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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: September 29, 2025

From: Ron Whitlatch, City Manager/City Engineer

Subject: **Capital Improvements & Development Services – September 2025**

CAPITAL IMPROVEMENTS:

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include:
 - East Ash (between Carlson and Creswell)
 - Fourth Street (between Maple and Grant)
 - Sherman Street (Alley to Second Street)
 - Second Street (Elmore Alley)
 - Elmore and Grove Streets
- Staff is continuing to receive applications for the replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Staff will be issuing several Request for Quotes for the multiple private side laterals that need to be connected to the new mainlines as part of the Grove Street Sanitary Sewer Replacement Project that was completed recently. This is typically the responsibility of the homeowner; however, in this case, due to the current location of the laterals, we will be replacing the private side of the laterals and making the connections to the new mainline.
- Kennedy Jenks Engineering (KJE) is beginning to wrap up the Wastewater Treatment Plant Master Plan now that we have seen the draft NPDES Permit. We hope to have this complete sometime in the fall.
- Kennedy Jenks is under contract with the City to prepare and submit a grant application to the Army Corps of Engineers for the Wastewater Treatment Plant (WWTP). The grant requires a 25% match from the City. We have directed Kennedy Jenks to submit a grant application for the entire amount of the projects discussed during work session held in July of this year. We currently have \$19Million for matching funds.
- The West River Trail (adjacent to River Park) is approximately 75% complete. Construction will be completed in the next couple of weeks.
- Udell Engineering is currently working on the Grant Street Waterline Replacement and Street Re-Hab Project (from Park to Fifth Street). City Staff had started the design, but due to current workloads, Udell will finish over the summer. We will likely bid the project in the winter of this year and begin construction in early 2026.
- As Staff is available, we are continuing the process to update the City's five-year Capital Improvement Projects Plan. This effort will likely take several months to complete (as Staff time allows). Staff will bring the completed document to the City Council for approval sometime in 2025.

- The new Traffic Signal Project at the Airport Road and Stoltz Hill Road intersection is now operational and Airport Road is open to traffic. There are a few minor punch list items that need to be addressed prior to close out of the project.
- City Council awarded the Construction Manager/General Contractor Contract for the Cheadle Lake Park Project to Knife River. The Project Team has opted to perform the project in several Guaranteed Maximum Price (GMP) amendments, the first of which will be recommended for approval at the October City Council Meeting. The First Amendment will be used for constructing the multi-use path and widening along Weirich Drive. We will continue to work through the scope of the remainder of the project to ensure it can be completed within the available funding. The finale phase(s) will be presented to the City Council at a later date for approval.
- Udell Engineering is currently under contract to the design of Fifth Street (Tangent to Mary). Kittelson Engineering has completed the traffic signal analysis for the intersection of Tangent and Fifth Street. Based on the results and concurrence from ODOT, a signal is not warranted at this intersection. With that, the project will be focused on the reconstruction of Fifth Street and utility replacement. Construction will likely happen in the spring/summer of 2026.
- Additional Minor Projects include:
 - Review parking on Second Street between Mary Street and Tangent Street.
 - Water Management and Conservation Plan – This is an update to our existing plan and is required by Oregon Health Authority.
 - Wetland Fill Permit for SCIP Pond
 - Safe Streets for All Regional Planning Grant – Moving forward after Federal Grant pause.
 - Waterline Replacement Project on Airway Place
- Storm Drainage Improvements on Second Street will begin in the next couple of weeks. This project will alleviate some of the flooding issues during heavy rain events around the Second and 'E' Street intersection.
- Udell Engineering is under contract to design a Waterline Replacement on Vine Street . This project will replace the existing (multiple leaks within the last 4 week) waterline on Vine Street between Fifth and Seventh Streets. As soon as the design is complete, Staff will advertise the project for bids.
- The 2025 Crack Sealing Project has been completed will begin in a couple of weeks. The project will focus on Oak Street between the RR Tracks and Airway Road.
- In preparation for several upcoming projects, Staff has contracted with Udell Engineering to complete the topographic surveys for the following:
 - Elmore/Grove Sanitary Sewer Replacement Project
 - Vine Street Waterline Replacement – Fifth to Ninth Streets.
 - Cedar Drive – Utility and roadway reconstruction
- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, DEQ will also be pushing to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in

future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.

- Annual Status report complete and submitted to DEQ for approval.
- Staff is working with Republic Service to complete the Oregon Recycling System Optimization Plan Survey (ORSOP) with Circular Action Alliance (CAA). The data collected in the questionnaire will be used to prioritize investments and to estimate the full cost of service expansions.

DEVELOPMENT SERVICES:

Staff continue to manage customer inquiries related to general engineering, building permits, and administrative planning. The team provides guidance and support to residents, developers, and stakeholders to facilitate the permitting process, address planning-related questions, and ensure compliance with applicable regulations. Their efforts aim to deliver efficient service and clear communication to support sustainable community development.

Planning:

- **Reviewed and Approved**
 - Class I Variance – 591 W D Street
 - Comp Plan Map Amendment – 3275 S Santiam Highway
 - Zone Map Amendment – 3275 S Santiam Highway
 - Conditional Use – 3275 S Santiam Highway
 - Property Line Adjustment – 3275 S Santiam Highway
 -
- **In Review**
 - Class I Variance – 3355 Snow Peak Place
 - Conditional Use – 3300 Burdell Boulevard
 - Development Code Update – Code Interpretation, Parks and Trails

Building:

	August 2025	August 2024
Permits Issued	69	71
Fees Received	\$44,824.63	\$66,844.88
Construction Valuation	\$2,500,739.86	\$4,404,863.04

- A current list of the more significant construction sites include:
 - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
 - 10-lot subdivision – Phillips Estates (Phillips Way)
 - 19-lot subdivision (Walker & Wassom)
 - Gas Station and Convenience Store (911 W Airport)
 - Tractor Supply (Burdell Boulevard)

- RV Storage (Laredo Way)

Engineering Public Improvement and Site Plan Projects:

• In Review / Pending Construction

- Honeybee Stamps – site plans approved, pending permit approval
- Villalobos Real Estate – site plan approved, pending permit approval
- Bates Storage off Hansard Ave stamped approved pending permits.
- Mill Race Station Phase II, extension of 5th Street to Hwy 20, and Laredo Way, with regional pump station, comments returned to engineer for revision.
- Cedar Ridge Subdivision- off S 5th Street north of Joy St, comments returned to Engineer for revisions.
- Elmore Townhomes plans returned to engineer for revisions.
- Valley Life Church site plan approved pending permit issuance.
- Airport Rd Storage Phase III – pending building permit issuance.
- Traffic Impact Analysis amended for new site layout for the new subdivision off of Stoltz Hill & Twelfth St.
- Traffic Impact Analysis under contract for redevelopment of the Walgreens building for fueling station, convenience store and undetermined retail location.
- Traffic Impact Analysis request for the 150- acre Western University Campus.

• Under Construction

- Franchise Permit issued to Ziplify Fiber, city wide fiber internet infrastructure construction.
- Subdivision Madelyn Meadows between Walker & Wassom Street final punch list provided to contractor. Public improvements have been bonded and plat signed.
- The Mill Race Station RV storage contractor has completed the onsite hydrants and is under construction. Building permit in compliance and under construction. Hydrants online and pending final acceptance.
- Plans approval for new subdivision off Mazama Way, Cedar Springs Estates, contractor complete sewer and passed inspection, water complete and pending testing, storm under construction along with roadway base.
- Temporary occupancy granted pending final landscape and sight obscuring fence for new gas station on the corner of Stoltz Hill & Airport Rd.
- Plans approved and permit issued for tri-plex along S 7th Street.
- Plans approved for public improvements and site plan for Tractor Supply location off Burdell Blvd. Contractor working on site improvements, public improvements construction and pending final testing.
- Herman's Subdivision – Crowfoot Rd, plans approved for both onsite and offsite, permits issued and construction underway.
- Plans approved for new subdivision off Kees Street, permit issued.
- Maple Street sewer extension plans approved preconstruction meeting schedule and pending permit issuance.

• Complete

- Four Square Church parking lot and ADA sidewalk complete and final