



# CITY OF SWEET HOME CITY COUNCIL AGENDA

July 25, 2023, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

## Mission Statement

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

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## Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 1-971-203-2871, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 226 531 982#

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 and Pledge of Allegiance

### II. Roll Call

### III. Consent Agenda:

- a) [Resolution No. 20 for 2023 - A Resolution Establishing Salary Schedules for Non-Represented Emergency Services Employees](#)
- b) [Resolution No. 21 for 2023 - A Resolution Establishing Salary Schedules for Non-Represented Employees.](#)
- a) Approval of Minutes:
  - i) [2023-06-27 City Council Meeting](#)

### IV. Recognition of Visitors and Hearing of Petitions:

- a) Recognition of Paint the Town Volunteers

### V. Old Business:

### VI. New Business:

- a) [2023-25 DLCD Housing Planning Assistance Grant—Housing Production Strategy](#)

### VII. Ordinance Bills

- a) Request for Council Action and First Reading of Ordinance Bills
- b) Second Reading of Ordinance Bills
- c) Third Reading of Ordinance Bills (Roll Call Vote Required)

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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.*

- i) [Ordinance Bill No. 4 for 2023 - Ordinance No. 1321 - Sweet Home Ordinance Amending Various Portions of Sweet Home Municipal Code Title 17.](#)

**VIII. Reports of Committees:**

Ad Hoc Committee on Health  
Ad Hoc Committee on Arts and Culture  
Administrative and Finance/Property  
Traffic Safety Committee  
Area Commission on Transportation  
Chamber of Commerce  
Charter Review Committee  
Council of Governments  
Library Advisory Board  
Park and Tree Committee  
Solid Waste Advisory Council  
Youth Advisory Council

**IX. Reports of City Officials:**

City Manager's Report  
Mayor's Report  
Library Services Director  
i) [Library Director Report June 2023](#)  
Community and Economic Development Director  
i) [Community and Economic Development Monthly Report - June 2023](#)  
Public Works Director  
i) [Public Works Monthly Report](#)  
Finance Director  
Police Chief  
i) [Police Department Monthly Report - June 2023](#)  
City Attorney

**XI. Council Business for Good of the Order**

**XII Adjournment**

**RESOLUTION NO. 20 FOR 2023**

**A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED EMERGENCY SERVICES EMPLOYEES.**

WHEREAS, the City of Sweet Home wishes to formally adopt a salary plan for its Non-Represented Emergency Services Employees.

NOW, THEREFORE, the City of Sweet Home resolves as follows:

The attached salary schedules for Non-Represented Emergency Services full-time and part-time positions are adopted for positions currently authorized as shown in Exhibit "A".

This Resolution hereby replaces Resolution No. 15 for 2023 and shall be effective immediately upon passage by the City Council and signature of the Mayor.

PASSED BY THE City Council and approved by the Mayor this 25th day of July 2023.

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Mayor

ATTEST:

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City Manager - Ex Officio City Recorder

RESOLUTION NO. 20 FOR 2023  
EXHIBIT A

SALARY SCHEDULE  
July 1, 2023 – June 30, 2024  
NON-REPRESENTED EMPLOYEES MANAGEMENT  
(5% COLA)

Step Position	A	B	C	D	E	F	G	H
CHIEF OF POLICE	9,579	10,058	10,561	11,089	11,643	12,226	12,837	13,478
POLICE CAPTAIN	8,575	9,004	9,454	9,927	10,423	10,944	11,491	12,066
COMMUNICATIONS COMMANDER	6,020	6,321	6,637	6,969	7,317	7,683	8,067	8,471
SERGEANT	6,959	7,307	7,672	8,056	8,459	8,882	9,326	9,792

RESOLUTION NO. 20 FOR 2023  
EXHIBIT A

SALARY SCHEDULE  
July 1, 2024 – June 30, 2025  
NON-REPRESENTED EMPLOYEES MANAGEMENT  
(4% COLA)

Step Position	A	B	C	D	E	F	G	H
CHIEF OF POLICE	9,961	10,459	10,982	11,531	12,108	12,713	13,349	14,016
POLICE CAPTAIN	8,918	9,364	9,369	9,837	10,329	10,846	11,388	11,958
COMMUNICATIONS COMMANDER	6,281	6,595	6,925	7,271	7,635	8,016	8,417	8,838
SERGEANT	7,237	7,599	7,979	8,378	8,797	9,236	9,698	10,183

RESOLUTION NO. 20 FOR 2023  
EXHIBIT A

SALARY SCHEDULE  
July 1, 2025 – June 30, 2026  
NON-REPRESENTED EMPLOYEES MANAGEMENT  
(3% COLA)

Step Position	A	B	C	D	E	F	G	H
CHIEF OF POLICE	10,261	10,774	11,313	11,878	12,472	13,096	13,751	14,439
POLICE CAPTAIN	9,186	9,645	10,128	10,634	11,166	11,724	12,310	12,926
COMMUNICATIONS COMMANDER	6,449	6,771	7,110	7,466	7,839	8,231	8,642	9,074
SERGEANT	7,454	7,827	8,218	8,629	9,060	9,513	9,989	10,489

**RESOLUTION NO. 21 FOR 2023**

**A RESOLUTION ESTABLISHING SALARY SCHEDULES FOR NON-REPRESENTED EMERGENCY SERVICES EMPLOYEES.**

WHEREAS, the City of Sweet Home wishes to formally adopt a salary plan for its Non-Represented Employees.

NOW, THEREFORE, the City of Sweet Home resolves as follows:

The attached salary schedules for Non-Represented full-time and part-time positions are adopted for positions currently authorized as shown in Exhibit "A".

This Resolution hereby replaces Resolution No. 15 for 2023 and shall be effective immediately upon passage by the City Council and signature of the Mayor.

PASSED BY THE City Council and approved by the Mayor this 25th day of July 2023.

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Mayor

ATTEST:

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City Manager - Ex Officio City Recorder

RESOLUTION NO. 21 FOR 2023  
EXHIBIT A

SALARY SCHEDULE  
July 1, 2023 – June 30, 2024  
NON-REPRESENTED EMPLOYEES MANAGEMENT  
(5% COLA)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,442	4,664	4,897	5,045	5,196	
ACCOUNTANT						
FINANCIAL OPERATIONS MANAGER						
ASSOCIATE PLANNER	4,887	5,130	5,387	5,549	5,716	
COMMUNICATIONS MANAGER						
ADMINISTRATIVE SERVICES MANAGER						
TOURISM & ECONOMIC DEVELOPMENT COORDINATOR	5,649	5,931	6,228	6,414	6,607	
UTILITIES MANAGER						
OPERATIONS MANAGER						
STAFF ENGINEER	5,908	6,204	6,514	6,709	6,911	
LIBRARY DIRECTOR	6,627	6,958	7,306	7,525	7,751	
PUBLIC WORKS DIRECTOR	7,696	8,081	8,485	8,739	9,002	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	7,856	8,249	8,661	8,921	9,189	
FINANCE DIRECTOR	7,894	8,289	8,703	8,964	9,233	



RESOLUTION NO. 21 FOR 2023  
EXHIBIT A

SALARY SCHEDULE  
July 1, 2024 – June 30, 2025  
NON-REPRESENTED EMPLOYEES MANAGEMENT  
(4% COLA)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,620	4,851	5,093	5,247	5,404	
ACCOUNTANT						
FINANCIAL OPERATIONS MANAGER						
ASSOCIATE PLANNER	5,082	5,335	5,602	5,771	5,945	
COMMUNICATIONS MANAGER						
ADMINISTRATIVE SERVICES MANAGER						
TOURISM & ECONOMIC DEVELOPMENT COORDINATOR	5,875	6,168	6,477	6,671	6,871	
UTILITIES MANAGER						
OPERATIONS MANAGER						
STAFF ENGINEER	6,144	6,452	6,775	6,977	7,187	
LIBRARY DIRECTOR	6,892	7,237	7,598	7,826	8,061	
PUBLIC WORKS DIRECTOR	8,004	8,404	8,824	9,089	9,362	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	8,170	8,579	9,007	9,278	9,557	
FINANCE DIRECTOR	8,210	8,621	9,051	9,323	9,602	

RESOLUTION NO. 15 FOR 2023  
EXHIBIT A

SALARY SCHEDULE  
July 1, 2025 – June 30, 2026  
NON-REPRESENTED EMPLOYEES MANAGEMENT  
(3% COLA)

Step Position	A	B	C	D	E	F
COURT ADMINISTRATOR	4,759	4,997	5,246	5,404	5,566	
ACCOUNTANT						
FINANCIAL OPERATIONS MANAGER						
ASSOCIATE PLANNER	5,234	5,495	5,770	5,944	6,123	
COMMUNICATIONS MANAGER						
ADMINISTRATIVE SERVICES MANAGER						
TOURISM & ECONOMIC DEVELOPMENT COORDINATOR	6,051	6,353	6,671	6,871	7,077	
UTILITIES MANAGER						
OPERATIONS MANAGER						
STAFF ENGINEER	6,328	6,646	6,978	7,186	7,403	
LIBRARY DIRECTOR	7,099	7,359	7,727	7,959	8,198	
PUBLIC WORKS DIRECTOR	8,244	8,656	9,089	9,361	9,642	
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	8,415	8,836	9,277	9,556	9,844	
FINANCE DIRECTOR	8,456	8,880	9,323	9,603	9,890	



# CITY OF SWEET HOME CITY COUNCIL MINUTES

June 27, 2023, 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

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## Call to Order and Pledge of Allegiance

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

## Roll Call

### PRESENT

Mayor Susan Coleman  
Councilor Dave Trask  
Councilor Lisa Gourley  
Councilor Angelita Sanchez  
Councilor Dylan Richards  
Councilor Josh Thorstad

