



# CITY OF SWEET HOME PLANNING COMMISSION MEETING AGENDA

July 16, 2018, 7:00 p.m.  
City Hall Annex, 1140 12th Avenue  
Sweet Home, OR 97386

This agenda had been updated as of July 12, 2018

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:  
Lance Gatchell (Chairperson); Eva Journey; Edith Wilcox; Greg Stephens; Henry Wolthuis, Thomas Herb
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. Approval of Minutes: June 4, 2018 and June 18, 2018.
5. Public Hearing. File CU 18-04. An application for improvements to the Foster Fire Station. Location: 1390 47<sup>th</sup> Ave, Sweet Home, OR. Applicant: Sweet Home Fire and Ambulance District. This public hearing is continued from July 2, 2018.
6. Public Hearing. Files CU 18-08 and VR 18-04. An application for a conditional use permit and variance for improvements to the Sweet Home Junior High School located at 880 22<sup>nd</sup> Avenue, Sweet Home, OR and 706 Mountain View Road, Sweet Home, OR. Applicant: Sweet Home School District #55. This public hearing is continued from July 2, 2018.
7. Staff Update on Planning Projects
8. Adjournment

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the Community and Economic Development Office at (541) 367-8113.

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 1140 12th Ave, 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.



## Community and Economic Development Department

**City of Sweet Home**  
1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969  
Fax 541-367-5007  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)

### PLANNING COMMISSION MEETING

June 4, 2018

CITY HALL ANNEX - COUNCIL CHAMBERS

1140 12<sup>TH</sup> AVENUE

### PUBLIC MEETING CALL TO ORDER AT 7:00 PM

#### ROLL CALL ATTENDING:

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

#### STAFF:

Jerry Sorte, Community and Economic Development Director (CEDD)  
Angela Clegg, Project Assistant

#### REGISTERED VISITORS:

Larry Rodger, PO Box 597, Sweet Home, OR

#### COMMENTS FROM THE PUBLIC

*None*

#### APPROVAL OF MINUTES

Chairperson Gatchell opened discussion for corrections to the May 7, 2018 meeting minutes.

Edits Included; None

Comments Included; None

Commissioner Wolthuis moved to approve the minutes.

Commissioner Journey seconded the motion to approve.

Question was called

Aye (6)

Commissioner Wolthuis, Vice-Chairperson Hausner, Commissioner Journey, and Commissioner Stephens, Commissioner Wilcox, Chairperson Gatchell

Nay (0)

Absent (1) Thomas Herb

Motion Passed Unanimously 6 Ayes to 0 Nays 1 Absent

#### PUBLIC HEARINGS

PUBLIC HEARING OPENED AT 7:04PM

**Chairperson Gatchell stated the following;**

**The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.**

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

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**VR 18-03 and CU 18-07** The applicant is requesting a front property line setback variance from 20 feet to zero feet in order to add a twelve foot addition to the Full Gospel Church of Sweet Home building. The existing church building is currently located at, or in close proximity to the front property line along Main Street (Highway 20). The proposed addition would be added to the front of the building. The addition would accommodate three restrooms and a kitchen area. A setback variance is needed to accommodate the proposed addition to the existing building.

The applicant was recently approved to convert the existing building on the property to a church by Conditional Use Approval CU 18-05. The proposed addition was depicted in the material reviewed under CU 18-05. This application would also confirm that the addition may be used for church use, and that use was permitted through the prior land use review process for CU 18-05. The subject property contains approximately 1.09 acres and is located in the Commercial Highway (C-2) Zone

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

**Personal Bias: None**

**Conflict of Interest: None**

**Exparte: None**

The Commission passed a previous permit for this property; CU18-05. Request for setback to go from twenty feet to zero feet. CEDD Jerry Sorte acknowledged that it is called out in the plot plan. CEDD Jerry Sorte directed the Commissioners to Section 6, draft considerations for the commissioners to use. Commissioner Gatchel asked if the existing building had a variance. CEDD Jerry Sorte informed the commissioners that it does not.

Applicant Larry Rodgers, PO Box 597, Sweet Home, OR testified that he is wanting to add twelve feet for a kitchen and bathrooms for the church. He stated that it will be beneficial for the total use of the building and doesn't feel that it will hinder views to Highway 20.

Commissioner Wilcox asked if there are existing bathrooms. Mr. Rodger stated that the current bathroom is not useful for the future use of the building, and that they have to add bathrooms per code. Once the new bathrooms are installed the existing bathroom will be turned into a storage closet.

Commissioner Wolthius asked about the one access point. He wanted to know if the applicant was going to talk to ODOT about creating a 'U' driveway and have parking access in the gated area. Mr. Rodgers stated that the current lot fits approximately 30 cars. They are going to leave the back lot gated and not use it for the time being. There is street access to the gated lot but to use it for parking would require some additional work and permitting.



CEDD Jerry Sorte stated that a question was raised about the whole building needing a setback. Sorte stated that the addition was reviewed as a variance per code. The Planning Commission previously approved conditional use permit CU 18-05; which allowed the subject property to be used for church use. See Attachment D of the staff report. The plot plan that was proposed in CU 18-05 is the same as proposed in these applications. At the time that the City reviewed CU 18-05, it was not identified that a front setback variance was also needed to accommodate the "proposed addition" that is depicted on the plot plan. The proposed addition would be approximately 12 feet by 48 feet. These applications, if approved, would remedy this situation and allow the applicant to develop their property as proposed with CU 18-05. This proposal has been given two file numbers. VR 18-03 references the criteria for the setback variance request. CU 18-07 references the criteria whereby certain modifications to existing conditional use permit approvals can be made without addressing all of the criteria for a new conditional use permit.

**Testimony in Opposition:** None

**Neutral Testimony:** None

**Rebuttal:** None

**PUBLIC HEARING CLOSED AT 7:16PM**

**Commissioner Wilcox** moved to approve VR 18-03 and CU 18-07.  
**Commissioner Journey** seconded the motion to approve

**Question was called**

**Aye (6)**

**Commissioner Wolthuis, Vice-Chairperson Hausner, Commissioner Journey, and Commissioner Stephens, Commissioner Wilcox, Chairperson Gatchell**

**Nay (0)**

**Absent (1) Thomas Herb**

**Motion Passed Unanimously 6 Ayes to 0 Nays 1 Absent**

**PUBLIC HEARING RE-OPENED AT 7:19 PM**

**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;**

**LA 18-01** CEDD Jerry Sorte asked the Commissioners how they would like to implement SB1051. CEDD Jerry Sorte put it into code (Reference LA18-01). Rules take effect July 1. Under statute the City must apply state law. The Commission will make suggestions to the City Council during a public hearing June 12. Changes to the code are in the Planning Commission packet.

**Testimony in Opposition:** None

**Neutral Testimony:** None

**Rebuttal:** None

**Chairperson Gatchell** thanked the applicant.

### **PUBLIC HEARING CLOSED AT 7:25PM**

Commissioner Journey questioned the verbiage about churches. CEDD Jerry Sorte put the definition according to statute. Planning will need to work on defining it if it comes up.

Commissioner Wolthuis stated that he did not like the verbiage in 17.24.090(B) regarding the skirting [17.24.090 HOMES ON INDIVIDUAL LOTS (B) The base of a home must be enclosed continuously at the perimeter with either concrete, concrete block, brick, stone, or combination thereof, or shall have continuous skirting which matches the exterior.]. He feels that skirting shouldn't be allowed, that a more aesthetic based be required. CEDD Jerry Sorte informed Commissioner Wolthuis that is how the statute reads, but will inform the commission if he learns of anything new from his colleagues. Chairperson Gatchel stated that it is a code issue and can be discussed during the next code update meeting.

**Commissioner Journey** moved to approve LA 18-02.  
**Commissioner Wilcox** seconded the motion to approve

**Question was called**

**Aye (6)**

**Commissioner Wolthuis, Vice-Chairperson Hausner, Commissioner Journey, and Commissioner Stephens, Commissioner Wilcox, Chairperson Gatchell**

**Nay (0)**

**Absent (1) Thomas Herb**

**Motion Passed Unanimously 6 Ayes to 0 Nays 1 Absent**

### **PROJECT UPDATES FROM PLANNING STAFF**

**Discussion Ensued** about the hiring of Code Enforcement Officer Tommy Mull. They will be working on piecing the program together so that one person can accomplish the tasks. He won't be starting to patrol until a later date.

There will be a planning commission meeting in two weeks to discuss the Conditional Use permit for Sankey Park.

Mike Ramesnik is retiring June 15<sup>th</sup>. There will be a party in the annex.

Recruiting for the Planning position in on-going. CEDD Jerry Sorte would like the entire department to be able to answer 80% of all calls. He hopes to be at full staff in a month or two. There is an internal conversation going on about City recruitment methods.

Code updates will happen after the planning position is filled and SC1051 is implemented

Vice-Chairperson Hausner is resigning to go back to school. She will be available until June 24<sup>th</sup>.

Chairperson Gatchel wants to do a Thank You celebration at the next meeting for Vice-Chairman Hausner.

**Concerns Included:**

- There needs to be a discussion about how to zone public spaces. There is currently no zone for parks so it has to be zoned as a community center.

**Ideas Included:**

- No new ideas presented.

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**ADJOURNMENT**

**PUBLIC MEETING CLOSED AT 7:45PM**

**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 June 4, 2018.**

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Lance Gatchell Chairperson  
Sweet Home Planning Commission

Respectfully submitted by: Angela Clegg, Project Assistant

DRAFT



Community and Economic Development Department

**City of Sweet Home**  
1140 12<sup>th</sup> Avenue  
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PLANNING COMMISSION MEETING  
June 18, 2018  
CITY HALL ANNEX - COUNCIL CHAMBERS  
1140 12<sup>TH</sup> AVENUE

**PUBLIC MEETING CALL TO ORDER AT 7:00 PM**

**ROLL CALL ATTENDING:**

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

**STAFF:**

Jerry Sorte, Community and Economic Development Director (CEDD)  
Joe Graybill, Staff Engineer  
Angela Clegg, Project Assistant

**REGISTERED VISITORS:**

Guy Dent, PO Box 437, Springfield, OR 97477 (owner of 951 15<sup>th</sup> Ave., Sweet Home)  
Sean Howells, 951 15<sup>th</sup> Avenue, Sweet Home, OR 97386, 541-367-8241,

**COMMENTS FROM THE PUBLIC**

*None*

**APPROVAL OF MINUTES**

No Minutes presented to approve.

**PUBLIC HEARINGS**

**PUBLIC HEARING OPENED AT 7:02PM**

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;

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**CU 18-06** The City of Sweet Home is proposing new development at Sankey Park. Proposed improvements including the construction of a pedestrian bridge connection to the Jim Riggs Community Center (JRCC). The City also plans to remove the existing restrooms, breezeway, and storage building and construct new restrooms in a different location closer to the central Weddle Bridge Plaza entry area.

Replacing the restrooms will require some extensions to the plumbing systems, sewer system, and electrical power systems installed to the previous manufactured home. Additional improvements include the construction of a new playground area, new pavilion construction, BMX track renovation, parking lot improvements, hard surface improvements, and path development.

This application is being processed as development of a Community Center. The subject property is located in the Residential Low-Density (R1) Zone, the Residential High Density (R2), and Natural Resources (NR) Zone. Projects are proposed to be phased and completed if and when funding is available

**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** read through an email response from the Department of State Lands that came in after comment period deadline; [We have completed our review of the Wetland Land Use Notification that was prepared for **City of Sweet Home**. The WLUN form was submitted to the Department for review/response and given the file number **WN2018-0291**.

The results and conclusions from that review are explained in the attached pdf documents. If the attached documents are illegible or difficult to open, you may contact the Department and request paper copies. Otherwise, please review the attachments carefully and direct any questions or comments to Jurisdiction Coordinator, Lauren Brown at (503) 986-5218 or [lauren.brown@dsl.state.or.us](mailto:lauren.brown@dsl.state.or.us). Thank you for your interest in the project.] The Application, 11x17 Maps, and Attachment B were provided to the Commission in their packets.

CEDD Jerry Sorte informed the commission that public parks are not called out in the Sweet Home Municipal Code. It was determined that the Community Center definition, which is broad, includes public parks. The projects described are a direct result of the Sweet Home Park System Master Plan approved in January 2014. From the Master Plan, the Conceptual Redesign was prepared and approved in October 2016. The Park and Tree Committee approved of the Sankey Park Conceptual Design Plan and the Tentative Layout Facilities & Paths Plan, provided by Joe Graybill that is in the Commissioners packet. Staff addressed the local standards for the bridge construction, and if approved may need to acquire additional State Permits.

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

**CED Engineer Joe Graybill** stated that the City is at the beginning stages of the Sankey Park project. This project will be spread out over a few years with an emphasis on the pedestrian bridge, restroom facilities in the lower park, the gazebo, and the paths (reference the Concept Plan Map provided to the Commission). Staff has talked about recruiting volunteer monies for smaller items such as, but not limited to, picnic tables, benches, etc. Much of the project will be ADA accessible so that it is viable for the community as a whole. Primary areas for focused ADA compliance will be the pedestrian bridge, restroom facilities and the playground.

CEDD Jerry Sorte added that the City would like to make Sankey Park more inviting to the community. He believes that if you build a nice park, people will use it and the bad elements will leave. With this public hearing, the City intended for the community to have a voice.

**Testimony in Favor:** None

**Testimony in Opposition:** Guy Dent, 3090 Yolanda Street, Springfield, OR is the owner of the property at 951 15<sup>th</sup> Street, Sweet Home, OR. Mr. Dent has concerns about path C7 that would run right next to his property on 15<sup>th</sup> Street. He doesn't want people walking by his yard. He feels that theft will increase if the path goes through to 15<sup>th</sup> Street. He also feels that if a solid fence goes in it will attract graffiti. Mr. Dent feels that his property on Elm Street will benefit from the park improvements. Mr. Dent is also concerned about the riparian area. Commissioner Journey made the comment that Mr. Dent's concerns are concerns for any park in the state. Chair Person Gatchel stated to Mr. Dent that the City is trying to develop Sankey Park for the whole community. Vice Chair Person Hausner stated to Mr. Dent that the Master Park Plan took four years to develop and was completed in 2014. CEDD Jerry Sorte then suggested the commission hold comment until the public hearing is closed.

**Neutral Testimony:** Sean Howells, 951 15<sup>th</sup> Street, Sweet Home, OR is the renter of the property on 15<sup>th</sup> Street. Mr. Howells feels that opening the gate on the C7 path near his house would increase crime at his house. Before the fence and gate went in he couldn't leave anything in his backyard. Since the gate was put in he hasn't had theft problems. Mr. Howells is also concerned about timber harvested within a fish bearing creek and wants to make sure the buffer rules are being followed. He feels that no trail should go along the creek. Despite his concern for the C7 trail and the riparian buffer Mr. Howells likes the idea of the park improvements. Chair Person Gatchel replied to Mr. Howells that there is a fifty foot buffer within city limits. CEDD Jerry Sorte added that there is a fifty foot buffer from the top of the bank to the creek, and that the City would have to comply with all state and federal standards. Unrelated, Mr. Howells asked why Ames Creek got rerouted originally.

**Rebuttal:** CED Engineer Joe Graybill told Mr. Dent and Mr. Howells that the gate near their property was opened years ago. There was a lot of student traffic during that time. Eventually the fence and gate were padlocked, but Mr. Graybill does not know if the City of Sweet Home or the Sweet Home School District put the padlock on. The Dahlenberg Bridge is intended to be relocated possibly to the New City Hall building. The bridge will not be destroyed. Mr. Graybill informed Mr. Dent and Mr. Howells that the creek was reconfigured in the 1990's so that people could not walk across the creek. The C7 path could generate more use, but they can also have it lead to the overlook that is planned in place of the Dahlenberg Bridge.

Mr Gatchel stated that the plan in front of them is a draft plan. Mr. Graybill agreed and added that the construction of the path will not take place for a few years so path changes can be discussed further. The path system is low priority

Sean Morgan from the New Era asked if the gate could be locked at night and open during park hours.

CEDD Director Jerry Sorte stated that the park and tree committee can discuss the C7 path further taking into consideration the concerns presented at the hearing.

**PUBLIC HEARING CLOSED AT 7:47PM**

## **Planning Commission discussed the application.**

### **Concerns Included:**

- Commissioner Herb asked if the City has the budget and guts to ask police to walk through once an hour.
- Vice Chairperson Hausner said that she can see the concerns of Mr. Dent and Mr. Howells. Maybe the path can be shortened so that it doesn't go into the neighborhood. She stated that Venues will come in, but the Jamboree may not be the only venue.
- Commissioner Wilcox's only concern is the preservation of bandstand and gazebo.

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

- Commissioner Herb stated that Sankey Park should stay a great city park. People don't buy or not buy property around it because of undesirables and the Jamboree.
- Commissioner Stephens stated that he thought it was nice plan. He feels that the permits will address any issues, and upgrading the park will help with attendance and keeping the undesirables out.
- Vice Chairperson Hausner said that she can see the concerns of Mr. Dent and Mr. Howells.
- Vice Chairperson stated that she feels that parks help kids
- Chairperson Gatchell feels it is a well put together plan, it is manageable, and the concerns should be addressed through the process.
- Commissioner Wolthius feels that the path could be reworked. The City could add shrubbery for a barrier. Mr. Wolthius acknowledges the vandalism concerns, but is excited about the project.
- Commissioner Journey asked the commission to think about what Sweet Home will look like in 10 years. Will Sankey Park be a nice park or the part that was here 10 years ago? Journey feels that a system of parks in town would be desirable. She asked the commission to think about the risks versus the benefits because it is easier to focus on the negative. If the City is willing to take risks then the park will turn out like the City's vision. There will be additional meetings for the community to voice their opinions. Agendas are always posted so the community is aware. She is willing to take the risk and feels it is a good idea.
- Commissioner Wilcox told the commission that she has experienced Sankey Park since 1968. She feels that the plan is a great concept and great idea. She thinks that we could lock the bathrooms at night.

**Vice-Chairperson Hausner made a motion to approve the application request for land use file CU 18-06,** proposing new development at Sankey Park. Proposed improvements including the construction of a pedestrian bridge connection to the Jim Riggs Community Center (JRCC). The City also plans to remove the existing restrooms, breezeway, and storage building and construct new restrooms in a different location closer to the central Weddle Bridge Plaza entry area. Replacing the restrooms will require some extensions to the plumbing systems, sewer system, and electrical power systems installed to the previous manufactured home. Additional improvements include the construction of a new playground area, new pavilion construction, BMX track renovation, parking lot improvements, hard surface improvements, and path development. This application is being processed as development of a Community Center. The subject property is located in the Residential Low-Density (R1) Zone, the Residential High Density (R2), and Natural Resources (NR) Zone. Projects are proposed to be phased and completed if and when funding is available

**Commissioner Journey 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**

**PROJECT UPDATES FROM PLANNING STAFF**

**Discussion Ensued** CEDD Jerry Sorted informed the Commission that the next meeting will be Monday, July 2, 2018. There will be two public hearings during that meeting.

Vice Chairperson Hausner nominated Commissioner Journey to be the next Vice Chairperson. Commissioner Stephens said he would like to wait until they have a new commissioner before they vote.

**PUBLIC MEETING CLOSED AT 8:05 PM**

**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 June 18, 2018.**

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Lance Gatchell Chairperson  
Sweet Home Planning Commission

Respectfully submitted by: Lagea Mull, Project Assistant





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## Community and Economic Development Department

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1140 12<sup>th</sup> Avenue  
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Fax 541-367-5113  
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### Staff Report Presented to the Planning Commission

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**REQUEST:** The applicant is seeking to improve the existing Foster Fire Station by remodeling the station; including the construction of an addition to the existing fire station building. The remodel would increase the space available for the storage of apparatus that are already housed at the station, and would increase overall storage at the station. The remodel would also accommodate 24-hour occupancy (living quarters) by Fire and Ambulance District personnel. The subject property is located in the R-1 zone and contains approximately 0.36 acre.

This application is being processed as a use similar to a single family dwelling and similar to a utility facility pursuant to SHMC 17.12.080.

**APPLICANT/**

**PROPERTY OWNER:** Sweet Home Fire and Ambulance District

**FILE NUMBER:** CU 18-04

**PROPERTY LOCATION:** 1390 47<sup>th</sup> Ave, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E27CB Tax Lot 3700.

**REVIEW AND**

**DECISION CRITERIA:** Sweet Home Municipal Code Section(s) 17.80.040 and 17.12.080.

**HEARING DATE & TIME:** Due to an error in notice, this public hearing will be opened on July 2, 2018 at 7:00 PM and immediately continued until July 16, 2018 at 7:00 PM in the same location. Members of the public may provide testimony at the July 16, 2018 hearing or provide written comments prior to that hearing to the Community and Economic Development Department office.

**HEARING LOCATION:** City Hall Annex behind City Hall at 1140 12<sup>th</sup> Avenue, Sweet Home, Oregon 97386

**STAFF CONTACT:** Jerry Sorte, CED Director.  
Phone: (541) 367-8113; Email: [jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)

**REPORT DATE:** July 2 2018

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#### I. PROJECT AND PROPERTY DESCRIPTION

The applicant is seeking to improve the existing Foster Fire Station by remodeling the station; including the construction of an addition to the existing fire station building. The remodel would increase the space available for the storage of apparatus that are already housed at the station, and would increase overall storage at the station. The remodel would also accommodate 24-hour occupancy (living quarters) by Fire and Ambulance District personnel. The living quarters will be built to house three people with a small kitchen, living area, full bathroom, and two bedrooms. The subject property is located in the R-1 zone and contains approximately 0.36 acre.

**ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:**

<b>Property</b>	<b>Zoning Designation</b>	<b>Comprehensive Plan Designation</b>
Subject Property	Residential Low-Density (R-1),	Low Density Residential
Property North	Residential Low-Density (R-1) and Planned Development	Low Density Residential
Property East	Residential Low-Density (R-1),	Low Density Residential
Property South	Residential Low-Density (R-1)	Low Density Residential
Property West	Residential Low-Density (R-1) and Planned Development	Low Density Residential

Floodplain           Based on a review of the FEMA FIRM Maps; Panel 41049C0916G dated September 29, 2010, none of the property is in a floodplain.

Wetlands:           The property is not in a Wetland.

Access:             The subject property has access from 47<sup>th</sup> Avenue.

Services:            The property is connected to City water and sewer.

**HEARING NOTICE:** This application was received on February 21, 2018. A letter of Incomplete Application was sent to the applicant on March 23, 2018. A completed application was filed on April 11, 2018. At that time, the application was being reviewed as a ministerial modification to the existing development. The application included review of the storage component of the proposal only. On June 8, 2018, the applicant requested that the application be converted to a full conditional use permit in order to gain approval to use a portion of the addition for living quarters. The 120-day completion deadline is October 6, 2018. Notice for this application and for the public hearing before the Planning Commission was mailed to City and residents within 300 feet of the subject property, City Department Heads, and service agencies on June 13, 2018. Notification was posted at City Hall on June 13, 2018. Notice of the hearing appeared in The New Era Newspaper on June 20, 2018; however, that notice included an error. A corrected notice was published in the June 27, 2018 New Era Newspaper, which explained that the July 2, 2018 hearing would be continued to July 16, 2018. With this updated newspaper notice, and continuation of the public hearing until July 16, 2018, notice was provided as required by SHMC 17.80.040 and 17.12.080.

**II. COMMENTS**

Building:            The Building Program has no issues with this request for a Conditional Use.

Engineering:        Regarding the Planning Action CU 18-04 for the Sweet Home Ambulance & Fire District's proposed two story addition at their 47th Ave Station, the City has full services available in 47th Ave. The facility is metered and connected to the 10" waterline in 47th Ave, and is connected to the 10" sanitary sewer as well.

The existing structure has a city standard concrete Hard Surface Approach (HSA) apron. The width of the apron is approximately 44 ft. With the addition of the garage bays on the south end of the structure, the concrete apron will need to widen for the additional frontage.

It appears the residents to the rear of the building sometimes use the gravel drive area next to the building. These homes have access to 47th Ave through existing easements that go around the building on the north side, and are on the adjoining property. No easements on the District property are known of at this time.

### III. REVIEW AND DECISION CRITERIA

The review and decision criteria for a conditional use permit are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

- A. The request complies with the requirements of the underlying zone or overlay zone, city codes, state and federal laws. [SHMC 17.80.040(A)]**
- B. AUTHORIZATION OF SIMILAR USES. The city may permit uses in a zone similar to uses permitted outright in that zone. [SHMC 17.12.080 ]**
  - a. In an R-1 zone, the following primary residential uses and their accessory uses are permitted outright:**
    - i. Single-family dwelling; [SHMC 17.24.020(A)]**
    - b. In an R-1 zone, the following uses and their accessory uses may be permitted subject to the provisions of Chapter 17.80:**
      - i. Public utility facility; [SHMC 17.24.030(H)]**
- C. MODIFICATION TO APPROVED PLANS AND DEVELOPMENTS AND TRANSFERS. 17.80.060**
  - a. Acceptable modification requests of an approved plan or existing development may be processed as a ministerial decision with, no notice or hearing, by the City Planner only if the following threshold criteria can be met:**
    - i. There will be no change in land use;**
    - ii. The proposed change does not result in an increase in the overall impacts to adjacent properties;**
    - iii. There is no increase in the amount of operational activity;**
    - iv. The proposed change does not violate the standards of the land use zone**
    - v. The proposed change does not result in a change to lot or parcel boundary lines. [SHMC 17.80.060(A)]**
  - b. Proposed changes that do not meet the above criteria shall be processed as a new application. [SHMC 17.80.060(B)]**

Staff Findings: The Foster Fire Station was approved through a conditional use permit process in 1982. The subject property is approximately 0.36 acres in size. The property is owned by the City of Sweet Home; however, the station is managed by the Sweet Home Fire and Ambulance District. The property is located in the Residential Low-Density (R-1) Zone. The property is not located in a floodplain or in a wetland.

The proposed remodel and addition would include new structural development. The applicant plans to remodel the existing building and add a third bay door to accommodate fire apparatus. The third bay door would allow the three fire apparatus stored at the fire station to each have their own bay door. The proposed addition and remodel would also allow the fire station to house district staff. According to the application the remodel would be constructed to house three people with a small kitchen, living area, full bathroom, and two bedrooms.

The fire station is an existing development that was authorized under a conditional use permit in the R-1 zone. As such, modifications to existing development may be authorized without going through a land use approval under SHMC 17.80.060 if there is not increase in operational activity or change in overall impacts to the adjacent properties. SHMC 17.80.060(B) clarifies that where a proposal may have additional impacts on the neighborhood, then the proposal should be processed as a new application.

It is staff's opinion that an expansion for storage of existing fire apparatus and equipment could be authorized under the ministerial modification standards since having more space for existing equipment would not significantly increase the impacts of the station on the neighborhood. The addition of living quarters; however, could potentially have an impact since there would be an increase of on-site staff presence.

It is staff's recommendation to review this proposal under the standards for a new conditional use permit. This provides the community an opportunity to raise or waive potential issues. The expansion is substantively similar to construction of a dwelling unit and the construction of a public utility in a residential zone.

Staff finds that the applicant's proposal would comply with the requirements of the R-1 zone. The addition would be substantively similar to the addition of a dwelling on the property, and the operation of a fire station has been existing at the site for over 30 years. The Sweet Home Fire and Ambulance District would need to obtain all necessary permits building, electrical, mechanical, and plumbing permits.

The application complies with this criterion.

**D. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering, but not limited to, the following:**

- 1. Building size;**
- 2. Parking;**
- 3. Traffic;**
- 4. Noise;**
- 5. Vibration;**
- 6. Exhaust and emissions;**
- 7. Light and glare;**
- 8. Erosion;**
- 9. Odor;**
- 10. Dust;**
- 11. Visibility;**
- 12. Safety;**

### **13. Building, landscaping or street features. [SHMC 17.80.040(B)]**

Staff Findings: The applicant is seeking to improve the existing Foster Fire Station by remodeling the station; including the construction of an addition to the existing fire station building. The remodel would increase the space available for the storage of apparatus that are already housed at the station, and would increase overall storage at the station. The remodel would also accommodate 24-hour occupancy (living quarters) by Ambulance and Fire District personnel. Staff finds that the subject property would accommodate the needs of the remodel as described below.

1. Building size – The addition that would be constructed as a part of this request includes a 24-hour occupancy (living quarters) by Ambulance and Fire District personnel. The existing station property is adequate to accommodate the proposed addition. See Attachment A. The addition would be subject to all applicable siting requirements, including the setback, height, and lot coverage requirements of the R-1 zone.
2. Parking– The existing public parking off 47<sup>th</sup> Avenue will remain unchanged. The applicant would be required to provide the minimum parking requirements listed in SHMC 17.08.090(H). This would require at least two spaces for the dwelling (living quarters) component of the use pursuant to SHMC 17.08.090(H)(1). Staff finds that the remaining portion of the fire station would be similar to a freight depot or truck terminal; which requires one space per two employees working on the premises during the largest shift at peak season. SHMC 17.08.090(H)(20). Parking is not permitted in 20-foot front yard adjacent to 47<sup>th</sup> Ave, which leaves approximately 30 feet in depth along the front of the building to be used for parking. Upon submission of building permits, the applicant shall submit a parking plan that complies with all of the relevant standards of SHMC 17.08.090.
3. Traffic – Staff anticipates that the change in traffic activity in the area will be minimal. The onsite residency of three staff members will amount to traffic levels that are typical to a single family dwelling.
4. Noise – Staff has not identified any noise impacts from the surrounding area that would negatively impact the expanded fire station.
5. Vibration – Staff has not identified any vibration impacts from the surrounding area that would negatively impact the proposed remodel or addition.
6. Exhaust and emissions – Staff has not identified any exhaust or emission impacts from the surrounding area that would negatively impact the proposed remodel or addition.
7. Light and glare – Staff has not identified any light or glare impacts from the surrounding area that would negatively impact the proposed remodel or addition.
8. Erosion – Staff has not identified any erosion impacts from the surrounding area that would negatively impact the proposed remodel or addition.
9. Odor – Staff has not identified any odor impacts from the surrounding area that would negatively impact the proposed remodel or addition.
10. Dust – Staff identified short-term dust impacts during construction of the proposed remodel and addition.
11. Visibility – Staff has not identified any visibility concerns within the surrounding area that would negatively impact the proposed remodel or addition.

