



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: July 8, 2025
SUBJECT: Planning, Building & Engineering Department Report – June 2025

The Planning, Building, and Engineering 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 June 1 to June 30, 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	2	0	12	27	24
Residential Demolition	0	0	2	4	7.8
Residential Manufactured Dwellings	1	0	2	5	6.8
Residential Mechanical	11	4	37	112	103.2
Residential Plumbing	5	0	10	13	25.8
Residential Site Development	1	0	1	0	0.2
Residential Structural	10	4	40	39	47.4
Commercial Alarm or Suppression Systems	0	0	0	2	3.6
Commercial Demolition	0	0	0	0	3
Commercial Mechanical	1	2	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	0	8	28	32.2
Total Permits	33	10	125	243	278.4
Value Estimate of All Permits	\$1,548,250.00	\$125,159.00	\$10,364,323.25	\$17,738,221.41	\$18,256,308.81
Fees Collected	21,717.79	\$2,873.05	\$102,971.97	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**.

- The Storage Depot is expanding. They plan to add storage building at the back of the lot west of their RV/boat storage space.
- Mountain Fir Subdivision: a 5 lot plus 1 remainder lot subdivision extending Mountain Fir Street and adding 'Street A' (to be renamed prior to development). The applicant plans to develop the 5 lots with senior living cottages similar to those the abutting lot. The Planning Commission approved the Subdivision on November 21, 2024. The developer has begun the infrastructure and right-of-way dedication process.
- Duck Hollow Phase III Subdivision: 51-lot single-family home subdivision located adjacent to the existing Duck Hollow Subdivision (41st Avenue and Long Street). This subdivision received planning approval in 2020, however there was a long delay due to wetlands regulations administered by the Oregon Department of State Lands. State approval has been granted, however there is no timeline available on actual construction.
- Live Oak Subdivision: 8-lot single-family home subdivision located between the two existing portions of Live Oak Street. The subdivision was approved in 2021, however the property changed hands, which delayed development. The new owner is planning on constructing 8 duplexes (16 housing units) on the lots. Development of the road and infrastructure is complete, and construction of the first buildings has begun. The developer is constructing duplexes taking advantage of the Middle Housing criteria. Two duplexes were completed in May, and the HB 458 Partitions were approved for those duplexes.
- Foothills Ridge Subdivision: A single-family home subdivision located at the west end of Foothills Drive was originally approved in 2021; however, the property changed ownership, and the previous subdivision expired. The Planning Commission approved a new subdivision for the site consisting of 27 lots, on September 18, 2024. The developer is in the process of obtaining a wetland delineation report.
- 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	June 2025	May 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	1	0	2	4	7.4
Fence Permit	1	4	17	40	TBD
Home Occupation	0	1	2	0	0.20
Partition	0	2	3	3	11.8
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	0	0	1	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	1	7	25	61	31.20
Total Fees Collected	\$2,010.00	\$535.00	\$2,295.00	\$10,150.00	\$15,883.50

- 2 Land Use Applications were submitted in June.
- 7 Land Use Applications are pending final approval.
- The Planning Commission last met for a regular meeting on June 5th.

3. ENGINEERING

Application Type	June 2025	May 2025	2025 YTD	2024 Total	2023-2024 Annual Average
ROW		\$60.00	\$1,380.00	\$510.00	\$1,005.00
SC Inspections			\$60.00	\$50.00	\$510.00
Erosion Control			\$75.00	\$50.00	\$412.50
Parks SDC			\$16,814.00	\$12,708.00	\$22,729.36
Sewer SDC		\$402.95	\$67,532.95	\$41,822.39	\$75,911.03
Storm SDC			\$11,062.00	\$10,238.00	\$19,968.50
Streets SDC			\$41,258.00	\$30,764.88	\$72,691.07
Water SDC		\$512.29	\$66,800.26	\$62,483.00	\$92,623.87
Total	\$15,313.00	\$975.24	\$219,320.00	\$158,626.00	\$285,851.00

4. PARKS

- The Park and Tree Committee last met on 18th. Their next meeting will be July 16th.
- 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 on a potential design and construction of the bandstand.
- Individual MFU application & restrictions implemented
- **Movies in the Park is July 18th. We will be showing Goonies at dusk. Free snacks are provided by the Gregory Home Team, Keller Williams Realty.**

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	June 2025	May 2025	2025 YTD	2024 Total	2023-2024 Annual Average
Chair & Table Rental		\$0	\$100.00	\$260.00	\$325.00
Gazebo Rental	\$290.00	\$30	\$552.50	\$640.05	\$607.58
Hut Rental		\$0	\$0	\$150.00	\$125.03
Racquetball Membership		\$0	\$0	\$257.00	\$391.13
Weddle Bridge Rental		\$0	\$0	\$135.00	\$117.53
Total Fees Collected	290.00	\$30.00	\$362.50	\$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.
- ODOT Foster Lake Sidewalk Project: Construction is complete. Staff contacted ODOT this month to restart talks on connecting the sidewalk portion under the railroad trestle.



