



**City of Sutherlin  
Planning Commission Meeting  
Tuesday, November 17, 2020  
7:00 p.m. – Sutherlin Civic Auditorium  
Agenda**

**Pledge of Allegiance**

**Introduction of Media**

**Approval of Minutes**

October 20, 2020 – Regular Meeting

**1. SUTHERLIN DEVELOPMENT CODE** – discussion/workshop

**Monthly Activity Report(s)**

**Public Comment**

**Commission Comments**

**Adjournment**

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7:00 PM  
TUESDAY, OCTOBER 20, 2020**

**COMMISSION MEMBERS PRESENT:** William Lee, Richard Price, Norm Davidson and Adam Sarnoski

**COMMISSION MEMBERS EXCUSED:** Chuck Brummel

**COMMISSION MEMBERS ABSENT:** Sam Robinson and Elainna Swanson

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

**AUDIENCE (via Zoom):** None

Meeting called to order at 7:03 pm by Chair Lee.

**FLAG SALUTE**

**INTRODUCTION OF MEDIA:** None

**APPROVAL OF MINUTES**

A motion made by Commissioner Davidson to approve the minutes of the September 15, 2020 Planning Commission meeting; second made by Commissioner Price.

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

Opposed: None

Excused: None

Motion carried unanimously

**SUTHERLIN DEVELOPMENT CODE (DISCUSSION/WORKSHOP)**

**Kristi Gilbert, Community Development Supervisor**, stated this discussion and workshop will be similar to last month's meeting, but to review Chapter's 4 and 5 of the Sutherlin Development Code. Referring back to the proposed updates from the Code Audit conducted in 2019 and hoping to have clear and objective standards and criteria listed for development approval. Also, miscellaneous amendments that will help staff streamline the existing code and/or modify the language to make items easier to reference or clarify them.

Mrs. Gilbert then proceeded to review Chapter 4, explaining the recommended amendments, for example renaming Type IV procedures to Legislative, instead of having two (2) Quasi-judicial procedures. Asking the Commission to give there input or opinion on items. Discussed separating Subdivision, Land Partition and Property Line Adjustment procedures, consensus with the commission they agreed with staff. Mrs. Gilbert continued through Chapter 4, noting to commission to review and email any corrections or additional comments they have.

Continuing with Chapter 5, having minimal changes, with the exception of Section 5.3, Non-Conforming Uses and Development noted the additional criteria added and also the possibility of applying for an application to increase (meeting criteria) the nonconforming use. The Non-Conforming Application shall conform to the requirements of the specific Type I, II or III applications as applicable. Noting this was a recommendation from staff and prior discussion with the commission.

After reviewing the final two (2) chapters, Mrs. Gilbert stated that at the next Planning Commission meeting we will review the entire Sutherlin Development Code in preparation in bringing it back for 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. Chair Lee applauded City Staff on the TSP Adoption and noted their hard work.

**COMMISSION COMMENTS** – None

**ADJOURNMENT** - With no further business the meeting was adjourned at 8:01 pm.

Respectfully submitted,

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

**APPROVED BY COMMISSION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
William Lee, Commission Chair



## City of Sutherlin

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Date: November 10, 2020  
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.

### **COMMUNITY DEVELOPMENT**

#### **Ford's Pond**

Construction continues to be on track. We are still anticipating being complete in late December 2020.

Construction started on August 17, 2020, a lot of earth moving has taken place. The layout of the trail head and parking area is nearly complete.

The improvements will consist of: new asphalt parking area with a total of 39 spaces including four ADA spaces, curbs, gutters, storm water drainage, utilities (water, low pressure sewer and electrical), a new trail from parking area to perimeter trail, perimeter trail 0.8 miles (length will depend on bid amount), interpretative areas, signage, landscaping and seating.

Below is a list of grants that have been submitted in 2020 for additional improvements at Ford's Pond.

- RTPG due June 15, 2020 - \$240,808; construction of 0.9 miles of the path.
- LGGP due April 8, 2020 - \$517,814; ADA Restrooms, sidewalks, two natural play areas and three shaded picnic pavilions.
- LWCF due April 13, 2020 - \$205,775; construction of 0.9 miles path.
- OSMB due June 30, 2020 - \$136,135; ADA compliant boat launch and paved parking.

#### **Central Plaza Park**

Construction is underway, concrete work has been completed, planter boxes are complete, top soil has been delivered, Landscaping to follow. The project is scheduled to be complete late December, 2020.

### **TRANSPORTATION**

#### **Sidewalk/ADA Ramps**

I.E. Engineering is currently working on the construction plans, with a completion date of November 25<sup>th</sup>. We have postponed going out to bid, until January 2021.

Extend sidewalk from Wildwood Lane to existing sidewalk, west of Grove Lane. Approximately 665' in length and will include two ADA ramps in this location and one ADA ramp replacement at Central Park. We are currently in design phase and estimate this project to be completed March 2021.

## **UTILITIES**

### **WWTP Improvement**

- Contractor is currently working on the punch list; substantial completion is estimated for the first week of December 2020.

### **Schoon Mountain Storage Tank and Sixth Avenue & Oak Street Pump station improvements.**

Both projects are 95% complete. We are currently working on the watertight tank test on the Schoon Tank. Once the tank passes the watertight tank test, substantial completion walkthrough/inspections of the tank and booster station (Sixth and Oak) a punch-list will be develop.

- Sixth and Oak Pump station is on-line
- Reservoir in under construction and should be completed by the end of October

### **Nonpareil Water Treatment Plant Improvement.**

No changes, still on schedule.

The Contract was awarded on January 27, 2020 to The Dyer Partnership Engineers & Planners, Inc. for Engineering Services and Construction Management.

### **Revised schedule**

- ~~Start design February 2020~~
- ~~60% design meeting September 2, 2020~~
- ~~90% design meeting October 7, 2020~~
- Present Final design to City Council December 14, 2020
- Bid process and contract award February/March 2021
- Council Consideration of Contract March/April 2021
- Construction NTP April/May 2021
- Complete construction May/June 2022

## **LAND USE ACTIVITY**

### **Building Worksheets**

- 2020-001 -084 on previous Activity Report(s)
- 2020-85 – 811 E Central Ave – sign
- 2020-86 – 1200 E Central, Sp 60 – remodel/repair
- 2020-87 – 852 S Comstock Rd – garage
- 2020-88 – 382 Church Rd – infrastructure, restroom & pavilion
- 2020-89 – 1200 E Central Ave, Sp 46 – MH

### **Active Land Use Applications**

- 20-S001 – 20-S018 on previous Activity Report(s)

### **Right of Way Applications**

- 20-01 – 20-21 on previous Activity Report(s)
- 20-22 – 1341 Duke – Avista Utilities
- 20-23 – 1341 Duke – Pacific Power
- 20-24 – 256 Spence Ave – Charter Communications