



# CITY OF SWEET HOME CITY COUNCIL AGENDA

October 28, 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.

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## Meeting Information

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

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

### I. Call to Order & Pledge of Allegiance

### II. Roll Call

### III. Consent Agenda

- a) Approval of Minutes:
  - i) [2025-10-14 City Council Executive Session Minutes](#)
  - ii) [2025-10-14 City Council Work Session Minutes](#)
  - iii) [2025-10-14 City Council Meeting Minutes](#)

### IV. Recognition of Visitors & Hearing of Petitions

### V. New Business

- a) [Request for Council Action – Code Compliance Abatement Lien for 1889 Kalmia Street](#)

### VI. Ordinance Bills

- a) Third Reading of Ordinance Bills (Roll Call Vote Required)
  - i) [Request for Council Action – Ordinance No. 9 for 2025 – Ordinance. No. 1338 – Zone Map Amendment Application ZMA25-01](#)

### VII. Reports of Committees

Charter Review Committee – President Pro Tem Thorstad

- [2025-10-07 Charter Review Committee Meeting Minutes](#)

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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.*

Community Health Committee – Councilor Bronson

- [2025-10-22 Community Health Committee Meeting Minutes](#)

Park & Tree Committee – Councilor Hegge

- [2022-09-17 Park & Tree Committee Meeting Minutes](#)

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**

Planning & Building

- [Planning & Building Report – September 2025](#)

**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 EXECUTIVE SESSION MINUTES

October 14, 2025, 5:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## Call to Order

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

## Roll Call

### PRESENT

Mayor Susan Coleman  
President Pro Tem Josh Thorstad  
Councilor Ken Bronson  
Councilor Aaron Hegge  
Councilor Dylan Richards  
Councilor Angelita Sanchez

### ABSENT

Councilor Chelsea Augsburger (unexcused)

### STAFF

Jason Ogden, City Manager / Police Chief (enter 5:54 PM)  
Cecily Hope Pretty, Deputy City Manager  
Blair Larsen, City Attorney

## Executive Session

Mayor Coleman read the Executive Session statement at 5:30 PM.

The Sweet Home City Council Executive Session is held pursuant to:

ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing, and;

ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Official representation of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on any of the discussions during Executive Session, except to state the general subject of the session as previously announced. No formal actions may be taken in Executive Session.

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Council's regular session.

**Adjournment**

There being no further discussion, the meeting was adjourned at 6:17 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

DRAFT



# CITY OF SWEET HOME CITY COUNCIL WORK SESSION MINUTES

October 14, 2025, 6:00 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.

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

The meeting was called to order at 6:23 PM.

## **Roll Call**

### **PRESENT**

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

### **STAFF**

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

## **Work Session**

### **a) Employee Evaluation Process Follow-up**

City Manager Ogden reviewed the recommendations from the previous Work Session to establish a new evaluation method for the City Manager and City Attorney. He provided copies of the draft forms and requested City Council feedback.

Councilor Sanchez requested a narrative self-evaluation for City Council review prior to the numerical review.

There was consensus to adopt the proposed evaluation forms with the additional process for narrative self-evaluation.

**Adjournment**

There being no further discussion, the meeting was adjourned at 6:29 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

DRAFT



# CITY OF SWEET HOME CITY COUNCIL MEETING MINUTES

October 14, 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.

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## Call to Order & Pledge of Allegiance

The meeting was called to order at 6:31 PM.

## Roll Call

### PRESENT

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

### STAFF

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

### GUESTS

Robert Egner, 28628 Ridgeway Road, Sweet Home, OR 97386  
Bill McKinnon, 1450 54<sup>th</sup> Avenue, Foster, OR 97386

Mayor Coleman requested a moment of silence in honor of free speech and peaceful public discourse in recognition of a recent assassination.

## Consent Agenda

Approval of Minutes:

- a) 2025-09-23 City Council Work Session Minutes
- b) 2025-09-23 City Council Meeting Minutes

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

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez  
NAY: None

## Recognition of Visitors & Hearing of Petitions

Mayor Coleman recognized those registered to speak.

Robert Egner thanked City Council for their Declaration of Emergency regarding the Green Peter Drawdown. He recognized the Charter Review Committee for their work recommending Charter changes and expressed his support for the City Council's future consideration of the changes.

Bill McKinnon expressed concern with the number of vehicles driving with expired registrations or no license plates

### **Ordinance Bills**

Request for Council Action & First Reading of Ordinance Bills

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

Mayor Coleman opened the Public Hearing at 6:40 PM.

Planning & Building Manager Clegg provided the staff report regarding ZMA25-01.

Mayor Coleman asked for any declarations of personal bias, conflicts of interest, or ex parte information. Councilor Hegge declared a conflict of interest.

Councilor Bronson asked of the zoning for the parcel to the south. Manager Clegg replied that the zoning was already changed to R-3, Residential High Density.

Mayor Coleman invited testimony for the Public Hearing. There was none to be heard.

Mayor Coleman closed the public hearing at 6:46 PM.

Councilor Richards moved to conduct a first reading of Ordinance No. 9 for 2025. The motion carried by the following vote:

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

NAY: None

RECUSE: Hegge

A first reading of Ordinance No. 9 for 2025 was conducted. It was noted that the text should be corrected to reflect it as Ordinance No. 9 rather than No. 7.

Second Reading of Ordinance Bills

Councilor Richards moved to conduct a second reading of Ordinance No. 9 for 2025 by title only. The motion carried by the following vote:

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

NAY: None

RECUSE: Hegge

City Attorney Blair stated that the title should be corrected to state "an Ordinance amending the official Zoning Map."

Councilor Richards moved to conduct a first reading of Ordinance No. 9 for 2025. The motion carried by the following vote:

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

NAY: None

RECUSE: Hegge

Councilor Richards moved to conduct a third reading of Ordinance No. 9 for 2025. The motion carried by the following vote:

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

NAY: None

RECUSE: Hegge

### **Reports of Committees**

Charter Review Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

- a) • 2025-09-24 Community Health Committee Meeting Minutes

Library Advisory Board – Councilor Augsburg

- a) • 2025-10-09 Library Board Meeting Minutes

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

- a) • CWACT 2025 Meeting Calendar

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

Mayor Coleman stated that Charter Review Committee concluded its work. President Pro Tem Thorstad, representing the Committee as Chair, stated that recommendations would be brought to City Council. Mayor Coleman thanked the Committee for their work.

### **Department Reports**

Library

- a) • Library Report – September 2025

Public Works Department Report

- a) • Public Works Department Report – September 2025

Finance

- a) • Finance Department Report – September 2025

Police

- a) • Police Department Report – September 2025

City Manager Ogden stated that overall calls were down slightly and person crimes were down significantly. He highlighted that vehicular crashes were down 31% over the previous year.

### **Reports of City Officials**

City Manager's Report

- a) • October 2025 Newsletter

City Manager Ogden stated that the fall leaf collection program had begun. He highlighted an upcoming electronics recycling event at City Hall on October 25<sup>th</sup>. He invited the public to the annual tree lighting celebration on November 29<sup>th</sup>. He recognized staff for their work to host Harvest Festival and highlighted the coordination by Planning & Building Manager Clegg. He thanked the title sponsors Tony and Shelly Larson and Travis Luttmmer. He reviewed some recent and upcoming grant submissions.

Mayor's Report

Mayor Coleman thanked staff for their work to keep many projects in progress. She highlighted the upcoming Sip & Stroll and SHOCASE Showdown. She encouraged everyone to vote for Lebanon High School in the T-Mobile competition to restore their football stadium. She expressed relief for the release of hostages in Israel.

### **Council Business for Good of the Order**

Councilor Richards thanked staff for their work on Harvest Festival.

### **Adjournment**

There being no further discussion, the meeting was adjourned at 7:01 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

DRAFT



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Code Compliance Abatement Lien for 1889 Kalmia Street

**Preferred Agenda:** October 28, 2025

**Submitted By:** Cecily Hope Pretty, Deputy City Manager

**Reviewed By:** Blair Larsen, City Attorney  
Jason Ogden, City Manager / Police Chief

**Type of Action:** Motion  Resolution  Reading  Roll Call

**Relevant Code/Policy:** SHMC 8.04-II Abatement Procedure

**Towards Council Goal:** Effective Government, Desirable Community

**Attachments:** N/A

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**Purpose of this RCA:**

The purpose of this RCA is to request City Council approval to place a lien on 1889 Kalmia Street consistent with the procedure outlined in Sweet Home Municipal Code (SHMC) Chapter 8.04-II for the assessment of a lien following City abatement of a property with code violations.

**Background/Context:**

Chapter 8.04 of the Sweet Home Municipal Code outlines a number of nuisances that must be addressed by property owners; failure to abate the nuisances may result in fines or the City may choose to abate the nuisances. If the City performs the abatement, a private company is hired to clean up the property and costs are assessed to the City. The City then invoices the costs to the property owner, plus an administrative fee, consistent with SHMC 8.04-II.

Below is a description of the history of code compliance issues at 780 9<sup>th</sup> Avenue. This list may not be comprehensive as it has spanned multiple years and Code Enforcement Officers.

