

MISSION STATEMENT

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



CITY OF SWEET HOME CITY COUNCIL AGENDA

WIFI Passcode:
guestwifi

April 10, 2018, 6:30 p.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

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

A. Call to Order and Pledge of Allegiance

B. Roll Call:

Councilor Briana
Councilor Coleman
Councilor Gerson
Councilor Goble

Councilor Gourley
Mayor Mahler
Councilor Trask

C. Consent Agenda:

- a) Approval of Minutes: March 27, 2018 – City Council (pg. 3-7)

D. Recognition of Visitors and Hearing of Petitions:

E. Old Business:

F. New Business:

G. Introduction, First and Second Reading of Ordinance Bills

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

- a) Ordinance No. 1 for 2018 – Ordinance No. 1269 An Ordinance Annexing Territory Within the Urban Growth Boundary and Amending the Sweet Home Zoning Map and Declaring a Need for Expediency Clause (pg. 8-14)

I. Resolutions

J. Reports of Committees:

Administrative & Finance/Property	Goble
Public Safety/Traffic Safety	Briana
Public Works	Mahler
Park and Tree Committee (Minutes 03-21-2018) (pg. 15)	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

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Fire District	Trask
Council of Governments	Gerson
Area Commission on Transportation	Briana
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley
Capitol Christmas Tree Committee (Committee Report) (pg. 16-21)	Coleman

K. Reports of City Officials:

- a) Mayor's Report
- b) City Manager's Report
- c) Department Director's Reports:
 - i. Finance Director
 - (1) Checks by Date March 2018 (pg. 22-24)
 - (2) Finance Monthly Report (pg. 25)
 - ii. Library Services Director
 - (1) Library Parton Statistics for Jan-Mar 2018 (pg. 26)
 - (2) Library City Council Report March 2018 (pg. 27)
 - (3) Library Circulation Stats (pg. 28)
 - (4) Library Advisory Board Minutes March 2018 (pg. 29)
 - iii. Community and Economic Development Director
 - (1) CEDD Monthly Report (pg. 30-31)
 - (2) Planning Commission Minutes 03-19-18 (pg. 32-40)
 - (3) Planning Commission Minutes 04-02-18 (pg. 41-43)
 - iv. Police Chief
 - (1) PD Statistics April 2018 (pg. 44-45)
 - v. Public Works Director
 - (1) Monthly Project Report (pg. 46)
 - vi. City Attorney's Report

L. Adjournment

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**SWEET HOME CITY COUNCIL
MEETING MINUTES**

March 27, 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: Community and Economic Development Director Jerry Sorte, Public Works Director Greg Springman, Library Services Director Rose Peda, Police Chief Jeff Lynn, City Attorney Robert Snyder, and Recording Secretary Julie Fisher

Visitors Registered to Speak: George Medellin, Scott Gagner

Media: Sean Morgan, The New Era

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

Motion to Excuse Councilor Coleman from the March 13, 2018 City Council Work Session (Gerson/Trask) 6 Ayes, 0 Opposed and 1 Absent (Gourley)

Motion to Excuse Councilor Gourley from the March 27, 2018 City Council Meeting (Trask/Gerson) 6 Ayes, 0 Opposed and 1 Absent (Gourley)

Consent Agenda: Motion was made to approve the Consent Agenda as submitted. (Trask/Coleman) Motion passed with 5 Ayes, 0 Opposed, 1 Absent (Gourley) and 1 Abstain (Goble – stating he was not in attendance to those meetings)

Items on the consent agenda are as follows:
Approval of Minutes: March 13, 2018 – City Council WS
March 13, 2018 – City Council

Recognition of Visitors & Hearing of Petition:

Proclamation: Child Abuse Prevention Month

Mayor Mahler read the proclamation for Child Abuse Awareness Month.

George Medellin
1109 26th Avenue
Sweet Home, OR 97386

George Medellin gave a brief Small Business Development Center (SBDC) update which covered what has been done, what are future goals of the SBDC and ask of the Council if they had any suggestions for the SBDC.

Old Business: None

New Business:

Request for Council Action –
Appointment to Budget Committee -
Dix

CEDD Sorte introduced the Request for Council Action.

Motion to appoint Derek Dix to the Sweet Home Budget Committee for a full three year term to expire 03-27-2021. (Coleman/Briana) 6 Ayes, 0 Opposed, 1 Absent (Gourley)

Request for Council Action –
Dude Solutions, Inc. Contract

Finance Director Brandon Neish and Public Works Director Greg Springman introduced the Request for Council Action to enter into a contract with Dude Solutions for new technology that will allow for easier data tracking and public interaction related to Public Works and Code Enforcement. The program will replace PubWorks, but will add features not available in the current program. Implementation costs will come from the current budget year and spread out between various departments. Five modules would be added to the new program to include water, wastewater and Code Enforcement.

The Council questioned how much information the public was able to see using the public interface. It was explained that the public would be able to submit a request or issue and would have access to track the issue they submitted but would not be able to see everything the system is tracking.

Motion to approve the contract with Dude Solutions, Inc. for \$12,710.83 from the 2017/2018 budget with ongoing costs to be in future budgets (Gerson/Goble) 6 Ayes, 0 Opposed, 1 Absent (Gourley)

Roll Call Vote

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

Request for Council Action –
Draft Economic Development
Strategy.

CEDD Sorte introduced the draft Economic Development Strategy seeking consensus from the Council on direction for using the Economic Development Funds that were set aside in the 2017/2018 Budget. CEDD Sorte explained his plan to provide business incentives through implementation of a Commercial Exterior Improvement Program set up as a grant through the COG and develop and implement a Gap Financing Program which would be a revolving loan. The Consensus of the Council was positive towards both plans. The Council had hesitation on the loan portion and wanted more specifics on how to keep risk of loan defaults at a minimum. It was also requested that a business be required to have a business plan prior to being approved for the Gap Financing loan program. Bill Matthews, Chamber of Commerce Director added that the programs need a proactive approach to be successful.

Introduction, First and Second Reading of Ordinance Bills:

Introduction: CEDD Sorte introduced 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 Expediency Clause explaining the Council held a Public Hearing on April 4, 2018 and approved the Annexation and Zone Change.

Motion to move Ordinance Bill No. 1 for 2018 to first reading (Trask/Coleman) 6 Ayes, 0 Opposed, 1 Absent (Gourley)

First Reading: CEDD Jerry Sorte read in its entirety 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 Expediency Clause.

Motion to move Ordinance Bill No. 1 for 2018 to second reading due for need for expediency (Coleman/Trask) 6 Ayes, 0 Opposed, 1 Absent (Gourley)

Second Reading: CEDD Jerry Sorte read by title only 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 Expediency Clause.

Motion to move Ordinance Bill No. 1 for 2018 to third and final reading on April 10, 2018 (Gerson/Trask) 6 Ayes, 0 Opposed and 1 Absent (Gourley)

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 Councilor Coleman announced the Chamber Banquet on April 7th has sold out. The next Chamber Board meeting is this Thursday. Bill Matthews, Chamber of Commerce Director announced the new 2018 Visitors Guide has been completed by the New Era and includes a directory of every known business in Sweet Home.

Fire District	None
Park & Tree Commission	Councilor Trask reported progress is being made at Sankey Park and a report will come before Council soon.
Y.A.C.	None
Ad Hoc Committee Community Healthcare	None
Capitol Christmas Tree	Councilor Coleman announced Councilor Trask has already received donations for the Capitol Christmas Tree. Councilor Trask added that we have a very giving community that is always willing to step up. Councilor Trask added that businesses are constantly asked to donate and they are very generous.

Regional Boards/Committees:

Area Commission on Transportation (ACT)	None
COG	Councilor Gerson stated her written report is in the Council Packet.
Solid Waste Advisory Council (SWAC)	Scott Gagner with Sweet Home Sanitation spoke to the Council about the Recycling Crisis and stated is has been a serious issue for the past 6-8 months. China has been taking up to 50% of the recycle and now will only accept about 20% causing major issues and cost increases. In the past Sweet Home Sanitation was paid for recycle and now they have to pay to get rid of it. Sweet Home Sanitation is working on advance education materials to send out to all of their customers and looking for a solution that is best for the community and beneficial for the City. Mr. Gagner stated that does not necessarily mean a rate increase, however operation cost have increased 450% in the recent months. Mr. Gagner added that he is only before Council to give them information on the seriousness of the recycle crisis and not asking for anything at this time.

Mayor's Report	None
City Manager's Report	None

Department Directors Reports:

Finance Director	Finance Director Neish presented the SHMC report which was included in the Council packet and also gave a presentation on the Revenue vs. Expenses compared to the past six years.
Library Director	Library Services Director Peda reported Spring Break activities at the Library including rock painting and Christmas Tree ornament making.
Community and Economic Development Director	CEDD Sorte thanked the Planning Commission for working so diligently on all of the Code updates as well as all of the Planning

Applications that have come in. CEDD Sorte stated the Department is going through some changes and restructuring to become more outcome oriented. Joe Graybill has been tasked with the Sankey Park project to keep the project moving and for direction on next steps.

Police Chief

Chief Lynn stated April is Child Abuse Awareness Month and announced a Pinwheel Planting and Walk a Mile for a Child on April 7th at 11am at the Police Station. All of the money goes to help local families with gas cards and resources to go to the ABC House in Albany. In 2017 there were 370 DHS referrals, over 1 call per day. In 2016 there were 330 and in 2015 there were 251.

Public Works

None

City Attorney

None

Adjournment:

With no further business the meeting adjourned at 8:23 PM.

The foregoing is a true copy of the proceedings of the City Council at the March 27, 2018 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

ORDINANCE BILL NO. 1 FOR 2018

ORDINANCE NO. 1269

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

Exhibit A to Ordinance Bill No. 1 for 2018
Findings of Fact for Planning Files AX 17-01 and ZC 17-01

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 18th 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 8th 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 polices 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 contained 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.

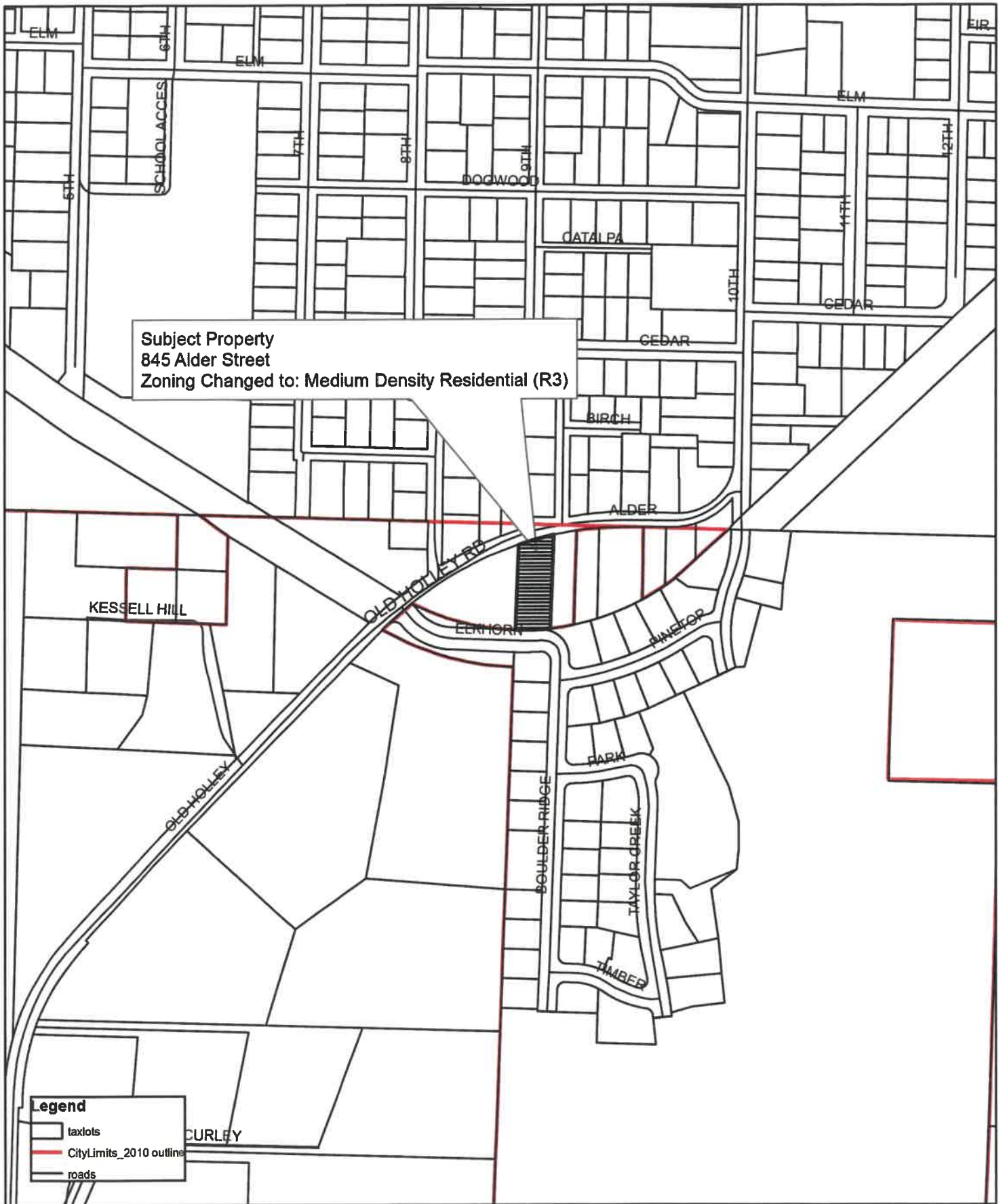
The subject property contains approximately 0.52-acre; and if approved, it would be possible to divide the property into lots as small as 4,800 square feet through a future subdivision or partition application process. The applicant has not requested a subdivision or partition at this time. If the applicant 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



0 90 180 360 540 720 Feet 1 inch = 350 feet



845 Alder Street
Sweet Home, OR 97306
City Council Packet 10/18/18 pg. 346
14S01E06B Tax Lot 700



CITY OF SWEET HOME PARK AND TREE COMMITTEE MINUTES

March 21, 2018, 8:30 a.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

1. Call to Order at 8:32 AM

2. Roll Call of Park and Tree Committee Members:

Committee Members present: Nancy Patton, Bob Dalton; Debra Northern, Council Representative Dave Trask

Committee Members absent: Angela Clegg, Lena Tucker, Alice Smith, Wally Shreves,

Staff present: Jerry Sorte, Community and Economic Development Director; Katie Wilcox, Planning Assistant, Greg Springman, Public Works Director; Dominic Valloni, Maintenance Superintendent, Kevin Makinson, Parks Crew Leader, Joe Graybill, Staff Engineer

Community members present: Bill Marshall

3. Introductions: The group welcomed new Committee member Debra Northern, and provided introductions.

4. Ideas, Proposals, and General Discussion

Discussion ensued about the draft Sankey Park Action Plan.

The group reviewed the draft plan and discussed avenues for moving forward before. General ideas included moving forward on maintenance, tree falling and thinning, bathrooms, and access. The group discussed holding a special meeting in order to make budget recommendations.

5. Adjournment at 9:30 AM



2018 U.S. Capitol Christmas Tree Sponsorship Opportunities



The Willamette National Forest in partnership with non-profit partner Choose Outdoors are proud to bring the U.S. Capitol Christmas Tree from Oregon to Washington D.C. for the 2018 holiday season. The program is made possible thanks to the generous support of local and national partners, and we invite you to take part in telling the story of the Willamette, the great state of Oregon, and the tree's journey to the U.S. Capitol in 2018. General sponsorship opportunities are outlined below and we are happy to customize sponsorships to meet your organization's goals and objectives.

Presenting (\$100,000)

- Recognition as presenting sponsor of 2018 program, including primary logo and/or name placement on all 2018 materials such as the truck banner, website, media, social media and special event opportunities (as applicable).
- Recognition as presenting sponsor of the Congressional Reception in Washington D.C. (Dec. 2018)
- Feature on company on the U.S. Capitol Christmas Tree website plus five organization-related social media posts
- Eight invitations to the Tree Lighting Ceremony & Congressional Reception (Dec. 2018)
- Eight invitations to the U.S. Forest Service Chief's Reception (Dec. 2018)
- Eight invitations to the sponsor recognition event (Dec. 2018)
- Press release template announcing partnership

***Presenting sponsor level may be reached in part with trade/in-kind support; must include at least 50% cash.*

Cascade (\$50,000)

- Large company logo on 2018 U.S. Capitol Christmas Tree truck banner
- Company logo placement on all pages of the U.S. Capitol Christmas Tree website
- Feature on company on the U.S. Capitol Christmas Tree website plus four organization-related social media posts
- Six invitations to the Tree Lighting Ceremony & Congressional Reception (Dec. 2018)
- Six invitations to the U.S. Forest Service Chief's Reception (Dec. 2018)
- Six invitations to the sponsor recognition event (Dec. 2018)
- Press release template announcing partnership

Mt. Jefferson (\$25,000)

- Medium company logo on 2018 U.S. Capitol Christmas Tree banner
- Company logo placement on all pages of the U.S. Capitol Christmas Tree website
- Feature on company on the U.S. Capitol Christmas Tree website plus three organization-related social media posts
- Four invitations the Tree Lighting Ceremony & Congressional Reception (Dec. 2018)
- Four invitations to the U.S. Forest Service Chief's Reception (Dec. 2018)
- Four invitations to the sponsor recognition event (Dec. 2018)
- Press release template announcing partnership

Mt. Washington (\$10,000)

- Small logo on 2018 U.S. Capitol Christmas Tree banner
- Company logo placement on all pages of the U.S. Capitol Christmas Tree website
- Two social media posts
- Two invitations the Tree Lighting Ceremony & Congressional Reception (Dec. 2018)
- Two invitations to the U.S. Forest Service Chief's Reception (Dec. 2018)
- Two invitations to attend the sponsor recognition event (Dec. 2018)
- Press release template announcing partnership

Diamond Peak (\$5,000)

- Company name on 2018 truck banner
- Company logo on all pages of U.S. Capitol Christmas Tree website
- One invitation to participate in 2018 U.S. Capitol Christmas Tree events in Washington D.C.
- Press release template announcing partnership

Three Sisters (\$1,000)

- Company name on 2018 truck banner
- Company logo on the sponsor page of the U.S. Capitol Christmas Tree website
- Official commemorative 2018 Capitol Christmas Tree ornament

Friends of the Tree (\$100-\$500)

- Company name on 2018 truck banner
- Company name the sponsor page of the U.S. Capitol Christmas Tree website

CONTACT:

Bruce Ward
President, Choose Outdoors
bruceward1@gmail.com
303-917-1476

Thank you for your consideration!



WE WOULD LOVE YOUR HELP !!!!



The Willamette National Forest's Sweet Home Ranger District has been selected to provide the Capitol Christmas Tree in Washington, D.C. for the 2018 holiday season. In addition the Willamette will provide 75 companion trees to be displayed throughout the Capitol .

That means a lot of Decorations !!

We are in search of groups, schools, organizations and individuals that would like to help us supply 6,500 small ornaments, 3,500 large ornaments.



**6,500 Small
Ornaments**

To Decorate The Indoor Trees

Requirements:
4 to 6 inches in size
Reflective and Colorful
Lightweight and Durable
No Logos please



**3,500 Large
Ornaments**

To Decorate The Outdoor Tree

Requirements:
9 to 12 inches in size
Reflective and Colorful
Lightweight, Waterproof
No Logos please



Ornaments should reflect Oregon's cultural heritage, historical events or people and our natural resources. This is going to be a fun and exciting event and our opportunity to show the Nation why we are proud to be from Oregon. Some of the more unique ornaments provided may be selected by the Smithsonian Institute for future displays.

For more information call Stefanie Gatchell or
Nancy Shadomy at the Sweet Home Ranger Station
541-367-5168

email: capitolchristmastree2018@gmail.com





U.S. Capitol Christmas Tree Ornament Making Themes and Events for 2018



Scheduled Ornament Making Events

Please check the website as these are subject to change and new events may be added.

- Sweetheart Run - February 10 at 10AM, Sankey Park , Sweet Home
- Oregon Logging Conference - Feb 24 from 9AM-2PM, Lane Event Center Wheeler Pavilion, Eugene
- Sweet Home Chamber Awards Banquet Dinner - April 7 from 5-6PM, Sweet Home Boys and Girls Club
 - Oregon Ducks Football Spring Game - April 21, Moshofsky Center, Eugene
 - Oakridge Tree Planting Festival – May 5th from 11AM - 3PM, High School Track
- Free Fishing Day - June 2 at 10AM, Timber Linn Park (Albany), Detroit Lake, Willamette Fish Hatchery (Oakridge)
 - Sweet Home Safety Fair - June 23 at 9AM , Sweet Home Police Department
 - Emerald (EMS) Baseball Game - July 25 from 6-9PM, PK Park, Eugene
 - Sportsman's Holiday - July 14 at 10AM, Sweet Home High School
 - Oregon Jamboree - August 3-5, Sweet Home High School
- Sweet Home Community Health Fair - August 18 from 10AM - 2PM, Sweet Home High School Activity Center
 - Oregon State Fair - August 25 and September 1 from 10AM – 5PM , Salem
 - Harvest Fest - Saturday October 13 from 10AM - 2PM Sankey Park, Sweet Home
 - Events listed in green have an entrance fee

There are 10 suggested themes. You can create any type of lightweight and reflective ornament that represents Oregon. Logos are not allowed on the ornaments. You may put your school, organization name and location.

1. Smokey Bear Christmas - Smokey hats, face, fire prevention messages, woodsy owl
2. Home Sweet Home - house with "Home Sweet Home" stencil, logging
3. Willamette National Forest - trees, leaves, deer, elk, anything that represents the forest
4. Coastal - boats, jellyfish, fish, anchors, seagulls, lighthouses, crab, or anything that represents this part of the state



5. Oregon Trail - horses, wagon wheels, covered wagons, etc.
6. Christmas - Christmas colored ornaments, Santa, reindeer, etc.
7. Sports - bikes, football, baseball, etc.
8. Great Outdoors - mountains, lakes, rivers, fossils, desert scenes etc.
9. Nature Art - animal tracks, wood cookies, pine cones, etc.
10. Recycling - this is open to anything made out of recycled materials.

All ornaments should be completed by **October 1, 2018.**

Mail them to: Sweet Home Ranger District Ornaments, 4431 Highway 20, Sweet Home, OR 97386
Ornament drop off sites are listed on our webpage along with current and upcoming events.

www.capitolchristmastree.com

The 2018 U.S. Capitol Christmas Tree will be cut from the Sweet Home Ranger District on the Willamette National Forest.

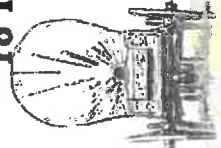
The tradition of the Capitol Christmas Tree, or "The People's Tree," began in 1964 when Speaker of the U.S. House of Representatives John W. McCormack (D-MA) placed a live Christmas tree on the Capitol lawn. This tree lived three years before succumbing to wind and root damage.

In 1970, the Architect of the Capitol asked the U.S. Forest Service to provide a Christmas tree. Since then, a different national forest has been chosen each year to provide "The People's Tree." The selected national forest also works with partners to provide 75 smaller companion Christmas trees for offices in Washington, D.C.

The last time a tree was selected from Oregon was 2002. It was a Douglas Fir, from the Umpqua National Forest.

For more information on the U.S. Capitol Christmas Tree, visit www.capitolchristmastree.com

Find Your Trail To The Capitol Christmas Tree



For more information, contact the Willamette National Forest Ornament Committee:
Stefanie Gatchell @ 541.367.3962
Nancy Shadomy @ 541.367.3411
Sweet Home Ranger District : 541-367-5168

Visit us on the web at:
www.fs.usda.gov/willamette
www.capitolchristmastree.com
Facebook @ U.S. Capitol Christmas Tree
Email us :
capitolchristmastree2018@gmail.com

Ornaments and tree skirts need to be completed and mailed to the Sweet Home Ranger District by **October 1, 2018**.
Sweet Home Ranger District
Capitol Christmas Tree
4431 Highway 20
Sweet Home, Oregon 97386



Find Your Trail To The Willamette National Forest

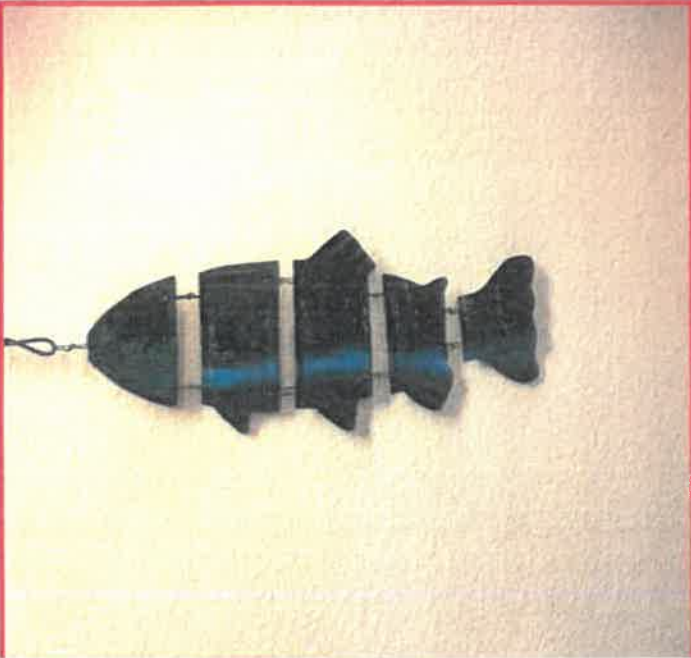


Sweet Home Ranger District

2018

U.S. CAPITOL CHRISTMAS TREE

Ornament Making information



3,500 Large Ornaments Needed

These will decorate the outdoor U.S. Capitol Christmas Tree in 2018. Ornaments should be made from lightweight durable materials such as wood, metals or recycled materials. They should reflect Oregon's cultural heritage, natural resources, historical events or people.

Requirements:

- 9 to 12 inches in size
- Lightweight
- Reflective and colorful
- Weatherproof and durable to withstand snow, rain and ice
- No logos please. It is ok to include name, school, organization and location in Oregon on the back of the ornament.

