CITY OF SWEET HOME
CITY COUNCIL
AGENDA

August 25, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

This meeting is open to the public in person and virtually. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, visit http://live.sweethomeor.gov. If you do not have access to the internet, you can call in to 971-203-2871 and enter the meeting ID followed by the # sign to be logged in to the call. Meeting ID: 635 790 974

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon Public Meeting Law, and have been approved by the Mayor and Chairperson of the meeting.

I. Call to Order & Pledge of Allegiance

II. Roll Call

III. Consent Agenda

a) Request for Council Action – Municipal Court Judge Employment Contract

b) Approval of Minutes:

i) 2026-08-11 City Council Work Session Minutes

ii) 2026-08-11 City Council Meeting Minutes

IV. Recognition of Visitors & Hearing of Petitions

a) Request for Council Action – Bill Dispute for 1207 Long Street

V. Old Business

VI. New Business

a) Request for Council Action – Resolution No. 16 for 2026 – Adopting the City of Sweet Home's 2027-2028 State Legislative Priorities for the League of Oregon Cities

VII. Reports of Committees

Administration, Finance & Property Committee – Council President Tem Thorstad

Community Health Committee – Councilor Bronson

Library Advisory Board – Councilor Augsburger

Park & Tree Committee – Councilor Hegge

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

Planning Commission

Area Commission on Transportation – Councilor Sanchez, Councilor Bronson (alternate)

Chamber of Commerce – Councilor Hegge

Council of Governments – Councilor Bronson, Councilor Sanchez (alternate)

Solid Waste Advisory Council – Councilor Richards

VIII. Department Reports

Library

Planning & Building

- Planning & Building Report – July 2026

Public Works

Finance

Police

IX. Reports of City Officials

City Manager's Report

City Manager's Report

X. Council Business for Good of the Order

XI. Adjournment

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Municipal Court Judge Employment Contract
Preferred Agenda:	August 25, 2026
Submitted By:	Cecily Hope Pretty, Deputy City Manager
Reviewed By:	Jason Ogden, Interim City Manager / Police Chief
Type of Action:	Resolution ☐ Motion ☒
Relevant Code/Policy:	Sweet Home Charter, Chapter VI Section 21
Towards Council Goal:	Be an Effective & Efficient Government
Attachments:	Draft Municipal Court Judge Contract

Purpose of this RCA:
To review and approve a contract for Municipal Court Judge services.

Background/Context:
The current Municipal Court Judge, Larry Blake, Jr., has been employed by the City of Sweet Home since 2006. The terms of the proposed contract are the same as the previously approved contract. Judge Blake is in agreement with the proposed contract.

The Challenge/Problem:
The current contract is set to expire January 31, 2027. The City Council is required to appoint a Municipal Court Judge, and continuity in services is necessary for efficient delivery of services. The only change to this contract from the previous contract is to allow the contract to auto-renew year-to-year unless modified upon mutual agreement by both parties. This will eliminate unnecessary administrative processes moving forward.

Issues and Financial Impacts:
The compensation terms have not changed from the previous contract. The amount is budgeted.

Elements of a Stable Solution:
Approval of a contract that provides required, timely services to the public.

Options:

1. *Do nothing:* The City Council could choose not to authorize the contract and services will no longer be rendered after January 31st.
2. *Recommend amendments to the contract:* The City Council could propose modifications to the terms, which would require a new review with Judge Blake prior to approval.
3. *Approve the contract as proposed:* The contract will be approved.

Recommendation:

Staff recommends Option 3: Approve the contract as proposed.

City of Sweet Home Employment Agreement

This Agreement, made and entered into by and between the City of Sweet Home, Oregon, a municipal corporation, (hereinafter called "City") and Larry J. Blake Jr., (hereinafter called "Employee"), both of whom agree as follows:

Section 1: Term

A. The term of this Agreement shall commence on February 1, 2027 and renew automatically each year thereafter unless terminated under the terms of Section 8 of this agreement, or upon amendment by mutually agreed upon terms.
B. The Employee shall serve at the pleasure of the City Council. No rights, responsibilities, or compensation shall extend beyond the term of this agreement unless extended by addendum to this agreement.

Section 2: Employment, Duties, and Authority

The City agrees to employ Employee as Municipal Court Judge to perform the functions and duties of that position. The authority of Employee, consistent with State law, City Charter or Ordinance, shall include, but not be limited to the following:

- Preside over arraignments, trials, and hearings for the following case types: criminal cases, violations, towing hearings, parking citations and administrative appeals, and appeals to the Court as set forth in City Charter, Ordinance or State Law;
- Oversee the Municipal Court judicial function;
- Update court orders and rules as needed;
- Provide an annual report to City Council;
- Research and additional projects as agreed to by the Municipal Court Judge and Finance Director;
- Make himself available as a speaker at Sweet Home schools or other community forums to discuss issues of mutual interest to the Court and citizens of Sweet Home and
- Abide by the position description which is attached to this document and hereby made a part of this agreement.

Section 3: Compensation

A. Effective February 1, 2027, the City agrees to pay the Employee a monthly salary of $4,285.42
B. All pay shall be in installments at the same time and in the same manner that the other employees of the City are paid.
C. At any time during this agreement, if the court's caseload changes significantly, and results in a substantial change in the Employee's hours, both parties agree to negotiate an appropriate adjustment in the Employee's compensation.

Section 4: Hours of Work

The hours in which court are held is set by Order. If court will be held outside of the pre-determined hours it will be with the consent of the Employee or a pro tem judge who will be assigned. The City and Employee recognize the Employee will be working hours, outside of those indicated in the Order, on administrative functions and special projects.

Section 5: Performance Evaluation

The City Council may conduct performance evaluations of the Employee, as they deem appropriate.

Section 6: Professional License and Professional Development

A. The Employee is required to maintain a current license with the Oregon State Bar and be a member in good standing. If Employee does not maintain his license or is not in good standing his employment may be terminated immediately with no further compensation due under this contract.
B. The City encourages the professional growth and development of the Employee and encourages participation in seminars and conferences specifically related to his duties as Sweet Home Municipal Court Judge. The City agrees to pay for associated expenses to the extent that the expenses are reasonable and necessary, as determined by the City, subject to availability of funds and as approved in the City's annual budget.

Section 7: Pro Tem Services

While it is agreed that the Employee shall personally serve as Municipal Judge and shall generally be available to fill the duties of that office, it is anticipated that ethical conflicts, professional development requirements, vacations, or illness will occasionally require the employment of pro tem Municipal Court Judges. It is understood that it is in the interest of both parties to maintain an active pool of pro tem judges so that the work for the Municipal Court will not be interrupted when the Employee must be absent. The Employee shall be authorized to appoint pro tem judges as appropriate and needed. Such appointees shall all be members of the Oregon State Bar, in good standing, and must be satisfactory to the Sweet Home City Council. The City Council shall have the ability to remove a pro tem judge previously selected by the Employee by vote at a regularly scheduled meeting.

Section 8: Termination & Resignation

A. This agreement may be terminated immediately by the City in the event the Employee is indicted (or its legal equivalent in that jurisdiction) for any illegal act, no longer meets the minimum requirements described in the position description; pleads guilty or no contest or is found guilty of a crime involving fraud, dishonesty, misuse of alcohol, misuse of narcotics or violent behavior; after appeal if any, becomes the subject of a stalking order or restraining order issued by a Court of competent jurisdiction; becomes a person who is required to register as a sex offender; commits an act involving moral turpitude; abandons the position as Sweet Home Municipal Court Judge or commits a serious act of misconduct in performance of the Judge's duties on behalf of the City whereupon the City will not be obligated to compensate Employee further under this agreement.
B. Cause shall not be required for removal of the Municipal Court Judge. The Employee shall serve at the pleasure of the City Council. The Municipal Court Judge may terminate this agreement with 60 days' written notice. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time, subject only to the provisions set forth in this Agreement. In the event that the Employee voluntarily resigns his position with the City, the Employee shall provide a minimum of 60 days

notice in order to resign in good standing with the City, unless the parties agree otherwise.

Section 10: Indemnification

To the full extent permitted by law, the Employer shall defend, save harmless and indemnify the Employee against any tort, administrative proceeding or action, or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring within the course and scope of the Employee's duties as Municipal Court Judge unless the act or omission involved gross negligence or willful or wanton conduct under which circumstance the Employee shall be responsible for any and all damages, costs and fees caused by the misconduct or gross negligence himself. The Employee's actions within the course and scope of his employment shall be indemnified by the City until the statute of limitations has expired without regard to his continued employment with the City.

Legal representation, provided by the Employer for the Employee, shall extend until a final determination of the legal action including any appeals brought by Employer or other party. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this section, to be available.

The Employee recognizes that the Employer shall have the right to compromise or settle any claim, suit, proceeding or action.

Section 11: Other Employment

The Employee may accept other employment, including assignment as a judge to other courts, provided that such employment does not substantially interfere with his duties as Municipal Court Judge as set forth herein.

Section 12: Other Terms and Conditions of Employment

The City may fix such other terms and conditions of employment relating to the performance of the Employee, as it may determine from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Sweet Home Charter, or any other law.

Section 13: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) CITY: City Manager
City of Sweet Home
3225 Main Street
Sweet Home, Oregon 97386

(2) EMPLOYEE Larry J. Blake Jr.
1304 S.W. Bertha Blvd
Suite A
Portland, OR 97217

Alternatively, notice required pursuant to this Agreement may be personally delivered.

