



**City of Sutherlin
Planning Commission Meeting
Tuesday, October 20, 2015
7:00 p.m. – Sutherlin Civic Auditorium**

Agenda

- **Pledge of Allegiance**
- **Welcome and Introductions**
- **Introduction of Media**
- **Approval of Minutes:**
 - * September 15, 2015
- **National Hazard Mitigation**
- **Monthly Activity report(s)**
- **Public Comment**
- **Commission Comments**
- **Adjournment**

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, SEPTEMBER 15, 2015**

COMMISSION MEMBERS PRESENT: Mike Flick, John Lusby, Adam Sarnoski and Floyd Van Sickle

COMMISSION MEMBERS EXCUSED: Patricia Klassen and Michelle Sumner

COMMISSION MEMBERS ABSENT: None

CITY STAFF: Vicki Luther, Community Development Director, 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 Sarnoski to approve the minutes of the August 18, 2015 Planning Commission meeting; second made by Commissioner Van Sickle.

In favor: Commissioners Flick, Sarnoski, Van Sickle and Chair Lusby

Opposed: None

Motion carried unanimously.

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 Flick asked about the flag monuments and how they were being funded. ***They are being sponsored.***

Commissioner Flick informed the Commission that Kim's Court has started replacing the manufactured homes within the park and have six of the 15 moved in.

ADJOURNMENT

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

Respectfully submitted,

Kristi Gilbert

APPROVED BY COMMISSION ON THE _____ DAY OF _____, 2015

John Lusby, Commission Chair



City of Sutherlin

Date: September 15, 2015
To: Sutherlin Planning Commission
From: CDD, Vicki Luther
Re: Monthly Activity Report

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

TRANSPORTATION

Red Rock Trail, Phase 2 (Waite Street to Nicholas Court) – Bid awarded and notice to proceed submitted to JRT Construction. Much preparation work has taken place this past month. The two new bridges have been placed; one at Willamette and one at Sea Street. Excavation and paving of trail scheduled for September with seeding, signs, bollards, etc. to follow in October. The construction contract calls for project to be completed by end of October.

UTILITIES

Wastewater Treatment Plant Improvements – Pre-design contract awarded to Dyer Partnership and scheduled for completion by the end of this year. Dyer is planning on a Council presentation at the September 28th meeting.

LAND USE ACTIVITY

Building Worksheets approved –

- 485 Quentyn – Single Family Residence
- 706 W. Sixth – Shed
- 944 E. Third – Solar panels on roof
- 1484 W. Central – Signs
- 145 Myrtle Street – Restaurant, Bar and Vapor sales

Commercial changes

1. Dollar General – **Now Open**
2. Kim's Court – Removing 15 old mobile homes and replacing with new Park Models, These homes are to be 14' wide and either 28' or 32' long. Each unit to have a minimum ten-foot wide landscaped side yard, a front sidewalk with one parallel parking space. They are placing the first units now with more to come in 2016 (total of 15). New sidewalks will be installed along N. State Street between First and Second Avenue – after all units have been placed.
3. Rifes closed
4. Dollar Tree (the old Rifes) working to pull permits

Active Land Use Application status

SUB 13-01: Brooks Village (Avery) subdivision: 151 Pear Lane **Extension awarded**

SUB 13-02: Fairway Ridge (Galpin) subdivision: Scardi Blvd. Plan is to begin infrastructure this spring/summer. (***some clearing has occurred; conditions still in process***)

VAR 14-01: 716 Sandpiper Court – (Wilson) variance to setbacks. **(on hold)**

BLA 15-07: 855 Magnolia – (Shorey) Requesting boundary line adjustment to accommodate city set back requirements. **(on hold)**

Right of Way

Avista

829 Sea Street

8/26/15

FOR YOUR INFORMATION

LAND USE ACTIVITY WORKSHEETS

2015-64 – 145 Myrtle St, Suite 107

2015-66 – 1052 Laurel Ave

2015-67 – 1010 W Central

2015-68 – 1000 E Central

2015-69 – 1200 E Central

2015-70 – 1367 W Central



Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856

CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2015-64	APPLICANT STEVEN DWIGHT VAPOR KRAVE, LLC 145 MYRTLE ST, SUITE 107 SUTHERLIN OR 97479 503-983-0458	OWNER GARY & LAUREN CAMPBELL/OAK ACRE FARMS 354 CHAMPAGNE CREEK DR ROSEBURG OR 97471 541-733-1618
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SITE INFORMATION

SITE ADDRESS 145 MYRTLE ST SUITE 107	TAX ACCOUNT NUMBER R125315	M-TL 25-05-19AB-8900	SIZE (ACRES) 1.56
IMPROVEMENT RESTAURANT, BAR & VAPOR SALES			
EXISTING STRUCTURES (NUMBER AND TYPE) COMMERCIAL BLDG COMPLEX		DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE CENTRAL TO MYRTLE, TO 145 MYRTLE, SUITE 107			
As, for, or on behalf of, all property owners:			
Applicant Signature: <u>SEE ATTACHED</u> Date: _____			

