

**City of Sutherlin**  
**Planning Commission Meeting**  
**Tuesday, January 17, 2012**  
**7:00 p.m. – Civic Auditorium**

**Commissioners:**

Jim Houseman, Floyd VanSickle, Todd McKnight, Michelle Sumner, Bertha Egbert and  
Chair, Rita Jost (One Vacancy)

**City Staff:**

City Planner, Chad Mast  
Deputy City Recorder, Debbie Hamilton

**Audience:**

John Lusby

- **Pledge of Allegiance**
- **Roll Call** – All present
- **Introduction of Media** - None

• **Commissioner Resignation Announcement** – Resignation received from Commissioner, Collin Frazier. Position being advertised with two applicants going to Council at their January 23 meeting.

- **Approval of Minutes** –

**MOTION** to approve the minutes of the October 18, 2011 Planning Commission meeting made by Commissioner McKnight; second by Commissioner Houseman.

Those in favor: Commissioners Egbert, Sumner, McKnight, VanSickle, Houseman and Chair Jost.

Opposed: None

Motion carried unanimously.

- **Election of Chair/Co-Chair** –

Chair Jost called for nominations for Chair. Commissioner McKnight nominated to reappoint Chair, Rita Jost. No further nominations were received.

**MOTION** made by Commissioner McKnight to reappoint Rita Jost as Chair; second by Commissioner Egbert.

Those in favor: Commissioners Egbert, Sumner, McKnight, VanSickle, Houseman

Opposed: None

Abstained: Chair Jost (did not want to vote for herself)

Motion carried.

Nominations for Co-Chair opened. Commissioner McKnight nominated Commissioner Houseman for Co-Chair. No further nominations were received.

**MOTION** made by Commissioner McKnight to appoint Commissioner Houseman as Co-Chair; second by Commissioner VanSickle.

Those in favor: Commissioners Egbert, Sumner, McKnight, VanSickle, Houseman and Chair Jost.

Opposed: None

Motion carried unanimously

Chair Jost went through the protocol for a public hearing, then asking the Commissioners for any conflicts of interest, ex parte contacts, appearance of a conflict, etc. Hearing none she proceeded with opening of the hearing at 8:07pm.

- **Hearings**

## 1. PA 11-01 Sutherlin Municipal Code Amendments

Proposed amendments to the Sutherlin Development Code as determined by the Commission from previous meetings. Amendments are processed as Type IV procedures and have been noticed accordingly as a “legislative” land use action involving a text change. Commission will recall these items for consideration are partly “clean-up” items, as well as additions not included in the original new Development Code adoption.

**Party Status:** None received by Staff.  
None requested by audience.

**Staff Report:** City Planner, Mast, went over sections to be amended as discussed at previous meetings. Staff recommends Planning Commission approve; sending on to Council for their approval.

**Discussion:** Commissioner Houseman commented on possible conflicts. Mast noted they have a packet in the back of their notebooks that addresses all those types of issues.

Commissioner VanSickle wanted to revisit 2.6.1.00 of the code. Specifically #3; having a problem of an accessory building not being able to occupy more than 25% of the area lying between the main building and the rear property line. He feels it was “rubber stamped” into being approved.

Mast reminded Commission that it took 4 years of review to go to Council for approval. This was gone through by a committee of approximately six people who recommended changes and approval by the Planning Commission who then forwarded their approval to the Council. This section was reviewed in December and changes should have been made at that time.

VanSickle is objecting to the 25% limitation. Mast suggested if wanting to use more than that amount a variance can be applied for. Going over 12% more than allowed on a variance there are some restrictions applied due to storm water drainage.

Houseman disagreed with adding more to the limitation. It went through a process over 4 years besides there are other factors that come in to play. Sumner agreed. Chair Jost asked if Planning has many requests for this. Mast stated in his time here there has been only one. Egbert suggested seeing what would be allowed if this were to change, and bring back to the next meeting.

Mast stated the options; they need to move forward or stop and continue, delaying the legislative processes another 45 days, everything would have to be resubmitted.

Chair Jost asked for the pleasure of the Commission. Mast again went through the processes that would need to happen. If it goes to Council and they reject it, it would stop the process and again have to be resubmitted.

With no further discussion Chair Jost called for Commission decision.

**MOTION** made by Commissioner Sumner to move forward and continue with process and if needed, revisit at a later date; Commissioner Houseman seconded the motion.

Those in favor: Commissioners Egbert, Sumner, McKnight, VanSickle, Houseman, and Chair Jost

Opposed: None

Motion carried unanimously.

Mast continued with the review of the findings.

Public Hearing closed at 7:42pm.

Public Comment: None received.

**MOTON** by Commissioner Houseman to recommend approval of PA-11-01 to Council; second by Commissioner McKnight.

Those in favor: Commissioners Egbert, Sumner, McKnight, VanSickle, Houseman, and Chair Jost.

Opposed: None

Motion carried unanimously.

- **Discussion**

- 1. **Direction to staff for 2012**

- Revisit 2.6.1.00 as discussed this evening
    - Sidewalks on Comstock
    - Sidewalks on west side of I-5 after bridge
    - Crosswalks needed east of Shell Station going north/south
    - Concerned with some main crosswalks not showing up well enough
    - Improve entrance to Sutherlin to make more inviting
    - Work on getting businesses here
    - Approach ODOT about embellishments for bridge at Exit 136

Mast announced the Transportation Committee may dissolve and be transferred to the Commission as part of their duties.

Commissioner VanSickle would like the pot holes repaired at Everett/Calapooia. Mast stated he would turn in a work order to Public Works.

- **Public Comment** – None received.
- **Adjournment** – With no further business the meeting was adjourned at 8:17pm.

Respectfully submitted,

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Debbie Hamilton, CMC  
Deputy City Recorder

***APPROVED BY THE COMMISSION THIS 21st OF MARCH 2012***

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Rita Jost, Commission Chair