

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, MARCH 17, 2015**

COMMISSION MEMBERS PRESENT: John Lusby, Patricia Klassen, Mike Flick, Adam Sarnoski, Floyd Van Sickle, Michelle Sumner and Karlene Clark

COMMISSION MEMBERS EXCUSED: None

COMMISSION MEMBERS ABSENT: None

CITY STAFF: Vicki Luther, Community Development Director, Kristi Gilbert, Community Development Specialist, and Aaron Swan, Public Works Superintendent.

GUEST SPEAKER: Adam Heberly, Heberly Engineering

AUDIENCE: None

Meeting called to order at 7:00 pm by Chair Lusby.

FLAG SALUTE

WELCOME AND INTRODUCTIONS

INTRODUCTION OF MEDIA: None

APPROVAL OF MINUTES

A motion made by Commissioner Klassen to approve the minutes of the February 17, 2014 Planning Commission meeting and February 17, 2015 Planning Commission Workshop; second made by Commissioner Sumner.

In favor: Commissioners Klassen, Flick, Sarnoski, Van Sickle, Sumner, Clark and Chair Lusby.

Opposed: None

Motion carried unanimously.

TRANSPORTATION - Pavement Management Program – Adam Heberly gave a presentation regarding the Pavement Condition Index (PCI). He discussed different options of resurfacing roads, such as cape seal, slurry seal, chip seals, etc. and the longevity of each option. Mr. Heberly identified what constitutes maintenance versus an alteration. Resurfacing would be considered an alteration.

Swan and Heberly provided the Commission with a list of City streets that were under review for the Slurry Seal with a budget amount proposed of \$40,000 and Overlays, with a budget amount proposed of \$130,000.

Commissioner Sumner suggested that the Commission refer to Swan and Heberly for their expertise and recommendation regarding which City streets were in greatest need of the slurry seal and overlay.

Swan and Heberly suggested Jade Street, Fourth Avenue to Opal, Agate Street, Second and Third Courts for the Slurry, with the potential \$40,000 budget proposal. Then suggested Branton Street, Umatilla Street (from Central to Fourth Avenue) and Fourth Avenue (from Crown Pt to Casa De Loma) for the Overlay, with the potential \$130,000 budget proposal. These suggested streets are subject to change based on further review and recommendation from Swan and Heberly.

A motion made by Commissioner VanSickle to utilize the expertise of Public Works superintendent, Aaron Swan and Adam Heberly, Heberly Engineering to select the city streets as proposed, seconded by Commissioner Flick.

In favor: Commissioners Klassen, Flick, Sarnoski, Van Sickle, Sumner, Clark and Chair Lusby.

Opposed: None

Motion carried unanimously.

ECONOMIC DEVELOPMENT REPORT – Gilbert provided a report in an effort to inform the Planning Commission of the new and upcoming Economic Development ideas and events. (See Attached)

STAFF REPORTS - Luther provided a report in an effort to keep the Planning Commission apprised of recent land use and other relevant activities. (See Attached).

PUBLIC COMMENT – None

COMMISSION COMMENTS – None

ADJOURNMENT

With no further business the meeting was adjourned at 8:25 pm.

Respectfully submitted,

Kristi Gilbert

Kristi Gilbert

APPROVED BY COMMISSION ON THE 21st DAY OF April, 2015

John Lusby

John Lusby, Commission Chair



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City of Sutherlin

TO: Sutherlin Planning Commission
FROM: Kristi Gilbert, Community Development Specialist
DATE: March 17, 2015
RE: Economic Development Report

Economic Opportunity Analysis (EOA)

As previously reported at the Planning Commission Workshop on February 17, 2015, we were seeking funds from the Douglas County Industrial Development Board (DCIDB) to help pay for additional market data and recruiting tools/materials that we could use to go after new development interest on the Exit 136 lands (Site #19 in EOA). GREAT NEWS!!! We have received funds and are now moving forward. We will be hosting a meeting, next week, with the property owners and Todd Chase to create the products we need to recruit investment opportunities.

Sutherlin Economic Development Plan

I want to say thank you to Commissioners Klassen, Sarnoski and Clark who met with Jerry and myself to get started on the brainstorming process of the Sutherlin Economic Development Plan. We will work through the process by utilizing a "functional" to do list. A few brainstorming ideas that derived from the team were; 1) to create our own business recruitment initiative (as opposed to relying on the County); 2) create (recruit) business expansion to assist in serving local businesses in the area; and, 3) determine what kind of industries would be interested for the area. We will begin by determining what the competing industries are with our local businesses as well as developing a relationship with our local businesses and see how we can help and what their needs may be. To begin this process, we will focus on the larger industrial scale businesses and continue to expand our wings to our other fabulous businesses. It's going to be exciting, STAY TUNED!! ☺

Douglas County Industrial Development Board (DCIDB)

The DCIDB reviewed a Sutherlin Industrial "Spec" Building proposal at their meeting today. The proposal involves building a "cold shell" spec building, approximately 25,000 square feet, on the county-owned Sutherlin Industrial Park property, located on Taylor Street. This building could potentially improve the local inventory of existing buildings and would strengthen the County's ability to compete for business recruitment leads. Most leads or site searches prefer an existing building. This site is well-situated relative to the central Douglas County labor market. The DCIDB recommended to the Board of Commissioners to begin the necessary permitting processes to prepare the site to "shovel ready". The IDB will make further recommendations to the Board of Commissioners if/when they are ready to move forward with the project.



City of Sutherlin

Date: March 17, 2015
To: Sutherlin Planning Commission
From: CDD, Vicki Luther
Re: Monthly Activity Report

This report is provided in an effort to keep you apprised of recent land use and other relevant activities.

TRANSPORTATION

Red Rock Trail, Phase 2 (Waite Street to Nicholas Court) – Engineering plans completed; All right of way acquisitions have been completed. Bid opening took place March 12th. Eleven bids were received; low bidder documents are being reviewed by ODOT for possible award. Official award of contract is expected 4-8 weeks from now.

Pavement Management Program (Overlay and Slurry Seal projects) – Public Works Superintendent, Aaron Swan, to provide list of eligible streets and discuss with you priorities for 2015-16.

Striping/Crosswalks - Continental style/thermo plastic determined to be too costly since we are considering reconstruction of Central. Painting of “old style” crosswalks being scheduled for Central Avenue at Umatilla, Willamette, Abby’s, Post Office, and Grove. The railroad crossing (warning) at W. Sixth will also be repainted. These striping jobs were postponed a few weeks but should be completed by C & B Striping as soon as their schedule allows. W. Sixth is also being considered for a center stripe which will be scheduled later this spring.

UTILITIES

Wastewater Treatment Plant Improvements – We received three proposals for the pre-design. The selection team will be interviewing the top two firms this Thursday. Council is scheduled to receive a recommendation from the selection team and consider awarding contract April 13th. The actual pre-design is scheduled to be completed by the end of this year.

LAND USE ACTIVITY

Building Worksheets approved –

- **309 Ridgeway** – Storage Shed
- **1230 W. Central** – New sign (Central Market)
- **115 W. Central** – Interior remodel – upholstery shop

Right of Way permits issued –

- None

Commercial changes

1. New construction - Dakota Street NW corner of intersection at Clover Leaf. Palm Family Eye Care – construction in process
2. Dollar General – pre application meetings; waiting on construction worksheet
3. Goodwill – relocating from 1016 W. Central to 145 Myrtle. There is some remodel taking

place at 145 Myrtle to provide office areas before the move takes place. Final occupancy not yet received.

4. Kim's Court – Changed their plans; will be removing 15 old mobile homes and replacing with new Park Models, These homes are to be 14' wide and either 28' or 32' long. Each unit will have a minimum ten-foot wide landscaped side yard, a front sidewalk with one parallel parking space. Palm Harbor Homes in Albany will build the first 9 units this spring with the remaining 6 units to come 8-10 months later. New sidewalks will be installed along N. State Street between First and Second Avenue.
5. Kokua Towing locating at 1600 S. Comstock – has been issued temporary approval allowing him ninety days to meet a list of conditions. (on or before June 1, 2015) (application in process)

Land use application status

SUB 13-01: Brooks Village (Avery) subdivision: 151 Pear Lane (pending)

SUB 13-02: Fairway Ridge (Galpin) subdivision: Scardi Blvd. Plan is to begin infrastructure construction spring of 2015.

VAR 14-01: 716 Sandpiper Court – (Wilson) variance to setbacks. (in progress)

ANNEX-ZC 14-01: W. Duke area – Annexation/zone change application submitted by Sam Robinson and neighbors. Public hearing was held before the Planning Commission January 20, 2015 resulting in unanimous vote to recommend Council approval. Public Hearing before City Council held February 23, 2015 receiving a unanimous vote of approval followed by a second reading of ordinance and adoption at the March 9, 2015 Council meeting. Annexation will be deemed effective April 9, 2015.

VAR 15.01: Fairway Estates (Golfview Homes) 14 lots along Wildcat Canyon Road. Requesting a reduction in rear setback from 10' – 5' and front garage setback from 20' to 15'.