



**City of Sutherlin
Planning Commission Meeting
Tuesday, June 18, 2024
7:00 p.m. – Sutherlin Civic Auditorium
Agenda**

Pledge of Allegiance

Introduction of Media

Approval of Minutes

April 16, 2024 – Regular Meeting

Psilocybin Update and Discussion

Monthly Activity Report

Public Comment

Commission Comments

Adjournment

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7:00 PM
TUESDAY, APRIL 16, 2024**

COMMISSION MEMBERS PRESENT: Michael Hogsett, John Banducci, Tom Maloney, Tom Schaub, Alan Woods and Adam Sarnoski

COMMISSION MEMBERS EXCUSED: Norman Davidson

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 Banducci

MEDIA PRESENT: None

AUDIENCE: None

VIA ZOOM: None

FLAG SALUTE

APPROVAL OF MINUTES

A motion made by Commissioner Woods to approve the minutes of the March 16, 2024 Planning Commission meeting; second made by Commissioner Sarnoski.

In favor: Commissioners Woods, Maloney, Schaub, Hogsett, Sarnoski and Chair Banducci
Opposed: None
Excused: None
Motion carried unanimously

APPROVAL OF FINDINGS OF FACT(S)

1. **RYAN SHORT and BRENT SHORT**, request for a Comprehensive Plan Map Amendment from Community Commercial to High Density and Zone Map Change from (C3) Community Commercial to (R3) Multifamily Residential on a 0.13± acre portion of the 0.26 acre property. **PLANNING DEPARTMENT FILE NO. 24-S002.**

A motion was made by Commissioner Sarnoski to approve the Finding of Facts and Decision for a Comprehensive Plan Map Amendment and Zone Change on a 0.13± acre portion of the subject property. **PLANNING DEPARTMENT FILE NO. 24-S002.** Motion seconded by Commissioner Hogsett.

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

Opposed: None
Excused: None
Motion carried unanimously

MONTHLY ACTIVITY REPORT – Commissioner Sarnoski asked where are we at with the turtle permitting process at Ford’s Pond. **Brandi Medeiros, Community Development Assistant**, stated that she has not heard any additional updates since our last meeting, nor has Kristi Gilbert provided her an update or have heard from the Army Corp of Engineers. It is one of those (species) that can be listed at any point between now and October. If the turtle species does get listed, then we will proceed with the necessary permitting process through the Army Corps of Engineers. Commissioner Sarnoski then asked if they (JRT Construction) is moving forward on the walkway, playground and stuff? Mrs. Medeiros replied that yes, they are onsite as of today and working towards getting the path and playground completed.

PUBLIC COMMENT – No public comments.

COMMISSION COMMENTS – Chair Banducci asked the Commissioner’s what they thought of the Planning Commission Training that was conducted in March. The Commissioners all were in agreeance that it was a very well, put together training that was very enlightening.

Commissioner Woods asked staff if there is a construction schedule for the seismic rehabilitation upgrades that are proposed. **Brandi Medeiros, Community Development Assistant** responded that it is tentative as of right now, however there is a preliminary construction schedule that we can provide via email.

Chair Banducci asked with the Nonpareil Water Treatment Plant (NPWTP) upgrades, how many more houses can be built in Sutherlin, that the plant can accommodate? **Jamie Fugate, City Planner** stated that she is unsure of an exact number that it will be able to serve, and at the same time the City is trying to increase their water right allotment and proceed with the intertie with Umpqua Basin Water Association. Commissioner Sarnoski believes that when the NPWTP was constructed, that the DEQ (Department of Environmental Quality) stated it will be beneficial for 100 years. The conversation continued about the availability of flat, level, buildable land and as development continues it is not the water capacity available, but the elevation of the existing water tanks hindering development on vacant hillsides.

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.

John Banducci, Commission Chair



126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

Date: June 11, 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 5th, 2023. 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).

Construction slowed through the winter due to weather and multiple delays which have had an impact on the contractor's construction schedule. The delays include receipt of and back ordered components of 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 remained closed to the public with signs and barricades around the playground.

With our focus on keeping the project moving forward, the contractor continued to work where they could throughout the winter. With the weather improving, the remaining work has recommenced. Progress to date includes: the pour-in-place safety surfacing and concrete table-tennis have been installed, boardwalk installation and paving on the remaining un-paved portion of the path has begun, the birding observation area is being prepped, along with the bench and interpretive panel locations. Project completion is expected by the end of 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 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 - <i>Complete</i>
Schematic Design	February - May, 2024 - <i>In Progress</i>
CM/GC Selection	May 2024 - <i>Complete</i>
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

City Council awarded S & B James Construction the CM/GC Master Contract with Pre-Construction Costs not to exceed \$23,029.00 for the Sutherlin Police Department and \$22,686.00 for Sutherlin Fire Station #1 at their June 10, 2024 city council meeting.

TRANSPORTATION

Downtown Parking Lot

- Design and Construction Estimate
 - Start date: December 12, 2022- *Complete*
 - Completion date: August 31, 2023 – *Complete*
 - Advertisement for Bids May 10 & 17, 2024 -*Complete*
 - Bid awarded to Knife River Materials on June 10, 2024
 - Construction is estimated to begin: TBD - Summer 2024

In efforts to save costs, staff combined the Downtown Plaza Parking Lot Improvements (Schedule A) with the Nonpareil Water Treatment Plant Parking Lot Paving Improvements (Schedule B). An advertisement for bids was published on May 10th and 17th.

On June 10, 2024 City Council awarded the contract to Knife River Materials in the amount of \$429,827 (Schedule A - \$306,647.00 and Schedule B - \$123,180) at their city council meeting for the 2024 for the paving Improvements.

Waite Street Improvements

Civil Solutions Engineering, LLC is finalizing the design and engineering of Waite Street and is working closely with Wetlands and Wildlife, LLC to delineate and define the necessary mitigation process with the wetlands as they are identified. The final 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. Phase I of the Safe Routes to School Grant Application has been submitted, Phase II of the grant application will be submitted in July, 2024.

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 was 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:

- 2024-04- 2024-35 on previous Activity Report(s)
- 2024-36 – 440 Crestview Ct –
- 2024-37 – 165 Coles Valley – SFD
- 2024-38 – 1550 S Comstock Rd –
- 2024-39 – 774 Schoon Mtn Rd – ADU
- 2024-40 – 484 W Sixth Ave – foundation repair
- 2024-41 – 583 Fairway Estates Dr – interior remodel
- 2024-42 – 321 E Central Ave – Pole Sign
- 2024-43 – 125 Ponderosa – Sign
- 2024-44 – 240 S State St – accessory bldg
- 2024-45 – 611 Cedar St – accessory bldg
- 2024-46 – 416 Glen Ave – foundation repair
- 2024-47 – 500 E Fourth Ave – attached canopy
- 2024-48 – 220 W Central Ave – repair to commercial bldg
- 2024-49 – 448 E Everett Ave – addition to SFD
- 2024-50 – 303 & 307 Pine Street - Duplex
- 2024-51 – 325 Park Hill Ln – Temporary Events (Wailani Shave Ice)
- 2024-52 – 1064 S Comstock - storage room
- 2024-53 – 716 Sea St – MH as temporary hardship
- 2024-54 – 1305 W Central Ave – Temporary Use (fireworks stand)
- 2024-55 – 222 Easy St – solar panels
- 2024-56 – 112 Clover Leaf - sign
- 2024-57 – 912 Medina Ave – SFD
- 2024-58 – 172 Sunset St – solar panels

Active Land Use Applications:

- 24-S001 – 24-S007 – on previous Activity Report(s)
- 24-S008 – Allison – Class B Variance (driveway standards)
- 24-S009 – Barker – Temporary Use Permit (fireworks stand)

Right of Way Applications:

- 24-01 – 24-07 – on previous Activity Report(s)
- 24-08 – Eagle Ct – Douglas Services
- 24-09 – Tanglewood – Douglas Services
- 24-10 – 321 E Central Ave – Pacific Power
- 24-11 – 1983 Ridge View Dr – Javelin
- 24-12 – Ridgeview Dr – Douglas Services
- 24-13 – S State St and E Everett Ave – Douglas Services
- 24-14 – 191 W Second Ave – Avista