



CITY OF SWEET HOME PLANNING COMMISSION AGENDA

September 18, 2025, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Mission Statement

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

Meeting Information

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

Call to Order and Pledge of Allegiance

Roll Call of Commissioners

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

Meeting Minutes:

- a) [2025-06-05 Planning Commission Meeting Minutes](#)

Public Hearings

- a) [Partition Application P25-07 Staff Report](#)
- b) [Zone Map Application ZMA25-01 Staff Report](#) - Revised

Staff Updates:

- a) [Committee Media Policy](#)

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

Adjournment

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

The 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.

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

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

Planning Commission Process and Procedure for Public Hearings

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

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



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

June 05, 2025, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Meeting Information

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Call to Order and Pledge of Allegiance

Roll Call of Commissioners

PRESENT

Brandy Wysong Frick (Virtually)

Henry Wolthuis

Jamie Melcher

Laura Wood

Eva Journey

Nancy White

Joe Graybill

STAFF

Angela Clegg, Planning and Building Manager

Amber Steinborn, Planning & Building Technician

Adam Leisinger, Special Projects Manager

GUESTS

Coltin Pritchard, 1207 43rd Avenue, Sweet Home, Oregon 97386

Michelle Hayes, 1207 43rd Avenue, Sweet Home, Oregon 97386

Joe Lapham, 4311 Citabria Street, Sweet Home, Oregon 97386

Cindy Farrell (for Earl Main, 1212 43rd Avenue, Sweet Home, Oregon 97386)

Earl Main, 1212 43rd Avenue, Sweet Home, Oregon 97386

Ken Fares, 4304 Long Street, Sweet Home, Oregon 97386

Barb Fares, 4304 Long Street, Sweet Home, Oregon 97386

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

None.

Meeting Minutes:

- a) 2025-04-03 Planning Commission Meeting Minutes

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.

A motion to approve the April 3, 2025 meeting minutes was made by Commissioner Journey, seconded by Commissioner Graybill.

Voting Yea: Commissioner Wysong Frick, Commissioner Wolthuis, Vice Chair Melcher, Chairwoman Wood, Commissioner White.

Voting Nay: None.

Public Hearings

a) CU25-01 Staff Report

The Public Hearing was opened at 6:33 PM

Commissioner Wood read the application summary and asked of the Commission if there were any personal bias, there were none.

Commissioner Wood asked of the Commission if there were any conflicts of interest, there were none.

Commissioner Wood asked of the Commission if there was any ex parte information; Commissioner Wysong Frick disclosed that she lives in the same neighborhood as the applicants, and drives by location every day, but does not know applicants and does not have any pre-conceived notions.

Manager Clegg presented the Staff Report and asked if there were any questions.

Commissioner Graybill inquired as to whether the emergency access easement is a hammerhead style lot, or a half hammerhead style lot & inquired as to whether the emergency access easement is designated for three properties located on the corner of 43rd Avenue and Long Street.

Manager Clegg advised that the property containing the emergency access easement is a half-hammerhead style lot.

Chairwoman Wood also inquired as to whether three properties utilize the emergency access easement, located to the East of the Applicants' property.

Manager Clegg reported that there are four properties utilizing the emergency access easement, which includes the property located to the West rear. Commissioners asked no other questions.

Applicant Testimony:

Mr. Colton Pritchard of 1207 43rd Avenue, Sweet Home, Oregon, requested a Conditional Use permit to operate a Home Occupation business involving wholesale vehicle purchases and sales exclusively through online automobile auctions. Mr. Pritchard testified that the business is based at his residential address, but does not involve direct customer visits & further explained that all sales and transactions would occur online. Mr. Pritchard indicated, per his application request, that only one wholesale vehicle would be present on the property at any time, typically stored temporarily before being transported to Mr. Pritchard's separate automotive repair shop. The applicant stated that he owns P&H Automotive, which is located in Jefferson, Oregon, and provides sufficient parking for multiple vehicles involved with the business. Additionally, Mr. Pritchard stated that vehicle repairs and detailing would occur offsite, at his automotive repair shop located in Jefferson, Oregon; and that the property would not be used as a car lot. Mr. Pritchard explained that the purpose of the Conditional Use permit was largely to satisfy DMV licensing requirements associated with operating a dealership license. Mr. Pritchard also noted that personal vehicles on the property include his own and that of his wife's mother, totaling two (2) personal vehicles currently parked at his residence. Mr. Pritchard stated that the property has

parking capacity sufficient to accommodate these vehicles, and specified that increased traffic or commercial deliveries are not expected to occur on the easement or property.

Testimony in Favor:

None.

Testimony in Opposition:

Ken and Barb Farris, of 4304 Long Street, highlighted issues with driveway blockage from cars and tow trucks and suggested that fencing solutions might mitigate visual impact, but raised access concerns. Additionally, Mr. & Mrs. Farris also raised concerns indicating that the applicant, Mr. Pritchard, could not guarantee that there would only one extra vehicle on his property, per the Conditional Use permit request.

Mr. Joe Lapham, of 4311 Citabria Street, also indicated that he did not believe the applicant, Mr. Pritchard, could guarantee that there would only be one extra vehicle located on his property at a time. Additionally, Mr. Lapham expressed worries about the increase in vehicles and its impact on children playing nearby, believing vehicle activities are inappropriate for a residential zone.

Ms. Cindy Ferrell accompanied Mr. Earl Mane, who lives at 1212 43rd Avenue, a neighboring residence located adjacent to the Applicants' property. Mr. Earl Mane voiced concerns, that he believes that at some point, Mr. Pritchard is going to want to obtain access to his property from 43rd Street, in addition to the access his property currently has, located on Long Street. Ms. Ferrell and Mr. Mane further asserted their opposition to the application, due to concerns regarding constrained space, access challenges, high density of homes, proximity to children, and safety concerns for emergency vehicles.

Neutral Testimony:

None.

Applicant's Rebuttal:

The applicant, Mr. Coltin Pritchard, reinforced that the business operations were 100% online, with no customer visits. He expressed willingness to accept a condition restricting business-related vehicles on-site to zero, beyond personal household vehicles, with all vehicles handled offsite at his shop. Mr. Pritchard clarified the maximum practical vehicle count would be one business vehicle on-site in rare, brief circumstances, and anticipated zero vehicles for most times. Mr. Pritchard emphasized that this Conditional Use permit was primarily for licensing reasons, to comply with DMV requirements.

The Public Hearing was closed at 7:02 PM.

Commission discussion:

Vice Chair Melcher expressed an understanding that some activities on the property might not be related to the online vehicle auction business currently under review, and those should be treated separately. She also indicated that she is not opposed to the presence of a single vehicle on the property, stating that one car occasionally would likely have minimal impact on the neighborhood. Vice Chair Melcher also pointed out that any violation of permit conditions affecting the business would have consequences through the dealership license, which could be enforced by code enforcement officers if necessary. Vice Chair Melcher expressed favor of supporting the application with oversight to address potential violations through proper regulatory recourse.

Commissioner White voiced a broader concern about flag lots in general, noting issues such as congestion and access. However, she conceded that one additional vehicle on the property would not significantly exacerbate these problems, as long as it remained on the applicant's property. Commissioner White stated that she agreed with Vice Chair Melcher, in that any

breaches of conditions would likely be addressed through enforcement mechanisms and could impact the applicant's dealership license, which would incentivize compliance. Commissioner White did not see the online auction business, itself, as having a negative effect on the property or the neighborhood, suggesting support for the application, provided conditions are followed.

Commissioner Wysong Frick, who lives in the neighborhood, acknowledged the neighbors' concerns about the tightness of the area and the presence of many children, indicating empathy for their caution. She raised questions about the specific recourse available if the applicant were to bring more vehicles onto the property than allowed, wondering if neighbors would have to endure a lengthy complaint and enforcement process. Commissioner Wysong Frick sought clarity on enforcement mechanisms and whether neighbors would realistically be protected if conditions were violated.

In response to Commissioner Wysong Frick's concerns, Manager Clegg explained the complaint and enforcement process; neighbors could file complaints through the Code Compliance Officer, either by form, or online. Complaints would initiate a process under SHMC; Chapters 8.04 (Open Storage) and 10.16 (Declaration of Public Nuisance). Enforcement would involve inspections, warning letters, violation notices, and potentially court proceedings leading to fines. Persistent violations could lead to revocation of the Applicant's dealership license, effectively stopping unauthorized activities. Manager Clegg also emphasized that enforcement is structured, but not instantaneous – requiring neighbor involvement; but ultimately, backed by legal authority.

Commissioner Wysong Frick went on to express surprise at the volume of opposition amongst neighbors, given the seemingly low-impact nature of the business.

Manager Clegg stressed the importance of focusing the decision strictly on the application for an online auction business, and excluding any unrelated property concerns raised by neighbors. Manager Clegg noted the application process requires adherence to specific criteria, and decisions must be grounded in those factors.

Commissioner Graybill stated that he had initially shared concerns about having a car dealership operating in a small residential area, fearing increased vehicle traffic and congestion. However, Commissioner Graybill indicated that after reviewing the application and hearing the Applicant's testimony that no vehicles would ordinarily be on-site, Commissioner Graybill's position shifted to support the application. Commissioner Graybill also agreed with the staff's recommended conditions from the Staff Report, and emphasized the importance of limiting physical vehicle presence. Commissioner Graybill further noted his dislike of easements, due to associated safety and access concerns, but found the application acceptable, given the low-anticipated intensity of the business use.

Commissioner Journey, while supportive of small entrepreneurial home businesses, emphasized concerns about the physical constraints of the site. She noted the space in front of the garage, where vehicles would be parked, might be limited and cause congestion. Commissioner Journey commended the Applicant for their willingness to limit vehicles to zero or one, consistent with addressing neighbors' concerns. Commissioner Journey mentioned the life safety issues related to the narrow easement used for access, highlighting the critical need to keep emergency vehicle access unobstructed. Commissioner Journey indicated that she preferred limiting on-site vehicles and strictly enforcing conditions, to mitigate potential neighborhood impact, indicating tentative support for approval with strong conditions.

Chairwoman Wood succinctly echoed sentiment from the other Commissioners, regarding flag lots, and shared similar concerns about congestion and access. Chairwoman Wood implicitly supported a cautious, but reasonable approach, given the limited impact of the proposed business.

Commissioner Wolthuis also pointed out the existing congestion issue in the shared driveway area, acknowledging parking challenges on neighboring properties that use the same access easement. Commissioner Wolthuis suggested that the Applicant could alternatively use his other business address in Jefferson, Oregon, for licensing purposes.

Manager Clegg clarified that if the Applicant conducts the business from the Jefferson address, no Conditional Use permit would be necessary. Manager Clegg also indicated that the current Conditional Use application was submitted, solely due to the fact that the business is registered at the residential property, asserting that the Conditional Use permit's primary function is to ensure the business is officially approved for that location.

A motion to approve Application CU25-01 was made by Vice Chair Melcher, seconded by Commissioner Journey.

Voting Yea: Commissioner Wysong Frick, Commissioner Graybill, Commissioner Wolthuis, Commissioner White, Vice Chair Melcher, Commissioner Journey, Chairwoman Wood.

Voting Nay: None.

Staff Updates:

Manager Clegg shared updates regarding numerous recent property line adjustments and partitions that streamline development processes, particularly for middle housing duplexes. Ongoing infrastructure planning and coordination with developers (including traffic evaluations for larger projects) was briefly discussed. Upcoming community programs were highlighted by Manager Clegg, including citywide cleanup events and a summer schedule of Movies in the Park. Manager Clegg advised that email communications to Planning Commission members would be reset to update the roster, including additions and removals of staff and Commissioners. Manager Clegg indicated that the Planning & Building Department is continuing to work on housing code amendments and updates to the Sweet Home Municipal Code, specifically Chapter 17, in alignment with new state laws focusing on middle housing and affordable housing strategies. Manager Clegg further advised that she is still finishing up the Transportation System Plan (TSP), as well as the Housing Production Strategy, and will be focusing her efforts on the updates to the Planning code, once those two items have been completed.

Planning Commission Business: (Commission comments about topics not listed on the agenda)
None.

Round Table Discussions:

The Commission welcomed new Planning Commissioner, Brandy Wysong Frick, participating remotely, due to health reasons, marking a full commission.

A motion to approve the cancellation of the next Planning Commission Meeting scheduled for July 3rd, 2025, due to the close proximity to the Independence Day holiday, was made by Chairwoman Wood, and seconded by Commissioner White.

Voting Yea: Commissioner Wysong Frick, Commissioner Wolthuis, Vice Chair Melcher, Chairwoman Wood, Commissioner Journey, Commissioner White, Commissioner Graybill

Voting Nay: None.

Adjournment

The meeting was adjourned at 7:26 PM

Laura Wood, Chairperson
Sweet Home Planning Commission

Respectfully submitted by Amber Steinborn, Planning & Building Permit Technician.



City of Sweet Home

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

PLANNING COMMISSION STAFF REPORT

REQUEST: The applicant is requesting to partition an approximately 86,358 square foot lot into two parcels per Sweet Home Municipal Code 17.98. Proposed Parcel 1 shall be approximately 11,577 square feet. Proposed Parcel 2 shall be approximately 74,781 square feet, including a flagpole. The subject property is in the Residential Low Density (R-1) zone.

Application P25-07 is being filed simultaneously with Application ZMA25-01. Approval of Application P25-07 is not contingent on the approval of Application ZMA25-01.

APPLICANT AND

PROPERTYOWNER: James Hurley

FILE NUMBER: P25-07

PROPERTY LOCATION: 1247 Clark Mill Road, Sweet Home, OR, 97386; Identified on Linn County Assessor’s Map as 13S01E32AA Tax Lot 00500

REVIEW AND

DECISION CRITERIA: Sweet Home Municipal Code (SHMC) Sections: 17.10, 17.58.030, 17.58.050, 17.58.070, 17.98.010-17.98.060, and 17.124

STAFF CONTACT:

Angela Clegg, Planning & Building Manager
Phone: (541) 818-8029
Email: aclegg@sweethomeor.gov

I. PROJECT AND PROPERTY DESCRIPTION

Zoning and Comprehensive Plan Designations:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property	Residential Low Density (R-1)	High Density Residential
Property North	Residential Low Density (R-1) Commercial Highway (C-2)	Highway Commercial
Property East	Residential Low Density (R-1)	Highway Commercial
Property South	Residential High Density (R-3)	High Density Residential
Property West	Residential Low Density (R-1)	Low Density Residential

Property Information:

Floodplain: Based on a review of the FEMA FIRM Maps; Panel 41043C0914G dated September 29, 2010, the subject property is not in the 100-year floodplain.

Wetlands: The subject property does not show wetlands/waterways on the property that are depicted on the Sweet Home Local Wetlands Inventory and the National Wetlands Inventory Map.

Access: The subject property has frontage along Clark Mill Road.

Sidewalks: There are no existing sidewalks on this section of Clark Mill Road.

Services: The subject property has existing access to City water and sewer services from Clark Mill Road.

Street: Proposed Parcel 1 abuts approximately 95 feet of Clark Mill Road. Proposed Parcel 2 abuts approximately 20 feet of Clark Mill Road via a flagpole access strip.

Notice and Timelines

Application Submitted:	April 28, 2025
Letter of Incomplete issued:	May 7, 2025
Application Deemed Complete:	August 4, 2025
Mailed/Emailed Notice:	August 4, 2025
Notice Published in New Era Newspaper:	August 10, 2025
120 Day Processing Deadline:	December 2, 2025

II. COMMENTS RECEIVED

CEDD Engineering: No comments as of the issuance of this staff report.

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

**Jaysen Cunningham
Building Division:** Building has no comments.

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

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

III. REVIEW CRITERIA AND FINDINGS OF FACT

An application for a land partition is subject to the review criteria listed in Sweet Home Municipal Code Sections 17.10, 17.58.030, 17.58.050, 17.58.070, 17.98.010-17.98.060, and 17.124.

The City Manager shall sign the final plat if the plat substantially conforms to the approved preliminary plat, and if the conditions of approval are satisfied per SHMC Section 17.98.060(B). Staff Findings of Fact and analysis are as follows.

17.58.030 STANDARDS FOR LOTS OR PARCELS

The following standards shall apply to all partitions and subdivisions.

A. Minimum lot area. Minimum lot area shall conform to the requirements of the zoning district in which the parcel is located. Access easements, or the access strip to a flag lot, shall not be included in the calculation of lot area for purposes of determining compliance with any minimum lot size provision of this Development Code.

Staff Findings: The subject property is zoned Residential Low Density (R-1). In the R-1 zone, the minimum lot area is 7,000 square feet for a single-family dwelling or duplex. All other permitted uses in this zone meet density and development requirements.

The applicant has submitted Application ZMA25-01 requesting a zone map amendment from R-1 to Residential High Density (R-3) to bring the property into conformity with its existing Comprehensive Plan Map designation. In the R-3 zone, the minimum lot area requirements are:

- 5,000 square feet for a single-family dwelling or duplex,
- 2,000 square feet for an attached dwelling,
- 9,000 square feet per parcel and 1,500 square feet per unit for multifamily dwellings.
- All other permitted uses meet the applicable setback and development standards.

According to the submitted site plan (Attachment B), the property has a total lot area of approximately 86,358 square feet prior to partition. After partition, Proposed Parcel 1 will be approximately 11,577 square feet, and Proposed Parcel 2 will be approximately 74,781 square feet, including the flagpole access strip.

Staff find that the minimum lot area requirements for both proposed parcels comply with the standards of the R-1 and R-3 zoning districts.

Based on these findings, staff determine that the application complies with the minimum lot area criteria.

B. Lot width and depth. The depth of a lot or parcel shall not be more than three times the width. Lots or parcels created for commercial, industrial or public uses shall be exempt from width to depth ratio provisions.

Staff Findings: The subject property has an existing width of approximately 115 feet and a depth of approximately 770 feet. This exceeds the required lot width-to-depth ratio, making the parcel a pre-existing, nonconforming lot.

