



**City of Sutherlin
Planning Commission Meeting
Tuesday, August 16, 2016
7:00 p.m. – Sutherlin Civic Auditorium**

Agenda

Pledge of Allegiance

Introduction of Media

Approval of Minutes

June 21, 2016 - Regular Meeting

Monthly Activity Report(s)

Public Comment

Commission Comments

Adjournment

Workshop – Development Code Amendments

~Happy Retirement Vicki ~ You will be MISSED~

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, JUNE 21, 2016**

COMMISSION MEMBERS PRESENT: Mike Flick, Patricia Klassen, William Lee, John Lusby and Floyd Van Sickle

COMMISSION MEMBERS EXCUSED: Adam Sarnoski, Michelle Sumner

COMMISSION MEMBERS ABSENT: None

CITY STAFF: Kristi Gilbert, Community Development Specialist and Lisa Hawley, City Planner

AUDIENCE: Lindsay Johnston, Linda Lee and John Klassen

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

FLAG SALUTE

INTRODUCTION OF MEDIA: None

APPROVAL OF MINUTES

A motion made by Commissioner Van Sickle to approve the minutes of the May 17, 2016 Planning Commission meeting; second made by Commissioner Klassen.

In favor: Commissioners Flick, Klassen, Lee, Van Sickle and Chair Lusby

Opposed: None

Motion carried unanimously

PUBLIC HEARINGS

1. **WEBER PROPERTIES LP**, request for a Variance to C-3 Sign Height Standards for an internally illuminated freeway sign for Taco Bell restaurant on a 0.57 acre parcel located west of Exit 136 on the north side of W. Central Avenue, on W. Clover Leaf Loop, just east of its intersection with Dakota Street in the City of Sutherlin. The subject property is described as Tax Lot 317 in Section 19B, T25S, R5W, W.M.; Property I.D. No. R130445; and is addressed as 112 W. Clover Leaf Loop. The property is designated Commercial Community by the Sutherlin Comprehensive Plan and zoned (C03) Community Commercial by the Sutherlin Development Code. **PLANNING DEPARTMENT FILE NO. 16-S005.**

Chair Lusby opened the hearing, with the disclosure 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 materials to be relied upon in making a decision.

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

Lisa Hawley, City Planner, entered Staff Exhibits 1-10, including the Staff Report. She then identified the parties in the matter and summarized the Staff Report into the record.

APPLICANT'S TESTIMONY

Lindsay Johnston, Weber Properties LP, 840 Conger, Eugene, OR, indicated she had nothing to add to the Staff Report.

TESTIMONY IN FAVOR

There was no testimony in favor.

TESTIMONY IN OPPOSITION

There was no testimony in opposition

With no further testimony, Chair Lusby closed the public portion of the hearing and commenced discussion on the application. Discussion ensued regarding the current size and age of the existing Taco Bell sign. Further discussion ensued regarding the direction the proposed sign will face and which direction would be most beneficial.

Ms. Johnston stepped forward and stated that the current Taco Bell sign is approximately 20 years old and they probably do not make fittings for that sign any longer; therefore, they are proposing a new sign. The new sign will be slightly smaller.

A motion was made by Commissioner Lee and seconded by Commissioner Klassen to approve the requested Variance to C-3 Sign Height Standards for an internally illuminated freeway sign for Taco Bell restaurant.

In favor: Commissioners Flick, Klassen, Lee, Van Sickle and Chair Lusby

Opposed: None

Motion carried unanimously

MONTHLY ACTIVITY REPORT

Kristi Gilbert, Community Development Specialist, provided a report on behalf of Director Luther in an effort to keep the Planning Commission apprised of recent land use and other relevant activities. (See Attached).

PUBLIC COMMENT

John Klassen, 1925 Innsbrook, Sutherlin, stepped forward and indicated that new signage is a good thing for the City.

COMMISSION COMMENTS

Commissioner Klassen congratulated Commissioner Lee on his completion of studies for his Master's Degree in Public Administration. Mrs. Lee added that he completed his degree with a 4.0.

ADJOURNMENT - With no further business the meeting was adjourned at 7:20 pm.

Respectfully submitted,

Kristi Gilbert

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

John Lusby, Commission Chair

DRAFT



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

City of Sutherlin

Date: June 21, 2016
To: Sutherlin Planning Commission
From: CDD, Brian Elliott
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 was awarded to Pave Northwest in the amount of \$39,763.20 the following is the list of streets that will be slurry sealed.

1. Second and Third Court
2. S. Casa De Loma
3. N. Grove culdesac
4. Avilla Way-upper section
5. Fourth Ave.-Opal to Avilla
6. Mountclair Drive
7. Crowne Point
8. E. Third (Sherwood to Crowne Point)

UTILITIES

Wastewater Treatment Plant Improvements

Value Engineering contract was awarded to MWH in the amount of \$86,500.

SBR Surcharge contract was awarded to GreenSuns Inc. in the amount of \$273.351.

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.

Update: project will start early July 2016.

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.

Grant was denied.

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

LAND USE ACTIVITY

Building Worksheets approved –

- 555 South State – SFD

- 112 Clover Leaf – Restaurant
- 1200 E Central #87 – Addition
- 482 Wildcat Canyon RD – SFD
- 618 Bunker RD – SFD
- 985 Forest Heights – SFD
- 977 Forest Heights – SFD
- 124 W Everett – Carport
- 224 N State – Awning

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 place.

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***)

16-S002 Stowe, Maggie - plan amendment and zone change; public hearing and plan approval by the planning commission May 17, 2016. Public hearing and first reading of ordinance and approval of Council June 13, 2016. Second reading and adoption scheduled for June 27, 2016.

16-S003 Hummelt Development - plan amendment and zone change public hearing and plan approval by the planning commission May 17, 2016. Public hearing and first reading of ordinance and approval of Council June 13, 2016. Second reading and adoption scheduled for June 27, 2016.

Right of Way Applications

Nall Communications (Charter) 1553 E Central Ave.

Avista 235 W Everett Ave.

Avista 1737 Garnet Ave.



Community Development

126 E. Central Avenue

Sutherlin, OR 97479

(541) 459-2856

Fax (541) 459-9363

www.ci.sutherlin.or.us

City of Sutherlin

August 11, 2016

TO: Sutherlin Planning Commission

FROM: Lisa Hawley, Community Planner

RE: Workshop to Review Draft Legislative Amendments

For next week's Planning Commission meeting, we will be conducting a workshop to review and discuss a list of proposed legislative amendments to the Sutherlin Development Code (SDC). Attached is a copy of the preliminary list for your review.

Part 1 of this list includes a number of miscellaneous amendments that will streamline existing code and/or modify language to make items easier to reference or clarify them, as well as correct a few scrivener's errors. There are still a few items that need further clarification, which will be highlighted at the meeting.

Part 2 will propose to add text to the development code for a new mixed use industrial zoning district and associated development standards. The intent is to use an example from the City of Roseburg as a model. The proposed mixed use industrial zone would allow a variety of mixed residential, commercial and light industrial uses. The site tentatively identified to apply this new zoning district would be a 9.50± acre property located north of Central Avenue on the east side of Oak Street and west of the railroad tracks, behind Techbuilt.

Part 3 will propose revisions to the sign code of Section 3.7 [Signs]. The intent of the revisions is to streamline the sign code and make it easier to regulate and enforce. We discussed draft revisions in a workshop this past January. After revisiting the minutes from City Council minutes of August 10, 2015, we will bring a new draft hoping to capture their concerns.

Parts 2 and 3 of the revisions are not fully complete at the time of this mailing. More information on these revisions will be brought to next week's meeting. The Planning Commission will probably need to meet again in September to conduct another workshop on the amendments.

Please bring your copy of the Sutherlin Development Code to the meeting so we can go over suggested changes. If you need a copy of the code, please contact Kristi Gilbert, who will gladly get you set up with a copy.

If you have any questions, please feel free to contact me.

See you next week!