6,500 Small Ornaments Needed

These ornaments will decorate the indoor trees throughout Capitol buildings.

Requirements

- 4 to 6 inches in size
- Lightweight
- Reflective and colorful
- No logos please. It is ok to include the name of the school, organization and location in Oregon on the back of the ornament.



Ornament Events

There will be many ornament-making opportunities scheduled throughout 2018 at state and local events. The committee members will be contacting schools, local clubs and other organizations . If you are interested in helping, please contact the committee members listed on the back page. We encourage any individuals and/or groups to participate, in our events or to lead your own.

Suggested Themes

There are ten suggested themes for the companion trees. The large outdoor tree will display all of the themes. You can create any type of lightweight and reflective ornament that represents Oregon. Logos are not allowed on the ornaments. You may put your school, organization name and location on the ornaments.

1. Smokey Bear Christmas-Smokey hats, face, fire prevention messages
2. Home Sweet Home- house with "Home Sweet Home" stencil
3. Willamette National Forest- trees, leaves, deer, elk, logging things that represents the forest
4. Coastal - boats, jellyfish, fish, anchors seagulls, lighthouses, crab, or any thing that represents this part of the state
5. Oregon Trail - horses, wagon wheels, covered wagons, etc.
6. Christmas - Christmas colored ornaments, Santa, reindeer etc.
7. Sports - bikes, football, etc.
8. Great Outdoors - mountains, lakes, rivers, fossils, desert scenes etc.
9. Outdoor Nature Art - animal tracks, wood, cookies, pine cones, etc.
10. Recycling - This is open to anything made from recycled materials.

All ornaments need to be completed by October 1, 2018 and mailed or delivered to the :Sweet Home Ranger District 4431 Highway 20

Sweet Home, OR 97386

Drop off locations listed on: www.capitolchristmastree.com



City Manager's/Mayor's Office

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8969
Fax 541-367-5113
www.ci.sweet-home.or.us

U.S. Capitol Christmas Tree 2018
Willamette National Forest
City of Sweet Home

Sweet Home has received the honor of being chosen to send this year's Christmas tree to the U.S. Capitol. As the hosts of U.S. Capitol Christmas Tree, we will put on a parade on November 9th, 2018 for the tree as it begins its travels to Washington D.C.

In order to beautify the town for this national event, we are seeking to raise \$50,000. These funds would go towards:

1. New lighted wreaths
2. Ornaments
3. Banners
4. A community-wide celebratory event
5. Additional lights for Sweet Home's own community tree at Clover Park.

We welcome you to join these efforts by donating funds payable to:

Sweet Home Beautification
Tax ID: 93-0797200
1377 Westwood Lane
Sweet Home, OR 97386

If you have any questions please feel free to contact the City Manager's Office at (541) 367-8969.

Sincerely,

Capitol Christmas Tree Committee
City of Sweet Home

.....
SWEET HOME U.S. CAPITOL CHRISTMAS TREE

CONTRIBUTOR: _____

ADDRESS: _____

AMOUNT ENCLOSED: _____

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 04/05/2018 - 8:26AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
86837	3/6/2018	ACCELA, INC. #774375		AP		75.00
86838	3/6/2018	BENTLEY SYSTEMS, INC.		AP		207.75
86839	3/6/2018	JUDITH CHAFFIN		AP		68.45
86840	3/6/2018	COMCAST		AP		168.16
86841	3/6/2018	COMCAST BUSINESS		AP		1,490.36
86842	3/6/2018	DEMCO		AP		572.44
86843	3/6/2018	FEI PORTLAND WATERWORKS #30		AP		257.53
86844	3/6/2018	MICHAEL GRAYUM		AP		1,290.42
86845	3/6/2018	M.L. HOUCK CONSTRUCTION CO.,		AP		6,278.03
86846	3/6/2018	GERALD HOWARD		AP		20.00
86847	3/6/2018	JOY KISTNER		AP		16.35
86848	3/6/2018	LES SCHWAB WAREHOUSE CENTE		AP		1,352.28
86849	3/6/2018	METEREADERS, LLC		AP		1,878.00
86850	3/6/2018	NORM'S ELECTRIC, INC.		AP		268.60
86851	3/6/2018	NORTHWEST NATURAL		AP		2,895.03
86852	3/6/2018	OREGON DEPT. OF REVENUE		AP		18.00
86853	3/6/2018	REBECCA PEARCE		AP		18.12
86854	3/6/2018	TYANNE PICKLE		AP		81.75
86855	3/6/2018	KEITH ROHRBOUGH		AP		610.00
86856	3/6/2018	SAIF CORPORATION		AP		75.00
86857	3/6/2018	SENIOR CITIZENS OF SWEET HOM		AP		25,459.00
86858	3/6/2018	SNAP-ON-TOOLS		AP		53.25
86859	3/6/2018	SONSRAY MACHINERY LLC		AP		165.89
86860	3/6/2018	TCMS, INC.		AP		2,740.50
86861	3/6/2018	TWGW, INC. NAPA AUTO PARTS		AP		344.58
86862	3/6/2018	BENJAMIN ULEP		AP		17.86
86863	3/6/2018	WALKER HEATING & AC, INC.		AP		330.00
86864	3/6/2018	WELLS FARGO FINANCIAL LEASIN		AP		734.00
86865	3/6/2018	WELLS FARGO VENDOR FIN SERV		AP		157.93
86870	3/9/2018	WILDISH SAND & GRAVEL CO.		AP		170.20
86871	3/9/2018	WILBUR-ELLIS COMPANY LLC		AP		1,362.86
86872	3/9/2018	WELLS FARGO VENDOR FIN SERV		AP		296.00
86873	3/9/2018	D. MACK WALLS		AP		350.00
86874	3/9/2018	WALKER HEATING & AC, INC.		AP		582.00
86875	3/9/2018	VERIZON WIRELESS		AP		397.37
86876	3/9/2018	LENA TUCKER		AP		87.50
86877	3/9/2018	THYSSENKRUPP ELEVATOR CORP.		AP		511.27
86878	3/9/2018	SWEET HOME SCHOOL DISTRICT #		AP		93.60
86879	3/9/2018	SWEET HOME INN		AP		50.00
86880	3/9/2018	SUNSHINE INDUSTRIES UNLIMITE		AP		1,300.00
86881	3/9/2018	ELMER & VIVIENNE STEENBOCK		AP		68.45
86882	3/9/2018	ALICE SMITH		AP		615.00
86883	3/9/2018	SIERRA SPRINGS		AP		85.86
86884	3/9/2018	CHRISTINE SHULTS		AP		17.86
86885	3/9/2018	SANTIAM SPRAY SERVICE, INC.		AP		378.00
86886	3/9/2018	RENEWED PROPERTIES, LLC		AP		102.58

