



**City of Sutherlin
Planning Commission Meeting
Tuesday, March 21, 2023
7:00 p.m. – Sutherlin Civic Auditorium
Agenda**

Pledge of Allegiance

Introduction of Media

Approval of Minutes

January 17, 2023 – Regular Meeting

Workshop - updates

Monthly Activity Report

Public Comment

Commission Comments

Adjournment

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7:00 PM
TUESDAY, JANUARY 17, 2023**

COMMISSION MEMBERS PRESENT: Norman Davidson, Michael Hogsett, Adam Sarnoski and Alan Woods

COMMISSION MEMBERS EXCUSED: Tom Maloney

COMMISSION MEMBERS ABSENT: None

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

AUDIENCE: None

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

FLAG SALUTE

ELECTION OF CHAIR and VICE CHAIR

A motion was made by Commissioner Sarnoski to nominate Commissioner Davidson as Chair; and Commissioner Woods as vice chair; second made by Commissioner Hogsett.

In favor: Commissioners Hogsett, Sarnoski, Woods and Chair Davidson

Opposed: None

Excused: None

Motion carried unanimously for both, chair and vice chair positions

APPROVAL OF MINUTES

A motion made by Commissioner Woods to approve the minutes of the October 18, 2022 Planning Commission meeting; second made by Commissioner Sarnoski.

In favor: Commissioners Woods, Sarnoski, Hogsett and Chair Davidson

Opposed: None

Excused: None

Motion carried unanimously

2022 YEAR REVIEW

Jamie Chartier, City Planner reviewed the 2022 Sutherlin Year End Report memorandum that was provided in the Planning Commission packets.

MONTHLY ACTIVITY REPORT – No comments or questions.

PUBLIC COMMENT – None

COMMISSION COMMENTS – Commissioner Woods asked how staff prioritizes roads to have maintenance conducted to them. Kristi Gilbert, Community Development Supervisor stated that we work with the Public Works Director on a street inventory what the timeframe is to clean up a property after the house burnt (fire debris). Mrs. Chartier responded that there is not a timeframe requirement in the Sutherlin Development Code, but would check further in the Municipal Code and if needed ask the State Fire Marshal and Douglas County Building Official.

Commissioner Sarnoski asked staff if a rapid flashing beacon would be installed at the intersection of Sea Street and Waite Street. Mrs. Gilbert stated that at this time one is not planned to be installed there, but as road improvements to Waite Street happen or the City is awarded The Safe Routes to School grant, then one would be proposed at that time.

ADJOURNMENT - With no further business the meeting was adjourned at 7:16 pm.

Respectfully submitted,

Jamie Chartier, City Planner

APPROVED BY COMMISSION ON THE _____ DAY OF _____, 2023.

Norman Davidson, Commission Chair



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

City of Sutherlin

Date: March 14, 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

Ford's Pond Grant update

Staff is working with FOFP and DLA on the final bid documents. Advertising for construction will be March 27 through April 17, 2023. Bid opening on April 27, 2023, and City Council consideration of approval May 8, 2023. Start construction on May 15, 2023, and construction complete late Fall of 2023.

TRANSPORTATION

Downtown Parking Lot

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

Sutherlin Recreational Park (ingress/egress)

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

UTILITIES

Nonpareil Water Treatment Plant Improvement:

New construction schedule:

- | | |
|---------------------------|---------------------|
| a. New Coatings | March 6 – 10, 2023 |
| b. Concrete Infill | March 17, 2023 |
| c. Underdrains/Piping | March 20 – 24, 2023 |
| d. RW Pump Station | March/April 2023 |
| e. Treated Water PS | March/April 2023 |
| f. Chemical Feed | March/April 2023 |
| g. Controls Startup | April 14 – 28, 2023 |
| h. WTP Commissioning | May/June 2023 |
| i. Substantial Completion | August 2023 |
| j. Final Payment | September 2023 |

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.

LAND USE ACTIVITY

Building Worksheets:

- 2022-84- 2022-109 on previous Activity Report(s)
- 2022-110 – 339 Kruse St – accessory bldg remodel
- 2023-01 – 231 E Central Ave – accessory bldg. to commercial business
- 2023-02 – 376 Fort McKay (Lot 1) – SFD
- 2023-03 – 376 Fort McKay (Lot 2) – SFD
- 2023-04 – 791 Pebble Creek – swimming pool
- 2023-05 – 791 Pebble Creek – 2 retaining walls
- 2023-06 – 660 S State St – covered deck addition
- 2023-07 – 358 Terrace – interior remodel
- 2023-08 – 382 Church Rd – Restroom & covered area (Fords Pond)
- 2023-09 – 382 Church Rd – 2 Pavilions (Fords Pond)
- 2023-10 – 342 E Sixth Ave – ADU
- 2023-11 – 323 N Comstock – repair damaged wall on church
- 2023-12 – 602 Arnie Ct – SFD
- 2023-13 – 215 W Central Ave – Change in Use (CIU)

Active Land Use Applications:

- 22-S013 – 22-S018 on previous Activity Report(s)
- 23-S001 – Advanced Investment – PLA
- 23-S002 – Brown – CLASS A VARIANCE
- 23-S003 – Avery Building – CLASS A VARIANCE

Right of Way Applications:

- 22-35 – 22-39 on previous Activity Report(s)
- 22-40 – Hastings & Taylor – Avista
- 22-41 – 833 E Central Ave – Javelin Utility Services for Charter
- 22-42 – 1175 E Sixth Ave – Javelin Utility Services for Charter
- 22-43 – 114 E Fifth Ave – Avista
- 23-01 – 112 Eagle Ct – Javelin Utility Services for Charter
- 23-02 – 687 E Central Ave – Javelin Utility Services for Charter
- 23-03 – 785 E Central Ave – Javelin Utility Services for Charter
- 23-04 – 264 Hawthorne - Avista