



**City of Sutherlin  
Planning Commission Meeting  
Tuesday, May 16, 2023  
7:00 p.m. – Sutherlin Civic Auditorium  
Agenda**

**Pledge of Allegiance**

**Introduction of Media**

**Approval of Minutes**

March 21, 2023 – Regular Meeting

**Workshop – potential code updates**

**Monthly Activity Report**

**Public Comment**

**Commission Comments**

**Adjournment**

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7:00 PM  
TUESDAY, MARCH 21, 2023**

**COMMISSION MEMBERS PRESENT:** Norman Davidson, Michael Hogsett, Tom Maloney and Alan Woods

**COMMISSION MEMBERS EXCUSED:** None

**COMMISSION MEMBERS ABSENT:** Adam Sarnoski

**CITY STAFF:** Kristi Gilbert, Community Development Supervisor and Melanie Masterfield, Deputy City Recorder

**AUDIENCE:** None

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

**FLAG SALUTE**

**APPROVAL OF MINUTES**

A motion made by Commissioner Woods to approve the minutes of the January 17, 2023 Planning Commission meeting; second made by Commissioner Maloney.

In favor: Commissioners Woods, Maloney, Hogsett and Chair Davidson

Opposed: None

Excused: None

Motion carried unanimously

**WORKSHOP - UPDATES**

**Kristi Gilbert, Community Development Supervisor**, discussed the various House Bills (HB) that are required once the population of Sutherlin is 10,000 or greater. Throughout the state and here locally housing has become an issue. City Council is interested in having staff and the Planning Commission look into possible code amendments that will help promote housing development. Another topic City Council recently had staff research recreational vehicles (RV) as temporary housing. The city will conduct some outreach in the near future with a survey being the first item, then hold an open house at a date to be determined. Mrs. Gilbert also let the commission know that there would be a City Council Workshop and to let staff know if they had any thoughts or ideas that would like passed along.

**MONTHLY ACTIVITY REPORT** – Mrs. Gilbert went over the monthly activity report; Mr. Woods asked about signs for public parking, Mrs. Gilbert responded that with signs posted the police department are able to enforce the parking rules and regulations.

**PUBLIC COMMENT** – None

**COMMISSION COMMENTS** – None

**ADJOURNMENT** - With no further business the meeting was adjourned at 7:32 pm.

Respectfully submitted,

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Jamie Chartier, City Planner

**APPROVED BY COMMISSION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

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Norman Davidson, Commission Chair

DRAFT



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## City of Sutherlin

Date: May 9, 2023  
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**

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

The city of Sutherlin received two bids on April 27, 2023, for the construction of Project II. One from Knife River Materials and one from JRT Construction, LLC. JRT Construction, LLC submitted the lowest bid of \$1,884,038.16. The City Council will consider awarding the construction of Project II to JRT Constructions, LLC. at the May 8, 2023, City Council meeting. If council awards the contract to JRT Construction, LLC. construction would start late May of 2023 and is expected to be completed late Fall of 2023.

#### **Recreational Vehicle (RV) Survey and Open House**

It is currently not permitted to reside in an RV on private property within the city limits. Following several complaints to city councilors, they directed staff to seek public input on whether the citizens would like to see enforcement or code changes to address the issue. A postcard for an RV survey was mailed out on April 24, 2023. Survey closes on May 12, 2023. Results will be compiled. There will be an open house held on May 24, 2023, 5:00 p.m. – 7:00 p.m. in the Civic Auditorium for additional public input. A planning commission workshop will be held in June.

### **TRANSPORTATION**

#### **Downtown Parking Lot**

- Design and Construction Estimate
  - Start date: December 12, 2022
  - Completion date: March 31, 2023

#### **Sutherlin Recreational Park (ingress/egress)**

- Design and Construction Estimate
  - Start date: December 31, 2022
  - Completion date: May 31, 2023

### **UTILITIES**

#### **Nonpareil Water Treatment Plant Improvement:**

New construction schedule:

a. New Coatings	March 6 – 10, 2023
b. Concrete Infill	March 17, 2023
c. Underdrains/Piping	March 20 – 24, 2023
d. RW Pump Station	March/April 2023
e. Treated Water PS	March/April 2023
f. Chemical Feed	March/April 2023
g. Controls Startup	April 14 – 28, 2023
h. WTP Commissioning	May/June 2023
i. Substantial Completion	August 2023
j. Final Payment	September 2023

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.

## **LAND USE ACTIVITY**

### **Building Worksheets:**

- 2022-110- 2023-13 on previous Activity Report(s)
- 2023-14 – 990 Forest Heights – SFD (reauthorization)
- 2023-15 – 998 Forest Heights – SFD (reauthorization)
- 2023-16 – 1016 Forest Heights – SFD (reauthorization)
- 2023-17 – 1028 Forest Heights – SFD (reauthorization)
- 2023-18 – 1030 Forest Heights – SFD (reauthorization)
- 2023-19 – 210 Valley Ct – accessory bldg
- 2023-20 – 550 S State St, Sp 126 - MH
- 2023-21 – 374 Bentgrass Ct – SFD
- 2023-22 – 213 Miller St – accessory bldg
- 2023-23 – 771 Fort McKay St – solar panels
- 2023-24 – 251 Umatilla St – accessory bldg.
- 2023-25 – 525 S Calapooia St – industrial bldg
- 2023-26 – 440 Crest View Ct – cover over patio
- 2023-27 – 251 Umatilla St – church addition
- 2023-28 – 611 Cedar St – roof/covering
- 2023-29 – 871 W Central Ave – Change In Use (CIU)

### **Active Land Use Applications:**

- 23-S001 – 23-S003 on previous Activity Report(s)
- 23-S004 – Douglas County Land Dept. – PLA

### **Right of Way Applications:**

- 22-40 – 23-04 on previous Activity Report(s)
- 23-05 – 264 Hawthorne – Avista
- 23-06 – 523 N Willamette – Avista
- 23-07 – 1010 Forest Heights – Javelin Utility Services for Charter
- 23-08 – West Lake Estates – Douglas Services
- 23-09 – Scardi Blvd – Douglas Services
- 23-10 – 128 Miller St – Bass Construction
- 23-11 – 1927 W Duke Ave – Avista Utilities