



CITY OF SWEET HOME CITY COUNCIL AGENDA

February 09, 2021, 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

The City Council will hold a Regular City Council meeting at 6:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council 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 City Council meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID: 473 954 605#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting. All votes will be conducted by Roll Call Vote.

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda:

- a) [Request for Council Action – Committee Appointments \(pg. 3\)](#)

Approval of Minutes:

Recognition of Visitors and Hearing of Petitions:

Old Business:

New Business:

- a) [Request for Council Action – Resolution No. 3 for 2021 – Fee Schedule \(pg. 25\)](#)

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

- a) [Request for Council Action - Ordinance No. 2 for 2021 -Amended System Development Charges Ordinance \(pg. 77\)](#)

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.

Second Reading of Ordinance Bills

- a) [Ordinance No. 1 for 2021 - Zone Map Amendment \(pg. 94\)](#)

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Administrative and Finance/Property

- a) [2021-02-02 Administration, Finance and Property Committee Minutes \(pg. 185\)](#)

Park and Tree Committee

Charter Review Committee

Youth Advisory Council

Chamber of Commerce

Council of Governments

Area Commission on Transportation

Solid Waste Advisory Council

Ad Hoc Committee on Health

Legislative Committee

Reports of City Officials:

Mayor's Report

City Manager's Report

Department Director's Reports (1st meeting of the Month)

Library Services Director

Community and Economic Development Director

- a) [CEDD January, 2021 Monthly Report \(pg. 187\)](#)

Public Works Director

- a) [Public Works Department Monthly Report of Activities - January 2021 \(pg. 192\)](#)

City Attorney

Council Business for Good of the Order

Adjournment



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Committee Appointments

Preferred Agenda: February 9, 2021

Submitted By: Julie Fisher, Administrative Assistant

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: Sweet Home Charter

Towards Council Goal: #2 Develop transparency in all communication
Efficient and Effective local government

Attachments: 02-02-2021 Administrative, Finance, and Property Committee Packet

Purpose of this RCA:

Appointments to the Library Advisory Board and the Planning Commission.

Background/Context:

There is currently one (1) vacancy on the Library Advisory Board and three (3) vacancies on the Planning Commission. The Administration, Finance, and Property Committee conducted interviews on February 2nd, 2021. They recommended the following:

- Jamie Frick be appointed to the Library Advisory Board
- Eva Journey be reappointed to the Planning Commission
- James Goble be appointed to the Planning Commission
- Jamie Melcher be appointed to the Planning Commission

The Challenge/Problem:

Vacancies on the Committees.

Stakeholders:

- City of Sweet Home Staff – Staff benefits by having full committees that provide direction and recommendations that are consistent with law.
- City of Sweet Home Management - Management is more effective and efficient with clear, updated, best practices for policy as recommended by committees.
- Sweet Home Residents – Residents and taxpayers essentially pay the price when policies lead to inefficient operations or practices.

Issues and Financial Impacts:

None Known

Elements of a Stable Solution:

Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

Options:

1. Do Nothing
2. Seek Additional Applicants
3. Make a Motion to appoint Jamie Frick to the Sweet Home Library Advisory Board for a four year term to expire December 31, 2024,
4. Make a Motion to appoint Bonnie Neal to the Sweet Home Library Advisory Board for a four year term to expire December 31, 2024,
5. Make a Motion to appoint Jamie Melcher to the Planning Commission for a four year term to expire December 31, 2024.
6. Make a Motion to appoint David Lowman to the Planning Commission for a four year term to expire December 31, 2024.
7. Make a Motion to appoint James Goble to the Planning Commission for a four year term to expire December 31, 2024.
8. Make a Motion to reappoint Eva Journey to the Planning Commission for a four year term to expire December 31, 2024.
9. Make a Motion to appoint Rachel Maynard to the Planning Commission for a four year term to expire December 31, 2024.

Recommendation:

The Administration, Finance & Property Committee recommend the following motions:

1. Make a Motion to appoint Jamie Frick to the Sweet Home Library Advisory Board for a four year term to expire December 31, 2024,
2. Make a Motion to reappoint Eva Journey to the Planning Commission for a four year term to expire December 31, 2024.
3. Make a Motion to appoint James Goble to the Planning Commission for a four year term to expire December 31, 2024
4. Make a Motion to appoint Jamie Melcher to the Planning Commission for a four year term to expire December 31, 2024



CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE AGENDA

February 02, 2021, 5:30 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

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Meeting Information

An Administration, Finance and Property Committee Meeting will be held at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option.

To view the meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Phone Conference ID: 760 390 618#

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Call to Order

Roll Call

Councilor Dave Trask
Councilor Susan Coleman
Councilor Diane Gerson

New Business

- a) [Interviews for Library Board](#)
- b) [Interviews for Planning Commission](#)

Adjournment

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.

Library Advisory Board Interview Questions

Date: _____ Time Started: _____ Time Ended: _____

Candidate: _____

Interviewed by: _____

1. Tell us a little bit about yourself.
2. What role do you feel the Library plays in our community?
3. Please tell us why you would like to serve on the City's Library Advisory Board?
4. Are you a willing to serve a four year term?
5. What do you see as the greatest challenge facing the Sweet Home Public Library?
6. What do you see as the greatest opportunity for the Sweet Home Public Library?
7. Can you commit to the Library Advisory Board meeting schedule?
8. Do you have any questions for the City Council or staff, about the Library Advisory Board?

Comments:

Recommendation for Appointment: Yes _____ No _____



CITY MANAGER'S OFFICE

1140 12th Avenue
Sweet Home, OR 97386
541-367-8969 541-367-5113 FAX
Jfisher@ci.sweet-home.or.us

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Bonnie J. Neal

Permanent Address: 41998 Marks Ridge Rd

Mailing Address: P.O. Box 766 Sweet Home, OR 97386

Contact Phone Number: [REDACTED]

E-Mail Address: [REDACTED]

Preferred method of contact: Mail Phone Email

Occupation: Truck Driver Employer: K & E Express

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee
- Planning Commission
- Library Board
- Traffic Safety Committee
- Parks Board
- Tree Commission
- Board of Appeals
- All Hazard Mitigation Committee

Are you applying for reappointment: Yes No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

1. How long have you lived in the area: 4 Year(s) 3 Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. Was active in Library in High School, still a heavy reader, support the Library any way I can. Reading is the best brain activity any human can do.

3. List current involvement in other community groups and/or activities. Volunteer on Beautification Committee (median work). Attend as many City Council meetings as am able too.

4. What special contribution do you feel you can make to the group/position you are applying for? Because I live outside of the City Limits I am limited to what I am allowed to be involved in directly for the city.

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, _____, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Bonnie J. Neal
Signature

09/16/2020
Date of Signature



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Jamie Frick

Permanent Address: 1430 Evergreen Ln, Sweet Home, OR 97386

Mailing Address: Same as above.

Contact Phone Number: [REDACTED]

E-Mail Address: [REDACTED]

Preferred method of contact Mail Phone Email

Occupation: Assistant Manager, Undergraduate Programs Employer: Oregon State University, Office of International Admissions

Please mark the Board, Commission or Committee in which you are interested in serving:

Budget Committee Planning Commission Library Board

Board of Appeals Park and Tree Committee

Charter Review Committee All Hazard Mitigation Committee

Are you applying for reappointment Yes No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

- How long have you lived in the area: 10 Year(s) 3 Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
In my employment, and as a former student, I have extensive experience completing research in city and academic libraries and archives. In my personal life I'm an avid reader, and I view the library as an essential part of the community. I believe the library is an important place for recreation, community activities, and a resource for expanding perspectives.
- List current involvement in other community groups and/or activities.
I served as a youth member of the Parks and Recreation Committee in the city of Harrisburg in 2005. As part of my current role at OSU, I currently volunteer for NAFSA, an organization for international higher education. I'm interested in this position as a way to become more involved in serving the local Sweet Home community.
- What special contribution do you feel you can make to the group/position you are applying for?
I'm currently pursuing a career in librarianship and I'm enrolled in an online graduate program working toward a Master's in Library and Information Science, and I would bring my passion for this field to this position. (cont. below)

I would sincerely appreciate the opportunity to contribute to the community as I learn more about the operations of a city library from experienced local librarians.

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, Jamie Frick, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

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PUBLIC DISCLOSURE:

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My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Signature Jamie Frick

9/30/2020
Date of Signature

**City of Sweet Home
Planning Commission Selection Process**

Applicant: _____

Interview Date: _____

Time: _____

Interview Format and Protocol:

- A. Welcome candidate and introduce the Committee members
- B. This is an interview for the position on the Sweet Home Planning Commission.
- C. Questions will be asked in a round robin style. At the end of the interview there will be time for you to ask questions of us. When the interviews are complete, this committee will make a recommendation to the City Council. Council is expected to appoint during their next regular meeting on April 23.
- D. Ask if any questions before proceeding?

Questions as follows:

- 1. What one thing would you feel you would like to accomplish as a Planning Commissioner?

- 2. If you were in a Public Hearing on an applicant's request, and you found you did not like the City ordinance as it was written, how would you proceed in your decision making process?

- 3. If you had a request for a land use action in front of you and you personally did not like the proposal but it met all the City criteria to be approved, what would you do?

- 4. How would you propose to handle differences of opinion and conflicts with fellow Commissioners?

- 5. How would you handle inquires and or discussions made by citizens outside of a Planning Commission Public Hearing?

- 6. How would you respond if you were to encounter an action and/or decision that involved City Ordinances that you were not familiar with?

7. How do you propose to prepare yourself regarding your duties as a Planning Commissioner if you were to be chosen to fill the position?

8. Is there anything in the Community that you do not like that the Planning Commission should address?

9. Do you have any questions of the interview panel?



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly)

Name: Jamie Melcher

Permanent Address: 743 Birch Street, Sweet Home

Mailing Address: _____

Contact Phone Number: [REDACTED]

E-Mail Address: [REDACTED]

Preferred method of contact Mail Phone Email

Occupation: Realtor Employer: HomeSmart Realty Group

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee
- Planning Commission
- Library Board
- Board of Appeals
- Park and Tree Committee
- Charter Review Committee
- All Hazard Mitigation Committee

Are you applying for reappointment Yes No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

- How long have you lived in the area: 20 Year(s) _____ Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
Economic & Community Development assistant for the City of Lebanon from Dec 1999 to Feb 2014, including support staff to Lebanon Planning Commission, development code & other code updates committees.
- List current involvement in other community groups and/or activities.
Volunteer and financial support of Boys & Girls Club of Greater Santiam, Sunshine Industries, Sweet Home Alumni Foundation, SH Booster Club, SH SAFE
- What special contribution do you feel you can make to the group/position you are applying for?
Experience with the application of city codes and criteria to land uses

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, Jamie Melcher, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

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My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.


Signature

12/01/2020
Date of Signature



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: DAVID LOWMAN

Permanent Address: 2230 MAIN STREET, UNIT #1 SWEET HOME, OR 97386

Mailing Address: SAME - AS - ABOVE

Contact Phone Number: [REDACTED]

E-Mail Address: [REDACTED]

Preferred method of contact Mail Phone Email

Occupation: N/A Employer: N/A

Please mark the Board, Commission or Committee in which you are interested in serving:

Budget Committee Planning Commission Library Board

Board of Appeals Park and Tree Committee

Charter Review Committee All Hazard Mitigation Committee

Are you applying for reappointment Yes No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

- How long have you lived in the area: 2 Year(s) 4 Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position. OVER THIRTY YEARS OF MANAGEMENT EXPERIENCE.
- List current involvement in other community groups and/or activities. 2020 BUDGET COMMITTEE, 2020 CHARTER REVIEW COMMITTEE
- What special contribution do you feel you can make to the group/position you are applying for? I WOULD ADD VALUE TO THE PLANNING COMMISSION I WOULD WORK TIRELESSLY ON ALL PROJECTS FOR THE BEST INTEREST OF THE CITY. I HAVE A LOT OF FREE TIME TO GIVE BACK.

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, DAVID LOWMAN, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

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PUBLIC DISCLOSURE:

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My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

David Lowman
Signature

11/30/2020
Date of Signature



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: William (Bill) Matthews
Permanent Address: 922 Pinetop St., Sweet Home Or 97386
Mailing Address: Same
Contact Phone Number: [REDACTED]
E-Mail Address: [REDACTED]
Preferred method of contact Mail Phone Email
Occupation: Small Business Owner Employer: Self

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee
- Planning Commission
- Library Board
- Board of Appeals
- Park and Tree Committee
- Charter Review Committee
- All Hazard Mitigation Committee

Are you applying for reappointment Yes No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

1. How long have you lived in the area: 6 Year(s) _____ Month(s)
2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
40 years in the building industry on many different levels. Past general Contractor in Washington and Arizona. Knowledge of Sweet Home government and the interactions of various departments.
3. List current involvement in other community groups and/or activities.
Past President of Sweet Home Chamber of Commerce. Current President of the Sweet Home Rotary Club.
4. What special contribution do you feel you can make to the group/position you are applying for?
Knowledge of the building industry. Wisdom and the ability to arrive at reasonable and fair conclusions

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, William Matthews, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

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Signature

11/30/2020

Date of Signature



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Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: James D Gable

Permanent Address: 4462 Live oak st

Mailing Address: -

Contact Phone Number: [REDACTED]

E-Mail Address: [REDACTED]

Preferred method of contact Mail Phone Email

Occupation: Contractor Employer: self emp.

Please mark the Board, Commission or Committee in which you are interested in serving:

Budget Committee Planning Commission Library Board

Board of Appeals Park and Tree Committee

Charter Review Committee All Hazard Mitigation Committee

Are you applying for reappointment Yes No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

1. How long have you lived in the area: 38 Year(s) _____ Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. I WAS ON PLANNING COMMITTEE FROM 5/28/13 TO 4/2016

3. List current involvement in other community groups and/or activities. currently on city council for the last 4.5 yrs.

4. What special contribution do you feel you can make to the group/position you are applying for? I feel I could continue to help the committee MOVE FORWARD AS THEY already ARE

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, James Goble, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):


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Signature



11/19/20

Date of Signature



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541-367-8969 541-367-1215 FAX
jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Rachel Maynard
Permanent Address: 1216 43rd Ave, sweet home, or 97386
Mailing Address: _____
Contact Phone Number: [REDACTED]
E-Mail Address: [REDACTED]
Preferred method of contact Mail Phone Email
Occupation: Real estate broker Employer: Heritage NW Real Estate

Please mark the Board, Commission or Committee in which you are interested in serving:

Budget Committee Planning Commission Library Board
 Board of Appeals Park and Tree Committee
 Charter Review Committee All Hazard Mitigation Committee

Are you applying for reappointment Yes No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

1. How long have you lived in the area: ¹⁰ _____ Year(s) _____ Month(s)
2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.

I'm a local real estate agent, the planning department has a big effect on how our town gets developed, sold, and our businesses.
3. List current involvement in other community groups and/or activities.

Lin county parks and recreation board of commissions
4. What special contribution do you feel you can make to the group/position you are applying for?

I'm a younger small business woman, loves my community and want to see it thrive.

Application for City Boards, Commissions & Committees
Page 2 of 2

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, Rachel Maynard , certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

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11/19/2020

Signature

Date of Signature



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Eva Journey
Permanent Address: 27907 Meridian Heights Loop Sweet Home, OR 97386
Mailing Address: same
Contact Phone Number: [REDACTED]
E-Mail Address: [REDACTED]
Preferred method of contact Mail Phone Email
Occupation: retired Employer: _____

Please mark the Board, Commission or Committee in which you are interested in serving:

Budget Committee Planning Commission Library Board
 Board of Appeals Park and Tree Committee
 Charter Review Committee All Hazard Mitigation Committee

Are you applying for reappointment Yes No

If yes, how long have you served in this capacity: 8 Year(s) several Month(s)

1. How long have you lived in the area: 9 Year(s) 8 Month(s)
2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
38 yr. career as nurse manager, educator, nurse practitioner. Very organized, pay attention to details, likes "doing homework"
3. List current involvement in other community groups and/or activities.
Sweet Home Library Board member
P.E.O. Chapter FA - Treasurer
4. What special contribution do you feel you can make to the group/position you are applying for?
I have been an active member on this board. I would like to be appointed for another term because I would like to

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, _____, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Ela Allen Jurney
Signature

Dec 22, 2020
Date of Signature

(over) participate in the completion of the code/zoning revisions. This process has gone on for many years and seeing it through to completion would be a worthy goal.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 3 for 2021 – Fee Schedule

Preferred Agenda: February 9, 2021

Submitted By: Julie Fisher, Administrative Assistant

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: City of Sweet Home Financial Policy

Towards Council Goal: Vision Statement II. WE ASPIRE to have an effective and efficient local government.

Attachments: Resolution No.3 for 2021 – A Resolution to Establish Public Information, Records, Research, Service and Miscellaneous City Fees.

Purpose of this RCA:

To update the city's Public Information, Records, Research, Service and Miscellaneous City fee schedule

Background/Context:

Staff is requesting only a few updates to the Fee Schedule as outlined below:

- Transient Merchant Permit Fee: \$25 – This fee is new to the schedule but necessary as it takes staff a couple hours to review applications.
- Equipment Delivery/Pickup: \$50 during business hours, \$100 after hours – Also new to the Fee Schedule. This is for various equipment that we offer for rent for special events at parks and in the right of way. People can pick up equipment at no charge, but having it delivered to the site requires staff time and is especially an issue when after hours.
- Lost Library Card Replacement Fee: \$3 – New fee to cover cost of replacement cards
- Water on & off after hours: \$100 -This fee was \$40 but due to after hour staff time should be increased to cover cost.
- GIS Attributed Vector Data, SHP: - This fee has been removed from the schedule
- Bulk Water Permit Base Fee: \$60 – This fee was \$40 inside and \$60 outside. Staff has suggested a flat \$60 fee.
- Utility Notices/Doorhangers: \$25 – This fee is necessary to cover cost of staff contacting residents and business thru the use of doorhangers when other methods of contact are not available. For example, if a multi-family unit or commercial building with more than one tenant and the billing is mailed to a different address, the City is required to post the property, prior to turn off. This involves Utility Billing staff preparing a posting and printing the needed number and public works staff time to post at the property.

The Challenge/Problem:

Will the City Council adopt Resolution No. 3 for 2021 regarding the City’s annually reviewed fee schedule?

Stakeholders:

- City of Sweet Home citizens – Adopting this resolution ensures residents have one place to go to see any and all fees within the city. As staff works to consolidate and simplify processes, citizens should find it easier to find basic information without having to bounce between code and resolutions that may not be easily accessible.
- City of Sweet Home City Council – Council is to review all fees annually.
- City of Sweet Home Staff – works diligently to keep fees updated annually to cover cost of city expenses.

Issues and Financial Impacts:

There are no financial impacts from this resolution as the fees currently exist

Elements of a Stable Solution:

A transparent and just fee schedule that is easy to understand and locate various city fees quickly.

Options:

1. Do Nothing
2. Make a motion to adopt Resolution No. 3 for 2021, A Resolution establishing certain Public Information, Records, Research, Service and Miscellaneous City fees in accordance with City of Sweet Home’s Financial Policies.
3. Make additional revisions to the Fee Schedule – Staff will return with a revised resolution.

Recommendation:

Staff recommends **Option 2: Make a motion to adopt Resolution No.3 for 2021, A Resolution establishing certain Public Information, Records, Research, Service and Miscellaneous City fees in accordance with City of Sweet Home’s Financial Policies.**

**2020 City of Sweet Home
Fee Schedule
Resolution No. 09 for 2020 - Exhibit 1**

GENERAL FEES	
Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.50 per side
Black and white 11 x 17	.50 per side
Color 11 x 17	\$1.00 per side
Fax – local only	.25 per page
Public Meeting Records – Audio CD	\$5.00 each
Packaging, Mailing and Postage	Actual Costs
Returned Check Fee	\$35.00
Recording Fees – Recording of Easements, Improvement Agreements and Liens	Current Linn County recording fees PLUS \$10.00 administrative fee

City Recorder	
Filing Fee for declaration of candidacy for an elective position	\$10.00
Annual Subscription Mailed - City Council Packet	\$240.00
Annual Subscription Mailed - City Council Agenda	\$24.00
Annual Subscription Mailed - All Public Meeting Agendas	\$36.00
Liquor License	
Liquor License, New	\$100.00
Liquor License, Temporary Sales	\$35.00
Liquor License, Change of Ownership, Additional Privileges	\$75.00
Liquor License, Renewal	\$35.00
Hero Banner	\$100.00
Veteran's Memorial Brick	\$25 Paver \$35 Paver with Logo
Taxi License Fee	\$25.00 First Vehicle, \$10.00 Each Vehicle Thereafter, fees for the remainder of the year.

FACILITY RENTAL FEES

Conference Rooms

HOURLY FEES	Ames	Santiam	Wiley
During Operating Hours			
Government & Non-Profit Groups	\$10/hr	\$15/hr	\$20/hr
Public Groups	\$15/hr	\$20/hr	\$25/hr
Private Groups	\$20/hr	\$25/hr	\$30/hr
During Hours of Closure			
Government & Non-Profit Groups	\$20/hr	\$30/hr	\$40/hr
Public Groups	\$30/hr	\$40/hr	\$50/hr
Private Groups	\$40/hr	\$50/hr	\$60/hr
EQUIPMENT RENTAL RATES			
AV/IT System	\$20	\$20	\$20
Tables and Chairs	<i>Included</i>	<i>Included</i>	<i>Included</i>
Keruig Coffee Machine & Pods (15 gue:	\$10	\$10	\$10
PA System	\$20	\$20	\$20
OTHER FEES AND DEPOSITS			
Non-Refundable Fee (After Hour Use)	\$50	\$50	\$50
Refundable Deposit for Non-profit, Govt & Public Groups	\$100	\$100	\$100
Refundable Deposit for Private Groups / Businesses	\$150	\$150	\$150
Refundable Key Deposit	\$200	\$200	\$200
Non-Refundable Cleaning Fee	<i>Included</i>	<i>Included</i>	<i>Included</i>

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

COMMUNITY DEVELOPMENT FEES	
Packaging, Mailing and Postage	Actual Costs
Annexation & Rezone	\$1,545.00
Appeal	\$610.00
Comprehensive Plan Amendment	\$1,470.00 (plus notice costs)
Conditional Use (Public Hearing)	\$615.00
Development Plan Review	\$75.00
Fence Permit	\$20.00
Land Use Compatibility Statement Sign-Off	\$35.00
Measure 56 Mailing	Actual Notice Costs
Compensation Claim Appeal SHMC 03.30.150	Initial Deposit \$1,000.00. Balance in Excess of Actual Cost to be Refunded
Open Storage Permit	Non Refundable Fee of Zero Dollars Per Year
Ordinance Legal Interpretation	\$155.00
Other Land Use Decisions	Cost of Service (\$150 deposit)
Partition	\$315.00
Planned Development	\$1,000.00
Planning Research and Letters	\$60.00/hr.(1 hour minimum)
Property Line Adjustment	\$160.00
Property Line Adjustment Replat	\$200.00
Secondary applications file concurrently	50% of regular fee
Subdivision – Tentative and Final	\$925.00 + \$20.00 per lot
Transient Merchant Permit	\$25.00
Vacation of Right of Way	\$1,030.00
Variance (Public Hearing)	\$590.00
Zone Map Amendment	\$1,030.00
Zone Text Amendment	\$1,030.00
Temporary Recreation Vehicle Occupancy Permit	
See Resolution No. 3 for 2014	
0-7 days per rolling twelve (12) month period	No permit or permit fee required
1-15 days per rolling twelve (12) month period	\$50.00 - Permit Required
Permit extension for period of time greater than that stated in the original permit not to exceed sixty (60) days based on a rolling twelve (12) month period	\$35.00 - Permit Required
1-60 days per rolling twelve (12) month period	\$85.00 - Permit Required

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Park/Facility Use Processing Fees	
Racquetball Court City Resident Individual	\$50.00/year
Racquetball Court City Resident Household	\$75.00/year
Racquetball Court Non-City Resident Individual	\$75.00/year
Racquetball Court Non-City Resident Household	\$100.00/year
Racquetball Court Employee Only	No Fee
Racquetball Court Employee Household	\$25.00/year
Bandstand	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Outdoor Event Center	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Gazebo	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Girl Scout Hut	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Weddle Bridge	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Equipment Rental	
Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental.	
Table	\$5.00/table \$100.00 refundable deposit Replacement cost \$60.00
Chairs	\$1.00/chair \$100.00 refundable deposit Replacement cost \$35.00
2' Fold Up Barricade	\$3.00/ Barricade Replacement cost \$35.00
2' Fold Up Plastic Barricades	\$3.00/Barricade Replacement Cost \$48.00
8' Barricade	\$3.00/Barricade Replacement Cost \$97.00
Small Barricade – “No Park”	\$3.00/Barricade Replacement Cost \$40.00
Photo Cell Battery Light	\$3.00/Light Replacement Cost \$40.00
18” Traffic Cones	\$3.00/Cone Replacement Cost \$15.00
28” Traffic Cones with Reflective Strip	\$3.00/Cone Replacement Cost \$20.00
Construction Signs with Sign Holders	\$10.00/Sign Replacement Cost \$165.00 set
Slow/Stop Paddle	\$3.00/Each Replacement Cost \$30.00
Slow/Stop Paddle with 30” Handle	\$5.00/Each Replacement Cost \$38.00

**2020 City of Sweet Home
 Fee Schedule
 Resolution No. 9 for 2020 - Exhibit 1**

Slow/Stop Paddle with 60" Handle	\$5.00/Each Replacement Cost \$21.00
Hydrant Wrench	\$5.00/Each Replacement Cost \$35.00
Safety Vests	Replacement Cost \$12.00 each

Equipment Delivery/Pickup

\$50 during business hours, \$100 after hours

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

BUILDING PERMIT FEES	
Structural Permits	
Building Permit Fees: Permit fees are based on the value of construction as per the most current ICC Building Valuation Table.	
Total Value 1.00 to 500.00	\$50.00
Total Value 501.00 to 2,000.00	\$50.00 for the first \$500.00 plus \$2.52 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
Total Value 2,001.00 to 25,000.00	\$87.80 for the first \$ 2,000.00 plus \$10.08 for each additional \$100.00 or fraction thereof, to and including \$25,000.00
Total Value 25,001.00 to 50,000.00	\$319.64 for the first \$25,000.00 plus \$7.56 for each additional \$1,000.00 or fraction thereof, to and including \$ 50,000.00
Total Value 50,001 to 100,000.00	\$508.64 for the first \$50,00.00 plus \$5.04 for each additional \$1,000.00 or fraction thereof, to and including \$ 100,000.00
Total Value 100,001.00 and up	\$760.64 for the first \$100,00.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof
Residential - One and Two Family, stand alone, Fire Suppresion System - as noted in OAR 918-050-0140 Use Structural Permit Fee valuation table above for Commercial Fire Suppression System permit fees	
0 – 2,000 square feet	\$100.00
2,001 – 3,600 square feet	\$150.00
3,601 – 7,200 square feet	\$200.00
Over 7,200 square feet	\$250.00
Other Structural Inspections	
Plan Review Fee	65% of the Building Permit Fee
Fire, Life, Safety Review	40% of the Building Permit Fee
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Re-Inspection Fee	\$50.00 per inspection
Additional Plan Review required by changes, additions, or revisions to approved plans - One Hour Minimum	\$65.00 per hour
Deferred Plans Submittal – Portions of a building design are allowed to be submitted separately. Does not apply to deferred permits. In addition to the project plan review fee based on total project value.	65% of the building permit fee calculated using the value of the particular deferred portion or portions of the project with a minimum fee of \$250.00 per deferral. Deferrals are defined by Plan Review Staff

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Structural Investigation Fee: In addition to the permit fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees \$100.00 Minimum
Phased Permitting – Allows construction to begin on a portion or portions of a building before the construction documents	
Single family dwellings and duplexes – in addition to standard permit fees	\$150.00 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500.00
All other structures – in addition to standard permit fees	\$250.00 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500.00.
3rd Party Plan Review per OAR 918-020-0090(3)(E) (customer contracted) – Administrative processing fee	10% of the building permit fee, maximum fee of \$250.00

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Manufactured Dwelling Permits	
Manufactured Dwelling Placement Fee: per installation (fee includes the concrete slab, runners or foundations, electrical feeder and plumbing connections and all cross-over connections, OAR 918-050-0130(1) - Fee includes inspection on items required at each site, installation, and final inspections. This fee does not include plumbing or electrical service installation permits fees.	\$250.00
State Manufactured Dwelling and Cabana Installation Administrative Fee (per permit)	\$30.00
Other Manufactured Dwelling Inspections	
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated- One Hour Minimum	\$65.00 per hour
Re-inspection fee	\$50.00 per inspection
Additional plan review required by changes, additions, or revisions to approved plans - One Hour Minimum	\$65.00 per hour

**2020 City of Sweet Home
 Fee Schedule
 Resolution No. 9 for 2020 - Exhibit 1**

Demolition Permits	
Structural Removal Flat Fee	\$50.00
Each Additional 1,000 sq. ft. or fraction thereof	\$15.00
Plumbing Fixture Capping Fee	\$20.00 per fixture
Electrical Disconnect - PPL Responsibility	N/A
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour

**2020 City of Sweet Home
 Fee Schedule
 Resolution No. 9 for 2020 - Exhibit 1**

Solar Installation Speciality Code	
Engineered Systems Permit Fees: Permit fees are based on the market value of the work to be	
See Structural Permit Fee valuation table for Permit Fee	
Prescriptive Path Installations: As per the Oregon Solar Installation Specialty Code 305.4 (Includes plan review and one inspection)	\$150.00
Plan Review for Engineered Systems	65% of Permit Fee
Inspections of Prescriptive Path Installations (after the first inspection) One Hour Minimum	\$65.00 per Hour

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Grading Permits	
10 cubic yards or less	No fee
11 to 50 cubic yards	\$23.50
51 to 100 cubic yards	\$37.00
101 to 1,000 cubic yards	\$37.50 for the first 100 cubic yards, plus \$17.50 for each additional 1,000 cubic yards
1,001 to 10,000 cubic yards	\$194.50 for the first 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$325 for the first 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards
100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards
Grading Plan Review	
50 cubic yards or less	No fee
51 to 100 cubic yards	\$23.50
101 to 1,000 cubic yards	\$37.00
1,001 to 10,000 cubic yards	\$49.25
10,001 to 100,000 cubic yards	\$49.25 for the first 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$404.25 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000 cubic yards or fraction thereof
Other Grading Inspections	
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Re-Inspection Fee	\$50.00
Additional plan review required by changes, additions, or revisions to approved plans - One Hour Minimum	\$65.00 per hour

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Mechanical Permit Fees	
Residential Mechanical Permit	
Minimum Permit Fee	\$65.00
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, up to 100,000BTU	\$25.00
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, over 100,000BTU	\$30.00
Installation/relocation floor furnace	\$20.00
Installation/relocation suspended heater	\$20.00
Installation, relocation, or replacement of appliance vents not included in an appliance permit	\$15.00
Repair of, alteration of, or addition to each heating, refrigeration, cooling, absorption, or evaporative unit or system, including controls	\$20.00
Boiler or compressor up to 3 horsepower, or each absorption system up to 100,000 BTU/h	\$20.00
Boiler or compressor over 3 and up to 15 horsepower, or each absorption system over 100,000 and up to 500,000 BTU/h	\$25.00
Boiler or compressor over 15 and up to 30 horsepower, or each absorption system over 500,000 and up to 1,000,000 BTU/h	\$40.00
Boiler or compressor over 30 and up to 50 horsepower, over 500,000 and up to 1,750,000 BTU/h	\$55.00
Installation or relocation of each boiler or refrigeration compressor over 50 horsepower or absorption system over 1,750,000 BTU/h	\$55.00
Each air handling unit up to 10,000 cubic feet per minute, including attached ducts	\$15.00
Each air handling unit exceeding 10,000 cfm	\$25.00
Each evaporative cooler, other than portable types, air conditioning units and/or heat pumps	\$20.00
Each ventilation fan connected to a single duct	\$15.00
Each ventilation system which is not a portion of heating or air conditioning system authorized by permit	\$20.00
Installation of each hood served by mechanical exhaust, including ducts	\$20.00
Installation or relocation of each domestic type incinerator	\$20.00
Each appliance or piece of equipment regulation by this code, but not classed in other applicant categories, or no other fee is listed.	\$20.00

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Fuel piping system with 1 to 4 outlets	\$20.00
Fuel piping system with 5 or more outlets	\$5.00 per outlet
Other Mechanical Inspections	
Mechanical Plan Review – Residential	25% of Residential Mechanical Permit Fee
Inspections outside of normal business hours (Two Hour Minimum)	\$100.00 per/hour
Inspections for which no fee is specifically indicated (One Hour Minimum)	\$65.00 per hour
Reinspection fee	\$50.00 per inspection
Additional plan review required by changes, additions, or revisions to approved plans (One Hour Minimum)	\$65.00 per hour
Mechanical Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees - \$100.00 Minimum.
Commercial Mechanical Permit Fees	
Total Valuation \$1.00 to \$2,000.00	\$65.00
Total Valuation \$2,001.00 to \$25,000.00	\$65.00 for the first \$2,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
Total Valuation \$25,001.00 to \$50,000.00	\$318.00 for the first \$25,000 plus \$9.00 for each additional \$1,000, or fraction thereof, to and including \$50,000
Total Valuation \$50,001.00 to \$100,000.00	\$543.00 for the first \$50,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
Total Valuation \$100,001.00 and up	\$843.00 for the first \$100,000 plus \$4.00 for each additional \$1,000, or fraction thereof
Other Commercial Mechanical Inspection	
Mechanical Plan Review – Commercial	25% of the Commercial Mechanical permit fee
Reinspection Fee	\$50.00 per inspection
Inspections outside of normal business hours - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Additional Plan Review required by changes, additions, or revisions to the approved plans - One Hour Minimum	\$65.00 per hour
Mechanical Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees - \$100 Minimum

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Plumbing Permits	
Residential Plumbing Permit Fees	
Minimum Permit Fee	\$90.00
Plan Review, if required	30% of permit fee
Water Service/Building Sewer/Storm Sewer	
Water service – first 100 feet or fraction thereof	\$50.00
Water service – each additional 100 feet of fraction thereof	\$30.00
Sanitary sewer – first 100 feet or fraction thereof	\$50.00
Sanitary sewer – each additional 100 feet of fraction thereof	\$30.00
Storm sewer (includes rain drain and footing) – first 100 feet of fraction thereof	\$50.00
Storm sewer (includes rain drain and footing) – each additional 100 feet of fraction thereof	\$30.00
New One- and Two-Family Dwellings	
Includes one kitchen, first 100 feet of water and sewer, hose bibs, ice maker, underfloor low-point drains, and rain-drain packages (including piping, gutters, downspouts and perimeter system)	
1 Bath	\$260.00
2 Bath	\$320.00
3 Bath	\$370.00
Each additional bathroom in addition to 3	\$80.00
Each additional kitchen in addition to 1	\$80.00
Fixture Fee	\$20.00
Backflow preventer / Backwater Valve	\$40.00
One- and Two-Family Continuous Loop/Multipurpose Fire Suppression System Permit as noted in OAR 918-050-0140	
0 - 2000 square feet	\$100.00
2001 - 3600 square feet	\$150.00
3601 - 7,200 square feet	\$200.00
Over 7,200 square feet	\$250.00
Manufactured Homes Utilities– sewer collection and water distribution	\$110.00
Commercial Plumbing Permit	
Commercial, Industrial,	
Minimum Fee	\$150.00
Site Utilities for Water / Sanitary / Storm Sewer (exterior of foundation) trench drains (length of pipe):	
First 100 feet or fraction thereof	\$80.00
Each additional 100 feet of fraction thereof	\$40.00
Storm water retention / detention tank / facility – Flat Fee	\$80.00
Pressure reducing valve	\$25.00
Fixture cap	\$25.00

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Man holes	\$25.00
Catch basin or area drain	\$25.00
Absorption valve	\$25.00
Bath tub/shower/shower pan	\$25.00
Clothes washer	\$25.00
Dishwasher	\$25.00
Drinking fountain	\$25.00
Expansion tank	\$25.00
Fixture cap	\$25.00
Floor or roof drain / floor sink / hub	\$25.00
Garbage disposal	\$25.00
Hose Bib	\$25.00
Ice maker	\$25.00
Interceptor / grease trap	\$25.00
Laundry tray	\$25.00
Sink / basin / lavatory	\$25.00
Trap primer	\$25.00
Water closet / urinal	\$25.00
Water heater	\$25.00
Other fixture	\$25.00
Backflow Preventer/Backflow Valve	\$80.00
Plan Review, if required	30% of Permit Fee
Manufactured Dwelling Parks / RV Parks – Per Space/Site Fee	\$70.00
Medical Gas Piping – Fee based upon value (Plan Review Required)	
Valuation \$1.00 - \$2,000.00	\$75.00
Valuation \$2,001.00 - \$25,000.00	additional \$1,000 or fraction thereof, to and including \$25,000.00
Valuation \$25,001.00 - \$50,000.00	additional \$1,000 or fraction thereof, to and including \$50,000.00
Valuation \$50,001.00 - \$100,000.00	additional \$1,000 or fraction thereof, to and including \$100,000.00
Valuation \$100,000.00 and up	\$901.00 for first \$100,000 + \$4.00 for each additional \$1,000 or fraction thereof
Other Plumbing Inspection – Residential & Commercial	
Re-inspections	\$90.00 per inspection
Inspections outside of normal business hours - Under special circumstances with pre-arrangement - Three Hour Minimum	\$160.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$90.00 per hour
Additional Plan Review required by changes, additions, or revisions to the approved plans. One Hour Minimum	\$90.00 per hour

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Plumbing Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fee - \$100 Minimum
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**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Manufactured Home and Mobile Home/RV Parks [1] OAR 918-600-0030	
Valuation \$1.00 to \$500.00	\$15.00
Valuation \$501.00 to \$2,000.00	\$15.00 for first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
Valuation \$2,001.00 to \$25,000.00	\$45.00 for first \$2,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$25,000
Valuation \$25,001.00 to \$50,000.00	\$252.00 for first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
Valuation \$50,001.00 to \$100,000.00	\$414.50 for first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
Valuation \$100,001.00 to \$500,000.00	\$639.50 for first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
Valuation \$500,001.00 to \$1,000,000.00	\$2,039.50 for first \$500,000 plus \$2 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
Valuation of \$1,000,001.00 and up	\$3,539.50 for first \$1,000 plus \$2 for each additional \$1,000 or fraction thereof
Other Inspections	
Re-inspection Fee	\$50.00 per inspection
Inspections outside of normal business hours - Two Hour Minimum	\$50.00 per hour
Inspections for which no fee is specifically indicated - One-Half Hour Minimum	\$50.00 per hour
Additional Plan Review required by changes, additions, or revisions to the approved plans - One-Half Hour Minimum	\$50.00 per hour
Consultation Fee - One Hour Minimum	\$30.00 per hour

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

[1]This permit does not include permits or related fees for park facilities constructed under building, mechanical, plumbing, electrical or manufactured dwelling placement permits.

**Manufactured Dwelling / Mobile Home / RV Park Valuation Table
Table 2**

Space per Acre

Park Class	4	5	6	7	8	9	10	11	12
A	5,901	5,517	5,197	4,941	4,685	4,493	4,365	4,301	4,237
B	5,504	5,120	4,800	4,544	4,288	4,096	3,968	3,904	3,804
C	5,312	5,028	4,608	4,352	4,269	3,904	3,776	3,712	3,648

Class A = parks contain paved streets curbs & sidewalks

Class B = parks contain paved streets no curbs no sidewalks

Class C = parks contain no paved streets, no curbs but have sidewalks on one side or each street

When a park contains spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation of the park.

Plan Review fee is 65% of permit fee.

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

POLICE DEPARTMENT FEES	
Photo Copies	\$.25 per side
Public Fingerprinting Services (Two Cards)	
Residents	\$20.00
Non-Residents	\$30.00
Bicycle License per bicycle – current owner	\$2.00
Peddler License Applications	\$25.00
False Alarm Fees	
1st and 2nd Alarm	No Charge
3rd and 4th Alarm	\$25.00
5th and 6th Alarm	\$50.00
7th + Alarm	\$100.00
Reports and Recordings	
Research Fee per unknown case number	\$10.00
Archived Reports prior to 2001 or reports requiring redaction of confidential information:	Actual Staff Costs – 1 hour minimum Applicable reproduction cost
Incident Reports (up to 25 pages)	\$10.00
Additional pages	\$0.50
Report postage minimum up to 10 pages	\$3.00
Additional pages	\$.10/each
Evidence Recording (digital audio)	
Digital Audio	\$30.00
Video (minimum up to 2 hours maximum)	\$50.00
Each additional 2 hours	\$50.00
Recording postage per CD/DVD	\$5.00
Evidence Photographs	
Film converted to digital	\$50.00
Photos per case CD/DVD or sent electronically	\$25.00
Digital printed photos per sheet (max 4/sheet)	\$10.00
Photograph Postage	
Postage per photo CD	\$5.00
Postage min to 10 printed pages	\$5.00
Per pages after 10	\$0.10
Record Checks	
Letters of Clearance (per individual)	\$15.00
Location/Person overview per individual	\$10.00
Postage for records checks minimum to 10 pages	\$2.00
Per page after 10	\$0.10
License Investigations	
Second Hand Dealer License Processing	\$20.00
Texas Hold-Em License (annual)	\$200.00
Social Games	\$25.00

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

LIBRARY SERVICES FEES	
Photocopies Black and white 8.5 X 11 (self service)	\$.15 per side
Color 8.5x11 (self service)	\$.50 per side
Overdue Library Materials	
Books, Magazines, Books on CDs per item per day	\$.10 (maximum 3.00/item)
Videos, DVD's, per item/per day	\$1.00 (maximum 5.00/item)
Lost Library Card Replacement Fee	\$3.00
Lost/Destroyed Library Materials	Actual replacement cost plus \$5.00 processing fee
Out of City Library Card	
Per household and/or single card per year issued	\$35.00

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

FINANCE DEPARTMENT	
Miscellaneous Service and Research Fees	
Budget Document (bound copy) Available online	\$15.00
Audit/CAFR Document (bound copy) Available online	\$15.00
Municipal Lien Search Fee per Tax Lot	\$25.00
Reconveyance Fee	\$160.00
Packaging, Mailing and Postage	Actual Costs
Passport Processing Fees/each	\$35.00
Passport Photographs – 1 set of two	\$15.00

Water Service Fees	
Utility Shut off Notice/Doorhangers	\$25.00
Reinstating Water Service	\$40.00
Turning water service on that has been turned off without permit	\$40.00
Turning off and turning on water service after hours	\$100.00
Turning off and turning on water service during regular hours	\$20.00
Re-reading the water meter at request of the user	\$20.00
Reinstallation of water meters at the request of the user	\$200.00
Vacationers' water on/off	\$20.00 each visit
Tampering with a water meter	\$250.00
Utility Account Deposit	\$150.00
Temporary Water Service Fee	\$40.00
Late fee for delinquent accounts	\$5.00/per month
Interest rate on outstanding delinquent account balance including all interest, service charges, or other relevant fees/charges	1.5%/per month
Refunds will not be made for amounts less than	\$10.00

User Rates for City Storm Drainage System	
Customer Charge Equivalent Dwelling Unit (3,200 sq. ft)	\$0.20
Commodity Charge EDU	\$0.80

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

PUBLIC WORKS FEES	
PW Permit Fees	
Basic Right-of-Way Permit (includes sidewalk reconstruction/repair, sidewalk new construction behind existing curb, tree removal, and heavy haul routes; fee doubles upon incurred damage).	\$60.00
Recording of Easements and Improvement Agreements. (Not subject to basic permit fee if no other right-of-way work being done.)	Linn Co. Fee + 10.00 administrative fee
Utility Franchise Permit: fees governed by individual Utility Franchise Agreements.	
Service Connections Inspection Fees (Typical of Residential & Small Commercial Construction)	
Driveway Access (new/widen/reconstruction):	\$30.00
Driveway Culvert (new/extension)	\$20.00
Sewer lateral connection to main	\$30.00
Storm drainage connection to curb, main, or	\$10.00
Connection to City Water System when installed by contractor	\$60.00
Infrastructure Inspection Fees (Typical of Subdivision and Large Commercial Construction)	
"1000 lf incr" means per 1000 linear feet increment	
Half Street Improvements	\$100.00 per 1000 lf incr
Full Street Improvements	\$350.00 per 1000 lf incr
Storm Sewer Mainline (new or extended)	\$60.00 per 1000 lf incr
Sanitary Sewer Mainline (new or extended)	\$150.00 per 1000 lf incr
Water Mainline (new or extended), Private Fire Supply Line or Service which requires public testing	\$300.00 per 1000 lf incr
Stormwater Management - Water Quality / Detention / Retention / Open Channel / Swale	\$60.00
Development Plan Review up to 5 hours	\$350.00
Development Plan Review over 5 hours	\$60.00/hr
Erosion Control Plan Review	
Parcel 10,000 sq. ft to 43,559 sq. ft (1 Acre)	\$50.00
Over 1 Acre w/o Erosion Control Certificate	\$75.00
Industrial Waste Pretreatment	
Discharge Application Review	\$100.00
Discharge Permit	\$100.00
Monitoring & Inspection	Cost or \$30.00 min
Response to Accidental Discharge	Cost or \$ 30.00 min
Filing Appeals	Cost or \$ 30.00 min
Administration for Abatement Procedures	\$25.00
Bulk Water Service Fees	
Hydrant Meter Deposit (refundable)	\$1,650.00
Bulk Water Permit Base Fee	\$60.00

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Bulk Water Commodity Fee	See Bulk user rate as per Water Utility Fees resolution
System Development Charges and Utility Assessments	
Water SDC, ¾" meter	\$1,215.00
Water SDC, 1" meter	\$2,574.00
Water SDC, 1.5" meter	\$9,665.00
Water SDC, 2" meter	\$18,374.00
Water SDC, 3" meter	\$34,052.00
Water SDC, 4" meter	\$55,076.00
Water SDC, 6" meter	\$89,685.00
Sanitary Sewer SDC, based on ¾" water meter	\$624.00
Sanitary Sewer SDC, based on 1" water meter	\$1,322.00
Sanitary Sewer SDC, based on 1.5" water meter	\$4,965.00
Sanitary Sewer SDC, based on 2" water meter	\$9,439.00
Sanitary Sewer SDC, based on 3" water meter	\$17,494.00
Sanitary Sewer SDC, based on 4" water meter	\$28,295.00
Sanitary Sewer SDC, based on 6" water meter	\$46,074.00
Foster Midway Sewer Assessment	\$900.00
Fed Fund EPA #C-410432-02-2 or EDA #07-51-23386	
Transportation SDC	\$0.00
Stormwater SDC	\$0.00
Parks SDC	\$0.00
Water Service Site Installation by City	
Water Service Installation by City, 3/4" Meter, through Asphalt/Concrete	\$2,500.00
Water Service Installation by City, 3/4" Meter, through Gravel/Soil	\$2,100.00
Water Service Installation by City, 1" Meter, through Asphalt/Concrete	\$2,600.00
Water Service Installation by City, 1" Meter, through Gravel/Soil	\$2,200.00
Water Service Installation by City, 1.5" Meter, through Asphalt/Concrete	\$2,800.00
Water Service Installation by City, 1.5" Meter, through Gravel/Soil	\$2,500.00
Water Service Installation by City, 2" and larger Meter & Service	Project Specific w/ Const.
Water Service Installation by City, Custom Non-standard Installation, various meter sizes	Time and Materials

**2020 City of Sweet Home
Fee Schedule
Resolution No. 9 for 2020 - Exhibit 1**

Engineering Document Plan Copies	
Size	Paper/Photo
18 X 24	2.50/5.00
24 X 36	4.00/8.00
36 X 48	8.00/16.00
Electronic Data Files.	
GIS Aerial Photographs, .SID or .TIF	20.00 / per image (1/4) section
AutoCAD Electronic Data Files, .DWG or .DWF	20.00/per requested area
Custom map work in increments of 1/4 hour, subject to staff availability	60.00/hour + printing fees

RESOLUTION NO. 3 FOR 2021

A RESOLUTION TO SET PUBLIC INFORMATION, RECORDS, RESEARCH, SERVICE AND MISCELLANEOUS FEES.

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish fees which are reflective of actual staff and material costs for copying reports, documents and other items specifically requested by the general public; and

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish fees which are reflective of actual staff and material costs for City Staff performing research and other miscellaneous tasks specifically requested by the general public; and

WHEREAS, except as otherwise prescribed by law, the City Council deems it desirable to establish fees which are reflective of actual staff and material costs for City Staff providing certain services specifically requested by the general public; and

WHEREAS, the application of these fees shall not apply to City sponsored public information meetings or City initiated information distribution.

NOW, THEREFORE, the City Council resolves that the following fees shown in Exhibit A are hereby established and made effective immediately:

If items are not covered in this resolution, the City Manager is authorized to set a temporary fee until it can be approved by City Council.

It has been determined that these rates and fees are classified as not being subject to Oregon Constitution, Article XI, Section 11b limitations.

This Resolution replaces and supersedes Resolution No. 9 for 2020.

This Resolution shall be effective February 10, 2021.

PASSED by the Council and approved by the Mayor, this 9th day of February, 2021.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



2021
FEE
SCHEDULE

**2021 City of Sweet Home
Fee Schedule
Resolution No. 03 for 2021 - Exhibit A**

GENERAL FEES	
Photocopies Black and white 8.5 X 11	.25 per side
Color 8.5 X 11	.50 per side
Black and white 11 x 17	.50 per side
Color 11 x 17	\$1.00 per side
Fax – local only	.25 per page
Public Meeting Records – Audio CD	\$5.00 each
Packaging, Mailing and Postage	Actual Costs
Returned Check Fee	\$35.00
Recording Fees – Recording of Easements, Improvement Agreements and Liens	Current Linn County recording fees PLUS \$10.00 administrative fee

City Recorder	
Filing Fee for declaration of candidacy for an elective position	\$10.00
Annual Subscription Mailed - City Council Packet	\$240.00
Annual Subscription Mailed - City Council Agenda	\$24.00
Annual Subscription Mailed - All Public Meeting Agendas	\$36.00
Liquor License	
Liquor License, New	\$100.00
Liquor License, Temporary Sales	\$35.00
Liquor License, Change of Ownership, Additional Privileges	\$75.00
Liquor License, Renewal	\$35.00
Hero Banner	\$100.00
Veteran's Memorial Brick	\$25 Paver \$35 Paver with Logo
Taxi License Fee	\$25.00 First Vehicle, \$10.00 Each Vehicle Thereafter, fees for the remainder of the year.

**2021 City of Sweet Home
Fee Schedule
Resolution No. 03 for 2021 - Exhibit A**

FACILITY RENTAL FEES

Conference Rooms			
HOURLY FEES	Ames	Santiam	Wiley
During Operating Hours			
Government & Non-Profit Groups	\$10/hr	\$15/hr	\$20/hr
Public Groups	\$15/hr	\$20/hr	\$25/hr
Private Groups	\$20/hr	\$25/hr	\$30/hr
During Hours of Closure			
Government & Non-Profit Groups	\$20/hr	\$30/hr	\$40/hr
Public Groups	\$30/hr	\$40/hr	\$50/hr
Private Groups	\$40/hr	\$50/hr	\$60/hr
EQUIPMENT RENTAL RATES			
AV/IT System	\$20	\$20	\$20
Tables and Chairs	<i>Included</i>	<i>Included</i>	<i>Included</i>
Keruig Coffee Machine & Pods (15 gue	\$10	\$10	\$10
PA System	\$20	\$20	\$20
OTHER FEES AND DEPOSITS			
Non-Refundable Fee (After Hour Use)	\$50	\$50	\$50
Refundable Deposit for Non-profit, Govt & Public Groups	\$100	\$100	\$100
Refundable Deposit for Private Groups / Businesses	\$150	\$150	\$150
Refundable Key Deposit	\$200	\$200	\$200
Non-Refundable Cleaning Fee	<i>Included</i>	<i>Included</i>	<i>Included</i>

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

COMMUNITY DEVELOPMENT FEES	
Packaging, Mailing and Postage	Actual Costs
Annexation & Rezone	\$1,545.00
Appeal	\$610.00
Comprehensive Plan Amendment	\$1,470.00 (plus notice costs)
Conditional Use (Public Hearing)	\$615.00
Development Plan Review	\$75.00
Fence Permit	\$20.00
Land Use Compatibility Statement Sign-Off	\$35.00
Measure 56 Mailing	Actual Notice Costs
Compensation Claim Appeal SHMC 03.30.150	Initial Deposit \$1,000.00. Balance in Excess of Actual Cost to be Refunded
Open Storage Permit	Non Refundable Fee of Zero Dollars Per Year
Ordinance Legal Interpretation	\$155.00
Other Land Use Decisions	Cost of Service (\$150 deposit)
Partition	\$315.00
Planned Development	\$1,000.00
Planning Research and Letters	\$60.00/hr.(1 hour minimum)
Property Line Adjustment	\$160.00
Property Line Adjustment Replat	\$200.00
Secondary applications file concurrently	50% of regular fee
Subdivision – Tentative and Final	\$925.00 + \$20.00 per lot
Transient Merchant Permit	\$25.00
Vacation of Right of Way	\$1,030.00
Variance (Public Hearing)	\$590.00
Zone Map Amendment	\$1,030.00
Zone Text Amendment	\$1,030.00
Temporary Recreation Vehicle Occupancy Permit	
See Resolution No. 3 for 2014	
0-7 days per rolling twelve (12) month period	No permit or permit fee required
1-15 days per rolling twelve (12) month period	\$50.00 - Permit Required
Permit extension for period of time greater than that stated in the original permit not to exceed sixty (60) days based on a rolling twelve (12) month period	\$35.00 - Permit Required
1-60 days per rolling twelve (12) month period	\$85.00 - Permit Required

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Park/Facility Use Processing Fees	
Racquetball Court City Resident Individual	\$50.00/year
Racquetball Court City Resident Household	\$75.00/year
Racquetball Court Non-City Resident Individual	\$75.00/year
Racquetball Court Non-City Resident Household	\$100.00/year
Racquetball Court Employee Only	No Fee
Racquetball Court Employee Household	\$25.00/year
Bandstand	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Outdoor Event Center	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Gazebo	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Girl Scout Hut	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Weddle Bridge	\$15.00/hour or \$100.00 maximum \$100.00 refundable deposit
Equipment Rental	
Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental.	
Table	\$5.00/table \$100.00 refundable deposit Replacement cost \$60.00
Chairs	\$1.00/chair \$100.00 refundable deposit Replacement cost \$35.00
2' Fold Up Barricade	\$3.00/ Barricade Replacement cost \$35.00
2' Fold Up Plastic Barricades	\$3.00/Barricade Replacement Cost \$48.00
8' Barricade	\$3.00/Barricade Replacement Cost \$97.00
Small Barricade – “No Park”	\$3.00/Barricade Replacement Cost \$40.00
Photo Cell Battery Light	\$3.00/Light Replacement Cost \$40.00
18” Traffic Cones	\$3.00/Cone Replacement Cost \$15.00
28” Traffic Cones with Reflective Strip	\$3.00/Cone Replacement Cost \$20.00
Construction Signs with Sign Holders	\$10.00/Sign Replacement Cost \$165.00 set
Slow/Stop Paddle	\$3.00/Each Replacement Cost \$30.00

**2021 City of Sweet Home
 Fee Schedule
 Resolution No. 3 for 2021 - Exhibit A**

Slow/Stop Paddle with 30" Handle	\$5.00/Each Replacement Cost \$38.00
Slow/Stop Paddle with 60" Handle	\$5.00/Each Replacement Cost \$21.00
Hydrant Wrench	\$5.00/Each Replacement Cost \$35.00
Safety Vests	Replacement Cost \$12.00 each
Equipment Delivery/Pickup	\$50 during business hours, \$100 after hours

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

BUILDING PERMIT FEES	
Structural Permits	
Building Permit Fees: Permit fees are based on the value of construction as per the most current ICC Building Valuation Table.	
Total Value 1.00 to 500.00	\$50.00
Total Value 501.00 to 2,000.00	\$50.00 for the first \$500.00 plus \$2.52 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
Total Value 2,001.00 to 25,000.00	\$87.80 for the first \$ 2,000.00 plus \$10.08 for each additional \$100.00 or fraction thereof, to and including \$25,000.00
Total Value 25,001.00 to 50,000.00	\$319.64 for the first \$25,000.00 plus \$7.56 for each additional \$1,000.00 or fraction thereof, to and including \$ 50,000.00
Total Value 50,001 to 100,000.00	\$508.64 for the first \$50,00.00 plus \$5.04 for each additional \$1,000.00 or fraction thereof, to and including \$ 100,000.00
Total Value 100,001.00 and up	\$760.64 for the first \$100,00.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof
Residential - One and Two Family, stand alone, Fire Suppresion System - as noted in OAR 918-050-0140 Use Structural Permit Fee valuation table above for Commercial Fire Suppression System permit fees	
0 – 2,000 square feet	\$100.00
2,001 – 3,600 square feet	\$150.00
3,601 – 7,200 square feet	\$200.00
Over 7,200 square feet	\$250.00
Other Structural Inspections	
Plan Review Fee	65% of the Building Permit Fee
Fire, Life, Safety Review	40% of the Building Permit Fee
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Re-Inspection Fee	\$50.00 per inspection
Additional Plan Review required by changes, additions, or revisions to approved plans - One Hour Minimum	\$65.00 per hour
Deferred Plans Submittal – Portions of a building design are allowed to be submitted separately. Does not apply to deferred permits. In addition to the project plan review fee based on total project value.	65% of the building permit fee calculated using the value of the particular deferred portion or portions of the project with a minimum fee of \$250.00 per deferral. Deferrals are defined by Plan Review Staff

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Structural Investigation Fee: In addition to the permit fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees \$100.00 Minimum
Phased Permitting – Allows construction to begin on a portion or portions of a building before the construction documents for the whole building have been submitted.	
Single family dwellings and duplexes – in addition to standard permit fees	\$150.00 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500.00
All other structures – in addition to standard permit fees	\$250.00 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500.00.
3rd Party Plan Review per OAR 918-020-0090(3)(E) (customer contracted) – Administrative processing fee	10% of the building permit fee, maximum fee of \$250.00

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Manufactured Dwelling Permits	
Manufactured Dwelling Placement Fee: per installation (fee includes the concrete slab, runners or foundations, electrical feeder and plumbing connections and all cross-over connections, OAR 918-050-0130(1) - Fee includes inspection on items required at each site, installation, and final inspections. This fee does not include plumbing or electrical service installation permits fees.	\$250.00
State Manufactured Dwelling and Cabana Installation Administrative Fee (per permit)	\$30.00
Other Manufactured Dwelling Inspections	
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated- One Hour Minimum	\$65.00 per hour
Re-inspection fee	\$50.00 per inspection
Additional plan review required by changes, additions, or revisions to approved plans - One Hour Minimum	\$65.00 per hour

**2021 City of Sweet Home
 Fee Schedule
 Resolution No. 3 for 2021 - Exhibit A**

Demolition Permits	
Structural Removal Flat Fee	\$50.00
Each Additional 1,000 sq. ft. or fraction thereof	\$15.00
Plumbing Fixture Capping Fee	\$20.00 per fixture
Electrical Disconnect - PPL Responsibility	N/A
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Solar Installation Speciality Code	
Engineered Systems Permit Fees: Permit fees are based on the market value of the work to be performed, including structural elements for the solar panels, including racking, mounting, rails and labor as per the most current ICC Building Valuation Table	
See Structural Permit Fee valuation table for Permit Fee	
Prescriptive Path Installations: As per the Oregon Solar Installation Specialty Code 305.4 (Includes plan review and one inspection)	\$150.00
Plan Review for Engineered Systems	65% of Permit Fee
Inspections of Prescriptive Path Installations (after the first inspection) One Hour Minimum	\$65.00 per Hour

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Grading Permits	
10 cubic yards or less	No fee
11 to 50 cubic yards	\$23.50
51 to 100 cubic yards	\$37.00
101 to 1,000 cubic yards	\$37.50 for the first 100 cubic yards, plus \$17.50 for each additional 1,000 cubic yards
1,001 to 10,000 cubic yards	\$194.50 for the first 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$325 for the first 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards
100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards
Grading Plan Review	
50 cubic yards or less	No fee
51 to 100 cubic yards	\$23.50
101 to 1,000 cubic yards	\$37.00
1,001 to 10,000 cubic yards	\$49.25
10,001 to 100,000 cubic yards	\$49.25 for the first 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$404.25 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000 cubic yards or fraction thereof
Other Grading Inspections	
Inspections outside of normal business hours under special circumstances with pre-arrangement - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Re-Inspection Fee	\$50.00
Additional plan review required by changes, additions, or revisions to approved plans - One Hour Minimum	\$65.00 per hour

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Mechanical Permit Fees	
Residential Mechanical Permit	
Minimum Permit Fee	\$65.00
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, up to 100,000BTU	\$25.00
Installation/relocation forced air or gravity type furnace or burner, including attached ducts and vents, over 100,000BTU	\$30.00
Installation/relocation floor furnace	\$20.00
Installation/relocation suspended heater	\$20.00
Installation, relocation, or replacement of appliance vents not included in an appliance permit	\$15.00
Repair of, alteration of, or addition to each heating, refrigeration, cooling, absorption, or evaporative unit or system, including controls	\$20.00
Boiler or compressor up to 3 horsepower, or each absorption system up to 100,000 BTU/h	\$20.00
Boiler or compressor over 3 and up to 15 horsepower, or each absorption system over 100,000 and up to 500,000 BTU/h	\$25.00
Boiler or compressor over 15 and up to 30 horsepower, or each absorption system over 500,000 and up to 1,000,000 BTU/h	\$40.00
Boiler or compressor over 30 and up to 50 horsepower, over 500,000 and up to 1,750,000 BTU/h	\$55.00
Installation or relocation of each boiler or refrigeration compressor over 50 horsepower or absorption system over 1,750,000 BTU/h	\$55.00
Each air handling unit up to 10,000 cubic feet per minute, including attached ducts	\$15.00
Each air handling unit exceeding 10,000 cfm	\$25.00
Each evaporative cooler, other than portable types, air conditioning units and/or heat pumps	\$20.00
Each ventilation fan connected to a single duct	\$15.00
Each ventilation system which is not a portion of heating or air conditioning system authorized by permit	\$20.00
Installation of each hood served by mechanical exhaust, including ducts	\$20.00
Installation or relocation of each domestic type incinerator	\$20.00
Each appliance or piece of equipment regulation by this code, but not classed in other applicant categories, or no other fee is listed.	\$20.00

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Fuel piping system with 1 to 4 outlets	\$20.00
Fuel piping system with 5 or more outlets	\$5.00 per outlet
Other Mechanical Inspections	
Mechanical Plan Review – Residential	25% of Residential Mechanical Permit Fee
Inspections outside of normal business hours (Two Hour Minimum)	\$100.00 per/hour
Inspections for which no fee is specifically indicated (One Hour Minimum)	\$65.00 per hour
Reinspection fee	\$50.00 per inspection
Additional plan review required by changes, additions, or revisions to approved plans (One Hour Minimum)	\$65.00 per hour
Mechanical Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees - \$100.00 Minimum.
Commercial Mechanical Permit Fees	
Total Valuation \$1.00 to \$2,000.00	\$65.00
Total Valuation \$2,001.00 to \$25,000.00	\$65.00 for the first \$2,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
Total Valuation \$25,001.00 to \$50,000.00	\$318.00 for the first \$25,000 plus \$9.00 for each additional \$1,000, or fraction thereof, to and including \$50,000
Total Valuation \$50,001.00 to \$100,000.00	\$543.00 for the first \$50,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
Total Valuation \$100,001.00 and up	\$843.00 for the first \$100,000 plus \$4.00 for each additional \$1,000, or fraction thereof
Other Commercial Mechanical Inspection	
Mechanical Plan Review – Commercial	25% of the Commercial Mechanical permit fee
Reinspection Fee	\$50.00 per inspection
Inspections outside of normal business hours - Two Hour Minimum	\$100.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$65.00 per hour
Additional Plan Review required by changes, additions, or revisions to the approved plans - One Hour Minimum	\$65.00 per hour
Mechanical Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fees - \$100 Minimum

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Plumbing Permits	
Residential Plumbing Permit Fees	
Minimum Permit Fee	\$90.00
Plan Review, if required	30% of permit fee
Water Service/Building Sewer/Storm Sewer	
Water service – first 100 feet or fraction thereof	\$50.00
Water service – each additional 100 feet of fraction thereof	\$30.00
Sanitary sewer – first 100 feet or fraction thereof	\$50.00
Sanitary sewer – each additional 100 feet of fraction thereof	\$30.00
Storm sewer (includes rain drain and footing) – first 100 feet of fraction thereof	\$50.00
Storm sewer (includes rain drain and footing) – each additional 100 feet of fraction thereof	\$30.00
New One- and Two-Family Dwellings	
Includes one kitchen, first 100 feet of water and sewer, hose bibs, ice maker, underfloor low-point drains, and rain-drain packages (including piping, gutters, downspouts and perimeter system)	
1 Bath	\$260.00
2 Bath	\$320.00
3 Bath	\$370.00
Each additional bathroom in addition to 3	\$80.00
Each additional kitchen in addition to 1	\$80.00
Fixture Fee	\$20.00
Backflow preventer / Backwater Valve	\$40.00
One- and Two-Family Continuous Loop/Multipurpose Fire Suppression System Permit as noted in OAR 918-050-0140	
0 - 2000 square feet	\$100.00
2001 - 3600 square feet	\$150.00
3601 - 7,200 square feet	\$200.00
Over 7,200 square feet	\$250.00
Manufactured Homes Utilities– sewer collection and water distribution	\$110.00
Commercial Plumbing Permit	
Commercial, Industrial,	
Minimum Fee	\$150.00
Site Utilities for Water / Sanitary / Storm Sewer (exterior of foundation) trench drains (length of pipe):	
First 100 feet or fraction thereof	\$80.00
Each additional 100 feet of fraction thereof	\$40.00
Storm water retention / detention tank / facility – Flat Fee	\$80.00
Pressure reducing valve	\$25.00
Fixture cap	\$25.00

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Man holes	\$25.00
Catch basin or area drain	\$25.00
Absorption valve	\$25.00
Bath tub/shower/shower pan	\$25.00
Clothes washer	\$25.00
Dishwasher	\$25.00
Drinking fountain	\$25.00
Expansion tank	\$25.00
Fixture cap	\$25.00
Floor or roof drain / floor sink / hub	\$25.00
Garbage disposal	\$25.00
Hose Bib	\$25.00
Ice maker	\$25.00
Interceptor / grease trap	\$25.00
Laundry tray	\$25.00
Sink / basin / lavatory	\$25.00
Trap primer	\$25.00
Water closet / urinal	\$25.00
Water heater	\$25.00
Other fixture	\$25.00
Backflow Preventer/Backflow Valve	\$80.00
Plan Review, if required	30% of Permit Fee
Manufactured Dwelling Parks / RV Parks – Per Space/Site Fee	\$70.00
Medical Gas Piping – Fee based upon value (Plan Review Required)	
Valuation \$1.00 - \$2,000.00	\$75.00
Valuation \$2,001.00 - \$25,000.00	additional \$1,000 or fraction thereof, to and including \$25,000.00
Valuation \$25,001.00 - \$50,000.00	additional \$1,000 or fraction thereof, to and including \$50,000.00
Valuation \$50,001.00 - \$100,000.00	additional \$1,000 or fraction thereof, to and including \$100,000.00
Valuation \$100,000.00 and up	\$901.00 for first \$100,000 + \$4.00 for each additional \$1,000 or fraction thereof
Other Plumbing Inspection – Residential & Commercial	
Re-inspections	\$90.00 per inspection
Inspections outside of normal business hours - Under special circumstances with pre-arrangement - Three Hour Minimum	\$160.00 per hour
Inspections for which no fee is specifically indicated - One Hour Minimum	\$90.00 per hour
Additional Plan Review required by changes, additions, or revisions to the approved plans. One Hour Minimum	\$90.00 per hour

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Plumbing Investigation Fee	Average or actual additional cost of ensuring compliance with this code and shall be in addition to required permit fee - \$100 Minimum
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**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Manufactured Home and Mobile Home/RV Parks [1] OAR 918-600-0030	
Valuation \$1.00 to \$500.00	\$15.00
Valuation \$501.00 to \$2,000.00	\$15.00 for first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
Valuation \$2,001.00 to \$25,000.00	\$45.00 for first \$2,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$25,000
Valuation \$25,001.00 to \$50,000.00	\$252.00 for first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
Valuation \$50,001.00 to \$100,000.00	\$414.50 for first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
Valuation \$100,001.00 to \$500,000.00	\$639.50 for first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
Valuation \$500,001.00 to \$1,000,000.00	\$2,039.50 for first \$500,000 plus \$2 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
Valuation of \$1,000,001.00 and up	\$3,539.50 for first \$1,000 plus \$2 for each additional \$1,000 or fraction thereof
Other Inspections	
Re-inspection Fee	\$50.00 per inspection
Inspections outside of normal business hours - Two Hour Minimum	\$50.00 per hour
Inspections for which no fee is specifically indicated - One-Half Hour Minimum	\$50.00 per hour
Additional Plan Review required by changes, additions, or revisions to the approved plans - One-Half Hour Minimum	\$50.00 per hour
Consultation Fee - One Hour Minimum	\$30.00 per hour

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

[1]This permit does not include permits or related fees for park facilities constructed under building, mechanical, plumbing, electrical or manufactured dwelling placement permits.

**Manufactured Dwelling / Mobile Home / RV Park Valuation Table
Table 2**

Space per Acre

Park Class	4	5	6	7	8	9	10	11	12
A	5,901	5,517	5,197	4,941	4,685	4,493	4,365	4,301	4,237
B	5,504	5,120	4,800	4,544	4,288	4,096	3,968	3,904	3,804
C	5,312	5,028	4,608	4,352	4,269	3,904	3,776	3,712	3,648

Class A = parks contain paved streets curbs & sidewalks

Class B = parks contain paved streets no curbs no sidewalks

Class C = parks contain no paved streets, no curbs but have sidewalks on one side or each street

When a park contains spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation of the park.

Plan Review fee is 65% of permit fee.

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

POLICE DEPARTMENT FEES	
Photo Copies	\$.25 per side
Public Fingerprinting Services (Two Cards)	
Residents	\$20.00
Non-Residents	\$30.00
Bicycle License per bicycle – current owner	\$2.00
Peddler License Applications	\$25.00
False Alarm Fees	
1st and 2nd Alarm	No Charge
3rd and 4th Alarm	\$25.00
5th and 6th Alarm	\$50.00
7th + Alarm	\$100.00
Reports and Recordings	
Research Fee per unknown case number	\$10.00
Archived Reports prior to 2001 or reports requiring redaction of confidential information:	Actual Staff Costs – 1 hour minimum Applicable reproduction cost
Incident Reports (up to 25 pages)	\$10.00
Additional pages	\$0.50
Report postage minimum up to 10 pages	\$3.00
Additional pages	\$.10/each
Evidence Recording (digital audio)	
Digital Audio	\$30.00
Video (minimum up to 2 hours maximum)	\$50.00
Each additional 2 hours	\$50.00
Recording postage per CD/DVD	\$5.00
Evidence Photographs	
Film converted to digital	\$50.00
Photos per case CD/DVD or sent electronically	\$25.00
Digital printed photos per sheet (max 4/sheet)	\$10.00
Photograph Postage	
Postage per photo CD	\$5.00
Postage min to 10 printed pages	\$5.00
Per pages after 10	\$0.10
Record Checks	
Letters of Clearance (per individual)	\$15.00
Location/Person overview per individual	\$10.00
Postage for records checks minimum to 10 pages	\$2.00
Per page after 10	\$0.10
License Investigations	
Second Hand Dealer License Processing	\$20.00
Texas Hold-Em License (annual)	\$200.00
Social Games	\$25.00

**2021 City of Sweet Home
 Fee Schedule
 Resolution No. 3 for 2021 - Exhibit A**

LIBRARY SERVICES FEES	
Photocopies Black and white 8.5 X 11 (self service)	\$.15 per side
Color 8.5x11 (self service)	\$.50 per side
Overdue Library Materials	
Books, Magazines, Books on CDs per item per day	\$.10 (maximum 3.00/item)
Videos, DVD's, per item/per day	\$1.00 (maximum 5.00/item)
Lost Library Card Replacement Fee	\$3.00
Lost/Destroyed Library Materials	Actual replacement cost plus \$5.00 processing fee
Out of City Library Card	
Per household and/or single card per year issued	\$35.00

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

FINANCE DEPARTMENT	
Miscellaneous Service and Research Fees	
Budget Document (bound copy) Available online	\$15.00
Audit/CAFR Document (bound copy) Available online	\$15.00
Municipal Lien Search Fee per Tax Lot	\$25.00
Reconveyance Fee	\$160.00
Packaging, Mailing and Postage	Actual Costs
Passport Processing Fees/each	\$35.00
Passport Photographs – 1 set of two	\$15.00

Water Service Fees	
Utility Shut off Notice/Doorhangers	\$25.00
Reinstating Water Service	\$40.00
Turning water service on that has been turned off without permit	\$40.00
Turning off and turning on water service after hours	\$100.00
Turning off and turning on water service during regular hours	\$20.00
Re-reading the water meter at request of the user	\$20.00
Reinstallation of water meters at the request of the user	\$200.00
Vacationers' water on/off	\$20.00 each visit
Tampering with a water meter	\$250.00
Utility Account Deposit	\$150.00
Temporary Water Service Fee	\$40.00
Late fee for delinquent accounts	\$5.00/per month
Interest rate on outstanding delinquent account balance including all interest, service charges, or other relevant fees/charges	1.5%/per month
Refunds will not be made for amounts less than	\$10.00

User Rates for City Storm Drainage System	
Customer Charge Equivalent Dwelling Unit (3,200 sq. ft)	\$0.20
Commodity Charge EDU	\$0.80

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

PUBLIC WORKS FEES	
PW Permit Fees	
Basic Right-of-Way Permit (includes sidewalk reconstruction/repair, sidewalk new construction behind existing curb, tree removal, and heavy haul routes; fee doubles upon incurred damage).	\$60.00
Recording of Easements and Improvement Agreements. (Not subject to basic permit fee if no other right-of-way work being done.)	Linn Co. Fee + 10.00 administrative fee
Utility Franchise Permit: fees governed by individual Utility Franchise Agreements.	
Service Connections Inspection Fees (Typical of Residential & Small Commercial Construction)	
Driveway Access (new/widen/reconstruction):	\$30.00
Driveway Culvert (new/extension)	\$20.00
Sewer lateral connection to main	\$30.00
Storm drainage connection to curb, main, or	\$10.00
Connection to City Water System when installed by contractor	\$60.00
Infrastructure Inspection Fees (Typical of Subdivision and Large Commercial Construction)	
"1000 lf incr" means per 1000 linear feet increment	
Half Street Improvements	\$100.00 per 1000 lf incr
Full Street Improvements	\$350.00 per 1000 lf incr
Storm Sewer Mainline (new or extended)	\$60.00 per 1000 lf incr
Sanitary Sewer Mainline (new or extended)	\$150.00 per 1000 lf incr
Water Mainline (new or extended), Private Fire Supply Line or Service which requires public testing	\$300.00 per 1000 lf incr
Stormwater Management - Water Quality / Detention / Retention / Open Channel / Swale	\$60.00
Development Plan Review up to 5 hours	\$350.00
Development Plan Review over 5 hours	\$60.00/hr
Erosion Control Plan Review	
Parcel 10,000 sq. ft to 43,559 sq. ft (1 Acre)	\$50.00
Over 1 Acre w/o Erosion Control Certificate	\$75.00
Industrial Waste Pretreatment	
Discharge Application Review	\$100.00
Discharge Permit	\$100.00
Monitoring & Inspection	Cost or \$30.00 min
Response to Accidental Discharge	Cost or \$ 30.00 min
Filing Appeals	Cost or \$ 30.00 min
Administration for Abatement Procedures	\$25.00
Bulk Water Service Fees	
Hydrant Meter Deposit (refundable)	\$1,650.00
Bulk Water Permit Base Fee	\$60.00

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Bulk Water Commodity Fee	See Bulk user rate as per Water Utility Fees resolution
System Development Charges and Utility Assessments	
Water SDC, ¾" meter	\$1,215.00
Water SDC, 1" meter	\$2,574.00
Water SDC, 1.5" meter	\$9,665.00
Water SDC, 2" meter	\$18,374.00
Water SDC, 3" meter	\$34,052.00
Water SDC, 4" meter	\$55,076.00
Water SDC, 6" meter	\$89,685.00
Sanitary Sewer SDC, based on ¾" water meter	\$624.00
Sanitary Sewer SDC, based on 1" water meter	\$1,322.00
Sanitary Sewer SDC, based on 1.5" water meter	\$4,965.00
Sanitary Sewer SDC, based on 2" water meter	\$9,439.00
Sanitary Sewer SDC, based on 3" water meter	\$17,494.00
Sanitary Sewer SDC, based on 4" water meter	\$28,295.00
Sanitary Sewer SDC, based on 6" water meter	\$46,074.00
Foster Midway Sewer Assessment	\$900.00
Fed Fund EPA #C-410432-02-2 or EDA #07-51-23386	
Transportation SDC	\$0.00
Stormwater SDC	\$0.00
Parks SDC	\$0.00
Water Service Site Installation by City	
Water Service Installation by City, 3/4" Meter, through Asphalt/Concrete	\$2,500.00
Water Service Installation by City, 3/4" Meter, through Gravel/Soil	\$2,100.00
Water Service Installation by City, 1" Meter, through Asphalt/Concrete	\$2,600.00
Water Service Installation by City, 1" Meter, through Gravel/Soil	\$2,200.00
Water Service Installation by City, 1.5" Meter, through Asphalt/Concrete	\$2,800.00
Water Service Installation by City, 1.5" Meter, through Gravel/Soil	\$2,500.00
Water Service Installation by City, 2" and larger Meter & Service	Project Specific w/ Const.
Water Service Installation by City, Custom Non-standard Installation, various meter sizes	Time and Materials

**2021 City of Sweet Home
Fee Schedule
Resolution No. 3 for 2021 - Exhibit A**

Engineering Document Plan Copies	
Size	Paper/Photo
18 X 24	2.50/5.00
24 X 36	4.00/8.00
36 X 48	8.00/16.00
Electronic Data Files.	
GIS Aerial Photographs, .SID or .TIF	20.00 / per image (1/4) section
AutoCAD Electronic Data Files, .DWG or .DWF	20.00/per requested area
Custom map work in increments of 1/4 hour, subject to staff availability	60.00/hour + printing fees



REQUEST FOR COUNCIL ACTION

Title: Amended System Development Charges Ordinance

Preferred Agenda: February 9, 2021

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution ____ Motion Roll Call ____ Other ____

Relevant Code/Policy: SHMC Chapter 13.12: Water and Sewer Hookup Fees and System Development Charges

Towards Council Goal: Aspiration III: Viable and Sustainable Infrastructure; Goal 1: Infrastructure

Attachments: SDC Ordinance—Track Changes
SDC Ordinance—Final

Purpose of this RCA:

The purpose of this RCA is to amend SHMC Chapter 13.12, Water and Sewer Hookup Fees and System Development Charges.

Background/Context:

System Development Charges (SDCs) are fees assessed on new development to pay for the new development's use of the capacity of City infrastructure. SDCs are highly regulated under state law. The City's current System Development Charges amount to approximately \$1,800 per single family home, and only pay for water and wastewater infrastructure. Sweet Home's fees are among the lowest in the State, and have not changed since 2005. Since August, 2019, the City has been working to update its SDCs in order to treat current ratepayers and residents fairly, and obtain the revenue necessary to maintain our infrastructure's capacity and meet the demands of new development.

Before revised System Development Charge Methodology, Capital Improvement List, and Rates can be adopted, the ordinance must be updated to bring it into compliance with current state law, and allow for Stormwater, Transportation, and Parks SDCs in addition to the existing Water and Wastewater SDCs.

The Challenge/Problem:

How does the City update its System Development Charge Ordinance to better meet the City's goals and service citizens' interests?

Stakeholders:

- Sweet Home Residents – Residents deserve well-maintained City infrastructure that meets their needs and improves their quality of life. Residents also deserve not to have the infrastructure capacity they have paid for given away without compensation.
- Property Developers – Developers build where there is adequate infrastructure capacity, a market for their developments, and where they can make a profit. SDCs that continue to provide infrastructure, but are not so high as to remove the ability to make a profit, serve the combined interests of developers and residents.
- Sweet Home City Council – The City Council has a goal to provide viable and sustainable infrastructure that serves development and improves residents' quality of life.
- Sweet Home City Staff—City Staff have an interest in ordinances that empower them to meet the Council's goals.

Issues and Financial Impacts:

This ordinance adopts no changes in rates, but allows for rate changes to be made by resolution in the future. Therefore, it has no financial impact in and of itself. A future resolution will be needed to adopt new SDC rates, and that resolution will have a financial impact.

Elements of a Stable Solution:

A stable solution includes the approval of an amended SDC ordinance that will meet the Council's goals.

Options:

1. Do Nothing – The Council could choose to do nothing at this time, and leave the SDC ordinance as it currently exists. This will prevent the adoption of a new SDC methodology, capital improvement list, and rate structure.
2. Approve the amended SDC Ordinance as Presented and move it to a First Reading – By approving the amended ordinance as presented and holding a first reading, the Council would allow the City's efforts to update its SDCs to progress.
3. Approve the amended SDC Ordinance with Changes and move it to a First Reading – The Council may choose to direct Staff to make other changes to the SDC Ordinance, approve it, and hold a first reading.
4. Direct Staff to Research Other Options – The Council may direct staff to research other ways to accomplish its goals.

Recommendation:

Staff recommends option 2: Motion to Approve the amended SDC Ordinance as Presented and move it to a First Reading.

ORDINANCE BILL NO. 2 FOR 2021

ORDINANCE NO. ____

SWEET HOME ORDINANCE PERTAINING TO SYSTEM DEVELOPMENT CHARGES

WHEREAS, the City of Sweet Home has undertaken a complete review of its system development charges in order to ~~insure~~ensure its compliance with state law; and

WHEREAS, it is important to the City that costs of growth are equitably and rationally shared by new growth and development activities.

NOW THEREFORE,

The City of Sweet Home does Ordain as follows:

Section 1. Sweet Home Municipal Code Chapter 13.12 titled WATER AND SEWER HOOKUP FEES AND SYSTEM DEVELOPMENT CHARGES is amended to read as follows:

CHAPTER 13.12: ~~WATER AND SEWER HOOKUP FEES AND~~ SYSTEM DEVELOPMENT CHARGES

§ 13.12.010 PURPOSE.

The purpose of the system development charge is to impose a portion of the cost of capital improvements for water, wastewater, ~~and~~ storm water, transportation and parks upon those development(s) that create the need for or increase the demands on ~~the city's water, wastewater and/or storm water systems~~capital improvements, consistent with State law.

§ 13.12.020 DEFINITIONS.

For purposes of this chapter, the following mean:

CAPITAL IMPROVEMENTS. Public facilities or assets used for the following:

1. Water supply, treatment, ~~or and~~ distribution ~~or any combination~~;
2. Wastewater collection, transmission, treatment ~~or, and~~ disposal ~~or any combination~~; ~~and/or~~;
3. ~~Stormwater collection~~^[BL1], ~~transmission, treatment or disposal or any combination~~; Drainage and flood control;
4. Transportation; or
- 3-5. Parks and recreation.

DEVELOPMENT. All improvements on a site, including buildings, other structures, parking and loading areas, landscaping, paved or graveled areas, and areas devoted to exterior display,

storage or activities. DEVELOPMENT includes redevelopment of property. DEVELOPMENT includes improved open areas such as plazas and walkways, but does not include natural geologic forms or unimproved lands.

IMPROVEMENT FEE. A fee for costs associated with capital improvements to be constructed after the date the fee is adopted pursuant to § 13.12.030 of this chapter.

LAND AREA. The area of a parcel of land as measured by projection of the parcel boundaries upon a horizontal plane with the exception of a portion of the parcel within a recorded right-of-way or easement subject to a servitude for a public street or for a public scenic or preservation purpose.

OWNER. The owner or owners of record title or the purchaser or purchasers under a recorded land sales agreement, and other persons having an interest of record in the described real property.

PARCEL OF LAND. A lot, parcel, block or other tract of land that in accordance with city regulations is occupied or may be occupied by a structure or structures or other use, and that includes the yards and other open spaces required under the zoning, subdivision or other development ordinances.

PERMITTEE. The person to whom a building permit, development permit, a permit or plan approval to connect to the sanitary sewer, storm ~~water sewer~~ or water system, or right-of-way access permit is issued.

QUALIFIED PUBLIC IMPROVEMENTS. A capital improvement that is:

1. Required as a condition of development approval;
2. Identified in the plan adopted pursuant to “improvement plan” of this chapter; and either:
 - a. Not located on or contiguous to a parcel of land that is the subject of the development approval; or
 - b. Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.
3. For purposes of this definition, CONTIGUOUS means in a public way which abuts the parcel.

REIMBURSEMENT FEE. A fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to § 13.12.030 of this chapter, and for which the Council determines capacity to exist.

SYSTEM DEVELOPMENT CHARGE. A reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement ~~of the water, wastewater or storm water systems, at the time of or~~ issuance of a development permit or building permit, or ~~at the time of~~ connection to the capital improvement ~~to the city's water, wastewater and/or storm water systems.~~

1. A SYSTEM DEVELOPMENT CHARGE includes that portion of a sanitary sewer, storm sewer or water system connection charge that is greater than the amount necessary to reimburse the city for its average cost of inspecting and installing connections with water, wastewater and/or storm ~~water-sewer~~ facilities.

2. A system development charge does not include fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment or the cost of complying with requirements or conditions imposed by a land use decision.

§ 13.12.030 SYSTEM DEVELOPMENT CHARGE ESTABLISHED.

- A. System development charges shall be established and may be revised by resolution of the City Council. The Council shall set by resolution the amount of the charge, the type of permit to which the charge applies and, if the charge applies to a geographic area smaller than the entire city, the geographic area subject to the charge.
- B. Unless otherwise exempted by the provisions of this chapter or the other local or state law, a system development charge is hereby imposed upon all development within the city, upon the act of making a connection to the city water or sewer system within the city, and upon all development outside the boundary of the city that connects to or otherwise uses the water or wastewater facilities of the city.
- B.C. Systems development charges for each system may be automatically adjusted on the first day of July of each calendar year. The City Recorder shall make the adjustment based upon the Seattle Construction Cost Index published by Engineering News Record (ENR) by calculating the percentage increase/decrease in the index for the period since the last adjustment and then applying that percentage increase/decrease in the index for the period since the last adjustment and then applying that percentage to the figures used to calculate the systems development charge and any credits.

§ 13.12.040 METHODOLOGY.

- A. The methodology used to establish or modify the reimbursement fee shall promote the objective that future systems users shall contribute no more than an equitable share of the cost of then-existing facilities. The methodology used to establish or modify a reimbursement fee shall, where applicable, be based on:
 1. Ratemaking principles employed to finance publicly owned capital improvements;
 2. Prior contributions by existing users;
 3. Gifts or grants from federal or state government or private persons;
 4. The value of unused capacity available to future system users or the cost of the existing facilities and
 5. Other relevant factors identified by the City Council.
- A.
- B. The methodology used to establish or modify ~~the an~~ improvement fee shall demonstrate consideration of the estimated cost of projected capital improvements identified in an improvement plan (see §13.12.070 of this chapter) that are needed to increase the capacity of the systems to which the fee is related. The methodology shall be calculated to obtain the cost of capital improvements for the projected need for ~~available~~ system capacity for future system users.
- C. The methodology used to establish or modify the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the City Council.
- D. A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on:

1. A change in project costs, including the cost of materials, labor, or real property; or

2. The periodic application of one or more specific cost indexes or other periodic data sources, including the cost index identified in §13.12.030(C) of this chapter. A specific cost index or periodic data source must be:

a. A relevant measurement of the average change in prices over an identified time period for materials, labor, real property, or a combination of the three;

b. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and

c. Incorporated as part of the established methodology or identified and adopted by the City Council in a separate resolution, or if no other index is identified in the established methodology, then the index stated in §13.12.030(c) of this chapter.

Ⓒ

§ 13.12.050 AUTHORIZED EXPENDITURES.

- A. Reimbursement fees shall be applied only to capital improvements associated with the system for which the fees are assessed, including expenditures relating to repayment of indebtedness.
- B. Improvement fees shall be spent only on capacity increasing capital improvements associated with the system for which the fee is assessed, including expenditures relating to repayment of future debt for the improvements. An increase in system capacity occurs if a capital improvement increases the level of performance or service provided by existing facilities or providing new facilities. The portion of the capital improvements funded by improvement fees must be related to demands created by current or projected development. A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the plan adopted by the city pursuant to § 13.12.070 of this chapter.
- C. Notwithstanding subsections A. and B. of this section, system development charge revenues may be expended on the direct costs of complying with the provisions of this chapter, including the costs of developing system development charge methodologies and providing an annual accounting of system development expenditures.

§ 13.12.060 EXPENDITURE RESTRICTIONS.

- A. Systems development charges shall not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements.
- B. System development charges shall not be expended for costs of the operation or routine maintenance of capital improvements.

§ 13.12.070 IMPROVEMENT PLAN.

- A. Prior to the establishment of a system development charge, the Council shall adopt a plan that includes a list of:
 - 1. The capital improvements that the City Council intends to fund in whole or in part with improvement fee revenues;
 - 2. The estimated cost and time of construction of each improvement and the percentage of that cost eligible to be funded with improvement fee revenues; ~~and.~~
 - 3. ~~A description of the process for modifying the plan.~~
- B. In adopting this plan, the City Council may incorporate by reference all or a portion of any public facilities plan, master plan, capital improvements plan or similar plan that contains the information required by this section.
- C. The Council may modify the plan and list at any time. If a system development charge will be increased by a proposed modification to the list to include a capacity increasing public improvement the City Council will:
 - 1. At least 30 days prior to adoption of the proposed modification, provide written notice to persons who have requested notice pursuant to § 13.12.120 of this chapter; and
 - 2. Hold a public hearing if a written request for a hearing is received within seven days of the date of the proposed modification.
- ~~D. A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on the periodic application of the construction cost index published by the Engineering News Record, or a similar index if the construction cost index is no longer published or representative of the cost for the city, or a modification to any of the factors related to the rate that are incorporated in the established methodology.~~

§ 13.12.080 COLLECTION OF CHARGE.

- A. The system development charge is payable upon the issuance of:
 - 1. A building permit;
 - 2. A development permit;
 - 3. A development permit for development not requiring the issuance of a building permit;
 - 4. A permit or approval to connect to the water system;
 - 5. A permit or approval to connect to the sewer system; or
 - 6. A right-of-way access (public works) permit.
- B. If no building, development or connection permit is required, the system development charge is payable at the time the usage of the capital improvement is increased based on changes in the use of the property unrelated to seasonal or ordinary fluctuations in usage.
- C. If development is commenced or connection is made to the water or sewer systems without an appropriate permit, the system development charge is immediately payable upon the earliest date that a permit was required.
- D. The Public Works Director or his or her designee shall collect the applicable system development charge from the permittee when a permit that allows building or development of a parcel is issued or when a connection to the water or sewer system of the city is made.
- E. The Public Works Director or his or her designee shall not issue the permit or allow the connection until the charge has been paid in full, or until provision for installment payments has been made pursuant to § 13.12.090 of this chapter, or unless an exemption is granted pursuant to § 13.12.100 of this chapter.

§ 13.12.090 INSTALLMENT PAYMENT.

- A. When a system development charge is due and collectible, the owner of the parcel of land subject to the development charge may apply for payment in 20 semi-annual installments, to include interest on the unpaid balance, in accordance with O.R.S. 223.208.
- B. The Public Works Director or his or her designee shall provide application forms for installment payments, which shall include a waiver of all rights to contest validity of the lien, except for the correction of computational errors.
- C. An applicant for installment payments shall have the burden of demonstrating the applicant's authority to assent to the imposition of a lien on the parcel and that the property interest of the applicant is adequate to secure payment of the lien.
- D. The Public Works Director or his or her designee shall report to the Finance Director or his or her designee the amount of the system development charge, the dates on which payments are due, the name of the owner and the description of the parcel.
- E. The Finance Director or his or her designee shall docket the lien in the lien docket. From that time the city shall have a lien upon the described parcel for the amount of the system development charge, together with interest on the unpaid balance at the rate established by the Council. The lien shall be enforceable in the manner provided in O.R.S. Chapter 223.
- F. Upon written request of the Public Works Department, the Finance Director or his or her designee is authorized to cancel assessments of SDCs, without further Council action, where the new development approved by the building permit is not constructed and the building permit is cancelled.
- G. For property that has been subject to a cancellation of assessment of SDCs, a new installment payment contract shall be subject to the code provisions applicable to SDCs and installment payment contracts on file on the date the new contract is received by the city.

§ 13.12.100 EXEMPTIONS.

The following are exempt from System Development Charges:

- A. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the state's Uniform Building Code, ~~are exempt from all portions of the system development charge.~~
- B. An alteration, addition, replacement or change in use that does not increase the parcels or structures use of the public improvement facility ~~are exempt from all portions of the system development charge.~~
- C. Municipal projects or any other development which is being financed by City funds.
- B-D. Housing for low-income or elderly persons which is exempt from real property taxes under state law.

§ 13.12.110 CREDITS.

- A. When a development occurs that is subject to a system development charge, the system development charge for the existing use, if applicable, shall be calculated and if it is less

than the system development charge for the use that will result from the development, the difference between the system development charge for the existing use and the system development charge for the proposed use shall be the system development charge. If the change in the use results in the system development charge for the proposed use being less than the system development charge for the existing use, no system development charge shall be required. No refund or credit shall be given unless provided for by another subsection of this section.

- B. A credit shall be given to the permittee for the cost of a qualified public improvement upon acceptance by the city of the public improvement. The credit shall not exceed the improvement fee even if the cost of the capital improvement exceeds the applicable improvement fee and shall only be for the improvement fee charged for the type of improvement being constructed.
- C. If a qualified public improvement is located in whole or in part on or contiguous to the property that is the subject of the development approval and is required to be built larger or with greater capacity than is necessary for the particular development project, a credit shall be given for the cost of the portion of the improvement that exceeds the city's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the city. The city may deny the credit provided for in this section if the city demonstrates that the application does not meet the requirements of this section or if the improvement for which credit is sought was not included in the improvement plan pursuant to § 13.12.070 of this chapter.
- D. When the construction of a qualified public improvement located in whole or in part or contiguous to the property that is the subject of development approval gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project, the credit in excess of the improvement fee for the original development project may be applied against improvement fees that accrue in subsequent phases of the original development project.
- ~~E.~~ Notwithstanding subsections A. through D. above, ~~when establishing a methodology for a system development charge,~~ the city may provide for a credit against the improvement fee, the reimbursement fee or both, for capital improvements constructed as part of the development which reduce the development's demand upon existing capital improvements and/or the need for future capital improvements, or a credit based upon any other rationale the Council finds reasonable.
- ~~E.F.~~ Notwithstanding subsections A. through D. above, the city may provide a credit against the improvement fee, the reimbursement fee, or both, for the dedication of land to the city, not including public rights-of-way, for the future expansion of the City's Water, Wastewater, Stormwater, Transportation, or Parks systems, however this credit shall only be applied toward the system (Water, Wastewater, Stormwater, Transportation, or Parks) for which the land is dedicated.
- ~~F.G.~~ Credits shall not be transferable from one development to another.
- ~~G.H.~~ Credits shall not be transferable from type of system development charge to another.
- ~~H.I.~~ Credits shall be used within ten years from the date the credit is given.

§ 13.12.120 NOTICE.

- A. The city shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for any system development charge. Written notice shall be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a system development charge. The methodology supporting the system development charge shall be available at least 60 days prior to the first hearing to adopt or amend a system development charge. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the city.
- B. The city may periodically delete names from the list, but at least 30 days prior to removing a name from the list, the city must notify the person whose name is to be deleted, that a new written request for notification is required if the person wishes to remain on the notification list.

§ 13.12.130 SEGREGATION AND USE OF REVENUE.

- A. All funds derived from a particular type of system development charge are to be segregated by accounting practices from all funds of the city. That portion of the system development charge calculated and collected on account of a specific facility system shall be used for no purpose other than set forth in § 13.12.050 of this chapter.
- B. The appropriate city official shall provide the City Council with an annual accounting, by January 1 of each year, for system development charges showing the total amount of system development charge revenues collected for each type of facility and the projects funded from each account in the previous fiscal year. A list of the amount spent on each project funded in whole or in part, with system development charge revenues, shall be included in the annual accounting.

§ 13.12.140 REFUNDS.

- A. Refunds may be given by the Public Works Department upon finding that there was a clerical error in the calculation of the SDC.
- B. Refunds shall not be allowed for failure to timely claim credit or for failure to timely seek an alternative SDC rate calculation at the time of submission of an application for a building permit.
- C. The city shall refund to the applicant any SDC revenues not expended within ten years of receipt.

§ 13.12.150 IMPLEMENTING REGULATIONS—AMENDMENTS.

The City Council delegates authority to the City Manager or designee to adopt necessary procedures to implement provisions of this chapter including the appointment of an SDC program administrator. All rules pursuant to this delegated authority shall be filed with the office of City Manager and be available for public inspection.

§ 13.12.160 APPEAL PROCEDURE.

- A. A person challenging the propriety of an expenditure of system development charge revenues may appeal the decision or the expenditure to the City Council by filing a written request with the Public Works Director describing with particularity the decision of the Public Works Director and the expenditure from which the person appeals. An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure.
- B. Appeals of any other decision required or permitted to be made by the Public Works Director under this chapter must be filed in writing with Public Works Director within ten days of the decision.
- C. After providing notice to the appellant, the Council shall determine whether the Public Works Director's decision or the expenditure is in accordance with this chapter and the provisions of O.R.S. 223.297 to 223.314 and may affirm, modify or overrule the decisions. If the Council determines that there has been an improper expenditure of system development charge revenues, the Council shall direct that a sum equal to the misspent amount shall be deposited within one year to the credit of the account or fund from which it was spent. The decision of the Council shall be reviewed only as provided in O.R.S. 34.010 to 34.100, and not otherwise.
- D. A legal action challenging the methodology adopted by the Council pursuant to § 13.12.040 shall not be filed later than 60 days after adoption. A person shall contest the methodology used for calculating a system development charge only as provided in O.R.S. 34.010 to ORS 34.100, and not otherwise.
- E. A person who wishes to challenge the calculation of a system development charge must make a written challenge to the calculation of the system development charge and file the challenge with the Public Works Director within 30 days of receiving the calculation. The written challenge must describe with particularity the calculation which the person appeals.
 - 1.
 - a. The written challenge shall state:
 - (1) The name and address of the appellant;
 - (2) The nature of the calculation being appealed;
 - (3) The reason the calculation is incorrect; and
 - (4) What the correct determination of the appeal should be or how the correct calculation should be derived.
 - b. A person who fails to file such a written challenge within the time permitted waives his or her objections, and his or her objections shall be dismissed.
 - 2. After providing timely notice to the challenger, the Public Works Director shall determine whether the calculation is in accordance with the resolution containing the methodology used to establish or modify the system development charge adopted by the City Council.
 - 3. Unless the challenger and the city agree to a longer period, a written challenge to the calculation of the system development charge shall be heard by a hearings officer within 40 working days of the receipt of the written challenge. At least 15 working days prior to the hearing, the city shall mail notice of the time and location thereof to the person who made the written challenge.
 - 4. The hearings officer shall hear and determine the challenge on the basis of the person's written challenge and any additional evidence he or she deems appropriate. At the hearing, the challenger may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply.
 - 5. The person challenging the calculation shall carry the burden of proving that the calculation being appealed is incorrect and what the correct calculation should be or how a correct calculation should be derived.

