



# CITY OF SWEET HOME PLANNING COMMISSION MEETING AGENDA

March 2, 2020, 6:30 PM  
City Hall Council Chambers, 3225 Main Street  
Sweet Home, OR 97386

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

1. Call to Order and Pledge of Allegiance
2. Roll Call of Commissioners:  
Jeff Parker (Chair), Lance Gatchell (Vice Chair), Henry Wolthuis, Eva Journey, Greg Stephens, Thomas Herb, Greg Korn
3. **Public Comment.** This is an opportunity for members of the public to address the Planning Commission on topics that are not listed on the agenda.
4. **Meeting Minutes:** February 3, 2020
5. **Public Hearing for File CU20-01:** 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 a hair salon that would be operated by a resident of the property within the dwelling located on the property. The home is set back off 37th Avenue by approximately 90 feet and has approximately 3000 square feet of paved parking. The applicant will be the only hairdresser and expects only one car at a time. The subject property contains 10,691.13 square feet and is in the Residential Industrial Transition (RMT) Zone.
6. **Public Hearing for File CU20-02:** 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 contract design service that would be operated by a resident of the property within the dwelling located on the property. The home is set back off Meadowlark Lane by approximately 35 feet and set back from the intersection of Meadowlark Lane and Strawberry Loop by approximately 77 feet. The applicant will be the only employee and will not have customers visit his home. The subject property contains 10,806.32 square feet and is in the Residential Low Density (R-1) Zone.
7. **Flood Hazard Area Regulations review**
8. **Sweet Home Code Update Next Steps**
9. **Planning Commission Training:**  
Monday, March 16, 2020 at 6:30 PM, City Hall Council Chambers
10. Staff Update on Planning Projects
11. Adjournment

Persons interested in commenting on these issues should submit testimony in writing to the Community and Economic Development Department Office located in City Hall prior to the hearing or attend the meeting and give testimony verbally. Persons who wish to testify will be given the opportunity to do so by the Chair of the Commission at the Planning Commission meeting. Such testimony should address the zoning ordinance criteria which are applicable to the request. The Sweet Home Planning Commission welcomes your interest in these agenda items. Pursuant to ORS 192.640, this agenda

includes a list of the principal subjects anticipated to be considered at the meeting; however, the Commission may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend.

The failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the staff report will be available for inspection at no cost at least seven days prior to the hearing and a copy will be provided at reasonable cost. Please contact the Community and Economic Development Department at 3225 Main Street, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

## Planning Commission Process and Procedure for Public Hearings

- Open each Hearing individually
- Review Hearing Procedure (SHMC 17.12.130)
- Hearing Disclosure Statement (ORS 197.763)
  - At the commencement of a hearing under a comprehensive plan or land use regulation, a statement shall be made to those in attendance that:  
READ: “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.”
- Declarations by the Commission:
  - Personal Bias - Prejudice or prejudgment of the facts to such a degree that an official is incapable of making an objective decision based on the merits of the case.
  - Conflict of Interest - Does any member of the Commission or their immediate family have any financial or other interests in the application that has to be disclosed.
  - Ex Parte Information - The Planning Commission is bound to base their decision on information received in the Public Hearing and what is presented in testimony. If a member of the Planning Commission has talked with an applicant or has information from outside the Public Hearing it needs to be shared at that time so that everyone in the audience has an opportunity to be aware of it and the rest of the Planning Commission is aware of it. In that way it can be rebutted and can be discussed openly.
- Staff Report
  - Review of application
  - Discussion of relative Criteria that must be used
  - During this presentation the members of the Planning Commission may ask questions of the staff to clarify the application or any part of the Zoning Ordinance or the applicable information.
- Testimony
  - Applicant’s Testimony
  - Proponents’ Testimony
    - Testimony from those wishing to speak in favor of the application
  - Opponents’ Testimony
    - Testimony from those wishing to speak in opposition of the application
  - Neutral Testimony
    - Testimony from those that are neither in favor nor in opposition of the application.
  - Rebuttal
- Close Public Hearing
- Discussion and Decision among Planning Commissioners
  - Motion
    - Approval
    - Denial
    - Approval with Conditions
    - Continue
- If there is an objection to a decision it can be appealed to the City Council. The Planning Commission shall set the number of days for the appeal period. At the time the City Council goes through the Public Hearing Process all over again.
  - Recommendation made by Planning Commission—City Council makes final decision.
  - If you have a question, please wait until appropriate time and then direct your questions to the Planning Commission. Please speak one at a time so the recorder knows who is speaking.