



**City of Sutherlin  
Planning Commission Meeting  
Tuesday, January 17, 2023  
7:00 p.m. – Sutherlin Civic Auditorium  
Agenda**

**Pledge of Allegiance**

**Introduction of Media**

**Election of Chair and Vice-Chair**

**Approval of Minutes**

October 18, 2022 – Regular Meeting

**2022 Year Review**

**Monthly Activity Report**

**Public Comment**

**Commission Comments**

**Adjournment**

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7:00 PM  
TUESDAY, OCTOBER 18, 2022**

**COMMISSION MEMBERS PRESENT:** Lisa Woods, Tom Maloney, Alan Woods, Norm Davidson, Adam Sarnoski and Michael Hogsett

**COMMISSION MEMBERS EXCUSED:** None

**COMMISSION MEMBERS ABSENT:** None

**CITY STAFF:** Jamie Chartier, City Planner and Brian Elliott, Community Development Director

**AUDIENCE (via Zoom):** None

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

**FLAG SALUTE**

**INTRODUCTION OF MEDIA:** None

**APPROVAL OF MINUTES**

A motion made by Commissioner Davidson to approve the minutes of the September 20, 2022 Planning Commission meeting; second made by Commissioner Maloney.

In favor: Commissioners A. Woods, Davidson, Maloney, Hogsett, Sarnoski, and Chair L. Woods  
Opposed: None  
Excused: None  
Motion carried unanimously with Commissioner.

**PSILOCYBIN REGULATIONS (DISCUSSION/WORKSHOP)**

**Jamie Chartier, City Planner**, stated that due to legal requirements for a legislative procedure staff is proceeding with the proposed Sutherlin Development Code (SDC) changes that would include: Psilocybin definitions, zoning districts, proposed restrictions and process. Because it is unknown if the voters will approve a temporary two-year prohibition, and legal notice requirements we must proceed and be as prepared as possible with the proposed code amendments.

Mrs. Chartier did state that per our September 20, 2022 meeting and proposal from the commissioners to require a Psilocybin Service Center and/or Psilocybin Manufacturing Facility to only be permitted within select zones and for them to be conditionally permitted. This requiring a Conditional Use Permit application to be submitted and processed through a Type III procedure. Chair L. Woods asked if the city attorney clarified if a dance schools, karate studios and parks have the same distance requirements as public or private schools that are listed within ORS 475A. Mrs. Chartier replied that at this time we do not have a clear answer to if we can

place the distance requirement on karate, dance studios or similar business but we will be in contact with our city attorney and ask that question. Another question was asked if someone could apply to have a Psilocybin Service Center and Manufacturing Facility on the same property, this question will also require clarification and an answer from our city attorney.

Mrs. Chartier asked the commissioners to review the proposed code amendments, if they have any additional questions to please reach out to staff and we can try to answer them. She also made sure that in the event the proposed two-year prohibition that is on the ballot does not pass, then the proposed code amendments will be coming back in front of them at their regularly scheduled November meeting for a Public Hearing and their recommendation to City Council.

**ACTIVITY REPORT – Jamie Chartier, City Planner**, asked the commission if they had a chance to review the activity report and if they had any questions. **Brian Elliott, Community Development Director**, gave an update on Ford’s Pond which included securing the notices to proceed, a total in grants and donated funds is approximately 3 million dollars. Mr. Elliott also stated he met with a representative from the Department of State Lands (DSL) out at Ford’s Pond. As a result of that meeting with DSL, the proposed additional path around Ford’s Pond now can be reduced to 640 feet from 0.9-mile. Mr. Elliott has also been meeting with a company about the proposed bathroom and pavilion facility and also the proposed 16’ x 20’ pavilion. Mr. Elliott went on to give a brief update on the downtown parking lot(s), stating that the City has received an estimate for construction and now into design phase.

**COMMISSION COMMENTS – None**

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

Respectfully submitted,

\_\_\_\_\_  
Jamie Chartier, City Planner

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

\_\_\_\_\_  
, Commission Chair



# City of Sutherlin

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## MEMORANDUM

**TO:** Planning Commission Members  
Brian Elliott, Community Development Director

**FROM:** Jamie Chartier, City Planner

**RE:** 2022 Sutherlin Year End Report

2022 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 2022, which helps to identify a portion of the work performed, as well as a list of items to focus on for 2023.