6. After exhausting the city's administrative review procedure pursuant to § 13.12.160 of this chapter, the person challenging the calculation of the system development charge may then petition for review of the city official's/hearings officer or Council's determination pursuant to O.R.S. 34.010 to 34.100.

§ 13.12.170 PROHIBITED CONNECTION.

No person may connect to the water, wastewater, stormwater, or sewertransportation systems of the city unless the appropriate system development charge has been paid or the lien or installment payment method has been applied for and approved.

§ 13.12.180 PENALTY.

Violation of this chapter constitutes a violation under the provisions of Chapter 9.36 of the Sweet Home Municipal Code and may be prosecuted under the provisions thereof as now enacted or hereafter amended. The prosecution shall not be exclusive, but shall be in addition to any other remedy the city may have available to it to enforce compliance with this chapter. Each day that a violation exists is a separate offense. A Violation Enforcement Officer authorized to issue citations for commission of violation(s) of this chapter shall include city's Code Enforcement Officer, Sweet Home police officer and Public Works Director.

§ 13.12.190 CONSTRUCTION.

For the purposes of administration and enforcement of this chapter, unless otherwise stated in this chapter, the following rules of construction shall apply.

- A. In case of any difference of meaning or implication between the text of this chapter and any caption, illustration, summary table or illustrative table, the text shall control.
- B. The word "shall" is always mandatory and not discretionary; the word "may" is permissive.
- C. Words used in the present tense shall include the future; and words used in the singular number shall include the plural and the plural the singular, unless the context clearly indicates the contrary.
- D. The phrase "used for" includes "arranged for", "designed for", "maintained for" or "occupied for".
- E. Where a regulation involves two or more connected items, conditions, provisions or events:
 1. "And" indicates that all the connected terms, conditions, provisions or events shall apply; and
 2. "Or" indicates that the connected items, conditions, provisions or events may apply singly or in any combination.
- F. The word "includes" shall not limit a term to the specific example, but is intended to extend its meaning to all other instances of like kind or character.

§ 13.12.200 SEVERABILITY.

The provisions of this chapter are severable and it is the intention to confer the whole or any part of the powers herein provided for. If any clause, section or provision of this chapter shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of this chapter shall be in full force and effect and be valid as if the invalid portion thereof had not been incorporated herein. It is hereby declared to be the Council's intent that this chapter would have been adopted had such an unconstitutional provision not been included herein.

§ 13.12.210 CLASSIFICATION.

The City Council determines that any fee, rates or charges imposed by this chapter are not a tax subject to the property tax limitations of Article XI, § 11(b) of the Oregon Constitution.

ORDINANCE BILL NO. 2 FOR 2021

ORDINANCE NO. ____

SWEET HOME ORDINANCE PERTAINING TO SYSTEM DEVELOPMENT CHARGES

WHEREAS, the City of Sweet Home has undertaken a complete review of its system development charges in order to ensure its compliance with state law; and

WHEREAS, it is important to the City that costs of growth are equitably and rationally shared by new growth and development activities.

NOW THEREFORE,

The City of Sweet Home does Ordain as follows:

Section 1. The title of Sweet Home Municipal Code Chapter 13.12 titled WATER AND SEWER HOOKUP FEES AND SYSTEM DEVELOPMENT CHARGES is changed to read SYSTEM DEVELOPMENT CHARGES.

Section 2. Sweet Home Municipal Code § 13.12.010 PURPOSE is amended to read as follows:

The purpose of the system development charge is to impose a portion of the cost of capital improvements for water, wastewater, storm water, transportation and parks upon those development(s) that create the need for or increase the demands on capital improvements, consistent with State law.

Section 3. Sweet Home Municipal Code § 13.12.020 Definitions for the following defined words shall be amended to read as follows:

CAPITAL IMPROVEMENTS. Public facilities or assets used for the following:

1. Water supply, treatment, and distribution;
2. Wastewater collection, transmission, treatment, and disposal;
3. Drainage and flood control;
4. Transportation; or
5. Parks and recreation.

PERMITTEE. The person to whom a building permit, development permit, a permit or plan approval to connect to the sanitary sewer, stormwater or water system, or right-of-way access permit is issued.

SYSTEM DEVELOPMENT CHARGE. A reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement or issuance of a development permit or building permit, or connection to the capital improvement.

1. A SYSTEM DEVELOPMENT CHARGE includes that portion of a sanitary sewer, storm sewer or water system connection charge that is greater than the amount necessary to reimburse the city for its average cost of inspecting and installing connections with water, wastewater and/or stormwater facilities.
2. A system development charge does not include fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment or the cost of complying with requirements or conditions imposed by a land use decision.

Section 4. Sweet Home Municipal Code § 13.12.030 SYSTEM DEVELOPMENT CHARGE ESTABLISHED is amended to include the following subsection (C):

- C. Systems development charges for each system may be automatically adjusted on the first day of July of each calendar year. The City Recorder shall make the adjustment based upon the Seattle Construction Cost Index published by Engineering News Record (ENR) by calculating the percentage increase/decrease in the index for the period since the last adjustment and then applying that percentage increase/decrease in the index for the period since the last adjustment and then applying that percentage to the figures used to calculate the systems development charge and any credits.

Section 5. Sweet Home Municipal Code § 13.12.040 METHODOLOGY is amended to read as follows:

- A. The methodology used to establish or modify the reimbursement fee shall promote the objective that future systems users shall contribute no more than an equitable share of the cost of then-existing facilities. The methodology used to establish or modify a reimbursement fee shall, where applicable, be based on:
 1. Ratemaking principles employed to finance publicly owned capital improvements;
 2. Prior contributions by existing users;
 3. Gifts or grants from federal or state government or private persons;
 4. The value of unused capacity available to future system users or the cost of the existing facilities and
 5. Other relevant factors identified by the City Council.
- B. The methodology used to establish or modify an improvement fee shall demonstrate consideration of the estimated cost of projected capital improvements identified in an improvement plan (see §13.12.070 of this chapter) that are needed to increase the capacity of the systems to which the fee is related. The methodology shall be calculated to obtain the cost of capital improvements for the projected need for system capacity for future system users.
- C. The methodology used to establish or modify the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the City Council.
- D. A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on:
 1. A change in project costs, including the cost of materials, labor, or real property; or
 2. The periodic application of one or more specific cost indexes or other periodic data sources, including the cost index identified in §13.12.030(C) of this chapter. A specific cost index or periodic data source must be:
 - a. A relevant measurement of the average change in prices over an identified time period for materials, labor, real property, or a combination of the three;

- b. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
- c. Incorporated as part of the established methodology or identified and adopted by the City Council in a separate resolution, or if no other index is identified in the established methodology, then the index stated in §13.12.030(c) of this chapter.

Section 6. Sweet Home Municipal Code § 13.12.070 IMPROVEMENT PLAN is amended to read as follows:

- A. Prior to the establishment of a system development charge, the Council shall adopt a plan that includes a list of:
 - 1. The capital improvements that the City Council intends to fund in whole or in part with improvement fee revenues;
 - 2. The estimated cost and time of construction of each improvement and the percentage of that cost eligible to be funded with improvement fee revenues.
- B. In adopting this plan, the City Council may incorporate by reference all or a portion of any public facilities plan, master plan, capital improvements plan or similar plan that contains the information required by this section.
- C. The Council may modify the plan and list at any time. If a system development charge will be increased by a proposed modification to the list to include a capacity increasing public improvement the City Council will:
 - 1. At least 30 days prior to adoption of the proposed modification, provide written notice to persons who have requested notice pursuant to § 13.12.120 of this chapter; and
 - 2. Hold a public hearing if a written request for a hearing is received within seven days of the date of the proposed modification.

Section 7. Sweet Home Municipal Code § 13.12.100 EXEMPTIONS is amended to read as follows:

The following are exempt from System Development Charges:

- A. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the state's Uniform Building Code.
- B. An alteration, addition, replacement or change in use that does not increase the parcels or structures use of the public improvement facility.
- C. Municipal projects or any other development which is being financed by City funds.
- D. Housing for low-income or elderly persons which is exempt from real property taxes under state law.

Section 8. Sweet Home Municipal Code § 13.12.110 CREDITS, subsections (E), (F), (G), and (H) are amended and subsection (I) is added to read as follows:

- E. Notwithstanding subsections A. through D. above, the city may provide for a credit against the improvement fee, the reimbursement fee or both, for capital improvements constructed as part of the development which reduce the development's demand upon existing capital improvements and/or the need for future capital improvements, or a credit based upon any other rationale the Council finds reasonable.
- F. Notwithstanding subsections A. through D. above, the city may provide a credit against the improvement fee, the reimbursement fee, or both, for the dedication of land to the city, not including public rights-of-way, for the future expansion of the City's Water,

Wastewater, Stormwater, Transportation, or Parks systems, however this credit shall only be applied toward the system (Water, Wastewater, Stormwater, Transportation, or Parks) for which the land is dedicated.

- G. Credits shall not be transferable from one development to another.
- H. Credits shall not be transferable from type of system development charge to another.
- I. Credits shall be used within ten years from the date the credit is given.

Section 9. Sweet Home Municipal Code § 13.12.170 PROHIBITED CONNECTION is amended to read as follows:

No person may connect to the water, wastewater, stormwater, or transportation systems of the city unless the appropriate system development charge has been paid or the lien or installment payment method has been applied for and approved.

Passed by the Council and approved by the Mayor this ___ day of _____, 2020.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Public Hearing for Zone Map Amendment Application ZMA20-04

Preferred Agenda: January 12, 2021 Public Hearing
January 26, 2021 1st Reading
February 9, 2021 2nd Reading

Submitted By: Angela Clegg, Associate Planner

Reviewed By: B. Larsen, CEDD Director
R. Towry, City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: [SHMC 2.04.030](#) Powers of the City Council

Towards Council Goal: Vision Statement, Aspiration I: Desirable Community, Mission Statement

Attachments: Planning Commission Order of Approval
Ordinance No. 1 for 2021
Original Application

Purpose of this RCA:

For the City Council to conduct the 2nd Reading of the Zone Map Amendment Application ZMA20-04 and move to the 3rd Reading on February 23, 2021.

Background/Context:

The public hearing for application ZMA20-04 and Ordinance No. 1 for 2021 was held during the City Council meeting on January 12, 2021. The first reading of Ordinance No. 1 was held during the City Council meeting on January 26, 2021. During the January 26, 2021 meeting, the City Council moved to approve the second reading of Ordinance No. 1 for 2021 at the February 9, 2021 City Council meeting.

The applicant is proposing to change the Zoning Map in an area consisting of approximately 87,962 square feet (1.96 acre) located approximately 300 feet north of the Main Street and 9th Avenue intersection, Sweet Home, OR 97386 (13S01E31BD Tax Lot 401). The Sweet Home Zoning Map is proposed to change from the Highway Commercial (C-2) Zone to the Residential High Density (R-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation (High Density Residential).

The Sweet Home Planning Commission held a public hearing on December 7, 2020. At the hearing the Planning Commission reviewed application ZMA20-04 where they received testimony and deliberated on this matter. The Planning Commission passed a motion to recommend approval of the application to City Council. That motion of approval specified a 12-day appeal period from the date the decision motion is mailed. No specific conditions of approval were required.

ZMA20-04 was filed simultaneously with Application PD20-02. Application PD20-02 is pending the approval of Application ZMA20-04. Application PD20-02 was approved with conditions at the January 4, 2021 Planning Commission meeting.

The Challenge/Problem:

Should the zoning map be changed to allow residential activity on the property in question, rather than the current Highway Commercial designation.

Should the Comprehensive Plan designations be followed if the proposed amendment is consistent with the goals and policies of the comprehensive plan. The Planning Commission will recommend, and the City Council shall determine the location of boundaries by examining the goals and policies contained within the Plan. [Chapter 2, Page 12 of the Comprehensive Plan].

Stakeholders:

- The Owner/Developer would be able to develop the property as they have proposed.
- The residents and businesses in the surrounding area would benefit from the vacant property being cleared and developed.
- The City of Sweet Home would benefit from the additional housing that could come from the changed zoning

Issues and Financial Impacts:

There are no issues or financial impacts currently identified.

Elements of a Stable Solution:

A stable solution is one in which a decision on the application is made that conforms with City Code and State Law.

The Sweet Home Comprehensive Plan guides official policy decisions about development within the area. The Plan aims to organize and coordinate complex interrelationships between people, land, resources, and facilities to meet the future needs of the citizens and to protect the livability of the community. The Plan also reflects the public's goals and aspirations for Sweet Home about the best way to handle development and conservation in the City. The officially acknowledged Comprehensive Plan gives policy direction for land use decisions and coordinates private and public development. [Chapter 1, Page 1 of the Comprehensive Plan].

Comprehensive Plan Map Policy 1: The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Chapter 2, Page 12 of the Comprehensive Plan].

17.12.025 Review Criteria for Map Amendments. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan.
- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment.
- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and
- D. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals

Options:

1. Deny Application Staff would prepare an Order of Denial for Application ZMA20-04.
2. Approve Application ZMA20-04 as presented and conduct the third reading of Ordinance No. 1 for 2021.
3. Recommend different zone amendment. Council could review these proposed changes and recommend different zone amendments. Staff would take these recommendations and revise the proposed application for review at a future Council meeting.

Recommendation: Staff Recommends Option 2: Approve Application ZMA20-04 as presented and conduct the third reading of Ordinance No. 1 for 2021.

ORDINANCE BILL NO. 1 FOR 2021

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

WHEREAS, the applicant, Good Faith Management, submitted Zone Change Application ZMA20-04 and requested a zone map change for an area consisting of 1.96 acres located at Map 31BD Tax Lot 401, Sweet Home, OR 97386. The Sweet Home Zoning Map is proposed to change from the Commercial Highway (C-2) Zone to the Residential High Density (R-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The subject properties are identified on the Linn County Assessor's Map as 13S01E31BD Tax Lot 00401; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on December 7, 2020 with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their December 7, 2020 meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on January 12, 2021, with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The City Council approved this application by motion at their January 12, 2021 meeting; and

WHEREAS, the proposed R-2 zoning is needed to facilitate development of the subject property;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZMA20-04 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.20.020 as the City Zoning Map including all subsequent amendments, for the an area consisting of 1.96 acres located at Map 31BD, Tax Lot 401, Sweet Home, OR 97386.; and identified on the Linn County Assessor's Map as 13S01E31BD Tax Lot 00401. The Official Zoning Map shall be amended from the Commercial Highway (C-2) Zone to the Residential High Density (R-2) Zone for the subject property as shown on Exhibit B.

Passed by the Council and approved by the Mayor this _____ day of _____ 2021.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZMA20-04

Exhibit A to Order of Approval for ZMA20-04

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

- A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]**
- 1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**
 - a. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**
 - b. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**
 - c. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:

- Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and
- Enact land use regulations to implement their comprehensive plan.

In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the long-term aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.

The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land

development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be affected.

Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]

- d. **Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons:** [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]
 - i. **To accurately reflect changes in the community.**
 - ii. **To ensure integration with other policies, Zoning Codes, and Subdivision Codes.**
- e. **Changes to the Plan Shall be made by ordinance after public hearings.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]
- f. **Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]
- g. **Property Owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment, the applicants have the burden of proof that all of the following conditions exist.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 5]
 - i. **There is a need for the proposed change;**
 - ii. **The identified need can best be served by granting the change requested;**
 - iii. **The proposed change complies with the Statewide Planning Goals; and,**
 - iv. **The proposed change complies with all other elements of the City's Comprehensive Plan.**
- h. **Highway Commercial: To provide suitable and desirable commercial areas along the highway intended to meet the business needs of the community.** [Sweet Home Comprehensive Plan Land Designations for Economic Development, Table 11]
- i. **High Density Residential: To provide areas suitable and desirable for higher density residential development, and particularly for apartments, manufactured home parks, other residential uses, and appropriate community facilities.** [Sweet Home Comprehensive Plan Map Residential Land Designations, Table 7]

Applicants Comments: See Attachment C, 9th Avenue Planned Development Summary Page 37.

Staff Findings: The applicant is proposing to change the Zoning Map of an approximately 87,962 square feet (1.96 acre) property identified on the Linn County Assessor's Map as 13S01E31BD Tax Lot 401 (see Attachment A). The applicant has proposed a change in zoning from Commercial Highway (C-2) to Residential High Density (R-2).

Based on the Linn County 2017 aerial photograph, the area is surrounded by Low Density Residential, High Density Residential Central Commercial and Highway Commercial lots. The applicant states a desire to develop a seven-lot development on the property.

Based on the findings above the proposed zoning plan designation would be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

2. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]

Staff Findings: Staff finds that the proposed zoning map amendment would be consistent with the pattern of development in the area, based on the 2017 Linn County aerial photograph Staff finds that the subject property is surrounded by Low Density Residential, High Density Residential Central Commercial and Highway Commercial lots.

The application complies with this criterion.

3. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]

Applicants Comments: See Attachment C, 9th Avenue Planned Development Summary Page 37 and 38.

Staff Findings: Per the staff engineers' comments above, public water and sanitary sewer service will be provided to each parcel. City maintenance access will be in a utility easement over the driveway area. Connections are available in 9th Avenue. The subject property has frontage along 9th Avenue through a private access easement. Based on the applicant's statements the subject property is anticipated to be developed with a seven-lot planned development. Staff finds that utilities and services are efficiently provided to serve the proposed use of a planned development unit or other potential uses in the proposed zoning district.

The application complies with this criterion.

4. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]

Applicants Comments: See Attachment C, 9th Avenue Planned Development Summary Page 38, 69-73.

Staff Findings: The applicant is not proposing an amendment to the comprehensive plan map.

5. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

- a. **Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);**
- b. **Change standards implementing a functional classification system; or**
- c. **Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**
 - i. **Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**
 - ii. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**
 - iii. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]**

Staff Findings: The subject property has existing frontage along 9th Avenue through a private access easement on Lot 303. 9th Avenue is identified as a local street in the Sweet Home Transportation System Plan; Figure 2.2. The applicant has proposed a change in zoning from the Commercial Highway (C-2) to the Residential High Density (R-2) zone. The proposed use would be consistent with the Comprehensive Plan Map designation. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood and is consistent with the Sweet Home Transportation System Plan.

The application complies with this criterion.



**Application for an Amendment to the
 Comprehensive Plan or Zoning
 Maps or Text**

Date Received: 10.14.20
 Date Complete: 10.27.20
 File Number: ZMA 20-04
 Map/Text Amendment Application Fee \$: \$1,030.00
 Zoning Application Fee \$: \$1,030.00
 Receipt #: 4067
 Planning Commission Hearing Date: 12.07.20

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

City Council Hearing Date: _____

Applicant's Name:
 Good Faith Management, LLC
Applicant's Address:
 PO Box 41212, Eugene, OR 97404
Applicant's Phone and e-mail:
 541-520-1265, zoom97405@yahoo.com

Property Owner:
 Same as Applicant
Owner's Address:

Owner's Phone and email:

Comprehensive Plan Map or Zoning Map Amendment

Subject Property Address:
 9th Avenue (No Assigned Address)
Subject Property Assessor's Map and Tax Lot:
 Tax Lot 401 of Tax Map 1301E31BD
Subject Property Size:
 1.96 Acres
Current Zoning Classification
 C-2 (Highway Commercial)
Current Comprehensive Plan Classification:
 High Density Residential

Purpose of Request

To designate the site R-2 (High Density Residential) on the Zoning Map

Zoning or Comprehensive Plan Text Amendment

Sections proposed to be changed: N/A
Proposed language for change: N/A Attach proposed text to this form.

Purpose of Request

N/A

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request. I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature:
Janis Vanags

Date:
 10/12/20

Property Owner's Signature:
Janis Vanags

Date:
 10/12/20

SHMC 17.12.025 REVIEW CRITERIA FOR MAP AMENDMENTS.

An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan.
- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment.
- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.
- D. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals.

17.80.040 CONDITIONAL USE CRITERIA.

The criteria that will be used in approving, approving with conditions, or denying an application, or to enlarge or alter a conditional use, will be based on findings with respect to each of the following standards and criteria.

- A. The request complies with the requirements of the underlying zone or overlay zone, city codes, state and federal laws.
- B. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering, but not limited to, the following:

- | | | |
|---|---|---|
| <input type="checkbox"/> 1. Building size | <input type="checkbox"/> 6. Exhaust and emissions | <input type="checkbox"/> 11. Visibility |
| <input type="checkbox"/> 2. Parking | <input type="checkbox"/> 7. Light and glare | <input type="checkbox"/> 12. Safety |
| <input type="checkbox"/> 3. Traffic | <input type="checkbox"/> 8. Erosion | <input type="checkbox"/> 13. Building, landscaping or street features |
| <input type="checkbox"/> 4. Noise | <input type="checkbox"/> 9. Odor | |
| <input type="checkbox"/> 5. Vibration | <input type="checkbox"/> 10. Dust | |

- C. Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval that include but are not limited to those listed in this chapter.
- D. All required public facilities have adequate capacity, as determined by the city, to serve the proposed use.
- E. Home occupations must meet the following standards:
 - 1. The home occupation shall be secondary to the residential use.
 - 2. All aspects of the home occupation shall be contained and conducted within a completely enclosing building.
 - 3. No materials or mechanical equipment shall be used which are detrimental to residential use of the dwelling or nearby dwellings because of vibration, noise, dust, smoke, odor, interference with the electrical grid, radio or television reception or other similar factors.
 - 4. Vehicles related to the home occupation shall be parked in a manner so as to not block any driveway or impede the safe flow of traffic
- F. Marijuana facilities must be located in a fixed location. No temporary or mobile sites of any sort are allowed.
- G. Marijuana facilities may not have any drive up services.
- H. Marijuana facilities must be located at least 1,000 feet from the property boundary of any school.
- I. Marijuana facilities must be sited on a property so as to be at least 100 feet from the boundary of any residentially zoned property.



PO Box 1920, Silverton, OR 97381
www.cascadiapd.com / 503-804-1089

**CITY OF SWEET HOME
APPLICATION FOR
LAND USE REVIEW**

**9TH AVENUE PLANNED
DEVELOPMENT**

Location: 9th Avenue
Tax Lot 401 of
Tax Map 13S01E31BD
Linn County, Oregon

Prepared by: Steve Kay, AICP

Prepared for: Good Faith Management, LLC
PO Box 412212
Eugene, OR 97404

October 14, 2020

APPLICANT'S STATEMENT

PROJECT NAME: 9th Street Planned Development

REQUEST: Concurrent Approval of a Zoning Map Amendment and Planned Development Application to Permit the Development of a 7 Single-Family Lots and an Open Space Tract

ASSESSOR'S DESCRIPTION: Tax Lot 401 of Tax Map 13S01E31BD
Linn County, Oregon

APPLICANT'S REPRESENTATIVE: Steve Kay, AICP
Cascadia Planning + Development Services
P.O. Box 1920
Silverton, OR 97381
503-804-1089
steve@cascadiapd.com

APPLICANT AND PROPERTY OWNER: Good Faith Management
PO Box 412212
Eugene, OR 97404

PROPERTY SIZE: 1.96 acres +/-

LOCATION: 9th Avenue (Unassigned Address)

I. APPLICABLE REGULATIONS

A. City of Sweet Home Code of Ordinances

- Title 12: Street, Sidewalks and Public Places**
 - Chapter 12.16: Public Trees, Shrubs and Bushes**
- Title 13: Public Services**
 - Chapter 13.04: Water Service System**
 - Chapter 13.08: Sewer Service System**
 - Chapter 13.09: Stormwater Drainage**
- Title 15: Buildings and Construction**
 - Chapter 15.12: Flood Hazard Regulations**
- Title 16: Land Divisions and Line Adjustments**
 - Chapter 16.12: Design Standards**
 - Chapter 16.16: Tentative Plan**
- Title 17: Zoning**
 - Chapter 17.08: General Provisions**
 - Chapter 17.12: Administration and Enforcement**
 - Chapter 17.28: R-2 Residential High-Density Zone**
 - Chapter 17.48: PD Planned Development Zone**
 - Chapter 17.72: NR Natural Resources**

B. Sweet Home Comprehensive Plan

- Chapter 2: Land Use Element**
- Chapter 3: Natural Features and Parks**
- Chapter 4: Residential Lands and Housing**
- Chapter 5: Economic Development and Lands for Economic Growth**
- Chapter 6: Transportation Systems**
- Chapter 7: Public Facilities**
- Chapter 8: Plan Management**

C. Statewide Planning Goals

- Goal 1: Citizen Involvement**
- Goal 2: Land Use Planning**
- Goal 3: Agricultural Lands**
- Goal 4: Forest Lands**
- Goal 5: Open Spaces, Scenic and Historic Areas, and Natural Resources**
- Goal 6: Air, Water and Land Resource Quality**
- Goal 7: Natural Hazards**
- Goal 8: Recreational Needs**
- Goal 9: Economic Development**
- Goal 10: Housing**
- Goal 11: Public Facilities and Services**
- Goal 12: Transportation**
- Goal 13: Energy Conservation**
- Goal 14: Urbanization**

II. BACKGROUND:

The applicant and property owner, Good Faith Management LLC, is requesting approval of a proposed map amendment and development of Tax Lots 401 of Tax Map 13S01E31BD. Currently, Tax Lot 401 is designated High Density Residential on the Comprehensive Plan Map and C-2 (Highway Commercial) on the Zoning Map. Due to the limited potential for use of the site under the commercial designation, as well as the high demand for additional workforce housing in Sweet Home, the applicant is proposing to amend the Zoning Map to designate Tax Lot 401 as R-2 (High Density Residential).

The attached plans indicate that the applicant is requesting approval of a Planned Development application under the R-2 zone designation. The attached Preliminary Site Plan indicates that access to the subject site from 9th Avenue will be through a proposed easement across Tax Lot 303, which is also owned by the applicant. After subtracting the access drive area on Tax Lot 401, the net site area is approximately 1.64 acres. At the permitted density of 35 dwelling units/acre, up to 57 multi-family dwelling units may be developed on the site. However, the attached plans indicate that the applicant is proposing to protect natural resource areas and develop 7 single-family lots on the subject parcels. Through the planned development process, the applicant is proposing to modify the minimum lot size, minimum lot width, front setback, and street yard setback standards as shown on the attached plans. As proposed, Tract 'A' will protect environmentally sensitive areas of the site and provide common open space amenities for the planned development.

The attached Existing Conditions Plan indicates that the proposed development's access point on 9th Avenue is located approximately 25-ft. north of the Nandina Street intersection (see Exhibit 3). Currently, the 9th Avenue frontage of Tax Lot 303 is improved with approximately 21-ft. of asphalt paving from centerline and an existing concrete gutter and curb is located on the west side of the street. To meet Local Street standards, the applicant is proposing to install a 5-ft. curbtight sidewalk and street trees along this street frontage. To provide access for Lots 1-7, the applicant is proposing to install a 24-ft. wide private street through Tax Lot 303 and within Tract 'A', with 6-in. curbs on both sides of the street, and a 5-ft. sidewalk along the south side of the roadway. To meet Fire Code Standards, the attached Preliminary Site Plan indicates that a 20-ft. x 70-ft. turnaround with a 28-ft. turning radius will be installed between Lots 3 and 4 (see Exhibit 3).

The submitted site plan identifies several natural resources including Ames Creek and a 50-ft. wide buffer measured from the top of bank. The plan also locates an on-site wetland and delineates a 100-year floodplain boundary along the north side of Ames Creek. To limit impacts to these resource areas, the applicant is proposing to site the development in the northern portion of Tax Lot 401. Due to the limited unconstrained area of the site, the applicant is proposing to encroach the proposed development into the wetland area and will mitigate for impacts either on-site or through a mitigation bank. As permitted under Chapter 17.72, the applicant is proposing to encroach into a small portion of the 50-ft. buffer with the private street. To ensure that the proposed development is not impacted by the floodplain, the applicant will be constructing horizontal structural members of buildings at least 18" above the base flood elevation.

City maps indicate that public utilities are in the vicinity of the subject property and can accommodate the proposed development. Public sanitary sewer and water service will be provided by extending public mains lines from 9th Avenue within a proposed public easement. Stormwater from impervious surfaces will be collected and detained on-site in accordance with City standards prior to being discharged into Ames Creek at the pre-development rate.

A copy of the signed Application Form, Property Deed and Legal Description, and Preliminary Development Plans are included with this application packet. The applicant's exhibits and narrative demonstrate that the submitted land use requests meet the criteria for approval as outlined by the City of Sweet Home Code of Ordinances.

III. FINDINGS

A. CITY OF SWEET HOME CODE OF ORDINANCES

TITLE 12: STREETS, SIDEWALKS AND PUBLIC PLACES

Chapter 12.16: Public Trees, Shrubs and Bushes

Section 12.16.070: Street Tree Planting Specifications.

- A. Tree selection. The official city street tree list of acceptable species for trees, shrubs, bushes and other woody plant material is included in Appendix E of the 1993 Sweet Home Park and Street Tree Planting Plan. No person, without the written permission of the city, shall plant a street tree of a species other than those included on the list.**
- B. Size of tree to be planted. Unless otherwise specified by the City of Sweet Home, all trees and their cultivars shall conform to the American Standard for Nursery Stock. The minimum size for planting stock for use along arterial street is a caliper of two inches or greater and one and one-half inches or greater along a collector street.**
- C. Tree grade. Unless otherwise specified by the city, all trees shall have straight trunks, well developed leaders and tops. The root system shall be characteristic of the species and it shall exhibit evidence of proper nursery practices.**
- D. Type of planting stock. Unless otherwise specified by the city, all nursery stock shall conform to the American Standard for Nursery Stock.**

COMMENT:

The attached Preliminary Site Plan indicates that street trees will be planted along the site's frontage on 9th Avenue and along proposed Private Street A (see Exhibit 3).

- E. **Spacing of plantings.** The spacing of street trees shall be in accordance with the species, size and listed in Appendix E of the Sweet Home Park and Street Tree Planting Plan and no trees shall be planted closer together than the following:
- F. **Utility lines.** No street trees other than those species listed in Appendix E of the 1993 Park and Street Tree Planting Plan may be planted under or within ten lateral feet of any overhead utility wire or over or within five lateral feet of any underground water line, sewer line, transmission line or other utility.

COMMENT:

As required, proposed street tree size and spacing will conform to City standards. The attached Existing Conditions Plan indicates that overhead lines are located along the 9th Avenue frontage of Tax Lot 303, therefore these proposed street trees are located at least 10-ft. from the wires (see Exhibit 3).

TITLE 13: PUBLIC SERVICES

Chapter 13.04: Water Service System

Section 13.04.080: New Water Service

No new water service shall be installed by the city until the potential customer has installed a cutoff, or "yard valve", between the meter and the outlet. The City of Sweet Home reserves the right to refuse or discontinue water service to any premises where the City Engineer of the City of Sweet Home has determined that the plumbing facilities, appliances and/or equipment using water are not installed and/or operating in accordance with the Oregon State Health rules and Plumbing Code of the City of Sweet Home and endanger the public health. Water service may be refused to any premises as long as the conditions exist. However, water service that is being furnished to an occupied premises may be discontinued only after notice of the condition of the plumbing that endangers the public health has been mailed by certified or registered mail to the owner of record, and the notice also has been given to the occupant of the premises, either personally, by posting the notice on the premises or by mailing the notice to said occupant by certified or registered mail at least seven days

prior to the time that the water service is terminated unless immediate emergency action is required. If shortage of water exists, the city may restrict the use of water as determined by the city.

COMMENT:

The attached Composite Utility Plan demonstrates that the applicant is proposing to extend a public water main from 9th Avenue to the west terminus of Private Street A. The submitted plan illustrates that individual water laterals and meters will be installed to serve each of the proposed lots.

Chapter 13.08: Sanitary Service System

Section 13.08.060: Use of Public Sewers Required.

- D. The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes that use water or produce wastewater situated within the city and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the city, is hereby required at the owner's expense to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter, within 90 days after date of official notice to do so; provided that, the public sewer is within 100 feet (30.5 meters) of the property line.

COMMENT:

The attached Existing Conditions Plan indicates that an existing sanitary sewer main line is located in 9th Avenue, adjacent to the subject site. The applicant's Composite Utility Plan demonstrates a new sanitary sewer main will be extended within Private Street A to a location where gravity sewer service can extend to 9th Avenue. Each lot is served with a STEP system that includes a temporary holding tank and pressurized sanitary sewer laterals that connect to the public gravity system within Private Street A (see Exhibit 3).

Section 13.08.070: Construction—Generally

- A. The city requires that any public infrastructure required by this chapter be constructed to the opposite extent of the property from the boundary side providing the existing utility. On a case by case basis, the Public Works Director may allow the extension of public utilities to front a portion of the property to be served with the following conditions.

COMMENT:

The attached Existing Conditions Plan demonstrates that an existing sanitary sewer main line is located along the site's entire 9th Avenue frontage (see Exhibit 3). Therefore, an extension of this public utility is not required.

Chapter 13.09: Stormwater Drainage

Section 13.09.030: Stormwater Drainage Policy

- E. The city shall maintain public stormwater drainage facilities located on city property, city right-of-way or city easements. Public stormwater drainage facilities to be managed by the city include, but are not limited to:**

COMMENT:

To manage stormwater from the proposed private street, the applicant is proposing to install private stormwater facilities within Tract 'A' (see Exhibit 3). As required, a homeowner's association will provide on-going maintenance of the facility.

- F. Stormwater drainage facilities not maintained by the city include, but are not limited to:**
 - 1. Stormwater drainage facilities not located on city property, city right-of-way or city easement;**
 - 2. Private parking lot stormwater drainages;**
 - 3. Roof, footing and area drainages;**
 - 4. Drainages not designed and constructed for use by the general public;**
 - 5. Drainage swales which collect stormwater from a basin less than 100 acres that is not located on city property, right-of-way or easement;**
 - 6. Access driveway culverts;**
 - 7. Those portions of streams or drainage ways located on privately-owned land; and**
 - 8. Ditches swales, culverts and similar facilities owned and operated by the U.S. Bureau of Reclamation or other local, county or state**

governments.

COMMENT:

The attached Preliminary Composite Utility Plan indicates that the applicant is proposing to install stormwater drainage facilities within Tract 'A'. As required, the property owners of the proposed lots will be responsible for maintenance of the facilities.

TITLE 15: BUILDINGS AND CONSTRUCTION

Chapter 15.12: Flood Hazard Area Regulations

Section 15.12.040: Lands to Which Chapter Applies.

This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city.

COMMENT:

A review of FEMA maps indicates that a portion of the site contains a floodway and 100-year floodplain associated with Ames Creek. The floodway is located within the stream's top of bank, which is identified on the attached Existing Conditions Plan (see Exhibit 3). Based on FEMA Maps, the applicant has illustrated the boundary of 100-year floodplain on the Existing Conditions Plan.

Section 15.12.090: Development Permit Requirement.

A development permit shall be obtained before construction or development begins within any area of special flood hazard established in § 15.12.050. The permit shall be for all structures, including manufactured homes, as set forth in § 15.12.030, and for all other development.

COMMENT:

The applicant is requesting approval of a Planned Development application under the proposed R-2 zone designation. Specific development plans for each of the proposed single-family lots are not determined at this time. As required, the applicant will obtain development permits prior to the construction of any structures within the special flood hazard area.

Section 15.12.110: Application for Development Permit.

- A. Application for a development permit shall be made on forms furnished by the building inspection program and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions and elevations of the area in question, existing or proposed structures, fill, storage of materials and drainage facilities.**

B. Specifically, the following information is required:

- 1. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;**
- 2. Elevation in relation to mean sea level to which any structure has been floodproofed;**
- 3. Certification by a registered design professional that the floodproofing methods for any nonresidential structure meet the floodproofing criteria; and**
- 4. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.**

COMMENT:

The applicant is not requesting development permits for structures in the special flood hazard area at this time. As required, the above information will be provided to the City when permits are requested.

Section 15.12.130: General Standards.

In all areas of special flood hazards, the following standards are required.

A. Anchoring.

- 1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure.**
- 2. All manufactured homes shall be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors.**

COMMENT:

As required, future development of dwellings on the site will include anchoring meeting the above standards.

B. Construction materials and methods.

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
3. Electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

COMMENT:

As required, all future structures within the 100-year floodplain will be constructed using the above methods to minimize flood damage.

C. Utilities.

1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood water.
3. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with the Department of Environmental Quality.

COMMENT:

As required, proposed water and sanitary sewer systems will be designed to minimize or eliminate the infiltration of flood waters in accordance with the above standards.

D. Subdivision proposals.

1. All subdivision proposals shall be consistent with the need to minimize flood damage.
2. All subdivision proposals shall have public

utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.

3. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.
4. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least 50 lots or five acres (whichever is less).

COMMENT:

The applicant is proposing a 7-lot subdivision of the site through the planned development process. The attached preliminary development plans demonstrate that the subdivision has been designed to minimize exposure to flood damage by located the proposed development in the north portion of the property. As required, future dwellings that are constructed on the proposed lots will be elevated above the base flood elevation.

- E. Review of building permits. Where elevation data is not available either through the Flood Insurance Study, FIRM or from another authoritative source, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgement and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

COMMENT:

As indicated on the attached Existing Conditions Plan, FEMA maps indicate that the base flood elevation for the subject property is 518-feet. Therefore, this elevation data may be used for the application of future building permits.

Section 15.12.140: Specific Standards.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in §§ 15.12.050 or 15.12.120B., the following provisions are required:

- A. Residential construction.

1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one foot or more above base flood elevation.
2. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria.
 - a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - b. The bottom of all openings shall be no higher than one foot above grade.
 - c. Openings may be equipped with screens, louvers or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

COMMENT:

At this time, the applicant is not requesting development permits for the construction of single-family dwellings on the proposed lots. When building permits are requested, the homes will be elevated and include openings in accordance with the above standards.

- B. **Nonresidential construction.** New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated at or above base flood elevation; or, together with attendant utility and sanitary facilities, shall:

COMMENT:

The applicant is proposing to develop a gazebo within Tract 'A', therefore it will be elevated in accordance with the above standards.

- C. **Manufactured homes.** All manufactured homes to be

placed or substantially improved on sites shall be:

1. Elevated on a permanent foundation such that the finished floor of the manufactured home is at least 18 inches above base flood elevation and be securely anchored to an adequately anchored foundation system.
2. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately designed foundation system to resist flotation, collapse and lateral movement.

COMMENT:

If manufactured homes are placed on the proposed lots, the homes will be elevated and anchored in accordance with the above standards.

- D. **Recreational vehicles.** Recreational vehicles placed on sites in compliance with city codes are required to either:

COMMENT:

The applicant is not proposing to place recreational vehicles on the subject site. If future homeowners park recreation vehicles on the site, they will be required to follow City standards.

TITLE 16: LAND DIVISIONS AND LINE ADJUSTMENTS

Chapter 16.12: Design Standards

Section 16.12.020: Streets.

The location, width and grade of streets shall be considered in their relation to existing and planned streets, topographical and drainage conditions, public convenience and safety, the proposed use of land to be served by the streets, and full land utilization which will not result in tracts of vacant inaccessible land. Street design standards are intended to provide city staff with standards and guidelines for protecting the function and integrity of the city's transportation system. The following table implements the standards of the Transportation System Plan.

1. A transportation impact analysis (TIA) may be

required, if the proposed development appear to have traffic generators with a significantly high level of traffic.

- a. Applicants may be required to have a pre-application meeting with city staff to determine if the proposed development will have a significantly high level of traffic. If determined by city staff that a TIA is required, the TIA must be submitted as a part of the application or the application will not be considered complete and will be on hold as per Oregon Revised Statutes.

COMMENT:

The applicant attended a pre-application conference with City staff on January 6, 2020 to discuss the proposed Zoning Map Amendment and Planned Development application. Since the proposal will generate traffic from only 7 single-family dwellings, City staff did not indicate that a TIA is required for this application.

- C. **Future extensions of streets. Where necessary to give access or to permit a satisfactory future division of adjoining land, streets shall be extended to the boundary of the subdivision or partition.**

COMMENT:

To provide access to the proposed single-family lots, the applicant is proposing to extend Private Street A from 9th Avenue. The attached Aerial Photograph/Land Use Plan demonstrates that a railroad right-of-way is located to the north of the site, and a parcel owned by the Sweet Home Veterans of Foreign Wars Club is located west of the subject property (see Exhibit 3). Adjoining parcels to the south are separated from the site by Ames Creek. Therefore, it is not necessary and/or feasible to provide access to adjacent properties for the future division of adjoining land.

- D. **Intersection angles. Streets shall be designed to intersect at angles as near to right angles as practical except where constrained topography or abutting properties requires a lesser angle.**

COMMENT:

The attached Preliminary Site Plan indicates that proposed Private Street A intersects with 9th Avenue at a right angle (see Exhibit 3).

- E. **Existing streets. Whenever existing streets adjacent to or within a tract are of inadequate width, additional right-of-way shall be provided at the time of subdivision.**

COMMENT:

The submitted Existing Conditions Plan indicates that the existing 9th Avenue right-of-way is 55-ft. wide, meeting local street standards (see Exhibit 3).

F. Half-streets. Half streets shall be required for existing right-of-way on the perimeter of the subdivision with the following conditions:

- 1. Located adjacent to unimproved streets.**
- 2. Located adjacent to one-half street condition on the same side of the street.**
- 3. Located opposite of a constructed one-half street.**

COMMENT:

The Existing Conditions Plan demonstrates that approximately 21-ft. of existing pavement is provided from centerline, and a curb and gutter are currently located along the 9th Street frontage of Tax Lot 303. To fully improve this roadway to City standards, the applicant is proposing to install a 5-ft. curbtight sidewalk and a street tree along the site's frontage (see Exhibit 3).

G. Dead end streets: A dead end street shall terminate with a turnaround designed to the minimum size standards of the International Fire Code.

- 1. Dead end streets can be allowed only when the extension of street is not possible due to one or more of the following reasons:**
 - a. A natural feature, such as a wetland, stream or steep slope makes it impractical for the street to be extended.**
 - b. An existing structure or use is located on an adjacent parcel within the alignment of the proposed street.**
 - c. An existing deed restriction or covenant or political boundary does not allow the extension of the street.**
 - d. The alignment is approved as part of a Planned Development.**

COMMENT:

The applicant's Preliminary Site Plan indicates that proposed Private Street A is a dead end roadway that is approximately 740-ft. long. The applicant is proposing to install a turnaround meeting Fire Code standards at the west terminus of the street (see Exhibit 3). Due to the presence of the Sweet Home Veterans of Foreign Wars Club (VFW 3437) property to the west, railroad right-of-way to the north, and Ames Creek to the south of the site, the applicant is not proposing to extend the private street to adjacent properties.

Section 16.12.030: Lots and Parcels.

- A. Size and shape. Lot and parcel size, width, shape and orientation shall be appropriate for the zone and location of the subdivision, as well as for the type of use contemplated.**
- B. No lot or parcel shall be dimensioned to contain a part of an existing or proposed street.**

COMMENT:

The applicant is proposing to amend the Zoning Map to designate Tax Lot 401 as R-2 (High Density Residential). Through the planned development process, the applicant is proposing to modify the R-2 minimum lot size, front setback, and street yard setback as shown on the attached Preliminary Site Plan. As required, the attached Preliminary Plat indicates that Private Street A is located within Tract 'A' and proposed lot dimensions do not contain a portion of the proposed street (see Exhibit 3). The attached plans indicate that Private Street A extends through Tax Lot 303, from the subject site to 9th Avenue. Tax Lot 303 is not included within the proposed planned development, however the applicant also owns this parcel. Therefore, when a homeowner association is established for the proposed development, Tract 'A' and Tax Lot 303 will be commonly owned and maintained by the owners of Lots 1-7.

- C. Residential lots and parcels shall be consistent with the residential lot size and width standards of Sweet Home Municipal Code Title 17.**
- D. Lot depth shall not exceed two and one-half times the average width.**

COMMENT:

The minimum single-family detached lot size in the R-2 zone is 5,000 sq. ft. and the minimum lot width is 60-feet. The attached Preliminary Plat indicates that the proposed parcels range in size from 3,482 sq. ft. to 5,340 sq. ft., and range in width from 41.00-ft. to 89.86-ft. (see Exhibit 3). As required, the minimum proposed lot depth of 51.72-ft. is not more than 2.5 times the average proposed lot width of 57.49-feet.

- E. Frontage. Each lot or parcel, except those abutting private streets, shall abut upon a publicly owned street, other than an alley, for a width of at least 25 feet.**

COMMENT:

The attached Preliminary Plat indicates that Lots 1-7 have at least 25-ft. of lot frontage on Private Street A.

- F. **Access easements. Where no other practical access to lots or parcels exists, the City may allow an access easement for actual access to lots or parcels. Approval of an easement that is a joint use driveway may be approved pursuant to the standard listed in Section 17.08.100(C)(6).**

COMMENT:

Due to the configuration of the site, the applicant is proposing to provide access for Lots 1-7 through the extension of Private Street A through Tax Lot 303 and Tract 'A'. The proposed private street will be owned and maintained by the development's homeowner's association. The submitted Preliminary Plat demonstrates that no access easements are located on Lots 1-7.

- G. **Through lots should be avoided except where they are essential to provide separation of residential development from non-residential activities, arterial streets, or to overcome a specific disadvantages of topography and orientation.**

COMMENT:

The attached Site Plan demonstrates that no through lots are proposed with the planned development (see Exhibit 3).

- H. **Lot side lines. The side lines of lots, as far as practicable, shall run at right angles to the street upon which the lots face.**
 - 1. **Topographical conditions or street configurations may warrant an angle.**
 - 2. **Generally, any angle should not exceed 30° from a right angle to the street.**

COMMENT:

The attached Preliminary Plat indicates that the side lines of the proposed parcels run at a right angle to Private Street A, which is the street upon the lots face (see Exhibit 3).

- I. **Flag Lots. Flag lots should be avoided if local street connection can reasonably be included in lieu of the flag lot configuration. The thin strip of land, known as the flag pole, which provides access to the lot(s)**

furthest from the street shall not be used in determining lot size, lot width or yard setback requirements.

COMMENT:

The attached Preliminary Plat indicates that no flag lots are proposed (see Exhibit 3).

- J. If special setbacks are to be established in a subdivision or partition through the variance process, they shall be shown on the tentative plan and final plat and included in the deed restrictions.

COMMENT:

The applicant is not proposing special setbacks with this Planned Development application, therefore these standards do not apply.

Section 16.12.035: Easements.

A. City utility lines.

- 1. Easements for city sanitary sewer, storm water collection systems, and water mains, or other utilities, not located within the public right-of-way, shall be dedicated wherever necessary.
- 2. City easements shall be at least 20 feet wide and offset on rear or side lot lines with five feet on one side and 15 feet on the other.

COMMENT:

As illustrated by the attached Preliminary Plat, the applicant is proposing to establish a 20-ft. easement within Tax Lot 303 and Tract 'A' for the extension of City sanitary sewer and water main lines (see Exhibit 3).

- B. Franchise utility easements will be seven feet in width and generally abutting the right-of-way.

COMMENT:

The attached Preliminary Plat indicates that the applicant will be dedicating a 7-ft. wide franchise utility easement along the 9th Avenue frontage of Tax Lot 303, and along one side of Private Street A (see Exhibit 3).

- C. Drainage channels. If a subdivision or partition is traversed by a drainage channel, there shall be provided a public drainage easement. The drainage easement shall conform substantially with the lines

of the drainage channel, with additional width as needed for channel maintenance.

COMMENT:

The attached Existing Conditions Plan indicates that the subject site contains a drainage channel. The submitted Preliminary Plat indicates that a proposed public drainage easement will be dedicated to the City to permit access within the Ames Creek floodway (see Exhibit 3).

Section 16.12.040: Water System.

The design shall be to city standards and shall be approved by the City Engineer. The design shall take into account provisions for extension beyond the subject property. The design shall adequately loop the city system.

COMMENT:

Through the planned development process, the applicant is proposing a 7-lot land division of the subject site. Due to the low number of proposed dwelling units, looping of the public water system is not required. The attached Aerial Photograph/Land Use Plan demonstrates that extension of the public water system is not required to serve adjoining properties. The attached Sanitary Sewer and Water Plan indicates that a public water main will be extended along the Private Street A alignment. The plan also demonstrates that individual water meters and water laterals for each of the proposed lots will be installed in accordance with City standards (see Exhibit 3).

Section 16.12.045: Sanitary Sewer System.

The design shall be to city standards and shall be approved by the City Engineer. The design shall take into account capacity and grade to allow for desirable extension beyond the subject property.

COMMENT:

The attached Composite Utility Plan indicates that a gravity public sanitary sewer main will be extended from 9th Avenue to Station 3+67.00 within Private Street A. Due to the length of the private street and the depth of the public sewer main within 9th Avenue, individual private pumps and pressurized sanitary sewer laterals are proposed from each of the lots to a 60-in. manhole at the terminus of the sanitary sewer main line (see Exhibit 3). The submitted Preliminary Development Plans demonstrate that an extension of the public sanitary sewer system is not required to serve adjoining properties.

Section 16.12.050: Storm Water and Surface Drainage.

Design of drainage within a subdivision or partition shall be to city standards, and shall be approved by the City Engineer.

A. The design shall take into account the capacity and grade necessary to maintain unrestricted flow from

areas draining through the subdivision or partition and to allow extension of the system to serve such areas.

- B. Provision shall be made for water quality and retention storage areas designed and constructed to meet the standards set by the city.

COMMENT:

The attached Composite Utility Plan indicates that stormwater from impervious areas will be directed to proposed Stormtech chambers within Tract 'A', where water quality and detention can be provided before drainage is released into Ames Creek (see Exhibit 3). As demonstrated by the attached Preliminary Stormwater Report, the proposed design meets City standards (see Exhibit 4).

Section 16.12.055: Lot Grading.

Lot grading shall conform to all applicable Oregon Building Codes and Sweet Home Municipal Code Titles 12, 13, and 15 requirements.

COMMENT:

The attached Preliminary Grading and Erosion Control Plan demonstrates that lot grading will conform to Building Code and City standards (see Exhibit 3).

Section 16.12.060: Erosion Control.

Erosion control must be approved as per the City's Erosion Control requirements of Sweet Home Municipal Code Chapter 13.06.

COMMENT:

The attached Preliminary Grading and Erosion Control Plan includes details which demonstrate compliance with the City's erosion control standards (see Exhibit 3).

Section 16.12.070: Underground Utilities.

All permanent franchise utility service to subdivision lots shall be provided from underground facilities. No overhead utility facilities in connection with permanent utility service to a subdivision or partition shall be permitted. In the case of a partition in an area where underground utility service is not presently provided, permanent service may be supplied by means of overhead wires or cables.

COMMENT:

As required, all franchise utilities serving the planned development will be installed underground. The attached Preliminary Plat indicates that a 7-ft wide easement will be provided for the installation of franchise utilities along the frontage of 9th Avenue and Private Street A (see Exhibit 3).

Section 16.12.075: Large Tract Land Division.

In subdividing or partitioning tracts into large lots or parcels which may be divided in the future, the city may impose requirements which will allow for subsequent division of any lot, parcel, or tract.

COMMENT:

The submitted Preliminary Plat demonstrates that the proposed land division will not result in the creation of over-sized parcels that could be partitioned in the future. Therefore, these standards do not apply.

Chapter 16.16: Tentative Plan

Section 16.16.020: Pre-Application Review

A pre-application conference may be required by the city. The subdivider shall submit a sketch to the City Planner and the Public Works Engineering Division of the proposed tentative plan for the property to be divided. Following preliminary review, the subdivider may proceed to prepare a tentative plan for submission to the city.

COMMENT:

As required, the applicant attended a pre-application conference with City staff on January 6, 2020 to discuss the proposed map amendment and planned development with City staff.

Section 16.16.025: Tentative Subdivision, Subdivision Replat or Partition, Partition Replat Plan Submittal.

All applications for a tentative partition or subdivision approval must include a complete application form. For a subdivision or subdivision replat, ten full size copies and one 8½" by 11" copy of a plan shall be submitted with the following details. For a partition or partition replat, three full size copies and one 8½" by 11" copy of a plan shall be submitted showing the following details. The tentative plan need not be a finished drawing but it shall show all pertinent information to scale.

A. Where the land to be subdivided contains only part

of the tract owned or controlled by the subdivider, a sketch is required of a tentative layout for streets and utilities in the unsubdivided portion indicating connections to existing or future improvements.

COMMENT:

As required, the applicant has completed the attached application forms and has submitted required copies of the tentative plan and other supporting materials for City staff review. All land owned or controlled by the property owner/applicant has been included with the proposed land division.

B. The following information shall be submitted:

1. All existing subdivisions, streets and property lines of the land immediately adjoining the proposed subdivision.
2. All existing streets between the subject property and the nearest existing arterial or collector streets.
3. The name of the owners of all land immediately adjoining the proposed subdivision.
4. How streets and alleys in the proposed subdivision may connect with existing or proposed streets and alleys in neighborhood.

COMMENT:

The attached Aerial Photograph/Land Use Plan identifies all existing streets in the area and the names of adjacent property owners. The attached Preliminary Site Plan identifies adjacent property lines and the planned development's proposed connection to 9th Avenue (see Exhibit 3).

- C. The name, if any, of the land division. The subdivision name must not duplicate or resemble the name of another subdivision in Linn County and shall be subject to approval by the Linn County Surveyor. Pre-approval of the subdivision name by Linn County Surveyor's Office is recommended.
- D. Date of the original submittal and of any subsequent revisions.
- E. North arrow.
- F. Scale of drawing.
- G. Names and addresses of owner or owners,

subdivider, surveyor, and design engineer if applicable.

COMMENT:

All of the information listed above has been provided on the attached Preliminary Development Plans (see Exhibit 3).

- H. The location, widths and names of all existing or platted streets or other public ways within or directly adjacent to the tract of railroad right-of-way, city boundaries, and other important features.

COMMENT:

The attached Existing Conditions Plan includes all of the applicable information listed above (see Exhibit 3).

- I. The location on the site and in the adjoining streets or property for the following existing and proposed items:
 - 1. Sewers and water mains and private services.
 - 2. Invert elevations of sewers at points of proposed connections or adjacent manholes must also be shown.
 - 3. Culverts.
 - 4. Ditches and drain pipes.
 - 5. Electric, gas and telephone conduits.

COMMENT:

The attached Existing Conditions Plan, Preliminary Storm Drain Plan, and Preliminary Sanitary Sewer and Water Plan include all of the information listed above (see Exhibit 3).

- J. Contour lines having the following minimum intervals:
 - 1. One foot contour intervals for ground slopes less than 5%.
 - 2. Two foot contour intervals for ground slopes between 5% and 10%.
 - 3. Five foot contour levels for ground slopes exceeding 10%.

4. The elevations of all control points which are used to determine the contours.

COMMENT:

The submitted Existing Conditions Plan illustrates 1-ft. contour lines since the site contains less than 5% slopes (see Exhibit 3).

- K. Geo-tech reports as needed.

COMMENT:

At the pre-application conference, City staff did not identify a requirement to submit a geotech report with this application.

- L. Location and elevation of properties within the 100-year flood plain and other areas subject to flooding or ponding and areas subject to inundation from storm water overflow with approximate high water elevation.
- M. Location, width, direction and rate of flow at peak discharge of all water ways.
- N. Location of any wetlands identified on the City of Sweet Home Local Wetlands Inventory, locally known, or identified by some other means.
- O. Location of any required riparian zone identified by Sweet Home Municipal Code Chapter 17.72.
- P. Properties in the natural resource zone, must show natural features, such as rock outcroppings, wooded areas and preservable trees over 12 inches in diameter measured at 4½ feet from the ground.

COMMENT:

The attached Existing Conditions Plan identifies the location of the 100-year floodplain, wetland area, and riparian zone along Ames Creek. As required, the top of bank, floodway, and direction of Ames Creek have been noted on the plan (see Exhibit 3).

- Q. Existing uses of the property and adjacent property within 100 feet including location of all existing structures to remain on the property.

COMMENT:

The attached Aerial Photo/Land Use Plan identifies existing uses on the site and on adjacent properties. The applicant's Existing Conditions Plan indicates that the subject site is currently vacant and existing structures on adjacent properties have been noted (see Exhibit 3).

R. Known structures, landmarks, sites and areas of cultural, historic or archaeological significance.

- 1. The City of Sweet Home historic sites listing and the State Historic Preservation Office shall be consulted if a historic site is identified.**
- 2. Sweet Home Municipal Code Title 15 rules for historic structures must be addressed.**

COMMENT:

The subject site does not contain a listed historic site, therefore these standards do not apply.

S. Zoning on and adjacent to the subject property.

COMMENT:

Zoning in the vicinity of the subject site is identified on the attached Aerial Photograph/Land Use Plan (see Exhibit 3).

T. For all proposed streets, the following information must be shown:

- 1. Location;**
- 2. Total right-of-way width;**
- 3. Curb to curb width;**
- 4. Sidewalk;**
- 5. Beauty strip;**
- 6. Proposed name;**
- 7. Grade;**
- 8. Approximate radii or curves;**
- 9. Fire hydrants;**
- 10. Street lights;**
- 11. Stop signs;**
- 12. Location of post office boxes.**

COMMENT:

The attached Private Street A Plan provides all of the information listed above (see Exhibit 3).

U. The tentative plan shall be drawn to a standard engineer's scale where 1 inch equals 20 feet to 100 feet.

V. Proposed signage.

W. Proposed perimeter fencing.

COMMENT:

The attached Preliminary Development Plans indicate that the tentative plan has been drawn at 1-in. equals 40-feet (see Exhibit 3).

X. The relationship of all proposed streets to any existing or approved streets and proposed future streets in the transportation system plan.

Y. Existing and proposed easements on the site, including the width and the purpose of the easements.

Z. Existing easements on adjoining properties, including the width and purpose of the easements.

COMMENT:

The attached Preliminary Plat identifies all existing, approved, and future streets in the transportation system plan. The submitted plan also identifies all existing and proposed easements on the site and on adjoining properties (see Exhibit 3).

AA. Information on the proposed lots must include the following:

- 1. The location of each lot,**
- 2. The dimensions and square footage of each lot, and**
- 3. Lot, block, tract, or parcel numbers.**

COMMENT:

The submitted Preliminary Plat contains all of the applicable items listed above.

BB. Proposed uses for each lot.

CC. Land to be deeded or dedicated for public purposes.

DD. Statement indicating whether the property has an existing water right or permit. If so, the Certificate or permit number must be listed.

COMMENT:

The attached Preliminary Plat and Preliminary Site Plan contain all of the information listed above. The subject site does not have an existing water right or permit.

- EE. ODOT Rail approval for any proposed crossing or development within 300' of the railroad right-of-way.**

COMMENT:

As required, the applicant has requested review from ODOT Rail since a portion of the site abuts the Albany and Eastern Railroad right-of-way. The attached agency's standard response for new residential uses near railroad right-of-ways has been attached (see Exhibit 6).

- FF. The following additional information must be submitted with the tentative plan:**

- 1. Total acreage of the parcel to be subdivided.**
- 2. The percent of land dedicated to the public, not including easements.**
- 3. All public improvements proposed to be installed, including:**
 - a. The approximate timing of installation, and**
 - b. The method of financing.**
- 4. Special improvements to be made by the developer and the approximate timing of such improvements are to be complete. Sufficient detail regarding proposed improvements shall be submitted so that they may be checked for compliance with the objectives of these regulations, State laws and other applicable city ordinances.**

- GG. Proposed services or other listed items may be on a separate map for clarity.**

COMMENT:

All of the applicable information listed above is contained on the submitted Existing Conditions Plan, Preliminary Plat, and Preliminary Site Plan (see Exhibit 3). No portion of the site will be dedicated to the public. The applicant plans to construct the proposed 9th Avenue frontage improvements and extend public utilities during the spring of 2021 with a construction loan. As required, all public improvements will be installed prior to recording of the final plat.

TITLE 17: ZONING

Chapter 17.08: General Provisions

Section 17.08.033: Fences, Hedges, and Walls.

- C. General Standards. Construction of fences and walls shall conform to all of the following requirements:**

COMMENT:

The applicant is not proposing to install any new fences, hedges, or walls with the proposed partition. Therefore, these standards do not apply.

Section 17.08.040 : Clear-Vision Areas.

- C. Standards. The clear vision areas extend across the corner of the private property from one street to another. The two legs of the clear vision triangle defining the private property portion of the triangle are each measured 20 feet back from the point of intersection of the two corner lot lines, special setback line or access easement line (where lot lines have rounded corners, the lot lines are extended in a straight line to a point of intersection). Additional clear vision area may be required at intersections, particularly those intersections with acute angles, as directed by the City Manager or designee, upon finding that additional sight distance is required (i.e. due to roadway alignment, etc.).**

There shall be no solid fence, wall, vehicular parking, landscaping, building, structure, or any other obstruction to vision other than a street sign pole (e.g. power, signal, or luminaire pole) or tree trunk (clear of branches or foliage) within the clear vision area between the height of two feet and eight feet above the grade, measured from the top of the curb or, where no curb exists, from the established street centerline grade, except as follows.

COMMENT:

The attached Preliminary Site Plan demonstrates that a clear vision area meeting the above standards will be provided at the intersection of the Private Drive A and 9th Avenue (see Exhibit 3).

Section 17.08.090: Off-Street Parking Requirements.

For each new structure or use, each structure or use increased in area and each change in the use of an existing structure there shall be provided and maintained off-street parking areas in conformance with the provisions of this section.

- H. Space requirements for off-street parking shall be as listed in this section. Fractional space requirements shall be counted as a whole space. When square feet are specified, the area measured shall be the gross floor area of the building, but shall exclude any space within a building used for off-street parking or loading.

Use:

- 1. Single-, two- and multi-family dwelling

Space Requirement:

Two spaces per dwelling unit

COMMENT:

The applicant is proposing to create 7 single-family detached lots with the planned development. The attached Preliminary Site Plan identifies the location of proposed driveways. As required, a minimum of 2 off-street parking spaces will be provided for each single-family dwelling unit that is sited on the proposed lots (see Exhibit 3).

Section 17.08.100: Accesses and Driveways

Accessways onto a public right-of-way shall be subject to issuance of a public works permit and review by the city planner. In addition, the following specific requirements shall apply to all accessways, approaches, curbcuts and driveways.

- A. Approaches. Additions to, or new construction of, a garage or accessory structure, or an addition to the main structure in excess of 120 square feet, shall provide the basis for requiring the following.**
- 1. An access approach to a city street, state highway, alley or other public right-of-way shall be hard surfaced and constructed in accordance with city design standards.**
 - 2. An access approach shall extend 20 feet onto the property, measured from the right-of-way or property line, whichever is closest to a structure on the property.**
 - 3. In addition to the above, if the street is hard surfaced the approach will extend to the existing hard surface roadway edge or curb whichever applies.**
 - 4. An access approach to streets which are not yet improved or hard surfaced, requires that the property owner enter into an agreement with the city, prior to issuance of a public works permit, to hard surface the approach when the street is hard surfaced or improved.**

COMMENT:

The attached Preliminary Site Plan and Private Street A Plan indicate that the applicant is proposing to develop a private road for access to Lots 1-7. To meet the above standards, the private street will be surfaced in asphalt (see Exhibit 3). The attached 9th Avenue Frontage Plan indicates that the adjacent public right-of-way is currently improved with an asphalt surface.

- B. Construction specifications. A driveway and sidewalk used as a part of an accessway shall be designed and constructed in accordance with plans and specifications on file in the office of the City Engineer. The designs, plans and specifications are by reference incorporated into and made a part of this**

code.

COMMENT:

The attached Private Street A Plan demonstrates that the proposed private drive includes a sidewalk that has been designed to meet City standards (see Exhibit 3).

C. Driveway Standards.

1. **If only one driveway is desired, the maximum width of the driveway at the edge of the roadway or curblin e is as follows:**
 - a. **Twenty feet for property with less than 50 feet of frontage;**
 - b. **Twenty-five feet for property with between 50 and 75 feet of frontage; and**
 - c. **Thirty feet for property with more than 75 feet of frontage.**

COMMENT:

The submitted Preliminary Site Plan indicates that Lots 1-7 have proposed access from Private Street A (see Exhibit 3). The applicant's Preliminary Plat demonstrates that the site has 50.04-ft. of frontage on 9th Avenue. Therefore, the proposed 24-ft. width of Private Street A meets the standards of this section.

2. **If more than one driveway is desired for property with 50 to 100 feet of frontage, the maximum width for each driveway is 20 feet and no more than two driveways may be permitted.**
3. **There shall be a minimum separation of 22 feet between all driveways except for single-family and two-family dwellings.**

COMMENT:

The attached Preliminary Site Plan indicates that only one driveway is proposed for each of the lots (see Exhibit 3). Since single-family dwellings are proposed for the subject site, a minimum separation of 22-ft. between driveways is not required.

4. For frontage in excess of 100 feet, each additional 100 feet or fraction thereof shall be considered as separate frontage.
5. One-way driveway approaches, except for those used in conjunction with a single-family dwelling, shall be clearly marked or signed as approved by the City Engineer and shall not be less than ten feet in width. Two-way driveways shall not be less than 20 feet in width.

COMMENT:

The attached Preliminary Plat demonstrates that no lots provide a frontage in excess of 100-feet. The proposed two-way private street serving Lots 1-7 is 24-ft. wide, meeting the standards of this section.

6. **Joint Driveways**
 - A. Joint use driveways are permitted.
 - B. A joint use driveway shall comply with International Fire Code.
 - C. A joint use driveway that serves four or more lots or parcels shall be developed to the standards of a local street.
 - D. Where the City approves a joint use driveway, the property owners shall record an easement with the deed, defining maintenance responsibilities of property owners. The applicant shall provide a fully executed copy of the agreement to the City for its records, but the City is not responsible for maintaining the driveway or resolving any dispute between the property owners.

COMMENT:

Proposed Private Street A will provide access to Lot 1-7, however the attached Preliminary Site Plan indicates that no joint use driveways are proposed (see Exhibit 3). The plan demonstrates that a turnaround meeting Fire Code standards has been proposed at the west terminus of the roadway. The proposed private street will be located within Tract 'A' and Tax Lot 303, which will be owned and maintained by all of the property owners within the planned development. As required, a maintenance agreement will be executed and recorded to document property owner responsibilities.

