



TO: City Council
Jason Ogden, City Manager
Interested Parties
FROM: Angela Clegg, Planning and Building Manager
DATE: August 25, 2026
SUBJECT: Planning, Building & Engineering Department Report – July 2026

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 July 1 to July 31, 2026.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	July 2026	June 2026	FY 26-27 To Date	FY 2025 Total	FY 2022-2026 5 Year Average
Residential 1 and 2 Family Dwellings	6	3	6	27	27
Residential Demolition	0	0	0	5	8.2
Residential Manufactured Dwellings	0	0	0	5	5
Residential Mechanical	2	10	2	77	100.4
Residential Plumbing	0	1	0	18	22.8
Residential Sign	0	0	0	0	0.2
Residential Site Development	0	0	0	1	0.6
Residential Structural	6	2	6	60	52.6
Commercial Alarm or Suppression Systems	0	0	0	1	2.2
Commercial Demolition	1	0	1	0	1.6
Commercial Mechanical	1	0	1	20	15
Commercial Plumbing	1	1	1	2	7.5
Commercial Phased	0	0	0	2	1
Commercial Site Development	3	0	3	0	1.83
Commercial RV or MFH Park	0	1	0	0	0.4
Commercial Structural	0	2	0	24	28.67
Total Permits	23	20	23	242	274.4
Value Estimate of All Permits	\$3,298,411.00	\$992,120.00	\$3,298,411.00	\$22,693,250.24	\$20,423,225.65
Fees Collected	\$47,816.08	\$12,918.41	\$47,816.08	\$233,354.34	\$294,059.59

For specialty code plan reviews of **simple low-rise residential dwellings**, the municipality that administers a building inspection program under ORS 455.148 or 455.150 shall approve or disapprove the specialty code building plan within 10 business days of receiving a complete application, or shall implement the process described in ORS 455.465, for a jurisdiction with a population that is less than 300,000.

The 10-day requirement in subsection (1) does not apply if the plan requires approval by federal, state or local agencies outside the jurisdiction of the issuing agency, The plan is for a complex structure that requires additional review as determined by the department or municipality, or based on conditions that exist in the affected municipality, the Director of the Department of Consumer and Business Services authorizes a different plan review schedule as described in a building inspection program submitted under ORS 455.148 or 455.150 [ORS455.467].

BUILDING PERMIT COMPLETION TIMELINE			
Permit Type	# of Permits	Submit to Accept (average # days)	Review to Issue (average # days)
Commercial Demolition	2	0	0
Commercial Mechanical	3	1.7	0.7
Commercial Plumbing	1	1	6
Commercial Structural	1	2	0
Residential Plumbing	1	0	0
Residential Structural	6	0.2	6
Applications Pending Staff Review			
N/A			
Application Pending Additional Information from the Applicant:			
*Commercial Structural	1		
*Residential Structural	1		

* As of July 31, 2026

- Submitted: The application is brought to the counter or submitted through Accela online.
- Accepted for Review: The building permit tech has determined that all paperwork has been completed and it's ready for review within the department, including the Building Official review.
*Dwellings need to go through all departments therefore they have longer review times.
- Ready to Issue: the permit has been approved by each department and is ready to be issued once the fees are paid.

2. PLANNING

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

Application Type	July 2026	June 2026	FY 26-27 To Date	FY 2025 Total	FY 2022-2026 5 Year Average
Adjustments	0	0	0	2	0.8
Annexations	0	0	0	0	0.2
Comp Plan Amendments	0	0	0	0	0
Conditional Use	0	0	0	4	4
Fence Permit	0	1	0	36	39.4
Home Occupation	0	0	0	0	0.4
MFU	0	0	0	0	0.4
Partition	0	0	0	8	9.2
Planned Development/ Subdivision	0	0	0	3	1.4
Property Line Adjustments	1	1	1	7	6
Temp RV Permit	0	0	0	0	5.4
Vacation	0	0	0	0	0.2
Variance	1	0	1	2	1.4
Zoning Map Amendment	0	1	0	0	1.8

- Total Planning Division Applications **Submitted**:

Total Applications	2	1	2	23	70.8
Total Fees Collected	\$1,300.00	\$240.00	\$1,300.00	\$8,600.00	\$15,679.74

- 2 Land Use Application were submitted in July.
- 2 Land Use Application deemed complete in July.
- 2 Land Use Applications are pending Planning Commission final approval.
- 1 Land Use Application is pending administrative approval – waiting on a Certificate of Occupancy.
- The Planning Commission last met for a regular meeting on July 2nd.

