

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7:00 PM  
TUESDAY, APRIL 21, 2020**

**COMMISSION MEMBERS PRESENT:** William Lee, Richard Price, Adam Sarnoski, Sam Robinson, Collin Frazier, Elainna Swanson and Norm Davidson

**COMMISSION MEMBERS EXCUSED:** None

**COMMISSION MEMBERS ABSENT:** None

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

**AUDIENCE (via Zoom):** Mark Garrett, Emily Brandt, Erik Ranger and Matthew Strauch

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

**APPROVAL OF MINUTES**

A motion made by Commissioner Price to approve the minutes of the February 21, 2020 Planning Commission meeting; second made by Commissioner Davidson.

In favor: Commissioners Sarnoski, Frazier, Swanson, Price, Davidson, Robinson, and Chair Lee  
Opposed: None  
Excused: None  
Motion carried unanimously

**APPROVAL OF FINDINGS OF FACT(S)**

- 1. BEN CLAPA**, request for a Zone Map Change from (M-1) Light Industrial to (MU) Mixed Use on a 13.07 acre property. **PLANNING DEPARTMENT FILE NO. 19-S015**

A motion was made by Commissioner Robinson to approve the Findings of Fact for BEN CLAPA, request for a Zone Map Change from (M-1) Light Industrial to (MU) Mixed Use on a 13.07 acre property (File No. 19-S015) presented at the February 21, 2020 Planning Commission meeting; motion seconded by Commissioner Price.

In favor: Commissioners Sarnoski, Price, Frazier, Swanson, Davidson, Robinson and Chair Lee  
Opposed: None  
Motion carried unanimously

**QUASI-JUDICIAL PUBLIC HEARING(S)**

- 1. COOPER CREEK ESTATES LLC**, request for a Comprehensive Plan Map Amendment from Low Density Hillside to Medium Density, Zone Map Change from (RH) Residential Hillside to (R-2) Medium Density Residential together with a Land Partition on a 1.31 acre property located on South Side Road and inside the City of Sutherlin. The subject property

is described as Tax Lot(s) 3400 and 3500 in Section 21BA, T25S, R5W, W.M.; Property I.D. No(s). R131991 and R131992. **PLANNING DEPARTMENT FILE NO. 20-S002.**

Chair Lee opened the hearing, with the disclosure (legal) statement; all 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 specifies applicable criteria to be relied upon in making a decision.

Chair Lee asked the Commission if there were any conflicts of interest or personal bias; Commissioner Davidson declared that he done a site visit. Lee asked the audience if there were any challenges of impartiality of any person(s) on the Commission. Hearing none, Lee asked for the Staff Report.

**Jamie Chartier, City Planner**, entered Staff Exhibits 1-11, along with the Staff Report into the record. She then identified there was one (1) written comment received as of the mailing of the Staff Report, entering it as Staff Exhibit 12 into the record. Mrs. Chartier proceeded to summarize the Staff Report and addressed Goal 10 requirements, responding to Staff Exhibit 12 (letter from the Fair Housing Council of Oregon). She explained that Goal 10 was addressed within the staff report findings by the applicant's representative. Stating this is a proposal to go to a higher density zone, which would allow the property owner/developer to develop the property with duplexes or attached townhouses if they so choose too (not just single-family dwellings). Mrs. Chartier then recommended option number 1, approving the applications with conditions.

## **APPLICANT'S TESTIMONY**

**Mark Garrett, representative for the applicant and titleholder**, concurred with the Staff Report submitted and addressed the focus of the Fair Housing Council's letter. Stating he is slightly confused with the letter submitted by the Fair Housing Council of Oregon, as the property is currently planned and zoned for residential and they are applying for additional housing. Mr. Garrett addressed the road classification of South Side Road and that the amount of traffic change will be minimal. He also responded to a letter submitted that the topography of the subject property changes property values to adjacent neighbors, stating that this is not a criterion for approval (or denial) and that the property is isolated from current development.

**Erik Ranger, Engineer with i.e. Engineering representing the applicant and titleholder**, addressed the slopes with the Geotech Report conducted by Bill Galli (Galli Group). The report states that the soils conditions are common with no extreme concerns and suggests development to follow the report. He also stated that the Galli Group wants to be on site when grading is being conducted.

Chair Lee questioned if there will be a retaining wall and specifics to it. Mr. Ranger responded that without knowing the design layout it is unknown at this time what will be required and the surcharge for a retaining wall. Commissioner Sarnoski asked the applicant's representatives about onsite parking. Mr. Garrett replied the plan shows parking and states it is adequate. City Staff stated that parking is a requirement of the dwelling approval, the Sutherlin Development Code has parking requirements for the use being applied for. Commissioner Davidson anticipates a 20' retaining wall with the proposal. Mr. Ranger noted that the layout is conceptual. He would

anticipate an 8' wall is tallest that would be feasible. Mr. Garrett stated that units can be put on property to meet development standards. The Galli Group has identified that it can be done together with i.e. Engineering. The final design will not be completed until this process goes through.

**Emily Brandt, with i.e. Engineering representing the applicant and titleholder**, reiterated that the exhibit submitted with the applications was to show the largest building pad possible, that way The Galli Group's initial report would show the maximum requirements on the site.

### **TESTIMONY IN FAVOR**

No testimony in favor.

### **TESTIMONY IN OPPOSITION**

**Matt Strauch, 805 Valley Vista Street, Sutherlin**, had questions regarding the size of homes and meeting minimum requirements. Mr. Garrett responded that development will meet all development standards. Mrs. Chartier added that Sutherlin Development Code addresses minimum requirements that will be required to be met.

### **RECEIVE NEUTRAL**

No neutral testimony present.

### **APPLICANT'S REBUTTAL**

Mr. Garrett noted that all development standards would be adhered too and met, or development could not take place.

With no further testimony, Chair Lee closed the public hearing portion for this application. Commissioner Davidson asked staff about the required setbacks from the footings of the structures. Commissioner Sarnoski noted his concerns with parking. Mrs. Chartier responded that the setbacks and parking requirements are all specified in the Sutherlin Development Code, they will have to be met or development would not be approved.

A motion was made by Commissioner Price to recommend to the City Council approval of the proposed Plan Map Amendment, Zone Change and Land Partition applications per staff's recommendation of Action Alternative No. 1, with the conditions of approval; Commissioner Frazier seconds the motion.

In favor: Commissioners Price, Frazier, Swanson, Sarnoski, Robinson, Davidson and Chair Lee  
Opposed: None  
Motion carried unanimously

### **LEGISLATIVE PUBLIC HEARING(S)**

- 1. TRANSPORTATION SYSTEM PLAN (TSP) MASTER PLAN**, request for a legislative amendment to the Sutherlin Comprehensive Plan and an amendment to the Sutherlin

Development Code to be consistent with the 2020 TSP. **PLANNING DEPARTMENT FILE NO. 20-S003.**

Chair Lee opened the hearing, with the disclosure (legal) statement; all 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 specifies applicable criteria to be relied upon in making a decision.

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

**Kristi Gilbert, Community Development Supervisor**, entered Staff Exhibits 1-7, along with the Staff Report into the record and noting two (2) written comments were received. She explained to the Commission the process, the involvement of several agencies and volunteers from key stakeholders and representatives from the community to develop this master plan. Mrs. Gilbert summarized the Staff Report, with the recommendation of action alternative number 1. Commissioner Price added information on his involvement as the representative from the Planning Commission. He noted and thanked all the hard work by City Staff to get to this point and having the master plan document.

Commissioner Robinson stated that he is happy to see work being done and utilizing the transportation plan. Mrs. Gilbert added that the current 2009 IAMP (Interchange Area Management Plan) prepared for Exit 136 by Oregon Department of Transportation (ODOT) did not change, but is a part of this revised TSP Master Plan.

A motion was made by Commissioner Davidson to recommend to City Council per staff's recommendation of option number 1; Commissioner Price seconds the motion.

In favor: Commissioners Price, Frazier, Swanson, Sarnoski, Robinson, Davidson and Chair Lee  
Opposed: None  
Motion carried unanimously

### **APPROVAL OF FINDINGS OF FACT**

A motion was made by Commissioner Robinson to approve the Findings of Fact for the Transportation System Plan (TSP) Master Plan (file no. 20-S003) as presented; motion was seconded by Commissioner Davidson.

In Favor: Commissioners Price, Frazier, Swanson, Sarnoski, Robinson, Davidson and Chair Lee  
Opposed: None  
Motion carried unanimously

**COMMISSION COMMENTS** – Commissioner Davidson liked being able to utilize a virtual meeting (ZOOM) and would like to see it continued beyond the stay at home order. Chair Lee appreciated the City having Master Plans and putting them into action.

**ADJOURNMENT** - With no further business the meeting was adjourned at 8:02 pm.

Respectfully submitted,

*Jamie Chartier*

---

Jamie Chartier, City Planner

**APPROVED BY COMMISSION ON THE 15th DAY OF May, 2020.**

*William Lee*

---

William Lee, Commission Chair