



# CITY OF SWEET HOME CITY COUNCIL AGENDA

June 23, 2026, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WiFi Passcode: guestwifi

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

## Mission Statement

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

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## Meeting Information

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

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

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

### II. Roll Call

### III. Consent Agenda

- a) [Request for Council Action – Approving the Renewal of CIS Insurance Policies](#)
- b) Approval of Minutes:
  - i) [2026-06-09 City Council Executive Session Minutes](#)
  - ii) [2026-06-09 City Council Work Session Minutes](#)
  - iii) [2026-06-09 City Council Meeting Minutes](#)

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

### V. New Business

- a) [Request for Council Action – Authorizing the Purchase of 1211 Long Street](#)

### VI. Ordinance Bills

- a) Request for Council Action & First Reading of Ordinance Bills
  - i) [Request for Council Action – Ordinance No. 2 for 2026 – Repealing SHMC 5.08 Bicycle Dealers & Amending SHMC 5.24 Social Games, SHMC 5.28 Taxicabs & SHMC 5.32 Secondhand Dealers](#)
- b) Second Reading of Ordinance Bills

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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.*

### **III. Reports of Committees**

Administration, Finance & Property Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

Library Advisory Board – Councilor Augsburg

Park & Tree Committee – Councilor Hegge

• [2026-05-19 Park & Tree Committee Meeting Minutes](#)

Planning Commission

• [2026-05-21 Planning Commission Meeting Minutes](#)

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

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

### **IV. Department Reports**

Library

• [Library Report – May 2026](#)

Planning & Building

• [Planning & Building Report – May 2026](#)

Public Works

Finance

Police

• [Police Department Report – May 2026](#)

City Attorney

### **V. Reports of City Officials**

[City Manager's Report](#)

Mayor's Report

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

### **VII. Adjournment**



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Approving the Renewal of CIS Insurance Policies

**Preferred Agenda:** June 23, 2026

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

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

**Type of Action:** Motion  Resolution  Reading

**Relevant Code/Policy:** N/A

**Towards Council Goal:** Essential Services, Effective & Efficient Government

**Attachments:** 2026-2027 CIS Insurance Policy Proposal  
Keesecker Insurance Letter of Recommendation

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**Purpose of this RCA:**

The purpose of this RCA is to request City Council approval of a renewal contract with the City/County Insurance (CIS) for several standard insurance policies.

**Background/Context:**

The City of Sweet Home carries its insurance policies primarily through CIS. Without active insurance policies, the City places itself at risk of significant payouts due to property damage, accidents, cybersecurity incidents, and more.

**The Challenge/Problem:**

The City of Sweet Home’s current policies expire June 30, 2026. The currently active policies are general liability, auto liability, auto physical damage, property, and cybersecurity.

**Issues and Financial Impacts:**

The estimate for Fiscal Year 2026-2027 totals \$378,223.62. Due to an increase in the number of general liability and auto liability claims, the City’s insurance agency, Keesecker Insurance Inc., is recommending adoption of a \$1,000 per occurrence deductible for both policies which will result in savings to the City if incidents continue at the same rate, based on the five-year average of previous reported claims.

**Elements of a Stable Solution:**

Approval of policies that protect the City from liability and excess costs. Because the City carries multiple policies through CIS, the City currently receives approximately \$20,000 in credits against the total cost of the policies.

**Options:**

1. *Do nothing:* The City will not move forward with the renewal and may be subject to penalties or increased costs.
2. *Move to approve the renewal as proposed:* Direct the City Manager to execute the contract and ensure continuity in existing policies.
3. *Move to approve the renewal with amendments:* This would require further negotiation through Keesecker Insurance Inc. and with CIS.

**Recommendation:**

Staff recommends option #2: Move to approve the renewal as proposed.

# Property and/or Liability Proposal Summary



**Named Member**  
 City of Sweet Home  
 3225 Main St.  
 Sweet Home, OR 97386

**Agent of Record**  
 Keesecker Insurance Inc  
 PO Box 9  
 Sweet Home, OR 97386

**Proposal Date:** 6/17/2026  
**Member Number:** 10209  
**Effective Date:** 7/1/2026  
**Termination Date:** 7/1/2027

***This is not an invoice. Information Only.***

Coverage	Description	Amount	Total
<b>General Liability - Standard Plan</b>	Contribution Limit: \$10,000,000	\$186,091.82	
	Multi-Line Credit	(\$9,364.59)	
	Other GL Risk Exposure	\$1,200.00	
			<b>\$177,927.22</b>
<b>Auto Liability - Standard Plan</b>	Contribution	\$22,749.58	
	Multi-Line Credit	(\$1,137.48)	
			<b>\$21,612.10</b>
<b>Auto Physical Damage</b>	Contribution	\$24,613.25	
	Multi-Line Credit	(\$1,230.66)	
			<b>\$23,382.59</b>
<b>Property</b>	Contribution	\$159,610.22	
	Multi-Line Credit	(\$7,980.51)	
			<b>\$151,629.71</b>
<b>Optional Excess Liability</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Quake</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Flood</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Crime</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Cyber Security</b>	Contribution	\$3,672.00	
			<b>\$3,672.00</b>
<b>Optional Excess Cyber Security</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Difference in Conditions</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Summary</b>			
	Contribution	\$396,736.87	
	Multi-Line Credit	(\$19,713.24)	
	Other GL Risk Exposure	\$1,200.00	

***This is not an invoice. Information Only.***

**\$378,223.62**

# CIS Public Entity Liability Coverage Proposal



Proposal Date: 6/17/2026

Coverage Period: 7/1/2026 to 7/1/2027

**Named Member**  
 City of Sweet Home  
 3225 Main St.  
 Sweet Home, OR 97386

**Agent of Record**  
 Keesecker Insurance Inc  
 PO Box 9  
 Sweet Home, OR 97386

**This Proposal Does Not Bind Coverage**  
 Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage*	Per Occurrence	Annual Aggregate	Per Occurrence Deductible / SIR*	Agg/Retro Deductible
Public Entity Liability Coverage (Including Auto Liability) as described in CIS General & Auto Liability Coverage Agreement	\$200,000	\$600,000	NONE	None

**Forms Applicable:** CIS General & Auto Liability Coverage Agreement - CIS GL/AL (7/1/2026)

Coverage*	Per Occurrence	Annual Aggregate		
Excess Public Entity Liability Coverage as described in the CIS Excess Liability Coverage Agreement (limits shown are excess of primary coverage limits)	\$9,800,000	\$29,400,000		

**Forms Applicable:** CIS Excess Liability Coverage Agreement - CIS XS/GL (7/1/2026)

Coverage*	Per Occurrence	Annual Aggregate		
Additional layer of Excess Liability (General and Auto Liability)	Not Purchased	Not Purchased		

\*Refer to the CIS General & Auto Liability Coverage Agreement and CIS Excess Liability Coverage Agreement and endorsements (if any) for detailed coverages, special deductibles, limits, sublimits, exclusions, and conditions that may apply.

**Excess Liability Coverage does not provide Uninsured Motorist coverage.**

Coverage	Contribution
General Liability	\$187,291.82
Auto Liability	\$22,749.58
Excess Liability	\$0.00
<b>Liability Total</b>	<b>\$210,041.40</b>

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: \_\_\_\_\_  
Authorized Representative / Agent

Date: \_\_\_\_\_

# Auto Physical Damage Coverage Proposal



Proposal Date: 6/17/2026

Coverage Period: 7/1/2026 to 7/1/2027

**Named Member**  
City of Sweet Home  
3225 Main St.  
Sweet Home, OR 97386

**Agent of Record**  
Keesecker Insurance Inc  
PO Box 9  
Sweet Home, OR 97386

**This Proposal Does Not Bind Coverage**  
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Autos Covered*	Coverage Limit	Comprehensive Deductible	Collision Deductible	Contribution
Scheduled Autos	Per Schedule**	Per Schedule**	Per Schedule**	\$24,613.25
Rented or Leased Autos (60 days or less)	ACV Not to Exceed \$100,000	\$100	\$500	Included
Newly Acquired Autos	Included	\$100	\$500	Included

\*This represents only a summary of coverages. Please refer to CIS Auto Physical Damage Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

**Total Contribution:** \$24,613.25  
**Forms Applicable:** CIS Auto Physical Damage Coverage Agreement - CIS APD (7/1/2026)  
\*\*Current CIS Auto Schedule

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: \_\_\_\_\_  
Authorized Representative / Agent

Date: \_\_\_\_\_

# Property Coverage Proposal



Proposal Date: 6/17/2026

Coverage Period: 7/1/2026 to 7/1/2027

**Named Member**  
 City of Sweet Home  
 3225 Main St.  
 Sweet Home, OR 97386

**Agent of Record**  
 Keesecker Insurance Inc  
 PO Box 9  
 Sweet Home, OR 97386

**This Proposal Does Not Bind Coverage**  
 Refer to Coverage Forms for terms, conditions, and limitations of coverage

**Coverage Limits (Per Occurrence): \***

Building and Contents and PIO	Per current CIS Property Schedule
Mobile Equipment	Per current CIS Mobile Equipment Schedule
Earthquake	\$5,000,000
Excess Earthquake - Coverage applies only if coverage limit is shown.	None
Flood	\$5,000,000
Excess Flood - Coverage applies only if coverage limit is shown.	None
Combined Loss of Revenue and Rental Value	\$1,000,000
Combined Extra Expense and Rental Expense	\$1,000,000
Property in Transit	\$1,000,000
Hired, Rented or Borrowed Equipment	\$150,000
Restoration/Reproduction of Books, Records, etc.	\$100,000
Electronic Data Restoration/Reproduction	\$250,000
Pollution Cleanup	\$25,000
Crime Coverage	\$50,000
Police Dogs (if scheduled)	\$15,000
Off Premises Service Interruption	\$100,000
Miscellaneous Coverage	\$50,000
Personal Property at Unscheduled Locations	\$15,000
Personal Property of Employees or Volunteers	\$15,000
Unscheduled Fine Arts	\$100,000
Temporary Emergency Shelter Restoration	\$50,000
<b>Difference In Conditions - Earthquake &amp; Flood (if any):</b>	<b>\$0</b>
<b>Extra Items (if any):</b>	

\*This represents only a summary of coverages. Please refer to CIS Property Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

**Locations Covered:** Per current CIS Property Schedule.

**Perils Covered:** Risks of Direct Physical Loss subject to the terms, conditions and exclusions contained in the coverage forms listed below under Forms Applicable.

