

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, MAY 21, 2019**

COMMISSION MEMBERS PRESENT: Richard Price, Collin Frazier, Elainna Swanson and Sam Robinson

COMMISSION MEMBERS EXCUSED: William Lee, Norm Davidson

COMMISSION MEMBERS ABSENT: Adam Sarnoski

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

AUDIENCE: Debbie Robertson-Shaw, Peggy Frazier and Gladys Robinson

Meeting called to order at 7:00 pm by Vice Chair Price.

FLAG SALUTE

INTRODUCTION OF MEDIA: None

APPROVAL OF MINUTES

A motion made by Commissioner Robinson to approve the minutes of the April 16, 2019 Planning Commission meeting; second made by Commissioner Frazier.

In favor: Commissioners Robinson, Frazier, Swanson, and Vice Chair Price

Opposed: None

Motion carried unanimously

QUASI-JUDICIAL PUBLIC HEARING

1. **DEBBIE ROBERTSON-SHAW**, request for a Conditional Use Permit to authorize an office within an existing building on property located on the east side of S. Comstock Road in the City of Sutherlin. Personal and Professional services are conditionally permitted use in the M-1 zone. The subject 0.38 acre property is described as Tax Lot 2506 in Section 19AC, T25S, R5W, W.M.; Property ID No. R138462; and is addressed as 446 S. Comstock Road. It is designated Light Industrial by the Sutherlin Comprehensive Plan and zoned (M-1) Light Industrial. **PLANNING DEPARTMENT FILE NO. 19-S007.**

Vice Chair Price opened the hearing, with the disclosure (legal) statement; all persons testifying shall be deemed parties to appeal the application and must provide full name and mailing address if they wish to be notified of the decision, continuances, appeals, or procedural actions required by the Code. The Sutherlin Development Code specifies applicable criteria to be relied upon in making a decision.

Vice Chair Price asked the Commission if there were any conflicts of interest or personal bias; hearing none, Lee asked the audience if there were any challenges of impartiality of any person(s) on the Commission. Hearing none, Lee asked for the Staff Report.

Jamie Chartier, City Planner, entered Staff Exhibits 1-10, entering the Staff Report into the record. She then identified there were no written comment received as of the mailing of the Staff Report. Mrs. Chartier enter the Staff Report into the record and then summarized the Staff Report, with the recommendation of action alternative number 1.

APPLICANT’S TESTIMONY

Debbie Robertson-Shaw, applicant, stated she was available for any questions.

TESTIMONY IN FAVOR

No testimony in favor.

TESTIMONY IN OPPOSITION

No testimony in opposition.

APPLICANT’S REBUTTAL

No rebuttal by the applicant.

With no further testimony, Vice Chair Price closed the public hearing portion for this application. Commissioner Swanson stated it’s great to have the building filled up.

Commissioner Swanson motioned to approve the Conditional Use Permit (CUP) application per staff’s recommendation of Action Alternative No. 1; Commissioner Robinson seconds the motion.

In favor: Commissioners Frazier, Robinson, Swanson, and Vice Chair Price

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. There were no comments.

PUBLIC COMMENT - None

COMMISSION COMMENTS - None

ADJOURNMENT - With no further business the meeting was adjourned at 7:12 pm.

Respectfully submitted,

Jamie Chartier

Jamie Chartier, City Planner

APPROVED BY COMMISSION ON THE 16th DAY OF July, 2019.

William Lee

William Lee, Commission Chair