

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, JUNE 19, 2018**

COMMISSION MEMBERS PRESENT: John Lusby, William Lee, Richard Price, Sam Robinson, Collin Frazier, Adam Sarnoski and Elainna Swanson

COMMISSION MEMBERS EXCUSED: None

COMMISSION MEMBERS ABSENT: None

CITY STAFF: Jamie Chartier, City Planner and Kristi Gilbert, Community Development Specialist

AUDIENCE: Gladys Robinson

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

FLAG SALUTE

INTRODUCTION OF MEDIA: None

INTRODUCTION OF NEW PLANNING COMMISSION MEMBERS

APPROVAL OF MINUTES

A motion made by Commissioner Price to approve the minutes of the May 15, 2018 Planning Commission meeting; second made by Commissioner Lee.

In favor: Commissioners Price, Lee, Frazier, Robinson and Chair Lusby

Opposed: None

Motion carried unanimously with Commissioner Swanson abstaining

QUASI-JUDICIAL PUBLIC HEARING

1. **RODNEY LINTON (representative for Saint Vincent de Paul)**, request for request for a Conditional Use Permit to authorize Vehicle Sales on property located on the north side of E. Everett Avenue in the City of Sutherlin. Vehicle Sales and Services are a conditionally permitted use in the C-1 zone. The subject 0.12 acre property is described as Tax Lot 11500 in Section 17DC, T25S, R5W, W.M.; Property ID No(s). R56310; and is addressed as 117 E. Everett Avenue. It is designated Commercial Business District by the Sutherlin Comprehensive Plan and zoned (C-1) Downtown Commercial. **PLANNING DEPARTMENT FILE NO. 18-S010.**

Chair Lusby opened the hearing, with the disclosure statement; all persons testifying shall be deemed parties to appeal the application and must provide full name and mailing address if they wish to be notified of the decision, continuances, appeals, or procedural actions required by the Code. The Sutherlin Development Code specifies applicable criteria to be relied upon in making a decision.

Chair Lusby asked the Commission if there were any conflicts of interest or personal bias; hearing none, Lusby asked the audience if there were any challenges of impartiality of any person(s) on the Commission. Hearing none, Lusby asked for the Staff Report.

Jamie Chartier, City Planner, entered Staff Exhibits 1-10, including the Staff Report into the record. She then identified the parties in the matter and summarized the Staff Report into the record.

APPLICANT'S TESTIMONY

Rodney Linton stepped forward being the applicant and asked the Planning Commission and City Staff about the paving design standards (proposed condition number 6). Chair Lusby stated that the design standards are in the Sutherlin Development Code (SDC) and that paving is required for any new development. Mr. Linton asked if there is a Variance application that could be applied for, Mrs. Chartier and Mrs. Gilbert researched in the SDC and concluded a Variance to Design Standards is not permitted.

Mr. Linton explained the cost associated with it and that Saint Vincent de Paul's Board of Directors would have to approve that type of expense and asked the hearing to be continued to the following month.

Chair Lusby closed the public hearing portion for this application.

Commissioner Price motioned to continue the public hearing to allow the applicant to confirm with his Board of Directors on the conditions of approval. Commissioner Frazier seconds the motion.

LEGISLATIVE HEARING(S)

1. **WATER MASTER PLAN** The City of Sutherlin will adopt by reference into the Comprehensive Plan the recently completed Water Master Plan that was completed in December, 2017. The City of Sutherlin Water Master Plan was compiled to provide guidance to address the City of Sutherlin's future water needs. The Plan summarizes the components of the existing water distribution system, analyzes local water demand patterns, evaluates the performance of the water system with respect to critical service standards, and identifies the improvements necessary to remedy system deficiencies and accommodate future growth. **PLANNING DEPARTMENT FILE NO. 18-S009.**

Chair Lusby opened the hearing, with the disclosure statement; all persons testifying shall be deemed parties to appeal the application and must provide full name and mailing address if they wish to be notified of the decision, continuances, appeals, or procedural actions required by the Code. The Sutherlin Development Code specifies applicable criteria to be relied upon in making a decision.

Chair Lusby asked the Commission if there were any conflicts of interest or personal bias; hearing none, Lusby asked the audience if there were any challenges of

impartiality of any person(s) on the Commission. Hearing none, Lusby asked for the Staff Report.

Kristi Gilbert, Community Development Specialist, entered the Staff Report into the record and then summarized the Staff Report for the Planning Commissioners. No questions were raised.

Commissioner Lee motioned to approve to City Council the Water Master Plan, Commissioner Price seconds the motion.

MONTHLY ACTIVITY REPORT

Jamie Chartier, City Planner, asked the Commissioners if they had any questions with the Activity Report that was given to them in their packets. Commissioner's agreed they are happy to see development taking place and are appreciative for receiving the activity report in the packets.

PUBLIC COMMENT - None

COMMISSION COMMENTS - None

ADJOURNMENT - With no further business the meeting was adjourned at 7:25 pm.

Respectfully submitted,

Jamie Chartier

Jamie Chartier, City Planner

APPROVED BY COMMISSION ON THE 17th **DAY OF** July, 2018.

John Lusby

John Lusby, Commission Chair