**Deductibles:** \$1,000 Per occurrence except as noted and as follows (if any).  
 \$1,000 Per occurrence on scheduled mobile equipment items.  
 Earthquake and Flood: Special deductibles and restrictions per Section 2 of the CIS Property Coverage Agreement.

**Total Contribution:** \$159,610.22 (Property) \$0.00 (Excess Earthquake)  
 \$0.00 (Excess Flood) \$0.00 (Difference In Conditions)

**Forms Applicable:** CIS Property Coverage Agreement - CIS PR (7/1/2026)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: \_\_\_\_\_  
 Authorized Representative / Agent

Date: \_\_\_\_\_

# Equipment Breakdown Coverage Proposal



**Proposal Date:** 6/17/2026

**Coverage Period:** 7/1/2026 to 7/1/2027

**Named Member**  
 City of Sweet Home  
 3225 Main St.  
 Sweet Home, OR 97386

**Agent of Record**  
 Keesecker Insurance Inc  
 PO Box 9  
 Sweet Home, OR 97386

**This Proposal Does Not Bind Coverage**  
 Refer to Coverage Forms for terms, conditions, and limitations of coverage

**Coverage Limits: \***

Property Damage	Per current CIS Property Schedule or \$100,000,000, whichever is less.
Rental Value/Rental Expense	Included in Property Damage
Extra Expense	Included in Property Damage
Service Interruption	Included in Property Damage
Drying out following a flood	Included in Property Damage
Course of Construction	Included in Property Damage
Computer Equipment	Included in Property Damage
Portable Equipment	Included in Property Damage
CFC Refrigerants	Included in Property Damage
Hazardous Substance	\$2,000,000
Data Restoration	\$250,000
Perishable Goods	\$2,000,000
Expediting Expense	\$2,000,000
Demolition	\$2,000,000
Ordinance or Law	\$2,000,000
Off Premises Property Damage	\$250,000
Contingent Rental Value/Rental Expense	\$250,000
Newly Acquired Locations	\$1,000,000 / 365 Days Max
Extended Period of Restoration	30 Days

**\*This represents only a summary of coverages. Please refer to CIS Equipment Breakdown Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.**

**Locations Covered:** Per current CIS Property Schedule.  
**Deductible:** \$1,000 All Coverages: 24-hour waiting period applies for service interruption.  
**Contribution:** Included  
**Forms Applicable:** CIS Equipment Breakdown Coverage Agreement - CIS BM (7/1/2026)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: \_\_\_\_\_  
 Authorized Representative / Agent

Date: \_\_\_\_\_

# Cyber Security Coverage Proposal



Proposal Date: 6/17/2026

Coverage Period: 7/1/2026 to 7/1/2027

**Named Member**  
City of Sweet Home  
3225 Main St.  
Sweet Home, OR 97386

**Agent of Record**  
Keesecker Insurance Inc  
PO Box 9  
Sweet Home, OR 97386

### This Proposal Does Not Bind Coverage

Refer to Coverage Forms for terms, conditions, and limitations of coverage

### Cyber Security Coverage

Pool-wide aggregate limits per coverage year: Tier 1 - None; Tier 2 - \$10,000,000.

Total Coverage Limit*	\$100,000
Tier 1 Coverage Limit	\$100,000
Tier 2 (Excess) Coverage Limit	Not Purchased
Data Breach Incident Response	Included
Network Security, Privacy, and Data Breach Liability	Included
Regulatory Liability	Included
PCI Fines and Assessments	Included
Data Restoration	Included
Cyber Extortion	Included
Media Liability	Included
Social Engineering Fraud Event	Maximum recovery** \$500,000
	**When combined with \$250,000 Impersonation Fraud Coverage under CIS Excess Crime Policy
Network Interruption and Recovery	Included
Dependent Network	Included
Reputational Damage	Included

\*This represents only a summary of coverages. Please refer to the CIS Cyber Security Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

**Deductible:** \$5,000  
**Contribution:** Tier 1: \$3,672.00  
Tier 2 (Excess): \$0.00  
**Total:** \$3,672.00

**Forms Applicable:** CIS Cyber Security Coverage Agreement - CIS CYBER (7/1/2026)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: \_\_\_\_\_  
Authorized Representative / Agent

Date: \_\_\_\_\_



# City of Sweet Home Council Agenda Memorandum

**To:** Mayor & City Council

**From:** Joel Keesecker & Blake Keesecker, Keesecker Insurance Inc.

**Date:** June 18, 2026

**Subject:** Insurance Renewal Summary & Liability Deductible Recommendation

## Executive Summary

The City's 2026–2027 insurance renewal reflects a 6.6% increase (+\$23,579.91), primarily driven by the (2024–2025) General Liability (GL) loss year replacing a no-loss year (2020–2021) in the rating period. To mitigate this increase while preserving strong coverage, adoption of a \$1,000 per occurrence deductible for General Liability and Auto Liability is recommended.

## Renewal Comparison

2025–2026 Premium: \$354,643.71 (\$0 Claim deductible)

2026–2027 Premium: \$378,223.62 (\$0 Claim deductible)

Increase: +\$23,579.91 (6.6%)

## CIS Underwriter Explanation

Overall increase just under 7%. Driven by replacement of a no-loss year with a loss year and additional \$100K in GL losses. General Liability up 27% and Auto Liability up ~20%.

## Recommendation

Adopt a \$1,000 per occurrence deductible for General and Auto Liability.



## **Financial Impact**

Premium savings: ~**\$7,704 annually**. Estimated claim cost: \$800–\$1,100. Net savings: ~\$6,600–\$6,900 annually. (Based on a 5 year average of previous claims reported)

## **Advantages**

Offsets premium increase; Low financial risk; Predictable cost; Aligns insurance spend with actual losses.

## **Disadvantages**

\$1,000 per claim out-of-pocket; Minor annual variability; Slight administrative increase.

## **Conclusion**

Recommendation provides a balanced approach to control costs while maintaining strong coverage.



# CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

June 09, 2026, 5:15 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## Call to Order

The meeting was called to order at 5:15 PM.

## Roll Call

### PRESENT

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

### ABSENT

Councilor Chelsea Augsburger  
Councilor Ken Bronson

### STAFF

Jason Ogden, City Manager / Chief of Police  
Cecily Hope Pretty, Deputy City Manager  
Megan Dazey, Library Services Director  
Blair Larsen, City Attorney

### PRESS

Brandon Cominsky, The New Era

## Executive Session

Mayor Coleman read the Executive Session statement at 5:15 PM.

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

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

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

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

**Adjournment**

There being no further discussion, the meeting was adjourned at 5:20 PM.

ATTEST:

\_\_\_\_\_  
Mayor

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

DRAFT



# CITY OF SWEET HOME CITY COUNCIL WORK SESSION MINUTES

June 09, 2026, 5:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

## **Mission Statement**

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

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

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

## **Roll Call**

### **PRESENT**

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

### **ABSENT**

Councilor Chelsea Augsburger

### **STAFF**

Jason Ogden, City Manager / Chief of Police  
Cecily Hope Pretty, Deputy City Manager  
Angela Clegg, Planning & Building Manager  
Blair Larsen, City Attorney  
Greg Springman, Public Works Advisor  
Dominic Valloni, Public Works Operations Manager

### **PRESS**

Brandon Cominsky, The New Era

## **Work Session – Business Registry**

City Manager Ogden stated that City Council requested a Work Session to discuss the possibility of a business registry. He requested Council direction regarding what they wanted to see in a registry.

Mayor Susan Coleman stated that the topic came up due to recent interactions with a local business owners and that other business owners might benefit from an early interaction with the City via a business registration.

Councilor Richards stated that he was opposed to a business registry.

Councilor Hegge stated that as a business owner, he saw the value of information for businesses but expressed concern with the challenge of setting up and maintaining a registry. He noted that the Chamber of Commerce was already an available resource.

Mayor Coleman stated that there was a registry available through the Secretary of State but that the information was frequently inaccurate.

Councilor Bronson asked if the intent was to have a list of local businesses maintained by the City or to be able to offer resources to local businesses.

Councilor Sanchez asked what had occurred recently with a local business owner that triggered the Work Session. City Manager Ogden replied that he had mentioned it might help connect business owners with information related to potential regulations for their businesses. Councilor Sanchez stated that she felt an FAQ would be sufficient.

President Pro Tem Thorstad stated that in his experience, it was not possible for a business owner to do all the necessary research themselves, and a business registry would assist.

Mayor Coleman added that having a business registry would bring businesses to the City to be able to access resources. She expressed concern that an FAQ would not be specific enough to each business' unique needs.

Discussion ensued regarding provision of resources rather than implementing a registry or permit. Deputy City Manager Pretty stated that the City already maintains a webpage with business resources.

City Attorney Larsen stated that in 2020 when the City was attempting to assist businesses, the lack of a registry made contacting all businesses challenging and the State's registry was unhelpful.

There was no consensus to move forward with any items.

**Adjournment**

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

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder



# CITY OF SWEET HOME CITY COUNCIL MEETING MINUTES

June 09, 2026, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

## Mission Statement

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

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## Call to Order & Pledge of Allegiance

The meeting was called to order at

## Roll Call

### PRESENT

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

### ABSENT

Councilor Chelsea Augsburger

### STAFF

Jason Ogden, City Manager / Chief of Police  
Cecily Hope Pretty, Deputy City Manager  
Angela Clegg, Planning & Building Manager  
Ryan Cummings, Police Captain  
Megan Dazey, Library Services Director  
Blair Larsen, City Attorney  
Greg Springman, Public Works Advisor  
Dominic Valloni, Public Works Operations Manager

### PRESS

Brandon Cominsky, The New Era

## Consent Agenda

Approval of Minutes:

- a) 2026-05-26 City Council Meeting Minutes

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

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

NAY: None

ABSENT: Augsburger

## Recognition of Visitors & Hearing of Petitions

There were no visitors to be heard.