City of Sweet Home

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

For Office Use:

☐ 3 Day Temporary Permit	☐ 1 Year Permit	Fee Total: \$
Associated Event (if Applicable):		Receipt No.

Individual Mobile Food Unit (MFU) Permit (Not in a MFU Pod)

Property Address:

Property Owner Information:

Name:

Address:	City:	State:	Zip:
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Phone:	Email:
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The MFU Applicant is hereby AUTHORIZED to use the property listed above for a sale on the proposed dates identified below:

I Hereby Certify That I Am the Owner of the Property Identified Above.

Signature:	Date
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Applicant Information:

Name:

Business Name:

Address:	City:	State:	Zip:
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Phone:	Email:
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Vehicle Information:

Make:	Model:	Color:
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Year:	License Plate:	State:
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MFU Information

Dates of Operation: From:	To:	Hours of Operation: From:	To:
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Days of the Week: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Length of MFU (including tongue):	Width of MFU (while open):
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Number of Employees:	Do they all have Food Handlers Cards? ☐ Yes ☐ No
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Description of Food Sold:

I Hereby Certify That All the Above Information Is True, Complete, and Correct:

Printed Name of Applicant:	Date:
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Signature of Applicant:	Time:
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THE CITY OF SWEET HOME DOES NOT ENDORSE OR RECOMMEND THIS PERSON OR BUSINESS TO ANYONE. THIS REGISTRATION FORM IS ON FILE AT CITY HALL FOR PUBLIC INSPECTION AND IS A PUBLIC RECORD. NO BACKGROUND INVESTIGATION NEED BE CONDUCTED WITH THIS REGISTRATION. THIS FORM MUST BE EXHIBITED OR SHOWN ON REQUEST BY ANY CITIZEN OR POLICE OFFICER.

Planning Department:			
Site Plan Attached: ☐ Yes ☐ No		Map and Tax Lot:	
Zoning:	Front Setback:	Street Side Setback:	Rear Setback:
Permitted:	Side Setback:	Clear Vision Met: ☐ Yes ☐ No ☐ N/A	
Remarks:			
Approval Signature:			Date:
Denial Signature:			Date:
Code Enforcement Department:			
Inspection Date:		Inspection Time:	
Permit Issued: ☐ Yes ☐ No		Placard Issued: ☐ Yes ☐ No	
Remarks:			
Approval Signature:			Date:
Denial Signature:			Date:
Exclusions and Restrictions for Mobile Food Units (MFUs): - Highway 20 and Highway 228: MFUs are not allowed to operate in the public right-of-way along these highways. They must be placed on private or public property within these corridors. - An MFU wishing to operate in a public right-of-way shall not operate within 100 feet of an existing food establishment. - All Other Roadways Within City Limits: MFUs may operate in the public right-of-way, but must comply with the following requirements: - The MFU must fit entirely within a standard parking stall when in operation. City right-of-way stalls are approximately 9.5 feet wide by 20 feet long. This includes the trailer tongue, generator, and any other attachments. - The MFU must not block or interfere with vehicle traffic or pedestrian pathways.			

Mobile Food Unit Application Checklist	
All Items Below Must be Submitted with the Application	
☐	Completed Application (Includes Signature from the Property Owner granting permission to locate on the property)
☐	Plot Plan (Approved by the Sweet Home Planning and Building Manager)
	Including the following Items:
☐	1. Location outside of setback areas
☐	2. Location outside of driveway approaches
☐	3. Location out of clear vision area
☐	4. Location must be in an area zoned for Commercial, Industrial, or Public – not in a Residential area
☐	Reviewed SHMC Chapter 17.75 Mobile Food Units prior to applying
☐	Copy of a State Issued ID
☐	Copy of the State of Oregon Mobile Food License or Linn County Temporary Restaurant License
☐	A copy of MFU's restroom agreement as required by Linn County (if no restroom is provided on site)
☐	A copy of current proof of liability insurance
☐	Method of waste disposal (liquid and solid). Disposal shall comply with SHMC Chapter 17.48
☐	Signs must comply with SHMC Chapter 17.50
☐	MFU must be set up in the same location each day
☐	Contact the Code Enforcement Officer 48 hours in advance to arrange for an inspection (541) 818-8043