### ABSENT

President Pro Tem Greg Mahler

### STAFF

Kelcey Young, City Manager  
Blair Larsen, Community and Economic Development Director  
Matt Brown, Finance Director  
Robert Snyder, City Attorney  
Megan Dazey, Library Services Director  
Greg Springman, Public Works Director  
Ryan Cummings, Police Captain  
Adan Leisinger, Communications Manager

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## MEDIA

Benny Westcott, The New Era

Motion made to excuse Pro Tem Mahler's absence by Councilor Trask, Seconded by Councilor Gourley. Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

Voting Naye: Councilor Richards

### **Consent Agenda:**

Motion made to approve the consent agenda by Councilor Richards, Seconded by Councilor Gourley. Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

- a) Request for Council Action – Collective Bargaining Agreement Approval – AFSCME
- b) Request for Council Action – Collective Bargaining Agreement Approval – Public Safety Employees
- c) Request for Council Action – Downtown Lounge Public Address System Application
- d) Request for Council Action – Appointment to Boards and Committees
- e) Request for Council Action – Resolution No. 07 for 2023 – Fee Schedule
- f) Request for Council Action - Resolution No. 11 for 2023 - A Resolution Certifying the City Complies with Sections of ORS 475C Related to Marijuana Sales Inside City Limits.
- g) Request for Council Action – Non- Represented Salary Schedules
- h) Request for Council Action - Resolution No. 16 for 2023- FY 22/23 Budget
- i) Request for Council Action - Resolution No. 17 for 2023 - A Resolution to Extend RV Permit Time for Family in State of Emergency
- j) Request for Council Action - Intergovernmental Agreement with the Oregon Cascades West Council of Governments for Planning Services

Approval of Minutes:

- a) 2023-05-23 City Council Minutes
- b) 2023-06-13 City Council WS Minutes
- c) 2023-06-13 City Council Minutes

### **Recognition of Visitors and Hearing of Petitions:**

Chris Kjar and Josh Stanley, Sweet Home Sanitation spoke regarding rate adjustment for garbage and recycling rates.

Lisa Sheets approached the City Council regarding tall grass and weeds on a neighboring property and fire concern. She was also concerned about the number of transients using the property.

Staff responded that they are currently working to strengthen codes regarding fire hazards.

### **Youth Advisory Council**

Mayor Coleman added the Youth Advisory Council report as the first item on the Agenda. Councilor Sanchez stated she met with the YAC and their concerns have been heard. Those concerns and comments included a request for education on how local government works and requested educators invited the Council to the school to present.

They were also concerned about mental health issues which they believe to be the stem of issues among youth. The YAC would like to share resources available regarding mental health issues with their fellow youth. The YAC is willing to match any funds the City can provide the YAC to obtain

literature regarding resources and create a website to support those with mental health issues find help. The YAC will return to provide statistics to the Council regarding their efforts.

Councilor Sanchez stated the YAC would like to attend the Health Fair and Harvest Fair. Councilor Sanchez also stated she would like to see the website updated with the new YAC members.

**Old Business:**

- a) Request for Council Action – Rural Development Initiative Leadership Program  
Christine Gilmore, Kayla Catino, and Jennifer Growth, with Rural Development Initiative requested \$20,000 investment from the City of Sweet Home to support leadership development. The program builds leaders in rural communities. The skills learned include civic engagement, action planning and collaboration while completion of a project. Four youth participants spoke to their experiences in the program cleaning parks and setting a memorial for a past teacher. All participants spoke to the fellowship during the program.  
  
Motion to support RDI in the amount of \$20,000 made by Councilor Gourley, Seconded by Councilor Richards.  
Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad
  
- b) Application for Naming Publicly Owned Facilities: Graybill Plaza  
The Public Hearing was opened at 7:00 PM.  
  
The Staff Report was presented by Community and Economic Development Director Blair Larsen. In a way to thank former employee Joe Graybill for his years of services, staff felt naming a portion of Sankey Park, specifically the plaza designed by Joe Graybill, was appropriate. The Public Hearing for the proposal was advertised and noticed.  
  
There was an opportunity for the public to speak on the matter. There was no testimony in favor or opposition.  
  
The Public Hearing was closed at 7:02 PM.  
  
Motion made to approve Resolution No. 18 for 2023 by Councilor Sanchez, Seconded by Councilor Richards.  
Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

**New Business:**

- a) Request for Council Action - Oregon Jamboree  
Robert Shamek with the Oregon Jamboree presented the request to the Council for the Oregon Jamboree event. Staff reported there was concern about the weigh restrictions on Weddle Bridge which the Oregon Jamboree has stated they will limit bridge access to accommodate the limit. Director Shamek added the last 31 years the Oregon Jamboree has pre sold campsite. He stated most of the camping is on City property which they don't have permission to use until the application process the year of. He requested a general statement be added that allows the Jamboree to continue the practice of pre selling camping sites for the following year with permission from the City. City Manager Young responded the City is currently working with DEQ to determine potential areas for camping on some of the properties. She suggested the Jamboree complete the Special Events Application now for the 2024-2025 events and those request could be considered.  
  
Motion made to approve the application for the Oregon Jamboree by Councilor Richards, Seconded by Councilor Gourley.  
Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez,

## Ordinance Bills

### Request for Council Action and First Reading of Ordinance Bills

- a) Public Hearing: Legislative Amendment LA23-02 - Ordinance Bill No. 14 for 2024.

The Public Hearing was opened at 7:12 PM. Mayor Coleman explained the Public Hearing process. The question was called if there was any Declarations from the Council: exparte, conflict of interest, or personal bias; there was none.

The staff report was given by Director Blair Larsen. He explained there are text amendments were suggested by staff to clarify and strengthen the Sweet Home Municipal Code. In addition, there were regulations added regarding "adult oriented businesses". The Planning Commission moved to recommend the approval to the City Council.

There was no testimony in favor, opposition, or neutral testimony.

The Public Hearing was closed at 7:15 PM.

Motion to approve the application and conduct the first reading of Ordinance Bill No. 14 for 2023 made by Councilor Gourley, Seconded by Councilor Richards.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

Ordinance Bill No. 14 for 2023 was read in its entirety.

Motion to move Ordinance Bill No. 14 to second reading by title only made by Councilor Sanchez, Seconded by Councilor Richards.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

Ordinance Bill No. 14 for 2023 was read by title only.

The Ordinance was moved for third and final reading for July 25th.

### Second Reading of Ordinance Bills

#### Reports of Committees:

##### Ad Hoc Committee on Health

Councilor Gourley reported August 19th is the Health Fair and vendors are being sought. The next meeting will discuss Emergency Response and communication methods to vulnerable populations.

##### Ad Hoc Committee on Arts and Culture

Councilor Gourley stated the Ad Hoc on Art and Culture is focusing on the Paint the Town project.

##### Administrative and Finance/Property

- a) 2023-05-17 Admin Finance Minutes

##### Traffic Safety Committee

##### Area Commission on Transportation

##### Chamber of Commerce

##### Charter Review Committee

##### Council of Governments

##### Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

**Reports of City Officials:**

City Manager's Report

City Manager Kelcey Young requested to cancel the first meeting in July in order for the Council and staff to focus on all of the projects happening as well as the Sportsman Holiday events. The Council agreed by Consensus.

City Manager Kelcey Young stated she will be out of town and recommended appointment of Blair Larsen as City Manager Pro Tem in her absence.

Motion made to appoint Director Larsen as City Manager Pro Tem from July 6 to July 13, 2023 by Councilor Richards, Seconded by Councilor Sanchez.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

City Manager Kelcey Young stated July 14th will be the kick-off for the Paint the Town event. The City is still looking for volunteers in all areas. Fitzpatrick Painting has also stepped forward to partner with the City for the project.

City Manager Young met several representatives in Salem with funding requests. Currently there is no funding at the State level, but there is some Federal grants the City will be pursuing.

City Hall will be a check point for the Cut the Gut event. The Chamber is doing an excellent job organizing events throughout the summer. The Icebox Cook off is happening this weekend and the City is a sponsor.

City Manager Young thanked Councilor Trask for the donation of a kayak for Quarry Park. Camping is open at Quarry Park.

- a) Notice of Meeting Cancellation

Mayor's Report

Mayor Susan Coleman read portions of the Oregon Constitution that specifies why residents outside the City limits cannot vote on City issues or hold elected offices. Oregon Revised Statutes and City Charter also states the same. Mayor Coleman said she has been asked why someone could not hold a Councilor position if they reside outside the City limits and she wanted to present the information she found.

Mayor Coleman wished everyone a safe and enjoyable Sportsman Holiday.

**Department Director's Reports (1st meeting of the Month)**

Library Services Director

- a) Library Director's Report May 2023

Community and Economic Development Director

- a)

Public Works Director

Public Works Director Springman gave an update from DEQ who has completed the 90% review and are working on a draft approval letter. West Yost will submit the completed set which will then be submitted to DEQ for the 100% review. The USDA and DEQ permits will be submitted for additional discharge for the upgraded plant. Public Works Director stated the second submittal for Biz Oregon for just over 6 million in reimbursements have been completed.

- a) Public Works Monthly Report
- b) Mahler WRF Improvement Project monthly report

Finance Director

Finance Director Matt Brown stated bank reconciliation thru June 2022 have been completed.

Police Chief

a) Police Department Monthly Report - May

City Attorney

No Report.

**Council Business for Good of the Order**

Councilor Trask ask about the striping for crossing on 13th avenue has not been completed.

A motion was made to have staff research funding for the YAC and updating the website for the YAC by Councilor Sanchez, Seconded by Councilor Richards.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

**Adjournment**

The meeting adjourned at 7:59 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder





# REQUEST FOR COUNCIL ACTION

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**Title:** 2023-25 DLCD Housing Planning Assistance Grant—Housing Production Strategy

**Preferred Agenda:** July 25, 2023

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution  X  Motion \_\_\_\_ Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** City of Sweet Home Comprehensive Plan Chapter 4: Residential Lands and Housing

**Towards Council Goal:** Aspiration I: Desirable Community

**Attachments:** Resolution No. 19 for 2023: Technical Assistance Grant Application to DLCD  
Exhibit A: 2023-25 DLCD Housing Planning Assistance Grant Application

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## **Purpose of this RCA:**

The purpose of this RCA is to request Council authorization for the Mayor to sign a grant application to the Oregon Department of Land Conservation and Development for housing planning assistance to continue implementation of House Bill 2003 (Housing Supply) by conducting a Housing Production Strategy.

