

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7PM  
TUESDAY- SEPTEMBER 18, 2012**

**Commission Members:**

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

**Excused:** Floyd VanSickle, Jim Houseman

**City Staff:**

Community Development Director, Dan Huff  
City Manager, Jerry Gillham  
City Planner, Carole Connell  
Deputy City Recorder, Debbie Hamilton  
Community Development Technician, Billie Wright  
Code Enforcement Officer, John Hebard

**Audience:**

Mike Meier

- **Introduction of Media** – None present.
- **Meeting called to order** - 7pm by Chair, Rita Jost.
- **Flag Salute**
- **Approval of Minutes**

**MOTION** to approve minutes from August 21, 2012 Planning Commission meeting made by Commissioner Lusby; second by Commissioner McKnight.

Those in favor: Commissioners Lusby, McKnight, Sumner, Egbert and Chair Jost

Opposed: None

Motion carried unanimously.

- **Resignation of Commissioner** –

CDD, Huff, announced receiving a letter from Commissioner Houseman who has resigned from the Planning Commission due to his work keeping him out of town much of the time. He added as an applicant that is on file is here tonight; with Commissions recommendation, Council will be appointing later this month. He introduced Mike Meier.

Mr. Meier addressed the Commissioners telling describing his past experience along with his desire to serve on the Commission.

**MOTION** to recommend appointment by the Council of Mike Meier to the Planning Commission made by Commissioner Lusby; second made by Commissioner Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Complaint Driven Code Enforcement –**

Huff reported City Manager, Gillham, and Code Enforcement Officer, John Hebard, will be presenting a slide show depicting different types of code violations and discussing complaint driven code enforcements. Gillham explained this method of responding to complaints causes less strife in the community than driving around looking for violations. It's up to the City to declare a complaint as a nuisance and/or a violation of the City's Municipal Code. Gillham then turned the presentation over to Hebard.

Hebard went through several slides showing clear violations but stressed that at times it can be very complicated and remedies are not always easy for either the City or the homeowner. When garbage is piled up and is attracting rodents, it becomes a violation, as well as a health concern not only for the homeowner but neighbors.

Huff further explained when dealing with nuisances or abatements that end up in the legal process it usually takes a long time to resolve and is expensive; we sometime end up with property we cannot use. We normally try to find a resolution with the property owner so legal action is not taken.

- **Mission Statement –**

Huff explained Council had requested the Commission considering recommending a Mission Statement as identified within Section 2.05(C) of the Sutherlin Municipal Code.

Commissioner Sumner reported she had worked on this and came up with three for the Commission to consider. She distributed her ideas for their review. Sumner felt short and to the point was the best approach.

The consensus of the Commission was to use her first option which read, "The city of Sutherlin Planning Commission guides growth and development as the City evolves into a self-sufficient and economically prosperous community".

**MOTION** made by Commissioner Egbert to recommend to Council the mission statement, "The city of Sutherlin Planning Commission guides growth and development as the City evolves into a self-sufficient and economically prosperous community, to be added to SMC 2.05; second made by Commissioner Sumner.

Discussion: Sumner was thanked for her input on this.

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

Opposed: None

Motion carried unanimously.

- **Planning Program Update –**

CDD, Huff, reported with the 2009-10 budget reorganization took place due to several retirements. The Planning Department was merged with Public Works, Water, Waste Water and Parks. With the reduction in planning demands due to the economy staff proposed contracting with Douglas County as part of the 2012-13 Budget eliminating the Planning Department. We

have now created a Community Development Department Technician position combined with the above mentioned departments that provides staff support such as answering phones, counter activity, and data entry. Huff stressed, with time constraints there are a number of state-wide planning goals required to be met so Planning Consultant, Carole Connell, was contracted to come in two days a month to staff the Planning Commission and handle land use actions, as well as special projects. Huff introduced Connell to the Commission.

Ms. Connell gave some of her professional background, adding she's been an Oregon Planner for nearly 40 years; she lives in Portland and consults with several other cities as well. She reported she's spent 15 years training planning commissions around the state. She enjoys her work and looks forward to her time with Sutherlin.

- PUD Code Language

Huff suggested continuing this discussion at the next meeting with Commissioners in agreement.

- **Public Comment**

None received.

- **Commission Comments/Questions**

No comments.

- **Adjournment**

With no further business the meeting was adjourned at 8:06 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 16<sup>th</sup> DAY OF OCTOBER, 2012***

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Bertha Egbert, Commission Vice-Chair