



TO: City Council  
 Jason Ogden, City Manager  
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: December 9, 2025

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

**1. BUILDING**

<b>SUMMARY OF BUILDING PROGRAM PERMITS ISSUED</b>					
<b>Permit Category</b>	<b>November 2025</b>	<b>October 2025</b>	<b>2025 YTD</b>	<b>2024 Total</b>	<b>2020-2024 Annual Average</b>
Residential 1 and 2 Family Dwellings	0	2	22	27	24
Residential Demolition	0	5	8	4	7.8
Residential Manufactured Dwellings	0	0	4	5	6.8
Residential Mechanical	13	11	78	112	103.2
Residential Plumbing	2	1	21	13	25.8
Residential Site Development	0	0	1	0	0.2
Residential Structural	19	2	82	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	13	19	16.6
Commercial Plumbing	2	0	3	7	8.2
Commercial Phased	0	0	2		
Commercial Site Development	0	0	0	1	2.4
Commercial Structural	2	2	17	28	32.2
<b>Total Permits</b>	<b>38</b>	<b>23</b>	<b>213</b>	<b>243</b>	<b>278.4</b>
<b>Value Estimate of All Permits</b>	<b>\$313,660.00</b>	<b>\$856,370.00</b>	<b>\$15,027,991.20</b>	<b>\$17,738,221.41</b>	<b>\$18,256,308.81</b>
<b>Fees Collected</b>	<b>\$8,025.00</b>	<b>\$10,847.77</b>	<b>\$165,546.75</b>	<b>202,214.77</b>	<b>\$227,074.23</b>

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

- 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	November 2025	October 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	1	0	36	40	TBD
Home Occupation	0	0	2	0	0.20
MFU	2		2		
Partition	1	0	11	3	11.8
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	0	2	6	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	1	1	1	2.2

- Total Planning Division Applications Submitted:

<b>Total Completed Application</b>	<b>5</b>	<b>1</b>	<b>37</b>	<b>61</b>	<b>31.20</b>
<b>Total Fees Collected</b>	<b>\$790.00</b>	<b>\$200.00</b>	<b>\$6,070.00</b>	<b>\$10,150.00</b>	<b>\$15,883.50</b>

- 3 Land Use Application were submitted in November.
- 1 3-day Mobile Food Unit application and 1 yearly Mobile Food Unit Applications were submitted.
- 4 Land Use Applications are pending final approval.
- The Planning Commission last met for a regular meeting on September 18<sup>th</sup>.

### 3. ENGINEERING

Application Type	November 2025	October 2025	2025 YTD	2024 Total	2023-2024 Annual Average
<b>ROW</b>	\$120.00	\$60.00	\$2,220.00	\$510.00	\$1,005.00
<b>SC Inspections</b>	\$2,082.00	\$70.00	\$2,302.00	\$50.00	\$510.00
<b>Erosion Control</b>	0		\$150.00	\$50.00	\$412.50
<b>Parks SDC</b>	\$179.32	0	\$26,229.92	\$12,708.00	\$22,729.36
<b>Sewer SDC</b>	\$10,419.72	0	\$109,730.81	\$41,822.39	\$75,911.03
<b>Storm SDC</b>	\$141.92	0	\$19,224.34	\$10,238.00	\$19,968.50
<b>Streets SDC</b>	\$75.62	0	\$63,919.89	\$30,764.88	\$72,691.07
<b>Water SDC</b>	\$7,690.21	0	\$113,746.31	\$62,483.00	\$92,623.87

<b>Total</b>	<b>\$20,708.79</b>	<b>\$130.00</b>	<b>\$337,523.27</b>	<b>\$158,626.00</b>	<b>\$285,851.00</b>
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### 4. PARKS

- The Park and Tree Committee last met on November 19<sup>th</sup>. Their next meeting will be December 17<sup>th</sup>.
- 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.

- **Staff has tentatively awarded a contractor the bid for the ADA trail and sidewalk portion of the project. The award is currently in the appeal phase. Staff hopes to have a contract drafted in the next few weeks.**
- **Staff have received a proposal, task list and materials list from the Guild. Staff will be reviewing the documents internally and scheduling a meeting in the next week with the Guild representatives to go over any questions or concerns.**
- **Staff are submitting an extension request for the OPRD Grant.**

**5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS**

<b>Application Type</b>	<b>November 2025</b>	<b>October 2025</b>	<b>2025 YTD</b>	<b>2024 Total</b>	<b>2023-2024 Annual Average</b>
Chair & Table Rental	0	\$70.00	\$250.00	\$260.00	\$325.00
Gazebo Rental	0	0	\$800.00	\$640.05	\$607.58
Hut Rental	0	\$67.50	\$267.50	\$150.00	\$125.03
Racquetball Membership	0	0	\$0	\$257.00	\$391.13
Weddle Bridge Rental	0	0	\$0	\$135.00	\$117.53
<b>Total Fees Collected</b>	<b>0</b>	<b>\$137.50</b>	<b>\$1,317.50</b>	<b>\$1,442.00</b>	<b>\$1,566.27</b>