According to the submitted site plan (Attachment B):

- Proposed Parcel 1 will have an average width of approximately 93 feet and an average depth of approximately 138 feet. The depth does not exceed three times the width and therefore complies with the standard.
- Proposed Parcel 2 will have an average width of approximately 115 feet and an average depth of approximately 631 feet (excluding the flagpole). While the depth does exceed three times the width, it does not increase the property's existing nonconformity.

Based on these findings, staff determine that the application complies with the lot width-to-depth ratio criteria.

C. Access. All new lots or parcels shall access a public street. Except that, residential lots or parcels may be accessed by a private access easement developed in accordance with the

provisions of Chapter 17.42 when it is determined that a public street access is:

- 1. Infeasible due to parcel shape, terrain, or location of existing structures;**
- 2. Unnecessary to provide for the future development of adjoining property.**
- 3. No more than 10% of the lots within a subdivision may be accessed by a private street or private access easement.**

Staff Findings: Based on the submitted site plan (Attachment B):

- Proposed Parcel 1 has approximately 95 feet of frontage on Clark Mill Road and contains an existing structure.
- Proposed Parcel 2 has approximately 20 feet of frontage on Clark Mill Road, provided through a flagpole access strip. The flagpole strip is the sole access for this parcel.

Because only one lot is served by the access strip, it does not exceed the 10% limit on lots served by private access.

Based on these findings, staff determine that the application complies with the access criteria.

D. Flag lots. Flag lots shall be subject to the following development standards:

- 1. The access strip shall be a minimum of 20 feet in width. The improved surface shall be a minimum of 14 feet in width.**
- 2. The access strip shall not be included in the lot area calculation.**
- 3. If the length of the access strip exceeds 150 feet, the parcel or lot shall include a turn-around area per applicable fire district requirements.**

Staff Findings: According to the submitted site plan (Attachment B), Proposed Parcel 2 will be accessed by a flagpole access strip measuring approximately 20 feet in width and 115 feet in length.

- Lot area: The access strip cannot be included in the lot area calculation. The buildable square footage of Proposed Parcel 2 is 72,526 and the total square footage, including the flagpole access strip, is 74,781. Staff recommend a condition of approval requiring the final plat to show lot area calculations both with and without the access strip for future development purposes.
- Turnaround requirements: Because the access strip length does not exceed 150 feet, a turnaround is not required at this time. However, depending on the distance to future structures, a turnaround may be required at the time of development. Staff recommend a condition of approval requiring compliance with all applicable development and fire code standards at the time of development.
-

With these conditions, staff determine that the application complies with the flag lot standards.

E. Through lots. Through lots shall be avoided except where essential to provide separation of residential development from traffic arteries, adjacent non residential activities, or to overcome specific disadvantages of topography. Screening or buffering, pursuant to the provision of Chapter 17.54, may be required during the review of the land division request.

Staff Findings: The applicant is not proposing a through lot.

F. Lot side lines. The side lines of lots, as far as practicable, shall run at right angles to the public street, private street or private access easement upon which the lot or parcel faces.

Staff Findings: According to the submitted site plan (Attachment B), the side lot lines of Proposed Parcels 1 and 2 run at right angles to Clark Mill Road, consistent with the standard.

Based on these findings, staff determine that the application complies with the lot side line criteria.

G. Utility easements. Utility easements shall be provided on lot areas where necessary to accommodate public utilities. Easement width shall conform to adopted Engineering Standards.

Staff Findings: Based on the Sweet Home Infrastructure Map:

- Proposed Parcel 1 is currently served by existing City utilities.
- Proposed Parcel 2 has access to City water and sewer services located in Clark Mill Road. These services will need to be routed through the flagpole access strip along the southern boundary of Tax Lot 500. The utility easement must be written to benefit both Parcel 1 and Parcel 2.

No development is proposed with this application, and the submitted site plan (Attachment B) does not show utility easements. Staff recommend a condition of approval requiring that all easements be shown on the final plat as well as future site plans. Utility connection costs shall be addressed at the time of building permit review.

With the recommended conditions, staff determine that the application complies with the utility easement criteria.

17.58.050 IMPROVEMENT REQUIREMENTS – PARTITION

During the review of partition proposals, The City shall require, as a condition of approval, the following improvements:

A. Private access. Where included, private driveways serving flag lots, or private easements shall be surfaced per the requirements of this Development Code.

Staff Findings: According to the submitted site plan (Attachment B):

- Proposed Parcel 2 will be served by a flagpole access strip approximately 20 feet wide and 115 feet long.
- Staff recommend a condition of approval requiring the access to be surfaced in compliance with the Street Standards requirements at the time of development.

With the recommended condition, staff determine that the application complies with the private access criteria.

B. Street frontage improvements. The following improvements shall be required:

- 1. Consistent with the adopted transportation plans, sufficient land shall be dedicated to establish the appropriate right-of-way width.**
- 2. If the street frontage of the subject property is less than or equal to 250 feet and does not connect to existing improvements, the applicant shall sign a development agreement with The City of Sweet Home. This agreement shall stipulate that the applicant, or future property owner, will agree to participate in right-of-way improvements. The agreement may include provisions for the following: street paving, curbing, sidewalks, water lines, storm sewer facilities and sanitary sewer facilities. The agreement shall be recorded at the County Clerk's Office at the time of the recording of the final plat.**
- 3. If the street frontage of the subject property exceeds 250 feet, or extends an existing dedicated right-of-way, the applicant shall improve the following:**
 - a. Public streets upon which the property fronts to public standards, including: surfacing from center line to curb, installation of curbing, storm sewers, sanitary sewers, water lines and other necessary public utilities per approved master plans. Where a master plan**

has not been adopted, the developer shall enter into a development agreement consistent with item (B)(2), above.

- b. Sidewalks, meeting City standards, along public street frontage. Sidewalk construction may be deferred until such time a building permit is issued.*
- c. The installation of storm sewers, sanitary sewers, water lines and other utilities necessary to serve parcels accessing off of the new street.*

Staff Findings: According to the 2005 Transportation System Plan:

- Clark Mill Road is designated as a collector street.
- Clark Mill Road does not currently meet the design standards for a collector street, as it lacks curbs, gutters, and sidewalks.
- The applicant is required to file a development agreement with the City of Sweet Home prior to recording the final plat.

Staff recommend a condition of approval requiring all future development to comply with applicable standards of the Sweet Home Municipal Code.

With the recommended condition, staff determine that the application complies with the street frontage improvement criteria.

- C. Public facilities. Sewer, Water, and Storm Drainage facilities may be required on and adjacent to the project. The developer shall submit engineering plans or facility improvement plans to The City for review. The plans shall address the required improvements contained in this Article, and any conditions of approval, and shall conform with City Engineering Design Standards. The plans shall be reviewed and approved prior to the recording of the final partition plat.*

Staff Findings: Based on the Sweet Home Infrastructure Map:

- Proposed Parcel 1 is currently served by existing City utilities.
- Proposed Parcel 2 has access to City water and sewer services located in Clark Mill Road. These services will need to be routed through the flagpole access strip along the southern boundary of Tax Lot 500. The utility easement must be written to benefit both Parcel 1 and Parcel 2.
- Storm drainage is required and will be reviewed during the building permit phase of development.

No development is proposed with this application, and the submitted site plan (Attachment B) does not show utility easements. Staff recommend a condition of approval requiring that all easements be shown on the final plat as well as future site plans. Utility connection costs shall be addressed at the time of building permit review.

With the above conditions, Staff find that the application complies with the public facilities criteria.

- D. Completion requirements. All required improvements shall be completed prior to the issuance of any building permits for the subject property. Alternatively, improvements required under this Section may be assured through a performance bond or other instrument acceptable to The City prior to the approval of the final plat of the partition.*

Staff Findings: The applicant shall file a development agreement with the City of Sweet Home prior to the recording of the final plat. Staff recommend a condition of approval that all development comply with all applicable standards of the Sweet Home Municipal Code at the time of development.

With the above conditions, staff find that the application complies with these criteria.

17.98.040 SUBMITTAL REQUIREMENTS

- A. The applicant shall prepare and submit a preliminary plan and other supplemental information as may be required by City staff to indicate the intent of the development. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. The applicant shall submit one 11" x 17" copy of the preliminary plan along with one digital copy. The plan shall include the following information:**
- 1. General Information. The following general information shall be shown on the tentative plan:**
 - a. Vicinity map showing all streets, property lines, streams, and other pertinent data to locate the proposal.**
 - b. North arrow and scale of drawing.**
 - c. Tax map and tax lot number or tax account of the subject property.**
 - d. Dimensions and size in square feet or acres of the subject property and of all proposed parcels.**
 - 2. Existing Conditions:**
 - a. Location of all existing easements within the property.**
 - b. Location of City utilities (water, sanitary sewer, storm drainage) within or adjacent to the property proposed for use to serve the development.**
 - c. The location and direction of water courses or drainage swales on the subject property.**
 - d. Existing use of the property, including location of existing structures with dimensions of the structures and distances from property lines. It shall be noted whether the existing structures are to remain or be removed from the property.**
 - 3. Proposed Plan:**
 - a. Locations, approximate dimensions and area in square feet of all proposed parcels. All parcels shall be numbered consecutively.**
 - b. Location, width and purpose of any proposed easements.**
- B. At the discretion of the City, specific requirements may be waived provided there is sufficient information to allow processing of an application.**

Staff Findings: The applicant submitted a tentative partition map on April 28, 2025. A letter of incomplete was issued on May 7, 2025. The application was deemed complete on January 22, 2025.

Errors were identified on the original site plan, and the applicant submitted a revised plan on September 9, 2025, which has been included in the packet for the Planning Commissioners.

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

17.98.050 DECISION CRITERIA: Approval of a partition shall be subject to the following decision criteria:

- A. Each parcel shall satisfy the dimensional standards of the applicable zone, unless a variance from these standards is approved [SHMC 17.98.050(A)].**

17.10.060 DIMENSIONAL STANDARDS:

A. Unless otherwise required by this Development Code, the following minimum dimensional standards shall be required for all development in the R-1 zone [SHMC 17.10.060 (A)]:

- 1. Minimum Lot Area and Width:**
 - a. Single Family Dwelling, Manufactured Home: 7,000 square feet.**
 - b. Duplex: 7,000 square feet.**
 - c. Other Uses: Sufficient to meet setbacks and development requirements**
 - d. Minimum Width at Building Line: 70 feet.**

2. **Minimum Setbacks:**
 - a. **Front Yard: 15 feet.**
 - b. **Garage or Carport: 20 feet to entrance.**
 - c. **Side Yard (Interior): 5 feet minimum any side, 12 feet both sides combined.**
 - d. **Side Yard Street: 15 feet.**
 - e. **Rear Yard: 15 feet.**
3. **Maximum Structure Height:**
 - a. **Primary Building: 30 feet.**
 - b. **Accessory Building: 20 feet (roof apex).**
4. **Maximum Lot Coverage: 40%.**

Applicants Comment: The partition will satisfy all dimensional standards with R-1 zone.

Staff Findings: Proposed Parcel 1 shall be approximately 11,577 square feet. Proposed Parcel 2 shall be approximately 74,781 square feet, including the flagpole access strip.

- **Zone Change:** The applicant has submitted Zone Map Amendment Application ZMA25-01 to change the zoning from R-1 to R-3, bringing the property into conformance with the Comprehensive Plan designation.
- **Lot Standards:** The lot area and width for Proposed Parcels 1 and 2 complies with the standards of the R-1 and R-3 zones.
- **Existing Structures on Parcel 2:** All preexisting structures on Proposed Parcel 2 shall be removed prior to signing the final plat. Staff recommend a condition of approval requiring that all future development on Parcel 2 comply with the Dimensional Standards of the Sweet Home Municipal Code at the time of development.
- **Existing Structures on Parcel 1:** Proposed Parcel 1 contains existing structures. As shown on the submitted site plan (Attachment B), the shaded areas shall be removed prior to final plat approval. Once removed, the setbacks shall be approximately:
 - Rear: ±15 feet
 - Front: ±41 feet
 - North side: ±9 feet
 These front, rear, and north side setbacks comply with R-1 and R-3 standards.
- **South Setback on Parcel 1:** The south setback of Proposed Parcel 1 is approximately 3.8 feet, while the minimum setback for R-1 and R-3 zones is 5 feet. The dwelling is a pre-existing non-conforming structure. Due to the 20-foot width of the flagpole access strip, the applicant cannot fully meet the 5-foot south setback. To address this, a 1.2-foot by 5-foot private no-build and maintenance easement has been included in the flagpole access strip for the benefit of Parcel 1.

Staff recommend a condition of approval that this easement be recorded on the final plat and designated as a no-build area for both Parcels 1 and 2.

With these conditions, staff find that the application complies with applicable criteria.

B. On a flag lot, or similarly configured lot, the inset front yard setback shall be a minimum of 15 feet.

Staff Findings: According to the submitted site plan (Attachment B), Proposed Parcel 2 will be accessed by a flagpole access strip approximately 20 feet wide and 115 feet long.

- No development is proposed with this application. Staff recommend a condition of approval requiring that any future development comply with all applicable development code standards in effect at the time of development.

With this condition, staff find that the application complies with the flag lot standards, including the minimum 15-foot inset front yard setback requirement.

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

Staff Findings: The applicant has not proposed any development with this application.

The applicant has submitted a request for a zone map amendment (ZMA25-01) to change the zoning of the subject property from R-1 to R-3.

- If ZMA25-01 is approved, staff recommend a condition of approval requiring the applicant to comply with all applicable development and dimensional standards of the Residential High-Density (R-3) Zone at the time of development.
- If ZMA25-01 is denied, staff recommend a condition of approval requiring compliance with all applicable development and dimensional standards of the Residential Low-Density (R-1) Zone at the time of development.

With these conditions, staff find that the application meets the applicable criteria.

B. The parcels shall meet the Development Standards for Land Division of Chapter 17.58 [SHMC 17.98.050(B)].

Applicants Comment: The partition addresses 17.58 through easement access off of Clark Mill.

Staff Findings: The findings for SHMC 17.58 can be found on pages 3-6 of this Staff Report.

C. Existing dwellings and accessory structures shall comply with the setback requirements of the applicable zone, including accessory structures which have a setback established by the building size, unless a variance from the requirements is approved [17.98.050(C)].

Applicants Comment: Partition is set at R-1 zone required setbacks. So with R-1 zone change setbacks will comply.

Staff Findings: The Subject Property Map (Attachment A) and site plan (Attachment B) show existing structures on Proposed Parcels 1 and 2. No new development is proposed with this application.

- Parcel 2: All existing structures on Proposed Parcel 2 shall be removed prior to signing the final plat. Staff recommend a condition of approval requiring that any future development on Parcel 2 comply with the dimensional standards of the Sweet Home Municipal Code in effect at the time of development.
- Parcel 1: Proposed Parcel 1 contains existing structures. As indicated on the submitted site plan (Attachment B), the shaded structures shall be removed prior to final plat approval to ensure compliance with the applicable setback requirements under SHMC 17.98.050(C).
- Zone Map Amendment (ZMA25-01):
 - If ZMA25-01 is approved, staff recommend a condition of approval requiring compliance with

- all applicable development and dimensional standards of the Residential High-Density (R-3) Zone.
- If ZMA25-01 is denied, staff recommend a condition of approval requiring compliance with all applicable development and dimensional standards of the Residential Low-Density (R-1) Zone.

With these conditions, staff find that the application complies with the applicable criteria.

D. Adequate public facilities, including access, shall be available to serve the existing and newly created parcels. If adjacent properties are undeveloped, not developed to their maximum density, or landlocked, consideration will be given to extending appropriate access to those properties in accordance with provisions in Chapters 17.42 and 17.44 [SHMC 17.98.050(D) and SHMC 17.72.040(E)(4)].

Applicants Comment: The newly divided lots will have access through private easement with proper setbacks within code requirements.

Staff Findings: The existing dwelling is currently served by City water and sewer from Clark Mill Road. If the remainder of the lot is developed, adequate services are available to support additional dwellings.

Clark Mill Road functions as a connector between Main Street and Long Street, with Flannigan's Road intersecting just south of the subject property. This provides an adequate transportation network linking the site to the arterial roadways.

The cost of City service connections will be determined during the development application review. Public facilities, utilities, and transportation networks are either in place or planned to be provided concurrently with future development.

No development is proposed with this application.

Staff finds that the application satisfies the criterion requiring adequate public facilities, services, and transportation networks.

IV. CONCLUSIONS

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

Conditions of Approval:

1. The final configuration of proposed Parcels 1 and 2 shall substantially conform to the plot plan reviewed in this application (see Attachment B). Proposed Parcel 1 shall be approximately 11,577 square feet. Proposed Parcel 2 shall be approximately 74,781 square feet, including the flagpole access strip.
2. The applicant shall provide separate utility connections for each parcel. The utility connection for Proposed Parcel 2 shall be routed through a utility easement and identified on the final plat.
3. The final plat shall show all access and utility easements, including the designated no-build easement in the flagpole access strip benefitting Parcel 1.
4. The applicant shall remove all buildings identified on the submitted on the site plan as "building to be

removed” or “portion of structure to be removed” prior to the signing of the final plat.

5. The applicant shall submit a development agreement prior to recording the final plat.
6. During the review of partition proposals, The City shall require, as a condition of approval, the following improvements [SHMC 17.58.050]:
 - A. Private access. Where included, private driveways serving flag lots, or private easements shall be surfaced per the requirements of this Development Code.
 - B. Public facilities. Sewer, Water, and Storm Drainage facilities may be required on and adjacent to the project. The developer shall submit engineering plans or facility improvement plans to The City for review. The plans shall address the required improvements contained in this Article, and any conditions of approval, and shall conform with City Engineering Design Standards. The plans shall be reviewed and approved prior to the recording of the final partition plat.
 - C. Completion requirements. All required improvements shall be completed prior to the issuance of any building permits for the subject property. Alternatively, improvements required under this Section may be assured through a performance bond or other instrument acceptable to The City prior to the approval of the final plat of the partition.
7. All development shall comply with the applicable standards of Sweet Home Municipal Code Title 17 and the Oregon Fire Code in effect at the time of development.
8. A final survey of the approved plat shall be recorded within two years of the final decision. Failure to record a plat within the required time period shall void the approval and require a new partitioning application. The City Manager shall sign the final plat if the plat substantially conforms to the approved preliminary plat, and if the conditions of approval are satisfied. The final plat shall conform to the requirements in ORS Chapter 92 and applicable County surveying requirements. The final Plat shall be recorded with Linn County and a copy of the recorded document shall be submitted to The City. The applicant shall be responsible for all recording fees. No parcel shall be sold, transferred or assigned until the final approved Plat is recorded and evidence of the recording is submitted to The City. Building permits shall not be issued prior to recording of the final plat if the proposed structure will violate this Code absent recording the partition. [SHMC 17.98.060)
9. Development of the subject parcels shall comply with all applicable local, state, and federal requirements.

V. ATTACHMENTS

- A. Subject Property Map
- B. Proposed Site Map
- C. Application

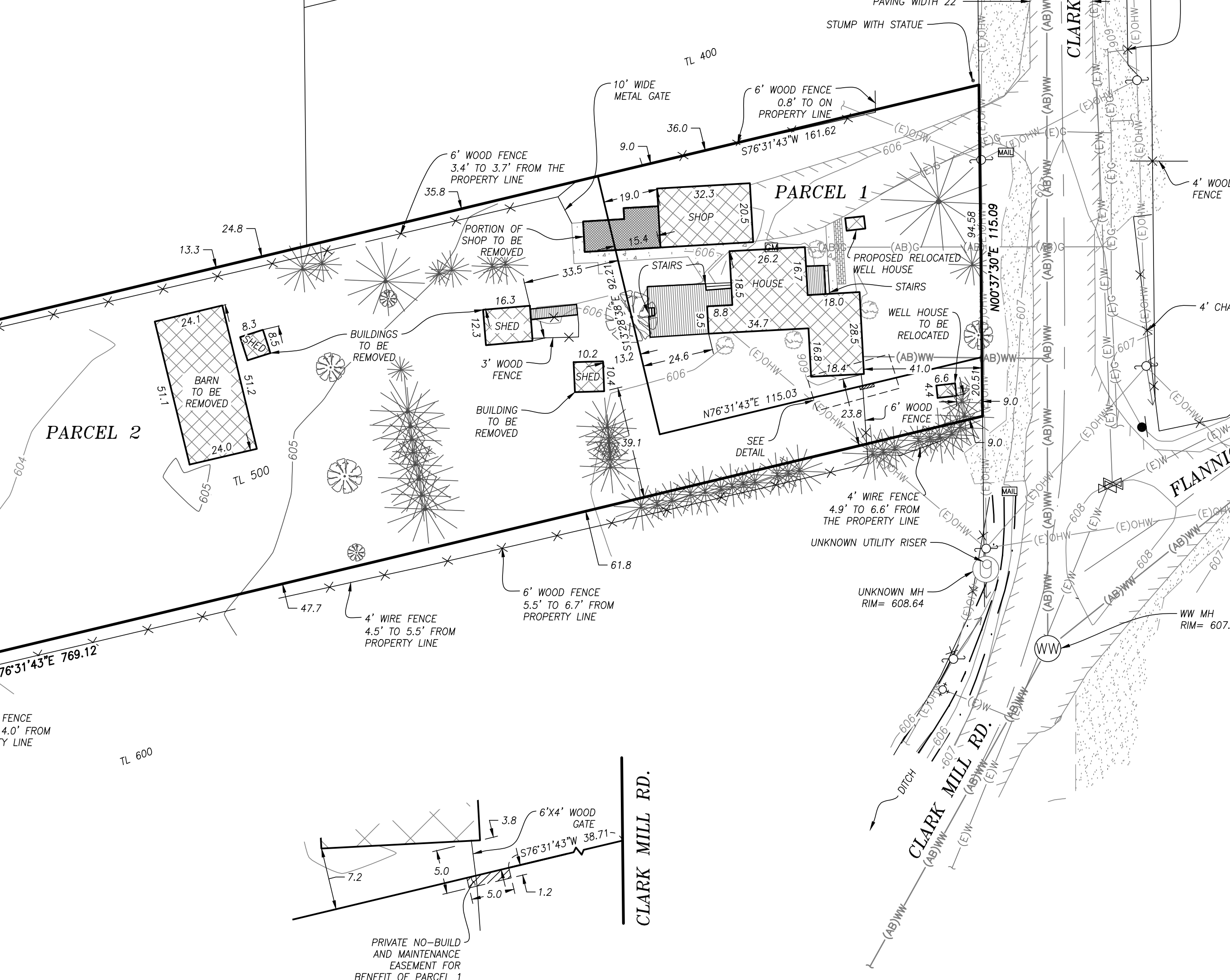
The full record is available for review at the City of Sweet Home Community and Economic Development Division Office located at City Hall, 3225 Main Street through Friday, excluding holidays.



1 inch = 180 feet

Subject Property Map
P25-07

Date: 08/04/2025



PRIVATE NO-BUILD
AND MAINTENANCE
EASEMENT FOR
BENEFIT OF PARCEL 1

DETAIL
1"=10'



APPENDIX H

PARTITIONS

A partition is required for any land division which creates two or three parcels in a calendar year. [SHMC 17.98.010]

Preliminary plats for partitions shall be reviewed in accordance with the Type II review procedures in Chapter 17.124. [SHMC 17.98.020]

An application for a Partition shall be filed with The City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 17.124 [SHMC 17.98.030]

SHMC 17.98.040 SUBMITTAL REQUIREMENTS

The applicant is required to submit a summary for each of the following applicable criteria and submit the summary as a narrative with the Land Use Application. (Attach extra sheets, if needed)

The applicant shall prepare and submit a preliminary plan and other supplemental information as may be required by City staff to indicate the intent of the development. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. The applicant shall submit one 11"x17" copy of the preliminary plan along with one digital copy. The plan shall include the following information:

- A. General Information. The following general information shall be shown on the tentative plan:
 - Vicinity map showing all streets, property lines and other pertinent data to locate the proposal.
 - North arrow and scale of drawing
 - Tax map and tax lot number or tax account of the subject property.
 - Dimensions and size in square feet or acres of the subject property and of all proposed parcels.

- B. Existing Conditions:
 - Location of all existing easements within the property
 - Location of City utilities (water, sanitary sewer, storm drainage) within or adjacent to the property proposed for use to serve the development.
 - The location and direction of water courses or drainage swales on the subject property.
 - Existing use of the property, including location of existing structures with dimensions of the structures and distances from property lines. It shall be noted whether the existing structures are to remain or be removed from the property.

- C. Proposed Plan:
 - Locations, approximate dimensions and area in square feet of all proposed parcels. All parcels shall be numbered consecutively.
 - Location, width and purpose of any proposed easements.

- D. The applicant shall address how each parcel satisfies the dimensional standards of the applicable zone, unless a variance from these standards is approved.

*The Partition will satisfy all dimensional standards with
 R-3 Zone Change Approved
 R-1*

E. The applicant shall address how the parcels meet the Development Standards for Land Division of Chapter 17.58.

The Partition addresses 17.58 through Easement Access
off of Clark Mill

F. The applicant shall address how existing dwellings and accessory structures shall comply with the setback requirements of the applicable zone, including accessory structures which have a setback established by the building size, unless a variance from the requirements is approved.

Partition is set @ R-3 zone Required Setbacks so with R-3
zone change setbacks will comply

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

The newly divided lots will have access through Private
Easement with proper setbacks within code requirements



PLANNING COMMISSION STAFF REPORT REVISED

REQUEST: The applicant is proposing to change the Zoning Map in an area consisting of approximately 86,358 square feet, located in Sweet Home, OR 97386 (13S01E32AA Tax Lot 500). The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to the Residential High Density (R-3) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and decide on this application.

Application ZMA25-01 is being filed simultaneously with Application P25-07. Approval of Application ZMA25-01 is not contingent on the approval of Application P25-07.

**APPLICANT &
PROPERTY OWNER:**

James Hurley

PROPERTY LOCATION:

Sweet Home, OR 97386, Identified on the Linn County Assessor's Map as 13S01E32AA Tax Lot 00500.

**REVIEW AND
DECISION CRITERIA:**

Sweet Home Municipal Code Section(s) 17.10, 17.14, 17.90, 17.114, 17.128, 17.30, 17.32, OAR 660-012-0060

FILE NUMBER:

ZMA25-01

PLANNING COMMISSION PUBLIC HEARING:

- **DATE & TIME:** September 18, 2025 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

CITY COUNCIL PUBLIC HEARING:

- **DATE & TIME:** October 14, 2025 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

STAFF CONTACT:

Angela Clegg, Associate Planner
Phone: (541) 818-8029; Email: aclegg@sweethomeor.gov

REPORT DATE:

September 11, 2025

I. PROJECT AND PROPERTY DESCRIPTION

LOCATION: The subject tract contains approximately 86,358 square feet (±2.02 acres). The property is currently zoned Residential Low Density (R-1), and the comprehensive plan designation is Residential High Density (R-3). The applicant is requesting to change the zoning to Residential High Density (R-3) bringing it into conformity with the property’s existing Comprehensive Plan Map designation.

ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property	Residential Low Density (R-1)	High Density Residential
Property North	Residential Low Density (R-1) Commercial Highway (C-2)	Highway Commercial
Property East	Residential Low Density (R-1)	Highway Commercial
Property South	Residential High Density (R-3)	High Density Residential
Property West	Residential Low Density (R-1)	Low Density Residential

Floodplain Based on a review of the FEMA FIRM Maps; Panel 41043C0914G dated September 29, 2010, the subject property is not in the 100-year floodplain.

Wetlands: The subject property does not show wetlands/waterways on the property that are depicted on the Sweet Home Local Wetlands Inventory and the National Wetlands Inventory Map.

Access: The subject property has frontage along Clark Mill Road.

Services: The subject property has existing access to City water and sewer services from Clark Mill Road.

TIMELINES AND HEARING NOTICE:

- Application Submitted: April 28, 2025
- Letter of Incomplete issued: May 7, 2025
- Application Deemed Complete: August 4, 2025
- Mailed/Emailed Notice: August 4, 2025
- Notice Published in New Era Newspaper: August 10, 2025
- Planning Commission Public Hearing: September 18, 2025
- City Council Public Hearing: October 14, 2025

Notice was provided as required by SHMC 17.128.010(D).

II. COMMENTS

Building Division: The Building Program has no issues with this request.

CEDD Engineering: No comments as of the issue of this Staff Report.

Public Works Engineering: No comments as of the issue of this Staff Report.

Sweet Home Fire District: No comments as of the issue of this Staff Report.

Public Comment: No comments as of the issue of this Staff Report.

III. REVIEW AND DESIGN CRITERIA

The review and decision criteria for a zone map amendment are listed below in bold. Staff findings and analysis are provided under each review and decision criterion. Zone map amendment proposals shall be approved if the applicant provides evidence substantiating the following:

A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification.

Applicants Comment: Property is currently zoned R-1 and is listed as R-3 on the Comp Plan. New zone of R-3 compatible with Comp Plan.

Staff Findings: The subject property has a Comprehensive Plan designation of Residential High Density (R-3). The proposed amendment to the Sweet Home Zoning Map would change the zoning from Residential Low Density (R-1) to Residential High Density (R-3). This change would align the zoning designation with the property's existing Comprehensive Plan Map designation and is consistent with the description and policies of the R-3 Zone.

Based on this information, staff finds that the application meets the criterion that the proposed zone is appropriate for the Comprehensive Plan land use designation and is consistent with the description and policies of the applicable classification.

B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.

Applicants Comment: Yes, the proposed zone R-3 from Comp Plan can accommodate proposed usage.

Staff Findings: The uses permitted under SHMC 17.14.020, 17.14.030, and 17.14.040 can be accommodated on the subject property without exceeding its physical capacity. The property is approximately 86,358 square feet (±2.02 acres). In the R-3 Zone, density standards allow no more than one residential structure per lot or parcel for single-family attached, single-family detached, and duplex units (with the exception of an approved accessory dwelling unit), at a maximum density of 12 dwelling units per net acre. For multi-family housing, the R-3 Zone allows a maximum density of 28 dwelling units per net acre.

Based on this information, staff finds that the application meets the criterion that permitted uses in the proposed zone can be accommodated on the site without exceeding its physical capacity.

C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Development Code.

Applicants Comment: Yes, with the zone change the land can be developed per code/comp plan to help meet housing needs.

Staff Findings: All development in the R-3 Zone shall comply with the applicable provisions of this Development Code. The following references additional development requirements: [SHMC 17.14.070].

- A. Off-street parking. All single-family homes and duplexes shall require a garage or carport; and in addition, provide two hard-surfaced parking spaces. Other uses identified in the zone shall comply with provisions in Chapter 17.44.
- B. Signs. Signs shall conform to the standards contained in Chapter 17.50.
- C. Fencing. Fences shall conform to provisions contained in Chapter 17.52.
- D. Landscaping. Landscaping improvements shall conform to provisions contained in Chapter 17.54.
- E. Yards and lots. Yards and lots shall conform to provisions contained in Chapter 17.56.
- F. *Other.* A property owner is advised other regulations may apply for property in an identified natural resource area (Chapter 17.28); the flood hazard area (Chapter 17.30) and in or near an identified historical site (Chapter 17.32).

Based on the above information, staff finds that the application meets the criterion that allowed uses in the proposed zone can be established in compliance with the development requirements.

D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.

Applicants Comments: Property is one block from Hwy 20 which is a major Hwy through Sweet Home. Other services will be extended to the property.

Staff Findings: The existing dwelling is currently served by City water and sewer from Clark Mill Road. If the remainder of the lot is developed, adequate services are available to support additional dwellings.

Clark Mill Road functions as a connector between Main Street and Long Street, with Flannigan's Road intersecting just south of the subject property. This provides an adequate transportation network linking the site to the arterial roadways.

The cost of City service connections will be determined during the development application review. Public facilities, utilities, and transportation networks are either in place or planned to be provided concurrently with future development.

No development is proposed with this application.

Staff finds that the application satisfies the criterion requiring adequate public facilities, services, and transportation networks.

Goal 10 Housing Findings: Adequate access to public facilities ensures that both parcels can support residential development in a manner consistent with Goal 10. The flagpole access for Parcel 2 provides sufficient street connectivity to allow for future higher-density development, thereby

contributing to the City's housing supply. Reliable access also supports equitable distribution of housing opportunities by ensuring that higher-density residential uses can be accommodated without undue barriers to development.

E. For residential zone changes, the criteria listed in the purpose statement for the proposed residential zone shall be met.

Applicants Comment: Yes, R-3 zone will be suitable for the proposed development being considered also suitable for the closeness to Hwy 20.

Staff Findings: The purpose of the R-3 Zone is to provide areas suitable for high-density residential development, particularly apartments, while also allowing other residential types and related public service uses. The R-3 Zone is most appropriate in areas already developed for high-density housing or in locations suitable for such use because of their proximity to downtown Sweet Home and highway-related commercial areas within the City (SHMC 17.14.010). No development is proposed with this application.

Goal 10 Housing Findings: Goal 10 requires cities to plan for the housing needs of all Oregonians by providing adequate buildable land and a variety of housing types and densities. The City of Sweet Home's most recently adopted Housing Needs Analysis (HNA) identifies a need for additional higher-density housing to meet projected growth and affordability targets.

Re-designating and rezoning the subject property from R-1 to R-3 increases the flexibility of future housing development and supports the production of attached and multifamily housing types. Applying the Department of Land Conservation and Development's (DLCD) "3% rule," Sweet Home may assume up to a 3% increase in housing capacity by allowing middle housing types on land where they were previously restricted. This amendment therefore helps address the identified housing deficit by expanding the supply of buildable land available for a variety of housing options.

The lot configuration as proposed allows for the efficient use of urban land, which is consistent with Goal 10's directive to ensure an adequate supply of buildable residential land. Parcel 1 accommodates existing development, while Parcel 2 maintains sufficient size and frontage for higher-density residential development under the proposed R-3 zone. By facilitating more efficient site design and the possibility of multiple housing units on Parcel 2, the application supports Goal 10's emphasis on providing a range of housing opportunities.

IV. CONCLUSION AND RECOMMENDATION

Based on the findings outlined in Section III of this report, staff recommend that the Planning Commission make a recommendation to the City Council to approve this application. Because this request is for a zone change, no conditions of approval are proposed.

