

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

March 27, 2018, 6:30 p.m.  
City Hall Annex, 1140 12th Avenue  
Sweet Home, OR 97386

WIFI Passcode:  
guestwifi

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: March 13, 2018 – City Council Work Session (pg. 3)  
March 13, 2018 – City Council (pg. 4-8)

**D. Recognition of Visitors and Hearing of Petitions:**

- a) **Proclamations:** Child Abuse Prevention Month (pg. 9-10)

**E. Old Business:**

**F. New Business:**

- a) Request for Council Action – Appointment to Budget Committee – Dix (pg. 11-13)
- b) Request for Council Action – Facility Dude Project Management Contract (pg. 14-21)
- c) Request for Council Action – Economic Development Strategy (pg. 22-25)

**G. Introduction, First and Second Reading of Ordinance Bills**

- a) INTRODUCTION
  - i. Ordinance No. 1 for 2018 – An Ordinance Annexing Territory Within the Urban Growth Boundary and Amending the Sweet Home Zoning Map and Declaring a Need for Expediency Clause (pg. 26-34)
- b) FIRST READING

*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.*

**MISSION STATEMENT**

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- i. Ordinance No. 1 for 2018 – An Ordinance Annexing Territory Within the Urban Growth Boundary and Amending the Sweet Home Zoning Map and Declaring a Need for Expediency Clause (pg. 26-34)
- c) **SECOND READING**
  - i. Ordinance No. 1 for 2018 – An Ordinance Annexing Territory Within the Urban Growth Boundary and Amending the Sweet Home Zoning Map and Declaring a Need for Expediency Clause (pg. 26-34)

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

**I. Resolutions**

**J. Reports of Committees:**

Administrative & Finance/Property (Minutes 03-08-18) (pg. 35)	Goble
Public Safety/Traffic Safety	Briana
Public Works	Mahler
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Fire District	Trask
Council of Governments (Councilor Gerson Report) (pg. 36-41)	Gerson
Area Commission on Transportation	Briana
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health (Minutes 03-19-18) (pg. 42)	Gourley
Capitol Christmas Tree Committee	Coleman

**K. Reports of City Officials:**

- a) Mayor’s Report
- b) City Manager’s Report
  - i. Minutes 03-08-18 – SP (pg. 43)
- c) Department Director’s Reports:
  - i. Finance Director
    - (1) SHMC Report (pg. 44)
    - (2) Budget Comparison
  - ii. Library Services Director
  - iii. Community and Economic Development Director
    - (1) Planning Commission Minutes 03-12-18 (pg. 45-50)
  - iv. Police Chief
  - v. Public Works Director
  - vi. City Attorney’s Report

**L. Adjournment**

*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.*

SWEET HOME CITY COUNCIL  
SPECIAL MEETING WORK SESSION MINUTES

March 13, 2018

The City Council Work Session was opened at 5:03 p.m. in the City Hall Annex.

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

Staff: City Manager Ray Towry, Public Works Director Greg Springman, City Attorney Robert Snyder (5:10pm), and Recording Secretary Julie Fisher.

Visitors: Bill Matthews, Joe Graybill (5:25 pm)

Media: Sean Morgan, The New Era

The purpose of the meeting was a presentation by S|EA Architects on the new City Hall project. Liz Kale, Kate Dougherty and Sid Scott explained the process of how the plan was designed and reviewed the plans with the members of the Council. They discussed to include finishes that could engage the community potentially including historical images of Sweet Home. Council stated changes they wanted to see in the current design. S|EA asked for consensus on several items for direction moving forward.

The meeting adjourned at 6:10 pm.

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

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

SWEET HOME CITY COUNCIL  
MEETING MINUTES

March 13, 2018

Mayor Mahler called the meeting to order at 6:30 p.m. in the City Hall Annex. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, Community and Economic Development Director Jerry Sorte, Public Works Director Greg Springman, Library Services Director Rose Peda, City Attorney Robert Snyder, and Recording Secretary Julie Fisher

Visitors Registered to Speak: Alan & Peggy Stutz

Media: None

<b>Roll Call:</b>	Councilor Briana	P	Councilor Gourley	P
	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	AB		

**Motion to Excuse Councilor Goble from the March 13, 2018 City Council Meeting (Trask/Briana) 6 Ayes, 0 Opposed and 1 Absent (Goble)**

**Consent Agenda:** **Motion was made to approve the Consent Agenda as submitted. (Gourley/Gerson) Motion passed with 6 Ayes, 0 Opposed, 1 Absent (Goble)**

Items on the consent agenda are as follows:  
Approval of Minutes: February 23-24, 2018 Council Training  
February 27, 2018 – WS  
February 27, 2018

**Recognition of Visitors & Hearing of Petition:**

Public Hearing: Annexation  
Alan and Peggy Stutz  
845 Alder  
Sweet Home, OR 97386

**Public Hearing:**  
**A Public Hearing (Annexation) Opened at 6:31pm.**

Mayor Mahler read the Public Hearing Statement explaining the Public Hearing Process.

Personal Bias: None

Conflict of Interest: None

Exparte Information: Councilor Briana drove by the property but had no additional information to share.

Staff Report: Community and Economic Development Director Jerry Sorte gave a brief overview: A Public Hearing for applications AX 17-01 and ZC 17-01: Applications to annex an approximately .52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The

Request is also to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential – 1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone. The applicants are Alan and Peggy Stutz, and the property address is 845 Alder Street, Sweet Home, OR 97386.

CEDD Sorte reviewed the decision criteria and noted it would be good future practice to also annex the roadway. A Public Hearing was held by the Planning Commission who recommended approval. If the City Council is to approve the applicant's request, an ordinance would come before Council.

**Testimony from Applicants:**

Alan and Peggy Stutz  
845 Alder  
Sweet Home, OR 97386

Alan Stutz explained the septic on the property is not repairable within Linn County standards and because it is within 300' of the City system they are required to connect. It is for that reason the annexation is necessary. The home currently on the property is inhabitable, but the owner's plan on a building a new home in the future.

**Testimony in Favor:**

None

**Testimony in Opposition:**

None

**Neutral Testimony:**

None

**The Public Hearing was closed at 6:46pm.**

**Motion to approve applications AX 17-01 and ZC 17-01 (Gourley/Briana) 6 Ayes, 0 Opposed, 1 Absent (Goble)**

**Old Business:**

Request for Council Action –  
Murraysmith Contract and Timeline

Public Works Director Greg Springman introduced the Request for Council's consideration to enter a Professional Service Agreement with Murraysmith for the Wastewater Treatment Plant (WWTP) explaining the proposal was for 25% of the full design. The final design could be 1.5 million. PWD Springman explained funding options and projected costs.

City Manager Ray Towry added that the City held a "One Stop" with Business Oregon, DEQ and USDA and were given the best option for funding. Sweet Home qualified for the lowest interest rate at 2.21% on a reimbursement basis. Murraysmith brought in a consultant to help the City with the USDA process.

**Motion to approve the professional services contract with Murraysmith for Engineering Services – WWTP Schematic Design in the amount of \$787,760. (Briana/Gourley)**

**Roll Call Vote**

<b>Councilor Gourley</b>	<b>Aye</b>
<b>Councilor Goble</b>	<b>Absent</b>
<b>Mayor Mahler</b>	<b>Aye</b>
<b>Councilor Trask</b>	<b>Aye</b>
<b>Councilor Briana</b>	<b>Aye</b>
<b>Councilor Coleman</b>	<b>Aye</b>
<b>Councilor Gerson</b>	<b>Aye</b>

**New Business:**

Request for Council Action – Appointment to Park & Tree Committee – 4 year term

**Motion to appoint Lance Shreves to the Park and Tree Commission for a full four year term to expire 03-13-2022. (Gourley/Coleman) 6 Ayes, 0 Opposed, 1 Absent (Goble)**

Request for Council Action – Appointment to Park & Tree Committee – 2 year term

**Motion to appoint Debra Northern to the Park and Tree Commission to a partial term to expire 04-26-2020. (Gourley/Coleman) 6 Ayes, 0 opposed, 1 Absent (Goble)**

**Introduction, First and Second Reading of Ordinance Bills:**

**Introduction:** None

**First Reading:** None

**Second Reading:** None

**Third and Final Reading of Ordinance Bills:** None

**Resolutions:** None

*Committee Reports:*

Administration & Finance/  
Property Committee      None

Public/Traffic Safety      None

Public Works      None

*City Boards/Committees:*

Chamber of Commerce      Bill Matthews, Chamber of Commerce Director requested the City Council to address issues of livability and employment. City Manager Towry stated the City of Sweet Home has been invited to participate in a regional effort with the City of Albany, City of Lebanon and Commissioner Tucker addressing those issues.

Fire District      None



Community and Economic  
Development Director

CEDD Sorte referred to the minutes and Department Report included in the packet. CEDD Sorte introduced a 2018 Draft Action Plan for Economic Development. The action plan will be a business item for discussion during the next Council meeting. CEDD Sorte talked about opportunities to hire a part time temporary project assistant to help projects move forward. Development Code updates and still progressing. The City is working on obtaining a grant for a staff person dedicated to regional economic development efforts in partnership with RAIN. CEDD Sorte is looking at the incubator building (FLEX) as an opportunity for economic development.

Police Chief

None

Public Works

None

City Attorney

None

Adjournment:

With no further business the meeting adjourned at 7:46 PM.

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

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder





# Child Abuse Prevention Month Proclamation



**Whereas,** children are vital to our Oregon's future success, prosperity and quality of life as well as being our most vulnerable assets;

**Whereas,** all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development;

**Whereas,** child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community;

**Whereas,** communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential;

**Whereas,** effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

**Therefore,** I Greg Mahler, Mayor, do hereby proclaim **April** as **Child Abuse Prevention Month** and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

**Proclaimed** this 27th day of March, 2018.

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Greg Mahler - Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

# APRIL IS CHILD ABUSE AWARENESS MONTH



Sweet Home Police Department will once again be planting a Pinwheel Garden at the PD on Saturday, April 7th @ 11:00 a.m.

