee)	Current State Surcharge (___% x Plumbing fee)	Current State Surcharge (___% x Plumbing fee)	Current State Surcharge (___% x Plumbing fee)



VI. MECHANICAL PERMIT				
<b>A. RESIDENTIAL:</b> Unless otherwise noted, fees apply to both gas & electric appliances, including piping.				
Gas Test: 1-4 outlets	\$4.13	\$3.78	\$4.18	\$4.33
Gas Test; for each above 4 outlets	\$1.05/ea.	\$1.31		
Air Conditioning or Heat pump	\$12.39	\$10.24	\$11.57	\$11.97
Bath/Laundry Fans or Misc house fans	\$9.28	\$5.41	\$5.67	\$5.87
BBQ gas line	\$12.39	\$10.24	\$11.57	\$11.97
Vacuum Systeem	\$12.39	\$10.24	\$11.57	\$11.97
Gas dryer gas test (will require dryer vent fee)	\$4.13	\$7.56	\$8.00	\$8.28
Dryer Vent	\$9.28	\$5.41	\$5.67	\$5.87
Fireplace (all types)	\$12.39	\$10.24	\$11.57	\$11.97
Furnace/Duct Work	\$12.39	\$10.24	\$11.57	\$11.97
Heat Pump (electric)	\$12.39	\$10.24	\$11.57	\$11.97
Propane Insert	\$12.39	\$10.24	\$11.57	\$11.97
Range/Cook Top; gas (No permit required if electrical.)	\$12.39	\$10.24	\$8.00	\$11.97
Range Hood/Vent	\$9.28	\$7.56	\$8.00	\$8.28
Water Heater; gas (No mechanical permit required if electrical BUT a Plumbing permit is required for all types.)	\$9.28	\$7.56	\$8.00	\$8.28
Woodstove	\$12.39	\$10.24	\$11.57	\$11.97
<b>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>				
\$1.00 to \$6,000	\$96.60	\$94.50	\$100.00 for \$1.00 to \$2000.00	\$104.00
\$6,001 to \$7,000	\$106.26	\$103.61	\$123.00 for \$2001 to \$7000	\$100.00 for first \$2000, plus \$3.42 for each additional \$1000 or fraction thereof up to and including \$4000.
\$7,001 to \$25,000	\$106.26 for the first \$7,000, plus \$10.19 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.	\$103.68 for first \$7000 plus \$9.94 for each additional \$1000 or fraction thereof, to including \$25,001	\$123.00 for the first \$7000, plus \$10.55 for each additional \$1000.00 or fraction thereof, to and including \$25,000	\$110.84 for first \$4000, plus \$11.73 for each additional \$1000 or fraction thereof up to and including \$7000 * \$146.03 for first \$7001, plus \$10.94 for each additional \$1000 or fraction thereof up to and including \$25,000
\$25,001 to \$50,000	\$289.78 for the first \$25,000, plus \$7.64 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.	\$290.00 for the first \$25,000 plus \$7.45 for each additional \$1,000, or fraction thereof, to and including \$50,001	\$312.90 for the first \$25,000, plus \$7.92 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.	\$342.95 for the first \$25,000 plus \$8.59 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$480.88 for the first \$50,000, plus \$5.09 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.	\$473.94 for the first \$50,000 plus \$4.97 for each additional \$1,000, or fraction thereof, to and including \$100,001	\$510.90 for the first \$50,000, plus \$5.27 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.	\$557.70 for the first \$50,000 plus \$5.73 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 and up	\$735.50 for the first \$100,000, plus \$5.25 for each additional \$1,000 or fraction thereof.	\$721.42 for the first \$100,000 plus \$4.12 for each additional \$1,000, or fraction thereof.	\$774.40 for the first \$100,000, plus \$4.38 for each additional \$1,000 or fraction thereof.	\$844.20 for the first \$100,000 plus \$4.78 for each additional \$1,000, or fraction thereof.
Phased Construction	See II. (above)	See II. (above)	See II. (above)	See II. (above)
Deferred Submittals	See III. (above)	See III. (above)	See III. (above)	See III. (above)
<b>C. PLAN REVIEW FEE:</b>				
Plan Review Fee is 65% of Mechanical Permit Fee	65% of mechanical fee	25% of mechanical fee	35% of mechanical fee	75% of structural fee
Additional plan review required by changes, additions or revision to approved plans (minimum 1 hr.)	\$95.76/hour	\$94.50/hour	\$93.00/hour	\$104.00/hour
Fire/Life/Safety Plan review (if required)	40% of structural fee	40% of structural fee	50% of mechanical fee	40% of structural fee
<b>D. INSPECTION FEES &amp; MISC. FEES:</b>				
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$94.50	\$93.00/hour	\$104.00/hour
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93 each	\$94.50/each	\$93.00 each	\$104.00 each
Specially requested inspections (1 hr. min.)	\$94.93/hour	\$94.50/hour	\$93.00/hour	\$104.00/hour
Inspection fee which no fee is specifically indicated	\$94.93/hour	\$94.50/hour	\$93.00/hour	\$104.00/hour
Minimum Mechanical Permit Fee	\$63.53	\$94.50	\$93.00	\$104.00
<b>E. STATE OF OREGON SURCHARGE FEE:</b>				
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)

VII. MANUFACTURED DWELLINGS				
<b>A. RESIDENTIAL:</b>				
Installation Fee	\$211.68	\$210.00	\$203.00/single* \$270 double*\$360/triple	\$210.00/single* \$279 double*\$373/triple
New or relocated Sewer & Storm Sewer	\$63.53 each	\$42.00	\$44.00	\$46.00
New or relocated water service	\$63.53	\$42.00	\$44.00	\$46.00
Connection to drain, sewer & water	\$63.53	\$56.00	\$59.00	\$61.00
State of Oregon Code Development Fee	\$30.00	\$30.00	\$30.00	\$30.00
Additional Permits are required for decks, garage, pole buildings, & plumbing/mechanical changes per current codes.	(see specific fees above)	(see specific fees above)	(see specific fees above)	(see specific fees above)
<b>B. RUNNERS / CONCRETE SLAB*</b>				
If the applicant is going to construct runners or a slab, the following fees shall be added to the sitting permit fee. The runners/concrete slab permit fees are based on valuation (fair labor costs & materials);				
\$1.00 to \$6,000.00	\$94.50	\$94.50	\$100.00 for \$1.00 up to \$2000.00 * \$129.26 for \$2001 up to \$4000	\$104.00 for \$1.00 up to \$2000.00 * \$110.84 for \$2001 up to \$4000* \$146.03 for \$4001 up to \$7000
\$6,001 to \$7,000	\$103.61	\$103.61	\$140.59	
156.97	\$113.56	\$113.56	\$151.16	\$156.97
\$8,001 to \$9,000	\$123.50	\$123.50	\$161.73	\$167.91
\$9,001 to \$10,000	\$133.44	\$133.44	\$172.30	\$178.85
\$10,001 to \$11,000	\$143.39	\$143.39	\$182.87	\$189.79
\$11,001 to \$12,000	\$153.33	\$153.33	\$193.44	\$200.73
\$12,001 to \$13,000	\$163.28	\$163.27	\$204.01	\$211.67
\$13,001 to \$14,000	\$173.22	\$173.22	\$214.58	\$222.61
* Runners or a slab are not required by Oregon law. You may site a manufactured dwelling on a pad of gravel with pier blocks, in accordance with the current Oregon Manufactured Dwelling Standards for installation.				
<b>C. MOVABLE COMMERCIAL INSTALLATION</b>				
Installation Fee	\$196.35	\$196.35	\$196.35	\$215.00
Connection to water service	\$63.53	\$58.80	\$63.53	\$63.00
Connection to sewer service or holding tank	\$63.53 each	\$58.80	\$63.53 each	\$63.00
<b>D. PLAN REVIEW FEE:</b>				
For Runners/Concrete Slab; Plan Review Fee is 65% of Runner/Slab Fee	65% x (___) runner/slab amt. only	65% x (___) runner/slab amt. only	65% x (___) runner/slab amt. only	65% x (___) runner/slab amt. only
Movable Commercial Installation; Flat Plan Review Fee (plans required for anchoring)	\$43.05	\$43.05	\$43.05	\$47.00
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour	\$94.50	\$95.76/hour	\$104.00/hour
Planning & Engineering Review fees could apply.				
<b>E. INSPECTION FEES &amp; MISC. FEES:</b>				
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$94.50	\$93.00/hour	\$104.00/hour
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93 each	\$94.50	\$93.00 each	\$104.00 each
Specially requested inspections (1 hr. min.)	\$94.93/hour	\$94.50	\$93.00/hour	\$104.00/hour
Inspection fee which no fee is specifically indicated	\$94.93/hour	\$94.50	\$93.00/hour	\$104.00/hour
<b>F. STATE OF OREGON SURCHARGE FEE:</b>				
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Installation fees)	Current State Surcharge (___% x Installation fees)	Current State Surcharge (___% x Installation fees)	Current State Surcharge (___% x Installation fees)
Current State Development fee	Currently \$30.00	Currently \$30.00	Currently \$30.00	Currently \$30.00
<b>VIII. SOLAR STRUCTURAL INSTALLATION FEES</b>				
<b>A. PERMIT FEE:</b> Flat fee for installations that comply with the prescriptive path described in section 3111.5.3 of the Oregon Structural Specialty Code. This includes 1 plan review & 1 inspection	\$155.93	\$155.92	\$155.93	N/A
Per 3111.1 OSSC: All other installations shall be based on valuation of structural elements for the; Panels, including Racking, Mounting, Rails & cost of Labor (excluding electrical equipment, collector panels, & inverters). Use the above I. A Structural Fee chart above.	Use above; I. Structural Fee Chart	Use above; I. Structural Fee Chart	Use above; I. Structural Fee Chart	N/A
<b>B. PLAN REVIEW FEE:</b>				
Plan Review Fee is 65% of Structural Permit Fee	65% of solar structural fee	65% of solar structural fee	65% of solar structural fee	N/A
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour	\$94.50/hour	\$95.76/hour	N/A
Fire/Life/Safety Plan review (if required)	40% of solar structural fee	40% of solar structural fee	40% of solar structural fee	N/A
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>				
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$94.50/hour	\$93.00/hour	N/A
Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each	\$94.50 each	\$93.00 each	N/A
Specially requested inspections (per hour)	\$94.93/hour	\$94.50/hour	\$93.00/hour	N/A
Inspection fee which no fee is specifically indicated	\$94.93/hour	\$94.50/hour	\$93.00/hour	N/A
<b>D. STATE OF OREGON SURCHARGE FEE:</b>				
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Installation fees)	Current State Surcharge (___% x Installation fees)	Current State Surcharge (___% x Installation fees)	N/A

IX. FIRE SUPPRESSION SYSTEMS				
<b>A. RESIDENTIAL PERMIT FEE:</b> based on square footage of the structure, below. This fee covers the cost of normal plan review & inspections.				
0-2000 Square Feet	\$357.00	\$357.00	\$357.00	N/A
2001-3600 Square Feet	\$385.35	\$385.35	\$385.35	N/A
3601-7200 Square Feet	\$427.35	\$427.35	\$427.35	N/A
7201 and greater	\$485.10	\$485.10	\$485.10	N/A
<b>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>				
Fee shall be based on value of project.	Use above; I. Structural Fee Chart	Use above; I. Structural Fee Chart	Use above; I. Structural Fee Chart	N/A
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>				
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$94.50/hour	\$93.00/hour	N/A
Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each	\$94.50 each	\$93.00 each	N/A
Specially requested inspections (per hour)	\$94.93/hour	\$94.50/hour	\$93.00/hour	N/A
Inspection fee which no fee is specifically indicated	\$94.93/hour	\$94.50/hour	\$93.00/hour	N/A
A backflow device could also be required.	Minor Installation fee; \$60.00 per fixture or minimum plumbing permit		\$93.00	N/A
<b>D. PLAN REVIEW FEE:</b>				
Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee	65% of structural fee	65% of structural fee	N/A
Additional plan review required by changes, additions or revisions to approved plans (minimum 1/2 hr.)	\$95.76/hour	\$94.50/hour	\$93.00/hour	N/A
X. MEDICAL GAS INSTALLATIONS				
<b>A. PERMIT FEE:</b> Based on value of installation cost, system equipment; inlets, outlet fixtures & appliances.	Use above structural Fee calculation (I.A)	Use above structural Fee calculation (I.A)	Use above structural Fee calculation (I.A)	N/A
<b>B. PLAN REVIEW FEE:</b>				
Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee	65% of structural fee	65% of structural fee	N/A
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour	\$94.50/hour	\$93.00	N/A
Fire/Life/Safety Plan review (if required)	40% of structural fee	40% of structural fee	40% of structural fee	N/A
<b>C. INSPECTION FEES &amp; MISC. FEES:</b>				
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	\$94.50/hour	\$93.00/hour	N/A
Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each	\$94.50 each	\$93.00 each	N/A
Specially requested inspections (1 hr. min.)	\$94.93/hour	\$94.50/hour	\$93.00/hour	N/A
Inspection fee which no fee is specifically indicated	\$94.93/hour	\$94.50/hour	\$93.00/hour	N/A
Minimum Building Permit Fee	\$63.53	\$94.50	\$93.00	\$104.00
<b>D. STATE OF OREGON SURCHARGE FEE:</b>				
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)	N/A
XI. MISCELLANEOUS FEES				
<b>A.</b> Administration Fee; outside of issuing building permits (min. 1 hr. then 1/2 hour fraction there after)	\$42.00/hour	\$42.00/hour	\$42.00/hour	N/A
<b>B.</b> Records Request	Time & Materials	Time & Materials	Time & Materials	Time & Materials
<b>C.</b> Temporary Certificate of Occupancy	\$157.50 Residential / \$267.50 Commercial	\$157.50 Residential / \$267.50 Commercial	\$157.50 Residential / \$267.50 Commercial	N/A
<b>D.</b> Refund Policy	Refund must be greater than \$75, or no refund can be issued.	Refund must be greater than \$75, or no refund can be issued.	Refund must be greater than \$75, or no refund can be issued.	N/A
<b>E.</b> Minimum Fee for all types of permits, if not previously indicated.	\$63.00	\$94.50	\$93.00	\$104.00
<b>F.</b> Planning & Engineering Reviews could apply.	See Planning/Engineering Fee Schedule	See Planning/Engineering Fee Schedule	See Planning/Engineering Fee Schedule	See Planning/Engineering Fee Schedule
<b>G.</b> Administration Fee	\$42.00			
<b>H.</b> Plan Review/Release Fees	Non-refundable	Non-refundable	Non-refundable	Non-refundable

XII. GRADE & FILL PERMIT				
<b>PLAN REVIEW FEE</b>				
50 cubic yards or less	No fee	N/A	N/A	No fee
51 to 100 cubic yards	\$40.95	N/A	N/A	\$51.75
101 to 200,001	65% of the fill and grade permit fee	N/A	N/A	101 to 1000 cy \$64.69 * 1001 to 10,000 CY \$77.63 * 10,001 to 100,000 CY \$77.63 for first 10,000 CY, plus \$27.38 for each add'l 10,000 CY or fraction thereof * 100,001 to 200,000 CY \$324.05 for first 100,000 CY, plus \$14.81 for each add'l 10,000 CY or fraction thereof * 200,000 CY or more \$472.15 for first 200,000 CY, plus \$8.10 for each add'l 10,000 CY or fraction thereof
<b>PERMIT FEES</b>				
50 cubic yards or less	No fee	\$100.00	N/A	\$26.23
51 to 100 cubic yards	\$63.00	\$50.00 plus \$50.00 for each additional 1000 CY	N/A	\$41.40
101 to 1,000 cubic yards	\$63.00 for the first 100 cubic yards, plus \$23.67 for each additional 100 cubic yards or fraction thereof	\$50.00 plus \$50.00 for each additional 1000 CY	N/A	\$41.40 for first 100 CY, plus \$19.55 for each add'l 100 CY or fraction thereof
1,001 to 10,000 cubic yards	\$267.10 for the first 1,000 cubic yards, plus \$19.37 for each additional 1000 cubic yards thereof	\$50.00 plus \$50.00 for each additional 1000 CY	N/A	\$217.35 for first 1000 CY, plus \$16.20 for each add'l 1000 CY or fraction thereof
10,001 to 100,000	\$450.45 for the first 10,000 cubic yards, plus \$88.83 for each additional 10,000 cubic yards thereof	\$550.00 plus \$40.00 for each additional 1000CY	N/A	\$363.15for first 10,000 CY, plus \$73.76 for each add'l 10,000 CY or fraction thereof
100,001 cubic yard or more	\$1249.92 for the first 100,000 cubic yards, plus \$48.40 for each additional 10,000 cubic yards or fraction thereof	\$550.00 plus \$40.00 for each additional 1000CY	N/A	\$1026.99 for first 10,000 CY, plus \$40.80 for each add'l 10,000 CY or fraction thereof
<b>A. STATE OF OREGON SURCHARGE FEE:</b>				
Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)	Current State Surcharge (___% x structural fee)



