



**City of Sutherlin  
Planning Commission Meeting  
Tuesday, November 17, 2015  
7:00 p.m. – Sutherlin Civic Auditorium**

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## **Agenda**

- **Pledge of Allegiance**
- **Welcome and Introductions**
- **Introduction of Media**
- **Approval of Minutes:**
  - \* October 20, 2015
- **Natural Hazard Mitigation Plan (update)**
- **Monthly Activity report(s)**
- **Public Comment**
- **Commission Comments**
- **Adjournment**

**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

**APPROVED BY COMMISSION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015**

\_\_\_\_\_  
John Lusby, Commission Chair



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## City of Sutherlin

Date: October 20, 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)** – seeding, signs, bollards, etc. being wrapped up now. The construction contract should be completed this week.

### **UTILITIES**

**Wastewater Treatment Plant Improvements** – Pre-design contract awarded to Dyer Partnership and scheduled for completion by the end of this year. Dyer provided Council with a power point presentation at their September 28<sup>th</sup> meeting.

### **LAND USE ACTIVITY**

#### **Building Worksheets approved –**

- 1052 Laurel Ave.– Accessory structure
- 1010 W. Central - Signs
- 1000 E. Central – Mobile Home placement
- 1200 E. Central – Mobile Home placement
- 1367 W. Central – Sign
- 482 Oak Street – Demolition

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#### **Commercial changes**

1. 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.
2. Rifes closed
3. Dollar Tree (the old Rifes) working to pull permits; employee training taking place now.

#### **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**

**Terry, Travis**

1304 E. Fourth

10/09/2015

**Avista**

N. State/6<sup>th</sup>/Arch

10/14/2015

**Avista**

1760 Jasper

10/14/2015



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# *City of Sutherlin*

November 12, 2015

To: Sutherlin Planning Commission

From: Lisa Hawley, Community Services Planner

Re: Update on Sutherlin Natural Hazard Mitigation Plan

Just a quick update on the Sutherlin Natural Hazard Mitigation Plan (NHMP). We held our first Sutherlin Steering Committee meeting on Tuesday, November 10<sup>th</sup>. The Steering Committee consists of the City Manager, Police Chief Kirk Sanfilippo, Fire Chief Charles Perdomo, and city staff from City Public Works and the Community Development Department, as well as Blair Nash, Director of the Sutherlin Water Control District, and Planning Commissioner Patricia Klassen.

During our meeting, the Steering Committee received an overview of the NHMP and why it is important to do pre-mitigation of natural hazards and its benefits for the City. We generated a list of essential services and facilities within the community, as well as reviewed the previous list of identified hazards for inclusion in the updated NHMP document. Planning staff will be giving the Steering Committee a list of those proposed revisions for their review and then forwarding their comments and suggestions to the Douglas County Planning Dept.

Our next Steering Committee meeting will probably be in January.

# FOR YOUR INFORMATION

## LAND USE ACTIVITY WORKSHEETS

2015-71	482 Oak Street
2015-72	119 E Second Ave Apt A
2015-73	550 S State #110
2015-75	611 Brooks Loop
2015-76	144 Arch Ave



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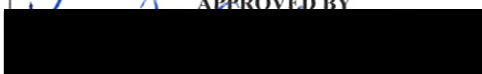
CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

WORKSHEET NUMBER  <b>2015-71</b>	APPLICANT <b>UMPQUA HABITAT FOR HUMANITY PO BOX 1391 ROSEBURG OR 97470 541-672-6182</b>	OWNER <b>UMPQUA HABITAT FOR HUMANITY PO BOX 1391 ROSEBURG OR 97470 541-672-6182</b>
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**SITE INFORMATION**

SITE ADDRESS <b>482 OAK ST</b>	TAX ACCOUNT NO. <b>R52201</b>	M-TL <b>25-05-117CD-00600</b>	SIZE (ACRES) <b>0.15</b>
IMPROVEMENT <b>DEMOLISH EXISTING DILAPIDATED SFD</b>			
EXISTING STRUCTURES (NUMBER AND TYPE) <b>1935 SFD</b>		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt; 50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE <b>EAST ON CENTRAL, LEFT ON OAK TO THE PROPERTY AT 482 OAK ST.</b>			
As, for, or on behalf of, all property owners:  Applicant Signature: <u>SEE ATTACHED</u> Date: _____			

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>R2</b>		OVERLAYS <b>None</b>		
<b>SETBACKS</b>				
FRONT GARAGE <b>N/A</b>	FRONT PROPERTY LINE <b>N/A</b>	REAR <b>N/A</b>	SIDE <b>N/A</b>	EXT. SIDE <b>N/A</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>N/A</b>		
BUILDING HEIGHT <b>N/A</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>N/A</b>		
CONDITIONS OF APPROVAL:  <b>DEMOLISH EXISTING DILAPIDATED 1935 SFD.</b>		REFER TO: <b>Douglas County</b>		
APPROVED BY 		DATE <b>OCTOBER 15, 2015</b>	EXPIRATION DATE <b>OCTOBER 15, 2016</b>	
PUBLIC UTILITIES	CITY WATER <b>NO</b>	CITY SEWER <b>NO</b>	ACCESS PERMIT <b>NO</b>	





