



CITY OF SWEET HOME PLANNING COMMISSION AGENDA

August 20, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Mission Statement

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

Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 971-203-2871 and enter the meeting ID followed by the # sign to be logged in to the call. Meeting ID: 306 824 664#

Call to Order and Pledge of Allegiance

Roll Call of Commissioners

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

Meeting Minutes:

- a) [2026-07-02 Planning Commission Meeting Minutes](#)

Public Hearings

- a) [Application SDR26-01 Planning Commission Staff Report](#)

Staff Updates:

Planning Commission Business (Commission comments about topics not listed on the agenda)

Adjournment

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

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

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

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

Planning Commission Process and Procedure for Public Hearings

- Open each Hearing individually
- Review Hearing Procedure (SHMC 17.12.130)
- Hearing Disclosure Statement (ORS 197.763)
 - At the commencement of a hearing under a comprehensive plan or land use regulation, a statement shall be made to those in attendance that:
READ: “The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.”
- Declarations by the Commission:
 - Personal Bias - Prejudice or prejudgment of the facts to such a degree that an official is incapable of making an objective decision based on the merits of the case.
 - Conflict of Interest - Does any member of the Commission or their immediate family have any financial or other interests in the application that has to be disclosed.
 - Ex Parte Information - The Planning Commission is bound to base their decision on information received in the Public Hearing and what is presented in testimony. If a member of the Planning Commission has talked with an applicant or has information from outside the Public Hearing it needs to be shared at that time so that everyone in the audience has an opportunity to be aware of it and the rest of the Planning Commission is aware of it. In that way it can be rebutted and can be discussed openly.
- Staff Report
 - Review of application
 - Discussion of relative Criteria that must be used
 - During this presentation the members of the Planning Commission may ask questions of the staff to clarify the application or any part of the Zoning Ordinance or the applicable information.
- Testimony
 - Applicant's Testimony
 - Proponents' Testimony
 - Testimony from those wishing to speak in favor of the application
 - Opponents' Testimony
 - Testimony from those wishing to speak in opposition of the application
 - Neutral Testimony
 - Testimony from those that are neither in favor nor in opposition of the application.
 - Rebuttal
- Close Public Hearing
- Discussion and Decision among Planning Commissioners
 - Motion
 - Approval
 - Denial
 - Approval with Conditions
 - Continue
- If there is an objection to a decision it can be appealed to the City Council. The Planning Commission shall set the number of days for the appeal period. At the time the City Council goes through the Public Hearing Process all over again.
 - Recommendation made by Planning Commission—City Council makes final decision.

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



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

July 02, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

Roll Call of Commissioners

PRESENT

Vice Chair Brandy Wysong-Frick
Commissioner Joe Graybill
Commissioner Daniel Tiel
Commissioner Nancy White

ABSENT

Chairperson Laura Wood
Commissioner Henry Wolthuis

STAFF:

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

Public Comment. None

Meeting Minutes:

- a) 2026-05-21 Planning Commission Meeting Minutes

A motion to approve May 21, 2026, meeting minutes was made by Commissioner White and seconded by Commissioner Graybill. The motion carried by the following vote:

Voting Yea: Vice Chair Wysong-Frick, Commissioner Graybill, Commissioner Tiel, Commissioner White

Voting Nay: None.

Absent: Chairperson Wood, Commissioner Wolthuis

Public Hearings

- a) VR26-04 Staff Report Presented to the Planning Commission

The Public Hearing was opened at 6:33 PM

Vice Chair Wysong-Frick 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.

Vice Chair Wysong-Frick asked Manager Clegg to present the staff report. Manager Clegg reported that the applicant is requesting approval of a Variance to allow the use of a Development Agreement in place of constructing the required half- street improvements on 46th Avenue and Kalmia Street. The intent is to maintain the existing development pattern of the surrounding neighborhood.

The property is located in the Residential Low Density (R- 1) zone. The applicant plans to pursue a future land division consistent with SHMC 17.58, 17.98, or 17.72.040. The site is not located within a special flood hazard area and contains no mapped wetlands, though the Statewide Inventory indicates the presence of hydric soils, which are commonly associated with areas where wetlands may occur.

The property has access from both Kalmia Street and 46th Avenue. City utilities are available to the existing dwelling. Both streets have dedicated rights- of- way but only about twenty feet of pavement and lack sidewalks, curbs, and stormwater drainage. Staff notes that under SHMC 17.42.050(A)(4), corner lots located on streets without existing urban improvements are typically required to construct half- street improvements that would establish the line and grade for the block.

In reviewing the criteria for a variance under SHMC 17.106.060, staff finds the following:

Staff finds that the applicant is requesting the minimum variance necessary and that no development is proposed at this time. Staff recommend a condition of approval requiring that all applicable building code and engineering standards be met at the time of future development.

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

Conditions of Approval:

Planning Commission Action: 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.

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

Move to approve application VR26-04 and thereby permit the variance for the subject lot located at 1178 46th Avenue, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E33AD Tax Lot 04500; 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.

Move to deny application VR26-04 for the subject lot located at 1178 46th Avenue, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E33AD Tax Lot 04500; 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.

Move to continue the public hearing to a date and time certain (specify); or

Other

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

Commissioner Graybill asked Manager Clegg if staff have evaluated how many surrounding properties in the district along Kalmia have existing development agreements. Manager Clegg responded that staff have been looking into and trying to find development agreements but is unable to say what has been found and does not have that data available.

Vice Chair Wysong-Frick asked about what a development agreement is. Manager Clegg explained that it is an agreement that if down the line development triggers on that street they will pay and do their portion rather than making them do it now they would do it when the whole street gets ready to be developed.

Applicant Testimony: Tristan Nichols gave testimony that he has been interested in the property for some time, after moving forward with purchasing it and doing his due diligence. He went door to door within 300 ft of the property and spoke to the neighbors if they would be opposed to the variance being approved. He stated that the neighbors were appreciative of him wanting to clean up the property. Tristan explained that the neighborhood currently has a country feel inside city limits and the reason behind requesting the variance is to keep the look and feel of the neighborhood.

Commissioner Questions of the Applicant:

Commissioner White asked the applicant if he has plans to divide and develop it immediately. The applicant responded yes in the near future but not immediately. He does not have specific plans, but the process would be to get an engineering company to divide the land, then pay any SDC fees, and then move forward with building. Tristan shared that whether those properties were listed for sale in the future is undetermined, but the existing building would be taken down and the lot cleaned up.

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at: 6:50 PM

Discussion of the Commissioners:

Vice Chair Wysong-Frick commented that she lives in the area and there are no sidewalks currently. Having partial sidewalks would look out of place. Commissioner Graybill added the nearest sidewalk is 500 feet away on the new subdivision off 45th Ave. He reiterated that they are best used as a community wide development.

Commissioner Tiel commented that his primary concern was when development of sidewalks, curbs, and gutters does happen that we need to prepare for water runoff and storm water drainage. He then stated that it seems like the variance is needed for the property to exist in its current form without development.

Discussion continued on the current state of the neighborhood and future surface development.

A motion to approve Application VR26-04 was made by Commissioner Graybill and was seconded by Commissioner Tiel. The motion was carried by the following vote:

Voting Yea: Vice Chair Wysong-Frick, Commissioner Graybill, Commissioner Tiel, Commissioner White

Voting Nay: None.

Absent: Chairperson Wood, Commissioner Wolthuis

Staff Updates:

Manager Clegg provided an update on the foothill subdivision that was approved a couple of years ago. The project was stalled due to the finding of wetlands. They had to have a wetland delineation that just came back. It is being redesigned to comply with the conditions of approval of the old subdivision and just do a revision.

On 43rd Avenue staff are still waiting for some last-minute bullet tasks to be completed before building starts. Final plats should be seen for that subdivision soon.

Planning Commission Business None

Adjournment

The meeting was adjourned at 7:02 Pm

Brandy Wysong-Frick, Vice Chairperson
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager

**City of Sweet Home**

Community and Economic Development Department- Planning Program
3225 Main Street, Sweet Home, OR 97386 541-367-8113

STAFF REPORT PRESENTED TO THE PLANNING COMMISSION

REQUEST: The applicant is requesting approval to transform the former Santiam Garden Center into a vibrant outdoor space that will serve the Sweet Home Public Library and support a variety of community programs. This updated area is intended to enhance public engagement and provide an inviting environment for all residents.

All new development and expansion of an existing structure or use in the C-1 Zone shall be subject to the Site Development Review procedures of Chapter 17.102 [SHMC 17.18.060(F)]

Site Development Review is applicable to all new industrial, commercial, mixed use, and multi-family developments and expansions involving a 10% or more increase in total square footage of existing industrial, commercial, mixed use, and multi-family structures [SHMC 17.102.040(A)].

The subject property is in the Commercial Central (C-1) Zone.

APPLICANT:	Megan Dazey, Library Director
PROPERTY OWNER:	City of Sweet Home
FILE NUMBER:	SDR26-01
PROPERTY LOCATION:	1211 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31AC Tax Lot 13100.
REVIEW AND DESIGN CRITERIA:	Sweet Home Municipal Code Section(s) 17.18, 17.110.040, 17.102, and 17.126.
HEARING DATE & TIME:	<u>August 20, 2026, at 6:30 PM</u>
HEARING LOCATION:	City Hall Council Chamber at 3225 Main Street, Sweet Home, Oregon 97386
STAFF CONTACT:	Angela Clegg, Planning & Building Manager Phone: (541) 818-8029; Email: aclegg@sweethomeor.gov
REPORT DATE:	August 13, 2026

I. PROJECT AND PROPERTY DESCRIPTION

ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property	Commercial Central(C-1)	Central Commercial
Property North	Commercial Central(C-1)	Central Commercial
Property East	Commercial Central(C-1)	Public Facility
Property South	Commercial Central(C-1)	Central Commercial
Property West	Commercial Central(C-1)	Central Commercial

Floodplain: Based on a review of the FEMA FIRM Maps; Panel 41043C0913G, dated September 29, 2010, the subject property is not in the special flood hazard area.

Wetlands: The subject property does not show wetlands/waterways on the properties that are depicted on the Statewide Wetlands Inventory Map or the National Wetlands Inventory Map.

Access: The subject property has access from Long Street and 13th Avenue.

Services: There are existing City water, sewer and storm water services from Long Street and 13th Avenue.

Street: The subject property abuts approximately 70 feet of Long Street and 74 feet of 13th Avenue. Long Street is classified as a minor arterial, and 13th Avenue is classified as a local street.

TIMELINES AND HEARING NOTICE:

Application Received: July 6, 2026

Application Deemed Complete: July 6, 2026

Notice Distribution to Neighboring Property
Owners Within 300 feet and Service Agencies: July 16, 2026

Notice Published in New Era Newspaper: July 22, 2026

Date of Planning Commission Hearing: August 20, 2026

120-Day Processing Deadlines: November 3, 2026

Notice was provided as required by SHMC 17.126.010

II. COMMENTS

Matt Cook

CEDD Engineering: CEDD Engineering has no comment on this application at this time. Water service is available for the location on long street, sewer service is available along 13th ave, and storm gutter bar along 13th ave and long street.

Blake Patterson

Public Works Division: No comments from public works.

Jaysen Cunningham

Building Division: Building has no comment.

Sweet Home

Fire District: No comments as of the issuance of this staff report.

Public Comments: No comments as of the issuance of this staff report.

III. REVIEW AND DESIGN CRITERIA

The review and decision criteria for a site development review are listed below in bold. Findings and analysis are provided under each review and decision criterion.

A. The proposed use is allowed in the zone and complies with the underlying development standards, such as setbacks, height restrictions, parking and so forth.

Staff Findings: The subject property is zoned Commercial Central (C-1). Based on the applicant's description, the proposed use functions similarly to a community center. Under SHMC 17.18.020, a Community Center is a permitted use in the C-1 zone.

Historically, the property operated as a garden center associated with the adjacent feed store. The applicant submitted a request to change the building occupancy classification from Mercantile Group M to Assembly Group B. The Building Official approved this change on July 9, 2026 (Attachment C).

The applicant has provided preliminary concept designs (Attachment D); however, final plans have not yet been submitted to the Building Department. Staff will review the final plans upon submittal and recommends a condition of approval requiring all development to comply with the Commercial Central (C-1) dimensional standards, including setbacks, height limits, parking, and other applicable requirements.

B. The proposed use will not create adverse negative impacts on the surrounding area.

Staff Findings: No formal development has occurred on the subject property since it was sold by the former feed store owners. After purchasing the site and completing the change of occupancy, the applicant obtained a demolition permit to remove the existing deteriorated structure and to clean up the property. The site will be cleared of all remaining structures and debris prior to new development.

Staff find that the proposed use is not expected to generate adverse negative impacts on the surrounding area. Staff recommend a condition of approval requiring the applicant to complete the demolition and pass the demolition inspection before submitting final development plans.

C. Provisions for public utilities, including drainage and erosion control needs.

Applicant's Comment: Utilities on site include water, storm, and electrical. The site is not within a regulated floodplain. There is existing drainage on site to the north with a weep hole that exits at the curb on Long Street. Site grading/topography will be restored to ensure drainage follows this path. the site is generally flat with some uneven topography. A smoothing out and minor fill of the site with gravel will be performed to smooth the grade and ensure drainage is minimally sloped toward the appropriate storm system to the north of the site.

Staff Findings: The subject property is currently served by an existing water meter, and City water service is available in both Long Street and 13th Avenue. Sewer service and stormwater drainage facilities are located in 13th Avenue. The applicant notes that the site also has existing stormwater and electrical utilities and is not located within a regulated floodplain.

According to the applicant, existing on-site drainage flows north through a weep hole that outlets at the curb on Long Street. The site is generally flat with some uneven topography. As part of site preparation, the applicant intends to remove remaining structures and debris, smooth the grade, and place minor gravel fill to restore appropriate drainage patterns. Final grading will maintain a slight slope directing stormwater toward the existing northern drainage system.

Staff will review final development plans upon submittal and recommends a condition of approval requiring full compliance with the Commercial Central (C-1) development standards, including drainage and erosion control requirements.

D. Parking, traffic safety, and connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.

Applicant's Comment: The site is currently accessible via rolling gates on the east side (via 13th Avenue) and the south side (via the parking lot off of Long 13th Avenue). The site is bordered to the north by Long Street and to the east by 13th Avenue, with existing sidewalks along both streets, as well as through the aforementioned parking lot. No additional streets, bikeways, or pedestrian facilities are currently proposed.

Staff Findings: The site is currently accessible through existing rolling gates located on the east side via 13th Avenue and on the south side through the parking area connected to Long Street and 13th Avenue. The property is bordered by Long Street to the north and 13th Avenue to the east, both of which contain existing sidewalks that provide pedestrian connectivity. Additional pedestrian access is available through the adjacent parking lot. The applicant has not proposed any new streets, bikeways, or pedestrian facilities as part of the development.

Based on the existing access points and surrounding infrastructure, staff find that the proposed use will maintain adequate parking, traffic safety, and internal circulation connectivity with existing streets and pedestrian facilities.

E. Provision for adequate noise and/or visual buffering from non-compatible uses including using site and landscaping design to provide needed buffering.

Applicants Comment: The only planned structures are a replacement fence (of like kind) and metal posts to which sunshades can be attached and detached seasonally. The poles for the shade structure are anticipated to be 12-14' high for a minimum "ceiling" height of 12 feet due to the draping of the shades. Detachable lighting will also be incorporated into the shade structures.

If replacement fencing is approved, the intent will be to remove gate access to the south (accessed via private parking lot at 1141 13th Avenue), to move the 13th Avenue vehicle gate access slightly to the south along the same fenceline, and to add a pedestrian gate to the southeastern corner of the lot off 13th

Avenue. Vehicular access will be for loading/unloading and site service purposes only – not general parking.

Fencing and shade/lighting structure installation is anticipated over the next six months, pending approval of a fence variance (to be submitted/reviewed at a later date) and approval of the lighting plan (to be submitted at a later date). There may also be future signage, which will be submitted for review and permitting once design and placement is decided.

Staff Findings: The applicant proposes minimal structural development on the site, consisting primarily of replacement fencing and the installation of metal posts to support seasonal sunshades and detachable lighting. The shade structure poles are expected to reach a height of approximately 12–14 feet, providing a minimum 12-foot clearance for the draped fabric. These improvements are intended to enhance the usability of the site while maintaining a low-impact visual profile.

If approved, the replacement fencing would modify access by removing the existing southern gate, shifting the vehicle gate along 13th Avenue slightly south, and adding a pedestrian gate at the southeastern corner of the property. Vehicle access will be restricted to loading, unloading, and service functions, reducing potential conflicts with surrounding uses.

Fencing, lighting, and shade structure installation is planned over the coming months, contingent upon approval of a future fence variance and lighting plan. Any future signage will undergo separate review and permitting.

Based on the limited nature of proposed structures, the planned fencing improvements, and the absence of incompatible adjacent uses, staff find that adequate noise and visual buffering can be provided, and the proposed development will not generate adverse impacts requiring additional mitigation.

F. Protections from any potential hazards.

Staff Findings: Based on the proposed use and the improvements described by the applicant, staff find that adequate protection from potential hazards can be provided. The site will be cleared of existing deteriorated structures and debris prior to development, reducing structural and safety risks. The applicant has received approval for a change of occupancy to Assembly Group B, ensuring compliance with applicable building and safety codes. Planned grading will maintain proper stormwater flow to existing drainage facilities, minimizing erosion and water-related hazards.

The proposed fencing improvements will help control access to the site, limiting vehicular entry to loading, unloading, and maintenance activities only. Shade structures and lighting will be subject to future review through the fence variance and lighting plan processes to ensure compliance with safety and design standards.

Based on these measures and the limited nature of the proposed development, staff finds that potential hazards associated with the site can be appropriately mitigated.

IV. STAFF RECOMMENDATION

Staff find that the applicant has met the criteria outlined in SHMC 17.102.060. Staff have recommended the Conditions of Approval listed below.

V. CONCLUSIONS

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

below would require approval in accordance with provisions of law (e.g., variance, subsequent land use application, etc.).

Conditions of Approval:

1. The applicant shall complete the demolition and pass the demolition inspection before submitting final development plans.
2. All development shall comply with the Commercial Central (C-1) dimensional standards, including setbacks, height limits, parking, and other applicable requirements.
3. All development shall comply with the Commercial Central (C-1) development standards, including drainage and erosion control requirements.

VI. PLANNING COMMISSION ACTION

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.

Appeal Period: 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.

Order: 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.

Motion:

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

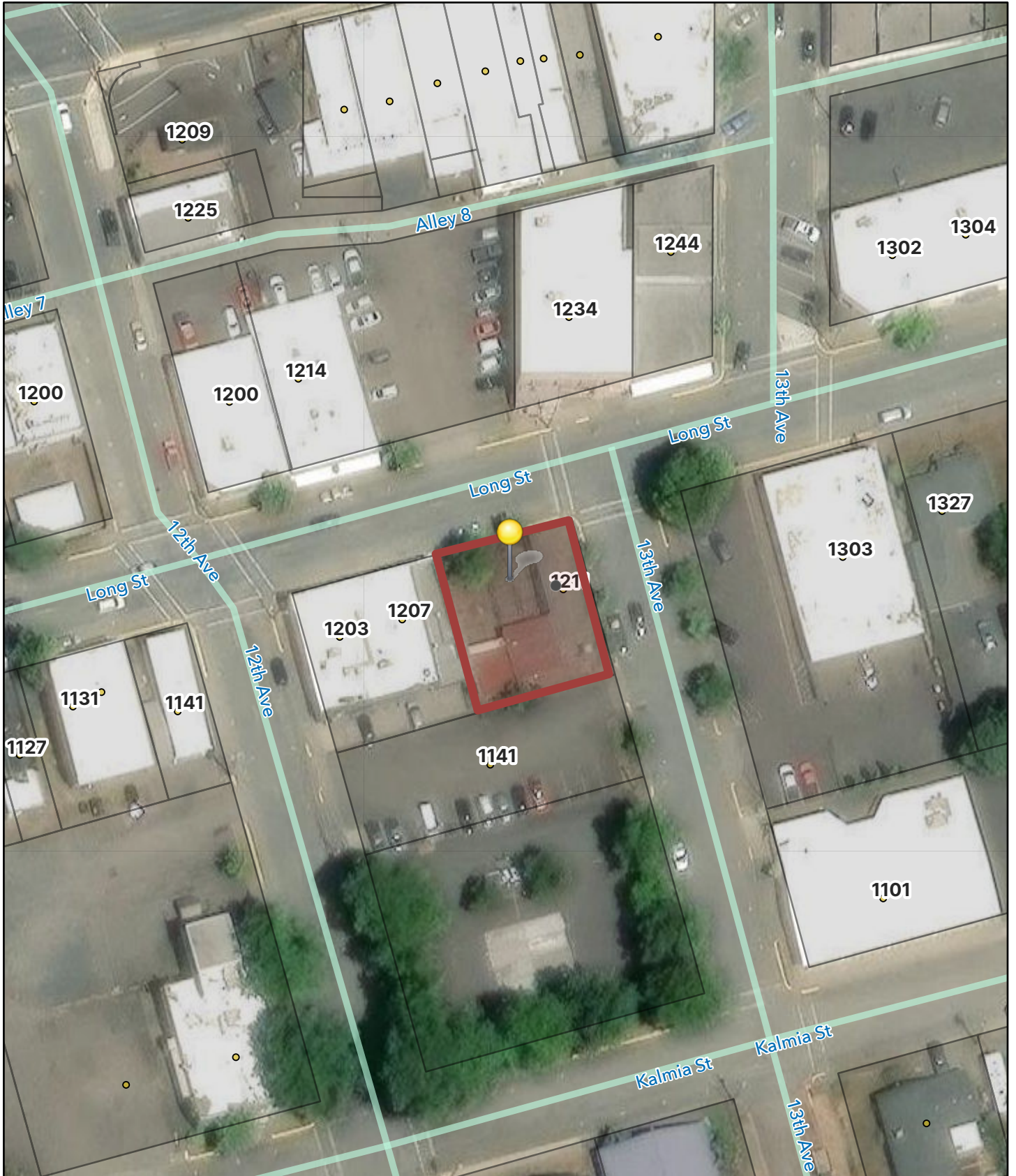
1. Move to approve application SDR26-01 and thereby permit the development for the subject lot located at 1211 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31AC Tax Lot 13100; adopting the Findings of Fact listed in Section III of the staff report, the setting 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 SDR26-01 for the subject lot located at 1211 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31AC Tax Lot 13100; 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

VII. ATTACHMENTS

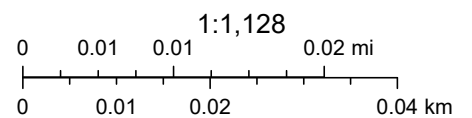
- A. Subject Property Map
- B. Appendix J and Site Plan
- C. Change of Occupancy
- D. Conceptual Design

The full record is available for review at the City of Sweet Home Community and Economic Development Department Office located at City Hall, 3225 Main Street, Sweet Home, Oregon 97386. Regular business hours are between 7:00 AM and 5:30 PM, Monday through Thursday, excluding holidays.

SDR26-01 Subject Property Map



7/14/2026, 5:57:52 PM



Microsoft, Vantor

Appendix J – Site Development Review Narrative

1211 Long Street

A. Site Analysis

Existing site topography: The site is generally flat with inconsistent minor slopes within the footprint based on inconsistencies in the fill material on the ground. There are no areas exceeding 10% slope. The only remaining structure on site is the pre-existing fencing. Utilities on site include water, storm, and electrical. The site is currently accessible via rolling gates on the east side (via 13th Avenue) and the south side (via the parking lot off of Long 13th Avenue). The site is bordered to the north by Long Street and to the east by 13th Avenue, with existing sidewalks along both streets, as well as through the aforementioned parking lot. No additional streets, bikeways, or pedestrian facilities are currently proposed. The site is not within a regulated floodplain. There is existing drainage on site to the north with a weep hole that exits at the curb on Long Street. Site grading/topography will be restored to ensure drainage follows this path.

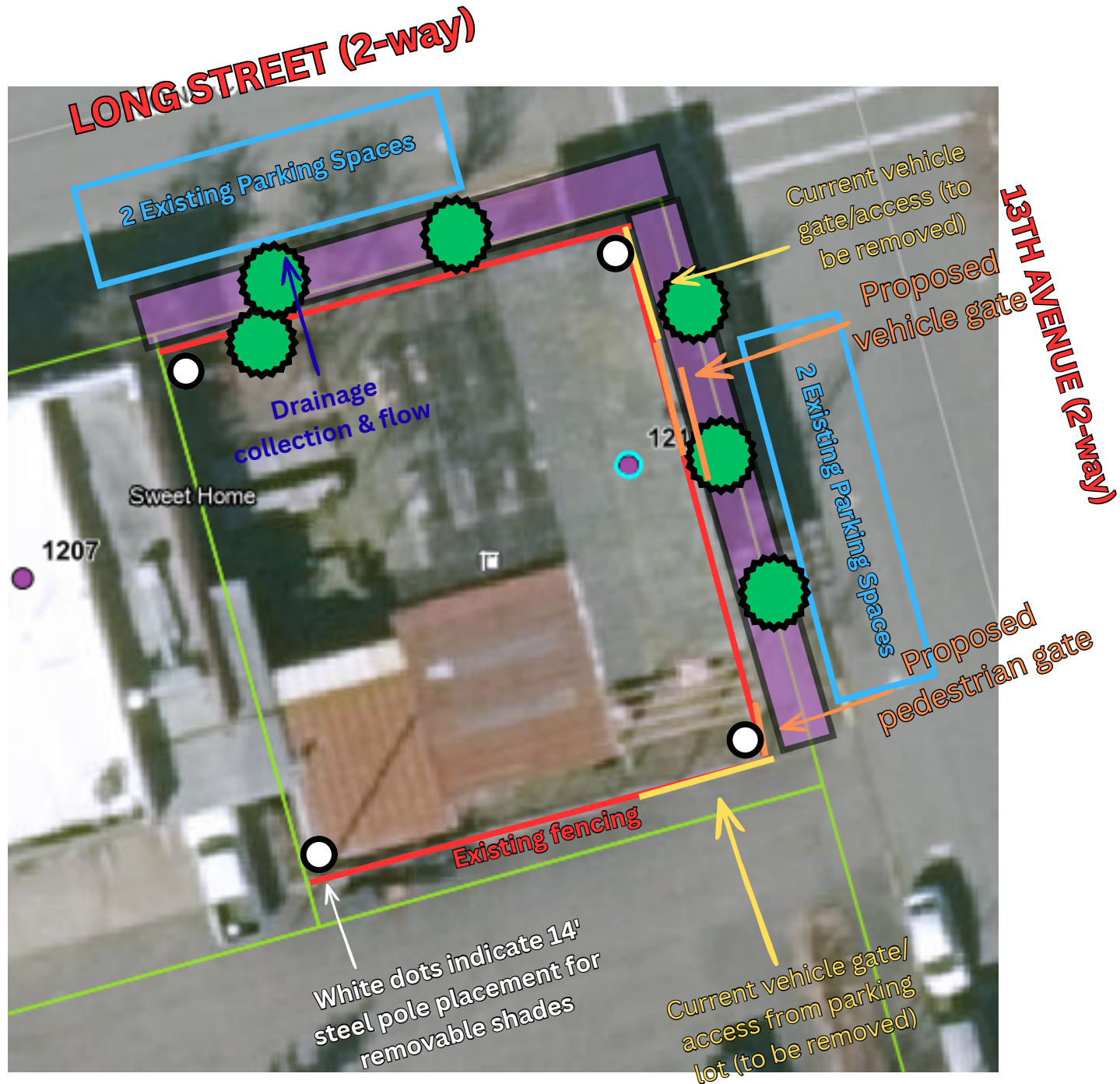
B. Site Plan (narrative supplement)