**Address:** 1889 Kalmia Street

**Owner:** Leslee Huerta-Fernandez

**Violations:** Nuisances Affecting Public Health, Abandoned Iceboxes, Appliances and Fixture, Open Storage, Household Goods, Declaration of Public Nuisance (Discarded Vehicle), Prohibited Structures

**Abatement Costs:** \$21,906.49

This property has a history of code violations dating back to at least 2020 according to City records, including many of the same violations as listed above. The Code Enforcement program has been actively working with the property owner in that time, particularly since October 2024, to resolve code violations based on neighborhood complaints. The property owner was given the opportunity to avoid fines and abatement if progress was made to resolve the code violations at

multiple occasions. From October 2024 to March 2025, the Code Enforcement Officer visited the property and noted little to no improvements in the status of the violations. In March, a fire occurred in the residence and Sweet Home Fire & Ambulance District personnel reported challenges to their firefighting operations due to the amount of debris on site.

While the Code Enforcement Officer wished to pursue abatement in early 2025, due to limited funds remaining in the Code Enforcement budget, abatement of the property was postponed until the beginning of Fiscal Year 2025-2026.

The resident was sent a final notice of abatement on July 10, 2025, and it was posted to the property with a final opportunity for self-correction by July 20, 2025. Significant improvements were not observed during this period and an abatement of the exterior of the property was conducted on July 22<sup>nd</sup> through July 24<sup>th</sup>.

Final invoices were sent to the property owner on August 12, 2025. Per SHMC, the owner has 30 days to settle the balance before City Council may take action to place a lien on the property for the amount of the lien. The balance has not been settled.

The owner was sent a certified and non-certified notice of the intended Council action on October 21, 2025.

**The Challenge/Problem:**

The City's abatement budget is funded through taxpayer dollars. Because the bills have not been paid by the owner, the full cost of cleanup currently lies upon the City. Failure to place a lien on the property means that the City will never recoup the costs for the abatement.

**Issues and Financial Impacts:**

If the lien is not placed, the City will bear the cost of the abatement. While it may take many years to recover those costs with the lien, it will still ensure the funds are restored to the Code Enforcement program (or the General Fund) at some point in the future whenever the property is sold or the lien is paid off.

**Elements of a Stable Solution:**

A fiscally responsible approach consistent with municipal code that balances the interests of the property owner, the surrounding neighborhood, and the City.

**Options:**

1. Do nothing: The City will not place a lien on the property and costs will be fully absorbed by the General Fund.
2. Move to direct the City Recorder (City Manager) to enter the proposed charges in the City lien docket as a lien upon 1889 Kalmia Street: A lien in the amount of \$21,906.49 will be placed on the property.
3. Move to direct the City Recorder (City Manager) to enter modified charges in the City lien docket as a lien upon 1889 Kalmia Street: The City Council may choose to modify the amount of the lien.

**Recommendation:**

Staff recommends option #2: Move to direct the City Recorder (City Manager) to enter the proposed charges in the City lien docket as a lien upon 1889 Kalmia Street.



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Ordinance No. 9 for 2025 – Ordinance. No. 1338 – Zone Map Amendment Application ZMA25-01

**Preferred Agenda:** October 28, 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

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## **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 held a public hearing on October 14, 2025, to consider the application. The application was approved and City Council completed the first and second readings 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 Ordinance No. 9 for 2025 – Staff shall prepare an Order of Denial for Application ZMA25-01.
3. Move to approve Ordinance No. 9 for 2025 – The Ordinance will be approved as proposed.
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 Ordinance No. 9 for 2025.

**ORDINANCE BILL NO. 9 FOR 2025**

**ORDINANCE NO. 1338**

**AN ORDINANCE AMENDING 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). This area on the Sweet Home Zoning Map was in the Residential Low Density (R-1) Zone, and is now in the Residential High Density (R-3) Zone.

**PASSED** by the Council and approved by the Mayor this 28<sup>th</sup> day of October, 2025; and effective the 27<sup>th</sup> day of November, 2025.

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Mayor

ATTEST:

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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](mailto: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 ( $\pm 2.02$  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

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### **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

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Laura Wood, Chairperson  
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager



# CITY OF SWEET HOME CHARTER REVIEW COMMITTEE MINUTES

October 07, 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.

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## Call to Order & Pledge of Allegiance

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

## Roll Call

### PRESENT

Chair Josh Thorstad, Council President Pro Tem  
Vice Chair Gary Jarvis  
Committee Member Lisa Gourley  
Committee Member Jeff Parker  
Committee Member Mike Reynolds  
Committee Member Angie Yon

### STAFF

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

Chair Thorstad stated that Councilor Ken Bronson wished to remove the provisions related to a 30-day absence from the City.

## Approval of Minutes

- a) 2025-09-16 Charter Review Committee Meeting Minutes

Vice Chair Jarvis moved to approve the minutes of the Charter Review Committee meeting. Committee Member Yon seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon  
NAY: None

## Public Comment

There was no public comment to be heard.

## Old Business

- a) Ethics Code & Process

Deputy City Manager Pretty stated that the Committee was provided with comments and suggested language from City Attorney Larsen regarding the enforcement of the proposed ethics code.

Vice Chair Jarvis asked of the intent behind the language stating that “the Council shall be the judge of the election and qualifications of its members.” City Attorney Larsen replied that it was to grant the City Council the authority to enforce its standards on its members following due process. Committee Member

Gourley asked if the City Council had the legal authority to remove elected officials. City Attorney Larsen replied that as long as the Councilor was afforded due process regarding the accusations against them, it would be defensible.

Vice Chair Jarvis suggested that the City Council be given the option for disciplinary action should be limited to what is contained within the Charter and not City Council rules. Committee Member Reynolds expressed his support for the language as proposed.

Vice Chair Jarvis moved to adopt the language as proposed for Section 5.8. Enforcement. Committee Member Yon seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

b) Charter Review

Deputy City Manager Pretty stated that she corrected the numbering for Chapter II.

City Attorney Larsen stated that he found legal concerns with the proposed timeline for residency and had proposed alternate language to align to the date of the election rather than the candidate filing period.

Committee Member Reynolds moved to adopt the language in Section 3.1 as proposed. Vice Chair Jarvis seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

Deputy City Manager Pretty stated that Councilor Bronson was seeking to remove language in Section 4.1 related to absence from the City for a period of 30 days without the consent of the Council. Discussion ensued regarding requiring notice of intended absences and the ability to seek excused absences.

Vice Chair Jarvis moved to add language stating that a Councilor request for absence "shall not be unreasonably denied." Committee Member Yon seconded the motion.

Committee Member Parker offered a friendly amendment to clarify it would be for a period of 30 days "or more" for absences from the City. The friendly amendment was accepted.

The question was called. The motion failed by the following vote:

AYE: None

NAY: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

Committee Member Parker moved to clarify that the language referring to 30 days be amended to state "30 days or more." Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

Discussion ensued regarding the reference to 60 days absent from meetings. There was consensus to leave the current language as it is.

Deputy City Manager Pretty stated that City Attorney Larsen recommended the removal of the second sentence of 4.2(d) as it was redundant.

Committee Member Reynolds moved to remove the language as proposed. Committee Member Yon seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

City Attorney Larsen requested additional discussion on Section 4.2(b) and the appropriate timeline to fill a vacancy. There was consensus to hold the 60-day timeline.

Deputy City Manager Pretty asked if the Committee wished to specify that the Mayor also votes on the Council President. There was consensus to leave the language as-is.

Deputy City Manager Pretty stated that Vice Chair Jarvis asked if the Deputy City Manager role needed to be added elsewhere in the Charter so that there was more than a single reference to the role. Discussion ensued regarding whether the Deputy City Manager role should be required by Charter or whether the Treasurer/Finance Director role should be modified.

Vice Chair Jarvis moved to remove the Deputy City Manager and to add language to specify the Council President and a designee of the City Manager could also be signatories as parentheticals for each respective role. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

Discussion ensued regarding the appropriate language to guarantee speakers no less than five minutes to speak during City Council.

Vice Chair Jarvis moved to modify the language regarding Public Comment such that "Those recognized to speak during any regular City Council meeting shall be allowed no less than five minutes to address the City Council unless additional time is granted at the discretion of the Chairperson." Committee Member Reynolds seconded the motion.

The motion carried by the following vote:

AYE: Thorstad, Jarvis, Parker, Reynolds, Yon

NAY: Gourley

City Attorney Larsen stated that the amount of the bond for the City Manager seemed low and recommended that language be modified to allow the City Council to set and approve the amount so that it could be modified as necessary.

Vice Chair Jarvis moved to accept the language proposed by City Attorney Larsen. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

City Attorney Larsen suggested removing the current Section F regarding Interference in Administration and replacing it with two new sections regarding (1) Appointments and Removals and (2) Interference in Administration, which would be better aligned with existing case law.

Committee Reynolds moved to accept the language proposed by City Attorney Larsen regarding interference in administration. Committee Member Yon seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

City Attorney Larsen suggested moving the final sentence from the previously discussed section regarding securing or contributing to nomination or elections of candidates for municipal office as another separate section.

Vice Chair Jarvis moved for same. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

Deputy City Manager Pretty asked City Attorney Larsen for an appropriate section title. Committee Member Gourley suggested "Election Neutrality." There was consensus to adopt same.

There was consensus to remove "and Publication Thereof" from the title of Section 7.3 because the Committee had already adopted language to move publication requirements.

**New Business**

- a) Ballot Recommendation

Vice Chair Jarvis moved to forward the full Charter with recommended changes to the City Council for consideration. Committee Member Reynolds seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Jarvis, Gourley, Parker, Reynolds, Yon

NAY: None

**Committee Business for the Good of the Order**

There was no business to be heard.

**Adjournment**

There being no further discussion, the meeting was adjourned at 7:15 PM.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
City Manager – Ex Officio City Recorder

DRAFT



# Community Health Committee Meeting Minutes

October 22, 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.

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## Call to Order & Pledge of Allegiance

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

## Roll Call

### PRESENT

Vice Chair Bob Dalton  
Committee Member Dr. Larry Horton  
Committee Member Dick Knowles  
Committee Member Wanda Jones

### ABSENT

Chair Kelsey Ann Wray  
Committee Member Michael Grenz  
Committee Member Shirley Schumacher

### STAFF

Cecily Hope Pretty, Deputy City Manager  
Adam Leisinger, Special Projects Manager

### GUESTS

Janessa Van Epps, Linn-Benton Community College  
Amber Billington, Linn-Benton Community College

## Approval of Minutes

- a) 2025-09-24 Community Health Committee Meeting Minutes

Committee Member Knowles moved to approve the minutes of the September 24, 2025 Community Health Committee meeting. Committee Member Horton seconded the motion. The motion carried by the following vote:

AYE: Dalton, Horton, Jones, Knowles

NAY: None

ABSENT: Wray, Grenz, Schumacher

## Recognition of Visitors / Public Comment

- a) Linn-Benton Community College Students

Janessa Van Epps and Amber Billington stated that they were working on a project to locate community groups supporting public health. Discussion ensued regarding the role and activities of the Committee and the Community Health Fair.

## **Old Business**

### a) Communication Board Fundraising

Deputy City Manager Pretty stated that the City created a GoFundMe to collect funds for a communication board in Sankey Park. She asked the Committee Members to distribute advertising for the fundraiser. Vice Chair Dalton and Committee Member Jones stated that they had already begun engaging people about the opportunity.

No action was required for this item.

## **New Business**

### a) Outreach Discussion

Vice Chair Dalton stated that the Committee was exploring ways to improve outreach to the community including a presentation opportunity and he suggested beginning with a presentation from a subject matter expert to the Rotary Club.

Committee Member Jones stated that she contacted the Zero Suicide Coordinator for Samaritan Health and she expressed interest in giving a presentation. Vice Chair Dalton requested that Committee Member Jones work with her to coordinate a presentation to the Rotary Club.

Committee Member Horton stated that he spoke with the diabetic coordinator for Samaritan and she also indicated her willingness to present.

Vice Chair Dalton suggested that the Committee engage City Council more often about the Committee and the information available.

No action was required for this item.

### b) Expectations of Committee Members

Vice Chair Dalton stated that he met with Chair Wray to discuss her potential concerns or questions about how the Committee was operating. He noted that she requested additional feedback from the Committee Members during meetings.

No action was required for this item.

### c) City Leadership Meetings

Vice Chair Dalton stated that he met with City Manager Jason Ogden, Deputy City Manager Pretty, and Mayor Susan Coleman to discuss their thoughts on the Committee and the best way for the Committee to bring value to the City. He stated that he intended to meet with the other members of City Council to continue the conversation. He encouraged the Committee to engage with the City Council.

No action was required for this item.

### d) Community Food Resources

Deputy City Manager Pretty expressed concern with upcoming changes to food-related benefits at the federal level and requested that the Committee pass along any food resources they knew of so the City could share them with the public. Discussion ensued regarding cuts to food resources and areas in town to donate such as the library's Free Little Pantry, SHEMA, the Gleaners, and local churches.

No action was required for this item.

## **Committee Business for the Good of the Order**

### Informed & Ready Emergency Preparedness Training

Deputy City Manager Pretty provided information regarding an upcoming training for emergency preparedness offered through the Oregon Cascades West Council of Governments.

Committee Member Jones stated that Samaritan Health Services was planning to enter into an affiliation with MultiCare and that the partnership would potentially provide a significant investment into the Samaritan Health system and bring additional services to the area.

**Adjournment**

There being no further discussion, the meeting was adjourned at 4:52 PM.

ATTEST:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
City Manager – Ex Officio City Recorder

DRAFT



# CITY OF SWEET HOME PARKS & TREE COMMITTEE MINUTES

September 17, 2025, 8:30 AM  
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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## Call to Order and Pledge of Allegiance

The meeting was called to order at 8:30 AM

## Roll Call of Park and Tree Committee Members:

### PRESENT:

Member Scott Swanson  
Member Matthew Bechtel  
Vice Chair Lena Tucker  
Member Nancy Patton  
Member Debra Northern  
Member Melanie Jones  
Chairman Wally Shreves

### STAFF

Angela Clegg, Planning & Building Manager  
Greg Springman, Public Works Director  
Sean Hegge, Crew Lead: Facilities & Park  
Adam Leisinger, Special Projects Manager

## Time Reports

### Meeting Minutes

2025-08-20 Park & Tree Committee Meeting Minutes

A motion to approve August 20, 2025, Meeting Minutes was made by Member Northern. Vice Chair Tucker seconded the motion.

