



In the matter of the ) Zone Map Amendment  
 Zone Map Amendment ) File No. ZMA26-01  
 request by Cheryl Bartlett )

**PLANNING COMMISSION STAFF REPORT**

**REQUEST:** The Applicant is requesting a Zone Map Amendment for an area of approximately 2,687 square feet. The proposal would change the Sweet Home Zoning Map designation from Residential High Density (R-3) Zone to Public Facility (PF) Zone. This request is being submitted at the same time as a Property Line Adjustment 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. The school district intends to use this area for future career-focused program opportunities or for improvements related to student safety. The proposed zoning change would also bring the zoning into alignment with the Sweet Home School District’s existing Comprehensive Plan Map designation.

The Planning Commission will hold a public hearing on the proposal and make a recommendation to the City Council. The City Council will then hold a public hearing and make the final decision on the application.

Application ZMA26-01 is being filed concurrently with application PLA26-02 and is reliant on its approval.

- APPLICANT:** Cheryl Bartlett
- PROPERTY OWNER:** Cheryl L Bartlett Rev Living Trust
- PROPERTY LOCATION:** 1126 18<sup>th</sup> Avenue, Sweet Home, OR 97386, Identified on the Linn County Assessor’s Map as 13S01E31AD Tax Lot 10100.
- REVIEW AND DECISION CRITERIA:** Sweet Home Municipal Code Section(s): 17.14, 17.24, 17.114, 17.120.010, 17.128, OAR 660-012-0060
- FILE NUMBER:** ZMA26-01

**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](mailto:aclegg@sweethomeor.gov)

**REPORT DATE:** April 30, 2026

**I. PROJECT AND PROPERTY DESCRIPTION**

**LOCATION:** With the approval of Property Line Adjustment Application PLA26-02, the subject tract will contain approximately 2,687 square feet. This tract, located within Tax Lot 10100, is currently zoned Residential High Density (R-3), and its Comprehensive Plan designation is also Residential High Density (R-3). The applicant is requesting a zoning change to Public Facility (PF) to match the zoning designation of the adjacent Tax Lot 09100 and bring the properties into conformity.

**ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:**

<b>Property</b>	<b>Zoning Designation</b>	<b>Comprehensive Plan Designation</b>
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

**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 18<sup>th</sup> Avenue. Tax Lot 10100 has direct access from 18<sup>th</sup> Avenue.

**Services:** There are existing City water and sewer services to Tax Lots 09100 and 10100.

**TIMELINES AND HEARING NOTICE:**

Application Received:	March 23, 2026
Application Deemed Complete:	March 26, 2026
Emailed Notice:	March 26, 2026
Mailed Notice:	March 30, 2026
Notice Published in New Era Newspaper:	April 1, 2026
Planning Commission Public Hearing:	May 7, 2026
City Council Public Hearing	May 26, 2026
120-Day Processing Deadlines:	July 24, 2026

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

## II. COMMENTS

**Building Division:** The Building Program has no issues with this request.

**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  
Engineering:**

No comments as of the issue of this Staff Report.

**Sweet Home**

**Fire District:**

No comments as of the issue of this Staff Report.

**Public Comment:** No comments as of the issue of this Staff Report.

## III. REVIEW AND DESIGN CRITERIA

The review and decision criteria for a zone map amendment are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

Zone map amendment proposals shall be approved if the applicant provides evidence substantiating the following:

**A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification.**

Applicants Comment: The proposed zone will be appropriate for the Comprehensive Plan land use designation on the property and it will be consistent with the description and policies for the applicable Comprehensive Plan land use classification once the property line adjustment is approved.

Staff Findings: 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. The proposed zoning change would also bring the zoning into alignment with the Sweet Home School District's existing Comprehensive Plan Map designation.

Based on this information, staff finds that the application meets the criterion that the proposed zone is appropriate for the Comprehensive Plan land use designation and is consistent with the description and policies of the applicable classification.

**B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.**

Applicants Comment: Yes, there is adequate room on the proposed site without exceeding its physical capacity along with adjacent property that is already part of the Sweet Home High School campus.

Staff Findings: The permitted uses under SHMC 17.14.020 and 17.24.020 can be accommodated on the subject properties without exceeding their physical capacity. With the property line adjustment, Tax Lot 09100 will increase to 11.93 acres (519,744 square feet), and Tax Lot 10100 will be reduced to approximately 13,293 square feet. Tax Lot 09100 contains the existing Sweet Home High School, and

educational facilities are permitted in the Public Facility zone per SHMC 17.24.020(A). Tax Lot 10100 contains three existing single-family dwellings, which are allowed in the Residential High Density zone under SHMC 17.14.020(A).

The school district intends to use the adjusted area for future career-focused educational programs or improvements related to student safety.

Based on this information, staff finds that the application meets the criterion that permitted uses in the proposed zone can be accommodated on the site without exceeding its physical capacity.

**C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Development Code.**

Applicants Comment: Yes, allowed uses in the proposed zone will be in compliance with development requirements in the Development Code. Specifically, the District plans to use the property to either expand career learning opportunities for students, such as developing a site for a greenhouse, or 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.

Staff Findings: All development in the Public Facility (PF) Zone shall comply with the applicable provisions of this Development Code.

The applicant has not proposed any new development with this application.

Based on the above information, staff finds that the application meets the criterion that allowed uses in the proposed zone can be established in compliance with the development requirements.

**D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.**

Applicants Comments: Yes, there are adequate public facilities, services and transportation networks in place.

Staff Findings: Sweet Home High School, located on Tax Lot 09100 is currently served by City water and sewer services from Long Street, 18<sup>th</sup> Avenue, and the south boundary of Tax Lot 09100.

The dwellings located on Tax Lot 10100 are currently served by City water and sewer services from 18<sup>th</sup> Avenue.

No development is proposed with this application.

Staff find that the application satisfies the criterion requiring adequate public facilities, services, and transportation networks.

**E. For residential zone changes, the criteria listed in the purpose statement for the proposed residential zone shall be met.**

Applicants Comment: This proposal involves a change to the public facility zone so residential zone criteria does not apply.

Staff Findings: The proposal would amend the Sweet Home Zoning Map by changing the designation of a 2,687-square-foot portion of Tax Lot 10100 from Residential High Density (R-3) to Public Facility (PF). This request is being processed concurrently with a Property Line Adjustment application.

If both applications are approved, the Sweet Home School District will acquire the 2,687-square-foot area from the applicant. The district plans to use the property for future career-focused educational programs or for improvements that enhance student safety.

Because this request involves a change to the Public Facility zone rather than a residential zone, the residential zone purpose statement criteria under SHMC 17.14.010 do not apply to this proposal.

#### **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. Because this request is for a zone change, no conditions of approval are proposed.

#### **V. PLANNING COMMISSION ACTION**

In acting on a zone change 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 ZMA26-01, which includes adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application ZMA26-01 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

#### **VI. ATTACHMENTS**

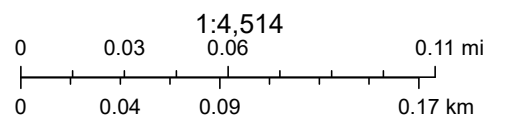
- A. Subject Property Map
- B. Zone Map Amendment Narrative
- C. Zoning Map
- D. Comprehensive Plan Map

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.

# ZMA26-01 Subject Property Map



3/24/2026, 8:23:28 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

**Appendix N  
Zone Map Amendment  
Cheryl Bartlett/Sweet Home School District**

**A. Zone change proposals shall be approved if the applicant provides evidence substantiating the following:**

**1. Is the proposed zone appropriate for the Comprehensive Plan land use designation on the property and is it consistent with the description and policies for the applicable Comprehensive Plan land use classification? Explain:**

The proposed zone will be appropriate for the Comprehensive Plan land use designation on the property and it will be consistent with the description and policies for the applicable Comprehensive Plan land use classification once the property line adjustment is approved.

**2. Can the uses permitted in the proposed zone be accommodated on the proposed site without exceeding its physical capacity? Explain:**

Yes, there is adequate room on the proposed site without exceeding its physical capacity along with adjacent property that is already part of the Sweet Home High School campus.

**3. Can allowed uses in the proposed zone be established in compliance with the development requirements in this Development Code? Explain:**

Yes, allowed uses in the proposed zone will be in compliance with development requirements in the Development Code. Specifically, the District plans to use the property to either expand career learning opportunities for students, such as developing a site for a greenhouse, or 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.

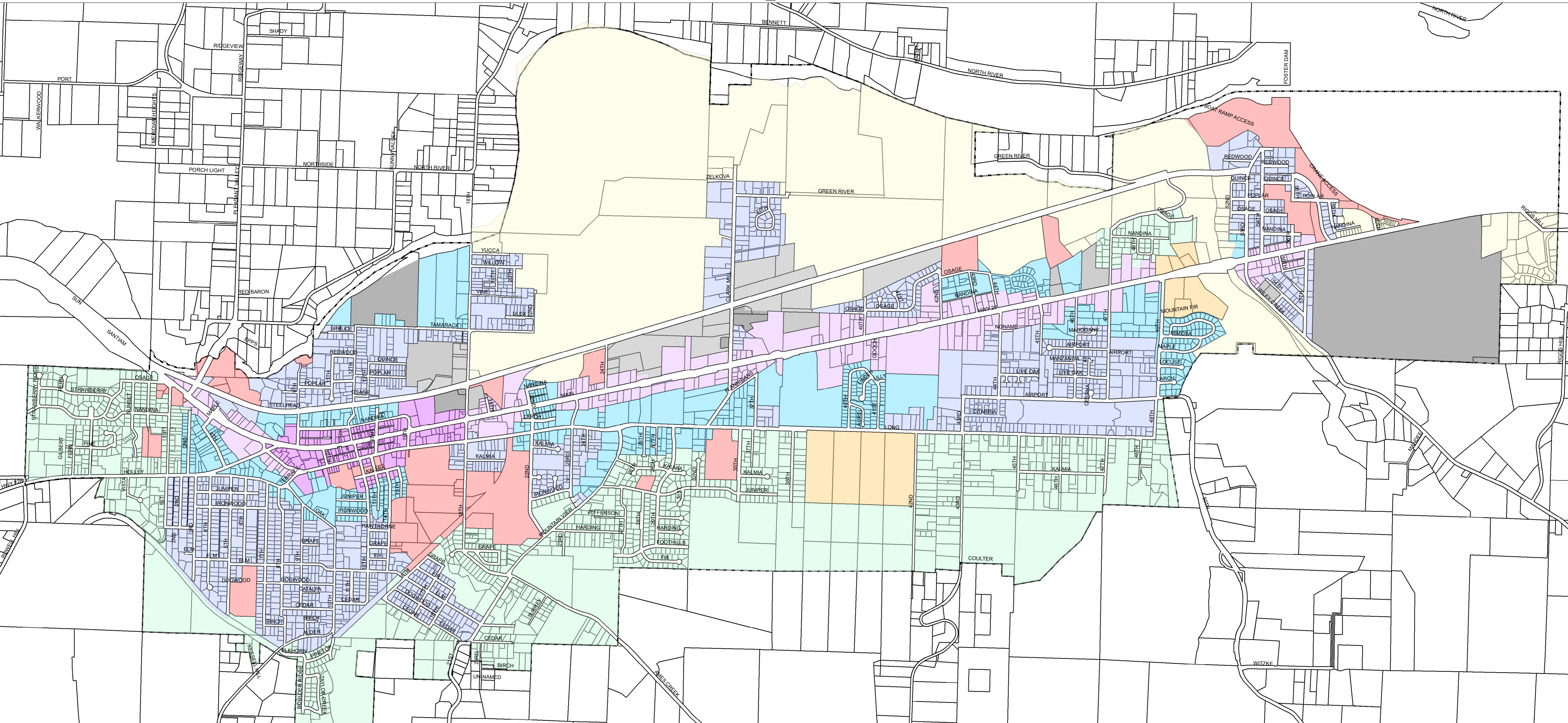
**4. Are adequate public facilities, services, and transportation networks in place or planned to be provided concurrently with the development of the property? Explain:**

Yes, there are adequate public facilities, services and transportation networks in place.

**5. For residential zone changes, are the criteria listed in the purpose statement for the proposed residential zone met? Explain:**

This proposal involves a change to the public facility zone so residential zone criteria does not apply.

# Sweet Home Comprehensive Plan



**AMENDING ORDINANCES**

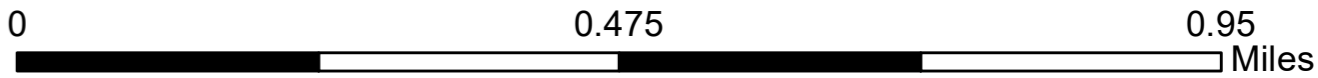
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1083	06-19-95
1102	04-22-97
1105	05-27-97
1114	12-09-97
1125	11-09-09
1151	09-23-03
1197	12-11-07
1305	09-27-22

**Legend**

	C1 - Central Commercial		Taxlots
	C2 - Highway Commercial		Urban Growth Boundary
	I - Light Industrial		
	I - General Industry		
	I - Heavy Industrial		
	R1 - Low Density Residential		
	R2 - Medium Density Residential		
	R3 - High Density Residential		
	MU - Mixed Use		
	MUE - Mixed Use Employment		
	PF - Public Facility		

## Official Comprehensive Plan Map

Adopted September 27, 2022  
 By Ordinance Number 1305  
 Updated by Later Annexation Ordinances



