



CITY OF SWEET HOME CITY COUNCIL AGENDA

September 14, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

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

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda:

- a) [Request for Council Action – Appointment to the Library Advisory Board \(pg. 3\)](#)

Approval of Minutes:

- a) [2021-08-30 Administrative, Finance, Property Committee Minutes \(pg. 7\)](#)
- b) [2021-08-30 City Council Meeting Minutes - WS \(pg. 9\)](#)
- c) [2021-08-25 City Council Meeting Minutes \(pg. 11\)](#)
- d) [2021-09-07 City Council Meeting Minutes - SP \(pg. 15\)](#)

Recognition of Visitors and Hearing of Petitions:

Old Business:

New Business:

- a) [Public Hearing for Zone Map Amendment Application ZMA21-03 \(pg. 17\)](#)
- b) [Request for Council Action - The Woods Roadhouse PA Permit Application \(pg. 40\)](#)

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

- a) [First Reading of Ordinance Bill No. 7 for 2021: ZMA21-03 \(see "New Business"\)\(pg. 44\)](#)

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

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.

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

- a) [YAC Appointment Request: Mailey Brewer and Bea Reeve to Youth Advisory Council, Mailey Brewer as an ex officio position to the City Council, and Bea Reeve as an ex officio member of the Community Health Committee \(pg. 49\)](#)

Reports of City Officials:

Mayor's Report
City Manager's Report

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

Library Services Director

- a) [Library Statistics and Monthly Report \(pg. 54\)](#)

Community and Economic Development Director

- a) [CEDD Monthly Report for August, 2021 \(pg. 56\)](#)

Public Works Director

- a) [Public Works Department Monthly Report of Activities - August 2021 \(pg. 61\)](#)

City Attorney

Council Business for Good of the Order

Adjournment



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Appointment to the Library Advisory Board

Preferred Agenda: September 14, 2021

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution ____ Motion x Roll Call ____ Other ____

Relevant Code/Policy: SHMC Chapter 2.10 City Committees

Towards Council Goal: Vision Statement II. WE ASPIRE to have an effective and efficient local government

Attachments: Applications for Library Advisory Board

Purpose of this RCA:

Appointment to the Library Advisory Board

Background/Context:

There are two vacancies on the Library Advisory Board. Don Hopkins has applied for reappointment. The Administration, Finance and Property interviewed Mr. Hopkins on August 30, 2021. They recommended reappointment to a four year term.

The Challenge/Problem:

Vacancy on the Library Advisory Board

Stakeholders:

- City of Sweet Home Staff – Staff benefits by having full committees that provide direction and recommendations that are consistent with law.
- City of Sweet Home Management - Management is more effective and efficient with clear, updated, best practices for policy as recommended by committees.
- Sweet Home Residents – Residents and taxpayers essentially pay the price when policies lead to inefficient operations or practices.

Issues and Financial Impacts:

None known

Elements of a Stable Solution:

Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

Options:

1. Option #1 – Do Nothing, the Library Advisory Board will continue to have vacancies.
2. Option #2 – Seek additional applicants
3. Option #3 – Make a motion to appoint Don Hopkins to the Library Advisory Board for a four-year term.

Recommendation:

Staff recommends Option #3



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Don Hopkins
Permanent Address: 40560 McQueen Dr., Sweet Home
Mailing Address: SAME
Contact Phone Number: [REDACTED]
E-Mail Address: NONE
Preferred method of contact: ☒ Mail ☒ Phone ☐ Email
Occupation: Retired, School Supt. Employer: Self

Please mark the Board, Commission or Committee in which you are interested in serving:

- ☐ Budget Committee ☐ Planning Commission ☒ Library Board
☐ Board of Appeals ☐ Park and Tree Committee
☐ Charter Review Committee ☐ All Hazard Mitigation Committee

Are you applying for reappointment: ☒ Yes ☐ No

If yes, how long have you served in this capacity: 4 Year(s) Month(s)

- How long have you lived in the area: 55 Year(s) Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position. Prior Library Board; School Board Chrm.; LBL ESD Bd Chrm.; Pres. S.H. Chamber Ambassadors Pres. S.H. Fire & Ambulance Dist; Chrm. Linn Co. Budget Board; and a number of others.
- List current involvement in other community groups and/or activities.
Library Board, S.H. School Dist. Budget Committee
Free Arbitration Committee Oregon State Bar.
- What special contribution do you feel you can make to the group/position you are applying for?
An ability to listen and help make decisions for the betterment of those we serve.

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, Donald E. Hopkins, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Donald E. Hopkins
Signature

Aug 16, 2021
Date of Signature



CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE MINUTES

August 30, 2021, 1:00 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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Roll Call

PRESENT

Councilor Dave Trask
Councilor Susan Coleman

ABSENT

Councilor Diane Gerson

STAFF

City Manager Ray Towry
Administrative Services Manager Julie Fisher
Library Services Director Megan Dazey
Communications Specialist Lagea Mull

Call to Order

The meeting was called to order at 1pm.

New Business

a) Interviews for Library Advisory Board

The Committee interviewed Don Hopkins for the Library Advisory Board. The Committee will make a recommendation to the City Council.

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.

Adjournment

With no further business, the meeting adjourned at 1:07pm.

Chair

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

August 30, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Call to Order

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

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez (online)
Councilor Dylan Richards (online)

STAFF

City Manager Ray Towry
Finance Director Brandon Neish
Administrative Services Manager Julie Fisher

Old Business:

Councilor Trask apologized to the Council for his process during the last meeting. Mayor Mahler acknowledged his apology.

a) Proclamation of State of Emergency

City Manager Towry introduced resolutions from Harrisburg, Baker City, and Brownsville which were included in the packet for Council review and were used for the draft resolution for Sweet Home.

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There was discussion on what the Council's goal is for the proclamation. Mayor Mahler was concerned about the loss of employees from the School District, Fire District, and other entities who have employees leaving due to the mandatory vaccination requirement. The Council agreed the impact will greatly effect our community. Councilor Sanchez stated the City should empower the people to make choices for themselves regarding mask and vaccinations. She added private and individual lifestyle and healthcare decisions should be made for themselves. Council discussed requesting funds to help with the mental health crisis our community has had due to the mask mandate, vaccination mandates, as well as COVID itself.

Dr. Tim Hindmarsh and Dr. Sam Milstein addressed the Council acknowledging the difficulty of navigating during difficult situations. They spoke to the Council on their responsibility for ensuring police, fire, infrastructure and safe water. They spoke of Relative Risk Ratio and how to do the least amount of harm, noting emergency services are more important to our community than the risk of losing personnel to mandatory vaccinations.

Adjournment

The meeting adjourned at 7:27 pm.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

August 25, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Meeting Information

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Mayor Mahler explained how the public can submit comments online and gave time for anyone who wished to speak to sign in.

Call to Order and Pledge of Allegiance

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

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman (absent)
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF

Finance Director Brandon Neish
City Manager Ray Towry
Administrative Services Manager Julie Fisher
Public Works Director Greg Springman
Community and Economic Development Director Blair Larsen
Police Chief Jeff Lynn
Library Services Director Megan Dazey
City Attorney Robert Snyder

MEDIA

Benny Wolcott, The New Era

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.

Motion made to excuse Councilor Coleman from the meeting by President Pro Tem Gerson, Seconded by Councilor Trask.

Roll Call Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards

Consent Agenda:

Motion made to approve the Consent Agenda by Councilor Trask, Seconded by President Pro Tem Gerson.

Roll Call Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards

Approval of Minutes:

- a) 2021-08-10 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

Several members of the public came forward to speak against the Mask Mandate. Those members were Clinton Gregg, Vanessa Beckler, Theo White, Rick Mace.

Brad King submitted online comments and was in favor of the mask mandate to protect the children. Brad Marks also submitted online comments and wanted the individual to have the right to choose.

Several members of the public came forward to speak against the Sleep Center Proposal. Those members were David Yoakum, Josh Thorsted, Kimberly Tayon, Lori Martin, Clinton Gregg, Veronica Ellis, Elizabeth Windsor,

Several members of the public came forward to speak in favor of the Sleep Center Proposal. Alan Reynolds was a former victim of homelessness and stated how the Family Advocacy Center (FAC) aided him in becoming sober and finding housing. Rod King was in favor of the proposal.

Nancy Patton and Lillian Mikowski submitted neutral testimony regarding the Sleep Center Proposal.

Old Business:

New Business:

- a) Sweet Home Sleeping Shelter Proposal

Dr. Larry Horton and Brock Byers introduced the concept of a low barrier sleep center to provide homeless a safe place to sleep. Members from the Community Health Committee visited a similar site in Walla Walla Washington and spoke to employees of the sleep center, local emergency services, and City staff. The feedback they received regarding the Walla Walla Sleep Center was positive from all groups and statistics showed a lower call for fire and police services related to issues with the homeless population.

The Council wanted more information but did authorize the City Manager to work to negotiate a contract with Linn County for the use of their property. A work session was scheduled for September 9th. The item will return to the regular Council meeting agenda on September 14th.

- b) Proclamation of State of Emergency

City Manager introduced a draft resolution and proclamation regarding the State of Emergency due to the effects of COVID as requested by the Mayor during the August 10, 2021 City Council meeting.

Motion to move the item to a work session for edits and review made by Councilor Sanchez, Seconded by Councilor Richards.

Roll Call Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Sanchez, Councilor Richards

Roll Call Voting Nay: Councilor Trask, Councilor Gourley

Mayor Mahler scheduled a Work Session for the first available date. The meeting was set for August 30, 2021 at 6:30 pm.

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

None

Second Reading of Ordinance Bills

None

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Request for Council Action - Ordinance No. 6 for 2021 - Ordinance No. 1298 - Zone Map Amendment.

City Manager Towry read Ordinance No. 6 for 2021 - Ordinance No. 1298 - An Ordinance Amending the Official Zoning Map, by title only.

Motion to approve Ordinance No. 6 for 2021 made by Councilor Gourley, Seconded by Councilor Richards.

Roll Call Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards

Reports of Committees:

Mayor Mahler stated there would be some changes to committee assignments. Councilor Gerson was assigned to the Chamber of Commerce, Councilor Coleman was assigned to the Legislative Committee. Mayor Maher asked Councilor Richards to focus on the Solid Waste Advisory Committee and some upcoming important issues.

Legislative Committee

Councilor Richards reported that HB 5723 has been signed and 7M has been allocated to the Wastewater Treatment Plant upgrade.

City Manager Towry added that he received an email this morning stating the funds will be distributed as a reimbursement.

Reports of City Officials:

Mayor's Report

No Report

City Manager's Report

City Manager Towry announced a partnership between the Chamber of Commerce, Oregon Jamboree, and the City of Sweet Home, to bring Tune It Up Tuesday events to our downtown. Downtown businesses are staying open late and artists are being brought in for live music. The events are from 6pm - 8pm in the parking lot behind the Rio Theater.

City Manager Towry reported City staff has been working with Business Oregon, who is the Economic Development Department at the State. Yesterday staff stepped up and showed their true professionalism during a site visit. Staff performed well and handled the unexpected questions with ease. City Manager Towry read quotes from Business Oregon related to the professionalism of staff and the sophistication of city facilities.

Mayor Mahler added that he attended part of the site visit and was also impressed with staff and commended the hard work from Lagea Mull, Communication Specialist.

City Manager Towry announced that he will be out of the office Thursday and Friday.

Department Director's Reports (2nd meeting of the Month)

Finance Director

a) July 2021 Monthly Report

A written report was included in the packet. There were no questions of the Council. Finance Director Neish added that ARPA funds had been received and will be used towards the water main project as Council has directed. Staff is still finalizing costs to present regarding generators at the WTP and City Hall.

Police Chief

a) Police Department Monthly Report

A written report was included in the packet. There were no questions from the Council.

City Attorney

No Report

Council Business for Good of the Order

Councilor Trask voiced his displeasure with comments made by Councilor Richards during the August 10, 2021 City Council meeting. Councilor Richards rebutted that he only spoke his opinion of what he feels is being perceived by the community.

Adjournment

With no further business, the meeting adjourned at 8:43 pm.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

September 07, 2021, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Call to Order

The meeting was called to order at 6:02 pm and the Pledge of Allegiance was recited.

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF

City Manager Ray Towry
Finance Director Brandon Neish
Administrative Services Manager Julie Fisher
Police Chief Jeff Lynn
City Attorney Robert Snyder

MEDIA

Benny Wolcott, The New Era

Recognition of Visitors and Hearing of Petitions:

None

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Old Business:

a) Proclamation of State of Emergency

Motion made by President Pro Tem Gerson, Seconded by Councilor Gourley to approve Resolution No. 22 for 2021.

Roll Call Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Mayor Mahler read the Proclamation Declaring a State of Emergency for the City of Sweet Home.

New Business:

Mayor Mahler announced that Hwy 20 will be closed September 8-10 at mile post 54 for repairs. Sisters Emergency Services will cover the easter area up to the closure.

Mayor Mahler announced a Ribbon Cutting Ceremony on Friday at 9am for Ridgeway Medical.

A reminder for the work session Thursday at 6:30pm regarding the Sleep Center project was given.

Adjournment

The meeting was adjourned at 6:45 pm.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Public Hearing for Zone Map Amendment Application ZMA21-03

Preferred Agenda: September 14, 2021 Public Hearing
September 14, 2021 1st Reading

Submitted By: Angela Clegg, Associate Planner

Reviewed By: B. Larsen, CEDD Director
R. Towry, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other X

Relevant Code/Policy: SHMC 2.04.030 Powers of the City Council

Towards Council Goal: Vision Statement, Aspiration I: Desirable Community, Mission Statement

Attachments: Planning Commission Order of Approval
Ordinance No. 7 for 2021
Original Application

Purpose of this RCA:

The Sweet Home Planning Commission held a public hearing on September 2, 2021 to review application ZMA21-03 and receive testimony. At that meeting, the Planning Commission approved the application and recommended that the City Council approve it.

On September 14, 2021 the City Council will hold a Public Hearing and complete the 1st Reading of Zone Map Amendment Application ZMA21-03.

Background/Context:

The applicant is proposing to change the Zoning Map in an area consisting of approximately 62,291 square feet (1.43 acres) located in Sweet Home, OR 97386 (13S01E33A Tax Lot 600). The Sweet Home Zoning Map is proposed to change from the Low Density Residential (R-1) Zone to the Medium Density Residential Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation.

Application ZMA21-03 is being filed simultaneously with Application SD21-02. Approval of application SD21-02 is pending the approval of application ZMA21-03.

The Challenge/Problem:

Should the zoning map be changed to allow Medium Density Residential activity on the property in question, rather than the current Low Density Residential (R-1) designation?

Should the Comprehensive Plan designations be followed if the proposed amendment is consistent with the goals and policies of the comprehensive plan? The Comprehensive Plan States that the Planning Commission will recommend, and the City Council shall determine the

location of boundaries by examining the goals and policies contained within the Plan. [Chapter 2, Page 12 of the Comprehensive Plan].

Stakeholders:

- The Owner/Developer would be able to develop the property as they have proposed.
- The residents and businesses in the surrounding area would benefit from the future site improvement of the property.
- The City of Sweet Home would benefit from the future site improvement of the property that could come from the changed zoning

Issues and Financial Impacts:

There are no issues or financial impacts currently identified.

Elements of a Stable Solution:

A stable solution is one in which a decision on the application is made that conforms with City Code and State Law.

The Sweet Home Comprehensive Plan guides official policy decisions about development within the area. The Plan aims to organize and coordinate complex interrelationships between people, land, resources, and facilities to meet the future needs of the citizens and to protect the livability of the community. The Plan also reflects the public's goals and aspirations for Sweet Home about the best way to handle development and conservation in the City. The officially acknowledged Comprehensive Plan gives policy direction for land use decisions and coordinates private and public development. [Chapter 1, Page 1 of the Comprehensive Plan].

Comprehensive Plan Map Policy 1: The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Chapter 2, Page 12 of the Comprehensive Plan].

SHMC 17.12.025 Review Criteria for Map Amendments. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan;
- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and
- D. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals

Options:

1. Deny Application ZMA21-03. Staff would prepare an Order of Denial for Application ZMA21-03.
2. Approve Application ZMA21-03 as presented and conduct the first reading of Ordinance No. 7 for 2021.
3. Recommend a different zone amendment. Council could review these proposed changes and recommend different zone amendments. Staff would take these recommendations and revise the proposed application for review at a future Planning Commission and Council meeting.

Recommendation: Staff Recommends Option 2: Approve Application ZMA21-03 as presented and conduct the first reading of Ordinance No. 7 for 2021.



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

**Application for an Amendment to the
Comprehensive Plan or Zoning
Maps or Text**

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

Date Received: 07.11.21
Date Complete: 07.27.21
File Number: ZMA21-03
Map/Text Amendment Application Fee \$: \$1,030.00
Zoning Application Fee \$: \$1,030.00 515.00
Receipt #: _____
Planning Commission Hearing Date: 09.02.21

Applicant's Name:

Cadwell Realty Group c/o Jason Cadwell

Applicant's Address:

228 NW Hickory Street, Albany, Oregon 97321

Applicant's Phone and e-mail:

541-701-7046 jason@cadwellrealtygroup.com

Comprehensive Plan Map or Zoning Map Amendment

Subject Property Address:

Unaddressed

Subject Property Assessor's Map and Tax Lot:

Linn County Assessor's Map No. 13s01a33A, Tax Lot 600

Subject Property Size:

1.43

Current Zoning Classification

Low Density Residential

Current Comprehensive Plan Classification:

Medium Density Residential

Purpose of Request

The applicant is proposing to rezone the subject property from R1 (low-density residential) to R3 (medium-density residential). More information regarding the purpose of this zone change is provided in the application narrative.

Zoning or Comprehensive Plan Text Amendment

Sections proposed to be changed:

Proposed language for change.

Attach proposed text to this form.

Purpose of Request

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature:

Jason Cadwell

Date: 7/17/2021 | 8:53 PM PDT

Property Owner's Signature:

Linda S. Holley

Date: 7/14/21



1 inch = 128 feet

ZMA21-03
Subject Property Map
13S01E33A 00600

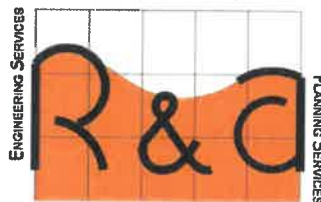
Date: 7/27/21

Live Oak

Subdivision Tentative Plan & Zoning Map Amendment Application

Prepared for:
Cadwell Realty Group
C/O Jason Cadwell
226 NW Hickory Street
Albany, Oregon 97321

Prepared by:



Reece & Associates, inc.

Reece & Associates, inc.
321 first avenue east, suite 3a
albany, oregon 97321
541/926-2428
www.r-aengineering.com

July 19, 2021

Project Summary

Request:	Application for approval of the tentative plat for the Live Oak Subdivision, an eight-lot residential development. Application for a Zoning Map Amendment to rezone the subject property from Residential Low-Density to Medium Density Residential.
Location:	Unassigned Linn County Assessor's Map No. 13s01e33A, Tax Lot 600
Applicant:	Jason Cadwell Cadwell Realty Group 226 NW Hickory Street Albany, Oregon 97321
Owner:	Linda S. Holley 607 7 th Avenue Sweet Home, Oregon 97386
Engineer/Planner:	Reece & associates, Inc. 321 1 st Avenue Suite 3A Albany OR 97321 541-926-2428 Engineer: David J. Reece, PE Planner: Hayden Wooton dave@r-aengineering.com haydenw@r-aengineering.com

Exhibits:

- A – Linn County Assessor's Map No. 13s01e33A
- B – Aerial Photograph
- C – City of Sweet Home Comprehensive Plan Map
- D – City of Sweet Home Zoning Map
- E – FIRM Panel No. 41043C0918G
- F – National Wetland Inventory
- G – Local Wetland Inventory

Plans:

- Sheet 1.0 – Cover Sheet
- Sheet 2.0 – Existing Conditions and Demolition Plan
- Sheet 3.0 – Lot Layout
- Sheet 4.0 – Utility Plan

I. Project Description

Cadwell Realty Group, the applicant, is proposing to subdivide 1.43 acres identified as Tax Lot 600 on Linn County Assessor's Map No. 13s01e33A into eight lots detached, single-family dwellings (Exhibit A). Presently, this property is an open grassy field with scattered shrubs and trees (Exhibit B). A 2,019-square-foot shed is located approximately 40 feet east of the western property line; although, this shed will be demolished with development of the site. Surrounding the shed is a gravel area intended to provide vehicle access from Live Oak Street to the structure.

This application will dedicate approximately 12,126 square feet as public right-of-way to extend Live Oak Street. Live Oak Street is currently a paved, two-lane road that terminates on the east and west boundaries of the subject property. However, these two sections of Live Oak Street were not constructed to the same standards. Marion Lake Estates Subdivision, west of the subject properties, dedicated a 50-foot-wide right-of-way and constructed a 31-foot-wide pavement section for vehicle traffic. Meanwhile, east of this project site, Foster View Estates Subdivision Phase II constructed a 28-foot-wide pavement section. The proposed subdivision will connect both sections of Live Oak Street to serve its proposed lots.

After dedication of right-of-way, the net land area of 50,164 feet will be divided into eight lots intended for the construction of detached, single-family homes. The resulting lots will vary in size, ranging from 5,277 square feet to 7,928 square feet, and be fairly rectangular in shape. These lots will be relatively level, as elevations on the property alternate between 627 feet and 628 feet above mean average sea elevation – with the exception of a small berm near the western property line where elevations increase slightly to 630 feet.

The proposed subdivision has been designed to comply with the standards set forth in the Medium Density Residential Zone (R3), because this subdivision is accompanied by an application for a Zoning Map Amendment to rezone the property from Residential Low-Density Zone (R1). As such, the subject property is currently zoned R1 despite its Comprehensive Plan Map Designation: Medium Density Residential (Exhibit C for City of Sweet Home Comprehensive Plan and Exhibit D for City of Sweet Home Zoning Map. All proposed improvements will be constructed in single phase of development.

The proposed development conforms to all applicable sections of the Sweet Home Municipal Code (SHMC). This application narrative provides findings of fact that demonstrate conformance with all applicable sections of the SHMC. Applicable criteria of the City of Sweet Home Municipal Code will appear in *italics* followed by the applicants' responses in regular font.

II. Review Criteria for Map Amendments (SHMC 17.12.025)

The applicant is proposing to rezone the subject property from R1 to R3 and as mandated by SHMC 17.12.025, "an amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:"

[SHMC 17.12.025.A] *The proposed amendment is consistent with the goals and policies of the comprehensive plan.*

The following text, goals, and policies of the City of Sweet Home's Comprehensive Plan are applicable to the proposed zone change:

[Chapter 8: Plan Management Text] *Making the Comprehensive Plan a basic part of the community's planning process and an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons:*

- a. *To accurately reflect changes in the community.*
- b. *To ensure integration with other policies, Zoning Codes, and Subdivision Codes.*

In recent years, the density of development has increased in the subject property's surrounding area. The oldest subdivision adjacent to the subject property is the Marion Lake Estates (Filed 1997); it created 20 lots in the R1 zoning district. However, beginning in the late 1990s with Foster View Estates Subdivision Phase I, subdivisions were developed to standards of the R2 and R3 zoning districts. Most development north, east, and south of the subject property consists of these higher density subdivisions including Foster View Estates Phase II, The Landing Phase I, the 47th Addition, and as previously mentioned, Foster View Estates Phase I. This series of higher density development indicates the needs and desires of the neighborhood are changing, straying away from low-densities and opting into medium and high density.

Along with mirroring recent development trends, the proposed zone change will increase the compatibility between the Zoning Code and Comprehensive Plan. The subject property is zoned R1 but designated Medium Density Residential; this designation and zone combination will result in development not in harmony with the Comprehensive Plan's vision for this area. Therefore, the proposed zoning map amendment is necessary to ensure the Zoning Code directly enforces the intent of the Comprehensive Plan.

[Plan Amendment Policy No. 5] *Property owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment, the applicants have the burden of proof that all of the following conditions exist:*

- a. *There is a need for the proposed change.*
- b. *The identified need can be best served by granting the change requested.*
- c. *The proposed change complies with the Statewide Planning Goals.*
- d. *The proposed change complies with all other elements of the City's Comprehensive Plan.*

Residential Land Use Policy No. 1 states "Residential areas will offer a wide variety of housing types in locations best suited to each housing type." Currently, this policy is not well supported by Sweet Home's allotment of residential designations. A change is necessary to better comply with this policy. "Table 6: Comparison of Land Supply by Plan Designation and Land Need," below, outlines Sweet Home's residential land supply by Comprehensive Plan designation.

Table 6
Comparison of Land Supply by Plan Designation and Land Need

	Low Density	Medium Density	High Density	Total
Needed Acres	88	58	10	155
Existing Acres	700	109	166	974
Surplus	612	51	156	819

Source: FCONorthwest, 2001

As demonstrated by this Table, Sweet Home has a surplus of residentially designated property with a total of 974 acres of existing residentially land. However, it is unsupportive of Residential Land Use Policy No. 1 because it fails to provide a wide variety of housing types due to homogenous zoning. 700 acres are designated Low Density, while only 109 are designation Medium Density. It may seem the subject property already contributes to the Medium Density land supply due to its designation, but it is unable to develop at the density intended by its designation as a result of its R1 zoning. Therefore, it does not aid in the City's ability to provide a wide variety of housing types. Because the vast majority of properties are designated low-density, the proposed amendment to medium density will help balance the distribution of residential land and provide a wider variety of residential development.

[SHMC 17.12.025.B] *The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment.*

Many of the properties surrounding the subject property have already experienced residential development, often in a medium or high-density zone, and the properties not currently developed are zoned for residential development. Therefore, the proposed amendment is consistent with existing and potential development in the area.

North: One residential parcel zoned Low Density Residential and designated Medium Density Residential by the City of Sweet Home. This parcel also abuts the Foster View Estates Subdivision, which is zoned and designated High Density Residential by the City of Sweet Home.

South: Individual residential lots fronting Airport Road zoned Low Density Residential and designated Medium Density Residential by the City of Sweet Home. Across from these lots, south of Airport Road, are several properties zoned and designated Medium Density Residential by the City of Sweet Home.

East: Foster View Estates Phase Two, an expansion Foster View Estates, is zoned and designated Medium Density Residential by the City of Sweet Home.

West: Marion Lake Estates Subdivision is zoned Low Density Residential and designed Medium Density Residential by the City of Sweet Home.

The proposed amendment will result in development that is similar in both type and density with the existing neighborhood. Therefore, the proposed amendment satisfies this condition.

[SHMC 17.12.025.C] *Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.*

Existing public water and sanitary sewer lines are located in Live Oak Street, which terminates at the subject property's east and west boundaries. Infrastructure necessary to serve development could be easily and efficiently extended. Therefore, the proposed amendment satisfies this criterion.

[SHMC 17.12.025.D] *The proposed amendment to the comprehensive plan map is consistent with Oregon's Statewide Planning Goals.*

The subject property is designated Medium Density, and the proposed rezone will change the zoning district to R3. Therefore, no amendment to the comprehensive plan map is proposed. The proposed zone will be consistent with the existing comprehensive plan map designation.

III. Tentative Subdivision Plan Review Criteria (SHMC 16.16.040)

This section provides findings of fact demonstrating compliance with decision criteria set forth in subsections 16.16.040(A)-(I) because, as required in SHMC 16.16.040, "Approval of tentative plans will be granted if the city finds that the proposal substantially conforms to the applicable provisions of Sweet Home Municipal Code Titles 16 and 17 and the Comprehensive Plan."

[SHMC 16.16.040.A] *The information required by this chapter has been provided.*

This application narrative and accompanying tentative plan set include the information required by Chapter 16.16, Tentative Plan. Therefore, the proposed subdivision satisfies this criterion.

[SHMC 16.16.040.B] *The design and development standards of Sweet Home Municipal Code, Titles 16 and 17 and the comprehensive plan, have been met where applicable.*

The Live Oak Subdivision's ability to comply with Titles 16 and 17 is demonstrated by the applicant's response to this criterion; however, streets (SHMC 16.12.020), water systems (SHMC 16.12.010), sanitary sewer systems (SHMC 16.12.045), stormwater and surface drainage (SHMC 16.12.050) are all addressed in other subdivision criteria responses. Meanwhile, the project's conformance with Comprehensive Plan policies is discussed in Section IV of this application narrative. Findings and conclusions from the above-cited sections are incorporated herein by reference.

Lots and Parcels (SHMC 16.12.030) & Lot Size and Width (SHMC 17.30.040): The proposed subdivision will create lots intended for future development of detached, single-family dwellings. As required by SHMC 16.12.030(C), these lots will comply with residential lot size and width standards in Sweet Home Municipal Code Title 17.

Minimum Lot Size: In the R-3 zoning district, the minimum lot area for a single-family dwelling is 5,000 square feet. The smallest proposed lot is 5,277 square feet. Consequently, all the proposed lots are larger than the minimum lot size.

Minimum Lot Width: SHMC 17.28.040(E) states the appropriate width is sixty feet for an interior lot, and all proposed lots will be considered interior lots. The proposed widths range between 60 feet to 68 feet. Therefore, the proposed subdivision complies with these standards.

Easements (SHMC 16.12.035): With the exception of franchise utility easements, no easements are proposed in this tentative subdivision plan.

Off-Street Parking Requirements (SHMC 17.08.090): Compliance with off-street parking standards will be reviewed under an application for a building permit.

Access and Driveways (SHMC 17.08.100): Access to public right-of-way is subject to issuance of a Public Works Permit, so all proposed accessways will be reviewed for compliance with SHMC 17.08.100 upon construction of proposed improvements.

Uses Permitted Outright (SHMC 17.30.020): The proposed subdivision will create lots intended for future development of detached, single-family dwellings in the R3 zone. As described in SHMC 17.30.020(a), any use permitted outright in the R1 will also be considered permitted outright in the R3 zone. Single-family dwellings are an outright permitted use in the R3 zone per SHMC 17.24.020(a). Therefore, the proposed subdivision complies with this standard.

[SHMC 16.16.040.C] *Development of any remainder of the property under the same ownership can be accomplished in accordance with all applicable city codes.*

All property included in this subdivision is under the same ownership, and there is no remainder of land to consider with this application. Therefore, the proposed subdivision satisfies this criterion.

[SHMC 16.16.040.D] *Adjoining land can be developed or is provided access that will allow its development in accordance with applicable city codes.*

At the time of this application, only one adjoining lot has not been developed. This lot, Tax Lot 503 on Linn County Assessor's Map No. 13s01e33A, has frontage on Manzanita Street and 45th Avenue. Therefore, it can be developed in accordance with this Code, and the proposed subdivision satisfies this criterion.

[SHMC 16.16.040.E] *The proposed street plan provides for the circulation of traffic and meets the street design standards of this title.*

The proposed subdivision will be served by an extension of Live Oak Street, a local street that terminates on the subdivision's east and west boundaries. This subdivision will increase the circulation of traffic by constructing a street connection between two previously dead-end streets.

The Marion Lake Estates Subdivision dedicated a 50-foot right-of-way and constructed a 31-foot curb-to-curb width, a five-foot-wide sidewalk on both sides, and a four-foot landscape area on both sides. Meanwhile, the developers of Foster View Estates Subdivision constructed a 28-foot curb-to-curb width, a five-foot wide sidewalk on both sides, and no landscape strips within a 40-foot-wide right-of-way. The proposed street extension will continue the street section from the Marion Lake Estates Subdivision. However, the curb-to-curb width and landscape strip will narrow towards the eastern portion of the project to create a smooth connection to the other section of Live Oak Street. To the extent possible, while still providing smooth transitions, the proposed subdivision will construct a street that meets the design standards of SHMC Title 16. Therefore, the proposed subdivision satisfies this criterion.

[SHMC 16.16.040.F] *The location and design allows development to be conveniently served by public utilities.*

Public utilities are available to the subject property and will be extended through the proposed Live Oak Street connection to serve the proposed lots.

Water: An eight-inch waterline is located in both adjacent Live Oak Street stubs. This waterline will be extended through the subdivision.

Sanitary Sewer: An eight-inch sanitary sewer line is located in both adjacent Live Oak Street stubs. This sanitary sewer will be extended to each lot of the subdivision.

Stormwater Drainage: Runoff will be collected by stormwater management facilities located in the planter strip between the curb and sidewalk. The adequacy of these storm drainage systems will be analyzed during the preparation of construction documents.

[SHMC 16.16.040.G] *Any special features of the site, including topography, floodplains, wetlands, vegetation, or historic sites, have been adequately considered, and protected if required by city, state or federal law.*

The special features listed in this criterion are located within the boundaries of this subdivision (Exhibit E for FIRM Panel No. 41043C0918G, Exhibit F for National Wetlands Inventory, and Exhibit G for Local Wetlands Inventory). Therefore, this criterion does not apply to the proposed subdivision.

[SHMC 16.16.040.H] *If the tentative plan provides for development in more than one phase, the Planning Commission must make findings and conclusions that such phasing is necessary due to the nature of the development.*

The proposed subdivision will be constructed in one phase of development. Therefore, this criterion does not apply to the proposed subdivision.

[SHMC 16.16.040.I] *An application for residential development can be denied based on a lack of school capacity if: (1) The city has been informed by the Sweet Home School District that their adopted school facility plan has identified the lack of school capacity; and (2) The city has considered option to address school capacity; and (3) The capacity of a school facility is not the basis for a development moratorium under ORS 197.505 to 197.540. (4) This section does not confer any power to the school district to declare a building moratorium.*

Any record of inability to provide service to additional children distributed between grades 1-12 is unknown to the applicant, nor is an inability to provide service anticipated. Therefore, this criterion does not apply to the proposed subdivision.

IV. City of Sweet Home Comprehensive Plan

Subdivision criterion SHMC 16.16.040(B) requires a tentative subdivision application to comply with the applicable goals and policies of the Sweet Home Comprehensive Plan. This section of the application narrative provides detailed findings of fact that demonstrate conformance with the applicable goals and policies of Comprehensive Plan.

General Development Policies

The City of Sweet Home will encourage development contiguous to existing public services and transportation improvements. This type of development pattern shall be prompted as it will maintain public facility costs at the lowest possible level and provide the opportunity to coordinate development with the provision of services.

As demonstrated by Sheet 2, Existing Conditions, public utilities and transportation improvements are located near or within the subdivision boundaries. No off-site improvements were necessary to provide adequate utility connections to the proposed site.

All new subdivisions will be provided with water, City sewer and storm drains, paved streets, curbs, sidewalks and gutters, in advance of, or in conjunction with, new development. Installation of all the above facilities will be a condition of subdivision approval and at the expense of the developer.

The proposed subdivision includes the construction of public water, sanitary sewer, stormwater drainage, paved streets, curbs, sidewalks, gutters, and landscape strips. Installation of all listed improvements will be a condition of subdivision approval and at the expense of the developer.

Electric power, telephone, and cable distribution and service lines will be located underground in new developments. Effort will be made to place existing utility lines underground in established areas.

The proposed subdivision will construct electric power, telephone, and cable services underground.

Emergency vehicle and equipment access will be provided during any new development.

Emergency vehicle and equipment access will be provided via Live Oak Street, a public local street.

In designing new subdivisions: (1) Consideration shall be given to connectivity of streets, particularly streets classified as either arterial or collector. (2) New streets will align with existing streets, avoiding jogs when possible. (3) Cul-de-sacs and "hammerhead" streets may be allowed where existing development, steep slopes, open space, or natural features prevent connections. (4) New streets must be designed to City standards, as approved as part of the development plan. (5) Street grades will not exceed City standards, unless prevented from meeting the standards by topographical constraints. (6) Creation of parcels not accessible to an existing or potential street should be avoided. (7) Lots created should meet the minimum City standards for the appropriate designation and be of a usable shape.

There are no arterial or collector streets within or adjacent to the boundaries of this subdivision. The proposed Live Oak Street connection continues the existing street alignment. No cul-de-sacs or hammerheads are proposed in this subdivision. As demonstrated by this application narrative, the new street complies with city standards, and street grades do not exceed city standards. All parcels will have access to the newly constructed portion of Live Oak Street. All proposed lots comply with the standards prescribed in the R3 zoning district.

Residential Land Use Policies

Development of residential local streets, whenever possible, will increase connectivity within and between neighborhoods.

This policy is implemented through SHMC 16.16.040(E). The applicant has already demonstrated compliance with this subdivision criterion in Section III of this application narrative. Findings and conclusions from the above-cited section are incorporated herein by reference.

In medium-density residential areas, single-family dwellings and two-family dwellings on corner lots would be consistent with the prevailing character of developed areas and compatible with adjoining land

use in undeveloped areas. In these areas, the maximum net density shall not exceed nine dwelling units per acre.

The proposed subdivision will create eight lots on 1.43 acres of property. Consequently, the proposed subdivision does not exceed the maximum density set forth by this policy.

Transportation Policies

As a general guideline, all streets shall carry volumes and speeds at the appropriate range for all street classifications as described the Functional Classifications Guidelines.

The Transportation System Plan does not identify a collector or arterial street within the proposed subdivision boundary. Consequently, all proposed streets will be local streets intended to serve the internal circulation of the subdivision. The permitted speed was selected to comply with standards provides in SHMC 16.12.020.

The roadway design standards in the Transportation System Plan shall be implemented in the land development and land divisions ordinances for the development of future roadways facilities.

Roadway design standards in the Transportation System Plan are implemented using SHMC 16.12.020. The applicant has previously demonstrated compliance with these standards in Section IV of this application narrative. Findings and conclusions from the above-cited section are incorporated herein by reference.

V. Conclusion

This application narrative and the attached plans demonstrate that all applicable provisions of the City of Sweet Home Municipal Code and Comprehensive Plan have been satisfied by the design of this subdivision. Therefore, we respectfully request approval of this application for a tentative subdivision plan and zoning map amendment.

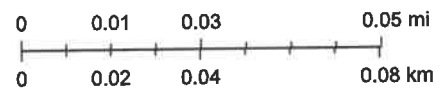
Exhibit B - Aerial Photograph



1/29/2021, 9:45:04 AM

1:2,257

- Elevation Certificates
- ★ LOMAs
- +— Railways
- Highways
- Roads
- City Limits
- Tax Lots
- County Boundary

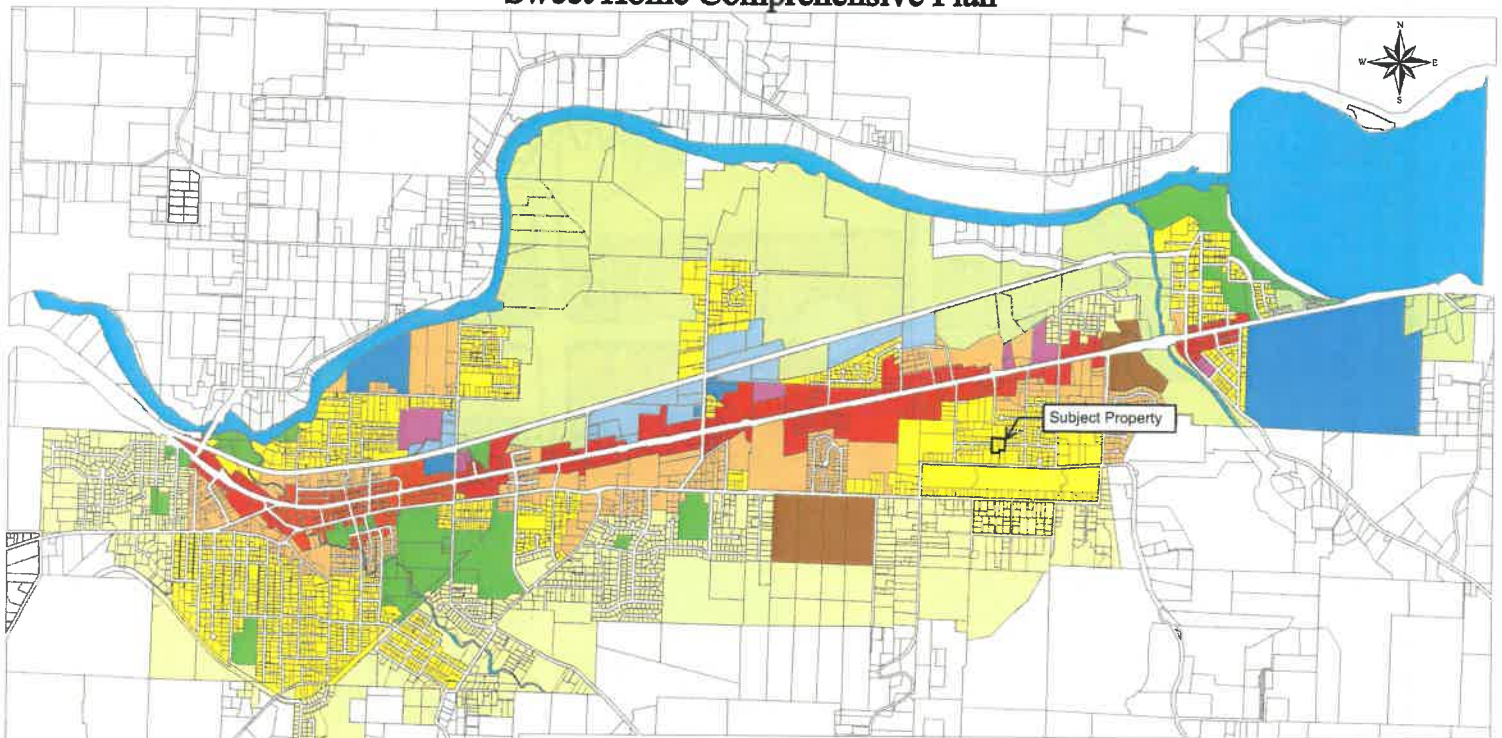


Linn County GIS

Map created using the Linn County Oregon web mapping application

This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the

Sweet Home Comprehensive Plan



AMENDING ORDINANCES

831	04-07-81
933	06-11-85
1013	02-27-90
1069	04-26-94
1070	10-21-94
1081	12-13-94
1083	05-19-95
1102	04-22-97
1105	05-27-97
1114	12-09-97
1125	11-09-99
1151	09-23-03
1197	12-11-07

Legend

Central Commercial	Trails
General Industrial	Unincorporated Areas
Heavy Industrial	
High Density Residential	
Highway Commercial	
Light Industrial	
Low Density Residential	
Medium Density Residential	
Mixed Use Residential	
Neighborhood Commercial	
Public	

This map was created for display purposes only and is subject to errors and/or omissions. The City of Sweet Home and Linn County disclaim any liability as to the accuracy of the data.

Created By:

City of Sweet Home
Community Development

541-367-8113

Revised by SV 1/09/09

Official Comprehensive Plan Map

Adopted September 23, 2003

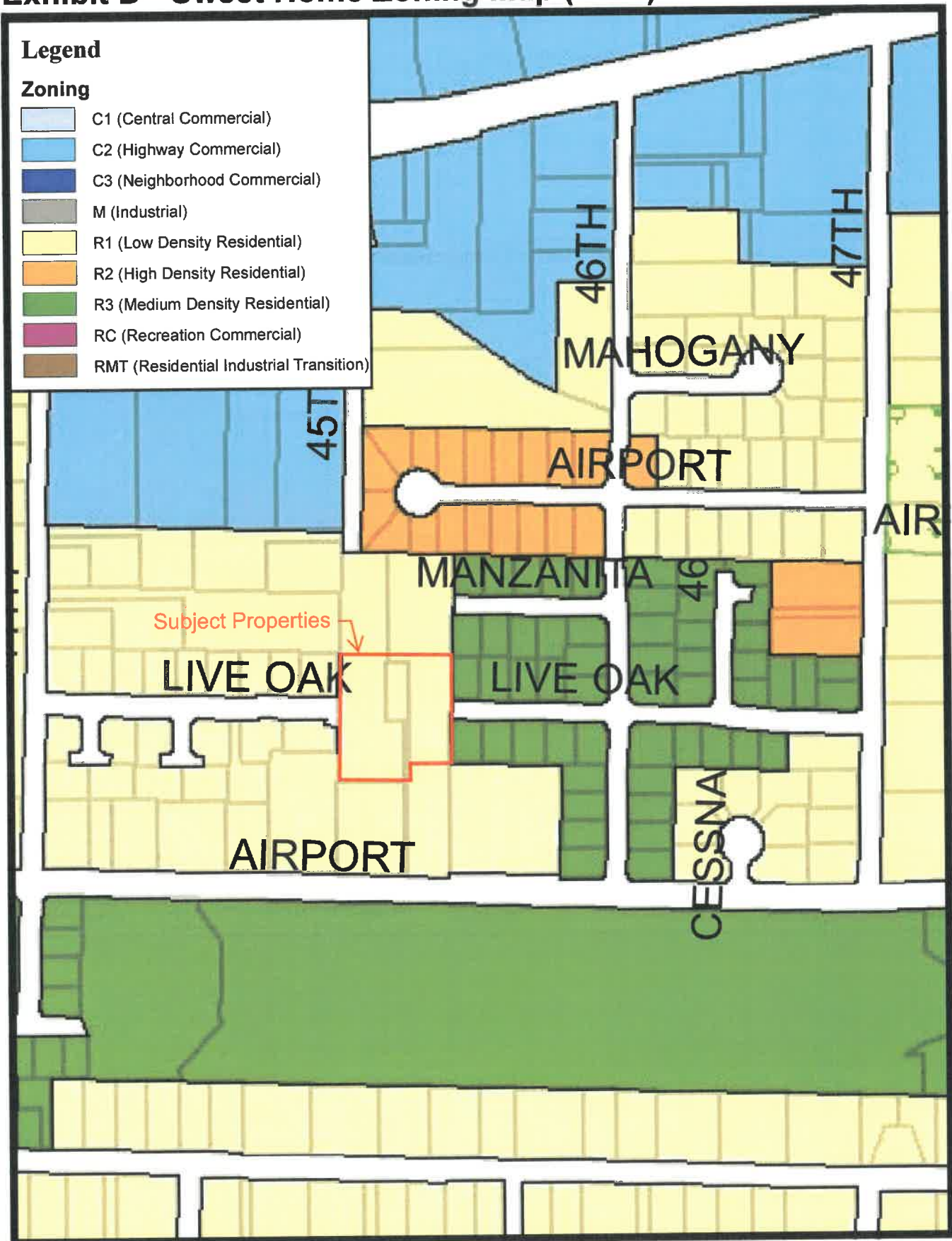
By Ordinance Number 1151

Updated by Later Annexation Ordinances

0 0.5 1 Miles

1 inch equals 0.32 miles

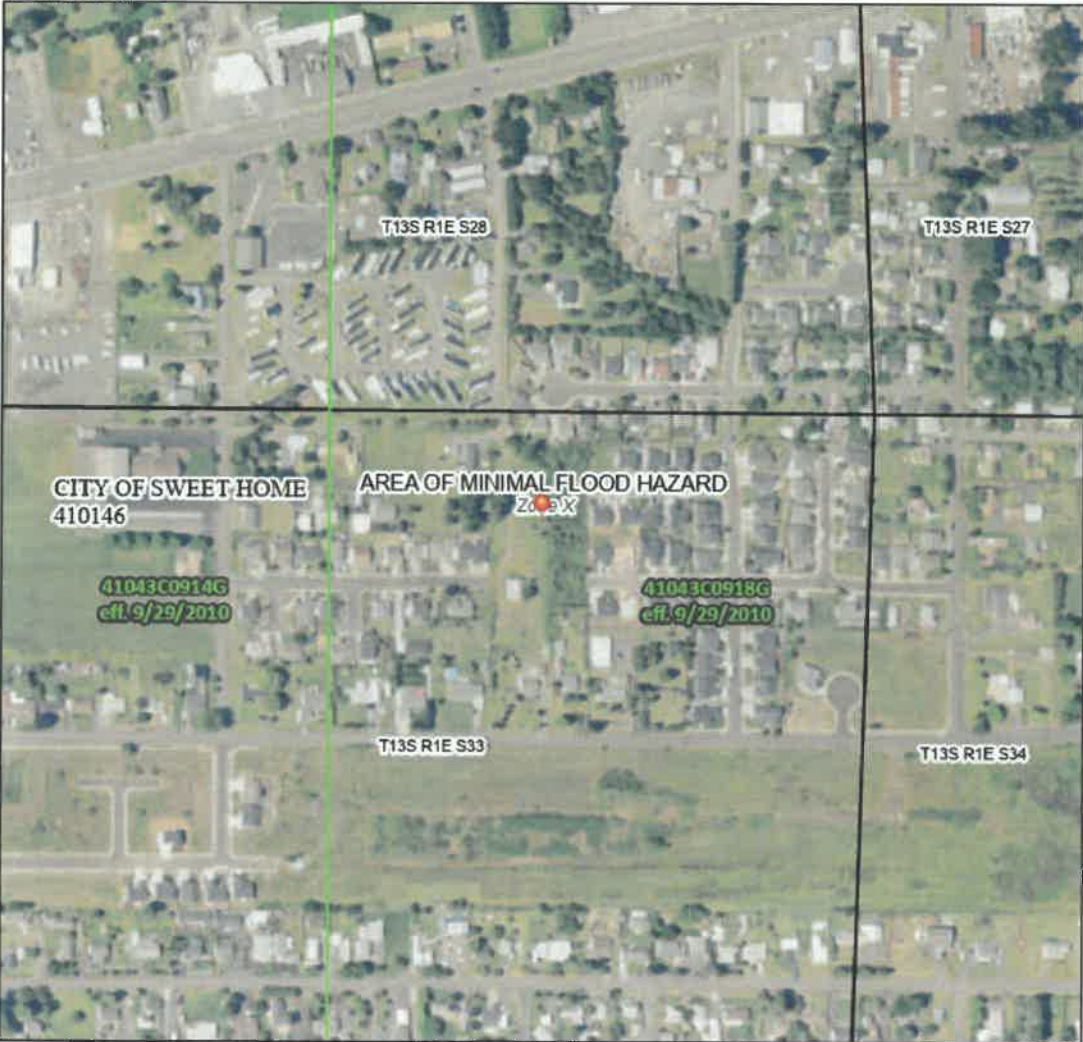
Exhibit D - Sweet Home Zoning Map (2015)



National Flood Hazard Layer FIRMMette



122°41'26"W 44°24'20"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000
Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee, See Notes, Zone X
		Area with Flood Risk due to Levee Zone D
		Area of Minimal Flood Hazard Zone X
OTHER AREAS		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/17/2021 at 1:39 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



