

City of Sutherlin
Planning Commission Meeting
Tuesday, March 20, 2012
7:00 p.m. – Civic Auditorium

Commissioners:

Jim Houseman, John Lusby, Floyd VanSickle, Todd McKnight, Michelle Sumner, Bertha Egbert, Chair, Rita Jost

City Staff:

Community Development Director, Dan Huff
City Planner, Chad Mast
Deputy City Recorder, Debbie Hamilton

Audience:

None

- **Pledge of Allegiance**
- **Roll Call** – All present
- **Introduction of Media** – None

- **Welcome Newly Appointed Commissioner**

John Lusby, a former Planning Commissioner, was appointed to fill the remainder of the term which had been vacated in January.

- **Approval of Minutes** –

MOTION to approve the minutes of the January 17, 2012 Planning Commission meeting made by Commissioner Egbert; second by Commissioner McKnight.

Those in favor: Commissioners Houseman, VanSickle, McKnight, Sumner, Egbert, Chair Jost

Abstained: Commissioner Lusby [not present meeting]

Opposed: None

Motion carried unanimously.

Chair Jost announced the public hearing for this evening then read the procedure for public hearings. She then asked the Commissioners for any conflicts of interest, ex parte contacts, appearance of a conflict, etc. Hearing none she proceeded with opening of the hearing at 7:05pm on the following file:

- **Hearings**
 1. **PA 11-01 Sutherlin Municipal Code Amendments**

Proposed amendments to the Sutherlin Development Code as determined by the Commission from previous meetings. Amendments are processed as Type IV procedures and have been noticed accordingly as a “legislative” land use action involving a text change. Commission will recall these items for consideration are partly “clean-up” items, as well as additions not included in the original new Development Code adoption.

Party Status: None received by Staff.
None requested by audience.

Staff Report: City Planner, Mast, apologized to the Commission as this is a repeat of the January hearing due to the newspaper not publishing the hearing notice as we had directed, therefore we did not meet the publishing requirements. He again recommended their approval be sent on to Council for their final approval. Nothing has changed from the last meeting; he asked for any questions before he proceeds.

Discussion:

Commissioner VanSickle questioned 2.6.1.10 of the code asking what the height of the building is measured by, the eave or the gable. *It is the mean height, which is from the eave to the gable.*

MOTION made by Commissioner McKnight to move forward with PA-11-01 and continue with process to Council and allowing Chair to sign Findings of Fact; Commissioner Houseman seconded the motion. Those in favor: Commissioners Houseman, Lusby, McKnight, Sumner, Egbert, Chair Jost
Opposed: Commissioner VanSickle
Motion carried.

Public Comment: None received.

Public Hearing closed at 7:42pm

- **Transportation System Plan Capital Improvements**

Community Development Director, Dan Huff, reported there are several projects listed in the TSP that have been reorganized noting they all are important for the future growth of the community. Some mentioned were Southside Parkway, Westside Project, Comstock improvements from Page Rd to West School. The County is finishing Hastings which will be paved including sidewalks from Calapooia to Taylor. He reviewed several other projects listing one priority identified as North Calapooia to align with the railroad tracks to State Street. Discussion continued with questions from the Commission.

Commissioners were asked think about what projects they feel would benefit the community the most and to email their list of priorities to Staff.

- **Ethics & Public Meeting Laws**

Hearings and meeting protocol with definitions of some of the words that are commonly used were reviewed and discussed.

- **Public Comment** – None received.

- **Adjournment** – With no further business the meeting was adjourned at 8:25pm.

Respectfully submitted,

Debra L. Hamilton, CMC
Deputy City Recorder

APPROVED BY THE COMMISSION THIS _____ OF _____ 2012

Rita Jost, Commission Chair

APPROVED BY COMMISSION APRIL 17, 2012