

MEMORANDUM



TO: City Council
Christy Wurster, Interim City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: April 12, 2022

SUBJECT: Community and Economic Development Department Report for March, 2022

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 March 1st, to March 31st, 2022.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	March, 2022	February, 2022	2022 YTD	2021 Total	2017-2021 Annual Average
Residential 1 and 2 Family Dwellings	19	3	22	23	28.0
Residential Demolition	3	1	4	9	8.2
Residential Manufactured Dwellings	0	0	0	16	13.8
Residential Mechanical Permits	5	9	24	120	110.2
Residential Plumbing	1	2	5	35	28.8
Residential Site Development	1	0	1	0	1.2
Residential Structural	3	4	8	56	48.8
Commercial Alarm or Suppression Systems	0	0	0	11	3.4
Commercial Demolition	0	0	0	4	3.4
Commercial Mechanical	1	0	4	19	14.6
Commercial Plumbing	0	1	2	9	11.0
Commercial Site Development	0	1	1	3	2.8
Commercial Structural	1	5	6	45	41.4
Total Permits	34	26	77	350	315.6
Value Estimate of All Permits	\$4,922,402.00	\$2,133,779.68	\$7,165,548.28	\$16,811,721.35	\$17,061,471.73
Fees Collected	\$65,393.41	\$24,480.06	\$93,016.94	\$250,671.91	\$233,439.18

2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	March, 2022	February, 2022	2022 YTD	2021 Total	2017-2021 Annual Average
Annexations	0	0	0	0	0.4
Code Amendments	0	0	0	1	0.8
Conditional Use	3	0	3	11	8.0
Partition	3	0	5	20	9.0
Planned Development/ Subdivision	2	0	2	4	1.2
Property Line Adjustments	0	1	4	21	12.0
Vacation	0	0	0	0	0
Variance	0	0	0	1	4.4
Zoning Map Amendment	0	0	0	4	2.2

- 3 Land Use Applications were submitted in March.
- 6 Land Use Applications are pending final approval.
- 2 Fence Permits were issued in March.
- 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. Once the Planning Commission has completed their review, they will hold a public hearing and make a recommendation to the City Council. This is expected to take place in May, 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. A consultant for the work is now on board, and the City has met with them to kick off 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 now underway, and Staff are meeting with the consultants every two weeks on the project.
- The next Planning Commission meetings are scheduled for April 7th and 21st, 2022.

3. ECONOMIC DEVELOPMENT

- The Council recently adopted the Downtown Streetscape and Parking Plan. Staff is now working on dividing the project into phases, and seeking funding for construction of the first phase.
- Now that the land swap agreement for 24th Ave has been approved, Staff is working on the land use applications and surveys. The Planning Commission has approved the partition. The survey is now complete, and it will soon be recorded with Linn County.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	March, 2022	February, 2022	2022 YTD	2021 Total	2018-2021 Annual Average
New Complaints	7	6	24	92	84.00
New Officer-Detected Violations	1	2	9	74	74.00
Violations Resolved	10	3	22	166	286.25
Complaints Noted with No Violation Found	3	2	5	16	22.75
Open Cases at End of Period	2	3	2	12	20
Citations	0	0	0	7	4.00
Abatements	1	1	2	1	0.33
Enforcement Type	March, 2022	February, 2022	2022 YTD	2021 Total	2018-2021 Annual Average
Animal	2	1	5	35	46.50
Blight	0	0	0	2	1.25
Illegal Burn	2	0	2	1	1.75
Illegal Dumping	0	1	1	0	0.50
Illegal Parking	1	1	3	11	9.75
Illegal Sign	0	0	0	1	2.75
Junk/Abandoned Vehicle	1	1	4	4	9.00
Minimum Housing	0	0	0	0	3.25
Occupying an RV	0	0	3	26	42.00
Open Storage	0	1	8	31	67.25
Other	1	1	3	11	20.75
Public Nuisance	0	1	2	17	48.5
Public Right-of-way	0	0	0	2	12.75
Tall Grass & Weeds	0	0	0	65	122.75
Vacant Lot	0	0	0	0	0.25

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 April 20, 2022.
- Construction of Phase II of the Sankey Park Improvements is now complete. Design work is now underway for Phase III of the park improvements, which will focus 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.

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. ODOT recently transferred a portion of their property on that corner to the East Linn Museum, and Staff will be assisting the Museum with permit applications for any changes to the property.
- 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 is currently working on loan applications.
- 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 Council recently approved an updated IGA with ODOT for this project. Staff is working out the details of the necessary waterline relocation work, which is expected to begin this month.
- 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 is working with ODOT on a pedestrian crossing at 22nd Avenue and Main Street. State Funding has been identified, and we have an agreement with ODOT on what improvements will be constructed and where. This will come 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. The Council recently approved an IGA with ODOT for this project.
- CEDD Staff have been developing designs for the budgeted City Hall renovation and emergency generator installation. Budget fluctuations have delayed this project.
- CEDD Staff continue to provide key support for the efforts to create a managed homeless facility.