

MEMORANDUM



TO: City Council
Kelcey Young, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: January 23, 2024

SUBJECT: Community and Economic Development Department Report for December, 2023

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 November 1st to November 30th, 2023.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	December, 2023	November, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
Residential 1 and 2 Family Dwellings	0	1	12	36	27.4
Residential Demolition	1	0	10	9	8.4
Residential Manufactured Dwellings	0	0	4	2	11.6
Residential Mechanical Permits	9	8	91	100	106
Residential Plumbing	0	0	24	30	29
Residential Site Development	0	0	0	1	0.6
Residential Structural	1	2	33	54	51.8
Commercial Alarm or Suppression Systems	0	0	2	1	3.2
Commercial Demolition	0	0	5	2	3.4
Commercial Mechanical	2	0	11	17	17
Commercial Plumbing	0	0	11	5	9.8
Commercial Site Development	0	0	1	5	2.8
Commercial Structural	4	3	26	33	38.4
Total Permits	17	14	230	295	309.4
Value Estimate of All Permits	\$1,139,442.00	\$597,400.00	\$10,728,408.94	\$30,928,533.31	\$20,430,248.58
Fees Collected	\$12,537.72	\$8,212.94	\$133,127.61	\$336,902.20	\$258,215.53

- Developments of note: For your reference, below are some developments of note that were previously reported. Changes are noted with **bold text**.
 - Mosaic Memory Care Facility: Located on Mountain Fir Street next to the existing Mosaic-owned Wiley Creek Assistance Living Facility. The project received full planning approval early this year. **Construction is complete, and the building now has a Certificate of Occupancy.**
 - Duck Hollow Phase III Subdivision: 51-lot single-family home subdivision located adjacent to the existing Duck Hollow Subdivision (41st 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, and construction is expected soon.
 - 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: 21-lot single-family home subdivision located at the west end of Foothills Drive. This subdivision was approved in 2021, however the owner has run into delays with his engineering firm, and recently applied for an extension. The construction timeline is unknown.
 - 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. It is unknown when construction will begin.
 - Clear Water Subdivision: 18-lot single-family home subdivision located on the west side of 45th Avenue, just north of Kalmia Street. Planning approval was granted in June. Road, sidewalk, and other infrastructure construction is complete.

2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	December, 2023	November, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
Adjustments	0	1	1	0	N/A
Annexations	0	0	0	1	0.4
Code Amendments	0	0	3	1	0.8
Conditional Use	0	0	3	11	8.8
Partition	0	0	4	17	12
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	0	0	3	21	13.4
Vacation	0	0	1	0	0
Variance	0	1	4	3	3.6
Zoning Map Amendment	0	0	2	1	2.2

- 4 Land Use Application were submitted in December.
- 6 Land Use Applications are pending final approval.
- 4 Fence Permit was issued in December.
- 0 Temporary RV Permits were issued in December.
- 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.
- Staff will soon be kicking off the City's new Housing Production Strategy. This project is grant funded, and fulfills a State requirement.
- The Planning Commission last met on November 16th. The next scheduled meeting is February 1st, 2024.

3. ECONOMIC DEVELOPMENT

- Based on feedback from the Council, Staff are developing a Request for Proposals (RFP) for the quarry property that will outline all of the City's goals for the property and seek interest from developers for a public-private-partnership with the City. After Staff have finished a draft of the RFP, we will bring it to the Council for review, suggested changes, and, ultimately, approval.
- Staff recently gathered a group of business and property owners to discuss efforts to improve Downtown Sweet Home. The initial meetings of this 'Downtown Focus Group' have been productive, and the participants are excited with the ideas generated thus far. This group recently traveled to Independence to learn from efforts there to improve their downtown met last week to discuss what has been learned. The group consensus is that Sweet Home should follow the community vision process that Independence described by restarting SHARE, a previous revitalization effort.

- 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 recently approved changing these streets to one-way southbound traffic. Staff are currently finalizing the parking plan, after which the areas will be striped and signs and delineators installed.
- The EV Charging Station project has been delayed by concerns raised by Pacific Power. Staff are working with the contractor to mitigate the problems and get the project back on track.

4. CODE COMPLIANCE

- Summary of Actions.

Case Status	December, 2023	November, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
New Complaints-Residents	10	12	243	103	90.3
New Complaints-Officer	2	2	39	71	72.5
Violations Resolved	7	5	125	98	248.6
Complaints Noted with No Violation Found	2	8	111	23	22.8
Open Cases at End of Period	61	58	61	73	22.7
Citations	4	3	30	0	3
Abatements	0	2	8	3	1
Enforcement Type	December, 2023	November, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
Animal	4	2	38	29	43
Blight	1	1	17	0	1
Illegal Burn	3	2	7	2	1.8
Illegal Dumping	0	2	2	1	0.6
Illegal Parking	1	0	3	6	9
Illegal Sign	0	0	1	0	2.2
Junk/Abandoned Vehicle	1	1	34	16	10.4
Minimum Housing	0	0	3	0	2.6
Occupying an RV	1	2	44	21	37.8
Open Storage	1	2	51	30	59.8
Other	0	1	29	7	18
Public Nuisance	0	1	14	6	40
Public Right-of-way	0	0	9	0	10.2
Tall Grass & Weeds	0	0	28	51	108.4
Vacant Lot	0	0	2	0	0.2

The City's Code Compliance 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 last met on January 17th. Their next meeting will be February 21st, 2024.
- 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 application has passed the first review, and Staff gave a presentation to the grant review committee on June 27th. Staff recently received an award letter for this grant. The next steps are to continue gathering donations and start the procurement process for the work.
- 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

- 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 ODOT Foster Lake Sidewalk Project: Construction is nearly 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 2nd 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.