



Community and Economic Development Department

City of Sweet Home
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PLANNING COMMISSION MEETING
DECEMBER 18, 2017
CITY HALL ANNEX - COUNCIL CHAMBERS
1140 12TH AVENUE

PUBLIC MEETING CALL TO ORDER AT 6:32 PM

PLEDGE OF ALLEGIANCE

ROLL CALL ATTENDING:

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

STAFF:

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

REGISTERED VISITORS:

Greg Springman, Public Works Director, City of Sweet Home, Sweet Home, OR 97386
Joe Graybill, Staff Engineer, City of Sweet Home, Sweet Home, OR 97386
Stacy Vaughn, 240 West Holley Road, Sweet Home, OR 97376
Stephen Gilliam, 401 18th Avenue, Sweet Home, OR 97376
Shellene Foster, 401 18th Avenue, Sweet Home, OR 97376
Jim Gourley, 3441 Juniper Street, Sweet Home, OR 97376
Sean Morgan, New Era, Sweet Home, OR 97386

Interim Chairperson Wolthuis opened discussion for corrections to the November 6th 2017 meeting minutes.

Edits Included;

Page 11, Paragraph 3, “understanding” should be changed to “understand”.

Comments Included;

None

Commissioner Jurney moved to approve the minutes with corrections.

Chairperson Wilcox seconded the motion to approve.

Question was called

Aye (4)

Commissioner Jurney, Commissioner Herb, Interim Chairperson Wolthuis and, Commissioner Wilcox

Nay (0)

Abstained (1)

Commissioner Stephens

Motion Passed Unanimously 4 Ayes to 0 Nays

PUBLIC HEARING OPENED AT 6:38PM

Interim Chairperson Wolthuis 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.

Interim Chairperson Wolthuis stated the first public hearing will be in regards to;

VR17-06, the applicant is requesting variances in order to build an addition to an existing dwelling. The addition would replace an existing carport with and expanded garage. This proposal requests that the yard setback of the proposed addition be reduced from 20 feet to 12 feet along the front property line and from 5 feet to 4 feet, 8 inches along the south, side property line. The subject property contains approximately 0.12 acre and is located in the Residential Low-Density (R-1) Zone.

Interim Chairperson Wolthuis 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 variance request, as well as the staff findings, and application. He explained that the structure is legally non-conforming in several ways and how that impacts the request. 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.

Concerns and Considerations:

- **Loss of parking spaces due to front setback variance**
- **Parked vehicles could potentially block the sidewalk**

Interim Chairperson Wolthuis asked the applicant to speak to the request.

Stacy Vaughn explained that he is attempting to improve the property. He stated that the current single-car carport is not usable and that he would like to improve it to an enclosed garage. He explained that the garage would be approximately eleven feet wide by twenty-three feet deep. He stated that he would most likely move the door to the house. He explained that he would address the parking issues if need be and do what he would need to do in order to be in compliance.

Testimony in Favor:

Shellene Foster stated that she lives to the north of the property in question. She stated that the property has been in disrepair and that she is thankful the applicant has purchased the property to fix it up. She stated that there are neighboring properties that have no parking and that the proposed improvement would be beneficial to the neighborhood.

Stephen Gilliam stated that he agreed with the previous testimony and felt that this request and proposed development was a good thing.

Interim Chairperson Wolthuis thanked those that gave testimony.

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 6:56PM

Planning Commission discussed the applications.

Concerns and Considerations:

- **Off street parking requirements**
- **Allowing a reduction in off street parking**
- **Existing non-conforming conditions**
- **Allowing applicant to keep some yard area**
- **Potential for vehicles to block sidewalks**
- **Code enforcement to address blocked sidewalks**
- **Pedestrian safety**
- **Potential for parking pad on the side of the property**
- **Width of property**
- **The area in front of the garage is not legal or adequate for a parking space**
- **Give the applicant an opportunity to have a parking space next to the driveway or on the other side of the lot.**

PUBLIC HEARING RE-OPENED AT 7:07PM

Interim Chairperson Wolthuis asked the applicant if he would have any issues with supplying the one off street parking space in addition to the garage and hard surface approach.

Stacy Vaughn explained that he would have no issues with complying with that standard, but he would like to verify the utility locations to make sure there would be no issues.

Interim Chairperson Wolthuis thanked the applicant.

PUBLIC HEARING CLOSED AT 7:08PM

Vice-Chairperson Hausner made a motion to approve the application request for land use file VR17-06, requesting variances in order to build an addition to an existing dwelling. The addition would replace an existing carport with an expanded garage. This proposal

requests that the yard setback of the proposed addition be reduced from 20 feet to 12 feet along the front property line and from 5 feet to 4 feet, 8 inches along the south, side property line. This variance request, if approved, would also permit the minor increase of height for the dwelling that would occur within the side yard area resulting from the construction of a new roof on the existing dwelling and garage addition. The subject property contains approximately 0.12 acre and is located in the Residential Low-Density (R-1) Zone. There will be a 12 day appeal period, starting from the date that the notice of decision is mailed. The approval is subject to the following conditions;

1. A hard surface approach shall extend to the front of the garage.
2. The variance shall also allow for a reduction in hard surfaced, off-street parking spaces, from the required two spaces, to one.

Commissioner Herb seconded the motion.

Question was called

Aye (6)

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

Nay (0)

Motion Passed Unanimously 6 Ayes to 0 Nays

PUBLIC HEARING OPENED AT 7:16PM

Interim Chairperson Wolthuis 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.

Interim Chairperson Wolthuis stated the first public hearing will be in regards to;

CU17-07 The City of Sweet Home is requesting a Conditional Use Permit in order to expand and improve facilities at the Sweet Home Wastewater Treatment Plant. These improvements are needed in order to comply with Oregon Department of Environmental Quality wastewater requirements. The work may be completed in phases, and the request includes, but is not limited to: bar screening, aeration basin, outfall, grit removal, wet weather treatment, filtration, and clarifier construction and/or improvement. Work will be limited to the existing footprint of the Plant site; within the perimeter fenced boundary, and the outfall; which is outside the fenced boundary. The project is focused on renovation with minimal new building structures. The subject tract contains approximately 10.5 acres, and is located in the Residential Low-Density (R-1) and Natural Resources (NR) Zones. Portions of the tract are also located within the 100-year floodplain and floodway.

Interim Chairperson Wolthuis 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 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.

Interim Chairperson Wolthuis asked the applicant to speak to the request.

Greg Springman, Public Works Director explained the history of the waste water treatment plant and how water treatment characteristics have changed over time. He explained the issues caused by non-flushable materials such as scum, plastics, and debris. He explained that in order to bring the plant into compliance with the DEQ (Department of Environmental Quality) they must rehabilitate and expand the facility. He explained this would lower the costs and budget for operation, allowing the City to save funds for future projects. He explained that they have already begun the bid process for the project and that they will be holding a project kick-off meeting the next day. He explained that maintenance is expensive, and disposing of the bio-solids is expensive. He explained that upgrading to a class B (as proposed) will lower those costs. He explained that this proposed development will not only make the site more pleasant overall, but also support growth for years to come.

Joe Graybill, Staff Engineer explained that the proposed improvements will increase the energy efficiency and that the site will be self-contained to its location. He explained that rather than spreading the project out over thirty years in phases, as originally proposed, it would be consolidated to a more prudent and cost effective time frame. He explained the goal is reach compliance with the state goals for capacity compliance for the community. He stated that the design and engineering phase will take place in 2018, and the construction phase is planned for 2019 and 2020. He explained that the timeline will be flexible, but they project the project to be completed by the end of the year of 2020 or early in the year of 2021.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony:

Jim Gourley stated that in 1987 the rebuild on the treatment plant was started. He said it was completed in 1991 but it wasn't certified until 1994. He explained that the longer you wait to complete the project, the harder it becomes to finish. He explained that it is important to be cognoscente of money, but it is also important to have a plan and move forward in order to be ready for the expansion that will surely be coming.

Rebuttal: None

Interim Chairperson Wolthuis thanked those that gave testimony.

PUBLIC HEARING CLOSED AT 7:37PM

Planning Commission discussed the applications.

Concerns and Considerations:

- Time constraints for completing proposed development
- Complexity of the proposed development

Commissioner Wilcox made a motion to approve the application request CU 17-07; including the conditions of approval listed in Section IV of the Staff Report, the setting of a 12-day appeal period from the date of the established, as defined under SHMC 17.80.070(A), within that time period. The City Planner may grant one extension of up to one year for a conditional use permit that contained a one year initial duration upon written request of the applicant and prior to the expiration of the approved period. Requests other than a one year request made prior to the expiration of the approved period must be approved by the Planning Commission. A conditional use permit not meeting the above time frames will be expired and a new application will be required. The approval is subject to the following conditions;

- 1. The project footprint shall be limited to the locations reviewed in this application (CU 17-07) as depicted on the applicant's plot plan; included as Attachment B.**
- 2. All new exterior lighting shall be located in such a manner so as not to face directly, shine or reflect glare onto a street, a highway or a property in a residential zone.**

Commissioner Stephens seconded the motion.

Question was called

Aye (6)

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

Nay (0)

Motion Passed Unanimously 6 Ayes to 0 Nays

Comments from the Public: None

Discussion Ensued about the Planning Commission Meeting schedule.

Concerns Included:

- Conflicting work schedules
- Annual election of Chair and Vice Chair

Decision was made to change the meeting start time from 6:30PM to 7:00PM.

Decision was made to hold the election of Chairperson and Vice Chairperson at the January meeting.

Discussion Ensued about the Quality Development Awards.

Concerns Included:

- Holiday scheduling
- Attendance of award winners

Decision was made to bring nominations to the January Planning Commission meeting work session, and hold the awards ceremony in February.

Decision was made to that Awardees must be present to accept the award.

Interim Chairperson Wolthuis shared his thoughts about revitalization and main street improvements. He urged the Planning Commission to review the document he submitted and consider ideas for improvement.

CEDD Jerry Sorte explained that he is currently working with programs and partners that would best facilitate these kinds of improvements. He stated that he is also working towards Code Enforcement recruitment, as the position will come into the Community and Development Department. He urged Planning Commissioners to consider within the Code Update, how they can implement code so that there would be less land use applications, allowing more time for planning projects.

PUBLIC MEETING CLOSED AT 8:01PM

To the best of the recollection of the members of the Planning Commission, the foregoing is a true copy of the proceedings of the Public Hearings of December 18, 2017.

Henry Wolthuis, Interim Chairperson
Sweet Home Planning Commission

Respectfully submitted by: Katie Wilcox, Planning Assistant