



CITY OF SWEET HOME CITY COUNCIL AGENDA

March 24, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WiFi Passcode: guestwifi

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

Mission Statement

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

Meeting Information

This meeting is open to the public in person and virtually. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, visit <http://live.sweethomeor.gov>. If you do not have access to the internet, you can call in to 971-203-2871 and enter the meeting ID followed by the # sign to be logged in to the call. Meeting ID: 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) [2026-03-10 City Council Work Session Minutes](#)
 - ii) [2026-03-10 City Council Meeting Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

- a) Student Honoree
- b) [2026 Arbor Day Proclamation](#)

V. New Business

- a) [Request for Council Action – Sankey Park Bandstand Contract Approval](#)
- b) [Request for Council Action – Resolution No. 5 for 2026 – Adopting FY 2026-2027 City Council Goals](#)

VI. Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

Library Advisory Board – Councilor Augsburg

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

Park & Tree Committee – Councilor Hegge

- [2026-02-18 Park & Tree Committee Meeting Minutes](#)

Planning Commission

- [2026-03-05 Planning Commission 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

VII. Department Reports

Planning & Building

- [Planning & Building Manager Monthly Report – February 2026](#)

VIII. Reports of City Officials

City Manager's Report

Mayor's Report

IX. Council Business for Good of the Order

X. Adjournment



CITY OF SWEET HOME CITY COUNCIL WORK SESSION MINUTES

March 10, 2026, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

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

Call to Order & Pledge of Allegiance

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

Roll Call

PRESENT

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

ABSENT

Councilor Angelita Sanchez

STAFF

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

Work Session

a) Budget Goal-Setting Review

City Manager Ogden reviewed the goals identified as priorities in the previous Work Session and provided details and staff recommendations for each as outlined in a memo.

Councilor Bronson asked for further clarification on the timeline for audit completion. City Manager Ogden stated that the Fiscal Year 2023 was recently completed but Fiscal Years 2024 and 2025 were still pending and anticipated for completion this fiscal year.

Councilor Hegge asked if any costs were known related to resurfacing the tennis courts or restoring the racquetball club at Northside Park. City Manager Ogden replied that staff would have to investigate. Councilor Hegge expressed support for evaluating Northside for facility restoration and/or conversion to multi-use courts. There was consensus for same.

Councilor Hegge asked of specific topics to examine under Council Rules. There was consensus to wait for review until after the anticipated Charter election.

There was consensus to adopt the following goals:

DESIRABLE COMMUNITY

Weddle Bridge Restoration
Mountain View Pedestrian Improvements
Quarry Park Improvements
Northside Park Evaluation

EFFICIENT GOVERNMENT

Review Council Rules
Old City Hall Plan

INFRASTRUCTURE

Willow-Yucca LID
Wastewater Treatment Plant Updates & Construction

ESSENTIAL SERVICES

Water Treatment Plant Generator
Canyon Creek Pump Station

ECONOMIC STRENGTH

Santiam Feed Store Plan
Fund CEIP

Adjournment

There being no further discussion, the meeting was adjourned at 5:50 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MEETING MINUTES

March 10, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

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

Call to Order & Pledge of Allegiance

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

Roll Call

PRESENT

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

ABSENT

Councilor Angelita Sanchez

STAFF

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

GUESTS

Henry Brewer, Student Honoree
Lagea Mull, Executive Director, Sweet Home Chamber of Commerce
Bob Dalton, Vice Chair, Community Health Committee
Gary Jarvis, 2941 Foothills Drive, Sweet Home, OR 97386

Councilor Augsburger moved to excuse Councilor Sanchez from the day's Work Session and Regular Session. Councilor Richards seconded the motion. The motion carried by the following vote:

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

NAY: None

ABSENT: Sanchez

Consent Agenda

Approval of Minutes:

- a) 2026-02-24 City Council Work Session Minutes
- b) 2026-02-24 City Council Meeting Minutes

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

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

NAY: None

ABSENT: Sanchez

Recognition of Visitors & Hearing of Petitions

- a) Student Honoree

Mayor Coleman stated that Henry joined an initiative with Raising Men Lawn Care Service to mow 50 lawns per year, which he achieved in 2025. She noted that he signed up to participate again in 2026 and thanked him for his service to the community. She presented him with a Sweet Home challenge coin.

- b) Sweet Home Chamber of Commerce Annual Report

Mayor Coleman recognized Lagea Mull, Executive Director of the Sweet Home Chamber of Commerce.

Ms. Mull thanked those who attended the Chamber's recent Annual Banquet. She stated that the Chamber handled the Visitors' Center on behalf of the City by contract. She reviewed the current board members. She stated that the Chamber had an 83% increase in in-person visits in 2025 over the prior year. She noted that many callers to the Chamber requested information regarding local services, including City services. She reviewed the most popular components of the Chamber's website. She highlighted the promotional success of her press release regarding the installation of the A&W Burger Family, including over 80,000 views on Facebook.

Mayor Coleman thanked Ms. Mull for the Chamber's assistance with visitors and the services they provide on behalf of the City.

- c) Community Health Committee Annual Report

Mayor Coleman recognized Bob Dalton, Vice Chair of the Community Health Committee.

Vice Chair Dalton stated that the Committee had been meeting for approximately 10 years and members viewed themselves as ambassadors to the healthcare community on behalf of Sweet Home. He reviewed the mission of the Committee, including addressing "the quality of care through access to care." He highlighted the Committee's 2025 accomplishments, including the annual Health Fair, hosting service provider presentations, bringing suicide prevention awareness to the local Rotary Club, actively participating in community-wide planning sessions, and supporting a grant request for Strawberry Park improvements. He presented the Committee's goals for 2026 of providing presentations and education to City Council, expanding public education, working with City Council to identify and include health goals, increasing attendance at the Health Fair, and supporting fundraising for local health-related initiatives.

Mayor Coleman recognized those registered to speak.

Gary Jarvis thanked City Council for their consideration of the Charter amendments and thanked staff for their work to prepare the documents for the election referral.

New Business

- a) Request for Council Action – Committee & Commission Appointments & Reappointments

City Manager Ogden stated that there were recommendations for appointments and reappointments to the Park & Tree Committee and Planning Commission.

President Pro Tem Thorstad moved to approve the appointments and reappointments as proposed. Councilor Hegge seconded the motion. The motion carried by the following vote:

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

NAY: None

ABSENT: Sanchez

- b) Request for Council Action – Resolution No. 4 for 2026 – Referring a Charter Amendment to the Electors of the City & Adopting a Ballot Title & Explanatory Statement

City Manager Ogden stated that the Resolution would refer the proposed Charter revisions to voters for the May 26, 2026 election. He noted that there was a deadline of March 18th to refer an item to the ballot for May.

Councilor Bronson moved to approve Resolution No. 4 for 2026. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

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

NAY: None

ABSENT: Sanchez

Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

- a) • 2026-02-23 Administration, Finance & Property Committee Meeting Minutes

Community Health Committee – Councilor Bronson

- a) • 2026-02-25 Community Health Committee Meeting Minutes

Library Advisory Board – Councilor Augsburger

Park & Tree Committee – Councilor Hegge

Planning Commission

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

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

There were no reports to be heard.

Department Reports

Library

- Library Report – February 2026

Public Works

- Public Works Report – February 2026

Finance

- Finance Report – February 2026

Police

- Police Department Report – February 2026

City Manager Ogden stated that traffic stops increased significantly and crime was down overall for the year to date.

Director Dazey thanked those who attended the QPR Suicide Prevention at the library the previous day. She highlighted the work of volunteers to sort seeds for the Seed Library.