V. PLANNING COMMISSION ACTION

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

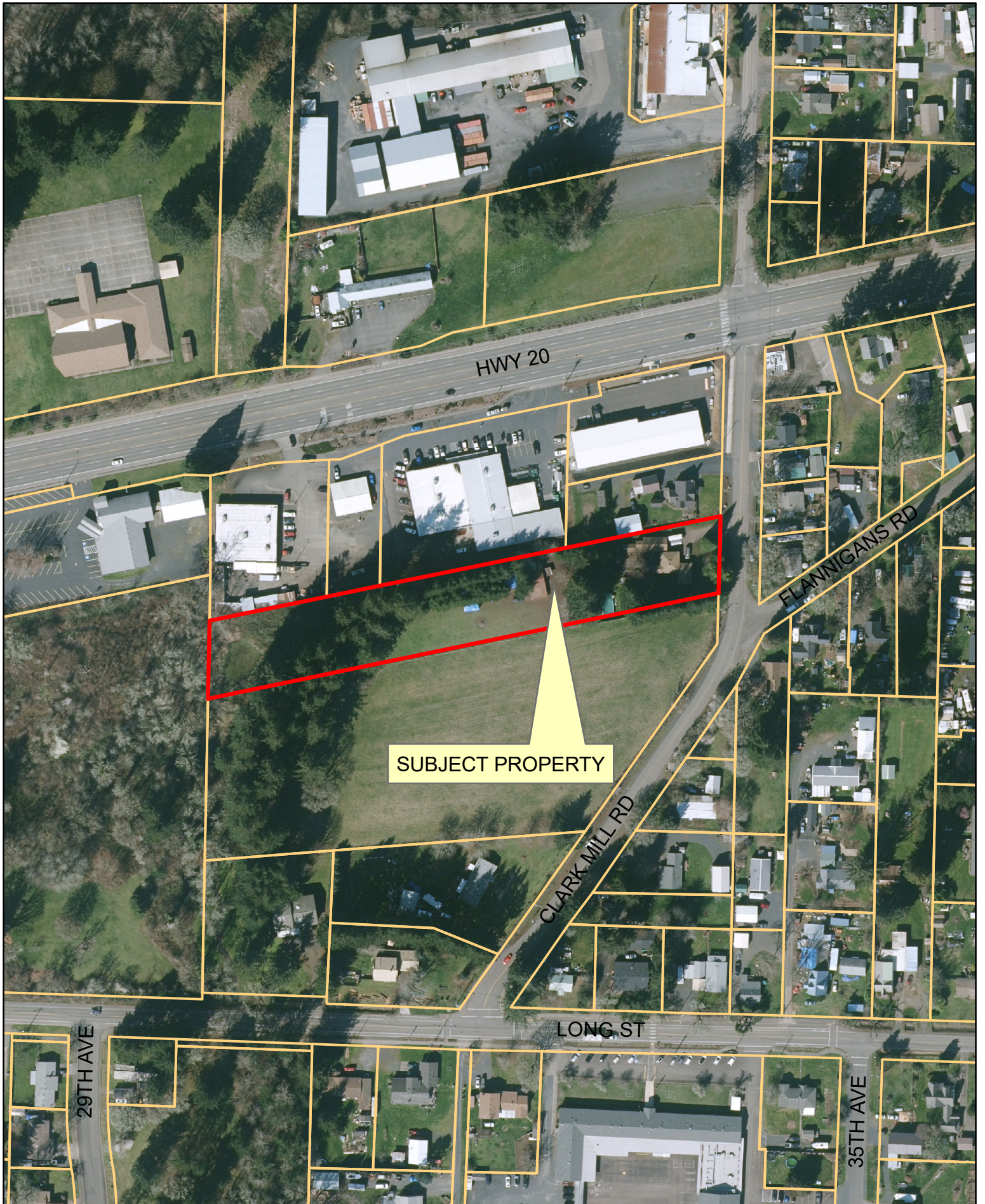
Motion:

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

1. Move to recommend that the City Council approve application ZMA25-01, which includes adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application ZMA25-01 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

VI. ATTACHMENTS

- A. Subject Property Map
- B. Zone Map Amendment Application and Summary
- C. Zoning Map
- D. Comprehensive Plan Map



1 inch = 180 feet

Subject Property Map
ZMA25-01

Date: 08/04/2025



APPENDIX N

ZONE MAP AMENDMENT

The Zone Map establishes zone for individual properties. A zone change approval is required to change the zoning of any property. [SHMC 17.114.010]

Zone changes shall be reviewed in accordance with the Type IV review procedures specified in Chapter 17.128. [SHMC 17.114.020]

An application for a zone change shall be filed with The City and accompanied by the appropriate fee. Notice shall be subject to the provisions in Chapter 17.128. [SHMC 17.114.030]

SHMC 17.114.040 SUBMITTAL REQUIREMENTS

The applicant is required to submit a summary for each of the following applicable criteria and submit the summary as a narrative with the Land Use Application. (Attach extra sheets, if needed)

The applicant shall submit an application and other supplemental information as may be required by City staff to indicate the intent of the development. The application shall include a statement explaining the proposal and providing analysis of the proposal relative to the approval criteria. A site plan shall not be required to initiate a Zone Map amendment.

A. Zone change proposals shall be approved if the applicant provides evidence substantiating the following:

1. Is the proposed zone appropriate for the Comprehensive Plan land use designation on the property and is it consistent with the description and policies for the applicable Comprehensive Plan land use classification? Explain:

Property is currently zoned R-1 and is listed as R-3 on Comp Plan
New zone of R-3 compatible with Comp Plan

2. Can the uses permitted in the proposed zone be accommodated on the proposed site without exceeding its physical capacity? Explain:

Yes the proposed zone R-3 from Comp Plan can accommodate proposed usage

3. Can allowed uses in the proposed zone be established in compliance with the development requirements in this Development Code? Explain:

Yes, with the zone change the land can be developed per Code / Comp plan to help meet housing needs

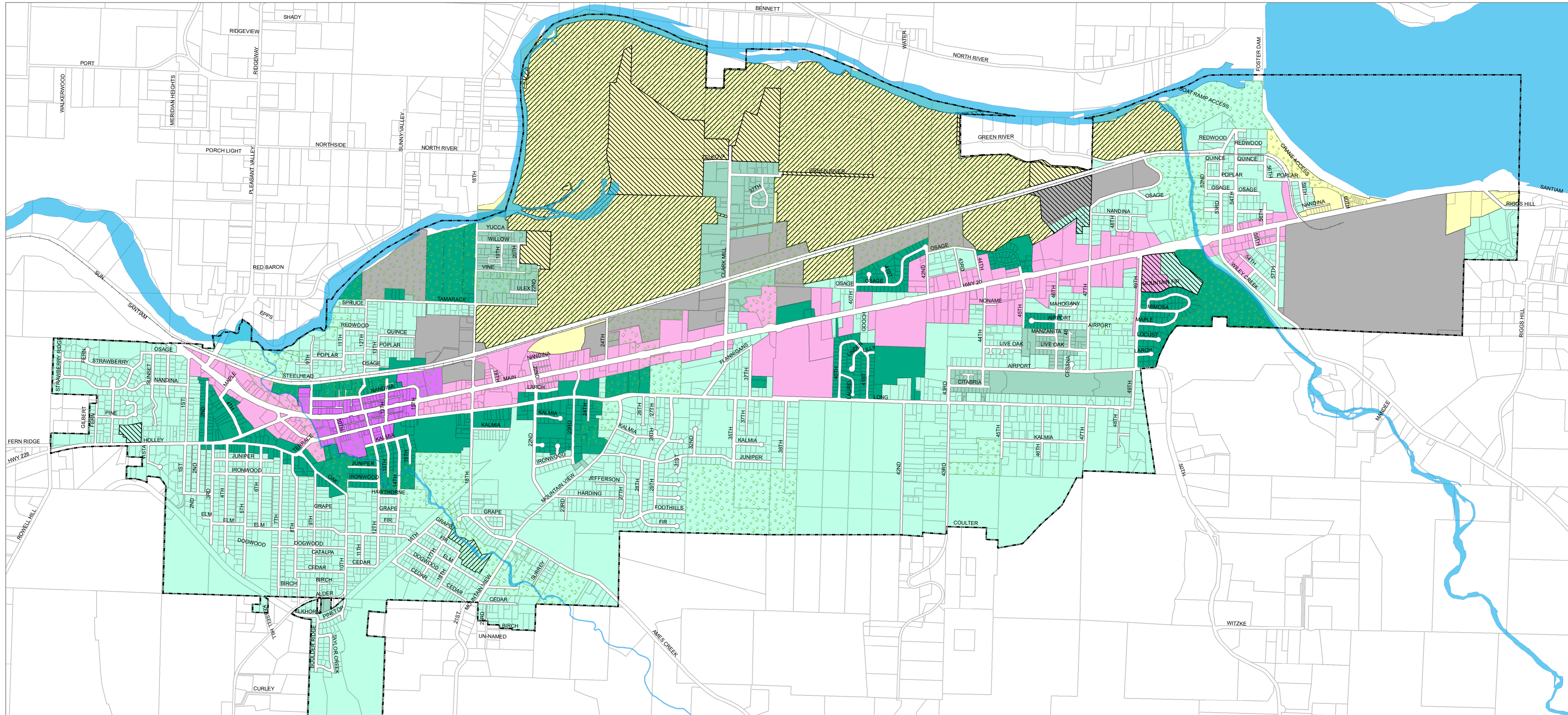
4. Are adequate public facilities, services, and transportation networks in place or planned to be provided concurrently with the development of the property? Explain:

Property is one block from Hwy 20 which is a major Hwy through Sweet Home, other services will be extended to the property

5. For residential zone changes, are the criteria listed in the purpose statement for the proposed residential zone met? Explain:

Yes R-3 zone will be suitable for the proposed development being considered also suitable for the closeness to Hwy 20

Sweet Home Zoning



Zoning Ordinances			
Ord.	Date	Ord.	Date
906	09-13-83	1099	09-10-96
912	01-10-84	1110	07-22-97
923	06-26-84	1114	12-09-97
933	06-11-85	1115	02-10-98
937	01-14-86	1118	09-08-98
1011	02-27-90	1123	03-09-99
1044	05-12-92	1152	09-23-03
1055	01-26-93	1162	06-22-04
1060	06-22-93	1169	03-22-05
1069	04-26-94	1178	01-10-06
1070	04-26-94	1181	03-14-06
1080	11-08-94	1192	07-24-07
1081	12-13-94	1193	09-11-07
1083	06-19-96	1197	12-11-07
1099	09-10-96	1200	05-27-08
1102	04-22-97	1206	12-25-08
1105	05-27-97	1305	09-27-22