Section 14: General Provisions

A. Integration. This Agreement and attachments referenced herein, sets forth and establishes the entire understanding between the City and the Employee relating to the employment of the Employee by the City. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.
B. Binding Effect. This Agreement shall be binding on the City and the Employee.
C. Effective Date. This Agreement shall become effective on February 1, 2027.
D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.
E. Modification or Amendments. No amendment, change, or modification of this Agreement shall be valid unless in writing and signed by the Mayor and the Employee.
F. Waiver. Failure of either party at any time to require performance of any provision of this Agreement shall not limit the parties' rights to enforce the provision or provisions, nor shall any waiver of any breach of any provision or provisions be a waiver of any succeeding breach of the provision itself or any other provision.
G. The Employee and City acknowledge that there is no retirement, paid leave, or additional employment benefits beyond those specified in this agreement that will be afforded to the Employee.

Mayor	Larry J. Blake Jr.
Date	Date

CITY OF SWEET HOME
CITY COUNCIL
WORK SESSION MINUTES

August 11, 2026, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

I. Call to Order

The meeting was called to order at 5:30 PM.

II. Roll Call

PRESENT
Council President Josh Thorstad
Councilor Ken Bronson
Councilor Dylan Richards
Councilor Angelita Sanchez

ABSENT
Mayor Susan Coleman
Councilor Chelsea Augsburger
Councilor Aaron Hegge

STAFF
Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Blair Larsen, City Attorney
Angela Clegg, Planning & Building Manager
Adam Leisinger, Special Projects Manager

III. Work Session

a) 2027-2028 Legislative Priorities

City Manager Ogden stated that the League of Oregon Cities was requesting member cities to submit their top five legislative priorities for the upcoming legislative session based on policy proposals from seven committees. He noted that staff were seeking consensus on those priorities. He highlighted the following responses from three Councilors in response to an internal survey sent to City Council on July 20th:

- 2 votes for water and wastewater infrastructure funding
- 2 votes for investment in community resilience and disaster planning
- 2 votes for land availability and land use streamlining
- 1 vote for water workforce development
- 1 vote for City supported street sign traditions
- 1 vote for strengthening economic and workforce development

- 1 vote for maintaining affordable energy while supporting grid hardening and modernization
- 1 vote for supporting increased energy transmission capacity
- 1 vote for full funding and streamlining for housing production
- 1 vote for funding and coordination for shelter and homeless response
- 1 vote for Administrative Procedures Act reform
- 1 vote for maintaining local control of a safe, modern right-of-way

He provided an overview of each of the priorities identified in the survey results.

Councilor Richards stated that he was supportive of the three priorities that received two votes in the Council survey.

Councilor Sanchez expressed support for strengthening economic and workforce development and support for municipal cybersecurity.

There was consensus to support the following priorities:

- Water and wastewater infrastructure funding
- Investment in community resilience and disaster planning
- Land availability and land use streamlining
- Strengthening economic and workforce development
- Supporting municipal cybersecurity proficiency

Councilor Sanchez asked if the priorities were for the next short session or long session. Deputy City Manager Pretty replied that it was for the long session.

IV. Adjournment

There being no further discussion, the meeting was adjourned at 5:49 PM.

____
Mayor

ATTEST:

____
City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Bill Dispute for 1207 Long Street
Preferred Agenda:	August 25, 2026
Submitted By:	Cecily Hope Pretty, Deputy City Manager
Reviewed By:	Jason Ogden, City Manager / Police Chief Cindi Robeck, Financial Operations Manager
Type of Action:	Motion ☒ Resolution ☐ Reading ☐
Relevant Code/Policy:	Resolution No. 20 for 2017
Towards Council Goal:	Effective & Efficient Government, Essential Services
Attachments:	Formal Bill Dispute Letter from JNJJ, Inc. Payment & Contact History for 1207 Long Street Resolution No. 20 for 2017 Resolution No. 19 for 2017 Public Hearing Notice

Purpose of this RCA:
To seek City Council direction regarding a utility bill dispute for 1207 Long Street at the request of John Suh of JNJJ, Inc. d.b.a. Mr. Lucky's Deli.

Background/Context:
The City has an approved procedure to challenge a disputed water/sewer bill as established by Resolution No. 20 for 2017.

On May 22, 2025, Public Works notified the accountholder of 1207 Long Street, also known as Mr. Lucky's Deli, of high water consumption following a meter reading and an active leak code at the site. A leak in a drink machine was discovered and repaired at this time. However, water consumption remained high and staff communicated repeatedly with the accountholder and store manager that there continued to be an issue with a leak, which the store manager and accountholder have repeatedly disputed.

On September 11, 2025, the store manager provided a letter from Hamil Construction Group Inc which stated that they conducted a plumbing inspection and water leak verification and found no evidence of leaks, contrary to staff's evidence. City staff attempted to contact the contractor but did not receive a response, and staff could not find a current Construction Contractors Board license for the company, so they were unable to corroborate the report. Water consumption remained high and staff continued to communicate with the store manager regarding the issue and past due balances over the next several months.

The store manager submitted a request for a leak adjustment in February 2026, upon which it was noted that three toilet repairs were performed in November and December. A review of the consumption history shows that consumption (and therefore billing) normalized after this time. Though the drink machine and toilet leaks do not technically qualify for bill credit through the City's leak adjustment policy (Resolution No. 19 for 2017), staff granted a one-time exception and credited the accountholder $810.16 for the months of May and June 2025 (as two months is the maximum allowed under the policy).

The Challenge/Problem:
The accountholder has not kept current with payments on their account since June 2025. Staff attempted to work with the accountholder and did not shut off service for non-payment for several months while attempting to come to a resolution in good faith and not interrupt an active business, even though City policy allows interruption of service due to any delinquent payments.

On May 7, 2026, City staff contacted the store manager, who was communicating on behalf of Mr. Suh, to suggest setting up a payment plan to deal with the account balance by having the accountholder pay the current month's bill plus an additional minimum of $200 in order to continue to receive service. Staff received a letter of rejection of this plan from Mr. Suh dated 5/9.

Payments since the issue began have been inconsistent and in amounts far less than the balance as evidenced in the payment history dating back to January 2025. The water service to 1207 Long Street was finally shut off on July 8, 2026 and restored within 24 hours once a $500 payment was made. An additional payment in the amount of $160 was made on July 20th.

In accordance with the City's dispute policy, Mr. Suh escalated his dispute through the utility billing staff (8/13/25), at which point staff attempted to work with the property owner and manager for several months, then the Finance Director (5/12/26), and then the City Manager (6/1/26). All three disputes were denied. The next and final step is for the dispute to be placed on a City Council agenda for final determination by the City Council; Mr. Suh requested this via certified letter dated July 23, 2026 and received at City Hall on July 27, 2026. The disputed amount is listed as "approximately $5,000" which is in excess of the account balance, which totals $4,579.17 as of July 28th.

City Council needs to determine whether they agree with the dispute and if so, how the balance should be reduced. Since the toilet repairs were completed, the average monthly bill has been $158.75 (January 2026-July 2026). The City Council's decision regarding the dispute will be final.

This item was first heard during the August 11, 2026 Council meeting but was postponed to allow another opportunity to contact Mr. Suh and invite him to speak to City Council. The City Attorney personally delivered a letter with meeting information to the store manager at 1207 Long Street on August 12th.

Issues and Financial Impacts:
The current account balance of $4,579.17 is owed to the City based on the measured consumption at 1207 Long Street as well as late fees that have accrued ($1,037.37 in late fees). Should the City Council determine that this amount does not need to be paid, it will impact the Water Fund.

Elements of a Stable Solution:
Direction that supports a fair and consistent resolution in accordance with City policies.

Options:
1. *Move to deny the dispute and require payment in full in order to receive water service:* The account holder will remain responsible for the full amount of the disputed bill and will be subject to turnoff of water service until the bill is paid in full.

2. *Move to deny the dispute and require acceptance of staff's proposed payment plan:* The accountholder shall be required to pay, at minimum, the amount of the current month's bill plus $200; failure to pay this amount on time will result in interruption of service.
3. *Move to approve the dispute*: Direct staff to forgive the balance with an exact dollar amount that should be paid or the specific methodology staff should use to recalculate the bill.
4. *Provide other guidance to staff:* Move to approve a different resolution to the dispute; staff will need clear direction on any modifications to the dispute request.

JNJJ, INC. **P.O. Box 682 • Sweet Home 97386**

Date: July 23, 2026

From: John Suh/ JNJJ, Inc. (d.b.a. Mr. Lucky's Deli)

P.O. Box 682, Sweet Home, OR 97386

RECEIVED
JUL 27 2026
BY:

To: City of Sweet Home Attn: Matthew Brown, Finance Director Attn: Jason Ogden, City Manager 3225 Main Street Sweet Home, OR 97386

RE: FORMAL BILL DISPUTE, ILLEGAL WATER SHUTOFF PROTEST, AND DEMAND FOR CITY COUNCIL HEARING Account #: 019919-000 Property Address: 1207 Long Street, Sweet Home, OR 97386

Disputed Amount: Approximately $5,000.00

To the Finance Director and City Manager:

This office writes to formally protest and dispute the egregious billing practices and the subsequent, unwarranted disconnection of water services at the above-referenced commercial property on July 8, 2026.

JNJJ, Inc. has demonstrated consistent good faith by maintaining regular monthly payments of approximately $160.00 via credit card, under the management of our restaurant operations. The City's abrupt decision to completely shut off water services to an active food service establishment—despite ongoing communications and documented payment history—constitutes an arbitrary action that has caused immediate, severe financial damages to our business operations.

Please be advised of the following formal demands and position of JNJJ, Inc.:

1. Immediate Production of Accounts and Statements: Pursuant to public records standards and formal dispute protocols, we hereby demand a complete, itemized copy of all historical billing statements, usage logs, payment records, and leak adjustment calculations related to Account #019919-000 from May 2025 to the present date. We require these documents immediately to conduct a full forensic audit of the alleged $5,000 balance.
2. Formal City Council Agenda Placement: Pursuant to City Resolution 20 for 2017, I am formally demanding to be placed on the agenda for the next regularly scheduled Sweet Home City Council meeting. I intend to present formal objections directly to the Council to seek a mandatory adjustment and equitable resolution of this disputed amount.

3. Reservation of Legal Rights: If the City of Sweet Home fails to cooperate in resolving this dispute equitably, or refuses to adjust this unsubstantiated balance, JNJJ, Inc. is prepared to take immediate escalating action. This includes, but is not limited to, filing formal complaints with all relevant state regulatory bodies, consumer protection agencies, and commencing commercial litigation to recover operational damages caused by the shutdown.

We expect a prompt administrative stay on any further punitive actions and immediate written confirmation of our placement on the City Council agenda. Please forward the requested complete statement history to my attention at the address listed above.

Sincerely,

John Suh/Legal Department

JNJJ, Inc.

1207 Long Street
Account #019919-000

Date	Comment	Bill Amount	Account Balance
7/27/2026	**City receives letter requesting dispute to go to City Council**		
7/20/2026	Payment	($160.00)	$4,579.17
7/16/2026	Past Due Notice	$0.00	$4,739.17
7/9/2026	Payment	($500.00)	$4,739.17
7/8/2026	Turn Off Fee	$40.00	$5,239.17
7/2/2026	IVR Call	$0.00	$5,199.17
6/25/2026	Billing	$150.47	$5,199.17
6/25/2026	Late Fee	$77.21	$5,048.70
6/16/2026	Past Due Notice	$0.00	$4,971.49
6/10/2026	**Letter sent from City Manager denying dispute**		
6/4/2026	IVR Call	$0.00	$4,971.49
6/1/2026	**Mr. Suh sends letter rejecting payment plan and disputing the bill**		
5/28/2026	Billing	$173.13	$4,971.49
5/28/2026	Late Fee	$73.81	$4,798.36
5/19/2026	**Letter sent from Finance Director denying dispute**		
5/18/2026	Past Due Notice	$0.00	$4,724.55
5/12/2026	**Mr. Suh sends letter dated 5/9 rejecting the payment plan and disputing the bill**		
5/7/2026	**Staff works with store manager to establish a payment plan**		
4/28/2026	Billing	$172.12	$4,724.55
4/28/2026	Past Due Notice	$70.40	$4,552.43
4/16/2026	Past Due Notice	$0.00	$4,482.03
4/9/2026	Payment	($400.00)	$4,482.03
4/8/2026	Turn Off Fee	$40.00	$4,882.03
3/26/2026	Billing	$158.49	$4,842.03
3/26/2026	Late Fee	$72.49	$4,683.54
3/17/2026	Past Due Notice	$0.00	$4,611.05
3/11/2026	Payment	($160.00)	$4,611.05
3/11/2026	Payment	($160.00)	$4,771.05
2/26/2026	Billing	$168.51	$4,931.05
2/26/2026	Late Fee	$73.43	$4,762.54
2/17/2026	Past Due Notice	$0.00	$4,689.11
2/4/2026	Leak Adjustment May 2025	($386.10)	$4,689.11
2/4/2026	Leak Adjustment June 2025	($424.06)	$5,075.21
2/4/2026	**Leak adjustment requested and approved**		
1/29/2026	Billing	$140.66	$5,499.27
1/29/2026	Late Fee	$82.54	$5,358.61
1/19/2026	Past Due Notice	$0.00	$5,276.07
12/29/2025	Billing	$661.90	$5,276.07
12/29/2025	Late Fee	$71.76	$4,614.17
12/17/2025	Past Due Notice	$0.00	$4,542.41
12/17/2025	Payment	($160.00)	$4,542.41

1207 Long Street
Account #019919-000

Date	Comment	Bill Amount	Account Balance
12/16/2025	**PW checks for leaks, no leak code found**		
12/10/2025	**Staff communicates with manager re: high consumption**		
12/9/2025	**PW checks for leaks, leak code found**		
11/26/2025	Billing	$801.18	$4,702.41
11/26/2025	Late Fee	$61.45	$3,901.23
11/25/2025	**Staff communicates with manager re: high consumption**		
11/17/2025	Past Due Notice	$0.00	$3,839.78
11/6/2025	Payment	($160.00)	$3,839.78
10/29/2025	Billing	$1,037.25	$3,999.78
10/29/2025	Late Fee	$47.81	$2,962.53
10/23/2025	**Staff communicates with manager re: high consumption**		
10/20/2025	Past Due Notice	$0.00	$2,914.72
9/29/2025	Billing	$915.41	$2,914.72
9/25/2025	Late Fee	$33.80	$1,999.31
9/25/2025	Payment	($160.00)	$1,965.51
9/23/2025	**Staff communicates with manager re: high consumption**		
9/16/2025	**PW tests pressure, meets with manager to explain issue and leak**		
9/16/2025	Past Due Notice	$0.00	$2,125.51
9/11/2025	**Manager provides letter from Hamil Construction Group Inc re: no leak found; staff attempts contact without success**		
9/11/2025	Payment	($326.00)	$2,125.51
9/10/2025	Turn Off Fee	$40.00	$2,451.51
8/28/2025	Billing	$657.49	$2,411.51
8/28/2025	Late Fee	$30.17	$1,754.02
8/20/2025	**Staff provides letter with meter report and list of potential leak detection/plumbing contractors**		
8/19/2025	**PW checks for leaks, leak code found**		
8/18/2025	Past Due Notice	$0.00	$1,723.85
8/13/2025	**Store manager sends letter stating there is no leak and disputes charges**		
8/7/2025	**PW checks for leaks, leak code found**		
7/29/2025	Billing	$504.19	$1,723.85
7/29/2025	Late Fee	$22.50	$1,219.66
7/24/2025	**PW checks for leaks, flow still too high; door hanger left for customer**		
7/17/2025	Past Due Notice	$0.00	$1,197.16
7/8/2025	**Staff leaves voicemail re:account balance; follows up on previous email**		
6/30/2025	**Leak adjustment information sent to customer**		
6/26/2025	Billing	$767.91	$1,197.16
6/26/2025	Late Fee	$11.04	$429.25
6/16/2025	Payment	($300.00)	$418.21
6/16/2025	Past Due Notice	$0.00	$718.21
6/4/2025	**PW checks for leaks, flow still too high**		
5/29/2025	Billing	$718.21	$718.21
5/22/2025	**Staff notices high consumption; PW checks for leaks, leak code found**		

1207 Long Street
Account #019919-000

Date	Comment	Bill Amount	Account Balance
5/15/2025	Payment	($287.75)	$0.00
4/28/2025	Billing	$287.75	$287.75
4/15/2025	Payment	($158.30)	$0.00
3/27/2025	Billing	$158.30	$158.30
3/17/2025	Payment	($269.11)	$0.00
2/28/2025	Billing	$269.11	$269.11
2/18/2025	Payment	($163.70)	$0.00
1/29/2025	Billing	$163.70	$163.70

RESOLUTION NO. 20 for 2017

A RESOLUTION SETTING FORTH THE PROCEDURE FOR CHALLENGING A DISPUTED WATER/SEWER BILL.

WHEREAS, the Sweet Home City Council has provided that "Rules" can be adopted as Resolutions to carry out provisions of Water and Wastewater (Sewer) Ordinances in accordance with Ordinance 1174 and 1175; and

WHEREAS, the City desires to establish a formal written procedure for challenging a disputed water/sewer bill.

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL that effective upon passage of this Resolution, the following shall be in effect:

The procedure for challenging a disputed water/sewer bill is as follows:

PROCEDURE FOR CHALLENGING A DISPUTED WATER/SEWER BILL

STEP ONE:

Contact City Hall water department staff at 541-367-5128, 1140 12th Avenue, Sweet Home, Oregon 97386-2111.

If no resolution to disputed bill is forthcoming from city staff, proceed to Step Two.

STEP TWO:

Contact Finance Director at 541-367-5128, 1140 12th Avenue, Sweet Home, Oregon 97386-2111.

If no resolution to disputed bill is forthcoming from Finance Director, proceed to Step Three.

STEP THREE:

Contact City Manager at 541-367-8969, 1140 12th Avenue, Sweet Home, Oregon 97386-2111.

If no resolution to disputed bill is forthcoming from City Manager, proceed to Step Four.

STEP FOUR:

Present your disputed bill objections to Sweet Home City Council at a regular scheduled meeting. The City Council has their regular scheduled meetings the second and fourth Tuesday of each month. To be placed on the City Council agenda for an upcoming meeting you need to contact the City Manager at 541-367-8969, 1140 12th Avenue, Sweet Home, Oregon 97386-2111 on or before the Wednesday before the next regular scheduled meeting.

STEP FIVE:

The direction of Sweet Home City Council on the disputed bill shall be final.

The telephone numbers and addresses above can be changed, as needed, without a further Resolution.

This resolution supersedes any/all prior resolutions setting forth the procedure for challenging a disputed water/sewer bill including Resolution No. 6 for 2011.

