



**City of Sutherlin  
Planning Commission Meeting  
Tuesday, March 15, 2022  
7:00 p.m. – Sutherlin Civic Auditorium  
Agenda**

**Pledge of Allegiance**

**Introduction of Media**

**Election of Vice-Chair**

**Approval of Minutes**

January 18, 2022 – Regular Meeting

**Award Recognition**

**Monthly Activity Report**

**Holiday Meeting Schedule**

**Public Comment**

**Commission Comments**

**Adjournment**

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7:00 PM  
TUESDAY, JANUARY 18, 2022**

**COMMISSION MEMBERS PRESENT:** Norman Davidson, Richard Price, Lisa Woods, Adam Sarnoski and Alan Woods

**COMMISSION MEMBERS EXCUSED:** Tom Maloney

**COMMISSION MEMBERS ABSENT:** None

**CITY STAFF:** Jamie Chartier, City Planner and Kristi Gilbert, Community Development Supervisor

**AUDIENCE:** None

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

**FLAG SALUTE**

**ELECTION OF CHAIR and VICE CHAIR**

A motion was made by Commissioner Price to nominate Commissioner L. Woods as Chair; second made by Commissioner A. Woods. Chair Davidson and Vice Chair Price both have several months that they will be absent from attending the monthly meeting.

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

Opposed: None

Excused: None

Motion carried unanimously

Commissioner Price made the motion to remain as vice chair; second by Commissioner Davidson.

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

Opposed: None

Excused: None

Motion carried unanimously

**APPROVAL OF MINUTES**

A motion made by Commissioner Price to approve the minutes of the October 19, 2021 Planning Commission meeting; second made by Commissioner Davidson.

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

Opposed: None

Excused: None

Motion carried unanimously

## **WORKSHOP – OREGON PLANNING COMMISSION REVIEW**

The Department of Land Conservation and Development (DLCD) and The Oregon Chapter of the American Planning Association (APAOR) designed an Oregon Planning Commissioner Handbook. This handbook is reviewed when DLCD and APAOR conduct Planning Commission Training sessions. City Staff took this opportunity to hand each commissioner a handbook and also review key sections with all commissioners. Jamie Chartier, City Planner reviewed highlighted parts within Chapter 2 (Planning Values), Chapter 3 (Roles and Responsibilities) and Chapter 4 (Making Land Use Decisions).

**MONTHLY ACTIVITY REPORT** – No comments or questions.

**PUBLIC COMMENT** – None

**COMMISSION COMMENTS** – Commissioner Price asked staff what the timeframe is to clean up a property after the house burnt (fire debris). Mrs. Chartier responded that there is not a timeframe requirement in the Sutherlin Development Code, but would check further in the Municipal Code and if needed ask the State Fire Marshal and Douglas County Building Official.

Commissioner Sarnoski asked staff if a rapid flashing beacon would be installed at the intersection of Sea Street and Waite Street. Mrs. Gilbert stated that at this time one is not planned to be installed there, but as road improvements to Waite Street happen or the City is awarded The Safe Routes to School grant, then one would be proposed at that time.

**ADJOURNMENT** - With no further business the meeting was adjourned at 7:37 pm.

Respectfully submitted,

---

Jamie Chartier, City Planner

**APPROVED BY COMMISSION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

---

Lisa Woods, Commission Chair



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us)

## City of Sutherlin

Date: March 9, 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**

#### **Residential Uses in the Commercial zoned areas**

In the fall of 2019, concerns were raised, and discussions began regarding residential uses in commercial zones. Staff was asked to look at ordinances, development code and interpretations to address the concern of our storefronts turning into boarded up living quarters. After working with our city attorney and obtaining an interpretation of the “residential component” in the commercial zone, staff can now proceed with actions. We will begin with sending a letter to all commercial buildings within both C-1 (Downtown Commercial District) and C-3 (Community Commercial District), with a 14-day response time. Following the 14-days, staff will contact known properties out of compliance. A copy of the interpretation and letter to property owners is attached to this report for additional information.

#### **Ford's Pond Grant update**

- Land and Water Conservation Fund (LWCF) 2020 grant application (\$205,775.00) is pending Notice to proceed (NTP). We're anticipating the NTP by the end of May/June 2022. Because of the delay in receiving funding, construction of the additional 0.9-mile paved path won't happen in 2022. Once we receive the funding, we will still need to submit a joint wetland delineation application for the additional 0.9-mile paved path. It's estimated that this application process will take at least six months.
- Recreational Trails Program (RTP) 2020 grant application (\$240,808.00) was also for the 0.9-mile paved path, because of the LWCF's NTP delay. The RTP grant was delayed as well. The RTP grant was identified as matching funds for the LWCF and vice versus.
- Local Government Grant Program (LGGP) 2019 grant application (\$388,531.00). This project should be finalized in February 2022. Scope of work consisted of ADA-accessible parking, signage, picnic tables, benches, site utilities,
- LGGP 2020 grant application (\$517,814.00). Scope of work; ADA-accessible restrooms and 600 feet connectivity sidewalk, two inclusive natural children's play area (design only), three shaded picnic pavilions, site furnishings, landscaping, and security cameras. These funds have been secured, but because of the pandemic, price escalation and securing material and supplies. This project could also be delayed, or scope of work scaled back.
- LWCF 2021 application (\$595,878.70). Submitted, presentation was on February 10, 2022, Scope of work; design/construct additional ADA-parking for RVs/buses, sidewalks, ramps, bioswale, lighting, furnishings, landscaping, security cameras and inclusive play equipment. **City of Sutherlin has been recommended by the Oregon Outdoor Recreation Committee. Recommendations for grant fund distribution will be presented to the Oregon Parks and Recreation Commission for approval at the April 2022 meeting. Recommendations will then be submitted to the National Park Service for final approval.**

## Downtown Parking Lot

- Design and Construction management TBD 2022
- At the March 14, 2022, Urban Renewal Agency meeting city staff will be asking the Agency to approve Resolution 2022.02 to purchase the 0.11-acre vacant lot, located in the downtown area, adjacent to the previously purchased parking lot. This purchase will help with additional parking for the downtown area. The property owners have agreed to sell the property for \$40,000 plus titles fees. This is the same purchase price that was paid for the first parcel, same acreage (0.11 acres) that the city purchased. Urban Renewal/TIF funds will be used to purchase said property.

## Central Park Multi-Use Stage – Currently on schedule

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

## TRANSPORTATION

### UTILITIES

#### Nonpareil Water Treatment Plant Improvement

**New construction schedule:** Shut down No. 2 has been postponed from March 1, 2022, through June 30, 2022, to March 1, 2023, to June 30, 2023. Because of major equipment items related to the Nonpareil WTP Improvement project are not scheduled to arrive on site until April or May of 2022. it was mutually agreed with the contractor and the city to postpone shut down No. 2 until 2023. The details regarding this mutually agreed upon change are in process. Delay in equipment items is due to the pandemic.

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 2023.

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 2023 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 2023

## LAND USE ACTIVITY

### Building Worksheets:

- 2021-107- 2022-01 on previous Activity Report(s)
- 2022-02 – 744 E Third St – SFD
- 2022-03 – 815 Durham - SFD
- 2022-04 – 215 W Central Ave – Change in use/Interior Remodel
- 2022-05 – 800 S State St, Sp 68 – shed
- 2022-06 – 870 Medina Ave – SFD
- 2022-07 – 810 Durham Ave – SFD
- 2022-08 – 836 Durham Ave – SFD
- 2022-09 – 854 Durham Ave – SFD
- 2022-10 – 303 W Central Ave – Change in Use
- 2022-11 – 1952 Culver Loop – Interior Remodel
- 2022-12 – 500 E Fourth Ave – Modular Bldg (classroom)
- 2022-13 – 1316 E Fourth Ave – Interior Remodel
- 2022-14 – 325 Park Hill Ln – Change in Use/Interior Remodel
- 2022-15 – 1372 Sunset Ave – Solar Panels
- 2022-16 – 611 Cedar St – MH
- 2022-17 – 228 Jaswant St - SFD
- 2022-18 – 609 E Central Ave – wall sign
- 2022-19 – 593 S Calapooia St – TUP (circus)
- 2022-20 – 569 W First Ave – Attached Townhouse
- 2022-21 - 561 W First Ave – Attached Townhouse
- 2022-22 – 557 W first Ave – Attached Townhouse

### Active Land Use Applications:

- 21-S001 – 22-S002 on previous Activity Report(s)
- 22-S003 – Bowles – LP
- 22-S004 - Robinson – LP
- 22-S005 – Tatone - PLA

### Right of Way Applications:

- 21-26 – 22-03 on previous Activity Report(s)
- 22-04 – 788 Robert Lavern St – Pacific Power
- 22-05 – 561 W First Ave - Avista
- 22-06 – 744 E Third Ave – Pacific Power
- 22-07 – 150 S Willamette St – Pacific Power
- 22-08 – 1750 E Central Ave – Knight (contractor)