

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: September 14, 2021

SUBJECT: Community and Economic Development Department Report for August 2021

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 August 1st, to August 30th, 2021.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	August, 2021	July, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	2	2	15	22	31.2
Residential Demolition	1	1	8	7	7
Residential Manufactured Dwellings	0	2	11	7	12.6
Residential Mechanical Permits	11	16	75	93	101.6
Residential Plumbing	1	1	22	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	7	7	43	55	44.6
Commercial Alarm or Suppression Systems	0	0	6	2	1.4
Commercial Demolition	0	0	3	4	3
Commercial Mechanical	5	1	15	17	14.8
Commercial Plumbing	6	0	7	9	11.6
Commercial Site Development	0	0	1	2	2.6
Commercial Structural	13	2	30	29	40.0
Total Permits	46	32	236	274	297.8
Value Estimate of All Permits	\$5,939,375.00	\$1,409,732.70	\$12,274,462.76	\$15,074,659.04	\$15,649,218.08
Fees Collected	\$80,194.43	\$18,172.26	\$177,128.53	\$212,454.67	\$216,365.51

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	August, 2021	July, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	0	0	1	1	0.6
Conditional Use	0	3	10	5	6.6
Partition	1	1	14	8	5.6
Planned Development/ Subdivision	0	1	2	0	0.6
Property Line Adjustments	0	3	13	15	8.8
Vacation	0	0	0	0	0
Variance	0	0	1	1	6.4
Zoning Map Amendment	1	0	3	4	1.4

- 5 land use applications were submitted in August.
- 11 Land Use Applications are pending final approval.
- 5 Fence Permits were issued in August.
- 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. It is expected that Planning Commission review will not be complete until the fall, at the earliest. Once the Planning Commission has completed their review, they will make a recommendation to the City Council, 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. We continue to meet with ODOT to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- The next Planning Commission meeting is scheduled for September 16, 2021.

3. ECONOMIC DEVELOPMENT

- As you are aware, the City recently hosted a site-selection group investigating sites in Sweet Home for a very large paper manufacturing facility. This development would be a \$500M investment, with at least 200 new jobs. We're told by Business Oregon that the City is the leading site in Oregon, however, we are in competition with other sites in Washington, Idaho, and Montana. Since the visit, Staff has been hard at work providing answers to many follow-up questions, the latest of which needs to be submitted by September 15th. We're told that soon after that, the company will put together their short-list, and conduct further investigations and negotiations.
- Dougherty Landscape Architects (DLA) continue to work on the Downtown Streetscape and Parking Plan. We applied for and received a CARES Act (COVID response) grant from Linn County for this project in the amount of \$10,000. DLA has submitted additional drafts, which staff are now reviewing.

- Staff is winding down our COVID-19 support activities, however we still have plenty of Personal Protective Equipment (PPE) from the State available for distribution to businesses at no charge. We will continue to distribute those materials to all who are interested.
- Now that the land swap agreement for 24th Ave has been approved, Staff is working on the land use applications and surveys. The Partition requires a conditional use permit, which will be reviewed by the Planning Commission at their October 7th meeting.
- The application to ODOT for a Rail Crossing at 24th Avenue has now reached the public comment phase. We expect the final Crossing Order any day now.
- Work on the former Weyerhaeuser mill site is not progressing. While the remaining cleanup looks positive, Linn County has rejected all the proposals that were submitted in response to their recent Request for Proposals. It is unclear at this time how the County wishes to move forward.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	August, 2021	July, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	14	12	68	76	N/A
New Officer-Detected Violations	2	5	63	N/A	N/A
Violations Resolved	10	17	122	195	326.33
Complaints Noted with No Violation Found	2	1	9	17	25
Open Cases at End of Period	28	24	28	28	N/A
Citations	3	0	6	5	1.67
Abatements	0	0	0	0	0
Enforcement Type	August, 2021	July, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	4	5	28	49	50.33
Blight	0	0	2	1	1
Illegal Burn	0	0	0	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	1	0	9	24	9.33
Illegal Sign	0	0	1	6	3.33
Junk/Abandoned Vehicle	0	0	3	8	10.67
Minimum Housing	0	0	0	4	4.33
Occupying an RV	2	7	16	50	47.33
Open Storage	2	3	23	84	79.33
Other	4	1	10	7	24
Public Nuisance	0	1	11	103	59
Public Right-of-way	0	0	2	13	16.33
Tall Grass & Weeds	2	16	64	161	142
Vacant Lot	0	0	0	0	0.33

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 September 15, 2021.
- Movies in the Park in Sankey Park this Summer were successful. We held three events, each of which were well attended.
- This year's Harvest Festival is rapidly approaching—it will take place on Saturday, October 2nd. Staff is hard at work on preparations, and this year is looking like it will be bigger than ever.

- Construction of Sankey Park Improvements is continuing. Construction on the play structures and concrete has been completed, as well as much of the lighting installation. Work on the asphalt paths, remaining electrical and irrigation lines is ongoing.
- 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. 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. Initially, ODOT informed us that such action was not a possibility. However, after additional follow-up, ODOT is indicating that a right-of-way vacation is possible, which would add some of the property to the East Linn Museum property. ODOT has begun work on this transfer of property, and Staff is coordinating with them and the East Linn Museum to complete the transaction. In the interim, City Staff have applied a clear “log oil” treatment to preserve the surface of the logger statue.
- Willow Street Neighborhood LID: Now that the ordinance has been adopted, Staff is working with several parties to find the best financing option for the project.
- 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 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 has begun meeting again with ODOT regarding a possible pedestrian crossing at 22nd Avenue and Main Street. State Funding has been identified, and we have a tentative agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. As things develop, we will keep you informed.
- CEDD Staff are assisting in the update of the City’s Natural Hazards Mitigation Plan by providing maps and information.