



**City of Sutherlin  
Planning Commission Meeting  
Tuesday, May 21, 2019  
7:00 p.m. – Sutherlin Civic Auditorium  
Agenda**

**Pledge of Allegiance**

**Introduction of Media**

**Approval of Minutes**

April 16, 2019 – Regular Meeting

**Approval of Findings of Fact and Decision**

**FAITH & REASON MINISTERIES, INC**, request for a Conditional Use Permit to authorize a Church within an existing building. **PLANNING DEPARTMENT FILE NO. 19-S004.**

**Quasi-Judicial Hearing(s)**

1. **DEBBIE ROBERTSON-SHAW**, request for a Conditional Use Permit to authorize an office within an existing building on property located on the east side of S. Comstock Road in the City of Sutherlin. Personal and Professional services are conditionally permitted use in the M-1 zone. The subject 0.38 acre property is described as Tax Lot 2506 in Section 19AC, T25S, R5W, W.M.; Property ID No. R138462; and is addressed as 446 S. Comstock Road. It is designated Light Industrial by the Sutherlin Comprehensive Plan and zoned (M-1) Light Industrial. **PLANNING DEPARTMENT FILE NO. 19-S007.**

**Monthly Activity Report(s)**

**Public Comment**

**Commission Comments**

**Adjournment**

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7PM  
TUESDAY, APRIL 16, 2019**

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

**COMMISSION MEMBERS EXCUSED:** None

**COMMISSION MEMBERS ABSENT:** Sam Robinson

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

**AUDIENCE:** Blake Zolezzi, Dave Kinder and James W.

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

**FLAG SALUTE**

**INTRODUCTION OF MEDIA:** None

**APPROVAL OF MINUTES**

A motion made by Commissioner Price to approve the minutes of the March 19, 2019 Planning Commission meeting; second made by Commissioner Davidson.

In favor: Commissioners Price, Sarnoski, Frazier, Swanson, Davidson and Chair Lee

Opposed: None

Motion carried unanimously

**QUASI-JUDICIAL PUBLIC HEARING**

1. **FAITH & REASON MINISTRIES, INC.**, request for a Conditional Use Permit to authorize a church to operate inside an existing commercial building located on the east side of Eagle Court in the City of Sutherlin. A club and/or religious institution is a conditionally permitted use in the C-3 zone. The proposed use will be located in the north side of the existing building. The subject 0.28 acre property is described as Tax Lot 5901 and 7800 in Section 16CB, T25S, R5W, W.M.; Property ID No(s). R41051 and R48071; and is addressed as 112 Eagle Court. It is designated Community Commercial by the Sutherlin Comprehensive Plan and zoned (C-3) Community Commercial. **PLANNING DEPARTMENT FILE NO. 19-S004.**

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

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

**Jamie Chartier, City Planner**, entered Staff Exhibits 1-10, entering the Staff Report into the record. She then identified there were no written comment received as of the mailing of the Staff

Report. Mrs. Chartier enter the Staff Report into the record and then summarized the Staff Report, with the recommendation of action alternative number 1.

### **APPLICANT'S TESTIMONY**

**Dave Kinder**, representative for Faith and Reason Ministries Church, gave a background of the size of the church, indicating this location accommodates their size. The church proposes to hold services on Sundays, along with office days and evening bible studies.

### **TESTIMONY IN FAVOR**

No testimony in favor.

### **TESTIMONY IN OPPOSITION**

No testimony in opposition.

### **APPLICANT'S REBUTTAL**

No rebuttal by the applicant.

With no further testimony, Chair Lee closed the public hearing portion for this application.

Commissioner Price motioned to approve the Conditional Use Permit (CUP) application per staff's recommendation of Action Alternative No. 1; Commissioner Sarnoski seconds the motion.

In favor: Commissioners Price, Frazier, Sarnoski, Swanson, Davidson and Chair Lee

Opposed: None

Motion carried unanimously.

### **MONTHLY ACTIVITY REPORT**

**Jamie Chartier, City Planner**, asked the Commissioners if they had any questions with the Activity Report that was given to them in their packets. There were no comments.

