



CITY OF SWEET HOME PLANNING COMMISSION MEETING Minutes

January 28, 2019, 7:00 p.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Call to Order 7:00PM

Pledge of Allegiance

Roll Call of Commissioners:

Thomas Herb, Lance Gatchell, Greg Stephens, Eva Journey, Greg Korn, Henry Wolthius (Absent)

Staff: Jerry Sorte, Joe Graybill, Angela Clegg

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.

No public comment

Election of Chairperson and Vice-Chairperson

Commissioner Stephens stated that he thought Commissioner Gatchell and Commissioner Wolthius were doing a good job and suggested that they be appointed for another term. A short discussion in agreement occurred and then the motion was called.

Motion: Commissioner Stephens

2nd: Commissioner Herb

5 ayes, 1 absent

Chair: Lance Gatchell

Vice Chair: Henry Wolthius

Planning Commission Training

Director Sorte discussed his reason for the training. Purpose is to give the Planning Commission a brief introduction to what the Land Conservation and Development Commission has on their website for training. The path to get to the training videos: City of Sweet home website, Community and Economic Development page, Planning Commission page, Planning Commission materials, OR land use planning online training.

Staff is still working on the website and is going to be adding some links for the Planning Commission to use as reference and training.

The Oregon Land Use Online Training: Key Chapters 1-4 relevant to our area. Sorte played short clips and then had a discussion. We went through a staff report, and then opened it up for Commissioners to ask some questions.

Videos watched:

- The role of cities and governments.
- Comprehensive Plans

- Zoning
- Land Divisions
- Local Land Use Decisions
- Process
- Ex parte contact, Bias and Conflict of Interest

Sorte explained about the comprehensive plan and explained what the plans use is. It has not been updated in his time at Sweet Home.

May be worth looking at the sections that were skipped over. Sorte brought up SHMC 2.20 City Planning Commission. Review of R-1 Zone code as an example of the process. What staff goes through at the counter when customers come in. Conditional Uses may conform to the Comprehensive plan and it may not.

Clegg passed out binders with the following weeks staff report to use as an example to go through. Sorte walked through the parts of the staff report. The key section is Section III.

- The decision the Planning Commission makes should be based on the criteria listed in the code.
- Staff references the applicable criteria in bold.
- Staff findings follow the code.
- Staff findings are to answer the questions as to whether the application follows code.
- Sorte reemphasize that it is important to read through the criteria.
- Finally, staff will draw conclusions, and possibly apply conditions of approval.

The other type of decision is legislative. That's when we are starting to change the code.

Gatchell – observation of Staff Reports. “this application complies to this criteria”. Gatchell doesn't think that this is always correct. He would like to see something else if it does not comply. Staff needs to do a better job at the analysis of the findings. Ultimately, if the Planning Commission doesn't agree it's OK. During deliberation, commissioners can talk about what the criteria means even if it's not the same as what staff has interpreted it as.

Gatchell asked about pre-planning meetings like what is suggested in the video. Sorte stated that staff is trying to get back to doing more of them. The benefit is that planning, building, and engineering are in the room with the applicant. It also helps to weed out applications that don't comply with code.

Stephens made a statement about the cost of the applications. Sorte quoted some of the applications prices and stated that the fees do not totally cover the costs of the process. Pre-application meetings can help the applicant avoid unnecessary fees.

Jurney asked about raising the fees to recoup some of the costs. Sorte stated that the City made a fee increases last year and will raise fees to match inflation.

Gatchell stated that one of the videos mentioned that if commissioner visits the site then he/she needs to disclose that you have exparte information. Herb stated that he has asked about that in the past. Gatchell thinks that it needs to be disclosed. Jurney says that it needs to be disclosed. It's not exparte if commissioners state what happened. Jurney stated that there is supposed to be enough info in the staff report. Jurney said that her training says that commissioners can't go out to the site unless everyone goes. Sorte explained that they did site visits in Polk County. Commissioners could walk through the site, but commissioners couldn't discuss it while commissioners were out there. Korn said he did the same thing on the board of appeals. Korn feels like commissioners should visit the site. Herb continued the discussion as to when do commissioners have to excuse themselves. Discussion continued between Korn and Herb. If commissioners have an issue being fair and impartial commissioners may have a conflict of interest. Let staff know if there is anything commissioners would like to see, and staff will make sure to put it in the staff report. When commissioners start gathering evidence then commissioners will be in conflict. Gatchell thinks its fine to drive by and just tell the group that he did. Korn said he will drive by and will inform the Commission. Sorte will consult legal to find out for sure. Sorte recommended that the cleanest way to do it would be a site visit. The Commission can hold a public hearing, leave the hearing open, conduct a site visit, open to members of the public, and then would come back and deliberate. Korn feels that if legal comes back with that a drive by is ok, then he is good with that. Staff can provide recommendations. Sorte gave the various options to what can happen at the end of a meeting. Sorte asked about how they will make the decision.

Gatchell asked about the timeline and plan for Sorte's replacement. Sorte informed the Commission that they are looking at using COG for planning services. There was discussion about the role of COG and how we will be using their services.

Jurney – Asked about redoing the code and is wondering about the process from here. She is worried about the work that has been done will not be picked up and continued. She's worried about it dragging on. Sorte stated that there have been early talks with John Morgan. Sorte recommended to make contact with John Morgan to finish the new code, and then the new staff will do the yearly updates.

Discussion about a going away party for Sorte.

Staff Update on Planning Projects.

- Jerry needs to schedule another public hearing for possibly the 19th or February 25th? Monday the 18th is a holiday.

We will schedule for the 19th.

Change start time to 6:30.

- OPR Grant Update
Clegg informed the Commission about the Oregon Park and Recreation Grant that she has been working on. The overall project cost is \$425,000. The City will come up with 40% match. Sorte added that it is basically the 'finish lower Sankey Park grant'. Graybill told the Commission that they should go look at the new restroom that has been installed. The electrical is done, and they will be installing the concrete within the week. Sorte added that it is a State grant and talked about the amount of similar grants. He gave an example of the Joseph, OR park. Sorte stated that he thinks that we have a good chance to getting the grant. Clegg stated that if the proposal is approved by City Council then the Commission will see a big campaign to raise the match amount.
- City Hall Update from Joe Graybill, Staff Engineer
The proposal is to be done at the end of April or the first week of May. Its in progress. Stephens asked if the project was under budget, and Graybill confirmed that it was. Gatchell asked about whether there was a penalty if the contractor doesn't get the project doesn't get done on time. There have been some changes that have had to be made, but most of it has come from the City.

Adjournment: 8:25 PM

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 Community and Economic Development Office at (541) 367-8113.

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 Meeting of October 15, 2018.

 4/16/2019
Lance Gatchell Chairperson
Sweet Home Planning Commission

Respectfully submitted by: Angela Clegg, Associate Planner