



City of Sweet Home

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

In the matter of the) Property Line Adjustment
Property Line Adjustment) File No. PLA26-02
request by Sweet Home School District and Cheryl Bartlett)

PLANNING COMMISSION STAFF REPORT

REQUEST: The Applicant is requesting a Property Line Adjustment to acquire approximately 2,687 square feet of an adjacent residential lot (Tax Lot 10100). Subject Property A is approximately 11.87 acres (517,057 square feet) and zoned Public Facility (PF), while Subject Property B is approximately 15,980 square feet and zoned Residential Medium Density (R-3). The adjustment will increase Subject Property A to 11.93 acres (519,744 square feet) and reduce Subject Property B to approximately 13,293 square feet.

This request is being submitted concurrently with a Zone Map Amendment application. If both applications are approved, the Sweet Home School District will acquire the 2,687-square-foot portion of Tax Lot 10100 from the applicant, with the intent to use this area for future career-focused program opportunities or for improvements related to student safety. The proposed zoning change would also bring zoning into alignment with the district’s existing Comprehensive Plan Map designation.

Application PLA26-02 is being filed concurrently with application ZMA26-01 and is reliant upon its approval. Applications for more than one land use action and permit for the same property may, at the applicant's discretion, be heard or reviewed concurrently. Multiple land use requests involving different processing Types shall be heard and decided at the higher processing Type. [SHMC 17.120.010]. Application PLA26-02 shall be heard with Application ZMA26-01 as a Type IV application.

APPLICANT: Kevin Strong, Sweet Home School District
PROPERTY OWNER: Cheryl L. Bartlett Rev Living Trust
PROPERTY LOCATION: **Property A:** 1641 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor’s Map as 31AD, Tax Lot 09100
Property B: 1126 18th Avenue, Sweet Home, OR, 97386; Identified on the Linn County Assessors Map as 31AD, Tax lot 10100
REVIEW AND DECISION CRITERIA: Sweet Home Municipal Code Section(s): 17.14, 17.24,17.92, 17.128
FILE NUMBER: PLA26-02

PLANNING COMMISSION PUBLIC HEARING:

- **DATE & TIME:** May 7, 2026 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

CITY COUNCIL PUBLIC HEARING:

- **DATE & TIME:** May 26, 2026 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

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

REPORT DATE: April 30, 2026

I. PROJECT AND PROPERTY DESCRIPTION

Zoning and Comprehensive Plan Designations:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property A	Public Facility (PF)	Public Facility
Subject Property B	Residential High Density (R-3)	Medium Density Residential
Property North	Residential High Density (R-3) Commercial Highway (C-2)	Central Commercial
Property East	Residential Low Density (R-1) Residential High Density (R-3) Public Facility (PF)	Medium Density Residential Public Facility
Property South	Public Facility (PF)	Public Facility
Property West	Public Facility (PF) Residential High Density (R-3)	Public Facility High Density Residential Central Commercial

Property Information:

- Floodplain:** Based on a review of the FEMA flood insurance rate map; Panel 41043C0913G, dated September 29, 2010, the subject properties are not in the special flood hazard area.
- Wetlands:** The subject properties show an intermittent perennial drainage to Cotton Creek depicted on the Statewide Wetlands Inventory Map.
- Access:** Tax Lot 09100 has direct access from Long Street and 18th Avenue. Tax Lot 10100 has direct access from 18th Avenue.
- Sidewalks:** There are existing sidewalks along 18th Avenue and Long Street.
- Services:** There are existing City water and sewer services to Tax Lots 09100 and 10100.
- Street:** Tax Lot 09100 abuts approximately 750 feet of Long Street and approximately 165 feet of 18th Avenue. Tax Lot 10100 abuts approximately 75 feet of 18th Avenue. No new streets are proposed with this property line adjustment.

Notice and Timelines

- Application Received: March 23, 2026
- Application Deemed Complete: March 26, 2026
- Emailed Notice: March 26, 2026
- Mailed Notice: March 30, 2026
- 120-Day Processing Deadlines: July 24, 2026

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

II. COMMENTS RECEIVED

Matt Cook

CEDD Engineering: CEDD Engineering has no comment on ZMA26-01 or PLA 26-02 at this time. Neither application appears to have any impact on utility / infrastructure systems for the city.

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

Building Division: No comments as of the issuance of this staff report.

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 property line adjustment is subject to the review criteria listed in Sweet Home Municipal Code Section 17.92. Application PLA26-02 is being filed concurrently with application ZMA26-01 and is reliant upon its approval. Multiple land use requests involving different processing Types shall be heard and decided at the higher processing Type. [SHMC 17.120.010]. SHMC Section 17.128.010(A) *Decision authority*. Applications subject to a Type IV review shall be reviewed and decided by the City Council with the recommendation of the Planning Commission. Staff Findings of Fact and analysis are as follows.

17.92.050: DECISION CRITERIA

Approval of a property line adjustment shall require compliance with the following criteria:

A. A property line adjustment cannot create or vacate a parcel. Creation or vacation of a parcel requires approval of a land division.

Applicants Comment: The applicant marked no, the property line does not create or vacate a parcel.

Staff Findings: There are two properties involved in this adjustment. The proposal would transfer approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). The Property Line Adjustment does not create a new parcel or vacate an existing one. [SHMC 17.92.010 and 17.92.050(A)]

Based on these findings, staff conclude that the application meets the applicable criteria.

B. Following the adjustment, all lots or parcels must comply with the area and dimension standards of the applicable zone. For existing non-conforming lots or parcels, the adjustment shall not increase the degree of non-conformance of the subject property or surrounding properties.

Applicants Comment: Yes, the site will comply once the property line adjustment is approved.

Staff Findings: The proposal would transfer approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). Following the adjustment, Subject Property A shall increase to 11.93 acres (519,744 square feet) and Subject Property B shall decrease to approximately 13,293 square feet.

Following the adjustment, Subject Property A shall have an average width of approximately 973 feet, and an average depth of approximately 636 feet. Subject Property B shall have an average width of approximately 76 feet, and an average depth of approximately 225 feet.

Based on these findings, staff conclude that the application complies with the area and dimension standards of the applicable zone.

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-3 zone:

- 1. Minimum Lot Area & Width**
 - a. Single Family: 5,000 square feet.**
 - b. Duplex: 5,000 square feet.**
 - c. Attached Dwelling: 2,000 square feet.**
 - d. Multiple Family (3 or more): 9,000 square foot parcel, 1,500 square feet per unit.**
 - e. Other Uses: Sufficient to meet density and development requirements**
 - f. Minimum Width at Building Line – Corner Lot: 70 feet.**
 - g. Minimum Width at Building Line: Interior Lot: 60 feet.**
 - h. Minimum Width at Building Line – Attached: 25 Feet.**
- 2. Minimum Setbacks**
 - a. Front Yard: 15 feet.**
 - b. Garage or Carport: 20 feet to entrance.**
 - c. Side Yard (Interior) – 5 feet (per story).**
 - d. Side Yard (Street): 15 feet.**
 - e. Rear Yard: 10 feet.**
 - f. Attached Side Yard: 0 feet, 10 feet exterior boundary.**
- 3. Maximum Structure Height**
 - a. Single Family: 30 feet.**
 - b. Single Family Attached, Duplex, Multi-Family: 40 feet.**
 - c. Accessory Building: 20 feet (roof apex).**
- 4. Maximum Lot Coverage**
 - a. Single Family: 40%.**
 - b. Single Family Attached: 60%.**
 - c. Duplex, Multi Family: 60%.**

17.24.050 Dimensional Standards

A. The following dimensional standards shall be required for all development in the Public Facility Zone:

- 1. Minimum Lot Area: Sufficient to allow the use and comply with setback requirements.**
- 2. Minimum Setbacks (to use):**
 - a. Front Yard - Adjacent to Non-Residential: None.**
 - b. Front Yard - Adjacent to Residential: 15 feet.**
 - c. Side Yard - Adjacent to Non-Residential: None.**
 - d. Side Yard - Adjacent to Residential: 15 feet.**
 - e. Rear Yard - Adjacent to Non-Residential: None.**
 - f. Rear Yard - Adjacent to Residential: 15 feet.**
- 3. Maximum Structure Height: 60 feet.**
- 4. Maximum Lot Coverage: 80%.**

Staff Findings: The proposal would transfer approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). The adjustment will increase Subject Property

A to 11.93 acres (519,744 square feet) and reduce Subject Property B to approximately 13,293 square feet.

Properties A and B contain pre-existing structures. No new development is proposed as part of this application.

Based on these findings, staff find that the resulting lots meets the minimum lot area, width, and dimensional standards of the R-3 and PF zones and therefore complies with the applicable criteria.

17.14.070 Development Standards:

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

- A. Off-street parking: All 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).**

17.24.060 Development Standards:

All development in the Public Facility Zone shall comply with the applicable provisions of Chapter 2.40 of this Code. In addition, the following specific standards shall apply:

- A. Off-street parking. All 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 Section 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. Site development review. All new development or expansion of an existing structure or use shall be subject to the Site Development Review procedures of Chapter 17.102.**
- G. Exterior lighting. Exterior lighting shall be located in such a manner so as not to face directly, shine or reflect glare onto a street, a highway or a lot in a residential zone.**
- H. 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).**

Staff Findings: No new development is proposed as part of this application; however, any future development on the properties shall be required to comply with all applicable provisions of the R-3 and PF zone and the Development Code.

- C. If there are existing structures on the lots or parcels, the boundary adjustment shall not reduce required setbacks or place a boundary beneath a structure.**

Applicants Comment: The boundary adjustment will not reduce required setbacks or place a boundary beneath a structure.

Staff Findings: Subject Properties A and B contain pre-existing structures. The resulting property line adjustment shall not increase any existing nonconformity on the lot nor place a boundary beneath a structure.

Based on these findings, staff find that the resulting lot complies with the applicable criteria.

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.

Conditions of Approval:

1. The final configuration of proposed properties A and B shall substantially conform to the plot plan submitted with this application (see Attachment B). The proposal transfers approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). The adjustment will increase Subject Property A to 11.93 acres (519,744 square feet) and reduce Subject Property B to approximately 13,293 square feet.
2. Approval of Zone Map Amendment ZMA26-01.
3. The adjusted property line shall be situated so that all buildings and structures comply with the standards of the Residential High Density and Public Facility Zones. See SHMC 17.10 and 17.24.
4. The property line adjustment shall be surveyed and monumented as required by ORS Chapter 92. Documents must conform with the survey for the subject properties in accordance with ORS Chapter 92 and shall be recorded with Linn County. A property line adjustment deed shall be recorded with Linn County and contain the following:
 - A. The names of the parties;
 - B. The description of the adjusted line;
 - C. References to original recorded documents; and
 - D. Signatures of all parties with proper acknowledgment.
5. Development on the subject properties shall comply with all applicable local, state, and federal requirements; including but not limited to all applicable fire code requirements and other development requirements of the Sweet Home Municipal Code at the time of development.

If the property line adjustment involves partition parcels or subdivision lots, a replat may be required. Please contact the Linn County Surveyor's Office at (541) 967-3857 for more information on platting and replating requirements.