CITY OF ST. HELENS PLANNING DEPARTMENT  
**M E M O R A N D U M**

---

TO: City Council  
FROM: Jacob A. Graichen, AICP, City Planner  
RE: Hankey Road right-of-way dedication  
DATE: October 24, 2016

---

As part of a Lot Line Adjustment request (file LLA.1.16) at 35732 Hankey Road, right-of-way dedication is required commensurate with similar requirements for land divisions north of the subject property with city limits.

This is routine.

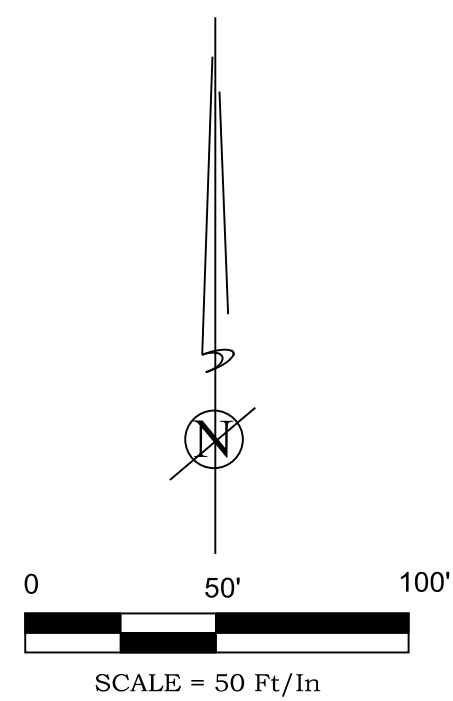
See **attached** plans which illustrates the matter.

Please authorize the Mayor's signature of the legal document (**attached**) that will, once recorded with the County, result in the dedication.

Attached: Preliminary survey of proposed Lot Line Adjustment showing required ROW dedication

Dedication deed





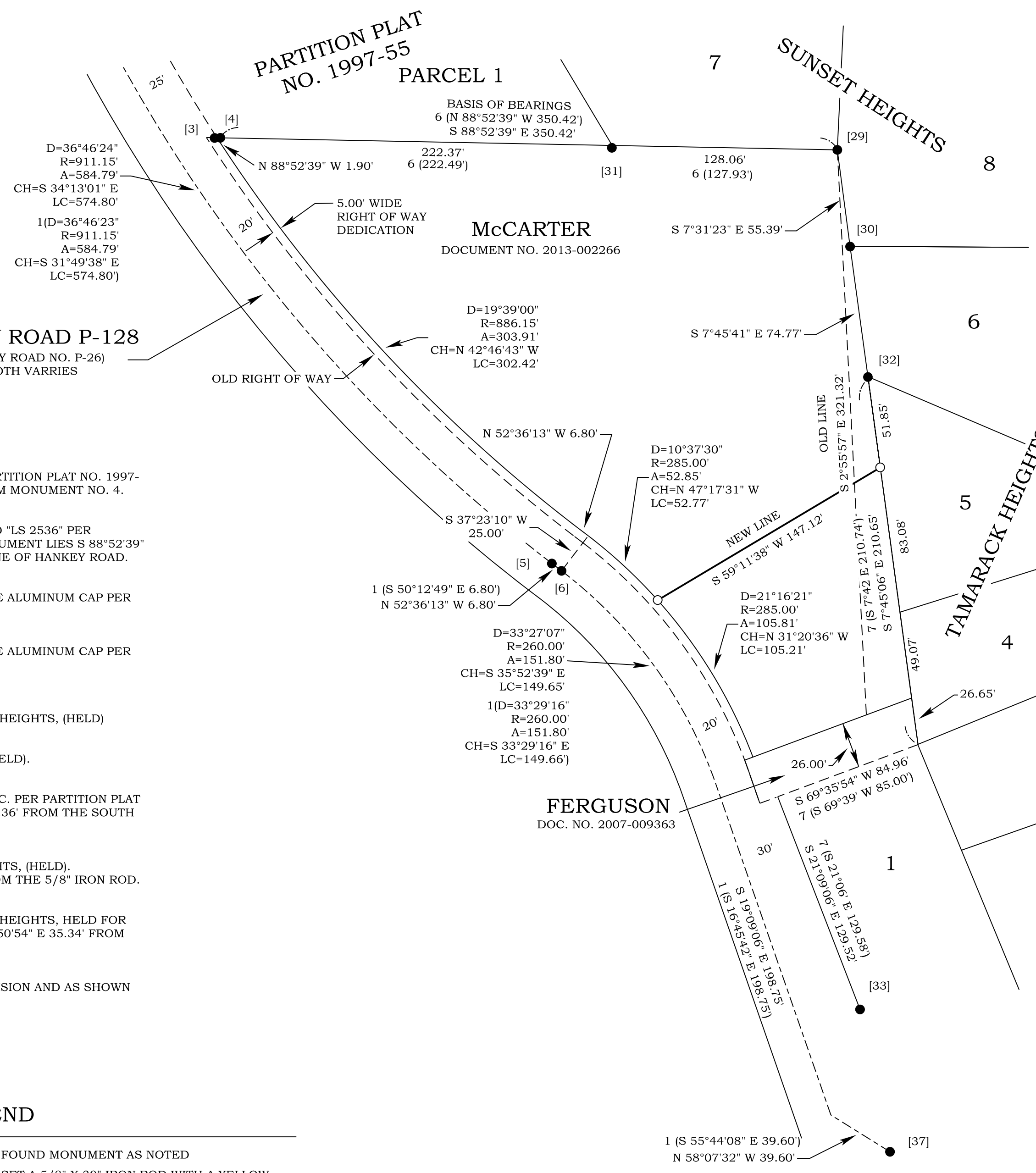
**HANKEY ROAD P-128**  
(COUNTY ROAD NO. P-26)  
WIDTH VARRIES

**MONUMENT NOTES:**

- [3] FOUND A 5/8" IRON ROD (DISTURBED), PER PARTITION PLAT NO. 1997-55, MONUMENT BEARS S 87°55'29" W 3.28' FROM MONUMENT NO. 4.
- [4] FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "LS 2536" PER PARTITION PLAT NO. 1997-55, (HELD). THE MONUMENT LIES S 88°52'39" E 1.90' FROM THE NEW EAST RIGHT OF WAY LINE OF HANKEY ROAD.
- [5] FOUND A 5/8" IRON ROD WITH AN UNREADABLE ALUMINUM CAP PER CS NO. 4423, (HELD).
- [6] FOUND A 5/8" IRON ROD WITH AN UNREADABLE ALUMINUM CAP PER CS NO. 4423, (HELD).
- [29] S.W. CORNER OF THE LEMONT D.L.C.  
FOUND A BENT 5/8" IRON ROD PER TAMARACK HEIGHTS, (HELD)
- [30] FOUND A 1/2" IRON ROD PER CS NO. L-1414, (HELD).
- [31] FOUND A 5/8" IRON ROD WITH A SMASHED Y.P.C. PER PARTITION PLAT NO. 1997-55, MONUMENT BEARS S 1°07'21" W 1.36' FROM THE SOUTH LINE OF PARTITION PLAT NO. 1997-55.
- [32] FOUND A 5/8" IRON ROD PER TAMARACK HEIGHTS, (HELD).  
A 1/2" IRON PIPE BEARS N 82°53'44" E 1.73' FROM THE 5/8" IRON ROD.
- [33] FOUND A BENT 5/8" IRON ROD PER TAMARACK HEIGHTS, HELD FOR TAMARACK HEIGHTS, MONUMENT BEARS N 70°50'54" E 35.34' FROM THE CENTERLINE PER CS NO. 4423.
- [37] FOUND A 1/2" IRON PIPE PER HANKINS SUBDIVISION AND AS SHOWN ON CS NO. 4423, (HELD).

**LEGEND**

- FOUND MONUMENT AS NOTED
- SET A 5/8" X 30" IRON ROD WITH A YELLOW PLASTIC CAP MARKED "KLS SURVEYING INC."
- [X] MONUMENT POINT NO
- ( ) RECORD SURVEY DATA
- [ ] RECORD DEED DATA
- CS NO. SURVEY NUMBER, COLUMBIA COUNTY SURVEY RECORDS
- Y.P.C. YELLOW PLASTIC CAP



**NARRATIVE:**

--THIS SURVEY WAS PERFORMED AT THE REQUEST OF KATHERINE McCARTER TO MONUMENT A PROPOSED PROPERTY LINE ADJUSTMENT BETWEEN TWO LOTS OF RECORD CONTAINED IN DEED DOCUMENT NO. 2013-002266, COLUMBIA COUNTY DEED RECORDS.

--FOR THE BASIS OF BEARINGS I HELD MONUMENTS 4 & 29 PER PARTITION PLAT NO. 1997-55.

--FOR CONTROL I HELD THE MONUMENTS AS NOTED IN THE MONUMENT NOTES.

**NORTH LINE**  
--FOR THE NORTH LINE I HELD MONUMENT NUMBERS 4 & 29 PER PARTITION PLAT NO. 1997-55.

**EAST LINE**  
--FOR THE EAST LINE I HELD MONUMENT NUMBERS 29, 30 AND 32, AND THE GRANT BOUNDARY METHOD TO COMPUTE THE NORTH LINE OF LOT 1 OF TAMARACK HEIGHTS


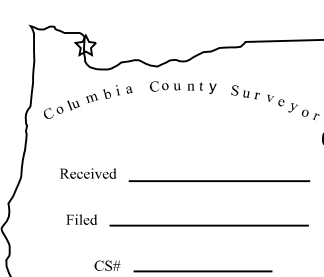
**SOUTH LINE**  
--TO ESTABLISH THE SOUTH LINE I HELD THE DEED DISTANCE [26.00'] WHEN MEASURED AT RIGHT ANGLES FROM THE NORTH LINE OF LOT 1 OF TAMARACK HEIGHTS PER DOCUMENT NO. 2007-009363, COLUMBIA COUNTY DEED RECORDS.

