



TO: City Council
 Jason Ogden, City Manager
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: October 28, 2025

SUBJECT: Planning, Building & Engineering Department Report – September 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 September 1 to September 30, 2025.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	September 2025	August 2025	2025 YTD	2024 Total	2020-2024 Annual Average
Residential 1 and 2 Family Dwellings	3	4	20	27	24
Residential Demolition	0	1	3	4	7.8
Residential Manufactured Dwellings	1	0	4	5	6.8
Residential Mechanical	9	3	54	112	103.2
Residential Plumbing	6	1	18	13	25.8
Residential Site Development	0	0	1	0	0.2
Residential Structural	9	5	60	39	47.4
Commercial Alarm or Suppression Systems	0	0	0	2	3.6
Commercial Demolition	0	0	0	0	3
Commercial Mechanical	3	0	13	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	1	2	13	28	32.2
Total Permits	32	16	189	243	278.4
Value Estimate of All Permits	\$1,131,848.00	\$1,517,783.50	\$13,842,961.20	\$17,738,221.41	\$18,256,308.81
Fees Collected	\$15,012.91	\$19,011.69	\$146,186.38	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 are complete. Construction has been steady, development is moving forward, and homes are being sold.
- The Sweet Home Planning Commission approved a 157-lot, low-density residential subdivision at 43rd Avenue and Coulter Lane. The project will be developed in four phases. Because the property contains wetlands, mitigation and permits from the Department of State Lands will be required, which may reduce the final number of lots. The first phase is unaffected by wetlands and is expected to proceed once market conditions allow. The developer has submitted an amended site plan and infrastructure plans, which are under staff review, and has already begun infrastructure and utility work.

They are completing the 43rd Avenue storm main from Coulter Lane to A Street (stacking manholes, pouring channels, etc.), and CCTV inspection footage will be available shortly after. Utility installation within the subdivision is ongoing: approximately 80% of sewer mains and laterals are complete, 85% of stormwater mains and catch basins are complete, and 20% of water mains are complete. The first on-site stormwater detention structure was finished on 9/2.

Next, they will begin connecting to the City’s sewer and water mains on 43rd Avenue to serve the subdivision’s homes facing that street. In addition, grading has begun for curb and gutter installation along 43rd Avenue, which is expected to be completed within the next few weeks.

2. PLANNING

- Summary of Final Decisions on Planning Division Applications:

Application Type	September 2025	August 2025	2025 YTD	2024 Total	2020-2024 Annual Average
Adjustments		0	0	1	N/A
Annexations		0	0	0	0.4
Code Amendments		0	0	0	1.4
Conditional Use		0	2	4	7.4
Fence Permit	6	2	35	40	TBD
Home Occupation		0	2	0	0.20
Partition	3	2	10	3	11.8
Planned Development/ Subdivision		0	0	3	1.8
Property Line Adjustments	1	0	4	6	13.4
Temp RV Permit		0	0	4	TBD

Vacation		0	0	0	0.2
Variance		0	0	1	3.0
Zoning Map Amendment		0	0	1	2.2

- Total Planning Division Applications Submitted:

Total Completed Application	5	3	36	61	31.20
Total Fees Collected	\$120.00	\$390.00	\$5,080.00	\$10,150.00	\$15,883.50

- 0 Land Use Applications were submitted in September.
- 2 Land Use Applications are pending final approval.
- The Planning Commission last met for a regular meeting on September 18th.

3. ENGINEERING

Application Type	September 2025	August 2025	2025 YTD	2024 Total	2023-2024 Annual Average
ROW	\$120.00	\$240.00	\$2,040.00	\$510.00	\$1,005.00
SC Inspections	\$90.00	0	\$150.00	\$50.00	\$510.00
Erosion Control	0	0	\$150.00	\$50.00	\$412.50
Parks SDC	0	\$3,167.66	\$26,050.60	\$12,708.00	\$22,729.36
Sewer SDC	0	\$8,921.57	\$99,311.09	\$41,822.39	\$75,911.03
Storm SDC	0	\$3,053.28	\$19,082.42	\$10,238.00	\$19,968.50
Streets SDC	0	\$7,694.90	\$63,844.27	\$30,764.88	\$72,691.07
Water SDC	0	\$11,341.92	\$106,056.10	\$62,483.00	\$92,623.87
Total	\$210.00	\$34,419.42	\$316,684.48	\$158,626.00	\$285,851.00

4. PARKS

- The Park and Tree Committee last met on September 17th. Their next meeting will be October 15th.
- 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.
 - **Staff held a mandatory pre-bid meeting with contractors at Sankey Park to review the trail project and address any questions. Staff are compiling the questions and answers from that meeting and will upload them to the OpenGov procurement portal.**

- Staff also met with a member of the TFG to establish the bandstand footprint. The guild member has communicated the agreed-upon dimensions and location to the architect, and we are now waiting for the architect to incorporate this information into the design plans.

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	September 2025	August 2025	2025 YTD	2024 Total	2023-2024 Annual Average
Chair & Table Rental	0	\$80.00	\$180.00	\$260.00	\$325.00
Gazebo Rental	0	\$120.00	\$800.00	\$640.05	\$607.58
Hut Rental	0	0	\$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	0	\$200.00	\$1,180.00	\$1,442.00	\$1,566.27