**PUBLIC COMMENT** - None

**COMMISSION COMMENTS** - None

**ADJOURNMENT** - With no further business the meeting was adjourned at 7:10 pm.

Respectfully submitted,

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Jamie Chartier, City Planner

***APPROVED BY COMMISSION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.***

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William Lee, Commission Chair

## BEFORE THE PLANNING COMMISSION OF THE CITY OF SUTHERLIN

IN THE MATTER of a Conditional Use  
Permit to reauthorize a Church within an  
existing building on the subject property in  
the C-3 zone on a 0.28 acre parcel located  
on Eagle Court. The property is identified  
as Tax Lot(s) 5901 and 7800 in Section  
16CB, T25S, R5W, W.M.; Property I.D. No.  
R41051 and R48071; and is addressed as  
112 Eagle Court; Owner: Zolezzi Living  
Trust

] **FINDINGS OF FACT AND DECISION**  
] Applicant: Faith and Reason Ministries,  
] Inc  
] Re: Conditional Use Permit (Church)  
] File No.: 19-S004  
]

### PROCEDURAL FINDINGS OF FACT

1. The Conditional Use Permit application was filed with the City on March 12, 2019, and was deemed complete on March 20, 2019.
2. Notice of the Public Hearing on the requested application before the Planning Commission was given in accordance with Section 4.2.140.C as a Type III procedure. Notice was mailed to affected property owners of record within 100 feet of the subject property, service providers, and governmental agencies on March 25, 2019. No written comments were received.
3. The Planning Commission held a public hearing on this matter on April 16, 2019.
4. At the public hearing on April 16, 2019, there were no declarations of ex parte contact, bias or other conflicts of interest made by the Planning Commission. No objections were raised by the audience, and the Commission was qualified to hear the matter.
5. The Planning Commission declared the following as parties to the hearing:  
Dave Kinder, representative for the applicant
6. Reference was made to the April 9, 2019 Staff Report, and findings of fact addressing consistency to the applicable criteria of the Sutherlin Development Code, including Section 2.3 [C-3 zone] and Section 4.5 [Conditional Use Permits].
7. Planning Staff presented a summary of the Staff Report dated April 9, 2019, and entered Staff Exhibits 1-10 into the record.
8. The Planning Commission provided opportunity to receive clarifying oral testimony from the applicant, Dave Kinder, who clarified the proposed church and stated that he concurred with the finds and recommendation of the staff report.
9. The Planning Commission provided opportunity to receive clarifying questions and oral testimony from persons in favor or neutral to the application. No persons were present.
10. The Planning Commission provided opportunity to receive clarifying questions and oral testimony from persons in opposition to the application. No persons were present.

11. The Planning Commission provided opportunity to receive clarifying questions and oral testimony in rebuttal to the application. No testimony in rebuttal was needed.
12. The Planning Commission closed the public portion of the hearing and commenced discussion on the application.

### **FINDINGS OF FACT RELATED TO DECISION**

1. The Planning Commission expressed no objections to the proposed request.

### **FINDINGS OF FACT**

Finding No. 1. The Planning Commission finds the subject property is designated Community Commercial by the Sutherlin Comprehensive Plan and zoned (C-3) Community Commercial by the Sutherlin Development Code. In the C-3 zone, clubs and religious institutions are conditionally permitted uses.

Finding No. 2. The Planning Commission adopts by reference the findings of the Staff Report dated April 9, 2019.

Finding No. 3. The Planning Commission finds the requested Conditional Use Permit was processed as a Type III procedure, subject to the applicable criteria of Section 2.3 [C-3 zone] and Section 4.5 [Conditional Use Permits] of the Sutherlin Development Code.

Finding No. 4. The Planning Commission finds the proposed use is compatible on the subject property in the C-3 zone. As indicated in the application, parking spaces are available around the existing building. The Planning Commission finds that the amount of available parking spaces is consistent with the parking requirement of the SDC.

Finding No. 5. The Planning Commission finds, based upon the staff report and submitted application materials, that the proposed church and the intent to operate a bible study group will utilize an existing building and parking area on the subject property. No physical changes or alterations to the building are proposed. Furthermore, the Planning Commission finds that based upon the nature of the proposed use on the subject property and within the existing building, no negative impacts due to noise, exhaust/emissions, light, glare, erosion, odor, dust, visibility or safety are anticipated.

Finding No. 6. The Planning Commission finds, based upon the staff report and submitted application materials, that the subject property, including the area for the proposed authorization of a church within an existing building, is surrounded by mixed existing residential and commercial zoned properties. No negative impacts are anticipated as part of this development, including to the adjacent commercial or residential properties and the surrounding transportation system. The application states that north portion of the existing building will be used for a church and bible study group and will have minimal impact on the surrounding properties and their hours of business operations. The applicant has also demonstrated compliance with the applicable parking requirements.

