

MEMORANDUM



TO: City Council
Kelcey Young, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: March 14, 2023

SUBJECT: Community and Economic Development Department Report for January 2023

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from February 1st to February 28th, 2023.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	February, 2023	January, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
Residential 1 and 2 Family Dwellings	0	0	0	36	27.4
Residential Demolition	0	0	0	9	8.4
Residential Manufactured Dwellings	0	0	0	2	11.6
Residential Mechanical Permits	3	5	8	100	106
Residential Plumbing	2	3	5	30	29
Residential Site Development	0	0	0	1	0.6
Residential Structural	2	1	3	54	51.8
Commercial Alarm or Suppression Systems	0	0	0	1	3.2
Commercial Demolition	0	0	0	2	3.4
Commercial Mechanical	1	0	1	17	17
Commercial Plumbing	1	0	1	5	9.8
Commercial Site Development	0	0	0	5	2.8
Commercial Structural	0	1	1	33	38.4
Total Permits	9	10	19	295	309.4
Value Estimate of All Permits	\$101,281.00	\$157,819.00	\$259,100.00	\$30,928,533.31	\$20,430,248.58
Fees Collected	\$2,427.49	\$2,671.39	\$5,098.88	\$336,902.20	\$258,215.53

- Developments of note: For your reference, below are some developments of note that were previously reported. Changes are noted with **bold text**.
 - Mosaic Memory Care Facility: Located on Mountain Fir Street next to the existing Mosaic-owned Wiley Creek Assistance Living Facility. The project received full planning approval early this year. Much of the time since then has been spent waiting for completed plans from Mosaic. However, plans were finally completed and reviewed in August, and a building permit has been issued. Construction is underway.
 - Samaritan Urgent Care Facility: The project has received full planning approval, building plans have been approved, and construction is underway.
 - Duck Hollow Phase III Subdivision: 51-lot single-family home subdivision located adjacent to the existing Duck Hollow Subdivision (41st Avenue and Long Street). This subdivision received planning approval in 2020, however there was a long delay due to wetlands regulations administered by the Oregon Department of State Lands. State approval has been granted, and construction is expected soon.
 - Live Oak Subdivision: 8-lot single-family home subdivision located between the two existing portions of Live Oak Street. The subdivision was approved in 2021, however the property changed hands, which delayed development. **The new owner is planning on constructing 8 duplexes (16 housing units) on the lots.** The construction timeline is unknown, **but work is underway.**
 - Foothills Ridge Subdivision: 21-lot single-family home subdivision located at the west end of Foothills Drive. This subdivision was approved in 2021, however the owner has run into delays with his engineering firm, and recently applied for an extension. Construction is expected next year.
 - Santiam River Development Phase 1 : 42-lot single-family home subdivision located at the north end of Clark Mill Road. Planning approval was granted at the beginning of this year, however some of the property is being sold to a different developer. It is unknown when construction will begin.
 - Clear Water Subdivision: 18-lot single-family home subdivision located on the west side of 45th Avenue, just north of Kalmia Street. Planning approval was granted in June. Initial construction has begun.

2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	February, 2023	January, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	0	0	0	1	0.8
Conditional Use	0	1	1	11	8.8
Partition	0	1	1	17	12
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	0	0	0	21	13.4
Vacation	0	0	0	0	0
Variance	0	0	0	3	3.6
Zoning Map Amendment	0	0	0	1	2.2

- 3 Land Use Applications was submitted in February.
- 5 Land Use Applications are pending final approval.
- 4 Fence Permits were issued in February.
- 3 Temporary RV Permits was issued in February.
- The City received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. Staff and the consultant have begun work on the project.
- The City has also received a State grant for a Housing Needs Analysis (HNA). The consultant has been selected and will begin work soon. The purpose is to ensure that the City has both sufficient residential lands, and the proper mix of types and densities. This project is nearly complete, and a draft report will come before the City Council in the next month or two.
- The Planning Commission last met on March 2nd. The next scheduled meeting is March 16th, 2023.

