

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
FEBRUARY 19, 2013**

Commission Members:

John Lusby, Mike Meier, Rita Jost, Michelle Sumner, Bertha Egbert, Adam Sarnoski, Mike Flick

Excused: Michelle Sumner

City Staff:

Planning Consultant, Carole Connell
Community Development Director, Dan Huff
Community Development Technician, Billie Wright

Audience: Greg Henderson

Meeting called to order at 7pm by Chair Jost.

Flag Salute

Introduction of Media – None present.

- **Introduction of New and Reappointed Commission Members**

Mike Meier introduced himself as reappointed Commissioner; Chair Jost and Commissioner Sumner were also reappointed. The newly appointed Commissioners are Adam Sarnoski and Mike Flick. Connell introduced herself to them as the part time Contract Planner here to assist Community Development Director, Dan Huff. She expressed Huff is very knowledgeable and accessible if they wanted to talk with him. She and Huff can be reached by calling City Hall, Community Development Department.

- **Election of Chair/Vice Chair**

Chair Jost opened with nominations for a Chair.

Chair Jost nominated Commissioner Lusby for Chair; second made by Commissioner Meier.

Commissioner Flick nominated Commissioner Egbert for Chair however a second was not received.

Discussion: None

In favor: Commissioners Meier, Lusby, Sarnoski, Flick, Egbert and Chair Jost.

Opposed: None

Motion carried unanimously.

Commissioner Flick nominated Commissioner Egbert for Vice-Chair; second made by Commissioner Meier.

Discussion: None

In favor: Commissioners Meier, Lusby, Sarnoski, Flick, Egbert, and Chair Jost

Opposed: None

Motion carried unanimously.

Newly elected Chair, Commissioner Lusby, took his place as Chair for the remainder of the meeting.

- **Approval of Minutes**

MOTION made by Commissioner Egbert to approve the minutes as read from the October 16, 2012 Planning Commission meeting; second by Commissioner Flick.

Discussion

In favor: Commissioners Meier, Egbert, and Chair Lusby

Abstain: Commissioners Jost, Sarnoski, and Flick [reason, did not attend meeting]

Opposed: None

Motion failed.

Action Items

- **Initiate an amendment to update the TSP Table 13-1 CIP improvements prioritization**

Planner, Carol Connell, reported last spring the Planning Commission reviewed the Transportation System Plan (TSP) and agreed the list of improvement projects was unrealistic and will be reorganized with better budget realities and needs.

[Dan Huff, Community Development Director, arrived at meeting.]

Commissioner Flick questioned how much time it will take to complete the list of projects. *It's probably a 20 year plan.*

CD Director, Huff, explained when you look at projects like these, part of it is a state process where you have plans, like the TSP, and a Capital Improvement Plan. This is for two reasons; first to identify priority projects that the community believes are necessary for growth and secondly the funding brought in from the system development charges, and transportation fees on those projects identified in a Capital Improvement Plan.

Huff added, in reality, there will probably never be enough money to do all the projects listed. One way those projects are built is through new development and instead of paying the SDC fee they make a capital improvement. Another way is to work with ODOT or Douglas County on a joint project, like Comstock Rd; it must be identified in the plan to receive funding. If Cooper Creek Water Treatment Plant, a non-transportation example, had not been identified in the Water Master Plan, we could never have applied for federal funding. Some projects may never get built, but has to be listed in case they are able to be built.

Commissioner Egbert asked since Comstock goes to the interchange, why does the project stop at Page Rd? *That is the end of the county right-of-way.*

After some discussion concerning improvement projects Huff clarified the fact that funding for new construction or capital improvement projects cannot be used for upgrading an existing street, or for maintenance.

MOTION made by Commissioner Egbert directing staff to proceed with the Type IV Plan Amendment procedure to amend TSP Table 13-1; second made by Commissioner Sarnoski.

Discussion: None

In favor: Commissioners Meier, Flick, Jost, Sarnoski, Egbert and Chair Lusby.

Opposed: None

Motion carried unanimously.

- **Initiate an amendment to the PUD section 4.6 to assure infrastructure improvements are proposed to city standards**

Connell reported there was some concern that Fairway Estates was not built to city standard. PUDs have a history everywhere of coming up with something substandard to convince the populace it is a good idea. The code does state you have to build to city standard. It is one sentence that is hard to find and not underlined: "The design standards of Chapter 3 apply to all planned unit developments." It needs to be beefed up so it is not missed by staff or the developer. The suggestion was to make it more obvious, bolder and crystal clear, by adding the underlined words, "The infrastructure design standards and including provision for street and pedestrian access and circulation, landscaping, street trees, fences and walls, sanitary sewer and storm drainage, public use areas, underground utilities, easements and signs apply to all planned unit developments." Also, under Concept Plan Submission add "8. (Provide) an infrastructure plan and findings demonstrating compliance with all sections of Chapter 3 Design Standards." This will make it evident so no one can say they did not see it.

MOTION made by Commissioner Jost instructing staff to proceed with the plan amendment to revise PUD Section 4.6; second made by Commissioner Meier.

Discussion: None

In favor: Commissioners Meier, Flick, Jost, Sarnoski, Egbert and Chair Lusby

Opposed: None

Motion carried unanimously.