As mentioned above, the site is generally flat with some uneven topography. A smoothing out and minor fill of the site with gravel will be performed to smooth the grade and ensure drainage is minimally sloped toward the appropriate storm system to the north of the site. The only planned structures are a replacement fence (of like kind) and metal posts to which sunshades can be attached and detached seasonally. The poles for the shade structure are anticipated to be 12-14' high for a minimum "ceiling" height of 12 feet due to the draping of the shades. Detachable lighting will also be incorporated into the shade structures.

If replacement fencing is approved, the intent will be to remove gate access to the south (accessed via private parking lot at 1141 13th Avenue), to move the 13th Avenue vehicle gate access slightly to the south along the same fenceline, and to add a pedestrian gate to the southeastern corner of the lot off 13th Avenue. Vehicular access will be for loading/unloading and site service purposes only – not general parking.

Fencing and shade/lighting structure installation is anticipated over the next six months, pending approval of a fence variance (to be submitted/reviewed at a later date) and approval of the lighting plan (to be submitted at a later date). There may also be future signage, which will be submitted for review and permitting once design and placement is decided.

1211 Long Street Site Plan



- Site is approximately 5,600 square feet
- Current water and electrical systems are on the western wall
- Existing fencing is 6' tall; proposed fencing to be the same height and placed in along same lot lines
- Purple indicates existing sidewalks
- Currently no additional landscaping is planned; existing trees and one planter box will be preserved, any other plantings will likely be potted/mobile
- Parking is available off street (4 spaces directly adjacent) and in the existing library parking lot south of the adjacent private parking lot (52 spaces)
- The only potential hazard is the adjacency to roads, which will be mitigated by full fencing



City of Sweet Home

Community and Economic Development Department- Building Program

3225 Main Street, Sweet Home OR 97386 541-367-7993 e-Permits: BuildingPermits.Oregon.gov

31Ac 13100

CHANGE OF OCCUPANCY PERMIT

Address: 1211 Long Street

Previous Use: Garden Center Fire Sprinkler Provided ☐ Yes ☒ No

Previous Occupancy Group: Mercantile Group M

Legal Description: _____

Owner of Property: City of Sweet Home, 3225 Main Street, Sweet Home, OR 97386 541-367-8030
(Name) (Address) (City, State, Zip) (Phone)

Corporate

Business Name: Same as above
(Name) (Address) (City, State, Zip) (Phone)

New Use: Library Outdoor Community Center Fire Sprinkler Provided ☐ Yes ☒ No

Description: Looking to change occupancy from Mercantile Group M to Assembly group A-3 B

No development at this time

Type of Construction: JB Occupancy Group: B Total Area: _____

of Parking Stalls Provided: _____ New Occupancy Load: _____ # of Exits: _____

Separate permits are required for Mechanical, Electrical, Plumbing, Structural and Signage.

I hereby state that the information submitted on this application is accurate and correct. I recognize that the issuance of this permit shall not grant approval to violate any of the provisions of the building codes or zoning ordinances enforced by this jurisdiction, county, state, federal Law, and that this permit shall not prevent the building official from requiring construction to be in compliance with all applicable code provisions currently latest adopted codes at the time a permit is issued. A separate building permit application is required prior to any construction.

Applicant Name (Print clearly): Megan Dazey Signature: [Signature] Date: 7/6/26

Phone No: 541-367-5007 Email: mdazey@sweethomeor.gov

Official Use Only

☐ Building/Inspection report attached

Application fee: \$ _____

Approving Official: [Signature] Date: 7 9 26

Notes: _____



CONCEPTUAL RENDERING