

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7:00 PM
TUESDAY, MARCH 19, 2024**

COMMISSION MEMBERS PRESENT: Michael Hogsett, John Banducci, Tom Schaub, Adam Sarnoski, Alan Woods and Norman Davidson (via ZOOM)

COMMISSION MEMBERS EXCUSED: Tom Maloney

COMMISSION MEMBERS ABSENT:

CITY STAFF: Jamie Fugate, City Planner, Brandi Medeiros, Community Development Assistant and Kristi Gilbert, Community Development Director

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

MEDIA PRESENT: None

AUDIENCE: Keith Cubic

FLAG SALUTE

APPROVAL OF MINUTES

A motion made by Commissioner Schaub to approve the minutes of the January 16, 2024 Planning Commission meeting; second made by Commissioner Woods.

In favor: Commissioners Sarnoski, Schaub, Hogsett, Woods, Davidson and Chair Banducci

Opposed: None

Excused: None

Motion carried unanimously

QUASI-JUDICIAL PUBLIC HEARING(S)

1. **RYAN SHORT and BRENT SHORT**, request for a Comprehensive Plan Map Amendment from Community Commercial to High Density and Zone Map Change from (C3) Community Commercial to (R3) Multifamily Residential on a 0.13± acre portion of the 0.26 acre property located on the south side of E. Central Avenue and inside the City of Sutherlin. The subject property is described as Tax Lot 400 in Section 16CC, T25S, R5W, W.M., and Property I.D. No. R137065. **PLANNING DEPARTMENT FILE NO. 24-S002.**

Chair Banducci opened the hearing, with reading of the disclosure (legal) statement; app persons testifying shall be deemed parties to appeal the application and must provide full name and mailing address if they wish to be notified of the decision, continuances, appeals, or procedural actions required by the Code. The Sutherlin Development Code and Sutherlin Municipal Code specify applicable criteria to be relied upon in making a decision.

Chair Banducci asked the Commission if there were any conflicts of interest or personal bias; Chair Banducci asked the audience if there were any challenges of impartiality of any person(s) on the Commission. Hearing none, Chair Banducci asked for the Staff Report.

Jamie Fugate, City Planner, identified Mathew Hogan, Fair Housing Counsel of Oregon as having party status. Mrs. Fugate then proceeded to summarize the Staff Report, with the recommendation of action alternative number 1. Mrs. Fugate then proceeded to enter Staff Exhibits 1-11 listed within the staff report into the record.

APPLICANT'S TESTIMONY – No applicant's testimony given.

TESTIMONY IN FAVOR - No testimony in favor.

TESTIMONY IN OPPOSITION – No testimony in opposition.

RECEIVE NEUTRAL - No neutral testimony.

APPLICANT'S REBUTTAL – No applicant's rebuttal testimony given.

Chair Banducci closed the public portion of the Hearing.

DISCUSSION – Commissioner Davidson asked if the proposed remaining commercial portion of the property will be large enough to accommodate commercial development. Jamie Fugate, City Planner, replied to Commissioner Davidson's question and stated that there is not a minimum lot size in the C-3 (Community Commercial) zone and the community commercial zone has a wide variety of permitted uses that could possibly be developed on this site. No other objections to the proposed request were stated.

A motion was made by Commissioner Hogsett to recommend to the City Council approval of the proposed Comprehensive Plan Map Amendment and Zone Change applications per staff's recommendation of Action Alternative No. 1; Commissioner Schaub seconds the motion.

In favor: Commissioners Sarnoski, Schaub, Hogsett, Woods, Davidson and Chair Banducci.

Opposed: None

Excused: None

Motion carried unanimously

WORKSHOP – Planning Commissioner Training

Jamie Fugate, City Planner, let the Commissioner's know that typically the Department of Land Conservation and Development (DLCD) typically puts on a yearly Planning Commissioner training. Since COVID-19 and the Pandemic, trainings have been minimal or not an option. City Staff felt it's important for not only the newer commission members, but a refresher for all (including staff) to get a review of the existing rules, laws, requirements and public meeting laws to name a few. With that being said, the city hired Keith L. Cubic, retired Douglas County Planning Director and now a consulting and advisory service to local government agencies. Mr. Cubic has 53 years of service as an Oregon Planner and public administrator.

Mr. Cubic provided the commissioners and staff with an in-depth handout of information; a copy of the handout is filed with the Planning Commission records. Mr. Cubic proceeded to go through

the handout which covered the following topics: Organization and Duties, Oregon Revised Statutes as they pertain to Planning Commission, Sutherlin Local Law, Oregon Public Records Law, Oregon Public Meeting Law and Government Ethics Law. During the workshop, Mr. Cubic allowed commissioners or staff to ask questions and receive clarification as needed.

MONTHLY ACTIVITY REPORT – Commissioner Schaub asked staff if the walk way at Ford’s Pond will go all away around. **Kristi Gilbert, Community Development Director**, stated that the walk way will go around the entire pond, weather restricted/limited development last fall and once weather permits construction will begin again with plans of it being completed this summer. Commissioner Schaub then noted he sees a completion date of July 31, 2024 listed in the activity report. Mrs. Gilbert explained that they have given the contractors a substantial competition date of July 31, 2024, with the final completion date of August 31, 2024 due to the grant funding requiring the project to be completed. Mrs. Gilbert informed the Commission that another species of turtle was found at Ford’s Pond and with this the city is taking all the necessary precautions with the current wetlands permits and are taking the necessary steps to proceed the correct way.

PUBLIC COMMENT – none.

COMMISSION COMMENTS – none.

ADJOURNMENT - With no further business the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Jamie Fugate

Jamie Fugate, City Planner

APPROVED BY COMMISSION ON THE 16th **DAY OF** April **, 2024.**

John Banducci

John Banducci, Commission Chair