



TO: City Council
 Jason Ogden, City Manager
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: May 26, 2026

SUBJECT: Planning, Building & Engineering Department Report – April 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 April 1 to April 30, 2026.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	April 2026	March 2026	2026 YTD	2025 Total	2021-2025 5 Year Average
Residential 1 and 2 Family Dwellings	4	4	17	26	24.4
Residential Demolition	0	1	7	8	7.2
Residential Manufactured Dwellings	0	1	2	5	6.2
Residential Mechanical	6	3	25	83	101.4
Residential Plumbing	1	4	9	22	25.8
Residential Sign	0	0	0	0	.2
Residential Site Development	0	0	0	1	.6
Residential Structural	5	10	22	86	49.4
Commercial Alarm or Suppression Systems	1	0	1	0	3.4
Commercial Demolition	0	0	0	0	2.8
Commercial Mechanical	1	2	3	14	17
Commercial Plumbing	2	0	3	4	25.8
Commercial Phased	3	0	3	2	.4
Commercial Site Development	0	0	0	0	2.2
Commercial RV or MFH Park	1	0	1	0	0
Commercial Structural	2	0	4	17	31.6
Total Permits	26	25	97	268	280
Value Estimate of All Permits	\$7,729,499.40	1,877,297.18	\$12,626,978.58	\$16,442,382.20	\$19,451,756.92
Fees Collected	\$148,364.42	\$26,469.96	\$330,792.09	\$205,035.76	\$233,879.51

For specialty code plan reviews of **simple low-rise residential dwellings**, the municipality that administers a building inspection program under ORS 455.148 or 455.150 shall approve or disapprove the specialty code building plan within 10 business days of receiving a complete application, or shall implement the process described in ORS 455.465, for a jurisdiction with a population that is less than 300,000.

The 10-day requirement in subsection (1) does not apply if the plan requires approval by federal, state or local agencies outside the jurisdiction of the issuing agency, The plan is for a complex structure that requires additional review as determined by the department or municipality, or based on conditions that exist in the affected municipality, the Director of the Department of Consumer and Business Services authorizes a different plan review schedule as described in a building inspection program submitted under ORS 455.148 or 455.150 [ORS455.467].

BUILDING PERMIT COMPLETION TIMELINE				
Permit Type	Submitted	Accepted for Review	Ready to Issue	Processing Time (days)
Mechanical	4/2/26	4/2/26	4/2/26	0
Plumbing	4/2/26	4/2/26	4/2/26	0
1 & 2 Family Dwelling	4/7/26	4/7/26	4/13/26	6
Structural	4/9/26	4/9/26	4/13/26	4
Structural	4/8/29	4/9/29	4/22/26	13
Structural	4/14/26	4/14/26	4/16/26	2
Mechanical	4/14/26	4/14/26	4/14/26	0
Mechanical	4/14/26	4/15/26	4/16/26	1
Structural	4/15/26	4/16/26	4/20/26	4
Plumbing	4/16/26	4/16/26	4/16/26	0
Structural	4/20/26	4/21/26	4/22/26	1
Mechanical	4/21/26	4/21/26	4/21/26	0
Plumbing	4/22/26	4/22/26	4/22/26	0
1 & 2 Family Dwelling	4/27/26	4/27/26	5/4/26	7
Mechanical	4/27/26	4/27/26	4/27/26	0
Mechanical	4/27/26	4/27/26	4/28/26	1
Mechanical	4/30/26	4/30/26	4/30/26	0
Average Processing Time (from review to issue):				2.3

- **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.

2. PLANNING

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

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

- Total Planning Division Applications **Submitted**:

Total Applications	2	9	19	26	70.8
Total Fees Collected	\$675.00	\$2,700.10	\$6,135	\$9,055.00	\$16,333.68

- 2 Land Use Application were submitted in April.
- 2 Land Use Applications are pending City Council final approval.
- 2 Land Use Applications are pending Planning Commission final approval.
- The Planning Commission last met for a regular meeting on March 5th.

Land Use/Planning Permit Timeline: Jurisdictions have **30 days** to review an application to determine if it is complete. Cities and counties must take final action on a permit application, including all local appeals, within **120 days** after the application is deemed complete. The applicant may extend this period in writing for up to a total of 245 additional days. [ORS 197.311, SHMC 17.120].

LAND USE/PLANNING PERMIT COMPLETION TIMELINE					
Permit Type	Submitted	Deemed Complete	Time to Deem Complete (days)	Final Decision	Total Processing Time (days)
Conditional Use – Type III	2/23/23	2/24/26	1	4/16/26	52
Partition – Type II	2/26/26	3/12/26	14	4/14/26	47
Adjustment – Type II	3/4/26	3/16/26	12	4/6/26	33
Average Processing Time (days)					44

- Submitted: The application is brought to the counter or submitted via email or US Postal Service.
- Deemed Complete: Staff have reviewed the application submission and deemed that all required information has been submitted by the applicant.
- Final Decision: Type I and II applications are decided on by the Planning & Building Manager, Type III applications are decided on by the Planning Commission, and Type IV applications are recommended by the Planning Commission and approved by the City Council.
 - Type I applications require a 7-day minimum notice period prior to the decision.
 - Type II and III applications require a 20-day minimum notice period prior to the Planning Commission Meeting.
 - Type IV applications require a 35-day minimum notice period prior to the Planning Commission Meeting.

3. PARKS

- The Park and Tree Committee last met on April 21st.
 - Sankey Park Phase III Construction is under way. The concrete for the sidewalk and trails is being poured, and the base for the bandstand is being prepped. Staff recommend a visit to the park to see the progress.
 - The community garden beds at Strawberry Park are prepped and ready for planting.
 - Brush clearing has begun at Quarry Park to prepare for the Disc Golf Designer to be on site in September.
 - Staff are working on a grant to assist the Junior High Interact Club with the Skate Park.
 - Staff are working on quotes to refurbish the courts at Northside Park.

4. ENGINEERING

Application Type	April 2026	March 2026	2026 YTD	2025 Total	2023-2025 Average
ROW	\$180.00	\$150.00	\$630.00	\$2,520.00	\$1,510.00
SC Inspections	\$100.00	\$60.00	\$440.00	\$2,522.00	\$1,180.67
INF Inspections	\$60.00	0	\$60.00	\$1,775.00	\$1,441.00
Erosion Control	\$75.00	0	\$75.00	\$150.00	\$325.00
Parks SDC	\$4254.58	\$3,794.82	\$25,758.56	\$27,494.86	\$24,317.86
Sewer SDC	\$4,576.57	\$13,729.71	\$82,378.26	\$118,883.95	\$90,235.33
Storm SDC	\$20,702.80	\$3,105.42	\$38,299.18	\$20,259.48	\$20,065.49
Streets SDC	\$38,532.03	\$9,310.11	\$89,289.32	\$67,023.26	\$70,801.80
Water SDC	\$8,317.92	\$24,553.76	\$127,722.56	\$122,064.23	\$102,437.32
Total	\$76,798.90	\$54,703.82	\$364,652.88	\$360,917.78	\$285,851.32

Projects of Note:

- ArcGIS File organization / cleanup
- Large file cleanup work
- Improvement Agreement Map
- Development Agreement Document revisions
- Revised Dispensary Map

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	April 2026	March 2026	2026 YTD	2025 Total	2023-2025 Average
Chair & Table Rental	\$90.00	0	\$90.00	\$250.00	\$300.00
Gazebo Rental	\$247.50	\$30.00	\$277.50	\$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	\$337.50	\$30.00	\$324.50	\$1,327.50	\$1,486.67