D. Distance from intersection.

- 1. All driveways shall be located the maximum distance which is practical from a street intersection and in no instance shall the distance from an intersection be closer than the following measured from the nearest curb return radius, which is the nearest beginning point of the arc of a curb:**

Local Street: 20 feet

COMMENT:

The attached Preliminary Plat indicate that the proposed Private Street A is located approximately 27-ft. north of the intersection of 9th Avenue and Nandina Street (see Exhibit 3). Therefore, the above standards have been met.

- E. Number of accesses permitted. Access points to a public street shall be the minimum necessary to provide reasonable access while not inhibiting the safe circulation and carrying capacity of the street.**

COMMENT:

The applicant's Preliminary Site Plan indicates that proposed Private Street A consolidates access for the site and provides only one connection to 9th Avenue for Lots 1-7 (see Exhibit 3). Therefore, the proposed private street provides the minimum necessary access points for safe and reasonable access from the site to 9th Avenue.

- F. Double frontage properties. Properties which have frontage on more than one street may be restricted to access on the streets of a lower classification through site plan review or other review procedures.**

COMMENT:

The attached Preliminary Site Plan demonstrates that the subject site is not a double frontage property (see Exhibit 3). The applicant is proposing to consolidate all access on Private Street A, which is a lower classification street than 9th Avenue.

- G. Joint access encouraged. Common accessways at a property line shall be encouraged and, in some instances, may be required, in order to reduce the number of access points to street. Construction of common accessways shall be preceded by recording of joint access and maintenance easements.

COMMENT:

To reduce turning conflicts and the number of driveway connections to 9th Avenue, the applicant is proposing to consolidate access to Lots 1-7 through Private Street A. Therefore, this standard is met.

- H. Maximum slope. Access and approach grades shall not exceed 10% slope except as otherwise approved by the City Engineer.

COMMENT:

The attached Preliminary Grading Plan demonstrates that proposed grades for Private Street A do not exceed a 10% slope (see Exhibit 3).

Chapter 17.12: Administration and Enforcement

Section 17.12.010: Authorization to Initiate Amendments.

An amendment to the text of the ordinance codified in this title or a legislative zoning map amendment may be initiated by the City Manager, the City Planning Commission, the City Council or a property owner. A quasijudicial zoning map amendment may be initiated by a property owner, a representative of the property owner, the City Manager, the Planning Commission or the City Council. A request for a quasijudicial zone map amendment by a property owner shall be accomplished by filing an application with the City Planner at least 45 days prior to the Planning Commission meeting and using forms

prescribed pursuant to § 17.12.100.

COMMENT:

As permitted by this Section, the property owner has initiated a quasi-judicial zone map amendment. City staff will ensure that the Planning Commission public hearing is held at least 45 days after the application is filed.

Section 17.12.020: Public Hearings on Amendments.

- A. The Planning Commission may elect to conduct a public hearing on a proposed amendment.
- B. The Planning Commission shall recommend to the City Council approval, disapproval or modification of the proposed amendment.
- C. After receiving the recommendation of the Planning Commission, the City Council shall hold a public hearing on the proposed amendment.
- D. All public hearing procedures shall be in accordance with §§ 17.12.120 and 17.12.130.
- E. Within seven days after a decision has been rendered with reference to an amendment, the City Manager shall provide the applicant with written notice of the decision. Notice of the decision shall be mailed to the applicant, property owner, those who provided written comments on the proposal, and those who requested a copy of the decision. Written notice of a decision shall apply to recommendations made by the Planning Commission and to final action made by the City Council.

COMMENT:

As required, the concurrently filed Amendment to the Comprehensive Plan or Zoning Map application and Planned Development application will be reviewed at a Planning Commission public hearing prior to forwarding their recommendation to City Council. A second public hearing will be conducted by City Council when they issue a decision for both applications.

Section 17.12.025: Review Criteria for Map Amendments.

An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan;

COMMENT:

As required, this Applicant's Statement has addressed how the proposed map amendment is consistent with applicable Comprehensive Plan goals and policies.

- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;

COMMENT:

The subject site consists of Tax Lot 401 of Tax Map 1301E31BD. Currently, Tax Lot 401 is currently designated High Density Residential on the Comprehensive Plan Map and C-2 (Highway Commercial) on the Zoning Map. The subject parcel is located in the northwest quadrant of town and is accessed from 9th Avenue. This area generally contains Central Commercial designated properties from Highway 20 to Nandina Street, High Density Residential properties from Nandina Street to the railroad right-of-way, and Low Density Residential properties north of the railroad right-of-way. Since the property is located between Nandina Street and the railroad right-of-way, the proposed map amendment is consistent with the existing land use pattern.

In 2017, the City completed an Economic Opportunity Analysis (EOA) which determined that there is an 18-acre surplus of commercial land for the 2017—2037 planning period. The report indicates that 584 additional jobs will be created in Sweet Home during the planning period, and if housing supply cannot keep up with demand, housing affordability will become a significant issue for the City. The EOA indicates that in 2016, average housing sales ranged between \$135,000 and \$150,000. In 2020, the average home listing is \$270,000. Therefore, the proposed High Density Residential designation and Planned Development proposal for the site will help meet the current demand for more moderately priced workforce housing in Sweet Home.

- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and

COMMENT:

The attached Existing Conditions Plan indicates that Tax Lot 303 fronts 9th Avenue, which is currently improved with a paved surface and curbs. Public water and sanitary sewer main lines, as well as electrical and communication lines, are also installed within the right-of-way. The attached Site Plan, and Sanitary Sewer and Water Plan, demonstrate how utilities and transportation facilities can be extended through Tax Lot 303 to serve the subject property's proposed residential use (see Exhibit 3).

- D. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals.**

COMMENT:

The applicant has addressed how the proposed map amendment is consistent with Oregon Statewide Planning Goals in the narrative provided below.

Chapter 17.28: R-2 Residential High-Density Zone

Section 17.28.040: Lot Size and Width.

Except as provided in, Sweet Home Municipal Code § 17.08.050, the minimum lot size and width in a R-2 zone shall be as follows:

- C. The minimum lot area for a single-family dwelling and all other uses permitted in a R-2 zone shall be 5,000 square feet;**

COMMENT:

The applicant has submitted an Amendment to the Comprehensive Plan or Zoning Map application to Tax Lot 401 within the R-2 zone. The applicant is also requesting concurrent approval of a Planned Development application to create 7 residential lots on the subject site. Through the planned development process, the applicant is requesting to modify the R-2 minimum lot size standard. The attached Preliminary Plat indicates that proposed lot sizes range from 3,019 sq. ft. to 5,340 sq. ft. (see Exhibit 3).

- E. The minimum lot width at the front building line shall be as follows:**
 - 1. Seventy feet for a corner lot;**
 - 2. Sixty feet for an interior lot; and**
 - 3. Twenty five feet for a single-family attached dwelling lot.**

COMMENT:

The submitted Preliminary Plat demonstrates that all of the proposed lots front Private Street A. Through the planned development process, the applicant is requesting to modify the R-2 zone minimum lot width standard. The attached Preliminary Plat indicates that the proposed lot widths range from 41.00-ft to 89.86-ft. (see Exhibit 3).

Section 17.28.050: Yards.

Except as provided in Chapter 17.80 and §§ 17.08.030 through 17.08.130, in a R-2 zone, yard setbacks shall be as follows:

- A. The front yard setback shall be a minimum of 20 feet;
- B. Each side yard setback shall be a minimum of five feet;
- C. The street yard setback shall be a minimum of 15 feet;
- D. The rear yard setback shall be a minimum of ten feet;
- E. Single-family attached dwellings:
 - 1. Front shall be a minimum of 15 feet;
 - 2. The sides between units shall be zero feet;
 - 3. The sides on exterior boundaries shall be five feet;
 - 4. Street side shall be a minimum of 10 feet; and
 - 5. Rear shall be a minimum of ten feet.

COMMENT:

The attached Preliminary Site Plan indicates that the applicant is proposing to modify the minimum front yard setback from 20-ft. to 10-ft., and the street yard setback from 15-ft. to 10-ft., through the planned development process. All other standard setbacks for the R-2 zone will be maintained on each of the proposed lots (see Exhibit 3). The attached plan illustrates that the applicant is proposing to orient all of the rear yards of the lots towards Ames Creek.

- F. On a flag lot or similarly configured lot, the inset front yard setback shall be a minimum of ten feet.

COMMENT:

The attached Preliminary Plat indicates that no flag lots are proposed (see Exhibit 3).

Section 17.28.060: Lot Coverage.

Building coverage shall meet the following standards: all buildings, except single-family attached dwellings, shall occupy not more than 60% of the lot area.

COMMENT:

The applicant's Preliminary Site Plan demonstrates that the potential building footprints will not occupy more than 60% of the lot area.

Section 17.28.070: Building Height.

Except as provided in Sweet Home Municipal Code § 17.08.060, in a R-2 zone building heights shall be as follows:

- A. Single-family dwellings shall not exceed a height of 30 feet;
- B. Two-family, single-family attached dwellings and multi-family dwellings shall not exceed a height of 40 feet; and
- C. Accessory structures, including detached accessory dwellings, shall not exceed 20 feet in height at the apex of the roof.

COMMENT:

At this time, specific development plans have not been determined for the proposed single-family detached lots. City staff will verify that the above height standards are met when building permits are requested for the future homes.

Section 17.28.080: Minimum Building Size.

Dwellings, excluding accessory dwellings, in the R-2 zone shall have a minimum building size of 720 square feet.

COMMENT:

As required, future dwellings on the lots will meet the above minimum building size standard. Compliance with this standard will be verified at the time of building permit review.

Section 17.28.090: Homes on Individual Lots.

- A. A home, including accessory dwellings, shall be placed on a foundation enclosed at the perimeter with no more than 32 inches of the enclosing material exposed above grade. Where the building site has a sloped grade, no more than 32 inches of the enclosing material shall be exposed on the uphill side of the home. If the home is placed on a basement, the 32 inch limitation will not apply.
- B. The base of a home, including accessory dwellings, must be enclosed continuously at the perimeter with either concrete, concrete block, brick, stone or combination thereof, or shall have continuous skirting which matches the exterior.
- C. A home, excluding accessory dwellings, shall have a nominal width of at least 24 feet.
- D. A home, including accessory dwellings, shall have a roof with a minimum pitch of three feet in height for each 12 feet in width.

COMMENT:

At this time, the design of future dwellings on Lots 1-7 have not been determined. When building permits are requested for the homes, City staff will verify compliance with the above design standards.

Section 17.28.100: Garage and Off Street Parking Requirements.

- A. All single-family, two-family and single-family attached dwellings, excluding accessory dwellings, will have, at minimum, the following:
 - 1. A garage or carport; and
 - 2. Two hard surfaced off-street

parking spaces shall be provided.

COMMENT:

The attached Preliminary Site identifies the approximate location of 20-ft. wide driveways which will provide access to a garage or carport on each of the lots (see Exhibit 3). City staff will verify that the above standards are met during building permit review.

Chapter 17.48: PD Planned Development Zone

Section 17.48.020: Establishment in Combination With the Underlying Zone.

A PD zone is an overlay zone that can be applied in conjunction with any other zone designation. Although this overlay designation permits modifications to the site development standards of the underlying zone standards, it does not permit changes in uses specified by the underlying zone. The following subsections allow for Planning Commission review of a detailed development plan. When a planned development project is proposed without a Planned Development Zone designation, the Official Zoning Map shall be amended with a planned development overlay designation for the subject development site.

COMMENT:

The applicant is proposing a Zoning Map amendment to designate the site R-2. The applicant has also submitted a concurrent Planned Development application to subdivide the site into 7 single-family detached lots and modify the minimum lot size, minimum lot width, front yard setback, and street yard setback standards of the R-2 zone. If the Planned Development application is approved, a PD overlay zone will be assigned to the subject property.

Section 17.48.030: Standards and Requirements.

Approval of a request for a planned development is dependent upon the submission of an acceptable plan and satisfactory assurance that it will be carried out. The following minimum standards and requirements shall apply.

- A. A use permitted in an underlying zone may be permitted in a planned development.

COMMENT:

The applicant is proposing to create 7 lots for single-family detached dwellings with the proposed planned development. Since a concurrent Amendment to the Comprehensive Plan or Zoning Map application has also been submitted to designate Tax Lot 401 as R-2, the intended residential use will be permitted use in the proposed underlying zone.

- B. A planned development must meet the applicable requirements of Oregon Revised Statutes for planned developments.**

COMMENT:

As required, through the final plat process with the City of Sweet Home and Linn County, the proposed development will meet applicable ORS requirements for planned development.

- C. Public and private streets shall be developed to city standards.**
- D. Pedestrian walkways and bikeways shall be provided for adequate internal pedestrian and bicycle traffic and shall connect to any adjacent existing or planned sidewalks, bikeways, access corridors or public trails.**

COMMENT:

The attached Private Street A Plan demonstrates that proposed private roadway has been designed to meet City standards (see Exhibit 3). The private street improvements include 24-ft. of pavement, 6-in. curbs, a 5-ft. sidewalk, and a turnaround meeting Fire Code standards. The submitted Preliminary Site Plan includes recreational amenities that are accessed by a pedestrian path. Therefore as proposed, the development provides adequate internal circulation for all mode of travel.

- E. All utility facilities shall be installed underground and in accordance with city standards.**

COMMENT:

As demonstrated by the attached Preliminary Development Plans, all utilities facilities will be installed underground in accordance with City standards.

- F. Open space areas and facilities include such things as landscaped areas, natural areas, golf courses and other recreational facilities, but does not include streets, sidewalks, bikeways, access corridors or trails.**

COMMENT:

The planned development's proposed open space area and recreational amenities are located within Tract 'A'. The proposed gazebo, picnic table, and BBQ grill are accessible from the sidewalk along Private Street A.

- G. 1. A facility providing services in support of uses within a planned development may be permitted in any zone within the planned development. Services in support may include such services as housekeeping, landscape maintenance, security, meeting rooms, clubhouses, swimming pools, tennis courts, catered food service facilities, parking, offices and related facilities for staff, administrators, owners associations and owners and their guests.
- 2. Provisions shall be made to buffer these uses from incompatible uses on adjoining properties.

COMMENT:

The applicant is proposing to develop the proposed recreational amenities within the common open space area of Tract 'A'. Since the facilities are located at least 42-ft. from all perimeter property lines, they are adequately buffered from abutting uses.

- H. Phases, if proposed, shall be:

COMMENT:

The applicant is not proposing a phased development, therefore these standards do not apply.

Section 17.48.040: Application.

The person filing the application must be the owner or his or her agent. If the planned development is to include land in more than one ownership, the application must be submitted jointly by all of the owners of the separately owned properties to be included.

- A. Application requirements.

1. One copy of the narrative on eight and one-half inches by 11 inches sheets;
2. Four sets of scaled drawings of the conceptual development plan, with sheet size not to exceed 24 inches by 36 inches. Where necessary, an overall plan with additional detail sheets may be submitted;
3. One set of the development plan shall be reduced to fit on eight and one-half inches by 11 inches sheets of paper. Names and numbers must be legible on this sheet size; and
4. After the application is accepted as complete, any revisions may require a new application, additional filing fees and rescheduling of the public hearing.

COMMENT:

The attached property deed indicates that Good Faith Management, LLC is the only owner of the subject site. This Applicant Statement serves as the required land use application narrative. As required, the submitted application packet includes the number of plan copies requested by the City.

- B. Development plan required. All applications shall be accompanied by a development plan drawn to scale showing the following:
 1. Use or uses;
 2. Dimensions and locations of proposed structures and of areas to be reserved for vehicular and pedestrian circulation, parking, public uses, open spaces, including landscaping;
 3. Drawings and sketches demonstrating the design and character of the proposed uses and the physical relationships of the uses; and

4. Such other pertinent information shall be included as may be considered necessary by the review authority to make a determination that the contemplated arrangement or use makes it necessary and desirable to apply regulations and requirements differing from those ordinarily applicable under this ordinance and Title 16 of this code of ordinances.

COMMENT:

The attached Preliminary Development Plans include all of the required information listed above (see Exhibit 3).

- C. Narrative requirements. A written statement shall include the following information:

1. A description of the character of the proposed development;

COMMENT:

Section II of this Applicant's Statement includes a detailed description of the character of the proposed development.

2. Analysis of how the application meets the review criteria;

COMMENT:

This narrative addresses how the Planned Development application meets the criteria for approval.

3. Intentions with regard to ownership in the planned development;

COMMENT:

The applicant intends to develop each of the proposed lots with single-family detached dwellings. After the site is developed, the applicant intends to sell the developed parcels to homebuyers.

4. Quantitative data for the following where appropriate:
 - a. Total number and type of

dwelling units;

COMMENT:

The applicant is proposing to develop a total of 7 single-family detached dwelling units on the subject site.

b. Parcel sizes;

COMMENT:

The attached Preliminary Plat indicates that the proposed parcel sizes range from 3,019 sq. ft. to 5,340 sq. ft. (see Exhibit 3).

c. Proposed lot coverage of buildings and structures where known;

COMMENT:

At this time, the applicant has not determined specific building plans for the proposed single-family lots. Lot coverage standards will be verified by City staff when future building permits are requested for the proposed lots.

d. Gross densities per acre;

e. Total amount of open space; and

COMMENT:

The attached Preliminary Site Plan identifies the location of proposed common open space within the planned development. The portion of Tract 'A' which is south of Private Street A, and includes the proposed recreational amenities and open space along Ames Creek is 39,139 square feet. An additional 3,475 sq. ft. of common open space is provided on the north side of Private Street A.

f. Total amount of nonresidential construction.

COMMENT:

The proposed recreational amenities include a gazebo structure, which contains approximately 100 square feet.

5. General statement of intentions concerning timing, responsibilities and assurances for all public and non-public improvements; and

COMMENT:

If the proposed map amendment and planned development is approved by December 2020, then construction plans will be prepared and permits could be issued by April 2021. Based on this timeline, construction of the 9th Avenue frontage improvements, Private Street A, and installation of utilities could be completed by August 2021. It is anticipated that home construction on the proposed lots will continue into mid-2022.

6. Statement describing project phasing, if proposed.

COMMENT:

The applicant is not proposing to phase this planned development project.

Section 17.48.050: Review Criteria.

- A. Requests for approval of a planned development shall be reviewed to assure consistency with the purposes of this chapter, policies and density requirements of the Comprehensive Plan, and any other applicable policies and standards adopted by the city.**

COMMENT:

This Applicant's Statement addresses how the proposed planned development is consistent with this chapter, the Comprehensive Plan, and other applicable City policies and standards.

- B. The project will be compatible with adjacent developments, with consideration of the following factors, if applicable:**

- 1. Basic site design, including the organization of uses on a site;**

COMMENT:

The applicant's Existing Condition Plan indicates that the subject site consists of one parcel, Tax Lot 401. Due to the unique configuration of the site, the applicant is extending Private Street A from 9th Avenue through the narrow width of Tax Lot 303 and the proposed single-family lots are located within the northern portion of Tax Lot 401. The Preliminary Site Plan indicates that a 50-ft. riparian buffer is provided from the Ames Creek top of bank. Due to the proposed alignment of Private Street A, the proposed design also buffers the single-family lots from the railroad right-of-way. With this layout, only Lot 1 abuts an adjoining property, a vacant parcel owned by VFW 3437 to the west of the site (see Exhibit 3). Therefore, based on the site design, the planned development project is compatible with surrounding uses and will protect natural resource areas on the subject property.

2. **Visual elements (scale, structural design and form, materials and so forth);**

COMMENT:

At this time, the applicant has not developed detailed plans for the proposed single-family dwellings. However, since the dwellings will be designed to meet Chapter 17.28 standards, they will be compatible with adjacent developments.

3. **Noise reduction;**
4. **Noxious odors;**
5. **Lighting;**
6. **Signage;**

COMMENT:

Future residents within the planned development will be required to comply with Title 8 and 9 standards so that noise and odor requirements are met for the residential use. As required, exterior lighting will be shielded so that it is not cast beyond the property lines of the proposed lots. In addition, future residents will need to adhere to Chapter 17.96 standards, which regulate the placement of signs.

7. **Landscaping for buffering and screening;**

COMMENT:

As required, plans demonstrating compliance with the City's landscape standards will be provided when construction permits are requested for the development.

8. **Traffic;**

COMMENT:

The applicant is proposing to develop 7 single-family dwellings on the subject site, which will generate 5.26 AM peak hour trips and 7 PM peak hour trips. Since the number of trips generated by the planned development is low, the existing transportation system can accommodate the anticipated traffic impacts.

9. **Effects on off-site parking; and**

COMMENT:

The existing pavement width of 9th Avenue is approximately 40-ft., therefore on-street parking can be accommodated along both sides of the roadway. The attached Preliminary Site Plan illustrates that Private Street A will require a curb cut on 9th Avenue, reducing the amount of on-street parking by 2 spaces.

10. Effects on air and water quality.

COMMENT:

With the potential use of wood burning stove and gas powered yard maintenance equipment, the proposed residential use will have only marginal impacts on air quality. The submitted Storm Drain Plan and Preliminary Stormwater Report demonstrates that water quality will be protected with the development of the proposed stormwater facilities within Tract 'A' (see Exhibits 3 and 4).

- C. The applicant has, through investigation, planning and programming, demonstrated the soundness of the proposal and their ability to carry out the project as proposed.**

COMMENT:

The submitted Preliminary Development Plan, Preliminary Stormwater Report, and Wetland Delineation Report demonstrate that the planned development is a feasible and carefully crafted proposal.

- D. Construction can begin within six months of the conclusion of any necessary action by the city, or within such longer period of time as may be established by the Planning Commission.**

COMMENT:

If land use approvals are granted by December 2020, then construction permits could be issued by April 2021. Based on this timeline, construction of the 9th Avenue frontage improvements, Private Street A, and installation of utilities would occur during the summer of 2021.

- E. The proposal conforms with location and general development standards of the city.**

COMMENT:

This Applicant's Statement and Preliminary Development Plans demonstrate that the proposed development is appropriately located and complies with the City's general development standards.

- F. The project will benefit the city and the general public in terms of need, convenience, service and appearance so as to justify any necessary variances to the regulations of Titles 16 and 17 of this code of ordinances.**

COMMENT:

In 2017, the City completed an Economic Opportunity Analysis (EOA) which indicates that 584 additional jobs will be created in Sweet Home during the 20-year planning period, and if housing supply cannot keep up with demand, housing affordability will become an issue for the community. The EOA states that in 2016, average housing sales ranged between \$135,000 and \$150,000. In 2020, the average home listing in Sweet Home is \$270,000. Therefore, the modifications requested through the planned development process are justified by provision of addition moderately priced housing for the local workforce.

The submitted Preliminary Site Plan identifies the location of proposed common open space within the planned development. The portion of Tract 'A' that is south of Private Street A, and includes the riparian corridor along Ames Creek and recreational amenities for the development, is 39,139 square feet. An additional 3,475 sq. ft. of open space is provided on the north side of Private Street A. Therefore, the requested modifications to the minimum lot area, minimum lot width, front yard setback, and street yard setback standards are justified by the provision of open space and protection of sensitive environmental resources within the development.

- G. The project will satisfactorily take care of the traffic it generates by means of adequate off-street parking, access points and additional street right-of-way and improvements and any other traffic facilities required on or off site.**

COMMENT:

Per Section 16.12.020, a Residential Neighborhood Street may be developed within planned development, providing 20-ft. of paved width, no on-street parking, and no curbs or sidewalks. The attached Preliminary Site Plan indicates that Private Street A exceeds these standards with the provision of a 24-ft. paved width, curbs, and a sidewalk on one side of the roadway. Adequate off-street parking will be provided with the development of 2 parking spaces within a carport or garage, and the provision of an additional 2 spaces in the driveway. The submitted plans demonstrate that access to all of the lots will be provided through the private street, therefore only one connection through Tax Lot 303 to 9th Avenue is proposed. With the proposed Private Street A and 9th Avenue frontage improvements, the proposed project satisfactorily addresses traffic impacts it generates.

- H. The project will satisfactorily take care of sewer and water needs consistent with city policy and plans.**

COMMENT:

The attached Preliminary Sanitary Sewer and Water Plan demonstrate that these facilities have been designed to meet the needs of the development and will be constructed to meet City standards (see Exhibit 3).

- I. A planned development in a residential zone will not result in a higher density**

than permitted by the Comprehensive Plan for the underlying zone.

COMMENT:

Currently, Tax Lot 401 is designated High Density Residential on the Comprehensive Plan Map and C-2 (Highway Commercial) on the Zoning Map. The applicant is proposing to amend the Zoning Map to designate the parcel as R-2 (High Density Residential). Under the R-2 zone standards, up to 35 multi-family dwelling units may be developed on the site. However, the applicant is only proposing to develop 7 single-family dwelling units. Therefore, the above standard is met.

Chapter 17.72: NR Natural Resources

Section 17.72.030: Applicability.

The procedures and requirements of the NR Zone apply to any parcel designated as having one of the following identified natural resources:

- A. Significant wetlands, as mapped in the city's Local Wetlands Inventory (LWI); and
- B. Riparian corridors, as mapped in the city's Riparian Inventory.

COMMENT:

As indicated on the Existing Conditions Plan, a delineated wetland and a portion of Ames Creek are located on the site. Therefore, the procedures and requirements of the NR Zone apply to the subject parcels.

Section 17.72.040: Activities Subject to Review.

In an NR zone, the following actions are subject to the review:

- A. New structural development;
- B. Exterior expansion of any building or structure;
- C. Increases in impervious surfaces or storage areas;
- D. Grading, excavation or fill; and
- E. Removal of native vegetation.

COMMENT:

The applicant is proposing a planned development to create 7 single-family lots, a private street, and an open space area with recreational amenities within Tract 'A'. Since new structure development, an increase in impervious surfaces, grading activities, and removal of native vegetation will occur, the proposed activities are subject to review.

Section 17.72.050: Exceptions in the Riparian Zone.

The following activities may be excepted from the requirements of this chapter upon administrative review approval that they are designed to meet the standards listed in this chapter.

- A. Drainage facilities, utilities and irrigation pumps;
- B. Streets, roads, driveways or paths;
- C. Water-related and water-dependent uses;
- D. Replacement of existing structures with structures in the same location that do not disturb additional riparian surface area;
- E. Removal of non-native vegetation and replacement with native plant species; and
- F. Alteration of the area by placement of structures or impervious surfaces within the Riparian Zone upon demonstration that equal or better protection for identified resources will be ensured through restoration of riparian areas, enhanced buffer treatment or similar measures; providing that, the alterations not exceed 50% of the width of the riparian area, measured from the upland edge of the Zone.

COMMENT:

The submitted Preliminary Site Plan identifies the location of the top of bank along Ames Creek, a 50-ft. wide riparian buffer along the waterway, and the delineated wetland. The plan indicates that Private Street A will encroach 2,390 sq. ft. into the 50-ft. buffer. However as listed above, this activity is exempt from the requirements of this chapter.

Section 17.72.060: Agency Review.

Decisions made by the City of Sweet Home under this chapter do not supercede the authority of the state or federal agencies which may regulate or have an interest in the activity in question.

- A. It is the responsibility of the landowner or applicant to ensure that any necessary state or federal permits or clearances are obtained.**
- B. The city will notify the Division of State Lands for development permits and other land use decisions affecting inventoried wetlands.**

COMMENT:

Attached is a Wetland Delineation Report which was prepared by a qualified biologist. The report was reviewed by the Department of State Lands and concurrence has been provided to the applicant (see Exhibit 5). As required, necessary state or federal permits will be obtained for the proposed wetland impact prior to commencing construction activities on the site.

Section 17.72.070: General Development Standards.

- A. The City of Sweet Home has adopted safe harbor setback methodology for the identification of significant riparian corridors and significant wetlands. These resources are identified on the Local Wetlands Inventory and Riparian Inventory Maps. Property owners are responsible to have a qualified professional identify the wetlands boundary on the affected property.**

Natural Area

**Width of Vegetated Corridor, per side
Ames Creek and Wiley Creek 50'**

- B. Setbacks for structures within a riparian corridor are measured from the top of bank, which is the line of ordinary high water in a two-year event.**

COMMENT:

The City's Local Wetlands Inventory does not identify wetlands on the subject site. However, the attached Existing Conditions Plan and Wetland Delineation Report indicate that a wetland is present in the central portion of Tax Lot 401 (see Exhibits 3 and 5). The location of the required 50-ft. vegetated corridor along Ames Creek is also illustrated on the plan.

- C. For an exception to be allowed, the applicant shall comply with the following requirements:**
 - 1. Demonstrate that no other practicable access to the buildable area exists;**
 - 2. Design roads, driveways and paths to be the minimum width necessary while allowing for safe passage of vehicles and/or pedestrians;**
 - 3. Consider the need for future extensions of shared access, access easements or private streets in order to avoid subsequent encroachments into a significant natural resource;**

COMMENT:

As mentioned above, the applicant is requesting an exception to the standards of this chapter for the proposed encroachment of Private Street A improvements into the 50-ft. vegetated corridor. The attached Preliminary Site Plan demonstrates that Private Street A is aligned so that it connects to 9th Avenue through Tax Lot 303. The private roadway then turns sharply north to avoid sensitive areas on the site and provide access to the proposed single-family lots. This street design provides safe passage of vehicles, meets the required turning radius for fire apparatus and waste collection vehicles, and minimizes encroachment into the riparian area. All of the proposed lots share access from the private drive so that subsequent encroachments will not be required. Due to the location of the riparian corridor and the site's limited access to 9th Avenue, no other practicable access to the buildable area exists.

- 4. During construction, no stockpiling of fill materials, parking or storage of equipment shall be allowed within a significant natural**

resource;

5. Erosion control measures, such as silt fences and biofilter bags, shall be used to reduce the likelihood of sediment and untreated stormwater entering a significant natural resource;

COMMENT:

The applicant has submitted a Preliminary Grading and Erosion Control Plan with this application packet (see Exhibit 3). As required, no stockpiling of fill materials, parking, or storage of equipment will occur within the riparian corridor while construction activities take place.

6. Utilities and drainage facilities: Public and private utilities or drainage facilities may be placed when it is shown that no other practicable alternative location exists. If a utility or drainage facility is allowed, the following standards shall apply:
 - a. Demonstrate that no other practicable access exists;
 - b. The corridor necessary to construct utilities shall be the minimum width practical so as to minimize intrusion into a significant natural resource;
 - c. Removal of trees and native vegetation shall be avoided unless absolutely necessary. Native vegetation shall be used to restore the vegetative character of the construction corridor;
 - d. The existing grade of the land shall be restored after construction; and
 - e. No stockpiling of fill materials, parking or storage of equipment shall be allowed within a significant

natural resource.

COMMENT:

As demonstrated by the attached Existing Conditions Plan, the buildable area is located in the rear of the site and grades on the parcels slope down towards Ames Creek. Based on the layout, stormwater from the development must be managed in the rear of the site before it is discharged into the waterway. The attached Preliminary Storm Plan illustrates that the location of Stormtech chambers and an outfall structure to minimize impacts to the vegetated corridor to the maximum extent practicable. Only trees that are impacted by required grading activities will be removed, and no stockpiling of materials or equipment is proposed within the significant natural resource area. As required, a planting plan demonstrating compliance with the City's native vegetation mitigation requirements will be submitted with the applicant's future request for construction permits.

7. Structures or other non-conforming alterations existing fully or partially within a significant Natural Resource may be expanded provided the expansion occurs outside of a significant natural resource. Substantial improvement of a non-conforming structure in a significant natural resource shall require compliance with the standards of this chapter.
8. Existing lawn within a significant natural resource may be maintained, but not expanded within the limits of a significant natural resource. Development activities shall not justify replacement of native vegetation, especially riparian vegetation, with lawn.

COMMENT:

The applicant is not proposing to expand an existing structure or maintain lawn areas within the significant natural resource area, therefore these standards do not apply.

- D. 1. Removal of non-native vegetation and replacement with native plant species is allowed and shall comply with the following requirements.
2. The replacement vegetation shall at a minimum:
 - a. Cover the area from which

vegetation was removed;

- b. Maintain or exceed the density of the removed vegetation; and
- c. Maintain or improve the shade provided by the vegetation.

COMMENT:

A planting plan demonstrating compliance with the City's requirements will be submitted with the applicant's future request for construction permits. As required, replacement vegetation will meet the above standards.

- E. Trees in danger of falling and thereby posing a hazard to life or property may be removed, following consultation and approval from the Community Development Director.

COMMENT:

There are no trees which have been identified as being in danger of falling or posing a hazard to life or property on the subject site. Therefore, this section does not apply.

- F. The control or removal of nuisance plants should primarily be by non-chemical means (e.g. hand-pulling).
 - 1. If non-chemical means fail to adequately control nuisance plant populations, a glyphosate based herbicide, or other environmentally safe herbicide, may be used.
 - 2. No pre-emergent herbicides or auxin herbicides that pose a risk of contaminating water should be used.
 - 3. Herbicide applications must be applied according to manufactured specifications.

COMMENT:

As required, any removal of nuisance plants within natural resource areas will be completed in accordance with the above standards.

Section 17.72.090: Mitigation Standards.

When impacts to any identified significant natural resource occur, mitigation will be required.

- A. For impacts to wetlands, the following standards and criteria shall apply.
 - 1. The applicant must obtain a fill and removal permit from the Oregon Division of State Lands and U.S. Army Corps of Engineers.
 - 2. The applicant must provide an approved mitigation plan that complies with all Oregon Division of State Lands and U.S. Army Corps of Engineers wetland regulations.

COMMENT:

If the proposed map amendment and planned development requests are approved, the applicant will obtain a fill and removal permit from DSL and the Corps of Engineers for the proposed wetland impacts. As required, a mitigation plan that meets agency standards will be submitted with the permit application.

- B. For impacts to riparian corridors, the following standards and criteria shall apply:
 - 1. A mitigation plan prepared by a qualified professional shall be submitted to the city. The mitigation plan shall meet the following criteria:
 - a. Mitigation for impacts to a non-wetlands riparian area shall require a minimum mitigation area ratio of one to one;
 - b. The mitigation plan shall document:
 - (1) The location of the impact;

- (2) The existing conditions of the resource prior to impact;
- (3) The location of the proposed mitigation area;
- (4) A detailed planting plan of the proposed mitigation area with species and density; and
- (5) A narrative describing how the resource will be replaced.

COMMENT:

As required, a mitigation plan meeting City planting requirements will be submitted with the applicant's future request for construction permits. The mitigation plan will demonstrate compliance with the standards listed above.

- 2. Mitigation shall occur on-site and as close to the impact area as possible. If this is not feasible, mitigation shall occur within the same drainage basin as the impact.
- 3. All vegetation planted within the mitigation area shall be native to the region. Species to be planted in the mitigation area shall replace those impacted by the development activity.
- 4. Trees shall be planted at a density of not less than five per 1,000 square feet. Shrubs shall be planted at a density of not less than ten per 1,000 square feet.

COMMENT:

Mitigation for the proposed impacts will occur within Tract 'A', as close to the impact area as possible. As required, the mitigation plantings will be native to the region, will replace trees and vegetation impacted by the development activity, and will meet the density requirements of this section.

B. CITY OF SWEET HOME COMPREHENSIVE PLAN

CHAPTER 2: LAND USE ELEMENT

General Development Policies

Policy 1: Land allocation for the various uses (residential, commercial and industrial) will be based on anticipated needs for development.

COMMENT:

The City of Sweet Home last updated the Residential Lands Housing chapter of the Comprehensive Plan when ECONorthwest completed a Housing Needs Analysis in 2001. Since the analysis evaluated housing needs for the 2000-2020 planning period, these findings are no longer relevant when determining current residential land needs. However in 2017, as part of the City's Economic Opportunity Analysis (EOA), ECONorthwest evaluated commercial land needs, as well as housing needs for supporting new employment, for the 2017-2037 planning period. Based on this analysis, there is an 18 acre surplus of commercial land during the planning period. The EOA also determined that 584 additional jobs will be created in Sweet Home from 2017-2037, and if housing supply cannot keep up with demand, housing affordability will become a significant issue for the community. The EOA indicates that in 2016, average housing sales ranged between \$135,000 and \$150,000. In 2020, the average home listing is \$270,000.

Since home prices have increased more than 40% over the last 4-5 years, it is reasonable to conclude that additional land should be allocated for residential use to keep up with the market demand. The proposed High Density Residential designation and planned development request for the site will help meet the need for additional moderately priced workforce housing in Sweet Home. Therefore, the requested map amendment is consistent with the above policy.

Policy 5: Developers must provide documentation that development applications meet all applicable State and Federal environmental policies, including but not limited to:

- **Air - Federal Clean Air Requirements, Environmental Protection Agency regulations, and Department of Environmental Quality air regulations.**
- **Water - Federal Water Quality Protection requirements, Environmental Protection Agency regulations, and Department of Environmental Quality water quality regulations.**
- **Noise - Department of Environmental Quality Noise**

Control regulations, the Oregon Noise Control Act and all other applicable Federal, State and local noise control regulations.

- **Solid Waste - State and Federal regulations governing the handling and storage of solid waste, particularly the requirements of the Department of Environmental Quality.**

COMMENT:

Included with this application is a Wetland Delineation Report and an Existing Conditions Plan which document natural resource areas on the subject site (see Exhibits 3 and 5). As discussed in this narrative, the applicant is providing a 50-ft. riparian buffer along Ames Creek and will obtain necessary permits from the DSL and the Corps of Engineers for the proposed wetland impacts. The attached Erosion Control Plan and Preliminary Stormwater Report demonstrate that water quality will be protected with the proposed development (see Exhibits 3 and 4). Typical noise for residential uses is anticipated for the proposed development. Convenient solid waste collection for residents is ensured by the proposed development of a turnaround at the west end of Private Street A.

Policy 6: Open space, particularly parks and recreational lands, will be provided by the developer as an integral part of any development.

COMMENT:

The attached Preliminary Site Plan demonstrates that the planned development will provide 39,139 sq. ft. of open space with recreational amenities on the south side of Private Street A. An additional 3,475 sq. ft. of open space is provided on the north side of Private Street A.

Policy 10: All new subdivisions will be provided with water, City sewer and storm drains, paved streets, curbs, sidewalks and gutters, in advance of, or in conjunction with, new development. Installation of all the above facilities will be a condition of subdivision approval and at the expense of the developer.

COMMENT:

As demonstrated by the attached Preliminary Development Plans, public utilities and transportation facilities will be installed in conjunction with the proposed development (see Exhibit 3). If the submitted land use applications are approved, these facilities will be installed at the expense of the developer.

Policy 11: Electric power, telephone, and cable distribution and service lines will be located underground in new developments. Effort will be made to place existing utility lines underground in established areas.

COMMENT:

As required, all electric and communication lines will be placed underground within the proposed public utility easement along the south side of Private Street A.

Policy 12: Emergency vehicle and equipment access will be provided during any new development.

COMMENT:

The attached Preliminary Site Plan illustrates that a turnaround meeting Fire Code standards is proposed at the west terminus of Private Street A (see Exhibit 3).

Policy 15: Conversion of lands in the Urban Growth Boundary to urban uses shall be concurrent with the provision of public utilities, facilities, and services.

COMMENT:

This narrative and the attached Preliminary Development Plans address how the proposed planned development provides public utilities, facilities, and services in accordance with City standards.

Comprehensive Plan Map Policies

Policy 4: The Planning Commission will recommend and the City Council shall determine the location of boundaries by examining the goals and policies contained within the Plan.

COMMENT:

This narrative addresses how the submitted Application for an Amendment to the Comprehensive Plan or Zoning Map is consistent with applicable goals and policies of the Comprehensive Plan. As required, the proposed map amendment will be reviewed at a Planning Commission public hearing before a recommendation is forwarded to City Council. A second public hearing will be conducted by City Council prior to issuing a decision for the application.

CHAPTER 3: NATURAL FEATURES, PARKS AND OPEN SPACE

Natural Resources Policies

Policy 2: Significant natural resources, as defined by Statewide Goal 5, are protected with a Natural Resources Overlay designation that aims to ensure reasonable economic use of property.

COMMENT:

The applicant's Existing Conditions Plan indicates that a wetland and a riparian corridor associated with Ames Creek are located on the subject site. As required, the applicant has addressed how the proposed development meets the standards of Chapter 17.72 in the narrative provided above.

Parks and Open Space Policies

Policy 1: Open space, particularly parks and recreation lands, shall be provided as an integral part of development.

COMMENT:

The attached Preliminary Site Plan indicates that the applicant is proposing to provide open space and recreational amenities along Ames Creek. As required, these features are an integral element of the proposed development.

Policy 2: Open space can apply to many types of undeveloped and improved lands. Open space can be provided by protecting natural areas, parks, school grounds, golf courses, trails, street planters and medians, and house yards.

COMMENT:

Consistent with this policy, the Preliminary Site Plan demonstrates that the natural area along Ames Creek and a portion of the on-site wetland are included in the proposed open space area (see Exhibit 3).

CHAPTER 4: RESIDENTIAL LANDS AND HOUSING

Residential Land Use Policies

Policy 1: Residential areas will offer a wide variety of housing types in locations best suited to each housing type.

COMMENT:

Due to access challenges, natural resource areas, and the limited buildable area on the subject properties, smaller single-family detached lots are well-suited for this particular site. The proposed housing type also meets the need for additional workforce housing, as supported by the City's 2017 Economic Opportunity Analysis.

Policy 3: The City encourages flexibility in design to promote safety, livability, and preservation of natural features.

COMMENT:

Through the submitted Planned Development application, the applicant is requesting modifications to minimum lot size, minimum lot width, front yard setback, and street side yard setback standards for the R-2 zone. The requested modifications will allow the applicant to protect natural resources and provide recreation amenities within the proposed common open space area.

Policy 8: Efforts will be made to complete or connect existing

sidewalks along routes to schools, parks, or commercial areas.

COMMENT:

To help provide pedestrian routes to schools, parks, and commercial areas, the applicant is proposing to install sidewalks along Private Street A and the 9th Avenue frontage.

Policy 9: Development of residential local streets, whenever possible, will increase connectivity within and between neighborhoods.

COMMENT:

Due to the site's access challenges and limited buildable area, Private Street A will provide ingress and egress to the proposed 7 single-family lots. The attached Aerial Photograph/Land Use Plan demonstrates that a railroad right-of-way is located to the north of the site and a parcel owned by the Sweet Home Veterans Club is located west of the subject property (see Exhibit 3). Adjoining parcels to the south are separated from the site by Ames Creek. Since it is not feasible to provide access to adjacent properties, the applicant is not proposing to extend Private Street A to the boundary lines of this development.

Policy 10: The maximum net development densities (not including streets), in high density residential areas shall not exceed 35 multi-family dwelling units per acre, based on the standards for unit type

COMMENT:

The Preliminary Development Plans indicate that the applicant is requesting approval of a Planned Development application under the R-2 (High Density Residential) zone designation. After subtracting the access drive area, the net site area is approximately 1.64 acres. At the permitted density of 35 dwelling units/acre, up to 57 multi-family dwelling units may be developed on the site. However, the attached plans indicate that the applicant is proposing to protect natural resource areas and develop 7 single-family lots on the subject parcels.

Policy 14: Efforts will be made to extend trails, pedestrian ways, and bikeways through existing residential areas

COMMENT:

Since Ames Creek separates the proposed development from adjacent residential properties to the south of the site, the applicant is not proposing to extend trails, pedestrian ways, or bikeways through the subject properties.

Policy 15: To encourage connectivity and pedestrian access, residential blocks shall meet the development standards, except when topographical constraints make the standards impractical. When existing conditions or topography prevent a cross street, a pedestrian access way to connect streets should be

considered as part of the development.

COMMENT:

As demonstrated by the attached Aerial Photograph/Land Use Plan, connectivity between the site and adjacent properties is constrained by the railroad right-of-way to the north, Ames Creek to the south, and the non-residential use to the west of the subject properties (see Exhibit 3). Based on these factors, the applicant is not proposing to develop a new residential block connection through the site.

CHAPTER 5: ECONOMIC DEVELOPMENT AND LANDS FORECONOMIC GROWTH

Economic Development Policies

Policy 3: The City will strive to retain and enhance desirable existing commercial properties and encourage property owners' efforts to rehabilitate or redevelop older commercial areas

COMMENT:

The subject site consists of Tax Lot 401 of Tax Map 13S01E31BD. Currently, Tax Lot 401 is designated High Density Residential on the Comprehensive Plan Map and C-2 (Highway Commercial) on the Zoning Map. The subject property is currently vacant. Due to access challenges and limited visibility of the site from adjacent right-of-ways, the applicant is proposing a Zoning Map amendment to designate Tax Lot 401 as R-2. Since the site is not a desirable existing commercial property, the proposed map amendment is consistent with the above policy.

Policy 4: The Central Commercial designation is the traditional downtown shopping/business center. This designation provides for frequent shopping and service needs for residents

COMMENT:

As demonstrated by the attached Aerial Photo/Land Use Plan, the subject site is not located within an area that serves as the traditional downtown shopping/business center. Therefore, the proposed residential designation is consistent with the above policy.

Policy 6: The Highway Commercial designation provides for uses that have large size requirements, or that are oriented to highway access.

COMMENT:

The attached Aerial Photo/Land Use Plan demonstrates that the subject site has poor visibility and is not oriented towards Highway 20. Therefore, the proposed R-2 zone designation is consistent with this policy.

CHAPTER 6: TRANSPORTATION SYSTEMS

Transportation Policies

Policy 3: The roadway design standards in the Transportation System Plan shall be implemented in the land development and land division ordinances for the development of future roadway facilities.

COMMENT:

As required, the City implements Transportation System Plan design standards in its land development and land division ordinances. The attached Preliminary Development Plans indicate that the 9th Avenue frontage improvements have been designed according to these standards (see Exhibit 3).

Policy 4: Private streets must be built to City standards as approved as part of the development plan.

COMMENT:

The applicant's attached Preliminary Development Plans indicate that the Private Street A improvements are consistent with City standards. As required, the private street will be constructed as approved by the City.

Policy 8: Many existing streets in Sweet Home do not meet the standards and it may not be possible to improve the streets to the maximum extent feasible to meet access conditions and "traffic feature" standards. It may be necessary in some circumstances to prohibit parking on one or both sides of the street, particularly on designated arterials and collectors.

COMMENT:

The subject site is located adjacent to 9th Avenue, a local street. The attached Preliminary Site Plan indicates that a sidewalk will be constructed along the frontage to meet City standards. Since the roadway is currently paved with a 40-ft. width, it can accommodate on-street parking along both sides of the street.

CHAPTER 8: PLAN MANAGEMENT

Citizen Involvement Policies

Policy 2: The Planning Commission shall conduct meetings open to the community throughout the planning process. The City advertises meetings through the media, neighborhood and community organizations, and in other ways to provide opportunities for all interested groups and individuals to participate in all stages of the planning process

COMMENT:

As required, the concurrently filed Amendment to the Comprehensive Plan or Zoning Map application and Planned Development application will be reviewed at a Planning Commission public hearing before a recommendation is forwarded to City Council. A second public hearing will be conducted by City Council prior to issuing a decision for both applications.

Plan Amendment Policies

Policy 1: The City Council may amend the Comprehensive Plan after referral to the Planning Commission for review, revisions, and recommendations.

COMMENT:

As required, following Planning Commission review, a second public hearing for the applicant will be conducted by City Council prior to issuing a decision for the submitted application.

Policy 4: An amendment to the Comprehensive Plan shall be considered when one or more of the following conditions exist:

- a. Updated data demonstrates significantly different trends than previous data;
- b. New data reflects new or previously undisclosed public needs;
- c. New community attitude represents a significant departure from previous attitude as reflected by the Planning Commission or City Council;
- d. Statutory changes significantly affect the applicability or appropriateness of existing plan policies

COMMENT:

The applicant is requesting approval of an Amendment to the Comprehensive Plan or Zoning Map application based on updated data and the identification of public needs. The subject site consists of Tax Lot 401 of Tax Map 1301E31BD. Currently, Tax Lot 401 is designated High Density Residential on the Comprehensive Plan Map and C-2 (Highway Commercial) on the Zoning Map.

In 2017, the City completed an Economic Opportunity Analysis (EOA) which determined that there is an 18-acre surplus of commercial land for the 2017—2037 planning period. The report indicates that 584 additional jobs will be created in Sweet Home during the planning period, and if housing supply cannot keep up with demand, housing affordability will become a greater issue in the community. The EOA indicates that in 2016, average housing sales ranged between \$135,000 and \$150,000. In 2020, the average home listing is now \$270,000. The proposed High Density Residential designation and Planned Development proposal for the site will help meet the need for additional moderately priced workforce housing in Sweet Home.

Policy 5: Property owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment the applicants have the burden of proof that all of the following conditions exist:

a. There is a need for the proposed change;

COMMENT:

As discussed above, there is a need for additional workforce housing in Sweet Home. The 2017 EOA indicates that an adequate supply of housing is needed to maintain moderate home prices and support job creation in the City. Due to the surplus of commercial land, the proposed map amendment will not impact the City's ability to address commercial land needs. Therefore, the proposed residential designation allows the site to be developed for the highest and best use.

b. The identified need can best be served by granting the change requested;

COMMENT:

Since home prices have increased more than 40% over the last 4-5 years, it is reasonable to conclude that additional land should be allocated for residential use to keep up with market demand. The proposed High Density Residential designation and planned development request for the site will help meet the need for additional moderately priced workforce housing in Sweet Home.

c. The proposed change complies with the Statewide Planning Goals; and

COMMENT:

The applicant has addressed how the proposed map amendment is consistent with Statewide Planning Goals in the narrative provided below.

d. The proposed change complies with all other elements of the City's Comprehensive Plan.

COMMENT:

This Applicant's Statement has addressed how the proposed map amendment complies with all other elements of the Comprehensive Plan.

C. OREGON STATEWIDE PLANNING GOALS

Goal 1: Citizen Involvement

Summary: Goal 1 calls for "the opportunity for citizens to be involved in all phases of the planning process." It requires each city and county to have a citizen

involvement program containing six components specified in the goal. It also requires local governments to have a committee for citizen involvement (CCI) to monitor and encourage public participation in planning.

COMMENT:

The requested land use action is to amend the Zoning Map to designate Tax Lot 401 as R-2. In addition, the applicant has submitted a concurrent request to divide the site into 7 single-family lots through the planned development process. As required, citizens will have the opportunity to comment on the proposed map amendment and planned development requests at public hearings before the Planning Commission and City Council.

Goal 2: Land Use Planning

Summary: Goal 2 outlines the basic procedures of Oregon's statewide planning program. It says that land use decisions are to be made in accordance with a comprehensive plan, and that suitable "implementation ordinances" to put the plan's policies into effect must be adopted. It requires that plans be based on "factual information"; that local plans and ordinances be coordinated with those of other jurisdictions and agencies; and that plans be reviewed periodically and amended as needed. Goal 2 also contains standards for taking exceptions to statewide goals. An exception may be taken when a statewide goal cannot or should not be applied to a particular area or situation.

COMMENT:

As required, this Applicant's Statement addresses how the proposed land use change meets applicable goals and policies of the City of Sweet Home Comprehensive Plan. The applicant's proposal does not require that an exception be granted to any of the Statewide Planning Goals.

Goal 3: Agricultural Lands

Summary: Goal 3 defines "agricultural lands." It then requires counties to inventory such lands and to "preserve and maintain" them through farm zoning. Details on the uses allowed in farm zones are found in ORS Chapter 215 and in Oregon Administrative Rules, Chapter 660, Division 33.

COMMENT:

The subject site is currently located within the city limits of Sweet Home. Since the site is not classified as "agricultural lands", the proposed map amendment is consistent with Goal 3.

Goal 4: Forest Lands

Summary: This goal defines forest lands and requires counties to inventory them and adopt policies and ordinances that will "conserve forest lands for forest uses."

COMMENT:

The attached Existing Conditions Plan identifies the location of on-site trees and indicates that a number of them will be protected within the 50-ft. riparian buffer along Ames Creek. Since the subject property does not include designated forest lands, Goal 4 is not applicable to the submitted application.

Goal 5: Open Spaces, Scenic and Historic Areas and Natural Resources

Summary: Goal 5 covers more than a dozen natural and cultural resources such as wildlife habitats and wetlands. It establishes a process for each resource to be inventoried and evaluated. If a resource or site is found to be significant, a local government has three policy choices: preserve the resource, allow proposed uses that conflict with it, or strike some sort of a balance between the resource and the uses that would conflict with it.

COMMENT:

The Existing Conditions Plan indicates that Ames Creek roughly follows the southern boundary of the site and a 50-ft. riparian corridor measured from the top of bank has been identified. Also included on the plan is the delineated boundary of an on-site wetland. The attached Preliminary Site Plan demonstrates where natural resource areas will be protected within Tract 'A'. As discussed above, the proposed development is consistent with Chapter 17.72 standards, which allows some natural resource impacts when the impacts are mitigated.

Goal 6: Air, Water and Land Resources Quality

Summary: This goal requires local comprehensive plans and implementing measures to be consistent with state and federal regulations on matters such as groundwater pollution.

COMMENT:

If the proposed map amendment and planned development requests are approved, specific development plans will be submitted for each of the lots. The development will be required to comply with local, state, and federal air and land resource quality standards. The attached Storm Drain Plan and Preliminary Stormwater Report address how water quality will be protected with the proposed development (see Exhibits 3 and 4).

Goal 7: Areas Subject To Natural Disasters and Hazards

Summary: Goal 7 deals with development in places subject to natural hazards such as floods or landslides. It requires that jurisdictions apply "appropriate safeguards" (floodplain zoning, for example) when planning for development there.

COMMENT:

The attached Existing Conditions Plan indicates that the subject site does not contain any steeply sloping areas. A floodway and 100-year floodplain have been delineated on the plan. The applicant has addressed the City's floodplain standards in the narrative provided above.

Goal 8: Recreation Needs

Summary: This goal calls for each community to evaluate its areas and facilities for recreation and develop plans to deal with the projected demand for them. It also sets forth detailed standards for expedited siting of destination resorts.

COMMENT:

The City's Comprehensive Plan does not identify the subject property as a potential park site. However, the submitted Preliminary Site Plan demonstrates that a significant portion of the site will be dedicated as common open space, and recreation amenities will be developed within Tract 'A'.

Goal 9: Economic Development

Summary: Goal 9 calls for diversification and improvement of the economy. It asks communities to inventory commercial and industrial lands, project future needs for such lands, and plan and zone enough land to meet those needs.

COMMENT:

Tax Lot 401 is currently designated High Density Residential on the Comprehensive Plan Map and C-2 (Highway Commercial) on the Zoning Map. The applicant is proposing to amend the Zoning Map to designate Tax Lot 401 as R-2 (High Density Residential).

In 2017, the City completed an Economic Opportunity Analysis (EOA) which determined that there is an 18-acre surplus of commercial land for the 2017—2037 planning period. Due to the surplus of commercial land, the proposed map amendment will not impact the City's ability to address commercial land needs.

Goal 10: Housing

Summary: This goal specifies that each city must plan for and accommodate needed housing types, such as multifamily and manufactured housing. It requires each city to inventory its buildable residential lands, project future needs for such lands, and plan and zone enough buildable land to meet those needs. It also prohibits local plans from discriminating against needed housing types.

COMMENT:

As mentioned above, there is an 18-acre surplus of commercial land for the 2017—2037 planning period. The 2017 EOA indicates that 584 additional jobs will be created in Sweet Home during the planning period, and if housing supply cannot keep up with demand, housing affordability will become a greater issue in the community. The EOA indicates that in 2016, average housing sales ranged between \$135,000 and \$150,000. In 2020, the average home listing is now \$270,000. Therefore, the proposed High Density Residential designation and Planned Development proposal for the site will help meet the need for moderately priced workforce housing in Sweet Home. As such, the proposed Comprehensive Plan and Zoning Map amendment complies with Goal 10.

Goal 11: Public Facilities and Services

Summary: Goal 11 calls for efficient planning of public services such as sewers, water, law enforcement, and fire protection. The goal's central concept is that public services should be planned in accordance with a community's needs and capacities rather than be forced to respond to development as it occurs.

COMMENT:

As demonstrated by the attached Existing Conditions Plan, public utilities are located in the vicinity of the subject site. The attached Storm Drain Plan, and Sanitary Sewer and Water Plan, identify how utility services will be extended to serve the proposed use. Since the site is currently located in the city limits of Sweet Home, it has access to City fire and police services. Therefore, the proposed map amendment complies with Goal 11.

Goal 12: Transportation

Summary: The goal aims to provide "a safe, convenient and economic transportation system." It asks for communities to address the needs of the "transportation disadvantaged."

COMMENT:

To meet Local Street standards, the applicant is proposing to install a 5-ft. curbtight sidewalk and street trees along the site's 9th Avenue frontage. To provide access for Lots 1-7, the applicant is proposing to develop Private Street A with 24-ft. of pavement, 6-in. curbs, and a 5-ft. sidewalk along the south side of the roadway. To meet Fire Code Standards, the attached Preliminary Site Plan indicates that a 20-ft. x 70-ft. turnaround with 28-ft. turning radius will be installed between Lots 3 and 4 (see Exhibit 3). With the proposed street improvements, safe and convenient facilities will support all modes of transportation.

IV. SUMMARY AND CONCLUSIONS

Based upon the findings of this Applicant's Statement and the submitted exhibits, the applicant has demonstrated compliance with relevant sections of the Sweet Home Comprehensive Plan, City of Sweet Home Code of Ordinances, and the Oregon Statewide Planning Goals. Therefore, the applicant requests that the submitted applications be approved.

VI. EXHIBITS

1. Application Forms

2. Property Deed

3. Preliminary Development Plans

- Sheet P-1: Cover Sheet
- Sheet P-2: Existing Conditions Plan
- Sheet P-3: Aerial Photograph/Land Use Plan
- Sheet P-4: Preliminary Plat
- Sheet P-5: Preliminary Site Plan
- Sheet P-6: Preliminary Grading and Erosion Control Plan
- Sheet P-7: Preliminary Storm Drain Plan
- Sheet P-7A: Preliminary Storm Drain Basin Plan
- Sheet P-7B: Preliminary Storm Drain Details
- Sheet P-8: Sanitary Sewer and Water Plan
- Sheet P-9: 9th Avenue Frontage Plan
- Sheet P-10: Private Street A Plan (1+00 – 5+00)
- Sheet P-10A: Private Street A Plan (5+00 – 8+80)

4. Preliminary Stormwater Report

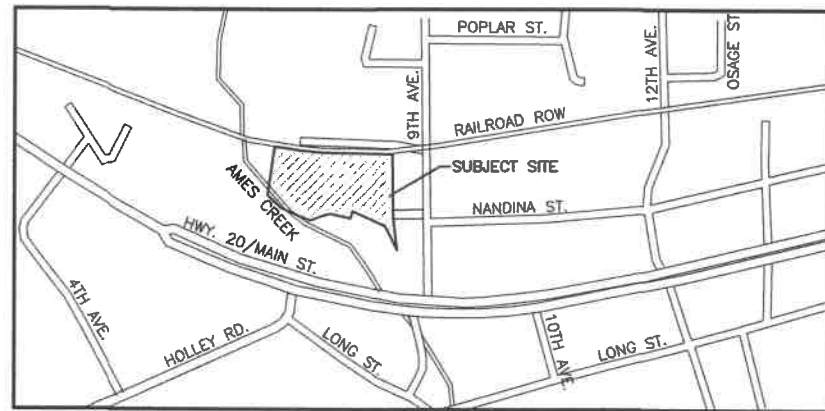
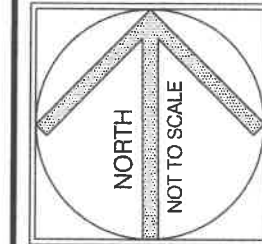
5. Wetland Delineation Report and DSL Concurrence Letter

6. ODOT Rail Review of Proposed Project

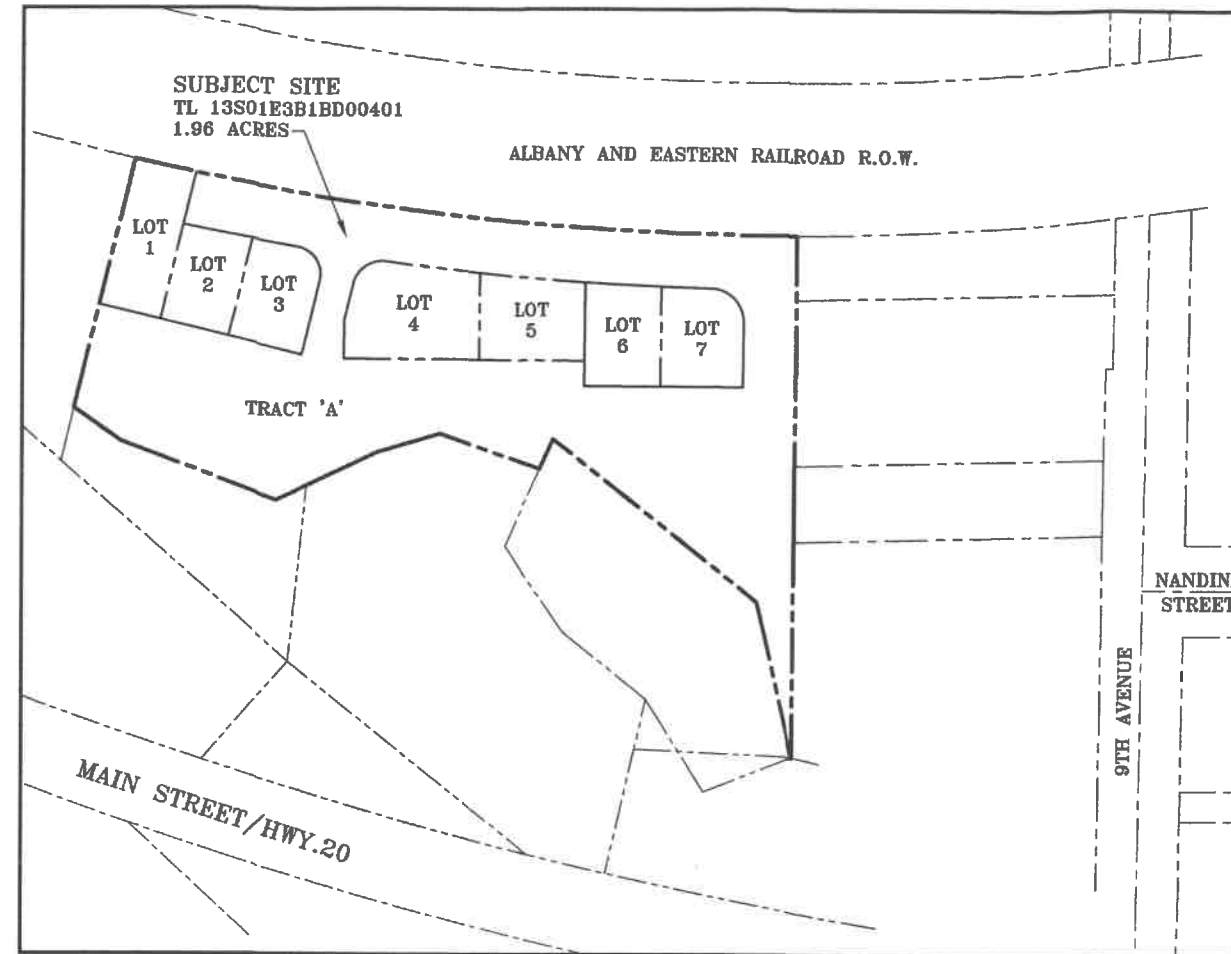
9TH AVENUE PLANNED DEVELOPMENT

SWEET HOME, ORE.

