

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: June 8, 2021

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

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	May, 2021	April, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	2	5	10	22	31.2
Residential Demolition	1	1	6	7	7
Residential Manufactured Dwellings	1	2	9	7	12.6
Residential Mechanical Permits	6	9	37	93	101.6
Residential Plumbing	3	4	18	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	4	9	27	55	44.6
Commercial Alarm or Suppression Systems	1	0	6	2	1.4
Commercial Demolition	0	1	2	4	3
Commercial Mechanical	0	2	6	17	14.8
Commercial Plumbing	1	0	1	9	11.6
Commercial Site Development	0	0	1	2	2.6
Commercial Structural	5	2	15	29	40.0
Total Permits	24	35	138	274	297.8
Value Estimate of All Permits	\$702,941.04	\$2,095,549.79	\$4,589,053.59	\$15,074,659.04	\$15,649,218.08
Fees Collected	\$12,224.53	\$25,779.99	\$72,981.70	\$212,454.67	\$216,365.51

- Our longtime Building Permit Technician, Molly Laycock, retired at the end of May. We are currently reviewing applications for her replacement. In the meantime our Associate Planner, Angela Clegg, is handling building permits, and is being assisted by Joe Graybill and NW Code Professionals. We hope to be fully staffed soon.

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	May, 2021	April, 2021	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	3	2	6	5	6.6
Partition	1	4	9	8	5.6
Planned Development/Subdivision	0	0	2	1	0.6
Property Line Adjustments	4	0	7	15	8.8
Vacation	0	0	0	0	0
Variance	1	0	1	1	6.4
Zoning Map Amendment	0	0	1	4	1.4

- 5 land use applications were submitted in May.
- 10 Land Use Applications are pending final approval.
- 8 Fence Permits were issued in May.
- 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. It is expected that Planning Commission review will not be complete until the fall, at the earliest. 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. We continue to meet with ODOT to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- In order to better accommodate the Commissioners, the Planning Commission has changed their meeting scheduled to the first and third Thursday of every month, instead of Mondays. Their next meeting is scheduled for June 17, 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. The first community meeting on March 25th went well, and Staff assisted DLA with gathering input from members of the public who were unable to attend the meeting in person. Another meeting was held on June 15th—a joint City Council-Planning Commission work session to review DLA's initial design. DLA is now using the feedback from that meeting to make further adjustments to its design.
- 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. 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 conducted an additional round of PPE distribution, Staff submitted and received an order on behalf of local businesses and is now distributing PPE to interested businesses.

- 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. The adjacent property owners have completed their own legal review and have reached a tentative agreement with Staff and the City Attorney. We are continuing to work with the other party's attorney on the final legal documents. Once we have a final draft of the documents approved by the adjacent property owner, Staff will bring an RCA to the Council for approval.
- Staff has submitted an application to ODOT for a Rail Crossing at 24th Avenue. Meetings with Albany & Eastern Railroad (AERC) 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 provided ODOT with additional information, and the crossing order is now under review. If no other problems are found, ODOT could approve a crossing by the end of Summer.
- 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. Staff has recently met with a developer interested in the County's property, and a public-private-partnership to develop the City's property. Staff also recently met with our Regional Solutions Team regarding the property and the City's plans. That meeting included good news regarding the EPA lien on the property: it is now gone. In addition, we have recently learned that three portions of the property have received a "No Further Action" designation from DEQ. Both of these developments are major signs of progress toward getting the property redeveloped. Recently, Linn County put out a Request for Proposals from interested developers. This request indicates that a decision to sell to a private party will be made in July.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	May, 2021	April, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	5	5	30	76	N/A
New Officer-Detected Violations	28	8	52	N/A	N/A
Violations Resolved	24	12	77	195	326.33
Complaints Noted with No Violation Found	1	0	4	17	25
Open Cases at End of Period	29	21	29	28	N/A
Citations	0	0	3	5	1.67
Abatements	0	0	0	0	0
Enforcement Type	May, 2021	April, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	2	1	15	49	50.33
Blight	0	0	2	1	1
Illegal Burn	0	0	0	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	2	1	7	24	9.33
Illegal Sign	0	0	1	6	3.33
Junk/Abandoned Vehicle	2	0	2	8	10.67
Minimum Housing	0	0	0	4	4.33
Occupying an RV	0	1	2	50	47.33
Open Storage	2	2	15	84	79.33
Other	0	0	3	7	24
Public Nuisance	1	1	8	103	59
Public Right-of-way	0	0	2	13	16.33
Tall Grass & Weeds	21	7	28	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 June 16, 2021.
- Staff are planning Movies in the Park to be back in Sankey Park this Summer. The first will be on June 18th ("Scoob"). Tentative Dates for second and third movies are July 16th and August 13th.
- Staff are currently planning this year's Harvest Festival.

- 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. Work on the asphalt paths, remaining electrical and irrigation lines is ongoing.

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.
- Willow Street Neighborhood LID: Appointed Viewers have reviewed the project scope and have recommended approval to the City Council to proceed, with concern on the cost burden for homeowners of both a water and a street project at the same time. A public meeting was held, and area residents stated concerns about cost and boundaries. Staff reviewed the project scope to try and 1) reduce the project cost, and 2) reduce or mitigate the proportionately large costs two large parcels have in relation to the whole of the neighborhood. Two “open house” style meetings for residents of the neighborhood and members of the Council to examine alternate proposals were held on April 20th and April 29th at 6 PM in the Council Chambers. While lightly attended, the information presented was well received. Based upon the feedback from those open houses, Staff will brought a proposal back before the Council at a public hearing on June 8th, where it was approved. Staff is now working on drafting the ordinance and associated exhibits, and is also beginning the financing process.
- 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. Staff is currently reviewing updated plans that we recently received from ODOT.
- 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 has begun meeting again with ODOT regarding a possible pedestrian crossing at 22nd Avenue and Main Street. State Funding has been identified, and we have a tentative agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. As things develop, we will keep you informed.