

**CITY OF SUTHERLIN
REGULAR PLANNING COMMISSION MEETING
SUTHERLIN COMMUNITY CENTER – 7PM
TUESDAY, MAY 13, 2014**

Commission Members:

John Lusby, Michelle Sumner, Bertha Egbert, Mike Meier, Adam Sarnoski, Mike Flick,
Floyd Van Sickle

City Staff:

City Manager, Jerry Gillham
City Planner, Carole Connell
Community Development Director, Vicki Luther
Community Development Technician, Billie Wright

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 April 15, 2014 Planning Commission meeting; second made by Commissioner Sumner.

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

Opposed: None

Motion carried unanimously.

- **Staff Report**

Economic Development – City Manager, Gillham, reported for the past year staff has been working grant application process to accomplish three objectives – an infrastructure finance plan, an economic opportunity analysis for industrial lands, and wetlands mitigation. A grant of \$110,000 was applied for, but only \$40,000 was awarded. These funds are being used to complete an economic opportunity analysis. This analysis is a plan analyzing key industrial and commercial parcels in the City, researching the best opportunities for businesses to locate in Sutherlin. Planning Commission and City Council action will be required to make decisions such as changing some parcels to mixed use while taking parcels of land that don't have high industrial use and rezoning them. Gillham wants the Planning Commission involved with this Citizen Advisory Group made up of professional consultants and technicians as they analyze the industrial sites and strategize to stimulate economic growth. Currently there are five (5) good sites to focus on: Lauren Young property, Danny Lang property, the airport property, and two Stearns Lane properties. Commercial lands located near Exit 136 are also being focused on. Property along Calapooia, owned by Danny Lang, could have potential for both commercial and industrial use. The down side of the Danny Lang property is wetland and environmental issues which have caused a hindrance for development the past five years.

City Manager, Gillham, left the meeting.

Transportation – Community Development Director, Luther, reported a Pavement Management Plan has been created to include overlays and slurries on an annual basis; a set amount of money will be requested through the budget process each year. Three (3) overlays are to be completed before the end of this fiscal year; contract awarded last night by the City Council. These projects are Dakota Street from Central to Clover Leaf Loop, E. Fourth from Sherwood to Crowne Point, and E. Everett from Umatilla to Waite. We were unable to get a slurry program and bid scheduled in time to be completed this current fiscal year. \$30,000 unspent maintenance funds are proposed to be added to the slurry program for next fiscal year which would allow up to \$70,000 to start up that program. A list has been prepared identifying roads in need of repair and protection. Commission members were asked to review the list and make recommendations to staff for the streets they would like to see repaired.

Commissioner Sarnoski asked if there are plans for any sidewalks. *Valentine Street is scheduled for reconstruction over the next two years; sidewalks will be part of that project. The funding will come from*

federal exchange dollars; we receive approximately \$70,000 to \$80,000 a year. Since we have not utilized these funds for several years our current balance is \$177,000.

Waite Street is also a high priority; both Waite and Valentine are safety issues, both being rather narrow with no sidewalks or shoulders for walking/biking. Luther has proposed in the budget to hire an intern from University of Oregon to develop a sidewalk program showing a complete grid to identify what areas we need to focus on for new construction. This service is expected to cost \$6,000 - \$7,000. Sidewalk repairs are currently the responsibility of adjoining property owners.

Chair Lusby asked about pothole repairs. *Hot patch work is contracted out.*

Lusby reported large potholes on Central, coming from Applegate Place in the north lane. *City Staff is unaware of any immediate plans for ODOT to make repairs on Central.*

Luther reported two overlays scheduled for next year – Myrtle Street from Central to the north; 300 feet and most of Tanglewood. There is \$130,000 in the fund for overlays which is expected to be requested each year to keep these types of repairs ongoing.

Luther provided the Commission with flyer providing overview of basic pavement maintenance.

Commissioner Sumner asked if something could be done about water valve covers that look like they have sunk. *Manhole covers are being raised at this time; staff is happy to take requests to address any covers that are substantially below the road service.*

Land Use Activity – Director Luther reported Alaska Sutherland Knolls filed another appeal on the decision made to approve Galpin/Avery Fairway Ridge subdivision. The appeal concerns the dedication of Scardi Boulevard. An appeal hearing will be scheduled for June 9th before the City Council. A sidewalk issue has also come up as part of the dedication negotiations which will be addressed as part of this process.

Approved building permits are being emailed to the Commission.

No updates on Avery's Brooks Village subdivision on Pear Lane. Planner Connell reported it was pending approval from DSL (Department of State Lands).

Ford's Pond sales agreement has been ratified between the City and property owners; funding application is being made at this time.

- **Public Comment** –None
- **Commission Comments**

Chair Lusby asked if there was any response from Council regarding PUDs. *Mayor Cameron felt Planner Connell had a good handle on it and had no further questions.*

Connell reported Council never did have an opportunity to review PUDs. Connell reported she drafted an addition to the proposed ordinance today.

Commissioner Van Sickle reported his street, Terrace, needs slurry because of damage caused by school bus traffic.

- **Adjournment**

With no further business the meeting was adjourned at 7:46 pm.

Respectfully submitted,

Billie Wright
Community Development Technician

APPROVED BY COMMISSION ON THE _____ DAY OF _____ 2014

John Lusby, Commission Chair