CITY OF SWEET HOME PLANNING COMMISSION MINUTES

August 20, 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
Chair Laura Wood
Vice Chair Brandy Wysong-Frick
Commissioner Joe Graybill
Commissioner Daniel Tiel
Commissioner Nancy White

STAFF
Angela Clegg, Planning and Building Manager
Adam Leisinger, Special Projects Manager
Megan Dazey, Library Director

Public Comment. None.

Meeting Minutes:

a) 2026-07-02 Planning Commission Meeting Minutes

A motion to approve the July 2, 2026, meeting minutes was made by Vice Chair Wysong-Frick and seconded by Commissioner Graybill. The motion carried by the following vote:

AYE: Chair Wood, Vice Chair Wysong-Frick, Commissioner Graybill, Commissioner Tiel, Commissioner White
NAY: None

Public Hearings

a) Application SDR26-01 Planning Commission Staff Report

The Public Hearing was opened at 6:31 PM

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

Chair Wood asked Manager Clegg to present the staff report. Manager Clegg reported that the applicant seeks approval to redevelop the former Santiam Garden Center into an outdoor community space supporting Sweet Home Public Library programs. The property, located in the Commercial Central (C- 1) zone, is eligible for Site Development Review and meets zoning requirements for the proposed community-oriented use.

The proposed development will replace deteriorated structures with an open activity space featuring new fencing, seasonal shade structures, and detachable lighting. The use is comparable to a community center, which is permitted in the C- 1 zone. A building occupancy change to Assembly Group B has already been approved.

The site is not located within a floodplain or mapped wetlands and has existing access from both Long Street and 13th Avenue. Water, sewer, and stormwater utilities are available adjacent to the property. Planned grading and minor fill will maintain existing drainage patterns and ensure stormwater flows toward established systems.

Existing sidewalks and access points provide adequate circulation and connectivity, and no new pedestrian or vehicular facilities are proposed. The development's limited structural additions, fencing modifications, and the absence of incompatible neighboring uses provide sufficient noise and visual buffering.

All existing structures will be fully demolished prior to development, reducing safety hazards. The new occupancy classification, controlled access through fencing, and future review of lighting and fencing plans further ensure hazard mitigation.

Overall, staff find that the application meets all Site Development Review criteria under SHMC 17.102.060 and recommend approval with conditions requiring compliance with C- 1 development standards and completion of demolition prior to final plan review.

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: The applicant shall complete the demolition and pass the demolition inspection before submitting final development plans. All development shall comply with the Commercial Central (C- 1) dimensional standards, including setbacks, height limits, parking, and other applicable requirements. All development shall comply with the Commercial Central (C- 1) development standards, including drainage and erosion control 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: 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. 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. Move to continue the public hearing to a date and time certain (specify); or Other.

Manager Clegg closed the staff report presentation and asked if the planning commissioners had any questions. There were none.

Applicant Testimony:

Library Director, Megan Dazey, discussed the future plans for the property stating that the footprint will stay the same.

Commissioner Questions of the Applicant:

Vice Chair Wysong-Frick asked whether the library intends to use the space for the summer reading program. Director Dazey explained that the program is growing, and the additional space will allow them to accommodate more students and parents. She added that they also hope to use the space for teen game nights and the adult book group.

Commissioner Tiel asked about available parking. Director Dazey stated that the nearby City parking lot provides sufficient parking for the anticipated use.

Commissioner White asked whether the property would be secured when not in use. Director Dazey responded that the fence will be locked, and the library plans to install security cameras in the future for added security.

Commissioner Wood asked whether the library intends to rent the space for community events. Director Dazey said that decision would be made by the Library Board and City Council, though the City might use the space for events such as National Night Out.

Commissioner Graybill asked whether an agreement was needed with the neighboring business regarding their private parking lot. Director Dazey stated that the adjacent lot will remain private and that Library patrons will be encouraged to use the public parking lot.

Vice Chair Wysong-Frick asked whether there have been any complaints from the private lot's owner about Library users. Director Dazey noted that the owner had expressed concerns about the former property owner's use but had no complaints related to the library.

Commissioner Graybill asked whether the existing fence would remain or be improved. Director Dazey stated that she intends to obtain permits to replace the fence.

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

The Public Hearing was closed at: 6:43 PM

Discussion of the Commissioners:

Commissioner White commented that the proposal represents an improvement over the previous use of the property and is an appropriate use of the space.

Commissioner Tiel agreed, adding that the planned changes should help address any potential concerns from the neighboring private property owner.

Vice Chair Wysong-Frick stated that the project would be beneficial for the community.

Chair Wood noted that the community will appreciate seeing the property developed and that the project will support the library's ability to expand its programs.

Commissioner Graybill agreed that the project will be a positive improvement.

A motion to approve application SDR26-01 was made by Commissioner White and was seconded by Commissioner Graybill. The motion was carried by the following vote:

AYE: Chair Wood, Vice Chair Wysong-Frick, Commissioner Graybill, Commissioner Tiel, Commissioner White
NAY: None

Staff Updates:

Manager Clegg informed the Commission that a Conditional Use hearing and a final plat extension hearing are scheduled for the September 3 meeting.

Clegg provided an update on ongoing work in Sankey Park and on the new Fitness Park being installed at City Hall.

Planning Commission Business

Manager Clegg asked Commissioners to confirm their attendance for the September 3 meeting to ensure a quorum. Chair Wood noted she will be absent, and Clegg stated she will attend remotely.

Adjournment

The meeting was adjourned at 6:47 PM

Laura Wood, Chair
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager