

MEMORANDUM



TO: City Council
 Kelcey Young, City Manager
 Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: May 14, 2024

SUBJECT: Community and Economic Development Department Report for April 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 April 1st to April 30th, 2024.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	April, 2024	March, 2024	2024 YTD	2023 Total	2019-2023 Annual Average
Residential 1 and 2 Family Dwellings	3	0	4	12	24.8
Residential Demolition	1	0	1	10	8.6
Residential Manufactured Dwellings	2	0	2	4	9.2
Residential Mechanical Permits	7	14	29	91	104
Residential Plumbing	1	0	3	24	30.8
Residential Site Development	0	0	0	0	0.4
Residential Structural	5	5	14	33	50.4
Commercial Alarm or Suppression Systems	0	0	1	2	3.6
Commercial Demolition	0	0	0	5	3.6
Commercial Mechanical	3	2	7	11	16.4
Commercial Plumbing	2	0	4	11	9.8
Commercial Site Development	1	0	1	1	2.2
Commercial Structural	0	0	9	26	36.6
Total Permits	25	21	75	230	300.4
Value Estimate of All Permits	\$1,368,265.00	\$137,606.00	\$2,381,532.82	\$10,728,408.94	\$19,600,417.90
Fees Collected	\$17,710.97	\$3,672.78	\$36,530.36	\$133,127.61	\$246,251.26

- 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 (41st 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 45th 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 22nd Avenue. **Staff have been told that modular commercial building will be placed on site on May 20th.**
 - Coulter Subdivision: The Sweet Home Planning Commission recently approved a 157-lot low-density residential subdivision located at 43rd Avenue and Coulter Lane. This subdivision will be built in four phases; however it is unclear when construction will start. The property includes wetlands, and development will require mitigation and permitting through the Department of State Lands, which will likely decrease the number of lots that are ultimately developed. The initial phase is unhindered by wetlands and will likely move forward as soon as market conditions warrant construction.

2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

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

- 1 Land Use Application was submitted in April.
- 3 Land Use Applications are pending final approval.
- 10 Fence Permits were issued in April.
- 0 Temporary RV Permit was issued in April.
- 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 30th.
- 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 21st. Due to a lack of applications, there is currently no scheduled meeting in May.

3. ECONOMIC DEVELOPMENT

- The City is seeking interest from developers for a public-private-partnership with the City at the Quarry Property. A Request for Interest (RFI) has been published to solicit interest that will fit with the City's goals for the property. The RFI closes on June 5th.
- 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 10th and 13th 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 30th.

- The EV Charging Station project was delayed by concerns raised by Pacific Power, but construction has begun and is expected to be complete by May 31st.

4. CODE COMPLIANCE

- Summary of Actions.

Case Status	April, 2024	March, 2024	2024 YTD	2023 Total	2019-2023 Annual Average
New Complaints-Residents	N/A	16	62	243	128.5
New Complaints-Officer		7	23	39	61.3
Violations Resolved		0	31	125	213
Complaints Noted with No Violation Found		0	25	111	40.8
Open Cases at End of Period		53	53	61	32.3
Citations		4	14	30	8.4
Abatements		0	1	8	2.4
Enforcement Type	April, 2024	March, 2024	2024 YTD	2023 Total	2019-2023 Annual Average
Animal	N/A	3	9	38	42.8
Blight		2	6	17	4.4
Illegal Burn		0	4	7	2.2
Illegal Dumping		0	0	2	0.6
Illegal Parking		0	1	3	9.6
Illegal Sign		0	0	1	2.0
Junk/Abandoned Vehicle		5	19	34	15.6
Minimum Housing		0	1	3	3
Occupying an RV		3	9	44	40
Open Storage		4	24	51	57.4
Other		1	5	29	14.4
Public Nuisance		3	4	14	39.2
Public Right-of-way		0	0	9	12
Tall Grass & Weeds		2	3	28	93.2
Vacant Lot		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. This position is currently vacant, with little to no work taking place in April.

5. PARKS

- The Park and Tree Committee last met on April 17th. Their next meeting will be May 15th, 2024.
- Work continues on updated the Parks System Master Plan. It was expected to be complete by June 30, 2024, however recent requests by the consultant may delay adoption until the end of July, 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 27th. Staff recently received an award letter for this grant. Staff and the Park & Tree Committee are continuing to solicit and gather donations. A Request for Proposals was issued for the engineering design work, and recently closed. Staff will negotiate a contract with the winning bidder, and bring it to Council for approval at the May 28, 2024 Council meeting.
- Design work is underway for a new park adjacent to City Hall. The Park will include a donated playground structure and dog park.
- The City's Arbor Day and Kid to Park Day was celebrated on April 20th at Sankey Park. The event took place without any problems, and had a successful turnout.

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 2nd 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. Construction was completed, however some of the new concrete work did not pass ODOT's inspection. Staff are working with the contractor to get the problem corrected.