

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: January 12, 2021

SUBJECT: Community and Economic Development Department Report for December, 2020

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 December 1st, to December 31st, 2020.

1. BUILDING

- Summary of Building Program Permits Issued.

| Permit Category | December, 2020 | November, 2020 | 2020 YTD | 2019 Total | 2015-2019 Annual Average |
|---|---------------------|---------------------|------------------------|------------------------|--------------------------|
| Residential 1 and 2 Family Dwellings | 1 | 2 | 22 | 31 | 33.2 |
| Residential Demolition | 0 | 1 | 7 | 8 | 7.2 |
| Residential Manufactured Dwellings | 2 | 0 | 7 | 17 | 13.6 |
| Residential Mechanical Permits | 7 | 5 | 93 | 116 | 100.8 |
| Residential Plumbing | 3 | 3 | 27 | 38 | 35 |
| Residential Site Development | 0 | 0 | 0 | 1 | 1.6 |
| Residential Structural | 5 | 4 | 55 | 54 | 41.8 |
| Commercial Alarm or Suppression Systems | 0 | 1 | 2 | 2 | 1.0 |
| Commercial Demolition | 0 | 1 | 4 | 3 | 2.4 |
| Commercial Mechanical | 0 | 0 | 17 | 18 | 14.6 |
| Commercial Plumbing | 0 | 0 | 9 | 15 | 11.6 |
| Commercial Site Development | 0 | 0 | 2 | 0 | 2.8 |
| Commercial Structural | 2 | 2 | 29 | 50 | 44.0 |
| Total Permits | 20 | 19 | 274 | 353 | 309.6 |
| Value Estimate of All Permits | \$491,286.64 | \$724,538.44 | \$15,074,659.04 | \$24,458,766.87 | \$14,266,780.27 |
| Fees Collected | \$6,969.31 | \$11,627.30 | \$212,454.67 | \$298,099.90 | \$201,486.98 |

2. PLANNING

- Summary of Planning Division Applications Approved:

| Application Type | December, 2020 | November, 2020 | 2020 YTD | 2019 Total | 2015-2019 Annual Average |
|---------------------------------|----------------|----------------|----------|------------|--------------------------|
| Annexations | 0 | 0 | 1 | 0 | 0.2 |
| Code Amendments | 0 | 0 | 1 | 1 | 0.2 |
| Conditional Use | 0 | 1 | 5 | 7 | 5.2 |
| Partition | 2 | 0 | 10 | 10 | 4.2 |
| Planned Development/Subdivision | 1 | 0 | 2 | 1 | 0.6 |
| Property Line Adjustments | 0 | 4 | 16 | 7 | 3.4 |
| Vacation | 0 | 0 | 0 | 0 | 0.4 |
| Variance | 0 | 0 | 1 | 6 | 4.0 |
| Zoning Map Amendment | 0 | 0 | 4 | 0 | 0.6 |

- 4 land use applications were submitted in December.
- 8 Land Use Applications are pending final approval.
- 2 Fence Permits were issued in December.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. Staff has reviewed early drafts, and our consultants are preparing the next draft, which will then be presented to the Planning Commission.
- 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 will be meeting with ODOT in the next couple of months to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- The next Planning Commission meeting is scheduled for February 1, 2021.

3. ECONOMIC DEVELOPMENT

- Staff received two submissions in response to the City's Request for Proposals for a Downtown Streetscape and Parking Plan. Staff evaluated and scored the submissions, and Dougherty Landscape Architects (DLA) received the highest score. Staff has negotiated a scope of work and contract with DLA for the work, and will bring it before the Council at the January 12th meeting.
- Staff is modifying the CEIP Program based on your feedback, and will have a new draft of the program documents presented at the January 12th meeting.
- 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. Recently, the City was able to obtain a shipment of Personal Protective Equipment from the State for distribution to businesses at no charge.
- Work on a property partition and right-of-way width change for 24th Ave is on hold pending a No Further Action (NFA) designation by DEQ. 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 has been stalled due to the other party's concerns about liability for any additional environmental cleanup. Staff contacted Weyerhaeuser about the issue, and they got to work and submitted

additional reports to DEQ. Staff at DEQ have stated that an NFA is imminent, but continue to delay the process. Once the NFA is finally granted, the adjacent property owners will conduct their own legal review, and agree to move forward with the swap.

- Staff has submitted an application to ODOT for a Rail Crossing at 24th Avenue. Meetings with Albany & Eastern Railroad 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 is now updating the application files, and will be finished before the end of the month. We will then meet with the Railroad and ODOT to discuss any remaining obstacles.
- 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.

4. CODE ENFORCEMENT

- Summary of Actions.
 - CE currently has 24 open cases.

| Case Status | December, 2020 | November, 2020 | 2020 YTD | 2019 Total | 2018-2019 Annual Average |
|--|----------------|----------------|----------|------------|--------------------------|
| New Complaints | 10 | 22 | 76 | 0 | 0 |
| In Progress—Investigating | 8 | 2 | 8 | 5 | 5 |
| Violations Resolved | 12 | 24 | 195 | 481 | 392 |
| Complaints Noted with No Violation Found | 4 | 3 | 17 | 37 | 29 |
| Citations | 1 | 0 | 5 | 0 | 0 |
| Abatements | 0 | 0 | 0 | 0 | 0 |
| Enforcement Type | December, 2020 | November, 2020 | 2020 YTD | 2019 Total | 2018-2019 Annual Average |
| Animal | 5 | 8 | 49 | 63 | 51 |
| Blight | 0 | 0 | 1 | 2 | 1 |
| Illegal Burn | 0 | 0 | 0 | 1 | 3 |
| Illegal Dumping | 0 | 0 | 0 | 0 | 1 |
| Illegal Parking | 1 | 1 | 24 | 4 | 2 |
| Illegal Sign | 1 | 4 | 6 | 2 | 2 |
| Graffiti | 0 | 0 | 0 | 1 | 1 |
| Junk/Abandoned Vehicle | 2 | 0 | 8 | 16 | 12 |
| Minimum Housing | 1 | 2 | 4 | 8 | 4.5 |
| Occupying an RV | 4 | 3 | 50 | 59 | 46 |
| Open Storage | 13 | 19 | 84 | 91 | 77 |
| Other | 0 | 2 | 7 | 18 | 32.5 |
| Public Nuisance | 9 | 15 | 103 | 56 | 37 |
| Public Right-of-way | 0 | 0 | 13 | 36 | 18 |
| Tall Grass & Weeds | 3 | 0 | 161 | 161 | 132.5 |
| Vacant Lot | 0 | 0 | 0 | 0 | 0.5 |

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 January 20th, 2020.
- The Sweetheart Run is coming up on Saturday, February 13th, 2021. Staff and volunteers are busy seeking funding and planning the event. The next planning meeting will be held in mid-January.
- Construction of Sankey Park Improvements is continuing. Excavating for the path base, and water, power and control lines has begun. Construction on the play structures has been completed, as well as much of the lighting installation. The first phase of concrete has been completed, and the remaining concrete work continues. Work on the asphalt paths, remaining electrical and irrigation lines is currently on hold due to weather.

6. OTHER PROJECTS

- Staff has worked with the School District to submit two Safe Routes to Schools grant applications to ODOT for a pedestrian beacon on Hwy 228 at 2nd Avenue, and Sidewalks on Mountain View Road and 18th Avenue related to the Junior High School improvements. While the sidewalk project was denied, a grant for the pedestrian beacon was approved. This project requires no other work from the City until ODOT finishes construction and seeks an Intergovernmental Agreement with the City for maintenance of the improvements.
- Preliminary work on the 18th Ave & Willow St Neighborhood Water LID (Proposed) continues. Staff has developed a draft of the LID scope, costs, and allocation to individual lots for the water system, and estimates for street improvements. Staff has begun working with the City Attorney on the operation details of an LID with Council procedures, confirmation of ownership, cost assessments, and areas to be served. An option to consider is an expanded area at the east end of Willow Street encompassing 18 more lots. This would spread the cost of construction across the added properties reducing all in turn. An additional LID for construction of standard urban streets and sidewalks is being developed on the Willow Street neighborhood, along with additional neighborhood options of the adjacent roadways of Vine, Ulex and Tamarack Streets.
- 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. Staff expects that ODOT will send a modified agreement by the end of January.
- The property line adjustment for the east property line at the NCH is finally COMPLETED. The Council approved an agreement with the adjacent owner, a survey was completed, and the adjacent property owner's mortgage holder approved the change. The transaction has now been recorded with Linn County.
- 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 this year.
- 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.