## **Background/Context:**

In 2019, the Oregon Legislature passed House Bill 2003, which mandated that cities with a population over 10,000 develop and adopt a housing needs analysis and housing production strategy. The population of the City of Sweet Home now exceeds 10,000. The City recently adopted an updated Housing Capacity Analysis (formerly referred to as a Housing Needs Analysis). That project was funded by a grant from DLCD. The next step to comply with the law is to adopt a Housing Production Strategy by the end of 2024.

A Housing Production Strategy outlines the actions the City plans to adopt to encourage the production of needed housing as identified in the recently adopted Housing Capacity Analysis and promote housing production, affordability, and choice.

The Department of Land Conservation and Development is offering grants to cities in order to ensure that they are able to comply with the requirements of HB 2003.

## **The Challenge/Problem:**

How does the City prepare for future housing needs in its policies and codes?

## **Stakeholders:**

- Sweet Home Residents – Residents deserve to live in a community with a stable supply of affordable, quality housing.
- Sweet Home Employers – Employers seek to operate in cities that have adequate housing for their employees at a reasonable price.
- Sweet Home City Council – The City Council has set a goal to make Sweet Home a community that is desirable to live in.
- Sweet Home City Staff – Staff work more efficiently when City policies are in line with City goals, and when there are clear plans and data to guide their efforts.

**Issues and Financial Impacts:**

The grant program has no matching funds requirement, therefore there is no financial commitment or impact on the City.

**Elements of a Stable Solution:**

An approved grant application and resulting grant award that funds a Housing Production Strategy for the City.

**Options:**

1. Do Nothing – Authorize no grant application for this purpose or work.
2. Adopt Resolution No. 19 for 2023 as currently proposed – Adoption of the resolution authorizes staff to submit the grant application to DLCD.
3. Adopt Resolution No. 19 for 2023 with Changes – Adoption of the resolution with specified changes would authorize staff to submit an amended grant application to DLCD.
4. Direct Staff to research other options – Direct staff to research other ways to plan for future housing.

**Recommendation:**

Staff recommends option 2: Adopt Resolution No. 19 for 2023 as currently proposed.



## Department of Land Conservation and Development 2023-25 HOUSING PLANNING ASSISTANCE APPLICATION

Please complete each section in the form below. Fill out the requested information in the spaces provided. **For applicants requesting multiple services, submit a separate form for each. Submit completed applications by COB July 31, 2023.**

**Date of Application:** 7/26/2023

**Applicant:** City of Sweet Home

*If applying on behalf of a jurisdiction or pursuing a joint project, please also include the recipient jurisdiction name(s)*

**Street Address:** 3225 Main Street

**City:** Sweet Home

**Zip:** 97386

**Contact name and title:** Blair Larsen, Community & Economic Dev. Director

**Contact e-mail address:** blarsen@sweethomeor.gov

**Contact phone number:** 541-818-8036

**Requested Service:**

	Direct Grant (& budget estimate)	DLCD-Provided Consultant
<b>Housing Planning Assistance Projects</b>		
Development Code Amendment	<input type="checkbox"/>   \$	<input type="checkbox"/>
Housing Capacity Analysis (HCA) <sup>1</sup>	<input type="checkbox"/>   \$	<input type="checkbox"/>
Housing Production Strategy (HPS)	<input type="checkbox"/>   \$	<input checked="" type="checkbox"/>
Housing Implementation Plan (not an HCA or HPS)	<input type="checkbox"/>   \$	<input type="checkbox"/>
<b>Urbanization Planning Assistance Projects</b>		
Urban Growth Boundary Land Exchange	<input type="checkbox"/>   \$	<input type="checkbox"/>
Urban Growth Boundary Amendment <sup>2</sup>	<input type="checkbox"/>   \$	<input type="checkbox"/>
Urban Reserves	<input type="checkbox"/>   \$	<input type="checkbox"/>
Public Facilities Area Plan	<input type="checkbox"/>   \$	<input type="checkbox"/>

1. DLCD does not recommend commencing a housing capacity analysis in the 2023-25 biennium as administrative rules will be updated by January 1, 2025, consistent with [House Bill 2001 \(2023 Session\)](#). If your city has an upcoming HCA deadline, please contact the housing team at [housing.dlcd@dlcd.oregon.gov](mailto:housing.dlcd@dlcd.oregon.gov)

2. A UGB amendment requires a land deficiency identified in a Housing Capacity Analysis (HCA).

**Project Title:**

City of Sweet Home Housing Production Strategy

**Project Summary:** (Summarize the project and products in 50 words or fewer)

Having recently surpassed 10,000 population, the City of Sweet Home is now required to complete a Housing Production Strategy in 2024.

**Project Description & Work Program**

Please carefully review the attached Sample Work Program. The work programs included represent typical tasks and work products associated with common project types. If you expect the project to be substantially similar (i.e. there may be minor variations, but major project deliverables align with applicant expectations) to the scope included in the Sample Work Program, the applicant does not need to submit a work plan.

However, if the applicant anticipates a proposal for a project that is substantially different from the projects included in the Sample Work Program, please include an attachment detailing the proposed project, addressing each of the following in an attachment. *Applicants proposing distinct or unique projects are expected to submit detailed proposals that specify the work tasks, products, and timelines unique to their proposal. Priority will be given to proposals that provide well-defined tasks, products, and timelines.*

**Is this project expected to be similar to the attached Sample Work Program?** Yes  No

If “yes”, please skip to the “Tasks, Timelines, and Budget” section below. If “no”, please attach a detailed work program including the following.

**A. Goals and Objectives.** The purpose of housing planning assistance projects is outlined in the attached Sample Work Program. Please state the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

**B. Products and Outcomes.** Please describe the product(s) and outcome(s) expected from the proposed project in detail, including a brief description of any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with state/federal requirements, equitable socioeconomic benefits, or other relevant factors.

**C. Work Program, Timeline & Payment.** Please include a comprehensive work program describing the specific tasks, timelines, expected budget, and deliverables. Public engagement is a necessary component of any planning process but may be tailored to fit the project context. Some projects, such as code amendment or technical projects, may not require extensive engagement in comparison to major projects with substantial local policy impacts. If other changes are necessary, please consult with your Regional Representative.

## Tasks, Timelines, and Budget

List and describe the major tasks, including:

- The title of the task;
- Anticipated timeline for each task, including the tentative start date after the grant agreement or consultant contract is executed, task completion dates, and project completion date. Note that all tasks must be completed before the end of the biennium. We request that project timelines conclude no later than May 31, 2025;
- For direct grant projects, anticipated budget for the task; and
- Expected local contribution, including budget, staff time, and resources.

### Important Planning Assistance Dates

Date	Planning Assistance Milestone
June 1, 2023	Application period opens; materials distributed
June 5, 2023   10:30a – 12p	Open Forum for follow-up question & answer <a href="#">Zoom link</a>   Meeting ID: 265 799 1542   Passcode: 664570
July 31, 2023	Application period closes; materials submittal deadline
September 1, 2023	Anticipated funding decision; award notices sent
October – November 2023	Direct grant agreements anticipated execution
November – December 2023	Consultant contract anticipated execution
May 31, 2025	Project completion deadline

Task	Title	Timeline (Month, Year)	Estimated Budget*	Local Contribution
1		_____ to _____	\$ _____	\$ _____
2		_____ to _____	\$ _____	\$ _____
3		_____ to _____	\$ _____	\$ _____
4		_____ to _____	\$ _____	\$ _____
5		_____ to _____	\$ _____	\$ _____
6		_____ to _____	\$ _____	\$ _____
7		_____ to _____	\$ _____	\$ _____
8		_____ to _____	\$ _____	\$ _____
<b>TOTAL</b>		_____ to _____	\$ _____	\$ _____

\* Budget estimates are only required for Direct Grant requests. Applicants requesting DLCD-provided consultants can leave this field blank.

If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

## **Project Criteria and Additional Information**

- 1. Evaluation Criteria.** Include a statement that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”). This project fulfills a statutory obligation to complete a HPS, the intent of which is to facilitate housing production, affordability in a fair and equitable manner.
- 2. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.). If the project includes multiple jurisdictions, briefly describe the capacity and support of those jurisdictions to support and participate in the project.  
The City will provide all the necessary support to the DLCD-provided consultant.
- 3. Advisory Committees.** List any advisory committee or other committees that will participate in the project.  
Sweet Home Planning Commission
- 4. Cost-Sharing and Local Contribution.** DLCD funds may comprise a portion of overall project costs; if so, please identify sources and amounts of other funds, staff time, or services that will contribute to the project’s success. Cost-sharing (match) is not required but recommended. **Will a consultant be retained to assist in completing grant products?** Yes  No   
**Will you be utilizing this funding to dedicate your own staff resources in completing grant products?** Yes  No

### **Local Official Support**

The application ***must include a resolution or letter from the governing body*** of the city or county demonstrating support for the project. If the applicant is a regional entity proposing a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before planning assistance is awarded.

Submit your application electronically with all required information to:

Ethan Stuckmayer, Housing Program Division Manager  
E-mail: [DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov)

*Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible.*

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

DLCD Housing Team  
[Housing.dlcd@dlcd.oregon.gov](mailto:Housing.dlcd@dlcd.oregon.gov)

If you have questions about the Grant Program or application process, please contact:

Angela Williamson, Grants and Periodic Review Administrative Specialist  
[DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov) or (971) 239-2901

For all correspondence, please include the appropriate [Regional Representative](#).

