



TO: City Council  
 Jason Ogden, City Manager  
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: January 27, 2026

SUBJECT: Planning, Building & Engineering Department Report – December 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 December 1 to December 31, 2025.

**1. BUILDING**

| <b>SUMMARY OF BUILDING PROGRAM PERMITS ISSUED</b> |                       |                      |                        |                        |                                 |
|---|-----------------------|----------------------|------------------------|------------------------|---------------------------------|
| <b>Permit Category</b>                            | <b>December 2025</b>  | <b>November 2025</b> | <b>2025 YTD</b>        | <b>2024 Total</b>      | <b>2021-2025 5 Year Average</b> |
| Residential 1 and 2 Family Dwellings              | 4                     | 0                    | 26                     | 27                     | 25                              |
| Residential Demolition                            | 0                     | 0                    | 8                      | 4                      | 8                               |
| Residential Manufactured Dwellings                | 1                     | 0                    | 5                      | 5                      | 6.4                             |
| Residential Mechanical                            | 5                     | 13                   | 83                     | 112                    | 101                             |
| Residential Plumbing                              | 1                     | 2                    | 22                     | 13                     | 24.6                            |
| Residential Sign                                  | 0                     | 0                    | 0                      | 0                      | 0.2                             |
| Residential Site Development                      | 0                     | 0                    | 1                      | 0                      | 0.6                             |
| Residential Structural                            | 4                     | 19                   | 86                     | 39                     | 53.2                            |
| Commercial Alarm or Suppression Systems           | 0                     | 0                    | 0                      | 2                      | 3.2                             |
| Commercial Demolition                             | 0                     | 0                    | 0                      | 0                      | 2.2                             |
| Commercial Mechanical                             | 1                     | 0                    | 14                     | 19                     | 16                              |
| Commercial Plumbing                               | 1                     | 2                    | 4                      | 7                      | 7.2                             |
| Commercial Phased                                 | 0                     | 0                    | 2                      |                        | 0.4                             |
| Commercial Site Development                       | 0                     | 0                    | 0                      | 1                      | 2                               |
| Commercial Structural                             | 0                     | 2                    | 17                     | 28                     | 29.6                            |
| <b>Total Permits</b>                              | <b>17</b>             | <b>38</b>            | <b>268</b>             | <b>243</b>             | <b>279.6</b>                    |
| <b>Value Estimate of All Permits</b>              | <b>\$1,414,391.00</b> | <b>\$313,660.00</b>  | <b>\$16,442,382.20</b> | <b>\$17,738,221.41</b> | <b>\$18,543,818.64</b>          |
| <b>Fees Collected</b>                             | <b>\$34,847.44</b>    | <b>\$8,025.00</b>    | <b>\$205,035.76</b>    | <b>202,214.77</b>      | <b>225,821.32</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                    | December 2025 | November 2025 | 2025 YTD | 2024 Total | 2021-2025 5 Year Average |
|-------------------------------------|---------------|---------------|----------|------------|--------------------------|
| Adjustments                         | 0             | 0             | 0        | 1          | 0.4                      |
| Annexations                         | 0             | 0             | 0        | 0          | 0.2                      |
| Code Amendments                     | 0             | 0             | 1        | 1          | 1.4                      |
| Comp Plan Amendments                | 0             | 0             | 0        | 0          | 0.2                      |
| Conditional Use                     | 0             | 0             | 2        | 4          | 5.4                      |
| Fence Permit                        | 0             | 1             | 36       | 40         | 36                       |
| Home Occupation                     | 0             | 0             | 2        | 0          | 0.6                      |
| MFU                                 | 0             | 2             | 2        |            | 0.4                      |
| Partition                           | 0             | 1             | 11       | 3          | 10.6                     |
| Planned Development/<br>Subdivision | 0             | 0             | 0        | 3          | 1.6                      |
| Property Line Adjustments           | 1             | 0             | 7        | 6          | 8                        |
| Temp RV Permit                      | 1             | 0             | 1        | 4          | 5                        |
| Vacation                            | 0             | 0             | 0        | 0          | 0                        |
| Variance                            | 0             | 0             | 0        | 1          | 1                        |
| Zoning Map Amendment                | 0             | 0             | 1        | 1          | 1.2                      |

- Total Planning Division Applications Submitted:

|                                     |                 |                 |                   |                    |                    |
|-------------------------------------|-----------------|-----------------|-------------------|--------------------|--------------------|
| <b>Total Completed Applications</b> | <b>2</b>        | <b>5</b>        | <b>26</b>         | <b>61</b>          | <b>72</b>          |
| <b>Total Fees Collected</b>         | <b>\$975.00</b> | <b>\$790.00</b> | <b>\$9,055.00</b> | <b>\$10,150.00</b> | <b>\$14,644.68</b> |

- 2 Land Use Application were submitted in November.
- 5 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       | December 2025      | November 2025      | 2025 YTD            | 2024 Total          | 2023-2025 Average   |
|------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| <b>ROW</b>             | \$300.00           | \$120.00           | \$2,520.00          | \$510.00            | \$1,510.00          |
| <b>SC Inspections</b>  | \$220.00           | \$2,082.00         | \$2,522.00          | \$50.00             | \$1,180.67          |
| <b>Erosion Control</b> | 0                  | 0                  | \$150.00            | \$50.00             | \$325.00            |
| <b>Parks SDC</b>       | \$1,264.94         | \$179.32           | \$27,494.86         | \$12,708.00         | \$24,317.86         |
| <b>Sewer SDC</b>       | \$9,153.14         | \$10,419.72        | \$118,883.95        | \$41,822.39         | \$90,235.33         |
| <b>Storm SDC</b>       | \$1,035.14         | \$141.92           | \$20,259.48         | \$10,238.00         | \$20,065.49         |
| <b>Streets SDC</b>     | \$3,103.37         | \$75.62            | \$67,023.26         | \$30,764.88         | \$70,801.80         |
| <b>Water SDC</b>       | \$8,317.92         | \$7,690.21         | \$122,064.23        | \$62,483.00         | \$102,437.32        |
| <b>Total</b>           | <b>\$23,394.51</b> | <b>\$20,708.79</b> | <b>\$360,917.78</b> | <b>\$158,626.00</b> | <b>\$285,851.32</b> |

### 4. PARKS

- The Park and Tree Committee last met on November 19<sup>th</sup>. The December meeting was cancelled due to weather.
- 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 has tentatively 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.
  - Staff are submitting an extension request for the OPRD Grant.

## 5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

| <b>Application Type</b>     | <b>December 2025</b> | <b>November 2025</b> | <b>2025 YTD</b>   | <b>2024 Total</b> | <b>2023-2025 Average</b> |
|-----------------------------|----------------------|----------------------|-------------------|-------------------|--------------------------|
| Chair & Table Rental        | 0                    | 0                    | \$250.00          | \$260.00          | \$300.00                 |
| Gazebo Rental               | 0                    | 0                    | \$800.00          | \$640.05          | \$671.72                 |
| Hut Rental                  | 0                    | 0                    | \$267.50          | \$150.00          | \$172.52                 |
| Racquetball Membership      | \$10.00              | 0                    | \$10.00           | \$257.00          | \$264.08                 |
| Weddle Bridge Rental        | 0                    | 0                    | \$0               | \$135.00          | \$78.35                  |
| <b>Total Fees Collected</b> | <b>\$10.00</b>       | <b>0</b>             | <b>\$1,327.50</b> | <b>\$1,442.00</b> | <b>\$1,486.67</b>        |