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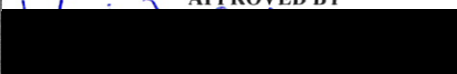
CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

WORKSHEET NUMBER  <b>2015-72</b>	APPLICANT <b>PIERCE RESTORATION PO BOX 611 SUTHERLIN OR 97479 541-430-7314</b>	OWNER <b>ROBERT &amp; TAMMIE POAGE 1189 UMPQUA HWY 99 DRAIN OR 97435</b>
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**SITE INFORMATION**

SITE ADDRESS <b>119 E SECOND AVE, APT A</b>	TAX ACCOUNT NUMBER <b>R55162</b>	M-TL <b>25-05-17DC-1600</b>	SIZE (ACRES) <b>0.17</b>
IMPROVEMENT <b>RESTORATION OF EXISTING DUPLEX FROM FIRE DAMAGE</b>			
EXISTING STRUCTURES (NUMBER AND TYPE) <b>1966 DUPLEX</b>		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt; 50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE <b>EAST ON CENTRAL, NORTH ON STATE, EAST ON SECOND TO 119 E SECOND AVE, APT A</b>			
As, for, or on behalf of, all property owners:  Applicant Signature: <u>SEE ATTACHED</u> Date: _____			

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>C1</b>		OVERLAYS <b>None</b>		
<b>SETBACKS</b>				
FRONT GARAGE <b>0FT</b>	FRONT PROPERTY LINE <b>0FT</b>	REAR <b>10FT</b>	SIDE <b>0FT</b>	EXT. SIDE <b>0FT</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>N/A</b>		
BUILDING HEIGHT <b>50 FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>N/A</b>		
CONDITIONS OF APPROVAL:		REFER TO: <b>Douglas County</b>		
<b>RESTORATION OF EXISTING 1966 DUPLEX FROM FIRE DAMAGE. EXISTING 1966 DUPLEX IS NON-CONFORMING AND MAY ONLY BE RESTORED TO ITS PREVIOUS SIZE PER SECTION 2.3.135 OF THE SUTHERLIN DEVELOPMENT CODE. NO INCREASE IN SIZE OR USE IS PERMITTED.</b>				
APPROVED BY 	DATE <b>OCTOBER 21, 2015</b>	EXPIRATION DATE <b>OCTOBER 21, 2016</b>		
PUBLIC UTILITIES	CITY WATER <b>NO</b>	CITY SEWER <b>NO</b>	ACCESS PERMIT <b>NO</b>	



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CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**MANUFACTURED**

WORKSHEET NUMBER  <b>2015-73</b>	APPLICANT <b>CROWN HOMES 1710 S CALAPOOIA SUTHERLIN OR 97479 541-459-8888</b>	OWNER <b>GORDON &amp; SHARLA SMITH 125 STRATFORD LN ROSEBURG OR 97470</b>
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**SITE INFORMATION**

SITE ADDRESS <b>550 S STATE ST #110</b>	TAX ACCOUNT NUMBER R22992 R23048	M-TL <b>25-05-20-00301 25-05-21-00701</b>	SIZE (ACRES) 35.10
IMPROVEMENT PLACE MH IN SPACE 110 OF EXISTING MH PARK			
EXISTING STRUCTURES (NUMBER AND TYPE) MH PARK		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt;50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE S STATE STREET TO MEADOWS PARK, SECOND LEFT, FOLLOW TO SPACE # 110.			
As, for, or on behalf of, all property owners:  Applicant Signature: <u>SEE ATTACHED</u> Date: _____			

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>R1</b>		OVERLAYS <b>None</b>		
<b>SETBACKS</b>				
FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT</b>	EXT. SIDE <b>10FT</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>2 SPACES</b>		
BUILDING HEIGHT <b>35FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>NA</b>		
CONDITIONS OF APPROVAL:		REFER TO: <b>Douglas County</b>		
AUTHORIZED TO PLACE MH IN SPACE 110 OF EXISTING MH PARK AT 550 S STATE ST. MUST MEET ZONE/SETBACK REQS, INCLUDING SECTION 2.6.170 OF THE DEVELOPMENT CODE. MUST MEET THE UBC FOR MH PARKS.				
APPROVED BY 	DATE <b>OCTOBER 29, 2015</b>	EXPIRATION DATE <b>OCTOBER 29, 2016</b>		
FEE <b>PUBLIC UTILITES</b>	\$25.00 CITY WATER <b>YES</b>	RECEIPT CITY SEWER <b>YES</b>	47744 ACCESS PERMIT <b>NO</b>	






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CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

WORKSHEET NUMBER  <b>2015-75</b>	APPLICANT <b>PREMIER HOMES PO BOX 643 WINCHESTER OR 97495 541-430-7218</b>	OWNER <b>PREMIER HOMES PO BOX 643 WINCHESTER OR 97495 541-430-7218</b>
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**SITE INFORMATION**