Mid-Willamette Valley	Melissa Ahrens	<a href="mailto:melissa.ahrens@dlcd.oregon.gov">melissa.ahrens@dlcd.oregon.gov</a>
Central Oregon	Angie Brewer	<a href="mailto:angie.brewer@dlcd.oregon.gov">angie.brewer@dlcd.oregon.gov</a>
North Coast & Lower Columbia	Brett Estes	<a href="mailto:brett.estes@dlcd.oregon.gov">brett.estes@dlcd.oregon.gov</a>
Eastern Oregon	Dawn Hert	<a href="mailto:dawn.hert@dlcd.oregon.gov">dawn.hert@dlcd.oregon.gov</a>
Portland Metro (West)	Laura Kelly	<a href="mailto:laura.kelly@dlcd.oregon.gov">laura.kelly@dlcd.oregon.gov</a>
Southern Oregon	Josh LeBombard	<a href="mailto:josh.lebombard@dlcd.oregon.gov">josh.lebombard@dlcd.oregon.gov</a>
Portland Metro (East)	Kelly Reid	<a href="mailto:kelly.reid@dlcd.oregon.gov">kelly.reid@dlcd.oregon.gov</a>
South Coast	Hui Rodomsky	<a href="mailto:hui.rodomsky@dlcd.oregon.gov">hui.rodomsky@dlcd.oregon.gov</a>
South Willamette Valley	Patrick Wingard	<a href="mailto:patrick.wingard@dlcd.oregon.gov">patrick.wingard@dlcd.oregon.gov</a>

**APPLICATION DEADLINE: July 31, 2023**



# REQUEST FOR COUNCIL ACTION

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**Title:** Legislative Amendment LA23-02

**Preferred Agenda:** June 27, 2023

**Submitted By:** Angela Clegg, Associate Planner

**Reviewed By:** Blair Larsen, CEDD Director  
Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** SHMC Title 17

**Towards Council Goal:** Aspiration II: Effective and Efficient government; Goal 2.1: Update and Streamline Processes; Goal 2.2: Develop continuity in planning and permitting processes.

**Attachments:** LA23-02 Staff Report  
Ordinance No. 14 for 2023, Ordinance No. \_\_\_\_

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## **Purpose of this RCA:**

The purpose of this RCA is to hold a public hearing regarding Legislative Amendment LA23-02 and present the application to the Council for approval. The purpose of this application is to adopt revisions to Title 17 of the Zoning Ordinance adopted on October 27, 2022. If the application is approved, the Council will conduct a first reading of adopt Ordinance No. 14 for 2023.

## **Background/Context:**

This legislative amendment, LA 23-02, consists of text amendments to Title 17 Zoning of the Sweet Home Municipal Code (SHMC). The proposed text amendments were identified by City Staff. Staff has identified errors that needed to be corrected for defensibility and clarity of the code. In addition, the amendments include proposed land use regulation of adult-oriented businesses.

The following is a timeline of meetings associated with this project:

- April 13, 2023: Staff submitted the online PAPA.
- April 19, 2023: Notice Published in the New Era
- June 1, 2023: The Planning Commission held a public hearing on the proposed text amendments. The Planning Commission moved to recommend approval of the amended Development Code to City Council.

At the June 27, 2023 Council Meeting, the City Council will hold a public hearing regarding this legislative amendment and conduct a first reading, and two more readings of the ordinance are necessary in order to adopt the ordinance.



**The Challenge/Problem:**

Should the City amend its Development Code in the manner recommended by the Planning Commission?

**Stakeholders:**

- City of Sweet Home Residents – The proposed text amendments benefit residents with a more clear and efficient code.
- Property Owners and Developers: Benefit from clear standards.
- Staff: Will be able to implement the SHMC with more efficiency and less discretion.

**Issues and Financial Impacts:**

This change will have no financial impact on the City.

**Elements of a Stable Solution:**

A stable solution involves adopting changes to the City’s code that improve the quality of development for current and future residents and businesses, without overly burdening property owners and developers in a way that is clear, consistent, and does not require significant staff interpretation. In addition, a stable solution would be consistent with the City’s policies and goals.

**Options:**

1. Approve application LA23-02 and conduct a first reading of Ordinance Bill No. 14 for 2023.
2. Deny application LA22-01 and direct staff and the Planning Commission to make revisions (specify).
3. Continue the public hearing to a later date to allow more time for the Council to examine the proposed changes or to provide staff time to prepare amendments or additional information (specify).
4. Take no action; leave the code as is.
5. Other

**Recommendation:**

Staff recommends option 1: Approve application LA23-02 and conduct a first reading of Ordinance Bill No. 14 for 2023.



**Legislative Amendment LA23-02  
Staff Report**

This legislative amendment, LA 23-02, consists of revisions to Sweet Home Municipal Code Chapter 17.04 Definitions, 17.06 City Comprehensive Plan and Establishment of Zones, 17.10 Residential Low Density Zone (R-1), 17.12 Residential Medium Density Zone (R-2), 17.14 Residential High Density Zone (R-3), 17.16 Mixed Use Zone (MU), 17.18 Commercial Central Zone (C-1), 17.20 Commercial Highway Zone (C-2), 17.22 Industrial Zone (I), 17.24 Public Facility Zone (PF), 17.25 Recreation Commercial Zone (RC), 17.26 Mixed Use Employment Zone (MUE), 17.42 Street Standards, 17.44 Off Street Parking and Loading, 17.50 Signs, 17.52 Fencing and Screening; 17.56 Yards and Lot Standards, 17.58 Land Division, 17.66 Manufactured Homes on Individual Lots, 17.70 Residential Accessory Structures, 17.72 Special Residential Dwellings, 17.90 Application – General, 17.108 Nonconforming Uses, and 17.119 Vacation and Dedication of Public Ways. The proposed text amendments were identified by City Staff.

**FILE NUMBER:** LA23-02

**REVIEW AND DECISION CRITERIA:** Sweet Home Municipal Code 17.116.020

**PLANNING COMMISSION HEARING DATE & TIME:** June 1, 2023 at 6:30 PM

**LOCATION:** City Hall Council Chambers, 3225 Main Street, Sweet Home, OR 97386

**CITY COUNCIL HEARING DATE & TIME:** June 13, 2023 at 6:30 PM

**LOCATION:** City Hall Council Chambers, 3225 Main Street, Sweet Home, OR 97386

**STAFF CONTACT:** Angela Clegg  
Phone: (541) 367-8113  
Email: aclegg@sweethomeor.gov

**REPORT DATE:** May 25, 2023

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**I. REVIEW AND DESIGN CRITERIA**

Amendments to the Comprehensive Plan or Development Code text shall be approved if the evidence can substantiate the following:

- A. The proposed amendment will not adversely impact the following:**
- 1. Traffic generation and circulation patterns;**
  - 2. Demand for public facilities and services;**
  - 3. Level of park and recreation facilities. [SHMC 17.116.030(A)(1-3)]**

Staff Findings: SHMC Chapter 17 was amended, approved, and became effective on October 27, 2022. Since using the new code, the staff has identified errors that needed to be corrected. These corrections shall not impact traffic generation and circulation patterns, shall not create demand for public facilities and services or impact the level of park and recreation facilities.

Based on the above information, staff find that the application complies with these criteria.

**B. A demonstrated need exists for the proposed amendment.** [SHMC 17.116.030(B)].

Staff Findings: The revisions identified by staff are needed for defensibility and clarity of code. Section 17.119 Vacation and Dedication of Public Way was unintentionally left out of the original revisions and is being added back into the chapter.

Based on the above information, staff find that the application complies with these criteria.

**C. The proposed amendment complies with all applicable Statewide Planning Goals and administrative rule requirements. In addition, amendments to the Development Code shall conform with applicable City Comprehensive Plan policies.** [SHMC 17.116.030(C)].

Staff Findings: The proposed amendments comply with the Oregon Statewide Planning Goal 2: Land Use Planning.

Based on the above information, staff find that the application complies with these criteria.

**D. The amendment is appropriate as measured by at least one of the following criteria:**

- 1. It corrects identified error(s) in the provisions of the plan.**
- 2. It represents a logical implementation of the plan.**
- 3. It is mandated by changes in federal, state, or local law.**
- 4. It is otherwise deemed by the City Council to be desirable, appropriate, and proper.** [SHMC 17.116.030(D)(1-4)].

Staff Findings: The amendments correct identified errors in the provisions of the plan.

Based on the above information, staff find that the application complies with these criteria.

## **II. CONCLUSIONS AND RECOMMENDATION**

Based on the findings listed in Section I of this report, staff recommends that the Planning Commission recommend that the City Council approve this application. Since the request is for text amendments, staff has not recommended any conditions of approval.

## **III. PLANNING COMMISSION ACTION**

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

Motion:

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

1. Move to recommend that the City Council approve application LA23-02, which includes adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application LA23-02 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

#### **IV. ATTACHMENTS**

##### A. Draft Text Amendments

**ORDINANCE BILL NO. 14 FOR 2023**

**ORDINANCE NO. 1321**

**SWEET HOME ORDINANCE AMENDING VARIOUS PORTIONS OF SWEET HOME MUNICIPAL CODE TITLE 17.**

WHEREAS, the City of Sweet Home adopted an almost entirely new development code in September, 2022; and

WHEREAS, use of the new development code has revealed some mistakes and need for clarifications; and

WHEREAS, the City's population is approaching 10,000, which makes certain State land use regulations applicable; and

WHEREAS, the new development code did not comply with Senate Bill 458, which was passed in 2021 and requires the City to make changes to its land division regulations; and

WHEREAS, Adult-oriented businesses have detrimental effects of neighboring properties, which necessitate regulating their placement; and

WHEREAS, Application LA 23-02 proposed changes to the development code correcting mistakes and amending the code to address these issues; and

WHEREAS, on June 15, 2023, the City of Sweet Home Planning Commission held a public hearing regarding the Application LA 23-02, after which the Commission recommended to the Sweet Home City Council that the City Council approve application LA 23-02 and adopt the amendments to the Sweet Home Development Code, also known as Sweet Home Municipal Code Title 17; and,

WHEREAS, the City Council held a public hearing on June 27, 2023 regarding Application LA23-02, after which the Council approved the application; and,

WHEREAS, City residents were notified on April 19, 2023 through a Measure 56 compliant notification process, and the Department of Land Conservation and Development (DLCD) received notice on April 13, 2023, more than 35 days in advance of the Planning Commission public hearing on June 15, 2023.