PASSED by the City Council and approved by the Mayor this 24th day of October, 2017.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

RESOLUTION NO. 19 for 2017

A RESOLUTION ADOPTING LEAK ADJUSTMENT POLICY FOR WATER AND WASTEWATER UTILITY ACCOUNTS

WHEREAS, the Sweet Home City Council has provided that "Rules" can be adopted as Resolutions to carry out provisions of Water and Wastewater (Sewer) Ordinances in accordance with Ordinance No. 1174 and 1175; and

WHEREAS, Sweet Home Municipal Code (SHMC) 13.04.030 Billing, Payment Delinquencies and Penalties states "Adjustment of utility bills when water pipes break on the customer's side of the water meter maybe adjusted upon customer request…"; and

WHEREAS, City desires to establish a formal policy regarding water and/or wastewater account deposits.

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL that effective upon passage of this Resolution, the following shall be in effect:

The following policy is in regards to adjusting utility accounts when account holder experiences an "excess in water usage" due to water supply break, failure, and/or leak on the customer (private) side of the water meter beyond their control

- A utility bill <u>MAY</u> be adjusted, <u>AFTER</u> proof (i.e plumbers invoice, parts receipts, plumbing permit, etc.) has been provided to the City that the supply line has been repaired or corrected, according to the following:
  - The charge for water billing will be based upon the average consumption for the billing periods of the previous 12 months beginning with the month just prior to when the problem occurred, PLUS ½ of the water consumption measured in excess of the above referenced average for the billing period the problem occurred.
  - If the charge for sewer billing is based upon the volume of water metered, any/all adjustments will be based upon the 12 month average consumption described above unless billing was not affect by this "excess water usage" i.e. during Winter Averaging.
  - Customer must request a leak adjustment within six (6) months of the occurrence. Requests for adjustments beyond six (6) months will not be considered.
  - If approved, the adjustment to the bill will be for no more than the last two billing periods.
  - No leak adjustment is allowed for a leaking toilet or for negligent failure to repair a leak.

- One adjustment per utility account will be allowed per calendar year (rolling 12 month year from last occurance)

This resolution supersedes any/all prior resolutions adopting a leak adjustment policy for water and wastewater utility accounts including Resolution No. 10 for 2006.

PASSED by the City Council and approved by the Mayor this 24th day of October, 2017.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-393-7409
www.sweethomeor.gov

City Attorney's Office

NOTICE OF COUNCIL REVIEW OF BILL DISPUTE

John Suh
JNJJ, Inc.
DBA Mr. Lucky's Deli
PO Box 682
Sweet Home, OR 97386

August 12, 2026

Mr. Suh,

A letter dated July 29, 2026 was previously sent to you via both certified and regular mail by the City of Sweet Home Finance Department. That letter was in response to your letter dated July 23, 2026, and included the account history you requested. It also provided notice that your bill dispute would be heard by the City Council at its August 11, 2026 meeting, in accordance with City policy. No one appeared at that meeting to represent you, and the City Council decided to table the matter until the next Council Meeting to allow you more time to appear.

If you wish to present your side of this matter, please come to the following meeting:

Sweet Home City Council Regular Meeting
August 25, 2026
Sweet Home City Hall Council Chambers
3225 Main Street
Sweet Home, Oregon 97386

If you wish to discuss this matter, please don't hesitate to contact me.

Regards,

W. Blair Larsen

W. Blair Larsen
City Attorney
541-393-7409
blarsen@sweethomeor.gov

CERTIFICATE OF SERVICE

STATE OF OREGON

County of Linn

I certify that I am the attorney for the City of Sweet Home. I served the within Notice of Council Review of Bill Dispute on the John Suh or his agent on August 12, 2026 by delivering a true copy in person at 1207 Long Street, Sweet Home, Oregon 97386.

Dated August 12, 2026.

W. Blair Larsen, OSB#245264
City Attorney

W. Blair Larsen
City Attorney, City of Sweet Home
OSB#245264
3225 Main Street
Sweet Home, OR 97386
(541) 393-7409
blarsen@sweethomeor.gov

REQUEST FOR COUNCIL ACTION

Title:	Request for Council Action – Resolution No. 16 for 2026 – Adopting the City of Sweet Home's 2027-2028 State Legislative Priorities for the League of Oregon Cities
Preferred Agenda:	August 25, 2026
Submitted By:	Cecily Hope Pretty, Deputy City Manager
Reviewed By:	Jason Ogden, City Manager / Chief of Police
Type of Action:	Motion ☐ Resolution ☒ Reading ☐
Relevant Code/Policy:	N/A
Towards Council Goal:	Effective Government
Attachments:	Resolution No. 16 for 2026 LOC 2026 Member Voter Guide

Purpose of this RCA:
The purpose of this Request for Council Action is to consider approval of Resolution No. 16 for 2026, adopting the City's top five legislative priorities for the 2027-2028 Oregon legislative cycle to be shared with the League of Oregon Cities (LOC) as it considers its legislative agenda.

Background/Context:
The City of Sweet Home is a member of LOC, which serves as a lobbying entity on its behalf to develop policy and legislation in collaboration with other members.

In 2026, LOC convened seven policy committees across the following policy areas:

- Broadband, Cybersecurity, AI, and Telecommunications
- General Government
- Housing, Land Use, and Community Development
- Energy and Environment
- Finance, Taxation, and Economic Development
- Transportation
- Water and Wastewater

These committees identified 27 potential priorities, which were shared with LOC members for their consideration and vote.

Staff created an anonymous survey for City Councilors to respond to with their individual top five priorities with the intent that those survey results would guide the discussion at a Council Work

Session. Three responses were received prior to the Work Session, which was held on August 11th.

With four members in attendance, there was consensus on the following five priorities:

- Water and wastewater infrastructure funding
- Investment in community resilience and disaster planning
- Land availability and land use streamlining
- Strengthening economic and workforce development
- Supporting municipal cybersecurity proficiency

These five priorities are captured in Resolution No. 16 for 2026.

The Challenge/Problem:
LOC members must respond to a survey by September 25th indicating their priorities if they want them to be considered as LOC's adopted legislative agenda. Without formal Council consensus, the City of Sweet Home will not have the opportunity to have its priorities considered as part of this process.

Issues and Financial Impacts:
There are no identified issues or financial impacts.

Elements of a Stable Solution:
A clear direction for staff to support the City's legislative priorities by the indicated deadline.

Options:

1. *Move to deny Resolution No. 16 as proposed*: The City will not adopt a formal list of LOC priorities. Council should indicate if the City Manager should make selections on the City's behalf or if no action should be taken.
2. *Move to approve Resolution No. 16 for 2026 as proposed:* The City Manager will respond to the LOC survey by the deadline with the priorities as proposed.
3. *Move to approve Resolution No. 16 for 2026 with amendments:* City Council may select different priorities from the list of 27 options.

Recommendation:
Staff recommends option #2: Move to approve Resolution No. 12 for 2026 as proposed.

RESOLUTION NO. 16 FOR 2026

A RESOLUTION ADOPTING THE CITY OF SWEET HOME'S 2027-2028 STATE LEGISLATIVE PRIORITIES FOR THE LEAGUE OF OREGON CITIES

WHEREAS, the City of Sweet Home is an active member of the League of Oregon Cities (LOC); and

WHEREAS, seven LOC policy committees met throughout 2026 to development potential priorities for LOC member consideration; and

WHEREAS, 27 potential priorities were identified across seven policy areas; and

WHEREAS, LOC has requested each member to identify their top five policy priorities from the 27 options for the 2027-2028 Oregon legislative cycle before September 25, 2026; and

WHEREAS, the City Council had the opportunity to review the priorities and met in a Work Session on August 11th to come to a consensus on their priorities;

NOW, THEREFORE, THE CITY OF SWEET HOME DOES RESOLVE AS FOLLOWS:

The City Council's top five priorities of the options provided by the League of Oregon Cities shall be shared with LOC as follows:

- Water and wastewater infrastructure funding
- Investment in community resilience and disaster planning
- Land availability and land use streamlining
- Strengthening economic and workforce development
- Supporting municipal cybersecurity proficiency

This Resolution shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor, this 25th day of August, 2026.

____

Mayor

ATTEST:

____

City Manager - Ex Officio City Recorder

2026 Member Voter Guide

2027-28 LOC Legislative Priorities

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2026 Member Voter Guide

Background: The LOC policy committees are the foundation of the League's policy development process. Each even-numbered year, the LOC appoints city officials to serve on these committees. They receive informational briefings, analyze policy and technical issues, and ultimately recommend positions and strategies for the upcoming two-year legislative cycle. We want to acknowledge officials that dedicated their time and expertise to develop the priorities – *thank you* for supporting the LOC in crafting a strong agenda to support our legislative work.

This year, seven committees identified 27 legislative policy priorities to advance to the full membership and LOC Board of Directors. It's important to understand that the issues that do not rise to the top based on member ranking are not diminished with respect to their value to the policy committee or the LOC's advocacy. These issues will still be key components of the LOC's legislative portfolio for the next two years.

Ballot/Voting Process: Each city is asked to review the recommendations from the each of the policy committees and provide input to the LOC Board of Directors, which will formally adopt the LOC's 2027-28 legislative agenda. While each city may have a different process when evaluating the issues, it's important for cities to engage with their mayor and entire council to ensure the issues are evaluated and become a shared set of priorities. During its October meeting, the LOC Board will formally adopt a set of priorities based on the ranking process through the survey and their evaluation.

Each city is permitted **one** ballot submission. **Once your city has reviewed the proposed legislative priorities, please complete the electronic ballot to indicate the top five (5) issues that your city would like the LOC to focus on during the 2027-28 legislative cycle**. The lead administrative staff member (city manager, city recorder, etc.) will be provided with a link to the electronic ballot. If your city did not receive a ballot link or needs an alternative way to vote, please reach out to Meghyn Fahndrich at mfahndrich@orcities.org and Nicole Stingh at nstingh@orcities.org.

Important Deadline: The deadline for submitting your city's vote is **5 p.m. on Friday, September 25, 2026.**

Broadband, Cybersecurity, Artificial Intelligence (AI), and Telecommunications Committee

LOC Contact: Greg Miller, gmiller@orcities.org

PROMOTE THE EQUITABLE DEVELOPMENT OF SUSTAINABLE TELECOM INFRASTRUCTURE

RECOMMENDATION: The LOC recognizes and has prioritized broadband access, and telecom infrastructure more broadly, as an "essential service" and will advocate for affordable, safe, reliable, high-speed infrastructure development and access in every city. This includes but is not limited to: supporting expansion of service options for municipalities; increasing rural cellular infrastructure; and maintaining open access to networks that provide choice to community members.

Background: Advancements in telecommunications technology have ushered in unprecedent investments in infrastructure development aimed at providing broadband access and other communication modalities to all. Deploying infrastructure in Oregon must be done equitably across the state's diverse landscape and focus on addressing current coverage gaps as well as statewide infrastructure that serves all.

MAINTAIN LOCAL CONTROL OF A SAFE, MODERN RIGHT OF WAY

RECOMMENDATION: The LOC will oppose any legislation seeking to preempt local control of municipal rights-of-way (ROW). The LOC will also support legislation aimed at codifying home rule management of the local ROW and the revenue derived from use of the ROW, while encouraging ROW users to timely upgrade and replace their infrastructure lost to natural disaster.

Background: Home rule authority and local ROW management allow local governments to safely manage ROW issues that arise after work is complete, and when the ROW work-related permit may no longer be in effect. It ensures that utilities installing facilities in the ROW have financial protections like insurance in place, which help protect the public using the ROW and other entities whose infrastructure may be damaged during utility work. It ensures that local taxpayers will not have to pay costs associated with utilities' use of the ROW. It also ensures accountability through a variety of enforcement mechanisms.

SUPPORT EQUITABLE ACCESS TO TECHNOLOGY

RECOMMENDATION: The LOC will support policies such as the Oregon Lifeline Program to ensure digital inclusion. The LOC will also continue to monitor implementation of the

U.S. Department of Justice's website accessibility rule implementation and support municipal resource opportunities for accessibility. Finally, the LOC will support funding for programs that increase digital skills, equity, and adoption.

Background: All individuals regardless of physical, financial, or any other barrier have a right to access advancements in telecom technology.

SUPPORT RESPONSIBLE MUNICIPAL USE OF TECHNOLOGY

RECOMMENDATION: The LOC will support legislation that acknowledges forward-thinking regulations, taking into account the rapid evolution of telecom systems. The LOC may also support agency policy options that include municipal telecom resilience and concepts such as municipal AI assessments, and an "AI Sandbox" to further understanding of AI risks and other technological advancements in a controlled environment. In this work, the LOC will work to prevent unfunded mandates.

Background: Advancements in technology, including but not limited to AI, have demonstrated operational efficiencies, yet those come with risks if not implemented correctly and used safely. The LOC is cautiously optimistic about the use of AI and other tools that increase service and operational efficiency, but recognizes that some regulation may be necessary to define appropriate municipal uses and foster an atmosphere of responsibility and data safety.

SUPPORT MUNICIPAL CYBERSECURITY PROFICIENCY

RECOMMENDATION: The LOC opposes unfunded mandates and will advocate for technical support and funding to give all cities access to innovative technology, enhanced state programs, cybersecurity notification resources and assistance protecting critical infrastructure and data during cyber-attacks.

Background: Cybercriminals target municipalities as vulnerable systems holding valuable personal data and financial records. Historical underfunding of cybersecurity, antiquated system architecture, and lack of cybersecurity training contribute to the increasing trend in municipal cyberattacks. Cyberattacks can impact services with dire consequences for residents. Hackers typically look for the easiest entry path, and local governments often lack the resources to respond.

General Government Committee

LOC Contact: Charlie Conrad, cconrad@orcities.org

ADMINISTRATIVE PROCEDURES ACT REFORM

RECOMMENDATION: The LOC will advocate for the comprehensive modernization of the Oregon Administrative Procedures Act (APA) to restore regulatory transparency, strict alignment with legislative intent, and meaningful public accountability across all state agencies. This advocacy should include:

- Standardizing the rulemaking process across all state agencies to eliminate regulatory fragmentation;
- Strengthening public and expert participation in all rulemaking and workgroup processes;
- Establishing independent oversight and auditing of fiscal impact statements;
- Limiting and restricting the use of emergency rulemaking to actual crises; and
- Reforming judicial deference standards to ensure state agencies remain answerable to elected leaders and voters.

Background: Established in 1971, the Oregon APA is the legal framework that dictates how state agencies create regulations. However, the system has not seen a major update in decades, resulting in an unpredictable regulatory environment. Because there is no single standard for all agencies, different departments often pass conflicting rules that make compliance incredibly difficult for organizations on the ground. Furthermore, many key agencies report to independent boards rather than the governor, which creates an accountability vacuum. Recent state court decisions have compounded the issue by granting agencies broad leeway, ruling that their regulations do not strictly have to align with the original legislative intent.

This regulatory breakdown directly impacts local governments. When uncoordinated state agencies issue overlapping or conflicting rules, cities are left trapped in the middle—forced to navigate a maze of contradictory mandates that drain municipal staff time and stretch city budgets. Furthermore, because recent court rulings have stripped away traditional checks on administrative reach, cities have lost the ability to challenge flawed, 'one-size-fits-all' state regulations that ignore local realities. This loss of local control and financial stability necessitates reform. Protecting municipal home rule, ensuring local voices are actually heard during the rulemaking process, and restoring a sense of predictability and fairness to how state policies are implemented on the ground is necessary.

PUBLIC MEETINGS LAW CLARITY

RECOMMENDATION: The LOC will advocate for a comprehensive statutory reset of the Oregon Public Meetings Law to restore operational functionality and practicality for local governments while protecting public transparency. This priority includes the following provisions:

- Establishing an Intentionality Requirement: Limit serial meeting violations strictly to actions taken "knowingly and intentionally" to protect volunteer elected officials from penalties for good-faith, inadvertent errors.
- Streamlining Complaint Enforcement: Authorize the Oregon Government Ethics Commission (OGEC) to immediately dismiss incomplete, trivial, or bad-faith complaints.
- Holding the Right Entity Accountable: Shift personal liability for purely administrative errors—such as delayed meeting notices—away from individual elected officials and onto the public body as an institution.
- Expanding the "Cure" Process: Provide flexible, accessible avenues for local governments to address and correct procedural complaints, including decision rescission or public acknowledgement with a corrective action plan.
- Right-Sizing Training Requirements: Reform mandatory compliance training to occur once per elected term rather than annually, while allowing incoming officials to complete the requirement prior to being sworn in.

Background: Oregon's Public Meetings Law prohibits local elected officials from deliberating in private, a rule that includes a ban on "serial meetings," where separate, smaller discussions are held over time that may add up to a quorum. Recent Oregon Government Ethics Commission (OGEC) rules and training on this topic have created widespread confusion, leaving public officials deeply uncertain about how they can communicate with each other, their residents, or the media. A diverse work group of local leaders and legislators spent months negotiating a bipartisan fix during the 2026 legislative session, but Governor Kotek ultimately vetoed the bill, calling for stakeholders to return to the drawing board for the 2027 session. Today, the interpretation of this law remains highly contentious, and ongoing discrepancies create massive structural ambiguities and political tensions, making it incredibly difficult for local leaders to effectively govern.

To make the public meetings law workable, several practical fixes are urgently needed to save taxpayer resources and provide clarity to local officials. The current system: forces volunteer leaders to face personal liability for minor staff mistakes like late meeting notices; offers no clear way for cities to self-correct simple procedural errors; and requires repetitive annual training. To keep local governments functioning, the state must shield individual officials from administrative liability, allow the OGEC's staff to quickly dismiss trivial or bad-faith complaints, create a clear path for cities to self-correct honest mistakes, and right-size compliance training to once per elected term.

Housing, Land Use, and Community Development Committee
LOC Contact: Alexandra Ring, aring@orcities.org

FUNDING AND COORDINATION FOR SHELTER AND HOMELESS RESPONSE

RECOMMENDATION: The LOC opposes cuts to the state shelter system funding and supports continued state investments in a comprehensive homeless response system to fund eviction prevention, shelter, and rehousing. These investments should include:

- Strengthening our coordinated regional homeless response;
- Funding a range of shelter types in cities across the state, including alternative shelter models, safe parking programs; and
- Funding eviction prevention, rapid rehousing, outreach, case management, staffing and administrative support, and other related services.

Background: The LOC recognizes that to end homelessness, a cross-sector coordinated approach to delivering services, housing, and programs is needed. Cities are not social service providers and largely do not have the additional revenue sources to fund new services outside their core services, amid ongoing budget cuts. Despite historic legislative investments in recent years, communities continue to struggle to support and rehouse Oregonians experiencing homelessness. In 2025, the Legislature passed HB 3644, which created the Statewide Shelter Program, a comprehensive funding program for state supported local shelters based in regional coordination. In addition to the statutory framework, the Legislature passed a funding package of $204 million to support sheltering efforts in the 2025-2027 biennium, with $102 million as the new baseline level of funding for all biennium through 2034. In a tight budget environment, the Legislature's ability and interest in continuing these investments is unclear.

As Oregon continues to face increasing rates of unsheltered homelessness, the LOC is committed to strengthening a regionally based, state-supported homeless response system to ensure all Oregonians can equitably access stable housing and maintain secure, thriving communities. Regional coordination is key to the system's success, and the state, cities, and counties must be part of the solution together.

FULL FUNDING AND STREAMLINING FOR HOUSING PRODUCTION

RECOMMENDATION: The LOC will seek opportunities to address structural barriers to production of different housing options at the regional and state level. This includes:

- Streamlining state agency programs, directives, funding metrics, and grant timelines that impact development;
- Accurate tracking of units produced on the ground, rather than units unlocked;
- Aligning state programs with local capital improvement and budget timelines; and
- Increasing connections between affordable housing resources at Oregon Housing and Community Services (OHCS) with the land use directives in the Oregon Housing Needs Analysis (OHNA) and Climate Friendly and Equitable Communities (CFEC) programs at the Oregon Department of Land Conservation and Development (DLCD).

Additionally, the LOC will advocate maintaining and increasing state investments to support the development and preservation of a range of needed housing types and affordability, including:

- Publicly supported affordable housing and related services;
- Affordable homeownership;
- Permanent supportive housing;
- Affordable modular and manufactured housing;
- Middle housing types; and
- Moderate-income workforce housing development.

Background: Recent legislation and executive orders have made significant changes to the state's land use planning process, including new housing production directives for cities and counties. And yet, housing production levels remain below our state's current needs. The state should prioritize implementation, funding, and coordination of existing programs in the 2027-2028 legislative sessions before considering any new policies, including direct funding for housing production to address the underlying economic challenges that prevent production.

LAND AVAILABILITY AND LAND USE STREAMLINING

RECOMMENDATION: The LOC supports updates and streamlining statutes to better support good land use planning and land availability for all needs. This includes:

- Refining land use statutes to provide more clarity and legal certainty for cities;
- Clarifying wetland statutes and inventories to allow efficient and orderly urbanization of land within urban growth boundaries (UGBs);
- Streamlining UGB expansion and swap processes for residential, commercial, and

industrial land;

- Improving urban reserves process and land prioritization; and
- Funding for technical assistance for code audits and updates to comply with new state statutes.

Background: Oregon's land use system has undergone substantial change over the past decade, without revisions to the underlying structure. Years of layering legislation with different requirements and new interpretations of existing law have increased regulatory complexity that cities must navigate to be compliant within Oregon's land use system. Complying with state land use laws has become expensive, time-consuming and confusing, and prevents cities from having sufficient land for all needs (housing, industrial, and commercial). This has created challenges for ensuring that communities have sufficient supplies of land for all types of development, impacting other the housing and economic development priorities of the state.

Energy and Environment Committee

LOC Contact: Greg Miller, gmiller@orcities.org

INVEST IN COMMUNITY ENERGY RESILIENCE/DISASTER PLANNING

RECOMMENDATION: The LOC will engage in efforts to provide planning resources, technical assistance and funding to cities preparing to withstand, maintain and recover their energy needs in the event of a disaster. This includes resources for energy efficiency and/or local energy generation like biomass, solar, hydro, biogas, and generators. It also includes virtual power plants, microgrids, energy storage, and other solutions that help cities and their communities increase energy resilience.

Background: Frequency and severity of natural disasters and growing regional energy shortages have demonstrated the potential to cripple Oregon communities during an emergency. Intentional disaster planning and community energy resource development can be costly, but will contribute to Oregon cities' resilience and ongoing viability during floods, seismic events, drought, wildfires, and energy brown/blackouts.

SUPPORT EXPEDITED LOCAL RENEWABLE ENERGY GENERATION

RECOMMENDATION: The LOC will continue to support traditional large renewable energy development and transmission projects while mitigating impacts on local control. To support Oregon clean/renewable energy targets and increased capacity, the LOC also supports local initiatives to develop alternative/renewable energy sources that fit the needs of each city.

Background: Recent studies of projected Pacific Northwest energy load growth in the next five years show a projected shortfall of 3GW (3,000,000kw) by 2030. That shortfall compounds by 2035. Viability of Oregon cities depends upon increased reliable energy generation.

SUPPORT INCREASED ENERGY TRANSMISSION CAPACITY

RECOMMENDATION: The LOC will explore and support initiatives that increase renewable energy transmission while mitigating impacts on local control.

Background: Large scale renewable energy is largely produced east of the Cascade divide. Maximizing current transmission and developing new capacity to make renewable energy available to all regions is an important factor in achieving equitable community energy resilience while meeting Oregon decarbonization and climate goals.

MAINTAIN AFFORDABLE ENERGY WHILE SUPPORTING GRID HARDENING AND MODERNIZATION

RECOMMENDATION: The LOC will support initiatives that balance necessary grid modernization against manageable rate increases for cities and residents.

Background: Growing and modernizing Oregon's aging electric grid is necessary. However, upgrades and increased capacity are challenging. Utilities are not insulated from recent inflation and face unprecedented increases in equipment and infrastructure costs. Customers are also seeing increased rates due to rising utility infrastructure costs and spending on wildfire mitigation.

RESOURCE PROGRAMS FOR ENERGY EFFICIENCY PLANNING AND PROJECT DEVELOPMENT

RECOMMENDATION: The LOC will support legislation that further supports Community Renewable Energy Programs, Green Bank Concepts, Home Energy Rebates, Solar and Storage Rebates, Electrification Incentives.

Background: Oregon's 241 incorporated cities are at the forefront of delivering on Oregon's climate and energy goals: building decarbonization, energy efficiency and renewable energy generation. These mandates, while important, fall largely upon local governments that are perpetually constrained financially. Continued legislative allocations to support climate/energy programs and local governments will be paramount to continue taking the incremental steps necessary to achieve the state's 2030 greenhouse gas reduction targets and 2040 emissions elimination goals.

SUPPORT ADMINISTRATIVE CAPACITY

RECOMMENDATION: The LOC will support state budgets that increase targeted agency capacity needed to adequately and efficiently provide technical assistance, permitting and resources to municipalities related to state and federal energy and climate goals. This includes fully funded and staffed local programs dedicated to implementation of state climate and decarbonization initiatives, especially those related to guidance derived from federal agencies.

Background: Looming large in the Pacific Northwest are concerns about federal energy policies and utility capabilities to meet Oregon's clean energy targets. Additional capacity at the state level will support communities that are navigating changing guidance and requirements.

Finance, Taxation, and Economic Development Committee

LOC Contact: Colette Tipper, ctipper@orcities.org

TARGETED PREVAILING WAGE CHANGES

RECOMMENDATION: The LOC will advocate for targeted changes to prevailing wage requirements that: recognize urgent needs for Oregon communities; consider the impact of inflation; and maintain the original intent of Oregon's prevailing wage law. This includes supporting reoccurring legislation to exempt publicly financed facilities aimed at addressing the housing crisis (affordable housing, shelters, day centers) and the lack of childcare, as well as efforts to address mounting infrastructure needs impacting housing and economic development. The LOC will support additional clarity around split determination issues that are impacting growth, ensuring cities can proactively prepare for growth without impacting future, private developments.

Background: Prevailing wage rates are minimum hourly rates a contractor must pay its employees under public works contracts; and while there are federal and state prevailing wage rates, the recommendation above impacts state prevailing wage laws. The wage rates vary by occupation and region, with the rates being set by the Oregon Bureau of Labor & Industries (BOLI). Oregon law requires prevailing wages to be paid on a project if it hits one of two specific triggers: the public agency trigger or the public funding trigger:

1. Public Agency Trigger - If a project meets the definition of a "public works" under ORS 2798C.800(6)(a) and the total cost of the project is $50,000 or more. Examples of qualifying projects include roads, buildings, and improvements – whether it's new construction, renovation, painting, demolition, or the removal of hazardous waste. The $50,000 threshold was set in 2005. If adjusted for inflation, the threshold would be roughly $86,000.
2. Public Funding Trigger - A project might be private, but it uses $750,000 or more of

taxpayer money. The same types of projects qualify for the public funding trigger. Note: there are very specific exceptions of public money being used that do not trigger prevailing wages (see ORS 279C.810(1)(a) and OAR 839-025-0004(11)(b)). The $750,000 threshold was set in 2007. If adjusted for inflation, the threshold would be roughly $1.2 million.

Additionally, Oregon law states that in the case of public-private partnerships, BOLI shall divide the project to separate the private and public aspects of the project. The public aspects of the project will be subject to prevailing wage, while the private aspects will not. This recently impacted developments in the Willamette Valley. Developable lots with publicly funded infrastructure should not mean that private projects automatically prevail.

ALCOHOL REVENUE MODERNIZATION

RECOMMENDATION: The LOC will advocate for alcohol tax revenue modernization that generates increased shared revenues for cities. This includes support for recommendations from the HB 3610 Task Force on Alcohol Pricing to increase beer and wine taxes while preserving the existing 34% revenue-sharing distribution to cities. This may also include legislation removing the preemption on local alcohol taxes.

Background: Cities have significant public safety costs related to alcohol consumption and must receive revenue commensurate to the cost of providing services related to alcohol. In considering an increase, the LOC will balance the economic and consumer pressures impacting breweries across the state.

