



CITY OF SWEET HOME PLANNING COMMISSION AGENDA

August 05, 2021, 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.

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 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 715 039 904#

Call to Order and Pledge of Allegiance

Roll Call of Commissioners

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

Meeting Minutes: June 17, 2021

- a) [June 17, 2021 Meeting Minutes](#)

Public Hearings

Review of the 2021 Draft Sweet Home Municipal Code

Staff Updates on Planning Projects:

Adjournment

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

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

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the staff report will be available for inspection at no cost at least seven days prior to the hearing and a copy will be provided at reasonable cost. Please contact the Community and Economic Development Department at 3225 Main Street, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

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.

Planning Commission Process and Procedure for Public Hearings

- Open each Hearing individually
- Review Hearing Procedure (SHMC 17.12.130)
- Hearing Disclosure Statement (ORS 197.763)
 - At the commencement of a hearing under a comprehensive plan or land use regulation, a statement shall be made to those in attendance that:

READ: “The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.”

- Declarations by the Commission:
 - Personal Bias - Prejudice or prejudgment of the facts to such a degree that an official is incapable of making an objective decision based on the merits of the case.
 - Conflict of Interest - Does any member of the Commission or their immediate family have any financial or other interests in the application that has to be disclosed.
 - Ex Parte Information - The Planning Commission is bound to base their decision on information received in the Public Hearing and what is presented in testimony. If a member of the Planning Commission has talked with an applicant or has information from outside the Public Hearing it needs to be shared at that time so that everyone in the audience has an opportunity to be aware of it and the rest of the Planning Commission is aware of it. In that way it can be rebutted and can be discussed openly.
- Staff Report
 - Review of application
 - Discussion of relative Criteria that must be used
 - During this presentation the members of the Planning Commission may ask questions of the staff to clarify the application or any part of the Zoning Ordinance or the applicable information.
- Testimony
 - Applicant's Testimony
 - Proponents' Testimony
 - Testimony from those wishing to speak in favor of the application
 - Opponents' Testimony
 - Testimony from those wishing to speak in opposition of the application
 - Neutral Testimony
 - Testimony from those that are neither in favor nor in opposition of the application.
 - Rebuttal
- Close Public Hearing
- Discussion and Decision among Planning Commissioners
 - Motion
 - Approval
 - Denial
 - Approval with Conditions
 - Continue
- If there is an objection to a decision it can be appealed to the City Council. The Planning Commission shall set the number of days for the appeal period. At the time the City Council goes through the Public Hearing Process all over again.
 - Recommendation made by Planning Commission—City Council makes final decision.

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



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

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The Park & Tree Committee will hold a meeting at 8:30 a.m. in the City Council Chambers at City Hall, 3225 Main Street. Individuals attending public meetings in person will be required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. To view the meeting online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to +1 971-203-2871 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID: 715 039 904#. This video stream and call in options meet the requirements for Oregon public meeting law.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

Roll Call of Commissioners

PRESENT

Jamie Melcher
Henry Wolthuis
Jeffrey Parker (left at 7:40 PM)
Eva Journey
David Lowman
Greg Stephens
Greg Korn

STAFF

Associate Planner Angela Clegg
Community and Economic Development Director Blair Larsen
Staff Engineer, Joe Graybill

GUESTS

Ron Walker, 2631 Foothills Drive, Sweet Home, OR 97386
Savely Kalugin, 155 Cherry Street, Woodburn, OR 97071

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

None

Meeting Minutes: May 17, 2021

- a) 2021-5-17 Planning Commission Meeting Minutes

May 17, 2021 Meeting Minutes

Motion to approve the minutes by Motion made by Melcher, Seconded by Wolthuis.
Roll Call Voting Yea: Melcher, Wolthuis, Parker, Journey, Lowman, Stephens, Korn

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Public Hearings

Continuation of Application SD21-01: The applicant is requesting to subdivide an approximately 6.50-acre property into twenty-six lots ranging from approximately 8,226 to approximately 9,950 square feet. The proposed subdivision's average lot size is approximately 8,932 square feet. Approximately 8,226 square feet shall be reserved for a storm water detention area. The proposed subdivision is in the Residential Low Density (R-1) Zone.

a) SD21-01 Revised Site Plans

The Public Hearing was opened at 6:34 PM.

Commissioner Parker asked of the Committee if there were any Exparte, Conflicts of Interest or Personal Bias, there was none.

Staff Report: Associate Planner Angela Clegg reminded the Committee that this is a continuation of the Public Hearing for Application SD21-01.

Staff Engineer Joe Graybill discussed the Sweet Home Fire Districts notes. Graybill recommended no parking on one side of Foothills Drive.

Commissioner Parker and Commissioner Melcher further discussed the parking and shared driveways on Foothills Drive.

Applicants Testimony: Savely Kalugin testified on behalf of his application. Mr. Kalugin addressed the parking and driveways concerns.

Testimony in Favor: None

Testimony in Opposition: Ron Walker, 2631 Foothills Drive, Sweet Home, OR 97386. Mr. Walker testified that he is still concerned with the shared driveways and emergency services access.

Neutral Testimony: None

Associate Planner Clegg proposed to the Committee to give the applicant a 120 extension to revise and update their site plans. The Committee asked the applicant if the Planning Commission meeting on July 15th, 2021 was enough time for them to draft new site plans.

Rebuttal: The applicant, Savely Kalugin, stated that July 15th, 2021 would be enough time for them to revise their site plans.

The Public Hearing Closed at 7:30 PM

Discussion to continue hearing to July 15, 2021 and grant the 120 day extension.

Committee would like the applicant to come up with at least two versions for them to review.

Motion to continue the hearing for Application SD21-01 and allow a 120 extension made by Melcher, seconded by Stephens.

Roll Call Voting Yea: Jurney, Lowman, Stephens, Korn, Melcher, Wolthuis, Parker

Staff and Commissioners continued their review of the Draft Sweet Home Municipal Code.

Adjournment

The meeting adjourned at 8:27 PM

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