SITE ADDRESS <b>611 BROOKS LOOP</b>	TAX ACCOUNT NUMBER <b>R133639</b>	M-TL <b>25-05-21BD-00500</b>	SIZE (ACRES) <b>0.21</b>
IMPROVEMENT <b>CONSTRUCT SINGLE STORY SFD (WITH ATTACHED GARAGE) ON LOT 30 OF FOREST HEIGHTS SUBDIVISION</b>			
EXISTING STRUCTURES (NUMBER AND TYPE) <b>VACANT</b>		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt; 50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE <b>EAST ON CENTRAL, TURN RIGHT ON WAITE STREET, RIGHT ON FOREST HEIGHTS TO SUBJECT PROPERTY</b>			
As, for, or on behalf of, all property owners:  Applicant Signature:  Date: <b>10/30/15</b>			

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>R1</b>		OVERLAYS <b>None</b>		
<b>SETBACKS</b>				
FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT</b>	EXT. SIDE <b>15FT</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>2 - 9 X 18 SPACE</b>		
BUILDING HEIGHT <b>35FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>N/A</b>		
CONDITIONS OF APPROVAL:		REFER TO: <b>Douglas County</b>		
<b>AUTHORIZED TO CONSTRUCT SINGLE STORY SFD W/ ATTACHED GARAGE ON LOT 30 OF FOREST HEIGHTS SUBDIVISION. MUST MEET ZONE/SETBACK REQUIREMENTS.</b>				
APPROVED BY 		DATE <b>OCTOBER 30, 2015</b>	EXPIRATION DATE <b>OCTOBER 30, 2016</b>	
FEEs <b>PUBLIC UTILITIES</b>	\$25.00 <b>CITY WATER YES</b>	RECEIPT # <b>YES</b>	<b>47751</b> <b>ACCESS PERMIT NO</b>	




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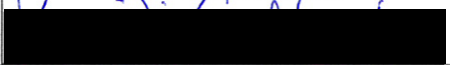
CITY OF SUTHERLIN  
PRE-APPLICATION WORKSHEET  
**CONSTRUCTION**

WORKSHEET NUMBER  <b>2015-76</b>	APPLICANT <b>ERIC &amp; JENNIFER HIMMELREICH 219 MYSTIC AVE OAKLAND OR 97462 541-802-6273</b>	OWNER <b>ERIC &amp; JENNIFER HIMMELREICH 219 MYSTIC AVE OAKLAND OR 97462 541-802-6273</b>
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**SITE INFORMATION**

SITE ADDRESS <b>144 ARCH AVE</b>	TAX ACCOUNT NUMBER <b>R109386</b>	M-TL <b>25-05-17AC-00601</b>	SIZE (ACRES) <b>2.02</b>
IMPROVEMENT <b>CONSTRUCT SINGLE STORY SFD (1780 SQ FT) WITH ATTACHED GARAGE ON PARCEL 2 OF PP 2000-29</b>			
EXISTING STRUCTURES (NUMBER AND TYPE) <b>VACANT</b>		DISTANCE OF BUILDING SITE FROM SURFACE WATER <b>&gt; 50 FEET</b>	
DIRECTIONS FROM CENTRAL AVENUE <b>EAST ON CENTRAL, TURN LEFT ON STATE, RIGHT ON SIXTH, LEFT ON ARCH TO FIRST DRIVEWAY ON THE LEFT.</b>			
As, for, or on behalf of, all property owners:  Applicant Signature:  Date: <u>11-6-15</u>			

**PLANNING DEPARTMENT INFORMATION**

ZONING <b>RH</b>		OVERLAYS <b>None</b>		
<b>SETBACKS</b>				
FRONT GARAGE <b>20FT</b>	FRONT PROPERTY LINE <b>15FT</b>	REAR <b>10FT</b>	SIDE <b>5FT</b>	EXT. SIDE <b>20FT</b>
SIGN CODE <b>N/A</b>	SPECIAL SETBACK <b>N/A</b>	PARKING SPACES REQUIRED <b>2 - 9 X 18 SPACE</b>		
BUILDING HEIGHT <b>35FT</b>	FLOOD PLAIN <b>NO</b>	FLOOR HEIGHT ABOVE GRADE <b>N/A</b>		
CONDITIONS OF APPROVAL:		REFER TO: <b>Douglas County</b>		
<b>CONSTRUCT SINGLE STORY SFD (1780 SQ FT) W/ ATTACHED GARAGE ON PARCEL 2 OF PP2000-29. MUST MEET CONDITIONS OF GEO-TECH REPORT. MUST MEET ZONE/SETBACK REQUIREMENTS.</b>				
APPROVED BY 		DATE <b>NOVEMBER 6, 2015</b>	EXPIRATION DATE <b>NOVEMBER 6, 2016</b>	
FEES	<b>\$25.00</b>	RECEIPT #	<b>47786</b>	
PUBLIC UTILITIES	CITY WATER <b>YES</b>	CITY SEWER <b>YES</b>	ACCESS PERMIT <b>NO</b>	