Finding No. 7. The Planning Commission finds, based upon the staff report and submitted application materials that the subject property is currently served by existing public

water and sewer. The Planning Commission further finds that no physical changes or alterations to the building are proposed, including any new extension of public services. The Planning Commission finds that no negative impacts from the proposed use are anticipated to the existing public facilities serving the subject property.

Finding No. 8. The Planning Commission finds, based upon the criteria outlined in Section 4.3.150 [Site Plan Review Approval Criteria], the submitted application will comply with the applicable provisions of the C-3 zoning district; and the applicable design standards of Chapter 3, including parking. The Planning Commission finds that authorizing a church within the currently building will be beneficial to the property; and that the proposed use is not considered a non-conforming use or development on the property, and is not part of a phased development.

Finding No. 9. The Planning Commission finds, based upon the staff report and submitted application materials, and oral testimony provided, that due to the nature of the proposed use, it is found to be compatible with the existing uses in the vicinity.

### CONCLUSION

1. A motion was made by Commissioner Price and seconded by Commissioner Sarnoski to approve Action Alternative #1 and **APPROVE subject to condition(s)** the requested Conditional Use Permit; the motion passed unanimously.

2. The Commission adopts the findings of the staff report in support of their decision.

NOW, THEREFORE, based upon the foregoing findings of fact and the oral testimony provided, the Sutherlin Planning Commission **APPROVES** the requested Conditional Use Permit, subject to the following condition(s) of approval:

- a. Existing and/or proposed signs shall comply with the Sutherlin Development Code Section 3.7. The applicant shall obtain a Planning Clearance Worksheet approval from Community Development for each proposed sign.
- b. Applicant shall pay \$25.00 fee to the City of Sutherlin for the issuance of an address and to coordinate with Community Development.
- c. Obtain the necessary Planning Clearance Worksheet approval from the Community Development Department, once all above conditions has been met authorizing the Conditional Use Permit.

DATED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

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William Lee, CHAIR



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# City of Sutherlin

May 14, 2019

## STAFF REPORT

TO: Sutherlin Planning Commission

FROM: Jamie Chartier, City Planner

RE: **DEBBIE ROBERTSON-SHAW**, request for a Conditional Use Permit to authorize an office within an existing building on property located on the east side of S. Comstock Road in the City of Sutherlin. Personal and Professional services are conditionally permitted use in the M-1 zone. The subject 0.38 acre property is described as Tax Lot 2506 in Section 19AC, T25S, R5W, W.M.; Property ID No. R138462; and is addressed as 446 S. Comstock Road. It is designated Light Industrial by the Sutherlin Comprehensive Plan and zoned (M-1) Light Industrial. **PLANNING DEPARTMENT FILE NO. 19-S007.**

## STAFF EXHIBITS

1. Notice of Public Hearing
2. Property Owners within 100 Feet
3. Staff Report
4. Conditional Use Permit application and attachments
5. Vicinity Map
6. Assessor Map
7. Zoning Map
8. Water Utility Map
9. Sewer Utility Map
10. Aerial Photograph

## **INTRODUCTION**

The applicant, Debbie Robertson-Shaw, is requesting a Conditional Use Permit to authorize an administrative office along with trainings and education classes to operate inside an existing building located on the east side of S. Comstock Road in the City of Sutherlin. Personal and professional services (e.g., child care, catering/food services, restaurants, laundromats and dry cleaners, barber shops and salons, convenience stores/mini-marts, banks and financial institutions, and similar facilities) are a conditionally permitted use in the M-1 (Light Industrial) zone.

The proposed use will be located in the existing building located at 446 S Comstock Road. The existing building is currently vacant and owned by the Carefree Heart LLC. The subject property is described as Tax Lot 2506 in Section 19AC, T25S, R5W, W.M.; Property I.D. No. R138462. The property is designated Light Industrial by the Sutherlin Comprehensive Plan and zoned M-1 by the Sutherlin Development Code. The surrounding properties to the north and east are also zoned M-1, while to the west and south are zoned R-2.

During the public hearing, the Planning Commission will accept public testimony and make a decision on the application after the hearing. This application is being processed as a Type III procedure for a Conditional Use Permit, subject to the applicable criteria of Section 2.5 [M-1 zone] and Section 4.5 [Conditional Use Permits] of the Sutherlin Development Code. As part of the hearing, the Planning Commission will review the applicant's request for compliance with the applicable criteria and render a decision on the matter.

## **PROCEDURAL FINDINGS OF FACT**

1. The requested application was filed with the City on April 23, 2019, and deemed complete on April 23, 2019.
2. Notice of a Public Hearing on the Conditional Use Permit application before the Planning Commission was given in accordance with Section 4.2.140.C as a Type III procedure. Notice was sent to affected property owners of record within 100 feet of the subject property, service providers, and governmental agencies on April 26, 2019.
  - a. John McDonald, ODOT Development Review Planner, commented that ODOT reviewed the conditional use permit and had no comments.
  - b. At the time of the mailing of this staff report, no other written comments or remonstrances have been received.
3. Present Situation: The subject property is developed with an existing building and parking lot. The proposed administrative office will be located in the south portion of the building, while training and education classes held in the north portion.
4. Plan Designation: Light Industrial (LI).
5. Zone Designation: (M-1) Light Industrial.
6. Public Water: The subject property has existing public water from the City of Sutherlin.



7. Sanitary Sewer: The subject property has existing sanitary sewer from the City of Sutherlin.
8. Transportation System: The subject property fronts onto S. Comstock Road just north of its intersection with Duke Avenue in Sutherlin. S. Comstock Road is a designated Collector roadway where it borders the subject property.
9. Transportation Connectivity: Connectivity is provided in the surrounding area.
10. Pedestrian & Bicycle Access: S. Comstock Road is a designated pedestrian path and bicycle way under the Transportation System Plan.
11. Overlay: The subject property is not located within the 100 year flood plain or subject to any other overlays.

**FINDING:** The procedural findings noted above are adequate to support the Planning Commission's decision on the request Conditional Use Permit.

### **APPLICABLE CRITERIA & FINDINGS**

The proposed Conditional Use Permit is considered a Type III procedure, subject to the applicable criteria of Sutherlin Development Code, including Section 2.5 [M-1 zone] and Section 4.5 [Conditional Use Permits].

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:

### **DEVELOPMENT STANDARDS (SECTION 2.5, M-1 ZONE)**

1. The subject property is designated Light Industrial by the Sutherlin Comprehensive Plan and zoned (M-1) Light Industrial by the Sutherlin Development Code. Personal and professional services (e.g., child care, catering/food services, restaurants, laundromats and dry cleaners, barber shops and salons, convenience stores/mini-marts, banks and financial institutions, and similar uses), are conditionally permitted uses in the M-1 zone.
  - a. Table 2.5.120A provides the following development standards for the M-1 zone:
    - i. Minimum zone size: None
    - ii. Maximum building height: no more than three (3) stories or 35 feet, whichever is greater
    - iii. Yard Setbacks: Front – 20 feet; Side – None, except that buildings shall be setback from residential districts by a minimum of 40 feet; Rear – None, except that buildings shall be setback from residential districts by a minimum of 25 feet.
    - iv. Lot Size & Dimensions: No standard
    - v. Lot Coverage: 70% maximum

**FINDING:** The proposed administrative office, along with caregiver training and education classes will be going into the existing building. The existing building height is less than 35 feet. The sidewalks in front of the building are able to accommodate pedestrian traffic. No additional development is proposed with this application.

2. The requested application requires review of the vehicle and bicycle parking standards in Section 3.4 of the Sutherlin Development Code.
3. Table Section 3.4.120.A outlines the required vehicle parking standards. General Offices require one space per every 450 square feet of gross floor area.
  - a. As indicated in the application, the administrative office will utilize the south half of the building (approximately 1800 sq. ft.), while the north 1800 sq. ft. will be used in the future for trainings and/or education classes.

**FINDING:** Based upon the size of the existing building, 8 off-street parking spaces are required for the proposed use. The application states that 18 parking spaces are available on the subject property. The amount of available parking spaces is consistent with the parking requirements of the SDC.

#### **CONDITIONAL USE PERMIT CRITERIA (SECTION 4.5)**

4. The requested conditional use permit is subject to the applicable criteria of Section 4.5 of the Sutherlin Development Code. As indicated previously, personal and professional services, together with their accessory uses, are conditionally permitted uses in the M-1 zone.
5. Pursuant to Section 4.5.120, the applicant has provided the following narrative as part of their request, which states, in part:

*Narrative documenting compliance:*

*Carefree Heart, LLC will lease the building to Carefree Living, LLC dba By Your Side to use as an administrative office for an in-home care agency in "Unit B". The office will be open from 8-5 Monday-Friday. There will be 8 employees in the office on a daily basis providing the scheduling, human resource, and financial functions. The caregivers will be working at client homes and will come in to the office to pick-up bi-weekly paychecks, receive additional training and deliver client care documentation.*

*"Unit A" will be used for caregiver trainings and public education classes. Other possible uses are for commercial office space or child care.*

*The building has had several uses since its construction in 1997. It has been a grocery store and commercial office space. Most recently it was a professional office and hair salon prior to their vacating the building in 2017.*

*The building has 18 parking spaces which are more than adequate to supply the office personal and caregiver and client visits. It is expected there will be minimal impact on traffic in the area.*

*Proposed Signs:*

*Signage will be placed in the window and on the side of the building.*

*Carefree Heart LLC and Carefree Living LLC will be in compliance with all applicable approval criteria.*

## FINDINGS:

6. Section 4.5.130 of the SDC identifies the applicable criteria and standards for a conditional use permit: The planning commission City shall approve, approve with conditions, or deny an application for a conditional use or to enlarge or alter a conditional use based on findings of fact with respect to each of the following:
7. Conditional Use Criteria (Section 4.5.130.A)
  - a. *The site size, dimensions, location, topography and access are adequate for the needs of the proposed use, considering the proposed building mass, parking, traffic, noise, vibration, exhaust/emissions, light, glare, erosion, odor, dust, visibility, safety, and aesthetic considerations;*
    - i. The applicant will utilize an existing building that has been vacant. No physical changes or alterations to the building are proposed. Based upon the size of the office space, 8 off-street parking spaces are required for the proposed use. The amount of parking spaces provided will be consistent with the requirements of the Sutherlin Development Code. Furthermore, based upon the nature of the proposed use within the existing building, no negative impacts due to noise, exhaust/emissions, light, glare, erosion, odor, dust, visibility or safety are anticipated.
  - b. *The negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other code standards, or other reasonable conditions of approval; and*
    - i. The subject property, including the area for the proposed office use, is surrounded by existing properties with the Light Industrial zone; Medium Density Residential zoned properties west of S. Comstock Road. No negative impacts are anticipated as part of this development, including to the adjacent industrial and residential properties along with the surrounding transportation system. The application states that office will be open Monday – Friday, 8am – 5pm. The office(s) and associated uses will have minimal impact on the surrounding properties. The applicant has demonstrated compliance with the applicable parking requirements. No mitigating conditions are necessary for the requested use.
  - c. *Public facilities have adequate capacity to serve the proposal or will be made adequate by the applicant.*
    - i. The subject property is currently served by existing public utilities, including public water and sanitary sewer. No physical changes or alterations to the building are proposed, including any new extension of public services. No negative impacts from the proposed use are anticipated to the existing public facilities serving the subject property.
8. Site Plan Criteria (Section 4.5.130.B), which states the criteria for site plan review approval (Section 4.3.150) shall be met.

- a. Based upon the criteria outlined in Section 4.3.150 [Site Plan Review Approval Criteria], the submitted application will comply with the applicable provisions of the M-1 zoning district; and the applicable design standards of Chapter 3, including off-street parking. The proposed office will be a new use on the property, but will complement the current building on the property. The existing building is not considered a non-conforming use or development on the property, and is not part of a phased development.

9. Conditions of Approval (Section 4.5.130.C)

- a. The city may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that the negative impact of the proposed use on the surrounding uses and public facilities is minimized.
- b. If approved, the conditions of approval should require the applicant to:
  - i. Existing and/or proposed signs shall comply with the Sutherlin Development Code Section 3.7. The applicant shall obtain a Planning Clearance Worksheet approval from Community Development for each proposed sign.
  - ii. Applicant shall pay \$25.00 fee to the City of Sutherlin for the issuance of an address for "Unit A" and to coordinate with Community Development.
  - iii. Obtain the necessary Planning Clearance Worksheet approval(s) from the Community Development Department, once all above conditions has been met authorizing the Conditional Use Permit.

## **ACTION ALTERNATIVES**

Based on the applicant's findings, the city staff report and the testimony and evidence provided during the public hearing, the Planning Commission can close the public hearing and move to either:

1. **APPROVE** the requested Conditional Use Permit on the subject property addressed as 446 S. Comstock Road, based upon the findings of the staff report and/or testimony brought forward through the public hearing process, which recognize the approval criteria can be met at this time, subject to the following conditions:
  - a. Existing and/or proposed signs shall comply with the Sutherlin Development Code Section 3.7. The applicant shall obtain a Planning Clearance Worksheet approval from Community Development for each proposed sign.
  - b. Applicant shall pay \$25.00 fee to the City of Sutherlin for the issuance of an address for "Unit A" and to coordinate with Community Development.
  - c. Obtain the necessary Planning Clearance Worksheet approval from the Community Development Department, once all above conditions has been met authorizing the Conditional Use Permit.
11. **APPROVE** the requested Conditional Use Permit on the subject property addressed as 446 S. Comstock Road, with modifications and/or conditions of approval, based on

Findings of Fact and/or testimony brought forward through the public hearing, which recognize the approval criteria can be met at this time.

12. **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
13. **DENY** the requested Conditional Use Permit on the subject property, based on Findings of Fact and/or testimony brought forward through the public hearing, on the grounds that the proposal does not satisfy the applicable approval criteria.

### **STAFF RECOMMENDATION**

City Staff recommends that the Planning Commission select Action Alternative #1 and **APPROVE** the requested Conditional Use Permit, as outlined in the application, on the subject property addressed 446 S. Comstock Road.



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## City of Sutherlin

Date: May 14, 2019  
To: Sutherlin Planning Commission  
From: Community Development  
Re: Monthly Activity Report

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

### **TRANSPORTATION**

#### **Central Avenue Paving Improvement**

Guido Construction final punch list on-going.

#### **Valentine Ave Paving Improvement**

Project advertises on March 29, 2019, Bid Opening – April 17, 2019, City Council consider contract Award – April 22, 2019, Finalize contract with Contractor – May, 2019 and Construction to begin in June, 2019 and completed by the end of August, 2019.

#### **Transportation System Plan (TSP)**

Consultants are working on Task Memo #5, addressing Transportation System Alternatives Analysis. Next meeting will be held on May 21, 2019 followed by the first Open House at 4:00 p.m.

#### **Code Audit Update**

Consultant is preparing the draft Code Audit. Bi-Weekly conference calls continue between Staff, DLCD and Consultants.

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### **UTILITIES**

**Tapani Construction, Inc.** is in full swing of construction on the Wastewater Treatment Facility. Construction of the new Everett Pump Station started on March 11, 2019. We are still on schedule.

**Schoon Mountain Storage Tank and Sixth Avenue & Oak Street Pump station improvements.** Still on schedule: design has started, preliminary surveying is complete; Geo-Tech work is complete.

Start Design	Mar. 12, 2019
Complete Design	Sept. 27, 2019
Start Construction (Tentative)	Mar. 2020
Complete Construction (Tentative)	Nov. 2020

## **LAND USE ACTIVITY**

### **Building Worksheets**

- 2019-001 - 2019-031 on previous Activity Report(s)
- 2019-032 – 748 Fir Grove Lane – Single Family Dwelling
- 2019-033 – 1000 E Central Ave, Sp 31 – MH
- 2019-034 – 1200 E Central Ave, Sp 57 – MH
- 2019-035 – 315 Taylor St – Solar Panels
- 2019-036 – 290 Cambridge St – Gazebo
- 2019-037 – 653 E Central Ave – remodel
- 2019-038 – 990 Forest Heights – Single Family Dwelling
- 2019-039 – 1016 Forest Heights – Single Family Dwelling
- 2019-040 – 1028 Forest Heights – Single Family Dwelling
- 2019-041 – 1010 Forest Heights – Single Family Dwelling
- 2019-042 – 998 Forest Heights – Single Family Dwelling
- 2019-043 – 878 W Sixth Ave - Demolition
- 2019-044 – 878 W Sixth Ave – addition to Church
- 2019-045 – 1801 Ridge View Dr - remodel
- 2019-046 – 824 Fir Grove Ln – Single Family Dwelling
- 2019-047 – 252 Sunset St – garage
- 2019-048 – 1000 E Central Ave, Sp 49 - MH
- 2019-049 – 1203 E Second Ave – deck & remodel
- 2019-050 – 819 S Comstock Rd, Sp 16 - MH
- 2019-051 – 1100 W Central Ave – change in use
- 2019-052 - 328 Dakota St - sign
- 2019-053 – 910 Laurel Ave – Single Family Dwelling

### **Active Land Use Applications**

- 19-S001 – 19-S005 on previous Activity Report(s)
- 19-S006 – BDI Properties – Class A Variance
- 19-S007 – Shaw - CUP

### **Right of Way Applications**

- 19-01 – 19-S03 on previous Activity Report(s)
- 19-04 – Pacific Power – east of Substation
- 19-05 – Pacific Power – northwest & southwest from substation
- 19-06 – Avista Utilities – 334 N Grove