

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7PM  
TUESDAY, AUGUST 19, 2014**

**COMMISSION MEMBERS:** John Lusby, Michelle Sumner, Bertha Egbert, Mike Meier, Adam Sarnoski, Mike Flick, Floyd Van Sickle

**CITY STAFF:** Vicki Luther, Community Development Director and Kristi Gilbert

**AUDIENCE:** None

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

**FLAG SALUTE**

**INTRODUCTION OF MEDIA:** None present.

**APPROVAL OF MINUTES**

**MOTION** made by Commissioner Egbert to approve the minutes of the July 15, 2014 Planning Commission meeting; second made by Commissioner Sumner.

In favor: Commissioners Flick, Sarnoski, Van Sickle, Sumner, Egbert, and Chair Lusby

Abstained: Commissioner Meier

Opposed: None

Motion carried unanimously.

**STAFF REPORTS**

Director Luther provided a report in an effort to keep the Planning Commission apprised of recent land use and other relevant activities.

**Economic Development** – Director Luther reported that the Economic Development Opportunities Analysis Advisory Committee has not met since the last Planning Commission meeting. A handout was provided of the minutes from the July 14, 2014 meeting/power-point presentation. She stated that our consultant continues to research and identify infrastructure needs for the top six properties.

**Transportation** – Director Luther reported the 2014-15 Slurry Seals project was completed July 27, 2014. She explained that concerns were raised regarding certain sections of streets NOT being sealed when they appeared in worse condition. The areas of interest had too much damage for a slurry protection and are in need of an overlay; therefore, those streets will be added to the list to be considered for future repair.

Director Luther stated that bids for the Pavement Management 2014-15 Overlays were opened on August 4, 2014. The contract was awarded to Knife River in the amount of \$97,622 on August 11, 2014. The work is scheduled to be completed by October 17, 2014. The overlay area is approximately 300 feet on Myrtle from Central Avenue and a ¼ mile of Tanglewood.

Comstock Connector Street is scheduled for completion by September 5, 2014; Knife River is the contractor for both the Connector and the Comstock Road Construction. The new waterline is being installed now with the road construction to follow soon.

Comstock Road Construction, work being done by Knife River, is in process from Page to Duke Road with storm crossings and sidewalk preparation. Knife River should begin working from Duke to Central within the next few weeks. The project is scheduled for completion in November of 2014. Regular updates are being posted to the City website.

Red Rock Trail, Phase 2 (Waite Street to Nicholas Court), the engineered plans were completed and are awaiting completion of the right-of-way acquisition. Bid opening has been postponed until November/December, 2014.

**Wastewater Treatment Plant Improvements** – Director Luther reported that Ford’s Pond has been purchased by the City to be used to store effluent water with a possibility of a public park/wildlife reserve area. The City entered into contract for a Value Analysis to assure all treatment options have been considered before moving forward with Value Engineering and an actual Design of new treatment facility.

**Waterlines** – Director Luther updated the Commission regarding the Foster Avenue Waterline project, which is underway at this time by the City Public Works crew.

The City is working with property owners to extend the waterline on West Duke. The subject properties are outside of the city limits with failing wells. A majority of property owners are requesting to be annexed into the City; which, legal documents must be signed agreeing for the annex in order to proceed with the waterline extension. The property owners are requesting to have the SDC’s waived which will go before the Council next week. The cost of installing the waterline would then be shared between the property owners and the City.

**Land Use Activity** – Luther reported that there were three building permit clearances issued and commercial application (new proposed Palm Family Eye Care) in process. She then updated the Commission on the application for Kim’s Court, which is now on hold until early 2015 to remove old mobile homes and replace them with senior apartments. The property owner will be out of town until then.

**Land Use Application Status**

SUB-13-01 Brooks Village subdivision – still pending.

SUB-13-02 Fairway Ridge (Galpin) subdivision, Scardi Blvd, appeal withdrawn. Developer plans to begin excavation this Fall. A meeting with be held soon to discuss utility needs.

BLA-14-03 Heritage Hotels, request to reconfigure two parcels to combine the hotel and the parking lot into one unit and the access road into the other unit. The application is in process.

**PUBLIC COMMENT** – None

**COMMISSION COMMENTS** – Commissioner Egbert raised a concern with the constant wet area in Central Park. She suggested cementing it in, so there was not a mud hole during events.

**ADJOURNMENT**

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

Respectfully submitted,

*Kristi Gilbert*

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Kristi Gilbert

**APPROVED BY COMMISSION ON THE** 16<sup>th</sup> **DAY OF** September **2014**

*John Lusby*

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John Lusby, Commission Chair