



# CITY OF SWEET HOME PLANNING COMMISSION MINUTES

November 07, 2024, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

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## Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 971-203-2871, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 212 001 640 706

## Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

## Roll Call of Commissioners

### PRESENT

Henry Wolthuis  
Nancy White  
Joe Graybill  
Eva Journey  
Laura Wood  
Jamie Melcher

### STAFF

Angela Clegg, Planning and Building Manager  
Cecily Pretty, Assistant City Manager Pro Tem  
Adam Leisinger, Special Projects Manager

### GUESTS

Michael Fulton, 1550 12th Avenue, Sweet Home, OR 97386  
Eric Stutzer, 1227 Laurel Ct, Sweet Home, OR 97386

## Public Comment

Michael Fulton addressed the Commission regarding the approved and prohibited fencing materials listed in municipal code. He asked the Commission to consider adding corrugated metal as an approved fencing material option. Manager Clegg handed out the samples that Mr. Fulton brought for the Commissioners to review.

## Meeting Minutes:

- a) 2024-10-17 Planning Commission Meeting Minutes

A motion to approve the October 17, 2024 meeting minutes was made by Commissioner Melcher, seconded by Commissioner Journey.

Voting Yea: Commissioner Journey, Commissioner Graybill, Commissioner Melcher, Commissioner Wood, Commissioner White, Commissioner Wolthuis

Voting Nay:

## Public Hearings

### CU24-03

a) Application CU24-03 Staff Report

The Public Hearing was opened at 6:33 PM

Commissioner Wood read the application summary and asked of the Commission if there were any ex parte, conflicts of interest, or personal bias, there were none.

Planning & Building Manager Clegg presented the staff report and asked if there were any questions.

Commissioner Melcher asked about terms of lease. City Manager Pro Tem Pretty stated that the lease is a 5 year term. Commissioner Graybill asked about the tax exemption and who is responsible for the taxes. Pretty stated that the City responsible. Commissioner Wolthuis asked if it should be a condition of approval. Manager Clegg stated that it is covered under condition of approval number 2. Commissioner Wolthuis asked where CSC is located now. Pro Tem Pretty stated that they have various locations. Commissioner Melcher asked what the City thought the daily foot traffic would be. Pro Tem Pretty stated that it will depend on the services they will be providing. At first it will be approximately 3 office staff and then various clients in and out throughout the day. Commissioner Graybill asked about the hours of operation and if they will have their own front door. Pro Tem Pretty stated that their hours of operation are still to be determined, but they will have their own security system and front door. CSC will have their own security system for the building regardless of if they have the same hours as City Hall. Commissioner Journey asked if we had any negative reports from CSC's neighbors in other communities. Pro Tem Pretty stated that she did not have that information. Commissioner Wolthuis asked if there will be pedestrian travel through the abutting neighborhood. Pro Tem Pretty stated that there should be no reason for pedestrians to access the subdivision. Commissioner Wood asked if the bus frequency would cause extra loitering around the building. Manager Clegg stated that the bus runs often enough, and there are already many residents that catch the bus at the City Hall stop that don't loiter in the building or surrounding properties. Commissioner White asked about what services would require showers and a washer and dryer. Pro Tem Pretty stated that they provide vegetation removal and could encounter poison oak that cause the need to shower.

Applicant Testimony:

Testimony in Favor: None

Testimony in Opposition: Eric Stutzer, HOA President of Duck Hollow stated that he has concerns about the scope of services. The neighborhood does not want a residential service provided at the City Hall location. Stutzer described the access in and out of the neighborhood and concerns about residents going in and out of the neighborhood.

Neutral Testimony: None

The Public Hearing was closed at 6:53 PM

Commission discussion: Commissioner Melcher asked about the access to the Subdivision. Pro Tem Pretty Stated that there is access from the undeveloped park to the neighborhood. Manager Clegg added that there is an approved path from the undeveloped park to the paved path from the neighborhood. Commissioner Wolthuis stated that at the time of approval the Duck Hollow residents desired a path that connected them to the store. Commissioner Wood stated that she felt the CSC programs being offered would fit well in the space. Commissioner Melcher doesn't feel that persons utilizing CSC services will have a reason to access the neighborhood. Commissioner Journey asked if CSC will have security cameras. Pro Tem Pretty stated that the hope is to provide more security cameras once

funding is secured. Commissioner Melcher asked if residential services will be provided. Pro Tem Pretty stated that is not a service that has been mentioned in discussion. Manager Clegg states that a separate Conditional Use application will need to be applied for if they want to add those services in the future. Commissioner Woods asked about language in the lease description. Manager Clegg informed the Commission that the list of services in their packet is just a description of all the services provided by CSC and not the actual lease agreement. Commissioner White asked about the use of a Conex box. Manager Clegg explained that there are already two in the back lot that the City uses for storage. Pro Tem Pretty added that CSC received a grant for emergency management supplies that will be stored in the Conex box. Commissioner Melcher stated that she believes it is a compatible use.

A motion to approve Application CU24-03 was made by Commissioner Wolthuis, seconded by Commissioner Melcher.

Voting Yea: Commissioner Journey, Commissioner Graybill, Commissioner Melcher, Commissioner Wood, Commissioner White, Commissioner Wolthuis

Voting Nay: 0

**Staff Updates:**

Manager Clegg informed the Commissioners of the TSP joint work session November 12, 2024 at 5:00 PM, a TSP joint work session January 14, 2024 at 5:00 PM, and the Housing Production Strategy hearing on December 5, 2024.

Manager Clegg informed the Commissioners of upcoming code amendments and asked if they would like to add corrugated metal fence materials to the amendments.

**Planning Commission Business for the Good of the Order** (Commission comments about topics not listed on the agenda)

None

**Adjournment**

The meeting was adjourned at 7:06 PM



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Laura Wood, Chairperson  
Sweet Home Planning Commission

Respectfully submitted by Angela Clegg, Planning & Building Manager

