

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, SEPTEMBER 16, 2014**

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

COMMISSION MEMBERS EXCUSED: Mike Meier

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

AUDIENCE: Jeanette Sumner

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 Van Sickle to approve the minutes of the August 19, 2014 Planning Commission meeting; second made by Commissioner Sumner.

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

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. She stated that our consultant continues to research and identify infrastructure needs for the top six properties. The next meeting is scheduled for September 30, 2014.

Transportation – Director Luther reported the 2014-15 Overlays contract called for overlay of approximately 300 feet on Myrtle from Central Avenue and ¼ mile of Tanglewood. The contract was awarded to Knife River and work is scheduled to begin September 29, 2014 with a completion date by October 17, 2014.

Comstock Connector Street completion date was delayed mostly due to issues with the new waterline. The paving was completed late last week. There was some misunderstanding with the crosswalk which is being worked out. Discussion then ensued regarding the concerns with trucks on the Comstock Connector and not being able to make the turn safely.

Comstock Road Construction, work being done by Knife River, is in process from Page to Duke Road. They have begun curb and sidewalks. Grubbing and drainage is now taking place from Duke to Central. This project is scheduled for completion in November of 2014. Regular updates are posted to the City website.

Red Rock Trail, Phase 2 (Waite Street to Nicholas Court), the engineered plans were completed; one of the two needed right-of-way acquisitions has been completed. We are awaiting the donation process to be completed by Pacific Power. Bid opening has been postponed until February of 2015, with a project completion date by December of 2015.

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 has done some mowing and culvert work to allow access for city crews. 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. A preliminary/draft report has been provided for the team to review and a final report is to be submitted the first part of October.

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

Taylor Street Industrial Park Waterline Extension bid was awarded to Knife River. This project is expected to begin this week with a completion date of October 3, 2014.

The City is working with property owners to extend the waterline on West Duke from Quinton to Plat M. 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 six 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.

There were three Right of Way permits issued.

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 will 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. Boundary Line Adjustment approved with conditions.

PUBLIC COMMENT – None

COMMISSION COMMENTS – Commissioner Flick raised a concern regarding the removal of a trailer at Kim’s Court and making a new ingress/egress to the Court near the mailboxes without a permit.

Discussion ensued regarding the Valentine project. Director Luther elaborated on the project.

ADJOURNMENT

With no further business the meeting was adjourned at 7:20 pm.

Respectfully submitted,

Kristi Gilbert

Kristi Gilbert

APPROVED BY COMMISSION ON THE 21st DAY OF October, 2014

John Lusby

John Lusby, Commission Chair