



TO: City Council
 Jason Ogden, City Manager
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: April 28, 2026

SUBJECT: Planning, Building & Engineering Department Report – March 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 March 1 to March 31, 2026.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	March 2026	February 2026	2026 YTD	2025 Total	2021-2025 5 Year Average
Residential 1 and 2 Family Dwellings	4	6	13	26	24.4
Residential Demolition	1	1	7	8	7.2
Residential Manufactured Dwellings	1	1	2	5	6.2
Residential Mechanical	3	4	19	83	101.4
Residential Plumbing	4	1	8	22	25.8
Residential Sign	0	0	0	0	.2
Residential Site Development	0	0	0	1	.6
Residential Structural	10	4	17	86	49.4
Commercial Alarm or Suppression Systems	0	0	0	0	3.4
Commercial Demolition	0	0	0	0	2.8
Commercial Mechanical	2	0	2	14	17
Commercial Plumbing	0	1	1	4	25.8
Commercial Phased	0	0	0	2	.4
Commercial Site Development	0	0	0	0	2.2
Commercial Structural	0	0	2	17	31.6
Total Permits	25	18	71	268	280
Value Estimate of All Permits	1,877,297.18	\$1,981,997.00	\$4,897,479.18	\$16,442,382.20	\$19,451,756.92
Fees Collected	\$26,469.96	\$59,719.32	\$182,427.67	\$205,035.76	\$233,879.51

BUILDING PERMIT COMPLETION TIMELINE				
Permit Type	Submitted	Accepted for Review	Ready to Issue	Processing Time (days)
1 & 2 Family Dwelling (New Only)	3/4/26	3/4/26	3/16/26	12
1 & 2 Family Dwelling (New Only)	3/4/26	3/4/26	3/16/26	12
1 & 2 Family Dwelling (New Only)	3/4/26	3/4/26	3/23/26	19
Structural	3/4/26	3/4/26	3/9/26	5
Demolition	3/9/26	3/9/26	3/9/26	0
Manufactured Dwelling	3/11/26	3/11/26	3/23/26	12
Structural	3/11/26	3/17/26	3/19/26	2
Structural	3/11/26	3/11/26	3/23/26	12
Mechanical	3/10/26	3/10/26	3/11/26	1
Structural	3/16/26	3/16/26	3/18/26	2
Structural	3/16/26	3/16/26	3/23/26	7
Average Processing Time (from review to issue):				7.6

- 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.

Developments of Note:

- Coulter Subdivision is finalizing the infrastructure phase of the project and is expected to start submitting building plans in the next few months.

2. PLANNING

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

Application Type	March 2026	February 2026	2026 YTD	2025 Total	2021-2025 5 Year Average
Adjustments	0	1	1	0	.2
Annexations	0	0	0	0	.2
Comp Plan Amendments	0	0	0	0	0
Conditional Use	0	0	0	2	5.8
Fence Permit	6	1	9	36	34.8
Home Occupation	0	0	0	2	.2
MFU	0	0	0	2	0
Partition	0	1	1	11	11.6
Planned Development/ Subdivision	0	0	0	0	2.2
Property Line Adjustments	1	0	1	7	7.8
Temp RV Permit	1	1	3	1	5.2
Vacation	0	0	0	0	.2
Variance	1	0	1	0	1
Zoning Map Amendment	0	0	0	1	1.6

- Total Planning Division Applications **Submitted**:

Total Applications	9	4	17	26	70.8
Total Fees Collected	\$2,700.10	\$1,220.00	\$5,460.00	\$9,055.00	\$16,333.68

- 5 Land Use Application were submitted in March.
- 4 Land Use Applications are pending final approval and 1 was withdrawn.
- The Planning Commission last met for a regular meeting on March 5th.

3. ENGINEERING

Application Type	March 2026	February 2026	2026 YTD	2025 Total	2023-2025 Average
ROW	\$150.00	\$180.00	\$450.00	\$2,520.00	\$1,510.00
SC Inspections	\$60.00	\$180.00	\$340.00	\$2,522.00	\$1,180.67
Erosion Control	0	0	0	\$150.00	\$325.00
Parks SDC	\$3,794.82	\$12,649.40	\$21,503.98	\$27,494.86	\$24,317.86
Sewer SDC	\$13,729.71	\$45,765.70	\$77,801.69	\$118,883.95	\$90,235.33
Storm SDC	\$3,105.42	\$10,351.40	\$17,596.38	\$20,259.48	\$20,065.49
Streets SDC	\$9,310.11	\$31,033.70	\$50,757.29	\$67,023.26	\$70,801.80
Water SDC	\$24,553.76	\$66,579.20	\$119,404.64	\$122,064.23	\$102,437.32
Total	\$54,703.82	\$166,739.40	\$287,853.98	\$360,917.78	\$285,851.32

Projects of Note:

- Storm system project work
- Road closure map alterations
- Development agreement process work
- ArcGIS File organization / cleanup
- Large file cleanup work

4. PARKS

- The Park and Tree Committee last met on March 18th.
- Staff applied and received 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 and seating in the hillside.
 - Staff have awarded a contractor the bid for the ADA trail and sidewalk portion of the project. Council approval of the final construction contract is anticipated in February 2026.
 - The extension for the OPRD Grant was approved.
 - Construction is expected to begin in April.

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	March 2026	February 2026	2026 YTD	2025 Total	2023-2025 Average
Chair & Table Rental	0	0	0	\$250.00	\$300.00
Gazebo Rental	\$30.00	0	\$30.00	\$800.00	\$671.72
Hut Rental	0	0	0	\$267.50	\$172.52
Racquetball Membership	0	0	\$257.00	\$10.00	\$264.08
Weddle Bridge Rental	0	0	0	\$0	\$78.35
Total Fees Collected	\$30.00	\$0	\$287.00	\$1,327.50	\$1,486.67