Cascadia
 Planning + Development Services
 PO Box 1920
 Silverton, Oregon 97381
 503-804-1089
 steve@cascadiapd.com
 www.cascadiapd.com



VICINITY MAP



SITE MAP

INDEX OF DRAWINGS

- P-1 COVER SHEET
- P-2 EXISTING CONDITIONS
- P-3 AERIAL PHOTOGRAPH / LAND USE PLAN
- P-4 PRELIMINARY PLAT
- P-5 PRELIMINARY SITE PLAN
- P-6 PRELIMINARY GRADING & EROSION CONTROL PLAN
- P-7 PRELIMINARY STORM DRAIN PLAN
- P-7A PRELIMINARY STORM DRAIN BASIN PLAN
- P-7B PRELIMINARY STORM DRAIN DETAILS
- P-7C STORMTECH CHAMBER DETAILS
- P-7D STORMTECH CHAMBER DETAILS
- P-8 PRELIMINARY SANITARY SEWER & WATER PLAN
- P-9 PRELIMINARY 9TH STREET FRONTAGE PLAN
- P-10 PRELIMINARY PRIVATE STREET A PLAN (1+00-5+00)
- P-10A PRELIMINARY PRIVATE STREET A PLAN (5+00-8+00)

APPLICANT / PROPERTY OWNER

GOOD FAITH MANAGEMENT, LLC
 PO BOX 412212
 EUGENE, OR 97404
 541-520-1265
 CONTACT: JANIS VANAGS

LAND SURVEYOR

UDELL ENGINEERING & LAND SURVEYING, LLC
 63 EAST ASH STREET
 LEBANON, OR 97355
 541-451-5125
 CONTACT: KYLE LATIMER, PE, PLS

APPLICANT'S REPRESENTATIVE

CASCADIA PLANNING + DEVELOPMENT SERVICES
 PO BOX 1920
 SILVERTON, OR 97038
 503-804-9294
 CONTACT: STEVE KAY, AICP

CIVIL ENGINEER

DL DESIGN GROUP
 500 W 8TH STREET, STE 205
 VANCOUVER, WA 98660
 503-644-4628
 CONTACT: GARY DARLING, PE

CITY OF SWEET HOME LAND USE APPLICATION
9TH AVENUE PLANNED DEVELOPMENT

T.L. 401, T.M. 1301E31BD
 LINN COUNTY, OREGON

9TH AVENUE
 SWEET HOME, OR 97386

COVER SHEET

OCTOBER 14, 2020

REVISIONS



P-1

SHEET 1 OF 13

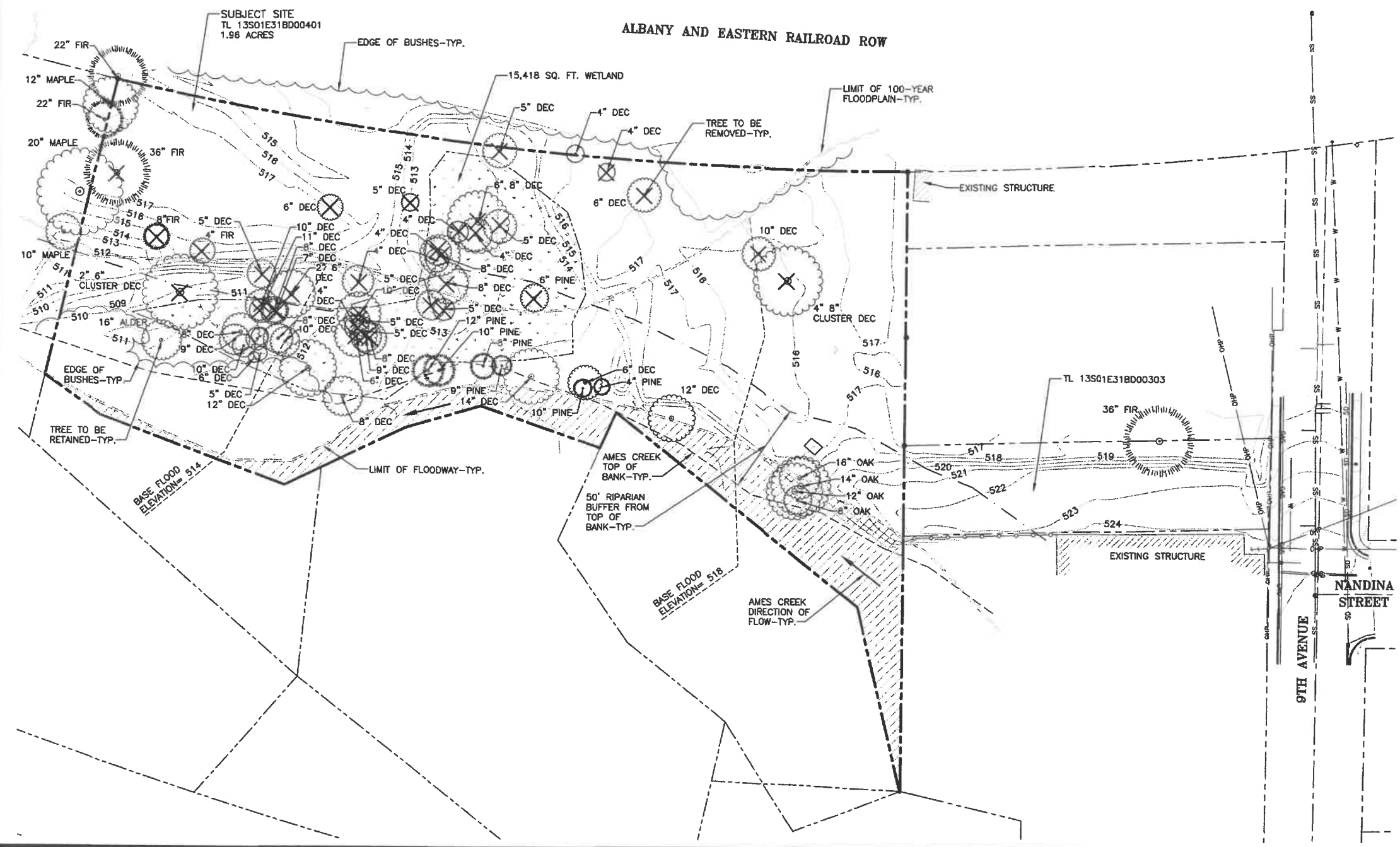
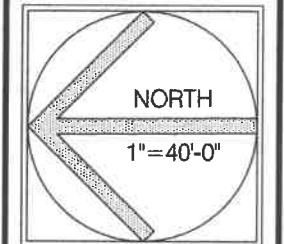
SURVEY LEGEND - EXISTING FEATURES

	CONCRETE BLOCK WALL		SANITARY SEWER MANHOLE
	TOP OF SLOPE		UTILITY VAULT
	WIRE FENCE		LIGHT POLE
	WOOD FENCE		ELECTRIC PEDESTAL
	MINOR CONTOUR		DECIDUOUS TREE
	MAJOR CONTOUR		STUMP
	SANITARY SEWER LINE		SURVEY FOUND MONUMENT
	WATER LINE		DECIDUOUS
	ELECTRIC LINE		BIRCH
	FIRE HYDRANT		IRRIGATION CONTROL VALVE
	WATER VALVE		HANDICAP PARKING
	CATCH BASIN / AREA DRAIN		

GENERAL NOTES:

1. BENCHMARK INFORMATION. TRAVERSE PK NAIL LOCATED IN THE SOUTHEASTERLY CORNER OF THE HOTEL PARKING LOT. ELEVATION DETERMINED BY STATIC GPS OBSERVATION NGS OPUS RAPID-STATIC SOLUTION DATED 10/18/16. ELEVATION=37.32' (NAVD88)
2. UNDERGROUND UTILITIES SHOWN HEREON ARE FROM READILY IDENTIFIABLE SURFACE INDICATORS AND UTILITY SERVICE PROVIDER PAINT MARKS. SEWER, ELECTRIC AND WATER PAINT MARKS WERE PRESENT AT THE TIME OF THIS SURVEY. NO CERTIFICATION CAN BE MADE REGARDING THE ACCURACY OR COMPLETENESS OF THE UNDERGROUND UTILITIES ON OR NEAR THE SUBJECT PROPERTY.
3. BOUNDARY DETERMINATION HOLDS RECORD BEARINGS AND DISTANCES PER MULTNOMAH COUNTY PARTITION PLAT NO. 1993-102.

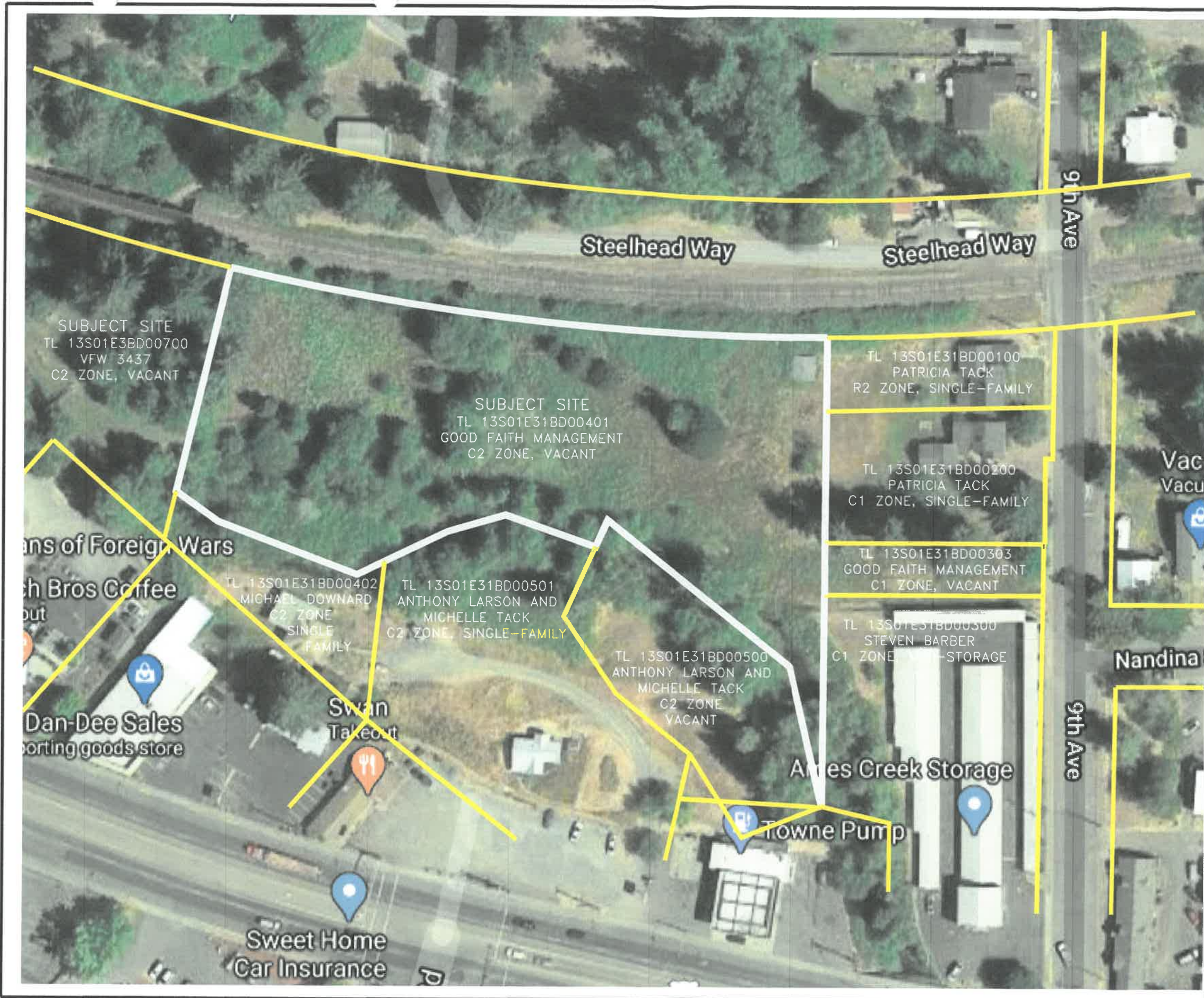
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CITY OF SWEET HOME LAND USE APPLICATION
9TH AVENUE PLANNED DEVELOPMENT
 T.L. 401, T.M. 1301E31BD
 LINN COUNTY, OREGON
 9TH AVENUE
 SWEET HOME, OR 97386

EXISTING CONDITIONS
 OCTOBER 14, 2020
 REVISIONS

P-2
 SHEET 2 OF 13



SUBJECT SITE
 TL 13S01E31BD00700
 VFW 3437
 C2 ZONE, VACANT

SUBJECT SITE
 TL 13S01E31BD00401
 GOOD FAITH MANAGEMENT
 C2 ZONE, VACANT

TL 13S01E31BD00100
 PATRICIA TACK
 R2 ZONE, SINGLE-FAMILY

TL 13S01E31BD00200
 PATRICIA TACK
 C1 ZONE, SINGLE-FAMILY

TL 13S01E31BD00303
 GOOD FAITH MANAGEMENT
 C1 ZONE, VACANT

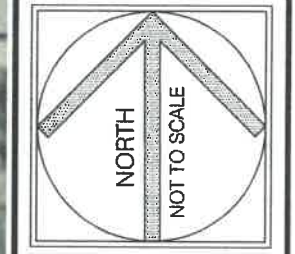
TL 13S01E31BD00300
 STEVEN BARBER
 C1 ZONE, STORAGE

TL 13S01E31BD00402
 MICHAEL DOWNARD
 C2 ZONE
 SINGLE FAMILY

TL 13S01E31BD00501
 ANTHONY LARSON AND
 MICHELLE TACK
 C2 ZONE, SINGLE-FAMILY

TL 13S01E31BD00500
 ANTHONY LARSON AND
 MICHELLE TACK
 C2 ZONE
 VACANT

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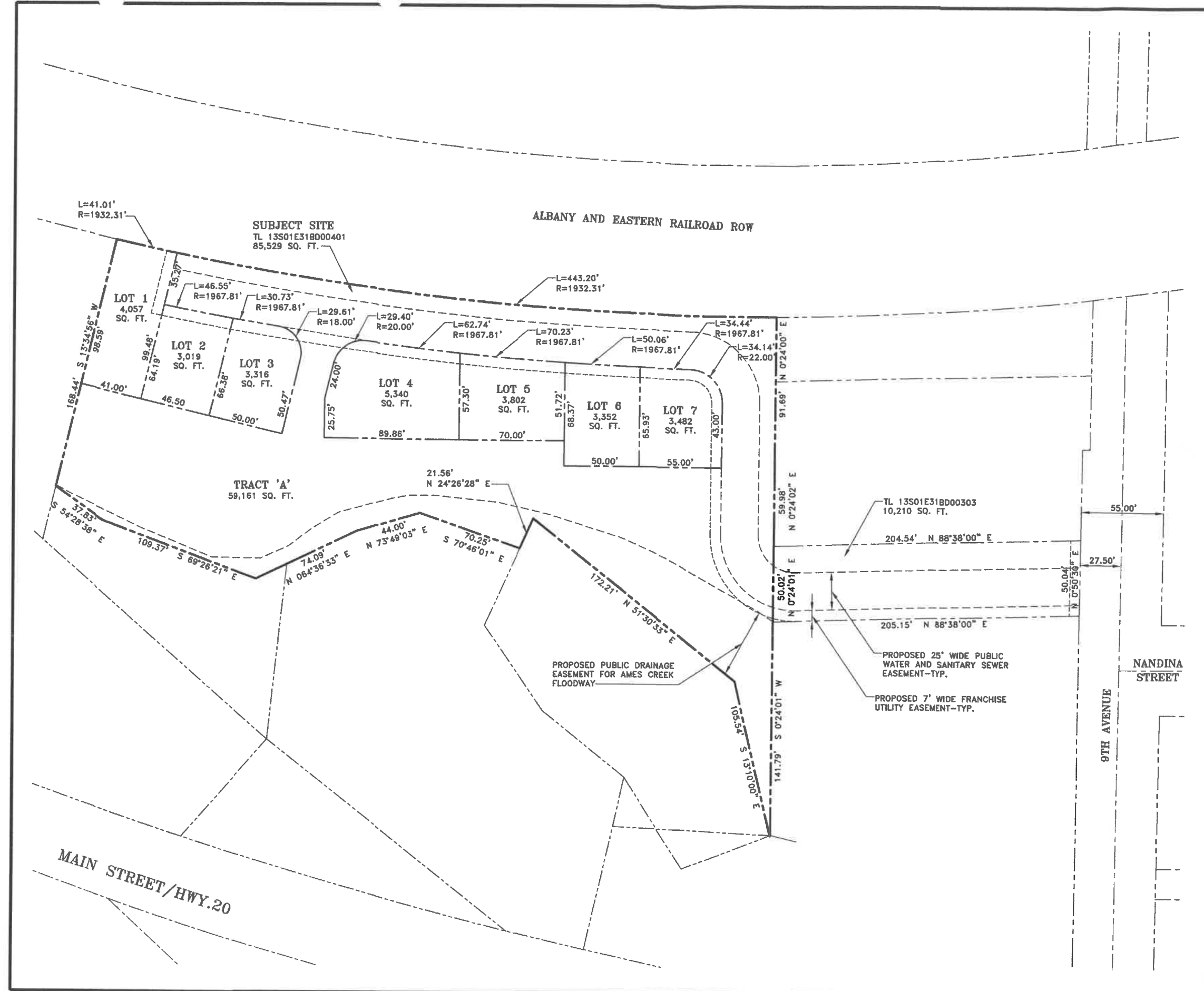
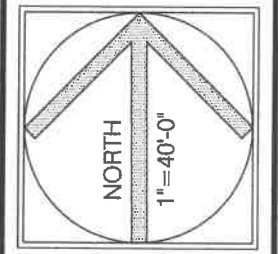
CITY OF SWEET HOME LAND USE APPLICATION
9TH AVENUE PLANNED DEVELOPMENT

T.L. 401, T.M. 1301E31BD
 LINN COUNTY, OREGON

9TH AVENUE
 SWEET HOME, OR 97386

AERIAL PHOTO/
 LAND USE PLAN
 OCTOBER 14, 2020
 REVISIONS
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 △
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P-3
 SHEET 3 OF 13



CITY OF SWEET HOME LAND USE APPLICATION
9TH AVENUE PLANNED DEVELOPMENT

T.L. 401, T.M. 1301E31BD
 LINN COUNTY, OREGON

9TH AVENUE
 SWEET HOME, OR 97386

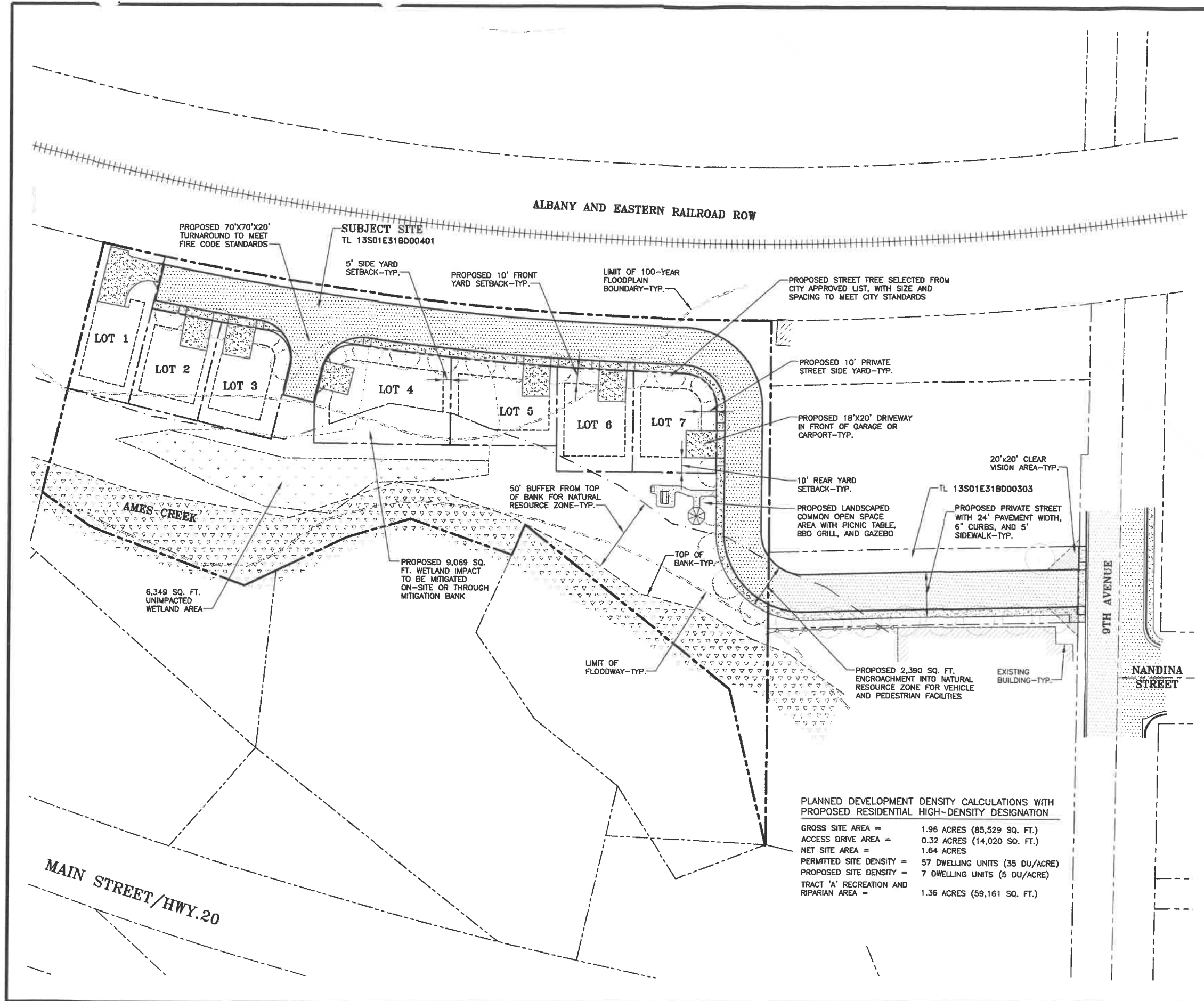
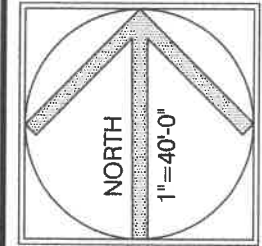
PRELIMINARY PLAT

OCTOBER 14, 2020

REVISIONS

P-4

SHEET 4 OF 13



PLANNED DEVELOPMENT DENSITY CALCULATIONS WITH PROPOSED RESIDENTIAL HIGH-DENSITY DESIGNATION

GROSS SITE AREA =	1.96 ACRES (85,529 SQ. FT.)
ACCESS DRIVE AREA =	0.32 ACRES (14,020 SQ. FT.)
NET SITE AREA =	1.64 ACRES
PERMITTED SITE DENSITY =	57 DWELLING UNITS (35 DU/ACRE)
PROPOSED SITE DENSITY =	7 DWELLING UNITS (5 DU/ACRE)
TRACT 'A' RECREATION AND RIPARIAN AREA =	1.36 ACRES (59,161 SQ. FT.)

CITY OF SWEET HOME LAND USE APPLICATION
9TH AVENUE PLANNED DEVELOPMENT

T.L. 401, T.M. 1301E31BD
 LINN COUNTY, OREGON

9TH AVENUE
 SWEET HOME, OR 97386

PRELIMINARY SITE PLAN

OCTOBER 14, 2020
 REVISIONS



P-5

SHEET 5 OF 13



CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE MINUTES

February 02, 2021, 5:30 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

An Administration, Finance and Property Committee Meeting will be held at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option.

To view the meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Phone Conference ID: 760 390 618#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor and Chairperson of the meeting.

Call to Order

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

Roll Call

PRESENT

Councilor Diane Gerson

Councilor Dave Trask

Councilor Susan Coleman

STAFF

City Manager Ray Towry

Administrative Assistant Julie Fisher

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.

New Business

a) Interviews for Library Board

The committee interviewed Jamie Frick and Bonnie Neal for the vacant position on the Library Advisory Board. Both applicants were asked the same series of questions. The committee will make a recommendation to the City Council during the February 9th, 2021 City Council meeting.

b) Interviews for Planning Commission

The committee interviewed Jamie Melcher, David Lowman, James Goble, Rachel Maynard, and Eva Journey for the vacant positions on the Planning Commission. All applicants were asked the same series of questions. The committee will make a recommendation to the City Council during the February 9th, 2021 City Council meeting.

Adjournment

With no further business, the meeting adjourned at 6:42 PM

Chair

ATTEST:

City Manager – Ex Officio City Recorder

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: February 9, 2021

SUBJECT: Community and Economic Development Department Report for January, 2021

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from January 1st, to January 31st, 2021.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	January, 2021	December, 2020	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	1	1	1	22	31.2
Residential Demolition	0	0	0	7	7
Residential Manufactured Dwellings	5	2	5	7	12.6
Residential Mechanical Permits	6	7	6	93	101.6
Residential Plumbing	2	3	2	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	7	5	7	55	44.6
Commercial Alarm or Suppression Systems	5	0	5	2	1.4
Commercial Demolition	0	0	0	4	3
Commercial Mechanical	1	0	1	17	14.8
Commercial Plumbing	0	0	0	9	11.6
Commercial Site Development	0	0	0	2	2.6
Commercial Structural	5	2	5	29	40.0
Total Permits	32	20	32	274	297.8
Value Estimate of All Permits	\$734,113.51	\$491,286.64	\$734,113.51	\$15,074,659.04	\$15,649,218.08
Fees Collected	\$15,478.07	\$6,969.31	\$15,478.07	\$212,454.67	\$216,365.51

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	January, 2021	December, 2020	2021 YTD	2020 Total	2016-2020 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	0	0	0	1	0.6
Conditional Use	0	0	0	5	6.6
Partition	2	2	2	8	5.6
Planned Development/Subdivision	1	1	1	1	0.6
Property Line Adjustments	2	0	2	15	8.8
Vacation	0	0	0	0	0
Variance	0	0	0	1	6.4
Zoning Map Amendment	0	0	0	4	1.4

- 1 land use applications was submitted in January.
- 6 Land Use Applications are pending final approval.
- 2 Fence Permits were issued in January.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. Staff has reviewed early drafts, and our consultants recently submitted the next draft, which will be reviewed by staff, then presented to the Planning Commission.
- The City has received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. We will be meeting with ODOT in the next couple of months to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- The next Planning Commission meeting is scheduled for March 1, 2021.

3. ECONOMIC DEVELOPMENT

- Now that the contract with Dougherty Landscape Architects (DLA) for the Downtown Streetscape and Parking Plan, work has begun on that project. Staff conducted an on-site tour of downtown with the Consultants, and is providing them with GIS data and other support. We are planning for the first community meeting to be held in March.
- Staff is modifying the CEIP application materials based on your approval from the January 12th meeting. We expect to have the new application materials ready to distribute to the public in the next week.
- Staff is continuing to support our local businesses during the Coronavirus Pandemic. Efforts have focused on making sure that businesses know of state and federal programs that can help them and researching how we can fill in the gaps. Recently, the City was able to obtain a shipment of Personal Protective Equipment (PPE) from the State for distribution to businesses at no charge. The State has indicated that there will be an additional round of PPE distributed in the next month.
- Work on a property partition and right-of-way width change for 24th Ave is proceeding now that DEQ has issued a No Further Action (NFA) designation for the southern part of the Public Works Yard. This is part of a comprehensive 24th Avenue Corridor Improvement Project. Staff has finalized the agreement with the adjacent property owners and is ready to bring forward a Request for Council Action to approve the partition application and adopt a

resolution to swap the land, however, the project was stalled due to the other party's concerns about liability for any additional environmental cleanup. Now that the NFA has finally been granted, the adjacent property owners are conducting their own legal review. Once they agree, Staff will put everything together for approval by the Council.

- Staff has submitted an application to ODOT for a Rail Crossing at 24th Avenue. Meetings with Albany & Eastern Railroad have been positive, and they have provided a letter of support that was included with the application. Linn County has provided a letter of support committing to additional ROW dedication and agreeing to the crossing. ODOT assigned a property manager, and has reviewed the request and suggested modifications. Staff has updated the application files, and are hoping to meet with the Railroad and ODOT soon to discuss any remaining obstacles and next steps.
- We continue to try to work with Linn County to develop a plan for the old Weyerhaeuser mill site. The remaining cleanup looks positive, and it is possible that it could be completed soon, however, some pollutants will be left in place, and would require a management plan that ensures that the ponds and the associated sediment are not disturbed. Staff has stayed in contact with DEQ regarding the cleanup efforts.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	January, 2021	December, 2020	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	12	10	12	76	N/A
New Officer-Detected Violations	2	N/A	2	N/A	N/A
Violations Resolved	19	12	19	195	326.33
Complaints Noted with No Violation Found	2	4	2	17	25
Open Cases at End of Period	21	28	21	28	N/A
Citations	0	1	0	5	1.67
Abatements	0	0	0	0	0
Enforcement Type	January, 2021	December, 2020	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	6	5	6	49	50.33
Blight	0	0	0	1	1
Illegal Burn	0	0	0	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	2	1	2	24	9.33
Illegal Sign	1	1	1	6	3.33
Junk/Abandoned Vehicle	0	2	0	8	10.67
Minimum Housing	0	1	0	4	4.33
Occupying an RV	0	4	0	50	47.33
Open Storage	2	13	2	84	79.33
Other	2	0	2	7	24
Public Nuisance	0	9	0	103	59
Public Right-of-way	1	0	1	13	16.33
Tall Grass & Weeds	0	3	0	161	142
Vacant Lot	0	0	0	0	0.33

The City's Code Enforcement Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.

5. PARKS

- The Park and Tree Committee will meet next on February 17th, 2021.
- The Sweetheart Run is coming up on Saturday, February 13th, 2021. Staff and volunteers are busy doing the final preparations for the event.
- Construction of Sankey Park Improvements is continuing. Excavating for the path base, and water, power and control lines has begun. Construction on the play structures has been completed, as well as much of the lighting installation. The first phase of concrete has been

completed, and the remaining concrete work continues. Work on the asphalt paths, remaining electrical and irrigation lines will continue into the Spring.

6. OTHER PROJECTS

- Work on the 18th Ave & Willow St Neighborhood Water LID continues. Appointed Viewers have reviewed the project scope and have recommended that the City Council approve it, but have expressed concerns regarding the cost burden of the full project (Complete Streets and Water).
- The Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, and we have received a proposed Intergovernmental Agreement from ODOT. However, Citizens have come forward seeking to add a roofed structure over the artwork to protect it from the weather. Staff is working with ODOT to modify the IGA in order to allow the construction of a roofed structure. Staff inquired to learn if City acquisition of the property was a possibility. Initially, ODOT informed us that such action was not a possibility. However, after additional follow-up, ODOT is indicating that a right-of-way vacation is possible, which would add some of the property to the East Linn Museum property. Staff is waiting for a modified agreement from ODOT. In the meantime, staff is investigating spraying the sculpture with a protective coating.
- The ODOT Foster Lake Sidewalk Project: Budgetary constraints have required that the project be limited to one side (the north) of US 20. The new scope also removes the section underneath the railroad bridge, and calls for a soft-surface path in that location to be constructed by the City. Construction has been delayed until 2022, but engineering work is continuing throughout 2021.
- The CEDD systems analysis is ongoing. This project will “map” out all department processes so that efficiencies can be identified, delays can be removed, and operations can be made easier for both customers and staff. These process maps will be documented for staff continuity and to share with other departments.

MEMORANDUM



TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: February 9, 2020
 SUBJECT: Public Works Activities Report – January 2020

This memorandum provides a brief periodic update of specific projects, WTP/WWTP O&M and Compliance status, and activities performed by the Public Works Department.

This table section summarizes work done on key maintenance activities.

Work Type	January, 2021	December, 2020	2021 YTD	2020	2 Yr Ave
Bathrooms/Garbage	36	38	36	597	670
Catch Basin Inspection/cleaning	0	0	0	48	40
Leaf Collection	1	123	1	138.5	181
Hydrant Flushing	0	0	0	280	292
Locates	38	17	38	520	484
Meter Re-Read	53	52	53	830	636
Mowing	0	1	0	82	106
Playground EQ Inspection	9	2	9	21	60
Pothole Repair	75	10	75	667	638
Sewer CCTV Miles	0.00	0.27	0.00	5.71	4
Street Sweeping Miles	0	100	0	2086	3114
Water Main Repair	3	0	3	5	10
Water Service Repair	0	0	0	73	52
Water Turn Ons/Offs	50	53	50	914	977
Total Completed Word Orders	379	521	379	7895	8233

WWTP and WTP Key Performance Indicators (KPIs)

	December, 2020	November, 2020	2020 YTD	2019	5 Yr Ave
Potable					
MG Treated	26.95	22.23	345.87	444.48	434.89
Backwash Water in MG	4.81	1.17	18.43	22.90	13.50
Ave daily demand in MG	0.87	0.77	0.94	1.21	1.17
Sanitary					
MG Treated	86.73	51.49	596.71	547.14	559.36
Max Daily Flow in MG	6.66	3.02	6.66	7.30	6.02
Average Flow in MG	2.80	1.72	1.63	1.50	1.53

MG is Million
* Gallons

Notes: Eight water quality exceedances reported for the month of December

DATE	Parameter	Limit	Exceedance
12/21/2020	CBOD Daily Max Lbs	630	786
12/21/2020	TSS Daily Max Lbs	690	1488
12/26/2020	CBOD Weekly Ave. Max Lbs	460	693
12/26/2020	TSS Weekly Ave Max Lbs	520	1020
12/28/2020	TSS Daily Max mg/L	30	33
12/28/2020	TSS Daily Max Lbs	690	795
December	TSS Monthly Ave Max Lbs	350	352
01/02/2021	TSS Weekly Ave. Max Lbs	520	582

Current & Upcoming Projects

Treatment Facilities Working on bringing Operations in House

Scope: Council voted to resume operations of treatment facilities.

Status: Current proposed transfer on July1, 2021.

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance

Status: Project on schedule. WWTP Final design commenced in August, 2019. WWTP Improvement Project is at the 60% design completion. Staff completing Value Engineering Study with Keller Associates. Proceeding to 90% design.

Water Loss

Scope: Staff will continue to identify water leaks throughout the 54 miles of water distribution system.

Status: PW staff submitted updated Water Loss Charts to Council in November, 2020, projecting current water loss below 11%.

Radars Speed Signs

Scope: Purchase 6 radar speed signs throughout the community.

Status: Staff ordered 6 radar speed signs. Installed two signs, one on 1st Avenue, second on Airport Road. Permits applications has been submitted to ODOT for multiple location along State Highway 20 and Highway 228. Currently waiting on ODOT permits.

Sankey Park Improvements

Scope: Install new paths, lighting, and playground equipment.

Status: Playground equipment installation was completed week of June 29, 2020. Concrete sidewalks/paths are at 50% completion. Lights are at 50% completion. Additional concrete work will occur as weather allows.

2020 Overlay Project

Scope: 29th Avenue Chip Seal completed this summer.

Status: Project in design with Civil West.

Water Distribution System Evaluation – Murraysmith

Scope: Murraysmith will perform a hydraulic water model of the water distribution system to pinpoint operations deficiencies and develop a plan to mitigate water system deficiencies.

Status: City staff purchased water modeling software, which Murraysmith to hydraulically model the water distribution system. Project currently in progress awaiting results from staff.

System Development Charges (SDCs) – Murraysmith

Scope: Provide an update to the current water and sewer system development charges (SDCs) and establish new transportation, parks, and stormwater SDCs based on current capital improvement plans. Council Workshop presentation took place on July 28, 2020.

Status: Actively in progress. Council to review mythology in November, 2020. 90 days notices was published November 9, 2020. Hearing date set for February 9, 2021.

Backwash Pump Evaluation – West Yost

Scope: Evaluate feasibility of adding a backwash pump and using clearwell for filter backwashes and the corresponding effects on the distribution system and treatment.

Status: In design with West Yost.

Finished Water Pump Evaluation – West Yost

Scope: Evaluate feasibility to add a Variable Frequency Drive (VFD) to the current finish water pumps to maintain a constant level in clearwell to help facilitate Backwash Pump.

Status: In design with West Yost.

WTP Disinfection Evaluation – The Automation Group (TAG) (sub from West Yost))

Scope: Murraysmith will perform a hydraulic water model of the water distribution system to pinpoint operations deficiencies and develop a plan to mitigate water system deficiencies.

Status: Staff procured equipment, Public Works staff to complete installation. TAG commencing with installation and programing, onsite installation scheduled for Dec 1st and 2nd.