We are asking local residents, schools and businesses to participate.

You can purchase your Pinwheels for \$1.00 each starting April 1st at the Police Department. All proceeds go to the ABC House to assure Sweet Home kids get to their assessment appointments by providing gas cards or transportation.



## WALK FOR A CHILD



New this year is our Walk for a Child event right after planting our Pinwheel Garden...We are asking moms, kids, business owners, school teachers, grandparents and friends to bring your kids, and Walk a Mile For A Child! We will be escorted by SHPD and walk from the police department to Safeway and back...

PLEASE wear **BLUE** clothing to the event.... Bring your strollers, wagons and bikes and walk in support of **SAFETY** for ALL children!!

This is a kick-off year—so no registration fee this year.

### SWEET HOME POLICE DEPARTMENT

1950 Main Street  
Sweet home OR 97386  
541-367-5181



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> March 27, 2018	<b>TITLE:</b> Budget Committee Appointment	<b>TYPE OF ACTION:</b> — RESOLUTION
<b>SUBMITTED BY:</b> Ray Towry, City Manager	<b>ATTACHMENTS:</b> Budget Committee Application – Derek Dix	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED:</b>		— OTHER

**PURPOSE OF THIS MEMO:** Council Appointment to the Budget Committee.

**BACKGROUND/CONTEXT:** There are currently four vacant positions on the Budget Committee. Mr. Dix has expressed a desire to serve in this capacity. The Administration and Finance Committee interviewed Mr. Dix on March 8, 2018 and their recommendation is to appoint Derek Dix to a three year term.

**THE CHALLENGE/PROBLEM:** State Law (ORS 294.336) mandates a budget committee for all Oregon local governments that consists of Council and an equal number of citizen voters. The City of Sweet Home has four citizen voter vacancies on the Budget Committee with the budget process to start in May.

**STAKEHOLDERS:**

1. Elected Officials
2. Employees of the City
3. Citizen Groups
4. Business Leaders
5. Community Members

**ISSUES & FINANCIAL IMPACTS:**

1. *None Known*

**ELEMENTS OF A STABLE SOLUTION:** Ensuring citizen and stakeholder involvement in the preparation and adoption of a Budget that is directed towards achievement of goals within the constraints of the available resources.

**OPTIONS:**

1. *Do Nothing.*
2. *Seek Additional Applicants*
3. *Make a Motion* to appoint Derek Dix to the City of Sweet Home Budget Committee with a 3 year term to expire March 27, 2021.

**RECOMMENDATION:**

*Staff Recommends Option 3:* It is recommended to Make a Motion to appoint Derek Dix to the City of Sweet Home Budget Committee with a term to expire March 27, 2021.



**CITY MANAGER'S OFFICE**

1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969 541-367-5113  
FAX  
HYPERLINK  
"mailto:Jfisher@ci.sweet-home.or.us" [Jfisher@ci.sweet-home.or.us](mailto:Jfisher@ci.sweet-home.or.us)

**BOARD/COMMITTEE/COMMISSION APPLICATION**

**Applicant Information (Please type/print clearly):**

Name: Derek D. Dix

Permanent Address: 908 Alder St. Sweet Home, OR 97386

Mailing Address: 908 Alder St. Sweet Home, OR 97386

Contact Phone Number: (503)453-5263

E-Mail Address: ddix5262012@gmail.com

Preferred method of contact: Mail Phone Email

Occupation: Warehouse Team Member Employer: Lowe'r RDC

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee  Planning Commission  Library Board
- Traffic Safety Committee  Parks Board  Tree Commission
- Board of Appeals  All Hazard Mitigation Committee

Are you applying for reappointment: Yes No

If yes, how long have you served in this capacity:  Year(s)  Month(s)

1. How long have you lived in the area: 1Year(s) 4 Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.

I have been on staff in several non-profits, where I was on a team that was responsible for determining how we spent our money, setting up systems for how the organization was going to function, and then helping to present, train, and equip people to implement those plans and structures.

3. List current involvement in other community groups and/or activities.

I currently serve in several different capacities. I volunteer with the Fun at Sanky Park evenings in the summer, as well as the community Life Skills For Littles on Wednesday nights, where we teach kids in the Sweet Home community different life skills.

4. What special contribution do you feel you can make to the group/position you are applying for?

I have experience working with non-profits, which means that budgets are usually small. I have served on planning teams where I have been a part of a team that plans, develops and oversees budgets, develops spending plans, presents those budgets, and even helps to keep the non-profit up and running.

I feel that I bring a unique aspect to this committee, because I have experience in many different areas, and I bring a unique perspective that keeps the focus on those we represent, and doing what is best for the organization (Sweet Home), and the people we represent (citizens). I have the experience and track record of doing so with dignity, respect, and with integrity.

**RESIDENCY:**

**The following applies for appointments that require residency and elector status:**

I, Derek D. Dix, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

**CRIMINAL HISTORY BACKGROUND CHECK (CCH):**

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

**PUBLIC DISCLOSURE:**

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Derek D. Dix  
Signature

Date of Signature 02/22/18



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> March 27, 2018	<b>TITLE:</b> Request to enter into contract with Dude Solutions, Inc.	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION <input type="checkbox"/> OTHER
<b>SUBMITTED BY:</b> Brandon Neish, Finance Director	<b>ATTACHMENTS:</b> Facility Dude Contract	
<b>REVIEWED BY:</b>		

**PURPOSE OF THIS RCA:**

To embrace new technology that will allow for easier data tracking and public interaction related to activities in the Public Works Department and Code Enforcement.

**BACKGROUND/CONTEXT:**

The Public Works Department is currently using a system called PubWorks. This system is locally stored on City servers and has been used since approximately 2012. As PubWorks’ data base grows in size and scope, the system is unable to perform effectively and is proving to be unusable. After careful consideration City staff decided that PubWorks is no longer meeting the needs of the department and began working to bring Facility Dude to Sweet Home. Besides accurate reporting, a value-added feature to this software is that the public and City Council are able to track staff progress in real time, helping to bridge communication gaps and engage constituents. The City viewed multiple demonstrations of the software in which various end users were able to see the functionality of the software and the benefit it would bring to the department and the citizens of Sweet Home. Staff is convinced this software will move us toward more efficient operations, better project management, facilitate better transparency with the public and accountability to the Council. Implementation costs will come from the current year budget spread out between various departments with the annual obligation for the software being built into the budget for the future.

**THE CHALLENGE/PROBLEM:**

How does the City ensure that all projects are being completed timely and efficiently? How does the City track the time of its staff to identify inefficiencies, develop best practices and allocate the best the use of resources? The Public Works Department must have an adequate system in place for project management to ensure that the citizens of Sweet Home are being provided the best possible services. PubWorks is proving not to be that vehicle.

**STAKEHOLDERS:**

- City of Sweet Home Residents. Facility Dude will allow for community members to submit various issues in the city such as potholes, water leaks, etc. This expands the “eyes and ears” for the city to aid Public Works in fixing infrastructure that needs repair.
- City of Sweet Home Council Members. Council members will be able to view in real-time all of the work that is being completed in Public Works giving them the benefit of information at their fingertips.

- Public Works Staff. Staff will benefit from the new system as it will provide additional information to them while in the field. Facility Dude includes integration with the City's GIS maps that will aid department staff and will allow the department to track resources used on projects across the city.
- Code Enforcement Official. Facility Dude will give citizens a fast, easy way to not only report code violations to the Code Enforcement Official, but they'll be able to track progress toward the resolution of the issues they report as staff works toward that resolution.

**ISSUES & FINANCIAL IMPACTS:**

Facility Dude is a cloud-based, project management and tracking software system with implementation and annual user fees. The contract before the Council includes the implementation costs of \$12,710.83 necessary to make this software available to Sweet Home. This fee includes consultation costs along with the initial set up costs of each component of the system. The annual user fee will be built into future budgets. When considering the \$5,500 per year cost to utilize PubWorks this becomes a roughly \$6,000 net increase per year.

**ELEMENTS OF A STABLE SOLUTION:**

A software system that not only allows staff to accurately track projects but allows easy access to relevant reporting tools.

**OPTIONS:**

1. Not approve the contract. Staff can continue working with PubWorks despite the system's shortcomings and difficulty to maintain.
2. Approve the contract with Dude Solutions, Inc. for \$12,710.83. City Council can accept the initial costs associated with implementation of this system and approve the contract as written. Annual costs will be built into future budgets and we will apply the \$5,500 per year to utilize PubWorks making it a roughly \$6,000 net increase to current costs per year.
3. Conditionally approve the contract with not to exceed price. Council can conditionally approve the contract while simultaneously directing staff to renegotiate with Dude Solutions, Inc. for implementation costs not to exceed an amount established by Council.

**RECOMMENDATION:**

Staff recommends Option 2. Motion to approve the contract with Dude Solutions, Inc. for \$12,710.83 from the \$2017/18 budget with ongoing costs to be in future budgets. (Roll Call Vote Required)



**PREPARED FOR**

City Of Sweet Home

Gregory Springman  
Public Works Director  
1140 12th Avenue  
Sweet Home, OR 97386

**PREPARED BY**

Dude Solutions, Inc.

**PUBLISHED ON**

March 20, 2018







Solutions - Subscription		Pricing based on
ConnectGIS		9,000 Population
Mobile311 - up to 5 divisions		9,000 Population
<b>Subscription Term:</b> 3 months		<b>Subtotal:</b> \$1,060.83
Implementation & Services		
Mobile311 Consulting Services		
ConnectGIS QuickStart		
Mobile311 - up to 5 divisions QuickStart		
		<b>Subtotal:</b> \$11,650.00
<b>Total Initial Investment</b>		<b>\$12,710.83 USD</b>
Pricing for the First Renewal Term is \$12,730.00		



## Quick Start

**Online support and training is standard with each subscription and includes:**

QuickStart is our product implementation service to accelerate time to value. A Dude Client Advisor provides the guidance you need to ensure a smooth transition and boost user adoption. This service includes goal setting, timeline planning, and online training sessions.