## **New Business**

- a) Request for Council Action – Resolution No. 12 for 2026 – Ratifying & Acknowledging the City of Sweet Home’s Participation in the Linn County Deadly Physical Force Plan Revisions

City Manager Ogden stated that the State of Oregon requires every County to adopt a Deadly Physical Force (DPF) Plan. He noted that Linn County proposed revisions to the DPF Plan in 2019 but it was recently discovered that the City of Sweet Home did not formally adopt the revisions and the District Attorney requested a formal acknowledgement of the 2019 revisions. He stated that the Resolution would not result in any operational or budgetary impacts to the Sweet Home Police Department.

Councilor Richards moved to approve Resolution No. 12 for 2026. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

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

NAY: None

ABSENT: Augsburg

- b) Request for Council Action – Approving the Renewal of Workers’ Compensation Insurance with SAIF Corporation

City Manager Ogden stated that the City was required to have Workers’ Compensation Insurance and the renewal amount required City Council approval.

Councilor Bronson asked of the previous year’s premium. City Manager Ogden stated he would get that amount at a later time.

Councilor Richards moved to approve the renewal as proposed. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

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

NAY: None

ABSENT: Augsburg

## **Ordinance Bills**

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Request for Council Action – Ordinance Bill No. 1 for 2026 – Ordinance No. 1339 – Public Hearing for a Zoning Map Amendment Application ZMA26-01 and Property Line Adjustment Application PLA26-02

City Manager Ogden read Ordinance No. 1 for 2026 by title only.

Councilor Richards moved to approve Ordinance No. 1 for 2026 as proposed. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

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

NAY: None

ABSENT: Augsburg

Deputy City Manager Pretty stated that the previous year’s Workers’ Compensation premium totaled \$45,661.21.

## **Reports of Committees**

Administration, Finance & Property Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

- 2026-05-27 Community Health Committee Meeting Minutes

Library Advisory Board – Councilor Augsburg

Park & Tree Committee – Councilor Hegge

Planning Commission

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

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

There were no reports to be heard.

### **Department Reports**

Library

Planning & Building

Public Works

- Public Works Report – May 2026

Finance

- Finance Department Report – May 2026

Police

City Attorney

Mayor Coleman thanked City staff for implementing the text program to notify customers before their water service is discontinued. Deputy City Manager Pretty stated that it was Financial Operations Manager Cindi Robeck's idea.

Councilor Bronson thanked Public Works for their work.

Mayor Coleman thanked Public Works for their recent installation of a bench at Clover Park.

### **Reports of City Officials**

- a) City Manager's Report

City Manager Ogden highlighted the upcoming Safety Fair at Sankey Park this coming Saturday and the first event for Movies in the Park this coming Friday. He stated that Dumpster Days would take place from June 22<sup>nd</sup> through June 25<sup>th</sup> with free dumpster service available to the public.

Councilor Hegge asked if participants would be required to bring ID. Special Projects Manager Leisinger replied that ID with a Sweet Home address would be required.

- b) Mayor's Report

Mayor Coleman stated that the Sweet Home community provided almost \$1 million in scholarship funding to Sweet Home students this year. She noted that the Sweet Home Literacy Project recently completed its year and thanked all who volunteered.

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

There was no business to be heard.

### **Adjournment**

There being no further discussion, the meeting was adjourned at 6:43 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:** Request for Council Action – Authorizing the Purchase of 1211 Long Street

**Preferred Agenda:** June 23, 2026

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

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

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

**Relevant Code/Policy:** N/A

**Towards Council Goal:** Be an Effective and Efficient Government, Rejuvenate Essential Services, Economic Strength, Image Building

**Attachments:** N/A

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**Purpose of this RCA:**

To seek City Council approval to purchase 1211 Long Street, formerly the “Garden Center,” for \$85,000.

**Background/Context:**

The City Manager and Library Services Director have engaged in negotiations to purchase available property in Sweet Home’s downtown area. 1211 Long Street was formerly associated with 1244 Long Street, which the City purchased in 2024 and was recently put back on the market for a listing price of \$99,900. The property in question would be utilized for outdoor Sweet Home Public Library programming and potentially other City events.

**The Challenge/Problem:**

City Council approval is needed to move forward with the purchase.

**Issues and Financial Impacts:**

The purchase price of \$85,000 is budgeted for in the Library’s Capital budget for the current fiscal year. The Library is already at capacity for certain public events and the space would allow for expansion in an outdoor setting. If purchased, the City would remove the existing structure and focus on simple site upgrades to make it usable for the public while planning longer-term for additional upgrades or future sale if its use was no longer needed. The property would also serve as an extension of the City’s planned Festival Street and a connection between 1244 Long and the existing Library.

**Elements of a Stable Solution:**

A decision that allows for revitalization of Sweet Home’s downtown and expansion of City services.

**Options:**

1. Do nothing: The City Manager will not move forward with the property purchase.
2. Authorize the property purchase: Move to approve the purchase of 1211 Long Street for a total of \$85,000.

**Recommendation:**

Staff recommends Option 2: Move to approve the purchase of 1211 Long Street for a total of \$85,000.



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Ordinance No. 2 for 2026 – Repealing SHMC 5.08 Bicycle Dealers & Amending SHMC 5.24 Social Games, SHMC 5.28 Taxicabs & SHMC 5.32 Secondhand Dealers

**Preferred Agenda:** June 23, 2026

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

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

**Type of Action:** Motion  Resolution  Reading

**Relevant Code/Policy:** SHMC 5.08, SHMC 5.24, SHMC 5.28, SHMC 5.32

**Towards Council Goal:** Essential Services, Effective & Efficient Government

**Attachments:** Ord. No. 2 for 2026  
Exhibit A – Redline Version of Amendments

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## **Purpose of this RCA:**

The purpose of this RCA is to repeal and amend sections 5.08, 5.24, 5.28, and 5.32 of Sweet Home Municipal Code (SHMC) to deregulate and modernize these sections.

## **Background/Context:**

There are several sections of SHMC that staff have determined to be unnecessary and/or outdated

## **The Challenge/Problem:**

There are existing regulations in SHMC that are either not feasible for enforcement, not necessary for public safety purposes, or outdated in what they attempt to regulate. A summary of the changes to each section are as follows:

- SHMC 5.08 Bicycle Dealers: Repealed in its entirety
- SHMC 5.24 Social Games: Modernized and less prescriptive in terms of what games are allowed and how they are regulated
- SHMC 5.28 Taxicabs: Modernized to capture “For-Hire Transportation” (ex. rideshare companies) and removes licensing requirements; states that the City cannot regulate fares or pricing
- SHMC 5.32 Secondhand Dealers: Removes licensing requirement and simplifies regulation while preserving what is needed for potential law enforcement reasons

**Issues and Financial Impacts:**

There is no fiscal impact as a result of these changes. The changes preserve requirements deemed necessary for law enforcement purposes but otherwise lessen regulations for local businesses and citizens.

**Elements of a Stable Solution:**

Approval of changes that support public safety and appropriate regulation in accordance with the desired vision of the City Council and in support of local businesses and citizens.

**Options:**

1. Move to deny Ordinance No. 2 for 2026: The Code sections will stay as they currently are with no changes.
2. Move to conduct a first reading of Ordinance No. 2 for 2026 as proposed: If the first reading is unanimously approved, a second reading may be conducted by title only.
3. Move to conduct a first reading of Ordinance No. 2 for 2026 with amendments: City Council may propose revisions to the Ordinance.

**Recommendation:**

Staff recommends option #2: Move to conduct a first reading of Ordinance No. 2 for 2026 as proposed.

**ORDINANCE BILL NO. 2 FOR 2026**

**ORDINANCE NO. \_\_**

**AN ORDINANCE REPEALING SWEET HOME MUNICIPAL CODE (SHMC) 5.08 BICYCLE DEALERS & AMENDING SHMC 5.24 SOCIAL GAMES, SHMC 5.28 TAXICABS & SHMC 5.32 SECONDHAND DEALERS**

**WHEREAS**, the City of Sweet Home desires to reduce regulations and provide timely guidance through its Municipal Code where possible; and

**WHEREAS**, the City staff determined that there are existing code provisions that are no longer necessary or require changes due to current local, state, and national conditions;

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

Section 1. SHMC Chapter 5.08 Bicycle Dealers is hereby repealed in its entirety.

Section 2. SHMC Chapter 5.24 Social Games is hereby amended as follows:

**CHAPTER 5.24 SOCIAL GAMES**

5.24.010 PURPOSE

5.24.020 AUTHORIZATION

5.24.030 PROHIBITED CONDUCT

5.24.040 ADMINISTRATIVE PERMIT

5.24.050 ENFORCEMENT

**5.24.010 PURPOSE**

The purpose of this Chapter is to allow lawful social games consistent with Oregon law.

**5.24.020 AUTHORIZATION**

Social games may be conducted within the City in accordance with state law, as currently enacted or hereafter amended.

**5.24.030 PROHIBITED CONDUCT**

No person shall conduct or allow a social game that includes:

- A. A house player, house bank, or house odds;
- B. A house income, fee, percentage, or other profit from operations of the game; or
- C. Participation by any person under 18 years of age.

**5.24.040 ADMINISTRATIVE PERMIT**

The City Manager or designee may require an administrative permit for organized or recurring social gaming events in a private business, private club, or place of public

accommodation. The permit process, if used, shall be limited to information reasonably necessary to determine compliance with this chapter and Oregon law.

#### **5.24.050 ENFORCEMENT**

Violation of this Chapter constitutes a civil violation and may be enforced under Chapter 9.36. Any permit issued under this Chapter may be suspended or revoked administratively for noncompliance, subject to appeal to the City Council.

Section 3. SHMC Chapter 5.28 Taxicabs is hereby renamed For-Hire Transportation and amended as follows:

### **CHAPTER 5.28 FOR-HIRE TRANSPORTATION SERVICES**

5.28.010 PURPOSE

5.28.020 DEFINITIONS

5.28.030 APPLICABILITY

5.28.040 COMPLIANCE WITH STATE LAW

5.28.050 LOCAL LICENSING

5.28.060 INSURANCE

5.28.070 PROHIBITED CONDUCT

5.28.080 ENFORCEMENT

5.28.090 RATES

5.28.100 SEVERABILITY

#### **5.28.010 PURPOSE**

The purpose of this chapter is to establish minimal standards to protect public health and safety while allowing flexible and efficient operation of for-hire transportation services within the City.

#### **5.28.020 DEFINITIONS**

“For-hire transportation service” means the transportation of passengers for compensation within the City, including taxicabs, limousines, shuttle services, and transportation network companies.

“Transportation network company” or “TNC” means a company that uses a digital platform to connect passengers with drivers who provide transportation services.

#### **5.28.030 APPLICABILITY**

This chapter applies to all for-hire transportation services operating within the City, except where preempted by state or federal law.

#### **5.28.040 COMPLIANCE WITH STATE LAW**

Operators shall comply with all applicable provisions of Oregon law related to insurance, driver eligibility, and vehicle safety.

#### **5.28.050 LOCAL LICENSING**

No City-issued license or permit shall be required to operate a for-hire transportation service within the City, unless otherwise required by state or federal law.

#### **5.28.060 INSURANCE**

Operators shall maintain insurance coverage consistent with applicable Oregon law. Proof of insurance shall be provided upon reasonable request related to an investigation or enforcement action.

#### **5.28.070 PROHIBITED CONDUCT**

Operators shall not:

- A. Refuse service in violation of applicable nondiscrimination laws;
- B. Operate unsafe vehicles; or
- C. Engage in conduct that endangers public safety.

#### **5.28.080 ENFORCEMENT**

This Chapter shall be enforced on a complaint basis or in response to observed violations affecting public safety, with an emphasis on voluntary compliance.

#### **5.28.090 RATES**

The City shall not regulate fares or pricing for for-hire transportation services.

#### **5.28.100 SEVERABILITY**

If any provision of this chapter is held invalid, such invalidity shall not affect the remaining provisions.

Section 4. SHMC 5.32 Secondhand Dealers is hereby amended as follows:

### **CHAPTER 5.32 SECONDHAND DEALERS**

5.32.010 PURPOSE

5.32.020 DEFINITIONS

5.32.030 APPLICABILITY

5.32.040 COMPLIANCE WITH STATE LAW

5.32.050 TRANSACTION RECORDS

5.32.060 HOLDING PERIOD

5.32.070 INSPECTION BY LAW ENFORCEMENT

#### 5.32.080 PROHIBITED CONDUCT AND REQUIRED RECORDS

#### 5.32.090 LICENSING

#### 5.32.100 ENFORCEMENT

#### 5.32.110 SEVERABILITY

#### 5.32.160 VIOLATION--PENALTY

#### **5.32.010 PURPOSE**

The purpose of this Chapter is to deter the sale of stolen property and support law enforcement investigations.

#### **5.32.020 DEFINITIONS**

“Secondhand dealer” means any person or business engaged in purchasing or receiving previously owned property for resale in the ordinary course of business.

“Regulated property” means used goods commonly associated with theft or resale markets, including tools and power equipment, electronics, precious metals and jewelry, firearms to the extent not preempted by state or federal law, and bicycles. The City may further define regulated property by Resolution.

#### **5.32.030 APPLICABILITY**

This Chapter applies only to secondhand dealers engaged in the purchase of regulated property within the City.

This Chapter does not apply to charitable organizations primarily engaged in donation-based resale, occasional, or incidental sales by individuals not engaged in the business of resale, or businesses that accept goods solely on consignment and do not take ownership.

#### **5.32.040 COMPLIANCE WITH STATE LAW**

Secondhand dealers shall comply with all applicable provisions of Oregon law, including requirements related to seller identification, transaction records, and law enforcement access. Nothing in this chapter is intended to duplicate or conflict with state law.

#### **5.32.050 TRANSACTION RECORDS**

Secondhand dealers shall maintain a record of transactions involving regulated property that includes a description of the item, date of transaction, and seller identification information consistent with state law. Records may be maintained electronically and must be retained for a minimum period consistent with Oregon law.

#### **5.32.060 HOLDING PERIOD**

Secondhand dealers shall not resell regulated property for a period of seven (7) days following acquisition, unless otherwise authorized by law enforcement.

#### **5.32.070 INSPECTION BY LAW ENFORCEMENT**

Upon reasonable request, secondhand dealers shall make transaction records available to law enforcement for inspection in connection with an investigation. Inspection shall occur during normal business hours or at another mutually agreed time.

### **5.32.080 PROHIBITED CONDUCT AND REQUIRED RECORDS**

A secondhand dealer shall not:

- A. Knowingly purchase or receive stolen property;
- B. Purchase regulated property from a person under 18 years of age without consent of a parent or guardian;
- C. Falsify or fail to maintain required records; or
- D. Engage in conduct that obstructs a lawful investigation.

Every secondhand dealer shall keep a record of each purchase and/or acceptance transaction of secondhand goods, which is initiated, conducted or concluded at the secondhand dealer's place of business. Each such transaction shall record:

1. The date of the transaction;
2. The serial number, if applicable, of the property purchased, sold or taken as a pledge;
3. Name and address of the seller, pledgor and if the sale or pledge is made by a person acting as agent for a disclosed principal, the name and address of principal and agent;
4. A detailed identifying description of the article or articles purchased, pledged or held; and
5. The amount of the purchase or pledge loan.

All records of purchase shall be made legible in the English language and shall be open to the inspection of any public official, police officer, or any other person who is duly authorized or empowered by the laws of the state, county or city to make the inspection.

Every secondhand dealer shall maintain an alphabetical file from which can be determined the total sales or obligations of any one seller or pledgor.

All records shall be preserved and available for at least two years after making the final entry of any sale or pledge loan recorded therein.

### **5.32.090 LICENSING**

No City-issued license specific to secondhand dealers is required under this chapter. Secondhand dealers remain subject to any generally applicable business registration requirements of the City.

### **5.32.100 ENFORCEMENT**

This chapter shall be enforced on a complaint basis or in connection with law enforcement investigations. The City shall prioritize education and voluntary compliance.

**5.32.110 SEVERABILITY**

If any provision of this chapter is held invalid, such invalidity shall not affect the remaining provisions.

**5.32.160 VIOLATION--PENALTY**

A violation, or participation in the violation, of this chapter by any secondhand dealer or any director, agent, member, officer, or employee thereof, or any other person is punishable, upon conviction by a fine of not more than \$500 or by imprisonment in jail of not more than six months, or both.

**PASSED** by the Council and approved by the Mayor this \_\_\_ day of \_\_\_\_\_, 2026; and effective the \_\_\_ day of \_\_\_\_\_, 2026.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

## EXHIBIT A

### TITLE 5 BUSINESS LICENSES AND REGULATIONS

#### CHAPTER 5.24 SOCIAL GAMES

#### CHAPTER 5.28 FOR-HIRE TRANSPORTATION

#### CHAPTER 5.32 SECONDHAND DEALERS

### **CHAPTER 5.24 SOCIAL GAMES**

#### 5.24.010 PURPOSE

#### 5.24.020 AUTHORIZATION

#### 5.24.030 PROHIBITED CONDUCT

#### 5.24.040 ADMINISTRATIVE PERMIT

#### 5.24.050 ENFORCEMENT

#### **5.24.010 PURPOSE**

The purpose of this Chapter is to allow lawful social games consistent with Oregon law.

**5.24.020 AUTHORIZATION** Social games may be conducted within the City in accordance with state law, as currently enacted or hereafter amended.

#### **5.24.030 PROHIBITED CONDUCT**

No person shall conduct or allow a social game that includes:

- A. A house player, house bank, or house odds;
- B. A house income, fee, percentage, or other profit from operations of the game; or
- C. Participation by any person under 18 years of age.

1. **5.24.040 ADMINISTRATIVE PERMIT** The City Manager or designee may require an administrative permit for organized or recurring social gaming events in a private business, private club, or place of public accommodation. The permit process, if used, shall be limited to information reasonably necessary to determine compliance with this chapter and Oregon law. **5.24.050**

**ENFORCEMENT** Violation of this Chapter constitutes a civil violation and may be enforced under Chapter 9.36. Any permit issued under this Chapter may be suspended or revoked administratively for noncompliance, subject to appeal to the City Council.

### **CHAPTER 5.28 FOR-HIRE TRANSPORTATION SERVICES**

5.28.010 PURPOSE

5.28.020 DEFINITIONS

5.28.030 APPLICABILITY

5.28.040 —COMPLIANCE WITH STATE LAW

5.28.050 —LOCAL LICENSING

5.28.060 INSURANCE

5.28.070 PROHIBITED CONDUCT

5.28.080 ENFORCEMENT

5.28.090 RATES

5.28.100 SEVERABILITY

**5.28.010 PURPOSE**

The purpose of this chapter is to establish minimal standards to protect public health and safety while allowing flexible and efficient operation of for-hire transportation services within the City.

**5.28.020 DEFINITIONS**

“For-hire transportation service” means the transportation of passengers for compensation within the City, including taxicabs, limousines, shuttle services, and transportation network companies.

“Transportation network company” or “TNC” means a company that uses a digital platform to connect passengers with drivers who provide transportation services.

**5.28.030 APPLICABILITY**

This chapter applies to all for-hire transportation services operating within the City, except where preempted by state or federal law.

**5.28.040 —COMPLIANCE WITH STATE LAW**

Operators shall comply with all applicable provisions of Oregon law related to insurance, driver eligibility, and vehicle safety.

**5.28.050 —LOCAL LICENSING**

No City-issued license or permit shall be required to operate a for-hire transportation service within the City, unless otherwise required by state or federal law.

**5.28.060 INSURANCE**

Operators shall maintain insurance coverage consistent with applicable Oregon law. Proof of insurance shall be provided upon reasonable request related to an investigation or enforcement action.

#### **5.28.070 PROHIBITED CONDUCT**

Operators shall not:

- A. Refuse service in violation of applicable nondiscrimination laws;
- B. Operate unsafe vehicles; or
- C. Engage in conduct that endangers public safety.

#### **5.28.080 ENFORCEMENT**

This chapter shall be enforced on a complaint basis or in response to observed violations affecting public safety, with an emphasis on voluntary compliance.

#### **5.28.090 RATES**

The City shall not regulate fares or pricing for for-hire transportation services.

#### **5.28.100 SEVERABILITY**

If any provision of this chapter is held invalid, such invalidity shall not affect the remaining provisions.

### **CHAPTER 5.32 SECONDHAND DEALERS**

5.32.010 PURPOSE

5.32.020 DEFINITIONS

5.32.030 APPLICABILITY

5.32.040 —COMPLIANCE WITH STATE LAW

5.32.050 TRANSACTION RECORDS

5.32.060 —HOLDING PERIOD

5.32.070 —INSPECTION BY LAW ENFORCEMENT

5.32.080 —PROHIBITED CONDUCT AND REQUIRED RECORDS

5.32.090 LICENSING

5.32.100 ENFORCMENT

5.32.110 SEVERABILITY

5.32.160 VIOLATION--PENALTY

**5.32.010 PURPOSE**

The purpose of this Chapter is to deter the sale of stolen property and support law enforcement investigations.

### **5.32.020 DEFINITIONS**

“Secondhand dealer” means any person or business engaged in purchasing or receiving previously owned property for resale in the ordinary course of business.

“Regulated property” means used goods commonly associated with theft or resale markets, including tools and power equipment, electronics, precious metals and jewelry, firearms to the extent not preempted by state or federal law, and bicycles. The City may further define regulated property by Resolution.

### **5.32.030 APPLICABILITY**

This Chapter applies only to secondhand dealers engaged in the purchase of regulated property within the City.

This Chapter does not apply to charitable organizations primarily engaged in donation-based resale, occasional, or incidental sales by individuals not engaged in the business of resale, or businesses that accept goods solely on consignment and do not take ownership.

### **5.32.040 —COMPLIANCE WITH STATE LAW**

Secondhand dealers shall comply with all applicable provisions of Oregon law, including requirements related to seller identification, transaction records, and law enforcement access. Nothing in this chapter is intended to duplicate or conflict with state law.

### **5.32.050 TRANSACTION RECORDS**

Secondhand dealers shall maintain a record of transactions involving regulated property that includes a description of the item, date of transaction, and seller identification information consistent with state law. Records may be maintained electronically and must be retained for a minimum period consistent with Oregon law.

### **5.32.060 —HOLDING PERIOD**

Secondhand dealers shall not resell regulated property for a period of seven (7) days following acquisition, unless otherwise authorized by law enforcement.

### **5.32.070 —INSPECTION BY LAW ENFORCEMENT**

Upon reasonable request, secondhand dealers shall make transaction records available to law enforcement for inspection in connection with an investigation. Inspection shall occur during normal business hours or at another mutually agreed time.

### **5.32.080 —PROHIBITED CONDUCT AND REQUIRED RECORDS**

A secondhand dealer shall not:

- A. Knowingly purchase or receive stolen property;
- B. Purchase regulated property from a person under 18 years of age without consent of a parent or guardian;
- C. Falsify or fail to maintain required records; or
- D. Engage in conduct that obstructs a lawful investigation.

Every secondhand dealer shall keep a record of each purchase and/or acceptance transaction of secondhand goods, which is initiated, conducted or concluded at the secondhand dealer's place of business. Each such transaction shall record:

1. The date of the transaction;
2. The serial number, if applicable, of the property purchased, sold or taken as a pledge;
3. Name and address of the seller, pledgor and if the sale or pledge is made by a person acting as agent for a disclosed principal, the name and address of principal and agent;
4. A detailed identifying description of the article or articles purchased, pledged or held; and
5. The amount of the purchase or pledge loan.

All records of purchase shall be made legible in the English language and shall be open to the inspection of any public official, police officer or any other person who is duly authorized or empowered by the laws of the state, county or city to make the inspection.

Every secondhand dealer shall maintain an alphabetical file from which can be determined the total sales or obligations of any one seller or pledgor.

All records shall be preserved and available for at least two years after making the final entry of any sale or pledge loan recorded therein.

### **5.32.090 LICENSING**

No City-issued license specific to secondhand dealers is required under this chapter. Secondhand dealers remain subject to any generally applicable business registration requirements of the City.

### **5.32.100 ENFORCEMENT**

This chapter shall be enforced on a complaint basis or in connection with law enforcement investigations. The City shall prioritize education and voluntary compliance.

### **5.32.110 SEVERABILITY**

If any provision of this chapter is held invalid, such invalidity shall not affect the remaining provisions.

### **5.32.160 VIOLATION--PENALTY**

A violation, or participation in the violation, of this chapter by any secondhand dealer or any director, agent, member, officer or employee thereof, or any other person is punishable, upon conviction by a fine of not more than \$500 or by imprisonment in jail of not more than six months, or both.



# CITY OF SWEET HOME PARKS & TREE COMMITTEE MINUTES

May 19, 2026, 4:00 PM

3225 Main Street, Sweet Home, OR 97386

WiFi Passcode: guestwifi

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

## Mission Statement

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

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## Call to Order and Pledge of Allegiance

The meeting was called to order at 4:00 PM

## Roll Call of Park and Tree Committee Members:

### PRESENT

Chair Matthew Bechtel  
Vice Chair Lena Tucker  
Member Debra Northern  
Member Deena Bechtel  
Member Melanie Jones  
Member Scott Swanson  
Councilor Aaron Hegge

### ABSENT

Member Nancy Patton

### STAFF

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

### GUESTS

Candice Snyder, Beautification Committee

## Time Reports

Time reports from the Arbor Day event were turned in.

## Meeting Minutes

- a) 2026-04-21 Park & Tree Committee Meeting Minutes  
A motion to approve March 18, 2026, Park & Tree Committee Meeting Minutes with revisions was made by Member Northern and seconded by Member Tucker. The motion carried by the following vote:  
AYE: Chair Matthew Bechtel, Vice Chair Tucker, Member Northern, Member Swanson, Member Jones, Member Deena Bechtel

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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.*

NAY: None  
ABSENT: Member Patton

### **Public Comment.**

None

### **Beautification Committee Update**

Candy Snyder provided meeting minutes to the Park & Tree Committee.

The Beautification Committee had a table at the Arbor Day event, where they handed out donated seed packets and raffled off a flower basket.

Candy Snyder shared that plants were delivered from Bowman Farms. Including 32 City baskets and 1575 potted petunias in red, white, and night sky. Planting took place today, there were a total of 28 volunteers, 19 of which were new volunteers. Entry points are scheduled for planting tomorrow.

### **Old Business**

#### **Blooms & Brews/Arbor Day After Action Report**

A survey was sent to all vendors; all feedback was positive.

#### **Sankey Park Phase III Update**

Manager Valloni shared that concrete should be finished on Thursday, following that the contractor will be back next week to back fill sidewalks. Light poles are about two weeks out still and handrails are being made.

Discussion was had on vegetation for the hillside to help with erosion control.

#### **Monthly Park Clean Up Schedule**

Discussion was had, and June 10<sup>th</sup> was chosen to clean up Clover Park.

### **New Business**

**Tree Inventory** - Manager Clegg recommended including with your park maintenance days & focus on EAB prone species. Vice Chair Lena Tucker was working on the tree inventory. Manager Clegg suggested getting the other members of the committee familiar with the tree inventory system.

**Master Tree List** - Vice Chair Lena Tucker is working on the master tree list; she has a rough draft prepared and will work on finalizing it.

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

Vice Chair Lena Tucker shared costs for different SWAG items to hand out at events.

Manager Clegg shared the grant was received but the exercise park can't move forward with anything else until new fiscal year. Staff started to clear some underbrush at Quarry Park to prepare for the disc golf designer to be on site around September.

Staff are working on quotes to see about refurbishing the tennis courts at Northside Park as well as a grant opportunity to supplement what the junior high interact club is trying to do at the skate park.

Movies in the park starts June 12th with Zootopia 2

Crew lead Hegge and Manager Valloni shared that six EAB traps have been received from ODF and will be set out at the end of the month. Discussion was had on the EAB.

### **Adjournment**

The meeting was adjourned at 4:41 PM



# CITY OF SWEET HOME PLANNING COMMISSION MINUTES

May 21, 2026, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WiFi Passcode: guestwifi

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

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## Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

## Roll Call of Commissioners

### PRESENT

Commissioner Brandy Wysong-Frick  
Commissioner Joe Graybill  
Commissioner Daniel Tiel  
Chairperson Laura Wood  
Commissioner Nancy White  
Commissioner Henry Wolthuis

### ABSENT

None

### STAFF:

Angela Clegg, Planning and Building Manager  
Adam Leisinger, Special Projects Manager

## Public Comment.

None

## Meeting Minutes:

- a) 2026-05-07 Planning Commission Meeting Minutes

A motion to approve May 7, 2026, meeting minutes was made by Commissioner Wysong-Frick and seconded by Commissioner Graybill. The motion carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Commissioner Graybill, Commissioner Tiel,  
Chairperson Wood

Voting Nay: None.

Abstain: Commissioner White, Commissioner Wolthuis

## Public Hearings

- a) VR26-03 Planning Commission Staff Report

The Public Hearing was opened at 6:31 PM

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

conflicts of interest. Commissioner Wysong-Frick disclosed that she did look up when and who purchased the property a couple months prior when she noticed the lot was being cleaned up but that is the only information she has.

The applicant is requesting approval of Variance VR26-03 in conjunction with a proposed three-parcel land partition (P26-04). The Variance is needed to reduce the standard 60-foot lot frontage requirement to 55 feet for Proposed Parcel 2 and 57 feet for Proposed Parcel 3, and to acknowledge an existing legally established 5-foot front yard setback for the dwelling on Proposed Parcel 2.

While each frontage reduction individually falls within the allowed 10% deviation, the combined effect across all three parcels results in a 14.35% deviation, which triggers the Variance requirement under SHMC 17.106.010.

The property is zoned R-3 and contains an existing home with no physical changes proposed. It fronts Long Street, a minor arterial already improved with sidewalks, curbs, and gutters, and is served by existing water and sewer utilities.

The site contains no mapped wetlands and is not located within a FEMA special flood hazard area.

The need for the Variance arises from Development Code limitations related to applying setbacks and frontage standards to partitions involving legally nonconforming structures when no alterations are planned. Because reducing Parcel 2's frontage would increase the degree of its existing nonconformity, approval is required under SHMC 17.98.050(A).

Surrounding properties exhibit similar long-standing nonconforming setbacks, and approval would maintain consistency with established neighborhood development patterns. Staff finds that the request meets the approval criteria of SHMC 17.106.060 because unique site conditions warrant the Variance, it is necessary to preserve substantial property rights, it represents the minimum adjustment needed, and it will not negatively impact public welfare or conflict with City plans.

No new development is proposed at this time, and staff recommend applying a standard condition that all building and engineering requirements be met at the time of future development.

Overall, staff supports approval of the Variance due to the cumulative frontage deviation and the pre-existing setback condition, which together present circumstances not fully anticipated by the code while remaining compatible with the area's established development pattern.

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

Conditions of Approval:

1. Approval of Partition Application P26-04.
2. All building code requirements and engineering design standards be met at the time of development.

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

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

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

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

1. Move to approve application VR26-03 and thereby permit the variance for the subject lot located at 2034 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E32BC Tax Lot 02900; adopting the Findings of Fact listed in Section III of the staff report, the setting of a 12-day appeal period from the date of the mailing of the decision, and hereby direct Staff to prepare an order to be signed by the Chair to memorialize this decision.
2. Move to deny application VR26-03 for the subject lot located at 2034 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E32BC Tax Lot 02900; adopting the following Finding of Fact (specify), the setting of a 12-day appeal period from the date of the mailing of the decision, and hereby direct Staff to prepare an Order to be signed by the Chair to memorialize this decision.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

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

Chairperson Wood asked about the partition, variance and preexisting variance. Manager Clegg clarified the combination of the three lots is the cause for the variation application.

Applicant testimony: The applicant, Andrew Johnston, gave testimony that the partition is in line with the neighborhood, and the lots will all follow developmental standards. He stated from a survey point of view that the application is straightforward.

Commissioner questions of the applicant: Commissioner Wysong-Frick confirmed there is not a building being proposed.

The applicant stated there are not any development plans currently for the lots. The applicant shared that the property owner has been thinking about a few ideas, but nothing is set at this time.

Commissioner Wysong-Frick asked the applicant if he was part of the property? The applicant confirmed that he is the surveyor and does not have part of ownership on the property.

Chairperson Wood asked the applicant if he helped choose the reasons for these parcels that were narrow side by side. Applicant responded that he followed the plot plan that was provided to him by the property owner.

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at: 6:42 PM

Discussion of the Commissioners: Chairperson Wood, Commissioner Wysong-Frick, and Commissioner White discussed the lot sizes of the application and of the neighborhood.

Manager Clegg stated the application does meet minimum lot size requirements.

Chairperson Wood commented that the application does align with the comprehensive plan, potentially adding additional housing. Commissioner Wysong-Frick asked staff if there were any requirements for driveways with the nearby four-way stop. Manager Clegg answered that there are no building plans yet, but there is a limit of how many feet are in between driveways and there probably will have to be some shared access if there are buildings in the future.

A motion to approve Application P26-04 was made by Chairperson Wood and was seconded by Commissioner White. The motion was carried by the following vote:

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

Voting Nay: None.

Absent: None

Commissioner Graybill stated that since the original motion was incorrect and read as P26-04, it should be reread. Chairperson Wood agreed.

Chairperson Wood reopened the Public Hearing at 7:05 PM.

The Commissioners discussed the error.

The Public Hearing was closed at 7:05.

A motion to approve Application VR26-03 was made by Chairperson Wood and was seconded by Commissioner White. The motion was carried by the following vote:

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

Voting Nay: None.

Absent: None

b) P26-04 Planning Commission Staff Report

The Public Hearing was opened at 6:48 PM

Chairperson Wood asked the Commissioners if they had any personal biases, conflicts of interest, or ex-parte information. Commissioner Wysong-Frick disclosed that she did look up when and who purchased the property a couple months prior when she noticed the lot was being cleaned up but that is the only information she has.

Manager Clegg presented the staff report to the Commission: The applicant proposes a three- parcel land partition of an approximately 27,858- square- foot property located in the Residential High Density (R- 3) Zone. The request would create Parcel 1 at approximately 17,724 square feet, Parcel 2 containing the existing dwelling at approximately 5,126 square feet, and Parcel 3 at approximately 5,008 square feet. Because the applicant is also requesting lot widths of 55 feet for Parcel 2 and 57 feet for Parcel 3, where 60 feet is required, as well as recognition of a legally established 5- foot front yard setback for the existing dwelling on Parcel 2, a Variance (VR26- 03) is required.

Although each individual width reduction is within the 10% adjustment allowance, the cumulative deviation among all parcels is 14.35%, exceeding the threshold permitted without a Variance. Additionally, the partition increases an existing nonconforming setback, which further necessitates approval of VR26- 03. Application P26- 04 is therefore contingent upon approval of VR26- 03, and both applications will be reviewed together by the Planning Commission.

The subject property fronts Long Street, a minor arterial improved with sidewalks, curbs, and gutters, and has approximately 196 feet of frontage. All proposed parcels will have direct access to Long Street, and the configuration does not include any flag lots.

Based on the tentative partition plat, the parcels meet required dimensional standards, with none exceeding the maximum depth- to- width ratio. Parcel 1 has an average width of 99 feet and depth of 185 feet; Parcel 2 has an average width of 52.5 feet and depth of 98.5 feet; and Parcel 3 has an average width of 56.5 feet and depth of 89 feet.

The existing residence on Parcel 2 will remain, and with a floor area of approximately 960 square feet, it will occupy roughly 19% of the parcel—well below the 40% lot coverage maximum. Parcels 1 and 3 are currently vacant, with no development proposed at this time.

Existing City water and sewer services serve the dwelling, and future utility connections for the remaining parcels will be reviewed at the time of building permit submittal. A storm channel exists on the south side of Long Street, and required utility easements will be recorded with the final plat. No additional street improvements are required.

The site is not located in a special flood hazard area according to FEMA FIRM Panel 41043C0913G, and no wetlands are mapped on the property by either the Statewide Wetlands Inventory or the National Wetlands Inventory.

The tentative partition map was submitted on March 31, 2026, and the application was deemed complete on April 2, 2026.

Staff recommend a condition requiring approval of VR26- 03 prior to approval of P26- 04, as well as conditions ensuring that all future development on any of the parcels comply with applicable provisions of SHMC Chapters 17.14.070, 17.42, 17.44, 17.46, 17.48, and 17.58.050. With these conditions in place, staff find that the application meets the applicable review criteria and minimum standards of the R- 3 zone.

The application shall be subject to compliance with the listed conditions, as required by the findings of fact presented in the Review Criteria (Section III). Any modifications to the listed conditions would require approval in accordance with provisions of law (e.g., variance, subsequent land use application, etc.).

Conditions of Approval:

1. The final configuration of proposed Parcels 1, 2 and 3 shall substantially conform to the plot plan reviewed in this application (see Attachment B). Proposed Parcel 1 shall be approximately 17,724 square feet. Proposed Parcel 2 shall be approximately 5,126 square feet. Proposed Parcel 3 shall be approximately 5,008 square feet.
2. Approval of Variance application VR26- 03 is required. If the variance is not approved, the partition application must also be denied.
3. All applicable access and utility easements shall be shown on the final plat.
4. All development shall comply with the applicable development standards of SHMC Chapter 17.14 and Title 17 Article III at the time of development.
5. 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. 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. The final plat shall conform to the requirements in ORS Chapter 92 and applicable County surveying requirements. 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. 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. [SHMC 17.98.060].
6. Development of the subject parcels shall comply with all applicable local, state, and federal requirements.

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

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

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

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

1. Move to approve application P26-04 and thereby permit the partition for the subject lot located at 2034 Long Street, Sweet Home, OR 97386; Identified on the Linn County

Assessor's Map as 13S01E32BC Tax Lot 02900; adopting the Findings of Fact listed in Section III of the staff report, the setting of a 12-day appeal period from the date of the mailing of the decision, and hereby direct Staff to prepare an order to be signed by the Chair to memorialize this decision.

2. Move to deny application P26-04 for the subject lot located at 2034 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E32BC Tax Lot 02900; adopting the following Finding of Fact (specify), the setting of a 12-day appeal period from the date of the mailing of the decision, and hereby direct Staff to prepare an Order to be signed by the Chair to memorialize this decision.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

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

Commissioners' questions: Commissioner Wysong-Frick asked for clarification on the 12-day appeal period. Manager Clegg clarified the requirements for an appeal. Commissioner Graybill asked if the large partition can be partitioned again in future without coming back to the commission. Manager Clegg answered yes it could, as this partition could have as well if not for the deviation over 10%.

Applicant testimony: The applicant, Andrew Johnston, did not have testimony to give.

Commissioner questions of the applicant: None

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at: 7:01 PM

Discussion of the Commissioners:

A motion to approve Application P26-04 was made by Commissioner Tiel and was seconded by Commissioner Wolthuis. The motion was carried by the following vote:

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

Voting Nay: None.

Absent: None

### **Staff Updates:**

Manager Clegg provided an update, the zone map amendment that was previously voted on by the commission will go to City Council next week and staff are continuing to work on code updates.

Commissioner Wolthuis brought to discussion that small front yard setbacks are common in many other cities and wondered if the front yard setback should be reconsidered here. Chairperson Wood asked if there are any code updates that make that more flexible. Manager Clegg responded she has not found any so far.

Commissioner White asked if there is any leeway for new codes and changes to codes if it does not fit a city particularly smaller Cities. Manager Clegg explained that the rules are divided by population size.

### **Planning Commission Business**

Vote on Vice Chair – Commissioner Wysong-Frick nominated herself.

A motion to elect Commissioner Wysong-Frick for Vice Chair was made by Commissioner Wysong-Frick and was seconded by Chairperson Wood. The motion was carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Chairperson Wood, Commissioner Graybill, Commissioner Tiel, Commissioner Wolthuis, Commissioner White  
Voting Nay: None.  
Absent: None

**Adjournment**

The meeting was adjourned at 7:20 PM

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Laura Wood, Chairperson  
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager

DRAFT



**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

May 2026	This month May 2026	Last month April 2026	Previous year 2025	Year to date 2026
<b>Patron Activity</b>				
Door count	4701	4243	45,306	21,563
Program participants (all ages)	237	161	4,414	1,082
Total programs (all ages)	22	16	322	106
<b>Circulation and Renewals</b>				
Checkouts & renewals	5281	6085	73,684	28,600
E-audio & E-book checkouts	894	873	9,233	4,380
Total items checked out	6,175	6958	82,920	32,980
<b>Public Computers</b>				
Logins	257	277	2,932	1,372
<b>Resource Sharing Savings</b>				
Cost savings	\$4981.13	\$4987.92	\$64,434.93	\$24,517.45
Items borrowed by consortium libraries	338	331	4,616	1,794
Items borrowed from consortium libraries	419	376	5,662	2,062
<b>Volunteer Hours</b>				
Hours worked by volunteers	26.5	22	401	216.25
<b>New Library Patrons</b>				
New patron cards issued	46	26	449	185

**Events this month:** We had a very successful “Crow party” with over 50 people exchanging trinkets!

**Building updates:** Public Works is patching up some issues with our carpet. These fixes should make the carpet last a bit longer!

**Items of note:** Our annual Summer Reading Program kicks off on June 13<sup>th</sup> with the Safety fair/Summer Reading kickoff party at Sankey Park. We just hired our Summer Teen Intern, they start on June 12<sup>th</sup> at our Movies in the Park showing of Zootopia 2.



TO: City Council  
 Jason Ogden, City Manager  
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: June 23, 2026

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

The Community and Economic Development Department consist of the City’s Building, Planning, Engineering, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from May 1 to May 31, 2026.

**1. BUILDING**

<b>SUMMARY OF BUILDING PROGRAM PERMITS ISSUED</b>					
<b>Permit Category</b>	<b>May 2026</b>	<b>April 2026</b>	<b>2026 YTD</b>	<b>2025 Total</b>	<b>2021-2025 5 Year Average</b>
Residential 1 and 2 Family Dwellings	1	4	18	26	24.4
Residential Demolition	0	0	7	8	7.2
Residential Manufactured Dwellings	0	0	2	5	6.2
Residential Mechanical	10	6	35	83	101.4
Residential Plumbing	1	1	10	22	25.8
Residential Sign	0	0	0	0	.2
Residential Site Development	0	0	0	1	.6
Residential Structural	2	5	24	86	49.4
Commercial Alarm or Suppression Systems	0	1	1	0	3.4
Commercial Demolition	0	0	0	0	2.8
Commercial Mechanical	1	1	4	14	17
Commercial Plumbing	1	2	4	4	25.8
Commercial Phased	0	3	3	2	.4
Commercial Site Development	0	0	0	0	2.2
Commercial RV or MFH Park	0	1	1	0	0
Commercial Structural	0	2	4	17	31.6
<b>Total Permits</b>	<b>16</b>	<b>26</b>	<b>113</b>	<b>268</b>	<b>280</b>
<b>Value Estimate of All Permits</b>	<b>\$703,791.50</b>	<b>\$7,729,499.40</b>	<b>\$13,330,770.08</b>	<b>\$16,442,382.20</b>	<b>\$19,451,756.92</b>
<b>Fees Collected</b>	<b>\$8,412.64</b>	<b>\$148,364.42</b>	<b>\$339,204.73</b>	<b>\$205,035.76</b>	<b>\$233,879.51</b>

For specialty code plan reviews of **simple low-rise residential dwellings**, the municipality that administers a building inspection program under ORS 455.148 or 455.150 shall approve or disapprove the specialty code building plan within 10 business days of receiving a complete application, or shall implement the process described in ORS 455.465, for a jurisdiction with a population that is less than 300,000.

The 10-day requirement in subsection (1) does not apply if the plan requires approval by federal, state or local agencies outside the jurisdiction of the issuing agency, The plan is for a complex structure that requires additional review as determined by the department or municipality, or based on conditions that exist in the affected municipality, the Director of the Department of Consumer and Business Services authorizes a different plan review schedule as described in a building inspection program submitted under ORS 455.148 or 455.150 [ORS455.467].

<b>BUILDING PERMIT COMPLETION TIMELINE</b>				
<b>Permit Type</b>	<b>Submitted</b>	<b>Accepted for Review</b>	<b>Ready to Issue</b>	<b>Processing Time (days)</b>
Mechanical	5/12/26	5/28/26	5/28/26	0
Plumbing	5/13/26	5/13/26	5/14/26	1
Mechanical	5/06/26	5/6/26	5/6/26	0
Mechanical	5/21/26	5/21/26	5/21/26	0
Mechanical	5/14/26	5/14/26	5/14/26	0
Mechanical	5/07/26	5/7/26	5/7/26	0
Mechanical	5/06/26	5/6/26	5/6/26	0
Mechanical	5/26/26	5/26/26	5/26/26	0
Mechanical	5/27/26	5/27/26	5/27/26	0
Mechanical	5/18/26	5/18/26	5/18/26	0
Mechanical	5/05/26	5/5/26	5/5/26	0
Mechanical	5/13/26	5/13/26	5/13/26	0
Plumbing	5/07/26	5/7/26	5/7/26	0
Structural	5/04/26	5/4/26	5/13/26	9
Structural	5/19/26	5/20/26	5/21/26	1
<b>Average Processing Time (from review to issue):</b>				<b>0.7 days</b>

- **Submitted:** The application is brought to the counter or submitted through Accela online.
- **Accepted for Review:** The building permit tech has determined that all paperwork has been completed and it's ready for review within the department, including the Building Official review.  
\*Dwellings need to go through all departments therefore they have longer review times.
- **Ready to Issue:** the permit has been approved by each department and is ready to be issued once the fees are paid.

## 2. PLANNING

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

Application Type	May 2026	April 2026	2026 YTD	2025 Total	2021-2025 5 Year Average
Adjustments	0	1	2	0	.2
Annexations	0	0	0	0	.2
Comp Plan Amendments	0	0	0	0	0
Conditional Use	0	1	1	2	5.8
Fence Permit	0	0	14	36	34.8
Home Occupation	0	0	1	2	.2
MFU	0	0	0	2	0
Partition	1	1	5	11	11.6
Planned Development/ Subdivision	0	0	0	0	2.2
Property Line Adjustments	0	0	3	7	7.8
Temp RV Permit	0	0	2	1	5.2
Vacation	0	0	0	0	.2
Variance	1	0	4	0	1
Zoning Map Amendment	0	0	1	1	1.6

- Total Planning Division Applications **Submitted**:

<b>Total Applications</b>	<b>2</b>	<b>3</b>	<b>33</b>	<b>26</b>	<b>70.8</b>
<b>Total Fees Collected</b>	<b>\$1,000.00</b>	<b>\$675.00</b>	<b>\$6,625.00</b>	<b>\$9,055.00</b>	<b>\$16,333.68</b>

- 3 Land Use Application were submitted in May.
- 1 Land Use Application is pending Planning Commission final approval.
- 2 Land Use Applications are pending administrative approval
- The Planning Commission last met for a regular meeting on May 21<sup>st</sup>.

Land Use/Planning Permit Timeline: Jurisdictions have **30 days** to review an application to determine if it is complete. Cities and counties must take final action on a permit application, including all local appeals, within **120 days** after the application is deemed complete. The applicant may extend this period in writing for up to a total of 245 additional days. [ORS 197.311, SHMC 17.120].

LAND USE/PLANNING PERMIT COMPLETION TIMELINE					
Permit Type	Submitted	Deemed Complete	Time to Deem Complete (days)	Final Decision	Total Processing Time (days)
Variance (Type III)	4/2/26	4/2/26	0	5/28/26	56
Partition (filed w/ Variance)	3/31/26	4/2/26	2	5/28/26	56
Home Occupation (Type I)	4/14/26	4/16/26	2	5/12/26	26
<b>Average Processing Time (days)</b>			<b>1.3</b>		<b>46</b>

- Submitted: The application is brought to the counter or submitted via email or US Postal Service.
- Deemed Complete: Staff have reviewed the application submission and deemed that all required information has been submitted by the applicant.
- Final Decision: Type I and II applications are decided on by the Planning & Building Manager, Type III applications are decided on by the Planning Commission, and Type IV applications are recommended by the Planning Commission and approved by the City Council.
  - Type I applications require a 7-day minimum notice period prior to the decision.
  - Type II and III applications require a 20-day minimum notice period prior to the Planning Commission Meeting.
  - Type IV applications require a 35-day minimum notice period prior to the Planning Commission Meeting.

### 3. PARKS

- The Park and Tree Committee last met on April 21<sup>st</sup>.
  - Sankey Park Phase III Construction is under way. **The concrete for the sidewalk and trails is complete. The lighting has been installed on the hillside. The railing for the ADA trail is being engineered and constructed. Engineering and Design is being completed for the bandstand.** Staff recommend a visit to the park to see the progress.
  - Brush clearing has begun at Quarry Park to prepare for the Disc Golf Designer to be on site in September.
  - Staff are working on a grant to assist the Junior High Interact Club with the Skate Park.
  - Staff are working on quotes to refurbish the courts at Northside Park.

