



**City of Sutherlin  
Planning Commission Meeting  
Tuesday, January 16, 2024  
7:00 p.m. – Sutherlin Civic Auditorium  
Agenda**

**Pledge of Allegiance**

**Introduction of Media**

**Election of Chair and Vice-Chair**

**Approval of Minutes**

November 21, 2023 – Regular Meeting

**2023 Year Review**

**Monthly Activity Report**

**Public Comment**

**Commission Comments**

**Adjournment**

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

**COMMISSION MEMBERS PRESENT:** Michael Hogsett, John Banducci, Tom Schaub, Tom Maloney, Adam Sarnoski and Norman Davidson

**COMMISSION MEMBERS EXCUSED:** Alan Woods

**COMMISSION MEMBERS ABSENT:** None

**CITY STAFF:** Jamie Fugate, City Planner and Brandi Medeiros, Community Development Assistant

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

**MEDIA PRESENT:** None

**AUDIENCE:** Dian and Larry Cox, Jim and Mary Dennis and Brent and Anita Hunsaker

**VIA ZOOM:** None

**FLAG SALUTE**

**APPROVAL OF MINUTES**

A motion made by Commissioner Banducci to approve the minutes of the October 17, 2023 Planning Commission meeting; second made by Commissioner Hogsett.

In favor: Commissioners Banducci, Schaub, Hogsett, Maloney, Sarnoski and Chair Davidson

Opposed: None

Excused: None

Motion carried unanimously

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

1. **SAM ROBINSON, ET/AL**, request for a Comprehensive Plan Map Amendment from Low Density Hillside to Medium Density and Zone Map Change from (RH) Residential Hillside to (R-2) Medium Density Residential on a 3.81 acre property located on the east side of Fir Grove Lane and inside the City of Sutherlin. The subject property is described as Tax Lot(s) 201, 300 and 400 in Section 19C, T25S, R5W, W.M., and Property I.D. Nos. R46993, R47000 and R47007. **PLANNING DEPARTMENT FILE NO. 23-S010.**

A motion was made by Commissioner Schaub to approve the Finding of Facts and Decision for a Comprehensive Plan Map Amendment and Zone Map Change on a 3.81

acre subject properties. **PLANNING DEPARTMENT FILE NO. 23-S010.** Motion seconded by Commissioner Maloney.

In favor: Commissioners Banducci, Schaub, Hogsett, Maloney, Sarnoski and Chair Davidson

Opposed: None

Excused: None

Motion carried unanimously

2. **GOODFELLAS OF SUTHERLIN**, request for a Subdivision to be developed in three phases that total 91 lots on a 22.00± acre portion of the 193.11 acre subject property. The subject property is located north of Scardi Blvd in the City of Sutherlin. The subject property is described as Tax Lot 1500 in Section 7, and Tax Lot(s) 100 and 203 in Section 18, all in T25S, R5W, W.M; Property ID Nos. R20392; R21680 and R138405. It is designated Low Density and Low Density Hillside by the Sutherlin Comprehensive Plan and zoned (R-1) Low Density Residential and (RH) Residential Hillside. **PLANNING DEPARTMENT FILE NO. 23-S009.**

Commissioner Schaub addressed the commissioners with the need of a road to Stearns Lane, referencing item #10 (Staff Report) requiring the applicant to construct an emergency access road. Commissioner Schaub asked the commission to amend item #10, that after 10 homes are constructed they require a road be constructed from Pebble Creek out to Stearns Lane. Commissioner Schaub stated that in Paradise, California fire and the lack of roads to get out of town. Commissioner Schaub suggests and recommends the Planning Commission to require a permanent road and would like the staff report amended. **Jamie Fugate, City Planner**, responded to the commission that the public hearing was held and is closed, so they cannot amend a condition. Commissioner Schaub stated the commission has danced around requiring a road for years. Mrs. Fugate explained the fire and applicable approval criteria that the decision is required to address. An EMS road is listed as a condition of approval and for the developer to put in a permanent road through vacant (industrial) land that is being nationally advertised, with the anticipation of development the permanent road would then need to be relocated.

A motion was made by Commissioner Banducci to approve the Finding of Facts and Decision for a Subdivision to be developed in three phases that total 91 lots on a 22.00± acre portion of the 193.11 acre subject property. **PLANNING DEPARTMENT FILE NO. 23-S009** Motion seconded by Commissioner Sarnoski.

In favor: Commissioners Banducci, Hogsett, Maloney, Sarnoski and Chair Davidson

Opposed: None

Abstained: Schaub (conflict of interest)

Motion carried unanimously

**MONTHLY ACTIVITY REPORT** – Commissioner Sarnoski asked if Waite Street is going to be improved or a crosswalk installed. **Jamie Fugate, City Planner** responded that currently the engineering for Waite Street improvements is being done to make the Safe Routes to School grant application stronger. The engineering component has been the missing piece to the previous applications submitted for the grant. No other questions/comments were stated.

**PUBLIC COMMENT** – No public comments.

**COMMISSION COMMENTS** – No commissioner comments.

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

Respectfully submitted,

\_\_\_\_\_  
Jamie Fugate, City Planner

**APPROVED BY COMMISSION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

\_\_\_\_\_  
Norman Davidson, Commission Chair

DRAFT



# City of Sutherlin

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## MEMORANDUM

**TO:** Planning Commission Members  
Kristi Gilbert, Community Development Director

**FROM:** Jamie Fugate, City Planner

**RE:** 2023 Sutherlin Year End Report

2023 was another busy year for Community Development Department with many projects, both small and large, along with the continuation of projects from the previous year(s), and coordination and assisting other City Staff and Departments. Additional projects are continually updated on your monthly activity report.

The following is a list of activities that have occurred during 2023, which helps to identify a portion of the work performed, as well as a list of items to focus on for 2024.

### MEETINGS:

#### 9 Planning Commission Meetings:

- PC Workshops (2)
  - Recreational Vehicle Occupancy
  - Potential Code Updates
- Public Hearings on land use actions (5)
  - Plan Amendment/Zone Change (1)
  - 91-lot Subdivision (1)
  - Conditional Use Permit and Tree Harvesting – greater than 5 acres (2)

#### City Council Meetings:

- Public Hearing for quasi-judicial application
- Updates, information and projects for Council Business:
  - Ford's Pond
  - Cooper Creek Camping update
  - Council priorities
  - Recreational Vehicle (RV) Occupancy
  - Urban Renewal – Downtown Parking Lot Improvements
  - Nonpareil Water Treatment Plant (NWTP)
  - Exit 136/Dakota Street Signal proposal
  - Hartley Park – Bike Park
  - Seismic Grants for Police Department and Fire Department
  - Natural Hazard Mitigation Plan (NHMP)
  - ARTS Grant – Flashing Beacon(s)
  - USDA Compost and Waste Reduction Pilot Project

## **29** Pre-application conferences on development proposals were conducted

- League of Oregon Cities (LOC) – attended the LOC conference
- ODOT – development of Exit 136, Hwy 138W and Signalization at Dakota Street
- Explore UCC Event – Community Development attended

## **LAND USE APPLICATIONS:**

### **17** Land Use Applications

- 1 Comprehensive Plan Map and Zoning Map Amendments
- 1 Subdivision
- 2 Conditional Use Permit and Tree Harvesting (greater than 5 acres)
- 2 Land Partitions
- 5 Property Line Adjustments
- 1 Temporary Use Permit
- 1 Tree Harvesting (less than 5 acres)
- 3 Variance (Class A)
- 1 Variance (Class B)

### Worksheets, Land Use Compatibility (LUC's) and Letters:

- 101 Planning Clearance Worksheets processed
- 4 Land Use Compatibility statements processed
- Multiple Code Enforcement, zoning verification and various property research letters

### **24** Right-of-Way Permits

## **SPECIAL PROJECTS & INQUIRIES:**

- Research, outreach and coordination with affected property owners, governmental agencies and staff on future development of Exit 136, State Highway 138 West and Dakota Street road improvements
- iWorQ's – Community Development computer program
- Tesla 51 Stall Supercharger Station – grand opening (March)
- Evergreen Family Medical Ribbon Cutting Ceremony (June)
- Fort McKay Planned Unit Development – Phase 1 platted, homes being constructed
- Phase 3 of Fairway Ridge – infrastructure being installed/constructed
- Sutherlin Sanitation – approval for relocation, expansion
- Urban Renewal Downtown Development
- Development on properties annexed into the City with the 2017 UGB Exchange/Annexation applications
- Housing needs, future Development Code Amendments as required by Oregon Legislative and adopted House Bills
- STEP System agreement created and put into operation
- Inquiries and meetings about several potential residential, commercial and/or industrial developments on various sites



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## *City of Sutherlin*

Date: January 9, 2024  
To: Planning Commission  
From: Community Development  
Re: Monthly Activity Report

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

### **COMMUNITY DEVELOPMENT**

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

At the May 8, 2023, City Council awarded the bid to JRT Construction, LLC in the amount of \$1,884,038.16. Construction started on June 5<sup>th</sup> and has made great progress this summer. Improvements to date include: excavating, grading, construction of the pavilions, restrooms, ADA access ramps, sidewalks, concrete seating area, raised planters, installation of Boulder Scramble, logs and log stack, fishing pier, lake boat, beaver ford, two embankment slides, Oodle swing, We-Go-Round, talking tubes, musical instruments, Pump-N-Play & concrete stone, bottle filling station, and wetland mitigation (removal of the blackberry islands).

It has not gone unnoticed that construction has recently slowed. We have experienced multiple delays which have had an impact on the contractor's construction schedule. The delays include receipt of play equipment and back ordered components to the play equipment, receipt of the Nationwide 42 Wetlands Permit from the Army Corp of Engineers to conduct work within the wetlands, and grade design discrepancies.