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
86887	3/9/2018	PETTY CASH - LIBRARY		AP		127.48
86888	3/9/2018	PASTEGA COFFEE SERVICE		AP		119.30
86889	3/9/2018	PACIFIC POWER		AP		21,678.81
86890	3/9/2018	O'REILLY AUTOMOTIVE, INC.		AP		246.82
86891	3/9/2018	OREGON DEPT OF ENVIRONMENT		AP		53.43
86892	3/9/2018	OFFICE DEPOT		AP		394.32
86893	3/9/2018	O & M POINT S TIRE & AUTO SERV		AP		133.00
86894	3/9/2018	NORTHWEST CODE PROFESSIONA		AP		200.00
86895	3/9/2018	NET ASSETS		AP		394.00
86896	3/9/2018	NEOFUNDS BY NEOPOST		AP		1,000.00
86897	3/9/2018	NATIONAL BUSINESS SOLUTIONS		AP		24.20
86898	3/9/2018	MOOSE CREEK MACHINE & REPAI		AP		218.00
86899	3/9/2018	MOONLIGHT BPO, INC.		AP		2,429.72
86900	3/9/2018	JOSEPH G. MIROCKE		AP		760.00
86901	3/9/2018	ALEXANDRA MCDONALD		AP		241.44
86902	3/9/2018	LLOYD R. RICE TOWING SERVICE		AP		180.00
86903	3/9/2018	LITHIA MOTOR SUPPORT SERVICE		AP		232.70
86904	3/9/2018	LIBERTY ROCK PRODUCTS, INC.		AP		364.14
86905	3/9/2018	LEBANON OREGONIAN		AP		300.00
86906	3/9/2018	LEAGUE OF OREGON CITIES		AP		43.60
86907	3/9/2018	HUTCHINS WELDING AND REPAIR		AP		84.18
86908	3/9/2018	HOY'S TRUE VALUE		AP		20.00
86909	3/9/2018	STEPHANIE HENSON		AP		70.33
86910	3/9/2018	H & H MACHINE, LLC		AP		553.93
86911	3/9/2018	GRIFFINS QUALITY TREE SERVICE		AP		250.00
86912	3/9/2018	GOVERNMENT FINANCE OFFICER		AP		170.00
86913	3/9/2018	GOOD FAITH MANAGEMENT LLC		AP		11.02
86914	3/9/2018	FASTENAL COMPANY		AP		333.95
86915	3/9/2018	DRIVER AND MOTOR VEHICLE SEI		AP		3.00
86916	3/9/2018	DEPT. OF CONSUMER AND BUSINI		AP		224.00
86917	3/9/2018	DAY MANAGEMENT CORPORATIO		AP		1,311.75
86918	3/9/2018	CUB-ALBANY PRINTING		AP		1,065.00
86919	3/9/2018	COMCAST		AP		149.85
86920	3/9/2018	CASCADE COMPUTER MAINTENA		AP		26,600.00
86921	3/9/2018	BUCK'S SANITARY SERVICE, INC.		AP		698.00
86922	3/9/2018	BLACKSTONE PUBLISHING		AP		177.68
86923	3/9/2018	BI-MART CORPORATION		AP		31.96
86924	3/9/2018	DENNIS BARNHART		AP		350.00
86925	3/9/2018	ARAMARK UNIFORM SERVICES		AP		480.91
86926	3/9/2018	ANDERSON ENTERPRISES		AP		343.20
86927	3/9/2018	ALSCO		AP		291.00
86928	3/9/2018	ACCELA, INC. #774375		AP		2,739.00
86929	3/9/2018	ABB STOVES, HEARTH, & HOME L.		AP		72.80
86930	3/16/2018	ELIJAH R. L. BROWN		AP		300.00
86931	3/16/2018	CASCADE COMPUTER MAINTENA		AP		3,154.00
86932	3/16/2018	CENTURYLINK		AP		1,339.51
86933	3/16/2018	CH2M OM SERVICES		AP		88,880.21
86934	3/16/2018	COMCAST		AP		268.99
86935	3/16/2018	COMCAST BUSINESS		AP		1,036.21
86936	3/16/2018	KIRA DENTON		AP		35.00
86937	3/16/2018	HEALTHY HOME PEST CONTROL, I		AP		200.00
86938	3/16/2018	HOY'S TRUE VALUE		AP		259.63
86939	3/16/2018	INGRAM LIBRARY SERVICES		AP		304.82
86940	3/16/2018	KNIFE RIVER		AP		197.92
86941	3/16/2018	NEW ERA		AP		381.00
86942	3/16/2018	OFFICE DEPOT		AP		191.35

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
86943	3/16/2018	ROSE PEDA		AP		78.34
86944	3/16/2018	KEITH ROHRBOUGH		AP		250.00
86945	3/16/2018	SHAWN SEVERNS		AP		100.00
86946	3/16/2018	SHAMROCK SUPPLY COMPANY, IN		AP		29.00
86947	3/16/2018	STAPLES ADVANTAGE		AP		330.02
86948	3/16/2018	TWGW, INC. NAPA AUTO PARTS		AP		237.45
86949	3/16/2018	WELLS FARGO FINANCIAL LEASIN		AP		49.00
86950	3/16/2018	WESTEK MARKETING, LLC		AP		11,971.00
86951	3/22/2018	ANDERSON ENTERPRISES		AP		323.44
86952	3/22/2018	BLACKSTONE PUBLISHING		AP		96.84
86953	3/22/2018	CENTER POINT LARGE PRINT		AP		175.56
86954	3/22/2018	DAVID DAVENPORT		AP		79.47
86955	3/22/2018	DENIM & PEARLS CATERING		AP		1,439.00
86956	3/22/2018	ECLECTIC EDGE EVENTS, LLC		AP		795.00
86957	3/22/2018	FRIENDS OF THE LIBRARY		AP		500.00
86958	3/22/2018	MIGUEL GOMEZ		AP		82.17
86959	3/22/2018	HOY'S TRUE VALUE		AP		10.00
86960	3/22/2018	HYDRAULIC TECHNICAL SERVICE		AP		368.00
86961	3/22/2018	INTERTECH, INC.		AP		2,280.00
86962	3/22/2018	LINN COUNTY TREASURER		AP		142.00
86963	3/22/2018	CHAYHOWA MCELHINNY		AP		65.00
86964	3/22/2018	TODD MENDENHALL		AP		29.67
86965	3/22/2018	NEW ERA		AP		283.08
86966	3/22/2018	NORM'S ELECTRIC, INC.		AP		5,954.00
86967	3/22/2018	OFFICE DEPOT		AP		103.66
86968	3/22/2018	ONE CALL CONCEPTS		AP		46.20
86969	3/22/2018	OREGON ASSOC. OF WATER UTILI		AP		570.00
86970	3/22/2018	OREGON DEPT. OF REVENUE		AP		619.00
86971	3/22/2018	OREGON PERMIT TECHNICIANS A:		AP		40.00
86972	3/22/2018	ROSE PEDA		AP		156.75
86973	3/22/2018	ASHLEY SNIFFEN		AP		61.22
86974	3/22/2018	CATHERINE SPANN		AP		61.22
86976	3/22/2018	SWEET HOME ELKS LODGE #1972		AP		249.50
86977	3/22/2018	SYNCB/AMAZON		AP		3,594.26
86978	3/22/2018	BENJAMIN ULEP		AP		68.45
86979	3/22/2018	ALICIA VOLKERS		AP		33.61
86980	3/22/2018	WELLS FARGO FINANCIAL LEASIN		AP		734.00

Total Check Count: 139

Total Check Amount: 247,839.90



City of Sweet Home Finance Department Monthly Report

March 2018

Finance Activities:

- Accounts Payable:
 - 139 checks were processed for payments of \$247,839.90
- Passport Applications processed: 53
- Passport Photos: 59
- Lien Searches: 80

Utility Billing Activities:

- Service Requests processed: 179
- New customers to Sweet Home: 16 (12 own - 4 rent)
- Accounts opened: 42
- Account closed: 43

	March
UB Statements Processed	3,307
Past Due Notices Processed	998
Number of accts turned off for non-payment	69

Statistics for January, 2018

Statistics for February, 2018

Statistics for March, 2018

PATRON ACTIVITY

OPAC Logins 245
SIP2 Logins 372

PATRON ACTIVITY

OPAC Logins 174
SIP2 Logins 316

PATRON ACTIVITY

OPAC Logins 230
SIP2 Logins 371

CIRCULATION AND RENEWALS

Checkouts 3671
Renewals by Staff 774
Renewals by OPAC 144

CIRCULATION AND RENEWALS

Checkouts 3709
Renewals by Staff 762
Renewals by OPAC 124

CIRCULATION AND RENEWALS

Checkouts 3999
Renewals by Staff 883
Renewals by OPAC 169

HOLDS REQUESTED

Holds by Staff 126
Holds by OPAC 133

HOLDS REQUESTED

Holds by Staff 95
Holds by OPAC 77

HOLDS REQUESTED

Holds by Staff 146
Holds by OPAC 129

ACTIVE PATRONS

2462

ACTIVE PATRONS

2474

ACTIVE PATRONS

2478

NEW PATRONS

Resident 20
NonResident 2

NEW PATRONS

Resident 36
NonResident 11

NEW PATRONS

Resident 47
NonResident 5

ITEM COUNTS

36867

ITEM COUNTS

36730

ITEM COUNTS

36031

PUBLIC ACCESS COMPUTERS

Logins this month 424
Pages printed 838

PUBLIC ACCESS COMPUTERS

Logins this month 410
Pages printed 912

PUBLIC ACCESS COMPUTERS

Logins this month 392
Pages printed 1179



Sweet Home Public Library

MEMORANDUM

To: City Council
Ray Towry, City Manager
Interested Parties
From: Rose Peda, Library Services Director
Date: April 3, 2018
Subject: Sweet Home Public Library Report for March, 2018

The following is a summary of activities for the month of March, 2018. Attached to this memo are the statistics for the Library.

Happenings

- 5 Storytimes for toddlers and preschoolers on Friday mornings with 94 children and 67 adults in attendance.
- Explosions, Inc., explosively fun science program, had 33 children and 22 adults in attendance.
- During spring break the library offered (2) Libraries Rock! programs where participants painted rocks and (2) ornament making programs for the Capital Christmas tree.
- Staff proctored two exams for a local student taking online college courses.
- The Library hosted a family night for Crawfordville HeadStart. Parents, children and staff from the HeadStart learned about the services offered by the Library. We had 24 children and 18 adults attend the program.

I attended the State Library Director's meeting and the Director's meeting for the Linn Libraries Consortium.

The Library checked out the first ukulele!



**QUARTERLY CIRCULATION STATISTICS
BY ITEM TYPE**

2018	January	February	March
Auto Manuals	0	0	1
Books on CD	128	114	96
Children's Board Books	73	53	62
Children's Easy Readers	235	364	424
Children's Fiction	275	332	360
Children's Graphic Novels	155	116	127
Children's NonFiction	237	375	341
Children's Picture Books	503	574	558
Children's Ready to Read	119	158	79
DVDs	989	914	1043
Fiction	390	359	399
Magazines	49	38	71
Music CD	47	52	39
Mystery	234	157	275
New Fiction	264	227	237
New NonFiction	69	83	96
New Mystery	140	130	150
New Science Fiction	11	8	7
NonFiction	261	239	296
Northwest	23	20	12
Paperback General	24	18	11
Paperback Mystery	40	26	39
Paperback Romance	29	33	17
Paperback Westerns	4	13	6
Paperback Science Fiction	8	6	7
Science Fiction / Fantasy	21	24	16
Teen Fiction	128	115	127
Teen Graphic Novel	43	25	83
Teen NonFiction	1	5	2
Videos	45	10	0
Westerns	35	37	42
TOTALS	4589	4595	5051

Library Advisory Board Minutes
March 8, 2018
Meeting time 4:30pm

Present at the meeting were Charlene Adams, Don Hopkins, Diane Gerson and Eva Jurney. Kevin Hill absence was excused. Member of the public present Bonnie Neal.

Motion to approve the minutes as presented for the February 8, 2018 meeting. (Motion approved 4 ayes, 0 opposed.)

The Board reviewed the financial expenditures for the month of February. Rose brought to the Board's attention the magazine subscription renewal payment made to Ebsco on 26 subscriptions for the Library. Rose will ask Brandon Neish about the final percentage from the general ledger of 33.98%. Diane commented that she is amazed that we added 36 new patrons in the month of February. The Board reviewed the circulation statistics.

The Board reviewed the Pacific Power bills from 2012 to 2018. The Board had asked for a printout to look at the impact of the light retrofit in November, 2013 and the installation of the exterior lights in June, 2016. On average, the monthly bill is \$600. The retrofit did not represent significant savings and the additional exterior lights did not seem to add to the monthly bills. Don inquired about the overall cost of the retrofit. The lights needed to be retrofitted because the original lamps and ballasts were no longer being manufactured.

The Library will be having a program on Tuesday, March 20 at 4pm called Explosions, Inc. Included in the Board packets were descriptions of the summer reading programs. Rose explained that Traveling Lantern on August 1st had to cancel and we will be scheduling another program. Don asked how the programs were selected. Rose explained that, when possible, the summer reading programs are scheduled with Albany Public to save travel cost. The programs will be at the Boys and Girls Club.

A letter of intent is being submitted to the Collins Foundation to assist in paying for the summer reading programs. In April, a grant will be submitted to Dollar General to purchase high interest / low reading level books and graphic novels. These books will help struggling readers.

Rose reported that Directors from libraries around the state will be meeting March 9th. On Tuesday, March 13th the Linn Libraries Directors will be meeting to discuss sharing DVDs and courier costs for the next fiscal year. On March 21st we will be meeting with the summer reading volunteers, Miriam Swanson from the New Era, Tyler Reese from the Boys and Girls Club to review the upcoming summer reading programs. Also on March 21st, we will be hosting Crawfordsville HeadStart for a family night in the Library. During spring break, we will be painting rocks and making ornaments for the Capital Christmas tree.

Rose asked if Bonnie Neal if there were any questions she wanted to ask the Board members. Bonnie responded that she normally works and is unable to attend the meetings but that she had the day off. She said that she supports libraries.

Rose invited the Board members to check out the new dollhouse in the Children's area.

Meeting adjourned at 5:30pm

Next regular Library Board meeting will be April 12, 2018 at 4:30pm

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Jerry Sorte, Community and Economic Dev. Director

DATE: April 4, 2018

SUBJECT: Community and Economic Development Department Report for March 2018

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Economic Development, and Parks and Recreation programs. The following is a summary of activities for the month of March 2018.

1. BUILDING

- Summary of Building Program Permits Issued (March 1, 2018-March 31, 2018).

Construction Category	Number of Permits
Residential 1 and 2 Family Dwellings	0
Residential Manufactured Dwellings	2
Residential Structural	2
Residential Mechanical Permits	8
Residential Plumbing	2
Residential Demolition	2
Commercial Mechanical	0
Commercial Structural	1
Commercial Plumbing	0
Commercial Demolition	0
Total Permits	17
Value Estimate of All Permits	\$206,214

2. PLANNING

- Summary of Planning Division Permits Issued (March 1, 2018 – March 31, 2018).

Permit Type	Number of Permits
Conditional Use Permits	4
Variance	1
Partition	1
Annexation	1
Zone Change	1

The Planning Commission considered code amendments to implement Senate Bill 1051 at their meeting on April 2, 2018. Senate Bill 1051 takes effect on July 1, 2018 and requires that the City allow: "the development of at least one accessory dwelling unit for each detached single-

family dwelling, subject to reasonable local regulations relating to siting and design.” The City may adopt “clear and objective” standards that would apply to accessory dwellings. These standards may include parking requirements, height restrictions, and other non-discretionary standards. SB 1051 also defines uses that may be established as a part of church use, and establishes the requirement to process certain affordable housing project applications within 100 days rather than the current 120-day rule. I anticipate that these code updates will be brought before the Planning Commission and the City Council at public hearings in May. This should allow time to adopt changes to our code by July 1, 2018.

- Projects and Activities:

Staff provided support to the Planning Commission at their meetings on March 5, 2018, March 12, 2018 and March 19, 2018. Staff also provided support to the Park and Tree Committee Meeting at their meeting on March 21, 2018.

3. ECONOMIC DEVELOPMENT

I attended the Sweet Home Active Revitalization Effort (SHARE) meeting on March 14, 2018. The City Council discussed the draft Economic Development Strategy at the March 27, 2018 meeting, and staff will now move forward to create a commercial exterior improvement program and possibly a gap financing loan program. We will update the City Council as these projects progress.

4. PARKS – RECREATION PROGRAMMING

CEDD staff are currently coordinating with the Public Works Department and the Park and Tree Committee on moving forward with development projects at Sankey Park. We will create a project page soon on the City website in order to keep the public apprised of projects that are scheduled to occur at the Park.



Community and Economic Development Department

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

PLANNING COMMISSION MEETING
MARCH 19, 2018
CITY HALL ANNEX - COUNCIL CHAMBERS
1140 12TH AVENUE

PUBLIC MEETING CALL TO ORDER AT 7:02PM

ROLL CALL ATTENDING:

Edith Wilcox Henry Wolthuis (7:04PM) Eva Journey Thomas Herb
Greg Stephens Lance Gatchell Anay Hausner

STAFF:

Jerry Sorte, Community and Economic Development Director (CEDD)
Kathryn Wilcox, Planning Assistant
Joe Graybill, Staff Engineer
Ray Towry, City Manager

REGISTERED VISITORS:

Adam Hummer
Amanda Hummer
Bill Mathews
Jon Gulliford

Connie Gulliford
Jeri Dodge
Louis Donlon
Doug Peargin

Larry Rodgers
Debbie Grey
Thomas Grenz

COMMENTS FROM THE PUBLIC

None

APPROVAL OF MINUTES

Chairperson Gatchell opened discussion for corrections to the January 22, 2018 meeting minutes.

Edits Included; None

Comments Included; None

Commissioner Journey moved to approve the minutes as submitted.
Commissioner Stephens seconded the motion to approve.

Question was called

Aye (6)

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

Nay (0)

Motion Passed Unanimously 6 Ayes to 0 Nays

Chairperson Gatchell opened discussion for corrections to the February 5, 2018 meeting minutes.

Edits Included; None

Comments Included; None

**Commissioner Herb moved to approve the minutes as submitted.
Commissioner Hausner seconded the motion to approve.**

Question was called

Aye (6)

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

Nay (0)

Motion Passed Unanimously 6 Ayes to 0 Nays

Chairperson Gatchell opened discussion for corrections to the February 26, 2018 meeting minutes.

Edits Included; None

Comments Included; None

**Commissioner Hausner moved to approve the minutes as submitted.
Commissioner Journey seconded the motion to approve.**

Question was called

Aye (6)

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

Nay (0)

Motion Passed Unanimously 6 Ayes to 0 Nays

PUBLIC HEARINGS

Chairperson Gatchell reviewed the Land Use procedure.

PUBLIC HEARING OPENED AT 7:05PM

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;

Page 2 of 9

Planning Commission Hearing – March 19, 2018

Revision Date: 3/20/18 ~ File Name: Planning Commission Minutes 3-19-18 – DRAFT

City Council Packet 04-10-18 pg. 33

APPLICATIONS CU 18-02 and VR 18-01: The applicant is requesting a conditional use permit and variance to build a garage/shop/RV storage building on the subject property. The proposed garage would be 32-feet wide by 40-feet long (1,280 square feet). A conditional use permit is required because this would be the establishment of a "secondary use on a lot without a primary use." There is not a dwelling located on the property. A variance is required because the garage would exceed the 864 square foot size limitation on accessory structures. The subject property contains 7,436 square feet, and is located in the Residential Low-Density (R-1) Zone. The applicant/property owners are: Adam Hummer and Amanda Davis. The property is located at: 966 Timber Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 14S01E06AB Tax Lot 3800. Lot 26 of Canyon Creek Estates Phase 1 Subdivision. The review and decision criteria are listed in Sweet Home Municipal Code Section(s) 17.80.040, 17.88.040, 17.88.050, 17.24.030(L), and 17.08.030(D).

