CITY OF SWEET HOME
PLANNING COMMISSION
MINUTES
September 18, 2025, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Call to Order
The meeting was called to order at 6:30 PM

Roll Call of Commissioners

PRESENT
Brandy Wysong Frick
Henry Wolthuis
Jamie Melcher
Laura Wood
Eva Jurney
Nancy White

ABSENT
Joe Graybill, excused absent

STAFF
Angela Clegg, Planning and Building Manager
Adam Leisinger, Special Projects Manager

GUESTS
James Hurley, 35890 Santiam Highway, Albany, OR 97322

Public Comment.
None

Meeting Minutes:
2025-06-05 Planning Commission Meeting Minutes

A motion to approve the June 5, 2025, meeting minutes was made by Commissioner Melcher, seconded by Commissioner Jurney.

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

Voting Nay: None

Absent: Commissioner Graybill

Public Hearings

Partition Application P25-07 Staff Report

The Public Hearing was opened at 6:32 PM

Commission Chair Wood asked of the Commissioners if they had any personal bias, conflicts of interest, or ex parte information. There was none.

Manager Clegg presented the staff report to the Commission. The Planning Commission reviewed a request to partition an approximately 86,358 square foot lot in the R-1 zone into two parcels: Parcel 1: approximately 11,577 square feet and Parcel 2: approximately 74,781 square feet with a flagpole access strip. The application was filed concurrently with Zone Map Amendment ZMA25-01, but approval of this partition is not dependent on the zone change.

Key Findings: Lot width-to-depth ratio: Parcel 1 complies; Parcel 2 exceeds but does not increase nonconformity. Dimensional standards: A pre-existing 3.8 ft. setback (where 5 ft. is required) will remain. A private no-build/maintenance easement is proposed to address compliance.

A summary of the Conditions of Approval: Final configuration must match submitted plot plan; Separate utility connections required; Easements and no-build areas must be shown on the plat; Removal of structures identified for removal; Development agreement required before final plat; Private access, public facilities, and improvements must meet City standards; All development must comply with SHMC Title 17, Oregon Fire Code, and applicable state/federal laws; Final plat must be recorded within two years.

Staff recommended approval with the listed conditions.

Commission Action: The Planning Commission will hold a public hearing and may approve or deny the application based on review criteria. If approved, staff recommend a 12-day appeal period and preparation of an order memorializing the decision.

Motion Options
1. Move to approve application P25-07; including the conditions of approval listed in Section IV of the Staff Report; adopting the findings of fact listed in Section III of the staff report, the setting of a 12-day appeal period from the date of the mailing of the decision, and hereby direct staff to prepare an order to be signed by the Chair to memorialize this decision.
2. Move to deny application P25-07; including adopting findings (specify), the setting of a 12-day appeal period from the date of mailing of the decision, and hereby direct staff to prepare an order to be signed by the Chair to memorialize this decision.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

Manager Clegg closed the staff presentation and asked if the planning commissioners had any questions.

Questions from Commissioners: Commissioner Melcher asked why the request was not being reviewed as a variance. Manager Clegg explained that the Commission could require the applicant to submit a variance application if they felt it was necessary. She further noted that the conditions before the Commission stem from pre-existing site conditions, not from any action by the applicant. For that reason, staff determined that the Commission could make a decision based on the information provided in the staff report. Commissioner Jurney asked Manager Clegg to clarify how the applications were combined. Manager Clegg explained that the partition and zone map amendment applications were submitted together and can be heard concurrently since the zone map amendment is a Type IV application. However, the two applications are not dependent on each

other for approval and must be decided upon separately. Chair Wood asked if there were any additional questions from the Commission. Commissioner Wolthuis asked whether staff considers school capacity during the review process. Manager Clegg responded that all land use applications are sent to the school district for review and comment. While the applicant has not proposed development on the larger parcel, Clegg reminded the Commission that the property to the south has been approved for a high-density apartment complex.

Applicant Testimony: James Hurley spoke on behalf of his application. Mr. Hurley explained that his surveyor discovered the existing fence line encroaches approximately 1.5 feet onto the neighboring property, creating a 1.2-foot deviation from the required south setback. To address this, he added a 1.2-foot by 5-foot no-build easement within the flagpole area.

Additional Questions from the Commissioners: Commissioner White asked whether the applicant had any current plans to develop the larger property. Mr. Hurley stated that he does not have any development plans at this time. Commissioner Wysong-Frisk asked if the applicant intended to sell the existing house. Mr. Hurley confirmed that the house is already under contract and that the sale will be finalized once the partition is complete.