During the winter construction, the playground site will remain closed to the public with signs and barricades around the playground. City staff will open the two northern restrooms (restrooms closest to the entrance of the path) and remove the outhouses.

With our focus on keeping the project moving forward, the contractor will continue to work where they can throughout the winter. We recognize a majority of the remaining work will be delayed with the anticipation of re-commencing construction in the Spring 2024 and project completion by July 2024.

#### **Seismic Rehabilitation of Fire Station #1 and Police Station**

In December 2022, the City applied for and received Seismic Rehabilitation Grants ("SRG") for the projects through Business Oregon, Infrastructure Finance Authority, based on the applications prepared by ZCS Engineering & Architecture, Inc. The City was awarded \$2,492,700 for the design and construction of Fire Station #1 Seismic Rehabilitation, and \$2,479,180 for the design and construction of the Police Station Seismic Rehabilitation.

City Council awarded the contract for Engineering, Architectural, and Construction Management Services for the Seismic Rehabilitation of Fire Station #1 and the Police Station to ZCS Engineering & architecture at their city council meeting on November 13, 2023. The schedule for the Engineering, Architectural, and Construction Management Services updated (as per the RFP) as follows:

Pre-Design	January - March, 2024
Schematic Design	February - May, 2024
CM/GC Selection	May 2024
Design Development	May - July, 2024
Construction Documents	July - September, 2024
Permitting	September – October, 2024
Bid Period Services	September – October, 2024
CM/GC Max Price	September – October, 2024
Construction Period	October, 2024 – February, 2025

**TRANSPORTATION**

**Downtown Parking Lot**

- Design and Construction Estimate
  - Start date: December 12, 2022
  - Completion date: August 31, 2023
  - Bidding TBD Spring, 2024
  - Construction is estimated to begin TBD Spring/Summer 2024

**Waite Street Improvements**

Civil Solutions Engineering, LLC continues to work through the design and engineering of Waite Street and is working closely with Wetlands and Wildlife, LLC to delineate and define the necessary process with the wetlands as they are identified. The design has been delayed due to the potential necessary wetland impacts to accommodate the improvements to meet street standards and the criteria of Safe Routes to School Standards.

The schedule is as follows:

<del>Contract Negotiation w/ Selected Consultant</del>	<del>August 1, 2023</del>
<del>Award of Project</del>	<del>August 14, 2023</del>
<del>Start Design</del>	<del>August 15, 2023</del>
Complete Design	TBD
Present Final Design to Council	TBD

**UTILITIES**

**Nonpareil Water Treatment Plant Improvement:**

The Design Contract was awarded on January 27, 2020, to The Dyer Partnership Engineers & Planners, Inc. for Engineering Services and Construction Management. On February 24, 2021 @ 2:00pm bids were opened, Stettler Supply & Construction submitted the lowest bid in the amount of \$4,810,485 and has sufficient experience and qualifications to satisfactorily construct the project. On March 8, 2021, City Council Awarded the Construction Contract to Settler Supply Company in the amount of \$4,810,485. Construction started April 2021 and is expected to be completed in 2023.

A walk through for substantial completion was held on September 8, 2023. Project funding close-out activities will begin once the punch list has been accepted by the contractor and punch list items have been completed.



## **LAND USE ACTIVITY**

### **Building Worksheets:**

- 2023-76- 2023-85 on previous Activity Report(s)
- 2023-86 – 138 Elkton St – SFD
- 2023-87 – 623 Tanglewood St – Acc Bldg
- 2023-88 – 1435 Gleason Ave – Interior Remodel
- 2023-89 – 123 W Central Ave – Façade improvement
- 2023-90 – 125 W Central Ave – Façade Improvement
- 2023-91 – 125 W Central Ave – Façade Improvement
- 2023-92 – 505 S State St – SFD
- 2023-93 – 358 N Umatilla St – ADU – Accessory Dwlg Unit
- 2023-94 – 1748 E Fourth Ave – solar panels
- 2023-95 – 201 W Central Ave -
- 2023-96 – 133 Coles Valley Street - SFD
- 2023-97 – 117 Coles Valley Street - SFD
- 2023-98 – 101 Coles Valley Street - SFD
- 2023-99 – 235 W Everett Street -
- 2023-100 – 907 Buttercup Ln – solar panels
- 2023-101 – 0 W Sixth Ave – Park improvement
- 2024-01 – 1328 S Calapooia St – accessory bldg
- 2024-02 – 500 E Fourth Ave – Modular Bldg (classrooms)
- 2024-03 – 940 Fir Grove Lane – interior remodel of accessory bldg

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

- 23-S015 – 23-S016 – on previous Activity Report(s)
- 23-S017 – Short – Property Line Adjustment (PLA)
- 24-S001 – Cameron – Temporary Use Permit (TUP – Circus)

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

- 23-20 – 23-24 – on previous Activity Report(s)
- 24-01 – 103 Clover Leaf – Douglas Fast Net