Oregon is a control state and the Oregon Liquor and Cannabis Commission (OLCC, formerly known as the Oregon Liquor Control Commission) acts as the sole importer and distributor of liquor. Cities and other local governments are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% share of net state alcohol revenues. The OLCC has also imposed a 50-cent surcharge per bottle of liquor since the 2009-2011 biennium, which is directed towards the state's general fund. Oregon's beer tax has not increased since 1978 and is $2.60 per barrel, which equates to about 8.4 cents per gallon, or less than 5 cents on a six-pack. Oregon's wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines. Oregon has one of the lowest beer taxes in the country (source) and the wine tax is closer to national average (source).

EMERGENCY COMMUNICATION SYSTEM RESOURCES

RECOMMENDATION: The LOC will support legislation enhancing the effectiveness of the state's emergency communications system through an increase in the 9-1-1 tax. Inflationary factors have lessened the impact of the emergency communications tax. State estimates indicate that this revenue covered 40% of dispatch center costs, but that figure is inaccurate, with some communities receiving as little as 20-25%.

Background: Oregon's 9-1-1 tax was increased to $1.00 per line or prepaid transaction effective January 1, 2020, and further increased to $1.25 effective January 1, 2021. Before this change from 2019's HB 2449, the rate had been 75 cents since 1995. The new tax increase on 9-1-1 expires January 1, 2030. Most cities will not receive this state shared revenue directly, as the city share is directed to the public safety answering point (PSAP) provider connected to the statewide network, and most of these are managed by counties or a regional entity, rather than a city. The PSAPs are only partially funded through the state's Emergency Communications Tax, with the balance of operating costs coming primarily from property taxes. Local governments receive approximately 60% of 9-1-1 taxes, but the taxes generally covered less than 25% of the costs of total PSAP operations before the recent rate increases. Ratios of individual PSAP costs to taxes received vary. The local government share of the state tax is distributed 1% to each county, with the remainder distributed per capita.

STRENGTHENING ECONOMIC AND WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will support efforts to modernize and strengthen Oregon's existing economic development programs while advocating to maintain local flexibility and autonomy over local revenues. The LOC's advocacy includes strengthening and increasing funding for current state programs like Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), the Strategic Investment Program (SIP), the Industrial Site Loan Fund, Brownfield programs, and infrastructure programs, as well as new efforts to support a healthy economy.

The LOC will also support efforts to strengthen Oregon's workforce development initiatives that help to meet critical workforce shortages experienced by public and private employers throughout the state. The LOC will advocate for policies and investments that strengthen local talent pipelines, expand access to workforce education and training, and help communities recruit and retain the skilled workforce needed to support and grow a healthy economy.

Background: Communities across the state have leveraged local economic development incentive programs (Enterprise Zones (EZ), Long Term Rural Enterprise Zone (LTREZ), Strategic Investment Program (SIP), etc.) to support strong local economies, community investment, and long-term economic growth. These programs are intentionally designed to provide local governments with flexibility to attract and retain industries that align with local economic priorities, infrastructure capacity, and workforce needs. The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new business investment, while the SIP program allows local governments to offer a 15-year partial exemption on the value of new property exceeding a specified investment threshold.

These incentive programs are critical tools for maintaining Oregon's national competitiveness and generating substantial long-term benefits through job creation, enhanced economic activity, infrastructure investment, and increased tax revenues. Local governments absorb the primary impact of temporary property tax exemptions and provide the infrastructure and public services necessary to support development, while the state realizes significant revenue gains through increased income tax collections and broader economic activity generated by these investments. As the state increasingly benefits from local economic development efforts, it should also be a stronger financial partner in supporting and sustaining these programs. Preserving local discretion, predictability, and flexibility within economic development programs remains essential to ensuring communities can effectively compete for and support major economic development opportunities.

Public and private employers across the state are having trouble filling critical workforce needs. As an example, Oregon respondents to the 2025 Associated General Contractors of America Workforce Survey indicate that 56% expect to hire new employees and 54% have increased headcount in the last year. However, 52% of respondents report trouble hiring due to a lack of qualified and credentialed candidates. This challenge rings true for cities. Cities have reported trouble filling wastewater treatment positions due to lack of qualified candidates, while community colleges are neglecting to start programs because of the high cost of running them.

Transportation Committee

LOC Contact: Nicole Stingh, nstingh@orcities.org

2027 TRANSPORTATION PACKAGE

RECOMMENDATION: The LOC supports a robust transportation package that supports Oregon's multi-jurisdictional, multi-modal, and safety-oriented transportation system. Recognizing that Oregonians don't always know who owns what route they rely on, any revenue should support our shared transportation system. The LOC believes this is most effective through a statewide revenue source rather than more administratively burdensome and inequitable local revenue methods that are unable to ensure that all users pay their fair share (including through user fees).

Cities and locally owned transportation systems rely on a strong state partner to meet our shared goals of a system that moves people from "point a to point b" safely and effectively. In addition, the conditions of state and county routes impact cities by both directing additional traffic on city streets and affecting how residents get to where they need to go safely. This requires system expansion to be secondary to restoring funds in grant programs and transit services, protecting existing programs, and an overall focus on operation and maintenance.

Background: After a failed package in 2025, efforts are underway on a 2027 package to address the known need for state, county, and city infrastructure. The State Highway Fund (SHF) is the primary revenue source for the state's transportation infrastructure, and comes from various sources, including gas and diesel tax, weight mile tax, vehicle registration fees, vehicle title fees, and driver's license fees. These funds are distributed using a 50-30-20 formula, with 50% going to the state, 30% to counties, and 20% to cities. Continued investment in transportation infrastructure is critical for public safety objectives such as the Safe Routes to Schools and the Great Streets programs. In addition to those grant programs, local communities rely on the Statewide Transportation Improvement Fund and Oregon Community Paths resources. These programs are essential in cities to support efficient, convenient, safe, cost-effective transportation systems that are open to all members of our communities.

CAUTIOUS ADOPTION OF AUTONOMOUS VEHICLES

RECOMMENDATION: The LOC will advocate for necessary tools to support communities as autonomous vehicles (AVs) come to Oregon, particularly for private for-hire AVs. Cities are proactively and cautiously preparing for new technology, like autonomous vehicles, and it's crucial to get the regulations right to ensure proper coordination, alignment between all stakeholders, and flexibility as the technology is evolving rapidly.

AVs will impact city goals and requirements, ultimately impacting their transportation system plans. Cities must not be preempted in their ability to permit (as it relates to private for-hire AVs) and regulate the use of this new technology on city infrastructure. Cities should have the ability to:

- Ensure AVs follow the rules of the road and can receive traffic violations like human drivers, and that law enforcement officials are trained on ways to disengage an AV;
- Require geofenced areas to have operational standards based on the local needs or goals (like limiting 0 passenger trips), to accommodate special events, or to address infrastructure challenges that prevent safe deployment of technology;
- Allow revenue generation to offset costs for training law enforcement and first responders; and
- Limit the number of AVs that are allowed to operate in a city, potentially scaling up as predetermined performance benchmarks are reached.

At the same time, the LOC supports federal authority to determine if and when an AV is street ready. In addition, the state should determine cyber safety standards, insurance requirements, vehicle registration, and other activities.

Background: With new technologies comes new and unforeseen challenges and opportunities. AVs offer the ability to improve traffic safety by limiting human error, as industry data shows. AVs could also promote other economic activity and create access to our transportation system. At the same time, there are key risks to mitigate as we learn lessons from cities across the nation that have operated with AVs. One lesson – a slow rollout will help companies identify and address issues as they arise. From navigating weather to power outages, San Francisco transportation officials have learned a lot and shared that with the LOC's Transportation Policy Committee. Despite AVs being in operation for years, the California Department of Motor Vehicles recently created rules around traffic citations for AVs nearly two years after their state legislature passed authorizing legislation. Oregon would benefit from waiting until the technology has advanced, being a fast follower rather than an early adapter. In addition, Oregon should balance support for industry and competition with public trust and public good.

In addition, for more than 40 years, the state of Oregon has recognized that for-hire services like taxis and other vehicles for-hire are a necessary part of the transportation system and has left regulation to local authorities (see ORS 221.485, ORS 221.495). Private for-hire AVs should have higher standards for city regulation versus privately owned vehicles.

CITY SUPPORTED STREET SIGN TRADITIONS

RECOMMENDATION: The LOC will advocate to allow cities to support community activities and fundraisers through signs on light poles. Many cities hang signs on street light poles to recognize holidays, and in some cases these signs are sold as a fundraiser to support chambers, downtown organizations, or other community causes (examples include Mother's Day flowers and Christmas ornaments). State statute prevents this if the sign is visible from a state highway. The LOC will work to create flexibility for cities to support these fundraisers even if they are visible from a state highway.

Background: State statute prevents "advertising signs" within view of state highways, even if they are not on state right-of-way. The state considers advertising to be any exchange of compensation, regardless of its intended purpose. While this is a long-standing statute that is not actively consistently enforced, it has recently prevented one community from supporting a fundraiser for their downtown association. The LOC Transportation Policy Committee is flexible on the solutions and has directed staff to work with the Oregon Department of Transportation on bill language to address this in the least administratively burdensome manner, which will likely include a waiver for fundraising efforts that are endorsed by a city.

Water and Wastewater Committee

LOC Contact: Michael Martin, mmartin@orcities.org

INFRASTRUCTURE FUNDING

RECOMMENDATION: The LOC will advocate for increased and sustained investments in drinking water, wastewater, stormwater, and water reuse infrastructure needed to support housing production, economic development, public health, and environmental protection. This includes: expanding flexible, low-cost financing tools that reduce ratepayer burden; supporting infrastructure capacity needed for housing and economic development; investing in aquifer storage and recovery projects; protecting system development charge authority; and sustaining infrastructure financing programs, including the Special Public Works Fund, which help communities address critical infrastructure needs. The LOC will advocate for policies that recognize the increasing costs associated with regulatory compliance, environmental protection, and workforce needs.

