



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

June 05, 2025, 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.

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: 212 001 640 706

Call to Order and Pledge of Allegiance

Roll Call of Commissioners

PRESENT

Brandy Wysong Frick (Virtually)

Henry Wolthuis

Jamie Melcher

Laura Wood

Eva Journey

Nancy White

Joe Graybill

STAFF

Angela Clegg, Planning and Building Manager

Amber Steinborn, Planning & Building Technician

Adam Leisinger, Special Projects Manager

GUESTS

Coltin Pritchard, 1207 43rd Avenue, Sweet Home, Oregon 97386

Michelle Hayes, 1207 43rd Avenue, Sweet Home, Oregon 97386

Joe Lapham, 4311 Citabria Street, Sweet Home, Oregon 97386

Cindy Farrell (for Earl Main, 1212 43rd Avenue, Sweet Home, Oregon 97386)

Earl Main, 1212 43rd Avenue, Sweet Home, Oregon 97386

Ken Fares, 4304 Long Street, Sweet Home, Oregon 97386

Barb Fares, 4304 Long Street, Sweet Home, Oregon 97386

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.

None.

Meeting Minutes:

- a) 2025-04-03 Planning Commission 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.

A motion to approve the April 3, 2025 meeting minutes was made by Commissioner Jurney, seconded by Commissioner Graybill.

Voting Yea: Commissioner Wysong Frick, Commissioner Wolthuis, Vice Chair Melcher, Chairwoman Wood, Commissioner White.

Voting Nay: None.

Public Hearings

a) CU25-01 Staff Report

The Public Hearing was opened at 6:33 PM

Commissioner Wood read the application summary and asked of the Commission if there were any personal bias, there were none.

Commissioner Wood asked of the Commission if there were any conflicts of interest, there were none.

Commissioner Wood asked of the Commission if there was any ex parte information; Commissioner Wysong Frick disclosed that she lives in the same neighborhood as the applicants, and drives by location every day, but does not know applicants and does not have any pre-conceived notions.

Manager Clegg presented the Staff Report and asked if there were any questions.

Commissioner Graybill inquired as to whether the emergency access easement is a hammerhead style lot, or a half hammerhead style lot & inquired as to whether the emergency access easement is designated for three properties located on the corner of 43rd Avenue and Long Street.

Manager Clegg advised that the property containing the emergency access easement is a half-hammerhead style lot.

Chairwoman Wood also inquired as to whether three properties utilize the emergency access easement, located to the East of the Applicants' property.

Manager Clegg reported that there are four properties utilizing the emergency access easement, which includes the property located to the West rear. Commissioners asked no other questions.

Applicant Testimony:

Mr. Colton Pritchard of 1207 43rd Avenue, Sweet Home, Oregon, requested a Conditional Use permit to operate a Home Occupation business involving wholesale vehicle purchases and sales exclusively through online automobile auctions. Mr. Pritchard testified that the business is based at his residential address, but does not involve direct customer visits & further explained that all sales and transactions would occur online. Mr. Pritchard indicated, per his application request, that only one wholesale vehicle would be present on the property at any time, typically stored temporarily before being transported to Mr. Pritchard's separate automotive repair shop. The applicant stated that he owns P&H Automotive, which is located in Jefferson, Oregon, and provides sufficient parking for multiple vehicles involved with the business. Additionally, Mr. Pritchard stated that vehicle repairs and detailing would occur offsite, at his automotive repair shop located in Jefferson, Oregon; and that the property would not be used as a car lot. Mr. Pritchard explained that the purpose of the Conditional Use permit was largely to satisfy DMV licensing requirements associated with operating a dealership license. Mr. Pritchard also noted that personal vehicles on the property include his own and that of his wife's mother, totaling two (2) personal vehicles currently parked at his residence. Mr. Pritchard stated that the property has

parking capacity sufficient to accommodate these vehicles, and specified that increased traffic or commercial deliveries are not expected to occur on the easement or property.

Testimony in Favor:

None.

Testimony in Opposition:

Ken and Barb Farris, of 4304 Long Street, highlighted issues with driveway blockage from cars and tow trucks and suggested that fencing solutions might mitigate visual impact, but raised access concerns. Additionally, Mr. & Mrs. Farris also raised concerns indicating that the applicant, Mr. Pritchard, could not guarantee that there would only one extra vehicle on his property, per the Conditional Use permit request.

Mr. Joe Lapham, of 4311 Citabria Street, also indicated that he did not believe the applicant, Mr. Pritchard, could guarantee that there would only be one extra vehicle located on his property at a time. Additionally, Mr. Lapham expressed worries about the increase in vehicles and its impact on children playing nearby, believing vehicle activities are inappropriate for a residential zone.

Ms. Cindy Ferrell accompanied Mr. Earl Mane, who lives at 1212 43rd Avenue, a neighboring residence located adjacent to the Applicants' property. Mr. Earl Mane voiced concerns, that he believes that at some point, Mr. Pritchard is going to want to obtain access to his property from 43rd Street, in addition to the access his property currently has, located on Long Street. Ms. Ferrell and Mr. Mane further asserted their opposition to the application, due to concerns regarding constrained space, access challenges, high density of homes, proximity to children, and safety concerns for emergency vehicles.

Neutral Testimony:

None.

Applicant's Rebuttal:

The applicant, Mr. Coltin Pritchard, reinforced that the business operations were 100% online, with no customer visits. He expressed willingness to accept a condition restricting business-related vehicles on-site to zero, beyond personal household vehicles, with all vehicles handled offsite at his shop. Mr. Pritchard clarified the maximum practical vehicle count would be one business vehicle on-site in rare, brief circumstances, and anticipated zero vehicles for most times. Mr. Pritchard emphasized that this Conditional Use permit was primarily for licensing reasons, to comply with DMV requirements.

The Public Hearing was closed at 7:02 PM.

Commission discussion:

Vice Chair Melcher expressed an understanding that some activities on the property might not be related to the online vehicle auction business currently under review, and those should be treated separately. She also indicated that she is not opposed to the presence of a single vehicle on the property, stating that one car occasionally would likely have minimal impact on the neighborhood. Vice Chair Melcher also pointed out that any violation of permit conditions affecting the business would have consequences through the dealership license, which could be enforced by code enforcement officers if necessary. Vice Chair Melcher expressed favor of supporting the application with oversight to address potential violations through proper regulatory recourse.

Commissioner White voiced a broader concern about flag lots in general, noting issues such as congestion and access. However, she conceded that one additional vehicle on the property would not significantly exacerbate these problems, as long as it remained on the applicant's property. Commissioner White stated that she agreed with Vice Chair Melcher, in that any

breaches of conditions would likely be addressed through enforcement mechanisms and could impact the applicant's dealership license, which would incentivize compliance. Commissioner White did not see the online auction business, itself, as having a negative effect on the property or the neighborhood, suggesting support for the application, provided conditions are followed.

Commissioner Wysong Frick, who lives in the neighborhood, acknowledged the neighbors' concerns about the tightness of the area and the presence of many children, indicating empathy for their caution. She raised questions about the specific recourse available if the applicant were to bring more vehicles onto the property than allowed, wondering if neighbors would have to endure a lengthy complaint and enforcement process. Commissioner Wysong Frick sought clarity on enforcement mechanisms and whether neighbors would realistically be protected if conditions were violated.

In response to Commissioner Wysong Frick's concerns, Manager Clegg explained the complaint and enforcement process; neighbors could file complaints through the Code Compliance Officer, either by form, or online. Complaints would initiate a process under SHMC; Chapters 8.04 (Open Storage) and 10.16 (Declaration of Public Nuisance). Enforcement would involve inspections, warning letters, violation notices, and potentially court proceedings leading to fines. Persistent violations could lead to revocation of the Applicant's dealership license, effectively stopping unauthorized activities. Manager Clegg also emphasized that enforcement is structured, but not instantaneous – requiring neighbor involvement; but ultimately, backed by legal authority.

Commissioner Wysong Frick went on to express surprise at the volume of opposition amongst neighbors, given the seemingly low-impact nature of the business.

Manager Clegg stressed the importance of focusing the decision strictly on the application for an online auction business, and excluding any unrelated property concerns raised by neighbors. Manager Clegg noted the application process requires adherence to specific criteria, and decisions must be grounded in those factors.

Commissioner Graybill stated that he had initially shared concerns about having a car dealership operating in a small residential area, fearing increased vehicle traffic and congestion. However, Commissioner Graybill indicated that after reviewing the application and hearing the Applicant's testimony that no vehicles would ordinarily be on-site, Commissioner Graybill's position shifted to support the application. Commissioner Graybill also agreed with the staff's recommended conditions from the Staff Report, and emphasized the importance of limiting physical vehicle presence. Commissioner Graybill further noted his dislike of easements, due to associated safety and access concerns, but found the application acceptable, given the low-anticipated intensity of the business use.

Commissioner Journey, while supportive of small entrepreneurial home businesses, emphasized concerns about the physical constraints of the site. She noted the space in front of the garage, where vehicles would be parked, might be limited and cause congestion. Commissioner Journey commended the Applicant for their willingness to limit vehicles to zero or one, consistent with addressing neighbors' concerns. Commissioner Journey mentioned the life safety issues related to the narrow easement used for access, highlighting the critical need to keep emergency vehicle access unobstructed. Commissioner Journey indicated that she preferred limiting on-site vehicles and strictly enforcing conditions, to mitigate potential neighborhood impact, indicating tentative support for approval with strong conditions.

Chairwoman Wood succinctly echoed sentiment from the other Commissioners, regarding flag lots, and shared similar concerns about congestion and access. Chairwoman Wood implicitly supported a cautious, but reasonable approach, given the limited impact of the proposed business.

Commissioner Wolthuis also pointed out the existing congestion issue in the shared driveway area, acknowledging parking challenges on neighboring properties that use the same access easement. Commissioner Wolthuis suggested that the Applicant could alternatively use his other business address in Jefferson, Oregon, for licensing purposes.

Manager Clegg clarified that if the Applicant conducts the business from the Jefferson address, no Conditional Use permit would be necessary. Manager Clegg also indicated that the current Conditional Use application was submitted, solely due to the fact that the business is registered at the residential property, asserting that the Conditional Use permit's primary function is to ensure the business is officially approved for that location.

A motion to approve Application CU25-01 was made by Vice Chair Melcher, seconded by Commissioner Journey.

Voting Yea: Commissioner Wysong Frick, Commissioner Graybill, Commissioner Wolthuis, Commissioner White, Vice Chair Melcher, Commissioner Journey, Chairwoman Wood.

Voting Nay: None.

Staff Updates:

Manager Clegg shared updates regarding numerous recent property line adjustments and partitions that streamline development processes, particularly for middle housing duplexes. Ongoing infrastructure planning and coordination with developers (including traffic evaluations for larger projects) was briefly discussed. Upcoming community programs were highlighted by Manager Clegg, including citywide cleanup events and a summer schedule of Movies in the Park. Manager Clegg advised that email communications to Planning Commission members would be reset to update the roster, including additions and removals of staff and Commissioners. Manager Clegg indicated that the Planning & Building Department is continuing to work on housing code amendments and updates to the Sweet Home Municipal Code, specifically Chapter 17, in alignment with new state laws focusing on middle housing and affordable housing strategies. Manager Clegg further advised that she is still finishing up the Transportation System Plan (TSP), as well as the Housing Production Strategy, and will be focusing her efforts on the updates to the Planning code, once those two items have been completed.

Planning Commission Business: (Commission comments about topics not listed on the agenda)
None.

Round Table Discussions:

The Commission welcomed new Planning Commissioner, Brandy Wysong Frick, participating remotely, due to health reasons, marking a full commission.

A motion to approve the cancellation of the next Planning Commission Meeting scheduled for July 3rd, 2025, due to the close proximity to the Independence Day holiday, was made by Chairwoman Wood, and seconded by Commissioner White.

Voting Yea: Commissioner Wysong Frick, Commissioner Wolthuis, Vice Chair Melcher, Chairwoman Wood, Commissioner Journey, Commissioner White, Commissioner Graybill

Voting Nay: None.

Adjournment

The meeting was adjourned at 7:26 PM

Laura Wood, Chairperson
Sweet Home Planning Commission

Respectfully submitted by Amber Steinborn, Planning & Building Permit Technician.