

# MEMORANDUM



TO: City Council  
 Kelcey Young, City Manager  
 Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: March 12, 2024

SUBJECT: Community and Economic Development Department Report for February 2024

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 February 1<sup>st</sup> to February 29<sup>th</sup>, 2024.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	February, 2024	January, 2024	2024 YTD	2023 Total	2019-2023 Annual Average
Residential 1 and 2 Family Dwellings	0	1	1	12	24.8
Residential Demolition	0	0	0	10	8.6
Residential Manufactured Dwellings	0	0	0	4	9.2
Residential Mechanical Permits	4	5	9	91	104
Residential Plumbing	1	1	2	24	30.8
Residential Site Development	0	0	0	0	0.4
Residential Structural	2	2	4	33	50.4
Commercial Alarm or Suppression Systems	1	0	1	2	3.6
Commercial Demolition	0	0	0	5	3.6
Commercial Mechanical	0	2	2	11	16.4
Commercial Plumbing	1	1	2	11	9.8
Commercial Site Development	0	0	0	1	2.2
Commercial Structural	4	5	9	26	36.6
<b>Total Permits</b>	<b>13</b>	<b>17</b>	<b>30</b>	<b>230</b>	<b>300.4</b>
<b>Value Estimate of All Permits</b>	<b>\$147,549.70</b>	<b>\$689,844.12</b>	<b>\$837,393.82</b>	<b>\$10,728,408.94</b>	<b>\$19,600,417.90</b>
<b>Fees Collected</b>	<b>\$4,208.14</b>	<b>\$10,569.92</b>	<b>\$14,778.06</b>	<b>\$133,127.61</b>	<b>\$246,251.26</b>

- Developments of note: For your reference, below are some developments of note that were previously reported. Changes are noted with **bold text**.
  - Duck Hollow Phase III Subdivision: 51-lot single-family home subdivision located adjacent to the existing Duck Hollow Subdivision (41<sup>st</sup> 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 45<sup>th</sup> Avenue, just north of Kalmia Street. Planning approval was granted in June. Road, sidewalk, and other infrastructure construction is complete.
  - Domino's Pizza is under construction at the northwest corner of Main Street and 22<sup>nd</sup> Avenue.

## 2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	February, 2024	January, 2024	2024 YTD	2023 Total	2019-2023 Annual Average
Adjustments	0	0	0	1	N/A
Annexations	0	0	0	0	0.4
Code Amendments	0	0	0	3	1.4
Conditional Use	0	0	0	3	7.4
Partition	0	0	0	4	11.8
Planned Development/ Subdivision	0	0	0	0	1.8
Property Line Adjustments	1	1	2	3	13.4
Vacation	0	0	0	1	0.2
Variance	1	0	1	4	3.0
Zoning Map Amendment	1	0	1	2	2.2

- 1 Land Use Application were submitted in February.
- 8 Land Use Applications are pending final approval.
- 1 Fence Permit was issued in February.
- 2 Temporary RV Permits were issued in February.
- 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 and expected to be complete by June 30<sup>th</sup>.
- Work is now underway on the City's Housing Production Strategy. This project is grant funded and fulfills a State requirement.
- The Planning Commission last met on March 7<sup>th</sup>. The next scheduled meeting is March 21<sup>st</sup>, 2024.

## 3. ECONOMIC DEVELOPMENT

- The City is seeking interest from developers for a public-private-partnership with the City at the Quarry Property. Staff are developing a Request for Interest that solicit interest that will fit with the City's goals for the property.
- The consensus of a recently convened community group is that Sweet Home should follow the community vision process that Independence described by restarting SHARE, a previous revitalization effort. Staff are working with community partners on the next steps of this effort.
- The first phase of implementing the Downtown Streetscape and Parking Plan is underway. Staff have drafted plans to convert 10<sup>th</sup> and 13<sup>th</sup> 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 have finalized the parking plan. The next step is to restripe the streets and install signs and delineators. This is expected to be complete by June 30<sup>th</sup>.

- 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. Construction is expected in the next two months.

**4. CODE COMPLIANCE**

- Summary of Actions.

<b>Case Status</b>	<b>February, 2024</b>	<b>January, 2024</b>	<b>2024 YTD</b>	<b>2023 Total</b>	<b>2019-2023 Annual Average</b>
New Complaints-Residents	29	17	46	243	128.5
New Complaints-Officer	11	5	16	39	61.3
Violations Resolved	17	14	31	125	213
Complaints Noted with No Violation Found	17	8	25	111	40.8
Open Cases at End of Period	30	24	30	61	32.3
Citations	4	6	10	30	8.4
Abatements	0	1	1	8	2.4
<b>Enforcement Type</b>	<b>February, 2024</b>	<b>January, 2024</b>	<b>2024 YTD</b>	<b>2023 Total</b>	<b>2019-2023 Annual Average</b>
Animal	3	3	6	38	42.8
Blight	4	0	4	17	4.4
Illegal Burn	4	0	4	7	2.2
Illegal Dumping	0	0	0	2	0.6
Illegal Parking	0	1	1	3	9.6
Illegal Sign	0	0	0	1	2.0
Junk/Abandoned Vehicle	11	3	14	34	15.6
Minimum Housing	1	0	1	3	3
Occupying an RV	1	5	6	44	40
Open Storage	12	8	20	51	57.4
Other	3	1	4	29	14.4
Public Nuisance	0	1	1	14	39.2
Public Right-of-way	0	0	0	9	12
Tall Grass & Weeds	1	0	1	28	93.2
Vacant Lot	0	0	0	2	0.4

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 February 21<sup>st</sup>. Their next meeting will be March 20<sup>th</sup>, 2024.
- Work continues on updated the Parks System Master Plan, and it is expected to be complete by June 30, 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 27<sup>th</sup>. 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 City is utilizing its Engineer-of-Record contract to do the initial engineering design, after which an RFP for construction will be issued.
- 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 2<sup>nd</sup> 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. Scheduling of construction has been delayed by weather, but is expected to start and be complete within a month.