## Legendary Support Team

Your subscription entitles you to world class support from the Legendary Support Team. From 8 am – 6 pm EST, we're standing by ready to assist with any feature/functionality questions. We promise a live person will answer your call within 3 rings and quickly direct you to a knowledge Advisor. We're committed to responding to all emails sent to [support@dudesolutions.com \(mailto:support@dudesolutions.com\)](mailto:support@dudesolutions.com), within one hour. If you prefer to keep a support dialogue open at your work station, our Advisors are also available via Chat. The Legendary Support Team is dedicated to your success. Our mission is to effectively communicate, efficiently resolve problems, and delight clients with every interaction.

## Client Success Team

You have partnered with Dude Solutions because you believe we will deliver overwhelming value to you and your organization. Our Client Success team is dedicated to ensuring you meet the outcomes you and your organization expect by implementing our solutions. You will have the opportunity to work with a member of our Client Success team on an ongoing basis. Your Client Success Representative will be strategic in their efforts to drive results, keeping your success as their primary goal.

### Special Terms for ConnectGIS:

- ConnectGIS account setup includes GIS data imports. Files must be provided in a GIS format. Initial data will be loaded within 10 business days of confirmed receipt. Updates to data will be loaded within two business days of confirmed receipt.
- With ConnectGIS, we provide hosting services utilizing ESRI ArcGIS server and the connection to the ConnectGIS portal to provide GIS data over the internet. You can post data twice per month. of Data Storage is included.

### Special Terms for Mobile311

- Mobile311 account set up includes pre-population of forms. Files must be provided in electronic format (pdf,excel,.csv)

### Terms of Service:

- Proposal has been prepared for City Of Sweet Home
- Proposal expires in 60 days
- Initial Term: 3 months

- Payment: Terms are net 30 days
- Billing frequency other than annual is subject to additional processing fees
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Applicable sales taxes are in addition to the quoted price. If your organization is tax exempt, please email a copy of your Tax Exemption Certificate to [accountsreceivable@dudesolutions.com](mailto:accountsreceivable@dudesolutions.com) (<mailto:accountsreceivable@dudesolutions.com>)
- Please address purchase order to: Dude Solutions, 11000 Regency Parkway, Suite 110, Cary, NC 27518
- Service dates are scheduled Monday-Friday
- If a service day is rescheduled or cancelled by City Of Sweet Home, then City Of Sweet Home is responsible for any cancellation fees incurred by rescheduling or cancelling travel and living fees.
- Onsite service days rescheduled less than 2 weeks before the scheduled delivery date will incur cancellation fees.
- Services will be scheduled upon written acceptance of the terms and conditions of this proposal.
- We must allow six weeks of lead time from the purchase date for booking service for travel and living purposes.
- Dude Solutions, Inc. maintains the necessary liability coverage for their products and services. Proof of insurance can be provided upon request.
- If within 60 days of order you are not completely satisfied, you can cancel your service for a full refund of subscription fees.
- The terms and conditions ("Terms") of this offer are based upon Dude Solutions, Inc.'s [Online Subscription Agreement \(http://dudesolutions.com/terms\)](http://dudesolutions.com/terms). Acceptance is expressly limited to these Terms. Any additional or different terms proposed by you (including, without limitation, any terms contained in any document incorporated by reference into the Purchase Order) are objected to and rejected and will be deemed a material alteration hereof, unless expressly assented to in writing by DSI.



We are committed to helping you build your knowledge, network and skills – and [University 2019 \(http://www.university2019.com/\)](http://www.university2019.com/) is the best training and professional development for operations management professionals. Join us for four days of intensive training where you can:

- Build a strategic vision for your department and ensure goals align with the mission and vision of your organization.
- Save your organization time and money by investing in the training you need to keep your operations excellent and highly efficient.
- Learn how your peers are successfully overcoming similar challenges so you can be a leader of positive change.
- Receive hands on training and 1on1 guidance from our Client Success experts.



To help make this a no-hassle experience, we have created the Dude Deal, which includes conference registration fees, **4 night's hotel accommodation guaranteed in one of the conference hotels (check-in Saturday, May 4, 2019 and check-out Wednesday, May 8, 2019)**. Your registration also includes:

- Industry specific professional development and leadership workshops
- Beginner and advanced solution training classes
- Peer-led best practices roundtables and panel discussions
- Hands-on solution training
- Sunday Opening General Session & Motivational Keynote Speaker
- Registered conference attendees also receive the following meals included:
  - **Sunday Welcome Reception & Dinner**
  - **Hot breakfast Monday, Tuesday and Wednesday**
  - **Networking lunch on Monday & Tuesday**
  - **Tuesday Client Appreciation Dinner**

**The All-Inclusive rate for 4 nights of hotel accommodations and conference registration fee is \$1,695. This rate is available on a first come, first serve basis until we sell out or until December 31, 2018, whichever occurs first.**

**Policies:**

***Payment, Cancellations & Substitutions***

- Dude Deal Registrations must be paid in full at the time of booking to secure your hotel room.
- Registrations made after February 28, 2019 must be paid in full at the time of registration booking.
- Written cancellations received by [university@dudesolutions.com \(mailto:university@dudesolutions.com\)](mailto:university@dudesolutions.com) before February 28, 2019 receive a full refund. No refunds are issued after this date.
- Conference attendee substitutions will be accepted through March 29, 2019.

***Hotel Rooms***

- The hotel does require a major credit card at check-in, no exceptions are permitted.

***Spouse/Guests***

- The \$200 spouse/guest fee is valid for spouses who wish to attend the Sunday and Tuesday evening dinner and networking events. The fee does not entitle the spouse to attend the full conference or other events outside of 2 evening events mentioned above. If you have multiple employees of an organization, they must register for the full conference fee to attend the sessions, the learning lab and all networking events.
- Only 1 guest/spouse per person is permitted.





## Signature

Presented to:

Q-84755

March 20, 2018, 2:33:07 PM

Accepted by:

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**Printed Name**

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**Signed Name**

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**Title**

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**Date**





# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> March 27, 2018	<b>TITLE:</b> Review of Economic Development Strategy	<b>TYPE OF ACTION:</b> — RESOLUTION — MOTION <u>X</u> OTHER
<b>SUBMITTED BY:</b> Jerry Sorte, CEDD Director	<b>ATTACHMENTS:</b> Draft Economic Development Strategy	
<b>REVIEWED BY:</b>		

## PURPOSE OF THIS RCA:

The purpose of this RCA is to present the Draft Economic Development Strategy that has been prepared by Staff. Staff is seeking consensus by the City Council to move forward with implementation of the strategy; and in particular with the implementation of programs that will expend funds from the City's Economic Development fund.

## BACKGROUND/CONTEXT:

City staff has participated in meetings with a coalition of economic development stakeholders that has formed around the Sweet Home Active Revitalization Effort (SHARE). SHARE meetings regularly include representation from the School District, Chamber of Commerce, LBCC Small Business Development Center, Forest Service, City, and interested citizens. SHARE recently held a joint work session with the Planning Commission in order to discuss economic development efforts.

The City has also started meeting regularly with small cities in the region to coordinate economic development efforts. These include Philomath, Monroe, Harrisburg, Halsey, Brownsville, Lebanon, Adair Village, and Monroe.

Staff has compiled projects discussed internally with those discussed with stakeholders to create a one-page Economic Development Strategy. The strategy is purposefully a one-page plan in order to keep our list of objectives manageable. The strategy has four main categories of activities:

1. Grow and maintain an economic development coalition;
2. Retain existing business;
3. Attract new business; and
4. Promote entrepreneurship.

Staff recommends that the \$200,000 economic development fund be directed to a commercial exterior improvement program and a gap financing program.

- Commercial Exterior Improvement Program. The development of this program has been a primary objective of SHARE. Access to funding to improve the aesthetics of commercial properties in the City would provide an incentive to existing businesses and potentially new businesses seeking to locate in Sweet Home. SHARE administered a commercial exterior improvement program in the past that would provide a template for a new program. Some features of a program that have been discussed so far include:

- For projects up to a certain threshold (~\$5,000), the grant program would pay a high percentage of the improvement and the business would provide the match.
  - Projects that exceed the threshold could be financed through a low interest loan.
  - All businesses in commercial zones would be eligible.
  - Exterior improvements could include façade improvements, painting, landscaping, parking lot improvements, etc.
  - The program may incentivize a unified theme and funds may be expended to assist with design plans that could be voluntarily used.
  - A committee would review and approve applications under the program.
  - The Oregon Cascade West Council of Governments (COG) would act as the fiscal agent for the program. The COG would manage fund distribution. The COG currently manages Lincoln City's commercial exterior improvement program.
- Gap Financing Program. Once the Commercial Exterior Improvement Program is up and running, staff would like to investigate if there is a need for a gap financing loan program for businesses. A gap financing program would seek to provide small business loans at a low interest rate for projects that may not be eligible for a conventional loan. The objective of this program would not be to compete with conventional lenders but fill potential funding gaps.

**THE CHALLENGE/PROBLEM:**

Does the City Council support staff in continuing to develop and then implement a commercial exterior improvement program and gap financing program as a part of the City's economic development activities?

**STAKEHOLDERS:**

- City of Sweet Home Residents – Residents provide City funds directly and indirectly through taxes and fees.
- Property Owners – Owners of commercial properties may benefit from these programs. They may choose to make exterior improvements to their buildings.
- Business Owners – Business owners may benefit from these programs. They may apply for gap financing.
- Local and Regional Economic Development Groups: (Chamber of Commerce; Sweet Home Active Revitalization Effort (SHARE); Sweet Home Economic Development Group; Oregon Cascades West Council of Governments; Linn-Benton County Community College Small Business Development Center; Regional Accelerator and Innovation Network (RAIN); Business Oregon) – These programs may increase economic activity overall and allow local and regional economic development groups to better meet their objectives.

**ISSUES & FINANCIAL IMPACTS:**

1. Financial Impacts: The adopted current fiscal year's budget allocates \$200,000 for economic development projects. If Council provides consent to the attached economic development strategy, staff would proceed to establish a commercial exterior improvement program and potentially a low-interest business loan program. Staff would direct funds towards these programs.

**ELEMENTS OF A STABLE SOLUTION:**

The City Council should consider whether the expenditure of economic development funds as proposed by staff adequately meets the Council's economic development objectives.

**OPTIONS:**

1. By consensus provide support to staff's economic development strategy.
2. Take no action;
3. Other

**RECOMMENDATION:**

Staff recommends that the City Council provide support to staff's economic development strategy by consensus.



2018 Economic Development Action Plan (DRAFT)  
City of Sweet Home

A. Grow and Maintain an Economic Development Coalition				
Goal	Action	Responsible Party	Timeline	Budget
1. Unite Economic Development Stakeholders	1. Coordinate efforts with the COC, SHARE, SHEDG, City, SBDC, COG, regional city partners, Business Oregon, and citizens	City	Ongoing	
2. Create Capacity to Advance Projects	1. Hire Temporary Project Assistance (FTE)	City	6/2018	
B. Retain Existing Business				
Goal	Action	Responsible Party	Timeline	Budget
1. Connect Businesses with Development Resources	1. Provide direct outreach to businesses. Identify and help businesses overcome barriers (FTE)	SBDC; COC, City	Ongoing	
2. Provide Business Incentives	1. Develop and Implement a Commercial Exterior Improvement Program	SHARE, COG	6/2018	Eco. Dev. Fund: \$200,000
	2. Develop and Implement Gap Financing Program (Revolving Loan)	SHARE, COG	12/2018	
C. Attract New Business				
Goal	Action	Responsible Party	Timeline	Budget
1. Conduct Business Recruitment	1. Provide staffing for business recruitment			
2. Support Quality of Life	1. Support community events, activities, and neighborhoods; livability projects: community clean-up, etc.	All	Ongoing	
3. Create a Lands Inventory	1. Identify and promote available industrial and commercial lands	COG, regional city partners		
4. Promote Enterprise Zone	1. Renew Enterprise Zone	City	6/2018	
	2. Distribute information when providing direct outreach	City, SBDC	Ongoing	
5. Update Development Codes	1. Update SHMC Title 16 and 17	City	12/ 2018	
D. Promote Entrepreneurship				
Goal	Action	Responsible Party	Timeline	Budget
1. Connect Entrepreneurs with Business Resources	1. Secure grant funding for RAIN Venture Catalyst to provide direct outreach. (FTE)	City, RAIN, Region	3/2018	\$5,000
2. Develop an Entrepreneurial Environment	1. Manage and promote existing incubator	City, Contract		

**Acronyms:** Chamber of Commerce (COC); Sweet Home Active Revitalization Effort (SHARE); Sweet Home Economic Development Group (SHEDG); Oregon Cascades West Council of Governments (COG); Linn-Benton County Community College Small Business Development Center (SBDC)

**Regional City partners include:** Philomath, Monroe, Harrisburg, Halsey, Brownsville, Lebanon, Adair Village



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> March 27, 2018	<b>TITLE:</b> First Reading of Ordinance Bill No. 1 for 2018	<b>TYPE OF ACTION:</b> — RESOLUTION — MOTION <u>X</u> OTHER
<b>SUBMITTED BY:</b> Jerry Sorte	<b>ATTACHMENTS:</b> Ordinance Bill No. 1 for 2018 and Exhibits	
<b>REVIEWED BY:</b>		

## **PURPOSE OF THIS RCA:**

The purpose of this RCA is to provide background information and present Ordinance Bill No. 1 for 2018 for a first reading by the City Council. This ordinance would implement annexation request AX 17-01 and zone change ZC 17-01.

## **BACKGROUND/CONTEXT:**

The applicants Alan and Peggy Stutz are requesting to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone. The property address is 845 Alder Street, Sweet Home, OR 97386, and is identified on the Linn County Assessor's Map as 14S01E06B Tax Lot 700. The applicant is seeking annexation in order to extend City sewer to the subject property.

The staff report for this request: file numbers AX 17-01 and ZC 17-01, is provided in the record in the Community and Economic Development Department office. The decision criteria are listed in Sweet Home Municipal Code Section(s): 17.104.010 and 17.12.025 and ORS 222.111.

At their meeting on March 12, 2018, the Planning Commission unanimously recommended approval of applications AX 17-01 and ZC 17-01. The City Council held a public hearing on March 13, 2018, and approved both applications by motion. The attached Ordinance Bill No. 1 of 2018 would implement the City's approvals of AX 17-01 and ZC 17-01. Annexation requires adoption of an ordinance pursuant to ORS 222.120(4)(b). Approval of a Zoning Map amendment requires the adoption of an ordinance pursuant to ORS 227.186(2).

The findings of fact included as Exhibit A to the ordinance are adapted from the Staff Report. The findings from the staff report have been modified to reflect dates of the hearings, the Planning Commission's recommendation of approval, the City Council's recommendation to approve the applications, and other minor changes.

## **THE CHALLENGE/PROBLEM:**

The question before the City Council is whether Ordinance No. 1 of 2018, as drafted, adequately implements the City Council's motion to approve applications AX 17-01 and ZC 17-01.

**STAKEHOLDERS:**

- Property Owners
- City of Sweet Home Residents
- Linn County

**ISSUES & FINANCIAL IMPACTS:**

1. Financial Impacts: If annexed, the subject property would be subject to the property taxes that apply within the City of Sweet Home's city limits. Costs associated with extension of sewer services to the subject property would be the responsibility of the developer. Costs to the City would be minimal and primarily consist of staff time; which is a part of regular staff duties. The subject property is currently served by City water at a rate of 150% of the in-city rate. Upon annexation to the City, the applicant's water rate would be reduced. The annexation would add an additional sewer customer upon connection to City sewer services.

**ELEMENTS OF A STABLE SOLUTION:**

Staff recommends that the City Council consider whether Ordinance No. 1 of 2018 adequately implements the Council's motion to approve AX 17-01 and ZC 17-01.

**OPTIONS:**

1. Conduct a first reading of Ordinance No. 1 of 2018.
2. Remand Ordinance No. 1 of 2018 to staff for amendments (specify);
3. Do nothing; or
4. Other

**RECOMMENDATION:**

Staff recommends that the City Council conduct a first reading of Ordinance Bill No. 1 of 2018.

ORDINANCE BILL NO. 1 FOR 2018

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ANNEXING TERRITORY WITHIN THE URBAN GROWTH BOUNDARY AND AMENDING THE SWEET HOME ZONING MAP AND DECLARING A NEED FOR AN EXPEDIENCY CLAUSE.

WHEREAS, the Planning Commission of the City of Sweet Home has considered these matters in a public hearing held on March 5, 2018 and continued until March 12, 2018, as provided by law, and has recommended to the City Council that the Annexation and Zoning Map amendment be approved as hereinafter provided; and

WHEREAS, the City Council held a public hearing on this matter on March 13, 2018 and approved these applications by a motion;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City Council hereby finds that the proposed Annexation: file AX 17-01, and Zoning Map amendment: file ZC 17-01, comply with the applicable decision criteria. The City Council hereby adopts the findings of fact included as Exhibit A.

Section 2: The property within the City of Sweet Home Urban Growth Boundary, Linn County, Oregon, known by Linn County Assessor's Map 14S-1E-6B Tax Lot 700 is hereby annexed into the City of Sweet Home. The subject property is also designated Medium Density Residential (R3) on the Sweet Home Zoning Map as depicted on Exhibit B. The City Limits line shall be expanded to include the subject property. The following legal description corresponds with the Assessor's identifications and describes the subject property:

Real property in the County of Linn, State of Oregon, described as follows:

BEGINNING AT THE NORTH QUARTER CORNER OF SECTION 6, TOWNSHIP 14 SOUTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN IN LINN COUNTY, OREGON, RUNNING THENCE SOUTH 89° 58' EAST ALONG THE NORTH LINE OF SAID SECTION 6 A DISTANCE OF 94.0 FEET; THENCE SOUTH 274.55 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF THE OREGON ELECTRIC RAILROAD; THENCE SOUTHWESTERLY AND WESTERLY ALONG SAID RAILROAD LINE TO THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 6; THENCE NORTHERLY ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION, 282.4 FEET TO THE PLACE OF BEGINNING.

SAVING AND EXCEPTING THEREFROM THE RIGHT OF WAY OF THE PRESENT COUNTY ROAD ALONG THE NORTH SIDE.

Section 3: Expediency Clause. Whereas there is a possibility of a failed septic system, it is in the best interest of the residents of the City to complete the annexation of the subject property in an expedient manner. It is hereby adjudged and declared that an emergency exists and existing conditions are such that this ordinance is needed to be immediately enforced upon its passage. Therefore, this ordinance shall take effect and be in full force and effect from and after its passage and approval.

Passed by the Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager - Ex Officio City Recorder

**Criteria for Annexation Request: AX 17-01**

- A. Upon receiving any petition for annexation of territory to the city, or before initiating any such action on its own motion, the Council shall refer the proposal for annexation to the Planning Commission for its consideration and recommendation. [SHMC 17.104.010(A)]**

Findings: The subject property is located within the City's Urban Growth Boundary (UGB), and annexation would bring the subject property into the City limits. The Planning Commission considered this matter during a public hearing that was opened on March 5, 2018 and continued to March 12, 2018. The Planning Commission recommended approval of the annexation at their March 12, 2018 meeting.

- B. The Planning Commission shall review the proposal for annexation, hold such hearings as it deems proper, make such finding of facts as it deems proper and make recommendations to the Council. [SHMC 17.104.010(B)]**
- C. ORS 222.120. Procedure for annexation without election; hearing; ordinance subject to referendum. [Relevant Sections]**
- a. Except when expressly required to do so by the city charter, the legislative body of a city is not required to submit a proposal for annexation of territory to the electors of the city for their approval or rejection. [ORS 222.120(1)]
  - b. When the legislative body of the city elects to dispense with submitting the question of the proposed annexation to the electors of the city, the legislative body of the city shall fix a day for a public hearing before the legislative body at which time the electors of the city may appear and be heard on the question of annexation. [ORS 222.120(2)]
  - c. The city legislative body shall cause notice of the hearing to be published once each week for two successive weeks prior to the day of hearing, in a newspaper of general circulation in the city, and shall cause notices of the hearing to be posted in four public places in the city for a like period. [ORS 222.120(3)]
  - d. After the hearing, the city legislative body may, by an ordinance containing a legal description of the territory in question: [ORS 222.120(4)]
    - i. Declare that the territory is annexed to the city where electors or landowners in the contiguous territory consented in writing to such annexation, as provided in ORS 222.125 or 222.170, prior to the public hearing held under subsection (2) of this section; [ORS 222.120(4)(b)]

Findings: The provisions of SHMC 17.104.010 do not require that this annexation proposal be submitted to the electors of the City for their approval or rejection. The Planning Commission held a public hearing that was opened on March 5, 2018 and continued until March 12, 2018. The Planning Commission made a recommendation of approval to the City Council on March 12, 2018. The City Council held a hearing on this matter on March 13, 2018 at 6:30 PM.

Notice of both public hearings was published in the New Era Newspaper on February 14, 2018; February 28, 2018, and March 7, 2018. Notice of the public hearing was posted in four city locations: City Hall, City Library, Post Office, and the community bulletin board at the northeast corner of 18<sup>th</sup> Ave and Long Street.

This annexation was approved by the City Council on March 13, 2018, and the City will follow the procedures for adopting an ordinance and providing notification to affected parties as describes in the SHMC and ORS 222.

- D. In the event that the Council finds that immediate action is necessary to initiate proceedings for annexation, either before the proposal is referred to the Planning Commission, or before recommendations are received from the Planning Commission, the Council may proceed, but the Planning Commission shall be promptly advised, so that it may have an opportunity to make recommendations to the Council during the Council proceedings. [SHMC 17.104.010(C)]**

Findings: The applicant did not request that immediate action be taken under this section. The Planning Commission made a recommendation on this matter at their hearing on March 12, 2018, and their recommendation of approval was conveyed to the City Council at the Council's March 13, 2018 hearing.

- E. When a proposal containing the terms of annexation is approved in the manner provided by the charter of the annexing city or by ORS 222.111 to 222.180 or 222.840 to 222.915, the boundaries of any city may be extended by the annexation of territory that is not within a city and that is contiguous to the city or separated from it only by a public right of way or a stream, bay, lake or other body of water. Such territory may lie either wholly or partially within or without the same county in which the city lies. [ORS 222.111(1)]**
- F. A proposal for annexation of territory to a city may be initiated by the legislative body of the city, on its own motion, or by a petition to the legislative body of the city by owners of real property in the territory to be annexed. [ORS 222.111(2)]**
- G. A city annexation made in compliance with a comprehensive plan acknowledged pursuant to ORS 197.251(1) or 197.625 shall be considered by the commission to have been made in accordance with the goals unless the acknowledged comprehensive plan and implementing ordinances do not control the annexation. [OAR 660-014-0060]**

Findings: The subject property is contiguous to the city limits of Sweet Home to the south and to the north. The north property line borders Alder street, which is within the jurisdiction of Linn County; however, the property across the right-of-way is located within city limits. This is considered contiguous under ORS 222.111(1).

The SHMC does not provide specific criteria for annexations; however, as discussed below, the City of Sweet Home Comprehensive Plan requires that upon annexation that the zoning of the subject property be changed to a City zoning classification that is consistent with the Sweet Home Comprehensive Plan Map. This application for an annexation is therefore linked to the application for a zone change, and staff recommended that these applications be either both approved or both denied. This annexation proceeding was initiated at the request of the property owner.

The Engineering Department provided comments to this application, which are included as Attachment E [Included in the Staff Report Dated February 26, 2018 and located in the record]. The Linn County Planning and Building Department also provided comments, which are included in Section II [of the Staff Report Dated February 26, 2018 and located in the record]. Engineering and Linn County's comments bring attention to the issue of the jurisdiction of Alder Street. The applicant's property does not include Alder Street; however, the extension of City sewer services would most efficiently be provided by extending the existing sewer line in Alder street that is currently located to the east of the property. The sewer line would need to be extended along the full length of the subject property's frontage along Alder Street pursuant to

SHMC 13.08.070. As the annexation is proposed, sewer extension would require work within the Linn County portion of Alder Street, and the applicant would need to obtain a work in the right-of-way permit from Linn County. The Engineering Department recommended annexing the portion of Alder Street that would be affected by the extension.

While it is related to, but outside of the current annexation request, staff agreed that it would be prudent to explore annexing the above mentioned portion of Alder Street. At the same time, it would be advised to consider annexation of 8<sup>th</sup> Avenue and Old Holley Road; which are both in close proximity to the subject property and located within the Urban Growth Boundary. Staff advised that the right-of-way annexation effort be separated from the project at hand since the City faces a 120-day deadline to make a decision on these applications.

This annexation decision will be made in conformance with the City’s acknowledged comprehensive plan; and therefore would comply with the Oregon Statewide Planning Goals pursuant to OAR 660-014-0060.

**Criteria for Zone Change Request: ZC 17-01**

- H. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:**
  - a. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**
    - i. Upon annexation, all lands shall be zoned consistently with the Comprehensive Plan and its designations and should be based on public need, special studies or other information which will serve as the factual basis to support the change. [Sweet Home Comprehensive Plan Chapter 2; Land Use Element, Policy 16]**
    - ii. Table 1. Summary of Comprehensive Plan Land Use Designations**

Land Use Designation	Purpose
Medium Density Residential	To provide areas suitable and desirable for single family homes, duplexes on corner lots, condominiums, town houses, and appropriate community facilities. Densities in this category are slightly higher than those in the low density category.

**The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan Chapter 2; Land Use Element, Portion of Table 1: Summary of Comprehensive Plan Land Use Designations]**

Findings: The Comprehensive Plan Map Designation of the subject property is Medium Density Residential. See Attachment B [Included in the Staff Report Dated February 26, 2018 and located in the record]. The goals and policies of the Comprehensive Plan are implemented through the application of zoning that implements the Comprehensive Plan Map designation of the property. The Medium Density Residential (R-3) Zone implements the Medium Density Residential Comprehensive Plan Map designation.



Based on a review of the Sweet Home Local Wetlands Inventory Map and the National Wetlands Inventory Map, the subject property does not contain inventoried wetlands. As a result, it would not be appropriate to apply the Natural Resources Zone to the property. The subject property is located outside of the 100-year floodplain.

Based on the above findings, the application of the R-3 Zone to the subject property would be consistent with the goals and policies of the Comprehensive Plan. The application complies with this criterion.

- b. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]**

Findings: The subject property is located within the City's Urban Growth Boundary, which has been identified as the planned location for urban development in the City. The properties two and three properties to the east were annexed to the City in 2010 under similar circumstances: they sought connection to the City's sewer system. The subject property is contiguous to the Sweet Home City Limits. For these reasons, the City finds that the application complies with this criterion.

- c. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]**

Findings: The Engineering Department provided comments to this annexation and zone change proposal which are included as Attachment E [Included in the Staff Report Dated February 26, 2018 and located in the record]. The subject property is currently served by City water. The applicant is seeking connection to City sewer. If the applicant seeks connection to the sewer service on Alder Street, they would need to obtain a work in the right-of-way permit from Linn County; until such time as the portion of connecting right-of-way is annexed into the City. Costs associated with the extension of sewer and other services would be the responsibility of the property owner.

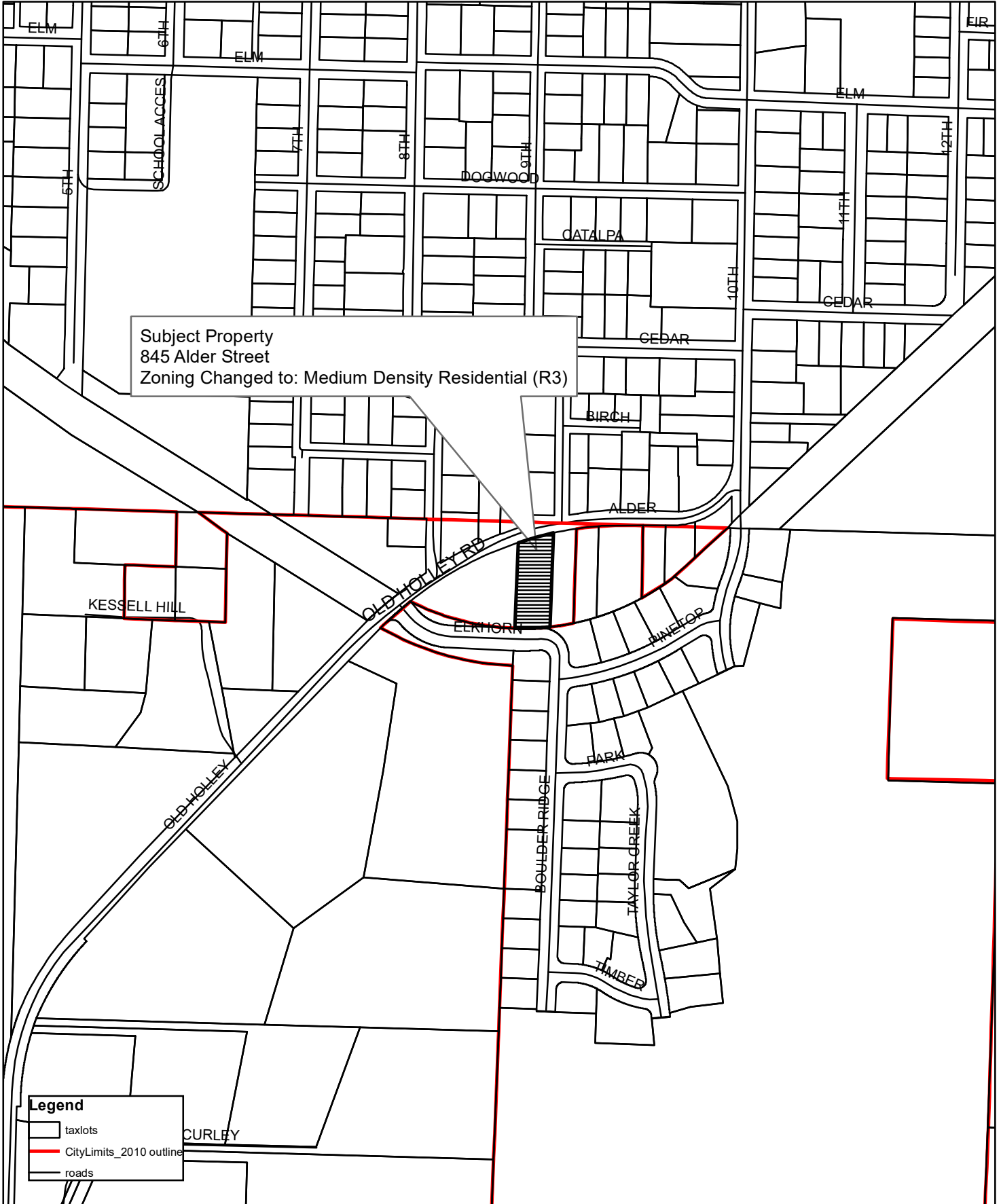
The subject property contains approximately 0.52-acre; and if approved, it would be possible to divide the property into lots as small as 4,800 square feet through a future subdivision or partition application process. The applicant has not requested a subdivision or partition at this time. If the applicant seeks to divide the property in the future, approval of those applications may require sidewalk or road improvements as required under the Sweet Home Municipal Code. A host of other development permits may also be required upon future development of the property; however, no specific development has been proposed at this time.

The subject property contains one single-family dwelling; and based on the comments submitted by the Engineering Division; utilities and services could be efficiently provided to the subject property.

- d. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]**

Findings: This criterion does not apply to a zone change, because the proposal does not require an amendment to the City's Comprehensive Plan Map. The Comprehensive Plan Map designates the subject property as Medium Density Residential, and the applicant is proposing to apply the corresponding Medium Density Residential (R-3) zone. The proposed zoning is consistent with the City's Comprehensive Plan; which has been acknowledged to be consistent with the Statewide Planning Goals.

Exhibit B to Ordinance Bill No. 1 for 2018  
Zoning Map Amendment



SWEET HOME CITY COUNCIL  
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES

March 08, 2018

The meeting of the Administration and Finance Committee was called to order at 6:02 p.m. in the City Hall Annex.

Staff Present: City Manager Ray Towry

Registered Visitors: None

Media: None

Committee Members: Councilor Goble (AB), Councilor Gerson (P), Councilor Trask (P)

The purpose of the Administration and Finance Committee meeting was to interview applicant Derek Dix for the City of Sweet Home Budget Committee. Mr. Dix was asked a series of questions and each member of the Administration, Finance and Property Committee completed a yes/no recommendation to be given to the full Council for consideration during the March 27, 2018 City Council meeting.

With no further business the meeting adjourned at 6:20 p.m.

The foregoing is a true copy of the proceedings of the City Council Administration and Finance meeting on March 08, 2018.

# MEMORANDUM



TO: City Council  
FROM: Councilor D. Gerson  
DATE: March 27, 2018  
SUBJECT: Committee Report

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The Council of Governments met on Thursday, March 15 in Albany. Representatives from ten communities were present along with staff . A candidate for county commissioner was also present as well as a representative of the audit firm.

The consent agenda was approved. The audit reports was submitted with no findings and was approved. The preliminary budget was submitted for review along with a supplemental budget for 2017 and 2018. Two program areas received additional funds for the year: Benton County Veteran Services and Senior and Disability Services. The supplemental budget was approved.

Staff reports indicated seven loans were taken out from the Rural Microenterprise Program this past year. Loans totaled \$2,162,400 on projects totaling over \$6,500,000.

The Mary's Peak to Pacific Scenic Byway has been approved to move forward. This would complete the region's Cascades to the Coast scenic drives.

Executive Director Fred shared a memo on Legislative Policy Education and the Broad Policy Issues. Copy on the proposal is with this report.

The Board continues to look at regional issues such as wastewater, housing, and wetlands. The fliers for the Capitol Christmas Tree were shared and communities invited to participate.

Meeting adjourned at 3:30. Next meeting in May 17, 2018.



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8720 • FAX (541) 967-6123

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## MEMORANDUM

**DATE:** January 24, 2018  
**TO:** OCWCOG Board of Directors  
**FROM:** Fred Abousleman, Executive Director  
**RE:** **Legislative Policy Education - Broad Issue Areas**

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### Background

The Board of Directors (Board) for the Oregon Cascades West Council of Governments (OCWCOG), representing 25 local, tribal and port districts in Linn, Benton, and Lincoln Counties has developed the following policy education issue areas for consideration for legislative and administrative action. These areas represent the coordinated efforts of local elected leaders and staff in developing solutions to problems facing our residents, businesses, and governments in our tri-counties Region. These areas are inclusive and supportive of the League of Oregon Cities (LOC), the Association of Oregon Counties (AOC), our industry, and national associations, but may, in some cases, reflect priorities most relevant to our localities or affecting specific geographic or policy areas in detail.

The OCWCOG service area, spanning the three Counties, serves five Senate, seven House districts, and two Congressional districts. Linn, Benton, and Lincoln Counties are home to a population of over 270,000 residents, Oregon State University, Linn-Benton Community College, Oregon Coast Community College, Hatfield Marine Science Center, the Environmental Protection Agency's Western Ecology Division Laboratory, the U.S. Department of Energy's Albany Research Center, two major fishing and fleet repair ports, numerous docking ports, the National Oceanic and Atmospheric Administration Marine Operations Center - Pacific Research Fleet, and numerous international and national high tech, marine, science, and manufacturing and distribution businesses. Our Region has an expanding international aquaculture and agriculture presence worth hundreds of millions of dollars. The three Counties are also intersected by Interstate 5 and 101, and State routes 34 and 20, all with increasing commuter and truck traffic, four commuter airports, and numerous rail lines.

## Local Control

The core tenant of OCWCOG programs is to support local control over State and Federal funding to the greatest extent possible. As such, OCWCOG supports increased local control, autonomy, and funding for local jurisdictions, tribes, and special districts in statutory and legislative decision making. Local governments have diverse and varied needs, and need the ability to respond effectively with “home-grown” solutions to complex situations, as appropriate.

Issues to address:

- *Impacts of Legislation and State agency actions on small cities and rural counties*  
Policy, and the costs associated with implementation, may not be effective for small cities and rural counties. OCWCOG supports procedural changes pertaining to Legislation and State agency actions, to improve research and information gathering practices regarding policy cost implications on small and/or rural communities.

## Transportation – Equity, Mobility, Access, and Safety

OCWCOG supports comprehensive and robust State and Federal funding to maintain, build, and support a safe, balanced, multimodal, and intermodal transportation system in our tri-County Region. OCWCOG supports a fair, transparent, and equitable allocation of resources to local and tribal governments. Linn, Benton and Lincoln Counties are unique in their needs, including urban and rural connectivity, supporting Valley growth in population, the distribution of goods and services, the support of our maritime facilities, and the individuality of valley and coastal connectivity.

Issues to address:

- Support and feed into the work of the Continuous Improvement Advisory Committee established under HB 2017.
- *Improving working relationships with the Oregon Department of Transportation (ODOT)*  
Local jurisdictions attempting to work with ODOT for capital improvements can face inefficiencies, creating additional costs, delays, and confusion around policy. OCWCOG supports improvements in procedures relating to ODOT, specifically regarding transparency, data sharing and accuracy, timeliness of processes, cost-effectiveness, and overall efficiencies.
  - Timeliness – ODOT can take 2-4 years, for example, to process requests for projects and Intergovernmental Agreements (IGAs). During this time frame, personnel transitions within ODOT create a breakdown in the flow of information, and a jurisdiction starts the same conversation over again with new people every year.
  - IGA Terms and Cost Control – ODOT’s boilerplate IGAs include a clause billing all project overages to a city. However, acting as project manager, ODOT is in control of the project costs and their own timely control of the process. For example, a jurisdiction within our region prepared to pay a specific match for a project is not equipped to pick up an additional coverage of unexpected or unanticipated overages.
  - Lack of coordinated small city and rural county coordination pertaining to information exchange, opportunity finding, planning, project prioritization, regulation compliance and communications.

## Solutions:

- Continue to examine and support ODOT efficiency and timeliness proposals and processes to shorten project approval and IGA drafting time.
- Revising the ODOT IGA Boilerplate Language. ODOT should build in cost overrun contingencies that are reasonable though an accepted planning and engineering standard. If a project is overly complex or presents a higher risk of overruns these contingencies should be established and agreed to before an IGA is signed. ODOT must also own all of the risk of cost overruns that are not within the control of, or legal ownership of, a jurisdiction.
- The establishment of Rural Transportation Planning Organizations (RTPOs). RTPOs are an accepted form of local/state engagement over rural planning for transportation projects within a rural region. They function much like Metropolitan Planning Organizations (MPOs) that serve regions over 50,000 population. RTPOs bring local elected and appointed officials together with DOT counterparts to plan for and execute a mobility, accessibility, safety and multi-modal and intermodal plan for a rural region. The establishment of RTPOs connects a whole region (urban and rural) into a multi-jurisdictional planning process. The inclusion of RTPOs across the State of Oregon would give small cities and rural counties access to information, opportunities, and advocates with elected officials and state official sitting at a neutral table as equals. The planning process for RTPOs can be funded out of existing ODOT dollars without affecting the funding of other established agencies like Area Commissions on Transportation or MPOs. RTPOs are often co-located with a multi-purpose multi-jurisdictional planning agency like a Council of Governments or Intergovernmental Council.

## Economics, Development, and Environment

OCWCOG supports a comprehensive, but balanced approach to the economic future of our tri-County Region, and to ensuring its continued environmental qualities in water, land, and air. OCWCOG recognizes the unique nature of our three Counties, their role in innovation, education, manufacturing, maritime, and scientific industries, as well as the need to identify and support local businesses and growth opportunities.

OCWCOG supports creating access to opportunities in housing, job training and support, and other essential areas that allow the building and support of a well-trained and flexible workforce; access to capital to build business; and environmental policy that protects our natural resources, ensures our quality of life, and integrates with housing, transportation, and business needs.

### Issues to address:

- *Housing affordability and availability*  
Access to affordable, quality housing is a regional problem with broad impacts, including health and economic stability. OCWCOG supports increased State and Legislative focus in implementing and funding localized policies, to promote increases in affordable, quality housing, with emphasis on low-income and workforce populations.
- *Wetlands*  
Wetlands permeate the OCWCOG Region, creating confusion and challenges regarding land development. OCWCOG supports increased clarity, transparency, timeliness, and

consistency regarding working with the US Army Corps of Engineers, and the Department of State Lands. OCWCOG supports improvements regarding analysis of wetlands locations, and policies and procedures for mitigation, while supporting our water, land, and environmental quality.

Solutions:

- Ensure Department of State Lands personnel are adequately trained on wetlands assessment, mapping, and mitigation rules, statutes and procedures; and, that they apply these same rules and statutes reasonably, equally and equitably across the region and state.
- Ensure Oregon wetland, endangered species, and water runoff and collection laws and statutes are no more prescriptive than Federal law.
- Consider the proposal outlined within the following paper, *How to Reduce Wetlands as a Barrier on Development* as a possible solution to Oregon growth issues. The solution as framed is to “add wetlands to the list of constrained lands in the inventory of buildable lands within the Urban Growth Boundary (UGB) when considering an UGB expansion.”
- *Disaster resiliency and planning*  
OCWCOG’s Region is an economic hub with diverse industries and access needs. Planning for disaster recovery and resiliency is essential to ensuring the wellbeing of residents, and the ability of our Region to recover quickly in a post-disaster environment. OCWCOG supports increased initiatives regarding disaster resiliency and planning, including localized disbursements of funding for improved effectiveness.
  - The state of Oregon should regionalize disaster preparedness and planning and fund multi-purpose multi-jurisdictional planning organizations to coordinate disaster response and recovery planning in coordination with local jurisdictions and with state and federal agencies. It is not uncommon for states to regionalize disaster preparedness and response planning as a cost effective and efficient way to manage and coordinate a complex process across multiple jurisdictions in the event of a catastrophic manmade or natural event.
- *Land use planning*  
In our geographically diverse State, land use issues vary greatly, as do urban growth needs and annexation issues. OCWCOG supports greater local control pertaining to land use issues, including annexation processes, and development of urban growth boundaries.



## Health, Community and Social Services

As a lead agency in Medicaid delivery, transportation options, services for seniors and people with disabilities, *Meals on Wheels*, and a myriad of other programs for our aging and susceptible populations, OCWCOG supports a State and Federal commitment to protecting our most vulnerable populations.

Issues to address:

- *Continued and sustainable funding for programs serving seniors and people with disabilities*  
OCWCOG supports efficient and effective care for senior and disabled populations as a vital part of community health. Thus, OCWCOG supports continued and consistent funding for Medicaid programs, as well as other cost-saving programs such as *Oregon Project Independence (OPI)* and the *OPI Pilot*.
- *Improvements in Home Care Worker (HCW) programs*  
HCWs continue to be in high-demand. OCWCOG supports investments in systems and supports to improve the quality, safety, and satisfaction of HCWs, by providing improved administrative support, trainings, and timely background checks. This issue may be more administrative in nature.
- *Improving working relationships with the State's Aging and People with Disabilities (APD) program*  
Oftentimes agencies working with APD can experience confusion regarding budgetary allocations, creating problems as individual Area Agencies on Aging attempt to anticipate impacts on their programs. OCWCOG supports improved transparency and better quality of data regarding funding allocations. This issue may be more administrative in nature.

SWEET HOME CITY COUNCIL  
COMMUNITY HEALTH COMMITTEE  
MEETING MINUTES

March 19, 2018

The meeting was called to order at 6:02 p.m. in the City Hall Conference Room.

Present: Councilor Lisa Gourley, Jim Gourley, Bob Dalton, Dick Knowles

Staff Present: City Manager Ray Towry

Visitors: Joe Graybill

Media: None

**Approval of Minutes February 26, 2018: (Gourley/Dalton) 5 Ayes, 0 Opposed,**

**Committee Reports:**

Health Fair Committee: Bob Dalton stated the subcommittee meets tomorrow and are asking for a commitment from Bob's Red Mill for product. The subcommittee is hoping to use Zombie Run revenue for tables and chairs for the event. They are asking the City for a budget of \$1,000 for the event.

Western University: Bob Dalton stated he is trying to get volunteers from the medical school. Lisa Gourley will try to connect Bob with potential volunteers.

Hero Banner Project: Jim Gourley reported applications are taking a while to come in. Jim Gourley proposed an entry banner for the project to the effect of "Welcome to Sweet Home, we support our local heroes" and a banner outside the Chamber with "Hero Banner Here" for people to get applications. Consensus from those attending was yes. Lisa Gourley passed around collection cans with decorative wrap for placement around town to help raise funds for the project.

**Community Needs:**

Joe Graybill addressed "gap" between assisted living and home care as well as the need for local memory care and asked how to facilitate investment in Sweet Home. Dick Knowles and Bob Dalton will approach Rhonda Green with Benton County Health, the COG and Community Services Consortium.

There was discussion on Homelessness around a TED TALK on how Albuquerque dealt with the homeless population. Homelessness will be on the agenda for the September Agenda.

**Meeting adjourned.**

With no further business the meeting adjourned at 7:06 pm

The foregoing is a true copy of the proceedings of the City Council Community Health Committee Meeting on March 19, 2018.

\_\_\_\_\_  
Chair – Councilor Gourley

\_\_\_\_\_  
Date:

SWEET HOME CITY COUNCIL  
SPECIAL COMMITTEE MEETING MINUTES

March 08, 2018

The meeting was called to order at 5:31 p.m. in the City Hall Annex.

Staff Present: City Manager Ray Towry

Registered Visitors: None

Media: None

Committee Members: Mayor Mahler (P), Councilor Trask (P), CEDD Jerry Sorte (P)

The purpose of the special meeting was to interview applicants Lance (Wally) Shreves and Debra Northern for the City of Sweet Home Park and Tree Committee. Each applicant was asked a series of questions and each member of the interview panel completed a yes/no recommendation and ranking to be given to the full Council for consideration during the March 13, 2018 City Council meeting.

With no further business the meeting adjourned at 5:50 p.m.

The foregoing is a true copy of the proceedings of the special meeting on March 08, 2018.

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

<b>OFFENSE CLASS</b>	<b>FILED</b>	<b>TERMINATED</b>	<b>TRIALS</b>
MISDEMEANORS	<u>34</u>	<u>32</u>	<u>0</u>
VIOLATIONS	<u>52</u>	<u>40</u>	<u>0</u>
<b>TOTALS</b>	<u><u>86</u></u>	<u><u>72</u></u>	<u><u>0</u></u>

WARRANTS	<u>92</u>
SUSPENSIONS	<u>9</u>
SHOW CAUSE ORDERS	<u>15</u>
COURT ASSIGNED CASE	<u>296</u>

**COURT REVENUE:**

TOTAL DEPOSITS	+	<u>16,083.43</u>
TOTAL BAIL FORFEIT	+	<u>0.00</u>
TOTAL BAIL (CURRENT MONTH)	-	<u>0.00</u>
TOTAL REFUNDS (NON-BAIL)	-	<u>0.00</u>
<b>TOTAL COURT REVENUE</b>		<u><u>16,083.43</u></u>

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

0.00

**CASH PAYMENTS TO:**

CITY	<u>15,027.43</u>
STATE	<u>619.00</u>
COUNTY	<u>142.00</u>
OTHER	<u>295.00</u>
<b>TOTAL</b>	<u><u>16,083.43</u></u>

**COURT PAYMENTS:**

CITY (FINES)	<u>3,931.00</u>
RESTITUTION & OTHER	<u>295.00</u>
UNITARY ASSESSMENT	<u>619.00</u>
COUNTY/JAIL ASSESSMENT (CA/CC)	<u>142.00</u>
LEMLA & SCFS	<u>0.00</u>
DUII	<u>0.00</u>
PAYMENTS TO OTHER AGENCIES	<u>0.00</u>
CITY COSTS (FEES)	<u>11,096.43</u>
<b>TOTAL COURT PAYMENTS</b>	<u><u>16,083.43</u></u>

