

# MEMORANDUM



TO: City Council  
Ray Towry, City Manager  
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: February 8, 2022

SUBJECT: Community and Economic Development Department Report for January, 2022

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 1<sup>st</sup>, to January 31<sup>st</sup>, 2022.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	January, 2022	December, 2021	2022 YTD	2021 Total	2017-2021 Annual Average
Residential 1 and 2 Family Dwellings	0	0	0	23	28.0
Residential Demolition	0	0	0	9	8.2
Residential Manufactured Dwellings	0	0	0	16	13.8
Residential Mechanical Permits	10	12	10	120	110.2
Residential Plumbing	2	3	2	35	28.8
Residential Site Development	0	0	0	0	1.2
Residential Structural	1	3	1	56	48.8
Commercial Alarm or Suppression Systems	0	0	0	11	3.4
Commercial Demolition	0	0	0	4	3.4
Commercial Mechanical	3	1	3	19	14.6
Commercial Plumbing	1	0	1	9	11.0
Commercial Site Development	0	0	0	3	2.8
Commercial Structural	0	3	0	45	41.4
<b>Total Permits</b>	<b>17</b>	<b>22</b>	<b>17</b>	<b>350</b>	<b>315.6</b>
<b>Value Estimate of All Permits</b>	<b>\$109,366.60</b>	<b>\$81,449.01</b>	<b>\$109,366.60</b>	<b>\$16,811,721.35</b>	<b>\$17,061,471.73</b>
<b>Fees Collected</b>	<b>\$3,143.47</b>	<b>\$3,026.83</b>	<b>\$3,143.47</b>	<b>\$250,671.91</b>	<b>\$233,439.18</b>

## 2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	January, 2022	December, 2021	2022 YTD	2021 Total	2017-2021 Annual Average
Annexations	0	0	0	0	0.4
Code Amendments	0	0	0	1	0.8
Conditional Use	0	0	0	11	8.0
Partition	2	0	2	20	9.0
Planned Development/ Subdivision	0	0	0	4	1.2
Property Line Adjustments	3	0	3	21	12.0
Vacation	0	0	0	0	0
Variance	0	0	0	1	4.4
Zoning Map Amendment	0	0	0	4	2.2

- 7 Land Use Applications were submitted in January.
- 4 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. The Planning Commission is now meeting twice every month until they have completed their review of the new draft. 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. A consultant for the work is now on board, and the City has met with them to kick off the project.
- The City has also received a State grant for a Housing Needs Analysis (HNA). The consultant has been selected and will begin work soon. The purpose is to ensure that the City has both sufficient residential lands, and the proper mix of types and densities. Staff recently met with the selected consultants to kick off the project.
- The next Planning Commission meetings are scheduled for February 17<sup>th</sup>, 2022.

## 3. ECONOMIC DEVELOPMENT

- 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. The final meeting for the project took place on December 14<sup>th</sup>, and we expect to receive the final reports from DLA soon.
- Now that the land swap agreement for 24<sup>th</sup> Ave has been approved, Staff is working on the land use applications and surveys. The Planning Commission has approved the partition. After the survey has been completed, it will be recorded with Linn County.
- After the Council-County Commission joint work session, the County decided to put the Weyerhaeuser mill site up for auction again. The auction process started without notice to

the City, and staff were unable to get information detailing the City's vision for infrastructure and zoning of the property included with the auction documents. The sealed bids were opened this week, and Josh Victor was the high bid. The County Commissioners will vote on accepting a bid at their next meeting, Tuesday morning.

#### 4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	January, 2022	December, 2021	2022 YTD	2021 Total	2018-2021 Annual Average
New Complaints	11	8	11	92	84.00
New Officer-Detected Violations	6	8	6	74	74.00
Violations Resolved	9	17	9	166	286.25
Complaints Noted with No Violation Found	0	3	0	16	22.75
Open Cases at End of Period	12	12	12	12	20
Citations	0	0	0	7	4.00
Abatements	0	0	0	1	0.33
Enforcement Type	January, 2022	December, 2021	2022 YTD	2021 Total	2018-2021 Annual Average
Animal	2	1	2	35	46.50
Blight	0	0	0	2	1.25
Illegal Burn	0	0	0	1	1.75
Illegal Dumping	0	0	0	0	0.50
Illegal Parking	1	1	1	11	9.75
Illegal Sign	0	0	0	1	2.75
Junk/Abandoned Vehicle	2	1	2	4	9.00
Minimum Housing	0	0	0	0	3.25
Occupying an RV	3	5	3	26	42.00
Open Storage	7	5	7	31	67.25
Other	1	0	1	11	20.75
Public Nuisance	1	3	1	17	48.5
Public Right-of-way	0	0	0	2	12.75
Tall Grass & Weeds	0	0	0	65	122.75
Vacant Lot	0	0	0	0	0.25

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 16, 2022.

- 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. Some electrical, irrigation, and concrete work remains.
- 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: Staff recently met with representatives of several state agencies at a “one stop” meeting and have a tentative plan for financing that will include a package of both forgivable loans and other loans with very attractive interest rates.
- 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 Council recently approved an updated IGA with ODOT for this project. After receiving the consensus of the Council at the last meeting, Staff is working out the details of the necessary waterline relocation work.
- 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 is working with ODOT on a pedestrian crossing at 22<sup>nd</sup> Avenue and Main Street. State Funding has been identified, and we have an agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. This improvement will be combined with an existing ODOT project to replace ADA ramps at intersections on Main Street. The Council recently approved an IGA with ODOT for this project.
- CEDD Staff have been developing designs for the budgeted City Hall renovation and emergency generator installation.
- CEDD Staff continue to provide key support for the efforts to create a managed homeless facility.