

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: October 12, 2021

SUBJECT: Community and Economic Development Department Report for September 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 September 1st, to September 30th, 2021.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	September, 2021	August, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	4	2	19	22	31.2
Residential Demolition	0	1	8	7	7
Residential Manufactured Dwellings	3	0	14	7	12.6
Residential Mechanical Permits	10	11	86	93	101.6
Residential Plumbing	4	1	26	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	4	7	47	55	44.6
Commercial Alarm or Suppression Systems	0	0	6	2	1.4
Commercial Demolition	0	0	3	4	3
Commercial Mechanical	0	5	15	17	14.8
Commercial Plumbing	0	6	7	9	11.6
Commercial Site Development	0	0	1	2	2.6
Commercial Structural	2	13	32	29	40.0
Total Permits	27	46	264	274	297.8
Value Estimate of All Permits	\$1,123,303.02	\$5,939,375.00	\$13,401,548.78	\$15,074,659.04	\$15,649,218.08
Fees Collected	\$17,533.43	\$80,194.43	\$194,908.36	\$212,454.67	\$216,365.51

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	September, 2021	August, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	0	0	1	1	0.6
Conditional Use	0	0	10	5	6.6
Partition	0	1	14	8	5.6
Planned Development/ Subdivision	0	0	2	0	0.6
Property Line Adjustments	0	0	13	15	8.8
Vacation	0	0	0	0	0
Variance	0	0	1	1	6.4
Zoning Map Amendment	0	1	3	4	1.4

- 3 land use applications were submitted in August.
- 14 Land Use Applications are pending final approval.
- 5 Fence Permits were issued in August.
- 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. ODOT has issued the Request for Proposals, from which a consultant will be selected to do the work.
- The next Planning Commission meetings are scheduled for October 21, and November 4, 2021.

3. ECONOMIC DEVELOPMENT

- As you are aware, the City recently hosted a site-selection group investigating sites in Sweet Home for a very large paper manufacturing facility. This development would be a \$500M investment, with at least 200 new jobs. We're told by Business Oregon that the City is the leading site in Oregon, however, we are in competition with other sites in Washington, Idaho, and Montana. Since the visit, Staff has been hard at work providing answers to many follow-up questions. We hope to soon learn if we are included on the company's short-list.
- 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.
- Staff is winding down our COVID-19 support activities, however we still have plenty of Personal Protective Equipment (PPE) from the State available for distribution to businesses at no charge. We will continue to distribute those materials to all who are interested.

- Now that the land swap agreement for 24th Ave has been approved, Staff is working on the land use applications and surveys. The Partition requires a conditional use permit, which will be reviewed by the Planning Commission at their October 7th meeting.
- Our application to ODOT for a Rail Crossing at 24th Avenue is a success! Staff received the final crossing order this past week.
- Work on the former Weyerhaeuser mill site is not progressing. While the remaining cleanup looks positive, nearly a year remains before final approvals from DEQ, and Linn County has rejected all the proposals that were submitted in response to their recent Request for Proposals. City Staff have been working with various interested private parties to develop a combined proposal for the development of the site.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	September, 2021	August, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	10	14	78	76	N/A
New Officer-Detected Violations	1	2	64	N/A	N/A
Violations Resolved	13	10	135	195	326.33
Complaints Noted with No Violation Found	2	2	11	17	25
Open Cases at End of Period	24	28	24	28	N/A
Citations	1	3	7	5	1.67
Abatements	0	0	0	0	0
Enforcement Type	September, 2021	August, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	5	4	33	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	0	1	9	24	9.33
Illegal Sign	0	0	1	6	3.33
Junk/Abandoned Vehicle	0	0	3	8	10.67
Minimum Housing	0	0	0	4	4.33
Occupying an RV	5	2	21	50	47.33
Open Storage	0	2	23	84	79.33
Other	0	4	10	7	24
Public Nuisance	2	0	13	103	59
Public Right-of-way	0	0	2	13	16.33
Tall Grass & Weeds	1	2	65	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 October 20, 2021.
- The Harvest Festival on October 2nd was a great success—the weather was great, and the event was well received with great turnout from both vendors and residents.
- 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 is working with several parties to find the best financing option for the project.
- 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. ODOT Staff will be present at the October 12th meeting to discuss this project.
- 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 22nd 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. An Intergovernmental Agreement will go before you at the October 12th meeting, and representatives from ODOT will make a presentation on ODOT projects within the City and answer questions.
- CEDD Staff are assisting in the update of the City’s Natural Hazards Mitigation Plan (NHMP) by providing maps and information. The NHMP is now nearly complete.
- CEDD Staff have been developing designs for the budgeted City Hall renovation and emergency generator installation.