



**City of Sutherlin
Planning Commission Meeting
Tuesday, May 17, 2016
7:00 p.m. – Sutherlin Civic Auditorium**

Agenda

Pledge of Allegiance

Introduction of Media

Approval of Minutes

February 16, 2016 - Regular Meeting

Public Hearings

16-S002 Stowe, Maggie – Plan Amendment and Zone Change

16-S003 Hummelt Development – Plan Amendment and Zone Change

Monthly Activity Report(s)

Public Comment

Commission Comments

Adjournment

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, FEBRUARY 16, 2016**

COMMISSION MEMBERS PRESENT: William Lee, John Lusby, Michelle Sumner and Floyd Van Sickle

COMMISSION MEMBERS EXCUSED: Patricia Klassen

COMMISSION MEMBERS ABSENT: Mike Flick and Adam Sarnoski

CITY STAFF: Jerry Gillham, City Manager, Kristi Gilbert, Community Development Specialist and Lisa Hawley, City Planner, Aaron Swan, Public Works Superintendent and Brian Elliott, Public Utilities Superintendent

AUDIENCE: Michael Sullivan, Michael Fanger, Adam Heberly, Denny Cameron, Tami Trowbridge and Mrs. Lee

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

FLAG SALUTE

INTRODUCTION OF NEW PLANNING COMMISSION MEMBER: Chair Lusby welcomed William Lee to the Planning Commission.

INTRODUCTION OF MEDIA: None

APPROVAL OF MINUTES

A motion made by Commissioner Van Sickle to approve the minutes of the January 19, 2016 Planning Commission meeting and Workshop; second made by Commissioner Sumner.

In favor: Commissioners Van Sickle, Sumner and Chair Lusby

Opposed: None

Abstained: Commissioner Lee abstained since he was not appointed to the Planning Commission at the time of the meeting.

Motion carried unanimously

FUTURE PROJECTS

Jerry Gillham, City Manager, briefed the Commission on the eight council priorities; which included, North Comstock, Mixed-Use Industrial, Toddler Playground, UGB Exchange/Expansion, Valentine Street, Central Avenue TOA/TE Grant, Street and Facility Maintenance Reserve Funds and Continued Economic Development. Within the continued economic development, Mr. Gillham introduced two developers the City has been working with. Mike Sullivan is a partner with Oregon Only and Michael Fanger is with Disc Golf Nation.

Mike Sullivan, Oregon Only, stated that he was working with Bruce Brunette, Lion's Head Development. Mr. Sullivan provided a little background noting that after numerous discussions they came up with a timber based theme and Historical Interpretive Center concept, featuring "Oregon Only" business and products. They will add a theme park to the business along with a 200 to 250 room motel convention center, in which various timber industries have expressed interest. Oregon Only would like to work with the City and Friends of Ford's Pond to host outdoor logging shows and activities at Ford's Pond.

Michael Fanger, Disc Golf Nation (DGN), started his company about four years ago. He explained the details regarding the sport and reasons for bringing it to this area. Mr. Fanger then indicated that they are involved in international disc golf tours. These tours draw in roughly 10,000 people in four days. He indicated that the investment process is approximately a five year build out and then they select the next site to build. The resort would consist of golf, disc golf, hair, nails and tanning as well as many other resort things for families to do during their stay. Mr. Fanger explained that once a year the golf course would be closed and they would lay out disc golf courses over the top of the golf course allowing them to host a championship event with approximately five courses.

2016-17 ROADWAY IMPROVEMENTS

Aaron Swan, Public Works Superintendent, introduced Adam Heberly with Heberly Engineering. He then briefed the Commission on the potential streets to be slurry sealed. Continuing from the area completed last year, moving east to west, Swan and Heberly recommended seven streets to include E. Second Ct, E. Third Ct, Casa De Loma (lower), N. Grove Ln (cul-de-sac), Arvilla Way (upper), Fourth Ave (Opal to Arvilla Way) and Montclair Drive.

A motion made by Commissioner Sumner, to recommend to City Council, the approval of street selection as suggested by Public Works and Heberly Engineering, seven streets for 2016-2017 FY Slurry Seal to include; E. Second Ct, E. Third Ct, Casa De Loma (lower), N. Grove Ln (culdesac), Arvilla Way (upper), Fourth Ave (Opal to Arvilla Way) and Montclair Drive for Slurry Seal to the City Council; second made by Chair Lusby.

In favor: Commissioners Lee, Van Sickle, Sumner and Chair Lusby

Opposed: None

Abstained: None

Motion carried unanimously

Swan then briefed the Commission on potential streets for Pavement Overlay. He discussed the condition of Umpqua St. from Central Ave. to Sixth Ave. and south of Central Ave. to Everett St. as an option. He noted that the Central Ave. is also breaking down, so other options would include sections of Central Ave., noting that the section of Central Ave. would consist of approximately 1,000 feet as opposed to holding off and trying to redo Central Ave. in its entirety.

The Commission asked about the intersection at Central Ave. and Calapooia St. Swan indicated that he would be approaching the County to work together to improve that portion of Central Ave.

Van Sickle inquired about when the portion of Calapooia St. between Central Ave. and Everett St. would be redone. He also indicated, at the time it is redone, we should press upon the County to build to uphold log truck traffic.

Discussion ensued regarding the options and getting the most for their money. It was stated that Umpqua is highly travelled and used regularly by the school buses.

Swan and Heberly indicated that if there are extra funds after the completion of Umpqua St., he would recommend overlaying a short strip on N. Terrace, north of Fourth Ave. (approximately 60-70 feet). Heberly then noted there was a small portion of Sherman located on the west side town, on the northern end that could be an option.

A motion made by Commissioner Lee to recommend to City Council the approval of Pavement Overlay for 2016-2017 FY as suggested by Public Works and Heberly Engineering, to include Umpqua Street and if budget allows for additional sections of N. Terrace and/or Sherman St.; second made by Commissioner Sumner.

In favor: Commissioners Lee, Van Sickle, Sumner and Chair Lusby

Opposed: None

Abstained: None

Motion carried unanimously

Commissioner Van Sickle made a suggestion for the 2017-2018 Fiscal Year to overlay Terrace Street and Mardonna Street as they are in very poor condition and highly traveled by delivery trucks.

Discussion ensued regarding the Council Priorities and the prioritization of them. Commissioner Sumner asked why the toddler playground was a higher priority than Valentine St. Swan indicated that they were different pots of money. They are all a priority, in no particular order. Commissioner Sumner then inquired when Valentine would be done. Swan indicated that it potentially would be on the schedule for 2018.

Van Sickle then asked questions regarding the Transfer of Authority of Central. He understood that ODOT was allegedly increasing the amount of money for the TOA and was taking N. Comstock out of the equation. Swan clarified that the City was getting a million dollars for N. Comstock. It's not part of the TOA equation. Swan stated that the City applied for a Traffic Enhancement (TE) Grant that would not provide pavement, but would help with sidewalks and curb. A portion of the TOA money would have been used as a match. The grant does not look too promising so ODOT has sweetened the transfer by \$250,000.

Commissioner Van Sickle then inquired to the status of the project of running Calapooia through to State Street. Swan indicated that it would be a great project; however, the County would have to have that on their list of priorities.

PUBLIC COMMENT – Mrs. Lee stated that there are pot holes near the Dollar Tree, the street going back into Dawn Ray Mobile Park. Swan indicated that it was private property and not a city street.

Commissioner Van Sickle then stated there was a pot hole within a pothole on Valentine. Commissioner Sumner stated it was filled today.

COMMISSION COMMENTS – None

ADJOURNMENT - With no further business the meeting was adjourned at 8:28 pm.

Respectfully submitted,

Kristi Gilbert

APPROVED BY COMMISSION ON THE _____ DAY OF _____, 2016.

John Lusby, Commission Chair



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City of Sutherlin

May 10, 2016

STAFF REPORT

TO: Sutherlin Planning Commission

FROM: Lisa Hawley, Community Services Planner

RE: **MARGARET STOWE, ET AL**, request for a Comprehensive Plan Map Amendment from Heavy Industrial to Light Industrial and Zone Map Change from (M-2) Heavy Industrial to (M-1) Light Industrial on a 19.59 acre property located at the intersection of Fort McKay Road (County Road No. 9) and State Highway 138 (W. Central Avenue), west of Exit 136 and inside the City of Sutherlin. The subject property is described as Tax Lot 400 in Section 19B, T25S, R5W, W.M., and Tax Lots 100, 200 & 300 in Section 24A, T25S, R6W, W.M.; Property I.D. Nos. R46440, R46447, R46496 & R46468. A portion of the subject property contains identified wetlands. **PLANNING DEPARTMENT FILE NO. 16-S002.**

INTRODUCTION

The applicant, Margaret Stowe, et al, is requesting a Comprehensive Plan Map Amendment from Heavy Industrial to Light Industrial and Zone Map Change from (M-2) Heavy Industrial to (M-1) Light Industrial on a 19.59 acre property.

The subject property is comprised of two parcels, which are located at the intersection of Fort McKay Road (County Road No. 9) and State Highway 138 (W. Central Avenue), west of Exit 136 and inside the city limits. The subject property is described as Tax Lot 400 in Section 19B, T25S, R5W, W.M., and Tax Lots 100, 200 & 300 in Section 24A, T25S, R6W, W.M.; Property I.D. Nos. R46440, R46447, R46496 & R46468. A portion of the subject property contains identified wetlands. There are no structures located on the property.

The subject property is designated Heavy Industrial by the Sutherlin Comprehensive Plan and is zoned (M-2) Heavy Industrial by the Sutherlin Development Code. It is located in an area of mixed residential, commercial and industrial properties. To the west-southwest, there is an existing RV park zoned C-3 (General Commercial), and to the northwest adjacent to State Hwy 138, there is a small area of M-2 zoning (currently vacant) and County M-3 (currently with forestry and fire suppression business), as well as a large existing single family residential area located further west, which is zoned (R-1) Low Density Residential and bounded by Church Street and State Hwy 138 to the north and Fort McKay Road to the

south. There is an existing golf course to the north (Umpqua Golf Resort) with an additional large single family residential development (zoned R-1 and RH, Residential Hillside), as well as an area of commercial development to the east and southeast (zoned C-3, General Commercial). There is an area of County (RS) Suburban Residential zoning to the southeast of the subject property across W. Central Ave. within the UGB. The UGB boundary lies immediately to the south across Fort McKay Road, with a large area of (RR) Committed Rural Residential zoned properties under the County's jurisdiction.

During the public hearing on May 17, 2016, the Planning Commission will accept public testimony and make a decision on the application after the public hearing. As part of the hearing, the Planning Commission will review the applicant's request for compliance with the Statewide Planning Goals and the general goals and policies of the Sutherlin Comprehensive Plan and the applicable criteria of the Sutherlin Development Code and adopt Findings of Fact.

After the public hearing, the Planning Commission must make a written recommendation and forward it to the City Council in the form of a Findings of Fact and Decision document, which justifies its decision and recommendation. The Council will consider the Commission's recommendation, hold a public hearing, and make a decision to grant, amend or deny the request.

PROCEDURAL FINDINGS OF FACT

1. The Comprehensive Plan Map Amendment and Zone Map Change applications were filed with the City on March 18, 2016, and were deemed complete on March 22, 2016.
2. DLCD Notice of Proposed Amendment was mailed to the Department of Land Conservation and Development on April 11, 2016, which was at least 35 days prior to the first evidentiary public hearing on May 17, 2016.
3. Pursuant to Sections 4.2.150.D.4 and 4.2.140.C, notice of the public hearing was given by publication in the News Review on May 3, 2016, which was at least fourteen (14) days prior to the date of the public hearing.
4. Notice of a Public Hearing on an application for the Comprehensive Plan Map Amendment and Zone Map Change before the Planning Commission was given in accordance with Section Sections 4.2.150.D.4 and 4.2.140.C. Notice was sent to affected property owners of record within 100 feet of the subject property, service providers, and governmental agencies on April 26, 2016.

- a. John McDonald, Development Review Planner, ODOT Southwestern Region, in a letter dated September 15, 2015, provided comments on the applicant's proposal. When asked if a Traffic Impact Study (TIS) will be required for the zone change for both properties, he commented that ODOT will not require a TIS. ODOT's analysis had indicated that the zone change will not have a significant effect on transportation facilities.

Mr. McDonald also noted that the properties do not have access directly to Highway 138. Both properties have access to Fort McKay Road. He stated if the property owners desire direct access to Highway 138, they must go through the grant process, which is generally difficult and time-consuming. If the property owners desire direct access, they will need to contact ODOT to start that process

- b. Aaron Swan, Public Works Superintendent and Brian Elliott, Public Utilities Superintendent, commented on the request as follows:

The City of Sutherlin Public Works Operations and Public Works Utilities have reviewed the proposed Plan Amendment and Zone Change request to change the subject properties from M-2 (Heavy Industrial) to an M-1 Zone (Light Industrial) submitted by Maggie Stowe. We defer specific requirements regarding water/sewer main connections until more detailed infrastructure plans for a proposed industrial development are available.

For the application purposes, the subject properties can be served by City Water and Sewer.

The City currently has an excess of three plus million gallons of potable water available. City water services are available as follows:

- Northside of HWY 138 there is an 18" water main that parallels HWY (available);*
- Northeast corner of neighboring property there is a 6" water main on Southside of HWY 138 (preferred);*
- Southeast corner of the lot immediately west of the western most subject property, there is a 6" water main (available); or,*
- Intersection of HWY 138 and Fort McKay there is a 12" stub across HWY 138 South to Fort McKay Road (preferred).*

The City is in the current process of major improvements to the WWTF (Waste Water Treatment Facility). City sewer services are available as follows:

- Sewer is located on the Northside of HWY 138 there is a 21" sanitary sewer parallels HWY (available);*
- Northeast corner of neighboring property there is an 8" sanitary sewer on Southside of HWY 138 (preferred);*

There is one Fire Hydrant located in the northeast corner of the west neighboring property on south side of HWY 138 and there is one Fire Hydrant on the south side of Fort McKay Road across from lot immediately west of the western most subject property.

There are open ditches along Fort McKay and State Hwy 138W. Drainage drains into Cook Creek from the subject properties. Upon development of the subject properties a detailed drainage plan shall be required.

- c. Written comments were submitted by two adjoining property owners, Michael Sulffridge and RosaLee Sulffridge, who own a forestry and fire suppression business on the west side of the subject properties, which is currently zoned County M-3 (Heavy Industrial) and located in the UGB but outside the city limits. Copies of both of their comments are attached to this report.
 - i. The Sulffridges' are primarily concerned the proposed zone change will have a negative impact on their property's future use and property values. They stated they would strongly oppose any zone change that would reflect on their property and the use of their property. Another concern relates to increased water and drainage impacts. They stated that additional water runoff has occurred as adjoining properties have been developed over the years and the resulting increases in drainage and flooding have negatively affected their property. They were concerned that the City would not enforce development codes to prevent drainage from further encroaching upon their property.

- ii. Staff notes the rezoning of the property itself will not have an impact on the drainage affecting the Sulfridges' properties. However, future development of the subject property, particularly the western portion owned by Leatherwood/Paynter, could have an impact on their property. Drainage and water runoff are required to be addressed by the City as part of any site plan review for development of the subject property.
- d. At the time of the mailing of this staff report, no other written comments or remonstrances have been received.
- 5. Present Situation: The subject property is currently vacant and undeveloped.
- 6. Plan Designation: Heavy Industrial. The applicant is requesting a plan map amendment to the Light Industrial plan designation.
- 7. Zone Designation: Heavy (General) Industrial (M-2). The applicant is requesting a zone map amendment to the Light Industrial (M-1) zoning designation.
- 8. Public Water: The subject property has access to public water from the City of Sutherlin along State Hwy 138; no new service connections are proposed with this request. Public water is not currently available to the area along Fort McKay Road, and will have to be extended to accommodate future development of the site.
- 9. Sanitary Sewer: The subject property has access to sanitary sewer from the City of Sutherlin along State Hwy 138; no new service connections are proposed with this request. Sanitary sewer is not currently available to the area along Fort McKay Road, and will have to be extended to accommodate future development of the site.
- 10. Transportation System: State Hwy 138 (W. Central Avenue) is designated a Minor Arterial under the City's Transportation System Plan, and is under ODOT's jurisdiction. Fort McKay Road (County Road 9) is designated a Major Collector Street under the City's TSP, and is under the County's jurisdiction.
- 11. Transportation Connectivity: The subject 19.59 acre property is currently vacant and undeveloped. At this time, no direct access onto the State Highway will be permitted, unless access is granted by ODOT. Connectivity will be provided to Fort McKay Road, as well as Plat M Road, as part of the future development of the property.
- 12. Pedestrian & Bicycle Access: State Hwy 138 and Fort McKay Road are both designated bicycle and pedestrian ways under the Transportation System Plan.
- 13. Overlay: The subject property is not located within the 100 year flood plain.

Finding: The procedural findings noted above are adequate to support the Planning Commission's recommendation on the requested Comprehensive Plan Map Amendment and Zone Map Change.

APPLICABLE CRITERIA & FINDINGS

Pursuant to Section 4.11.110.C of the Sutherlin Development Code, the proposed amendment to the land use plan's text or map must be (1) consistent to the applicable statewide planning goals as adopted by the Land Conservation and Development Commission (LCDC), and (2) consistent with the remainder of the comprehensive plan, including inventory documents and facility plans incorporated therein.

Based upon the application materials and information submitted by the applicant and other evidence provided, staff presents the following findings to address the applicable criteria:

CONSISTENCY WITH THE STATEWIDE PLANNING GOALS

1. Goal 1- Citizen Involvement: To provide for widespread citizen involvement in the planning process, and to allow citizens the opportunity to review and comment on proposed changes to comprehensive land use plans prior to any formal public hearing to consider the proposed changes.

Finding: Statewide Planning Goal 1 requires cities and counties to create and use a citizen involvement process designed to include affected area residents in planning activities and decision-making. Since acknowledgement of the City's Comprehensive Plan, the Sutherlin Planning Commission has been responsible for ensuring continued citizen involvement in planning matters and land use decisions. The City of Sutherlin notifies nearby property owners, publishes a public hearing notice and contact information in the newspaper, and facilitates public participation during the public hearing itself.

2. Goal 2- Land Use Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to land use and to ensure a factual base for such decisions and actions.

Finding: Sutherlin's acknowledged Comprehensive Plan and implementing ordinances provide a State-approved process for land use decision making, and a policy framework derived from a proper factual base. The City's Comprehensive Plan and implementing ordinances provide the local criteria by which the applicant's request will be reviewed. The subject property is within the Sutherlin Urban Growth Boundary, no exception to statewide planning goals is necessary.

3. Goal 3- Agricultural Lands: To preserve and maintain agricultural lands.

Finding: The two subject parcels are located within the Sutherlin UGB and are currently designated for heavy industrial use. No agricultural lands are affected by this proposal.

4. Goal 4- Forest Lands: To conserve forest lands for forest uses.

Finding: The two subject parcels are located within the UGB and are currently designated for heavy industrial use. No designated commercial or productive timber lands are affected by this proposal.

5. Goal 5- Open Spaces, Scenic and Historic Area, and Natural Resources: To conserve open space and protect natural and scenic resources.

Finding: This proposal will have no significant impact on any of the items of issue in Goal 5. The subject properties are not in an area designated for any of the above goals, and are currently designated for heavy industrial uses.

Finding: Neither of the subject properties is designated in the Comprehensive Plan as an identified or protected open space or scenic and historic area. The combined acreage has approximately 6± acres of identified existing wetlands. The submitted wetland delineation map for the Fenton/Cortes property shows 5.26± acres of wetlands, and City's map shows Leatherwood/Paynter property has 0.62± acres of wetlands. These wetlands are located primarily along the eastern and middle portions of the properties. These wetlands will need to be addressed and/or mitigated as part of the future development of the property.

6. Goal 6- Air, Water and Land Resource Quality: To maintain and improve the quality of air, water and land resources of the state.

Finding: The subject properties will not affect the quality of air, water and land resources of the area. This request will actually down zone the properties from heavy industrial to light industrial, and many of the heavy industrial uses that were previously permitted, which could have most negatively affected air, water and land quality in the area, will no longer be permitted. The properties are currently undeveloped with no areas of steep slopes. It has available water and sanitary service from the City of Sutherlin.

7. Goal 7- Areas Subject to Natural Disasters and Hazards: To protect life and property from natural disasters and hazards.

Finding: Both properties are currently undeveloped and they're not in an area of any known natural hazards. They are not located in a flood hazard zone or in an area of steep slopes. There will be no impact to natural hazards if the plan designation and rezoning are granted.

8. Goal 8- Recreational Needs: To satisfy the recreational needs of the citizens of the State and visitors and, where appropriate, to provide for the siting of necessary recreation facilities including destination resorts.

Finding: There are no master plans, identified parks, or recreational areas specifically planned for the two subject properties (the 19.59 acres). However, there are maps and information in the City's Park and Open Space Plan for a planned neighborhood park directly adjacent to the northwest side of the property, which is south of Highway 138 and north of the existing RV park located immediately to the west. This site is identified in the parks plan as the Southwest Park Planning area. It is not anticipated that the rezoning of the subject property from heavy to light industrial will negatively impact this planned future park site. In addition, there are currently other parks and recreational facilities within the City of Sutherlin that will meet the recreational needs of the City. There is the Sutherlin Central Park, Hartley Park, and the newly developed Wayne Calder Wetland Conservation Area that borders Calapooia Creek, as well as the future development of the Ford's Pond recreational site located due west of the subject properties off Church Road.

9. Goal 9- Economic Development: To provide adequate opportunities throughout the State for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

There are no commercially designated lands involved in the proposed plan amendment. As identified in the City's 1991 Comprehensive Plan, the City has approximately 630± acres of lands designated for future industrial development. Of this total, 440± acres are designated for heavy industrial and 190± acres is designated for light industrial. The vast majority of these heavy industrial lands are currently located south of the central business district between Calapooia Street and Comstock/Taylor Streets in the south-central portion of the urban growth boundary, while another 200± acre portion is located north-east of the subject property off Stearns Lane.

Finding: The proposed amendment involves amending the comprehensive plan from a heavy industrial use to a more diverse and mixed light industrial use, which will allow a variety of limited commercial uses. The proposed amendment will remove 19.59 acres from heavy industrial, leaving approximately 420± acres in heavy industrial, which will have minimal impact on the amount of lands zone for heavy industrial use within the City and urban growth boundary.

10. Goal 10- Housing: To provide for the housing needs of citizens of the State.

Finding: Since the initial adoption of the City's Comprehensive Plan in the early 1980s and the adoption of the current Comprehensive Plan in 1991, both of the subject properties have been planned and zoned for heavy industrial uses. Neither were ever planned or proposed for residential development. The rezoning proposed by Applicant will not result in a reduction or increase in residential housing in the city nor change or affect the housing needs of the existing residential areas in the UGB.

11. Goal 11- Public Facilities and Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Finding: The subject properties are located within the UGB and already have public water and sanitary sewer services available from the City of Sutherlin. Existing fire and police protection are also provided by the City.

12. Goal 12- Transportation: To provide and encourage a safe, convenient and economic transportation system.

Finding: Both subject properties have existing frontage onto West Central Avenue (State Highway 138) and Fort McKay Road (County Road 9). Per discussion with ODOT, Region 3, access will be limited to only Fort McKay Road, and that an existing old farm access approach onto State Highway 138 will need to be closed as part of any future development. The subject property is comprised of four existing lots of record (part of Lots 3, 4 & 5, Sutherlin Land & Water Company, Plat M; and parcel 1, MLP 3/109, filed survey M 67-37). The application states that no further division of the properties is proposed at this time.

Finding: John McDonald, Development Review Planner, ODOT Southwestern Region 3, stated in his correspondence dated 9-15-2015, access to both properties is not feasible from Highway 138. A traffic impact study (TIS) was not going to be required by ODOT for this proposal. ODOT's analysis indicated that the zone change from M-2 to M-1 will not have a significant effect on transportation facilities. Mike Luttrell, Engineer Division Manager, stated that Douglas County concurs with ODOT and agreed to continue to allow the applicant to access the subject properties from Fort McKay Road. Future development of the subject properties will require coordination with ODOT and Douglas County to ensure compliance with the access and development standards.

13. Goal 13- Energy Conservation: To conserve energy.

Finding: The subject properties are currently vacant and undeveloped. With this request, the plan designation will change from heavy industrial to light industrial to accommodate mixed light industrial and commercial uses. The proposed change will not impact energy conservation.

14. Goal 14- Urbanization: To provide for an orderly and efficient transition from rural to urban land use.

Finding: There will be no negative impact or change in the density as a result of the proposed amendment, and the proposed change will not adversely affect the existing land use pattern of the area. The subject 19.59 acres are located within the city limits and the Sutherlin Urban Growth Boundary (UGB) and is located in an area of mixed residential, commercial and industrial properties. To the west-southwest, there is an existing RV park zoned C-3 (General Commercial), and to the northwest adjacent to State Hwy 138, there is a small area of M-2 zoning (currently vacant) and County M-3 (currently with forestry and fire suppression business), as well as a large existing single family residential area located further west, which is zoned (R-1) Low Density Residential and bounded by Church Street and State Hwy 138 to the north and Fort McKay Road to the south. There is an existing golf course to the north (Umpqua Golf Resort) with an additional large single family residential development (zoned R-1 and RH, Residential Hillside), as well as an area of commercial development to the east and southeast (zoned C-3, General Commercial). There is an area of County (RS) Suburban Residential zoning to the southeast of the subject property across W. Central Ave. within the UGB. The UGB boundary lies immediately to the south across Fort McKay Road, with a large area of (RR) Committed Rural Residential zoned properties under the County's jurisdiction.