### MEETINGS:

#### 7 Planning Commission Meetings:

- PC Workshops (3)
  - DLCD's Oregon Planning Commission Training
  - Psilocybin Code Amendments
- Public Hearings on land use actions (5)
  - Plan Amendment/Zone Change (1)
  - 29-lot Subdivision and Class C Variance (to road standards)
  - Legislative amendments to the Development Code

#### City Council Meetings:

- Public Hearing for quasi-judicial application
- Updates, information and projects for Council Business
  - Rodeo grounds/Blackberry Festival land property exchange
  - Psilocybin restrictions and information
  - Fee Schedule update

#### 31 Pre-application conferences on development proposals

- Oregon City Planning Directors Association (OCPDA) – Manufactured Housing Forum
- Department of Land Conservation and Development (DLCD) Regional Forum – Housing Planning
- Building Codes on Main Street Workshop

## **LAND USE APPLICATIONS:**

### **18 Land Use Applications**

- 1 Comprehensive Plan Map and Zoning Map Amendments
- 5 Land Partitions
- 2 Major Amendments
- 6 Property Line Adjustments
- 1 Subdivision w/a (1) Class C Variance
- 1 Temporary Use Permits
- 1 Variance (Class A)
- 1 Legislative Amendments to Development Ordinance

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

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

### **43 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
- Central Park Multi-Use Stage completed
- Tesla 51 Stall Supercharger Station – largest in the northwest at time of approval
- Fort McKay Planned Unit Development – Phase 1 infrastructure improvements
- Phase 2 of Fairway Ridge has received 23 out of 25 dwelling approvals
- Phase 3 of Fairway Ridge planning, engineering and infrastructure is happening
- C-1 Downtown Commercial Compliance
- 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
- Inquiries about several potential residential, commercial and/or industrial developments on various sites



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## City of Sutherlin

Date: January 11, 2023  
To: Planning Commission  
From: Community Development  
Re: Monthly Activity Report

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

### **COMMUNITY DEVELOPMENT**

#### **Residential Uses in the Commercial zoned areas**

In the fall of 2019, concerns were raised, and discussions began regarding residential uses in commercial zones. Staff was asked to look at ordinances, development code and interpretations to address the concern of our storefronts turning into boarded up living quarters. After working with our city attorney and obtaining an interpretation of the “residential component” in the commercial zone, staff can now proceed with actions. We began communications with property owners by sending a letter to all commercial buildings within both C-1 (Downtown Commercial District) and C-3 (Community Commercial District), with a 14-day response time. Following the 14-days, staff has sent out a second letter and reached out to individuals that were reported to be out of compliance. A third letter has been sent to two properties that continue to be out of compliance indicating that a citation will be issued if they are not within compliance within ten days of the writing of the letter. Pending court date for 311 East Central Avenue.

#### **Ford’s Pond Grant update**

**At the February 13, 2023, staff will be giving a full update regarding the scope of work, fees and grants.**

City of Sutherlin received Notice to Proceed from LWCF 2020 and the RTP 2020 on August 18, 2022. At the September 12, 2022, City Council meeting, council approved Resolution 2022.11 to amend the current scope of work with DLA. With the approval of resolution 2022.11 staff will be moving forward with a new scope of work and negotiate a new fee with DLA. We anticipate this project to be completed late fall of 2023.

- Land and Water Conservation Fund (LWCF) 2020 grant application (\$205,775.00) is pending Notice to proceed (NTP). We’re anticipating the NTP by the end of May/June 2022. Because of the delay in receiving funding, construction of the additional 0.9-mile paved path won’t happen in 2022. Once we receive the funding, we will still need to submit a joint wetland delineation application for the additional 0.9-mile paved path. It’s estimated that this application process will take at least six months.
- Recreational Trails Program (RTP) 2020 grant application (\$240,808.00) was also for the 0.9-mile paved path, because of the LWCF’s NTP delay. The RTP grant was delayed as well. The RTP grant was identified as matching funds for the LWCF and vice versus.
- Local Government Grant Program (LGGP) 2019 grant application (\$388,531.00). This project should be finalized in February 2022. Scope of work consisted of ADA-accessible parking, signage, picnic tables, benches, site utilities,
- LGGP 2020 grant application (\$517,814.00). Scope of work; ADA-accessible restrooms and

600 feet connectivity sidewalk, two inclusive natural children's play area (design only), three shaded picnic pavilions, site furnishings, landscaping, and security cameras. These funds have been secured, but because of the pandemic, price escalation and securing material and supplies. This project could also be delayed, or scope of work scaled back.

- LWCF 2021 application (\$595,878.70). Submitted, presentation was on February 10, 2022, Scope of work; design/construct additional ADA-parking for RVs/buses, sidewalks, ramps, bioswale, lighting, furnishings, landscaping, security cameras and inclusive play equipment. **City of Sutherlin has been recommended by the Oregon Outdoor Recreation Committee. Recommendations for grant fund distribution will be presented to the Oregon Parks and Recreation Commission for approval at the April 2022 meeting. Recommendations will then be submitted to the National Park Service for final approval.**
- LGGP 2022 presentation July 13, 2022, application # 8218 (\$600,978.00) Inclusive Play Equipment, RV/Overflow ADA – Parking Area. Pending OPRD recommendation and approval.

### **Downtown Parking Lot**

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

### **TRANSPORTATION**

#### **E Central Avenue sidewalk extension improvements (Grove Lane to Opal Street)**

E. Central Avenue sidewalk extension improvement project will consist of constructing 850 +/- linear feet of new six-foot-wide sidewalk, including one (1) ADA ramp and eight (8) driveways along the south side of E. Central Ave, from east of S. Grove Lane to Opal Street.