Background: Water infrastructure (drinking water, wastewater, stormwater, and reuse) is essential to supporting housing production, economic development, public health, and environmental protection in communities across Oregon. Cities own and operate drinking water, wastewater, stormwater, and water reuse systems that require ongoing investment to maintain reliability, comply with state and federal regulations, and serve existing and future residents.

The 2024 LOC Infrastructure Survey identified approximately $6.4 billion in water infrastructure needs statewide. Cities continue to face increasing costs associated with aging infrastructure, regulatory compliance, environmental requirements, workforce challenges, and inflationary factors.

Without adequate infrastructure capacity, communities may struggle to accommodate needed housing development and economic growth. State investments should support direct infrastructure projects and proven financing programs that help communities plan, construct, and upgrade critical facilities. State programs like the Special Public Works Fund play an important role in helping communities address critical infrastructure needs.

WATER REUSE

RECOMMENDATION: The LOC will advocate for policies and investments that support the development and expansion of water reuse projects throughout Oregon. This includes: funding for planning, design, and construction; clear and predictable regulatory pathways; and technical assistance for local governments. The LOC will support maintaining local flexibility to implement community-specific reuse solutions that protect public health and environmental quality.

Background: The Legislature has recognized the value of water reuse through House Bill 2169 (2025). Despite growing interest in water reuse, many communities face financial, technical, and regulatory barriers that limit the development of water reuse. Cities need funding, technical assistance, and regulatory certainty to evaluate and implement reuse projects that meet local needs. As Oregon continues to invest in water infrastructure and community resilience, water reuse should be recognized as an important tool that complements existing water management strategies and helps communities achieve long-term sustainability goals.

RATEPAYER ASSISTANCE

RECOMMENDATION: The LOC will advocate for improved affordability for drinking water and wastewater customers while maintaining the financial stability necessary to operate, maintain, and improve local utility systems. This includes state-supported water and wastewater ratepayer assistance programs, and policies that consider affordability impacts on residents.

Background: Cites face the challenge of balancing affordability for residents with the investments necessary to maintain safe and reliable utility systems. State-supported ratepayer assistance programs and increased participating in infrastructure funding can help reduce financial burdens on households while preserving the financial sustainability of local utilities and ensuring continued access to essential water services. In 2025, the Legislature introduced House Bill 3527, which requested $11 million to continue funding the program, but the bill did not advance out of the budget committee.

WATER WORKFORCE DEVELOPMENT

RECOMMENDATION: The LOC will advocate for investments in workforce development programs that support the recruitment, training, certification, and retention of drinking water and wastewater professionals. This includes: support for operator-in-training and apprenticeship programs; certification and reciprocity improvements; regional training opportunities; and funding that helps communities develop and maintain a qualified water workforce.

Background: Oregon cities depend on certified operators and other utility professionals to provide safe drinking water, protect water quality, maintain regulatory compliance, and operate increasingly complex infrastructure systems. Water utilities across the state face growing challenges of recruiting, training, and retaining qualified personnel.

Investments in workforce development, training infrastructure, and career pathways will help ensure communities have the skilled workforce necessary to operate and maintain critical water infrastructure systems. The Legislature recently recognized the importance of this workforce with House Bill 4007 (2026), which established a “Water Professionals Appreciation Week” annually in October.

City of Sweet Home
Community and Economic Development Department
3225 Main Street, Sweet Home, OR 97386 541-367-8113

TO: City Council
Jason Ogden, City Manager
Interested Parties
FROM: Angela Clegg, Planning and Building Manager
DATE: August 25, 2026
SUBJECT: Planning, Building & Engineering Department Report – July 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 July 1 to July 31, 2026.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED

Permit Category	July 2026	June 2026	FY 26-27 To Date	FY 2025 Total	FY 2022-2026 5 Year Average
Residential 1 and 2 Family Dwellings	6	3	6	27	27
Residential Demolition	0	0	0	5	8.2
Residential Manufactured Dwellings	0	0	0	5	5
Residential Mechanical	2	10	2	77	100.4
Residential Plumbing	0	1	0	18	22.8
Residential Sign	0	0	0	0	0.2
Residential Site Development	0	0	0	1	0.6
Residential Structural	6	2	6	60	52.6
Commercial Alarm or Suppression Systems	0	0	0	1	2.2
Commercial Demolition	1	0	1	0	1.6
Commercial Mechanical	1	0	1	20	15
Commercial Plumbing	1	1	1	2	7.5
Commercial Phased	0	0	0	2	1
Commercial Site Development	3	0	3	0	1.83
Commercial RV or MFH Park	0	1	0	0	0.4
Commercial Structural	0	2	0	24	28.67
Total Permits	**23**	**20**	**23**	**242**	**274.4**
Value Estimate of All Permits	**$3,298,411.00**	**$992,120.00**	**$3,298,411.00**	**$22,693,250.24**	**$20,423,225.65**
Fees Collected	**$47,816.08**	**$12,918.41**	**$47,816.08**	**$233,354.34**	**$294,059.59**

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	# of Permits	Submit to Accept (average # days)	Review to Issue (average # days)
Commercial Demolition	2	0	0
Commercial Mechanical	3	1.7	0.7
Commercial Plumbing	1	1	6
Commercial Structural	1	2	0
Residential Plumbing	1	0	0
Residential Structural	6	0.2	6

Applications Pending Staff Review	
N/A	

Application Pending Additional Information from the Applicant:	
*Commercial Structural	1
*Residential Structural	1

* As of July 31, 2026

- 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	July 2026	June 2026	FY 26-27 To Date	FY 2025 Total	FY 2022-2026 5 Year Average
Adjustments	0	0	0	2	0.8
Annexations	0	0	0	0	0.2
Comp Plan Amendments	0	0	0	0	0
Conditional Use	0	0	0	4	4
Fence Permit	0	1	0	36	39.4
Home Occupation	0	0	0	0	0.4
MFU	0	0	0	0	0.4
Partition	0	0	0	8	9.2
Planned Development/ Subdivision	0	0	0	3	1.4
Property Line Adjustments	1	1	1	7	6
Temp RV Permit	0	0	0	0	5.4
Vacation	0	0	0	0	0.2
Variance	1	0	1	2	1.4
Zoning Map Amendment	0	1	0	0	1.8

- Total Planning Division Applications **Submitted**:

Total Applications	**2**	**1**	**2**	**23**	**70.8**
Total Fees Collected	**$1,300.00**	**$240.00**	**$1,300.00**	**$8,600.00**	**$15,679.74**

- 2 Land Use Application were submitted in July.
- 2 Land Use Application deemed complete in July.
- 2 Land Use Applications are pending Planning Commission final approval.
- 1 Land Use Application is pending administrative approval – waiting on a Certificate of Occupancy.
- The Planning Commission last met for a regular meeting on July 2nd.

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)
Variance (Type III)	5/21/216	5/26/26	5	7/9/26	42
Property Line Adjustment (Type I)	5/20/26	6/4/26	15	7/2/26	43
Average Processing Time (days)			**10**		**42.5**

- 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 July 21st.

- Disc Golf Course: Public Works has been doing some site prep since the spring to prepare for our course designer, Avery Jenkins, to come in September and provide oversight for the final design and construction. Avery is an international disc golf champion and world-renowned site designer.

- Restoration Planning Grant that the South Santiam Watershed Council is applying for Quarry Park.

- City Hall Park – we are working on scheduling the concrete pad to be poured, and we anticipate the fitness equipment will be installed in late August or early September with a ribbon-cutting in September.

- Sankey Park – everything except the bandstand is in closeout. We will reseed the hillside later this year and again next spring to help prevent erosion.

4. ENGINEERING

Application Type	July 2026	June 2026	FY 26-27 To Date	FY 2025 Total	FY 2022-2026 Average
ROW	$600.00	$120.00	$600.00	$900.00	$1,758.00
SC Inspections	$400.00	$60.00	$400.00	$530.00	$1,116.00
INF Inspections	0	0	0	$1,775.00	$861.00
Erosion Control	0	0	0	$150.00	$363.55
Parks SDC	$2,529.88	$1,264.94	$2,529.88	$25,221.00	$32,208.47
Sewer SDC	$9,153.14	$4,576.57	$9,153.14	$97,979.09	$126,831.85
Storm SDC	$2,070.28	$1,035.14	$2,070.28	$17,943.00	$90,039.82
Streets SDC	$6,206.74	$3,103.37	$6,206.74	$62,048.93	$131,408.71
Water SDC	$17,145.62	$22,366.76	$17,145.62	$102,858.81	$182,352.05
Total	**$38,105.66**	**$10,160.02**	**$38,105.66**	**$309,405.83**	**$566,939.45**

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	July 2026	June 2026	FY 2026 To Date	FY 2025 Total	FY 2022-2026 Average
Chair & Table Rental	$10.00	0	$10.00	$235.00	$240.10
Gazebo Rental	$90.00	$90.00	$90.00	$897.55	$538.05
Hut Rental	$75.00	$45.00	$75.00	$175.00	$160.52
Racquetball Membership	0	$42.00	0	$167.00	$252.95
Weddle Bridge Rental	0	0	0	$75.00	$73.02
Bandstand	0	0	0	0	$39.00
Total Fees Collected	**$175.00**	**$177.00**	**$175.00**	**$1,549.55**	**$1,303.64**