



**City of Sutherlin
Council Meeting
Monday, January 8, 2024
Civic Auditorium 7:00 p.m.**

AGENDA

Mayor Michelle Sumner

Council President Hamilton

Councilors Dagel, Groussman, Smalley, Whitaker and Woods

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. INTRODUCTION OF MEDIA

4. PUBLIC COMMENT

[The purpose of citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply.]

5. PRESENTATIONS

- a. Sutherlin Sanitary Service

6. CONSENT AGENDA

- a. December 11, 2023 – Meeting Minutes

7. COUNCIL BUSINESS

- a. Ordinance No. 1094 – Amending SMC Ch. 8.26 – Regulating Outdoor Burning (second reading & adoption)
- b. Ordinance No. 1095 – Plan Amendment & Zone Change – Fir Grove Properties (second reading & adoption)
- c. Committee Appointment(s) & Re-Appointment(s)
 - 1. Library Board
 - 2. Parks Advisory Committee
- d. Resolution 2024.01 – Sutherlin Sanitary Service Fees

8. REPORTS

- a. Kittelson Update – Dakota Street Intersection

9. WORKSHOP

- a. Housing & Homeless Task Force

10. CITY MANAGER REPORT (verbal)

11. CITY COUNCIL COMMENTS

12. PUBLIC COMMENT

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]

13. ADJOURN

EXECUTIVE SESSION

ORS 192.660(2)(e) – Real Property Transactions

Join Zoom Meeting

<https://us06web.zoom.us/j/83660748974?pwd=m0Ld5eNBslFwT2Z1mc5TcEYmDoAEH.1>

Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.

If you have a disability that requires special materials, service, or assistance, please call 541.459.2857 at least 48 hours prior to the meeting to arrange for accommodations.



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





PUBLIC COMMENT

Agenda Items only





PRESENTATIONS





SUTHERLIN SANITARY SERVICE RATES





Consent Agenda



CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, December 11, 2023 – 7:00pm

COUNCIL MEMBERS:

Gary Dagel, Joe Groussman, Debbie Hamilton, Shawn Smalley, Larry Whitaker, and Lisa Woods

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham

City Recorder, Melanie Masterfield

Finance Director, Tami Trowbridge

Finance & Administrative Asst., Lindsay Priest

Public Works Director, Aaron Swan

Public Works Supervisor, Gary Fugate

Community Development Director, Kristi Gilbert

City Planner, Jamie Fugate

Police Chief, Troy Mills

Fire Chief, Mike Lane

Livability Services Director/Library Director, Pat Lynch

City Attorney, Chad Jacobs (via Zoom)

Audience: Gail Kuntz, Anita & Brent Hunsaker, Bruce Pettengill, Bob Moczowski, Chris Hunter, Sheri Esterbrook, Bobbie Joe Srikureja, Adam & Nanette Haley, Jim Smalley, Chris Owens, Willie Caldwell, Dar Yarbrough, Jamie Yraguen

Via Zoom: Austin S, Dan Withers, Karen Meier, Larry Bahr, Wayne Kittelson, Scott Corroll, Anna, Jeanne

Meeting called to order by Mayor Sumner at 7:00 p.m.

Flag Salute:

Roll Call: Excused – Councilor Whitaker

Introduction of Media: None

****Mayor Sumner made an announcement for Zoom attendees****

PUBLIC COMMENT (agenda items only)

- City Council and staff heard testimony regarding consideration of a roundabout vs a stop light at Dakota Street from Jim Smalley and Jaime Yraguen. Kittelson & Associates asked for more time to give the city a presentation on a proposed plan.
- Bruce Pettengill spoke in opposition of burning ban regulations.
- Sheri Esterbrook expressed discontent for the city paying for tiny homes for the homeless community.

PRESENTATIONS

• **Audit Report**

Staff Report – Finance Director, Tami Trowbridge, provided an annual audit update for the 2022-2023 fiscal year. After review of the Financial Report, the City earned an unqualified opinion for the financial statements, which is commonly referred to as a “clean” audit. The auditors have issued a “no reservation” opinion. No action is needed from Council.

• **SDC Annual Report**

Staff Report - Trowbridge provided an annual accounting report for System Development Charges (SDC). No projects were funded out of SDCs this year.

- **Urban Renewal Activities Report**

Community Development Director, Kristi Gilbert, presented a power point presentation covering Urban Renewal completed projects to date and plans moving forward. These projects include Fords Pond, Redevelopment of Central Avenue from Church down to eastern city limits, Christmas lights down Central Ave. and in Central Park, and the Splash Pad at Central Park.

- **ODOT Exit 138 – Dakota Street Proposal**

Gilbert - Some nearby business owners and community members have expressed a need for a traffic signal at the Dakota Street intersection. Recently, there has been interest in a roundabout instead. ODOT has approved a traffic signal which can be implemented in the next couple of years; a roundabout could take an estimated 30 years before construction begins. The estimated current cost of a roundabout is \$8-\$10 million vs \$2 million for a traffic signal.

- Chris Hunter from ODOT was present to answer questions. The traffic signal is approved for five years.
 - Councilor Hamilton – What is the benefit of a roundabout? **Hunter – Roundabouts are safer; there are fewer conflict points because of less stopping and no cross traffic; and provide natural combing of traffic.**
 - City Manager, Jerry Gillham - Installing a signal would not prohibit the city from moving forward with options for Park Hill Lane landowners, right? **Hunter – No unless safety or operational issues arise. The signal won't trigger cutting Park Hill Lane off from the freeway onramp or cause access restrictions.**
 - Councilor Woods – Which is better long term in terms of maintenance, a traffic signal, or roundabout? **Hunter – Roundabouts need some maintenance, pavement, and landscaping, while the traffic signal is fairly maintenance free.**
 - Councilor Groussman – How much land would a roundabout take? What businesses would be affected? **Hunter - The project could shift South; however, a retaining wall may be warranted. A two-lane roundabout is suggested to accommodate freight trucks. A layout study has not been conducted to know what businesses would be affected.** Is any of the proposed land for a roundabout, wetlands? Public Works Director, Aaron Swan - **Yes, both North and South. Hunter – The entire ditch on the North side is wetlands.**

CONSENT AGENDA

- **November 13, 2023 Minutes – Regular Meeting**

MOTION made by Councilor Hamilton to approve Consent Agenda as presented; second by Councilor Groussman.

Discussion: None

In favor: Councilors Smalley, Groussman, Hamilton, Woods, Dagel and Mayor Sumner

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

- **Plan Amendment and Zone Change – Fir Grove Properties**

Mayor Sumner opened the Public Hearing at 7:40 p.m.

Staff Report – City Planner, Jamie Fugate - This public hearing is to hear testimony from parties in favor and/or opposition, as well as neutral comments for the above referenced application.

Mayor Sumner called for any public comment. **None given.**

Mayor Sumner closed the Public Hearing at 7:41 p.m.