3. ECONOMIC DEVELOPMENT

- Based on feedback from the Council at the June 28th work session, Staff are developing a Request for Proposals (RFP) for the quarry property that will outline all of the City's goals for the property and seek interest from developers for a public-private-partnership with the City. After Staff have finished a draft of the RFP, we will bring it to the Council for review, suggested changes, and, ultimately, approval.
- The Administration, Property, and Finance Committee met with some local property owners in June to discuss vacant buildings. One of the property owners, La Mota, is seeking to collaborate with the City on a project for their buildings that will bring traffic to the area and provide space for entrepreneurs to start businesses. Staff met with them and other property owners and interested parties in August to discuss the project. La Mota is working on some

architectural designs. They previously indicated that they would bring some designs back to City Staff in late September but have not yet supplied any. Staff is continuing to work with them to move the project forward.

- Staff recently gathered a group of business and property owners to discuss efforts to improve Downtown Sweet Home. The initial meeting of this 'Downtown Focus Group' was productive, and the participants are excited with the ideas generated thus far.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	February, 2023	January, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
New Complaints	1	8	9	103	90.3
New Officer-Detected Violations	1	5	6	71	72.5
Violations Resolved	0	1	1	98	248.6
Complaints Noted with No Violation Found	1	4	5	23	22.8
Cases from Previous Month Resolved	8	16	24	N/A	N/A
Open Cases at End of Period	8	4	8	73	22.7
Citations	3	2	5	0	3
Abatements	0	0	0	3	1
Enforcement Type	February, 2023	January, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
Animal	0	5	5	29	43
Blight	0	0	0	0	1
Illegal Burn	0	0	0	2	1.8
Illegal Dumping	0	0	0	1	0.6
Illegal Parking	0	0	0	6	9
Illegal Sign	0	0	0	0	2.2
Junk/Abandoned Vehicle	0	0	0	16	10.4
Minimum Housing	0	0	0	0	2.6
Occupying an RV	0	6	6	21	37.8
Open Storage	1	1	2	30	59.8
Other	1	1	2	7	18
Public Nuisance	0	0	0	6	40
Public Right-of-way	0	0	0	0	10.2
Tall Grass & Weeds	0	0	0	51	108.4
Vacant Lot	0	0	0	0	0.2

The City's Code Enforcement Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.

5. PARKS

- The Park and Tree Committee will meet next on March 15th, 2023.
- Design work is now underway for Phase III of Sankey Park improvements, which focuses on the upper portion of the park.
- Design work is underway for a new park adjacent to City Hall. The Park will include a donated playground structure and dog park.
- A dog park is being constructed at Northside Park. The 6 lots that make up Northside Park have been consolidated into 1 lot, and fencing has been installed. The dog park is open to the public now, but additional improvements under construction, and a special 'grand opening' event is being planned for Arbor Day in the Spring.

6. OTHER PROJECTS

- Willow Street Neighborhood LID: Staff recently met with representatives of several state agencies at a "one stop" meeting and have a tentative plan for financing that will include a package of both forgivable loans and other loans with very attractive interest rates. Staff have submitted all the initial loan applications and are continuing to supply information to funding agencies to finalize the financing.
- The ODOT Foster Lake Sidewalk Project: Construction is nearly complete. Staff are working with the Railroad and ODOT on a plan to construct the portion that lies under the railroad trestle.
- Staff is working with ODOT on a pedestrian crossing at 22nd Avenue and Main Street. State Funding has been provided, and the project will be completed at little to no cost to the City. This improvement will be combined with an existing ODOT project to replace ADA ramps at intersections on Main Street. Construction on both the overall ramp replacement project and the pedestrian crossing is underway. The concrete has been completed for the crossing. The flashing beacons were installed in late September but were hit by a car and now need to be replaced. The costs of that replacement will not be borne by the City. The Council has approved an amendment to the IGA with ODOT to cover the pedestrian crossing. The crossing is not yet operational but is expected to be fully complete by Spring.
- Engineering work has begun on the 2nd Avenue/Holley Road pedestrian crossing, which is funded by a Safe Routes to School Grant. After engineering designs are complete, Staff will issue a Request for Proposals for the work.