CONSISTENCY WITH SUTHERLIN COMPREHENSIVE PLAN POLICIES & FINDINGS

1. NATURAL & CULTURAL RESOURCES ELEMENT

This subject 19.59 acre site is currently vacant and undeveloped. The properties are located within the UGB and are not located in an identified flood zone. There are no identified geologic hazards or steep slopes on the property. The two properties are also not identified as historic sites. They will also have no impact on preservation of any identified mineral and aggregate resources. However, there is a combined total of approximately 6± acres of designated wetlands, which will need to be addressed at the time of development. The application states that the designated wetlands naturally drain into the Cook Creek located north of both properties and then into the Calapooia Creek

With regard to conserving vegetation, wildlife and water resources, Policy 5 states that *“residential, commercial and industrial development should be designed and located where it will not burden the area's water resources or the community's water delivery system.”*

Finding: It is anticipated that these two industrial properties will not adversely burden the City's water resources. As stated previously, the City currently has an excess of three plus million gallons of potable water available. City water services are available as follows:

- Northside of HWY 138 there is an 18” water main that parallels HWY (available);
- Northeast corner of neighboring property there is a 6” water main on Southside of HWY 138 (preferred);
- Southeast corner of the lot immediately west of the western most subject property, there is a 6” water main (available); or,
- Intersection of HWY 138 and Fort McKay there is a 12” stub across HWY 138 South to Fort McKay Road (preferred).

With regard to conserving open spaces and promoting the protection of historic sites, structures and objects, Policy 1 states that the *“city shall promote the conservation of open spaces that serve as buffer areas separating residential areas from wholesale commercial, industrial, and other conflicting land uses through the establishment of development covenants and zone designations.”*

Finding: The proposed change from heavy industrial to light industrial will help to promote Policy 1 by providing an additional buffer area for the nearby residential properties and by no longer permitting the heavy industrial uses that would have most negatively impacted these nearby residential areas.

2. POPULATION & ECONOMIC ELEMENT

These subject properties are currently vacant and undeveloped. As part of the City's current comprehensive plan (1991) Economic Element, Land Use Element and Appendix I, the subject sites were designated as heavy industrial in the original industrial lands inventory.

In the City's current industrial lands inventory (from the City's website, www.sutherlinlands.com), 19 heavy industrial sites are promoted inside the City's UGB. Of the 19 sites on the inventory, the subject 19.59 acres are not on the inventory nor are they identified as one of the primary sites for industrial development. Furthermore, the City recently completed an economic opportunities analysis in December 2014. This EOA identified 21 industrial sites and focused on the five prime sites as part of its analysis. The subject 19.59 acres were not included in or made part of the recent EOA.

Converting the properties from heavy industrial to light industrial will allow a mixed variety of light industrial and commercial uses on the subject properties. The Comp Plan, page 30, describes the City's industrial needs forecast, noting there was a total of 189 acres planned for Light Industrial land and 441 acres planned for heavy industrial for the planning period. The vast majority of the heavy industrial lands are located south of the central business district between Calapooia Street and Comstock/Taylor Streets, with another 200± acre portion is located north-east of the subject property off Stearns Lane. With the proposed amendment, 19.59 acres will be removed from heavy industrial, leaving approximately 421 acres, which will have minimal impact on the amount of lands available for heavy industrial use.

Finding:

With regard to the goal to broaden, improve, and diversify the economy while enhancing the environment.

Policy 4 states *"the city shall supply an adequate amount of land with suitable soil and drainage qualities in order to accommodate projected industrial and commercial needs."*

Finding: Surface water drains into Cook Creek then into the Calapooia Creek. There are approximately 6± acres set aside for wetlands on the subject properties, both of which are located in the UGB and not located in a flood zone. The wetlands will need to be addressed and/or mitigated as part of the future development of the property. In addition, based upon the drainage concerns raised by the neighbors to the west (Sulffridges), drainage and surface water will have to be addressed as part of any future development and/or site plan review of the two subject properties as a means to minimize any adverse drainage impacts.

Policy 7 states *"the city shall identify and preserve sites for future industrial development."*

Finding: The City has 441 heavy industrial acres, which are located primarily south of the Central business district and along Stearns Lane. Converting the proposed 19.59 acres to light industrial will have minimal impact on the amount of heavy industrial lands available within the City and UGB. Ample area will still be preserved and set aside of future industrial development.

Policy 9 states *"the city shall maintain its capacity of its water, drainage, sewerage, and transportation systems to ensure that a proper infrastructure attractive to industry is in place."*

Finding: There is existing water and sanitary sewer located along State Highway 138. Upon future development of the property, public utilities will have to be extended along Fort McKay Road to service the property. Future access will be limited to Fort McKay Road to ensure traffic circulation and safe development of the site. In addition, based upon the drainage concerns raised by the neighbors to the west (Sulffridges), drainage and surface water will have to be addressed as part of any future development and/or site plan review of the two subject properties as a means to minimize any adverse drainage impacts.

3. PUBLIC FACILITIES ELEMENT

The public facilities required for the City to function properly include such systems as water, sewer, transportation, solid waste, emergency services, parks and recreation, as well as other public facilities. The purposed of the public facilities element is to systems are designed to provide for needed service expansion in an orderly manner.

With regard to the public facilities goal to provide efficient public facilities and services in an orderly, planned manner so as to meet the needs of City's residents and businesses, the following policies are applicable to the requested amendment:

Policy 1 states *"the city shall ensure that appropriate support systems are installed prior to or concurrent with the development of a particular area. Costs of constructing water and sewer ties to new developments shall be borne by the developer."*

Finding: City water and sewer, and fire hydrants are located near to or along the property and are maintained by City of Sutherlin.

Policy 2 states *"all large construction projects shall be planned to meet ISO recommended fire flow requirements."*

Finding: ISO requirements will be reviewed for compliance when future construction plans are being considered.

Policy 12 states *"the city shall provide sewer and water service to areas within the Urban Growth Boundary."*

Finding: As noted previously, both subject parcels have city water and sewer available. Existing water and sanitary sewer are located near to or along State Hwy 138 or Fort McKay Road. Improvements, meeting City standards, will be required to extend these public services to the subject properties upon future development.

Policy 13 states *"the city shall require utilities to use the public right-of-way for future service ways and require utilities to coordinate activities in order to prevent unnecessary duplication."*

Finding: Upon future development, the city will require utilities to use the public rights-of-way and/or utility easements over the subject properties, as needed for future service. Permits or submissions will be filed at the appropriate time when development is planned.

Policy 14 states *"ensure that as new development occurs, public facilities and services to support the development are available or will be available in a reasonable time."* Water/sewer, gas, and fire hydrants are already in place. Electricity, internet/cable are available for future development.

Policy 15 states *“all public facility improvements in the Sutherlin Urban Growth Boundary shall be consistent with this plan.”*

Finding: Upon future development of either of the two subject properties, all public facility improvements required to service the property shall be consistent with the plan.

4. HOUSING ELEMENT

Under the Housing Element’s goal “to locate future housing so that available land is both used efficiently and developed for a high degree of livability,” the following policies are applicable to the requested amendment:

Policy 1 states to *“encourage infilling of the existing residential areas by incentives for new construction in already-serviced areas.”*

Finding: The requested plan amendment is from heavy industrial to light industrial and will continue to provide the same housing opportunity that is provided in both the M-2 and M-1 zones, which allows for a caretaker dwelling. No additional dwelling sites are planned or requested with this proposal. The down zoning will allow more suitable businesses to be placed there that are more desirable to the surrounding residential properties and the existing commercial and industrial uses in the area.

Policy 2 states to *“provide buffer zones between residential areas and conflicting land uses (i.e., industrial, certain kinds of commercial, residential, etc.) in order to protect the overall livability of these areas.”*

Finding: Down zoning to light industrial, which allows a limited variety of commercial uses, will help provide buffer between the nearby residential areas and other conflicting land uses. The new zoning will also make the property more desirable to the residential and commercial zones and uses in the area now and in the future.

5. LAND USE & URBANIZATION ELEMENT

Converting the properties from heavy industrial to light industrial will allow a mixed variety of light industrial and commercial uses on the site. In describing the industrial land needs of the city, the 1991 Comp Plan, pages 64-65, describes the inventory process and states that a total of 630 acres of land have been designated by the Comp Plan for future industrial development. Of this total, 470 acres are located inside the city limits and 160 acres in the unincorporated portion of the UGB; of which 281 acres inside the city limits are designated for heavy industry and 189 acres are designated for light industry. All of the industrially designated land outside of the city limits is planned for heavy industrial use.

In Appendix I [Industrial Lands Inventory Maps] of the 1991 Comp Plan, the subject properties are identified on Map F as part of industrial lands site C-18, with associated Site Evaluation Sheet, and designated as vacant Heavy Industrial land.

In the City’s current industrial lands inventory (from the City’s website, www.sutherlinlands.com), 19 heavy industrial sites are promoted inside the City’s UGB. Of the 19 sites on the inventory, the subject 19.59 acres are not on the inventory nor are they identified as one of the primary sites for industrial development. Furthermore, the City recently completed an economic opportunities analysis in December 2014. This EOA identified 21 industrial sites and focused on the five prime sites as part of its analysis. The subject 19.59 acres were not included in or made part of the recent EOA.

Finding: With the proposed amendment, 19.59 acres will be removed from heavy industrial, which will have minimal impact on the amount of lands available for heavy industrial use. The vast majority of the heavy industrial lands are located south of the central business district between Calapooia Street and Comstock/Taylor Streets, and along Stearns Lane.

Under the Land Use Element's goal "to ensure that the development of Sutherlin is properly phased and orderly so that urban sprawl is avoided, livability is enhanced, and enough suitable land is available for future development," the following policies are applicable to the requested amendment:

Industrial Land Use Policies

Policy 1 states to "*provide appropriate public facilities in a timely manner to support industrial development in major manufacturing areas and other compatible locations.*"

Finding: Public water and sewer, and fire protection are already in place adjacent to the properties and maintained by the City of Sutherlin.

Policy 2 states to "*encourage industrial uses to locate in the Industrial Park in order to reduce site development costs, maximize operating economies, and achieve a harmonious land use pattern.*"

Finding: The applicant states that their proposal to re-zone the subject property to M-1 will be beneficial to the residents, businesses, and the City as a whole in the area and help to achieve a more harmonious land use pattern with the existing uses in the area.

6. TRANSPORTATION ELEMENT & PEDESTRIAN & BICYCLE TRANSPORTATION

The subject 19.59 acre property is located at the intersection of State Hwy 138 (W. Central Avenue) and Fort McKay Road. State Hwy 138 is a minor arterial roadway under ODOT jurisdiction, while Ft. McKay Road is under County jurisdiction as a major collector roadway.

John McDonald, Development Review Planner, ODOT Southwestern Region 3, stated in his correspondence dated 9-15-2015, access to both properties is not feasible from Highway 138. A traffic impact study (TIS) will not be required by ODOT for this proposal. He also stated that ODOT'S analysis indicated that the zone change from M-2 to M-1 will not have a significant effect on transportation facilities.

According to ODOT's letter, direct access from State Highway 138 will not be granted to the subject properties. In the future a grant process would have to be completed, which is rigorous as well as time consuming. In the meantime, Mike Luttrell, Engineer Division Manager, Douglas County has agreed to continue to allow us to access from Fort McKay Road.

Finding: The City's TSP and Interchange Area Management Plan (IAMP) for Exit 136 identify future plans for expansion and widening of West Central Ave (State Hwy 138) from the interchange to Fort McKay Road to five lanes, with an upgrade continuing westerly from Fort McKay Road to Stearns Lane to three lanes. These planned improvements would also include the installation of identified pedestrian and bicycle path improvements. Future development of the subject properties will require access to come directly from Fort McKay, an existing County road, and not from the state transportation facility.

Finding: The traffic impacts from the proposed plan amendment and zone change will be consistent with the traffic impacts and trip rates identified in Table 9 of the City's IAMP . The identified trip rate from heavy industrial to light industrial (which is three trips/acre for both heavy and light industrial) will remain the same with the zone change.

ZONING MAP AMENDMENT STANDARDS

Pursuant to Section 4.8.110.C of the Sutherlin Development Code, the proposed quasi-zoning map amendment is subject to the following criteria:

1. Demonstration of compliance with all applicable comprehensive plan policies and map designations. Where this criterion cannot be met, a comprehensive plan amendment shall be a prerequisite to approval;

Finding: The proposed zone map amendment is being reviewed in conjunction with a Comprehensive Plan amendment to change the subject 19.59 acres from heavy industrial to light industrial. As noted in previous findings, the applicant's proposal will be consistent with all the applicable comprehensive plan policies and implementing ordinances.

2. Demonstration that the most intense uses and density that would be allowed, outright in the proposed zone, considering the sites characteristics, can be served through the orderly extension of urban facilities and services, including a demonstration of consistency with OAR 660-012-0060; and

Finding: The application explains how the requested proposal to light industrial, including the most intense uses and density that would be allowed under the M-1 zoning, can be served through the orderly extension of urban services. Future development of the site will require the extension of public utilities (i.e. water and sanitary sewer) from State Hwy 138 and/or along Fort McKay Road. Existing wetlands on the site also limit the density of any future development and also help to minimize the traffic impacts from any future development of the property. With wetlands impacting development of portions of the subject property, ODOT and Douglas County has determined that a TIS is not required as part of this proposal. Future access to the site will be limited to the County road and not from state transportation facility.

3. Evidence of change in the neighborhood or community, or a mistake or inconsistency between the comprehensive plan or zoning district map regarding the subject property which warrants the amendment.

Finding: The requested application is not the result of a mistake or inconsistency between the comprehensive plan or zoning district map. This property was originally designated heavy industrial in the 1980s, when the Ford's Pond area was also zoned heavy industrial uses when under the County's jurisdiction. Over the years, the area between the subject property and Ford's Pond has been primarily developed as a single family residential area, with limited commercial and industrial uses in the area.

Finding: The applicant states the following, in part, to address the impact of the proposal.

"Our joint plan is to increase the potential use of the property and to develop sites that match the surrounding area and businesses that are aesthetically pleasing. If this property remains M-2 there is potential for rock crushers, wrecking yards, etc. that will fit the promotion of the scenic byway that runs adjacent to the property. The community south of Fort McKay is the Urban Growth Boundary; M-1 zoning reduces the potential loss in

value of those properties or the desire to develop said properties. It [the subject 12.50 acres owned by Fenton/Corte] is being considered for Barnes Heating and Cooling, Inc. to relocate their business and showroom to this location. It also would allow for potential medical offices/services to locate here for our demographic of a growing senior community.

...Future heavy industrial businesses can locate south at Sutherlin's industrial sites located within the city limits, with approximately 400+ acres zoned to allow for those businesses. Jointly our 19.59 M-2 zoned acreage just doesn't fit the schematic of the area anymore. There is a golf course, residential properties, housing developments, restaurants, doctor's offices, and small office businesses located less than an eighth of a mile from the Fort McKay property. We [the owners] feel the re-zoning would not only benefit us but the local residents and the community as a whole for the future growth of Sutherlin."

CONCLUSION

City Staff recommends that the Commission forward a recommendation for approval to the Sutherlin City Council of the requested Comprehensive Plan Map Amendment from Heavy Industrial to Light Industrial and Zone Map Change from (M-2) Heavy Industrial to (M-1) Light Industrial on the subject 19.59 acre property. In order to appropriately address the drainage concerns raised by the neighbors to the west (Sulfridges), drainage and surface water will have to be addressed as part of any future development and/or site plan review of the two subject properties as a means to minimize any adverse drainage impacts to the neighbors' property.

DECISION OPTIONS

Based on the Applicant's findings, the City Staff Report and the testimony and evidence provided during the public hearing, the Planning Commission can move to either:

1. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend** to the City Council **approval** of the requested Comprehensive Plan Map and Zoning Map Amendments on the subject 19.59 acre property; or
2. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend** to the City Council approval of the requested Comprehensive Plan Map and Zoning Map amendments with specified **conditions**; or
3. Pass a motion to **continue the public hearing** to a specified date and time, or to close the public hearing and to leave the record open to a specified date and time for submittal of additional evidence and rebuttal; or
4. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend denial** of the requested Comprehensive Plan Map and Zoning Map amendments on the grounds that the proposal does not satisfy the applicable approval criteria.

STAFF EXHIBITS

1. Notice of Public Hearing with affidavit of mailing
2. DLCD Notice of Proposed Amendment with affidavit of mailing
3. Copy of legal notice posted in the *News Review*
4. Property Owners within 100 Feet
5. Staff Report with Responses Attached and affidavit of mailing
6. Comprehensive Plan & Zone Change applications and attachments
7. Vicinity Map
8. Assessor Map
9. Sutherlin Comprehensive Plan Map
10. City Zoning Map
11. County Zoning Map
12. Aerial Photograph
13. Situs Map
14. Wetlands Map

H:\City_Assist\Casework\Sutherlin\2016 FILES\16-S002\16-S002_FentonLeatherwood_PAZC_PC staff report.docx

Lisa Hawley

From: MCDONALD John <John.MCDONALD@odot.state.or.us>
Sent: Tuesday, May 03, 2016 10:57 AM
To: Lisa Hawley
Subject: Sutherlin Zone Change Planning File 16-S002

Lisa,

I believe we already commented on the zone change for the Stowe application. Please let me know whether you need a formal letter.

Sincerely,

John McDonald
Development Review Planner
ODOT Southwestern Region
541-957-3688



Oregon

Kate Brown, Governor

Department of Transportation
Region 3 Planning and Programming Unit
3500 NW Stewart Parkway
Roseburg, OR 97470
Phone: (541) 580-6178

September 15, 2015

Lisa Hawley
Community Services Planner
Douglas County Planning Department
Room 106, Justice Building
Douglas County Courthouse
Roseburg, OR 97470

Dear Ms. Hawley,

This letter is in regards to the Fenton and Leatherwood properties located at the intersection of Highway 138 and Fort McKay Road in Sutherlin. The properties consist of approximately 12.5 acres for the Fenton property and 7.1 acres for the Leatherwood property. The property owners have proposed a comprehensive plan amendment and zone change from heavy industrial to light industrial.

The following is ODOT's response to your questions regarding the proposal :

Question: will a TIS be required for the zone change for both properties?

Answer: not by ODOT – our analysis indicates that the zone change will not have a significant effect on transportation facilities.

I note that the properties do not have access directly to Highway 138. Both properties have access to Fort McKay Road. If the property owners desire direct access Highway 138, they must go through the grant process. A grant process is generally difficult and time-consuming. If the property owners desire access, they should contact me and start the grant process soon.

Please contact me if you have any questions.

Sincerely,


John McDonald
Development Review Planner
ODOT Southwestern Region



Public Works Operations
Public Utilities
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-5768
Fax (541) 459-0025

City of Sutherlin

May 5, 2016

TO: Lisa Hawley, City Planner

FROM: Aaron Swan, Public Works Superintendent
Brian Elliott, Public Utilities Superintendent

RE: Planning Department File No. 16-S002

The City of Sutherlin Public Works Operations and Public Works Utilities have reviewed the proposed Plan Amendment and Zone Change request to change the subject properties from M-2 (Heavy Industrial) to an M-1 Zone (Light Industrial) submitted by Maggie Stowe. We defer specific requirements regarding water/sewer main connections until more detailed infrastructure plans for a proposed industrial development are available.

For the application purposes, the subject properties can be served by City Water and Sewer.

The City currently has an excess of three plus million gallons of potable water available. City water services are available as follows:

- Northside of HWY 138 there is a 18" water main that parallels HWY (available);
- Northeast corner of neighboring property there is a 6" water main on Southside of HWY 138 (preferred);
- Southeast corner of the lot immediately west of the western most subject property, there is a 6" water main (available); or,
- Intersection of HWY 138 and Fort McKay there is a 12" stub across HWY 138 South to Fort McKay Road (preferred).

The City is in the current process of major improvements to the WWTF. City Sewer services are available as follows:

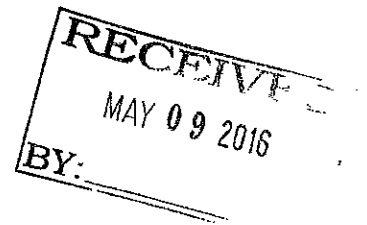
- Sewer is located on the Northside of HWY 138 there is a 21" sanitary sewer parallels HWY (available);
- Northeast corner of neighboring property there is a 8" sanitary sewer on Southside of HWY 138 (preferred);

There is one Fire Hydrant located in the northeast corner of the west neighboring property on south side of HWY 138 and there is one Fire Hydrant on the south side of Fort McKay Road across from lot immediately west of the western most subject property.

There are open ditches along Fort McKay and State Hwy 138W. Drainage drains into Cook Creek from the subject properties. Upon development of the subject properties a detailed drainage plan shall be required.

May 10, 2016

Sutherlin Community Develop Department
126 East Central Avenue
Sutherlin, Oregon 97479
541 459-2856



I am requesting party status in the plan amendment and zone change for the subject properties identified in the City of Sutherlin mailing dated April 26, 2016. These appear to be identified as; Tax Lots 400 and 100, 200, and 300. Property I.D. Nos. R46440, R46447, R46496 and R46468, and of which a portion contains wet lands, Planning Department File Number 16-S002.

I am the owner of property which adjoins the property with the proposed zone change and I am concerned that the proposed zoning change will have a negative impact to my property's future use and my property value. I would strongly oppose now and in the future any zoning changes that would reflect on my property and the use of my property. I am also baffled why a reduction in zoning from an M-2 to M-1 would be requested since it is more likely that small businesses such as loggers, contractors, repair and welding shops, and construction type businesses, and those investors who would build shop bays to rent out or lease would have much interest in these locations. Furthermore, I would think the City of Sutherlin would have a mutual interest in supporting future areas for small businesses to occupy. Particularly since it appears that much of the current M-2 property in Sutherlin is occupied and there is a need for growth of buildings and locations that these small businesses could occupy. Therefore I believe for the best interest of the community of Sutherlin this zone change should not be allowed.

Also be advised, I have experienced many changes to my property over the last 15 years as development around my property began. Beginning with the RV Park, as it was being developed more water runoff began to encroach upon and flood my property and the adjacent property. Next came the Avery/Mont Clair housing development and more water runoff encroached upon my property and shortly after more wet lands were assigned to my property and adjacent property. Next the Mont Clair development was allowed to trade wet lands and construct a wetland by digging a mosquito infested catch on 3.25 acres of bottomland. I believe the City of Sutherlin did not implement and enforce construction development codes to prevent this water runoff from encroaching upon my property. So I would bring this to your attention now that as the future unfolds and development occurs on these subject properties the Sutherlin Community Develop Department must ensure that adjacent landowners are protected from any impact as development occurs.

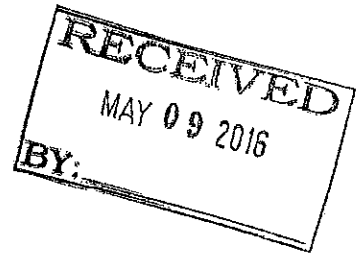
Sincerely,

Mike Sulffridge
Tax Lot 2800
924 Hwy 138 West
Sutherlin, Oregon 97479
541 430-0178

Mailing Address:
Mike Sulffridge
PO Box 3695
Central Point, Oregon 97502

May 10, 2016

Sutherlin Community Develop Department
126 East Central Avenue
Sutherlin, Oregon 97479
541 459-2856



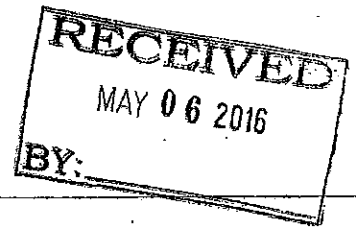
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I am the owner of property which adjoins the property with the proposed zone change and I am in opposition of the proposed zoning change due the possibilities of a negative impact to my property's future use and my property value. I would strongly oppose now and in the future any zoning changes that would reflect on my property and the use of my property. I am also baffled why a reduction in zoning from an M-2 to M-1 would be requested since it is more likely that small businesses such as loggers, contractors, repair and welding shops, and construction type businesses, and those investors who would build shop bays to rent out or lease would have much interest in these locations. Furthermore, I would think the City of Sutherlin would have a mutual interest in supporting future areas for small businesses to occupy. Particularly since it appears that much of the current M-2 property in Sutherlin is occupied and there is a need for growth of buildings and locations that these small businesses could occupy. Therefore I believe for the best interest of the community of Sutherlin this zone change should not be allowed.

Also be advised, I have experienced many changes to my property over the last 15 years as development around my property began. Beginning with the RV Park, as it was being developed more water runoff began to encroach upon and flood my property and the adjacent property. Next came the Avery/Mont Clair housing development and more water runoff encroached upon my property and shortly after more wet lands were assigned to my property and adjacent property. Next the Mont Clair development was allowed to trade wet lands and construct a wetland by digging a mosquito infested catch on 3.25 acres of bottomland. I believe the City of Sutherlin did not implement and enforce construction development codes to prevent this water runoff from encroaching upon my property. So I would bring this to your attention now that as the future unfolds and development occurs on these subject properties the Sutherlin Community Develop Department must ensure that adjacent landowners are protected from any impact as development occurs.

Sincerely,

RosaLee Sulfridge
Tax Lot 2900
926 Hwy 138 West
Sutherlin, Oregon 97479
541 459-3627



Sutherlin Community Development Department
and Planning Commission

May 17, 2016 at 7 PM

I Rosal Sulffridge

wish to be heard and a written statement
be read at the time of the hearing

concerning the Zone Change: Fort McKay
Road + State Hwy 138W of Sutherlin

[REDACTED]

926 State Hwy 138W

Sutherlin OR 97479

541 459 3627

2nd paragraph on first page
has 4 tax number (property Id's)
which ~~do~~ are open talking about
who is filing the application
what is their intention to use
the land for. Why would there
be a need to change zones?

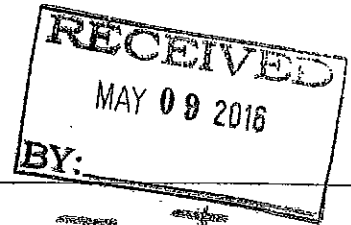
Now what kind of impact
is this zone change going to have
on the Sulphridge property? ours is
Zone M-3 the Sulphridge.

