



City of Sweet Home
Community and Economic Development Department
3225 Main Street, Sweet Home, OR 97386 541-367-8113

TO: City Council
Jason Ogden, City Manager
Interested Parties
FROM: Angela Clegg, Planning and Building Manager
DATE: August 12, 2025
SUBJECT: Planning, Building & Engineering Department Report – July 2025

The Community and Economic Development Department consists 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 July 1 to July 31, 2025.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	June 2025	May 2025	2025 YTD	2024 Total	2020-2024 Annual Average
Residential 1 and 2 Family Dwellings	1	2	13	27	24
Residential Demolition	0	0	2	4	7.8
Residential Manufactured Dwellings	1	1	3	5	6.8
Residential Mechanical	5	11	42	112	103.2
Residential Plumbing	1	5	11	13	25.8
Residential Site Development	0	1	1	0	0.2
Residential Structural	6	10	46	39	47.4
Commercial Alarm or Suppression Systems	0	0	0	2	3.6
Commercial Demolition	0	0	0	0	3
Commercial Mechanical	0	1	10	19	16.6
Commercial Plumbing	0	0	1	7	8.2
Commercial Phased	0	0	2		
Commercial Site Development	0	0	0	1	2.4
Commercial Structural	2	2	10	28	32.2
Total Permits	16	33	141	243	278.4
Value Estimate of All Permits	\$829,006.45	\$1,548,250.00	\$11,193,329.70	\$17,738,221.41	\$18,256,308.81
Fees Collected	\$9,189.81	\$21,717.79	\$112,161.78	202,214.77	\$227,074.23

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

- Clear Water Subdivision: 18-lot single-family home subdivision located on the west side of 45th Avenue, just north of Kalmia Street. Planning approval was granted in June. Road, sidewalk, and other infrastructure construction is complete. Construction has been steady, development is moving forward, and homes are being sold.
- Coulter Subdivision: The Sweet Home Planning Commission approved a 157-lot low-density residential subdivision located at 43rd Avenue and Coulter Lane. This subdivision will be built in four phases. The property includes wetlands, and development will require mitigation and permitting through the Department of State Lands, which will likely decrease the number of lots that are ultimately developed. The initial phase is unhindered by wetlands and will likely move forward as soon as market conditions warrant construction. The Developer has submitted an amended site plan and infrastructure plans currently in review by staff. The developer has begun infrastructure and utility work.

2. PLANNING

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

Application Type	July 2025	June 2025	2025 YTD	2024 Total	2020-2024 Annual Average
Adjustments	0	0	0	1	N/A
Annexations	0	0	0	0	0.4
Code Amendments	0	0	0	0	1.4
Conditional Use	0	1	2	4	7.4
Fence Permit	7	4	27	40	TBD
Home Occupation	0	0	2	0	0.20
Partition	0	2	5	3	11.8
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	2	0	3	6	13.4
Temp RV Permit	0	0	0	4	TBD
Vacation	0	0	0	0	0.2
Variance	0	0	0	1	3.0
Zoning Map Amendment	0	0	0	1	2.2

- Total Planning Division Applications **Submitted**:

Total Completed Application	5	1	30	61	31.20
Total Fees Collected	\$2,275	\$2,010.00	\$4,570.00	\$10,150.00	\$15,883.50

- 2 Land Use Applications were submitted in July.

- 9 Land Use Applications are pending final approval.
- The Planning Commission last met for a regular meeting on June 5th. The next meeting scheduled is September 18, 2025.

3. ENGINEERING

Application Type	July 2025	June 2025	2025 YTD	2024 Total	2023-2024 Annual Average
ROW	\$120.00	\$180.00	\$1,680.00	\$510.00	\$1,005.00
SC Inspections	0	0	\$60.00	\$50.00	\$510.00
Erosion Control	0	\$75.00	\$150.00	\$50.00	\$412.50
Parks SDC	\$3,666.94	\$2,402.00	\$22,882.94	\$12,708.00	\$22,729.36
Sewer SDC	\$14,166.57	\$8,690.00	\$90,389.52	\$41,822.39	\$75,911.03
Storm SDC	\$3,001.14	\$1,966.00	\$16,029.14	\$10,238.00	\$19,968.50
Streets SDC	\$8,997.37	\$5,894.00	\$56,149.37	\$30,764.88	\$72,691.07
Water SDC	\$16,865.92	\$11,048.00	\$94,714.18	\$62,483.00	\$92,623.87
Total	\$409,845.00	\$30,255.00	\$282,055.15	\$158,626.00	\$285,851.00

4. PARKS

- The Park and Tree Committee last met on July 16th. Their next meeting will be August 20th.
- Staff applied for 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 as well as amphitheater-style seating. The engineers submitted 100% design documents. Staff are in the process of final review. Staff is collaborating with the Timber Framers Guild (TFG) on a potential design and construction of the bandstand. **City Council approved the Special Procurement to award the TFG the bandstand portion of the project. Staff are preparing to put the trail system out to bid.**
- **Movies in the Park is August 15th. We will be showing Minecraft at dusk. Free snacks are provided by the Gregory Home Team, Keller Williams Realty.**

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	July 2025	June 2025	2025 YTD	2024 Total	2023-2024 Annual Average
Chair & Table Rental	0	0	\$100.00	\$260.00	\$325.00
Gazebo Rental	67.50	\$350.00	\$680.00	\$640.05	\$607.58
Hut Rental	0	\$200.00	\$200.00	\$150.00	\$125.03
Racquetball Membership	0	0	\$0	\$257.00	\$391.13
Weddle Bridge Rental	0	0	\$0	\$135.00	\$117.53
Total Fees Collected	\$67.50	\$550.00	\$980.00	\$1,442.00	\$1,566.27

6. OTHER PROJECTS

- Willow Street Neighborhood LID: Staff have finalized a financing plan and received approval from the financing agency. Design was completed; however, staff identified additional items that may require a change order for engineering. If the change order is authorized, additional time for engineering will be needed and the financing plan may need to be amended, after which an RFP for construction can be issued.
- **A&W installed historic statues on their lot.**
- **Muchas Gracias Mexican Restaurant grand opening is August 15th in the old Taco Time location.**
- **The Feed Store will be getting a new roof in August.**