

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, JANUARY 17, 2017**

COMMISSION MEMBERS PRESENT: Mandi Jacobs, Patricia Klassen, William Lee, John Lusby, Richard Price, Sam Robinson, Michelle Sumner

COMMISSION MEMBERS EXCUSED: None

COMMISSION MEMBERS ABSENT: None

CITY STAFF: Brian Elliott, Community Development Director and Kristi Gilbert, Community Development Specialist and Lisa Hawley, City Planner

AUDIENCE: Gladys Robinson and John Klassen

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

FLAG SALUTE

INTRODUCTION OF MEDIA: None

WELCOME NEW PLANNING COMMISSION MEMBERS

Chair Lusby welcomed everyone to the Planning Commission. Everyone then introduced themselves.

ELECTION OF CHAIR AND VICE CHAIR

A motion made by Commissioner Sumner to retain John Lusby as chair; second made by Commissioner Price.

In favor: Commissioners Jacobs, Klassen, Lee, Price, Robinson, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

A motion made by Chair Lusby to retain Michele Sumner as vice-chair; second made by Commissioner Price.

In favor: Commissioners Jacobs, Klassen, Lee, Price, Robinson, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

APPROVAL OF MINUTES

A motion made by Commissioner Sumner to approve the minutes of the December 20, 2016 Planning Commission meeting; second made by Commissioner Klassen.

In favor: Commissioners Jacobs, Klassen, Lee, Price, Robinson, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

UPDATE ON CITY PROJECTS

Lisa Hawley, City Planner, distributed copies of an additional proposed legislative amendment. She noted that after last month's Planning Commission meeting, city staff discovered one additional item which needs to be included in the proposed legislative amendments, which will be going to public hearing before the City Council on March 13, 2017. In addressing the enforcement provisions of the Development Code, staff realized that Section 1.4.120 [Penalty] needs to be updated to remove the words "a misdemeanor" from the text. Ms. Hawley stated that the term "misdemeanor" implies some sort of criminal activity and city staff didn't feel that a violation to the land use code should constitute a criminal action.

A motion made by Commissioner Klassen to strike to "a misdemeanor" in Section 1.4.120 [Penalty] of the Sutherlin Development Code; second made by Commissioner Price.

In favor: Commissioners Jacobs, Klassen, Lee, Price, Robinson, Sumner and Chair Lusby

Opposed: None

Motion carried unanimously.

MONTHLY ACTIVITY REPORT

Brian Elliott, Community Development Director, provided the Planning Commission an update on 2017 City Projects. He then 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 Price raised a concern with a pothole located between Casa DeLoma and Crown Point on Fourth Ave. Staff will follow up with Public Works on the matter.

ADJOURNMENT - With no further business the meeting was adjourned at 7:40 pm.

Respectfully submitted,

Kristi Gilbert

Kristi Gilbert

APPROVED BY COMMISSION ON THE 21st **DAY OF** March, 2017.

John Lusby

John Lusby, Commission Chair



City of Sutherlin

Date: January 17, 2017
To: Sutherlin Planning Commission
From: CDD, Brian Elliott
Re: Monthly Activity Report

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

TRANSPORTATION

- N. Comstock bids will be reviewed in April, 2017. County will proceed with awarding the project.
- Preliminary engineering design for Central Avenue Pavement Project. Construction estimated to begin in May, 2017 with a completion of October, 2017.

UTILITIES - Water and Wastewater

- SBR Surcharge contract was awarded to Green Suns Inc. in the amount of \$273,351. Phase 1 completed. Phase 2 will take place in February or March, 2017, weather pending.
- Water Master Plan and Water Management & Conservation Plan Update. Contract awarded to The Dyer Partnership and Engineering. Completion date August 4, 2017.
- 14" Forcemain, located on Central between Miller and Front Streets, contract to be awarded on January 23, 2017. Construction to begin February 22, 2017.

PARKS

- Central Park Rehabilitation – Central Park play equipment has been scheduled to be installed ~~early spring, weather permitting~~
- Ford's Pond Community Park Master Plan – RFP's are due January 31, 2017.

LAND USE ACTIVITY

Building Worksheets approved –

- 2016-70 145 Myrtle St, Suite 106
- 2017-01 1625 W Duke
- 2017-02 262 Pine St

Active Land Use Application status

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**) Minor Amendment for phasing in process.

16-S007 – Prehall - Land partition – Tentative Approval

16-S008 – Prehall - Land partition – Tentative Approval

16-S012 – Legislative Amendments – Public Hearing

16-S013 - Fairway Ridge – Minor Amendment – Pending

16-S014 – Houde – Subdivision & Variance – Planning Commission Approved, subject to conditions.