Voting Yea: Member Swanson, Member Bechtel, Vice Chair Tucker, Member Patton, Member Northern, Chairman Shreves, Member Jones

Voting Nay: None

**Public Comment.** None

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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.*

## **Citizen Recognition**

Manager Clegg recognized a group of community members who went above and beyond during the most recent *Movie in the Park* event by staying after the film to help clean up Sankey Park. She commended them for their community spirit and dedication to keeping public spaces clean.

Manager Clegg explained the significance of the City's Challenge Coins, noting their origins in the military as a symbol of excellence and service, and how the City now uses them to honor residents who make a positive impact.

She then presented Challenge Coins to Michelle Krantz, Dominic Krantz, and Vanessa Schell (who was not present due to illness) in appreciation of their efforts and recognition of their outstanding community service.

## **Beautification Committee Update**

Director Springman gave an update. He informed the Committee that they will be cleaning out the median on September 23<sup>rd</sup>. They will start around 9:00 AM. Springman requested additional volunteers to assist. After the beds are cleaned Santiam Spray will follow up in the median. He stated that they were cleaning up Clover Park.

Vice Chair Tucker stated that October 9<sup>th</sup> is their last meeting and October 14<sup>th</sup> they will be planting tulips bulbs. Tucker will assist with shrub trimming. Director Springman asked if staff need to secure the bulbs. Vice Chair Tucker wasn't sure, but stated that she would check in with the Beautification Committee.

Member Patton stated that the Beautification Committee will have a booth at the Harvest Festival.

## **Old Business**

Ivy Removal – The Committee decided that they will plan an ivy removal workday Tuesday, October 7<sup>th</sup> at 8:00 AM in Northside Park.

Sankey Park Phase III – Manager Clegg gave an update. She informed the Committee that they are putting out an RFP for the Trail System, and we have an architect working on the bandstand. Staff expect some design soon. Clegg shared that the Hill Family donated \$66,200.00, \$6,477 from smaller donations and bark and gravel sales, and a \$5,000 promissory note.

Ames Creek Restoration – Director Springman gave an update. In mid-October they will put the weed mats down and will do some additional spraying. Staff walked the ground with the watershed council. The mats will stay down for at least a year and then continue spraying. Once the mats are removed then they will start replanting the area with native vegetation. Vice Chair Tucker asked about the watershed council role. Director Springman stated that the Watershed Council is lead with staff assistance. Tucker also asked if the Watershed Council will be procuring the plants, Director Springman stated that they will. Member Bechtel asked what herbicide is being used. Crew Lead Hegge stated that they use AquaNeat and Vastlan. They are both safe to use around water.

Chairman Shreves asked for an update about closing the pleasant valley boat ramp. Director Springman stated that the wastewater treatment project is waiting for funding. Springman is hoping to start the project in the summer of 2026. There was further discussion about the current use of the boat ramp.

Harvest Festival – Manager Clegg informed the Committee that she only has 3 contestants signed up. If she doesn't get any more, she may have to cancel it. She informed the Committee that she has sold 89 booth spaces and gave an update on the remainder of the Harvest Festival activities. Clegg emphasized pushing the pie competition. Member Patton asked about the \$10 fee. Clegg informed the committee about why a fee was implemented. She described the costs that are associated with the festival. The fee was removed for this year but may be implemented in the future. Clegg explained that the special events budget covers more than just Harvest Festival and

staff need to stay within budget and not spend it all on Harvest Festival. The only way to do that is through donations and fees. Chairman Shreves described the volunteer opportunities and his past experiences. Member Bechtel asked if there were vendor booth spaces left. Manager Clegg stated that there is, but she is still working on the mapping to make sure everything will fit. Chairman Shreves reminded the Committee to wear their Park & Tree Committee gear. Member Swanson asked if anyone has approached the cooking class at the high school. Chairmen Shreves stated that he had reached out previously without success. Member Swanson said he will reach out this time.

## **New Business**

Northside, Evergreen, and Sankey Park Tree Updates: Member Tucker stated that the water bags are helping the struggling trees in Sankey Park. The trees in Evergreen Park look good. There is a little die off, but Crew Lead Hegge will trim dead branches. Molly's dogwood in Sankey Park is not going to make it. Member Tucker is looking for other options that will survive in that area. Manager Clegg will look into which nurseries the Pacific power vouchers work at. That will save some money with tree purchases. Member Tucker asked Clegg to look into what nurseries will accept the Pacific Power vouchers. Councilor Hegge asked if any of the water bags were vandalized. Crew Lead Hegge stated that only one was damaged. Member Tucker said the existing bags can be used again. Member Tucker stated that we should use the bags on all new trees that we plant moving forward.

## **Round Table Discussions**

Chairman Shreves asked for an introduction of new Member Melanie Jones. Member Jones gave a brief introduction.

Director Springman informed the Committee that Weddle Bridge will be closed for the foreseeable future. He described the vandalism that has happened in Sankey Park and Northside Park and the costs associated with repairs. Staff have been discussing what to do to take back the parks. Springman stated that there will be increased police presence in the parks. Springman asked the Committee to get the word out and ask people to say something if they see something. Member Patton asked what they could do. Springman stated that if they see something call the police department to handle it. Member Patton asked about working with the school to deter students. Springman stated that there have been conversations with the school district to try to solve some of the vandalism issues with the youth. Chairman Shreves described how he swings by a park every time he comes to town. Manager Leisinger recommended the Committee save the non-emergency phone line in their phone, so they call quickly. Chairman Shreves emphasized that citizens do not approach the individuals committing crimes but instead call immediately to get a police presence. Member Northern gave the number to the committee; 541-367-5181.

Member Northern informed staff that the boulders at Quarry Park keep getting moved.

Member Bechtel asked if there was a neighborhood watch program that could help. He stated that he signed up for one, but it has not been active. Manager Clegg stated that they should contact Sean or Jennifer at the police department.

Chairman Shreves was asked if he would sign a letter of support for a green infrastructure grant, submitted by Deputy City Manager Pretty, for Strawberry Park. He agreed to sign it.

Member Patton asked if there is enough supplies for Harvest Festival. Manager Clegg stated that there is. She ordered all the supplies ahead of time.

## **Adjournment**

The meeting was adjourned at 9:16 AM



TO: City Council  
 Jason Ogden, City Manager  
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: October 28, 2025

SUBJECT: Planning, Building & Engineering Department Report – September 2025

The Community and Economic Development Department consist of the City’s Building, Planning, Engineering, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from September 1 to September 30, 2025.

**1. BUILDING**

<b>SUMMARY OF BUILDING PROGRAM PERMITS ISSUED</b>					
<b>Permit Category</b>	<b>September 2025</b>	<b>August 2025</b>	<b>2025 YTD</b>	<b>2024 Total</b>	<b>2020-2024 Annual Average</b>
Residential 1 and 2 Family Dwellings	3	4	20	27	24
Residential Demolition	0	1	3	4	7.8
Residential Manufactured Dwellings	1	0	4	5	6.8
Residential Mechanical	9	3	54	112	103.2
Residential Plumbing	6	1	18	13	25.8
Residential Site Development	0	0	1	0	0.2
Residential Structural	9	5	60	39	47.4
Commercial Alarm or Suppression Systems	0	0	0	2	3.6
Commercial Demolition	0	0	0	0	3
Commercial Mechanical	3	0	13	19	16.6
Commercial Plumbing	0	0	1	7	8.2
Commercial Phased	0	0	2		
Commercial Site Development	0	0	0	1	2.4
Commercial Structural	1	2	13	28	32.2
<b>Total Permits</b>	<b>32</b>	<b>16</b>	<b>189</b>	<b>243</b>	<b>278.4</b>
<b>Value Estimate of All Permits</b>	<b>\$1,131,848.00</b>	<b>\$1,517,783.50</b>	<b>\$13,842,961.20</b>	<b>\$17,738,221.41</b>	<b>\$18,256,308.81</b>
<b>Fees Collected</b>	<b>\$15,012.91</b>	<b>\$19,011.69</b>	<b>\$146,186.38</b>	<b>202,214.77</b>	<b>\$227,074.23</b>

Developments of note: For your reference, below are some developments of note that were previously reported. Any changes are noted with **bold text**.

- Clear Water Subdivision: 18-lot single-family home subdivision located on the west side of 45<sup>th</sup> Avenue, just north of Kalmia Street. Planning approval was granted in June. Road, sidewalk, and other infrastructure construction are complete. Construction has been steady, development is moving forward, and homes are being sold.
- The Sweet Home Planning Commission approved a 157-lot, low-density residential subdivision at 43rd Avenue and Coulter Lane. The project will be developed in four phases. Because the property contains wetlands, mitigation and permits from the Department of State Lands will be required, which may reduce the final number of lots. The first phase is unaffected by wetlands and is expected to proceed once market conditions allow. The developer has submitted an amended site plan and infrastructure plans, which are under staff review, and has already begun infrastructure and utility work.

