

**City of Sutherlin**  
**Planning Commission Meeting**  
**Tuesday, May 15, 2012**  
**7:00 p.m. – Civic Auditorium**

**Commissioners:**

Jim Houseman, John Lusby, Floyd VanSickle, Todd McKnight, Michelle Sumner, Bertha Egbert, Chair, Rita Jost

**City Staff:**

City Manager, Jerry Gillham  
City Planner, Chad Mast  
Deputy City Recorder, Debbie Hamilton

**Audience:**

Mike Meier

- **Call to Order** – 7:00pm
- **Pledge of Allegiance**
- **Roll Call** – All present.
- **Introduction of Media** – Karen Meier – Roseburg Beacon
  
- **Approval of Minutes** –

**MOTION** to approve the minutes of the April 17, 2012 Planning Commission meeting made by Commissioner McKnight; second by Commissioner Egbert.

Those in favor: Commissioners Egbert, Sumner, McKnight, VanSickle, Lusby, Houseman and Chair Jost  
Opposed: None

Motion carried unanimously.

Chair Jost introduced City Manager, Jerry Gillham. Gillham stated he was honored to be here this evening and plans to be active in all the committee's and boards. He reported having a Vision Group starting soon and would like a Commissioner appointed or who will volunteer to be part of this group. It will be 2 three hour or one six hour work session. This group will be a task force to work out a vision for the city that the council and staff can carry out.

Commissioners McKnight and Sumner both volunteered to be a part of the group.

Chair Jost read the protocol for tonight's public hearing calling for any ex parte contacts, conflicts of interest; any Commissioner's has met prior to tonight's meeting. None were noted; however Commissioners Houseman, Egbert, and VanSickle reported individually visiting the parcel in question.

Chair Jost then opened the public hearing at 7:13pm on the following matter:

- **PA/ZC- 12-01 – Plan Amendment & Zone Change – L. Hart & B. Humphries**

Applicants are requesting a plan amendment and zone change from a Low Density Residential plan designation to a Residential High Density plan designation together with a change of current zoning from R-1 (Low Density Residential) to R-3 (Residential High Density) for a .48 acre parcel land that currently has a single family development. The subject property is located on the south west corner of Quantyn Street and West Duke Road and is identified by the Douglas County Assessor map as T25-R05-S19BD, Tax Lot(s) 2700, and Property ID No. R44921.

Party Status: Applicants

Ex Parte Contacts, conflict of interest – None noted

Staff Report: City Planner, Chad Mast, reviewed the staff report presented to Commissioners stating this matter concerns a Plan Amendment and Zone Change located on the southwest corner of Quentyn Street and Duke Rd. After going through the statewide goals and city zoning goals staff recommends a finding that the applicable criteria for these land use actions have been met.

Discussion:

- What's proposed for parcel? *A partition has been filed, with a duplex going in on one parcel and next year plans for an additional duplex sometime next year.*
- Water supply able to service this subdivision? *Yes*

Mast added the applicant requested approval of the findings this evening to expedite the process.

**MOTION** to recommend approval to Council for PA/ZC-12-01 made by Commissioner Egbert; second by Commissioner McKnight.

In favor: Commissioners Egbert, Sumner, McKnight, VanSickle, Lusby, Houseman, and Chair Jost

Opposed: None

Motion carried unanimously.

- **Approval of Findings of Fact – PA/ZC-12-01**

City Planner, Mast, with approval of Commission this evening, staff recommends approval to Council of the Findings of Fact and Decision as presented for 1711 W. Duke Rd, property ID No. R44921.

**MOTION** made by Commissioner Egbert to approve to Council the Findings of Fact & Decision for PA/ZC-12-01; second by Commissioner Sumner.

In favor: Commissioners Egbert, Sumner, McKnight, VanSickle, Lusby, Houseman and Chair Jost.

Opposed: None

Motion carried unanimously.

Commissioner VanSickle questioned why a project plan had not come to the Commission on property and 1230 W. Central Avenue. *Mast stated, under current development code there was no change in use in what is known as "out right permitted". There were no outside building changes, and it went through protocol with each department for approval.* VanSickle questioned the landscaping requirements. *Mast reported those requirements are part of the development code.*

- **Public Comment** – None received.
- **Adjournment** – With no further business the meeting was adjourned at 8:15pm.

Respectfully submitted,

---

Debra L. Hamilton, CMC  
Deputy City Recorder

***APPROVED BY THE COMMISSION THIS 17<sup>th</sup> DAY OF JULY, 2012***

---

Rita Jost, Commission Chair