

**City of Sweet Home**

Community and Economic Development Department- Planning Program
3225 Main Street, Sweet Home, OR 97386 541-367-8113

STAFF REPORT PRESENTED TO THE PLANNING COMMISSION

REQUEST: The applicant is requesting approval to transform the former Santiam Garden Center into a vibrant outdoor space that will serve the Sweet Home Public Library and support a variety of community programs. This updated area is intended to enhance public engagement and provide an inviting environment for all residents.

All new development and expansion of an existing structure or use in the C-1 Zone shall be subject to the Site Development Review procedures of Chapter 17.102 [SHMC 17.18.060(F)]

Site Development Review is applicable to all new industrial, commercial, mixed use, and multi-family developments and expansions involving a 10% or more increase in total square footage of existing industrial, commercial, mixed use, and multi-family structures [SHMC 17.102.040(A)].

The subject property is in the Commercial Central (C-1) Zone.

APPLICANT:	Megan Dazey, Library Director
PROPERTY OWNER:	City of Sweet Home
FILE NUMBER:	SDR26-01
PROPERTY LOCATION:	1211 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31AC Tax Lot 13100.
REVIEW AND DESIGN CRITERIA:	Sweet Home Municipal Code Section(s) 17.18, 17.110.040, 17.102, and 17.126.
HEARING DATE & TIME:	<u>August 20, 2026, at 6:30 PM</u>
HEARING LOCATION:	City Hall Council Chamber at 3225 Main Street, Sweet Home, Oregon 97386
STAFF CONTACT:	Angela Clegg, Planning & Building Manager Phone: (541) 818-8029; Email: aclegg@sweethomeor.gov
REPORT DATE:	August 13, 2026

I. PROJECT AND PROPERTY DESCRIPTION

ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property	Commercial Central(C-1)	Central Commercial
Property North	Commercial Central(C-1)	Central Commercial
Property East	Commercial Central(C-1)	Public Facility
Property South	Commercial Central(C-1)	Central Commercial
Property West	Commercial Central(C-1)	Central Commercial

Floodplain: Based on a review of the FEMA FIRM Maps; Panel 41043C0913G, dated September 29, 2010, the subject property is not in the special flood hazard area.

Wetlands: The subject property does not show wetlands/waterways on the properties that are depicted on the Statewide Wetlands Inventory Map or the National Wetlands Inventory Map.

Access: The subject property has access from Long Street and 13th Avenue.

Services: There are existing City water, sewer and storm water services from Long Street and 13th Avenue.

Street: The subject property abuts approximately 70 feet of Long Street and 74 feet of 13th Avenue. Long Street is classified as a minor arterial, and 13th Avenue is classified as a local street.

TIMELINES AND HEARING NOTICE:

Application Received: July 6, 2026

Application Deemed Complete: July 6, 2026

Notice Distribution to Neighboring Property
Owners Within 300 feet and Service Agencies: July 16, 2026

Notice Published in New Era Newspaper: July 22, 2026

Date of Planning Commission Hearing: August 20, 2026

120-Day Processing Deadlines: November 3, 2026

Notice was provided as required by SHMC 17.126.010

II. COMMENTS

Matt Cook

CEDD Engineering: CEDD Engineering has no comment on this application at this time. Water service is available for the location on long street, sewer service is available along 13th ave, and storm gutter bar along 13th ave and long street.

Blake Patterson

Public Works Division: No comments from public works.

Jaysen Cunningham

Building Division: Building has no comment.

Sweet Home

Fire District: No comments as of the issuance of this staff report.

Public Comments: No comments as of the issuance of this staff report.

III. REVIEW AND DESIGN CRITERIA

The review and decision criteria for a site development review are listed below in bold. Findings and analysis are provided under each review and decision criterion.

A. The proposed use is allowed in the zone and complies with the underlying development standards, such as setbacks, height restrictions, parking and so forth.

Staff Findings: The subject property is zoned Commercial Central (C-1). Based on the applicant's description, the proposed use functions similarly to a community center. Under SHMC 17.18.020, a Community Center is a permitted use in the C-1 zone.

Historically, the property operated as a garden center associated with the adjacent feed store. The applicant submitted a request to change the building occupancy classification from Mercantile Group M to Assembly Group B. The Building Official approved this change on July 9, 2026 (Attachment C).

The applicant has provided preliminary concept designs (Attachment D); however, final plans have not yet been submitted to the Building Department. Staff will review the final plans upon submittal and recommends a condition of approval requiring all development to comply with the Commercial Central (C-1) dimensional standards, including setbacks, height limits, parking, and other applicable requirements.

B. The proposed use will not create adverse negative impacts on the surrounding area.

Staff Findings: No formal development has occurred on the subject property since it was sold by the former feed store owners. After purchasing the site and completing the change of occupancy, the applicant obtained a demolition permit to remove the existing deteriorated structure and to clean up the property. The site will be cleared of all remaining structures and debris prior to new development.

Staff find that the proposed use is not expected to generate adverse negative impacts on the surrounding area. Staff recommend a condition of approval requiring the applicant to complete the demolition and pass the demolition inspection before submitting final development plans.

C. Provisions for public utilities, including drainage and erosion control needs.

Applicant's Comment: Utilities on site include water, storm, and electrical. The site is not within a regulated floodplain. There is existing drainage on site to the north with a weep hole that exits at the curb on Long Street. Site grading/topography will be restored to ensure drainage follows this path. the site is generally flat with some uneven topography. A smoothing out and minor fill of the site with gravel will be performed to smooth the grade and ensure drainage is minimally sloped toward the appropriate storm system to the north of the site.

Staff Findings: The subject property is currently served by an existing water meter, and City water service is available in both Long Street and 13th Avenue. Sewer service and stormwater drainage facilities are located in 13th Avenue. The applicant notes that the site also has existing stormwater and electrical utilities and is not located within a regulated floodplain.

According to the applicant, existing on-site drainage flows north through a weep hole that outlets at the curb on Long Street. The site is generally flat with some uneven topography. As part of site preparation, the applicant intends to remove remaining structures and debris, smooth the grade, and place minor gravel fill to restore appropriate drainage patterns. Final grading will maintain a slight slope directing stormwater toward the existing northern drainage system.

Staff will review final development plans upon submittal and recommends a condition of approval requiring full compliance with the Commercial Central (C-1) development standards, including drainage and erosion control requirements.

D. Parking, traffic safety, and connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.

Applicant's Comment: The site is currently accessible via rolling gates on the east side (via 13th Avenue) and the south side (via the parking lot off of Long 13th Avenue). The site is bordered to the north by Long Street and to the east by 13th Avenue, with existing sidewalks along both streets, as well as through the aforementioned parking lot. No additional streets, bikeways, or pedestrian facilities are currently proposed.

Staff Findings: The site is currently accessible through existing rolling gates located on the east side via 13th Avenue and on the south side through the parking area connected to Long Street and 13th Avenue. The property is bordered by Long Street to the north and 13th Avenue to the east, both of which contain existing sidewalks that provide pedestrian connectivity. Additional pedestrian access is available through the adjacent parking lot. The applicant has not proposed any new streets, bikeways, or pedestrian facilities as part of the development.

Based on the existing access points and surrounding infrastructure, staff find that the proposed use will maintain adequate parking, traffic safety, and internal circulation connectivity with existing streets and pedestrian facilities.

E. Provision for adequate noise and/or visual buffering from non-compatible uses including using site and landscaping design to provide needed buffering.

Applicants Comment: The only planned structures are a replacement fence (of like kind) and metal posts to which sunshades can be attached and detached seasonally. The poles for the shade structure are anticipated to be 12-14' high for a minimum "ceiling" height of 12 feet due to the draping of the shades. Detachable lighting will also be incorporated into the shade structures.

If replacement fencing is approved, the intent will be to remove gate access to the south (accessed via private parking lot at 1141 13th Avenue), to move the 13th Avenue vehicle gate access slightly to the south along the same fenceline, and to add a pedestrian gate to the southeastern corner of the lot off 13th

Avenue. Vehicular access will be for loading/unloading and site service purposes only – not general parking.

Fencing and shade/lighting structure installation is anticipated over the next six months, pending approval of a fence variance (to be submitted/reviewed at a later date) and approval of the lighting plan (to be submitted at a later date). There may also be future signage, which will be submitted for review and permitting once design and placement is decided.

Staff Findings: The applicant proposes minimal structural development on the site, consisting primarily of replacement fencing and the installation of metal posts to support seasonal sunshades and detachable lighting. The shade structure poles are expected to reach a height of approximately 12–14 feet, providing a minimum 12-foot clearance for the draped fabric. These improvements are intended to enhance the usability of the site while maintaining a low-impact visual profile.

If approved, the replacement fencing would modify access by removing the existing southern gate, shifting the vehicle gate along 13th Avenue slightly south, and adding a pedestrian gate at the southeastern corner of the property. Vehicle access will be restricted to loading, unloading, and service functions, reducing potential conflicts with surrounding uses.

Fencing, lighting, and shade structure installation is planned over the coming months, contingent upon approval of a future fence variance and lighting plan. Any future signage will undergo separate review and permitting.

Based on the limited nature of proposed structures, the planned fencing improvements, and the absence of incompatible adjacent uses, staff find that adequate noise and visual buffering can be provided, and the proposed development will not generate adverse impacts requiring additional mitigation.

F. Protections from any potential hazards.

Staff Findings: Based on the proposed use and the improvements described by the applicant, staff find that adequate protection from potential hazards can be provided. The site will be cleared of existing deteriorated structures and debris prior to development, reducing structural and safety risks. The applicant has received approval for a change of occupancy to Assembly Group B, ensuring compliance with applicable building and safety codes. Planned grading will maintain proper stormwater flow to existing drainage facilities, minimizing erosion and water-related hazards.

The proposed fencing improvements will help control access to the site, limiting vehicular entry to loading, unloading, and maintenance activities only. Shade structures and lighting will be subject to future review through the fence variance and lighting plan processes to ensure compliance with safety and design standards.

Based on these measures and the limited nature of the proposed development, staff finds that potential hazards associated with the site can be appropriately mitigated.

IV. STAFF RECOMMENDATION

Staff find that the applicant has met the criteria outlined in SHMC 17.102.060. Staff have recommended the Conditions of Approval listed below.

V. CONCLUSIONS

The application shall be subject to compliance with the conditions listed below, as required by the findings of fact presented in the Review Criteria (Section III), above. Any modifications to the conditions listed

below would require approval in accordance with provisions of law (e.g., variance, subsequent land use application, etc.).

Conditions of Approval:

1. The applicant shall complete the demolition and pass the demolition inspection before submitting final development plans.
2. All development shall comply with the Commercial Central (C-1) dimensional standards, including setbacks, height limits, parking, and other applicable requirements.
3. All development shall comply with the Commercial Central (C-1) development standards, including drainage and erosion control requirements.

VI. PLANNING COMMISSION ACTION

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.

Appeal Period: 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.

Order: 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.

Motion:

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

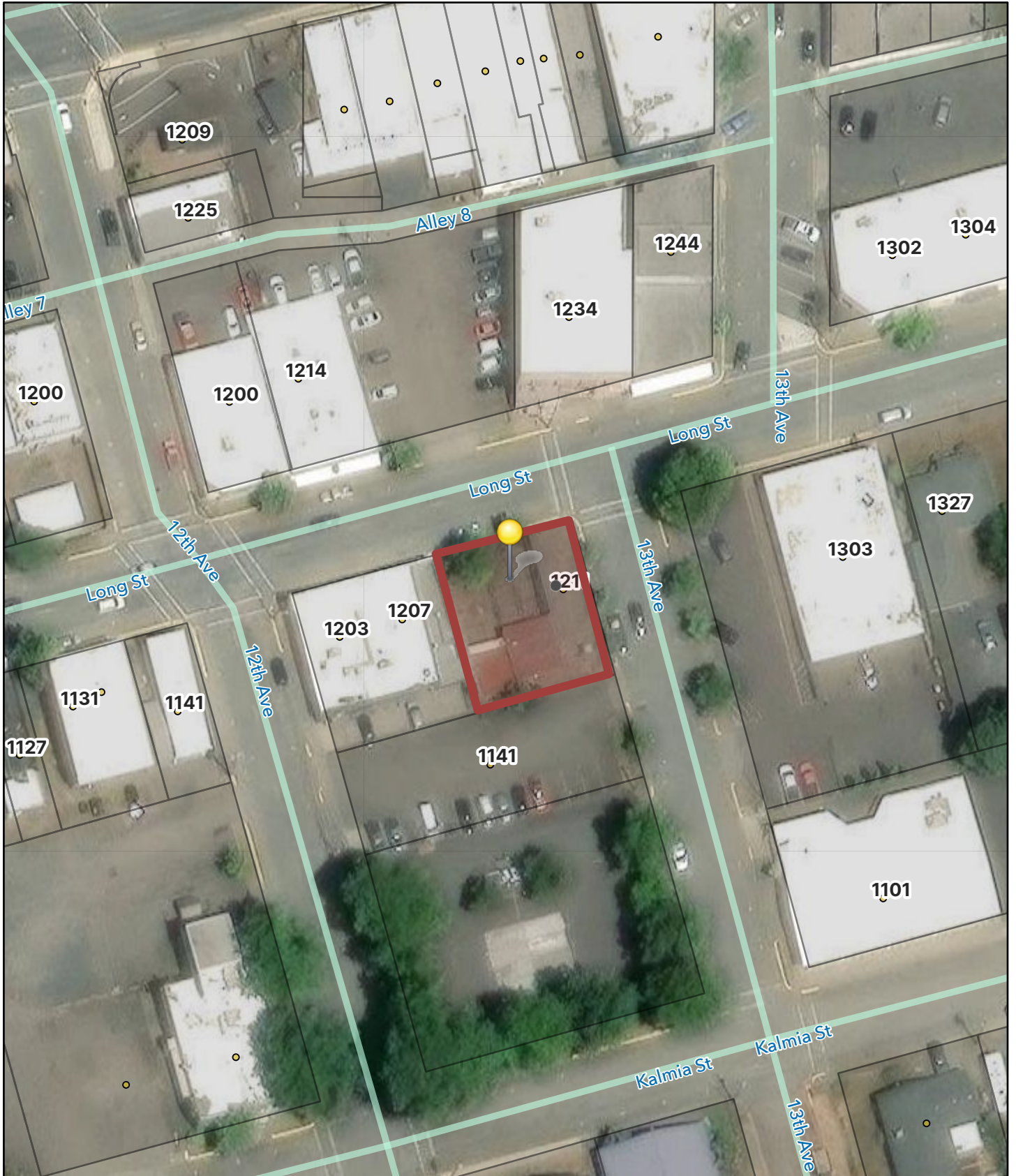
1. Move to approve application SDR26-01 and thereby permit the development for the subject lot located at 1211 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31AC Tax Lot 13100; adopting the Findings of Fact listed in Section III of the staff report, the setting 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 SDR26-01 for the subject lot located at 1211 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E31AC Tax Lot 13100; 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

VII. ATTACHMENTS

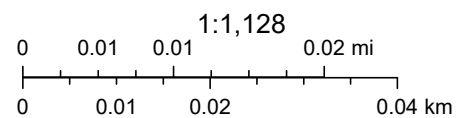
- A. Subject Property Map
- B. Appendix J and Site Plan
- C. Change of Occupancy
- D. Conceptual Design

The full record is available for review at the City of Sweet Home Community and Economic Development Department Office located at City Hall, 3225 Main Street, Sweet Home, Oregon 97386. Regular business hours are between 7:00 AM and 5:30 PM, Monday through Thursday, excluding holidays.

SDR26-01 Subject Property Map



7/14/2026, 5:57:52 PM



Microsoft, Vantor

Appendix J – Site Development Review Narrative

1211 Long Street

A. Site Analysis

Existing site topography: The site is generally flat with inconsistent minor slopes within the footprint based on inconsistencies in the fill material on the ground. There are no areas exceeding 10% slope. The only remaining structure on site is the pre-existing fencing. Utilities on site include water, storm, and electrical. The site is currently accessible via rolling gates on the east side (via 13th Avenue) and the south side (via the parking lot off of Long 13th Avenue). The site is bordered to the north by Long Street and to the east by 13th Avenue, with existing sidewalks along both streets, as well as through the aforementioned parking lot. No additional streets, bikeways, or pedestrian facilities are currently proposed. The site is not within a regulated floodplain. There is existing drainage on site to the north with a weep hole that exits at the curb on Long Street. Site grading/topography will be restored to ensure drainage follows this path.

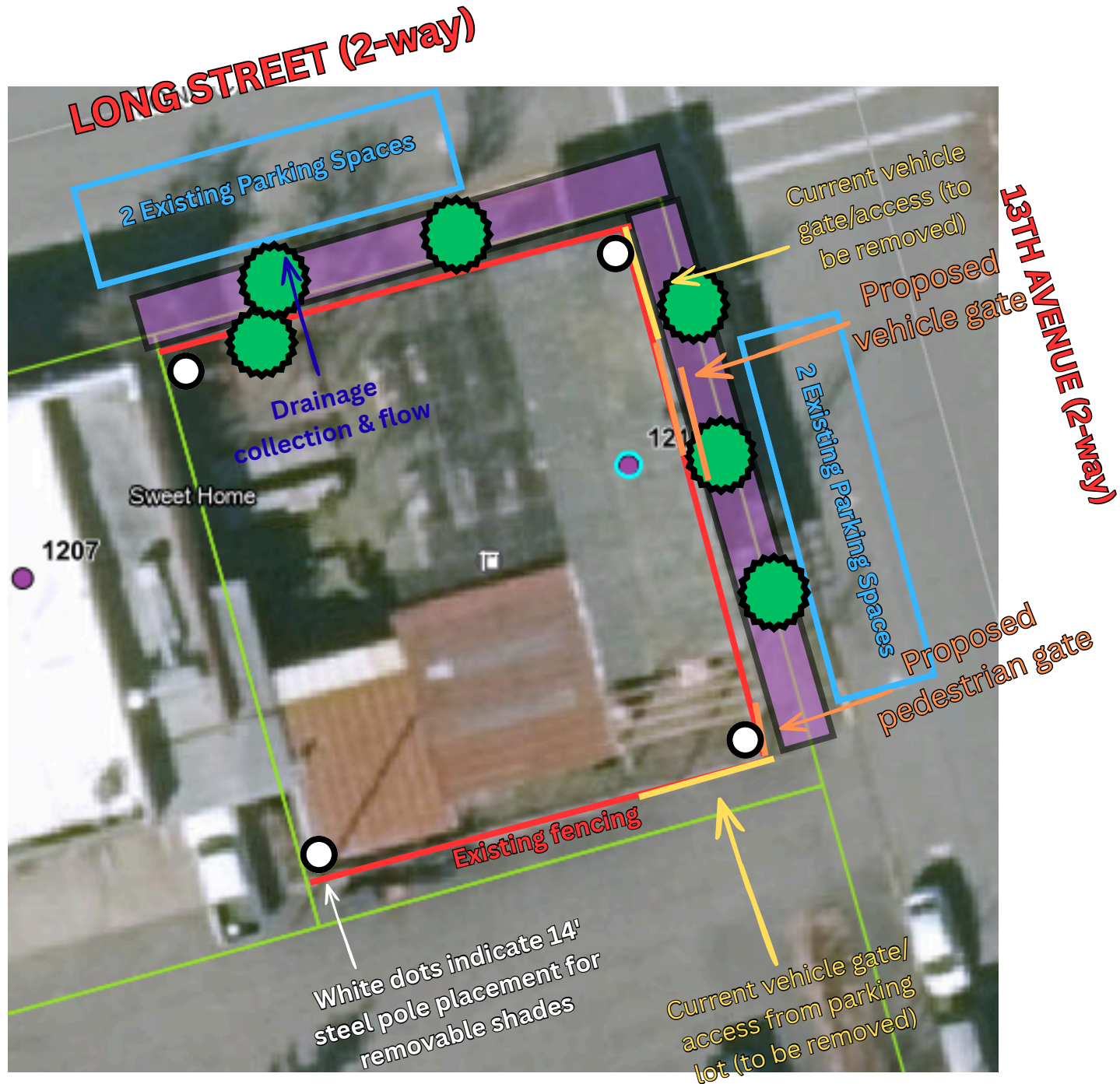
B. Site Plan (narrative supplement)

As mentioned above, the site is generally flat with some uneven topography. A smoothing out and minor fill of the site with gravel will be performed to smooth the grade and ensure drainage is minimally sloped toward the appropriate storm system to the north of the site. The only planned structures are a replacement fence (of like kind) and metal posts to which sunshades can be attached and detached seasonally. The poles for the shade structure are anticipated to be 12-14' high for a minimum "ceiling" height of 12 feet due to the draping of the shades. Detachable lighting will also be incorporated into the shade structures.

If replacement fencing is approved, the intent will be to remove gate access to the south (accessed via private parking lot at 1141 13th Avenue), to move the 13th Avenue vehicle gate access slightly to the south along the same fenceline, and to add a pedestrian gate to the southeastern corner of the lot off 13th Avenue. Vehicular access will be for loading/unloading and site service purposes only – not general parking.

Fencing and shade/lighting structure installation is anticipated over the next six months, pending approval of a fence variance (to be submitted/reviewed at a later date) and approval of the lighting plan (to be submitted at a later date). There may also be future signage, which will be submitted for review and permitting once design and placement is decided.

1211 Long Street Site Plan



- Site is approximately 5,600 square feet
- Current water and electrical systems are on the western wall
- Existing fencing is 6' tall; proposed fencing to be the same height and placed in along same lot lines
- Purple indicates existing sidewalks
- Currently no additional landscaping is planned; existing trees and one planter box will be preserved, any other plantings will likely be potted/mobile
- Parking is available off street (4 spaces directly adjacent) and in the existing library parking lot south of the adjacent private parking lot (52 spaces)
- The only potential hazard is the adjacency to roads, which will be mitigated by full fencing



City of Sweet Home

Community and Economic Development Department- Building Program

3225 Main Street, Sweet Home OR 97386 541-367-7993 e-Permits: BuildingPermits.Oregon.gov

31Ac 13100

CHANGE OF OCCUPANCY PERMIT

Address: 1211 Long Street

Previous Use: Garden Center Fire Sprinkler Provided ☐ Yes ☒ No

Previous Occupancy Group: Mercantile Group M

Legal Description: _____

Owner of Property: City of Sweet Home, 3225 Main Street, Sweet Home, OR 97386 541-367-8030
(Name) (Address) (City, State, Zip) (Phone)

Corporate

Business Name: Same as above
(Name) (Address) (City, State, Zip) (Phone)

New Use: Library Outdoor Community Center Fire Sprinkler Provided ☐ Yes ☒ No

Description: Looking to change occupancy from Mercantile Group M to Assembly group A-3 B

No development at this time

Type of Construction: JB Occupancy Group: B Total Area: _____

of Parking Stalls Provided: _____ New Occupancy Load: _____ # of Exits: _____

Separate permits are required for Mechanical, Electrical, Plumbing, Structural and Signage.

I hereby state that the information submitted on this application is accurate and correct. I recognize that the issuance of this permit shall not grant approval to violate any of the provisions of the building codes or zoning ordinances enforced by this jurisdiction, county, state, federal Law, and that this permit shall not prevent the building official from requiring construction to be in compliance with all applicable code provisions currently latest adopted codes at the time a permit is issued. A separate building permit application is required prior to any construction.

Applicant Name (Print clearly): Megan Dazey Signature: [Signature] Date: 7/6/26

Phone No: 541-367-5007 Email: mdazey@sweethomeor.gov

Official Use Only

☐ Building/Inspection report attached

Application fee: \$ _____

Approving Official: [Signature] Date: 7 9 26

Notes: _____



CONCEPTUAL RENDERING