**HANKEY ROAD**  
--TO ESTABLISH THE EASTERLY RIGHT OF WAY OF HANKEY ROAD P-128 I HELD MONUMENT NO. 6 AND ROTATED THE RECORD DATA 2°23'24" TO FIT MONUMENT NO. 37 PER CS NO. 4423.

--THE NEW LINE WAS ESTABLISHED AT THE LOCATION SHOWN PER THE REQUEST OF THE CLIENT

**REFERENCES:**

- SURVEYS:**
- 1 = CS NO. 4423
  - 2 = CS NO. 5496
  - 3 = CS NO. 5526
  - 4 = CS NO. L-385
  - 5 = CS NO. L-1414
  - 6 = PARTITION PLAT NO. 1997-55
  - 7 = TAMERACK HEIGHTS
  - 8 = SUNSET HEIGHTS
  - 9 = HANKENS SUBDIVISION
- DEEDS:**
- 1 = BOOK 92, PAGE 383
  - 2 = BOOK 151, PAGE 674
  - 3 = DOCUMENT NO. 2007-009363
  - 4 = DOCUMENT NO. 2013-002266

REGISTERED PROFESSIONAL LAND SURVEYOR  <b>PRELIMINARY</b>  OREGON JANUARY 19, 1993 DONALD D WALLACE, JR 2601 RENEWAL DATE 6/30/18	 <b>K.L.S. SURVEYING INC.</b> 1224 ALDER STREET VERNONIA, OREGON 97064 (503) 429-6115	PROPERTY LINE ADJUSTMENT SURVEY FOR <b>KATHY McCARTER</b> IN THE NE 1/4 OF SECTION 5, T4N, R4W, W.M. CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON <b>JULY 9, 2016</b>			
DRAWN BY: SWM	FIELD: SWM/MDM/SWMJR	EQUIPMENT: GTP301/RECON	JOB No. 16-051	DRAWING NAME: 16-051 PLA	REVISED: 10-20-2016

AFTER RECORDING RETURN TO:

City of St. Helens  
PO Box 278  
St. Helens, OR 97051

NO CHANGE IN TAX STATEMENT

---

*This space is reserved for recorder's use.*

**DEDICATION DEED**

**Kevin McCarter and Katherine McCarter, Grantors, convey and dedicates to the City of St. Helens, an Oregon municipal corporation, Grantee, the following described real property, for the use of the public as a public way:**

**See Exhibit A, attached hereto and hereby incorporated by reference.**

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.**

[Remainder of Page Intentionally Left Blank]

The true consideration for this conveyance is \$0.

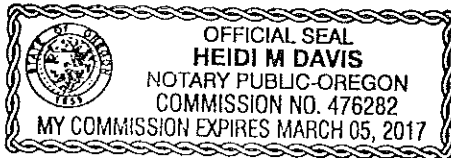
To have and to hold, the above-described and granted real property for the purposes hereinbefore set forth unto the public forever.

Kevin McCarter  
Kevin McCarter

10/21/16  
Date

STATE OF OREGON            )  
  ) ss.  
County of Columbia        )

This instrument was acknowledged before me on October 21,  
2016, by Kevin McCarter.



Heidi M Davis  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: March 5, 2017

Katherine McCarter  
Katherine McCarter

10-21-16  
Date

STATE OF OREGON            )  
  ) ss.  
County of Columbia        )

This instrument was acknowledged before me on October 21,  
2016, by Katherine McCarter.



Heidi M Davis  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: March 5, 2017



The foregoing conveyance is hereby ACCEPTED:

By: \_\_\_\_\_  
Randy Peterson, Mayor  
City of St. Helens

STATE OF OREGON        )  
  ) ss.  
County of Columbia     )

This instrument was acknowledged before me on \_\_\_\_\_,  
\_\_\_\_\_, by Randy Peterson as Mayor of the City of St. Helens.

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON  
My Commission Expires:\_\_\_\_\_



KLS Surveying Inc.  
1224 Alder Street  
Vernonia, OR 97064

Phone: (503) 429-6115  
Fax: (866) 293-1402  
Email: dwallace\_kls@msn.com

### EXHIBIT A

#### 5' RIGHT OF WAY DEDICATION

A 5.00 foot wide strip of land over that property conveyed to Kevin McCarter and Katherine McCarter as described in Deed Recorded as Document No. 2013-002266, Columbia County Records located in the Northeast quarter of Section 5, Township 4 North, Range 4 West of the Willamette Meridian, City of St. Helens, Columbia County, Oregon, said strip lying Easterly of and perpendicular to the following described line:

- Beginning at the intersection of the East right of way line of Hankey Road No. P-128 as surveyed in County Survey No. 4423, and the North line of said McCarter Tract;
- thence 309.00 feet along the arc of a curve to the left having a radius of 891.15 feet, a central angle of 19°52'02" and a chord which bears S 42°40'12" E 307.46 feet;
- thence S 52°36'13" E 6.80 feet;
- thence 155.85 feet along the arc of a curve to the right having a radius of 280.00 feet, a central angle of 31°53'27" and a chord which bears S 36°39'29" E 153.84 feet to the South line of said McCarter tract.