RECEIVED FROM COLLECTIONS THIS MO:	<u>5,548.23</u>
RECEIVED FROM COLLECTIONS TO DATE:	<u>211,840.75</u>
TURNED TO COLLECTIONS TO DATE:	<u>2,122,400.90</u>

<b>BALANCE FORWARD: audited</b>	<u>1,568,144.52</u>
<b>NEW A/R IMPOSED BY JUDGE:</b>	<u>39,698.00</u>
<b>MINUS:</b>	
<b>PAYMENTS REC'D BY COURT:</b>	<u>(10,535.20)</u>
<b>NON-REVENUE CREDIT:</b>	<u>0.00</u>
<b>SENT TO COLLECTIONS:</b>	<u>0.00</u>
<b>NET A/R</b>	<u><u>1,597,307.32</u></u>



Community and Economic Development Department

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

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

**PUBLIC MEETING CALL TO ORDER AT 7:04 PM**

**ROLL CALL ATTENDING:**

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

**STAFF:**

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

**REGISTERED VISITORS:**

- Dave Trask, City Council Liaison, 1140 12<sup>th</sup> Avenue, Sweet Home, OR 97386
- Ray Towry, City Manager, 1140 12<sup>th</sup> Avenue, Sweet Home, OR 97386
- Lonnie Holt, 707 Birch Street, Sweet Home, OR 97386
- Alyssa Holt, 707 Birch Street, Sweet Home, OR 97386
- Zoie Holt, 707 Birch Street, Sweet Home, OR 97386
- Brooklyn Holt, 707 Birch Street, Sweet Home, OR 97386
- Alan Stutz, PO Box 537, Sweet Home, OR 97386
- Peggy Stutz, PO Box 537, Sweet Home, OR 97386
- Tracy McIntyre, 743 Birch Street, Sweet Home, OR 97386

**PUBLIC COMMENT**

None

**PUBLIC HEARINGS**

Chairperson Gatchell continued the public hearing for the land use request AX 17-01 and ZC 17-01 at 7:04PM

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.

**Chairperson Gatchell stated the first public hearing will be in regards to;**

- a. **APPLICATIONS AX 17-01 and ZC 17-01:** This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The request is also to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

**Chairperson Gatchell asked the Commissioners if they had any of the below stated in regards to the application;**

**Personal Bias: None**

**Conflict of Interest: None**

**Exparte:**

**Commissioner Journey disclosed she was familiar with the property.**

**Commissioner Wilcox disclosed she was familiar with the property.**

**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 variance request, as well as the staff findings, and application. He explained that the request has two parts, one being the annexation, the other being the zone change. He explained the proposed zoning is in compliance with the comprehensive plan. He explained that the property is within the urban growth boundary. He recommended that the Planning Commission hear testimony and make a recommendation to City Council on this matter.

#### **Questions**

Please explain the language that addresses the neighboring property also being annexed into the City.

#### **Clarifications**

The applicant has applied to incorporate their property. It is recommended the City consider the annexation of these areas and right of ways in the future for several reasons. At the present time, it is requested that Planning Commission make a recommendation to City Council on this applicant initiated annexation alone.

**Chairperson Gatchell asked the applicant to speak to the request.**

**Alan Stutz** explained that the reason behind the annexation request is that his septic system has failed and he needs to hook up to City sewer services. He explained that his system was not repairable and Linn County would not approve his request for a new septic system due to his property location being within three hundred feet of the City system. He explained that he would be extending the City services past neighboring properties so he may have service.

**Testimony in Favor:** None

**Testimony in Opposition:** None

**PUBLIC HEARING CLOSED AT 7:17PM**

**Planning Commission discussed the applications.**

**Concerns Included:**

- Cost of sewer extension
- Costly for City and applicants to have single property annexation requests

**Considerations and Ideas Included:**

- Inviting neighbors to annex and share in the cost of services

**Commissioner Wolthuis made a motion to make a recommendation to City Council to approve the application request AX 17-01 and ZC 17-01** to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The request is also to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

**Commissioner Journey seconded the motion.**

**Question was called**

**Aye (5)**

**Commissioner Journey, Commissioner Herb, Commissioner Wolthuis, Commissioner Wilcox, Chairperson Gatchell**

**Nay (0)**

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

**Chairperson Gatchell continued the public hearing for the land use request CU 18-01 at 7:23PM**

- APPLICATION CU 18-01:** The applicant is requesting a conditional use permit in order to establish a home occupation (home business) on their property. The home occupation would consist of specialty automotive fabrication and detailing, custom metal work, general metal fabrication, and the production of metal art. The home occupation would be conducted in an 864 square foot shop building, and include parking for the home occupation on the property. The subject property is a tract that consists of two subdivision lots and a total 0.32 acre. The subject property is located in the Residential Low-Density (R-1) Zone.

**Chairperson Gatchell asked the Commissioners if they had any of the below stated in regards to the application;**

**Personal Bias: None**

**Conflict of Interest: None**

**Exparte:**

**Commissioner Journey disclosed she was familiar with the property.**

**Commissioner Wilcox disclosed she was familiar with the property.**

**Chairperson Gatchell asked the applicant to speak to the request.**

**Loni Holt** explained that he currently has a business. He said that in an effort to cut back on overhead and add value to his property he is requesting approval to have a home occupation at his residence. He explained that there would be minimal noise. He explained that he would not have a lot of exhaust but would be willing to install fans for exhaust, as well as limit his operating hours to mitigate any concerns. He explained he was not aware of the requirement to improve 7<sup>th</sup> Avenue in regards to this request. He explained that the cars parked on his property now are to be removed.

**CEDD Jerry Sorte** briefly explained the Land Use request, staff report, and background of the property. He then reviewed approval criteria that are applicable to the variance request, as well as the staff findings, and application. He recommended that the Planning Commission hear testimony and make a decision on this matter.

### **Questions**

Will there be exhaust for emissions and venting?

Will there be noise?

Will there be consideration for different sleep cycles?

Is there a limit on cars that will be serviced?

Will the work be done indoors?

Is there a plan for access?

Will there be a street improvement?

### **Clarifications**

The applicant explained;

He will not have emissions or a need for venting, but is willing to install fans if requested.

He does specialty automotive and would not make much noise with his tools.

He emphasized respecting his neighborhood.

The number of cars would not exceed four.

The possible hours of operation should be set at 9:00AM to 5:00PM or 10:00AM to 6:00PM.

The work would be done indoors, except for washing the vehicles.

The access would come from 7<sup>th</sup> Avenue.

The applicant was not aware of the required street improvement.

### **Testimony in Favor:**

**Tracy McIntire** explained that she is a neighbor to the applicant. She stated that she is in full support of this request. She stated that she owns Harley Davidson motorcycles and diesel trucks which make more noise than the applicant could make with his proposed request. She stated the applicant is always considerate of neighbors, and a home occupation would be beneficial to them. She stated that it is asinine to require a road improvement to start a business. She said that their neighborhood always takes care of each other and that requiring a street improvement is an unexpected blow to the applicants.

**Chairperson Gatchell** asked for clarification that her main issue was noise.



**Tracy McIntire** explained that no one in the neighborhood will be affected by this business or the noise, and asked why the street improvement was required. She explained that anytime someone can stay home and work it is a good thing.

**Testimony in Opposition:** None

## **PUBLIC HEARING CLOSED AT 7:45PM**

**Planning Commission discussed the applications.**

### **Concerns Included:**

- Exhaust & Emissions
- Noise
- Potential different sleep schedules for neighborhood
- Potential violation of nuisance code in regards to vehicle storage in back yard
- Automotive businesses are not fitting for a conditional use in a residential zone
- Upholding the integrity of residential zones
- Business growth and expansion
- Setting a precedent for automotive home occupations
- Restrictive covenant rather than a property line adjustment

### **Considerations and Ideas Included:**

- Support of new businesses
- Requesting staff review every option and continue hearing
- Home Occupations are permitted and allowed with an approved Conditional Use request in residential zones

**Commissioner Journey made a motion to deny the application request CU 18-01** for a conditional use permit in order to establish a home occupation (home business) on their property. The home occupation would consist of specialty automotive fabrication and detailing, custom metal work, general metal fabrication, and the production of metal art. The home occupation would be conducted in an 864 square foot shop building, and include parking for the home occupation on the property. The subject property is a tract that consists of two subdivision lots and a total 0.32 acre. The subject property is located in the Residential Low-Density (R-1) Zone. 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.

**Commissioner Herb seconded the motion.**

**Question was called**

**Aye (4)**

**Commissioner Journey, Commissioner Herb, Commissioner Wolthuis, and Chairperson Gatchell**

**Nay (1) Commissioner Wilcox**

**Motion Passed Unanimously 4 Ayes to 1 Nay**

## **PROJECT UPDATES FROM PLANNING STAFF**

**The Planning Commission and Staff discussed upcoming projects and land use actions.**

**ADJOURNMENT**

**PUBLIC MEETING CLOSED AT 8:08PM**

**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 March 12, 2018.**

---

Lance Gatchell Chairperson  
Sweet Home Planning Commission

Respectfully submitted by: Katie Wilcox, Planning Assistant

DRAFT



March 9, 2018

Ray Towry  
City Manager  
City of Sweet Home  
1140 12th Avenue  
Sweet Home, OR 97386

Dear Mr. Towry,

As part of Comcast's ongoing commitment to keep you informed, we want to let you know that effective April 12, 2018, we will drop the World Fishing Network, Outside TV, and Big Ten in the Sports and Entertainment Package (SEP) from the Oregon/SW Washington Region. Customers are being notified of this change via bill message.

As always, should you have any questions, please feel free to contact me at (503) 605-6357.

Sincerely,

Tim Goodman  
Director, Government Affairs & Regulatory Affairs