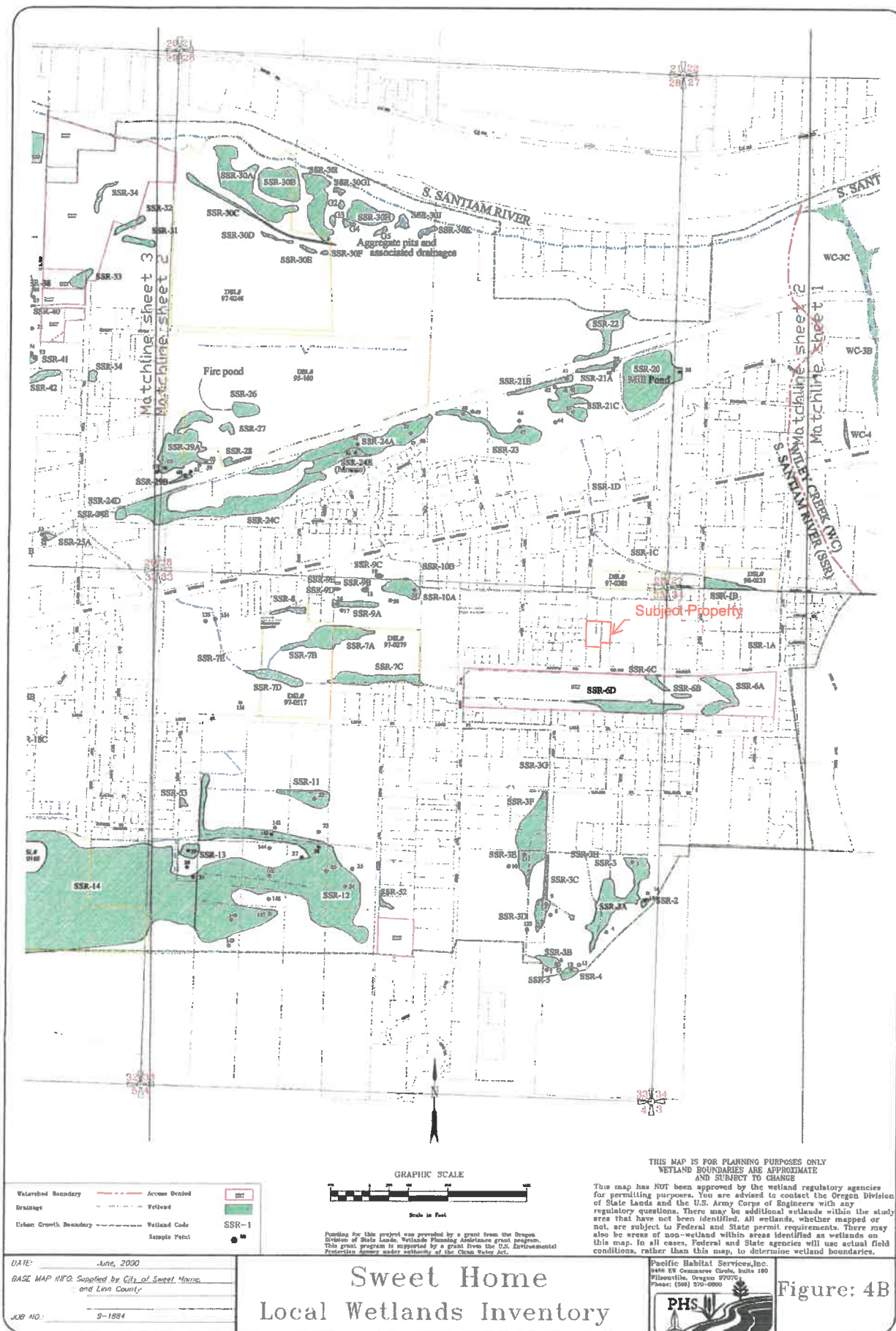
February 3, 2021

Wetlands

- | | | |
|--|---|--|
|  Estuarine and Marine Deepwater |  Freshwater Emergent Wetland |  Lake |
|  Estuarine and Marine Wetland |  Freshwater Forested/Shrub Wetland |  Other |
| |  Freshwater Pond |  Riverine |

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

National Wetlands Inventory (NWI)
This page was produced by the NW mapper





REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: September 14, 2021	TITLE: The Woods Roadhouse Public Address System Application	TYPE OF ACTION: — RESOLUTION — MOTION — OTHER
SUBMITTED BY: J. Lynn, Chief of Police	ATTACHMENTS: Application-Public Address System and TUAL Application	
REVIEWED BY: R. Towry, City Manager		
RELEVANT CODE/POLICY: SHMC 9.20.020	TOWARD COUNCIL GOAL: Economic Strength	

PURPOSE OF THIS RCA:

The Woods Roadhouse is offering an outdoor venue that has been featuring live music during most Friday and Saturday nights. As part of the outdoor venue, a Public Address (PA) Permit has been requested.

BACKGROUND/CONTEXT:

During the middle of August, Theresa Brown, the owner of The Woods Roadhouse, applied for a Public Address System to accompany their outdoor venue that they offer.

In past years, The Woods Roadhouse has been granted a similar permit to offer live music in their outdoor venue on weekend nights. Due to the pandemic, live music has not been offered until recently.

On August 20th, 2021, at approximately 10:51 p.m., the Sweet Home Police Department had received a complaint over loud music that was coming from The Woods Roadhouse, 6099 Main Street, Sweet Home, Linn County, Oregon. An officer responded and learned that there was a live band playing and talked with Mrs. Brown at that time.

Later, I received a call and talked to Mrs. Brown who believed that the previous PA Permit that she had obtained would still be in effect. After talking with Mrs. Brown, I believed that the best course of action would be to return to the City Council with an updated request.

The application for the PA permit indicates that the music amplification will include live music with speakers "pointed towards the lake". The form indicates that Mrs. Brown is unsure whether the broadcasted sound will travel beyond 1000 feet. I believe that the music could travel beyond 1000' which according to SHMC 9.20.020 will need to be approved by the City Council.

Historically, several members of the neighborhood southeast of the business property have expressed concerns over the noise level of the event.

THE CHALLENGE/PROBLEM:

The challenge of the request for the PA Permit is associated with blending the interests of the business with those of the surrounding neighborhood.

The business is requesting the PA Permit for music events that will be held on Friday and Saturday evenings. The live music amplification is requested on those days until 1:00 a.m. The intent of their request is to further promote their business and the event.

STAKEHOLDERS:

- City of Sweet Home Citizens – Citizens that live within proximity to the event may have their level of livability affected by the sound amplification coming from the event. Other citizens and community members may benefit from the entertainment offered by the event.
- The Woods Roadhouse – By allowing the requested times on the PA Permit, the event and business will be enhanced.
- City of Sweet Home Police Staff – The on-duty Supervisor needs a defined time to for the allowed amplification of music to ensure that it is complied with.
- City of Sweet Home City Council –SHMC 9.20.020 dictates that the Council may suspend the 1000-foot limitation and grant a sound amplifying permit.

ISSUES & FINANCIAL IMPACTS:

The city and the Police Department will not be impacted by event. Any issues and potential financial impacts will be associated with The Woods Roadhouse and the surrounding neighborhoods.

ELEMENTS OF A STABLE SOLUTION:

The Sweet Home City Council should determine a fair and equitable solution associated with the PA Permit times. The needs of the business and the needs of the surrounding neighborhood have to be considered.

OPTIONS:

1. Approve the requested PA Permit. This would allow for The Woods Roadhouse to play amplified music in the outdoor venue on Friday and Saturday nights until 1:00 a.m. The intent of the permit is to run through the end of the year.
2. Deny the request. This would not allow for the amplification of music at the outdoor event.
3. Amend the requested PA Permit. The City Council can choose to amend the request by adjusting the times permitted on one or all days. Examples could include allowing the amplification of music until 12:00 a.m. on Friday and Saturday nights.

RECOMMENDATION:

Staff recommends option #1 which would allow for The Woods Roadhouse to play amplified music in the outdoor venue until 1:00 a.m.



City of Sweet Home
Police Department
1950 Main Street
Sweet Home, OR 97386
(541) 367-5181 Fax (541) 367-5235
Email: shpd@ci.sweet-home.or.us

APPLICATION-PUBLIC ADDRESS SYSTEM

Date of Application: 8-25-21

Name: BROWN TERESA JOY
(Last) (First) (Middle)

Date of Birth: 8-6-55 Home Phone: 541-367-8237

Home Address: 27919 Riggs Hill Rd Foster, OR 97345

Organization's Name: UNME CORPORATION

Organization's Address: 27919 Riggs Hill Rd Foster, OR 97345

Organization's Phone: 541-409-8743

Local Address of Event: 6099 Highway 20 Foster OR 97345

Nature of Business or Event: LIVE ENTERTAINMENT

Date(s) and Time(s) of Message: 9-1-2021 - 1 AM

ALL WEEKENDS:

FRI/SAT

+ SPECIAL

NIGHTS Like NEW YEARS

Vehicle to be used: N/A
(Color) (Year) (Make) (License) (State)

Type of Sound Amplification Equipment to be used: SPEAKERS (POINTED TOWARD LAKE)

Message: WOULD NEVER ABUSE PERMIT BUT
LIVE MUSIC IS INTEGRAL PART OF
BUSINESS. MOST NIGHTS END BY MIDNIGHT!

Will PA broadcast sound travel beyond 1000 feet? NOT SURE (If yes application must be processed and submitted to the City Council for approval)

Approval Date: _____

By: _____
Chief of Police

SHPD Case #: _____

Jeff Lynn

From: The Woods Roadhouse Manager <thewoodsroadhouse@yahoo.com>
Sent: Wednesday, August 25, 2021 3:07 PM
To: Jeff Lynn
Subject: Re: Attached Image
Attachments: the woods roadhouse sound permit 2021-08-25 .pdf

Hi Jeff,

Attached is the ongoing permit request for Friday and Saturday (and New Years) nights where I am asking to be able to have live music till 1am.

the norm is usually music ends by midnight but sometimes, the band likes the crowd (or its New Years) and plays till 12:30 am.....which is why I ask for 1 am.

It will mostly be 1 weekend monthly but during the summer could be 2-3 weekends a month....

We have had permission to do this since 2011 but pandemic disrupted in last 18 months.....

We are zoned recreational and we do decibel checks because in prior approval, we were told as long as we were quieter than mill when running at night, we were good.

Any other questions, let me know. Please let me know when it will be reviewed with council so I can be there and answer any questions they may have before making a decision.

Thanks so much, Theresa

On Tuesday, August 24, 2021, 05:51:45 PM PDT, Jeff Lynn <jlynn@sweethomeor.gov> wrote:

Yes if you could fill another out for the ongoing permit then I will complete a council packet for it and submit it.



Jeff Lynn | Chief of Police
Police Department
City of Sweet Home
1950 Main Street
Sweet Home, OR 97386
p: 541-367-5181

ORDINANCE BILL NO. 7 FOR 2021

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

WHEREAS, the applicant, Cadwell Realty Group c/o Jason Cadwell, submitted Zone Change Application ZMA21-03 and requested a zone map change for an area consisting of approximately 62,291 square feet (1.43 acres) located in Sweet Home, OR 97386 (13S01E33A Tax Lot 600). The Sweet Home Zoning Map is proposed to change from the Low Density Residential (R-1) Zone to the Medium Density Residential (R-3) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on September 2, 2021 with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their September 2, 2021, meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on September 14, 2021, with due notice of such public hearing, to provide opportunity for public comment and testimony. The City Council approved this application by motion at their September 14, 2021, meeting; and

WHEREAS, the proposed Medium Density Residential (R-3) zoning is needed to facilitate development of the subject property;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZMA21-03 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.20.020 as the City Zoning Map including all subsequent amendments, for the area consisting of approximately 62,291 square feet (1.43 acres) located in Sweet Home, OR 97386 (13S01E33A Tax Lot 600). The Sweet Home Zoning Map is proposed to change from the Low Density Residential (R-1) Zone to the Medium Density Residential (R-3) Zone.

Passed by the Council and approved by the Mayor this _____ day of _____ 2021.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZMA21-03

Exhibit A to Order of Approval for ZMA21-03

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

- A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]**
- 1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**
- a. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**
- b. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**
- c. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**
- The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:**
- Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and**
 - Enact land use regulations to implement their comprehensive plan.**

In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the long-term aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.

The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on

land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be affected.

Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]

- d. **Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons:** [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]
 - i. **To accurately reflect changes in the community.**
 - ii. **To ensure integration with other policies, Zoning Codes, and Subdivision Codes.**
- e. **Changes to the Plan Shall be made by ordinance after public hearings.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]
- f. **Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]
- g. **Property Owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment, the applicants have the burden of proof that all of the following conditions exist.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 5]
 - i. **There is a need for the proposed change;**
 - ii. **The identified need can best be served by granting the change requested;**
 - iii. **The proposed change complies with the Statewide Planning Goals; and,**
 - iv. **The proposed change complies with all other elements of the City's Comprehensive Plan.**
- h. **Highway Commercial: To provide suitable and desirable commercial areas along the highway intended to meet the business needs of the community.** [Sweet Home Comprehensive Plan Land Designations for Economic Development, Table 11]
- i. **High Density Residential: To provide areas suitable and desirable for higher density residential development, and particularly for apartments, manufactured home parks, other residential uses, and appropriate community facilities.** [Sweet Home Comprehensive Plan Map Residential Land Designations, Table 7]

Staff Findings: The applicant is proposing to change the Zoning Map of an approximately 62,291 square feet (1.43 acres) located in Sweet Home, OR 97386 (13S01E33A Tax Lots 600). The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone and Medium Density Residential.

Based on the Linn County 2021 aerial photograph, the area is surrounded by Residential Low Density, Residential Medium Density and Residential High Density Lots. Subdivision Application SD21-02 is pending the approval of Application ZMA21-03.

Based on the findings above the proposed zoning plan designation would be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

- 2. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]**

Staff Findings: Staff finds that the proposed zoning map amendment would be orderly and timely, be consistent with the pattern of development in the area, and based on the 2021 Linn County aerial photograph, staff finds that the subject property is surrounded by Low Density Residential, Medium Density Residential and High Density Residential lots.

The application complies with this criterion.

- 3. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]**

Staff Findings: Water and sanitary sewer services are available in Live Oak Street. The subject property has frontage along Live Oak Street. The applicant has proposed a subdivision along with the Zone Map Amendment Application. Application SD21-02 is pending the approval of Application ZMA21-03.

The application complies with this criterion.

- 4. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]**

Staff Findings: The applicant is not proposing an amendment to the comprehensive plan map.

- 5. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:**
 - a. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);**
 - b. Change standards implementing a functional classification system; or**
 - c. Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning**

period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.

- i. **Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**
- ii. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**
- iii. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]**

Staff Findings: The subject property has existing frontage along Live Oak Street. The applicant has proposed a change in zoning from the Residential Low Density (R-1) Zone to Medium Density Residential. The proposed use would be consistent with the Comprehensive Plan Map designation. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood and is consistent with the Sweet Home Transportation System Plan.

The application complies with this criterion.

To: Greg Mahler, Mayor
Ray Towry, City Manager

Date: September 7, 2021

Attached are two applications for The Youth Advisory Committee. Mailey Brewer is a seventh grader and Bea Reeve is a ninth grader. Both completed the leadership class of the Rural Community Leadership Program last spring. Both are interested in being a voice for youth on city committees and council.

Please approve their applications for the Youth Advisory Council. In addition, please appoint Mailey Brewer to an ex officio position on the city council and Bea Reeve as an ex officio member of the community health committee.

Thank you for your attention to this matter.

A handwritten signature in black ink, reading "Diane Gerson". The signature is fluid and cursive, with the first name "Diane" and last name "Gerson" clearly visible.

Diane Gerson, Councilor
Youth Advisory Council liaison



SWEET HOME YOUTH ADVISORY COUNCIL
APPLICATION AND PARENT PERMISSION FORM

Name: Mailey Brewer Age: 12
Address: [REDACTED] City: Sweet Home Zip: 97386
Phone: [REDACTED] E-mail: [REDACTED] Work: _____
School Currently Attending: Junior high Grade: 7th
Parent(s) Name: Cari and Daniel Brewer Phone: 541-461-0782
Emergency Contact Name: Cari Phone: 541-461-0782

1. Please tell us a little about yourself and why you are interested in serving on the Youth Advisory Council.

My name is Mailey. I've lived in Sweet Home all my life. I did the RDI program last year. I was interested because Diane Gerson told me about a program where I have a voice to make things better.

2. Please list below five issues you think are important to the youth and or the overall success of Sweet Home as a community. One thing is having a safe place for the youth to hangout. Youth having a voice. Having a inviting and clean down town. Educating kids well. A place for the homeless to sleep, eat and stay.

3. Are you able to commit to attending YAC meetings monthly and other meetings and events as scheduled?

Yes ✓

No _____

If "No" please explain why:

**City of Sweet Home
YAC Application and Parent Permission**

4. Selection

I understand that as part of the selection and appointment process to the YAC that I must attend a mandatory pre-appointment orientation with at least one parent/legal guardian. I/we further acknowledge that the City Council may remove me from this appointment for deficiencies in the performance of duties as outlined in the YAC Charter and Bylaws.

Mailey _____ Date: 8/22/2021
YAC Applicant Signature

Mailey Brewer
Printed Name of Applicant

Parent Permission:

By signing below, I/We hereby grant permission for Mailey Brewer to participate in the City of Sweet Homes' Youth Advisory Council if selected and appointed. We acknowledge that regular meetings will be held once a month. We further acknowledge that I/we have reviewed the bylaws governing the Sweet Home Youth Advisory Council with our child and understand that from time to time there may be additional activities, meetings and events that my child will be asked to participate in, subject to my/our approval.

Cari Brewer _____ Date: 8/22/2021
Parent Legal Guardian Signature

Cari Brewer
Printed Name of Parent/Legal Guardian

Parent Legal Guardian Signature

Printed Name of Parent/Legal Guardian

Received:

Orientation: _____ Date: _____

City Council Interview: _____ Date: _____

Appointed for term: _____ to _____

Revised: October 2017



SWEET HOME YOUTH ADVISORY COUNCIL

APPLICATION AND PARENT PERMISSION FORM

Name: Beatrice Reeve Age: 14
Address: [REDACTED] City: Sweet Home Zip: 97386
Phone: [REDACTED] E-mail: _____ Work: _____
School Currently Attending: Sweet Home High School Grade: 9th
Parent(s) Name: Anne Marie Petri Reeve Phone: 541-231-1904
Emergency Contact Name: Same (HOME) Phone: 541-367-1911

1. Please tell us a little about yourself and why you are interested in serving on the Youth Advisory Council.

I did Rural leadership Program before this so
I figured to see what this is like

2. Please list below five issues you think are important to the youth and or the overall success of Sweet Home as a community.

1. Lack of growth of the town. 5. Lack of extracurricular activities then just sports.
2. Not open to change.
3. No diversity.
4. No new business coming in.

3. Are you able to commit to attending YAC meetings monthly and other meetings and events as scheduled?

Yes _____

No ☒ _____

If "No" please explain why:

Not totally sure yet since I right now have a few soccer games?

**City of Sweet Home
YAC Application and Parent Permission**

4. Selection

I understand that as part of the selection and appointment process to the YAC that I must attend a mandatory pre-appointment orientation with at least one parent/legal guardian. I/we further acknowledge that the City Council may remove me from this appointment for deficiencies in the performance of duties as outlined in the YAC Charter and Bylaws.

YAC Applicant Signature

Date: _____

Printed Name of Applicant

Parent Permission:

By signing below, I/We hereby grant permission for _____ to participate in the City of Sweet Homes' Youth Advisory Council if selected and appointed. We acknowledge that regular meetings will be held once a month. We further acknowledge that I/we have reviewed the bylaws governing the Sweet Home Youth Advisory Council with our child and understand that from time to time there may be additional activities, meetings and events that my child will be asked to participate in, subject to my/our approval.

Anne Marie Petri Reeve _____
Parent Legal Guardian Signature

Date: _____

Anne Marie Petri Reeve _____
Printed Name of Parent/Legal Guardian

Parent Legal Guardian Signature

Date: _____

Printed Name of Parent/Legal Guardian

Received:

Orientation: _____ Date: _____

City Council Interview: _____ Date: _____

Appointed for term: _____ to _____

Revised: October 2017



City of Sweet Home
 Sweet Home Public Library
 1101 – 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

	July 2021	Aug, 2021	2021 YTD	2020	2019
Patron Activity					
OPAC Logins	236	277	2,156	1,913	3,229
SIP2 Logins	510	607	4,567	5,695	5,069
Circulation and Renewals					
Checkouts	3,083	2,855	20,537	26,598	41,328
Renewals by Staff	495	407	3,987	2,218	5,581
Renewals by OPAC	301	250	1,856	1,133	2,973
Holds Requested					
Holds by Staff	114	138	1,091	1,015	1,629
Holds by OPAC	110	118	1,052	1,241	1,720
Monthly Active Patrons					
	n/a	n/a	2,820	2,141	2,375
New Patrons					
Resident	48	n/a	179	79	409
Nonresident	26	n/a	60	12	71
Item Counts					
	n/a	35,700	35,700	35,596	35,973
Public Access Computers					
Logins	n/a	n/a	n/a	1,947	5,425
Pages Printed	n/a	n/a	n/a	4,209	10,636
Resource Sharing Savings	n/a	2,842.13	n/a	8,206.95	35,213.57

Events

Summer Reading Program wraps up by the end of September, participation numbers will be available then.

Megan started on August 11th.

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: September 14, 2021

SUBJECT: Community and Economic Development Department Report for August 2021

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from August 1st, to August 30th, 2021.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	August, 2021	July, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Residential 1 and 2 Family Dwellings	2	2	15	22	31.2
Residential Demolition	1	1	8	7	7
Residential Manufactured Dwellings	0	2	11	7	12.6
Residential Mechanical Permits	11	16	75	93	101.6
Residential Plumbing	1	1	22	27	26.2
Residential Site Development	0	0	0	0	1.2
Residential Structural	7	7	43	55	44.6
Commercial Alarm or Suppression Systems	0	0	6	2	1.4
Commercial Demolition	0	0	3	4	3
Commercial Mechanical	5	1	15	17	14.8
Commercial Plumbing	6	0	7	9	11.6
Commercial Site Development	0	0	1	2	2.6
Commercial Structural	13	2	30	29	40.0
Total Permits	46	32	236	274	297.8
Value Estimate of All Permits	\$5,939,375.00	\$1,409,732.70	\$12,274,462.76	\$15,074,659.04	\$15,649,218.08
Fees Collected	\$80,194.43	\$18,172.26	\$177,128.53	\$212,454.67	\$216,365.51

2. PLANNING

- Summary of Planning Division Applications Approved:

Application Type	August, 2021	July, 2021	2021 YTD	2020 Total	2016-2020 Annual Average
Annexations	0	0	0	1	0.4
Code Amendments	0	0	1	1	0.6
Conditional Use	0	3	10	5	6.6
Partition	1	1	14	8	5.6
Planned Development/ Subdivision	0	1	2	0	0.6
Property Line Adjustments	0	3	13	15	8.8
Vacation	0	0	0	0	0
Variance	0	0	1	1	6.4
Zoning Map Amendment	1	0	3	4	1.4

- 5 land use applications were submitted in August.
- 11 Land Use Applications are pending final approval.
- 5 Fence Permits were issued in August.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. The Planning Commission is now meeting twice every month until they have completed their review of the new draft. It is expected that Planning Commission review will not be complete until the fall, at the earliest. Once the Planning Commission has completed their review, they will make a recommendation to the City Council, after which the Council will have an opportunity to review the document and consider changes.
- The City has received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. We continue to meet with ODOT to work out an Intergovernmental Agreement, draft the Scope of Work, and hire a consultant.
- The next Planning Commission meeting is scheduled for September 16, 2021.

3. ECONOMIC DEVELOPMENT

- As you are aware, the City recently hosted a site-selection group investigating sites in Sweet Home for a very large paper manufacturing facility. This development would be a \$500M investment, with at least 200 new jobs. We're told by Business Oregon that the City is the leading site in Oregon, however, we are in competition with other sites in Washington, Idaho, and Montana. Since the visit, Staff has been hard at work providing answers to many follow-up questions, the latest of which needs to be submitted by September 15th. We're told that soon after that, the company will put together their short-list, and conduct further investigations and negotiations.
- Dougherty Landscape Architects (DLA) continue to work on the Downtown Streetscape and Parking Plan. We applied for and received a CARES Act (COVID response) grant from Linn County for this project in the amount of \$10,000. DLA has submitted additional drafts, which staff are now reviewing.

- Staff is winding down our COVID-19 support activities, however we still have plenty of Personal Protective Equipment (PPE) from the State available for distribution to businesses at no charge. We will continue to distribute those materials to all who are interested.
- Now that the land swap agreement for 24th Ave has been approved, Staff is working on the land use applications and surveys. The Partition requires a conditional use permit, which will be reviewed by the Planning Commission at their October 7th meeting.
- The application to ODOT for a Rail Crossing at 24th Avenue has now reached the public comment phase. We expect the final Crossing Order any day now.
- Work on the former Weyerhaeuser mill site is not progressing. While the remaining cleanup looks positive, Linn County has rejected all the proposals that were submitted in response to their recent Request for Proposals. It is unclear at this time how the County wishes to move forward.

4. CODE ENFORCEMENT

- Summary of Actions.

Case Status	August, 2021	July, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
New Complaints	14	12	68	76	N/A
New Officer-Detected Violations	2	5	63	N/A	N/A
Violations Resolved	10	17	122	195	326.33
Complaints Noted with No Violation Found	2	1	9	17	25
Open Cases at End of Period	28	24	28	28	N/A
Citations	3	0	6	5	1.67
Abatements	0	0	0	0	0
Enforcement Type	August, 2021	July, 2021	2021 YTD	2020 Total	2018-2020 Annual Average
Animal	4	5	28	49	50.33
Blight	0	0	2	1	1
Illegal Burn	0	0	0	0	2
Illegal Dumping	0	0	0	0	0.67
Illegal Parking	1	0	9	24	9.33
Illegal Sign	0	0	1	6	3.33
Junk/Abandoned Vehicle	0	0	3	8	10.67
Minimum Housing	0	0	0	4	4.33
Occupying an RV	2	7	16	50	47.33
Open Storage	2	3	23	84	79.33
Other	4	1	10	7	24
Public Nuisance	0	1	11	103	59
Public Right-of-way	0	0	2	13	16.33
Tall Grass & Weeds	2	16	64	161	142
Vacant Lot	0	0	0	0	0.33

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

5. PARKS

- The Park and Tree Committee will meet next on September 15, 2021.
- Movies in the Park in Sankey Park this Summer were successful. We held three events, each of which were well attended.
- This year's Harvest Festival is rapidly approaching—it will take place on Saturday, October 2nd. Staff is hard at work on preparations, and this year is looking like it will be bigger than ever.

- Construction of Sankey Park Improvements is continuing. Construction on the play structures and concrete has been completed, as well as much of the lighting installation. Work on the asphalt paths, remaining electrical and irrigation lines is ongoing.
- Design work is underway for a new park adjacent to City Hall. The Park will include a donated playground structure and dog park.

6. OTHER PROJECTS

- The Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, and we have received a proposed Intergovernmental Agreement from ODOT. However, Citizens have come forward seeking to add a roofed structure over the artwork to protect it from the weather. Staff is working with ODOT to modify the IGA in order to allow the construction of a roofed structure. Staff inquired to learn if City acquisition of the property was a possibility. Initially, ODOT informed us that such action was not a possibility. However, after additional follow-up, ODOT is indicating that a right-of-way vacation is possible, which would add some of the property to the East Linn Museum property. ODOT has begun work on this transfer of property, and Staff is coordinating with them and the East Linn Museum to complete the transaction. In the interim, City Staff have applied a clear “log oil” treatment to preserve the surface of the logger statue.
- Willow Street Neighborhood LID: Now that the ordinance has been adopted, Staff is working with several parties to find the best financing option for the project.
- The ODOT Foster Lake Sidewalk Project: Budgetary constraints have required that the project be limited to one side (the north) of US 20. The new scope also removes the section underneath the railroad bridge and calls for a soft-surface path in that location to be constructed by the City. Construction has been delayed until 2022, but engineering work is continuing throughout 2021.
- The CEDD systems analysis is ongoing. This project will “map” out all department processes so that efficiencies can be identified, delays can be removed, and operations can be made easier for both customers and staff. These process maps will be documented for staff continuity and to share with other departments. Staff turnover has caused some delays, but will provide new opportunities for improvement in this project.
- Staff has begun meeting again with ODOT regarding a possible pedestrian crossing at 22nd Avenue and Main Street. State Funding has been identified, and we have a tentative agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. As things develop, we will keep you informed.
- CEDD Staff are assisting in the update of the City’s Natural Hazards Mitigation Plan by providing maps and information.

MEMORANDUM



TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: September 14, 2021
 SUBJECT: Public Works Activities Report – August 2021

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

This table section summarizes work done on key maintenance activities.

Work Type	August, 2021	July, 2021	2021 YTD	2020	2 Yr Avg
Bathrooms/Garbage	0*	0*	107	597	670
Catch Basin Inspection/cleaning	0	0	1	48	40
Leaf Collection	0	0	1	138.5	181
Hydrant Flushing	4	0	106	280	292
Locates	47	38	262	520	484
Meter Re-Read	129	124	479	830	636
Mowing	1*	4*	18	82	106
Playground EQ Inspection	0*	2*	40	21	60
Pothole Repair	77	1	378	667	638
Sewer CCTV Miles	0.06	0.00	0.08	5.71	4
Street Sweeping Miles	76	144	328	2086	3114
Water Main Repair	1	1	5	5	10
Water Service Repair	10	0	8	73	52
Water Turn Ons/Offs	60	53	324	914	977
Total Completed Work Orders	500	470	3735	7895	8233

*Data incomplete due to staff change over and technological issues. New tablets and training completed.

WWTP and WTP Key Performance Indicators (KPIs)

	July, 2021	June, 2021	2021 YTD	2020	2019	5 Yr Avg
Potable						
MG Treated	40.11	32.51	253.42	345.13	444.48	434.89
Backwash Water in MG	1.90	2.18	22.01	18.42	22.90	13.50
Ave daily demand in MG	1.29	1.16	1.05	0.95	1.21	1.17
Sanitary						
MG Treated	24.63	30.63	362.15	596.71	547.14	559.36
Max Daily Flow in MG	0.90	1.35	4.73	6.66	7.30	6.02
Average Flow in MG	0.79	1.02	1.72	1.63	1.50	1.53

* MG is Million Gallons

Notes: There were eight water quality exceedances reported for the month of July

On 7/7/2021 we recorded an effluent cBOD mg/L weekly average of 16.5, the permit limit is 15.

On 7/7/2021 we recorded an effluent TSS mg/L weekly average of 19.3, the permit limit is 15.

On 7/14/2021 we recorded an effluent TSS mg/L weekly average of 16.8, the permit limit is 15.

On 7/21/2021 we recorded an effluent cBOD mg/L weekly average of 21.5, the permit limit is 15.

On 7/21/2021 we recorded an effluent TSS mg/L weekly average of 23.0, the permit limit is 15.

On 7/28/2021 we recorded an effluent TSS mg/L weekly average of 24.0, the permit limit is 15.

For the month of July we recorded an effluent cBOD mg/L monthly average of 16.1, the permit limit is 10.

For the month of July we recorded an effluent TSS mg/L monthly average of 20.8, the permit limit is 15.

Current & Upcoming Projects

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance

Status: Staff has completed the 90% design evaluation of the WWTP Improvement Project. Staff is seeking approval for funding through DEQ SRF Loan, with USDA funding project at final completion. Staff will provide Council an detailed project update in September 2021.

Water Loss

Scope: Staff will continue to identify water leaks throughout the 54 miles of water distribution system.

Status: PW staff will continue to provide updates as available.

Sankey Park Improvements

Scope: Install new paths, lighting, and playground equipment.

Status: Paths and lighting work has resumed August 2021. Paths to be completed in September 2021.

2021 Overlay Project

Scope: Overlay multiple streets through the community.

Status: Phase I construction has been completed. Phase II bids have been received, staff to recommend award of contract to Council August 2021. Paving work scheduled for October 2021.

Water & Stormwater Master Plans – West Yost

Scope: Develop Water & Stormwater Master Plans to support development

Status: Staff is currently reviewing “Scopes of Work” for both projects. Projects will commence September 2021.

Backwash Pump Evaluation – West Yost

Scope: Evaluate feasibility of adding a backwash pump and using clearwell for filter backwashes and the corresponding effects on the distribution system and treatment.

Status: Design with West Yost, design

Finished Water Pump Evaluation – West Yost

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

Status: In design with West Yost, completion scheduled for September 2021.

Fluoride at WTP

Scope: Fluoride system at WTP has failed/End of life budgeted for replacement FY21/22.

Status: PW Staff obtaining quotes to evaluate currently.

Streaming Current Monitors Replacement

Scope: The Streaming Current Monitors (SCMs) have failed at the WTP and are at end of life. Replacement is budgeted for the FY21/22

Status: PW staff have obtained a quote from our Integrator of Record and are proceeding on this project utilizing that contract. Current estimated time for completion unknown

Wastewater Filter Belt Press

Scope: Filter Belt Press was installed in approx. 1974 and is an operational and financial challenge to keep operating, looking to prepurchase new dewatering equipment for the wastewater treatment plant as part of the upgrade project.

Status: PW staff currently working with Engineer of Record to confirm sizing of dewatering equipment.