The Easterly line of this dedication shall extend and terminate at the North and South lines of that tract of land conveyed to Kevin McCarter and Katherine McCarter in Document No. 2013-002266, Columbia County Deed Records.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Donald D Wallace, Jr.*

OREGON  
JANUARY 19, 1993  
DONALD D WALLACE, JR  
2601  
RENEWAL DATE 6/30/18



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: November 2, 2016

---

*Planning Division 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:** 10.25.2016

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**

Coordinated initial Urban Renewal process acceptance efforts with consultants, staff and the Council. Also some other preliminary work in this regard.

Sent letters to a couple property owner alerting them of some land division/property line problems in the Houlton area just south of the Columbia County Shrine Club property.

The Building Permit Technician and I gave a presentation to SHHS remodel class students about building permit process and details.

Both the Assistant Planner and I reviewed the first draft of the Statement of Work (SOW) for the Riverfront Connector corridor plan project. The SOW is required to be negotiated with ODOT by December 16, 2016. We are ahead of schedule.

Had a preliminary Q&A meeting with Community Action Team about a potential low income housing project in the Houlton area using State of Oregon Lift Funds (a new and yet untested funding program).

### **DEVELOPMENT CODE ENFORCEMENT**

Inform a property owner about some land work at 201 Port Avenue.

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

October 11, 2016 meeting (outcome): The Commission conducted a public hearing for Elk Ridge Phase 6, a 58-lot subdivision. Deliberations were continued to next month.

November 8, 2016 meeting (upcoming): The Commission will conduct four public hearings: 1) a zone change on Bradley Street, 2) deliberations for Elk Ridge (from the October meeting), 3) a setback variance at 59048 Whitetail Avenue and 4) a setback variance on a vacant lot behind 134 N. 2<sup>nd</sup> Street.

The Commission will also review a proposed sign on the Muckle Building as it related to the Riverfront District's Architectural Guidelines.

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

Data fix (found some mistakes in our Comprehensive Plan data).

### **MAIN STREET PROGRAM**

Worked with this year's coordinator on a work plan (required by the RARE program).

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

## Jacob Graichen

---

**From:** Jennifer Dimsho  
**Sent:** Monday, October 24, 2016 10:46 AM  
**To:** Jacob Graichen  
**Subject:** October Planning Department Report

Here are my additions to the October Planning Department Report.

### GRANTS

1. OPRD McCormick Picnic Shelter Grant (16k grant, 30k project). Authorized purchase for shelter.
2. Riverfront Connector TGM grant: Reviewed draft SoW
3. Travel Oregon Grant – Revised timeline, site visit with potential consultant firm, began drafting RFQ

### EPA AWP

4. Oct 12 Final Open House – Preparations for location, food & drink, press, outreach, reviewed materials, uploaded materials/photos online
5. Reviewed Draft Framework Plan

### MISC

6. ACC Postcard kit sales for businesses
7. Attended ACC Meeting Oct 25 –Gateway P.2 Budget discussion
8. Urban Renewal Kickoff Meeting at EcoNW on Oct 20
9. Attended Parks Commission - Update on ODOT right-of-way purchase of Dalton Lake property
10. Joined the CAT's Guidance Committee for the Housing Needs Analysis
11. Completed application for Everybody Walks Micro-grant Program (\$1,500) for the Gateway Sculpture Project: Phase 2
12. Met with CAT about an affordable housing project on in Houlton Business District on 18th St.
13. Worked with Columbia County Assessor's Office to require a signature from the St. Helens Planning Department in their tax lot segregation form if the property is within City limits
14. Researched other jurisdiction's Historic Preservation demolition code regarding a photo documentation requirement
15. Researched CCR/HOA maintenance rules for the common area tracts in the Oak Ridge Phase 2 Subdivision
16. Columbia County Year of Wellness – Reached out to local business learn about existing worksite wellness programs
17. Attended Emerging Local Government Leaders (ELGL) 2016 Pop-up Conference in Portland on October 21
18. Attended the Oregon American Planning Association's (OAPA) Conference in Portland October 27-28
19. Researched purchasing new desk/monitor


### Jenny 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: October 3, 2016

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

Signature: 
Date: 10/3/16

---

## RESIDENT BUSINESS – NEW 2016

---

- |                          |   |             |
|--------------------------|---|-------------|
| <input type="checkbox"/> | Lively Repair LLC<br>1270 Columbia Blvd | Auto Repair |
|--------------------------|---|-------------|

---

## NON-RESIDENT BUSINESS - 2016

---

- |                          |                                  |                         |
|--------------------------|----------------------------------|-------------------------|
| <input type="checkbox"/> | Bear Inspection & Consulting LLC | Inspection              |
| <input type="checkbox"/> | JTR Plumbing Inc.                | Plumbing Contractor     |
| <input type="checkbox"/> | Mt View Plumbing LLC             | Plumbing Service/Repair |

\*Denotes In-Home Business

## BUSINESS LICENSE REPORT

City Department Approval: October 17, 2016

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

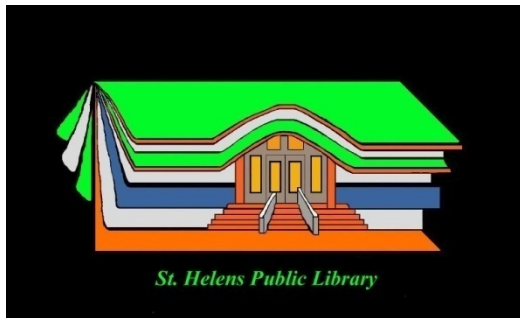
Signature: JUD  
Date: 10/17/16

---

### NON-RESIDENT BUSINESS - 2016

---

- |                          |                               |                                  |
|--------------------------|-------------------------------|----------------------------------|
| <input type="checkbox"/> | Commercial Refrigeration Inc. | Commercial Refrigeration         |
| <input type="checkbox"/> | Erickson Glass                | Glass Replacement                |
| <input type="checkbox"/> | GF Plumbing                   | Journeyman Plumber               |
| <input type="checkbox"/> | Haven Spa, Pool, Hearth       | Spa, Pool & Hearth Service/Sales |



**October 26, 2016**

**From:** Margaret Jeffries, Library Director

**To:** The Mayor and Members of the City Council

**Subject:** Library Department Report

### **Library Strategic Planning**

The Library will be closed to the public on **Saturday, November 5<sup>th</sup>** in order to hold a visioning and planning meeting with community members. This strategic planning meeting will be led by library consultant, Penny Hummel. We look forward to hearing from a diverse group of community members about the needs of our community and how the Library can form partnerships and utilize its resources to best respond.

### **Regular Events:**

**Note that storytimes will be held the weeks of 9/12 through 12/16 but not the week of Thanksgiving.**

### **Baby Lapsit**

Caregivers with children ages six months to two years are invited to join us for stories, fingerplays, songs, bounces, tickles, and other activities that support early brain development, language acquisition, and motor skill growth! Stay afterward for free play and socializing.

**Tuesdays, 1015am, Children's Room**

### **Toddler Time**

Songs, stories, dances, wiggles, and more for two- and three-year-olds and their caregivers! Storytime is designed to support early brain development, language acquisition, and motor skill growth. Stay afterward for free play and socializing.

**Wednesdays, 1115am, Children's Room**



### **Preschool Storytime**

In this program for three- to five-year-olds and their caregivers, we pair stories, songs, and dances with scientific inquiry and artistic expression in order to support children's development and growth -- and to have fun together!

**Thursdays, 1115am, Children's Room**

### **LEGO Club**

Visit the library for unstructured LEGO play time with our growing collection of donated LEGO sets. Duplo sets are also available for younger children. Come create with us! Lego Club is for children and teens of all ages.

**Alternate Thursdays (11/3, 11/17, 12/1, 12/15), 330pm-430pm, Hallway**

### **Previously Reported:**

#### **Costumed Storytime**

Whether you love dressing as a princess, a dinosaur, a superhero, or something else entirely, put on your favorite costume and join us for stories, songs, dances, wiggles, and more! Suggested ages 6 months through 5 years -- caregivers are also encouraged to participate.

**Wednesday, October 26, 1115am, Children's Room**

#### **NaNoWriMo Kick-Off Party**

Have you ever wanted to be a writer? Find out more about National Novel Writing Month (or NanNoWriMo), learn tips about how to plot your novel, play games, eat food, and hear from award-winning Science Fiction author Ken Scholes as he shares writing wisdom at the NaNoWriMo Kick-Off party!

**Thursday, October 27, 7pm, Auditorium**

#### **Pumpkin Painting**

Make the mess at our place! You bring the pumpkin and we provide the paints, brushes, and stencils for you to make a spooky, funny, or beautiful creation. Please call 503-397-4544 to register for this program. Children and teens of all ages are welcome.

**Friday, October 28, 3pm, On the Porch**

## **Friends of the St. Helens Public Library Quarterly Art Show: Artist Teresa Knight**

In 2015, the Friends of the St. Helens Public Library began hosting quarterly art shows at the Library to showcase Columbia County's creative community and bring creative people together to work as a group. With four art shows now under their belt, members of the Friends of the St. Helens Public Library plan to host art shows in February, May, August and November of each year. This month, the Library will host artwork by local artist Teresa Knight.

**November 1 – November 30, In the Library**

### **Artist Talk, Teresa Knight: The Art of Business...Or the Business of Art...the Necessary Evils of Selling Your Work - You Can Enjoy What You Do and Still Make Money**

"As a child growing up in the rural Northwest, I developed a deep appreciation for the outdoors. Exploring various disciplines of the arts, starting with pencils and ink, then branching into acrylic, oil, watercolor, and sculpture, I feel the subject chooses the medium, each having a unique facet of expression. As an artist, I prefer to work with realistic subjects. Nature fills me with inspiration and I pour that into art."

**Thursday, November 3, 7pm, In the Library**

#### **Calendar:**

- 10/26 Costumed Storytime, 11:15am, Children's Room
- 10/26 Library Consultant Conducts Focus Group with Educators
- 10/26 Friends of the Library Meeting, 530-630pm, Armstrong Room
- 10/27 NaNoWriMo Kick Off, 7pm, Auditorium
- 10/28 Pumpkin Painting, 3pm, On the Porch
- 11/1-30 Friends of the Library Quarterly Art Show – Artist Teresa Knight
- 11/3 LEGO Club, 330-430pm
- 11/3 Artist Talk: Teresa Knight, 7pm, In the Library
- 11/5 **Library Closed - Library Strategic Planning Stakeholders' Meeting**
- 11/11 **Library Closed – Veterans Day**
- 11/17 LEGO Club, 330-430pm
- 11/24-27 **Library Closed – Thanksgiving Holiday**