


City of Sweet Home

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

In the matter of the) Property Line Adjustment
 Property Line Adjustment) File No. PLA26-02
 request by Sweet Home School District and Cheryl Bartlett)

CITY COUNCIL STAFF REPORT

REQUEST: The Applicant is requesting a Property Line Adjustment to acquire approximately 2,687 square feet of an adjacent residential lot (Tax Lot 10100). Subject Property A is approximately 11.87 acres (517,057 square feet) and zoned Public Facility (PF), while Subject Property B is approximately 15,980 square feet and zoned Residential Medium Density (R-3). 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.

This request is being submitted concurrently with a Zone Map Amendment application. If both applications are approved, the Sweet Home School District will acquire the 2,687-square-foot portion of Tax Lot 10100 from the applicant, with the intent to use this area for future career-focused program opportunities or for improvements related to student safety. The proposed zoning change would also bring zoning into alignment with the district's existing Comprehensive Plan Map designation.

Application PLA26-02 is being filed concurrently with application ZMA26-01 and is reliant upon its approval. Applications for more than one land use action and permit for the same property may, at the applicant's discretion, be heard or reviewed concurrently. Multiple land use requests involving different processing Types shall be heard and decided at the higher processing Type. [SHMC 17.120.010]. Application PLA26-02 shall be heard with Application ZMA26-01 as a Type IV application.

The Planning Commission held a public hearing on May 7, 2026 and made a recommendation to the City Council to approve Property Line Adjustment application PLA26-02. The City Council will then hold a public hearing and make the final decision on the application.

APPLICANT: Kevin Strong, Sweet Home School District

PROPERTY OWNER: Cheryl L. Bartlett Rev Living Trust

PROPERTY LOCATION: **Property A:** 1641 Long Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 31AD, Tax Lot 09100
Property B: 1126 18th Avenue, Sweet Home, OR, 97386; Identified on the Linn County Assessors Map as 31AD, Tax lot 10100

REVIEW AND DECISION CRITERIA: Sweet Home Municipal Code Section(s): 17.14, 17.24, 17.92, 17.128

FILE NUMBER: PLA26-02

PLANNING COMMISSION PUBLIC HEARING:

- **DATE & TIME:** May 7, 2026 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

CITY COUNCIL PUBLIC HEARING:

- **DATE & TIME:** May 26, 2026 at 6:30 PM
- **LOCATION:** City Hall Council Chamber, 3225 Main Street, Sweet Home, OR 97386

STAFF CONTACT: Angela Clegg, Planning and Building Manager
Phone: (541) 818-8029; Email: aclegg@sweethomeor.gov

REPORT DATE: April 30, 2026

I. PROJECT AND PROPERTY DESCRIPTION

Zoning and Comprehensive Plan Designations:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property A	Public Facility (PF)	Public Facility
Subject Property B	Residential High Density (R-3)	Medium Density Residential
Property North	Residential High Density (R-3) Commercial Highway (C-2)	Central Commercial
Property East	Residential Low Density (R-1) Residential High Density (R-3) Public Facility (PF)	Medium Density Residential Public Facility
Property South	Public Facility (PF)	Public Facility
Property West	Public Facility (PF) Residential High Density (R-3)	Public Facility High Density Residential Central Commercial

Property Information:

Floodplain: Based on a review of the FEMA flood insurance rate map; Panel 41043C0913G, dated September 29, 2010, the subject properties are not in the special flood hazard area.

Wetlands: The subject properties show an intermittent perennial drainage to Cotton Creek depicted on the Statewide Wetlands Inventory Map.

Access: Tax Lot 09100 has direct access from Long Street and 18th Avenue. Tax Lot 10100 has direct access from 18th Avenue.

Sidewalks: There are existing sidewalks along 18th Avenue and Long Street.

Services: There are existing City water and sewer services to Tax Lots 09100 and 10100.

Street: Tax Lot 09100 abuts approximately 750 feet of Long Street and approximately 165 feet of 18th Avenue. Tax Lot 10100 abuts approximately 75 feet of 18th Avenue. No new streets are proposed with this property line adjustment.

Notice and Timelines

Application Received:	March 23, 2026
Application Deemed Complete:	March 26, 2026
Emailed Notice:	March 26, 2026
Mailed Notice:	March 30, 2026

Notice was provided as required by SHMC 17.128.010(G).

II. COMMENTS RECEIVED

Matt Cook

CEDD Engineering: CEDD Engineering has no comment on ZMA26-01 or PLA 26-02 at this time. Neither application appears to have any impact on utility / infrastructure systems for the city.

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

Building Division: No comments as of the issuance of this staff report.

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 CRITERIA AND FINDINGS OF FACT

An application for a property line adjustment is subject to the review criteria listed in Sweet Home Municipal Code Section 17.92. Application PLA26-02 is being filed concurrently with application ZMA26-01 and is reliant upon its approval. Multiple land use requests involving different processing Types shall be heard and decided at the higher processing Type. [SHMC 17.120.010]. SHMC Section 17.128.010(A) *Decision authority*. Applications subject to a Type IV review shall be reviewed and decided by the City Council with the recommendation of the Planning Commission. Staff Findings of Fact and analysis are as follows.

17.92.050: DECISION CRITERIA

Approval of a property line adjustment shall require compliance with the following criteria:

A. A property line adjustment cannot create or vacate a parcel. Creation or vacation of a parcel requires approval of a land division.

Applicants Comment: The applicant marked no, the property line does not create or vacate a parcel.

Staff Findings: There are two properties involved in this adjustment. The proposal would transfer approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). The Property Line Adjustment does not create a new parcel or vacate an existing one. [SHMC 17.92.010 and 17.92.050(A)]

Based on these findings, staff conclude that the application meets the applicable criteria.

B. Following the adjustment, all lots or parcels must comply with the area and dimension standards of the applicable zone. For existing non-conforming lots or parcels, the adjustment shall not increase the degree of non-conformance of the subject property or surrounding properties.

Applicants Comment: Yes, the site will comply once the property line adjustment is approved.

Staff Findings: The proposal would transfer approximately 2,687 square feet from Subject Property B (Tax Lot 10100) to Subject Property A (Tax Lot 09100). Following the adjustment, Subject Property

A shall increase to 11.93 acres (519,744 square feet) and Subject Property B shall decrease to approximately 13,293 square feet.

Following the adjustment, Subject Property A shall have an average width of approximately 973 feet, and an average depth of approximately 636 feet. Subject Property B shall have an average width of approximately 76 feet, and an average depth of approximately 225 feet.

Based on these findings, staff conclude that the application complies with the area and dimension standards of the applicable zone.

17.10.060 Dimensional Standards

A. Unless otherwise required by this Development Code, the following minimum dimensional standards shall be required for all development in the R-3 zone:

- 1. Minimum Lot Area & Width**
 - a. Single Family: 5,000 square feet.**
 - b. Duplex: 5,000 square feet.**
 - c. Attached Dwelling: 2,000 square feet.**
 - d. Multiple Family (3 or more): 9,000 square foot parcel, 1,500 square feet per unit.**
 - e. Other Uses: Sufficient to meet density and development requirements**
 - f. Minimum Width at Building Line – Corner Lot: 70 feet.**
 - g. Minimum Width at Building Line: Interior Lot: 60 feet.**
 - h. Minimum Width at Building Line – Attached: 25 Feet.**
- 2. Minimum Setbacks**
 - a. Front Yard: 15 feet.**
 - b. Garage or Carport: 20 feet to entrance.**
 - c. Side Yard (Interior) – 5 feet (per story).**
 - d. Side Yard (Street): 15 feet.**
 - e. Rear Yard: 10 feet.**
 - f. Attached Side Yard: 0 feet, 10 feet exterior boundary.**
- 3. Maximum Structure Height**
 - a. Single Family: 30 feet.**
 - b. Single Family Attached, Duplex, Multi-Family: 40 feet.**
 - c. Accessory Building: 20 feet (roof apex).**
- 4. Maximum Lot Coverage**
 - a. Single Family: 40%.**
 - b. Single Family Attached: 60%.**
 - c. Duplex, Multi Family: 60%.**

17.24.050 Dimensional Standards

A. The following dimensional standards shall be required for all development in the Public Facility Zone:

- 1. Minimum Lot Area: Sufficient to allow the use and comply with setback requirements.**
- 2. Minimum Setbacks (to use):**
 - a. Front Yard - Adjacent to Non-Residential: None.**
 - b. Front Yard - Adjacent to Residential: 15 feet.**
 - c. Side Yard - Adjacent to Non-Residential: None.**
 - d. Side Yard - Adjacent to Residential: 15 feet.**
 - e. Rear Yard - Adjacent to Non-Residential: None.**
 - f. Rear Yard - Adjacent to Residential: 15 feet.**
- 3. Maximum Structure Height: 60 feet.**
- 4. Maximum Lot Coverage: 80%.**

Staff Findings: The proposal would transfer 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.

Properties A and B contain pre-existing structures. No new development is proposed as part of this application.

Based on these findings, staff find that the resulting lots meets the minimum lot area, width, and dimensional standards of the R-3 and PF zones and therefore complies with the applicable criteria.

17.14.070 Development Standards:

All development in the R-3 Zone shall comply with the applicable provisions of this Development Code. The following references additional development requirements:

- A. Off-street parking: All uses identified in the zone shall comply with provisions in Chapter 17.44***
- B. Signs. Signs shall conform to the standards contained in Chapter 17.50.***
- C. Fencing. Fences shall conform to provisions contained in Chapter 17.52.***
- D. Landscaping. Landscaping improvements shall conform to provisions contained in Chapter 17.54.***
- E. Yards and lots. Yards and lots shall conform to provisions contained in Chapter 17.56.***
- F. Other. A property owner is advised other regulations may apply for property in an identified natural resource area (Chapter 17.28); the flood hazard area (Chapter 17.30) and in or near an identified historical site (Chapter 17.32).***

17.24.060 Development Standards:

All development in the Public Facility Zone shall comply with the applicable provisions of Chapter 2.40 of this Code. In addition, the following specific standards shall apply:

- A. Off-street parking. All uses identified in the zone shall comply with provisions in Chapter 17.44***
- B. Signs. Signs shall conform to the standards contained in Chapter 17.50.***
- C. Fencing. Fences shall conform to provisions contained in Section 17.52.***
- D. Landscaping. Landscaping improvements shall conform to provisions contained in Chapter 17.54.***
- E. Yards and lots. Yards and lots shall conform to provisions contained in Chapter 17.56.***
- F. Site development review. All new development or expansion of an existing structure or use shall be subject to the Site Development Review procedures of Chapter 17.102.***
- G. Exterior lighting. Exterior lighting shall be located in such a manner so as not to face directly, shine or reflect glare onto a street, a highway or a lot in a residential zone.***
- H. Other. A property owner is advised other regulations may apply for property in an identified natural resource area (Chapter 17.28); the flood hazard area (Chapter 17.30) and in or near an identified historical site (Chapter 17.32).***

Staff Findings: No new development is proposed as part of this application; however, any future development on the properties shall be required to comply with all applicable provisions of the R-3 and PF zone and the Development Code.

- C. If there are existing structures on the lots or parcels, the boundary adjustment shall not reduce required setbacks or place a boundary beneath a structure.***

Applicants Comment: The boundary adjustment will not reduce required setbacks or place a boundary beneath a structure.

Staff Findings: Subject Properties A and B contain pre-existing structures. The resulting property line adjustment shall not increase any existing nonconformity on the lot nor place a boundary beneath a structure.

Based on these findings, staff find that the resulting lot complies with the applicable criteria.

IV. CONCLUSION AND RECOMMENDATION

Based on the findings outlined in Section III of this report, staff recommend that the City Council move 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.

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.

V. CITY COUNCIL ACTION

In acting on a Type IV application; the City Council may approve or deny the application(s). The recommendation should be based on the applicable review and decision criteria.

Motion:

After opening the public hearing and receiving testimony, the City Council's options include the following:

1. Move to approve application PLA26-02, which includes adopting the findings of fact listed in the staff report.
2. Move to deny application PLA26-02 (specify reasons).
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

VI. ATTACHMENTS

- A. Subject Property Map
- B. Proposed Site Map
- C. Property Line Adjustment Narrative

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, Monday through Thursday, excluding holidays.