August 2016
SUTHERLIN

LEGISLATIVE ORDINANCE AMENDMENT SCHEDULE
August 2016 through February 2017

<u>DATE</u>	<u>ACTION</u>
8/16/16	Planning Commission Workshop to review and discuss draft amendments
9/5/16	"Final" draft of proposed amendments due
<u>9/9/16</u>	<u>Mail 35 Day Notice to DLCD (due 9/13)</u> – First draft of amendments for DLCD review
9/13/16	Final Planning Commission Workshop, if needed
<u>9/16/16(?)</u>	<u>Mail Measure 56 Notice to affected owners of property within City, if needed.</u> Mail Measure 56 Notice: at least 20 days from first hearing on an ordinance but not more than 40 days; send copy to ODOT (20 day due 9/28/16, 30 day due 9/16/16, 40 day due 9/8/16)
9/27/16	Deadline to send PC legal notice to News Review – Lisa to Cindy or Kristi (?)
9/27/16	Mail 20 day notice to PC, affected agencies and service providers (due 9/28)
10/4/16	Planning Commission Legal Notice published in News Review (14 days)
10/10/16	Mail Agenda & Draft Legislative Amendments to PC
<u>10/18/16</u>	<u>Planning Commission Meeting – public hearing on proposed amendments</u>
11/7/16	Deadline for CC legal notice to News Review – Lisa to Cindy or Kristi (?), if needed
11/14/16	City Council Legal Notice published in News Review (14 days), if needed
11/14/16	City Council Work Session to review amendments
11/17/16 (?)	Agenda Item/Staff Report/Draft Ordinance due for City Council
<u>11/28/16</u>	<u>City Council meeting – includes public hearing on proposed amendments</u>
<u>12/12/16</u>	<u>City Council meeting – includes 1st reading</u>
<u>1/9/17</u>	<u>City Council meeting – includes 2nd reading</u>
<u>1/11/17</u>	<u>Mail Final Notice of Adoption to DLCD (due by 1/27)</u> – includes adopted City Ordinance with copy of final adoption draft of legislative amendments & findings
<u>2/8/17</u>	Effective Date of Amendments (30 days from adoption)

Planning Commission meets – 3rd Tuesdays
City Council meets – 2nd and 4th Mondays
Public meeting – 20 day (& 14 day legal) notice required prior to PC
Public meeting – 20 day notice required prior to CC
Legislative Adoption – 2 readings before CC

LIST OF PROPOSED LEGISLATIVE AMENDMENTS

Part 1 – Miscellaneous Amendments

1. Consider adding language to the Development Code to address uses not specifically listed in the zone. If the use is not specifically listed, then it is not permitted or conditionally permitted in the zoning district. One example of this issue includes RVs being used as living quarters or as a residence, neither of which are a permitted use.
2. On page 1-3, add reference to end of “Accessory Building or Use” to refer to Section 2.1.130, which lists the standards for Accessory Buildings, Uses, and Dwellings.
3. Starting on page 2-4, add text to the Sutherlin Development Code for the Forestry Resource – 75 zone (FR-75), which appears to have been inadvertently deleted from the Development Code when legislative amendments were completed around 2007-2008. The text was removed, but there were no modifications to the City zoning map. DLCD has advised that since the City will be proposing the removal of lands (Ford’s Pond) from the UGB and city limits, which are zoned on the City’s zoning map as FR-75, it was important that the text for the FR-75 zoning district be added back into the Development Code.
4. On page 2-5, modify Table 2.2.110 [Permitted Uses] to:
 - a. Add a listing under residential uses, Single Family Dwellings, for Temporary Medical Hardship Dwelling as Permitted with Special Standards in the residential zones (a hardship requires a Type II procedure per Sec 4.10.110).
 - b. Add listing under residential uses for Home Occupation as a Permitted Use in the residential zones (per Section 2.6.150). This action will also delete reference to Home Occupations in Section 4.10.120 and move it to Section 2.6.150 to clarify that home occupations are permitted by right in all residential zones.
 - c. Modify listing for Agriculture, Horticulture (and livestock) to delete reference to “existing use” and modify status of use from “P” to “P-S” to note use is permitted subject to the special standards of Section 2.6.240 [Agriculture, Livestock].
5. On page 2-11, correct formatting for Table 2.3.130 [Development Standards] for the side and rear setbacks for the commercial zoning districts.
6. On page 2-11, add text to the end of Section 2.3.135 [Special Status for Single Family Residences] to clarify that **“for permitted uses and development standards of the commercial districts”**. This is in reference to nonconforming existing single family residences which are converted to a permitted commercial use and are subject to the development standards of the zone.
7. On page 2-16, add text to the end of Section 2.5.125 [Special Status for Single Family Residences] to clarify that **“for permitted uses and development standards of the industrial districts”**. This is in reference to nonconforming existing single family residences which are converted to a permitted industrial use and are subject to the development standards of the zone.
8. In conjunction with the two above changes, on page 5-7, correct references in Section 5.3.110.D [Non-conforming Development], which refer to the commercial and industrial zones. Change ~~“Section 2.3.115 and 2.5.105”~~ to correctly state **“Section 2.3.135 and 2.5.125”**.
9. On page 2-14, modify Table 2.5.110 [Permitted Uses] to separate item 1 under Industrial Uses into two separate uses: (1) Heavy Manufacturing and assembly, and (2) Processing of raw materials. This is

currently listed as one use; proposed change would provide options to allow both uses together or separately. Both uses would remain not permitted in the M-1 zone and conditionally permitted in the M-2 zone.