They are completing the 43rd Avenue storm main from Coulter Lane to A Street (stacking manholes, pouring channels, etc.), and CCTV inspection footage will be available shortly after. Utility installation within the subdivision is ongoing: approximately 80% of sewer mains and laterals are complete, 85% of stormwater mains and catch basins are complete, and 20% of water mains are complete. The first on-site stormwater detention structure was finished on 9/2.

Next, they will begin connecting to the City’s sewer and water mains on 43rd Avenue to serve the subdivision’s homes facing that street. In addition, grading has begun for curb and gutter installation along 43rd Avenue, which is expected to be completed within the next few weeks.

## 2. PLANNING

- Summary of Final Decisions on Planning Division Applications:

Application Type	September 2025	August 2025	2025 YTD	2024 Total	2020-2024 Annual Average
Adjustments		0	0	1	N/A
Annexations		0	0	0	0.4
Code Amendments		0	0	0	1.4
Conditional Use		0	2	4	7.4
Fence Permit	6	2	35	40	TBD
Home Occupation		0	2	0	0.20
Partition	3	2	10	3	11.8
Planned Development/ Subdivision		0	0	3	1.8
Property Line Adjustments	1	0	4	6	13.4
Temp RV Permit		0	0	4	TBD

Vacation		0	0	0	0.2
Variance		0	0	1	3.0
Zoning Map Amendment		0	0	1	2.2

- Total Planning Division Applications Submitted:

<b>Total Completed Application</b>	<b>5</b>	<b>3</b>	<b>36</b>	<b>61</b>	<b>31.20</b>
<b>Total Fees Collected</b>	<b>\$120.00</b>	<b>\$390.00</b>	<b>\$5,080.00</b>	<b>\$10,150.00</b>	<b>\$15,883.50</b>

- 0 Land Use Applications were submitted in September.
- 2 Land Use Applications are pending final approval.
- The Planning Commission last met for a regular meeting on September 18<sup>th</sup>.

### 3. ENGINEERING

Application Type	September 2025	August 2025	2025 YTD	2024 Total	2023-2024 Annual Average
ROW	\$120.00	\$240.00	\$2,040.00	\$510.00	\$1,005.00
SC Inspections	\$90.00	0	\$150.00	\$50.00	\$510.00
Erosion Control	0	0	\$150.00	\$50.00	\$412.50
Parks SDC	0	\$3,167.66	\$26,050.60	\$12,708.00	\$22,729.36
Sewer SDC	0	\$8,921.57	\$99,311.09	\$41,822.39	\$75,911.03
Storm SDC	0	\$3,053.28	\$19,082.42	\$10,238.00	\$19,968.50
Streets SDC	0	\$7,694.90	\$63,844.27	\$30,764.88	\$72,691.07
Water SDC	0	\$11,341.92	\$106,056.10	\$62,483.00	\$92,623.87

<b>Total</b>	<b>\$210.00</b>	<b>\$34,419.42</b>	<b>\$316,684.48</b>	<b>\$158,626.00</b>	<b>\$285,851.00</b>
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### 4. PARKS

- The Park and Tree Committee last met on September 17<sup>th</sup>. Their next meeting will be October 15<sup>th</sup>.
- Staff applied for a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will provide trail connections (including ADA access) to the upper portion of the park as well as amphitheater-style seating. The engineers submitted 100% design documents. Staff are in the process of final review.
  - Staff is collaborating with the Timber Framers Guild (TFG) on a potential design and construction of the bandstand. City Council approved the Special Procurement to award the TFG the bandstand portion of the project. Staff are preparing to put the trail system out to bid.
  - **Staff held a mandatory pre-bid meeting with contractors at Sankey Park to review the trail project and address any questions. Staff are compiling the questions and answers from that meeting and will upload them to the OpenGov procurement portal.**

- Staff also met with a member of the TFG to establish the bandstand footprint. The guild member has communicated the agreed-upon dimensions and location to the architect, and we are now waiting for the architect to incorporate this information into the design plans.

#### 5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	September 2025	August 2025	2025 YTD	2024 Total	2023-2024 Annual Average
Chair & Table Rental	0	\$80.00	\$180.00	\$260.00	\$325.00
Gazebo Rental	0	\$120.00	\$800.00	\$640.05	\$607.58
Hut Rental	0	0	\$200.00	\$150.00	\$125.03
Racquetball Membership	0	0	\$0	\$257.00	\$391.13
Weddle Bridge Rental	0	0	\$0	\$135.00	\$117.53
<b>Total Fees Collected</b>	<b>0</b>	<b>\$200.00</b>	<b>\$1,180.00</b>	<b>\$1,442.00</b>	<b>\$1,566.27</b>