

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7PM  
TUESDAY, OCTOBER 20, 2015**

**COMMISSION MEMBERS PRESENT:** Mike Flick, Patricia Klassen, John Lusby, Michelle Sumner and Floyd Van Sickle

**COMMISSION MEMBERS EXCUSED:** Adam Sarnoski

**COMMISSION MEMBERS ABSENT:** None

**CITY STAFF:** Vicki Luther, Community Development Director, Lisa Hawley, City Planner and Kristi Gilbert, Community Development Specialist

**AUDIENCE:** None

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

**FLAG SALUTE**

**INTRODUCTION OF MEDIA:** None

**APPROVAL OF MINUTES**

A motion made by Commissioner Van Sickle to approve the minutes of the September 15, 2015 Planning Commission meeting; second made by Commissioner Flick.

In favor: Commissioners Flick, Klassen, Sumner, Van Sickle and Chair Lusby

Opposed: None

Motion carried unanimously.

**NATURAL HAZARD MITIGATION PLAN**

Lisa Hawley, City Planner, provided the Commission with an update to the Sutherlin Natural Hazard Mitigation Plan (NHMP), which was last updated in 2004. She indicated that Douglas County received a FEMA grant to update their NHMP, and will coordinate with the 12 cities to update their community profiles. Sutherlin has several tasks that will need to be completed for their NHMP.

As part of the update, the City needs to form a Steering Committee to meet and discuss the update. Hawley invited the City Manager, Police Chief, Fire Chief, Public Works Department and Community Development Department to participate in the Steering Committee. She then asked the Planning Commission to appoint one of its members to also be a part of the Steering Committee. Commissioner Klassen volunteered for the position. Hawley indicated that the Committee would meet about three to four times over the next few months to work through the Plan and have it completed through the City Council adoption by April, 2016.

**STAFF REPORTS**

Director Luther provided a report in an effort to keep the Planning Commission apprised of recent land use and other relevant activities. (See Attached).

**PUBLIC COMMENT –** None.

**COMMISSION COMMENTS –**

Commissioner Sumner indicated that the Dollar Tree would be opening their doors at 8:00 a.m. on October 22<sup>nd</sup>.

Commissioner Sumner asked the Commissioners if they would be opposed to starting the Planning Commission meetings at 6:30 p.m. With the consensus of the Commission, Luther will take the Commission's request to the City Council.

Chair Lusby recommended the request the change to the Ordinance, also include, the Planning Commission only meet every other month when there is a lack of agenda items. With the consensus of the Commission, Luther will address this request to the City Council as well.

**ADJOURNMENT**

With no further business the meeting was adjourned at 7:17 pm.

Respectfully submitted,

*Kristi Gilbert*

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Kristi Gilbert

**APPROVED BY COMMISSION ON THE** 17<sup>th</sup> **DAY OF** November, **2015**

*John Lusby*

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John Lusby, Commission Chair