PLANNING DEPARTMENT INFORMATION

ZONING C3	OVERLAYS None			
SETBACKS				
FRONT GARAGE 0FT	FRONT PROPERTY LINE 0FT	REAR 0FT	SIDE 0FT	EXT. SIDE 0FT
SIGN CODE SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 9 SPACES		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		

CONDITIONS OF APPROVAL: **REFER TO: Douglas County**
AUTHORIZATION OF RETAIL SALES OF VAPOR SALES AND REMODEL FOR RESTAURANT/BAR
WITHIN EXISTING COMMERCIAL BLDG COMPLEX. SEE ATTACHED LETTER FROM
ENVIRONMENTAL HEALTH.

APPROVED BY 	DATE SEPTEMBER 11, 2015	EXPIRATION DATE SEPTEMBER 11, 2016	
PUBLIC UTILITIES	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO



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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2015-66	APPLICANT REED FINLAYSON 1052 LAUREL AVE SUTHERLIN OR 97479 541-378-7283	OWNER REED FINLAYSON 1052 LAUREL AVE SUTHERLIN OR 97479 541-378-7283
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SITE INFORMATION

SITE ADDRESS 1052 LAUREL AVE	TAX ACCOUNT NUMBER R51991	M-TL 25-05-18DD-00601	SIZE (ACRES) 0.39
IMPROVEMENT PLACE 10 X 13 METAL BLDG ON PROPERTY			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD & SHOP/GARAGE		DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, NORTH ON COMSTOCK TO LAUREL, EAST ON LAUREL APPROX. 200 YARDS TO SUBJECT PROPERTY.			
As, for, or on behalf of, all property owners: <div style="background-color: black; width: 200px; height: 30px; margin: 10px auto;"></div> Applicant Signature: Date: 16 SEPT 2015			

PLANNING DEPARTMENT INFORMATION

ZONING RH		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 20FT	REAR 10FT	SIDE 5FT	EXT. SIDE 20FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 20FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
AUTHORIZED TO PLACE METAL BLDG (10 X 13). SLOPE OF PROPOSED BUILDING SITE MUST NOT EXCEED 12%. IF SLOPES EXCEEDS 12%, APPLICANT MUST OBTAIN SITE SPECIFIC GEOTECHNICAL REPORT. MUST MEET ZONE/SETBACK REQUIREMENTS.				
APPROVED BY <div style="background-color: black; width: 150px; height: 20px; margin: 5px auto;"></div>		DATE SEPTEMBER 16, 2015		EXPIRATION DATE SEPTEMBER 16, 2016
FEEs	\$25.00	RCPT #	47561	
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	



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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2015-67	APPLICANT WESTERN SIGN SYSTEMS 2852 HIGHLAND AVE GRANTS PASS OR 97526 541-479-9747	OWNER KEVIN LEE & TAMARA GAYE RIFE 90829 COBURGHILLS DR EUGENE, OR 97408
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SITE INFORMATION

SITE ADDRESS 1010 W CENTRAL	TAX ACCOUNT NUMBER R50353	M-TL 25-05-19AA-7000	SIZE (ACRES) 1.67
IMPROVEMENT AUTHORIZE STORE FRONT CHANNEL SIGN & REFACE EXISTING POLE SIGN			
EXISTING STRUCTURES (NUMBER AND TYPE) BLDG COMPLEX		DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL TO 1010 W CENTRAL			
As, for, or on behalf of, all property owners:			
Applicant Signature: <u>SEE ATTACHED</u>		Date: _____	


PLANNING DEPARTMENT INFORMATION

ZONING C3	OVERLAYS None			
SETBACKS				
FRONT GARAGE 0FT	FRONT PROPERTY LINE 0FT	REAR 10FT	SIDE 0FT	EXT. SIDE 0FT
SIGN CODE SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		

CONDITIONS OF APPROVAL:

REFER TO: Douglas County

AUTHORIZE STORE FRONT CHANNEL SIGN & REFACE EXISTING POLE SIGN. MUST MEET ZONE/SETBACK REQUIREMENTS.

