



CITY OF SWEET HOME CITY COUNCIL AGENDA

October 14, 2025, 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) [2025-09-23 City Council Work Session Minutes](#)
 - ii) [2025-09-23 City Council Meeting Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

V. Ordinance Bills

- a) Request for Council Action & First Reading of Ordinance Bills
 - i) [Public Hearing & Request for Council Action – Ordinance No. 9 for 2025 – Zone Map Amendment Application ZMA25-01](#)
- b) Second Reading of Ordinance Bills

VI. Reports of Committees

Charter Review Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

- [2025-09-24 Community Health Committee Meeting Minutes](#)

Library Advisory Board – Councilor Augsburg

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.

- [2025-10-09 Library Board Meeting Minutes](#)

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

- [CWACT 2025 Meeting Calendar](#)

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

VII. Department Reports

Library

- [Library Report – September 2025](#)

Public Works Department Report

- [Public Works Department Report – September 2025](#)

Finance

- [Finance Department Report – September 2025](#)

Police

- [Police Department Report – September 2025](#)

VIII. Reports of City Officials

City Manager's Report

- [October 2025 Newsletter](#)

Mayor's Report

IX. Council Business for Good of the Order

X. Adjournment



CITY OF SWEET HOME CITY COUNCIL WORK SESSION MINUTES

September 23, 2025, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

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

Call to Order & Pledge of Allegiance

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

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson
Councilor Aaron Hegge
Councilor Dylan Richards

ABSENT

Councilor Angelita Sanchez (excused)

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
W. Blair Larsen, City Attorney
Adam Leisinger, Special Projects Manager
Greg Springman, Public Works Director

MEDIA

Sarah Brown, The New Era

Work Session

a) Employee Evaluation Process

City Manager Ogden asked City Attorney Larsen to provide a summary of his findings regarding recommendations for an evaluation process for the positions of City Manager and City Attorney.

City Attorney Larsen stated that the City Council only directly appoints the City Manager, City Attorney, and Municipal Court Judge and that Council had directed him to research options for the City Manager and City Attorney. He noted that the City Council expressed interest in options to gather additional feedback from outside the Council regarding the performance of the employee, commonly known as a 360-degree evaluation. He provided examples from some nearby cities for consideration. He recommended that the City Council select categories to evaluate. He noted that the current City Manager and City Attorney had contracts that needed to be honored or modified based on the Council's wishes for the evaluation process.

Councilor Richards expressed support for adopting an evaluation similar to that of the City of Silverton. Councilor Hegge added that it explained the categories and expectations well.

Councilor Augsburger expressed support for a model that incorporated feedback from multiple stakeholders.

Councilor Hegge suggested incorporating goals into the evaluation process.

Councilor Augsburger requested that the employees perform a self-evaluation. Mayor Coleman suggested adding clarification to the section of goals and objectives in the Silverton example.

Mayor Coleman recommended that department executives provide feedback on the employees in addition to community members. Councilor Richards expressed support for same. Mayor Coleman asked how community members should be selected. Councilor Augsburger suggested an open invitation to the community to provide feedback. Discussion ensued regarding whether an open invitation would accurately reflect community sentiment. Councilor Bronson noted that it could be only one component of the evaluation process. President Pro Tem Thorstad expressed concern that a high volume of responses would slow down the evaluation process. Mayor Coleman suggested contacting community leaders that interacted frequently with the City Manager. Councilor Bronson added that community input should be based on a set rating system rather than fully open-ended.

President Pro Tem Thorstad requested that staff input be incorporated into both evaluations.

There was consensus to base Sweet Home's City Manager evaluation from Councilors and Department Heads on Silverton's model, from general staff on Lebanon's City Attorney model, and to utilize Silverton's numbering system and headings throughout.

There was consensus to base the City Attorney evaluation on feedback from the City Council and staff with which they interact frequently, to be based on the role's job description and utilizing a scale of 1-5.

Discussion ensued regarding a general community input survey versus direct feedback on the City Manager. President Pro Tem Thorstad suggested a community meeting to gather input. Discussion ensued as to whether there was enough public interaction with the City Manager to merit a survey dedicated to evaluating their performance. There was consensus to gather feedback on the overall direction of the City rather than specific to the City Manager.

There was further consensus that both the City Manager and City Attorney should also complete a self-evaluation to be turned in at the same Executive Session when City Council planned to present their evaluations.

Councilor Hegge asked if the final score could be modified after City Council discussion. There was consensus that the final evaluation could be adjusted following discussion.

Adjournment

There being no further discussion, the meeting was adjourned at 6:25 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MEETING MINUTES

September 23, 2025, 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
Councilor Aaron Hegge
Councilor Dylan Richards

ABSENT

Councilor Angelita Sanchez (excused)

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Angela Clegg, Planning & Building Manager
Megan Dazey, Library Services Director
Blair Larsen, City Attorney
Adam Leisinger, Special Projects Manager
Greg Springman, Public Works Director

MEDIA

Sarah Brown, The New Era

Mayor Coleman requested a moment of silence.

Councilor Augsburger moved to excuse the absence of Councilor Sanchez from the September 23, 2025 Work Session and Regular Session due to her work at the Emigrant fire. Councilor Richards seconded the motion. The motion carried by the following vote:

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

NAY: None

ABSENT: Sanchez

Consent Agenda

- a) Request for Council Action – Resolution No. 19 for 2025 – Harvest Festival 14th Avenue Road Closure

Approval of Minutes:

- a) 2025-08-26 City Council Work Session Minutes
- b) 2025-08-26 City Council Meeting Minutes

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

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

NAY: None

ABSENT: Sanchez

Recognition of Visitors & Hearing of Petitions

There were no visitors to be heard.

New Business

- a) Request for Council Action – Resolution No. 20 for 2025 – Declaring a State of Emergency Concerning the Green Peter Drawdown

City Manager Ogden stated that the City had approved a similar resolution the prior year to allow Sweet Home to access resources in case of emergency related to the Green Peter Drawdown and recommended that City Council approve it again for the same reason. He noted that declaring a State of Emergency was about planning and being proactive rather than motivated by fear.

President Pro Tem Thorstad moved to approve Resolution No. 20 for 2025. Councilor Richards seconded the motion. The motion carried by the following vote:

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

NAY: None

ABSENT: Sanchez

Mayor Coleman read the Proclamation declaring the State of Emergency.

- b) Request for Council Action – Resolution No. 21 for 2025 – Adopting the 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan

City Manager Ogden stated that Resolution No. 21 would adopt the 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan (NHMP). He noted that the plan provided a guideline for reducing community risk due to natural hazards and allowed the City to access federal disaster funding. He noted that Sweet Home's current plan was valid through 2027 but adoption of the proposed NHMP would extend Sweet Home's eligibility and postpone the necessity of a new plan by a few years.

Councilor Bronson moved to approve Resolution No. 21 for 2025. Councilor Richards seconded the motion. The motion carried by the following vote:

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

NAY: None

ABSENT: Sanchez

Reports of Committees

Charter Review Committee – President Pro Tem Thorstad

2025-09-16 Charter Review Committee Meeting Minutes

Community Health Committee – Councilor Bronson

2025-08-27 Community Health Committee Meeting Minutes

Library Advisory Board – Councilor Augsburger

2025-09-11 Library Board Meeting Minutes

Park & Tree Committee – Councilor Hegge

2025-08-20 Park & Tree Committee Meeting Minutes

Planning Commission

Cascades West 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 Hegge stated that there were 145 active members of the Sweet Home Chamber of Commerce and highlighted the benefits of Chamber membership. He noted that the next Business After Hours event would take place on September 25th at the Elks Lodge and encouraged businesses to join. He stated that the Harvest Festival was coming up on October 4th. He added that an ivy-pull hosted by the Park & Tree Committee would take place on October 7th at Northside Park. He noted an uptick in park vandalism and asked the public to report any issues.

Councilor Bronson stated that he attended the Cascades West Area Commission on Transportation but there was no quorum. He noted concerns with the status of the proposed transportation funding package.

Department Reports

Library

- Library Director's Report – August 2025
- Library Newsletter – September 2025

Planning & Building

- Planning & Building Manager Report – August 2025

Code Enforcement

- Code Enforcement Report – August 2025

Public Works

- Public Works Report – August 2025

Finance

- Finance Department Report – August 2025

Police

- Police Department Report – August 2025

Director Dazey stated that the library was collecting clothing for the Teen Clothing Drive on Monday, September 29th.

Planning & Building Manager Clegg stated that the Harvest Festival pie contest was canceled but more judges were needed for the Chili Cook-off. She noted that 97 booth spaces were reserved by 86 vendors to date.

Reports of City Officials

City Manager's Report

City Manager Ogden recognized the Sweet Home Fire District for their recent controlled burn activities and their good communication. He highlighted a free electronics recycling event at City Hall on October 25th. He noted the creation of a new monthly newsletter to be distributed publicly. He thanked staff for their work on Harvest Festival.

Mayor's Report

Mayor Coleman thanked City Council for their productivity and discussion in recent Work Sessions. She thanked City Manager Ogden and Deputy City Manager Pretty for hosting Business Oregon and discussing future plans.

Council Business for Good of the Order

- a) November Meeting Schedule

Mayor Coleman stated that the regularly scheduled meetings in November coincided with Veterans Day and the Tuesday before Thanksgiving, which Council usually canceled. She noted that the City Charter required the Council to meet once monthly and requested Council feedback on their desired date to meet in November.

