

MISSION STATEMENT

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.



CITY OF SWEET HOME CITY COUNCIL AGENDA

WIFI Passcode:
guestwifi

February 27, 2018, 6:30 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.

A. Call to Order and Pledge of Allegiance

B. Roll Call:

Councilor Briana	Councilor Gourley
Councilor Coleman	Mayor Mahler
Councilor Gerson	Councilor Trask
Councilor Goble	

C. Consent Agenda:

- a) Approval of Minutes: February 13, 2018 – WS (pg. 3)
- b) Approval of Minutes: February 13, 2018 (pg. 4- 8)

D. Recognition of Visitors and Hearing of Petitions

- a) SHOCASE Presentation (pg. 9)

E. Old Business:

F. New Business:

G. Introduction, First and Second Reading of Ordinance Bills

- a) INTRODUCTION
- b) FIRST READING
- c) SECOND READING

H. Third Reading of Ordinance Bills (Roll Call Vote Required)

I. Resolutions

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.

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J. Reports of Committees:

Admin. & Finance/Property	Goble
Public Safety/Traffic Safety	Coleman
Public Works	Mahler
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Fire District	Trask
Council of Governments	Gerson
Area Commission on Transportation	Coleman
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley

K. Reports of City Officials:

- a) Mayor's Report
- b) City Manager's Report
- c) Department Director's Reports:
 - i. Finance Director
 - (1) SHMC January 2018 Report (pg. 10)
 - ii. Library Services Director
 - iii. Community and Economic Development Director
 - (1) Planning Commission Meeting Minutes 02-05-18 (pg. 11-15)
 - iv. Police Chief
 - v. Public Works Director
 - vi. City Attorney's Report

L. Adjournment

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SWEET HOME CITY COUNCIL
SPECIAL MEETING WORK SESSION MINUTES

February 13, 2018

The City Council Work Session was opened at 5:30 p.m. in the City Hall Annex.

Roll Call:	Councilor Briana	P	Councilor Gourley	P
	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P (5:32)		

Staff: City Manager Ray Towry, City Attorney Robert Snyder, Public Works Director Greg Springman, Finance Director Brandon Neish, and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era
Alex Paul, Albany Democrat Herald

The purpose of the meeting was a presentation on the Sweet Home Wastewater Treatment Plant Rehabilitation by Murraysmith. Murraysmith's proposal is to focus on the project is to rehabilitate and reuse existing assets currently at the treatment plant, continued focus on the collection system, improve O&M efficiencies and reduce operating costs, and maximize investments and target reasonable rates for future generations. Rehabilitation is a more effective and lower cost approach, reducing the total cost 40-50%. The overall project schedule was presented with the project to be completed in four phases, the estimated project completion to be October 2022.

The meeting adjourned at 6:35 p.m.

The foregoing is a true copy of the proceedings of the City Council at the February 13, 2018 City Council Work Session Meeting.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
MEETING MINUTES

February 13, 2018

Mayor Mahler called the meeting to order at 6:44 p.m. in the City Hall Annex. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, City Attorney Robert Snyder, Police Chief Jeff Lynn, Community and Economic Development Director Jerry Sorte, Public Works Director Greg Springman, Library Director Rose Peda, Finance Director Brandon Neish and Recording Secretary Julie Fisher

Visitors Registered to Speak: Paul Gould

Media: Sean Morgan, The New Era
Alex Paul, Albany Democrat Herald

Roll Call:	Councilor Briana	P	Councilor Gourley	P
	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P		

Consent Agenda:

Motion was made to approve the Consent Agenda as submitted. (Goble/Trask) Motion passed with 7 Ayes, 0 Opposed.

Items on the consent agenda are as follows:
Approval of Minutes: January 23, 2018

Recognition of Visitors & Hearing of Petition:

Paul Gould
1961 37th Circle
Sweet Home, OR 97386

Paul Gould introduced himself and stated he was unhappy with the rate increase for sewer and the cost of water. He also would like the City to consider creating a community garden.

Proclamation: City of Sweet Home, Medal of Honor City

Milt Moran and Commander Dale Jenkins introduced the Medal of Honor Highways/Cities program and announced a ceremony on Friday, February 16th at 1pm at Shea Point to unveil the new Medal of Honor Highway sign that was purchased by Cascade Timber Consulting, Inc., Murphy Company, Sweet Home Timber, Radiator Supply House, Inc. and Oregon Trail Chapter 72 of the Korean War Veterans Association.

The Mayor read a proclamation recognizing the City of Sweet Home as a Medal of Honor City.

Proclamation: City of Sweet Home, 125th Anniversary

The Mayor read a proclamation recognizing February 10, 2018 as the City of Sweet Home's 125th anniversary.

Volunteer Emergency Management Coordinator Tommy Mull

Tommy Mull introduced himself as the Emergency Management Coordinator for the City of Sweet Home and spoke to the importance of emergency preparation work that is being done.

Old Business:

9th Avenue property Discussion

City Manager Ray Towry brought the question before Council if the price of the 9th Avenue property should be adjusted. The property was listed at \$349,900.00 in June 2017.

Motion to authorize staff to negotiate a sale price and to come back to Council for approval but not less than \$250,000.00 (Goble/Gerson)

Roll Call Vote:

Councilor Briana	Aye
Councilor Coleman	Aye
Councilor Gerson	Aye
Councilor Goble	Aye
Councilor Gourley	Naye
Mayor Mahler	Naye
Councilor Trask	Naye

New Business:

Request for Council Action
OLCC License Request for Midway Market/Mr. Lucky's Deli.

Motion to recommend an OLCC license be granted to Mr. Lucky's Deli (Gerson/Trask) 7 Ayes, 0 Opposed

Request for Council Action – OLCC License Request for Downtown Lounge

Motion to recommend an OLCC license be granted to Downtown Lounge (Briana/Trask) 5 Ayes, 2 Opposed (Gerson/Coleman)

Request for Council Action – Community Grants Award

Motion to approve \$1500 from the 2017-2018 Community Grants Program to be allocated as follows: \$500 to Friends of the Library Community Bookstore shelving, \$500 to the United Way of Linn County for the Dolly Parton Imagination Library, and \$500 to the President's Club for Christmas in Sweet Home with the requirements to provide verification that the grant funds will only be spent to aid Sweet Home residents (Gourley/Coleman)

Roll Call Vote:

Councilor Coleman	Aye
Councilor Gerson	Aye
Councilor Goble	Aye
Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Trask	Aye
Councilor Briana	Aye

Request for Council Action – Grape Street Waterline Project.

Engineering Technician Trish Rice presented a power point on the Grape Street Waterline Projects and explained the difficulties

and unforeseen issues they encountered during the project.

Motion to authorize additional payment in the amount of \$6,278.03 to conclude the contract with Houck Construction Co. of Salem, Oregon (Gourley/Trask)

Roll Call Vote:

Councilor Gerson	Aye
Councilor Goble	Aye
Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Trask	Aye
Councilor Briana	Aye
Councilor Coleman	Aye

Introduction, First and Second Reading of Ordinance Bills: None

None

Introduction: None

None

First Reading: None

None

Second Reading: None

None

Third and Final Reading of Ordinance Bills: None

None

Resolutions:

Committee Reports:

Administration & Finance/
Property Committee None

Public/Traffic Safety None

Public Works None

City Boards/Committees:

Chamber of Commerce Councilor Coleman announced the Awards Banquet on April 2nd.

Fire District None

Park & Tree Commission Councilor Trask referred to the minutes in the packet.

Y.A.C. None

Ad Hoc Committee
Community Healthcare Councilor Gourley reported Dr. Horton's group met and will begin to survey ways Western University can engage their medical students with the community.

Councilor Gourley reported the Medal of Honor City proclamation

goes along well with the Banner Project.

Regional Boards/Committees:

Area Commission on
Transportation (ACT)

None

COG

None

Solid Waste Advisory
Council (SWAC)

Councilor Goble stated there will be a meeting on March 14th.

Mayor's Report

Mayor Mahler announced the ceremony Friday, February 16, 2018 at Shea Point for the Medal of Honor Highway/Cities.

City Manager's Report

City Manager Ray Towry reported on the following:

Executive Team Retreat on January 30th and 31st was a productive time.

Council Training – a start time was set for 4pm on January 23rd and 9am on 24th and will be held at East Linn Christian Academy.

There will be a City Council Work Session on February 27th at 5:30pm for a presentation from S|EA to discuss the new City Hall floor plan and process moving forward.

The Council will have a work session next month with Cascade Computer for laptop training.

Department Directors Reports:

Finance Director

Finance Director Neish presented the monthly report adding that ACH transactions have been added.

FD Neish stated February 14, 2017 will be shut off day, last month 106 accounts had been shut off due to non-payment.

Library Director

Library Services Director Peda announced 50 children and 30 adults attended the magic show at the library earlier in the day.

LSD Peda stated she is working on a Trust Management Grant LLC. for \$9,907 for computer upgrades that will included scanning services and wireless printing.

Community and Economic
Development Director

CEDD Sorte reported the City and partners have been invited to apply for the second step in a grant from Business Oregon. The grant is for \$50,000.00 with a match from Regional Accelerator Innovation Network (RAIN) that would be used to create a position that would focus on creating an entrepreneurial environment. There is a future opportunity for additional grant funds for continued support.

Police Chief

None

Public Works

Public Works Director Greg Springman stated they were filling a

training opportunity for a Public Works Maintenance Superintendent.

City Attorney

None

Adjournment: With no further business the meeting adjourned at 8:14 PM.

The foregoing is a true copy of the proceedings of the City Council at the February 13, 2018 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

February 20, 2018

Dear Mr. Towry and City Councilors

The Sweet Home Oregon Coalition for Artistic and Scholastic Enrichment (SHOCASE) is a group of volunteer community members from all walks of life who would like to see an artistically richer community. Our mission is "To advance a deeper understanding and appreciation for the arts in the Sweet Home community."

SHOCASE has grown out of the Sweet Home Auditorium Committee (SHARC) and its goal is to improve the High School auditorium. SHOCASE is affiliated with the Sweet Home Community Foundation.

SHOCASE wishes to work with organizations and individuals throughout the community to advance the arts in Sweet Home. There is a large contingent of artists both active and retired in visual and performing arts, and a space to showcase their contribution to the community would be in the public interest.

With the advent of the new city hall, an opportunity presents itself for SHOCASE to partner with the City to develop art spaces. Would the City be open to discussion for inclusion of art of all types at the new city hall? This could mean a display wall and a locked display case at a minimal cost of less than \$2,000.

We look forward to an interesting discussion in the very near future.

Sincerely,



SHOCASE Board of Directors
Duncan Tuomi, Chairperson
(541) 367-7142 / duncantuomi@gmail.com

Sean Morgan, Vice Chairperson

Ken Collins, Treasurer

Rose Peda, Secretary

**SWEET HOME MUNICIPAL COURT MONTHLY REPORT
JANUARY 2018**

OFFENSE CLASS	FILED	TERMINATED	TRIALS
MISDEMEANORS	<u>24</u>	<u>32</u>	<u>1</u>
VIOLATIONS	<u>35</u>	<u>51</u>	<u>1</u>
TOTALS	<u><u>59</u></u>	<u><u>83</u></u>	<u><u>2</u></u>

WARRANTS	<u>78</u>
SUSPENSIONS	<u>25</u>
SHOW CAUSE ORDERS	<u>18</u>
COURT ASSIGNED CASE	<u>273</u>

COURT REVENUE:

TOTAL DEPOSITS	+	<u>20,693.09</u>
		0.00
TOTAL BAIL FORFEIT	+	<u>0.00</u>
		0.00
TOTAL BAIL (CURRENT MONTH)	-	<u>0.00</u>
		0.00
TOTAL REFUNDS (NON-BAIL)	-	<u>0.00</u>
		0.00
TOTAL COURT REVENUE		<u><u>20,693.09</u></u>

**TOTAL NON-REVENUE
CREDIT ALLOWED
AGAINST FINES:**

	<u>0.00</u>
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CASH PAYMENTS TO:

CITY	<u>19,162.19</u>
STATE	<u>1,161.90</u>
COUNTY	<u>160.00</u>
OTHER	<u>209.00</u>
TOTAL	<u><u>20,693.09</u></u>

COURT PAYMENTS:

CITY (FINES)	<u>6,303.00</u>
RESTITUTION & OTHER	<u>209.00</u>
UNITARY ASSESSMENT	<u>1,143.90</u>
COUNTY/JAIL ASSESSMENT (CA/CC)	<u>160.00</u>
LEMLA & SCFS	<u>0.00</u>
DUII	<u>18.00</u>
PAYMENTS TO OTHER AGENCIES	<u>0.00</u>
CITY COSTS (FEES)	<u>12,859.19</u>
TOTAL COURT PAYMENTS	<u><u>20,693.09</u></u>

RECEIVED FROM COLLECTIONS THIS MO:	<u>8,238.19</u>
RECEIVED FROM COLLECTIONS TO DATE:	<u>206,292.53</u>
TURNED TO COLLECTIONS TO DATE:	<u>2,122,400.90</u>

BALANCE FORWARD: audited	<u>1,544,591.98</u>
NEW A/R IMPOSED BY JUDGE:	<u>65,604.44</u>
MINUS:	
PAYMENTS REC'D BY COURT:	<u>(12,454.90)</u>
NON-REVENUE CREDIT:	<u>0.00</u>
SENT TO COLLECTIONS:	<u>(29,597.00)</u>
NET A/R	<u><u>1,568,144.52</u></u>



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

PLANNING COMMISSION MEETING
February 5, 2018
CITY HALL ANNEX - COUNCIL CHAMBERS
1140 12TH AVENUE

PUBLIC MEETING CALL TO ORDER AT 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL ATTENDING:

Edith Wilcox Henry Wolthuis Eva Jurney Thomas Herb
Greg Stephens Lance Gatchell Anay Hausner

STAFF:

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

REGISTERED VISITORS:

Margaret E. Cooper, 4964 Airport Road, Sweet Home, OR 97386
Susan Satre, 4964 Airport Road, Sweet Home, OR 97386
Tina Lint, 1780 11th Avenue, Sweet Home, OR 97386
Colleen Maynard, PO Box 566, Sweet Home, OR 97386
R. Shamover, PO Box 187, Crawfordsville, OR 97336
Brandy Frick, 4680 Long Street, Sweet Home, OR 97386
Vic Rehart, 24874 W Brush Creek Road, Sweet Home, OR 97386
Ronald Abbot, PO Box 304, Crawfordsville, OR 97336
Nathan Rehart, 24874 W Brush Creek Road, Sweet Home, OR 97386
Brian Frick, 4680 Long Street, Sweet Home, OR 97386
Ronald Abbot Jr. PO Box 304, Crawfordsville, OR 97336

APPROVAL OF MINUTES

Chairperson Gatchell moved the discussion for corrections to the January 22' 2018 meeting minutes to the next public hearing.

PUBLIC HEARING

CU 17-08 and VR 17-07: The applicant is requesting a conditional use permit and variance to build a garage/shop on the subject property. The proposed garage/shop would be 32-feet wide by 32-feet long (1,024 square feet). A conditional use permit is required because this would be the establishment of a "secondary use on a lot without a primary use." There is not a dwelling located on the property. A variance is required because the garage would exceed the 864 square foot size limitation on accessory structures. The subject property contains 7,213 square feet, and is located in the Residential High-Density (R-2) Zone.

PUBLIC HEARING OPENED AT 7:00 PM

Chairperson Gatchell stated the following;

The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Personal Bias: None
Conflict of Interest: None
Exparte: None

CEDD Jerry Sorte explained the Land Use request, staff report, and background of the property. He then reviewed approval criteria that are applicable to the conditional use and variance requests, as well as the staff findings, and application. He recommended that the Planning Commission hear testimony and make a decision on this matter. He also asked that the Planning Commission specify the appeal period and direct staff to prepare an order for signature of the Commission Chair. He then asked if there were any questions of staff.

Questions for Staff: None

Chairperson Gatchell asked the applicant to speak to the request.

Margaret Cooper explained that she is currently living at the property next door and she is need of a place to store her RV and extra vehicles. She explained that she originally designed the shop with a small living space, but due to current events she needs to move forward the accessory structure alone. She stated that she wants to place the structure so that a home can be added at a later date. She explained she will be putting in sidewalks and driveways. She also explained that she has a twelve-foot easement in the back (north) section of the property, where she cannot build. She explained that she will give the property to her sons in the future, so that if they need to build a home they can. She explained that she will have all the sewer, water and other utilities already constructed to the building, so that when someone is ready to build a home it is ready.

Discussion Ensued about the land use request.

Concerns Included:

Front setbacks
Easement location
Location of the structure
Future use
Sidewalks and Gutters
Limitations for Approval
Height of Accessory Structures

Ideas Included: None

Testimony in Favor: None
Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 7:15PM

Planning Commission discussed the applications.

Concerns and Considerations:

Application follows all the rules

Straight forward application

Off street parking

Hard surfaced approach

Lighting trespass and glare

Commissioner Wolthuis moved to approve applications CU 17-08 and VR 17-07; of the applicant: Margaret Cooper; Request: A conditional use permit and variance in order to build a 1,024 square foot garage/shop building in the Residential High-Density (R-2) Zone. Property location: One Property West of 4964 Airport Road, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E34B Tax Lot 6100. There will be a 12-day appeal period from the date of the mailing of the decision, and direct staff to prepare an order to be signed by the Chair to memorialize this decision. The approval is subject to the following conditions;

1. Two hard surfaced off street parking spaces shall be required.

Commissioner Journey seconded the motion.

Question was called

Aye (7)

Commissioner Journey, Commissioner Herb, Commissioner Wolthuis, and Vice Chairperson Hausner, Commissioner Wilcox, Commissioner Stephens, Chairperson Gatchell

Nay (0)

Motion Passed Unanimously 7 Ayes to 0 Nays

COMMENTS FROM THE PUBLIC

Tina Lint explained that she is the Park Caretaker at Northside City Park. She explained that she was given an approved Conditional Use Permit in 2009, to place her RV at the Park. She said that the City has since evicted her telling her that her Park Model trailer is in noncompliance with the nuisance code and it doesn't meet the minimum of one thousand square feet for a dwelling in that zone.

CEDD Jerry Sorte explained a conditional use is authorization for a particular use, but the property owner does not have to exercise that use. The City has made a decision to not have a caretaker at the park for a variety of reasons.

Tina Lint explained she has not been given a reason, besides the noncompliance. She stated that the City is trying to retire them because they are old.

CEDD Jerry Sorte explained that all citizens need to be heard but this is a decision that is now at the City Council level.

Concerns Included:

- Ownership of the property
- The needs for the City and the parks
- Approval window for Conditional Use
- City's prerogative to use property as they wish

Ideas Included:

- Speaking to the City Manager
- Speaking with City Council

WORK SESSION: CODE UPDATES

Discussion Ensued about Senate Bill 1051. **CEDD Jerry Sorte** explained that Senate Bill 1051 includes regulations that will need to be adopted and applied through our local government in regards to needed housing. He explained that the City of Sweet Home will have to allow accessory dwelling units but they can be subject to reasonable local regulations, which would be clear and objective standards.

Concerns Included:

- Compliance with State Regulations
- Apply Senate Bill 1051 directly if code is not updated

Ideas Included:

- Applying clear and objective standards
- Size limit
- Metrics for measurement (square footage or percentage)
- To require or not require additional parking
- Owner occupancy
- Standards related to siting and design
- Pros and Cons to owner occupancy requirement
- Site built versus trailers or RV's

Decision was made:

- Move forward with drafting accessory dwelling unit standards based on concerns and ideas as stated in this work session.

ADJOURNMENT

PUBLIC MEETING CLOSED AT 8:45PM

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 February 5, 2018.

Lance Gatchell Chairperson
Sweet Home Planning Commission

Respectfully submitted by: Katie Wilcox, Planning Assistant

DRAFT