



# CITY OF SWEET HOME PLANNING COMMISSION AGENDA

March 07, 2024, 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.

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## **Meeting Information**

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, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 971-203-2871, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 246 156 257#

## **Call to Order and Pledge of Allegiance**

## **Roll Call of Commissioners**

**Public Comment.** This is an opportunity for members of the public to address the Planning Commission on topics that are not listed on the agenda.

## **Meeting Minutes:**

**2024-02-01 Planning Commission Meeting Minutes**

## **Public Hearings**

**Application SD23-01 Continuation Request**

**PD22-01, SD22-01, and CU22-02 Land Use Approval Extension Request**

## **Staff Updates:**

**Commission Needs to Vote on Chair and Vice Chair**

## **Round Table Discussions (Committee comments about topics not listed on the agenda)**

**Vote for Chairman and Vice Chairman**

## **Adjournment**

Persons interested in commenting on these issues should submit testimony in writing to the Community and Economic Development Department Office located in City Hall prior to the hearing or attend the meeting and give testimony verbally. Persons who wish to testify will be given the opportunity to do so by the Chair of the Commission at the Planning Commission meeting. Such testimony should address the zoning ordinance criteria which are applicable to the request. The Sweet Home Planning Commission welcomes your interest in these agenda items. Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Commission may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend

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*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 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 will be available for inspection at no cost at least seven days prior to the hearing and a copy will be provided at reasonable cost. Please contact the Community and Economic Development Department at 3225 Main Street, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

## Planning Commission Process and Procedure for Public Hearings

- Open each Hearing individually
- Review Hearing Procedure (SHMC 17.12.130)
- Hearing Disclosure Statement (ORS 197.763)
  - At the commencement of a hearing under a comprehensive plan or land use regulation, a statement shall be made to those in attendance that:  
**READ:** “The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.”
- Declarations by the Commission:
  - Personal Bias - Prejudice or prejudgment of the facts to such a degree that an official is incapable of making an objective decision based on the merits of the case.
  - Conflict of Interest - Does any member of the Commission or their immediate family have any financial or other interests in the application that has to be disclosed.
  - Ex Parte Information - The Planning Commission is bound to base their decision on information received in the Public Hearing and what is presented in testimony. If a member of the Planning Commission has talked with an applicant or has information from outside the Public Hearing it needs to be shared at that time so that everyone in the audience has an opportunity to be aware of it and the rest of the Planning Commission is aware of it. In that way it can be rebutted and can be discussed openly.
- Staff Report
  - Review of application
  - Discussion of relative Criteria that must be used
  - During this presentation the members of the Planning Commission may ask questions of the staff to clarify the application or any part of the Zoning Ordinance or the applicable information.
- Testimony
  - Applicant’s Testimony
  - Proponents’ Testimony
    - Testimony from those wishing to speak in favor of the application
  - Opponents’ Testimony
    - Testimony from those wishing to speak in opposition of the application
  - Neutral Testimony
    - Testimony from those that are neither in favor nor in opposition of the application.
  - Rebuttal
- Close Public Hearing
- Discussion and Decision among Planning Commissioners
  - Motion
    - Approval
    - Denial
    - Approval with Conditions
    - Continue
- If there is an objection to a decision it can be appealed to the City Council. The Planning Commission shall set the number of days for the appeal period. At the time the City Council goes through the Public Hearing Process all over again.
  - Recommendation made by Planning Commission—City Council makes final decision.

If you have a question, please wait until appropriate time and then direct your questions to the Planning Commission. Please speak one at a time so the recorder knows who is speaking.



# CITY OF SWEET HOME PLANNING COMMISSION MINUTES

February 01, 2024, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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## Meeting Information

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## Call to Order and Pledge of Allegiance

The meeting was called to order at 6:32 PM.

## Roll Call of Commissioners

### PRESENT

Eva Journey  
Henry Wolthuis  
Laura Wood  
Nancy White

### ABSENT

Jeff Parker  
Jamie Melcher

### STAFF

Blair Larsen, Community and Economic Development Director  
Diane Golden, Associate Planner  
Angela Clegg, Tourism & Economic Development Coordinator

### GUEST SPEAKERS

Laura LaRoque, 63 E. Ash Street, Lebanon, OR 97355  
Lyle Hutchens, 38747 Scrael Hill Road, Albany, OR 97322  
Katie Vineyard, 4309A Long Street, Sweet Home OR 97386  
Kay Thrash, 1118 47th Avenue, Sweet Home OR 97386  
Joyce Gribbs, 4305 Long Street, Sweet Home, OR 97386  
Cindy Hovater, 955 45th Avenue, Sweet Home, OR 97386

**Public Comment.** This is an opportunity for members of the public to address the Planning Commission on topics that are not listed on the agenda.