COUNCIL BUSINESS

- **Ordinance – Plan Amendment and Zone Change – Fir Grove Properties (first reading, title only)**

City Recorder, Melanie Masterfield, read Ordinance by title only: “An ordinance amending the City of Sutherlin comprehensive plan map and zoning map to amend the comprehensive plan map from low density hillside to medium density, concurrent with a zoning map change from (RH) residential hillside to (R-2) medium density residential. Property described as tax lot(s) 201, 300, and 400 in section 19C of T25S, R05W, W.M. The subject 3.81 acre property is located at 842; 880; 940 Fir Grove Land and described herein.”

Staff Report – Fugate asked Council to consider approving the first reading of Ordinance - Plan Amendment and Zone Change – Fir Grove Properties. This ordinance would formally approve the plan map and zoning map amendment requested by the property owners.

MOTION made by Councilor Hamilton to approve Ordinance – Plan Amendment and Zone Change – Fir Grove Properties (first reading, title only) as presented; second by Councilor Smalley.

Discussion:

- Councilor Groussman asked why this needed to be an ordinance? ***Gilbert – This is an amendment to the comprehensive plan map.***

In Favor: Councilors Smalley, Groussman, Hamilton, Woods, Dagel and Mayor Sumner

Opposed: None

Motion carried unanimously.

- **Ordinance – Amending SMC Ch. 8.26 – Regulating Outdoor Burning (first reading, title only)**

City Recorder, Melanie Masterfield, read Ordinance by title only: “*An ordinance of the City of Sutherlin amending chapter 8.26 of the Sutherlin municipal code – regulating outdoor burning.*”

Staff Report – Fire Chief, Mike Lane, explained verbiage changes needed in SMC chapter 8.26 that regulates outdoor burning in the City of Sutherlin. Sutherlin Fire Department follows restrictions mandated from Douglas Forest Protection Agency (DFPA) Outdoor burning is not banned, only during fire season, however trash burning and burning in burn barrels is banned year-round in city limits.

MOTION made by Councilor Woods to approve Ordinance – Amending SMC Ch. 8.26 – Regulating Outdoor Burning (first reading, title only) as presented; second by Councilor Dagel.

Discussion:

- Mayor, Michelle Sumner - What is this amendment changing? ***Lane - Verbiage clarification and cleanup.*** In Favor: Councilors Smalley, Groussman, Hamilton, Woods, Dagel and Mayor Sumner

Opposed: None

Motion carried unanimously.

- **Resolution 2023.14 – Fire Apparatus Acceptance**

Staff Report – Lane, The Fire Department applied for a grant for a type 3 Heavy Brush Fire Engine and was awarded the equipment in 2022. Contract conditions stipulate that the contract be approved by Resolution. Once the agreement is executed, estimated delivery will be early 2024.

MOTION made by Councilor Hamilton to approve Resolution 2023.14 – Fire Apparatus Acceptance as presented; second by Councilor Woods.

Discussion:

- Mayor, Sumner - Is this new equipment? ***Lane – Yes.*** After the three-year use term will it be returned or can the contract be renewed? ***The program will be re-evaluated at that time.*** In Favor: Councilors Smalley, Groussman, Hamilton, Woods, Dagel and Mayor Sumner

Opposed: None

Motion carried unanimously.

REPORTS/DISCUSSIONS (verbal)

- **Housing & Homeless Task Force**

Livability Services Director, Pat Lynch, provided answers to questions asked by community members during the November 13, 2023 city council meeting.

- Gillham suggested Council consider directing City staff to create a short-term task force or working group.
- Councilor Groussman – How many tenants are at Hastings Village? ***Lynch – 31 tenants as of the last information the city has received.***
- Councilor Hamilton asked Lynch to reiterate stipulations of Hastings Village pertaining to “out of towners”. ***Gillham – With the City Attorney’s assistance, rules have been put in place for individuals coming from out of town, be permitted to stay in the camp for one night. Lynch – Umpqua Heart helps those individuals get services in their own community.***

CITY MANAGER REPORT (verbal)

Gillham explained the Avista franchise agreement with Council. The City and Avista have a ten-year contract that is up for renewal. This is a 5% Franchise Agreement for the next ten years.

CITY COUNCIL COMMENT

Councilor Smalley

- Likes the idea of a taskforce to help the homeless.
- Thanked Public Works crew for the Christmas lights in Central Park.

Councilor Groussman

- Wishing everyone a Merry Christmas and Happy New Year.

Councilor Hamilton

- Thanked Public Works crew for lights and in Central Park.
- Agrees with Councilor Smalley that a task force would be good and get the public involved.
- Merry Christmas.

Councilor Woods

- Echoed Councilors Smalley and Hamilton to get a task force together and encouraged everyone to get involved.
- Timber Town Toy Land Electric Light parade happening this Saturday December 16, 2023.

Councilor Dagel

- Disappointed - He asked in June for Council to get together and discuss the homeless situation and it hasn't happened.

Mayor Sumner

- Thanked the audience for their input.
- A task force is a great idea, and we will be moving forward with that.
- Invited the community to the Timber Town Toy Land Electric Light Parade on Saturday.

PUBLIC COMMENT (Off Agenda Items)

- Sheri Esterbrook spoke about Hastings Village and reiterated discontent for the camp being in her neighborhood and how it affects those living on Hawthorne St., Eddy St., and Johnson St.
- Jaime Yraguen feels strongly that a roundabout at Dakota Street will add beautiful aesthetics to the area.

ADJOURNMENT

With no further business, meeting adjourned at 8:14 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, City Recorder, CMC

Michelle Sumner, Mayor



COUNCIL BUSINESS





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City of Sutherlin

STAFF REPORT					
Re: Ordinance 1094 – Amending Chapter 8.26 of the Sutherlin Municipal Code – Regulating Outdoor Burning (second reading & adoption)				Meeting Date:	1/8/2024
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Mike Lane, Fire Chief				City Manager Review	☒
Attachments: Ordinance 1094 & Public Use Restrictions					

WHAT IS BEING ASKED OF COUNCIL?

Approve Ordinance 1094 - Amending SMC Chapter 8.26 - Regulating Outdoor Burning in the City of Sutherlin (second reading & adoption).

EXPLANATION

As stated at the December 11, 2023 Council meeting, Chapter 8.26 needs to be updated to bring it more in line with what is actually being enforced. Currently when DFPA starts fire season in late spring, the Fire Department closes all outdoor yard debris burning in the City. Along with fire season declaration, DFPA imposes Public Use Restrictions regulating outdoor activities depending on fire danger levels. These PUR's are enforced in the City of Sutherlin.

During non-fire season, residents are allowed to burn yard debris without a permit. At no time is the burning of trash or garbage allowed per Chapter 8.26.010. The use of "burn barrels" is strictly prohibited.

OPTIONS

Option 1: Approve Ordinance 1094 - Amending Chapter 8.26 of the Sutherlin Municipal Code - regulating outdoor burning (second reading & adoption).

Option 2: Not approve Ordinance 1094 - Amending Chapter 8.26 of the Sutherlin Municipal Code - regulating outdoor burning (second reading & adoption).

SUGGESTED MOTION(S)

Motion to approve Ordinance 1094 - Amending Chapter 8.26 of the Sutherlin Municipal Code - regulating outdoor burning (second reading & adoption).