Reports of City Officials

City Manager's Report

- Monthly Newsletter

- Water Management Conservation Plan

City Manager Ogden stated that there was currently a vacancy on the Budget Committee and invited applicants within City limits. He highlighted a new event at Sankey Park, Blooms & Brews, on April 25th to celebrate Arbor Day.

Mayor's Report

Mayor Coleman thanked meeting attendees.

Council Business for Good of the Order

Councilor Bronson recognized the Sweet Home wrestling teams and cheer squad for their recent performance in state and national competitions.

Adjournment

There being no further discussion, the meeting was adjourned at 7:11 PM.

ATTEST:

Mayor

City Manager – Ex Officio City Recorder



*** OFFICIAL PROCLAMATION ***

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Susan Coleman, Mayor of the City of Sweet Home, do hereby proclaim April 24, 2026 as **ARBOR DAY**

In the City of Sweet Home, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 24th day of March, 2026

Mayor Susan Coleman



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Sankey Park Bandstand Contract Approval

Preferred Agenda: March 24, 2026

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Jason Ogden, City Manager / Police Chief

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: City of Sweet Home Procurement Policy

Towards Council Goal: Desirable Community, Effective & Efficient Government, Infrastructure, Essential Services, Economic Strength

Attachments: Sankey Park Bandstand Quote

Purpose of this RCA:

To review and approve a quote for construction of a new bandstand in Sankey Park as part of the Sankey Park Phase III project.

Background/Context:

In 2023, the City was awarded an Oregon Parks and Recreation Department Local Government Grant for the Sankey Park Phase III project. A critical component of this grant agreement is the construction of a new bandstand, which has been bid separately from the other project improvements (including an ADA trail connecting upper and lower Sankey, sidewalk improvements, and general park upgrades).

The Challenge/Problem:

The City of Sweet Home received a grant through the Oregon Parks and Recreation Department's Local Government Grant Program for the Sankey Park Phase III Project, the scope of which includes a new bandstand to replace the one that was torn down due to disrepair. Staff initially contacted the Timber Framers Guild (TFG) to collaborate on design and construction and received approval from City Council to conduct a special procurement to award the TFG with a contract for the bandstand. However, discussions with the TFG revealed additional requirements and costs requiring significant coordination and donations or costs to the City in excess of what staff has the capacity to deliver at this time.

As a result, staff solicited quotes for the bandstand in accordance with the City's standard Procurement Policy to have a contractor complete the project. Six firms were contacted; four declined to bid. Of the two responsive firms, the lowest bid was received from Tocher Construction. The bid is for construction of a 30'x36' structure and concrete pad, as well as lighting and electrical connections.

The bandstand design has intentionally been upsized in order to accommodate small events and future growth. Investment in a larger, good quality bandstand now will minimize costs for expansion or upgrades later on.

Issues and Financial Impacts:

The quote totals \$118,850.00 and includes prevailing wages as required by state law. The Sankey Park Phase III project is funded through grant funds, City funds, and donations; whatever is not covered by the grant and donation is budgeted in the City's General Fund.

If the City does not complete the bandstand by the end of the grant period (June 30, 2026), the City risks losing all grant funding for the Sankey Park Phase III project. Further delay in selecting an option may render it impossible to finish the project on time, so time is of the essence.

Elements of a Stable Solution:

Approval of a construction contract to maximize the City's access to grant dollars.

Options:

1. Do nothing: The City will not move forward with the bandstand. This risks the available grant funding.
2. Move to approve the contract as proposed: Staff will coordinate with Tocher to begin construction as soon as possible.
3. Direct staff to take other action: Direct staff to solicit additional proposals, conduct additional due diligence, or some other action.

Recommendation:

Staff recommend option 2: Move to approve the contract as proposed.



Tocher Construction

PO Box 250 | Lebanon, OR 97355
5415218295 | tocherconstruction@gmail.com |
<https://www.tocherconstruction.com>

RECIPIENT:

Dominic Valloni
1400 24th Avenue
Sweet Home, Oregon 97386

Quote #116	
Sent on	Jan 14, 2026
Total	\$118,850.00



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Product/Service	Description	Qty.	Unit Price	Total
Timber Frame Structure 30 x 36. 12' Eave height	<p>*Site work done by others, graded to within 2"</p> <p>*Conduit stubbed to site by others.</p> <p>*Inclusive of prevailing wage: Concrete/Carpentry/Sheet metal work.</p> <p>*Drawings and Engineering included</p> <p>Foundation:</p> <p>Concrete pad -- 30' x 36' x 4" Footings -- (8) -- 36" x 36" x 12"</p> <p>*Final 2" rock placement and compaction (6 yards of 3/4-, any overage will be subject to an additional charge)</p> <p>*Set Forms</p> <p>*3/8" rebar at 18" on centers</p> <p>*1/2" rebar for footings</p> <p>*Concrete Cost (19 Yards of 3500 psi at 4" depth, Any necessary overage will be subject to an additional charge)</p> <p>*Concrete line pump X2</p> <p>*Concrete color Sierra brown</p> <p>*Wood plank stamp</p> <p>*Wet look sealer</p> <p>Structure:</p> <p>-Glue Laminated posts to headers. Engineer specifications 6 or 8x</p> <p>-Glue Laminated ridge beam and rafters. 6x</p> <p>-Glue laminated knee bracing and truss webbing. (gable end full trusses only *2*, rafters to ridge in field framing)</p> <p>-All connctions post to concret, post to beam to be fabricated and powdercoated black. Connections bolts to be black or galvanized.</p> <p>-All timber rafter connections to be hidden tiber lock screws with mortised seat cuts at beam and ridge.</p> <p>-Decorative cut rafter tails</p> <p>-Rafters at 4' spacing, covered with fir 1"1/2" select tongue and groove decking.</p> <p>-Fir fascia boards wrapped in steel matching roof color.</p>	1	\$118,850.00	\$118,850.00



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Product/Service	Description	Qty.	Unit Price	Total
Roof	<p>-Synthetic Epilay Premium underlayment installed under 26 gauge Snap Lock steel roof system (color of choice) with concealed fasteners, vented ridge foam under cap. 26 gauge fascia wraps & trims.</p> <p>(estimated time for structure construction: 2 weeks)</p> <p>Staining:</p> <p>-Full Scope stain and sealing of structure.</p> <p>Electrical:</p> <p>-EMT Conduit up post to supply structure -Weatherproof boxes/switches for lighting -Weatherproof outlet boxes. -Weatherproof lighting under ridge beam. LED -(1) Dusk to dawn light on gable -Permit included</p>	1	\$0.00	\$0.00

Total **\$118,850.00**

Parties: This Agreement is made between "Client" referenced in this proposal AND Tocher Construction LLC with a mailing address of P.O. Box 250, Lebanon, Oregon, 97355 ("Contractor")

Venue, Jurisdiction and Laws: This agreement has been executed in (county specific in attached proposal), State of Oregon and the parties to it agree that it shall be interpreted and enforced by and under Statutory, Judicial and Administrative Laws of the State of Oregon. The exclusive forum for any litigation concerning this agreement shall be Linn County court system.

Independent Contractor Status: The Contractor, under the code of the Internal Revenue Service (IRS), is an independent contractor and neither the Contractor's employees or contract personnel are, or shall be deemed the Client's employees. Contractor has the right to hire assistants and subcontractors or to use employees to provide the services required under this Agreement.

Business License, Permits, and Certificates: The Contractor represents and warrants that all employees and personnel associated shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.

Federal and State Taxes: Under this Agreement, the Client shall not be responsible for: Withholding FICA, Medicare, Social Security, or any other federal or state withholding taxes from the Contractor's payments to employees or personnel or make payments on behalf of the Contractor. Making federal or state unemployment compensation contributions on the Contractor's behalf; and The payment of all taxes incurred related to or while performing the Services under this Agreement including all applicable income taxes and, if the Contractor is not a corporation, all applicable self-employment taxes. Upon demand, the Contractor shall provide the Client with proof that such payments have been made.

Benefits of Contractor's Employees: The Contractor understands and agrees that they are solely responsible and liable for all benefits that are provided to their employees.

Liability Insurance: The Contractor agrees to bear all responsibility for the actions related to themselves and their employees



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or personnel under this Agreement. In addition, the Contractor agrees to obtain comprehensive liability insurance coverage in case of bodily injury, personal injury, property damage, contractual liability, and cross-liability.

There shall be a minimum amount of combined single limit of \$1,000,000.00.

Indemnification: The Contractor shall indemnify and hold the Client harmless for any loss or liability from performing the Services under this Agreement.

Termination of Agreement: The Agreement shall terminate upon completion of the Services by the Contractor.

In addition, the Client or Contractor may terminate this Agreement, including any obligations stated hereunder, with reasonable cause by providing written notice of:

A material breach of the other party; or Any act exposing the other party to liability to other for personal injury or property damage.

Option to Terminate: The Client and Contractor shall not have the option to terminate this Agreement unless there is reasonable cause as defined in the above clause.

Exclusive Agreement: This entire Agreement is between the Client and Contractor.

Arbitration: Any claims, disputes, or other matter in question arising out of, or relating to this contract or breach thereof, may be (if the parties hereto mutually agree) decided upon by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

Confidentiality: The Contractor acknowledges that it will be necessary for the Client to disclose certain confidential and proprietary information to the Contractor in order for the Contractor to perform their duties under this Agreement. The Contractor acknowledges that disclosure to a third party or misuse of this proprietary or confidential information would irreparably harm the Client. Accordingly, the Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Client without the Client's prior written permission except to the extent necessary to perform services on the Client's behalf.

Additional Terms and Condition: Warranties to be provided by contractor: In addition to individual product/material warranties a five (5) year warranty on the following:

Structural defects: Warrants against failure of structural components such as the load-bearing elements of the structure.

Major home system failures: Warrants against failure of plumbing, electrical, heating and air conditioning system.

Workmanship: Promises to repair defects in the work performed, such as installation.

Governing Law: This Agreement shall be governed under the laws in the State of Oregon.

Severability: This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

Breach Waiver: Any waiver by the Client of a breach of any section of this Agreement by the Contractor shall not operate or be construed as a waiver of any subsequent breach by the Contractor.

Entire Agreement: This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, condition, or understandings between the Client and Contractor.

Signature: _____

Date: _____



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 5 for 2026 – Adopting FY 2026-2027 City Council Goals

Preferred Agenda: March 24, 2026

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Jason Ogden, City Manager / Police Chief

Type of Action: Motion Resolution Reading Roll Call

Relevant Code/Policy: N/A

Towards Council Goal: Desirable Community, Effective Government, Infrastructure, Essential Services, Economic Strength

Attachments: Resolution No. 5 for 2026

Purpose of this RCA:

The purpose of this RCA is to consider the measurable priorities of the City Council for Fiscal Year 2026-2027 through adoption of City Council goals and to reaffirm the established Vision Statement and Mission Statement.

Background/Context:

The City Council and staff held goal-setting Work Sessions on February 24th and March 10th, resulting in the proposed goals for the fiscal year ending June 30, 2027. City staff will establish work plans in support of the adopted goals and review progress regularly to ensure success. The following goals were identified:

DESIRABLE COMMUNITY:

Continue Weddle Bridge restoration
Sidewalks on Mountain View
Walk and bike trails
Park projects

EFFICIENT GOVERNMENT:

Review Council Rules
Old City Hall plan

INFRASTRUCTURE:

Willow-Yucca LID
Finish wastewater treatment plant

ESSENTIAL SERVICES:

Complete audits and revise cost of Wastewater Treatment Plant
Water Treatment Plant generator installation
Canyon Creek Pump Station

ECONOMIC STRENGTH:

Old City Hall plan
Santiam Feed Store plan
Quarry Park
Fund CEIP

The Challenge/Problem:

Without the establishment of measurable goals, staff may not have clear direction on the priorities of the City Council and cannot develop action plans to support them.

Staff conducted analysis of the proposed goals and offered recommendations during the March 10th Work Session. There was consensus to adopt the following:

DESIRABLE COMMUNITY

Weddle Bridge Restoration
Mountain View Pedestrian Improvements
Quarry Park Improvements
Northside Park Amenities Evaluation

EFFICIENT GOVERNMENT

Review Council Rules
Old City Hall Plan

INFRASTRUCTURE

Willow-Yucca LID
Wastewater Treatment Plant Updates & Construction

ESSENTIAL SERVICES

Water Treatment Plant Generator
Canyon Creek Pump Station

ECONOMIC STRENGTH

Santiam Feed Store Plan
Fund CEIP

Issues and Financial Impacts:

The FY 26-27 goals will be incorporated into the budget as necessary to prioritize their completion within the overall annual departmental workplans.

Elements of a Stable Solution:

A clear Vision Statement, Mission Statement, and attainable Goals will drive staff workload and prioritization, ensuring the most efficient use of resources.

Options:

1. Do nothing: Not adopting goals for the upcoming year will provide no direction to staff on desired work priorities.
2. Move to approve Resolution No. 4 for 2026 as proposed: Staff will dedicate resources to achieving the proposed goals for Fiscal Year 2026-2027.

3. Move to approve Resolution No. 4 for 2026 with amendments: Propose removal, modification, or addition of goals.

Recommendation:

Staff recommends option #2: Move to approve Resolution No. 4 for 2026 as proposed.

RESOLUTION NO. 5 FOR 2026

A RESOLUTION ADOPTING THE CITY OF SWEET HOME VISION STATEMENT, MISSION, STATEMENT, AND FISCAL YEAR 2026-2027 GOALS

WHEREAS, the Sweet Home City council periodically establishes goals to guide its actions in carrying out the business of the City; and

WHEREAS, the City Council considered and identified goals in its Work Sessions on February 24th and March 10th in alignment with the five tenets of the City Council's historical Vision Statement; and

WHEREAS, the City Council has identified the following goals to be worked toward during Fiscal Year 2026-2027;

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

That the following Vision Statement, Mission Statement, and City Council goals are adopted for Fiscal Year 2026-2027:

VISION STATEMENT

We, as City Council, have been entrusted to make decisions that do the most good, for the most people, for the longest period of time to enhance the quality of life for our community.

- I. WE ASPIRE to make Sweet Home a community people find desirable to live in.
- II. WE ASPIRE to have an effective and efficient local government.
- III. WE ASPIRE to provide viable and sustainable infrastructure.
- IV. WE ASPIRE to provide viable and sustainable essential services.
- V. WE ASPIRE to create an economically strong environment where businesses prosper.

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.

GOALS

DESIRABLE COMMUNITY

Weddle Bridge Restoration
Mountain View Pedestrian Improvements
Quarry Park Improvements
Northside Park Amenities Evaluation

EFFICIENT GOVERNMENT

Review Council Rules
Old City Hall Plan

INFRASTRUCTURE

Willow-Yucca LID
Wastewater Treatment Plant Updates & Construction

ESSENTIAL SERVICES

Water Treatment Plant Generator
Canyon Creek Pump Station

ECONOMIC STRENGTH

Santiam Feed Store Plan
Fund CEIP

This Resolution shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor, this 24th day of March, 2026.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



CITY OF SWEET HOME PARKS & TREE COMMITTEE MINUTES

February 18, 2026, 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.

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 Matthew Bechtel
Vice Chair Lena Tucker
Member Nancy Patton
Member Melanie Jones
Member Scott Swanson - 8:33 AM
Councilor Aaron Hegge
Member Debra Northern

STAFF

Angela Clegg, Planning & Building Manager
Dominic Valloni, Public Works Operations Manager
Sean Hegge, Crew Lead: Facilities and Parks
Adam Leisinger, Special Projects Manager

GUESTS

Candice Snyder, Beautification Committee

Time Reports

Vice Chair Tucker informed the Committee that she turned in the time reports for the January tree planting. Member Jones turned in a report.

Manager Clegg reminded the Committee to use the forms she provided for better tracking of Committee Members time.

Meeting Minutes:

a) 2026-01-21 Park and Tree Committee Meeting Minutes

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.

Member Bechtel informed Manager Clegg that there was a typo in the second paragraph of the old business section. Manager Clegg stated she will correct the minutes.

A motion to approve the 2026-01-21 Park & Tree Committee Meeting Minutes as amended was made by Member Melanie and seconded by Member Patton. The motion carried by the following vote:

AYE: Member Bechtel, Vice Chair Tucker, Member Patton, Member Jones, Member Swanson,
Member Northern

NAY: None

Public Comment.

None

Beautification Committee Update

Vice Chair Tucker asked about the fish installed in the median. Candice explained that the Public Works Department placed the fish there. She also informed the Committee that the Deputy City Manager approved the purchase of the median flowers and flower baskets, and she described the planned 2026 color theme. The flowers are scheduled to be delivered on May 18, with planting to take place on May 19 and 20. Candice added that the Beautification Committee will resume meetings in March.

Manager Clegg further clarified that the median fish project was initiated by the Arts & Culture Committee. The fish were created by Sweet Home High School, and Public Works secured them in concrete and installed them in the median.

Old Business

Arbor Day / Blooms & Brews: Manager Clegg reminded the Committee that the festival will be held on April 25 at Sankey Park. The City has begun advertising for the event and will be contacting specific vendors soon. She also informed the Committee that ODF reached out expressing interest in participating.

The Committee asked whether Manager Clegg would contact Pacific Power again, and she confirmed she would. Member Patton asked if the Committee would be planting trees for the event. Vice Chair Tucker explained that the tree planting completed in January was done in recognition of Arbor Day, and that planting too late in the season puts the trees at risk. Manager Clegg added that she contacted the Arbor Day Foundation to confirm that planting the trees prior to the event was acceptable, and they confirmed it was.

Sankey Park Phase III: Manager Clegg informed the Committee that staff are finalizing the contract for construction of the ADA trail and are working to narrow down both the design and contract for the Bandstand. Member Patton asked whether staff had a draft design or image of the bandstand yet, and Manager Clegg confirmed they did not. The Vice Chair then asked whether staff would be working with the Timber Framers Guild once a design was selected. Manager Clegg explained that staff decided to pursue a different approach due to the project's cost.

Ames Creek Planting Update: Member Swanson commented that there was strong participation in the project. Crew Lead Hegge reported that the team planted 1,600 plants on the first day and completed the remainder the following day, for a total of approximately 2,500 plants. Manager Clegg confirmed that high school students also took part in the planting. The Committee then discussed potential next steps.

New Business

Strawberry Park: Manager Clegg informed the Committee that the City did not receive the grant it had applied for, but staff will continue seeking other funding opportunities. Vice Chair Tucker asked what the grant proposal was intended to support. Manager Clegg explained that it was for the park's design work, but that drainage issues also need to be addressed as part of the project.

City Hall Park: Manager Clegg informed the Committee that staff are working on a grant opportunity to fund an accessible fitness park. Member Patton asked whether previously discussed donations for the park had been used. Manager Clegg clarified that no funds were ever donated; there had been a potential financial donor and an equipment donor, but neither followed through. Manager Leisinger added that Deputy Director Pretty informed him that the City has received a \$35,000 grant for the equipment.

Quarry Park: Manager Clegg informed the Committee that staff are exploring potential recreation options with partner organizations, though these discussions are not yet ready to be shared publicly. She also reported that staff are working to identify funding for the 24th Avenue railroad crossing upgrade, which is expected to cost between \$2–3 million. The larger corridor project is estimated at approximately \$65 million.

Weeding and General Upkeep: Manager Clegg informed the Committee that this task will be a priority for the coming year. Because there are many needs within the City's existing parks that require attention, the City will not be focusing on new development projects such as the 42nd Avenue and Osage Street site at this time.

Threatened and Endangered Species: Manager Clegg explained that staff are looking for someone who can help identify and document threatened and endangered species within the City of Sweet Home, including where they have been found and what regulatory restrictions apply. Manager Leisinger noted that it is challenging for staff to keep track of the various species lists required by different regulatory agencies. Member Swanson asked what type of person the City is seeking for this task. Manager Clegg suggested it could be helpful for a Committee Member to serve as a point of contact and then work with a volunteer. She added that no decision needed to be made at this meeting. Vice Chair Tucker mentioned a program she has used in the past and said she would look up the information and share it with staff.

EAB Public Works Classes: Manager Clegg informed the Committee that several members of the Public Works Department will be attending a tree-trunk injection workshop for emerald ash borer treatment in March. Member Northern asked whether the class was open to the public. Manager Clegg replied that she was not sure but would email the information to her. Vice Chair Tucker discussed the benefits of the training for staff and noted that there are several priority trees in the City that will need ongoing monitoring.

Round Table Discussions

Manager Clegg informed the Committee that several applicants have applied for the vacant position. The Admin & Finance Committee will meet soon to select the new Committee member.

She also shared that there will be a schedule change for Park & Tree Committee meetings to keep all City committee schedules consistent. Meetings will move to the afternoon. Although no decision is needed at this meeting, staff would like the Committee to consider meeting on either the 1st or 3rd Tuesday of each month at 4:00 PM. This schedule would align with other City committees and with staff availability.

Member Patton asked for an update on the pie bake-off. Manager Clegg said she will begin contacting potential donors in the coming months. She hopes to secure sponsors and donations by the end of

June, or by the end of July at the latest. She encouraged Committee members to share any sponsorship leads. Member Patton noted that the Park & Tree Committee, their family, or friends could sponsor the event. Vice Chair Tucker asked Member Patton to lead the fundraising efforts. The group discussed how many pies to accept for the competition. Manager Clegg asked for their input but noted that a decision is not required today and can be revisited.

Vice Chair Tucker asked about logistics for the Blooms & Brews Festival. Manager Clegg described the planned activities. Member Patton asked whether the Beautification Committee would have a booth, and Manager Clegg confirmed that they would. Staff will share details once finalized.

Member Patton asked whether the flagpole area in Sankey Park would be weeded and if flowers would be planted afterward. Manager Clegg replied that a maintenance plan needs to be discussed before additional planting occurs. When Member Patton asked whether the Committee could simply pick a day to pull weeds, Manager Clegg reminded the group that they had agreed during their project goals meeting to develop a maintenance schedule.

Member Bechtel raised concerns about the potential for a severe fire season due to low rainfall. Vice Chair Tucker noted that water bags will be important.

Member Patton asked whether there would be a celebration recognizing Wally for his service on the Park & Tree Committee. Manager Clegg said she has not yet spoken with him. A celebration had been planned for December, but it was canceled due to weather. She will reach out to him. Manager Leisinger added that members of other committees have also stepped down, and staff hope to coordinate a joint recognition event.

Adjournment

The meeting was adjourned at 9:08 AM



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

March 05, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Call to Order and Pledge of Allegiance

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

Roll Call of Commissioners

PRESENT

Commissioner Brandy Wysong-Frick
Commissioner Henry Wolthuis
Commissioner Nancy White
Chairperson Laura Wood
Commissioner Joe Graybill (6:31 PM)

ABSENT

Vice Chair Jamie Melcher

STAFF:

Angela Clegg, Planning and Building Manager (online)
Ray Grundy, Planning & Building Permit Technician (absent)
Adam Leisinger, Special Projects Manager

GUESTS:

- Andrei Snegirev, A-Team Services LLC, 1415 Poplar St, Sweet Home, OR, 97386 (Applicant)
- Marilyn Nicholson 1197 43rd Avenue, Sweet Home, OR, 97386 (Applicant)
- Tia Hall, 1097 42nd Avenue, Sweet Home, OR, 97386
- Gregory R. Jones, 1185 42nd Avenue, Sweet Home, OR, 97386
- Jay Lyon, 1097 42nd Avenue, Sweet Home, OR, 97386

Public Comment.

No comments were made.

Meeting Minutes:

a) 2026-01-15 Planning Commission Meeting Minutes

Commissioner Wolthuis made a motion to approve the January 15, 2026, meeting minutes, and Commissioner White seconded the motion. The motion carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Commissioner Wolthuis, Commissioner White,
Commissioner Graybill
Voting Nay: None
Absent: Vice Chair Melcher
Abstain: Chairperson Wood

Public Hearings

a) VR26-01 Planning Commission Staff Report

Variance Application VR26-01 Staff Report

The Public Hearing was opened at 6:32 PM

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

Manager Clegg presented the staff report to the Commission: The applicant is seeking a variance to allow a four (4)-lot partition. Due to the limited width of the existing access road, the applicant is unable to meet the required local street and subdivision standards. The maximum existing curb-to-curb width of the access road is 28 feet.

The required minimum width is approximately 42 feet, which includes two (2) 7-foot travel lanes, two (2) 3-foot planter strips, two (2) 5-foot sidewalks, and two (2) 6-inch curbs. While City-approved alternatives may be used in place of curbs, a minimum right-of-way width of 30 feet is still required based on [SHMC 17.42.040].

The subject property is zoned Residential Low Density (R-1).

Application VR26-01 is being filed simultaneously with Partition Application P26-02. Application P26-02 is reliant on the approval of Application VR26-01. The commissioners were provided with a draft copy of the partition application for reference.

The subject property is not the special flood hazard area. The subject property does not show wetlands/waterways on the properties that are depicted on the Statewide Wetlands Inventory Map or the National Wetlands Inventory Map.

The subject property contains an existing residential dwelling located near the front of the lot, which is proposed to remain and occupy one of the four parcels. Due to the placement of the structure and the required setbacks, there is limited width available on either side of the dwelling to construct a local street that meets current subdivision and local street standards.

The Development Code's local street standards do not account for the site's unique physical circumstances, specifically the constrained buildable width created by the existing dwelling and setback requirements, combined with the depth and overall size of the property. These conditions limit the applicant's ability to extend a compliant local street to serve the rear portion of the lot.

The applicant proposes to partition the remaining area into three additional parcels. Because the site cannot accommodate a roadway built to full local street standards due to these physical constraints, the requested variance is necessary to allow reasonable development consistent with other similarly sized properties in the vicinity.

Given the site's inability to accommodate full local street standards, staff recommends a condition of approval prohibiting any further division of the proposed parcels in order to avoid additional intensification of access beyond what the constrained roadway width can

safely support. This restriction would not apply to duplex lot divisions permitted under Senate Bill 458, as codified in SHMC 17.72.040.

Section 17.106.060(B) requires that a variance be necessary to preserve a substantial property right that is enjoyed by other properties in the same vicinity or zoning district and may not be granted solely on the basis of economic hardship. The subject property is zoned Residential Low Density (R-1), which permits up to 5.4 dwelling units per acre, with no more than one dwelling unit per lot. At approximately 2.42 acres in size, the property could potentially accommodate up to 13 dwelling units under the R-1 zoning standards.

The applicant is proposing a four (4)-lot partition, with lot sizes generally consistent with surrounding properties. Granting the variance would allow the applicant to exercise a development right comparable to that of other similarly zoned properties in the area. The request is based on site constraints related to access and layout, rather than economic hardship.

Staff find that the variance will not be materially detrimental to the public welfare or injurious to the property in the vicinity or district in which the property is located. The variance does not conflict with the objectives of any City plan or policy.

The variance is not self-imposed by the applicant. The Development Code's local street standards do not account for the site's unique physical circumstances, specifically the constrained buildable width created by the existing dwelling and setback requirements, combined with the depth and overall size of the property. These conditions limit the applicant's ability to extend a compliant local street to serve the rear portion of the lot. The variance is not the result of a property line adjustment or land division approval previously granted to the applicant.

Email March 4th @ 9:08 PM: My name is Angela Kragness @ 1189 42nd ave. And it's the night before the meeting, I just want it known that I am not in anyway ok with what A-Team Services and Andy Snegirev is proposing ! My property has been in my family since 1941 even further back if I take into consideration that my grandfathers brother owned this property and the one just past mine, selling my piece to my grandfather in 1941, i also like to mention that I have privacy from the back of my property that I'm sure would be destroyed and opened up to easy access into my yard by undesirables such as thieves! Right now there is brush and a not so great fence across the back, I have dogs that would find there way out, I would not appreciate the traffic coming and going that would happen once 4 dwellings would cause to our otherwise quite neighborhood! I relish the privacy I have to enjoy my dogs and family reunions and birthday party's and all the holidays that my family has always enjoyed with out the annoyance of traffic and people all around me! It's a lot to ask of someone to change everything!
Thank you

Staff find that the applicant has requested the minimum variance necessary to alleviate the hardships presented by the applicant. Staff have recommended Conditions of Approval listed below.

The application shall be subject to compliance with the conditions of approval, as required by the findings of fact presented in the Review Criteria (Section III), above. Any modifications to the conditions listed below would require approval in accordance with provisions of law.

Conditions of Approval: 1. Further division of the proposed parcels shall be prohibited to prevent additional intensification of access that the constrained roadway width cannot support. This restriction would not apply to duplex lot divisions permitted under Senate Bill

458, as codified in SHMC 17.72.040. 2. All building code requirements and engineering design standards be met prior to the final inspection.

The Planning Commission will hold a public hearing at which it may either approve or deny the application. If the application is denied, the action must be based on the applicable review and decision criteria.

Staff recommend that the Planning Commission's decision on this matter be subject to a 12-day appeal period from the date that the decision is mailed.

After the Planning Commission makes a decision, staff recommend that the Planning Commission direct staff to prepare an Order that is signed by the Chairperson of the Planning Commission. The Order shall memorialize the decision and provide the official list of conditions (if any) that apply to the approval, if the application is approved.

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

1. Move to approve application VR26-01 and thereby permit the variance for the subject lot located at 1188 43rd Avenue. Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E33AC Tax Lot 03300; 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 VR26-01 for the subject lot located at 1188 43rd Avenue. Sweet Home, OR 97386; identified on the Linn County Assessor's Map as 13S01E33AC Tax Lot 03300; adopting the following Finding of Fact (specify), 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.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other

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

Commissioner's questions of staff:

None

Applicant testimony:

Andy Snegirev provided testimony regarding the necessity of the variance, citing significant infrastructure cost constraints. He stated that absorbing these additional costs would negatively impact the feasibility of developing affordable housing. Andy Snegirev further detailed the proposed lot configurations and access roadway, asserting that the project would enhance the neighborhood by providing oversized lots with substantial backyard space.

Commissioner questions of the applicant:

Chairperson Wood requested that Andy Snegirev provide additional details regarding the proposed roadway access for the new properties. Manager Clegg interjected to recommend that the Commission review the draft partition, noting it contains a site plan and diagram illustrating the roadway's entry into the property.

Commissioner Wysong-Frick inquired whether the applicant intended to develop the lots immediately or simply perform a land division. Andy Snegirev stated his intent is to develop the parcels; however, he noted that the specific nature of the development remains uncertain due to recent volatility in the housing market.

Commissioner Wolthuis raised several inquiries regarding the sewer infrastructure, specifically addressing the location of the sewer line, whether the elevation allows for sufficient fall to meet city standards, and the long-term ownership and maintenance of the pumps. Andy Snegirev clarified that the sewer is located along the ditch line on the east side of the street. He acknowledged that there is insufficient fall to meet city requirements and proposed the installation of on-site pump systems to transport sewage to city infrastructure. He added that each property would include an easement and that individual owners would be responsible for pump maintenance. He confirmed he is coordinating with Public Works and the City Building Official to ensure full compliance.

Commissioner White outlined the conditions of approval, emphasizing that further property division would not be permitted. Manager Clegg clarified that while SB 458 allows for the partitioning of duplexes under state law, any land division or development outside the scope of SB 458 remains prohibited.

Commissioner Graybill asked if the applicant intended to construct duplexes, noting that the site plan indicates multiple service laterals. Andy Snegirev confirmed this was the original intent but cautioned that high permitting costs and city/state fees might result in a shift toward single-family dwellings.

Chairperson Wood requested further clarification of the proposal. Manager Clegg explained that the application focuses on road width, as the current roadway is unable to accommodate the volume of homes it serves.

Commissioner Graybill asked if the process involved two consecutive partitions, one to separate the existing house and another to divide the remaining land into three units. Manager Clegg clarified that under SB 458, duplexes must be completed and issued a Certificate of Occupancy before they can be partitioned. She noted that the applicant is familiar with these procedural requirements.

Commissioner Graybill further inquired if the partition and driveway access would necessitate infrastructure improvements along 43rd Avenue. Manager Clegg replied that requirements depend on the specific units constructed, noting that the partition application outlines the necessary infrastructure for various development scenarios.

Commissioner Wolthuis asked about the adequacy of the site for surface water management. Andy Snegirev stated that water will be contained on-site, consistent with his previous developments. He commented that a lack of maintenance and upgrades to the city's storm infrastructure has necessitated on-site retention for most of his projects.

Commissioner White asked if the property runoff flows from 43rd toward 42nd. Andy Snegirev confirmed the direction of the flow but noted the slope is minimal, at approximately 1%.

Chairperson Wood requested clarification on the "hammerhead" turnaround design and the orientation of the proposed dwellings. Andy Snegirev expressed a willingness to adjust the design and noted he has been conferring with Manager Clegg. Manager Clegg explained that the roadway was designed to ensure the fire apparatus turnaround requirement does not fall solely on individual properties, effectively creating a shared access road.

Commissioner White sought confirmation that the primary area of focus was the property's entrance at the hammerhead turnaround. Manager Clegg confirmed that was correct.

Testimony in Favor: None.

Testimony in Opposition:

Gregory Jones provided testimony in opposition to the development, stating that Andy Snegirev had previously approached surrounding neighbors seeking an easement. According to Gregory Jones, neighbors expressed unanimous opposition to the inclusion of duplexes on the site. He further stated he had received information suggesting the properties could potentially be partitioned to accommodate up to 13 residences.

Gregory Jones expressed concern that duplexes are inconsistent with the character of Sweet Home, asserting that such developments often lead to issues with open storage, abandoned vehicles, and unsupervised children. Additionally, he raised concerns regarding the security of existing fencing for pet containment and the potential for increased trespassing on neighboring properties.

Regarding regulatory compliance, Gregory Jones argued that the creation of more than three lots should fall under the scope of a subdivision, and he contended that the applicant cannot meet the necessary requirements for such a designation. Furthermore, he disputed previous claims regarding the absence of water on the site, noting the existence of a creek flowing from the 43rd Avenue subdivision through the proposed development and adjacent properties. He stated his belief that the area constitutes a wetland. In closing, Gregory Jones reiterated his and the neighborhood's collective opposition to the requested variance.

Tia Hall testified in opposition to the proposal. She stated that Andy Snegirev had previously contacted her regarding an easement through her property to address standing water issues on the proposed parcels. Tia Hall further expressed concerns regarding increased population density in the area, noting that residents purchased their properties for the privacy and space afforded by the current neighborhood character.

Jay Lion expressed concerns regarding the proposed installation of sewer holding tanks, noting that the property's slope toward his parcel could result in runoff onto his land in the event of a leak. He further contended that the proposed density provided insufficient space, resulting in an overcrowded development. In closing, Jay Lion stated his opposition to the proposed use of the property and raised additional concerns regarding existing standing water on the site.

Neutral Testimony: None

Applicant Rebuttal:

Andy Snegirev clarified that his outreach to the neighbors was conducted in good faith and asserted that the proposed infrastructure improvements would benefit their properties for any future development. He noted that while he appreciates the neighbors' concerns regarding animals and space, city residency necessitates the development of vacant parcels. He further stated that existing city infrastructure and ditches are currently managing the property's surface water. Finally, he reiterated that the primary intent of the development is to provide affordable housing for the community.

Following the rebuttal, Commissioner Graybill inquired whether the applicant had consulted with the Fire Chief regarding fire access requirements. Andy Snegirev responded that he had made several unsuccessful attempts to establish contact with the Fire Chief.

Manager Clegg stated that, following the conclusion of the applicant's rebuttal, she would provide additional details to address the Commissioners' remaining questions.

The public hearing was closed at 7:17 PM

Discussion of the Commissioners:

Manager Clegg clarified that while previous examples suggested a capacity for 13 homes, the specific conditions of approval for this application permanently prohibit further lot division or additional density. She emphasized that these restrictive covenants are binding for both the applicant and all future property owners. Regarding public safety, Manager Clegg confirmed she had consulted with the Fire Chief, who verified that the proposed 20-foot roadway width is sufficient for emergency apparatus access. She further noted that while Sweet Home has significant groundwater, the proposed infrastructure improvements are designed to mitigate and disperse existing surface water on the parcels.

In response to inquiries from Commissioner Wysong-Frick regarding development limits, Manager Clegg explained that the applicant is restricted to one single-family dwelling or one duplex per lot. Commissioner Wolthuis observed that this would result in four families residing on the two rear lots. When asked about the City's oversight, Manager Clegg clarified that the city does not exercise discretionary control over the specific build, as the proposal constitutes an outright permitted use within the zone. Manager Clegg and Chairperson Wood further confirmed that because the City's population exceeds 10,000, the provisions of SB 458 are applicable.

Commissioner Graybill inquired whether an Accessory Dwelling Unit (ADU) could be constructed alongside a duplex. Manager Clegg clarified that ADUs are only permitted in conjunction with single-family dwellings.

The Commission discussed the substantial size of the proposed and neighboring lots, with Chairperson Wood acknowledging the inherent access challenges to the property. While expressing a general dislike for "hammerhead" turnaround designs, Chairperson Wood conceded its feasibility given the lot topography, noting that any future development of the site would face identical access constraints. She further noted that the City's Comprehensive Plan prioritizes the development of large internal lots to maximize land use before expanding the Urban Growth Boundary.

Commissioner White acknowledged the neighbors' preference for open space but emphasized the critical community need for additional housing. Commissioner Wysong-Frick, a resident of the area, expressed empathy for both the neighbors' concerns regarding water and the applicant's intentions, though she voiced lingering concerns regarding the impact on adjacent properties.

Manager Clegg and Chairperson Wood reminded the Commission that the variance under consideration applies strictly to the roadway width, not the concurrent partition or the general condition of the parcels. Chairperson Wood emphasized that the Commission's role is to determine if the roadway meets the legal criteria for a variance according to code, regardless of personal sentiment.

Following a discussion on standard road construction and street types, Manager Clegg explained that the variance request is necessitated by the proximity of the existing home to the road and the division of the property into four lots. Commissioner White observed that the proposed width is sufficient for emergency vehicles and large pickups, stating she saw no grounds for denial. Commissioner Graybill concurred.

Chairperson Wood noted that the property's constraints did not appear to be self-imposed, and Commissioner Graybill added that the existing structure and minimum setbacks significantly limit access options. The Commission reached a consensus on these points. Commissioner Wolthuis concluded by stating that while the emotional weight of the application made the decision challenging, the narrow issue at hand was the driveway width. He expressed that leaving the land undeveloped would be a missed opportunity and voiced his support for approval.

A motion to approve Application VR26-01 was made by Commissioner Graybill and was seconded by Commissioner White. The motion was carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Commissioner Wolthuis, Commissioner White, Commissioner Graybill, Chairperson Wood

Voting Nay: None.

Absent: Vice Chair Melcher

b) VR26-02 Planning Commission Staff Report

Variance Application VR26-02 Staff Report

The Public Hearing was opened at 7:34 PM

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

Manager Clegg presented the staff report to the Commission.

The applicant is requesting approval of a Variance to allow a 5-foot interior north side yard setback for a proposed residential accessory structure.

The applicant poured a concrete slab in compliance with R-1 development standards prior to purchasing the structure and was unaware that the structure's height would require an increased setback. The proposed accessory structure is approximately 17.75 feet in height.

Pursuant to Sweet Home Municipal Code (SHMC) 17.70.010(B)(2), the required side yard setback for a structure of this height is 15 feet. The applicant originally applied for an adjustment based on a staff calculation error. Upon discovery of the staff error, it was determined the request exceeds the 10 percent adjustment threshold and requires approval of a Variance pursuant to SHMC 17.106.010: *A Variance may be approved for those requests resulting in greater than a 10% change in a quantifiable standard.*

The applicant is therefore requesting a Variance to reduce the required side yard setback from 15 feet to 5 feet.

The subject property is zoned Residential Low Density (R-1) and is designated Low Density Residential (R-1) under the Comprehensive Plan.

The subject property is not the special flood hazard area. The subject property does not show wetlands/waterways on the properties that are depicted on the Statewide Wetlands Inventory Map or the National Wetlands Inventory Map.

The applicant initially poured a concrete slab in compliance with R-1 development standards prior to purchasing the accessory structure. At the time the slab was installed, the applicant understood the development to meet the applicable setback requirements. It was not until the building permit review process that the applicant became aware that the height of the proposed structure would trigger an increased side yard setback requirement.

When this was identified, the concrete slab had already been completed, and the structure had been purchased. Relocating the slab to meet the 15-foot setback would require demolition and/or reconstruction, resulting in significant costs to the applicant.

Pursuant to Section 17.106.060(A), a variance may be granted when the Development Code provision does not account for special or unique physical circumstances of the subject site, existing development patterns, or adjacent land uses. In this case, the strict application

of the increased setback requirement is directly related to the structure's height rather than to site-specific impacts. The location of the existing slab, installed in good faith under the applicant's understanding of the R-1 standards, creates a practical hardship unique to this property.

Staff find that the circumstances surrounding the completed slab and purchased structure, combined with the development pattern in the area, support consideration of the requested variance under Section 17.106.060(A), as the code provision does not fully account for the site-specific conditions present in this case.

Section 17.106.060(B) requires that the variance be necessary to preserve a substantial property right enjoyed by other properties in the same vicinity or district and may not be based solely on economic hardship.

Accessory structures are a permitted use within the R-1 zone. The subject property is approximately 40,075 square feet. Based on the square footage of the lot, the applicant is allowed to construct an accessory structure up to approximately 4,207 square feet and can cover up to 40% of the lot. The applicant is proposing a 1,200 square foot accessory structure and has 33% of lot coverage to utilize.

The property owners in the vicinity are afforded the right to construct accessory structures consistent with zoning standards. The requested variance would allow the applicant to utilize the existing foundation to develop an accessory structure comparable in function and scale to those commonly permitted in the area.

Although relocation of the slab would result in significant costs, staff's findings are not based solely on economic hardship. Rather, the variance is necessary to allow reasonable enjoyment of a property right consistent with other similarly situated properties.

Staff find that the variance will not be materially detrimental to the public welfare or injurious to the property in the vicinity or district in which the property is located. The variance does not conflict with the objectives of any City plan or policy.

The variance is not the result of a property line adjustment or land division approval previously granted to the applicant.

Staff find that the requested variance is the minimum allowed for what the applicant is requesting.

Building Permit 827-25-000292-STR is reliant on the approval of Variance application VR26-02. Staff Recommends a Condition of Approval that all building code requirements and engineering design standards be met prior to the final inspection.

Staff find that the applicant has requested the minimum variance necessary to alleviate the hardships presented by the applicant. Staff have recommended a Condition of Approval

The application shall be subject to compliance with this condition, as required by the findings of fact presented in the Review Criteria (Section III). Any modifications to the condition would require approval in accordance with provisions of law.

Condition of Approval: All building code requirements and engineering design standards be met prior to the final inspection.

Public Comment: The Planning and Building Manager received a voicemail from a neighboring property owner expressing opposition to the application and proposed setback. The caller stated that the height of the structure and its proximity to the property line would

shade his garden area. A return voicemail was left requesting that the concerns be submitted in writing (via letter or email) so they could be included in the record. As of the date of this staff report, no written correspondence has been received.

The Planning Commission will hold a public hearing at which it may either approve or deny the application. If the application is denied, the action must be based on the applicable review and decision criteria.

Staff recommend that the Planning Commission's decision on this matter be subject to a 12-day appeal period from the date that the decision is mailed.

After the Planning Commission makes a decision, staff recommend that the Planning Commission direct staff to prepare an Order that is signed by the Chairperson of the Planning Commission. The Order shall memorialize the decision and provide the official list of conditions (if any) that apply to the approval, if the application is approved.

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

1. Move to approve application VR26-02 and thereby permit the variance for the subject lot located at 1197 43rd Avenue. Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E33AC Tax Lot 01702; 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 VR26-02 for the subject lot located at 1197 43rd Avenue. Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E33AC Tax Lot 01702; adopting the following Finding of Fact (specify), 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.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other

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

Commissioner's questions of staff:

Chairperson Wood addressed a discrepancy in the staff report regarding a previously identified mathematical error, inquiring whether the applicant initially believed a variance was unnecessary during the building permit application process. Manager Clegg confirmed the error, noting the correction was made to ensure accuracy in the current review.

Commissioner Graybill raised concerns regarding shifting sunset patterns and the potential for the development to cast shadows on adjacent properties, asking if staff had conducted a shadow study. Manager Clegg clarified that shadow patterns are not a criterion within the city's development code and, therefore, were not factored into the formal review.

Commissioner White requested clarification on the required setbacks relative to the proposed structure's height. Manager Clegg subsequently detailed the specific setback requirements applicable to the project.

Applicant testimony:

Marilyn Nicholson submitted documentation to the Commission, including a letter detailing her professional background and her commitment to City Code compliance. She cited

specific code sections pertaining to setback requirements and stated that the City had prior knowledge of her plans, noting she had received no previous indication that her proposal required adjustments. Marilyn Nicholson informed the Commission that her setbacks were verified by a professional land surveyor and confirmed she is currently in possession of an active building permit for the structure.

Furthermore, Marilyn Nicholson disputed previous testimony, clarifying that the concrete pad for the structure was not poured prior to her purchase of the structure. She provided additional documentation to clarify the intent of her variance request and to resolve any conflicting information in the record. In closing, she affirmed her ongoing efforts to adhere to municipal standards and respectfully requested that the Commission approve the variance.

Commissioner questions of the applicant: None

Testimony in Favor: None.

Testimony in Opposition: None.

Neutral Testimony: None.

The public hearing was closed at 7:49 PM

Discussion of the Commissioners:

Chairperson Wood inquired about the maximum height allowed within the required setback and the specific degree of the variance being requested. She noted that while she had considered the overall lot size and the feasibility of relocating the structure, her deliberation was informed by the applicant's testimony and the acknowledgment of a municipal error that allowed the project to proceed to its current stage.

Commissioner Wysong-Frick observed that the proposed location appeared appropriate for an accessory structure, noting its height would be comparable to that of the primary residence. While expressing empathy for the neighbors' concerns regarding potential shading of their gardens, she noted that solar patterns shift and suggested that gardening locations may need to be adapted accordingly.

Commissioner Wolthuis stated that the variance appeared necessary to rectify a procedural error not caused by the applicant. Commissioner White added that she had no objection to the request, noting that the existing concrete pad should be utilized for the structure.

Following this discussion, the Commission reached a consensus in support of the variance.

A motion to approve Application VR26-02 was made by Commissioner Wolthuis and seconded by Commissioner Wysong-Frick. The motion carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Commissioner Wolthuis, Commissioner White,
Commissioner Graybill, Chairperson Wood

Voting Nay: None

Absent: Vice Chair Melcher

Staff Updates:

Manager Clegg reported a steady influx of property line adjustment and partition applications, noting that one adjustment application is currently pending. She informed the Commission that she is currently drafting code updates and anticipates presenting them for formal review in the coming months.

Commissioner Graybill requested a status update on the subdivision located at 43rd Avenue and Long Street. Manager Clegg replied that infrastructure work is nearing completion and noted that the applicant has filed an extension for the final plat of the property.

Planning Commission Business:

Manager Clegg informed the Commission that a new member has been selected for the board and is currently awaiting formal approval from the City Council. She further noted that the election of the Chairperson and Vice Chairperson is scheduled to take place during the meeting on April 16th.

Adjournment:

The meeting was adjourned at 7:59 PM.

Laura Wood, Chairperson
Sweet Home Planning Commission

Respectfully submitted by Ray Grundy, Planning & Building Permit Technician.

DRAFT



TO: City Council
 Jason Ogden, City Manager / Police Chief
 Interested Parties

FROM: Angela Clegg, Planning & Building Manager

DATE: March 24, 2026

SUBJECT: Planning, Building & Engineering Department Report – February 2026

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 February 1 to February 28, 2026.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	February 2026	January 2026	2026 YTD	2025 Total	2021-2025 5 Year Average
Residential 1 and 2 Family Dwellings	6	3	9	26	24.4
Residential Demolition	1	5	6	8	7.2
Residential Manufactured Dwellings	1	0	1	5	6.2
Residential Mechanical	4	12	16	83	101.4
Residential Plumbing	1	3	4	22	25.8
Residential Sign	0	0	0	0	.2
Residential Site Development	0	0	0	1	.6
Residential Structural	4	3	7	86	49.4
Commercial Alarm or Suppression Systems	0	0	0	0	3.4
Commercial Demolition	0	0	0	0	2.8
Commercial Mechanical	0	0	0	14	17
Commercial Plumbing	1	0	1	4	25.8
Commercial Phased	0	0	0	2	.4
Commercial Site Development	0	0	0	0	2.2
Commercial Structural	0	2	2	17	31.6
Total Permits	18	28	46	268	280
Value Estimate of All Permits	1,981,997.00	\$1,038,185.00	\$3,020,182.00	\$16,442,382.20	\$19,451,756.92
Fees Collected	\$59,719.32	\$46,321.14	\$106,040.46	\$205,035.76	\$233,879.51

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

There have been no recent developments of note.

2. PLANNING

- Summary of **Final Decisions** on Planning Division Applications:

Application Type	February 2026	January 2026	2026 YTD	2025 Total	2021-2025 5 Year Average
Adjustments	1	0	1	0	.2
Annexations	0	0	0	0	.2
Comp Plan Amendments	0	0	0	0	0
Conditional Use	0	0	0	2	5.8
Fence Permit	1	1	2	36	34.8
Home Occupation	0	0	0	2	.2
MFU	0	0	0	2	0
Partition	1	0	1	11	11.6
Planned Development/ Subdivision	0	0	0	0	2.2
Property Line Adjustments	0	0	0	7	7.8
Temp RV Permit	1	1	2	1	5.2
Vacation	0	0	0	0	.2
Variance	0	0	0	0	1
Zoning Map Amendment	0	0	0	1	1.6

- Total Planning Division Applications **Submitted:**

Total Applications	4	6	10	26	70.8
Total Fees Collected	\$1,220.00	\$1,475.00	\$2,695.00	\$9,055.00	\$16,333.68

- 3 Land Use Application were submitted in January.
- 4 Land Use Applications are pending final approval and 1 was withdrawn.
- The Planning Commission last met for a regular meeting on March 5th.

3. ENGINEERING

Application Type	February 2026	January 2026	2026 YTD	2025 Total	2023-2025 Average
ROW	\$180.00	\$120.00	\$300.00	\$2,520.00	\$1,510.00
SC Inspections	\$180.00	\$100.00	\$280.00	\$2,522.00	\$1,180.67
Erosion Control	0	0	0	\$150.00	\$325.00
Parks SDC	\$12,649.40	\$5,059.76	\$17,709.16	\$27,494.86	\$24,317.86
Sewer SDC	\$45,765.70	\$18,306.28	\$64,071.98	\$118,883.95	\$90,235.33
Storm SDC	\$10,351.40	\$4,140.56	\$14,491.96	\$20,259.48	\$20,065.49
Streets SDC	\$31,033.70	\$12,413.48	\$43,447.18	\$67,023.26	\$70,801.80
Water SDC	\$66,579.20	\$28,271.68	\$94,850.88	\$122,064.23	\$102,437.32
Total	\$166,739.40	\$68,411.76	\$235,151.16	\$360,917.78	\$285,851.32

Projects of Note:

- Created a new roadway classification map
- Created a road closure web app
- Established AutoCAD
- Staff trained in site inspections with the Public Works Engineering Technician
- Investigated options for storm system improvements and cost sharing

4. PARKS

- The Park and Tree Committee last met on February 18th.
- Staff applied and received 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 and seating in the hillside.
 - Staff has awarded a contractor the bid for the ADA trail and sidewalk portion of the project. Council approval of the final construction contract is anticipated in February 2026.
 - The extension for the OPRD Grant was approved.

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	January 2026	December 2025	2026 YTD	2025 Total	2023-2025 Average
Chair & Table Rental	0	0	0	\$250.00	\$300.00
Gazebo Rental	0	0	0	\$800.00	\$671.72
Hut Rental	0	0	0	\$267.50	\$172.52
Racquetball Membership	\$257.00	\$10.00	\$257.00	\$10.00	\$264.08
Weddle Bridge Rental	0	0	0	\$0	\$78.35
Total Fees Collected	\$257.00	\$10.00	\$257.00	\$1,327.50	\$1,486.67

**** Beginning with this report and moving forward, all reported numbers will be based on fiscal year and not calendar year (all past reports were based on Calendar Year).**