



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

November 21, 2024, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

Roll Call of Commissioners

PRESENT

Eva Journey
Laura Wood - arrived
Jamie Melcher
Henry Wolthuis
Nancy White
Joe Graybill

STAFF

Angela Clegg, Planning and Building Manager
Levi Gideon, Engineering Technician
Adam Leisinger, Special Projects Manager

GUESTS

Britany Randall, Brand Land Use, 1720 Liberty Street SE, Salem, OR 97302
Kim Johnson, Seven Oaks Engineering, 345 Westfield St #107, Silverton, OR 97381
Jeremy Scheonfelder, Mosaic Development Services, LLC, 650 Hawthorne Ave SE, Suite 210, Salem, OR 97301
James Neifing, Mosaic Development Services, LLC, 650 Hawthorne Ave SE, Suite 210, Salem, OR 97301

Public Comment.

None

Meeting Minutes:

- a) 2024-11-07 Planning Commission Meeting Minutes

A motion to approve the November 7, 2024 meeting minutes was made by Commissioner Melcher, seconded by Commissioner Journey.

Voting Yea: Commissioner Journey, Commissioner White, Commissioner Graybill, Commissioner Melcher, Commissioner Wolthuis, Commissioner Wood

Voting Nay: None

Public Hearings

a) Application SD24-02 Staff Report

The Public Hearing was opened at 6:32 PM

Commissioner Wood read the hearing disclosure statement and asked of the Commission if there were any ex parte, conflicts of interest, or personal bias, there were none.

Planning & Building Manager Clegg presented the staff report and asked if there were any questions.

Commissioner Journey asked if there was a specific time frame for advanced notice as recommended in Condition #11 and asked about the permits being required in Condition #16. Commissioner Journey asked who was in charge of making sure those permits are applied for. Manager Clegg stated that City staff will verify all permits and requirements are met. Engineering Tech Gideon stated that the City will not issue an erosion control permit until the applicant submits their 1200C DEQ permit. Commissioner Graybill asked if the pump station will be under the jurisdiction of the City or the developer. Manager Clegg stated that the applicant will need to answer that question.

Applicant Testimony: Britany Randall gave a presentation to the Planning Commissioners. Britany stated that the applicant agrees to the Conditions of Approval, including the new condition that Manager Clegg presented. The applicant also asked if the Condition of Approval #1 be amended to read 10,000 square feet instead of 9,722 square feet. Jeremy Schoenfelder verified the request. Britany asked if there were any questions of the Commission.

Commissioner White asked if Mountain Fir Street is the only access to the development. Britany stated that is the plan based on restricted boundaries. Commissioner Melcher asked about the easement leading to Highway 20. The applicants stated that was emergency access only. Commissioner Melcher asked about the requested amendment to the square footage. Jeremy explained the square footage request in more detail. He stated that they are looking for some flexibility for the final plat based on their development decisions. Manager Clegg stated that the amendment requested is within conformance, so an amendment is not needed unless the Commissioners request it. Commissioner Journey asked if it was within the 10% adjustment allowance. Clegg stated that it was. Commissioner Graybill asked about the access in the remainder lot. He asked if there were any plans for that area. Jeremy stated that all lines on the remainder lot are conceptual. There are some topographical concerns making access and development difficult in areas of the remainder lot. Graybill asked if the emergency access will be a public path to main street for pedestrian circulation. Jeremy stated that there is an existing walking path, and there is a plan to tie into that path. There have also been discussions about including a City park somewhere in the property, but that will not be a part of this phase. Commissioner Graybill asked if the pump station will be City jurisdiction or the developers responsibility. Jeremy stated that the decision hasn't been made, however they are looking at turning it over to the City. Commissioner White asked if there will be an HOA for these lots. Jeremy stated that the proposed development is an expansion to the senior living cottages that exist on the abutting lot and will be maintained as part of that development. Commissioner Graybill asked if Mountain Fir Street is still a private street, Engineering Tech Gideon and Manager Clegg stated that there is a former agreement to complete the half street improvements once Mountain Fir Street is extended. At which point Mountain Fir Street and Street A will become public. Commissioner Wood asked if there are plans to put speed dampening devices on Street A. Jeremy stated that there are no plans, but they will consider it.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

The Public Hearing was closed at 7:16 PM

Commission discussion: Commissioner Wood stated that she is in favor of the development and understand the constraints of the property limiting the design. Commissioner Melcher states that she is satisfied that the applicant met the criteria and addressed all the concerns with the wetlands. Commissioner Graybill agreed that the cul de sac was the only option considering difficulties getting access permits from ODOT. Manager Clegg stated that staff shall require sign off from the fire department for access and turnaround. Commissioner White and Commissioner Journey agreed with the development.

A motion to approve Application SD24-02 was made by Commissioner Melcher, seconded by Commissioner Graybill.

Voting Yea: Commissioner Journey, Commissioner Graybill, Commissioner Melcher, Commissioner Wood, Commissioner White, Commissioner Wolthuis

Voting Nay: None

Staff Updates:

Manager Clegg gave a meeting update to the Commissioners. On December 5th there will be a HPS public hearing for City Council recommendation. Commissioner Melcher stated that she will be out of town but can join remotely if needed. On December 10th is the HPS City Council public hearing for adoption. On December 11th is the TSP PAC/TAC meeting. On December 19th there will be a public hearing for a Variance and Partition application.

Planning Commission Business for the Good of the Order (Commission comments about topics not listed on the agenda)

None

Adjournment

The meeting was adjourned at 7:27PM

Laura Wood, Chairperson
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager