

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: February 9, 2021

SUBJECT: Community and Economic Development Department Report for January, 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 January 1st, to January 31st, 2021.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	January, 2021	December, 2020	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	1	1	1	22	31.2
Residential Demolition	0	0	0	7	7
Residential Manufactured Dwellings	5	2	5	7	12.6
Residential Mechanical Permits	6	7	6	93	101.6
Residential Plumbing	2	3	2	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	7	5	7	55	44.6
Commercial Alarm or Suppression Systems	5	0	5	2	1.4
Commercial Demolition	0	0	0	4	3
Commercial Mechanical	1	0	1	17	14.8
Commercial Plumbing	0	0	0	9	11.6
Commercial Site Development	0	0	0	2	2.6
Commercial Structural	5	2	5	29	40.0
Total Permits	32	20	32	274	297.8
Value Estimate of All Permits	\$734,113.51	\$491,286.64	\$734,113.51	\$15,074,659.04	\$15,649,218.08
Fees Collected	\$15,478.07	\$6,969.31	\$15,478.07	\$212,454.67	\$216,365.51

2. PLANNING

- Summary of Planning Division Applications Approved:

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

- 1 land use applications was submitted in January.
- 6 Land Use Applications are pending final approval.
- 2 Fence Permits were issued in January.
- 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 recently submitted the next draft, which will be reviewed by staff, then presented to the Planning Commission.
- 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 will be meeting with ODOT in the next couple of months to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- The next Planning Commission meeting is scheduled for March 1, 2021.

3. ECONOMIC DEVELOPMENT

- Now that the contract with Dougherty Landscape Architects (DLA) for the Downtown Streetscape and Parking Plan, work has begun on that project. Staff conducted an on-site tour of downtown with the Consultants, and is providing them with GIS data and other support. We are planning for the first community meeting to be held in March.
- Staff is modifying the CEIP application materials based on your approval from the January 12th meeting. We expect to have the new application materials ready to distribute to the public in the next week.
- Staff is continuing 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. Recently, the City was able to obtain a shipment of Personal Protective Equipment (PPE) from the State for distribution to businesses at no charge. The State has indicated that there will be an additional round of PPE distributed in the next month.
- Work on a property partition and right-of-way width change for 24th Ave is proceeding now that DEQ has issued a No Further Action (NFA) designation for the southern part of the Public Works Yard. This is part of a comprehensive 24th Avenue Corridor Improvement Project. Staff has finalized the agreement with the adjacent property owners and is ready to bring forward a Request for Council Action to approve the partition application and adopt a

resolution to swap the land, however, the project was stalled due to the other party's concerns about liability for any additional environmental cleanup. Now that the NFA has finally been granted, the adjacent property owners are conducting their own legal review. Once they agree, Staff will put everything together for approval by the Council.

- 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 assigned a property manager, and has reviewed the request and suggested modifications. Staff has updated the application files, and are hoping to meet with the Railroad and ODOT soon to discuss any remaining obstacles and 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.

Case Status	January, 2021	December, 2020	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	12	10	12	76	N/A
New Officer-Detected Violations	2	N/A	2	N/A	N/A
Violations Resolved	19	12	19	195	326.33
Complaints Noted with No Violation Found	2	4	2	17	25
Open Cases at End of Period	21	28	21	28	N/A
Citations	0	1	0	5	1.67
Abatements	0	0	0	0	0
Enforcement Type	January, 2021	December, 2020	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	6	5	6	49	50.33
Blight	0	0	0	1	1
Illegal Burn	0	0	0	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	2	1	2	24	9.33
Illegal Sign	1	1	1	6	3.33
Junk/Abandoned Vehicle	0	2	0	8	10.67
Minimum Housing	0	1	0	4	4.33
Occupying an RV	0	4	0	50	47.33
Open Storage	2	13	2	84	79.33
Other	2	0	2	7	24
Public Nuisance	0	9	0	103	59
Public Right-of-way	1	0	1	13	16.33
Tall Grass & Weeds	0	3	0	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 February 17th, 2021.
- The Sweetheart Run is coming up on Saturday, February 13th, 2021. Staff and volunteers are busy doing the final preparations for 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, as well as much of the lighting installation. The first phase of concrete has been

completed, and the remaining concrete work continues. Work on the asphalt paths, remaining electrical and irrigation lines will continue into the Spring.

6. OTHER PROJECTS

- Work on the 18th Ave & Willow St Neighborhood Water LID continues. Appointed Viewers have reviewed the project scope and have recommended that the City Council approve it, but have expressed concerns regarding the cost burden of the full project (Complete Streets and Water).
- 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. Staff is waiting for a modified agreement from ODOT. In the meantime, staff is investigating spraying the sculpture with a protective coating.
- 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.