



**City of Sutherlin
Planning Commission Meeting
Tuesday, January 18, 2022
7:00 p.m. – Sutherlin Civic Auditorium
Agenda**

Pledge of Allegiance

Introduction of Media

Election of Chair and Vice-Chair

Approval of Minutes

October 19, 2021 – Regular Meeting

Workshop – Oregon Planning Commission review

Monthly Activity Report

Holiday Meeting Schedule

Public Comment

Commission Comments

Adjournment

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7:00 PM
TUESDAY, OCTOBER 19, 2021**

COMMISSION MEMBERS PRESENT: Richard Price, Lisa Woods, Adam Sarnoski, Tom Maloney and Norm Davidson

COMMISSION MEMBERS EXCUSED: Alan Woods

COMMISSION MEMBERS ABSENT: None

CITY STAFF: Kristi Gilbert, Community Development Supervisor and Brian Elliott, Community Development Director

AUDIENCE: None

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

FLAG SALUTE

APPROVAL OF MINUTES

A motion made by Commissioner Price to approve the minutes of the September 21, 2021 Planning Commission meeting; second made by Commissioner Sarnoski.

In favor: Commissioners Maloney, Sarnoski, Price and Chair Davidson

Opposed: None

Excused: None

Motion carried unanimously

APPROVAL OF FINDINGS OF FACT(S)

- 1. CLARK PROPERTY MANAGEMENT, LLC**, request for a Comprehensive Plan Map Amendment from Community Commercial and Low Density to High Density and Zone Map Change from (CC) Community Commercial and (R-1) Low Density Residential to (R-3) Multifamily Residential on a 3.75 acre property. **PLANNING DEPARTMENT FILE NO. 21-S013.**

A motion was made by Commissioner Price to approve the Findings of Fact for Clark Property Management, LLC, request for a Comprehensive Plan Map Amendment from Community Commercial and Low Density to High Density and Zone Map Change from Community Commercial (C-3) and Low Density Residential (R-1) to Multifamily Residential (R-3) (File No. 21-S013) presented at the September 21, 2021 Planning Commission meeting; motion seconded by Commissioner Sarnoski.

In favor: Commissioners Maloney, L. Woods, Price, Sarnoski and Chair Davidson

Opposed: None

Motion carried unanimously

MONTHLY ACTIVITY REPORT – Brian Elliott, Community Development Director, gave the commission a brief overview of the City Hall remodel that is currently happening. Stating that the contractor will start his portion Wednesday, October 20th, abatement portion was previously started and completed. Mr. Elliott also gave an update on Ford’s Pond, the grants be applied for and the current development of phases.

HOLIDAY MEETING SCHEDULE – Staff would like feedback from the Commissioner’s about the upcoming holiday season to be able to plan for upcoming meetings. Commissioner Price noted he will be leaving November 17, 2021 (day after scheduled meeting). Commissioner L. Woods stated she will be out the in December and not available the 2nd Tuesday of each month is a meeting is to be rescheduled. If an application is received that requires a Planning Commission Meeting for December, staff will send out an email to verify who is able to attend. Staff reminded the Planning Commission members that at least four (4) members need to be present at a hearing to have the required quorum.

PUBLIC COMMENT – None

COMMISSION COMMENTS – None

ADJOURNMENT - With no further business the meeting was adjourned at 7:11 pm.

Respectfully submitted,

Jamie Chartier, City Planner

APPROVED BY COMMISSION ON THE _____ DAY OF _____, 2022.

Commission Chair



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City of Sutherlin

Date: January 11, 2022
To: Planning Commission
From: Community Development
Re: Monthly Activity Report

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

COMMUNITY DEVELOPMENT

City Hall Remodel

Other than some paint touch up, construction is complete.

Ford's Pond

I will give a complete update regarding approved grants, pending grants, construction progress in February 2022.

Central Park Multi-Use Stage

On December 20, 2021, city council approved the Multi-Use Stage design and construction.
On January 10, 2022, city council approved the purchase of the Stagecover and color (blue and white)

Schedule

| | |
|--|-------------------|
| Design Services Start | December 21, 2021 |
| Draft Completion Date (Plans, Specs & Bid Documents) | January 31, 2022 |
| Final Completion Date (Plans, Specs & Bid Documents) | February 14, 2022 |
| Advertise for Bids | March 14, 2022 |
| Receive Bids | April 11, 2022 |
| Start of Construction | May 16, 2022 |
| Completion of Construction | July 11, 2022 |

Downtown Parking Lot

Design and Construction management TBD 2022

TRANSPORTATION

UTILITIES

Nonpareil Water Treatment Plant Improvement

Construction has been slow the last couple of months, due to weather and holidays.

The Design Contract was awarded on January 27, 2020, to The Dyer Partnership Engineers & Planners, Inc. for Engineering Services and Construction Management. On February 24, 2021 @ 2:00pm bids were opened, Stettler Supply & Construction submitted the lowest bid in the amount of \$4,810,485 and has sufficient experience and qualifications to satisfactorily construct the project. On March 8, 2021,

City Council Awarded the Construction Contract to Settler Supply Company in the amount of \$4,810,485. Construction started April 2021 and is expected to be completed in June of 2022.

Construction update: Concrete backwash basins are complete, currently backfilling around basin, removed old stand-by generator and rewired in temporary location, starting electrical submittals for review.

Water curtailment restrictions were lifted on October 5, 2021. We do anticipate water curtailment measures to be implemented again in 2022 for phase II.

Revised schedule

- ~~Start design February 2020~~
- ~~60% design meeting September 2, 2020~~
- ~~90% design meeting October 7, 2020~~
- ~~Present Final design to City Council January 11, 2021~~
- ~~Bid process and contract award February/March 2021~~
- ~~Council Consideration of Contract March/April 2021~~
- ~~Construction NTP April/May 2021~~
- Complete construction May/June 2022

LAND USE ACTIVITY

Building Worksheets:

- 2021-01 -107 on previous Activity Report(s)
- 2021-108 – 1716 Scardi Blvd –
- 2021-109 – 788 Robert Lavern St - SFD
- 2021-110 – 1030 Foster – Solar Panels
- 2021-111 – 251 S Calapooia – DMV LUC's
- 2021-112 – 158 Valentine Ave – Solar Panels
- 2021-113 – 116 Clover Leaf Loop –
- 2021-114 – 488 S Calapooia St – SFD
- 2021-115 – 811 Pebble Street – SFD
- 2021-116 – 190 Robinson St - SFD
- 2021-117 – 611 Cedar St - MH
- 2022-01 – 113 E Central Ave – interior remodel

Active Land Use Applications:

- 21-S001 – 21-S015 on previous Activity Report(s)
- 21-S016 – Srikureja – Property Line Adjustment
- 21-S017 – City of Sutherlin – Class A Variance
- 21-S018 – Washburn – Property Line Adjustment
- 21-S019 – Washburn – Land Partition
- 22-S001 – Srikureja – LP
- 22-S002 - Cameron – TUP

Right of Way Applications:

- 21-01 – 21-26 on previous Activity Report(s)
- 21-27 – 353 Waite St – Avista Utilities
- 21-28 – 190 Robinson St – property owner
- 21-29 – 720 E Sixth Ave – Douglas Services
- 21-30 – 121 W Central Ave – Terry Brock

- 21-31 – 1424 Gleason Ave – Pacific Power
- 21-32 – 254 Addison Ave – Robinson Bros
- 21-33 – 1004 S Comstock – Avista Utilities
- 21-34 – 1020 Laurel Ave – DFN
- 21-35 – 137 S Grove – property owner
- 22-01 – 732 Sea St – Robinson Bros
- 22-02 – 326 Opal St – Avista
- 22-03 – 248 S Calapooia St – Robinson Bros