



# CITY OF SWEET HOME CITY COUNCIL MINUTES

January 23, 2024, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WiFi Passcode: guestwifi

## Mission Statement

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

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## Call to Order and Pledge of Allegiance

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

## Roll Call

### PRESENT

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

### ABSENT

Councilor Josh Thorstad

### STAFF

Kelcey Young, City Manager  
Blair Larsen, Community & Economic Development Director  
Megan Dazey, Library Services Director  
Adam Leisinger, Communications Manager  
Jason Ogden, Police Chief  
Robert Snyder, City Attorney  
Greg Springman, Public Works Director

Mayor Coleman noted that Councilor Thorstad may join the meeting virtually later in the evening but requested a motion to excuse his absence. President Pro Tem moved to excuse the absence of Councilor Thorstad. Councilor Richards seconded the motion. The motion carried unanimously by those present.

## Consent Agenda:

President Pro Tem Mahler moved to approve the consent agenda. Councilor Richards seconded the motion. The motion carried unanimously by those present.

- a) Request for Council Action - Community Services Consortium Personal Services Agreement

## Approval of Minutes:

- a) 2023-12-12 City Council Executive Session Minutes

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

## Recognition of Visitors and Hearing of Petitions:

- a) Small Municipalities Advocacy Coalition (SMAC)

Mayor Coleman stated that a representative of the Small Municipalities Advocacy Coalition (SMAC) would be present at the next regular City Council meeting and requested that City Council review the presentation in their packet.

No action was required for this item.

## Old Business:

- a) Public Hearing & Request for Council Action - Applications for Publicly Owned Facilities - Pocket Parks

Director Larsen stated that public hearing noticing requirements for the naming of publicly owned facilities required the item to be postponed until the next regular City Council meeting. The public hearing was moved to the agenda of the February 13, 2024 City Council meeting.

- b) Zone Map Amendment Application ZMA23-03

Director Larsen reviewed the history of the Zone Map Amendment which included a public hearing at the December 9, 2023 City Council meeting. He noted that state law required a formal response from City Council within 120 days of the application. He stated that in response to questions from City Council, staff determined that Hawthorne Elementary had sufficient capacity for new students even if the property was built for maximum density under the new zoning designation and that a traffic study would be required for any new development. He noted that applicants are not required to provide site plans when applying for rezoning and that a minimum of 630 new housing units were needed according to the City's most recent housing needs analysis. He reviewed the criteria under which a zone map amendment shall be evaluated.

Mayor Coleman asked if developers were aware of the Comprehensive Plan when purchasing properties. Director Larsen replied that developers were encouraged to do their due diligence, which included review of the Comprehensive Plan.

Mayor Coleman asked of any conflicts of interest, ex parte information, and personal bias. None were declared.

Councilor Trask asked of legal consequences of denial of the application. Director Larsen stated that the applicant could choose to appeal the decision and loss of the appeal would result in financial penalties to the City.

Councilor Gourley expressed support for additional housing adjacent to the school with improved walkability.

President Pro Tem Mahler moved to approve and conduct the first reading of Ordinance Bill No. 2 for 2024, Zone Map Amendment Application ZMA23-03. Councilor Gourley seconded the motion. The motion carried by the following vote:

AYE: Coleman, Mahler, Gourley, Sanchez, Trask

NAY: Richards

ABSENT: Thorstad

Director Larsen stated that the first reading would be conducted during the Ordinance Bill portion of the agenda.

## New Business:

- a) Resolution No. 1 for 2024 - Adopting a Public Art Policy

City Manager Young stated that the Ad Hoc Committee on Arts & Culture was dedicated to providing benefits to the community through arts programming. She noted that establishment of a Public Art Policy would govern acquisition, retention, and disposition of public art resources and the policy as written was supported by the committee.

Councilor Gourley moved to approve the City Public Art Program Policies & Guidelines. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

## **Ordinance Bills**

The first reading of Ordinance Bill No. 2 for 2024 was conducted.

