



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: September 23, 2025
SUBJECT: Planning, Building & Engineering Department Report – August 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 August 1 to August 31, 2025.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	August 2025	July 2025	2025 YTD	2024 Total	2020-2024 Annual Average
Residential 1 and 2 Family Dwellings	4	1	17	27	24
Residential Demolition	1	0	3	4	7.8
Residential Manufactured Dwellings	0	1	3	5	6.8
Residential Mechanical	3	5	45	112	103.2
Residential Plumbing	1	1	12	13	25.8
Residential Site Development	0	0	1	0	0.2
Residential Structural	5	6	51	39	47.4
Commercial Alarm or Suppression Systems	0	0	0	2	3.6
Commercial Demolition	0	0	0	0	3
Commercial Mechanical	0	0	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	12	28	32.2
Total Permits	16	16	157	243	278.4
Value Estimate of All Permits	1,517,783.50	\$829,006.45	\$12,711,113.2	\$17,738,221.41	\$18,256,308.81
Fees Collected	\$19,011.69	\$9,189.81	\$131,173.47	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.

- **7/14 Sewer main on 43rd Avenue installation completed.**
- **7/23 Sewer main on 43rd Avenue trench compaction tests performed, passing at 100% compaction.**
- **7/24 Air test and mandrel test performed on 43rd Avenue sewer mainline. Both tests passed.**
- **7/31 CCTV inspection of 43rd Ave sewer mainline completed and passed.**
- **8/4 A&A drilling performed a distribution hot tap on our 16" ductile iron line in 43rd Avenue, which will later be looped into our 6" ductile iron line in Coulter Lane via hot tap.**
- **8/20 Hydrants on 43rd Avenue have been relocated, with mechanical joints and mega-lugs added to fittings to secure new hydrant line routes.**
- **9/8 The stormwater system's outfall into 43rd Avenue ditch line has been completed, and ditch has been cleaned to match grade for conveyance**

2. PLANNING

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

Application Type	August 2025	July 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	0	2	4	7.4
Fence Permit	2	7	29	40	TBD
Home Occupation	0	0	2	0	0.20
Partition	2	0	7	3	11.8
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	0	2	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	3	5	31	61	31.20
Total Fees Collected	\$390.00	\$2,275	\$4,960.00	\$10,150.00	\$15,883.50

- 2 Land Use Applications were submitted in August.
- 6 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	August 2025	July 2025	2025 YTD	2024 Total	2023-2024 Annual Average
ROW	\$240.00	\$120.00	\$1,920.00	\$510.00	\$1,005.00
SC Inspections	\$0	\$0	\$60.00	\$50.00	\$510.00
Erosion Control	\$0	\$0	\$150.00	\$50.00	\$412.50
Parks SDC	\$3,167.66	\$3,666.94	\$26,050.60	\$12,708.00	\$22,729.36
Sewer SDC	\$8,921.57	\$14,166.57	\$99,311.09	\$41,822.39	\$75,911.03

Storm SDC	\$3,053.28	\$3,001.14	\$19,082.42	\$10,238.00	\$19,968.50
Streets SDC	\$7,694.90	\$8,997.37	\$63,844.27	\$30,764.88	\$72,691.07
Water SDC	\$11,341.92	\$16,865.92	\$106,056.10	\$62,483.00	\$92,623.87

Total	\$34,419.42	\$409,845.00	\$316,474.48	\$158,626.00	\$285,851.00
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4. PARKS

- The Park and Tree Committee last met on August 20th. Their next meeting will be on September 17th.
- 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 received a check in the amount of \$66,200.00 from the Hill Family in memory of Bill Marshall.**
 - **On 9/9/25 staff received promissory note for \$5,000 from a private donor.**
 - **We have raised \$6,853.62 through direct donations, pea gravel sales, and bark sales.**

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	August 2025	July 2025	2025 YTD	2024 Total	2023-2024 Annual Average
Chair & Table Rental	\$80.00	\$0	\$180.00	\$260.00	\$325.00
Gazebo Rental	\$120.00	\$67.50	\$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	\$200.00	\$67.50	\$1,180.00	\$1,442.00	\$1,566.27

- **The first National Night Out on Festival Street was a huge success and staff have already started planning for the 2026 event.**
- **We are preparing for the 2025 Harvest Festival on Saturday, October 4th from 11:00 AM to 4:00 PM. As of the issuance of this report we have secured 89 booth spaces, including food court vendors.**

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 requiring additional engineering. **City Council authorized a change order on April 14, 2025 with Civil West to conduct the additional engineering work. Geotechnical work was completed in July, and an updated engineering report is expected in the next couple of months. The financing plan may need to be amended, after which an RFP for construction can be issued.**