

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: May 12, 2020

SUBJECT: Community and Economic Development Department Report for April, 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 April 1st, to April 30th, 2020.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	April, 2020	March, 2020	2020 YTD	2019 Total
Residential 1 and 2 Family Dwellings	2	1	8	31
Residential Demolition	0	0	2	8
Residential Manufactured Dwellings	0	4	5	17
Residential Mechanical Permits	5	6	24	116
Residential Plumbing	1	1	5	38
Residential Site Development	0	0	0	1
Residential Structural	2	7	17	54
Commercial Alarm or Suppression Systems	0	0	0	2
Commercial Demolition	0	0	1	3
Commercial Mechanical	1	0	3	18
Commercial Plumbing	2	0	3	15
Commercial Site Development	1	0	1	0
Commercial Structural	2	1	6	50
Total Permits	16	20	59	353
Value Estimate of All Permits	\$253,178.62	\$852,761.75	\$2,788,232.33	\$24,458,766.87
Fees Collected	\$6,421.61	\$11,535.43	\$42,696.57	\$298,099.90

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	April, 2020	March, 2020	2020 YTD	2019 Total
Code Amendments	0	0	0	1
Conditional Use	0	2	2	7
Partition	1	0	3	10
Planned Development/Subdivision	0	0	0	1
Property Line Adjustments	0	2	3	7
Variance	0	0	0	6
Zoning Map Amendment	0	0	2	

- 1 land use application was submitted in March.
- 5 Land Use Applications are pending final approval.
- 5 Fence Permits were issued in April, 2020.
- 1 Special Events Permit (Sweet Home Farmers Market) was received in April, 2020, and forwarded to the City Manager for approval.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. Staff is currently reviewing early drafts.
- Staff is preparing a grant application to the State to update our Transportation System Plan.
- The next planning commission meeting is scheduled for June 2, 2020. Planning Commission training sessions will not be held until normal, in-person meetings can resume.

3. ECONOMIC DEVELOPMENT

- 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. In addition, we are gathering information on what business activity is still happening in the City, so that we can inform citizens of how they can continue to utilize our local businesses in the midst of the current social distancing guidelines.
- 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. Due to requests from the neighboring property owners, the plan to partition the City's Maintenance Yard property will now require a public hearing before the planning commission in order to approve a required access easement. Once the easement has been approved, the partition will be completed and the appropriate documents for the land swap will be drafted and signed. State law requires an appraisal of the property, which has recently been completed. 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.
- Staff are preparing an application to ODOT for a Rail Crossing at 24th Avenue. Meetings with Albany & Eastern Railroad have been positive, and they have stated that they will be submitting a letter of support that Staff can include with the application, however, we have not yet received that letter, and contact from the Railroad has been impacted by the current pandemic, and flooding in Eastern Oregon earlier in the year.
- Linn County has expressed an interest in transferring the old Weyerhaeuser mill site to the City, with payment delayed until development begins. Staff believe that this transfer can be completed without the City taking on any liability. The remaining cleanup looks positive, and it is possible that it could be completed by the end of the Summer. Staff is working on a Master Plan of the site that will detail property divisions, zoning designations, and roadway

accesses. Linn County has changed course on their plan to hire a consultant to plan out the road network, and is now “pioneering” a north-south road (the extension of 24th Avenue) according to the City’s proposed plan.

4. CODE ENFORCEMENT

- Summary of Actions.
 - CE currently has 79 open cases.

Case Status	April, 2020	March, 2020	2020 YTD	2019 Total
In Progress—Investigating	15	3	24	4
Notice Issued	22	2	42	3
Pending Citation	0	0	0	2
Citations	1	1	2	1
Abatement	0	0	0	1
Complaints Noted with No Violation Found	1	0	1	37
Violations Resolved	1	2	85	473
Enforcement Type	April, 2020	March, 2020	2020 YTD	2019 Total
Abandoned Vehicle	0	0	2	5
Animal	6	2	10	63
Blight	0	0	1	2
Public Right-of-way	0	0	13	36
Graffiti	0	0	1	1
Illegal Burn	0	0	0	1
Illegal Parking	1	0	13	4
Illegal Sign	0	0	0	2
Junk Vehicle	0	0	1	11
Occupying an RV	4	4	27	59
Open Storage	0	0	28	91
Other	1	0	1	18
Public Nuisance	4	2	33	56
Tall Grass & Weeds	24	0	24	161

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

- Park and Tree Committee meetings are on hold until COVID-19 restrictions are lifted, however Park & Tree Committee members have been joining the Beautification Committee for the median cleaning activities.
- Construction of Sankey Park Improvements have begun. Excavating for the path base, and water, power and control lines has begun. A contract for path surfacing is in development. Lighting units have been ordered.
- Harvest Festival planning meetings are on hold.
- Movies in the Park planning meetings are currently on hold. Tentative dates and movies for this summer (if social distancing guidelines are lifted in time):

- June 12th, *Goonies*
- July 17th, *Toy Story 4*
- August 14th, *The Lion King* (2019 live-action version)

6. OTHER PROJECTS

- Preliminary work on the 18th Ave & Willow St Neighborhood Water LID (Proposed) is making progress. Staff is working with City Attorney Robert Snyder 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 attempting to begin negotiations with the County on this issue.
- Now that the Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, we are still waiting on a proposed Intergovernmental Agreement from ODOT, which will come before you when it is ready.
- Consultation with ODOT improvements at 22nd Ave & Main St. is ongoing, multiple options are on the table, including lighting, location, median refuge, RRFB pedestrian lights, etc. Staff is working with ODOT to generate affordable options, however, no recent progress has been made.
- The 9th Avenue Property Line Adjustment (next to the former water treatment plan) is in progress—a surveyor is setting the new property pins for the line adjustment, and a plat should be available to approve in May, 2020.
- The property line adjustment for the east property line at the NCH is still pending. The adjacent owners are in favor of it, and a map has been created. State law requires an appraisal of the properties, which we just recently received. Staff is now finalizing a deal with the adjacent owners and working on a Request for Council Action to authorize the property line adjustment and adopt a resolution for the land swap.
- The ODOT Foster Lake Sidewalk Project: City Staff has met with ODOT recently, and budgetary constraints have required that the project be limited to one side (the north) of US 20. Construction has been delayed until 2022. Recent meetings have focused on the railroad bridge, and how the path would pass that obstacle. There are concerns about the safety of the bridge, and how that would affect the safety of the path. Discussions are ongoing, and there is not yet a resolution to the issue, but a modification of the scope of the project is likely. The new scope will likely call for a soft-surface path underneath the Railroad Bridge.
- All CEDD Divisions have begun a systems analysis, in which they will “map” out all department processes so that efficiencies can be identified, delays can be removed, and things can be made easier for both customers and staff. These process maps will be documented for staff continuity and to share with other departments.