NOW THEREFORE,

The City of Sweet Home does ordain as follows:

Section 1. SHMC 17.04.020 DEFINITIONS is amended to include the following definitions:

ADULT-ORIENTED USE - Establishments that provide sexually oriented entertainment, services, or products. Such establishments exclude minors by virtue of age under the law of the State of Oregon, whether or not such minors are accompanied by a consenting parent, guardian, or spouse. Types of uses include, but are not limited to, adult motion picture theaters, video arcades, massage parlors, nude modeling studios, lotion studios,

adult bookstores, adult paraphernalia shops, nude photography studios, or eating and drinking establishments that have sexually oriented entertainment such as nude dancers, strippers, or other similar entertainers.

PREEXISTING – Any use or structure existing before adoption of the current applicable provision of the Sweet Home Municipal Code.

STORAGE AREA – A storage unit facility, either enclosed within a structure or within a site obscuring fence, and having one or more of the following: large storage units, small storage units, and/or covered or uncovered RV, boat and commercial inventory storage.

Section 2. The following sections of SHMC Chapter 17.06 are amended to read as follows:

**17.06.020 CLASSIFICATION OF ZONES**

For the purposes of this title, the following zones are established:

<i><b>Zone</b></i>	<i><b>Abbreviation</b></i>	<i><b>Zone</b></i>	<i><b>Abbreviation</b></i>
Residential Low-Density	R-1	Industrial	I
Residential Medium-Density	R-2	Public Facility	PF
Residential High-Density	R-3	Recreation Commercial	RC
Mixed Use	MU	Mixed Use Employment	MUE
Commercial Central	C-1	Natural Resources Overlay	NRO
Commercial Highway	C-2	Flood Hazard Overlay	FHO
		Historic Property Overlay	HPO

**17.06.030 LOCATION OF ZONES**

The boundaries for the zones listed in this title are indicated on The City Zoning Map of 2022 and all amendments made, which are adopted by reference. The boundaries shall be modified in accordance with zoning map amendments which shall be adopted by reference.

**17.06.050 ZONING OF ANNEXED AREAS**

All areas annexed to The City shall be specifically placed in a City zone or zones by the City Council, after receiving and considering the recommendations of The City’s Planning Commission.

Section 3. SHMC 17.10.030 SPECIAL USES and 17.12-030 SPECIAL USES are amended to include the following subsection:

K. Lot Division for Middle Housing, subject to the provisions in Chapter 17.72.

Section 4. SHMC 17.12.060 DIMENSION STANDARDS is amended to read as follows:

**17.12.060 DIMENSIONAL STANDARDS**

A. Unless otherwise required by this Development Code, the following minimum dimensional standards shall be required for all development in the R-2 zone:

<b>Minimum Lot Area &amp; Width</b>	
Single Family	5,000 square feet
Duplex	5,000 square feet
Attached Dwelling	2,000 square feet
Multiple Family (3 or more)	2,500 square feet per unit
Other Uses	Sufficient to meet setbacks and development requirements
Minimum Width at Building Line – Corner Lot	70 feet
Minimum Width at Building Line – Interior Lot	60 feet
Minimum Width at Building Line – Attached	25 feet
<b>Minimum Setbacks</b>	
Front Yard	15 feet
Garage, Carport	20 feet to the entrance
Side Yard (Interior)	5 feet
Side Yard (Street)	15 feet
Rear Yard	10 feet
Attached Side Yard	0 feet/10 feet Exterior Boundary
<b>Maximum Structure Height</b>	
Single-family	30 feet
Single-family Attached, Duplex	40 feet
Accessory Building	20 feet (Roof Apex)
<b>Maximum Lot Coverage</b>	
Single-family	40%
Single-family Attached	60%
Duplex, Multi-family	60%

B. On a flag lot, the inset front yard setback shall be a minimum of ten feet.

C. Regardless of the side and rear yard requirements of the zone, an accessory structure, excluding detached accessory dwellings, may be built to within five feet of side or rear lot line; provided, the structure is more than 70 feet from the street abutting the front yard and 20 feet from the street abutting the street side yard.

Section 5. SHMC 17.14.030 SPECIAL USES is amended to include the following subsection:

- L. Lot Division for Middle Housing, subject to the provisions in Chapter 17.72.

Section 6. SHMC 17.14.060 DIMENSION STANDARDS is amended to read as follows:

**17.14.060 DIMENSIONAL STANDARDS**

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

<b>Minimum Lot Area &amp; Width</b>	
Single Family	5,000 square feet
Duplex	5,000 square feet
Attached Dwelling	2,000 square feet
Multiple Family (3 or more)	9,000 square feet (parcel) 1,500 square feet per unit
Other Uses	Sufficient to meet setbacks and development requirements
Minimum Width at Building Line – Corner Lot	70 feet
Minimum Width at Building Line – Interior Lot	60 feet
Minimum Width at Building Line – Attached	25 feet
<b>Minimum Setbacks</b>	
Front Yard	15 feet
Garage	20 feet to the entrance
Side Yard (Interior)	5 feet (per story)
Side Yard (Street)	15 feet
Rear Yard	15 feet
Attached Side Yard	0 feet 10 feet Exterior Boundary
<b>Maximum Structure Height</b>	
Single-family	30 feet
Single family Attached, Duplex, Multi-family	40 feet
Accessory Building	20 feet (Roof Apex)
<b>Maximum Lot Coverage</b>	
Single-family	40%
Single-family Attached	60%
Duplex, Multi-family	60%

- B. On a flag lot, the inset front yard setback shall be a minimum of ten feet.
- C. Regardless of the side and rear yard requirements of the zone, an accessory structure, excluding detached accessory dwellings, may be built to within five feet of side or rear lot line; provided, the structure is more than 70 feet from the street abutting the front yard and 20 feet from the street abutting the street side yard.

Section 7. SHMC 17.16.020 PERMITTED USES subsections G and H are amended to read as follows:



- G. Retail trade establishments engaged in selling goods or merchandise to the general public, for personal or household consumption such as retail groceries, hardware stores, department stores and sporting goods stores, not including adult-oriented uses.
- H. Retail service establishments offering services and entertainment to the general public for personal or household consumption such as eating and drinking establishments, motels and hotels (but excluding recreational vehicle parks and campgrounds), banks, real estate, and financial services, not including adult-oriented uses.

Section 8. SHMC 17.16.030 SPECIAL USES is amended to include the following subsection H:

- H. Lot Division for Middle Housing, subject to the provisions in Chapter 17.72.

Section 9. SHMC 17.16.060 DIMENSIONAL STANDARDS is amended to include the following subsection B:

- B. *Minimum setback.* Where a side or rear yard is not required and a structure is not to be erected at the property line, it shall be set back at least three feet from the property line.

Section 10. SHMC 17.16.070 DEVELOPMENT STANDARDS, subsection A is amended to read as follows:

- A. Off-street Parking. All single family attached homes shall require a garage or carport; and in addition, provide one hard-surfaced parking space per unit. Other uses identified in the zone shall comply with provisions in Chapter 17.44

Section 10. SHMC 17.18.020 PERMITTED USES is amended to include the following as subsection A, with the existing subsections re-lettered to follow:

- A. Duplexes, multi-family dwellings and residential facilities shall be subject to the requirements of the R-3 zone [SHMC 17.14].

Section 11. SHMC 17.18.020(l)(1) and (l)(5) are amended to read as follows:

- 1. Retail store or shop, such as food store, drug store, apparel store, hardware store or furniture store, not including adult-oriented uses;
- 5. Eating or drinking establishments such as restaurant, tavern or cocktail lounge, not including adult-oriented uses;

Section 12. SHMC 17.18.030 SPECIAL USES is amended to include the following as subsection I:

I. Lot Division for Middle Housing, subject to the provisions in Chapter 17.72.

Section 13. SHMC 17.18.040 CONDITIONAL USES is amended to include the following as subsection J, with the remaining existing subsections re-lettered to follow:

J. Open Storage complying with SHMC 8.04.030

Section 14. SHMC 17.18.050(A) is amended to read as follows:

A. Unless otherwise permitted in this Development Code, the following minimum dimensional standards shall be required for all development in the C-1 Zone:

<b>Minimum Lot Area</b>	
Multi Family (3 or More)	9,000 square feet (parcel) 1,500 square feet per unit
All Other Development	None
<b>Minimum Setbacks</b>	
Front Yard	0 feet
Side Yard	0 feet
Street Side Yard	0 feet
Rear Yard	0 feet
Front Yard (adjacent to "R" zone)	20 feet
Side Yard (adjacent to "R" zone)	10 feet
Street Side Yard (adjacent to "R" zone)	15 feet
Rear Yard (adjacent to "R" zone)	10 feet
<b>Maximum Structure Height</b>	
Principal and Accessory Building	40 feet
<b>Maximum Lot Coverage</b>	100%

Section 15. SHMC 17.20.020 PERMITTED USES is amended to include the following as subsection A, with the existing subsections re-lettered to follow:

A. Duplexes, multi-family dwellings and residential facilities shall be subject to the requirements of the R-3 zone [SHMC 17.14].

