

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: December 14, 2021

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

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	November, 2021	October, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	4	0	23	22	31.2
Residential Demolition	0	1	9	7	7
Residential Manufactured Dwellings	0	2	16	7	12.6
Residential Mechanical Permits	8	14	108	93	101.6
Residential Plumbing	2	4	32	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	1	5	53	55	44.6
Commercial Alarm or Suppression Systems	2	3	11	2	1.4
Commercial Demolition	0	1	4	4	3
Commercial Mechanical	3	0	18	17	14.8
Commercial Plumbing	2	0	9	9	11.6
Commercial Site Development	0	2	3	2	2.6
Commercial Structural	4	6	42	29	40.0
Total Permits	26	38	328	274	297.8
Value Estimate of All Permits	\$2,647,580.42	\$681,143.14	\$16,730,272.34	\$15,074,659.04	\$15,649,218.08
Fees Collected	\$42,513.94	\$10,200.38	\$247,622.68	\$212,454.67	\$216,365.51

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	November, 2021	October, 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	1	1	11	5	6.6
Partition	2	2	20	8	5.6
Planned Development/ Subdivision	0	1	4	0	0.6
Property Line Adjustments	3	1	21	15	8.8
Vacation	0	0	0	0	0
Variance	0	0	1	1	6.4
Zoning Map Amendment	0	0	4	4	1.4

- 0 Land Use Applications were submitted in November.
- 0 Land Use Applications are pending final approval.
- 0 Fence Permits were issued in November.
- 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. ODOT recently selected a consultant to do the work, and is now negotiating a contract.
- 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 land, but also the proper mix of types and densities.
- The next Planning Commission meetings are scheduled for December 16, and January 6.

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. The City was the leading site in Oregon, but, unfortunately, we recently learned that we were cut from the search. The company was very complimentary of the City and the Community. Once they are finished with their search, they will provide us with more feedback on how we came up short.
- 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. We are planning a final meeting for the project on December 14th.

- Now that the land swap agreement for 24th 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 City will be providing information detailing the City's vision for infrastructure and zoning of the property, and that document will be included with the auction materials. City Staff are continuing to work with various interested private parties to develop a combined proposal for the development of the site.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	November, 2021	October, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	1	5	84	76	N/A
New Officer-Detected Violations	0	2	66	N/A	N/A
Violations Resolved	8	6	149	195	326.33
Complaints Noted with No Violation Found	0	2	13	17	25
Open Cases at End of Period	16	23	16	28	N/A
Citations	0	0	7	5	1.67
Abatements	0	1	1	0	0
Enforcement Type	November, 2021	October, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	0	1	34	49	50.33
Blight	0	0	2	1	1
Illegal Burn	0	1	1	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	0	1	10	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	0	0	21	50	47.33
Open Storage	0	3	26	84	79.33
Other	0	1	11	7	24
Public Nuisance	1	0	14	103	59
Public Right-of-way	0	0	2	13	16.33
Tall Grass & Weeds	0	0	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 December 15, 2021.
- 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.
- Planning is on hold for the 2022 Sweetheart Run. Last year the event was run by the Rotary Club, and the City supported the effort. Rotary is no longer able to run the event, and we do not have sufficient staffing for the City to take on the event entirely. We are looking for a partner to take on the event, but if we cannot find one, it will likely be canceled.

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. We hope to provide more information at the December 14th Council meeting.
- 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.
- 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. 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 have been working with Linn County to partition the County’s “knife-shaped” property near the Public Works Yard and transfer the property to the City for our homelessness efforts. The County is working through its required public notice and hearing requirements, and it is expected that the property will be transferred in early January.