



## Community and Economic Development Department

PLANNING COMMISSION MEETING  
January 22, 2018  
CITY HALL ANNEX - COUNCIL CHAMBERS  
1140 12<sup>TH</sup> AVENUE

### **PUBLIC MEETING CALL TO ORDER AT 7:02 PM**

### **PLEDGE OF ALLEGIANCE**

#### **ROLL CALL ATTENDING:**

Edith Wilcox (Excused)      Henry Wolthuis      Eva Journey      Thomas Herb (Excused)  
Greg Stephens      Lance Gatchell      Anay Hausner

#### **STAFF:**

Jerry Sorte, Community and Economic Development Director (CEDD)  
Kathryn Wilcox, Planning Assistant

#### **REGISTERED VISITORS:**

Dave Trask, City Councilor, Sweet Home, OR 97386

### **ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

**Chairperson Gatchell opened Chairperson and Vice Chair elections.**  
**Commissioner Wolthuis nominated Commissioner Lance Gatchell for Chairperson.**  
**Commissioner Stephens seconded the nomination.**

**Question was called**

**Aye (5)**

**Commissioner Wolthuis, Commissioner Hausner, Commissioner Journey, and  
Commissioner Stephens, Chairperson Gatchell**

**Nay (0)**

**Motion Passed 5 Ayes to 0 Nays**

**All in Favor - Unanimous (5)**

**Commissioner Wolthuis nominated Commissioner Hausner for Vice-Chairperson.**  
**Commissioner Stephens seconded the nomination.**

**Question was called**

**Aye (5)**

**Commissioner Wolthuis, Commissioner Hausner, Commissioner Journey, Commissioner  
Stephens, and Chairperson Gatchell**

**Nay (0)**

**Motion Passed 5 Ayes to 0 Nays**

**All in Favor - Unanimous (5)**

## **COMMENTS FROM THE PUBLIC**

None

## **APPROVAL OF MINUTES**

Chairperson Gatchell opened discussion for corrections to the December 20, 2017 meeting minutes.

**Edits Included;**

Page 4; Clarify that the area in front of the garage was not legal or adequate for a parking space, so the applicant was given an opportunity to have a parking space next to the driveway or on the other side of the lot.

**Comments Included; None**

**Commissioner Wolthuis** moved to approve the minutes with corrections.  
**Commissioner Journey** seconded the motion to approve.

**Question was called**

**Aye (5)**

**Commissioner Wolthuis, Commissioner Hausner, Commissioner Journey, and Commissioner Stephens, Chairperson Gatchell**

**Nay (0)**

**Motion Passed Unanimously 5 Ayes to 0 Nays**

## **QUALITY DEVELOPMENT AWARD NOMINATIONS**

**Discussion Ensued about the Quality Development Awards.**

**Concerns Included:**

Attendance of Awardees in the past  
Appreciation from recipient for the meaningful gesture

**Ideas Included:**

Hope to inspire others to follow suit  
Considering large and small development projects

**Decision was made:**

- **Awards Ceremony to be held during the March 5, 2018 meeting**
- **Recipient must be present to receive the award**
- **Awardees will be**
  - **Dollar General**
  - **Hoy's Hardware**
  - **Rio Theater**
  - **Herrings Auto Sales**
  - **Sweet Home Auditorium Remodel Committee**
  - **Clover Park Christmas Lighting Group**
  - **Anthony & Michelle Larson – Chamber of Commerce**

## **MEETING SCHEDULING**

### **Discussion Ensued about the Planning Commission Monthly Meeting Schedule.**

#### **Concerns Included:**

Availability  
Adhering to regularly scheduled meetings so people are familiar with it  
Maintaining tradition  
Streamlining for expedited Public Hearings  
Preferences to not schedule more meetings

#### **Ideas Included:**

Keeping the third Monday of each month scheduled for work sessions  
Changing the meetings to a different day of the week  
Keep the existing schedule  
Meeting on either the first or third Monday of each month, but not both

#### **Decision was made:**

- Keep the first and third Monday of each month on the calendar as regularly scheduled meetings.
- The third Monday of the month will be an optional regularly scheduled meeting, to facilitate the workload as needed.
- The Commission and Staff shall touch base in April of 2018 to see if the schedule is working.
- When the first Monday of the month falls on a holiday, there shall be a meeting on the third Monday of that month instead.

### **Discussion Ensued about the Planning Commission Upcoming Meeting Schedule. CEDD Jerry Sorte explained Senate Bill 1051. He recommended moving forward on this update and discussing it more on February 5, 2018.**

**Concerns Included:** None

**Ideas Included:** None

#### **Decision was made:**

- Review Senate Bill 1051 at the February 5, 2018 Meeting

### **Discussion Ensued about scheduling a collaborative meeting work session with the SHARE group and the Planning Commission for the evening of February 26, 2018. The subject for discussion would be economic development projects and drive code updates to accommodate and facilitate those projects.**

**Concerns Included:** None

**Ideas Included:** None

**Decision was made:**

- Move forward on scheduling a meeting time for February 26, 2018.

**Discussion Ensued about the Planning Commission Availability**

**Concerns Included:** None

**Ideas Included:** None

**Decision was made:**

- Commissioner Hausner would be unavailable April 2, 2018
- Commissioner Stephens would be unavailable March 5, 2018
- Commissioner Wolthuis would be unavailable March 5, 2018

**DEPARTMENT UPDATE**

**Discussion Ensued about the Community and Economic Development Department.** CEDD Jerry Sorte noted that an increase of land use applications has been coming in at a steady pace. He explained that he has been working on the Code Enforcement staff position.

**Concerns Included:** None

**Ideas Included:** None

**WORK SESSION: CODE UPDATES**

**Discussion Ensued about the Code Update.** Jerry explained the packet and reviewed the process of the code update project, up to the current status. He made a recommendation to the Planning Commission to modify the model code so that it may work for their needs by addressing items listed in code audit. He recommended they address broken sections so that it is fair and equitable so that it may move the city forward. He explained that it would then set a foundation to move forward on the future for long range planning. He reviewed how the final code will need to be consistent with Comprehensive Plan and explained that if they made extreme changes, it could constitute an update to the Comprehensive Plan. The group then reviewed article one of the Code Update packet.

**Concerns Included:**

- Support Economic Development
- Proposed timeline for update is six months
- Keeping the code consistent with the Comprehensive Plan
- Conflicting State and Federal Laws
- Nonconforming Uses
- Nonconforming Structures
- Directing properties towards conformity with the code
- Allowing some nonconformance to accommodate development

- Consideration of a property owner's utility bill or property tax bill in determining abandoned property.

**Ideas Included:**

- Change to the language to encompass all lawfully established units of land
- Change the language that itemizes and lists the purposes of the code to instead reference the Comprehensive Plan.
- Wetlands, Floodplains and Sign Code to remain the same
- Specifying administration of the code
- Applying type two review processes to determination lawfully established units of land.
- Applying a percentage threshold to expansions, and/or extensions of nonconforming situations through a review process
- Check Oregon Revised Statutes in regards to nonconforming situations

**Decision was made:**

- Move forward with Code Update process and the changes proposed and discussed during this work session.

**ADJOURNMENT**

**PUBLIC MEETING CLOSED AT 9:18PM**

**To the best of the recollection of the members of the Planning Commission, the foregoing is a true copy of the proceedings of the Public Hearings of January 22, 2018.**

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Lance Gatchell Chairperson  
Sweet Home Planning Commission

Respectfully submitted by: Katie Wilcox, Planning Assistant