



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

April 16, 2026, 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.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:33 PM

Roll Call of Commissioners

PRESENT

Commissioner Brandy Wysong-Frick
Commissioner Henry Wolthuis
Commissioner Nancy White
Commissioner Joe Graybill (6:43 PM)
Commissioner Daniel Tiel

ABSENT

Chairperson Laura Wood
Vice Chair Jamie Melcher

STAFF:

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

GUESTS:

Gail Heine, Applicant

Public Comment: None

Meeting Minutes:

- a) 2026-03-05 Planning Commission Meeting Minutes
A motion to approve March 5, 2026, meeting minutes was made by Commissioner White and seconded by Commissioner Wysong-Frick. The motion carried by the following vote:
Voting Yea: Commissioner Wysong-Frick, Commissioner Wolthuis, Commissioner White, Commissioner Graybill,
Absent: Vice Chair Melcher, Chairperson Wood
Abstain: Commissioner Daniel Tiel

Public Hearings

- a) Application CU26-01
The Public Hearing was opened at 6:36 PM
Commissioner Wolthuis asked the commissioners if they had any personal biases, conflicts of interest, or ex-parte information. All commissioners answered no.

Manager Clegg presented the staff report to the Commission: The applicant requests a conditional use permit to construct an approximately 200-square-foot residential accessory structure on the vacant 22,780-square-foot lot located at 2309 Harding Street. Under SHMC 17.10.040(I), a conditional use permit is required to establish a secondary use on a lot without a primary use. The site is zoned Residential Low-Density (R-1).

A review of the FEMA Flood Insurance Rate Map, Panel 41043C0914G (Sept. 29, 2010), confirms the property is not located within a Special Flood Hazard Area. Reviews of the Statewide Wetlands Inventory and the National Wetlands Inventory likewise indicate no inventoried wetlands on the site.

The proposed accessory structure is a conditional use in the R-1 zone and meets applicable development standards. Staff find that the proposal satisfies the criteria for conditional use approval.

R-1 dimensional standards require a minimum lot area of 7,000 sq ft, a minimum lot width of 70 ft, a front setback of 15 ft, a garage/carport setback of 20 ft, an interior side yard setback of 5 ft (12 ft combined), a rear setback of 15 ft, and a maximum lot coverage of 40%.

The subject property significantly exceeds minimum lot size requirements. The proposed 200-sq-ft structure represents approximately 0.9% of the lot area. The site plan (Attachment B) identifies the following approximate setbacks: front: 73 ft, rear: 195 ft, east side: 60 ft, and west side: 5 ft.

Staff find the site's physical characteristics adequate to support the proposed use and that development standards are met.

The accessory structure does not require public facilities or generate transportation impacts. As a simple storage shed intended for maintaining the vacant lot, the structure does not impose service demands. Staff find the development timely and compliant with review criteria regarding transportation systems and public facilities.

Neighboring properties consist of single-family residential uses to the north, east, and west, with a large vacant lot to the south. The proposed structure is compatible with surrounding land uses and will not alter neighborhood character or impair use of nearby properties. Staff find the proposal meets the compatibility criteria.

Staff have not identified negative impacts to adjacent properties. Conditions of approval included in Section IV ensure compliance with SHMC standards.

The SHMC authorizes the Planning Commission to impose conditions necessary to ensure compliance with decision criteria and to protect the interests of surrounding properties, the neighborhood, and the City. Staff have included recommended conditions of approval in Section IV, consisting primarily of applicable local, state, and federal requirements.

Conclusion and recommendation: If the Planning Commission approves this application, staff recommend that the conditions of approval listed below be required in order to ensure that the application is consistent with the findings in the Review and Decision Criteria (Section III) and as required by the Sweet Home Municipal Code and other provisions of law. Appeals to the Land Use Board of Appeals (LUBA) may only be based on Review and Decision Criteria contained in Section III.

Recommended Conditions of Approval:

1. The applicant/property owner shall not construct an accessory structure larger than 200 square feet under this Conditional Use approval without first obtaining a building permit.

2. The applicant/property owner shall obtain and comply with all applicable local, state, and federal permits and requirements. Copies of all required permits and licenses shall be submitted to the Sweet Home Community and 3. Economic Development Department for inclusion in the CU26-01 record.3. The applicant/property owner shall comply with the dimensional standards of SHMC 17.10 at the time of development.

Planning Commission Action: In acting on a Conditional Use permit application, the Planning Commission will hold a public hearing at which it may either approve or deny the application. If the application is denied, the action must be based on the applicable review and decision criteria. If approved, the Planning Commission may impose conditions of approval. Staff's recommended conditions are included in Section IV.

Appeal Period: Pursuant to ORS 227.175, the Planning Commission may establish an appeal period of not less than 12 days from the date the written notice of the Planning Commission's decision is mailed. Staff's recommendation is that the Planning Commission's decision on this matter be subject to a 12-day appeal period from the date that the notice of decision is mailed. Order: After the Planning Commission decides, staff recommend that the Planning Commission direct staff to prepare an order that is signed by the Chairperson of the Planning Commission. The Order would memorialize the decision and provide the official list of conditions (if any) that apply to the approval if the application is approved.

Motion: After opening the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to approve application CU26-01; which includes adopting the findings of fact listed in the staff report and the conditions of approval listed in Section IV 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 CU26-01; which includes adopting the findings of fact (specify), including 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 report presentation and asked if the planning commissioners had any questions.

Commissioner's questions of staff: None

Applicant testimony: The applicant, Gail Heine, explained that she owns the adjoining property and intends to use the subject lot for gardening. The proposed shed would be used to store gardening tools and supplies.

Commissioner questions of the applicant: Commissioner White confirmed that the shed would be used for storage, and the applicant responded that it would. Commissioner Wolthuis asked whether the shed would be placed in a location that would allow for a future dwelling. The applicant stated that she has no plans to construct a dwelling. Commissioner Wolthuis then asked about the fence, and Manager Clegg clarified that the fence is existing.

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at: 6:50 PM

Discussion of the Commissioners: Commissioner Tiel asked if it is common to build a secondary building in the residential zone. Manager Clegg explained that it is common when property owners have adjacent lots and want to construct a secondary building on the vacant lot.

A motion to approve Application CU26-01 was made by Commissioner Wysong-Frick and was seconded by Commissioner White. The motion was carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Commissioner Wolthuis, Commissioner White, Commissioner Graybill, Commissioner Tiel

Absent: Chairperson Wood, Vice Chair Melcher

Voting Nay: None.

Staff Updates:

Planning Commission / City Council Joint Work Session May 12th at 5:30 In Council Chambers

Manager Clegg provided an overview of the administrative applications recently submitted to her department.

Commissioner Wolthuis asked about accessory dwelling units (ADUs). Manager Clegg reviewed the criteria for ADUs and summarized relevant provisions of the affordable housing act. She also informed the Commission that her department is developing an informational brochure to assist applicants interested in converting existing buildings into ADUs. Additional discussion followed regarding current trends.

Commissioner White inquired about whether the secondary use application process could be streamlined so that it could be handled administratively rather than by the Planning Commission. Manager Clegg explained that she plans to propose criteria that would allow structures under 200 square feet, without utilities, to be reviewed administratively.

Planning Commission Business

Election of Chair & Vice Chair was tabled.

Adjournment

The meeting was adjourned at 7:05

Henry Wolthuis, Commissioner
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager