

City of Sweet Home  
Planning Division

# 2015 Annual Report

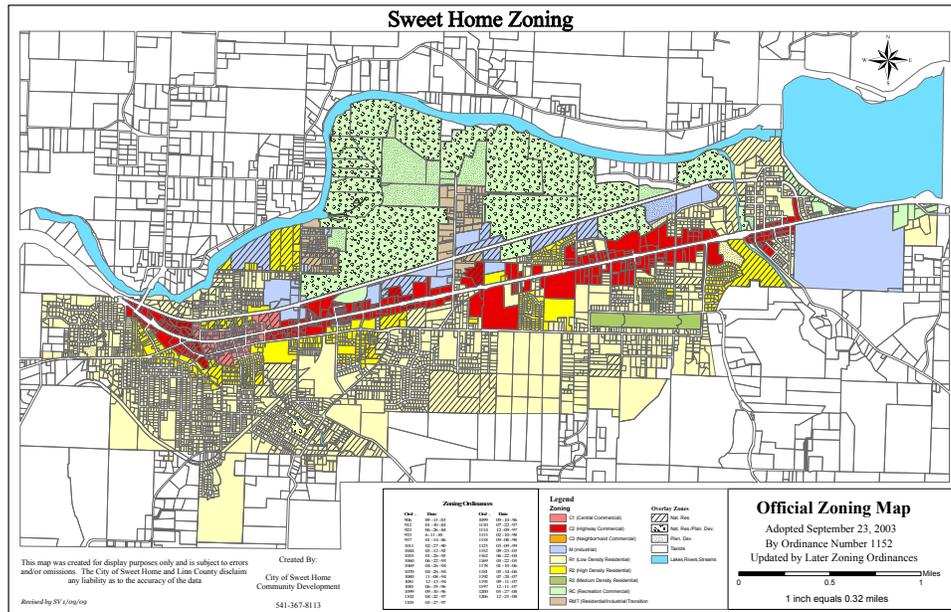
Laura LaRoque

1140 12th Avenue  
Sweet Home, OR 97386

12/31/2015



# ABOUT US



## OUR Mission

To provide efficient and equitable community development services to the citizens of Sweet Home.

The Community Planning Division works to plan for the future and facilitates new and exiting development by applying relevant land use codes and policies.

## WHAT WE DO

- S Long -Range Planning
- S Development Code Administration
- S Staff support for Planning Commission, Parks Board, Tree Commission, Hazard Mitigation Committee
- S Community Activity and Event Planning

The Planning Division facilitates short and long term growth. Planning staff works with citizens and developers on everything from visioning projects to approving final development plans. The division also creates and maintains long range plans that guide development in Sweet Home.

The Planning Division also provides a variety of active and passive recreational opportunities for all age groups in community parks and public spaces.



# OUR TEAM

Laura LaRoque  
Planning Services Manager

Laura LaRoque became the Planning Services Manager for the City of Sweet Home in August 2014. Laura’s responsibilities include long and short range planning services, enterprise zone management, parks facilities use/scheduling, parks and recreation programs and services, open space management, environmental stewardship activities, hazard mitigation planning, and other community development activities.

Kathryn Wilcox  
Planning Assistant

Kathryn Wilcox joined the City of Sweet Home as the Planning Assistant in June 2015. Kathryn assists community members with their land development questions and applications. Kathryn provides staff support to many citizen advisory groups, including the Planning Commission, Tree Commission, All Hazards Mitigation Committee, and Parks Board. Kathryn also plans and coordinates Harvest Festival, Sweetheart Run, and the summer recreation program.



# Land Use Actions

The Planning Department processes a number of land actions, including fence permits, temporary recreational vehicle permits, variances, conditional uses, zone changes, comprehensive plan map amendments, partitions, and subdivisions. A detailed list of actions carried out in 2015 are provided in the pages to follow.

## Conditional Use Permits

A Conditional Use Permit allows a city to consider special uses which may be essential or desirable to a particular community, but which are not allowed as a matter of right within a zoning district, through a public hearing process.

### Conditional Use Permits in 2015

File Number	Location	Request	Action
CU 15-01	4231 Long Street	Operation and expansion of Harvest Christian Center	Approved with Conditions
CU 15-02	1578 59th Avenue	Accessory Structure on vacant lot	Approved
CU 15-03	1830 N. 18th Street	Home Occupation	Approved with Conditions
CU 15-04	2309 Harding Street	Build new primary structure. Change existing primary structure to accessory structure	Approved with Conditions
CU 15-05	1080 46th Avenue	Accessory Structure	Approved with Conditions
CU 15-06	4932 Airport Road	Accessory Structure on vacant lot	Approved
CU 15-07	2242 Main Street	Change use from commercial to residential	Approved



## Variances

A Variance authorizes a particular property to be exempt from complying with a specific development requirement when special and unusual circumstances related to the property would cause an unnecessary hardship.

Variances in 2015			
File Number	Location	Request	Action
VR 15-01	1578 59th Avenue		Withdrawn (see CU 15-02)
VR 15-02	1364 Quince Street	Multiple variances to allow a single wide manufactured home	Denied
VR 15-03	845 6th Avenue	Street side setback variance	Approved

## Subdivision

A Subdivision divides property into four or more lots within a calendar year.

Subdivisions in 2015			
File Number	Location	Request	Action
SD 15-01	Lake Pointe Estates	19 lot subdivision	Approved with Conditions



## Partition

A Partition divides land to create not more than three parcels of land within a calendar year.

Partitions in 2015			
File Number	Location	Request	Action
P 15-01	4639 Highway 20	To create two lots	Approved

## Property Line Adjustment/Replat

A Property Line Adjustment relocates or eliminates all or a portion of a common property line between two abutting units of land. A Replat consolidates or reconfigures lots or parcels and public easements within a recorded partition or subdivision plat.

Property Line Adjustments in 2015			
File Number	Location	Request	Action
PLA15-01	1578 59th Avenue	Combine two parcels	Withdrawn (see CU 15-02)
PLA 15-02	350 Boulder Ridge Drive	Combine two lots	Approved
PLA 15-03	3980 Osage Street/1512 40th Avenue	Combine two lots	Approved
PLA 15-04	1191 47th Avenue	Extend rear property line 25'	Approved



## Temporary Recreation Vehicle Occupancy Permit

Temporary Recreational Vehicle Occupancy Permits allows occupancy of a recreational vehicle on a lot or parcel for up to 60 rolling calendar days.

Temporary Recreation Vehicle Occupancy Permits in 2015		
File Number	Location	Duration
RV 15-01	1338 54th Avenue	85 Days
RV 15-02	2740 Foothills Drive	60 Days
RV 15-03	2325 Main Street	60 Days
RV 15-04	1637 Cedar Street	60 Days
RV 15-05	4691 Highway 20	60 Days

## Annexation

Annexation is the process of changing municipal boundaries to bring in adjacent unincorporated areas into an existing city.

Annexations in 2015			
File Number	Location	Request	Action
AX 15-01	900 Alder Street	Annexation	Withdrawn



## Zoning Text Amendment

A zoning Text Amendment is a revision to the zoning code to reflect changes in law, clarify language or procedures, correct mistakes, or to reflect changing community changes.

### Zoning Text Amendments in 2015

File Number	Request	Action
ZTA 15-01	Text Amendment 8.04, 17.04, 17.08, 17.12 fence code provisions	Approved

## Street Vacation

A Street Vacation is a process to vacate the public's interest in streets or alleyways that are no longer needed now or in the future.

### Street Vacations in 2015

File Number	Request	Action
V 15-01	Alleyway vacation between Nandina Street and Main Street west of 12th Avenue and east of 9th Avenue.	Approved
V 15-02	Partial street vacation located off 59th Avenue between Poplar Street and Nandina Street	Approved



## Fence Permit

A fence permit allows for the construction of a fence within city limits.

### Fence Permits in 2015

File Number	Location	Request	Action
FP 15-01	829 Cedar Street	6' side	Approved
FP 15-02	1336 Nandina Street	3.5' front, 6' rear	Approved
FP 15-03	1985 37th Circle	3' front, 6' rear	Approved
FP 15-04	2995 Juniper Street	6' side/rear	Approved
FP 15-05	421 8th Avenue	6' rear, 6' street side	Approved
FP 15-06	2301 Jefferson Street	6' front at building line	Approved
FP 15-07	2410 Cedar Street	6' front at building line, 6' side	Approved
FP 15-08	1157 Cedar Street	6' side	Approved
FP 15-09	1516 9th Avenue	6' side/rear	Approved
FP 15-10	878 29th Avenue	6' front at building line	Approved
FP 15-11	3980 Osage Street	6' side/rear	Approved
FP 15-12	2590 Long Street	4' side	Approved
FP 15-13	341 8th Avenue	4' front/side, 6' rear	Approved
FP 15-14	3517 Juniper Street	4' front/side/street side	Approved
FP 15-15	2998 Juniper Street	4' front	Approved
FP 15-16	3147 Foothills Drive	6' side	Approved
FP 15-17	1984 37th Circle	6' front at building line, 6' side/rear	Approved
FP 15-18	1933 37th Circle	6' front at building line, 6' side/rear	Approved
FP 15-19	4403/4381 Citabria Street	6' front at building line, 6' side/rear	Approved
FP 15-20	1370 Evergreen Lane	6' side/rear	Approved
FP 15-21	1990 37th Circle	6' side/rear	Approved
FP 15-22	3550 Flannigans Road	7' side/rear	Approved
FP 15-23	1670 13th Avenue	6' side/rear	Approved
FP 15-24	4556 Manzanita Street	3' front, 6' side/rear	Approved
FP 15-25	1256 49th Avenue	4' front, 6' side/rear	Approved



# PLANNING COMMISSION

POSITION	TITLE	TERM
Henry Wolthuis	Commission Chair	01/01/2014 - 12/31/2018
James Goble	Commission Vice Chair	05/28/2013 - 12/31/2015
Edith Wilcox	Commissioner	01/01/2014 - 12/31/2018
Ned Kilpatrick	Commissioner	03/25/2014 - 12/31/2016
Lance Gatchell	Commissioner	01/01/2014 - 12/31/2017
Eva Journey	Commissioner	01/01/2013 - 12/31/2016
Greg Stephans	Commissioner	12/31/2015 - 12/31/2019 (Reappointed)

The Planning Commission provides an invaluable service to the City: they advise City Council and City staff on Sweet Home's long-range goals, policies, and programs on a broad array of issues related to land use.

The seven member Commission has three distinct functions:

- The Commission is involved in the preparation and revision of the community's comprehensive plan and local land use regulations, such as zoning or subdivision code. This role is advisory to City Council. The Commissioners forward a recommended plan (or ordinance) to the governing body for consideration.
- The Commission also reviews development proposals, such as site plans and subdivisions. The Commission holds public hearings and makes decisions on certain types of land use actions. In these cases the Commission's decision would be subject to appeal to City Council.
- Each year the Commission promote quality and innovative property development through the Quality Development Awards program.



# PLANNING COMMISSION

In 2015, Sweet Home Planning Commission met nine times; twice for work sessions and seven times to conduct land use hearings.

Planning Commission Meetings in 2015	
Date	Topic
January 5, 2015	Public Hearing on application ZTA 14-01
February 2, 2015	Work session on Quality Development Award Nominations & Fence Code Revisions
March 2, 2015	No meeting took place
April 6, 2015	Public hearing on application AX/ZMA 15-01 (Rescheduled)
May 4, 2015	Public hearing on applications VR 15-02, CU 15-01, CU 15-02, ZTA 15-01
June 1, 2015	Public hearing on application CU 15-03, AX/ZMA 15-01(Withdrawn)
July 6, 2015	Public hearing on application CU 14-04
August 3, 2015	Public hearing on application V 15-01, V 15-02, CU 15-02, PD/SD 15-01, ZTA 15-01
September 14, 2015	No meeting took place
October 5, 2015	No meeting took place
November 2, 2015	Work session on Quality Development Award Nominations
November 30, 2015	Public hearing on application CU 15-06, CU 15-07, VR 15-03



# PARKS BOARD

POSITION	TITLE	TERM
Jonathan Meier	Board Chair	02/08/2011 - 06/15/2015 (Resigned)
Nancy Patton	Board Member	01/13/2015 - 01/12/3019 (Reappointed)
Andrew Allen	Board Member	11/25/2014 - 11/24/2015
Todd Branson	Board Member	03/18/2015 - 03/12/2016
Angela Clegg	Board Member	06/23/2015 - 02/23/2019
Ryan Underwood	Council Representative	01/01/2015 - 12/31/2015

## Capital Development

The Board develops and recommends a capital development program for each fiscal year to City Council. The capital development program can include acquisition of new land and/or development of existing property.

## Recreation Programming

The Board recommends recreational programs to be carried out by City staff for each fiscal year.

## Operation Budgeting

The Board develops and recommends an operation budget to carry out recreation programs for each fiscal year.

## Policy Development

The Board recommends revisions to the park ordinances to reflect changes in law, clarify language or procedures, correct mistakes, or to reflect changing community conditions.



# Adopt-A-Park Program

In 2015, Adopt-a-Park volunteers donated 328 hours of their time to the Sweet Home Park System. That is a monetary value of \$7,002.80 as determined by the Independent Sector’s latest annual calculations of \$21.35 for Oregon.

Volunteers picked up trash and debris, pruned trees and brushes, and removed invasive blackberries and English Ivy.

PARKS	PARTNERS	DATE	VOLUNTEERS	HOURS OF SERVICE
Lower Sankey Park	South Santiam Youth Watershed Council	03/10/2015	7	10
Upper Sankey Park	James Goble	03/12/2015	4	2
Northside Park	Liles Family	04/08/2015	5	7
Skate Park	Patton Family Crew	04/23/2015	5	1
Roy Clover Memorial Park	Sweet Home Police Department Volunteers	07/15/2015	10	1
12th and Nandina Pocket Park	Sunshine Industries Unlimited, Inc.	08/05/2015	25	5
Pleasant Valley Boat Ramp	CH2M Hill	09/30/2015	5	2
Hobart Natural Area	Sweet Home Rotary Club	10/22/2015	13	5



# HARVEST FESTIVAL



DATE  
10/03/2015

TIME  
10AM - 2PM

ATTENDANCE  
1,000

Each fall, the City of Sweet Home hosts an old fashion harvest festival with local produce, food products, arts and crafts, live music, and all the best the city has to offer.

Over 1,000 community members attended Harvest Festival in 2015. Community members spent time shopping at vendor tables, enjoying free entertainment, and snacking on hot dogs and popcorn.

Fifty vendors filled the Weddle Bridge and surrounding lawn area. There was a vast array of arts and crafts by regional artist, including glass, wood sculptures, ceramics, photography, jewelry fiber art, and much more.

Activities sponsored by the City included Pacific Tree Climbing Institute, Zany Zoo Pets, Earth Fairy face painting, Chaffin Farms wagon rides, and music by Jobe Woosley

CH2M Hill provided free hot dogs and sodas to over 400 people. Les Schwab provided popcorn for 800 people.

The Fire Department and Police Department were also on hand to promote Red Ribbon Week, a drug prevention program.



# SUMMER RECREATION



## YOUTH PROGRAMS

In 2015, the Parks and Recreation Department partnered with the Boys and Girls Club of Greater Santiam (BGCGS) to increase summer recreation opportunities to youth.

Sixteen youth participants were awarded scholarships in 2015. Scholarships covered the cost associated with BGCGS summer camp excursions and summer membership fees.

Summer camp excursions included trips to Cascadia Caves, COMP NW medical school, the Oregon Coast, McDowell Creek Falls, OMSI, Oregon Zoo, Museum of Natural and Cultural History, BOUNCE Center, and Sunnyside Park.

## MOVIES IN THE PARK

Sweet Home Parks and Recreation offered three free outdoor movies at Sankey Park in August. Nearly 250 people attended each of the movies which included Big Hero 6, Paddington, and Brave. The movies began at dusk but many community members showed up early to picnic and socialize

## MUSIC IN THE PARK

A summer concert series was added in 2015. The 2015 series featured four free outdoor concerts in July. Riffle, Cascade Rye, Betty and the Boys, and Jake Blair Band rocked the bandstand at Sankey Park. The performances feature a variety of genres from talented bands throughout the Northwest.





# Hazard Mitigation Committee

POSITION	TITLE	TERM
Aaron Pye	Committee Member	01/27/2015 - 01/26/2016 (Reappointed)
Edith Wilcox	Committee Member	08/25/2015 - 08/25/2016
Ned Kilpatrick	Committee Member	02/25/2014 - 02/24/2015
Scott LaRoque	Committee Member	02/25/2014 - 02/25/2015
Michael Adams	Public Works Director	
Jeff Lynn	Police Chief	
Dave Barringer	Fire Chief	

## Mitigation Planning

The Hazard Mitigation Committee works to enhance and promote effective multi-hazard mitigation planning at all levels of government in partnership with public and private stakeholders. The Committee focus goes beyond the development and implementation of hazard mitigation plans and includes the integration of risk communication and risk reduction measures into other plans, policies, tools, or processes that lead to safer and more resilient communities.

## Hazard Mitigation Plan

The 2015-2020 SHHMP was adopted by FEMA on October 21, 2015.

The Sweet Home Hazard Mitigation Plan (SHHMP) covers each of the major natural and human-caused hazards that pose risks to the City. The primary objectives of the Plan are to reduce the negative impacts of future disasters on the community, including: 1) saving lives and reducing injuries; 2) minimizing damage to buildings and infrastructure; 3) minimizing economic losses.

Over the next five years the Committee will work towards completing mitigation action identified in the plan and begin developing the 2020-2025 SHHMP.



# EPA Site Assessment

The former Willamette Industries/Weyerhaeuser Mill Site (Site) has a long history of use as a saw mill and wood products manufacturing facility. The Site was acquired by Linn County through a tax foreclosure action. Linn County applied for and received an Environmental Protection Agency (EPA) grant in 2014 to conduct comprehensive environmental site assessment activities throughout the approximately 150 acre site. This current site assessment effort will complete the limited site assessment and remediation work previously done by former owners of the site, and will include:

- A community outreach strategy
- Comprehensive site assessment activities
- Evaluation of human health and environmental risks associated with any contamination found on the site, and
- Remedial planning

For this project, the County has partnered with the City of Sweet Home, the Sweet Home All Lands Collaborative (SSALC), Willamette Neighborhood Housing Services, Oregon Health Authority - Public Health Division Brownsfield Initiative, and the Oregon Department of Environmental Quality.

Contaminants typically found at wood products brownfields sites in Oregon include pesticides, herbicides, lead, asbestos, pentachlorophenol, petroleum products, metals, and volatile and semi-volatile organic compounds. If left unaddressed, these brownfields present a public health concern, impair livability, inhibit job growth and economic development, and reduce tax revenues to local government.

Based on our current understanding of Site conditions, the County has developed a scope of work for assessment activities which includes:

- Conducting additional research regarding historical use of hazardous substances and petroleum,
- Engaging community members living near the Site, including vulnerable populations and local service organizations, to articulate community concerns and preferences,
- Involving community members in the development of plans to assess threats to public health and consider potential remedial actions and redevelopment options,
- Completing risk assessment in all areas where petroleum or hazardous substances are detected to evaluate whether concentrations pose a risk to public health or the environment.





# TREE COMMISSION

POSITION	TITLE	TERM
Lena Tucker	Chair	12/31/2015 - 12/31/2019 (Reappointed)
Allen Braun	Commission Member	04/14/2015 - 12/31/2019
Aaron Pye	Commission Member	01/27/2015 - 12/31/2018
Nick Augsburg	Commission Member	03/26/2013 - 12/31/2016
Alice Smith	Commission Member	01/22/2013 - 12/31/2016
Katie Kohl	Commission Member	01/22/2013 - 12/31/2016
Vacant Position		
Jeffrey Goodwin	Council Representative	01/01/2015 - 12/31/2015

## Celebration Tree Program

The Tree Commission assists community members that are interested in honoring a special person or event through planting and dedicating a tree.

## Tree Inspections

Members of the Tree Commission have the expertise to assess potentially threatening trees in Sweet Home.

In 2015, the Commission evaluated the health of twenty five trees for community residents.

## Tree Species Selection

The Tree Commission advises on tree selection for those looking to plant trees.

## Special Projects

The Tree Commission assists City staff and volunteers with habitat and riparian improvements throughout the City.

## Arbor Day Events

The Tree Commission sponsors an Arbor Day event each year. This year the Commission sponsored a youth Arbor Day poster and photo contest. The winners of the contest had a tree planted at their school.

## Tree City USA Designation

City of Sweet Home was recognized for the 28th year as a Tree City USA. The City has achieved Tree City USA status by maintaining a tree commission, having a community tree ordinance, spending at least \$2 per capita on urban forestry, and celebrating Arbor Day.



# TREE COMMISSION ACTIVITIES

In 2015, Tree Commission members dedicated 80 hours of their time to tree related activities. That is a monetary value of \$1,760 as determined by the Independent Sector's latest annual calculations of \$21.99 for Oregon.

Much of their time was spent planting trees. In 2015, the Tree Commission planted 19 trees in 11 locations. The below chart indicates the location and number of trees planted.

LOCATION	STREET ADDRESS	NUMBER OF TREES
Sunshine Espresso	1209 Main Street	1
Cornerstone Fellowship Church	1234 Long Street	1
Pocket Park	10th Avenue & Elm Street	2
Roy Clover Memorial Park	1st Avenue & Highway 20	1
Sweet Home Charter School	28721 Liberty Street	2
Foster Elementary School	5526 Poplar Street	1
Post Office	1303 Long Street	3
Santiam Feed and Garden Center	1244 Long Street	4
Steelhead Fitness	1295 Main Street	1
Main Street Median	Center Median near 13th Avenue	1
Main Street Median	Center Median near 60th Avenue	1



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