APPROVED BY 	DATE SEPTEMBER 28, 2015	EXPIRATION DATE SEPTEMBER 28, 2016	
FEES PUBLIC UTILITIES	\$50.00 CITY WATER NO	RECEIPT # CITY SEWER NO	47602 ACCESS PERMIT NO




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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
MANUFACTURED

WORKSHEET NUMBER 2015-68	APPLICANT SILVER GLEN 1200 E CENTRAL AVE SUTHERLIN OR 97479 541-643-1241	OWNER ELSIE BELDT 827 BLACK DIAMOND WAY STE A LODI CA 95242 541-643-1241
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SITE INFORMATION

SITE ADDRESS 1000 E CENTRAL AVE SP#24	TAX ACCOUNT NUMBER R42731	M-TL 25-05-16CD-00300	SIZE (ACRES) 8.73
IMPROVEMENT PLACE MH IN SPACE 24 OF EXISTING MH PARK			
EXISTING STRUCTURES (NUMBER AND TYPE) MH PARK		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE APPROXIMATELY TWO MILES EAST ON CENTRAL FROM I-5 TO PROPERTY ON THE RIGHT.			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: 9-29-15	

PLANNING DEPARTMENT INFORMATION

ZONING R2	OVERLAYS None			
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT	EXT. SIDE 10FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 2 SPACES		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
AUTHORIZED TO PLACE MH IN SPACE 24 OF EXISTING MH PARK AT 1000 E CENTRAL AVE. MUST MEET ZONE/SETBACK REQS, INCLUDING SECTION 2.6.170 OF THE DEVELOPMENT CODE. MUST MEET THE UBC FOR MH PARKS.				
APPROVED BY 	DATE SEPTEMBER 28, 2015	EXPIRATION DATE SEPTEMBER 28, 2016		
FEE PUBLIC UTILITES	\$25.00 CITY WATER YES	RECEIPT CITY SEWER YES	APPLIED TO CITY CREDIT ACCESS PERMIT NO	




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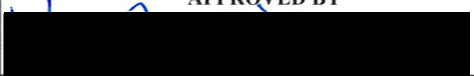
CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
MANUFACTURED

WORKSHEET NUMBER 2015-69	APPLICANT SILVER GLEN 1200 E CENTRAL AVE SUTHERLIN OR 97479 541-643-1241	OWNER ELSIE BELDT 827 BLACK DIAMOND WAY STE A LODI CA 95242 541-643-1241
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SITE INFORMATION

SITE ADDRESS 1200 E CENTRAL AVE SP#159	TAX ACCOUNT NUMBER R42771	M-TL 25-05-16CD-00100	SIZE (ACRES) 23.71
IMPROVEMENT PLACE MH IN SPACE 159 OF EXISTING MH PARK			
EXISTING STRUCTURES (NUMBER AND TYPE) MH PARK		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE APPROXIMATELY TWO MILES EAST ON CENTRAL FROM I-5 TO PROPERTY ON THE RIGHT.			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: 9-29-15	

PLANNING DEPARTMENT INFORMATION

ZONING R2		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT	EXT. SIDE 10FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 2 SPACES		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
AUTHORIZED TO PLACE MH IN SPACE 159 OF EXISTING MH PARK AT 1200 E CENTRAL AVE. MUST MEET ZONE/SETBACK REQS, INCLUDING SECTION 2.6.170 OF THE DEVELOPMENT CODE. MUST MEET THE UBC FOR MH PARKS.				
APPROVED BY 	DATE SEPTEMBER 28, 2015	EXPIRATION DATE SEPTEMBER 28, 2016		
FEES	\$25.00	RECEIPT	WAIVED	
PUBLIC UTILITES	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO	




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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2015-70	APPLICANT L & R REMODELLING 1826 CULVER LOOP SUTHERLIN OR 97479 541-680-0795	OWNER SMITTY'S FOOD MART 1367 W CENTRAL AVE SUTHERLIN OR 97479 541-459-1633
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SITE INFORMATION

SITE ADDRESS 1367 W CENTRAL	TAX ACCOUNT NUMBER R21952	M-TL 25-05-19AB-3100	SIZE (ACRES) .12
IMPROVEMENT AUTHORIZE 5' X 2' ELECTRONIC MESSAGE SIGN ONTO EXISTING POLE SIGN			
EXISTING STRUCTURES (NUMBER AND TYPE) COMMERCIAL BUILDING		DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE CENTRAL TO 1367 W CENTRAL			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 9-28-15			

PLANNING DEPARTMENT INFORMATION

ZONING C3		OVERLAYS None		
SETBACKS				
FRONT GARAGE 0FT	FRONT PROPERTY LINE 0FT	REAR 10FT	SIDE 0FT	EXT. SIDE 0FT
SIGN CODE SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
AUTHORIZE 5' X 2' ELECTRONIC MESSAGE SIGN ONTO EXISTING POLE SIGN. NO NET INCREASE IN SIGN HEIGHT. MUST MEET ZONE/SETBACK REQUIREMENTS.				
APPROVED BY 	DATE SEPTEMBER 28, 2015	EXPIRATION DATE SEPTEMBER 28, 2016		
FEE PUBLIC UTILITIES	\$50.00 CITY WATER NO	RECEIPT # 47605	ACCESS PERMIT NO	