There was consensus to hold a single regular meeting on Tuesday, November 18th at 6:30 PM.

Adjournment

There being no further discussion, the meeting was adjourned at 6:57 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Public Hearing & Request for Council Action – Ordinance No. 9 for 2025 – Zone Map Amendment Application ZMA25-01

Preferred Agenda: October 14, 2025

Submitted By: Angela Clegg, Planning & Building Manager

Reviewed By: Cecily Hope Pretty, Deputy City Manager
Jason Ogden, City Manager / Police Chief

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: SHMC Chapter 17.128.010(A); Housing Production Strategy; Comprehensive Plan

Towards Council Goal: Desirable Community

Attachments: Ordinance No. 9 for 2025
Exhibit A - ZMA25-01 Planning Commission Order and Decision
Subject Property Map
Fair Housing Council Letter of Support
September 18, 2025 Planning Commission Meeting Minutes

Purpose of this RCA:

The purpose of this RCA is to hold a public hearing on Zone Map Amendment Application ZMA25-01, decide on the application, and, if approved, conduct the first reading of the Ordinance.

Background/Context:

The applicant, James Hurley, is requesting a Zone Map amendment for his properties totaling approximately 86,358 square feet in Sweet Home. The proposal would change the zoning from Residential Low-Density (R-1) to Residential High-Density (R-3).

The Sweet Home Planning Commission held a public hearing on September 18, 2025, to review application ZMA25-01 and hear testimony. At that meeting, the Commission approved the application and recommended City Council approval.

The City Council will hold a public hearing on October 14, 2025, to consider the application and may complete the first reading of the Ordinance for Zone Map Amendment ZMA25-01.

The Fair Housing Council of Oregon submitted a letter of support, stating that the amendment would help meet the City’s acknowledged housing needs.

The Challenge/Problem:

The City Council’s approval is needed to allow the zone map change requested by the applicant.

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 outcome is decided in compliance with City Code and state regulations. The Sweet Home Municipal Code outlines the following criteria for map amendments:

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

Options:

1. Do Nothing – The City risks violating the legally-required timeline for response to the application.
2. Move to deny Application ZMA25-01 – Staff shall prepare an Order of Denial for Application ZMA25-01.
3. Move to approve Application ZMA25-01 as presented and conduct the first reading of Ordinance No. 9 for 2025 – The Council will approve the application with no changes and begin the required Ordinance process. If the first reading is unanimously approved, a second reading may be conducted by title only.
4. Recommend changes to the proposed map amendment – City Council could recommend different potential zone amendments, which would require staff to investigate the recommendations and bring a modified application for review to the Planning Commission and City Council.

Recommendation: Staff recommends Option 3 – Move to approve Application ZMA25-01 as presented and conduct the first reading of Ordinance No. 9 for 2025.

ORDINANCE BILL NO. 7 FOR 2025

ORDINANCE NO. _____

AN ORDINANCE AMENDMENT THE OFFICIAL ZONING MAP

WHEREAS, the applicant, James Hurley, submitted Zone Change Application ZMA25-01 and requested a zone map change for an area consisting of approximately 86,358 square feet located in Sweet Home, OR 97386 (13S01E32AA Tax Lot 500). The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to the Residential High Density (R-3) Zone. 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 September 18, 2025 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 September 18, 2025, meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on October 14, 2025, 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 October 14, 2025, meeting; and

WHEREAS, the proposed High Density Residential (R-3) 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 ZMA25-01 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 86,358 square feet located in Sweet Home, OR 97386 (13S01E32AA Tax Lot 500). The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to the Residential High Density (R-3) Zone.

PASSED by the Council and approved by the Mayor this ____ day of _____, 2025; and effective the this ____ day of _____, 2025.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



In the matter of the) Zone Map Amendment
Zone Map Amendment) File No. ZMA25-01
request by James Hurley)

**OFFICIAL NOTICE OF A PLANNING COMMISSION RECOMMENDATION
ON A LAND USE APPLICATION**

PLANNING COMMISSION ORDER OF APPROVAL

REQUEST: The applicant is proposing to amend the Zoning Map in an area consisting of approximately 86,358 square feet, located in Sweet Home, OR 97386 (13S01E32AA Tax Lot 500). The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to the Residential High Density (R-3) Zone. The proposed zone change would bring the zoning designation into conformity with the property’s existing Comprehensive Plan Map designation. The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and decide on this application.

Application ZMA25-01 was filed simultaneously with Application P25-07. Approval of Application ZMA25-01 is not contingent on the approval of Application P25-07.

APPLICANT &

PROPERTY OWNER: James Hurley

FILE NUMBER: ZMA25-01

PROPERTY LOCATION: Sweet Home, OR 97386, Identified on the Linn County Assessor’s Map as 13S01E32AA Tax Lot 00500.

REVIEW AND

DECISION CRITERIA: Sweet Home Municipal Code Section(s) 17.10, 17.14, 17.90, 17.114, 17.128, 17.30, 17.32, OAR 660-012-0060


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

- I. **PUBLIC HEARING:** On September 18, 2025, the Sweet Home Planning Commission held a public hearing to review application ZMA25-01. The Commission heard testimony, deliberated, and voted to recommend approval of the application to City Council. The motion included a 21-day appeal period beginning on the date the decision notice is mailed. No conditions of approval were attached.
- II. **FINDINGS OF FACT:** The Commission considered the full record, testimony received, and the Findings of Fact outlined in the Staff Report prepared in advance of the hearing. The Commission adopted the Findings of Fact contained in Section III of the Staff Report. The applicant seeks to

rezone the property to Residential High Density (R-3) to bring the zoning into conformance with the existing Comprehensive Plan designation. Section III of the Staff Report is attached to this Order as Exhibit A.

- III. **DECISION:** Based on the Findings referenced in Exhibit A, the Planning Commission determined that application ZMA25-01 complies with the applicable sections of the Sweet Home Municipal Code. The Commission therefore approves application ZMA25-01 and recommends approval by City Council.
- IV. **APPEALS:** All Type IV land use decisions of the City Council may be appealed to the Land Use Board of Appeals (LUBA). The appeal shall be submitted within 21 days of the date the decision is mailed. Appeals shall comply with LUBA procedures.

PLANNING COMMISSION DECISION: September 18, 2025
APPEAL DEADLINE: October 15, 2025
CITY COUNCIL MEETING: October 14, 2025 at 6:30 PM



Laura Wood, Planning Commission Chairman

9/25/25
Date



Angela Clegg, Planning and Building Manager

09.25.25
Date

Planning commission action The Planning Commission action on a Type IV request shall be in the form of a recommendation to the City Council. Within 7 days of the Planning Commission decision, the applicant and all individuals who requested notice of the decision, shall be mailed written notice of the Planning Commission decision. The notice shall specify findings justifying the recommendation to approve or deny the request and any recommended conditions of approval.

City council hearing. Subsequent to the Planning Commission hearing, City staff shall schedule a hearing before the City Council. Notice shall be provided as per Chapter 17.126.01. The City Council shall conduct the hearing consistent with procedures set forth in Chapter 17.132. The City Council and Planning Commission hearings can be combined if approved by the Mayor.

Notice of city council decision. Within 7 days of the final City Council decision, the applicant and all individuals who requested notice of the decision, shall be mailed written notice of the City Council decision. The notice shall specify findings justifying the approval or denial of the request and any applicable conditions of approval. City Council approval shall be in the form of an ordinance; a denial shall be in a form acceptable to the City Council.

Appeals. All Type IV land use decisions of the City Council may be appealed to the Land Use Board of Appeals (LUBA). The appeal shall be submitted within 21 days of the date the decision is mailed. Appeals shall comply with LUBA procedures. All appeals must be filed with the appropriate fee and documentation and submitted to: City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386.

If you would like any information concerning filing of an appeal, please contact the Planning Office at (541) 818-8029.

Failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the Staff Report and all documentation included in the record for the file are available for inspection at no cost and a copy will be provided at reasonable cost at the City of Sweet Home Community and Economic Development Department, 3225 Main Street, Sweet Home, OR 97386; (541) 818-8029.

Exhibit A to Order of Approval for ZMA25-01

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: Property is currently zoned R-1 and is listed as R-3 on the Comp Plan. New zone of R-3 compatible with Comp Plan.

Staff Findings: The subject property has a Comprehensive Plan designation of Residential High Density (R-3). The proposed amendment to the Sweet Home Zoning Map would change the zoning from Residential Low Density (R-1) to Residential High Density (R-3). This change would align the zoning designation with the property's existing Comprehensive Plan Map designation and is consistent with the description and policies of the R-3 Zone.

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, the proposed zone R-3 from Comp Plan can accommodate proposed usage.

Staff Findings: The uses permitted under SHMC 17.14.020, 17.14.030, and 17.14.040 can be accommodated on the subject property without exceeding its physical capacity. The property is approximately 86,358 square feet (± 2.02 acres). In the R-3 Zone, density standards allow no more than one residential structure per lot or parcel for single-family attached, single-family detached, and duplex units (with the exception of an approved accessory dwelling unit), at a maximum density of 12 dwelling units per net acre. For multi-family housing, the R-3 Zone allows a maximum density of 28 dwelling units per net acre.

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, with the zone change the land can be developed per code/comp plan to help meet housing needs.

Staff Findings: All development in the R-3 Zone shall comply with the applicable provisions of this Development Code. The following references additional development requirements: [SHMC 17.14.070].

- A. Off-street parking. All single-family homes and duplexes shall require a garage or carport; and in addition, provide two hard-surfaced parking spaces. Other 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).

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: Property is one block from Hwy 20 which is a major Hwy through Sweet Home. Other services will be extended to the property.

Staff Findings: The existing dwelling is currently served by City water and sewer from Clark Mill Road. If the remainder of the lot is developed, adequate services are available to support additional dwellings.

Clark Mill Road functions as a connector between Main Street and Long Street, with Flannigan's Road intersecting just south of the subject property. This provides an adequate transportation network linking the site to the arterial roadways.

The cost of City service connections will be determined during the development application review. Public facilities, utilities, and transportation networks are either in place or planned to be provided concurrently with future development.

No development is proposed with this application.

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

Goal 10 Housing Findings: Adequate access to public facilities ensures that both parcels can support residential development in a manner consistent with Goal 10. The flagpole access for Parcel 2 provides sufficient street connectivity to allow for future higher-density development, thereby contributing to the City's housing supply. Reliable access also supports equitable distribution of housing opportunities by ensuring that higher-density residential uses can be accommodated without undue barriers to development.

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

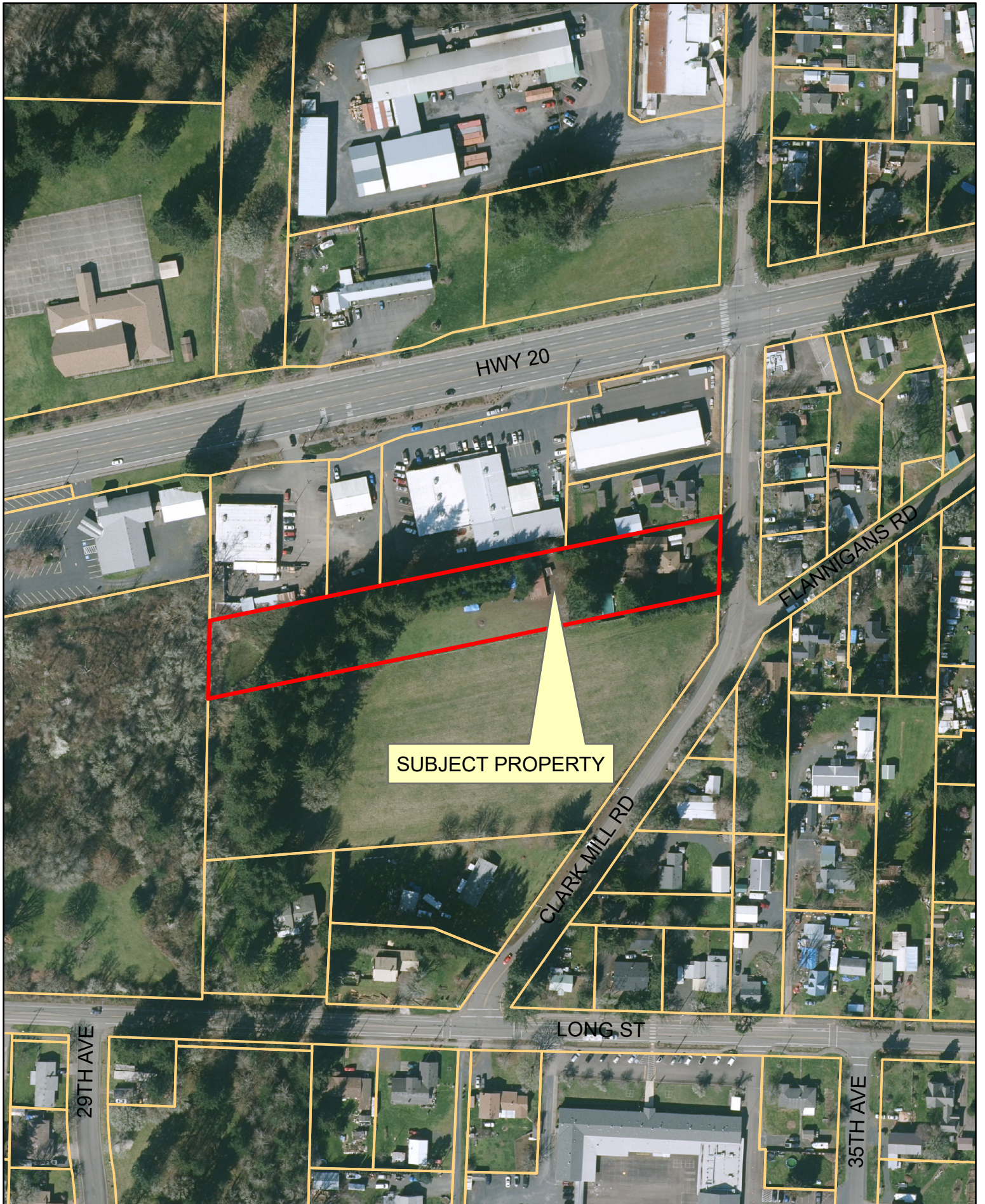
Applicants Comment: Yes, R-3 zone will be suitable for the proposed development being considered also suitable for the closeness to Hwy 20.

Staff Findings: The purpose of the R-3 Zone is to provide areas suitable for high-density residential development, particularly apartments, while also allowing other residential types and related public service uses. The R-3 Zone is most appropriate in areas already developed for high-density housing or in locations suitable for such use because of their proximity to downtown Sweet Home and highway-related commercial areas within the City (SHMC 17.14.010). No development is proposed with this application.

Goal 10 Housing Findings: Goal 10 requires cities to plan for the housing needs of all Oregonians by providing adequate buildable land and a variety of housing types and densities. The City of Sweet Home's most recently adopted Housing Needs Analysis (HNA) identifies a need for additional higher-density housing to meet projected growth and affordability targets.

Re-designating and rezoning the subject property from R-1 to R-3 increases the flexibility of future housing development and supports the production of attached and multifamily housing types. Applying the Department of Land Conservation and Development's (DLCD) "3% rule," Sweet Home may assume up to a 3% increase in housing capacity by allowing middle housing types on land where they were previously restricted. This amendment therefore helps address the identified housing deficit by expanding the supply of buildable land available for a variety of housing options.

The lot configuration as proposed allows for the efficient use of urban land, which is consistent with Goal 10's directive to ensure an adequate supply of buildable residential land. Parcel 1 accommodates existing development, while Parcel 2 maintains sufficient size and frontage for higher-density residential development under the proposed R-3 zone. By facilitating more efficient site design and the possibility of multiple housing units on Parcel 2, the application supports Goal 10's emphasis on providing a range of housing opportunities.



1 inch = 180 feet

Subject Property Map
ZMA25-01

Date: 08/04/2025



September 18, 2025

Sweet Home Planning Commission

3225 Main St

Sweet Home, OR 97386

RE: Zone Map Amendment from R-1 to R-3

Dear Commission Members:

This letter is submitted jointly by Housing Land Advocates (HLA) and the Fair Housing Council of Oregon (FHCO). Both HLA and FHCO are non-profit organizations that advocate for land use policies and practices that ensure an adequate and appropriate supply of affordable housing for all Oregonians.

Both HLA and FHCO commend the City of Sweet Home for their work on **ZMA25-01**. Planning staff created an insightful and detailed staff report which clearly showed how the proposed Zone Map Amendment will meet the City's acknowledged housing need. This will be used as a good example for other jurisdictions.

Thank you for your consideration of our comments.

Sincerely,

A handwritten signature in black ink that reads "John Miller".

John Miller

Executive Director

Fair Housing Council of Oregon

Cc: Ethan Stuckmayer, DLCD



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

September 18, 2025, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Call to Order

The meeting was called to order at 6:30 PM

Roll Call of Commissioners

PRESENT

Brandy Wysong Frick
Henry Wolthuis
Jamie Melcher
Laura Wood
Eva Journey
Nancy White

ABSENT

Joe Graybill, excused absent

STAFF

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

GUESTS

James Hurley, 35890 Santiam Highway, Albany, OR 97322

Public Comment.

None

Meeting Minutes:

2025-06-05 Planning Commission Meeting Minutes

A motion to approve the June 5, 2025, meeting minutes was made by Commissioner Melcher, seconded by Commissioner Journey.

Voting Yea: Commissioner Wysong Frick, Commissioner Wolthuis, Vice Chair Melcher, Chairwoman Wood, Commissioner White, and Commissioner Journey.

Voting Nay: None

Absent: Commissioner Graybill

Public Hearings

Partition Application P25-07 Staff Report

The Public Hearing was opened at 6:32 PM

Commission Chair Wood asked of the Commissioners if they had any personal bias, conflicts of interest, or ex parte information. There was none.

Manager Clegg presented the staff report to the Commission. The Planning Commission reviewed a request to partition an approximately 86,358 square foot lot in the R-1 zone into two parcels: Parcel 1: approximately 11,577 square feet and Parcel 2: approximately 74,781 square feet with a flagpole access strip. The application was filed concurrently with Zone Map Amendment ZMA25-01, but approval of this partition is not dependent on the zone change.

Key Findings: Lot width-to-depth ratio: Parcel 1 complies; Parcel 2 exceeds but does not increase nonconformity. Dimensional standards: A pre-existing 3.8 ft. setback (where 5 ft. is required) will remain. A private no-build/maintenance easement is proposed to address compliance.