1 inch equals 0.15 miles

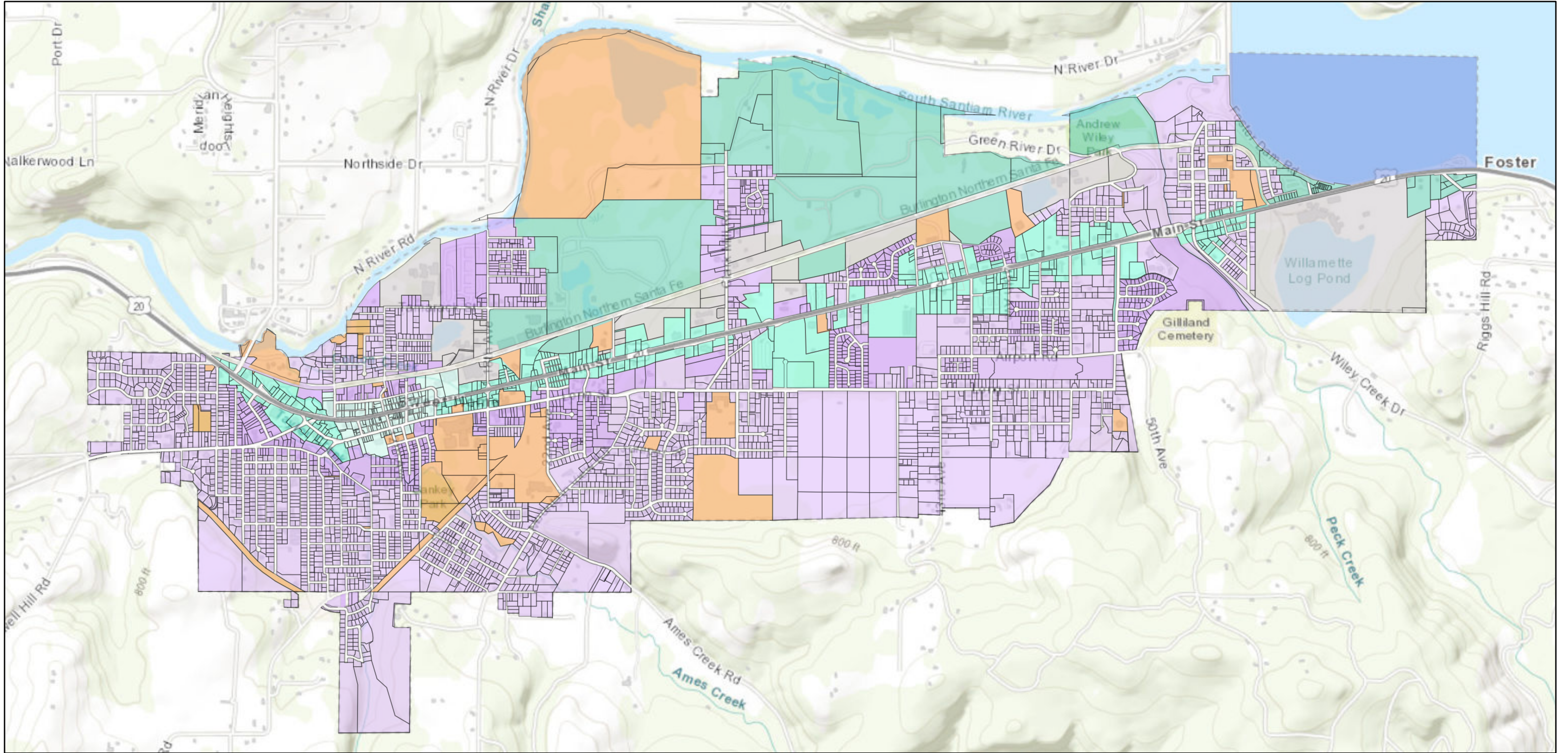
This map was created for display purposes only and is subject to errors and/or omissions. The City of Sweet Home and Linn County disclaim any liability as to the accuracy of the data.

Created By:  
 City of Sweet Home  
 Community Development Department  
 541-367-8113

Print Date : 10-31-2022

Reproduced by PR 9/12/14 from original by SV 01/09/09  
 Updated by JG Oct 2022

# Sweet Home Zoning Map



4/30/2026

TaxLotsSweetHome

Zoning

PF - Public Facility

R1 - Residential Low-Density

R3 - Residential High-Density

RC - Recreation Commercial

C2 - Commercial Highway

R2 - Residential Medium Density

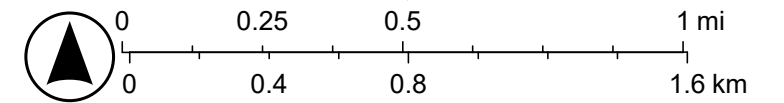
I - Industrial

WATER

C1 - Commercial

Citations

1:30,312



County of Linn, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA