



# CITY OF SWEET HOME PLANNING COMMISSION MINUTES

March 16, 2023, 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: 379 062 887#

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## Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

## Roll Call of Commissioners

### PRESENT

Laura Wood  
Jamie Melcher  
Jeff Parker  
Todd Branson

### ABSENT

Henry Wolthuis  
Eva Journey

### STAFF

Blair Larsen, Community and Economic Development Director  
Angela Clegg, Associate Planner

### GUESTS

Andrew Rappe, Linn County Parks, 3010 Ferry Street SW, Albany, OR 97322  
Tristen Davis, Udell Engineering and Land Surveying Inc., 63 E Ash, Lebanon, OR 97355

**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) March 2, 2023 Meeting Minutes

A motion to approve the minutes made by Wood, seconded by Melcher.

Voting Yea: 4

Voting Nay: 0

Absent: 2

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*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.*

## **Public Hearings**

### **Application CU23-01**

#### **CU23-01 Staff Report**

The public hearing was opened at 6:32 PM

Commissioner Parker asked of the Commission if there were any ex parte, conflicts of interest, or personal bias, there were none.

Associate Planner Clegg read the staff report to the Commissions. Clegg stated that the applicant is requesting a conditional use permit to allow for a four-lane public recreational vehicle (RV) wastewater disposal facility, including a potable water fill station. The proposed facility will be located off 24th Avenue, south of the railroad tracks, and west of the FAC site for the homeless.

Commissioner Melcher asked if it is opened to the public and if there will be fees. Community and Economic Development Director Larsen described the facility, the use and what is currently available for the public.

Andrew Rappe and Tristan Davis testified on behalf of the application. Commissioner Melcher asked the applicants about staffing and fees. Davis described the County's plan for the site. There was a discussion about safety, fencing and utility hook-up. Commissioner Wood asked the applicant's if the facility was day use only. Davis stated that initially it will be 24-hour access. If there are issues, then they would pursue using a gate to limited access. Davis stated it is their intention to include security cameras for 24-hour surveillance. Commissioner Parker asked about a lighting plan and light pollution. Larsen stated that the lighting plan had not been discussed, it could be designed to limit light pollution to neighboring properties. There was discussion of signage directing customers. Davis stated that Linn County will advertise through their parks and facilities handouts and sites, and they will work with ODOT for signage on Highway 20. The garbage pick up will be contracted through Sweet Home Sanitation on a regular route.

Testimony In favor: none

Testimony in opposition: none

Neutral Testimony: none

The public hearing was closed at 6:50 PM

The Commissioners discussed the application. There was discussion about a traffic signal at 24th Avenue and Highway 20. Larsen informed the Commissioners that will be discussed in the Transportation System Plan. Commissioner Wood discussed the need for a lighting plan and would like to see fencing around the property. The Commissioners discussed their concern about the community using the trash cans for their own use. Larsen stated that the neighboring FAC site has their own on-site security and trash service. The Commissioners asked staff about permitting fees. Larsen explained the fee process for this type of project. Staff explained what the review and permitting process is, and what the County permits opposed to what the City permits. There was further discussion about fencing.

The public hearing was reopened at 7:04 PM

Commissioner Parker asked Davis about the pay stations and if they are card only or will they also take cash. Davis described the materials used to make the pay stations and that they plan to have them as card only. Commissioner Wood asked Davis about fence use at other sites. Davis described other sites that do not have fencing. The grant that Linn County was awarded did not include funding for fencing.

The public hearing was closed 7:09 PM

The Commission discussed leaving the fencing to the County's discretion.

A motion to approve application CU23-01 was made by Melcher, seconded by Wood.

Voting Yea: 4

Voting Nay: 0

Absent: 2

**Continuation of Application LA23-01 Housing Needs Analysis Comprehensive Plan Updates and Housing Needs Analysis Report**

The public hearing was opened at 7:12 PM

Community and Economic Development Director Larsen explained the need for the continuance.

The public hearing was closed at 7:13 PM

A motion to continue the public hearing to the April 6, 2023 Planning Commission meeting was made by Melcher, seconded by Wood.

Voting Yea: 4

Voting Nay: 0

Absent: 2

**Staff Updates:**

Larsen and Clegg gave CEDD Department updates.

**Round Table Discussions** (Committee comments about topics not listed on the agenda)

A question was brought to staff during the Planning Commission training regarding whether a Planning Commissioner can testify on behalf of an application if they are the applicant. Clegg discussed the process for a Planning Commissioner to testify on behalf of an application. Larsen discussed the meeting procedure for this situation.

**Adjournment**

The meeting was adjourned at 7:22 PM

  
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Jeffrey Parker Chairperson  
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Associate Planner