None.

## Meeting Minutes:

A motion to approve the minutes was made by Wolthuis lead a motion to approve the minutes, seconded by Eva Journey.

Yea: 4

Absent: 2

## Public Hearings

### Application VR23-05

Commissioner Wolthuis read the application summary and asked if there was any ex parte, conflicts of interest, or personal bias, and there were none.

Tourism & Economic Development Coordinator Clegg gave the staff report.

Applicant Testimony: Laura LaRoque, 63 E. Ash Street, Lebanon, OR 97355 spoke on behalf of the applicant. The applicant is also requesting a property line adjustment PLA23-05. It is pending the decision of the Planning Commission on the variance application.

Commissioner Journey clarified the application with LaRoque confirming the access easement for the applicant.

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The public hearing was closed at 6:53 PM.

Commission discussion: Commissioner Wood asked the staff how two houses on one lot exists. Coordinator Clegg explained that the lot was created before the code was put into place and therefore the property line adjustment would be an attempt to bring the lot more into conformance with current code.

Commissioner Wood argued that the lot line would bring the application into as conformance with current city codes as possible.

Commissioner Journey agreed.

Commissioner White agreed.

Commissioner Wood made a motion to approve VR23-05, seconded by Commissioner Journey.

Yea: 4

Nay: 0

Absent: 2

### Application SD23-01

The public hearing was opened at 6:58 PM.

Commissioner Wolthuis read the application summary. Commissioner Wolthuis asked if there were any ex parte, conflicts of interest, or personal bias, and there were none.

Coordinator Clegg gave the staff report.

Applicant Testimony: Lyle Hutchens 38747 Scrael Hill Road, Albany, OR 97322 testified on behalf of the application.

Commissioner Journey spoke to question the possibility for open spaces like parks. agreed and recognized the concern for playground areas, stating he is open to parks in appropriate places.

CEDD director Larsen reviewed the procedure for System Development Charges for parks, stating that the money from development would go towards the development of a park. Director Larsen also stated that the value of the land or work in development could be credited off if a park was developed. Commissioner Journey stated that there was no property allotted for a park and so the city would then be responsible in finding a location for the park. Director Larsen pointed out that there is quite a bit of vacant land in the applicant's area of town, and Commissioner Journey stated that it was all hypothetical since it was not in the conditions of approval.

Commissioner Wood requested to confirm that the larger lots on Phase 4 was due to terrain. Hutchens confirmed. Hutchens explained that all of the lots were planned for single family residences in mind.

Commissioner Wolthuis inquired about the property to the east. CEDD Larsen explained that the property to the east is not in the city's jurisdiction. Director Larsen explained that it is outside of city limits and the only way to enter the city is through an Urban Growth Boundary expansion, which is typically very difficult. Commissioner Wolthuis inquired about the streets in Phase 3 and Phase 4 ending in temporary hammerheads and cul de sacs. Director Larsen explained that the stubbed ends of the streets to the east side of town in Phase 4 are against a large hill. Hutchens agreed that the idea was terrain driven.

Commissioner Wolthuis inquired about the time frame for the traffic impact study. Hutchens explained the first preliminary plat review and the first phase for public improvements.

Commissioner Journey asked about the wetland delineation survey. Hutchens answered that within the first 24-36 months of approval from DSL. Coordinator Clegg answered that the delineation has already been done. Director Larsen stated that the applicant would have to still have to go through DSL for the appropriate permits.

Commissioner Wolthuis inquired about the traffic incurred. Hutchens stated that 43rd Avenue would be treated like a collector street. Director Larsen stated that fewer streets that collect to 43rd Avenue would help curb the speeding that would incur. Director Larsen stated that the traffic impact study would help inform what improvements would be needed for 43rd Avenue. Hutchens stated that there was anticipation for right of way improvements with the subdivision.

Meeting resumed at 7:58 PM.

Commissioner Journey asked Hutchens if there were any plans for the planting strips. Hutchens responded that there will be plans for street trees and ground cover. Hutchens stated that, to curb water costs, there are drought-resistant plants available.

Testimony in favor: None

Testimony in opposition: 4

Katie Vineyard spoke against the application with hammerhead, street width, wetland and water pollution concerns.

Kay Thrash spoke against the application with concerns of water runoff, road width and the small lot sizes.

Joyce Gribbs spoke against the application with concerns with the water.

Cindy Hovater spoke against the application with concerns about water.

Neutral testimony: None

The public hearing was closed at 8:25 PM.

The public hearing was opened up at 8:26 PM.

Commissioner Wolthuis invited Hutchens an opportunity to rebut the opposition. Hutchens addressed the concerns with road widths, stating that it is in accordance to development code standards. Hutchens remarked that for storm drainage would be in accordance to

Oregon drainage law and rain gardens will be proposed, as well as drainage capabilities for stormwater tracts.

Commissioner Wood asked who the responsible party would be for maintaining the rain gardens and stormwater tracts. Hutchens responded stating that there will be a Homeowner's Association to be responsible for the stormwater facilities.

Hutchens addressed that the traffic study will look at 43th, 45th and 47th Avenue and anticipating required improvements to the streets, specifically at Long Street.

Director Larsen inquired about the hammerhead at the northeast end of Street A. Hutchens answered that it was at the anticipation of connecting to 47th Avenue, stating the same logic applied to Street C.

Wolthuis closed the public hearing at 8:31 PM.

Commissioner Wood addressed the concerns about the wetland report and standing water from the opposition testimony.

Commissioner Journey addressed concerns about the HOA being responsible for the drainage and the lack of open space in the plan.

Commissioner White spoke in favor for the development, addressing that it filled all the requirements of the Urban Growth Boundary.

Commissioner Wolthuis asked CEDD director to continue after the traffic study was done. CEDD Director Larsen stated that the traffic impact study will be lengthy and likely not allow the application to be approved within the 120-day limitation.

Commissioner Wood addressed the fill permit and the plans for the drainage retentions. Director Larsen responded that the detention basins were required because of that and that the City defers to the state regulations for any additional regulations.

Commissioner White asked Director Larsen the process with approving the plan. Director Larsen stated that the development through each phase would help the applicant moving forward and therefore help fund the permits and redesigning which process DSL would require.

Commissioner Wolthuis addressed the drainage going onto neighboring properties. CEDD director Larsen addressed that the system development charges are what will aid in development improvement.

CEDD director Larsen stated that schools have been notified of the subdivision application, and so would be aware of the approval of the application as well, emphasizing that development encourages extra funding for the schools.

Commissioner Wood stated that she wished for a subdivision to be planned more for a community, with open spaces to enjoy.

Commissioner Journey addressed the concerns about storm drainage and lack of open spaces. Commissioner Journey addressed the concerns about the hammerheads in the development.

Commissioner Wolthuis stated that more time was needed to study the application.

Commissioner Journey stated that she would need more information from the applicant and options for modifying the application. Commissioner agreed.

Commissioner Wolthuis opened the public hearing at 9:02 PM for Hutchens to continue the meeting on March 7, 2024. Hutchens stated that a March 7 meeting would be available to reconvene.

Commissioner Wolthuis closed the hearing at 9:04 PM.

Commissioner White motioned to move the public hearing to March 7. Commissioner Wood seconded.

**Staff Updates:** None

**Round Table Discussions** (Committee comments about topics not listed on the agenda)  
None.

**Adjournment**

The meeting was adjourned at 9:05 PM.

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Henry Wolthuis, Vice Chairperson  
Sweet Home Planning Commission

Respectfully submitted by Diane Golden, Associate Planner



**Land Use Approval Extension**

File: PD22-01/SD-22-01/CU-22-02

Applicant: Santiam River Development Co, LLC

Application Description: Planned Development Overlay to allow single-family uses be developed accordance with the development standards of SHMC 17.60.040(B). Tentative Subdivision Plat for a 42 lot residential subdivision and four tracts. Conditional Use permit to allow residential uses not related to or in conjunction with a recreational development in the Recreational Commercial (RC) zoning district.

Property Address: 1400 Clark Mill Rd., Sweet Home, OR 97386

Assessor's Map and Tax Lot: 13S-01E-29 Tax Lots 3502 & 3503

Date of Original Planning Commission Approval: 3/10/2022

Original Expiration Date: 3/10/2024

Length of Extension Request: 3/10/2026

Reason for Extension Request: To explore subdivision modifications because of recent development code amendments.

Troy Cummins 02/09/2024  
Troy Cummins (Feb 9, 2024 14:22 PST)  
 Applicants Signature Date

Deciding Party:

- Planning Official (One year or less)
- Planning Commission (More than one year)

Date of Decision: \_\_\_\_\_

New Approval Deadline: \_\_\_\_\_

The land use application approval shall be void after the **New Approval Deadline** if the use has not been substantially established as defined in the Sweet Home Municipal Code (SHMC). All other terms and conditions of the land use approval remain unchanged.

\_\_\_\_\_  
 Planning Commission Representative (If applicable) Date

\_\_\_\_\_  
 Community and Economic Development Director Date