



TO: City Council  
 Cecily Pretty, Interim City Manager  
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: February 11, 2025

SUBJECT: Planning, Building and Engineering Department Report for January 2025

The Planning, Building, and Engineering 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 January 1<sup>st</sup> to January 31<sup>st</sup>, 2025.

### 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	January 2025	December 2024	2025 YTD	2024 Total	2020-2024 Annual Average
Residential 1 and 2 Family Dwellings	4	4	4	27	24
Residential Demolition		1		4	7.8
Residential Manufactured Dwellings		0		5	6.8
Residential Mechanical	5	6	5	112	103.2
Residential Plumbing	2	0	2	13	25.8
Residential Site Development		0		0	0.2
Residential Structural	5	1	5	39	47.4
Commercial Alarm or Suppression Systems		0		2	3.6
Commercial Demolition		0		0	3
Commercial Mechanical	1	1	1	19	16.6
Commercial Plumbing		0		7	8.2
Commercial Site Development		0		1	2.4
Commercial Structural	1	1	1	28	32.2
<b>Total Permits</b>	<b>18</b>	<b>14</b>	<b>18</b>	<b>243</b>	<b>278.4</b>
<b>Value Estimate of All Permits</b>	<b>\$1,357,540.00</b>	<b>\$1,171,667.00</b>	<b>\$1,357,540.00</b>	<b>\$17,738,221.41</b>	<b>\$18,256,308.81</b>
<b>Fees Collected</b>	<b>\$19,018.98</b>	<b>\$14,802.35</b>	<b>\$19,018.98</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. Changes are noted with **bold text**.

- Mountain Fir Subdivision: a 5 lot plus 1 remainder lot subdivision extending Mountain Fir Street and adding 'Street A' (to be renamed prior to development). The applicant plans to develop the 5 lots with senior living cottages similar to those the abutting lot. The Planning Commission approved the Subdivision on November 21, 2024.
- Duck Hollow Phase III Subdivision: 51-lot single-family home subdivision located adjacent to the existing Duck Hollow Subdivision (41<sup>st</sup> Avenue and Long Street). This subdivision received planning approval in 2020, however there was a long delay due to wetlands regulations administered by the Oregon Department of State Lands. State approval has been granted, however there is no timeline available on actual construction.
- Live Oak Subdivision: 8-lot single-family home subdivision located between the two existing portions of Live Oak Street. The subdivision was approved in 2021, however the property changed hands, which delayed development. The new owner is planning on constructing 8 duplexes (16 housing units) on the lots. Development of the road and infrastructure is complete, and construction of the first buildings has begun. The developer is moving forward with development and submitted 2 new building permits.
- Foothills Ridge Subdivision: A single-family home subdivision located at the west end of Foothills Drive was originally approved in 2021, however the property changed ownership, and the previous subdivision expired. The Planning Commission approved a new subdivision for the site consisting of 27 lots, on September 18, 2024.
- Santiam River Development Phase 1 : 42-lot single-family home subdivision located at the north end of Clark Mill Road. Planning approval was granted at the beginning of this year, however some of the property is being sold to a different developer. A pre-application meeting was held for a redesign of the subdivision incorporating current development zoning code. The application is pending.
- Clear Water Subdivision: 18-lot single-family home subdivision located on the west side of 45<sup>th</sup> Avenue, just north of Kalmia Street. Planning approval was granted in June. Road, sidewalk, and other infrastructure construction is complete. **Construction has been steady, development is moving forward, and homes are being sold.**
- Coulter Subdivision: The Sweet Home Planning Commission approved a 157-lot low-density residential subdivision located at 43<sup>rd</sup> Avenue and Coulter Lane. This subdivision will be built in four phases. The property includes wetlands, and development will require mitigation and permitting through the Department of State Lands, which will likely decrease the number of lots that are ultimately developed. The initial phase is unhindered by wetlands and will likely move forward as soon as market conditions warrant construction. **The Developer has submitted an amended site plan and infrastructure plans currently in review by staff. Development will start once plans have been approved.**

## 2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	January 2025	December 2024	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	0	4	7.4
Fence Permit	1	0	1	40	TBD
Home Occupation	0	0	0	0	0.20
Partition	0	0	0	3	11.8
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	0	0	0	6	13.4
Temp RV Permit	0	1	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

<b>Total Completed Application</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>61</b>	<b>31.20</b>
<b>Total Fees Collected</b>	<b>20.00</b>	<b>85.00</b>	<b>20.00</b>	<b>\$10,150.00</b>	<b>\$15,883.50</b>

- 4 Land Use Applications were submitted in January.
- 5 Land Use Applications are pending final approval.
- The City received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. The project is fully underway. Completion has been delayed and is now expected in the Spring of 2025. The Technical Advisory and Public Advisory Committee met with consultants on January 9<sup>th</sup> to discuss technical memo #6. There is a City Council and Planning Commission work session scheduled for January 28<sup>th</sup> at 5:00 PM. **The City held a joint work session with the Planning Commissioners and City Council on January 28<sup>th</sup>. Next steps are the final submittal from the consultants and public hearing with the Planning Commission tentatively scheduled for March 2025.**
- The Planning Commission last met for a regular meeting on December 19<sup>th</sup>. There have been no meetings since December due to lack of business.
- **38<sup>th</sup> Year being designated as a Tree City USA member.**

### 3. ENGINEERING

#### City Projects:

- Engineering is doing a round of cleanup and usability improvements on Right of Way and Erosion Control Permit Application forms, which should lead to a lower turnaround time for permit issuance in busy times

#### GIS & Engineering Housekeeping:

- Regular address/tax lot GIS updates
- Updating digital records of Comprehensive and Zone maps
- Map exhibit creation for various illustrative purposes
- Reviewing plans and processing right of way permits
- **Replaced deteriorating legacy GIS/Land Use Notice tools with modern, low maintenance alternatives**

#### Property Development:

- Engineering Processed 20 Right of Way permits for the month of January. A vast majority were for communications installation and should bring a wider variety of internet providers to the community.

Application Type	January 2025	December 2024	2025 YTD	2024 Total	2023-2024 Annual Average
ROW	\$60	\$180.00	\$60.00	\$510.00	\$1,005.00
SC Inspections	\$30	\$0	\$30.00	\$50.00	\$510.00
Erosion Control	\$0	\$0	\$0	\$50.00	\$412.50
Parks SDC	\$1,201.00	\$1,201.00	\$1,201.00	\$12,708.00	\$22,729.36
Sewer SDC	\$5,245.00	\$900.00	\$5,245.00	\$41,822.39	\$75,911.03
Storm SDC	\$983.00	\$983.00	\$983.00	\$10,238.00	\$19,968.50
Streets SDC	\$2,947.00	\$2,947.00	\$2,947.00	\$30,764.88	\$72,691.07
Water SDC	\$5,524.00	\$0	\$5,524.00	\$62,483.00	\$92,623.87

<b>Total</b>	<b>\$15,990.00</b>	<b>\$6,211.00</b>	<b>\$15,990.00</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 January 15<sup>th</sup>. Their next meeting will be February 19<sup>th</sup>.
- Staff have applied for a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will include a replacement structure for the now-demolished bandstand and trail connections to the upper portion of the park. The engineers will have a 90% review set ready for staff review by the beginning of December. **The engineers submitted 100% design documents. Staff are in the process of final review.**
- Staff have applied for the Oregon Department of Forestry Community Green Infrastructure Grant. If approved, the grant funds will support the DEQ water quality project, which serves as mitigation for the fines issued to the WWTP in 2023. The City plans to collaborate with the South Santiam Watershed Council for project management and implementation.
- Park & Tree Committee members will be reaching out to Mill City regarding their campaign to save their bridge. The Committee members hope to gain some insight into how to move forward with a successful Weddle Bridge campaign.

## 5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	January 2025	December 2024	2025 YTD	2024 Total	2023-2024 Annual Average
Chair & Table Rental	\$0	\$0	\$0	\$260.00	\$325.00
Gazebo Rental	\$0	\$0	\$0	\$640.05	\$607.58
Hut Rental	\$0	\$0	\$0	\$150.00	\$125.03
Racquetball Membership	\$0	\$75.00	\$0	\$257.00	\$391.13
Weddle Bridge Rental	\$0	\$0	\$0	\$135.00	\$117.53
<b>Total Fees Collected</b>	<b>\$0</b>	<b>\$75.00</b>	<b>\$0</b>	<b>\$1,442.00</b>	<b>\$1,566.27</b>

## 6. OTHER PROJECTS

- Willow Street Neighborhood LID: Staff have finalized a financing plan and received approval from the financing agency. A Request for Proposals was issued, however new information on current conditions has come to light which requires the RFP to be reissued. The City is utilizing its Engineer-of-Record contract to do the initial engineering design, after which an RFP for construction will be issued.
- The ODOT Foster Lake Sidewalk Project: Construction is complete. Staff are working with the Railroad and ODOT on a plan to construct the portion that lies under the railroad trestle.