V. PLANNING COMMISSION ACTION

In acting on a Type IV 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 PLA26-02, which includes adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application PLA26-02 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

VI. ATTACHMENTS

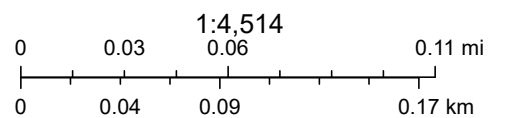
- A. Subject Property Map
- B. Proposed Site Map
- C. Property Line Adjustment Narrative

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

PLA26-02 Subject Property Map



3/24/2026, 8:24:44 AM



Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community, Linn County, OR Office of Assessment and Taxation, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Map created using the Linn County Oregon web mapping application
This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the

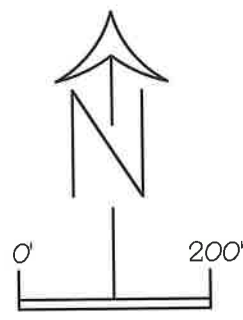


PROPERTY A
 SWEET HOME SCHOOL DISTRICT #55
 13S-1E-31AD-9100
 EXISTING AREA = 11.87 ACRES
 PROPOSED AREA = 11.93 ACRES

ADJUSTMENT AREA
 FROM PROPERTY B TO PROPERTY A
 0.06 ACRES (2687 SQ FT)

PROPERTY B
 CHERYL L. BARTLETT REV LIVING TRUST
 13S-1E-31AD-10100
 EXISTING AREA = 0.49 ACRES (21344 SQ FT)
 PROPOSED AREA = 0.43 ACRES (18657 SQ FT)

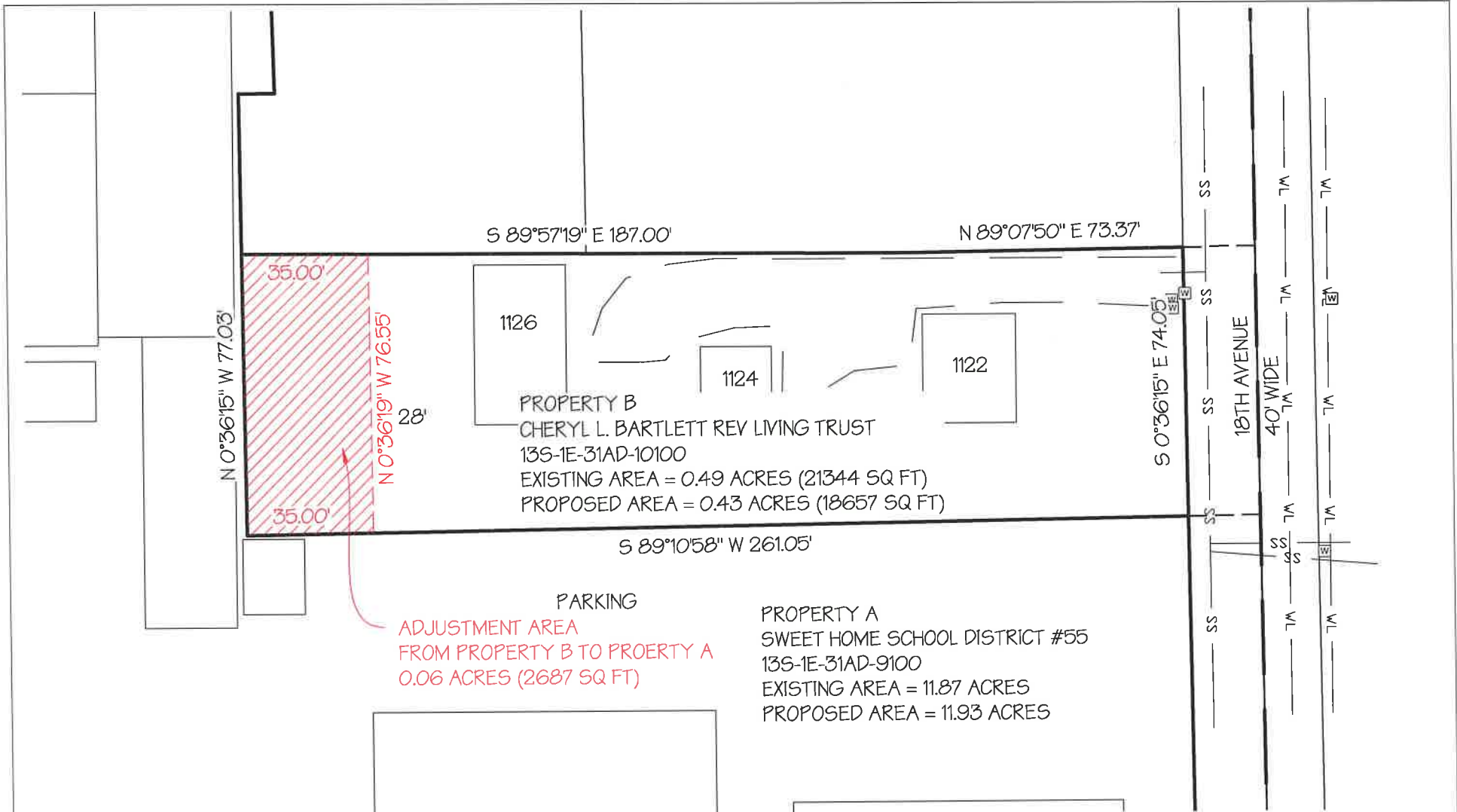
PROPERTY LINE ADJUSTMENT APPLICATION MAP
 FOR
 SWEET HOME SCHOOL DISTRICT & CHERYL BARTLETT
 TAXLOTS 13S01E31AD-9100 & 10100