What papers or papers do we need
to file to oppose

otherwise how do we file

If for some reason we can not be
at the hearing meeting for this.

I need to know
format to file the letter in



Sutherlin Community Develop Department
126 East Central Avenue
Sutherlin, OR 97479
541-459-2856

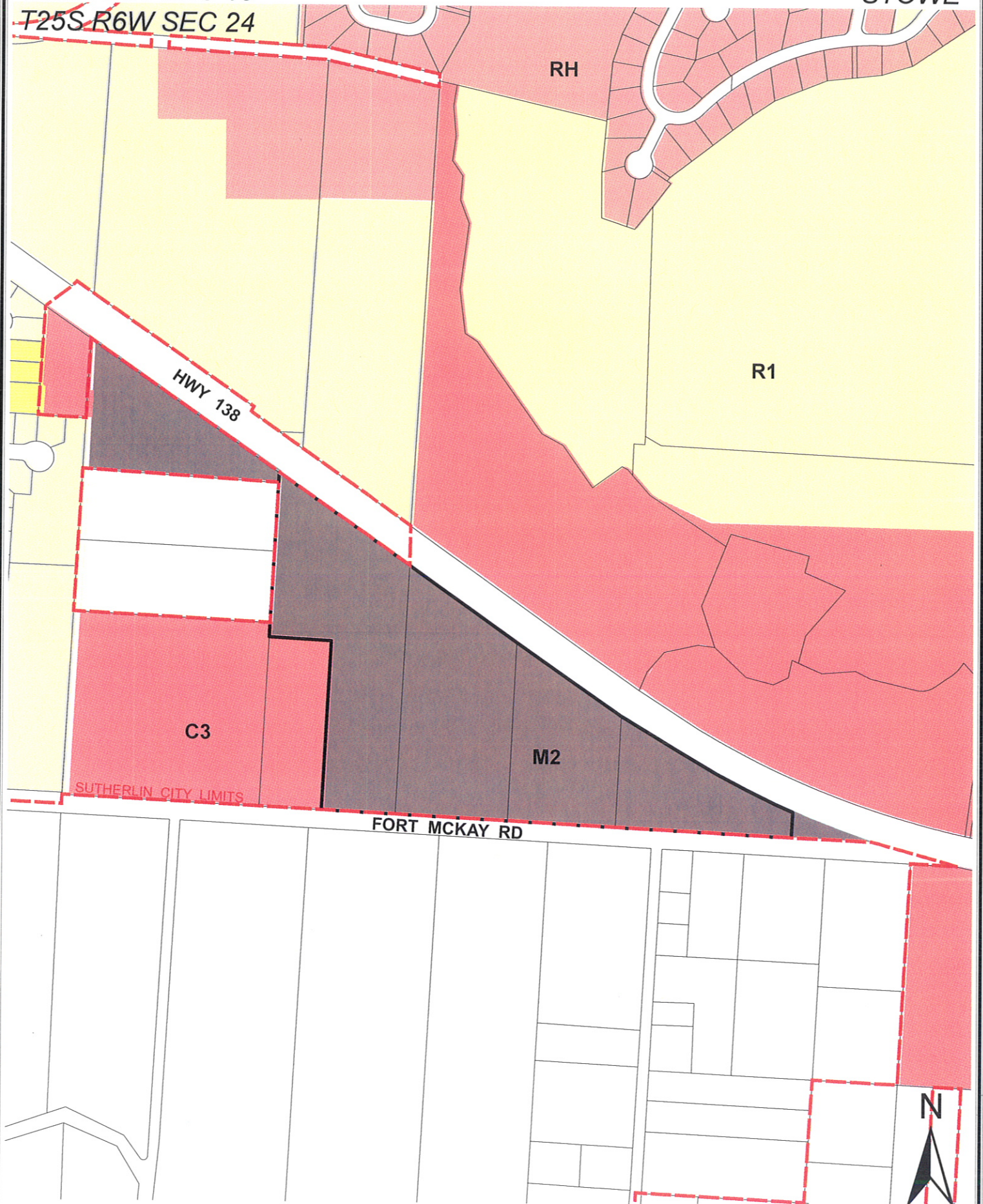
Rosalde has asked That I speak
on her behalf at The zoning hearing
I am her grandson, Jeffery A. Sutcliffe
I may speak on Mike behalf as well

184 Lancaster

Sutherlin, OR 97479

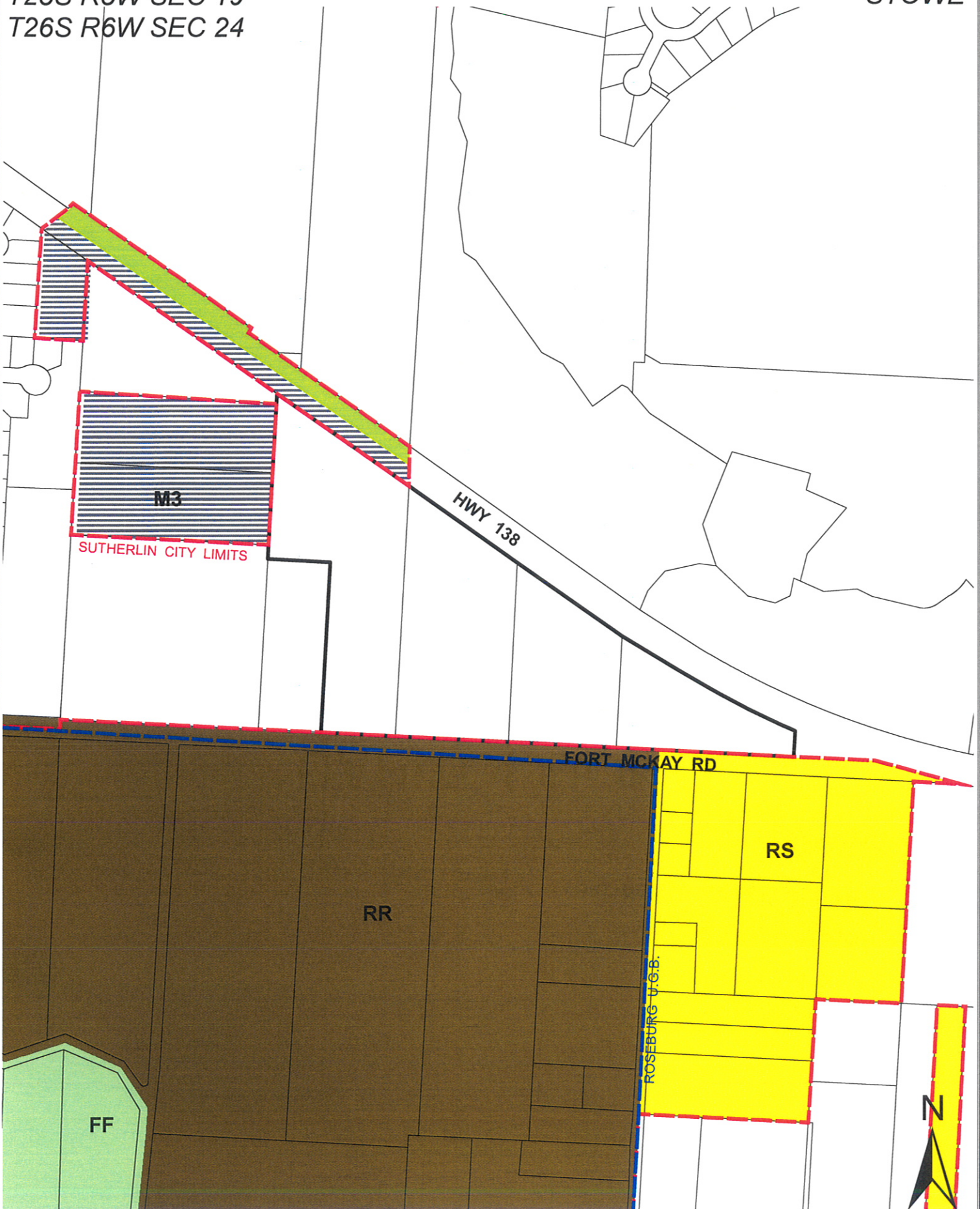
ZONING MAP
T25S R5W SEC 19
~~T25S R6W SEC 24~~

16-S002
STOWE



ZONING MAP
T25S R5W SEC 19
T26S R6W SEC 24

16-S002
STOWE



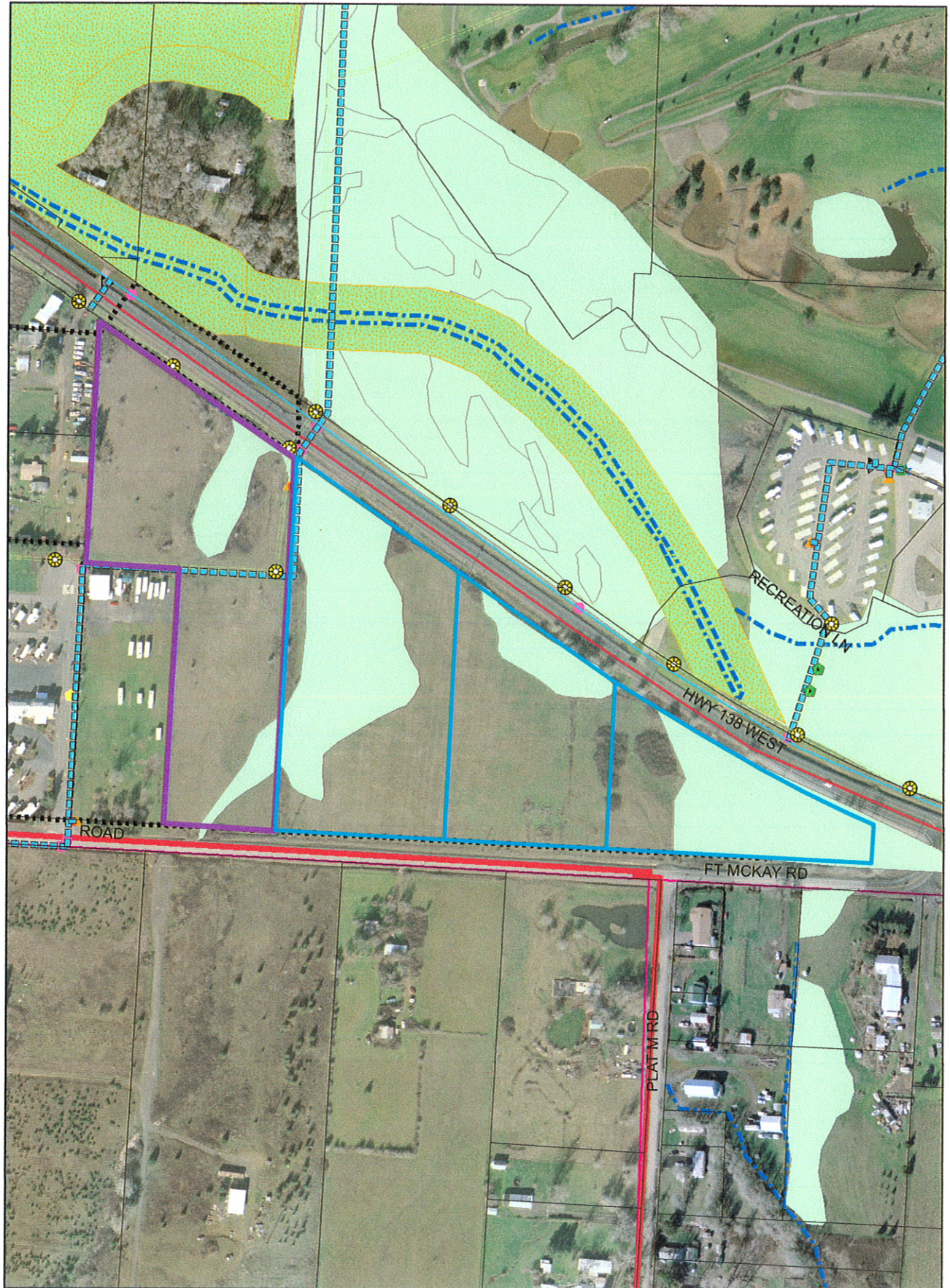
2012 AERIAL MAP
T25S R5W SEC 19
T25S R6W SEC 24

16-S002
STOWE



WETLANDS MAP

10-S002
STOWE





Community Development
126 E. Central Avenue
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(541) 459-2856
Fax (541) 459-9363
www.ci.sutherlin.or.us

City of Sutherlin

May 10, 2016

STAFF REPORT

TO: Sutherlin Planning Commission

FROM: Lisa Hawley, Community Services Planner

RE: **HUMMELT DEVELOPMENT COMPANY**, request for a Comprehensive Plan Map Amendment from Light Industrial to Commercial Business District and Zone Map Change from (M-1) Light Industrial to (C-1) Downtown Commercial on a 0.46 acre portion of a total 0.92 acre site located north of East Central Avenue at the intersection of N. Calapooia Street and W. First Avenue inside the City of Sutherlin. The subject 0.46 acre portion is described as Tax Lots 5900 & 6000 in Section 17DC, T25S, R5W, W.M.; Property I.D. Nos. R56030 & R56023. **PLANNING DEPARTMENT FILE NO. 16-S003.**

INTRODUCTION

This staff report concerns a proposed Plan Amendment and Zone Change. Current law requires Planning Commission and City Council approval of any amendment to the Sutherlin Plan and Zoning Maps. The property owners requested the Plan Amendment and Zone Change from an Industrial plan designation to a Commercial Business District plan designation together with a change of current zoning from M-1 (Light Industrial) to C-1 (Downtown Commercial) for a parcel containing 0.46 acres to allow for construction of a Rite Aid Pharmacy facility. The subject property proposed for amendment is part of a greater ownership, part of which is already zoned C-1. The site is located at the intersection of Calapooia Avenue and First Street and is identified by the Douglas County Assessor as T25-R05-S17DC, Tax Lot(s) 5900 and 6000, Property ID Nos. R56030 and R56023. (See Assessor's map enlargement next page) The property is owned by Atterbury Hardware and Lumber Company. Hummelt Development Company, representative for the property owner, is Applicant in this matter.

Applicant's proposal requires amendments to the City's official City of Sutherlin Plan and Zoning Maps as the subject property is currently planned and zoned for industrial use. Applicant must demonstrate compliance with the Comprehensive Plan and to ensure consistency between the Plan and its implementing ordinances (i.e. zoning).

The surrounding properties are comprised of mixed uses. Lands to the north and west of the subject property are zoned industrially (M-1). The properties to the east and south, including a portion of the subject property, are zoned C-1.

During the public hearing on May 17, 2016, the Planning Commission will accept public testimony and make a decision on the application after the public hearing. As part of the hearing, the Planning Commission will review the applicant's request for compliance with the Statewide Planning Goals and the general goals and policies of the Sutherlin Comprehensive Plan and the applicable criteria of the Sutherlin Development Code and adopt Findings of Fact.

After the public hearing, the Planning Commission must make a written recommendation and forward it to the City Council in the form of a Findings of Fact and Decision document, which justifies its decision and recommendation. The Council will consider the Commission's recommendation, hold a public hearing, and make a decision to grant, amend or deny the request.

PROCEDURAL FINDINGS OF FACT

1. The Comprehensive Plan Map Amendment and Zone Map Change applications were filed with the City on March 31, 2016, and were deemed complete on April 6, 2016.
2. DLCD Notice of Proposed Amendment was mailed to the Department of Land Conservation and Development on April 11, 2016, which was at least 35 days prior to the first evidentiary public hearing on May 17, 2016.
3. Pursuant to Sections 4.2.150.D.4 and 4.2.140.C, notice of the public hearing was given by publication in the News Review on May 3, 2016, which was at least fourteen (14) days prior to the date of the public hearing.
4. Notice of a Public Hearing on an application for the Comprehensive Plan Map Amendment and Zone Map Change before the Planning Commission was given in accordance with Section Sections 4.2.150.D.4 and 4.2.140.C. Notice was sent to affected property owners of record within 100 feet of the subject property, service providers, and governmental agencies on April 26, 2016.
 - a. John McDonald, Development Review Planner, ODOT Southwestern Region, stated that ODOT has no comments on the proposed zone change.
 - b. At the time of the mailing of this staff report, no other written comments or remonstrances have been received.
5. Present Situation: The subject property is currently developed with a retail hardware store (Sutherlin True Value). The planned development for the site is for a Rite Aid Pharmacy facility.
6. Plan Designation: Light Industrial. The applicant is requesting a plan map amendment to the Commercial Business District plan designation.
7. Zone Designation: Light Industrial (M-1). The applicant is requesting a zone map amendment to the Downtown Commercial (C-1) zoning designation.
8. Public Water: The subject property has access to public water from the City of Sutherlin.

9. Sanitary Sewer: The subject property has access to sanitary sewer from the City of Sutherlin.
10. Transportation System: The subject 0.46 acre property is located on the west side of N. Calapooia Street at its intersection with E. First Avenue. Both roads are currently designated as local streets under the City's Transportation System Plan, and under City jurisdiction.
11. Transportation Connectivity: The subject property is located the central business district of the City. Connectivity is provided via E. Central Ave to the south, as well as N. Calapooia Street.
12. Pedestrian & Bicycle Access: N. Calapooia Street is a designated bicycle and pedestrian way under the Transportation System Plan.
13. Overlay: The subject property is not located within the 100 year flood plain.

Finding: The procedural findings noted above are adequate to support the Planning Commission's recommendation on the requested Comprehensive Plan Map Amendment and Zone Map Change.

APPLICABLE CRITERIA & FINDINGS

The City staff finds the applicant has provided a thorough set of findings in response to the approval criteria to demonstrate that the proposed request is consistent with the Statewide Planning Goals and the Sutherlin Comprehensive Plan and implementing ordinances. In order to avoid duplication and unnecessary time and expense, the staff has not provided a separate staff analysis and findings. Generally staff concurs with the applicant's findings, with the following supplemental information:

1. City Public Works has been coordinating with the applicant and the developer of the subject property for the proposed Rite Aid Pharmacy facility, as part of a concurrent site plan review for the project. This coordinated review includes coordination on the installation of any required water, sanitary sewer, storm water improvements, sidewalks along W. Central Avenue and N. Calapooia and any required construction and improvements to W. First Avenue for this development.

CONCLUSION

City Staff recommends that the Commission forward a recommendation for approval to the Sutherlin City Council of the requested Comprehensive Plan Map Amendment from Light Industrial to Commercial Business District and Zone Map Change from (M-1) Light Industrial to (C-1) Downtown Commercial on the subject 0.46 acre property.

DECISION OPTIONS

Based on the Applicant's findings, the City Staff Report and the testimony and evidence provided during the public hearing, the Planning Commission can move to either:

1. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend** to the City Council **approval** of the requested Comprehensive Plan Map and Zoning Map Amendments on the subject 0.46 acre property; or

2. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend** to the City Council approval of the requested Comprehensive Plan Map and Zoning Map amendments with specified **conditions**; or
3. Pass a motion to **continue the public hearing** to a specified date and time, or to close the public hearing and to leave the record open to a specified date and time for submittal of additional evidence and rebuttal; or
4. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend denial** of the requested Comprehensive Plan Map and Zoning Map amendments on the grounds that the proposal does not satisfy the applicable approval criteria.

STAFF EXHIBITS

1. Notice of Public Hearing with affidavit of mailing
2. DLCD Notice of Proposed Amendment with affidavit of mailing
3. Copy of legal notice posted in the *News Review*
4. Property Owners within 100 Feet
5. Staff Report with Responses Attached and affidavit of mailing
6. Comprehensive Plan & Zone Change applications and attachments
7. Vicinity Map
8. Assessor Maps
9. Sutherlin Comprehensive Plan Map
10. City Zoning Map
11. Aerial Photograph
12. Situs Map

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BEFORE THE PLANNING COMMISSION OF THE CITY OF SUTHERLIN

IN THE MATTER of a request for a Plan Amendment and Zone Change for a parcel located at the intersection of Calapooia Street and First Street and identified by the Douglas County Assessor as T25S, R5W, S17DC, Tax Lots 5900 and 6000, Property ID Nos. R56030 and R56023

] **FINDINGS OF FACT AND DECISION**
] Applicant: Hummelt Development Co.
] Subject: Plan Amendment and Zone Change
] File No.: 16-S003
]
]
]

I. OFFICIAL NOTICE

The Planning Commission of the City of Sutherlin takes official notice of the following:

1. The Sutherlin Comprehensive Plan, Sutherlin Municipal Code, and Sutherlin Development Code.
2. The Statewide Planning Goals.
3. The public notice records of the City of Sutherlin concerning this matter.
4. The records of the City of Sutherlin concerning the deliberations on this matter before the Sutherlin Planning Commission, including the Staff Report and all evidence and testimony submitted for consideration.

Finding: The procedural and substantive findings noted herein are adequate to support the Planning Commission's recommendation on the Comprehensive Plan Map amendment and Zoning Map amendment.

II. SUBSTANTIVE FINDINGS OF FACT

1. Hummelt Development Company, herein called Applicant, submitted applications for Plan and Zoning Map amendments on March 31, 2016, and was deemed completed on April 6, 2016. Applicant has requested to change the plan and zone designations of the subject property to allow construction of a Rite Aid Pharmacy facility on the site and adjacent property owned by Atterbury Hardware and Lumber Company. The total parcel comprises 0.92 acres and the adjacent alley as platted in the Amended Plat of the Townsite of Sutherlin, Volume 3, Page 20, Plat Records of Douglas County Oregon.
2. A Notice of Proposed Amendment was mailed to the Department of Land of Conservation and Development (DLCD) on April 11, 2016.
3. On April 26, 2016, a Notice of Public Hearing before the Sutherlin Planning Commission was mailed to all record owners of property within 100 feet of the property

proposed to be rezoned and to affected agencies and jurisdictions. The notice was published in the *News-Review* on May 3, 2016.

4. The Planning Department received one written correspondence from affected agencies concerning the proposed map amendment and zone change.
 - a. ODOT stated that they had no comments on the proposed zone change.
5. This matter came before the Sutherlin Planning Commission for consideration on May 17, 2016. The Planning Commission heard the staff report, listened to public testimony, and passed a motion to recommend that the City Council approve the proposed Plan and Zoning Map amendments as submitted.

Finding: The procedural findings noted above are adequate to support the Planning Commission's recommendation on the requested Plan Map and Zoning Map amendments.

III. EXECUTIVE SUMMARY

This staff report concerns a proposed Plan Amendment and Zone Change. Current law requires Planning Commission and City Council approval of any amendment to the Sutherlin Plan and Zoning Maps. The property owners requested the Plan Amendment and Zone Change from an Industrial plan designation to a Commercial plan designation together with a change of current zoning from M-1 (Light Industrial) to C-1 (Downtown Commercial) for a parcel containing 0.46 acres to allow for construction of a Rite Aid Pharmacy facility. The subject property proposed for amendment is part of a greater ownership, part of which is already zoned C-1. The site is located at the intersection of Calapooia Avenue and First Street and is identified by the Douglas County Assessor as T25-R05-S17DC, Tax Lot(s) 5900 and 6000, Property ID Nos. R56030 and R56023. (See Assessor's map enlargement next page) The property is owned by Atterbury Hardware and Lumber Company. Hummelt Development Company, representative for the property owner, is Applicant in this matter.

Applicant's proposal is evaluated in this report against the procedures and criteria for approving amendments to the Plan and Zoning Maps as provided in state statute and Sutherlin Development Code Sections 4.8 and 4.11. Each applicable criterion is addressed separately, and proposed findings are provided to assist the Planning Commission in making a recommendation on this matter.

The Planning Commission finds that the Plan Amendment and Zone Change proposed by Applicant satisfy the applicable approval criteria for these land use actions. Based on the following Findings, the Planning Commission **recommends approval** of the requested Plan Amendment and Zoning Map amendments to the City Council.

IV. GENERAL INFORMATION

Applicant submitted applications for Plan and Zoning Map Amendments on March 29, 2016 (Exhibit A). The applications were deemed complete on April 16, 2016. Applicant requested the Plan Amendment and Zone Change from Industrial to a Commercial plan designation with a concurrent Zone Change from M-1 to C-1 for a parcel comprising 0.46 acres to allow construction of a Rite Aid Pharmacy facility. The subject property is part of a greater 0.92 acre parcel located at the intersection of Central Avenue and First Street and is identified by the Douglas County Assessor map T25-R05-S17DC, Tax Lot(s) 5900 and 6000, Property ID Nos. R56030 and R56023.

The subject property contains the existing Atterbury Hardware and Lumber Company business and is within the city limits boundary. The proposed Plan Amendment and Zone Change will allow commercial use of the property as a permitted use under the requested C-1 zone.

Applicant:

Hummelt Development Co.
29911 SW Boones Ferry Rd., Suite 3
Wilsonville, Or 97070
(503) 351-2778

Subject Properties:

Property located at 1st Ave and Calapooia Street
Commonly identified as 239 West 1st St.
Identified on the Douglas County Assessor's
Map as Tax Lot(s) 5900 and 6000, Section
17DC, T25S, R5W.

Applicant's proposal requires amendments to the City's official City of Sutherlin Plan and Zoning Maps as the subject property is currently planned and zoned for industrial use. Applicant must demonstrate compliance with the Comprehensive Plan and to ensure consistency between the Plan and its implementing ordinances (i.e. zoning).

The surrounding properties are comprised of mixed uses. Lands to the north and west of the subject property are zoned industrially (M-1). The properties to the east and south, including a portion of the subject property, are zoned C-1. (See Zoning Map next page)

V. PROCEDURES

Applicant has requested a Plan Amendment and Zone Change from Industrial to a Commercial plan designation with a concurrent Zone Change from M-1 to C-1 for north ½ of the ownership comprising 0.46 acres to allow use of the property for commercial purposes. This change requires an amendment to the City's official Comprehensive Plan and Zoning Maps. The proposed amendment to the city's Plan and Zoning Maps is necessary because it ties specific parcels and lots to the particular intent of the plan and zoning designations and subsequent development restrictions.

The requested changes are specific to the identified property only. Because a decision must be reached by applying existing criteria in the City's Plan and Zoning ordinances, approval of the Plan Amendment and Zone Change request requires quasi-judicial map amendments. Before

the Sutherlin Planning Commission can make a formal recommendation to the City Council concerning this request, a quasi-judicial public hearing must be held in which the Planning Commission reviews a staff report, takes written and oral testimony, considers the facts, applies the appropriate criteria (in this case, the Statewide Planning Goals, and the City's Comprehensive Plan and implementing ordinances), and adopts Findings of Fact which justify its decision and recommendation.

The Findings of Fact must demonstrate compliance with Oregon's Statewide Planning Goals and address pertinent criteria from Sutherlin's Comprehensive Plan and implementing ordinances. After relating the facts to the criteria, the Planning Commission must recommend approval, denial, or approval with conditions concerning the request to change the designation of the subject property on the Plan map from Industrial to Commercial and the designation on the Zoning map from M-1 to C-1.

After the public hearing, the Planning Commission must make a written recommendation to the City Council in the form of a *Findings of Fact and Decision* document. This document is formatted to facilitate that action per staff request. The Council will consider the Commission's recommendation, hold a public hearing, and make a decision to grant, amend or deny the request.

A Notice of Proposed Amendment was sent to the Department of Land of Conservation and Development (DLCD) as required. DLCD has the right to comment on the proposal prior to city council approval at a final hearing. In addition, the City's decision can be appealed to the Land Use Board of Appeal (LUBA).

VI. CRITERIA AND FINDINGS

DECISION CRITERIA AND SUBSTANTIVE FINDINGS OF FACT

State statute requires that proposed amendments to Sutherlin's Comprehensive Plan and Zoning Maps be consistent with the Statewide Planning Goals. Finally, Sections 4.8 and 4.11 of the Sutherlin Development Code (*Plan Amendments and Zone Changes*) provide specific local criteria for approving a Plan Amendment and Zone Change.

The requested amendments to the Plan and Zoning Maps are measured here against these state and local criteria. The results of this analysis are presented as proposed Findings of Fact below.

CONSISTENCY WITH THE STATEWIDE PLANNING GOALS

Goal 1: Citizen Involvement. To provide for widespread citizen involvement in the planning process, and to allow citizens the opportunity to review and comment on proposed changes to comprehensive land use plans prior to any formal public hearing to consider the proposed changes.

Finding: Statewide Planning Goal 1 requires cities and counties to create and use a citizen involvement process designed to include affected area residents in planning activities and decision-making. Since acknowledgement of the City's Comprehensive Plan, the Sutherlin Planning Commission has been responsible for ensuring continued citizen involvement in planning matters and land use decisions. On April 26, 2016, City staff mailed copies of a Notice of Public Hearing to all owners of property within 100 feet of the subject property. The same notice was published in the News-Review, a local newspaper of general circulation, on May 3, 2016. Written evidence relied on by the land use decision-making bodies (i.e. the applications and supporting material) was available for public review at Sutherlin City Hall seven days prior to the first public hearing. Sutherlin has fulfilled its citizen involvement process through early direct notification of nearby property owners, publication of a public hearing notice and contact information in the newspaper, and by facilitating informed public participation during the public hearing itself.

Goal 2: Land Use Planning. To establish a land use planning process and policy framework as a basis for all decisions and actions related to land use and to ensure a factual base for such decisions and actions.

Finding: Sutherlin's acknowledged Comprehensive Plan and implementing ordinances provide a State-approved process for land use decision making, and a policy framework derived from a proper factual base. The City's Comprehensive Plan and implementing ordinances provide the local criteria by which Applicant's request was judged. The subject property is within the Sutherlin City Limits Boundary, no exception to statewide planning goals is necessary.

Goal 3: Agricultural Lands. To preserve and maintain agricultural lands.

Goal 4: Forest Lands. To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land....

Finding: The subject property proposed for amendment is currently designated Industrial by the City of Sutherlin Comprehensive Plan and is zoned M-1. The subject property is not agricultural or forest land as defined by Statewide Goals 3 and 4. The property is situated within the urban area and has been designated for urban use by the Sutherlin Comprehensive Plan. The proposed amendment does not involve the conversion of designated farm or forest land to urban use. Statewide Goals Nos. 3 and 4 are not applicable to this requested amendment.

Goal 5: Open Spaces, Scenic and Historic Areas, and Natural Resources. To protect natural resources and conserve scenic and historic areas and open spaces.

Finding: Statewide Planning Goal 5 requires local governments to adopt programs that will protect natural resources and conserve scenic, historic, and open space resources for present and future generations. Goal 5 requires local governments to inventory natural resources such as wetlands, riparian corridors, and wildlife habitat. In addition, Goal 5 encourages local governments to maintain current inventories of open spaces, scenic views and sites, and historic resources. Significant sites must be identified and protected according to Goal 5 rules contained in the Oregon Administrative Rules, Chapter 660, Division 23.

Goal 5 resources within Douglas County and the City of Sutherlin have previously been inventoried and evaluated, and the City has completed a Local Wetlands Inventory. (Copy of Wetlands Map following this page) The property contains no wetlands, riparian corridor or significant wildlife habitat. No known historic or cultural resources exist on the site, and the property contains no open spaces or scenic areas as identified by the City of Sutherlin. The elevation of the property puts it well outside the flood plain of any area streams.

Goal 6: **Air, Water, and Land Resource Quality.** To maintain and improve the quality of air, water, and land resources of the State.

Finding: Statewide Planning Goal 6 requires that waste and process discharges from future development combined with that of existing development do not violate State or Federal environmental quality regulations. Rezoning the subject parcel to C-1 is not expected to result in any additional development with the typical associated waste stream characteristics. The proposed C-1 zoning is an acknowledgement of the existing development pattern on the subject property and surrounding area. Any further development of the property will undergo the required City of Sutherlin site development review process which will help assure that future waste streams that occur will be no more adverse to the environment and the City's treatment capacity than would be the case under the current zoning.

The City has regulations in place to control the generation and disposal of commercial wastes, and the site is currently served by City water and sewer services. Therefore, the proposed rezoning is not expected to have any deleterious effects on the quality of the air, water, or land resources of the State. Existing state, federal, and local land use and environmental standards will be sufficient to ensure that subsequent land use activities at the subject site will be conducted in a manner that is consistent with, and will achieve the purpose of Goal 6.

Goal 7: **Areas Subject to Natural Disasters and Hazards.** To protect life and property from natural disasters and hazards.

Finding: The site has flat topography and is not within a special overlay zone or in an area that is designated as susceptible to flooding or other natural hazards. Any new development on the site will comply with building codes and fire safety requirements. These existing regulations serve to ensure the protection of life and property rendering the request consistent with Goal 7.

Goal 8: Recreational Needs. To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the citing of necessary recreational facilities including destination resorts.

Finding: The subject property has not been designated by the City of Sutherlin as land needed to meet the recreational needs of the citizens of, or visitors to, the state of Oregon. The property is currently zoned for industrial use and has no special geographic or natural advantages for recreational use. The requested amendment does not conflict with Goal 8.

Goal 9: Economy of the State. To provide adequate opportunities throughout the State for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Finding: The subject property is currently inside the city limits and planned and zoned for industrial development. The Sutherlin Comprehensive Plan contains specific policies for protecting and ensuring future economic development in the area is enhanced as discussed below in more detail under the local planning policies. The application for Plan Amendment and Zone Change affects 0.46 acres of land and conversion of this ownership will have some positive impact on the current inventory of land needed for economic development and is therefore consistent with Goal 9.

Goal 10: Housing. To provide for the housing needs of citizens of the State.

Finding: The 0.46 acres is currently designated Industrial by the Sutherlin Comprehensive Plan and is zoned M-1 for industrial uses. The property is developed with an existing commercial/industrial use. The rezoning proposed by Applicant will not result in a reduction or increase in residential housing in the city. The application for Plan Amendment and Zone Change will have no impact on the current inventory of land needed for residential development and is consistent with Goal 10.

Goal 11: Public Facilities and Services. To plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Finding: The subject property is within Sutherlin City Limits. The lands currently are served by City water and sewer services. There are 8" sewer and water lines

located in both the alley south of the property and Calapooia Street which provide water and sewer services to the area. (See City Utility Map next page) The existing commercial/industrial uses have been located on the site for many years. Applicant proposes construction of a Rite Aid Pharmacy facility on the total 0.92 acre ownership referenced in the introduction as a result of this proposal. (See Exhibit 1 for development plan) The City will review the specific development plans for the site to determine any additional infrastructure requirements. The City has both the capacity and ability to provide the required public facilities, as available, with sufficient infrastructure investment on the part of the owners. It can be expected that the property will continue to be served by city water and sewer, as well as other necessary public utilities. The proposed amendment affecting the 0.46 acre subject property is not in conflict with Goal 11.

Goal 12: Transportation. To provide and encourage a safe, convenient, and economic transportation system.

Findings: The statewide transportation goal is generally intended to be applied on a city-wide basis. Specific transportation-related policies and development standards are included within the Sutherlin Comprehensive Plan and land use ordinances to assure that the intent of the statewide transportation goal is implemented through the application of both state and local policies and standards at the time of development. The intent of Goal 12 is also implemented by the State Transportation Planning Rule (OAR 660, Division 12). OAR 660-12-060(1) requires that "amendments to functional plans, acknowledged comprehensive plans, and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the identified function, capacity, and level of service of the facility".

In order to ensure that a proposed land use change complies with the requirements of the Transportation Planning Rule, the City of Sutherlin has adopted the following standards for Plan Amendment applications:

“(1) The applicant shall certify the proposed land use designations, densities or design standards are consistent with the function, capacity and performance standards for roads identified in the County Transportation System Plan.

(a) The applicant shall cite the identified Comprehensive Plan function, capacity and performance standard of the road used for direct access and provide findings that the proposed amendment will be consistent with the County Transportation System Plan.”

(b) The jurisdiction providing direct access (County or ODOT) may required the applicant to submit a Traffic Impact Study certified by a Traffic Engineer that supports the findings used to address §6.500.2.a(1)(a).

The functional classifications of transportation facilities within the City of Sutherlin Transportation System Plan (TSP) are identified on Page 4-11 of that document. There are three streets identified under the TSP that are part of this proposal. Central Avenue is designated an “Arterial” west of State Street and along the frontage of the total property. Both Calapooia Street and 1st Street are designated “Local” streets.

As previously noted, the subject 0.46 acre site is situated on the west side of Calapooia Street with a direct access onto the street. Central Avenue is improved to a two lane urban street with a signalized left turn lane on both east and west bound travel lanes at its intersection with Calapooia Street. Calapooia Street is improved to a two lane paved street with curbs, gutters and sidewalks on the southerly portion of the site. 1st Street is partially improved with no curbs, gutters or sidewalks. The property will continue to have direct access to the identified streets upon completion of the proposed development of the site. At the present time, the public roads in the area are and have been adequate to accommodate existing traffic volumes generated by the use on the property.

The Oregon Department of Transportation (ODOT) presently has jurisdiction of access on Central Avenue and the City controls access along Calapooia Street and 1st Street. Applicant has fully coordinated the proposed development with both jurisdictions. Both ODOT and the City of have reviewed Applicant’s development proposal and determined that the planned development is consistent with Goal 12 and will not have any deleterious effect on the area transportation facilities.

The proposed amendment is predicated upon existing commercial/industrial development on the property which has been in place for many years. The proposed development is consistent with the historical use of the property and area road capacities. Consequently, the proposed amendment will not create an unacceptable increase in traffic on the area road system per ODOT and the City of Sutherlin. Therefore, there will be no potential for unacceptable traffic generation on the area road system as a result of Applicant’s request.

The Planning Commission finds that the map amendments will not cause a change in the existing level of service of the area road system. Further, existing development standards in place in the City of Sutherlin Development Code will help to insure any future commercial development approval of the property and its associated impacts will be in compliance with the TSP and IAMP. The requested amendment meets the requirements of Goal 12

Goal 13: Energy Conservation. To conserve energy.

Finding: Statewide Planning Goal 13 requires that land uses shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles. The subject property contains a pre-existing commercial/industrial use. Any future commercial development on the property will be completed under City standards for the specific use. The proposed map amendment includes changing the zoning on the property from M-1 to C-1 in conformance with the requested Commercial plan designation under the City of Sutherlin Comprehensive Plan. The 0.46 acre property will also be subject to development standards and building codes that provide for a minimum level of energy efficiency. The proposal is consistent with principles of efficient land use and energy efficiency and Goal 13.

Goal 14: Urbanization. To provide for an orderly and efficient transition from rural to urban land use.

Finding: The subject property is located within the Sutherlin City Limits and was previously designated by the City of Sutherlin as urban industrial land. The state has previously acknowledged the lands within Sutherlin as being in compliance with Goal 14.

COMPLIANCE WITH CITY OF SUTHERLIN DEVELOPMENT CODE CRITERIA

Sections 2.3.100 through 2.5.135 of the Sutherlin Development Code (Commercial Districts) provide the development criteria for commercial uses and structures within the City of Sutherlin. The proposed commercial development of the subject property will comply with all development standards set out in the requested C-1 zone. The purpose of the proposed amendment is to allow development of the site with uses not currently allowed under the present M-1 zoning. The proposed commercial development will comply with all of the development standards of the requested C-1 zone.

Finding: The Commission finds that the proposed structural development on the subject property will be in substantial compliance with the Development Code for the City of Sutherlin. The proposed amendment will change the existing development and use on the subject property. The Plan Amendment and Zone Change is in satisfactory compliance with the City of Sutherlin Development Code.

Section 4.11.110 C of the Sutherlin Development Code (*Zone Changes and Annexations*) provides the following criteria for approving a Zone Change:

“The planning commission’s recommendation and the city council’s decision shall be based on the following approval criteria”:

1. *The proposed amendment is consistent with applicable statewide planning goals as adopted by the Land Conservation and Development Commission; and*
2. *The proposed amendment is consistent with the remainder of the comprehensive plan, including inventory documents and facility plans incorporated therein.*

City Zone Change Criteria #1: *The proposed amendment is consistent with applicable statewide planning goals as adopted by the Land Conservation and Development Commission*

Finding: Findings for the statewide planning goals adopted by Department of Land and Conservation and Development (DLCD) are addressed on an individual basis in previous section of this document. Each of the applicable goals contains findings of compliance, and no exceptions to those goals are proposed. The Plan Amendment and Zone Change satisfy the statewide planning goals.

City Zone Change Criteria #2: *The proposed amendment is consistent with the remainder of the comprehensive plan, including inventory documents and facility plans incorporated therein.*

Population and Economy Element Conformance

Policy A4: *The City shall supply an adequate amount of land with suitable soils and drainage qualities to accommodate projected commercial needs.*

The proposed Zone Change will convert 0.46 acres from M-1 zoning to C-1 zoning in accordance with the requested commercial plan designation which essentially imposes the anticipated commercial zoning. The Sutherlin Buildable Lands Inventory (BLI) dated June 2005 contains an analysis of needed commercial and industrial lands for the city. The BLI states that, *...the City has a surplus of industrial lands...and a deficit of commercial lands in all designations* (See insert Pgs. 5-4 and 5-5 of BLI following this page). The conversion of this site to a commercial designation is consistent with the need for commercial lands in the Sutherlin area as set out in the BLI. In addition, the introduction of a new commercial enterprise will increase employment opportunities for Sutherlin and the surrounding area. Applicant's proposal therefore conforms to this policy and the Population and Economy Element of the Comprehensive Plan.

Public Facilities Plan Conformance

Policy A1: *The City shall ensure that appropriate support systems are installed prior to or concurrent with the development of a particular area. Costs of constructing water and sewer ties to new developments shall be borne by the developer.*

Policy A14: *Ensure that as new development occurs, public facilities and services to support the development are available or will be available within a reasonable time.*

Policy A20: *New development, including but not limited to subdivisions, residential or commercial, or industrial construction, should be responsible for constructing, paying for, or depositing funds for an improved street with curbs, gutters, sidewalks, as well as sewer, water, storm drainage facilities, fire hydrants, and street lights, in addition to all utilities.*

Finding: The purpose of the Zone Change is to facilitate new commercial use of the subject property according to the standards prescribed in the C-1 zone. The subject property is within the City of Sutherlin. There are existing water and sewer lines located near the subject properties along the alley south of the subject property and Calapooia Street as set out in the utility exhibit referenced under Goal 11. The property owners will be responsible for installing any future infrastructure dictated by future development on the property as appropriate in accordance with the Public Facilities Plan and the Sutherlin Development Code.

The Plan Amendment and Zone Change may create additional need for public facilities. Any improvements to those public facilities necessary as a result of future commercial development at the site will require the owners to participate in funding those improvements. The extent to which public facilities and services are required to serve the property will be determined at the time a specific development proposal is reviewed. The requested Plan Amendment and Zone Change are consistent with the Public Facilities Plan.

Land Use Element Conformance

Land Use Policy A1: *Conversion of urbanizable land to urban uses shall be based on consideration of:*

- A. Orderly, economic provision for public facilities and services;*
- B. Availability of sufficient land of various use designations to ensure choices in the marketplace;*
- C. Conformance with statewide planning goals; and*
- D. Encouragement of development within urban areas before conversion of non-urban areas.*

Land Use Policy A2: *Work toward development of “open” lands identified as suitable for development within the existing city limits before annexing additional lands.*

Finding: The subject property is inside Sutherlin’s city limits. The property is surrounded on all sides by developed, or partially developed, commercial and industrial lands. As discussed previously under *Consistency with the Statewide Planning Goals*, public facilities and services are readily available to the site except as noted. Also, the property is located in immediate proximity to the

downtown commercial district of the City. The proposed C-1 zoning will support the proposed commercial uses on the site.

The surrounding properties, as mentioned previously, are currently designated commercial and industrial land in the Comprehensive Plan. Applicant proposes to change the existing industrial designation to Commercial on 0.46 acres to allow full commercial development of the total 0.92 acre property. Applicant has also submitted a Zone Change request to allow implementation of the proposed commercial plan designation via the C-1 zone. The Zoning Map amendment to C-1 will be consistent with the requested commercial plan designation.

Finding: The proposed Plan Amendment and Zone Change will conform to the Sutherlin Comprehensive Plan, including the land use map and written policies.

VII. ACTION ALTERNATIVES

1. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend** to the City Council **approval** of the requested Plan and Zoning Map amendments.
2. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend** to the City Council **approval** of the requested Plan and Zoning Map amendments with specified **conditions**.
3. Pass a motion to **continue the public hearing** to a specified date and time, or to close the public hearing and to leave the record open to a specified date and time for submittal of additional evidence and rebuttal.
4. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend denial** of the requested Plan and Zoning Map amendments on the grounds that the proposal does not satisfy the applicable approval criteria.

The Planning Commission determined to recommend approval of Applicant's request as submitted. The Planning Commission made a motion to authorize the Chairman of the Planning Commission to review and sign the *Findings of Fact and Decision* document on its behalf.

VIII. PLANNING COMMISSION RECOMMENDATION

The Planning Commission passed a motion to recommend that the City Council **approve** the requested Plan and Zoning Map amendments **as submitted**.

VII. EXHIBITS

- A. Applications for Plan and Zoning Map amendments filed with the City on March 31, 2016, with map attachments.
- B. Planning Commission Public Hearing notice
- C. Correspondence
- D. Existing Plan Map
- E. Proposed Zone Map
- F. Staff Report

This recommendation for approval is issued in accordance with the Sutherlin Development Code (ORD 976).

DATED THIS _____ DAY OF _____, 2016.

John Lusby
Sutherlin Planning Commission Chair

ATTEST:

XXXXXX
Deputy, CMC, Deputy City Recorder

Lisa Hawley

From: MCDONALD John <John.MCDONALD@odot.state.or.us>
Sent: Tuesday, May 03, 2016 8:51 AM
To: Lisa Hawley
Subject: Sutherlin Zone Change PDF 16-S003
Attachments: 3395_001.pdf

Lisa,

We have no comments on the proposed zone change, PDF 16-S003.

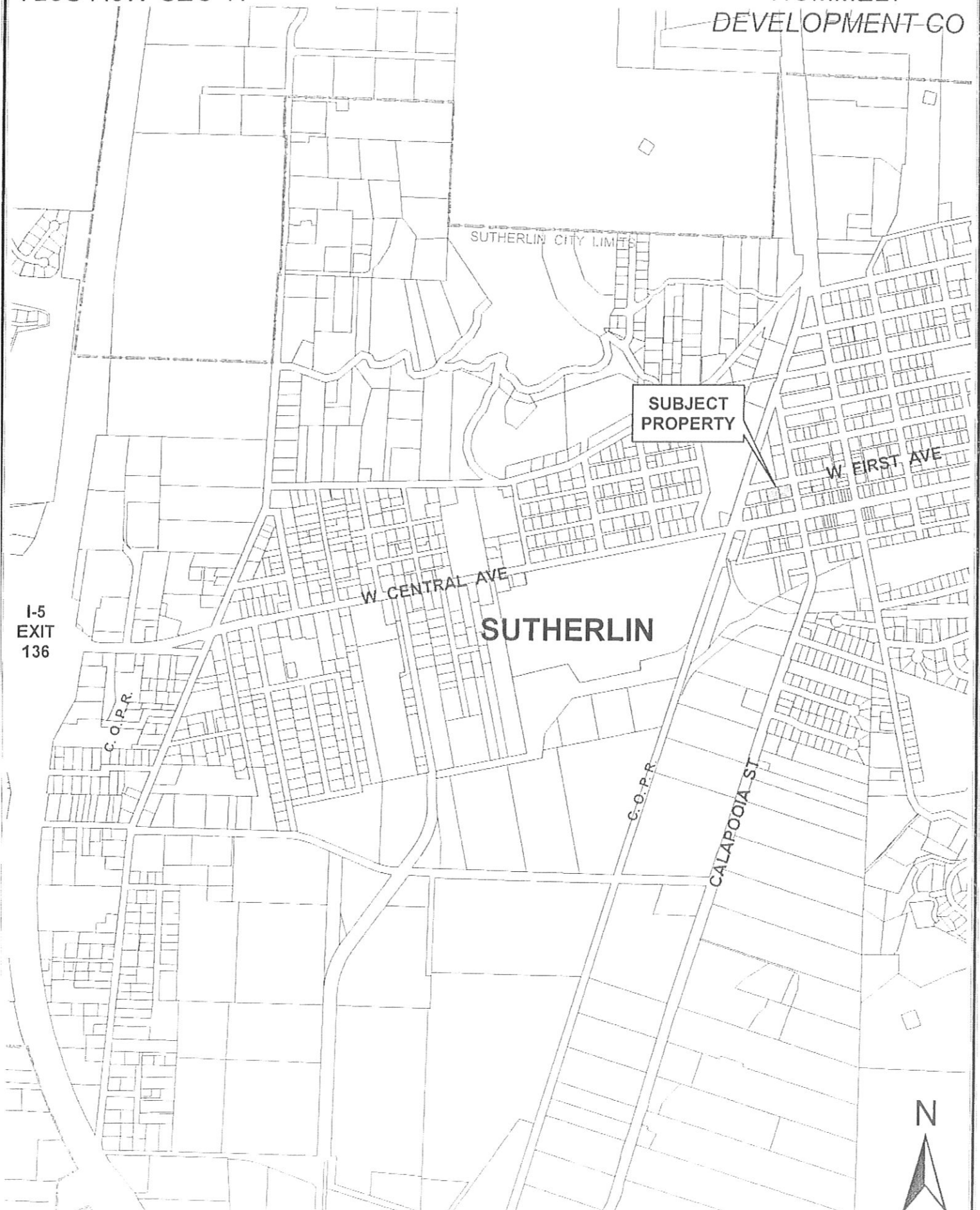
Sincerely,

John McDonald
Development Review Planner
ODOT Southwestern Region
541-957-3688

From: R3 Planning Copier [<mailto:planningcopier@odot.state.or.us>]
Sent: Friday, April 29, 2016 8:25 AM
To: MCDONALD John
Subject: Attached Image

VICINITY MAP
T25S R5W SEC 17

16-S003
HUMMELT
DEVELOPMENT-GO



I-5
EXIT
136

C.O.P.R.

W CENTRAL AVE

SUTHERLIN

C.O.P.R.

CALAPOOIA ST

W FIRST AVE

N

1" = 1000'

ASSESSOR MAP
T25S R5W SEC 17

16-S003
HUMMELT
DEVELOPMENT CO

C.O.P.R.

N CALAPOOIA ST

PROMISE LAND
PROPERTIES INC

PROMISE LAND
PROPERTIES INC

KROSCHER

W FIRST AVE

SCOTTS
VALLEY LLC

SCOTTS
VALLEY LLC

ATTERBURY HARDWARE
& LUMBER CO

INMAN

HELTON &
DOLLRIES

WHITE

HEHN
LIVING
TRUST

ATTERBURY HARDWARE
& LUMBER CO

WHITAKER
LOVING TRUST

W CENTRAL AVE

N

1" = 100'



ZONING MAP
T25S R5W SEC 17

16-S003
HUMMELT
DEVELOPMENT CO

M1

N CALAPOOIA ST

W FIRST AVE

AREA OF PROPOSED
PLAN AMENDMENT
& ZONE CHANGE

C1

C.O.P.R.

W CENTRAL AVE





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.ci.sutherlin.or.us

City of Sutherlin

Date: May 11, 2016
To: Sutherlin Planning Commission
From: CDD, Vicki Luther
Re: Monthly Activity Report

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

TRANSPORTATION

Slurry Seal bid opening is scheduled for May 19th.

UTILITIES

Wastewater Treatment Plant Improvements – Dyer provided Council with a power point presentation at their September 28th meeting. Financing has been secured. 30% Pre-design has been submitted to DEQ by Dyer Partnership. Review completed and comments due back in February. RFQ has been advertised for Value Engineering. The aluminum outbuildings have been taken down.

N. Comstock Water Line – This project will replace the waterline along N. Comstock with a new 12" line prior to the street reconstruction. Bid was awarded to Knife River and project should be completed this summer.

PARKS

OPRD Grant – grant submitted to restore the entire play area at Central Park. New ground cover, new play equipment, and a splash pad. Grant application was reviewed and City staff will be making a presentation in Salem the first week in June.

OPRD Grant – grant submitted this week to fund a master plan for Fords Pond Recreation Area.

LAND USE ACTIVITY

Building Worksheets approved –

- 756 Magnolia - Deck
- 535 S. State Street - Addition
- 716 Sandpiper – Single Family Dwelling
- 1978 Kapela Court – Single Family Dwelling
- 1212 S. Comstock – Deicer container (ODOT)
- 631 W. First – Fence
- 1358 W. Central – Temporary Food Vendor (Me Gusto Es)
- 113 E. Central – Interior Remodel
- 716 Sandpiper – Single Family Dwelling
- 416 Glen Ave – Addition
- 160 Sunset – Demolition

- 895 Valley Vista – Single Family Dwelling
- 327 S. Calapooia Additional Shop Building

Commercial changes

- Kim's Court – Removing 15 old mobile homes and replacing with new Park Models, These homes are to be 14' wide and either 28' or 32' long. Each unit to have a minimum ten-foot wide landscaped side yard, a front sidewalk with one parallel parking space. They are placing the first units now with more to come in 2016 (total of 15). New sidewalks will be installed along N. State Street between First and Second Avenue – after all units have been placed.

Active Land Use Application status

SUB 13-01: Brooks Village (Avery) subdivision: 151 Pear Lane **Extension awarded**

SUB 13-02: Fairway Ridge (Galpin) subdivision: Scardi Blvd. Plan is to begin infrastructure this spring/summer. (***some clearing has occurred; conditions still in process***)

BLA 16-S004 – City of Sutherlin - Everett Street (**approved subject to conditions**)

PAR 16-S001 – Avery - E. Fourth Avenue (**approved subject to conditions**)

Right of Way Applications

Rick Swanson – W. First

Charter – 183 E. First

Avista – 160 Sunset

Avista – 100 block of W. Second

Nall Communications (Charter) – 1078 S. Calapooia

FOR YOUR INFORMATION

LAND USE APPLICATIONS

16-S001 – GORDON AVERY – LAND PARTITION

16-S004 – CITY OF SUTHERLIN - BLA



Community Development
126 E. Central Avenue
Sutherlin, OR 97479
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City of Sutherlin

March 24, 2016

MEMORANDUM

TO: Applicant and All Interested Individuals

RE: **GORDON AVERY & CRAIG AVERY**, request for a land partition to divide a vacant 1.18 acre property into two parcels, Parcel 1 being 0.48± acres (21,075± sqft) and Parcel 2 being 0.70± acres (30,492± sqft). The subject property is located on the north side of E. Fourth Avenue between Arvilla Way and St. Johns Street in the City of Sutherlin. The subject property is described as Tax Lot 911 in Section 16AD, T25S, R05W, W.M.; Property I.D. No. R144631. It is designated Low Density Residential by the Sutherlin Comprehensive Plan and zoned (R-1) Low Density Residential. **PLANNING DEPARTMENT FILE NO. 16-S001.**

Official notice is hereby given of the Administrative decision of the Sutherlin Community Development Director in the matter of your request for approval of a Land Partition for which Administrative action was completed on March 24, 2016.

The above application has been **APPROVED**, subject to the following conditions:

1. The applicant shall submit a final Land Partition Plat which substantially conforms to the approved preliminary Plan in all aspects except as specifically conditioned by the Community Development Director, as well as the general standards and survey plat requirements prescribed by the Sutherlin Development Code. Any alterations shall be reviewed by the Planning Department.
2. The applicant shall meet all requirements of final plat submission and approval criteria in Section 4.4.160 of the Sutherlin Development Code. The final plat shall be filed within two (2) years of this approval, unless an extension is granted pursuant to Section 4.4.120 of the SDC.
3. The applicant shall comply with applicable local, county, state and federal regulations as applicable to the partition.
 - a. At the time of a building permit proposal on any of the new parcels, the permit shall indicate compliance with Development Code Section 2.2 R-1 building setbacks and lot coverage requirements; and the driveway separation, surface improvement and storm water runoff requirements of SDC Section 3.2.110 Vehicle Access and Circulation.

4. Since the shared driveway to serve Parcel 2 will exceed 150 feet in length, adequate fire equipment access and/or turn around area shall be provided, as required by SDC Sections 3.2.110.N Fire Access and Parking Area Turn-Arounds and 3.2.110.Q Flag Lots.
 - a. The fire equipment access and/or turnaround shall be identified on the face of the final plat.
5. The applicant shall clearly identify all public and private access, utility or storm water easements on the final plat, which must be in conformance with the minimum requirements of the City.
 - a. If necessary, the Superintendent of Public Works will identify any necessary utility easements needed on the final plat.
6. Where a street or driveway is to be paved, the building permit application shall include provisions for on-site storm water collection or infiltration in accordance with city specifications.
7. All utilities shall be designed per standards to be located underground, pursuant to Section 3.5.150 of the Sutherlin Development Code.
8. The applicant shall provide a letter from the Superintendent of Public Works certifying that all required improvements have been constructed to standards or an Improvement Agreement and Security as defined by the Subdivision Ordinance have been met.

This Land Partition approval is valid for two (2) years from the date of this decision. If the conditions of this approval have not been satisfied within that time, this approval will become void and will require another application. Pursuant to Section 4.4.120 of the Sutherlin Development Code, an extension of up to a one (1) year may be granted by the Director upon written request of the applicant prior to expiration of the application,

A copy of the application, all documents and evidence submitted by or on behalf of the applicants, and the applicable criteria are available for inspection at no cost and copies will be provided at cost.

A copy of the Sutherlin Community Development Director's Findings of Fact, Conditions, and Decision is attached to this notice. The Findings, Conditions, and Decision were signed by the Sutherlin Community Development Director on March 24, 2016. This Type II Administrative Decision will not become effective until the period for filing an appeal has expired.

Any persons who are entitled to written notice, pursuant to Section 4.2 of the Sutherlin Development Code, who participated in the proceedings, or who are adversely affected or aggrieved by the decision may appeal the decision within fourteen (14) days from the date the written notice of decision was mailed by filing a timely written statement with the Sutherlin Community Development Department and submitting the required fee. Any person who is mailed written notice of this decision cannot appeal the decision directly to the State Land Use Board of Appeals under ORS 197.830.

This Administrative Decision will become effective the day after the appeal period expires unless review is sought pursuant to Section 4.2 of the Sutherlin Development Code. Please contact the Sutherlin Community Development Department at (541) 459-2856 if you have questions concerning this Administrative Decision. An information sheet for appeal is attached to this notice.

There may be no further notice from the Community Development Department regarding expiration of this approval for a Land Partition.

Sincerely, 


Vicki Luther
Community Development Director


Lisa Hawley
Community Services Planner

ADMINISTRATIVE REVIEW AND DECISION

Gordon Avery & Craig Avery, Findings of Fact and Decision, Planning Department File No. 16-S001.

This matter was reviewed by the City of Sutherlin on March 24, 2016, for the Community Development Department in Sutherlin, Oregon.

The applicants submitted the proper application and evidence sufficient to warrant Administrative review as a Type II action, as provided for in Sections 4.2.130 and 4.4 of the Sutherlin Development Code.

The City takes official notice of the following:

1. The City of Sutherlin Comprehensive Plan, including the implementing City of Sutherlin Development Code, adopted and amended by the Sutherlin City Council July 2007, and as later amended, and which has been acknowledged by the Land Conservation and Development Commission.
2. The records of the Sutherlin Community Development Department concerning publication of mailing notice.

PROCEDURAL FINDINGS OF FACT

1. Application was filed with the Sutherlin Community Development Director on February 2, 2016, and was deemed complete on February 9, 2016. All applicable fees were paid to the City.
2. Notice of an Administrative Land Use Action before the Community Development Director was given in accordance with Section 4.2.130 of the Sutherlin Development Code.
3. This application is subject to the applicable criteria of the Sutherlin Development Code, including Sections 2.2.100, Residential Districts; 2.2.120, Residential Development Standards; 3.2 Access & Circulation, and Chapter 4.4, Land Division Criteria.

FINDINGS OF FACT

1. Notice of the proposed land partition was originally mailed to affected property owners of record within 100 feet, service providers, and governmental agencies on February 24, 2016.
 - a. Aaron Swan, Public Works Superintendent, comments that to be eligible for water service, both lots need to have frontage on East Fourth Avenue, noting that perhaps both lots could own portion of the driveway.
 - b. No other written comments or remonstrances were received.
2. Comprehensive Plan: The subject property is designated Low Density Residential by the Sutherlin Comprehensive Plan.

3. Zoning: The subject property is designated (R-1) Low Density Residential by the Sutherlin Development Code.
4. Access: The subject property has an existing access onto E. Fourth Avenue. With this request, the two proposed parcels share an access onto E. Fourth Avenue.
5. Services and Structures: City services and other infrastructure currently serve the area of the subject parcel.

RESIDENTIAL DISTRICTS

6. Residential Zone District, Low Density Residential, R-1 Zone (Section 2.2.100):
 - a. The subject 1.18 acre parcel is vacant of structures. It is an existing flag lot, which is being divided into two parcels with a shared access onto E. Fourth Avenue.
 - b. The property is zoned (R-1) Low Density Residential. The minimum lot area is 7,500 sq.ft. for a single family non-attached lot, with a minimum lot width at frontage 50 feet for a standard lot and 20 feet for a flag lot, and a minimum lot depth of 100 feet where there is no alley right-of-way. The maximum lot coverage for development is 50 percent.

7. FINDINGS:

- a. The City finds that each proposed parcel will meet the minimum lot area, lot width & lot depth of the R-1 zone. The subject property is an existing flag lot created by Partition Plat 2015-5 (Parcel 3). As proposed,
 - i. Parcel 1 will be 0.48± acres (21,075± sq.ft.), with lot width of 157± feet and lot depth of 100± feet. Parcel 1 is vacant of development.
 - ii. Parcel 2 will be 0.70± acres (30,492± sq.ft.), with lot width of 182± feet and lot depth of 142-189± feet. Parcel 2 is vacant of development
- b. At the time of a new building proposal for each parcel, compliance with the setbacks and lot coverage standards of the R-1 zone will be required.

DESIGN STANDARDS

8. **Design Standards (Section 3.1)**
 - a. 3.2.100 Vehicular Access and Circulation
 - b. 3.5.100 Infrastructure Standards
9. The access to each proposed parcel will be via direct access onto E. Fourth Avenue, which is designated an existing City collector street in the City's Transportation System Plan.

Section 3.2 Vehicle Access and Circulation

Applicability. *All development in the city must comply with the provisions of chapter 3, Design Standards. Development projects requiring land division, conditional use permit, and/or site design review approval require detailed findings demonstrating compliance with each section of chapter 3, as applicable. For smaller, less complex projects, fewer code provisions may apply and detailed findings may not be required where no discretionary land use or development permit decision is made.*

FINDING: The City finds that many of the following standards do not apply to the subject partition because each proposed parcel will have direct access to a public street, which is E. Fourth Avenue.

3.2.110 Vehicular Access and Circulation.

A. Intent and Purpose.

1. *The intent of this section is to manage vehicle access to development through a connected street system with shared driveways, where practicable, and circulation systems that allow multiple transportation modes and technology, while preserving the flow of traffic in terms of safety, roadway capacity, and efficiency. Access shall be managed to maintain an adequate "level of service" and to maintain the "functional classification" of roadways [See Transportation System Plan adopted November 2006]. Major roadways including highways, arterials, and collectors, serve as the primary system for moving people and goods. "Access management" is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. This section balances the right of reasonable access to private property with the right of the public to safe and efficient travel.*

2. *To achieve this policy intent, county and local roadways have been categorized in the comprehensive plan by function and classified for access purposes based upon their level of importance and function. (See section 3.5, Infrastructure Standards) Regulations apply to these roadways for the purpose of reducing traffic accidents, personal injury, and property damage attributable to access systems, and to thereby improve the safety and operation of the roadway network. The regulations are also intended to protect the substantial public investment in the transportation system, facilitate economic development, and reduce the need for expensive remedial measures. These regulations also further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned subdivision of land.*

B. Applicability. *This section applies to all public roads, streets, and alleys within the city and to all properties abutting them.*

C. Access Permit Required. *Access to a public street requires an access permit in accordance with the following procedures:*

- 1. Permits for access to City streets shall be subject to review and approval by city staff based on the standards contained in this section, and the provisions of section 3.5, Infrastructure Standards. Access permit applications are available at Sutherlin City Hall.*
- 2. Permits for access to state highways shall be subject to review and approval by Oregon Department of Transportation (ODOT) except when ODOT has delegated this responsibility to the city. The city will coordinate with ODOT on such permits as necessary.*
- 3. Permits for access to county highways shall be subject to review and approval by Douglas County. The city will coordinate with the county on such permits as necessary.*

FINDING: The proposed parcels have frontage onto E. Fourth Avenue via a proposed shared driveway. E. Fourth Avenue is an existing city street, and is identified in the Sutherlin TSP as a collector street with planned upgrades in the future. The subject property is an existing flag lot. Both parcels will shared the flag pole portion of the lot to access onto the City street. As a condition of approval, the applicant/property owners will be required to obtain an access permit(s) from the City of Sutherlin for the three proposed parcels.

D. Traffic Study Requirements. *The city or other agency with access jurisdiction may require a traffic study prepared by a traffic engineer to determine access, circulation and other transportation requirements. (See also, section 3.5, Infrastructure.)*

FINDING: A traffic study is not required for the partition since there will only be minor traffic impact on area streets with the potential for only two single family dwellings (and only one additional dwelling). The Sutherlin TSP factored in new population growth including some infill of existing lots.

E. Conditions of Approval. *The city or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe, functional, and efficient operation of the street and highway system.*

FINDING: The two proposed parcels are not expected to require closing any existing curb cuts. However, both proposed parcels will require a shared driveway to access onto the City street, which may require reciprocal access easement(s) and driveway maintenance agreement(s) between the affected parcels.

F. Backing Movement. *Vehicle access to and from off-street parking areas, except for access to and from residential developments with one (1) or two (2) dwellings, shall not involve backing onto a public street.*

FINDING: The proposed lots are for single family homes; therefore, the back-up access restrictions, as described in the above standard, are not required.

G. Access Standards and Options. *When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of ten (10) feet per lane is required). These methods are "options" to the developer/subdivider, unless one method is specifically required by the city as a condition of approval.*

1. Option 1. *Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted.*
2. Option 2. *Access is from a private street or driveway developed to city standards and connected to an adjoining property that has direct access to a public street (i.e., "shared driveway"). A joint maintenance agreement and reciprocal access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive. The city may approve a private street under this option by a planned unit development (PUD), provided that public funds shall not be used to construct or maintain a private road, street, or drive. The city may require a public access easement as needed for emergency response access or refuse access.*
3. Option 3. *Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access if the site abuts an arterial or collector street. Street accesses shall comply with the access spacing standards in subsection I, below.*
4. Subdivisions Fronting Onto an Arterial Street. *Subdivision lots fronting onto an arterial street shall not receive access onto the arterial street, except when alternate access (i.e., alleys or secondary streets) cannot be provided due to topographic or other physical constraints. In such cases, the city may require that access be provided by consolidating driveways for clusters of two (2) or more lots or for multiple buildings on a lot (e.g., includes flag lots and mid-block lanes).*
5. Double-Frontage Lots. *When a lot has frontage onto two (2) or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street. A second access may be permitted only as necessary to accommodate projected traffic volumes. Except for corner lots, the creation of new double-frontage lots shall be prohibited in the residential district, unless topographic or physical constraints require the formation of such lots. When a fence or wall is built adjacent to the street in this case, a landscape buffer with trees and/or shrubs and ground cover not*

less than ten (10) feet wide shall be provided between the fence/wall and the sidewalk or street; maintenance shall be assured by the owner (i.e., through homeowner's association, etc.).

6. *Important Cross-References to Other Code Sections.* Section 3.6 requires that buildings be placed at or near the front property line in some zones, and driveways and parking areas be oriented to the side or rear yard for multiple family and commercial uses. Section 3.5.110 contains private street standards.

FINDING: Future residential development of a single family dwelling on each proposed parcel will be required to have off-street parking in accordance with residential standards. Each parcel will have access to a public collector street via a shared access driveway. E. Fourth Avenue is a collector street that does not prohibit new access, but controlled access is preferred. The shared driveway will require compliance with the applicable driveway standards, including any necessary reciprocal access easement, to insure access to E. Fourth Avenue.

H. New Street. *The City may require the dedication of public right-of-way and construction of a street (e.g., frontage road, alley or other street) when access cannot otherwise be provided from an existing street, in conformance with city standards. The city considers the development impact in considering whether a new street is needed. See also Section 3.5 Infrastructure Standards.*

FINDING: The City finds that subject 1.18 acre parcel has direct frontage onto E. Fourth Avenue as an existing flag lot. E. Fourth Avenue has a 60' right-of-way, with 5' feet sidewalks constructed in front of the subject property. Based upon the requirements listed in the Sutherlin TSP, no additional right-of-way or needed improvements are required with this development.

The Sutherlin TSP designates E. Fourth Avenue as a collector street with needed improvements, including bicycle lane from North Comstock to Jade Street. Since the subject area is generally developed, the most likely method for future street improvements to meet those standards would be through a city-funded project, or a local improvement district. It may not be practical or desirable to require said improvements on a parcel-by-parcel basis. During the previous land partition of the subject property (City File PAR-14-03), the applicants/property owners recorded with the County Clerk a Waiver of Remonstrance Agreement with the City to participate in a local improvement district which may be formed to upgrade E. Fourth Avenue to collector street standards if said district is formed in the future (via recorded Instrument No. 2015-3774).

I. Access Spacing. *Driveway accesses shall be separated from other driveways and street intersections in accordance with the following standards and procedures:*

1. *Local Streets.* *A minimum of twenty-five (25) feet separation (as measured from the sides of the driveway/street) shall be required on local streets (i.e., streets not designated as collectors or arterials).*

2. Arterial and Collector Streets. Access spacing on collector and arterial streets, and at controlled intersections (i.e., with four-way stop sign or traffic signal) shall be determined based on the policies and standards contained in the city's transportation system plan.

3. Special Provisions for All Streets. Direct street access may be restricted for some land use types. For example, access consolidation, shared access, and/or access separation greater than that specified by Subsections 1-2, may be required by the city, county or ODOT for the purpose of protecting the function, safety and operation of the street for all users. Where no other alternatives exist, the permitting agency may allow construction of an access connection along the property line farthest from an intersection. In such cases, directional connections (i.e., right in/out, right in only, or right out only) may be required.

FINDING: The subject property has access onto E. Fourth Avenue. Both proposed parcels will share a driveway onto the City street. The driveway access will be separated from the other nearby driveways by at least 25 feet.

J. Number of Access Points. For single-family (detached and attached), two (2) family, and three (3) family housing types, one (1) street access point is permitted per lot; except that two (2) access points may be permitted for two (2) family and three (3) family housing on corner lots (i.e., no more than one (1) access per street), subject to the access spacing standards in subsection I, above. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with section K, below, in order to maintain the required access spacing, and minimize the number of access points.

FINDING: The subject property is an existing flag lot with 26 feet of frontage onto E. Fourth Avenue. Both proposed parcels will share one access point onto the City street.

K. Shared Driveways. The number of driveways intersecting a public street shall be minimized by the use of shared driveways on adjoining lots where feasible. The city may require shared driveways as a condition of land division or site plan review, as applicable, for traffic safety and access management purposes in accordance with the following standards:

1. Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. "Developable" means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).

2. *Access easements and joint maintenance agreements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including any pathways and landscaping along such driveways, at the time of final plat approval (section 4.4) or as a condition of site development approval (Section 4.3).*

FINDING: The City finds the proposed two parcels will share access onto E. Fourth Avenue, an existing City street. The shared driveway may require reciprocal access easement(s) and driveway maintenance agreement(s) between the affected parcels. Such easement(s) and agreement(s) shall be referenced and identified on the face of the final partition plat.

L. *Street Connectivity and Formation of Blocks Required.* *In order to promote efficient vehicular and pedestrian circulation throughout the city, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:*

1. *Block Length and Perimeter. The maximum block length and perimeter, measured along the property/right-of-way line, shall not exceed:*
 - a. *Residential Zoning. Six hundred (600) feet length and one thousand eight hundred (1,800) feet perimeter unless the previous adjacent layout or topographical conditions justify a variation;*
 - b. *C-1 Zoning. Four hundred (400) feet length and one thousand four hundred (1,400) feet perimeter;*
 - c. *C-3 Zoning. Six hundred (600) feet length only.*
 - d. *Industrial Zoning. No Standard.*

Figure 3.2.110L Street Connectivity and Formation of Blocks

2. *Exception. Exceptions to standards in subsection L1 may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of section 3.2.120.A. Pathways shall be located to minimize out-of-direction travel by pedestrians and may be designed to accommodate bicycles.*

FINDING: This standard does not apply to the proposed land division since the subject parcel is 1.18 acres and is not large enough to create a new block or area-wide pedestrian circulation.

M. *Driveway Openings.* *Driveway openings shall be the minimum width necessary to provide the required number of vehicle travel lanes (ten (10) feet for each travel lane). The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians:*

1. *Single family, two (2) family, and three (3) family uses shall have a minimum driveway width of ten (10) feet, and a maximum width of twenty-four (24) feet, except that one (1) recreational vehicle pad driveway may be provided in addition to the standard driveway for lots containing more than seven thousand (7,000) square feet of area.*

2. *Multiple family uses with between four (4) and seven (7) dwelling units shall have a minimum driveway width of twenty (20) feet, and a maximum width of twenty-four (24) feet.*
3. *Multiple family uses with more than eight (8) dwelling units, and off-street parking areas with sixteen (16) or more parking spaces, shall have a minimum driveway width of twenty-four (24) feet, and a maximum width of thirty (30) feet. These dimensions may be increased if the City determines that more than two (2) lanes are required based on the number of trips generated or the need for turning lanes.*
4. *Access widths for all other uses shall be based on ten (10) feet of width for every travel lane, except that driveways providing direct access to parking spaces shall conform to the parking area standards in chapter 3.4.*
5. *Driveway aprons (when required) shall be constructed of concrete to city standards and shall be installed between the street and the driveway or private drive, as shown above. Driveway aprons shall conform to ADA standards for sidewalks and pathways, which require a continuous route of travel that is a minimum of three (3) feet in width, with a cross slope not exceeding two (2) percent.*

FINDING: The subject property is an existing flag lot created in 2015. The above standard permits one driveway onto E. Fourth Avenue for the two proposed parcels.

N. Fire Access and Parking Area Turn-Arounds. *A fire equipment access drive shall be provided for any portion of an exterior wall of the first story of a building that is located more than one hundred fifty (150) feet from an existing public street or approved fire equipment access drive. Parking areas shall provide adequate aisles or turn-around areas for service and delivery vehicles so that all vehicles may enter the street in a forward manner.*

FINDING: The Fire Department was notified and provided no comments or concerns on this request. The two parcels will share a driveway onto the public street. As proposed, Parcel 2 will share an easement over the flag pole portion of Parcel 1, and as such the driveway will exceed 150 feet in length. As a condition of approval, As a condition of approval, a fire equipment access drive and/or turn-around shall be required to service Parcel 2, and shall be identified on the face of the final plat.

O. Vertical Clearances. *Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of thirteen (13) feet six (6) inches for their entire length and width.*

FINDING: This standard is not applicable.

P. Vision Clearance. *No signs, structures or vegetation in excess of three (3) feet in height shall be placed in "vision clearance areas", as shown in figure 3.2.110P. The minimum required vision clearance area may be increased by the city upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.).*

FINDING: This standard is not applicable since new signs or structures are not proposed.

Q. *Flag Lots.* *Flag lots may be created where the configuration of a parcel does not allow for standard width lots. A flag pole access drive may serve no more than two (2) dwelling units, including accessory dwellings and dwellings on individual lots. A drive serving more than one lot shall conform to the standards in subsections 1-4 below:*

- 1. Driveway and Lane width of all shared drives and lanes shall be twenty (20) feet of pavement with a minimum lot frontage width of twenty-five (25) feet wide throughout the driveway;*
- 2. Easement. Where more than one (1) lot is to receive access from a flag pole drive, the owner shall record an easement granting access to all lots that are to receive access. The easement shall be so indicated on the preliminary plat;*
- 3. Maximum Drive Lane Length. The maximum drive lane length is subject to requirements of the uniform fire code, but shall not exceed one hundred fifty (150) feet without an emergency turnaround approved by the city; and*
- 4. Area Calculation. The flag pole portion of a lot shall not be counted for the purpose of meeting lot area requirements or determining setbacks.*

FINDING: The subject 1.18 acre property is an existing flag lot created by Partition Plat 2015-5, with 26 feet of frontage onto E. Fourth Avenue. The maximum driveway length to service Parcel 2 will exceed 150 feet. As a condition of approval, a fire equipment access drive and/or turn-around shall be provided to service Parcel 2, and shall be identified on the face of the final plat.

R. *Construction.* *The following standards shall apply to all driveways and private streets:*

- 1. Surface Options. Driveways, parking areas, aisles, and turn-arounds shall be paved with asphalt, concrete or comparable surfacing; alternatively, a durable non-paving material such as pavers, or other materials approved by the city may be used to reduce surface water runoff and protect water quality.*
- 2. Surface Water Management. When a paved surface is used, all driveways, parking areas, aisles and turn-arounds shall have on-site collection or infiltration of surface waters to minimize sheet flow of such waters onto public rights-of-way and abutting property. Surface water facilities shall be constructed in conformance with city standards.*
- 3. Driveway Aprons. When driveway approaches or "aprons" are required to connect driveways to the public right-of-way, they shall be constructed to city standards and paved with concrete surfacing. See subsection M, above.*

FINDING: Future homes on the proposed parcels are required to meet the requirements of the surface and storm water improvements of this section.