Section 16. SHMC 17.20.020(T) is amended to read as follows:

T. Warehouse, storage facility including mini-storage.

Section 17. SHMC 17.20.020(W)(1) and (W)(5) are amended to read as follows:

1. Retail store or shop, such as food store, drug store, apparel store, hardware store or furniture store, not including adult-oriented uses;

5. Eating or drinking establishments such as restaurant, tavern or cocktail lounge, not including adult-oriented uses;

Section 18. SHMC 17.20.030 SPECIAL USES is amended to include the following as subsection I:

I. Lot Division for Middle Housing, subject to the provisions in Chapter 17.72.

Section 19. SHMC 17.20.040 CONDITIONAL USES is amended to include the following as subsection H, with the remaining existing subsections re-lettered to follow:

H. Open Storage complying with SHMC 8.04.030

Section 20. SHMC 17.20.050(A) is amended to read as follows:

A. Unless otherwise permitted in this Development Code, the following minimum dimensional standards shall be required for all development in the C-2 Zone:

<b>Minimum Lot Area</b>	
Multi Family (3 or More)	9,000 square feet (parcel) 1,500 square feet per unit
All Other Development	None
<b>Minimum Setbacks</b>	
Front Yard	20 feet
Side Yard	0 feet
Street Side Yard	20 feet
Rear Yard	0 feet
Side Yard (adjacent to "R" zone)	10 feet
Rear Yard (adjacent to "R" zone)	10 feet
<b>Maximum Structure Height</b>	
Principal and Accessory Building	35 feet
<b>Maximum Lot Coverage</b>	100%

Section 21. SHMC 17.22.040 CONDITIONAL USES is amended to include the following as subsection F, with the remaining existing subsections re-lettered to follow:

F. Adult-oriented uses.

Section 22. SHMC 17.22.060 DEVELOPMENT STANDARDS is amended to include the following as subsection I, with the remaining existing subsections re-lettered to follow:

I. Adult-oriented uses. Where allowed by conditional use, adult-oriented uses shall meet the following standards:

1. An adult-oriented use shall not be established or expanded within 500 feet of any residential zone or use.
2. An adult-oriented use shall not be established or expanded within 500 feet of the property line of a church, school, or public park.

Section 23. SHMC 17.24.060 DIMENSION STANDARDS is amended to read as follows:

**17.24.050 DIMENSIONAL STANDARDS**

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

<b>Minimum Lot Area</b>	Sufficient to allow the use and comply with setback requirements.
<b>Minimum Setbacks (to Use)</b>	
Front Yard – Adjacent to Non-residential	None
Front Yard - Adjacent to Residential	15-feet
Side Yard – Adjacent to Non-residential	None
Side Yard - Adjacent to Residential	15 feet
Rear Yard – Adjacent to Non-residential	None
Rear Yard – Adjacent to Residential	15 feet
<b>Maximum Structure Height</b>	60 feet
<b>Maximum Lot Coverage</b>	80%

B. Minimum setback: where a front, side, or rear yard is not required and a structure is not to be erected at the property line, it shall be set back at least three feet from the property line.

Section 24. SHMC Chapter 17.26 RECREATION COMMERCIAL ZONE (RC) is renumbered to be SHMC Chapter 17.25

Section 25. SHMC 17.25.020(G) is amended to read as follows:

G. Eating and drinking establishment, not including adult-oriented uses.

Section 26. SHMC 17.25.030 SPECIAL USES is amended to include the following as subsection I:

I. Lot Division for Middle Housing, subject to the provisions in Chapter 17.72.

Section 27. SHMC 17.25.050(A)(3) is amended to read as follows:

3. Minimum yard setbacks:
  - a. Front, from either a public or private street, shall be a minimum of 15 feet;
  - b. Side shall be a minimum five feet with a combined minimum of 12 feet;
  - c. Street side shall be minimum of 15 feet;
  - d. A garage/carport shall have a minimum setback of 20 feet from the point of access to the vehicle doors; and
  - e. Rear shall be a minimum of 20 feet.

- Section 28. SHMC 17.25.050(A)(5) is amended to read as follows:
5. Building coverage shall not exceed 40% of the land area.
- Section 29. SHMC 17.25.050(B)(2)(e) is amended to read as follows:
- B. Single-family attached dwellings shall meet the following standards.
    - e. A garage/carport shall have a minimum setback of 20 feet from the point of access to the vehicle doors; and
- Section 30. SHMC 17.25.050(B)(4) is amended to read as follows:
4. Building coverage shall not exceed 60% of the land area.
- Section 31. SHMC 17.25.050(B) is amended to include the following subsection (5) with the remaining existing subsections renumbered to follow:
5. A carport or garage is required.
- Section 32. SHMC 17.25.050(C)(2)(d) is amended to read as follows:
- d. A garage/carport shall have a minimum setback of 20 feet from the point of access to the vehicle doors; and
- Section 33. SHMC 17.26.020(B)(1) and (4) are amended to read as follows:
1. Retail store or shop, such as food store, drug store, apparel store, hardware store or furniture store, not included adult-oriented uses;
  4. Eating or drinking establishments such as restaurant, tavern or cocktail lounge, not included adult-oriented uses; except drive-up, -in or -through facilities shall not be permitted
- Section 34. SHMC 17.26.030 SPECIAL USES is amended to include the following as subsection I:
- I. Lot Division for Middle Housing, subject to the provisions in Chapter 17.72.
- Section 35. SHMC 17.42.030(N) is amended to read as follows:
- N. Unimproved Street. Development of property adjacent to an unimproved right-of-way shall require the installation of an improved surface to meet fire code requirements and the submittal of a development agreement to participate in future street improvements, conforming to the regulations in SHMC 17.58.050(B)(2).
- Section 36. SHMC 17.42.050(A)(2) is amended to read as follows:
2. When located on an arterial or collector street, as designated in the City's adopted Transportation System Plan.

Section 37. SHMC 17.42.110(A)(4) is amended to read as follows:

4. No more than 2 single-family detached dwellings or 2 duplexes shall have their sole access to the easement. Easements serving 2-3 homes or 2-3 duplexes shall comply with the provisions for a Residential Neighborhood Street. Easements serving 4 or more homes, or 4 or more duplexes shall comply with the local street standards and Chapter 17.110 Subdivision standards.

Section 38. SHMC 17.44.020(A) is amended to read as follows:

- A. Application. Except as modified or restricted elsewhere within this Development Code, the provisions of this Chapter shall apply to the following types of development:
  1. Any new building or structure erected after the effective date of this Development Code.
  2. For existing commercial, industrial, or multifamily residential structures, the construction or provision of additional floor area, seating capacity, or other expansion of an existing building or structure.
  3. For existing single family or duplex residences, any expansion greater than 50% of the original floor area.

Section 39. SHMC 17.44.080(B) is amended to read as follows:

- B. Parking Spaces. Parking spaces shall be a minimum 9-feet wide and 20-feet in length. Up to 20% of the parking area may contain "compact spaces" with dimensions of 8 feet in width and 16 feet in length.

Section 40. SHMC 17.50.050(L) is amended to read as follows:

- L. Wall Sign. A flat display surface directly adhered onto a building or structure.

Section 41. SHMC 17.50.110 is amended so as to delete subsection (H).

Section 42. SHMC 17.52.030(C)(1) is amended to read as follows:

1. Barbed wire is permitted on top of a six-foot tall fence in non-residential zones only. The total height of the fence and barbed wire is limited to seven feet. Barbed-wire-only fences are prohibited except as allowed in subsection "a." below:
  - a. Livestock Containment. Where cattle, sheep, horses or other livestock are permitted or existed when the property was annexed to The City, barbed wire is permitted when used to contain or restrict livestock provided that the fences are posted at 15-foot intervals with clearly visible warnings of the hazard.

Section 43. SHMC 17.56.040(B) is amended to read as follows:

- B. Chimneys, flues, belt courses, leaders, sills, pilasters, lintels and ornamental features may project not more than 2.5 feet into a required side yard, provided the chimneys and flues shall not exceed 6 feet in width.

Section 44. SHMC 17.58.050(B)(2) and (3) are amended such that the word “non-remonstrance” is deleted, and the word “development” is inserted.

Section 45. SHMC 17.66.020(E) is amended such that the word “purposes” is deleted.

Section 46. SHMC 17.70.010(A) is amended to include subsection 4, that reads as follows:

- 4. An accessory structure shall be separated from all other structures by a minimum of 6 feet.

Section 44. SHMC 17.72.030(C)(1) is amended such that the term “R-3” is deleted, and the term “R-2” is inserted.

Section 45. SHMC 17.72.040 is created to read as follows:

#### **17.72.40 LOT DIVISIONS FOR MIDDLE HOUSING**

A. *Background.* Senate Bill 458 was adopted by the Oregon Legislature in 2021 as a follow-up to House Bill 2001 (which legalized middle housing in many cities throughout the state) and allows lot divisions for middle housing that enable them to be sold or owned individually.

B. *Purpose.* To allow middle housing lot divisions for any HB 2001 middle housing type (duplexes, triplexes, quadplexes, townhouses, and cottage clusters) built in accordance with ORS 197.758. Senate Bill 458 only applies to middle housing land divisions permitted on or after June 30, 2022.

C. *Submittal Requirements.* The applicant shall prepare and submit a tentative plan for the division including the following:

- 1. A proposal for development of middle housing in compliance with the Oregon residential specialty code and applicable middle housing land use regulations,
- 2. Separate utilities for each dwelling unit,
- 3. Easements,
  - a. Easements shall be submitted in a form approved by the City and address specific issues like maintenance and repair, cost-sharing, access, notice, damage, disputes, etc.
  - b. Types of easements include:
    - i. Locating, accessing, replacing and servicing all utilities;

- ii. Pedestrian access from each dwelling unit to a private or public road;
  - iii. Any common use areas or shared building elements;
  - iv. Any dedicated driveways or parking; and
  - v. Any dedicated common area.
4. One dwelling unit per each resulting lot or parcel (except common areas), and
5. Demonstration that the buildings will meet the Oregon residential specialty code and
6. Homeowners Association information or maintenance plans if the division results in any dedicated common areas.

