

# MEMORANDUM



TO: City Council  
Ray Towry, City Manager  
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: July 13, 2021

SUBJECT: Community and Economic Development Department Report for June 2021

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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 June 1<sup>st</sup>, to June 30<sup>th</sup>, 2021.

## 1. BUILDING

- Summary of Building Program Permits Issued.

| Permit Category                         | June, 2021          | May, 2021           | 2021 YTD              | 2020 Total             | 2016-2020 Annual Average |
|-----------------------------------------|---------------------|---------------------|-----------------------|------------------------|--------------------------|
| Residential 1 and 2 Family Dwellings    | 1                   | 2                   | 11                    | 22                     | 31.2                     |
| Residential Demolition                  | 0                   | 1                   | 6                     | 7                      | 7                        |
| Residential Manufactured Dwellings      | 0                   | 1                   | 9                     | 7                      | 12.6                     |
| Residential Mechanical Permits          | 11                  | 6                   | 48                    | 93                     | 101.6                    |
| Residential Plumbing                    | 2                   | 3                   | 20                    | 27                     | 26.2                     |
| Residential Site Development            | 0                   | 0                   | 0                     | 0                      | 1.2                      |
| Residential Structural                  | 2                   | 4                   | 29                    | 55                     | 44.6                     |
| Commercial Alarm or Suppression Systems | 0                   | 1                   | 6                     | 2                      | 1.4                      |
| Commercial Demolition                   | 1                   | 0                   | 3                     | 4                      | 3                        |
| Commercial Mechanical                   | 3                   | 0                   | 9                     | 17                     | 14.8                     |
| Commercial Plumbing                     | 0                   | 1                   | 1                     | 9                      | 11.6                     |
| Commercial Site Development             | 0                   | 0                   | 1                     | 2                      | 2.6                      |
| Commercial Structural                   | 0                   | 5                   | 15                    | 29                     | 40.0                     |
| <b>Total Permits</b>                    | <b>20</b>           | <b>24</b>           | <b>158</b>            | <b>274</b>             | <b>297.8</b>             |
| <b>Value Estimate of All Permits</b>    | <b>\$336,301.47</b> | <b>\$702,941.04</b> | <b>\$4,925,355.06</b> | <b>\$15,074,659.04</b> | <b>\$15,649,218.08</b>   |
| <b>Fees Collected</b>                   | <b>\$5,769.34</b>   | <b>\$12,224.53</b>  | <b>\$78,751.04</b>    | <b>\$212,454.67</b>    | <b>\$216,365.51</b>      |

- As you know, our longtime Building Permit Technician, Molly Laycock, retired at the end of May. We have hired her replacement—Adam Leisinger will start work on July 7<sup>th</sup>. We expect to have a bumpy couple of months until Adam is up to speed, but we are confident that he will rise to the challenge.

## 2. PLANNING

- Summary of Planning Division Applications Approved:

| Application Type                | June, 2021 | May, 2021 | 2021 YTD | 2020 Total | 2016-2020 Annual Average |
|---------------------------------|------------|-----------|----------|------------|--------------------------|
| Annexations                     | 0          | 0         | 0        | 1          | 0.4                      |
| Code Amendments                 | 1          | 0         | 1        | 1          | 0.6                      |
| Conditional Use                 | 1          | 3         | 7        | 5          | 6.6                      |
| Partition                       | 3          | 1         | 12       | 8          | 5.6                      |
| Planned Development/Subdivision | 0          | 0         | 1        | 0          | 0.6                      |
| Property Line Adjustments       | 2          | 0         | 10       | 15         | 8.8                      |
| Vacation                        | 0          | 0         | 0        | 0          | 0                        |
| Variance                        | 0          | 1         | 1        | 1          | 6.4                      |
| Zoning Map Amendment            | 0          | 1         | 2        | 4          | 1.4                      |

- 9 land use applications were submitted in June.
- 8 Land Use Applications are pending final approval.
- 7 Fence Permits were issued in June.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. The Planning Commission is now meeting twice every month until they have completed their review of the new draft. It is expected that Planning Commission review will not be complete until the fall, at the earliest. Once the Planning Commission has completed their review, they will make a recommendation to the City Council, after which the Council will have an opportunity to review the document and consider changes.
- The City has 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. We continue to meet with ODOT to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- The next Planning Commission meeting is scheduled for July 15, 2021.

## 3. ECONOMIC DEVELOPMENT

- Dougherty Landscape Architects (DLA) continue to work on the Downtown Streetscape and Parking Plan. After the most recent meeting on June 15<sup>th</sup>, DLA is using the feedback from that meeting to make further adjustments to their designs. We applied for a CARES Act (COVID response) grant from Linn County for this project, and recently learned that our application was approved. We have not yet received confirmation but believe that the grant award will be \$10,000.
- Staff is winding down our COVID-19 support activities, however we still have plenty of Personal Protective Equipment (PPE) from the State available for distribution to businesses at no charge. We will continue to distribute those materials to all who are interested.
- Work on a property partition and right-of-way width change for 24<sup>th</sup> Ave is proceeding now that DEQ has issued a No Further Action (NFA) designation for the southern part of the

Public Works Yard. This is part of a comprehensive 24<sup>th</sup> Avenue Corridor Improvement Project. Staff has finalized the agreement with the adjacent property owners and is ready to bring forward a Request for Council Action to approve the partition application and adopt a resolution to swap the land, however, the project was stalled due to the other party's concerns about liability for any additional environmental cleanup. The adjacent property owners have completed their own legal review and have reached a tentative agreement with Staff and the City Attorney. We are continuing to work with the other party's attorney on the final legal documents. Once we have a final draft of the documents approved by the adjacent property owner, Staff will bring an RCA to the Council for approval.

- The application to ODOT for a Rail Crossing at 24<sup>th</sup> Avenue has now reached the public comment phase. We expect the final Crossing Order by the end of Summer.
- We continue to try to work with Linn County to develop a plan for the old Weyerhaeuser mill site. The remaining cleanup looks positive, and it is possible that it could be completed soon, however, some pollutants will be left in place, and would require a management plan that ensures that the ponds and the associated sediment are not disturbed. Staff has stayed in contact with DEQ regarding the cleanup efforts. Staff has recently met with a developer interested in the County's property, and a public-private-partnership to develop the City's property. Staff also recently met with our Regional Solutions Team regarding the property and the City's plans. That meeting included good news regarding the EPA lien on the property: it is now gone. In addition, we have recently learned that three portions of the property have received a "No Further Action" designation from DEQ. Both of these developments are major signs of progress toward getting the property redeveloped. Recently, Linn County put out a Request for Proposals from interested developers. This request indicates that a decision to sell to a private party will be made sometime in July.

#### 4. CODE ENFORCEMENT

- Summary of Actions.

| Case Status                              | June, 2021 | May, 2021 | 2021 YTD | 2020 Total | 2018-2020 Annual Average |
|------------------------------------------|------------|-----------|----------|------------|--------------------------|
| New Complaints                           | 12         | 5         | 42       | 76         | N/A                      |
| New Officer-Detected Violations          | 4          | 28        | 56       | N/A        | N/A                      |
| Violations Resolved                      | 18         | 24        | 95       | 195        | 326.33                   |
| Complaints Noted with No Violation Found | 2          | 1         | 6        | 17         | 25                       |
| Open Cases at End of Period              | 25         | 29        | 25       | 28         | N/A                      |
| Citations                                | 0          | 0         | 3        | 5          | 1.67                     |
| Abatements                               | 0          | 0         | 0        | 0          | 0                        |
| Enforcement Type                         | June, 2021 | May, 2021 | 2021 YTD | 2020 Total | 2018-2020 Annual Average |
| Animal                                   | 4          | 2         | 19       | 49         | 50.33                    |
| Blight                                   | 0          | 0         | 2        | 1          | 1                        |
| Illegal Burn                             | 0          | 0         | 0        | 0          | 2                        |
| Illegal Dumping                          | 0          | 0         | 0        | 0          | 0.67                     |
| Illegal Parking                          | 1          | 2         | 8        | 24         | 9.33                     |
| Illegal Sign                             | 0          | 0         | 1        | 6          | 3.33                     |
| Junk/Abandoned Vehicle                   | 1          | 2         | 3        | 8          | 10.67                    |
| Minimum Housing                          | 0          | 0         | 0        | 4          | 4.33                     |
| Occupying an RV                          | 5          | 0         | 7        | 50         | 47.33                    |
| Open Storage                             | 3          | 2         | 18       | 84         | 79.33                    |
| Other                                    | 2          | 0         | 5        | 7          | 24                       |
| Public Nuisance                          | 2          | 0         | 10       | 103        | 59                       |
| Public Right-of-way                      | 0          | 0         | 2        | 13         | 16.33                    |
| Tall Grass & Weeds                       | 18         | 21        | 46       | 161        | 142                      |
| Vacant Lot                               | 0          | 0         | 0        | 0          | 0.33                     |