Testimony in Favor: None
Testimony in Opposition: None
Neutral Testimony: None

Public hearing was closed at: 6:47 PM

Discussion by the Commissioners: Commissioner Jurney noted that the Commission generally prefers not to approve flag lots but acknowledged that, in this case, there is no other viable way to access the rear property. Commissioner Melcher agreed with Chair Wood's comments and stated that the property would not be developable without the flagpole access. Commissioner White commented that the proposal aligns the property with the Comprehensive Plan zoning. Commissioner Wolthuis added that it brings the property into compliance with the Comprehensive Plan and stated that he sees no reason to deny the request at this time. Commissioner Wysong-Frisk expressed that the request is reasonable, noting that not everyone prefers large backyards and that the proposed partition provides an acceptable solution for developing the property. Chair Wood agreed with the Commissioners' comments regarding the flagpole access and the 1.2-foot setback variance. Commissioner Wolthuis also stated that he was pleased to see conditions requiring a development agreement.

A motion to approve Application P25-07 was made by Commissioner Wolthuis and was seconded by Commissioner Melcher.

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

Voting Nay: None

Absent: Commissioner Graybill

Zone Map Application ZMA25-01 Staff Report

The Public Hearing was opened at 6:54 PM

Commission Chair Wood asked the Commissioners if they had any personal bias, conflicts of interest, or ex parte information. There was none.

Manager Clegg presented the staff report to the Commission. The applicant requested a zone change for property at 13S01E32AA Tax Lot 500 (approx. 86,358 sq. ft.) from Residential Low Density (R-1) to Residential High Density (R-3). The change would align the property with the

Comprehensive Plan designation. This request was filed concurrently with partition application P25-07 but is not dependent on it.

Key Findings: Property is outside the 100-year floodplain with no mapped wetlands or waterways; Has frontage on Clark Mill Road and existing City water and sewer services; Proposed R-3 zoning is consistent with the Comprehensive Plan and can accommodate permitted uses; Future development must comply with City standards (parking, landscaping, setbacks); Adequate public facilities and transportation access are available; and Rezoning would support identified housing needs by providing higher-density housing opportunities.

Staff Recommends approval of Application ZMA25-01, with no conditions of approval.

Commission Action: Planning Commission to hold a public hearing and recommend approval or denial to the City Council. Council will make the final decision after its own public hearing.

Motion Options
1. Recommend approval of ZMA25-01 with findings in the staff report.
2. Recommend denial (with reasons).
3. Continue the hearing.
4. Other action as determined.

Manager Clegg closed the staff presentation and ask if the planning commissioners had any questions. There were none.

Applicant Testimony: James Hurley testified on behalf of his application. He just wants to bring it into compliance with the Comprehensive Plan.

There were no questions from the Commissioners:

Testimony in Favor: None
Testimony in Opposition: None
Neutral Testimony: None

The Public Hearing was closed at 6:59 PM

Discussion by the Commissioners: Commissioner Wysong-Frisk asked if there is a limit on the number of houses that can be built. Commissioner Melcher explained that lot sizes can be smaller in the R-3 zone, allowing for multi-family development, which is appropriate for the transitional area and supports walkability to nearby commercial businesses and schools.
Chair Wood asked about the density limit for the R-3 zone. Manager Clegg responded by reading the density requirements from Sweet Home Municipal Code, Chapter 17.14.050.

A motion to approve Application ZMA25-01 was made by Commissioner Melcher and was seconded by Commissioner Jurney.

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

Voting Nay: None

Absent: Commissioner Graybill

Staff Updates:

Manager Clegg reminded the Commissioners of the Committee Media Policy and provided them with a printed copy.

Manager stated that she has been completing a lot of duplex partitions and property line adjustment. Clegg gave an update on the Coulter Subdivision.

Planning Commission Business

Manager Clegg reminded the Commissioners about the upcoming Harvest Festival, outlining the planned activities and noting where additional volunteer help is still needed.

Commissioner Wolthuis inquired about the well on the Clark Mill property, asking whether the property would connect to City water and what would happen to the existing well. Commissioner Wysong-Frisk also expressed interest in the well's status. Mr. Hurley informed the Commission that the well had been relocated to be outside of the easement area.

Manager Clegg reported that another round of code updates will be coming soon due to several recent legislative changes. She stated her goal is to have the draft updates ready for Commission review by the end of the year.

Commissioner Jurney asked if any meetings were scheduled in the near future. Manager Clegg confirmed that there are no upcoming meetings at this time.

Adjournment

The meeting was adjourned at 7:08 PM

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Laura Wood, Chairperson
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager