



CITY OF SWEET HOME CITY COUNCIL AGENDA

June 09, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WiFi Passcode: guestwifi

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

Mission Statement

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

Meeting Information

This meeting is open to the public in person and virtually. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, visit <http://live.sweethomeor.gov>. If you do not have access to the internet, you can call in to 971-203-2871 and enter the meeting ID followed by the # sign to be logged in to the call. Meeting ID: 882 329 760

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

I. Call to Order & Pledge of Allegiance

II. Roll Call

III. Consent Agenda

- a) Approval of Minutes:
 - i) [2026-05-26 City Council Meeting Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

V. New Business

- a) [Request for Council Action – Resolution No. 12 for 2026 – Ratifying & Acknowledging the City of Sweet Home’s Participation in the Linn County Deadly Physical Force Plan Revisions](#)
- b) [Request for Council Action – Approving the Renewal of Workers’ Compensation Insurance with SAIF Corporation](#)

VI. Ordinance Bills

- g) Third Reading of Ordinance Bills (Roll Call Vote Required)
 - viii) [Request for Council Action – Ordinance Bill No. 1 for 2026 – Ordinance No. 1339 – Public Hearing for a Zoning Map Amendment Application ZMA26-01 and Property Line Adjustment Application PLA26-02](#)

VII. Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

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.

Community Health Committee – Councilor Bronson

- [2026-05-27 Community Health Committee Meeting Minutes](#)

Library Advisory Board – Councilor Augsburger

Park & Tree Committee – Councilor Hegge

Planning Commission

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

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

VIII. Department Reports

Library

Planning & Building

Public Works

- [Public Works Report – May 2026](#)

Finance

- [Finance Department Report – May 2026](#)

Police

City Attorney

IX. Reports of City Officials

City Manager's Report

Mayor's Report

X. Council Business for Good of the Order

XI. Adjournment



CITY OF SWEET HOME CITY COUNCIL MEETING MINUTES

May 26, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

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

Call to Order & Pledge of Allegiance

The meeting was called to order at 6:30 PM.

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson, (virtual, 6:37 PM)
Councilor Aaron Hegge (virtual, 6:33 PM)
Councilor Angelita Sanchez

ABSENT

Councilor Dylan Richards

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Matt Brown, Finance Director (contracted)
Angela Clegg, Planning & Building Manager
Blair Larsen, City Attorney
Adam Leisinger, Special Projects Manager
Greg Springman, Public Works Advisor
Dominic Valloni, Public Works Operations Manager

GUESTS

Robert Egner, 28628 Ridgeway Road, Sweet Home, OR 97386
Kevin Strong, 40120 Crawfordville Drive, Sweet Home, OR 97386

Consent Agenda

Approval of Minutes:

- a) 2026-05-12 City Council Executive Session Minutes
- b) 2026-05-12 City Council - Planning Commission Joint Work Session Minutes
- c) 2026-05-12 City Council Meeting Minutes

President Pro Tem Thorstad moved to approve the Consent Agenda. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Sanchez

NAY: None

ABSENT: Bronson, Hegge, Richards

Recognition of Visitors & Hearing of Petitions

Mayor Coleman recognized those registered to speak.

Robert Egner expressed concern with Councilor conduct and lack of support for local businesses.

Councilor Hegge entered at the meeting virtually at this time.

New Business

- a) Request for Council Action – Adopting the Action Plan for the FY 2024 Audit

Director Brown stated that there were two findings for the Fiscal Year 2024 audit including untimely bank reconciliations and failure to file audit reports timely. He noted that both findings were being corrected and would be resolved as the City continued to catch up on audits. He stated that City Council was required to accept an action plan to submit to the Secretary of State.

Councilor Sanchez moved to approve the action plan as proposed. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Hegge, Sanchez

NAY: None

ABSENT: Bronson, Richards

Councilor Bronson entered the meeting virtually at this time.

- b) Request for Council Action – Resolution No. 7 for 2026 – Adopting the Library Laptop Lending Policy & Amending the Library Policy Manual

Director Dazey stated that adoption of a Laptop Lending Policy was required in order to receive a technology grant and provided an overview of the policy.

President Pro Tem Thorstad moved to approve the policy as proposed. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

- c) Request for Council Action – Approving a Contract with ODOT for the Mountain View Road Multi-Use Path Project

City Manager Ogden stated that the intent of the contract was to begin the Preliminary Engineering Phase of the Mountain View Road Multi-Use Path Project and reviewed the history of the grant application, the scope of the project, and the project timeline. He noted that a local match was required which was budgeted in the City's Capital Improvement Plan (CIP).

Councilor Bronson expressed satisfaction with the amount of match required.

Councilor Sanchez acknowledged City Attorney Larsen's work to secure the grant.

President Pro Tem Thorstad moved to approve the contract as presented. Councilor Sanchez seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

- d) Public Hearing & Request for Council Action – Resolution No. 8 for 2026 – Declaring Election to Receive State Revenues

Director Brown reviewed the purpose of the Public Hearing and the sources of State revenues which are allocated to the General Fund.

Mayor Coleman opened the Public Hearing at 6:43 PM.

There was no one to be heard.

Mayor Coleman closed the Public Hearing at 6:45 PM.

Councilor Bronson moved to approve Resolution No. 8 for 2026. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

- e) Request for Council Action – Resolution No. 9 for 2026 – Certifying Services to Receive State Revenues

Director Brown stated that the City was required to certify the provision of at least four mandatory public services in order to receive State revenues.

Councilor Bronson moved to approve Resolution No. 9 for 2026. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

- f) Request for Council Action – Resolution No. 10 for 2026 – Adopting the FY 2026-2027 Budget

Director Brown reviewed the meetings of the Budget Committee and provided a high-level review of the proposed budget.

Councilor Hegge recused himself from voting on the personnel services for the Finance Department and Parks Department.

Councilor Bronson moved to approve the proposed FY 2026-2027 budget for personnel services for the Finance Department and Parks Department. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Sanchez

NAY: None

RECUSED: Hegge

ABSENT: Richards

Deputy City Manager stated that staff recommended two changes to the budget since its approval by the Budget Committee: moving \$250,000 from the Path Program to Weddle Bridge to restore the same level of funding as in the current approved budget; and moving Unappropriated Funds to Contingency in all System Development Charge (SDC) Funds. Director Brown explained that moving the funds into contingency would make them available for use for projects, contingent upon additional City Council approval of their use.

Councilor Bronson moved to approve the remainder of the proposed FY 2026-2027 budget with amendments as proposed. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

- g) Request for Council Action – Resolution No. 11 for 2026 – Sportsman’s Holiday Parade Street Closure

City Manager Ogden stated that an application was received for street closures for the Sportsman’s Holiday Parade and reviewed the proposed parade route and timeline of street closures.

President Pro Tem Thorstad moved to approve Resolution No. 11 for 2026. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

Ordinance Bills

Request for Council Action & First Reading of Ordinance Bills

- a) Public Hearing & Request for Council Action – Ordinance Bill No. 1 for 2026 – Ordinance No. ___ – Zoning Map Amendment Application ZMA26-01 & Property Line Adjustment Application PLA26-02

Mayor Coleman opened the Public Hearing at 6:59 PM. She asked the Councilor of any personal bias, conflict of information, or ex parte information. None were declared.

Planning & Building Manager Clegg stated that Zone Map Amendment and the associated Property Line Adjustment would be heard at the same time and reviewed the application details as submitted by the Sweet Home School District.

Councilor Bronson expressed support for the Ordinance based on the recent passage of the school bond measure.

Mayor Coleman invited the applicant, Kevin Strong, to speak.

Mr. Strong thanked the City for their support and stated that approval of the applications could be used to enhance student safety or career technical education.

Mayor Coleman closed the Public Hearing at 7:11 PM.

President Pro Tem Thorstad moved to approve ZMA26-01 and PLA26-02 and conduct a first reading of Ordinance No. 1 for 2026. Councilor Bronson seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

A reading of Ordinance No. 1 for 2026 was completed.

Second Reading of Ordinance Bills

Councilor Sanchez moved to conduct a second reading of Ordinance No. 1 for 2026 by title only. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

A reading of Ordinance No. 1 for 2026 by title only was completed.

President Pro Tem Thorstad moved to conduct a third reading of Ordinance No. 1 for 2026 by title only at the following City Council meeting. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

Library Advisory Board – Councilor Augsburger

- 2026-05-21 Library Board Meeting Minutes

Park & Tree Committee – Councilor Hegge

- 2026-04-21 Park & Tree Committee Meeting Minutes

Planning Commission

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

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

Councilor Sanchez expressed concern with frustrations brought to her by the Park & Tree Committee. City Manager Ogden stated that staff met with the Committee Chair and explained that there was a need to be consistent across all volunteer bodies.

Department Reports

Library

- Library Report – April 2026

Planning & Building

- Planning & Building Report – April 2026

Public Works

- Public Works Report – April 2026

Finance

- Finance Department Report – April 2026

Police

Director Dazey highlighted the upcoming Safety Fair and Summer Reading Kickoff on June 13th.

Planning & Building Manager Clegg stated that Movies in the Park would begin on June 12th.

Councilor Sanchez highlighted that there were no process violations at the wastewater treatment plant for the past 22 months.

Mayor Coleman thanked Public Works for their ongoing work to detect and correct water leaks.

Reports of City Officials

- a) City Manager's Report

City Manager Ogden stated that there would be a free Shred Day at the Police Department at the same time as the Safety Fair. He highlighted the success of the recent electronic recycling event. He stated that Officer Leon Vineyard graduated from the Police Academy this past Friday.

- b) Mayor's Report

Mayor Coleman thanked Director Brown and Financial Operations Manager Cindi Robeck for their work to get the City caught up on audits. She thanked the Beautification Committee for their work in the medians and Clover Park.

Council Business for Good of the Order

President Pro Tem Thorstad thanked the Charter Review Committee for their work on the proposed Charter amendments which were recently passed.

Adjournment

There being no further discussion, the meeting was adjourned at 7:30 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

DRAFT

DEADLY PHYSICAL FORCE PLAN

Revised 2019

**Policies and procedures relating to investigating use of deadly
physical force by law enforcement personnel**

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Agency Policies ¹	Appendix I
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¹ ORS 181.790(2) and 181.785(1)(a)-(b). Citations given to show what statute this provision complies with.

Members of the Planning Authority²

Linn County District Attorney, Doug Marteeny, co-chair
Linn County Sheriff, Michelle Duncan, co-chair
Oregon State Police, Lt. Nathan House
Police Department, Chief Marcia Harnden, Albany Police Department
Labor Union Representative, Sean Potter, Sweet Home Police Department
Public Member, Jay Burcham
Non-Voting Member, Taylor Jackson, Lebanon Police Department.
Non-Voting Member, Colin Pyle, Linn County Sheriff’s Office.
Non-Voting Member, Kevin Guilford.

Approval History³

On May 29, 2019, this plan was presented and approved by the planning authority in a public meeting at the Albany Police Department.

Later, this plan was submitted for approval by the governing bodies of the following jurisdictions:

Linn County.....Approved August 8, 2019
City of Albany.....Approved June 26, 2019
City of Lebanon.....Approved July 10, 2019
City of Sweet Home.....Approved (date)

Upon receiving a vote of approval from 2/3 of the above jurisdictions, this plan was submitted to the Attorney General. Recoding of these dates made part of the document upon approval from respective bodies;

² ORS 181A.780(1)-(2).

³ ORS 181A.780 (7)-(8).

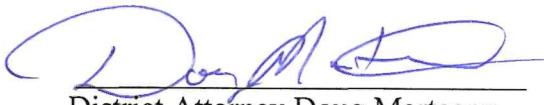
Signatures

I have reviewed the Linn County Deadly Physical Force Plan and agree to the conditions contained therein. My signature confirms my agency's commitment to participation in these policies and procedures relating to the use of deadly physical force by law enforcement personnel.




Sheriff Michelle Duncan

4-21-22
Date



District Attorney Doug Marteeny

4-21-22
Date



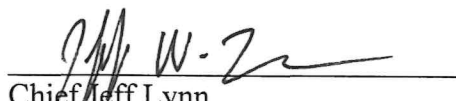
Lt. Jeff Lewis

4-21-22
Date




Chief Frank Stevenson

4-21-22
Date



Chief Jeff Lynn

4/21/22
Date



Chief Marcia Harden

4/25/22
Date

Preamble

The use of deadly physical force by law enforcement personnel is a matter of critical concern both to the public and to the law enforcement community. The purpose of this Plan is not to set the standards for the use of such force, or to be a substitute for agency policy regarding use of force, but rather to provide a framework for a consistent response to an officer's use of deadly physical force that treats the law enforcement officer fairly, and promotes public confidence in the criminal justice system.

Section 1: Administration

- (1) In the event that a member of the planning authority is unable to continue to serve, a replacement shall be appointed as provided in ORS 181A.780.
- (2) There shall be six voting members of the planning authority. The approval of the plan, or revisions thereof, shall be by majority vote.
- (3) The presence of 2/3 of the voting members shall be required in order to hold any vote.

Section 2: Applicability of the Plan

As set forth herein, this plan shall be applicable to any use of deadly physical force by a peace officer acting in the course of and in furtherance of his/her official duties, occurring within Linn County.

Section 3: Definitions

Agency: The law enforcement organization employing the officer who used deadly physical force.

Deadly Physical Force: Means physical force that under the circumstances in which it is used is readily capable of causing death or serious physical injury.

Involved Officer: Means the person whose official conduct, or official order, was the cause in fact of the death of a person. Involved officer also means an officer whose conduct was not the cause in fact of the death, but who was involved in the incident before or during the use of deadly physical force, and this involvement was reasonably likely to expose the officer to a heightened level of stress or trauma.

Physical Injury: Has the same meaning as “physical injury” as defined in ORS 161.015(7).

Plan: Means the final document approved by the planning authority, adopted by two-thirds of the governing bodies employing law enforcement agencies, and published to the Attorney General.

Preliminary Statements: Those statements provided by involved officers to supervisors or investigators immediately after a deadly force incident related to officer safety, public safety and necessary information to secure the scene, apprehend others that may be of concern to the investigation, and provide a framework for the investigation.

Serious Physical Injury: Has the same meaning as "serious physical injury" as defined in ORS 161.015(8).

Section 4: Immediate Aftermath⁴

When an officer uses deadly physical force, the officer, when able, shall immediately:

- (a) Take reasonable measures to preserve life;
- (b) Notify his or her agency of the use of deadly physical force;
- (c) Take such steps as are reasonably necessary to preserve the integrity of the scene and evidence; and
- (d) Upon request, the officer may provide preliminary statements.

Section 5: Primary Investigating Agency⁵

After consulting with the District Attorney, the agency shall decide what law enforcement agency will be the primary investigating agency. In the event that the involved officer's own agency will be the primary investigating agency, and the incident resulted in a death, the agency will promptly arrange for at least one investigator from outside the agency to participate in the investigation.

In the event that a use of deadly physical force resulting in death or serious physical injury involves officers from multiple jurisdictions, the District Attorney and each involved agency shall consult and agree upon a primary investigative agency.

Section 6: Ensuing Actions

When an officer becomes an "involved officer," as defined in Section 3 of this plan, in addition to the provisions of Section 4 of this plan, and notwithstanding agency policy, the following also applies:

- (1) Upon the arrival of additional officers, sufficient to manage the scene, each involved peace officer shall be relieved of the above duties set forth in Section 4 of the Plan, and the duties shall be re-assigned to uninvolved police personnel.

⁴ ORS 181A.780(4)(b).

⁵ ORS 181A.785(3) and ORS 181A.790(5)(a).

- (2) As soon as practicable, each involved peace officer shall leave the scene, as directed by his or her supervisor, and be offered an opportunity for a medical examination. If the involved officer is not in need of medical treatment, the involved officer shall be taken to another location. If requested by the involved officer, the involved officer's union representative shall be notified.
- (3) As soon as practicable after the arrival of a supervisor, notification shall be made to the District Attorney. Notification shall be made to the District Attorney, or other senior member of the District Attorney's staff. This provision does not prevent the agency from requiring additional notification requirements within respective agency policies.
- (4) As soon as practicable, the duty weapon of any peace officer who fired their weapon shall be seized by investigators, and replaced with a substitute weapon, if appropriate.

Section 7: Investigation Protocols⁶

- (1) The investigation, at a minimum, shall consist of:
 - (a) Eyewitness interviews.
 - (b) Evidence collection.
 - (c) Scene documentation.
 - (d) Involved officer interview(s).
- (2) The investigation shall be documented in written reports.
- (3) All written reports shall be filed with the investigator's agency, and copies provided to the lead investigative agency, and the involved officer's agency.
- (4) All police reports shall be promptly provided to the District Attorney.⁷

Section 8: Involved Officers

- (1) Interview of an Involved Officer:

As used in this section "interview" refers to a formal interview of the involved officer by assigned investigative personnel that occurs within a reasonable time period after the incident and after the officer has had an opportunity to consult with counsel, if so desired.

 - (a) The interview of an involved officer shall occur after a reasonable period of time to prepare for the interview and taking into account the emotional and physical state of the officer(s). The interview shall occur no sooner than 48 hours after the incident, unless this waiting period is waived by the officer.
 - (b) The waiting period does not preclude an initial on-scene preliminary statement with the officer to assess and make an initial evaluation of the incident.

⁶ ORS 181A.780(4)(c).

⁷ ORS 181A.780(4)(e).

- (2) For at least 72 hours immediately following an incident in which the use of deadly physical force by a peace officer resulted in the death of a person, a law enforcement agency may not return an involved peace officer to duties that might place the officer in a situation in which the officer has to use deadly force.⁸
- (3) Officers whose actions are the cause in fact of death or serious physical injury to another shall immediately be placed on paid administrative leave until sufficient information exists to determine the justification in the use of deadly physical force and that the officer(s) have had an opportunity for mental health counseling.
- (4) In the 6 months following a use of deadly physical force incident that results in a death, the agency shall offer each involved peace officer a minimum of two opportunities for mental health counseling. The officer shall be required to attend at least one session of mental health counseling.⁹

Section 9: Public Statements

- (1) Every involved agency retains the ability to make public statements as deemed appropriate.
- (2) As soon as practicable, the agency employing any involved officer shall designate a representative to make an initial public statement about the incident. Such statement shall include:
 - (a) The time and place of the incident.
 - (b) The condition of any suspect.
 - (c) The nature of the use of deadly physical force.
- (3) After the initial statement is made, the primary investigating agency has responsibility to take lead on all subsequent public statements about the incident. The primary investigative agency shall consult with the District Attorney and make public releases of information as deemed appropriate.

Section 10: District Attorney

- (1) When a use of deadly physical force by an officer occurs, and death or serious physical injury results, the District Attorney, and/or a senior member of his staff will consult with the agency regarding the investigation and implementation of the elements of this plan.
- (2) The District Attorney has the sole statutory and constitutional duty to make the decision on whether to present a matter to a grand jury. The timing of the decision will be made by the District Attorney at such time as it is determined that sufficient information is available to competently make the decision. The District Attorney will consult with the

⁸ ORS 181A.785(2) and ORS 181A.790(4).

⁹ ORS 181A.790(3)(a) and ORS 181A.785(2).

investigating agency and make the decision on whether to present the case to a Grand Jury.¹⁰

- (3) If the District Attorney decides to present a case to the Grand Jury, the District Attorney shall promptly notify the investigating agency, the involved officer's agency, and the involved officer's representative.
- (4) Preliminary hearings will not be used as a method of reviewing an officer's use of deadly force.
- (5) If the District Attorney decides that the investigation reveals that the officer's use of deadly force was justified under Oregon law, and that grand jury review is unnecessary; the District Attorney shall so notify the agency, the involved officer, the involved officer's representative, and the public.

Section 11: Event Debriefing and Reporting¹¹

- (1) Upon a final determination by the District Attorney, the agency shall conduct an internal review of the matter according to agency policy. Such review, at a minimum, shall include a review of the incident by the involved officer.
- (2) Upon the conclusion of the investigation and final determination of the District Attorney and the Court (when applicable), the agency shall complete and submit a report to the Department of Justice in accordance with ORS 181A.790(6)(b).

Section 12: Training and Outreach

- (1) Each law enforcement agency within Linn County shall include in its use of deadly force policies a provision regarding training of law enforcement personnel regarding the deadly use of force. The policy shall also contain a plan for outreach to the community to educate the public on the agency's policies on the use of deadly force.¹²
- (2) Each law enforcement agency within Linn County shall provide a copy of this plan to every officer, and provide training to officers on the implementation of the plan.

Section 13: Fiscal Impact Statements

At the conclusion of each fiscal year following the adoption of the plan, each agency shall submit to the administrator of the plan, a report outlining the fiscal impact of each element of the plan as described in ORS 181A.780(4)(f).

¹⁰ ORS 181A.780(4)(d).

¹¹ ORS 181A.780(4)(e).

¹² ORS 181A.780(4)(a).

Section 14: Plan Revisions¹³

- (1) Each calendar year, the planning authority shall meet at least once to review and discuss the operation of the plan.
- (2) Revisions or updates to the Title, list of members of the planning authority, Table of Contents, Approval History, Appendices, and Agency Signatures shall be obtained and maintained by the co-chairs of the planning authority.
- (3) If a revision of the Plan (contained in sections 1-14) becomes advisable, the planning authority shall meet and vote on any proposed revisions. If the planning authority adopts a revision to the plan, such revision shall be submitted for approval as provided by statute¹⁴.

¹³ ORS 181A.780(4)(e).

¹⁴ ORS 181A.780(5)and(7).



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 12 for 2026 – Ratifying & Acknowledging the City of Sweet Home’s Participation in the Linn County Deadly Physical Force Plan Revisions

Preferred Agenda: June 9, 2026

Submitted By: Jason Ogden, City Manager / Chief of Police

Reviewed By: Cecily Pretty, Deputy City Manager

Type of Action: Motion Resolution Reading

Relevant Code/Policy: Linn County Deadly Physical Force Plan (2019 Revision)

Towards Council Goal: Effective Government, Essential Services

Attachments: Resolution No. 12 for 2026
Linn County Deadly Physical Force Plan (2019)

Purpose of this RCA:

The purpose of this Request for Council Action is to consider approval of Resolution No. 12 for 2026, ratifying and acknowledging the City's participation in the Linn County Deadly Physical Force Plan revisions adopted in 2019.

Background/Context:

Oregon law requires each County to maintain a Deadly Physical Force Plan establishing procedures and coordination among law enforcement agencies in the event of an incident involving the use of deadly physical force. The Linn County Deadly Physical Force Plan is developed and maintained through a countywide planning process involving participating law enforcement agencies and local governments.

The Linn County Deadly Physical Force Plan was revised in 2019 to reorganize the document and incorporate statutory references for improved clarity and usability. The revisions did not make substantive changes to the operational provisions of the plan. The revised plan received the approvals necessary under state law and became effective in 2019.

During a recent review of plan records, it was discovered that formal approval of the 2019 revisions was not presented to the Sweet Home City Council. Although the omission does not affect the validity or effectiveness of the plan, Linn County has requested that Sweet Home formally acknowledge and approve the revisions to complete the record of participating jurisdictions.

Resolution No. 12 for 2026 would ratify and acknowledge the City's participation in the 2019 Linn County Deadly Physical Force Plan revisions.

The Challenge/Problem:

A review of plan records identified that the 2019 Linn County Deadly Physical Force Plan revisions were not formally presented to the Sweet Home City Council for approval. Although the plan remains valid and effective, the City's records do not currently reflect formal Council action regarding the 2019 revisions.

Issues and Financial Impacts:

There is no fiscal impact associated with this action. The proposed resolution does not require additional expenditures, staffing, equipment purchases, or modifications to existing City operations.

Elements of a Stable Solution:

Adoption of the Resolution will complete the City's records and ensure formal documentation of its participation in the Linn County Deadly Physical Force Plan.

Options:

1. Do nothing: No Council action would be taken, and the City's records would continue to lack formal acknowledgment of the 2019 plan revisions.
2. Move to approve Resolution No. 12 for 2026 as proposed: Adopt the Resolution as presented and formally acknowledge the City's participation in the revised Linn County Deadly Physical Force Plan.
3. Move to approve Resolution No. 12 for 2026 with amendments: Adopt the Resolution with modifications as directed by the City Council. This would require coordination with the other approving entities prior to countywide adoption.

Recommendation:

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

RESOLUTION NO. 12 FOR 2026

A RESOLUTION RATIFYING & ACKNOWLEDGING THE CITY OF SWEET HOME'S PARTICIPATION IN THE LINN COUNTY DEADLY PHYSICAL FORCE PLAN REVISIONS

WHEREAS, Oregon law requires counties to maintain a Deadly Physical Force Plan governing the investigation of incidents involving the use of deadly physical force by law enforcement officers; and

WHEREAS, Linn County revised its Deadly Physical Force Plan in 2019 to reorganize the document and incorporate statutory references for clarity and ease of use; and

WHEREAS, the 2019 revisions became effective upon receiving the approvals required by law, but formal approval by the City of Sweet Home was not presented to the City Council at that time; and

WHEREAS, Linn County has requested that the City formally acknowledge and ratify its participation in the revised plan to complete the record of participating jurisdictions;

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

Section 1. The City Council hereby ratifies and acknowledges the City's participation in the Linn County Deadly Physical Force Plan revisions adopted in 2019.

Section 2. The City Manager is authorized to execute any documents necessary to evidence the City's acknowledgment of and participation in the revised Linn County Deadly Physical Force Plan and to provide a copy of this Resolution to Linn County.

Section 3. Effective Date. This Resolution shall be in full force and effect from and after its passage.

PASSED by the Council and approved by the Mayor this 9th day of June, 2026.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Approving the Renewal of Workers’ Compensation Insurance with SAIF Corporation

Preferred Agenda: July 9, 2026

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Jason Ogden, City Manager / Police Chief

Type of Action: Motion Resolution Reading

Relevant Code/Policy: ORS 746.145

Towards Council Goal: Essential Services, Effective & Efficient Government

Attachments: SAIF Workers’ Compensation Insurance Renewal Document

Purpose of this RCA:

The purpose of this RCA is to request City Council approval of a renewal contract with the State Accident Insurance Fund Corporation (SAIF) for Workers’ Compensation Insurance.

Background/Context:

The City of Sweet Home has been a customer of SAIF for 100 years and has historically carried Workers’ Compensation Insurance through SAIF. Workers’ Compensation Insurance or certified self-insurance are required for all employers in the State of Oregon under ORS 746.145.

The Challenge/Problem:

The City of Sweet Home’s current policy expires June 30, 2026 and renewal or self-insurance is required. Staff have not investigated self-insurance options but that would likely involve undue administrative burden. The City may be subject to financial penalties if the insurance policy lapses.

Issues and Financial Impacts:

The estimated amount for Workers’ Compensation Insurance for Fiscal Year 2026-2027 is \$62,183.31. This is the first time the premium has exceeded \$50,000, which requires City Council approval.

Elements of a Stable Solution:

Approval of an agreement that ensures the City of Sweet Home is compliant with State requirements for Workers’ Compensation Insurance.

Options:

1. Do nothing: The City will not move forward with the renewal and may be subject to penalties from the State of Oregon.
2. Move to approve the renewal as proposed: Direct the City Manager to execute the contract and ensure continuity in Workers' Compensation Insurance.
3. Move to approve the renewal with amendments: Amendments are not likely to be accepted by SAIF.

Recommendation:

Staff recommends option #2: Move to approve the renewal as proposed.



**Workers' compensation insurance proposal for
City of Sweet Home**

Keesecker Insurance Inc-Limited
Keesecker Insurance Inc
P: 541.367.2141
F: 541.367.3904
blake@kee-ins.com

May 29, 2026

CITY OF SWEET HOME
3225 MAIN ST
SWEET HOME, OR 97386-3163

KEESECKER INSURANCE INC-LIMITED
KEESECKER INSURANCE INC
PO BOX 9
SWEET HOME, OR 97386-0009

SAIF policy: 36762
Policyholder: City of Sweet Home

This business's workers' compensation policy with SAIF Corporation renews on July 01, 2026. I authorized the rates and plan(s) shown on the enclosed premium estimate(s).

To elect coverage

Sign and return the Notice of Election before the effective date of July 01, 2026.

To renew or terminate waivers of subrogation

Indicate on the attached Waiver of Subrogation Report which waivers should remain and which should be terminated, then return this list by the fifth day of the renewal month. All waivers will be renewed and charged if the list is not returned by this date.

Prepay discount

SAIF Corporation offers additional savings in exchange for paying premiums in advance. A 3.50 percent discount is offered for prepay plans.

SAIF uses estimated premium paid in advance during the policy year to calculate the prepay discount when the policy is bound and issued. The prepay discount does not change with adjustments in premium after the policy term is issued.

The terrorism premium, catastrophe premium, and the Department of Consumer and Business Services (DCBS) premium assessment will also be estimated and paid with your prepay installments. The prepay discount does not apply to the terrorism premiums or the DCBS premium assessment.

If SAIF does not receive your first installment in our office on or before the 25th day of the month preceding the new policy period, you will not receive the prepay discount. SAIF does not use postmark dates in determining date received.

Installment payment terms

Each installment will be the same amount based on the annual estimate divided into equal installments. Subsequent installments are due by the 25th day following the bill date of the installment.

Changes in your payroll or operations during the year can result in an adjustment to your policy premium. Please notify us of changes in your business to avoid a large reconciliation adjustment at the end of the year.

We will send a payroll report to you at the end of each reporting period. Return the completed payroll report to us by the indicated due date or you may go to saif.com to submit payroll figures online where SAIF makes it easy by doing all the calculations for you.

SAIF adds interest at the rate of one percent per month to any past due balance.

Your final policy premium will be adjusted after you file your actual payroll on a report sent to you at the end of the policy period. To make it easy, SAIF will calculate the premium for you. You can file the report by going to **saif.com / Employer Guide / File a payroll report**, or you may return the completed report to SAIF. SAIF will notify you by invoice of the adjustment in your premium based on the actual payroll you reported for the policy period.

Verifiable time records

Oregon Administrative Rules require you to report wages under the highest rated classification applicable to any part of the worker's duties if you choose not to keep verifiable time records.

In most instances, if you have more than one classification on your insurance policy and your workers shift duties between those classifications, you can use verifiable time records to separate the payroll of the workers and report it in more than one classification on the payroll report.

Verifiable time records must be supported by original entries from other records, including, but not limited to, timecards, calendars, planners, or daily logs prepared by the employee or the employee's direct supervisor or manager. Estimated percentages or ratios will not be accepted. For more information on how to keep verifiable time records, go to **saif.com / Employer Guide/ Reporting payroll / Verifiable time records**.

Prevent jobsite injuries

Safety awareness and preparedness are key in preventing on-the-job injuries, which may keep workers' compensations costs down. Please go to **saif.com / Safety and health** and also the Oregon OSHA website at orosh.org to obtain valuable information to prevent injuries.

SAIF Corporation strives to provide our customers with the best services available at the lowest possible cost. We appreciate your confidence in us and look forward to working with you. Please feel free to contact me whenever you need assistance.

Sincerely,

/s/ Yese Esparza
Underwriter
P: 503.373.8683
F: 503.584.8683
YESESP@SAIF.COM

c: Keesecker Insurance Inc-Limited

City of Sweet Home
Premium estimate for Guaranteed Cost
Period: 07/01/2026 - 07/01/2027

Policy: 36762

Group: CIS

Plan: Version #1 (1)

Rating period: 07/01/2026 to 07/01/2027
Location 1: City of Sweet Home

Classification description	Class	Subject payroll	Rate	Premium
Highway Maintain/Of Toll Roads/Dr	5506	\$330,854.00	3.82	\$12,638.62
Waterworks Operation-Dr	7520	\$404,589.00	2.01	\$8,132.24
Sewage Disposal Plant Oper-Dr	7580	\$464,464.00	1.82	\$8,453.24
Police Officers & Dr	7720	\$1,885,496.00	3.06	\$57,696.18
Vol Community Service	7720	\$0.00	3.06	\$0.00
Vol Police Department NOC	7720	\$0.00	3.06	\$0.00
Vol Explorer Scouts	7720	\$0.00	3.06	\$0.00
Vol Police Dept Support Svrs	7720	\$7,525.00	3.06	\$230.27
City/County-Veh/Equip Repr Shop-Dr	8380	\$145,958.00	1.8	\$2,627.24
Vol Police Reserve @ 800/Mo Ea	8411	\$0.00	1.74	\$0.00
Field Representatives	8742	\$0.00	0.17	\$0.00
Office Clerical	8810	\$1,331,606.00	0.08	\$1,065.28
Library/Museum-Public-Prof Emp&Cler	8810	\$328,987.00	0.08	\$263.19
Vol Library Aids	8810	\$7,150.00	0.08	\$5.72
Attorney & Cler/Messenger/Dr	8820	\$328,248.00	0.06	\$196.95
Buildings-Operation By Owner Or Lessee & Drivers	9015	\$0.00	2.37	\$0.00
Park NOC-All Employees & Dr	9102	\$225,785.00	2.97	\$6,705.81
Vol Park Beautification	9102	\$1,505.00	2.97	\$44.70
Building Inspectors	9410	\$0.00	1.16	\$0.00
Municipal/Twn/Cnty/State Emp-NOC	9410	\$0.00	1.16	\$0.00
Total manual premium		\$5,462,167.00		\$98,059.44

Description	Basis	Factor	Premium
Waiver Of Subrogation	\$98,059.44	1.0025	\$245.15
Total subject premium			\$98,304.59

Description	Basis	Factor	Premium
Experience Rating	\$98,304.59	0.69	-\$30,474.42
Total modified premium			\$67,830.17

Description	Basis	Factor	Premium
OGSERP factor	\$67,830.17	0.95	-\$3,391.51
Pre-pay credit	\$64,438.66	0.965	-\$2,255.35
Total standard premium			\$62,183.31

Description	Basis	Factor	Premium
Oregon Total Premium			\$62,183.31
Premium Discount	\$62,183.31	0.145	-\$9,018.00
Terrorism Premium	\$5,462,167.00	0.005	\$273.11
Catastrophe Premium	\$5,462,167.00	0.01	\$546.22

City of Sweet Home

Premium estimate for Guaranteed Cost

Period: 07/01/2026 - 07/01/2027

Policy: 36762

Group: CIS

Plan: Version #1 (1)

Description	Basis	Factor	Premium
DCBS Assessment	\$53,984.64	1.098	\$5,290.49
Total premium and assessment			\$59,275.13

Premium discount schedule		
First	\$5,000	0.00%
Next	\$10,000	10.50%
Next	\$35,000	16.50%
Over	\$50,000	18.00%

The experience rating modifier is tentative.

Part Two coverage at limits of \$500,000/\$500,000/\$500,000

Policy Minimum Premium: \$500

Additional premium will be charged for the Waiver Of Our Right To Recover From Others Endorsement. For work subject to this endorsement, the maximum charge is one (1) percent of the manual premium.

Your policy premium is based on your current estimated premium and may be prorated for policies in effect for less than a full year or adjusted based on actual payroll by classification.

Terrorism Premium is in addition to Policy Minimum Premium.

Catastrophe Premium is in addition to Policy Minimum Premium.

Payroll Reporting Frequency: Annual

Policyholder Option to Reimburse SAIF Corporation for Medical Expenses (Nondisabling Claims Reimbursement Program): This policyholder has chosen to enroll in the Nondisabling Claims Reimbursement program with Quarterly claim evaluation.

The Oregon Group Supplemental Experience Rating (OGSERP) factor above is for: CIS

City of Sweet Home

Plan description for Guaranteed Cost Plan

Period: 07/01/2026 - 07/01/2027

Policy: 36762

Guaranteed Cost Plan

SAIF Corporation's Guaranteed Cost Plan is a simple, no-risk plan that allows purchasers to know their insurance costs throughout the policy period. It may provide a premium discount based on volume.

Oregon Group Supplemental Experience Rating Plan (OGSERP)

If your business is a member in good standing of an association included in this proposal, you may be eligible for additional group savings through the Oregon Group Supplemental Experience Rating Plan. This plan allows businesses to be rated collectively as a group, and the combined premium and losses of all members are evaluated each year to determine the group's supplemental discount.

Installment payment terms

Each installment will be the same amount based on the annual estimate divided into equal installments. Subsequent installments are due by the 25th day following the bill date of the installment.

Changes in your payroll or operations during the year can result in an adjustment to your policy premium. Please notify us of changes in your business to avoid a large reconciliation adjustment at the end of the year.

We will send a payroll report to you at the end of each reporting period. Return the completed payroll report to us by the indicated due date or you may go to **saif.com** to submit payroll figures online where SAIF makes it easy by doing all the calculations for you.

SAIF adds interest at the rate of one percent per month to any past due balance.

Your final policy premium will be adjusted after you file your actual payroll on a report sent to you at the end of the policy period. To make it easy, SAIF will calculate the premium for you. You can file the report by going to **saif.com / Employer Guide / File a payroll report**, or you may return the completed report to SAIF. SAIF will notify you by invoice of the adjustment in your premium based on the actual payroll you reported for the policy period.

Prepay discount

SAIF Corporation offers additional savings in exchange for paying premiums in advance. A 3.50 percent discount is offered for prepay plans.

SAIF uses estimated premium paid in advance during the policy year to calculate the prepay discount when the policy is bound and issued. The prepay discount does not change with adjustments in premium after the policy term is issued.

The terrorism premium, catastrophe premium, and the Department of Consumer and Business Services (DCBS) premium assessment will also be estimated and paid with your prepay installments. The prepay discount does not apply to the terrorism premiums or the DCBS premium assessment.

If SAIF does not receive your first installment in our office on or before the 25th day of month preceding the new policy period, you will not receive the prepay discount. SAIF does not use postmark dates in determining date received.

City of Sweet Home

Notice of Election for Guaranteed Cost Plan

Period: 07/01/2026 - 07/01/2027

Policy: 36762

Group: CIS

Plan: Version #1 (1)

Agency: Keesecker Insurance Inc
Producer: Keesecker Insurance Inc-Limited

Total estimated premium and assessments: \$59,275.13

Payroll reporting frequency: Annual

Please visit **saif.com** and choose *Safety and health* for information about safety or choose *Employer Guide* for information about reporting payroll, paying online, filing and managing a claim, and coverage.

Initial installment due by 07/25/2026: \$59,275.13

I, the undersigned, as a legal representative of the Company listed above, do hereby authorize SAIF Corporation to issue the policy and determine workers' compensation premiums according to the plan selection on this form. I have read, understand, and agree to the terms and conditions of this plan as set forth in the proposal.

Authorized signature of insured

Date signed

Please return this page with remittance. You may choose to pay online at saif.com, or write the quote or policy number indicated in this document on your check. Make check or money order payable to:

**SAIF CORPORATION
400 High St SE
Salem, OR 97312-1000**

SAIF use only	D: \$0	I: \$59,275	Lyn L Zielinski-Mills
Date received _____	Amount received _____	Check no. _____	
Bond Company _____	Bond no. _____		

City of Sweet Home

Waiver of Subrogation Report

Period: 07/01/2026 - 07/01/2027

Policy: 36762

Underwriter: Yese B Esparza

Agency: Keesecker Insurance Inc

Agent: 20956

Agent Signature: _____

Please check "Yes" to renew or "No" to cancel and return to underwriter.

Effective	Expiration	Waiver Description	Contractor Name	Contract Number	Type	Yes	No
07/01/2026	07/01/2027	PROJECT #06-30686-0	ALBANY & EASTERN RAILROAD CO	1	P	<input type="checkbox"/>	<input type="checkbox"/>

Total number of waivers on this policy: 1

Please return this form to SAIF Corporation by the 5th day of the renewal month. All waivers will be renewed and charged for unless we receive instructions to terminate them.

Partial waivers are .25 percent of policy manual premium, and full and contract waivers are 1 percent, subject to a maximum charge of 1 percent for the policy period.

Type code key

- P = Partial
- F = Full
- A = All contracts
- W = All written contracts
- T = Twenty day notice
- C = Construction agreement



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Ordinance Bill No. 1 for 2026 – Ordinance No. 1339 – Public Hearing for a Zoning Map Amendment Application ZMA26-01 and Property Line Adjustment Application PLA26-02

Preferred Agenda: June 9, 2026

Submitted By: Angela Clegg, Planning & Building Manager

Reviewed By: Jason Ogden, City Manager / Police Chief

Type of Action: Motion Resolution Reading

Relevant Code/Policy: SHMC 17.128.010(A) Decision Authority

Towards Council Goal: Desirable Community, Essential Services, Economic Strength

Attachments: Ordinance No. 1 for 2026
Exhibit A – ZMA25-01 City Council Staff Report
Exhibit B – PLA26-02 City Council Staff Report
Exhibit C – May 7, 2026 Draft Planning Commission Meeting Minutes

Purpose of this RCA:

The purpose of this RCA is to hold a public hearing on Zoning Map Amendment Application ZMA25-01 and Property Line Application PLA26-02, decide on the applications, and, if approved, conduct the first reading of the ordinance.

Background/Context:

The applicants, Cheryl Bartlett and the Sweet Home School District, are requesting a Zoning Map Amendment and Property Line Adjustment for the property totaling approximately 2,687 square feet in Sweet Home, OR 97386 (see attached map). The proposal would change the zoning from Residential High Density (R-3) to Public Facility (PF).

The Sweet Home Planning Commission held a public hearing on May 7, 2026, to review applications ZMA26-01 and PLA26-05 and hear testimony. At that meeting, the Commission approved the applications and recommended City Council approval.

The City Council held a public hearing on May 26, 2026, to consider the applications and completed the first and second readings of the Ordinance for Zoning Map Amendment ZMA26-01.

The Challenge/Problem:

Should the zone map be changed to allow the public facility designation of the properties? Should the zoning map designations be followed if the proposed amendment is consistent with the goals and policies of the comprehensive plan?

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 the application is decided in compliance with City Code and State Law.

The Sweet Home Municipal Code outlines the following criteria for map amendments:

- A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan.
- B. The amendment is orderly and timely, considering existing development patterns, surrounding land uses, and any neighborhood or community changes that may warrant the amendment.
- C. Utilities and services can be efficiently provided to support the proposed uses, or other potential uses, in the new zoning district.
- D. The amendment is consistent with Oregon’s Statewide Planning Goals.

Options:

- 1. Move to deny Ordinance No. 1 for 2026: The proposed Zone Map Amendment and Property Line Adjustment shall be denied.
- 2. Move to approve Ordinance No. 1 for 2026 as proposed: The proposed Zone Map Amendment and Property Line Adjustment shall be approved.
- 3. Move to approve Ordinance No. 1 for 2026 with amendments: City Council may propose revisions to the Ordinance.

Recommendation:

Staff recommends option #2: Move to approve Ordinance No. 1 for 2026 as proposed.

ORDINANCE BILL NO. 1 FOR 2026

ORDINANCE NO. 1339

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

WHEREAS, the applicants, Cheryl Bartlett and the Sweet Home School District, submitted Zone Map Amendment Application ZMA26-01 and requested a zone map change for an area consisting of approximately 2,687 square feet located in Sweet Home, OR 97386 (13S01E31AD Tax Lot 10100). The Sweet Home Zoning Map is proposed to change from the Residential High Density (R-3) Zone to the Public Facility (PF3) Zone. With the approval of Property Line Adjustment Application PLA26-02, the proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on May 7, 2026, 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 May 7, 2026, meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on May 26, 2026, with due notice of such public hearing, to provide opportunity for public comment and testimony. The City Council approved this application by motion at their May 26, 2026, meeting; and

WHEREAS, the proposed Public Facility (PF) 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 ZMA26-01 included as Exhibit A.

Section 2. The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.06.020 as the City Zoning Map including all subsequent amendments, for the area consisting of approximately 2,687 square feet located in Sweet Home, OR 97386 (13S01E31AD Tax Lot 10100). The Sweet Home Zoning Map is proposed to change from the Residential High Density (R-3) Zone to the Public Facility (PF) Zone.

PASSED by the Council and approved by the Mayor this 9th day of June, 2026; and effective the 9th day of July, 2026.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



In the matter of the) Zone Map Amendment
 Zone Map Amendment) File No. ZMA26-01
 request by Cheryl Bartlett)

CITY COUNCIL STAFF REPORT

REQUEST: The Applicant is requesting a Zone Map Amendment for an area of approximately 2,687 square feet. The proposal would change the Sweet Home Zoning Map designation from Residential High Density (R-3) Zone to Public Facility (PF) Zone. This request is being submitted at the same time as a Property Line Adjustment application.

If both applications are approved, the Sweet Home School District will acquire the 2,687 square foot portion of Tax Lot 10100 from the applicant. The school district intends to use this area for future career-focused program opportunities or for improvements related to student safety. The proposed zoning change would also bring the zoning into alignment with the Sweet Home School District’s existing Comprehensive Plan Map designation.

The Planning Commission held a public hearing on May 7, 2026 and made a recommendation to the City Council to approve Zone Map Amendment application ZMA26-01. The City Council will then hold a public hearing and make the final decision on the application.

Application ZMA26-01 is being filed concurrently with application PLA26-02 and is reliant on its approval.

- APPLICANT:** Cheryl Bartlett
- PROPERTY OWNER:** Cheryl L Bartlett Rev Living Trust
- PROPERTY LOCATION:** 1126 18th Avenue, Sweet Home, OR 97386, Identified on the Linn County Assessor’s Map as 13S01E31AD Tax Lot 10100.
- REVIEW AND DECISION CRITERIA:** Sweet Home Municipal Code Section(s): 17.14, 17.24, 17.114, 17.120.010, 17.128, OAR 660-012-0060
- FILE NUMBER:** ZMA26-01

PLANNING COMMISSION PUBLIC HEARING:

- **DATE & TIME:** May 7, 2026 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

CITY COUNCIL PUBLIC HEARING:

- **DATE & TIME:** May 26, 2026 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

STAFF CONTACT: Angela Clegg, Planning and Building Manager
 Phone: (541) 818-8029; Email: aclegg@sweethomeor.gov

REPORT DATE: April 30, 2026

I. PROJECT AND PROPERTY DESCRIPTION

LOCATION: With the approval of Property Line Adjustment Application PLA26-02, the subject tract will contain approximately 2,687 square feet. This tract, located within Tax Lot 10100, is currently zoned Residential High Density (R-3), and its Comprehensive Plan designation is also Residential High Density (R-3). The applicant is requesting a zoning change to Public Facility (PF) to match the zoning designation of the adjacent Tax Lot 09100 and bring the properties into conformity.

ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property A	Public Facility (PF)	Public Facility
Subject Property B	Residential High Density (R-3)	Medium Density Residential
Property North	Residential High Density (R-3) Commercial Highway (C-2)	Central Commercial
Property East	Residential Low Density (R-1) Residential High Density (R-3) Public Facility (PF)	Medium Density Residential Public Facility
Property South	Public Facility (PF)	Public Facility
Property West	Public Facility (PF) Residential High Density (R-3)	Public Facility High Density Residential Central Commercial

Floodplain Based on a review of the FEMA flood insurance rate map; Panel 41043C0913G, dated September 29, 2010, the subject properties are not in the special flood hazard area.

Wetlands: The subject properties show an intermittent perennial drainage to Cotton Creek depicted on the Statewide Wetlands Inventory Map.

Access: Tax Lot 09100 has direct access from Long Street and 18th Avenue. Tax Lot 10100 has direct access from 18th Avenue.

Services: There are existing City water and sewer services to Tax Lots 09100 and 10100.

TIMELINES AND HEARING NOTICE:

Application Received:	March 23, 2026
Application Deemed Complete:	March 26, 2026
Emailed Notice:	March 26, 2026
Mailed Notice:	March 30, 2026
Notice Published in New Era Newspaper:	April 1, 2026
Planning Commission Public Hearing:	May 7, 2026
City Council Public Hearing	May 26, 2026
120-Day Processing Deadlines:	July 24, 2026

Notice was provided as required by SHMC 17.128.010(D).

II. COMMENTS

Building Division: The Building Program has no issues with this request.

Matt Cook

CEDD Engineering: CEDD Engineering has no comment on ZMA26-01 or PLA 26-02 at this time. Neither application appears to have any impact on utility / infrastructure systems for the city.

Public Works

Engineering: No comments as of the issue of this Staff Report.

Sweet Home

Fire District: No comments as of the issue of this Staff Report.

Public Comment: No comments as of the issue of this Staff Report.

III. REVIEW AND DESIGN CRITERIA

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

Zone map amendment proposals shall be approved if the applicant provides evidence substantiating the following:

A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification.

Applicants Comment: The proposed zone will be appropriate for the Comprehensive Plan land use designation on the property and it will be consistent with the description and policies for the applicable Comprehensive Plan land use classification once the property line adjustment is approved.

Staff Findings: If both applications are approved, the Sweet Home School District will acquire the 2,687 square foot portion of Tax Lot 10100 from the applicant. The proposed zoning change would also bring the zoning into alignment with the Sweet Home School District's existing Comprehensive Plan Map designation.

Based on this information, staff finds that the application meets the criterion that the proposed zone is appropriate for the Comprehensive Plan land use designation and is consistent with the description and policies of the applicable classification.

B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.

Applicants Comment: Yes, there is adequate room on the proposed site without exceeding its physical capacity along with adjacent property that is already part of the Sweet Home High School campus.

Staff Findings: The permitted uses under SHMC 17.14.020 and 17.24.020 can be accommodated on the subject properties without exceeding their physical capacity. With the property line adjustment, Tax Lot 09100 will increase to 11.93 acres (519,744 square feet), and Tax Lot 10100 will be reduced to

approximately 13,293 square feet. Tax Lot 09100 contains the existing Sweet Home High School, and educational facilities are permitted in the Public Facility zone per SHMC 17.24.020(A). Tax Lot 10100 contains three existing single-family dwellings, which are allowed in the Residential High Density zone under SHMC 17.14.020(A).

The school district intends to use the adjusted area for future career-focused educational programs or improvements related to student safety.

Based on this information, staff finds that the application meets the criterion that permitted uses in the proposed zone can be accommodated on the site without exceeding its physical capacity.

C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Development Code.

Applicants Comment: Yes, allowed uses in the proposed zone will be in compliance with development requirements in the Development Code. Specifically, the District plans to use the property to either expand career learning opportunities for students, such as developing a site for a greenhouse, or to improve safety for students and community members by establishing a bus loop off 18th Avenue to help reduce bus traffic and traffic congestion on Long Street and in the high school's west parking area before and after school.

Staff Findings: All development in the Public Facility (PF) Zone shall comply with the applicable provisions of this Development Code.

The applicant has not proposed any new development with this application.

Based on the above information, staff finds that the application meets the criterion that allowed uses in the proposed zone can be established in compliance with the development requirements.

D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.

Applicants Comments: Yes, there are adequate public facilities, services and transportation networks in place.

Staff Findings: Sweet Home High School, located on Tax Lot 09100 is currently served by City water and sewer services from Long Street, 18th Avenue, and the south boundary of Tax Lot 09100.

The dwellings located on Tax Lot 10100 are currently served by City water and sewer services from 18th Avenue.

No development is proposed with this application.

Staff find that the application satisfies the criterion requiring adequate public facilities, services, and transportation networks.

E. For residential zone changes, the criteria listed in the purpose statement for the proposed residential zone shall be met.

Applicants Comment: This proposal involves a change to the public facility zone so residential zone criteria does not apply.

Staff Findings: The proposal would amend the Sweet Home Zoning Map by changing the designation of a 2,687-square-foot portion of Tax Lot 10100 from Residential High Density (R-3) to Public Facility (PF). This request is being processed concurrently with a Property Line Adjustment application.

If both applications are approved, the Sweet Home School District will acquire the 2,687-square-foot area from the applicant. The district plans to use the property for future career-focused educational programs or for improvements that enhance student safety.

Because this request involves a change to the Public Facility zone rather than a residential zone, the residential zone purpose statement criteria under SHMC 17.14.010 do not apply to this proposal.

IV. CONCLUSION AND RECOMMENDATION

Based on the findings outlined in Section III of this report, staff recommend that the City Council to approve this application. Because this request is for a zone change, no conditions of approval are proposed.

V. CITY COUNCIL ACTION

In acting on a zone change application; the City Council will hold a public hearing at which it may either approve or deny the application(s). The decision should be based on the applicable review and decision criteria.

Motion:

After opening the public hearing and receiving testimony, the City Council's options include the following:

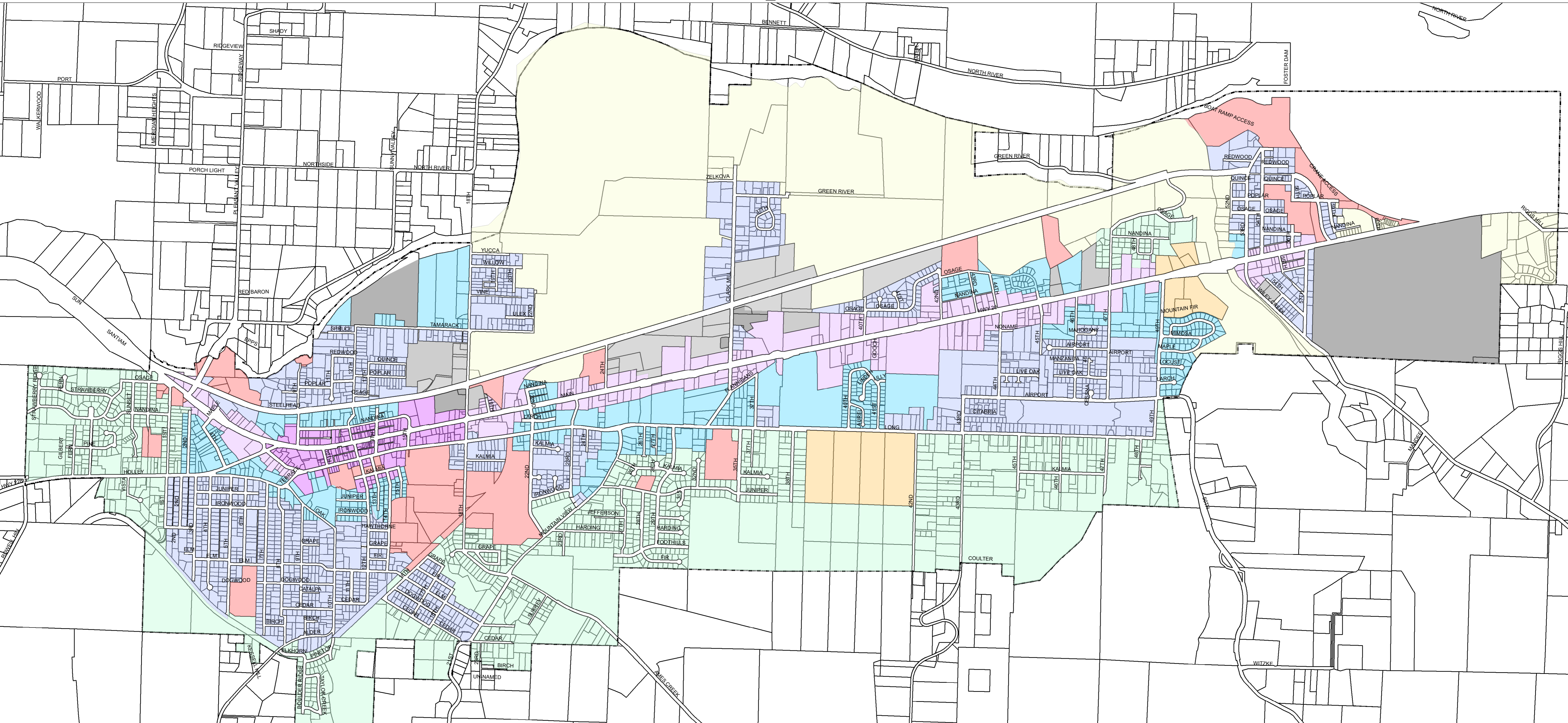
1. Move to approve application ZMA26-01, which includes adopting the findings of fact listed in the staff report.
2. Move to deny application ZMA26-01 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

VI. ATTACHMENTS

- A. Subject Property Map
- B. Zone Map Amendment Narrative
- C. Zoning Map
- D. Comprehensive Plan Map

The full record is available for review at the City of Sweet Home Community and Economic Development Department Office located at City Hall, 3225 Main Street, Monday through Thursday, excluding holidays.

Sweet Home Comprehensive Plan



AMENDING ORDINANCES

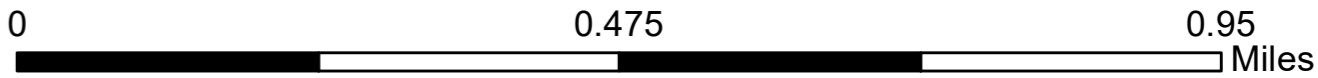
831	04-07-81
933	06-11-85
1013	02-27-90
1069	04-26-94
1070	10-21-94
1081	12-13-94
1083	06-19-95
1102	04-22-97
1105	05-27-97
1114	12-09-97
1125	11-09-09
1151	09-23-03
1197	12-11-07
1305	09-27-22

Legend

	C1 - Central Commercial		Taxlots
	C2 - Highway Commercial		Urban Growth Boundary
	I - Light Industrial		
	I - General Industry		
	I - Heavy Industrial		
	R1 - Low Density Residential		
	R2 - Medium Density Residential		
	R3 - High Density Residential		
	MU - Mixed Use		
	MUE - Mixed Use Employment		
	PF - Public Facility		

Official Comprehensive Plan Map

Adopted September 27, 2022
 By Ordinance Number 1305
 Updated by Later Annexation Ordinances



1 inch equals 0.15 miles

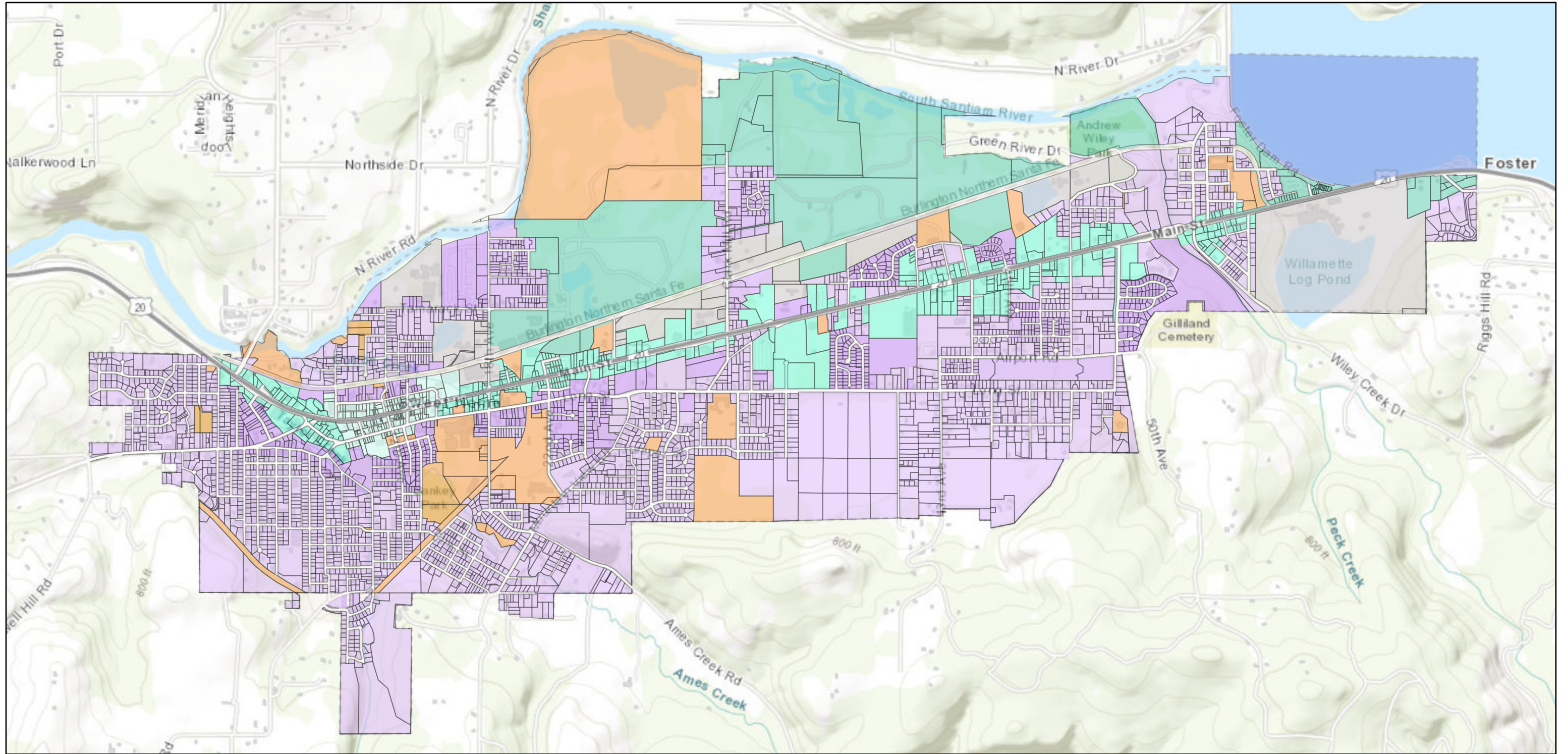
This map was created for display purposes only and is subject to errors and/or omissions. The City of Sweet Home and Linn County disclaim any liability as to the accuracy of the data.

Created By:
 City of Sweet Home
 Community Development Department
 541-367-8113

Print Date : 10-31-2022

Reproduced by PR 9/12/14 from original by SV 01/09/09
 Updated by JG Oct 2022

Sweet Home Zoning Map



4/30/2026

TaxLotsSweetHome

Zoning

PF - Public Facility

R1 - Residential Low-Density

R3 - Residential High-Density

RC - Recreation Commercial

C2 - Commercial Highway

R2 - Residential Medium Density

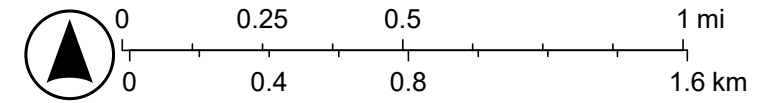
I - Industrial

WATER

C1 - Commercial

Citations

1:30,312



County of Linn, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA


City of Sweet Home

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

In the matter of the) Property Line Adjustment
 Property Line Adjustment) File No. PLA26-02
 request by Sweet Home School District and Cheryl Bartlett)

CITY COUNCIL STAFF REPORT

REQUEST: The Applicant is requesting a Property Line Adjustment to acquire approximately 2,687 square feet of an adjacent residential lot (Tax Lot 10100). Subject Property A is approximately 11.87 acres (517,057 square feet) and zoned Public Facility (PF), while Subject Property B is approximately 15,980 square feet and zoned Residential Medium Density (R-3). The adjustment will increase Subject Property A to 11.93 acres (519,744 square feet) and reduce Subject Property B to approximately 13,293 square feet.

This request is being submitted concurrently with a Zone Map Amendment application. If both applications are approved, the Sweet Home School District will acquire the 2,687-square-foot portion of Tax Lot 10100 from the applicant, with the intent to use this area for future career-focused program opportunities or for improvements related to student safety. The proposed zoning change would also bring zoning into alignment with the district's existing Comprehensive Plan Map designation.

Application PLA26-02 is being filed concurrently with application ZMA26-01 and is reliant upon its approval. Applications for more than one land use action and permit for the same property may, at the applicant's discretion, be heard or reviewed concurrently. Multiple land use requests involving different processing Types shall be heard and decided at the higher processing Type. [SHMC 17.120.010]. Application PLA26-02 shall be heard with Application ZMA26-01 as a Type IV application.

The Planning Commission held a public hearing on May 7, 2026 and made a recommendation to the City Council to approve Property Line Adjustment application PLA26-02. The City Council will then hold a public hearing and make the final decision on the application.

APPLICANT: Kevin Strong, Sweet Home School District

PROPERTY OWNER: Cheryl L. Bartlett Rev Living Trust

PROPERTY LOCATION: **Property A:** 1641 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 31AD, Tax Lot 09100
Property B: 1126 18th Avenue, Sweet Home, OR, 97386; Identified on the Linn County Assessors Map as 31AD, Tax lot 10100

REVIEW AND DECISION CRITERIA: Sweet Home Municipal Code Section(s): 17.14, 17.24, 17.92, 17.128

FILE NUMBER: PLA26-02

PLANNING COMMISSION PUBLIC HEARING:

- **DATE & TIME:** May 7, 2026 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

CITY COUNCIL PUBLIC HEARING:

- **DATE & TIME:** May 26, 2026 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

STAFF CONTACT: Angela Clegg, Planning and Building Manager
Phone: (541) 818-8029; Email: aclegg@sweethomeor.gov

REPORT DATE: April 30, 2026

I. PROJECT AND PROPERTY DESCRIPTION

Zoning and Comprehensive Plan Designations:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property A	Public Facility (PF)	Public Facility
Subject Property B	Residential High Density (R-3)	Medium Density Residential
Property North	Residential High Density (R-3) Commercial Highway (C-2)	Central Commercial
Property East	Residential Low Density (R-1) Residential High Density (R-3) Public Facility (PF)	Medium Density Residential Public Facility
Property South	Public Facility (PF)	Public Facility
Property West	Public Facility (PF) Residential High Density (R-3)	Public Facility High Density Residential Central Commercial

Property Information:

Floodplain: Based on a review of the FEMA flood insurance rate map; Panel 41043C0913G, dated September 29, 2010, the subject properties are not in the special flood hazard area.

Wetlands: The subject properties show an intermittent perennial drainage to Cotton Creek depicted on the Statewide Wetlands Inventory Map.

Access: Tax Lot 09100 has direct access from Long Street and 18th Avenue. Tax Lot 10100 has direct access from 18th Avenue.

Sidewalks: There are existing sidewalks along 18th Avenue and Long Street.

Services: There are existing City water and sewer services to Tax Lots 09100 and 10100.

Street: Tax Lot 09100 abuts approximately 750 feet of Long Street and approximately 165 feet of 18th Avenue. Tax Lot 10100 abuts approximately 75 feet of 18th Avenue. No new streets are proposed with this property line adjustment.

Notice and Timelines

Application Received:	March 23, 2026
Application Deemed Complete:	March 26, 2026
Emailed Notice:	March 26, 2026
Mailed Notice:	March 30, 2026

Notice was provided as required by SHMC 17.128.010(G).

II. COMMENTS RECEIVED

Matt Cook

CEDD Engineering: CEDD Engineering has no comment on ZMA26-01 or PLA 26-02 at this time. Neither application appears to have any impact on utility / infrastructure systems for the city.

Public Works Division: No comments as of the issuance of this staff report.

Building Division: No comments as of the issuance of this staff report.

Sweet Home Fire District: No comments as of the issuance of this staff report.

Public Comments: No comments as of the issuance of this staff report.

III. REVIEW CRITERIA AND FINDINGS OF FACT

An application for a property line adjustment is subject to the review criteria listed in Sweet Home Municipal Code Section 17.92. Application PLA26-02 is being filed concurrently with application ZMA26-01 and is reliant upon its approval. Multiple land use requests involving different processing Types shall be heard and decided at the higher processing Type. [SHMC 17.120.010]. SHMC Section 17.128.010(A) *Decision authority*. Applications subject to a Type IV review shall be reviewed and decided by the City Council with the recommendation of the Planning Commission. Staff Findings of Fact and analysis are as follows.

17.92.050: DECISION CRITERIA

Approval of a property line adjustment shall require compliance with the following criteria:

A. A property line adjustment cannot create or vacate a parcel. Creation or vacation of a parcel requires approval of a land division.

Applicants Comment: The applicant marked no, the property line does not create or vacate a parcel.

Staff Findings: There are two properties involved in this adjustment. The proposal would transfer approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). The Property Line Adjustment does not create a new parcel or vacate an existing one. [SHMC 17.92.010 and 17.92.050(A)]

Based on these findings, staff conclude that the application meets the applicable criteria.

B. Following the adjustment, all lots or parcels must comply with the area and dimension standards of the applicable zone. For existing non-conforming lots or parcels, the adjustment shall not increase the degree of non-conformance of the subject property or surrounding properties.

Applicants Comment: Yes, the site will comply once the property line adjustment is approved.

Staff Findings: The proposal would transfer approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). Following the adjustment, Subject Property

A shall increase to 11.93 acres (519,744 square feet) and Subject Property B shall decrease to approximately 13,293 square feet.

Following the adjustment, Subject Property A shall have an average width of approximately 973 feet, and an average depth of approximately 636 feet. Subject Property B shall have an average width of approximately 76 feet, and an average depth of approximately 225 feet.

Based on these findings, staff conclude that the application complies with the area and dimension standards of the applicable zone.

17.10.060 Dimensional Standards

A. Unless otherwise required by this Development Code, the following minimum dimensional standards shall be required for all development in the R-3 zone:

- 1. Minimum Lot Area & Width**
 - a. Single Family: 5,000 square feet.**
 - b. Duplex: 5,000 square feet.**
 - c. Attached Dwelling: 2,000 square feet.**
 - d. Multiple Family (3 or more): 9,000 square foot parcel, 1,500 square feet per unit.**
 - e. Other Uses: Sufficient to meet density and development requirements**
 - f. Minimum Width at Building Line – Corner Lot: 70 feet.**
 - g. Minimum Width at Building Line: Interior Lot: 60 feet.**
 - h. Minimum Width at Building Line – Attached: 25 Feet.**
- 2. Minimum Setbacks**
 - a. Front Yard: 15 feet.**
 - b. Garage or Carport: 20 feet to entrance.**
 - c. Side Yard (Interior) – 5 feet (per story).**
 - d. Side Yard (Street): 15 feet.**
 - e. Rear Yard: 10 feet.**
 - f. Attached Side Yard: 0 feet, 10 feet exterior boundary.**
- 3. Maximum Structure Height**
 - a. Single Family: 30 feet.**
 - b. Single Family Attached, Duplex, Multi-Family: 40 feet.**
 - c. Accessory Building: 20 feet (roof apex).**
- 4. Maximum Lot Coverage**
 - a. Single Family: 40%.**
 - b. Single Family Attached: 60%.**
 - c. Duplex, Multi Family: 60%.**

17.24.050 Dimensional Standards

A. The following dimensional standards shall be required for all development in the Public Facility Zone:

- 1. Minimum Lot Area: Sufficient to allow the use and comply with setback requirements.**
- 2. Minimum Setbacks (to use):**
 - a. Front Yard - Adjacent to Non-Residential: None.**
 - b. Front Yard - Adjacent to Residential: 15 feet.**
 - c. Side Yard - Adjacent to Non-Residential: None.**
 - d. Side Yard - Adjacent to Residential: 15 feet.**
 - e. Rear Yard - Adjacent to Non-Residential: None.**
 - f. Rear Yard - Adjacent to Residential: 15 feet.**
- 3. Maximum Structure Height: 60 feet.**
- 4. Maximum Lot Coverage: 80%.**

Staff Findings: The proposal would transfer approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). The adjustment will increase Subject Property A to 11.93 acres (519,744 square feet) and reduce Subject Property B to approximately 13,293 square feet.

Properties A and B contain pre-existing structures. No new development is proposed as part of this application.

Based on these findings, staff find that the resulting lots meets the minimum lot area, width, and dimensional standards of the R-3 and PF zones and therefore complies with the applicable criteria.

17.14.070 Development Standards:

All development in the R-3 Zone shall comply with the applicable provisions of this Development Code. The following references additional development requirements:

- A. Off-street parking: All uses identified in the zone shall comply with provisions in Chapter 17.44***
- B. Signs. Signs shall conform to the standards contained in Chapter 17.50.***
- C. Fencing. Fences shall conform to provisions contained in Chapter 17.52.***
- D. Landscaping. Landscaping improvements shall conform to provisions contained in Chapter 17.54.***
- E. Yards and lots. Yards and lots shall conform to provisions contained in Chapter 17.56.***
- F. Other. A property owner is advised other regulations may apply for property in an identified natural resource area (Chapter 17.28); the flood hazard area (Chapter 17.30) and in or near an identified historical site (Chapter 17.32).***

17.24.060 Development Standards:

All development in the Public Facility Zone shall comply with the applicable provisions of Chapter 2.40 of this Code. In addition, the following specific standards shall apply:

- A. Off-street parking. All uses identified in the zone shall comply with provisions in Chapter 17.44***
- B. Signs. Signs shall conform to the standards contained in Chapter 17.50.***
- C. Fencing. Fences shall conform to provisions contained in Section 17.52.***
- D. Landscaping. Landscaping improvements shall conform to provisions contained in Chapter 17.54.***
- E. Yards and lots. Yards and lots shall conform to provisions contained in Chapter 17.56.***
- F. Site development review. All new development or expansion of an existing structure or use shall be subject to the Site Development Review procedures of Chapter 17.102.***
- G. Exterior lighting. Exterior lighting shall be located in such a manner so as not to face directly, shine or reflect glare onto a street, a highway or a lot in a residential zone.***
- H. Other. A property owner is advised other regulations may apply for property in an identified natural resource area (Chapter 17.28); the flood hazard area (Chapter 17.30) and in or near an identified historical site (Chapter 17.32).***

Staff Findings: No new development is proposed as part of this application; however, any future development on the properties shall be required to comply with all applicable provisions of the R-3 and PF zone and the Development Code.

- C. If there are existing structures on the lots or parcels, the boundary adjustment shall not reduce required setbacks or place a boundary beneath a structure.***

Applicants Comment: The boundary adjustment will not reduce required setbacks or place a boundary beneath a structure.

Staff Findings: Subject Properties A and B contain pre-existing structures. The resulting property line adjustment shall not increase any existing nonconformity on the lot nor place a boundary beneath a structure.

Based on these findings, staff find that the resulting lot complies with the applicable criteria.

IV. CONCLUSION AND RECOMMENDATION

Based on the findings outlined in Section III of this report, staff recommend that the City Council move to approve this application.

Conditions of Approval:

1. The final configuration of proposed properties A and B shall substantially conform to the plot plan submitted with this application (see Attachment B). The proposal transfers approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). The adjustment will increase Subject Property A to 11.93 acres (519,744 square feet) and reduce Subject Property B to approximately 13,293 square feet.
2. Approval of Zone Map Amendment ZMA26-01.
3. The adjusted property line shall be situated so that all buildings and structures comply with the standards of the Residential High Density and Public Facility Zones. See SHMC 17.10 and 17.24.
4. The property line adjustment shall be surveyed and monumented as required by ORS Chapter 92. Documents must conform with the survey for the subject properties in accordance with ORS Chapter 92 and shall be recorded with Linn County. A property line adjustment deed shall be recorded with Linn County and contain the following:
 - A. The names of the parties;
 - B. The description of the adjusted line;
 - C. References to original recorded documents; and
 - D. Signatures of all parties with proper acknowledgment.
5. Development on the subject properties shall comply with all applicable local, state, and federal requirements; including but not limited to all applicable fire code requirements and other development requirements of the Sweet Home Municipal Code at the time of development.

If the property line adjustment involves partition parcels or subdivision lots, a replat may be required. Please contact the Linn County Surveyor's Office at (541) 967-3857 for more information on platting and replating requirements.

V. CITY COUNCIL ACTION

In acting on a Type IV application; the City Council may approve or deny the application(s). The recommendation should be based on the applicable review and decision criteria.

Motion:

After opening the public hearing and receiving testimony, the City Council's options include the following:

1. Move to approve application PLA26-02, which includes adopting the findings of fact listed in the staff report.
2. Move to deny application PLA26-02 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

VI. ATTACHMENTS

- A. Subject Property Map
- B. Proposed Site Map
- C. Property Line Adjustment Narrative

The full record is available for review at the City of Sweet Home Community and Economic Development Department Office located at City Hall, 3225 Main Street, Monday through Thursday, excluding holidays.



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

May 07, 2026, 6:30 PM

Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

Roll Call of Commissioners

PRESENT

Commissioner Brandy Wysong-Frick
Commissioner Joe Graybill
Commissioner Daniel Tiel
Chairperson Laura Wood

ABSENT

Commissioner Nancy White
Vice Chair Jamie Melcher
Commissioner Henry Wolthuis

STAFF:

Angela Clegg, Planning and Building Manager
Adam Leisinger, Special Projects Manager

GUESTS:

Kevin Strong, Business Manager, Sweet Home School District

Public Comment. None

Meeting Minutes:

- a) 2026-04-16 Planning Commission Meeting Minutes

A motion to approve April 16, 2026, meeting minutes was made by Commissioner Wysong-Frick and seconded by Commissioner Graybill. The motion carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Commissioner Graybill, Commissioner Daniel Tiel

Voting Nay: None.

Absent: Commissioner White, Vice Chair Melcher, Commissioner Wolthuis

Abstain: Chairperson Wood

Public Hearings

- a) PLA26-02 Planning Commission Staff Report

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.

The Public Hearing was opened at 6:32 PM

Chairperson Wood asked the Commissioners if they had any personal biases, conflicts of interest, or ex-parte information. All commissioners answered no.

Manager Clegg presented the staff report to the Commission: The applicant requests approval of a Property Line Adjustment (PLA26-02) to transfer approximately 2,687 square feet from adjacent residential Tax Lot 10100 (Subject Property B) to the Sweet Home School District property (Subject Property A). Subject Property A is 11.87 acres and zoned Public Facility (PF); Subject Property B is 15,980 square feet and zoned Residential Medium Density (R-3). After the adjustment, Property A will increase to 11.93 acres, and Property B will decrease to approximately 13,293 square feet.

This request is being reviewed concurrently with a Zone Map Amendment (ZMA26-01). If both applications are approved, the School District will acquire the 2,687-square-foot area for potential career-technical programming needs or student safety improvements. The zoning amendment would also align the zoning with the Comprehensive Plan designation.

Under SHMC 17.120.010, multiple land use applications for the same property may be processed together under the highest applicable procedure type. Therefore, PLA26-02 is being reviewed with ZMA26-01 as a Type IV application.

The subject properties are not within a special flood hazard area. A mapped intermittent drainage associated with Cotton Creek is present on the Statewide Wetlands Inventory.

The proposal does not create or vacate any parcels. After the adjustment, both properties will continue to meet the lot area, width, and dimensional standards of the PF and R-3 zones. Existing structures on both lots will remain, and no new development is proposed. The adjustment will not create or increase any nonconformities or place a property line beneath a structure. Any future development must comply with all applicable PF, R-3, and Development Code standards.

Based on the findings outlined in Section III of this report, staff recommend that the Planning Commission make a recommendation to the City Council to approve this application.

Conditions of Approval:

1. The final configuration of proposed properties A and B shall substantially conform to the plot plan submitted with this application (see Attachment B). The proposal transfers approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). The adjustment will increase Subject Property A to 11.93 acres (519,744 square feet) and reduce Subject Property B to approximately 13,293 square feet.
2. Approval of Zone Map Amendment ZMA26-01.
3. The adjusted property line shall be situated so that all buildings and structures comply with the standards of the Residential High Density and Public Facility Zones. See SHMC 17.10 and 17.24.
4. The property line adjustment shall be surveyed and monumented as required by ORS Chapter 92. Documents must conform with the survey for the subject properties in accordance with ORS Chapter 92 and shall be recorded with Linn County. A property line adjustment deed shall be recorded with Linn County and contain the following:
 - A. The names of the parties;
 - B. The description of the adjusted line;
 - C. References to original recorded documents; and
 - D. Signatures of all parties with proper acknowledgment.
5. Development on the subject properties shall comply with all applicable local, state, and federal requirements; including but not limited to all applicable fire code requirements

and other development requirements of the Sweet Home Municipal Code at the time of development.

6. If the property line adjustment involves partition parcels or subdivision lots, a replat may be required. Please contact the Linn County Surveyor's Office at (541) 967-3857 for more information on platting and replating requirements.

In acting on a Type IV application; the Planning Commission will hold a public hearing at which it may either recommend that the City Council approve or deny the application(s). The recommendation should be based on the applicable review and decision criteria. The City Council will hold a public hearing and decide on this application.

Motion:

After opening the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to recommend that the City Council approve application PLA26-02, which includes adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application PLA26-02 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

Manager Clegg closed the staff report presentation and asked if the planning commissioners had any questions. There were none.

Applicant testimony: Kevin Strong, Business Manager for the Sweet Home School District. Manager Strong explained the reason for the property line adjustment.

Commissioner questions of the applicant: None

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at: 6:40 PM

Discussion of the Commissioners: Commissioner Wysong-Frick asked about the separate application and found the application to be logical. Chairperson Wood stated that she didn't have a problem. Commissioner Graybill stated that they could use the extra room.

A motion to recommend the City Council approve Application PLA26-02 was made by Commissioner Tiel and was seconded by Commissioner Graybill. The motion was carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Chairperson Wood, Commissioner Graybill, Commissioner Tiel

Voting Nay: None.

Absent: Commissioner White, Vice Chair Melcher, Commissioner Wolthuis

b) ZMA26-01 Planning Commission Staff Report

The Public Hearing was opened at 6:43 PM

Chairperson Wood asked the Commissioners if they had any personal biases, conflicts of interest, or ex-parte information. All commissioners answered no.

Manager Clegg presented the staff report to the Commission: The applicant is requesting a Zone Map Amendment affecting approximately 2,687 square feet. The proposal would change the zoning designation from Residential High Density (R-3) to Public Facility (PF). This request is being processed concurrently with a Property Line Adjustment.

The Planning Commission will hold a public hearing and make a recommendation to the City Council, which will then conduct its own hearing and issue the final decision.

The subject properties are not located within a special flood hazard area. The Statewide Wetlands Inventory identifies an intermittent perennial drainage to Cotton Creek on the properties.

Staff find that the proposed zone is consistent with the Comprehensive Plan land use designation and applicable policies. The allowed uses under SHMC 17.14.020 and 17.24.020 can be supported on the property without exceeding their capacity. After the property line adjustment, Tax Lot 09100 will increase to 11.93 acres (519,744 square feet) and will continue to contain Sweet Home High School, where educational uses are permitted in the PF zone. Tax Lot 10100 will be reduced to approximately 13,293 square feet and will retain three existing single-family dwellings, which are allowed in the R-3 zone.

The school district intends to use the adjusted area for future career-focused educational programs or for improvements related to student safety. No new development is proposed with this application.

Sweet Home High School on Tax Lot 09100 is served by City water and sewer from Long Street, 18th Avenue, and the south property boundary. The dwellings on Tax Lot 10100 are served by City water and sewer from 18th Avenue. Because no development is proposed, staff find that existing public facilities, services, and transportation networks are adequate.

This amendment would change a 2,687-square-foot portion of Tax Lot 10100 from R-3 to PF and is being reviewed alongside the Property Line Adjustment. Since the request involves a change to the Public Facility zone, the Residential High Density zone purpose statement under SHMC 17.14.010 does not apply.

Based on the findings outlined in Section III of this report, staff recommend that the Planning Commission make a recommendation to the City Council to approve this application. Because this request is for a zone change, no conditions of approval are proposed. In acting on a zone change application; the Planning Commission will hold a public hearing at which it may either recommend that the City Council approve or deny the application(s). The recommendation should be based on the applicable review and decision criteria. The City Council will hold a public hearing and decide on this application.

Motion:

After opening the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to recommend that the City Council approve application ZMA26-01, which includes adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application ZMA26-01 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

Manager Clegg closed the staff report presentation and asked if the planning commissioners had any questions.

Commissioner's questions of staff: Wysong-Frick asked about the reason for recommending it to City Council instead of approving it. Manager Clegg explained.

Applicant testimony: Kevin Strong, Business Manager for the Sweet Home School District explained the reason for the zone map amendment.

Commissioner questions of the applicant: None.

Testimony in favor: None
Testimony in opposition: None
Neutral Testimony: None

The Public Hearing was closed at: 6:48 PM

Discussion of the Commissioners: Chairperson Wood stated it complies with the Comprehensive Plan. Commissioner Wysong-Frick stated it was straight forward.

A motion to recommend the City Council approve Application ZMA26-01 was made by Commissioner wood and was seconded by Commissioner Wysong-Frick. The motion was carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Chairperson Wood, Commissioner Graybill, Commissioner Tiel

Voting Nay: None

Absent: Commissioner White, Vice Chair Melcher, Commissioner Wolthuis

Voting Nay: None.

Staff Updates:

Planning Commission/City Council Joint Work Session: Tuesday, May 12 at 5:30 PM

Planning Commission Business None

Adjournment

The meeting was adjourned at 6:51 PM

Laura Wood, Chairperson
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager



CITY OF SWEET HOME COMMUNITY HEALTH COMMITTEE MEETING MINUTES

May 27, 2026, 4:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

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

Call to Order & Pledge of Allegiance

The meeting was called to order at 4:00 PM.

Roll Call

PRESENT

Chair Kelsey Ann Wray
Vice Chair Bob Dalton
Committee Member Michael Grenz
Committee Member Dr. Larry Horton
Committee Member Wanda Jones
Committee Member Dick Knowles
Committee Member Shirley Schumacher

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects Manager

Approval of Minutes

- a) 2026-04-22 Community Health Committee Meeting Minutes

Committee Member Horton moved to approve the minutes of the April 22, 2026 Community Health Committee meeting. Vice Chair Dalton seconded the motion. The motion carried by the following vote:

AYE: Wray, Dalton, Grenz, Horton, Jones, Knowles, Schumacher

NAY:

Recognition of Visitors / Public Comment

There were no visitors to be heard.

Old Business

- a) Health Fair

Vice Chair Dalton stated that vendor applications would be going out shortly and that the Sweet Home Chamber of Commerce produced a flyer for the Health Fair. He requested that Committee Members review the previous year's vendor list and suggest any others that might be a good fit.

Committee Member Horton stated that the Diabetes Education group from Samaritan Health would join the general Samaritan Health table.

No action was required for this item.

b) Diabetes Education Training

Vice Chair Dalton stated that the Rotary Club hosted a presenter for Diabetes Education Training and that they expressed interest in returning to Sweet Home again. He asked if the Committee was interested in hosting and advertising to the community. There was consensus for same.

No action was required for this item.

New Business

a) Behavioral Health

Vice Chair Dalton asked the Committee to consider how to provide front-end impact on behavioral health, including education, in the community. Discussion ensued regarding student groups that were providing support for one another and how the Committee could potentially support the School District.

Vice Chair Dalton mentioned the importance of public green spaces for behavioral health. Committee Member Horton shared photos from Council Liaison Bronson, who was currently on a bicycle trip, depicting bicycles as public art to promote health and wellness. Discussion ensued on ways to do similar promotion in Sweet Home.

No action was required for this item.

Committee Business for the Good of the Order

Chair Wray highlighted the recent addition of a downtown mural.

Discussion ensued on potential topics related to environmental health and other potential presentations to the Committee.

Committee Member Jones stated that the Sweet Home Samaritan Clinic would be partnering with COMG-Northwest on June 6th to host a high school occupation fair.

City Manager Ogden highlighted the upcoming Safety Fair at Sankey Park.

Adjournment

There being no further discussion, the meeting was adjourned at 4:42 PM.

ATTEST:

Chair

City Manager – Ex Officio City Recorder

MEMORANDUM



TO: City Council
FROM: Dominic Valloni, Public Works Operations Manager
Greg Springman, Public Works Consultant
DATE: June 9, 2026
SUBJECT: PW Monthly Report – May 2026

This memorandum provides a brief periodic update of specific projects, Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP) operations and maintenance (O&M), and other activities performed by the Public Works Department.

WWTP Activities - Mahler Water Reclamation Facility

May 2026:

- 40.82 million gallons (MG) of wastewater treated this month
- 1.60 MG max daily flow discharged
- 1.32 MG average daily flow discharged

Compliance:

- The WWTP process has had zero process violations for the last 23 months.
- The City received a Notice of Civil Penalty from DEQ for wastewater discharge violations from the Wastewater Treatment Facility into Ames Creek and South Santiam River between October 2022 through May 2024. Staff will meet with DEQ to discuss it in detail. DEQ and the City staff agreed to modify the Notice of Penalty. City received and signed the Mutual Agreement and Final Order (MAO) on March 24, 2026.

O&M Projects:

- Mahler Water Reclamation Facility Project has been designed and is waiting for funding. Once the audit is completed, the WIFIA application will be submitted.

WTP Activities - Sweet Home Water Treatment Plant

April 2026:

- 35.68 MG finish water treated this month
- 2.05 MG max daily demand
- 1.15 MG average daily demand

Compliance:

- No process violations for May 2026.

Raw Turbidity NTUs:

- NTUs are currently less than 10 (normal).

O&M Projects:

- US Army Corps ceased annual Green Peter Reservoir drawdown operations on December 7, 2025. No meetings for 2026 have been scheduled as of this report.
- Staff cleaning up facility and landscaping around the plant.
- Began process to clean backwash basins.

Engineering Projects

- Ongoing ROW inspections throughout the community.
- Ongoing plan reviews for various construction projects.
- Completed Redwood overlay.
- Worked with Water Crews to update hydrant pressures for the GIS system.
- Completed ISO fire report for the Sweet Home Fire District.

Public Works Field Activities

Water Division

- Staff continued with water distribution system leak detection citywide. Found and repaired 4 large water leaks. Continue to get water loss down.
- Staff continue to locate all City owned utilities for contractors throughout the service area.
- Staff installed 10 new water services this month.

Collections System Division

- Staff continued to inspect sewer system for blockages.
- Staff started to inspect the sewer mains with CCTV inspections.
- Collections staff concluded winter I&I monitoring and have begun cleaning sewer easements for access.

Streets Division

- Staff assisted with downtown pressure washing.
- Staff assisted with Median planting and hung Hero banners.
- Staff continue with a small amount asphalt patch work for water leak repairs and winter potholes.
- Staff started annual vegetation management.

Parks & Facilities Division

- Staff began mowing and spring maintenance of parks and lawns.
- Staff maintained City parks, cleaned restrooms, and collected garbage from public trash cans.
- Staff installed irrigation and assisted with planting at Clover Park.

Stormwater Division

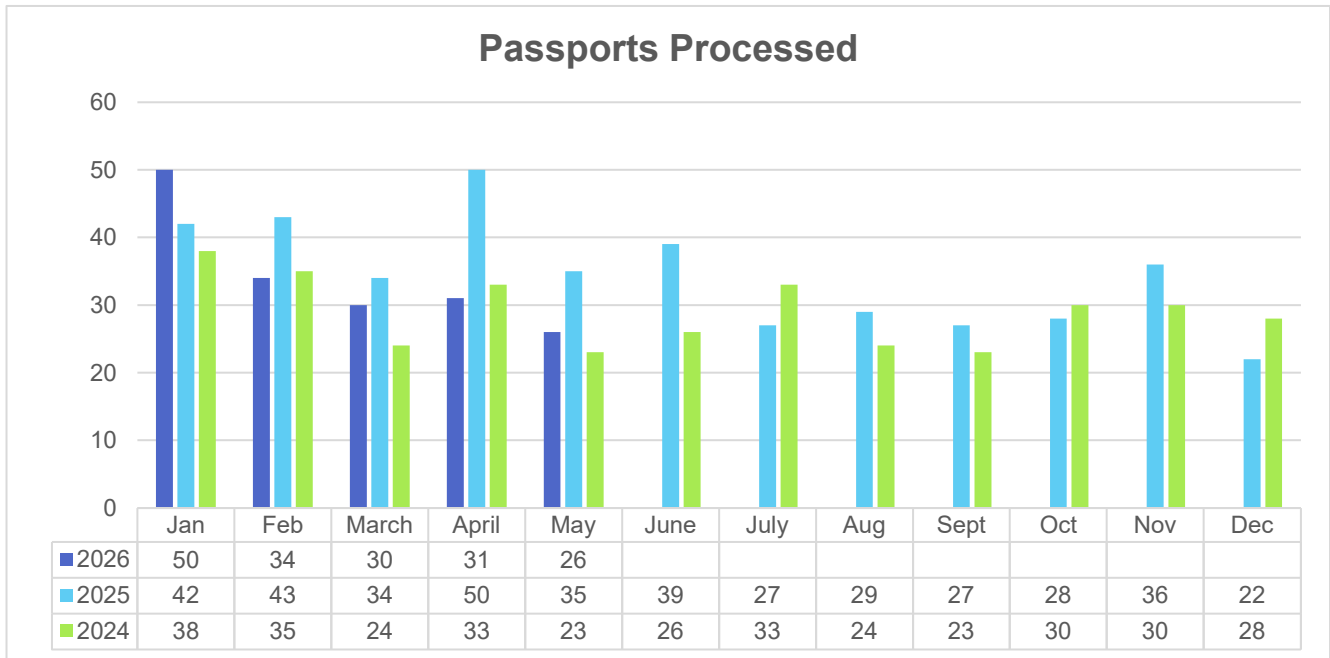
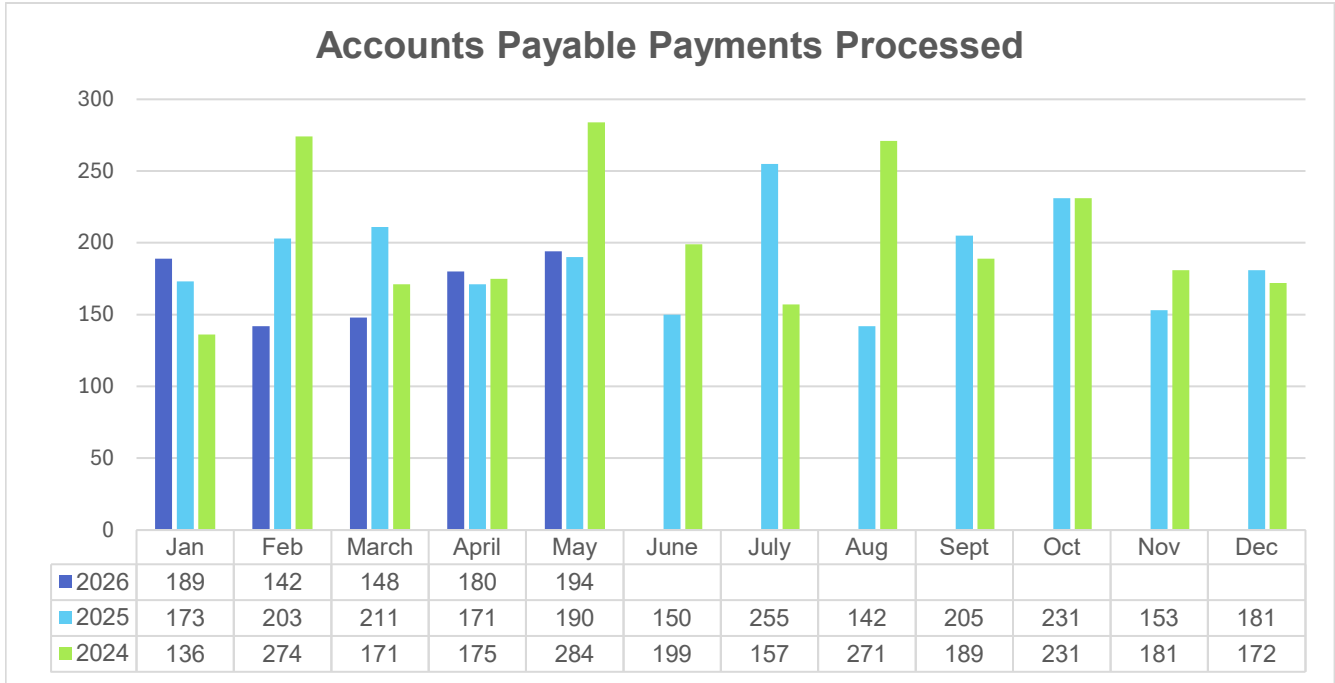
- Staff are cleaning storm drain lines as needed.
- Staff are cleaning storm ditches along street easements as time allows.

Finance Department

May 2026

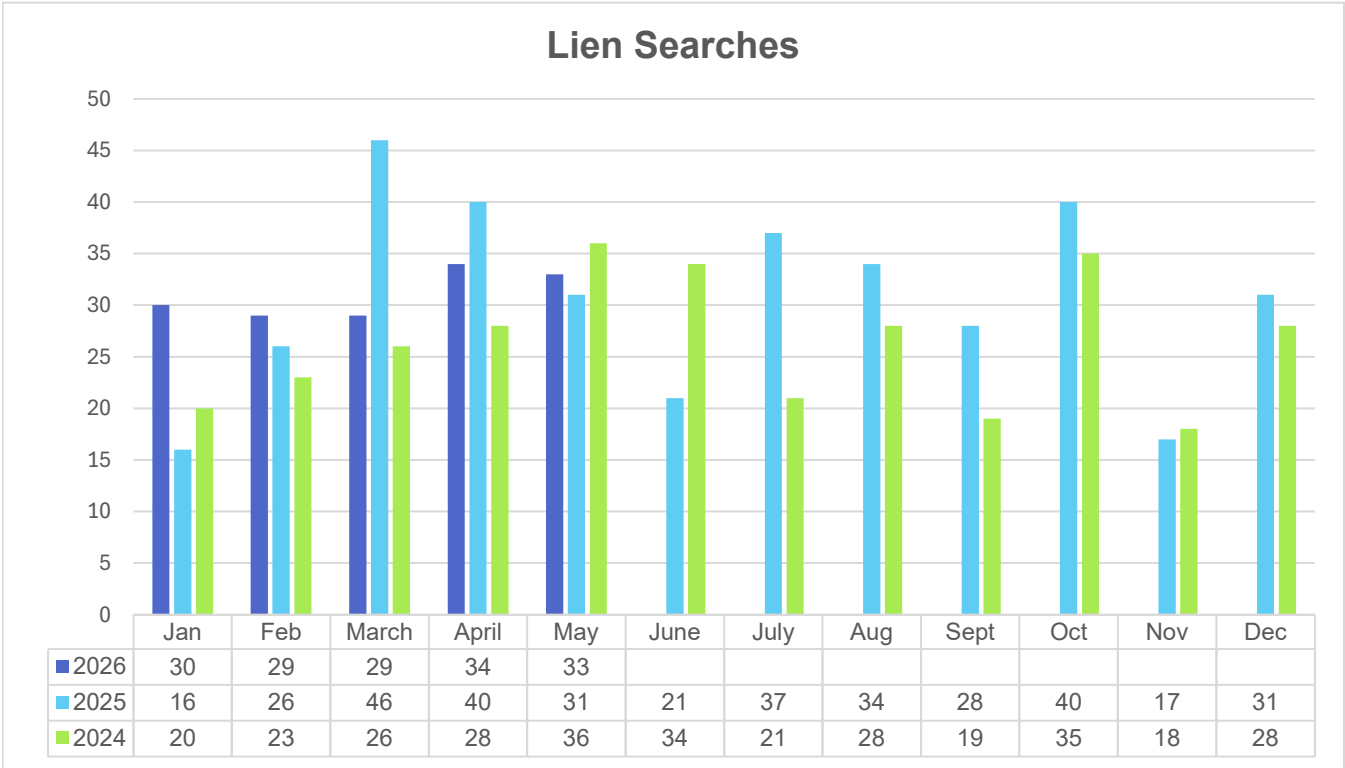
Finance Activities

Payroll was processed for 77 employees.



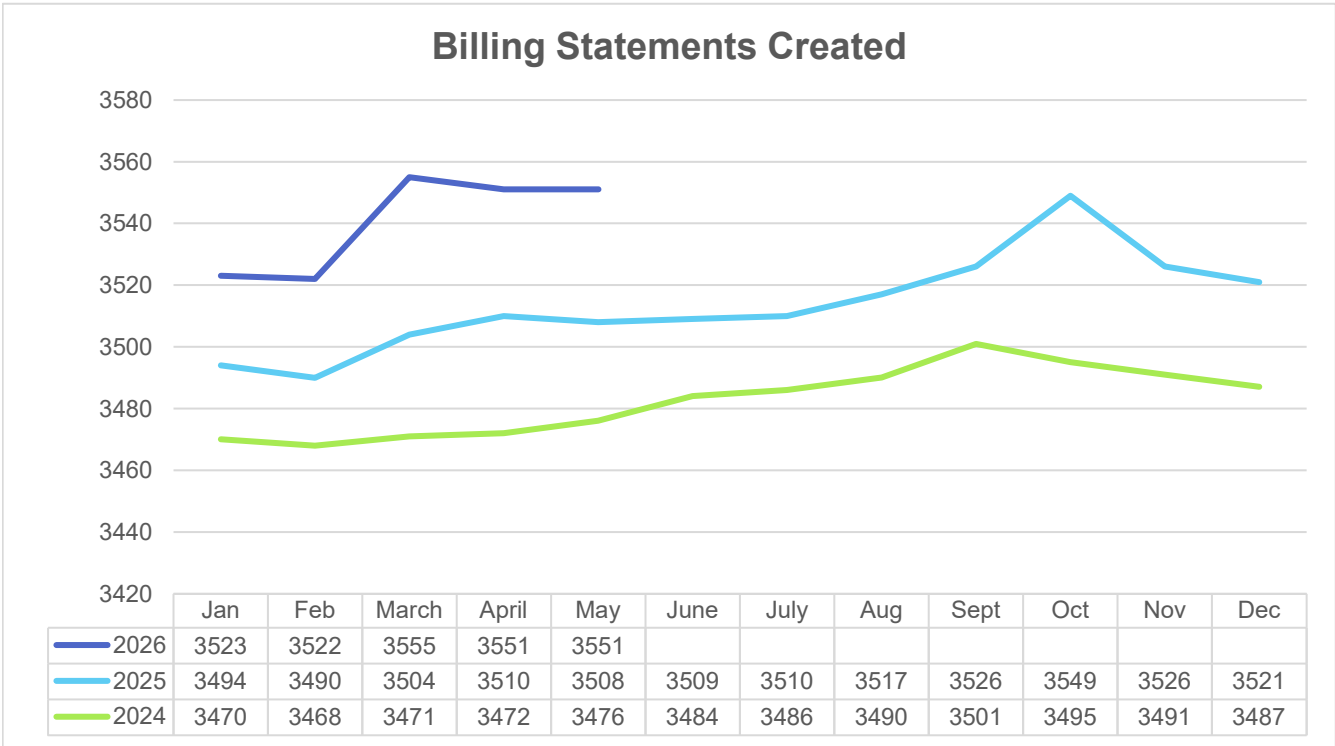
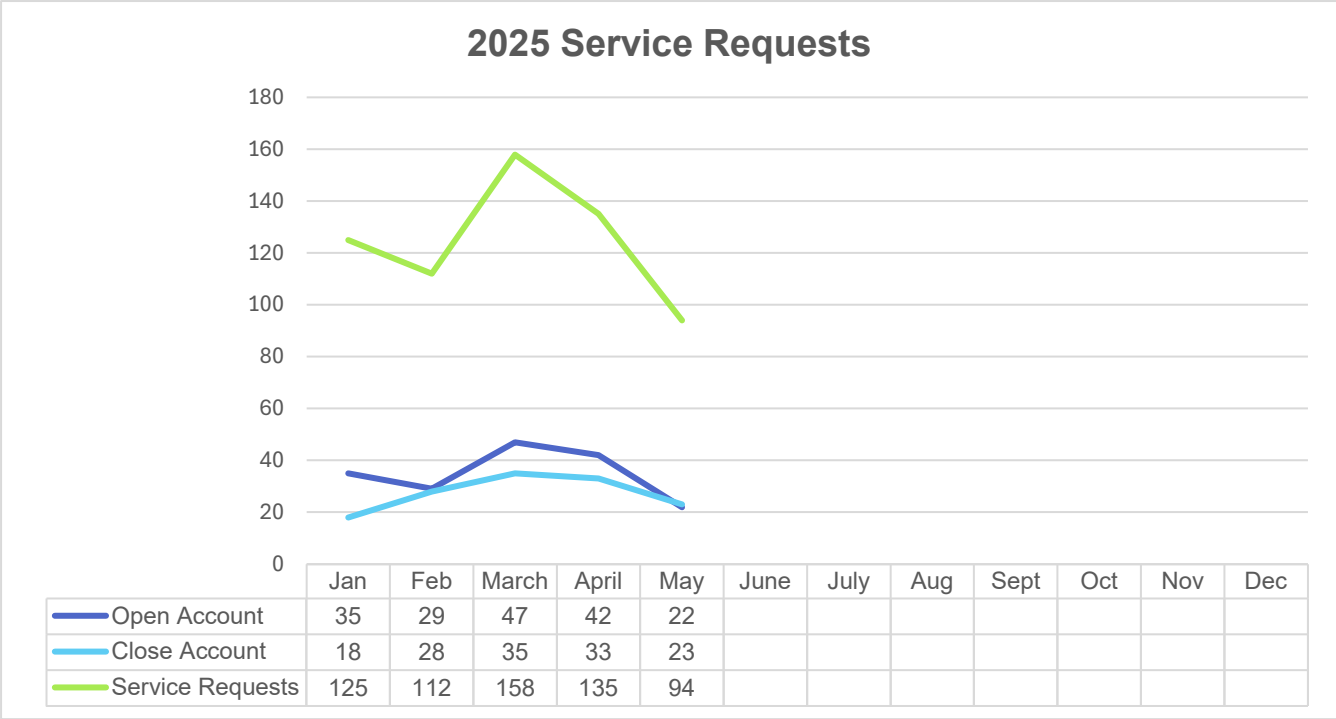
Finance Department

May 2026

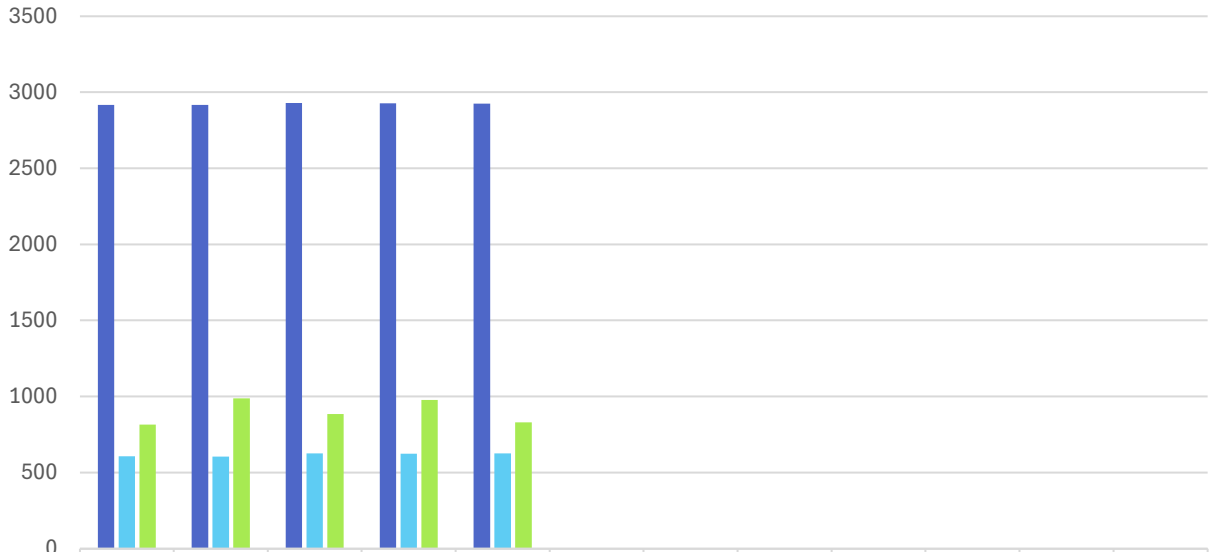


Finance Department May 2026

Utility Billing Activities

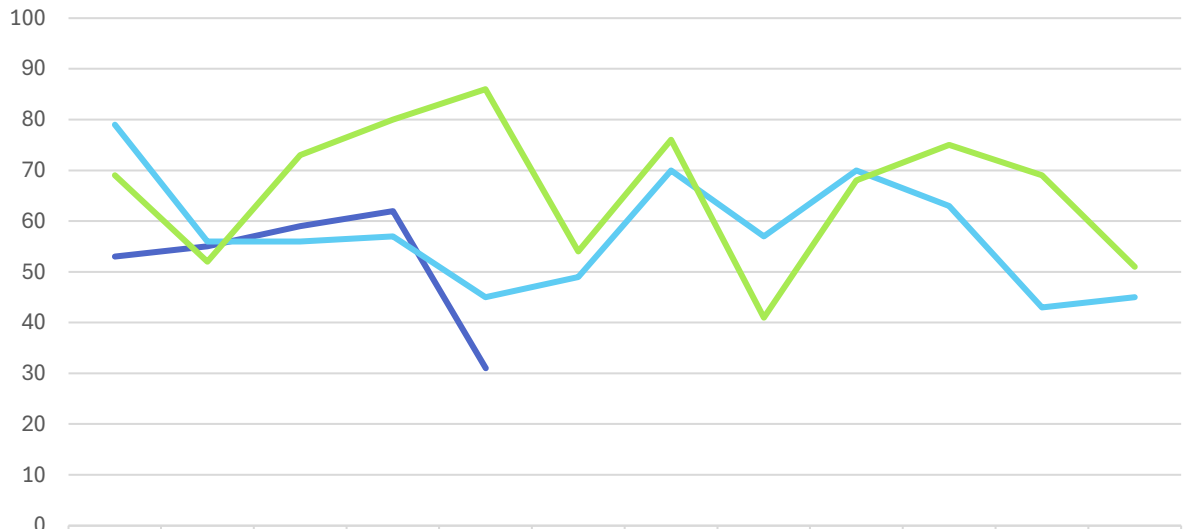


Statements Mailed

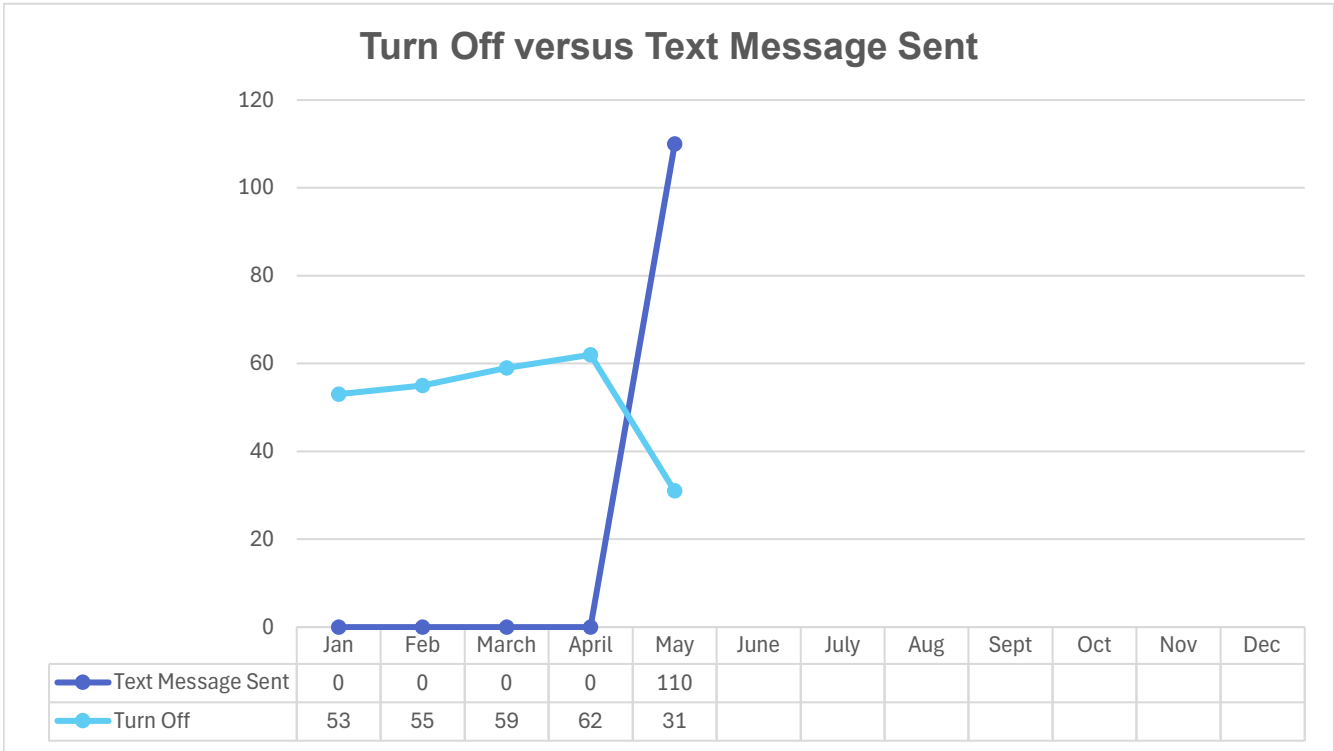


	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Mailed	2916	2917	2930	2927	2926							
Emailed	607	605	625	624	625							
Past Due	815	988	885	977	829							

Turn Off History



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2026	53	55	59	62	31							
2025	79	56	56	57	45	49	70	57	70	63	43	45
2024	69	52	73	80	86	54	76	41	68	75	69	51



Submitted by:

Cindi Robeck
 Financial Operations Manager
crobeck@sweethomeor.gov