12. Safety – Staff has not identified any significant safety concerns associated with the subject property or surrounding area that would negatively impact the proposed remodel or addition.

13. Building, landscaping or street features – Staff has not identified any significant building, landscaping, or street features that would negatively impact the operation of the expanded fire station.

**E. Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval that include but are not limited to those listed in this chapter. [SHMC 17.80.040(C)]**

Staff Findings: This proposal would enhance facilities at the Foster Fire Station. The improvements are intended provide more space for apparatus already housed in the Foster Fire Station. The Sweet Home Fire and Ambulance District intend to separate the current firefighter PPE from the apparatus bays for safer storage. The Sweet Home Fire and Ambulance District also intend to build an upper level that would be used for living quarters.

The Foster Fire Station would increase in size, and house three on-site staff members. When calls occur, a total of seven or eight people could use the station to respond to an emergency. According to the information in the application, this is consistent with what the number of people who respond to calls during emergencies in the past. Staff has not identified an significant negative impacts of the proposed use on adjacent properties.

**F. All required public facilities have adequate capacity, as determined by the city, to serve the proposed use. [SHMC 17.80.040(D)]**

Staff Findings: As stated by the City's Staff Engineer:

Regarding the Planning Action CU 18-04 for the Sweet Home Ambulance & Fire District's proposed two story addition at their 47th Ave Station, the City has full services available in 47th Ave. The facility is metered and connected to the 10" waterline in 47th Ave, and is connected to the 10" sanitary sewer as well.

The existing structure has a city standard concrete Hard Surface Approach (HSA) apron. The width of the apron is approximately 44 ft. With the addition of the garage bays on the south end of the structure, the concrete apron will need to widen for the additional frontage.

It appears the residents to the rear of the building sometimes use the gravel drive area next to the building. These homes have access to 47th Ave through existing easements that go around the building on the north side, and are on the adjoining property. No easements on the District property are known of at this time.

This project is an upgrade to the existing Foster Fire Station, and has all necessary utilities. The Foster Fire Station has vehicular access from 47<sup>th</sup> Avenue. The Foster Fire Station has one existing parking lot, and is already served by City water and sewer. It is possible that if the applicant seeks to widen the concrete apron for access to 47<sup>th</sup> Ave, that a variance may be needed to SHMC 17.08.100(C). A variance was not requested as a part of this application, and if it is required, staff thinks that it is appropriate to review the variance through a separate application process.

Based on the findings above, staff concludes that there is adequate water, sewer, storm drainage, and parking services available to support the Foster Fire Station addition.

**G. In approving a conditional use permit application, the Planning Commission may impose, in addition to those standards and requirements expressly specified by this chapter, additional conditions determined to be necessary to assure that the proposed development meets the decision criteria as well as the best interests of the surrounding properties, the neighborhood, and the city as a whole. [SHMC 17.80.050]**

Staff Findings: This provision of the SHMC allows the Planning Commission to impose conditions of approval. This is an opportunity for the Planning Commission to determine if conditions are needed in order to ensure compliance with the "decision criteria as well as the best interests of the surrounding properties, the neighborhood, and the city as a whole." As specified in SHMC 17.80.050, conditions could include, but are not limited to: expanding setbacks, limiting hours of operation, requiring site or architectural design features, imposing additional sign standards, and so forth.

Staff recommends the conditions of approval listed in Section IV. These conditions are intended to ensure that development is consistent with the proposal reviewed in this application and all applicable review and decision criteria. Staff proposes conditions of approval that state:

1. Improvements shall be located in substantially the locations reviewed in this application and depicted on Attachment A.
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.

While not specifically listed as conditions, the applicant would still need to comply with all existing local, state, and federal standards that apply to the application. These standards include, but are not limited to the following:

1. Prior to development, the applicant shall obtain all necessary local, state, and federal permits. Permits may include, but are not limited to building, mechanical, and plumbing permits from the Sweet Home Building Division; and electrical permits from the Linn County Planning and Building Department.
2. Parking shall comply with all applicable sections of SHMC 17.08.090; including but not limited to all Stormwater drainage, surfacing, and dimensional standards.
3. New buildings and structures shall meet the applicable setback requirements of the R-1 zone as listed in SHMC 17.24.050.

**H. A conditional use permit shall be void one year after the date of the Planning Commission approval if the use has not been substantially established within that time period. [SHMC 17.80.070]**

Staff Findings: As required under this section, the conditional use permit shall be void one (1) year after the date of the Planning Commission approval if the use has not been substantially 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.

#### IV. CONCLUSION

If the Planning Commission approves this application, staff recommends that the conditions of approval listed below be required in order to ensure that the application is consistent with the findings in the Review and Decision Criteria (Section III) and as required by the Sweet Home Municipal Code and other provisions of law. Appeals to the Land Use Board of Appeals (LUBA) may only be based on Review and Decision Criteria contained in Section III.

##### Recommended Conditions of Approval for CU 18-04:

1. Improvements shall be located in substantially the locations reviewed in this application and depicted on Attachment A.
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.

#### V. PLANNING COMMISSION ACTION

In taking action on a Conditional Use permit application, the Planning Commission will hold a public hearing at which it may either approve or deny the application. If the application is denied, the action must be based on the applicable review and decision criteria. If approved, the Planning Commission may impose conditions of approval. Staff's recommended conditions are included in Section IV.

Appeal Period: Staff's recommendation is that the Planning Commission's decision on this matter be subject to a **12-day appeal period** from the date that the notice of decision is mailed.

Order: After the Planning Commission makes a decision, staff recommends that the Planning Commission direct staff to prepare an order that is signed by the Chairperson of the Planning Commission. The Order would memorialize the decision and provide the official list of conditions (if any) that apply to the approval; if the application is approved.

##### Motion:

After opening the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to approve application CU 18-04 and adopt the findings of fact listed in Section III of the Staff Report; 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 mailing of the decision, and direct staff to prepare an order to be signed by the Chair to memorialize this decision.
2. Move to deny application CU 18-04 (make findings of fact specifying why the project is denied); including the setting of a 12-day appeal period from the date of mailing of the decision, and direct staff to prepare an order to be signed by the Chair to memorialize this decision.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.



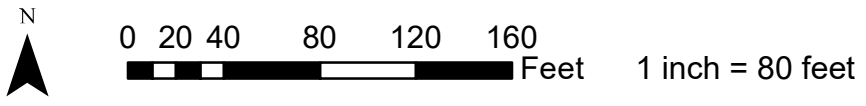
## **VI. ATTACHMENTS**

- A. Subject Property Map
- B. File record as of July 3, 2018

City of Sweet Home Planning Map  
CU 18-04  
Proposed Foster Fire Station Addition



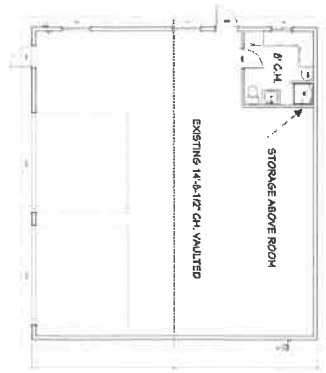
Legend  
taxlots



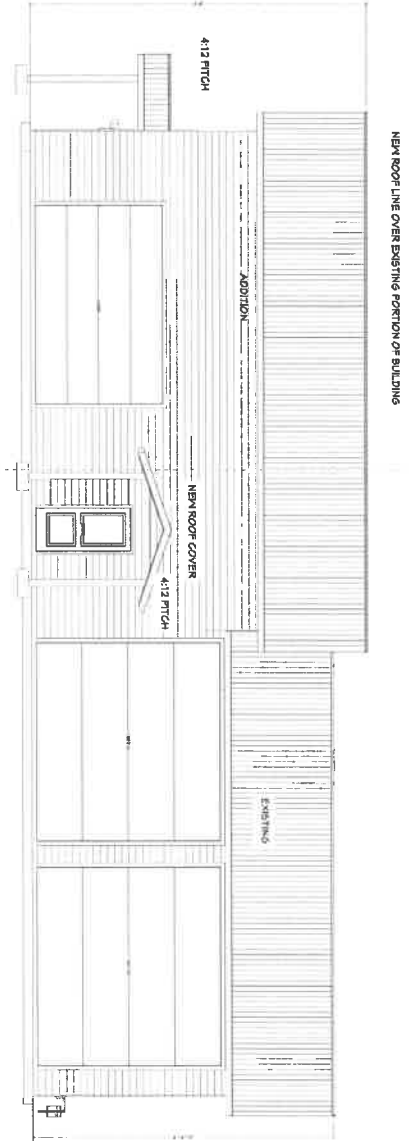
13S01E27CB Tax Lot 3700  
1390 47th Ave, Sweet Home  
Sweet Home, OR 97386

RECEIVED

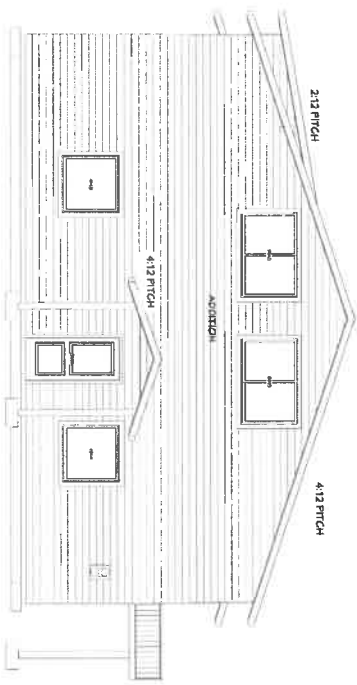
7/2/18



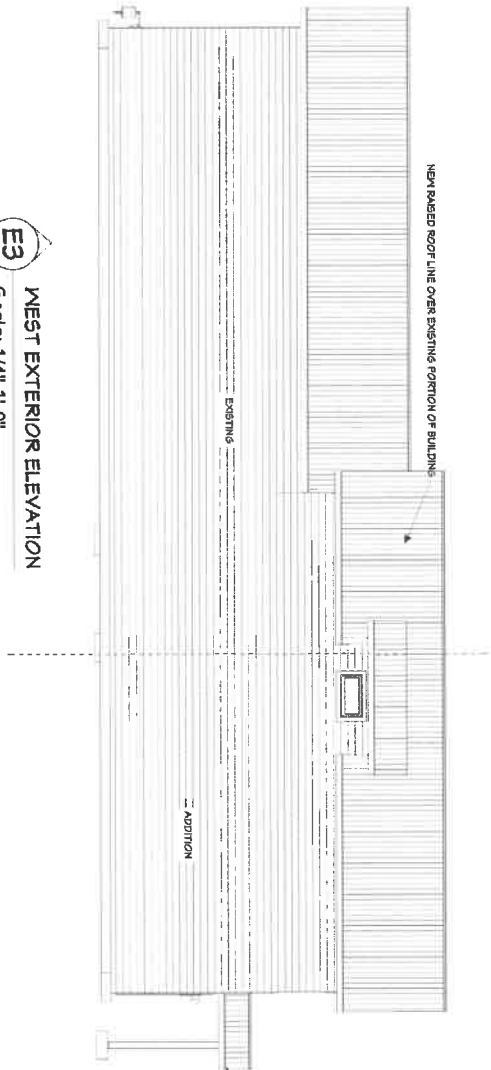
**A** EXISTING FLOOR PLAN  
Scale: 1/4" = 1'-0"



**E1** EAST EXTERIOR ELEVATION  
Scale: 1/4" = 1'-0"



**E2** SOUTH EXTERIOR ELEVATION  
Scale: 1/4" = 1'-0"



**E3** WEST EXTERIOR ELEVATION  
Scale: 1/4" = 1'-0"

**PROJECT SCOPE**

ADDITION: SECOND FLOOR - SINGLE  
TWO BEDROOMS AND BATH,  
TWO BATHS, BREAKFAST ROOM AND BENCH  
EXISTING BATHROOM, SECOND  
STORY - LIVING QUARTERS WITH 2  
BEDROOMS, KITCHEN AND FULL  
BATH.

**EXTERIOR DESIGN NOTES**

- MATCH EXISTING VERTICAL SIDING
- WHITE VINYL SIDING
- METAL ROOFING
- 4:12 ROOF PITCH - MATCH EXISTING EAVES

Note: These drawings and specifications are submitted for the purpose of obtaining a Design. Unless specific approval is granted, these drawings are not to be used for any other purpose. Contractor must field verify all conditions.

**SHEET INDEX**

1. EXISTING EXTERIOR ELEVATIONS
2. EXTERIOR ELEVATIONS, SITE PLAN, FOUNDATION PLAN
3. MAIN LEVEL FLOOR PLAN
4. SECOND STORY FLOOR PLAN, ROOF PLAN
5. ELECTRICAL PLAN

REVISION TABLE		DATE	DESCRIPTION
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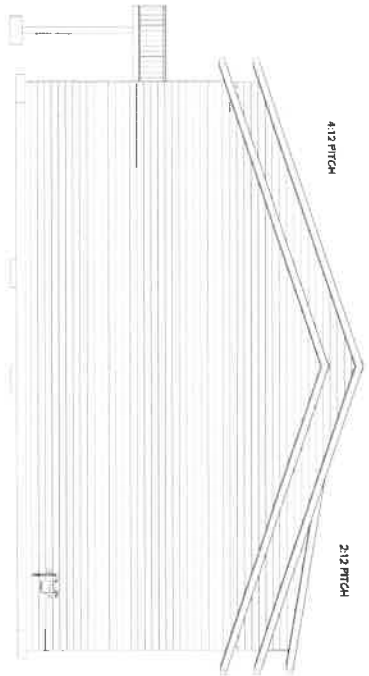
**EXTERIOR ELEVATIONS**

DRAWINGS PROVIDED BY:  
HEATHER HARRIS DESIGN, LLC  
H. HARRIS, AKBD  
SWEET HOME, OREGON  
541-401-1011

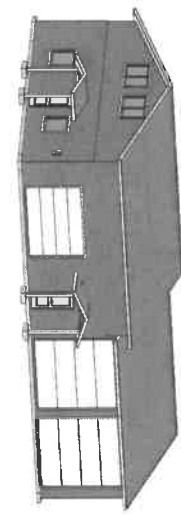
SWEET HOME FIRE STATION 22  
1930 4TH AVE  
SWEET HOME, OR 97366

DATE:	5/15/2018
SCALE:	AS NOTED
SHEET:	1 of 5

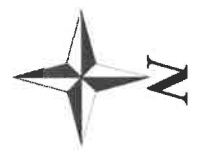




**E4**  
NORTH ELEVATION  
Scale: 1/4" = 1'-0"

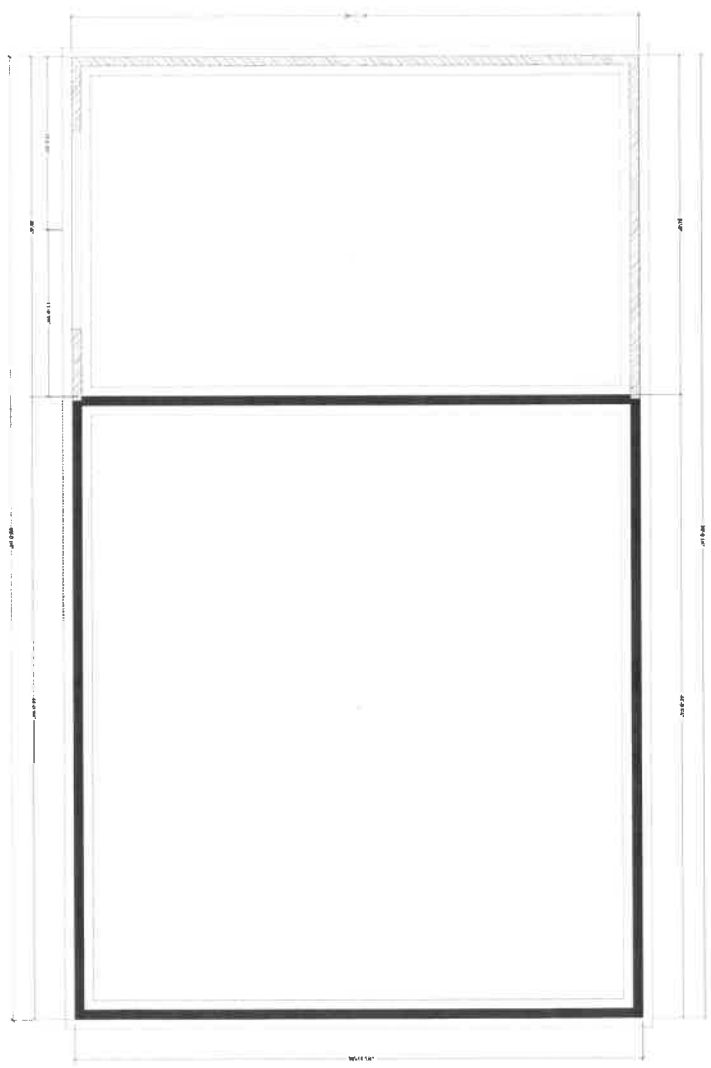


Note: These drawings and specifications are and remain the property of Heather Harris Design, unless specific approval is granted.  
Note: These plans are based upon information believed to be reliable. Contractor must field verify all conditions.



**A**  
SITE PLAN  
Scale: 1/16" = 1'-0"

**A**  
FOUNDATION PLAN  
Scale: 1/4" = 1'-0"



DATE:	5/15/2018
SCALE:	AS NOTED
SHEET:	2 of 3

DRAWINGS PROVIDED BY:  
HEATHER HARRIS DESIGN, LLC  
H. HARRIS, AKSD  
SWEET HOME, OREGON  
541-401-1077

**EXTERIOR ELEVATIONS,  
SITE PLAN, FOUNDATION  
PLAN**

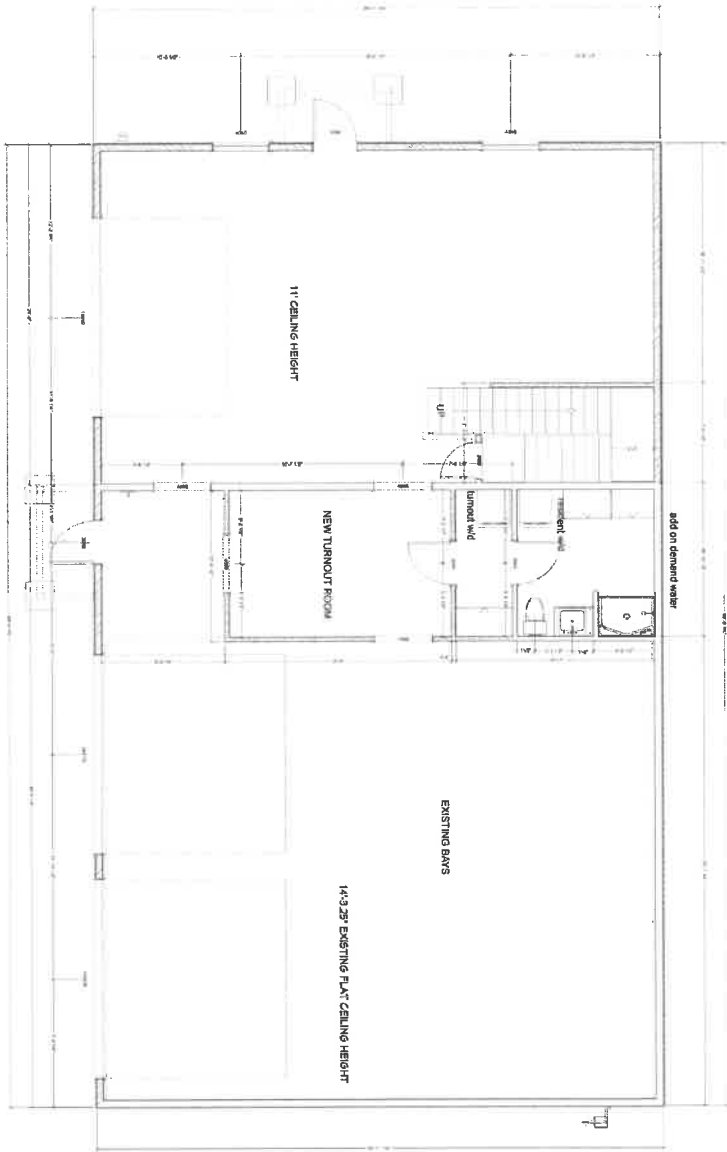
SWEET HOME FIRE STATION 22  
1340 4TH AVE  
SWEET HOME, OR 97136

REVISION TABLE			
NUMBER	DATE	REVISED BY	DESCRIPTION
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PANEL LEVEL:  
2ND FLOOR  
2ND FLOOR  
TOTAL  
1111.50'

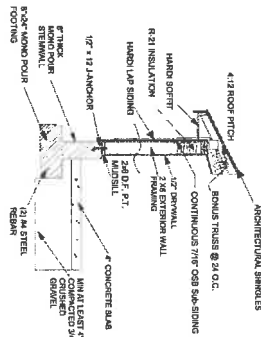
**A**

**MAIN LEVEL FLOOR PLAN**  
Scale: 1/4"=1'-0"



**B**

**TYPICAL CROSS SECTION**  
Scale: 1/4"=1'-0"



Note: These drawings and specifications are and verify the property of Heather Harris Design, unless specific approval is granted.  
Note: These plans are based upon information believed to be reliable. Contractor must field verify all conditions.

DATE:	5/15/2018
SCALE:	A5 NOTED
SHEET:	3 of 5

DRAWINGS PROVIDED BY:  
HEATHER HARRIS DESIGN, LLC  
H. HARRIS, AKBD  
SWEET HOME, OREGON  
541-401-7071

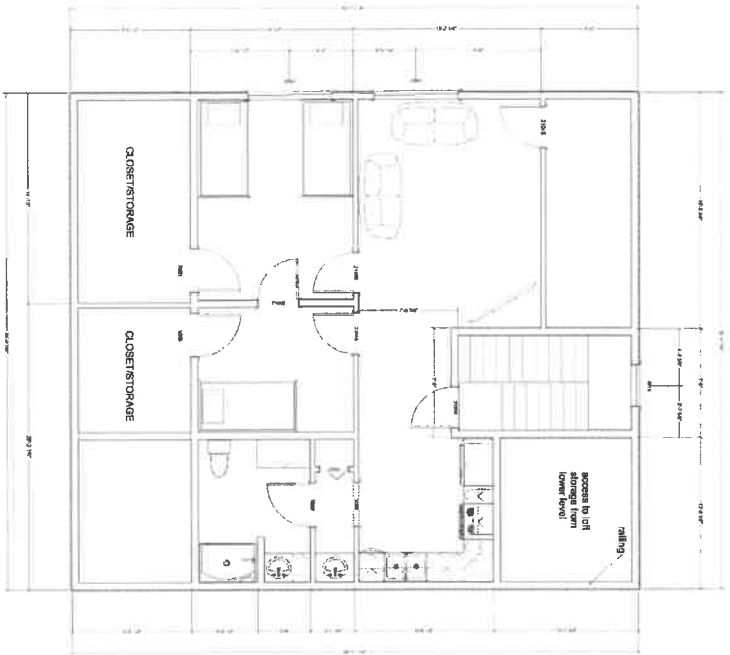
**MAIN LEVEL FLOOR PLAN**

SWEET HOME FIRE STATION 22  
1390 4TH AVE  
SWEET HOME, OR 97366

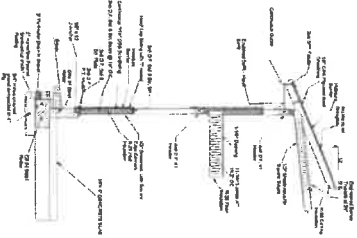
REVISION TABLE	
NUMBER	DESCRIPTION
1	PRELIMINARY DESIGN

MAIN LEVEL  
2ND FLOOR  
3RD FLOOR  
1111 \$

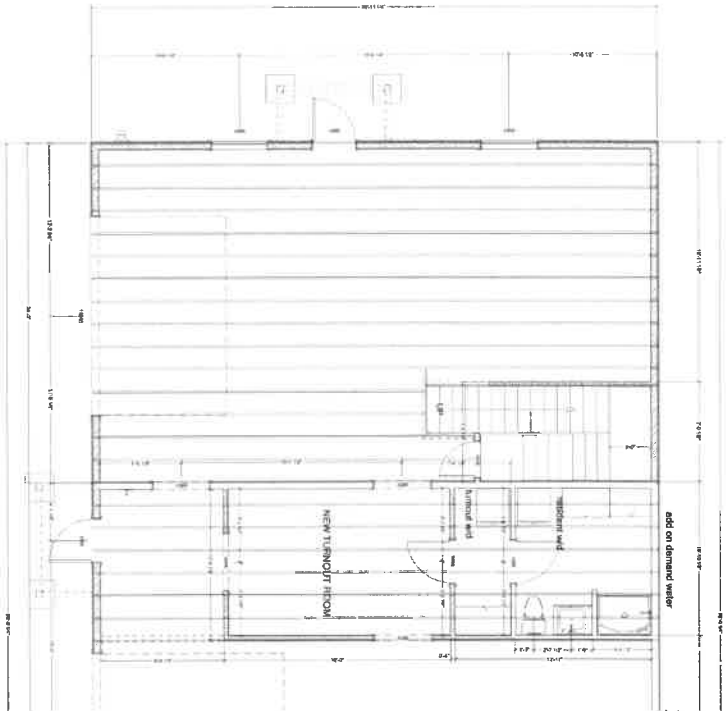
UPSTAIRS AT 7' CEILING HEIGHT, VALUED WITH BONUS ROOM TRUSSES



**A** SECOND STORY FLOOR PLAN  
Scale: 1/4"=1'-0"



SEE ENGINEERED JOIST LAYOUT  
11-2017-1-2017-15 AT 1/2" O.C.



**B** SECOND STORY FLOOR FRAMING  
Scale: 1/4"=1'-0"

Note: These drawings and specifications are used under the responsibility of Heather Harris Design, LLC. Unless specific approval is granted, these drawings are based upon information believed to be reliable. Contractor must field verify all conditions.

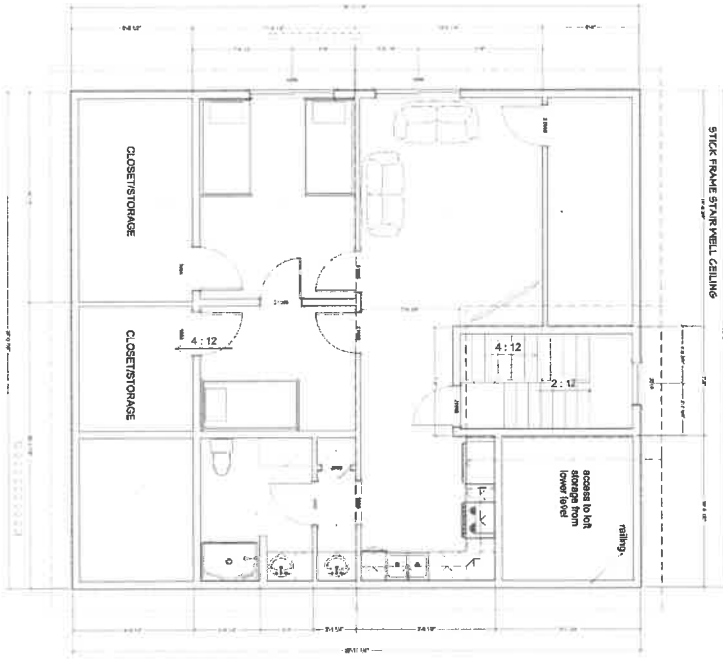
REVISION TABLE		
NUMBER	DATE	DESCRIPTION
1	11/15/18	PRELIMINARY DESIGN

SHEET HOME FIRE STATION 22  
1390 4TH AVE  
SHEET HOME, OR 97386

**SECOND STORY FLOOR PLAN, FLOOR FRAMING PLAN**

DRAWINGS PROVIDED BY:  
HEATHER HARRIS DESIGN, LLC  
H. HARRIS, AKBD  
SHEET HOME, OREGON  
541-401-7071

DATE: 5/15/2018  
SCALE: AS NOTED  
SHEET: 4 of 5



**B** ROOF FRAMING  
Scale: 1/4"=1'-0"

**A** MAIN LEVEL ELECTRICAL/MECHANICAL PLAN  
Scale: 1/4"=1'-0"

**B** SECOND STORY ELECTRICAL PLAN  
Scale: 1/4"=1'-0"

Note: These drawings and specifications are prepared and issued for the general information of the client and do not constitute a contract. Design, unless specific approval is granted. Note: These plans are based upon information believed to be reliable. Contractor must field verify all conditions.

REVISION TABLE			
NUMBER	DATE	REVISED BY	DESCRIPTION
1	5/15/2018		1111 SE
2			1111 SE
3			1111 SE
4			1111 SE
5			1111 SE

SWEET HOME FIRE STATION 22  
1300 41TH AVE  
SWEET HOME, OR 97566

ROOF PLAN, ELECTRICAL PLAN

DRAWINGS PROVIDED BY:  
HEATHER HARRIS DESIGN, LLC  
H. HARRIS, AKBD  
SWEET HOME, OREGON  
541-401-7071

DATE:	5/15/2018
SCALE:	AS NOTED
SHEET:	5 of 5

## Jerry Sorte

---

**From:** Dave BARRINGER <dbarringer@sweethomefire.org>  
**Sent:** Friday, June 29, 2018 1:30 PM  
**To:** Jerry Sorte  
**Subject:** Re: Parking

Three could occupy, with volunteers on a call can be up to seven or eight total. The seven or eight has been reached in the past which has occurred during emergencies.

Thanks Dave

On Fri, Jun 29, 2018 at 11:13 AM, Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:

Hi Dave,

How many people will be at the Foster Fire Station at a peak time responding to a call? I'm trying to determine parking requirements.

Thanks,

Jerry Sorte, MPA

Community and Economic Development Director

City of Sweet Home

541-818-8036

[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)





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**Public Records Law Disclosure:** This e-mail is a public record of the City of Sweet Home and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

--

	<b>Dave Barringer</b> <i>Fire Chief</i>
1099 Long St Sweet Home, OR 97386 Phone (541)367-5882 <a href="http://www.sweethomefire.org">www.sweethomefire.org</a>	

## Jerry Sorte

---

**From:** Dave BARRINGER <dbarringer@sweethomefire.org>  
**Sent:** Friday, June 29, 2018 1:27 PM  
**To:** Jerry Sorte  
**Subject:** Re: Foster Fire Station

Yes Jerry I would like the option of a full conditional use permit. We will not occupy as I said until the budget permits which could be two years. I would add after talking with Heather that there will be a slight change in the roof line but nothing close to the max allowed. I will send A voucher out for the \$526 check and should have it next week.

Thanks Dave

On Fri, Jun 29, 2018 at 10:23 AM, Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:

Hi Dave,

I am putting together our report for the Foster Fire Station. I needed to add a few things to the record. Could you confirm, per our conversation on June 8 at your office that you would like for the application to be reviewed as full conditional use permit (public hearing) in order to gain approval for the living quarters component of the application.

Also, as a follow up, this conversion to full conditional use permit leaves the permit with an outstanding balance of \$526.

Thanks,

Jerry Sorte, MPA

Community and Economic Development Director

City of Sweet Home

541-818-8036

[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)



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--

	<b>Dave Barringer</b> <i>Fire Chief</i>
	1099 Long St Sweet Home, OR 97386 Phone (541)367-5882 <a href="http://www.sweethomefire.org">www.sweethomefire.org</a>

## Jerry Sorte

---

**From:** Joe Graybill  
**Sent:** Friday, June 29, 2018 12:00 PM  
**To:** Jerry Sorte  
**Subject:** RE: Sweet Home Notice of Public Hearing (CU 18-04)



Hello Jerry,

Regarding the Planning Action CU 18-04 for the Sweet Home Ambulance & Fire District's proposed two story addition at their 47<sup>th</sup> Ave Station, the City has full services available in 47<sup>th</sup> Ave. The facility is metered and connected to the 10" waterline in 47<sup>th</sup> Ave, and is connected to the 10" sanitary sewer as well.

The existing structure has a city standard concrete Hard Surface Approach (HSA) apron. The width of the apron is apx 44 ft. With the addition of the garage bays on the south end of the structure, the concrete apron will need to widen for the additional frontage.

It appears the residents to the rear of the building sometimes use the gravel drive area next to the building. These homes have access to 47<sup>th</sup> Ave through existing easements that go around the building on the north side, and are on the adjoining property. No easements on the District property are known of at this time.

Joseph S. Graybill PE  
City of Sweet Home  
Community & Economic Development Dept.  
1140 12th Ave, Sweet Home OR 97386  
Web: [www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)  
Email: [jgraybill@ci.sweet-home.or.us](mailto:jgraybill@ci.sweet-home.or.us)  
Tel: 541-367-6977 x240  
Cel: 541-936-2312



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---

**From:** Jerry Sorte  
**Sent:** Tuesday, June 12, 2018 4:28 PM  
**To:** Brandon Neish; Greg Springman; Jeff Lynn; Joe Graybill; Molly Laycock; Raymond Towry; Trish (Patricia) Rice; Mike Remesnik; Angela Clegg; Dave BARRINGER; Sean; WCNX; Steve Kaye; robin; Northwest Natural; mkm; KGAL; KFIR; Jason; Comcast Cable Corporation; CenturyLink; Tom Yahraes; Kevin Strong; [celeste.krueger@pacificorp.com](mailto:celeste.krueger@pacificorp.com); Matt

Caswell

**Subject:** Sweet Home Notice of Public Hearing (CU 18-04)

Good Afternoon,

Please see the attached notice of a Planning Commission public hearing scheduled for July 2, 2018 for an application submitted by the Sweet Home Ambulance and Fire District. Please send any comments that you may have.

Thank you,

Jerry Sorte, MPA  
Community and Economic Development Director  
City of Sweet Home  
541-818-8036  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)




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**CERTIFICATE OF MAILING CU 18-08 & VR18-04, CU18-04**

I, Angela Clegg, of the City of Sweet Home Community and Economic Development Department, did personally mail the Notice of Public Hearing and Request for Comment to the below listed Applicants. The said materials were emailed on June 25, 2018.

  
\_\_\_\_\_  
Angela Clegg, Project Assistant

06.25.18  
\_\_\_\_\_  
Date

sean@sweethomenews.com

classifieds@sweethomenews.com

## Angela Clegg

---

**From:** Jerry Sorte  
**Sent:** Friday, June 22, 2018 8:50 AM  
**To:** Angela Clegg  
**Subject:** FW: Conditional Use Permit 18-04; Foster Fire Station Expansion

Hi Angela,

Please add this email to the record. Thanks,

Jerry Sorte  
Community and Economic Development Director  
City of Sweet Home  
541-818-8036  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)

**From:** Dave BARRINGER [<mailto:dbarringer@sweethomefire.org>]  
**Sent:** Thursday, June 21, 2018 4:57 PM  
**To:** Jerry Sorte  
**Subject:** Re: Conditional Use Permit 18-04; Foster Fire Station Expansion

Jerry thank you, the use of the building is not changing in amount. There are three apparatus housed there and only two bay doors. One of the vehicles is parked in what is the PPE storage area where the firefighters are keeping their gear. The addition is for another bay so that all three apparatus have their own door. We are improving the turnout room or gear room to be separate per NFPA standard of keeping a gear room away from apparatus. There is a bathroom on that lower level which would remain and be improved. The bathroom has a sink shower and toilet. The upper story roof-line is the same and is only being extended not raised. It will be built to house three people with a small kitchen, living area, full bathroom, and two bedrooms. Is there any other questions I can answer?

Chief Barringer

On Tue, Jun 19, 2018 at 7:37 AM, Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:

Hi Dave,

I hope all is well. Just a reminder that I need additional information in order to make a recommendation to the Planning Commission ASAP. I need to finish a report by next Monday for the July 2 public hearing. Please provide a complete description of the proposal, including: How many staff would stay at the station at any given time? How would use of the property change? I think I saw an email indicating that that the roof line of the addition would need to be raised? Please send drawings with dimensions of the building if you have them.

The purpose of the conditional use permit is to evaluate and mitigate potential impacts to the neighborhood. If you can give me a complete description, I can probably fill in the gaps for the report.

Thanks for the help,

Jerry

--

 The logo is a Maltese cross with a central circle. The top arm of the cross contains the text "SWEET HOME". The bottom arm contains "FIRE & AMBULANCE DISTRICT". The central circle depicts a fire engine.	<p><b>Dave Barringer</b> <i>Fire Chief</i></p> <p>1099 Long St Sweet Home, OR 97386 Phone (541)367-5882 <a href="http://www.sweethomefire.org">www.sweethomefire.org</a></p>
---	--



## Angela Clegg

---

**From:** Molly Laycock  
**Sent:** Monday, June 18, 2018 8:53 AM  
**To:** Jerry Sorte  
**Cc:** Angela Clegg  
**Subject:** RE: Sweet Home Notice of Public Hearing (CU 18-04)

The Building Program has no issued with this request.

Molly Laycock, CPT  
City of Sweet Home - Building Program  
1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
Ph: 541-367-7993; Fax: 541-367-6440  
[mLAYCOCK@CI.SWEET-HOME.OR.US](mailto:mLAYCOCK@CI.SWEET-HOME.OR.US)

---

**From:** Jerry Sorte  
**Sent:** Tuesday, June 12, 2018 4:28 PM  
**To:** Brandon Neish; Greg Springman; Jeff Lynn; Joe Graybill; Molly Laycock; Raymond Towry; Trish (Patricia) Rice; Mike Remesnik; Angela Clegg; Dave BARRINGER; Sean; WCNX; Steve Kaye; robin; Northwest Natural; mkm; KGAL; KFIR; Jason; Comcast Cable Corporation; CenturyLink; Tom Yahraes; Kevin Strong; [celeste.krueger@pacificorp.com](mailto:celeste.krueger@pacificorp.com); Matt Caswell  
**Subject:** Sweet Home Notice of Public Hearing (CU 18-04)

Good Afternoon,

Please see the attached notice of a Planning Commission public hearing scheduled for July 2, 2018 for an application submitted by the Sweet Home Ambulance and Fire District. Please send any comments that you may have.

Thank you,

Jerry Sorte, MPA  
Community and Economic Development Director  
City of Sweet Home  
541-818-8036  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)



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## Jerry Sorte

---

**From:** Dave BARRINGER <dbarringer@sweethomefire.org>  
**Sent:** Thursday, June 21, 2018 4:57 PM  
**To:** Jerry Sorte  
**Subject:** Re: Conditional Use Permit 18-04; Foster Fire Station Expansion

Jerry thank you, the use of the building is not changing in amount. There are three apparatus housed there and only two bay doors. One of the vehicles is parked in what is the PPE storage area where the firefighters are keeping their gear. The addition is for another bay so that all three apparatus have their own door. We are improving the turnout room or gear room to be separate per NFPA standard of keeping a gear room away from apparatus. There is a bathroom on that lower level which would remain and be improved. The bathroom has a sink shower and toilet. The upper story roof-line is the same and is only being extended not raised. It will be built to house three people with a small kitchen, living area, full bathroom, and two bedrooms. Is there any other questions I can answer?

Chief Barringer

On Tue, Jun 19, 2018 at 7:37 AM, Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:

Hi Dave,

I hope all is well. Just a reminder that I need additional information in order to make a recommendation to the Planning Commission ASAP. I need to finish a report by next Monday for the July 2 public hearing. Please provide a complete description of the proposal, including: How many staff would stay at the station at any given time? How would use of the property change? I think I saw an email indicating that that the roof line of the addition would need to be raised? Please send drawings with dimensions of the building if you have them.

The purpose of the conditional use permit is to evaluate and mitigate potential impacts to the neighborhood. If you can give me a complete description, I can probably fill in the gaps for the report.

Thanks for the help,

Jerry

--

**Dave Barringer**  
*Fire Chief*

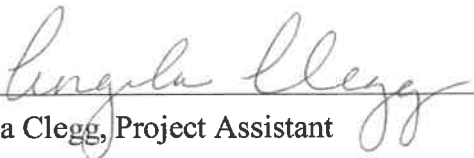


1099 Long St  
Sweet Home, OR 97386  
Phone (541)367-5882  
[www.sweethomefire.org](http://www.sweethomefire.org)



**CERTIFICATE OF MAILING CU 18-08 & VR18-04, CU18-04**

I, Angela Clegg, of the City of Sweet Home Community and Economic Development Department, did personally mail the Notice of Public Hearing and Request for Comment to the below listed Applicants. The said materials were emailed on June 13, 2018.

  
\_\_\_\_\_  
Angela Clegg, Project Assistant

06-13-18  
\_\_\_\_\_  
Date

sean@sweethomenews.com

classifieds@sweethomenews.com

## NOTICE OF PUBLIC HEARING AND REQUEST FOR COMMENT

NOTICE IS HEREBY GIVEN that the Sweet Home Planning Commission will hold public hearings to consider the following requests. The public hearings will occur on March 19, 2018 at 7:00 PM at the City Hall Annex, Council Chambers behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386. For more information, contact Jerry Sorte, CED Director at (541) 367-8113 or [jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us).

---

**APPLICATIONS CU 18-08 and VR 18-04:** The Sweet Home School District is requesting land use approval to make improvements to the Sweet Home Junior High School. Improvements include expanding the current Sweet Home Junior High School campus to include an adjacent District owned property located at 706 Mountain View Road. The improvements also include construction of a gym, administrative facilities, cafeteria addition, parking improvements, bus routing improvements, and playground improvements. The subject property is located in the Residential Low-Density (R1) Zone. A public school is a use in the R1 zone that can be established or expanded through a conditional use permit application process. The Sweet Home School District is also requesting a variance in order to reduce the required parking for the school from approximately 205 to 62. The proposed 62 parking spaces is an increase over the existing 46 spaces at the Junior High School's current parking. This is a summary of the proposal. The full proposal may be reviewed at the Community and Economic Development Department Office. The property owner is the Sweet Home School District. The property is located at: 706 Mountain View Road, Sweet Home, OR; Identified on the Assessment Map as 13S01E32CB Tax Lot 800; and 880 22<sup>nd</sup> Avenue; Identified on the Assessment Map as 13S01E32CB Tax Lot 100.

---

**APPLICATION CU 18-04:** The applicant is seeking to improve the existing Foster Fire Station by remodeling the station; including the construction of an addition to the existing fire station building. The remodel would increase the space available for the storage of apparatus that are already housed at the station, and would increase overall storage at the station. The remodel would also accommodate 24-hour occupancy (living quarters) by Ambulance and Fire District personnel. The subject property is located in the R-1 zone and contains approximately 0.36 acre. This application is being processed as a use similar to a single family dwelling and similar to a utility facility pursuant to SHMC 17.12.080. The applicant is the Sweet Home Ambulance and Fire District. The property owner is The City of Sweet Home. The property is located at: 1390 47<sup>th</sup> Ave, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E27CB Tax Lot 3700.

You may submit comments or recommendations prior to or at the public hearings. Written comments submitted by June 25, 2018 will be included in the staff report that is provided to the Planning Commission. Written comments that are submitted after that time, but prior to the hearing will be presented to the Planning Commission at their public hearing. Comments may be emailed to [jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us) or mailed or submitted to the Community and Economic Development Department office at City Hall, 1140 12<sup>th</sup> Ave, Sweet Home, Oregon 97386. Please include the file number(s) in the subject line of your comment.

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.

## CERTIFICATE OF MAILING CU18-04

I, Angela Clegg, of the City of Sweet Home Community and Economic Development Department, did personally mail the Notice of Public Hearing and Request for Comment to the below listed Addresses. The said materials were emailed and mailed via US Postal Service on June 12, 2018.

  
Angela Clegg, Project Assistant

06.12.18  
Date

Brandon Neish <Bneish@ci.sweet-home.or.us>; Greg Springman <gspringman@ci.sweet-home.or.us>; Jeff Lynn <jlynn@ci.sweet-home.or.us>; Joe Graybill <JGraybill@ci.sweet-home.or.us>; Molly Laycock <MLaycock@ci.sweet-home.or.us>; Raymond Towry <rtowry@ci.sweet-home.or.us>; Trish (Patricia) Rice <price@ci.sweet-home.or.us>; Mike Remesnik <mremesnik@ci.sweet-home.or.us>; Angela Clegg <aclegg@ci.sweet-home.or.us>; Dave BARRINGER <dbarringer@sweethomefire.org>; Sean <sean@sweethomenews.com>; WCNX <cust2043@wcnx.org>; Steve Kaye <stevekaye@quix.net>; robin <robin@friends.org>; Northwest Natural <rjr@nwnatural.com>; mkm <mkm@friends.org>; KGAL <news@kgal.com>; KFIR <mailbag@kfir720am.com>; Jason <jason@friends.org>; Comcast Cable Corporation <ryan\_hansen@cable.comcast.com>; CenturyLink <kerry.pozder@centurylink.com>; Tom Yahraes <tom.yahraes@sweethome.k12.or.us>; Kevin Strong <kevin.strong@sweethome.k12.or.us>; celeste.krueger@pacificorp.com; Matt Caswell <matthew.c.caswell@state.or.us>

VANDERPOOL JEFFERY J	1301 47TH AVE	SWEET HOME	OR	97386
AHOLA BENJAMIN A	1407 47TH AVE	SWEET HOME	OR	97386
DESHAZER CHARLES & KENNA	1359 47TH AVE	SWEET HOME	OR	97386
HAY CLARK R	1379 47TH AVE	SWEET HOME	OR	97386
HAY JERRY D & CLARK R	1403 47TH AVE	SWEET HOME	OR	97386
PAULETTO ZACHARY R & ALLISON	1369 47TH AVE	SWEET HOME	OR	97386
EDWARDS CHARLES W & VIRGINIA J	42606 N RIVER DR	SWEET HOME	OR	97386
SH CONGREGATION OF JEHOVAH WITNESS	28615 BERLIN RD	SWEET HOME	OR	97386
WHEELER HANNAH EVELYN & JAMES LLOYD TR	32785 SAND RIDGE RD	LEBANON	OR	97355
WOLFE JASON E & VALERIE G	1406 47TH AVE	SWEET HOME	OR	97386





Community and Economic Development Department

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

**NOTICE OF PUBLIC HEARING AND  
REQUEST FOR COMMENT**

NOTICE IS HEREBY GIVEN that the Sweet Home Planning Commission will hold a public hearing(s) to consider the following request(s).

**REQUEST:** The applicant is seeking to improve the existing Foster Fire Station by remodeling the station; including the construction of an addition to the existing fire station building. The remodel would increase the space available for the storage of apparatus that are already housed at the station, and would increase overall storage at the station. The remodel would also accommodate 24-hour occupancy (living quarters) by Ambulance and Fire District personnel. The subject property is located in the R-1 zone and contains approximately 0.36 acre.

This application is being processed as a use similar to a single family dwelling and similar to a utility facility pursuant to SHMC 17.12.080.

**APPLICANT:** Sweet Home Ambulance and Fire District  
**PROPERTY OWNER:** City of Sweet Home  
**FILE NUMBER:** CU 18-04  
**PROPERTY LOCATION:** 1390 47<sup>th</sup> Ave, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E27CB Tax Lot 3700.  
**REVIEW AND DECISION CRITERIA:** Sweet Home Municipal Code Section(s) 17.80.040 and 17.12.080.  
**HEARING DATE & TIME:** July 2, 2018 at 7:00 PM  
**HEARING LOCATION:** City Hall Annex, Council Chambers behind City Hall at 1140 12<sup>th</sup> Avenue, Sweet Home, Oregon 97386  
**STAFF CONTACT:** Jerry Sorte, CED Director.  
Phone: (541) 367-8113; Email: jsorte@ci.sweet-home.or.us

You may submit comments or recommendations prior to or at the public hearing. Written comments submitted by June 21, 2018 will be included in the staff report that is provided to the Planning Commission. Written comments that are submitted after that time, but prior to the hearing will be presented to the Planning Commission at their public hearing. Comments may be emailed to jsorte@ci.sweet-home.or.us or mailed or submitted to the Community and Economic Development Department office at City Hall, 1140 12<sup>th</sup> Ave, Sweet Home, Oregon 97386. Please include the file number(s) in the subject line of your comment.

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 1140 12<sup>th</sup> Ave, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

Persons interested in commenting on this application 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 criteria in the Sweet Home Municipal Code which are applicable to the request.

Notice of the decision on this application will be mailed to the applicant, property owner, those who provided written comments on the proposal, and those who requested a copy of the decision.

The location of the meeting is accessible to persons with disabilities. If you have a disability that requires accommodation, please notify the Community and Economic Development Department Office in advance of the meeting by calling (541) 367-8113.

City of Sweet Home Planning Map  
CU 18-04  
Proposed Foster Fire Station Addition



Foster Fire Station  
Proposed Addition  
1390 47th Ave



0 20 40 80 120 160 Feet 1 inch = 80 feet



13S01E27CB Tax Lot 3700  
1390 47th Ave, Sweet Home  
Sweet Home, OR 97386



City of Sweet Home Planning Map  
CU 18-04  
Proposed Foster Fire Station Addition



0 20 40 80 120 160 Feet 1 inch = 80 feet



13S01E27CB Tax Lot 3700  
1390 47th Ave, Sweet Home  
Sweet Home, OR 97386



## Jerry Sorte

---

**From:** Dave BARRINGER <dbarringer@sweethomefire.org>  
**Sent:** Wednesday, May 9, 2018 12:55 PM  
**To:** Jerry Sorte  
**Subject:** Re: Foster Fire Station

Yes it's the same roofline

On Wed, May 9, 2018, 12:49 PM Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:

Does the addition extend the same roof line? If so, I can move forward as is.

Thanks,

Jerry Sorte

Community and Economic Development Director

City of Sweet Home

541-818-8036

[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)

**From:** Dave BARRINGER [<mailto:dbarringer@sweethomefire.org>]  
**Sent:** Tuesday, May 8, 2018 4:53 PM  
**To:** Jerry Sorte  
**Subject:** Re: Foster Fire Station

Hi Jerry it's the same roofline continued so it will not be higher than the existing roof. It is my understanding the property behind the station is supposed to access on an easement to the north and not cross our property even though that's what they have been doing. I do not have a front drawing but could ask for one the plans are supposed to be back next week.

Thanks Dave

On Tue, May 8, 2018, 3:42 PM Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:

Hi Dave,

I am working on cranking out that decision on the Foster Fire Station. Sorry for the delay. Do you have a picture of the propose building from an outside front view? Do you know the proposed height of the new building? It looks like the addition may block part of the access to the houses behind the station. Do you recall seeing any access easements? I'll check our records too.

My plan will be to send notice of the decision out to surrounding property owners with a 12 day appeal period.

Thanks,

*No Easements  
JSG  
6/12/2018*

Jerry Sorte, MPA

Community and Economic Development Director

City of Sweet Home

541-818-8036

[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)

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# Sweet Home

## Fire & Ambulance District

April 10, 2018

RECEIVED  
4/11/18

City of Sweet Home  
1140 12<sup>th</sup> Ave.  
Sweet Home, OR 97386

Dear Mr. Sorte,

This letter is the written statement requested for the remodel of the building located at 1390 47<sup>th</sup> Avenue, Sweet Home, OR. It is Sweet Home Fire Districts intent to provide more space for apparatus already housed in the Foster Fire station. We want to separate the current firefighter PPE from the apparatus bays for safer storage. It is also our intent to build the upper level for storage and possible future needs. The upper level will be roughed in and will be used for storage only at this time.

This letter is to inform you and the Sweet Home Economic Development Department of the following.

1. There will be no change in land use.
2. The proposed change will not result in an increase in overall impacts to adjacent properties.
3. There will be no increase in the amount of operational activity.
4. The proposed change does not violate the standard of the land use zone.
5. The proposed change does not result in a change to lot or parcel boundary lines.

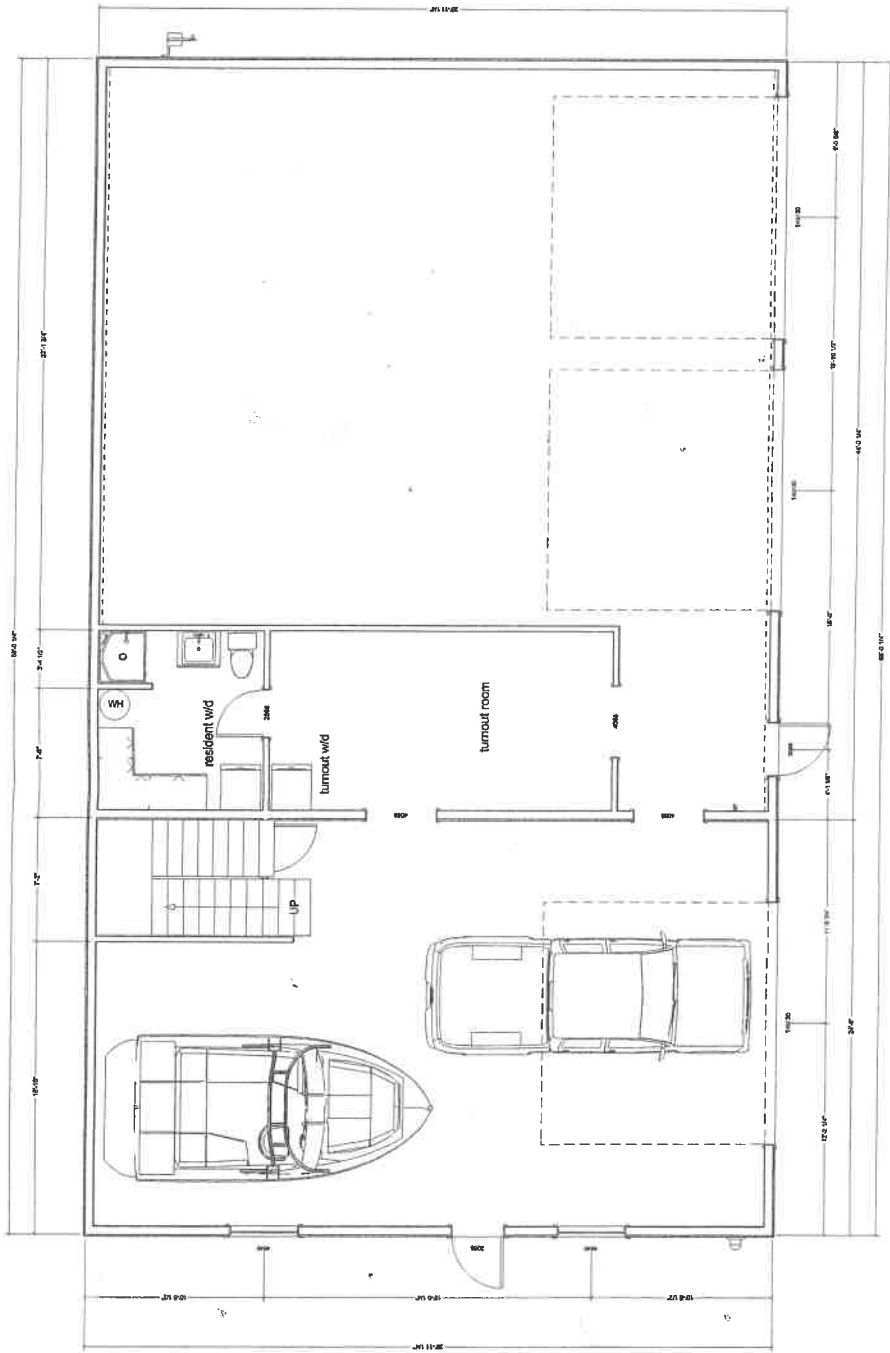
You will find a drawing attached with the proposed changes to the building. If there is need for clarification or any questions regarding this please contact me. Thank you for your consideration and work on this proposal.

Sincerely,



Dave Barringer  
Fire Chief

1099 Long Street, Sweet Home, Oregon 97386  
Phone (541) 367-5882 FAX (541) 367-7265  
Website: [sweethomefire.org](http://sweethomefire.org)





**CERTIFICATE OF MAILING**

I, Jerry Sorte, of the City of Sweet Home Community and Economic Development Department, did personally mail the attached Letter of Incomplete for Planning File CU18-04 to Chief Dave Barringer, 1099 Long Street, Sweet Home, OR 97386. The said materials were mailed by U.S. Post on March 23, 2018.

  
\_\_\_\_\_  
Jerry Sorte, CED Director

3-23-18  
\_\_\_\_\_  
Date



Community and Economic Development Department

City of Sweet Home  
1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969  
Fax 541-367-5007  
www.ci.sweet-home.or.us

March 23, 2018

Chief Dave Barringer  
1099 Long Street  
Sweet Home, OR 97386

Re: Letter of Incomplete Application  
Conditional Use Permit Application CU 18-04

Dear Mr. Barringer,

This letter is being provided as required by Sweet Home Municipal Code (SHMC) 17.12.140(C) and ORS 227.178(2). Feel free to call with questions to discuss.

On February 21, 2018, the Sweet Home Planning Division received your application to remodel the fire station located at 1390 47<sup>th</sup> Ave, Sweet Home, OR. In reviewing your application, I found that additional information is needed in order for our office to process your application. The application is therefore deemed incomplete pursuant to SHMC 17.12.140(C) and ORS 227.178(2). In order to complete your application, please submit information that addresses the following section(s) of the Sweet Home Municipal Code (SHMC).

The application is for a conditional use modification. Please submit a written statement and other information as needed to address SHMC 17.80.060(A):

*A. Acceptable modification requests of an approved plan or existing development may be processed as a ministerial decision with, no notice or hearing, by the City Planner only if the following threshold criteria can be met:*

- 1. There will be no change in land use;*
- 2. The proposed change does not result in an increase in the overall impacts to adjacent properties;*
- 3. There is no increase in the amount of operational activity;*
- 4. The proposed change does not violate the standards of the land use zone;*
- 5. The proposed change does not result in a change to lot or parcel boundary lines.*

As stated in SHMC 17.80.060 (B), "proposed changes that do not meet the above criteria shall be processed as a new application." If this is a case, and a new application is needed, please provide evidence to demonstrate compliance with SHMC 17.80.040(A) through (D); which are attached. A new conditional use application would also require the difference in application fees: \$600 - \$70 = \$530.



As described under SHMC 17.12.140(C) and ORS 227.178(2), this application is incomplete. The application will be deemed complete upon receipt of all of the missing information; some of the missing information and written notice from the applicant that no other information will be provided; or written notice from the applicant that none of the missing information will be provided.

If you have any questions, please feel free to contact our office at (541) 367-8113.

Sincerely,

A handwritten signature in cursive script that reads "Jerry Sorte".

Jerry Sorte  
Community and Economic Development Director



SHMC 17.80.040(A) through (D)

§ 17.80.040 USE CRITERIA.

The criteria that will be used in approving, approving with conditions, or denying an application, or to enlarge or alter a conditional use, will be based on findings with respect to each of the following standards and criteria.

A. The request complies with the requirements of the underlying zone or overlay zone, city codes, state and federal laws.

B. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering, but not limited too, the following:

1. Building size;
2. Parking;
3. Traffic;
4. Noise;
5. Vibration;
6. Exhaust and emissions;
7. Light and glare;
8. Erosion;
9. Odor;
10. Dust;
11. Visibility;
12. Safety;
13. Building, landscaping or street features.

C. Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval that include but are not limited to those listed in this chapter.

D. All required public facilities have adequate capacity, as determined by the city, to serve the proposed use.

APPLICATION FOR CONDITIONAL USE PERMIT

1. Name of Applicant: CITY of Sweet Home Orc. Telephone Number: 503-5124  
Mailing Address: 1140 12<sup>th</sup> ave. Sweet Home Oregon  
Property Owner if different from applicant: \_\_\_\_\_

Relation of Applicant to Owner: \_\_\_\_\_  
(agent, contract buyer, etc.)

2. Description of Property for Which Conditional Use Permit is Sought:

Street address: 1390 47<sup>th</sup> ave \*

Legal Description (or attach full legal description):

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Tract: \_\_\_\_\_

Tax Lot(s): portion of 400 Assessors Map No.: 13 1E 28D

Zone in Which Property is Located: R-1

Present Use of Property: Vacant

3. Proposal for Which Conditional Use Permit is Sought: To construct and operate A CITY fire department substation

4. Requirement(s) of the Zoning Ordinance Which Apply to the Application: \_\_\_\_\_

Section 4.010 (3)(e)

5. Plans: Attach a plan, drawn to scale, showing the actual shape and dimensions of the lot to be built upon; the sizes and locations on the lot of all existing and proposed structures; and the intended use of each structure.

6. CERTIFICATION:

I (~~we~~), MAX C. THOMPSON, hereby certify that I (we) understand the provisions of Article 5, Conditional Uses, and other applicable provisions of the Sweet Home Zoning Ordinance, and that all information provided by me (us) is true and accurate to the best of my (our) knowledge.

Date AUG. 26, 1982 Signed Max C. Thompson



8-26  
fee waived

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

Fee Paid: \_\_\_\_\_

Date of Planning Commission Public Hearing: \_\_\_\_\_

Action Taken:

Approved: \_\_\_\_\_

Denied (state reasons): \_\_\_\_\_

Approved with Conditions (specify):  That sight screening  
Be provided at adjacent properties used as residential

Appeal: \_\_\_\_\_

Date of City Council Public Hearing: \_\_\_\_\_

Action taken:

Approved: \_\_\_\_\_

Denied (state reasons): \_\_\_\_\_

Approved with conditions (specify): \_\_\_\_\_

Decision Attested By: \_\_\_\_\_  
City Manager



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

Community and Economic Development Department

Application for a Land Use Determination Conditional Use Modification

Date Received: 2-21-18  
 Date Complete: \_\_\_\_\_  
 File Number: CU 18-04  
 Application Fee \$74: 874  
 Receipt #: 75808  
 Hearing Date: \_\_\_\_\_

Applicant's Name: Sweet Home Fire District

Property Owner: City of Sweet Home

Applicant's Address: 1099 Long Street, Sweet Home, OR

Owner's Address: 1140 12<sup>th</sup> Ave, Sweet Home, OR

Applicant's Phone and e-mail: 541-367-5882 dbarringer@sweethomefire.org

Owner's Phone and email: 541-367-5128

Subject Property Address: 1390 47<sup>th</sup> Ave Foster, OR 97345

Subject Property Assessor's Map and Tax Lot: 13501E 27CB 3100

Subject Property Size: \_\_\_\_\_

Subject Property: Zoning Classification \_\_\_\_\_

Comprehensive Plan Classification: \_\_\_\_\_

**Nature of Applicants Request**

Narrative describing the proposed use: Brief Description on this form and attach extra sheets if needed.  
Remodeling and adding an addition to the existing building. This will include living quarters upstairs, and an additional bay (space) for additional apparatus.

Impacts on the neighborhood: Include traffic, parking, noise, odor, dust or other impacts. Brief Description on this form.

Possible future volunteer or staff living on site. Only noise or dust is very possible short term during construction.

**Submittal Requirements**

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

**I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.**

Applicant's Signature: [Signature]

Date: 2/21/2018

Property Owner's Signature: \_\_\_\_\_

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

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.



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Community and Economic Development Department

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

**Staff Report Presented to the Planning Commission**

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**REQUEST SUMMARY:** The applicant is seeking land use approval for improvements to the Sweet Home Junior High School; which is located in the R-1 Zone. The applicant is also seeking a variance to reduce the required number of parking spaces required for the school.

**APPLICANT/  
PROPERTY OWNER:** Sweet Home School District

**FILE NUMBER:** CU 18-08 and VR 18-04

**PROPERTY LOCATION:** 706 Mountain View Road, Sweet Home, OR; Identified on the Assessment Map as 13S01E32CB Tax Lot 800; and 880 22<sup>nd</sup> Avenue; Identified on the Assessment Map as 13S01E32CB Tax Lot 100

**REVIEW AND  
DECISION CRITERIA:** Sweet Home Municipal Code Section(s) 17.88.040, 17.80.040

**HEARING DATE & TIME:** Due to an error in notice, this public hearing will be opened July 2, 2018 at 7:00 PM and immediately continued until July 16, 2018 at 7:00 PM in the same location. Members of the public may provide testimony at the July 16, 2018 hearing or provide written comments prior to that hearing to the Community and Economic Development Department office.

**HEARING LOCATION:** City Hall Annex, Council Chambers behind City Hall at 1140 12<sup>th</sup> Avenue, Sweet Home, Oregon 97386

**STAFF CONTACT:** Jerry Sorte, CED Director  
Phone: (541) 367-8113; Email: [jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)

**REPORT DATE:** June 25, 2018

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**I. PROJECT REQUEST AND PROPERTY DESCRIPTION**

**REQUEST:** The Sweet Home School District is requesting land use approval to make improvements to the Sweet Home Junior High School. Improvements include expanding the current Sweet Home Junior High School campus to include an adjacent District-owned property located at 706 Mountain View Road, Sweet Home, OR. The improvements also include construction of a gymnasium, administrative facilities, a cafeteria addition, parking improvements, bus routing improvements, and playground improvements. The existing Junior High School building contains approximately 52,580 square feet. Once renovation is completed, the building will contain either 64,439 square feet or 65,350 square feet; depending on the size of the gymnasium that is constructed.

The subject property is located in the Residential Low-Density (R-1) Zone. A public school is a use in the R-1 zone that can be established or expanded through a conditional use permit application process. The applicant's Proposed Schematic Site Plan (Plot Plan) is included as Attachment A.

The Sweet Home School District is also requesting a variance in order to reduce the required parking for the school from up to 210 to 62. The proposed 62 parking spaces is an increase over the existing 46 spaces at the Junior High School's current parking lot.

As stated by the applicant, the purpose of the Sweet Home Junior High School Renovation Project would make needed improvements to extend the school's lifespan, improve safety and security, and make it more functional. Specifically, the project includes the replacement of modular buildings at the Sweet Home Junior High School with new construction attached to the main building. The modular buildings were purchased in 1969 from Western Homes and house a multipurpose room/cafeteria and two classrooms. Facility improvements to the Junior High School's main building include electrical, HVAC, mechanical systems, fire suppression systems, and seismic upgrades to extend the school's useful life. The project would include the installation of a tapered slope insulated roof panel system to the School's flat roof. This would provide sufficient slope for water to drain and stay out of the building instead of forming puddles in low spots causing leaks and water damage. The project includes construction of a safety vestibule entrance at the School with adjoining office space providing access control. Parking lot safety improvements include 16 additional on-site parking spaces, a pause parking lane for student drop-off/pick-up and a separate bus loop. The improvements would include the replacement of windows to improve energy efficiency and replacement of siding to protect the structure and update the building's appearance. Technology upgrades would be made throughout the school.

A new auxiliary gym would be constructed and would replace the existing multi-purpose room. The auxiliary gym will help provide needed space for PE classes so students can meet newly established state PE requirements. Improvements include a new warming kitchen and cafeteria overlooking school playing fields and Marks Ridge. Renovated Basic Life Skills, media center, and design studio spaces.

**LOCATION:** The property acquired by the Sweet Home School District that would be added to the school for use is located at 706 Mountain View Road, Sweet Home, OR and contains approximately 0.57 acres. The School District Property that contains Sweet Home Junior High totals approximately 28.82 acres (includes adjacent athletic fields), and is located in the Residential Low-Density (R-1) Zone. The subject property is identified on the Linn County Assessor's Map as 13S01E32CB Tax Lots 100 and 800. The project location is identified on Attachments A and B.

**ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:**

<b>Property</b>	<b>Zoning Designation</b>	<b>Comprehensive Plan Designation</b>
Subject Property	Residential Low-Density (R-1),	Public and Low Density Residential
Property North	Residential High-Density (R-2) and Commercial Highway (C-2)	Residential High-Density Commercial Highway
Property East	Residential Low-Density (R-1), and Residential High-Density (R-2).	Low, Medium and High Density Residential.
Property South	Residential Low-Density (R-1)	Low Density Residential

Property West	Residential Low-Density (R-1), and Residential High-Density (R-2).	Low and Medium Density Residential, and Public.
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- Floodplain: Based on a review of the 41043C0914G, dated 9/29/2010, both properties are located outside of the 100-year floodplain.
- Wetlands: The subject properties are not located in a designated wetland.
- Access: The subject property has access from 22<sup>nd</sup> Avenue and Mountain View Road.
- Services: The property is connected to City water and sewer.

**HEARING NOTICE:** This application was received on May 31, 2018. The 120-day completion deadline is September 28, 2018. Notice for this application and for the public hearing before the Planning Commission was mailed to property owners and residents within 300 feet of the subject property, City Department Heads, and service agencies on June 12, 2018. Notification was posted at City Hall on June 12, 2018. Notice of the hearing appeared in The New Era Newspaper on June 20, 2018. The June 20, 2018 notice contained an error and did not notice the correct hearing date. Due to an error in the original newspaper notice, and in order to provide the required public notification, the public hearing will be opened at the Planning Commission’s meeting on July 2, 2018 at 7:00 PM at the City Hall Annex behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386 and immediately continued until July 16, 2018 at 7:00 PM in the same location. Members of the public that would like to provide testimony at the hearing will be provided that opportunity at the July 16, 2018 hearings. Notice was provided as required by SHMC 17.12.120.

## II. COMMENTS

**Building Division:** The Building Program has no direct issues with this project. However, it is noted that access for the ‘Bus Loop’ and the south portion of the building crosses property lines. Even though the school district owns both parcels, it is suggested that either the parcels are combined, or an access easement is obtained.

**Engineering Division:** The following comments are regarding the City CEDD Engineering Review of the Conditional Use Application for the Jr High Reconstruction Project.

Both Mountain View Road and 22<sup>nd</sup> Ave have full city utilities, and are available when needed for expansion of the existing services. For example the new construction of the buildings at the west end may have fire hydrant placement requirements (depending on Fire Code Standards). The city sewer main runs along the south boundary of the school property, and so doing crosses the adjacent properties at an angle too. The location will not affect the driveway or parking areas.

The traffic in and out of the Junior High School parking lot has been problematic for some time. Transient parking on 22<sup>nd</sup> Ave – on both sides – have created a need for the city to have installed and painted a no parking yellow curb zone on the east side to allow room for buses to swing wide as they exit the lot to 22<sup>nd</sup> Ave. Parental drop and pick-up of students, happens on 22<sup>nd</sup> Ave a lot due to the limited and unavailable parking within the existing lot.

This project will ease some the traffic conflicts and loading of the existing single driveway to 22<sup>nd</sup> Ave. The driveways proposed will be separated by use, 22<sup>nd</sup> Ave will be for staff and parents, and a new driveway facing Mountain View Road will be for School Bus loading and unloading

only. With the District purchasing the corner property adjacent to the school, the new 22<sup>nd</sup> Ave access will be to a larger and more functional space layout, as well as provide onsite curb line drop-off space for parents and students. The driveway entrance will be wider with two out-lanes and one in-lane. The south edge of the 22<sup>nd</sup> Ave driveway will need to be at least 30 feet from the curb radius at the nearby intersection with Mountain View Road.

Extensive conversations have been ongoing with the School District for some time leading up to this point. We have evaluated options of driveway splits, driveway locations, and sidewalk installations. A Traffic Impact Study would normally be required for a project such as this, however with the capacity and use of the property not changing – same number of students and staff that is – City engineering staff felt it would not be needed at this time. Considering the limited number of options, and planned improvements to the traffic separation of buses and other vehicles, circulation in and around the school will be improved. Various bus entrance configurations were and may still be looked at, such as right-in right-out, center medians, etc., but at the moment the open driveway lanes provides the best clearance for bus turning operations. Signage that is clear and concise should be placed so that it is unambiguous that it is for bus only.

Sweet Home staff will also be working on a 2018 Safe Routes to School (SRTS) grant process this summer (Due Oct 15) for street and sidewalk improvements in the area. The priority of this grant is pedestrian safety around and to the school, on Mountain View Road, and the traffic flow at the intersection at 22<sup>nd</sup> Ave. This grant will include the continuation of sidewalks built as part of the school project, southward along Mountain View Road to Ames Creek Road, corner ADA ramps, infill behind the existing curb on Ames Creek Road to 18<sup>th</sup> Ave, and new sidewalks and curbs on 18<sup>th</sup> Ave, so that people do not have to walk in the street. This grant will also evaluate the possibility of a small format traffic circle at Mountain View Road and 22<sup>nd</sup> Ave to slow traffic, and facilitate left turn actions to alleviate backups.

Overall staff feels that the proposed layout is a good solution to the traffic control issues encountered today.

### III. REVIEW AND DECISION CRITERIA CU 18-08

The review and decision criteria for a conditional use permit are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

- A. The request complies with the requirements of the underlying zone or overlay zone, city codes, state and federal laws. [SHMC 17.80.040(A)]**
  - a. [Conditional use permitted in the R-1 zone] Public school and private school offering curricula similar to public school [SHMC 17.24.030(G)]**
  - b. Off-Street Parking Requirements. [SHMC 17.08.090(H)]**

Use	Requirement
<b>6. Place of public assembly including church, auditorium, gymnasium, community center, theater, club, lodge hall or fraternal organization</b>	<b>One space per four seats or eight feet of bench length in the main auditorium, or if seating is not fixed to the floor, one space per 60 square feet of floor area</b>
<b>9. Elementary, junior high school</b>	<b>Two spaces per classroom and special instruction area, or the</b>



	<b>requirement for a place of public assembly, whichever is the greater</b>
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Staff Findings: The property at 706 Mountain View Road is approximately 0.6 acres in size, and the property at 880 22<sup>nd</sup> Avenue is approximately 28.5 acres. Both properties are located on property owned by the Sweet Home School District and contain approximately 29.1 acres. The properties are located in the Residential Low-Density (R-1) Zone. The tracts are not located in a flood zone or a wetland.

The proposed improvements to the Sweet Home Junior High would add an auxiliary gym, and reconfigure bus access to the property. The development in total has the potential to change or increase the impacts that the school will have on the neighborhood. These improvements may be reviewed under the criteria for a conditional use permit pursuant to SHMC 17.24.030(G). The parking requirements for the school, include the requirements that the school provide the number of parking spaces specified in the table listed under SHMC 17.08.090(H). According to the applicant there are 22 classrooms and two computer lab special instruction areas. When the improvements are complete, there will be 20 classrooms with no computer labs. Under SHMC 17.08.090(H)(9), 40 parking spaces would be required based on the number of classrooms. However, the required spaces under the place of assembly standards would exceed the classroom standards, and would apply in this instance.

According to the applicant's statements dated June 6, 2018 and June 12, 2018, the existing gymnasium contains 5,732 square feet. The auxiliary gym may contain from 6,011 square feet up to 6,842 square feet depending on the final plans chosen by the School District. Assuming the larger size for the auxiliary gymnasium at 6,842 square feet, that would bring the total proposed gymnasium capacity to 12,574 square feet. At one space per 60 square feet of floor area, the gymnasiums would require 210 parking spaces. The applicant is proposing to provide 62 parking spaces. Consequently, a variance is needed, and the applicant has applied for a variance, identified as VR 18-04.

The application complies with this criterion.

**B. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering, but not limited to, the following:**

- 1. Building size;**
- 2. Parking;**
- 3. Traffic;**
- 4. Noise;**
- 5. Vibration;**
- 6. Exhaust and emissions;**
- 7. Light and glare;**
- 8. Erosion;**
- 9. Odor;**
- 10. Dust;**
- 11. Visibility;**
- 12. Safety;**

### 13. Building, landscaping or street features. [SHMC 17.80.040(B)]

Staff Findings: The applicant is requesting this conditional use permit in order to make needed improvements to the Sweet Home Junior High School. According to the applicant, improvements are needed to extend the school's lifespan, improve safety and security, and make it more functional. The Sweet Home Junior High School is existing, and would be increased in size from 52,580 square feet to up to 65,350 square feet.

1. Building size – Based on the plot plan provided by the applicant, the existing site is adequate to accommodate the proposed building expansion. See Attachment B.
2. Parking– the applicant is requesting a variance to reduce the required parking spaces from approximately 210 to 62. While 46 spaces have typically been adequate to serve the school, 62 spaces will help provide additional capacity and help ensure reasonable use of the property.
3. Traffic – Based on the Staff Engineer's comments, this project would ease some of the traffic conflicts and loading of the existing single driveway to 22<sup>nd</sup> Ave. The driveways proposed will be separated by use, 22<sup>nd</sup> Ave will be for staff and parents, and a new driveway facing Mountain View Road will be for School Bus loading and unloading only. With the District purchasing the corner property adjacent to the school, the new 22<sup>nd</sup> Ave access will be to a larger and more functional space layout, as well as provide onsite curb line drop-off space for parents and students. The driveway entrance will be wider with two out-lanes and one in-lane. The south edge of the 22<sup>nd</sup> Ave driveway will need to be at least 30 feet from the curb radius at the nearby intersection with Mountain View Road.
4. Noise – Staff has not identified any noise impacts from the surrounding area that would negatively impact the proposed, refurbished Junior High School.
5. Vibration – Staff has not identified any vibration impacts from the surrounding area that would negatively impact the proposed Junior High School improvements.
6. Exhaust and emissions – Staff has not identified any exhaust or emission impacts from the surrounding area that would negatively impact the proposed Junior High School improvements.
7. Light and glare – Staff has not identified any light or glare impacts from the surrounding area that would negatively impact the proposed Junior High School improvements.
8. Erosion – Staff has not identified any erosion impacts from the surrounding area that would negatively impact the proposed Junior High School improvements. The School property contains an existing steep slope that would be considered as a part of development.
9. Odor – Staff has not identified any odor impacts from the surrounding area that would negatively impact the proposed Junior High School improvements.
10. Dust – Staff identified short-term dust impacts during construction of the proposed Junior High School Improvements.
11. Visibility – Staff has not identified any visibility concerns within the surrounding area that would negatively impact the proposed Junior High School improvements. The proposed driveway locations would be placed at least the required 30 feet from the intersection of Mountain View Road and 22<sup>nd</sup> Avenue.
12. Safety – Based on the comments provided by the Staff Engineer, the improvements would separate bus traffic from general student drop-off traffic. The improvements to the parking area and bus loading area would have an overall positive effect on the neighborhood. Staff has not identified any significant safety concerns associated with the subject property or



surrounding area that would negatively impact the proposed Junior High School improvements.

13. Building, landscaping or street features – Staff has not identified any significant building, landscape or street feature concerns associated with the subject property or surrounding area that would negatively impact the proposed Junior High School improvements.

The application complies with this criterion.

**C. Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval that include but are not limited to those listed in this chapter. [SHMC 17.80.040(C)]**

Staff Findings: Staff has not identified any significant negative impacts to the neighborhood that would occur if this application is approved. Staff's review of the traffic impacts of the proposal are based on the School District being able to substantively separate the bus loading area from general parent pick-up and drop-off traffic. Staff thinks that it is reasonable to require the applicant to provide signage that is clear and concise and placed so that it is unambiguous that the bus loop area is for bus use and staff use only.

Also, in order to minimize the impact of the school use on neighboring residential properties, staff recommends that a condition require that 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.

**D. All required public facilities have adequate capacity, as determined by the city, to serve the proposed use. [SHMC 17.80.040(D)]**

Staff Findings: Both Mountain View Road and 22nd Ave have full city utilities, and are available when needed for expansion of the existing services. For example the new construction of the buildings at the west end may have fire hydrant placement requirements (depending on Fire Code Standards). The city sewer main runs along the south boundary of the school property, and so doing crosses the adjacent properties at an angle too. The location will not affect the driveway or parking areas.

The traffic in and out of the Junior High School parking lot has been problematic for some time. Transient parking on 22nd Ave – on both sides – have created a need for the city to have installed and painted a no parking yellow curb zone on the east side to allow room for buses to swing wide as they exit the lot to 22nd Ave. Parental drop and pick-up of students, happens on 22nd Ave a lot due to the limited and unavailable parking within the existing lot.

This project will ease some the traffic conflicts and loading of the existing single driveway to 22nd Ave. The driveways proposed will be separated by use, 22nd Ave will be for staff and parents, and a new driveway facing Mountain View Road will be for School Bus loading and unloading only. With the District purchasing the corner property adjacent to the school, the new 22nd Ave access will be to a larger and more functional space layout, as well as provide onsite curb line drop-off space for parents and students. The driveway entrance will be wider with two out-lanes and one in-lane. The south edge of the 22nd Ave driveway will need to be at least 30 feet from the curb radius at the nearby intersection with Mountain View Road.

Extensive conversations have been ongoing with the School District for some time leading up to this point. We have evaluated options of driveway splits, driveway locations, and sidewalk installations. A Traffic Impact Study would normally be required for a project such as this, however with the capacity and use of the property not changing – same number of students and staff that is – City engineering staff felt it would not be needed at this time. Considering the limited number of options, and planned improvements to the traffic separation of buses and

other vehicles, circulation in and around the school will be improved. Various bus entrance configurations were and may still be looked at, such as right-in right-out, center medians, etc., but at the moment the open driveway lanes provides the best clearance for bus turning operations. Signage that is clear and concise should be placed so that it is unambiguous that it is for bus only.

Sweet Home staff will also be working on a 2018 Safe Routes to School (SRTS) grant process this summer (Due Oct 15) for street and sidewalk improvements in the area. The priority of this grant is pedestrian safety around and to the school, on Mountain View Road, and the traffic flow at the intersection at 22nd Ave. This grant will include the continuation of sidewalks built as part of the school project, southward along Mountain View Road to Ames Creek Road, corner ADA ramps, infill behind the existing curb on Ames Creek Road to 18th Ave, and new sidewalks and curbs on 18th Ave, so that people do not have to walk in the street. This grant will also evaluate the possibility of a small format traffic circle at Mountain View Road and 22nd Ave to slow traffic, and facilitate left turn actions to alleviate backups.

Overall staff feels that the proposed layout is a good solution to the traffic control issues encountered today. Based on the findings above, staff concludes that there is adequate water, sewer, storm drainage, and parking services available to support the Sweet Home Junior High School improvements.

- E. In approving a conditional use permit application, the Planning Commission may impose, in addition to those standards and requirements expressly specified by this chapter, additional conditions determined to be necessary to assure that the proposed development meets the decision criteria as well as the best interests of the surrounding properties, the neighborhood, and the city as a whole. [SHMC 17.80.050]**

Staff Findings: This provision of the SHMC allows the Planning Commission to impose conditions of approval. This is an opportunity for the Planning Commission to determine if conditions are needed in order to ensure compliance with the "decision criteria as well as the best interests of the surrounding properties, the neighborhood, and the city as a whole." As specified in SHMC 17.80.050, conditions could include, but are not limited to: expanding setbacks, limiting hours of operation, requiring site or architectural design features, imposing additional sign standards, and so forth.

Staff recommends the conditions of approval listed in Section V. These conditions are intended to ensure that development is consistent with the proposal reviewed in this application and all applicable review and decision criteria. Staff proposes conditions of approval that state:

1. The project footprint shall be limited to substantially the locations reviewed in this application (CU18-08). Improvements shall be located in substantially the locations 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.
3. The applicant shall provide signage that is clear and concise and placed so that it is unambiguous that the bus loop area is for bus use and staff use only.

While not specifically listed as conditions, the applicant would still need to comply with all existing local, state, and federal standards that apply to the application. These standards include, but are not limited to the following:

1. Prior to development, the applicant shall obtain all necessary local, state, and federal permits. Permits may include, but are not limited to building, mechanical, and plumbing

permits from the Sweet Home Building Division; and electrical permits from the Linn County Planning and Building Department.

2. Except as modified under Variance 18-04, parking shall comply with all applicable sections of SHMC 17.08.090; including but not limited to all Stormwater drainage, surfacing, and dimensional standards.
3. New buildings and structures shall meet the applicable setback requirements of the R-1 zone as listed in SHMC 17.24.050.

**F. A conditional use permit shall be void one year after the date of the Planning Commission approval if the use has not been substantially established within that time period. [SHMC 17.80.070]**

Staff Findings: As required under this section, the conditional use permit shall be void one (1) year after the date of the Planning Commission approval if the use has not been substantially 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.

#### **IV. REVIEW AND DECISION CRITERIA VR 18-04**

The review and decision criteria for a variance are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

**A. The development resulting from an approved variance will not be detrimental to public health or safety. [SHMC 17.88.040(A)]**

Applicant Findings: the variance proposal is for an auxiliary gymnasium. It is their intent that this gym will improve public health and safety. The proposed gym will provide a better environment for exercise and athletics than the multi-purpose space that it will replace. In addition, the proposed site plan for the Junior High School includes a separate bus loop. Currently, buses, parents dropping off students, staff members, and visitors parking at the Junior High School all share the same parking area. The proposed design will provide separation enhancing safety for vehicle traffic, bicyclists and pedestrians.

Staff Findings: The Sweet Home Junior High School currently provides 46 parking spaces. The existing gymnasium contains 5732 square feet; which alone requires 96 parking spaces pursuant to SHMC 17.08.090(H)(9) and (6). So, the School has had a legal, non-conforming parking lot that has operated for decades. The new auxiliary gymnasium will increase the potential for the property to generate event traffic; however, events tend to occur during non-peak hours and weekends. Parking will increase overall from 46 to 62, and staff finds that this will not be detrimental to public health or safety. The application complies with this criterion

**B. The Request is not in conflict with the Comprehensive Plan [SHMC 17.88.040(B)]**

Applicant Findings: The property is currently Low-Density Residential (R-1) Zone, The Comprehensive plan calls out for the property to be Public Zone.

Staff Findings: The School District is requesting to use the Low-Density Residential (R-1) zone. The proposed parking variance will serve a public school, which is permitted through a conditional use permit application process in the R-1 zone. The applicant has concurrently

submitted CU 18-08. With the conditional use permit approval; this variance will not conflict with the Comprehensive Plan. The application complies with this criterion.

**C. The request is the minimum variance necessary to make reasonable use of the property; [SHMC 17.88.040(C)]**

Applicant Findings: the school district is proposing increasing the on-site parking at Sweet Home Junior High School by 35 percent from 46 spaces to 62 spaces even though parking demand at most times will remain similar to current levels. While 46 spaces have typically been adequate to serve the school, 62 spaces will help provide additional capacity and help ensure reasonable use of the property.

Staff Findings: Staff concurs with the applicant's findings.

**D. The requested variance is consistent with the purposes of the zone; [SHMC 17.88.040(D)]**

- a. The purpose of the R-1 zone is to provide areas suitable and desirable for single-family homes, associated public service uses and duplexes on corner lots. The R-1 zone is most appropriate in areas which have developed or will develop with single-family homes at a density which warrants provision of public water and sewer facilities. [SHMC 17.24.010]**

Applicant Findings: The property is zoned as Low-Density Residential. Since Sweet Home does not have a public zone, Sweet Home Junior High, Hawthorne Elementary, Foster Elementary and Oak Heights Elementary are all located within the Low-Density Zone. Therefore, we consider the requested variance to be consistent with the purpose of the zone.

Staff Findings: In an R-1 zone, the following uses and their accessory uses may be permitted subject to the provisions of Chapter 17.80: Public school and private school offering curricula similar to public school. [SHMC 17.24.030(G)]. The application complies with this criterion

**E. If more than one variance is requested or needed, the cumulative effect of the variances will result in a project that remains consistent with the purposes of the zone; [17.88.040(E)].**

Applicant Findings: Only one variance is being requested.

Staff Findings: The applicant is requesting a variance to the number of required parking spaces. The applicant has not requested an additional variance at this time.

**F. Identified negative impacts resulting from the variance can be mitigated to the extent practical; [17.88.040(F)]**

Applicant Findings: In case of a very large event at Sweet Home Junior High, on-street parking remains available on 22<sup>nd</sup> Avenue. Visitors can also park in the school district parking lot located north of Husky Stadium and walk along the sidewalk on 22<sup>nd</sup> Avenue to the Junior High School.

Staff Findings: Overall staff finds that the proposed layout is a good solution to the traffic control issues encountered today. Both Mountain View Road and 22<sup>nd</sup> Ave have full city utilities, and are available when needed for expansion of the existing services. For example the new construction of the buildings at the west end may have fire hydrant placement requirements (depending on Fire Code Standards). The City sewer main runs along the south boundary of the school property, and so doing crosses the adjacent properties at an angle too. The location will not affect the driveway or parking areas. The traffic in and out of the Junior High School parking lot has been problematic for some time. Transient parking on 22<sup>nd</sup> Ave – on both sides – have created a need for the City to have installed and painted a no parking yellow curb zone

on the east side to allow room for buses to swing wide as they exit the lot to 22<sup>nd</sup> Ave. Parental drop and pick-up of students happens on 22<sup>nd</sup> Ave a lot due to the limited and unavailable parking within the existing lot. This project will ease some the traffic conflicts and loading of the existing single driveway to 22<sup>nd</sup> Ave. The driveways proposed will be separated by use, 22<sup>nd</sup> Ave will be for staff and parents, and a new driveway facing Mountain View Road will be for School Bus loading and unloading only. With the District purchasing the corner property adjacent to the school, the new 22<sup>nd</sup> Ave access will be to a larger and more functional space layout, as well as provide onsite curb line drop-off space for parents and students. The driveway entrance will be wider with two out-lanes and one in-lane. The south edge of the 22<sup>nd</sup> Ave driveway will need to be at least 30 feet from the curb radius at the nearby intersection with Mountain View Road. Extensive conversations have been ongoing with the School District for some time leading up to this point. We have evaluated options of driveway splits, driveway locations, and sidewalk installations. A Traffic Impact Study would normally be required for a project such as this, however with the capacity and use of the property not changing – same number of students and staff that is – City engineering staff felt it would not be needed at this time. Considering the limited number of options, and planned improvements to the traffic separation of buses and other vehicles, circulation in and around the school will be improved.

Various bus entrance configurations were and may still be looked at, such as right-in right-out, center medians, etc., but at the moment the open driveway lanes provides the best clearance for bus turning operations. Signage that is clear and concise should be placed so that it is unambiguous that it is for bus and staff use only. Staff thinks that is advisable to allow staff use of the bus loop, since the School District may increase parking in that area in the future. An increase of staff parking in the bus loop area would increase the overall parking capacity at the School.

Sweet Home staff will also be working on a 2018 Safe Routes to School (SRTS) grant process this summer (Due Oct 15) for street and sidewalk improvements in the area. The priority of this grant is pedestrian safety around and to the school, on Mountain View Road, and the traffic flow at the intersection at 22<sup>nd</sup> Ave. This grant will include the continuation of sidewalks built as part of the school project, southward along Mountain View Road to Ames Creek Road, corner ADA ramps, infill behind the existing curb on Ames Creek Road to 18<sup>th</sup> Ave, and new sidewalks and curbs on 18<sup>th</sup> Ave, so that people do not have to walk in the street. This grant will also evaluate the possibility of a small format traffic circle at Mountain View Road and 22<sup>nd</sup> Ave to slow traffic, and facilitate left turn actions to alleviate backups.

With a condition that requires the applicant to provide at least the 62 parking spaces proposed, staff has not identified any significant negative impacts that would result from the variance

**G. The location, size, design characteristics and other features of the proposal shall have minimal adverse impacts on property values, livability of the permitted development in the surrounding area, and the natural environment; [17.88.040(G)].**

Applicant Findings: Every effort will be made so the Junior High School renovation project serves as an asset for the surrounding area. The district intends to take steps including replacing the existing structure's exterior siding and windows to help improve the schools curb appeal. Likewise, parking, sidewalks, and landscaping features will also be designed to complement the surrounding area.

Staff Findings: Staff concurs with the applicant's findings. The application complies with this criterion.

**H. The property has a physical circumstance or condition that makes it difficult to develop. [17.88.040(H)]**

Applicant Findings: Sweet Home Junior High School has a steep slope on its north side and roads on its east and south sides making it difficult to develop additional parking lots without giving up needed field space west of the school.

Staff Findings: The Junior High School is located on a portion of School District property that abuts a steep slope. This slope limits the number of parking spaces available in close proximity to the school when considering the school's other need for space; including fields. Staff finds that the existing slope on the property makes it difficult to develop.

- I. **A variance shall be void one year, or other time specifically set by the Planning Commission, after the date of the Planning Commission approval if the development has not been substantially established within that time period.** [SHMC 17.88.060]

Staff Findings: As required under this section, if this application is approved, the variance shall be void one (1) year after the date of the Planning Commission approval if the use has not been substantially established, as defined under SHMC 17.88.060, within that time period.

## V. CONCLUSION AND RECOMMENDATION

Based on the findings above, staff concludes that the conditional use permit proposal CU18-08 and the variance permit proposal VR 18-04 comply with the all of the applicable review and decision criteria. If the Planning Commission approves this application, staff recommends that the conditions of approval listed below be required in order to ensure that the application is consistent with the findings in the Review and Decision Criteria (Sections III and IV) and as required by the Sweet Home Municipal Code and other provisions of law. Appeals to the Land Use Board of Appeals (LUBA) may only be based on Review and Decision Criteria contained in Sections III and IV.

### Recommended Conditions of Approval for CU 18-08 and VR 18-04:

1. The project footprint shall be limited to substantially the locations reviewed in application CU18-08. Improvements shall be located in substantially the locations depicted on the applicant's plot plan; included as Attachment A.
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.
3. The applicant shall provide signage that is clear and concise and placed so that it is unambiguous that the bus loop area is for bus use and staff use only.
4. When completed, Sweet Home Junior High shall contain at least 62 off-street parking spaces.

## VI. PLANNING COMMISSION ACTION

In taking action on a conditional use permit application, the Planning Commission will hold a public hearing at which it may either approve or deny the application. If the application is denied, the action must be based on the applicable review and decision criteria. If approved, the Planning Commission may impose conditions of approval. Staff's recommended conditions are included in Section V.

Appeal Period: Staff's recommendation is that the Planning Commission's decision on this matter be subject to a **12-day appeal period** from the date that the notice of decision is mailed.

Order: After the Planning Commission makes a decision, staff recommends that the Planning

Commission direct staff to prepare an order that is signed by the Chairperson of the Planning Commission. The Order would memorialize the decision and provide the official list of conditions (if any) that apply to the approval; if the application is approved.

Motion:

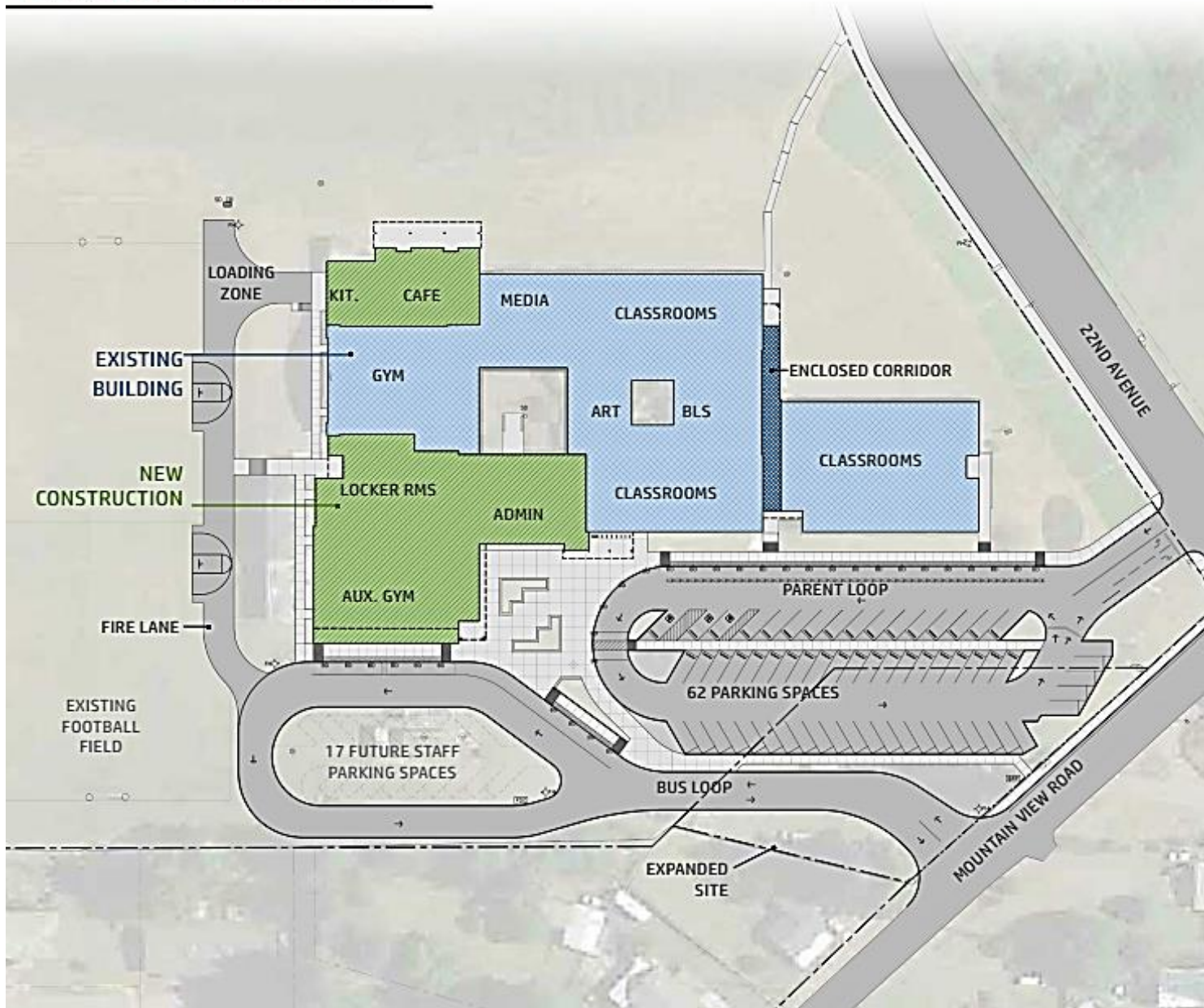
After opening the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to approve application CU 18-08 and VR 18-04; adopting the findings of fact listed in Section III and IV of the Staff Report, 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.
2. Move to deny application CU 18-08 and VR 18-04; (specify findings of fact supporting the denial) including the setting of a 12-day appeal period from the date of mailing of the decision, and direct staff to prepare an order to be signed by the Chair to memorialize this decision.
3. Move to continue the public hearing to a date and time certain (specify); or
4. Other.

## **VII. ATTACHMENTS**

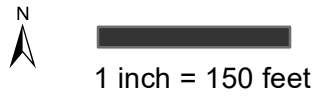
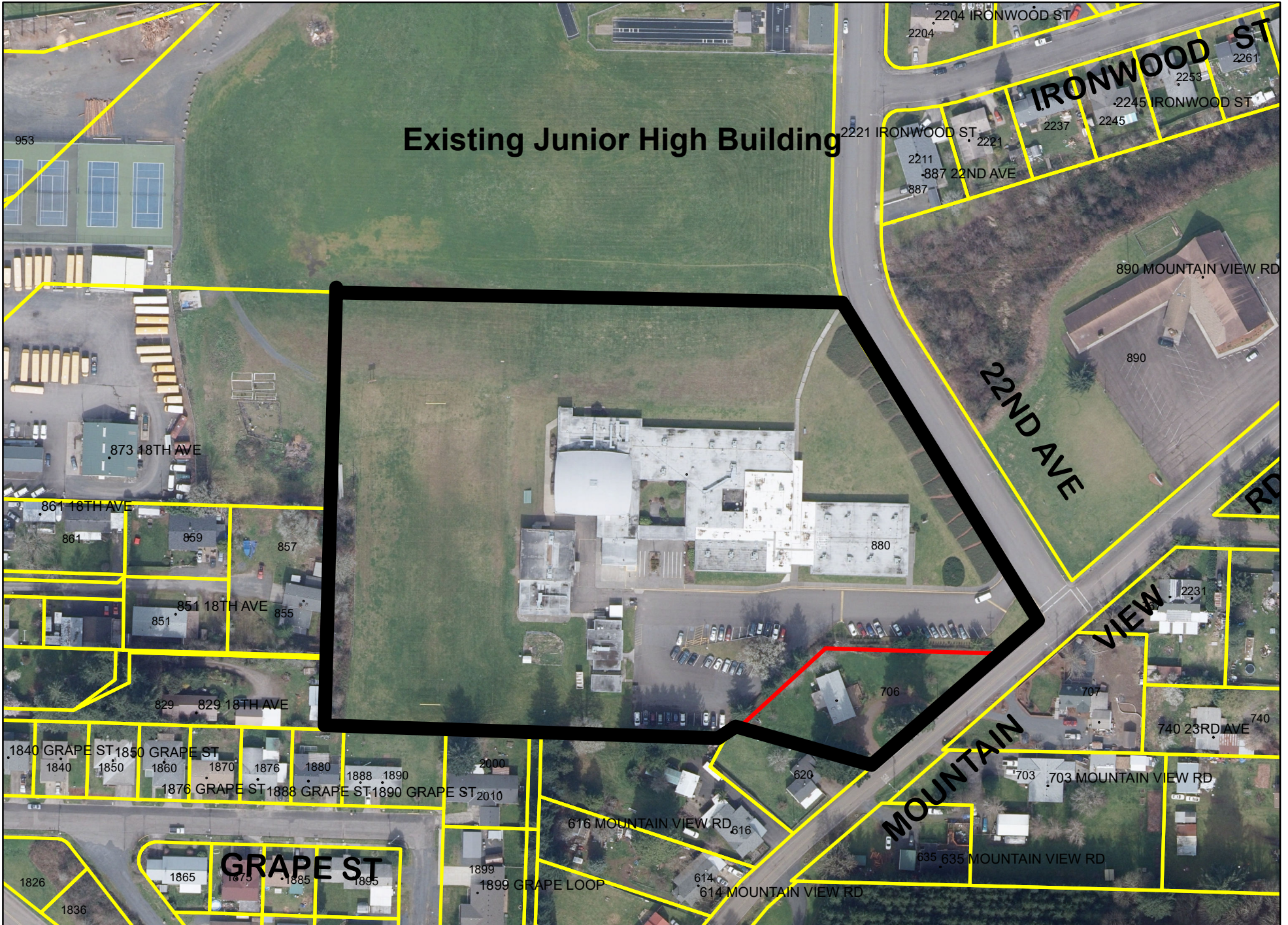
- A. Plot Plan (Proposed Schematic Site Plan)
- B. Aerial Photograph of Project Location
- C. Record as of June 25, 2018

**PROPOSED SCHEMATIC SITE PLAN:**





Existing Junior High Building



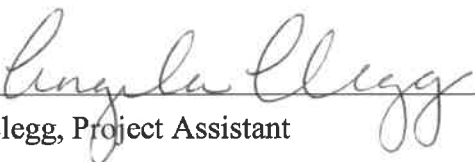
CU 18-08 and VR 18-04  
Sweet Home Junior High  
13S01E32CB Tax Lots 100 and 800

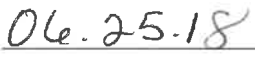
Date: 6/12/2018



**CERTIFICATE OF MAILING CU 18-08 & VR18-04, CU18-04**

I, Angela Clegg, of the City of Sweet Home Community and Economic Development Department, did personally mail the Notice of Public Hearing and Request for Comment to the below listed Applicants. The said materials were emailed on June 25, 2018.

  
\_\_\_\_\_  
Angela Clegg, Project Assistant

  
\_\_\_\_\_  
Date

sean@sweethomenews.com

classifieds@sweethomenews.com

Please proof

**NOTICE OF PUBLIC HEARINGS AND  
REQUEST FOR COMMENT**

NOTICE IS HEREBY GIVEN that the Sweet Home Planning Commission will hold public hearings to consider the following requests. The public hearing will be held on July 16, 2018 at 7:00 PM at the at the City Hall Annex behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386. *keep*

These hearings were originally schedule to be held on July 2, 2018. Due to an error in the original newspaper notice, and in order to provide the required public notification, these public hearings will be opened at the Planning Commission's meeting on July 2, 2018 at 7:00 PM at the City Hall Annex behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386 and immediately continued until July 16, 2018 at 7:00 PM in the same location. Members of the public that would like to provide testimony at these hearings will be provided that opportunity at the July 16, 2018 hearings. For more information, please contact Jerry Sorte, CED Director at (541) 367-8113 or jsorte@ci.sweet-home.or.us.

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**APPLICATIONS CU 18-08 and VR 18-04:** The Sweet Home School District is requesting land use approval to make improvements to the Sweet Home Junior High School. Improvements include expanding the current Sweet Home Junior High School campus to include an adjacent District owned property located at 706 Mountain View Road, Sweet Home, OR. The improvements also include construction of a gym, administrative facilities, cafeteria addition, parking improvements, bus routing improvements, and playground improvements. The subject property is located in the Residential Low-Density (R1) Zone. A public school is a use in the R1 zone that can be established or expanded through a conditional use permit application process. The Sweet Home School District is also requesting a variance in order to reduce the required parking for the school from approximately 205 to 62. The proposed 62 parking spaces is an increase over the existing 46 spaces at the Junior High School's current parking lot. This is a summary of the proposal. The full proposal may be reviewed at the Community and Economic Development Department Office. The property owner is the Sweet Home School District. The property is located at: 706 Mountain View Road, Sweet Home, OR; Identified on the Assessment Map as 13S01E32CB Tax Lot 800; and 880 22<sup>nd</sup> Avenue; Identified on the Assessment Map as 13S01E32CB Tax Lot 100.

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**APPLICATION CU 18-04:** The applicant is seeking to improve the existing Foster Fire Station by remodeling the station; including the construction of an addition to the existing fire station building. The remodel would increase the space available for the storage of apparatus that are already housed at the station, and would increase overall storage at the station. The remodel would also accommodate 24-hour occupancy (living quarters) by Ambulance and Fire District personnel. The subject property is located in the R1 zone and contains approximately 0.36 acre. This application is being processed as a use similar to a single family dwelling and similar to a utility facility pursuant to SHMC 17.12.080. The applicant is the Sweet Home Fire and Ambulance District. The property owner is The City of Sweet Home. The property is located at: 1390 47<sup>th</sup> Ave, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E27CB Tax Lot 3700.

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Written comments submitted prior to the hearing will be presented to the Planning Commission

at their public hearing. Comments may be emailed to [jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us) or mailed or submitted to the Community and Economic Development Department office at City Hall, 1140 12<sup>th</sup> Ave, Sweet Home, Oregon 97386. Please include the file number(s) in the subject line of your comment.

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 1140 12<sup>th</sup> Ave, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

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 criteria in the Sweet Home Municipal Code which are applicable to the request.

Notice of the decision on this application will be mailed to the applicant, property owner, those who provided written comments on the proposal, and those who requested a copy of the decision.

The location of the meeting is accessible to persons with disabilities. If you have a disability that requires accommodation, please notify the Community and Economic Development Department Office in advance of the meeting by calling (541) 367-8113.

## Angela Clegg

---

**From:** Joe Graybill  
**Sent:** Friday, June 22, 2018 10:54 AM  
**To:** Angela Clegg  
**Subject:** FW: CEDD Engr Services review of Jr High CU Project.

Angela, please include this with your report.  
Thanks.

Joseph S. Graybill PE  
City of Sweet Home  
Community & Economic Development Dept.  
1140 12th Ave, Sweet Home OR 97386  
Web: [www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)  
Email: [jgraybill@ci.sweet-home.or.us](mailto:jgraybill@ci.sweet-home.or.us)  
Tel: 541-367-6977 x240  
Cel: 541-936-2312



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**From:** Joe Graybill  
**Sent:** Thursday, June 21, 2018 5:55 PM  
**To:** Jerry Sorte ([jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us))  
**Subject:** CEDD Engr Services review of Jr High CU Project.

Hello Jerry,

The following comments are regarding the City CEDD Engineering Review of the Conditional Use Application for the Jr High Reconstruction Project.

Both Mountain View Road and 22<sup>nd</sup> Ave have full city utilities, and are available when needed for expansion of the existing services. For example the new construction of the buildings at the west end may have fire hydrant placement requirements (depending on Fire Code Standards). The city sewer main run along the south boundary of the school property, and so doing crosses the adjacent properties at an angle too. The location will not affect the driveway or parking areas.

The traffic in and out of the JrHS parking lot has been problematic for some time. Transient parking on 22<sup>nd</sup> Ave – on both sides – have created a need for the city to have installed and painted a no parking yellow curb zone on the east side to allow room for buses to swing wide as they exit the lot to 22<sup>nd</sup> Ave. Parental drop and pick-up of students, happens on 22<sup>nd</sup> Ave a lot due to the limited and unavailable parking within the existing lot.

This project will ease some the traffic conflicts and loading of the existing single driveway to 22<sup>nd</sup> Ave. The driveways proposed will be separated by use, 22<sup>nd</sup> Ave will be for staff and parents, and a new driveway facing Mountain View Road will be for School Bus loading and unloading only. With the District purchasing the corner property adjacent to the school, the new 22<sup>nd</sup> Ave access will be to a larger and more functional space layout, as well as provide onsite curb line drop-off space for parents and students. The driveway entrance will be wider with to out-lanes and one in-lane. The south edge of the 22<sup>nd</sup> Ave driveway will need to be at least 30 feet from the curb radius at the nearby intersection with Mountain View Road.

Extensive conversations have been ongoing with the School District for some time leading up to this point. We have evaluated options of driveway splits, driveway locations, and sidewalk installations. A Traffic Impact Study would normally be required for a project such as this, however with the capacity and use of the property not changing – same number of students and staff that is – City engineering staff felt it would not be needed at this time. Considering the limited number of options, and planned improvements to the traffic separation of buses and other vehicles, circulation in and around the school will be improved. Various bus entrance configurations were and may still be looked at, such as right-in right-out, center medians, etc, but at the moment the open driveway lanes provides the best clearance for bus turning operations. Signage that is clear and concise should be placed so that it is unambiguous that it is for bus only.

Sweet Home staff will also be working on a 2018 Safe Routes to School (SRTS) grant process this summer (Due Oct 15) for street and sidewalk improvements in the area. The priority of this grant is pedestrian safety around and to the school, on Mountain View Road, and the traffic flow at the intersection at 22<sup>nd</sup> Ave. This grant will include the continuation of sidewalks built as part of the school project, southward along Mountain View Road to Ames Creek Road, corner ADA ramps, infill behind the existing curb on Ames Creek Road to 18<sup>th</sup> Ave, and new sidewalks and curbs on 18<sup>th</sup> Ave, so that people do not have to walk in the street. This grant will also evaluate the possibility of a small format traffic circle at Mountain View Road and 22<sup>nd</sup> Ave to slow traffic, and facilitate left turn actions to alleviate backups.

Overall staff feels that the proposed layout is a good solution to the traffic control issues encountered today.

Joseph S. Graybill PE  
City of Sweet Home  
Community & Economic Development Dept.  
1140 12th Ave, Sweet Home OR 97386  
Web: [www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)  
Email: [jgraybill@ci.sweet-home.or.us](mailto:jgraybill@ci.sweet-home.or.us)  
Tel: 541-367-6977 x240  
Cel: 541-936-2312



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**Public Records Law Disclosure:** This e-mail is a public record of the City of Sweet Home and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

## Angela Clegg

---

**From:** Jerry Sorte  
**Sent:** Friday, June 22, 2018 8:48 AM  
**To:** Angela Clegg  
**Subject:** FW: Sweet Home Junior High School Variance Application  
**Attachments:** Brochure 2018.06.06-V2.pdf

Hi Angela,

Please add this to the record.

Thanks,

Jerry Sorte  
Community and Economic Development Director  
City of Sweet Home  
541-818-8036  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)

**From:** Kevin Strong [mailto:kevin.strong@sweethome.k12.or.us]  
**Sent:** Tuesday, June 12, 2018 7:31 AM  
**To:** Jerry Sorte  
**Cc:** Chris Walkup; Heather Meyer; josh.darwood@sweethome.k12.or.us; Tom Yahraes  
**Subject:** Re: Sweet Home Junior High School Variance Application

Hi Jerry,

The project will not add operational capacity to the school - the same number of students are expected to attend the school after the project as before the project and the same number of staff members are expected to work at the school after the project as before the project.

The project has eight primary objectives:

- Improve security by creating a safety vestibule entrance with adjacent office space to provide access control. Currently, visitors must travel through the school to reach the existing office which is located away from an entrance.
- Replace modular buildings purchased in 1969 that are failing with new construction attached to the main building.
- Install a tapered slope roof system to the existing flat roof. This will provide slope for water to drain and stay out of the building instead of forming puddles in low spots causing leaks and water damage.
- Upgrade infrastructure systems to extend the school's useful life.
- Upgrade the building's fire suppression system
- Make some seismic improvements
- Replace windows to improve energy efficiency and replace siding to protect the structure and update the appearance
- Improve daylighting by installing larger windows to allow more natural light into the building



The school currently has 22 classrooms including two computer labs. Once the renovation is complete, the school will have 20 classrooms with no computer labs. Students will instead be able to use devices in their classrooms so they no longer need to travel to a separate computer lab.

The existing multipurpose room which doubles as a cafeteria and wrestling gym will be demolished. (It is located in one of the modular buildings.) It will be replaced with a cafeteria and an auxiliary gym. An auxiliary gym is helpful due to new Oregon PE standards requiring additional PE time for students. It will also provide more options for practices and games after-school.

I do not have the exact square footage of the school's main gym which will remain. (Chris/Heather -- Could you send the main gym's square footage to Chris. He requested it in another email.)

We are operating on a tight time-frame and show the conditional use permit and the variance request going to the Planning Commission on July 2.

I've also attached a brochure that Heather Meyer with GLAS Architects created to share with neighbors about the project.

I'll be in a meeting in Albany for much of the day but will be checking my emails.

Thanks,  
Kevin Strong  
Sweet Home School District  
1920 Long Street  
Sweet Home, OR 97386  
541-367-7122

On Mon, Jun 11, 2018 at 8:06 PM, Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:  
Hi Kevin,

One more follow up. If the proposal would add any additional operation capacity to the school, such as the new gym and cafeteria, then the conditional use permit needs to apply to the entire property not just the new Mountain View property.

Jerry Sorte  
CED Director  
City of Sweet Home  
(541) 818-8036

Sent from a mobile device

----- Original message -----

From: Kevin Strong <[kevin.strong@sweethome.k12.or.us](mailto:kevin.strong@sweethome.k12.or.us)>  
Date: 6/11/18 5:12 PM (GMT-08:00)  
To: Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)>  
Subject: Re: Sweet Home Junior High School Variance Application

Hi Jerry,

There is no auditorium. The auxiliary gym will either be 6,011 square feet or 6,842 square feet depending on affordability. I'll be in a meeting much of the day tomorrow in Albany but will be checking my email.

Thanks,  
Kevin

On Mon, Jun 11, 2018 at 5:02 PM, Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:

Hi Kevin,

What is the total area for the gym and any auditorium component of the school. Let's touch bases tomorrow, but I want to make sure we understand the request and notice properly. We may need to push back the public hearing two weeks in order to ensure that we notice properly.

Thanks,

Jerry Sorte

Community and Economic Development Director

City of Sweet Home

541-818-8036

[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)

**From:** Kevin Strong [<mailto:kevin.strong@sweethome.k12.or.us>]

**Sent:** Wednesday, June 6, 2018 10:32 AM

**To:** Jerry Sorte

**Cc:** Chris Walkup; Heather Meyer

**Subject:** Sweet Home Junior High School Variance Application

Hi Jerry,

The auxiliary gym square footage in the variance application includes the locker rooms and storage areas. The actual gym floor area is 6,011 square feet for the base bid gym and 6,842 square feet for the large gym alternate. Please let me know if we can amend the application.

Thanks,  
Kevin Strong

Business Manager  
Sweet Home School District

1920 Long Street  
Sweet Home, OR 97386

541-367-7122

## Angela Clegg

---

**From:** Kevin Strong <kevin.strong@sweethome.k12.or.us>  
**Sent:** Wednesday, June 20, 2018 10:58 AM  
**To:** Angela Clegg  
**Subject:** Re: Project and Property Description for the SHJH

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

*Applicant Findings*

Hi Angela,

The purpose of the Sweet Home Junior High School Renovation Project is to make needed improvements to extend the school's lifespan, improve safety and security, and make it more functional.

Specifically, the project includes:

- The replacement of modular buildings at Sweet Home Junior High School with new construction attached to the main building. The modular buildings were purchased in 1969 from Western Homes and house a multipurpose room/cafeteria and two classrooms.
- Facility improvements to the junior high's main building including electrical, HVAC, mechanical systems, fire suppression systems and seismic upgrades to extend the school's useful life.
- The installation of a tapered slope insulated roof panel system to the junior high's flat roof. This will provide sufficient slope for water to drain and stay out of the building instead of forming puddles in low spots causing leaks and water damage.
- Construction of a safety vestibule entrance at the junior high with adjoining office space providing access control.
- Parking lot safety improvements including 16 additional on-site parking spaces, a pause parking lane for student drop-off/pick-up and a separate bus loop.
- Replacing windows to improve energy efficiency and replacing siding to protect the structure and update the appearance.
- Technology upgrades throughout the school.

The schematic plan includes:

- A new auxiliary gym with adjacent locker rooms. The auxiliary gym will help provide needed space for PE classes so students can meet newly established state PE requirements.
- A new warming kitchen and cafeteria overlooking school playing fields and Marks Ridge.
- Renovated Basic Life Skills, media center, and design studio spaces.

I hope this is helpful. Please let me know if I can provide additional information.

Thanks,  
Kevin

On Tue, Jun 19, 2018 at 9:28 AM, Angela Clegg <[aclegg@ci.sweet-home.or.us](mailto:aclegg@ci.sweet-home.or.us)> wrote:

Kevin,

I am putting the staff report together for the SHJH project. Could you send me a project and property description? We don't have anything on file yet.

Thank you,

Angela Clegg  
Community and Economic Development Project Assistant  
City of Sweet Home  
541-367-8113  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)



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## Angela Clegg

---

**From:** Molly Laycock  
**Sent:** Monday, June 18, 2018 8:51 AM  
**To:** Jerry Sorte  
**Cc:** Angela Clegg  
**Subject:** RE: Sweet Home Notice of Public Hearing (CU 18-08 and VR 18-04)

The Building Program has no direct issues with this project. However, it is noted that access for the 'Bus Loop' and the south portion of the building crosses property lines. Even though the school district owns both parcels, it is suggested that either the parcels are combined, or an access easement is obtained.

Molly Laycock, CPT  
City of Sweet Home - Building Program  
1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
Ph: 541-367-7993; Fax: 541-367-6440  
[mLAYCOCK@ci.sweet-home.or.us](mailto:mLAYCOCK@ci.sweet-home.or.us)

---

**From:** Jerry Sorte  
**Sent:** Tuesday, June 12, 2018 4:17 PM  
**To:** Brandon Neish; Greg Springman; Jeff Lynn; Joe Graybill; Molly Laycock; Raymond Towry; Trish (Patricia) Rice; Mike Remesnik; Angela Clegg; Dave BARRINGER; Sean; WCNX; Steve Kaye; robin; Pacific Power; Northwest Natural; mkm; Mia Nelson; KGAL; KFIR; Jason; Comcast Cable Corporation; CenturyLink; Tom Yahraes; Kevin Strong; [celeste.krueger@pacificorp.com](mailto:celeste.krueger@pacificorp.com)  
**Subject:** Sweet Home Notice of Public Hearing (CU 18-08 and VR 18-04)

Good Afternoon,

Please see the attached notice of a Planning Commission public hearing scheduled for July 2, 2018 for applications submitted by the Sweet Home School District. Please send any comments that you may have.

Thank you,

Jerry Sorte, MPA  
Community and Economic Development Director  
City of Sweet Home  
541-818-8036  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)



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**Public Records Law Disclosure:** This e-mail is a public record of the City of Sweet Home and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

**CERTIFICATE OF MAILING**

I, Angela Clegg, of the City of Sweet Home Community and Economic Development Department, did personally mail the Notice of Public Hearing and Request for Comment to the below listed Applicants. The said materials were emailed on June 13, 2018.



Angela Clegg, Project Assistant

06-13-18

Date

sean@sweethomenews.com

classifieds@sweethomenews.com



## **NOTICE OF PUBLIC HEARING AND REQUEST FOR COMMENT**

NOTICE IS HEREBY GIVEN that the Sweet Home Planning Commission will hold public hearings to consider the following requests. The public hearings will occur on March 19, 2018 at 7:00 PM at the City Hall Annex, Council Chambers behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386. For more information, contact Jerry Sorte, CED Director at (541) 367-8113 or [jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us).

---

**APPLICATIONS CU 18-08 and VR 18-04:** The Sweet Home School District is requesting land use approval to make improvements to the Sweet Home Junior High School. Improvements include expanding the current Sweet Home Junior High School campus to include an adjacent District owned property located at 706 Mountain View Road. The improvements also include construction of a gym, administrative facilities, cafeteria addition, parking improvements, bus routing improvements, and playground improvements. The subject property is located in the Residential Low-Density (R1) Zone. A public school is a use in the R1 zone that can be established or expanded through a conditional use permit application process. The Sweet Home School District is also requesting a variance in order to reduce the required parking for the school from approximately 205 to 62. The proposed 62 parking spaces is an increase over the existing 46 spaces at the Junior High School's current parking. This is a summary of the proposal. The full proposal may be reviewed at the Community and Economic Development Department Office. The property owner is the Sweet Home School District. The property is located at: 706 Mountain View Road, Sweet Home, OR; Identified on the Assessment Map as 13S01E32CB Tax Lot 800; and 880 22<sup>nd</sup> Avenue; Identified on the Assessment Map as 13S01E32CB Tax Lot 100.

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**APPLICATION CU 18-04:** The applicant is seeking to improve the existing Foster Fire Station by remodeling the station; including the construction of an addition to the existing fire station building. The remodel would increase the space available for the storage of apparatus that are already housed at the station, and would increase overall storage at the station. The remodel would also accommodate 24-hour occupancy (living quarters) by Ambulance and Fire District personnel. The subject property is located in the R-1 zone and contains approximately 0.36 acre. This application is being processed as a use similar to a single family dwelling and similar to a utility facility pursuant to SHMC 17.12.080. The applicant is the Sweet Home Ambulance and Fire District. The property owner is The City of Sweet Home. The property is located at: 1390 47<sup>th</sup> Ave, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 13S01E27CB Tax Lot 3700.

You may submit comments or recommendations prior to or at the public hearings. Written comments submitted by June 25, 2018 will be included in the staff report that is provided to the Planning Commission. Written comments that are submitted after that time, but prior to the hearing will be presented to the Planning Commission at their public hearing. Comments may be emailed to [jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us) or mailed or submitted to the Community and Economic Development Department office at City Hall, 1140 12<sup>th</sup> Ave, Sweet Home, Oregon 97386. Please include the file number(s) in the subject line of your comment.

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.

## CERTIFICATE OF MAILING

I, Angela Clegg, of the City of Sweet Home Community and Economic Development Department, did personally mail the Notice of Public Hearing and Request for Comment to the below listed Applicants. The said materials were emailed and mailed by US Post on June 12, 2018.

  
Angela Clegg, Project Assistant

06.12.18  
Date

Brandon Neish <Bneish@ci.sweet-home.or.us>; Greg Springman <gspringman@ci.sweet-home.or.us>; Jeff Lynn <jlynn@ci.sweet-home.or.us>; Joe Graybill <JGraybill@ci.sweet-home.or.us>; Molly Laycock <MLaycock@ci.sweet-home.or.us>; Raymond Towry <rtowry@ci.sweet-home.or.us>; Trish (Patricia) Rice <price@ci.sweet-home.or.us>; Mike Remesnik <mremesnik@ci.sweet-home.or.us>; Angela Clegg <aclegg@ci.sweet-home.or.us>; Dave BARRINGER <dbarringer@sweethomefire.org>; Sean <sean@sweethomenews.com>; WCNX <cust2043@wcnx.org>; Steve Kaye <stevekaye@quix.net>; robin <robin@friends.org>; Pacific Power <doris.johnston@pacificcorp.com>; Northwest Natural <rjr@nwnatural.com>; mkm <mkm@friends.org>; Mia Nelson <mia@friends.org>; KGAL <news@kgal.com>; KFIR <mailbag@kfir720am.com>; Jason <jason@friends.org>; Comcast Cable Corporation <ryan\_hansen@cable.comcast.com>; CenturyLink <kerry.pozder@centurylink.com>; Tom Yahraes <tom.yahraes@sweethome.k12.or.us>; Kevin Strong <kevin.strong@sweethome.k12.or.us>; celeste.krueger@pacificcorp.com

MARTENS ROBERT K & DENISE S	1156 18TH AVE	SWEET HOME	OR	97386
FISHER JERRY R	43797 WILEY CREEK DR	SWEET HOME	OR	97386
PITTS THOMAS A II	2019 LONG ST	SWEET HOME	OR	97386
SWEET HOME SCHOOL DISTRICT #55	1920 LONG ST	SWEET HOME	OR	97386
HANSCAM ADELE JANICE	28255 RIDGEWAY RD	SWEET HOME	OR	97386
JONES MICHAEL RUSSEL	1901 LONG ST	SWEET HOME	OR	97386
KILPATRICK DANIEL	1941 LONG ST	SWEET HOME	OR	97386
ANDERSON ARNOLD O	2039 LONG ST	SWEET HOME	OR	97386
THEDFORD MARKUS	2215 LONG ST	SWEET HOME	OR	97386
ROBERTSON CAROL M	381 STRAWBERRY LP	SWEET HOME	OR	97386
TALIAFERRO THOMAS E &	2220 KALMIA ST	SWEET HOME	OR	97386

MICHELLE L				
WALKER SCOTT A & TESSIE C	1006 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
JOHNSON CASEY & BRUCKEN				
MAKENZIE	1185 22ND AVE	SWEET HOME	OR	97386
ROGERS SHERRY E	2230 KALMIA ST	SWEET HOME	OR	97386
BROWN PATRICIA A	2210 KALMIA ST	SWEET HOME	OR	97386
MILLER ROBIN D & CINDY L	844 18TH AVE	SWEET HOME	OR	97386
JUTTE TODD MICHAEL & KYLA	852 18TH AVE	SWEET HOME	OR	97386
GOUDIE DENNIS M	2109 LONG ST	SWEET HOME	OR	97386
HAMLIN GEOFFREY G &				
MICHELLE L	1899 GRAPE LP	SWEET HOME	OR	97386
REYNOLDS MICHAEL L & PAULA				
M	1850 GRAPE ST	SWEET HOME	OR	97386
CARPENTER ROBERT L & VIVIAN				
G	1880 GRAPE ST	SWEET HOME	OR	97386
SHERRILL KRIS J	1888 GRAPE ST	SWEET HOME	OR	97386
TRIMBLE FAMILY TRUST	400 JENNINGS ST	LEBANON	OR	97355
VALLAD PATRICIA ANN	3123 LONG ST	SWEET HOME	OR	97386
ANDRADE MANUEL MUNIZ ET AL	4511 AIRPORT LN	SWEET HOME	OR	97386
FORREST ROBERT G & DEANNA J	1860 GRAPE ST	SWEET HOME	OR	97386
GALSTER ERIC & DEBORAH ANN	1870 KALMIA ST	SWEET HOME	OR	97386
JONES PATRICIA J	1880 KALMIA ST	SWEET HOME	OR	97386
MEIROSE KIMLEE	1861 KALMIA ST	SWEET HOME	OR	97386
SMALLEY JAMES E JR & PATRICIA				
L	1329 PALM ST	HENDERSON	NV	89011
BOWMAN FREDRICK A	501 W BROADWAY STE 299 A	SAN DIEGO	CA	92101
CRABB PATSY VIRGINIA	42410 MARKS RIDGE DR	SWEET HOME	OR	97386
HICKEY MARTIN & KRISTIN ANN	5660 SW TEXAS ST	PORTLAND	OR	97219
ADAMS MARK R & TONYA J ET AL	444 E VINE ST	LEBANON	OR	97355
HANSEN JEREMY L & KATHY J	1011 22ND AVE	SWEET HOME	OR	97386
SOUTHARD DARCY & GERRIT	707 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
STEIN JODY	1860 KALMIA ST	SWEET HOME	OR	97386
ZIMMERMAN JOHN L & DARILEE	PO BOX 623	SCIO	OR	97374
NICKLOUS RANDY JON & JACKI				
KAY	40100 MOUNTAIN HOME DR	SWEET HOME	OR	97306
WARREN RACHEL	610 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
HOOVER TERRY & RENAE	863 18TH AVE	SWEET HOME	OR	97386
HOPPER WAYNE A & DIANNE L	845 18TH AVE	SWEET HOME	OR	97386
KITTSOON KEVIN D	859 18TH AVE	SWEET HOME	OR	97386
LUPOLI BILL HAPPIE	855 18TH AVE	SWEET HOME	OR	97386
ANDERSON CARL & DIANE	1778 GRAPE CT	SWEET HOME	OR	97386
HARSHMAN WILLIAM G &				
JUDITH E	PO BOX 344	SWEET HOME	OR	97386
DUCE ROBERT & LYNN	2211 IRONWOOD ST	SWEET HOME	OR	97386

SHOEMAKER ARTHUR S & NANCY J	2237 IRONWOOD ST	SWEET HOME	OR	97386
HOLCOMB RICHARD D	5600 POPLAR ST	SWEET HOME	OR	97386
PORTER RONALD D ETAL	851 18TH AVE	SWEET HOME	OR	97386
BURNLEY MARY	833 18TH AVE	SWEET HOME	OR	97386
WIRTH ROSE ANN & JOSEPH A JR	829 18TH AVE	SWEET HOME	OR	97386
PETERSON ELIZABETH C BLANKENSHIP TODD D & MARNELL L	2245 IRONWOOD ST 3 BALISE LN	SWEET HOME FOOTHILL RANCH	OR CA	97386 92610
DUVALL ROBERT	34201 NE COLORADO LAKE DR	CORVALLIS	OR	97333
KENT SHEILA J	1874 GRAPE LP	SWEET HOME	OR	97386
GROVOM ALICE L	1377 WESTWOOD LN	SWEET HOME	OR	97386
RICE LLOYD R & LEANNA F TRUSTEES	1875 GRAPE ST	SWEET HOME	OR	97386
MILLER MICHAEL E	2221 IRONWOOD ST	SWEET HOME	OR	97386
GRILL RONALD L & LEONIE RAYDEN & LAURADELL JOHNSON	616 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
REV LIV TRUST	1895 GRAPE ST	SWEET HOME	OR	97386
COFFIN RICHARD	973 22ND AVE	SWEET HOME	OR	97386
FRANKLIN MICHAEL D & CATHY G	308 HUME ST	BROWNSVILLE	OR	97327
WILSON STEPHEN L & DIANE	1146 18TH AVE	SWEET HOME	OR	97386
RHODES CLOYD & DENISE	2285 JUNIPER CT	SWEET HOME	OR	97386
KROPF ANDREW	PO BOX 455	HALSEY	OR	97348
MUNDT MARY N	2288 JUNIPER ST	SWEET HOME	OR	97386
WALKER BOB G	2249 JUNIPER CT	SWEET HOME	OR	97386
GLOVER RUSSELL O	951 22ND AVE	SWEET HOME	OR	97386
ROBERTS DONALD A	2250 IRONWOOD ST	SWEET HOME	OR	97355
WILSON LARRY C & DELFINA L	28818 BERLIN RD	SWEET HOME	OR	97386
CARPER RANDY	801 MOUNTAIN VIEW DR	SWEET HOME	OR	97386
CALDWELL EMMIE J	2263 HARDING ST	SWEET HOME	OR	97386
WHALEY ROBERT D	635 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
PACIFIC NORTHWEST INVESTMENTS LLC	PO BOX 2658	ALBANY	OR	97321
TREWIN RICK C JR & BEHRMAN KRIS	41170 NICHOL DR	SWEET HOME	OR	97386
HEINZ DONALD A & LINDA M	720 23RD AVE	SWEET HOME	OR	97386
HELFRICH KENNETH & MARTHA	1125 18TH AVE	SWEET HOME	OR	97386
SCHONING MICHELLE A	806 NW 4TH ST STE B	CORVALLIS	OR	97330
KITTSOON AVIS E	1823 KALMIA ST	SWEET HOME	OR	97386
WELCH CURTIS S & AREN D	2211 KALMIA ST	SWEET HOME	OR	97386
STEPHENS JULIE M	2201 KALMIA ST	SWEET HOME	OR	97386
HOPPER STEVEN M & GINGER	PO BOX 185	DAYTON	OR	97114
FOOTE DANNY O & JEWEL R	1901 KALMIA ST	SWEET HOME	OR	97386
SEWARD MERLE D & CONNIE J	2231 KALMIA ST	SWEET HOME	OR	97386

PICHARDO RICK & CYNTHIA D	29286 SANTIAM HWY	LEBANON	OR	97355
EVANS PAMELA J	PO BOX 690	SWEET HOME	OR	97386
BRENNEMAN IRENE	864 18TH AVE	SWEET HOME	OR	97386
MULHOLLAND WANDA A TR	846 5TH AVE	SWEET HOME	OR	97386
ROHNER DUKE	2912 20TH AVE SE	ALBANY	OR	97322
ROBERTS KEVIN L	703 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
WHITE MARY A	1043 PLEASANT VALLEY RD	SWEET HOME	OR	97386
CURREY PATSY SUE TRUSTEE	PO BOX 147	SWEET HOME	OR	97386
OREGON MINISTRY NETWORK	9250 CHARITY AVE NE	SALEM	OR	97305
SITTON TERRY L	42465 NORTH RIVER DR	SWEET HOME	OR	97386
SCHUNK STEVEN C & JESSICA N	1885 GRAPE ST	SWEET HOME	OR	97386
BUFFINGTON EDMUND B & BUFFINGTON PAULETT	185 LAKE ST SE	ALBANY	OR	97321
LATTER DAY SAINTS JESUS CHRIST	50 E NORTH TEMPLE ST	SALT LAKE CITY	UT	84150
HALBROOK ALMA J	2221 KALMIA ST	SWEET HOME	OR	97386
SWEET HOME CHRISTIAN CHURCH	PO BOX 433	SWEET HOME	OR	97386
SAVRIMOOTOO SACHA & SAVRI LORETTA A	2240 JUNIPER CT	SWEET HOME	OR	97386
MCLAIN ERIC & KATIE	2099 MAIN ST	SWEET HOME	OR	97386
KEENEY CHRISTIAN L	1222 22ND AVE	SWEET HOME	OR	97386
CD DG SWEET HOME LLC	4336 MARSH RIDGE RD	CARROLLTON	TX	75010
GALE WILLIAM A & MAINS-GALE JACKIE L	1927 MAIN ST	SWEET HOME	OR	97386
GEIL JOYCE C TR	PO BOX 795	SWEET HOME	OR	97386
RESIDENT	1753 LONG ST A	SWEET HOME	OR	97386
RESIDENT	1915 LONG ST	SWEET HOME	OR	97386
RESIDENT	2225 LONG ST	SWEET HOME	OR	97386
RESIDENT	1105 22ND AVE	SWEET HOME	OR	97386
RESIDENT	890 18TH AVE	SWEET HOME	OR	97386
RESIDENT	1890 KALMIA ST 12	SWEET HOME	OR	97386
RESIDENT	1871 KALMIA ST	SWEET HOME	OR	97386
RESIDENT	1900 KALMIA ST 5	SWEET HOME	OR	97386
RESIDENT	1870 GRAPE ST	SWEET HOME	OR	97386
RESIDENT	1851 KALMIA ST	SWEET HOME	OR	97386
RESIDENT	1903 KALMIA ST	SWEET HOME	OR	97386
RESIDENT	1883 KALMIA ST	SWEET HOME	OR	97386
RESIDENT	1840 GRAPE ST	SWEET HOME	OR	97386
RESIDENT	1884 GRAPE LP	SWEET HOME	OR	97386
RESIDENT	1841 KALMIA ST	SWEET HOME	OR	97386
RESIDENT	606 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
RESIDENT	1130 18TH AVE	SWEET HOME	OR	97386
RESIDENT	873 18TH AVE	SWEET HOME	OR	97386

RESIDENT	706 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
RESIDENT	1894 GRAPE LP	SWEET HOME	OR	97386
RESIDENT	620 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
RESIDENT	2204 IRONWOOD ST	SWEET HOME	OR	97386
RESIDENT	2236 IRONWOOD ST	SWEET HOME	OR	97386
RESIDENT	740 23RD AVE	SWEET HOME	OR	97386
RESIDENT	1876 GRAPE ST	SWEET HOME	OR	97386
RESIDENT	1123 18TH AVE	SWEET HOME	OR	97386
RESIDENT	1121 18TH AVE	SWEET HOME	OR	97386
RESIDENT	2010 GRAPE ST	SWEET HOME	OR	97386
RESIDENT	2231 HARDING ST	SWEET HOME	OR	97386
RESIDENT	1957 LONG ST	SWEET HOME	OR	97386
RESIDENT	1923 LONG ST	SWEET HOME	OR	97386
RESIDENT	1897 KALMIA ST	SWEET HOME	OR	97386
RESIDENT	1889 KALMIA ST	SWEET HOME	OR	97386
RESIDENT	1124 18TH AVE	SWEET HOME	OR	97386
RESIDENT	890 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
RESIDENT	614 MOUNTAIN VIEW RD	SWEET HOME	OR	97386
RESIDENT	1865 GRAPE ST	SWEET HOME	OR	97386
RESIDENT	880 22ND AVE	SWEET HOME	OR	97386
RESIDENT	1155 22ND AVE	SWEET HOME	OR	97386
RESIDENT	1825 LONG ST	SWEET HOME	OR	97386
RESIDENT	2115 LARCH ST	SWEET HOME	OR	97386
RESIDENT	1036 18TH AVE	SWEET HOME	OR	97386
RESIDENT	2101 MAIN ST	SWEET HOME	OR	97386
RESIDENT	2034 LONG ST	SWEET HOME	OR	97386
RESIDENT	1937 MAIN ST	SWEET HOME	OR	97386
RESIDENT	633 MOUNTAIN VIEW RD	SWEET HOME	OR	97386



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

NOTICE OF PUBLIC HEARING AND
REQUEST FOR COMMENT

NOTICE IS HEREBY GIVEN that the Sweet Home Planning Commission will hold a public hearing(s) to consider the following request(s).

REQUEST: The Sweet Home School District is requesting land use approval to make improvements to the Sweet Home Junior High School. Improvements include expanding the current Sweet Home Junior High School campus to include an adjacent District owned property located at 706 Mountain View Road. The improvements also include construction of a gym, administrative facilities, cafeteria addition, parking improvements, bus routing improvements, and playground improvements. The subject property is located in the Residential Low-Density (R1) Zone. A public school is a use in the R1 zone that can be established or expanded through a conditional use permit application process.

The Sweet Home School District is also requesting a variance in order to reduce the required parking for the school from approximately 205 to 62. The proposed 62 parking spaces is an increase over the existing 46 spaces at the Junior High School's current parking.

This is a summary of the proposal. The full proposal may be reviewed at the Community and Economic Development Department Office.

APPLICANT/

PROPERTY OWNER: Sweet Home School District

FILE NUMBER: CU 18-08 and VR 18-04

PROPERTY LOCATION: 706 Mountain View Road, Sweet Home, OR; Identified on the Assessment Map as 13S01E32CB Tax Lot 800; and 880 22nd Avenue; Identified on the Assessment Map as 13S01E32CB Tax Lot 100

REVIEW AND

DECISION CRITERIA: Sweet Home Municipal Code Section(s) 17.88.040, 17.80.040

HEARING DATE & TIME: July 2, 2018 at 7:00 PM

HEARING LOCATION: City Hall Annex, Council Chambers behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386

STAFF CONTACT:

Jerry Sorte, CED Director
Phone: (541) 367-8113; Email: jsorte@ci.sweet-home.or.us

You may submit comments or recommendations prior to or at the public hearing. Written comments submitted by June 21, 2018 will be included in the staff report that is provided to the Planning Commission. Written comments that are submitted after that time, but prior to the hearing will be presented to the Planning Commission at their public hearing. Comments may be emailed to jsorte@ci.sweet-home.or.us or mailed or submitted to the Community and Economic Development Department office at City Hall, 1140 12th Ave, Sweet Home, Oregon 97386. Please include the file number(s) in the subject line of your comment.

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 1140 12<sup>th</sup> Ave, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

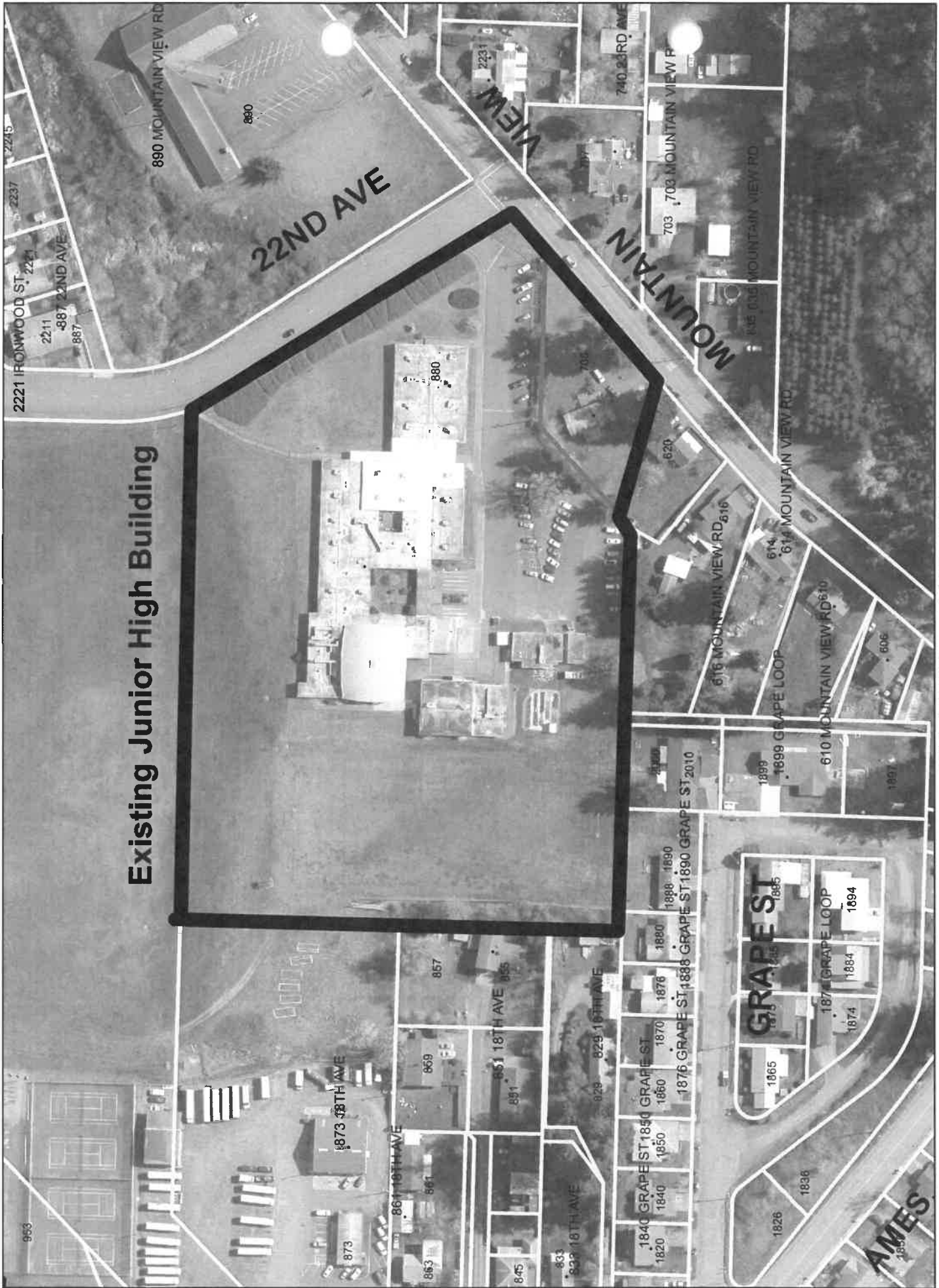
Persons interested in commenting on this application should submit testimony in writing to the Community and Economic Development Department Office located in City Hall prior to the hearing or attend the meeting and give testimony verbally. Persons who wish to testify will be given the opportunity to do so by the Chair of the Commission at the Planning Commission meeting. Such testimony should address the criteria in the Sweet Home Municipal Code which are applicable to the request.

Notice of the decision on this application will be mailed to the applicant, property owner, those who provided written comments on the proposal, and those who requested a copy of the decision.

The location of the meeting is accessible to persons with disabilities. If you have a disability that requires accommodation, please notify the Community and Economic Development Department Office in advance of the meeting by calling (541) 367-8113.



# Existing Junior High Building

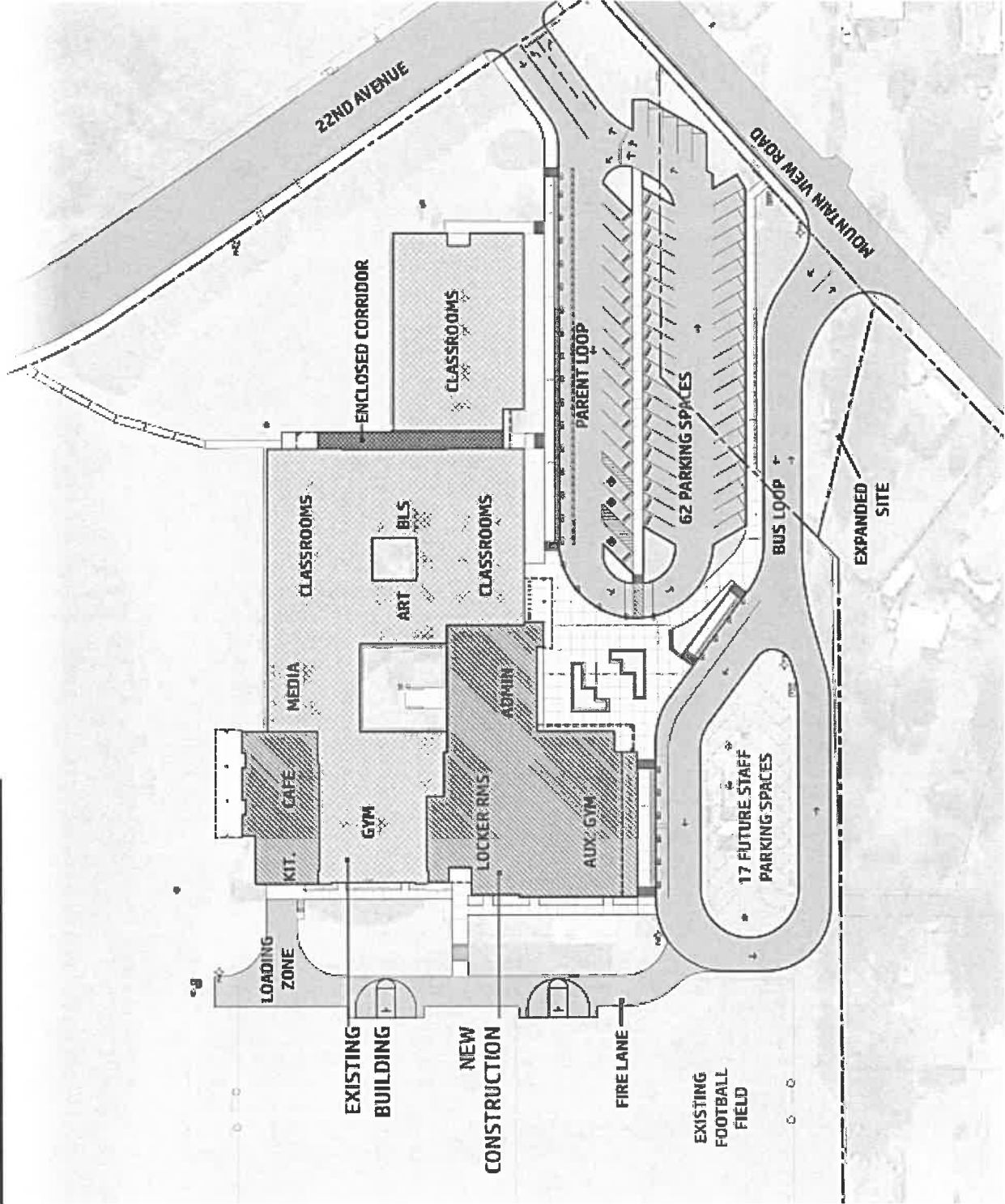


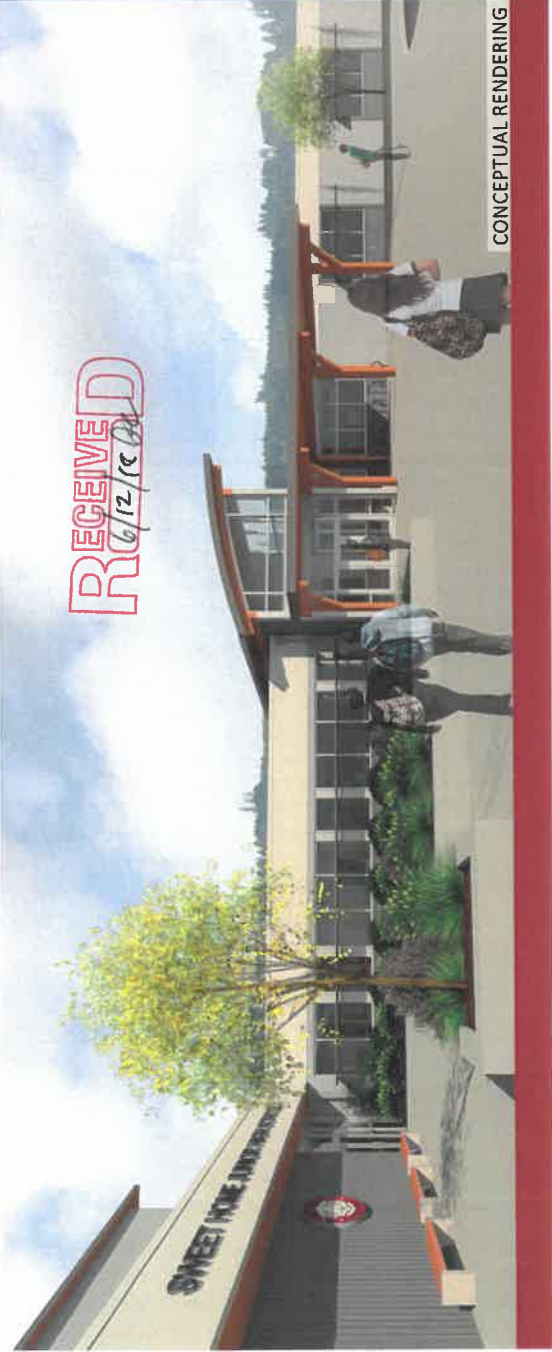
CU 18-08 and VR 18-04  
Sweet Home Junior High  
13S01E32CB00800

Date: 6/12/2018



**PROPOSED SCHEMATIC SITE PLAN:**





CONCEPTUAL RENDERING

# SWEET HOME JUNIOR HIGH SCHOOL

## 2018-2019 RENOVATION PROJECT

### CURRENT SCOPE:

The design includes updating and expanding the school's common areas to better serve the needs of the current student population while equipping the school with the space and capacity required for future growth. The current project scope includes:

- A new auxiliary gym with a full size court and new, adjacent locker rooms.
- A new warming kitchen and cafeteria overlooking school playing fields and Marks Ridge.
- A new administration block with a security vestibule, relocated to the front of the school.
- Renovated Basic Life Skills, media center, and art/maker spaces.
- Improvements to the existing building, including system upgrades, abatement, fire sprinkler systems, and new roof slope to provide positive roof drainage.

### PROJECT OBJECTIVES:

**Improve Security:** Improving student and staff security is one of the project's primary objectives. Program spaces have been configured to eliminate all exterior circulation during the school day. Improving visual surveillance, the administration offices will be relocated to the front of the building. A security vestibule will divert all daytime visitors through the administration area. Cameras, site lighting, and exterior door access control will also improve campus security.

**Improve Aesthetics:** Due to the school's prominent hilltop location, building aesthetics are particularly important. To update the original 1960s building facade, a new parapet and siding system to match the new construction will be installed. Wood accents will be included to highlight Sweet Home's timber heritage.

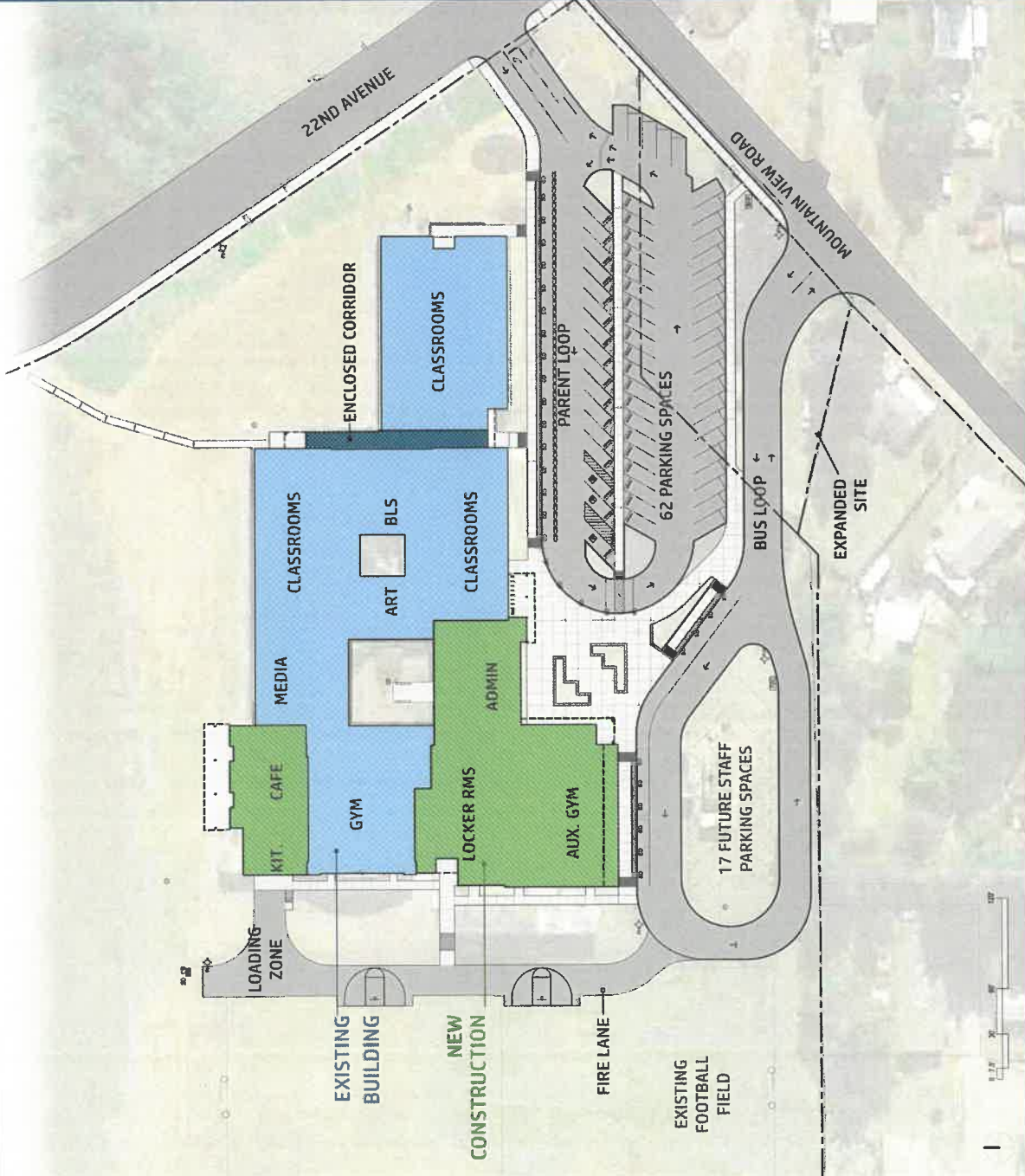
**Improve Traffic Flow:** To improve traffic flow, the school district has purchased a lot adjacent to the current property. The addition of this lot will allow for the separation of bus and parent traffic, dramatically improving traffic flow and student safety. Additional sidewalks will promote neighborhood connectivity and pedestrian safety. On-site parking capacity will increase by 35% from 46 spaces to 62 spaces.





**PROPOSED SCHEMATIC SITE PLAN:**

**PLANNING COMMISSION REVIEW:**



**APPROXIMATE BUILDING AREAS**

Total Existing Area to Remain: (Existing Area to be Renovated:	43,023 SF 9,557 SF)	<b>Total Project Complete Area: w/ Larger Gym Alternate:</b>	<b>64,439 SF 65,350 SF</b>
Total Proposed New Area: /w Larger Gym Alternate:	21,416 SF 22,327 SF	(Calculated areas do not include areas under exterior canopies.)	

**Conditional Use:**

The proposed site design expands the school site to include a recently purchased, adjacent residential lot. Both the adjacent lot and the current school campus are zoned as Low Density Residential, so the project requires Conditional Use approval. The current project will not increase student or staff capacity. On school days, no additional traffic, noise, odor, dust, parking or other impacts are anticipated.

**Proposed Variance:**

Sweet Home's zoning ordinance for gymnasiums requires one parking space "per four seats or eight feet of bench length in the main auditorium, or if seating is not fixed to the floor, one space per 60 square feet of floor area." The junior high school's new gym will be either 6,011 square feet or 6,842 square feet, depending on affordability.

At one space per 60 square feet of floor area, 101 parking spaces would be necessary for a 6,011 square foot gym and 115 parking spaces would be necessary for a 6,842 square foot gym. The parking lot design proposes 62 spaces, which is a 35 percent increase over the school's current 46 spaces. While still over the number of spaces required by code, the additional parking spaces will help reduce the need for on-street parking.

The new auxiliary gym will primarily be used for PE classes that will not create demand for new parking. After school, the auxiliary gym will be used for practices and some games. Parking demand after school is expected to be similar to current levels on evenings where both the existing gym and the multi-purpose room (which will be demolished) are used.

## Jerry Sorte

---

**From:** Chris Walkup <ChrisWalkup@glas-arch.com>  
**Sent:** Tuesday, June 12, 2018 11:39 AM  
**To:** Jerry Sorte; Kevin Strong  
**Cc:** Heather Meyer; josh.darwood@sweethome.k12.or.us; Tom Yahraes; Raymond Towry  
**Subject:** RE: Sweet Home Junior High School Variance Application

Kevin / Jerry, per your phone call, the existing gym at Sweet Home Jr HS is 5732 sf. Let me know if you need any other information.

**Chris Walkup**  
GLAS Architects, LLC  
115 West 8th Avenue, Suite 285  
Eugene, Oregon 97401  
P:541-686-2014

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**From:** Jerry Sorte [mailto:jsorte@ci.sweet-home.or.us]  
**Sent:** Tuesday, June 12, 2018 8:04 AM  
**To:** Kevin Strong  
**Cc:** Chris Walkup; Heather Meyer; josh.darwood@sweethome.k12.or.us; Tom Yahraes; Raymond Towry  
**Subject:** RE: Sweet Home Junior High School Variance Application

Hi Kevin,

We can push out a notice today. For the CUP, while we can focus on the expansion to new property, I highly recommend that we present the full scope of improvements. Since we are going through the CUP process, this will provide the school protection because while you may not see the improvements as increasing operational capacity, this is arguably a discretionary decision that could be appealed. Without diving into the case law, it could be appealed well into the future. Including the full school remodel will allow opponents a fixed time period to raise an issue (at the hearing) or waive that issue.

We can get out notice for July 2, however, I cannot guarantee that the Planning Commission will come to a decision at that time. Anyone can request for the record to be left open an additional 7 days, and the PC may need to continue the hearing. This is unlikely, but possible.

Thanks,  
Jerry

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**From:** Kevin Strong <kevin.strong@sweethome.k12.or.us>  
**Sent:** Tuesday, June 12, 2018 7:31 AM  
**To:** Jerry Sorte  
**Cc:** Chris Walkup; Heather Meyer; josh.darwood@sweethome.k12.or.us; Tom Yahraes  
**Subject:** Re: Sweet Home Junior High School Variance Application

Hi Jerry,

The project will not add operational capacity to the school - the same number of students are expected to attend the school after the project as before the project and the same number of staff members are expected to work at the school after the project as before the project.

The project has eight primary objectives:

- Improve security by creating a safety vestibule entrance with adjacent office space to provide access control. Currently, visitors must travel through the school to reach the existing office which is located away from an entrance.
- Replace modular buildings purchased in 1969 that are failing with new construction attached to the main building.
- Install a tapered slope roof system to the existing flat roof. This will provide slope for water to drain and stay out of the building instead of forming puddles in low spots causing leaks and water damage.
- Upgrade infrastructure systems to extend the school's useful life.
- Upgrade the building's fire suppression system
- Make some seismic improvements
- Replace windows to improve energy efficiency and replace siding to protect the structure and update the appearance
- Improve daylighting by installing larger windows to allow more natural light into the building

The school currently has 22 classrooms including two computer labs. Once the renovation is complete, the school will have 20 classrooms with no computer labs. Students will instead be able to use devices in their classrooms so they no longer need to travel to a separate computer lab.

The existing multipurpose room which doubles as a cafeteria and wrestling gym will be demolished. (It is located in one of the modular buildings.) It will be replaced with a cafeteria and an auxiliary gym. An auxiliary gym is helpful due to new Oregon PE standards requiring additional PE time for students. It will also provide more options for practices and games after-school.

I do not have the exact square footage of the school's main gym which will remain. (Chris/Heather -- Could you send the main gym's square footage to Chris. He requested it in another email.)

We are operating on a tight time-frame and show the conditional use permit and the variance request going to the Planning Commission on July 2.

I've also attached a brochure that Heather Meyer with GLAS Architects created to share with neighbors about the project.

I'll be in a meeting in Albany for much of the day but will be checking my emails.

Thanks,  
Kevin Strong  
Sweet Home School District  
1920 Long Street  
Sweet Home, OR 97386  
541-367-7122

On Mon, Jun 11, 2018 at 8:06 PM, Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:  
Hi Kevin,

One more follow up. If the proposal would add any additional operation capacity to the school, such as the new gym and cafeteria, then the conditional use permit needs to apply to the entire property not just the new Mountain View property.

Jerry Sorte  
CED Director  
City of Sweet Home  
(541) 818-8036

Sent from a mobile device

----- Original message -----

From: Kevin Strong <[kevin.strong@sweethome.k12.or.us](mailto:kevin.strong@sweethome.k12.or.us)>  
Date: 6/11/18 5:12 PM (GMT-08:00)  
To: Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)>  
Subject: Re: Sweet Home Junior High School Variance Application

Hi Jerry,

There is no auditorium. The auxiliary gym will either be 6,011 square feet or 6,842 square feet depending on affordability. I'll be in a meeting much of the day tomorrow in Albany but will be checking my email.

Thanks,  
Kevin

On Mon, Jun 11, 2018 at 5:02 PM, Jerry Sorte <[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)> wrote:

Hi Kevin,

What is the total area for the gym and any auditorium component of the school. Let's touch bases tomorrow, but I want to make sure we understand the request and notice properly. We may need to push back the public hearing two weeks in order to ensure that we notice properly.

Thanks,

Jerry Sorte  
Community and Economic Development Director  
City of Sweet Home  
541-818-8036

**From:** Kevin Strong [mailto:[kevin.strong@sweethome.k12.or.us](mailto:kevin.strong@sweethome.k12.or.us)]  
**Sent:** Wednesday, June 6, 2018 10:32 AM  
**To:** Jerry Sorte  
**Cc:** Chris Walkup; Heather Meyer  
**Subject:** Sweet Home Junior High School Variance Application

Hi Jerry,

The auxiliary gym square footage in the variance application includes the locker rooms and storage areas. The actual gym floor area is 6,011 square feet for the base bid gym and 6,842 square feet for the large gym alternate. Please let me know if we can amend the application.

Thanks,  
Kevin Strong

Business Manager  
Sweet Home School District

1920 Long Street  
Sweet Home, OR 97386

541-367-7122





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

Application for a Conditional Use Permit

Date Received: 05/31/18
Date Complete:
File Number: CU18-08
Application Fee \$: 589.00 (600.00)
Receipt #: 75840
Hearing Date:

Applicant's Name: Kevin Strong, Business Mgr., Sweet Home SD

Applicant's Address: 1920 Long Street, Sweet Home, OR 97386

Applicant's Phone and e-mail: 541-367-7122 kevin.strong@sweethome.k12.or.us

Subject Property Address: 706 Mountain View Road, Sweet Home, OR 97386

Subject Property Assessor's Map and Tax Lot: 13S01E32-CB-00800

Subject Property Size: 0.57 acres

Subject Property: Zoning Classification Low density residential

Property Owner: Sweet Home School District

Owner's Address: Same as applicant

Owner's Phone and email: Same as applicant

Comprehensive Plan Classification: Low density residential

Nature of Applicants Request

Narrative describing the proposed use: Brief Description on this form and attach extra sheets if needed. Please see attached

Impacts on the neighborhood: Include traffic, parking, noise, odor, dust or other impacts. Brief Description on this form. Please see attached

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature: [Handwritten Signature]

Date: 5/29/2018

Property Owner's Signature: [Handwritten Signature]

Date: 5/29/2018

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

**SHMC 17.80.030 APPLICATION REQUIREMENTS**

**An application for a Conditional Use must meet the submittal requirements and the decision criteria noted below.**

- \_\_\_\_\_ 1. A site plan drawn to scale showing the dimensions and arrangement of the proposed development on the subject lot;
- \_\_\_\_\_ 2. Narrative describing the proposed use and the impacts on the neighborhood;
- \_\_\_\_\_ 3. For commercial activities, a proposed plan of business operation;
- \_\_\_\_\_ 4. Off street parking and on-site circulation plans for vehicles, bicycles, and pedestrians;
- \_\_\_\_\_ 5. The location and dimensions of entrances and exits;
- \_\_\_\_\_ 6. A Traffic Impact Study, if required by the City Engineer and the City Planner;
- \_\_\_\_\_ 7. Landscape plans;
- \_\_\_\_\_ 8. A signage plan, if applicable;
- \_\_\_\_\_ 9. Drawings of the exterior for new buildings;
- \_\_\_\_\_ 10. Photographs of existing buildings if no changes are to be made to the exterior of the building.

**SHMC17.80.040 CONDITIONAL USE CRITERIA.**

**The criteria that will be used in approving, approving with conditions, or denying an application, or to enlarge or alter a conditional use, will be based on findings with respect to each of the following standards and criteria.**

- \_\_\_\_\_ A. The request complies with the requirements of the underlying zone or overlay zone, city codes, state and federal laws.
- \_\_\_\_\_ B. The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering, but not limited to, the following:
  - \_\_\_\_\_ 1. Building size
  - \_\_\_\_\_ 2. Parking
  - \_\_\_\_\_ 3. Traffic
  - \_\_\_\_\_ 4. Noise
  - \_\_\_\_\_ 5. Vibration
  - \_\_\_\_\_ 6. Exhaust and emissions
  - \_\_\_\_\_ 7. Light and glare
  - \_\_\_\_\_ 8. Erosion
  - \_\_\_\_\_ 9. Odor
  - \_\_\_\_\_ 10. Dust
  - \_\_\_\_\_ 11. Visibility
  - \_\_\_\_\_ 12. Safety
  - \_\_\_\_\_ 13. Building, landscaping or street features
- \_\_\_\_\_ C. Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval that include but are not limited to those listed in this chapter.
- \_\_\_\_\_ D. All required public facilities have adequate capacity, as determined by the city, to serve the proposed use.
- \_\_\_\_\_ E. Home occupations must meet the following standards:
  - \_\_\_\_\_ 1. The home occupation shall be secondary to the residential use.
  - \_\_\_\_\_ 2. All aspects of the home occupation shall be contained and conducted within a completely enclosing building.
  - \_\_\_\_\_ 3. No materials or mechanical equipment shall be used which are detrimental to residential use of the dwelling or nearby dwellings because of vibration, noise, dust, smoke, odor, interference with the electrical grid, radio or television reception or other similar factors.
  - \_\_\_\_\_ 4. Vehicles related to the home occupation shall be parked in a manner so as to not block any driveway or impede the safe flow of traffic
- \_\_\_\_\_ F. Marijuana facilities must be located in a fixed location. No temporary or mobile sites of any sort are allowed.
- \_\_\_\_\_ G. Marijuana facilities may not have any drive up services.
- \_\_\_\_\_ H. Marijuana facilities must be located at least 1,000 feet from the property boundary of any school.
- \_\_\_\_\_ I. Marijuana facilities must be sited on a property so as to be at least 100 feet from the boundary of any residentially zoned property.

**Sweet Home School District**  
**706 Mountain View Road**  
**Application for a City of Sweet Home Conditional Use Permit**

**Narrative describing the proposed use:**

The Sweet Home School District would like to expand the current Sweet Home Junior High School campus to include an adjacent district owned property located at 706 Mountain View Road as part of the upcoming Sweet Home Junior High School Renovation Project. The current Sweet Home Junior High School campus and the adjacent property are both zoned as low density residential.

The conditional use permit will allow space for additional on-site parking and a separate bus loop entrance on Mountain View Road as part of the proposed Sweet Home Junior High School renovation project.

**Impacts on this neighborhood: Include traffic, parking, noise, odor, dust or other impacts:**

The number of students attending Sweet Home Junior High School and the number of staff members working at Sweet Home Junior High School will remain the same. On school days, no additional traffic, noise, odor, dust, parking or other impacts are expected.

Parking demand after-school is expected to be similar to current levels. Currently, maximum demand for parking occurs when events are scheduled for both the existing gym and the multi-purpose room. The multi-purpose room will be replaced with an auxiliary gym. To address any increased parking demand, on-site parking will increase by 35 percent from 46 spaces to 62 spaces.

Outdoor lighting fixtures will have cut-off baffles to prevent light trespass onto neighboring properties. In addition, output levels for fixtures will be selected that produce an appropriate brightness level.

Efforts will also be taken to improve traffic safety. Currently, all Junior High School traffic enters and exits through one entrance on 22<sup>nd</sup> Avenue. The proposed site plan includes a separate bus loop accessed from Mountain View Road. Separating traffic will reduce the potential for a collision. There will also be additional sidewalks to assist with pedestrian safety.

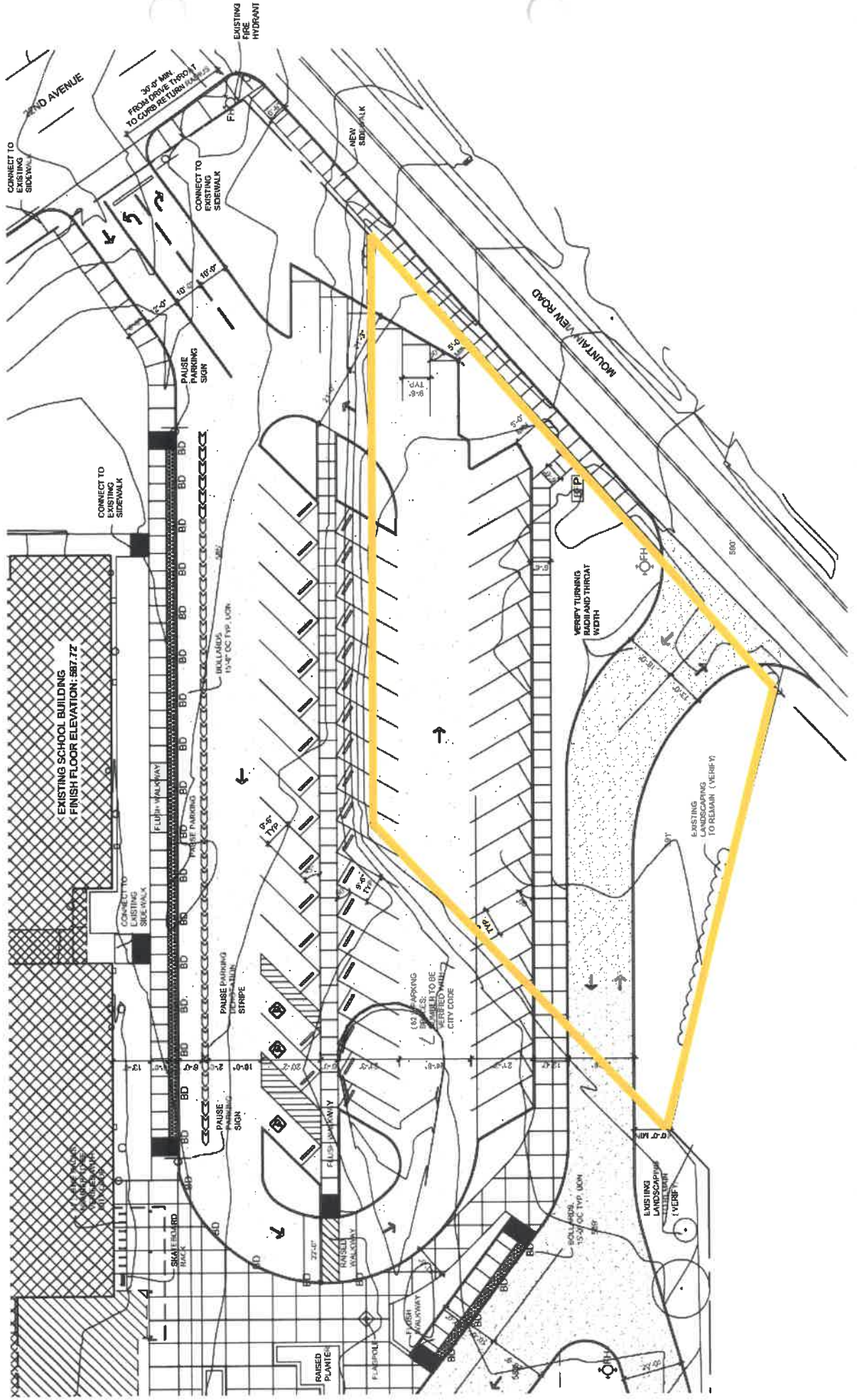
Landscaping features will be designed to provide visibility and to complement the appearance of the surrounding area.

**Application Requirements:**

1. **A site plan drawn to scale showing the dimensions and arrangement of the proposed development on the subject lot** – Please see diagram #1.
2. **Narrative describing the proposed use and the impacts on the neighborhood** – Please see “Impacts on this neighborhood” above.
3. **For commercial activities, a proposed plan of business operation** – The property will not be used for a business operation. As a school, most activity will occur between 7:30 a.m. and 5 p.m. Monday through Friday during the school year. There also will be some activity on weekday evenings such as practices, games and meetings. There will be minimal weekend use.
4. **Off street parking and on-site circulation plans for vehicles, bicycles, and pedestrians** – Please see diagram #1.
5. **The location and dimensions of entrances and exits** – Please see diagram #1.
6. **A Traffic Impact Study, if required by the City Engineer and the City Planner** – Traffic levels are expected to remain constant as enrollment and staffing will not change at the school.
7. **Landscape plans** – Please see diagram #1.
8. **A signage plan, if applicable** – A sign will be placed at the entrance of the proposed bus loop on Mountain View Road designating the driveway for buses only.
9. **Drawings of the exterior for new buildings** – Please see attached drawings
10. **Photographs of existing buildings if no changes are to be made to the exterior of the building** – Major changes to the building's existing exterior are planned.

**Diagram 1**

- Diagram 1 includes a site plan drawn to scale showing the dimensions and arrangement of the proposed development on the subject lot. (Information Request #1)
- Diagram 1 includes on-site circulation plans for vehicles. Pedestrians will use the sidewalks shown on the diagram. Cyclists will dismount from bikes and walk their bikes to bike racks located near the front entrance (Information Request #4)
- Diagram 1 includes the location and dimensions of entrances and exits. (Information Request #5)
- Diagram 1 includes initial landscape plans. (Information Request #7)



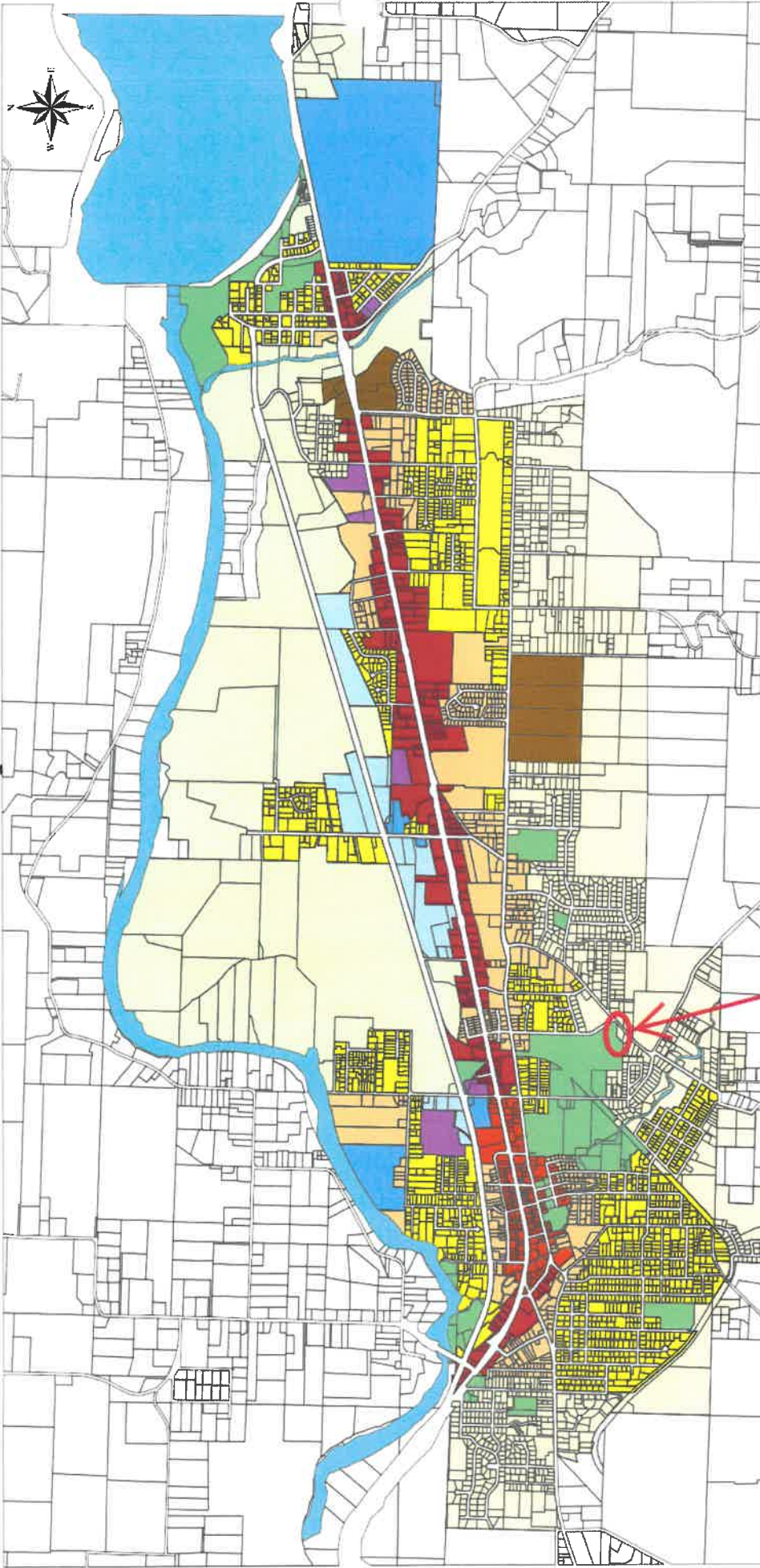


# Sweet Home Junior High School Renovation Project

## Exterior Drawings



**DOWNTOWN COMPREHENSIVE PLAN**



**Official Comprehensive Plan Map**  
 Adopted September 23, 2003  
 By Ordinance Number 1151  
 Updated by Later Annexation Ordinances

**Legend**

**Comp Plan**

- Central Business District
- General Office
- Heavy Industrial
- High Density Residential
- Medium Density Residential

**Other**

- Trails
- Local Park District

**AMENDING ORDINANCES**

831	04-07-81
933	06-11-85
1013	02-27-90
1069	04-26-94
1070	10-21-94
1081	12-13-94

Property  
 Location



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

Application for a Zoning Variance

Date Received: 05/31/18
Date Complete:
File Number: VR18-04
Application Fee \$: 285.00
Receipt #: 75840
Hearing Date:

Applicant's Name: Kevin Strong, Business Mgr., Sweet Home SD
Applicant's Address: 1920 Long Street, Sweet Home, OR 97386
Applicant's Phone and e-mail: 541-367-7122 kevin.strong@sweethome.k12.or.us
Subject Property Address: 880 22nd Avenue, Sweet Home, OR 97386
Subject Property Assessor's Map and Tax Lot: 13S01E32-CB-00100
Subject Property Size: 28.82 acres (includes adjacent athletic fields)

Property Owner: Sweet Home School District
Owner's Address: 1920 Long Street, Sweet Home, OR 97386
Owner's Phone and email: same as applicant

Subject Property: Zoning Classification Low density residential
Comprehensive Plan Classification: Public

Nature of Applicants Request

Variance Request from Sweet Home Municipal Code Sections:
Zoning ordinance 17.08.090 (Off-street parking requirements)

Narrative describing the proposed variations from the stated code sections. Brief Description on this form and attach extra sheets if needed.
Please see attached

Description of the alternatives considered and the reason for the choices made.
Please see attached

A brief review of how the application meets the review criteria. Attach sheets if needed.
Please see attached

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature: Kevin Strong, Business Mgr. SHSD

Date: 5/29/2018

Property Owner's Signature: Kevin Strong, Business Mgr. SHSD

Date: 5/29/2018

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.



## SHMC 17.88.030 APPLICATION REQUIREMENTS

An application for a variance **must** meet the submittal requirements and the decision criteria noted below.

- \_\_\_\_\_ 1. A site plan drawn to scale, considering, but not limited to, the following:
  - \_\_\_\_\_ a. Dimensions and arrangement of the existing development.
  - \_\_\_\_\_ b. Dimensions and arrangement of the proposed development.
  - \_\_\_\_\_ c. Adjoining properties, streets, alleys, structures and drainage ways.
  - \_\_\_\_\_ d. Identification of all requested variations from Code.
  - \_\_\_\_\_ e. Vehicle and pedestrian access ways.
  - \_\_\_\_\_ f. Fences and walls.
  - \_\_\_\_\_ g. Off street parking areas.
  - \_\_\_\_\_ h. Natural features, such as waterways, floodplain, floodway, riparian areas, wetlands, trees, topography, etc.
- \_\_\_\_\_ 2. Narrative describing the requested variation(s), alternatives considered, and the reason for the choices made.
- \_\_\_\_\_ 3. A review of how the application meets the review criteria.

## SHMC17.88.040 VARIANCE CRITERIA.

The criteria that shall be used in approving, approving with conditions, or denying a requested variance will be based on findings with respect to compliance with each of the following criteria, if applicable.

- \_\_\_\_\_ A. The development resulting from an approved variance will not be detrimental to public health or safety.
- \_\_\_\_\_ B. The request is the minimum variance necessary to make reasonable use of the property.
- \_\_\_\_\_ C. The requested variance is consistent with the purposes of the zone.
- \_\_\_\_\_ D. If more than one variance is requested or needed, the cumulative effect of the variances will result in a project that remains consistent with the purposes of the zone.
- \_\_\_\_\_ E. Identified negative impacts resulting from the variance can be mitigated to the extent practical.
- \_\_\_\_\_ F. The location, size, design characteristics and other features of the proposal shall have minimal adverse impacts on property values, livability of the permitted development in the surrounding area, and the natural environment.
- \_\_\_\_\_ G. The property has a physical circumstance or condition that makes it difficult to develop.



## **Sweet Home Junior High School Renovation Project Application for a City of Sweet Home Zoning Variance**

### **Variance Request from Sweet Home Municipal Code Sections:**

Zoning ordinance 17.08.090 (Off-Street Parking Requirements)

### **Narrative describing the proposed variations from the stated coded sections:**

Sweet Home's zoning ordinance for gymnasiums requires one parking space "per four seats or eight feet of bench length in the main auditorium, or if seating is not fixed to the floor, one space per 60 square feet of floor area."

The junior high school's new auxiliary gym will be either 8,976 square feet or 10,046 square feet depending on affordability. The gym will not have any fixed seating when it opens although bleachers may be added later if funds are available.

At one space per 60 square feet of floor area, 150 parking spaces would be necessary for an 8,976 square feet gym and 168 parking spaces would be necessary for a 10,046 square feet gym.

The Junior High School's current parking lot has 46 spaces. The proposed parking lot has 62 spaces, a 35 percent increase.

The new auxiliary gym will primarily be used for PE classes that will not create demand for new parking. After-school, the auxiliary gym will be used for practices and some games. Parking demand after-school is expected to be similar to current levels on evenings where both the existing gym and the multi-purpose room (which will be demolished) are used. The parking spaces being added will help reduce the need for on-street parking.

### **Description of the alternatives considered and the reason for the choices made:**

The District also considered adding parking spaces inside the circle of the Junior High School's proposed bus loop. Doing so would have created a situation where vehicle traffic and bus traffic would share the same driveway. For safety purposes, the district prefers to limit the bus loop to bus traffic. However, utilizing the circle within the bus loop for parking could be considered again if additional parking spaces are ever needed.

Another alternative would be to add additional vehicle parking instead of a separate bus loop. However, from a safety perspective, the bus loop is the best use for the available space.

### **A review of how the application meets the review criteria. Attach sheets if needed.**

The criteria that shall be used in approving or denying a requested variance will be based on findings with respect to compliance with each of the following criteria, if applicable:

***A. The development resulting from an approved variance will not be detrimental to public health or safety***

The variance proposal is for an auxiliary gymnasium. It is our intent that this gym will improve public health and safety. The proposed gym will provide a better environment for exercise and athletics

than the multi-purpose space that it will replace. In addition, the proposed site plan for the Junior High School includes a separate bus loop. Currently, buses, parents dropping off students, and staff members and visitors parking at the junior high school all share the same parking area. The proposed design will provide separation enhancing safety for vehicle traffic, bicyclists and pedestrians.

**B. *The request is the minimum variance necessary to make reasonable use of the property.***

The school district is proposing increasing the on-site parking at Sweet Home Junior High School by 35 percent from 46 spaces to 62 spaces even though parking demand at most times will remain similar to current levels. While 46 spaces have typically been adequate to serve the school, 62 spaces will help provide additional capacity and help ensure reasonable use of the property.

**C. *The requested variance is consistent with the purposes of the zone.***

The property is zoned as low density residential. Since Sweet Home does not have a public zone, Sweet Home Junior High, Hawthorne Elementary, Foster Elementary and Oak Heights Elementary are all located within the low density residential zone. Therefore, we consider the requested variance to be consistent with the purposes of the zone.

**D. *If more than one variance is requested or needed, the cumulative effect of the variances will result in a project that remains consistent with the purposes of the zone.***

Only one variance is being requested.

**E. *Identified negative impacts resulting from the variance can be mitigated to the extent practical.***

In case of a very large event at Sweet Home Junior High School, on-street parking remains available on 22<sup>nd</sup> Avenue. Visitors can also park in the school district parking lot located north of Husky Stadium and walk along the sidewalk on 22<sup>nd</sup> Avenue to the Junior High School.

**F. *The location, size, design characteristics and other features of the proposal shall have minimal adverse impacts on property values, livability of the permitted developments in the surrounding area, and the natural environment.***

Every effort will be made so the Junior High School renovation project serves as an asset for the surrounding area. The district intends to take steps including replacing the existing structure's exterior siding and windows to help improve the school's curb appeal. Likewise, parking, sidewalks and landscaping features will also be designed to complement the surrounding area.

**G. *The property has a physical circumstance or condition that makes it difficult to develop***

Sweet Home Junior High School has a steep slope on its north side and roads on its east and south sides making it difficult to develop additional parking lots without giving up needed field space west of the school.

This application includes:

- a. A site plan with dimensions and arrangement of the existing development
- b. A site with dimensions and arrangement of the proposed development
- c. A site plan with adjoining property information
- d. Identification of all requested variations from Code (zoning ordinance 17.08.090 – Off-street parking requirements)
- e. A site plan showing vehicle and pedestrian access ways
- f. No new fences or walls are planned. Existing fences with neighbors will be maintained.
- g. Off-street parking will remain available on 22<sup>nd</sup> Avenue. Visitors can also park in the school district parking lot located north of Husky Stadium and walk along the sidewalk on 22<sup>nd</sup> Avenue to the Junior High School.
- h. Linn County provided maps showing waterways, floodplains, floodways, wetlands, elevations and other natural features in the area are attached.

This application also includes a narrative describing the requested variation, alternatives considered, and the reason for the choice made. In addition, the application includes a review of how it meets the review criteria.







CONSULTANTS

**SWEET HOME JUNIOR HIGH**  
**SWEET HOME SCHOOL DISTRICT**  
**SCHEMATIC DESIGN**  
**880 22ND AVENUE SWEET**  
**HOME, OR 97386**

GLAS ARCHITECTS  
COPY

REVISIONS

ENLARGED SITE  
PLANS

PROJECT #  
17029

DATE  
2.26.2018

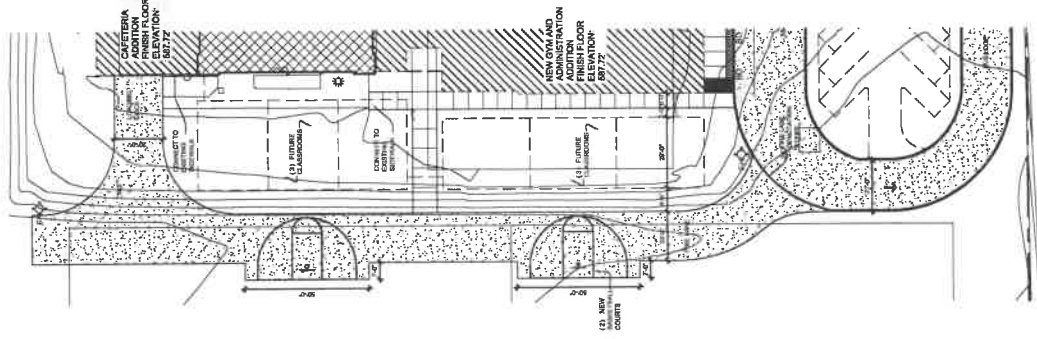
A1.06

**SITE PLAN LEGEND**

- |  |                               |  |                                  |
|--|-------------------------------|--|----------------------------------|
|  | CATCH BASIN                   |  | CONCRETE PARKING SEE CIVIL       |
|  | MANHOLE                       |  | 42" PARKING SEE CIVIL            |
|  | CURB                          |  | HEAVY DUTY 42" PARKING SEE CIVIL |
|  | CURB AND GUTTER               |  | EXISTING BUILDING TO REMAIN      |
|  | AREA DRAIN                    |  | EXISTING BREZEWAY TO BE ENCLOSED |
|  | AREA DRAIN                    |  | NEW BUILDING AREA                |
|  | SOIDAL                        |  | EXISTING LANDSCAPING             |
|  | FIRE DEPARTMENT CONNECTION    |  | NEW LANDSCAPING                  |
|  | BACKFLOW PREVENTION WALL      |  | PROPERTY LINE AND CORNER POINT   |
|  | BIKE                          |  | UTILITY MARKING                  |
|  | UTILITY LINE AND CORNER POINT |  | UTILITY MARKING                  |
|  | UTILITY MARKING               |  | PAINTED CROSSWALK SEE            |
|  | UTILITY MARKING               |  |                                  |

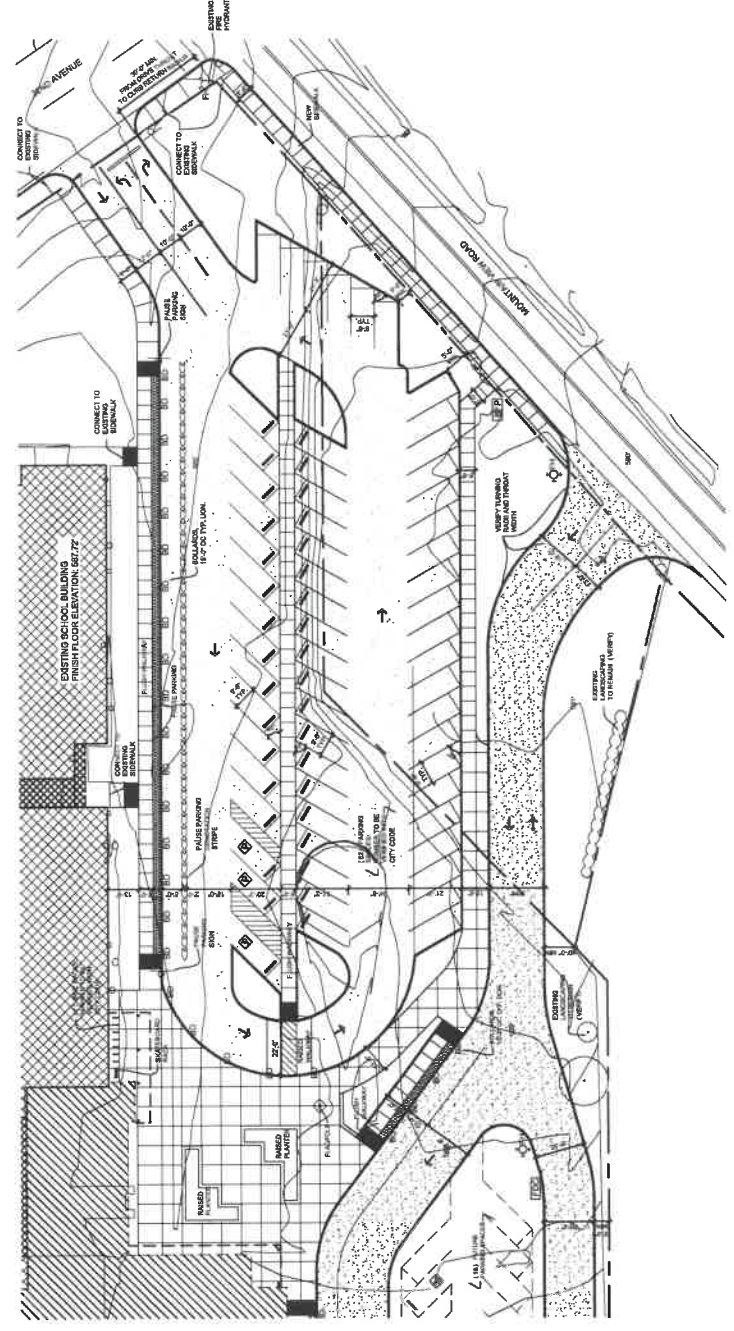
**GENERAL NOTES**

1. REFER TO SEE SHEETS AT ALL LOCATIONS WHERE INDICATED. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF SWEET HOME PLANNING DEPARTMENT AND CIVIL ENGINEERING DIVISION.
2. DIMENSIONS SHOWN ARE TO ANIMAL EDGE OF CURB OR VERTICAL CURB.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
4. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ACCURACY OF ALL DIMENSIONS AND ACCURACY OF ALL DIMENSIONS.



ENLARGED SITE PLAN AT FIRE LANE  
SCALE: 1" = 20'-0"

ENLARGED SITE PLAN AT PARENT LOOP  
SCALE: 1" = 20'-0"



**FOR REFERENCE ONLY**  
NOT FOR CONSTRUCTION

CONSULTANTS

**SWEET HOME JUNIOR HIGH**  
SWEET HOME SCHOOL DISTRICT  
SCHEMATIC DESIGN  
880 22ND AVENUE  
SWEET HOME OR, 97386

GLAS ARCHITECTS  
COPYR  
REVISIONS

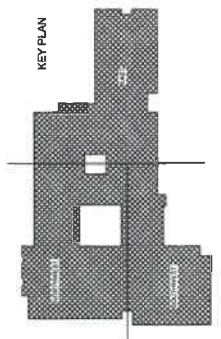
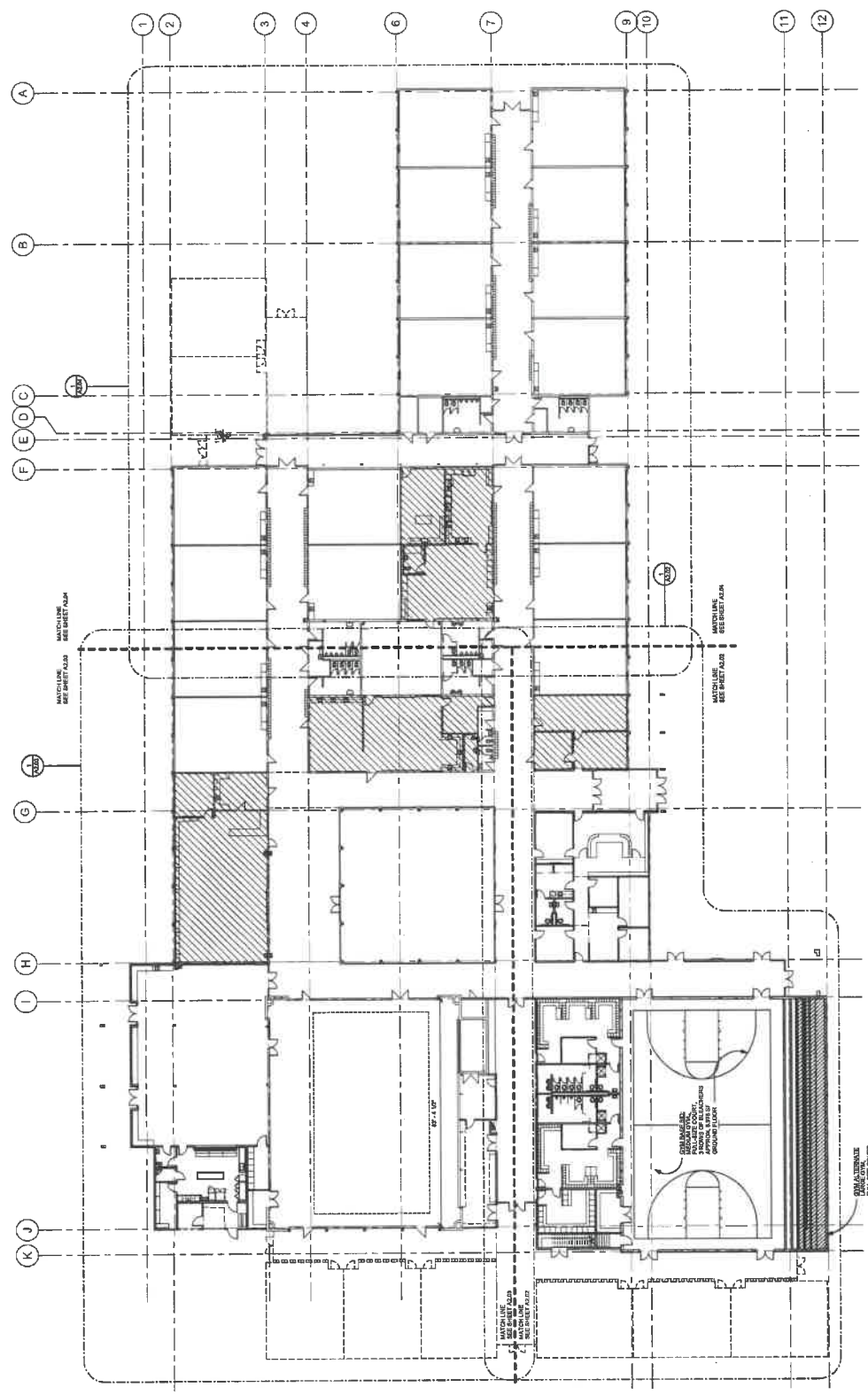
NO.	DESCRIPTION	DATE

**OVERALL FLOOR PLAN**

PROJECT #  
17029

DATE  
3.27.2018

**A2.01**



- FLOOR PLAN LEGEND**
- EXISTING WALL TO REMAIN
  - NEW CONCRETE WALL
  - NEW WOOD FRAME WALL
  - SUPER WATER WALL CONSTRUCTION. SEE WALL.
  - FUTURE PHASE
  - DOWNSPOUT CONNECTION TO STORM DRAIN SYSTEM. SEE CIVIL AND PLUMBING.
  - WALL MOUNTED LINE EXTRUSION CABINET / EXISTING CABINET
  - EXISTING DOOR TO REMAIN
  - NEW DOOR WITH 100% TALL LIFT DOOR HARDWARE
  - LOCKDOWN CABINET. WORK WITH OWNER

- GENERAL NOTES**
1. ALL WALLS ARE TO CENTERLINE OF COLUMN. FACE OF STUDY OR FACE OF STUDY.
  2. ALL WALL DIMENSIONS ARE TO FACE OF STUDY OR FACE OF STUDY.
  3. COORDINATE ALL UTILITIES WITH PLUMBING, MECHANICAL, ELECTRICAL, AND TRENCHING DIVISIONS.
  4. ALL INTERSECTIONS SHALL BE LOCATED TO THE EDGE OF THE FINISH OPENING BY 1/4\"/>

**OVERALL BUILDING PLAN**  
1/8\"/>



# Linn County Flood Plain Map



## Linn County Maps

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- Elevation Certificates
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- AE
- AO
- X500 - Flood insurance not required
- 2 pct Per Year - Flood insurance not r
- FEMA Floodway
- LOM/DMR
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Linn County, OR | 44° 30' 42.714" N | 120° 56' 27.714" W | USNG: 10T UG27 746 1556





Linn County Wetlands Map:

**Linn County Maps**

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Basemap | Aerial | Satellite | Zoning

Map Layers:

- Catalog
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- Urban Growth Boundaries
- Wetlands (Planning)
- Wetlands
- Wetland Labels
- Wetland Labels
- Wetland Lines
- Wetland\_Lines
- Wetland Line Labels
- Wetlands(2016 NWI Wetlands)
- Wetlands(NWI 2016)

Map Tools:

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- Linn 2017 Photos

Scale: 1:2055

USNG: 10TLC017415304

URL: Linn 41 SW - 10772







June 18, 2018

To the City of Sweet Home:

I and my husband, Doug Robin, were members of the committee that developed the Safe Routes to Schools (SRTS) Action Plans for Sweet Home Junior High in 2014 and Oak Heights Elementary School in 2015. We remain active with the Walking School Buses at Oak Heights that started as result of the SRTS action plan.

Together, over the past 10 years, we have also traveled more than 17,000 miles on our bicycles here in the US, Canada and nine countries in Europe. This has given us a lot of opportunity to observe and navigate many different road patterns and ways to safely address the interactions between pedestrians, bicycle, and vehicle traffic. In our experience, roundabouts address safety while also maintaining an efficient flow of traffic.

The Junior High traffic situation is calling out for just such a solution.

The Junior High Action plan identified Mountain View Road and the intersection of Mountain View and 22<sup>nd</sup> Ave. as major impediments to students safely walking or rolling to school. In fact, these roads were such serious safety concerns that doing any other SRTS activities to promote walking and biking seemed ill-advised until they were fixed.

The intersection solution suggested by the action plan includes a roundabout which fits in well with the changes to the parking lot that the school district is proposing. Finishing the sidewalks on Mountain View is also essential. This proposal will also improve options for walking and biking to Hawthorne Elementary and improve the safety on Mountain View for pedestrians of all ages. It will also improve the efficient movement of all vehicles around the Junior High, especially at the beginning and ending of the school day and during sports and other special events. A roundabout would be a major change to this intersection but would be the best long-term solution based on our experience.

As part of our interest in Safe Routes to Schools we attended the Active Transportation Summit this spring. One of the main talks was about Vision Zero. A major take away was that if infrastructure makes it easy to do the right thing and more difficult to do the wrong thing, we humans will be much more likely to do the right thing. We spent a morning observing the Mountain View/ 22<sup>nd</sup> Ave. intersection in April and came away thinking that only luck has minimized vehicle and pedestrian accidents in this location. The Junior High remodel project in conjunction with the Safe Routes to Schools Infrastructure funding in the State Transportation Act is offering us a major opportunity to rectify the situation in a big way. There is \$16 million available in the first grant cycle that is coming up this fall. They have chosen to focus on Title I eligible schools like the Junior High with grantees providing a 20% match to the state funds. The time is now to come together around pursuing this funding. We are not likely to see all the parts and players lined up like this again for decades.

Sincerely,

Donna Short

820 4<sup>th</sup> Ave.

541.409.2557, short.donna@gmail.com