



**City of Sutherlin
Planning Commission Meeting
Tuesday, February 19, 2019
7:00 p.m. – Sutherlin Civic Auditorium
Agenda**

Pledge of Allegiance

Introduction of Media

Approval of Minutes

January 15, 2019 – Regular Meeting

DLCD Code Audit Project Discussion

Monthly Activity Report(s)

Public Comment

Commission Comments

Adjournment

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, JANUARY 15, 2019**

COMMISSION MEMBERS PRESENT: William Lee, Richard Price, Sam Robinson, Collin Frazier and Norman Davidson

COMMISSION MEMBERS EXCUSED: Adam Sarnoski

COMMISSION MEMBERS ABSENT: Elainna Swanson

CITY STAFF: Jamie Chartier, City Planner, Brian Elliott, Community Development Director and Kristi Gilbert, Community Development Specialist

AUDIENCE: Gladys Robinson

Meeting called to order at 7:00 pm by Jamie Chartier, City Planner.

FLAG SALUTE

INTRODUCTION OF NEW COMMISSION MEMBER: Norman Davidson gave a brief background of his job experiences and how he is now residing in Sutherlin.

INTRODUCTION OF MEDIA: None

ELECTION OF CHAIR: A motion made by Commissioner Price to nominate Commissioner Lee as Chair; second made by Commissioner Frazier. Commissioner Lee supported this nomination.

In Favor: Commissioners Robinson, Frazier, Price, Lee and Davidson

Opposed: None

Motion carried unanimously

ELECTION OF VICE CHAIR: A motion made by Commissioner Lee to nominate Commissioner Price as Vice Chair; second made by Commissioner Davidson. Commissioner Price supported this nomination.

In Favor: Commissioners Robinson, Frazier, Price, Lee and Davidson

Opposed: None

Motion carried unanimously

APPROVAL OF MINUTES

A motion made by Commissioner Price to approve the minutes of the December 18, 2018 Planning Commission meeting; second made by Commissioner Robinson.

In favor: Commissioners Price, Frazier, Robinson, Davidson and Chair Lee

Opposed: None

Motion carried unanimously

APPROVAL OF FINDINGS OF FACT

CHRISTOPHER OWENS, approval of Findings of Fact for a Conditional Use Permit (CUP) to reauthorize a Church within an existing building on property located at 450 Hawthorne Street. **PLANNING DEPARTMENT FILE NO. 18-S025.**

A motion was made by Commissioner Robinson to approve the Findings of Fact for CHRISTOPHER OWENS, request for a Conditional Use Permit to reauthorize a Church within an existing building (File No. 18-S025) presented at the December 18, 2018 Planning Commission meeting; motion seconded by Commissioner Price.

In favor: Commissioners Robinson, Price, Frazier, Davidson and Chair Lee

Opposed: None

Motion carried unanimously

MONTHLY ACTIVITY REPORT

Jamie Chartier, City Planner, asked the Commissioners if they had any questions with the Activity Report that was given to them in their packets. Mrs. Chartier explained to Commissioner Davidson the purpose of the Activity Report. There were no other comments.

PUBLIC COMMENT - None

COMMISSION COMMENTS - None

ADJOURNMENT - With no further business the meeting was adjourned at 7:09 pm.

Respectfully submitted,

Jamie Chartier, City Planner

APPROVED BY COMMISSION ON THE _____ DAY OF _____, 2019.

William Lee, Commission Chair

SUTHERLIN / DLCDC CODE AUDIT DISCUSSION

The State of Oregon requires that cities have a review procedure for residential development that is “clear and objective”. There are many different ways for cities to achieve this. Knowing how you, as a Planning Commissioner, feel about residential development in the City of Sutherlin will help us as we move forward with the Housing Code Audit project.

Below are some questions to consider:

1. Is the residential zoning within the city resulting in the level of density decision makers such as the Planning Commission would like to see?
2. Do you, as a Planning Commissioner, think that the residential development occurring in the City is of the type, density and design that you envision for Sutherlin?
3. How easy is it, in your opinion, for a land owner to develop residential land? Are there barriers that should, in your opinion, be removed?
4. Are there residential standards that you would like to see developments in the City meet that are not currently required?
5. What, if any, key issues do you see as most important with the City’s housing code standards?
6. Are there any take-away messages you would like staff and consultants to know about housing in Sutherlin?



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City of Sutherlin

Date: February 12, 2019
To: Sutherlin Planning Commission
From: Community Development
Re: Monthly Activity Report

This report is provided in an effort to keep you apprised of recent land use and other relevant activities.

TRANSPORTATION

Central Avenue Paving Improvement

Guido Construction final punch list on-going.

Valentine Ave Paving Improvement

Design plans, final review complete. Town Hall meeting is scheduled for February 27, 2019 @ 7:00 pm in the Civic Auditorium.

Transportation System Plan (TSP)

Second Advisory Committee (PAC) meeting is scheduled for February 19, 2019, to review Current Transportation System Operations (Tech Memo 3).

Code Audit Update

Bi-Weekly conference calls continue between Staff, DLCD and Consultants. Staff will bring discussion points to the February Planning Commission Meeting to assist the Consultants who are currently working towards a draft Code Audit to propose to the Planning Commission at their regular scheduled meeting in March.

UTILITIES

Tapani Construction, Inc. is in full swing of construction on the Wastewater Treatment Facility. Construction of the new Everett Pump Station is scheduled to start on March 11, 2019. We are still on schedule.

Schoon Mountain Storage Tank and Sixth Avenue & Oak Street Pump station improvements.

Schedule: RFP Advertisement	Jan. 23-28, 2019
Proposal Package Due	Feb. 21, 2019 @ 3:00 pm
Council Consideration of Contract	Mar. 11, 2019
Start Design	Mar. 12, 2019
Complete Design	Sept. 27, 2019
Start Construction (Tentative)	Mar. 2020
Complete Construction (Tentative)	Nov. 2020

LAND USE ACTIVITY

Building Worksheets

- 2019-001 - 2019-002 on previous Activity Report(s)
- 2019-003 – 783 W Central Ave – Change in Use
- 2019-004 – 1751 S Calapooia St – Change in Use
- 2019-005 – 528 Wildcat Canyon – Single Family Dwelling
- 2019-006 – 786 Fir Grove Lane – Single Family Dwelling
- 2019-007 – 662 Brooks Loop – Single Family Dwelling
- 2019-008 - 664 Brooks Loop – Single Family Dwelling
- 2019-009 – 2292 Chi Chi Lane – Single Family Dwelling
- 2019-010 – 868 Sand Pines Ave – Single Family Dwelling
- 2019-011 – 871 Sand Pines Ave – Single Family Dwelling
- 2019-012 – 624 E Central Ave – Light Pole
- 2019-013 – 449 S Calapooia St – Sign
- 2019-014 – 880 Sand Pines Ave – Single Family Dwelling
- 2019-015 – 840 Sane Pines Ave – Single Family Dwelling

Active Land Use Applications

- 19-S001 – on previous Activity Report(s)
- 19-S002 – Rat Rod Round-up – TUP
- 19-S003 – Srikureja - LP

Right of Way Applications

- 19-01 – Paramount Cable Corp – 213 Casa De Loma