

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: October 13, 2020

SUBJECT: Community and Economic Development Department Report for September, 2020

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 September 1st, to September 30th, 2020.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	September, 2020	August, 2020	2020 YTD	2019 Total	2015-2019 Annual Average
Residential 1 and 2 Family Dwellings	5	1	18	31	33.2
Residential Demolition	1	0	6	8	7.2
Residential Manufactured Dwellings	0	0	5	17	13.6
Residential Mechanical Permits	7	10	77	116	100.8
Residential Plumbing	1	3	15	38	35
Residential Site Development	0	0	0	1	1.6
Residential Structural	4	10	44	54	41.8
Commercial Alarm or Suppression Systems	0	0	1	2	1.0
Commercial Demolition	0	0	1	3	2.4
Commercial Mechanical	1	2	13	18	14.6
Commercial Plumbing	0	0	5	15	11.6
Commercial Site Development	1	0	2	0	2.8
Commercial Structural	4	4	20	50	44.0
Total Permits	24	24	207	353	309.6
Value Estimate of All Permits	\$2,836,260.29	\$513,361.22	\$8,489,222.10	\$24,458,766.87	\$14,266,780.27
Fees Collected	\$34,891.45	\$10,521.32	\$124,845.43	\$298,099.90	\$201,486.98

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	September, 2020	August, 2020	2020 YTD	2019 Total	2015-2019 Annual Average
Annexations	0	1	1	0	0.2
Code Amendments	0	0	1	1	0.2
Conditional Use	1	1	4	7	5.2
Partition	1	2	7	10	4.2
Planned Development/Subdivision	1	0	1	1	0.6
Property Line Adjustments	1	0	11	7	3.4
Vacation	0	0	0	0	0.4
Variance	0	0	1	6	4.0
Zoning Map Amendment	1	1	4	0	0.6

- 3 land use applications were submitted in September.
- 5 Land Use Applications are pending final approval.
- 5 Fence Permits were issued in September, 2020.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. Staff has reviewed early drafts, and our consultants are preparing the next draft, which will then be presented to the Planning Commission.
- Staff has submitted a grant application to the State to update our Transportation System Plan. An RCA requesting adoption of a resolution and support letter in favor of the application was passed by the Council on July 14th. We recently received word that our application has been approved, and we will be receiving a grant to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City.
- The Planning Commission meeting scheduled for October 5th was canceled for lack of business to consider. The next planning commission meeting is scheduled for November 2, 2020. Planning Commission training sessions will not be held until normal, in-person meetings can resume.

3. ECONOMIC DEVELOPMENT

- Staff is preparing to hold another Economic Development Workshop on October 20th. It is clear from the results that improvements to our Downtown, the CEIP Program, Business Incentives, Marketing, and a Healthcare Facility are important to you. The next workshop will include discussions regarding:
 - Downtown: Staff is working on options to address Vacant Buildings, either through an incentivized voluntary program or an ordinance.
 - Business Registry: COVID has shown that information about and coordination with our businesses is extremely important. Many communities accomplish this through a business license of some kind. Staff is developing options for a business registry, likely in the form of an ordinance, that would address this need. This is something that communities throughout our region are beginning to address.
 - CEIP: Staff has begun amending the CEIP documents to increase the funding cap, and limit the eligible properties to the Downtown and Gateway areas. We

will have amended program documents available for your review prior to the workshop.

- Business Incentives: Staff has begun researching potential business incentives for new businesses or existing businesses that expand. Possibilities so far include planning and building permit fee waivers (especially Downtown), and City property tax rebates.
- Staff are working to support our local businesses during the Coronavirus Pandemic. Efforts have focused on making sure that businesses know of state and federal programs that can help them and researching how we can fill in the gaps. Staff have applied for grants with the State of Oregon and Federal Government for additional small business assistance grants. We have received three grants:
 - One is \$25,000 from the State (matched by \$25,000 from the City Economic Development Fund; We originally applied for \$50,000), which was later increased to \$50,000 for small business grants within the City of Sweet Home. We have given out a total of 6 grants. This is a disappointingly small amount. However, other jurisdictions are having the same problem, and many are concerned that the State requirements are too stringent. They have begun lobbying the State to loosen up the requirements. This program will expire on October 15th. Fortunately, it looks like the State is loosening requirements for additional programs that are coming out now.
 - The second grant is \$150,000 in CDBG funds for a County-wide (excluding the City of Albany) business assistance grant program that will be administered by Community Lending Works (CLW). This grant now operating, and CLW is taking applications.
 - The third grant will be \$50,000 for emergency childcare to be provided by the Boys & Girls Clubs of the Greater Santiam. We should be receiving funds any day now, and are in talks with the State to obtain additional funding for emergency childcare.
- Work on a property partition and right-of-way width change for 24th Ave is progressing. This is part of a comprehensive 24th Avenue Corridor Improvement Project. Staff is now finalizing the agreement with the adjacent property owners and working on a Request for Council Action to approve the partition application and adopt a resolution to swap the land, however, the project has been stalled due to the other party's concerns about liability for any additional environmental cleanup. Staff has contacted Weyerhaeuser about the issue, and they are now back on track working toward a No Further Action designation for the property. Weyerhaeuser has provided a timeline for the remaining work, and we expect to have a No Further Action designation within the next month. At that point, the adjacent property owners will conduct their own legal review, and agree to move forward with the swap.
- Staff has submitted an application to ODOT for a Rail Crossing at 24th Avenue. Meetings with Albany & Eastern Railroad have been positive, and they have provided a letter of support that was included with the application. Linn County has provided a letter of support committing to additional ROW dedication and agreeing to the crossing. ODOT has acknowledged receipt of the application, but has given no indication of next steps.
- 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.

4. CODE ENFORCEMENT

- Summary of Actions.
 - CE currently has 22 open cases.

Case Status	September, 2020	August, 2020	2020 YTD	2019 Total	2018-2019 Annual Average
New Complaints	12	9	42	0	0
In Progress—Investigating	10	3	64	0	0
Notice Issued	8	5	62	1	1
Pending Citation	0	0	2	0	0
Citations	0	0	2	0	0
Pending Abatement	0	0	0	2	2
Complaints Noted with No Violation Found	0	0	13	37	29
Violations Resolved	26	37	242	481	392
Enforcement Type	September, 2020	August, 2020	2020 YTD	2019 Total	2018-2019 Annual Average
Abandoned Vehicle	0	0	0	5	4
Animal	7	6	26	63	51
Blight	0	0	0	2	1
Public Right-of-way	0	0	13	36	18
Graffiti	0	0	0	1	1
Illegal Burn	0	0	0	1	3
Illegal Dumping	0	0	0	0	1
Illegal Parking	3	4	21	4	2
Illegal Sign	0	0	0	2	2
Junk Vehicle	0	0	0	11	8
Minimum Housing	0	0	0	8	4.5
Occupying an RV	2	4	13	59	46
Open Storage	0	0	45	91	77
Other	0	0	3	18	32.5
Public Nuisance	7	13	32	56	37
Tall Grass & Weeds	18	11	141	161	132.5
Vacant Lot	0	0	0	0	0.5

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 October 21st, 2020.
- The Sweetheart Run is coming up on Saturday, February 13th, 2021. We have submitted an application for a grant from the Siletz Tribes to help fund the event.
- Construction of Sankey Park Improvements is continuing. Excavating for the path base, and water, power and control lines has begun. Construction on the play structures has been

completed. A contract for concrete surfacing has been approved, and a contract for asphalt surfacing will be finalized soon. Lighting units have been received. The first phase of concrete has been completed, and the remaining concrete work, asphalt paths and lighting will follow.

- Harvest Festival: Despite everything 2020 has thrown at us, the Harvest Festival was very successful. The weather was perfect, and the new playground was a hit. We had some lines due to the COVID-19 restriction of 250 attendees per event, but the line moved at a steady pace. We estimate that we had approximately 700 people at the peak of the event, with approximately 2,000 in attendance overall, including vendors and staff. Highlights:
 - We raised approximately \$4,500 for Zach Maynard and Kennedy Swenson families.
 - The chili contest sold out within an hour.
 - Karla Hogan with Appletree Real Estate brought her donkeys (they were a huge hit)
 - All of the kids in costumes and cute face masks.
 - Support of the local Road Maggots motorcycle club
 - The community coming together on a beautiful fall day.
 - The new playground full of children
 - A big shout out to the sponsors and donors:
 - Wendi Melcher
 - Redline Racing
 - Rachel Hillsman – Loan Depot
 - Ben Jones Contracting
 - The Point Restaurant
 - Ray O Jackman Repairs
 - Linn County Cornhole Association
 - The Road Maggots Motorcycle Club

6. OTHER PROJECTS

- Staff has worked with the School District to submit two Safe Routes to Schools grant applications to ODOT for a pedestrian beacon on Hwy 228 at 2nd Avenue, and Sidewalks on Mountain View Road and 18th Avenue related to the Junior High School improvements.
- Preliminary work on the 18th Ave & Willow St Neighborhood Water LID (Proposed) continues. Staff is working on the LID scope, costs, and allocation to individual lots for the water system, and is working on estimates for street improvements. Staff is also researching the possibility and effect of adding adjacent county-owned land to the LID in order to spread out the costs over a larger area, and Staff is still attempting to begin negotiations with the County on this issue.
- 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, and ODOT has informed us that such action is not a possibility.
- Discussions with ODOT regarding improvements at 22nd Ave & Main St. has stalled. Multiple options are available, including lighting, location, median refuge, RRFB pedestrian lights, etc., however, affordable options, are limited.
- The property line adjustment for the east property line at the NCH is still pending. The Council has approved an agreement with the adjacent owner, a survey has been completed, and recording of the transaction is pending. All that remains is approval by the adjacent property owner's mortgage holder, which is expected any day now.
- 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. ODOT has found another way to handle the stormwater near the School District Property that will not require the purchase of additional right-of-way.

- 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.