

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7PM  
TUESDAY- OCTOBER 16, 2012**

**Commission Members:**

Mike Meier, John Lusby, Floyd VanSickle, Todd McKnight, Michelle Sumner,  
Bertha Egbert and Chair, Rita Jost

**Excused:** Rita Jost

**City Staff:**

City Planning Consultant, Carole Connell  
Deputy City Recorder, Debbie Hamilton  
Community Development Technician, Billie Wright

**Audience:**

None

- **Introduction of Media** – None present.
- **Meeting called to order** – In the absence of Chair Jost the meeting was called to order at 7pm by City Planning Consultant, Carol Connell
- **Flag Salute**
- **Appointment of Vice-Chair**

With the resignation of Houseman last month, who was Vice Chair, and the absence of Chair Jost this evening Connell gave Commissioners suggestions they could either appoint a vice chair to fill the remainder of term, which ends December 31 or they could wait to appoint someone until January.

**MOTION** made by Commissioner VanSickle to appoint Commissioner Egbert as Vice Chair for remainder of the term; second by Commissioner McKnight.

Those in favor: Commissioners Meier, Lusby, VanSickle, McKnight, Sumner, Egbert

Opposed: None

Motion carried unanimously.

- **Approval of Minutes**

**MOTION** made by Commissioner Sumner to approve the minutes from the September 18, 2012 Planning Commission meeting; second by Commissioner VanSickle.

Those in favor: Commissioners Meier, Lusby, VanSickle, McKnight, Sumner, and Vice-Chair Egbert.

Opposed: None

Motion carried unanimously.

- **Sutherlin Population Projection –**

Connell reported Sutherlin's Wastewater Facility Plan updates have been in the works for nearly two years to get it adopted. It's been waylaid at the state level because they require your population projection in planning purposes be coordinated with Douglas County. It's a statute; a controversial statute in fact. League of Oregon Cities is working to change it. In the meantime DEQ will not approve the plan until LCDC approves the population projections. The county projections have not been accepted so it is at a stall.

Staff is recommending approval to Council using the projection by Dyer Engineering which shows a 0.87% annual growth. We can then wait for the official County population projection and then adopt it through the normal process. With no objections this evening and agreements with LCDC, DEQ and the County it is on the Council agenda for October 22.

Commissioner Sumner wondered if the population is higher than projected will the Wastewater Facility Plan be able to handle the increase. Connell reported, according to Steve Major, Dyer Engineering, and CDD, Dan Huff, they did not feel it would affect the plan.

**MOTION** made by Commissioner VanSickle to recommend approval to Council they accept the interim projected population projection as presented; second made by Commissioner Sumner.

Those in favor: Commissioners Meier, Lusby, VanSickle, McKnight, Sumner, and Vice-Chair, Egbert.

Opposed: None

Motion carried unanimously.

For their information Connell gave a copy of the executive summary to Commissioners.

- **PUD Code Language Update**

Connell was looking for direction from the Commission regarding the PUD Code. She acknowledged their previous concerns with the differences between PUD and Subdivision Code and in particular the street design.

Commissioner Sumner stated they wanted to have the PUD Code more in alignment with the Development Code.

Connell went through a copy of a PowerPoint presentation regarding PUD's, their requirements versus a standard subdivision. Street design was discussed, noting private streets are only permitted in a PUD and only if impractical to meet City standards, which is a decision of the Planning Commission. The City is not responsible to maintain or improve private streets. If a private street turns into a through street and is publically used the City takes it over assuming the cost to meet City standards.

Commissioner Egbert added she feels the private streets should be built and maintained to City standards to prevent all the costs going to the City if they end up becoming public streets.

Commissioner Lusby questioned if all residential PUD's are required to be gated. *No, some areas do not even allow them.*

Commissioners Sumner and Egbert felt the street construction section should be changed to be in alignment with the City standards.

Commissioner Lusby mentioned with City standards the main concern was with street construction was with emergency and service vehicles not being able to have full access on some of those streets especially with the cul-de-sacs.

Connell asked if we want to have the PUD incentives and leave as is. Consensus was yes but with the street construction to be developed at City standards with emergency standards that of Fire Dist. #2.

Consensus was to bring back to Commission with an amendment to the PUD code.

- **Public Comment**

None received.

- **Commission Comments/Questions**

Commissioner Sumner shared concerns regarding the complaint driven code enforcement issues that were discussed at the last meeting. After some discussion nothing further was confirmed. She asked the group if we should forward information on to the City Manager of problem areas for him to write letters for compliance.

Commissioner Lusby pointed out the complaints are complaint driven and can come from anyone.

Commissioner Meier shared he recently attended a seminar for the Downtown Development Group and this subject was discussed which he found to be very interesting. He would like to see something done for some of the sites shown at the last meeting, as they are pretty bad.

Commissioner Egbert reported Council will be seeing that presentation at their meeting on Monday. She felt we needed to be careful because there are those out there that do not have the funds or the means to make repairs, etc, unless it's a health or fire hazard.

Commissioner VanSickle said that the ones who do have the means to cleanup or improve their property need to be notified.

Commissioner Sumner expressed that we need to start by following the code and notice the places with the biggest violations. Often just one letter will call them to action, especially if a fine might be involved. Some of the bigger problems need to be addressed, that's the purpose of having the code.

Connell suggested giving problem code violations properties to the City Manager to send letters out to as suggested.

Commissioner Sumner asked that the conversation this evening be shared with the City Manager.

**Staff Comments:**

Connell updated the Commission with Council adopting their Mission statement at their October 8<sup>th</sup> meeting.

Connell reported no agenda items for November asking for a consensus of the Commission to cancel the meeting for November. Consensus was to cancel unless something comes up that may need attention by the Commission.

- **Adjournment**

With no further business the meeting was adjourned at 7:58 pm.

Respectfully submitted,

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Debbie Hamilton, CMC  
Deputy City Recorder

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Billie Wright  
Community Development Technician

***APPROVED BY COMMISSION ON THE \_\_\_\_\_ DAY OF DECEMBER, 2012***

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Bertha Egbert, Vice-Chair