



CITY OF SWEET HOME PLANNING COMMISSION MINUTES

January 15, 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 6:34 PM

Roll Call of Commissioners

PRESENT

Commissioner Brandy Wysong-Frick
Commissioner Henry Wolthuis
Vice Chair Jamie Melcher
Commissioner Nancy White

ABSENT

Chairperson Laura Wood
Commissioner Joe Graybill

STAFF

Angela Clegg, Planning and Building Manager
Ray Grundy, Planning & Building Permit Technician
Adam Leisinger, Special Projects Manager

GUESTS

Sudip Lamichhane, 4824 Hwy 20, Sweet Home, 97386

Public Comment.

No comments were made.

Meeting Minutes:

- a) 2025-09-18 Planning Commission Meeting Minutes

Vice Chair Melcher stated that the motion should read as "A motion to recommend city council to approve application ZMA25-01."

Commissioner White made a motion to approve the amended meeting minutes of September 18, 2025, and Commissioner Wolthuis seconded it. The motion carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Commissioner Wolthuis, Vice Chair Melcher,
Commissioner White

Voting Nay: None

Absent: Commissioner Graybill, Chairperson Wood

Chair and Vice Chair Elections

Manager Clegg asked commissioners what their preference was for voting on chair and vice chair. They were advised of the options to take a vote during the current session or wait to have a full commission before the votes were cast. All commissioners were in favor of waiting for a full commission with all commissioners present to vote.

Public Hearings

Conditional Use Application CU25-02 Staff Report

The Public Hearing was opened at 6:37 PM

Vice Chair Melcher 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 conditional use permit to construct a fuel station containing two (2) gasoline pumps and one underground fuel storage tank in the south parking lot of the Hilltop Market, north of Highway 20. The applicant is applying for Conditional Use per SHMC 17.20.040 (I): Other uses compatible with the purpose and intent of the zone, and whose off-site impacts would not significantly exceed those of the other conditionally permitted uses listed in this section. Tax Lot 1900 contains approximately 23,522 square feet (0.54 acres) and is located in the Commercial Highway (C-2) zone. Based on a review of the FEMA flood insurance rate map, Panel 41043C0916G, dated September 29, 2010, the subject property is not in the Special Flood Hazard Area. Based on a review of the Statewide Wetlands Inventory and a review of the National Wetlands Inventory Map, the subject property does not contain inventoried wetlands. The subject property has frontage on Highway 20. The subject property has city water and sewer services.

The purpose of the C-2 zone is to provide areas suitable and desirable for highway-related commercial enterprises intended to meet the business needs of area residents and highway travelers. The C-2 zone is appropriate in areas along or near U.S. Highway 20 east and west of downtown Sweet Home that have developed with commercial activities or that have potential for such activity as long as sufficient vehicular access control is maintained. The proposed use shall be required to comply with the development standards set forth in SHMC Chapter 17.20.060. Staff find that the proposed fuel station meets the applicable development standards and is compatible with the purpose and intent of the Commercial Highway Zone.

Unless otherwise specified by this Development Code, the following minimum dimensional standards apply to all development within the C-2 (Commercial Highway) zone. There is no minimum lot area or minimum lot width. Required setbacks in the C-2 zone are as follows: a 20-foot front yard setback, a 0-foot interior side yard setback, a 20-foot street side yard setback, and a 0-foot rear yard setback. Where a side or rear yard is a residential zone, a minimum 10-foot setback is required. The maximum allowed structure height is 35 feet, and the maximum lot coverage is 100 percent. Most fuel stations within the Sweet Home city limits include convenience or mini mart uses, and the proposed development is consistent with this pattern. Additionally, there are no fuel stations located on the east end of Sweet Home, making this an appropriate and desirable location for the proposed use. Staff find that the site's size, shape, location, topography, existing improvements, and natural features are adequate to accommodate the proposed use.

The proposed development is considered timely, as adequate transportation systems, public facilities, and public services currently exist or are planned to serve the subject site. The property is located within the C-2 (Commercial Highway) zone along U.S. Highway 20, an area specifically intended to accommodate highway-oriented commercial uses with sufficient vehicular access. The proposed fuel station is located within the existing parking area of an established commercial use and will utilize existing access, circulation, and infrastructure.

The subject property abuts Commercial Highway properties on all sides. There are multi-family residential units to the northeast of the property but not directly abutting the subject property. The

proposed use is compatible with the surrounding development and will not alter the character of the area or interfere with the continued use of neighboring properties.

Staff have not identified any negative impacts on adjacent properties. To ensure compliance with the standards listed in the SHMC, staff have included proposed conditions of approval that are listed in Section IV of this report.

This provision of the SHMC allows the Planning Commission to impose conditions of approval. This is an opportunity for the Planning Commission to determine if conditions are needed to ensure compliance with the "decision criteria as well as the best interests of the surrounding properties, the neighborhood, and the city as a whole. To ensure compliance with the standards listed in the SHMC, staff have included proposed conditions of approval listed in Section IV of this report. These conditions are primarily a customized list of existing local, state, and federal standards that apply to the application.

If the Planning Commission approves this application, staff recommend that the conditions of approval listed below be required in order to ensure that the application is consistent with the findings in the Review and Decision Criteria (Section III) and as required by the Sweet Home Municipal Code and other provisions of law. Appeals to the Land Use Board of Appeals (LUBA) may only be based on Review and Decision Criteria contained in Section III.

Recommended Conditions of Approval for CU25-02:The applicant/property owner shall show safe and adequate vehicular access on the building permit site plan. The applicant/property owner shall demonstrate that their development meets fire code, environmental and hazardous materials standards.³The applicant/property owner shall obtain and comply with all applicable local, state, and federal permits and requirements. Copies of all required permits and licenses shall be submitted to the Sweet Home Community and Economic Development Department for inclusion in the record for CU25-02.

PLANNING COMMISSION ACTION: In acting on a Conditional Use permit application, 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. If approved, the Planning Commission may impose conditions of approval. Staff's recommended conditions are included in Section IV.

Appeal Period: Pursuant to ORS 227.175, the Planning Commission may establish an appeal period of not less than 12 days from the date the written notice of the Planning Commission's decision is mailed. Staff's recommendation is that the Planning Commission's decision on this matter be subject to a **12-day appeal period** from the date that the notice of decision is mailed.

Order: After the Planning Commission decides, staff recommend that the Planning Commission direct staff to prepare an order that is signed by the Chairperson of the Planning Commission. The Order would 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 the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to approve Application CU25-02
2. Move to deny Application CU25-02
3. Move to continue the public hearing.
4. Other

Manager Clegg closed the staff report presentation and asked if the planning commissioners had any questions.

Questions from Commissioners:

Commissioner Wysong-Frick asked about the layout of the pumps, and if they will be more geared towards servicing trucks and boats. Commissioner Wysong-Frick shared Commissioner Wolthuis's concerns of property access.

Commissioner Wolthuis expressed concern about the gas station's access through the Spoleto's parking lot, citing potential infringement on their property. Manager Clegg clarified it was all owned by the same person.

Commissioner White inquired about potential interference with the laundromat.

Vice Chair Melcher inquired about the required setbacks for the fuel pumps, and the traffic pattern assigned for the pumps.

Applicant Testimony:

Mr. Lamichhane opened with an introduction of himself. He stated that he has been in Sweet Home for 7 years, moving here from California. He owns two businesses: Foster Lake Market and Hilltop Market. He stated that residents have expressed a strong desire for a fuel station on that side of town and often inquire about his plans for its installation.

Additional Questions from the Commissioners:

Commissioner Wysong-Frick asked about letters and notices being sent out, and if any were returned. Manager Clegg assured her that they were sent to properties within a 300-foot radius; none were returned.

Commissioner Wolthuis asked about ownership of the property; the applicant clarified that it is owned by him. Commissioner Wolthuis added that he has no problems with it and will be voting for it.

Testimony in Favor: None
Testimony in Opposition: None
Neutral Testimony: None

Public hearing was closed at 6:50 PM

Discussion of the Commissioners:

Commissioner White said that coming off of the pass with her motor home to find a gas station that offers access to her motor home can sometimes be a problem and would be nice to have a gas station with easy access in and out.

Commissioner Wysong-Frick stated that she was surprised that it was never thought about before and noted that there isn't a gas station on that side of town. She also noted the number of subdivisions and housing going in on the east side of town that could benefit from it.

Vice Chair Melcher stated the benefits it would have for summer recreation at the lake, and the convenience of being able to get gas without driving all the way into town.

All commissioners concur that the construction of this gas station would be advantageous to the community on that side of town.

A motion to approve Application CU25-02 was made by Commissioner White and was seconded by Commissioner Wolthuis. The motion carried by the following vote:

Voting Yea: Commissioner Wysong-Frick, Commissioner Wolthuis, Vice Chair Melcher,
Commissioner White.
Voting Nay: None

Absent: Commissioner Graybill, Chairperson Wood

Application CU25-03

Opened at 6:56 PM

Manager Clegg informed the Commission that she had received an email from the applicant on January 14, 2026 asking to withdraw the application.

Closed at 6:57 PM

Application CU25-04

Opened at 6:58

Manager Clegg informed the Commission that she had received an email from the applicant on January 14, 2026 asking to withdraw the application.

Closed at 6:58

Staff Updates:

Manager Clegg introduced her new Planning & Building Permit Technician, Ray Grundy, and gave an update that the city now has an engineering technician, and the Community and Economic Development is now fully staffed.

Manager Clegg shared that the department is working on a few subdivisions and has a lot of duplexes it is taking in. She added that HB458 has made duplexes very popular.

Manager Clegg referred to the zone changes made previously for potential multi-family units that could commence in the near future.

Planning Commission Business

None.

Adjournment

The meeting was adjourned at 7:01 PM

Jamie Melcher, Vice Chair
Sweet Home Planning Commission

Respectfully submitted by Ray Grundy, Planning & Building Permit Technician