10. **INFRASTRUCTURE STANDARDS**

SECTION 3.5.100 Purpose and Applicability.

A. Purpose. This section provides planning and design standards for transportation, sewer, water, and storm drainage infrastructure.

B. When Standards Apply. All development shall be served with adequate infrastructure including transportation, sewer, water, and storm drainage, in conformance with this section and consistent with the City's engineering design criteria.

C. Standard Specifications. The City of Sutherlin general engineering requirements and standard specifications for street, storm drain, sewer, and waterline construction are incorporated in this code by reference.

D. Conditions of Development Approval. No development may occur unless required public infrastructure is in place or guaranteed, in conformance with the provisions of this code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact.

FINDING: City sanitary sewer and water service is available to the parcels from existing lines in E. Fourth Avenue. The two parcels can be served by City water and sewer.

Based on comments provided by City Public Works, the City shall require each proposed parcel to front E. Fourth Avenue to obtain water service.

SECTION 3.5.110: Transportation Standards.

A. Purpose. The purpose of this section is to implement the Transportation System Plan and protect the City's investment in the public street system. Upon dedication of streets to the public, the City accepts maintenance responsibility for the street. Failure to meet City standards may place an undue maintenance burden on the public, which may be only marginally benefited by the street improvement. Variances to street standards must be evaluated in this context.

B. Development Standards. No development shall occur unless the development has frontage onto or approved access from a public street, in conformance with the provisions of section 3.2, Access and Circulation, and the following standards are met:

1. Private streets shall not be permitted, except as approved by a PUD. In approving a private street as part of a PUD the city must find that construction of a public street is impractical and the street will be constructed to a standard that approximates the city standards for public

streets, except as modified to address physical site constraints. The city shall not be responsible for maintaining or improving any private street.

2. Streets within and/or adjacent to a development shall be improved in accordance with the comprehensive plan, transportation system plan and the provisions of this section, as determined by the city.

3. Development of new streets, and additional street width or improvements planned as a portion of an existing street, shall be improved in accordance with this section, and public streets shall be dedicated to the applicable City, County or County jurisdiction.

4. New streets and private streets shall be paved.

5. The city may accept a future improvement guarantee (e.g. owner signs and records a city approved agreement to participate in local improvement assessment) in lieu of street improvements if one (1) or more of the following conditions exist:

a. A partial improvement may create a potential safety hazard to motorists or pedestrians;

b. Due to the developed condition of adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide increased street safety or capacity, or improved pedestrian circulation;

c. The improvement would be in conflict with an adopted capital improvement plan;

d. Requiring the applicant to bear the full cost of improvement would exceed the rough-proportionality standard in section 3.5.100D; or

e. The improvement is associated with an approved land partition on property zoned residential and the proposed land partition does not create any new street.

FINDING: The City finds the proposed parcels created by this land partition will share frontage onto E. Fourth Avenue via a shared access driveway. Reciprocal access easements may be required to ensure adequate access onto the street.

C. Creation of Rights-of-Way for Streets and Related Purposes. *Streets shall be created through the approval and recording of a final subdivision or partition plat, or quit claim deed, provided that the street is deemed essential by the city for the purpose of implementing the comprehensive plan / transportation system plan, and the deeded right-of-way conforms to the standards of this code. All deeds of dedication shall be in a form prescribed by the city and shall name "the public," as grantee.*

FINDING: The City finds that no new streets are being created by the subject land partition. E. Fourth Avenue has an existing 60 foot right-of-way where it fronts the subject property, which is within the street right-of-way range of 58' to 62' for a residential collector street. The City finds that additional dedication of right-of-way from the subject property's frontage adjoining E. Fourth Street is not required.

D. Creation of Access Easements. Access easements are only allowed with a private street or drive meeting city standards for one single family unit. Access easements are discouraged in all residential districts, unless they are an integral part of a PUD, or required by the city for access management reasons (i.e., shared driveways along arterial streets). The city may approve an access easement established by deed when the easement is necessary to provide for access and circulation in conformance with section 3.2.110 (K), Access and Circulation. Access easements shall be created and maintained in accordance with the uniform fire code, section 10.207, and shall be shown and described on any final subdivision or partition plat that requires them.

FINDING: The City finds that one access easements (i.e. shared driveway) is being created by the subject land partition. Reciprocal access easement(s) and driveway maintenance agreement(s) between the affected parcels will be required and identified on the face of the final plat, in accordance with the above requirements.

E. Street Location, Width and Grade. Except as noted below, the location, width and grade of all streets shall conform to the transportation system plan, as applicable; and an approved street plan or subdivision plat. Street location, width and grade shall be determined in relation to existing and planned streets, topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets:

1. Street grades shall be approved by the city, in accordance with the design standards in subsection N, below; and
2. Where the location of a street is not shown in an existing street plan (see subsection H), the location of streets in a development shall either:
 - a. Provide for the continuation and connection of existing streets in the surrounding areas, conforming to the street standards of this section; or
 - b. Conform to a street plan adopted by the city council, if it is impractical to connect with existing street patterns because of particular topographical or other existing conditions of the land. Such a plan shall be based on the type of land use to be served, the volume of traffic, the capacity of adjoining streets and the need for public convenience and safety.

FINDING: E. Fourth Avenue has a 60 foot right-of-way and existing 5 foot sidewalks where it fronts the subject property. Within the Sutherlin TSP, bicycle and pedestrian improvements are planned for E. Fourth Avenue to bring the street up to full City standards. In the event that a local improvement district is formed in the future to upgrade E. Fourth Avenue with improvements, the applicant/property owner is required to participate in the improvements as provided for in the local improvement district provisions of the City. The applicant/property owner has previously recorded the Waiver of Remonstrance for such an improvement district as part of the previous land partition of the property (recorded Deed Instrument 2015-3774, dated March 4, 2015).

F. Minimum Rights-of-Way and Street Sections. Street rights-of-way and improvements shall be the widths in Table 3.5.110. A variance shall be required in conformance with section 5.2.110 to vary the standards in Table 3.5.110. Where a

range of width is indicated, the width shall be determined by the decision-making authority based upon the following factors:

1. *Street classification in the comprehensive plan/transportation system plan;*
2. *Anticipated traffic generation;*
3. *On-street parking needs;*
4. *Sidewalk and bikeway requirements based on anticipated level of use;*
5. *Requirements for placement of utilities;*
6. *Street lighting;*
7. *Minimize drainage, slope, and wetland impacts;*
8. *Street tree location, as provided for in section 3.3;*
9. *Protection of significant vegetation, as provided for in section 3.3;*
10. *Safety and comfort for motorists, bicyclists, and pedestrians;*
11. *Street furnishings (e.g., benches, lighting, bus shelters, etc.), when provided;*
12. *Access needs for emergency vehicles; and*
13. *Transition between different street widths (i.e., existing streets and new streets), as applicable.*

(See Table 3.5.110F Street and Parkway Design Standards)

FINDING: The existing 60 feet of E. Fourth Avenue right-of-way is within the planned residential collector street width range of 58 feet to 62 feet.

H. Future Street Plan and Extension of Streets.

1. *The City shall require the submittal of a future street plan in conjunction with an application for a subdivision or partition when the subject request could affect development of the city's future street system. The purpose of the future street plan is to facilitate orderly development of an interconnected street system, provide greater certainty to the city and neighboring property owners, and allow for future growth in conformance with the comprehensive plan and transportation system plan. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other parcels within six hundred (600) feet surrounding and adjacent to the proposed land division. The street plan is not binding; rather it is intended to show potential future street extensions with future development*
2. *Streets shall be extended to the boundary lines of the parcel or tract to be developed, when the city determines that the extension is necessary to give street access to, or permit a satisfactory future division of, adjoining land. Developers are encouraged to also install conduits for other utilities in coordination with those utilities. The point where the streets temporarily end shall conform to a-c, below:*
 - a. *These extended streets or street stubs to adjoining properties are not considered to be cul-de-sacs since they are intended to continue as through streets when the adjoining property is developed.*
 - b. *A reflective barricade (e.g., fence, bollards, or similar vehicle barrier) shall be constructed at the end of the street by the partitioner or subdivider and shall not be removed until authorized by the city or other applicable*

agency with jurisdiction over the street. The cost of the barricade shall be included in the street construction cost.

c. Temporary turnarounds (e.g., hammerhead or bulb-shaped configuration) shall be constructed for stub streets over one hundred (150) feet in length.

FINDING: The City finds there are no planned street connections on or adjoining the subject property.

I. Street Alignment and Connections.

1. Staggering of streets making "T" intersections at collectors and arterials shall not be designed so that jogs of less than three hundred (300) feet on such streets are created, as measured from the centerline of the intersecting streets.

2. Spacing between local street intersections shall have a minimum separation of one hundred twenty-five (125) feet, except where more closely spaced intersections are designed to provide an open space, pocket park, common area or similar neighborhood amenity. This standard applies to four-way and three-way (off-set) intersections.

3. All local and collector streets that abut or stub to a development site shall be extended within the site to provide through circulation unless prevented by environmental or topographical constraints, existing development patterns or compliance with other standards in this Code. This exception applies when it is not possible to redesign or reconfigure the street pattern to provide required extensions. Land is considered topographically constrained if the slope is greater than fifteen (15) percent for a distance of two hundred fifty (250) feet or more. In the case of environmental or topographical constraints, the mere presence of a constraint is not sufficient to show that a street connection is not possible. The applicant must show why the environmental or topographic constraint precludes some reasonable street connection.

4. Proposed streets or street extensions shall be located to provide direct access to existing or planned commercial services and other neighborhood facilities, such as schools, shopping areas and parks.

5. In order to promote efficient vehicular and pedestrian circulation throughout the city, the design of subdivisions and alignment of new streets shall conform to the following standards in chapter 3.2, Access and Circulation. The maximum block length shall not exceed:

a. Residential districts – Six hundred (600) feet;

Exceptions to the standards in a-b may be granted when an access way is provided at or near mid-block, in conformance with the provisions of section 3.2.120A.

FINDING: The City finds that no new streets or street stubs, subdivisions or developments are proposed with this partition request, therefore this criterion is not applicable.

K. Intersection Angles. *Streets shall be laid out so as to intersect at an angle as near to a right angle as practicable, except where topography requires a lesser angle or where a reduced angle is necessary to provide an open space, pocket*

park, common area or similar neighborhood amenity. In addition, the following standards shall apply:

- 1. Streets shall have at least twenty-five (25) feet of tangent adjacent to the right-of-way intersection unless topography requires a lesser distance;*
- 2. Intersections which are not at right angles shall have a minimum corner radius of twenty (20) feet along the right-of-way lines of the acute angle; and*
- 3. Right-of-way lines at intersection with arterial streets shall have a corner radius of not less than twenty (20) feet.*

FINDING: This section is not applicable because no new street sections are planned to be built.

L. Existing Rights-of-Way. *Whenever existing rights-of-way adjacent to or within a tract are of less than standard width, additional rights-of-way shall be provided at the time of partition, subdivision, or development, subject to the provision of section 3.5.100D.*

FINDING: The City has found that no additional right-of-way is required to be dedicated for E. Fourth Avenue, as discussed in this report.

M. Cul-de-sacs. *A dead-end street shall be no more than four hundred (400) feet long, and shall only be used when open space (e.g., street ends at park or greenway), environmental, or topographical constraints; existing development patterns; or compliance with other standards in this code preclude street extension and through circulation. Such dead-end-street shall conform to all of the following standards:*

- 1. The city may require a dead-end or cul-de-sac street to stub to the outer property line of the development when future street extension may be possible through redevelopment of an adjacent property (e.g., existing development on adjacent property could redevelop and allow extension in foreseeable future).*
- 2. All cul-de-sacs exceeding one hundred fifty (150) feet shall terminate with a circular or hammer-head turnaround. Circular turnarounds shall have a radius of no less forty (40) feet (i.e., from center to edge of pavement); except that turnarounds may be larger when they contain a landscaped island or parking bay in their center. When an island or parking bay is provided, there shall be a fire apparatus lane of twenty (20) feet in width; and*
- 3. The length of the cul-de-sac shall be measured along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac.*

FINDING: Parcel 1 and Parcel 2 will share a driveway access onto E. Fourth Avenue. The maximum driveway length to service Parcel 2 will exceed 150 feet. As a condition of approval, a fire equipment access drive and/or turn-around shall be provided to service Parcel 2, and shall be identified on the face of the final plat.

N. Grades and Curves. *Grades shall not exceed ten (10) percent on arterials, twelve (12) percent on collector streets, or twelve (12) percent on any other street (except that local or residential access streets may have segments with grades up to 15% for distances of no greater than 250 feet) when approved by the city engineer, and:*

1. *Curb radii shall not be less than seven hundred (700) feet on arterials, five hundred (500) feet on major collectors, three hundred fifty (350) feet on minor collectors, or one hundred (100) feet on other streets; and*

2. *Streets intersecting with a minor collector or greater functional classification street, or streets intended to be posted with a stop sign or signalization shall provide a landing averaging five percent or less. Landings are that portion of the street within twenty (20) feet of the edge of the intersecting street at full improvement.*

FINDING: This section is not applicable to this request.

O. Curbs, Curb Cuts, Ramps, and Driveway Approaches. *Concrete curbs, curb cuts, wheelchair and bicycle ramps, and driveway approaches shall be constructed in accordance with standards specified in section 3.2 Access and Circulation.*

FINDING: Construction of the future driveways accesses will be required to comply the applicable standards outlined above.

P. Street Names. *No street name shall be used that duplicates or could be confused with the names of existing streets in the vicinity of the city, except for extensions of existing streets. Street names, signs and numbers shall conform to the established pattern in the surrounding area, except as requested by emergency service providers. Street names shall conform to section 12.24, as amended, of the Sutherlin Municipal Code.*

FINDING: This section is not applicable because there are no new streets proposed that need to be named.

Q. Filed Street Survey and Survey Monuments Required. *Upon completion of a street improvement and prior to acceptance by the city, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the city that all boundary and interior monuments shall be reestablished and protected and required street survey(s) have been filed.*

FINDING: This section is not applicable as no street improvements, including acceptance by the City, are required with this request.

R. Street Signs. *The city, county or county with jurisdiction shall install all signs for traffic control and street names. The cost of signs required for new development shall be the responsibility of the developer. Street name signs shall be installed at all street intersections. Stop signs and other signs may be required.*

FINDING: No new street signs are required as part of this land partition.

S. Mail Boxes. *Plans for mail boxes to be used shall be approved by the United States Postal Service.*

FINDING: This section is not applicable for this request. Future development will require compliance, as outlined above.

T. Street Light Standards. *Street lights shall be installed in accordance with city standards.*

FINDING: This section is not applicable to this request. No new street improvements are proposed with this partition.

U. Street Cross-Sections. *The final lift of asphalt or concrete pavement shall be placed on all new constructed public roadways prior to final city acceptance of the roadway.*

1. *Sub-base and leveling course shall be of select crushed rock;*
2. *Surface material shall be of Class C or B asphaltic concrete;*
3. *The final lift shall be Class C asphaltic concrete as defined by A.P.W.A. standard specifications; and*
4. *No lift shall be less than one and one half (1 ½) inches in thickness.*

FINDING: This section is not applicable because there are no new streets are proposed.

11. APPROVAL CRITERIA – TENTATIVE PLAN

SECTION 4.4.140 Approval Criteria - Tentative Plan. The city shall approve, approve with conditions or deny a tentative plan based on the following approval criteria:

A. *The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;*

FINDING: The City finds this criterion is not applicable because a subdivision is not proposed and partitions are not named.

B. *The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to uniformly transition to such facilities in existing or approved subdivisions and partitions on adjoining property as to width, general direction and in all other respects.*

FINDING: The City finds that E. Fourth Avenue is a collector street and the Sutherlin TSP designates this section of the street is to be upgraded with sidewalks and bike lanes. The City finds that a waiver of remonstrance for a possible future Local Improvement District (LID) to finance improvements to E. Fourth Avenue was previously required and recorded against the property by Deed Instrument No. 2015-3774.

C. *Lot Size and Residential Density.* The subdivision meets the lot size and residential density standards required by the zoning district (chapter 2)

FINDING: The City finds the R-1 residential lot size standards have been met as discussed earlier in this report. The limited access width to the subject property and lack of connectivity to other streets prohibit further development of the proposed parcels. Only one additional parcel will be created by this development.

D. *When dividing a tract into large lots or parcels (i.e. greater than two times or 200 percent the minimum lot size allowed in the underlying zoning district, the lots parcels are of such size, shape and orientation as to facilitate future re-division in accordance with the requirements of the zoning district and this code.*

FINDING: The City finds the underlying minimum lot size in the R-1 zone is 7,500 square feet. Parcel 1 will be 0.48± acres (21,075± sq.ft.) and Parcel 2 will be 0.70± acres (30,492± sq.ft.), and will be of sufficient area to permit redevelopment. Both parcels are vacant of structures. However, the limited access width to the subject property and lack of connectivity to other streets prohibit further development of the proposed parcels. Only one additional parcel will be created by this development. No redevelopment plan is required for this project.

E. *Block and lot standards.* All proposed blocks (i.e., one (1) or more lots bound by public streets), lots and parcels conform to the specific requirements below:

1. *All lots and blocks shall comply with the lot area, setback, and dimensional requirements of the applicable zoning district (chapter 2), and the standards of section 3.2 Access and Circulation, and the flag lot standards of section 3.2.110 (Q), if applicable.*
2. *Setbacks shall be as required by the applicable zoning district (chapter 2).*
3. *Every lot shall conform to the standards of section 3.2, Access and Circulation.*
4. *The applicant may be required to install landscaping, walls, fences, or other screening as a condition of subdivision approval. See also, chapter 2 Zoning Districts, and section 3.3, Landscaping, Street Trees, Fences and Walls.*
5. *In conformance with the uniform fire code, a twenty (20) foot width fire apparatus access drive shall be provided to serve all portions of a building that are located more than one hundred fifty (150) feet from a public right-of-way or approved access drive. See also, section 3.2 Access and Circulation.*
6. *Where a common private drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat and the county clerk's reference number shown on the face of the plat.*

FINDING: The City finds the proposal complies with the R-1 zone development standards as described earlier in this report. The proposal has raised no fire access concerns. The two parcels will share an access driveway onto E. Fourth Avenue.

E. Minimize Flood Damage. *All subdivisions and partitions shall be designed based on the need to minimize the risk of flood damage. No new building lots shall be created entirely within a floodway. All new lots shall be buildable without requiring development within the floodway. Development in a one hundred (100) year flood plain shall comply with federal emergency management agency requirements, including filling to elevate structures above the base flood elevation. The applicant shall be responsible for obtaining such approvals from the appropriate agency before city approval of the final plat.*

FINDING: The City finds the property is not located in a designated flood plain.

F. Determination of Base Flood Elevation. *Where a development site consists of ten (10) or more lots, or is located in or near areas prone to inundation, and the base flood elevation has not been provided or is not available from another authoritative source, it shall be prepared by a qualified professional, as determined by the Director.*

FINDING: The City finds that the subject site is not within a floodplain as indicated on the FEMA maps dated February 17, 2010. There are no known wetlands on the site. Less than ten lots are proposed.

G. Need for Adequate Utilities. *All lots created through land division shall have adequate public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to prevent or minimize flood damage to the extent practicable.*

FINDING: The City finds public and private utilities can be made available to the two proposed parcels.

H. Need for Adequate Drainage. *All subdivision and partition proposals shall have adequate surface water drainage provided to reduce exposure to flood damage. Water quality or quantity control improvements may be required.*

FINDING: The City finds this criterion is not applicable until such time as a home is proposed on each parcel and provisions for drainage are determined.

I. Floodplain, Park, and Open Space Dedications. *Where land filling and/or development is allowed within or adjacent to the one hundred (100) year flood plain outside the zero-foot rise flood plain, and the comprehensive plan designates the subject flood plain for park, open space, or trail use, the City may require the dedication of sufficient open land area for a greenway adjoining or within the flood plain. When practicable, this area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the*

flood plain in accordance with the city's adopted trails plan or pedestrian and bikeway plans, as applicable. The city shall evaluate individual development proposals and determine whether the dedication of land is justified based on the development's impact to the park and/or trail system, consistent with section 3.5, and section 3.5.100.D in particular.

FINDING: The City finds the Sutherlin Comprehensive Plan does not designate the property as flood plain, a future park or open space development. The proposed parcels are planned for single family residential development.

K. *Phased Development.* *The city may approve a time schedule for developing a subdivision in phases, but in no case shall the actual construction time period (i.e., for required public improvements, utilities, streets) for any partition or subdivision phase be greater than two (2) years without reapplying for a tentative plan approval. The criteria for approving a phased land division proposal are:*

- 1. Public facilities shall be constructed in conjunction with or prior to each phase;*
- 2. The development and occupancy of any phase dependent on the use of temporary public facilities shall require city receipt of bonding or other assurances to cover the cost of required permanent public improvements, in accordance with Section 4.4.180. A temporary public facility is any facility not constructed to the applicable city standard;*
- 3. The phased development shall not result in requiring the city or a third party (e.g., owners of lots) to construct public facilities that were required as part of the approved development proposal.*

FINDING: The City finds a development phasing plan is not applicable to the partition. The applicant will have two years to finalize the proposed partition plan with a possible one year extension, as stated in the conditions of approval.

L. *Lot Size Averaging.* *The city may allow residential lots or parcels less than the minimum lot size under the applicable zoning district for projects that provide common open space or active recreation land and facilities. Such open space shall provide public access easements containing paved trails. The lot or parcel sizes shall meet the following:*

- 1. The average area for all residential lots or parcels shall not be less than that allowed by the underlying zone; and*
- 2. No lot or parcel created under this provision shall be less than eighty (80) percent of the minimum lot size allowed in the underlying zone.*

For example, if the minimum lot size is seven thousand five hundred (7,500) square feet, the following three (3) parcels could be created as part of a single partition application: six thousand (6,000) square feet, seven thousand five hundred (7,500) square feet, and nine thousand (9,000) square feet.

FINDING: The City finds this criterion for lot averaging is not applicable because the partition is for a total of two parcels which exceed the minimum R-1 lot size.

M. Temporary Sales Office. *A temporary sales office in conjunction with a subdivision may be approved as set forth in section 4.10.100, Temporary Uses.*

FINDING: The City finds this criterion is not applicable since this is a land partition.

N. Conditions of Approval. *The city may attach such conditions as are necessary to carry out provisions of this code, and other applicable ordinances and regulations, and may require landscape screening between uses, or access reserve strips granted to the city for the purpose of controlling access to adjoining undeveloped properties. See also, section 3.5.100.D (Infrastructure).*

FINDING: The City finds there are conditions necessary to assure the land division is recorded in compliance with City requirements as stated in this report. The conditions are listed below in the decision.

Additional Criteria

12. **Site Analysis (Section 4.4.130.B.7):** *Wetland and floodplain, including wetland areas, streams, wildlife habitat and other areas identified by the city or natural resource regulatory as requiring protection.*

FINDING: There are no known wetlands on the site. Any identified wetland on the property will require coordination with the Oregon Department of State Lands to address any necessary mitigation of wetlands.

4.4.160 Final Plat Submission Requirements and Approval Criteria.

A. Submission Requirements. *Final plats shall be reviewed and approved by the city prior to recording with Douglas County. The applicant shall submit the final plat within two (2) years of the approval of the tentative plan as provided by section 4.4.120. Specific information about the format and size of the plat, number of copies and other detailed information can be obtained from the city. The city will not accept as complete an application for final plat until the tentative plan has been approved.*

B. Approval Criteria. *By means of a Type I procedure the director shall review the final plat and shall approve or deny the final plat based on findings regarding compliance with the following criteria:*

- 1. The final plat complies with the approved tentative plan, and all conditions of approval have been satisfied;*
- 2. All public improvements required by the tentative plan have been installed and approved by the planning director. Alternatively, the developer has provided a performance guarantee in accordance with section 4.4.180;*

3. *The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities;*
4. *The streets and roads held for private use have been approved by the city as conforming to the tentative plan and, where applicable, the associated PUD;*
5. *The plat contains a dedication to the public of all public improvements, including but not limited to streets, public pathways and trails, access reserve strips, parks, and sewage disposal, storm drainage, and water supply systems;*
6. *The applicant has provided copies of all recorded homeowners association Codes, Covenants, and Restrictions (CC&R's), deed restrictions, private easements and agreements (e.g., for access, common areas, parking, etc.), and other recorded documents pertaining to common improvements recorded and referenced on the plat;*
7. *Water and sanitary sewer service is available to each and every lot, is provided; or bond, contract or other assurance has been provided by the subdivider to the city that such services will be installed in accordance with section 3.5, Infrastructure Standards, and the bond requirements of section 4.4.180. The amount of the bond, contract or other assurance by the subdivider shall be determined by a registered professional engineer, subject to review and approval by the city; and*
8. *The plat contains an affidavit by the surveyor who surveyed the land represented on the plat to the effect the land was correctly surveyed and marked with proper monuments as provided by ORS Chapter 92, and indicating the initial point of the survey, and giving the dimensions and kind of such monument, and its reference to some corner established by the U.S. Geological Survey or giving two or more permanent objects for identifying its location.*

FINDING: The City finds the applicant shall meet final plat submission requirements and approval criteria in the Sutherlin Development Code, Section 4.4.160 listed above. The applicant shall conform to all applicable requirements of Section 3.5 Infrastructure Standards of the Sutherlin Development Code.

DECISION

Based on the Director's review of the material, exhibits received in evidence, and the above Findings of Fact, the requested Land Partition has been found to be in sufficient compliance with the applicable Comprehensive Plan and Sutherlin Development Code provisions to warrant tentative approval. This requested Land Partition is hereby **TENTATIVELY APPROVED**, subject to the following conditions:

1. The applicant shall submit a final Land Partition Plat which substantially conforms to the approved preliminary Plan in all aspects except as specifically conditioned by the Community Development Director, as well as the general standards and survey plat requirements prescribed by the Sutherlin Development Code. Any alterations shall be reviewed by the Planning Department.

2. The applicant shall meet all requirements of final plat submission and approval criteria in Section 4.4.160 of the Sutherlin Development Code. The final plat shall be filed within two (2) years of this approval, unless an extension is granted pursuant to Section 4.4.120 of the SDC.
3. The applicant shall comply with applicable local, county, state and federal regulations as applicable to the partition.
 - a. At the time of a building permit proposal on any of the new parcels, the permit shall indicate compliance with Development Code Section 2.2 R-1 building setbacks and lot coverage requirements; and the driveway separation, surface improvement and storm water runoff requirements of SDC Section 3.2.110 Vehicle Access and Circulation.
4. Since the shared driveway to serve Parcel 2 will exceed 150 feet in length, adequate fire equipment access and/or turn around area shall be provided, as required by SDC Sections 3.2.110.N Fire Access and Parking Area Turn-Arounds and 3.2.110.Q Flag Lots.
 - a. The fire equipment access and/or turnaround shall be identified on the face of the final plat.
5. The applicant shall clearly identify all public and private access, utility or storm water easements on the final plat, which must be in conformance with the minimum requirements of the City.
 - a. If necessary, the Superintendent of Public Works will identify any necessary utility easements needed on the final plat.
6. Where a street or driveway is to be paved, the building permit application shall include provisions for on-site storm water collection or infiltration in accordance with city specifications.
7. All utilities shall be designed per standards to be located underground, pursuant to Section 3.5.150 of the Sutherlin Development Code.
8. The applicant shall provide a letter from the Superintendent of Public Works certifying that all required improvements have been constructed to standards or an Improvement Agreement and Security as defined by the Subdivision Ordinance have been met.

DECISION FOR APPROVAL:

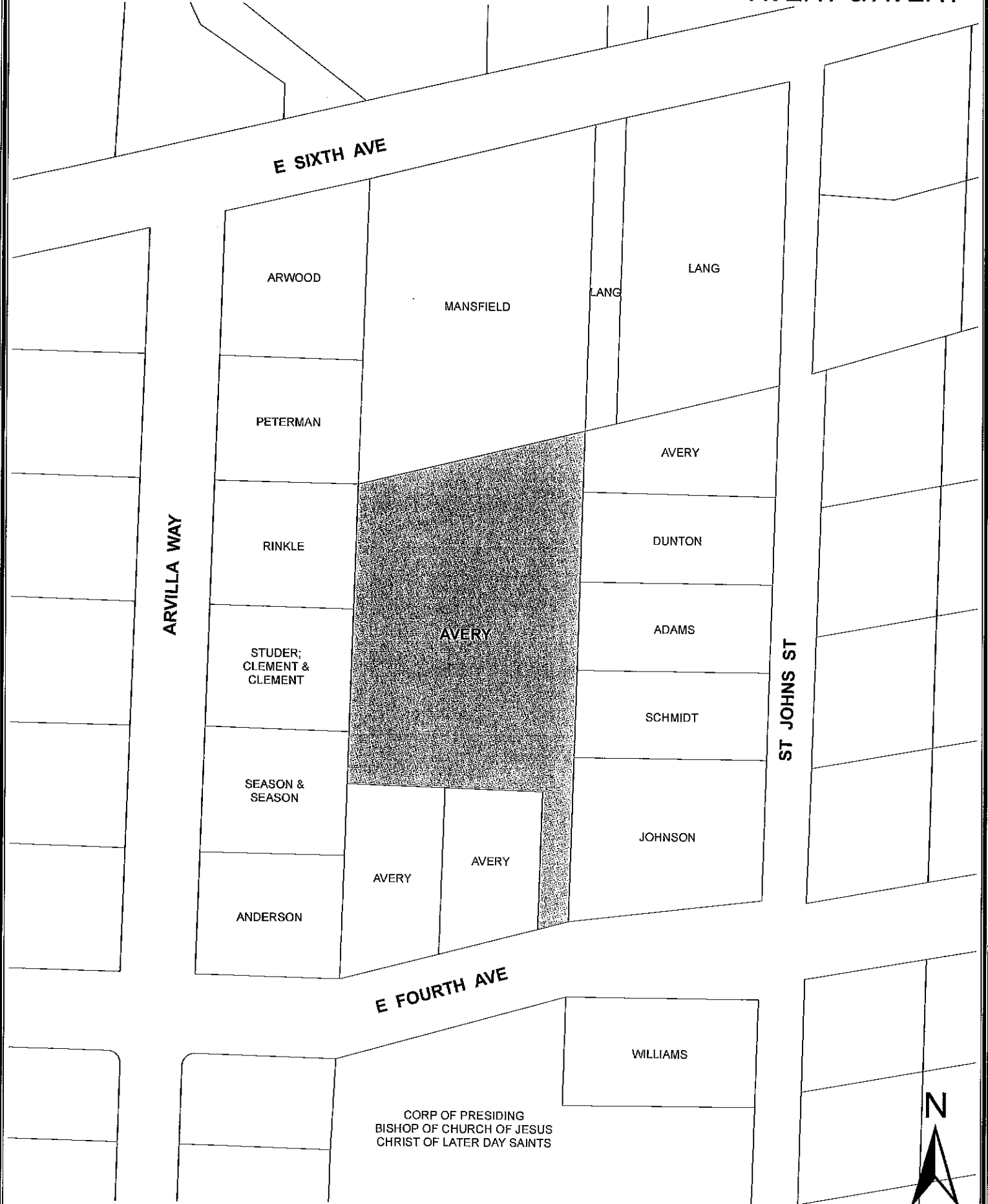


Vicki Luther
Community Development Director

3/24/2016

Date Approved

Date Mailed 3/28/16



16-S001

VICINITY MAP
NTS

SITE LOCATION
U I L 4TH AVENUE
SUTHERLAND, OK 74749

Example

[illegible]

TRACT: 1.18 AC.±
TAX ACCOUNT NO.: R144031
TAX ID: 250518A0009:1
ZONE: R-1
COMP. PLAN: CITY OF SUTHERLAND
WATER: CITY OF SUTHERLAND
SEWER: CITY OF SUTHERLAND

CITY OF SUTHERLIN
CITY OF SUTHERLIN
FIRE DIST.

PRELIMINARY LAND PARTITION
THE NE 1/4 SEC 18 TOWNSHIP 25 SOUTH RANGE 5

WILLAMETTE MERIDIAN, DOUGLAS COUNTY, OREGON

600 SE Pine Street

2.2. Roseburg, Oregon 97470
PHONE (541) 673-0108

ENGINEERING
FAX (541) 440-0502
jpr@idengineering.com

JOB NO: 101-24	DATE: 01/01/2024
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DATE: 2/1/16	PM:DAF	PAGE: 1 OF 1
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Community Development

126 E. Central Avenue

Sutherlin, OR 97479

(541) 459-2856

Fax (541) 459-9363

www.ci.sutherlin.or.us

City of Sutherlin

May 5, 2016

City of Sutherlin
126 E. Central Avenue
Sutherlin OR 97479

Re: **CITY OF SUTHERLIN**, request for a Property Line Adjustment between two units of land: Unit 1 being 0.06 acres (2,614 sq. ft.) and Unit 2 being 0.44 acres (19,166 sq. ft.) in size. After the proposed adjustment, Adjusted Unit 1 will be 0.17± acres (7,405± sq. ft.) and Adjusted Unit 2 will be 0.33± acres (14,375± sq. ft.) Unit 1 is described as Tax Lot 10500 in Section 17DC, T25S, R5W, W.M.; Property I.D. No. R56149. Unit 2 is described as Tax Lot 10400 in Section 17DC, T25S, R5W, W.M.; Property I.D. No. R56135. The subject properties are located south of W. Central Avenue on the north side of W. Everett Avenue inside the City of Sutherlin. Units 1 and 2 are designated Commercial Business District by the Sutherlin Comprehensive Plan and zoned (C-1) Downtown Commercial. **Planning Department File No. 16-S004.**

Dear Applicant,

Official notice is hereby given of the Administrative decision of the Sutherlin Community Development Director in the matter of your request for approval of a Property Line Adjustment for which Administrative action was completed on May 5, 2016.

The above application has been **APPROVED**, subject to the following conditions:

1. The final Property Line Adjustment must substantially conform to the application and map submitted. Any alteration must be reviewed by the Community Development Department.
2. Existing and future structures must maintain the required setbacks for the C-1 zone relative to this property line adjustment.
3. Prior to final approval, a covenant or deed of conveyance conforming to the approved line adjustment shall be recorded with the County Clerk. A line adjustment deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgments.
 - a. The document(s) shall be reviewed by the Planning Department prior to being recorded. A copy of the recorded document(s) shall be provided to the Planning Department.
4. A survey map (which complies with ORS 209.250) entitled Property Line Adjustment Survey and showing monuments to mark the adjusted line is required.
 - a. The survey map shall show all structures within ten feet of the adjusted line.

May 5, 2016

- b. The survey map must be reviewed and signed by the Community Development Director prior to being filed with the County.
- c. The survey map and a copy of the recorded covenant or deed(s) of conveyance shall be filed with the Douglas County Surveyor. When the map is filed, the County Surveyor shall indicate the filing information and the recording number for the deed(s) of conveyance on the face of the final map.
- d. The applicant shall submit the copy of the recorded property line adjustment survey map to the city, Douglas County Assessor's office, and Douglas County surveyor's office within fifteen (15) days of recording and prior to the issuance of any building permits on the re-configured lots.

This Property Line Adjustment approval is valid for ninety (90) days from the date of this decision. If the conditions of this approval have not been satisfied within that time, this approval will become void and will require another application. An extension may be granted upon written request of the applicant, subject to the applicable criteria of Section 4.4120.E of the Sutherlin Development Code.

The property line adjustment shall be effective when the survey map is filed by the County Surveyor with an instrument reference of the recorded covenant or deed(s) of conveyance denoted on the face of the map.

There may be no further notice from the Community Development Department regarding expiration of this approval for a Property Line Adjustment.

A copy of the Findings of Fact, Conditions and Decision is attached to this notice. The Findings, Conditions and Decision were signed by the Sutherlin Community Development Director on May 5, 2016.

Sincerely,

Vicki Luther
Community Development Director


Lisa Hawley
Community Services Planner

ADMINISTRATIVE TYPE I REVIEW AND DECISION

City of Sutherlin, Findings of Fact and Decision, Planning Department File No. 16-S004.

This matter was reviewed by the City of Sutherlin on May 4, 2016, for the Community Development Department in Sutherlin, Oregon.

The applicant, City of Sutherlin, submitted the proper application and evidence sufficient to warrant Administrative review as a Type I action, as provided for in Sections 4.2.120 and 4.4.210 of the Sutherlin Development Code.

The City takes official notice of the following:

1. The City of Sutherlin Comprehensive Plan, including the implementing City of Sutherlin Development Code, adopted and amended by the Sutherlin City Council July 2007, and as later amended.

PROCEDURAL FINDINGS OF FACT

1. Application was filed with the Sutherlin Community Development Director and deemed complete on April 13, 2016. No application fees were applicable to this request.
 - a. This application is subject to the applicable criteria of the Sutherlin Development Code, including Sections 2.3.100, Commercial Districts; 2.3.130, Development Standards; 3.2.110, Vehicular Access and Circulation; 3.5.100, Infrastructure Standards; 3.5.110, Transportation Standards; and 4.4.210, Property Line Adjustment Criteria.

FINDINGS OF FACT

1. Project Location: City of Sutherlin, request for a Property Line Adjustment between two units of land: Unit 1 being 0.06 acres (2,614 sq. ft.) and Unit 2 being 0.44 acres (19,166 sq. ft.) in size. After the proposed adjustment, Adjusted Unit 1 will be 0.17± acres (7,405± sq. ft.) and Adjusted Unit 2 will be 0.33± acres (14,375± sq. ft.). The subject properties are located south of W. Central Avenue on the north side of W. Everett Avenue inside the City of Sutherlin.
2. Property Description:
 - a. Unit 1: Tax Lot 10500 in Section 17DC, T25S, R5W, W.M.; Property I.D. No. R56149; and being part of Lot 21, Block 28, Amended Plat of the Township of Sutherlin.
 - b. Unit 2: Tax Lot 10400 in Section 17DC, T25S, R5W, W.M.; Property I.D. No. R56135; and being part of Lot 21, Block 28, Amended Plat of the Township of Sutherlin.
3. Property Development: Unit 1 is currently developed with an existing pump station and generator for the City's water system. Unit 2 is currently developed with an existing 2,800 sq. ft. commercial/industrial shop building. Each unit of land is or can be serviced by the City of Sutherlin for public water and sanitary sewer service.
4. Reason for Adjustment: The applicant plans to widen Unit 1 by approximately 50± feet. The application states the reason for the proposed adjustment is to "construct a new 3.5 MGD (million gallons per day) lift station with a triplex submersible/variable speed non-clog pump system."
 - a. Upon completion of this adjustment, Adjusted Unit 1 will be enlarged to 0.17± acres and Adjusted Unit 2 will be reduced to 0.33± acres in size.

5. Comprehensive Plan: Unit 1 and Unit 2 are designated Commercial Business District by the Sutherlin Comprehensive Plan.
6. Zoning: Unit 1 and Unit 2 are designated (C-1) Downtown Commercial by the Sutherlin Development Code.
7. Services and Structures: City services and other infrastructure currently serve the area of the subject parcels.

COMMERCIAL DISTRICTS

8. This proposed adjustment is between two units of land that are planned Commercial Business District and zoned (C-1) Downtown Commercial. The Development Standards (Section 2.3.130) of the commercial districts apply to this request, and include minimum lot area and dimensions, as well as minimum setbacks and maximum lot coverage.
 - a. For the C-1 zone, there is not a minimum zone size, and no standard for lot size and dimensions. The yard setbacks for the front yard are 0 feet (minimum) or 10 feet (maximum) to provide a pedestrian plaza, extra sidewalk or outdoor seating area; side and rear yards are 0 feet, except 10 feet (minimum) if adjacent to residential district. The maximum lot coverage for development is 80 percent.

9. FINDINGS:

- a. The City finds that Unit 1 and Unit 2 are each pre-existing lots within the C-1 zone, which front onto W. Everett Avenue. Yard setbacks for the properties will not be affected by the property line adjustment. In addition, the units of land are not adjacent to any residential district.
- b. There is an existing pump station and generator for the City's water system on Unit 1, while there is an existing 2,800 sq. ft. commercial/industrial shop building on Unit 2. Lot coverage for the adjusted units of land will not exceed the maximum 80% coverage allowed.

DESIGN STANDARDS

10. **Design Standards (Section 3.1)**
 - a. 3.2.100 Vehicular Access and Circulation
 - b. 3.5.100 Infrastructure Standards
 - c. 3.5.110 Transportation Standards
11. Unit 1 has access onto W. Everett Avenue. Unit 2 is a corner lot, but addressed off W. Everett Avenue. W. Everett Avenue is an existing local street. Upon completion of this adjustment, both adjusted units of land will continue access onto W. Everett Avenue. W. Everett Avenue is a local City street with an existing right-of-way of 40 feet, which is less than the minimum 60 feet required. Since no development is proposed at this time, no additional right-of-way is required.
12. **FINDINGS:**
 - a. The City finds this adjustment request does not include a development proposal that would trigger a review of access, circulation, public facilities or transportation in the area. The Community Development Director finds the BLA is adjusting an existing property line

between two legal pre-existing lots and the properties will remain in compliance with the Sutherlin Development Code.

PROPERTY LINE ADJUSTMENT CRITERIA

13. **Property Line Adjustments (Section 4.4.210)** Property line adjustments include the relocation or elimination of a common property line between abutting properties when no new parcels or lots are created. The application submission and approvals process is as follows:
- a. Application Requirements. The requested Property Line Adjustment application was submitted on the required City forms with the required application materials, including the preliminary map.
 - b. Approval Procedures. Property line adjustments shall be processed using the Type I procedure, as provided by section 4.2.120, using approval criteria contained below. As a Type I decision, no notice to adjacent property owners or governmental agencies is required.
 - c. Approval Criteria. The Director shall approve or deny a request for a property line adjustment in writing based on findings that all of the following criteria are satisfied:
 1. No additional parcel or lot is created by the property line adjustment. However the number of lots or parcels may be reduced;
 2. Lot standards. All lots and parcels comply with the applicable lot standards of the zoning district (Section 2) including lot area and dimensions and the flag lot standards of section 2.6.200, if applicable;
 3. Access. All lots and parcels comply with the standards or requirements of Section 3.2 – Access and Circulation;
 4. Setbacks. The resulting lots, parcels, tracts, and building locations comply with the setback standards of the zoning district (chapter 2); and
 5. Exemptions from dedications and improvements. A property line adjustment is not considered a development action for purposes of determining whether right-of-way dedication or improvement is required.
 - d. Final Decision and Effective Date. The Director's decision shall be final and effective on the date it is mailed or otherwise provided in writing to the applicant, whichever occurs first. The decision is the final decision of the City.
14. **FINDINGS:**
- a. The City finds that no new lots will be created and no lots will be eliminated by this property line adjustment.
 - b. Furthermore, the City finds that each unit of land is a pre-existing lot in the C-1 zone. Each lot will comply with the applicable lot and development standards of the C-1 zone. No new flag lots will be created by this adjustment.
 - c. The City also finds that the original access to each lot will not change. Upon completion of this adjustment, Adjusted Unit 1 will access onto W. Everett Avenue and Adjusted Unit 2 will access onto W. Everett Avenue and Front Street.

- d. The City finds that the adjusted units of land will be unaffected by the required C-1 development standards. At the time of a new building proposal, compliance with the setbacks and lot coverage standards of the C-1 zone will be required.
- e. In addition, a property line adjustment is not considered a development action for the purposes of determining whether right-of-way dedication or improvement is required.

15. Recording Property Line Adjustments (Section 4.4.210.D)

- 1. Expiration of approval. The property line adjustment approval shall be effective for a period of ninety (90) days from the date approval is final. The property line adjustment approval shall lapse if:
 - a. The property line adjustment is not recorded within the time limit set out above;
 - b. The property line adjustment has been improperly recorded with Douglas County without the satisfactory completion of all conditions attached to the approval; or
 - c. The final recording is a departure from the approved plan.
- 2. Covenant. Where all lots involved in a property line adjustment are under the same ownership, the owner shall sign and record a covenant accompanying the property line adjustment. The purpose of the covenant shall be to affect the completion of necessary tax lot adjustments in the Douglas County Assessor's Records to reflect the new boundaries.
- 3. Filing with City. The applicant shall submit the copy of the recorded property line adjustment survey map to the city, Douglas County Assessor's office, and Douglas County surveyor's office within fifteen (15) days of recording and prior to the issuance of any building permits on the re-configured lots.

16. Extension (Section 4.4.210.E) The city shall upon written request by the applicant and payment of the required fee grant an extension of the approval period not to exceed one year provided that:

- 1. No changes are made on the original plan as approved by the city;
- 2. The applicant has submitted a written intent of recording the approved property line adjustment within the one (1) year extension period;
- 3. The extension request is made before expiration of the original approved plan.

17. **FINDINGS:**

- a. The City finds that the applicant will have to comply with the above standards to complete the recording of the property line adjustment within the required approval period, including the submittal of the required covenant and survey map.
- b. The City finds that any extension of the submitted application will have to comply with the above requirement.

May 3, 2016

DECISION

Based on review of the material, exhibits received in evidence, and the above Findings of Fact, the requested Common Property Line Adjustment for the City of Sutherlin is hereby approved subject to the following conditions:

1. The final Property Line Adjustment must substantially conform to the application and map submitted. Any alteration must be reviewed by the Community Development Department.
2. Existing and future structures must maintain the required setbacks for the C-1 zone relative to this property line adjustment.
3. Prior to final approval, a covenant or deed of conveyance conforming to the approved line adjustment shall be recorded with the County Clerk. A line adjustment deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgments.
 - a. The document(s) shall be reviewed by the Planning Department prior to being recorded. A copy of the recorded document(s) shall be provided to the Planning Department.
4. A survey map (which complies with ORS 209.250) entitled Property Line Adjustment Survey and showing monuments to mark the adjusted line is required.
 - a. The survey map shall show all structures within ten feet of the adjusted line.
 - b. The survey map must be reviewed and signed by the Community Development Director prior to being filed with the County.
 - c. The survey map and a copy of the recorded covenant or deed(s) of conveyance shall be filed with the Douglas County Surveyor. When the map is filed, the County Surveyor shall indicate the filing information and the recording number for the deed(s) of conveyance on the face of the final map.
 - d. The applicant shall submit the copy of the recorded property line adjustment survey map to the city, Douglas County Assessor's office, and Douglas County surveyor's office within fifteen (15) days of recording and prior to the issuance of any building permits on the re-configured lots.

APPROVED BY:



Vicki Luther
Community Development Director

Date:

May 3, 2016

APPEAL: In accordance with Section 4.2.120.C, this is a final decision by the City and there is no right of appeal.

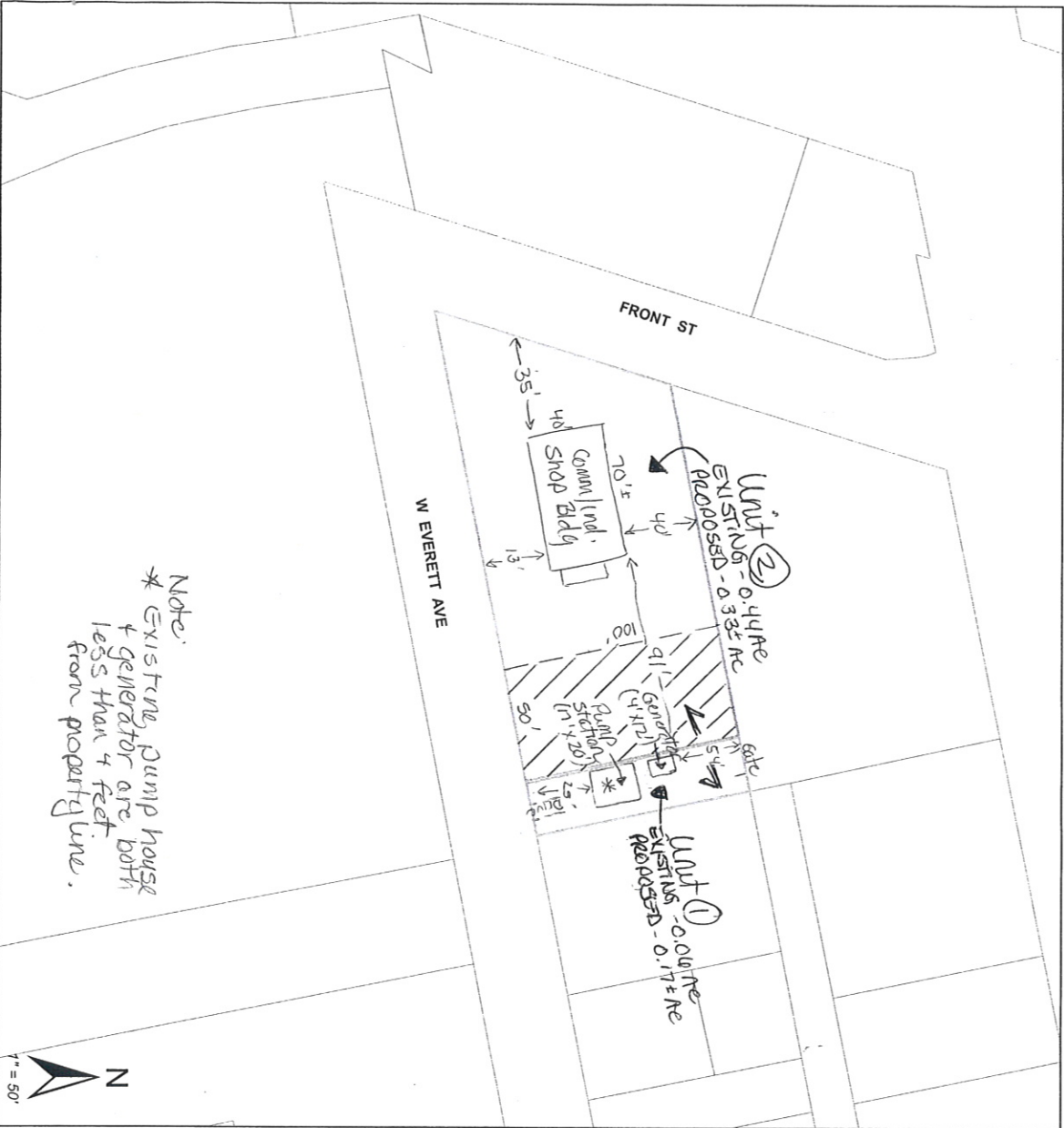
City of
Sutherlin

PD File
16-3004

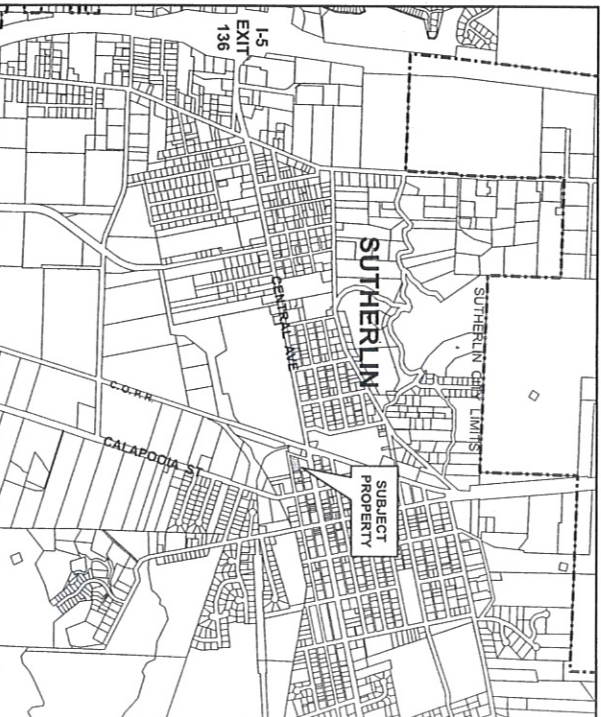
APPLICANT'S EXHIBIT

16-S004

PRELIMINARY BOUNDARY LINE ADJUSTMENT



Note:
* Existing pump house
+ generator are both
less than 4 feet
from property line.



VICINITY MAP

APPLICANT: City of Sutherlin
ADDRESS: 120 E. Central Ave, Sutherlin, OR 97479
OWNER UNIT 1: City of Sutherlin
ADDRESS: 120 E. Central Ave, Sutherlin, OR 97479
OWNER UNIT 2: Same
ADDRESS: Same
UNIT 1: WATER SUPPLY: City
SEWER SUPPLY: City
ZONE: C-1D (Commercial Business Dist.)
TOWNSHIP/RANGE/SECTION/TTL: 25-S-170C TL 10580
PROPERTY ID NUMBERS: 250149
UNIT 2: WATER SUPPLY: City
SEWER SUPPLY: City
ZONE: C-1D
TOWNSHIP/RANGE/SECTION/TTL: 25-S-170C TL 10470
PROPERTY ID NUMBERS: 250135
MAP PREPARED BY: City Staff
ADDRESS: City Staff

FOR YOUR INFORMATION

LAND USE ACTIVITY WORKSHEETS

2016-03	995 FOREST HEIGHTS
2016-04	1005 FOREST HEIGHTS
2016-06	105 W CENTRAL
2016-09	756 MAGNOLIA ST
2016-10	535 S STATE ST
2016-11	716 SANDPIPER CT
2016-12	1978 KAPELA CT
2016-13	1212 S COMSTOCK
2016-14	631 W FIRST AVE
2016-15	1358 W CENTRAL
2016-16	113 E CENTRAL AVE
2016-17	716 SANDPIPER CT
2016-18	416 GLEN AVE
2016-19	160 SUNSET
2016-20	895 VALLEY VISTA
2016-21	327 S CALAPOOIA




Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-03	APPLICANT AVERY BUILDING LLC 2614 NW LOMA VISTA DRIVE ROSEBURG OR 97471 541-784-5918	OWNER AVERY BUILDING LLC 2614 NW LOMA VISTA DRIVE ROSEBURG OR 97471 541-784-5918
--	--	--

SITE INFORMATION

SITE ADDRESS 995 FOREST HEIGHTS	TAX ACCOUNT NUMBER R133624	M-TL 25-05-21BD-01100	SIZE (ACRES) 0.19
IMPROVEMENT CONSTRUCT 1420 SQ FT SFD W/ ATTACHED GARAGE ON LOT 15 OF FOREST HEIGHTS SUBDIVISION			
EXISTING STRUCTURES (NUMBER AND TYPE) VACANT		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, RIGHT ON WAITE, RIGHT ON FOREST HEIGHTS.			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: <u>2/25/16</u>			

PLANNING DEPARTMENT INFORMATION

ZONING R1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT	EXT. SIDE 20FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL: REFER TO: Douglas County CONSTRUCT 1420 SQ FT SFD W/ ATTACHED GARAGE ON LOT 15 OF FOREST HEIGHTS SUBDIVISION. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 	DATE JANUARY 22, 2016	EXPIRATION DATE JANUARY 22, 2017		
PUBLIC UTILITIES	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO	




Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-04	APPLICANT AVERY BUILDING LLC 2614 NW LOMA VISTA DRIVE ROSEBURG OR 97471 541-784-5918	OWNER AVERY BUILDING LLC 2614 NW LOMA VISTA DRIVE ROSEBURG OR 97471 541-784-5918
--	--	--

SITE INFORMATION

SITE ADDRESS 1005 FOREST HEIGHTS	TAX ACCOUNT NUMBER R133625	M-TL 25-05-21BD-01200	SIZE (ACRES) 0.21
IMPROVEMENT CONSTRUCT 1375 SQ FT SFD W/ ATTACHED GARAGE ON LOT 16 OF FOREST HEIGHTS SUBDIVISION			
EXISTING STRUCTURES (NUMBER AND TYPE) VACANT		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, RIGHT ON WAITE, RIGHT ON FOREST HEIGHTS.			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u>2/25/16</u>	

PLANNING DEPARTMENT INFORMATION

ZONING R1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT	EXT. SIDE 20FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT 1375 SQ FT, SINGLE STORY SFD W/ ATTACHED GARAGE ON LOT 16 OF FOREST HEIGHTS SUBDIVISION. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 		DATE JANUARY 22, 2016	EXPIRATION DATE JANUARY 22, 2017	
PUBLIC UTILITIES	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO	




Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION - SIGN

WORKSHEET NUMBER 2016-06	APPLICANT SHANNON WILSON / MARK SNELL FUSION RESTAURANT 105 W. CENTRAL AVE SUTHERLIN, OR 97479 541-643-0719	OWNER ROGER JOHNSON PO BOX 1293 SISTERS, OR 97759
--	--	--

SITE INFORMATION

SITE ADDRESS 105 W. CENTRAL AVE.	TAX ACCOUNT NUMBER R55953	M-TL 2505W17DC07500	SIZE (ACRES) 0.06
IMPROVEMENT SIGN CHANGE			
EXISTING STRUCTURES (NUMBER AND TYPE) COMMERCIAL BUILDING – RESTAURANT		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE CENTRAL AVENUE JUST NORTHEAST OF STATE STREET INTERSECTION.			
As, for, or on behalf of, all property owners: Applicant Signature  Date: 3/10/14			

PLANNING DEPARTMENT INFORMATION

ZONING C-1		OVERLAYS None		
SETBACKS				
FRONT GARAGE N/A	FRONT PROPERTY LINE 0FT	REAR 0FT	SIDE 0FT	EXT. SIDE 0FT
SIGN CODE See Conditions	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL: REFER TO: Douglas County REPLACE SIGN "CHINA BUFFET" WITH "FUSION". SIGN TO BE 3' BY 8' UNLESS THEY DECIDE IT IS TOO SMALL. IF SO THEY WILL PROVIDE A SIGN 3' X 15'. A SMALLER VERSION OF THE SIGN WILL BE PLACED ON THE REAR OF THE BUILDING.				
APPROVED BY 		DATE JANUARY 27, 2016	EXPIRATION DATE JANUARY 27, 2017	
PD \$50/REC 48081	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO	




Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-09	APPLICANT L & R REMODELING 1826 CULVER LOOP SUTHERLIN OR 97479 541-680-0795	OWNER LOGAN MARTIN 756 MAGNOLIA ST SUTHERLIN OR 97479
--	---	---

SITE INFORMATION

SITE ADDRESS 756 MAGNOLIA ST	TAX ACCOUNT NUMBER R48673	M-TL 25-05-17AD-02600	SIZE (ACRES) 0.26
IMPROVEMENT CONSTRUCT REPLACEMENT DECK ONTO EXISTING SFD			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE CENTRAL TO UMATILLA TO MAGNOLIA.			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 2-22-16			

PLANNING DEPARTMENT INFORMATION

ZONING RH		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT	EXT. SIDE 10FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 20FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO:		
AUTHORIZED TO CONSTRUCT REPLACEMENT DECK ONTO EXISTING SFD. MUST MEET ZONE/SETBACK REQS,				
APPROVED BY 	DATE FEBRUARY 22, 2016	EXPIRATION DATE FEBRUARY 22, 2017		
FEEES PUBLIC UTILITES	CITY WATER NO	RECEIPT CITY SEWER NO	ACCESS PERMIT NO	




Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856

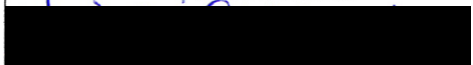
CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-10	APPLICANT MICHAEL BROWN 922 OLD TOWN LOOP OAKLAND OR 97462 541-968-5639	OWNER 535 S STATE LLC 2245 NW STEWART PKWY ROSEBURG OR 97470
--	---	--

SITE INFORMATION

SITE ADDRESS 535 S STATE STREET	PROPERTY ID NO. R53776	M-TL 25-05-20AC-01100	SIZE (ACRES) 1.50
IMPROVEMENT CONSTRUCT ADDITION TO EXISTING 1945 SFD (ADDITION TO EXISTING BEDROOM)			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD, GARAGE		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, SOUTH ON STATE TO PROPERTY ON THE RIGHT AT 535 S. STATE ST.			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u>3-1-16</u>	

PLANNING DEPARTMENT INFORMATION

ZONING R1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT-1 STORY 7FT-2STORY	EXT. SIDE 10FT-1STORY 15FT-2STORY
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT ADDITION TO EXISTING 1945 SFD (ADDITION TO EXISTING BEDROOM). MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 	DATE MARCH 1, 2016	EXPIRATION DATE MARCH 1, 2017		
FEEES	0.00	RECEIPT #		
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	




Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-11	APPLICANT BEN ELAM CONSTRUCTION 100 OLIVIA LANE ROSEBURG, OR 97470-4883 541-430-0421	OWNER CRAIG A. SMITH <i>Wilson</i> WOOD IS GOOD RENOVATIONS 2830 KARI CIRCLE MEDFORD, OR 97504 541-324-8455
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SITE INFORMATION

SITE ADDRESS 716 SANDPIPER CT	PROPERTY ID NO. <i>R61931</i>	M-TL 25-05-18CB-00400	SIZE (ACRES) .22
IMPROVEMENT CONSTRUCT NEW SINGLE-FAMILY HOME			
EXISTING STRUCTURES (NUMBER AND TYPE) NONE		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE WEST ON CENTRAL FROM I-5, EAST ON DOVETAIL/SCARDI TO SANDPIPER			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <i>3/4/2016</i>	

PLANNING DEPARTMENT INFORMATION

ZONING R1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT-1 STORY 7FT-2STORY	EXT. SIDE 10FT-1STORY 15FT-2STORY
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT SINGLE FAMILY HOME; MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 		DATE MARCH 4, 2016	EXPIRATION DATE MARCH 4, 2017	
FEES	0.00	RECEIPT #		
PUBLIC UTILITIES	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO	

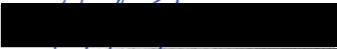


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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-82 12	APPLICANT AVERY BUILDING LLC 2614 NW LOMA VISTA DRIVE ROSEBURG OR 97471 541-784-5918	OWNER AVERY BUILDING LLC 2614 NW LOMA VISTA DRIVE ROSEBURG OR 97471 541-784-5918
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SITE INFORMATION

SITE ADDRESS 1978 KAPELA CT	TAX ACCOUNT NUMBER R61602	M-TL 25-05-18CB-02000	SIZE (ACRES) 0.19
IMPROVEMENT CONSTRUCT 1690 SQ FT SFD W/ ATTACHED GARAGE ON LOT 86 OF KNOLL'S ESTATES PHASE 2 PUD			
EXISTING STRUCTURES (NUMBER AND TYPE) VACANT		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE WEST ON CENTRAL, RIGHT ON DOVETAIL, RIGHT ON KAPELA CT.			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u> </u> March 21, 2016	

PLANNING DEPARTMENT INFORMATION

ZONING RH		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT – 1 STORY 10FT – 2 STORY	EXT. SIDE 20FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 2 - SPACES		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT 1690 SQ FT, SINGLE STORY SFD W/ ATTACHED GARAGE ON LOT 86 OF KNOLL'S ESTATES PHASE 2 PUD. MUST MEET THE REQUIREMENTS OF THE ATTACHED GEOTECH REPORT. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 		DATE March 21, 2016		EXPIRATION DATE March 21, 2017
FEEES	0.00	RECEIPT #		
PUBLIC UTILITES	CITY WATER YES	CITY SEWER YES		ACCESS PERMIT NO



Community Development
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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-13	APPLICANT ODOT RAYMOND COOPER 3500 NW STEWART PKWY ROSEBURG OR 97470 541-957-3585	OWNER DOUGLAS COUNTY
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SITE INFORMATION

SITE ADDRESS 1212 S COMSTOCK	TAX ACCOUNT NUMBER R22848	M-TL 25-05-19DC-02500	SIZE (ACRES) 1.72
IMPROVEMENT CONCRETE DE-ICER CONTAINMENT STORAGE			
EXISTING STRUCTURES (NUMBER AND TYPE) COUNTY SHOP, STAND STORAGE & FUEL STATION		DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE SOUTH ON COMSTOCK, APPROX. NINE MILES TO DOUGLAS COUNTY SHOP ON THE RIGHT.			
As, for, or on behalf of, all property owners: <div style="background-color: black; width: 200px; height: 30px; margin: 10px auto;"></div> Applicant Signature: _____ Date: <u>3/20/16</u>			

PLANNING DEPARTMENT INFORMATION

ZONING M-1		OVERLAYS None		
SETBACKS				
FRONT GARAGE N/A	FRONT PROPERTY LINE 20FT	REAR NONE	SIDE NONE	EXT. SIDE N/A
SIGN CODE NA	SPECIAL SETBACK NA	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT CONCRETE CONTAINMENT FOR DE-ICER IN THE EVENT OF A SPILL. MUST COMPLY WITH ALL ZONING/SETBACK REQS.				
APPROVED BY <div style="background-color: black; width: 200px; height: 30px; margin: 10px auto;"></div>		DATE MARCH 28, 2016	EXPIRATION DATE MARCH 28, 2017	
FEES	\$25.00	RECEIPT	48335	
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	




Community Development
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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-14	APPLICANT GERRY GALBRAITH 631 W FIRST AVE SUTHERLIN OR 97479 541-459-4186	OWNER GERRY GALBRAITH 631 W FIRST AVE SUTHERLIN OR 97479 541-459-4186
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SITE INFORMATION

SITE ADDRESS 631 W. FIRST AVE	TAX ACCOUNT NUMBER R50969	M-TL 25-05-17CC-02700	SIZE (ACRES) 0.19
IMPROVEMENT REPLACE EXISTING DELAPIDATED FENCE TO THE SAME HEIGHT AND PLACEMENT			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD, 2 SHEDS		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, LEFT ON SHERMAN, RIGHT ON FIRST AVE TO PROPERTY ON THE LEFT			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 4-8-16			

PLANNING DEPARTMENT INFORMATION

ZONING R1	OVERLAYS None			
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT - 1 STORY 10FT - 2 STORY	EXT. SIDE 15FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT N/A	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO: None		
REPLACE EXISTING DELAPIDATED FENCE TO THE SAME HEIGHT AND LOCATION. NO INCREASE IN THE NONCONFORMITY OF THE EXISTING FENCE (I.E. HEIGHT) PER SECTION 5.3 OF THE SUTHERLIN DEVELOPMENT CODE. ANY NEW (NOT REPLACEMENT) FENCING MUST COMPLY WITH CURRENT FENCING REQUIREMENTS PER SECTION 3.3.140 OF THE SUTHERLIN DEVELOPMENT CODE.				
APPROVED BY 	DATE APRIL 8, 2016	EXPIRATION DATE APRIL 8, 2017		
FEES	0.00	RECEIPT #		
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	

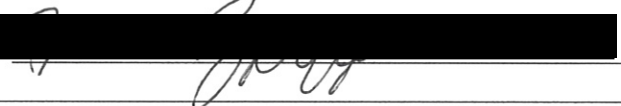


Community Development
126 E Central Avenue
Sutherlin, OR 97479
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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-15	APPLICANT BLAKE ZOLEZZI PO BOX 560 SUTHERLIN OR 97479 541-335-9467	OWNER CRAIG ZOLEZZI PO BOX 560 SUTHERLIN OR 97479 541-915-4059
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SITE INFORMATION

SITE ADDRESS 1358 W CENTRAL AVE	TAX ACCOUNT NUMBER R44963	M-TL 25-05-19AB-05300	SIZE (ACRES) 0.43
IMPROVEMENT PLACEMENT OF TEMPORARY FOOD VENDOR (MI GUSTO ES)			
EXISTING STRUCTURES (NUMBER AND TYPE) VACANT		DISTANCE OF BUILDING SITE FROM SURFACE WATER < 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE FROM I-5, EAST ON CENTRAL, TO 1358 W. CENTRAL AVE ON THE RIGHT.			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u>4-13-16</u>	

PLANNING DEPARTMENT INFORMATION

ZONING C3	OVERLAYS None			
SETBACKS				
FRONT GARAGE 0 FT	FRONT PROPERTY LINE 0 FT	REAR 0 FT	SIDE 0 FT	EXT. SIDE 0 FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35 FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL: PLACEMENT OF TEMPORARY FOOD VENDOR (MI GUSTO ES).		REFER TO: Douglas County Building & Health Depts.		
APPROVED BY 	DATE APRIL 8, 2016	EXPIRATION DATE APRIL 8, 2017		
PUBLIC UTILITIES	CITY WATER YES	CITY SEWER NO	ACCESS PERMIT NO	



Community Development
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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-16	APPLICANT PM DESIGN GROUP DUNCAN WALLACE 19401 40TH AVE W LYNNWOOD WA 98036 425-405-7176	OWNER BLACK PROPERTY MANAGEMENT LLC 1738 E SIXTH AVE SUTHERLIN OR 97479 541-459-2712
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SITE INFORMATION

SITE ADDRESS 113 E CENTRAL AVE	TAX ACCOUNT NUMBER R55841	M-TL 25-05-17DC-08000	SIZE (ACRES) 0.11
IMPROVEMENT INTERIOR REMODEL OF EXISTING COMMERCIAL BUILDING (PHARMACY)			
EXISTING STRUCTURES (NUMBER AND TYPE) EXISTING COMMERCIAL BUILDING		DISTANCE OF BUILDING SITE FROM SURFACE WATER < 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE FROM I-5, EAST ON CENTRAL, TO 113 E. CENTRAL AVE.			
As, for, or on behalf of, all property owners:			
Applicant Signature: <u>SEE ATTACHED</u>		Date: _____	

PLANNING DEPARTMENT INFORMATION

ZONING C1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 0 FT	FRONT PROPERTY LINE 0 FT	REAR 0 FT	SIDE 0 FT	EXT. SIDE 0 FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT N/A	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
INTERIOR REMODEL OF EXISTING COMMERCIAL BUILDING. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 		DATE APRIL 8, 2016	EXPIRATION DATE APRIL 8, 2017	
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	





Community Development
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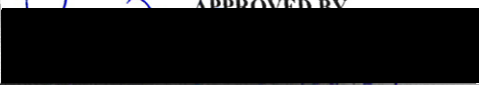
CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-17	APPLICANT BEN ELAM CONSTRUCTION 100 OLIVIA LANE ROSEBURG, OR 97470-4883 541-430-0421	OWNER CRAIG A. WILSON WOOD IS GOOD RENOVATIONS 2830 KARI CIRCLE MEDFORD, OR 97504 541-324-8455
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SITE INFORMATION

SITE ADDRESS 716 SANDPIPER CT	PROPERTY ID NO. R61931	M-TL 25-05-18CB-00400	SIZE (ACRES) .22
IMPROVEMENT CONSTRUCT DECK ONTO SFD AUTHORIZED PER WS 2016-11			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD (WS 2016-11)		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE WEST ON CENTRAL FROM 15, EAST ON DOVETAIL/SCARDI TO SANDPIPER			
As, for, or on behalf of, all property owners: 			
Applicant Signature: 		Date: 4-15-16	

PLANNING DEPARTMENT INFORMATION

ZONING R1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT-1 STORY 7FT -2STORY	EXT. SIDE 10FT-1STORY 15FT-2STORY
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT DECK ONTO SINGLE FAMILY HOME (AUTHORIZED BY WS2016-11); MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 		DATE APRIL 15, 2016		EXPIRATION DATE APRIL 15, 2017
FEES	0.00	RECEIPT #		
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO		ACCESS PERMIT NO



Community Development
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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-18	APPLICANT STEPHANIE BABCOCK 416 GLEN AVENUE SUTHERLIN OR 97479 541-537-1231	OWNER STEPHANIE BABCOCK 416 GLEN AVENUE SUTHERLIN OR 97479 541-537-1231
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SITE INFORMATION

SITE ADDRESS 416 GLEN AVE	PROPERTY ID NO. R56737	M-TL 25-05-17DD-07400	SIZE (ACRES) 0.17
IMPROVEMENT AUTHORIZE ADDITION ONTO EXISTING 1973 SFD			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD W/ ATTACHED GARAGE & SHED		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, TURN RIGHT ON UMATILLA, LEFT ON GLEN, TO PROPERTY ON THE RIGHT.			
As, for, or on behalf of, all property owners: Applicant Signature: <u>SEE ATTACHED</u> Date: _____			

PLANNING DEPARTMENT INFORMATION

ZONING R2		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT-1 STORY 7FT -2STORY	EXT. SIDE 10FT-1STORY 15FT-2STORY
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
AUTHORIZE ADDITION ONTO EXISTING 1973 SINGLE FAMILY HOME; MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 	DATE APRIL 15, 2016	EXPIRATION DATE APRIL 15, 2017		
FEES	0.00	RECEIPT #		
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	




Community Development
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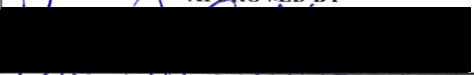
CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
DEMOLITION

WORKSHEET NUMBER 2016-19	APPLICANT ROGER & JULIE COX PO BOX 362 SUTHERLIN OR 97479 541-430-0459	OWNER ROGER & JULIE COX PO BOX 362 SUTHERLIN OR 97479 541-430-0459
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SITE INFORMATION

SITE ADDRESS 160 SUNSET	TAX ACCOUNT NO. R50731	M-TL 25-05-19AB-07400	SIZE (ACRES) .23
IMPROVEMENT DEMOLISH EXISTING 1946 SFD AND SHED			
EXISTING STRUCTURES (NUMBER AND TYPE) 1946 SFD & SHED		DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL TO PROPERTY AT 1116 W CENTRAL			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 4-20-16			

PLANNING DEPARTMENT INFORMATION

ZONING R1		OVERLAYS None		
SETBACKS				
FRONT GARAGE N/A	FRONT PROPERTY LINE N/A	REAR N/A	SIDE N/A	EXT. SIDE N/A
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT N/A	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL: DEMOLISH EXISTING DILAPIDATED 1946 SFD AND SHED.		REFER TO:		
APPROVED BY 	DATE APRIL 20, 2016	EXPIRATION DATE APRIL 20, 2016		
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	




Community Development
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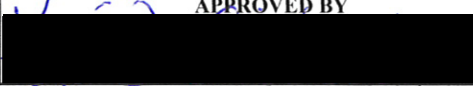
CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-20	APPLICANT PREMIER HOMES PO BOX 2449 ROSEBURG OR 97470 541-430-7218	OWNER DOUG IRVINE PO BOS 2449 ROSEBURG OR 97470 541-530-0972
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SITE INFORMATION

SITE ADDRESS 895 VALLEY VISTA	PROPERTY ID NO. R132005	M-TL 25-05-21BA-04200	SIZE (ACRES) 0.39
IMPROVEMENT CONSTRUCT 1869 SQ FT SFD W/ ATTACHED GARAGE ON LOT 21 OF COOPER CREEK ESTATES			
EXISTING STRUCTURES (NUMBER AND TYPE) VACANT		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, RIGHT ON WAITE, RIGHT ON FOREST HEIGHTS			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: <u>5/2/16</u>			

PLANNING DEPARTMENT INFORMATION

ZONING RH	OVERLAYS None			
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT-1 STORY 7FT -2STORY	EXT. SIDE 10FT-1STORY 15FT-2STORY
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT 1869 SQ FT SFD W/ ATTACHED GARAGE ON LOT 21 OF COOPER CREEK ESTATES; MUST MEET ZONE/SETBACK REQS AND CONDITIONS OF THE ATTACHED GEOTECHNICAL REPORT.				
APPROVED BY 	DATE APRIL 27, 2016	EXPIRATION DATE APRIL 27, 2017		
FEES PUBLIC UTILITES	25.00 CITY WATER YES	RECEIPT # 48489	ACCESS PERMIT NO	




Community Development
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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-21	APPLICANT BRENT ATKINSON 327 S. CALAPOOIA SUTHERLIN OR 97479 541-760-9403	OWNER BRENT ATKINSON 327 S. CALAPOOIA SUTHERLIN OR 97479 541-760-9403
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SITE INFORMATION

SITE ADDRESS 327 S CALAPOOIA	PROPERTY ID NO. R53139 R53195	M-TL 25-05-20AB-00801 25-05-20BA-00400	SIZE (ACRES) 2.47
IMPROVEMENT CONSTRUCT ADDITION 36 X 60 MANUFACTURING SHOP BLDG			
EXISTING STRUCTURES (NUMBER AND TYPE) 2 SHOPTS		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE RIGHT ON S. CALAPOOIA TO PROPERTY ON THE RIGHT			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u>5/2/16</u>	

PLANNING DEPARTMENT INFORMATION

ZONING M-1		OVERLAYS None		
SETBACKS				
FRONT GARAGE N/A	FRONT PROPERTY LINE 20FT	REAR 0FT	SIDE 0 FT	EXT. SIDE N/A
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 15 TOTAL SPACES REQ.		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT ADDITIONAL 36 X 60 MANUFACTURING SHOP BLDG; 15 TOTAL PARKING SPACES REQUIRED. SEE ATTACHED WETLAND DETERMINATION & INVESTIGATION LETTERS. SEE CONDITIONS OF INVESTIGATION LETTER FOR FILL REMOVAL NOT TO EXCEED 50 CUBIC YARDS. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 		DATE MAY 2, 2016	EXPIRATION DATE MAY 2, 2017	
FEES		RECEIPT #		
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	