



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

May 21, 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 6:30 PM

Roll Call of Commissioners

PRESENT

Commissioner Brandy Wysong-Frick
Commissioner Joe Graybill
Commissioner Daniel Tiel
Chairperson Laura Wood
Commissioner Nancy White
Commissioner Henry Wolthuis

ABSENT

None

STAFF:

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

Public Comment.

None

Meeting Minutes:

- a) 2026-05-07 Planning Commission Meeting Minutes

A motion to approve May 7, 2026, meeting minutes was made by Commissioner Wysong-Frick and seconded by Commissioner Graybill. The motion carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Commissioner Graybill, Commissioner Tiel,
Chairperson Wood

Voting Nay: None.

Abstain: Commissioner White, Commissioner Wolthuis

Public Hearings

- a) VR26-03 Planning Commission Staff Report

The Public Hearing was opened at 6:31 PM

Chairperson Wood asked the Commissioners if they had any personal biases, conflicts of interest, or ex-parte information. All commissioners answered no to any personal biases or

conflicts of interest. Commissioner Wysong-Frick disclosed that she did look up when and who purchased the property a couple months prior when she noticed the lot was being cleaned up but that is the only information she has.

The applicant is requesting approval of Variance VR26-03 in conjunction with a proposed three-parcel land partition (P26-04). The Variance is needed to reduce the standard 60-foot lot frontage requirement to 55 feet for Proposed Parcel 2 and 57 feet for Proposed Parcel 3, and to acknowledge an existing legally established 5-foot front yard setback for the dwelling on Proposed Parcel 2.

While each frontage reduction individually falls within the allowed 10% deviation, the combined effect across all three parcels results in a 14.35% deviation, which triggers the Variance requirement under SHMC 17.106.010.

The property is zoned R-3 and contains an existing home with no physical changes proposed. It fronts Long Street, a minor arterial already improved with sidewalks, curbs, and gutters, and is served by existing water and sewer utilities.

The site contains no mapped wetlands and is not located within a FEMA special flood hazard area.

The need for the Variance arises from Development Code limitations related to applying setbacks and frontage standards to partitions involving legally nonconforming structures when no alterations are planned. Because reducing Parcel 2's frontage would increase the degree of its existing nonconformity, approval is required under SHMC 17.98.050(A).

Surrounding properties exhibit similar long-standing nonconforming setbacks, and approval would maintain consistency with established neighborhood development patterns. Staff finds that the request meets the approval criteria of SHMC 17.106.060 because unique site conditions warrant the Variance, it is necessary to preserve substantial property rights, it represents the minimum adjustment needed, and it will not negatively impact public welfare or conflict with City plans.

No new development is proposed at this time, and staff recommend applying a standard condition that all building and engineering requirements be met at the time of future development.

Overall, staff supports approval of the Variance due to the cumulative frontage deviation and the pre-existing setback condition, which together present circumstances not fully anticipated by the code while remaining compatible with the area's established development pattern.

Staff find that the applicant has requested the minimum variance necessary to alleviate the hardships presented by the applicant. Staff have recommended Conditions of Approval.

Conditions of Approval:

1. Approval of Partition Application P26-04.
2. All building code requirements and engineering design standards be met at the time of development.

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.

Staff recommend that the Planning Commission's decision on this matter be subject to a 12-day appeal period from the date that the decision is mailed.

After the Planning Commission makes a decision, staff recommend that the Planning Commission direct staff to prepare an Order that is signed by the Chairperson of the Planning Commission. The Order shall memorialize the decision and provide the official list of conditions (if any) that apply to the approval; if the application is approved.

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

1. Move to approve application VR26-03 and thereby permit the variance for the subject lot located at 2034 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E32BC Tax Lot 02900; 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 VR26-03 for the subject lot located at 2034 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E32BC Tax Lot 02900; adopting the following Finding of Fact (specify), 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.
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.

Chairperson Wood asked about the partition, variance and preexisting variance. Manager Clegg clarified the combination of the three lots is the cause for the variation application.

Applicant testimony: The applicant, Andrew Johnston, gave testimony that the partition is in line with the neighborhood, and the lots will all follow developmental standards. He stated from a survey point of view that the application is straightforward.

Commissioner questions of the applicant: Commissioner Wysong-Frick confirmed there is not a building being proposed.

The applicant stated there are not any development plans currently for the lots. The applicant shared that the property owner has been thinking about a few ideas, but nothing is set at this time.

Commissioner Wysong-Frick asked the applicant if he was part of the property? The applicant confirmed that he is the surveyor and does not have part of ownership on the property.

Chairperson Wood asked the applicant if he helped choose the reasons for these parcels that were narrow side by side. Applicant responded that he followed the plot plan that was provided to him by the property owner.

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at: 6:42 PM

Discussion of the Commissioners: Chairperson Wood, Commissioner Wysong-Frick, and Commissioner White discussed the lot sizes of the application and of the neighborhood.

Manager Clegg stated the application does meet minimum lot size requirements.

Chairperson Wood commented that the application does align with the comprehensive plan, potentially adding additional housing. Commissioner Wysong-Frick asked staff if there were any requirements for driveways with the nearby four-way stop. Manager Clegg answered that there are no building plans yet, but there is a limit of how many feet are in between driveways and there probably will have to be some shared access if there are buildings in the future.

A motion to approve Application P26-04 was made by Chairperson Wood and was seconded by Commissioner White. The motion was carried by the following vote:

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

Voting Nay: None.

Absent: None

Commissioner Graybill stated that since the original motion was incorrect and read as P26-04, it should be reread. Chairperson Wood agreed.

Chairperson Wood reopened the Public Hearing at 7:05 PM.

The Commissioners discussed the error.

The Public Hearing was closed at 7:05.

A motion to approve Application VR26-03 was made by Chairperson Wood and was seconded by Commissioner White. The motion was carried by the following vote:

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

Voting Nay: None.

Absent: None

b) P26-04 Planning Commission Staff Report

The Public Hearing was opened at 6:48 PM

Chairperson Wood asked the Commissioners if they had any personal biases, conflicts of interest, or ex-parte information. Commissioner Wysong-Frick disclosed that she did look up when and who purchased the property a couple months prior when she noticed the lot was being cleaned up but that is the only information she has.

Manager Clegg presented the staff report to the Commission: The applicant proposes a three- parcel land partition of an approximately 27,858- square- foot property located in the Residential High Density (R- 3) Zone. The request would create Parcel 1 at approximately 17,724 square feet, Parcel 2 containing the existing dwelling at approximately 5,126 square feet, and Parcel 3 at approximately 5,008 square feet. Because the applicant is also requesting lot widths of 55 feet for Parcel 2 and 57 feet for Parcel 3, where 60 feet is required, as well as recognition of a legally established 5- foot front yard setback for the existing dwelling on Parcel 2, a Variance (VR26- 03) is required.

Although each individual width reduction is within the 10% adjustment allowance, the cumulative deviation among all parcels is 14.35%, exceeding the threshold permitted without a Variance. Additionally, the partition increases an existing nonconforming setback, which further necessitates approval of VR26- 03. Application P26- 04 is therefore contingent upon approval of VR26- 03, and both applications will be reviewed together by the Planning Commission.

The subject property fronts Long Street, a minor arterial improved with sidewalks, curbs, and gutters, and has approximately 196 feet of frontage. All proposed parcels will have direct access to Long Street, and the configuration does not include any flag lots.

Based on the tentative partition plat, the parcels meet required dimensional standards, with none exceeding the maximum depth- to- width ratio. Parcel 1 has an average width of 99 feet and depth of 185 feet; Parcel 2 has an average width of 52.5 feet and depth of 98.5 feet; and Parcel 3 has an average width of 56.5 feet and depth of 89 feet.

The existing residence on Parcel 2 will remain, and with a floor area of approximately 960 square feet, it will occupy roughly 19% of the parcel—well below the 40% lot coverage maximum. Parcels 1 and 3 are currently vacant, with no development proposed at this time.

Existing City water and sewer services serve the dwelling, and future utility connections for the remaining parcels will be reviewed at the time of building permit submittal. A storm channel exists on the south side of Long Street, and required utility easements will be recorded with the final plat. No additional street improvements are required.

The site is not located in a special flood hazard area according to FEMA FIRM Panel 41043C0913G, and no wetlands are mapped on the property by either the Statewide Wetlands Inventory or the National Wetlands Inventory.

The tentative partition map was submitted on March 31, 2026, and the application was deemed complete on April 2, 2026.

Staff recommend a condition requiring approval of VR26- 03 prior to approval of P26- 04, as well as conditions ensuring that all future development on any of the parcels comply with applicable provisions of SHMC Chapters 17.14.070, 17.42, 17.44, 17.46, 17.48, and 17.58.050. With these conditions in place, staff find that the application meets the applicable review criteria and minimum standards of the R- 3 zone.

The application shall be subject to compliance with the listed conditions, as required by the findings of fact presented in the Review Criteria (Section III). Any modifications to the listed conditions would require approval in accordance with provisions of law (e.g., variance, subsequent land use application, etc.).

Conditions of Approval:

1. The final configuration of proposed Parcels 1, 2 and 3 shall substantially conform to the plot plan reviewed in this application (see Attachment B). Proposed Parcel 1 shall be approximately 17,724 square feet. Proposed Parcel 2 shall be approximately 5,126 square feet. Proposed Parcel 3 shall be approximately 5,008 square feet.
2. Approval of Variance application VR26- 03 is required. If the variance is not approved, the partition application must also be denied.
3. All applicable access and utility easements shall be shown on the final plat.
4. All development shall comply with the applicable development standards of SHMC Chapter 17.14 and Title 17 Article III at the time of development.
5. A final survey of the approved plat shall be recorded within two years of the final decision. Failure to record a plat within the required time period shall void the approval and require a new partitioning application. The City Manager shall sign the final plat if the plat substantially conforms to the approved preliminary plat, and if the conditions of approval are satisfied. The final plat shall conform to the requirements in ORS Chapter 92 and applicable County surveying requirements. The final Plat shall be recorded with Linn County and a copy of the recorded document shall be submitted to The City. The applicant shall be responsible for all recording fees. No parcel shall be sold, transferred or assigned until the final approved Plat is recorded and evidence of the recording is submitted to The City. Building permits shall not be issued prior to recording of the final plat if the proposed structure will violate this Code absent recording the partition. [SHMC 17.98.060].
6. Development of the subject parcels shall comply with all applicable local, state, and federal requirements.

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.

Staff recommend that the Planning Commission's decision on this matter be subject to a 12-day appeal period from the date that the decision is mailed.

After the Planning Commission makes a decision, staff recommend that the Planning Commission direct staff to prepare an Order that is signed by the Chairperson of the Planning Commission. The Order shall memorialize the decision and provide the official list of conditions (if any) that apply to the approval; if the application is approved.

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

1. Move to approve application P26-04 and thereby permit the partition for the subject lot located at 2034 Long Street, Sweet Home, OR 97386; Identified on the Linn County

Assessor's Map as 13S01E32BC Tax Lot 02900; 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 P26-04 for the subject lot located at 2034 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E32BC Tax Lot 02900; adopting the following Finding of Fact (specify), 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.
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.

Commissioners' questions: Commissioner Wysong-Frick asked for clarification on the 12-day appeal period. Manager Clegg clarified the requirements for an appeal. Commissioner Graybill asked if the large partition can be partitioned again in future without coming back to the commission. Manager Clegg answered yes it could, as this partition could have as well if not for the deviation over 10%.

Applicant testimony: The applicant, Andrew Johnston, did not have testimony to give.

Commissioner questions of the applicant: None

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at: 7:01 PM

Discussion of the Commissioners:

A motion to approve Application P26-04 was made by Commissioner Tiel and was seconded by Commissioner Wolthuis. The motion was carried by the following vote:

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

Voting Nay: None.

Absent: None

Staff Updates:

Manager Clegg provided an update, the zone map amendment that was previously voted on by the commission will go to City Council next week and staff are continuing to work on code updates.

Commissioner Wolthuis brought to discussion that small front yard setbacks are common in many other cities and wondered if the front yard setback should be reconsidered here. Chairperson Wood asked if there are any code updates that make that more flexible. Manager Clegg responded she has not found any so far.

Commissioner White asked if there is any leeway for new codes and changes to codes if it does not fit a city particularly smaller Cities. Manager Clegg explained that the rules are divided by population size.

Planning Commission Business

Vote on Vice Chair – Commissioner Wysong-Frick nominated herself.

A motion to elect Commissioner Wysong-Frick for Vice Chair was made by Commissioner Wysong-Frick and was seconded by Chairperson Wood. The motion was carried by the following vote:

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

Voting Nay: None.

Absent: None

Adjournment

The meeting was adjourned at 7:20 PM

Laura Wood, Chairperson
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager

DRAFT