

# MEMORANDUM



TO: City Council  
Christy Wurster, City Manager Pro Tem  
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: May 10, 2022

SUBJECT: Community and Economic Development Department Report for April, 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 April 1<sup>st</sup>, to April 30<sup>th</sup>, 2022.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	April, 2022	March, 2022	2022 YTD	2021 Total	2017-2021 Annual Average
Residential 1 and 2 Family Dwellings	2	19	24	23	28.0
Residential Demolition	1	3	5	9	8.2
Residential Manufactured Dwellings	1	0	1	16	13.8
Residential Mechanical Permits	4	5	28	120	110.2
Residential Plumbing	4	1	9	35	28.8
Residential Site Development	0	1	1	0	1.2
Residential Structural	4	3	12	56	48.8
Commercial Alarm or Suppression Systems	0	0	0	11	3.4
Commercial Demolition	1	0	1	4	3.4
Commercial Mechanical	2	1	6	19	14.6
Commercial Plumbing	0	0	2	9	11.0
Commercial Site Development	0	0	1	3	2.8
Commercial Structural	2	1	8	45	41.4
<b>Total Permits</b>	<b>21</b>	<b>34</b>	<b>98</b>	<b>350</b>	<b>315.6</b>
<b>Value Estimate of All Permits</b>	<b>\$1,831,430.00</b>	<b>\$4,922,402.00</b>	<b>\$8,996,978.28</b>	<b>\$16,811,721.35</b>	<b>\$17,061,471.73</b>
<b>Fees Collected</b>	<b>\$25,885.78</b>	<b>\$65,393.41</b>	<b>\$118,902.72</b>	<b>\$250,671.91</b>	<b>\$233,439.18</b>

## 2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	April, 2022	March, 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	4	3	7	11	8.0
Partition	0	3	5	20	9.0
Planned Development/ Subdivision	0	2	2	4	1.2
Property Line Adjustments	0	0	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

- 12 Land Use Applications were submitted in April.
- 14 Land Use Applications are pending final approval.
- 3 Fence Permits were issued in April.
- 1 Temporary RV Permit was issued in April.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. The Planning Commission has completed their initial review, and will soon hold a public hearing and make a recommendation to the City Council. This is expected to take place in June, after which the Council will have an opportunity to review the document and consider changes. Based on Council feedback, after the required public hearing, Staff will schedule a special Council meeting for the first reading of the adoption ordinance. The reading will require approximately 6 and a half hours. We expect that this will take place sometime in July.
- 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 May 5<sup>th</sup> and 19<sup>th</sup>, 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.

- The land swap agreement for 24<sup>th</sup> Ave has been approved, as have the land use applications and surveys. The survey is now complete, and recently went to Linn County for recording.

#### 4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	April, 2022	March, 2022	2022 YTD	2021 Total	2018-2021 Annual Average
New Complaints	9	7	33	92	84.00
New Officer-Detected Violations	3	1	12	74	74.00
Violations Resolved	8	10	30	166	286.25
Complaints Noted with No Violation Found	1	3	6	16	22.75
Open Cases at End of Period	0	2	0	12	20
Citations	0	0	0	7	4.00
Abatements	0	1	2	1	0.33
Enforcement Type	April, 2022	March, 2022	2022 YTD	2021 Total	2018-2021 Annual Average
Animal	6	2	11	35	46.50
Blight	0	0	0	2	1.25
Illegal Burn	0	2	2	1	1.75
Illegal Dumping	0	0	1	0	0.50
Illegal Parking	1	1	4	11	9.75
Illegal Sign	0	0	0	1	2.75
Junk/Abandoned Vehicle	1	1	5	4	9.00
Minimum Housing	0	0	0	0	3.25
Occupying an RV	2	0	5	26	42.00
Open Storage	1	0	9	31	67.25
Other	0	1	3	11	20.75
Public Nuisance	0	0	2	17	48.5
Public Right-of-way	0	0	0	2	12.75
Tall Grass & Weeds	1	0	1	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 May 18<sup>th</sup>, 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 is now 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. One application has been submitted, but the other program won’t be reviewing applications until September.
- The ODOT Foster Lake Sidewalk Project: Construction is starting soon. The Council recently approved an updated IGA with ODOT for this project. Staff completed the necessary waterline relocation.
- 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 22<sup>nd</sup> 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. Construction on the overall ramp replacement project has begun, and the pedestrian crossing will follow soon.
- CEDD Staff have been developing designs for the budgeted City Hall renovation and emergency generator installation. This project has been included in the budget for the next fiscal year, and plans will be ready at that time.
- CEDD Staff continue to provide key support for the efforts to create a managed homeless facility. The site has been cleared, and a new fence has been erected along the south side of the easement. Staff is meeting with FAC on a weekly basis to coordinate site development.