D. Additional Requirements and Prohibitions

1. Further division of the resulting lots or parcels is prohibited.
2. Notation in the final plat indicating approval was provided under SB 458 is required.
3. Where a lot of parcel abuts a street, street frontage improvements are required (consistent with House Bill 2001).
4. Hard surfaced pedestrian connectivity from each unit to the sidewalk of the adjacent public or private road is required.
5. If the original parcel did not previously provide a dedication, right-of-way dedication is required.
6. Vertical divisions shall not be allowed (i.e. divisions in which one or more units of middle housing is not on the ground floor).
7. If the proposed division results in any shared common areas, the formation of a Homeowners Association to maintain such areas is required.

E. Decision Criteria

1. Each original parcel/parent lot shall satisfy the dimensional standards of the applicable zone.
2. The original parcel/parent lot shall meet the Development Standards for Land Division of Chapter 17.58.
3. Existing dwellings and accessory structures on the original parcel/parent lot shall comply with the setback requirements of the applicable zone, including accessory structures which have a setback established by the building size.



4. Adequate public facilities, including access, shall be available to serve the existing and newly created parcels. If adjacent properties are undeveloped, not developed to their maximum density, or landlocked, consideration will be given to extending appropriate access to those properties in accordance with provisions in Chapters 17.42 and 17.44.

F. Final Plat Approval

1. *Survey.* A final survey of the approved plat shall be recorded within two years of the final decision. Failure to record a plat within the required time period shall void the approval and require a new partitioning application.
2. *Final approval.* The City Manager shall sign the final plat if the plat substantially conforms to the approved preliminary plat, and if the conditions of approval are satisfied.
3. *Final plat.* The final plat shall conform to the requirements in ORS Chapter 92 and applicable County surveying requirements.
4. *Recording of approved plat.* The final Plat shall be recorded with Linn County and a copy of the recorded document shall be submitted to The City. The applicant shall be responsible for all recording fees.
5. *Sale and development.* No parcel shall be sold, transferred or assigned until the final approved Plat is recorded and evidence of the recording is submitted to The City. Building permits shall not be issued prior to recording of the final plat if the proposed structure will violate this Code absent recording the partition.
6. *Validity.* Middle Housing lot division approval is valid in perpetuity upon recording of the final surveyed plat.

G. Expedited Land Division

1. When an expedited land division for residential use is requested by an Applicant, The City shall use the procedures for expedited land divisions specified under ORS 197.365 in lieu of the procedures described in Chapter 17.98, if the application complies with the conditions and standards of ORS 197.360 through 197.380.

Section 46. SHMC 17.90.030 TABLE OF LAND USE APPLICATION PROCEDURES is amended to include the following row within the table:

Land Use Action	Type	Staff	Planning Commission	City Council
Vacation and Dedication of Public Ways	Type - IV	Recommendation to Planning Commission	Recommendation to City Council	Final Decision unless appealed

Section 47. SHMC 17.108.020 PROCESS is amended to read as follows:

**17.108.020 PROCESS**

Proposed alterations of nonconforming uses shall submit a Conditional Use application, which shall be reviewed in accordance with the Type III review procedures in Chapter 17.126.

Section 48. SHMC 17.108.030 APPLICATION is amended to read as follows:

**17.108.030 APPLICATION**

A Conditional Use application for an alteration or expansion of a nonconforming use shall be filed with the City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 17.126. The application shall contain sufficient information and/or plans to address the decision criteria.

Section 49. SHMC Chapter 17.119 VACATION AND DEDICATION OF PUBLIC WAYS is created to read as follows:

**17.119 VACATION AND DEDICATION OF PUBLIC WAYS**

**17.119.010 GENERALLY**

- A. Upon receiving a proposal to vacate or dedicate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, or before initiating such vacation or dedication proceedings on its own motion, the Council shall refer the proposal to the Planning Commission.
- B. The Planning Commission shall review the proposal, hold hearings thereon as it deems proper and make recommendations to the Council.
- C. In the event that the Council finds that immediate action is necessary to initiate proceedings for vacation or dedication before the proposal is referred to the Planning Commission for consideration, the Council may proceed, but the Planning Commission shall be promptly advised and afforded an opportunity to make recommendations at the hearing before the Council.
- D. Notwithstanding the provisions above, any vacation of any street, avenue, boulevard, alley, plat, public square, or other public place must comply with State Law. See Oregon Revised Statutes 271.080 through 271.230.

Section 50. Should any section, clause, or provision of this ordinance be declared invalid by a court of competent jurisdiction, the decision shall not affect the validity of the Ordinance as a whole or of the remaining sections. Each section, clause, and phrase are declared severable.

Section 51. This ordinance takes effect and becomes operative 30 days after the day on which it is passed by the Council.

PASSED by the Council and approved by the Mayor this 25<sup>th</sup> day of July, 2023.

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Mayor

ATTEST:

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City Manager - Ex Officio City Recorder



**City of Sweet Home**  
 Sweet Home Public Library  
 1101 13<sup>th</sup> Avenue  
 Sweet Home, OR 97386  
 541-367-5007

## Sweet Home Public Library

### Statistics

June 2023	This month June 2023	Last month May 2023	Year to date 2023	Previous year 2022
<b>Patron Activity</b>				
Door Count	3330	2827	17493	30342
Program participants (all ages)	258	156	890	589
Total programs(all ages)	9	9	65	41
<b>Circulation and Renewals</b>				
Checkouts & renewals	5020	4755	29753	52702
E-audio & E-book checkouts	555	568	3331	5692
Total items checked out	5575	5323	33084	58394
<b>Public Computers</b>				
Logins	224	189	1323	2497
<b>Resource Sharing Savings</b>				
Cost savings	3982.00	4963.28	30,893.43	35892.88
Items borrowed by consortium libraries	373	299	2085	2949
Items borrowed from consortium libraries	306	313	1945	2873
<b>Volunteer Hours</b>				
Hours worked by volunteers	42	50.5	272.5	528
<b>New Library Patrons</b>				
New patron cards issued	87	48	335	606

**Events this month:** The Summer Reading Program started on June 23<sup>rd</sup> with a Science show at Sankey Park. We attended the Safety Fair at the SHPD. Our Walking group is in full swing. We are hosting a DnD game for 8<sup>th</sup> & 9<sup>th</sup> graders weekly. Storytime is on pause until mid-August because of our Summer Reading Program.

**Building updates:** Our new dual Bookdrop has arrived and will be installed by the end of Summer. New locks were installed on the front doors after the building alarm was triggered by an unknown cause.

**Items of note:** Our Community Read discussion groups will be meeting in mid-August. We hope to have our new Programming Librarian on board before the end of August.

# MEMORANDUM



TO: City Council  
 Kelcey Young, City Manager  
 Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: July 25, 2023

SUBJECT: Community and Economic Development Department Report for June, 2023

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from June 1<sup>st</sup> to June 30<sup>th</sup>, 2023.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	June, 2023	May, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
Residential 1 and 2 Family Dwellings	2	2	5	36	27.4
Residential Demolition	1	0	4	9	8.4
Residential Manufactured Dwellings	0	0	0	2	11.6
Residential Mechanical Permits	14	12	48	100	106
Residential Plumbing	2	4	14	30	29
Residential Site Development	0	0	0	1	0.6
Residential Structural	3	2	14	54	51.8
Commercial Alarm or Suppression Systems	0	0	1	1	3.2
Commercial Demolition	0	0	5	2	3.4
Commercial Mechanical	0	0	3	17	17
Commercial Plumbing	0	4	8	5	9.8
Commercial Site Development	0	0	0	5	2.8
Commercial Structural	4	2	11	33	38.4
<b>Total Permits</b>	<b>26</b>	<b>26</b>	<b>113</b>	<b>295</b>	<b>309.4</b>
<b>Value Estimate of All Permits</b>	<b>\$902,127.00</b>	<b>\$2,464,700.89</b>	<b>\$5,177,627.94</b>	<b>\$30,928,533.31</b>	<b>\$20,430,248.58</b>
<b>Fees Collected</b>	<b>\$12,966.53</b>	<b>\$24,254.57</b>	<b>\$60,900.09</b>	<b>\$336,902.20</b>	<b>\$258,215.53</b>

- Developments of note: For your reference, below are some developments of note that were previously reported. Changes are noted with **bold text**.
  - Mosaic Memory Care Facility: Located on Mountain Fir Street next to the existing Mosaic-owned Wiley Creek Assistance Living Facility. The project received full planning approval early this year. Much of the time since then has been spent waiting for completed plans from Mosaic. However, plans were finally completed and reviewed in August, and a building permit has been issued. Construction is underway. **Grand Opening of the facility is expected this October.**
  - Samaritan Urgent Care Facility: The project has received full planning approval, building plans have been approved, and construction is underway. **Grand Opening of the facility is planned for September 6<sup>th</sup>.**
  - Duck Hollow Phase III Subdivision: 51-lot single-family home subdivision located adjacent to the existing Duck Hollow Subdivision (41<sup>st</sup> Avenue and Long Street). This subdivision received planning approval in 2020, however there was a long delay due to wetlands regulations administered by the Oregon Department of State Lands. State approval has been granted, and construction is expected soon.
  - Live Oak Subdivision: 8-lot single-family home subdivision located between the two existing portions of Live Oak Street. The subdivision was approved in 2021, however the property changed hands, which delayed development. The new owner is planning on constructing 8 duplexes (16 housing units) on the lots. Development of the road and infrastructure is complete, and construction of the first building has begun.
  - Foothills Ridge Subdivision: 21-lot single-family home subdivision located at the west end of Foothills Drive. This subdivision was approved in 2021, however the owner has run into delays with his engineering firm, and recently applied for an extension. The construction timeline is unknown.
  - Santiam River Development Phase 1 : 42-lot single-family home subdivision located at the north end of Clark Mill Road. Planning approval was granted at the beginning of this year, however some of the property is being sold to a different developer. It is unknown when construction will begin.
  - 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 is complete.**

## 2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	June, 2023	May, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	1	1	2	1	0.8
Conditional Use	0	0	2	11	8.8
Partition	0	0	1	17	12
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	0	0	0	21	13.4
Vacation	1	0	1	0	0
Variance	1	0	2	3	3.6
Zoning Map Amendment	1	1	2	1	2.2

- 1 Land Use Applications was submitted in June.
- 4 Land Use Applications are pending final approval.
- 8 Fence Permits were issued in June.
- 0 Temporary RV Permits were issued in June.
- The City received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. Staff and the consultant have begun work on the project.
- The Planning Commission last met on July 6<sup>th</sup>. The next scheduled meeting is August 3<sup>rd</sup>, 2023.

## 3. ECONOMIC DEVELOPMENT

- Based on feedback from the Council at the June 28<sup>th</sup> work session, Staff are developing a Request for Proposals (RFP) for the quarry property that will outline all of the City's goals for the property and seek interest from developers for a public-private-partnership with the City. After Staff have finished a draft of the RFP, we will bring it to the Council for review, suggested changes, and, ultimately, approval.
- Staff recently gathered a group of business and property owners to discuss efforts to improve Downtown Sweet Home. The initial meetings of this 'Downtown Focus Group' have been productive, and the participants are excited with the ideas generated thus far.

#### 4. CODE COMPLIANCE

- Summary of Actions.

Case Status	June, 2023	May, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
New Complaints-Residents	42	44	136	103	90.3
New Complaints-Officer	7	12	25	71	72.5
Violations Resolved	6	3	49	98	248.6
Complaints Noted with No Violation Found	3	22	43	23	22.8
Open Cases at End of Period	84	44	84	73	22.7
Citations	8	9	22	0	3
Abatements	1	0	1	3	1
Enforcement Type	June, 2023	May, 2023	2023 YTD	2022 Total	2018-2022 Annual Average
Animal	4	4	19	29	43
Blight	0	0	3	0	1
Illegal Burn	0	2	2	2	1.8
Illegal Dumping	0	0	0	1	0.6
Illegal Parking	0	1	1	6	9
Illegal Sign	0	1	1	0	2.2
Junk/Abandoned Vehicle	6	9	18	16	10.4
Minimum Housing	1	0	1	0	2.6
Occupying an RV	4	10	29	21	37.8
Open Storage	9	19	38	30	59.8
Other	6	5	15	7	18
Public Nuisance	6	0	9	6	40
Public Right-of-way	4	0	7	0	10.2
Tall Grass & Weeds	9	5	16	51	108.4
Vacant Lot	0	0	2	0	0.2

The City's Code Compliance Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.



## 5. PARKS

- The Park and Tree Committee will meet next on July 19<sup>th</sup>, 2023.
- Staff have applied for a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will include a replacement structure for the now-demolished bandstand and trail connections to the upper portion of the park. The application has passed the first review, and Staff gave a presentation to the grant review committee on June 27<sup>th</sup>. We expect to hear back regarding an award by the end of September.
- Design work is underway for a new park adjacent to City Hall. The Park will include a donated playground structure and dog park.

## 6. OTHER PROJECTS

- Willow Street Neighborhood LID: Staff have finalized a financing plan, and recently received approval from the financing agency. Staff are now working to issue a Request for Proposals for engineering design, followed by construction.
- The ODOT Foster Lake Sidewalk Project: Construction is nearly complete. Staff are working with the Railroad and ODOT on a plan to construct the portion that lies under the railroad trestle.
- Staff is working with ODOT on a pedestrian crossing at 22<sup>nd</sup> Avenue and Main Street. State Funding has been provided, and the project will be completed at little to no cost to the City. This improvement will be combined with an existing ODOT project to replace ADA ramps at intersections on Main Street. Construction on both the overall ramp replacement project and the pedestrian crossing is underway. The concrete has been completed for the crossing. The flashing beacons were installed in late September but were hit by a car and now need to be replaced. The costs of that replacement will not be borne by the City. The Council has approved an amendment to the IGA with ODOT to cover the pedestrian crossing. The crossing is not yet operational but is expected to be fully complete soon.
- Engineering on the 2<sup>nd</sup> Avenue/Holley Road pedestrian crossing, which is funded by a Safe Routes to School Grant, is complete and a Request for Proposals for the work has been issued. A contract for the remaining work has been signed, and the contractor has ordered materials and equipment.

# MEMORANDUM



TO: Kelcey Young, City Manager  
 FROM: Greg Springman, Public Works Director  
 DATE: July 25, 2023  
 SUBJECT: Public Works Activities Report – June 2023

This memorandum provides a brief periodic update of specific projects, WTP/WWTP O&M and Compliance status, and activities performed by the Public Works Department.

This table section summarizes work done on key maintenance activities.

Work Type	June, 2023	May, 2023	2023 YTD	2022	3 Yr Avg
Bathrooms/Garbage	7	18	72	168	360
Catch Basin Inspection/cleaning	31	10	42	3	13
Leaf Collection	0	0	1	1454	1105
Hydrant Flushing	35	0	70	200	276
Locates	35	45	255	498	479
Meter Re-Read	31	37	272	613	705
Mowing	12	39	71	117	95
Playground EQ Inspection	1	1	11	68	72
Pothole Repair	6	56	321	416	513
Sewer CCTV Miles	0.10	0.08	2.80	0.40	0.71
Street Sweeping Miles	30	6	411	1180	2072
Water Main Repair	1	0	4	11	12
Water Service Repair	1	2	9	38	30
Water Turn Ons/Offs	65	47	354	568	762
<b>Total Completed Work Orders</b>	<b>440</b>	<b>554</b>	<b>3312</b>	<b>6790</b>	<b>7137</b>

## WWTP and WTP Key Performance Indicators (KPIs)

	June, 2023	May, 2023	2023 YTD	2022	5 Yr Avg
<b>Potable</b>					
MG Treated	37.59	32.49	175.55	346.58	389.07
Backwash Water in MG	0.67	0.83	5.28	15.66	19.99
Ave daily demand in MG	1.25	1.05	0.97	0.95	1.07
<b>Sanitary</b>					
MG Treated	28.92	41.53	366.37	677.61	587.83
Max Daily Flow in MG	1.20	1.88	5.21	6.01	6.01
Average Flow in MG	0.96	1.37	2.05	1.86	1.61

MG is Million Gallons

Note: Sweet Home Wastewater treatment plant experienced 0 exceedance for the month of June 2023.

### Current & Upcoming Projects

#### Small Diameter Water Main Replacement – 9<sup>th</sup> Avenue

**Scope:** Engineer of Record and Staff has identified aged water mains throughout the 54 miles of water distribution system. Staff and West Yost will take a phase approach to replace the 5 miles of small diameter water mains starting with 9<sup>th</sup> Avenue.

**Status:** Project RFP bids from Contractors have been submitted. Staff awarded Project in September 2022. Construction commenced April 7, 2023. Construction completed June 2023.

#### Water Master Plan – West Yost

**Scope:** Develop Water Master Plan to support development.

**Status:** Water Master Plan is scheduled for completion in March 2023. West Yost submitted final draft of the Water Master Plan, June 2023.

#### Stormwater Master Plan – West Yost

**Scope:** Develop Stormwater Master Plan to support development

**Status:** Stormwater Master Plan is scheduled for completion in June 2023.

#### Backwash Pump Evaluation – West Yost

**Scope:** Install backwash pump, utilizing the clearwell for filter backwashes and the corresponding effects on the distribution system and treatment.

**Status:** Project awarded to Pacific Excavation. Backwash pump has been back ordered, projected arrival date was changed from November 2022, until July 2023.

#### Finished Water Pump VFD Evaluation – West Yost

**Scope:** Evaluate feasibility to add a Variable Frequency Drive (VFD) to the current finish water pumps to maintain a constant level in clearwell to help facilitate backwash pumping.

**Status:** Project awarded to Pacific Excavation, with VFD installation coordinated with The Automation Group (TAG). Projected pump arrival date was changed from November 2022, until July 2023.

#### Fluoride at WTP

**Scope:** Fluoride system at WTP has failed/End of life budgeted for replacement this FY23.

**Status:** Replacement parts have been received by TAG and will be programmed prior to installation.

#### Water Meter Modernization

**Scope:** Replace water meters through the entire water distribution system.

**Status:** Public Works staff purchased 3200 Kamstrup Smart Ultrasonic water meters. Public Works staff has installed 3100 meters to date, project is 97% complete.

#### Mahler WRF - Interim Improvement Project

**Scope:** Filter Belt Press was installed in approx. 1974 and is an operational and financial challenge to keep operating. Staff and West Yost prepurchase new dewatering equipment (screw press), sludge blend tank, and additional electrical components for the wastewater treatment plant as part of the upgrade project.

**Status:** PW staff and West Yost design, created bid documents for the project. IIP broke ground in March 2023 and is on schedule to complete in July 2023.



**SWEET HOME POLICE DEPARTMENT**  
**CHIEF OF POLICE**  
1950 Main Street  
Sweet Home, OR 97386  
(541) 367-5181 Fax (541) 367-5235

## June

	<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>	<b>Year to Date</b>	<b>5 Year</b>
	06/30/23	05/31/23	06/30/22	06/30/23	
<b>Call Volume</b>	880	940	786	4962	4330
<b>CAD Calls</b>	1691	1729	1391	9478	8399
<b>ONIBR Person Crimes</b>	21	27	15	129	94
<b>ONIBR Person Crimes Cleared</b>	16	24	12	102	72
<b>ONIBR Property Crimes</b>	49	49	43	321	249
<b>ONIBR Property Crimes Cleared</b>	9	22	11	100	67

### Trends:

Our person crimes clearance rate is sitting at 76%.

Our property crime clearance rate is still sitting at 18%.