Legend

- Zoning**
- C1 - Commercial Central
 - C2 - Commercial Highway
 - I - Industrial
 - R1 - Residential Low-Density
 - R2 - Residential Medium-Density
 - R3 - Residential High-Density
 - RC - Recreation Commercial

- Overlay Zones**
- NRO - Natural Resources
 - NRO - Natural Resources/Planned Development
 - Planned Development
 - City Limits
 - Taxlots

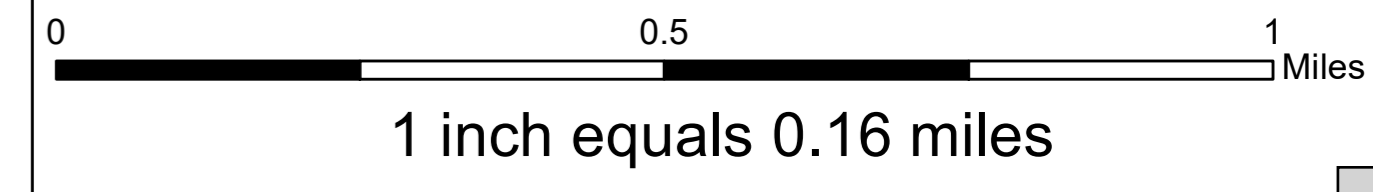
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 Community Development Department
 541-367-8113

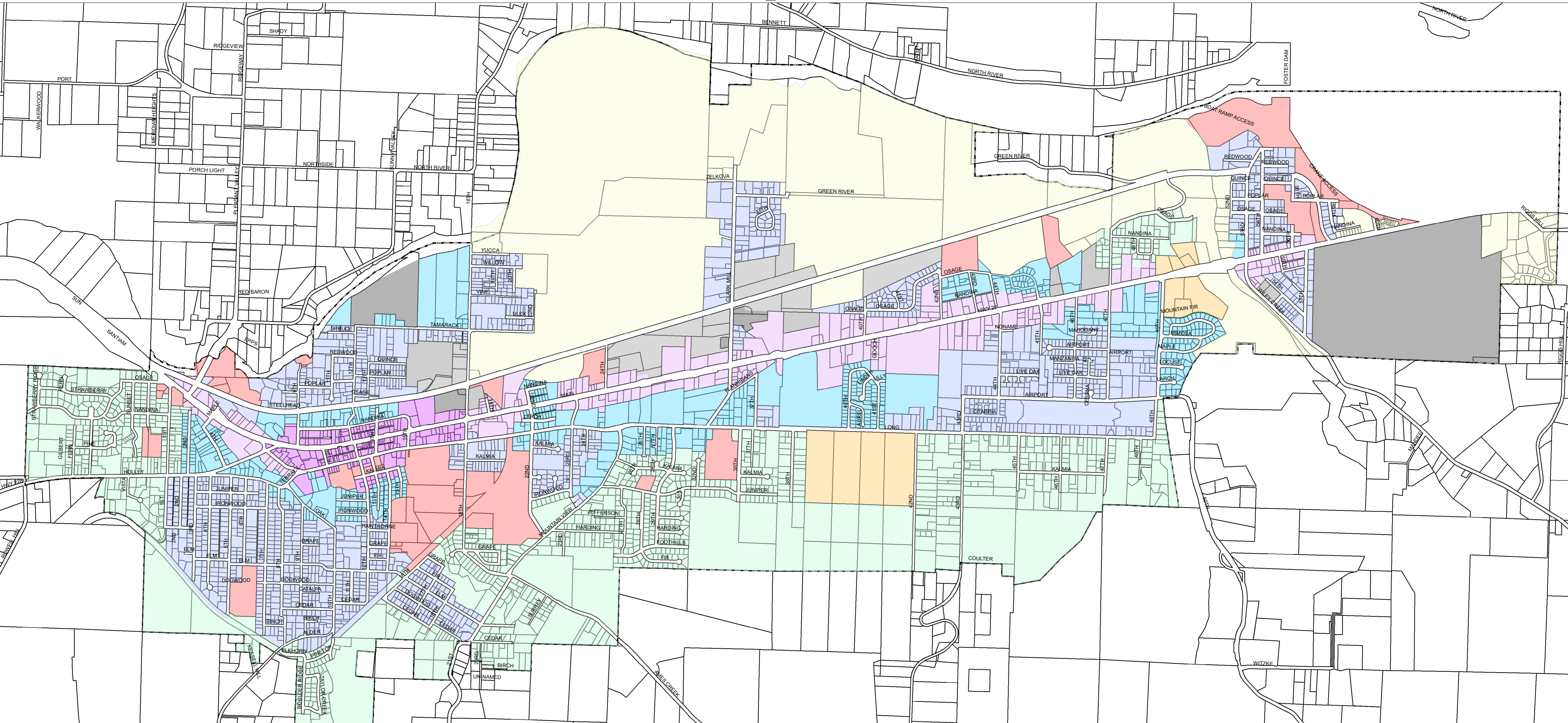
Print Date: 10/27/2022

Official Zoning Map

Adopted September 27, 2022
 By Ordinance Number 1305
 Updated by Later Zoning Ordinances



Sweet Home Comprehensive Plan



AMENDING ORDINANCES

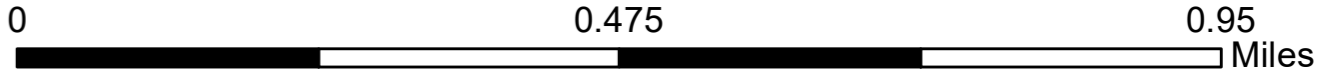
831	04-07-81
933	06-11-85
1013	02-27-90
1069	04-26-94
1070	10-21-94
1081	12-13-94
1083	06-19-95
1102	04-22-97
1105	05-27-97
1114	12-09-97
1125	11-09-09
1151	09-23-03
1197	12-11-07
1305	09-27-22

Legend

	C1 - Central Commercial		Taxlots
	C2 - Highway Commercial		Urban Growth Boundary
	I - Light Industrial		
	I - General Industry		
	I - Heavy Industrial		
	R1 - Low Density Residential		
	R2 - Medium Density Residential		
	R3 - High Density Residential		
	MU - Mixed Use		
	MUE - Mixed Use Employment		
	PF - Public Facility		

Official Comprehensive Plan Map

Adopted September 27, 2022
 By Ordinance Number 1305
 Updated by Later Annexation Ordinances



1 inch equals 0.15 miles

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 City of Sweet Home
 Community Development Department
 541-367-8113

Print Date : 10-31-2022



City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
541-367-8969
Fax 541-367-1215
www.sweethomeor.gov

CITY MANAGER'S OFFICE MEMORANDUM

To: City Boards, Committees & Commissions
From: Cecily Hope Pretty, Deputy City Manager
CC: Jason Ogden, City Manager / Chief of Police
Board, Committee & Commission Staff Liaisons
Date: June 27, 2025
Subject: Board, Committee & Commission Media Communication Policy

Purpose:

To ensure that all public communications reflect the City of Sweet Home's goals, policies, and official positions, this policy provides guidance for committee members and chairs regarding inquiries from the media.

OFFICIAL POLICY:

1. Official Spokesperson

The City Manager, Jason Ogden, is the designated spokesperson for the City of Sweet Home. All official inquiries from the press or media should be directed to:

Jason Ogden
City Manager
Phone: 541-367-8969
Email: jogden@sweethomeor.gov

2. Committee Members and Chairs

- Members and chairs of city boards and committees are not authorized to speak on behalf of the City to the media unless expressly designated to do so by the City Manager.
 - Committee members may speak to the media in a personal capacity but must clearly state they are not representing the City of Sweet Home or its official position.
-

3. Media Inquiries Procedure

- If approached by a reporter, committee members should politely decline to comment and refer the journalist to the City Manager.
 - If the inquiry concerns an item recently discussed by the committee, do not attempt to summarize or interpret the discussion. Refer to official minutes or direct to the City Manager.
-

4. Open Records Laws and Social Media

Be aware that social media posts and comments may be considered public records and subject to disclosure under Oregon’s public records laws. Committee members and chairs should use caution when engaging on social media platforms regarding City-related matters.

When in doubt about whether a post or comment may be a public record, consult with the City Manager or City Attorney to ensure compliance with applicable laws and City policy.

Approved Verbiage for Committee Use:

Here are approved scripts for responding to media inquiries:

Standard Response (for Committee Members or Chairs):

“Thanks for your interest, but I’m not the appropriate person to speak on behalf of the City. All press inquiries should be directed at the City Manager, Jason Ogden. You can reach him at 541-367-8969 or jogden@sweethomeor.gov.”

If Pressed for an Opinion or Statement:

“I’m just serving as a committee member, and I’m not authorized to speak for the City or comment on behalf of the committee outside official meetings. Please contact the City Manager, Jason Ogden, for any statements or clarifications.”

If the Reporter Asks about a Committee Discussion or Vote:

“Our discussions and votes are part of the public record, and official minutes are available. For further information or context, I’d encourage you to contact City Manager Jason Ogden at 541-367-8969 or jogden@sweethomeor.gov.”