



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

May 07, 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

ABSENT

Commissioner Nancy White
Vice Chair Jamie Melcher
Commissioner Henry Wolthuis

STAFF:

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

GUESTS:

Kevin Strong, Business Manager, Sweet Home School District

Public Comment. None

Meeting Minutes:

- a) 2026-04-16 Planning Commission Meeting Minutes

A motion to approve April 16, 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 Daniel Tiel

Voting Nay: None.

Absent: Commissioner White, Vice Chair Melcher, Commissioner Wolthuis

Abstain: Chairperson Wood

Public Hearings

- a) PLA26-02 Planning Commission Staff Report

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.

The Public Hearing was opened at 6:32 PM

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

Manager Clegg presented the staff report to the Commission: The applicant requests approval of a Property Line Adjustment (PLA26- 02) to transfer approximately 2,687 square feet from adjacent residential Tax Lot 10100 (Subject Property B) to the Sweet Home School District property (Subject Property A). Subject Property A is 11.87 acres and zoned Public Facility (PF); Subject Property B is 15,980 square feet and zoned Residential Medium Density (R- 3). After the adjustment, Property A will increase to 11.93 acres, and Property B will decrease to approximately 13,293 square feet.

This request is being reviewed concurrently with a Zone Map Amendment (ZMA26- 01). If both applications are approved, the School District will acquire the 2,687- square- foot area for potential career- technical programming needs or student safety improvements. The zoning amendment would also align the zoning with the Comprehensive Plan designation.

Under SHMC 17.120.010, multiple land use applications for the same property may be processed together under the highest applicable procedure type. Therefore, PLA26- 02 is being reviewed with ZMA26- 01 as a Type IV application.

The subject properties are not within a special flood hazard area. A mapped intermittent drainage associated with Cotton Creek is present on the Statewide Wetlands Inventory.

The proposal does not create or vacate any parcels. After the adjustment, both properties will continue to meet the lot area, width, and dimensional standards of the PF and R- 3 zones. Existing structures on both lots will remain, and no new development is proposed. The adjustment will not create or increase any nonconformities or place a property line beneath a structure. Any future development must comply with all applicable PF, R- 3, and Development Code standards.

Based on the findings outlined in Section III of this report, staff recommend that the Planning Commission make a recommendation to the City Council to approve this application.

Conditions of Approval:

1. The final configuration of proposed properties A and B shall substantially conform to the plot plan submitted with this application (see Attachment B). The proposal transfers approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). The adjustment will increase Subject Property A to 11.93 acres (519,744 square feet) and reduce Subject Property B to approximately 13,293 square feet.
2. Approval of Zone Map Amendment ZMA26-01.
3. The adjusted property line shall be situated so that all buildings and structures comply with the standards of the Residential High Density and Public Facility Zones. See SHMC 17.10 and 17.24.
4. The property line adjustment shall be surveyed and monumented as required by ORS Chapter 92. Documents must conform with the survey for the subject properties in accordance with ORS Chapter 92 and shall be recorded with Linn County. A property line adjustment deed shall be recorded with Linn County and contain the following:
 - A. The names of the parties;
 - B. The description of the adjusted line;
 - C. References to original recorded documents; and
 - D. Signatures of all parties with proper acknowledgment.
5. Development on the subject properties shall comply with all applicable local, state, and federal requirements; including but not limited to all applicable fire code requirements

and other development requirements of the Sweet Home Municipal Code at the time of development.

6. If the property line adjustment involves partition parcels or subdivision lots, a replat may be required. Please contact the Linn County Surveyor's Office at (541) 967-3857 for more information on platting and replating requirements.

In acting on a Type IV application; the Planning Commission will hold a public hearing at which it may either recommend that the City Council approve or deny the application(s). The recommendation should be based on the applicable review and decision criteria. The City Council will hold a public hearing and decide on this application.

Motion:

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

1. Move to recommend that the City Council approve application PLA26-02, which includes adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application PLA26-02 (specify reasons).
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. There were none.

Applicant testimony: Kevin Strong, Business Manager for the Sweet Home School District. Manager Strong explained the reason for the property line adjustment.

Commissioner questions of the applicant: None

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None

The Public Hearing was closed at: 6:40 PM

Discussion of the Commissioners: Commissioner Wysong-Frick asked about the separate application and found the application to be logical. Chairperson Wood stated that she didn't have a problem. Commissioner Graybill stated that they could use the extra room.

A motion to recommend the City Council approve Application PLA26-02 was made by Commissioner Tiel and was seconded by Commissioner Graybill. The motion was carried by the following vote:

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

Voting Nay: None.

Absent: Commissioner White, Vice Chair Melcher, Commissioner Wolthuis

b) ZMA26-01 Planning Commission Staff Report

The Public Hearing was opened at 6:43 PM

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

Manager Clegg presented the staff report to the Commission: The applicant is requesting a Zone Map Amendment affecting approximately 2,687 square feet. The proposal would change the zoning designation from Residential High Density (R- 3) to Public Facility (PF). This request is being processed concurrently with a Property Line Adjustment.

The Planning Commission will hold a public hearing and make a recommendation to the City Council, which will then conduct its own hearing and issue the final decision.

The subject properties are not located within a special flood hazard area. The Statewide Wetlands Inventory identifies an intermittent perennial drainage to Cotton Creek on the properties.

Staff find that the proposed zone is consistent with the Comprehensive Plan land use designation and applicable policies. The allowed uses under SHMC 17.14.020 and 17.24.020 can be supported on the property without exceeding their capacity. After the property line adjustment, Tax Lot 09100 will increase to 11.93 acres (519,744 square feet) and will continue to contain Sweet Home High School, where educational uses are permitted in the PF zone. Tax Lot 10100 will be reduced to approximately 13,293 square feet and will retain three existing single- family dwellings, which are allowed in the R- 3 zone.

The school district intends to use the adjusted area for future career- focused educational programs or for improvements related to student safety. No new development is proposed with this application.

Sweet Home High School on Tax Lot 09100 is served by City water and sewer from Long Street, 18th Avenue, and the south property boundary. The dwellings on Tax Lot 10100 are served by City water and sewer from 18th Avenue. Because no development is proposed, staff find that existing public facilities, services, and transportation networks are adequate.

This amendment would change a 2,687- square- foot portion of Tax Lot 10100 from R- 3 to PF and is being reviewed alongside the Property Line Adjustment. Since the request involves a change to the Public Facility zone, the Residential High Density zone purpose statement under SHMC 17.14.010 does not apply.

Based on the findings outlined in Section III of this report, staff recommend that the Planning Commission make a recommendation to the City Council to approve this application. Because this request is for a zone change, no conditions of approval are proposed. In acting on a zone change application; the Planning Commission will hold a public hearing at which it may either recommend that the City Council approve or deny the application(s). The recommendation should be based on the applicable review and decision criteria. The City Council will hold a public hearing and decide on this application.

Motion:

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

1. Move to recommend that the City Council approve application ZMA26-01, which includes adopting the findings of fact listed in the staff report.
2. Move to recommend that the City Council deny application ZMA26-01 (specify reasons).
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.

Commissioner's questions of staff: Wysong-Frick asked about the reason for recommending it to City Council instead of approving it. Manager Clegg explained.

Applicant testimony: Kevin Strong, Business Manager for the Sweet Home School District explained the reason for the zone map amendment.

Commissioner questions of the applicant: None.

Testimony in favor: None
Testimony in opposition: None
Neutral Testimony: None

The Public Hearing was closed at: 6:48 PM

Discussion of the Commissioners: Chairperson Wood stated it complies with the Comprehensive Plan. Commissioner Wysong-Frick stated it was straight forward.

A motion to recommend the City Council approve Application ZMA26-01 was made by Commissioner wood and was seconded by Commissioner Wysong-Frick. The motion was carried by the following vote:

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

Voting Nay: None

Absent: Commissioner White, Vice Chair Melcher, Commissioner Wolthuis

Voting Nay: None.

Staff Updates:

Planning Commission/City Council Joint Work Session: Tuesday, May 12 at 5:30 PM

Planning Commission Business None

Adjournment

The meeting was adjourned at 6:51 PM

Laura Wood, Chairperson
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager