



# CITY OF SWEET HOME PLANNING COMMISSION MINUTES

August 04, 2022, 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

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet, you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 947 077 522#

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## Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

## Roll Call of Commissioners

### PRESENT:

Jamie Melcher  
Henry Wolthuis  
Jeffrey Parker  
Greg Stephens  
Eva Journey

### ABSENT:

Laura Wood  
David Lowman

### STAFF:

Community and Economic Development Director Blair Larsen  
Associate Planner Angela Clegg

### GUESTS:

Walt Wendolowski, Morgan CPS Group, 835 Madrona Avenue S, Salem, OR 97302

**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) July 7, 2022 Planning Commission Meeting Minutes

Motion to approve the minutes made by Melcher, Seconded by Stephens.

Yea: 5

Nay: 0

Absent: 2

## Public Hearings

### Proposed Mountain Fir Dedication of Right-Of-Way

The Public Hearing was opened at 6:34 PM

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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.*

Commissioner Parker asked of the Committee if there were any Ex Parte, Conflicts of Interest, or Personal Bias, there was none.

Staff Report: Associate Planner Clegg read the memorandum and the letter from Mid-Valley Healthcare, Inc. Community and Economic Director Larsen addressed the procedure for the dedication of right-of-way. Larsen stated that staff recommends that the Planning Commission approve the dedication. It meets the city criteria for a city street.

Commission Discussion: Parker asked if the utilities will be included in the property line adjustment. Larsen explained the process. Stephens asked if there would be sidewalks on the south side of the Mountain Fir Street. Clegg and Larsen explained that they are not required. There was further discussion about the sidewalks. Stephens asked about the responsibility of the landscaping on the south side of Mountain Fir Street. Larsen explained the criteria and responsibilities of owners and the City. Larsen stated that staff can address the landscaping with Mosaic. Parker asked if it could be a Condition of Approval to put in sidewalks. Journey asked about the property lines on the northern side of the Spring Terrace Subdivision. Larsen showed a map showing a strip of land that is Owned by Spring Terrace Subdivision running along the south side of Mountain Fir Street. There was further discussion between staff and the Commissioners regarding the landscape responsibilities of the Subdivision, the City, and Mosaic. Larsen asked for clarification regarding the request for a sidewalk on the south side of Mountain Fir Street. Parker and Journey discussed their reasons for wanting a sidewalk. There was further discussion about the care and maintenance of the landscaping and the installation of sidewalks. Journey asked staff if the sewer system will remain private and have the capacity. Larsen stated that the pipe is already built to City standards and connected to the City system. Larsen asked the Commission if they would like to table the discussion and he will reach out to the landowners with the Commissioners questions.

Testimony in Opposition: None

Testimony in Favor: None

Neutral Testimony: None

Motion to continue the Public Hearing to the September 1, 2022 Planning Commission Meeting was made by Journey, Seconded by Stephens.

Yea: 5

Nay: 0

Absent: 2

### **Revised Sweet Home Municipal Code Adoption**

The Public Hearing was opened at 6:58 PM

Commissioner Parker asked of the Committee if there were Ex Parte, Conflicts of Interest or Personal Bias, there was none.

Staff Report: Walt Wendolowski, Morgan CPS, presented the Staff Report and gave a brief summary of the Development Code changes.

Commission Discussion: There was discussion with staff regarding next steps.

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at 7:29 PM

Motion to recommend approval of the New Development Code to City Council made by Stephens, Seconded by Journey.

Yea: 5

Nay: 0  
Absent: 2

**Staff Updates on Planning Projects:**

Associate Planner Clegg gave an update on projects.

Staff informed the committee of the Housing Needs Analysis and Buildable Lands Inventory public hearing on September 15, 2022. Immediately after there will be a workshop. The Transportation System Plan is waiting on the State to move forward. The building department is busy with large developments

**Adjournment**

The meeting was adjourned at 7:36 PM

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Jeffrey Parker Chairperson  
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Associate Planner