

# MEMORANDUM



TO: City Council  
 Jason Ogden, Interim City Manager  
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: November 19, 2024

SUBJECT: Planning and Building Department Report for October 2024

The Planning, Building, and Engineering Department (formally the Community and Economic Development Department (CEDD)) consists of the City’s Building, Planning, Engineering, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from October 1<sup>st</sup> to October 31<sup>st</sup>, 2024.

## 1. BUILDING

- Summary of Building Program Permits Issued.

| Permit Category                         | October, 2024         | September, 2024       | 2024 YTD               | 2023 Total             | 2019-2023 Annual Average |
|---|-----------------------|-----------------------|------------------------|------------------------|--------------------------|
| Residential 1 and 2 Family Dwellings    | 7                     | 2                     | 23                     | 12                     | 24.8                     |
| Residential Demolition                  | 0                     | 1                     | 2                      | 10                     | 8.6                      |
| Residential Manufactured Dwellings      | 1                     | 0                     | 4                      | 4                      | 9.2                      |
| Residential Mechanical                  | 5                     | 6                     | 97                     | 91                     | 104                      |
| Residential Plumbing                    | 2                     | 1                     | 12                     | 24                     | 30.8                     |
| Residential Site Development            | 0                     | 0                     | 0                      | 0                      | 0.4                      |
| Residential Structural                  | 2                     | 3                     | 35                     | 33                     | 50.4                     |
| Commercial Alarm or Suppression Systems | 0                     | 0                     | 2                      | 2                      | 3.6                      |
| Commercial Demolition                   | 0                     | 0                     | 0                      | 5                      | 3.6                      |
| Commercial Mechanical                   | 3                     | 2                     | 18                     | 11                     | 16.4                     |
| Commercial Plumbing                     | 0                     | 0                     | 6                      | 11                     | 9.8                      |
| Commercial Site Development             | 0                     | 0                     |                        |                        |                          |
| Commercial Structural                   | 1                     | 2                     | 24                     | 26                     | 36.6                     |
| <b>Total Permits</b>                    | <b>21</b>             | <b>17</b>             | <b>224</b>             | <b>230</b>             | <b>300.4</b>             |
| <b>Value Estimate of All Permits</b>    | <b>\$2,196,549.00</b> | <b>\$3,546,881.28</b> | <b>\$16,234,226.41</b> | <b>\$10,728,408.94</b> | <b>\$19,600,417.90</b>   |
| <b>Fees Collected</b>                   | <b>\$25,359.16</b>    | <b>\$34,991.29</b>    | <b>\$181,156.99</b>    | <b>\$133,127.61</b>    | <b>\$246,251.26</b>      |

- Developments of note: For your reference, below are some developments of note that were previously reported. Changes are noted with **bold text**.
  - Duck Hollow Phase III Subdivision: 51-lot single-family home subdivision located adjacent to the existing Duck Hollow Subdivision (41<sup>st</sup> 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, however there is no timeline available on actual construction.
  - 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. Development of the road and infrastructure is complete, and construction of the first buildings has begun.
  - Foothills Ridge Subdivision: A single-family home subdivision located at the west end of Foothills Drive was originally approved in 2021, however the property changed ownership, and the previous subdivision expired. The Planning Commission approved a new subdivision for the site consisting of 27 lots, on September 18, 2024.
  - 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. A pre-application meeting was held for a redesign of the subdivision incorporating current development zoning code. The application is pending.
  - Clear Water Subdivision: 18-lot single-family home subdivision located on the west side of 45<sup>th</sup> Avenue, just north of Kalmia Street. Planning approval was granted in June. Road, sidewalk, and other infrastructure construction is complete. Construction on the first houses has begun.
  - Coulter Subdivision: The Sweet Home Planning Commission recently approved a 157-lot low-density residential subdivision located at 43<sup>rd</sup> Avenue and Coulter Lane. This subdivision will be built in four phases; however it is unclear when construction will start. The property includes wetlands, and development will require mitigation and permitting through the Department of State Lands, which will likely decrease the number of lots that are ultimately developed. The initial phase is unhindered by wetlands and will likely move forward as soon as market conditions warrant construction.

## 2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

| Application Type                    | October, 2024 | September, 2024 | 2024 YTD | 2023 Total | 2019-2023 Annual Average |
|-------------------------------------|---------------|-----------------|----------|------------|--------------------------|
| Adjustments                         | 0             | 0               | 1        | 1          | N/A                      |
| Annexations                         | 0             | 0               | 0        | 0          | 0.4                      |
| Code Amendments                     | 0             | 0               | 0        | 3          | 1.4                      |
| Conditional Use                     | 2             | 1               | 4        | 3          | 7.4                      |
| Partition                           | 0             | 0               | 3        | 4          | 11.8                     |
| Planned Development/<br>Subdivision | 0             | 1               | 2        | 0          | 1.8                      |
| Property Line Adjustments           | 0             | 1               | 6        | 3          | 13.4                     |
| Vacation                            | 0             | 0               | 0        | 1          | 0.2                      |
| Variance                            | 0             | 0               | 1        | 4          | 3.0                      |
| Zoning Map Amendment                | 0             | 0               | 1        | 2          | 2.2                      |

- 4 Land Use Applications were submitted in October.
- 4 Land Use Applications are pending final approval.
- 4 Fence Permits were issued in October.
- 0 Temporary RV Permits were issued in September.
- 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. The project is fully underway. Completion has been delayed and is now expected in the Spring of 2025.
- Work is now underway on the City's Housing Production Strategy. This project is grant funded and fulfills a state requirement.
- The Planning Commission last met on for a regular meeting on October 17<sup>th</sup> and participated in a TSP Open House on October 30<sup>th</sup>. The next meeting will be November 7<sup>th</sup>.

## 3. ENGINEERING

### City Projects:

- Creating site plans for the layout of the FAC site expansion
- Revisiting grading and drainage plans for the new park at city hall
- Partnering with Public Works Engineering to complete mandatory TMDL reporting

### GIS & Engineering Housekeeping

- Regular address/tax lot GIS updates
- Consolidation and deduplication of tax lot data to reduce ArcGIS credit usage
- Beginning work to digitize sewer manhole depth information as GIS datapoints
- Replacing unsupported/outdated ArcMap based land use notice tooling prior to ESRI sunseting ArcMap at large in March 2025
- Locating and organizing engineering documentation and bid information for the 24th Avenue railroad crossing

- Updating digital records of Comprehensive and Zone maps
- The first phase of implementing the Downtown Streetscape and Parking Plan is underway. Staff have drafted plans to convert 10th and 13th Avenues between Long and Main Streets to one-way parking to allow for additional parking and the EV charging station. The Council approved changing these streets to one-way southbound traffic. Staff have finalized the parking plan. 10th Avenue has been converted as planned. Changes to 13th Avenue are awaiting public works staff capacity.

#### **4. PARKS**

- The Park and Tree Committee last met on October 16<sup>th</sup>. Their next meeting will be November 20<sup>th</sup>.
- The Parks System Master Plan was approved at the October 8<sup>th</sup> City Council Meeting. The Council performed the first and second readings at the meeting. The third reading and final approval took place at the October 22<sup>nd</sup> City Council meeting.
- Staff have applied for a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will include a replacement structure for the now-demolished bandstand and trail connections to the upper portion of the park. The engineers will have a 90% review set ready for staff review by the beginning of December.
- Design work is underway for a new park adjacent to City Hall. The Park will include a donated playground structure and dog park.
- The park at 42<sup>nd</sup> and Osage is on hold until funding can be secured for the infrastructure design and construction. The park is proposed to include a playground, restrooms, a sport court, parking, and half street improvements on Osage Street.

#### **5. OTHER PROJECTS**

- Willow Street Neighborhood LID: Staff have finalized a financing plan, and recently received approval from the financing agency. A Request for Proposals was issued, however new information on current conditions has come to light which requires the RFP to be reissued. The City is utilizing its Engineer-of-Record contract to do the initial engineering design, after which an RFP for construction will be issued.
- The ODOT Foster Lake Sidewalk Project: Construction is complete. Staff are working with the Railroad and ODOT on a plan to construct the portion that lies under the railroad trestle.
- Engineering on the 2<sup>nd</sup> Avenue/Holley Road pedestrian crossing, which is funded by a Safe Routes to School Grant, is complete and a Request for Proposals for the work has been issued. A contract for the remaining work has been signed, and the contractor has ordered materials and equipment. This project has been delayed by ODOT permitting, however permits were recently granted, and Staff are working with the contractor to get the project moving again. Construction is complete, and the project has passed ODOT inspection. Staff have completed all the final paperwork on this grant.