City of Sutherlin

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NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO. 1094

**AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING CHAPTER 8.26
OF THE SUTHERLIN MUNICIPAL CODE - REGULATING OUTDOOR
BURNING.**

**THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE REGULAR COUNCIL
MEETING OF**

FIRST READING: MONDAY, DECEMBER 11, 2023 @ 7PM

SECOND READING (if first reading approved):

MONDAY, JANUARY 8, 2024 @ 7PM

CIVIC AUDITORIUM - 175 E. EVERETT AVENUE

Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City's expense for providing the copy.

Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Library; Sutherlin Visitor's Center and the City's website, www.cityofsutherlin.com.

Posted this day, December 1, 2023
By Melanie Masterfield
City Recorder

ORDINANCE NO. 1094

AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING CHAPTER 8.26 OF THE SUTHERLIN MUNICIPAL CODE – REGULATING OUTDOOR BURNING

WHEREAS, the Sutherlin Fire Department desires to amend code language regulating outdoor burning as stated in Ordinance 1049; and

WHEREAS, the Sutherlin Fire Department and the City of Sutherlin believes unrestricted year-round outdoor open burning may be detrimental to the health, safety and welfare of the citizens of Sutherlin and the regulation thereof is both necessary and appropriate to promote the viability and quality of life in the Sutherlin community.

NOW, THEREFORE, THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:

8.26.010 Year-Round Outdoor ~~Trash~~ Burning Ban

8.26.020 Outdoor Burning Seasonal Ban

~~Unless exempted by this Chapter, no person shall cause or allow outdoor burning without a permit issued pursuant to this Chapter.~~

It is prohibited to start or maintain any outdoor fire during ~~non~~-fire season as determined by Douglas Forest Protection Association (DFPA) of each calendar year. It is also prohibited to burn outdoors if the Oregon Department of Environmental Quality (DEQ) prohibits all or specific types of open burning for any reason, during any time of year.

During fire season, DFPA Public Use Restrictions will be followed and enforced within the city limits of Sutherlin.

8.26.030 Yard Debris Burning Restrictions

“Yard debris” is limited to wood, needle or leaf materials from trees, shrubs, or plants from the real property appurtenant to a dwelling of not more than four living units so long as such debris remains on the property of origin. Once yard debris is removed from the property of origin, it is no longer considered yard debris. Yard debris outdoor burning may be allowed during ~~non~~-fire season as determined by Douglas Forrest Protection Association (DFPA) of each calendar year, as long as the following conditions are met:

1. Yard debris only.
2. The burn will be supervised and constantly attended by an adult.
3. Burning will take place only when wind direction will not adversely affect visibility on roadways or downwind from occupancies.
4. Vegetation will be cleared a minimum of fifteen (15) feet around piles prior to burning.

5. Only one burn pile is allowed to burn at a time per property.
6. No utility lines are located overhead.
7. A garden hose is connected to a water supply and readily available to extinguish the fire.
8. No open flames on or within twenty-five (25) feet of any structure and/or within fifteen (15) feet from a fence.
9. The total fuel area is no more than four (4) feet in width by four (4) feet in length by four (4) feet in height.
10. The burning is ignited after 07:30 hours and extinguished two hours before sunset.
11. The use of “burn barrels” for burning yard debris is prohibited.

During non-fire season, burning of yard debris is allowed with no need for a written permit.

8.26.040 Outdoor Burning Permits and Exemptions

A. Outdoor Burning Exempt from Bans.

The following types of outdoor burning are allowed:

1. Open cooking fires, and fires contained in outdoor fireplace appliances specifically approved and listed for the use, if the following conditions are met:
 - a. The burn will be supervised and constantly attended by an adult.
 - b. Burning will take place only when wind direction will not adversely affect visibility on roadways or downwind from occupancies.
 - c. Vegetation will be cleared a minimum of fifteen (15) feet around piles prior to burning.
 - d. Only one cooking fire is allowed to burn at a time per property.
 - e. No utility lines are located overhead.
 - f. A garden hose is connected to a water supply and readily available to extinguish the fire.
 - g. No open flames on or within twenty-five (25) feet of any structure and/or within fifteen (15) feet from a fence.
 - h. The total fuel area is three (3) feet or less in diameter and two (2) feet or less in height.
 - i. During times of extreme fire danger and/or red flag warning from the National Weather Service, open cooking fires are banned.
2. Cooking in a barbecue grill or other similar enclosure specifically designed and listed for outdoor cooking. "Listed" means equipment or materials included on a list published by a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of production of listed equipment or materials, and whose listing states that equipment or materials meet nationally recognized standards and have been tested and found suitable for use in a specified manner.

- B. Outdoor Burning Allowed During the ~~Seasonal~~ Fire Season Burn Ban under 8.26.020 with a Permit.

A burn permit is required and may be issued by the Fire Chief or his/her designee for all outdoor bonfires, special events involving fire, and pyrotechnics and fireworks during the Fire Season Burn Ban.

1. Permit Investigation: Upon receipt of a burn permit application, the Fire Chief or his/her designee shall undertake whatever investigation the Fire Chief or his/her designee deems necessary. Based on this investigation, the Fire Chief or his/her designee may approve the permit.
2. Permit Standard: The Fire Chief or his/her designee shall issue the burn permit only when the Fire Chief or his/her designee determines the outdoor burning meets the requirements listed below, does not constitute a hazard and that reasonable steps will be taken to assure public safety. Such fires shall conform to the currently adopted Oregon Fire Code. Permits are issued for a specific time frame, normally not to exceed thirty (30) days.
3. Permit Extensions: When a permit has been issued and the burning is not completed due to restrictive weather conditions beyond the control of the permittee, and verified by the Fire Department, the permit may be extended as needed.
4. Permit Revocation: Permits will not be issued and issued permits will be revoked if burning includes burning of any other trash, garbage, construction debris, copper wire insulation removal, pallets or combustibles such as tires, building materials, flammable materials, household waste, paper, cardboard, clothing, plastic, diapers, Styrofoam or other noxious materials, or the burning of any other materials specifically prohibited by local, state or federal laws.
5. Bonfire and Special Event Fire Standards: Bonfires and special event fires require a burn permit and may be issued by the Fire Chief or his/her designee if the following conditions are met:
 - a. Burn site must be one hundred (100) feet or more away from all structures, public roads and fences.
 - b. The burn will be supervised and constantly attended by an adult.
 - c. Burning will take place only when wind direction will not adversely affect visibility on roadways or downwind from occupancies.
 - d. Vegetation will be cleared a minimum of one hundred (100) feet around piles prior to burning.
 - e. Only one bonfire fire is allowed to burn at a time per property.
 - f. No utility lines are located overhead.

- g. All required equipment and water supplies will be on site and operational for the duration of the burn.
- h. No open flames on or within one hundred (100) feet of any structure or fence.
- i. Bonfires and special event fires are limited to no more than eight (8) feet in width by eight (8) feet in length by eight (8) feet in height.
- j. The burn permit will be kept on the burn site while burning.
- k. Fire will be ignited after 0800 hours and extinguished by 1900 hours.
- l. All nighttime burns must be approved by the Fire Department.
- m. The permittee will take all reasonable precautions to control excessive visible emissions and odors from an open burn so as not to create a public nuisance.
- n. Creation of a public nuisance may result in revocation of the burning permit and possible enforcement action by the Sutherlin Police Department.

6. Firework and Pyrotechnics Permit Standards: Request for special events involving fireworks and/or pyrotechnics will be address on a case-by-case basis and ~~may~~ will require the approved permit from the Oregon State Fire Marshal's Office and/or required process.

8.26.050 Burn Permit Application Requirement

- 1. Burn permit applications can be obtained in person, and by appointment, at the Sutherlin Fire Department located at: 250 S. State Street
- 2. Burn permit applicants must provide a complete property owner address and the burn site address must be correctly identified.
- 3. Burn permit applicants will sign the application prior to the site inspection, confirming that all burning permit policy requirements have been met.
- 4. Burn permit inspections that do not meet established requirements within this policy will result in the denial of a permit.

8.26.060 Fees

There are no fees for burn permits in the City of Sutherlin.

8.26.070 Enforcement

Sutherlin Fire Department may inspect open burning by spot inspection, upon request or complaint. If no permit has been issued or burning is in violation of permit conditions or a nuisance is created, enforcement action may be taken.

8.26.080. Violation –Penalties.

A violation of any section of this chapter is punishable by fine not exceeding one thousand dollars (\$1,000). In establishing the fine, the court shall consider if the violator has abated the nuisance.

Section 2. This ordinance being necessary for the immediate preservation of the public peace, health and safety.

PASSED BY THE COUNCIL ON THE ____ DAY OF ____, 2024.

APPROVED BY THE MAYOR ON THIS ____ DAY OF ____, 2024.

Michelle Sumner, Mayor

ATTEST:

Melanie Masterfield, City Recorder, CMC

Douglas Forest Protective Association

2023 Public Use Restrictions



Public Use Restriction	Low	Moderate	High	Extreme
Smoking is prohibited while traveling, except in vehicles on improved roads, in boats on the water, and at other designated locations.	Prohibited at all times	Prohibited at all times	Prohibited at all times	Prohibited at all times
Open fires are prohibited , including campfires, charcoal fires, cooking fires, and warming fires, except at designated sites. Charcoal and pellet BBQs are allowed at residential home sites that are fully developed, landscaped, and maintained when used in a cleared area that is free of flammable vegetation. A charged garden hose or one 2 ½ pound or larger fire extinguisher must be immediately available. Portable cooking stoves using liquefied or bottled fuels are allowed elsewhere. The use of portable appliances such as camp stoves and fire pits using liquefied or bottled fuels are allowed in clear areas free of flammable vegetation. The following is required where open fires and appliances are allowed; one shovel and one gallon of water or one 2 ½ pound fire extinguisher.	Only at Designated Sites	Only at Designated Sites	Only at Designated Sites	Only at Designated Sites
Electric fence controller in use shall be listed by a nationally recognized testing laboratory or be certified by the Department of Consumer and Business Services and be operated in compliance with the manufacturer's instructions.	Restricted at all times	Restricted at all times	Restricted at all times	Restricted at all times
Motor Vehicles including motorcycles and all-terrain vehicles, are only allowed on improved roads free of flammable vegetation, except for the cultivation and harvest of agricultural crops. In addition, each passenger vehicle traveling on forestlands, except on state highways, county roads, and driveways must have an axe, a shovel and one gallon of water or a 2 ½ pound or larger ABC fire extinguisher. ATV's must have a 2 ½ pound or larger ABC fire extinguisher.	Off-road Driving Allowed with landowner permission	Restricted at all times	Restricted at all times	Restricted at all times
Non-Industrial Power Saw Use: When allowed, each saw being used must have a shovel and a fire extinguisher of at least 8 ounce capacity. A firewatch of at least one hour is required following the use of each saw.	Allowed All Day	Allowed Before 1 PM or After 8 PM	Allowed Before 10 AM or After 8 PM	Prohibited
Cutting, Grinding, or Welding of Metal: When allowed, is restricted to areas that are cleared of flammable materials and a charged garden hose or a 2 ½ pound or larger ABC fire extinguisher must be immediately available.	Allowed All Day	Allowed Before 1 PM or After 8 PM	Allowed Before 10 AM or After 8 PM	Prohibited
Cutting, Trimming or Mowing of Dried, Cured Grass The use of battery or electric string trimmers and the culture and harvest of agricultural crops is exempt from this requirement.	Allowed All Day	Allowed Before 1 PM or After 8 PM	Allowed Before 10 AM or After 8 PM	Prohibited
Power Driven Machinery not specifically mentioned above and used for any non-industrial improvement or development on private property is restricted. Each piece of equipment must have a shovel and a 2 ½ pound or larger ABC fire extinguisher. A one hour fire watch is required once work has completed for the day.	Allowed All Day	Allowed Before 1 PM or After 8 PM	Allowed Before 10 AM or After 8 PM	Prohibited
Fireworks	Prohibited at all times	Prohibited at all times	Prohibited at all times	Prohibited at all times
Exploding Targets and Tracer Ammunition	Prohibited at all times	Prohibited at all times	Prohibited at all times	Prohibited at all times
Sky Lanterns	Prohibited year-round	Prohibited year-round	Prohibited year-round	Prohibited year-round
Debris Burning—including debris piles and burn barrels	Prohibited at all times	Prohibited at all times	Prohibited at all times	Prohibited at all times



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City of Sutherlin

STAFF REPORT					
Re: Ordinance No. 1095 - Plan Amendment and Zone Change (Robinson, et/al), Planning File No. 23-S010 (second reading & adoption)				Meeting Date:	1/8/2024
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Jamie Fugate, City Planner and Kristi Gilbert, Community Development Director				City Manager Review	☒
Attachments:	Ordinance No. 1095, Enactment Notice, Exhibit A (Legal Description), B (Maps) & C (Findings of Fact)				

WHAT IS BEING ASKED OF COUNCIL?

Consider approval Ordinance No. 1095 - Plan Amendment and Zone Change (Planning File No. 23-S010) second reading and adoption.

EXPLANATION

A Public Hearing and approval of the first reading was held at the December 11th Council meeting. Ordinance No. 1095 formally approves the plan map (from Low Density Hillside to Medium Density) and zoning map (from Residential Hillside to Medium Density Residential) amendment requested by the property owners. The subject 3.81 acre property is located on Fir Grove Lane and is described as Tax Lots 201, 300 and 400 all in Sec 16CC, T25S, R5W, W.M.; Property ID Nos. R46993, R47000 and R47007.

The application received recommendation for approval from the Planning Commission after a public hearing held October 17, 2023. A second public hearing was held before City Council on December 11, 2023 followed by the first reading of the ordinance.

OPTIONS

See suggested motions below.

SUGGESTED MOTION(S)

1. Approve Ordinance No. 1095 – Plan Amendment and Zone Change (Sam Robinson, et/al) (second reading & adoption) as presented;
2. Approve Ordinance No. 1095 – Plan Amendment and Zone Change (Sam Robison, et/al) (second reading & adoption) with amendments; or
3. Not approve Ordinance No. 1095 - Plan Amendment and Zone Change (Sam Robison, et/al) (second reading & adoption).



City of Sutherlin

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NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO. 1095

AN ORDINANCE AMENDING THE CITY OF SUTHERLIN COMPREHENSIVE PLAN MAP AND ZONING MAP TO AMEND THE COMPREHENSIVE PLAN MAP FROM LOW DENSITY HILLSIDE TO MEDIUM DENSITY, CONCURRENT WITH A ZONING MAP CHANGE FROM (RH) RESIDENTIAL HILLSIDE TO (R-2) MEDIUM DENSITY RESIDENTIAL. PROPERTY DESCRIBED AS TAX LOT(S) 201, 300 AND 400 IN SECTION 19C OF T25S, R05W, W.M. THE SUBJECT 3.81 ACRE PROPERTY LOCATED AT 842; 880; 940 FIR GROVE LANE AND DESCRIBED HERIN.

THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE REGULAR COUNCIL MEETING OF

FIRST READING: MONDAY, DECEMBER 11, 2023 @ 7PM

SECOND READING (if first reading approved):

MONDAY, JANUARY 8, 2024 @ 7PM

CIVIC AUDITORIUM - 175 E. EVERETT AVENUE

Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City's expense for providing the copy.

Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor's Center and the City's website, www.cityofsutherlin.com.

Posted this day, December 1, 2023
By Melanie Masterfield
City Recorder

ORDINANCE NO. 1095

AN ORDINANCE AMENDING THE CITY OF SUTHERLIN COMPREHENSIVE PLAN MAP AND ZONING MAP TO AMEND THE COMPREHENSIVE PLAN MAP FROM LOW DENSITY HILLSIDE TO MEDIUM DENSITY, CONCURRENT WITH A ZONING MAP CHANGE FROM RESIDENTIAL HILLSIDE (RH) TO MEDIUM DENSITY RESIDENTIAL (R-2) FOR PROPERTY DESCRIBED AS TAX LOTS 201, 300 AND 400 IN SECTION 19C OF T25S, R05W. THE SUBJECT 3.81 ACRE PROPERTIES IS LOCATED ADDRESSED AS 842, 880 AND 940 FIR GROVE LANE AND DESCRIBED HEREIN.

The City Council of the City of Sutherlin finds that:

A. Sam Robinson, et/al submitted application(s) for a Comprehensive Plan Map and Zoning Map amendments to amend the existing Comprehensive Plan and Zoning designations for property identified within Douglas County Assessor Records as Tax Lots 201, 300 and 400 in Section 19C of Township 25 South, Range 5 West. The subject property is further described in Exhibit A attached hereto and incorporated herein.

B. The Sutherlin Planning Commission held a properly noticed public hearing on October 17, 2023 to consider the applicant's request. Following the public hearing, the Planning Commission passed a motion to recommend that the City Council approve the proposed Comprehensive Plan Map and Zoning Map amendments.

C. Pursuant to Section 4.2.150.G of the Sutherlin Development Code, notice of a public hearing before the City Council was given, and the public hearing on the requested Comprehensive Plan Map and Zoning Map amendments was conducted on December 11, 2023.

D. The proposed amendments to the Sutherlin Comprehensive Plan Map and the Sutherlin Zoning Map to implement the requested zone changes are found to be consistent with the Statewide Planning Goals and in conformance with the Sutherlin Comprehensive Plan. The City Council also finds that the site is suitable to the proposed zone with respect to the public health, safety, and welfare of the surrounding area. The findings supporting these decisions are attached as Exhibit B hereto.

THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:

Section 1. The Sutherlin Comprehensive Plan Map is hereby amended to change the Comprehensive Plan designation of the real property identified as all or a portion of Tax Lots 201, 300 and 400 in Section 19C of Township 25 South, Range 5 West, and more particularly described and depicted in Exhibit A.

Section 2. The Sutherlin Zoning Map is hereby amended to reconfigure the zoning designations of the real property identified as all or a portion of Tax Lots 201, 300 and 400 in Section 19C of Township 25 South, Range 5 West, more particularly described and depicted in Exhibit A.

Section 3. The City Council adopts the Findings of Fact and Decision Document (Exhibit B) as their own and the Sutherlin Comprehensive Plan Map and the Sutherlin Zoning Map shall be revised to depict the adopted amendments.

PASSED BY THE COUNCIL ON THIS _____ DAY OF _____, 2024.

APPROVED BY THE MAYOR ON THIS _____ DAY OF _____, 2024.

Michelle Sumner, Mayor

ATTEST:

Melanie Masterfield, CMC, City Recorder

EXHIBIT “A”

Legal Description

Lots 7-11 and part of lot 12 of A Plat of Fir Grove Tracts (Vol 9, Pg 20), records of Douglas County, Oregon.

APPLICANT'S EXHIBIT MAP
T25S R5W SEC 19

EXHIBIT "B"

23-S010
ROBINSON; HALEY
& GRUESBECK

JASWANT AVE

FIR GROVE LN

AREA OF PROPOSED
PLAN AMENDMENT
& ZONE CHANGE

SUTHERLIN CITY LIMITS

BEFORE THE PLANNING COMMISSION OF THE CITY OF SUTHERLIN

IN THE MATTER of a request for a Plan Map	]	FINDINGS OF FACT AND DECISION
Amendment and Zone Map Change for 3.81	]	Applicant: Sam Robinson, et/al
acre subject properties located on the east side	]	Subject: Plan Amendment and Zone Change
of Fir Grove Lane and identified by the Douglas	]	File No.: 23-S010
County Assessor as T25S, R5W, S19C, Tax	]	
Lots 201, 300 & 400, Property ID No's.	]	
R46993, R47000 and R47007	]	

PROCEDURAL FINDINGS OF FACT

1. The Comprehensive Plan Map Amendment and Zone Map Change applications were filed with the City on August 17, 2023 and were deemed complete on August 21, 2023.
2. DLCD Notice of Proposed Amendment was submitted electronically to the Department of Land Conservation and Development on September 11, 2023 which was at least 35 days prior to the first evidentiary public hearing on October 17, 2023. DLCD did not provide comments on the applications.
3. Pursuant to Sections 4.2.140.C and 4.2.150.D of the Sutherlin Development Code, notice of the public hearing was given by publication in the *News Review* on September 29, 2023, which was at least fourteen (14) days prior to the date of the public hearing.
4. Notice of a Public Hearing on an application for the Comprehensive Plan Map Amendment and Zone Map Change before the Planning Commission was given in accordance with Sections 4.2.140.C and 4.2.150.D. Notice was sent to affected property owners of record within 100 feet of the subject properties, service providers, and governmental agencies on September 25, 2023. Two (2) written comments were received.
5. The Planning Commission held a public hearing on this matter on October 17, 2023.
6. At the public hearing on October 17, 2023, there were no declarations of ex parte contact or other conflicts of interest made by the Planning Commission. No objections were raised and the Commission was qualified to hear the matter.
7. The Planning Commission declared the following as parties to the hearing:
 - a. Kathy Wall, Douglas County Planning Department
 - b. Mathew Hogan, Fair Housing Council of Oregon
 - c. Mark Garrett, applicant's representative
8. Reference was made to the October 10, 2023 Staff Report, and findings of fact addressing conformance to the applicable criteria of the Statewide Planning Goals, the applicable goals and policies of the Sutherlin Comprehensive Plan, and the applicable criteria of the Sutherlin Development Code.
9. Planning Staff presented the Staff Report dated October 10, 2023 and entered Staff Exhibits 1-11 into the record.

10. The representative for the applicant and titleholder, Mark Garrett, concurred with the Staff Report and asked for approval as submitted.
11. The Planning Commission provided an opportunity for clarifying oral testimony about the requested plan amendment and zone change. No persons were present.
12. The Planning Commission provided opportunity to receive clarifying questions and oral testimony from persons in favor and in opposition to the application. No persons were present.
13. The Planning Commission provided opportunity to receive clarifying questions and oral testimony in rebuttal to the application. No testimony was given.
14. The Planning Commission closed the public portion of the hearing and commenced discussion on the application.

FINDINGS OF FACT RELATED TO DECISION

1. The Planning Commission expressed no objections to the proposed Comprehensive Plan Map and Zoning Map Amendments.

FINDINGS OF FACT

Finding No. 1. The Planning Commission finds the subject properties are designated Low Density Hillside in the Sutherlin Comprehensive Plan and zoned Residential Hillside (RH) in the Sutherlin Development Code.

Finding No. 2. The Planning Commission adopts by reference the findings of the Staff Report dated October 10, 2023.

Finding No. 3. The Planning Commission finds, based upon the staff report, application materials and testimony provided, that the requested Comprehensive Plan Map amendment from Low Density Hillside to Medium Density and Zoning Map Amendment from Residential Hillside (RH) to Medium Density Residential (R-2) is consistent with the applicable Statewide Planning Goals, and that no exceptions to the goals were proposed.

Finding No. 4. The Planning Commission finds, based upon the staff report, application materials and the oral testimony provided, that the requested plan map and zoning map amendment is consistent with the applicable general goals and policies of the Sutherlin Comprehensive Plan and its implementing ordinances, including those related to Natural Features, Population, Air Water and Land Resource Quality, Natural Hazards, Recreational Needs, Economy, Housing, Public Facilities and Services, Transportation System, including Pedestrian and Bicycle Transportation, Energy Conservation and Land Use and Urbanization.

Finding No. 5. The Planning Commission finds, based upon the staff report, application materials and testimony provided, that the proposed amendment is consistent with the applicable criteria of Section 4.11 [Amendments] and Section 4.8 [Zoning Amendments] of the Sutherlin Development Code. The applicant has demonstrated consistency with the Comprehensive Plan, including inventory documents and facility plans. Public facilities and services are available, but currently do not serve the subject properties.

Finding No. 6. The Planning Commission further finds that the applicant has demonstrated that the most intense uses and density that would be allowed outright in the proposed R-2 zone, considering the existing residential development in the area, can be or are already served by the orderly extension of urban services, and that the proposed amendment is consistent with OAR 660-012-0060.

Finding No. 7. The Planning Commission finds that the proposed amendment from Low Density Hillside to Medium Density is not the result of a mistake or inconsistency, but will be consistent with the existing residential uses surrounding the subject properties.

CONCLUSION

1. A motion was made by Commissioner Banducci to recommend approval and seconded by Commissioner Hogsett to approve the requested Comprehensive Plan Map Amendment from Low Density Hillside to Medium Density and Zoning Map Amendment from Residential Hillside (RH) to Medium Density Residential (R-2) on the 3.81 acre subject properties and forward the recommendation to City Council. The motion passed unanimously.
2. The Commission adopts the findings of the staff report in support of their decision.

NOW, THEREFORE, based upon the foregoing findings of fact and the oral testimony provided, the Sutherlin Planning Commission recommends to City Council the **ADOPTION** of the requested Comprehensive Plan Map Amendment from Low Density Hillside to Medium Density and Zoning Map Amendment from Residential Hillside (RH) to Medium Density Residential (R-2) on the subject 3.81 acre properties located on the east side of Fir Grove Lane.

DATED THE 21st DAY OF November, 2023.

Norman Davidson

NORMAN DAVIDSON, CHAIR

N:\Planning\2023 Land Use\23-S010 ROBINSON PA ZC\23-S010_Robinson_PAZC_PC FFO.docx



126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Library Board and Parks Advisory Committee Appointments and Re-appointments				Meeting Date:	Jan 8, 2024
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: City Recorder, Melanie Masterfield				City Manager Review	☒
Attachments: Applications					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to consider filling vacancies on the Library Board and Parks Advisory Committee.

EXPLANATION

Library Advisory Board – There are 4 vacancies on the Library board with terms ending December 31, 2027. The City has received 2 applications for re-appointment from Kish Doyle and Nancy Anderson.

Parks Advisory Committee – There are 3 vacancies on the Parks Advisory Committee with terms ending December 31, 2025. The City has received 2 applications for re-appointment from Tabbitha Layman and Craig Hoobler.

OPTIONS

See suggested motions.

SUGGESTED MOTION(S)

Motion to re-appoint Kish Doyle and Nancy Anderson to the Library Advisory Board, terms ending December 31, 2027.

Motion to re-appoint Tabbitha Layman and Craig Hoobler to the Parks Advisory Committee, terms ending December 31, 2026.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name _____ Date _____

Address _____ Phone _____

Email _____ Bus. Phone _____

Length of Residency in Sutherlin _____ Registered Voter? _____

Candidate for position on _____

Relevant background and experience _____

What are your major interests or concerns in the City's programs? _____

Why would you like to be appointed to this position?

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: _____

Date considered: _____

Action by Council _____

Term Expires: _____



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Nancy Anderson Date Nov. 21, 2023
Address [REDACTED] Phone (541) 459-9424
Email mnanderson@g.com Bus. Phone (503) 867-7648
Length of Residency in Sutherlin 40 years Registered Voter? yes

Candidate for position on Library Advisory Board

Relevant background and experience I have worked as
the library's children's program co-ordinator
for seven years. I am secretary of the
Library Foundation.

What are your major interests or concerns in the City's programs? I am
very concerned that the city supports
Hastings Village and the homeless
people who live there.

Why would you like to be appointed to this position?

I would like to share all the positive
things that are happening at the library.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: _____

Date considered: _____

Action by Council _____

Term Expires: _____

Nov 2019 revised



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Tabbitha Layman Date 12/12/2023

Address [REDACTED] Phone 541-643-4507

Email tabbithalayman@gmail.com Bus. Phone

Length of Residency in Sutherlin 36 Years Registered Voter? Yes

Candidate for position on Parks Area Committee

Relevant background and experience

Served on parks committee in 2023

What are your major interests or concerns in the City's programs?

The city has been doing great things developing more family activity's and finding ways to grow tourism. I am

interested in the farther development of fun places for families to be in our own backyard. I also

with help of my son started a non profit to help develop a skate park in Sutherlin.

Why would you like to be appointed to this position?

I would like to continue with the work we have been making this year and continue to learn more about

the steps the city takes to develop.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: 12/19/23

Date considered:

Action by Council

Term Expires:



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Craig A. Hoobler Date 1/3/24

Address [REDACTED] Phone +15418172849

Email hooblercraig@gmail.com Bus. Phone _____

Length of Residency in Sutherlin 52 years Registered Voter? Yes

Candidate for position on Parks advisory committee

Relevant background and experience Have been on the committee for 10+years

What are your major interests or concerns in the City's programs? Want to be part of

Making this town awesome

Why would you like to be appointed to this position?

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: 1/3/24

Date considered: _____

Action by Council _____

Term Expires: _____

Nov 2019 revised



126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Resolution No. 2024.01-Sutherlin Sanitary Service Amendment-Rates				Meeting Date:	01/08/2024
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	☒
Attachments: Resolution 2024.01; Increase Justification, Exhibit A - Rates					

WHAT IS BEING ASKED OF COUNCIL?

Staff is asking Council to consider Resolution 2024.01 – Sutherlin Sanitary Service rate increase.

EXPLANATION

Ordinance No. 1040 requires that any change to the fee schedule for Sutherlin Sanitary Service be presented with written justification and adopted by resolution. Attached is the documentation received from Sutherlin Sanitary Service with information regarding their costs as well as a spreadsheet with the current rates and the proposed changes. Prior Rate changes have occurred in August, 2017, August, 2019, April, 2021, and September, 2022.

OPTIONS

To either approve as presented, approve with changes or not approve.

SUGGESTED MOTION(S)

N/A



Sutherland Sanitary Service

P.O. Box 4790 - 1066 S Calapooia - Sutherlin, OR 97479 - 541-459-3139 - www.SutherlandSanitary.com

2024 Proposed rate increase - City Of Sutherlin

It has been over just over a year since our last rate increase, in the past 16 months, CPI inflation is at 3.45%, however, in the refuse and recycling industry, we've seen much higher in a few key areas. For example, our last new automated garbage truck that we purchased was in 2020 for \$294,714.34, we recently got a bid for a very similar truck, albeit a little smaller, for \$392,846.02 or 33% increase.

In 2017 we purchased a new Ford F150 that is used to deliver/pickup carts and containers; that will need to be replaced soon. The base price for an F150 in 2017 was \$27,110, today it's \$34,585, or a 28% increase.

One of our biggest expenses is our people, and it should be, we take pride in knowing that our employees are fairly compensated for the work that they do. With that being said, there is an organization that SSS is a part of called the Oregon Refuse and Recyclers Association (ORRA). Every 3 years ORRA surveys its members, essentially all of the garbage haulers across Oregon, and compiles all the pay and benefit information from every job title from painters and general laborers to managers and drivers. Historically, we've tried to aim for the average pay rate for any given job, within our revenue bracket and employee count. The most recent pay and benefits survey was completed in April of 2023, the survey prior was in 2020, the 3 years in between saw a rise in inflation and cost of living that we were not expecting. Essentially, we are behind the curve in gross pay, by about 9% on average. Additionally, in order to comply with the new Oregon Family Leave Act, we need to have at least 1 additional person per job category (driver/customer service representative/admin). We are estimating an additional \$150,000-\$200,000 per year in additional employee compensation to fulfill those additional roles.

As you can imagine disposal is also one of our top expenses, per our agreement with Coffin Butte Landfill, our per ton disposal fees are set to go up 3-4% every year.

Fuel is hard to quantify at the moment, because fuel prices tend to take a dip around the holiday season. However, fuel prices are expected to mostly level out, in 2024, following the highs of 2022. Changes in fuel prices were not considered in this rate case study.

Due primarily to the rising costs of employee compensation and equipment we are asking the Council to grant us an 8% increase to our rates, which we believe should keep us in the profitability margins set in our franchise agreement.

RESOLUTION NO. 2024.01

**A RESOLUTION AUTHORIZING AN AMENDMENT TO THE
FEE SCHEDULE FOR SUTHERLIN SANITARY SERVICE**

WHEREAS, pursuant to Section 9 of Sutherlin Sanitary Franchise Agreement (Ordinance No. 1040) changes in fees must be adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Sutherlin approves the amended fee schedule for garbage collection. Increases are due to inflationary operational costs. The amended rate schedule is attached as Exhibit “A”: and made part of this resolution.

PASSED BY THE COUNCIL, ON THIS ____ DAY OF ____, 2024

APPROVED BY THE MAYOR, ON THIS ____ DAY OF ____, 2024

Michelle Sumner, Mayor

ATTEST:

Melanie Masterfield, City Recorder, CMC

9/1/22-

CURRENT RATES

SUTHERLIN			
Residential			
	Per Dump	Per Month	
35 Gallon		\$28.25	
65 Gallon		\$36.25	
65 Gallon On Call	\$9.00		
65 Gallon On Call Rental		\$1.75	
95 Gallon		\$44.50	
Lock/Gate		\$10.75	
Commercial			
		Per Month	
1.0 Cubic Yard		\$105.75	
1.5 Cubic Yard		\$158.75	
Drop Boxes			
15 Yard		20/30 Yard	
Set Down	\$146.50	Set Down	\$146.50
1.0 Ton Minimum	\$103.40	2.0 Ton Minimum	\$206.80
Base Price*	\$249.90	Base Price*	\$353.30
Mileage Fee \$4/Mile for anything beyond Sutherlin City Limits			
*Base price includes either 1.0 or 2.0 tons of material, depending on box size. Anything over the included tonnage is charged at \$103.40 per ton.			
*Base price includes 1 week of rental. Rental longer than 1 week is charged at \$10.75/day and must be arranged prior to reservation.			
Temporary Containers			
		Per week/dump	
1.5 Cubic Yard		\$86.75	
3.0 Cubic Yard		\$162.75	
Mileage Fee	\$2/Mile for anything outside of Sutherlin City Limits		
Listed prices are per dump.			

2/1/24-

PURPOSED RATES

8.0% Increase

SUTHERLIN			
Residential			
		Per Dump	Per Month
35 Gallon			\$30.50
65 Gallon			\$39.00
65 Gallon On Call		\$9.75	
65 Gallon On Call Rental			\$2.00
95 Gallon			\$47.50
Lock/Gate			\$11.75
Commercial			
			Per Month
1.0 Cubic Yard			\$114.00
1.5 Cubic Yard			\$171.00
Drop Boxes			
15 Yard		20/30 Yard	
Set Down	\$158.00	Set Down	\$158.00
1.0 Ton Minimum	\$103.40	2.0 Ton Minimum	\$206.80
Base Price*	\$261.40	Base Price*	\$364.80
Mileage Fee \$4.25/Mile for anything beyond Sutherlin City Limits			
*Base price includes either 1.0 or 2.0 tons of material, depending on box size. Anything over the included tonnage is charged at \$103.40 per ton.			
*Base price includes 1 week of rental. Rental longer than 1 week is charged at \$11.50/day and must be arranged prior to reservation.			
Temporary Containers			
			Per week/dump
1.5 Cubic Yard			\$93.50
3.0 Cubic Yard			\$175.75
Mileage Fee	\$2.25/Mile for anything outside of Sutherlin City Limits		
Listed prices are per dump.			



REPORTS





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Dakota Street Intersection / Kittelson Presentation Update				Meeting Date:	01-08-2024
Purpose:	Action Item ☐	Workshop ☐	Report Only ☒	Discussion ☐	Update ☒
Submitted By: Kristi Gilbert, Community Development Director				City Manager Review	☒
Attachments: Letter of Request. 12/11/23 and CDD written report to council					

WHAT IS BEING ASKED OF COUNCIL?

EXPLANATION

At the December 11, 2023 City Council meeting, staff and ODOT's Region 3 Manager, Chris Hunter informed Council of the very recent ODOT-approval of a traffic signal at the location of Dakota Street and Central Ave/Hwy 138W. This approval is the result of an Intersection Control Evaluation (ICE) conducted by ODOT.

Additionally, as reported to city council at this meeting (see attached), after staff analysis of the facts presented to us by ODOT staff, it seemed clear that moving to install a traffic signal beginning this FY, while knowing that all other options for transportation configuration (to include a roundabout) remain a possibility into the future.

Additionally, at this same city council meeting it was requested that the council postpone any decisions on a traffic signal in order for a group of business and property owners to have Kittelson & Associates present their final interchange design study. It has been requested to further postpone a decision on a traffic signal until such time as a presentation can be given by this group through Kittelson & Associates at a future meeting.

This group, therefore, is asking council to allow for extended meeting time through a workshop, again sometime in the near future.

OPTIONS

1. Direct staff to move forward with the necessary initial actions necessary for the financing, engineering and construction of a new traffic signal as discussed. Further, authorize staff to continue working with the development group in achieving the mutual long-term goals/traffic flow alternatives, to include the future possibility of a roundabout.
2. Place any decisions regarding a traffic signal on hold until the development group could make a formal presentation for a roundabout.

SUGGESTED MOTION(S)

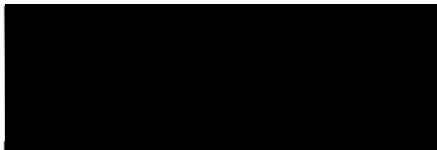
No motions provided as this issue should rest exclusively with council.

Dear Kristi,

We respectfully request an opportunity for a workshop-style meeting with City Council members sometime after January 9 to present and discuss the results of an access and circulation study on the west side of I-5 that we have conducted over the past 18 months. This meeting should be held prior to making any decision regarding possible intersection control modifications at the Central Avenue/Dakota Street intersection, which is a critical and integral piece of the overall access and circulation system for the area.

We envision a workshop-style meeting that includes both an in-person presentation and also discussion opportunities with the transportation consultants who assisted us in developing a recommendation that has received the consensus approval of virtually all affected business and land owners on the west side of I-5. The workshop will provide City Council members with background information, understanding and context that is essential in making an informed decision about the most appropriate short-term and long-term control solution for the Central Avenue/Dakota Street intersection with respect to safety, operations, access, circulation, construction cost, and land development potential in the surrounding area.

The meeting should be scheduled for sometime after January 9th to allow sufficient time for our consultants to prepare a thoughtful presentation that will be useful to Council members and to ensure their physical presence during the meeting.



**Dakota Street Intersection
City Council Meeting
December 11, 2023**

ODOT recently conducted a study for a roundabout to be located at the intersection of Hwy 138W and Dakota Street, which is required prior to the installation of a roundabout or signal. We have been informed that the intersection meets the criteria for a signal.

The community has been expressing the need for a signal at this intersection for several years now and with the increase of residential and commercial developments on the north side of Central and the potential interest in the developments on the south side, a signal will give the community and developers the sense of certainty they've been seeking.

We have also met and worked with a group of the surrounding business and property owners who have expressed their interest and desire for roundabouts. While they seem to believe that the installation of this light would serve as a precursor to the closure of Parkhill and restricting access to businesses along 138/Central, we have listened to neighborhood residents, current businesses and the broader community wanting an immediate solution to a growing traffic safety concern insisting on a signal.

In discussions with ODOT, this proposed signalized improvement does not hinder the future planning and transportation system improvements in either the IAMP (Interchange Area Management Plan) or our ongoing deliberations with these development interests in brainstorming and hopefully presenting a viable alternative to the current IAMP and potential traffic changes as travel numbers increase to a level causing ODOT to require such changes.

A roundabout could still potentially be an option; however, the cost is \$8M-\$10M versus a signal that would cost approximately \$2M. A roundabout would take about seven years to even get considered for the STIP (State Transportation Improvement Plan). This could be recommended for the

2028-2031 STIP and may or not make the cut for the list. If the project makes the cut for the STIP, the planning for the project could potentially be started by 2032 with installation years beyond.

As we are trying to address a broader community issue, ODOT has approved us for a signal now, so waiting so long for a roundabout to come to fruition could have a negative impact on the community.

Based on the feedback of the community and the continued growth west of the interstate, it has been expressed to the city the signal is needed now.

In summary, this broader community issue has a viable solution to an immediate traffic safety issue. This light is mentioned in the IAMP, but will not trigger any additional IAMP impacts, such as closing off Parkhill or any accesses at this time. It could be 20 plus years before there are any additional changes.

At this time, we would look for the consensus of the Council to proceed with a signal at the intersection of Dakota Street and Central Ave/Hwy 138W. Staff will then begin to work with ODOT on the IGA.



WORKSHOP





Housing & Homeless Task Force





CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





EXECUTIVE SESSION





FOR YOUR INFORMATION



PUBLIC NOTICE – CITY OF SUTHERLIN

CITY COUNCIL MEETING

The January 8, 2024, City Council meeting will be held in Civic Auditorium at 175 E Everett at 7:00 p.m. The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting

Time: January 8, 2024 7:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83660748974?pwd=m0Ld5eNBslFwT2Z1mc5TcEYmDoAEH.1>

Meeting ID: 836 6074 8974

Passcode: 128689

Find your local number: <https://us06web.zoom.us/j/ku4k9k7sY>

Melanie Masterfield

From: Melanie Masterfield
Sent: Thursday, January 4, 2024 12:04 PM
To: 'Ashley (ashley@bciradio.com)'; 'DC Commisioners (commissioners@co.douglas.or.us)'; 'Dennis Nakata'; 'Erica Welch'; 'Kyle-KQEN (KYLE@BCIRADIO.COM)'; 'Michael Salpino'; 'News Desk (newsdesk@nrtoday.com)'; 'Register Guard (rgnews@registerguard.com)'; 'Roseburg Beacon (info@roseburgbeacon.com)'
Subject: Sutherlin City Council Meeting
Attachments: 1. CC JAN 8.24 Meeting.pdf

Good afternoon. Attached you will find the agenda for Sutherlin City Council meeting on Monday, January 8, 2024 at 7:00pm.



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City of Sutherlin
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