DRAWN BY:
 R. JONES, PLS 56399

Cascade Timber Consulting, Inc.

3210 Hwy. 20, PO Box 446
 Sweet Home, OR 97386
 Phone: (541) 367-2111



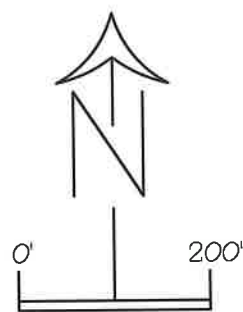
ADJUSTMENT AREA
FROM PROPERTY B TO PROPERTY A
0.06 ACRES (2687 SQ FT)

PARKING

PROPERTY A
SWEET HOME SCHOOL DISTRICT #55
135-1E-31AD-9100
EXISTING AREA = 11.87 ACRES
PROPOSED AREA = 11.93 ACRES

PROPERTY B
CHERYL L. BARTLETT REV LIVING TRUST
135-1E-31AD-10100
EXISTING AREA = 0.49 ACRES (21344 SQ FT)
PROPOSED AREA = 0.43 ACRES (18657 SQ FT)

PROPERTY LINE ADJUSTMENT APPLICATION MAP
and ZONE MAP AMENDMENT
FOR
SWEET HOME SCHOOL DISTRICT & CHERYL BARTLETT
TAXLOTS 13501E31AD-9100 & 10100



DRAWN BY:
R. JONES, PLS 56399

Cascade Timber Consulting, Inc.

3210 Hwy. 20, PO Box 446
Sweet Home, OR 97386
Phone: (541) 367-2111

Appendix I
Property Line Adjustments
Cheryl Bartlett/Sweet Home School District

C. The written statement explaining the applicants' reasons for adjusting the boundaries and demonstrating that the adjustment conforms to City land use regulations of the applicable zone.

The Sweet Home School District intends to acquire a 77.2' x 35' section of property adjacent to the Sweet Home High School campus. The District is considering two primary options for the property. One option is to use the property to expand career learning opportunities for students, such as developing the site for a greenhouse. Another option is to use the property, along with adjoining property, to improve safety for students and community members by establishing a bus loop off 18th Avenue to help reduce bus traffic and traffic congestion on Long Street and in the high school's west parking area before and after school.

The planned use conforms to City land use regulations for the public facility zone.

E. The applicant shall address that all lots or parcels comply with the area and dimension standards of the applicable zone. For existing non-conforming lots or parcels, the adjustment shall not increase the degree of non-conformance of the subject property or surrounding properties.

Yes, the site will comply once the property line adjustment is approved.

F. If there are existing structures on the lots or parcels, the applicant shall address how the boundary adjustment shall not reduce required setbacks or place a boundary beneath a structure.

The boundary adjustment will not reduce required setbacks or place a boundary beneath a structure.

LINN COUNTY, OREGON **2020-01989**
 D-TD
 SIn=43 K. PETERSON 01/31/2020 11:07:00 AM
 \$10.00 \$11.00 \$10.00 \$60.00 \$19.00 **\$110.00**
 I, Steve Druckenmiller, County Clerk for Linn County, Oregon, certify
 that the instrument identified herein was recorded in the Clerk
 records.
 Steve Druckenmiller - County Clerk

After recording send to:
 Sarah Kessler, Morley Thomas Law
 1019 Main Street, Sweet Home, OR 97386

Send tax statements to:
 Cheryl Bartlett
 PO Box 147, Sweet Home, OR 97386

Name/title of transaction: Trustee's Deed

Statement of Consideration required by ORS 93.030:
 There is no monetary consideration for this transfer; it
 is a distribution from revocable living trust.

Grantor/Direct Party Name and Address:
 Cheryl Lynn Bartlett, Trustee
 Patsy Sue Currey Revocable Living Trust
 PO Box 87819, Wasilla, AK 99687

Grantee/Indirect Party Name and Address:
 Cheryl L. Bartlett, Trustee
 Cheryl L. Bartlett Revocable Living Trust
 PO Box 147, Sweet Home, OR 97386

TRUSTEE'S DEED

GRANTOR: Cheryl Lynn Bartlett, Successor Trustee of the Patsy Sue Currey
 Revocable Living Trust, u/a/d December 14, 2010

conveys to

GRANTEE: Cheryl L. Bartlett, Trustee of the Cheryl L. Bartlett Revocable Living
 Trust

the real property described as follows:

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD
 INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336
 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855,
 OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES
 NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND
 USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON
 ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY
 PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY
 ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES
 OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST
 PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING
 PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO
 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009,
 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

DATED: 1-9-20

Cheryl Lynn Bartlett
 Cheryl Lynn Bartlett, Successor Trustee

STATE OF OREGON)
 County of Linn) ss.

On January 9, 2020, the above-named Cheryl Lynn Bartlett, Successor Trustee of the Patsy Sue
 Currey Revocable Living Trust acknowledged the foregoing instrument before me.

Sarah Em Kessler
 Notary Public for Oregon
 My Commission Expires: Sept 9, 2022



Exhibit 1

1) - [1122, 1124 and 1126 18th Avenue, Sweet Home, Linn County Assessor's Map 13S-1E-31AD, Tax Lot 10100, Account Number 246906, from MF Volume 154, Page 346]

Beginning at a point on the East line 330 feet South of the Northeast corner of John T. Ames Donation Land Claim No. 46, in Township 13 South, Range 1 East of the Willamette Meridian, in Linn County, Oregon; and running thence South 8922-1/2' West 280.5 feet to a 3/4" pipe; thence North parallel with the East line of said Claim 77.20 feet to a point on the fence line 7.20 feet North of a 1-1/2" pipe; thence South 8940-1/2' East 187 feet; thence North 8922-1/2' East 93.5 feet, more or less, to the East line of said Claim; thence South along the East line of said Claim 74.05 feet, more or less to the place of beginning. SAVE AND EXCEPT that portion of the above described tract of land lying within the boundaries of public roads and highways.

2) - [1846 Tamarack Street, Sweet Home, Linn County Assessor's Map 13S-1E-29CC, Tax Lot 11200, Account Number 241337, from MF 1205, Page 450]

Lot 4, NATTERSTAD ADDITION, Sweet Home, Linn County, Oregon