



TO: City Council
 Jason Ogden, City Manager
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: February 10, 2026

SUBJECT: Planning, Building & Engineering Department Report – January 2025

The Community and Economic Development Department consist of the City’s Building, Planning, Engineering, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from January 1 to January 31, 2025.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	January 2026	December 2025	2026 YTD	2025 Total	2021-2025 5 Year Average
Residential 1 and 2 Family Dwellings	3	4	3	26	25
Residential Demolition	5	0	5	8	8
Residential Manufactured Dwellings	0	1	0	5	6.4
Residential Mechanical	12	5	12	83	101
Residential Plumbing	3	1	3	22	24.6
Residential Sign	0	0	0	0	0.2
Residential Site Development	0	0	0	1	0.6
Residential Structural	3	4	3	86	53.2
Commercial Alarm or Suppression Systems	0	0	0	0	3.2
Commercial Demolition	0	0	0	0	2.2
Commercial Mechanical	0	1	0	14	16
Commercial Plumbing	0	1	0	4	7.2
Commercial Phased	0	0	0	2	0.4
Commercial Site Development	0	0	0	0	2
Commercial Structural	2	0	2	17	29.6
Total Permits	28	17	28	268	279.6
Value Estimate of All Permits	\$1,038,185.00	\$1,414,391.00	\$1,038,185.00	\$16,442,382.20	\$18,543,818.64
Fees Collected	\$46,321.14	\$34,847.44	\$46,321.14	\$205,035.76	225,821.32

Developments of note: For your reference, below are some developments of note that were previously reported. Any changes are noted with **bold text**.

There have been no recent developments of note.

2. PLANNING

- Summary of **Final Decisions** on Planning Division Applications:

Application Type	January 2026	December 2025	2026 YTD	2025 Total	2021-2025 5 Year Average
Adjustments	0	0	0	0	0.4
Annexations	0	0	0	0	0.2
Code Amendments	0	0	0	1	1.4
Comp Plan Amendments	0	0	0	0	0.2
Conditional Use	0	0	0	2	5.4
Fence Permit	1	0	1	36	36
Home Occupation	0	0	0	2	0.6
MFU	0	0	0	2	0.4
Partition	0	0	0	11	10.6
Planned Development/ Subdivision	0	0	0	0	1.6
Property Line Adjustments	0	1	0	7	8
Temp RV Permit	1	1	1	1	5
Vacation	0	0	0	0	0
Variance	0	0	0	0	1
Zoning Map Amendment	0	0	0	1	1.2

- Total Planning Division Applications **Submitted**:

Total Applications	6	2	6	26	72
Total Fees Collected	\$1,475.00	\$975.00	\$1,475.00	\$9,055.00	\$14,644.68

- 6 Land Use Application were submitted in January.
- 5 Land Use Applications are pending final approval and 1 was withdrawn.
- The Planning Commission last met for a regular meeting on January 15th.

3. ENGINEERING

Application Type	January 2026	December 2025	2026 YTD	2025 Total	2023-2025 Average
ROW	\$120.00	\$300.00	\$120.00	\$2,520.00	\$1,510.00
SC Inspections	\$100.00	\$220.00	\$100.00	\$2,522.00	\$1,180.67
Erosion Control	0	0	0	\$150.00	\$325.00
Parks SDC	\$5,059.76	\$1,264.94	\$5,059.76	\$27,494.86	\$24,317.86
Sewer SDC	\$18,306.28	\$9,153.14	\$18,306.28	\$118,883.95	\$90,235.33
Storm SDC	\$4,140.56	\$1,035.14	\$4,140.56	\$20,259.48	\$20,065.49
Streets SDC	\$12,413.48	\$3,103.37	\$12,413.48	\$67,023.26	\$70,801.80
Water SDC	\$28,271.68	\$8,317.92	\$28,271.68	\$122,064.23	\$102,437.32
Total	\$68,411.76	\$23,394.51	\$68,411.76	\$360,917.78	\$285,851.32

The Engineering Technician joined the City of Sweet Home in December 2025. Since that time, he has been learning the City's procedures and programs while also taking on a number of responsibilities. Notably, he has:

- Created maps, including an interactive road closure, tax lots, public notice, and updated zoning maps.
- Organized map data and departmental documents and developed internal how-to documentation for staff use.

4. PARKS

- The Park and Tree Committee last met on November 19th. The December meeting was cancelled due to weather.
- Staff applied and received a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will provide trail connections (including ADA access) to the upper portion of the park and seating in the hillside.
 - Staff has tentatively awarded a contractor the bid for the ADA trail and sidewalk portion of the project. Council approval of the final construction contract is anticipated in February 2026.
 - **The extension for the OPRD Grant was approved.**

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	January 2026	December 2025	2026 YTD	2025 Total	2023-2025 Average
Chair & Table Rental	0	0	0	\$250.00	\$300.00
Gazebo Rental	0	0	0	\$800.00	\$671.72
Hut Rental	0	0	0	\$267.50	\$172.52
Racquetball Membership	\$257.00	\$10.00	\$257.00	\$10.00	\$264.08
Weddle Bridge Rental	0	0	0	\$0	\$78.35
Total Fees Collected	\$257.00	\$10.00	\$257.00	\$1,327.50	\$1,486.67