



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

April 05, 2021, 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.

The Planning Commission will hold a Regular Planning Commission meeting at 6:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. Individuals attending public meetings in person will be required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home Planning Commission 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 Planning Commission meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID 509 335 15# to be logged in to the call.

This video stream and call in options are allowed under Planning Commission rules, meet the requirements for Oregon public meeting law, and has been approved by the Chairperson of the meeting.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM.

Roll Call of Commissioners

PRESENT

Henry Wolthuis
Jeffrey Parker
Eva Jurney
Jamie Melcher (Video)

ABSENT

Greg Korn
Greg Stephens

STAFF

Associate Planner Angela Clegg
Community and Economic Development Director Blair Larsen
Administrative Assistant Julie Fisher

GUESTS

Leorah Burton 701 8th Avenue, Sweet Home, OR 97386
Robert Burton 701 8th Avenue, Sweet Home, OR 97386
Laura LaRoque, Udell Engineering and Land Surveying LLC, 63 E Ash Street, Lebanon, OR 97355
Lorri Roberts, 2250 Ironwood Street,

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.

Meeting Minutes: March 1, 2021

- a) March 1, 2021 Meeting Minutes

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.

Motion to approve the minutes by Motion made by Journey, Seconded by Melcher.
Roll Call Voting Yea: Wolthuis, Parker, Journey, Melcher

Public Hearings:

Commissioner Wolthuis explained the Public Hearing process.

Application ZMA21-01: The applicant is proposing to change the Zoning Map in an area consisting of approximately 20,210 square feet (.46 acres) located 4347 Highway 20, Sweet Home, OR 97386 (13S01E28DC Tax Lot 2500). The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to the Highway Commercial (C-2) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and decide on this application. Application ZMA20-04 is being filed simultaneously with Application PLA21-04. Application PLA21-04 is pending the approval of Application ZMA21-01.

a) ZMA21-01 Staff Report

The Public Hearing was opened at 6:40PM.

Commissioner Wolthuis asked of the Committee if there were any Ex parte, Conflict of Interest or Personal Bias, there was none.

Staff Report: Associate Planner Angela Clegg gave the staff report and stated the applicant is asking for a zone change from R1 to Hwy Commercial which is consistent with the Sweet Home Comprehensive Plan. Staff recommends to the Planning Commission that they approve to the City Council that the application be approved without any conditions.

Applicant's Testimony: Laura LaRoque with Udell Engineering and Land Surveying, representing the applicant explained the zone change and the property line adjusting, along with a conditional use for a caretaker to stay on the property. Mrs. LaRoque explained the zone change is consistent with the City's long term plan. There were no questions.

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at 6:45 PM.

Commissioner Melcher asked if the City has a Buildable Lands Inventory or if the decision was based on a housing needs analysis. CEDD Larsen explained the zoning will be in compliance with the Sweet Home Comprehensive Plan and the City does not have a shortage of residential buildable land.

Motion to approve the application made by Melcher, Seconded by Journey.

Roll Call Voting Yea: Wolthuis, Parker, Journey, Melcher

Application CU21-01: The applicant is requesting a conditional use permit to allow a caretaker dwelling as an accessory use to an existing commercial self-serve storage facility. Per SHMC 17.36.030 (G): A single-family dwelling occupied by the owner, manager, night watchman or caretaker of the commercial establishment may be permitted accessory to the commercial use. The subject property contains approximately 45,102 square feet and is in the Commercial Highway (C-2) Zone.

b) CU21-01 Staff Report

The Public Hearing was opened at 6:55PM.

Commissioner Wolthuis asked of the Committee if there were any Ex parte, Conflict of Interest or Personal Bias, there was none.

Staff Report: Associate Planner Angela Clegg explained the Commercial Zone allows by Conditional Use for a caretaker dwelling as an accessory use dwelling to live at a

business. Staff recommends the Planning Commission approve the application and recommend approval to the City Council. There were no questions for staff.

Testimony by Applicant: Laura LaRoque, Director of Land Use Services for Udel Engineering explained this site is developed with a storage facility. The applicant is requesting to build a caretaker facility over a current office to help manage the site. The applicant has not proposed any additional exterior lighting and requests the Commission consider editing the condition of approval to reflect that.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Public Hearing was closed at 7:05 PM.

There was further discussion on condition #3 regarding a lighting plan.

Motion to approve the application with the conditions of approval made by Journey, Seconded by Parker.

Roll Call Voting Yea: Wolthuis, Parker, Journey, Melcher

Application CU21-02: The applicant is requesting a conditional use permit to allow for a proposed non-dwelling accessory building on the subject property. In the Residential Low Density (R-1) zone a secondary use on a lot without a primary use is allowed per a conditional use. [SHMC 17.24.030 (L)]. The subject property contains approximately 10,917 square feet and is in the Residential Low Density (R-1) Zone.

c) CU21-02 Staff Report

The Public Hearing was opened at 7:11PM.

Commission Wolthuis asked of the Committee if there were any Exparte, Conflict of Interest or Personal Bias, there was none. Commission Journey declared she drove by the property.

Staff Report: Associate Planner Angela Clegg explained the applicant is requesting to build a non-residential lot without a primary use which in SHMC is allowed by Conditional Use. Staff recommends the Planning Commission approve the application and recommend to the City Council the approval. Commissioner Melcher asked a question regarding the reason for not combining the lots. Commissioner Parker asked how the shop would be accessed by vehicles.

Applicant Testimony: Sam Burton, spoke to the driveway concern. He also addressed the concern of the sidewalk and agreed it needs to be repaired. The Planning Commission requested the applicant preserve the use of the land by building the shop in a way so a house could be built in the future.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

The Public Hearing was closed at 7:22 PM.

Motion to approve the application made by Melcher, Seconded by Journey.

Roll Call Voting Yea: Wolthuis, Parker, Journey, Melcher

Application CU21-03: The applicant is requesting a conditional use permit to establish a home occupation (home business) on their property. The home occupation would consist of cosmetology and counseling services operated by a resident of the property within the dwelling located on the property. The applicant expects to see between zero and four clients per day with hours ranging from one to four per client. The applicant will contain all parking on the subject property. The applicant will be the only

employee. The subject property contains approximately 13,174 square feet and is in the Residential Low Density (R-1) Zone.

d) CU21-03 Staff Report

The Public Hearing was opened at 7:26 PM.

Commission Wolthuis asked of the Committee if there were any Exparte, Conflict of Interest or Personal Bias, there was none.

Staff Report: Associate Planner Angela Clegg explained the applicant is requesting a Conditional Use to be able to conduct a business on the property. The business would conduct counseling and cosmetology. The owner expects to see 1-4 clients per day and will be the only employee. Staff recommends the City Council approve the application and recommend approval to the City Council as well. There were no questions of staff.

Applicant Testimony: Lorri Rai Roberts stated that she was present to answer any of the Commissioners questions. Commissioner Journey asked Mrs. Roberts about her various counseling and cosmetology licenses. Mrs. Roberts explained her licenses and what services they cover. There were no other questions.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

The Public Hearing was closed at 7:38 PM.

Motion to approve the application made by Journey, Seconded by Parker.

Roll Call Voting Yea: Wolthuis, Parker, Journey, Melcher

Staff Updates on Planning Projects:

Pending Applications

Code Revision Update

Associate Planner Angela Clegg informed the Commissioners that there was an open seat on the Commission. Clegg read a list of pending administrative and public notice applications.

CEDD Director Blair Larsen informed the Commissioners of the process that they and staff will use to review the draft code. Associate Planner Angela Clegg prepared binders for the Commissioners with a schedule of review meetings.

Planning Commissioner Comments: This is an opportunity for Planning Commissioners to address topics that are not listed on the agenda.

No additional comments from the Planning Commissioners.

Adjournment

The meeting adjourned at 7:56 PM.

Persons interested in commenting on these issues should submit testimony in writing to the Community and Economic Development Department Office located in City Hall prior to the hearing or attend the meeting and give testimony verbally. Persons who wish to testify will be given the opportunity to do so by the Chair of the Commission at the Planning Commission meeting. Such testimony should address the zoning ordinance criteria which are applicable to the request. The Sweet Home Planning Commission welcomes your interest in these agenda items. Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Commission may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend

The failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the staff report will be available for inspection at no cost at least seven days prior to the hearing and a copy will be provided at reasonable cost. Please contact the Community and Economic Development Department at 3225 Main Street, Sweet Home, Oregon 97386; Phone: (541) 367-8113.