#### 4. ENGINEERING

Application Type	May 2026	April 2026	2026 YTD	2025 Total	2023-2025 Average
ROW	\$120.00	\$180.00	\$750.00	\$2,520.00	\$1,510.00
SC Inspections	\$60.00	\$100.00	\$500.00	\$2,522.00	\$1,180.67
INF Inspections	0	\$60.00	\$60.00	\$1,775.00	\$1,441.00
Erosion Control	0	\$75.00	\$75.00	\$150.00	\$325.00
Parks SDC	0	\$4254.58	\$25,758.56	\$27,494.86	\$24,317.86
Sewer SDC	0	\$4,576.57	\$82,378.26	\$118,883.95	\$90,235.33
Storm SDC	0	\$20,702.80	\$38,299.18	\$20,259.48	\$20,065.49
Streets SDC	0	\$38,532.03	\$89,289.32	\$67,023.26	\$70,801.80
Water SDC	0	\$8,317.92	\$127,722.56	\$122,064.23	\$102,437.32

<b>Total</b>	<b>\$180.00</b>	<b>\$76,798.90</b>	<b>\$364,832.88</b>	<b>\$360,917.78</b>	<b>\$285,851.32</b>
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#### Projects of Note:

- Public Facilities address updates
- Improvement Agreement updates
- Street light process establishment
- Public Works field work with Engineering Tech
- Address Geocoding

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

Application Type	May 2026	April 2026	2026 YTD	2025 Total	2023-2025 Average
Chair & Table Rental	0	\$90.00	\$90.00	\$250.00	\$300.00
Gazebo Rental	\$195.00	\$247.50	\$472.50	\$800.00	\$671.72
Hut Rental	\$195.00	0	\$195.00	\$267.50	\$172.52
Racquetball Membership	0	0	\$257.00	\$10.00	\$264.08
Weddle Bridge Rental	0	0	0	\$0	\$78.35
Bandstand	*\$195.00	0	0	\$195.00	
<b>Total Fees Collected</b>	<b>\$585.00</b>	<b>\$337.50</b>	<b>\$324.50</b>	<b>\$1,327.50</b>	<b>\$1,486.67</b>

\*The Bandstand rental is tentative for August, but the fees were paid in May

October 2023 Council Report-Traffic

<b>CITATIONS ISSUED</b>	<b>May-26</b>	<b>May-25</b>	<b>2026 TO DATE</b>	<b>2025 TO DATE</b>	<b>YEAR TO DATE CHANGE</b>
<b>Chapter 803 Vehicle Title and Registration</b> (Fail to Register Vehicle, Fail to Renew Registration, Altered Plate, Switched Plates, Fail to Display Plate, etc.)	1	1	10	5	50.00%
<b>Chapter 806 Financial Responsibility Law</b> (Driving Uninsured, Fail to Carry Proof of Insurance, False Info Regarding Liability Insurance, etc.)	8	10	82	60	26.83%
<b>Chapter 807 Driving Privileges, Licenses and Permits</b> (No Operator License, Fail to Carry and Present License, Fail to Change Name and/or Address on Operator License, etc.)	1	1	12	14	-14.29%
<b>Chapter 811 Rules of the Road for Drivers</b> (Speeding, DWS, Reckless Driving, Careless Driving, Hit and Run, Fail to Obey Traffic Control Device, Follow too Close, Illegal Parking, Fail to Yield to Pedestrian, Fail to Wear Seatbelt, etc.)	12	14	103	113	-8.85%
<b>Chapter 813 Driving Under Influence of Intoxicants</b> (Drive Under Influence of Intoxicants, Refuse the Breath Test, etc.)	2	0	10	6	40.00%
<b>Chapter 814 Pedestrians; Passengers; Livestock; Motorized Wheelchairs; Motorcycles; Bicycles</b> (Improper Use of Lanes, No Motorcycle Helmet, Bicyclist failing to Signal, etc)	0	1	0	1	0.00%
<b>Chapter 815 Vehicle Equipment Generally</b> (Improper Fenders or Mud Guards, Unreasonable Noise, Obstructed Vehicle Windows, etc.)	0	0	0	2	-100.00%
<b>Chapter 816 Vehicle Equipment</b> (Operate Without Lighting Equipment, Operate Without Tail Lights, etc)	1	0	0	1	-100.00%
<b>Chapter 818 -821</b> (Vehicle limits, abandoned vehicle, special provisions, off road vehicles)	0	1	0	1	0.00%
<b>TOTAL CITATIONS ISSUED</b>	25	28	178	203	-12.32%
<b>TOTAL PERSONS CITED</b>	15	20	137	106	22.63%
<b>TOTAL WARNINGS ISSUED</b>	48	83	577	434	24.78%
<b>TOTAL OFFICER INITIATED TRAFFIC STOPS</b>	58	105	864	692	19.91%

<b>MOTOR VEHICLE CRASHES</b>	<b>May-26</b>	<b>May-25</b>	<b>2026 TO DATE</b>	<b>2025 TO DATE</b>	<b>YEAR TO DATE CHANGE</b>
MVC-FATAL	0	0	0	0	0.00%
MVC-INJURY	4	2	13	13	0.00%
MVC-NON INJURY	7	9	30	22	26.67%
HIT & RUN VEHICLE INJURY	0	2	1	4	-75.00%
HIT & RUN PROPERTY	0	4	11	14	-21.43%
<b>TOTAL CRASHES</b>	11	17	55	53	3.64%

<b>CRASHES INVOLVING DUII ARREST</b>	1	0	1	2	-50.00%
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OCTOBER 2023 COUNCIL REPORT-CALLS FOR SERVICE

CALLS FOR SERVICE	May-26	May-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
<b>PERSON CRIMES</b> (Homicide, Assault, Harassment, Sex Crimes, Menacing, Reckless Endanger, Kidnap, Domestic Violence, Elder & Child Abuse, etc)	16	24	79	97	-18.56%
<b>PROPERTY CRIMES</b> (Arson, Burglary, Theft, Criminal Mischief, Motor Vehicle Theft, Robbery, Unlawful Entry into Motor Vehicle, Reckless Burning, etc)	29	35	144	164	-12.20%
<b>SOCIETY CRIMES</b> (Drive Under Influence of Intoxicants, Disorderly Conduct, Resisting Arrest, Criminal Trespass, Escape, Runaway, Drug Offenses, Weapon Offenses, etc)	18	31	85	150	-43.33%
<b>OREGON SPECIFIC CRIMES</b> (Protective Custodies, Traffic Crimes other than DUII, Warrant Arrests)	50	81	277	356	-22.19%
<b>TOTAL CRIMES REPORTED</b>	113	171	585	767	-23.73%
<b>TOTAL CRIMES CLEARED</b>	87	139	444	335	24.55%
<b>NON CRIMINAL CALLS FOR SERVICE</b> (Abandoned Vehicles, Agency Assists, 911 hangups, Alarm Calls, Ambulance Assist, Animal Calls, Death Investigations, Disturbances, Domestic Disputes, Juvenile, Motor Vehicle Crashes, Public Assists, Suspicious Activity, Traffic, Trespass Warnings, etc)	735	747	3367	3184	5.44%
<b>TOTAL CALLS FOR SERVICE</b>	848	918	3952	3951	0.03%
<b>TOTAL INCIDENT NUMBERS ISSUED</b>	814	874	3742	3674	1.82%
<b>TOTAL CAD NUMBERS ISSUED</b>	1488	1550	7125	6947	2.50%

CUSTODIES	May-26	May-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
<b>TOTAL PERSONS TAKEN INTO CUSTODY</b>	68	87	304	351	-13.39%
<b>TOTAL ADULTS ARRESTED</b>	64	79	289	329	-12.16%
<b>TOTAL JUVENILES IN CUSTODY</b>	4	8	15	22	-31.82%
<b>TOTAL CHARGES</b>	115	138	556	680	-18.24%
<b>TOTAL ADULT CHARGES</b>	111	128	539	652	-17.33%
<b>TOTAL JUVENILE CHARGES</b>	4	10	17	28	-39.29%

# NEWSLETTER

## CITY OF SWEET HOME

May 2026



### SWEET HOME CHARTER AMENDMENTS & BUDGET APPROVED

During the May 19<sup>th</sup> election, Sweet Home voters approved the proposed changes to the Sweet Home Charter. Thank you again to the citizen Charter Review Committee and City Council for their work on these proposals. Once the City receives the certified election results from Linn County, the Charter changes will go into effect. You can find more information about the Charter and the upcoming changes [on our website](#).

Sweet Home City Council also approved the Fiscal Year 2026-2027 budget totaling \$43,904,000. You can view it [here](#).

### NEW MURAL INSTALLED

Did you have a chance to check out the gorgeous new mural at 1244 Long Street?

We were so lucky to receive grant funding from the Confederated Tribes of Siletz Indians, the Sweet Home Community Foundation, and Pacific Power to have this painted by the celebrated artists Katie Daisy and Karen Eland.

The mural features our beloved Weddle Bridge as well as flora and fauna native to the area. What a delight to have this on our Festival Street. We absolutely loved seeing and hearing the community excitement as this mural came to life last month and we hope it will be a source of pride for locals and visitors alike.

Stay tuned to our website and social media for information about an upcoming ribbon cutting!



### CITY MANAGER'S MESSAGE

As summer begins, I want to thank our residents, business, volunteers, and community partners for the role each of you plays in making Sweet Home such a special place. This time of year brings renewed energy and visible progress throughout our community. It's exciting to see the improvements at Sankey Park coming together and creating an even better gathering place for families and visitors alike. We're also looking forward to our upcoming Safety Fair and summer reading kickoff on June 13<sup>th</sup>, which showcases the strong partnerships that help keep our community safe, prepared, and informed. Thank you for your continued engagement and support as we work together to build a stronger, safer, and more vibrant Sweet Home.

**Yours in Service, Jason Ogden**



Sweet Home Police Department and Sweet Home Public Library  
present the

# 2026 Jim Bean Sweet Home Safety Fair

June 13, 2026 9 AM - Noon

Sankey Park

877 14<sup>th</sup> Ave, Sweet Home, OR

## Join us for:

Games Raffles

Bike Rodeo Touch-a-Truck

Hotdogs Popcorn

Safety Education

Free Bike Helmets

Summer Reading Program Signup

And more!



## UPCOMING MEETINGS

- 6/9, 5:15 PM: City Council Executive Session
- 6/9, 5:30 PM: City Council Work Session
- 6/9, 6:30 PM: City Council Meeting
- 6/23, 6:30 PM: City Council Meeting
- 6/24, 4:00 PM: Community Health Committee Meeting
- 7/2, 6:30 PM: Planning Commission Meeting

Check out our agendas and minutes on our website for more information about what's going on with City Council and our citizen groups!

<https://www.sweethomeor.gov/meetings>

# Icebox

## 4TH OF JULY

### Fireworks Celebration!

The City of Sweet Home is proud to be the premier sponsor of the Icebox 4<sup>th</sup> of July celebration in honor of our nation's 250th anniversary!

Radiator Supply House, 1460 47<sup>th</sup> Avenue, Sweet Home, OR

Gates open at 8 PM - no early entry - no exceptions

Firework show begins at 10 PM

Free admission - parking by donation