10. On page 2-17, copy reference from Section 2.1.130.D (Outdoor Sales/Display) to add an item D to Section 2.6.110 (Accessory Uses and Structures), so there is a cross-reference and consistency with the standards listed for Accessory Uses and Structures.
11. On page 2-27, correct Section reference, so it reads “as defined in this section ~~3-29.040~~”. Section 3.29.040 does not exist.
12. On page 2-29, correct Section 2.6.190.D.2 [Building Code Compliance] to reference to the Roseburg code and delete words “~~Roseburg code chapter 16.05 and~~”.
13. On page 2-37, add reference to Section 2.6.240 [Agriculture, Livestock] to clarify which zones allow agricultural uses and livestock, which would be the **FR-75 and residential zones only**.
14. On page 3-21, consider modifying Section 3.3.140.B.2 [Fences and Walls] to delete reference to “etc.” as part of the exception to the four (4) foot height limitation for the height of fences and walls along or within the front yard setback. Current exception states “(except decorative arbors, gates, etc.)”
15. On page 3-23, modify Table 3.4.120.A [Vehicle Parking, Minimum Standards Option] to delete reference to no parking required for Accessory Dwellings, and add requirement for one parking space per dwelling unit. This will be consistent with the standards listed in Section 2.6.100.D [Accessory Dwellings], which states that one off-street parking space is required for an accessory dwelling unit.
16. On pages 3-33 & 3-34, modify Table 3.5.110F [Street and Pathway Design Standards] for Local Residential Streets with parking on both sides to state 10’ instead of 9’-10’ for motor vehicle travel lanes. This item needs clarified with the TSP (which states 11’-14’ for local res streets with parking on both sides).
17. On page 3-40, correct typo in Section 3.5.110.H [Future Street Plan and Extension of Streets] for length of temporary turnarounds for street stubs over 150 feet in length.
18. On page 3-42, modify Section 3.5.110.M.2 [Cul-de-sacs] to update minimum required radius of circular turnarounds, which is currently forty (40) feet. Based upon recent discussions with the Fire Department, the minimum radius should be forty-eight (48) feet to comply with Fire Code. More review is necessary to verify if this change is required elsewhere, such as other tables, code text, including the TSP, etc. Also, confirm if the cul-de-sac is less than 150 feet, is 48 ft. still required for the turnaround??
19. For Type II, Type III and Type IV application procedures (Sections 4.2.130, 4.2.140 & 4.2.150), modify references to sections on Notice of Application, Notice of Public Hearing, Notice of Decisions, Appeal of Decisions, Who May Appeal and Appeal Procedures, as applicable, to add the titleholder of the subject property to the list of those notified and those who can appeal an application. Currently, the Development Code only lists the applicant. However, there are times when the applicant may be different than the titleholder of the subject property. Amending the text would clarify that the applicant and/or titleholder of the subject property both have legal standing in the application process.
20. On page 4-4, modify Table 4.2.110 [Approval by Type of Application and Decision-making Procedure] to clarify types of applications for Variances. Based upon application standards in Section 5.2 [Variances],

modify table as follows: Modify Class A to add Type II so it states Type I or II, and modify Class B so it states Type II or III, with no change for Class C variances.

21. On pages 4-7 and 4-10 – clarify wording for “final” decision vs. tentative approval with conditions (i.e. such as a land partition or subdivision)...
22. On page 4-9, is posting on subject property of notices of public hearing still required under state law? If not, consider updating and removing posting of notices (i.e. for those applications that do not require it). It is usually required still for vacations or annexations, etc.
23. On page 4-13, modify Section 4.2.150.D.2.c [Type IV Procedure] to update and correct reference to notices sent to DLCD. DLCD notices no longer require at least 45 days’ notice. Under current state law, DLCD must receive notices at least 35 days prior to first evidentiary public hearing.
24. On page 4-22 (site plan reviews) and page 4-28 (subdivisions), clarify the length of time for phased development? Two years from what date?
25. On page 4-24, consider modifying Section 4.4.120.D.2 [Modifications and Extensions] to allow more than one 1-year extension for a subdivision or land partition. Currently, only a one year extension of the tentative approval is permitted. Consider modifying to allow additional extensions. For example, consider additional one-year extensions for a maximum of five (5) extensions, subject to the Section 4.4.120.D.2 for written request of the extension, etc.
 - a. Also, address Phased Development so as to allow additional time to complete phases in a development...
26. On page 4-30, performance guarantee (which includes irrevocable letter of credit, surety bond or cash) – consider adding other means of guarantee, such as a cash deposit with an escrow company?
27. On page 4-32 to 4-33 – property line adjustments, review approval criteria. City does not have a requirement for the same zoning? Does this need modified?
28. On page 4-33, modify Section 4.4.210.D.1 [Recording Property Line Adjustments] to change length of time for approval of a property line adjustment from 90 days to one (1) year to provide ample time to complete the tentative approval and applicable conditions of approval.
29. On page 4-16, consider modifying Section 4.2.160.D [General Provisions, Scriveners’ Errors]. Also, should this section be moved to the front of the Code document for ease of use? Currently, Section 4.2.160.D states: *“The planning director has the authority to correct scrivener’s errors in adopted findings of fact and decision documents”*. No reference is made to enable the Planning Director to correct scrivener’s errors or make minor text corrections to the City Comprehensive Plan and its associated documents or the Sutherlin Development Code. Consider adding the following language, which should probably be reviewed by the City Attorney to make sure change is consistent with remainder of code:

Minor Text Corrections.

The City Manager may correct the Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan, without prior notice or hearing, so long as the City Manager does not alter

the sense, meaning, effect, or substance of any adopted ordinance and, within such limitations, the City Manager may:

1. Renumber chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals, objectives, and policies of Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan;
2. Rearrange chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals, objectives, and policies;
3. Change reference numbers to agree with renumbered chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals, objectives, and policies;
4. Delete references to repealed chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals objectives, and policies;
5. Substitute the proper chapter, article, section, subsection, finding, goal, objective, or policy numbers;
6. Change capitalization and spelling for the purpose of uniformity;
7. Correct manifest clerical, grammatical or typographical errors; and,
8. Change the name of an agency by reason of a name change prescribed by law.

The City Manager shall maintain a record, available for public access, of all corrections made under this Section.

Corrections to the Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan made by the City Manager pursuant to this Section are prima facie evidence of the law, but they are not conclusive evidence. If any correction to the Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan made pursuant to this Section differs in sense, meaning, effect, or substance from any adopted ordinance, the adopted ordinance shall prevail.

Part 2 – Mixed Use Industrial Zoning District (Section 2.5, Industrial Districts)

1. Add new zoning district and development standards to the Industrial Zoning Districts for a mixed use industrial zone which would allow a variety of mixed residential, commercial and light industrial uses.

Part 3 – Sign Ordinance Revisions (Section 3.7, Signs)

1. See draft modifications to the sign code of Section 3.7 [Signs] for pages 3-50 to 3-62. The intent of the revisions is to streamline the sign code and make it easier to use and enforce.

FOR YOUR INFORMATION

LAND USE ACTIVITY WORKSHEETS

2016-31	667 W. Central Ave
2016-32	111 S. Umpqua
2016-33	1956 Culver Loop
2016-34	811 E Central
2016-35	112 Clover Leaf Loop
2016-36	248 Johnson St
2016-37	630 Brooks Loop
2016-38	634 Brooks Loop
2016-39	880 Valley Vista




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


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-31	APPLICANT R & S AUTO SERVICES CORP 122 ROSE AVE MYRTLE CREEK OR 97457 541-580-0297	OWNER R & S AUTO SERVICES CORP 122 ROSE AVE MYRTLE CREEK OR 97457 541-580-0297
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SITE INFORMATION

SITE ADDRESS 667 W CENTRAL AVE	TAX ACCOUNT NUMBER R51039	M-TL 25-05-17CC-04300	SIZE (ACRES) 0.29
IMPROVEMENT AUTO REPAIR & SALES			
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 667 W. CENTRAL AVE ON THE LEFT.			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 7-06-2016			

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 12 PARKING SPACES		
BUILDING HEIGHT 35 FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL: REFER TO: Douglas County Building APPROVAL OF AUTO REPAIR & SALES. 12 PARKING SPACES REQUIRED. LANDSCAPING & PARKING REQUIREMENTS TO BE MET PRIOR TO CERT OF OCC. COORDINATION OF BACKFLOW DEVICE WITH CITY PUBLIC WORKS REQUIRED. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 	DATE JULY 6, 2016	EXPIRATION DATE JULY 6, 2017		
PUBLIC UTILITIES	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO	




Community Development
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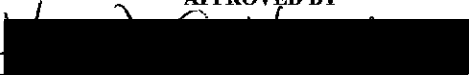
CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

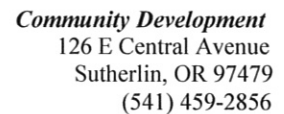
WORKSHEET NUMBER 2016-32	APPLICANT KEVIN KENNADAY 10580 N. MYRTLE RD MYRTLE CREEK OR 97457 541-817-6877	OWNER CITY OF SUTHERLIN 126 E CENTRAL AVE SUTHERLIN OR 97479 541-459-2856
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SITE INFORMATION

SITE ADDRESS 111 S. UMPQUA ST	TAX ACCOUNT NUMBER R56289	M-TL 25-05-17DC-11700	SIZE (ACRES) 0.31
IMPROVEMENT INTERIOR REMODEL OF EXISTING CIVIC AUDITORIUM BLDG			
EXISTING STRUCTURES (NUMBER AND TYPE) CIVIC AUDITORIUM		DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE FROM I-5, EAST ON CENTRAL, TURN RIGHT ON UMPQUA TO 111 S. UMPQUA ST.			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: 7/11/16	

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 35 FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL: REFER TO: Douglas County Building				
APPROVAL OF INTERIOR REMODEL OF EXISTING CIVIC AUDITORIUM BLDG. NO NET INCREASE IN FLOOR AREA. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 	DATE JULY 11, 2016	EXPIRATION DATE JULY 11, 2017		
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	



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 2,042 SQ FT SFD W/ ATTACHED GARAGE ON LOT 92 OF KNOLLS ESTATES PHASE 2. MUST MEET CONDITIONS OF ATTACHED GEOTECH REPORT. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 	DATE JULY 28, 2016	EXPIRATION DATE JULY 28, 2017		
PUBLIC UTILITES	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 2016-34	APPLICANT VANCOUVER SIGN GROUP 2600 NE ANDRESEN RD #50 VANCOUVER WA 98661 360-693-4773	OWNER C & K MARKET INC 811 CENTRAL AVE SUTHERLIN OR 97479 541-412-3099
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SITE INFORMATION

SITE ADDRESS 811 E CENTRAL	TAX ACCOUNT NUMBER R41363	M-TL 25-05-16CA-07000	SIZE (ACRES) 1.62
IMPROVEMENT REPLACE EXISTING WALL SIGN ON EXISTING COMMERCIAL BUILDING (SHOP SMART)			
EXISTING STRUCTURES (NUMBER AND TYPE) COMMERCIAL BUILDING		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL TO 811 E CENTRAL.			

As, for, or on behalf of, all property owners:

Applicant Signature: SEE ATTACHED Date: _____

PLANNING DEPARTMENT INFORMATION

ZONING C3	OVERLAYS None
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SETBACKS

FRONT GARAGE 0 FT	FRONT PROPERTY LINE 0 FT	REAR 0 FT	SIDE 0 FT	EXT. SIDE 0 FT
SIGN CODE SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 20 FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		

CONDITIONS OF APPROVAL: **REPLACEMENT OF EXISTING WALL SIGN FOR EXISTING COMMERCIAL BUILDING (SHOP SMART). PER DEVELOPMENT CODE - WALL SIGNS – AGGREGATE AREA OF ALL SIGNS SHALL NOT EXCEED 1 ½ SQ FT FOR EACH LINEAR FOOT OF BUSINESS FRONTAGE, SECONDARY FAÇADE IS 2 SQ FT FOR LINEAR FOOT OF BUSINESS FRONTAGE.**

REFER TO: **Douglas County**

APPROVED BY 	DATE JULY 28, 2016	EXPIRATION DATE JULY 28, 2017
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO
		ACCESS PERMIT NO



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

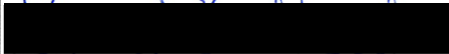
CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-35	APPLICANT WEBER PROPERTIES PO BOX 23408 EUGENE OR 97402 541-687-8445	OWNER WEBER PROPERTIES PO BOX 23408 EUGENE OR 97402 541-687-8445
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SITE INFORMATION

SITE ADDRESS 112 CLOVER LEAF LOOP	TAX ACCOUNT NUMBER R130445	M-TL 25-05-19B-00317	SIZE (ACRES) 0.57
IMPROVEMENT INSTALL 65-FOOT, DOUBLE-SIDED 229 SQ FT FREEWAY SIGN			
EXISTING STRUCTURES (NUMBER AND TYPE) QUICK SERVICE RESTAURANT PER W/S 2016-23		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE WEST ON CENTRAL, TURN RIGHT ON DAKOTA STREET, RIGHT ON CLOVER LEAF 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 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 SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 20 FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL: INSTALL 65-FOOT DOUBLE SIDED 229 SQ FT FREEWAY GROUND SIGN FOR QUICK SERVICE RESTAURANT APPROVED PER W/S 2016-23. VARIANCE TO GROUND SIGN HEIGHT & SIZE APPROVED PER PLANNING DEPT FILE NO. 16-S005. SIGN SHALL NOT PROJECT INTO PUBLIC RIGHT OF WAY.				
APPROVED BY 	DATE AUGUST 1, 2016	EXPIRATION DATE AUGUST 1, 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 2016-36	APPLICANT RICHARD ALLAN OLSON 248 JOHNSON ST SUTHERLIN OR 97479 541-784-6328	OWNER RICHARD ALLAN OLSON 248 JOHNSON ST SUTHERLIN OR 97479 541-784-6328
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SITE INFORMATION