President Pro Tem Mahler moved to conduct the second reading of Ordinance Bill No. 2 for 2024, Zone Map Amendment Application ZMA23-03, at the next regular City Council meeting. Councilor Trask seconded the motion. The motion carried unanimously by those present.

Request for Council Action and First Reading of Ordinance Bills

a) Ordinance No. 1 for 2024 - Codifying the Community Health Committee

City Manager Young highlighted the accomplishments of the Ad Hoc Committee on Community Health and stated that the intent of the ordinance was to codify the committee. She noted that this would enshrine the historical support of \$1,000 for the annual community health fair and it would establish a formal committee structure moving forward.

President Pro Tem Mahler moved to approve and conduct the first reading of Ordinance Bill No. 1 for 2024, Codifying the Community Health Committee. Councilor Gourley seconded the motion. The motion carried unanimously by those present.

The first reading of Ordinance Bill No. 1 for 2024 was conducted.

Councilor Richards moved to conduct the second reading of Ordinance Bill No. 1 for 2024. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

The second reading of Ordinance Bill No. 1 for 2024 by title only was conducted.

President Pro Tem Mahler moved to conduct the third reading of Ordinance Bill No. 1 for 2024 at the next regular City Council meeting. Councilor Richards seconded the motion. The motion carried unanimously by those present.

## **Reports of Committees**

There were no items to be heard.

## **Reports of City Officials**

### **City Manager's Report**

City Manager Young thanked City council and staff for their support during her absence. She highlighted the Police Department and Public Works Department for their efforts during the recent ice storm. She noted that staff was able to open an emergency shelter at the Jim Riggs Community Shelter and staff would look for additional community support resources for future crises. She noted the contributions of many community partners for current and future emergency management resources.

City Manager Young stated that staff was preparing a Request for Proposals for emergency housing. She noted that budget development was underway and requested that City Council prepare their top five projects for proposal at a future Goal Setting Session.

### **Mayor's Report**

Mayor Coleman highlighted the strong sense of community in Sweet Home during severe weather events. She thanked all staff and community partners for their contributions.

## **Department Director Reports**

### **Library Services Director**

a) Report of the Library Director

Mayor Coleman asked of movie events held at the library. Director Dazey stated that staff had consistent attendance at movie nights and a new teen movie series was beginning soon.

## Community and Economic Development Director

- a) Community & Economic Development Department Report for December 2023

Mayor Coleman asked of a future design for a park at City Hall. Director Larsen replied that a design was previously completed and was being updated by staff. Mayor Coleman asked of the timeline for an RFP for Quarry Park. City Manager Young replied that staff planned to release a Request for Interest (RFI) for the site, including a potential resort.

## Public Works Director

Director Springman expressed his gratitude for the Public Works Department during the ice storm and highlighted abatement activities. He noted progress on interim upgrades at the wastewater treatment plant and on funding opportunities for the new proposed plant.

## Police Chief

- a) Police Chief Report for December 2023

Chief Ogden stated that the Police Department was fully staffed with new officers awaiting the training academy. He noted that Officer Tyler Robinson recently started as the new School Resource Officer in the Sweet Home School District and would be assisting with traffic enforcement.

## Council Business for Good of the Order

Councilor Richards noted concerns with graffiti in Ashbrook Park and asked of installing cameras. Director Springman replied that there was currently no power available at the park but staff would look at options and work with the Police Department on the potential of additional patrols.

Councilor Gourley suggested the implementation of a community watch group to deter crime. Mayor Coleman expressed agreement.

President Pro Tem Mahler asked of the status of the LED streetlight installation. Director Larsen replied that the project was almost complete except one light.

Councilor Gourley asked of the acquisition of additional generators for City facilities. Director Springman replied that staff were seeking funding from various sources with a priority at the water treatment plant. City Manager Young added that the City would be seeking congressional funds for a generator at the plant and was working with Linn County to acquire a portable generator.

## Adjournment

There being no further discussion, the meeting was adjourned at 7:26 PM.

ATTEST:

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Mayor

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City Manager – Ex Officio City Recorder