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## City of St. Helens COUNCIL AGENDA

**Wednesday, May 3, 2017**

City Council Chambers, 265 Strand Street, St. Helens

### City Council Members

Mayor Rick Scholl  
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. **7:00PM - CALL REGULAR SESSION TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ANNOUNCE & AWARD PRIZES TO "If I Were Mayor..." STUDENT CONTEST WINNERS**
4. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
5. **ORDINANCES – Final Reading**
  - A. **Ordinance No. 3215:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map and Zoning District Map to Expand the Riverfront District as Part of the City's Waterfront Planning Efforts; and to Amend the Comprehensive Plan Map and Zoning District Map from Heavy Industrial to Public Lands for Nob Hill Nature Park; and Amending the St. Helens Municipal Code Chapters 17.08, 17.16, 17.20, 17.32, 17.36, 17.88, 17.116, 19.08, and 19.12
6. **ORDINANCES – First Reading**
  - A. **Ordinance No. 3216:** An Ordinance to Annex and Designate Lots 19 and 20, Block 2, Golf Club Addition
7. **RESOLUTIONS**
  - A. **Resolution No. 1783:** A Resolution of the Common Council of the City of St. Helens Adopting a City Employee Compensation Plan for the Position of Associate Planner
8. **AWARD CONTRACT FOR 2017 SANITARY SEWER REHABILITATION PROJECT TO EMERY & SONS CONSTRUCTION GROUP FOR \$240,176**
9. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
  - A. Contract with Donovan Enterprises, Inc. for 2017 Utility Rate Study
  - B. Contract Payments
10. **CONSENT AGENDA FOR ACCEPTANCE**
  - A. Library Board Minutes dated September 20, October 18, November 15, 2016, January 10, January 17, February 21, and March 21, 2017
  - B. Arts & Cultural Commission Minutes dated March 28, 2017
  - C. Budget Committee Minutes dated May 5, 2016
  - D. Accounts Payable Bill List
11. **CONSENT AGENDA FOR APPROVAL**
  - A. OLCC Licenses
  - B. Council Work Session, Public Hearing and Regular Session Minutes dated April 5, 2017
  - C. Accounts Payable Bill List

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.

12. **MAYOR SCHOLL REPORTS**
13. **COUNCIL MEMBER REPORTS**
14. **DEPARTMENT REPORTS**
15. **ADJOURN**

**City of St. Helens**  
**ORDINANCE NO. 3215**

AN ORDINANCE TO AMEND THE CITY OF ST. HELENS COMPREHENSIVE PLAN MAP AND ZONING DISTRICT MAP TO EXPAND THE RIVERFRONT DISTRICT AS PART OF THE CITY'S WATERFRONT PLANNING EFFORTS; AND TO AMEND THE COMPREHENSIVE PLAN MAP AND ZONING DISTRICT MAP FROM HEAVY INDUSTRIAL TO PUBLIC LANDS FOR NOB HILL NATURE PARK; AND AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS 17.08, 17.16, 17.20, 17.32, 17.36, 17.88, 17.116, 19.08, AND 19.12

**WHEREAS**, pursuant to St. Helens Municipal Code 17.20.020(1)(c) the Planning Director initiated legislative changes to amend the City of St. Helens Comprehensive Plan Map and Zoning District Map as depicted in **Attachments "A," "B," and "C"** attached hereto and made part of this reference, and to adopt text amendments to the Community Development Code (St. Helens Municipal Code Title 17) and the St. Helens Comprehensive Plan (St. Helens Municipal Code Title 19); and

**WHEREAS**, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to: the Oregon Department of Land Conservation and Development on February 8, 2017, potentially affected property owners listed in the Columbia County Tax Assessor records agencies on February 23, 2017, and the local newspaper of record on March 1, 2017; and

**WHEREAS**, the St. Helens Planning Commission did hold a duly noticed public hearing on March 14, 2017 and, following deliberation, made a recommendation of approval to the City Council; and

**WHEREAS**, the St. Helens City Council conducted a public hearing on April 5, 2017 and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that the Comprehensive Plan Map amendments, Zoning District Map amendments, and text amendments to the Community Development Code (St. Helens Municipal Code Title 17) and the St. Helens Comprehensive Plan (St. Helens Municipal Code Title 19) be approved.

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

**Section 1.** The above recitations are true and correct and are incorporated herein by reference.

**Section 2.** The City of St. Helens Comprehensive Plan Map is amended as depicted in **Attachment "A"** and made part of this reference.

**Section 3.** The City of St. Helens Zoning District Map is amended as depicted in **Attachments "B" and "C"** and made part of this reference.

**Section 4.** The City of St. Helens Municipal Code is hereby amended, attached hereto as **Attachment "D"** and made part of this reference.

**Section 5.** The City hereby adopts the St. Helens Waterfront Framework Plan as part of the Development Code, attached hereto as **Attachment "E"** and made part of this reference.

**Section 6.** In support of the amendments described herein, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "F"** and made part of this reference.

**Section 7. 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 8.** 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 9.** 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: April 19, 2017  
Read the second time: May 3, 2017

**APPROVED AND ADOPTED** this 3<sup>rd</sup> day of May, 2017 by the following vote:

Ayes:

Nays:

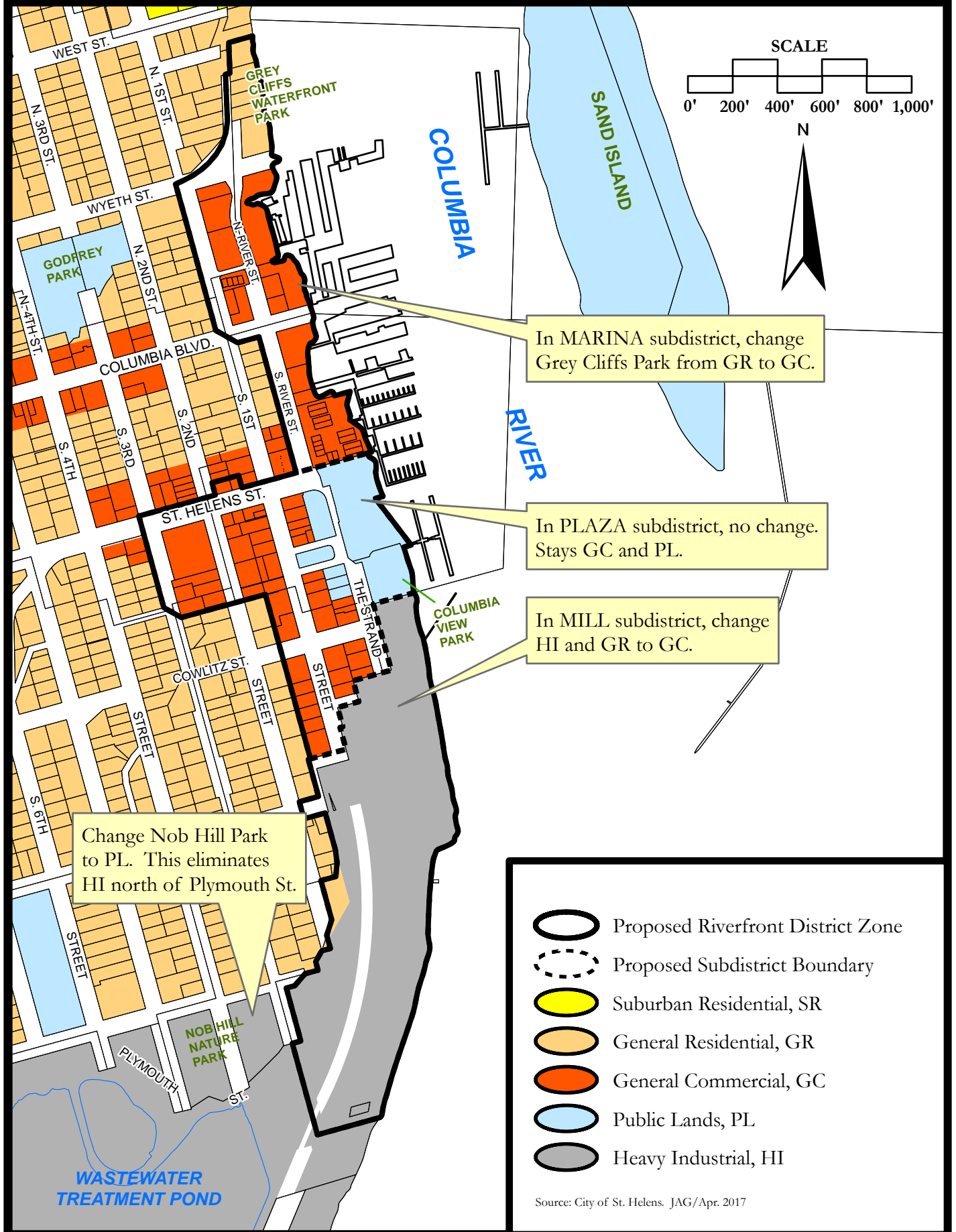
\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

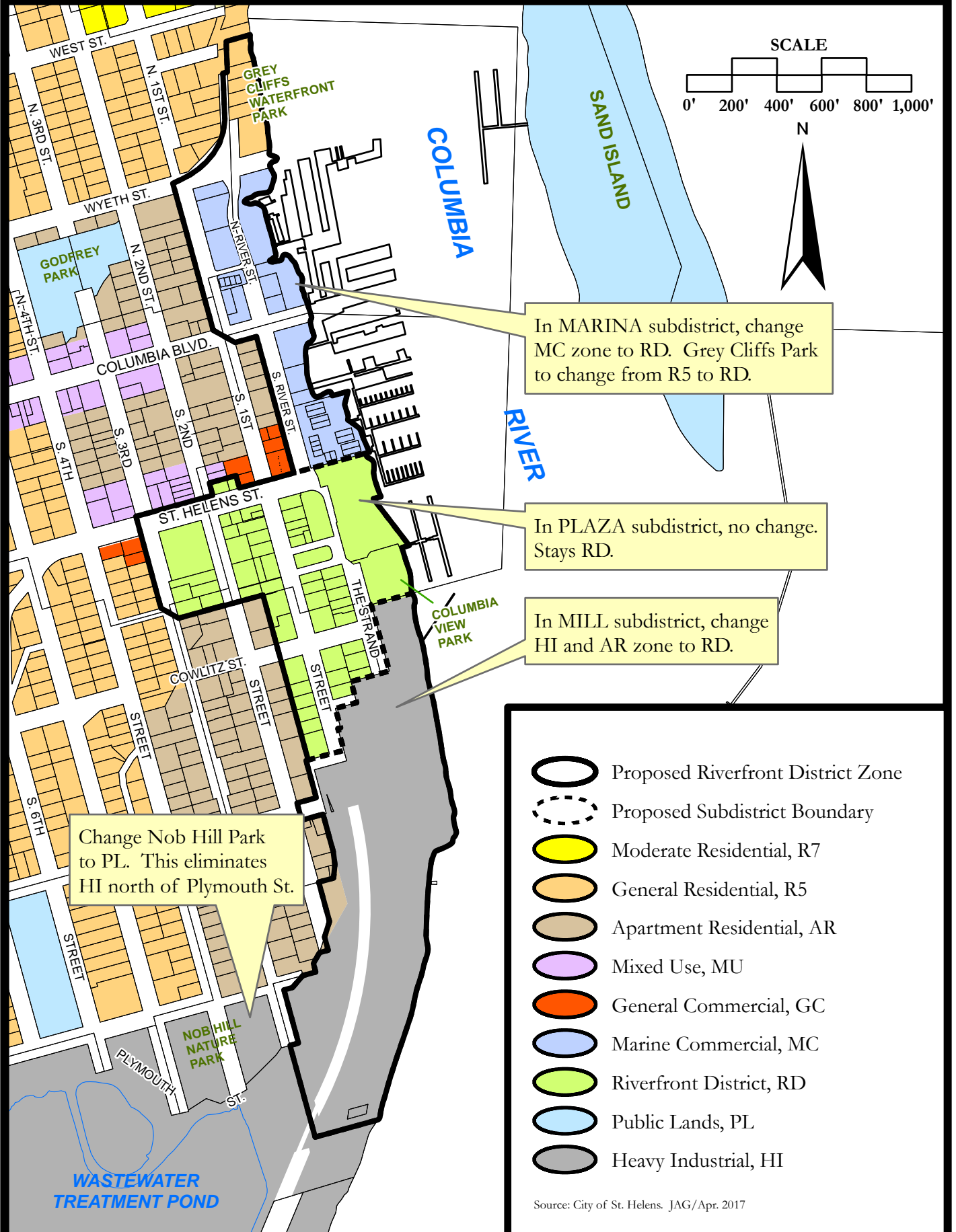
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Kathy Payne, City Recorder



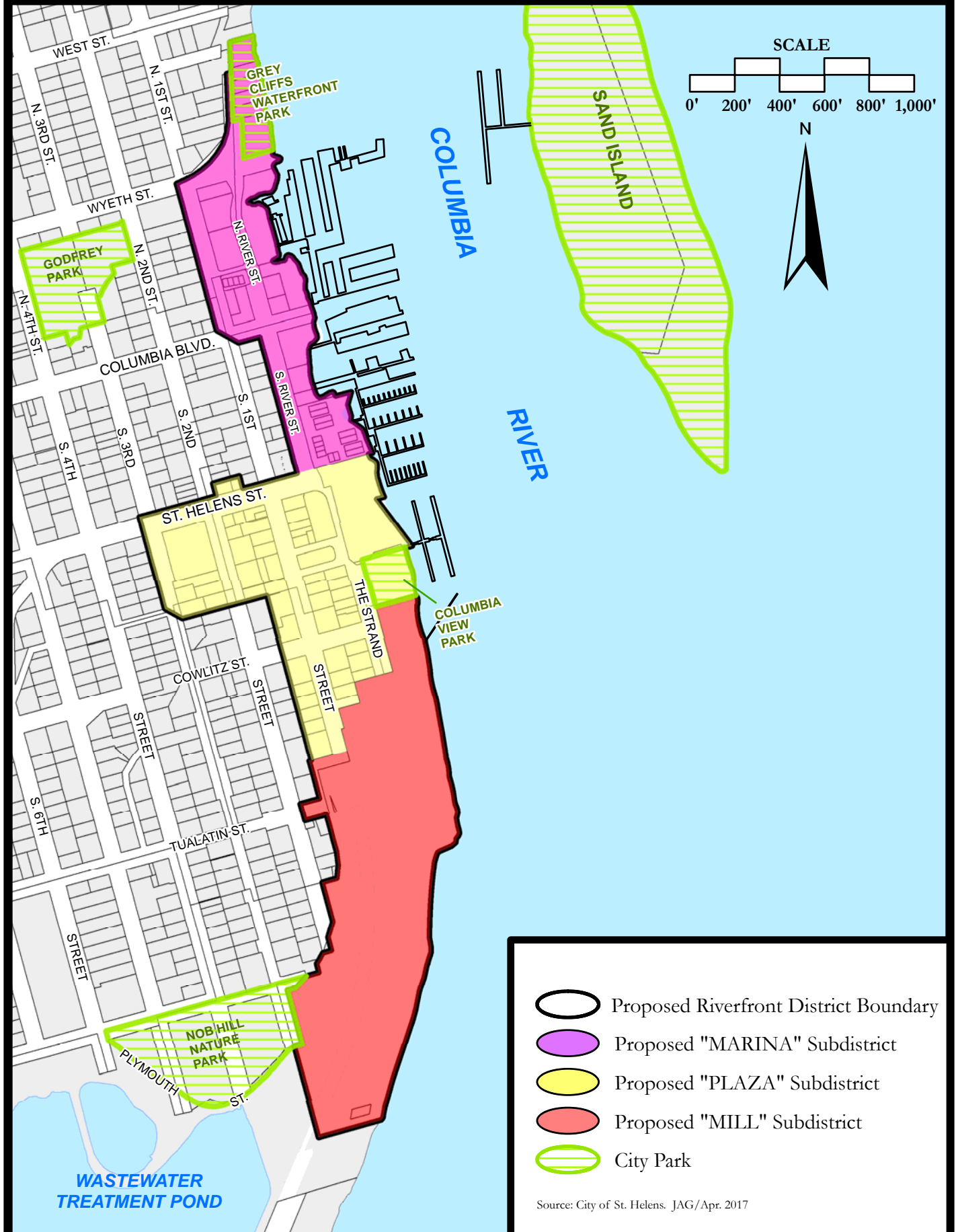
# ORD NO. 3215 - ATTACHMENT "A" - COMPREHENSIVE PLAN



# ORD NO. 3215 - ATTACHMENT "B" - ZONING



## ORD NO. 3215 - ATTACHMENT "C" - SUB DISTRICTS



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

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## **CHAPTER 17.08 AMENDMENTS TO THE CODE AND ZONE DISTRICT MAPS**

[...]

### **17.08.040 Quasi-judicial amendments and standards.**

[...]

#### **(1) Quasi-Judicial Amendments and Standards for Making Decisions.**

(a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards.

(i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and

(ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; ~~and~~

(iii) The standards applicable of any provision of this code or other applicable implementing ordinance; and

(iv) A proposed change to the St. Helens Zoning District Map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens Comprehensive Plan Map that facilitates a spot zoning is prohibited.

[...]

## **CHAPTER 17.16 DEFINITIONS**

[...]

“Animal hospital” means a place where animals or pets are given medical or surgical treatment and the boarding of animals is limited to short-term care incidental to the hospital use. See “animal sales and services, veterinary.”

“Animal kennel” means any structure or premises in which animals are kept, boarded, bred or trained for commercial gain. See “animal sales and services.”

“Animal sales and services” means establishments or places of business primarily engaged in animal-related sales and services. The following are animal sales and services use types:

“Animal sales and services, grooming” means grooming of dogs, cats, and similar small animals. Typical uses include dog bathing and clipping salons or pet grooming shops.

“Animal sales and services, kennels” means kennel services for dogs, cats, and similar small animals. Typical uses for a business venture include boarding kennels or dog training centers.

“Animal sales and services, retail” means pet stores that includes both live animals for sale and related retail items.

“Animal sales and services, veterinary (large animals)” means veterinary services for large animals. Typical uses include animal hospitals for large animals (horses, sheep) or veterinary hospitals for large animals. Small animals may be included as well.

“Animal sales and services, veterinary (small animals)” means veterinary services for small animals. Typical uses include pet clinics, dog and cat hospitals, or animal hospitals for small animals.

[...]

“Excavation” means the removal, placement, or replacement of earth or manmade materials as necessary to facilitate development of buildings and/or infrastructure, not including natural mineral resources development.

When a property or a portion of it is predominately composed of rock, removal of more rock than the minimum necessary to facilitate development shall be considered “mining and/or quarrying.”

[...]

“Mining and/or quarrying” means the extraction of minerals including: solids, such as sand, gravel, rock, coal and ores; liquids, such as crude petroleum; and gases, such as natural gases. The term also includes quarrying; well operation; milling, such as crushing, screening, washing and flotation; and other preparation customarily done at the mine site or as part of a mining activity.

Also, see “excavation.”

[...]

## **CHAPTER 17.20**

### **PROCEDURES FOR DECISION-MAKING – LEGISLATIVE**

[...]

#### **17.20.120 The standards of the decision.**

(1) The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

(a) The statewide planning goals and guidelines adopted under ORS Chapter 197,



including compliance with the Transportation Planning Rule, as described in SHMC 17.08.060;

(b) Any federal or state statutes or guidelines found applicable;

(c) The applicable comprehensive plan policies, procedures, appendices and maps; ~~and~~

(d) The applicable provisions of the implementing ordinances; ~~and~~

(e) A proposed change to the St. Helens Zoning District Map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens Comprehensive Plan Map that facilitates a spot zoning is prohibited.

[...]

## **CHAPTER 17.32 ZONES AND USES**

### **Sections:**

- 17.32.010 Classification of zones.
- 17.32.020 Zoning district map.
- 17.32.030 Determination of zoning boundaries.
- 17.32.040 Unlisted use – Authorization of similar use.
- 17.32.050 Suburban residential zone – R-10.
- 17.32.060 Moderate residential zone – R-7.
- 17.32.070 General residential zone – R-5.
- 17.32.080 Apartment residential zone – AR.
- 17.32.090 Mobile home residential zone – MHR.
- 17.32.095 Mixed use zone – MU.
- 17.32.100 Highway commercial – HC.
- 17.32.110 General commercial – GC.
- ~~17.32.120 Marine commercial – MC.~~
- 17.32.130 Light industrial – LI.
- 17.32.140 Heavy industrial – HI.
- 17.32.150 Public lands – PL.
- 17.32.160 Willamette Greenway – WG.
- 17.32.170 Riverfront district – RD.
- 17.32.171 Riverfront district – RD, Marina.
- 17.32.172 Riverfront district – RD, Plaza.
- 17.32.173 Riverfront district – RD, Mill.
- ~~17.32.1729~~ RD guidelines adopted.
- ~~17.32.17580~~ Houlton business district – HBD.
- ~~17.32.180 Waterfront redevelopment overlay district – WROD.~~

### **17.32.010 Classification of zones.**

All areas within the corporate limits of the city of St. Helens are divided into zoning districts. The use of each tract and ownership of land within the corporate limits is limited to those uses permitted by the zoning classification applicable to each such tract as designated in the following table. The zoning districts within the city of St. Helens are hereby classified and designated as follows:

Suburban Residential	R-10
Moderate Residential	R-7
General Residential	R-5
Apartment Residential	AR
Mobile Home Residential	MHR
Mixed Use	MU
Highway Commercial	HC
General Commercial	GC
<del>Marine Commercial</del>	<del>MC</del>
Light Industrial	LI
Heavy Industrial	HI
Willamette Greenway	WG
Public Lands	PL
Riverfront District	RD
Houlton Business District	HBD

[...]

### **17.32.050 Suburban Residential Zone – R10**

[...]

(5) ~~Additional Requirements. All Chapters of the Development Code apply.~~

~~(a) Residential density transition, SHMC 17.56.040.~~

~~(b) Overlay districts chapters:~~

~~(i) 17.148, Planned Development,~~

~~(ii) 17.36, Historic Sites and Overlay District,~~

~~(iii) 17.44, Sensitive Lands, and~~

~~(iv) 17.48, Solar Access Requirements.~~

~~(c) Supplemental provisions chapters:~~

~~(i) 17.52, Environmental Performance Standards,~~

~~(ii) 17.56, Density Computations,~~

- ~~(iii) 17.60, Manufactured/Mobile Home Regulations,~~
- ~~(iv) 17.64, Additional Yard Setback Requirements and Exceptions,~~
- ~~(v) 17.68, Building Height Limitations—Exceptions,~~
- ~~(vi) 17.72, Landscaping and Screening,~~
- ~~(vii) 17.76, Visual Clearance Areas,~~
- ~~(viii) 17.80, Off-Street Parking and Loading Requirements,~~
- ~~(ix) 17.84, Access, Egress, and Circulation, and~~
- ~~(x) 17.88, Signs.~~
- ~~(d) Site development review, Chapter 17.96 SHMC.~~
- ~~(e) Development and administration chapters:~~
  - ~~(i) 17.100, Conditional Use,~~
  - ~~(ii) 17.104, Nonconforming Situations,~~
  - ~~(iii) 17.108, Variance,~~
  - ~~(iv) 17.116, Temporary Uses,~~
  - ~~(v) 17.120, Home Occupations,~~
  - ~~(vi) 17.124, Accessory Structures, and~~
  - ~~(vii) 17.132, Tree Removal.~~
- ~~(f) Land division chapters:~~
  - ~~(i) 17.136, Land Division—Subdivision,~~
  - ~~(ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
  - ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
  - ~~(iv) 17.144, Expedited Land Divisions.~~

[...]

### **17.32.060 Moderate Residential Zone – R7**

[...]

(3) Conditional Uses (See Chapter 17.100 SHMC). In an R-7 zone, the following conditional uses may be permitted upon application:

- (a) Auxiliary dwelling units.
- (b) Bed and breakfast, homestay, boarding house.
- (c) Children's day care/day nursery.
- (d) Community recreation ~~including structures~~ facility.
- ~~(e) Cultural exhibits and library services.~~
- ~~(e) (f)~~ Duplex residential units.
- ~~(f) (g)~~ Neighborhood store/plaza.
- ~~(g) (h)~~ Elderly/convalescent home.
- ~~(h) (i)~~ Private park.
- ~~(i) (j)~~ Public facilities, major.
- ~~(j) (k)~~ Public safety facilities.
- ~~(k) (l)~~ Religious assembly.

[...]

(5) ~~Additional Requirements.~~ All Chapters of the Development Code apply.



- ~~(a) Residential density transition, SHMC-17.56.040.~~
- ~~(b) Overlay districts chapters:~~
  - ~~(i) 17.148, Planned Development,~~
  - ~~(ii) 17.36, Historic Sites and Overlay District,~~
  - ~~(iii) 17.44, Sensitive Lands, and~~
  - ~~(iv) 17.48, Solar Access Requirements.~~
- ~~(c) Supplemental provisions chapters:~~
  - ~~(i) 17.52, Environmental Performance Standards,~~
  - ~~(ii) 17.56, Density Computations,~~
  - ~~(iii) 17.60, Manufactured/Mobile Home Regulations,~~
  - ~~(iv) 17.64, Additional Yard Setback Requirements and Exceptions,~~
  - ~~(v) 17.68, Building Height Limitations—Exceptions,~~
  - ~~(vi) 17.72, Landscaping and Screening,~~
  - ~~(vii) 17.76, Visual Clearance Areas,~~
  - ~~(viii) 17.80, Off-Street Parking and Loading Requirements,~~
  - ~~(ix) 17.84, Access, Egress, and Circulation, and~~
  - ~~(x) 17.88, Signs.~~
- ~~(d) Site development review, Chapter 17.96 SHMC.~~
- ~~(e) Development and administration chapters:~~
  - ~~(i) 17.100, Conditional Use,~~
  - ~~(ii) 17.104, Nonconforming Situations,~~
  - ~~(iii) 17.108, Variance,~~
  - ~~(iv) 17.116, Temporary Uses,~~
  - ~~(v) 17.120, Home Occupations,~~
  - ~~(vi) 17.124, Accessory Structures, and~~
  - ~~(vii) 17.132, Tree Removal.~~
- ~~(f) Land division chapters:~~
  - ~~(i) 17.136, Land Division—Subdivision,~~
  - ~~(ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
  - ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
  - ~~(iv) 17.144, Expedited Land Divisions.~~

[...]

## **17.32.070 General Residential Zone – R5**

[...]

- (5) Additional Requirements. All Chapters of the Development Code apply.
  - ~~(a) Residential density transition, SHMC-17.56.040.~~
  - ~~(b) Overlay districts chapters:~~
    - ~~(i) 17.148, Planned Development,~~
    - ~~(ii) 17.36, Historic Sites and Overlay District,~~
    - ~~(iii) 17.44, Sensitive Lands, and~~
    - ~~(iv) 17.48, Solar Access Requirements.~~
  - ~~(c) Supplemental provisions chapters:~~

- (i) ~~17.52, Environmental Performance Standards,~~
- (ii) ~~17.56, Density Computations,~~
- (iii) ~~17.60, Manufactured/Mobile Home Regulations,~~
- (iv) ~~17.64, Additional Yard Setback Requirements and Exceptions,~~
- (v) ~~17.68, Building Height Limitations—Exceptions,~~
- (vi) ~~17.72, Landscaping and Screening,~~
- (vii) ~~17.76, Visual Clearance Areas,~~
- (viii) ~~17.80, Off Street Parking and Loading Requirements,~~
- (ix) ~~17.84, Access, Egress, and Circulation, and~~
- (x) ~~17.88, Signs.~~
- (d) ~~Site development review, Chapter 17.96 SHMC.~~
- (e) ~~Development and administration chapters:~~
  - (i) ~~17.100, Conditional Use,~~
  - (ii) ~~17.104, Nonconforming Situations,~~
  - (iii) ~~17.108, Variance,~~
  - (iv) ~~17.116, Temporary Uses,~~
  - (v) ~~17.120, Home Occupations,~~
  - (vi) ~~17.124, Accessory Structures, and~~
  - (vii) ~~17.132, Tree Removal.~~
- (f) ~~Land division chapters:~~
  - (i) ~~17.136, Land Division—Subdivision,~~
  - (ii) ~~17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
  - (iii) ~~17.152, Street and Utility Improvement Standards, and~~
  - (iv) ~~17.144, Expedited Land Divisions.~~

[...]

### **17.32.080 Apartment Residential Zone – AR**

[...]

- (5) Additional Requirements. All Chapters of the Development Code apply.
  - (a) ~~Residential density transition, SHMC 17.56.040.~~
  - (b) ~~Overlay districts chapters:~~
    - (i) ~~17.148, Planned Development,~~
    - (ii) ~~17.36, Historic Sites and Overlay District,~~
    - (iii) ~~17.44, Sensitive Lands, and~~
    - (iv) ~~17.48, Solar Access Requirements.~~
  - (c) ~~Supplemental provisions chapters:~~
    - (i) ~~17.52, Environmental Performance Standards,~~
    - (ii) ~~17.56, Density Computations,~~
    - (iii) ~~17.60, Manufactured/Mobile Home Regulations,~~
    - (iv) ~~17.64, Additional Yard Setback Requirements and Exceptions,~~
    - (v) ~~17.68, Building Height Limitations—Exceptions,~~
    - (vi) ~~17.72, Landscaping and Screening,~~
    - (vii) ~~17.76, Visual Clearance Areas,~~

- ~~(viii) 17.80, Off-Street Parking and Loading Requirements,~~
- ~~(ix) 17.84, Access, Egress, and Circulation, and~~
- ~~(x) 17.88, Signs.~~
- ~~(d) Site development review, Chapter 17.96 SHMC.~~
- ~~(e) Development and administration chapters:~~
  - ~~(i) 17.100, Conditional Use,~~
  - ~~(ii) 17.104, Nonconforming Situations,~~
  - ~~(iii) 17.108, Variance,~~
  - ~~(iv) 17.116, Temporary Uses,~~
  - ~~(v) 17.120, Home Occupations,~~
  - ~~(vi) 17.124, Accessory Structures, and~~
  - ~~(vii) 17.132, Tree Removal.~~
- ~~(f) Land division chapters:~~
  - ~~(i) 17.136, Land Division—Subdivision,~~
  - ~~(ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
  - ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
  - ~~(iv) 17.144, Expedited Land Divisions.~~

[...]

### **17.32.090 Mobile Home Residential Zone – MHR**

[...]

- (5) Additional Requirements: All Chapters of the Development Code apply.
  - ~~(a) Residential density transition, SHMC 17.56.040.~~
  - ~~(b) Overlay districts chapters:~~
    - ~~(i) 17.148, Planned Development,~~
    - ~~(ii) 17.36, Historic Sites and Overlay District,~~
    - ~~(iii) 17.44, Sensitive Lands, and~~
    - ~~(iv) 17.48, Solar Access Requirements.~~
  - ~~(c) Supplemental provisions chapters:~~
    - ~~(i) 17.52, Environmental Performance Standards,~~
    - ~~(ii) 17.56, Density Computations,~~
    - ~~(iii) 17.60, Manufactured/Mobile Home Regulations,~~
    - ~~(iv) 17.64, Additional Yard Setback Requirements and Exceptions,~~
    - ~~(v) 17.68, Building Height Limitations—Exceptions,~~
    - ~~(vi) 17.72, Landscaping and Screening,~~
    - ~~(vii) 17.76, Visual Clearance Areas,~~
    - ~~(viii) 17.80, Off-Street Parking and Loading Requirements,~~
    - ~~(ix) 17.84, Access, Egress, and Circulation, and~~
    - ~~(x) 17.88, Signs.~~
  - ~~(d) Site development review, Chapter 17.96 SHMC.~~
  - ~~(e) Development and administration chapters:~~
    - ~~(i) 17.100, Conditional Use,~~
    - ~~(ii) 17.104, Nonconforming Situations,~~

- ~~(iii) 17.108, Variance,~~
- ~~(iv) 17.116, Temporary Uses,~~
- ~~(v) 17.120, Home Occupations,~~
- ~~(vi) 17.124, Accessory Structures, and~~
- ~~(vii) 17.132, Tree Removal.~~
- ~~(f) Land division chapters:~~
  - ~~(i) 17.136, Land Division—Subdivision,~~
  - ~~(ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
  - ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
  - ~~(iv) 17.144, Expedited Land Divisions.~~

[...]

### **17.32.095 Mixed Use Zone – MU**

[...]

(2) Uses Permitted Outright. In an MU zone, the following uses are permitted outright subject to the provisions of this code and especially the chapter on site development review (Chapter 17.96 SHMC):

- (a) Animal sales and services: grooming, kennels, retail and veterinary (small animals).
- ~~(a)~~ (b) Car washes.
- ~~(b)~~ (c) Congregate housing.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

(3) Conditional Uses. In the MU zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

- (a) Auxiliary dwelling units.
- (b) Amusement services.
- ~~(c) Animal sales and services, grooming, kennels, and veterinary (small animals).~~
- ~~(d)~~ (c) Bar.
- ~~(e)~~ (d) Bed and breakfast facilities, homestay, and boarding house.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

(5) ~~Additional Requirements.~~ All Chapters of the Development Code apply.

- ~~(a) Residential density transition, SHMC 17.56.040.~~
- ~~(b) Overlay districts chapters:~~
  - ~~(i) 17.148, Planned Development,~~
  - ~~(ii) 17.36, Historic Sites and Overlay District,~~

- ~~(iii) 17.44, Sensitive Lands, and~~
- ~~(iv) 17.48, Solar Access Requirements.~~
- ~~(c) Supplemental provisions chapters:~~
  - ~~(i) 17.52, Environmental Performance Standards,~~
  - ~~(ii) 17.56, Density Computations,~~
  - ~~(iii) 17.60, Manufactured/Mobile Home Regulations,~~
  - ~~(iv) 17.64, Additional Yard Setback Requirements and Exceptions,~~
  - ~~(v) 17.68, Building Height Limitations—Exceptions,~~
  - ~~(vi) 17.72, Landscaping and Screening,~~
  - ~~(vii) 17.76, Visual Clearance Areas,~~
  - ~~(viii) 17.80, Off-Street Parking and Loading Requirements,~~
  - ~~(ix) 17.84, Access, Egress, and Circulation, and~~
  - ~~(x) 17.88, Signs.~~
- ~~(d) Site development review, Chapter 17.96 SHMC.~~
- ~~(e) Development and administration chapters:~~
  - ~~(i) 17.100, Conditional Use,~~
  - ~~(ii) 17.104, Nonconforming Situations,~~
  - ~~(iii) 17.108, Variance,~~
  - ~~(iv) 17.116, Temporary Uses,~~
  - ~~(v) 17.120, Home Occupations,~~
  - ~~(vi) 17.124, Accessory Structures, and~~
  - ~~(vii) 17.132, Tree Removal.~~
- ~~(f) Land division chapters:~~
  - ~~(i) 17.136, Land Division—Subdivision,~~
  - ~~(ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
  - ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
  - ~~(iv) 17.144, Expedited Land Divisions.~~

[...]

### **17.32.100 Highway Commercial – HC**

[...]

(2) Uses Permitted Outright. In an HC zone, the following uses are permitted outright subject to the provisions of this code and in particular the chapter on site development review (Chapter 17.96 SHMC):

(a) Animal sales and services: grooming, kennels, retail, veterinary (small animals), and veterinary (large animals).

~~(a)~~ (b) Boat, trailer and recreational vehicle equipment sales, service and repair.

~~(b)~~ (c) Building supply firms that conduct business completely within an enclosed building except for outdoor storage.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

(3) Conditional Uses. In the HC zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

- (a) Amusement services.
- ~~(b) Animal sales and services, grooming, kennels, and veterinary (small animals).~~
- ~~(c) (b)~~ Dry cleaners and laundromats.
- ~~(d) (c)~~ Dwelling units above outright permitted uses.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

(5) ~~Additional Requirements. All Chapters of the Development Code apply.~~

- ~~(a) Residential density transition, SHMC-17.56.040.~~
- ~~(b) Overlay districts chapters:~~
  - ~~(i) 17.148, Planned Development,~~
  - ~~(ii) 17.36, Historic Sites and Overlay District,~~
  - ~~(iii) 17.44, Sensitive Lands, and~~
- ~~(c) Supplemental provisions chapters:~~
  - ~~(i) 17.52, Environmental Performance Standards,~~
  - ~~(ii) 17.56, Density Computations,~~
  - ~~(iii) 17.60, Manufactured/Mobile Home Regulations,~~
  - ~~(iv) 17.64, Additional Yard Setback Requirements and Exceptions,~~
  - ~~(v) 17.68, Building Height Limitations—Exceptions,~~
  - ~~(vi) 17.72, Landscaping and Screening,~~
  - ~~(vii) 17.76, Visual Clearance Areas,~~
  - ~~(viii) 17.80, Off Street Parking and Loading Requirements,~~
  - ~~(ix) 17.84, Access, Egress, and Circulation, and~~
  - ~~(x) 17.88, Signs.~~
- ~~(d) Site development review, Chapter 17.96 SHMC.~~
- ~~(e) Development and administration chapters:~~
  - ~~(i) 17.100, Conditional Use,~~
  - ~~(ii) 17.104, Nonconforming Situations,~~
  - ~~(iii) 17.108, Variance,~~
  - ~~(iv) 17.116, Temporary Uses,~~
  - ~~(v) 17.120, Home Occupations,~~
  - ~~(vi) 17.124, Accessory Structures, and~~
  - ~~(vii) 17.132, Tree Removal.~~
- ~~(f) Land division chapters:~~
  - ~~(i) 17.136, Land Division—Subdivision,~~
  - ~~(ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
  - ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
  - ~~(iv) 17.144, Expedited Land Divisions.~~

[...]

## 17.32.110 General Commercial – GC

[...]

(2) Uses Permitted Outright. In a GC zone, the following uses are permitted outright subject to the provisions of this code and especially the chapter on site development review (Chapter 17.96 SHMC):

(a) Animal sales and services: grooming, kennels, retail, veterinary (small animals), and veterinary (large animals).

~~(a)~~ (b) Car washes.

~~(b)~~ (c) Cultural and library services.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

(3) Conditional Uses. In the GC zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

(a) Amusement services.

~~(b) Animal sales and services, grooming, kennels, and veterinary (small animals).~~

~~(c)~~ (b) Bar.

~~(d)~~ (c) Bed and breakfast facilities, homestay, and boarding house.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

~~(5) Additional Requirements. All Chapters of the Development Code apply.~~

~~(a) Residential density transition, SHMC 17.56.040.~~

~~(b) Overlay districts chapters:~~

~~(i) 17.148, Planned Development,~~

~~(ii) 17.36, Historic Sites and Overlay District,~~

~~(iii) 17.44, Sensitive Lands, and~~

~~(c) Supplemental provisions chapters:~~

~~(i) 17.52, Environmental Performance Standards,~~

~~(ii) 17.56, Density Computations,~~

~~(iii) 17.60, Manufactured/Mobile Home Regulations,~~

~~(iv) 17.64, Additional Yard Setback Requirements and Exceptions,~~

~~(v) 17.68, Building Height Limitations—Exceptions,~~

~~(vi) 17.72, Landscaping and Screening,~~

~~(vii) 17.76, Visual Clearance Areas,~~

~~(viii) 17.80, Off-Street Parking and Loading Requirements,~~

~~(ix) 17.84, Access, Egress, and Circulation, and~~

~~(x) 17.88, Signs.~~

- ~~(d) Site development review, Chapter 17.96 SHMC.~~
- ~~(e) Development and administration chapters:~~
  - ~~(i) 17.100, Conditional Use,~~
  - ~~(ii) 17.104, Nonconforming Situations,~~
  - ~~(iii) 17.108, Variance,~~
  - ~~(iv) 17.116, Temporary Uses,~~
  - ~~(v) 17.120, Home Occupations,~~
  - ~~(vi) 17.124, Accessory Structures, and~~
  - ~~(vii) 17.132, Tree Removal.~~
- ~~(f) Land division chapters:~~
  - ~~(i) 17.136, Land Division—Subdivision,~~
  - ~~(ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
  - ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
  - ~~(iv) 17.144, Expedited Land Divisions.~~

[...]

### **17.32.120 Marine Commercial—MC**

~~(1) Purpose. The MC zone is intended to encourage a wide range of water-related activities both commercial and residential.~~

~~(2) Uses Permitted Outright. In the MC zone the following uses are permitted outright subject to the provisions of this code and especially the site development review chapter (Chapter 17.96 SHMC):~~

- ~~(a) Boathouses.~~
- ~~(b) Boat launching or moorage facilities and marine boat charter services.~~
- ~~(c) Boat or marine equipment sales, service, storage, rental, or repair (including gas for marine vehicle use).~~
- ~~(d) Dwellings located above permitted uses (use AR standards, except yard requirements, which are based on the use at ground level below the dwelling or dwellings).~~
- ~~(e) Eating and drinking establishments including carry out.~~
- ~~(f) Home occupation in dwelling unit (per Chapter 17.120 SHMC).~~
- ~~(g) Hotels and motels.~~
- ~~(h) Houseboats.~~
- ~~(i) Parking lots.~~
- ~~(j) Public facility, minor.~~
- ~~(k) Public parks and public recreational facilities.~~
- ~~(l) Retail sale of sporting goods, groceries, and similar commodities required by marine recreationists.~~
- ~~(m) Retail sale of handiwork and tourist goods.~~
- ~~(n) Marine related club facility.~~

~~(3) Conditional Uses. In the MC zone the following uses may be permitted upon approval subject to the provisions of this code, especially those in Chapter 17.100 SHMC for conditional uses:~~

- ~~(a) Commercial amusement and recreational facilities.~~
- ~~(b) Multidwelling units (must comply with AR standards and other applicable sections of~~



this code).

- ~~(c) Private parks.~~
- ~~(d) Public facilities, major.~~
- ~~(e) Travel trailer parks.~~

~~(4) Standards. In the MC zone the following standards shall apply:~~

~~(a) The maximum building height shall be determined on a case by case basis (see SHMC 17.68.040).~~

~~(b) Outdoor storage abutting or facing a lot in a residential zone shall comply with Chapter 17.72-SHMC.~~

~~(c) The maximum lot coverage including all impervious surfaces shall be 90 percent.~~

~~(d) The minimum landscaping shall be 10 percent of gross land area associated with the use.~~

~~(5) Additional Requirements.~~

~~(a) Residential density transition, SHMC 17.56.040.~~

~~(b) Overlay districts chapters:~~

- ~~(i) 17.148, Planned Development,~~
- ~~(ii) 17.36, Historic Sites and Overlay District,~~
- ~~(iii) 17.44, Sensitive Lands, and~~
- ~~(iv) 17.48, Solar Access Requirements.~~

~~(c) Supplemental provisions chapters:~~

- ~~(i) 17.52, Environmental Performance Standards,~~
- ~~(ii) 17.56, Density Computations,~~
- ~~(iii) 17.60, Manufactured/Mobile Home Regulations,~~
- ~~(iv) 17.64, Additional Yard Setback Requirements and Exceptions,~~
- ~~(v) 17.68, Building Height Limitations—Exceptions,~~
- ~~(vi) 17.72, Landscaping and Screening,~~
- ~~(vii) 17.76, Visual Clearance Areas,~~
- ~~(viii) 17.80, Off Street Parking and Loading Requirements,~~
- ~~(ix) 17.84, Access, Egress, and Circulation, and~~
- ~~(x) 17.88, Signs.~~

~~(d) Site development review, Chapter 17.96 SHMC.~~

~~(e) Development and administration chapters:~~

- ~~(i) 17.100, Conditional Use,~~
- ~~(ii) 17.104, Nonconforming Situations,~~
- ~~(iii) 17.108, Variance,~~
- ~~(iv) 17.116, Temporary Uses,~~
- ~~(v) 17.120, Home Occupations,~~
- ~~(vi) 17.124, Accessory Structures, and~~
- ~~(vii) 17.132, Tree Removal.~~

~~(f) Land division chapters:~~

- ~~(i) 17.136, Land Division—Subdivision,~~
- ~~(ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
- ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
- ~~(iv) 17.144, Expedited Land Divisions.~~

[...]

### 17.32.130 Light Industrial – LI

[...]

(2) Uses Permitted Outright. In the LI zone the following buildings and uses are permitted after compliance with the provisions of this section and others of this code:

(a) Agricultural supplies/sales, machinery sales and repairs but not slaughterhouses or tanneries.

(b) Animal sales and services: kennels, veterinary (small animals), and veterinary (large animals).

~~(b)~~ (c) Auction sales, services and repairs.

~~(c)~~ (d) Boat repairs.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

(3) Conditional Uses. In the LI zone, in addition to the buildings and uses permitted outright, a conditional use permit can be granted for the following buildings and uses:

~~(a) Animal hospitals and dog kennels/pounds.~~

~~(b)~~ (a) Bar.

~~(c)~~ (b) Child care facilities.

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

(4) Standards.

(a) The standards for the LI zone shall be determined by the proximity to residential zones and the anticipated off-site impacts. ~~Further standards shall be in accordance with the following:~~

~~(a) Overlay districts chapters:~~

~~(i) 17.148, Planned Development,~~

~~(ii) 17.36, Historic Sites and Overlay District, and~~

~~(iii) 17.44, Sensitive Lands.~~

~~(b) Supplemental provisions chapters:~~

~~(i) 17.52, Environmental Performance Standards,~~

~~(ii) 17.56, Density Computations,~~

~~(iii) 17.60, Manufactured/Mobile Home Regulations,~~

~~(iv) 17.64, Additional Yard Setback Requirements and Exceptions,~~

~~(v) 17.68, Building Height Limitations—Exceptions,~~

~~(vi) 17.72, Landscaping and Screening,~~

~~(vii) 17.76, Visual Clearance Areas,~~

~~(viii) 17.80, Off-Street Parking and Loading Requirements,~~

~~(ix) 17.84, Access, Egress, and Circulation, and~~

- ~~(x) 17.88, Signs.~~
- ~~(c) Site development review, Chapter 17.96 SHMC.~~
- ~~(d) Development and administration chapters:~~
  - ~~(i) 17.100, Conditional Use,~~
  - ~~(ii) 17.104, Nonconforming Situations,~~
  - ~~(iii) 17.108, Variance,~~
  - ~~(iv) 17.116, Temporary Uses,~~
  - ~~(v) 17.120, Home Occupations,~~
  - ~~(vi) 17.124, Accessory Structures, and~~
  - ~~(vii) 17.132, Tree Removal.~~
- ~~(e) Land division chapters:~~
  - ~~(i) 17.136, Land Division — Subdivision,~~
  - ~~(ii) 17.140, Land Division — Land Partitioning — Lot Line Adjustment,~~
  - ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
  - ~~(iv) 17.144, Expedited Land Divisions.~~
- ~~(f) (b) The maximum height within 100 feet of any residential zone shall be 35 feet.~~
- (5) All Chapters of the Development Code apply.

[...]

### **17.32.140 Heavy Industrial – HI**

[...]

(4) Standards. The standards for the HI zone shall be determined by the proximity to residential zones and the anticipated off-site impacts.

(a) No off-site impacts are permitted which exceed the standards of this code on lands permitting dwellings.

(b) The city noise ordinance and adopted DEQ regulations for locations near noise-sensitive uses such as dwellings, churches, schools and hospitals shall be the noise standard for off-site impacts.

(c) Vibrations that are continuous, frequent or repetitive and discernible to a person of normal sensibilities on nonindustrial zoned lands are prohibited except as listed below (continuous, frequent or repetitive vibrations shall not exceed 0.002g peak on nonindustrial lands):

(i) Vibrations from temporary construction and vehicles which leave the site, such as trucks, trains, and helicopters, are excluded. Vibrations from primarily on-site vehicles and equipment are included.

(ii) Vibrations of no more than five minutes in any one day shall not be deemed continuous, frequent or repetitive for this regulation.

(d) Glare shall not directly or indirectly from reflection cause illumination in excess of 0.5 foot candles on nonindustrial zoned lands. Glare is illumination caused by incandescent, fluorescent or arc lighting or from high temperature processes such as welding or metallurgical refining.

(e) No off-site impacts from odor, dust, smoke, gas or chemical contaminants shall exceed the applicable local, state or federal standards.

(f) The maximum height within 100 feet of any residential zone shall be 35 feet.

(5) Additional Requirements. All Chapters of the Development Code apply.

~~(a) Overlay districts chapters:~~

- ~~(i) 17.148, Planned Development,~~
- ~~(ii) 17.36, Historic Sites and Overlay District, and~~
- ~~(iii) 17.44, Sensitive Lands.~~

~~(b) Supplemental provisions chapters:~~

- ~~(i) 17.52, Environmental Performance Standards,~~
- ~~(ii) 17.56, Density Computations,~~
- ~~(iii) 17.60, Manufactured/Mobile Home Regulations,~~
- ~~(iv) 17.64, Additional Yard Setback Requirements and Exceptions,~~
- ~~(v) 17.68, Building Height Limitations—Exceptions,~~
- ~~(vi) 17.72, Landscaping and Screening,~~
- ~~(vii) 17.76, Visual Clearance Areas,~~
- ~~(viii) 17.80, Off-Street Parking and Loading Requirements,~~
- ~~(ix) 17.84, Access, Egress, and Circulation, and~~
- ~~(x) 17.88, Signs.~~

~~(c) Site development review, Chapter 17.96 SHMC.~~

~~(d) Development and administration chapters:~~

- ~~(i) 17.100, Conditional Use,~~
- ~~(ii) 17.104, Nonconforming Situations,~~
- ~~(iii) 17.108, Variance,~~
- ~~(iv) 17.116, Temporary Uses,~~
- ~~(v) 17.120, Home Occupations,~~
- ~~(vi) 17.124, Accessory Structures, and~~
- ~~(vii) 17.132, Tree Removal.~~

~~(e) Land division chapters:~~

- ~~(i) 17.136, Land Division—Subdivision,~~
- ~~(ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,~~
- ~~(iii) 17.152, Street and Utility Improvement Standards, and~~
- ~~(iv) 17.144, Expedited Land Divisions.~~

~~(f) The maximum height within 100 feet of any residential zone shall be 35 feet.~~

[...]

### **17.32.150 Public Lands – PL**

[...]

(5) Additional Requirements. All Chapters of the Development Code apply.

~~(a) Overlay districts chapters:~~

- ~~(i) 17.148, Planned Development,~~
- ~~(ii) 17.36, Historic Sites and Overlay District, and~~
- ~~(iii) 17.44, Sensitive Lands.~~

~~(b) Supplemental provisions chapters:~~

- (i) 17.52, Environmental Performance Standards,
- (ii) 17.56, Density Computations,
- (iii) 17.60, Manufactured/Mobile Home Regulations,
- (iv) 17.64, Additional Yard Setback Requirements and Exceptions,
- (v) 17.68, Building Height Limitations—Exceptions,
- (vi) 17.72, Landscaping and Screening,
- (vii) 17.76, Visual Clearance Areas,
- (viii) 17.80, Off Street Parking and Loading Requirements,
- (ix) 17.84, Access, Egress, and Circulation, and
- (x) 17.88, Signs.
- (c) Site development review, Chapter 17.96 SHMC.
- (d) Development and administration chapters:
  - (i) 17.100, Conditional Use,
  - (ii) 17.104, Nonconforming Situations,
  - (iii) 17.108, Variance,
  - (iv) 17.116, Temporary Uses,
  - (v) 17.120, Home Occupations,
  - (vi) 17.124, Accessory Structures, and
  - (vii) 17.132, Tree Removal.
- (e) Land division chapters:
  - (i) 17.136, Land Division—Subdivision,
  - (ii) 17.140, Land Division—Land Partitioning—Lot Line Adjustment,
  - (iii) 17.152, Street and Utility Improvement Standards, and
  - (iv) 17.144, Expedited Land Divisions.

[...]

### **17.32.170 Riverfront District – RD.**

The Riverfront District represents the lands along the St. Helens waterfront that are not designated principally as industrial or residential. These lands provide a mix of uses and generally have greater public access and interaction with the Columbia River or Multnomah Channel. The Riverfront District is divided into sub-districts as follows and as depicted by Ordinance No. 3215, Attachment C:

<u>Marina</u>	<u>RD, Marina</u>	<u>SHMC 17.32.171</u>
<u>Plaza</u>	<u>RD, Plaza</u>	<u>SHMC 17.32.172</u>
<u>Mill</u>	<u>RD, Mill</u>	<u>SHMC 17.32.173</u>

### **17.32.171 Riverfront District – RD, Marina.**

(1) Purpose. The Marina sub-district is intended to encourage a wide range of water-related activities both commercial and residential. This is the northernmost area of the Riverfront District and an area historically occupied by marinas and related uses.

(2) Uses Permitted Outright. In the Marina sub-district the following uses are permitted outright subject to the provisions of this code and especially the site development review chapter (Chapter 17.96 SHMC):

- (a) Boathouses.
- (b) Boat launching or moorage facilities and marine boat charter services.
- (c) Boat or marine equipment sales, service, storage, rental, or repair (including gas for marine vehicle use).
- (d) Dwellings located above permitted uses (use AR standards, except yard requirements, which are based on the use at ground level below the dwelling or dwellings).
- (e) Eating and drinking establishments including carry-out.
- (f) Home occupation in dwelling unit (per Chapter 17.120 SHMC).
- (g) Hotels and motels.
- (h) Houseboats.
- (i) Parking lots.
- (j) Public facility, minor.
- (k) Public parks and public recreational facilities.
- (l) Retail sale of sporting goods, groceries, and similar commodities required by marine recreationists.
- (m) Retail sale of handicraft and tourist goods.
- (n) Marine-related club facility.

(3) Conditional Uses. In the Marina sub-district the following uses may be permitted upon approval subject to the provisions of this code, especially those in Chapter 17.100 SHMC for conditional uses:

- (a) Commercial amusement and recreational facilities.
- (b) Multidwelling units (must comply with AR standards and other applicable sections of this code).
- (c) Private parks.
- (d) Public facilities, major.
- (e) Travel trailer parks.

(4) Standards. In the Marina sub-district the following standards shall apply:

- (a) The maximum building height shall be determined on a case by case basis (also see SHMC 17.68.040).
- (b) Outdoor storage abutting or facing a lot in a residential zone shall comply with Chapter 17.72 SHMC.
- (c) The maximum lot coverage including all impervious surfaces shall be 90 percent.
- (d) The minimum landscaping shall be 10 percent of gross land area associated with the use.

(5) All chapters of the Development Code apply except as modified herein.

### **17.32.172 Riverfront District – RD, Plaza.**

(1) Purposes. The ~~RD zone~~ Plaza sub-district is intended to provide an innovative and

flexible zoning category that may be used to implement the St. Helens comprehensive plan economic goals and policies and the strategic plan goals and policies for economic development. The strategy is to provide opportunities for traditional neighborhood design and mixed residential and commercial uses in redeveloping riverfront district areas. The ~~RD-zone~~ Plaza sub-district is designed to preserve and revitalize older developed areas, by eliminating nonconformities, providing for more mixed use development in individual buildings, and other more flexible development regulations which acknowledge the developed nature of the properties involved. The ~~RD-zone~~ Plaza sub-district also allows for the establishment of special design and aesthetic standards for development, consistent with a community plan for redevelopment, preservation, and conservation. The location for the establishment of this ~~riverfront sub-district zone~~ shall be targeted for existing developed areas, such as the existing commercial downtown, which could benefit from revitalization in the form of specific long-range planning, mixed uses and innovative development options and community improvement programs. ~~The land use designations absorbed by the RD-zone include general commercial (GC), mixed use (MU), apartment residential (AR), and public lands (PL).~~ This area is the commercial core of historic St. Helens.

(2) Uses Permitted Outright. In the ~~RD-zone~~ Plaza sub-district, the following uses are permitted outright, subject to the modifications to development standards and conditions as specified herein and all other applicable provisions of this code as noted under additional requirements:

(a) Historic residential structures with or without any auxiliary dwelling unit per Chapter 17.128 SHMC.

(b) Residential Above Nonresidential Permitted Uses.

(i) Dwelling, single-family.

(ii) Dwelling, duplex.

(iii) Dwelling, townhouse.

(iv) Dwelling, multifamily.

(v) Other residential uses as per ORS Chapter 443.

(c) Public and institutional uses.

(d) Amphitheater public uses.

(e) Historical and cultural facilities and exhibits.

(f) Education and research facilities.

(g) Library services.

(h) Government administrative facilities/offices.

(i) Lodge, fraternal and civic assembly.

(j) Parking lots, public.

(k) Public facilities, minor.

(l) Public facilities, major.

(m) Public or private park.

(n) Public or private recreation facilities.

(o) Public or private schools/colleges.

(p) Public safety and support facilities.

(q) Artisan workshops.

(r) Art studios, galleries.

(s) Amusement services.

- (t) Bars.
- (u) Bed and breakfast facilities.
- (v) Business and personal services, such as barber shops, beauty shops, tailors, laundries, printing, and locksmiths.
- (w) Eating and drinking establishments – all (e.g., restaurant, diner, coffee shop).
- (x) Offices – all (e.g., medical, business or professional).
- (y) Financial institutions.
- (z) Hardware stores, without outdoor storage.
- (aa) Health and fitness clubs.
- (bb) Hotels or motels.
- (cc) Kiosks.
- ~~(dd) Pawn shops.~~
- ~~(ee) (dd) Pet shop and supplies.~~ Animal sales and services: grooming, and retail.
- ~~(ff) (ee)~~ Repair and maintenance facilities/shops for permitted retail products.
- ~~(gg) (ff)~~ Rental centers.
- ~~(hh) (gg)~~ Residential storage facilities (in conjunction with three or more dwelling units).
- ~~(ii) (hh)~~ Retail sales establishments—all.
- ~~(jj) (ii)~~ Small equipment sales, rental and repairs facilities/shops, without outside storage.
- ~~(kk) (jj)~~ Theaters, indoors.
- ~~(ll) (kk)~~ Trade and skilled services without outdoor storage, such as plumbing, HVAC, electrical, and paint sales/services facilities/shops.
- ~~(mm) (ll)~~ Type I and II home occupation in dwelling unit above nonresidential permitted uses.
- ~~(nn) Used product retail (e.g., antique dealers, secondhand dealers, flea markets).~~
- ~~(oo) Veterinary medical services, without outdoor facilities for animal housing.~~
- ~~(pp) (mm)~~ Transient housing.
- ~~(qq) (nn)~~ Watercraft sales, rental, charters, without outdoor storage.

(3) Conditional Uses. In the ~~RD zone~~ Plaza sub-district, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

- (a) Animal sales and services: veterinary (small animals).
- ~~(a) (b)~~ Auction sales, services and repairs.
- ~~(b) (c)~~ Broadcast facilities without dishes over 36 inches or transmitter/receiver towers.
- ~~(c) (d)~~ Bus and train stations/terminals.
- ~~(d) (e)~~ Business with outdoor storage (those businesses permitted in permitted uses).
- ~~(e) (f)~~ Child care facility/day nursery.
- ~~(f) Drive-up businesses and services (including those associated with food sales, pharmacies and such).~~
- ~~(g) Funeral homes.~~
- ~~(h) (g)~~ Hospitals, clinics, nursing homes, and convalescent homes.
- ~~(i) (h)~~ Laundromats and dry cleaners.
- ~~(j) (i)~~ Marijuana retailer and/or medical marijuana dispensary.
- ~~(k) (j)~~ Religious assembly excluding cemeteries.
- ~~(l) (k)~~ Parking lots/facilities, private.



(l) Pawn Shop.

(4) Standards Applicable to All Uses. In the ~~RD-zone~~ Plaza sub-district, the following standards and special conditions shall apply and shall take precedence over any conflicting standards listed in this code:

(a) The maximum building height shall be 45 feet. Building height limitations of SHMC 17.68.040, Building height criteria for scenic resources, do not apply to ~~properties zoned RD~~.

(b) The maximum lot coverage including all impervious surfaces shall be 90 percent; provided, however, for new construction or existing legally constructed buildings seeking new or revised development approvals, lot coverage may be increased up to 100 percent by payment of a lot coverage fee established by resolution of the city council. The lot coverage fee shall be deposited into the riverfront district community capital improvement account to offset loss of landscaping in the RD zone.

(c) There is no minimum of lot size requirement.

(d) No minimum setback requirements applicable to all uses except for as required in Chapter 17.64 SHMC.

(e) The maximum front yard setback shall be zero feet. The maximum setback may be increased with the condition that 100 percent of the increased setback is used for pedestrian amenities with the building use, such as patio dining for restaurant, sidewalk cafe, plaza, or courtyard.

(f) Interior or Side Yard Setbacks. New buildings containing any nonresidential use abutting residential districts require one foot of setback for each foot of building wall height on the side abutting the residential zone, with a minimum setback of 10 feet. For yards abutting other nonresidential districts, no setback is required, subject to building code requirements. Note: Where the ~~RD-zone~~ Plaza sub-district abuts a residential zone and the uses are more than 30 feet above the proposed commercial use, then the height of the topography counts as part of the setback, e.g., 35-foot bluff behind a commercial building is same as 35-foot setback on that side.

(g) Rear Yard Setbacks. New buildings containing nonresidential uses abutting residential districts require one foot of setback for each foot of building wall height with a minimum setback of 10 feet (see above note). For yards abutting other nonresidential districts, no rear setback is required, subject to building code requirements.

(h) The minimum lot width at the street and building line shall be 20 feet.

(i) The minimum lot depth shall be 50 feet.

(j) Minimum open space shall be 10 percent, except when the lot coverage fee is paid as per subsection (4)(b) of this section.

(k) No maximum building size.

(l) No additional or new on-site parking is required for sites with existing development footprint coverage in excess of 50 percent of the site area (change of use or remodeling without a change to the existing footprint of existing development are also exempt).

(m) Except for subsection (4)(l) of this section, new development shall meet required on-site parking requirements with credit, on one-for-one basis of parking spaces in rights-of-way abutting the site. On-street parking (in rights-of-way) shall be based upon parallel parking, or existing; fractions do not count. Moreover, parking standards shall be for normal sized vehicles, for the purpose of the parking credit.

(n) New development can buy out of on-site parking requirements by paying into the RD community capital improvement account (a fund shall be designated for future RD located parking facilities) in an amount set by city council in a resolution.

(5) Special Conditions Permitted and Conditional Uses.

~~(a) All new construction and any changes to the exterior of structures within this district shall maintain the character of the existing buildings so that the heritage character remains (e.g., new age architecture would not fit the heritage character while the lap siding look or brick look with cornices and old style windows and doors should fit the character of the area).~~

~~(b)~~ (a) Residential Uses.

(i) Except for historic residential structures (listed in city's comprehensive plan and/or registered and recognized by the state or federal government), residential use is prohibited on the first floor of any building in the ~~RD-zone~~ Plaza sub-district.

(ii) There is no minimum lot size requirement for residential use above permitted nonresidential uses.

(iii) Residential density above permitted uses shall be based on the standard of one dwelling unit for each full 500 interior square feet of non-residential use provided. Outdoor dining areas and similar permitted outdoor uses may only be included in the calculation when such areas are not located within a right-of-way.

~~(c)~~ (b) Outdoor storage of goods and materials must be screened.

~~(d)~~ (c) Outdoor display of goods and materials for retail establishments is permitted on private property in front of the retail establishment, provided such displays do not block safe ingress and egress from all entrances, including fire doors. In addition, outdoor display goods and materials shall be properly and safely stored inside during non-business hours. No outdoor display may block safe pedestrian or vehicular traffic. Outdoor displays shall not encroach in public rights-of-way, including streets, alleys or sidewalks, without express written permission of the city council.

~~(e)~~ (d) Kiosks may be allowed on public property, subject to the approval of a concession agreement with the city.

(6) Additional Requirements.

(a) Residential Density Transition. The residential density calculation and transition provisions of Chapter 17.56 SHMC shall not apply to the ~~RD-zone~~ Plaza sub-district for residential uses above permitted uses. Densities are determined for residential uses by the formula in subsection (5)~~(b)~~(a)(iii) of this section.

(b) Overlay District. Chapter 17.148 SHMC, Planned Development, shall not apply to the ~~RD-zone~~ Plaza sub-district.

(c) The visual clearance area requirements of Chapter 17.76 SHMC do not apply to the ~~RD-zone~~ Plaza sub-district.

(d) Chapter 17.40 SHMC, Wetland and Riparian Corridors, shall not apply to the Plaza sub-district. ~~The wetland and riparian corridor protective measures of Chapter 17.40 SHMC apply and are in full force and effect in the RD-zone except as modified herein:~~

~~(i) The provisions of this section control over the provisions of Chapter 17.40 SHMC.~~

~~(ii) Pursuant to SHMC 17.40.020(2), the director may waive the EA or statement requirements of the ordinance if the request is for a sensitive lands permit to place pedestrian paths, lighting fixtures or other amenities (such as public art), or other passive recreational~~

improvements on public land or on lands to be conveyed to a public entity.

(iii) The exemption in SHMC 17.40.035(1)(1) is clarified to specifically contemplate shoreline stabilization and hardening measures to protect state, city, county, or other publicly owned lands, or interests or lands or interests to be acquired by public entities. Such project may also include associated boardwalks or pedestrian paths or walks within the protection zone, provided said paths, boardwalks or walks utilize materials or are so constructed so as to reduce unnecessary impervious area.

(e) Chapter 17.44 SHMC, Sensitive Lands, applies to the RD zone, except as modified herein:

(i) The provisions of this section control over the provisions of Chapter 17.44 SHMC.

(ii) Pursuant to SHMC 17.40.020(2), the director may also waive the EA or statement requirements of the ordinance if the request is for a sensitive lands permit to place pedestrian paths, lighting fixtures or other amenities (such as public art), or other passive recreational improvements on public lands or on lands to be conveyed to a public entity.

(f) (e) Supplemental Provisions Chapters. These standards shall apply except as modified herein: All Chapters of the Development Code apply except as modified herein.

(i) Chapter 17.52 SHMC, Environmental Performance Standards;

(ii) Chapter 17.56 SHMC, Density Computations;

(iii) Chapter 17.60 SHMC, Manufactured/Mobile Home Regulations;

(iv) Chapter 17.64 SHMC, Additional Yard Setback Requirements and Exceptions;

(v) Chapter 17.68 SHMC, Building Height Limitations—Exceptions;

(vi) Chapter 17.72 SHMC, Landscaping and Screening;

(vii) Chapter 17.76 SHMC, Visual Clearance Areas;

(viii) Chapter 17.80 SHMC, Off Street Parking and Loading Requirements;

(ix) Chapter 17.84 SHMC, Access, Egress, and Circulation;

(x) Chapter 17.88 SHMC, Signs;

(xi) Chapter 17.96 SHMC, Site Development Review;

(xii) Chapter 17.100 SHMC, Conditional Use;

(xiii) Chapter 17.104 SHMC, Nonconforming Situations;

(xiv) Chapter 17.108 SHMC, Variance;

(xv) Chapter 17.116 SHMC, Temporary Uses;

(xvi) Chapter 17.120 SHMC, Home Occupations;

(xvii) Chapter 17.124 SHMC, Accessory Structures;

(xviii) Chapter 17.132 SHMC, Tree Removal;

(xix) Chapter 17.136 SHMC, Land Division—Subdivision;

(xx) Chapter 17.140 SHMC, Land Division—Land Partitioning—Lot Line

Adjustment;

(xxi) Chapter 17.144 SHMC, Expedited Land Divisions;

(xxii) Chapter 17.148 SHMC, Planned Development;

(xxiii) Chapter 17.152 SHMC, Street and Utility Improvement Standards;

(xxiv) Chapter 17.36 SHMC, Historic Sites and Overlay District.

#### (7) Architectural Character Review.

(a) In the ~~RD zone~~ Plaza sub-district, permanent exterior architectural changes to buildings (including new construction and signs) and freestanding signs that are not designated landmarks or historic resources of statewide significance as defined and otherwise governed by

Chapter 17.36 SHMC shall comply with the architectural design guidelines, attached to Ordinance No. 3164 as Attachment A, as amended, except:

(i) For ordinary maintenance not requiring a building permit.  
(ii) Painting of buildings except when painting previously unpainted masonry or stone.

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

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

#### **17.32.173 Riverfront District – RD, Mill.**

*[editor's note – edits under the WROD per 17.32.180 below, go here]*

[...]

#### **17.32.1729 RD guidelines adopted.**

(1) The city hereby adopts the architectural design guidelines for the ~~riverfront district~~ Plaza sub-district and Mill sub-district, attached to the ordinance codified in this section as Attachment A, as amended, and made part of this chapter by reference.

(2) The city hereby adopts the St. Helens Waterfront Framework Plan for the Mill sub-district, attached to the ordinance codified in this section as Attachment E, as amended, and made part of this chapter by reference.

#### **17.32.17580 Houlton business district – HBD.**

(1) Purposes. The HBD zone is intended to provide an innovative and flexible zoning category that may be used to implement the St. Helens comprehensive plan economic goals and policies and the strategic plan goals and policies for economic development. The strategy is to provide opportunities for traditional neighborhood design and mixed residential and commercial uses in the redeveloping Houlton area. The HBD zone is designed to preserve and revitalize older developed areas by eliminating certain nonconformities, providing for more mixed use development in individual buildings, and other more flexible development regulations which acknowledge the developed nature of the properties involved. The location for the establishment of the HBD zone shall be targeted for existing developed areas, such as the existing commercial uptown, which could benefit from revitalization in the form of specific long-range planning, mixed uses and innovative development options and community improvement programs. ~~The land use designations absorbed by the HBD zone include general commercial (GC) and mixed use (MU).~~ This is the commercial core of what was once a town known as Houlton that was

separate from St. Helens.

[...]

(2) Uses Permitted Outright. In the HBD zone, the following uses are permitted outright, subject to the modifications to development standards and conditions as specified herein and all other applicable provisions of this code as noted under additional requirements:

[...]

(e) Historical and cultural facilities and exhibits.

[...]

(ee) ~~Pet shop and supplies.~~ Animal sales and services: grooming, and retail.

[...]

~~(nn) Used product retail (e.g., antique dealers, secondhand dealers, flea markets).~~

~~(oo) Veterinary medical services, without outdoor facilities for animal housing.~~

~~(pp)~~ (nn) Transient housing.

~~(qq)~~ (oo) Watercraft sales, rental, charters, without outdoor storage.

*[editor's note – re-lettering to continue through list of permitted uses]*

[...]

(3) Conditional Uses. In the HBD zone, the following conditional uses may be permitted upon application, subject to provisions of Chapter 17.100 SHMC and other relevant sections of this code:

(a) Animal sales and services: veterinary (small animals).

~~(a)~~ (b) Auction sales, services and repairs.

~~(b)~~ (c) Broadcast facilities without dishes over 36 inches or transmitter/receiver towers

*[editor's note – re-lettering to continue through list of conditional uses]*

[...]

(6) Additional Requirements.

(a) Residential Density Transition. The residential density calculation and transition provisions of Chapter 17.56 SHMC shall not apply to the HBD zone for residential uses above permitted uses. Densities are determined for residential uses by the formula in subsection (5)(a) of this section.

(b) The visual clearance area requirements of Chapter 17.76 SHMC do not apply to the Houlton business district.

(c) Overlay district Chapter 17.148 SHMC, Planned Development, shall not apply to the HBD zone.

(d) Supplemental Provisions Chapters. These standards shall apply except as modified herein: All Chapters of the Development Code apply except as modified herein.

- (i) Chapter 17.36 SHMC, Historic Sites and Overlay District;
- (ii) Chapter 17.44 SHMC, Sensitive Lands;
- (iii) Chapter 17.52 SHMC, Environmental Performance Standards;
- (iv) Chapter 17.60 SHMC, Manufactured/Mobile Home Regulations;
- (v) Chapter 17.64 SHMC, Additional Yard Setback Requirements and Exceptions;
- (vi) Chapter 17.68 SHMC, Building Height Limitations—Exceptions;
- (vii) Chapter 17.72 SHMC, Landscaping and Screening;
- (viii) Chapter 17.80 SHMC, Off Street Parking and Loading Requirements;
- (ix) Chapter 17.84 SHMC, Access, Egress, and Circulation;
- (x) Chapter 17.88 SHMC, Signs;
- (xi) Chapter 17.96 SHMC, Site Development Review;
- (xii) Chapter 17.100 SHMC, Conditional Use;
- (xiii) Chapter 17.104 SHMC, Nonconforming Situations;
- (xiv) Chapter 17.108 SHMC, Variance;
- (xv) Chapter 17.116 SHMC, Temporary Uses;
- (xvi) Chapter 17.120 SHMC, Home Occupations;
- (xvii) Chapter 17.124 SHMC, Accessory Structures;
- (xviii) Chapter 17.132 SHMC, Tree Removal;
- (xix) Chapter 17.136 SHMC, Land Division—Subdivision;
- (xx) Chapter 17.140 SHMC, Land Division—Land Partitioning—Lot Line Adjustment;
- (xxi) Chapter 17.144 SHMC, Expedited Land Divisions;
- (xxii) Chapter 17.148 SHMC, Planned Development;
- (xxiii) Chapter 17.152 SHMC, Street and Utility Improvement Standards.

[...]

### **~~17.32.180 Waterfront redevelopment overlay district—WROD.~~**

*[editor's note – edits under this WROD section, go to the new Mill sub-district under 17.32.173 above]*

~~(1) Purpose. The waterfront redevelopment overlay district (WROD) is established to provide an alternative zoning and development option that may be used to implement the St. Helens comprehensive plan economic goals and policies, and the strategic plan goals and policies for economic development. The WROD allows for a traditional downtown neighborhood design including a horizontal and vertical mix of residential, commercial and limited industrial manufacturing uses, thereby providing for a variety of employment generating uses in close proximity to a mix of residential housing types. The WROD is available for use in existing underutilized industrial areas that are suitable for redevelopment. Appropriate locations for the establishment of the WROD include waterfront properties with an industrial designation. The WROD introduces a mix of commercial and residential uses into areas with industrial~~



~~designations while maintaining supplies of industrial-designated lands.~~

(1) Purpose. The Mill sub-district is to provide an alternative zoning and development option that may be used to allow for flexibility of possible land uses and standards while ensuring maximum public access along and to the waterfront to compliment other land uses that develop in the district. Development of this site is intended to provide a complimentary extension of the historic commercial core in use and form and facilitate transportation connections. This area was an important industrial site from the founding of St. Helens until the early part of the 21<sup>st</sup> century, when industrial development ceased with the Great Recession (2007-2009).

~~(2) Implementation. The provisions of the WROD can be implemented with an approved development agreement. A development agreement is a voluntarily negotiated agreement between the city and the property owner(s) consistent with ORS chapter 94 and any local implementing ordinance. The underlying zoning district and land use regulations of that zone remain in full force and effect unless and until the WROD is implemented with the approval of a development agreement. Upon such approval, the development agreement and WROD supersede the underlying zoning district and land use regulations normally applicable to development on the subject property.~~

~~Conversely, should the development agreement be terminated, revoked or otherwise become void prior to completion, the WROD is no longer in effect and the underlying zone and the land use regulations of that zone return. The following apply to development agreements pursuant to this section in addition to the requirements of ORS chapter 94, and other provisions of the city of St. Helens development code (SHMC Title 17), but is not intended to be an all-encompassing list, limiting the city's ability to set forth terms and conditions in the development agreement necessary to ensure the health, safety and welfare of its citizenry for said development:~~

~~(a) Development Plan. Development agreement shall include a development plan or plans that has/have been approved through a site development review and/or conditional use permit and that has/have been revised as necessary to comply with city standards and applicable conditions of approval. Applicant bears responsibility for the development plan(s).~~

~~(b) Legal Description. Development agreement shall include a legal description of the entire property subject to the agreement, which shall be prepared by a licensed surveyor. The legal description shall include the total area, all separately described parcels, easements, and other pertinent instruments or exceptions of record. Applicant bears responsibility for the legal description.~~

~~(c) Executed Title Certification. Development agreement shall include the names of the legal and equitable owner(s) of the property subject to the agreement and be signed by said legal and equitable owner(s). As such, an executed certification from an attorney or title company that the record title to the subject property is in the name of the person, persons, corporation or other entity entering into the agreement shall be submitted to the city. Applicant bears the responsibility for the executed title certification.~~

~~(d) Covenant of Unified Control. Development agreement shall include a covenant of unified control requiring all property subject to the agreement to be held under single (unified) ownership, which property shall not be transferred, conveyed, sold, or otherwise divided in any other unit other than its entirety. An executed covenant shall be recorded in the public records with the executed development agreement. Applicant bears the responsibility of the covenant of unified control. The covenant may provide for specified conveyances, including but not limited~~

to the following (but transfer of ownership of a portion of a property eligible for the WROD shall not occur without a completed land partition or subdivision):

(i) Conveyance of fully constructed lots or parcels, if any, to individual purchasers after approval of a final plat for the applicable lots or parcels when all applicable requirements contained in the agreement, including the timetable and special conditions, have been met.

(ii) If the development is designed and planned to be constructed in phases, conveyance of a phase, if the phase has complied with the applicable requirements contained in the agreement, including the timetable and special conditions. A phase may be conveyed separately, only after final plat approval for that phase.

(iii) Conveyance of other portions of the property, subject to the agreement, that will be used or maintained by governmental, environmental, charitable or other organizations or agencies for such purposes as the city council may deem appropriate after compliance with all applicable requirements of the agreement.

(e) ~~Timetable of Development.~~ Duration of the development agreement shall be consistent with the timetable of development, which is an exhibit of the agreement. The timetable of development shall include dates for individual or phased final plat approval(s) (if applicable), construction commencement, as well as phase and project completion. Applicant is responsible for submitting proposed timetable of development. The following provisions apply to the timetable of development:

(i) If not phased, development shall be completed within two years of approval of the agreement, including final plat approval (if applicable).

(ii) If phased, the actual construction time for any phase including final plat approval (if applicable) shall not exceed two years. No phase shall be completed out of order; each phase shall be completed consecutively.

(iii) Regardless of the number of proposed phases, no timetable for development shall exceed six years.

(iv) In the event an extension of the commencement date or completion date is sought, the amendment can be approved only if there is demonstrated compliance with all current laws and regulations.

(v) The deadlines as set forth in a development agreement are independent of and do not supersede those of the applicable land use applications (e.g., site development review, conditional use, land partition, and subdivision).

(vi) In the event the project has not complied with the construction commencement date, the development agreement shall cease to be effective and the development shall cease to be authorized.

(vii) Notwithstanding subsections (2)(e)(i) and (ii) of this section, one additional year may be added to each phase without modification to the development agreement provided the delay is a direct result of a government agency's, other than the city of St. Helens, review process, and clearly not a fault of the applicant.

(3) ~~Compliance with Other Standards.~~ All applicable regulations of the St. Helens Community Development Code (SHMC Title 17) and adopted engineering standards (SHMC Title 18) remain in full force and effect except as specifically modified in the applicable development agreement and WROD. In the case of a conflict with the requirements of this section, such conflicting requirements are superseded by those of this section and the approved development agreement to the extent of such conflict.



~~(4) Properties Eligible for the WROD. For a property to be eligible for the WROD, a legislative action pursuant to Chapter 17.20 SHMC, Procedures for Decision Making – Legislative, is required. The following properties are officially eligible for the WROD:~~

~~(a) Property identified as Tax Lot 100, Section 3, T4N – R1W, Willamette Meridian, Columbia County, Oregon (as of December 2008), said property being more particularly described and shown on the exhibit(s) of Ordinance No. 3107.~~

~~(5) (2) Uses Permitted Outright. The following uses are permitted outright, subject to all provisions of the SHMC including specifically the modifications to development standards and conditions specified in this section and the applicable approved development agreement. Moreover, the applicable provisions of Chapter 17.96 SHMC, Site Development Review, apply, except those modified by this chapter. Note: letters in parentheses [e.g., (a)] following the type of use refer to special conditions pursuant to subsection (9) of this section.~~

- ~~(a) Residential (a).~~
  - ~~(i) Single dwelling units, attached (five units maximum together).~~
  - ~~(ii) Multidwelling units.~~
- ~~(b) Residential above Nonresidential Permitted Uses (a).~~
  - ~~(i) Dwelling, single family.~~
  - ~~(ii) Congregate care facility.~~
  - ~~(iii) Single dwelling units, attached (five units maximum together).~~
  - ~~(iv) Multidwelling units.~~
  - ~~(v) Residential care facility.~~
  - ~~(vi) Timeshare.~~
- ~~(c) Public and Institutional Uses (b)–(e).~~
  - ~~(i) Amphitheater public uses.~~
  - ~~(ii) Historical and cultural facilities and exhibits.~~
  - ~~(iii) Education and research facilities.~~
  - ~~(iv) Library services.~~
  - ~~(v) Government administrative/office.~~
  - ~~(vi) Lodge, fraternal and civic assembly.~~
  - ~~(vii) Parking lots, public.~~
  - ~~(viii) Public facility, minor.~~
  - ~~(ix) Public facility, major.~~
  - ~~(x) Public or private park.~~
  - ~~(xi) Public or private recreation facilities.~~
  - ~~(xii) Public or private school/college.~~
  - ~~(xiii) Public safety and support facilities.~~
- ~~(d) Manufacturing (b)–(e).~~
  - ~~(i) Artisan workshop.~~
  - ~~(ii) Art studios, galleries.~~
  - ~~(iii) Laboratories and research facilities.~~
- ~~(e) Commercial (b)–(e).~~
  - ~~(i) Amusement services.~~
  - ~~(ii) Animal sales and services, without outdoor kennels: grooming, and retail.~~
  - ~~(iii) Medical facilities such as clinics, out-patient services, health care facility, etc.~~

- (iv) Bed and breakfast facilities.
- (v) Business and personal services, such as barber shops, beauty shops, tailors, laundries, printing, and locksmiths.
- (vi) Eating and drinking establishments – all (e.g., restaurant, diner, coffee shop).
- (vii) Financial institutions.
- (viii) Offices – all (e.g., medical, business or professional).
- (ix) Hardware store, without outdoor storage.
- (x) Health and fitness club.
- (xi) Hotels or motels.
- (xii) Kiosks ~~(d)~~.
- (xiii) Parking lots, ~~commercial~~ public.
- ~~(xiv) Pawn shop.~~
- ~~(xv) Pet shop/supplies.~~
- ~~(xvi)~~ (xiv) Plumbing, HVAC, electrical and paint sales and services, without outdoor storage.
- ~~(xvii)~~ (xv) Repair and maintenance of permitted retail products.
- ~~(xviii)~~ (xvi) Rental center.
- ~~(xix)~~ (xvii) Residential storage facility (in conjunction with three or more dwelling units).
- ~~(xx)~~ (xviii) Retail sales establishments—all.
- ~~(xxi)~~ (xix) Small equipment sales, rental and repairs, without outside storage.
- ~~(xxii)~~ (xx) Theaters, indoors.
- ~~(xxiii)~~ (xxi) Trade and skilled services.
- ~~(xxiv)~~ (xxii) Type I and II home occupation (per Chapter 17.120 SHMC).
- ~~(xxv) Used product retail (e.g., antique dealer, secondhand dealer, and flea market).~~
- ~~(xxvi) Veterinary medical services (with no kennel).~~
- (f) Marine Commercial ~~(b)~~ ~~(c)~~ ~~(d)~~.
  - (i) Houseboat(s), also known as floating homes.
  - (ii) Boathouse(s).
  - (iii) Boat launching, moorage facilities and marine boat charter services.
  - (iv) Boat or marine equipment sales, service, storage, rental or repair.
  - ~~(v) Retail sale of handiwork and tourist goods.~~
  - ~~(vi)~~ (v) Watercraft sales, rental, charters, without outdoor storage.
  - ~~(vii)~~ (vi) Bait and tackle shops.
  - ~~(viii)~~ (vii) Accessory marine related uses.
  - ~~(ix)~~ (viii) Marina.
  - ~~(x)~~ (ix) Docks.

~~(6)~~ (3) ~~In the WROD, the following conditional uses may be permitted upon application, subject to the provisions of Chapter 17.100 SHMC, Conditional Use, and other relevant sections of this code, except those modified by this chapter. Note: letters in parentheses [e.g., (a)] following the type of use refer to special conditions pursuant to subsection (9) of this section.~~

- (a) Animal sales and services: veterinary (small animals).
- ~~(a)~~ (b) Auction sales, services and repairs.
- ~~(b)~~ (c) Broadcast facilities without dishes over 36 inches in diameter or transmitter/receiver towers.

- ~~(e)~~ (d) Bus stations/terminals.
- ~~(d)~~ (e) Businesses with outdoor storage (for businesses that are permitted uses only) ~~(b)~~.
- ~~(e)~~ (f) Child care facility/day nursery.
- ~~(f) Funeral homes.~~
- (g) Hospitals, nursing homes, and convalescent homes.
- (h) Postal services.
- (i) Communication services.
- (j) Laundromats and dry cleaners.
- (k) Religious assembly.
- (l) Boat building ~~(d)~~ ~~(e)~~.

~~(7)~~ (4) Standards Applicable to All Uses. The following standards and special conditions shall apply to all uses in the ~~WROD~~ Mill sub-district:

(a) The maximum building height ~~varies within the WROD~~ shall be 55 feet. The building height limitations of SHMC 17.68.040, Building height criteria for scenic resources, do not apply ~~in the Mill sub-district. in the WROD. Building height standards are specific to each property eligible for the WROD, pursuant to subsection (8) of this section.~~

(b) Landscaping Required. The minimum landscaping shall be 10 percent of the gross land area associated with use, except as required by Chapter 17.96 SHMC. The maximum lot coverage including all impervious surfaces shall be 90 percent.

~~(i) Screening shall be in accordance with Chapter 17.72 SHMC, Landscaping and Screening. Landscaping used for screening may be included in the required landscaping pursuant to subsection (7)(b)(iii) of this section.~~

~~(ii) See subsection (7)(i) of this section. Landscaping used for this purpose may be included in the required landscaping pursuant to subsection (7)(b)(iii) of this section.~~

~~(iii) Landscaping shall be provided in conjunction with each building, proportional to each building's size. The minimum landscape area required shall be based on the following calculation: (building width x building length x height) x 0.02. Location of landscaping is subject to city approval. Landscaping plants and materials used are subject to city approval and shall provide a minimum 50 percent coverage at maturity. Areas that will not be covered by landscaping vegetation shall include bark dust or similar nonvegetative ground cover.~~

~~(iv) Required landscaping pursuant to subsection (7)(b)(iii) of this section may be replaced on a one to one area basis, not to exceed 10 percent of the total minimum landscape area required, for any green roof utilized in a development.~~

(c) There is no minimum lot size requirement. Lots or parcels shall be of sufficient size to accommodate all applicable development standards for intended or potential land uses.

(d) No required yard (setbacks) from rights-of-way.

(e) Interior Setbacks. New buildings containing any nonresidential use abutting a residential zoning district require one foot of setback for each foot of wall height with a minimum setback of 10 feet. For yards abutting nonresidential districts, no interior setback is required, subject to building code requirements. Note: this setback may be reduced proportionately when the residential zoning district is topographically above the base level of new construction.

(f) The minimum lot width at the street and building line shall be 20 feet.

(g) The minimum lot depth shall be 50 feet.

(h) No maximum building size.

~~(i) Parking lots shall not front on S. 1st Street and The Strand. Parking lots with three or more spaces visible from public streets shall include landscaping in addition to the other landscape requirements of this chapter and the SHMC, such that there is a minimum area six feet wide and length as necessary to visually soften the entire parking lot from public streets. Minimum improvements within these landscaping areas shall be pursuant to SHMC 17.72.080(4).~~

~~(j) Required Usage Ratio. The following ratio shall apply to each development proposal. Net usable land (less nonbuildable areas such as wetlands, public park/dedicated public open space, and public rights of way) shall have a maximum residential-to-commercial use ratio of four to one or a commercial-to-residential use ratio of four to one. In no case shall a development have a usage ratio that favors residential or commercial use more than four to one. This usage ratio is based on the sum of use(s) in buildings(s) and those not in buildings. The use(s) within buildings is based gross floor area, whereas the use not in buildings is based on net usable land as previously described. For the purpose of this section, the term “commercial” includes the industrial and institutional uses possible in the WROD.~~

~~(8) Building height standards for each property eligible for the WROD shall be determined during the process where a property becomes eligible for the WROD pursuant to subsection (4) of this section. Building height standards for each property eligible for the WROD are as follows:~~

~~(a) For the property identified by subsection (4)(a) of this section, the maximum building height is based on the following height zones:~~

~~(i) The first height zone is the area west of the centerline of the S. 2nd Street right of way (if it was extended in a straight line as platted in the St. Helens Subdivision in a southeasterly direction), where the maximum building height shall be 70 feet (standard “building height” definition).~~

~~(ii) The second height zone is the area between the centerlines of the S. 2nd Street and S. 1st Street rights of way (if they were extended in a straight line as platted in the St. Helens Subdivision in a southeasterly direction), where the maximum building height shall be 70 feet above mean sea level.~~

~~(iii) The third height zone is the area between the centerlines of the S. 1st Street and The Strand rights of way (if they were extended in a straight line as platted in the St. Helens Subdivision in a southeasterly direction), where the maximum building height shall be 60 feet above mean sea level.~~

~~(iv) The fourth height zone is the area east of the centerline of the The Strand right of way (if it was extended in a straight line as platted in the St. Helens Subdivision in a southeasterly direction), where the maximum building height shall be 50 feet above mean sea level.~~

~~(v) Notwithstanding the other height zones pursuant to this subsection (8)(a), the area 75 feet upland from the top of bank of the Columbia River shall have a maximum building height of zero feet (standard “building height” definition).~~

~~(vi) The maximum building height on the Columbia River shall be 25 feet (standard “building height” definition).~~

~~(9) Special Conditions. In general, where letters appear enclosed in parentheses following a given permitted or conditionally permitted use of the WROD, the corresponding lettered~~

conditions below shall apply and constitute an approval criterion, clarification or restriction for the particular use listed.

~~(a) (i) There is no M~~maximum residential density is not based on the density computations of Chapter 17.56 SHMC, but rather the usage ratios of this chapter and design requirements (e.g., off-street parking, landscaping, access areas, etc.).

~~(b) (j)~~ Outdoor storage of goods and materials as an independent use not in conjunction with another use is prohibited. Outdoor storage is allowed for conditional uses in this zone only when said storage is completely screened from the street and adjacent properties.

~~(e) (k)~~ Outdoor display of goods and materials for retail establishments is permitted on private property in front of the retail establishment, provided such displays do not block safe ingress and egress from all entrances and exits including those specifically for emergency use, block safe pedestrian or vehicular circulation areas, block required parking areas, block emergency accessways, interfere with landscape areas such that those areas will be prone to damage, or otherwise create a hazard. In addition, outdoor display of goods and materials shall be properly and safely stored inside during nonbusiness hours. Moreover, outdoor displays shall not encroach in public rights-of-way, including but not limited to streets, alleys or sidewalks, without express written permission of the city council as reflected in an executed temporary license, release and hold harmless agreement. License agreements shall require safe, sturdy and secure outdoor displays and may be subject to an annual fee determined by resolution of the St. Helens city council.

~~(d)~~ Water uses cannot exceed 50 percent of water rights area (shoreline) fronting a given property.

~~(e)~~ The following criteria shall be in addition to the other approval standards necessary to approve, approve with conditions, or deny an application for a conditional use:

~~(i)~~ Use shall include restrictions determined necessary to prevent conflicts with existing or potential nearby residential uses. Examples include but are not limited to restrictions addressing hours of operation, noise, vibration, external lighting and emissions (odor and particulates).

~~(ii)~~ Use shall be located in an area determined by the commission to be the edge of non-industrial development for the foreseeable future.

~~(40)~~ (5) Additional Requirements and Standards.

~~(a)~~ In addition to other applicable standards, all development, division of land, lot line adjustment, replat and such subject to review by the city shall also comply with the St. Helens Waterfront Framework Plan, attached to Ordinance 3215 as Attachment E, as amended. Whenever the standards or requirements of the Waterfront Framework Plan are in conflict with other city codes, the approval authority may consider those of the Waterfront Framework Plan to be of the higher standard per SHMC 17.12.010.

~~(a)~~ The residential density calculation and transition provisions of Chapter 17.56 SHMC shall not apply to the waterfront redevelopment overlay district. Rather, density is controlled in accordance with subsection (9)(a) of this section.

~~(b)~~ The planned development overlay per Chapter 17.148 SHMC shall not apply to the water redevelopment overlay district.

~~(e)~~ The historic sites and overlay district provisions of Chapter 17.36 SHMC do not apply to the waterfront redevelopment overlay district.

~~(d)~~ (b) The architectural character review provisions of riverfront district, RD zone,

pursuant to SHMC 17.32.1702(7) shall apply to the ~~waterfront redevelopment overlay~~ Mill sub-district district.

~~(e) The sensitive lands requirements of Chapter 17.40 SHMC apply to the waterfront redevelopment overlay district. Where development in or on the water fronting a development is for a public use or direct public benefit, then protection zone averaging provisions of that chapter are allowed.~~

~~(f) The visual clearance area requirements of Chapter 17.76 SHMC do not apply to the waterfront redevelopment overlay district.~~

~~(g) (c) Any new development within 100 feet of the top of bank/shoreline of the Columbia River shall include the lands between zero and 100 feet as part of the development. In addition, a bicycle/pedestrian facility shall be dedicated within this area for public use, of such width and design to sufficiently accommodate bicyclists and pedestrians as a multi use pathway, and in accordance with the applicable city standards. Such bicycle/pedestrian facility shall connect to an adjacent public right of way, another bicycle/pedestrian facility or public park for connectedness. As part of any development, division of land, lot line adjustment, replat and such, a minimum 50-foot width measured from the top of bank/shoreline of the Columbia River landward, shall be dedicated for public access. The approval authority shall deny any proposal that prevents public access along the waterfront. A width less than 50' may be considered when the approval authority finds the intent of the Waterfront Framework Plan can still be met. Dedication may be by easement or right-of-way dedication. This is in addition to the requirements of SHMC 17.152.110. If possible, it is recommended that the reservation for public shoreline access be a condition of property sale (e.g., when the city is the land owner) or other agreement outside of a permit or authorization of land use.~~

~~(d) All chapters or sections of the Development Code shall apply to the Mill sub-district, except the following, which do not apply:~~

~~(i) Chapter 17.56 SHMC, Density Computations;~~

~~(ii) Chapter 17.40 SHMC, Protective Measures for Significant Wetlands, Riparian Corridors, and Protection Zones;~~

~~(iii) Building height limitations of SHMC 17.68.040, Building height criteria for scenic resources;~~

~~(iv) Chapter 17.76 SHMC, Visual Clearance Areas; and~~

~~(iv) Chapter 17.148 SHMC, Planned Development.~~

~~(h) Supplemental Provisions Chapters.~~

~~(i) Chapter 17.40 SHMC, Protective Measures for Significant Wetlands, Riparian Corridors, and Protection Zones.~~

~~(ii) Chapter 17.44 SHMC, Sensitive Lands.~~

~~(iii) Chapter 17.46 SHMC, Floodplains and Floodways.~~

~~(iv) Chapter 17.52 SHMC, Environmental Performance Standards.~~

~~(v) Chapter 17.60 SHMC, Manufactured/Mobile Home Regulations.~~

~~(vi) Chapter 17.64 SHMC, Additional Yard Setback Requirements and Exceptions.~~

~~(vii) Chapter 17.72 SHMC, Landscaping and Screening.~~

~~(viii) Chapter 17.80 SHMC, Off Street Parking and Loading Requirements.~~

~~(ix) Chapter 17.84 SHMC, Access, Egress, and Circulation.~~

~~(x) Chapter 17.88 SHMC, Signs.~~

~~(xi) Chapter 17.92 SHMC, Mixed Solid Waste and Recyclables Storage in New Multi Unit Residential and Nonresidential Buildings.~~



~~(i) Site Development Review, Chapter 17.96 SHMC.~~

~~(j) Development and Administration Chapters.~~

~~(i) Chapter 17.100 SHMC, Conditional Use.~~

~~(ii) Chapter 17.104 SHMC, Nonconforming Situations.~~

~~(iii) Chapter 17.108 SHMC, Variance.~~

~~(iv) Chapter 17.116 SHMC, Temporary Uses.~~

~~(v) Chapter 17.120 SHMC, Home Occupations.~~

~~(vi) Chapter 17.124 SHMC, Accessory Structures.~~

~~(vii) Chapter 17.132 SHMC, Tree Removal.~~

~~(k) Land Division Chapters.~~

~~(i) Chapter 17.136 SHMC, Land Division — Subdivision.~~

~~(ii) Chapter 17.140 SHMC, Land Division — Land Partitioning — Lot Line~~

~~Adjustment.~~

~~(iii) Chapter 17.144 SHMC, Expedited Land Divisions.~~

~~(iv) Chapter 17.152 SHMC, Street and Utility Improvement Standards.~~

(e) To address the unique status of the Mill sub-district, the City and one or more property owners may modify or exempt development from the otherwise applicable provisions of the St. Helens Community Development Code pursuant to a statutory development agreement as provided in ORS Chapter 94, as amended, provided that the approval authority finds that the development complies with the St. Helens Waterfront Framework Plan, attached to Ordinance No. 3215, attachment E, as amended. A development agreement shall be reviewed as provided in Section 17.24.090. Chapter 17.46 SHMC, Floodplains and Floodways, shall not be modified or exempted.

[...]

## **CHAPTER 17.36 HISTORIC SITES AND OVERLAY DISTRICT**

[...]

### **17.36.020 Historic Landmarks Commission**

[...]

(6) The commission has the following powers and duties:

[...]

(i) The commission shall make recommendations for architecture character review pursuant to SHMC 17.32.1702(7) and 17.32.173(5)(b).

[...]



#### **17.36.040 Criteria for alteration.**

[...]

~~(4) If alteration of the historic resource is intended, a condition of approval shall be that, insofar as feasible and as funds are available, the Columbia County Museum shall obtain:~~

~~(a) A pictorial and graphic history of the resource; and~~

~~(b) Artifacts from the resource it deems worthy of preservation.~~

(4) Prior to alteration, current photographs and/or drawings of all elevations shall be provided to the City for its public records. Photographs and drawings shall be archival quality; proof of such shall be provided with the photographs and/or drawings.

[...]

#### **17.36.050 Additional criteria and conditions for relocation or demolition.**

[...]

~~(3) In approving an application for the demolition of a designated landmark or historic resource of statewide significance, the commission may impose the following conditions:~~

~~(a) Photographic, video, or drawn recordation of the property to be demolished; and/or~~

~~(b) Salvage and curation of significant elements; and/or~~

~~(c) Other reasonable mitigation measures.~~

(3) Prior to relocation or demolition, current photographs and/or drawings of all elevations shall be provided to the City for its public records. Photographs and drawings shall be archival quality; proof of such shall be provided with the photographs and/or drawings. In addition, the commission may require:

(a) Salvage and curation of significant elements or artifacts; and/or

(b) Other reasonable mitigation measures.

[...]

### **CHAPTER 17.88 SIGNS**

[...]

#### **17.88.060 Commercial/industrial sign district**

In addition to the temporary and permanent signage allowed without permits, the following signage is allowed subject to the requirements of this chapter:

(1) Permitted Sign Types, Number, and Area. Signs within the commercial/industrial sign district are limited as follows and require the issuance of permits under SHMC 17.88.130.

[...]

(b) Pole Signs.

(i) For principal uses, one freestanding single- or double-faced pole sign shall be permitted on lots that have a minimum of 40 feet of street frontage and no pole sign can be closer together than 80 feet in addition to other limitations. Sign area shall not exceed 100 square feet for each sign face. Any shopping plaza cannot exceed 150 square feet per face and any shopping center cannot exceed 200 square feet per face and no sign can exceed twice per face size.

(ii) Notwithstanding subsection (1)(b)(i) of this section, pole signs shall not be allowed in the RD zoning district.

[...]

**17.88.070 Architectural design review.**

Signs within portions of the RD zoning district are subject to SHMC 17.32.1702(7) and 17.32.173(5)(b).

[...]

**CHAPTER 17.116  
TEMPORARY USES**

**Sections:**

- 17.116.010 Purpose.
- 17.116.020 Administration and approval process.
- 17.116.030 Expiration of approval – Renewal.
- 17.116.040 Emergency situations.
- 17.116.050 Temporary use – Seasonal or special event.
- 17.116.060 Temporary use – Unforeseen/emergency situations.
- 17.116.065 Temporary use – Medical Hardship.
- 17.116.070 Standards for approval of a temporary sales office, model house, or temporary building.
- 17.116.080 Application submission requirements.

**17.116.010 Purpose.**

(1) The purpose of this chapter is to establish standards for the approval of ~~three~~ four types of temporary use:

- (a) Use that is seasonal or directed toward a specific event;
- (b) Use which is occasioned by an unforeseen event; ~~and~~
- (c) Medical hardship; and
- ~~(d)~~ (d) Sales offices and model homes in conjunction with the sale of homes.

(2) This chapter is not intended to be a way to circumvent the strict application of the use districts. Therefore, time limits are to be strictly enforced. This chapter is not intended to apply

to garage sales.

[...]

#### **17.116.030 Expiration of approval – Renewal.**

(1) Temporary use approval by the director shall be effective for a period of up to one year unless otherwise stipulated by the approval. Except, medical hardship temporary use shall only be effective for up to six months.

(2) The temporary use approval by the director shall lapse if:

(a) Substantial construction of the approved plan or onset of the approved activity has not begun within the approval period; and

(b) Construction or activity on the site is a departure from the approved plan.

(3) A temporary use approval may be renewed once by the director for a period not to exceed one year. Except, medical hardship renewal use shall only be effective for up to six months. Notice of the decision shall be provided to the applicant. The director's decision may be appealed by the applicant as provided by SHMC 17.24.310(1).

(4) A permit for temporary sales offices and model homes may be renewed on an annual basis in the same manner as if it were an original application as long as no more than 50 percent of the total number of dwelling units have been issued occupancy permits.

[...]

#### **17.116.060 Temporary use – Unforeseen/emergency situations.**

(1) Definitions. This type of temporary use is a use which is needed because of an unforeseen event such as fire, windstorm or flood, unexpected ~~health or~~ economic hardship, or due to an eviction resulting from condemnation or other proceedings.

(2) Types of Use Permitted.

(a) A mobile home or other temporary structure for a residential purpose in a residential zone;

(b) A mobile home or other temporary structure for a business purpose in a commercial or industrial zone; and

(c) Use of an existing dwelling or mobile or manufactured home during the construction period of a new residence on the same lot.

(3) Approval Criteria.

(a) Approval or approval with conditions shall be based on findings that one or more of the following criteria are satisfied:

(i) The need for use is the direct result of a casualty loss such as fire, windstorm, flood or other severe damage by the elements to a preexisting structure or facility previously occupied by the applicant on the premises for which the permit is sought;

~~(ii) The use of a mobile or manufactured home on a lot with an existing dwelling unit is necessary to provide adequate and immediate health care for a relative who needs close attention who would otherwise be required to receive needed attention from a hospital or care facility;~~

~~(iii)~~ (ii) The applicant has been evicted within 60 days of the date of the application

from a preexisting occupancy of the premises for which the permit is sought as a result of condemnation proceedings by a public authority, or eviction by abatement of nuisance proceedings, or by determination of a public body or court having jurisdiction that the continued occupancy of the facilities previously occupied constitutes a nuisance or is unsafe for continued use; or

~~(iv)~~ (iii) There has been a loss of leasehold occupancy rights by the applicant due to unforeseeable circumstances or other hardship beyond the foresight and control of the applicant;

(b) In addition to the criteria listed in subsection (3)(a) of this section, all of the following must be satisfied:

(i) There exists adequate and safe ingress and egress when combined with the other uses of the property, as required by Chapter 17.84 SHMC, Access, Egress, and Circulation; and Chapter 17.76 SHMC, Visual Clearance Areas;

(ii) There exists adequate parking for the customers of the temporary use as required by Chapter 17.80 SHMC, Off-Street Parking and Loading Requirements;

(iii) The use will not result in congestion on adequate streets;

(iv) The use will pose no hazard to pedestrians in the area of the use;

(v) The use will not create adverse off-site impacts including noise, odors, vibrations, glare or lights which will affect adjoining use in a manner which other use allowed outright in the zone would not affect adjoining use; and

(vi) The use can be adequately served by sewer or septic system and water, if applicable.

#### **17.116.65 Temporary use – Medical hardship.**

(1) The purpose of the temporary use medical hardship permit is to allow the convenient provisions of supervision and/or assistance with daily care to a person or persons with a demonstrated health hardship by allowing the use of a recreational vehicle for living purposes on a lot or parcel developed with a detached single-family dwelling.

(2) The director may approve or approve with conditions a temporary use medical hardship permit, provided the following criteria are satisfied:

(a) The person(s) needing daily care (dependent person) is/are the principle resident(s) of the detached single-family dwelling or recreational vehicle. For the purpose of this section daily care includes but is not limited to bathing, grooming, eating, medication management, walking and transportation. Daily care does not include financial management or the improvement or maintenance of the subject property.

(i) Proof of the need for daily care shall be demonstrated by a written statement dated within 60 days of the submittal of temporary use permit or renewal thereof, by a medical doctor certifying the dependent person(s) has a health hardship that necessitates someone to provide care in order for them to remain independent (i.e., non-institutional residence).

(ii) For the purpose of this section health hardship means a specific person's need for daily supervision due to cognitive impairment and/or a specific person's need for assistance with daily care as a result of age, physical impairment and/or poor health.

(b) The detached single-family dwelling or recreational vehicle not occupied by the person(s) needing daily care is occupied by the caregiver(s), who shall be specifically identified and named on the permit application.

(c) The temporary use of a recreational vehicle for living purposes shall not be a source

of rental income.

(d) There exists adequate and safe ingress and egress when combined with the other uses of the property, as required by Chapter 17.84 SHMC, Access, Egress, and Circulation; and Chapter 17.76 SHMC, Visual Clearance Areas.

(e) The off-street parking available is not reduced below the minimum required by Chapter 17.80 SHMC as a result of the recreational vehicle used for temporary living purposes.

(f) During the duration of the approved temporary use permit, the recreational vehicle may connect to public water and sanitary sewer, if available, provided all permits are obtained to do so and requirements for connecting are met. If the recreational vehicle will be connected to public sewer, connection to public water shall be required, if available.

(g) The recreational vehicle shall be located on the same property as the detached single-family dwelling and shall not be allowed in a street or public right-of-way.

(h) Only one recreation vehicle shall be allowed on a property for this purpose.

(3) The director may revoke a temporary use medical hardship permit if it is found to not comply with the criteria per this section, constitutes a health hazard, or is otherwise contrary to public health, safety and welfare.

[...]

## **CHAPTER 19.08 GENERAL GOALS AND POLICIES**

[...]

### **19.08.060 Natural factors and local resources goals and policies.**

[...]

(3) Policies. It is the policy of the city of St. Helens to:

[...]

(k) Subject proposed alteration of the city's historic resources to design review and historic documentation to encourage preservation of ~~the structure's~~ historical assets.

(l) Devise a program for attempting to preserve those historic resources that are threatened with demolition.

(m) Encourage adaptive reuse of historic resources.

~~(n)~~ (n) Utilize zoning, buffer zones, and design review procedures to protect noise-sensitive areas from noise-producing areas.

~~(o)~~ (o) Institute design review procedures to protect the area's archaeological resources.

~~(p)~~ (p) Comply with applicable state and federal environmental regulations.

~~(q)~~ (q) Revise all land development standards to encourage solar access, establish criteria for approval of energy facilities, remove obstacles to energy-efficient design, and require energy-efficient development when ownership is to be transferred to the city upon completion.

~~(r)~~ (r) Develop protection programs for the following St. Helens significant resources: wetlands, riparian corridors, wildlife habitats, groundwater resources, natural areas, wilderness

areas, mineral and aggregate resources, energy sources, and cultural areas.

[...]

## **CHAPTER 19.12 SPECIFIC LAND USE GOALS AND POLICIES**

[...]

### **19.12.070 General commercial category goals and policies.**

[...]

(1) Goals. To establish commercial areas which provide maximum service to the public and are properly integrated into the physical pattern of the city.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Encourage new commercial development in and adjacent to existing, well-established business areas taking into account the following considerations:

- (i) Making shopping more convenient for patrons,
- (ii) Cutting down on street traffic,
- (iii) Maximizing land through the joint use of vehicular access and parking at commercial centers, and

(iv) Encouraging locations that enjoy good automobile access and still minimize traffic hazards.

(b) Designate sufficient space for business so that predictable commercial growth can be accommodated and so that an adequate choice of sites exists.

(c) Ensure that all commercial enterprises maintain sufficient off-street parking to accommodate their patrons, workers and loading requirements.

(d) Emphasize and support existing town centers as business places. When areas are developed adjacent or next to existing town centers, ensure that the new development is compatible with and will complement existing development.

(e) Improve the general appearance, safety and convenience of commercial areas by encouraging greater attention to the design of buildings, parking, vehicle and pedestrian circulation, and landscaping through a site design review procedure.

(f) Preserve areas for business use by limiting incompatible uses within them.

(g) Encourage a variety of retail shopping activities to concentrate in the core commercial areas to enhance their attractiveness for a broad range of shoppers; additionally, encourage in this area the development of public spaces such as broad sidewalks, small squares, etc., to facilitate easy, safe, pleasant pedestrian circulation. When located along the waterfront, such public spaces shall facilitate public access to and enjoyment of the Columbia River and Multnomah Channel to the maximum extent possible.

(h) Encourage in-filling of vacant lands within commercial areas.

(i) Encourage redevelopment of waterfront property that is not designated industrial and can be integrated with existing nearby commercial or mixed use areas.





ORD NO. 3215  
ATTACHMENT "E"

USEPA AREA-WIDE PLANNING PROJECT  
Resolution 1765

December 2016





# ACKNOWLEDGMENTS

## CITY STAFF

John Walsh - City Administrator  
Jennifer Dimsho - Assistant Planner  
Jacob Graichen - City Planner  
Sue Nelson - Public Works Engineering Director  
Neal Sheppard - Public Works Operations Director

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## WATERFRONT ADVISORY COMMITTEE

Randy Peterson - Mayor  
Douglas Morten - City Council President  
Keith Lock - City Council  
Susan Conn - City Council  
Ginny Carlson - City Council  
Al Peterson - Planning Commission  
Howard Blumenthal - Parks Commission  
Diane Dillard - Arts Commission  
Paula Miranda - Port of St. Helens  
Chuck Daughtry - Columbia County Economic Team  
Eric Porchinow - Cascade Tissue  
Ashley Baggett - Public Health

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## CONSULTANT TEAM



**MARINA WORKS**



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# EXECUTIVE SUMMARY

St. Helens, Oregon thrived as a leading exporter in the timber industry since the time of its founding in 1850. However, the decline of the timber industry and eventual closing of most mills in the 2000s created negative ripple effects throughout the community. Downtown St. Helens has failed to fully recover and is characterized by struggling businesses, vacant storefronts and a decline in residential development. City leaders and community members recognized the need for a change on the waterfront and have been actively developing a future vision for the waterfront, planning for new public amenities as well as employment opportunities.

The U.S. Environmental Protection Agency's (EPA) Area-Wide Planning (AWP) program, is the most-recent step in this community-driven effort to reshape the St. Helens waterfront. The AWP program has benefited from the planning and visioning completed through previous programs to focus on an action-oriented plan for that will guide implementation of the waterfront redevelopment. That action-oriented plan is this Framework Plan. It is the culmination of countless hours dedicated by City staff, members of the Waterfront Advisory Committee, and the St. Helens community.

The purpose of the St. Helens Waterfront Framework Plan is to provide an understanding of the opportunities these catalytic properties present and outline the major City-led investments that are necessary to spur the next phase of development. The planning process was supported by the enduring commitment of the St. Helens community. An average of over 100 people attended each public event. This plan seeks to capture and represent their collective preferences, which helped drive the recommendations made in this report. The Framework Plan creates certainty for developers by indicating where development can occur on the site, and defining the criteria that the City will use as it considers different development options. Lastly, this plan creates a clear path forward to implementing the Framework Plan and presents a detailed outline of projects that will guide the City through the steps toward redevelopment in the short- and long-term.

The immediate next step is for the St. Helens City Council to adopt this Framework Plan. The following actions summarize the pathway forward:

1. **Attract a Developer:** Success requires a private development partner. The recommended approach for development is to market the property, release a Request for Information or Qualifications to interested developers, and work with the selected developer to produce a Master Plan. Ideally, the Master Plan will lead to a Disposition and Development Agreement (DDA) that outlines roles and investment responsibilities for the development partner and the City.
2. **Address the Zoning Code:** Once the City has determined its preferred development approach, it should ensure that the zoning code enables that approach. Options available to the City range from small changes to reflect the Framework Plan to a full re-zone of the Veneer Property.
3. **Fund Necessary Improvement Projects:** To create certainty for development, the City should create a comprehensive funding program for the property's infrastructure that includes a combination of urban renewal, state grants, and public-private partnerships.



# INTRODUCTION

## 1.1 CONTEXT

The City of St. Helens (city) is located at the confluence of the Multnomah Channel and the Columbia River, where it surveys the northern tip of Sauvie Island and across the water, toward Mt. Hood and Mt. St. Helens. Perhaps this is the same view Lewis and Clark marveled at during their stay with the Chinook Indians, who occupied the area in 1804. The city was founded in 1850 and thrived as a hub for the region's booming lumber industry. The waterfront blossomed with activity as numerous mills and manufacturing plants, specializing in the production of paper and wood products, were built. The waterfront and downtown areas provided places for the many workers and their families to live, work, and play.

Industry has been at the heart of the city's waterfront and its economy up until the remaining mills closed most or all of their operations in the early 2000s. As the jobs disappeared from the heart of the city, so did many of the people, and the historic downtown has grown quieter. The city has since been dedicated to reclaiming the waterfront

so that it may serve the community in new ways, paying homage to both the past and the future by creating new amenities that can attract both new employers and residents to St. Helens.

City leaders and community members recognized the need for a change on the waterfront when the Boise veneer plant finally closed after years of declining profitability. The City adopted a new overlay zone that would permit commercial and mixed-use development on the site of the former plant. The community has since been actively developing a future vision for the waterfront that includes new amenities for the community and focuses future industrial and employment development further south on the industrial land formerly occupied by the Boise White Paper mill.

The City government of St. Helens (City) has acquired approximately 225 acres of waterfront property along



*Looking south down The Strand towards the former industrial uses on the Veneer Property (approx. 1910)*

## 1.1 CONTEXT

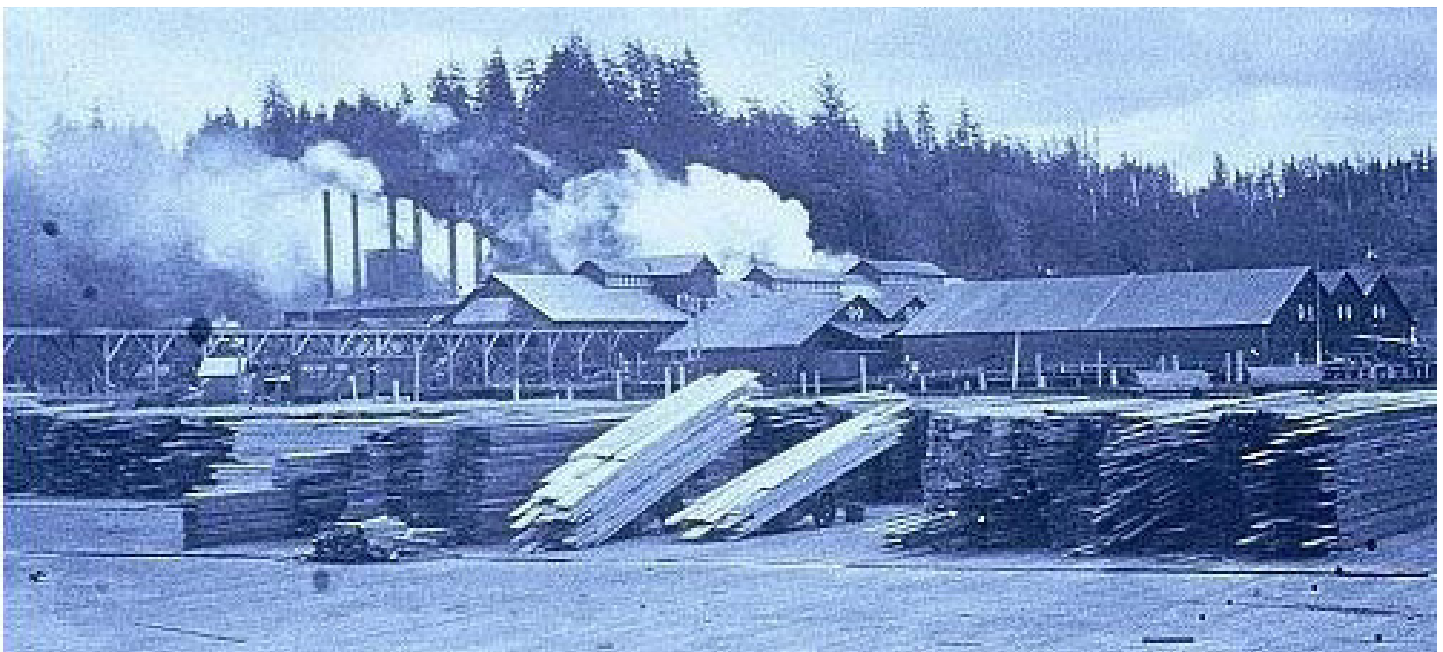
The U.S. Environmental Protection Agency (USEPA) Area-Wide Planning (AWP) program assists communities responding to local brownfield challenges, particularly where multiple brownfield properties are in close proximity; are connected by infrastructure; and limit the economic, environmental, and social prosperity of their surroundings.

the Multnomah Channel and the Columbia River. A key development opportunity is an approximate 25-acre property that is the former location of a plywood veneer plant, identified in this report as the Veneer Property. The Veneer Property's unique waterfront location, volcanic views, and proximity to downtown create a rare opportunity to bring new, mixed development to St. Helens. To the south lies a second key industrial property that was formerly the location of the Boise White Paper, LLC main mill operation, referred to in this report as the Boise White Paper (BWP) Property. It is approximately 205 acres, only 10–20 acres of which are occupied today by Cascade Tissue. This expansive industrial area is located close to US 30 and the City owns 58 percent of the land area, presenting the City with a significant opportunity to attract new employers to the area.

Three core principles guided this project:

- **Public Access.** Redevelopment should connect to city neighborhoods, reconnect the people to the waterfront, and connect the city to the greater local region. Safe and secure access to the waterfront and other green space is imperative. Redevelopment should also encourage water-related uses and preserve adequate public space while allowing for flexible private enterprise.
- **Natural and Cultural Heritage.** This project is an opportunity to return the highest public benefit to the greatest number of citizens over multiple generations. Green and sustainable development will be encouraged, and planning should anticipate a dynamic and changing future climate. Redevelopment should coexist with the Riverfront District both visually and economically.
- **Sustainable Economic Development.** Redevelopment should focus on a mix of housing, commercial, and recreational uses to create a “working waterfront.” This mix of industry and amenities is optimal for creating a space to attract development and drive jobs back to the city.

This plan is organized as follows: opportunities and constraints (Section 2); a summary of public outreach (Section 3); a vision for the Veneer and BWP properties (Section 4); a discussion of the framework plan (Section 5); and an implementation strategy (Section 6).



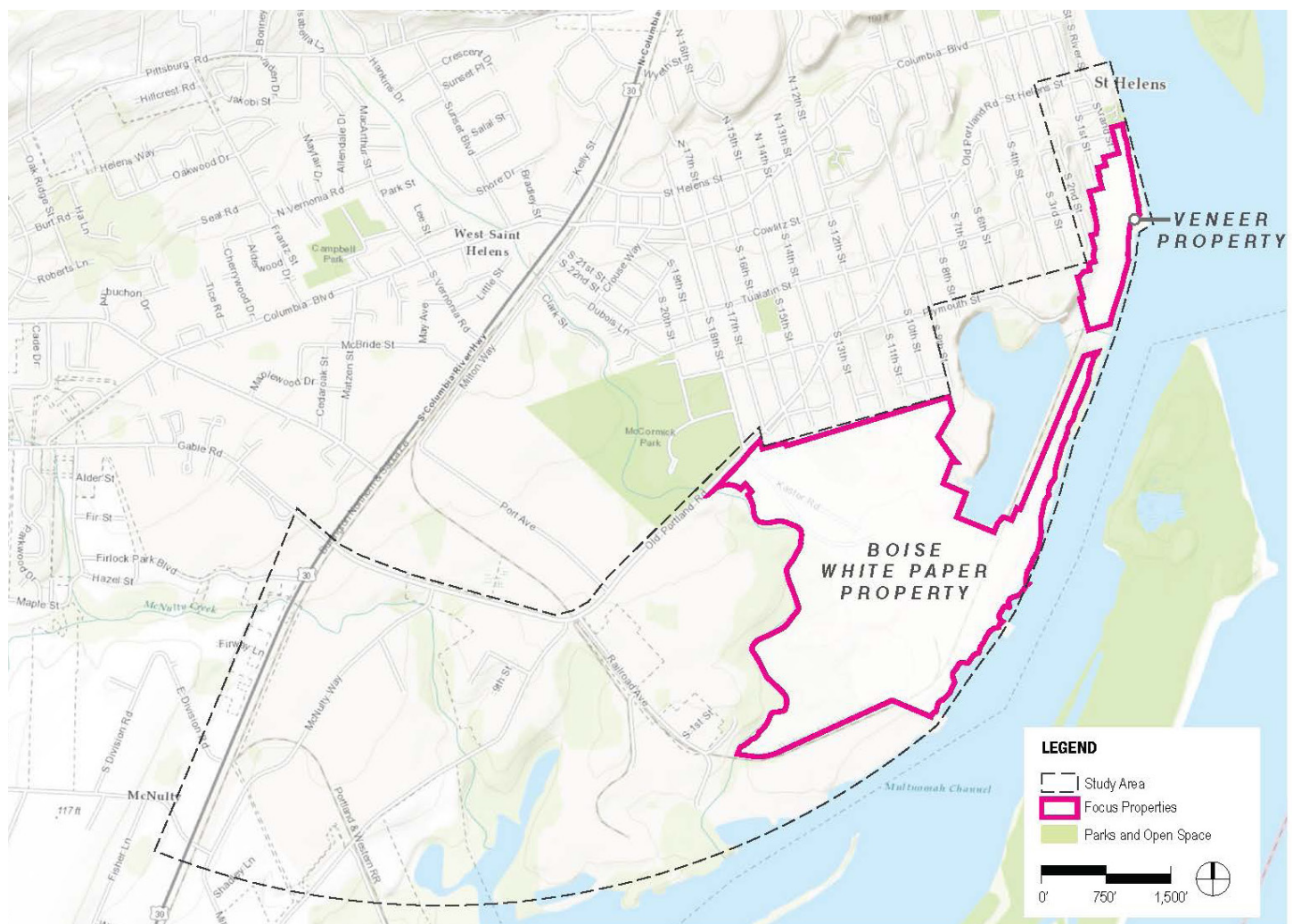
St. Helens Lumber Mill.



## 1.2 STUDY AREA

As shown in Figure 1-1, the study area includes a portion of the main street corridor, historic downtown, and two catalyst brownfield properties, Veneer Property and BWP Property, located on the city's waterfront adjacent to the historic downtown area. In this report, the primary focus is redevelopment of the Veneer Property. The study area provides the larger context for understanding how the local environment may help or hinder redevelopment of the Veneer Property. The BWP Property serves as a complementary catalyst property that will be able to support future industrial and employment development; it does not require the same level of planning, because its primary use is not expected to change. The Veneer Property presents an opportunity for St. Helens to build something new that is rooted in the community's identity and may grow to attract visitors, residents, and employers to the region.

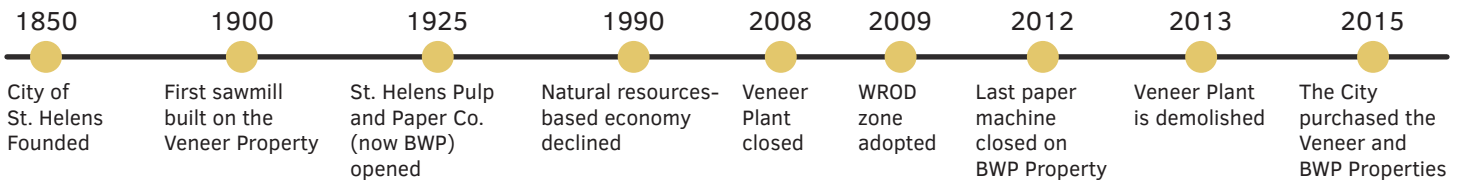
**FIGURE 1-1. STUDY AREA**





## 1.2 STUDY AREA

### PROPERTY HISTORY



### PROJECT HISTORY

In 2014, the City participated in the prestigious American Institute of Architects Sustainable Design Assessment Team (SDAT) program. The SDAT program involved intensive workshops and outreach to both the public and local experts and stakeholders, culminating in a set of preliminary guiding principles. These guiding principles led the City to further engage and educate the community regarding the existing conditions, potential contamination issues, and potential future for the two focus properties.

In 2015, an Integrated Planning Grant (IPG) from Business Oregon extended future planning that focused on advancing the work of the SDAT program and preparing the City to implement a USEPA-funded AWP project. Specifically, the IPG project convened and engaged with an advisory group of community leaders and stakeholders, who confirmed and refined the vision and guiding principles for redevelopment of the waterfront, and broadly involved the community in the planning process through an open house. In 2015, the City obtained a U.S. Environmental Protection Agency (USEPA) Area-Wide Planning (AWP) grant to explore the redevelopment potential of City-owned parcels on the St. Helens Waterfront through a framework planning process.



*The images on this page are renderings created during the SDAT process. Top right is a rendering of a marina with multi-use buildings. The middle is a rendering of residential mixed-use buildings. On the bottom left is a rendering of what a boardwalk would look like. In all cases, the border of the river is kept within the public realm, but development comes close to the water's edge benefiting from the prime real estate the property has to offer.*



Navigate using Bookmarks or by clicking on an agenda item.

An aerial photograph of a coastal town. In the foreground, a large, dark, paved area, possibly a parking lot or a dry dock, is visible. To the right, a body of water (likely a bay or harbor) is shown. The middle ground features a dense residential and commercial area with various buildings, including houses and larger structures. The background consists of a large, forested hill or mountain. The sky is overcast with grey clouds.

# OPPORTUNITIES & CONSTRAINTS



## 2.1 EXISTING CONDITIONS

The project team analyzed the existing physical, cultural, economic, and environmental contexts of the study area between October 2015 and January 2016. This analysis provided an understanding of the existing conditions, opportunities, and constraints, and served as a foundation for the AWP process to guide future planning. The full Existing Conditions report is available on the Waterfront Redevelopment Project webpage located under the Planning Department. Table 2-1 summarizes the basic site characteristics for the Veneer and BWP Properties.

**TABLE 2-1. VENEER AND PROPERTY CHARACTERISTICS**

SITE CHARACTERISTIC	VENEER PROPERTY	BWP PROPERTY
<b>Size</b>	25 acres	205 acres
<b>Number of Parcels</b>	1	13
<b>Zoning</b>	Predominantly HI, some Apartment Residential, WROD overlay	Predominantly HI, some light industrial, Willamette Greenway overlay
<b>Ownership</b>	City of St. Helens	City of St. Helens
<b>Existing Structures</b>	None	~20
<b>Environmental Contamination</b>	Yes, in small, contained areas.	Yes, exact extent and degree is unknown.
<b>Environmental Risk Management</b>	Prospective Purchaser Agreement	Environmental Indemnification Agreement



*Photograph looking south from downtown St. Helens, across the Veneer Property towards the BWP Property.*

## 2.1 EXISTING CONDITIONS

The following tables summarize the opportunities and constraints identified on the Veneer and BWP Properties. Figure 2-1 provides a graphical depiction of the Veneer Property's opportunities and constraints.

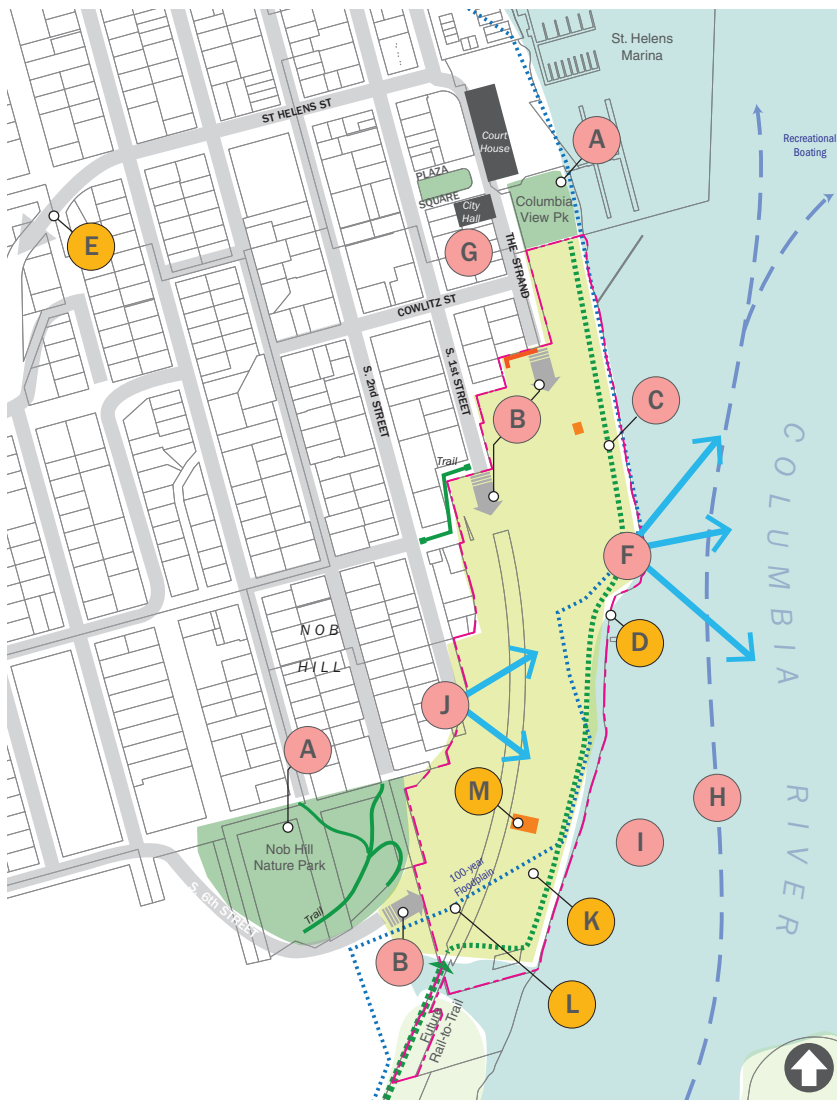
**TABLE 2-2. VENEER PROPERTY OPPORTUNITIES AND CONSTRAINTS**

CORE VALUE	OPPORTUNITIES	CONSTRAINTS
<b>Public Access</b>	<ul style="list-style-type: none"> <li>• Adjacent to Columbia View Park</li> <li>• Existing Street Grid at Pedestrian Scale</li> <li>• View Corridors</li> <li>• Trails</li> <li>• Boardwalk</li> <li>• Public Ownership</li> <li>• Community Interest and Existing Events</li> </ul>	<ul style="list-style-type: none"> <li>• Distance from US 30</li> <li>• Limited Connection to River</li> </ul>
<b>Natural and Cultural Heritage</b>	<ul style="list-style-type: none"> <li>• Riverfront Mountain Views</li> <li>• Community Support</li> <li>• Historic and Cultural Education</li> </ul>	<ul style="list-style-type: none"> <li>• Artificial Fill</li> </ul>
<b>Sustainable Economic Development</b>	<ul style="list-style-type: none"> <li>• Proximity to the Columbia River Downtown</li> <li>• Prospective Purchasers Agreement</li> <li>• Bluff Development</li> <li>• Public Ownership</li> <li>• Existing in-water infrastructure (e.g., pilings)</li> </ul>	<ul style="list-style-type: none"> <li>• Historic Infrastructure</li> <li>• 100-Year and 500-Year Floodplain</li> <li>• Waterfront Redevelopment Overlay District</li> <li>• Floodway Close to Shore</li> <li>• Riparian Overlay</li> <li>• Shallow Bedrock</li> <li>• Heavy Industrial Zoning</li> <li>• Restricted Areas</li> <li>• Large Amounts of Fill</li> </ul>

**TABLE 2-3. BWP PROPERTY OPPORTUNITIES AND CONSTRAINTS**

CORE VALUE	OPPORTUNITIES	CONSTRAINTS
<b>Public Access</b>	<ul style="list-style-type: none"> <li>• US 30 Connection</li> <li>• Planned Access Improvements</li> <li>• Public Ownership</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal Public Access</li> <li>• Problematic Intersections</li> </ul>
<b>Natural and Cultural Heritage</b>	<ul style="list-style-type: none"> <li>• Return of Legacy Industry</li> <li>• Proximity to the Columbia River</li> </ul>	<ul style="list-style-type: none"> <li>• Artificial Fill</li> </ul>
<b>Sustainable Economic Development</b>	<ul style="list-style-type: none"> <li>• Match Jobs to Workforce</li> <li>• Create Live-Work Community</li> <li>• Environmental Indemnification</li> <li>• Existing In-Water Infrastructure (e.g., pilings)</li> <li>• No Floodway</li> </ul>	<ul style="list-style-type: none"> <li>• Historic Infrastructure</li> <li>• Developable Parcels Unknown</li> <li>• Stormwater</li> <li>• Shallow Bedrock</li> <li>• Developer Uncertainty: 100-year floodplain, 500-year floodplain, and Milton Creek and associated riparian area</li> </ul>

FIGURE 2-1. OPPORTUNITIES AND CONSTRAINTS



## PUBLIC ACCESS

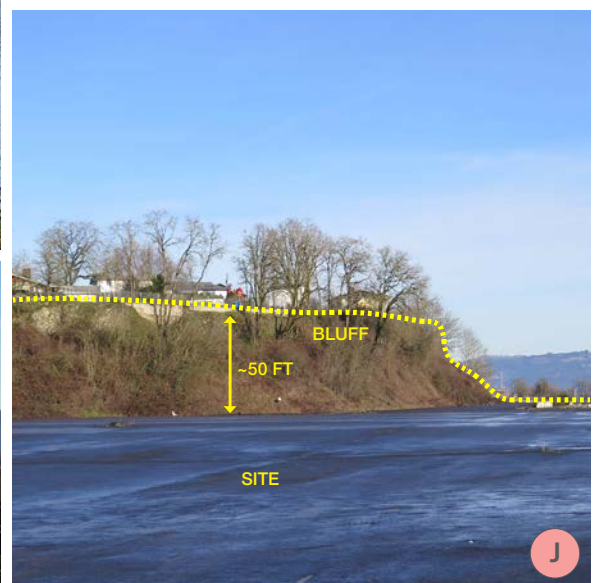
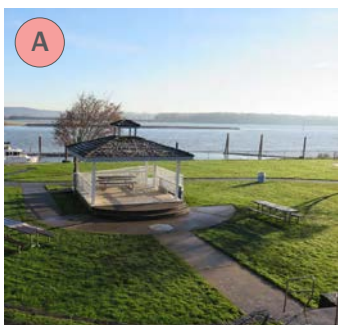
- A** CONNECTION TO EXISTING PARKS, OPEN SPACES, AND TRAILS
- B** DIRECT ACCESS FROM CITY STREETS
- C** OPPORTUNITY FOR NEW PUBLIC PATH ALONG WATER'S EDGE
- D** STEEP RIVERBANK LIMITS DIRECT WATER ACCESS
- E** HARD TO FIND FROM HWY 30, 3.5 MILES AWAY

## NATURAL & CULTURAL HERITAGE

- F** VIEWS OF MT ST HELENS, MT ADAMS, AND MT HOOD
- G** CONNECTION TO HISTORIC DOWNTOWN CREATES REVITALIZATION OPPORTUNITY
- H** EXISTING WATER TRAILS CONNECT SITE TO SURROUNDING NATURAL AREAS

## SUSTAINABLE ECONOMIC DEVELOPMENT

- I** DEEP WATER (~30 FT) CREATES OPPORTUNITY FOR RECREATION AND INDUSTRY
- J** STEEP BLUFF PROTECTS EXISTING VIEWS FROM POTENTIAL MULTI-STORY DEVELOPMENT
- K** ARTIFICIAL FILL ON SHALLOW BEDROCK CREATES CHALLENGE FOR DEVELOPMENT AND NATURAL RESTORATION
- L** 100-YEAR FLOODPLAIN MAY CONSTRAIN DEVELOPMENT
- M** RESTRICTED SOILS AND POTENTIAL GROUNDWATER CONTAMINATION





## 2.2 DEVELOPER INTERVIEWS

In spring 2016, members of the project team met with representatives of seven different real estate development firms to discuss development possibilities and issues regarding the St. Helens Veneer Property. There was general agreement among the developers of the value and scarcity of developable waterfront land. The property's beautiful views, connections to downtown, and relatively unconstrained development potential suggest it as an excellent location for waterfront residential development. All developers agreed that the biggest challenge for this property was the ability for St. Helens to prove that it can attract residents at high-enough incomes to support new construction. This suggests that the City will need to focus its efforts on marketing the city's economic development potential to attract new jobs.

Developers also noted that there are relatively few comparable developments nearby that serve as comparable development to meet underwriting criteria. Other themes that emerged were the importance of a vibrant downtown and the opportunity for the property to provide access to river users. Developers were in agreement that the City would need to provide a multi-pronged incentive toolkit and to expect that the property will develop in phases over many years. Several developers requested to stay informed on the development opportunity as it progresses.

A full summary of these meetings is available on the Waterfront Redevelopment Project webpage located under the Planning Department.

## 1.3 COMPETITIVE ADVANTAGE

The Veneer Property's competitive advantages are the conditions that make it more desirable for development compared to other locations.

- **Waterfront location and views.** The Veneer Property has sweeping views of the river, Mt. Hood, and Mount St. Helens, and is located adjacent to the historic downtown area.
- **City commitment to project success.** The City has acquired the land and continues to take the steps necessary to make it ready for development. The City remains committed to the community's vision for the waterfront and will provide incentives to attract a development partner who can help realize the vision.
- **Low cost of living.** St. Helens offers a small-town lifestyle within a relatively short commute to Portland-area employers and a lower cost of living. As housing costs in the Portland area increase, the City expects to see new residents appreciate the quality of life in St. Helens and seek a lower-cost home.
- **Water access.** Proximity to the water in a region where there is high demand for renting, mooring, and docking watercraft presents an opportunity to draw visitors not only from US 30 but also from the Columbia River. These visitors will support a vibrant mixed-use development on the Veneer Property and in the existing downtown that provides complementary amenities, such as a restaurant, a hotel, retail, and open space.

A photograph of a public meeting. A woman with glasses and a name tag is pointing at a large map on a wall. The map shows a street grid with some areas highlighted in yellow and green. Several people are standing around the map, looking at it. The scene is indoors, with patterned wallpaper visible in the background.

# PUBLIC INVOLVEMENT

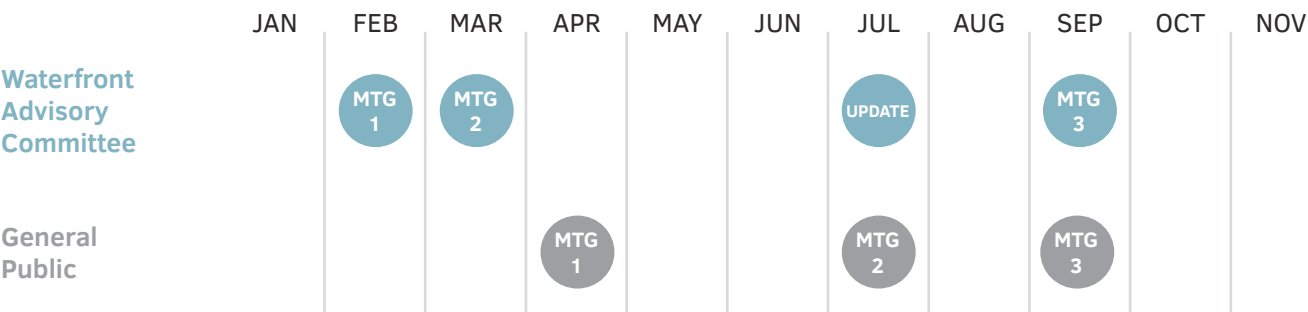


### 3.1 WHAT WE DID

Well before the SDAT planning effort in 2014, the St. Helens community has been actively involved in redevelopment of the waterfront. Beginning with the IPG project in 2015, the City established a Waterfront Advisory Committee (WAC) consisting of City Councilors and representatives from the Port of St. Helens; Parks Commission; Arts Commission; Planning Commission; and Public Health Foundation of Columbia County. This same committee was convened for the AWP process, meeting

four times between February and September 2016. The general public was also kept actively engaged in the process. Three public events were held between April and October 2016, each of which was attended by an average of over 100 people and included people who were becoming newly engaged in the project. Detailed meeting notes from the WAC meetings and public open houses are available on the Waterfront Redevelopment Project webpage located under the Planning Department.

FIGURE 2-1. CALENDAR OF COMMUNITY ENGAGEMENT EVENTS



Community members at the October 12, 2016 project completion celebration on the Veneer Property.

## 3.2 WATERFRONT ADVISORY COMMITTEE

The WAC was established to serve as an advisory panel through planning and redevelopment of the waterfront properties. This committee held three meetings, including a workshop for developing the Framework Plan, review of the framework and demonstration plan options, and review of the implementation strategy. The Committee was composed of 12 members selected to represent a diversity of stakeholder interests with long-term commitment to the community, including business, regional economic development, parks, arts and culture, and public health.

The full meeting minutes are available on the City website, listed on the Waterfront Redevelopment Project webpage located under the Planning Department.

### MEETING 1: INTERACTIVE PLANNING WORKSHOP

The purpose of this meeting was to welcome the WAC to the AWP project, review the findings of the existing conditions report, and walk the committee through the interactive planning exercise. The interactive planning exercise was designed to help the committee imagine and prioritize how buildings, streets, trails, and open space could be organized on the Veneer Property. The WAC was split into two groups, each of which produced several framework plan scenarios. Several themes emerged from this interactive planning exercise, including:

- Desire for a marina located at the south end of the property
- Concerns regarding building heights and maintaining views
- Preference for a connection between 1st Street and Plymouth Street
- Overall demand for a greenway meant for the public
- Resistance to placing private development on the waterfront edge
- Support for on-water development, such as a floating restaurant or pier.



*WAC members use chips to brainstorm layouts for streets, open space, and uses on the Veneer Property.*

## 3.2 WATERFRONT ADVISORY COMMITTEE

### MEETING 2: FRAMEWORK PLAN OPTIONS

The purpose of this meeting was to review the outcomes from the previous meeting's interactive planning exercise, present alternative framework plans for the Veneer Property, and discuss the economic trade-offs of the different plans, as well as the feasibility of the marina. The WAC provided specific feedback on transportation and parking, uses and services, environmental concerns, and other observations in advance of the framework plan alternatives being presented to the public.

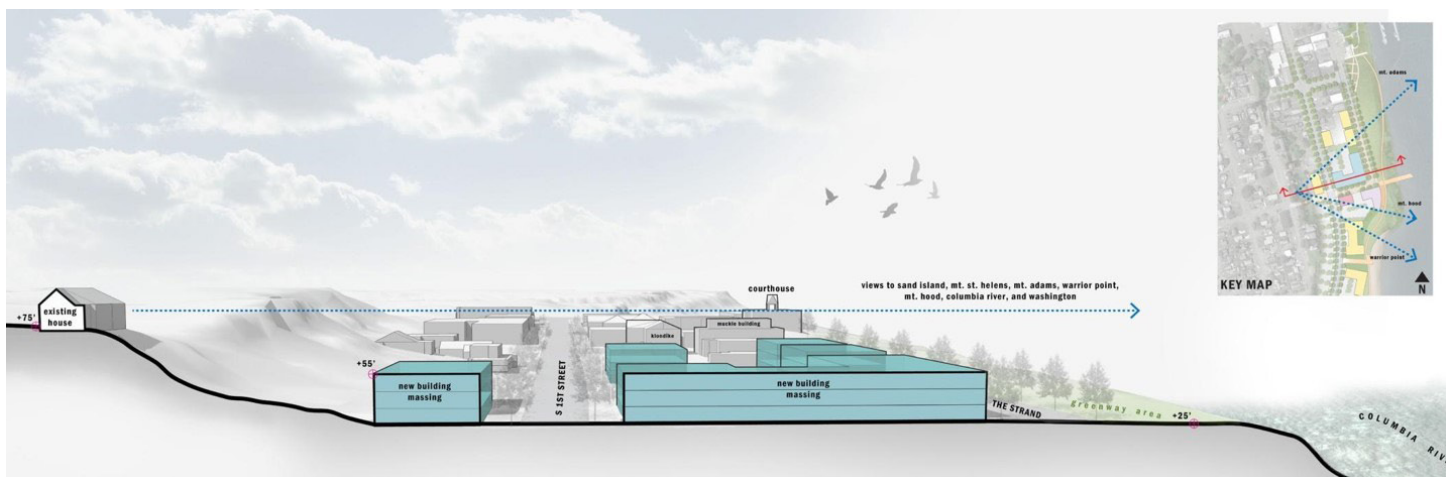
### MEETING 3: IMPLEMENTATION STRATEGY

The purpose of this final meeting was to review the preferred framework and demonstration plans, and proposed implementation strategy to address any remaining concerns the committee had regarding the plans, as well as to review the project sheets, which provide an outline for how to move the Veneer Property toward and through redevelopment. Dwight Unti of Tokola Properties gave a presentation to the Committee to provide a developer's perspective on the existing opportunity that the waterfront presents, and what a developer will look for when he/she is interested in becoming involved in future development on the Veneer Property.

The Committee approved the preferred framework and demonstration plans, agreeing that the framework plan should be adopted by the City Council and that it explicitly state that the following elements be included:

- A connection between 1st Street and Plymouth through the property
- An extension of The Strand
- Pedestrian access ways through the property
- A greenway that is about 50 feet wide and a minimum of six acres
- A special waterfront-use area to allow for development fronting the water
- Development parcels that include a mix of uses

Lastly, the WAC confirmed which items are public-requirement must-haves versus preferences. This list was meant to serve as a starting point that may evolve over time, but can be included in a future Request For Information the City releases to developers.



*The height of new development relative to the bluff was conveyed to the WAC utilizing the cross section above.*

## 3.3 COMMUNITY ENGAGEMENT

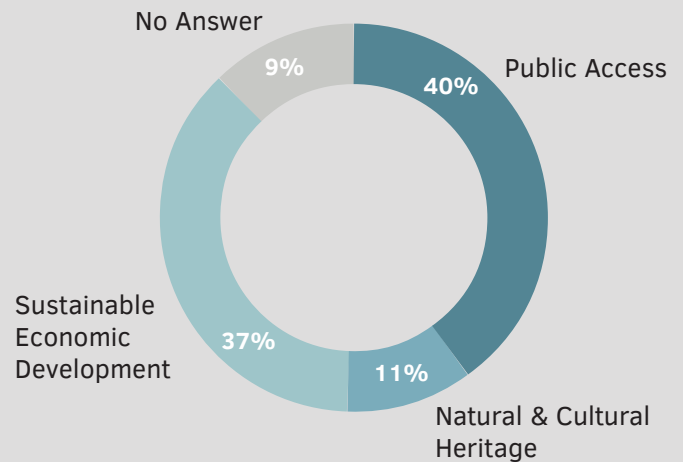
Engaging the St. Helens community was an integral part of this project. During the course of this AWP project, three public open-house events were held. Over 100 people attended each event, each time including people who had not previously been involved in the process. It was clear that the community felt passionate about how the waterfront should be redeveloped; their preferences are reflected in the final outcome. The notes from each public open house are available on the City website, listed on the Waterfront Redevelopment Project webpage located under the Planning Department.

### OPEN HOUSE 1: INTRODUCTION TO THE AWP PROGRAM AND PRELIMINARY FRAMEWORK PLANS

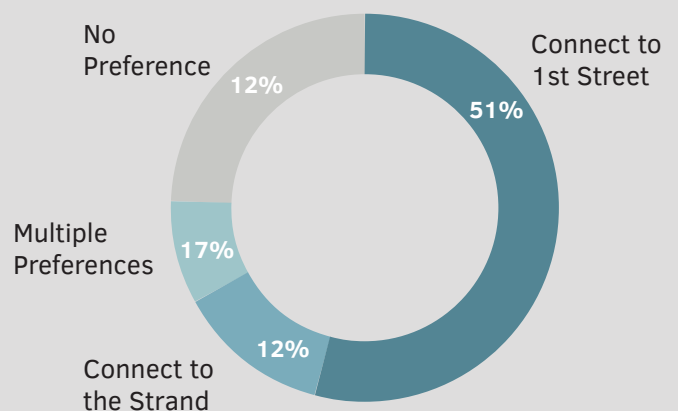
The first open house was held on April 27, 2016. The purpose of this event was to present the preliminary framework plan scenarios and receive feedback on the street layout, amount of open space, and types of uses. There were five stations through which attendees could circulate and talk to staff, including a review of the AWP process, a station for each framework plan scenario, and a station where participants could design their own framework plan scenario. Attendees were provided with fact sheets that they could reference during the open house and comment cards where they could provide feedback. A total of 75 comment cards were received.

### FIGURE 2-2. COMMENT CARD FEEDBACK

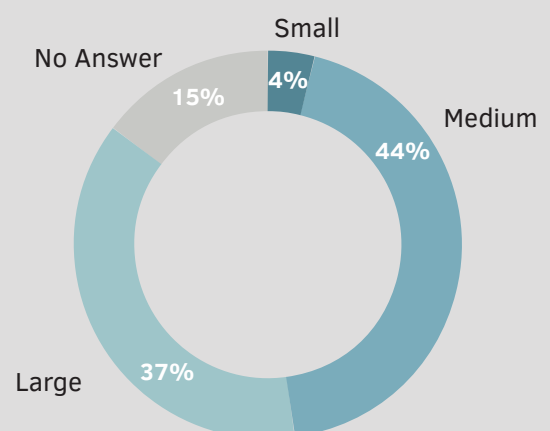
Which core value do you connect with most?



Which road alignment do you prefer?



How much open space should there be?





## 3.3 PUBLIC OUTREACH

### OPEN HOUSE 2: PREFERRED FRAMEWORK PLAN

The second open house was held on July 6, 2016. The purpose of this event was to keep the community engaged in the redevelopment process and covered topics including the preferred framework plan, potential strategies for implementation, the festival street concept, branding, and repurposing the wastewater lagoon located between the Veneer and BWP properties. To facilitate small group conversations on these topics, staff set up six stations, including an overview of the AWP process; the preferred plan concept; implementation; streets; the public realm; and branding. There was also a station for a related but separate project on the repurposing of the wastewater lagoon located between the Veneer and BWP properties.





### OPEN HOUSE 3: CELEBRATION

The final open house was held on October 12, 2016. Approximately 70 people attended the event. This event was a celebration of the effort put forward by the community, WAC, and City staff on the AWP project. Boards were set up showing the final preferred framework plan, demonstration plans, diagrams showing views of the river from the bluff given various building heights, and a rendering of future development. Additionally, information about the next steps in the redevelopment process was distributed, with an emphasis on the upcoming urban renewal planning process. Many of the attendees were excited about the work that had been done and happy that the City was actively working towards the next steps of the project.



*Final public open house attendees show their support for the St. Helens Area-Wide Planning Waterfront Redevelopment Project.*





# A VISION FOR THE WATERFRONT



## 4.1 VISION STATEMENT

For centuries, people have come to the banks of the Columbia River at its confluence with the Multnomah Channel and the Lewis River. The fertile Sauvie Island was once home to thousands of Native Americans. It was here, where thickly forested slopes met a wild and wide river that the community of St. Helens began and grew. The city's riverfront was its lifeblood for decades, where timber and paper were processed and exported, where ships were built and salmon were pulled from the Columbia River. With economic and societal changes, over the years the riverfront has also changed. What was once a fully industrial, working place with very little opportunity to see or touch the river is becoming a more diverse riverfront, with greater environmental protection balanced with opportunities for new recreation, employment, and housing.

The vacant Veneer Property is the focus of this Framework Plan. With its direct connection to downtown St. Helens, it offers the potential for a **vibrant waterfront district** with amenities that can attract new residents and employers to St. Helens, as well as new residents. Both groups will enhance the community's tax base, generating further opportunities for current and future members of the St. Helens community. The St. Helens riverfront will seamlessly extend from downtown, with walkable, tree-lined streets. Along the Columbia River, where people have gathered for millennia, an expansive park with trails and recreation will once again provide the setting for the community to return to its river.



*A rendering of the future St. Helens waterfront.*





# FRAMEWORK PLAN

## 5.1 WHAT IS A FRAMEWORK PLAN?

There are a number of potential future scenarios for redevelopment of the St. Helens riverfront. The Core Values stated in the Introduction play a fundamental role in establishing civic intent for the property's redevelopment. In the coming years, citizen advocates and City staff will closely observe the redevelopment process. A Framework Plan that creates both certainty and flexibility in the future with a general layout for the property. This Framework Plan is designed to establish non-negotiable plan elements described in the following sections.

This Framework Plan is a simple and general outline that will guide future, more detailed development plans, to be prepared by separate design and engineering teams as property improvements take place. The framework focuses on securing and cementing the most important public improvements that will form the basis for future public-private redevelopment: it shows general alignments for roads and public access ways, outlines areas for future development, and defines the large, contiguous area that will remain as a public park and greenway trail area along the water's edge. The Framework Plan will be adopted by the City Council and recognized in the City's development code, thereby regulating the essential improvements to the property and guiding future qualitative assessment of more detailed plans for individual properties and buildings.

A similar Framework Plan has not been prepared for the BWP Property to the south, because it is expected to continue its existing industrial operations.

The demonstration plans that follow the Framework Plan display different ways in which development under the Framework Plan could be realized in terms of building massing, development of the waterfront park and trail, and distribution of uses.

## 5.2 PHYSICAL FRAMEWORK

The physical design proposed for the Veneer Property is intended to provide some level of certainty to guide future City decisions, along with a more flexible approach, to the form and arrangement of development on a number of parcels.

### LAND USES

A wide range of land uses is possible for the Veneer Property and is supported at a certain scale by market conditions, described earlier. For example, townhouses could be a potential use, but not in large numbers. Retail is another potential use, but recent market studies (ECONorthwest, 2015) suggest that no more than 12,000 square feet of retail can be supported, which is essentially one to two small structures. Page 24 shows images of potential development types at an appropriate scale, all of which were deemed appropriate by the WAC and the public.

### VENEER: PHYSICAL LAYOUT

The plan offers a general framework for the property and outlines, with more certainty, some important plan elements. All of these elements will be further studied and refined as part of future design and engineering processes. These elements include:

- Extension of 1st Street south into the property, with a similar right-of-way (ROW) width of 80 feet.
- Connection of this 1st Street extension through the property to a future southern entrance to the property, where Plymouth Street currently terminates as also identified in the City's Transportation System Plan (2011).
- Extension of The Strand south into the property, at a ROW width of 70 feet.
- New east-west connection between the extensions of 1st Street and The Strand (known as 1st and Strand connector) with a ROW width of 70 feet. This new east-west portion of The Strand will be in direct alignment with the street grid in the Nob Hill neighborhood.
- An effective grid of streets or access ways radiating from 1st Street, providing regular gaps in development to allow public riverfront access and views. The southernmost access way should be aligned with a view of Mt. Hood from the property and from the adjacent bluffs.



FIGURE 5-1. FRAMEWORK PLAN





## POTENTIAL DEVELOPMENT LAND USE TYPES



*Light Industrial/Marine Commercial*



*Light Manufacturing/Brewery*



*Restaurant*



*Mix of Uses*



*Civic/Institutional*



*Hotel*



*Apartments*



*Retail*

## 5.2 PHYSICAL FRAMEWORK

- Realignment and improvement of the existing stairs that currently extend from the east end of Tualatin Street down toward 1st Street and the Veneer Property.
- Formation of large new development parcels accessed from this grid of new streets and access ways.
- Dedication of a significant new greenway open space along the entire length of the property's Columbia River frontage, with a minimum width of 50 feet and an approximate or minimum size of at least six acres.
- An extension or enlargement of the existing Columbia View Park to the south, creating a contiguous park that allows for growth in programmed activities at the park and potential growth of play areas or active sports.
- A continuous trail through this greenway, from Columbia View Park to the southern end of the Veneer Property at Frogmore Slough, with potential for further extension over an existing rail trestle to the BWP Property.
- Restoration of the riverbank associated with the new greenway.
- Protection and restoration of the steep slopes and cliffs that form the property's western boundary, including portions of Nob Hill Nature Park.
- Building footprints placed on the street edges (or frontage) of development parcels suggest a preferred urban design arrangement that echoes the more traditional urban form of downtown St. Helens and other Oregon towns, rather than an auto-oriented layout that sets buildings back away from the street edge.

### Demonstration Plan A

This plan proposes a dramatic new urban open space on the riverfront, extending Columbia View Park south to the future street connecting The Strand and 1st Street. The scale and style of development that exists along The Strand and 1st Street continues onto the property, with small-scale buildings lining the street extensions and facing east of the Columbia River. At the 1st and Strand connector, a large development parcel on its north frontage is shown with a major institutional or civic use such as a museum, healthcare facility, or educational entity. Commercial or retail uses and a restaurant are suggested on the south side of the 1st and Strand connector, providing a level of urban activity and energy that can form the heart of the new neighborhood. The 1st and Strand connector terminates in a public plaza with a pier extending over the Columbia River. A trail along the riverbank intersects with this plaza and continues south, intersecting with public access ways at two locations with small plazas and overlooks the river's edge. At the south end of the property in this Demonstration Plan, a small marina is proposed with a brewery or restaurant on the upland property, including outdoor seating. On the east side of 1st Street, new uses are shown arranged to maximize view frontage to the river while providing additional surface parking to complement on-street parking and the surface lots west of 1st St.

### Demonstration Plan B

This plan illustrates a slightly different configuration of uses on the property. New buildings line the extensions of 1st and The Strand. The 1st and Strand connector will still be an active core for the neighborhood, perhaps with more retail or commercial uses. In this plan, a new restaurant is shown on the east side of The Strand, providing a dramatic site surrounded by public access, including the extended greenway trail. In place of a pier, a large overlook plaza is shown at the end of The Strand. An option is shown for a Waterfront Special Use Area (see Figure 5.1) that proposes additional development east of the Strand, recognizing that these parcels will hold much potential appeal for certain destination uses, including a brewery, restaurant, café, or other commercial use. This type of use could also help create activity on

### DEMONSTRATION PLANS

In addition to the fundamental infrastructure improvements proposed in the Framework Plan, this document includes two illustrative plans that provide examples or "demonstrations" of how future development is envisioned by the community. These demonstration plans include the following consistent components:

- Framework Street extensions are illustrated with trees and sidewalks to provide a sense of the character of these future streets.
- West of the 1st Street extension, surface parking lots are proposed with shade trees. This parking will be available to serve future development use to the east of 1st Street, and can be replaced with buildings if market conditions change in the future.
- Generally, new development is shown as simple building envelopes that are sized to reflect current real estate market trends for residential and commercial footprints.



FIGURE 5-2. DEMONSTRATION PLAN A





FIGURE 5-3. DEMONSTRATION PLAN B





## 5.2 PHYSICAL FRAMEWORK

the waterfront, a place to relax and enjoy the views, and could help to keep “eyes” on the expanded Columbia View Park, making it safer for the community. This Waterfront Special Use Area should include additional development regulations to ensure that future buildings provide ample public access as well as building and site design that are sensitive to such a visible location. The plan also shows a potential mix of uses between 1st Street and the greenway park, but in this demonstration, the buildings provide more frontage on 1st Street, with semi-public courtyards facing the river and effectively enlarging the size of the waterfront open space. At the property's south end, a Marina is also demonstrated, along with a destination use such as a hotel or restaurant.

### STREET DESIGN

The two new street cross-sections in the Veneer Property are designed to create a pedestrian-friendly district, maximize safety, increase availability of parking for events, and facilitate public enjoyment of the waterfront and property as a whole. The extension of 1st Street will maintain its designation as a Collector (per the City's 2011 Transportation Systems Plan), and the extension of The Strand is proposed as a new “festival street,” with special paving and booth space that can be closed to vehicles during events.



*All new streets should reflect Complete Street design principles: walkable, bikeable, and green.*



*Green parking lots with trees and stormwater planters.*



*Low-impact stormwater treatment along pedestrian accessway.*



*Pedestrian accessway.*

## 5.2 PHYSICAL FRAMEWORK

### 1st Street

The extension of the 1st Street collector is shown with a modified ROW width of 80 feet to allow for on-street parking and buffered bike lanes to maximize cyclist safety. On the west side of the street, continuous planter strips with street trees and stormwater treatment swales will create a green edge between the street and the surface parking lots proposed at the base of the bluff. On the east side, adjacent to future development, street trees can be planted in tree wells or with tree grates to create a more urban pedestrian environment and wider, effective sidewalk width.



FIGURE 5-4. 1ST STREET CROSS SECTION





## 5.2 PHYSICAL FRAMEWORK

### The Strand Festival Street

The Strand festival street cross-section shows a ROW width of 70 feet—20 feet wider than its Local Street designation—to allow for additional event space and amenities. The festival street includes two travel lanes and on-street parking on either side of the street: parallel parking on the west side and angled parking on the east side facing the new greenway and river view. This was designed based on community desire for space to park on rainy days and watch the river go by. These on-street parking spaces would also double as booth space for events such as markets, fairs, art walks, or other programming, as shown in Figure 5-5.

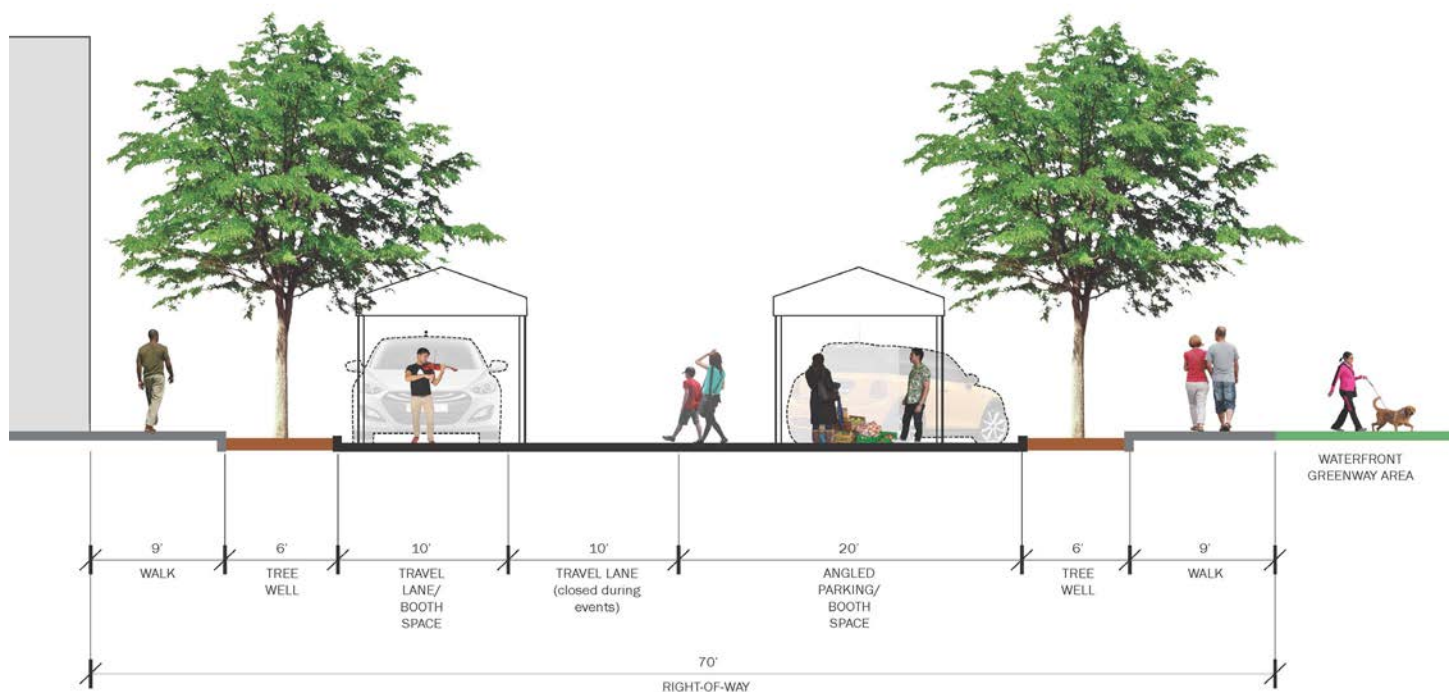


*Above: A “festival street” extension of The Strand could be closed to vehicular traffic for special events or markets.*



*Left: Angled parking on the riverward side of The Strand festival street could provide a place to view the water on rainy days.*

**FIGURE 5-5. THE STRAND CROSS SECTION**



## 5.2 PHYSICAL FRAMEWORK

### GREENWAY DESIGN ELEMENTS

The new public waterfront greenway on the Veneer Property will provide at least six acres of continuous open space along the river's edge, emphasizing public access to the river as the highest priority for the property. The greenway area will provide opportunity for a range of different active and passive recreational space. This could include gardens, lawns, natural play structures, designated areas for dogs, and other amenities. Access to the water's edge will also be incorporated in the greenway design, whether through creation of a beach (if desired and feasible) or through smaller areas accessed by trails down from the top of the bank. Specific designs for the area will be determined with public input when the City implements the greenway project.

A new waterfront trail will be a central element to the new greenway area. It will connect to Columbia View Park at the north and lead to the southern end of the Veneer Property, where a future connection over the existing rail trestle can be made further south, onto the BWP

Property and beyond. The trail and its offshoots may vary in width and material, and will be punctuated by areas for amenities like seating, viewpoints, and overlooks at each east-west connection back to 1st Street. These connections or public access ways will be required as part of future development, and will be pedestrian streets with access for service and emergency vehicles only.

Along with human use of the waterfront, habitat for fish and wildlife will also be integral to complete improvements to the Veneer Property. Currently, passers-by can observe osprey nests at the south of the Veneer Property's waterfront. The water's edge should remain a viable habitat area for osprey and other wildlife. This can be accomplished through appropriate restoration of the riverbank to a native vegetation structure and by restoring shoreline habitat—for example, upland portions of the bank can be planted to improve the water quality of runoff, and the water's edge can be restructured to provide shaded, cool-water refuge for aquatic wildlife.



*A rendering of a future greenway space along the Veneer Property waterfront.*



## 5.2 PHYSICAL FRAMEWORK

### MARINA

A number of boating-related uses have been suggested for the southern end of the Veneer Property to complement and energize proposed development. This location is relatively protected from prevailing northwest and eastern winds, and is not subject to currents from the main channel of the Columbia River, or the Willamette's Multnomah Channel. Although the site is not particularly suited to marine-related industrial uses, it could be developed to provide an amenity for residents of the new waterfront community, a better-protected, permanent moorage for other local residents, as well as new entertainment and service amenities for cruising boaters from other areas of the Portland marketplace.

The St. Helens regional boat moorage market seems to have nearly recovered from its pre-recession slump, with some slow growth occurring in mid-size (>30') and larger boats (>40'). Most of the moorage available in this stretch of the Columbia River and Multnomah Channel is old and tired. Newer facilities, such as McCuddy's Big Oak Marina (12 miles south of St. Helens), are generally exhibiting a higher demand than the older facilities. Initial

plans for the marina could focus on accommodating and attracting these larger vessels as permanent tenants, because there seems to be some unfulfilled demand for larger slips in the Portland regional market that are attractive to boaters with large investments in this lifestyle.

A new moorage facility in this location could generate strong synergy with upland source of entertainment (such as a brewery or restaurant). The combination could become a second focus for community activities, an attractive feature for marketing the new residential neighborhood and a drawing card for visitors arriving on land as well as water. The upland facility could be designed to include restrooms and showers for visiting boaters. It could also include a small supply shop and convenience market, a marine maintenance and detailing service, or other service-based businesses that would benefit from being on the water.

The next steps for implementing a marina on the Veneer Property are discussed on Project Sheet C7 in Appendix A.



*The marina at Scappoose Bay.*

## 5.2 PHYSICAL FRAMEWORK

### BOISE WHITE PAPER: DEVELOPABLE PARCELS

Maintaining industrially zoned land is an important part of the city's and the region's economic development strategy. Since the City owns the BWP Property and several other parcels in the northwest portion of the study area, it is important to understand the opportunities that exist to market this land to potential employers. This preliminary analysis provides an overview of where there is concentrated potential for industrial

redevelopment in this area. The analysis looks at all of the industrial parcels that are vacant or underutilized, and that are in or adjacent to the study area. For this analysis, "underutilized" means that the ratio of improvement to land value is 50% or less. The analysis grades how developable the parcels are based on the factors described in Table 5-1. A higher score means there are fewer barriers to developing the parcel. This includes approximately 560 acres of industrial land, and a total of 65 parcels.

**TABLE 5-1. BWP PROPERTY DEVELOPABLE PARCELS CRITERIA AND SCORING**

FACTOR	GRADING	SCORES
<b>Site Characteristics</b>		
Acreage	Based on size of parcel; based on market demand for larger industrial parcels	2: 21+ acres 1: 6–20 acres 0: 0–5 acres
Ownership	Based on whether or not the parcel was already owned by the City	1: City-Owned 0: Other Owner
Vacant	Based on whether or not the parcel is currently vacant	1: Vacant 0: Not Vacant
Underutilized	Based on whether or not the parcel is currently underutilized	1: Underutilized 0: Not Underutilized
<b>Transportation</b>		
Proximity to US 30	Based on the parcel's distance from US 30	2: < ¼ mi 1: ¼ – 1 mi 0: > 1 mi
<b>Utilities</b>		
Water	Based on parcel's proximity to existing water utilities	2: 0–250 ft
Sewer	Based on parcel's proximity to existing sewer utilities	1: 251–1000 ft
Stormwater	Based on parcel's proximity to existing stormwater utilities	0: 1000+ ft
<b>Environmental</b>		
Wetland	Based on whether or not the parcel was in a wetland area	
Floodplain	Based on whether or not the parcel was in the FEMA 100-year floodplain	1: No
Critical Habitat Area	Based on whether or not the parcel was in a critical habitat area	0: Yes
Contamination	Based on whether or not there is suspected or known contamination on the property	

## 5.2 PHYSICAL FRAMEWORK

The historic industrial use of this property, its separation from downtown, and its proximity to OR US 30 make the BWP property suited to accommodate future industrial development. The parcels within the BWP property were evaluated to determine how developable they are. The analysis included an assessment of the parcel conditions, proximity to US 30, access to utilities, and environmental constraints (the full score table is available in Appendix B).

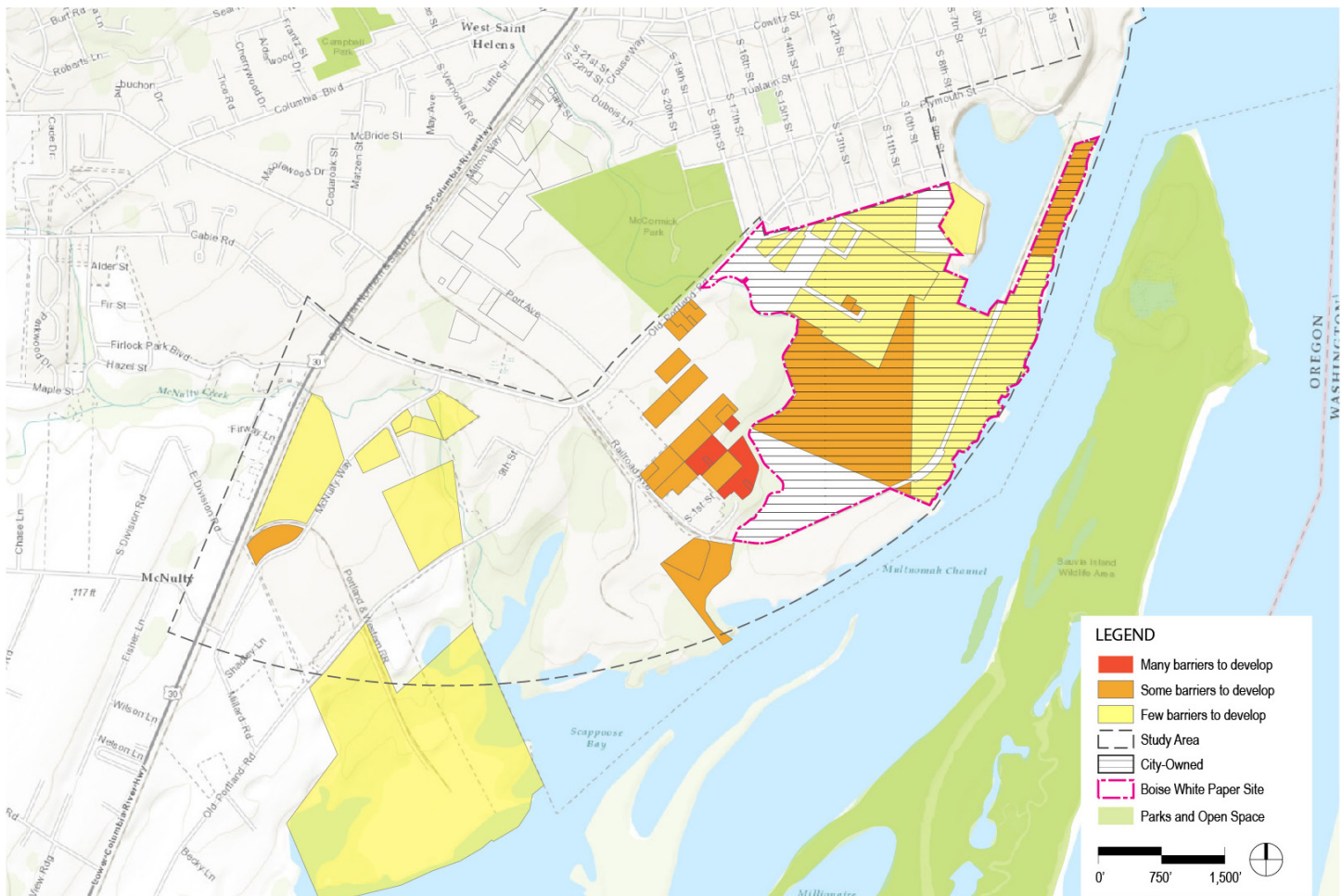
Figure 5-6 shows the scoring of the parcels. The primary findings from this analysis are:

- **Of the 13 City-owned parcels, 8 have few barriers to development.** This means that the City will need to use these findings to address the remaining barriers and make these properties more marketable. This might include aggregating properties that are too small for the industrial market, updating the

riparian designation in the St. Helens Municipal Code (SHMC), and improving transportation connectivity to parcels farther from US 30.

- **The average size of City-owned parcels is 21.4 acres.** Most of the City-owned parcels are large and would be attractive to future industrial employers. The smaller parcels the City owns are in close proximity and could be aggregated into a larger property that would be more attractive for redevelopment.
- **Many of the BWP Property parcels have known or suspected contamination.** The unknown degree of contamination is a deterrent for future development. It is important to communicate to potential developers the protections provided under the environmental indemnification in effect on the BWP Property parcels.

**FIGURE 5-6. BOISE WHITE PAPER DEVELOPABLE PARCEL ANALYSIS**





## 5.2 PHYSICAL FRAMEWORK

- **Many of the BWP Property parcels are in a wetland, riparian, and/or critical habitat area.** These designations will require a future developer to go through a sensitive lands analysis and may act as a disincentive. It would be beneficial for the City to re-evaluate these designations on properties that have had a long history of industrial use and no longer support these sensitive environmental conditions.
- **There are many developable parcels closer to US 30.** As shown in Figure 5-6, there are many developable parcels that are closer to US 30 than the City-owned parcels. To counteract this, the City will need to address any transportation issues that inhibit traffic flow through to its parcels and support these improvements with way-finding infrastructure. A marketing strategy should be developed to make the parcels more attractive to developers. City ownership can be an asset in that the City can offer incentives, such as an expedited permitting process for redevelopment of these parcels.

Further review may be required to determine if parcels are lots of record.

## 5.3 STUDY AREA

The study area was evaluated to determine what off-site improvements are needed to facilitate redevelopment of the waterfront. It is likely that the Veneer Property will be developed in phases, starting at the north end to create synergy between the new development and the existing downtown. To support development, the City can do the following:

- **Put out a Request for Information or Qualifications (RFI or RFQ) to prospective developers rather than a Request for Proposal (RFP).** Since the layout and type of development on the Veneer Property will remain flexible under the adopted Framework Plan, it makes more sense to put out an RFI or RFQ, which will allow the developer to create a vision for the property with the City and the community.
- **Compile a one-page sheet describing key existing conditions in the community.** This could include demographics, school enrollment, median household income, vacancy rates, etc., which will give potential developers a sense of the community context.
- **Consider the range of financial tools the City can leverage.** Some tools include an urban renewal district, a vertical-housing tax abatement zone, and a development permit fee-relief policy.
- **Show dedication to revitalization.** This plan includes a list of projects to support redevelopment. The City should complete pre-development projects (e.g., activating the downtown business association, the St. Helens Economic Development Corporation or SHEDCO) to show that the City and the community are dedicated to redevelopment.
- **Support residential development downtown.** Currently the downtown area has very little residential development, which minimizes the demand for retail and other amenities, especially after 5pm. Adding residential development means creating 24-hour demand in the downtown area, which will support the existing businesses and encourage more employers to relocate to downtown.
- **Prioritize employment in the appropriate areas.** Having a major employer in the area would create another reason for people to live downtown. However, this type of development is better suited to the BWP Property and surrounding vacant and underutilized properties. The Veneer Property is a unique community asset, and should be reserved as a public asset and a space for vibrant redevelopment.
- **Expand art and cultural activities in downtown.** This will help create a sense of place and demonstrate community pride.

## 5.4 TRANSPORTATION CONNECTIONS

In order for development to occur, it is imperative to improve transportation connections to and through the Veneer Property and the downtown area for pedestrians, bicyclists, and automobiles. These physical improvements need to be coupled with a way-finding strategy so that people know to turn off the highway or pull up their boats to get to this area. The following projects are discussed in more detail on their individual project sheets in Appendix A, but are important transportation elements in the larger context of the study area (see Figure 5-7 below).

- **Old Portland Road/Gable Road.** A realignment of this intersection and installation of a traffic signal to encourage motorists to use McNulty Way rather than Old Portland Road to travel between US 30 and the St. Helens downtown and waterfront redevelopment area.
- **Old Portland Road/Plymouth Street.** A realignment of Old Portland Road, Plymouth Street, or installation of a three-, four-, or five-leg roundabout in order to better accommodate large delivery vehicles that frequently travel through this area and to provide better visibility.

- **Old Portland Road/Millard Road.** Increase the turning radius in the northeast corner of the intersection to accommodate the swept path of large vehicles turning from Old Portland Road onto Millard Road.
- **Plymouth Improvements.** The segment of Plymouth Street, located between S. 6th Street and the Veneer Property, is relatively narrow due to embankments on the north and south sides of the roadway, as well as the waste-water treatment area and associated facilities on the south side of the roadway. Increased pedestrian activity and bicycle activity are anticipated along the roadway corridor as the Veneer Property redevelops and connectivity to the downtown area is improved. Improvements could include a shoulder, a bicycle lane, a sidewalk, and landscaping.

Note that the new traffic signal and intersection improvements listed above are not currently listed in the City's 2011 Transportation Systems Plan or any addendum thereof.

FIGURE 5-7. TRANSPORTATION CONNECTION OPTIONS





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PARK

PHASE I

# IMPLEMENTATION STRATEGY

# INTRODUCTION

The Framework Plan’s vision for an active and attractive mixed-use development along the waterfront cannot be achieved without the commitment of the City and private partners. The City must invest in the waterfront park, roads, and other infrastructure to provide the foundation for a great community. Private developers will invest in high-quality vertical development: the housing units, retail space, and other development that create a vibrant destination. This implementation strategy details how to move from the framework vision to reality, pay for infrastructure, and coordinate the efforts of many partners.

This implementation framework focuses on the Veneer Property but includes all of the larger programmatic and off-site improvements necessary to support waterfront redevelopment. It increases certainty for potential private-sector partners and developers by demonstrating that the City is committed to smart implementation, has carefully considered funding and phasing for infrastructure and development on the property, and has done what it can to set the table for a successful partnership.

The City does not have the resources to develop the Veneer Property on its own and will need partners that can participate in vertical development and make investments that help to promote the area as a whole. The City’s goal is to leverage limited city resources to

## The Role of Public-Private Partnerships on the Veneer Property

A public-private partnership on the Veneer Property will allow the City to best support development on the property over time, through phased investments in infrastructure and open space that are coordinated with private development. The public sector will have the greatest leverage near the beginning of a market cycle (not at the peak, as it appears to be at the time of this Action Planning process), when construction costs are lowest and when developers are seeking new projects.

generate the largest positive impact for the community. Table 6-1 shows the roles for different partners in advancing the implementation of the framework plan.

These partners will work together in three main near-term actions: (1) Attract a Developer; (2) Clarify Development Regulations; (3) Develop a Funding Plan. The remainder of this section provides detail on these actions; project sheets in Appendix A provide more detail about these actions, as well as the specific infrastructure improvements that are needed on and off-site to support development.

TABLE 6-1. PARTNERS

PARTNER	ROLE
LEADS	
City of St. Helens	Coordinate all implementation actions; lead efforts to improve the waterfront and public sites; provide funding for infrastructure to support new private development; initiate and lead interactions with private developer(s).
Developer Partner	Bring private capital to invest in new waterfront development that aligns with the City’s vision; create a development master plan that refines the ideas for private development contained in this Framework Plan.
PARTNERS	
SHEDCO and Downtown Businesses	Implement the Main Street Program to promote the Riverfront District through business outreach and pursuit of grants. Attract and retain businesses in St. Helens.
Community Members	Provide input on connections to the property through the Nob Hill Neighborhood. Consider creation of a “Friends of the Waterfront” composed of local neighbors, businesses, and other champions for the waterfront.

## 6.1 ACTION 1: ATTRACT A DEVELOPER

### Action Summary

The recommended approach for development is to market the property, release a Request for Information or Qualifications to interested developers, and to work with a selected developer to produce a Master Plan that leads to a Disposition and Development Agreement (DDA) that outlines roles and investment responsibilities for the development partner and the City.

See Appendix C for Alternative Development Approaches.

The size and scale of the property is such that any development approach will take several, and perhaps many years to fully implement and will require continued City management. Economic cycles will also affect the pace of development and the land-disposition process, the availability of tax revenues from new site development, and the risks associated with any City investment obligations. It will be critical that the City find a trusted, capable development partner and enter into a legally binding DDA to move this project forward.

### RECOMMENDED APPROACH: DISPOSITION AND DEVELOPMENT AGREEMENT

Given the potential risks and considerable public expense of infrastructure to support developable parcels, we recommend that the City pursue a DDA as it moves forward with development. A DDA is a legally binding agreement that ties a developer to performance

requirements (which may include requirements for investments in infrastructure, development timelines, or other requirements) in exchange for the City agreeing to fund and otherwise support redevelopment.

DDAs are typically organized around a detailed property Master Plan that outlines building-level details and engineering specifications for roads and other infrastructure. The City would work with a developer to create a master plan for the initial phase(s) of development on the property, and would time investment in public infrastructure so that it supports and leverages private investment in buildings to ensure efficient and effective property development that aligns with the Framework Plan goals. This entails entering into a DDA with a developer to create a Master Plan for the property that will address phasing, specifics of “special-use areas,” use mix, etc., as well as identifying who will pay for which pieces of infrastructure with which tools. Steps include:

#### STEP 1: PROPERTY MARKETING

The City should initiate a set of informal property-marketing actions, including setting up a development opportunity website, developing materials that clearly communicate the opportunity available on the Veneer Property, drafting press releases on the planning work to-date, and hosting informal tours with developers.

#### STEP 2: DEVELOP A SOLICITATION THAT OUTLINES KEY PUBLIC OBJECTIVES FOR THE PROPERTY

The City has considerable, but not complete, influence over the eventual development form for private development on the property, and needs to be clear in its requirements and communications with development

TABLE 6-2. PUBLIC-SECTOR DEVELOPMENT OBJECTIVES

CORE VALUE	DEVELOPMENT OBJECTIVES	
	Public-Sector “Must-Haves”	Public-Sector “Preferences”
<b>Public Access</b>	<ul style="list-style-type: none"> <li>Active open space along the waterfront for pedestrians and bikes</li> </ul>	<ul style="list-style-type: none"> <li>Active access to water (i.e., marina, boat launch, beach)</li> </ul>
<b>Natural and Cultural Heritage</b>	<ul style="list-style-type: none"> <li>Improved natural function of the shoreline</li> <li>Multi-modal connectivity (to street grid and transportation network)</li> </ul>	<ul style="list-style-type: none"> <li>Limited impact on view sheds</li> </ul>
<b>Sustainable Economic Development</b>	<ul style="list-style-type: none"> <li>Redevelopment supports existing businesses</li> </ul>	<ul style="list-style-type: none"> <li>Mix of residential with some retail; possible residential-compatible employment uses</li> </ul>



## 6.1 ACTION 1: ATTRACT A DEVELOPER

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partners about what it must have and what it desires as a result of public participation in funding infrastructure and development on the property. Through the framework plan process, the City developed a set of key objectives that stemmed from outreach with residents, as shown in Table 6-2. The City will want to refer to these objectives as it considers its approach to attracting developer(s) to the property.

### STEP 3: DISPOSITION AND DEVELOPMENT AGREEMENT

Public-private partnerships work best when the public partner is clear about its investment goals. The City has developed an initial set of expectations that it will consider as it evaluates potential private development proposals, shown in Table 6-2. These criteria respond to the overall guiding principles for the project and were developed in coordination with the WAC.

The DDA should include “claw-back” language that enables the City to ensure performance or to have beneficial property reversion rights.

### STEP 4: MAINTAIN FLEXIBILITY FOR FUTURE PHASES

The City is unlikely to see all private development move forward at once, given current development market conditions and the City’s ability to fund investments in infrastructure and open space. While the details of the phasing should be worked out in partnership with a selected developer, we have suggested a first phase for planning and budgeting purposes. Based on interviews with development professionals and outreach with residents and downtown business owners, the most logical place for the City to focus new development is closest to existing shops and civic uses in the Riverfront District.

- Phase 1: The first phase will most likely be north of the 1st and Strand connector, to build off existing momentum in downtown St. Helens. Phasing development will allow for initial projects to build off existing energy and investments.
- Phase 2: The area south of the 1st and Strand connector is likely to take longer to develop and will leverage the development created in Phase 1, as well as the investment in waterfront open space.
- Long-term: A long-term strategy for the waterfront includes repurposing the waste-treatment lagoon by filling it in. This creates the potential for additional development or public amenities on and near the property. One source of income for implementation could be tipping fees for fill.

The recommended development phasing is shown in Figure 6-1.

FIGURE 6-1. PHASING CONSIDERATIONS



## 6.2 ACTION 2: ADDRESS THE ZONING CODE

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### Action Summary

Once the City has determined its preferred development approach, it should ensure that the zoning code is best suited to enable that approach. Options available to the City range from small changes to reflect the Framework Plan to a full re-zone of the Veneer Property.

The City should ensure that its development code is flexible enough to accommodate a variety of development types while still ensuring an appropriate level of control over the outcomes and fulfilling the goals of the Framework Plan. Uncertainty, inconsistency, and complexity in the code can have negative, even fatal, outcomes on development prospects. Any changes to the zoning should yield a simple solution that references the Framework Plan and provides control to the City and flexibility to the developer.

### DEVELOPMENT AND DDA

The Waterfront Redevelopment Overlay District (WROD) was established in 2009 (SHMC 17.32.180) to provide an alternative zoning and development option that may be used to implement City goals and policies for economic development on the Veneer Property at a time when the property was not under City control. The WROD relies on a DDA for implementation since it is a “floating zone,” which does not supersede the underlying Heavy Industrial (HI) zone until the DDA is approved. According to the WROD, “the development agreement shall include a development plan or plans that has/have been approved through a site development review and/or conditional use permit and that has/have been revised as necessary to comply with city standards and applicable conditions of approval. Applicant bears responsibility for the development plan(s).”

The WROD could be modified in a number of ways to help accommodate development envisioned through the Framework Plan. At a minimum, it would need to be amended to include reference to the goals and principles of this plan. Additional modifications could be made to reduce reliance on the standards and processes it currently enforces.

If the City opts for the recommended approach outlined in Action 1, the WROD can be used with minimal modifications. However, it is an imperfect tool to accomplish City goals because it maintains the underlying HI zone and includes many burdensome and complicated standards.

### RECOMMENDED APPROACH: REZONE

In order to provide certainty, clarity and simplicity to the development process, it is recommended that the City remove the WROD and change the underlying HI zone to a new zone that is specifically for the Veneer Property and could be extended south in the future if the lagoon area were to be redeveloped. This new zone would reference the requirements of the Framework Plan and rely on a DDA for implementation. Development requirements not specifically laid out in the Framework Plan or laid out in the DDA will default to City Code. Rezoning will require a legislative process that would be necessary even if the City were only changing language in the existing zones. However, a full zone change will produce a simpler result and will reflect the true long-term expectations for the property’s redevelopment as a vibrant, mixed-use waterfront district.



## 6.3 ACTION 3: FUND NECESSARY IMPROVEMENT PROJECTS

### Action Summary

To create certainty for development, the City should create a comprehensive funding program for the property's infrastructure that includes a combination of urban renewal, state grants, and public-private partnerships.

Based on the findings from the market analysis, investment in new mixed-use development may be difficult for a developer to finance. Limited new multifamily or mixed-use development has occurred in St. Helens in the past decade, and achievable rents in the current market are generally lower than necessary to support the cost of new construction. In that context, a key purpose of this implementation strategy is to increase certainty for developers regarding where and how private development can occur, and what funding tools are available to support investments in infrastructure and new vertical development.

The framework planning process included estimation of infrastructure costs to support redevelopment in Phase 1 and 2 on the Veneer Property, including utilities, road infrastructure, and open space. These costs are summarized in Table 7-3. The magnitude of the costs outlined below points to the need for multiple funding tools to support redevelopment, as no one funding tool will be able to pay for all of the costs. It also means that development will need to be phased and done in partnership with private developers.

As part of the framework planning process, the team explored a variety of possible funding tools (detailed in Appendix D).

TABLE 6-3. COST ESTIMATES

	PHASE 1		PHASE 2		TOTAL: LOW	TOTAL: HIGH
	Low	High	Low	High		
Site Preparation	\$300,000	\$400,000	\$200,000	\$300,000	\$500,000	\$700,000
Utilities	\$1,100,000	\$1,600,000	\$700,000	\$1,200,000	\$1,800,000	\$2,800,000
Open Space	\$800,000	\$1,400,000	\$4,700,000	\$7,700,000	\$5,500,000	\$9,100,000
Roads	\$1,400,000	\$1,600,000	\$800,000	\$900,000	\$2,200,000	\$2,500,000
Bank Enhancement	\$400,000	\$500,000	\$400,000	\$500,000	\$800,000	\$1,000,000
Off-site Roads	\$0	\$0	\$700,000	\$3,600,000	\$700,000	\$3,600,000
Habitat/Riparian Enhancements	TBD	TBD	TBD	TBD	TBD	TBD
Site Remediation	TBD	TBD	TBD	TBD	TBD	TBD
Ped/Bike Connections to Site	TBD	TBD	TBD	TBD	TBD	TBD
Development Incentives	TBD	TBD	TBD	TBD	TBD	TBD
Known Costs Total	\$4,000,000	\$5,500,000	\$7,500,000	\$14,200,000	\$11,500,000	\$19,700,000

## 6.3 ACTION 3: FUND NECESSARY IMPROVEMENT PROJECTS

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### RECOMMENDED FUNDING TOOLS

The Veneer Property currently has no utilities or transportation infrastructure. The City is exploring several possible funding sources to pay for the investments identified in the Framework Plan. The City is exploring the following funding source possibilities:

- **Urban Renewal.** This tool will likely be fundamental to the ability for the city to realize the Framework Plan vision in the near term, given the scope of the infrastructure improvements needed and the need to attract a development partner with targeted incentives. The City has not yet fully explored the feasibility of urban renewal in this area.
- **Grants.** There are several transportation and open-space grants that could help to fund key pieces of the infrastructure needed to support development on the Veneer Property.
- **Public-Private Partnership.** As part of a DDA and master plan, the City will negotiate the funding of individual components of the site plan with its development partner. These improvements could use tools such as a Local Improvement District to levy assessments on surrounding property owners that benefit from that improvement.
- **Tipping Fees from Lagoon Repurposing.** The City is evaluating the feasibility of repurposing its existing wastewater lagoon as an interim, confined disposal facility that would accept fill. Income generated through fee collection could be applied to public improvements on the Waterfront properties.

Appendix D provides detailed information on these possible funding tools.

## 6.4 PROJECTS

Table 6-4 provides a summary of the project sheet compiled in Appendix A. These projects are intended to guide the City to and through the redevelopment of the waterfront, and include both general programs as well as phase-specific projects. These are the next steps for the City and the St. Helens community to take to achieve the future they began envisioning with the SDAT in 2014.

### Phasing Assumptions

- Short-term: 0-5 years, set the site up for development
- Development Phase 1: 5-10 years, north of The Strand
- Development Phase 2: 10+ years, south of The Strand

### Cost Assumptions

- Low: Under \$200,000
- Med: \$201,000 - \$1,000,000
- High: \$1,000,000+

**TABLE 6-4. PROJECT SHEET SUMMARY**

	SHORT NAME	DESCRIPTION	PHASING	PARTNERS	TOTAL COST
<b>PROGRAMS</b>					
<b>A1</b>	<b>Site marketing</b>	Develop a marketing plan for site and Framework Plan to attract developers and investment.	Short-term	City	TBD
<b>A2</b>	<b>Funding toolkit</b>	Develop a toolkit to enable the City to 1) be receptive to development opportunities and 2) create ongoing relationships with Developers.	Short-term	City, TBD	TBD
<b>A3</b>	<b>Entitlements</b>	Dedicate the ROW for local street improvements, plat parcels based on greenway location. Develop a mixed-use/special zone for the Waterfront to implement development standards established in the Plan.	Short-term	City	Low
<b>A4</b>	<b>Branding and Main Street Organization Support</b>	Create and or support new main street activities in partnership with local community groups to attract residents and visitors to downtown.	Short-term	City, Chamber, SHEDCO/Main St. Program, Travel Oregon	TBD
<b>A5</b>	<b>URA Creation</b>	Adopt an urban renewal area to generate tax increment revenue to pay for area improvement projects.	Short-term	City, SHEDCO, etc.	TBD
<b>A6</b>	<b>Expand storefront improvement program</b>	Enhance the existing historic façade improvement program to create feeling of “investment” in area.	Short-term	City, SHEDCO, State Historic Preservation Office	TBD
<b>A7</b>	<b>Repurpose Wastewater Lagoon</b>	Turn lagoon into landfill to receive fill material from various sources to create new upland waterfront land for development and revenue generation.	Long-term	Multiple	\$30-\$40M
<b>A8</b>	<b>Public Parking Management Strategy</b>	The City will develop a parking management strategy that outlines policies and programs that result in more efficient use of parking resources.	P1	City	Low
<b>PHASE 1 PROJECTS</b>					
<b>B1</b>	<b>Site Preparation</b>	Grading, embankment and compaction, and erosion control on the entire site.	P1, P2	City, private developers	\$500-\$700K
<b>B2</b>	<b>Site Remediation</b>	Address localized hot spots on the site in coordination with development.	P1, P2	City, Boise Cascade	TBD



## 6.4 PROJECTS

TABLE 6-4. PROJECT SHEET SUMMARY (CONT.)

	SHORT NAME	DESCRIPTION	PHASING	PARTNERS	TOTAL COST
PHASE 1 PROJECTS					
B3	Sanitary Sewer Structure	Install phased sewer facilities to service new development, including force mains, gravity sewer lines, and two pump stations.	P1, P2	City, private developers	\$450-\$600K
B4	Stormwater Infrastructure	Install stormwater facilities in phases, including pipes and bioretention facilities.	P1, P2	City, private developers	\$300-600K
B5	Water Distribution Infrastructure	Install pipes and fire hydrants to service new development.	P1, P2	City, private developers	\$300-\$600K
B6	Franchise Utility Infrastructure	Install underground electrical power, gas, and communications utilities in coordination with new development	P1, P2	TBD	\$600K-\$1M
B7	Columbia View Park Expansion	Design and construct new 1.3 acre park as an extension of existing Columbia View Park.	P1, P2	City, Trust for Public Land, etc.	\$840K - \$1.4M
B8	South 1st and the Strand	Construct South 1st Street and The Strand in phases, including sidewalks, intersections, bike lanes.	P1, P2	City	P1: \$1.4-\$1.6M; P2: \$800-\$910K
PHASE 2 PROJECTS					
C1	Bank Enhancement	Grading, planting, and reinforcement of bank as needed to prevent erosion, restore habitat, support greenway trail and water access and create visual interest along waterfront.	ST, P1	City, DSL, ODFW, Bonneville Foundation?	Medium to High
C2	Riparian Corridor Enhancement	Create nearshore habitat in shallow offshore areas to create salmon habitat and support potential beach and other river access.	P2	City, ODFW, DSL	Medium to High
C3	Waterfront Greenway Trail / Park Design	Install greenway trail south of Columbia View, including design, associated furnishings, interpretation and connections to new neighborhood.	P2	City, private developers,	\$4-\$7 M
C4	Improve Bluff Habitat	Plant and restore the east edge of Nob Hill, as well as base of entire bluff, including any portions of Veneer site to be added to Nature Park.	P2	City, Friends of Nob Hill Nature Park (check)	TBD
C5	Tualatin Street Plaza	Design public plaza at intersection of Tualatin Street and the Strand. Consider future pier from this location in design.	P2	City	\$500K-\$700K
C6	Habitat Enhancement/ Public Access	Restore natural area between White Paper Lagoon and Multnomah Channel. Explore options for public access in natural area.	P2	City, County, Scappoose Bay Watershed	Medium
C7	Marina	Construct a marina on the south end of the Veneer Property, near the entrance to Frogmore Slough.  The marina would be privately developed, owned and operated, but at least partly open to the public and available for public use and access.	P2	Private developer and operator, Department of State Lands, Oregon Marine Board	\$500K-\$1M

## 6.4 PROJECTS

TABLE 6-4. PROJECT SHEET SUMMARY (CONT.)

	SHORT NAME	DESCRIPTION	PHASING	PARTNERS	TOTAL COST
<b>TRANSPORTATION CONNECTIONS</b>					
<b>D1</b>	Improve trail connection to Nob Hill Nature Park from south of site	Explore alternatives for connecting waterfront greenway to existing trail connections to Nob Hill Nature Park; improve existing trail if necessary.	Short-term	City, Friends of Nob Hill Nature Park, OPHI	Low
<b>D2</b>	Trail connection over restored/renovated trestle to south	Extend trail from downtown to south of the site, providing access to natural areas along Multnomah Channel.	P2	City, County, City of Portland via Lagoon project?	Medium
<b>D3</b>	Realign and improve Tualatin Street stairway	Widen, rebuild and align existing staircase to new east-west ROW on Veneer site. Install signage/lighting. Tie to 1st St. construction.	TBD	City Partners: Friends and Neighbors of River View	Low to Medium
<b>D4</b>	Wayfinding Improvements	Help people find downtown retail and existing business district. Attract people on Hwy 30 to St. Helens downtown. Integrate corridor master planning effort and other efforts.	Short-term	City, SHEDCO, Main St program	TBD
<b>D5</b>	<b>Old Portland/Gable Improvements</b>	Improve the intersection to better accommodate traffic coming to the Veneer site.	P2	City	\$250K-\$1.7M
<b>D6</b>	<b>Old Portland/Plymouth</b>	Improve the intersection to better accommodate traffic and serve as a gateway to the site.	P2	City	\$320K-\$1.8M
<b>D7</b>	<b>Old Portland/Millard</b>	Reconstruct intersection to better accommodate large vehicles.	Short-term or P1	City	\$60-70K
<b>D8</b>	<b>Plymouth</b>	Improve bicyclist and pedestrian safety along Plymouth Street.	TBD	City	\$100K-\$300K
<b>D9</b>	<b>Plymouth/6th</b>	Install a signage to increase safety.	TBD	City	\$2,000

**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
CPZA.3.16**

**APPLICANT:** City of St. Helens

**OWNER:** Various

**ZONING:** Various

**LOCATION:** City-wide

**PROPOSAL:** Zoning Map Amendments; Comprehensive Map Amendments; Development Code Text Amendments; Comprehensive Plan Text Amendments.

Comprehensive Map and Text Amendments/Zoning Map Amendments

**The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable.**

**SITE INFORMATION / BACKGROUND**

The City acquired approximately 230 acres of predominately industrial land in 2015 in order to facilitate redevelopment. This purchase included an approximately 25-acre parcel of mostly Heavy Industrial zoned waterfront property which was previously used as a veneer manufacturing plant. The remaining 200+ acres of Heavy Industrial zoned property, previously the location of a paper mill, is mostly underutilized, with manufacturing occurring only on a small portion of the site. The primary purpose of these comprehensive map, zoning map, and text amendments are implement the recommendations from the Waterfront Redevelopment Framework Plan (Resolution No. 1765) which focused on guiding redevelopment of the 25-acre parcel.

However, since this provided an opportunity for the city to examine the zoning and such of said 25-acre parcel, the city also looked at other non-industrial lands in the area (commercial/mixed use land north of the site and Nob Hill Nature Park west of the site). Other changes are proposed. For example, to continue the “Riverfront District” zoning title, a place name important to the City Council (per Resolution No. 1687) and a rezone and comprehensive plan map change of both Nob Hill Nature Park and Grey Cliffs Waterfront Park.

In addition, because this area includes most of the city’s historic resources, the city is taking this opportunity to examine some historic preservation policies.

Some code housekeeping are also included.

**PUBLIC HEARING & NOTICE**

Hearing dates are as follows: March 14, 2017 before the Planning Commission and April 5, 2017 before the City Council.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on February 23, 2017 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on M, 2017. Notice was sent to the Oregon Department of Land Conservation and Development on February 8, 2017.

### **APPLICABLE CRITERIA, ANALYSIS & FINDINGS**

#### **SHMC 17.20.120(1) – Standards for Legislative Decision**

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.

**(a) Discussion:** This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, Goal 5, Goal 8, Goal 9, Goal 10, Goal 11, and Goal 12.

#### ***Statewide Planning Goal 1: Citizen Involvement.***

*Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.*

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties. The City has met these requirements and notified DLCD of the proposal.

The public engagement for the development of the Framework Plan has been very comprehensive. In 2015, the City established a Waterfront Advisory Committee (WAC) composed of representatives and stakeholders from a wide range of organizations.

Throughout 2016, this group met four times throughout the Framework Plan development process and the meetings were open to the public. In addition to the WAC's involvement, three public events were held with participation from over 100 people at each event. Detailed WAC meeting materials, notes, and public event materials are available on the Waterfront Redevelopment Project webpage located under the Planning Department.



<http://www.ci.st-helens.or.us/planning/page/waterfront-redevelopment-project>  
<http://www.ci.st-helens.or.us/planning/page/zoning-development-code-changes>

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

***Statewide Planning Goal 2: Land Use Planning.***

*This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.*

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below.

Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

***Statewide Planning Goal 5: Natural Resources, Scenic & Historic Areas, & Open Spaces***

*It is the purpose of this goal to protect natural resources and conserve scenic and historic areas and open spaces.*

The Framework Plan addresses identifies future projects, such as the expansion of Columbia View Park and the development of a greenway along the Columbia River that will enhance the overall natural resource system, supporting the intent of Goal 5. Therefore, Goal 5 is satisfied.

***Statewide Planning Goal 8: Recreational Needs***

*It is the purpose of this goal to satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of the necessary recreational facilities including destination resorts.*

The provision of parks, trails, and water-related recreation facilities and amenities is a crucial aspect of the Framework Plan. Given that the development and implementation of the Framework Plan plays a keystone role in satisfying the recreational needs of citizens of the state, and visitors to the community, Goal 8 is satisfied.

***Statewide Planning Goal 9: Economic Development***

*It is the purpose of this goal to provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.*

This goal is satisfied when it can be shown that the proposal will not negatively affect industrial or other employment land, as such lands are catalysts to economic development. The City's adopted Economic Opportunities Analysis (Ordinance No. 3101) notes a surplus of industrial lands in St. Helens. In addition, the City also adopted a Waterfront Redevelopment Overlay District Overlay District (Ordinance No. 3107) which included a determination in the findings that the 25-acre parcel was not needed for the City's industrial land base. Since this proposal will not compromise the City's industrial (and "employment land"), Goal 9 is satisfied.

***Statewide Planning Goal 10: Housing***

*This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.*

The Framework Plan recommends re-zoning of approximately 25 acres of Heavy Industrial zoned land to a mixed-use zone that will allow for the development of housing where it would have been not permitted otherwise. Therefore, the Framework Plan satisfies Goal 10 by allowing for the development of additional needed housing units.

In addition, housing was possible per the Waterfront Redevelopment Overlay District Overlay District (Ordinance No. 3107) which applies specifically to 25-acre parcel. Residential uses were possible per the overlay zone, which is mixed use in nature. However, the proposed rules are less restrictive in regards to density and other standards, increasing the possibility and regulatory flexibility for housing.

***Statewide Planning Goal 11: Public Facilities and Services.***

*Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."*

The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available. Water infrastructure is in the area.

With regards to capacity, the City's waste water treatment plant currently has the capacity (physically and as permitted by DEQ) to handle 50,000 pounds of Biochemical Oxygen

Demand (BOD), which is the “loading” or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City’s sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available. Sanitary Sewer infrastructure is in the area.

Stormwater management is simplified as the area in question is along the shoreline of the Columbia River.

***Statewide Planning Goal 12: Transportation***

*Goal 12 requires local governments to “provide and encourage a safe, convenient and economic transportation system.” Goal 12 is implemented through DLCD’s Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.*

Traffic impact is required to be analyzed as part of a plan amendment or zone change application, pursuant to Chapter 17.156 SHMC. See Section (d) for a more detailed discussion of the TPR and implementing ordinances.

The Framework Plan lays out the development parcels and the recommended street grid and street cross sections for the approximate 25-acre site. It also protects trail access along the river for non-motorized transportation. Therefore, the Framework Plan satisfies Goal 12 by planning for the implementation of a safe, convenient, and economic transportation system that considers multi-modal transportation options.

**Finding:** The Framework Plan satisfies the relevant statewide planning goals and guidelines adopted under ORS Chapter 197.

**(b) Discussion:** This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the residential zone change request.

**Finding:** There are no known applicable federal or state statutes or guidelines applicable to this zone change request.

**(c) Discussion:** This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. Organized by section, applicable Comprehensive Plan goals and policies include:

**Discussion:**

***SHMC 19.08.020 Economic goals and policies*** states it is the policy of St. Helens to “make waterfront development a high priority” and to “develop the local tourist and recreation sectors

of the economy.” This proposal facilitates both of these policies by facilitating redevelopment of the waterfront and increasing the City’s recreational assets for tourism.

**SHMC 19.08.030 Publics services and facilities goals and policies** states it is the goal of St. Helens to “create and maintain ample places and facilities for recreation in St. Helens.”

**SHMC 19.08.040 Transportation goals and policies** states it is the goal of St. Helens to “increase appropriate walking and bicycling opportunities.”

**19.08.060 Natural factors and local resources goals and policies** states it is the goal of St. Helens to “To preserve for the *public benefit* outstanding scenic areas.”

To this end, a policy of the Comprehensive Plan states: “Balance development rights of property owners and protection of *public view* of the Columbia River, Scappoose Bay and Multnomah Channel.”

The approximate 25-acre property includes outstanding views of the confluence of the Columbia River and the Multnomah Channel, Sauvie Island, Mt. St. Helens, Mt. Adams, and Mt. Hood. The Waterfront Framework Plan (and the proposed amendments) includes provisions for public access along the shore. It also includes multiple wide public right-of-way that are more-or-less perpendicular to the shoreline, to help facilitate *public view* from other public places (park, right-of-way) along the east side. *Private views* are not identified as a goal or policy.

Efforts to ensure *public views* are included. Further, the City is the landowner of the 25-acre property, so there is no development rights issue; those rights belong to the applicant, the City.

This section also includes a policy to “encourage the preservation, restoration and functionality of open space corridors.” As longtime industrial land with an operating mill, the public has not been able to intimately enjoy the open space along this stretch of waterfront. The Waterfront Framework Plan and the related code amendments of this proposal, will create public waterfront access that City has never known in its developed lifetime.

Further, this proposal facilitates the recommendation to expand of Columbia View Park to the abutting 25-acre property, which has been identified by the public as a priority for expanding programmed event space and open space to recreate. This proposal also includes the protection of public access along the Columbia River for bicycle and pedestrian use.

**The St. Helens Parks & Trails Master Plan** (Ordinance No. 3191) identifies the Columbia View Park expansion and a riverfront trail connection as high priority projects on the 25-acre parcel. The Framework Plan facilitates development of both projects.

**St. Helens Transportation Systems Plan** (Ordinance No. 3150 and 3181). The Waterfront Framework Plan acknowledges transportation connections identified in this plan.

**Finding (s):** This proposal is aligned with the applicable Comprehensive Plan goals and policies.



**(d) Discussion:** Per Chapter 17.156 SHMC and Statewide Planning Goal 12, amendments such as proposed are to be evaluated to determine if it will impact the city's transportation system. A traffic impact analysis is required for this purpose. However, such a study is not required when the proposal will not result in a potential increase in vehicular trips.

The approximately 25-acre industrial property discussed in this report is the key property subject to land use change. This property is currently zoned Heavy Industrial, where mostly industrial uses are possible. However, in addition there is a floating zone specific to this property (SHMC 17.32.180). This zone known as the Waterfront Redevelopment Overlay District (WROD), already allows uses comparable to the proposed Riverfront District's Mill sub-district. The Mill sub-district is replacing the WROD. Thus, this proposal includes no significant change for potential vehicle trip generation.

**Finding(s):** These code amendments are not contrary to the City's implementing ordinances (e.g. SHMC Title 17, Community Development Code).

### CONCLUSION & DECISION

**Based upon the facts and findings herein, the City Council approves the proposed amendments with some modifications as recommended by the Planning Commission, except for the maximum building height allowed for the Riverfront District's Mill Sub-District, set at 55 feet per the Council.**

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Rick Scholl, Mayor

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Date

**City of St. Helens**  
**ORDINANCE NO. 3216**

**AN ORDINANCE TO ANNEX AND DESIGNATE  
LOTS 19 AND 20, BLOCK 2, GOLF CLUB ADDITION**

**WHEREAS**, applicant Wayne and Judith Weigandt have requested to annex to the City of St. Helens property described as **Lots 19 and 20, Block 2, Golf Club Addition, Columbia County, Oregon**. This property is also depicted per **Exhibit A**; and

**WHEREAS**, the applicant has consented in writing to the proposed annexation; and

**WHEREAS**, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

**WHEREAS**, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

**WHEREAS**, appropriate notice has been given and a public hearing was held April 19, 2017 on the annexation proposal; and

**WHEREAS**, the Council has considered findings of compliance with criteria and law applicable to the proposal.

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

**Section 1.** The above recitations are true and correct and are incorporated herein by this reference.

**Section 2.** The property described as **Lots 19 and 20, Block 2, Golf Club Addition, Columbia County, Oregon** and depicted in **Exhibit A** is hereby accepted for annexation to the City of St. Helens.

**Section 3.** The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Highway Commercial, HC.

**Section 4.** The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Highway Commercial, HC.

**Section 5.** In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.1.17 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit B** and made part of this reference.

**Section 6.** 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: May 3, 2017  
Read the second time: May 17, 2017

**APPROVED AND ADOPTED** this 17<sup>th</sup> day of May, 2017 by the following vote:

Ayes:

Nays:

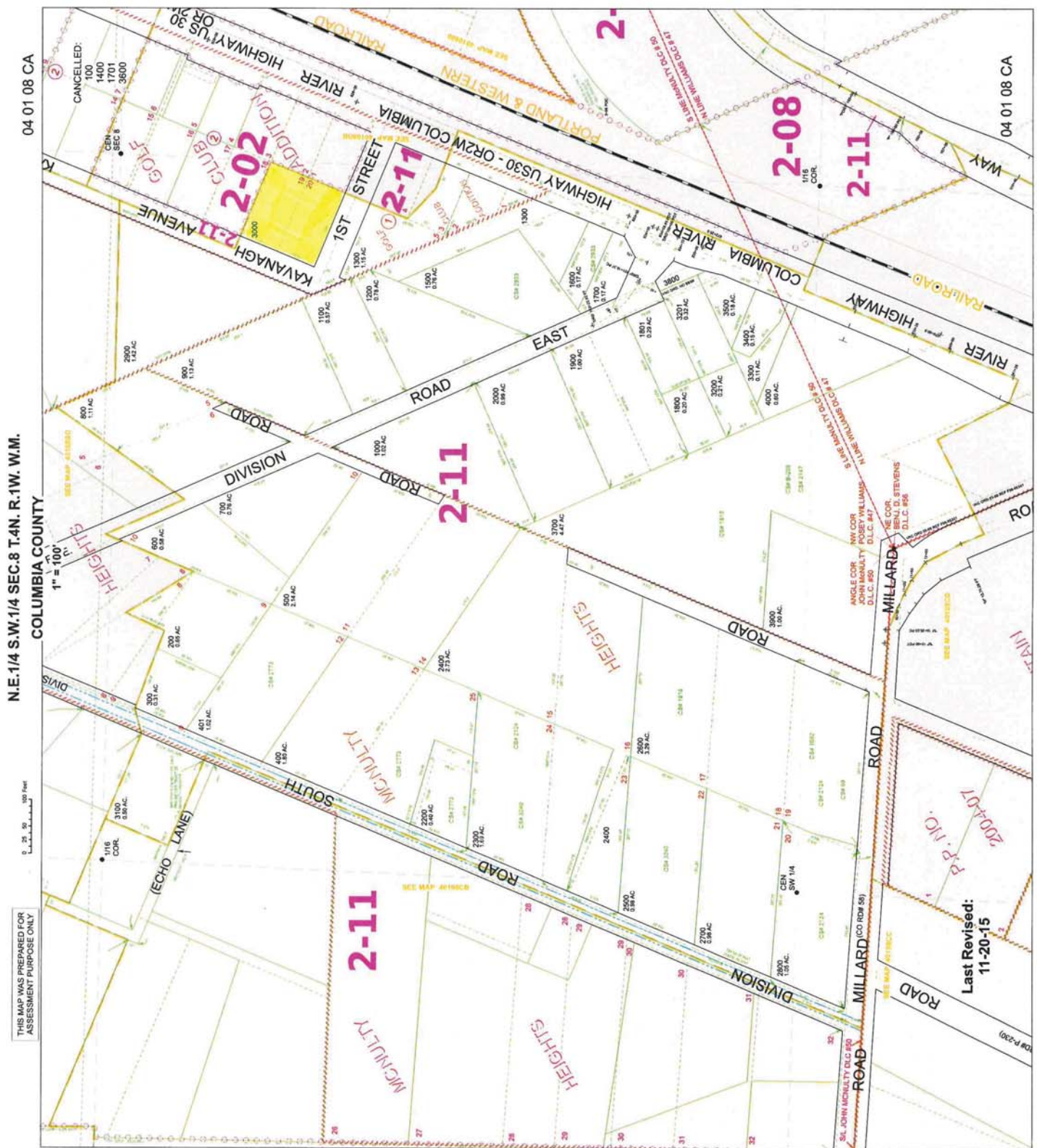
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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder





**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Annexation A.1.17**

**APPLICANT:** Wayne Weigandt  
**OWNER:** Wayne & Judith Weigandt  
**ZONING:** Columbia County's General Commercial, C-3  
**LOCATION:** 4N1W-8CA-300; Lots 19-20, Block 2 of the Golf Club Addition  
**PROPOSAL:** The property owner filed consent to annex to develop the site in the City

**The 120-day rule (ORS 227.178) for final action for this land use decision is n/a** [Clark v. City of Albany, 142 Or App 207, 921 P2d 406 (1996)].

**SITE INFORMATION / BACKGROUND**

The subject property is about 0.51 acres located off Highway 30 behind Les Schwab Tire Center at the corner of First Street and Kavanagh Avenue. It is a level, vacant site with about half of the parcel paved and half gravel. It is accessed from First Street. First Street lacks right-of-way frontage improvements (sidewalk and curb) in front of the subject property except along the Les Schwab Tire Center property where it was constructed as part of a recent re-construction of the facility. Kavanagh Avenue also lacks sidewalks and curb and dead ends at the edge of the Les Schwab Tire Center's property. Kavanagh Avenue was developed for truck access as part of the Les Schwab Tire Center reconstruction.

**PUBLIC HEARING & NOTICE**

Hearing dates are as follows: April 11, 2017 before the Planning Commission and April 19, 2017 before the City Council.

**At their April 11, 2017 meeting, the Planning Commission unanimously voted to recommended approval of the annexation proposal.**

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on March 15, 2017 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on March 29, 2017. Notice was sent to the Oregon Department of Land Conservation and Development on March 7, 2017 via e-mail.

**AGENCY REFERRALS & COMMENTS**

**City Engineering:** Public sanitary sewer is stubbed to this property at the southeast corner. Public water is located in the First Street right-of-way and will have to be extended to serve the property. Frontage improvements shall be required when development of the property occurs, including a plan for disposing of storm drainage.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
  - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
  - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
  - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
  - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

**Discussion:** (a)(i) The Comprehensive Plan designation for the subject property is Unincorporated Highway Commercial (UHC). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), and the Parks & Trails Master Plan (Ord. No. 3191).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a

City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will not be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

**(b)** There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

**Finding:** The quasi-judicial amendment and standards criteria are met.

#### **SHMC 17.08.060 – Transportation planning rule compliance**

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).  
"Significant" means the proposal would:
  - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
  - (b) Change standards implementing a functional classification system; or
  - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
    - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
    - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
    - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
  - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
  - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
  - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
  - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.

- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

**Discussion:** This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's General Commercial, C-3 and the City zoning option given annexation is Highway Commercial (HC).**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

**Finding:** No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

#### **SHMC 17.28.030 (1) – Annexation criteria**

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

**Discussion:** (a) Currently, the site is not connected to either City water or McNulty PUD water. This property is within the McNulty Water PUD boundary. The City and the PUD have an Urban Service Agreement that states the City will service commercial properties west of Highway 30 if City water is available. There is a City water line at the southeast corner of the property in the First Street right-of-way. City law states "all water users in the city whose closest property line is within 160 feet of a city water main shall be connected to the city water system." In this case, the property is well within 160 feet of a water main.

The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.



There is a City sewer line along Kavanagh Avenue and First Street. With regards to capacity, the City's waste water treatment plant currently has the capacity (physically and as permitted by DEQ) to handle 50,000 pounds of Biochemical Oxygen Demand (BOD), which is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available.

As described above, this proposal poses no significant affect on a transportation facility.

Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

**(b)** There is no established land use for this site. It is a vacant lot.

There is no known conflict with the Comprehensive Plan and implementing ordinances.

**(c)** With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on two sides of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owners.

Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

**ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.**

The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***  
*Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.*

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

*This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.*

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

*Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."*

City water and sewer capacities are adequate to serve the subject property. This is explained above. Moreover, there is no evidence that adequate infrastructure cannot be made available to serve the annexed area if redeveloped. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

*Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR*

*contains numerous requirements governing transportation planning and project development.*

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

**(d)** The subject property abuts two streets: Kavanagh Avenue and First Street. First Street and Kavanagh Avenue are technically County streets; however, the County Road Department typically yields to the City's street standards for development within the St. Helens Urban Growth Boundary.

First Street is improved (asphalt) but lacks frontage improvements such as sidewalk and curb along the subject property's frontage. City standards require such improvements. Kavanagh Avenue is also improved with asphalt but lacks frontage improvements such as sidewalk and curb along the subject property's frontage.

**This property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements.** As such, the only option is for the property owner to be required to sign and record an irrevocable consent to local improvement district, though, the applicant could improve the frontages if desired.

The City's Transportation Systems Plan designates First Street and Kavanagh Avenue as Local Streets and if improved, would be subject to Local Streets standards. The existing right-of-way widths for both First Street and Kavanagh Avenue is sufficient for this classification of street. Therefore, right-of-way dedication is not necessary.

**(e)** The subject property is not designated residential. Thus a needs analysis is not necessary.

**Finding:** The annexation approval criteria are met for this proposal.

#### **SHMC 17.28.030 (2) – Annexation criteria**

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

**Discussion:** The Comprehensive Plan designation is currently Unincorporated Highway Commercial, UHC. Upon annexation, the Comprehensive Plan designation would thus be Highway Commercial (Incorporated). The zoning would be Highway Commercial, HC.

**Finding:** The subject property shall be designated Highway Commercial (Incorporated), HC and zoned Highway Commercial, HC upon annexation.

#### **SHMC 17.112.020 – Established & Developed Area Classification criteria**

(1) Established Area.

- (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
- (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
- (c) An area shown on a zone map or overlay map as an established area.

- (2) Developing Area. A “developing area” is an area which is included in the city’s buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

**Discussion:** OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is not zoned residential. This provision does not apply.

**Finding:** This provision is not applicable.

#### CONCLUSION & DECISION

**Based upon the facts and findings herein, the City Council approves this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Highway Commercial, HC, and be zoned Highway Commercial.**

\*This annexation will **not** be subject to voter approval subsequent to this land use process.\*

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Rick Scholl, Mayor

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Date



**City of St. Helens**  
**RESOLUTION NO. 1783**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON ADOPTING A CITY EMPLOYEE COMPENSATION PLAN FOR THE  
POSITION OF ASSOCIATE PLANNER

**WHEREAS**, the position of Associate Planner has been created to better reflect the current duties of the Assistant Planner position.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES** that the City employee salary schedule for the fiscal year 2016-17 be updated to include the position Associate Planner at the following salary range:

POSITION	MONTHLY SALARY RANGE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Associate Planner	4,187	4,391	4,611	4,841	5,082

**Approved and adopted** by the City Council on May 3, 2017, by the following vote:

Ayes:


Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	5 April 2017	
<b>Subject:</b>	Award 2017 Sanitary Sewer Rehabilitation Project, S-644	

### Background:

The City of St. Helens owns and operates a collection system of approximately 60 miles of sanitary sewer main ranging in size from 6 inches to 34 inches. Since 2007, the City's Inflow and Infiltration Reduction Program, also called the I & I Project, has aimed to identify, repair, and rehabilitate the public sanitary sewer system. The ultimate goal of the overall project is to comply with the EPA and Oregon DEQ mandate to eliminate raw sewage overflows during heavy rain events caused by stormwater and ground water entering the sewer system through leaks, cracks, breaks, and the direct stormwater connections. This project is a continuation of this work to repair, replace, and rehabilitation defective portions of the public sanitary sewer system.

Plans and specifications have been prepared by the City Engineering Department staff, and an Invitation to Bid was issued on March 29, 2017 with a submittal deadline of April 25, 2017. The following bids were received:

FIRM	LOCATION	BID
Emery & Sons Construction Group	Salem, OR	\$240,176.00
Landis & Landis Construction LLC	Marylhurst, OR	\$246,325.00

This project is identified in the draft 2017/2018 Capital Improvement Budget as South Trunk Upgrades, SWR.004, with a total budgeted amount is \$250,000.

### Recommendation:

Award the contract for the 2017 Sanitary Sewer Rehabilitation Project, S-644 to Emery & Sons Construction Group as the lowest responsive bidder and authorize the Mayor to execute a Public Improvement Contract with Emery & Sons Construction Group for the 2017 Sanitary Sewer Rehabilitation Project, S-644. Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.



## **CITY OF ST. HELENS, OREGON PERSONAL SERVICES CONTRACT**

A CONTRACT between THE CITY OF ST. HELENS, OREGON (hereinafter "City"), and Donovan Enterprises, Inc. (hereinafter "Provider").

WHEREAS, City and Provider believe it in their mutual interest to enter into a written contract setting out their understandings concerning Provider's provision of utility rate study services to the City for the 2017 Utilities Update.

### **1. Term**

The term of this contract shall be from May 2017 until not later than December 2017 unless sooner terminated under the provisions of this contract.

### **2. Provider's Service**

The scope of Provider's services and time of performance under this contract are set forth in Exhibit "A". All provisions and covenants contained in said exhibit are hereby incorporated by reference and shall become a part of this contract as if fully set forth. Any conflict between this contract and Provider's proposal (if any) shall be resolved first in favor of this written contract. Provider will, in the rendering of its services to City, use its best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered under this contract and Exhibit "A".

### **3. Provider Identification**

Provider shall furnish to City Provider's employer identification number, as designated by the Internal Revenue Service or, if the Internal Revenue Service has designated no employer identification number, Provider's Social Security number.

### **4. Compensation**

City agrees to pay Provider at the times and in the amount(s) set out in and in accordance with Exhibit "A".

### **5. Project Managers**

City's Project Manager is Matthew Brown. Provider's Project Manager is Steve Donovan. Each party shall give the other written notification of any change in their respective Project Manager.

### **6. Project Information**

Provider agrees to share all project information, to fully cooperate with all corporations, firms, contractors, governmental entities, and persons involved in or associated with the project. No information, news, or press releases related to the project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior authorization of City's Project Manager.

### **7. Duty to Inform**

Provider shall give prompt written notice to City's Project Manager if, at any time during the performance of this contract, Provider becomes aware of actual or potential problems, faults or defects

in the project, any nonconformity with the contract, or with any federal, state, or local law, rule or regulation, or has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Provider shall constitute neither agreement with nor acquiescence in Provider's statement or claim and shall not constitute a waiver of any of City's rights.

#### **8. Provider is Independent Contractor**

Provider is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this contract. Provider hereby expressly acknowledges and agrees that as an independent contractor, Provider is not entitled to indemnification by the City or the provision of a defense by the City under the terms of ORS 30.285. This acknowledgment by Provider shall not affect his/her independent ability (or the ability of his/her insurer) to assert the monetary limitations found at ORS 30.270, the immunities listed at ORS 30.265, or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS 30.300).

#### **9. Overtime**

Any person employed on work under this contract, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC§201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.

#### **10. Indemnity and Insurance**

- i. Indemnity: Provider acknowledges responsibility for any and all liability arising out of the performance of this contract and shall hold City harmless from and indemnify and defend City for any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Provider's acts, omissions, activities or services in the course of performing this contract.
- ii. Liability Insurance: Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, City, its Councilors, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Provider's operations, in an amount not less than One Million dollars (\$1,000,000.00) combined single limit per occurrence. Such insurance shall name City as an additional insured.
- iii. Workers' Compensation Coverage: Provider certifies that Provider has qualified for State of Oregon Workers' Compensation coverage for all Provider's employees who are subject to Oregon's Workers' Compensation statute, either as a carrier insured employer as provided by ORS 656.407, or as a self-insured employer. Provider shall provide to City within ten (10) days after contract award a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers' Compensation statutes insured by an insurance company satisfactory to City, if any. The certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to City. A copy of the certificate of self-insurance issued by the State shall be provided to City if the Provider is self-insured.
- iv. Professional Errors and Omissions: Provider shall provide City with evidence of professional errors and omissions liability insurance for the protection of Provider and its employees, insuring against bodily injury and property damage and arising out of or resulting from Provider's negligent acts, omissions, activities or services, in an amount not less than \$1,000,000.00 combined single limit per occurrence. Such insurance shall be endorsed to include contractual liability.



- v. Certificates: Provider shall furnish City certificates evidencing the date, amount, and type of insurance required by this contract. All policies will provide for not less than thirty (30) days' written notice to City before they may be canceled.
- vi. Primary Coverage: The coverage provided by insurance required under this contract shall be primary, and any other insurance carried by City shall be excess.

#### **11. Work is Property of City**

All work, including but not limited to documents, drawings, papers, computer programs, and photographs, performed or produced by Provider under this contract shall be the property of City.

#### **12. Law of Oregon**

The contract shall be governed by the laws of the State of Oregon. Venue shall be in Columbia County, Oregon.

#### **13. Errors**

Contractor shall perform such additional work as may be necessary to correct errors in the work required under this without undue delays and without additional cost.

#### **14. Extra or Changes in Work**

Only the City Manager or the Project Manager may authorize extra (and/or change) work. Failure of Provider to secure authorization for extra work shall constitute a waiver of all right to adjustment in the contract price or contract time due to such unauthorized extra work and Provider thereafter shall be entitled to no compensation whatsoever for the performance of such work.

#### **15. Successors and Assignments**

- i. Each party binds itself, and any partner, successor, executor, administrator, or assign to this contract.
- ii. Neither City nor Provider shall assign or transfer their interest or obligation hereunder in this contract without the written consent of the others. Provider must seek and obtain City's written consent before subcontracting any part of the work required of Provider under this contract. Any assignment, transfer, or subcontract attempted in violation of this subparagraph shall be void.

#### **16. Records**

- i. Provider shall retain all books, documents, papers, and records that are directly pertinent to this contract for at least three years after City makes final payment on this contract and all other pending matters are closed.
- ii. Provider shall allow City, or any of its authorized representatives, to audit, examine, copy, take excerpts from, or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

#### **17. Breach of Contract**

- i. Provider shall remedy any breach of this contract within the shortest reasonable time after Provider first has actual notice of the breach or City notifies Provider of the breach, whichever is earlier. If Provider fails to remedy a breach in accordance with this paragraph, City may terminate that part of the contract affected by the breach upon written notice to Provider, may obtain substitute services in a reasonable manner, and may recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this contract.
- ii. If the breach is material and Provider fails to remedy the breach in accordance with this paragraph, City may declare Provider in default and pursue any remedy available for a default.

- iii. Pending a decision to terminate all or part of this contract, City unilaterally may order Provider to suspend all or part of the services under this contract. If City terminates all or part of the contract pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this contract and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.
- iv. To recover amounts due under this paragraph, City may withhold from any amounts owed by City to Provider, including but not limited to, amounts owed under this or any other contract between Provider and City.

#### **18. Mediation/ Trial without a jury**

Should any dispute arise between the parties to this contract it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this contract shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation. Any litigation arising under or as a result of this contract shall be adjudicated in the court without a jury.

The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Columbia County Circuit Court upon the request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this Section.

#### **19. Termination for Convenience**

The City may terminate all or part of this contract at any time for its own convenience by written notice to Provider. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior to actual notice of the termination or the receipt of the City's written notice of termination, whichever is earlier, plus Provider's reasonable costs actually incurred in closing out the contract.

#### **20. Intellectual Property**

The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this contract shall vest in the City. Provider shall execute any assignment or other documents necessary to effect this paragraph. Provider may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Provider shall transfer to the City any data or other tangible property generated by Provider under this contract and necessary for the beneficial use of intellectual property covered by this paragraph.

#### **21. Payment for Labor or Material**

Provider shall make payment promptly, as due, to all persons supplying to Provider labor or material for the prosecution of the work provided for in this contract. (ORS 279B.220)

#### **22. Contributions to the Industrial Accident Fund**

Provider shall pay all contributions or amounts due the Industrial Accident Fund from Provider incurred in the performance of this contract, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)

### **23. Income Tax Withholding**

Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS279B.220)

### **24. Payment of Claims by the City**

If Provider fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Provider or a subcontractor by any person in connection with this contract as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this contract. The City's payment of a claim under this Paragraph shall not relieve Provider or Provider's surety, if any, from responsibility for those claims.

### **25. Hours of Labor**

Provider shall pay employees for overtime work performed under the terms of this contract in accordance with ORS 653.010 to ORS 653.261 and the Fair Labor Standards Act of 1938. (29 USC §§ 201 *et. seq.*)

### **26. Workers' Compensation**

Provider is a subject employer that will comply with ORS 656.017. Provider warrants that all persons engaged in contract work and subject to the Oregon Workers' Compensation law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Provider shall indemnify City for any liability incurred by City as a result of Provider's breach of the warranty under this Paragraph. (ORS 279B.230)

### **27. Medical Care for Employees**

Provider shall make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care or other needed care and attention, incident to the sickness or injury of Provider's employee(s), all sums which Provider agrees to pay for such services and all monies and sums which Provider collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 279B.230)

### **28. Conflict of Interest**

Except with City's prior written consent, Provider shall not engage in any activity, or accept any employment, interest or contribution that would, or would reasonably appear, to compromise Provider's professional judgment with respect to this Project, including, without limitation, concurrent employment on any project in direct competition with the Project.

### **29. Modification**

Any modification of the provisions of this contract shall be reduced to writing and signed by the parties.

### **30. No Waiver of Legal Rights**

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

### **31. Integration**

This contract contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their duly authorized officers or representatives as of the day and year first above written.

**CONSULTANT:**

**City of St. Helens, Oregon**

Donovan Enterprises, Inc.  
Company

\_\_\_\_\_  
City Administrator

9600 SW Oak Street, Suite 335  
Address

\_\_\_\_\_  
Date

Tigard, Oregon 97223  
City, State, Zip Code

\_\_\_\_\_  
Authorized Signature

President  
Title

41-2180168  
Federal Tax ID Number

\_\_\_\_\_  
Date



## **Exhibit A**

### **SCOPE OF WORK**

## Scope of Work

### Task 1 – Rate Study Kickoff and Data Collection

*...We have developed a task plan to meet the City's short-term needs and adequately address long-term policy objectives....*

There are three separate elements of a rate study: revenue requirements, cost of service allocation, and rate design. Our approach uses these steps as basic elements of a study tailored to the City's specific interests and needs. We have highlighted some of the utility management issues that we often address through the rate study process in the task plan outlined below. In the interest of brevity, we recognize and concur with the thorough description of the tasks contained in the RFP and will therefore not repeat them. Rather, we will highlight the key tasks, analyses, and considerations that will be essential to a successful study.

**Data Collection** - This initial project task is essential to timely completion of the engagement. A rate study requires data from various sources, including financial statements (income statement and balance sheet), budgets, asset schedules or inventories, and customer billing data. We have already collected a considerable amount of data in preparation for this engagement, as shown above in our presentation of the estimated cash positions of the water and sewer funds. We also schedule an initial project kick-off meeting to review available data, clarify unfulfilled data needs, identify key contact persons, and assign responsibilities. Data collection will also include identifying the steps required to obtain the customer statistics for use in the cost of service analysis. Finally, as part of our analysis, we will identify standard reports and formats which will improve management review capability and simplify future updates.

As this database takes shape it will be important to keep the process oriented on the objective for this study which is an accurate, comprehensive and clearly documented cost basis for each enterprise. Particular focus will be placed on understanding and separating storm and surface water management data from sanitary sewer data. To be useful, the project must produce maintenance standards and costs that are mutually understood and ultimately "owned" by the City as the process moves forward before the Council and ratepayers.

### Task 2 – Preliminary Model and Revenue Requirements Development

Once the data collection and validation task is completed and vetted by the City project manager, the consultant team will develop a model in Microsoft Excel format. We design our models for easy use by City staff, and build in flexibility for the inclusion of future water, sewer, and surface water management services. The model will function as each utility's financial plan. We will develop the financial plan models to allow for evaluation of alternative policies and strategies. The models typically perform several revenue sufficiency tests, such as cash flow, coverage and earnings, against which the sufficiency of current rates to fund enterprise activities is measured. The revenue requirements analysis determines the amount of revenue needed from rates. This is related to utility cash flow or income requirements, constraints of bond covenants, and specific fiscal policies related to the water and wastewater utilities. The matter of compliance with bond & loan covenants is particularly important in this case because the City of St. Helens has over \$13.1 million in principal outstanding on enterprise utility long term debt as of June 30, 2016. The composition of this long term debt is as follows:

Debt Item	Balance June 30, 2015	Issued	Matured and Redeemed	Balance June 30, 2016	Balance Due Within One Year
DEQ SRF Loan R80161	\$ 1,650,000		\$ (100,000)	\$ 1,550,000	\$ 100,000
DEQ SRF Loan R80162	465,770		(114,276)	351,494	115,709
DEQ SRF Loan R80163	3,224,214	1,333,805	-	4,558,019	-
Capital One - Water Refunding Note	5,540,000		(377,000)	5,163,000	382,000
Capital One - Sewer Refunding Note	<u>1,644,000</u>		<u>(136,000)</u>	<u>1,508,000</u>	<u>138,000</u>
Total Loans Payable	\$ 12,523,984	\$ 1,333,805	\$ (727,276)	\$ 13,130,513	\$ 735,709
Compensated Absences	169,650	184,555	(169,650)	184,555	184,555
Total Long Term Debt	<u>\$ 12,693,634</u>	<u>\$ 1,518,360</u>	<u>\$ (896,926)</u>	<u>\$ 13,315,068</u>	<u>\$ 920,264</u>

The DEQ SRF loans require the City to maintain sewer rates and fees sufficient to generate net operating revenues in each fiscal year of at least 105% of the debt service requirement for the fiscal year. For the fiscal year ended June 30, 2016, net operating revenue was \$1,791,426, while 105% of the debt service requirement was \$412,417. Additionally, these loans require the City to document and maintain a reserve for debt service. At June 30, 2016, the reserve requirement for the Sewer Fund was \$345,523. The City presents this amount as restricted net position. The Capital One loans are backed by the full faith and credit of the City and require a debt ratio of 1.10 for the Water and Sewer Funds. At June 30, 2016, the Water Fund had a debt ratio of 2.27 and the Sewer Fund had a debt ratio of 4.56.

To meet the utilities' need to implement a rate adjustment to meet requirements, we recommend evaluating the revenue requirements as follows: review of the utility's current fiscal policies and their impact on the revenue requirements to ensure that the rate models reflect the financial objectives of the City. We will evaluate the impact of changes in policy, such as capital improvement funding approaches or reserve levels, to determine the impact of changes on revenue requirements. Through the linkage of the analysis to a model of fund balances, rate strategies such as uniform increases, single or multi-year increases, or other strategies can be evaluated on an ongoing basis in terms of compliance with all fiscal constraints.

The specific tasks that will be included in development of the financial plan model will be:

1. Review historical costs and revenues and project revenue under existing rates (this will provide information on current capacity of rates to support revenue requirements). During this work, we will also identify and develop applicable revenue sufficiency tests. Finally, we will determine projected revenue shortfalls (if any) for the test year and present results to staff.
2. Develop long-term financial model (planning period consistent with adopted capital improvement plan(s) and policies). Based on the work done to establish the historical review of costs and revenues, we will expand the logic to a forecast horizon consistent with other City planning timeframes (currently set at a ten year forecast horizon). Consistency between the adopted Capital Improvement Plan(s) and the financial plan will be essential. Critical work in this sub task will be:
  - a. Project revenue under existing rates and determine overall revenue shortfalls by year for the forecast horizon. Identify annual increases needed to meet annual revenue requirements.
  - b. Forecast O&M and capital costs based on the adopted Capital Improvement Plan (CIP). It is clear that the CIP will result in increases to operations and maintenance expenses. New costs (life cycle)

to operate and maintain these the facilities will be identified, vetted, and loaded into the financial plan model.

- c. Evaluate capital funding alternatives, including bonding strategies. This task will include evaluating fiscal policies related to capital financing, including preferences for debt or equity funding. Also, analyses will be done to evaluate reserve levels for debt or equity funding, reserve levels for contingencies, and replacement of funding (i.e., explicit funding of depreciation). Finally, the feasibility of developing alternative sources of funds, including grants, special low interest loans, special fees, and SDC's will also be integrated into the analysis.
- d. Develop rate increase strategy. In this sub task, we will evaluate rate implementation strategies for effects on utilities financial performance and condition.
- e. Evaluate rate implementation strategies for effects on utility financial performance and condition.
- f. Storm drainage funding
  - i. The Project Team, through its sewer cost of service analysis, will isolate costs which are specific to the operation and maintenance of the City's storm drainage system.
  - ii. Based on these costs, along with known storm drainage capital needs, the project team will prepare two funding approaches which; a) show the sewer rate impact of continuing to recover storm drainage costs through the wastewater service charge along with the pros and cons of continuing this approach, and b) establish a storm drainage utility and dedicated revenue stream including a summary level feasibility/task plan providing the City with a roadmap toward implementing a storm drainage utility.
- g. Review revenue requirements findings with staff and the Council.

Upon the completion of the model building work, the consultant team will present the preliminary models to City's project team for review and comment. We suggest the City reserve a specific date and time for a staff workshop. This will allow a thorough briefing on the models contents and capabilities. Copies of the draft models will be left with the City team to use and beta test. Upon completion of this internal review, the consultant team will make adjustments to the models to bring it in line with City staff requirements.

After incorporating City staff comments into the models, the consultant team will be prepared to make a presentation to the City Council at a work session (or perhaps to a City Council subcommittee). At this meeting, the consultant team will present the preliminary study results and demonstrate the use of the models to the Council. The presentation will also offer the Council a number of funding alternatives and implementation strategies. The agenda and format for the meeting will be prepared by the consultant team and reviewed with the City's project manager.

### **Task 3 - Detailed Financial Analysis (including policy on current and future indebtedness)**

*...A cost of service analysis generally addresses the basis for recovering revenues from customers according to the demands which they place on the utility...*



Cost of Service - The cost of service analysis allocates costs to functional categories, classifies customers and defines their service characteristics, and distributes costs to customer classes. It also develops unit costs appropriate for recovering revenue requirements by customer class. An essential element of the cost of service analysis and rate review is to define customer service characteristics. This effort relies on the information contained in the customer billing system. The level of detail needed often exceeds that provided in summary reports. For example, to evaluate increasing block water rates, customer usage needs to be compiled by usage level. We pursue this information early in the assignment, recognizing the difficulties that can arise in developing necessary reports or downloading necessary raw data. Specific cost of service tasks include:

1. Develop functional allocation of costs. For water, this would include customers, fire protection, base usage and extra capacity (peak demand). For wastewater, this would include customers, flow, strength of domestic discharge (i.e., BOD and TSS), and extra strength loading. Also included at this stage are any special allocations associated with providing service to wholesale customers. This allocation relies primarily on utility planning documents and generally available statistics.
2. Develop customer statistics. The specific structure of the statistics needed will depend on the types of rate structures that the City wishes to consider. We would work with the billing system staff and, if necessary, the Springbrook programmers to obtain either summary statistics or raw customer data.
3. Distribute costs to customer classes. Develop class revenue requirements based on usage/demand characteristics. Develop functional unit costs.

*...The cost of service analysis will likely result in different percentage rate increases among the customer classes, which may be more equitable based on the supporting analysis. ...*

## Task 4 – Rate Analysis

The rate design effort examines and evaluates alternative rate structures. The analysis compares existing rates with alternative rate design, and compares results with the allocated costs by customer class. The rate model can be designed to accommodate various rate alternatives, such as seasonal rates, block rates, and varying customer classifications if appropriate. Due to the nature of restructuring rates, impacts are not limited to customer classes nor necessarily uniform within them. The rate model also documents impacts on representative customers, as well as customer classes as a whole, in order to provide full information on the range of rate impacts which would result.

*...The City may want to consider implementing changes to the rate structure on a calendar year basis rather than fiscal year ...*

This avoids dramatic change during the summer peak period when customer sensitivity is highest and allows an education program to be implemented during the winter period when impacts will tend to be smaller. Specific tasks would include:

1. Review rate objectives and various alternatives for attaining those objectives with the City. Identify rate structures to be developed and quality of data to support them.
2. Develop rate model and incorporate customer statistics. Integrate with revenue requirements and cost of service models to automate the rate development process.
3. Develop and evaluate each rate alternative. Evaluation will be based on equity, sufficiency, and impacts.

4. Review preliminary rate findings with City staff. Refine analyses based on review. If appropriate, develop phased strategies for restructuring rates.

## **Task 5 – Review and update SDC methodology and schedules**

In developing the improvement fee for each utility, the consultant team in consultation with City staff, will evaluate each of its CIP projects to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. Only capacity increasing/level of performance costs will be used as the basis for the SDC calculation, as reflected in the capital improvement schedules developed by the Cities. Population and future demand analysis will be based on the Cities' projections. The improvement fee will be calculated as a function of the estimated number of projected additional equivalent residential units to be served by the facilities over the planning horizon. The consultant team will also evaluate the merits of adjusting the capital costs within its CIP on an annual basis using the Engineering News Record (ENR) inflationary index.

This scope of work is based on a three phase approach toward reviewing methodology and implementing a schedule of SDCs for municipal services. Phase 1 consists of a review and assessment of the respective Cities' adopted facilities/master plans in order to document both current and future SDC-eligible facilities. Phase 2 will focus on the process required to move the City toward the implementation of a schedule of SDCs that are consistent with the planned facilities that are currently identified, or under study within the context of the adopted plans. This process will include issues relative to proposed methodologies for both the reimbursement and improvement portions of the SDCs. It is currently assumed that this work will focus on a facilities needs analysis planned out for ten years, and will be based on the specific response to policy issues affecting how capacity can be allocated, measured and priced. Phase 3 will be the process of the SDC calculation itself along with documentation of the methodology leading to the specific charge.

In each of these phases, we will work closely with City staff to achieve closure. This proposed approach would include two meetings with respective City staff, and separate presentations to the City Council (consistent with the rate presentation schedules). We strongly suggest the City consider creating a Citizens Advisory Committee for this project. We have found that by inviting stake holders into the process at the onset, the study inevitability gains credibility with decision makers. We believe that one meeting with an advisory group (that would coincide with the two staff presentation discussed above) would be sufficient to keep stake holders involved and informed, and still keep the study on track for completion by the end of August, 2017. The specific tasks required to complete this work are itemized below:

### **Existing Municipal Code Review, Data Collection, and Development of the Demand Forecast**

1. Secure copies of the current St. Helens Municipal Codes/ordinances concerning SDCs. These ordinances will be reviewed for relevancy, accuracy, and functionality. Upon completion of this review, the consultant team will prepare a decision memorandum for Staff review that will evaluate the adequacy of the existing municipal code/ordinance and if appropriate itemize ways to perfect the code for the current state of the law concerning SDCs.
2. Prepare a data request including the City's financial statements, fixed asset records, facility use data, facilities/master, and/or capital improvement plans. The clear intent is to obtain all capital facility lists, schedules and costs that are either on the City's books or contained in planning documents that are

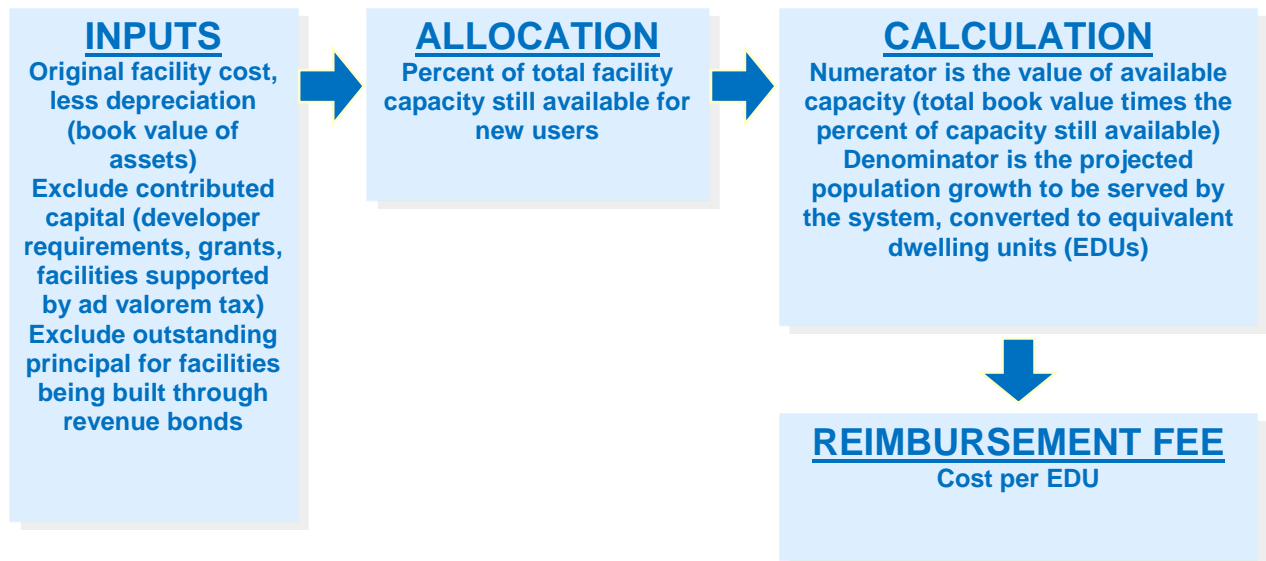
part of the current facilities plans. The consultant team will obtain pertinent staff and consultant reports from other relevant Oregon districts and cities regarding their water, sewer, and storm drainage SDCs. We will summarize the methodologies considered by these cities and create the menu of options required for this task. The Consultant team will also account for the outcomes of recent Oregon litigation regarding the construction and administration of SDCs.

3. Review the information provided and conduct a status meeting with City staff to review the adequacy of the documentation, means for filling identified deficiencies and the next steps in the SDC development process; and
4. Evaluate and update funding assumptions and use (i.e., demand) estimates with emphasis on the cost of planned projects and their consistency with adopted plans and/or CIP's.

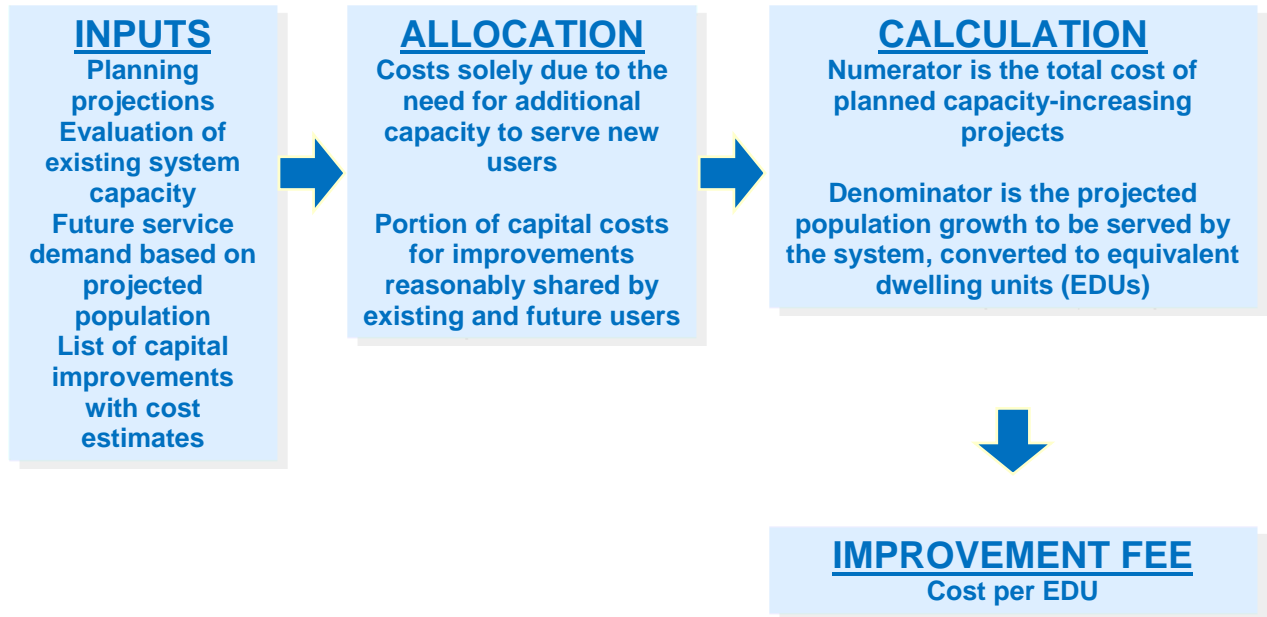
### Financial Analysis, Modeling, and Public Involvement

1. Based on the information developed through SDC subtask 1, prepare optional approaches toward SDC calculation, given the future demand forecast that will be derived from the facilities plans.

## Setting the Reimbursement Fee



# Setting the Improvement Fee



2. Evaluate these approaches relative to specific compliance with the provisions of ORS 223.297 – 223.314 and the definition of the reimbursement and improvement portions of the fee; and
3. Establish specific policy statements relative to the preferred approach regarding:
  - a. credits,
  - b. valuation of existing capacity,
  - c. indexing costs based on Engineering News Record (ENR) or CPI data,
  - d. consistency of growth projections with development of future capacity patterns,
  - e. allocation of improvement costs between existing and future system users,
  - f. accounting for SDC receipts,
  - g. sources of customer use statistics for facilities and,
  - h. Other planning assumptions affecting the SDC methodology.

## **SDC Recommendations, Statutory Reporting Compliance, and City Council Presentation**

1. Prepare an interim summary of the proposed SDC methodology for the municipal services studied, and conduct a work session with City staff including the documentation of the credit policy (a requirement of ORS 223.304), SDC inputs, assumptions and calculations;



2. Based on staff comments on the interim summary, prepare for public review and present to the staff (and possibly a citizens committee) improvement fee and/or reimbursement fee SDC methodologies which include preliminary SDC base rates, credits, exemptions and exceptions, and administrative charges.
3. Based on feedback from the staff, make any necessary revisions to the methodology and calculations;
4. Prepare draft revisions to the St. Helens development code to implement the water, sewer, and storm drainage SDC, and draft an updated SDC resolution which meets the current requirements of ORS 223.297-223.314; and
5. Prepare a summary-level report documenting the SDC methodology and present this report to the City staff. The Citizens Committee and City Council presentations would also take place at this phase of the Project.
6. Prepare an SDC procedures guide for use by City staff in collecting the SDC and administering the SDC ordinance/resolution. Provide training for staff who will be involved in collection of the SDC and administration of the updated SDC ordinance/resolution.

## **Task 6 – Draft Report, Staff Comments, Final Report, and Presentation to the City Council**

As described above, the rate study is a blend of policy directive and technical follow-through. Our study approach emphasizes ongoing interaction and review with staff and the Council to assure the direction of the study. The documentation task is simply the culmination of that effort. We have found the most effective reporting method to be a policy-level document describing objective, general methods, summary results, considerations and recommendations. This report, typically 15-20 pages in length including exhibits, provides a document, which is both meaningful and useful for decision-makers. Along with this, a detailed printed record of the analyses is also provided.

An equally important element of successfully completing the study is presentation. We will conduct a presentation to the Council and/or other forums as appropriate, or support staff presentations if this is preferred. Additional presentations or workshops can also be incorporated. We have often worked with Citizen Advisory Committees, particularly in potentially controversial efforts. Specific tasks include:

1. Present Draft Rates Proposal - As discussed above, when the draft models have been completed and vetted by the City staff team, the consultant team will present the proposals regarding rates to the City Council via work session.
2. Prepare Draft Report - Prepare and submit a draft report for City review and comment. Review the report with the City and determine revisions for the final version. In this step, we will prepare and submit seven (7) bound copies of the draft report, and one (1) unbound copy. We will also present the preliminary report to the City Council and Staff at a public meeting.
3. Prepare Final Report - Prepare and submit the final report to the City. The final report submittal will consist of ten (10) bound copies and one unbound copy. These final versions will be given to the staff for distribution to the Council and other interested parties. We will also provide Staff with a disk that will contain the final report in MS Word format and all related Excel spreadsheet models.
4. Present a Resolution for City Council consideration that will adopt the recommended rates.

## Level of Effort/Budget

Itemized below is the cost proposal for the utilities rate study. The consultant team is proposing a time and materials contract with a “not to exceed” fee that cannot be altered without prior written approval of the City. **Travel costs:** will be billed at the current IRS mileage allowance (i.e., 54 cents per mile). If the IRS adjusts the standard mileage allowance during the term of this engagement, the updated value will be used for mileage reimbursement. **Final reports printing and binding:** The cost of producing the final reports and technical memoranda will be billed on actual cost basis (i.e., without markup). **Project materials:** will be billed to the project on an “as needed” basis. No materials will be billed to the project without the prior review and consent of the City’s project manager.

Task and Subtask Description	\$130 Steve Donovan	\$130 Shaun Pigott	Rate Study Project Totals	
			Hours	Dollars
<i>Project management and initiation</i>				
a Project review workshop	2	2	4	520
b Develop detailed work plan	4	2	6	780
c Finalize project schedule	4	2	6	780
d Schedule and attend City staff meetings	16	14	30	3,900
e Schedule and attend City Council work sessions	6	6	12	1,560
f Document decision processes via issue papers	8	4	12	1,560
<i>Task 1 - Data collection and validation</i>				
a Collect and validate water, sewer, and stormwater financial data	4	2	6	780
b Collect and validate forecast assumptions	4	2	6	780
c Create and vet cost of service database	4	4	8	1,040
d Compare and contrast City data	2	2	4	520
e Develop preliminary gap analysis	4	4	8	1,040
<i>Task 2 - Preliminary model and revenue requirements development</i>				
a Review historical costs and revenues; perform revenue sufficiency tests	4	4	8	1,040
b Project revenue under existing rates and determine revenue shortfalls	4	4	8	1,040
c Forecast O&M and capital costs for each utility	8	8	16	2,080
d Evaluate capital funding alternatives, and fiscal policies	4	2	6	780
e Develop rate increase strategy	4	2	6	780
f Evaluate rate implementation strategies for effect on utility financial performance	4	4	8	1,040
g Develop storm drainage funding strategy (in sewer or stand alone utility)	6	12	18	2,340
h Review revenue requirements findings with Staff and the Council	4	4	8	1,040
<i>Task 3 - Detailed financial analysis</i>				
a Develop functional allocation of costs	6	2	8	1,040
b Develop customer statistics	6	4	10	1,300
c Distribute costs to customer classes	4	2	6	780
<i>Task 4 - Rate analysis</i>				
a Review rate objectives and alternatives	4	4	8	1,040
b Develop rate model and incorporate customer statistics	4	4	8	1,040
c Develop and evaluate each rate alternative	6	6	12	1,560
d Review preliminary rate findings with City Staff	8	4	12	1,560
<i>Task 5 - Review and update SDC methodology and schedules</i>				
a Existing municipal code review, data collection, and develop demand forecast	4	8	12	1,560
b Financial analysis, modeling, and public involvement	4	4	8	1,040
c SDC recommendations, statutory reporting, and City Council presentation	4	4	8	1,040
<i>Task 6 - Draft report, staff comments, final report, &amp; City Council presentation</i>				
a Present draft rates proposal	4	4	8	1,040
b Prepare draft report	12	4	16	2,080
c Prepare final report	4	4	8	1,040
d Present rates and SDC resolutions to City Council	2	2	4	520
Total labor hours	168	140	308	
Total labor cost	\$ 21,840	\$ 18,200		\$ 40,040
Project expenses:				
Graphics, printing, mileage and binding				1,000
Total not to exceed budget				<u>\$ 41,040</u>

## **CONTRACT PAYMENTS**

City Council Meeting  
May 3, 2017

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**Bear Inspection & Consulting LLC**

Project: W-449 2MG Reservoir Rehab (Inv#175-2-412)	\$	<b>2,711.95</b>
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**Kennedy/Jenks Consultants**

Project: W-449 2MG Reservoir Rehab (Inv#110719)	\$	<b>5,853.62</b>
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KP



**BEAR**

Inspection & Consulting LLC

"When Quality Inspection Counts"

2603 Scatter Creek Ct. SW

Tenino, WA 98589

# Invoice

Date	Invoice #
4/4/2017	175-2-412

Bill To
City of St. Helens Sharon Darroux

Job #	P.O. No.	Terms	Project
		Net 20	2MG Reservoir Rehabilitati...

Description	Quantity	Rate \$USD	Amount \$USD
1/23/17-4/9/17			
General Inspection-C. Kuns	9	85.00	765.00
Paid Travel-C. Kuns	7	85.00	595.00
General Inspection-R. Bear	8	85.00	680.00
Paid Travel-R. Bear	3	85.00	255.00
Subtotal			2,295.00
Mileage - C.Kuns	360	0.535	192.60
Mileage - R.Bear	167	0.535	89.35
Office Pack - C.Kuns	2	45.00	90.00
Office Pack	1	45.00	45.00
<p><b>APPROVED FOR PAYMENT</b></p> <p>INIT <u>MM</u> DATE <u>4-26-17</u>  ACCOUNTS PAYABLE</p> <p><u>SN</u> FINANCE <u>4-26-17</u>  SUPERVISOR</p> <p>010-302-653207</p> <p>W-449, 2MG Reservoir Rehab</p>			
<b>Total</b>			<b>\$2,711.95</b>



KP

# **Kennedy/Jenks Consultants**

## **Engineers & Scientists**

303 Second Street, Suite 300 South  
San Francisco, CA 94107

Phone: 415.243.2150

Fax: 415.543.8061

City of St. Helens  
P.O. Box 278  
St. Helens, OR. 97051

Invoice # : 110719  
Project : 1676012\*00  
Project Name : St.Helen's 2MG Reservoir Rehab.  
Invoice Date : 4/10/2017

For Professional Services Rendered through: 3/31/2017

2 MG Reservoir Rehabilitation Project; City of St. Helens; proposal number P16019; agreement date June 6, 2016.

Phase Code / Name	Contract Fee	Previous Billings	Current Billings	Total Billings	Fee Remaining
*** -- Do Not Use	\$2,425.00	\$1,396.05	\$0.00	\$1,396.05	\$1,028.95
01 -- Final Design	\$28,675.00	\$33,589.29	\$0.00	\$33,589.29	-\$4,914.29
02 -- Construction Phase Services	\$33,900.00	\$17,516.96	\$5,853.62	\$23,370.58	\$10,529.42
<b>Totals:</b>	<b>\$65,000.00</b>	<b>\$52,502.30</b>	<b>\$5,853.62</b>	<b>\$58,355.92</b>	<b>\$6,644.08</b>

Amount Due this Invoice

**\$5,853.62**

APPROVED FOR PAYMENT

INIT	DATE
<u>MM</u>	<u>4-26-17</u>
ACCOUNTS PAYABLE	
FINANCE	
<u>SN</u>	<u>4-26-17</u>
SUPERVISOR	

010-302-653207

W-449, 2MG Reservoir Rehab

Project : 1676012\*00 -- St.Helen's 2MG Reservoir Rehab.

Invoice # :110719

Phase : 02 -- Construction Phase Services

Task : 2.2 -- Pre-Construction Conference

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
<b>ODC-Equipment Charges (UP)</b>			
Miles on KJ Company Vehicle	123.00	0.54	66.42
Miles on KJ Company Vehicle	240.00	0.54	129.60
	363.00		196.02
<b>Unit Pricing</b>			<b>196.02</b>

Total Task : 2.2 -- Pre-Construction Conference

Labor :	0.00	0.00
Expense :	363.00	196.02
Total :		196.02

Task : 2.3 -- Submittal Review

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Engineer/Scientist/Specialist 4</b>			
Sera, Ramon G.	0.50	145.60	72.80
<b>Rate Schedule Labor</b>			<b>72.80</b>

Total Task : 2.3 -- Submittal Review

Labor :	0.50	72.80
Expense :	0.00	0.00
Total :		72.80

Task : 2.4 -- Requests for Information

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Engineer/Scientist/Specialist 4</b>			
Sera, Ramon G.	32.00	145.60	4,659.20
<b>Rate Schedule Labor</b>			<b>4,659.20</b>

Total Task : 2.4 -- Requests for Information

Labor :	32.00	4,659.20
Expense :	0.00	0.00
Total :		4,659.20

Task : 2.5 -- Change Order Evaluations

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Engineer/Scientist/Specialist 4</b>			
Sera, Ramon G.	4.00	145.60	582.40
<b>Rate Schedule Labor</b>			<b>582.40</b>

Total Task : 2.5 -- Change Order Evaluations

Labor :	4.00	582.40
Expense :	0.00	0.00
Total :		582.40

Project : 1676012\*00 -- St.Helen's 2MG Reservoir Rehab.

Invoice # :110719

Phase : 02 -- Construction Phase Services

Task : 2.6 -- Construction Observation

**Rate Schedule Labor**

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Engineer/Scientist/Specialist 5</b>			
Garbely, Jennifer A.	2.00	171.60	343.20
<b>Rate Schedule Labor</b>			<b>343.20</b>

**Total Task : 2.6 -- Construction Observation**

<b>Labor :</b>	<u>2.00</u>	<u>343.20</u>
<b>Expense :</b>	<u>0.00</u>	<u>0.00</u>
<b>Total :</b>		<u>343.20</u>

**Total Phase : 02 -- Construction Phase Services**

<b>Labor :</b>	<u>38.50</u>	<u>5,657.60</u>
<b>Expense :</b>	<u>363.00</u>	<u>196.02</u>
<b>Total :</b>		<u>5,853.62</u>

Project : 1676012\*00 -- St.Helen's 2MG Reservoir Rehab.

Invoice # :110719

Total Project: 1676012\*00 -- St.Helen's 2MG Reservoir Rehab.

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5,853.62



City of St. Helens  
***Library Board***  
**Minutes from Tuesday, September 20, 2016**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Melisa Gaelrun-Maggi  
Barbara Lines  
Marsha Caton, Past-Chair

Patty James

**Members Absent**

Eloise Bates  
Mary Ellen Funderburg, Vice-Chair

**Guests**

Penny Hummel

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:14 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved with corrections.

**AGENDA REVISIONS:** No change.

**STRATEGIC PLANNING WORKING SESSION:** Discussed the agenda for the strategic planning retreat with consultant Penny Hummel, as well as the timeline for approving and implementing the plan to be drafted after the retreat. Board members and staff were assigned tasks and roles leading up to the meeting as well as at the meeting.

Hummel will call October 18, 2016 for a conference call with the Board to finalize plans and answer questions relating to the retreat.

On October 19, 2016 Hummel will facilitate a staff focus group to solicit their input for the strategic plan.

**COUNCILOR'S REPORT:** N/A

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** The next regular meeting will be for Tuesday, October 18, 2016 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Herron adjourned the meeting at 9:00 p.m.

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Respectfully submitted by:

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Library Board Secretary, Nicole Woodruff

## 2016-2017 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16	E	P	P	P	P	P	P
08/16/16	E	P	P	E	E	P	P
09/20/16	E	E	P	P	P	P	P
10/18/2016							
11/15/2016							
12/13/2016							
01/17/2017							
02/21/2017							
03/21/2017							
04/18/2017							
05/16/2017							
06/20/2017							
Date							
07/18/2017							
08/15/2017							
09/19/2017							
10/17/2017							

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, October 18, 2016**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Melisa Gaelrun-Maggi  
Barbara Lines  
Marsha Caton, Past-Chair

**Members Absent**

Mary Ellen Funderburg, Vice-Chair  
Patty James

**Guests**

Penny Hummel (phone)

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:22 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** N/A

**AGENDA REVISIONS:** No change.

**STRATEGIC PLANNING WORKING SESSION:** Discussed the final agenda for the strategic planning meeting with consultant Penny Hummel, as well as the timeline for approving and implementing the plan to be drafted after the retreat. Board members and staff were assigned tasks and roles leading up to the meeting as well as at the meeting.

The Board discussed how many invitees had responded and how to proceed with follow-up calls.

The Board also went over the logistics of the planning meeting.

Director Jeffries and Chair Herron shared their presentations for the planning meeting.



On October 19, 2016 Hummel will facilitate a staff focus group to solicit their input for the strategic plan.

**COUNCILOR'S REPORT:** N/A

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** The next regular meeting will be for Tuesday, November 15, 2016 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Herron adjourned the meeting at 8:55 p.m.



Respectfully submitted by:

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Library Board Secretary, Nicole Woodruff

## 2016-2017 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16	E	P	P	P	P	P	P
08/16/16	E	P	P	E	E	P	P
09/20/16	E	P	E	P	P	P	P
10/18/2016	E	P	E	P	P	E	P
11/15/2016							
12/13/2016							
01/17/2017							
02/21/2017							
03/21/2017							
04/18/2017							
05/16/2017							
06/20/2017							
Date							
07/18/2017							
08/15/2017							
09/19/2017							
10/17/2017							

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, November 15, 2016**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Melisa Gaelrun-Maggi  
Barbara Lines  
Marsha Caton, Past-Chair  
Mary Ellen Funderburg, Vice-Chair

**Members Absent**

Patty James

**Guests**

Penny Hummel

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:18 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved with corrections.

**AGENDA REVISIONS:** No change.

**STRATEGIC PLANNING WORKING SESSION:** Reviewed first draft of Strategic Plan. Consultant Penny Hummel to meet with Staff on December 6 to discuss Strategic Plan implementation. After receiving Staff input, Hummel will send the plan to the Board for approval. Once the plan is approved by the Board it will go to City Council for approval, then to the planning retreat attendees and it will be made available to the general public.

**COUNCILOR'S REPORT:** N/A

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** The next regular meeting will be for Tuesday, December 13, 2016 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Herron adjourned the meeting at 9:01 p.m.

✎

Respectfully submitted by:

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Library Board Secretary, Nicole Woodruff



## 2016-2017 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16	E	P	P	P	P	P	P
08/16/16	E	P	P	E	E	P	P
09/20/16	E	E	P	P	P	P	P
10/18/2016		P	E	P	P	E	P
11/15/2016		P	P	P	P	E	P
12/13/2016							
01/17/2017							
02/21/2017							
03/21/2017							
04/18/2017							
05/16/2017							
06/20/2017							
Date							
07/18/2017							
08/15/2017							
09/19/2017							
10/17/2017							

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, January 10, 2017**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Melisa Gaelrun-Maggi  
Barbara Lines  
Marsha Caton, Past-Chair  
Mary Ellen Funderburg, Vice-Chair

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary

**Members Absent**

**Guests**

Amanda Heynemann  
Heather Anderson-Bibler  
Leanne Murray  
Penny Hummel



**CALL MEETING TO ORDER:** The meeting was called to order at 7:18 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved as written.

**AGENDA REVISIONS:** Discussion of Library Board applicant questions moved to February meeting.

**STRATEGIC PLANNING:** Strategic Planning Consultant Penny Hummel gave a brief recap of the strategic planning process, then went over the final draft of the strategic plan as well as the implementation plan. Some small changes to wording were made to the strategic plan. Vice-chair Funderburg recommended waiting to give the plan to Council until February so the Board could make some final edits. Chair Herron recommended holding a second January Library Board meeting to finalize the wording in the Strategic Plan. Board agreed to hold a second meeting. The Board also discussed how best to inform the attendees of the Stakeholders Workshop about the final plan. Hummel will draft a letter to be sent with the final Strategic Plan to stakeholders.

First impressions of the plan were positive. Vice-chair Funderburg requested a review of the implementation plan to be included on the second January meeting agenda. Member Lines would like the Board to receive monthly updates about how the implementation process is proceeding.

**RECOMMENDATION FROM LIBRARY BOARD NOMINATING SUB-GROUP:** Chair Herron read letter to meeting from Member James stating her resignation from the Board due to health concerns. Members of the Library Board nominating sub-committee interviewed three applicants to fill the two Board vacancies and had the following recommendations-Heather Anderson-Bibler to fill the vacancy left by Member Bates, term to expire June 30, 2017 and Leann Murray to fill the vacancy left by Member James, term to expire June 30, 2019. Member Lines motioned to accept the recommendation, Past-Chair Caton seconded, the Board passed the motion unanimously. The recommendation will be given to City Council for final approval.

**DISCUSSION OF CHANGES TO THE MUNICIPAL CODE GOVERNING THE LIBRARY BOARD:** The Library Board Nominating Sub-committee recommending increasing the size of the Library Board from seven members to nine members. Director Jeffries informed the Board of the process. Member Lines made a motion that Director Jeffries propose the necessary changes to the municipal code to City Council and ask for their approval to move forward with the process. Member Gaelrun-Maggi seconded the motion. Motion passed by unanimous vote.

Vice-Chair Funderburg made a motion to approve Amanda Heynemann as a Board Member pending the approval of the changes to the municipal code by City Council. Member Lines seconded the motion. Motion passed by unanimous vote.

**COUNCILOR'S REPORT:** N/A

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** A special meeting will held Tuesday, January 17, 2017 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

## **ADJOURNMENT:**

Chair Herron adjourned the meeting at 8:53 p.m.

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Respectfully submitted by:

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Library Board Secretary, Nicole Woodruff

## 2016-2017 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16	E	P	P	P	P	P	P
08/16/16	E	P	P	E	E	P	P
09/20/16	E	E	P	P	P	P	P
10/18/2016		P	E	P	P	E	P
11/15/2016		P	P	P	P	E	P
12/13/2016	No December Meeting						
01/10/2017		P	P	P	P		P
02/21/2017							
03/21/2017							
04/18/2017							
05/16/2017							
06/20/2017							
Date							
07/18/2017							
08/15/2017							
09/19/2017							
10/17/2017							



City of St. Helens  
***Library Board***  
**Minutes from Tuesday, January 17, 2017**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Barbara Lines  
Marsha Caton, Past-Chair  
Mary Ellen Funderburg, Vice-Chair  
Melisa Gaelrun-Maggi

**Members Absent**

**Guests**

Amanda Heynemann  
Heather Anderson-Bibler

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary

OR

**CALL MEETING TO ORDER:** The meeting was called to order at 7:19 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**REVIEW AND APPROVE QUESTIONS FOR LIBRARY BOARD APPLICANTS:** Members of the Library Board Nominating Sub-Committee submitted interview questions for Library Board applicants to the Library Board for approval. Past-chair Caton motioned questions be accepted. Member Gaelrun-Maggi seconded the motion. Motion passed by unanimous vote.

**DISCUSSION OF CHANGES TO THE MUNICIPAL CODE GOVERNING THE LIBRARY BOARD:** Director Jeffries explained the process for making changes to the Municipal Code. She will propose the change to City Council on January 18, 2017.

**STRATEGIC PLANNING REVIEW FINAL DRAFT AND IMPLEMENTATION PLAN:** Formatting changes were suggested for the implementation plan to differentiate between new actions and ongoing actions. Board discussed when the implementation plan would be put into action and Director Jeffries stated that some aspects of the implementation plan have already been put into action. Chair Herron asked that a copy of the final draft of the Strategic Plan be mailed to the Strategic Planning workshop attendees as soon as possible.

Vice-chair Funderburg made a motion to accept the Final Draft of the Strategic Plan with copy editing changes. Member Lines seconded the motion. Motion passed by unanimous vote.

Member Lines requested that a bi-monthly report be made to the Board about implementation progress by the staff. Director Jeffries suggested that a page could be added to the website with updates for the public as well.

**OTHER BUSINESS:** Board will need to update/form new subcommittees to address upcoming business.

The next Conversation Project-Understanding Disability-will be taking place Thursday, March 23, 2017 at 7:00 p.m. in the Library.

**COUNCILOR'S REPORT:** N/A

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** A special meeting will held Tuesday, February 21, 2017 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Herron adjourned the meeting at 8:46 p.m.

✂

Respectfully submitted by:

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Library Board Secretary, Nicole Woodruff

## 2016-2017 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16	E	P	P	P	P	P	P
08/16/16	E	P	P	E	E	P	P
09/20/16	E	E	P	P	P	P	P
10/18/2016		P	E	P	P	E	P
11/15/2016		P	P	P	P	E	P
12/13/2016	No December Meeting						
01/10/2017		P	P	P	P		P
01/17/2017		P	P	P	P		P
02/21/2017							
03/21/2017							
04/18/2017							
05/16/2017							
06/20/2017							
Date							
07/18/2017							
08/15/2017							
09/19/2017							
10/17/2017							

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, February 21, 2017**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Barbara Lines  
Marsha Caton, Past-Chair  
Mary Ellen Funderburg, Vice-Chair  
Heather Anderson-Bibler  
Leanne Murray

**Members Absent**

Melisa Gaelrun-Maggi

**Guests**

Amanda Heynemann

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:17 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved as written with a correction to a meeting date.

**UPDATE ON CHANGES TO THE MUNICIPAL CODE/BY-LAWS GOVERNING THE LIBRARY BOARD:** The City Council approved the proposed changes to the municipal code governing the Library Board. The Board shall now consist of no less than seven members and no more than nine. There are other changes that need to be made to the municipal code governing the Library Board as well, so that the code lines up with the By-laws. City Recorder Kathy Payne suggests that the rest of the proposed changes are submitted together to streamline the process.

**UPDATE OF STRATEGIC PLAN APPROVAL:** The Strategic Plan for the Library was approved by the City Council. The next step is to send a letter to the people who attended the stakeholders workshop thanking them for their input and giving a brief overview of how the plan will be implemented. They will also receive the finalized

strategic plan. Director Jeffries will also send out a press release announcing the adoption of the plan and informing the general public about the next steps for the Library. The Library will also add a page to the Library's website that shares the plan's progress.

**FORMATION OF IMPLEMENTATION PLAN WORKING GROUPS:** The Library Board and Library staff will form four working groups of four members each to begin implementing aspects of the Strategic Plan. The four groups will be:

- Community Partners: Board Members - Herron and Anderson-Bibler  
Staff members - Woodruff and Dieter
- Access to Library Services: Board Members - Heyneman and Caton  
Staff members - Kolderup and Barbee
- Communications: Board Members - Murray and Gaelrun-Maggi  
Staff members - Herren-Kenaga and Bean
- Facilities Plan: Board Members - Lines and Funderburg  
Staff members - Jeffries and Karmartsang

An architectural firm will be coming to visit the Library in March to discuss possible renovations and give an idea of what the renovation process would entail.

Working groups will coordinate through email to schedule times to meet and discuss moving forward with the implementation plan.

**LIBRARY NEWS:** Director Jeffries discussed negativity on social media.

**COUNCILOR'S REPORT:** N/A

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, March 21, 2017 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Herron adjourned the meeting at 8:46 p.m.

✍

Respectfully submitted by:

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Library Board Secretary, Nicole Woodruff



## 2016-2017 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines	
07/19/16	E	P	P	P	P	P	P	
08/16/16	E	P	P	E	E	P	P	
09/20/16	E	E	P	P	P	P	P	
10/18/2016		P	E	P	P	E	P	
11/15/2016		P	P	P	P	E	P	
12/13/2016	No December Meeting							
01/10/2017		P	P	P	P		P	
01/17/2017		P	P	P	P		P	
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Lines	Murray	
02/21/2017	P	P	P	E	P	P	P	
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
03/21/2017								
04/18/2017								
05/16/2017								
06/20/2017								
Date								
07/18/2017								
08/15/2017								
09/19/2017								
10/17/2017								

City of St. Helens  
***Library Board***  
**Minutes from Tuesday, March 21, 2017**  
Columbia Center Auditorium

**Members Present**

Nancy Herron, Chair  
Barbara Lines  
Mary Ellen Funderburg, Vice-Chair  
Heather Anderson-Bibler  
Leanne Murray  
Amanda Heynemann

**Members Absent**

Melisa Gaelrun-Maggi  
Marsha Caton, Past-Chair

**Guests**

**Councilors in Attendance**

Susan Conn

**Staff Present**

Margaret Jeffries, Library Director  
Nicole Woodruff, Library Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:15 p.m. by Chair Nancy Herron.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** No public comment.

**PREVIOUS MEETING MINUTES:** Minutes approved as written.

**LIBRARY BOARD ANNUAL REPORT TO THE CITY COUNCIL:** The Library Board is scheduled to present its annual report to the City Council on May 17, 2017. The report needs to be given to Kathy Payne by May 5, 2017. Vice-Chair Funderburg will present the report. Funderburg and Chair Herron will put the report together and bring it to the April Board meeting for the Board to review. Board discussed which accomplishments to highlight, as well as how long the report should be, and what visuals would be most effective in representing the Board to the City Council.

**STRATEGIC PLAN IMPLEMENTATION PLAN WORKING GROUPS:**

- Access to Library Services: Board Members - Heyneman and Caton  
Staff Members - Kolderup and Barbee

This group is examining the feasibility of joining the Passport Program and reviewing the fines and fees structures. Board members will look at neighboring and peer libraries to compare policies.

- Facilities Plan: Board Members - Lines and Funderburg  
Staff Members - Jeffries and Karmartsang

Staff Member Karmartsang, Board Member Lines, and Director Jeffries met with two architects from FFA Architecture and Interiors to discuss potential ways to grow or redesign the Columbia Center to better accommodate the needs of a growing library. They discussed storage needs, meeting room space, and safety issues and concerns. The Facilities Plan group will create and maintain a file of library trends.

- Community Partners: Board Members - Herron and Anderson-Bibler  
Staff Members - Woodruff and Dieter

Staff members Woodruff and Dieter met with Chair Herron and Director Jeffries to discuss working group plans.

- Communications: Board Members - Murray and Gaelrun-Maggi  
Staff Members – Herren-Kenaga and Bean

**VOLUNTEER RECOGNITION:** The annual volunteer banquet will be held on April 10, 2017.

**COUNCILOR'S REPORT:** Councilor Conn advocated for the Library to be included and explicitly mentioned in the City Council's City Goals. The Library is now named in goals 1, 2, and 3.

**FRIENDS' REPORT:** N/A

**NEXT MEETING:** The next regularly scheduled meeting will be Tuesday, April 18, 2017 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

**ADJOURNMENT:**

Chair Herron adjourned the meeting at 8:52 p.m.



Respectfully submitted by:

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Library Board Secretary, Nicole Woodruff

## 2016-2017 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines	
07/19/16	E	P	P	P	P	P	P	
08/16/16	E	P	P	E	E	P	P	
09/20/16	E	E	P	P	P	P	P	
10/18/2016		P	E	P	P	E	P	
11/15/2016		P	P	P	P	E	P	
12/13/2016	No December Meeting							
01/10/2017		P	P	P	P		P	
01/17/2017		P	P	P	P		P	
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Lines	Murray	
02/21/2017	P	P	P	E	P	P	P	
Date	Anderson-Bibler	Caton	Funderburg	Gaelrun-Maggi	Herron	Heynemann	Lines	Murray
03/21/2017	P	E	P	E	P	P	P	P
04/18/2017								
05/16/2017								
06/20/2017								
Date								
07/18/2017								
08/15/2017								
09/19/2017								
10/17/2017								



**City of St. Helens**  
**Arts & Cultural Commission**  
**Minutes from Tuesday March 28, 2017**  
City Council Chambers

**Members Present**

Diane Dunn, Chair  
Kannikar Petersen  
Diane Dillard  
Kimberly O'Hanlon

**Members Absent**

Kevin Chavez  
Rosemary Imhof, Vice Chair

**Guests**

Antonia Doggett

**Councilors in Attendance**

Susan Conn

**Staff Present**

Jamie Edwards, Secretary  
Margaret Jeffries, Library Director



**CALL MEETING TO ORDER**

Chair Diane Dunn called the meeting to order at 6:29 p.m.

**VISITORS**

Artist Antonia Doggett talked about design option for the banner replacement.

**APPROVAL OF MINUTES FOR FEBRUARY 28, 2017**

Library Director Margaret Jeffries Reported corrections under community news were needed:

- Spring Into Art not swing.
- Columbia County Museum Association not Historic.
- Rather than it being a documentary, it should be a program.
- SHEDCO is leading the rain art project not the Columbia Arts Guild.

**Motion:** Commissioner Dillard moved to approve minutes as corrected for February 28, 2017. Commissioner Petersen seconded. All in favor; none opposed; motion carries.

**GATEWAY PROJECT PHASE 2**

Commissioner Petersen reported the contract has not been signed yet. The artist has some suggestions on the contract that are being reviewed by the legal department. Petersen received the drawing of the sculpture and forwarded it to the engineer to design the bracket. The goal is to have everything by April 15 to be able to apply for the permit. The cost has come down to \$37,000. Petersen, Assistant City Planner Jenny Dimsho and City Administrator John Walsh reviewed the proposal from the artist and agree the cost break down is acceptable. The budgeted number was based on an estimate from two years ago.

### **Potential revenues:**

- Petersen reported that Assistant Planner Dimsho is submitting another grant with Oregon Cultural Trust. The deadline is April 21 and the Commission should have a response by July. If the grant is received the commission is going to ask for \$10,000. The money will have to be spent between August of this year to September next year.
- The Commission should have a response on the \$10,000 grant request from Oregon Community Foundation by May.

### **REPAIR UPDATES ON PUBLIC ART-BANNER**

Commissioner Petersen introduced Artist Antonia Doggett and advised the Commission has decided to decommission the banner in front of the John Gumm School and will install a new one. The original contract was \$1,000 with a special paint called One Shot Enamel. The paint will probably need to be used with a gas mask. The paint can be purchased online or in a store in Portland.

Artist Antonia Doggett presented a proposal for the banner design with a river otter and fishing pole on one side and a salmon on the other side.

Petersen informed Doggett that the contract may read that if the art fails within one year the artist would repair at no cost. The Commission would like the banner completed by July 1.

Library Director Jeffries suggested drilling the holes before the artist begins painting.

**Motion:** Commissioner Dillard moved to proceed with the new banner from Antonia Doggett for \$1,000 and the Commission's responsibility to supply rail and framing. Commissioner Petersen seconded. All in favor; none opposed; motion carries.

Jeffries reported that the bear has been repaired and needs a location.

### **PROJECTS FOR 2017: (BUDGET/SUBMISSIONS/LEADERSHIP)**

Commissioner Petersen reported on the 2016-2017 and 2017-2018 budget. With the ongoing and yearly projects as they currently stand the budget for 2017-2018 is short \$13,039. There are still two grants that the Commission has not had a decision on for \$10,000 each, which would make up the shortfall.

Commissioner Kim O'Hanlon reported on potential projects around Lending Libraries and Neighborhood Postcard Projects for the upcoming year along with estimated costs.

Commissioner Dillard suggested for the 2017-2018 year that the commission not take on any new projects as Gateway 2 is taking up most of the funding.

**Motion:** Commissioner Dillard moved to accept the budget as proposed. Commissioner Petersen Seconded. All in favor; none opposed; motion carries.

Jeffries requested the Arts and Cultural Commission and Library switch presentation dates to the Council for the budget. Commissioner Dunn advised could not present to Council at the earlier date.

## **CANDIDATES FOR ARTS AND CULTURE COMMISSION POSITION**

**Motion:** Commissioner Petersen recommended Council appoint Jenn Farrington to the open Commission seat. Commissioner Dillard seconded. All in favor; none opposed; motion carries.

## **COMMUNITY NEWS**

None

## **ADJOURNMENT**

The meeting was adjourned at 8:26 p.m.

## **NEXT MEETING**

The next is scheduled for Tuesday, April 25, 2017 at 6:30 p.m.

✎

Submitted by:

Jamie Edwards  
Utility Billing Specialist

*Present=P Absent=A*

Date	Dunn	Petersen	Dillard	O'Hanlon	Imhof	Chavez
November 15, 2016	P	P	P	N/A	P	P
December 20, 2016 Meeting canceled						
January 24, 2017	P	P	P	P	P	A
February 28, 2017	P	P	P	P	P	A
March 28, 2017	P	P	P	P	A	A

# City of St. Helens

## Budget Committee

### Budget Meeting Minutes

May 5, 2016

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#### Council & Members Present:

Randy Peterson, Mayor  
Keith Locke, Councilor  
Susan Conn, Councilor  
Ginny Carlson, Councilor  
Patrick Birkle, Committee Member  
Bill Eagle, Committee Member  
Paul Barlow, Committee Member  
Garrett Lines, Committee Chair

#### Staff Present:

John Walsh, City Administrator  
Jon Ellis, Finance Director  
Terry Moss, Chief of Police  
Sue Nelson, Public Works Engineering Director  
Neal Sheppeard, Public Works Operations Director  
Margaret Jeffries, Library Director  
Lisa Scholl, Committee Secretary

#### Members Absent:

Doug Morten, Council President  
Mike Funderburg, Committee Member

#### Others:

None

■

Chair Lines called the meeting called to order at 6 p.m.

*Finance Director Ellis presented a PowerPoint presentation. A copy of the presentation is attached.*

#### Visitors Comment

None

#### OpenGov Presentation

OpenGov reviewed their financial transparency program. A copy of their presentation is included in the meeting packet.

#### Approval of Minutes

The April 7, 2016 minutes were distributed and posted online. Hearing no corrections, the April 7, 2016 meeting minutes were approved as written.

#### Review Budget Adjustments

Finance Director Ellis reviewed the proposed budget adjustments.

- Youth Council Reserve
- ICAP Allocation
- CIP – Street Lighting
- Street Debt Service
- Potential PW Shops Expansion

- Visitor and Tourism Projects
- PEG Access

**Motion:** Committee Member Eagle moved to accept the adjustments as written in the presentation. Councilor Conn seconded. All in favor; none opposed; motion carries.

### **Presentation of Parks Maintenance Needs**

Finance Director Ellis reviewed the Parks maintenance needs.

Chair Lines asked if the increase in employees would be done this year or over the next few years. Ellis suggested discussing that when they review the alternative funding sources. That is the number of employees they would like to see but is not included in the budget.

### **Presentation of Code Enforcement and Police Equipment Replacement Program**

Finance Director Ellis reviewed the code enforcement and police equipment replacement program.

Discussion ensued about a full-time code enforcement officer. If the Building Department fund covers a portion of the position, they need to be doing building associated enforcement.

### **Discussion of Alternative Funding Sources**

Finance Director Ellis reviewed alternative revenue sources.

- Utility User Fees
- Tax on Fast Food

Discussion of the two alternatives. A majority of the Committee was opposed to an increase to utility bills. However, they would like to receive public input on alternative funding for future years.

Committee Member Birkle proposes using reserves to fund a full-time code enforcement officer and replacement of the police vehicles. Further discussion about funding the position long-term.

Discussion of the need to increase parks maintenance staff. They are now mowing the Boise property, creating a lot more work for them. One idea was to hire additional summer labor positions to assist with mowing and fund through economic development.

City Administrator Walsh reminded the Committee about the substantial PERS increase in 2017. That will have a significant impact on the budget.

**Motion:** Committee Member Birkle moved to draw on reserves to fund a code enforcement officer and two police vehicles, increasing the budget by \$84,320. Councilor Carlson seconded. Lines, Birkle, Carlson, Barlow and Eagle in favor; Peterson, Conn and Locke opposed. Motion carries.

**Motion:** Upon Birkle's motion and Lines' second, the Budget Committee unanimously recommended City Council and staff investigate alternative revenue sources to fund services on a sustainable basis.

### **Discussion/Comments**

None

### **Next Meeting Date:**

The next meeting will be May 18, 2016 at 6 p.m. in the City Council Chambers.





There being no further business, the meeting was adjourned at 8 p.m.

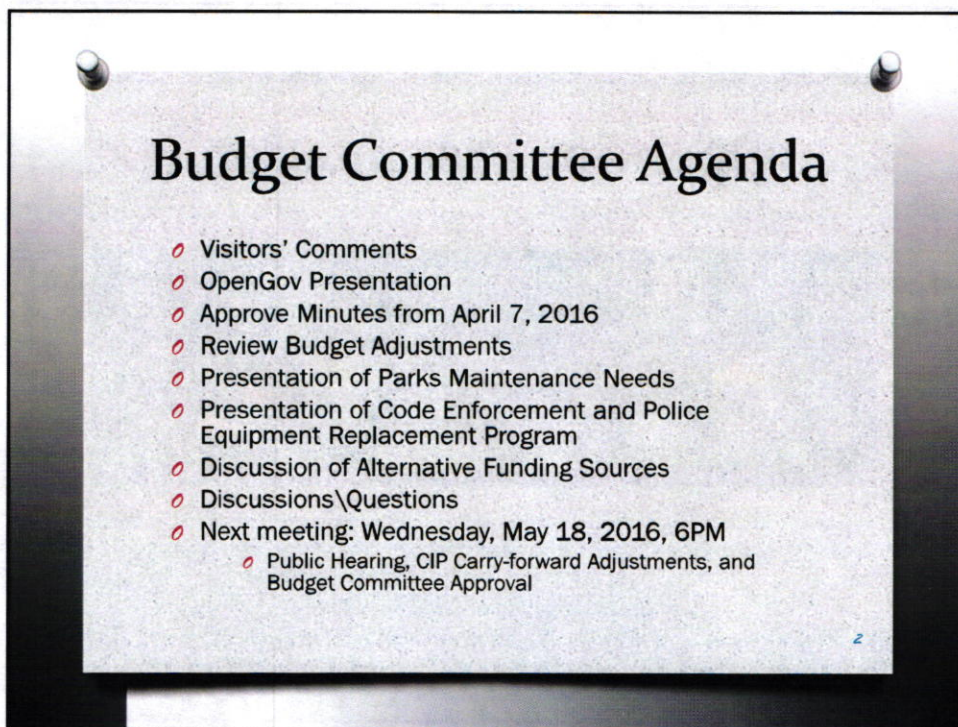
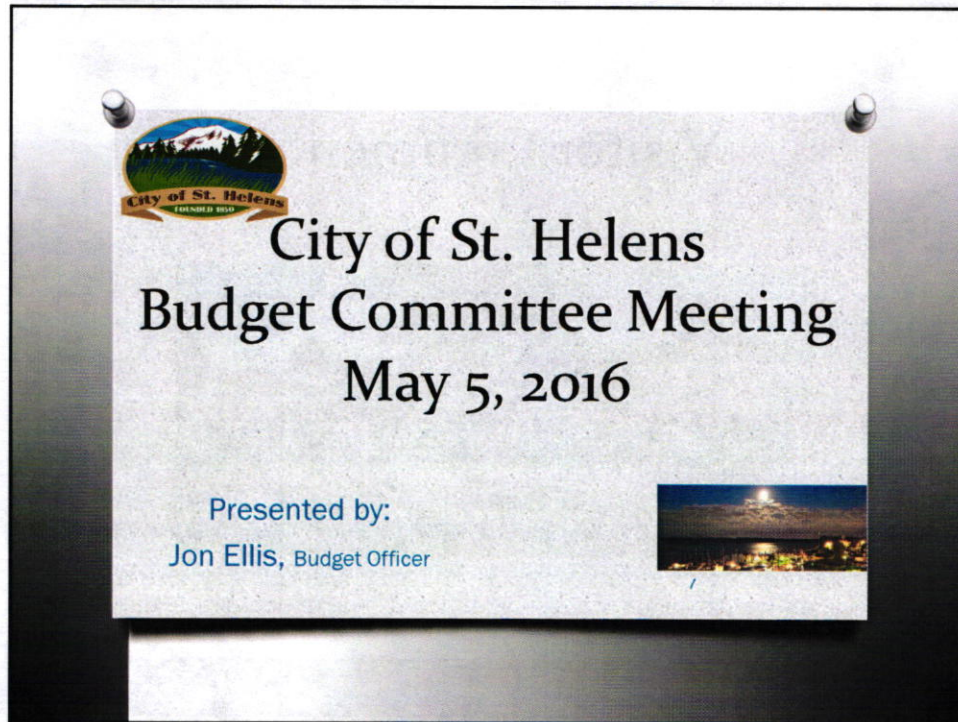
ATTEST:

  
\_\_\_\_\_  
Garrett Lines, Chair

  
\_\_\_\_\_  
Jon Ellis, Finance Director

Prepared by: Lisa Scholl, Committee Secretary

PowerPoint Presentation attached.





## Visitor Comments



## OpenGov Presentation





## Minutes

Approval of Minutes of April 7, 2016

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## Budget Adjustments

To Proposed Budget:

- o Youth Council Reserve
- o ICAP Allocation
- o CIP – Street Lighting
- o Street Debt Service
- o Potential PW Shops Expansion
- o Visitor and Tourism projects

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## Youth Council

	Proposed	Approved	Change
<b>Youth Council Reserve (009-215)</b>			
<b>Resources</b>			
009-215-334100 Donations	-	2,000.00	2,000.00
009-215-359500 Miscellaneous	-	3,000.00	3,000.00
Total Resources			5,000.00
<b>Uses</b>			
009-215-501000 Materials	-	5,000.00	5,000.00
Total Uses			5,000.00

- Provides St Helens Youth Council ability to purchase supplies and raise funds to support the activities of SHYC
- Offsetting revenues - expenditures

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## ICAP Adjustment

	Proposed	Approved	Change
<b>ICAP Update (Various)</b>			
<b>Change in FTE PW Ops</b>			
001-005-579100	36,960.00	30,650.00	(6,310.00)
011-011-579100	145,180.00	137,920.00	(7,260.00)
017-017-579100	494,950.00	503,740.00	8,790.00
018-018-579100	348,550.00	360,670.00	12,120.00
018-019-579100	73,570.00	73,350.00	(220.00)
018-020-579100	38,820.00	38,660.00	(160.00)
018-022-579100	36,490.00	36,330.00	(160.00)
018-021-579100	328,510.00	321,710.00	(6,800.00)
			-

- Allocated PW Operations with 1.8 FTE in Parks but final proposed only had 1.6 FTE
- Net - no impact to overall appropriation Authority
- But will reduce / increase expenditures between funds
- Bottom line - reduces General Fund Appropriations by \$6,130.

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## CIP – Street Lighting

	Proposed	Approved	Change
<b>CIP - Street Lighting Project (010-301)</b>			
<b>Resources</b>			
010-301-333100 Other Financing	500,000.00	747,400.00	247,400.00
010-301-xxxxxx Energy Credits	-	77,600.00	77,600.00
<b>Total Resources</b>			<b>325,000.00</b>
<b>Uses</b>			
010-301-653120 Street Lighting	500,000.00	825,000.00	325,000.00
<b>Total Uses</b>			<b>325,000.00</b>

- o Upgrades from high pressure sodium to LED
- o New Project Estimate
- o Self-funding

## Street Debt Service

	Proposed	Approved	Change
<b>CIP - Debt Service - Savings of Utility and Maintenance (011-011)</b>			
011-011-453000 Street Lighting	75,000.00	49,100.00	(25,900.00)
011-011-563000 Principal	-	15,400.00	15,400.00
011-011-569000 Interest	-	10,500.00	10,500.00
<b>Total Uses</b>			<b>-</b>

- o Errored leaving off Debt Service from Proposed
- o Debt Service covers the financing of Street lighting project
- o Debt Service Funded by Savings in operations/maintenance.

## Potential PW Shops Expansion

	Proposed	Approved	Change
<b>Potential Public Works Shops Expansion (010-305)</b>			
<b>Resources</b>			
42% 010-305-392000 Water	26,000.00	172,290.00	146,290.00
46% 010-305-392000 Sewer-Storm	176,000.00	337,740.00	161,740.00
12% 010-305-392000 Streets	13,000.00	54,970.00	41,970.00
Total Resources			350,000.00
<b>Uses</b>			
010-305-6xxxxx Potential infrastructure	-	350,000.00	350,000.00
Total Uses			350,000.00
011-011-692000 Transfer out	13,000.00	54,970.00	41,970.00
017-017-692000 Transfer out	526,000.00	672,290.00	146,290.00
018-018-692000 Transfer out	686,000.00	847,740.00	161,740.00

o Potential expansion to PW Shop Facilities

//

## Visitor and Tourism projects

	Proposed	Approved	Change
<b>Visitor and Tourism (008-008)</b>			
<b>Resources</b>			
008-000-333100 Grant	-	50,000.00	50,000.00
Total Resources			50,000.00
<b>Uses</b>			
008-008-554110 Branding & Way Finding	-	100,000.00	100,000.00
008-008-692000 Transfer out	-	20,000.00	20,000.00
008-008-692000 Transfer out	-	10,000.00	10,000.00
<b>CIP - Parks - Columbia View (010-300)</b>			
<b>Resources</b>			
010-300-392000 Transfer in	7,000.00	17,000.00	10,000.00
Total Resources			10,000.00
<b>Uses</b>			
010-300-653390 Columbia View Park	-	10,000.00	10,000.00
Total Uses			10,000.00

- o \$100,000 Branding & Way Finding Plan (net \$50,000)
- o \$20,000 Arts – Gateway Phase 2
- o \$10,000 Columbia View Park – Improvement designs

//



## PEG Access

	Proposed	Approved	Change
<b>Community Enhancement - PEG Access (009-206)</b>			
<b>Resources</b>			
009-206-392000 Transfer In	-	21,000.00	21,000.00
Total Resources			21,000.00
<b>Uses</b>			
009-206-458100 PEG Access Upgrade	10,992.00	31,992.00	21,000.00
Total Uses			21,000.00

- Reconciliation of PEG Access may result in recovery of funds which City would wish to utilize to revamp City Council Chambers PEG Access Equipment

## Park Maintenance Needs

	Acres	New	Increase
Developed Parks	134.70	0	0%
<b>Undeveloped Parks &amp; Other Properties</b>			
Dalton	57.05		
Ross Rd	23.20		
Millard Rd	13.76	13.76	
Veneer	22.00	22.00	
White Paper	220.00	220.00	
Total Undeveloped	336.01	255.76	319%
Other - Salmonberry	2,275.00		0%

- All Maintained by 1.4 FTE in FY 15-16
- Really need 5 plus FTE to maintain
- As new parks develop – demand increases

## Parks Maintenance Needs

	Existing		Needed		Increase
	FTE	Personnel Services	FTE	Personnel Services	
<b>Staffing</b>					
Parks Supervisor	0.50	59,300	0.75	88,950	29,650
Parks Specialist	0.50	53,470	0.75	80,210	26,740
Utility II	0.30	29,910	0.75	74,775	44,865
Utility II	0.30	26,610	0.75	66,525	39,915
Utility I	-	-	1.00	82,310	82,310
Seasonals	-	-	0.50	12,100	12,100
Other Support	0.10	9,230	0.10	9,230	-
<b>Total Staffing</b>	<b>1.70</b>	<b>169,290</b>	<b>4.60</b>	<b>404,870</b>	<b>235,580</b>
<b>Materials and Services</b>		<b>150,060</b>		<b>200,000</b>	<b>49,940</b>
<b>Total M &amp; S</b>		<b>150,060</b>		<b>200,000</b>	<b>49,940</b>
<b>Equipment</b>					
5 Mowers - Replacement Reserve	-	-		15,000	15,000
1 Crew Pickup - Replacement Reserve	-	-		6,000	6,000
<b>Total Equipment replacement reserve</b>	-	-		<b>21,000</b>	<b>21,000</b>
<b>Total needs</b>		<b>319,350</b>		<b>625,870</b>	<b>306,520</b>

## Police Vehicle Reserve

Police Vehicle Inventory								
VEHICLE	LICENSE	V.I.N.	VEHICLE DESCRIPTION	MARKING	YEAR	ASSIGNED TO	PURCHASE DATE	MILEAGE APRIL 2016
S-3	660-CLD	2G1WS551869374835	IMPALA	UNMARKED	2006	LIEUTENANT		54,900
S-13	448-DKV	2G1WS553X89212144	IMPALA	UNMARKED	2008	CHIEF		68,750
S-2	664GMJ	2G1WG5EK1318988	IMPALA	UNMARKED	2011	CLASS		48,447
S-5	E257826	8G1MK5T20BL555050	CAPRICE	MARKED	2011	PATROL	10/15/2012	46,357
S-7	E257822	1GNLC2B08CR306475	TAHOE	MARKED	2012	PATROL	9/1/2012	63,695
S-9	E257825	1GNLC2B09CR302449	TAHOE	MARKED	2012	PATROL - K-9	10-6-12 (ins. replaced)	39,967
S-4	E263578	6GNS5U22EL948580	CAPRICE	MARKED	2014	PATROL	Oct-14	23,221
S-10	E263579	1GNLC2EC3FR263484	TAHOE	MARKED	2015	SUPERVISORS	Oct-14	20,158
S-8	E229556	2G1WF55K549445967	IMPALA	MARKED	2004	PATROL		89,523
S-18	E234394	2G1WS58R779299645	IMPALA	MARKED	2007	PATROL		104,211
S-6	E242090	2G1WS583589217652	IMPALA	MARKED	2008	PATROL		118,503
S-19	E219736	E37BHY92057	STEP VAN	MARKED	1977	C.I.R.T.		
S-15	WBC-786	1GCGD34GOGF305979	DIESEL PICK-UP	CAMOFLAGUE	1986	GENERAL P.D.		
S-22	E227871	1FTNX21P64ED71200	FORD F250	UNMARKED	2004	GENERAL P.D.		
S-23	ZZS659	1GCEK19048Z148863	HEVROLET PICK-UP	UNMARKED	2008	CEO		45,313

- o Total Fleet 15 / Active 8 / 3 need replacement / 3 pool vehicle / 1 CEO
- o Fleet Parameters - Over 70K = retire, never use vehicle more than 14 shifts per week, etc...



## Police Vehicle Reserve

Classification	Fiscal Year 2016-17					
	Proposed		Needed		Increase	
	Qty	Amount	Qty	Amount	Qty	Amount
Police Vehicle	1.00	40,000	2.00	80,000	1.00	40,000

- o To meet police parameters of 8 core vehicles => 70K (5Yrs) need to replace 1.6 cars per year.
- o Annual reserve should be \$64,000/Year
- o With immediate purchase of 2 vehicles in FY 2016-17 with cycle of odd years 2 vehicles replaced – even years 1 vehicle replaced

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## Code Enforcement Officer

Classification	Fiscal Year 2016-17					
	Proposed		Needed		Increase	
	Qty	Amount	Qty	Amount	Qty	Amount
Code Enforcement Officer						
Police	0.30	29,550	0.75	73,870	0.45	44,320
Building	-	-	-	-	-	-
Public Works	0.10	9,850	0.25	24,630	0.15	14,780
Total	0.40	39,400	1.00	98,500	0.60	59,100
Remainder utilized in PW Streets / Utilities	0.60	59,100	1.00	98,500	0.40	39,400
Total Costs - 1 FTE	1.00	98,500	2.00	197,000	1.00	98,500

- o Full time CEO will result in \$44,320 increase in appropriation in General Fund
- o If CEO to be covered by building – must also be certified as Building Inspector (\$1,150 pd)

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## CEO & PD Vehicle Reserve

	Fiscal Year 2016-17						Future Years
	Proposed		Needed		Increase		On Going
Classification	Qty	Amount	Qty	Amount	Qty	Amount	Amount
Police Vehicle	1.00	40,000	2.00	80,000	1.00	40,000	64,000
Code Enforcement Officer							
Police	0.30	29,550	0.75	73,870	0.45	44,320	45,000
Building	-	-	-	-	-	-	-
Public Works	0.10	9,850	0.25	24,630	0.15	14,780	-
Total	0.40	39,400	1.00	98,500	0.60	59,100	109,000
Remainder utilized in PW Streets / Utilities	0.60	59,100	1.00	98,500	0.40	39,400	
Total Costs - 1FTE	1.00	98,500	2.00	197,000	1.00	98,500	

o Need to increase revenues by \$110,00

o How? Who? When?

## Revenue Alternatives

### Funding Requirements

Parks \$300,000 Police \$110,000

#### o Utility User Fees

Customer Class	Billings	Units	Police			PW Parks		
			Cost	Annual	Monthly	Cost	Annual	Monthly
Residential	3,896	3,896	80,800	20.74	1.73	220,360	56.56	4.71
Duplex	243	486	10,080	20.74	1.73	27,490	56.56	4.71
Appartments	98	540	11,200	20.74	1.73	30,540	56.56	4.71
Commercial	316	382	7,920	20.73	1.73	21,610	56.57	4.71
Total	4,553	5,304	110,000	20.74	1.73	300,000	56.56	4.71
			110,000			300,000		

#### o Tax on fast food

Classification	Count	Estimated Annual Revenue	Police	Parks
Restaurants	36	10,000,000	1.10%	3.00%

## Discussion / Questions?



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## Next meeting Tuesday, May 18, 2016, 6PM

- o Public Hear
- o CIP Carry-forward Adjustments
- o Deliberations
- o Approval of budget

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# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 04/20/2017 - 1:39PM  
 Batch: 00011.04.2017 - AP 4/21/17 FY 16-17



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
ACCELA, INC. #774375									
000496									
INV-ACC29634	3/31/2017	474.00	0.00	04/21/2017				False	0
012-106-554000	Contractual/consulting serv				WEB PAYMENTS MARCH 2017				
		<hr/>	✓						
INV-ACC29634 Total:		474.00							
		<hr/>							
ACCELA, INC. #774375 T		474.00							
AZIMUTH COMMUNICATIONS INC									
AZI									
36269	4/14/2017	1,193.45	0.00	04/21/2017				False	0
001-002-500000	Computer System Maint.				TROUBLE SHOOT AND REPAIR CALL BOX				
		<hr/>	✓						
36269 Total:		1,193.45							
		<hr/>							
AZIMUTH COMMUNICA		1,193.45							
BEEBE, CONIAN									
BEEB									
0002736	4/6/2017	200.00	0.00	04/21/2017				False	0
001-000-204000	Bail Deposit				BOND TRANSFER				
		<hr/>	✓						
0002736 Total:		200.00							
		<hr/>							
BEEBE, CONIAN Total:		200.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
BIO-MED TESTING SERVICE, INC.									
003505									
56060	4/7/2017	50.00	0.00	04/21/2017				False	0
012-102-554000 Contractual/consulting serv				PRE EMPLOYMENT TEST R STAUFFER					
56060 Total:		50.00	✓						
BIO-MED TESTING SERV		50.00							
<hr/>									
BULLARD LAW									
004880									
27735	4/10/2017	902.00	0.00	04/21/2017				False	0
013-403-554000 Contractual/consulting serv				LEGAL SERVICES					
27735	4/10/2017	1,688.80	0.00	04/21/2017				False	0
001-002-454000 Attorney				LEGAL SERVICES					
27735 Total:		2,590.80	✓						
BULLARD LAW Total:		2,590.80							
<hr/>									
CARQUEST AUTO PARTS STORES									
005845									
03312017	3/31/2017	7.00	0.00	04/21/2017				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
03312017	3/31/2017	103.70	0.00	04/21/2017				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
03312017	3/31/2017	14.38	0.00	04/21/2017				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
03312017	3/31/2017	31.66	0.00	04/21/2017				False	0
015-015-501000 Operating Materials & Supp				AUTO PARTS					
03312017 Total:		156.74	✓						
CARQUEST AUTO PART		156.74							

CENTERLOGIC, INC.



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
011595									
39527	4/4/2017	30.30	0.00	04/21/2017				False	0
012-101-500000 Information services				IT SUPPORT					
39527	4/4/2017	53.03	0.00	04/21/2017				False	0
001-100-500000 Information services				IT SUPPORT					
39527	4/4/2017	22.73	0.00	04/21/2017				False	0
001-103-500000 Information services				IT SUPPORT					
39527	4/4/2017	7.58	0.00	04/21/2017				False	0
001-104-500000 Information services				IT SUPPORT					
39527	4/4/2017	181.80	0.00	04/21/2017				False	0
001-002-500000 Computer System Maint.				IT SUPPORT					
39527	4/4/2017	53.03	0.00	04/21/2017				False	0
001-004-500000 Computer Maintenance				IT SUPPORT					
39527	4/4/2017	22.73	0.00	04/21/2017				False	0
001-105-500000 Information services				IT SUPPORT					
39527	4/4/2017	22.73	0.00	04/21/2017				False	0
015-015-501000 Operating Materials & Supp				IT SUPPORT					
39527	4/4/2017	22.73	0.00	04/21/2017				False	0
012-102-500000 Information services				IT SUPPORT					
39527	4/4/2017	60.60	0.00	04/21/2017				False	0
012-106-500000 Information services				IT SUPPORT					
39527	4/4/2017	45.45	0.00	04/21/2017				False	0
013-402-500000 Information services				IT SUPPORT					
39527	4/4/2017	181.76	0.00	04/21/2017				False	0
013-403-500000 Information services				IT SUPPORT					
39527	4/4/2017	22.73	0.00	04/21/2017				False	0
017-417-501000 Operating materials and suppli				IT SUPPORT					
39527	4/4/2017	30.30	0.00	04/21/2017				False	0
018-019-500000 Computer System Maint.				IT SUPPORT					
39527 Total:		757.50							
39680	4/4/2017	143.60	0.00	04/21/2017				False	0
012-101-500000 Information services				IT SUPPORT					
39680	4/4/2017	95.73	0.00	04/21/2017				False	0
001-100-500000 Information services				IT SUPPORT					
39680	4/4/2017	191.65	0.00	04/21/2017				False	0
001-103-500000 Information services				IT SUPPORT					
39680	4/4/2017	95.73	0.00	04/21/2017				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-104-500000 Information services				IT SUPPORT					
39680	4/4/2017	390.19	0.00	04/21/2017				False	0
001-002-500000 Computer System Maint.				IT SUPPORT					
39680	4/4/2017	182.00	0.00	04/21/2017				False	0
001-105-500000 Information services				IT SUPPORT					
39680	4/4/2017	210.76	0.00	04/21/2017				False	0
012-102-500000 Information services				IT SUPPORT					
39680	4/4/2017	507.60	0.00	04/21/2017				False	0
012-106-500000 Information services				IT SUPPORT					
39680	4/4/2017	392.93	0.00	04/21/2017				False	0
013-402-500000 Information services				IT SUPPORT					
39680 Total:		2,210.19							
39923	4/18/2017	20.51	0.00	04/21/2017				False	0
012-101-500000 Information services				IT SUPPORT					
39923	4/18/2017	130.00	0.00	04/21/2017				False	0
010-305-653553 Phone system				IT SUPPORT					
39923	4/18/2017	13.68	0.00	04/21/2017				False	0
001-100-500000 Information services				IT SUPPORT					
39923	4/18/2017	27.38	0.00	04/21/2017				False	0
001-103-500000 Information services				IT SUPPORT					
39923	4/18/2017	13.68	0.00	04/21/2017				False	0
001-104-500000 Information services				IT SUPPORT					
39923	4/18/2017	303.47	0.00	04/21/2017				False	0
013-402-500000 Information services				IT SUPPORT					
39923	4/18/2017	26.00	0.00	04/21/2017				False	0
001-105-500000 Information services				IT SUPPORT					
39923	4/18/2017	30.11	0.00	04/21/2017				False	0
012-102-500000 Information services				IT SUPPORT					
39923	4/18/2017	72.51	0.00	04/21/2017				False	0
012-106-500000 Information services				IT SUPPORT					
39923	4/18/2017	56.13	0.00	04/21/2017				False	0
013-402-500000 Information services				IT SUPPORT					
39923 Total:		693.47							
CENTERLOGIC, INC. To		3,661.16							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CENTURY LINK									
034002									
04042017	4/4/2017	19.18	0.00	04/21/2017				False	0
001-004-458000 Telephone Expense				967B					
04042017	4/4/2017	19.18	0.00	04/21/2017				False	0
001-002-458000 Telephone Expense				967B					
04042017	4/4/2017	19.18	0.00	04/21/2017				False	0
012-107-458000 Telecommunication expense				967B					
04042017	4/4/2017	19.18	0.00	04/21/2017				False	0
017-417-458000 Telephone expense				967B					
04042017	4/4/2017	19.22	0.00	04/21/2017				False	0
012-107-458000 Telecommunication expense				967B					
04042017	4/4/2017	119.31	0.00	04/21/2017				False	0
012-107-458000 Telecommunication expense				130B					
04042017	4/4/2017	102.46	0.00	04/21/2017				False	0
001-002-458000 Telephone Expense				131B					
	04042017 Total:	317.71							
	CENTURY LINK Total:	317.71							
CINTAS CORPORATION									
037620									
5007602035	4/6/2017	74.91	0.00	04/21/2017				False	0
001-005-501000 Operating Materials & Supp				CABINET REFILL					
	5007602035 Total:	74.91							
	CINTAS CORPORATION	74.91							
CINTAS CORPORATION-463									
006830									
463829368	4/17/2017	43.53	0.00	04/21/2017				False	0
013-403-470000 Building				MATS					
	463829368 Total:	43.53							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CINTAS CORPORATION		43.53							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201703CSH	4/11/2017	1,950.00	0.00	04/21/2017				False	0
001-005-554000 Contractual Services				PARKS WORK CREW					
201703CSH	4/11/2017	975.00	0.00	04/21/2017				False	0
013-403-554000 Contractual/consulting serv				PUBLIC WORKS WORK CREW					
201703CSH Total:		2,925.00							
COLUMBIA CO. DEPT. O		2,925.00							
COLUMBIA RIVER P.U.D.									
008325									
04142017	4/14/2017	471.09	0.00	04/21/2017				False	0
001-002-459000 Utilities				7493					
04142017	4/14/2017	666.55	0.00	04/21/2017				False	0
001-004-459000 Utilities				7493					
04142017	4/14/2017	877.40	0.00	04/21/2017				False	0
001-005-459000 Utilities				7493					
04142017	4/14/2017	352.98	0.00	04/21/2017				False	0
001-005-509000 Marine board expense				7493					
04142017	4/14/2017	4,000.40	0.00	04/21/2017				False	0
011-011-453000 Street Lighting				7493					
04142017	4/14/2017	980.78	0.00	04/21/2017				False	0
012-107-459000 Utilitites				7493					
04142017	4/14/2017	707.96	0.00	04/21/2017				False	0
013-403-459000 Utilities				7493					
04142017	4/14/2017	2,558.22	0.00	04/21/2017				False	0
017-017-459000 Utilities				7493					
04142017	4/14/2017	4,488.55	0.00	04/21/2017				False	0
017-417-459000 Utilities				7493					
04142017	4/14/2017	1,006.91	0.00	04/21/2017				False	0
018-019-534000 Electrical Energy				7493					
04142017	4/14/2017	3,020.73	0.00	04/21/2017				False	0
018-020-534000 Electrical Energy				7493					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
04142017	4/14/2017	123.33	0.00	04/21/2017				False	0
018-021-459000 Utilites				7493					
04142017	4/14/2017	1,162.48	0.00	04/21/2017				False	0
018-022-459000 Utilities				7493					
04142017 Total:		20,417.38	✓						
COLUMBIA RIVER P.U.D		20,417.38							
COMCAST									
COMCAST									
04092017	4/9/2017	124.90	0.00	04/21/2017				False	0
018-020-459000 Utilities				0082					
04092017 Total:		124.90	✓						
04122017	4/12/2017	136.93	0.00	04/21/2017				False	0
017-417-459000 Utilities				3238					
04122017 Total:		136.93	✓						
COMCAST Total:		261.83							
CONSOLIDATED SUPPLY									
009000									
S8176511.001	3/30/2017	247.97	0.00	04/21/2017				False	0
017-017-501000 Operating Materials & Sup.				METER BUSHING					
S8176511.001 Total:		247.97	✓						
CONSOLIDATED SUPPL		247.97							
CORRECT EQUIPMENT									
009210									
34918	4/6/2017	1,735.00	0.00	04/21/2017				False	0
018-018-501000 Operating Materials & Supplies				M-1 OVERFLOW FIXED ANGLE BRACKET					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
34918 Total:		1,735.00	✓						
<hr/>									
CORRECT EQUIPMENT		1,735.00							
<hr/>									
COUNTRY MEDIA INC.									
006800									
272444	4/5/2017	8.75	0.00	04/21/2017				False	0
012-102-526000 Advertisements				ADVERTISING					
<hr/>									
272444 Total:		8.75	✓						
<hr/>									
272502	4/5/2017	8.75	0.00	04/21/2017				False	0
012-102-526000 Advertisements				ADVERTISING					
<hr/>									
272502 Total:		8.75	✓						
<hr/>									
COUNTRY MEDIA INC. T		17.50							
<hr/>									
DAILY JOURNAL OF COMMERCE, INC									
009900									
743209705	3/29/2017	575.00	0.00	04/21/2017				False	0
010-303-653301 Sewer main replacement				S-644 2017 SEWER REHAB					
<hr/>									
743209705 Total:		575.00	✓						
<hr/>									
DAILY JOURNAL OF CO		575.00							
<hr/>									
DARROUX, SHARON									
009945									
04132017	4/13/2017	405.35	0.00	04/21/2017				False	0
013-402-490000 Professional development				TRAVEL EXP S. DARROUX APWA 2017 SPRING CONF					
<hr/>									
04132017 Total:		405.35	✓						
<hr/>									
DARROUX, SHARON To		405.35							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
DEPARTMENT OF STATE LANDS									
010135									
04192017	4/19/2017	100.00	0.00	04/21/2017				False	0
001-000-312000 Building Permits					VOID CK 107657 ESCHEATING CROWN CASTLE				
04192017	4/19/2017	90.00	0.00	04/21/2017				False	0
017-000-202000 Accounts Payable					VOID CK 108567 ESCHEATING SARAH CHAMBERS				
04192017	4/19/2017	167.94	0.00	04/21/2017				False	0
017-000-202000 Accounts Payable					VOID CK 109032ESCHEATING LOIS LINDSTEN				
04192017 Total:		357.94							
DEPARTMENT OF STATE		357.94							
DON'S RENTAL									
010700									
495164	3/31/2017	10.75	0.00	04/21/2017				False	0
013-403-501000 Operating materials/supplies					POROPANE				
495164 Total:		10.75							
DON'S RENTAL Total:		10.75							
E2C CORPORATION									
E2C									
4045	4/18/2017	480.00	0.00	04/21/2017				False	0
008-008-554000 Consulting/Contractual					INSURANCE REQ FOR ST. HELENS EVENTS				
4045 Total:		480.00							
E2C CORPORATION Tota		480.00							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
32292	4/4/2017	1,291.27	0.00	04/21/2017				False	0
017-517-546000 Forestry preservation					ROCK				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
32292	4/4/2017	241.16	0.00	04/21/2017				False	0
001-005-501000 Operating Materials & Supp				ROCK					
32292 Total:		1,532.43	✓						
32299	4/5/2017	1,238.39	0.00	04/21/2017				False	0
017-517-546000 Forestry preservation				ROCK TREE FARM					
32299 Total:		1,238.39	✓						
32307	4/6/2017	624.46	0.00	04/21/2017				False	0
017-517-546000 Forestry preservation				ROCK TREE FARM					
32307 Total:		624.46	✓						
32344	4/12/2017	134.82	0.00	04/21/2017				False	0
017-017-501000 Operating Materials & Sup.				ROCK 5TH ST WATER					
32344 Total:		134.82	✓						
EAGLE STAR ROCK PRO		3,530.10							
ESRI									
011471									
93276255	4/10/2017	800.00	0.00	04/21/2017				False	0
001-104-500000 Information services				ARC GIS					
93276255	4/10/2017	2,082.88	0.00	04/21/2017				False	0
013-402-575000 Equipment expense				ARC GIS					
93276255 Total:		2,882.88							
ESRI Total:		2,882.88	✓						
GEORGE, CINTHIA									
013288									
04142017	4/14/2017	20.00	0.00	04/21/2017				False	0
001-000-311000 Business License				REFUND OVERPAMENT OF BUS LIC 2017					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
04142017 Total:		20.00							
GEORGE, CINTHIA Total		20.00	✓						
INGRAM LIBRARY SERVICES, INC.									
016240									
97885919	3/29/2017	-9.59	0.00	04/21/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
97885919 Total:		-9.59	✓						
97994029	4/6/2017	26.24	0.00	04/21/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
97994029 Total:		26.24	✓						
97994030	4/6/2017	128.71	0.00	04/21/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
97994030 Total:		128.71	✓						
97994031	4/6/2017	89.76	0.00	04/21/2017				False	0
001-004-483000 Audio Materials				BOOKS 20C7921					
97994031 Total:		89.76	✓						
98003987	4/6/2017	10.53	0.00	04/21/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
98003987 Total:		10.53	✓						
98003988	4/6/2017	86.10	0.00	04/21/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
98003988 Total:		86.10	✓						
98003989	4/6/2017	45.92	0.00	04/21/2017				False	0
001-004-483000 Audio Materials				BOOKS 20C7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
98003989 Total:		45.92	✓						
98003990	4/6/2017	323.16	0.00	04/21/2017				False	0
001-004-511000 Printed Materials				BOOKS 20C7921					
98003990 Total:		323.16	✓						
INGRAM LIBRARY SERV		700.83							
INTERNATIONAL INSTITUTE									
016625									
04182017	4/18/2017	100.00	0.00	04/21/2017				False	0
012-102-490000 Professional development				IIMC ANNUAL MEMBERSHIP RENEWAL FEE LISA SC					
04182017 Total:		100.00	✓						
INTERNATIONAL INSTI		100.00							
JORDAN RAMIS PC									
030274									
130836	3/23/2017	620.00	0.00	04/21/2017				False	0
012-106-554000 Contractual/consulting serv				LEGAL SERVICES BINGS					
130836 Total:		620.00							
131426	3/23/2017	1,559.00	0.00	04/21/2017				False	0
013-403-554000 Contractual/consulting serv				LEGAL SERVICES					
131426 Total:		1,559.00							
131427	3/23/2017	120.00	0.00	04/21/2017				False	0
001-104-454000 Attorney				LEGAL SERVICES					
131427 Total:		120.00							
JORDAN RAMIS PC Tota		2,299.00	✓						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
007550									
FEB/MARCH 2017	4/7/2017	177.50	0.00	04/21/2017				False	0
001-105-554000 Contract Services				MIKE SMITH BUILDING INSPECTIONS					
	FEB/MARCH 2017 Total:	177.50							
	LAND DEVELOPMENT S	177.50							
LEAVY, JOHNNY									
LEA									
03302017	3/30/2017	31.56	0.00	04/21/2017				False	0
018-019-490000 Schools & Conventions				TRAVEL EXP SHORT SCHOOL PRETREATMENT J. LE.					
03302017	3/30/2017	31.56	0.00	04/21/2017				False	0
018-020-490000 Schools & Conventions				TRAVEL EXP SHORT SCHOOL PRETREATMENT J. LE.					
	03302017 Total:	63.12							
	LEAVY, JOHNNY Total:	63.12							
MARTINEZ, EDUARDO									
MAR									
0002759	4/12/2017	100.00	0.00	04/21/2017				False	0
001-000-204000 Bail Deposit				BOND TRANSFER					
	0002759 Total:	100.00							
	MARTINEZ, EDUARDO	100.00							
MIDWEST TAPE									
020427									
94951312	4/13/2017	20.99	0.00	04/21/2017				False	0
001-004-481000 Visual Materials				DVD					
	94951312 Total:	20.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
MIDWEST TAPE Total:		20.99							
NELSON, SUSAN									
020935									
04132017	4/13/2017	481.42	0.00	04/21/2017				False	0
013-402-490000 Professional development				TRAVEL EXP SUE NELSON APWA SPRING CONF					
04132017 Total:		481.42							
NELSON, SUSAN Total:		481.42							
NORTHWEST NATURAL GAS									
021400									
04132017	4/13/2017	1,391.14	0.00	04/21/2017				False	0
017-417-459000 Utilities				2942					
04132017	4/13/2017	7.91	0.00	04/21/2017				False	0
017-017-459000 Utilities				7720 HALF					
04132017	4/13/2017	60.76	0.00	04/21/2017				False	0
012-107-459000 Utilitites				2848					
04132017	4/13/2017	82.29	0.00	04/21/2017				False	0
013-403-459000 Utilities				8675					
04132017	4/13/2017	110.27	0.00	04/21/2017				False	0
001-002-459000 Utilities				5638					
04132017	4/13/2017	96.87	0.00	04/21/2017				False	0
012-107-459000 Utilitites				5285					
04132017	4/13/2017	475.63	0.00	04/21/2017				False	0
001-004-459000 Utilities				7673					
04132017	4/13/2017	7.91	0.00	04/21/2017				False	0
018-018-459000 Utilites				7720 HALF					
04132017	4/13/2017	76.38	0.00	04/21/2017				False	0
018-019-459000 Utilites				5750 HALF					
04132017	4/13/2017	21.76	0.00	04/21/2017				False	0
001-005-459000 Utilities				8563					
04132017	4/13/2017	76.38	0.00	04/21/2017				False	0
018-020-459000 Utilities				5750 HALF					
04132017	4/13/2017	52.29	0.00	04/21/2017				False	0
001-005-459000 Utilities				3047					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
04132017 Total:		2,459.59							
NORTHWEST NATURAL		2,459.59	✓						
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/									
031685									
15890306	4/7/2017	81.00	0.00	04/21/2017				False	0
012-102-526000 Advertisements				SUMMER LABOR					
15890306 Total:		81.00							
PAMPLIN MEDIA GROU		81.00	✓						
PHILLIPS, CYNTHIA									
025515									
04172017	4/18/2017	790.00	0.00	04/21/2017				False	0
001-103-554000 Contractual/consulting serv				CONTRACTING ENTRES 2/10-4/17					
04172017 Total:		790.00	✓						
04302017	4/18/2017	1,670.00	0.00	04/21/2017				False	0
001-103-554000 Contractual/consulting serv				4/16-4/30 MUNICIPAL COURT JUDGE					
04302017 Total:		1,670.00	✓						
PHILLIPS, CYNTHIA Tot		2,460.00							
RHIZA A+D									
002788									
01	4/17/2017	3,000.00	0.00	04/21/2017				False	0
009-201-652010 Gateway project - phase 2				ENGINEERING - GATEWAY PHASE 2					
01 Total:		3,000.00	✓						
RHIZA A+D Total:		3,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
SAFEGUARD FIRE EXTINGUISHER SERVICE									
029587									
26752	4/14/2017	98.00	0.00	04/21/2017				False	0
001-005-554000 Contractual Services					EXTINGUISHER SERVICE				
26752	4/14/2017	191.30	0.00	04/21/2017				False	0
013-403-470000 Building					EXTINGUISHER SERVICE				
26752	4/14/2017	104.40	0.00	04/21/2017				False	0
001-004-470000 Building Expense					EXTINGUISHER SERVICE				
26752	4/14/2017	83.30	0.00	04/21/2017				False	0
018-020-470000 Building Expense					EXTINGUISHER SERVICE				
26752	4/14/2017	288.70	0.00	04/21/2017				False	0
012-107-554000 Contractual/consulting serv					EXTINGUISHER SERVICE				
26752	4/14/2017	34.30	0.00	04/21/2017				False	0
017-417-470000 Building expense					EXTINGUISHER SERVICE				
26752 Total:		800.00							
SAFEGUARD FIRE EXTI		800.00							
SCHOLL, RICK									
030333									
04132017	4/13/2017	26.75	0.00	04/21/2017				False	0
001-100-473000 Miscellaneous					REIMBURSEMENT FOR LUNCH MEETING TOURISM				
04132017 Total:		26.75							
SCHOLL, RICK Total:		26.75							
SELDEN, LAURIE									
030715									
04302017	4/18/2017	3,015.00	0.00	04/21/2017				False	0
001-103-554000 Contractual/consulting serv					4/15-4/30 CRIMINAL PROSECUTORIAL SERVICES				
04302017 Total:		3,015.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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SELDEN, LAURIE Total:		3,015.00							
SHEPPEARD, NEAL									
031325									
04132017	4/13/2017	84.96	0.00	04/21/2017				False	0
013-403-490000 Professional development					TRAVEL EXP N. SHEPPEARD APWA SPRING CONF.				
04132017 Total:		84.96							
SHEPPEARD, NEAL Tota		84.96							
SOLUTIONS YES									
013581									
INV101750	4/10/2017	55.46	0.00	04/21/2017				False	0
012-107-502000 Equipment expense					C11461-01				
INV101750 Total:		55.46							
INV102202	4/12/2017	40.75	0.00	04/21/2017				False	0
012-107-502000 Equipment expense					C11460-01				
INV102202 Total:		40.75							
SOLUTIONS YES Total:		96.21							
SONSRAY MACHINERY LLC									
031592									
P18048-10	4/7/2017	531.80	0.00	04/21/2017				False	0
015-015-501000 Operating Materials & Supp					SKID SHOE CLEVIS W SPHERI FLATWASHER				
P18048-10 Total:		531.80							
SONSRAY MACHINERY		531.80							
ST. HELENS COMMUNITY FOUNDATION									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
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SHCF									
04142017	4/14/2017	5,284.99	0.00	04/21/2017				False	0
008-008-558104 Events				13 NIGHTS DEBTORS					
		<hr/>	✓						
04142017 Total:		5,284.99							
		<hr/>							
ST. HELENS COMMUNI		5,284.99							
STAPLES BUSINESS ADVANTAGE									
031983									
3335958767	4/1/2017	21.39	0.00	04/21/2017				False	0
012-106-457000 Office supplies				OFFICE SUPPLIES					
3335958767	4/1/2017	11.86	0.00	04/21/2017				False	0
012-106-457000 Office supplies				OFFICE SUPPLIES					
3335958767	4/1/2017	17.82	0.00	04/21/2017				False	0
001-103-457000 Office supplies				OFFICE SUPPLIES					
3335958767	4/1/2017	74.91	0.00	04/21/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
		<hr/>	✓						
3335958767 Total:		125.98							
3336534608	4/8/2017	64.59	0.00	04/21/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
		<hr/>	✓						
3336534608 Total:		64.59							
3336534609	4/8/2017	0.10	0.00	04/21/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
		<hr/>	✓						
3336534609 Total:		0.10							
3336534610	4/8/2017	9.79	0.00	04/21/2017				False	0
012-106-457000 Office supplies				OFFICE SUPPLIES					
3336534610	4/8/2017	72.40	0.00	04/21/2017				False	0
001-103-457000 Office supplies				OFFICE SUPPLIES					
3336534610	4/8/2017	16.95	0.00	04/21/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3336534610	4/8/2017	7.99	0.00	04/21/2017				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
3336534610 Total:		107.13	✓						
STAPLES BUSINESS AD		297.80							
THE LAW OFFICE OF AARON B. D. MARTIN, AARON B.D.									
019405									
04112017	4/11/2017	392.00	0.00	04/21/2017				False	0
001-103-554000 Contractual/consulting serv				ANDREW JONES					
04112017 Total:		392.00	✓						
041120172	4/11/2017	84.00	0.00	04/21/2017				False	0
001-103-554000 Contractual/consulting serv				ANDREW RAY WALKER					
041120172 Total:		84.00	✓						
041120173	4/11/2017	144.00	0.00	04/21/2017				False	0
001-103-554000 Contractual/consulting serv				DURELL GEARHART					
041120173 Total:		144.00	✓						
041120174	4/11/2017	224.00	0.00	04/21/2017				False	0
001-103-554000 Contractual/consulting serv				JOSHUA KEMP					
041120174 Total:		224.00	✓						
THE LAW OFFICE OF AA		844.00							
THE LAW OFFICE OF NICHOLAS WOOD P.S.									
018419									
04072017	4/7/2017	517.50	0.00	04/21/2017				False	0
001-103-554100 Protemp Judge/Prosecutor				PRO TEM JUDGE 10-27-4-4 EXTRADA / BRIXLEY					
04072017 Total:		517.50	✓						
THE LAW OFFICE OF NI		517.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
WESTERN DISPLAY FIREWORKS LTD									
036426									
04172017	4/17/2017	3,000.00	0.00	04/21/2017				False	0
008-008-558104 Events					FIREWORKS DISPLAY ST. HELENS 25% OF TOTAL DI				
	04172017 Total:	3,000.00							
	WESTERN DISPLAY FIR	3,000.00							
WILCOX & FLEGEL									
037003									
C017456-IN	4/13/2017	1,540.81	0.00	04/21/2017				False	0
001-002-531000 Gasoline Expense					POLICE GAS				
	C017456-IN Total:	1,540.81							
C017563-IN	4/17/2017	3,039.42	0.00	04/21/2017				False	0
013-403-531000 Gasoline					SHOP GAS				
	C017563-IN Total:	3,039.42							
	WILCOX & FLEGEL Tota	4,580.23							
	Report Total:	73,651.69							



**City of St. Helens**  
*Consent Agenda for Approval*

**OLCC LICENSES**

The following businesses submitted a processing fee to the City for a Liquor License:

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**2017 NEW**

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*A copy of the OLCC application documents submitted for the business listed below was emailed to the Police Department for review. No adverse response was received.*

<b><u>Business Name</u></b>	<b><u>Applicant Name</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
• Columbia Tavern	TD Montoya Inc.	467 Columbia Blvd.	New Owner
• Noi's Thai Kitchen	Somyot Phongphudtha	524 Milton Way	New Outlet

**City of St. Helens**  
*Consent Agenda for Approval*

**CITY COUNCIL MINUTES**

Presented for approval on this 3<sup>rd</sup> day of May, 2017 are the following Council minutes:

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2017

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- Work Session, Public Hearing and Regular Session Minutes dated April 5, 2017

**After Approval of Council Minutes:**

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name of Word document
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Post PDFs to website
- ☐ Email minutes to distribution list
- ☐ Add minutes to HP Trim
- ☐ File Original in Vault



# City of St. Helens CITY COUNCIL

## Work Session Minutes

April 5, 2017

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor

**Members Absent:** Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Crystal Farnsworth, Communications Officer  
Margaret Jeffries, Library Director  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Bob Johnston, Building Official  
Aaron Kunders, Wastewater Treatment Plant Superintendent  
Cindy Phillips, Municipal Court Judge  
Riki Frappier, Municipal Court Clerk

**Others:** Teresa Knight  
Janet LeSollen  
Josh Wagoner  
Mark Lang  
Greg Payne  
Darrold Sandberg  
Amanda Normine  
Mike DeHeep  
Dan Brown  
Linda Demaray  
Al Petersen  
Steve Atchison  
Katie May

Mayor Rick Scholl called the meeting to order at 1 p.m.

### Visitor Comments

♦ Bob Johnston, City Building Official. Gave an update on the nuisance abatement proceedings. About half the people have cleaned up their properties and will be given notification that they are now off the list. The other half have not cleaned up their properties yet. He does not feel that there is any benefit to extend anyone's timeframe to clean up their properties. A contractor has been selected to proceed next week with required clean ups.

♦ Darrold Sandberg, owner of Ace Hardware. He is very disappointed to hear that the City Council is considering doing away with Municipal Court. If the Council gets rid of Municipal Court, it will take away his chance to deal with the theft problem at his business. He hopes the Council will consider keeping Court.

♦ Janet LeSollen. She is here regarding the nuisance abatement issue. Her husband is mentally ill. She has tried many times to clean up her property and been verbally abused by him. It is very embarrassing. She has hired someone to help with the cleanup of her property now that her husband is gone doing a trucking business. She thinks that she can clean up her property within approximately two weeks and asks the Council for their consideration.

After discussion, Council concurred to give Janet an additional two weeks and report back to the next Council meeting.

♦Linda Demaray. She asked if the abatement process includes campers with people and dogs living in them.

Johnston responded that people living in campers is currently being addressed through the development code since it is a planning department issue.

Mayor Scholl proposed implementing a policy that people are only given a two week extension unless there is a medical hardship or death in the family. Some of the nuisances have been going on for months.

### **Annual Report from St. Helens Economic Development Corp. (SHEDCO)**

Al Petersen gave a report to the Council. SHEDCO follows the Mainstreet program. SHEDCO has two main difficulties.

1. Getting volunteers. Everyone on the board works very hard on SHEDCO projects.
2. Getting Mainstreet businesses more deeply involved in SHEDCO. He is the only Mainstreet business owner serving on the board. Everyone else is a community volunteer or someone who owns a business elsewhere.

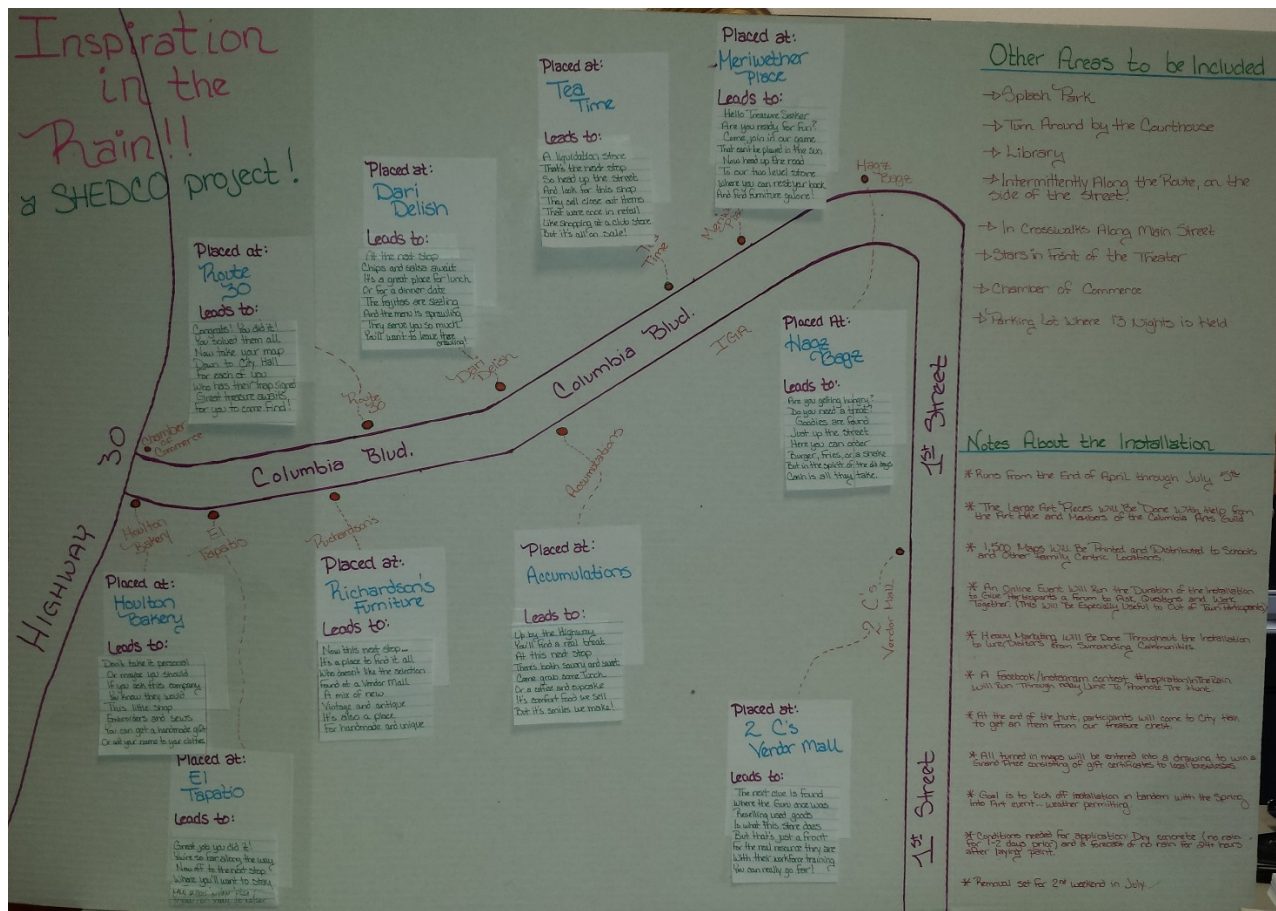
Recent SHEDCO projects:

- Online scavenger hunt.
- Helped businesses show up on Google.
- Assisted with grand openings.
- The helicopter 4<sup>th</sup> of July fundraiser.
- Art in the Plaza.
- Dog walk project.
- Shuttle during Spirit of Halloweentown that partnered with CC Rider.
- Shop small program.
- Created more Christmas ball lights for the Plaza.

The annual cleanup is Saturday, April 22. SHEDCO will be in the riverfront area doing clean up, planting plants, and continuing work from the previous year. They will meet in the Plaza at 9 a.m. and give assignments to volunteers. SHEDCO will host a picnic in the park at 1 p.m. Volunteers should go to the SOLVE website to register. Basic gardening tools, such as rakes, clippers, etc. are needed.

Amanda Normine, SHEDCO Vice Chair, agreed that getting volunteers is a huge problem. There is a lack of coordination between groups in the community. She would like the Council to consider some kind of committee or advisory group that organizes volunteers and coordinates with events. Council President Morten recommended that Amanda meet with City Administrator Walsh to discuss a volunteer collaboration program.

Amanda gave an update on the Inspiration in the Rain project. She showed the Council a board of the planned installation, a copy of which is on the following page. They will have clues that lead people to different locations around town. They are working with Teresa Knight on the artwork and asked Council to let them know if there is anything specific that they would like in the riverfront area.



Councilor Locke asked what happened to the dogs from the art walk. Al said that they attempted to auction them on eBay and Facebook and neither of those were very successful. They sold about 10 dogs. On April 29, there will be an event called Spring into Art at the Library. The remaining dogs will be for sale at that event.

### Discuss Disposition of Municipal Court

City Administrator Walsh said there is an inequity between the revenue that Court brings in and the cost to operate. Discussion of closing the court comes up often when looking at the budget. Walsh is asking the Council for direction in how to proceed so that staff knows how to move forward.

Council President Morten would like to open the discussion up to audience members to hear their perspective. Councilor Locke agreed and suggested a small committee of local agencies be formed to review the options. Councilor Conn wants to look at the best possible way to use limited resources to benefit the community.

Mayor Scholl opened the floor up for comment.

Cindy Philips, Municipal Court Judge. She sent an email to the Council outlining the most important matters that she does not feel have been addressed.

1. How will probationers be handled?
2. What will happen with code enforcement issues if there is no City court? The Circuit Court has concurrent jurisdiction over misdemeanors that occur within City limits. That includes all A and B misdemeanors, but the Circuit Court does not have concurrent jurisdiction over City code violations. An agreement would need to be drafted between the City and the Circuit Court to address those types of violations.

Steve Atchison, District Attorney. He has been talking with the County Commissioners about what would happen if they had to handle the City's court cases. He has five attorneys:

- One is primarily responsible for misdemeanors. He has 375 pending cases to work on.
- One is primarily responsible for juvenile dependency work.
- The remaining three attorneys handle approximately 400 felonies. They have agreed to help with the misdemeanor cases.

He would need at least one more attorney and staff member to cover the additional case load. He already submitted his proposed budget for next fiscal year, and that budget did not include hiring additional staff. Most cases the City sends over would be prosecuted as a violation to save time. However, time is still involved in handling those cases. If this proceeds, he needs to know how his court system is going to handle the resources needed to handle the City's cases.

Councilor Conn clarified that this change will not happen overnight. It will take a lot of time and coordination to transfer the cases over, if that happens.

Mark Lang, defense attorney in St. Helens. He used to work as a district attorney. St. Helens has a great court system with good staff that holds people accountable. It is important to look at the quality of life in addition to the dollars involved. This happened when the jail was matrix-ing out people. If the decision is to dump the Municipal Court into Circuit Court, there is no doubt that the crime in the community will go up. He has seen success as the jail retained people and held them more accountable. Community safety depends on this.

Councilor Conn doesn't intend to dump people into the Circuit Court. She would like to work with Circuit Court to create capacity.

Mayor Scholl asked how much the court system costs to operate. Finance Director Brown said the current Municipal Court budget is \$403,000 and revenue is approximately \$209,000.

Josh Wagoner. What is the Council prioritizing over the Court system? There are lots of issues involved with the Court that are important to address.

Council President Morten said we have a great court system with good people who work in the department. It's an economic balance issue. One of the Council's missions is the safety and wellbeing of the community. He supports forming a committee to further study the issue.

Councilor Conn said that no matter what happens, a system change needs to happen. The Council needs to examine what they are doing and if there are better ways to do that. Mayor Scholl agrees with creating a committee to discuss ways to be more efficient.

It was the consensus of the Council to coordinate a meeting between City Council, City staff, and County staff. A meeting will be scheduled and emailed out to all involved.

Greg Payne, here as a citizen. He wants the Council to consider the impact to future business development. He doesn't think businesses will want to locate here if we do not have a court.

### **Technical Advisory Committee Recommendation**

Each March, the Biochemical Oxygen Demand (BOD) loading rate from Cascades is reviewed and compared with the reserve allocation from the previous year per the terms of the Operation and Use Agreement. As anticipated, the loading from the mill has increased from the 2015-2016 figures because of the maintenance issues with Cascades' clarifier. Last year, the reserve was set



at 66%. Data for the past year shows that the actual loading increased to an average of 75% (see table).

	<b>2016-17</b>				
	BE BOD	PE BOD	Total		
	Ave lbs/d	Ave lbs/d	Ave lbs/d	BE %	PE %
Mar-16	7054	2332	9386	75.15	24.85
Apr-16	6605	1988	8593	76.86	23.14
May-16	5271	1697	6968	75.65	24.35
Jun-16	3525	1326	4851	72.67	27.33
Jul-16	2513	1011	3524	71.31	28.69
Aug-16	1660	955	2615	63.48	36.52
Sep-16	4078	918	4996	81.63	18.37
Oct-16	7779	1525	9304	83.61	16.39
Nov-16	5654	1839	7493	75.46	24.54
Dec-16	1018	1851	2869	35.48	64.52
Jan-17	10214	2340	12554	81.36	18.64
Feb-17	14594	2427	17021	85.74	14.26
Totals	69965	20209	90174		
Averages	5830.42	1684.08	7514.50	73.0	27.0

### **Recommendation:**

Adjust Cascades' reserve to 73% per the terms of the Operation and Use Agreement. This number is based on the average loading from Cascade compared to the loading from the City's Primary lagoon as outlined in section 9.2.3 in the Agreement. Per the agreement, Cascades pays either the reserve minimum or for actual loading, whichever is higher.

Council concurred with the recommendation.

### **Discuss Community Action Team Assistance Program**

Finance Director Brown has discussed implementing a new assistance program with Community Action Team (CAT). He recommends giving CAT \$5,000 to see how successful the program is and how quickly the money comes back. He would like a specific amount budgeted each year to give to CAT for assistance.

City Administrator Walsh said one condition of receiving Federal funds is to be non-discriminatory. Giving funds to a program for a "discount" on utilities could be considered discriminatory. He thinks there is a way to structure it so the City does not violate rules.

Councilor Locke declared that he sits on the CAT board. The original purpose of the assistance program was to do away with the perceived discrimination of giving a discount to seniors in order to use that money to help low income individuals.

It was the consensus of the Council to give CAT \$5,000 in the current fiscal year and budget \$5,000 for next year.

CAT Executive Director Dan Brown said it would be convenient to run the program the same way they run their current programs.

CAT Energy/Utility Coordinator Katie May explained that a crisis normally has to be documented



to receive funding. Funds are usually given in \$100 increments.

### **Review Staff Recommendation for Agenda Management & Live Streaming**

City Recorder Payne and Deputy City Recorder Scholl have been working on updating the City's live streaming and agenda options. Five options were proposed and Granicus was the preferred option. The State of Oregon uses Granicus.

Council agreed to proceed with Granicus.

### **Review Special Event Coordination & Management RFP**

City Administrator Walsh and Councilor Conn have worked together to create an RFP for event management and coordination that outlines what the City is seeking.

Councilor Conn would like the budget included in the RFP to be revised or reworded. It currently sounds like the City is on board with funding all those events, and she doesn't think the City wants to take on the responsibility of some of those events. Also, a clarifying point needs to be re-added that the person chosen is responsible for obtaining permits.

Council was in agreement to proceed.

### **Department Reports**

#### **Public Works Engineering Director Nelson** reported...

- The reservoir is now fully lined. It was been inspected, will be disinfected and filled with water.
- Another I&I Project is coming up. It is on the agenda for approval tonight.
- A project for sewer main repairs is currently out for bid.
- A pump purchase upgrade is being proposed.
- There have been some issues with the GFI breaker flipping when people try to plug into the electrical pedestals at the docks. Since there's only one breaker, the whole dock loses power. An electrician trouble shot to find a solution. The proposal is to install four breakers in one location. It would cost a little under \$9,000. The City applied to the Marine Board for money and has received notice that those funds should be awarded. Councilor Locke asked for the responsible Marine Board contact information so that he can contact them.

#### **Public Works Operations Director Sheppard** reported...

- A big log damaged the docks at Sand Island. A contractor had to be hired to remove the debris. The Marine Board heard about it and offered possible grant dollars to help pay for repairs.
- Groundbreaking has occurred at McCormick Park for the new covered pavilion.

#### **Library Director Jeffries** reported...

- Columbia County library directors will be meeting at the St. Helens Public Library on Friday.
- The annual Library Volunteer Recognition event will be held on Monday night. She thanked the Council for allowing the Library to close early so that staff can attend. The Library Board and Friends of the Library will also be recognized.
- The Library had a substantial increase in its professional development budget this fiscal year. She thanked the Council for allowing staff to attend conferences.
- The Library's youth program called "Make It" is continuing. Last time, there was a stop motion animation event and the upcoming event will be a sewing workshop.

#### **Finance Director Brown** reported...

- Thanked Council for the discussion about Court.

**Communications Officer Farnsworth** reported...

- Nothing to report.

**City Administrator Walsh** reported...

- Lots of good things are coming to fruition with the waterfront redevelopment project. The City is at a good point in history. Council President Morten said it would be good to create a list of core values related to the waterfront redevelopment. That may be a piece that is missing from all the different projects.
- Requested that Council set a date to further discuss Court. It was the consensus of the Council to tentatively schedule the meeting for April 26 at 4:30 p.m.

**Council Reports**

**Councilor Locke** reported...

- Nothing to report..

**Council President Morten** reported...

- Acknowledged Friends of Nob Hill Nature Park for their cleanup day on April 1.
- Acknowledged Lions Club for their work on trails at McCormick Park.
- Acknowledged Garden Club for sprucing up areas around town.
- On Monday, the Parks Commission will hear from Portland State University (PSU) students regarding the Columbia View Park expansion project.

**Councilor Conn** reported...

- The Branding & Wayfinding open house went well.

**Mayor Scholl** reported...

- The Bicycle & Pedestrian Commission and Parks Commission will hold a joint meeting to discuss trails.
- The Branding and Wayfinding meeting went well.
- He is looking forward to hearing back from the PSU students on their proposals.

**Executive Session**

**ORS 192.660(2)(e) Real Property Transactions**

**Motion:** At 3:14 p.m., upon Locke's motion and Conn's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

**Motion:** At 3:31 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Conn, and unanimously approved.

**Other Business**

No other business.



There being no further business, the meeting was adjourned at 3:31 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Crystal Farnsworth, Communications Officer

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Rick Scholl, Mayor

# City of St. Helens CITY COUNCIL

## Public Hearing Minutes

April 5, 2017

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor  
Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Crystal Farnsworth, Communications Officer  
Margaret Jeffries, Library Director  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director

**Others:**

Kathryn Lawrence	Sean Dillon	Teresa Dillon
Andrew L. Schwiebert	Janet Abbott	Gwen McMartin
Paul Krenz	Marcia Krenz	Joe Pacitti
Ryan Kuhlmann	Thomas Gleason	Howard Blumenthal
Caroline Skinner	Tony Rockdaschel	Lisa Rockdaschel
Joseph Oakleaf	Randy Simonatti	William Probst
Leslie Heimuller	Tracy Chamberlain	Kenny Jillson
Todd Heimuller	Mike Johnson	Gloria J. Smart
J.L. Warwick	Chelsea Schultz	Steve W. Palmer
F. Brandon	M. Hallstone	Roy McCullough
Wren Christopher	Al Petersen	Don Hibbs
Amy Garber	Steve Topaz	Dennis Wilson
J.J. Duehren	Vance Gardner	

### **Public Hearing**

**Applicant:** City of St. Helens

**Request:** Zoning Map Amendments; Comprehensive Map Amendments; Development Code Text Amendments; Comprehensive Plan Text Amendments

**Location:** City-wide

At 6 p.m., Mayor Scholl opened the public hearing.

### **Ex-Parte Contact/Conflict of Interest**

Councilor Conn declared that she lives on the bluff but does not feel that it presents a conflict of interest in the matter.

Wren Cristopher personally knows Conn and feels that she cannot ethically make an unbiased decision since she lives on the bluff.

Council President Morten recommended that Councilor Conn recuse herself from voting but be allowed to participate in the discussion. Council concurred.

## Staff Report

City Planner Jacob Graichen presented his staff report dated March 6, 2017. A copy is included in the archive meeting packet.

Following Graichen's review of the proposal, Council asked questions:

- 1) Will the rights of way would be protected now that Nob Hill Nature Park is designated as a park on the new zoning districts map? Graichen said that the only way to remove the right of way would be through a street vacation process.
- 2) Will height restrictions on the bluff rim prevent a developer from building a 35 foot tall wall of apartment units blocking everyone's view? Graichen said that type of development would have to meet the scenic resource review standards which require development to not block more than 50% of the river views of surrounding properties.
- 3) Will all development proposals be subject to a public hearing? Graichen said that plans approved via a development agreement will be subject to a public hearing. However, a development agreement is not required. Potentially it could be just an administrative decision.

Mayor Scholl asked what the current height restrictions are on the bluff. Graichen said that zone currently has a 35 foot height limit.

Based upon the facts and findings, staff recommends approval of the proposal.

## Testimony in Favor

♦ Al Petersen, 101 St. Helens Street. He serves on the Planning Commission and was on the Waterfront Advisory Committee. He acknowledged City Administrator Walsh's hard work in getting the waterfront redevelopment process started. The Planning Commission recommended a 75 foot height restriction. He talked about a notice that has been circulating around the community and the negative impacts of not restricting building height.

Al wants to discuss ethics. Someone walked into his office and told him that he was the cause of him losing \$100,000 and that Al would benefit greatly from this development because he would be designing for the waterfront as an architect. Al informed him that would be a serious ethics violation. For the record, he files a Statement of Economic Interest report with the State annually. He would not risk his architectural license over an ethics violation. He also notifies his potential clients up front if he feels there might be an ethics violation. Three times he has called the State of Oregon Ethics Commission to verify whether proceeding with an issue was ethical or not and has followed their advice each time.

Al talked about the circulating notice's reference to property values. The most important case that allowed zoning and planning in the United States was the Village of Euclid vs. Ambler Realty Corporation. He read the ruling into the record. The US Supreme Court set two precedences:

- 1) It allowed zoning rules across the entire United States.
- 2) It threw out the argument of property values because it is speculative and is irrelevant.

He talked about a case in the Oregon Supreme Court as well. They made the same determination, that expected impacts must be likely to occur and not just speculative impacts.

Based on reports from the City's consultants, a large row of skyscrapers is not likely. Decisions should be based on present and future uses. Nob Hill properties are currently being used as houses and will continue to be able to be used as houses in the future.

He thinks City staff have done a wonderful job working through this process and the waterfront development plan should be adopted.

### Testimony in Opposition

♦ Tony Rockdaschel, 475 S. 3<sup>rd</sup> Street. The request is to rezone from heavy industrial to residential. Residential zones have height limitations. It's not okay to assume that the height can be increased to 75 feet. There is already too much pressure on the Nob Hill neighborhood regarding traffic. They can't handle more traffic load in their area. The local community can't afford to move to high-rise developments. Only Portlanders will be able to afford those prices.

♦ Don Hibbs, 485 S. 2<sup>nd</sup> Street. He has lived there for 30 years. They have enjoyed their views as they raised their children there. He used to work at Boise and everyone he knows and who lives here say they do because it is a small community. They don't want rows of apartments and condos. The Council is proposing changing the entire atmosphere of the area from small town to high density.

♦ Amy Garber, 295 S. 2<sup>nd</sup> Street. She loves her view. She isn't worried about her property values because she plans on living there well into retirement. The pictures of potential development is exciting. The 75 foot building height worries her. Think about a lower number.

♦ Steve Topaz, 360 St. Helens Street. He thinks there should be no building height restrictions. The City will profit from permits. Jobs will be created while construction happens. Surrounding restaurants will benefit from the workers. The County is likely to receive \$6 million in taxes from this property. The City is likely to receive \$700,000 million in taxes from the property. To get rid of all of that benefit because a small group of people are trying to dictate what the codes should be is ridiculous. Think about the dollar cost of what is going on the property versus one neighborhood dictating what should happen there.

♦ Teresa Dillon, 475 S. 2<sup>nd</sup> Street. She is aware of the large efforts that have been undertaken to work on plans for the waterfront. Last October, the Waterfront Open House celebration felt like a great conclusion until the height discussion occurred. The proposed concept renderings from the SDAT and previous efforts were an exciting representation of what the waterfront would look like, but none of those drawings show high buildings. Those drawings are what the community was sold on. This isn't just about resident views, it's about what the community signed up for with all the visioning workshops.

♦ Andrew Schwiebert, 365 S. 2<sup>nd</sup> Street. He is one of the newest residents here. He loves all the trails and bluffs and stair wells in St. Helens. That is what drew him to the area. Those features need to be preserved. He hopes the Council will consider a lower number.

♦ Caroline Skinner, 462 S. 3<sup>rd</sup> Street. She read a letter she submitted into the record. She talked about the incorporation of Nob Hill Nature Park as a park instead of industrial land in the new rezoning. She is excited to see new land uses come to the old Veneer property and urges the Council to move forward with the rezoning of the park property. She is deeply appreciative to the City for protecting the park. She opposes allowing a 75 foot height on buildings. It does not compliment the current area. She is offended that people would say that Nob Hill residents are selfish and a minority. She thinks a height limit of 45 feet would be better.

♦ Leahnette Phillips, 205 Madrona Court. She does not have a river view but urges the Council to reconsider the height.



- ◆ Dennis Wilson, 154 S. 9<sup>th</sup> Street. He supports the Nob Hill residents who want to keep their views. He is concerned with piling so many people onto the riverfront. He likes the small town and moved here because of it. He does not want to see the town ruined by an influx of people.
- ◆ J.J. Duehren, Save Our Waterfront, 57250 Old Mill Road, Scappoose. She owns rental property on the bluff. She thanked Graichen for putting forth a 50-foot building height proposal. She created the Save Our Waterfront campaign and gained great traction with people. She recommends and hopes that the City Council will adopt a 50-foot building height restriction. She is concerned that there is no inclusion of affordable housing proposals or any proposals for development fees to be used toward addressing the housing crisis. She will be meeting with Portland Mayor Ted Wheeler in the upcoming weeks to collaborate on addressing the housing issue.
- ◆ Howard Blumenthal, 462 S. 3<sup>rd</sup> Street. He has been involved with this project since the SDAT project and served on the Waterfront Advisory Committee. It was always proposed that development would complement the existing neighborhoods. He thinks there should be a 45 to 50 foot height restriction. A 75 foot high building restriction was not proposed during any of the planning meetings. Neighborhood views are important, no matter what anyone says. The neighborhood has changed for the better since the heavy industrial use moved off the property. The citizens of St. Helens want the waterfront to be accessible for all. That area can't accept a huge number of high rise residential buildings. He understands that some development has to happen down there, but it should complement the existing buildings.
- ◆ Vance Gardner, 275 S. 2<sup>nd</sup> Street. He owns multiple properties with views in town. He does not want a building war to happen where buildings get taller and taller to maintain views blocked by buildings in front of them. He hopes the Council will consider the long-term results in allowing high density growth.
- ◆ Leslie Heimuller, 325 S. 2<sup>nd</sup> Street. She was born and raised here. The thought of our town being destroyed by high rises and more people is disheartening. The 45 foot height restriction is necessary. Development can happen without destroying the current feel of St. Helens. Condos and more and more people are not needed.
- ◆ Frank Brandon, 330 Tualatin Street. He is not concerned about the views, but he would like to retain the small-town feel. He used to live in Portland and was six blocks from his office. Now he drives 40 minutes from St. Helens to get to work but does not mind it because he lives in a far better place.
- ◆ Wren Christopher, 365 N. 3<sup>rd</sup> Street. She feels that the earth should be treated with balance. If something is built over 50 feet, there will be a problem because the infrastructure is old. Bringing in high development will create condos and more crime. Our police and fire departments do not have the capacity for that kind of growth. The Council also needs to consider that the property is a floodplain.

## **Rebuttal**

City Planner Graichen addressed concerns raised about developers in line and standing to gain a lot of money. That is not true. Those rumors are causing a toxic social environment. The City is trying to do something with this unique property.

There were no requests to leave the record open or continue the public hearing.

**Close Public Hearing and Record – 7:55 p.m.**

Deliberations will be held during the regular session following this hearing.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Crystal Farnsworth, Communications Officer

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Rick Scholl, Mayor

**DRAFT**

# City of St. Helens

## CITY COUNCIL

### Regular Session Minutes

April 5, 2017

#### Members Present:

Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor  
Ginny Carlson, Councilor

#### Staff Present:

John Walsh, City Administrator  
Matt Brown, Finance Director  
Crystal Farnsworth, Communications Officer  
Margaret Jeffries, Library Director  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director

#### Others:

Kathryn Lawrence  
Andrew L. Schwiebert  
Paul Krenz  
Ryan Kuhlmann  
Caroline Skinner  
Joseph Oakleaf  
Leslie Heimuller  
Todd Heimuller  
J.L. Warwick  
F. Brandon  
Wren Christopher  
Amy Garber  
J.J. Duehren

Sean Dillon  
Janet Abbott  
Marcia Krenz  
Thomas Gleason  
Tony Rockdaschel  
Randy Simonatti  
Tracy Chamberlain  
Mike Johnson  
Chelsea Schultz  
M. Hallstone  
Al Petersen  
Steve Topaz  
Vance Gardner

Teresa Dillon  
Gwen McMartin  
Joe Pacitti  
Howard Blumenthal  
Lisa Rockdaschel  
William Probst  
Kenny Jillson  
Gloria J. Smart  
Steve W. Palmer  
Roy McCullough  
Don Hibbs  
Dennis Wilson

**8:04PM – Call Regular Session to Order** – Mayor Scholl

**Pledge of Allegiance** – Mayor Scholl

#### **Invitation to Citizens for Public Comment**

♦Thomas Gleason, 235 N. 2<sup>nd</sup> Street. He has an issue with a house at 244 N. 2<sup>nd</sup> Street. The people living there have been dumping their garbage at the house. He passed photos around for the Council to review. The property has been in its current state for approximately four months now. There is food garbage, cat and rat feces scattered in the yard and squatters that have now taken up residence. He is asking the Council to address the nuisance violations.

Mayor Scholl said the City is working on the issue and a contractor has been lined up to take care of half a dozen properties, including this one.

Gleason added that many people from the east coast are moving here. Many places on the west coast have been developed. He encouraged the Council to protect our undeveloped areas.

♦Al Petersen. There is an annual clean up organized by SHEDCO that is happening on Earth Day.

He encouraged anyone who wished to volunteer to come at 9 a.m. Clean up will be taking place in many of the downtown areas.

**Proclamation: National Public Safety Telecommunicators Week – April 9-15**

Mayor Scholl read the proclamation by title.

**WHEREAS**, emergencies can occur at any time that require police, fire or emergency medical services; and

**WHEREAS**, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

**WHEREAS**, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Columbia 9-1-1 Communications District; and

**WHEREAS**, public safety telecommunicators are the first, and most critical, contact our citizens have with emergency services; and

**WHEREAS**, public safety telecommunicators are the single vital link for our police officers, firefighters and emergency medical personnel by monitoring their activities by radio, providing them information, and insuring their safety; and

**WHEREAS**, public safety telecommunicators of the Columbia 9-1-1 Communications District have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and

**WHEREAS**, each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

**NOW, THEREFORE**, I, Rick Scholl, Mayor of the City of St. Helens, do proclaim the week of April 9-15, 2017, as National Public Safety Telecommunicators Week in St. Helens, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

**Deliberations**

**Applicant:** City of St. Helens

**Request:** Zoning Map Amendments; Comprehensive Map Amendments; Development Code Text Amendments; Comprehensive Plan Text Amendments

**Location:** City-wide

Mayor Scholl explained that the 75 foot height proposal came from the Planning Commission. He does not feel that many 75 foot high buildings will develop on that property. It does not seem realistic, particularly after speaking with City Planner Graichen and looking at the view corridors.

Council President Morten watched the Planning Commission meeting and was surprised by the height proposal. It has caused a stir and sounds scary. The Council has worked very hard to come up with a plan for that property. The City's mission is to develop and preserve the highest possible quality of life for our residents, businesses and visitors. He is in favor of this proposal but the height restriction needs to be addressed. He thinks 75 feet is too high. He also feels like flexibility needs to be built in so that if a developer wants to design and develop a large area, they can look at a mix of buildings smaller and just up to the height restriction.

Councilor Carlson said that the Planning Commission put a lot of thought into the text amendments that were not discussed tonight. She felt that the number proposed by the Planning Commission for the height was a place holder number. They chose that number knowing that it was only a proposal and that the City Council would have the final say and chance to review the number.

Councilor Conn can see the concern with 75 feet. She knows that the Council would have been very careful in granting that full height to a building use, but a smaller height restriction is fine with her.

Councilor Locke said it was nice to see a lot of people at the meeting. They only see that turnout a few times a year. Many of the people who came said they are concerned citizens, but they don't see them the remainder of the year. He invited everyone to come and be more involved. The City is working on many things and public involvement is desired.

City Administrator Walsh explained that future development will likely look very similar to the renderings that have been used through the waterfront development process. The initial 75 foot number was more about flexibility since the initial proposal was for no height restriction. The number came about after a lot of discussion.

Mayor Scholl talked about the statements made from people not wanting the town to grow. He welcomed all of those who spoke about being new to St. Helens. It's a wonderful location, situated near Portland, the coast and Mount Hood. He expressed concerns about the claim made about a land grab. That is unethical. Lastly, the other development constraints involving parking requirements and landscaping would not allow a wall of buildings to block views.

The Council had no objection to the other text amendments.

Councilor Carlson said that lots of people have pointed to the Muckle Building as an example, which might be a height option to pick that is less arbitrary. When you look at the Muckle Building, you have a concrete example to point to of a viable option.

Council President Morten suggested a compromise of 55 or 60 feet. Councilor Carlson agreed with 55 feet.

Mayor Scholl said that he has also talked to many people who live in the area and have said they would like to buy a condo on the waterfront. It is not just outside area people that will buy condos.

**Motion:** Locke moved to approve the amendments as outlined in the staff reported dated March 6, 2017, changing the building height limit to 55 feet in the Mill Subdistrict. Carlson seconded. Locke, Carlson, Morten, and Scholl in favor; none opposed; Conn abstained; motion carries.

### **Ordinances – First Readings**

- A. **Ordinance No. 3214:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Suburban Residential (SR) Designation to the General Residential (GR) Designation and the Zoning District Map from the Moderate Residential (R7) Zone to the Apartment Residential (AR) Zone

Mayor Scholl read Ordinance No. 3214 by title for the first time. The final reading will be held at the next regular session.



### **Award Lift Station #9 Pump Purchase to Hurley Engineering for \$15,542**

**Motion:** Upon Morten's motion and Conn's second, the Council unanimously awarded the pump purchases to Hurley Engineering for \$15,542.

### **Award 2017 Inflow & Infiltration Sewer Inspection Project to Hoffman Southwest Corp. DBA Professional Pipe Services for \$40,393**

**Motion:** Upon Morten's motion and Conn's second, the Council unanimously awarded the 2017 I&I Sewer Inspection Project to Hoffman Southwest Corp. DBA Professional Pipe Services for \$40,393.

### **Approve and/or Authorize for Signature**

- A. Conduits™ Service Agreement with NetAssets Corp. for Publication of City Liens
- B. Service Agreement with Granicus, Inc. for Agenda Management and Live Streaming Solutions
- C. Contract Payments

**Motion:** Upon Conn's motion and Locke's second, the Council unanimously approved 'A' through 'C' above.

### **Appointments to City Boards/Commissions**

#### **Arts & Cultural Commission (3-year terms)**

- Susie Patterson resigned. Her term expires 9/30/2017.

**Status:** There is currently one vacancy.

**Next Meeting:** April 25, 2017

**Recommendation:** At their regular meeting on February 28, 2017, the Commission voted to recommend the appointment of Jenn Farrington to the Commission.

**Motion:** Upon Conn's motion and Morten's second, the Council unanimously appointed Jenn Farrington to the Arts & Cultural Commission.

### **Consent Agenda for Acceptance**

- A. Planning Commission Minutes dated February 14, 2017
- B. Arts & Cultural Commission Minutes dated November 15, 2016
- C. Accounts Payable Bill List

**Motion:** Upon Locke's motion and Morten's second, the Council unanimously accepted 'A' through 'C' above.

### **Consent Agenda for Approval**

- A. OLCC Licenses
- B. Council Work Session, Public Hearing and Regular Session Minutes dated February 1, February 15 and March 1, 2017
- C. Accounts Payable Bill List

**Motion:** Upon Conn's motion and Locke's second, the Council unanimously approved 'A' through 'C' above.

### **Council Reports**

**Mayor Scholl** reported...

- He welcomed new residents to the community. He is glad to see new people here and the City growing. We heard tonight that people don't want growth, but when he goes out in the community, people ask why the City isn't growing like Scappoose and neighboring cities.
- He asked people who attended tonight to come volunteer at other events.

**Councilor Locke** reported...

- Nothing to report.

**Councilor Carlson** reported...

- She appreciates the process of bringing good things to the community. She encouraged those in attendance to get involved.
- Spring cleanup day on April 22.
- Walk for Science on April 22.

**Council President Morten** reported...

- Acknowledged his appreciation of the work that our board and commission members do. He encouraged those in attendance to volunteer.

**Councilor Conn** reported...

- Asked if Chief Greisen had an opinion about the building height restrictions. Greisen said they have a truck in Scappoose that can go 88 feet high. Columbia River Fire & Rescue and Scappoose Fire have been working more collaboratively together.

### **Department Reports**

**Public Works Engineering Director Nelson** reported...

- Nothing to report.

**Public Works Operations Director Sheppard** reported...

- Nothing to report.

**Library Director Jeffries** reported...

- Nothing to report.

**Finance Director Brown** reported...

- Nothing to report.

**Communications Officer Farnsworth** reported...

- Nothing to report.

**City Administrator Walsh** reported...

- He is proud of all the waterfront plans that are coming together. It is a lot of good work.

**Adjourn** - There being no further business, the meeting adjourned at 8:45 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Crystal Farnsworth, Communications Officer

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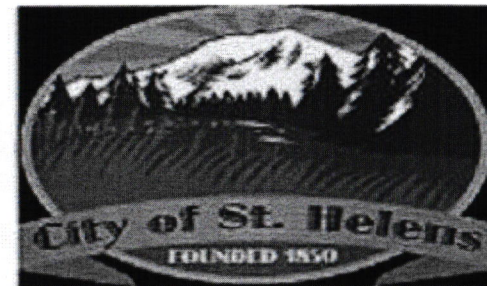
Rick Scholl, Mayor

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 04/20/2017 - 2:14PM  
 Batch: 00014.04.2017 - AP 4/20/17 FY 16-17

153



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
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ST. HELENS AUTO CENTER										
028473										
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010-305-653554 City Hall Vehicle				PURCHASE NEW 2017 ESCAPE						
04202017 Total:		21,950.00								
ST. HELENS AUTO CEN		21,950.00								
Report Total:		21,950.00								

*M/S*

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 04/20/2017 - 1:39PM  
 Batch: 00012.04.2017 - AP 4/21/17 FY 16-17 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
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001128									
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004-400-554120 Urban Renewal				URBAN RENEWAL LEGAL DESCRIPTION PROJECT 4					
4401C-01 Total:		10,000.00	✓						
AKS ENGINEERING & F		10,000.00							
Boise White Paper, LLC									
003720									
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004-410-563000 Principal expense				MAY 2017 NOTE PAYMENT					
04152017 Total:		12,500.00	✓						
Boise White Paper, LLC To		12,500.00							
CITY OF PORTLAND									
025636									
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018-019-472000 Lab Testing				LAB SERVICES JAN - MARCH 2017					
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018-020-472000 Lab Testing				LAB SERVICES JAN - MARCH 2017					
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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			

CITY OF PORTLAND Tot	10,488.00
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Report Total:

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