Land Use/Planning Permit Timeline: Jurisdictions have **30 days** to review an application to determine if it is complete. Cities and counties must take final action on a permit application, including all local appeals, within **120 days** after the application is deemed complete. The applicant may extend this period in writing for up to a total of 245 additional days. [ORS 197.311, SHMC 17.120].

LAND USE/PLANNING PERMIT COMPLETION TIMELINE					
Permit Type	Submitted	Deemed Complete	Time to Deem Complete (days)	Final Decision	Total Processing Time (days)
Variance (Type III)	5/21/216	5/26/26	5	7/9/26	42
Property Line Adjustment (Type I)	5/20/26	6/4/26	15	7/2/26	43
Average Processing Time (days)					42.5

- Submitted: The application is brought to the counter or submitted via email or US Postal Service.
- Deemed Complete: Staff have reviewed the application submission and deemed that all required information has been submitted by the applicant.
- Final Decision: Type I and II applications are decided on by the Planning & Building Manager, Type III applications are decided on by the Planning Commission, and Type IV applications are recommended by the Planning Commission and approved by the City Council.
 - Type I applications require a 7-day minimum notice period prior to the decision.
 - Type II and III applications require a 20-day minimum notice period prior to the Planning Commission Meeting.
 - Type IV applications require a 35-day minimum notice period prior to the Planning Commission Meeting.

3. PARKS

The Park and Tree Committee last met on July 21st.

- Disc Golf Course: Public Works has been doing some site prep since the spring to prepare for our course designer, Avery Jenkins, to come in September and provide oversight for the final design and construction. Avery is an international disc golf champion and world-renowned site designer.
- Restoration Planning Grant that the South Santiam Watershed Council is applying for Quarry Park.
- City Hall Park – we are working on scheduling the concrete pad to be poured, and we anticipate the fitness equipment will be installed in late August or early September with a ribbon-cutting in September.
- Sankey Park – everything except the bandstand is in closeout. We will reseed the hillside later this year and again next spring to help prevent erosion.

4. ENGINEERING

Application Type	July 2026	June 2026	FY 26-27 To Date	FY 2025 Total	FY 2022-2026 Average
ROW	\$600.00	\$120.00	\$600.00	\$900.00	\$1,758.00
SC Inspections	\$400.00	\$60.00	\$400.00	\$530.00	\$1,116.00
INF Inspections	0	0	0	\$1,775.00	\$861.00
Erosion Control	0	0	0	\$150.00	\$363.55
Parks SDC	\$2,529.88	\$1,264.94	\$2,529.88	\$25,221.00	\$32,208.47
Sewer SDC	\$9,153.14	\$4,576.57	\$9,153.14	\$97,979.09	\$126,831.85
Storm SDC	\$2,070.28	\$1,035.14	\$2,070.28	\$17,943.00	\$90,039.82
Streets SDC	\$6,206.74	\$3,103.37	\$6,206.74	\$62,048.93	\$131,408.71
Water SDC	\$17,145.62	\$22,366.76	\$17,145.62	\$102,858.81	\$182,352.05
Total	\$38,105.66	\$10,160.02	\$38,105.66	\$309,405.83	\$566,939.45

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	July 2026	June 2026	FY 2026 To Date	FY 2025 Total	FY 2022-2026 Average
Chair & Table Rental	\$10.00	0	\$10.00	\$235.00	\$240.10
Gazebo Rental	\$90.00	\$90.00	\$90.00	\$897.55	\$538.05
Hut Rental	\$75.00	\$45.00	\$75.00	\$175.00	\$160.52
Racquetball Membership	0	\$42.00	0	\$167.00	\$252.95
Weddle Bridge Rental	0	0	0	\$75.00	\$73.02
Bandstand	0	0	0	0	\$39.00
Total Fees Collected	\$175.00	\$177.00	\$175.00	\$1,549.55	\$1,303.64