



# CITY OF SWEET HOME PLANNING COMMISSION MINUTES

December 01, 2022, 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.

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## 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: 947 007 522#

## Call to Order and Pledge of Allegiance

The meeting was called to order at 6:32 PM

## Roll Call of Commissioners

### PRESENT

Laura Wood  
Jeff Parker  
Henry Wolthuis  
Eva Journey

### ABSENT

Jamie Melcher  
David Lowman

### STAFF

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

### GUESTS

Scott Fregonese, 3J Consulting, 9600 SW Nimbus Ave #100, Beaverton, OR 97008  
Tim Wood, FCS Group, 5335 Meadows Rd, Suite 330, Lake Oswego, OR 97035

## Public Comment.

None

## Meeting Minutes:

- a) October 6, 2022 Meeting Minutes

A motion to approve the minutes as made by Wolthuis, seconded by Wood.

Voting Yea: 4

Voting Nay: 0

Absent: 2

b) November 17, 2022 Meeting Minutes

Motion to approve the minutes made by Wood, seconded by Journey.

Voting yea: 4

Voting nay: 0

Absent: 2

**Public Hearings**

a) Application CU22-12

The public hearing opened at 6:35 PM.

Commissioner Parker read the memo requesting a continuance.

Associate Planner Clegg explained the noticing process and the reason for the continuance.

The public hearing was closed at 6:37 PM.

A motion to continue the public hearing to 6:30 PM on January 5, 2023 was made by Journey, seconded by Wood.

Voting yea: 4

Voting nay: 0

Absent: 2

b) Sweet Home Housing Needs Analysis

Scott Fregonese of 3J Consulting and Tim Wood of FCS Group gave a Housing Needs Analysis presentation. The consultants recommended that staff and the Commissioners take time to review the materials and email any additional information or questions to Angela by December 27, 2022.

**Staff Updates on Planning Projects:**

Clegg and Larsen gave an update on land use applications and new code uploads, including associated documents.

Staff and the Commissioners discussed the application and permitting processes.

Larsen discussed the water, sewer and storm water master plans and coordinating the plans with the policies of the Housing Needs Analysis. Clegg added that the Comprehensive Plan will be updated with the Housing Needs Analysis policies.

Wolthuis asked about the funding for the Housing Needs Analysis. Larsen stated that is paid for by a grant that does not pass through the City. It is paid directly to the consultants.

There was discussion about policies in the Housing Needs Analysis regarding System Development Charge's and affordable housing.

**Adjournment**

The meeting was adjourned at 7:31 PM

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Jeffrey Parker Chairperson  
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Associate Planner