A summary of the Conditions of Approval: Final configuration must match submitted plot plan; Separate utility connections required; Easements and no-build areas must be shown on the plat; Removal of structures identified for removal; Development agreement required before final plat; Private access, public facilities, and improvements must meet City standards; All development must comply with SHMC Title 17, Oregon Fire Code, and applicable state/federal laws; Final plat must be recorded within two years.

Staff recommended approval with the listed conditions.

Commission Action: The Planning Commission will hold a public hearing and may approve or deny the application based on review criteria. If approved, staff recommend a 12-day appeal period and preparation of an order memorializing the decision.

Motion Options

1. Move to approve application P25-07; including the conditions of approval listed in Section IV of the Staff Report; adopting the findings of fact listed in Section III of the staff report, the setting of a 12-day appeal period from the date of the mailing of the decision, and hereby direct staff to prepare an order to be signed by the Chair to memorialize this decision.
2. Move to deny application P25-07; including adopting findings (specify), the setting of a 12-day appeal period from the date of mailing of the decision, and hereby direct staff to prepare an order to be signed by the Chair to memorialize this decision.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

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

Questions from Commissioners: Commissioner Melcher asked why the request was not being reviewed as a variance. Manager Clegg explained that the Commission could require the applicant to submit a variance application if they felt it was necessary. She further noted that the conditions before the Commission stem from pre-existing site conditions, not from any action by the applicant. For that reason, staff determined that the Commission could make a decision based on the information provided in the staff report. Commissioner Journey asked Manager Clegg to clarify how the applications were combined. Manager Clegg explained that the partition and zone map amendment applications were submitted together and can be heard concurrently since the zone map amendment is a Type IV application. However, the two applications are not dependent on each

other for approval and must be decided upon separately. Chair Wood asked if there were any additional questions from the Commission. Commissioner Wolthuis asked whether staff considers school capacity during the review process. Manager Clegg responded that all land use applications are sent to the school district for review and comment. While the applicant has not proposed development on the larger parcel, Clegg reminded the Commission that the property to the south has been approved for a high-density apartment complex.

Applicant Testimony: James Hurley spoke on behalf of his application. Mr. Hurley explained that his surveyor discovered the existing fence line encroaches approximately 1.5 feet onto the neighboring property, creating a 1.2-foot deviation from the required south setback. To address this, he added a 1.2-foot by 5-foot no-build easement within the flagpole area.

Additional Questions from the Commissioners: Commissioner White asked whether the applicant had any current plans to develop the larger property. Mr. Hurley stated that he does not have any development plans at this time. Commissioner Wysong-Frisk asked if the applicant intended to sell the existing house. Mr. Hurley confirmed that the house is already under contract and that the sale will be finalized once the partition is complete.

Testimony in Favor: None
Testimony in Opposition: None
Neutral Testimony: None

Public hearing was closed at: 6:47 PM

Discussion by the Commissioners: Commissioner Journey noted that the Commission generally prefers not to approve flag lots but acknowledged that, in this case, there is no other viable way to access the rear property. Commissioner Melcher agreed with Chair Wood's comments and stated that the property would not be developable without the flagpole access. Commissioner White commented that the proposal aligns the property with the Comprehensive Plan zoning. Commissioner Wolthuis added that it brings the property into compliance with the Comprehensive Plan and stated that he sees no reason to deny the request at this time. Commissioner Wysong-Frisk expressed that the request is reasonable, noting that not everyone prefers large backyards and that the proposed partition provides an acceptable solution for developing the property. Chair Wood agreed with the Commissioners' comments regarding the flagpole access and the 1.2-foot setback variance. Commissioner Wolthuis also stated that he was pleased to see conditions requiring a development agreement.

A motion to approve Application P25-07 was made by Commissioner Wolthuis and was seconded by Commissioner Melcher.

Voting Yea: Commissioner Wysong Frick, Commissioner Wolthuis, Vice Chair Melcher, Chairwoman Wood, Commissioner White, and Commissioner Journey.

Voting Nay: None

Absent: Commissioner Graybill

Zone Map Application ZMA25-01 Staff Report

The Public Hearing was opened at 6:54 PM

Commission Chair Wood asked the Commissioners if they had any personal bias, conflicts of interest, or ex parte information. There was none.

Manager Clegg presented the staff report to the Commission. The applicant requested a zone change for property at 13S01E32AA Tax Lot 500 (approx. 86,358 sq. ft.) from Residential Low Density (R-1) to Residential High Density (R-3). The change would align the property with the

Comprehensive Plan designation. This request was filed concurrently with partition application P25-07 but is not dependent on it.

Key Findings: Property is outside the 100-year floodplain with no mapped wetlands or waterways; Has frontage on Clark Mill Road and existing City water and sewer services; Proposed R-3 zoning is consistent with the Comprehensive Plan and can accommodate permitted uses; Future development must comply with City standards (parking, landscaping, setbacks); Adequate public facilities and transportation access are available; and Rezoning would support identified housing needs by providing higher-density housing opportunities.

Staff Recommends approval of Application ZMA25-01, with no conditions of approval.

Commission Action: Planning Commission to hold a public hearing and recommend approval or denial to the City Council. Council will make the final decision after its own public hearing.

Motion Options

1. Recommend approval of ZMA25-01 with findings in the staff report.
2. Recommend denial (with reasons).
3. Continue the hearing.
4. Other action as determined.

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

Applicant Testimony: James Hurley testified on behalf of his application. He just wants to bring it into compliance with the Comprehensive Plan.

There were no questions from the Commissioners:

Testimony in Favor: None
Testimony in Opposition: None
Neutral Testimony: None

The Public Hearing was closed at 6:59 PM

Discussion by the Commissioners: Commissioner Wysong-Frisk asked if there is a limit on the number of houses that can be built. Commissioner Melcher explained that lot sizes can be smaller in the R-3 zone, allowing for multi-family development, which is appropriate for the transitional area and supports walkability to nearby commercial businesses and schools.

Chair Wood asked about the density limit for the R-3 zone. Manager Clegg responded by reading the density requirements from Sweet Home Municipal Code, Chapter 17.14.050.

A motion to approve Application ZMA25-01 was made by Commissioner Melcher and was seconded by Commissioner Journey.

Voting Yea: Commissioner Wysong Frick, Commissioner Wolthuis, Vice Chair Melcher, Chairwoman Wood, Commissioner White, and Commissioner Journey.

Voting Nay: None

Absent: Commissioner Graybill

Staff Updates:

Manager Clegg reminded the Commissioners of the Committee Media Policy and provided them with a printed copy.

Manager stated that she has been completing a lot of duplex partitions and property line adjustment. Clegg gave an update on the Coulter Subdivision.

Planning Commission Business

Manager Clegg reminded the Commissioners about the upcoming Harvest Festival, outlining the planned activities and noting where additional volunteer help is still needed.

Commissioner Wolthuis inquired about the well on the Clark Mill property, asking whether the property would connect to City water and what would happen to the existing well. Commissioner Wysong-Frisk also expressed interest in the well's status. Mr. Hurley informed the Commission that the well had been relocated to be outside of the easement area.

Manager Clegg reported that another round of code updates will be coming soon due to several recent legislative changes. She stated her goal is to have the draft updates ready for Commission review by the end of the year.

Commissioner Journey asked if any meetings were scheduled in the near future. Manager Clegg confirmed that there are no upcoming meetings at this time.

Adjournment

The meeting was adjourned at 7:08 PM

Laura Wood, Chairperson
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager



Community Health Committee Meeting Minutes

September 24, 2025, 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 Wanda Jones
Committee Member Shirley Schumacher (4:03 PM)

ABSENT

Committee Member Dr. Larry Horton
Committee Member Dick Knowles

COUNCIL

Councilor Ken Bronson, Council Liaison

STAFF

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

Approval of Minutes

- a) 2025-08-27 Community Health Committee Meeting Minutes

Committee Member Grenz moved to approve the minutes of the August 27, 2025 Community Health Committee meeting. Vice Chair Dalton seconded the motion. The motion carried by the following vote:

AYE: Wray, Dalton, Grenz, Jones, Schumacher

NAY: None

ABSENT: Horton, Knowles

Recognition of Visitors / Public Comment

There were no visitors to be heard.

Committee Member Schumacher entered at this time.

Old Business

- a) Community Health Forum Subcommittee Appointments

This item was postponed to a future meeting.

b) Fluoride Vote Process Update

Deputy City Manager Pretty stated that as of August 28th, 1,165 valid signatures of Sweet Home voters would be needed to place a public vote regarding fluoride on the ballot. She noted that in order for City Council to reconsider their previous vote to remove the fluoride, someone who voted in favor of removing it would need to move to reconsider, receive a second, and then receive a majority vote to place it on an agenda for reconsideration.

No action was required for this item.

New Business

a) Park Communication Board

Deputy City Manager Pretty stated that she wanted to install a communication board to help people who were non-verbal or who had challenges with communication. She asked if the Committee would be interested in supporting a fundraising effort in the amount of approximately \$2,000 to purchase the board for installation in Sankey Park. There was consensus for same. Deputy City Manager Pretty stated that she would develop a more concrete fundraising plan and return to the Committee with details.

Committee Business for the Good of the Order

a) Suicide Prevention Month – Linn County Resources

Deputy City Manager Pretty stated that September is Suicide Prevention Month and provided various local and nationwide resources to support mental health.

No action was required for this item.

b) Letter of Support – Strawberry Park Wetland Improvement Grant

Deputy City Manager Pretty stated that staff was preparing to submit a grant to wetland improvements at Strawberry Park and requested a signed letter of support from the Committee to include with the application.

There was consensus for Chair Wray to sign the letter of support.

Vice Chair Dalton stated that the Committee had previously focused mainly on health services in Sweet Home but he felt the Committee needed a more holistic view of what constitutes a healthy community. He noted the importance of strong community, public safety, environmental health and sustainability, and physical health.

Chair Wray asked the Committee to consider their meeting schedule going into the winter holidays.

Discussion ensued regarding opportunities for the Committee to expand their participation in the community and gain more support for health-related initiatives.

Adjournment

There being no further discussion, the meeting was adjourned at 4:27 PM.

Chair

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME LIBRARY BOARD MINUTES

October 09, 2025, 4:30 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

The meeting was called to order at 4:30 PM.

Roll Call

PRESENT

Vice Chair Kelsey Hicks
Board Member Jen Castaneda
Board Member Jim Corley
Board Member Caryn Wise

ABSENT

Chair Eva Journey

STAFF

Megan Dazey, Library Services Director
Adam Leisinger, Special Projects Manager

Review & Approval of Minutes

- a) 2025-09-11 Library Board Meeting Minutes

Board Member Corley moved to approve the September 11, 2025 Library Board meeting minutes. Board Member Wise seconded the motion. The motion carried by the following vote:

AYE: Hicks, Castaneda, Corley, Wise

NAY: None

ABSENT: Journey

Report of the Library Services Director

- a) Library Director's Report October 2025

Directory Dazey stated that six additional boxes of books were received from Senator Ron Wyden's office. She noted that light fixtures in the staff area would soon be replaced. She stated that new beanbags were received for the teen area. She highlighted a recent shift in Saturday service hours to be open from 10:00 AM to 3:00 PM which would make opening times consistent each day. She stated that staff distributed 60 pounds of candy to around 200 children at Harvest Festival. She noted that approximately 70 teenagers attended the recent teen clothing giveaway. She added that a children's clothing giveaway would likely take place in January. She highlighted the attendance of Sunshine Industries monthly to enjoy a craft or movie. She reminded the Board of their upcoming Work Session in November to discuss a new library location. She highlighted a grant award for STEM kits that could be checked out. She discussed her attendance at the Association for Rural and Small Libraries Annual Conference in Albuquerque, New

Mexico in September and her co-presentation on reducing substance abuse through community learning and bibliotherapy. She added that the library would receive a one-year membership to the Sustainable Library Program.

No action was required for this item.

Statistics

- a) Library Statistics September 2025

Director Dazey stated that statistics were approximately even with the previous year. She highlighted an ongoing increase in e-book checkouts.

No action was required for this item.

Fiscal Report

There was no fiscal report to be heard.

Old Business

There was no old business to be heard.

New Business

- a) October 2025 Library Newsletter

Director Dazey highlighted a pre-Trick or Treat Storytime with the Sweet Home Police Department and the following 3:00 PM downtown Trick or Treating event.

No action was required for this item.

- b) Donor Naming Rights – Rough Draft – Proposal

Director Dazey presented a draft version of naming rights for a new library and asked the Board to review it for future discussion. She highlighted the potential inclusion of a morality clause to remove someone with naming rights but noted the details would need to be decided at a future date.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 4:54 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board



Cascades West Area Commission on Transportation (CWACTION)

2025 Full Commission Meetings

Microsoft Teams Information:

[Join the meeting now](#)

Meeting ID: 221 574 644 93

Passcode: JC7EGw

Dial in by phone

[+1 872-242-8088,,638963468#](#)

Phone conference ID: 638 963 468#

Meets on the 4th Thursday of every two months from 5:00 – 7:00 pm

Meeting Date	Proposed Location
February 27	Albany/OCWCOG
April 24	Corvallis/Benton Kalapuya Building
June 26	Coastal /TBD
August 28	Albany/OCWCOG/CANCEL
October 23	Benton Kalapuya Building
December 25 - RESCHEDULE	Albany/OCWCOG

(Dates may be cancelled and/or rescheduled based on agenda content and holidays)

Report of the Library Director for Sept/Oct 2025 Activities

Collection updates:

We continue our constant weeding process to make room for new materials.

We received another 6 boxes from Senator Wyden and the Library of Congress. These boxes are all kid and teen materials.

Building issues:

We are needing to replace the light fixtures in the staff area and will take this opportunity to upgrade to LED. We are also getting estimates for replacing the front porch window (the one behind the bench).

In building updates:

New bean bags are on the way for the teen area.

Our newly updated hours started on October 4th. We shifted our hours to 10am-3pm on Saturdays. We had more people in that first hour than we typically did from 3-4pm and Harvest Festival is typically a very low use day.

In-person Programming:

We saw well over 200 + kids at Harvest Festival. We gave out over 60 pounds of candy and prizes and watched kids decorate 150 trick or treat bags.

We had over 70 teens attend our clothing giveaway and gave away 80% of our donations. The leftovers were passed along to another group. We will be doing a Kid's clothing drive after Thanksgiving, with a giveaway in January, TBD.

We have a DnD group that formed over the summer that is playing together once a month. Sunshine Industries visits once a month and alternates craft time and movie time each month.

New Building:

Work session at 3pm before our meeting in November. There are a few more pieces of property for sale currently off of Main, just past City Hall.

Other updates:

We are waiting for deposits from several of our recent grants before spending money on the necessary items.

We are still waiting for parts for our Handicap access door for that grant funded work to move forward.

We will be receiving a grant for STEM kits. I am just waiting for the final paperwork to announce.

Conference wrap up-

I attended the Association for Rural and Small Libraries Annual conference in Albuquerque September 17-21. I co-presented a session on: Reducing Substance Abuse through Community Learning and Bibliotherapy. We had a packed room and lots of good questions.

I attended sessions on :

Building up our communities: leveraging community partnerships to enhance library services
Emergency Management in Libraries

Directors, Managers and Administrators group discussion

Navigating New building projects

From Anxiety to Action how the sustainable libraries certification program builds stronger communities (we will be receiving a 1 year membership to the Sustainable Library program)

There's always something happening at the library: becoming a daily destination for your community

Speaking with Legislators: making your voice heard

Empowering communities through partnerships

Film Screening of "The Librarians" (during lunch)

Community Webs Workshop (attendance paid for my airfare and hotel and will give us access to several of their products for digital collections)

Plus keynote speakers and networking activities.

MEMORANDUM



TO: City Council
FROM: Greg Springman, Public Works Director
DATE: October 14, 2025
SUBJECT: Public Works Monthly Report – September 2025

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

- 20.29 million gallons (MG) of wastewater treated this month
- 0.79 MG max daily flow discharged
- 0.70 MG average daily flow discharged

Compliance:

- Wastewater plant process had no violations for September 2025. The WWTP process has had “zero” process violations for the last 16 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 schedule a meeting with DEQ to discuss it in detail. Staff will have the opportunity to seek approval to do a Supplemental Environmental Project (SEP) in lieu of the fine.

O&M Projects:

- Staff added more sand to finish filters 1 & 2 to prepare for the wet fall/winter weather.
- Mahler Water Reclamation Facility Project has been fully designed and is waiting for funding. Staff have completed the WIFIA application and submitted the \$25,000 application fee but are waiting for financial documents (completed FY23 Audit and an updated Credit Rating Report for the City). Once the audit is completed, the application will be submitted.

WTP Activities - Sweet Home Water Treatment Plant

- 38.28 MG finish water treated this month
- 1.86 MG max daily demand
- 1.28 MG average daily demand

Compliance:

- No process violations for September 2025.

Raw Turbidity NTUs:

- Levels currently range are less than 5 NTUs.

O&M Projects:

- Army Corps Green Peter drawdown meeting was held with all water providers on September 17, 2025. Operations staff gave Army Corps a tour of the WTP on September 18, 2025. Next drawdown meeting will be October 15, 2025.

Engineering Projects

- Ongoing ROW inspections for Ziplly Fiber installations throughout the community.
- Ongoing Coulter subdivision inspections.
- Request for quotes for a pole structure at Police Department.
- Completed the DEQ TMDL Stormwater update for 2025.
- Assisted other departments with small projects.
- Updated infrastructure in GIS for iWorQ database integration.

Public Works Field Activities

Water Division

- Staff continues with water distribution system leak detection citywide.
- Staff continue to locate all City owned utilities for contractors throughout the service area.
- Staff have scheduled the installation of new water main on 8th Avenue, between Dogwood and Cedar. Materials have been ordered and received.

Collections System Division

- Staff responded to a sewer system overflow (SSO) along Ames Creek, between Highway 20 and Long Street. The cause the SSO was vandalism, where large rocks thrown into the manhole structure. Staff removed approximately 20 rocks ranging from “football size” to one that is over 80 lbs. Staff notified DEQ of the SSO and has followed up with the incident report.
- Staff started sewer main cleaning throughout the service area.
- Staff performed sewer main CCTV inspections throughout the service area.
- Collections staff assisting with leak detection and water leak repairs.

Streets Division

- Staff continues with crosswalk painting.
- Staff continues with asphalt patch work for water leak repairs.
- Scheduled weekly street sweeping is ongoing.
- Staff has scheduled the fall leaf collection season, which begins Monday, October 13, 2025 and will continue through Thursday, December 18, 2025.

Parks & Facilities Division

- Staff working on Supplemental Environmental Project (SEP) east of Ames Creek in Sankey Park. All vegetation has been mowed and sprayed, and debris has been removed. Silage traps will be put in place mid-October. Traps will remain in place for one year.
- Staff prepared Sankey Park for the annual Harvest Festival on Saturday, October 4, 2025.
- Staff continues to maintain City parks, clean restrooms, and collect public trash cans.
- Mowing and weed-eating continues in all parks, mowing frequency is slowing down.

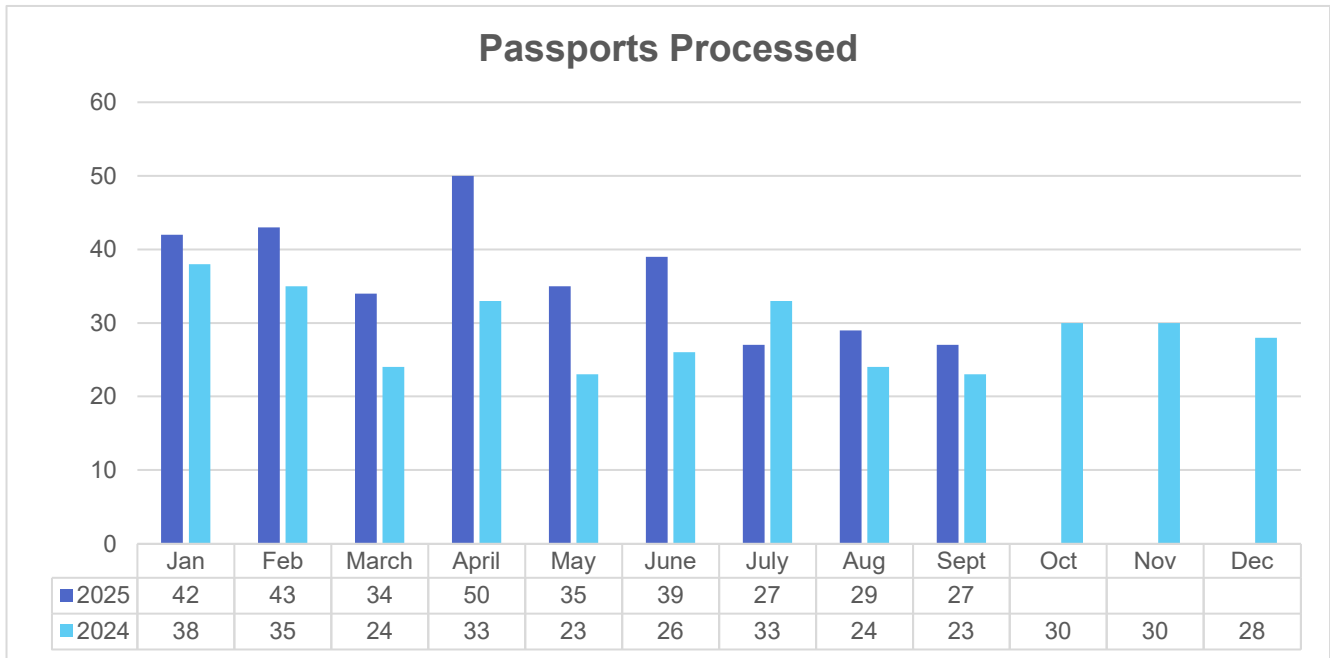
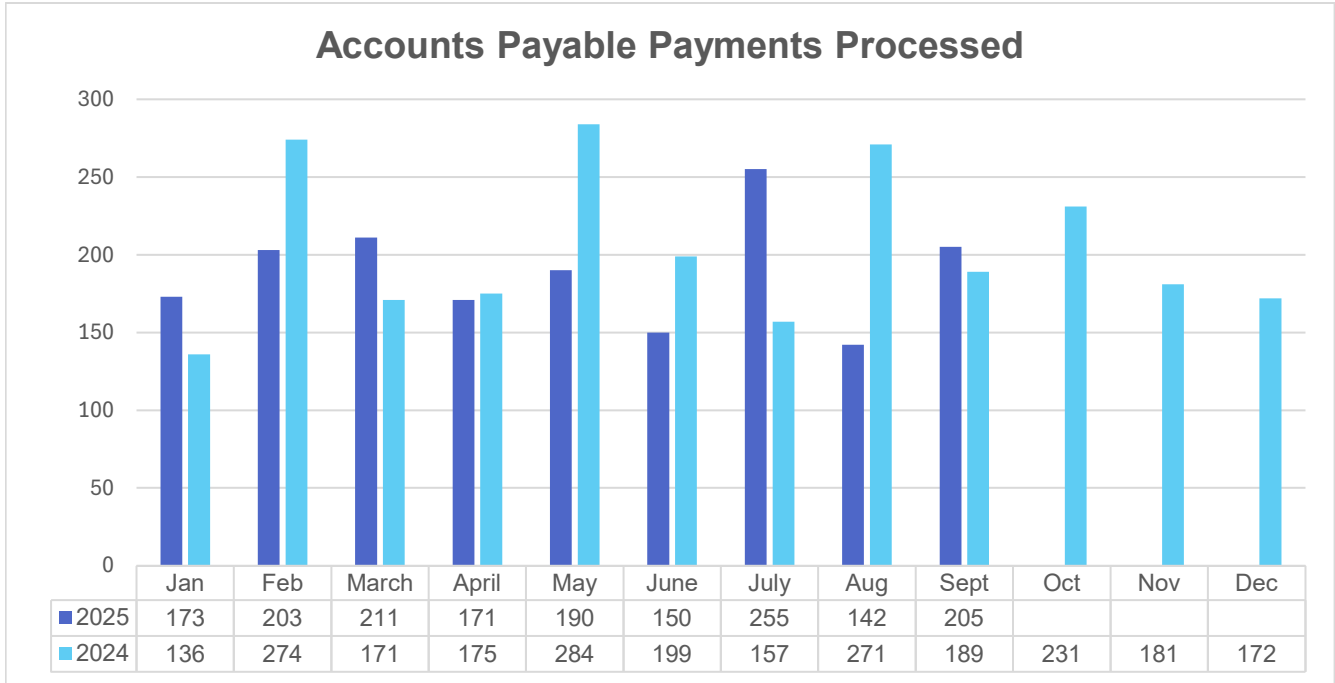
Stormwater Division

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

Finance Department September 2025

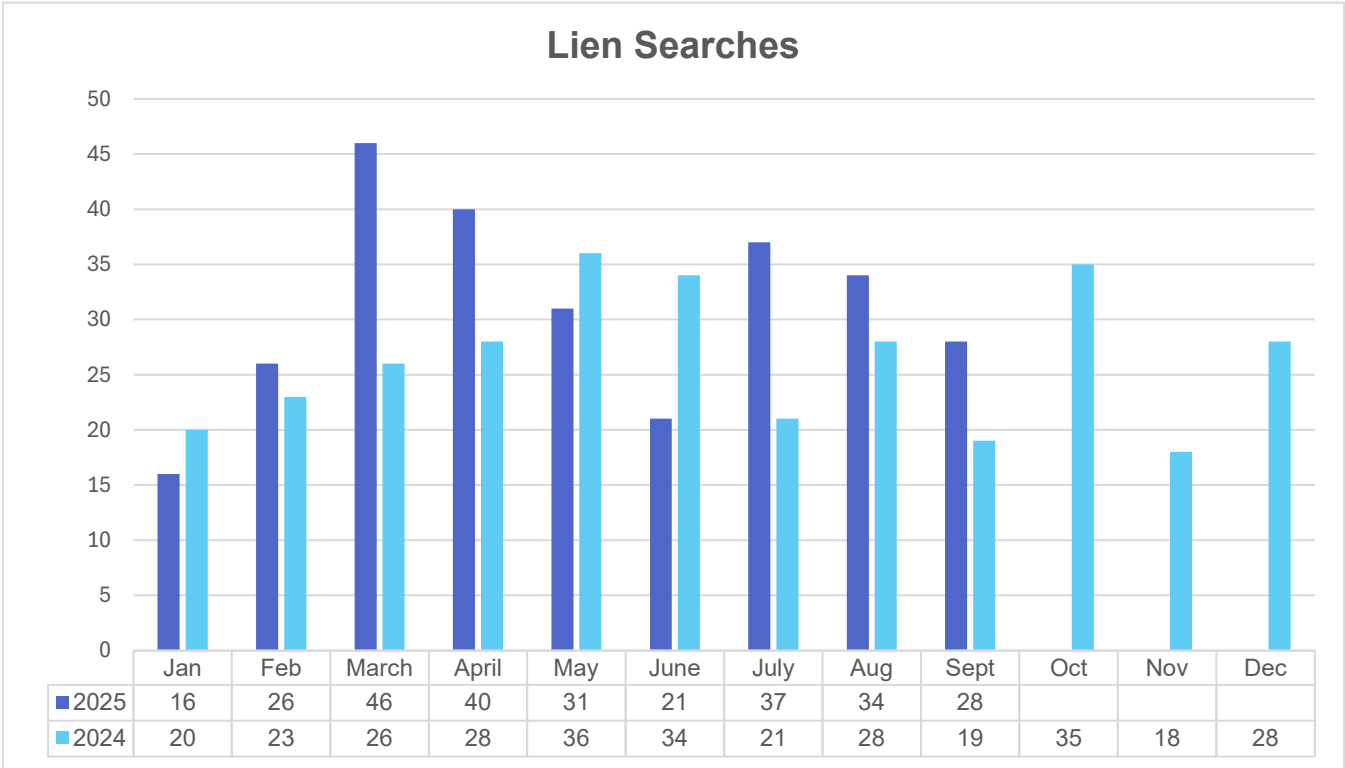
Finance Activities

Payroll was processed for 73 employees.



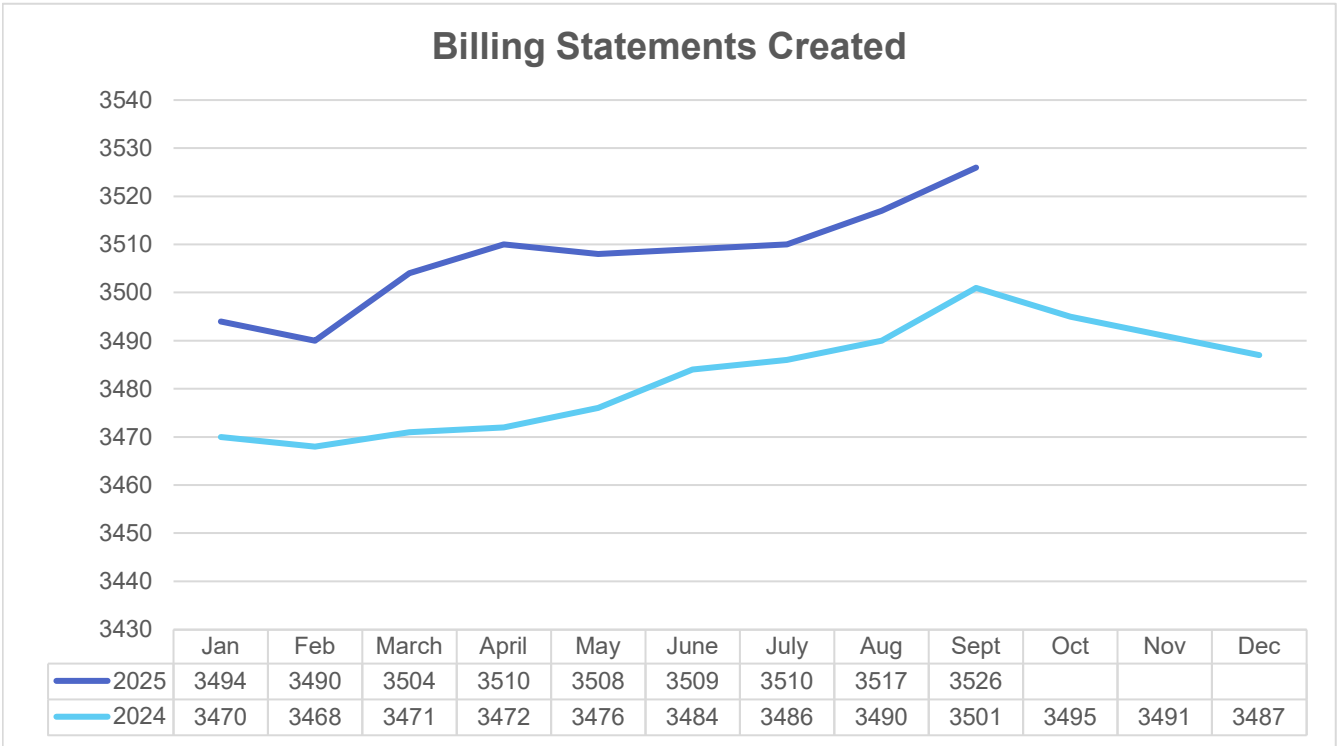
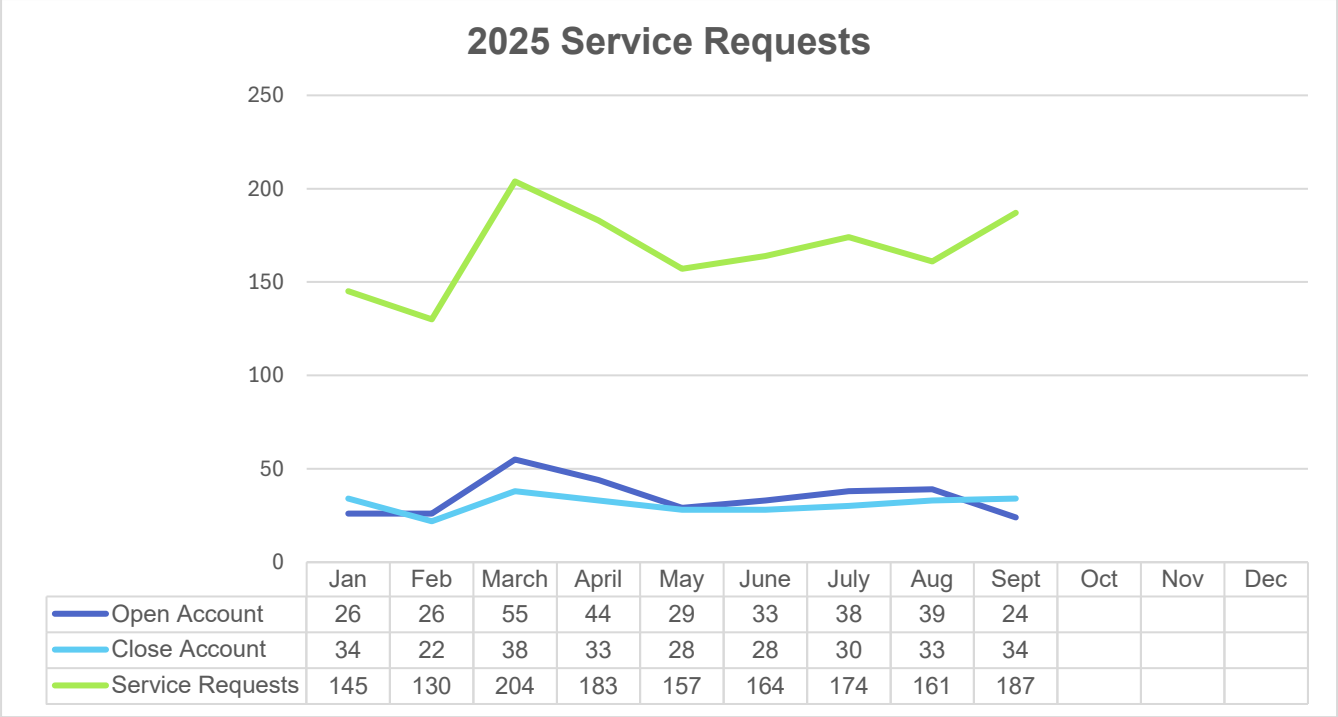
Finance Department

September 2025

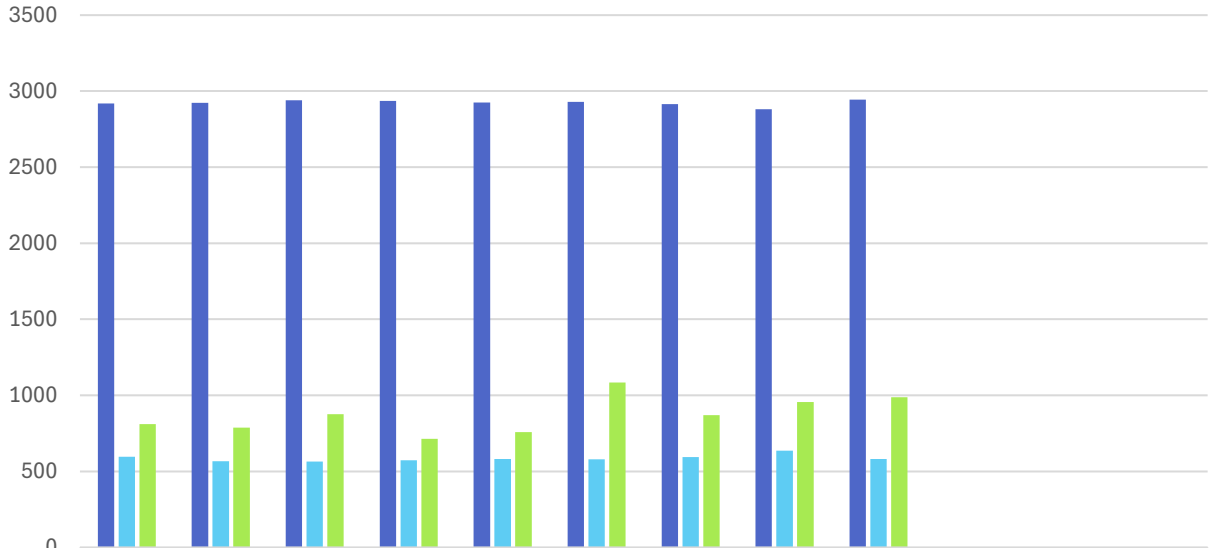


Finance Department September 2025

Utility Billing Activities

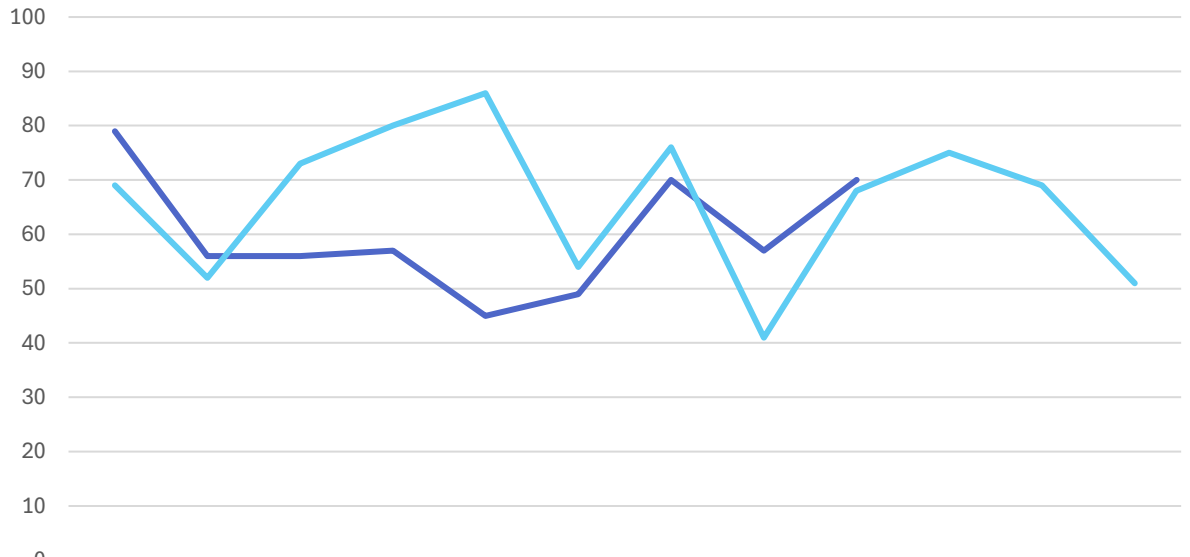


Statements Mailed



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Mailed	2920	2923	2940	2936	2926	2929	2915	2881	2944			
Emailed	597	567	564	574	582	580	595	636	582			
Past Due	811	787	877	715	759	1085	869	957	987			

Turn Off History



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2025	79	56	56	57	45	49	70	57	70			
2024	69	52	73	80	86	54	76	41	68	75	69	51

Submitted by:

Cindi Robeck
 Financial Operations Manager
crobeck@sweethomeor.gov

OCTOBER 2023 COUNCIL REPORT-CALLS FOR SERVICE

CALLS FOR SERVICE	Sep-25	Sep-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
PERSON CRIMES (Homicide, Assault, Harassment, Sex Crimes, Menacing, Reckless Endanger, Kidnap, Domestic Violence, Elder & Child Abuse, etc)	25	19	180	223	-19.28%
PROPERTY CRIMES (Arson, Burglary, Theft, Criminal Mischief, Motor Vehicle Theft, Robbery, Unlawful Entry into Motor Vehicle, Reckless Burning, etc)	48	56	305	475	-35.79%
SOCIETY CRIMES (Drive Under Influence of Intoxicants, Disorderly Conduct, Resisting Arrest, Criminal Trespass, Escape, Runaway, Drug Offenses, Weapon Offenses, etc)	27	29	243	222	8.64%
OREGON SPECIFIC CRIMES (Protective Custodies, Traffic Crimes other than DUII, Warrant Arrests)	60	50	620	490	20.97%
TOTAL CRIMES REPORTED	160	154	1348	1410	-4.40%
TOTAL CRIMES CLEARED	95	94	743	874	-14.99%
NON CRIMINAL CALLS FOR SERVICE (Abandoned Vehicles, Agency Assists, 911 hangups, Alarm Calls, Ambulance Assist, Animal Calls, Death Investigations, Disturbances, Domestic Disputes, Juvenile, Motor Vehicle Crashes, Public Assists, Suspicious Activity, Traffic, Trespass Warnings, etc)	710	699	6146	6307	-2.55%
TOTAL CALLS FOR SERVICE	870	853	7494	7717	-2.89%
TOTAL INCIDENT NUMBERS ISSUED	826	783	7056	7062	-0.08%
TOTAL CAD NUMBERS ISSUED	1326	1487	12586	13534	-7.00%

CUSTODIES	Sep-25	Sep-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
TOTAL PERSONS TAKEN INTO CUSTODY	68	60	639	560	12.36%
TOTAL ADULTS ARRESTED	64	49	602	520	13.62%
TOTAL JUVENILES IN CUSTODY	4	11	36	49	-26.53%
TOTAL CHARGES	105	121	1160	1011	12.84%
TOTAL ADULT CHARGES	101	107	1117	838	24.98%
TOTAL JUVENILE CHARGES	4	14	43	72	-40.28%

October 2023 Council Report-Traffic

CITATIONS ISSUED	Sep-25	Sep-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
Chapter 803 Vehicle Title and Registration (Fail to Register Vehicle, Fail to Renew Registration, Altered Plate, Switched Plates, Fail to Display Plate, etc.)	2	0	11	10	9.09%
Chapter 806 Financial Responsibility Law (Driving Uninsured, Fail to Carry Proof of Insurance, False Info Regarding Liability Insurance, etc.)	10	1	94	109	-13.76%
Chapter 807 Driving Privileges, Licenses and Permits (No Operator License, Fail to Carry and Present License, Fail to Change Name and/or Address on Operator License, etc.)	1	4	18	27	-33.33%
Chapter 811 Rules of the Road for Drivers (Speeding, DWS, Reckless Driving, Careless Driving, Hit and Run, Fail to Obey Traffic Control Device, Follow too Close, Illegal Parking, Fail to Yield to Pedestrian, Fail to Wear Seatbelt, etc.)	18	32	188	257	-26.85%
Chapter 813 Driving Under Influence of Intoxicants (Drive Under Influence of Intoxicants, Refuse the Breath Test, etc.)	3	4	13	26	-50.00%
Chapter 814 Pedestrians; Passengers; Livestock; Motorized Wheelchairs; Motorcycles; Bicycles (Improper Use of Lanes, No Motorcycle Helmet, Bicyclist failing to Signal, etc)	0	0	1	0	0.00%
Chapter 815 Vehicle Equipment Generally (Improper Fenders or Mud Guards, Unreasonable Noise, Obstructed Vehicle Windows, etc.)	0	0	4	0	100.00%
Chapter 816 Vehicle Equipment (Operate Without Lighting Equipment, Operate Without Tail Lights, etc)	0	0	1	2	-50.00%
Chapter 818 -821 (Vehicle limits, abandoned vehicle, special provisions, off road vehicles)	0	0	1	3	-66.67%
TOTAL CITATIONS ISSUED	34	41	331	434	-23.73%
TOTAL PERSONS CITED	19	35	178	287	-37.98%
TOTAL WARNINGS ISSUED	38	149	681	1164	-41.49%
TOTAL OFFICER INITIATED TRAFFIC STOPS	48	179	1005	1382	-27.28%

MOTOR VEHICLE CRASHES	Sep-25	Sep-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
MVC-FATAL	0	0	0	1	-100.00%
MVC-INJURY	4	3	24	23	4.17%
MVC-NON INJURY	15	4	63	87	-27.59%
HIT & RUN VEHICLE INJURY	0	0	6	5	16.67%
HIT & RUN PROPERTY	4	3	24	53	-54.72%
TOTAL CRASHES	23	10	117	169	-30.77%

CRASHES INVOLVING DUII ARREST	1	1	3	6	-50.00%
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NEWSLETTER

CITY OF SWEET HOME

October 2025



COUNCIL CORNER

In September, City Council held a Work Session to discuss a formal evaluation process for the City Manager and City Attorney. They also approved the following:

- Harvest Festival road closures
- Adoption of the 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan
- Declaration of Emergency for the 2025 Green Peter Drawdown

The Declaration of Emergency, submitted by the City Manager, mirrors last year's declaration and streamlines the City's ability to access resources if there are any serious negative consequences resulting from the drawdown.

Last year, the drawdown was halted early because one of the filters at our Water Treatment Plant failed due to a buildup caused by increased sediment from the drawdown. The filter has been replaced and several system components have been upgraded.

This year's deep drawdown is scheduled to take place from December 1st to December 15th, after which the low water level is planned to be held until January when Green Peter will be allowed to refill.

City Council will hold Regular Sessions on 10/14 and 10/28 at 6:30 PM. Agendas can be found on our website.

Sweet Home HARVEST Festival
SATURDAY
OCTOBER 4, 2025

Sankey Park
847 14th Avenue, Sweet Home, OR 97386

FOR MORE INFORMATION:
www.sweethomeor.gov
541-818-8029

Brought to you by the City of Sweet Home and our GENEROUS SPONSORS:

E-RECYCLING OPPORTUNITY!

Join Green Century Electronics Recycling and the City of Sweet Home for a **FREE** electronics event as part of Oregon E-Cycles! This event will be held at Sweet Home City Hall on **Saturday, October 25th** from **10:00 AM to 2:00 PM**. This event is open to households and small businesses. Bring your old household electronics to be recycled!

Please visit our website to see the list of what you can bring.



CITY MANAGER'S MESSAGE

September has a way of changing our pace. School is back in session, sports fill the evenings, and hunting season draws many outdoors. Life scatters us in different directions, and that is both natural and necessary. On Friday nights at the games, and even from my back yard, I hear the cheer of the crowd rise above the lights and the band. It reminds us that connection does not happen on its own. It takes intention to pause, to look up, and to come together. That is why I hope you will mark your calendar for October 4th from 11 to 4 at Sankey Park, when the Harvest Festival offers us a chance to gather again. Sweet Home comes alive, one gathering at a time.

Yours in Service,
Jason Ogden