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

Personal Bias: None

Conflict of Interest:

Commissioner Stephens declared that he lives in the notice area, although his property is in unincorporated. He stated that he can give fair judgement with no conflict of interest, financial or otherwise.

Exparte:

Commissioner Journey declared that she was familiar with the property.

Commissioner Stephens declared that he was familiar with the property.

Commissioner Herb declared that he 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 conditional use and variance requests, as well as the staff findings, and application. He explained that the request is to allow an accessory use on a lot without a primary use, and to vary from the maximum allowable accessory structure square footage. He recommended that the Planning Commission hear testimony and make a decision on this matter. He also asked that the Planning Commission specify the appeal period and direct staff to prepare an order for signature of the Commission Chair. He then asked if there were any questions of staff.

Chairperson Gatchell asked the applicant to speak to the request.

Adam & Amanda Hummer explained that they are requesting to build a shop for their recreational vehicles, and recreational vehicle trailer. They explained that in order to complete the shop project they had two options of combing the lots by vacating the property line or apply for a conditional use. The applicant explained that the vacation was an unexpected expense for his shop project and he chose to request a conditional use for the time being. He stated he plans to vacate the property line and consolidate the two lots in the future. He explained he is

asking for a variance to the maximum accessory structure size so that his building may accommodate all of his vehicles and trailer. He explained that his proposed plan would comply with the covenants, conditions and restrictions for that subdivision and that the aesthetics would match the existing house. He explained that once the shop is built there would still be area enough to build another dwelling, but he plans to combine the two lots.

Testimony in Favor: None

Testimony in Opposition:

Bill Mathews expressed concerns for the character of the neighborhood and that the proposal would be in opposition of the original subdivision. He explained there are criteria for the subdivision in regards to buildings and size. He explained that there are not many outbuildings in the area. He expressed concerns about the effect this proposal may have on property values.

Neutral Testimony: None

Rebuttal:

Adam Hummer explained that his proposal is in compliance with the covenants, conditions and restrictions for the property. He explained that the property value would increase once he builds the structure, builds sidewalks and does landscaping. He explained that in turn his increased value should raise the value of surrounding properties.

Bill Mathews expressed concerns for the character of the neighborhood and explained that all the other structures are single, attached structures. He expressed an understanding for the site restrictions and topography.

Adam Hummer reiterated that his proposal is in compliance with the covenants, conditions and restrictions for the property. He explained that he plans to combine the lots as soon as he can.

PUBLIC HEARING CLOSED AT 7:39PM

Planning Commission discussed the applications.

Concerns Included:

- Covenants, conditions and restrictions are not relevant
- Situation created by applicant
- Vacation of the property line
- Other outbuildings in neighborhood
- Expectations and integrity of the R1, Low Density Residential Zone
- Neighbor Testimony
- Compatibility with neighborhood
- Percentage of increase beyond standard size maximum requested

Considerations and Ideas Included:

- Improving collaborations
- Need for shop and parking
- Neighborhood improvement

- Cost
- Landscaping
- Roof design
- Matching the neighborhood
- Better to have enclosed storage than open storage
- Other storage options

Commissioner Herb made a motion to approve applications CU 18-02 and VR 18-01; including the conditions of approval listed in Section V of the Staff Report, the setting of 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 Hausner seconded the motion.

Question was called

Aye (5)

Chairperson Gatchell, Commissioner Hausner, Commissioner Herb, Commissioner Wolthuis, Commissioner Wilcox,

Nay (2)

Commissioner Journey, Commissioner Stephens

Motion Passed 5 Ayes to 2 Nays

PUBLIC HEARING OPENED AT 7:57PM

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;

APPLICATION CU 18-03: 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 a gunsmith business. The business would include the cleaning, repairing, customizing and refinishing of customer's firearms. The home occupation would be conducted within an existing 45' by 60' shop building on the property. The subject property is located in the Residential Low-Density (R-1) Zone and Natural Resources (NR) Zone. The subject property contains approximately 2.0 acres. The applicant is Jon and Connie Gulliford. The property owner is Jimmie Gulliford. The property is located at: 2060 and 2080 Ames Creek Road, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E32CC Tax Lot 3200. The review and decision criteria are listed in Sweet Home Municipal Code Section(s) 17.80.040 and 17.72.070.

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: None

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

Chairperson Gatchell asked the applicant to speak to the request.

Jon Gulliford explained that the original address is a Linn County address while the new City address will be the new address since they have purchased the property. He explained that he is a classically trained gunsmith and would like to establish a home occupation for gunsmithing. He explained that they purchased the property because it had two homes, which he needed for his family, and a shop that had already established as a home occupation in the past. He explained that he builds custom rifles and will not be doing retail sales, or carrying ammunition, powder, or the like. He stated that there is ample parking. He stated he currently secures firearms in a safe but is planning to install a vault. He explained that his business is a low volume business because the repairs take time. He stated that he has no employees, besides himself and his father may occasionally assist him. He explained he advertises on websites, at gun stores, gun shows, radio stations, and more, but does not advertise his address. He explained that he may have a small sign but it would comply with the sign code. He said that he would have regular business hours between 8:00AM and 6:00PM Monday through Friday. He explained he will have cameras and will be installing a security system.

Testimony in Favor: None

Testimony in Opposition:

Doug Peargin stated that he has concerns about firearms being discharged, and possible disturbances to the neighbors on the private drive.

Jerry Dodge stated that she has concerns about how the firearms would be tested, and if they would be discharged.

Neutral Testimony: None

Rebuttal: None

Jon Gulliford explained that he would not be discharging firearms. He explained that he owns a membership at a club where he can safely test the firearms. He explained that it is dangerous and prohibited to discharging a firearm inside City limits. He stated that he would not have a lot of customers coming down the private drive as his business is by appointment only.

PUBLIC HEARING CLOSED AT 8:15PM

Planning Commission discussed the applications.

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Planning Commission Hearing – March 19, 2018

Revision Date: 3/20/18 ~ File Name: Planning Commission Minutes 3-19-18 – DRAFT

City Council Packet 04-10-18 pg. 37

Concerns Included: None

Considerations and Ideas Included: None

Commissioner Wolthuis made a motion to approve the conditional use permit, as proposed in application CU18-03, to establish a home occupation for smith business at 2060 and 2080 Ames Creek Road, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E32CC Tax Lot 3200. The business would include the cleaning, repairing, customizing and refinishing of customer's firearms. The home occupation would be conducted within an existing 45' by 60' shop building on the property. The subject property is located in the Residential Low Density (R-1) Zone and Natural Resources (NR) Zone. The subject property contains approximately 2.0 acres. Conditions of approval are as listed in the Staff Report, the setting of 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 Stephens seconded the motion.

Question was called

Aye (7)

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

Nay (0)

Motion Passed Unanimously 7 Ayes to 0 Nays

PUBLIC HEARING OPENED AT 8:25PM

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;

APPLICATION CU 18-05: The applicant is requesting a conditional use permit in order to establish a church on a property zoned Commercial Highway (C-2). The subject property contains approximately 1.1 acres. The applicant is Tom Grenz, and the property owner is Full Gospel Church of Sweet Home. The property is located at: 2331 Main Street, Sweet Home, OR 97386; and identified on the Linn County Assessor's Map as 13S01E32BA Tax Lot 1800 and 13S01E32BD Tax Lot 104. The review and decision criteria are listed in Sweet Home Municipal Code Section(s) 17.80.040 and 17.36.030(A).

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: None

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

Chairperson Gatchell asked the applicant to speak to the request.

Thomas Grenz and Larry Rodgers explained that they are the representatives of Full Gospel Church and would like to use the new building they have purchased as the church's new location. They explained they have outgrown their previous location, which they were renting. They explained that it was more feasible to purchase than to rent and that the new location is larger and more accommodating for their needs. They explained they will use the structure for worship as well as providing services to the community. They explained they have no plans for signage at the time. They explained that no one will be residing in the structure.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 8:39PM

Planning Commission discussed the applications.

Concerns Included:

- Parking Requirements
- Sign Code Compliance

Considerations and Ideas Included:

- Use of existing structures and parking

Commissioner Herb made a motion to approve the application CU 18-05 requesting to use the existing building and parking lot a church; including the conditions of approval listed in the staff report. There shall be the setting of 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 Wilcox seconded the motion.

Question was called

Aye (7)

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

Nay (0)

Motion Passed Unanimously 7 Ayes to 0 Nays

DISCUSSION ON THE ZONING OF THE CITY PROPERTY LOCATED AT 1730 9TH AVENUE

Discussion Ensued about the property located at 1730 9th Avenue, currently owned by the City. The group discussed the suggestion to rezone the property.

Concerns Included:

- **Planning Commission making recommendation to City Council to rezone the property.**
- **Respect of the City Manager's stance on who would make the recommendation.**

Ideas Included:

- **Planning Commission to be flexible and open to consider proposals for that property as they come in.**

PLEDGE OF ALLEGIANCE

Discussion Ensued about requiring the Pledge of Allegiance at the opening of meetings. The Planning Commission deliberated and upon consensus decided to keep the Pledge of Allegiance on the agenda.

ADJOURNMENT

PUBLIC MEETING CLOSED AT 9:16PM

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 19, 2018.

**Lance Gatchell Chairperson
Sweet Home Planning Commission**

Respectfully submitted by: Katie Wilcox, Planning Assistant



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
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PLANNING COMMISSION MEETING
APRIL 2, 2018
CITY HALL ANNEX - COUNCIL CHAMBERS
1140 12TH AVENUE

PUBLIC MEETING CALL TO ORDER AT 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL ATTENDING:

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

STAFF:

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

REGISTERED VISITORS:

Sean Morgan
Susan Coleman
Molly Laycock
Connie DeBusschere
Tess Yahyazadel
Shakeelah Suddoo

Kevin Strong
Shelby Strong
Shelly Larson
Angie Tack
Lisa Herring
Dave Herring

COMMENTS FROM THE PUBLIC

None

APPROVAL OF MINUTES

Chairperson Gatchell moved to table the approval of the following minutes until the next Planning Commission Meeting;

March 5, 2018 Planning Commission meeting minutes

March 12, 2018 Planning Commission meeting minutes

March 19, 2018 Planning Commission meeting minutes

QUALITY DEVELOPMENT AWARDS

The Planning Commission presented the following awards;

Community Service Award: Anthony & Michelle Larson

For being kind enough to purchase and then lease the Chamber of Commerce Office, back to the Chamber of Commerce in times of hardship.

Commercial Appearance Award: Herring Auto Sales for Aesthetic Improvements.

Community Enhancement Award: Clover Park Christmas Lighting Group (Sweet Home Key Bank Team, Molly Laycock, Connie DeBusschere, and Susan Coleman)

For efforts in Clover Park and the Christmas Lighting Project.

The Sweet Home Auditorium Remodel Committee: Building Rejuvenation Award

For the High School Auditorium Improvements.

WORK SESSION

Discussion Ensued about SB 1051 Code Updates. CEDD Jerry Sorte reviewed the proposed draft changes.

Concerns Included:

- Clear and objective standards
- How to avoid appealable discretion
- Off street parking
- Being consistent with state rules
- Anticipation of possible variance requests
- State identified barriers
- Sweet Home's unique characteristics
- Buildable lands inventories
- Narrow streets
- Roof pitch
- Attached versus detached
- Preference of newer, nicer homes
- Trends
- Requests from the public to push the limits
- Not wanting to limit possibilities
- What the community will want
- How to apply flexible design standards
- Generational differences in the housing market
- Different styles of accessory dwelling units and tiny homes
- Upcoming building code changes
- Tiny homes on chassis versus foundations
- Accommodates travel and job opportunities
- RV Park Caretaker conditional use that are already allowed

Ideas Included:

- Updating definition of “Accessory Dwellings”
- One parking space per accessory dwelling unit
- Compliance with Sweet Home Municipal Code
- Exclusive materials list
- Anticipate what is likely to occur in applying standards
- Compliance with building codes should alleviate lot of issues
- Requiring that nonconforming uses to become conforming
- Roof pitch minimums
- Nonconforming structure would need to be brought into compliance before conversion
- Clarify substandard parking issue
- Remove accessory dwellings from conditional uses
- Excluding accessory dwellings from 5’ setback exception if located 70’-0” from the street
- Height limit to be set at 20’-0” but no minimum
- Other dwelling standards and requirements to apply to accessory dwelling units, with changes to the skirting and foundation requirements
- System development charges
- Utility hookups to be per lot, not per dwelling
- No owner occupancy or restrictive covenants required
- Combining or separating franchise utilities and services shall be left up to the owner

PROJECT UPDATES FROM PLANNING STAFF

Discussion ensued about scheduling public hearings and work sessions to move forward on the Accessory Dwelling Unit Code Updates.

ADJOURNMENT

PUBLIC MEETING CLOSED AT 9:10PM

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 April 2, 2018.

Lance Gatchell Chairperson
Sweet Home Planning Commission

Respectfully submitted by: Katie Wilcox, Planning Assistant



SWEET HOME POLICE DEPARTMENT
 CHIEF OF POLICE
 1950 Main Street
 Sweet Home, OR 97386
 (541) 367-5181 Fax (541) 367-5235

	03/31/2018	03/31/2017	% Change
Call Volume:	2018-02192	2017-02076	5.29%
CAD Calls:	4414	3849	12.80%
ONIBR Person Crimes	43	26	39.53%
ONIBR Person Crimes Cleared:	23	16	30.43%
ONIBR Property Crimes:	169	145	14.20%
ONIBR Property Crimes Cleared:	66	58	12.12%

Trends:

As the above statistics show our calls for service have increased through the first quarter of this year compared to the same time frame in 2017. We are keeping a close watch on these calls to see if we can detect a specific pattern that we may be able to effectively address.

After 5 weeks of training, on April 3rd, Officer McDonald and K9 Gemma passed their Oregon drug detection certification test. Gemma is now a certified three odor drug detection K-9 which enables her to detect methamphetamine, cocaine and heroin. Gemma will be fully deployed and on-duty during the second week of April. We are really excited about the opportunities that both Gemma and Officer McDonald will bring to us.

April is considered Child Abuse Awareness month and will consist of several events around the County that are designed to raise awareness. Our event is planned for April 7th at 11:00 am.

During the first quarter of 2018, the Sweet Home Police Department has received or investigated over 88 reports of abuse or concerns regarding the welfare of children. These reports have ranged from information reports, to welfare checks, to physical abuse and sexual abuse investigations.

Person Crimes are defined as:

	March 2018	March 2017
Assault	2	3
Child Neglect	0	1
Criminal Homicide	0	1
Elder Abuse	0	1
Harassment	5	4
Menacing	1	1
Other Sex Offense	5	0
Rape	1	0
Violation Restraining Order	7	5

Property Crimes are defined as:

	March 2018	March 2017
Arson	0	0
Burglary	5	7
Criminal Mischief	11	8
Forgery	1	0
Fraud	4	3
Motor Vehicle Theft	1	4
Robbery	0	0
Theft	43	28

MEMORANDUM



TO: Greg Springman, Public Works Director
FROM: Trish Rice, Engineering Tech
DATE: April 2, 2018
SUBJECT: Engineering Division Monthly Report

PROJECT: Relocation of Engineering Office

SCOPE: Relocate Engineering to 24th Ave Maintenance; scan vital historic records.

STATUS: Office relocation is complete. Scanning of vital historic records into digital is substantially complete.

PROJECT: Wastewater Treatment Plant Facility Plan Phase 1

SCOPE: Upgrades to equipment & processes for DEQ Compliance

STATUS: Project kickoff meeting with MurraySmith is scheduled this month.

PROJECT: DEQ - 18th Ave groundwater contamination resolution

SCOPE: Support DEQ project to resolve neighborhood issue of contaminated groundwater east of 18th Ave and north of Tamarack St.

STATUS: Project is in predesign by 3rd party.

PROJECT: Air/Vacuum Valve Program

SCOPE: Locate air/vacuum relief valves on city water system and prioritize recommended maintenance, to resolve distribution issues caused by air pockets.

STATUS: Initial inventory survey is complete. Priority repairs and new installations are underway.

PROJECT: Water Service Reconnection Program

SCOPE: On streets with redundant water mains, reconnect water services from old 2" mains to existing new larger mains and abandon redundant 2" mains.

STATUS: Plans for Elm St service reconnections complete. Ready for bid pending funding.

PROJECT: Bus Shelters (collaboration w/Linn Shuttle)

SCOPE: Support Linn Shuttle grant project to install bus shelters at highway locations.

STATUS: Locations of shelters have been refined & checked for basic construction obstacles/needs (underground utilities, extent of work per location, etc). Linn Shuttle is finding a contractor to install shelters.

PROJECT: 10th Ave Reservoir Leak & SCADA Relocation

SCOPE: Resolve water loss issue from leaking 1938 reservoir and relocate SCADA equipment to newer reservoir.

STATUS: The original reservoir has substantial leaks. PW Maintenance is working to isolate the tank & quantify the leak rate. The SCADA contractor is preparing a quote for relocating equipment onto the newest reservoir on 10th Ave which will provide better level data at low storage levels and allow continuance of data connection while the old reservoir is isolated/evaluated.