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 July 21, 2021.
- Movies in the Park are back in Sankey Park this Summer. The first movie was held on June 18<sup>th</sup> ("Scoob") and was well attended. Tentative Dates for second and third movies are July 16<sup>th</sup> ("The Croods: A New Age") and August 13<sup>th</sup> ("Trolls World Tour").
- Staff are currently planning this year's Harvest Festival.
- Construction of Sankey Park Improvements is continuing. Construction on the play structures and concrete has been completed, as well as much of the lighting installation.

Work on the asphalt paths, remaining electrical and irrigation lines is ongoing, but expected to be completed before the Jamboree.

- Design work is underway for a new park adjacent to City Hall. The park will include a donated playground structure and dog park.

## **6. OTHER PROJECTS**

- The Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, and we have received a proposed Intergovernmental Agreement from ODOT. However, Citizens have come forward seeking to add a roofed structure over the artwork to protect it from the weather. Staff is working with ODOT to modify the IGA in order to allow the construction of a roofed structure. Staff inquired to learn if City acquisition of the property was a possibility. Initially, ODOT informed us that such action was not a possibility. However, after additional follow-up, ODOT is indicating that a right-of-way vacation is possible, which would add some of the property to the East Linn Museum property. ODOT has begun work on this transfer of property, and Staff is coordinating with them and the East Linn Museum to complete the transaction. In the interim, City Staff have applied a clear “log oil” treatment to preserve the surface of the logger statue.
- Willow Street Neighborhood LID: Appointed Viewers have reviewed the project scope and have recommended approval to the City Council to proceed, with concern on the cost burden for homeowners of both a water and a street project at the same time. A public meeting was held, and area residents stated concerns about cost and boundaries. Staff reviewed the project scope to try and 1) reduce the project cost, and 2) reduce or mitigate the proportionately large costs two large parcels have in relation to the whole of the neighborhood. Two “open house” style meetings for residents of the neighborhood and members of the Council to examine alternate proposals were held on April 20<sup>th</sup> and April 29<sup>th</sup> at 6 PM in the Council Chambers. While lightly attended, the information presented was well received. Based upon the feedback from those open houses, Staff will brought a proposal back before the Council at a public hearing on June 8<sup>th</sup>, where it was approved. A first reading of the ordinance has been held, and staff is researching potential financing arrangements.
- The ODOT Foster Lake Sidewalk Project: Budgetary constraints have required that the project be limited to one side (the north) of US 20. The new scope also removes the section underneath the railroad bridge and calls for a soft-surface path in that location to be constructed by the City. Construction has been delayed until 2022, but engineering work is continuing throughout 2021.
- The CEDD systems analysis is ongoing. This project will “map” out all department processes so that efficiencies can be identified, delays can be removed, and operations can be made easier for both customers and staff. These process maps will be documented for staff continuity and to share with other departments. Staff turnover has caused some delays, but will provide new opportunities for improvement in this project.
- Staff has begun meeting again with ODOT regarding a possible pedestrian crossing at 22<sup>nd</sup> Avenue and Main Street. State Funding has been identified, and we have a tentative agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. As things develop, we will keep you informed.
- CEDD Staff are assisting in the update of the City’s Natural Hazards Mitigation Plan by providing maps and information.