Design is complete. Bids were opened September 22, 2022. Staff will be presenting a staff report at the October 10, 2022 council meeting, asking council to consider to award the project to the lowest qualified contractor for this project. Construction expected to be complete, March of 2023.

### **UTILITIES**

#### **Nonpareil Water Treatment Plant Improvement – No update**

**Construction update:** With shut down No. 2 being postponed, we're moving forward with shutdown No.3 which started May 2, 2022 and will go through the middle of June. Projects involve in shutdown No. 3 will be replacing the intake pump piping, raw flow meter and some other miscellaneous item. We're not anticipating any water curtailment at this time.

**New construction schedule:** Shut down No. 2 has been postponed from March 1, 2022, through June 30, 2022, to January 31, 2023, to June 30, 2023. Because of major equipment items related to the Nonpareil WTP Improvement project are not scheduled to arrive on site until April or May of 2022. it was mutually agreed with the contractor and the city to postpone shut down No. 2 until 2023. The details regarding this mutually agreed upon change are in process. Delay in equipment items is due to the pandemic.

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.

Construction update: Concrete backwash basins are complete, currently backfilling around basin, removed old stand-by generator, and rewired in temporary location, starting electrical submittals for review.

Water curtailment restrictions were lifted on October 5, 2021. We do anticipate water curtailment measures to be implemented again in 2023 for phase II.

### **Revised schedule**

- ~~Start design February 2020~~
- ~~60% design meeting September 2, 2020~~
- ~~90% design meeting October 7, 2020~~
- ~~Present Final design to City Council January 11, 2021~~
- ~~Bid process and contract award February/March 2021~~
- ~~Council Consideration of Contract March/April 2021~~
- ~~Construction NTP April/May 2021~~
- Complete construction May/June 2023

### **LAND USE ACTIVITY**

#### **Building Worksheets:**

- 2022-77- 2022-83 on previous Activity Report(s)
- 2022-84 – Lot 5, 200 Allison Ave – zero-lot line townhouse
- 2022-85 – Lot 6, 200 Allison Ave – zero-lot line townhouse
- 2022-86 – Lot 7, 200 Allison Ave – zero-lot line townhouse
- 2022-87 – Lot 8, 200 Allison Ave – zero-lot line townhouse
- 2022-88 – 1056 E Fourth Ave – interior remodel
- 2022-89 – 814 Airway – addition to bldg (Orenco)
- 2022-90 – 785 E Central Ave – accessory bldg
- 2022-91 – 959 S Comstock Rd – mini-storage bldg. expansion
- 2022-92 – 835 Forest Heights – SFD (replacing expired WS)
- 2022-93 – 664 Brooks Loop – SFD (replacing expired WS)
- 2022-94 – 662 Brooks Loop – SFD (replacing expired WS)
- 2022-95 – 639 Wildcat Canyon – SFD (replacing expired WS)
- 2022-96 – 702 Divot Loop – SFD (replacing expired WS)
- 2022-97 – 724 Divot Loop – SFD (replacing expired WS)
- 2022-98 – 556 Fairway Estates – SFD (replacing expired WS)
- 2022-99 – 538 Fairway Estates – SFD (replacing expired WS)
- 2022-100 – 1034 Fairway Estates – SFD (replacing expired WS)
- 2022-101 – 328 Dakota St – Temporary Mobile Vendor
- 2022-102 – 1266 S Calapooia St – deck
- 2022-103 – 1472 Duke Ave – deck repair
- 2022-104 – 367 Sunset St – Industrial Bldg
- 2022-105 – 802 Pebble Creek St – SFD
- 2022-106 – 816 Pebble Creek St – SFD
- 2022-107 – 186 Camas St
- 2022-108 – 819 S Comstock, Sp 11
- 2022-109 – 1855 E Sixth Ave



**Active Land Use Applications:**

- 22-S013 – 22-S015 on previous Activity Report(s)
- 22-S016 – Knight – PLA
- 22-S017 – Gill – LP
- 22-S018 – Srikureja - PLA

**Right of Way Applications:**

- 22-33 – 22-34 on previous Activity Report(s)
- 22-35 – N. Comstock and Addison Ave – Avista
- 22-36 – 744 E Third Ave – Avista
- 22-37 – 460 W Sixth Ave – Avista
- 22-38 – E Second Ave to Umatilla St – JT Weaver Construction
- 22-39 – 500 Block of Glen Ave – Avista

- **Downtown Plaza Parking Lot Improvements Design and cost estimates**
  - Start date: December 12, 2022
  - Completion date: March 31, 2023
- **Sutherlin Dog Park Improvements**
  - Completion date: December 21, 2022
- **Ford's Pond Community Park Improvements**
  - Still working on the scope of work and grant amendments
  - Will give an update at the February city council meeting