

# MEMORANDUM



TO: City Council  
Ray Towry, City Manager  
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: December 8, 2020

SUBJECT: Community and Economic Development Department Report for November, 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 November 1<sup>st</sup>, to November 30<sup>th</sup>, 2020.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	November, 2020	October, 2020	2020 YTD	2019 Total	2015-2019 Annual Average
Residential 1 and 2 Family Dwellings	2	1	21	31	33.2
Residential Demolition	1	0	7	8	7.2
Residential Manufactured Dwellings	0	0	5	17	13.6
Residential Mechanical Permits	5	4	86	116	100.8
Residential Plumbing	3	6	24	38	35
Residential Site Development	0	0	0	1	1.6
Residential Structural	4	2	50	54	41.8
Commercial Alarm or Suppression Systems	1	0	2	2	1.0
Commercial Demolition	1	2	4	3	2.4
Commercial Mechanical	0	4	17	18	14.6
Commercial Plumbing	0	4	9	15	11.6
Commercial Site Development	0	0	2	0	2.8
Commercial Structural	2	5	27	50	44.0
<b>Total Permits</b>	<b>19</b>	<b>28</b>	<b>254</b>	<b>353</b>	<b>309.6</b>
<b>Value Estimate of All Permits</b>	<b>\$724,538.44</b>	<b>\$5,369,611.86</b>	<b>\$14,583,372.40</b>	<b>\$24,458,766.87</b>	<b>\$14,266,780.27</b>
<b>Fees Collected</b>	<b>\$11,627.30</b>	<b>\$68,882.63</b>	<b>\$205,355.36</b>	<b>\$298,099.90</b>	<b>\$201,486.98</b>

## 2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	November, 2020	October, 2020	2020 YTD	2019 Total	2015-2019 Annual Average
Annexations	0	0	1	0	0.2
Code Amendments	0	0	1	1	0.2
Conditional Use	1	0	5	7	5.2
Partition	0	1	8	10	4.2
Planned Development/Subdivision	0	0	1	1	0.6
Property Line Adjustments	4	0	15	7	3.4
Vacation	0	0	0	0	0.4
Variance	0	0	1	6	4.0
Zoning Map Amendment	0	0	4	0	0.6

- 4 land use applications were submitted in November.
- 8 Land Use Applications are pending final approval.
- 2 Fence Permits were issued in November.
- 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.
- 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 December 7, 2020.

## 3. ECONOMIC DEVELOPMENT

- Staff received two submissions in response to the City's Request for Proposals for a Downtown Streetscape and Parking Plan. Staff evaluated and scored the submissions, and Dougherty Landscape Architects (DLA) received the highest score. Staff will now negotiate a contract with DLA for the work.
- Staff is modifying the CEIP Program based on your feedback, and will have a new draft of the program documents prepared soon.
- 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. This grant has ended.
  - 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 is \$50,000 for emergency childcare to be provided by the Boys & Girls Clubs of the Greater Santiam. This grant has been fully expended, and Staff is working with the State to obtain additional funding for this program.
- Work on a property partition and right-of-way width change for 24<sup>th</sup> Ave is on hold pending a No Further Action (NFA) designation by DEQ. This is part of a comprehensive 24<sup>th</sup> 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 expected to have a No Further Action designation two months ago, however, staff at DEQ say that the work has been delayed due to the effects of the wildfires, but they say that an NFA will be granted. Once the NFA is granted, 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 24<sup>th</sup> 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 now assigned a property manager, and has begun the process of reviewing the request and suggesting modifications.
- 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 29 open cases.

Case Status	November, 2020	October, 2020	2020 YTD	2019 Total	2018-2019 Annual Average
New Complaints	22	14	57	0	0
In Progress—Investigating		20	22	5	5
Violations Resolved	24	13	171	481	392
Complaints Noted with No Violation Found	3	3	9	37	29
Citations	0	1	3	0	0
Abatements	0	0	0	0	0
Enforcement Type	November, 2020	October, 2020	2020 YTD	2019 Total	2018-2019 Annual Average
Animal	8	2	39	63	51
Blight	0	0	1	2	1
Illegal Burn	0	0	0	1	3
Illegal Dumping	0	0	0	0	1
Illegal Parking	1	0	22	4	2
Illegal Sign	4	0	4	2	2
Graffiti	0	0	0	1	1
Junk/Abandoned Vehicle	0	1	4	16	12
Minimum Housing	2	0	2	8	4.5
Occupying an RV	3	2	42	59	46
Open Storage	19	12	58	91	77
Other	2	0	7	18	32.5
Public Nuisance	15	17	85	56	37
Public Right-of-way	0	0	13	36	18
Tall Grass & Weeds	0	5	155	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 December 16<sup>th</sup>, 2020.
- The Sweetheart Run is coming up on Saturday, February 13<sup>th</sup>, 2021. We recently learned that the Siletz Tribes are not offering their grant this year, and Staff is now looking into other ways to fund the event. The first planning meeting for the Sweetheart Run was held November 13<sup>th</sup>, and staff and volunteers are beginning the initial planning and fundraising work.
- 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. Lighting units are being installed. The first phase of concrete has been

completed, and the remaining concrete work continues. Work on the asphalt paths is on hold until 2021 while remaining lighting conduits and sprinkler lines are installed.

## 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 2<sup>nd</sup> Avenue, and Sidewalks on Mountain View Road and 18<sup>th</sup> Avenue related to the Junior High School improvements. We recently learned that while the sidewalk project was denied, a grant for the pedestrian beacon was approved.
- Preliminary work on the 18<sup>th</sup> 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. 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 expects that ODOT will send a modified agreement by the end of January.
- 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.
- 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.
- 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.