



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

February 02, 2023, 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 971-203-2871, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 947 077 522#

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

Roll Call of Commissioners

PRESENT

Henry Wolthuis
Jeff Parker
Todd Branson
Eva Journey
Jamie Melcher
Laura Wood

STAFF

Blair Larsen, Community and Economic Development Director
Angela Clegg, Associate Planner

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.

None

Meeting Minutes:

- a) January 19, 2023 Meeting Minutes

A motion to approve the minutes as amended was made by Melcher, seconded by Wolthuis.

Voting Yea: 6

Voting Nay: 0

Public Hearings

Application LA22-02 - SHMC Chapter 17.75 Mobile Food Units

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.

a) Application LA22-02 Staff Report & Draft Ordinance

The public hearing was opened at 6:34 PM.

Commissioner Parker asked of the Commission if there were any ex parte, conflicts of interest, or personal bias, there were none.

Associate Planner Clegg gave a history of the Mobile Food Unit code. She asked the Commission if they would like staff to read the entire draft ordinance or if they would like to just discuss the proposed code. CEDD Director Larsen explained the reasoning and gave examples of where the code would be used. Discussion of the code was decided on. Clegg explained the usage of the Lebanon and Albany codes as examples, and Larsen discussed differences. Clegg explained the current process for approving a mobile food unit. The Commission discussed the wheel criteria and chose to modify the standards. The Commission discussed the exemptions with staff. Commissioner Wood asked for clarification on the umbrella and tent criteria in Section 17.75.110(E). Larsen explained the intent of the code. Melcher asked if there is any Land Use review or noticing to neighbors. Clegg responded that there is not, but the MFU needs to be outright permitted in the proposed zone. Larsen discussed the ADA requirements that may govern the site play layout. There was further discussion about site layout criteria. There was discussion about criteria for MFU's serving alcohol. Clegg informed the Commission that alcohol booths would fall under the OLCC guidelines. Journey proposed revisions to the definitions and asked for clarification of the right-of-way exemption. Larsen explained reasoning for the exemption. Wolthuis asked staff to explain what happens when an MFU closes for a temporary period. Staff explained the permitting and renewal process. There was discussion about how many days a food truck is allowed to operate before they obtain a permit. The Commission chose to amend 17.75.060(A) to read 3 instead of 2. The Commission asked to delete 17.75.110(A)(5) and revise 17.75.110(A)(3) to read wheels can be removed but must remain on site. Larsen discussed the steps for approval, and confirmed the changes suggested by the Commission.

Testimony in favor: none

Testimony in opposition: none

Neutral testimony: none

The public hearing was closed at 7:28 PM

A motion to approve Application LA22-02 as amended and recommend it to City Council was made by Melcher, seconded by Wood.

Voting Yea: 6

Voting Nay: 0

Sweet Home Municipal Code Carport Discussion

Clegg informed the Commission that she researched the carport criteria as requested by the Commission at the January 19, 2023 meeting. Clegg stated that the issue of carports and open storage brought up by Mr. Victor at the January 19th meeting are governed by different criteria. Clegg and Larsen discussed the findings with the Commission. The Commission discussed the matter. The Commission decided to leave the carport criteria as is. It was requested of staff to send a letter to Mr. Victor to inform him of the Commissions decision. The Commission discussed the open storage criteria and code enforcement process with staff.

Staff Updates:

Clegg gave an update on pending administrative applications.

Clegg gave an update on the code revisions and handed the Commissioners a revised Chapter 17.64 to replace in their code binders. The numbering format in 17.64 was incorrect on the printed sheets but is correct on the website.

Clegg asked the Commission if they would be willing to open the February 16th, 2023 Planning Commission meeting at 6:00 PM to allow for extra time for a work session. The Commission agreed to the time change.

Clegg and Larsen gave an update on the TSP committees and proposed meeting dates.

Larsen have an update on the Housing Needs Analysis and the possibility of a continuance of the Public Hearing at the February 16th Planning Commission meeting. Journey and Parker stated that they will be absent for that meeting.

Staff discussed the open Planning Commission position. The applicant must live within the City Limits.

Round Table Discussions (Committee comments about topics not listed on the agenda)

None

Adjournment

The meeting was adjourned 8:23 PM.

Jeffrey Parker Chairperson
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Associate Planner