SITE ADDRESS 248 JOHNSON ST	PROPERTY ID NO. R57920	M-TL 25-05-19AA-06500	SIZE (ACRES) 0.18
IMPROVEMENT CONSTRUCT ADDITION (SHOP) ONTO EXISTING 1976 SFD			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD W/ ATTACHED GARAGE		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, TURN RIGHT ON HAWTHORNE, LEFT ON DEAN, RIGHT ON JOHNSON TO PROPERTY ON THE LEFT.			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 5-1-16			

PLANNING DEPARTMENT INFORMATION

ZONING R1	OVERLAYS None			
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT-1 STORY 10FT -2STORY	EXT. SIDE 15FT-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 (SHOP) ONTO EXISTING 1976 SFD; MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 	DATE AUGUST 1, 2016	EXPIRATION DATE AUGUST 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
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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-37	APPLICANT PREMIER HOME CONSTRUCTION PO BOX 643 WINCHESTER OR 97495 541-430-7218	OWNER PREMIER HOME CONSTRUCTION PO BOX 643 WINCHESTER OR 97495 541-430-7218
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SITE INFORMATION

SITE ADDRESS 630 BROOKS LOOP	PROPERTY ID NO. R133656	M-TL 25-05-21BD-03000	SIZE (ACRES) 0.45
IMPROVEMENT CONSTRUCT 1634 SQ FT SFD W/ ATTACHED GARAGE ON LOT 47 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 TO BROOKS LOOP			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 8/21/16			

PLANNING DEPARTMENT INFORMATION

ZONING R1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT-1 STORY 10FT -2STORY	EXT. SIDE 15FT-1STORY 15FT-2STORY
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 2 SPACES		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT 1634 SQ FT SFD W/ ATTACHED GARAGE ON LOT 47 OF FOREST HEIGHTS SUBDIVISION; MUST MEET ZONE/SETBACK REQS. SEE ATTACHED ACCESS & UTILITY EASEMENT FOR THE USE OF LOTS 46, 47 & 48 OF FOREST HEIGHTS SUBDIVISION.				
APPROVED BY 		DATE AUGUST 2, 2016	EXPIRATION DATE AUGUST 2, 2017	
FEES	25.00	RECEIPT #		
PUBLIC UTILITIES	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO	




Community Development
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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-38	APPLICANT PREMIER HOME CONSTRUCTION PO BOX 643 WINCHESTER OR 97495 541-430-7218	OWNER PREMIER HOME CONSTRUCTION PO BOX 643 WINCHESTER OR 97495 541-430-7218
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SITE INFORMATION

SITE ADDRESS 634 BROOKS LOOP	PROPERTY ID NO. R133655	M-TL 25-05-21BD-03100	SIZE (ACRES) 0.29
IMPROVEMENT CONSTRUCT 1486 SQ FT SFD W/ ATTACHED GARAGE ON LOT 46 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 TO BROOKS LOOP			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 8/10/16			

PLANNING DEPARTMENT INFORMATION

ZONING R1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT-1 STORY 10FT -2STORY	EXT. SIDE 15FT-1STORY 15FT-2STORY
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 2 SPACES		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT 1486 SQ FT SFD W/ ATTACHED GARAGE ON LOT 46 OF FOREST HEIGHTS SUBDIVISION; MUST MEET ZONE/SETBACK REQS. SEE ATTACHED ACCESS & UTILITY EASEMENT FOR THE USE OF LOTS 46, 47 & 48 OF FOREST HEIGHTS SUBDIVISION.				
APPROVED BY 		DATE AUGUST 11, 2016	EXPIRATION DATE AUGUST 11, 2017	
FEES	25.00	RECEIPT #		
PUBLIC UTILITIES	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO	




Community Development
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CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2016-39	APPLICANT PREMIER HOME CONSTRUCTION PO BOX 643 WINCHESTER OR 97495 541-430-7218	OWNER PREMIER HOME CONSTRUCTION PO BOX 643 WINCHESTER OR 97495 541-430-7218
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SITE INFORMATION

SITE ADDRESS 880 VALLEY VISTA	PROPERTY ID NO. R132003	M-TL 25-05-21BA-03100	SIZE (ACRES) 0.45
IMPROVEMENT CONSTRUCT 1688 SQ FT SFD W/ ATTACHED GARAGE ON LOT 19 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 TO VALLEY VISTA			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 8/10/16			

PLANNING DEPARTMENT INFORMATION

ZONING RH		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT-1 STORY 10FT -2STORY	EXT. SIDE 20FT-1STORY 20FT-2STORY
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 2 SPACES		
BUILDING HEIGHT 35FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
CONSTRUCT 1688 SQ FT SFD W/ ATTACHED GARAGE ON LOT 19 OF COOPER CREEK ESTATES; MUST MEET ZONE/SETBACK REQS. MUST MEET THE REQUIREMENTS OF THE ATTACHED GEOTECH REPORT.				
APPROVED BY 	DATE AUGUST 11, 2016	EXPIRATION DATE AUGUST 11, 2017		
FEES	25.00	RECEIPT #		
PUBLIC UTILITIES	CITY WATER YES	CITY SEWER YES	ACCESS PERMIT NO	

PLANNING COMMISSIONER TRAINING REGISTRATION

One form per person (duplicate as needed)

Name: _____

Title: _____

Organization: _____

Address: _____

City/ Zip: _____

Phone: _____

E-mail: _____

Registration Fee:

- OCPDA Member City—\$50/person
- Non-OCPDA Member City—\$75/person
- See reverse side for cancellation policy.

Registration Deadline:

Wednesday, September 14th, 2016

Payment:

Make Checks Payable to OCPDA

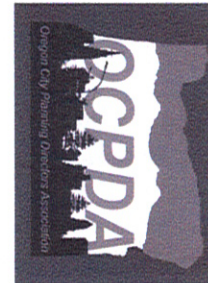
Mail Checks and Registration to:

OCPDA

C/O League of Oregon Cities

1201 Court St. NE, Suite 200

Salem, OR 97301



Oregon City Planning
Directors Association
League of Oregon Cities
1201 Court St. NE, Suite 200
Salem, Oregon 97301

Planning Commissioner Training

Sponsored by

Oregon City Planning
Directors Association



September 29, 2016

1:00 pm to 4:30 pm

The Grand Hotel in Salem,
Marion Room
201 Liberty Street SE
Salem, Oregon 97301
(503) 540-7800



The Oregon City Planning Directors Association is pleased to offer its annual Planning Commissioner Training to City and County Commissioners and staff. This training is offered in coordination with the Annual Conference of the League of Oregon Cities.

The OCPDA is committed to offering affordable educational opportunities to elected and appointed officials. Join fellow citizen planners for this exciting opportunity to discuss planning issues from around the state.

Register now to reserve your seat.

TRAINING TOPICS

1:00 - 2:00

Public Meetings, Ethics, and Carrie's Rules of Order

Learn how to run an effective public meeting, filter public testimony, and avoid common legal pitfalls associated with open meetings, ethics, and conflicts of interest.

Session led by Carrie Richter, Land Use Attorney and Adjunct Professor, Land Use Law, Lewis & Clark Law School and PSU Center for Urban Studies.

2:15 - 3:15

Why can't we get more people involved in the planning process?

Discuss successful ways to engage your citizens, communicate with the public, and how to work effectively with your elected officials.

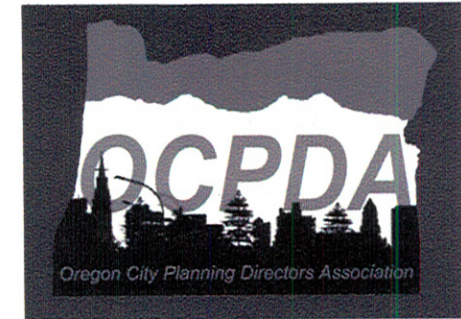
Session led by Kirstin Greene, Managing Principal of Cogan Owens Greene.

3:30 - 4:30

Accomplish the right things with ease.

In this roundtable discussion, hear from a panel of seasoned planning commissioners and professional planners about their successes and failures over the past year. We will discuss current trends in planning, dealing with difficult people, and the issues that have made us pull our hair out.

Session led by Aquilla Hurd-Ravich, City of Tualatin Planning Manager; President, OCPDA.



Cancellations and Refunds:

A 50% refund will be issued for cancellations after the registration deadline of September 14, 2016. Full refunds will be issued for cancellations prior to the deadline.

Questions:

Brian Davis
OCPDA Secretary
541-492-6750
bdavis@cityofroseburg.org

Or

Bob Richardson
(541) 917-7555
bob.richardson@cityofalbany.net