- **2012 Sutherlin Vision document –**

Connell reported last fall, with the City Manager's direction, a committee was formed to develop a new vision for the city; they called it "Where Are We Going?" with a vision statement of "With a can do attitude, we honor the past while building toward a prosperous future. With community collaboration and civic pride, the city of Sutherlin is a

beautiful, safe and welcoming place to live, work and play.” It is published now and Connell feels the City Manager is taking it seriously and has been creative with the policies. There will be some elements that will come back to Planning.

Huff explained what the Vision program was about and its involvement with the different departments such as Community Development with land use actions, Tourism with community events, Finance with budgeting, etc. The facilitators made up a list of action items, or objectives as to what do you want to see occur in the next five to fifteen years, or even next year. Commissioner Sarnoski added that each action item was assigned a timeline depending on the priority.

Commissioner Jost asked about business development which she feels the city needs badly. Huff stated what needs to be done is finish the economic development website and complete one downtown improvement project this fiscal year. One vision for the website, that should be up soon, is to click on an objective and goal listed under the department services which will then take you to actions taken and when planned to go to council for approval.

- **City Planner Report**

Connell reported there have been some problems with clear vision at intersections where your view is blocked because of signage, structures or vegetation. Looking at the development code there is a small distance of protected area compared to other cities. Stand on a corner and measure 15 feet down one street and 15 feet down the other, draw a connecting line to make a triangle of protected area; anything in that area must be under 3 feet or a street tree taller than 8 feet. 20 feet is the common distance; some cities are at 30 feet. Connell thinks 20 feet is an easy change to the code. Sandwich board signs on corners are blocking the view. Huff stated a change in the code will only affect new development and replacement of signage. Commissioner Sarnoski pointed out we do not patrol the city for these types of things but handle it on a complaint driven basis.

MOTION made by Commissioner Meir to initiate an amendment to the clear vision triangle; second by Commissioner Flick.

In favor: Commissioners Meir, Flick, Jost, Sarnoski, Egbert and Chair Lusby

Opposed: None

Motion carried unanimously.

- **Commission Comments**

- Commissioner Meier recently discovered Sutherlin does require a business license and though not in favor of more government control, he feels this is important. Sutherlin is one of the few cities that does not require it; when he was in business a license was required in every municipality he did business in. Meier has spoken with the City Manager, Huff, council members and the Mayor, as well as with Code Enforcement Officer, John Hebard. Hebard felt having it would not particularly help commercially but would with law enforcement. Meier gave the Relax Inn raid as an example where a business license would have been helpful. It would be beneficial to the city to know who was coming in to do business and everyone knowing the rules; it wouldn't have to be a monetary issue.

Commissioner Egbert felt it would be a monetary issue; thinks it will cost to run background checks. The city would have to charge the businesses for the license. She thought it would only add more to what businesses currently have to do.

Commissioner Sarnoski felt it would be an added expense for hobbyists who make birdhouses and such from their garages.

Huff agreed with Meier; we do not know who comes into town or when. We have an enforcement problem in this town. Someone will come in, start a business without a license and lease or rent property for a use that does not comply with the development code. If they come in for a business license there may be other issues applicable; doing a criminal background check and depending on the type of business there may be code violations that need to be addressed, the fire marshall will have to check for illegal structures that can be dangerous.

Commissioner Egbert felt having a business license would not stop illegal businesses.

Huff reported an instance where a business was closed down in Roseburg for illegal activity so they came to Sutherlin to open their business. Having a business license could prevent those types of circumstances.

Meier cited the Vision statement “Sustain a high level of public safety.” He feels this is an important part of it.

Huff stated it is easier to stop a business if they are operating without a license. He gave several examples of businesses doing business in violation of city code. Commissioner Lusby also cited an example of one he’s witnessed. Huff reiterated this discussion is good; there is a lot of discussion to take place prior to approving a business license, however he feels it would take care of a lot of problems with enforcement issues.

- Commissioner Meier stated at the January City Council meeting he was very disappointed at how Commissioner Jost was treated while at the podium for being re-appointed to the Planning Commission. He feels the issue at been put to rest so to bring it up in a public forum was wrong. If there is a problem it should be have been handled with the individual personally. Commissioner Flick agreed.
- Commissioner Egbert said she would like to see city wide WiFi made available in this community; it would be good for business development. Other cities are doing it and making money off it.

Commissioner Flick feels it will be expensive. Commissioner Sarnoski thinks only the initial setup cost will be high. Huff will ask the Finance Director to see if this is even possible.

- **Public Comment**

- Greg Henderson introduced himself as the contracted Business Development Manager for the City. His philosophy on business development is to make the existing businesses stronger than they are. Assist these businesses to grow so they can hire one employee apiece versus trying to recruit a business to come into town that moves in and decides after a short while they do not like the neighborhood and move out leaving people without their jobs. Henderson has spoken with businesses and various people in Sutherlin and many have shared their concern and need for either a doctor or LPN, who can at least write medical prescriptions. He reported there may be a couple of young doctors in Roseburg who might be interested in moving to Sutherlin.

- **Adjournment**

With no further business the meeting was adjourned at 8:27 pm.

Respectfully submitted,

Billie Wright
Community Development Technician

APPROVED BY COMMISSION ON THE _____ DAY OF _____ 2013

John Lusby, Commission Chair